Gratiot County
Dept. of Community Development

February 18th, 2025

Annual Report
2024

Diandra Messer
DEPUTY PERMITS OFFICER/MASTER CITIZEN PLANNER/ZONING ADMINISTRATOR/SESC OFFICER/STORM WATER OPERATOR

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ADMINISTRATIVE ASSISTANT—CO OP

This is the 2024 Annual Report of the Gratiot County Department of Community Development directed to the Gratiot County Board of Commissioner's.

I. **INTRODUCTION**
   a. **Department Responsibilities**
   b. **Complaint Process**
   c. **Source of Department Authority**
II. **PERSONNEL**
   a. **Department Head**
   b. **Deputy Permits Officer**
   c. **Zoning Administrator**
   d. **Soil Erosion and Sedimentation Control Officer**
   e. **Blight Enforcement Officer**
   f. **Buildings and Grounds Project Supervisor**
   g. **Buildings and Grounds Maintenance Crew**
   h. **Buildings and Grounds Custodial Attendants**
III. **BUILDING**
   a. **Permit Procedure**
   b. **Number of Permits Applied, Issued, Cancelled, Finalized**
   c. **Revenue of Permits**
IV. **ZONING**
   a. **Permit Procedure**
   b. **Number of Permits Applied, Issued, Cancelled, Finalized**
   c. **Revenue of Permits**
V. **SOIL EROSION**
   a. **Permit Procedure**
   b. **Number of Permits Applied, Issued, Cancelled, Finalized**
   c. **Revenue of Permits**
VI. **BLIGHT**
   a. **Blight Ordinance**
   b. **Number of Complaints Submitted, Open, Closed, In Prosecution**
   c. **Number of Inspections Completed**
VII. **BUILDINGS AND GROUNDS**
   a. **Purpose**
   b. **Capital Improvement**
VIII. **PLANNING COMMISSION**
   a. **Purpose and Authority**
   b. **Commissioners/Position/Terms**
   c. **Number of Meetings**
IX. **ZONING BOARD OF APPEALS**
   a. **Purpose and Authority**
   b. **Commissioners/Position/Terms**
   c. **Number of Meetings**
X. **CONSTRUCTION BOARD OF APPEALS**
   a. **Purpose and Authority**
   b. **Commissioners/Position/Terms**
   c. **Number of Meetings**

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/Enforcement Agency for Elba, Fulton, North Star, and Wheeler Township Blight 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 Complaints/ Enforce Blight Ordinance for Elba, Fulton, North Star, Wheeler Townships
- 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. Complaint Process

1. Complaint Form (found on www.gratiotmi.com or in-office) is submitted to the Deputy Permits Officer

2. Deputy Permits Officer ensures the Complaint Form is completely filled out.

    a. If the form is completely filled out, the form proceeds to the next step.
    b. If the form is missing pertinent information, the form is returned to the complainant and more information is requested.

3. Deputy Permits Officer determines which division of the Department the nature of the complaint falls under (Zoning, Building, Soil Erosion, Blight)—the Deputy Permits Officer then determines if Gratiot County has jurisdiction.

Gratiot County Jurisdiction:

Zoning—Elba, Hamilton, Lafayette, North Star, Sumner
Building—All of Gratiot County (Excluding City of St. Louis and City of Alma)
Soil Erosion—All of Gratiot County (Excluding City of St. Louis)
Blight—Elba, Fulton, North Star, Wheeler

a. If Gratiot County has jurisdiction over the location of the complaint, proceed to next step.
b. If Gratiot County does not have jurisdiction over the location of the complaint, the complaint is forwarded to the correct municipality with jurisdiction and a letter/copy of the complaint is sent to the complainant informing them of the correct municipality that holds jurisdiction.

4. The complaint is forward to the correct division based on the nature of the complaint. The Official for that division will then do an investigation into the complaint to determine validity of the complaint.

   a. If the property in question is indeed in violation of the local rules/regulations/ordinance, the Official will proceed to the next step.
   b. If the property in question is not in violation of any local rules/regulations/ordinances, the Official will inform the complainant of this through a written letter and close the complaint.

5. The Official will contact the property owner in question to inform them of the violation and determine a remedial plan to bring the property back into compliance with the local rules/regulations/ordinance within a timely manner.

6. The Official will complete regular site inspections to ensure the remedial plan is being implemented. Once the property has been brought into compliance with local rules/regulations/ordinances, a final inspection will take place.

7. The Official will complete the final inspection, verify the property has been brought into compliance with local rules/regulations/ordinances, and notify the complainant that the nature of the complaint has been remedied and that the property has been brought into compliance.

   a. The complainant has the right to further question if the property is in compliance, at which point the Official will walk the complainant through the nature of the complaint, the guidelines of the local rules/regulations/ordinances that apply to the property and the complaint, and ensure the complainant understands and/or is in agreeance that the property in question has been brought into compliance with the local rules/regulations and ordinances.

8. The complaint case will be closed and the original complaint form, any letters sent referencing the complaint, and any other supporting documents will be saved as a copy (digital or physical) in the Department of Community Development.

***Please note, all complaint forms are public record. Due to the nature of the information provided on complaint forms, a FOIA (Freedom of Information Act) Request Form will have to be submitted to access all complaint form records. ***

c. 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
- Gratiot County Intergovernmental Agreement—Blight Eradication Services

II. PERSONNEL

a. Department Head/Building Official

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

Mr. Miller's responsibilities are as follows:

1. Construction Code Administration and Enforcement
   - Review/Authorize/Issue Building 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 Head
   - Direct B&G Project Supervisor in implementing/maintaining safety programs
   - Implement and Oversee Capital Improvement Projects
   - Meet with inspectors and safety personnel regarding county building systems
   - Oversee landfill monitoring and maintenance activities
   - Review and approve expenditures
   - Prepare budget worksheets

3. Soil Erosion and Sedimentation Control Officer/Inspector
   - 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

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

b. Deputy Permits Officer

Diandra Messer acts as the Department of Community Development Deputy Permits Officer, SESC Officer/Inspector, and Blight Enforcement Officer.

Mrs. Messer responsibilities are as follows:

- Perform clerical tasks (Building Division, Zoning Division, SESC Division, Blight Division, Planning Commission, Zoning Board of Appeals, and Construction Board of Appeals)
- Offer advice on building/zoning permit application process and requirements
- Review/Issue Soil Erosion Permits
- Schedule/Perform SESC and Blight Inspections
- Review/Enter Expenditures and Prepare Deposits
- Ensure Building Officials, Zoning Administrator, SESC Officers, Inspectors are registered with continued education programs
- Review and offer recommendation on Land Division Applications
- Schedule Meetings/Prepare/Post Public Notices
- 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 Officers

William Leonard, Diandra Messer, and Anthony Miller act as the Department of Community Development Soil Erosion and Sedimentation Control Officers.

Their 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 codes and ordinances,
- Providing information and advice in regards to local and state code
- Participate in continuing education programs

e. Blight Enforcement Officer/Assistant

William Leonard acts as the Department of Community Development Blight Enforcement Officer. Diandra Messer acts as the Department of Community Development Blight Enforcement Assistant.

Mr. Leonard and Mrs. Messer's responsibilities are as follows:

—Reviewing Blight Complaints
—Conduct Site Inspections
—Maintain Blight Records
—Ensuring compliance with local ordinances
—Providing information and advice in regards to local code

f. Buildings and Grounds Project Supervisor

Lonnie Richards acts as the Buildings and Grounds Project Supervisor. Ryan Sullivan was previously the Project Supervisor.

Mr. Richards' responsibilities are as follows:

—Oversee/Monitor Maintenance and Custodial Staff
  - In terms of Performance, Attendance, Customer Satisfaction
—Offers Recommendation to Dept. Head Regarding Process Improvements
—Receives/Reviews Maintenance Work Requests
—Tests Electrical Circuits/Oversees Electrical Repair
—Diagnoses Plumbing Problems/Oversees or Performs Plumbing Repairs
—Assists Dept. Head in Development/Maintenance of a Preventative Maintenance Program
—Assists in Design/Selection/Installation of New Equipment/Systems
—Meets w/ Inspectors/Regulatory Safety Personnel
—Implements/Maintains Safety Programs and Maintenance Supply Inventory
—Prepares Specifications for Contracted Maintenance Projects/Obtains Bids/Recommends Contractors/Reviews and Monitors Performance of Contractor per Specifications of Projects

g. Buildings and Grounds Maintenance Crew

Kevin Lombard acts as the Buildings and Grounds Maintenance Crew. Steve Stahlman was previously a B&G Maintenance Crew.

Mr. Lombard's responsibilities are as follows:

—Perform Electrical/Plumbing Repairs & Various Carpentry Tasks
—Monitors Operation of Heating/AC Units, Checks Filters, Change Belts/Motors
—Maintains County Landscaping (per Seasonal Standards)
—Installs Carpet/Tiles
—Maintains Maintenance Grounds Equipment (Change oil/filters/lube/blades)
—Set up Rooms for Meetings
—Performs Interior/Exterior Painting

h. Buildings and Grounds Custodial Attendants

Lori Thomas and Sylvia Perdomo act as the Buildings and Grounds Custodial Attendants. Joseph Jerome and Robert Vashaw were the previous Custodial Attendants.

Their responsibilities are as follows:

- Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
- Performs routine maintenance to custodial equipment and supplies.
- Empties trash receptacles, disposes trash into compactors and/or dumpsters, and bags trash for proper disposal.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Performs miscellaneous job-related duties as assigned

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 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 & Comparison

Building Permit Data								
YEAR	**Activity January 1st to December 31st**					**Permit Status on December 31st**		
	Applied	**Issued**	**Finalized**	**Closed**	**Cancelled**	**Open**	**Ready to Issue**	**Expired**
2024	217	213	274	2	1	130	10	49
2023	241	237	214	0	2	109	7	39
2022	291	287	171	2	0	218	2	22
2021	258	250	118	2	3	97	11	9
2020	302	291	301	2	1	88	7	23

Building Permit Inspections Data					
YEAR	2020	2021	2022	2023	2024
(Gratiot County) Inspections Completed: Tony Miller	346	489	336	446	525
(City of Alma) Inspections Completed: Tony Miller	158	177	140	139	157
(City of St. Louis) Inspections Completed: Tony Miller	N/A	N/A	N/A	N/A	32
Inspections Completed: Bill Leonard	42	48	48	50	24
Inspections Completed: Dale Sherman	4	N/A	N/A	N/A	N/A
Total Inspections Completed:	392	665	524	635	706

Building Permit Revenue Data					
YEAR	2020	2021	2022	2023	2024
(Gratiot County) Total Permits Invoiced:	$131,707.70	$263,346.89	$271,746.00	$83,760.00	$84,350.45
(City of Alma) Total Permits Invoiced:	$31,019.60	$35,685.08	$24,498.06	$18,036.92	$50,854.26
(City of St. Louis) Total Permits Invoiced	N/A	N/A	N/A	N/A	$714.85
Total Amount Invoiced:	$162,727.30	$299,031.97	$296.244.06	$101,797.48	$135,919.56
Total Amount Paid:	$159,540.30	$266,236.17	$284,266.72	$108,820.48	$133,335.56
Total Amount Due:	$3,187.00	$5160.52	$14,977.34	$808.00	$2,584.00

Address Permit Data								
Year	Activity January 1st to December 31st					Permit Status on December 31st		
	Applied	Issued	Finalized	Closed	Cancelled	Open	Ready to Issue	Expired
2024	40	39	37	0	0	0	1	0
2023	102	102	101	0	0	1	1	0
2022	53	52	54	0	0	0	1	0
2021	58	53	52	0	2	0	3	2
2020	166	166	167	0	0	0	1	0

Address Permit Revenue Data					
YEAR	2020	2021	2022	2023	2024
Total Amount Invoiced:	$8,135.80	$2,900.00	$2,600.00	$5050.00	$2,000.00
Total Amount Paid:	$8,100.80	$2,900.00	$2,600.00	$4,950.00	$1950.00
Total Amount Due:	$50.00	$100.00	$50.00	$100.00	$50.00

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								
YEAR	**Activity January 1st to December 31st**					**Permit Status on December 31st**		
	Applied	**Issued**	**Finalized**	**Closed**	**Cancelled**	**Open**	**Ready to Issue**	**Expired**
2024	32	32	37	0	1	17	0	18
2023	48	47	29	0	0	14	0	13
2022	61	63	28	0	0	51	0	6
2021	49	47	41	1	2	5	0	6
2020	47	45	25	0	1	12	2	12

Zoning Permit Revenue Data					
YEAR	**2020**	**2021**	**2022**	**2023**	**2024**
Total Amount Invoiced:	**$2,552.00**	**$2,668.00**	**$3,480.00**	**$2,786.00**	**$1,914.00**
Total Amount Paid:	**$2436.00**	**$2552.00**	**$3,596.00**	**$2,668.00**	**$1,914.00**
Total Amount Due:	**$116.00**	**$116.00**	**$0.00**	**$116.00**	**$0.00**

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

Soil Erosion and Sedimentation Control Permit Data								
YEAR	**Activity January 1st to December 31st**					**Permit Status on December 31st**		
	Applied	**Issued**	**Finalized**	**Closed**	**Cancelled**	**Open**	**Ready to Issue**	**Expired**
2024	87	86	338	0	2	83	0	32
2023	120	119	67	0	2	175	0	6
2022	336	334	98	0	3	332	0	3
2021	89	89	77	0	0	61	0	3
2020	79	79	58	0	0	60	0	3

Soil Erosion and Sedimentation Control Permit Revenue Data					
YEAR	2020	2021	2022	2023	2024
Total Amount Invoiced:	$25,083.00	$31,657.75	$32,850.00	$71,075.00	$55,046.50
Amount (Invoiced in 2024) Paid:	$24,038.00	$31,842.75	$31,245.00	$70,430.00	$51,886.50
Amount (Invoiced Prior to 2024) Paid:	$34,299.50	$00.00	$735.00	$875.00	$1050.00
Total Amount Paid:	$58,337.50	$31,482.75	$31,980.00	$71,305.00	$52,936.50
Total Amount Due:	$1,045.00	$175.00	$1,605.00	$645.00	$3,160.00

Soil Erosion and Sedimentation Control Permit Inspections Data				
YEAR	2021	2022	2023	2024
Inspections Completed: Bill Leonard	210	143	146	405
Inspections Completed: Diandra Messer	22	92	21	1
Total Inspections Completed:	232	235	167	406

VI. BLIGHT

a. Intergovernmental Agreement

This agreement was made and entered into on November 9th, 2020 by and between Gratiot County and the townships of Elba, Fulton, North Star, and Wheeler. The Townships agreed to enact identical blight ordinances that Gratiot County then agreed to provide administration and enforcement of. The Blight Enforcement Officer and Blight Eradication services are provided by a Gratiot County employee (one with experience in enforcing ordinances, codes, and state and federal statutes). Each Township agreed to share equally in the Blight Enforcement Officer contract and services cost at a rate of $2,000 per Township for the period of the Intergovernmental Agreement. Each Township Supervisor will determine which blight complaints will be forwarded to the County for blight eradication services, as each Township is allotted services for up to two properties.

b. Blight Enforcement Process

1. Township Supervisor forwards the complaint to the Blight Enforcement Officer who screens the complaint from township: is it fully completed?
   a. If yes, proceed to step 2.
   b. If no, contact Township Supervisor to get the information needed.
2. Analyze complaint: do the conditions that are described in the complaint appear to meet the definitions of blight in the Township Ordinance?
   a. If yes, send acknowledgement letters to Township Supervisor and Complainant.
   b. If no, contact Township Supervisor to discuss and arrive at agreement about steps to be taken.
3. Contact Treasurer's Office for name and address of property owner, i.e. who is paying taxes on the property.
4. Create case event timeline and build a file.
5. Perform first site visit. Take photographs, make careful notes, thoroughly document conditions. Does the property appear to meet the definition of blight as written in the ordinance?
   a. If yes, send first letter to property owner.
   b. If no, contact Township Supervisor to discuss and arrive at agreement about steps to be taken.
6. During site visit, determine measures necessary to bring property into compliance, e.g., block and lock doors and windows, remove debris, tow dead vehicles, etc.
7. Does property owner contact Bill within the fourteen days (or within a reasonable time) in response to the first letter?
   a. If yes, Bill to describe condition of property and what must be done to bring property into compliance. Make and document agreements about:
      - What is going to be done on the property and by when
   b. If no, send second letter to property owner.

8. Does property owner contact Bill in response to the second letter?
   a. If yes, Bill to describe condition of property and what must be done to bring property into compliance. Make and document agreements about:
      - What is going to be done on the property
      - Dates by which agreed upon actions are to be taken.
   b. If no, contact Assistant Prosecutor to discuss case, request prosecution. Before issuing citation or complaint, prosecutor will send letter to property owner offering one more chance to work with us on a clean-up plan.
9. Does property owner respond to Assistant Prosecutor's letter?
   a. If yes, Bill to describe condition of property and what must be done to bring property into compliance. Make and document agreements about:
      - What is going to be done on the property
      - Dates by which agreed upon actions are to be taken.

Note: Send updates to complaint, sending courtesy copy to Township Supervisor at various intervals such as:

When property owner makes contact and a plan is created

OR

If there is no contact from the property owner and the case is referred to the Prosecutor's office.

c. Number of Complaints Submitted, Open, Closed, In Prosecution, Inspections Completed, Mileage

Blight Complaint Data 2024					
Township	**Submitted**	**Open**	**Closed**	**In Prosecution**	**Inspections Completed**
Elba	0	0	1	0	4
Fulton	1	1	0	0	4
Wheeler	1	2	0	1	7
New Haven	2	2	0	2	8
North Star	1	1	0	0	6
Ashley	2	2	0	0	6
Perrinton	2	2	0	0	6
Sumner	3	2	1	1	6
Total	9	7	3	3	47

*** North Shade and Lafayette had zero complaints submitted.**

Blight Complaint Data 2023					
Township	**Submitted**	**Open**	**Closed**	**In Prosecution**	**Inspections Completed**
Elba	1	1	0	1	14
Fulton	0	0	0	0	0
Wheeler	2	2	1	1	10
North Star	0	0	0	0	0
Ashley	0	0	0	0	0
North Shade	2	1	1	0	5
New Haven	2	2	0	0	4
Perrinton	0	0	0	0	0
Lafayette	0	0	0	0	0
Sumner	2	1	1	1	6
Total	9	7	3	3	39

Blight Complaint Data 2022					
Township	**Submitted**	**Open**	**Closed**	**In Prosecution**	**Inspections Completed**
Elba	1	1	0	0	11
Fulton	2	1	1	0	12
Wheeler	2	1	1	0	13
North Star	2	0	2	0	22
Ashley	1	1	0		8
Total	8	4	4	0	66

Blight Complaint Data 2021					
Township	**Submitted**	**Open**	**Closed**	**In Prosecution**	**Inspections Completed**
Elba	0	0	0	0	0
Fulton	3	1	2	0	27
Wheeler	2	1	1	0	11
North Star	2	1	1	1	22
Total	7	3	4	1	66

VII. 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. Capital Improvement

There are a number of projects throughout the county regarding acquiring, constructing, extending, altering, repairing or equipping public improvements or public buildings, which the County by the provisions of general law is authorized to acquire, construct, extend, alter, enlarge, equip or repair.

VIII. 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. Commissioners/Position/Term

Karla Childers—Chair 2023-2025

L. Quinn Lincoln-Keon—Vice Chair 2022-2024

Dan Manley—Commission Member 2023-2025

David Justin—Commission Member 2022-2024

Nancy O'Brien—Commission Member 2022-2024

David Ringle—Commission Member October 2022-2024

Robert Endter—Commission Member

c. Number of Meetings

Planning Commission Meeting Data					
	2020 Meetings	2021 Meetings	2022 Meetings	2023 Meetings	2024 Meetings
Regular	4	7	9	8	10
Special	1	0	0	1	0
Cancelled	7	4	3	3	2

IX. 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. Commissioner

Lisa Christensen

Mares Vanderploeg

Mike Browne

Maureen Murphy

L. Quinn Lincoln-Keon

c. Number of Meetings

Zoning Board of Appeals Meeting Data					
	2020 Meetings	2021 Meetings	2022 Meetings	2023 Meetings	2024 Meetings
Regular	1	0	1	2	2
Special	0	0	0	0	0
Cancelled	11	12	11	10	10

X. 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. Commissioner/Position/Term (As Needed)

Marc Raycraft—Chair 2020-2021

George Bailey—Vice Chair 2020-2021

Doug Dice 2020-2021

Jayson Sumerix 2020-2021

Larry Trexler 2020-2021

Diandra Messer—Secretary

c. Number of Meetings

Construction Board of Appeals Meeting Data					
	2020 Meetings	2021 Meetings	2022 Meetings	2023 Meetings	2024 Meetings
Regular	1	0	0	0	0
Special	0	0	0	0	0
Cancelled	11	12	12	12	0