



Planning and Community Development – January 2026 Monthly Report

- *Meetings*
 - Attended City Commission meetings – January 12th and 26th
 - Staffed Planning Commission meeting – January 13th
 - Attended Michigan Association of Planning Board Retreat – Jan 25th and 26th
 - Future of Housing Community Workshop – Berrien County – Jan 22nd
- *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.

	Type of Permit Issued - 2026							
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								
TOTAL	2	3	0	0	1	3	0	0

	Code Enforcement Action - 2026							
Month	Complaints Investigated	Tall Grass	Parking on Grass	Other Enforcement - 1st Letter	Follow up enforcement - 2nd letter	Final enforcement letter	Citations Issued	Rental Inspections
January	10	0	0	0	0	0	1	15
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
TOTAL	0	0	0	0	0	0	0	0