



**CITY OF JONESVILLE  
PLANNING COMMISSION AGENDA  
WEDNESDAY, JANUARY 12, 2022, 7:00 p.m.  
JONESVILLE POLICE DEPARTMENT, 116 W. CHICAGO STREET**

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. PUBLIC COMMENT**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**
  - A. November 10, 2021 Meeting
- 5. PUBLIC HEARING AND SUBSEQUENT ACTION**
  - A. None
- 6. NEW BUSINESS**
  - A. 2021 Planning Commission Annual Report **[Action Item]**
  - B. 2022 Planning Commission Work Plan **[Action Item]**
  - C. Election of Officers **[Action Item]**
- 7. OTHER BUSINESS**
  - A. Project Updates
- 8. ADJOURNMENT - Next meeting Wednesday, February 9, 2022 at 7:00 pm**

**CITY OF JONESVILLE  
PLANNING COMMISSION  
Minutes of November 10, 2021**

A City of Jonesville Planning Commission meeting was held on Wednesday, November 10, 2021 at the Jonesville Police Department, 116 W. Chicago Street, Jonesville, MI. Chair Christine Bowman called the meeting to order at 7:00 p.m.

Present: Christine Bowman, Jerry Drake, Charles Crouch and Jim Ackerson.

Absent: Jim Taipalus, Annette Sands and Olivia Stemen.

Also Present: Jeff Gray, Councilman Tim Bowman and Stephanie Peña (RRC Planner).

Jerry Drake led the Pledge of Allegiance and the moment of silence.

Councilman Tim Bowman thanked the Planning Commission members for all they do for the community.

A motion was made by Jerry Drake and supported by Jim Ackerson to approve the agenda as presented. All in favor. Absent: Jim Taipalus, Annette Sands and Olivia Stemen. Motion carried.

Charles Crouch made a motion and was supported by Jim Ackerson to approve the minutes from October 13, 2021. All in favor. Absent: Jim Taipalus, Annette Sands and Olivia Stemen. Motion carried.

A presentation was provided by Stephanie Peña, our Redevelopment Ready Communities (RRC) Planner from the Michigan Economic Development Corporation (MEDC), regarding the application of the updates to the RRC program to the City of Jonesville. The updates have been termed RRC 2.0. Ms. Peña went through the list of RRC Best Practices which were 1. Plans & Public Engagement, 2. Zoning, 3. Development Review, 4. Boards and Commissions, 5. Economic Development and Marketing, and 6. Redevelopment Ready Sites.

A motion as made by Jerry Drake and supported by Charles Crouch to approve the 2022 Meeting Calendar. The meetings will be held the 2<sup>nd</sup> Wednesday of each month at 7:00 p.m., which is consistent with the current meeting calendar. All in favor. Absent: Jim Taipalus, Annette Sands and Olivia Stemen. Motion carried.

Updates were provided by Manager Gray on the following: Council approved new fire truck, The lawsuit against the city for the Open Meetings Act Violation was dismissed by Judge Lisznyai, Christmas in Jonesville will be held on December 3<sup>rd</sup>, and the Klein Tool building. Charles Crouch provided updates of the meeting that was held to discuss the RFP's for the Klein Tool building.

The next meeting is scheduled for December 8, 2021 at 7:00 p.m.

The meeting was adjourned at 8:30 p.m.

Submitted by,

Cynthia D. Means  
Clerk



To: Jonesville Planning Commission  
From: Jeffrey M. Gray, City Manager *JMG*  
Date: January 7, 2022  
Re: Manager Report and Recommendations – January 12, 2022 Planning Commission Meeting

**6. A. 2021 Planning Commission Annual Report [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 2021 Annual Report. *Please refer to the attached draft 2021 Annual Report.*

**6. B. 2022 Planning Commission Work Plan [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. Progress on last year's goals and the carry over of various goals is explained in the annual report and proposed work plan.

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 2022 Work Plan. *Please refer to the attached copy of the draft 2022 Planning Commission Work Plan and Master Plan Implementation Chapter.*

**6. C. Election of Officers [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 2021 Annual Report

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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 2021 calendar year and the status of planning activities.

### Development Activities

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

- Special Land Use for an in-home daycare with a capacity of up to 12 children in the residence located at 450 Greenbriar Place was approved in March.
- Rezoning of the former Grace Episcopal Church located at 360 E. Chicago Street from Single Family Residential (R-2) to Downtown Edge (D-2) was recommended for approval in March. The City Council subsequently approved the application.
- Site Plan Review for additional commercial storage units at the CR Storage property located at 126 Concord Road was approved in May.

### Ordinance Amendments

The Planning Commission has appointed a standing **Ordinance Subcommittee** for the review and recommendation for potential amendments on an as-needed basis. There were no amendments proposed in 2021.

### 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:

- The Downtown Development Authority (DDA) hosted a building open house and issued a Request for Development Proposals for **the former Klein Tool Building** in the last quarter of the year. The Planning Commission appointed representatives to an RFP Review Committee in October. The Committee reviewed one proposal that was received and requested additional detail from the submitter. The DDA will be discussing next steps of the marketing of the building in 2022.
- Engineering has begun on DDA **future capital projects**, including streetscape improvements and the rehabilitation of the south public parking lot behind Saucy Dogs and County National Bank. The DDA is engaging with the Michigan Department of Transportation (MDOT) to coordinate construction with a planned resurfacing project.
- 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 was completed in the summer of 2021, with service now available to businesses in the park.

- 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.
- The DDA and LDFA held **joint informational meetings** to provide activity reports and information updates, as required by Public Act 57 of 2018. Reports are posted on the DDA and LDFA sections of the City website.

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 Planning Commission hosted its RRC Planner in November and received an update regarding changes to the certification program, which is called RRC 2.0. Based on feedback from that meeting, a permitting and construction page has been added to the website to address common development questions. The site went live in December and can be viewed here:

<http://jonesville.org/Departments/ZoningPermitsCommunityDevelopment.aspx>

Our RRC Planner reports that the City has accomplished 70% of the objectives to meet RRC Essentials expectations. Completion of additional Essentials expectations will be a future goal.

### **Capital Improvement Planning**

The Planning Commission completed a review of near- and long-term infrastructure projects, through the review of the 2021-22 through 2026-27 **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 2022 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.

The Planning Commission was successful in completion of its ongoing activities. Departmental priorities, as well as DDA and LDFA infrastructure projects took priority for staff's time in 2021. As a result, action on Zoning Ordinance amendments was delayed and has been carried over into the new year. Redevelopment of Klein Tool remains the top priority for the Planning Commission and the City.

### **Priority Goals**

- ❖ 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
- ❖ Ordinance Review and Amendment (as needed)
  - Evaluate small HC (Highway Commercial) zoned properties for amendment to assure long-term viability
  - Consider need for amendments to allow "urban chickens"
  - Evaluate potential/need for social districts
- ❖ 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
  - Formalize the Public Participation Plan utilized by the Planning Commission
  - 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		
<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		
<b>Objective</b> — 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</b> — Evaluate small HC (Highway Commercial) zoned properties and consider potential map and/or text amendments that assure long-term viability.					
<b>Objective</b> — Review recently issued variances for parcels on East Chicago Street (US-12).				CS • PC	GF
<b>Objective</b> — Evaluate other similarly sized parcels on West Chicago Street (US-12) and Olds Street (M-99) near Downtown.				CS • PC	GF
<b>Objective</b> — 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</b> — Consider appropriateness of amendments to sign regulations to address electronic signage.					
<b>Objective</b> — Evaluate demand for such signs and consider whether amendments are desirable/advisable.				CS • PC	GF
<b>Objective</b> — Consider Zoning Ordinance amendments identified during the evaluation of the issue.				PC • CC	GF
<b>Goal</b> — Improve the appearance of the Olds Street (M-99) corridor south of Chicago Street (US-12).					
<b>Objective</b> — 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
<b>Objective</b> — Collaborate with the DDA regarding potential funding/local match to address project costs.				DDA • PC • CC	GF • DDA • MDOT
<b>Goal</b> — Support Local Development Finance Authority (LDFA) efforts to improve and enhance industrial infrastructure.					
<b>Objective</b> — Address circulation needs in the Gaige Street and Reading Lane area.				CS • LDFA	LDFA • MDOT • USEDA
<b>Objective</b> — Support efforts to provide affordable broadband internet service to industrial businesses and properties.				CS • LDFA	GF • LDFA • MEDC
<b>Objective</b> — Continue coordination across multiple boards on 6-year Capital Improvement Plan (CIP) to address future needs.				LDFA • PC • CC	GF
<b>Goal</b> — Assist with planning future needed expansions of the Jonesville Industrial Park.					
<b>Objective</b> — 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		
<b>Objective</b> — 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</b> — Renovate and maintain existing recreation facilities and park areas as needed.					
<b>Objective</b> — Complete concept plans with projected budgets for the renovation of the Wright Street and Carl Fast Parks.				CS • PC • CC	GF
<b>Objective</b> — Incorporate needed renovations in the Capital Improvement Plan (CIP) and annual budget.				PC • CC	GF • MDNR
<b>Objective</b> — Consider future recreation program offerings with facility designs.				CS • CC	GF
<b>Goal</b> — Improve public access to the St. Joseph River to enhance its use as a water trail.					
<b>Objective</b> — 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
<b>Objective</b> — 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
<b>Objective</b> — Continue to support projects that improve river access for Riverfest and other activities.				PC • CC	GF
<b>Goal</b> — Enhance existing natural resources.					
<b>Objective</b> — Maintain and improve existing public natural spaces.				CS • CC	GF • MDNR
<b>Objective</b> — 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
<b>Objective</b> — Continue to support those businesses and organizations that promote the cleanup of the St. Joseph River and other public spaces.				CS	GF
<b>Goal</b> — Plan, design and execute the continued maintenance of the City’s public infrastructure.					
<b>Objective</b> — Continue the annual review and updating of the City’s Capital Improvement Plan.				CS • DDA • LDFA • PC • CC	GF
<b>Objective</b> — 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		
<b>Objective</b> — Seek opportunities for emerging infrastructure technologies.				CS • CC	GF • LDFA • DDA • MS • LS • MEDC • MDEQ
<b>Goal</b> — Prioritize development where infrastructure already exists.					
<b>Objective</b> — Identify those sites with adequate infrastructure for planned development and market them first.				CS • PC	GF • DDA • LDFA
<b>Goal</b> — Expand the City’s non-motorized paths and sidewalk network.					
<b>Objective</b> — Develop a plan for the prioritization of path and sidewalk extensions that considers filling gaps, and connecting important destinations.				CS • PC	GF
<b>Objective</b> — Incorporate extensions into annual capital planning.				PC • CC	GF • MS • LS • MDNR
<b>Objective</b> — Consider needed improvements in conjunction with planned street projects.				CS • CC	GF • MS • LS • MDNR
<b>Goal</b> — Formalize development ready practices.					
<b>Objective</b> — Prepare a stated Public Participation Policy that reflects existing efforts to include stakeholders in important City decisions and actions.				CS • PC • CC	GF
<b>Objective</b> — State in writing current development practices and formalize a development guide to aid the public in development procedures.				CS • PC • CC	GF
<b>Objective</b> — Seek technical assistance from Redevelopment Ready Communities® program staff in the development of a marketing plan.				CS • PC • CC	GF
<b>Goal</b> — Keep other plans and strategies updated.					
<b>Objective</b> — 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
<b>Objective</b> — 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
<b>Objective:</b> 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