

# Memorandum



## Planning and Community Development – January 2026 Monthly Report

- *Meetings*
  - Attended City Commission meetings – January 12<sup>th</sup> and 26<sup>th</sup>
  - Staffed Planning Commission meeting – January 13<sup>th</sup>
  - Attended Michigan Association of Planning Board Retreat – Jan 25<sup>th</sup> and 26<sup>th</sup>
  - Future of Housing Community Workshop – Berrien County – Jan 22<sup>nd</sup>
- *Planning Commission*
  - Master Plan Update – consultant attended 1/13/2026 meeting – project name, webpage and survey coming soon.
  - Unified Development Ordinance – staff drafting changes to Section 71-30 Sign Standards.
  - Commissioners received binders with adopted plans, ordinance, state law and associated information.
- *Website updates*
  - Moved Building and Code Enforcement under Community Development
  - Residential Rental Registration program - updated webpage under Code Enforcement with updated text and documents. Code enforcement officer is responsible for the program.
  - Work continues in other areas, once completed information will be included in monthly updates.
- *Building Division*
  - Page 2 provides year to date counts on activity.
  - Investigating opportunities to contract locally for mechanical and plumbing inspections.
- *Code Enforcement Division*
  - Page 2 provides year to date counts on activity.
  - Office is responsible for Residential Rental Registration and 50/50 Sidewalk Replacement programs.
- BS & A learning Zoom meeting for Community Development module – 9 staff attended.
- Safe Routes to School – Mini grant webinar.

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# Type of Permit Issued - 2026

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Month	Roof Permits	Interior Remodel	Building Addition	New Construction	Change of Use	Sign	Accessory Structure	Fence	
January	2	3	0	0	1	3	0	0	
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>TOTAL</b>	2	3	0	0	1	3	0	0	

# Code Enforcement Action - 2026