



**Planning Department**

**Director of Planning and Community Development .....Keith Baker, AICP**  
**Community Development Specialist ..... Cheri King**

**Building Department**

**Chief Inspector/Electrical Inspector ..... John Wegner**

## Service Statement

The Planning & Building Inspection Department serves a vast array of clients including city residents, property owners, developers, realtors, businesses and other City of Midland departments. Planning provides and maintains zoning, addressing, floodplain, census, housing, land divisions, inspection and future land use planning information for the community. The department works closely with the Midland Public Schools in the annual planning and construction of a Building Trades house project. Planning & Community Development staff coordinates with the Information Services Department to create and maintain a set of geographic information system (GIS) maps and digital data including zoning, existing land use, future land use, floodplain, census, structure counts, building envelopes and other planning-related geospatial data.

The Building division is dedicated to the protection of the health, safety and welfare of Midland residents and visitors through the enforcement of City ordinances and State law as it pertains to building codes and practices, property maintenance, signs, trash, litter and debris, zoning and other nuisance-related issues. Building inspection staff are State of Michigan-registered inspectors in their respective fields of expertise. Building inspection staff conduct architectural plan review and construction inspection services for all forms of construction, from single family residential to industrial manufacturing facilities and all uses in between. The City employs two rental housing and code enforcement inspectors to insure the safety and maintenance of the city's 6,121 registered rental units and encourage neighborhood stability through appropriate property maintenance code enforcement (e.g., trash, litter, debris, junk vehicles and front yard parking restrictions).

Members of the Planning and Building department staff are considered leaders in their respective fields. They serve as members of various local and statewide professional organizations assisting in the training and education of their professional colleagues.

## Functions

### Administration

- Prepares and administers department budget
- Acts as City's representative and expert in planning- and zoning-related issues
- Provides oversight to the Downtown Development Authority Director
- Provides oversight to the City's senior housing (Riverside Place and Washington Woods) directors
- Liaison to the U.S. Census Bureau
- Liaison to FEMA for floodplain issues
- Prepares agendas and provides technical staff support to the Planning Commission, Zoning Board of Appeals, Building Board of Appeals and West Main Historic District Commission

### Application and Review Process

- Provides information regarding application procedures and requirements

- Reviews site plan applications for compliance with City ordinances and regulations
- Reviews subdivision plat and site condominium applications for compliance with City ordinances and regulations
- Reviews zoning petition applications (rezoning requests) for compliance with the future land use plan and provides recommendations
- Reviews zoning ordinance text amendment applications and provides recommendations
- Reviews street vacation requests for compliance with City ordinances and regulations
- Provides design assistance to developers and City staff
- Conducts site plan compliance inspections prior to issuance of certificates of occupancy

## Functions (cont.)

### Planning, Zoning & Land Use

- Provides information regarding the City's zoning ordinance and subdivision regulations
- Provides information regarding planning, land use and zoning issues
- Prepares and maintains existing land use maps
- Worked with planning consultant to prepare new city Master Plan
- Coordinates with GIS Department to create digital maps
- Prepares and maintains official zoning district map
- Coordinates and maintains local area plans (DDA, Circle Area, Mall Area) and corridor studies
- Serves as liaison to groups such as the Project for Public Spaces (PPS), the Midland Board of Realtors and Midland Area Chamber of Commerce

### Building Inspection & Code Enforcement

- Conducts commercial, industrial and residential building plan review
- Conducts building, plumbing, mechanical and electrical inspections
- Conducts rental inspections; rental units are inspected every two years
- Serves as liaison to the Midland Area Home Builders Association
- Issues soil erosion and sedimentation control, sign, fence and other zoning compliance permits
- Maintains and updates all permit and inspection-related records
- Enforces ordinances that address trash, litter, debris, junk vehicles, home occupations, signs, nuisances and other property maintenances issues
- Provides information regarding codes and ordinance requirements to builders, designers and the public

## Department at a Glance

<b>Funding Level Summary</b>	<b>2006-07 Actual</b>	<b>2007-08 Actual</b>	<b>Adjusted 2008-09 Budget</b>	<b>Estimated 2008-09 Budget</b>	<b>Adopted 2009-10 Budget</b>	<b>% of Change</b>
Planning	\$ 509,615	\$ 496,457	\$ 655,667	\$ 543,683	\$ 484,732	-10.8%
Building	594,108	603,632	761,727	657,174	697,795	6.2%
<b>Total Department</b>	<b>\$ 1,103,723</b>	<b>\$ 1,100,089</b>	<b>\$ 1,417,394</b>	<b>\$ 1,200,857</b>	<b>\$ 1,182,527</b>	<b>-1.5%</b>
Personal Services	\$ 902,625	\$ 972,393	\$ 1,242,744	\$ 1,068,250	\$ 993,848	-7.0%
Supplies	19,666	21,940	24,685	20,986	19,135	-8.8%
Other Services/Charges	181,432	105,756	149,965	111,621	169,544	51.9%
<b>Total Department</b>	<b>\$ 1,103,723</b>	<b>\$ 1,100,089</b>	<b>\$ 1,417,394</b>	<b>\$ 1,200,857</b>	<b>\$ 1,182,527</b>	<b>-1.5%</b>

### Personnel Summary

Full-Time	14	13	13	13	10
Regular Part-Time	1	1	1	1	1
<b>Total Department</b>	<b>15</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>11</b>

Planning & Building Department staffing has been reduced from 14 full-time positions in 2006-2007 to 10 full-time positions budgeted for 2009-2010. This has had a positive effect on the overall expense of the Planning & Building Department to the City annually over the past four fiscal years.

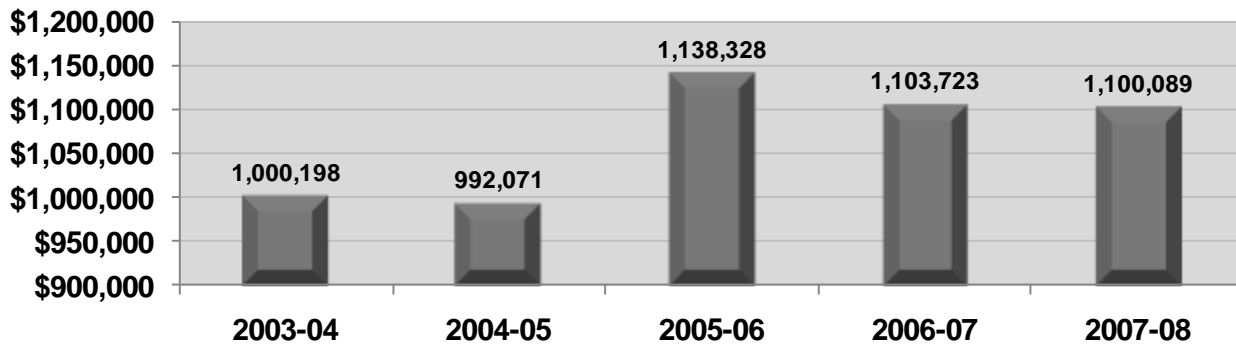
## Summary of Budget Changes

### Significant Notes – 2009-10 Budget Compared to 2008-09 Budget

During the course of the 2008-2009 fiscal year, the Planning Department saw the departure of two employees. The Office Assistant position is being eliminated in the 2009-2010 budget. The Deputy Director position is currently being held open and will be filled in the interim with professional planning services provided by a contracted private planning consultant.

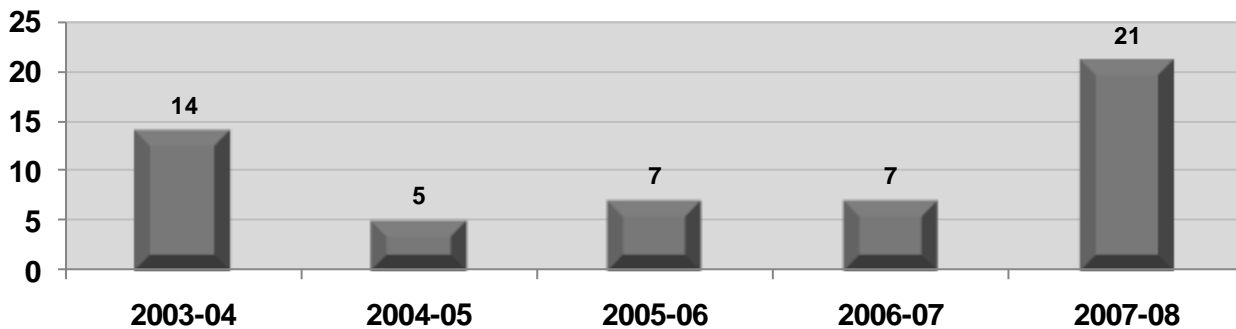
In November 2007, the Chief Inspector position became vacant as a result of an employee retirement. The Chief Inspector served as both one of two building inspectors as well as the Chief Inspector. The Electrical Inspector was promoted to Chief Inspector. The 2009-2010 fiscal year budget proposes the elimination of the second building inspector position.

### 5-Year Operating Budget History



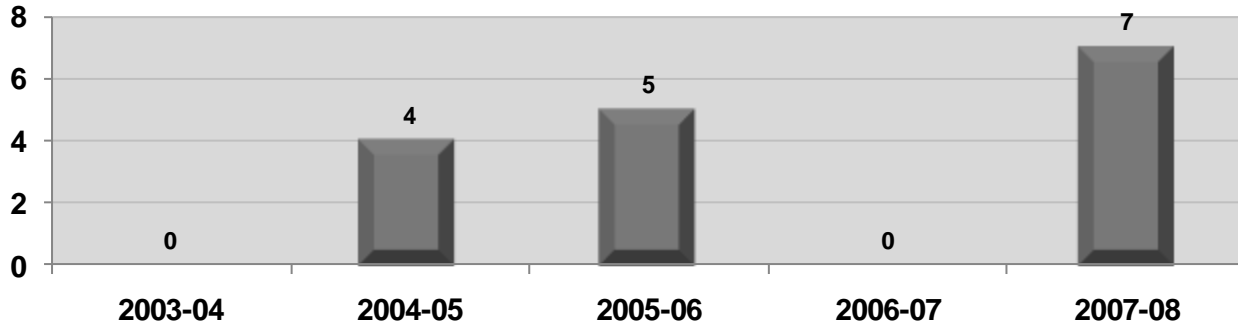
## Key Departmental Trends - Planning

### Site Plan Review Petitions

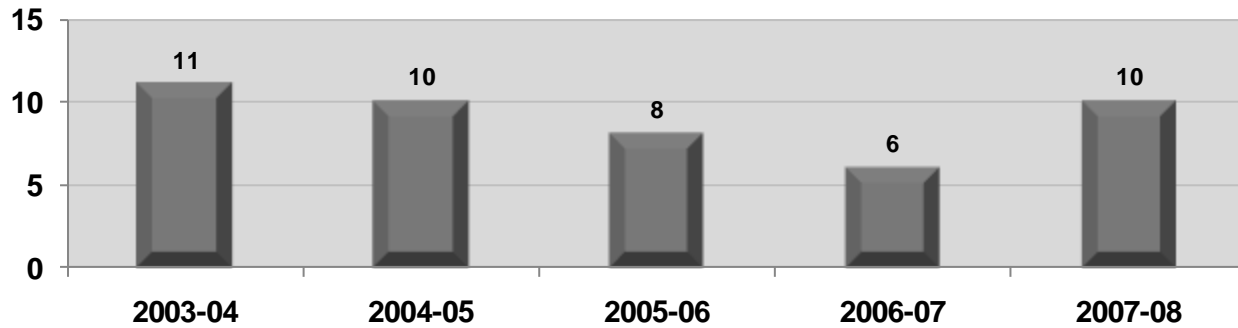


## Key Departmental Trends – Planning (cont.)

### Conditional Land Use Permits

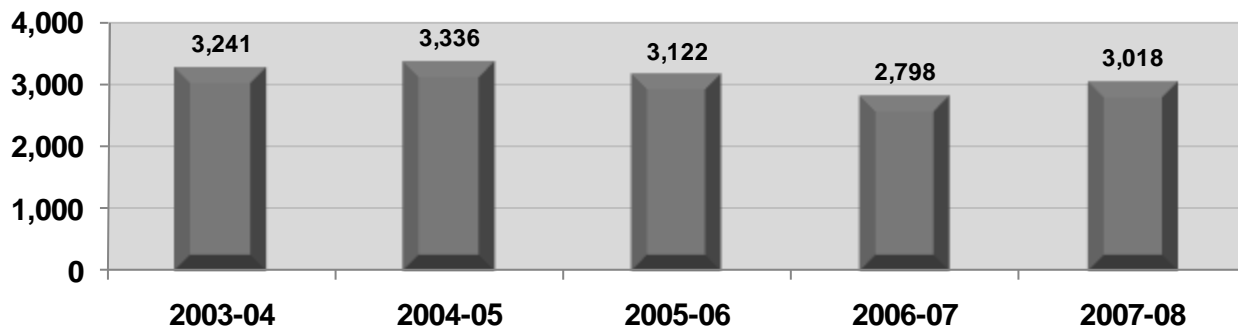


### Rezoning Petitions



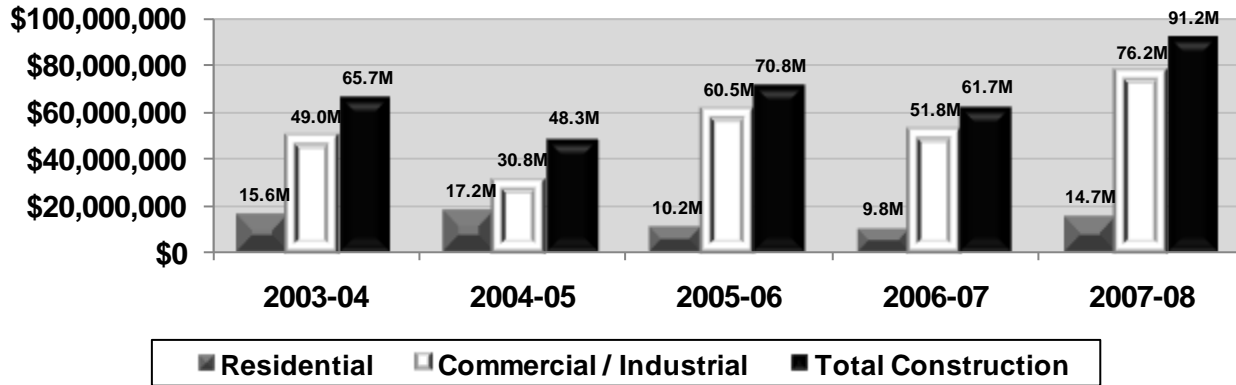
## Key Departmental Trends - Building

### Building Permits Issued Annually



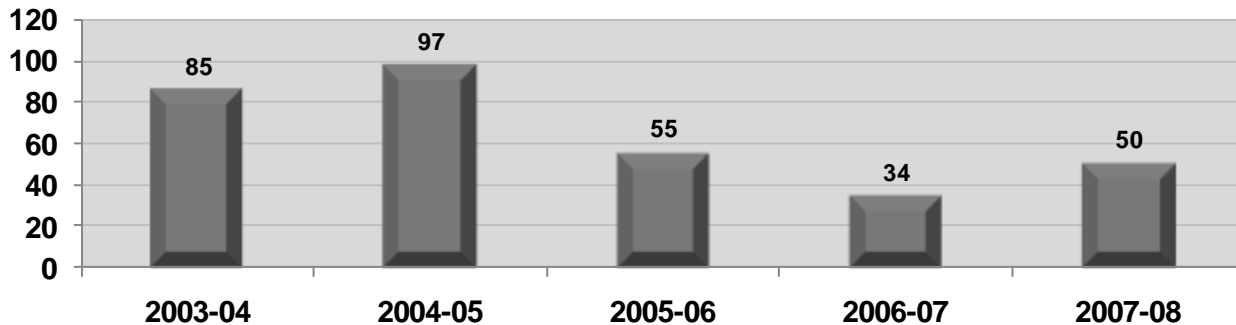
## Key Departmental Trends – Building (cont.)

### Value of Annual Construction by Type



Ongoing, large scale projects continue to be reflected in the value of permits issued by the City of Midland. These include the expansion of the Mid Michigan Medical Center, the new Midland Country Club, renovation of the “H” Hotel and the development of Evergreen Solar, Inc.

### Single Family Residential Dwelling Permits



After a two-year decline in the number of single family residential dwelling permits issued by the City of Midland, 2007-2008 saw a slight increase in the number of new homes being built in the city. However, due to current economic, housing and lending influences, new home permits are expected to decrease in 2009-2010.

## Performance Objectives - Planning

<b>Performance Indicators (OUTPUT)</b>	<b>2006-07 Actual</b>	<b>2007-08 Actual</b>	<b>% Change</b>
Site Plan Review Petitions	7	21	200.0%
Conditional Use Requests	0	7	N/A
Subdivision Reviews	0	0	N/A
Rezoning Petitions	6	9	50.0%
Conditional Rezoning Petitions	1	1	0.0%
Zoning Ordinance Text Amendment Petitions	1	2	100.0%
Planned Unit Development Petitions	0	0	N/A
Street Vacation Petitions	3	1	-66.7%

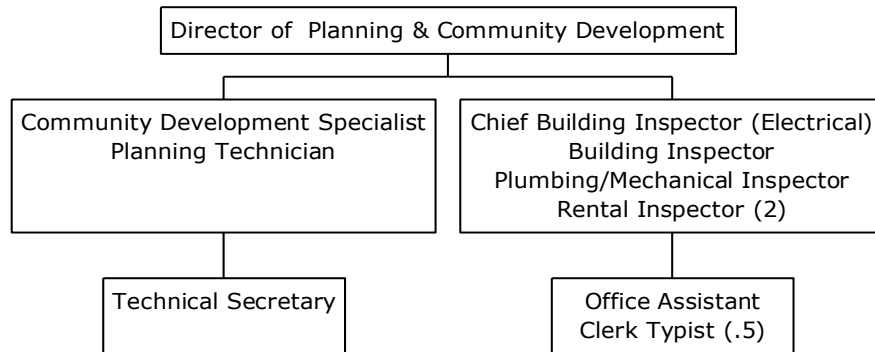
## Performance Objectives - Building

<b>Performance Indicators (OUTPUT)</b>	<b>2006-07 Actual</b>	<b>2007-08 Actual</b>	<b>% Change</b>
Number of Building Permits Issued	2,798	3,018	7.9%
Number of Sign Permits	133	116	-12.8%
Value of Construction			
- Commercial/Industrial	\$51,763,007	\$76,208,198	47.2%
Value of Construction			
- Residential	\$9,836,511	\$14,748,248	49.9%
Total Value of Construction	\$61,673,283	\$91,218,156	47.9%
Number of Single Family Dwelling Permits	34	50	47.1%

<b>Performance Indicators (EFFICIENCY)</b>	<b>2006-07 Actual</b>	<b>2007-08 Actual</b>	<b>% Change</b>
Number of Total Inspections	6,160	6,225	1.1%
Number of Plumbing/Mechanical Inspections	1,603	1,765	10.1%
Number of Electrical Inspections	1,331	1,691	27.0%
Number of Building Inspections	3,226	2,769	-14.2%
Number of Rental Inspections	3,348	3,340	-0.2%
Number of Code Enforcement Inspections	332	368	10.8%

The Planning & Building Department experienced the reduction of three full-time employees. However, site plan review petitions, rezoning petitions and the overall number of permits and inspections conducted by department staff has remained constant or has increased from last year.

## Organizational Chart



<b>Staff Summary</b>	<b>Approved 2007-08</b>	<b>Approved 2008-09</b>	<b>Adopted 2009-10</b>
<u>Full-Time</u>			
Director of Planning & Community Dvlp	1	1	1
Deputy Director of Planning & Comm Dvlp	1	1	0
Community Development Specialist	1	1	1
Planning Technician	1	1	1
Technical Secretary	1	1	1
Chief Inspector / Electrical Inspector	1	1	1
Plumbing and Mechanical Inspector	1	1	1
Building Inspector	2	2	1
Rental & Code Enforcement Inspector	2	2	2
Office Assistant	2	2	1
<b>Total Full-Time</b>	<b>13</b>	<b>13</b>	<b>10</b>
<u>Regular Part-Time</u>			
Clerk-Typist	1	1	1
<b>Total Regular Part-Time</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Department Total</b>	<b>14</b>	<b>14</b>	<b>11</b>

Planning Department staffing is currently being supplemented with a contracted planning consultant providing between six (6) and nine (9) hours per week. The Deputy Director of Planning & Community Development position has been eliminated from the 2009-2010 budget as has an Office Assistant position. One Building Inspector position has been eliminated from the 2009-2010 budget.