



**PROPOSED AGENDA
REGULAR MEETING OF
THE CHARLOTTE PLANNING COMMISSION**

111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Tuesday, May 5th, 2026

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Excuse absent members
5. Approval of Minutes – April 7th, 2026
6. Early Public Comment – Limit presentation to 5 minutes
7. Approval of Agenda
8. Public Hearing – Proposed 2026 Zoning Ordinance & Map
9. Action: Recommendation of Proposed 2026 Zoning Ordinance & Map
10. Action: Recommendation regarding short-term rental ordinance
11. Action: Recommendation of PC member appointment to ZBA
12. Action: Recommendation of PC member to Administration Appeals Board (AAB)
13. Action: Appointment of PC member to Administrative Review (Chair + member)
14. Late Public Comment – Limit presentation to 5 minutes
15. Commissioner Comments
16. Adjourn

CITY OF CHARLOTTE
PLANNING COMMISSION MEETING MINUTES
111 E. Lawrence Ave. Charlotte, MI 48813 (517) 543-2750
April 07, 2026

CALL TO ORDER:

The meeting was called to order by Chairperson McRae at 7:00 P.M.

ROLL CALL:

Present: Chairperson McRae, Vice Chairperson Bearup, Commissioners Bliven, N. Christensen, Garrett, Frost, Lester, Hartwick, and Snyder. Council member representative J. Christensen

Also in attendance: Fire Chief Fullerton, Deputy City Clerk Middaugh, Interim City Manager Pastue

Absent: Commissioner Garrett

PLEDGE OF ALLEGIANCE:

Led by Vice Chairperson McRae

APPROVAL OF MINUTES:

Motion by Christensen, supported by Bearup, to approve the minutes of March 03, 2026 as amended. Carried. Yea (8); Nay (0); Absent (1).

ABSENCE OF COMMISSIONERS:

Motion by Bearup, supported by Bliven, to approve absence of commissioner Garrett. Carried. Yea (8); Nay (0); Absent (1).

EARLY PUBLIC COMMENT:

No comment

APPROVAL OF AGENDA:

Motion by Bliven, supported by Christensen to approve the agenda. Carried. Yea (8); Nay (0); Absent (1).

ACTION: COMMERCIAL TEMPORARY USE PERMIT – 116 LANSING ST.:

Chief Fullerton presented the application for a temporary structure permit. He noted that when they received the application, it was for more than 30 days, but they had it corrected to June 7th to July 7th (30 days). The location would be the same as last year, and both police and fire departments had no issues with the application.

Commissioner Christensen raised concerns about the tent's location, noting that originally the company was supposed to be in the front right corner closer to the auto shop. She questioned whether they could move back to the original location now that the veterinary/dispensary building was being utilized and had signage that might be blocked.

Chief Fullerton indicated he wasn't aware of any complaints and that this was the application as submitted. Discussion ensued about whether to amend the location, with consideration given to sight lines for traffic and parking lot usage. Commissioner Christensen ultimately decided not to make a motion to amend at this point, suggesting they could address it next year if issues arose.

The commission discussed potentially reaching out to adjacent businesses next year for input, noting that public hearings were conducted for the first and second approvals, but the ordinance doesn't require a public hearing after initial approval.

Motion by Hartwick, supported by Lester, to approve the temporary use permit for 116 Lansing St.. Carried. Yea (8); Nay (0); Absent (1).

ACTION: PROPOSED ZONING ORDINANCE & MAP RECOMMENDATION:

Chairperson McRae described this as "the meat of our meeting this evening." He noted that the city attorney, Mr. Revore, had reviewed the ordinance and made recommendations, and sought clarification on whether the Planning Commission needed to approve these changes separately or if they were already incorporated.

Chief Fullerton explained the timeline: the zoning ordinance had been worked on for over a year through several work sessions with committee members and the full Planning Commission. After attorney review, they were seeking a recommendation to city council for their April 13th meeting for first reading. This would be followed by a public hearing scheduled for the May 5th Planning Commission meeting, with a final recommendation to city council for their May 11th meeting for potential adoption.

The commission reviewed the attorney's revisions, which included typos in articles 1 and 2, compliance issues with state statutes relating to group homes in article 3, and various citation corrections throughout. Key changes included correcting "CBD district" references to "CD" (Commercial Downtown), updating group home classifications, and adding a definition for "data center."

Several commissioners raised detailed concerns about various provisions:

Commissioner Frost identified multiple issues including:

- Confusion over parking minimum/maximum language in tables when minimums had been eliminated
- Questions about setback requirements distinguishing single-family residential from multi-family uses
- Concerns about overlapping parking provisions in different sections

- Missing updated zoning references in non-motorized transportation sections
- Bed and breakfast regulations requiring state trunk line locations while hotels don't have this requirement
- Questions about how Airbnb/short-term rentals fit within current definitions

Other commissioners raised concerns about:

- Condominium density requirements that seemed unclear or incomplete
- Airport approach zones and their various restrictions
- The need for clearer short-term rental regulations given existing Airbnb operations in the community

The discussion revealed that current short-term rentals would require conditional use permits and public hearings, but many commissioners weren't aware of any such hearings occurring despite knowing of existing operations.

Commissioner Bearup suggested this might be better discussed after the public hearing, while others felt it important to identify issues now for resolution. The commission ultimately decided to move forward with a conditional approval, creating a list of areas needing review and revision.

Motion by Bearup, supported by Frost, to recommend to City Council the adoption of the proposed zoning ordinance & map recommendation. Carried. Yea (8); Nay (0); Absent (1).

The commission compiled a list of areas needing further review including condominium densities, parking requirements clarification, setback provisions, zoning reference updates, short-term rental regulations, and various definitional questions.

LATE PUBLIC COMMENT:

Amanda Thompson, Director of Helping Hands Food Pantry, addressed the commission. Though not a Charlotte resident, she grew up in the area and thanked the commissioners for their volunteer service to the community. She invited commissioners to visit their facility to see the expansion and construction approved by the commission the previous year.

COMMISSIONER COMMENTS:

Commissioner Christensen gave recognition to Amanda Thompson and Helping Hands Food Pantry for their extensive work serving hundreds and thousands of pounds of food monthly throughout Eaton County, encouraging commissioners to tour their warehouse-style facility.

Commissioner Bearup welcomed the two newest commissioners and thanked them for their contributions to the evening's discussion.

Chairperson McRae echoed support for Helping Hands' community work and welcomed the new commissioners. He expressed gratitude to the entire commission for their work on the zoning ordinance update, calling it a huge undertaking that would benefit Charlotte. He noted that Commissioner Garrett had emailed her support for the meeting's items, including the temporary use permit and zoning ordinance revisions, though she had questions about a quarry issue that was actually under Eaton County Planning Commission jurisdiction.

ADJOURNMENT:

Motion by Snyder, supported by N. Christensen, to adjourn the meeting at 8:37 p.m. Carried. Yea (8); Nay (0); Absent (1).

Respectfully submitted,
Mikayla Middaugh, Deputy City Clerk



CITY OF CHARLOTTE, MI & CHARLOTTE FIRE DEPARTMENT

Fire Chief – Tyger Fullerton
911 W. Shepherd St. Charlotte, MI 48813 Ph. 517-543-0241

To: Charlotte Planning Commission
From: Fire Chief Tyger Fullerton
Date: May 5, 2026
Re: Planning Commission Agenda Items 8–13 – Proposed 2026 Zoning Ordinance & Related Actions

Overview

This memorandum is provided in support of the May 5, 2026 Planning Commission meeting agenda, specifically Items 8 through 13. These items primarily relate to the proposed 2026 Zoning Ordinance and Map, as well as several implementation and organizational actions necessary to support the transition to the updated ordinance framework.

Items 8 & 9 – Public Hearing and Recommendation: Proposed 2026 Zoning Ordinance & Map

City Council has approved the first reading of the proposed zoning ordinance. In accordance with statutory requirements, the public hearing will be held at this Planning Commission meeting.

The version of the ordinance currently available to the public is the same document reviewed by the Planning Commission at the April 7, 2026, meeting.

At that meeting, the Planning Commission requested that staff prepare and forward a memorandum to City Council outlining several areas where the Commission had questions, concerns, or requested additional clarification. The purpose of that request was to ensure that City Council clearly understood the Commission's outstanding items and to allow time for additional review and clarification prior to the Planning Commission making a final recommendation back to Council before the second reading of the proposed ordinance.

City Council was provided with the memorandum as requested, and those items have since been the focus of additional coordination and review. Staff have worked closely with Beckett & Raeder (John) to address the identified items and incorporate several minor edits and refinements to improve the overall usability of the ordinance.

These updates are reflected in the most current draft dated **May 5, 2026**, and include the following:

Planning Commission Requested Clarifications:

- **Pg. 23:** Floodplain map has been incorporated into the overlay districts map.
- **Pg. 47:** Section title updated to “Parking Requirements” to better reflect content
- **Pg. 13:** No change – Footnote remains applicable only to the RN district as originally drafted
- **Pg. 54:** Typographical error corrected
- **Pg. 79:** Short-term rental question; topic to be addressed through a separate ordinance if recommended
- **Pg. 107:** Clarified that allowable density is established by the underlying zoning district

Staff Recommended Changes:

- **Pg. 13 (§82-304):** CC District front setback revised to 25 feet to align with planning intent and development patterns
- **Pg. 121:** Added provision allowing one City Council member to serve on the ZBA
 - Member may not serve as Chair
 - Member may not vote more than once on a given matter

Staff are continuing to track all revisions, including any additional changes or direction provided by the Planning Commission at this meeting. These items will be compiled and transmitted as part of the Commission’s final recommendation to City Council in advance of the second reading.

We will explain these in more depth at the meeting, also John will be in attendance for any other specific questions.

Item 10 – Recommendation: Short-Term Rental Ordinance

After further clarification through consultation with Beckett & Raeder, the proposed zoning ordinance does not include provisions regulating short-term rentals (e.g., modern day Airbnb-style uses).

If the Planning Commission believes that regulation of short-term rentals is appropriate for the City of Charlotte, it is recommended that the Commission formally recommend that City Council direct staff, in coordination with the City Attorney, to prepare a standalone short-term rental ordinance. This approach will allow for more focused discussion, public input, and policy development specific to that use.



CITY OF CHARLOTTE, MI

&

CHARLOTTE FIRE DEPARTMENT

Fire Chief – Tyger Fullerton
911 W. Shepherd St. Charlotte, MI 48813 Ph. 517-543-0241

Item 11 – Recommendation: Planning Commission Member Appointment to ZBA

The proposed zoning ordinance establishes a standalone Zoning Board of Appeals (ZBA), which differs from the City’s current structure where City Council serves in that capacity.

To proactively prepare for implementation of the new ordinance and ensure continuity:

- One Planning Commission member is to be appointed to the ZBA
- The appointment is made by the mayor and confirmed by City Council

Staff respectfully request that the Planning Commission act at this meeting to recommend one member for appointment.

Item 12 – Recommendation: Administrative Appeals Board (AAB) Appointment

City Council is anticipated to consider a forthcoming amendment to Chapter 2 of the City Code establishing an Administrative Appeals Board (AAB).

This board will serve as the appeals body for matters including, but not limited to:

- Fire Code
- International Property Maintenance Code (IPMC)
- Construction Code
- Marijuana licensing and related regulations
- Other administrative determinations as defined by ordinance

While it is anticipated that the AAB may consist of the same individuals as the ZBA, it is important to note that it must operate as a separate and independent board to remain compliant with the Michigan Zoning Enabling Act.

To maintain consistency and efficiency in board composition, staff recommend that the same Planning Commission member recommended for the ZBA also be recommended to the Mayor for appointment to the AAB.

Item 13 – Appointment: Administrative Review Committee

The proposed zoning ordinance also establishes an Administrative Review Committee intended to streamline the review process for smaller-scale permitted uses:

- Industrial uses under **5,000 square feet**
- Commercial uses under **2,500 square feet**

Committee Structure:

- Total of 3 members PC members
- Minimum of 2 members required to conduct business
- Planning Commission Chair serves as a standing member

Staff Request:

To ensure operational readiness upon adoption of the ordinance, staff requests that the Planning Commission:

- Appoint 1 regular member, and
- Appoint 1 alternate member to serve in the event the Chair or primary member is unavailable
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Closing

Staff would like to extend sincere appreciation to the Planning Commission for the significant time, effort, and thoughtful consideration that has gone into the development of the **Master Plan** and the proposed **2026 Zoning Ordinance and Map**. The level of detail, discussion, and collaboration throughout this process has been instrumental in producing a comprehensive and forward-looking regulatory framework for the City of Charlotte.

As always, if you have any questions prior to the meeting, please do not hesitate to contact me.

Respectfully,



Tyger Fullerton
Fire Chief – Zoning/Code Administrator
Charlotte Fire Department