



## CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief – Kevin Christiansen

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



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**5/2/2024**

To: Charlotte Planning Commission  
From: Tyger Fullerton – Assistant Fire Chief  
RE: Staff Report – April 2024

It is our plan to provide a monthly report to the Commission to keep you up to date regarding day-to-day operations of the department as it relates to code, rental and zoning.

With the retirement of Mr. Myrkle, the fire department now oversees Zoning, Code Enforcement and Rental Inspections. With that, the City has established a full-time Assistant Fire Chief position, (previously this was an appointed title with-in just the fire dept.) The Asst. Chief position is responsible for operations of the department (including code/rental enforcement) and administers zoning regulations within the City.

With these changes, Zoning, Code, rental and fire inspections are all based out of the West Side Fire Station. This allows all staff members in these areas to communicate on a regular basis and more efficiently do our jobs. We are still getting everything situated and trying to improve in all areas to provide the best possible service to the public. We will have more up-dates in the future, and look forward to getting better application procedures and information available to the citizens.

Below is a summary of day-to-day operations over the last month:

Zoning:

- Over 75 zoning related phone calls or emails, inquiring basic information.
- 3- cannabis dispensary – reviews (application only)
- Approved items:
  - o 1 – ZBA Hearing
  - o 2- Chicken Permits (zoning review)
  - o 6- Fence Permits
  - o Zoning Referrals
    - 2 – Commercial Sign
    - 3- Accessory Buildings
    - 4 – Decks
- Phone System Change – With phone tree
  - o Zoning = 517-543-0241, option 3 (Assistant Chief/Zoning Administrator)
  - o Fire Inspector = 517-543-0241, option 4
  - o Code Enforcement = 517-543-8837
  - o Rental Inspector = 517-543-8830



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- BS&A system – Working to get the building.net system functioning, this will allow us to properly track and store all information as it relates to permits, inspections and complaints the department handles. We are also working to import zoning information to the GIS system, this will allow property zoning to be found on platforms such as Eaton County Parcel viewer.

### Code Enforcement:

- 18 Total enforcement cases closed
- 37 New cases opened
- Working with other City Departments and Staff to make our services more efficient
- Communication with the City Attorney to make sure we are properly documenting cases, and properly issuing citations if they are necessary.

### Rental Inspections:

- Started the 24-month re-certification of properties (In Jan. 24)
- Currently showing 368 certifications
- Enforcing the 2021 Code – previously we operated under the 2016
- We have received several minor complaints and worked with property management to rectify the issue.