



Planning and Community Development – March 2026 Monthly Report

- *Meetings*
 - Attended City Commission meetings – March 9th and 23rd
 - Staffed Planning Commission meeting – March 10th
 - Attended DDA meeting March 11th
 - Attended Michigan Association of Planning Board Zoom Meeting – March 20th
 - Attended ribbon cutting ceremony at 107 N Main Street – March 19th
- *Planning Commission*
 - Master Plan Update – consultant attended 3/10/2026 meeting – online survey went live 3/25/26, flyers distributed to schools, library, senior center, RAM, Roti Roti, American Legion
 - Unified Development Ordinance – staff continued drafting changes to Section 71-30 Sign Standards. Changes discussed and work continues
 - Planning Commission held public hearing and recommended approval of amendment to UDC for Short-term rental overlay district
- *Website and process/form updates*
 - Updated website with new Sidewalk Café Permit Application and Directions for food and beverage businesses in the D Downtown District
 - Updated Building Division Fee Scheduled finalized and posted on website
 - Updated Building Division webpage with new Electrical Permit Application for new inspector
- *Building Division*
 - Page 2 provides year to date counts on activity
 - Kevin Simpson, electrical inspector finishing permits and new inspector Kevin Stewart started
 - Continued discussion to contract locally for mechanical and plumbing services
- *Code Enforcement Division*
 - Page 2 provides year to date counts on activity
 - Coordinated with Public Works and contractor regarding 50/50 Sidewalk Replacement Program
 - Started compiling list of vacant buildings for future work
- *Planning and Zoning Division*
 - Continued working on documents associated with 50/50 Sidewalk Replacement Program
 - Presented Text Amendment Application for Short-term Rental Overlay District – Planning Commission and City Commission – first reading approved
 - Researched and drafted changes to UDC – buffering, fencing and tree preservation/landscaping
 - Attended Michigan Association of Planning - Parking Best Practices webinar
 - Attended Michigan Association of Planning – Building Your Community’s Leadership Pipeline webinar
 - Processed and prepared Downtown Design Review April Agenda Packet

