



PLANNING COMMISSION MEETING AGENDA
JONESVILLE CITY HALL | 265 E. CHICAGO STREET | JONESVILLE, MI
APRIL 9, 2025 - 7:00 P.M.

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. APPROVAL OF AGENDA** [Action Item]
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES**
 - A. February 8, 2025 Meeting [Action Item]
 - B. March 18, 2025 Joint Meeting [Action Item]
- 5. PUBLIC HEARING AND SUBSEQUENT ACTION**
 - A. None
- 6. UNFINISHED BUSINESS**
 - A. None
- 7. NEW BUSINESS**
 - A. Site Plan Review – Request from NEFCO, Inc. for a building addition at 113 Deal Parkway [Action Item]
 - B. Planning Commission Vacancy [Action Item]
 - C. Joint Economic Development Meeting [Discussion Item]
- 8. OTHER BUSINESS**
 - A. Project Updates
- 9. ADJOURNMENT – Next meeting Wednesday, May 14, 2025 at 7:00 p.m.**

**CITY OF JONESVILLE
PLANNING COMMISSION
Minutes of February 12, 2025**

A City of Jonesville Planning Commission meeting was held on Wednesday, February 12, 2025 at the Jonesville City Hall, 265 E. Chicago Street, Jonesville, MI. Chair Christine Bowman called the meeting to order at 7:01 p.m.

Present: Christine Bowman, Jim Ackerson, Brenda Guyse, Ken Koopmans, Kayla Thompson, and Ryan Scholfield.

Absent: None (one vacancy).

Also Present: Jeff Gray, Charles Crouch, Rick Horen, and Rick Stout with Fleis and Vandenbrink (via Zoom).

Ken Koopmans led the Pledge of Allegiance and the moment of silence.

A motion was made by Brenda Guyse and supported by Kayla Thompson to approve the agenda as presented. All in favor, one vacancy. Motion carried.

There were no public comments.

There were no corrections to the Minutes of the January 8, 2025 meeting. Chair Bowman declared the minutes approved as written.

Rick Stout of Fleis & Vandenbrink was joined via virtual meeting. The Planning Commission discussed the proposal for the first phase of development of improvements to Wright Street Park. The phase is intended to be competitive for a Michigan Natural Resources Trust Fund (MNRTF) grant. Stout mentioned that the maximum grant is \$400,000; applicants that propose higher matches of 35% or more, score higher in consideration. Potential sources of grant match were discussed, as well as the construction schedule, which would be during 2026 at the earliest.

The Planning Commission is asked to consider making a recommendation to the City Council about proceeding with a grant application for a first phase. The recommendation would be considered by Council in February and the Council, with action no later than March, if the City proceeds with a grant application.

A motion was made by Ryan Scholfield and supported by Brenda Guyse to recommend that the City Council proceed with a Michigan Natural Resources Trust Fund (MNRTF) grant application for the first phase of improvements at Wright Street Park. All in favor, one vacancy. Motion carried.

Manager Gray and Superintendent Crouch provided updates.

The next meeting is scheduled for Wednesday, March 12, 2025 at 7:00 p.m.

The meeting was adjourned at 7:56 p.m.

Submitted by,

Jeffrey M. Gray
City Manager

**Economic Development Boards
Special Joint Meeting
DDA and LDFA PA 57 Informational Meeting
Minutes of March 18, 2025**

Present: Council: Andy Penrose, Brenda Guyse, Chris Grider, George Humphries Jr., and Annette Sands.

DDA: Abe Graves, Rick Jenkins, and Joe Ruden.

LDFA: Rick Schaerer, Kevin Collins, Victor Face and Ryan Griffiths.

PC: Christine Bowman, Jim Ackerson, Ken Koopmans and Ryan Schofield.

ZBA: Todd Shroats.

Also Present: Manager Gray

Manager Gray called the meeting to order at 6:30 p.m.

Effective January 1, 2019, the State of Michigan adopted new public informational meeting Requirements that effect both DDA and the LDFA. This meeting is reserved for the first of two required updates in the 2025 calendar year from the DDA and LDFA regarding recent development projects and near-term priorities.

Rick Schaerer, LDFA Chairman, gave an update on recent LDFA accomplishments for projects Which include creating an entrepreneurial Park Development, workforce and training support and housing development support. The LDFA supports the Economic Development Partnership of Hillsdale County and provide funds to the City to help maintain water fee increases for City Residents. The LDFA promoted business recruiting and property marketing for the Interdyne building and the Hillsdale Tool building.

Manager Gray gave a DDA update on recent development projects and they are as follows: Façade Improvement Grants for Jilly Beans Too and Powers Clothing, Tagline and Logo Contest and the Road Diet and Streetscape Project for US-12 and M-99. The DDA supports the city fall display, downtown park and decorations and Christmas in Jonesville.

Christine Bowman, Planning Commission Chairwoman, gave an update on recent Planning Commission accomplishments for projects which include Stoll Metal Sales with an 8,100 square foot addition, Key Opportunities – housing and supportive services, and Riverview Flats – redevelopment of the former Klein Tool building, a Highway Commercial Zoning Study was completed and a Recreation Plan for Wright Street Park improvements and Carl Fast Park improvements.

Todd Shroats, Zoning Board of Appeals Chairman, gave an update on recent ZBA approvals which included a setback variance for a garage on Walnut Street.

Andy Penrose, Mayor Pro Tem of City Council, provided information for the Citizen of the Year Event scheduled on April 15, 2025 at 7:00 P.M.

Manager Gray provided updates for the West Street reconstruction project and City-wide water service replacement that includes 290 services with the assistance from a TMF Grant. The Economic Development Strategy was presented, outlining the city's Priorities, Actions, Partners and Future.

The meeting adjourned at 7:18 p.m.

Submitted by,

Cynthia D. Means
Clerk

Jeffrey M. Gray
Manager

To: Jonesville Planning Commission
 From: Jeffrey M. Gray, City Manager *JMG*
 Date: April 4, 2025
 Re: Manager Report and Recommendations – April 9, 2025 Planning Commission Meeting

7. A. Site Plan Review – Request from NEFCO, Inc. for a building addition at 113 Deal Parkway

[Action]

The applicant is proposing the construction of a 6,000 square foot building addition on the east end of the existing building. The property is located on Deal Parkway in the Industrial Park. The subject property is 6.29 acres in area. The existing building is used for manufacturing and storage for NEFCO, a metal fabrication company. The property location is illustrated on the aerial photograph, below.

Property Location



Zoning and land use on the property and surrounding properties is as follows:

	Zoning	Land Use
Subject Property	I-1 (Light Industrial)	Metal Fabrication
North	I-1 (Light Industrial)	Undeveloped
South	I-1 (Light Industrial)	Undeveloped
East	I-1 (Light Industrial)	Undeveloped
West	I-1 (Light Industrial)	Manufacturing

Site Plan Requirements:

Building Setbacks – The building addition meets the minimum side and rear setbacks from the property lines.

Parking – The 6,000 square foot addition would require 6 additional parking spaces, in accordance with Section 16.06 of the Zoning Ordinance. There is sufficient existing paved area on the property to accommodate the parking demand.

Signs – No new signs are proposed at this time. Any future signage would require application for a Sign Permit from the City prior to installation.

Landscaping – No new landscaping is proposed or required by Ordinance for the proposed addition.

Lighting – No new exterior lighting is shown on the site plan. If additional lighting is installed, it will need to be no greater than 20 feet in height and utilize light cutoff fixtures that direct light downward, in accordance with Section 2.18 of the Zoning Ordinance.

Utilities:

The addition will not increase demand to require changes to the current water or sanitary sewer services. Any changes in industrial sanitary sewer discharge will require review by the City's wastewater staff for compliance with Industrial Pretreatment Program requirements. No increase in storm water discharge is anticipated, as the area of the proposed addition is currently hard surfaced. The stormwater detention system in the Industrial Park is designed to accommodate development of the respective lots.

Recommended Action

Site Plans are subject to the review standards listed in Section 15.05 of the Zoning Ordinance. A copy of these standards is attached. Staff would recommend a finding that the site plan meets the minimum requirements of the Ordinance.

Based on the analysis above, staff would recommend that the Planning Commission consider the following motion:

A motion to approve the Site Plan Review request from NEFCO, Inc, for construction of a 6,000 square foot building addition on the property located at 113 Deal Parkway. Approval is based on the plans prepared by Dennis M. Bell, P.E., Bell Engineering Limited, Inc. dated March 17, 2025 (Job No. 25-008), with a finding that the plan meets the Review Standards listed in Section 15.05 of the Zoning Ordinance, subject to the following conditions:

1. Any new site lighting shall be no greater than 20 feet in height and utilize light cutoff fixtures that direct light downward, in accordance with Section 2.18 of the Zoning Ordinance.
2. Any change in industrial discharge to the sanitary sewer shall be subject to the review and approval of the Wastewater Treatment Plant Superintendent, in accordance with the requirements of the City Code of Ordinances.

Please refer to the enclosed application form, site plan, and Section 15.05 of the Zoning Ordinance.

7. B. Planning Commission Vacancy

[Action Item]

Per State statute, appointments to the Planning Commission are made by the Mayor, subject to the approval of the City Council. Mayor Arno has asked the Planning Commission to review the two applications that were recently received for the vacancy on the Planning Commission and is requesting a recommendation for the appointment.

Staff would note that one of the candidates is a qualified elector in the City and the other resides outside of the City limits. Per the State law, up to two members of the Planning Commission may reside outside of the City; there currently is one non-resident on the Commission. The recommendation for appointment should be made by motion and vote of the Planning Commission. *Please refer to the applications for appointment from Chad Benson and Bryan Playford.*

7. C. Joint Economic Development Meeting

[Discussion Item]

This agenda item is reserved to offer comment and feedback regarding the recent joint meeting held with the City Council, Downtown Development Authority, Local Development Finance Authority, and Zoning Board of Appeals. *Please refer to the attached Economic Development Strategy.*

8. 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
SPECIAL LAND USE/SITE PLAN REVIEW**
265 E. Chicago Street
Jonesville Michigan 49250
Phone: 517-849-2104 Fax: 517-849-9037

DATE: 3/17/2025

Applicant:

Name	Dan Loew	Business Name	NEFCO, Inc
Street Address	113 Deal Parkway	Email Address	dloewdhroberts@gmail.com
Cell Phone Number	(517) 442.0046	Fax Phone Number	Phone Number

Zoning District: I-1 Light Industrial

Site Plan Review Fee: \$100.00

Special Land Use Fee: \$500.00

Proposed Use:

It is hereby requested that the City of Jonesville Planning Commission approve the issuance of a Special Land Use Permit or Site Plan Review for:

North East Fabrication Company, Inc (NEFCO, Inc)

Existing Use of Property:

Manufacturing/Sales

Proposed Location: Address: 113 Deal Parkway, Jonesville, MI 49250

Property Tax ID#: 21-920-000-022

Statement of Justification for Requested Action:

State specifically the reason for this Special Land Use/Site Plan Review Permit request.

Proposed new 60' by 100' Addition to the east end of existing manufacturing building.

New addition will increase storage and house new production equipment

Dimensions of Land:

Width: 397.56'

Length: 689.29'

Acreage: 6.29 acres

Frontage: 392.60'

Existing Zoning Classification and Zoning of Adjacent Properties:

I-1 Light Industrial

Please note that submitted site plans shall include all of the information required in Section 15.03(F) of the Zoning Ordinance.



Signature of Applicant

03/17/2025

Date:

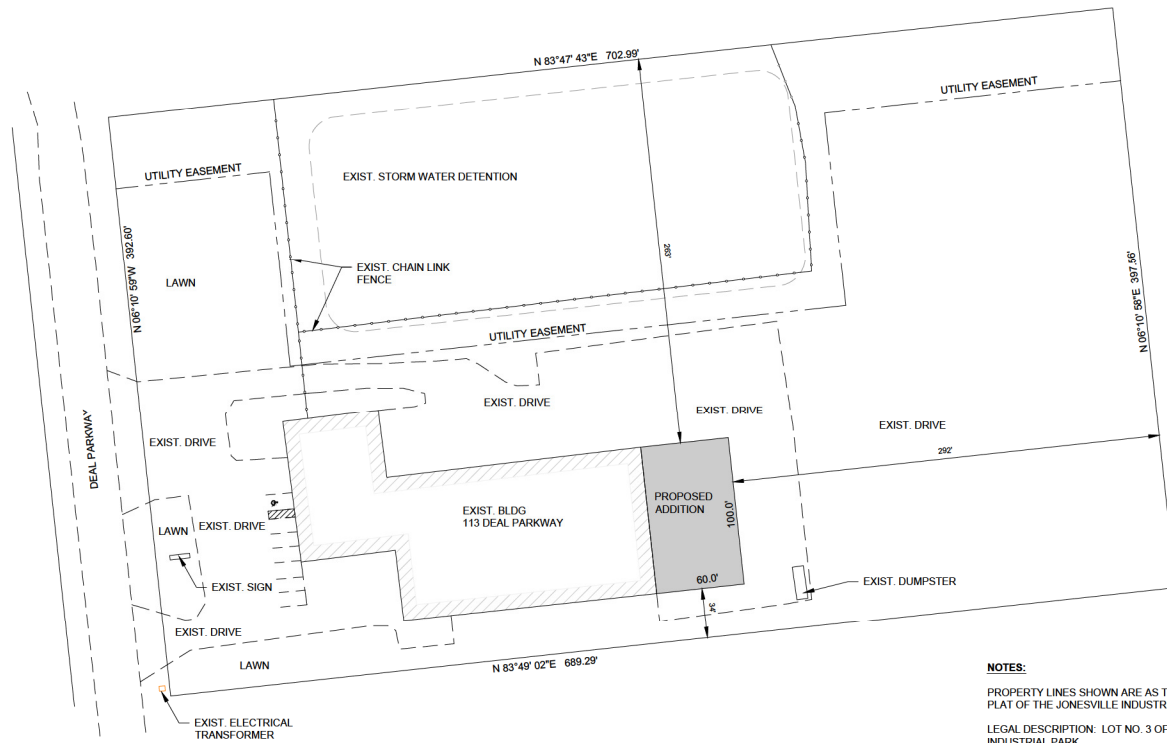


Signature of Property Owner

3/17/2025

Date:

Official Use Only	
Fee Paid	
Date Paid	
Receipt #	
Date of Hearing:	

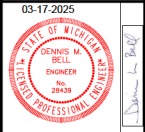


NOTES:
 PROPERTY LINES SHOWN ARE AS TAKEN FROM THE
 PLAT OF THE JONESVILLE INDUSTRIAL PARK
 LEGAL DESCRIPTION: LOT NO. 3 OF JONESVILLE
 INDUSTRIAL PARK



SITE GEOMETRIC PLAN

SCALE: 1" = 40'



PROPOSED BUILDING ADDITION for
 NEFCO
 JONESVILLE, MI
 SITE GEOMETRIC PLAN
 D.H. ROBERTS CONSTRUCTION

Job No.
 25-008

03-17-25 ZONING

C1.1

SECTION 15.05 REVIEW STANDARDS

The following standards shall be utilized in reviewing all site plans. These standards are intended to provide a frame of reference for the applicant in the preparation of site plans as well as for the reviewing authority in making judgment concerning them. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention, or innovation.

- A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site shall take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
- B. Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
- C. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area shall be planned to provide a safe and efficient circulation system for traffic.
- D. Removal or alteration of significant natural features shall be restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission may require that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
- E. Areas of natural drainage such as swales, wetlands, ponds, or swamps shall be protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.
- F. The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein, and adjacent thereto. Fences, walls, barriers, and landscaping shall be used, as appropriate, to accomplish these purposes.
- G. All buildings and groups of buildings shall be arranged so as to permit reasonable necessary emergency vehicle access as requested by the Fire Department serving the Community.
- H. All streets and driveways shall be developed in accordance with the Community Subdivision Control Ordinance, the Hillsdale County Road Commission, or Michigan Department of Transportation specifications, as appropriate, unless developed as a private road in accordance with the requirements for private roads in this Ordinance. The Planning Commission may impose more stringent requirements than those for the Road Commission or Michigan Department of Transportation with respect to driveway location and spacing. In addition, sidewalks may be required if determined to be necessary or appropriate for pedestrians and non-motorized vehicles.

- I. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater, prevent erosion and the formation of dust. The use of detention/ retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas. Catch basins may be required to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system. Other provisions may be required to contain runoff or spillage from areas where hazardous materials are stored, or proposed to be stored.
- J. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent streets. Lighting of buildings or structures shall be minimized to reduce light pollution and preserve the rural and small town character of the community.
- K. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from Residential Districts or public streets, shall be screened by a vertical screen consisting of structural or plant materials no less than six (6) feet in height. The finished side of any wall, fence, or other screen shall face adjacent properties.
- L. Entrances and exits shall be provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site. The number of entrances to and exits from the site shall be determined with reference to the number of dwelling units or other land uses within the site, the nature and location of the surrounding streets, the effect of traffic in the area, nearby topography, and other factors.
- M. Site plans shall conform to all applicable requirements of County, State, Federal, and community statutes and ordinances. Approval may be conditioned on the applicant receiving necessary County, State, Federal, and community permits before final site plan approval or an occupancy permit is granted.
- N. Appropriate fencing may be required by the Planning Commission around the boundaries of the development if deemed necessary to minimize or prevent trespassing or other adverse effects on adjacent lands.
- O. The general purposes and spirit of this Ordinance and the Master Plan.

SECTION 15.06 CHANGES IN THE APPROVED SITE PLAN

Changes to the approved site plan shall be permitted only under the following circumstances:

- A. The holder of an approved site plan shall notify the Zoning Administrator of any proposed change to an approved site plan.
- B. Minor changes may be approved by the Zoning Administrator upon determining that the proposed revision(s) will not alter the basic design nor any specified conditions imposed as part of the original approval. Minor changes shall include the following:

JONESVILLE CITY BOARDS & COMMITTEE
APPLICATION FOR APPOINTMENT

Board or Committee to which appointment is desired. (If more than one, please list in order of preference.)

Planning Commission

1. Name Chad Benson 2. Occupation Technician
3. Employer Eaton 4. Email address Chad.S.Benson@gmail.com
5. Home Address [REDACTED] 49250
Street City Zip
6. Home Telephone [REDACTED] Business Phone _____
8. Length of residency in Jonesville 1 yr.

9. List other community organizations/commissions that you are a member.

None currently

10. Please indicate below the background or experience you have that will be of value if you are appointed. Also, indicate any reasons for desiring to serve on the requested board or committee.

(Please continue on reverse side if needed and be sure to sign and date. Please attach resume or other pertinent information if so desired.)

I worked in State government in Florida and have an understanding of laws and statutes. I wish to join the Commission to contribute to the community when moving back to Jonesville, that was a goal of ours.

March 7, 2025
Date of Application

[Signature]
Signature

PLEASE RETURN THIS APPLICATION TO: City of Jonesville
265 E. Chicago Street
Jonesville, MI 49250
Phone: 517-849-2104
Fax: 517-849-9037

RECEIVED
MAR 07 2025

BY: _____

Chad Benson
207 Wright St.
Chad.S.Benson@gmail.com
850-524-3042

Subject: Letter of Interest

I am writing to express my interest in the position for the Planning Commission, I grew up in Jonesville and we've recently moved back to the area; I'd love to help be a part of the city's continued growth. With deep roots in the community and an interest in serving it, I would love the opportunity to be a part of it's continued success.

Sincerely,
Chad Benson

References:

Chris Gohkle

Audit Manager, Florida Auditor General

(850)570-3893

Janet Hartman

Executive Director, Florida Department of Public Safety

(850)519-1235

Mason Hall

Web Development Librarian, Florida State University

(850)284-2738

**JONESVILLE CITY BOARDS & COMMITTEE
APPLICATION FOR APPOINTMENT**

Board or Committee to which appointment is desired. (If more than one, please list in order of preference.)

PLANNING COMMISSION

1. Name BRYAN PLAYFORD 2. Occupation REALTOR/BUSINESS OWNER
PLAYFORD REAL ESTATE
3. Employer PRE PROPERTY 4. Email address bmp1ayford@gmail.com
MANAGEMENT
5. Home Address [REDACTED] JONESVILLE 49250
Street City Zip
6. CELL Home Telephone [REDACTED] Business Phone 517-849-7622

8. Length of residency in Jonesville SINCE BIRTH - 1976

9. List other community organizations/commissions that you are a member.

JONESVILLE BUSINESS ASSOCIATION
HILLSDALE COUNTY BOARD OF REALTORS
ROTARY CLUB (FORMERLY)

10. Please indicate below the background or experience you have that will be of value if you are appointed. Also, indicate any reasons for desiring to serve on the requested board or committee.

(Please continue on reverse side if needed and be sure to sign and date. Please attach resume or other pertinent information if so desired.)

PLEASE SEE ATTACHED

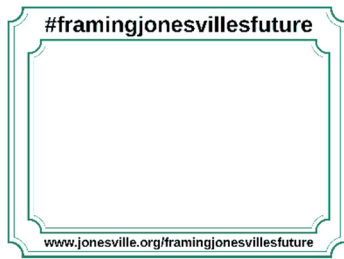
1/16/2025
Date of Application

[Signature]
Signature

PLEASE RETURN THIS APPLICATION TO: City of Jonesville
265 E. Chicago Street
Jonesville, MI 49250
Phone: 517-849-2104
Fax: 517-849-9037

Question 10 - Background & Experience Response

With over 25 years of experience in education as a teacher, coach, mentor, and principal, I have dedicated my career to fostering growth and collaboration. Since 2012, I have been actively involved in the downtown business district and currently contribute as a realtor with Playford Real Estate and as a co-owner of PRE Property Management. My work frequently involves partnering with community stakeholders to promote progress and address local needs. I was a committed member of the Jonesville Rotary Club for nine years (2011-2020), serving as President and receiving the Paul Harris Award. Additionally, I serve on multiple committees within the Jonesville Business Association and the Hillsdale County Board of Realtors. Passionate about my community, I value every opportunity to give back and would be honored to contribute further as a member of the Jonesville Planning Commission.



Economic Development Strategy

Priorities

- ❖ The City is committed to cultivating and supporting the growth of **tax base** and the addition of **quality jobs** through the retention, expansion, and attraction of business and industries.
- ❖ The City values **durable**, quality building **construction** and the **preservation** of existing historic structures that will contribute to the **economic vitality** of the City for decades to come.
- ❖ The City, DDA and LDFA are committed to **investing** in the maintenance and operation of its public **facilities** and **infrastructure** (including streets, sidewalks, water and sanitary sewer, public parking areas, parks and recreational activities) to **support** the operation and **growth** of current and future **businesses and industries**.

Actions

- ❖ The **boards and commissions** responsible for **development** in the City, including City Council, Planning Commission, Zoning Board of Appeals (ZBA), Downtown Development Authority (DDA), Local Development Finance Authority (LDFA), together with City staff, work **collaboratively** to improve the **economic vitality** of the City.
- ❖ City **staff** is empowered to act as a **liaison** to the development community on behalf of boards and commissions to assure that development decisions are **responsive** and **predictable**.
- ❖ The City will be **responsive** (including, scheduling special meetings, expediting approvals, allocating resources, etc.) as there is significant **competition** in attracting **high quality development**.

Partners

- ❖ The City is prepared to work with **development partners** like the MEDC (Michigan Economic Development Corporation), Michigan Works, Hillsdale County Economic Development Partnership and others to provide appropriate **incentives** to secure significant levels of **redevelopment/reinvestment**.
- ❖ The City will support the **growth** of entrepreneurs and small businesses, **connecting** them with **services** available through partners, like business plan development, workforce hiring and training resources, networking, etc.
- ❖ The City will collaborate with local **schools** and **training** facilities, **Hillsdale County**, and other area **municipalities** to address workforce and other **needs** expressed by local businesses.

Future

- ❖ The City and all its development boards will meet **annually** to **review priorities** and **evaluate** if their economic development **efforts** are working.