

## Eagle Township Planning Commission

**January 9, 2024 – Minutes of Special Meeting of the Eagle Township Planning Commission**

**Call to Order:** Meeting called to order at 3:30 PM at the Eagle Township Hall.

**Pledge of Allegiance**

**Planning Commission Roll Call:** Eric Sutherland (present), Michelle Hoppes (absent-excused), Robin Currie (present), John Iszler (present).

**Citizens:** Janine Dyer, Mike Dyer, Dennis Strahle, Dan Feldpausch, Cori Feldpausch, David Vanderbroek, Chris Khorey from McKenna

**Approval of December 7, 2023 Meeting Minutes:** Motion to approve minutes by Iszler, Support by Currie. Voice vote. All Ayes. Motion carried.

**Approval of December 13, 2023 Meeting Minutes:** Motion to approve minutes by Iszler, Support by Currie. Voice vote. All Ayes. Motion carried.

**Correspondence:** None

**Public Comment on Agenda Items:** None

**New Business:**

- a. **Code Enforcement:** Currie provided a summary of his research into hiring a Code Enforcement Officer for Eagle Township. He reviewed Code Enforcement Officer job postings for the City of Detroit, City of Lansing, City of Ferndale, and Otsego County. Posted salaries for the positions (where available) ranged from about \$48,000 annually to about \$72,000 annually. Currie noted that the job postings have been active from 30 days up to 3 months.

Currie also summarized the benefits of using McKenna to provide Code Enforcement. The main benefits included: reduced training, familiarity with BS&A software, familiarity with Eagle Township Planning and Zoning, ability to begin on March 4, 2024, more than a single person available to do the work in case of sickness, etc., reduction of administrative time for the Eagle Township Board and Planning Commission to manage multiple projects.

Currie reviewed the résumé of the McKenna representative, Kenneth Skunda. Mr. Skunda already provides Code Enforcement services for the City of St. Johns.

There was a discussion about the frequency of enforcement if Eagle Township used McKenna for Code Enforcement. McKenna recommends either weekly or bi-weekly enforcement. D. Feldpausch asked if we approve bi-weekly enforcement, can we move to weekly enforcement if needed? Mr. Khorey responded that they are flexible and we will be able to do that. C. Feldpausch asked if there are administrative due dates that would be affected if we selected a bi-weekly schedule? Mr. Khorey responded that the Township needs a regular schedule, but there are no administrative due dates. However, it could affect construction schedules. Sutherland asked what the current timeline is for Clinton County. Currie responded that he believes that it is about two weeks. Strahle stated that if it's published as bi-weekly, it would be easier to change to weekly versus starting at weekly, then cutting back to bi-weekly. C. Feldpausch asked if the Code Enforcement fee that the Township pays would be offset by permit fees. Mr. Khorey responded that it would partly, depending on how many inspections are performed. M. Dyer stated that he is in favor of using McKenna on a bi-weekly basis. Mr. Khorey stated that the Township needs a flowchart of processes if there are violations.

Currie moved that the Eagle Township Planning Commission recommend to the Eagle Township Board that the Board activates Section 9 of the McKenna Associates contract allowing McKenna Associates to perform Code Enforcement and Inspection Services based upon a bi-weekly basis at a rate of \$500.00 per half day starting on March 4, 2024 and we authorize McKenna Associates to utilize Mr. Skunda to begin communications with Clinton County regarding ongoing code enforcement cases in the Township, and to perform other code enforcement and inspection duties on an as-needed basis, invoiced hourly by McKenna Associates, until March 3, 2024 with McKenna Associates submitting a request to Eagle Township Planning Commission Chair and Eagle Township Supervisor before committing any billables to Eagle Township for approval. Second by Iszler. Roll Call Vote: Iszler (Y), Sutherland (Y), Currie (Y). Motion passed.

- b. Website Hosting for Planning:** Currie reviewed a proposal from McKenna dated January 5, 2023 for creating and maintaining a dedicated zoning website for Eagle Township. J. Dyer stated that she is in favor of McKenna creating and maintaining the zoning website. M. Dyer asked if only items related to zoning and planning would be on the website. Mr. Khorey responded that they could also host Township Board packets. Strahle asked if the Township could have a sample of the format of the website. Mr. Khorey said McKenna could provide samples, but the Eagle Township website would be more in-depth than most of the websites they host. Strahle asked if the website could be transferred if the Township parts ways with McKenna. Mr. Khorey responded that they could transfer the website in that case. C. Feldpausch asked if the website would be linked to the existing Township website and if it would look the same. Mr. Khorey said that it would be linked and would look similar. Strahle asked if it was legal for McKenna to host the website. Mr. Khorey responded that McKenna is an officer of the Township by resolution of the Township Board, and they could host the website. Vanderbroek asked if there would be a notice on the Township website that they would be leaving the Township website. Mr. Khorey responded that yes, there could be a disclaimer for that. Currie moved that the Eagle Township Planning Commission recommend to the Eagle Township Board that Eagle Township contract with McKenna Associates for Website Hosting for Eagle Township Planning and Zoning based upon the proposal from McKenna Associates dated January 5, 2024. Second by Iszler. Roll Call Vote: Sutherland (Y), Iszler (Y), Currie (Y). Motion Passed.
- c. Google Intake Forms:** Currie summarized use of Google Intake Forms for applying for zoning permits. Iszler asked if you can scan and upload documents and attach them to the form. Mr. Khorey stated that you can do so. Khorey also stated that the applicant will not be able to pay for the permit online. Currie stated that the Township Treasurer would have to take checks. Currie moved that we allow McKenna Associates to create Google Intake forms for planning and zoning and John Iszler will have paper copies at his office if a resident can't access a computer to fill out forms. Second by Sutherland. Roll Call Vote: Iszler (Y), Sutherland (Y), Currie (Y). Motion Passed.
- d. Fee Schedule:** Mr. Khorey summarized the proposed fee schedule for zoning permits. He stated that they attempted to cover all costs incurred by the Township. Mr. Khorey also stated that he needs contact information for the Township Assessor. Currie asked if the fees included the 10% additional fee as voted by the Planning Commission. Mr. Khorey stated that it did not, but that could be included. M. Dyer asked why there was a fee for changing an ordinance. Mr. Khorey stated that the fee was if the Planning Commission was specifically requested to change an ordinance and would have hold a public hearing. Currie asked if there could be additional fees for a large-scale development. Mr. Khorey said that could be done. Currie asked what the deadline would be to approve the fee schedule. Mr. Khorey stated that it could be done at the regular January 30, 2024 Planning Commission meeting. Currie moved that

this topic be tabled until the January 30, 2024 Planning Commission meeting. Second by Sutherland. Voice vote. All ayes. Motion Passed.

- e. **Escrow Accounts Update:** This needs to be worked on with the Eagle Township Treasurer. Currie will work with the Treasurer to get the accounts set up.
- f. **BS&A Update:** Currie provided a summary of the BS&A Software Proposal for Software and Services for BS&A Cloud dated December 20, 2023. Currie stated that there may be some changes to the proposal due to McKenna doing the Code Enforcement. Sutherland asked if the BS&A proposal should be revised. Currie responded that the BS&A proposal would need to be revised if McKenna was authorized to do the Code Enforcement. Currie moved to recommend to the Eagle Township Board the usage of BS&A Cloud Software for Planning and Zoning for the Not to Exceed amount of \$15,000, including the \$1,000 fee from McKenna for implementation. Second by Iszler. Roll Call Vote: Iszler (Y), Sutherland (Y), Currie (Y). Motion passed.
- g. **Interim Zoning Ordinance Amendment:** Currie provided a summary of a proposed change to the Eagle Township “A” Zoning District by having a special use for splitting property. Mr. Khorey stated that the reason for the change was a “relief valve” for agricultural owners to sell parts of their property. M. Dyer stated that it was strange to use a special use permit as opposed to rezoning. He stated that requiring a special use permit granted by the Planning Commission would be subjective. Mr. Khorey said that it could be done objectively by not having a special use, but part of the zoning ordinance. Iszler asked it was possible to change the size to a minimum of 2.5 acre lots, a minimum of 165 ft. wide and a maximum of 660 ft. deep. M. Dyer stated that currently it states in some ordinances that it had to be non-cultivated land and can you make it go fallow for 1 to 2 years to comply. Currie moved that the Planning Commission recommend to the Eagle Township Board amend the interim zoning ordinance to allow lot split permits as proposed in Article 4, Section 4.01 to allow minimum of 2.5 acre lots, with minimum of 165 feet of width/frontage, no more than 660 feet of depth, and no more than 1 split per 10 acres of the parent parcel of the “A” District of agriculture. 2<sup>nd</sup> by Sutherland. Roll Call Vote: Iszler (Y), Sutherland (Y), Currie (Y). Motion passed.
- h. **Planning Commission Vacancy:** Discussed Brad Rich application and email submitted to the Planning Commission. Currie stated that Mr. Rich has been coming to many of the Planning Commission meetings and shows real interest in serving on the Planning Commission. Currie stated that he had not seen interest from anyone else. Currie asked M. Dyer if he was still interested. M. Dyer stated that he was not interested. Currie moved to recommend to the Eagle Township Supervisor, based on the Planning Commission by-laws to nominate Brad Rich to the Planning Commission for the remainder of the 2 year term vacated by Michelle Hoppes. Voice Vote. All Ayes. Motion Passed.

**9. General Public Comment:** None.

**Adjournment:** Motion by Iszler to adjourn. Second by Sutherland. Voice vote – All Ayes. Motion passes. Adjourned at 6:25 PM.

Respectfully submitted,

Eric D. Sutherland, PE

Secretary