



Cheboygan County Board of Commissioners

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.

Committee of the Whole Meeting

June 28, 2016

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. Community Development 2015 Annual Report
 - B. Sheriff Clarmont 2015 Annual Report
7. **ADMINISTRATOR'S REPORT**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
10. **BOARD PLANNING SESSION**
11. **CITIZENS COMMENTS**
12. **BOARD MEMBER COMMENTS**
13. **ADJOURN TO THE CALL OF THE CHAIR**

Community Development Department

2015 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

COMMUNITY DEVELOPMENT DEPARTMENT

2015 Annual Report

Introduction

This is a year-end report for 2015 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 (GIS), Soil Erosion, 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 and Zoning Ordinance 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. They continue to participate in measures to increase efficiency including adopting new technologies as well as coordinating efforts in the field to reduce overall staff duplication of effort and drive-time. 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. Budget
3. Planning & Zoning Activities
4. Ordinance Enforcement
5. Address Coordination
6. Soil Erosion
7. Housing
8. Building Safety
9. 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 |
| 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.

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.
 - Continue to follow-up with open permits.
- Foster the highest level of competence for all Building Safety staff through participation in continuing education classes for code enforcement, technical training 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.
- Help property owners leverage building codes and construction practices to achieve the most cost-efficient, code-compliant structures.

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.

OBJECTIVES

- Implement the concepts of Lean Government to improve customer service and efficiency of department operations.

- Staffing efficiencies
 - Matt Cronk, Building Official, has been trained on Soil Erosion methods in order to create more opportunities for efficient customer service.
 - Address assignments now happening within GIS. With the implementation of Next Generation 911, more GIS technologies are being used in address assignment. Our GIS technician, Sharon Weiss, now conducts address assignments for that reason.
- Explore technology implementation for field inspectors to maximize customer service quality and efficiency. Building Safety staff has committed to new mobile computing to do more data input in the field.
- 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 to implement land use goals.
- Recommend zoning ordinance amendments and internal policy changes based on evaluation of customer satisfaction.
- 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. An example is the implementation in 2015 of a new web mapping system that includes a portal for mobile phones and other portable devices.
- 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's Zoning 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.
- 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.

OBJECTIVES

- Enhance broadband opportunities through partnerships with NLEA and neighboring counties, MERIT, Connect Michigan, local ISP's, schools, and other broadband stakeholders.
 - Coordinate broadband implementation with neighboring counties, NLEA, and potential broadband users.
 - 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 County EDC, 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.

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 the County's townships, city, villages, 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

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 2015 ANNUAL ACTIVITY

Department Budget

The 2015 amended budget for the Planning & Zoning department included \$391,233 in expenses. This includes all activities for soil erosion, addressing, code enforcement, and planning/zoning. Actual expenditures were \$377,459, which is 4% less than the amended budget and 0.8% less than actual expenditures for the department in 2014.

The 2015 amended budget for GIS was \$67,714 and actual expenditures were \$64,328. This means GIS costs were 5% less than the amended budget. Actual expenses for the Building Safety department for 2015 were \$392,951, which was 6.8% lower than 2014 expenses.

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 serves 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. In 2015, much work was done to update the zoning districts regarding intermittent streams. Many properties were rezoned to more appropriate zoning which had been placed in a Lake & Stream zoning due to streams which were dry most of the time. Most of the properties were returned to an agriculture/forestry zoning which is more appropriate for their locations.

Site Plans & Special Use Permits Approved

There were 20 site plan applications including special use permits which were approved in 2015. Those were:

- Wheeler Motors – site plan review for auto sales, repair and storage expansion in Inverness Township.
- Meijer, Inc. – site plan review for general retail sales and special use permit for gasoline service station in Inverness Township.
- Burdco, Inc. – site plan review for medical office in Tuscarora Township in Tuscarora Township.
- Tom Marsh – special use permit for restaurant/bar addition in Ellis Township.
- Burdco, Inc. – amendment to site plan for medical office.
- Brent Marlatt – site plan review for antique/consignment store in Tuscarora Township.
- Larry Wood – amendment to a special use permit for a contractor’s yard in Inverness Township.
- Tuscarora Township – site plan review for a new park pavilion in Tuscarora Township.
- Otsego Memorial Hospital – site plan review amendment, revising parking for medical office in Tuscarora Township.
- Ann Arbor YMCA – special use permit amendment for a camp clinic in Tuscarora Township.
- PRRP, LLC – special use permit for a motorcycle club in Beaugrand Township.
- Tuscarora Township – special use permit amendment for storage building at Devoe Beach in Tuscarora Township.
- FCVE LLC – special use permit amendment for campground addition of storage, repair, and maintenance building in Mackinaw Township.
- Pollards Auto Service Quick Lube – site plan review amendment for expansion of an auto repair facility in Tuscarora Township.
- Tiger by the Tail LLC – special use permit amendment for construction of indoor storage facility in Tuscarora Township.
- James O’Donnell – site plan review amendment for construction of an accessory storage building in Tuscarora Township.
- Nature View LLC – special use permit for a cabin colony and 6 new cabins in Mackinaw Township.
- Telecad Wireless/Verizon Wireless – special use permit for a wireless communication facility in Benton Township.
- Renee & Gerri Mesack – site plan review for restaurant use in Tuscarora Township.
- Heritage Cove Farm – special use permit for a therapeutic farm community (nursing convalescent home, club, cabin colony, restaurant, duplex, and other uses not expressly authorized) in Tuscarora Township (the final decision on this matter was in January of 2016).

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 2015, the zoning ordinance amendments included much discussion on zoning areas near rivers and streams. Amendments that were adopted were focused on rezonings that removed many properties that are near intermittent streams from the Lake & Stream zoning district, sign matters, the camping regulations on private land were updated after much consideration, the D-MR district language was removed from the ordinance, parking requirements were updated for medical offices, and there was a conditional rezoning. The end of the year included three meetings to review a therapeutic farm community and consideration of the related requests under the Fair Housing Amendments Act, Americans with Disabilities Act, and the associated reasonable accommodations.

The following are the zoning ordinance amendments adopted in 2015:

- Provide definitions and regulations related to signs.
- Rezoning of property from Lake & Stream to other zoning districts, essentially removing intermittent streams from Lake & Stream district.
- Amendments related to campers, tents, travel trailers, recreational vehicles and undersized mobile homes.
- Removal of references to Mixed Residential Development (D-MR) zoning district.
- Provide porches, decks, similar structures in setback.
- Amend parking requirements for medical and dental clinics and doctor's offices.
- Ginop Sales, Inc. – conditional rezoning from M-AF and P-LS to D-CM

Planning Matters considered/continuing education

Other matters that were discussed:

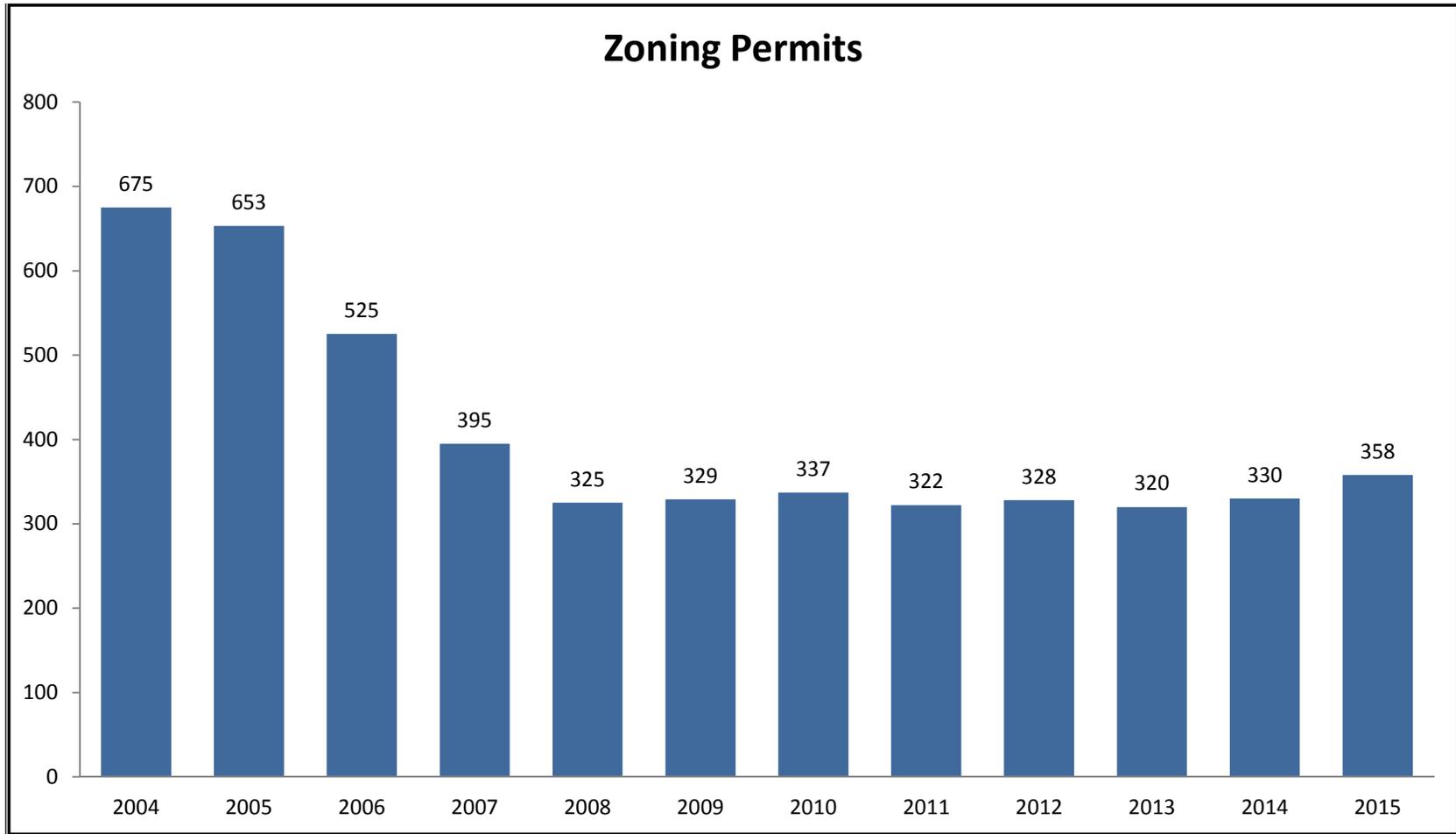
- Presentation and discussion of Tip of the Mitt Watershed Council's Local Ordinance Gaps Analysis
- Capital Improvement Plan: presentations by county entities and review of project acceptance and prioritization criteria
- Discussion of setbacks along South Straits Highway, discussion included Brent Shank of Cheboygan County Road Commission
- Requirement of escrow payment from Heritage Cove Farm
- Review of capital improvement expenditure for two structure additions to animal shelter, which is a county building
- Consideration of future projects from the County Zoning Plan (within the Master Plan).
- Cheboygan County Recreation Plan - Review and recommendation for approval to the County Board of Commissioners
- Planned Unit Development – discussion begun on amendments to the existing Planned Unit Development opportunities

Zoning Board of Appeals – Variances reviewed

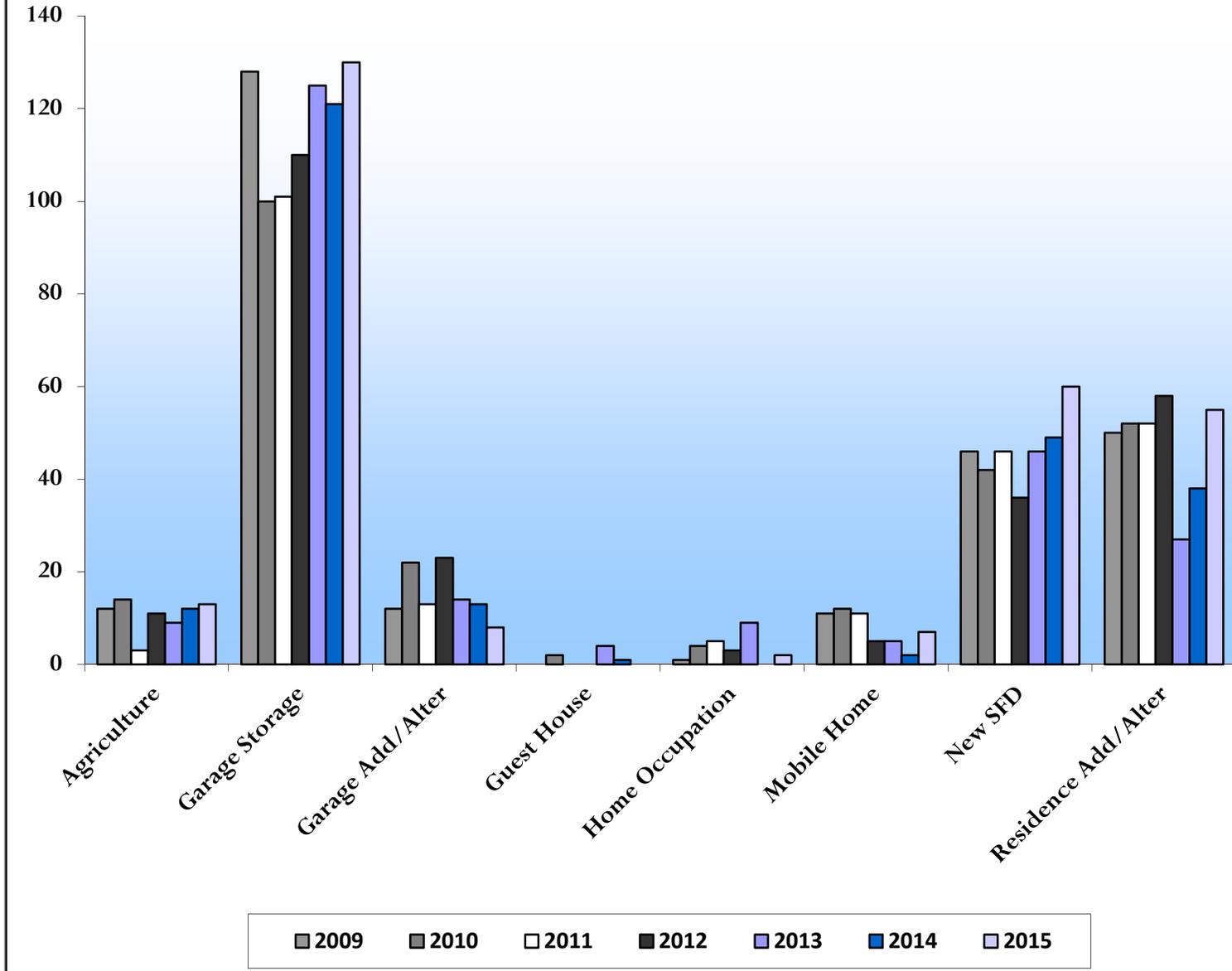
The Zoning Board of Appeals heard 22 variance requests in 2015 and approved 14. Of the 14 approvals, there were 13 setback variances and 1 use variance. One parking variance was tabled. Those 7 variances that were denied included 5 setbacks, a sign surface area, and a variance from the maximum floor area for a private storage building. One parking variance was tabled and later withdrawn by the applicant.

Zoning Permits

Between 2014 and 2015 there was an 8.5% increase in the total number of zoning permits issued. There was a 31.4% increase in permits issued for new single family dwellings including mobile homes. There was a 44.7% 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 2015 we continued to expand 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 utilized the building official, building inspector, soil erosion officer, planners, and address coordinator to assist with these inspections. Last year 257 setback inspections were conducted, mostly being conducted by the address coordinator who completed 199 inspections for the department. The setback inspections help ensure that buildings are built in the correct location at the very beginning of construction when it can be corrected with minimal expense to the homeowner. Setback inspections are not required but are provided as a service to the applicant.

In 2015 there were 58 zoning enforcement matters investigated, 38% more than in 2014. Of those, 28 were resolved, 9 were found not to be violations, and 21 were still in progress at the end of that year. There were 33 enforcement actions for building without a permit, more than in 2014. There were also 11 matters related to tents, travel trailers, and camping on property not in conformance with the zoning ordinance. Five enforcement matters were related to junk vehicles and 9 related to accumulation of waste materials. 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 period of time.

Additional staff will be assigned to ordinance enforcement in 2016. In early 2016 the address coordinator/enforcement officer retired. Trends in construction show an upswing in permit activity and the need for enforcement as well as plan review are apparent. A replacement for this position will include both code enforcement as well as plan review for the Building Safety department.

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.

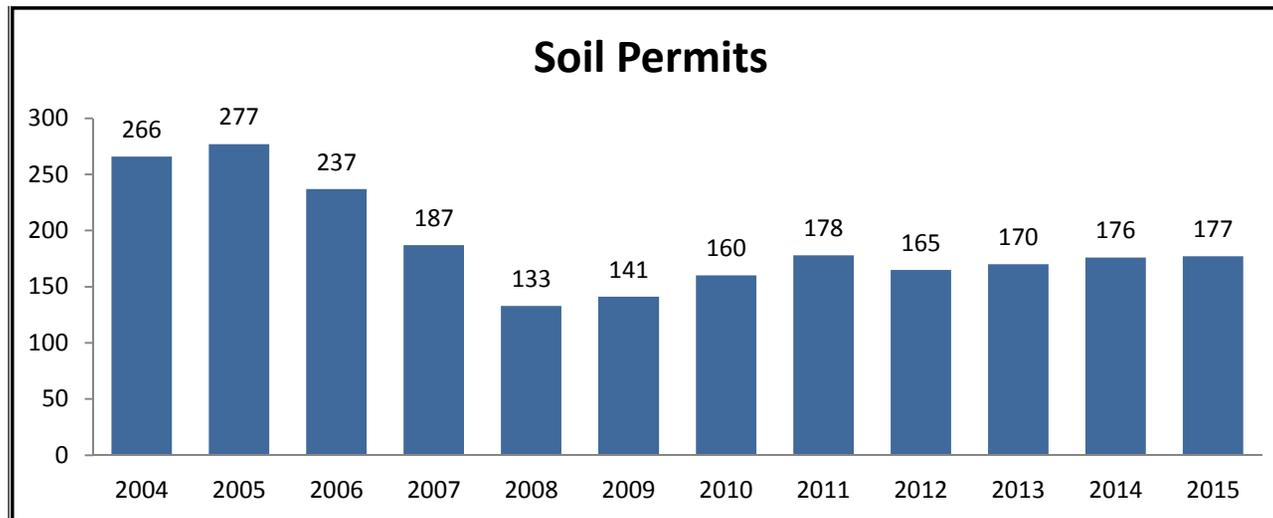
In early 2016, the address coordinator retired and address assignment is being conducted by the County GIS Technician. The process of locating people using 911 is changing quickly with the need to adapt to mobile technology and cell phones. The next generation of 911 requires changes to the information we provide 911 to ensure access to those in need. GIS is an integral part of address assignment.

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 2015, the Community Development Department completed its first two-year grant cycle with 100% of all grant monies being spent to assist local low-income homeowners. 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) was used to reimburse the county for the administration of the program. The rest of the grant money paid contractors. Additionally, income from the housing clients' loans during the last grant cycle will be re-used to provide additional homeowner rehabilitation. The first two-year grant cycle was completed in 2015 and 7 households were assisted. The average age of these households was 39. The median age of all households in Cheboygan County is 48.4 according to the 2014 American Community Survey.

At the end of 2015 the Community Development Department applied for and received another round of funding through the Michigan State Housing Development Authority (MSHDA) to assist low-income homeowners. The latest round of funding, instead of being an allocation, was a competitive grant due to ever-dwindling sources of funding. We were awarded \$186,440 to be used for projects during 2016 and 2017. Indications from MSHDA are that there will be no more funding from this source in the future for use to assist with homeowner rehabilitation for low-income homeowners. The Community Development Department has begun working with neighboring housing agencies to find an alternative method for funding the county's program and meeting the vast housing needs. The waiting list for this program has over 190 names. The current clients were some of the first 50 people to add their names to that list. Roofing is one of the most mentioned needs for people on the waiting list. This is a very big need in the county but most programs are designed to address whole house needs rather than just one type of repair.

BUILDING SAFETY

This last year of 2015 was the first full year with Matt Cronk serving as the County's 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 2015 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 Building Official, Matt Cronk is the administrator 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.

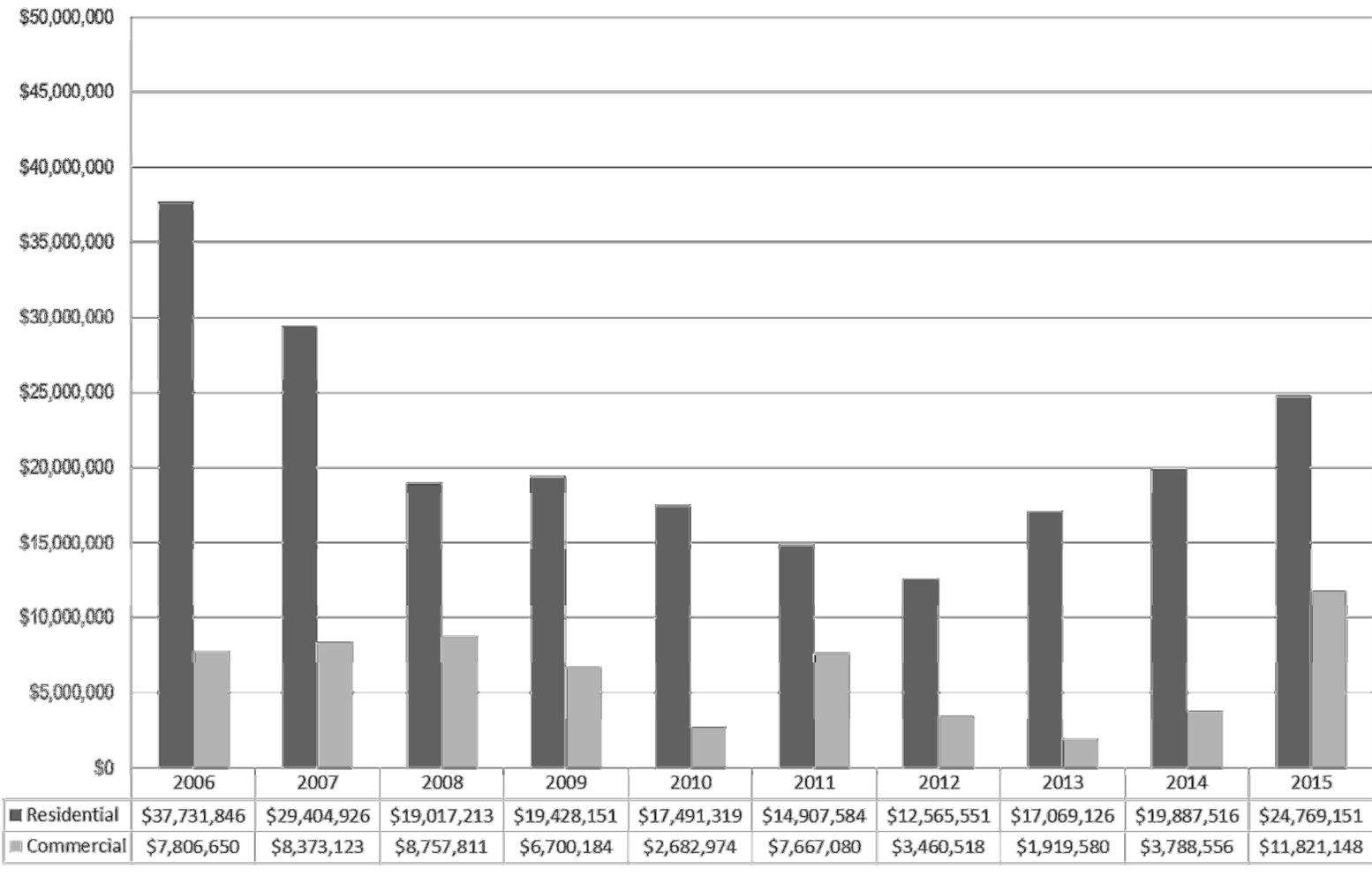
Open Permits

The former Historical Open Permit Remediation Program (HOPR) 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, Building Safety staff implemented new administrative procedures and made a concerted effort to close out expired permits. At the date of this report, 100% of all expired and open permits have either been formally extended or officially closed. Further, staff implemented 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), thus ensuring that no new open/expired permits will be created. This procedure has been in place for the entire year of 2015 and has proven itself a competent method to rectify a long-standing problem. The new procedure is working extremely well and has effectively solved the issue in its entirety while eliminating the possibility of future open permits.

Permit Statistics, 2006-2015

We have assembled permit statistics for the last 10 years. Previously, the graphs and charts showed a sharp spike in building activity in 2005 and a steady decline beginning in 2006, continuing to trend down until 2012. Since the economic low of 2012, Cheboygan County has experienced a modest but steady increase in construction values for both commercial and residential construction projects. This steady increase in construction activity continued through 2015. The value of commercial construction values rose 242% in 2015 compared to its low in 2012. Residential construction values have also seen a significant increase since 2012, rising 97% since 2012. A steady increase in permits was also seen in the sub trades of electrical, plumbing and mechanical. The building industry as a whole is one of the largest employers in Cheboygan County and thus greatly impacts the health of the current 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.

Department of Building Safety Construction Value for Building Permits - Last 10 Years



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

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:

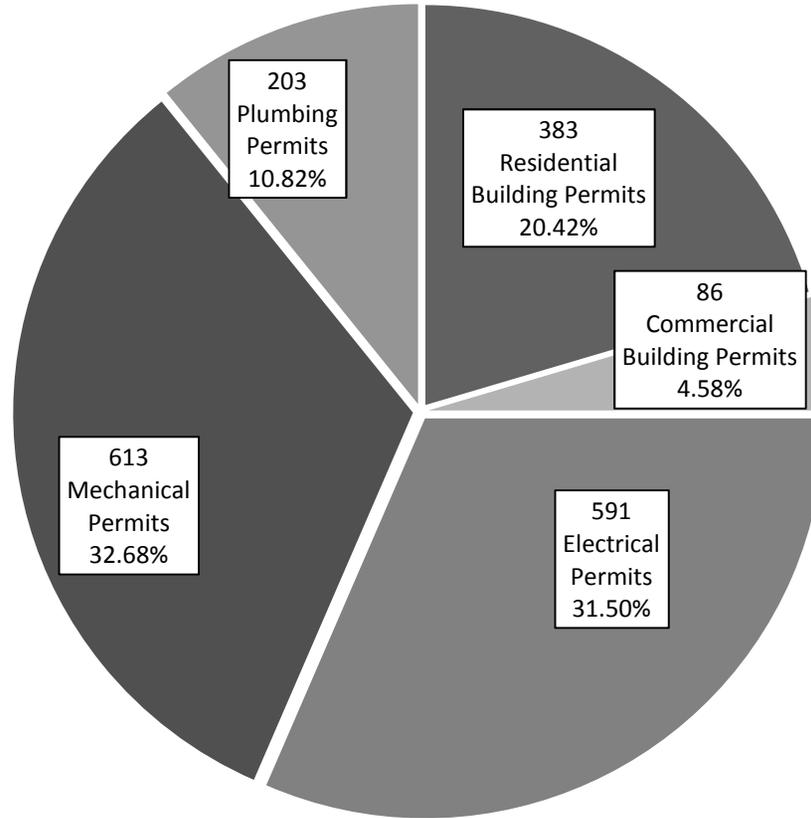
- In the year 2000 we were using the 1996 (BOCA) Building Officials & Code Administrators International code requirements, with associated Codes for the sub-trades.
- In 2000 the International Code system was created which was a combination of the (4) regional codes. This new system came under the direction 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%.*

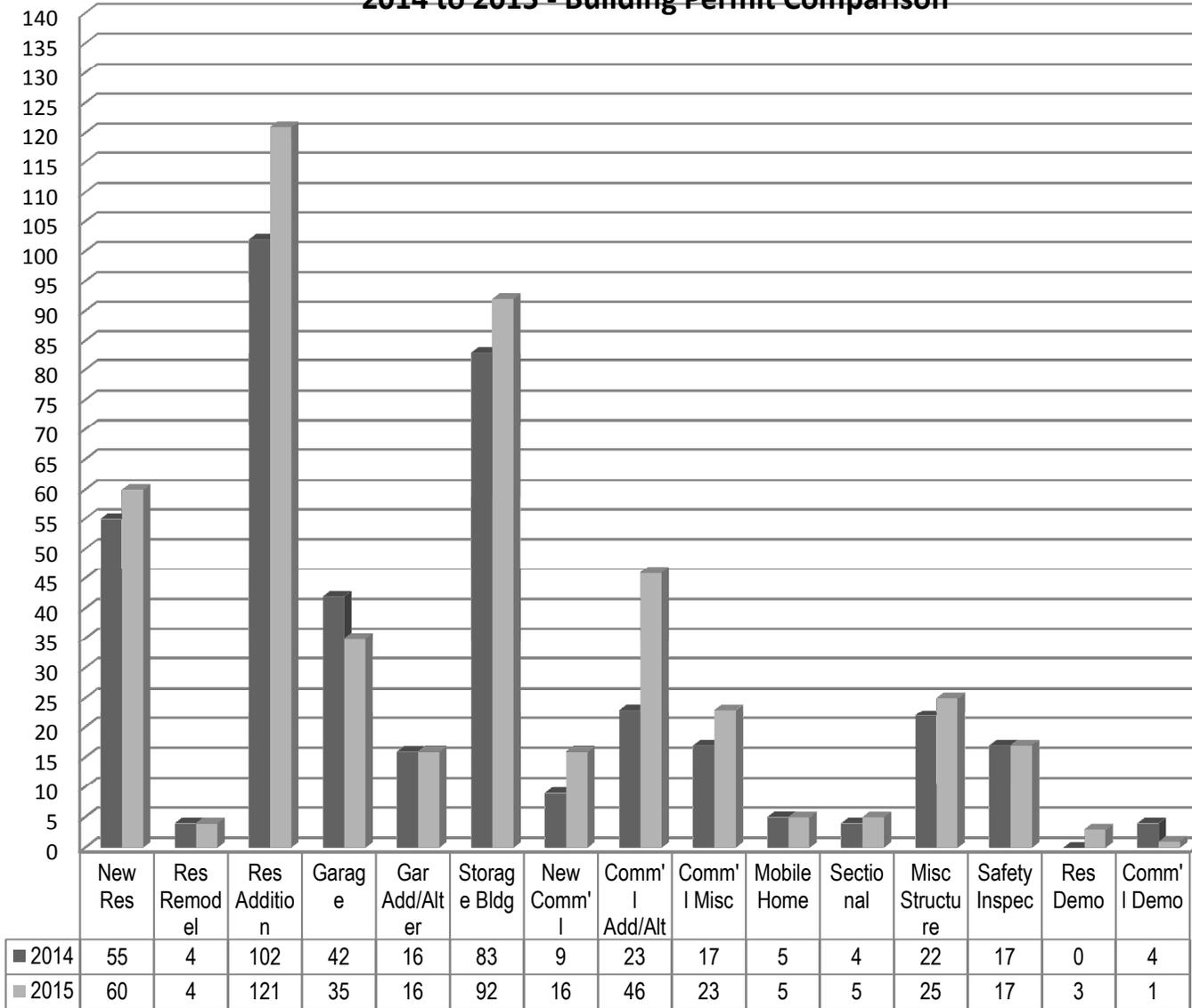
- March of 2011, Michigan adopted the 2009 ICC. There are many new changes are the Uniform Michigan Energy Code and Chapter 6 (sheer wall design).
- The most important point to remember is the number of pages in the Code book increased by 146% (or 2150 pages) within a seven (7) year period from 2001 to 2008.

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 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.

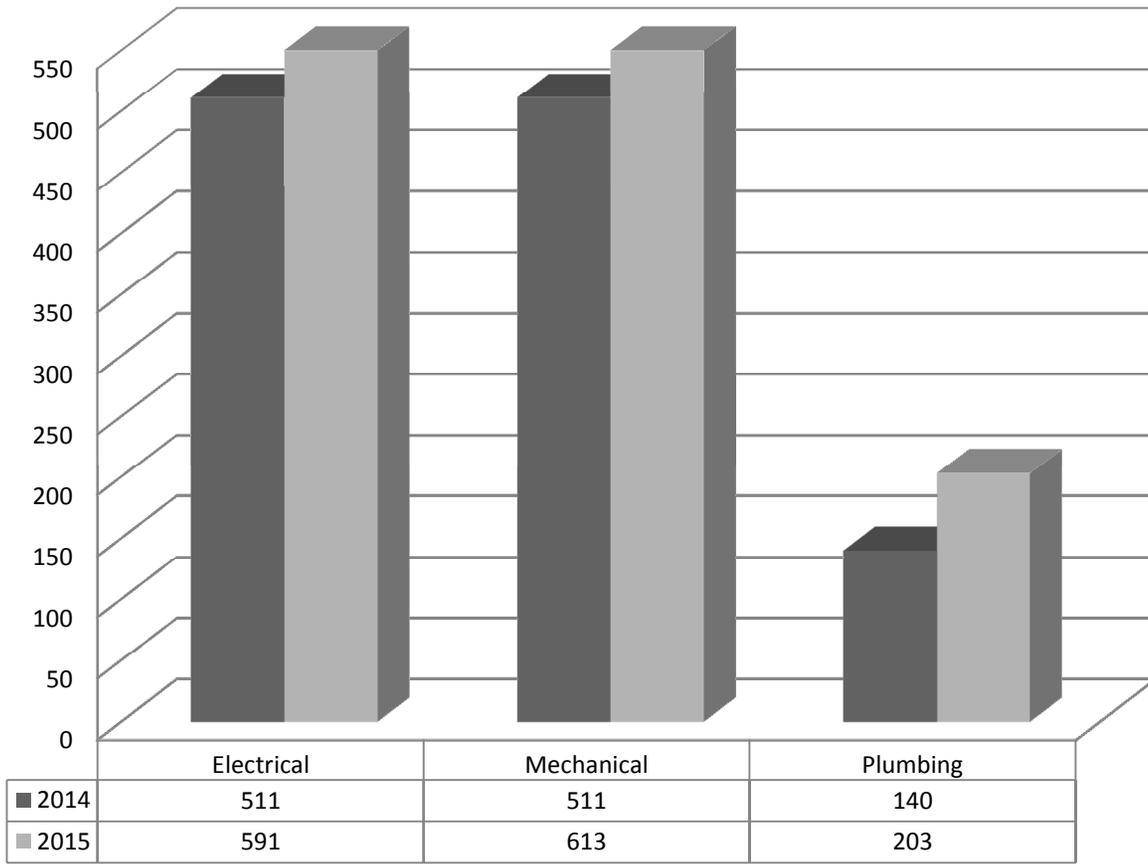
Department of Building Safety 2015 Permit Percentages



Department of Building Safety 2014 to 2015 - Building Permit Comparison



Department of Building Safety 2014 to 2015 - Sub Trade Permit Comparison

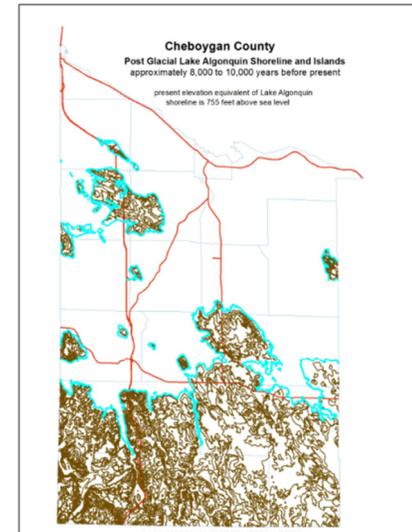
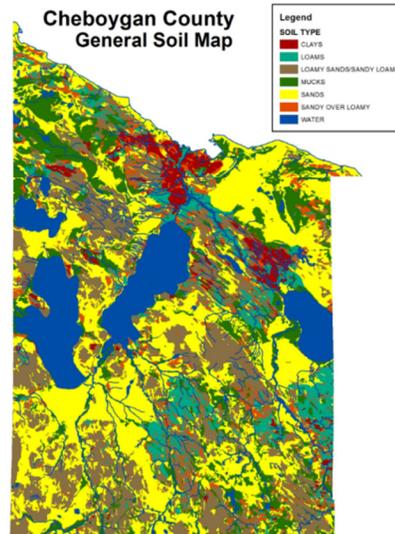


Geographic Information Systems

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.



Cheboygan County Board of Commissioners' Meeting

June 28, 2016

Title: 2015 Cheboygan County Sheriff Department Annual Report

Summary: The annual report of the Cheboygan County Sheriff Department for the Board of Commissioner's and County Administrator's review.

Financial Impact: None, Informational Only.

Recommendation: N/A

Prepared by: Sheriff Dale V. Clarmont

Department: Cheboygan County Sheriff Department



CHEBOYGAN COUNTY SHERIFF DEPARTMENT

DALE V. CLARMONT
SHERIFF

TIMOTHY C. COOK
UNDERSHERIFF

870 S. Main St.
Cheboygan, MI 49721

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sheriff@cheboygancounty.net

Brenda Beckwith
Jail Administrator

Jodi Beauchamp
Administrative Assistant

Date: June 28, 2016

To: Cheboygan County Board of Commissioners
Administrator Jeff Lawson

Ref: **2015 Annual Sheriff Department Report**

Through cooperation and mutual respect, I believe *we* have moved and continue to move our Sheriff Department forward with utmost professionalism and fiscal responsibility.

Cheboygan County Sheriff Department 2015 Budget

| | | |
|--|----|------------------|
| Approved Expenditures | \$ | 3,577,251 |
| Actual Expenditures | \$ | <u>3,409,247</u> |
| Unexpended Balance (4.7% of approved expenditures) | \$ | 168,004 |

Cheboygan County Sheriff Department Jail Division Revenues

| | | |
|-------------------------------------|----|---------|
| • Out-county boarding fees | \$ | 1,470 |
| • Diverted Felon fees | \$ | 63,173 |
| • Inmate telephone | \$ | 17,943 |
| • In-county boarding fees | \$ | 51,652 |
| • Social Security Finders Fee | \$ | 8,800 |
| • Work Release | \$ | 51,080 |
| • Prisoner Medical | \$ | 5,763 |
| • DOC / Transport Reimbursement | \$ | 3,452 |
| • Commissary Fund | \$ | 114,076 |
| • Corrections Officer Training Fund | \$ | 8,012 |
| • Drunk Driver Assessment | \$ | 5,335 |
| • Work Site Fee | \$ | 1,505 |
| • Worker Participant Fee | \$ | 7,750 |



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Administrative Assistant

| | | |
|---|-----------|----------------|
| • All others (PBT, Reports, Fingerprints, Transports) | \$ | 4,611 |
| Total Jail Division Revenues | \$ | 344,622 |

Cheboygan County Sheriff Department Grants

| | | |
|--|-----------|----------------|
| • Received 416 Secondary Rd Grant | \$ | 55,068 |
| • Received Stonegarden DHS Grant | \$ | 31,226 |
| • Received Enforcement Zone | \$ | 9,908 |
| • Received Officer Training Grants | \$ | 4,388 |
| • Received DNR Marine Safety Grant | \$ | 44,900 |
| • Received Snowmobile Safety Grant | \$ | 7,225 |
| • Received DNR ORV Grant | \$ | 17,029 |
| • Received Burt/MAPS Local Grant | \$ | 7,852 |
| • Received K9 Donations | \$ | 25,000 |
| • Received Lifesaver, VSU and Child ID Donations | \$ | 2,274 |
| • All Other Grants | \$ | 3,771 |
| Total Grant Monies Received | \$ | 208,641 |

Cheboygan County Sheriff Department Other Revenues

| | | |
|--------------------------------------|-----------|----------------|
| • Drug Forfeiture | \$ | 300 |
| • Forfeitures-Sheriff | \$ | 3,055 |
| • Sheriff Wage Reimbursement | \$ | 1,452 |
| • Livery Inspections & ORV Ordinance | \$ | 177 |
| Total Other Revenues | \$ | 4,984 |
| Total Revenues Generated | \$ | 558,247 |



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Cheboygan County Sheriff Department 2015 Total Cost

| | | |
|-------------------------|-----------|------------------|
| Actual Expenditures | \$ | 3,409,247 |
| Revenues Generated | \$ | <u>558,247</u> |
| 2015 Actual Cost | \$ | 2,851,000 |

Cheboygan County Sheriff Department Jail Statistics

Average Inmate totals from January 1, 2015 through December 31, 2015

- Out-County Inmate Days: 22
Average: .06 inmates per day
- In-County Inmate Days: 29,396
Average: 80.5 inmates per day
- Total Inmate Days: 29,418
Average: 80.6 inmates per day

• Cheboygan County Work Crew Program:

6/01/2015 - 12/30/2015:

- Meals saved to date: 656 @ \$3.40 ea. = \$ 2,230
 - Maintenance Labor: 704 hrs. x \$13.95 = \$ 9,821
 - Approximately 215 bed spaces
- \$ 12,051

Income:

- Participation Fee = \$ 7,750
 - Work Site Fee = \$ 1,505
- \$ 9,255

Total Savings & Income: \$ 21,306

Cost of operation:

- Total Cost: \$ 9,292

Total Net Savings & Income: **\$ 12,014**



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Cheboygan County Sheriff Department Community Policing Policies

- Road Patrol Statistics from January 1, 2015 through December 31, 2015
 - 2014 Logged calls: 12,921
 - 2015 Logged calls: 13,110
 - Annual Increase: **1.5%**

 - 2014 Arrests: 681
 - 2015 Arrests: 654
 - Annual Decrease: **4 %**

- Continuing Cheboygan County Sheriff Department Search and Rescue Team with local Fire Departments:
 - 9 Emergency Response Calls with 100% success
 - Project Lifesaver Program
 - A Child is Missing Program

- Continued effective School Liaison Officer Program for all Cheboygan County Schools:
 - National Child Identification Program to offer free fingerprinting to all Cheboygan County School children in grades K through 1st grades
 - High School Freshman Drug Awareness
 - DARE (5th Grade)
 - TEAM (7th Grade)
 - Truancy / Incurable / Social Media Bullying

- Continued Effective Marine / ORV / Snowmobile Patrols:
 - Offered Water Safety Courses throughout County Schools
 - ORV Safety Course throughout County Schools
 - Offered Snowmobile Safety Course throughout County Schools

- Continued Department K-9 Unit:
 - Total Calls responded 53
 - Narcotics 30
 - Tracking 3
 - Building search 14
 - Other 6

- Community Education/Committee appointments:
 - Community drug awareness to MTA
 - Presentations at McLaren Hospital for medical staff
 - Drug awareness presentations at Cheboygan County Schools
 - Appointed to 53rd Circuit Court Drug Court Panel
 - Bi-monthly Rx drug abuse task force meetings at NMSAS
 - Appointed 89th Dist Court OWI Court Panel Member



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- Continuing with Cheboygan County Sheriff Department Victim Services Unit:
 - Mrs. Lois LaPorte Coordinator
- Continuing Collaborative effort with the Cheboygan County Council on Aging:
 - Senior Safe / Community Awake Program
 - Cellular 911 Telephones
- Continued Wolverine Substation:
 - Thursdays Hours: 11:00am - 1:00pm

Cheboygan County Sheriff Department Highlights

- Jail medical program continued success with reducing costs and prescriptions:
 - Continued contract with District Health Department #4
 - Narcotic Free Jail
- Fiscal Year 2015 County Jail Medical Expenditures:
 - 2014 Requested: \$ 37,000 2014 Expended: \$ 44,221
 - 2015 Requested: \$ 40,000 2015 Expended: \$ 47,816
- Fiscal Year 2015 Surrounding County Jail Medical Expenditures:
 - Emmet County Jail \$ 101,769
 - Otsego County Jail \$ 70,000
 - Alpena County Jail \$ 104,000
 - Charlevoix County Jail \$ 84,028
- 100% compliance with MSTC Corrections Officers Training Certification
- 100% compliance with MDOC Administrative Rules
- 100% compliance with MCOLES training standards
- Offering Alcoholics Anonymous, Community Mental Health, Substance Abuse Counseling and Prevention and Bible Study within the jail.
- Continued success with Department minimum staffing on holidays
 - 2014 Requested: \$ 64,008 2014 Expended: \$ 52,849
 - 2015 Requested: \$ 69,322 2015 Expended: \$ 64,191