



## **Planning and Community Development – June 2026 Monthly Report**

- *Meetings*
  - Staffed Downtown Design Review Committee meeting – June 3<sup>rd</sup>
  - Attended City Commission meetings – June 8<sup>th</sup>
  - Staffed Planning Commission meeting – June 9<sup>th</sup>
  - Attended DDA meeting June 10<sup>th</sup>
  - Attended Tree Board meeting June 10<sup>th</sup>
  - Attended Southwest Michigan Planning Commission Board meeting June 16<sup>th</sup>
- *Planning Commission*
  - Master Plan Update – Open house conducted on June 9<sup>th</sup> approximately 50 attended. Hosted pop-up event at June 13<sup>th</sup> Farmers Market, spoke with over 50 people.
  - Unified Development Ordinance – made changes as suggested by City Attorney to Section 71-30 Sign Standards – waiting for public hearing.
  - Unified Development Ordinance – staff drafted changes to Section 71-26 Buffering, Section 71-28 Tree Preservation and Landscape Standards and Section 71-29 Fencing Standards. Changes discussed and work continues.
  - Scheduled public hearing for July 14<sup>th</sup> meeting to amend Table 71-J Use Matrix – Residential – memorandum of introduction sent to City Commission on June 22<sup>nd</sup>
  - Unified Development Ordinance – drafted language for creation of planned unit development option and updated language associated with parking and access requirements
- *Website and process/form updates*
  - Minor updates to website.
  - Attend meeting to learn more about future conversion to operating system with current vendor.
- *Building Division*
  - Page 2 provides year to date counts on activity.
- *Code Enforcement Division*
  - Page 2 provides year to date counts on activity.
  - Coordinated with Public Works and contractor regarding 50/50 Sidewalk Replacement Program.
- *Planning and Zoning Division*
  - Worked on required documents needed for implementation of BS&A Community Development module – building, code enforcement, planning and zoning
  - Worked on draft language for Unified Development Code associated with Downtown Design Review Committee.
  - Updated information needed for Redevelopment Ready Committee “essential” status.
  - Hosted grant administrative staff on Friday, June 12<sup>th</sup> and Saturday June 13<sup>th</sup>.

**2026 Planning and Community Development Department Activity**

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Year to Date
<b>Building</b>													
Site Visit-Inspect	0	0	21	52	87	81							241
Building addition	0	0	1	0	0	0							1
Demolition	0	0	1	0	0	0							1
Interior/Exterior Remodel/Repair	3	3	0	2	4	4							16
New construction - bldg/+200 sf	0	0	0	1	1	0							2
Occupancy Permit - Change of Use	1	0	1	0	0	1							3
Roof, Window, Waterproofing	2	1	7	12	10	13							45
Monthly Permits Issued	6	4	10	15	15	17							67
Electric permits - contract inspector	2	6	6	6	4	1							25
Monthly Totals	8	10	16	22	19	18							93
<b>Code Enforcement</b>													
Investigated Complaints	10	12	11	12	17	16							78
Parking on Grass	0	0	4	7	1	3							15
Rental Inspections	15	52	27	30	18	1							143
Tall Grass	0	1	0	31	22	25							79
Misc Enforce Letter	0	0	1	2	2	1							6
2nd Enforce Letter	0	0	1	2	4	1							8
Final Enforce Letter	0	0	0	0	0	1							1
Citation Issued	1	0	0	0	0	0							1
Monthly Totals	26	65	44	84	64	48							331
<b>Planning and Zoning</b>													
Code Enforcement	0	0	0	0	2	0							2
Bldg Permit Review	1	0	0	1	1	2							5
Land Division	0	0	0	0	1	1							2
Admin Design Review	3	0	0	1	0	0							4
Sidewalk Café	0	0	0	1	0	0							1
Accessory Structure	0	0	1	0	2	0							3
Fence	0	0	4	2	5	3							14
Sign	3	0	2	1	3	0							9
Monthly Totals	7	0	7	6	14	6							40