



November 13, 2025 Full Commission Meeting
Agenda

Hillsdale City Hall
97 N. Broad Street
Hillsdale, MI 49242

For further information, please contact Jacob Hurt, Executive Director at 517.768.6705

PAGE #

1. Call to Order
2. Approval of the November 13, 2025 Agenda – **ACTION**
3. Public Comment
4. Approval of the Full Commission Meeting Minutes for September 11, 2025 (see enclosure) – **ACTION 2**
5. Receipt of Payroll Expenses and Approval of Submitted Bills for November 13, 2025
(see enclosures) -- **ACTION** 4
6. Staff Progress Reports for September and October 2025 (see enclosures) – **DISCUSSION** 9
7. MPO/JACTS Update (see enclosures) – **DISCUSSION** 17
8. Population Projection - Jaclyn Butler, Ph.D., State Demographer – **PRESENTATION**
9. Appointment of the FY 2026 R2PC Nominating Committee (see enclosure) – **ACTION** 19
10. Approval of 2026 R2PC Meeting Schedule (see enclosure) – **ACTION** 20
11. Personnel and Finance Committee Report – Executive Director Contract (to be provided) – **ACTION**
12. Other Business 21
 - Fraudulent Invoice (see enclosure)
13. Public Comment / Commissioners' Comments
14. Adjournment

The next Region 2 Planning Commission Full Commission meeting is scheduled for:

Thursday, January 8, 2026 at 2:00 p.m.
at the Jackson County Tower Bldg., 120 W. Michigan Ave., 5th Floor, Jackson, MI 49201

Region 2

PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

MEETING MINUTES

Lenawee District Library – Full Commission
4459 W. U.S. 223
Adrian, MI 49221

Thursday, September 11, 2025

I. **Call to Order** – Chair Witt called the meeting to order at 2:02 p.m. A quorum was present.

Attendance:

Adams	Gosselin	Leonard	✓ Shotwell
Barnhart	Gould, J.	Lesinski	Sigers
Beach	✓ Gould, L.	Linnabary	✓ Snell
Benson	✓ Grabert	Marsh	Southworth
Britten	Greene	May	Spink
Burke	Griffin	✓ Minnick, Jr.	Sutherland
Bush	Gross	✓ Mitchell	✓ Swartzlander
✓ Bussell	Havican	Montrief	Thomas
Calender	Hawkins	Murphy	✓ Tillotson
Cavazos	Hawley	Nickel	Todd
Clark	Heath	Norman	VanCamp
Collins	Herlein	✓ Overton	✓ VanDoren
Cornish	✓ Hummer	✓ Penrose	✓ Walz
Cousino	✓ Jancek	✓ Peters	Weir
✓ Cure	Jennings	Pfeifer, C.	Williams
Davis	✓ Johnson	Pfeifer, R.	Willis
Dickerson	Kastel	Pixley	Wilson
Donaldson	Keener	Planeta	✓ Witt
Downing	Keller	Root	
Duckham	Krasny	Saenz	
Fry	Kuiper	Scoville	
Gentner	Lance	Shaw	

Key: ✓ = present

Staff Present: Thomas Boss, Brett Gatz, Jacob Hurt, Jill Liogghio, and Kade Peck

Others Present: Jeff Bell, City of Morenci Administrator

- II. **Approval of the September 11, 2025 Agenda** – The motion was made by Comm. Shotwell, supported by Comm. Jancek, to approve the September 11, 2025 agenda as presented. The motion carried unanimously.
- III. **Public Comment** – Chair Witt requested public comment. No public comment was made.
- IV. **Approval of Full Commission Meeting Minutes for July 10, 2025** – The motion was made by Comm. Penrose, supported by Comm. Jancek, to approve the Full Commission meeting minutes of July 10, 2025 as submitted. The motion carried unanimously.
- V. **Receipt/Approval of Treasurer’s Report of August 31, 2025** – The motion was made by Comm. Overton, supported by Comm. Jancek, to receive the August 31, 2025 Treasurer’s Report as presented and approve payment of the September 11, 2025 submitted bills. The motion carried unanimously.
- VI. **Staff Progress Report for July and August 2025** – The July and August 2025 staff progress reports were included in the agenda packet. Mr. Hurt presented highlights from the staff progress report for the months of July and August 2025.
- VII. **MPO/JACTS Update** – The MPO/JACTS Update was provided in the packet and Mr. Hurt provided highlights from that report.
- VIII. **Approval of the FY 2026 Planning Work Program** – The FY 2026 Planning Work Program was presented for approval. Motion was made by Comm. Jancek, supported by Comm. Walz, to approve the FY 2026 Planning Work Program. Motion carried unanimously.
- IX. **Appointment of FY 2026 R2PC Personnel and Finance Committee** – Motion was made by Comm. Shotwell, supported by Comm. Minnick, Jr., to retain current Personnel and Finance Committee members, with the addition of a new chair in January 2026.
- X. **Other Business** – Notice of Intent for Village of Grass Lake; discussion regarding fraudulent invoices being sent to Summit Township. Comm. Shotwell suggested contacting the MSP.
- XI. **Public Comment / Commissioners’ Comments** – Comm. Cure spoke about getting the Addison Fire Training Center up and running.
- XII. **Adjournment** – There being no further business, Chair Witt adjourned the meeting at 2:19 p.m.

Dale Witt
Chair

** If there are errors in these minutes, please contact Jill at 517.768.6701 or jliogghio@mijackson.org.*

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of October 31, 2025

Checking Account Balance ending, September 30, 2025		\$ 321,390.56
Deposit Summary:		
<i>October 2025 EFT Deposits</i>		\$ 6,711.25
<i>October 2025 Bank Deposits</i>		64,658.33
<i>October 2025 Adjustments</i>		(1,730.45)
Total Deposits plus Bank Balance		<u><u>\$ 391,029.69</u></u>
Expenses:		
<i>Submitted Expenses - October 2025 **</i>	\$ (12,157.94)	
<i>Interim Expenses</i>	(1,301.81)	
<i>Payroll/Related Expenses</i>	(30,758.06)	
Subtotal of Expenses	<u>\$ (44,217.81)</u>	<u>\$ (44,217.81)</u>
Balance Checking Account ending October 31, 2025		<u><u>\$ 346,811.88</u></u>
<i>Balance CD Investments ending October 31, 2025</i>		<u>\$ 118,810.82</u>
Total Cash on Hand		<u><u>\$ 465,622.70</u></u>

**Note that this amount can include cleared checks from prior months' submitted bills.

REGION 2 PLANNING COMMISSION
Deposits and Adjustments to Cash
as of October 31, 2025

10/31/2025	EFT Deposits:	
	Lenawee County Quarterly Membership Dues	\$ 6,711.25
	Subtotal - EFT Deposits	\$ 6,711.25
10/31/2025	Check Deposits:	
	FY 2026 Membership Dues	13,364.73
	JCDOT JACTS FY 2025	28,540.00
	Jackson County Materials Management Planning Grant - planning services	22,753.60
	Subtotal - Check Deposits	\$ 64,658.33
10/31/2025	Adjustments to cash:	
	<i>Bank fees - October</i>	(141.48)
	<i>Paycor fee - October</i>	(445.33)
	<i>Credit Card Charges:</i>	
	<i>Adobe Creative Cloud Services - subscriptions</i>	(503.92)
	<i>Harrahs Cherokee Hotel, Cherokee, NC - travel</i>	(154.99)
	<i>Alexandra Inn, Traverse City, MI - travel</i>	(284.20)
	<i>Barrio, Traverse City, MI - meals</i>	(16.94)
	<i>Fuel Café - meals</i>	(4.49)
	<i>Officemax - supplies</i>	(190.77)
	<i>USPS Post Office - postage</i>	(15.60)
	<i>Gordon Ramsay Food Market - Cherokee, NC - meals</i>	(65.45)
	<i>American Express card credit</i>	92.72
	Subtotal - Adjustments to Cash	\$ (1,730.45)
	Total Net Deposits	\$ 69,639.13

REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of October 31, 2025

Interim Billing for October 2025

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
IEDC	Membership Renewal	\$ 1,125.00	15621
Jackson County	Postage - September 2025	\$ 132.86	15620
The Water Store	Supplies October 2025	\$ 43.95	15624
Total Interim Billing for October 2025		\$ 1,301.81	

Payroll & Travel Related Expenses:

<i>Paid October 10, 2025</i>	<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 14,736.08
T. Boss	Travel Reimbursement	\$ 24.75
J. Hurt	Travel Reimbursement	\$ 1,134.70
K. Peck	Travel Reimbursement	\$ 25.23
	Total	\$ 15,920.76

<i>Paid October 24, 2025</i>	<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 14,611.38
B. Gatz	Travel Reimbursement	\$ 141.27
J. Liogghio	Travel Reimbursement	\$ 30.45
K. Peck	Travel Reimbursement	\$ 54.20
	Total	\$ 14,837.30

Total Payroll Expenses for October 2025	\$ 30,758.06
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**Region 2 Planning Commission
Outstanding Accounts Receivable
as of October 31, 2025**

Municipality/Source	Date	Inv. No.	Amount
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None

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(Note September quarterly billings are in process)

FY 2025 Balance as of October 31, 2025

\$

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REGION 2 PLANNING COMMISSION
Submitted Bills
November 13, 2025

Vendor	Description	Amount Due
BC/BS	Employee Health. Ins. December 2025	\$ 4,806.26
Boom	Marketing Materials	\$ 131.05
City of Jackson	Traffic Counts - 07/01/25-09/30/25	\$ 3,710.48
County of Jackson	Rent November 2025	\$ 3,465.49
County of Jackson	Comcast & Verizon - Sept.-Oct. 2025	\$ 174.77
County of Jackson	Reimbursement for Ck. #628000	\$ 11,376.80
JTV	Website Maintenance	\$ 225.00
MissionSquare	Plan #109005/#803067	\$ 2,032.50
MissionSquare Retirement	Quarterly Fee	\$ 250.00
SBIS	Group Life & AD&D - December 2025	\$ 134.54
The Water Store	Supplies for November 2025	\$ 14.45
Total Submitted Billing - November 2025		\$ 26,321.34

Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

Staff Progress Report

September 2025

Area-Wide Regional Planning Activities

Economic Development Activities

- **Economic Development Administration (EDA).** Staff was involved in the following activities on behalf of the R2PC Economic Development District (EDD):
 - EDA grant award for R2PC EDD's FY2025 Partnership Planning Grant, which will be used to continue implementation of the 2021 – 2025 CEDS.
 - Staff continued work on CEDS implementation.
 - Staff met with Lee Shirey, Michigan EDA representative to discuss future EDA programs and opportunities on September 22.
- **Regional Economic Development.** Staff was involved in the following activities on behalf of the R2PC Economic Development District (EDD):
 - Staff participated as a panelist to discuss rural economic development at the State of the Irish Hills event on September 5.
- **Southern Michigan Outdoors Initiative.** Staff continued development of the Southern Michigan Outdoors strategy to leverage regional outdoor recreation assets for economic development purposes as detailed in the 2021 – 2025 CEDS.
 - Staff met with the executive director of Visit Lenawee to discuss the Southern Michigan Outdoors initiative on September 3.
 - Staff met with the outdoor recreation manager of Experience Jackson to discuss the Irish Hills Gravel Race on September 4.

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com.
- **Training.** No activities.

[September 2025 Staff Progress Report]

- **MAR.** Staff participated in the Michigan Association of Regions monthly virtual meeting on September 9.
- **DNR Spark Grant.** No activities.
- **UGRWA.** No activities.
- **GREAT.** No activities.
- **Upper Grand River Water Trail Committee.** No activities.
- **Active Jackson.** Staff hosted and facilitated the September 17 Active Jackson meeting. A staff member attended the Regional Trailblazer meeting on September 15 to hear updates on cross-county collaboration for outdoor recreation and economic development.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

- Staff participated in MDOT's monthly Rural Task Force virtual meeting on September 23.

Asset Management Hillsdale, Jackson, and Lenawee Counties

- **TAMC.** Staff collected PASER ratings with JCDOT on September 3 and 4.
- **Training.** No activities.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Database Management:

- No activities.

Long-Range Planning:

- No activities.

Short-Range Planning:

- Staff coordinated with local agencies to process administrative changes in JobNet.

Program Management

- The JACTS TAC and Policy Committees met on September 10 and 18 to approve TIP amendments.

[September 2025 Staff Progress Report]

Local Planning Assistance

The requests from member units of government within Hillsdale, Jackson, and Lenawee Counties are listed below. These activities were conducted at cost to the individual government units requesting the service, unless alternative funding was available.

Jackson County

County of Jackson. *Staff provided the following service(s):*

- **County Planning Commission (JCPC).** The Jackson County Planning Commission met on September 11 and recommended approval a text amendment from Grass Lake Township and recommended disapproval for two Leoni Township rezoning applications.
- **Materials Management Plan (MMP) Committee.** Staff attended and provided administrative support for the Jackson County MMP committee. The MMP Committee met on September 10. Additionally, a staff member attended the Michigan Recycling Coalition conference on September 24 and 25.

Blackman Charter Township. *Staff provided the following service(s):*

- **Master Plan.** No activity.

Rives Township. *Staff provided the following service(s):*

- **Zoning Ordinance.** Staff attended the September 22 Planning Commission meeting to provide an update on the zoning ordinance update.

Parma Township. *Staff provided the following service(s):*

- **Master Plan.** Staff attended the September 3 Planning Commission meeting to provide an update on the master plan update.

Lenawee County.

Village of Clinton. *Staff provided the following service(s):*

- **Master Plan.** Staff continued work on the Village of Clinton Master Plan update.

Franklin Township. *Staff provided the following service(s):*

- **Master Plan.** Staff attended the September 2 Planning Commission meeting to provide an update on the Master Plan update.

Woodstock Township. *Staff provided the following service(s):*

- **Master Plan.** Staff continued work on the Woodstock Township Master Plan update.

County of Lenawee. *Staff provided the following service(s):*

[September 2025 Staff Progress Report]

- **County Planning Commission (LCPC).** The Lenawee County Planning Commission met on September 18 and approved 2 zoning amendments for Rollin and Rome townships and 4 PA 116s from Palmyra Township.
- **Materials Management Plan (MMP) Committee.** Staff attended the Lenawee County MMP Committee meeting on September 3.

Hillsdale County

Staff provided the following service(s):

- **Materials Management Plan (MMP) Committee.** No activity.

Greater Irish Hills

Greater Irish Hills Intermunicipality Committee. *Staff provided the following service(s):*

- **Greater Irish Hills Recreation Plan.** No activity.

Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

Staff Progress Report

October 2025

Area-Wide Regional Planning Activities

Economic Development Activities

- **Economic Development Administration (EDA).** Staff was involved in the following activities on behalf of the R2PC Economic Development District (EDD):
 - EDA grant award for R2PC EDD's FY2025 Partnership Planning Grant, which will be used to continue implementation of the 2021 – 2025 CEDS.
 - Staff continued work on CEDS implementation.
 - Staff submitted the Annual Progress Report and Semi-Annual Finance Report to EDA for the FY2025 Partnership Planning Grant on October 30.
- **Regional Economic Development.** Staff was involved in the following activities on behalf of the R2PC Economic Development District (EDD):
 - Staff met with representatives of the Hillsdale Economic Development Partnership to discuss a wage and benefit study R2PC is conducting for HEDP on October 14.
- **Southern Michigan Outdoors Initiative.** Staff continued development of the Southern Michigan Outdoors strategy to leverage regional outdoor recreation assets for economic development purposes as detailed in the 2021 – 2025 CEDS.
 - Staff attended the Michigan Outdoor Summit in Traverse City on October 1.
 - Staff met with the Office of Rural Prosperity to provide an update on the gravel cycling Rural Readiness Grant on October 29.

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com.
- **Training.** No activities.
- **MAR.** Staff participated in the Michigan Association of Regions monthly virtual meeting on October 14.

[October 2025 Staff Progress Report]

- **DNR Spark Grant.** No activities.
- **UGRWA.** No activities.
- **GREAT.** No activities.
- **Upper Grand River Water Trail Committee.** No activities.
- **Active Jackson.** There was no Active Jackson meeting held. Staff continued research for Active Jackson.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

- Staff participated in MDOT's monthly Rural Task Force virtual meeting on October 28.
- Staff attended the Adrian & Tecumseh Small Urban meeting on October 6 and Hillsdale-Jonesville Small Urban meeting on October 15.
- Staff attended MDOT Traffic Summits for Lenawee, Hillsdale, and Jackson Counties on October 20, 22, and 23, respectively.
- A kickoff meeting for the US-12 Pure Michigan Byway Committee was held on October 29.

Asset Management Hillsdale, Jackson, and Lenawee Counties

- **TAMC.** No activities.
- **Training.** No activities.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Database Management:

- No activities.

Long-Range Planning:

- No activities.

Short-Range Planning:

- Staff coordinated with local agencies to process administrative changes in JobNet.

Program Management

- The JACTS TAC and Policy Committees met on October 8 and 16 to approve TIP amendments.
- Staff attended a workshop for the JCDOT Safe Streets for All project.

[October 2025 Staff Progress Report]

Local Planning Assistance

The requests from member units of government within Hillsdale, Jackson, and Lenawee Counties are listed below. These activities were conducted at cost to the individual government units requesting the service, unless alternative funding was available.

Jackson County

County of Jackson. *Staff provided the following service(s):*

- **County Planning Commission (JCPC).** The Jackson County Planning Commission met on October 9 and recommended approval a rezoning for a property in Summit Township.
- **Materials Management Plan (MMP) Committee.** Staff attended and provided administrative support for the Jackson County MMP Committee. The MMP Committee met on October 8. Staff also assisted the county in submitting the MMP Quarterly Report to EGLE.

Blackman Charter Township. *Staff provided the following service(s):*

- **Master Plan.** No activity.

Rives Township. *Staff provided the following service(s):*

- **Zoning Ordinance.** Staff attended the October 27 Planning Commission meeting to provide an update on the zoning ordinance update.

Parma Township. *Staff provided the following service(s):*

- **Master Plan.** Staff continued work on the Parma Township Master Plan update.

Lenawee County.

Village of Clinton. *Staff provided the following service(s):*

- **Master Plan.** Staff continued work on the Village of Clinton Master Plan update.

Franklin Township. *Staff provided the following service(s):*

- **Master Plan.** Staff attended the October 7 Planning Commission meeting to provide an update on the Master Plan update.

Woodstock Township. *Staff provided the following service(s):*

- **Master Plan.** Staff meet with the Woodstock Township Planning Commission on October 30 and continued work on the Woodstock Township Master Plan update.

[October 2025 Staff Progress Report]

County of Lenawee. *Staff provided the following service(s):*

- **County Planning Commission (LCPC).** The Lenawee County Planning Commission did not meet in October.
- **Materials Management Plan (MMP) Committee.** No activity.

Hillsdale County

Staff provided the following service(s):

- **Materials Management Plan (MMP) Committee.** No activity.

Greater Irish Hills

Greater Irish Hills Intermunicipality Committee. *Staff provided the following service(s):*

- **Greater Irish Hills Recreation Plan.** No activity.

Region 2

PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

Transportation Report *September and October 2025*

Jackson Area Comprehensive Transportation Study FY 2026-2029 TIP Amendments

September 2025:

FY	Job #/ Phase	Agency	Project Name	Work Type	Federal Amount	State Amount	Local Amount	Total Amount	Amendment Type
2027	224847 CON	City of Jackson	Page Ave- Elm Ave- Washington Corridor	Reconstruction	\$3,995,275	\$0	\$1,372,114	\$5,367,389	Add
2026	216525 CON	JCDOT	Shirley Dr, Ganson St, Portage Rd, and Wild- wood Ave	Road Capital Preventative Maintenance	\$862,600	\$0	\$262,400	\$1,125,000	Change cost and scope
2026	216545 CON	JCDOT	East Ave, E. Michigan Ave, Maple Grove Rd, Minard Rd, Wooster Rd, Watkins Rd, Well- wood Rd, Antcliff Rd	Road Capital Preventative Maintenance	\$1,008,200	\$167,998	\$85,052	\$1,261,250	Change scope
2026	225047 CON	JCDOT	Francisco Rd, Clear Lake Rd, and Main St	Road Capital Preventative Maintenance	\$75,200	\$0	\$18,800	\$94,000	Add
2026	225048 CON	JCDOT	Mill Rd and Landon Rd	Road Capital Preventative Maintenance	\$75,200	\$0	\$18,800	\$94,000	Add

[September and October 2025 Transportation Report]

2026	225049 CON	JCDOT	Phal Rd	Road Capital Preventative Maintenance	\$75,200	\$0	\$18,800	\$94,000	Add
2026	225051 CON	JCDOT	Sargent / Brills Lake Rd	Road Capital Preventative Maintenance	\$75,200	\$0	\$18,800	\$94,000	Add

October 2025:

FY	Job #/ Phase	Agency	Project Name	Work Type	Federal Amount	State Amount	Local Amount	Total Amount	Amendment Type
2026	218257 CON	JCDOT	Trist Road	Bridge Replacement	\$1,160,900	\$0	\$61,100	\$1,527,500	Change Fiscal Year

Small Urban Program Adrian, Hillsdale-Jonesville, and Tecumseh
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Adrian & Tecumseh:

FY	Responsible Agency	Project Name	Limits	Small Urban Funding	Amendment Type
2027	Lenawee County Road Commission	Sand Creek Hwy Wolf Creek Hwy Lenawee Hills Hwy	M-34 to US-223 US-223 to Wolf Creek Rd Wolf Creek Rd to Hunt Rd	\$420,000	Add project
2028	City of Tecumseh	S. Occidental Hwy	Russell Rd to M-50	\$420,000	Add project
2029	City of Adrian	Riverside Ave	Scott St to Bent Oak Ave	\$420,000	Add project

Hillsdale-Jonesville:

Jonesville project for FY 2028 to be selected at future date.

TO: Region 2 Planning Commission

FROM: Jacob Hurt, Executive Director

DATE: November 4, 2025

SUBJECT: Appointment of 2026 R2PC Nominating Committee

In accordance with the Region 2 Planning Commission (R2PC) Bylaws, the R2PC elects officers every 2 years. To facilitate this process, the Nominating Committee is elected in November in odd years, beginning with November 2025, and is comprised of 5 R2PC Commissioners.

The members of the 2024 Nominating Committee included: **Alan Beeker** representing Hillsdale County; **Pete Jancek** and **Mike Overton** representing Jackson County; and **Ralph Tillotson** representing Lenawee County.

Nominations will be taken from the floor to fill the five (5) positions on the 2026 Nominating Committee. All Commissioners on the Full Commission roster are eligible for appointment.



Region 2 Planning Commission Meeting Schedule for 2026

<u>Date</u>	<u>Location</u>
January 8, 2026 at 2:00 p.m.	Jackson County Tower Bldg. 120 W. Michigan Ave., <u>5th Floor</u> Jackson, MI
March 12, 2026 at 2:00 p.m.	Lenawee District Library 4459 W. U.S. 223 Adrian, MI
May 14, 2026 at 2:00 p.m.	Hillsdale City Hall 97 N. Broad Street Hillsdale, MI
July 9, 2026 at 2:00 p.m.	Jackson County Tower Bldg. 120 W. Michigan Ave., <u>5th Floor</u> Jackson, MI
September 10, 2026 at 2:00 p.m.	Lenawee District Library 4459 W. U.S. 223 Adrian, MI
November 12, 2026 at 2:00 p.m.	Hillsdale City Hall 97 N. Broad Street Hillsdale, MI

Contact Jill at 517.768.6701 with any questions



LENAWEE COU... Yesterday

To: jowitt85@yahoo.c... >

**Action Required –
Settlement of Application
Approval Fee for
Enrollment Application
(Parcel ID
#DL0-132-4125-00)**

Lenawee County Planning Commission

***120 W. Michigan Avenue, Jackson, MI
49201***

Dear Mr. Witt,

I hope this message finds you well.

Following our recent review of your **Enrollment Application** for the property identified as **Parcel ID #DL0-132-4125-00**, located south of Garno Road in Section 32 of the township, we are pleased to inform you that **planning staff have recommended your application for approval.**

To proceed with finalizing this approval and





Action Required –...



To proceed with finalizing this approval and formalizing your enrollment, it is essential that the **attached invoice for the Application Approval Fee** be settled promptly. This fee is a standard requirement for all applicants and ensures the proper management, processing, and administrative tracking of your file within the township's development and planning records.

Importance of the Application Approval Fee

Please note that the **Application Approval Fee** plays a critical role in the efficiency and integrity of the approval process. This fee helps:

- **Offset administrative costs** associated with staff time, file preparation, and compliance verification.
- **Support the management of application logistics**, including review coordination, technical evaluation, and documentation.
- **Ensure timely approval issuance**, as the fee enables our office to finalize application documentation and enter it into the official township records.
- **Maintain transparency and accountability**, as fee-based processing allows the township to uphold accurate auditing and reporting standards for each case.

Your payment of this fee will confirm your intent





Action Required –...



Your payment of this fee will confirm your intent to proceed and enable staff to finalize the issuance of the approval documentation related to your application for the 36.7-acre property and its associated improvements (five buildings or structures).

Next Steps

To complete this process, please carefully follow the steps below:

1. **Reply to this email** to request the detailed **invoice settlement advice** and wire instruction.
2. **Settle the payment** according to the issued **wire transfer instructions** provided by our finance desk.
3. **Return the wire payment receipt** to the designated township email for **verification and confirmation** of settlement.

Please note that **all correspondence and payment confirmations must be communicated via email**. This ensures a verifiable and traceable record for both auditing and administrative efficiency.

We appreciate your prompt attention to this matter. Once the payment is received and verified, staff will finalize your application approval and forward the official confirmation for your records.

Thank you for your cooperation and commitment to maintaining a smooth and





Action Required –...



2. **Settle the payment** according to the issued **wire transfer instructions** provided by our finance desk.
3. **Return the wire payment receipt** to the designated township email for **verification and confirmation** of settlement.

Please note that **all correspondence and payment confirmations must be communicated via email**. This ensures a verifiable and traceable record for both auditing and administrative efficiency.

We appreciate your prompt attention to this matter. Once the payment is received and verified, staff will finalize your application approval and forward the official confirmation for your records.

Thank you for your cooperation and commitment to maintaining a smooth and transparent process.

Kind regards,

Ms. Rebecca Liedel Chair

Lenawee County Planning Commission

**120 W. Michigan Avenue, Jackson, MI
49201**

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INVOICE.pdf

162 KB

