

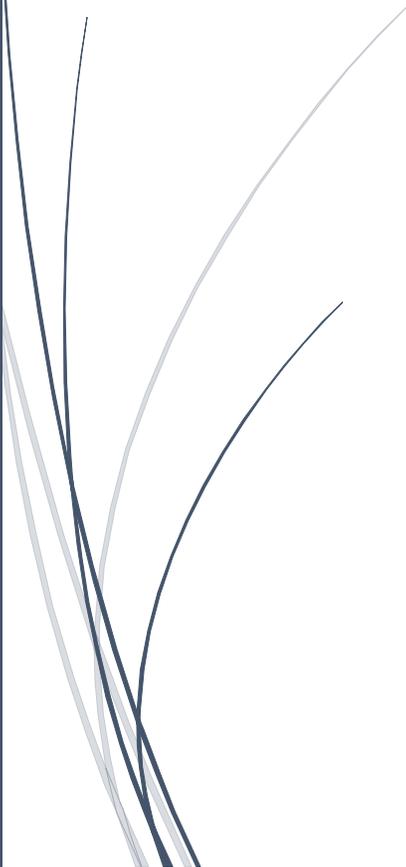


April 6<sup>th</sup>, 2021

# Gratiot County

Department of Community  
Development

# Annual Report 2020



[Diandra Huggins](#)

DEPUTY PERMITS OFFICER/SESC OFFICER/STORM WATER OPERATOR

This is the 2020 Annual Report of the Gratiot County Department of Community Development (formerly known as Department of Permits and Planning) directed to the Gratiot County Board of Commissioner's.

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# I. INTRODUCTION

## a. Department Responsibilities

The Department of Community Development acts as the administrative and enforcement agency responsible for the following:

- Construction Code for Building, Zoning, and Soil Erosion and Sedimentation Control Permits within Gratiot Counties political boundary specified in local ordinances
- Administrative agency for Planning Commission
- Administrative agency for Zoning Board of Appeals
- Administrative agency for Construction Board of Appeals
- Administrative Agency for Buildings and Grounds

The department's political boundary of administrative and enforcement authority is as follows:

- Review/ Authorize/Issue Building Permits for all of Gratiot County – excluding City of Alma and City of Saint Louis
- Enforce Building Code for Building Permits for City of Alma
- Review/ Authorize/Issue Zoning Permits for Elba Township, Hamilton Township, Lafayette Township, Newark Township, North Star Township, and Sumner Township
- Review/ Authorize/Issue Soil Erosion and Sedimentation Control Permits for all of Gratiot County – excluding City of Saint Louis
- Review/ Authorize/Manage all aspects of Building and Grounds Maintenance and pursuant activities

## b. Source of Department Authority

Department of Community Development assumes the responsibilities from both state and local legislation. Legislation includes the following:

- Stille-DeRossett-Hale Single State Construction Code Act 230 of 1972
- Michigan Zoning Enabling Act 110 of 2006
- Michigan Planning Enabling Act 33 of 2008
- Gratiot County Zoning Ordinance
- Gratiot County SESC Ordinance
- Gratiot County Solar Energy Ordinance
- Gratiot County Wind Energy Ordinance

## II. PERSONNEL

### a. Department Head/Building Official

Anthony Miller acts as the Department of Community Development Department Head, Building Official, Building Inspector, and Buildings and Grounds Department Head.

Mr. Miller's responsibilities are as follows:

#### 1. Construction Code Administration and Enforcement

- Review/ Authorize/Issue Building, Zoning, and Soil Erosion and Sedimentation Control Permits
- Review/ Approve building plans
- Conduct inspections
- Issue certificates of occupancy
- Ensure compliance with local and state code and ordinances,
- Provide information and advice in regards to local and state code
- Review and issuing new address requests,
- Oversee the office administrative process
- Review and approving department expenditures
- Prepare department budget worksheets
- Participate in all continuing education programs to maintain Certifications

#### 2. Buildings & Grounds Department

- Direct B&G Project Supervisor in implementing/maintaining safety programs
- Meet with inspectors and safety personnel regarding county building systems
- Oversee landfill monitoring and maintenance activities
- Review and approve expenditures
- Prepare budget worksheets

#### 3. Supervise

- Supervise Deputy Permits Officer, SESC Officer, Zoning Administrator, Inspectors, B & G Project Supervisor, B & G Maintenance Workers, and B & G Custodial Attendants

## b. Deputy Permits Officer

Diandra Huggins acts as the Department of Community Development Deputy Permits Officer.

Ms. Huggins responsibilities are as follows:

1. Building Division, Zoning Division, SESC Division, Planning Commission, Zoning Board of Appeals, and Construction Board of Appeals
  - Perform clerical tasks (filing and record keeping activities, maintain office supply stock)
  - Offer advice on permit application process and requirements,
  - Review/Issue permits
  - Schedule inspections
  - Review/Enter expenditures
  - Prepare deposits
  - Ensure Building Officials, Zoning Administrator, SESC Officer, Inspectors are registered with continued education programs
  - Review and offer recommendation on Land Division Applications
  - Schedule meetings
  - Prepare and post public notices
  - Issue Certificate of Occupancies
  - Process complaints
  - Maintain knowledge and education of local and state legislature
  - Prepare department reports

## c. Zoning Administrator/Building Official

William Leonard acts as the Department of Community Development Zoning Administrator and Building Inspector.

Mr. Leonard's responsibilities are as follows:

- Review/ Authorize/Issue Zoning and Building Permits
- Review/ Approve building plans
- Conduct inspections
- Ensure compliance with local and state code and ordinances,
- Provide information and advice in regards to local and state code
- Participate in all continuing education programs to maintain Certifications

#### d. Soil Erosion and Sedimentation Control Officer

William Leonard acts as the Department of Community Development Soil Erosion and Sedimentation Control Officer.

Mr. Leonard's responsibilities are as follows:

- Reviewing and issuing Soil Erosion and Sedimentation Control Permits
- Reviewing and approving SESC plans
- Maintain SESC Records per Record Retention Standards
- Conducting inspections
- Ensuring compliance with local and state code and ordinances,
- Providing information and advice in regards to local and state code
- Participate in all continuing education programs to maintain Certifications

### III. Building

#### a. Permit Procedure

- 1) Permit Applications are submitted to the Deputy Permits Officer for the initial screening process.
  - This includes ensuring the application is completely filled out and the supporting documents are included.
- 2) If the application is not complete, the Deputy Permits Officer will inform the applicant of what information or documents are required.
- 3) If the application is complete, the Deputy Permits Officer will deliver the application to the Building Official for review and approval.
- 4) Upon approval, the permit is then entered into BS&A and becomes ready to issue.
- 5) A permit fee invoice is sent to the applicant with information of payment methods.
- 6) Once payment is received, the permit will be issued, and additional information is provided in regards to inspections needed, scheduling procedure, and contact information for the Building Official and Inspectors. Inspections are recorded in written reports and notice of approval is posted on the physical permit copy.
- 7) A permit will not be finalized until all inspections have been approved to building code standard and the construction work is complete.
- 8) The permit file will then be digitalized in the BS&A system and the physical file is shredded.

b. Building Permit Data

**Building Permit Data 2020**

Activity January 1 <sup>st</sup> , 2020 to December 31 <sup>st</sup> , 2020					Permit Status on December 31 <sup>st</sup> , 2020		
Applied	Issued	Finalized	Closed	Cancelled	Open	Ready to Issue	Expired
302	291	301	2	1	88	7	23

**Building Permit Inspections Data 2020**

(Gratiot County) Inspections Completed: Tony Miller	346
(City of Alma) Inspections Completed: Tony Miller	158
Inspections Completed: Bill Leonard	42
Inspections Completed: Dale Sherman	4
<b>Total Inspections Completed:</b>	<b>392</b>

**Building Permit Revenue Data 2020**

(Gratiot County) Total Permits Invoiced:	\$263,346.89
(City of Alma) Total Permits Invoiced:	\$35,685.08
<b>Total Amount Invoiced:</b>	<b>\$299,031.97</b>
<b>Total Amount Paid:</b>	<b>\$266,236.17</b>
<b>Total Amount Due:</b>	<b>\$5160.52</b>

**Address Permit Data 2020**

Activity January 1 <sup>st</sup> , 2020 to December 31 <sup>st</sup> , 2020					Permit Status on December 31 <sup>st</sup> , 2020		
Applied	Issued	Finalized	Closed	Cancelled	Open	Ready to Issue	Expired
166	166	167	0	0	0	1	0

**Address Permit Revenue Data 2020**

<b>Total Amount Invoiced:</b>	<b>\$8,135.80</b>
<b>Amount (Invoiced in 2020) Paid:</b>	<b>\$8,085.80</b>
<b>Amount (Invoiced Prior to 2020) Paid:</b>	<b>\$15.00</b>
<b>Total Amount Paid:</b>	<b>\$8,100.80</b>
<b>Total Amount Due:</b>	<b>\$50.00</b>

## IV. Zoning

### a. Permit Procedure

- 1) Permit Applications are submitted to the Deputy Permits Officer for the initial screening process.
  - This includes ensuring the application is completely filled out and the supporting documents are included.
- 2) If the application is not complete, the Deputy Permits Officer will inform the applicant of what information or documents are required.
- 3) If the application is complete, the Deputy Permits Officer will deliver the application to the Zoning Administrator for review and approval.
- 4) Upon approval, the permit is then entered into BS&A and becomes ready to issue.
- 5) A permit fee invoice is sent to the applicant with information of payment methods.
- 6) Once payment is received, the permit will be issued, and additional information is provided in regards to inspections needed, scheduling procedure, and contact information for the Zoning Administrator and Inspectors.
  - Inspections are recorded in written reports and notice of approval is posted on the physical permit copy.
- 7) A permit will not be finalized until all inspections have been approved to building code standard and the construction work is complete.
- 8) The permit file will then be digitalized in the BS&A system and the physical file is shredded.

b. Zoning Permit Data

**Zoning Permit Data 2020**

Activity January 1 <sup>st</sup> , 2020 to December 31 <sup>st</sup> , 2020					Permit Status on December 31 <sup>st</sup> , 2020		
Applied	Issued	Finalized	Closed	Cancelled	Open	Ready to Issue	Expired
47	45	25	0	1	12	2	12

**Zoning Permit Revenue Data 2020**

<b>Total Amount Invoiced:</b>	<b>\$2,552.00</b>
<b>Total Amount Paid:</b>	<b>\$2436.00</b>
<b>Total Amount Due:</b>	<b>\$116.00</b>

## V. Soil Erosion and Sedimentation Control

### a. Permit Procedure Permit

- 1) Permit Applications are submitted to the Deputy Permits Officer for the initial screening process.
  - This includes ensuring the application is completely filled out and the supporting documents are included.
- 2) If the application is not complete, the Deputy Permits Officer will inform the applicant of what information or documents are required.
- 3) If the application is complete, the Deputy Permits Officer will deliver the application to the Soil Erosion Officer for review and approval.
- 4) Upon approval, the permit is then entered into BS&A and becomes ready to issue.
- 5) A permit fee invoice is sent to the applicant with information of payment methods.
- 6) Once payment is received, the permit will be issued, and additional information is provided in regards to inspections needed, scheduling procedure, and contact information for the SESC Officer and Inspectors.
  - Inspections are recorded in written reports and notice of approval is posted on the physical permit copy.
- 7) A permit will not be finalized until all inspections have been approved to building code standard and the construction work is complete.
- 8) The permit file will then be digitalized in the BS&A system and the physical file is shredded.

b. SESC Permit Data

<b>Soil Erosion and Sedimentation Control Permit Data 2020</b>							
<b>Activity January 1<sup>st</sup>, 2020 to December 31<sup>st</sup>, 2020</b>					<b>Permit Status on December 31<sup>st</sup>, 2020</b>		
<b>Applied</b>	<b>Issued</b>	<b>Finalized</b>	<b>Closed</b>	<b>Cancelled</b>	<b>Open</b>	<b>Ready to Issue</b>	<b>Expired</b>
79	79	58	0	0	60	0	3

<b>Soil Erosion and Sedimentation Control Permit Revenue Data 2020</b>	
<b>Total Amount Invoiced:</b>	<b>\$25,083.00</b>
<b>Amount (Invoiced in 2020) Paid:</b>	<b>\$24,038.00</b>
<b>Amount (Invoiced Prior to 2020) Paid:</b>	<b>\$34,299.50</b>
<b>Total Amount Paid:</b>	<b>\$58,337.50</b>
<b>Total Amount Due:</b>	<b>\$1,045.00</b>

## VI. Buildings and Grounds

### a. Purpose

The Buildings and Grounds Division is responsible for the following:

- Develop/Plan/Organize/Direct the maintenance, repair and alteration of county buildings and grounds
- Plan/Develop new facilities/construction of facilities
- Ensure Buildings & Grounds are efficiently maintained within regulatory guidelines and projected deadlines
- Ensure the optimal utilization of personnel and other resources.

### b. Personnel

- Project Supervisor: Oversee all B&G Personnel and projects
- Maintenance Crew: Oversee all maintenance and upkeep of County Buildings and Grounds
- Custodial Attendants: Oversee all environmental cleanliness and basic upkeep of County Buildings and Grounds is met

## VII. Planning Commission

### a. Purpose and Authority

Created under the Planning Enabling Act 33 of 2008 and Zoning Enabling Act 110 of 2006, the Gratiot County Planning Commission consists of 5 members appointed by the Board of Commissioners, each serving a three-year term. The Planning Commission is, in general, responsible for:

1. Recommend text amendments of the Zoning Ordinance to the Board of Commissioners
2. Recommend amendments of Zoning Districts to the Board of Commissioners
3. Approve/Deny applications for special land use permits
4. Review/Approve applications to enter the Farmland Agreement Program (PA116s)
5. Various other functions as required under state statute

### b. Number of Meetings 2020: 4 Regular Meetings; 1 Special Meeting

## VIII. Zoning Board of Appeals

### a. Purpose and Authority

Created under the Planning Enabling Act 33 of 2008 and Zoning Enabling Act 110 of 2006, the Gratiot County Planning Commission consists of 7 members appointed by the Board of Commissioners, each serving a three-year term. The Zoning Board of Appeals is an independent body charged with handling all questions that arise in the administration of the Zoning Ordinance. In general, the Zoning Board of Appeals may:

1. Grant requests for variances
2. Decide appeals of administrative orders or enforcement decisions
3. Interpret zoning district boundaries when they are unclear
4. Clarify language of the ordinance or decide when it applies in a given circumstance
5. Decide appeals from the designation of non-conforming uses or structures

### b. Number of Meetings 2020: 1 Regular Meeting

## IX. Construction Board of Appeals

### a. Purpose and Authority

Created under the Stille-Derossett-Hale Single State Construction Code Act 230 of 1972, the Construction Board of Appeals consists of 7 members appointed for 2-year terms by the Board of Commissioners. In general, the Construction Board of Appeals may:

#### 1. Hear/Render/File decisions on appeals regarding an enforcing agency

- Refusing to grant an application for a building permit
- Making decisions pursuant or related to Act 230 of 1972, or the code, an interested person, or the person's authorized agent

### b. Number of Meetings 2020: 1 Regular Meeting