

MINUTES
EATON AREA JOINT PLANNING COMMISSION
TUESDAY JUNE 23, 2026 AT 6:00 PM
BELLEVUE TOWNSHIP HALL, 121 N MAIN ST, BELLEVUE MI 49021

1. Chairman Thering Called the meeting to order at 6:00 pm.
Commissioners Present: Lawitzke, Orr, Carlson, Scramlin, Owens, Thering
Commissioners Absent: Shettler
2. Pledge of Allegiance
3. Approval of the Agenda
Motioned by Treasurer Orr to approve agenda.
Supported by Commissioner Owens.
Motion carried unanimously.
4. Approval of June 11, 2026 Minutes
Motion by Treasurer Orr to approve with the addition of Treasurer Orr as support for the motions to set the Planning Commission and Zoning Board of appeals rates.
Supported by Commissioner Owens.
Motion carried unanimously.
5. Reports
 - a. Lawyers - Attorney Hannah Stocker presented the lawyer's report. Stocker stated that the JPC could receive training for a fee to the JPC. Billing options and distribution were discussed. Stocker stated that a full bill would be provided to the EAJPC soon.
 - b. Zoning Administrators – Zoning Administrators (ZA) Andrea Hendrick was present and had no additional items.
 - c. Chairman Doug Thering presented the Chairman's report. He stated that ZA Hendrick and he had toured the new office located at 551 Courthouse Drive Suite #1. The Planning Commission discussed the logistical needs of the office. Planning Commission Hears will be held at the basement level of the office space, in a meeting room that holds roughly 68 people. The office is ADA accessible. Office hours will begin July 14th. The County is in the process of signing the final lease. Internet is not available currently.
6. Old Business

- a. Approval of contract with McKenna as zoning administrator. The contract with McKenna was previously approved. The attorney is reviewing and signatures are anticipated shortly.
- b. Resolution 2026-03 Budget discussion

The JPC will hold a budget discussion on June 29th, 2026. The budget year will be from July 1 through March 31st. The Chair projected out for the 27/28 JPC and estimated that fees would be decreased over time. Permit fees are unknown at this point, but a flood of permits is anticipated. Two thirds of the Townships need to adopt the budget, otherwise the budget would default to the county. Payment fee will be managed through clover. The cost of public noticing will be charged to the applicant through escrow.

- c. Resolution 2026-04 Resolution to Adopt the Zoning Fees

The fee schedule is based on the planning consultant fees with some overhead of around \$200 per application. The JPC discussed whether the credit card fee should be charged directly to the applicant or build into fee.

**Motion by Commissioner Owens to adopt the Zoning Fee Schedule.
Supported by Lawitzke.
Motion passed unanimously**

- d. The Planning Commission discussed administrative set up including the following:
 - a. Various details of the office.
 - b. JPC contact number will be (269) 312-7123.
 - c. JPC office address will be 551 Courthouse Drive Suite #1.
 - d. Notices will be posted by Doug when necessary.
 - e. Internet service options were discussed.
 - f. BSA options are being explored for permit management. Currently the County has all the previous planning and zoning data.
 - g. File management – Backup hard-drive to be saved at the office. The administrator may wish to require a thumb drive with large plans.
 - h. The administrator will secure a .gov.
 - i. The website can be modelled after the Wexford JPC Website.
 - j. Identity – a logo and letterhead is needed
 - k. Who has jurisdiction over previously approved land use approval
 - l. A PO Box will be set up soon.
 - m. The board will be securing Insurance & Sales Tax Exemption
 - n. There are multiple options for training that will be explored including
 - i. MSU Extension Training
 - ii. Michigan Association of Planning
 - iii. MTA – Hot Topics in Planning & Zoning
 - o. Hours of operation will likely be 9:00 am to 5:00 pm.
 - p. Payments to commissioners will be paid quarterly.

7. New Business

a. 2026-05 Commission Purchasing Policy

Motion was made by Commissioner Carlson to adopt the Commission Purchasing Policy with an amendment to Section 3.B.(2) to read - The requirement to obtain 3 bids may be waived by a majority vote of the JPC. Supported by Commissioner Owens.

Yay: Lawitzke, Orr, Carlson, Scramlin, Owens, Thering

No: None

Motion passed unanimously.

b. 2026-06 Commission Communications Policy

Motion by Commissioner Owens to adopt the Communications Policy with an amendment to the name of the policy to be the EAJPC “Consultant” Communications Policy.

Supported by Commissioner Scramlin

Yay: Lawitzke, Orr, Carlson, Scramlin, Owens, Thering

No: None

Motion passed unanimously.

8. Public Comment - There was no public comment.

9. Proposed Business for Next Regular Meeting

- a. Interviewing Engineer of record for review.
- b. Training
- c. Establish Monthly Report Structure
 - i. Applications – Progress
 - ii. Enforcement – Progress
- d. FOIA Policy and Procedures
- e. Comb through the Interim Zoning Ordinance

10. General Discussion - There was no general discussion.

11. Adjournment

Commissioner Owens made a motion to adjourn. Seconded by Scramlin

Motion passed unanimously