



## Cheboygan County Board of Commissioners

### *MISSION STATEMENT*

*Cheboygan County officials and staff efficiently provide public services with pride in an open and courteous manner with responsible management of county resources.*

**August 25, 2015  
Committee of the Whole Meeting  
9:30 a.m.  
Agenda**

1. Call to Order
2. Roll Call
3. Invocation/Pledge of Allegiance
4. Approve Agenda
5. **CITIZENS COMMENTS**
6. **SCHEDULED VISITORS/DEPARTMENT REPORTS**
  - A. Thunder Bay Community Health Services, Inc.
  - B. Community Development 2014 Annual Report
7. **ADMINISTRATOR'S REPORT**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
10. **BOARD MATTERS FOR DISCUSSION**
11. **CITIZENS COMMENTS**
12. **BOARD MEMBER COMMENTS**
13. **ADJOURN TO THE CALL OF THE CHAIR**

# Community Development Department

## 2014 Annual Report

### **Mission Statement**

Cheboygan County officials and staff will strive to provide public services in an open and courteous manner and will responsibly manage county resources.

### **Vision Statement**

The County of Cheboygan will strengthen its position as a diverse, family oriented community while promoting a higher quality of life, a safe environment, balanced growth and positive interaction with all citizens.

**CHEBOYGAN COUNTY**

**COMMUNITY DEVELOPMENT DEPARTMENT**

Planning & Zoning, Building Safety, Geographic Information Systems, Address Coordination,  
Soil Erosion, Ordinance Enforcement, Home Improvement Loan Services, and Economic Development

231-627-8489

[www.cheboygancounty.net](http://www.cheboygancounty.net)

# COMMUNITY DEVELOPMENT DEPARTMENT

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## 2014 Annual Report

### Introduction

This is a year-end report for 2014 for the Community Development Department for Cheboygan County. The department includes the following divisions: Planning & Zoning, Building Safety, Home Improvement Loan Services, Geographic Information Systems and Address Coordination. Included in these divisions are the functions of address coordination, soil erosion and sedimentation control, and ordinance enforcement. Community Development staff coordinates efforts to keep the Planning Commission’s Master Plan up to date. We also respond to requests for land use information and mapping from other government entities within the county such as the townships, villages, and the City of Cheboygan.

The most important part of this annual report is to recognize the excellent work of the Community Development Department Staff! The work outlined in this report demonstrates the hard work of the people of this department. The people of this department have taken on the additional tasks associated with the housing department while at the same time absorbing the duties of the reduction of one full-time position. They have found ways to constantly work more efficiently while maintaining quality customer service. It is a pleasure to work with the people of the Community Development Department.

### Contents

1. Goals and Objectives
2. Planning & Zoning Activities
3. Ordinance Enforcement
4. Address Coordination
5. Soil Erosion
6. Housing
7. Building Safety
8. Geographic Information System (GIS) services

### Community Development Staff

Community Development Director .....	Steve Schnell
County Planner .....	Scott McNeil
Department Clerk .....	Deborah Tomlinson
Building Official .....	Matt Cronk
Assistant to the Building Official .....	Regina Couture
Soil Erosion .....	Hank Jankoviak
Address Coordinator .....	Sheri Staffan
GIS Technician .....	Sharon Weiss
Building Inspector .....	Dan Chase
Electrical Inspector .....	Steve Sackett
Plumbing & Mechanical Inspector .....	Brian King

## COMMUNITY DEVELOPMENT

### *Executive Summary*

This department will provide professional technical assistance and quality customer service. We strive for balanced growth, safe buildings, resource stewardship and community spirit for the current and future citizens, business owners, and visitors of Cheboygan County. We enable the public to make informed decisions affecting the quality of their lives. Community Development staff supports the health, safety, prosperity, and general welfare of the County's residents.

### GOAL: PUBLIC SAFETY

Community Development staff supports, through consideration of present and future needs, the safety and general welfare of the County's residents.

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#### COMPLETED OBJECTIVES

- Building Safety Department Staff will conduct inspections to ensure structures within the County meet code standards by providing friendly, efficient customer service with an objective of reaching compliance with all customers.
  - A friendly attitude is imperative when seeking cooperation and compliance from our customers.
  - Develop and implement procedures to eliminate old expired permits.
- Enable Building Safety staff to perform at the highest level of competence through participation in continuing education classes for code enforcement and customer service.
- Ensure adequate and early code compliance involvement which encourages interaction between government and private entities. This will create a positive environment for building and development.

### GOAL: QUALITY COUNTY SERVICE

STAFF WILL CONTINUE TO PROVIDE EXCELLENT CUSTOMER SERVICE IN A TIMELY MANNER  
AND TAKE ACTION TO MAKE CONSISTENT IMPROVEMENTS IN OUR PROCEDURES.

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#### COMPLETED OBJECTIVES

- Implement the concepts of Lean Government to improve customer service and efficiency of department operations.
- Staffing efficiencies - The department experienced the promotion of zoning enforcement officer, Matt Cronk, to Building Official upon the departure of Al Hoard. The zoning enforcement duties were assigned to existing staff to save county taxpayer money.

- Explore technology implementation for field inspectors to maximize customer service quality and efficiency. Implement mobile technology efficiencies where appropriate.
- Continue to strengthen department-wide procedures to ensure they are user friendly, streamlined, and expectations are clearly communicated.
- Current software systems will be maintained, incorporating all department records into one easily retrievable database.
- Identify areas and issues to improve communication, streamline the project approval process and continue land use goals.
- Recommend zoning ordinance amendments and internal policy changes based on evaluation of customer satisfaction survey results.
- Utilize cross-training of employees to improve response time to customers and provide the quickest and most accurate information to the customer.
- Continue to improve access to web-based land use information.
- Continue to streamline zoning ordinance, utilizing new planning and zoning methods to ensure streamlined and appropriate land use controls.
- Conduct timely reviews of Master Plan after adoption.
- Address goals of the Master Plan which relate to streamlining the zoning as a top priority and implement Zoning Plan element of Master Plan.
- Ensure customer service-oriented staff that is well trained and efficient with thorough understanding of all services offered in the Community Development Department and other County, State, and Local government entities. Conduct staff meetings relative to customer service, evaluation of customer survey results and development of customer service policies.
- Enhance use of Geographic Information Systems (GIS) computer mapping tools.
- Continue to resolve open permits with the Historic Open Permit Remediation (HOPR) program.
- Improve efficiency by cross training staff and continuing communication between staff when code or ordinance violations are identified within the field.
- Enhance community awareness of importance of soil erosion prevention efforts.
- Continue to refine address assignment procedures and corrections.
- Utilize media effectively to communicate to stakeholders on changes and improvements and to receive input from customers.

### GOAL: ECONOMIC DEVELOPMENT

TO PROMOTE AND ENCOURAGE ECONOMIC DEVELOPMENT THROUGH OUR CONTINUED EFFORTS OF COLLABORATIONS WITH OUR PARTNERS.

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#### COMPLETED OBJECTIVES

- Enhance broadband opportunities through partnerships with MERIT, Connect Michigan, local ISP's, schools, and other broadband stakeholders.
  - Communicate with local ISP's to facilitate broadband development and process permit applications associated with County ordinances.
  - Ensure zoning regulations for broadband related infrastructure is up to date and responsive to new technologies.
- Enhance web presence for our County as well as broaden awareness of communities' assets.

- Provide additional opportunities for people to stay in their homes, retain home ownership rates, and lower monthly home ownership costs through low-interest home improvement loans.
- Enhance economic opportunities utilizing County's natural assets including trails and other recreational assets.
- Encourage the development of local industry clusters (for example: wood products, maple syrup, health services, agriculture, construction, manufacturing, and tourism).
- Encourage Entrepreneurial support services through partnership with NLEA and others.
- Promote and expand the use of County Brownfield Redevelopment Authority and reapply for EPA grant programs as available.
- Staff will implement the Planning Commission work plan, which is based on the County Master Plan for effective means of accomplishing priority land use projects.

### GOAL: COLLABORATION – SERVICE

TO ENCOURAGE COLLABORATION TO PROVIDE MOST EFFICIENT AND EFFECTIVE DELIVERY OF COUNTY'S COMMUNITY DEVELOPMENT SERVICES.

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#### COMPLETED OBJECTIVES

- Increase use of partnerships with all county entities to accomplish goals and objectives in Community and Economic Development. Be active partner in local collaborations recognizing unique role of Community Development staff to serve as conveners and facilitators.
- Collaborate with other housing service providers to most efficiently and effectively keep people in their homes, encourage homeownership, and reduce monthly homeownership costs.
- Continue to facilitate partnerships between County's, townships, chambers, and regional entities with goal of efficient delivery of services and economic development.
- NLEA – continue to have Community Development Director serve on board of directors for NLEA, continue to involve NLEA in EDC board and related strategic planning.
- Establish strategic partnerships with other levels of government to streamline permitting processes, increase awareness of assistance programs to those in need, enhance quality of customer service at all governmental levels. Create opportunities to communicate more frequently between County departments and entities, especially other housing assistance providers in the area.

### GOAL: ADDRESSING MULTIPLE FACILITY NEEDS

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#### COMPLETED OBJECTIVES

- Staff will support annual Planning Commission effort to create a 5-year Capital Improvement Plan (CIP) as required by state law. CIP process will continue to be utilized to coordinate efforts of multiple County entities and their facilities. This CIP will continue to be used to support the annual Strategic Planning & Budgeting.

- County Recreation Plan, coordinated by the Community Development Department includes goals and objectives for all County facilities associated.
- Educate other departments of the capacity of the County's Geographic Information System (GIS) as a tool for more effective planning and more efficient delivery of services. Examples are scheduling of rural transit and routing of snow plowing. Encourage more adoption of GIS.

## DESCRIPTION OF DIVISIONS AND 2014 ANNUAL ACTIVITY

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### Department Budget

The 2014 amended budget for the Planning & Zoning department included \$388,895 in expenses. This includes all activities for soil erosion, addressing, code enforcement, and planning/zoning. Actual expenditures were \$380,372, which is 2.2% less than the amended budget. The main reason for this is the reduction of one staff member part way through the year. There were some greater than expected costs associated with an extensive public notice for a rezoning action but that was more than offset by the staff reduction. The department promoted Matt Cronk from enforcement officer to Building Official and did not rehire for his position. Enforcement activities are now coordinated by the Community Development Director and involve various Community Development staff in the field.

The 2014 amended budget for GIS was \$65,865 and actual expenditures were \$62,114. This means GIS costs were 5.71% less than originally budgeted. The Building Safety department needed to replace an older vehicle in 2014. Expenses for the Building Safety department for 2014 were \$418,955 which was 5.2% lower than the amended budget.

### Planning & Zoning

Our Planning & Zoning Division is responsible for coordinating all land use planning activities and administering the zoning ordinance for those areas in the County which are subject to County Zoning. All Zoning decisions are made based on the goals set forth in the County's Master Plan. In January of 2014 a new Master Plan was adopted by the Planning Commission. The new format of the Master Plan includes a Zoning Plan. The Zoning Plan sets forth the proposed zoning ordinance changes that the Planning Commission will undertake in the coming 5 years in order to achieve the land use goals of the Master Plan. The Zoning Plan will now serve as the Planning Commission's Annual Work Plan.

Other functions of our department include presenting commercial zoning projects to the Planning Commission and reviewing variances for presentation to the Zoning Board of Appeals. We also issue zoning permits and conduct zoning ordinance enforcement as needed. The County has had a zoning ordinance since 1970 which is implemented through most of the county except for Burt Township, City of Cheboygan, Village of Mackinaw City, and Village of Wolverine.

### Economic Development & Land Use Planning

Providing efficient and effective customer service is a primary goal of our Department. Anyone proposing to do development in Cheboygan County will appreciate an expedited process that is free of unexpected hurdles. Department staff strives to be clear in our communications and constantly work to streamline the permitting process while ensuring adequate review of all development plans. Staff and legal counsel also provided information to the Planning Commission on conditional rezonings, which can be an effective tool that can accommodate unique situations in a timely manner.

**Up North Trails Collaborative** – Cheboygan County continues to assist in the coordination of the Up North Trails Collaborative which is a regional trails mapping effort. This project will bring international awareness of the extensive trails networks in our area. The project was rolled out in July of 2014 to the public for use by local businesses and municipalities to promote their recreational assets and attract businesses and visitors. The Community Development Director serves on the steering committee to ensure the county’s interests are well-represented in this effort.

## Site Plans & Special Use Permits Approved

There were 17 site plan applications including special use permits which were approved in 2014. Those were:

- Mackinaw Laundry Services Inc. - Amendment to a Special Use Permit for an addition to a laundry establishment.
- Don Bowen Inc. – Site Plan Review for auto sales
- Mike Sturgill Precision Forestry/Awakon Federal Credit Union – Special Use Permit for a warehousing use
- Keith and Charlotte Rovenko – Special Use Permit for Agricultural Processing
- Mullett Township – Special Use Permit for construction of a restroom facility at Boy Scout Park
- Chad Stemple – Special Use Permit for landscaping/contractors yard
- Joshua Martin – Special Use Permit for a school
- Anita Ginop/Cindy Bowen – Site Plan Review for a farm market, per approved use variance
- Michael Florek/Wakefire LLC/Griswold Mt. Properties LLC - Amendment to a Special Use Permit for an outdoor commercial business for wakeboard and water ski rides
- David Fernelius – Site Plan Review Amendment for an automobile dealership
- Toni Wilson – Site Plan Review for a restaurant
- Rivertown Auto – Site Plan Review for auto sales.
- DFC of Cheboygan LL/ Barriger Builders Inc. – Amendment to a Special Use Permit for an addition to an assisted/independent living facility
- Heidi Dirkse/Dirkse Properties LLC - a Special Use Permit Amendment for an addition (30ft. x 40ft.) to a veterinary clinic
- Ferrellgas/Patrick Kolb – Site Plan Review approval for construction of a 16ft. x 20ft. office building
- RE Gouine General Construction/Kevin Gouine - Special Use Permit for a Contractors yard and materials handling operation
- Travis Conners/Charles Skruba - a site plan review amendment for outdoor storage and display, employee parking and a 50ft. x 120ft. storage building

## Ordinance Amendments

All ordinance amendments should work to accomplish the land use goals of the County Master Plan which presents the County’s land use goals for the next 20 years. Since the January, 2014 adoption of the County Master Plan, the new element of that plan called the Zoning Plan lists the amendments that will most effectively achieve the land use goals for the County. Amendments can be initiated by either the Planning Commission or residents/business owners in the community. The Planning Commission’s job is to review proposed amendments and recommend them to the Board of Commissioners for final approval based on how that amendment is supported by the Master Plan’s land use goals.

In 2014, the zoning ordinance amendments included much discussion on waterfront matters including boat wells, setbacks and camping as it related to waterfront properties. Amendments that were adopted were focused on sign matters to add clarity to window sign regulations, fences, boat wells and seawalls, and a couple

of rezonings. Much discussion occurred on camping and use of campers throughout the county. The first few months of the year included extensive review of a conditional rezoning for a motorcycle track which was eventually withdrawn by the applicant.

The following are the zoning ordinance amendments adopted in 2014:

- An ordinance to amend Cheboygan County Zoning Ordinance No. 200 to provide regulations and standards for fences.
- An ordinance to amend Cheboygan County Zoning Ordinance No. 200 to define boat wells and seawalls, provide for setbacks relating to boat wells and seawalls.
- An ordinance to rezone the following real property in Inverness Township, Cheboygan County identified by Parcel Identification No. 092-007-200-001-02 as of September 25, 2014 from Lake and Stream Protection District (P-LS), and Agriculture and Forestry Management (M-AF) to Commercial Development District (D-CM).
- An ordinance to rezone the following real property in Inverness Township, Cheboygan County identified by Parcel Identification No. 092-007-200-001-03 as of September 25, 2014 from Lake and Stream Protection District (P-LS), and Agriculture and Forestry Management (M-AF) to Commercial Development District (D-CM).
- An ordinance to amend Cheboygan County Zoning Ordinance No. 200 to provide definitions, regulations and standards for signs.

### **Planning Matters considered/continuing education**

Other matters that were discussed:

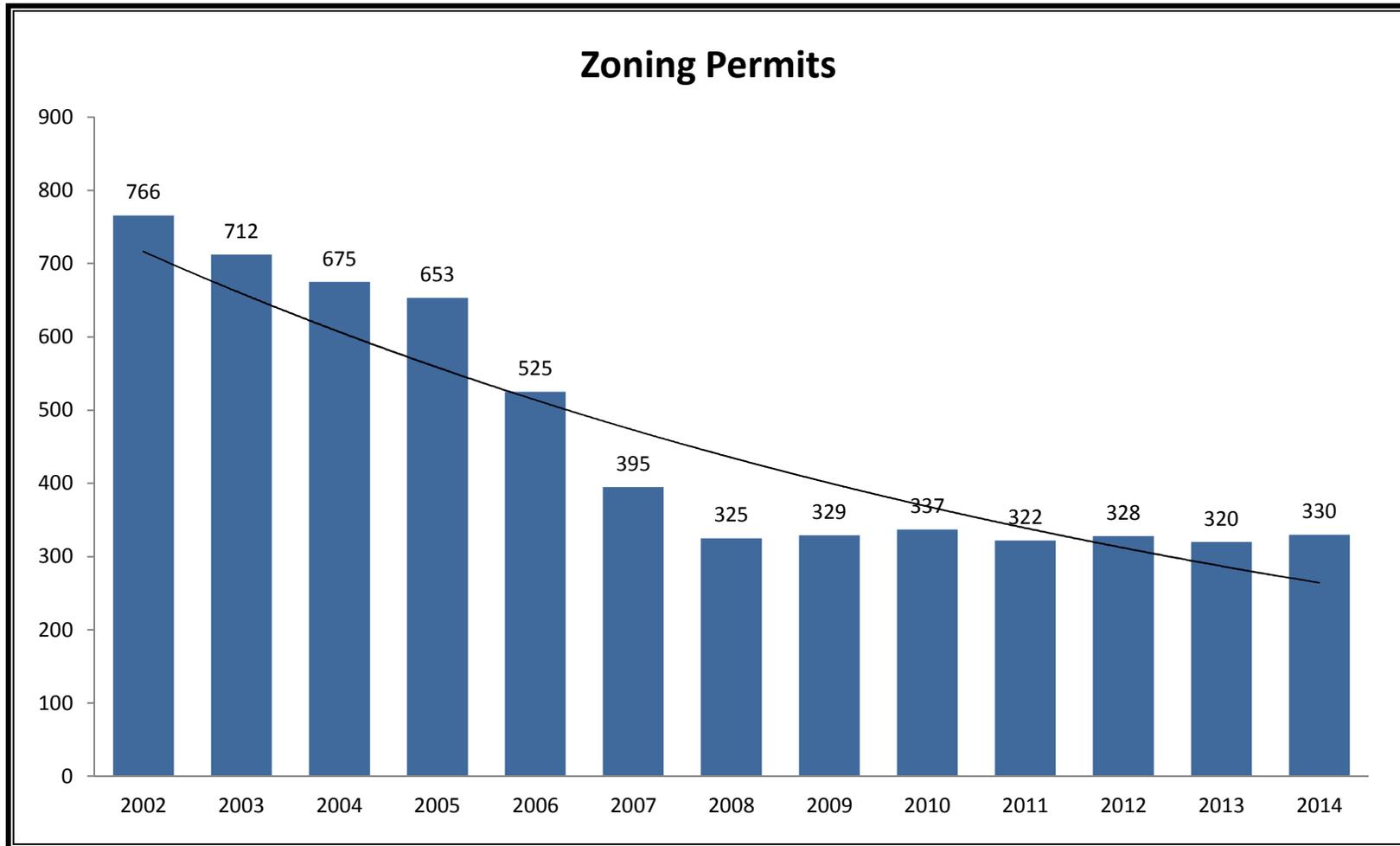
- Capital Improvement Program (CIP) - The Planning Enabling Act requires the Planning Commission to annually prepare a capital improvement program. The 2014 Capital Improvement Plan was completed by the Planning Commission and approved by the Board of Commissioners. The CIP listed projects that may be undertaken from 2014 to 2019. Although the CIP does not ensure implementation of any project, the goal of the CIP is to provide information to assist in decision making by the appropriate public officials.
- Master Plan Adoption – The Master Plan was adopted on January 15, 2014. The new plan includes a Zoning Plan which replaces the former Planning Commission Work Plan, outlining annual efforts to update the zoning ordinance. Amendments to the zoning ordinance are intended to update the ordinance and keep it appropriate for changing demands. Yet, reviewing an ordinance can be time-consuming and cause concern as development can potentially be put on hold anticipating potential changes which may benefit a development. It is important to focus efforts on the most important amendments, which is the intent of the Zoning Plan.
- Camping Survey – a camping survey was conducted in order to gather more information on the community’s land use goals related to camping on private property. This information was incorporated to the on-going efforts to update this portion of the zoning ordinance. This effort began when it was recognized that the existing language both hadn’t been enforced and was difficult to enforce.

### **Zoning Board of Appeals – Variances reviewed**

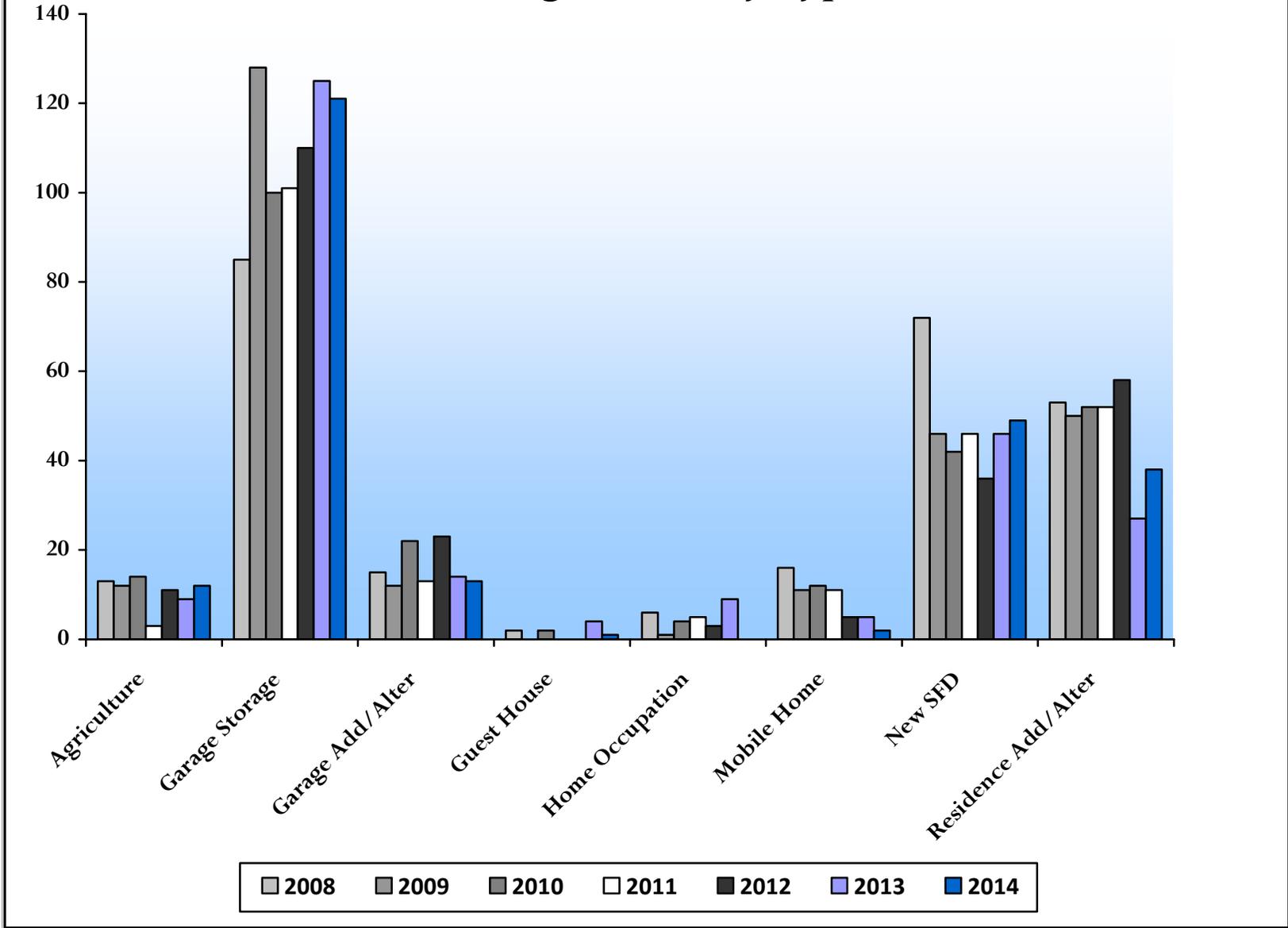
The Zoning Board of Appeals heard 23 variance requests in 2014 and approved 17. Of the 17 approvals, there were 14 dimensional variances approved, 2 use variances (farm market and gas storage facility) and 1 variance from section 17.2.2.d.1 (Fences located in a required waterfront setback shall have an opacity of no more than fifty percent (50%) of the fence surface area).

## Zoning Permits

Between 2013 and 2014 there was a 3% increase in the total number of zoning permits issued. There was a 7% increase more new single family dwellings and 3 fewer (-13%) commercial permits. There was a 41% increase in permits filed for residential additions.



## Zoning Permits By Type



## Ordinance Enforcement

The Ordinance Enforcement daily activities include site inspections and follow up paperwork tracking complaints received. In 2014 we increased our utilization of more Community Development staff members to do setback inspections in order to provide increased response time and efficient use of inspectors in the field. We utilize the building official, building inspector, soil erosion officer, planners, and address coordinator to assist with these inspections. Last year 221 setback inspections were conducted, mostly being conducted by the address coordinator who completed 128 inspections for the department. The setback inspections help ensure that buildings are built in the correct location when it can be corrected with minimal expense to the homeowner.

Midway through 2014 the ordinance enforcement officer, Matt Cronk, was promoted to be the County's Building Official. Zoning enforcement activities are still coordinated by the Community Development Director as well as field work conducted by a number of Community Development Department staff including the Community Development Director, Planner, Address Coordinator, and Soil Erosion Officer. Since the Building Official has zoning enforcement experience, he also is able to assist.

In 2014 there were 42 zoning enforcement matters investigated, fewer than in 2013. Of those, 28 were resolved, 5 were found not to be violations, and 10 are still in progress. There were 17 complaints for building without a permit, fewer than 2013. Some zoning enforcement matters remain in our system with a status of "in progress" because there is a history of recurring violations which come and go. Periodic observations of the site are made and are marked resolved when no violations are observed over a longer period of time.

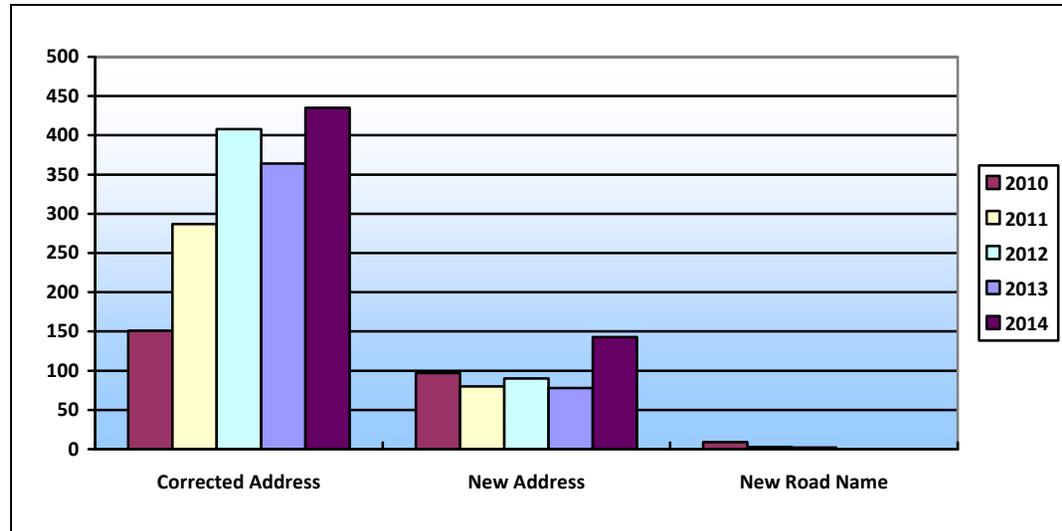
One on-going matter was the non-compliance with the special use permit conditions for a waste transfer facility. This particular site has received more citations than any other enforcement matter in the last 10 years and remained in non-compliance even after a court hearing. The DEQ is pursuing matters on this same business but has also not been successful in remediating the matter. Additional court action by this department is being sought in 2015. Additional effort was focused on gaining compliance with other approved site plans and special use permits.

## Address Coordination

In 1984 Cheboygan County adopted the Cheboygan County Street & Road Numbering Ordinance. The Address Coordinator issues address assignments in compliance with this ordinance and in cooperation with Cheboygan County Emergency Services (9-1-1). Address assignment is important so emergency services can identify & locate a residence rapidly & dispatch police, fire & ambulance services.

The Addressing Coordinator also maintains the Cheboygan County Master Street Address Guide (MSAG). The MSAG is a list of the road names, road range assignments (numbering) and road locations. The MSAG is used by the CCE 911 emergency services, U.S. Postal Service, utility companies and many agencies as the official record of information pertaining to location of structures in Cheboygan County. Assigning or correcting addresses requires use of the Geographical Information Systems (GIS). GIS is used on a daily basis for updating parcel addressing, road range assignments, designating private & county roads and 9-1-1 dispatch information. GIS is a useful tool to help the general public in mapping, tax information and locating parcels. In addition to enforcement of the Cheboygan County Street & Road Numbering Ordinance, the Address Coordinator also assists with zoning enforcement activities and does setback inspections.

In 2014 there were 435 corrected addresses and 143 new address assignments.

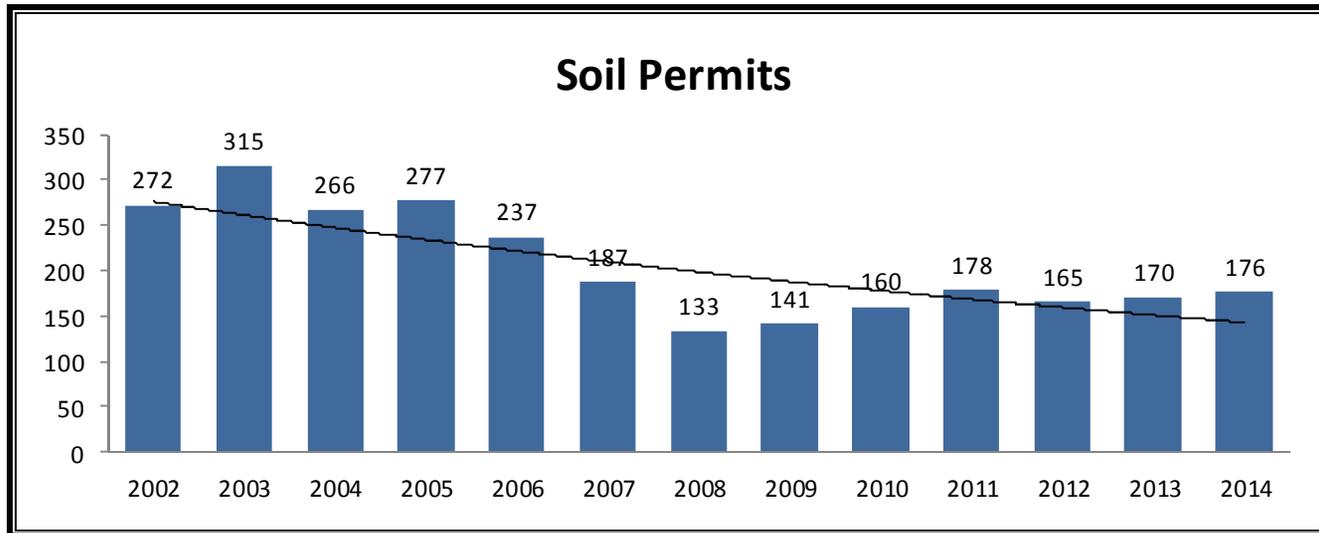


## Soil Erosion

The Soil Erosion Officer's daily activities include issuing soil erosion and stormwater permits in accordance with the requirements of Part 91, Soil Erosion and Sedimentation Control of the Natural Resources and Environmental Protection Act 1994 PA 451, as amended and the Cheboygan County Stormwater Ordinance. On-site inspections are made of the commercial, industrial and residential building sites and other assorted projects that include any earth changes throughout the County to ensure full compliance with the act and county ordinance. We ensure that construction is in conformance with plans and specifications and requires that violations be corrected. The program ensures that the water quality of Cheboygan County is not adversely impacted by construction activities.

We meet with contractors, engineers, developers and the general public to answer questions and assist in complying with the act and county ordinance. We stay in close contact with Michigan's Department of Environmental Quality (DEQ) personnel to assist with permit compliance and complaint calls. The County Soil Erosion program is overseen by the DEQ's Cadillac Office.

The Soil Erosion Officer acts as a resource person to answer general questions from the public concerning various environmental issues such as: high risk erosion areas, wetlands, floodplains, soil erosion, stormwater and complaints. The Soil Erosion Officer has also been a valuable resource for tracking oil and gas wells in the county due to his background in this field. Trained in GIS, he also provided soils data for the County's Master Plan. The soils maps can be very difficult to understand by the layman. Mr. Jankoviak has simplified the soil identification process and provided very useful maps for both the Master Plan and for use in the office by developers and planners. His advice based on vast knowledge of the County is extremely valuable to developers in heading off potential soil issues they may encounter.



## Soil Erosion Permit Projects - Before and After Pictures



Before



After



Erosion Control Products

## HOUSING

In 2013 the Community Development Department absorbed the activities of the former Cheboygan County Housing Commission and Housing Department. In 2014, the Community Development Department completed its first full year with the additional duties of the County's Home Improvement Loan Services. There have been a number of efficiencies created in the delivery of this important program. The Housing program brought in \$175,000 in grant assistance for the last two-year grant cycle (which is July, 2013 to August, 2015). Up to 18% of this revenue (\$31,500) can be used to reimburse the county for the administration of the program. The rest of the grant money pays contractors for the work they do for each housing client. Additionally, income from the housing clients' loans is re-used to provide additional homeowner rehabilitation. During fiscal year 2014 it is estimated that \$28,000 in staff time was dedicated to Housing program activities. Previously, the County had the expense of an additional 2 FTE (full time equivalent) staff people to handle the housing program at a cost of \$99,569 in 2010.

We created additional efficiencies in 2014 that allow the contractors to be paid quicker which will make the program more attractive to more local contractors. Early in the year, there were project bid requests that received no bidders. Contractors were very busy with standard residential projects and had previously experienced delays in getting their bills paid for previous housing projects. The department marketed the program to contractors and is experiencing a slight increase in interest. Eventually we received some bidders and we were able to complete the necessary projects. By the end of 2014 the majority of the funding allotted through July of 2015 had been committed to projects. There continues to be many people on the waiting list for assistance. MSHDA has indicated a larger grant award will be made available to Cheboygan County in 2015 to help address this need.

## BUILDING SAFETY

New to the Building Safety Department in 2014 is Matt Cronk, the new Building Official. With the improving economy and ever-increasing requirements for state qualification as a Building Official, it gets harder all the time to find highly qualified professional candidates for this position. Matt has worked for the Community Development Department since 2011 and comes from a career in professional architecture and engineering and holds a Bachelor of Science in Construction Management.

The Building Safety Department experienced both an increase in construction and permit activity in 2014 and a consolidation of duties within the department. Department inspectors continue to keep regular office hours and in-field inspection hours on a daily basis. This set schedule continues to maximize their capacities for office and field work as well as creating a dependable environment for contractors and homeowners to get questions answered and obtain inspections in a timely fashion. With the new implementation of the 2012 Michigan Building Code and 2012 Michigan Rehabilitation Code for Existing Buildings in October of 2014, inspectors spend as much time as feasible studying the significant code changes. Inspectors also continue to keep up with their required yearly code education requirements. All inspectors are required to earn a minimum of 47 educational credits for each discipline they hold licensure in to maintain their respective credentials that allow them to provide state inspections for the County. Each of the County's inspectors hold licensure in a minimum of two disciplines with the exception of Brian King who holds three licenses, allowing him to inspect both Mechanical and Plumbing permits. The County's Building Official is required to earn considerably more.

As the new department head, Matt Cronk has taken over the administration of the department as well as providing plan review, code enforcement and in-field building inspections. He is state-licensed as a Building Official, Plan Reviewer and Building Inspector. Having transitioned from Planning and Zoning, he also

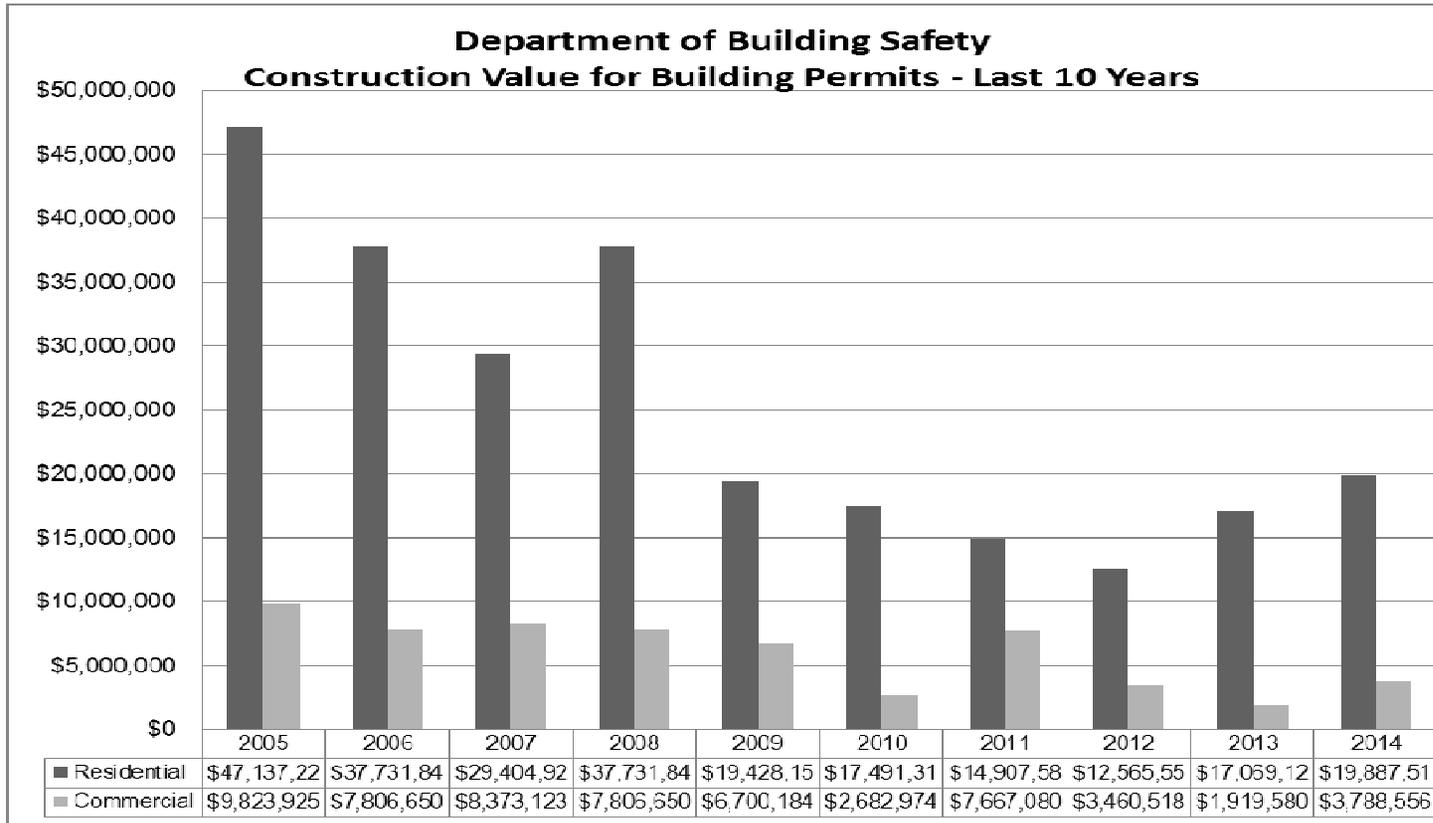
serves as a liaison between the departments to help facilitate the resolution of ongoing enforcement matters and permitting issues as well as providing informational and setback inspections. As a state-certified housing inspector and state-licensed Lead Abatement Supervisor, Matt provides inspection services for the County's Home Improvement Loan Service's program as well. As the County's Building Official, he serves as a conduit to the public, answering Building Safety questions, performing onsite building evaluations, change of occupancy inspections and determines final occupancy for all new structures in Cheboygan County. He also attends and speaks at many contractor and preconstruction meetings with engineers, architects and owners. He has provided and continues to encourage preliminary plan reviews for construction projects within the county as this service can often save building owner's a considerable amount of money and frustration.

### Historical Open Permit Remediation Program (HOPR Program)

The Historical Open Permit Remediation Program was designed to accommodate for a steady, but gradual elimination of all expired permits in our system. This program was implemented with consideration of manpower and resources and with the understanding that month to month production rates will be subject to seasonal permit and inspection levels. At that time we had 9,933 open permits from the years 1999 through 2011. Considering staff capacity, it was estimated that the HOPR program would take 5 years to complete, averaging 2,000 permits to close each year. In 2012 the department was able to close out 1229 permits and then 518 in 2013. In mid-2014 it became clear that with increasing construction activities and consolidated staffing the HOPR program required more concentrated efforts in order to accomplish the task of rectifying open permits and closing expired ones. Compounding the issue further, systems were still in place that allowed for the continual creation of new, unresolved permits as the older ones were being closed. To rectify the situation, new administrative procedures were implemented and a concerted effort by Building Safety staff to close out expired permits took place. At the date of this report, 100% of all expired and open permits have either been formally extended or officially closed. Further, a new procedure in which the permit holder is offered an extension of their building permit upon expiration by mail (per Michigan Building Code regulations) has been implemented, thus ensuring that no new open/expired permits will be created again. This procedure has been in place for months, is working extremely well and has effectively solved the issue in its entirety.

### Permit Statistics, 2004-2014

We have assembled permit statistics for the last 10 years. The graphs and charts show a sharp spike in building activity in 2005, and a steady decline from 2006 to 2013. For the first time in 10 years, in 2014 Cheboygan County experienced an increase in construction values for both commercial and residential construction projects occurring in each year. This is one of many indicators suggesting positive growth in the building industry in 2013 and 2014 and current permit numbers are already reflecting that. The building industry as a whole is one of the largest employers in Cheboygan County and thus greatly impacts the health of the economic comeback of the region. The Cheboygan County Building Safety Department embraces local builders and local businesses and believes that a strong partnership between private and public sectors is the key to a swift and sustainable economic recovery.



### Codes Currently Enforced by the Cheboygan County Department of Building Safety

**Building:**

- Commercial: MBC 2012 (Michigan Building Code 2012) effective October 9, 2014
- REHAB 2012 (Michigan Rehabilitation Code for Existing Buildings 2012) effective October 9, 2014
- Accessibility – ICC/ANSI A117.1-2009
- Residential: MRC 2009 (Michigan Residential Code 2009) *effective March 9, 2011*

**Plumbing:**

- Commercial: MPC 2012 (Michigan Plumbing Code 2012) *effective January 17, 2014*
- Residential: MRC 2009 (Michigan Residential Code 2009) *effective March 9, 2011*

**Mechanical:**

- Commercial: MMC 2012 (Michigan Mechanical Code 2012) *effective September 27, 2013*
- Fuel gas: IFGC 2012 (International Fuel Gas Code 2012) *effective September 27, 2013*
- Residential: MRC 2009 (Michigan Residential Code 2009) *effective March 9, 2011*

**Electrical:**

- Commercial: NFPA 70 - NEC 2014 (State of Michigan Electrical Code) *effective June 8, 2015*
- Residential: MRC 2009 (Michigan Residential Code 2009) *effective March 9, 2011*

**Fire Code:**

- IFC 2012 (International Fire Code 2012) *as referenced in the MBC 2012*

**Fire Suppression:**

- Commercial: NFPA 13 (2010) Multiple Family: NFPA 13R (2010)
- Residential: NFPA 13D (2010)

**Fire Alarm:**

- Commercial: NFPA 72 (2010)
- Paint Booths: NFPA 17 (2009)
- Residential: NFPA 72 (2010)
- Kitchen Hoods: NFPA 17A (2009)

**Energy Code:**

- Commercial: MBC 2012 (Michigan Building Code 2012) – Chapter 13 & MEUC 2009 (Michigan Uniform Energy Code 2009) – Chapter 5 & Michigan Uniform Energy Code, Part 10a. Rules (ANSI/ASHRAE 90.1-2007) *effective March 9, 2011*
- Residential: Michigan Uniform Energy Code (MUEC-2009) *effective March 9, 2011*

*Referenced Standards: In addition to the codes listed above, there are many more referenced standards enforced by this office. For a complete list of Michigan's Essential Referenced Standards please see: [http://www.michigan.gov/lara/0,4601,7-154-10575\\_17394\\_56071-328615--,00.html](http://www.michigan.gov/lara/0,4601,7-154-10575_17394_56071-328615--,00.html)*

## History of Changes to Building Code Requirements over the Decade

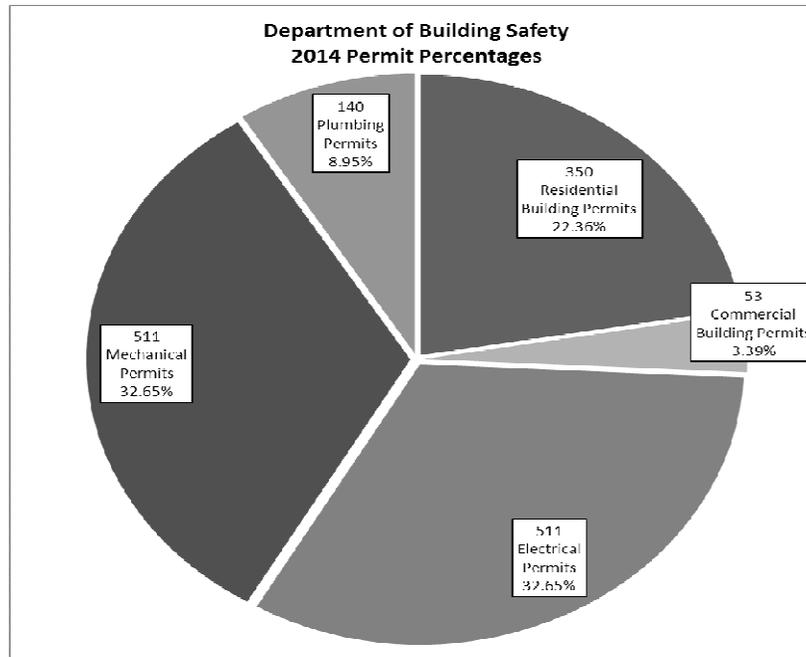
Code requirements have increased over the last few years and the following is the history of the yearly milestones:

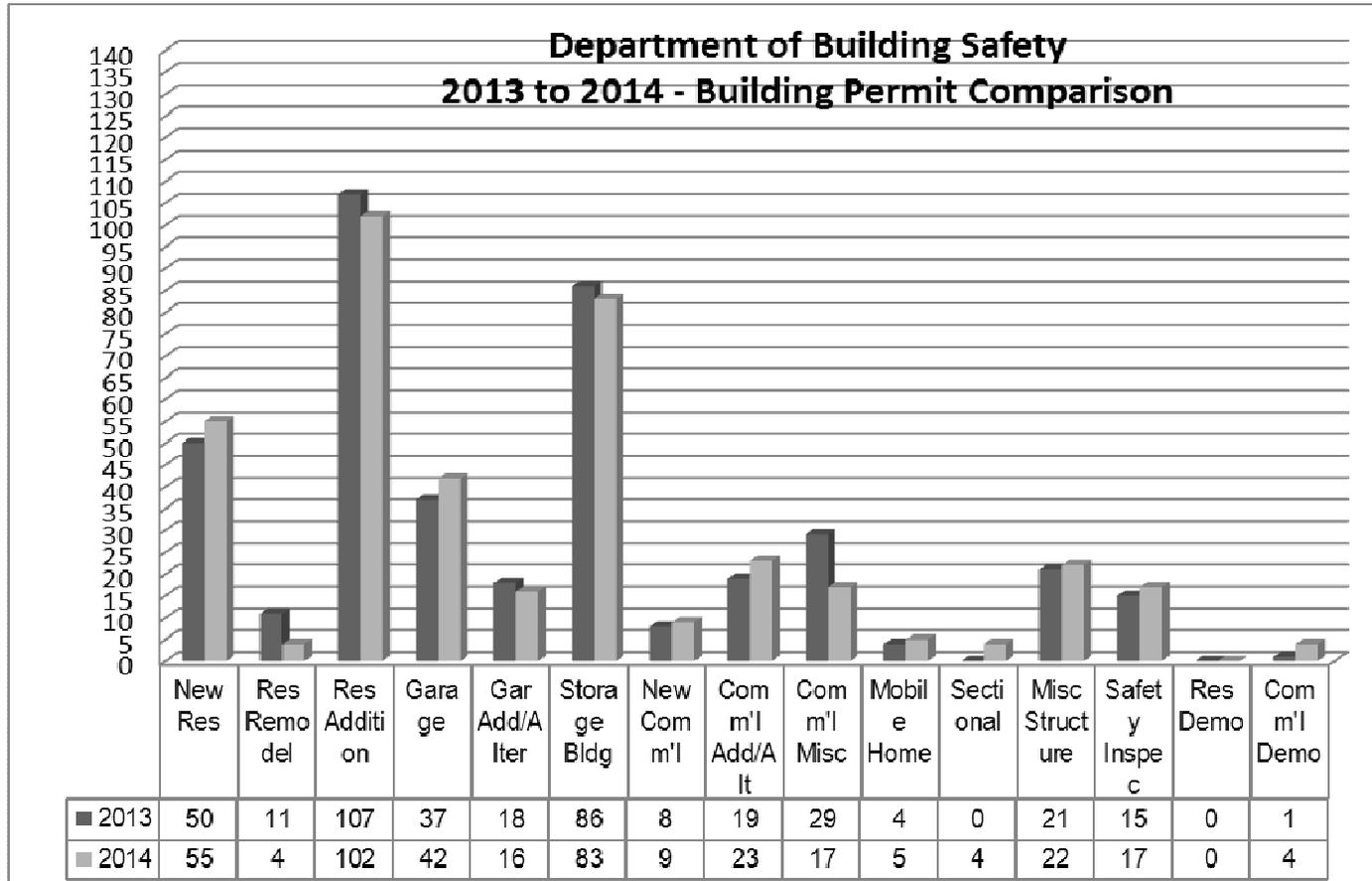
- In the year 2000 we were using the 1996 (BOCA) Building Officials & Code Administrators International code requirements, with associated Codes for the sub-trades.
- In 2000 the International Code system was created which was a combination of the (4) regional codes. This new system came under the direction of the International Code Council (ICC). State jurisdictions could either adopt the National Codes or adopt a State Code based upon the ICC, which is what Michigan chose.
- In 2001 the State of Michigan adopted the 2000 ICC Code Standards, with Michigan amendments. The adopted codes were Michigan Building Code (MBC) and Michigan Residential Code (MRC). At this same time the ICC sub-trade codes were also adopted with Michigan amendments, the only exception to this being the National Electrical Code (NEC) which is still in use currently with the addition of the Part 8, Michigan rules. *This adoption increased the number of Code book pages by 852 or 58%.*
- March of 2011, Michigan adopted the 2009 ICC. There are many new changes are the Uniform Michigan Energy Code and Chapter 6 (sheer wall design).

- The most important point to remember is the number of pages in the Code book increased by 146% (or 2150 pages) within an (7) year period from 2001 to 2008.

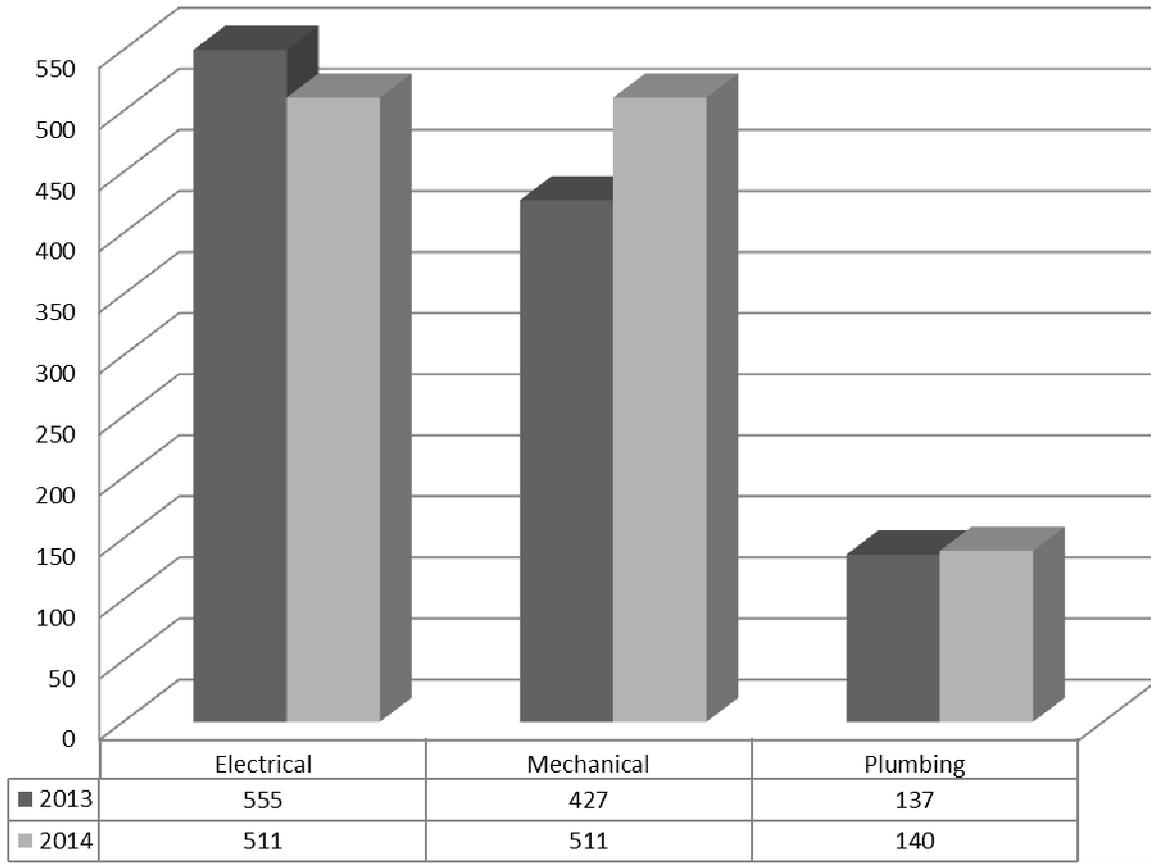
by lobbyist groups, product manufactures, insurance companies, government and the courts resulting in a very complex and detailed collection of standards that govern building in today's marketplace

The main purpose of the Codes are to provide minimum standards to insure public safety, health and welfare, but they have been stretched and manipulated





### Department of Building Safety 2013 to 2014 - Sub Trade Permit Comparison



## Geographic Information Systems

Cheboygan County GIS Department includes 1 full time GIS technician and is managed by the Community Development Director. The primary goal of this department is to create, update and maintain geospatial data for Cheboygan County. The Cheboygan County website now includes extensive county-wide GIS data for 24 hour/7 days a week access. We continue to make this data as user friendly and up to date as possible. In addition to the online data, the GIS office is open and available for customer needs and requests. We get many requests from realtors, surveyors, appraisers, title companies and property owners. The base layers are being updated daily, including, but not limited to, parcel splits and combines, corrections and adjustments to parcel polygons, additions and adjustments to streets and hydrology features and zoning amendments and map corrections.

The GIS Department works closely with township officials to be sure they have access to the most recent and accurate information. We create tax maps, land value maps and sales study maps as well as any individual requests the townships may have. This year we continued to help with the updating and adjusting of the future land use map in conjunction with the revision of the County Master Plan. Hard copy maps were created for review at all of the public forums.

The GIS Department also works with the Sheriff's Department, Search and Rescue Team and City of Cheboygan Police Department to assist in any special requests they have. We are involved with Emergency Management to ensure we are ready for any crisis that may occur by keeping up with WebEOC and Damage Assessment as well as searching out new tools to better accomplish goals for everyone involved.

