2017 Guide to Permitting and Zoning

Kalkaska County

Created and Produced by:
Northwest Michigan Council of Governments, Traverse City Area Chamber of Commerce & Kalkaska County Zoning Department
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SECTION I – General Information
Introduction & Purpose

In the construction industry time is money and delays associated with permitting and approvals add to the cost of projects. The permitting and zoning process can be cumbersome, frustrating and time consuming for those not familiar with the road map and nuances of the processes for each municipality and governmental agency. The creation of the Guide to Permitting and Zoning (Guide) for Kalkaska County is the result and collaboration of stakeholders in Northwest Lower Michigan to assist individuals and businesses involved with construction and development projects.

The primary goals of the Guide are to both act as a quick reference as well as educate individuals, seasoned contractors, and developers with the know-how needed to access critical information in the approval process prior to applying for permits or undertaking a project within a county or municipality. The applicant or contractor should always contact the local Zoning Administrator, plan reviewer, or permit agent of the various agencies prior to beginning a project.

The Guide is not intended to be a “Do-It-Yourself” tool. Each project is different and following the flowcharts included in the Guide does not guarantee that a permit or approval will be issued at the end of the process. Applicants and Contractors are encouraged to seek the assistance of local professionals who have experience in dealing with the requirements of permits and approvals.

An understanding of the permitting and approval process will improve the efficiency of the process for both the private and public sector, in return creating a more successful project from the onset. More introductory information on the planning and zoning process is available in the New Designs For Growth A Citizen’s Guide to Planning & Zoning, which can be found at: www.nwm.org/citizensguide-planning
Northwest Michigan Regional Prosperity Plan

The Framework for Our Future: A Regional Prosperity Plan for Northwest Michigan is a regional resource for communities working to meet local goals. The Framework was developed, with participation from a broad range of community leaders, stakeholders, and the public, as part of Michigan’s Regional Prosperity Initiative. It includes a wealth of information and tools that all parts of the community – the public, community leaders, businesses, nonprofits, public agencies, and statewide stakeholders – can use to supplement their local deliberation, planning, and decision-making processes.

The Framework is a starting point for community discussions and action around important community development issues. While it does not, and cannot, comprehensively address the enormous breadth of community data and issues associated with these issues, ongoing community participation, deliberation, and action will help to make this document a valuable resource that can support community planning and action over the long term.
Related Links:

Networks Northwest  
www.nwm.org/

Northwest Michigan Regional Prosperity Plan  
http://nwm.org/rpp

New Designs for Growth Development Guidebook  
www.newdesignsforgrowth.com/pages/guidebook/introduction/

www.nwm.org/citizensguide-planning
How to Use This Guide

Flowchart Legend

The flowchart legend is provided to understand the color coding of flowcharts that may be contained under a specific unit of government’s listing in this guide. It also provides generic examples of the types of steps that may be contained in various land use permit processes. However, it is not intended to represent a specific unit of government’s permitting process. If the specific unit of government you are interested in does not contain a permitting process flowchart, please contact the zoning administrator for specific application process information.

*NOTE – The flowcharts included in this guide are for educational purposes on the general process (i.e. permitted uses) and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.
There are 12 incorporated townships in Kalkaska County. 5 that place zoning administration at the township level and 7 that place zoning administration at the county level. There are no cities in Kalkaska County and one incorporated village which is zoned.
Zoning, Permitting & Construction: General Observations

As a relatively rural county comprised of multiple small townships and villages, many governmental jurisdictions within Kalkaska County have elected to use the County to administer zoning and permitting laws using the powers provided by County ordinance. To this extent, the requirements and expertise are centralized with the County Zoning Administrator, and therefore relatively easy to follow under the guidance and direction of the ZA office.

The following jurisdictions are covered by County law:

- Bear Lake Township
- Coldsprings Township
- Excelsior Township
- Kalkaska Township
- Oliver Township
- Orange Township
- Springfield Township

Citizens or developers wishing to improve property in these Townships or in unincorporated areas of the County should check first with the County Zoning Administrator for guidance on how best to proceed. The County ordinance will govern construction and development in these jurisdictions.

The following communities administer their own respective zoning and permitting laws:

- Blue Lake Township
- Boardman Township
- Clearwater Township
- Garfield Township
- Rapid River Township
- Village of Kalkaska

Citizens or developers wishing to improve property in these jurisdictions should check first with the Zoning Administrator or Township Superintendent in each respective location prior to commencing a project. In these jurisdictions, in most cases, the Township Zoning Administrators are hired on a contract basis.

For these non-county administered jurisdictions, it is imperative to note that zoning and permitting processes are not always readily transparent. It is sometimes difficult to get copies of some of the ordinances. Zoning Administrators in some of these communities have limited office hours and are difficult to contact. For example, Rapid River Township administers its own zoning and permitting laws per its own ordinance, but has adopted the governing language found in the County’s ordinance as (continued)
Zoning, Permitting & Construction: General Observations (cont.)

interpreted and applied by a Zoning Administrator who keeps office hours only on Thursday late afternoons. We therefore strongly recommend personal meetings with them prior to project commencement.

Please note that the County Zoning Administrator reports that the County does not have an accurate zoning map, and that maps are now being converted over to a GIS system. Much of the zoning map is subject to some level of interpretation and it is, therefore, strongly urged that zoning inquiries be made early in the development process directly to the Zoning Administrator.

Additional considerations:

- There are a few requirements that affect building/development activities in certain areas of the county, even where there is no zoning ordinance.

- You must have Zoning, Septic and Water Well permits - approved and issued - before you can receive a building permit. Copies of approved Zoning, Septic and Water Well permits must accompany your building application when it is submitted for review.
SECTION II – Township Permitting & Zoning Process
Bear Lake Township

Township Office
7771 Lake Street
Bear Lake, Michigan 49614
PO Box 187
231.864.3620 phone
231.864.3999 fax

Website
http://bearlaketwp.com/

Supervisor
Jeff Harthun
231.864.3620 (ext. 12) phone
231.864.3999

Zoning Administrator
Vern Bowling
231.889.3403 phone

Assessor
Ginny Martz
PO Box 176
Onekama, MI 49675
Cwas75@yahoo.com
231.690.4531 phone

Documents:

Zoning Ordinance-

Other Ordinances-
http://bearlaketwp.com/ordinances

Master Plan-
http://www.lakestoland.bria2.net/bear-lake-2/master-plan/

Applications, Forms, & Permits-
http://bearlaketwp.com/forms

This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.
Bear Lake Township Map
Blue Lake Township

Township Office  
10599 Twin Lake Road Northeast  
Mancelona, Michigan 49659  
231.587.8354 phone  
231.587.4066 fax

Website  
bluelaketwpkalkaska.org

Supervisor  
Blair Shearer  
231.587.5698 phone  
blsuper@torchlake.com  
Office Hours: Tuesdays 1:00-4:00 pm & Saturdays 10:00 am – 12:00 pm

Zoning Administrator  
Kathy Campbell  
231.384.7970 phone  
blzoning@torchlake.com  
Office Hours: Friday & Saturday 10:00 a.m. to 12:00 p.m.

Assessor  
David Grimm  
231.331.6370 phone  
blasser@torchlake.com  
Office Hours: 2nd & 4th Tuesday 1:00-3:00 pm

Documents:

Zoning Ordinance-  

Master Plan-  

Land Division-  

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Blue Lake Township Map
Boardman Township

Township Office
4855 Pine Street, Southwest
South Boardman, Michigan 49680
PO Box 88
231.369.2856 phone
info@BoardmanTownship.net

Website
http://boardmantownshipmi.net/

Supervisor
Gerald Leaf
PO Box 39
South Boardman, Michigan 49680
231.369.2856 phone
Supervisor@BoardmanTownship.net

Assessor
Dawn Kuhns
PO Box 1506
Kalkaska, MI 49646
231.409.1827 phone

Zoning Administrator
Mary Erickson
6424 Butler Road Southwest
South Boardman, Michigan 49680
231.369.2551 phone
231.369.3366 fax
Zoning@BoardmanTownshipMI.net

Zoning Book-

Zoning Application-

Parcel Division Application-

This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.
Boardman Township Map
Clearwater Township

Township Office
5440 River Street Northwest
PO Box 1
Rapid City, Michigan 49676
231.331.6249 phone
231.331.4375 fax
clerk@clearwatertwp.com

Website
http://www.clearwatertwp.com/

Supervisor
Larry Niederstadt
PO Box 1
Rapid City, MI 49676
231.331.6249 (Ext. 12) phone

Assessor
Dawn Kuhns
P.O. Box 1
Rapid City, MI 49676
231.409.1827 phone

Zoning Administrator
Guy Molby
7363 Southeast Torch Lake Drive
Alden, Michigan 49612
231.331.4500 phone

Documents:

Zoning Ordinance-

Zoning Map-

Applications-
http://www.clearwatertwp.com/Applications.aspx

Master Plan-
http://www.clearwatertwp.com/pdf-docs/MasterPlan20060516TwpBoard.pdf

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Clearwater Township Map
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Coldsprings Township Map
Excelsior Township

Township Office
987 County Road 571 Northeast
Kalkaska, Michigan 49646
231.258.6108 phone
231.258.6654 fax

Mailing Address
Excelsior Township
Sandy Goodale
6217 Myers Road NE
Kalkaska, Michigan 49646

Website
http://www.excelsiortownship.org/index.html

Supervisor
Norman Groner
5636 Tyler Road SE
Kalkaska, Michigan 49646
231.258.4607 phone

Assessor
Michael VanHorn
PO Box 855
Kalkaska, MI 49646
231.258.9305 phone

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Excelsior Township Map
Garfield Township

Township Office
466 West Sharon Road Southeast
Fife Lake, Michigan 49633
231.369.2483 phone

Office Hours
Tuesdays 8:00 am – 1:00 pm

Website
http://www.kalkaskacounty.net/garfield.asp

Supervisor
David Persons
231.369.3119 phone
garfieldsupervisor466@yahoo.com

Assessor
Sally Ackerly
466 W Sharon Road
Fife Lake, MI 49633
231.499.7682 phone

Zoning Administrator
Al Potts
466 W Sharon Road
Fife Lake, MI 49633
231.715.2138 phone
By appointment only

Documents:

Zoning Ordinance-
http://www.kalkaskacounty.net/downloads/garfield_township_zoning_ordinance_oct_10th_2013_1_1.pdf

Zoning Application-
http://www.kalkaskacounty.net/downloads/zp_application_42014.pdf

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Garfield Township Map
Kalkaska Township

Township Office

209 Laurel Street
Kalkaska, Michigan 49646
231.258.9305 phone
231.258.3292 fax

Website

http://www.kalkaskacounty.net/kalktwp.asp

Supervisor

Michael Winter
PO Box 855
Kalkaska, Michigan 49646-0855
231.258.5222 phone

Assessor

Michael Van Horn
PO Box 855
Kalkaska, MI 49646
231.258.9305 phone

Zoning Administrator

Karen Van Horn
Kalkaska County Zoning Administrator
kalkaskazoning@yahoo.com

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Kalkaska Township Map
**Oliver Township**

| Township Office                  | 2796 Sigma Road  
|                                | Kalkaska, Michigan 49646 |
| Website                         | [http://www.kalkaskacounty.net/olivertwp.asp](http://www.kalkaskacounty.net/olivertwp.asp) |
| Supervisor                      | Edward Fisher  
|                                | 4444 North Sharon Road  
|                                | Kalkaska, Michigan 49646  
|                                | 231.258.5348 phone |
| Zoning Administrator            | Karen Van Horn  
|                                | Kalkaska County Zoning Administrator  
|                                | [kalkaskazoning@yahoo.com](mailto:kalkaskazoning@yahoo.com) |
| Assessor                        | Sally Ackerley  
|                                | 231.499.7682 phone |

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Oliver Township Map

Legend:
- State Trunkline
- County Roads
- Other Roads

Oliver Township Map
### Orange Township

**Township Office**

0028 Saunders Rd Southeast  
Kalkaska, MI 49646  
orange@acegroup.cc

**Mailing Address**

3715 Saunders Rd SE  
Kalkaska, Michigan 49646

**Website**

http://www.kalkaskacounty.net/orangetwp.asp

**Supervisor**

Robert Hoenicke  
1040 East Lake Drive Southeast  
Kalkaska, Michigan 49646  
231.369.2226 phone

**Zoning Administrator**

Karen Van Horn  
Kalkaska County Zoning Administrator  
kalkaskazoning@yahoo.com

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Orange Township Map
Rapid River Township

Township Office 1010 Phelps Road Northeast Kalkaska, Michigan 49646-9429 231.258.2943 phone

Website  http://www.kalkaskacounty.net/rapidriver.asp

Supervisor Terry Williams 231.258.2943 phone Office Hours: Thursdays 2:00 – 6:00 pm

Zoning Administrator Roger Williams 231.258.2943 phone Office Hours: Thursday, 2:00 p.m. – 6:00 p.m. Second Thursday of every month hours are 3:00 p.m. – 7:00 p.m.

Documents:
Zoning Ordinance-  

Zoning Map-  

Zoning Permit-  
http://www.kalkaskacounty.net/downloads/zoning_permit_application_1.pdf

Master Plan-  
http://www.kalkaskacounty.net/homepage8130577.asp

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Rapid River Township Map
### Springfield Township

<table>
<thead>
<tr>
<th>Role</th>
<th>Details</th>
</tr>
</thead>
</table>
| Township Office       | 5253 Ingersoll Road Southwest  
                         | Fife Lake, Michigan 49633  
                         | 231.879.4541 phone       |
| Website               | http://www.kalkaskacounty.net/springfdtwp.asp                          |
| Supervisor            | Thomas Gray  
                         | 10357 Grand Kal Road Southwest  
                         | Fife Lake, Michigan 49633  
                         | 231.879.4350 phone       |
| Assessor              | A & D Assessing  
                         | 231.409.1827             |
| Zoning Administrator  | Karen Van Horn  
                         | Kalkaska County Zoning Administrator  
                         | kalkaskazoning@yahoo.com |

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Springfield Township Map
SECTION III – Village Permitting & Zoning Process
Village of Kalkaska

Village Hall
200 Hyde Street
Kalkaska, Michigan 49646
231.258.9191 phone
132.258.9081 fax

Website
www.kalkaskavillage.com/

President
Jeff Sieting
231.258.9191 phone

Zoning Administrator
Denny
231.258.9191 phone

Documents:

Land Usage Code-

Site Plan Review and Approval-

Sign Ordinance-

This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.
Village of Kalkaska Map
**Village of Kalkaska Permitting Process Flowchart**

**APPLICATION**
A Site Plan shall be submitted with each application, and will include basic site and improvement specifications as required by ordinance. Submit 10 copies two weeks prior to Planning Commission Review.

**COMMITTEE REVIEW COMPLEX SITE PLAN**
If the Site Plan is complex, the Zoning Administrator may at their discretion empanel the Site Plan Review Committee consisting of two Planning Commissioners and the Zoning Administrator. The Committee may approve, deny, or provisionally approve.

**PLANNING COMMISSION REVIEW**
Planning Commission review application and site plan, considers ZA recommendation, and makes a decision to approve, deny, or provisionally approve.

**APPLICANT SEeks OTHER PERMITS (SEE SECTION IV)**
The Zoning Administrator recommends that all other permits be secured after receipt of Planning Commission Approval but before applying for Building Permit.

**APPLY FOR BUILDING PERMIT (SEE SECTION IV)**
County building office shall issue a building permit assuming all other permits and approvals are secured and the Planning Commission approves.

**ZONING ADMINISTRATOR REVIEW SIMPLE SITE PLAN**
Zoning Administrator reviews and approves, denies, or provisionally approves.

**MAKE CHANGES TO PLANS & RESUBMIT**

*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.*
SECTION IV – Kalkaska County Governmental Agencies
**Kalkaska County Zoning**

**Office**
Kalkaska County Government Annex  
890 Island Lake Road  
Rooms 5 and 6  
Kalkaska, Michigan 49646  
(Note: this is not the main County Building at 605 N. Birch St.)
231.258.3367 phone
231.258.2828 fax
www.kalkaskacounty.net/zoning.asp

**Zoning Administrator**
Karen Van Horn
Kalkaska County Zoning Administrator
Soil Erosion Enforcing Agent
kalkaskazoning@yahoo.com
Office Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

**Planning & Zoning Assistant**
Laura Hendricks
kalkaska.asstzoning@yahoo.com

**Documents**
Kalkaska County Master Plan
http://www.kalkaskacounty.net/homepage2459479.asp

Kalkaska County Zoning Ordinance
http://www.kalkaskacounty.net/homepage2455658.asp

Kalkaska County Zoning Permit Application
www.kalkaskacounty.net/zn_permit_appl.asp

Kalkaska County Soil Erosion Permit Application
www.kalkaskacounty.net/zn_soil_erosion.asp
### Kalkaska County Register of Deeds

<table>
<thead>
<tr>
<th>Register of Deeds</th>
<th>Jo Ann DeGraaf</th>
</tr>
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<tbody>
<tr>
<td>Office</td>
<td>605 North Birch Street</td>
</tr>
<tr>
<td></td>
<td>Kalkaska, Michigan 49646</td>
</tr>
<tr>
<td></td>
<td>231.258.3315 phone</td>
</tr>
<tr>
<td></td>
<td>231.258.3345 fax</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jdegraaf@kalkaskacounty.org">jdegraaf@kalkaskacounty.org</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.kalkaskacounty.net/regdeeds.asp">www.kalkaskacounty.net/regdeeds.asp</a></td>
</tr>
<tr>
<td>Office Hours</td>
<td>Monday – Friday, 9:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Documents</td>
<td>Recording Fees and Guidelines</td>
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<td><a href="http://www.kalkaskacounty.net/recfees.asp">www.kalkaskacounty.net/recfees.asp</a></td>
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<td><a href="http://www.kalkaskacounty.net/recreq.asp">www.kalkaskacounty.net/recreq.asp</a></td>
</tr>
</tbody>
</table>
Building Safety & Construction Code Enforcement

Office
Kalkaska County Government Annex
890 Island Lake Road
Kalkaska, Michigan 49646
(Note: this is not the main County Building at 605 N. Birch St.)
231.258.3365 phone
231.258.2828 fax

Directions
Located 0.5 miles west of US-131, on Island Lake Rd.
Island Lake Rd. intersects with US-131 approximately 0.3 miles south of the traffic light in downtown Kalkaska

Hours
Monday – Friday, 8:00 a.m. – 4:00 p.m.

Website
www.kalkaskacounty.net/construction_cod_2.asp

Documents
Contractor License Registration Request
www.kalkaskacounty.net/homepage3941120.asp

Applying for a Building Application
www.kalkaskacounty.net/cc_applying.asp

Checklist of Requirements for Permit Issuance
www.kalkaskacounty.net/homepage8562597.asp

Residential Check Compliance Certificate
www.kalkaskacounty.net/homepage8748439.asp

Residential Plan Review Checklist
www.kalkaskacounty.net/homepage8895707.asp

Building Permit Application
www.kalkaskacounty.net/homepage8563217.asp

Commercial Plan Review Application
www.kalkaskacounty.net/homepage9657675.asp

Electrical Permit Application
www.kalkaskacounty.net/homepage8760916.asp

Mechanical Permit Application
www.kalkaskacounty.net/homepage8895658.asp

Plumbing Permit Application
www.kalkaskacounty.net/homepage8894702.asp
Emergency Management Agency

Director  Mark Laskowski
          231.258.3334 phone
          231.384.5784 mobile
          231.258.3375 fax
          laskowski2011@yahoo.com

Website  www.kalkaskacounty.net/emergencymanager.asp

Services Offered  The mission of Emergency Management is to act to minimize or prevent damage due to disasters through pre-disaster mitigation, as well as to act during & after a disaster to safeguard lives and property, and help affected areas recover.
### Road Commission

**Office**
Kalkaska County Road Commission  
1049 Island Lake Road  
Kalkaska, MI 49646  
231.258.2242 phone  
231.258.8205 fax

**Hours**
Monday – Friday, 6:00 a.m. – 4:00 p.m.

**Website**  
[www.kalkaskaroad.org](http://www.kalkaskaroad.org)

**Interim Manager**  
Jeff Root  
[jroot@kalkaskaroad.org](mailto:jroot@kalkaskaroad.org)

**Superintendent**  
Tim Dorman  
[tdorman@kalkaskaroad.org](mailto:tdorman@kalkaskaroad.org)

**Notes**
The activities of Road Commissions vary from county to county. In rural counties, for example, Road Commissions spend a great deal of time maintaining gravel roads. Commissions in the urban, more populace counties of southern lower Michigan split their time between maintaining gravel and paved roads. For most, however, winter maintenance (plowing and salting) is a top priority.

County Road Commission duties include, but are not limited to:
- Road and bridge construction, repair and maintenance.
- Snow removal, salting, and sanding.
- Surface treatments and chip and crack sealing.
- Street lane painting and marking and maintaining road signage.
- Ensuring steady and safe traffic patterns.
- Controlling roadside vegetation, mowing and brush cutting.
- Gravel road grading.
- Roadside ditch and drain maintenance.