



**PLANNING COMMISSION MEETING AGENDA**  
**JONESVILLE CITY HALL | 265 E. CHICAGO STREET | JONESVILLE, MI**  
**DECEMBER 10, 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. October 8, 2025 Meeting [Action Item]
- 5. PUBLIC HEARING AND SUBSEQUENT ACTION**
  - A. None
- 6. UNFINISHED BUSINESS**
  - A. None
- 7. NEW BUSINESS**
  - A. 2025 Annual Report [Action Item]
  - B. 2026 Work Plan [Action Item]
  - C. 2026 Meeting Calendar [Action Item]
  - D. Election of Officers [Action Item]
- 8. OTHER BUSINESS**
  - A. Project Updates
- 9. ADJOURNMENT – Next meeting Wednesday, January 14, 2026 at 7:00 p.m.**

**CITY OF JONESVILLE  
PLANNING COMMISSION  
Minutes of October 8, 2025**

A City of Jonesville Planning Commission meeting was held on Wednesday, October 8, 2025 at the Jonesville City Hall, 265 E. Chicago Street, Jonesville, MI. Vice-Chair Kayla Thompson called the meeting to order at 7:01 p.m.

Present: Jim Ackerson, Chad Benson, Brenda Guyse, and Kayla Thompson.

Absent: Christine Bowman, Ryan Scholfield and One Vacancy

Also Present: Jeff Gray, Charles Crouch.

Kayla Thompson led the Pledge of Allegiance and the moment of silence.

A motion was made by Brenda Guyse and supported by Chad Benson to approve the agenda as presented. All in favor. Absent: Christine Bowman, Ryan Scholfield and One Vacancy. Motion carried.

Brenda Guyse made a motion and was supported by Jim Ackerson to approve the minutes of August 13, 2025. All in favor. Absent: Christine Bowman, Ryan Scholfield and One Vacancy. Motion carried.

The Public Hearing was opened at 7:03 p.m. Manager Gray gave a brief synopsis of the Ordinance No. 226 – Zoning Ordinance Recodification. The Public Hearing was closed at 7:06 p.m.

A motion was made by Brenda Guyse and supported by Chad Benson to recommend to City Council that proposed Ordinance No. 226 – Zoning Ordinance Recodification be approved. The purpose of recodifying the Ordinance is to update outdated references to the “Village of Jonesville” to the City of Jonesville; Remove regulatory references to Fayette Township as the two communities are no longer maintaining and updating the Zoning Ordinance as a collaborative; and amendments that have taken place since the last update in 2013. Roll Call Vote: Ayes: Jim Ackerson, Chad Benson, Brenda Guyse and Kayla Thompson. Nays: None. Absent: Christine Bowman, Ryan Scholfield and One Vacancy. Motion carried.

Manager Gray provided updates.

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

The meeting was adjourned at 7:29 p.m.

Submitted by,

Cynthia D. Means  
Clerk



To: Jonesville Planning Commission  
From: Jeffrey M. Gray, City Manager   
Date: December 5, 2025  
Re: Manager Report and Recommendations – December 10, 2025 Planning Commission Meeting

**7. A. 2025 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 2025 Annual Report. *Please refer to the attached draft 2025 Annual Report.*

**7. B. 2026 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. Progress on last year's goals is explained in the annual report and proposed 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 2026 Work Plan. *Please refer to the attached copy of the draft 2026 Planning Commission Work Plan.*

**7. C. 2026 Meeting Calendar**

**[Action]**

A proposed meeting calendar for 2026 is attached for consideration. The draft calendar continues the schedule of meetings on the second Wednesday each month, at 7:00 p.m., consistent with the current meeting calendar. Please note a change in meeting day in November, due to the Veterans Day holiday. The calendar may be modified by the commission, if deemed desirable or necessary. A motion to approve the calendar as presented or with amendments, is recommended. *Please refer to the attached draft 2026 Meeting Calendar.*

**7. D. 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 currently Kayla Thompson; 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. Brenda Guyse is not eligible to serve as Chair, since she 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.

**8. A. Project Updates**

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

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 2025 calendar year and the status of planning activities.

### **Development Activities**

The following development application was reviewed by the Planning Commission in 2025:

- The Planning Commission approved a site plan submitted by NEFCO, Inc. for a 6,000 square foot building addition at their facility located at 113 Deal Parkway. The addition is intended for expansion of the metal fabrication business.

### **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 Subcommittee is considering recommendations from a report and analysis of the HC (Highway Commercial) zoning district for potential future amendments. In addition, the Planning Commission acted on the following amendment during 2025:

- Ordinance No. 226 recodifies the City's Zoning Ordinance. References to "Village" were updated to "City," to reflect incorporation, references to Fayette Township were removed since the two communities are no longer maintaining a joint ordinance, and ordinance amendments adopted since 2013 were incorporated into the updated ordinance. The Commission held a public hearing in October and recommended Council approval. The City Council subsequently approved at their November regular meeting.

### **Recreation Plan**

The 5-Year Recreation Plan was adopted in 2024, following a public hearing at the Planning Commission and approval by the City Council. Plan implementation subsequently began with playground improvements at Carl Fast Park. Implementation of the Recreation Plan in 2025 included the addition of rubber mulch and borders to the Carl Fast Park playground, as well as the purchase of new waste receptacles for Carl Fast and Wright Street Parks.

The concept plan for Wright Street Park was also completed by the Planning Commission and recommended to the City Council early this year. The concept plan includes illustrations of the various future improvements to the park, prioritization of improvements, and project cost estimates. A Michigan Natural Resources Trust Fund Grant Application was also submitted for the first phase of improvements. The determination of funded projects is anticipated in the near future.

### **Master Plan**

The Planning Commission approved the revised development 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. The Plan was

updated in March, when the Recreation Plan was incorporated as an appendix and the Action Plan was amended accordingly.

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:

- Staff is working with a developer on the implementation of a development and sale agreement for **the former Klein Tool Building**. This project was the top community priority in the Master Plan. The Riverview Flats development would result in mixed-uses, including retail near Chicago Street and a multi-story market rate apartment building at the site of the former factory.
- The DDA is collaborated with the Michigan Department of Transportation (MDOT) on a **Downtown capital project**, that included streetscape improvements and a “road-diet” for Chicago Street through Downtown. The project was substantially complete in the fall of 2025, with punchlist items to be addressed in the spring of 2026.

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.

There were no milestones in 2025 related to the program. 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 2025-26 through 2030-31 **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. The Planning Commission recommended funding for implementation of the Recreation Plan in the FY2025-26 budget, that was subsequently approved by the City Council.

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.

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.

Following the adoption of the updated Recreation Master Plan, the Planning Commission has focused on plan implementation. These included playground and support facilities improvements, and development of a concept plan for Wright Street Park. Outside of the Planning Commission, staff time has been focused on implementation of Master Plan priorities, including DDA infrastructure projects and coordination of State incentives for the Riverview Flats development. Recodification of the Zoning Ordinance was recently completed, as well.

#### **Priority Goals**

- ❖ Implement the Recreation Master Plan
  - Pursue implementation of the Wright Street Park Concept Plan, including first phase improvements, pending the outcome of the MNRTF grant.
- ❖ Redevelopment Ready Sites
  - Provide timely reviews for the Riverview Flats site
  - Complete reviews of the future phases of the Key Opportunities supportive housing development
  - Work with willing property owners to identify and market additional priority sites
- ❖ Ordinance Review and Amendment (as needed)
  - Consider any appropriate ordinance amendments to implement recommendations of the countywide housing study
  - Consider ordinance amendments for small HC (Highway Commercial) zoned properties, based on the recently completed study

#### **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



**PLANNING COMMISSION  
2026 ANNUAL MEETING CALENDAR  
SECOND WEDNESDAY OF EVERY MONTH**

WEDNESDAY	JANUARY 14, 2026	7:00 P.M.
WEDNESDAY	FEBRUARY 11, 2026	7:00 P.M.
WEDNESDAY	MARCH 11, 2026	7:00 P.M.
WEDNESDAY	APRIL 8, 2026	7:00 P.M.
WEDNESDAY	MAY 13, 2026	7:00 P.M.
WEDNESDAY	JUNE 10, 2026	7:00 P.M.
WEDNESDAY	JULY 8, 2026	7:00 P.M.
WEDNESDAY	AUGUST 12, 2026	7:00 P.M.
WEDNESDAY	SEPTEMBER 9, 2026	7:00 P.M.
WEDNESDAY	OCTOBER 14, 2026	7:00 P.M.
*TUESDAY	NOVEMBER 10, 2026	7:00 P.M.
WEDNESDAY	DECEMBER 9, 2026	7:00 P.M.

***\*Note: Meeting is held on 2nd Tuesday of November***

**All meetings are held at the Jonesville City Hall – 265 E. Chicago Street, Jonesville, MI,  
unless otherwise noted on the meeting agenda.**

**The City of Jonesville will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon 20 days' notice to the City of Jonesville. Individuals with disabilities requiring auxiliary aids or services should contact the City of Jonesville by writing, calling, or e-mailing the following:**

**City of Jonesville  
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**Cindy Means, Clerk  
[clerk@jonesville.org](mailto:clerk@jonesville.org)**