



Planning Department

Director of Planning and Community DevelopmentKeith 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 conducts 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 6,171 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 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, Construction Board of Appeals, Center City Authority and West Main Historic District Commission
- 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

Application and Review Process

- Provides information regarding application procedures and requirements

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

| Funding Level Summary | 2007-08 Actual | 2008-09 Actual | Adjusted 2009-10 Budget | Estimated 2009-10 Budget | Adopted 2010-11 Budget | % of Change |
|------------------------------|-----------------------|-----------------------|--------------------------------|---------------------------------|-------------------------------|--------------------|
| Planning | \$ 496,457 | \$ 510,129 | \$ 504,061 | \$ 503,442 | \$ 494,607 | -1.8% |
| Building | 603,632 | 649,684 | 704,838 | 670,019 | 694,813 | 3.7% |
| Total Department | \$ 1,100,089 | \$ 1,159,813 | \$ 1,208,899 | \$ 1,173,461 | \$ 1,189,420 | 1.4% |
| Personal Services | \$ 972,393 | \$ 1,053,590 | \$ 993,848 | \$ 988,686 | \$ 1,028,521 | 4.0% |
| Supplies | 21,940 | 16,774 | 19,085 | 17,521 | 19,335 | 10.4% |
| Other Services/Charges | 105,756 | 89,449 | 195,966 | 167,254 | 141,564 | -15.4% |
| Total Department | \$ 1,100,089 | \$ 1,159,813 | \$ 1,208,899 | \$ 1,173,461 | \$ 1,189,420 | 1.4% |

Personnel Summary

| | | | | | |
|-------------------------|-----------|-----------|-----------|-----------|-----------|
| Full-Time | 13 | 13 | 10 | 10 | 10 |
| Regular Part-Time | 1 | 1 | 1 | 1 | 1 |
| Total Department | 14 | 14 | 11 | 11 | 11 |

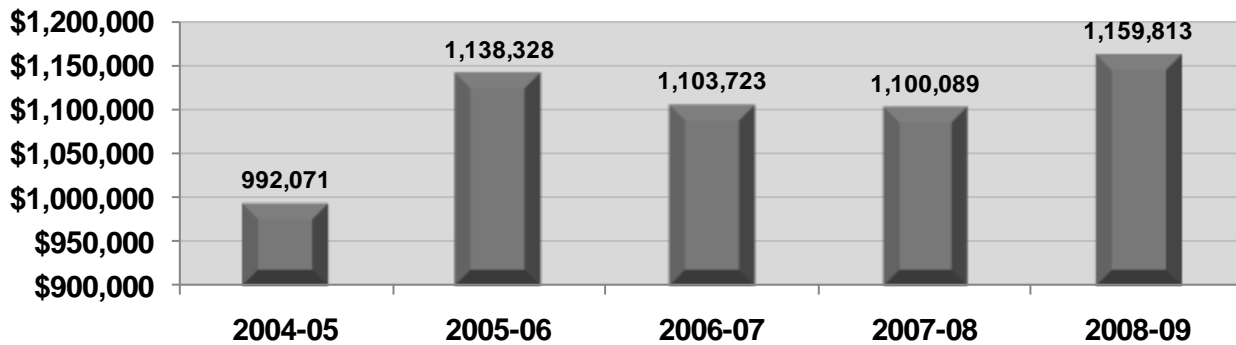
Planning & Building Department staffing has been reduced from 14 full-time positions in 2006-2007 to 10 full-time positions budgeted for 2010-2011. This has had a positive effect on the overall reduction of expenses in the Planning & Building Department to the City annually over the past five fiscal years.

Summary of Budget Changes

Significant Notes – 2010-11 Budget Compared to 2009-10 Budget

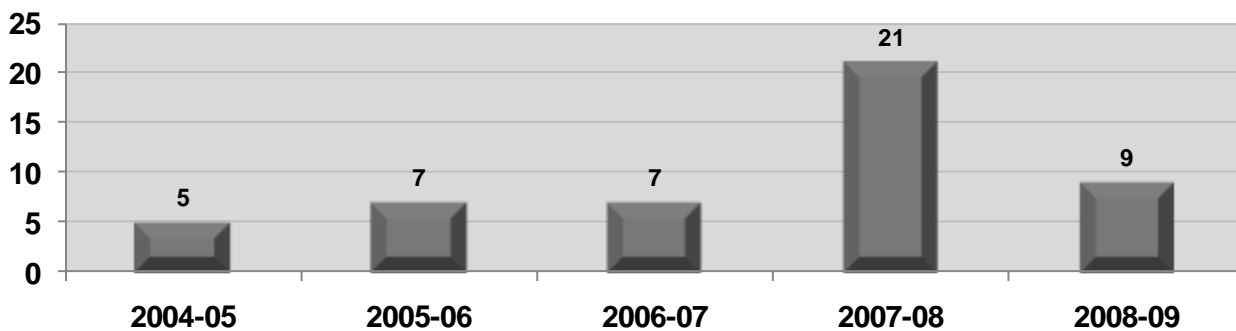
The vacant Deputy Director position was permanently eliminated during the 2009-10 fiscal year and will be filled indefinitely by contracted professional planning services provided by a private planning consultant.

5-Year Operating Budget History



Key Departmental Trends - Planning

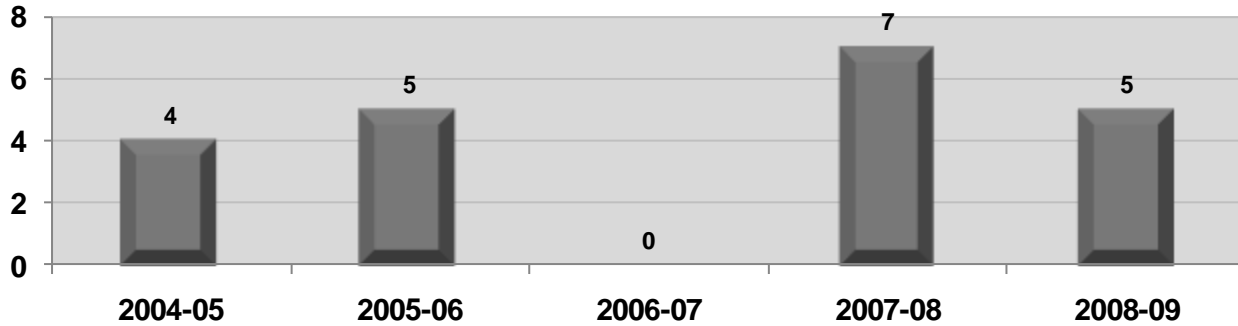
Site Plan Review Petitions



The Planning Department handled significantly fewer site plan review petitions in 2008-09 than received in 2007-08 but more in line with the previous three fiscal years from 2004-05 to 2006-07.

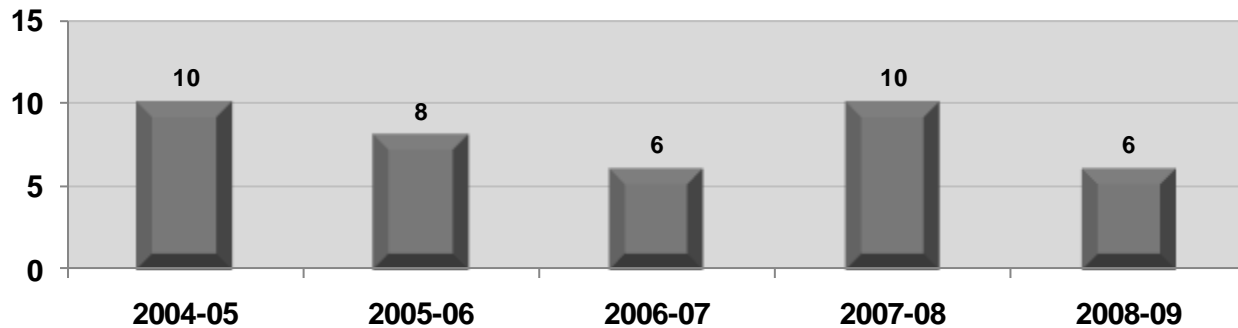
Key Departmental Trends – Planning (cont.)

Conditional Land Use Permits



The Planning Department handled two (2) fewer Conditional Land Use petitions in 2008-09 than in 2007-08. However, the five (5) petitions received are more consistent with the long term trend of the total five year period.

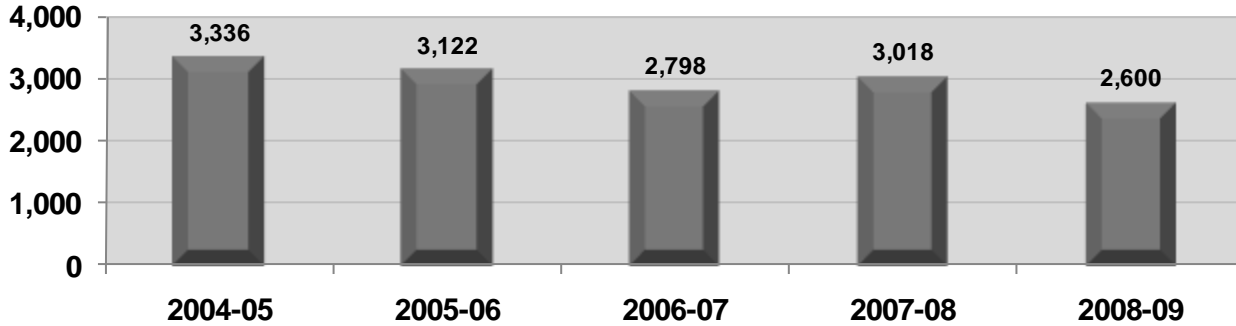
Rezoning Petitions



Rezoning petitions, also an indicator for commercial development, were lower in 2008-09 than in previous years.

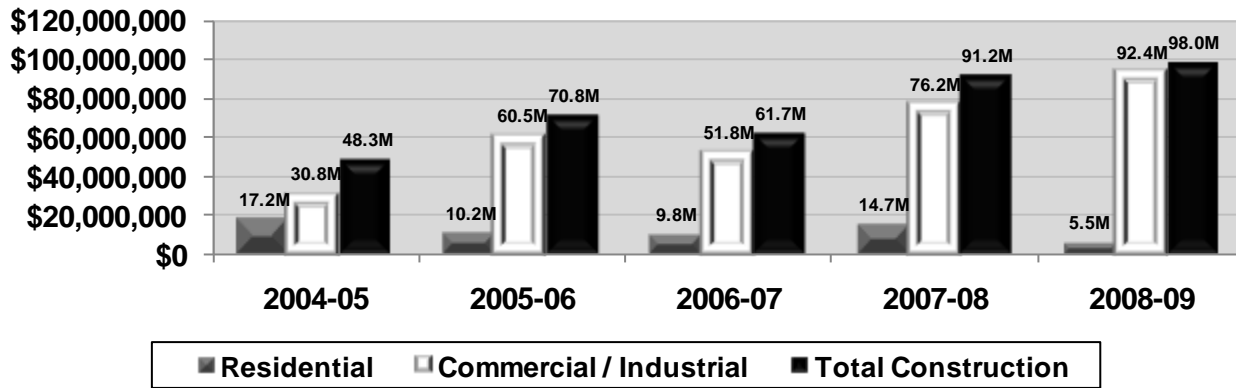
Key Departmental Trends - Building

Building Permits Issued Annually



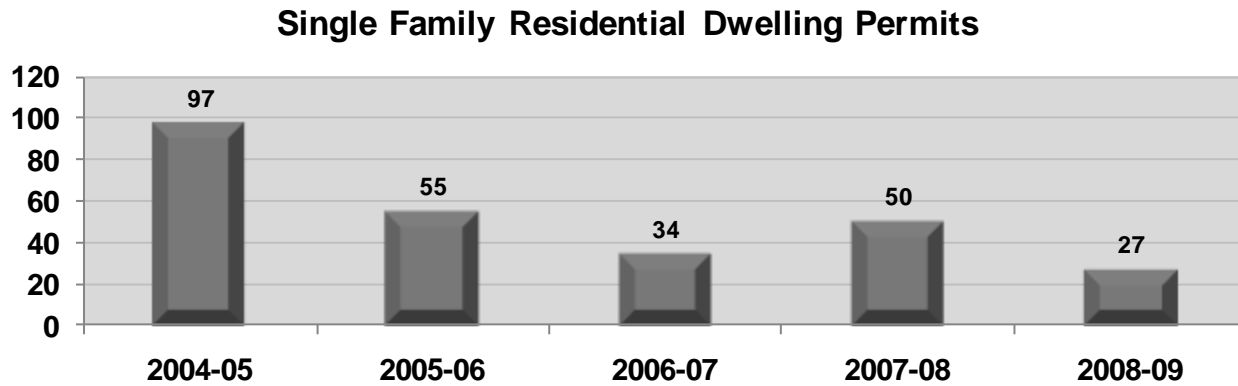
2008-09 fiscal year saw a continued downward trend in the number of inspections conducted by Building Department staff. This is very much a direct reflection of the nature of the local, state and national economic conditions and the fewer overall number of projects in which to review and inspect.

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 included the expansion of the MidMichigan Medical Center, the new Midland Country Club clubhouse and banquet center, the new Holiday Inn and new projects undertaken within the Dow Chemical Company fence line. While the number of inspections and projects were down overall, the value of the work under permit was greater.

Key Departmental Trends – Building (cont.)



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 decreased to its lowest level (27 in 2008-2009) in over ten years and is expected to remain low in the 2009-2010 and 2010-2011 fiscal years.

Performance Objectives - Planning

| Performance Indicators (OUTPUT) | 2007-08 Actual | 2008-09 Actual | % Change |
|---|-----------------------|-----------------------|-----------------|
| Site Plan Review Petitions | 21 | 9 | -57.1% |
| Conditional Use Requests | 7 | 5 | -28.6% |
| Subdivision Reviews | 0 | 1 | N/A |
| Rezoning Petitions | 9 | 6 | -33.3% |
| Conditional Rezoning Petitions | 1 | 0 | -100.0% |
| Zoning Ordinance Text Amendment Petitions | 2 | 1 | -50.0% |
| Planned Unit Development Petitions | 0 | 0 | N/A |
| Street Vacation Petitions | 1 | 0 | -100.0% |

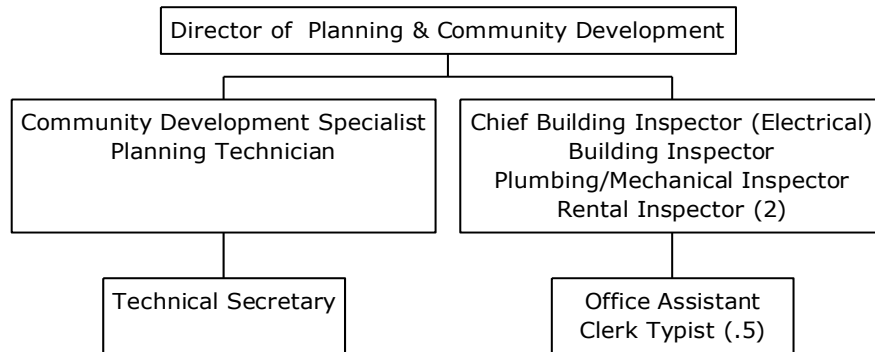
Performance Objectives - Building

| Performance Indicators (OUTPUT) | 2007-08 Actual | 2008-09 Actual | % Change |
|--|-----------------------|-----------------------|-----------------|
| Number of Building Permits Issued | 3,018 | 2,600 | -13.9% |
| Number of Sign Permits | 116 | 90 | -22.4% |
| Value of Construction | | | |
| - Commercial/Industrial | \$76,208,198 | \$92,444,789 | 21.3% |
| Value of Construction | | | |
| - Residential | \$14,748,248 | \$5,532,296 | -62.5% |
| Total Value of Construction | \$91,218,156 | \$97,977,085 | 7.4% |
| Number of Single Family Dwelling Permits | 50 | 27 | -46.0% |

| Performance Indicators (EFFICIENCY) | 2007-08 Actual | 2008-09 Actual | % Change |
|--|-----------------------|-----------------------|-----------------|
| Number of Total Inspections | 6,225 | 4,989 | -19.9% |
| Number of Plumbing/Mechanical Inspections | 1,765 | 1,476 | -16.4% |
| Number of Electrical Inspections | 1,691 | 897 | -47.0% |
| Number of Building Inspections | 2,769 | 2,616 | -5.5% |
| Number of Rental Inspections | 3,340 | 3,336 | -0.1% |
| Number of Code Enforcement Inspections | 368 | 395 | 7.3% |

Most of the Planning & Building Department's measurable performance indicators indicate significant declines in activity from the prior fiscal year due to a marked reduction in construction and development as a result of the local, state and national economy.

Organizational Chart



| Staff Summary | Approved 2008-09 | Approved 2009-10 | Adopted 2010-11 |
|---|-----------------------------|-----------------------------|----------------------------|
| <u>Full-Time</u> | | | |
| Director of Planning & Community Dvlp | 1 | 1 | 1 |
| Deputy Director of Planning & Comm Dvlp | 1 | 0 | 0 |
| Community Development Specialist 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 | 1 | 1 |
| Rental & Code Enforcement Inspector | 2 | 2 | 2 |
| Office Assistant | 2 | 1 | 1 |
| Total Full-Time | 13 | 10 | 10 |
| <u>Regular Part-Time</u> | | | |
| Clerk-Typist | 1 | 1 | 1 |
| Total Regular Part-Time | 1 | 1 | 1 |
| Department Total | 14 | 11 | 11 |

Planning Department staffing is currently being supplemented with a contracted planning consultant providing approximately ten (10) hours per week of professional services. The Deputy Director of Planning & Community Development position was permanently eliminated from the 2009-2010 budget as was an Office Assistant position. One Building Inspector position was also permanently eliminated from the budget in the 2009-2010 fiscal year.