



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE PLANNING COMMISSION
City Hall 2nd Floor Council Chambers
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Wednesday September 8, 2021

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Minutes**
 - a. Approval of August 3, 2021 Planning Commission Meeting Minutes
- 5. Approval of Agenda**
- 6. Early Public Comment** - Limit presentation to five (5) minutes
- 7. Public Hearing**
 - a. Lot Split 339 & 341 North Bostwick Street
 - b. Lot Split 437 & 441 West Lawrence Ave.
- 8. Actions on Resolutions**
 - a. Consider Resolution 2021-132 Lot Split 339 & 341 North Bostwick Street
 - b. Consider Resolution 2021-133 Lot Split 437 & 441 West Lawrence Ave.
- 9. New Business**
 - a. Discussion of Ad Hoc Committee on Code Enforcement Recommendations
- 10. Reports, Comments and Correspondence**
- 11. Public Comment**
- 12. Adjourn**

ADDRESSING THE PLANNING COMMISSION

- 1. Comments shall be made only during times set aside for that purpose.***
- 2. Each citizen may speak for up to 5 minutes during each public hearing and comments period.***
- 3. Comments made during public hearings shall be relevant to the subject of the public hearing.***
- 4. Speakers shall begin by stating their name and address.***
- 5. Speakers shall refrain from using vulgarity, hate speech or "fighting words."***

~Mary LaRocque, City Clerk

PLANNING COMMISSION MINUTES

Regular Meeting

August 3, 2021

CALL TO ORDER: The meeting was called to order by Chairperson Brummette at 7:01 P.M.

PRESENT: Chairman Brummette, Commissioners Clarke, Duweck, Snyder, McRae, Christensen; Also, present: Community Development Director Myrkle, & Deputy City Clerk Densmore.

ABSENT: Commissioner Garrett & Council Member VanStee

Commissioners cited the Pledge of Allegiance.

APPROVAL OF MINUTES:

Motion by Commissioner Snyder, second by McRae to approve the minutes of June 1, 2021 with corrections. Carried. 6 Yes. 0 No

APPROVAL OF AGENDA:

Motion by Commissioner Snyder, second by Clarke to approve the agenda. Carried. 6 Yes. 0 No.

EARLY PUBLIC COMMENT:

None

NEW BUSINESS:

SITE PLAN- 1001 W. LAWRENCE AVE.:

Community Development Director Myrkle gave quick briefing on a few highlights of site plan of this property.

Commissioner McRae inquired about the process of dumpster being accessed. Mr. Bryan indicated there would be a drive that goes around the back of the building and a gate to access the dumpster.

Commissioner Duweck proposed the landscaping be moved and barrier closer to the building versus going all the way to the edge of site.

Chairperson Brummette inquired about where the well will be located as it is not identified on site plan.

Motion by McRae, support by Duweck to take landscaping the goes along entire front of property and moved to along west side of property. Motion carried. 6 Yes. 0 No.

REPORTS, COMMENTS AND CORRESPONDENCE

Myrkle stated there will be a September meeting.

Code enforcement committee will be bringing several ordinances to planning commission attention so they can be reviewed as they feel they are outdated.

LATE PUBLIC COMMENT:

None

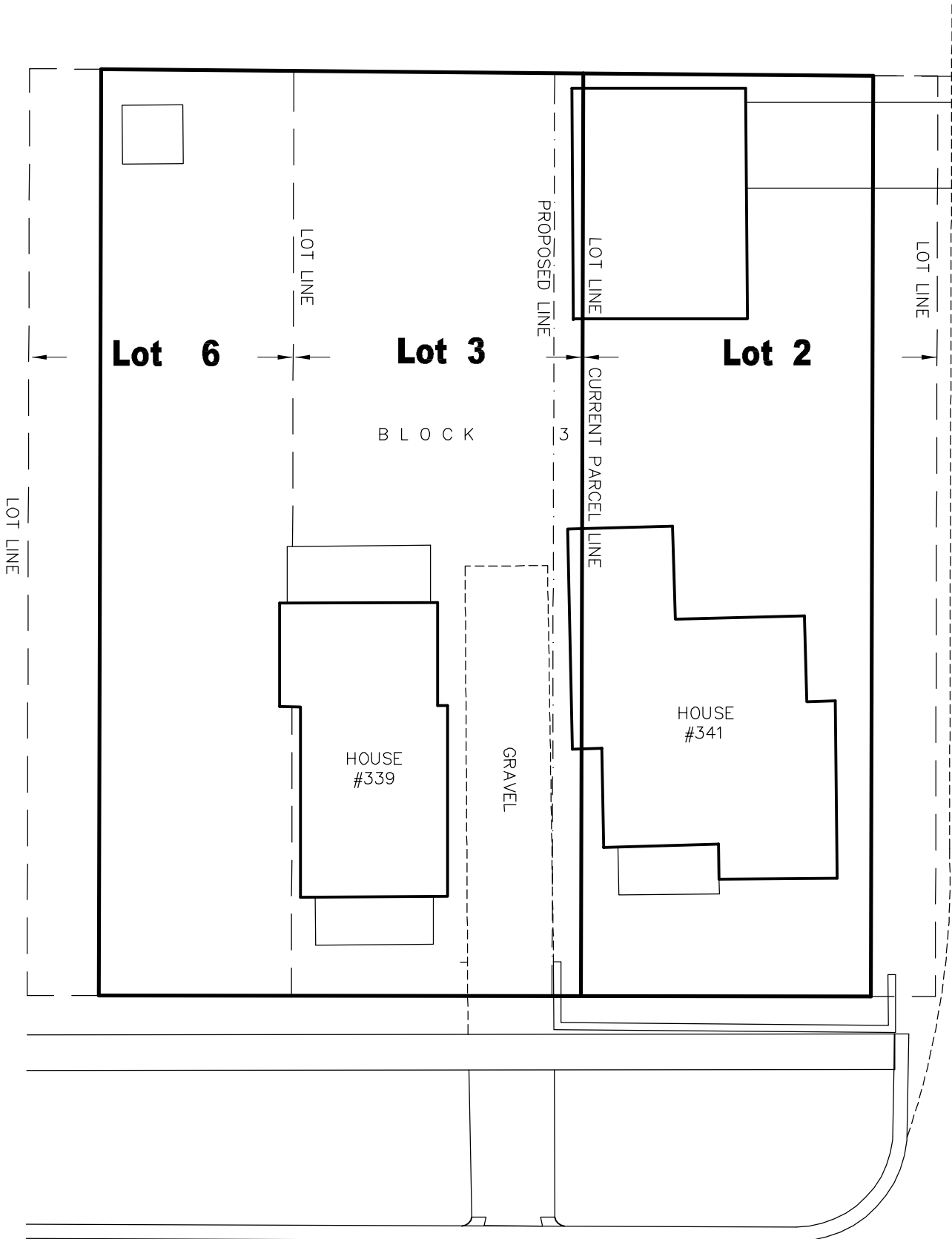
There being no further business, Commissioner Snyder, supported by McRae moved to adjourn at 8:07 p.m.

Mikayla Densmore, Deputy City Clerk

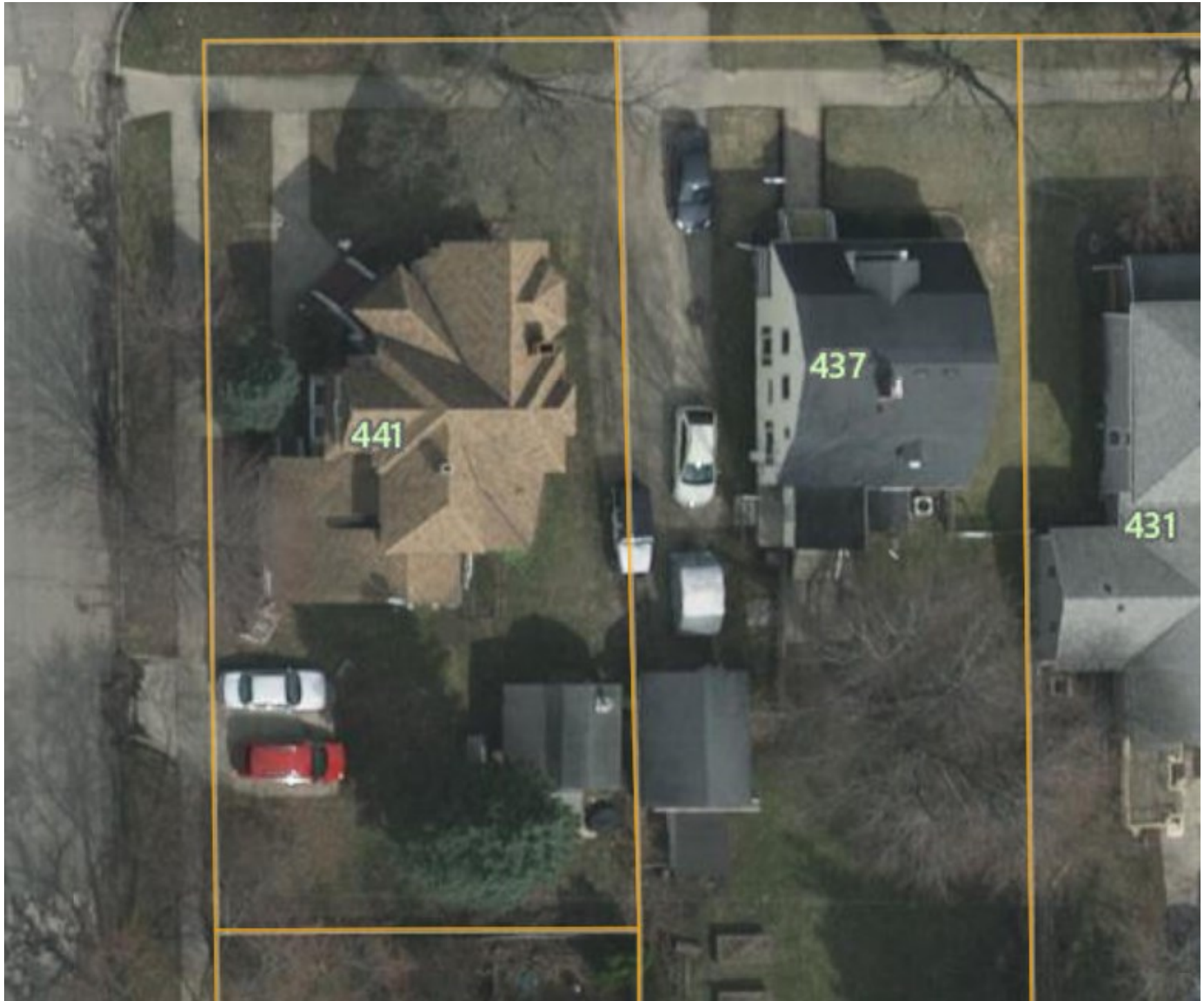




Footc St.



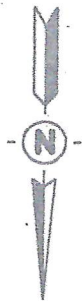
Bostwick St.



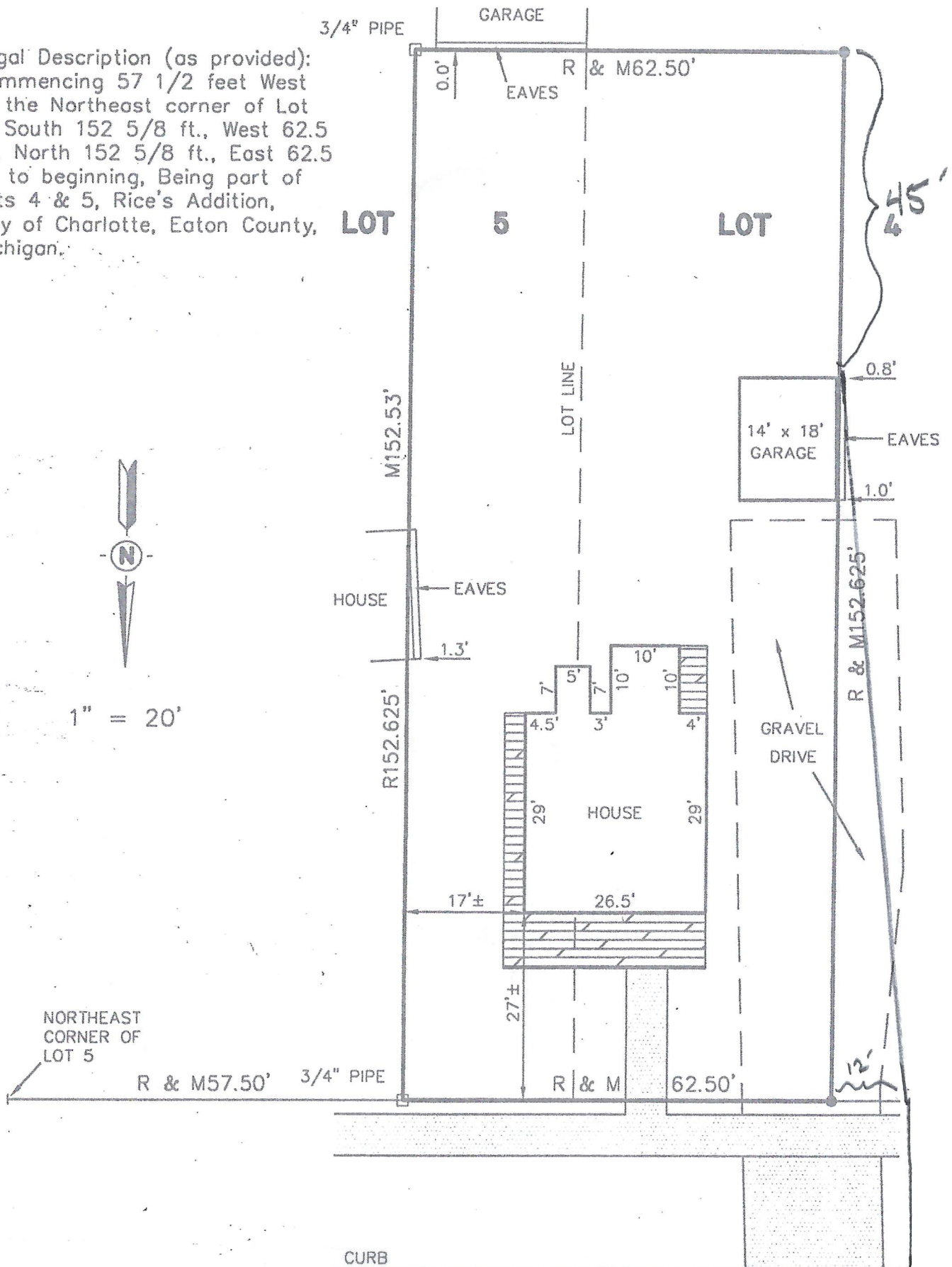
For:
Minnie B. Jenson
437 W. Lawrence Avenue
Charlotte, MI 48813

LOT SURVEY

Legal Description (as provided):
Commencing 57 1/2 feet West
of the Northeast corner of Lot
5, South 152 5/8 ft., West 62.5
ft., North 152 5/8 ft., East 62.5
ft. to beginning, Being part of
Lots 4 & 5, Rice's Addition,
City of Charlotte, Eaton County,
Michigan.



1" = 20'



LAWRENCE AVENUE

I hereby certify only to the parties hereon that we have surveyed, at the direction of said parties, the above described lot, and that we have found or set, as noted hereon, permanent markers to all corners of said lot and that all visible

City of Charlotte Planning Commission
Resolution No. 2021-132
**A RESOLUTION TO APPROVE A LOT SPLIT FOR THE PROPERTIES AT
339 & 341 NORTH BOSTWICK STREET**

WHEREAS, the City of Charlotte has received a request from the owners of 339 North Bostwick Street (Parcel no. 200-000-003-031-00) and 341 North Bostwick Street (Parcel no. 200-000-003-031-00) to detach a portion of 341 North Bostwick be attached to 339 North Bostwick; and

WHEREAS, the purposes of this boundary adjustment would be to remedy a boundary encroachment by two buildings at the site; and

WHEREAS, the City of Charlotte Planning Commission has reviewed this request and held the required public hearing on Wednesday, September 8, 2021 at 7 p.m. in the City Council Chambers of the City of Charlotte; and

WHEREAS, the City of Charlotte Planning Commission has made the following findings regarding this request:

- The proposed boundary change will not create or worsen a non-conforming condition.
- The proposed boundary change is consistent with and promotes the intents and purposes of the City of Charlotte zoning code.
- The proposed boundary change is compatible with the adjacent uses of land, the natural environment, and the capacities of public services and facilities.
- The proposed boundary change is consistent with the public health, safety and welfare of the City of Charlotte and its residents.

THEREFORE, BE IT RESOLVED that the City of Charlotte Planning Commission hereby approves this proposed boundary change and authorizes the property owners to file the appropriate documents recording said boundary change with the Eaton County Register of Deeds.

Motion by Commissioner _____ supported by _____ to approve the Resolution.
Yeas ; Nays ; Absent , motion passed.

I, the undersigned, the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Planning Commission of the City of Charlotte at a regularly scheduled meeting held on Wednesday September 8, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 8th day of September, 2021

Mary LaRocque, City Clerk, Charlotte, Michigan

Planning Commission September 8, 2021

City of Charlotte Planning Commission
Resolution No. 2021 – 133
**A RESOLUTION TO APPROVE A LOT SPLIT FOR THE PROPERTIES AT
437 & 441 WEST LAWRENCE AVENUE**

WHEREAS, the City of Charlotte has received a request from the owners of 437 West Lawrence Avenue (Parcel no. 200-076-600-040-00) and 441 West Lawrence Avenue (Parcel no. 200-076-600-030-00) to detach a portion of 441 West Lawrence to be attached to 437 West Lawrence; and

WHEREAS, the purpose of the boundary adjustment would be to eliminate a shared driveway; and

WHEREAS, the City of Charlotte Planning Commission has reviewed this request and held the required public hearing on Wednesday, September 8, 2021 at 7 p.m. in the City Council Chambers of the City of Charlotte; and

WHEREAS, the City of Charlotte Planning Commission has made the following findings regarding this request:

- The proposed boundary change will not create or worsen a non-conforming condition.
- The proposed boundary change is consistent with and promotes the intents and purposes of the City of Charlotte zoning code.
- The proposed boundary change is compatible with the adjacent uses of land, the natural environment, and the capacities of public services and facilities.
- The proposed boundary change is consistent with the public health, safety and welfare of the City of Charlotte and its residents.

THEREFORE, BE IT RESOLVED that the City of Charlotte Planning Commission hereby approves this proposed boundary change and authorizes the property owners to file the appropriate documents recording said boundary change with the Eaton County Register of Deeds.

I, the undersigned, the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Planning Commission of the City of Charlotte at a regularly scheduled meeting held on Wednesday September 8, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 8th day of September, 2021

Mary LaRocque, City Clerk
City of Charlotte, Michigan



TO: Planning Commission

FROM: Bryan Myrkle, Community Development Director

SUBJECT: September Planning Commission meeting

DATE: September 2, 2021

There are three items on the September Planning Commission meeting agenda. These include two separate lot splits (boundary adjustments), and an initial discussion on the Ad-Hoc Code Enforcement Committee's recommendations to the City Council and Planning Commission.

Lot Split – 437 & 441 West Lawrence Avenue

The purpose of this lot split is to eliminate a shared driveway situation. The request is being made by the owners of 437 West Lawrence, Erik and Carrie Burch, as well as the owners of 441 West Lawrence, Albert and Deborah Ramirez.

441 West Lawrence is a home on the corner of Lawrence Avenue and Pearl Street. The main driveway for this location is currently shared with the house at 437 West Lawrence, however there is a second curb cut and driveway on Pearl Street that also serves this property and which could function as the main driveway, thereby preserving access to the site.

It is generally considered preferable for each property to have its own driveway. This helps reduce or eliminate neighbor conflicts, and improves emergency response by reducing confusion about access.

The owners of these two properties have agreed to a property transfer that would deed the shared driveway solely to the owners of 437 West Lawrence.



Because these two properties are located in the oldest part of the City, there are a number of nonconforming conditions, mostly in terms of setbacks. If this boundary adjustment is approved, it would not remedy these conditions, but it does not make them any worse.

I believe this is a straightforward request from the property owners that the Planning Commission can approve. There are several supporting materials included in your meeting packet for your use and reference. These include an aerial photo of the sites, an illustration of the proposed boundary change, and a resolution of approval.

As we have discussed in the past, the Charlotte Zoning Code tasks the Planning Commission with making this decision, but does not provide any specific standards to help guide you. Therefore, as we have done with the most recent lot splits you have had to consider, the resolution of approval speaks to the general standards of zoning conformity as well as the code's standards for Planning Commission decision-making, i.e. does the proposal promote the basic intent of the code; is the proposal generally compatible with the surrounding neighborhood; and does the proposal support the general welfare of the community.

Lot Split – 339 & 341 Bostwick Street

These two parcels are both owned by John & Carol Little, and they are seeking a boundary adjustment to better align the properties with the existing structures on them. As we often find in the older parts of town, buildings were not always built in a manner that respected property lines, and issues with non-conforming setbacks and boundary encroachments are unfortunately common. The Planning Commission has been asked to solve these issues for residents several times over the past two years.



In this case, the current property line runs through the south side of two structures at 341 Bostwick. The owners would like to move the property line 4 feet to the south to better fit the physical state of the lots and fix this encroachment.

Similar to the first lot split discussed above, this change would not bring the properties into total compliance with zoning standards, would greatly improve the existing non-conformities. Furthermore, the existing conditions are nearly a 'worst case scenario,' in which the property line is crossed by both the main structure and an accessory structure.

As with the first, I believe this is a straightforward and beneficial lot split that the Planning Commission can approve. I have provided a resolution of approval, as well as a site drawing illustrating the proposed change, and an aerial photo for your use and reference.

Ad Hoc Committee on Code Enforcement

The City of Charlotte's Ad Hoc Committee on Code Enforcement has completed its temporary assignment and is making several recommendations for code review to both the City Council and Planning Commission. It is anticipated that the City Council will work directly on those items that are part of the City Code outside of Chapter 82, which is the zoning ordinance; and that the Planning Commission will review those items from Chapter 82. You can access the committee's full list of recommendations on the City's Website (www.charlottemi.org) under the post for the September 7 City Council meeting. However, I will provide a copy of the list at next Wednesday's meeting. I will also provide a brief overview of the issues the committee identified and the Planning Commission can determine how it wants to approach the list as it moves forward.