

City of Eaton Rapids

Planning Commission

Meeting Minutes, September 2, 2025

1. **Call to Order:** Chair Vanek called the meeting to order at 7:00 pm.

2. **Roll Call:**

NAME	PRESENT	ABSENT	NAME	PRESENT	ABSENT
Chair Vanek	X		Com Hiltz	X	
Vice Chair Baker	X		Com Wicker		X
Secretary Tanner	X		Com Davis	X	
Com Wegner		X	Com Millington		X
Com Jobse	X				

Commissioners Wicker, Wegner and Millington were all excused. Also present were Building Official Hummel and Financial Specialist Leigh Tyler.

3. **Approval of the Agenda:**

Commissioner Hiltz moved to approve the agenda and Commissioner Tanner seconded. Motion carried to approve the agenda as presented.

4. **Approval of the August 4, 2025 Planning Commission Meeting minutes:**

Commissioner Hiltz moved to approve the August 4th Minutes and Commissioner Tanner seconded. Motion carried to approve the minutes as presented.

5. **Approval of the August 18<sup>th</sup> (Special) Meeting minutes:**

Vice Chair Baker moved to approve the August 18th Special Meeting Minutes and Commissioner Hiltz seconded. Motion carried to approve the minutes as presented.

6. **Old Business - None**

7. **Public Hearing / Land Division Ordinance Amendment:** Public Hearing was opened at 7:02 pm.

Building Inspector Hummel came to the podium. He stated that at the last meeting we talked about the Land Division Ordinance. As of now, all land divisions have to come through the Planning Commission and then be recommended to Council. We are proposing that simple Lot Line Adjustments get handled administratively. Secretary Tanner asked if there would be oversight in the event that there is a new Building Inspector. Building Inspector Hummel stated that our new Community Development Director, Jake Forquer will be working with the Planning Commission and the Zoning Board of Appeals and together with a checklist, this will create the oversight that is needed. Chairman Vanek expressed his approval for these changes and stated that it will give the Planning Commission more time for other projects. Commissioners Tanner and Baker also expressed their support. Commissioner Davis moved that we recommend approval to City Council and land

divisions or lot line adjustments be removed as the decision is not an ordinance. For the land division, the Planning Commission can be the final approval body. For the lot line adjustment, if the adjustment meets the requirements of the zoning ordinance, this can be approved by the zoning administrator and the assessor. Definitions for Land Division and Lot Line Adjustment will be added to the ordinance. Commissioner Tanner seconded the Motion and the Motion carried with all Commissioners voting Aye.

8. **New Business** – Short Term Rental Ordinance discussion: Building Inspector Hummel came to the podium to offer insight. He stated that the Michigan Court of Appeals has defined Short Term Rentals as follows: Short Term Rentals do not constitute residential use. This is based on the Court's interpretation of what constitutes "residential use or "residential purpose". According to the Court, a place is considered residential if it is a place where someone lives and has a permanent presence, regardless of whether they are physically present (See attached document for more from the Michigan Court of Appeals). Building official Hummel also went over ordinances from different municipalities (See attached documents). Building Inspector Hummel presents a zoning map of the City of Eaton Rapids to the Commissioners. He let the commission know that we currently allow Bed & Breakfasts and Tourist Homes as a conditional use in our Traditional Residential District and our Commercial Business District. He stated that we will not be voting on anything this evening and this was just a discussion time. Chair Vanek stated that the commission should hold work sessions in the next month or so discuss this. Commissioner Hiltz moved that we close the discussion and Commissioner Davis seconded. The motion passed with all Aye votes.

9. **Public Comment:**

Councilman Steele came to the podium to recommend that the commissioners put together their own ideas for our ordinance and bring them to a meeting to "brainstorm" He gave the commission KUDOS for their knowledge and great recommendations.

10. **Reports:**

Building Inspector – Building Inspector Hummel has hired a new plumbing inspector. Taco Bell is still in the planning stages with their pitched roof plan. LAFUCU wants to rearrange their drive thru but site plan approval can be done administratively.

Zoning Board of Appeals – No Report

Planning Commission – Chairman Vanek states that the Planning Commission does have the power to determine the business hours of a business in the city

Vice Chair Baker moved that we adjourn the meeting and Commissioner Davis seconded. Motion carried with all commissioners voting Aye. The meeting was adjourned at 8:28 pm.

Minutes Recorded by:

*Leigh Tyler / Financial Specialist*

*City of Eaton Rapids*

Enclosures: Michigan Court of Appeals Short Term Rental definition, Various sample ordinances from other municipalities