



COMMUNITY DEVELOPMENT DEPARTMENT

2013 ANNUAL REPORT

DEPARTMENT PROCESSES

CODE ENFORCEMENT

- Issue notices of violation
- Ensure violation compliance
- Communicate with residents

PERMITTING

- Efficiently process permit applications
- Respond to permit inquiries from the public
- File approved permit applications
- Ensure permit compliance

STREET ADMINISTRATOR

- Staff liason to Tri-County Regional Planning
- Coordinate road maintenance projects
- Research road maintenance technologies
- Coordinate road stormwater management improvements

PLANNING & ZONING

- Staff liason to Planning Commission & ZBA
- Interpret / Enforce zoning code.
- Process variance applications
- Process site plan applications
- Communicate with Public regarding zoning issues.

2013-2014 PROCESS EFFICIENCY CHANGES

CODE ENFORCEMENT

- Document & track outstanding violations
- Establish follow-up letter for code compliance
- Improve communication with residents

PERMITTING

- Combine existing 7-8 permit applications into 1.
- Respond to permit inquiries from the public within 24 hours.
- Review fee schedule for permits
- Update Comm. Dev. portion of City website

STREET ADMINISTRATOR

- Recommend high-value road maintenance improvements
- Identify road drainage projects
- Develop QA/QC checklist for road maintenance projects
- Research pavement improvement technologies.

PLANNING & ZONING

- Establish template for Planning Commission / ZBA staff reviews.
- Establish checklist for review process.
- Establish digital filing system for PC/ZBA meeting materials.
- Update Comm. Dev. portion of City website to include meeting minutes / submittals

COMMUNITY DEVELOPMENT PROJECTS 2012/2013

		<h2 style="text-align: center;">Innovative Polymers</h2>	
<p><u>Construction Date:</u> August, 2012</p>	<p><u>Construction Date:</u> None</p>	<p><u>Construction Date:</u> May, 2013</p>	<p><u>Construction Date:</u> Aug, 2012</p>
<p><u>Project Description:</u> 100,000 s.f. warehouse expansion with additional truck parking lot. Utility improvements include watermain and storm sewer extensions and installation of rain gardens for stormwater management.</p>	<p><u>Project Description:</u> Facilitated Martin-Brower expansion through sale of easterly warehouse to Michigan Wire Cloth.</p>	<p><u>Project Description:</u> Facilitated Martin-Brower expansion through corporative effort with City of St. Johns. Innovative Polymers made an exhaustive effort to allow construction traffic in their area of operations.</p>	<p><u>Project Description:</u> Facilitated Martin-Brower expansion by moving facility to easterly warehouse of Barnard Manufacturing Building. The project included an office expansion, new parking lot and rain garden construction.</p>
		 <p style="text-align: center;">Park Restroom</p>	 <p style="text-align: center;">Clinton County Animal Shelter</p>
<p><u>Construction Date:</u> Spring, 2013</p>	<p><u>Construction Date:</u> May, 2013</p>	<p><u>Construction Date:</u> Fall, 2012</p>	<p><u>Construction Date:</u> May, 2013</p>
<p><u>Project Description:</u> This project is a significant expansion to the Sparrow Clinton campus and will construct a new emergency room facility in the parking lot on the corner of Elm Street and Oakland Street. The City vacated over 400 l.f. of Elm Street to aid in the project feasibility.</p>	<p><u>Project Description:</u> This project is a 2,750 s.f. expansion to the occupational therapy facilities at the Clinton Area Care Facility Campus. The project will include a modest parking lot expansion with no public utility extensions.</p>	<p><u>Project Description:</u> The old restroom at the City Park is being renovated into its previous grandeur. The old windows were re-established to allow more natural light into the facility with a maintenance room addition on the south end. Also, sidewalk is being added from the restroom connecting it to Fantasy Forest.</p>	<p><u>Project Description:</u> The new Clinton County Animal Shelter is being relocated to 1347 E. Townsend Road within the existing County Jail/Health Dept campus. The 5,000 s.f. facility will have a small parking lot with no new utility extensions and will be located on the north side of the existing jail.</p>
			
<p><u>Completion Date:</u> Summer, 2013</p>	<p><u>Construction Date:</u> 2013-2014</p>	<p><u>Construction Date:</u> 2012-2013</p>	<p><u>Construction Date:</u> May, 2013</p>
<p><u>Project Description:</u> Over the past two years the Planning Commission has been working on an update to the Community Development Plan. A citizen survey was sent out last fall to determine issues of importance to City residents. The results have been incorporated into the Plan update.</p>	<p><u>Project Description:</u> The City staff continues to work with the MDNR and their consultant on the design and layout of the new CIS Trail. There has been significant communication with the Veteran's Committee and local businesses to ensure a successful construction within the City limits.</p>	<p><u>Project Description:</u> The expansion to the Agro-Culture Liquid Fertilizer corporate headquarters is taking place in Bingham Township with water and sewer service being extended from the City. Significant coordination went into the successful extension of these utilities.</p>	<p><u>Project Description:</u> The Scott Road construction project highlighted our road improvements for 2012 with Zeeb Drive, Kuntz Street and Mead Drive asphalt mill & fill projects taking place this Spring. Smaller road maintenance projects will continue to be a priority in 2013.</p>

