



**CITY OF JONESVILLE
PLANNING COMMISSION AGENDA
WEDNESDAY, FEBRUARY 10, 2021, 7:00 p.m.**

Pursuant to Section 3a of the Open Meetings Act, Act 267 of 1976, as amended, participation in this meeting will be by Zoom Meeting. The Board, staff and public wishing to participate may do so by logging onto the website or by calling the telephone number below. When prompted enter the Meeting ID and Password.

WEB ADDRESS: www.zoom.us
CALL-IN TELEPHONE NUMBERS:
1-312-626-6799 or
1-929-205-6099

**MEETING ID: 878 7196 3124
PASSWORD: 883514**

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
2. **PUBLIC COMMENT**
3. **APPROVAL OF AGENDA** [ROLL CALL][Action Item]
4. **APPROVAL OF MINUTES**
 - A. December 9, 2020 Meeting [ROLL CALL][Action Item]
5. **PUBLIC HEARING AND SUBSEQUENT ACTION**
 - A. None
6. **NEW BUSINESS**
 - A. 2020 Planning Commission Annual Report [ROLL CALL][Action Item]
 - B. 2021 Planning Commission Work Plan [ROLL CALL][Action Item]
 - C. Information Work Session: Zoning Districts [Information/Discussion Item]
 - D. Election of Officers [ROLL CALL][Action Item]
7. **OTHER BUSINESS**
 - A. Project Updates [Information Item]
8. **ADJOURNMENT - Next meeting Wednesday, March 10, 2021 at 7:00 pm**

**CITY OF JONESVILLE
PLANNING COMMISSION
Minutes of December 9, 2020**

**Pursuant to Section 3a of the Open Meetings Act, Act 267 of 1976, as amended,
participation in this meeting was by Zoom Meeting. The Board, staff and public were
allowed to participate.**

A City of Jonesville Planning Commission meeting was held on Wednesday, December 9, 2020 via Zoom Meeting. Vice Chairman Jerry Drake called the meeting to order at 7:03 p.m.

Present via Zoom Meeting: Jerry Drake, Annette Sands, Jim Ackerson, Charles Crouch, Jim Taipalus, and Oliva Stemen.

Absent: Christine Bowman

Also Present via Zoom Meeting: Jeff Gray and Mike Kyser

Jerry Drake led the Pledge of Allegiance.

A motion was made by Annette Sands and supported by Jim Ackerson to approve the agenda as presented with one addition; 6B. 2021 Meeting Calendar. Roll Call Vote: Ayes: Jerry Drake, Charles Crouch, Jim Ackerson, Jim Taipalus, Annette Sands and Olivia Stemen. Nays: None. Absent: Christine Bowman. Motion carried.

Jim Taipalus made a motion and was supported by Charles Crouch to approve the minutes from November 10, 2020, with one correction. Roll Call Vote: Ayes: Jerry Drake, Charles Crouch, Jim Ackerson, Jim Taipalus, Annette Sands and Olivia Stemen. Nays: None. Absent: Christine Bowman. Motion carried.

Jeff Gray provided a presentation to the Planning Commission on Zoning Approvals. The session included the basis for the Zoning Board of Appeals and the Planning Commission and the kinds of approvals issued by each board. Discussion with the Planning Commission was held after the presentation.

A motion was made by Jim Taipalus and supported by Annette Sands to approve the 2021 Meeting Calendar for the Planning Commission. Roll Call Vote: Ayes: Jerry Drake, Charles Crouch, Jim Ackerson, Jim Taipalus, Annette Sands and Olivia Stemen. Nays: None. Absent: Christine Bowman. Motion carried.

Updates were provided by Manager Gray.

The next scheduled meeting will be January 13, 2021 at 7:00 p.m.

The meeting was adjourned at 8:04 p.m.

Submitted by;

Cynthia D. Means
Clerk



To: Jonesville Planning Commission
From: Jeffrey M. Gray, City Manager *JMG*
Date: February 5, 2021
Re: Manager Report and Recommendations – February 10, 2021 Planning Commission Meeting

6. A. 2020 Planning Commission Annual Report [ROLL CALL][Action Item]

The Planning Commission is required to submit an annual report of its activities to the City Council, pursuant to the State Planning Enabling Act (Public Act 33 of 2008). A draft report is attached for consideration and may be amended, as determined necessary by the Commission prior to approval. A motion is necessary to adopt the 2020 Annual Report. *Please refer to the attached draft 2020 Annual Report.*

6. B. 2021 Planning Commission Work Plan [ROLL CALL][Action Item]

The Planning Commission annually adopts a work plan for the coming calendar year. As in the past, the work plan distinguishes between priority goals and those to pursue as time permits. Aside from timely development reviews, the COVID-19 pandemic prevented significant progress on other goals. It is recommended that most of the 2020 work plan be carried over into the new year.

The City has scheduled the update of the 5-year recreation master plan for this fiscal year. The work plan indicates that the Planning Commission will support this effort. I think there is merit to considering adding this as a chapter or appendix to the development Master Plan and have suggested a future discussion of the topic.

I have attached a copy of the Implementation section of the adopted Master Plan so that the Planning Commission may consider whether there are other priorities that should be considered in the work plan. The attached draft may be amended as determined necessary by the Planning Commission. The plan will be forwarded to the City Council with the Annual Report. A motion is necessary to adopt the 2021 Work Plan. *Please refer to the attached copy of the draft 2021 Planning Commission Work Plan and Master Plan Implementation Chapter.*

6. C. Information Work Session: Zoning Districts [Information/Discussion Item]

This agenda item is reserved for an information session on zoning districts. The session will include a brief staff presentation on the different zoning districts on the City's Zoning Map and the Zoning Ordinance, with some examples of typical uses in each district. There will be time for discussion and questions by the board.

6. D. Election of Officers [ROLL CALL][Action]

The Bylaws provide that the Election of Officers will take place annually. The current Chair is Christine Bowman; the Vice-Chair is Jerry Drake; and the Secretary is Jim Ackerson. Staff is not an officer, but functions as the Recording Secretary for minutes. Officers are eligible for re-election. Jerry Drake is not eligible to serve as Chair, since he is the City Council representative to the Planning Commission. Officers are elected by motion, support and vote by the Committee, following the consideration of nominations.

7. A. Project Updates

This section of the agenda is reserved for an update on current and pending projects in the City.



City of Jonesville Planning Commission 2020 Annual Report

This report is provided in accordance with the Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008. It reports the Commission's operations during the 2020 calendar year and the status of planning activities.

Development Activities

The following development applications were reviewed by the Planning Commission in 2020:

- Site Plan Review for a 22,425 square foot addition to the Martinrea facility located at 260 Gaige Street for storage and improvements to the entrance was approved in March.
- Site Plan Review for an 11,200 square foot warehouse addition and a 1,200 square foot truck dock addition at the Martinrea facility located at 260 Gaige Street was approved in May.
- Site Plan Review for an outdoor patio in the Chicago Street/US-12 sidewalk at Ramshackle Brewing Company located at 209 E. Chicago Street was approved in July.
- Site Plan Review for a new fuel canopy and reconfiguration of the parking and on-site circulation and parking improvements at the Citgo gas station located at 475 E. Chicago Street.

Ordinance Amendments

The Planning Commission has appointed a standing **Ordinance Subcommittee** for the review and recommendation for potential amendments on an as-needed basis. Due to challenges with in-person meetings this year, no amendments were advanced. The planned review of the HC (Highway Commercial) zoning district will be considered in 2021, as conditions permit.

Master Plan

The Planning Commission approved the revised Master Plan at their meeting on January 9, 2019. The City Council subsequently approved the Plan by resolution on January 16, 2019. Per the MPEA, At least every 5 years after adoption of a Master Plan, a Planning Commission shall review the plan and determine whether to commence the procedure to amend or adopt a new plan.

Chapter 5 of the Master Plan includes an implementation plan and identifies priorities to be completed by various City boards and committees. The following highlights several accomplishments to date:

- An environmental site assessment was prepared for **the former Klein Tool Building** by the Michigan Department of Energy, Great Lakes, and Environment (EGLE) in late 2020. The Downtown Development Authority (DDA) had anticipated a contractor's opinion of costs for addressing environmental issues for reuse of the building in the first quarter of 2020, but that work was postponed, due to the COVID-19 pandemic. The DDA has named the redevelopment its top priority and appointed a marketing committee. The effort is being branded the Chicago Street Riverfront Redevelopment.
- The DDA and City have provided financial support for the Michigan Department of Transportation (MDOT) **signal modernization** project Downtown. Following construction and pandemic delays, the project was completed in the fall of 2020.

- Through the development of the FY 2020-21 budget, the DDA has developed priorities for **future capital projects**, including streetscape improvements and the rehabilitation of the south public parking lot behind Saucy Dogs and County National Bank. The DDA has budgeted to begin project engineering during this fiscal year.
- With assistance from the Economic Development Partnership (EDP) of Hillsdale County, the Local Development Finance Authority (LDFA) was able to secure a Site Readiness Grant from the Michigan Economic Development Corporation for the extension of coaxial and fiber **broadband internet in the Jonesville Industrial Park**. The project will assist existing businesses in the park and improve the marketability of vacant land. The project is currently in design, with a construction date to be determined in the near future.
- Conceptual plans have been completed for improvements to facilities at Carl Fast Park and Wright Street Park. Funds have been budgeted this fiscal year to update the 5-year **Recreation Master Plan** so that the City can seek grant funds for improvements.
- Engineering is currently being completed for future improvements to **Maumee Street and West Street**. Underground infrastructure is being evaluated for possible upgrade in conjunction with these projects.
- Joint meetings between the **City's development boards** to review and discuss the Economic Development Strategy were postponed this year, due to complications with scheduling in-person meetings. It is hoped that this process can be resumed later in 2021 or early 2022.

Additional information regarding the updated Master Plan can be found on the City's website at <http://jonesville.org/Boards/PlanningCommission/MasterPlanandEconomicDevelopment.aspx>.

Redevelopment Ready Communities

The Michigan Economic Development Corporation (MEDC) **Redevelopment Ready Communities (RRC) program** is designed to promote effective redevelopment strategies through a set of best practices. In order to engage in the program, interested communities must complete training, a self-evaluation of current practices, and pass a resolution expressing intent to participate in RRC.

The City engaged in the program in 2018 and has been updating practices toward certification. The RRC program has announced that the certification process is being updated and staff anticipates that information about the updates will be available in the first quarter of 2021.

Capital Improvement Planning

The Planning Commission completed a review of near- and long-term infrastructure projects, through the review of the 2020-21 through 2025-26 **Capital Improvement Program (CIP)**. The review included a discussion of the interface of this planning document with the annual budget, including the budget allocations for priorities identified in the Master Plan.

Review of the CIP by the Planning Commission is important to assure that budget objectives are consistent with the long-range plan of the community.



City of Jonesville Planning Commission 2021 Work Plan

The Planning Commission annually develops a proposed work plan to identify its upcoming priorities. The approved plan will be submitted to City Council. The proposed plan, below, is provided in accordance with the Michigan Planning Enabling Act, Public Act 33 of 2008.

The Planning Commission proposed an aggressive work plan for 2020. With complications for in-person meetings, due to the COVID-19 pandemic, attention was focused on timely development reviews. Much of the remainder of the work program has been carried over into 2021.

Priority Goals

- ❖ Ordinance Review and Amendment (as needed)
 - Evaluate small HC (Highway Commercial) zoned properties for amendment to assure long-term viability
- ❖ Redevelopment Ready Sites
 - Support DDA and Council efforts to market and redevelop Klein Tool
 - Work with willing property owners to identify and market additional priority sites
- ❖ Support the Update of the Recreation Master Plan
 - Consider merits of incorporating into the development Master Plan

As Time Allows Goal

- ❖ Redevelopment Ready Communities Objectives
 - Work with the RRC Planner to understand updates to the RRC program
 - Align City goals with program goals to progress with certification.

Ongoing Activities

- ❖ Timely Development Reviews
- ❖ Economic Development Strategy
 - Annually review the Strategy with other development boards and committees
- ❖ Infrastructure Planning and Development
 - Conduct annual review of Capital Improvements Program for consistency with community development objectives



The Sauk Theatre

CHAPTER 5

IMPLEMENTATION

The successful pursuit of plan goals and objectives requires an aggressive implementation strategy. Accordingly, the following table establishes the priority, responsible parties, and possible funding sources for each objective. A key defining priority terms (i.e., near, mid, and long) and the abbreviated codes for the responsible parties and possible funding sources are located at the end of the table.

Goals and Objectives	Priority			Responsible Parties	Possible Funding Sources
	Near Term	Mid Term	Long Term		
Goal — Encourage the development of housing quantities and types that will meet current and anticipated market needs.					
Objective — Collaborate with the Hillsdale County Board of Realtors, Hillsdale County Economic Development partnership, area local government officials, and others to determine market needs and attract developers to meet those needs.				CS • PC	GF
Objective — Consider housing types needed to meet market demands; increase awareness regarding potential missing middle housing types that could meet demands.				CS • PC	GF
Objective — Evaluate current housing policies and regulations and determine changes and amendments needed to encourage market development of needed housing.				PC • CC	GF
Objective — Evaluate current zoning policies and regulations and determine needed changes and amendments to encourage market development of needed housing.				PC • CC	GF
Goal — Encourage the maintenance, improvement, and preservation of important historic homes and neighborhoods.					
Objective — Initiate a conversation with community property owners, residents, the Planning Commission, and other stakeholders regarding the desired outcomes of preservation measures.				CS • PC	GF
Objective — Seek technical assistance to complete an inventory of significant properties through resources such as the Michigan Historic Preservation Network (MHPN), the State Historic Preservation Office (SHPO), and the Redevelopment Ready Communities® program.				CS • PC	GF • MEDC • SHPO
Objective — Assure opportunity for public input on potential policy and ordinance amendments.				PC • CC	GF
Goal — Assist the reuse and/or redevelopment of the Klein Tool property.					
Objective — Complete a feasibility study addressing approximate costs and measures for various use and development options.				DDA • PC	GF • DDA • MDEQ
Objective — Seek technical assistance from the Redevelopment Ready Communities® program to engage in marketing the property.				DDA • PC	GF • DDA • MEDC

Goals and Objectives	Priority			Responsible Parties	Possible Funding Sources
	Near Term	Mid Term	Long Term		
Objective — Accomplish a productive public or private use of the property that results in public benefit, reinvestment in the site, new tax base, and/or additional jobs in the Downtown.				DDA • PC • CC	GF • DDA • MEDC • MDEQ • MDNR • PS
Objective — Maintain relationships with the Michigan Economic Development Corporation (MEDC), Michigan Department of Environmental Quality (MDEQ), Michigan Department of Natural Resources (MDNR), and others to assure technical and financial assistance to accomplish a redeveloped site.				CS	GF • MEDC • MDNR • MDEQ
Goal — Support and assist the Downtown Development Authority (DDA) in maintaining the Downtown infrastructure.					
Objective — Devote appropriate time and financial resources to the 2019 Michigan Department of Transportation (MDOT) signal modernization project.				CS • DDA	DDA • MDOT
Objective — Engage in cost estimating and planning of maintenance improvements to the Chicago Street (US-12) streetscape (sidewalks, lighting, street furniture, etc.).				CS • DDA	DDA • MDOT
Objective — Plan and design the South Parking Lot utility burial and resurfacing project.				CS • DDA	DDA
Objective — Support the Downtown Development Authority with the annual review of the Capital Improvements Plan for needed infrastructure improvements.				DDA • PC • CC	GF • DDA
Goal — Encourage the preservation of important historic properties in the Downtown.					
Objective — Initiate a conversation with Downtown property owners, businesses, the Planning Commission, and other stakeholders regarding the desired outcomes of preservation measures.				CS • PC	GF
Objective — Assist property owners, developers, and tenants with finding resources, tax credits, and other available incentives to offset development costs.				CS • PC	SHPO • MEDC • PS
Objective — Continue to implement the form-based code Downtown to encourage in-fill construction and building redevelopment consistent with the traditions and established character of Downtown.				CS • PC • CC	GF
Goal — Collaborate with the DDA, Jonesville Business Association, and others to recruit additional retail and other commercial uses, and upper-story residential uses, to vacant buildings and sites.					
Objective — Complete engagement in the Redevelopment Ready Communities® program in order to utilize technical assistance with Downtown marketing, promotions, and branding efforts.				PC • CC	GF
Objective — Improve development approval literature to clarify development procedures and partnerships.				PC • CC	GF

Goals and Objectives	Priority			Responsible Parties	Possible Funding Sources
	Near Term	Mid Term	Long Term		
Objective — Consider Downtown directional signage and other branding initiatives and parking improvements to support business recruitment and retention.				DDA • PC	GF • MS • LS • DDA • MEDC
Goal — Evaluate small HC (Highway Commercial) zoned properties and consider potential map and/or text amendments that assure long-term viability.					
Objective — Review recently issued variances for parcels on East Chicago Street (US-12).				CS • PC	GF
Objective — Evaluate other similarly sized parcels on West Chicago Street (US-12) and Olds Street (M-99) near Downtown.				CS • PC	GF
Objective — Consider whether Zoning Ordinance amendments are needed/warranted to assure continued viability of these parcels for use and re-use.				PC • CC	GF
Goal — Consider appropriateness of amendments to sign regulations to address electronic signage.					
Objective — Evaluate demand for such signs and consider whether amendments are desirable/advisable.				CS • PC	GF
Objective — Consider Zoning Ordinance amendments identified during the evaluation of the issue.				PC • CC	GF
Goal — Improve the appearance of the Olds Street (M-99) corridor south of Chicago Street (US-12).					
Objective — Coordinate aesthetic and safety improvements in the Olds Street (M-99) right-of-way with future work planned by the Michigan Department of Transportation.				CS • DDA	GF • DDA • MDOT
Objective — Collaborate with the DDA regarding potential funding/local match to address project costs.				DDA • PC • CC	GF • DDA • MDOT
Goal — Support Local Development Finance Authority (LDFA) efforts to improve and enhance industrial infrastructure.					
Objective — Address circulation needs in the Gaige Street and Reading Lane area.				CS • LDFA	LDFA • MDOT • USEDA
Objective — Support efforts to provide affordable broadband internet service to industrial businesses and properties.				CS • LDFA	GF • LDFA • MEDC
Objective — Continue coordination across multiple boards on 6-year Capital Improvement Plan (CIP) to address future needs.				LDFA • PC • CC	GF
Goal — Assist with planning future needed expansions of the Jonesville Industrial Park.					
Objective — Assess the development needs of the Industrial Park.				LDFA	GF • LDFA • MEDC

Goals and Objectives	Priority			Responsible Parties	Possible Funding Sources
	Near Term	Mid Term	Long Term		
Objective — Support efforts to plan for land acquisition, design, and infrastructure expansion that may be needed to recruit future business development.				LDFA • PC • CC	GF • LDFA • MEDC
Goal — Renovate and maintain existing recreation facilities and park areas as needed.					
Objective — Complete concept plans with projected budgets for the renovation of the Wright Street and Carl Fast Parks.				CS • PC • CC	GF
Objective — Incorporate needed renovations in the Capital Improvement Plan (CIP) and annual budget.				PC • CC	GF • MDNR
Objective — Consider future recreation program offerings with facility designs.				CS • CC	GF
Goal — Improve public access to the St. Joseph River to enhance its use as a water trail.					
Objective — Explore the feasibility of trail and sidewalk extensions to the River, and canoe and kayak launch sites on the River, where possible.				CS • PC	GF • MS • LS • MDNR
Objective — Cooperate with businesses and institutions to provide new or enhanced opportunities for canoeing, kayaking, and other river activities.				CS • PC • CC	GF • MS • LS • MDNR
Objective — Continue to support projects that improve river access for Riverfest and other activities.				PC • CC	GF
Goal — Enhance existing natural resources.					
Objective — Maintain and improve existing public natural spaces.				CS • CC	GF • MDNR
Objective — Consider sidewalk and trail extensions that connect natural areas and that are designed to improve awareness and knowledge of conservation efforts and practices.				CS • PC • CC	GF • MS • LS • MDNR
Objective — Continue to support those businesses and organizations that promote the cleanup of the St. Joseph River and other public spaces.				CS	GF
Goal — Plan, design and execute the continued maintenance of the City’s public infrastructure.					
Objective — Continue the annual review and updating of the City’s Capital Improvement Plan.				CS • DDA • LDFA • PC • CC	GF
Objective — Devote appropriate time and financial resources to the completion of priority projects, including water system improvements, street maintenance, and the proper care of the City’s buildings and grounds.				CS • CC	GF • LDFA • DDA • MS • LS

Goals and Objectives	Priority			Responsible Parties	Possible Funding Sources
	Near Term	Mid Term	Long Term		
Objective — Seek opportunities for emerging infrastructure technologies.				CS • CC	GF • LDFA • DDA • MS • LS • MEDC • MDEQ
Goal — Prioritize development where infrastructure already exists.					
Objective — Identify those sites with adequate infrastructure for planned development and market them first.				CS • PC	GF • DDA • LDFA
Goal — Expand the City’s non-motorized paths and sidewalk network.					
Objective — Develop a plan for the prioritization of path and sidewalk extensions that considers filling gaps, and connecting important destinations.				CS • PC	GF
Objective — Incorporate extensions into annual capital planning.				PC • CC	GF • MS • LS • MDNR
Objective — Consider needed improvements in conjunction with planned street projects.				CS • CC	GF • MS • LS • MDNR
Goal — Formalize development ready practices.					
Objective — Prepare a stated Public Participation Policy that reflects existing efforts to include stakeholders in important City decisions and actions.				CS • PC • CC	GF
Objective — State in writing current development practices and formalize a development guide to aid the public in development procedures.				CS • PC • CC	GF
Objective — Seek technical assistance from Redevelopment Ready Communities® program staff in the development of a marketing plan.				CS • PC • CC	GF
Goal — Keep other plans and strategies updated.					
Objective — Update the joint recreation plan with Fayette Township—or develop a standalone plan—for 2020 in order to maintain eligibility for grants through the Michigan Department of Natural Resources (MDNR) and to include any new projects.				CS • PC • CC	GF
Objective — Annually review the City’s Economic Development Strategy with the Downtown Development Authority (DDA) and the Local Development Finance Authority (LDFA) for its implementation status and any needed amendments.				CS • DDA • LDFA • PC • CC	GF
Objective: Consider the general revision and update of the Zoning Ordinance.				CS • PC • CC	GF

Key:		
Priorities	Responsible Parties	Possible Funding Sources
Near Term = 1 to 3 years	CC = City Council	DDA = Downtown Development Authority
Mid Term = 3 to 5 years	CS = City Staff	GF = General Fund
Long term = 5 years or more	DDA = Downtown Development Authority	LS = Local Street Fund
	LDFA = Local Development Finance Authority	LDFA = Local Development Finance Authority
	PC = Planning Commission	MDEQ = Michigan Department of Environmental Quality
		MDNR = Michigan Department of Natural Resources
		MDOT = Michigan Department of Transportation
		MS = Major Street Fund
		PS = Private Sector
		SHPO = State Historic Preservation Office
		USEDA = U.S. Economic Development Administration