

CITY OF CHARLOTTE  
CITIZEN INFORMATION

<p><b><u>CITY HALL OFFICE HOURS:</u></b> General Office: 543-2750 Fax: 543-8845 8:00 A.M. - 5:00 P.M. Monday through Friday</p> <p>Website: <a href="http://www.charlottemi.org">www.charlottemi.org</a> Mail Address: 111 E. Lawrence Ave. Charlotte, MI 48813</p>	<p><b><u>EMERGENCY CALLS:</u></b> 911</p> <p><b><u>NON-EMERGENCY PHONE NUMBERS:</u></b></p> <p>Charlotte Police 543-1552 Charlotte Fire 543-0241 Ambulance 543-1050 Eaton County Sheriff Dept. 543-3512 Central Michigan Human Services: 211 Cell or Pay Phone: 866-561-2500 <a href="http://www.centralmichigan211.org">www.centralmichigan211.org</a></p>																												
<p><b><u>CHARLOTTE CITY COUNCIL MEMBERS:</u></b></p> <p>Deb Shaughnessy, Mayor Phone: 541-2004</p> <p>Deleski Smith, Mayor Pro Tem Phone: 541-3473</p> <p>Bill Arnold, Councilmember Phone: 541-0090</p> <p>Mary Jean Baker, Councilmember Phone: 543-3068</p> <p>Scott Cuttle, Councilmember Phone: 543-7188</p> <p>Tim Lewis, Councilmember Phone: 541-0598</p> <p>Kevin Weissenborn, Councilmember Phone: 541-2229</p>	<p><b><u>ADMINISTRATIVE OFFICIALS/DEPTS:</u></b></p> <p>City Mgr., Gregg Guetschow 543-8852 City Clerk, Michelle King 543-2750 Finance Dir./Treas., Christine Mossner 543-2750 Assessor, Randy Jewell 543-8844 Comm. Dev. Dir, Bryan Myrkle 543-8853 Police Chief, Bill Callahan 543-1552 Fire Chief, Kevin Fullerton 543-0241 Airport Mgr., Gayland Tennis 517-881-6360 Airport 543-2299 Building &amp; Zoning/Code Enforc. 543-8830 DPW Dir., Amy Schoonover 543-8858 Water/Sewer Billing 543-8839 Supt. of Utilities, R.Keith Moss 543-8860 Garage &amp; Warehouse 543-2753 Public Works Service 543-8858 Recycling Center Manager 517-213-1266 Waste Water Treatment Plant 543-8860</p>																												
<p><b><u>CHARLOTTE CITY PARKS:</u></b></p> <p>Bennett Park - 1225 S. Cochran Dean Park - 526 W. Stoddard Gateway Park - N. Cochran &amp; Packard Lincoln Park/Skate Park - Lincoln St. &amp; W. Shepherd (Skateboard &amp; Disc Golf) Oak Park - 230 S. Clinton/Seminary St. Snell Park - Upland &amp; E. Shepherd Southridge Park - 312 W. Third U.S.Veterans Mem.Park - 1501 S. Cochran Sled Hill/Ice Skate - 619 W. Shepherd Tennis Courts/Gobel Football Field - 1149 S. Cochran PARKS ARE OPEN MAY 1 THRU OCT. 31</p>	<p><b><u>GENERAL INFORMATION:</u></b></p> <p>Community Library (NOT CITY OWNED): Librarian, William Siarny 543-8859</p> <p>Senator Patricia Birkholz's Repr. at City Hall on the 3<sup>rd</sup> Thursday every other month from 4 p.m. to 5 p.m. (517-373-3447)</p> <p>Trash Removal Services (NOT CITY OPERATED): Allied Waste 1-800-221-7191 Granger Container 1-888-947-2643 Republic 1-877-268-3867 Waste Management 1-800-796-9696</p>																												
<p><b><u>CITY COUNCIL, BOARDS &amp; COMMISSIONS MEETING-DATES-TIMES-LOCATION:</u></b></p> <p>Building Authority: 1<sup>st</sup> Tues. (July) - 9:00 a.m. - 2nd Fl. Conf. Room Cable Access Committee: 4<sup>th</sup> Thurs. (February) - 7:30 p.m. - 2nd Fl. Conf. Room Camp Francis Board: Last Wed.(Jan-Apr-Jul-Oct) - 7:00 p.m. - Camp Francis Char. Area Recycle Authority: Last Tues.(Jan-Apr-Jul-Oct) - 5:30 p.m. - Council Chambers Charlotte Planning Commission: 1<sup>st</sup> Tuesday, except November - 7:00 p.m. - Council Chambers City Council: 2<sup>nd</sup> &amp; 4<sup>th</sup> Monday - 7:00 p.m. - Council Chambers Downtown Development Authority: 2<sup>nd</sup> Thurs. - 7:30 a.m. - Council Chambers Local Development Finance Authority: 2<sup>nd</sup> Thurs. (Feb) - 7:00 p.m. - Council Chambers Park Advisory Board: 1<sup>st</sup> Tues.(Jan-Feb-Apr-May-Sept-Oct) - 7:00 p.m. - 2nd Fl. Conf. Utility Board of Appeals: 2<sup>nd</sup> Thurs. - 7:30 p.m. - Council Chambers as necessary Zoning Board of Appeals: 2<sup>nd</sup> Tuesday - 6:00 p.m. - Council Chambers</p>																													
<p><b>CABLE ACCESS CHANNEL 21 <u>REPLAY</u> BROADCAST SCHEDULE FOR CITY OF CHARLOTTE MEETINGS:</b></p> <table border="0"> <tr> <td>Monday &amp; Wednesday</td> <td>11:00 a.m. &amp; 7:00 p.m.</td> <td>City Council</td> </tr> <tr> <td>Tuesday</td> <td>11:00 a.m. &amp; 7:00 p.m.</td> <td>Planning Commission</td> </tr> <tr> <td>Thursday</td> <td>11:00 a.m.</td> <td>Downtown Development Authority</td> </tr> <tr> <td></td> <td>6:00 p.m.</td> <td>Zoning Board of Appeals</td> </tr> <tr> <td>Friday</td> <td>11:00 a.m.</td> <td>Downtown Development Authority or Local Development Finance Authority</td> </tr> </table> <p align="center">[Replay schedule subject to change as necessary]</p> <p>Call Broadstripe 1-800-444-6997 for in-home cable hook-up or signal problems</p>		Monday & Wednesday	11:00 a.m. & 7:00 p.m.	City Council	Tuesday	11:00 a.m. & 7:00 p.m.	Planning Commission	Thursday	11:00 a.m.	Downtown Development Authority		6:00 p.m.	Zoning Board of Appeals	Friday	11:00 a.m.	Downtown Development Authority or Local Development Finance Authority													
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<b>SANITARY SEWER AND WATER RATES (2008):</b>				<b>NO PARKING 2:00 A.M. - 5:00 A.M. ON CITY STREETS. \$10.00 FINE FOR EACH OF THE FOLLOWING:</b> No Parking Zone Prohibited Parking Improper Parking No parking times 2:00 a.m. - 5:00 a.m. \$75 fine for illegal handicap parking <b>NOTE: Fines will be doubled if not paid within 72 hours.</b>
<u>Meter Size</u>	<u>Water</u>	<u>Sewer</u>	<u>Water Rate:</u>	
5/8"-3/4"	24.00	53.00	1.30/1000 water	
1"	38.50	85.00		
1.5"	79.00	175.00	<u>Sewer Rate:</u>	
2"	127.00	281.00	3.10/1000 gal.	
3"	240.00	530.00	(based on water consumption)	
4"	372.00	821.00		
6"	792.00	1750.00		

<b>SEWER CLEANING POLICY:</b> The City will only clean sewer services that are equipped with exterior clean out risers. The expense of cleaning the sewer service shall be borne entirely by the property owner if the problem is in the service line. The rate for cleaning sewer services will be established by the City Council. The City will clean and maintain the sewer mains at no cost to the property owners. The City will not install sewer service clean out risers.  <b>SEWER CLEANING RATE:</b> Normal work hours \$ 75.00 Nights & Weekends \$150.00 Holidays \$200.00 <b>AFTER HOURS CALL-OUT PHONE: 517-543-8874</b>	A no burning ordinance is in effect for the City of Charlotte. This includes:  No burning barrels No burning leaves No burning brush  Bon Fires for ceremonial purposes. Fuel to be only dry seasoned wood. Burning will be allowed only for recreational fires for the preparation of food. Fuel to be only dry seasoned wood or charcoal (Cooking grills are not included here). Permit required from the Charlotte Fire Department, 111 E. Lawrence, Charlotte, MI 48813. Telephone: 517-543-0241.
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**MISCELLANEOUS FEES - Dept. of Public works (DPW):**  
 No Charge to shut water off  
 Water turn on (due to repair or extended time away) - \$30.00  
 Water turn on (due to non-payment shut off) - \$40.00  
 Water turn off (after hours - repair or extended time away only) - \$70.00  
 Meter Test - \$40.00  
 Weed cutting, tree trimming - Labor plus equipment rental plus \$25 administrative fee

**DISPOSAL OF YARD WASTE:** Grass clippings, leaves, and brush may be dropped off at the Department of Public Works Garage located at 301 Tirrell Hwy. Hours are 8:00 a.m. to 4:00 p.m. Monday through Friday. For more information call 517-543-2753.

**Charlotte Area Recycling Authority - Weekly Recycling Hours:**  
 SATURDAY 8:30 A.M. TO NOON  
 TUESDAY 10:00 A.M. TO NOON  
 TUESDAY 3:30 P.M. TO 7:00 P.M. (Spring/Summer)  
 TUESDAY 3:00 P.M. TO 6:00 P.M. (Fall/Winter)  
 201 Hall Street, Charlotte, MI (Phone 517-213-1266, if necessary, leave message for callback)

**BUILDING PERMIT REQUIREMENTS (First Floor City Hall, Building/Zoning Dept.):**

<b>Occupancy Permit -</b>			
Commercial Only	\$15.00	Moving (Building)	\$100.00
Fence	\$10.00	Roof Permit	\$ 25.00
Swimming Pool	\$25.00	Insulation	\$ 25.00
Demolition	\$25.00	Siding Permit	\$ 25.00
<b>Construction Permit -</b>			
Minimum Permit	\$15.00	(All others \$15.00 for 1 <sup>st</sup> \$1,000 and \$5.00 for each additional \$1,000)	
Permit Renewal	\$ 5.00		
Board of Appeals			
Hearing	\$75.00		

Water and Sewer Permits - Dept. of Public Works, 543-8858 (Second Floor, City Hall)  
 Driveway Permits - Dept. of Public Works, 543-8858 (Second Floor, City Hall)  
 Plumbing, Mechanical & Electrical - Regional Inspection, 1-866-724-5050

Note: Construction permits include decks, sheds, porches, remodeling of structures. Consult with Building & Zoning Department before starting any projects. Permits may be obtained at 111 E. Lawrence, First Floor, Charlotte, MI 48813 Telephone: 517-543-8830

**CALL "MISS DIG" 1-800-482-7171 OR DIAL 811 BEFORE BEGINNING ANY DIGGING PROJECTS**

6/10/09

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