MEETING MINUTES
EATON AREA JOINT PLANNING COMMISSION
MONDAY, JUNE 29, 2026 AT 6:00 PM
BELLEVUE TOWNSHIP HALL, 121 N MAIN ST, BELLEVUE MI 49021

1. Call to Order

2. Pledge of Allegiance

3. Attendance-Roll Call
   a. Present: Lawitzke, Orr, Carlson, Scramlin, Owens, Chairman Thering
   b. Absent: Shettler
   c. Staff: Kyle Mucha, AICP – Planning Consultant
   d. General Public: four (4)

4. Approval of Agenda
   a. Scramlin motioned, with support from Orr, to approve the agenda as presented. Upon voice vote, motion passed 6-0.

5. Reports
   a. Chairman: provided a synopsis of available training via Michigan Township Association (MTA).

6. Old Business
   a. General housekeeping items:
   Orr provided an update on the keys for the P.O. Box, as well as office keys and internet service for the office, which will be located in the County building. Orr referenced that internet service is still under review and availability to the building.

   b. Approval of contract with Eaton County
   Thering provided an overview of the proposed contract with the County to rent space in the County building. The Commission reviewed the proposed contract language and recommended that edits be made, such as the lease terms being from July 14 to July 13 of the following year, name corrections to reference the EAJPC and not the County, and incorporating the PO Box as the mailing address.

   Scramlin motioned, with support from Owens, to approve the contract with the proposed modifications. Upon voice vote, motion passed unanimously 6-0.

7. New Business
   a. Approval of the 2026-2027 Budget
   Chair Thering opened the public hearing, allowing any interested person present to speak to the topic at hand.

Chair Thering presented the proposed budget for consideration by the Commission. Discussion followed regarding lawyer fees, expenses to be contributed from each community and how such contributions will be calculated. Chair Thering noted that the fiscal year would begin April 1 and end on March 31 of the following year.

There being no further discussion, Owens motioned, with support from Lawitzkey, to recommend approval of the proposed budget to each individual township. Upon roll call vote: Lawitzke – yes; Orr – yes; Carlson – yes; Scramlin – yes; Owens – yes; Thering – yes. Motion passed 6-0.

8. Public Comment

a. None

9. General Discussion

a. Training:
The Commission discussed potential training on July 28th in order to better understand duties and responsibilities of the Planning Commission. Mucha noted that McKenna will pull together training materials and continue to bring forth common elements for educational components during meetings.

b. Procedural Steps
The Commission discussed establishing procedural steps for application reviews, information distribution and other foundational processes in order to most effectively administer the joint zoning ordinance.

c. Meeting Dates
The Commission discussed publishing meeting dates online [where applicable] and at the respective community town halls for the general public.

d. Joint Zoning Board of Appeals
Mucha inquired with the Commission if a Zoning Board of Appeals has been established. Chair Thering noted that a ZBA has not yet been established. Mucha highly encouraged the Commission to take the necessary steps to establish such a body.

e. Attorney Communication
Mucha inquired as to whom of the Commission should be copied on communications with the EAJPC legal team. Upon discussion, the Commission requested that the Chair and Vice Chair be copied on communications in order to stay abreast of what topics and items need to be addressed.

f. Frequently Asked Questions
The Commission requested that an FAQ sheet be prepared over the coming month(s) to address the common questions that may arise within each township

and the duties/responsibilities of the joint-Zoning Administrator and that of the EAJPC.

g. Insurance
The Commission briefly touched on insurance needs for liability as a joint Planning Commission. With no formal motion, a general consensus was reached to continue to evaluate insurance proposals in order to best meet the needs of the organization.

10. Adjournment

a. There being no further business, Owens <u>motioned</u>, with support from Carlson, to adjourn the meeting. Upon voice vote, motion passed unanimously 6-0.