



TO: Charlotte City Council & City Manager LaPere

FROM: Charlotte Planning Commission & Community Development Dir. Myrkle

SUBJECT: 2021 Annual Report

DATE: January 28, 2022

The following is a report of activities of the Planning Commission and Zoning Administration for the year 2021 as required by the Michigan Planning Enabling Act.

Planning Commission

- The City of Charlotte Planning Commission held 8 meetings in 2021. Attendance by members was consistent, however several open seats made it difficult to reach a quorum at certain times, and difficult to reach the 5 affirmative vote threshold for approval required by Planning Commission bylaws.
- The Planning Commission recommended action to the City Council on three different requests for rezoning consideration. These included properties on East Harris Street, West Seminary Street and West Lawrence Avenue.
- The Planning Commission considered and approved a site plan proposal for an industrial development on West Lawrence Avenue.
- The Planning Commission considered and approved boundary adjustments or lot splits for three parcels on East Daryl's Way, as well as properties on North Bostwick Street and West Lawrence Avenue.
- The Planning Commission approved a Temporary Use request for fireworks sales at one location.
- The Planning Commission approved a Conditional Use request for agricultural activities as a home occupation for a site on High Street.
- The Planning Commission discussed its bylaws, and began discussing the city's zoning ordinance as it relates to home occupation standards.



Zoning Administration

- City staff participated in meetings of the Charlotte Ad Hoc Code Enforcement Committee which worked to identify a better approach to code enforcement and identify local codes that need to be reviewed.
- City staff began working with the Planning Commission and City Council to address those codes identified by the Ad Hoc Committee as needing review.
- City staff organized an all new code enforcement program that includes the hire of a 30-hour per week employee dedicated to these activities.
- City staff processed approximately 50 applications for zoning approval for those projects that require a building permit from Eaton County. Staff also processed approximately 35 additional applications for zoning approval for projects that do not require additional permitting.
- City staff assigned new or changed street addresses for four properties.
- City staff continued working toward Redevelopment Ready Communities certification.

Recommendations

The Charlotte Planning Commission makes the following recommendations for the upcoming year.

- Provide training for Planning Commissioners.
- Maintain a full membership of the Planning Commission.
- Seek funding and resources for an updated to the City of Charlotte Master Plan.