



City of  
Jonesville

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**CITY OF JONESVILLE  
PLANNING COMMISSION AGENDA  
FEBRUARY 12, 2020, 7:00 p.m.  
CITY HALL**

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. PUBLIC COMMENT**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**
  - A. December 11, 2019 Meeting
- 5. PUBLIC HEARING AND SUBSEQUENT ACTION**
  - A. None
- 6. NEW BUSINESS**
  - A. 2019 Planning Commission Annual Report
  - B. 2020 Planning Commission Work Plan
  - C. Election of Officers
- 7. OTHER BUSINESS**
  - A. Project Updates
- 8. ADJOURNMENT - Next meeting Wednesday, March 11, 2020 at 7:00 pm**

**[Action Item]**  
**[Action Item]**  
**[Action Item]**

**CITY OF JONESVILLE  
PLANNING COMMISSION  
Minutes of December 11, 2019**

A City of Jonesville Planning Commission meeting was held on Wednesday, December 11, 2019 at the Jonesville City Hall. Chairman Mike Venturini called the meeting to order at 7:00 p.m.

Present: Mike Venturini, Jerry Drake, Jim Ackerson, Christine Bowman, Annette Sands, Charles Crouch and Jim Taipalus.

Absent: None.

Also Present: Manager Jeff Gray, DPW Supt. Mike Kyser, John Francey, Greg Moore, Dave Neil, Kevin Royston (Consumers Energy) and Councilman Tim Bowman.

The Pledge of Allegiance was led by Jim Ackerson followed by a moment of silence.

There were no public comments.

A motion was made by Annette Sands and supported by Jim Ackerson to approve the agenda as presented. All in favor. Motion carried.

Jerry Drake made a motion to approve the Planning Commission minutes of November 13, 2019. Christine Bowman supported the motion. All in favor. Motion carried.

A brief discussion was held from John Francey and Greg Moore of Consumers Energy regarding the Site Plan request from Consumers Energy to construct an approximately 6,800 square foot maintenance and operations building on the property located at 701 Beck Street. A motion was made by Jim Ackerson and supported by Annette Sands to approve the Site Plan Review request from Consumers Energy, for an operations and maintenance building, and associated site improvements, on the property located at 701 Beck Street. Approval is based on the plans prepared by PEA, Inc. (Job #2019-428), dated November 11, 2019, with a finding that the plans meets the Review Standards listed in Section 15.05 of the Zoning Ordinance. Approval is subject to the following conditions: 1.) The applicant shall provide a revised plan showing the amended landscaping screen, prior to issuance of a building permit; 2.) The applicant shall reduce the overall height of the freestanding sign to a maximum of 6 feet and obtain a Zoning Permit from the City prior to installation of wall or freestanding signs; 3.) Water and Sewer connections shall be subject to the review and approval of the City; and 4.) The applicant shall obtain any necessary approvals from the Michigan Department of Transportation (MDOT) prior to work within the right-of-way of Beck Street. All in favor. Motion carried.


Manager Gray provided updates on Downtown Traffic Signals, Biggby Coffee, Klein Tool Building, Christmas in Jonesville, Leaf Collection, Water Meter Project, Renovation of Iron Removal Plant, Frank Young Retirement Open House, and Searching for Full Time and Part Time Police Officers.

The meeting was adjourned at 7:36 p.m.

Submitted by,

Cynthia D. Means, Clerk



To: Jonesville Planning Commission  
From: Jeffrey M. Gray, City Manager   
Date: February 6, 2020  
Re: Manager Report and Recommendations – February 12, 2020 Planning Commission Meeting

**6. A. 2019 Planning Commission Annual Report** **[Action]**

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 2019 Annual Report. *Please refer to the attached draft 2019 Annual Report.*

**6. B. 2019 Planning Commission Work Plan** **[Action]**

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. It is recommended that the priority objectives focus on those activities needed to advance the 2019 Master Plan and Redevelopment Ready Communities certification. 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 2020 Work Plan. *Please refer to the attached copy of the Master Plan Implementation Chapter and draft 2020 Planning Commission Work Plan.*

**6. C. Election of Officers** **[Action]**

The Bylaws provide that the Election of Officers will take place annually. The current Chair is Mike Venturini; the Vice-Chair is Jerry Drake; and the Secretary is Christine Bowman. 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 2019 Annual Report

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This report is provided in accordance with the Michigan Planning Enabling Act, Public Act 33 of 2008. It reports the Commission's operations during the 2019 calendar year and the status of planning activities.

### Development Activities

The following development applications were reviewed by the Planning Commission in 2019:

- Special Land Use for 503 E. Chicago Street to allow construction of a Biggby Creamery with drive-through facilities was approved in February.
- Rezoning of 402 E. Chicago Street from HC (Highway Commercial) to R-2 (Single Family Residential) to allow David Windle, the property owner, to use the property as a residence was recommended for approval in June. The City Council subsequently approved the application.
- Site Plan Review for 701 Beck Street to allow construction of a Consumers Energy maintenance and operations building was approved in December.

### Ordinance Amendments

The Planning Commission has appointed a standing **Ordinance Subcommittee** for the review and recommendation for potential amendments on an as-needed basis. The Planning Commission acted on two amendments during 2019

- **Ordinance No. 217** prohibits Recreational Marihuana establishments and clarifies that the City has not opted to allow Medical Marihuana establishments. The Planning Commission recommended approval of this amendment in January. It was subsequently approved by City Council.
- **Ordinance No. 218** amended the Zoning Ordinance to allow covered porches and decks in residential districts to extend up to 10 feet into front or rear setbacks. It also provides regulations for electronic changeable copy signs. The amendment was recommended for approval in September and subsequently approved by City Council.

### Master Plan

The Planning Commission held a public hearing and approved the revised Master Plan at their meeting in January. The City Council subsequently approved the Plan by resolution.

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:

- The Downtown Development Authority has completed a draft Request for Proposals for **reuse of the former Klein Tool Building**. They are awaiting results of an environmental site assessment by the Michigan Department of Energy, Great Lakes, and Environment (EGLE) to begin marketing the availability of the property.
- Preliminary **concept plans** have been completed for Carl Fast Park and Wright Street Park. Staff is working with the designer and property donor to improve the economic feasibility.

- The DDA and City have provided financial support for the Michigan Department of Transportation (MDOT) **signal modernization** project Downtown.
- The City's development boards met during the LDFA and DDA **Informational Meetings** to review projects and priorities. Community organizations provided updates, as well.
- The DDA has appointed a committee to explore **financial options** for future capital needs, including streetscape improvements.

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.

City staff has begun utilization of a new online dashboard and several objectives have been met. Staff provided an update and discussion of the new program at the November Planning Commission meeting.

### **Capital Improvement Planning**

The Planning Commission completed a review of near- and long-term infrastructure projects, through the review of the 2019-20 through 2024-25 **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 2020 Work Plan

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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.

With the adoption of the Master Plan in early 2019 and the recent engagement in the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities (RRC) program, the 2019 work plan is focused on those activities needed to implement the plan and further development readiness.

### 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

### As Time Allows Goal

- ❖ Redevelopment Ready Communities Objectives
  - Formalize public participation strategy
  - Develop and advertise flow charts for development review procedures
  - Develop Planning Commission skill set sheet

### 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 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		
<b>Goal — Encourage the development of housing quantities and types that will meet current and anticipated market needs.</b>					
<b>Objective —</b> 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
<b>Objective —</b> Consider housing types needed to meet market demands; increase awareness regarding potential missing middle housing types that could meet demands.				CS • PC	GF
<b>Objective —</b> Evaluate current housing policies and regulations and determine changes and amendments needed to encourage market development of needed housing.				PC • CC	GF
<b>Objective —</b> Evaluate current zoning policies and regulations and determine needed changes and amendments to encourage market development of needed housing.				PC • CC	GF
<b>Goal — Encourage the maintenance, improvement, and preservation of important historic homes and neighborhoods.</b>					
<b>Objective —</b> Initiate a conversation with community property owners, residents, the Planning Commission, and other stakeholders regarding the desired outcomes of preservation measures.				CS • PC	GF
<b>Objective —</b> 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
<b>Objective —</b> Assure opportunity for public input on potential policy and ordinance amendments.				PC • CC	GF
<b>Goal — Assist the reuse and/or redevelopment of the Klein Tool property.</b>					
<b>Objective —</b> Complete a feasibility study addressing approximate costs and measures for various use and development options.				DDA • PC	GF • DDA • MDEQ
<b>Objective —</b> 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		
<b>Objective</b> — 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
<b>Objective</b> — 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
<b>Goal</b> — Support and assist the Downtown Development Authority (DDA) in maintaining the Downtown infrastructure.					
<b>Objective</b> — Devote appropriate time and financial resources to the 2019 Michigan Department of Transportation (MDOT) signal modernization project.				CS • DDA	DDA • MDOT
<b>Objective</b> — 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
<b>Objective</b> — Plan and design the South Parking Lot utility burial and resurfacing project.				CS • DDA	DDA
<b>Objective</b> — Support the Downtown Development Authority with the annual review of the Capital Improvements Plan for needed infrastructure improvements.				DDA • PC • CC	GF • DDA
<b>Goal</b> — Encourage the preservation of important historic properties in the Downtown.					
<b>Objective</b> — Initiate a conversation with Downtown property owners, businesses, the Planning Commission, and other stakeholders regarding the desired outcomes of preservation measures.				CS • PC	GF
<b>Objective</b> — Assist property owners, developers, and tenants with finding resources, tax credits, and other available incentives to offset development costs.				CS • PC	SHPO • MEDC • PS
<b>Objective</b> — 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
<b>Goal</b> — 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.					
<b>Objective</b> — Complete engagement in the Redevelopment Ready Communities® program in order to utilize technical assistance with Downtown marketing, promotions, and branding efforts.				PC • CC	GF
<b>Objective</b> — 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
<b>Goal — Evaluate small HC (Highway Commercial) zoned properties and consider potential map and/or text amendments that assure long-term viability.</b>					
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
<b>Goal — Consider appropriateness of amendments to sign regulations to address electronic signage.</b>					
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
<b>Goal — Improve the appearance of the Olds Street (M-99) corridor south of Chicago Street (US-12).</b>					
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
<b>Goal — Support Local Development Finance Authority (LDFA) efforts to improve and enhance industrial infrastructure.</b>					
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
<b>Goal — Assist with planning future needed expansions of the Jonesville Industrial Park.</b>					
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
<b>Goal — Renovate and maintain existing recreation facilities and park areas as needed.</b>					
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
<b>Goal — Improve public access to the St. Joseph River to enhance its use as a water trail.</b>					
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
<b>Goal — Enhance existing natural resources.</b>					
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
<b>Goal — Plan, design and execute the continued maintenance of the City's public infrastructure.</b>					
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
<b>Goal — Prioritize development where infrastructure already exists.</b>					
Objective — Identify those sites with adequate infrastructure for planned development and market them first.				CS • PC	GF • DDA • LDFA
<b>Goal — Expand the City's non-motorized paths and sidewalk network.</b>					
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
<b>Goal — Formalize development ready practices.</b>					
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
<b>Goal — Keep other plans and strategies updated.</b>					
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
Near Term = 1 to 3 years	CC = City Council
Mid Term = 3 to 5 years	CS = City Staff
Long term = 5 years or more	DDA = Downtown Development Finance Authority
	LDFA = Local Development Finance Authority
	PC = Planning Commission
	Possible Funding Sources
	DDA = Downtown Development Authority
	GF = General Fund
	LS = Local Street Fund
	LDFA = Local Development Finance Authority
	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