



City of
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

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www.jonesville.org

**CITY OF JONESVILLE
PLANNING COMMISSION AGENDA
WEDNESDAY, AUGUST 10, 2022, 7:00 p.m.**

WRIGHT STREET PARK PAVILION, 416 WRIGHT STREET

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. PUBLIC COMMENT**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**
 - A. July 13, 2022 Meeting
- 5. PUBLIC HEARING AND SUBSEQUENT ACTION**
 - A. None
- 6. NEW BUSINESS**
 - A. Consider Recreation Master Plan Proposal
- 7. OTHER BUSINESS**
 - A. Project Updates
- 8. ADJOURNMENT - Next meeting Wednesday, September 14, 2022 at 7:00 pm**

[Action Item]

**CITY OF JONESVILLE
PLANNING COMMISSION
Minutes of July 13, 2022**

A City of Jonesville Planning Commission meeting was held on Wednesday, July 13, 2022 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, Marty Ethridge, Annette Sands and Olivia Stemen.

Absent: Jim Ackerson.

Also Present: Jeff Gray

Charles Crouch led the Pledge of Allegiance and the moment of silence.

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

Marty Ethridge made a motion and was supported by Olivia Stemen to approve the minutes from April 13, 2022. All in favor. Absent: Jim Ackerson. Motion carried.

The Capital Improvement Plan for the Fiscal Year 2022-23 through 2027-28 was discussed. The CIP includes a couple of key first steps in implementing recent planning projects which include the Parks projects which includes the development of the Parks and Recreation Master Plan and the removal of the Wright Street tennis courts in the upcoming Fiscal Year. The Chicago Street Riverfront Redevelopment (former Klein Tool Building) project is planned, following the approval of a development option with DH Roberts Construction.

Manager Gray provided a brief presentation regarding the 2015-2019 Recreation Master Plan. He reviewed work completed since the Plan was adopted and reviewed a potential scope of updates to the Plan. The scope would focus on updates for existing parks and nonmotorized facilities, as was prioritized in the last Recreation Plan, with incremental improvements that could be completed in phases. A motion was made by Charles Crouch and supported by Annette Sands to recommend that the City Council approve the proposed scoping of updates to the Recreation Master Plan. All in favor. Absent: Jim Ackerson. Motion approved.

Updates were provided by Manager Gray on the following: City Hall Repair, Utilizing 2nd and 3rd floors of City Hall, the Mason's Life-lease on the 3rd floor of City Hall, the Eagles property on Beck Street, the need of officers in the Police Department and the Klein Tool property.

The next meeting is scheduled for August 10, 2022 at 7:00 p.m.

The meeting was adjourned at 8:23 p.m.

Submitted by,

Cynthia D. Means
Clerk



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To: Jonesville Planning Commission
From: Jeffrey M. Gray, City Manager *JMG*
Date: August 5, 2022
Re: Manager Report and Recommendations – August 10, 2022 Planning Commission Meeting

Please note the change in meeting location – Wright Street Park Pavilion, 416 Wright Street. Bring a camp chair for your own comfort, or use one of the picnic tables in the pavilion.

6.A. Consider Recreation Master Plan Proposal

[Action]

At their July meeting, the City Council approved the scope for the updates to the Recreation Master Plan, previously recommended by the Planning Commission. The Region 2 Planning Commission has developed the attached project proposal for the update. The cost to the City, less funds in our R2PC account is \$6,171.02. A very aggressive project schedule is proposed in an effort to complete the update in time for submittal to the State by February 1, so that the City may be eligible to submit grant applications in 2023.

R2PC Executive Director, Jacob Hurt and a staff planner will be in attendance at the meeting to discuss the plan update and to answer Planning Commission questions. If the proposal is acceptable, staff would recommend that the Planning Commission consider a motion to recommend that the City Council approve the proposal with a cost to the City not to exceed \$6,171.02. *Please refer to the R2PC project proposal and the approved Recreation Master Plan Update Scope.*

August 3, 2022

Jeff Gray
City Manager
City of Jonesville
116 W. Chicago Street
Jonesville, MI 49250

Dear Jeff:

On behalf of the Region 2 Planning Commission I would like to thank you for asking our organization to prepare the attached Recreation Master Plan Proposal for the City of Jonesville.

We have prepared a proposal that incorporates all of the key items outlined in the scope of services the City provided. Our quoted not-to-exceed fee for this project is \$8,000.00, however the City of Jonesville currently has an available fund balance with Region 2 of \$1,219.32 and the City's FY23 R2PC dues will be \$609.66. If awarded this project we would apply the City's available fund balance and FY23 dues to the not-to-exceed fee resulting in a remaining not-to-exceed fee of \$6,171.02 for the project.

Additionally we will exhaust every effort to complete the plan, including local adoption and submittal to the requisite State of Michigan agencies by February 1, 2023 to enable the City to utilize the plan for Michigan DNR grant submittals for 2023. Time is of the essence to hit that ambitious goal but we are confident we have the ability to achieve that for the City of Jonesville.

Thank you for your consideration of this proposal and I would be happy to answer any questions you may have.

Sincerely,



Jacob Hurt
Executive Director
Region 2 Planning Commission / Region 2 Economic Development District
(D) 517.768.6705
jhurt@mijackson.org

City of Jonesville: 2022 – 2026 Recreation Master Plan Proposal

The Region 2 Planning Commission (R2PC) proposes to assist the City of Jonesville Planning Commission in the development of an update to the City's 2015-2019 Recreation Master Plan to cover the years 2022 – 2026 for adoption as an update to the City's 2019 Development Master Plan as a new chapter or appendix. The 2022 – 2026 Recreation Master Plan will focus on implementation of the Action Plan from the 2015 – 2019 Recreation Master Plan. Given this focus on City facilities the update is not expected to be a joint plan with Fayette Township.

The process and approval for the 2022 – 2026 Recreation Master Plan will follow the Michigan Planning Enabling Act and the Michigan Department of Natural Resources requirements for plan adoption.

In accordance with the proposed project scope of work developed by the City of Jonesville the Region 2 Planning Commission proposes the following:

1. Community Input and Stakeholder Interviews:

- R2PC will design appropriate opportunities and methods to obtain public input on recreation facilities and services by:
 - Soliciting input on parks concepts to identify community preferences for improvements to Carl Fast and Wright Street Parks, including:
 - Input on the repurposing of the tennis court area of Wright Street Park, and engaging the public by identifying sidewalk and non-motorized facility improvement priorities
- R2PC will coordinate and collaborate with key community partners, through stakeholder interviews, identified by City officials and the Jonesville Planning Commission, including:
 - Jonesville Community Schools regarding utilization of:
 - Carl Fast Park and Wright Street Park
 - Athletic fields at Wright Street Park/future JCS improvements
 - Facilities in Carl Fast Park by middle school students
 - Coordination with County and Township facilities, especially regarding coordination of non-motorized facilities

2. Implementation of 2015 – 2019 Action Program Priority Recommendations and Additional Recreation Recommendations Identified Through Public Input:

- R2PC will create concept plans for Carl Fast Park and Wright Street Park
 - Utilizing prior engineering concepts and staff submittals for consideration of:
 - Future improvements that can be completed in manageable phases and that are less dependent on grants to proceed
 - Wright Street Park as an active park, including:

- Repurposing the tennis court area
 - Consideration of potential land donation for a dog park, and
 - Reviewing merits of other new amenities, such as: walking trail, bandshell, ball field and parking improvements, etc.
 - Carl Fast Park as a passive park, to:
 - Retain flexible space for Downtown/community events and examining the potential to update playground equipment
 - R2PC will provide non-motorized facilities planning, including:
 - A complete sidewalk and trail inventory and prioritization plan, that:
 - Identifies all existing sidewalk and trail features in the City, and
 - Develop a prioritization plan for completing gaps in the network
 - Coordinating with the Downtown Development Authority (DDA) Road Diet Study and Implementation, which includes:
 - Looking at the design and layout of the Chicago Street corridor through Downtown
 - Addressing the crossings at the Jerry Russell Trail and Jonesville Middle School
 - Considering improvements to the non-motorized network through the Downtown
 - Collaborating with the Baw Beese Chapter of the North Country Trail Association, the Headwaters Recreation Authority, Jonesville Rotary Club, and others who are looking to enhance and expand local and regional trail facilities
- 3. Public Release, Plan Adoption, and Incorporation of 2022 – 2026 Recreation Master Plan into the City of Jonesville’s 2019 Development Master Plan:**
- R2PC will incorporate the 2022 – 2026 Recreation Master Plan into the 2019 Development Master Plan, and complete a sufficient review of the Recreation Master Plan to satisfy Section 125.3845(2) of the Planning Enabling Act and Michigan Department of Natural Resources requirements, by:
 - Adding the Recreation Master Plan as a new Chapter or Appendix to the existing development Master Plan
 - Updating Community Demographics based on 2020 Census Data
 - Updating Master Plan implementation, that:
 - Considers completed priorities and amended priorities
 - Incorporates new Recreation priorities that come from community and board input into the Master Plan Implementation matrix.

Timeframe:

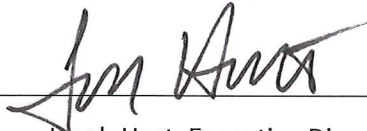
Region 2 Planning Commission typically advises that completion of a Recreation Master Plan requires six to nine months with an additional three month process for adoption, but in order for the City of Jonesville to be eligible for the 2023 Michigan DNR grant cycle R2PC will exhaust every effort to complete, publicly adopt and submit the completed City of Jonesville 2022 – 2026 Recreation Master Plan to the requisite State of Michigan agencies by Michigan DNR’s February 1, 2023 grant eligibility deadline for its 2023 grant cycle.

Fee Structure:	
Total Not-to-Exceed Fee for Recreation Master Plan	\$ 8,000.00
Less: Available Dues Balance	1,219.32
Less: FY23 Dues	609.66
Fee Due After Application of Available Dues	\$ 6,171.02

Note: The total “not-to-exceed” fee for the development of the 2022 – 2026 Recreation Master Plan is \$8,000.00. R2PC will apply the City of Jonesville’s available dues balance of \$1,219.32 and the City’s FY23 dues of \$609.66 to the overall cost of \$8,000.00 resulting in an “after dues” cost of \$6,171.02.

Region 2 Planning Commission

City of Jonesville



Jacob Hurt, Executive Director



Date

Jeff Gray, City Manager

Date

City of Jonesville Recreation Master Plan Update Proposed Project Scope of Work

The City of Jonesville is seeking an update to its 2015-2019 Recreation Master Plan. The updated Recreation Master Plan will be adopted as an update to the 2019 development Master Plan as a new chapter or appendix. The process and approval will have to follow the Planning Enabling Act, as well as the Michigan Department of Natural Resources requirements for plan adoption.

The 2022 update to the Recreation Master Plan would involve a focus on implementation of the Action Plan from the 2015-2019 Master Plan. With this focus on City facilities, the update is not expected to be a joint plan with Fayette Township. Coordination and collaboration with surrounding communities is welcomed.

The Planning Commission will be the lead board for the development of the plan update, with the final recommendation to be approved by the City Council.

- ❖ Incorporate the Recreation Master Plan into the development Master Plan, and complete a sufficient review of the Master Plan to satisfy Section 125.3845(2) of the Planning Enabling Act
 - ✓ Add the Recreation Master Plan as a new Chapter or Appendix to the existing development Master Plan
 - Open to recommendations regarding the best approach
 - ✓ Update Community Demographics
 - Based on 2020 Census Data
 - ✓ Update Master Plan implementation
 - Consider completed priorities and amended priorities
 - Incorporate new Recreation priorities that come from community and board input into the Master Plan Implementation matrix.
- ❖ Create concept plans for Carl Fast Park and Wright Street Park
 - ✓ Utilize prior engineering concepts and staff submittals
 - Consider future improvements that can be completed in manageable phases – less dependent on grants to proceed
 - ✓ Wright Street Park as an active park
 - Repurpose the tennis court area
 - Consider potential land donation for dog park
 - Review merits of other new amenities: walking trail, bandshell, ball field and parking improvements, etc.
 - ✓ Carl Fast Park as a passive park
 - Retain flexible space for Downtown/community events
 - Update playground equipment
- ❖ Non-motorized facilities planning
 - ✓ Complete a sidewalk and trail inventory and prioritization plan
 - Identify all existing sidewalk and trail features in the City
 - Develop a prioritization plan for completing gaps in the network
 - ✓ Coordinate with the Downtown Development Authority (DDA) Road Diet Study and Implementation
 - The study is looking at the design and layout of the Chicago Street corridor through Downtown

- Addressing the crossings at the Jerry Russell Trail and Jonesville Middle School
 - Considering improvements to the non-motorized network through the Downtown
 - Collaborate with the Baw Beese Chapter of the North Country Trail Association, the Headwaters Recreation Authority, Jonesville Rotary Club, and others who are looking to enhance and expand local and regional trail facilities
- ❖ Design appropriate opportunities and methods to obtain Public Input on recreation facilities and services
 - ✓ Solicit input on parks concepts to identify community preferences on improvements to Carl Fast and Wright Street Parks
 - To include input on the repurpose of the tennis court area of Wright Street Park
 - ✓ Engage the public in sidewalk and non-motorized facility improvement priorities
- ❖ Coordination and collaboration with community partners
 - ✓ Jonesville Community Schools are important partners on utilization of both Carl Fast Park and Wright Street Park
 - Utilization of athletic fields at Wright Street Park/future JCS improvements
 - Middle School students are significant users of facilities in Carl Fast Park
 - ✓ Coordination with County and Township facilities, especially regarding coordination of non-motorized facilities