



Planning Commission
97 North Broad Street
Hillsdale, Michigan 49242-1695
(517) 437-6440 Fax: (517) 437-6450

Planning Commission Agenda
December 15, 2021

I. Call to Order 5:30 pm

- A. Pledge of Allegiance
- B. Roll Call

II. Public Comment

Any agenda item – 3 min. limit

III. Consent Items/Communications

- A. Approval of agenda – **Action**
- B. Approval of Planning Commission 11-17-2021 minutes – **Action**
- C. Communications
 - 1. R2PC December Packet
 - 2. Mika Meyers Short Term Rental Article

IV. Site Plan Review

- A. 120 Waterworks – **Action**
- B. 121 Mechanic – **Action**
- C. 240 S. Broad – **Action**
- D. 3007 W. Carleton - **Action**

V. Old Business

- A. PC Bylaws – **Action**

VI. New Business

- A. 2022 Goals – **Action**
- B. Officer Elections – **Action**

VII. Zoning Administrator Report

VIII. Commissioners' Comments

IX. Public Comment

Any Commission related item – 3 min. limit

X. Adjournment

Next meeting Wednesday, January 19, 2022 at 5:30 pm

Planning Commission Meeting Minutes
Hillsdale City Hall
Council Chambers
November 17, 2021
5:30 pm

Call to Order

Meeting opened at 5:31 pm followed by the Pledge of Allegiance, and Roll Call.

Members Present

Members Present: Vice Chairman Scholl, Secretary Swan, Commissioner Parker, Commissioner McConnell, Commissioner Laycock, Commissioner Morrisey.

Members Absent: Chairman Moore

Public Present: Zoning Administrator Alan Beeker.

Consent Agenda and Minutes

Motion to approve the Consent items, Communication, and Minutes from October 20, 2021 meeting made by Commissioner Laycock seconded by Commissioner Morrisey, motion approved unanimously.

Public Comment

No public comment.

Public Hearing

B-2 Zoning Ordinance:

Public Hearing was opened and subsequently closed due to lack of public.

Motion to approve the zoning ordinance of the B2 district and to move it to Hillsdale City Council for approval, made by Commissioner Swan seconded by Commissioner Parker, motion approved unanimously.

Old Business

By-Laws Review:

More discussion and fine tuning of the Bylaw language.

New Business

No new business.

Zoning Administrator Report

Notre Dame Presentation, discussion and impressions on the presentation.

Commissioner's Comments

None

Adjournment

Motion to Adjourn made by Commissioner Laycock seconded by Commissioner McConnell, motion approved unanimously.

Submitted by Secretary Swan

Next meeting: December 15, 2021 at 5:30 pm.

AGENDA

REGION 2 PLANNING COMMISSION

Executive Committee

FOR FURTHER INFORMATION, CONTACT:

Jacob Hurt, Executive Director
(517) 768-6705

DATE: Thursday, December 9, 2021

TIME: 2:00 P.M.

WHERE:

Jackson County Tower Bldg.
120 W. Michigan Ave., 5th Floor
Jackson, MI 49201

Comments will be solicited on each item following discussion and prior to any final action.

PAGE

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Agenda – **ACTION**
4. Public Comment
5. Approval of Minutes of the October 14, 2021 Executive Committee Meeting (see enclosure) – **ACTION** 2
6. Receipt of Treasurer's Report of November 30, 2021 (see enclosure) – **ACTION** 5
7. Approval of the December 9, 2021 Submitted Bills (see enclosure) – **ACTION** 9
8. Staff Progress Report for October-November, 2021 (see enclosure) – **DISCUSSION** 10
9. Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) (see enclosure) – **ACTION** 15
 - Jackson County Department of Transportation
10. Election of the 2022 Nominating Committee (see enclosure) – **ACTION** 17
11. Brad Garmon, Michigan Office of Outdoor Recreation and Industry – **PRESENTATION**
12. Other Business
 - Notice of Intent - Norvell Township and Rollin Township (see enclosures) 18
 - USPS vs. Electronic Mailing of R2PC Packets
 - Tentative 2022 R2PC Meeting Schedule (see enclosure) 20
 - CEDS Resolutions from October 14, 2021 R2PC Meeting (see enclosures) 21
 - Hiring of Principal Transportation Planner
13. Public Comment/Commissioner Comments
14. Adjournment

*** Holiday refreshments will be provided ***

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MINUTES

Region 2 Planning Commission – Executive Committee
Lenawee District Library
4459 W. U.S. 223
Adrian, MI 49221

Thursday, October 14, 2021

- I. **Call to Order** – Chair Jancek called the meeting to order at 2:00 p.m. A quorum was present.

Executive Committee Members:

✓ Bair	Grabert	✓ Tillotson
✓ Beeker	Greene	✓ Witt
✓ Drake	✓ Guetschow	✓ Wittenbach
Driskill	✓ Jancek	
✓ Duckham	Kubish	
✓ Elwell	✓ Overton	
Gaede	Sigers	
Gould	✓ Swartzlander	

Key: ✓ = present

Other Commissioners Present: Jim Goetz, Lenawee County; and Judy Southworth, Jackson County

Others Present: Mike Davis, Michigan Department of Transportation; Jim Van Doren, Lenawee Now; Tim Robinson, Lenawee Now; and Brett Taylor, Jackson County Department of Transportation

Staff Present: Jacob Hurt and Grant Bauman

- II. **Pledge of Allegiance** – Those present rose for the Pledge of Allegiance.
- III. **Approval of the Agenda** – Staff asked that the agenda be amended to include Economic Development Administration resolutions pertaining to the FY 2022 Partnership Planning Program grant. A motion was made by Comm. Tillotson, supported by Comm. Duckham, to approve the October 14, 2021 Executive Committee agenda as amended. The motion carried unanimously.

- IV. **Public Comment** – Chair Jancek announced the first opportunity for public comment. No public comments were received.
- V. **Approval of Minutes of the August 12, 2021 Executive Committee Meeting** – A motion was made by Comm. Elwell, supported by Comm. Bair, to approve the August 12, 2021 Executive Committee meeting minutes as submitted. The motion carried unanimously.
- VI. **Receipt of the Treasurer’s Report of September 30, 2021** – A motion was made by Comm. Bair, supported by Comm. Swartzlander, to approve receipt of the Treasurer’s Report for September 30, 2021. The motion carried unanimously.
- VII. **Approval of the October 14, 2021 Submitted Bills** – A motion was made by Comm. Bair, supported by Comm. Drake, to approve payment of the October 14, 2021, submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for September 2021** – Mr. Hurt and Mr. Bauman presented highlights from the staff progress report for the month of September.
- IX. **Lenawee Now Update** – Mr. Jim Van Doren, Executive Director, and Mr. Tim Robinson, Director of Operations, updated the Committee on recent activities the Lenawee Now staff assisted with or participated in over the past several months.
- X. **Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP)** – The following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) were submitted for review and approval.

Chair Jancek reported that the City of Jackson was requesting the following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP):

FY	Job number	Project	Project Description	Length	Funds & Source	Amendment Type
2022	213455	Greenwood at Fourth	Reconstruct traffic signal with new mast arm signal	0.000	\$167,880.00 – Federal (HIP/HIPCOVID) \$107,120.00 – City	Add
2022	213456	Fourth at Prospect	Reconstruct traffic signal with new mast arm signal	0.000	\$180,000.00 – Federal (HIP/HIPCOVID) \$45,000.00 – City	Add

Mr. Taylor reported that the Jackson County Department of Transportation (JCDOT) was requesting the following amendments to the JACTS FY 2020- 2023 Transportation Improvement Program (TIP):

FY	Job number	Project Name	Limits	Description	Funds & Source	Amendment Type
2021	210343	South Dearing and McCain Road Safety Project	S Dearing and McCain Road	Compact Roundabout	\$294,204.60 – Federal (HRRR) \$32,689.40 – JCDOT	Move to FY 2022

Mr. Davis reported that the Michigan Department of Transportation (MDOT) was requesting the following amendments to the JACTS FY 2020- 2023 Transportation Improvement Program (TIP):

FY	Job number	Phase	Name	Limits	Length	Description	Funds & Source	Amendment Type
2022	213331	PE	Region-wide	All Trunkline routes in Region 2 MPO	3.5	Durable pavement marking application on trunklines	\$648 – Federal (HSIP) \$72 – State \$5,000 - Total	Phase add
2022	213331	CON	Region-wide	All Trunkline routes in Region 2 MPO	3.5	Durable pavement marking application on trunklines	\$57,996 – Federal (HSIP) \$6,444 – State \$477,500 - Total	Phase add

The motion was made by Comm. Duckham, supported by Comm. Elwell, to approve the proposed City of Jackson, JCDOT and MDOT amendments as presented. The motion carried unanimously.

- XI. **Economic Development Administration** – Mr. Hurt asked that resolutions allocating a \$70,000 local match for the FY 2022 Partnership Planning Grant and authorizing Mr. Hurt to sign the grant documents be passed.

Comm. Bair voiced his concern that the Commission did not have enough time to look at the resolutions prior to voting. More lead time from the EDA is needed. Comm. Overton suggested having the state intercede for Region 2 on the request to the EDA for more time in the future.

The motion was made by Comm. Elwell, supported by Comm. Guetschow, to approve the resolutions. The motion passed by majority vote with Comm. Bair voting no.

- XII. **Other Business** – Mr. Hurt stated that the R2PC annual dinner and meeting will be held November 4th at the Country Club of Jackson. Mr. Brad Garmon, Director of the Michigan Office of Outdoor Recreation Industry, will be the speaker.

- XIII. **Public Comment / Commissioners Comments** – Comm. Tillotson stated his appreciation regarding the good conversation had on items such as the need for more lead time on agenda items.

- XIV. **Adjournment** – There being no further business, the meeting was adjourned by Chair Jancek at 2:55 p.m.

Chris Wittenbach
Secretary

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of November 30, 2021

Checking Account Balance ending October 31, 2021		\$	517,257.27
Deposit Summary:			
<i>November 2021 EFT Deposits</i>		\$	13,018.41
<i>November 2021 Bank Deposits</i>			25,256.30
<i>November 2021 Adjustments</i>			(2,449.75)
Total Deposits plus Bank Balance		<u>\$</u>	<u>553,082.23</u>
Expenses:			
<i>Submitted Expenses - November 2021 **</i>	\$		(45,162.90)
<i>Interim Expenses</i>			(112.32)
<i>Payroll/Related Expenses</i>			(24,183.75)
Subtotal of Expenses	<u>\$</u>		<u>(69,458.97)</u>
Balance Checking Account ending November 30, 2021		<u>\$</u>	<u>483,623.26</u>
<i>Balance CD Investments ending November 30, 2021</i>		<u>\$</u>	<u>106,148.33</u>
Total Cash on Hand		<u>\$</u>	<u>589,771.59</u>

**Note that this amount can include cleared checks from prior months' submitted bills.

REGION 2 PLANNING COMMISSION
Deposits and Adjustments to Cash
as of November 30, 2021

11/30/2021	EFT Deposits:	
	EDA Partnership grant through June	13,018.41
	Subtotal - EFT Deposits	\$ 13,018.41
11/30/2021	Check Deposits:	
	FY 2022 Membership dues	25,080.30
	Miscellaneous reimbursement	176.00
	Subtotal - Check Deposits	\$ 25,256.30
11/30/2021	Adjustments to cash:	
	<i>Bank fees - November</i>	\$ (162.47)
	<i>Paycor Fees - November</i>	(234.00)
	<i>Credit Card Charges - Direct Office Buys - supplies</i>	(747.57)
	<i>Credit Card Charges - Thrashers Res - meals</i>	(48.16)
	<i>Credit Card Charges - Delta Hotels, Muskegon, MI - travel (2)</i>	(777.40)
	<i>Credit Card Charges - Adobe Acrobat - software</i>	(165.23)
	<i>Credit Card Charges - USPS - postage</i>	(115.44)
	<i>Credit Card Charges - Meijer - supplies</i>	(90.48)
	<i>Credit Card Charges - American Planning Association - dues</i>	(109.00)
	Subtotal - Adjustments to Cash	\$ (2,449.75)
	Total Net Deposits	\$ 35,824.96

**REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of November 30, 2021**

Interim Billing for November, 2021

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
The SBAM	Employee Life Insurance	\$ 112.32	15085
Total Interim Billing for November, 2021		\$ 112.32	

Payroll & Travel Related Expenses:

<i>Paid November 12, 2021</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 11,599.03	
G. Bauman	Travel Reimbursement	\$ 44.71	
	Total	\$ 11,643.74	
 <i>Paid November 26, 2021</i>		 <i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 12,540.01	
	Total	\$ 12,540.01	

Total Payroll Expenses for November, 2021		\$ 24,183.75	
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**Region 2 Planning Commission
Outstanding Accounts Receivable
as of November 30, 2021**

Municipality/Source	Date	Inv. No.	Amount
Somerset Township - planning services through June	7/14/2021	8004	1,804.35
MDOT - Rural Task Force Planning through September	11/19/2021	6401	1,181.54

FY 2021 Balance as of November 30, 2021 \$ 2,985.89

REGION 2 PLANNING COMMISSION
Submitted Bills
December 9, 2021

Vendor	Description	Amount Due
Allegra	R2PC Packet - Nov. 2021	\$ 806.64
Blue Cross/Blue Shield	Supplement F (Jan. 2022)	\$ 241.57
Blue Cross/Blue Shield	Prescription Coverage (Jan. 2022)	\$ 109.30
Blue Cross/Blue Shield	Employee Health Insurance (Jan. 2022)	\$ 3,626.01
City of Jackson	Parking Passes for 2022	\$ 3,762.00
County of Jackson	Rent Expense for Nov. 2021	\$ 3,201.58
County of Jackson	Postage for Oct. 2021	\$ 90.59
County of Jackson	Phone Expense for Oct. 2021	\$ 166.74
ICMA Retirement Trust	ICMA 401 Contribution	\$ 1,135.45
Jackson Citizen Patriot	JACTS Advertising	\$ 142.99
Michigan Assoc. of Planning	Advertising	\$ 75.00
Michigan Assoc. of Regions	Annual Dues	\$ 1,280.00
Planning and Zoning News	Dues/Job Postings	\$ 209.00
Rails To Trails	Subscription Renewal	\$ 22.00
The Daily Telegram	RTF Advertising	\$ 90.25
The SBAM Plan	Group Life/AD&D for Jan. 2022	\$ 112.32
The Water Store	Supplies for Nov. 2021	\$ 7.25
Vantage Point Transfer Agents	ICMA RHS Contribution	\$ 174.69
Total Submitted Billing - December, 2021		\$ 15,253.38

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Staff Progress Report *October/November 2021*

Area-Wide Regional Planning Activities

Economic Development Activities

- **Economic Development Administration (EDA).** Staff was involved in the following activities on behalf of the R2PC Economic Development District (EDD):
 - Non-competitive EDD (Economic Development District) CARES (Coronavirus Aid, Relief, and Economic Security) Act supplemental grant award to address the economic consequences of the COVID-19 Pandemic. The \$351,183 award will fund the launching of an easy-to-use website that will serve as a resource for local businesses, the hiring of a disaster recovery coordinator, and the implementation of other CEDS goals.
 - Staff provided additional COVID recovery information and resources to MMTC to populate the COVID recovery website throughout October.
 - Staff submitted the required semi-annual report for the CARES Act Grant to EDA's Chicago Regional Office on October 27.
 - EDA grant award for R2PC EDD's FY 2021 Partnership Planning Assistance, which will be used to write the 2021-2025 edition of the Region 2 Economic Development District Comprehensive Economic Development Strategy (CEDS).
 - Staff facilitated the final 2021 CEDS Committee meeting on October 6 at the Jackson County Tower Bldg.
 - Staff submitted the required semi-annual report for the Partnership Planning FY21 Grant to EDA's Chicago Regional Office on October 27.
 - Participated in the EDA's Chicago Regional Office quarterly Economic Development District Zoom call on October 27.
- **Outdoor Recreation as Economic Development.** Staff began informally meeting on October 14 with key outdoor recreation industry stakeholders to develop a strategy to leverage regional outdoor recreation assets for economic development purposes.
- **Downtown Development Authorities (DDAs).**
 - Staff attended the monthly meetings of the City of Jackson and Leoni Township.
 - Staff continued narrative development for the Leoni DDA Downtown Master Plan.

[October/November, 2021 Staff Progress Report]

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

Program Management

- **Rural Task Force.** Staff scheduled and conducted the three (3) county rural task force meetings. Staff prepared the meeting agenda packets, published meeting notices in all three county general circulation newspapers, and recorded the meeting minutes. At each of the meetings attendees presented projects for RTF funding consideration with rural Surface Transportation Program and Transportation Economic Development funding. The 3-county meeting to finalize all the proposed projects will be held in January, 2022.
- **Asset Management.** Staff participated in the monthly statewide conference call. Staff shared that the Jackson County Department of Transportation and the City of Jackson had completed rating their federal-aid and local roads in September. The Hillsdale County Road Commission and the Lenawee County Road Commission both completed their road ratings in early November. All of the agencies rated both the federal-aid and local roads this year as Paser data was not collected in 2020 due to the pandemic.
- **CMAQ.** The Lenawee County CMAQ Committee will be meeting on December 14th at the Lenawee County Road Commission offices to review and select projects for the FY 2024-2026 time period.
- **Small Urban Program.** Staff notified members of the Adrian/Tecumseh/Clinton and the Hillsdale/Jonesville small urban program that the FY 2023 – 2026 call for projects and public meetings for the new STIP will be conducted in December, 2021.
- Staff attended the Michigan Association of Regions (MAR) monthly meeting via Zoom.
- Staff attended and participated in the Hillsdale, Jackson, and Lenawee counties annual Traffic Summits conducted by the MDOT-Jackson TSC office.
- Staff attended an Irish Hills outreach meeting to discuss issues regarding planning concepts for the area recreation plan.
- Staff participated in a Zoom meeting regarding the extension of non-motorized trails connecting Jackson and Calhoun counties.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Program Management

- Staff attended the monthly Michigan Transportation Planning Association meeting.
- Staff completed and submitted to MDOT the quarterly DBE quarterly report.

[October/November, 2021 Staff Progress Report]

- Staff attended the Local Transportation Advisory Council (LTAC) meeting.
- Staff prepared for, and conducted, the October meeting of the JACTS Technical Advisory and Policy Committees. The November JACTS meetings were canceled due to a lack of agenda items.

Technical Assistance

- **ARPA Workshop.** The R2PC, in conjunction with Michigan State University, hosted a virtual informational workshop on Wednesday, October 13th regarding local government American Rescue Plan Act (ARPA) funding. The purpose of the meeting is to provide assistance in understanding the guidance, best practices, documentation of funds, and understanding federal procurement guidelines. Approximately 35 jurisdictions participated in the workshop.

Transportation Improvement Program (TIP)

- Amendments were incorporated into FY 2020-2023 TIP, and posted to the Region 2 Planning Commission website.
- Staff monitored and updated JobNet as necessary.

Jackson Traffic Safety Program

- Staff made changes to the FY 2022 OHSP Traffic Safety grant and re-submitted a draft to OHSP and received notification of the award of \$39,572 for DUI/Seat Belt/Speed Enforcement, to be distributed between City of Jackson Police Department, Jackson County Sheriff Department, and Blackman-Leoni Department of Public Safety.
- Staff submitted the final progress report for FY 2021 in Magic.

Local Planning Assistance

The requests of member units of government within Hillsdale, Jackson, and Lenawee Counties are listed below. These activities were prepared at cost to the individual units of government requesting the service (unless alternative funding was available).

Jackson County

Grass Lake Township. Staff provided the following service(s):

- **Master Plan.** Facilitated the November 2 meeting of the Master Plan Subcommittee during which the goals and objectives for the plan were developed.

Hanover Township. Staff provided the following service(s):

- **Master Plan.** Facilitated the November 17 meeting of the Planning Commission during which the Future Land Use Plan and the remainder of Chapter 3 (Community Policies and Plans) were finalized.

City of Jackson. Staff provided the following service(s):

[October/November, 2021 Staff Progress Report]

- **Zoning Ordinance.** Provided analysis to the Chief Building Inspector regarding zoning ordinance administrative requests on a daily basis.

County of Jackson. Staff provided the following service(s):

- **County Planning Commission (JCPC).** Facilitated the October 14 JCPC meeting and summarized staff advisements regarding various proposed rezonings in the Townships of Summit (1) and Leoni (5); zoning ordinance text amendments in the Townships of Sandstone (2), Napoleon (1), and Pulaski (1); and a PA 116 application in Henrietta Township. Facilitated the November 10 JCPC meeting and summarized staff advisements regarding a proposed rezoning in the Township of Summit and zoning ordinance text amendments in the Township of Norvell.
- **Upper Grand River Watershed Alliance (UGRWA).** Participated in the November 3 meeting of the UGRWA.
- **Hazard Mitigation Plan.** Began the review of the Michigan State Police evaluation of the draft plan.

Leoni Township. Staff provided the following service(s):

- **Recreation Plan.** Facilitated the November 22 meeting of the Recreation Committee during which the action program element of the recreation plan was developed.

Village of Parma. Discussed a planning commission ordinance with the Village Clerk.

- **Master Plan.** Reviewed the results of the community survey with the Planning Commission on October 19.

Summit Township. Staff provided the following service(s):

- **Master Plan.** Reviewed the results of the community survey with the Planning Commission on October 19.

Lenawee County

Cambridge Township. Staff provided the following service(s):

- **Master Plan.** Prepared a cost estimate for the update of the Cambridge Township Master Plan.

County of Lenawee. Staff provided the following service(s):

- **County Planning Commission (LCPC).** Facilitated the October 21 meeting and summarized staff advisements regarding a text amendment in Franklin Township and various PA 116 agreements in the Townships of Deerfield (3), Blissfield, and Ogden. Facilitated the November 18 meeting and summarized staff advisement regarding a PA 116 agreement in the Township of Seneca.

Macon Township. Staff provided the following service(s):

- **Master Plan.** Revised the master plan survey at the request of the Planning Commission Chair and published an online version of the survey via Survey Monkey.

Ridgeway Township. Staff provided the following service(s):

- **Zoning Ordinance.** Spoke with a Township Planning Commissioner about a proposed use in the Township.

[October/November, 2021 Staff Progress Report]

Rollin Township. Staff provided the following service(s):

- **Zoning Ordinance.** Transmitted a MS Word document containing the latest edition of the Zoning Ordinance to the Township Supervisor at her request.
- **Master Plan.** Met with the Planning Commission Chair on October 27 regarding the draft Master Plan and made various edits at his request.

Greater Irish Hills

Greater Irish Hills Intermunicipality Committee. Staff provided the following service(s):

- **Greater Irish Hills Recreation Plan.** Created the first draft of Chapter 1 of the Recreation Plan. Continued the process of identifying all of the regionally and locally significant recreation facilities located in the Greater Irish Hills Region. Provided that information to the Intermunicipality Committee during its November 19 meeting.



Jackson County Department of Transportation

Angela N. Kline, PE

Managing Director / Director of Engineering & Technical Services

Keeping Our Community Safely in Motion...



Memorandum

Date: November 8, 2021

To: Mr. Steven Duke
Executive Director
Region 2 Planning Commission

From: Angela N. Kline, PE
Director of Engineering/ Managing Director

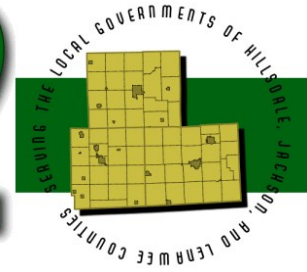
RE: November JACTS TIP Amendment

Jackson Department of Transportation is requesting approval from the Region 2 Planning Commission, JACTS Technical Advisory, and JACTS Policy Committees concerning the following Transportation Improvement Program (TIP) Amendment for FY2020-2023:

Fiscal Year	Job #	Project Name	Limits	Project Description	Funding	Action
2023	213736	Edgeline Pavement Markings	56 miles total on 78 roadway segments	Edgeline Pavement Markings	\$97,724.92 HSIP \$22,246.08 Local \$119,971.00 Total	Add
2023	213875	N. Stony Lake Rd; Seymour Rd; Race Rd	Taylorfield Road to M-50; Trumble Road to Wooster Road; Ann Arbor Road to Seymour Road	Tree removal, pavement markings, signing upgrades	\$564,781.87 HRRR \$62,753.54 Local \$627,535.41 Total	Add
2023	213879	Dearing Rd; Jefferson Rd	W. Michigan Avenue to County Farm Road; S. Jackson Road / Waite Road to US-127	Tree removal, pavement markings, signing upgrades	\$461,101.01 HRRR \$51,233.45 Local \$512,334.46 Total	Add

2023	213984	Springport Rd at Minard Rd	at intersection	Convert skewed T-intersection to a compact roundabout	\$344,392.20 HRRR \$38,265.80 Local \$382,658.00 Total	Add
2023	214064	Horton Rd / S. Jackson Rd	Ferguson Road to Weatherwax Drive	Road safety audit	\$16,000.00 HSIP \$4,000.00 Local \$20,000.00 Total	Add
2023	214065	Moscow Road	At Hanover Road, Hatch Road, Sears Road, and Horton Road / Mathews Road	Road safety audit	\$16,000.00 HSIP \$4,000.00 Local \$20,000.00 Total	Add

Region 2 Planning Commission



MEMORANDUM

TO: Region 2 Planning Commission

FROM: Jacob Hurt, Executive Director

DATE: November 30, 2021

SUBJECT: Appointment of 2022 R2PC Nominating Committee

The Region 2 Planning Commission annually elects an Executive Committee and officers. The R2PC bylaws call for the election of a Nominating Committee to facilitate this process. The Nominating Committee is elected annually at the November R2PC Full Commission meeting and is comprised of five (5) R2PC Commissioners. The Committee has the responsibility of recommending a slate of twenty-one (21) candidates for the Region 2 Planning Commission's Executive Committee. The slate is placed in nomination at the January, 2022 meeting for consideration for election. In addition, the Nominating Committee meets following the establishment of the Executive Committee to prepare a recommendation on nominations for the R2PC Officers including the Chair, Vice-Chair, Treasurer, and Secretary.

The election of the 2022 Nominating Committee will take place at the December 9, 2021 Executive Committee meeting. The members of the 2021 Nominating Committee included: **Alan Beeker** and **Doug Terry** from Hillsdale County; **Pete Jancek** and **Mike Overton** from Jackson County; and **Ralph Tillotson** representing Lenawee County.

Nominations will be taken from the floor to fill the five (5) positions on the 2022 Nominating Committee. All Commissioners on the Full Commission roster are eligible for appointment.

THE TOWNSHIP OF NORVELL
106 East Commercial St, PO Box 188
Norvell Michigan 49263
(517)-536-4370
FAX (517)-536-0110



Jeff Oswalt, Clerk
Andrew Haystead, Trustee

Bill Sutherland, Supervisor

Deserre Sauers, Treasurer
Matt Dame, Trustee

Region 2 Planning Commission
120 W. Michigan Ave
Jackson, MI 49201

October 20, 2021

NOTICE OF INTENT TO PLAN

Dear Interested Local Official:

Norvell Township intends to revise and update the Norvell Township Master Plan. The Planning Commission will be working on updates and revisions over the next several months.

This letter shall serve as the Notice of Intent to Plan required under Section 125.3839 of Act 33 of 2008 (Michigan Planning Enabling Act) for the preparation of a township master plan.

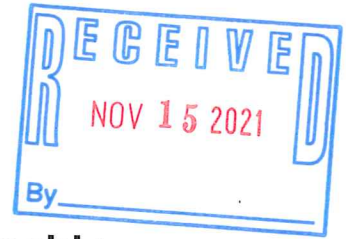
We cordially request your cooperation, comments and feedback during this planning effort. You will receive a copy of the draft plan for review in the coming months by electronic mail. Please let us know if you would prefer a hard copy, which we will transmit by first-class mail if requested. Should you have any questions, please feel free to contact me at (517) 536-4370 or norvellsupervisor@gmail.com

Sincerely,

William Sutherland, Supervisor and Zoning Administrator
Norvell Township Planning Commission and Board



ROLLIN TOWNSHIP
730 Manitou Rd. PO Box 296
Manitou Beach, MI 49253
(517) 547-7786



Notice of Availability of the Rollin Township Master Plan for Public Comment

Rollin Township, in Lenawee County, Michigan, announces the availability of the 2022 edition of the Rollin Township Master Plan and request comments regarding the document from the recipients of this notice. The following local governments, commissions/committees and utility and transportation agencies/companies are receiving this notice of intent as required by Section 41 of the Michigan Planning Enabling Act (MCL 125.3841):

- Lenawee County Planning Commission
- Hillsdale County Planning Commission
- Lenawee County & Hillsdale Municipal contiguous local governments
- Village of Addison
- Rollin, Woodstock, Addison Fire Department
- Region 2
- Lenawee County Drain Commission
- Lenawee County Health department
- Lenawee County Road Commission
- Consumers Energy
- Midwest Energy & Communications
- Frontier Communications
- AT&T
- Comcast
- Verizon
- Michigan Department of Transportation

The Rollin Township Master Plan is available on the Township website (<https://rollintownship.org>). Please notify the Township Clerk in writing if you prefer to receive a hard copy of the document. Comments must be received by the Township Clerk by 12:00 noon on January 18, 2022. The Township Clerk's contact information is listed below

Denice Combs, Clerk
Rollin Township
730 Manitou Road
Manitou Beach, MI 49253-296
(517) 547-7786 ext #120
rollintownship@comcast.net

A Special Public Hearing on the proposed 2022 edition of the Rollin Township Master Plan will be held by the Rollin Township Planning Commission at 4:00 PM on March 03, 2022 at Rollin Township Hall located at 730 Manitou Road, Manitou Beach, MI.

Region 2 Planning Commission



TENTATIVE MEETING SCHEDULE FOR 2022 REGION 2 PLANNING COMMISSION

In accordance with Public Act No. 167 of 1976, meetings of the Region 2 Planning Commission for 2022 will be as follows:

<u>DATE</u>	<u>EXECUTIVE COMMITTEE</u>	<u>FULL COMMISSION</u>
January 13, 2022		2:00 p.m. Lenawee County**
February 10, 2022	2:00 p.m. Hillsdale City Hall	
March 10, 2022		2:00 p.m. Jackson County Tower Building
April 14, 2022	2:00 p.m. Lenawee County**	
May 12, 2022		2:00 p.m. Hillsdale City Hall
June 9, 2022	2:00 p.m. Jackson County Tower Building	
July 14, 2022		2:00 p.m. Lenawee District Library
August 11, 2022	2:00 p.m. Hillsdale City Hall	
September 8, 2022		2:00 p.m. Jackson County Tower Building
October 13, 2022	2:00 p.m. Lenawee District Library	
November 10, 2022		6:00 p.m. Annual Meeting – Lenawee County Location TBA
December 8, 2022	2:00 p.m. Jackson County Tower Building	

Note: The Jackson County Tower Building is located at 120 W. Michigan Avenue, Jackson.
The Lenawee District Library is located at 4459 W. US-223, Adrian.
Hillsdale City Hall is located at 97 N. Broad St., Hillsdale.
** Meeting will be in Lenawee County, however, location is TBA.

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR, JACOB HURT, TO SIGN AND SUBMIT DOCUMENTS RELATED TO THE R2PC'S CEDS GRANT APPLICATION

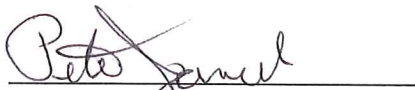
WHEREAS, the Region 2 Planning Commission (R2PC) is applying for a grant from the U.S. Economic Development Administration (EDA) to update the Region 2 Planning Commission Comprehensive Economic Development Strategy (CEDS) and to manage the R2PC's economic development program; and

WHEREAS, Executive Director, Jacob Hurt, is the Authorized Organization Representative (AOR) for the Region 2 Planning Commission, now therefore

BE IT RESOLVED BY THE REGION 2 PLANNING COMMISSION:

That Executive Director, Jacob Hurt, is authorized to sign and submit all grant documents related to the Comprehensive Economic Development Strategy and the management of the R2PC's economic development program.

Effective Date: October 14, 2021



Pete Jancek, Chair
Region 2 Planning Commission

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

RESOLUTION OF FINANCIAL COMMITMENT REGARDING THE REGION 2 PLANNING COMMISSION'S COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) GRANT APPLICATION

WHEREAS, the Region 2 Planning Commission (R2PC) is applying for a grant from the U.S. Economic Development Administration (EDA) for preparing the annual update of the Comprehensive Economic Development Strategy (CEDS) for the Region 2 Area and to manage the R2PC's economic development program, and

WHEREAS, a \$70,000 local match is required from the R2PC as part of the \$140,000 grant application package, and

WHEREAS, the Region 2 Planning Commission has made available a financial obligation of \$70,000 to meet the 50% match required by the EDA,

now therefore

BE IT RESOLVED BY THE REGION 2 PLANNING COMMISSION:

Section 1: That the Commission will provide \$70,000 for the purpose of meeting the required local match.

Section 2 That the Commission has the funds available and unencumbered to supply the required match.

Section 2 The local planning assistance to member units of government used to satisfy the local match is considered to be a "cash" match by the EDA.

Effective Date: October 14, 2021



Pete Jancek, Chair
Region 2 Planning Commission

Michigan House Passes Short-Term Rental Legislation in Late-Night Session

In the early morning hours of Wednesday, October 27, 2021, the Michigan House of Representatives passed House Bill 4722 (“HB 4722”), which significantly limits how local governments may regulate short-term rentals. The House Committee on Commerce and Tourism approved the bill on May 25, 2021. No legislative action had been taken on HB 4722 in the five months between when it was referred out of Committee and the legislative session when it was brought to a vote before the full chamber of the House. During the House session, which lasted from 1:30 p.m. Tuesday, October 26 until a few hours past midnight, the bill was read to the House for its second time, then amended with a substitute bill, and then the substitute bill was presented to the House for the bill’s required third reading before the full chamber could vote on it. The final result of the House vote was 55 in favor, 48 opposed, and 6 abstentions.

HB 4722 would amend the Michigan Zoning Enabling Act to establish the rental of a dwelling—including, but not limited to, short-term rentals—to be a residential use of property that is permitted in all residential zoning districts, and not to be considered a commercial use nor subject to any permit requirements different from those applicable to other dwellings in the same zone. The bill would not prohibit zoning ordinance provisions that regulate noise, advertising, traffic, or other nuisances related to the rental of a dwelling, but only if such regulations are applied consistently to owner-occupied residences as well.

The substitute bill adopted by the House adds several additional provisions to the version reported out of the Commerce and Tourism Committee. Under the substitute bill, local governments may limit the number of short-term rentals under a common owner to two or more. However, the bill loosely defines “common ownership” as “ownership in whole or in part by the same individual, individuals, or legal entity.” Consequently, it seems that an individual could potentially circumvent a limit on the number of short-term rental units under common ownership by forming business entities to own additional units. Although the substitute bill would allow local governments to limit the total number of units that may be used as a short-term rental in their jurisdiction, the bill requires that any such limit not be less than 30% of the total number of residential units in the municipality. This

Attorneys at Law

Richard M. Wilson, Jr.
Douglas A. Donnell
Daniel R. Kubiak
Scott E. Dwyer
William A. Horn
Neil L. Kimball
George V. Saylor, III
Elizabeth K. Bransdorfer
John C. Arndts
James F. Scales
Ross A. Leisman
Neil P. Jansen
Daniel J. Parmeter, Jr.
Mark E. Nettleton
Nathaniel R. Wolf
Jennifer A. Puplava
Benjamin A. Zainea
Christopher D. Matthyse
Ronald M. Redick
Kimberly M. Large
Nikole L. Canute
Daniel J. Broxup
Joshua D. Beard
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Benjamin C. Dilley
Curtis L. Underwood
Dominic T. Clolinger
Alexander P. Henderson
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Of Counsel

James R. Brown
John M. DeVries
Michael C. Haines
David R. Fernstrum
James K. White
Fredric N. Goldberg
John H. Gretzinger
Mark A. Van Allsburg
David S. Lefere

Paralegals

Danielle S. Nickelson
Gabrielle D. Palma



Michigan House Passes Short-Term Rental Legislation etc., continued from page 1

means that at least 30% of the residential units in each municipality could be potentially used as short-term rentals.

The new version of the bill contains an exemption for existing zoning ordinance provisions that regulate the rental of dwellings by overlay district without distinction between short-term rentals and rentals for longer terms if the ordinance provisions were in place as of July 11, 2019 and initiated by petition. This exemption is remarkably narrow and specific; it does not seem to further a distinguishable public policy purpose, but rather it appears to be a byproduct of political maneuvering among legislators.

Before HB 4722 can become law, it still must be passed by the Senate and then signed into law by Governor Whitmer. HB 4722 has been referred to the Senate Committee on Regulatory Reform, which approved a bill earlier this year that was identical to the previous version of HB 4722 approved by the House Committee on Commerce and Tourism. Governor Whitmer has not yet commented publicly as to whether or not she would sign the bill into law if it is passed by the Senate. The bill does not appear to have enough support in the legislature to override a veto.

If HB 4722 becomes law, it will have the effect of invalidating many regulations crafted and implemented by municipalities across the state to address issues presented by short-term rentals at the local level. The municipal law attorneys at Mika Meyers will continue to monitor developments and reports regarding HB 4722 and its potential impacts on local governments. Municipal officials should contact Mika Meyers for assistance with any questions or concerns about the effects of HB 4722.



TO: Planning Commission

FROM: Zoning Administrator

DATE: December 15, 2021

RE: 121 Mechanic – Cambria Tool Addition

Background: The owner of Cambria Tool is proposing a 50' addition to the north end of the existing building.

December 9, 2021

The construction documents for the plans of the proposed addition to the existing building located at 121 Mechanic St. were received for Zoning permit review on December 9, 2021.

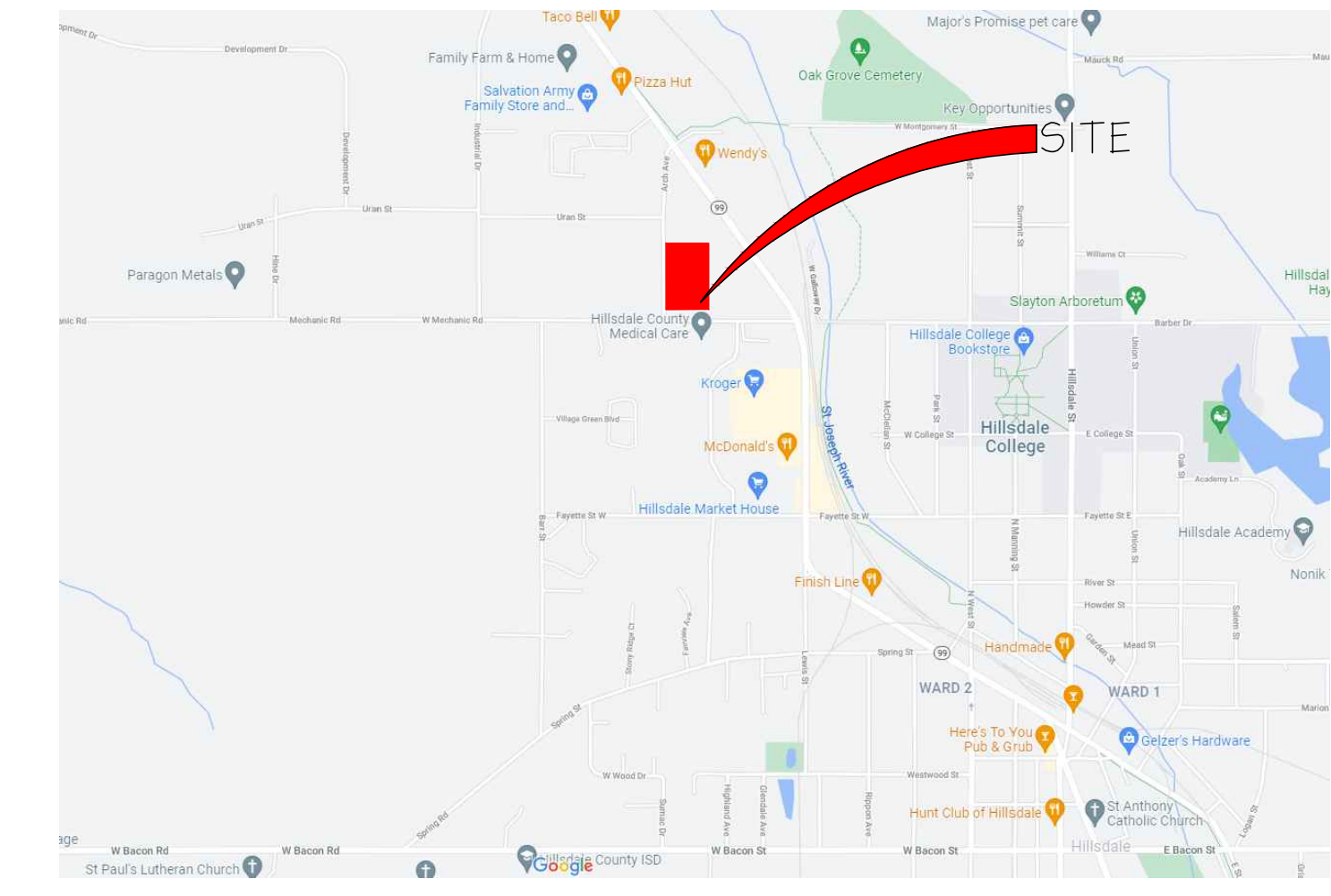
There were only a few items needed prior to final review on December 15, 2021.

- Storm water calculations for the Pre/Post
- See the detail for the Catch Basin/French Drain. Provide data that soils in the area are amenable for infiltration.
- How will these drains function in a gravel lot and be maintained as sediment can run in the structures in the gravel area.

Please submit the information to the Planning Dept. by the end of day on Tuesday, December 14, 2021 to assure final review at the December Planning Commission meeting. The Planning Commission will review the drawings at the regular meeting which will be held on December 15, 2021 at 5:30 pm. The location will be at City Hall, 97 N. Broad St. in the 3rd Floor Council Chambers.

If you have any questions, you may contact me by phone or email.

Thank you.
Alan Beeker
Planning/Zoning Administrator



LOCATION MAP - CITY OF HILLSDALE
NOT TO SCALE

OWNER INFORMATION
CAMBRIA TOOL
121 WEST MECHANIC STREET
HILLSDALE, MICHIGAN 49242
PRESIDENT = TROY BALSER (517) 499-0273

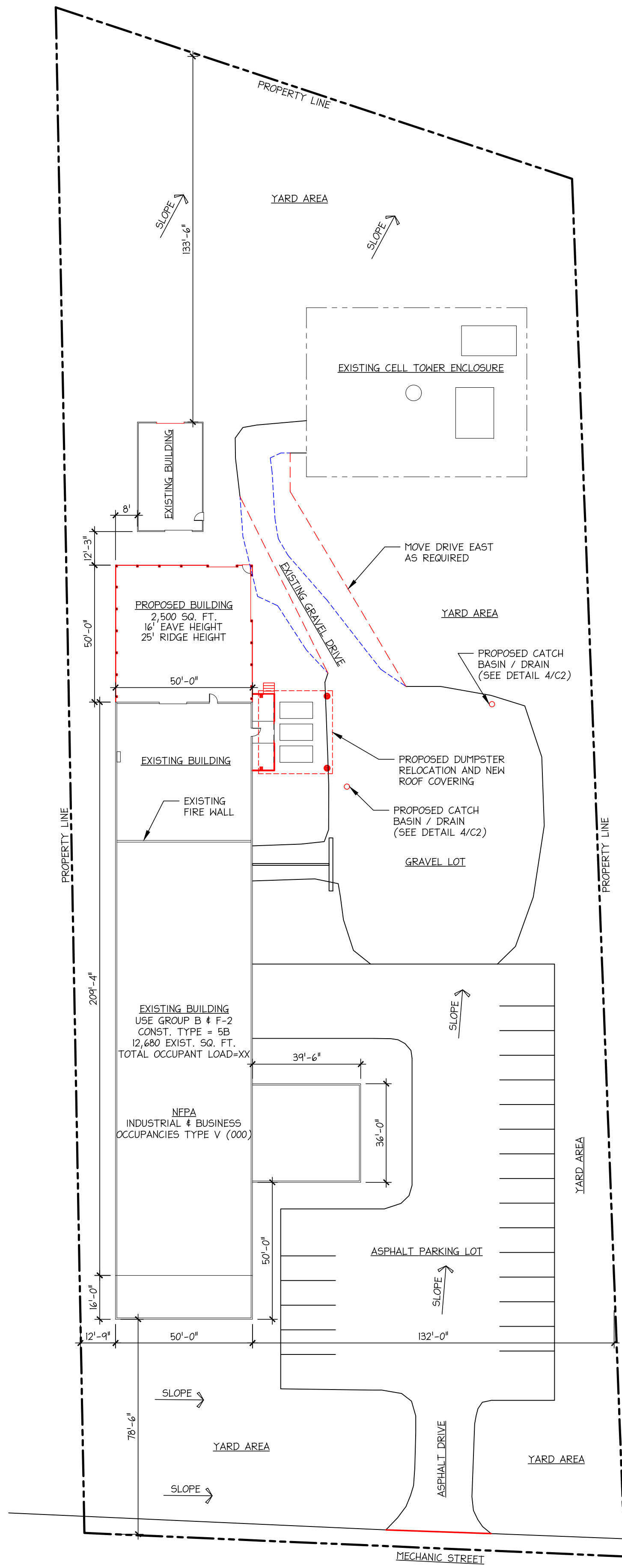
LEGEND

- EXISTING ITEMS / CONSTRUCTION
- ITEMS TO BE REMOVED / DEMOD.
- NEW ITEMS / CONSTRUCTION
- SHEET DRAIN FLOW DIRECTION

COMPLIANCE TABLE FOR I-1 - LIGHT INDUSTRIAL

ITEM DESCRIPTION	REQUIRED OR ALLOWED	ACTUAL OR PROVIDED
MINIMUM BUILDING SIZE	N/A	16,191 SQ. FT. (ALL BUILDINGS)
MAX. BUILDING HEIGHT	50' HEIGHT	26'-0" HEIGHT
SITE COVERAGE (BY BUILDING)	N/A	15%
FRONT YARD SETBACK	50'-0" MIN.	76'-8"
SIDE YARD SETBACK	10'-0" MIN.	132'-0" ON EAST SIDE 12' ON WEST
REAR YARD SETBACK	50'-0" MIN.	133'-6"
PARKING	-	22

SITE AREA
TOTAL SITE AREA = 2.46 ACRES (107,157 SQ. FT.)
TOTAL IMPERVIOUS AREA: .70 ACRES (30,407 SQ. FT.)
ROOF = .37 ACRES (16,191 SQ. FT.)
PAVEMENT = .33 ACRES (14,216 SQ. FT.)
PERVIOUS AREA = 1.76 ACRES (76,750 SQ. FT.)
LOT COVERAGE = 15% (BUILDING FOOTPRINTS)



SITE PLAN
SCALE: 1" = 30'-0"

PARENT PARCEL DESCRIPTION (As recorded)
THE WEST 200 FEET OF A PARCEL OF LAND...
PROPOSED NEXTEL LEASE AREA DESCRIPTION
THE WEST 200 FEET OF THE PARCEL...
PROPOSED NEXTEL ACCESSIBILITY EASEMENT DESCRIPTION
A NEXTEL ACCESSIBILITY EASEMENT...
CONVEYANCE
I, Matthew E. Michalek, certify that I have located and marked the proposed easement...
SITE INFORMATION
OWNER: CAMBRIA TOOL
PARCEL ID NUMBER: 50 C06-222-777-R
SITE ZONING: INDUSTRIAL
AREA OF LEASE SITE: 10,000 SQ. FT.
APPROXIMATE AREA OF PARENT PARCEL: 50,000 SQ. FT. / 1.12 ACRES
DATE OF SURVEY: 07/07/20
BASIS OF ELEVATIONS: NAVD 83
BASIS OF BEARINGS: LEGAL DESCRIPTION AS DISCOVERED BY CLIENT SURVEYOR'S NOTE
FLOOD PLAN INFORMATION: THE LEASE AREA SHOWN HEREON IS NOT LOCATED WITHIN A 100-YEAR FLOOD ZONE

LEGEND
• HIGH FOUND
○ HIGH SET
+ P.M. MARK FOUND
+ P.M. MARK SET
+ MONUMENT FOUND
+ MONUMENT SET
+ MONUMENT FOUND
+ MONUMENT SET

PROPOSED NEXTEL COMMUNICATIONS
27755 SONGJIAN AVENUE
HILLSDALE, MI 49242
TEL: (248) 882-8000
FAX: (248) 882-8899

LANDTECH
Professional Surveying & Engineering
27755 STEPHENSON ROAD
HILLSDALE, MI 49242
TEL: (517) 863-1000
FAX: (517) 863-1001

PARCEL PLAN
S-1

PROPOSED NEXTEL COMMUNICATIONS
27755 SONGJIAN AVENUE
HILLSDALE, MI 49242
TEL: (248) 882-8000
FAX: (248) 882-8899

LANDTECH
Professional Surveying & Engineering
27755 STEPHENSON ROAD
HILLSDALE, MI 49242
TEL: (517) 863-1000
FAX: (517) 863-1001

SURVEY PLAN
S-2

LEGEND
• HIGH FOUND
○ HIGH SET
+ P.M. MARK FOUND
+ P.M. MARK SET
+ MONUMENT FOUND
+ MONUMENT SET
+ MONUMENT FOUND
+ MONUMENT SET

PROPOSED NEXTEL COMMUNICATIONS
27755 SONGJIAN AVENUE
HILLSDALE, MI 49242
TEL: (248) 882-8000
FAX: (248) 882-8899

LANDTECH
Professional Surveying & Engineering
27755 STEPHENSON ROAD
HILLSDALE, MI 49242
TEL: (517) 863-1000
FAX: (517) 863-1001

SURVEY PLAN
S-2

SURVEYING INFORMATION
SCALE: NONE

PREPARED FOR:
Cambria Tool & Machine

DAILEY ENGINEERING, INC.
8485 STEPHENSON ROAD
ONSTED, MI 49265
PH. # (517) 467-9000
EMAIL - todddailey@me.com

CAMBRIA TOOL ADDITION
121 WEST MECHANIC STREET
HILLSDALE, MICHIGAN 49242

DRAWN BY: M. FOWLER | CHK'D. BY: TA DAILEY | APP'D. BY:
SITE PLAN
DATE: 11/04/2021 | REV.: 0 | DRAWING NO. **C1**
SCALE: 1/4" = 1'-0"



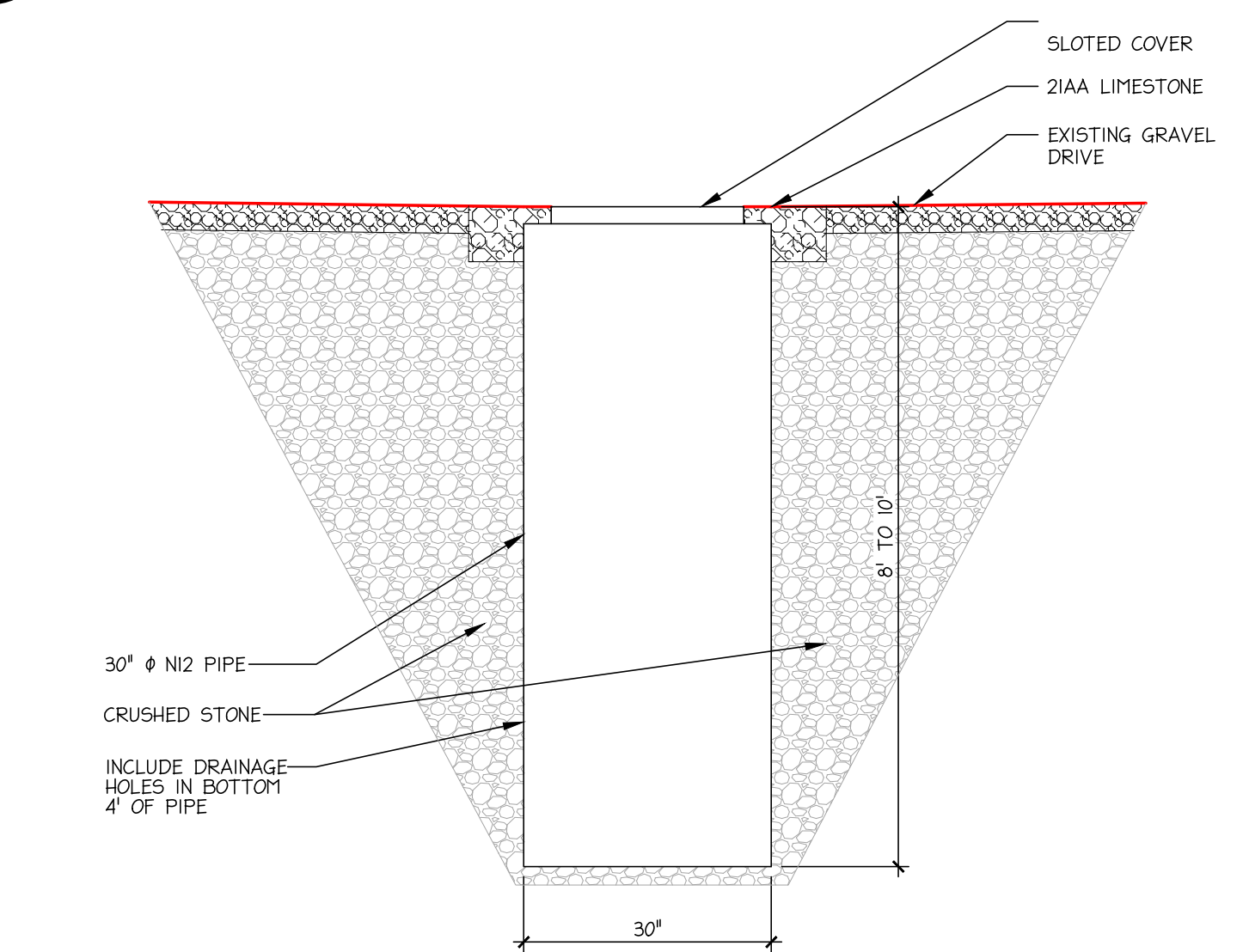
3
C2 EXISTING STORM WATER PROBLEM AREA
SCALE: NONE



2
C2 EXISTING LANDSCAPE PHOTO
SCALE: NONE



1
C2 EXISTING LANDSCAPE PHOTO
SCALE: NONE



1040 FRAME W/ 24" DIA
4
C2 CATCH BASIN / DRY WELL FRENCH DRAIN
SCALE: 3/4"=1'-0"

PREPARED FOR:
GT Cambria Tool & Machine

DAILEY ENGINEERING, INC.
8485 STEPHENSON ROAD
ONSTED, MI 49265
PH. # (517) 467-9000
EMAIL - todddailey@me.com

CAMBRIA TOOL ADDITION
121 WEST MECHANIC STREET
HILLSDALE, MICHIGAN 49242

DRAWN BY: M. FOWLER | CHK'D. BY: TA DAILEY | APP'D. BY:

SITE DETAILS

DATE: 11/04/2021 | REV.: 0 | DRAWING NO. **C2**
SCALE: AS SHOWN



TO: Planning Commission

FROM: Zoning Administrator

DATE: December 15, 2021

RE: 120 Waterworks – Self-storage

Background: The new owner of All Seasons Storage is planning to replace the existing structures on the site with new. The plan is also to expand the number of structures over time.

December 9, 2021

The site plans for the proposed project located at 120 Waterworks Dr. were submitted for Zoning permit review. The Department Head review meeting was held on December 9, 2021.

There were only a few items needing to be addressed prior to final review on December 15, 2021.

- SESC Permit is required from the County
- DPS is requesting an MDOT “M” style concrete drive approach at the new entrance.

Please submit the information to the Planning Dept. by the end of day on Tuesday, December 14, 2021 to assure final review at the December Planning Commission meeting. The Planning Commission will review the drawings for final approval at the regular meeting which will be held on December 15, 2021 at 5:30 pm. The location will be at City Hall, 97 N. Broad St. in the 3rd Floor Council Chambers.

If you have any questions, you may contact me by phone or email.

Thank you.
Alan Beeker
Planning/Zoning Administrator

FINAL PLANS FOR ALL SEASONS

120 WATER WORKS AVENUE
CITY OF HILLSDALE, HILLSDALE COUNTY, MICHIGAN

GENERAL NOTES

SIDEWALK

N/A

PHASES

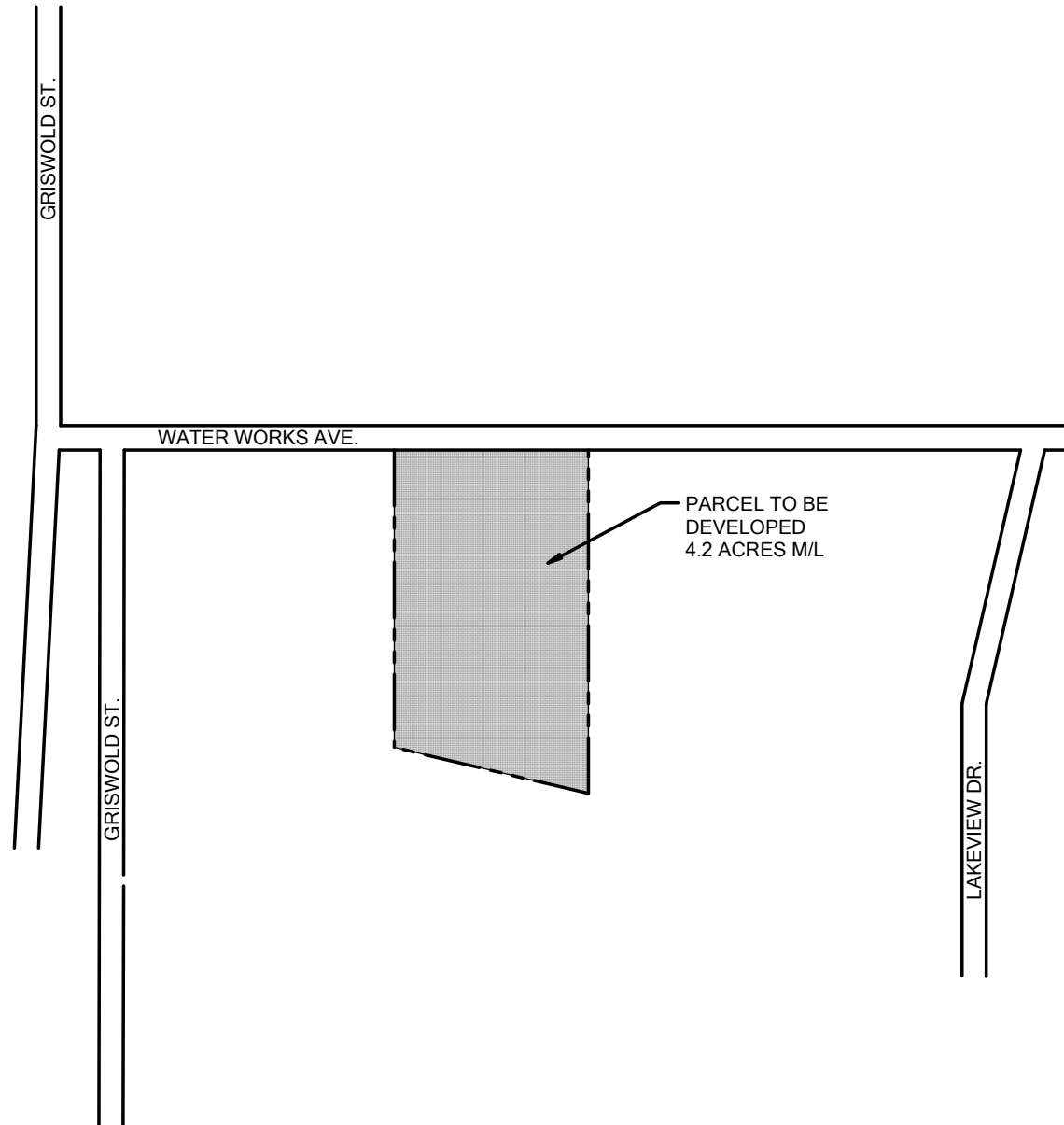
NO PHASES - PLEASE SEE NOTES ON PROPOSED PLAN SHEET FOR DETAILS

ZONING DISTRICT

PRD PLANNED REDEVELOPMENT DISTRICT

ADA COMPLIANCE

ALL BUILDINGS WILL BE EXCLUSIVELY USED FOR SELF STORAGE PURPOSES ONLY. BUSINESS OFFICE WILL BE OFF-SITE.



SHEET INDEX

SHEET 1	EXISTING SITE
SHEET 2	PROPOSED SITE
SHEET 3	PLAN
SHEET 4	DRAINAGE DESIGN

2015 MICHIGAN BUILDING CODE

SECTION	TITLE
311	STORAGE GROUP, S-2
602, 603	CONSTRUCTION TYPE, V-B

OCCUPANT LOAD, TABLE 1004.1.2

SPACE	AREA/LOADING	OCCUPANTS
FACILITY (ACTUAL)	2400/300	8

DESIGN LOADS

BASIC WIND SPEED: 90 MPH
 SNOW: GROUND (Pg) = 20 psf; ROOF (Pf) = 20 psf
 ROOF: LL = 20 psf; DL = 9 psf

SOIL BEARING CAPACITY (ASSUMED) = 2000 psf

HEIGHT	ALLOWED	2 STORY	SECTION 503 & 506.2
	ACTUAL	1 STORY	10' EAVE HEIGHT
AREA	ALLOWED	13,500	
	ACTUAL	2,400	



Excavators, landscapers, farmers, homeowners, and contractors can contact us 7 days a week - 24 hours a day! Before you dig contact MISS DIG 811- IT IS THE LAW!

REVISIONS

DATE	DESCRIPTION

PLAN PREPARATION

DRAWN BY	DATE
R.J.J.	10.29.21

TITLE SHEET

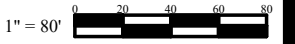
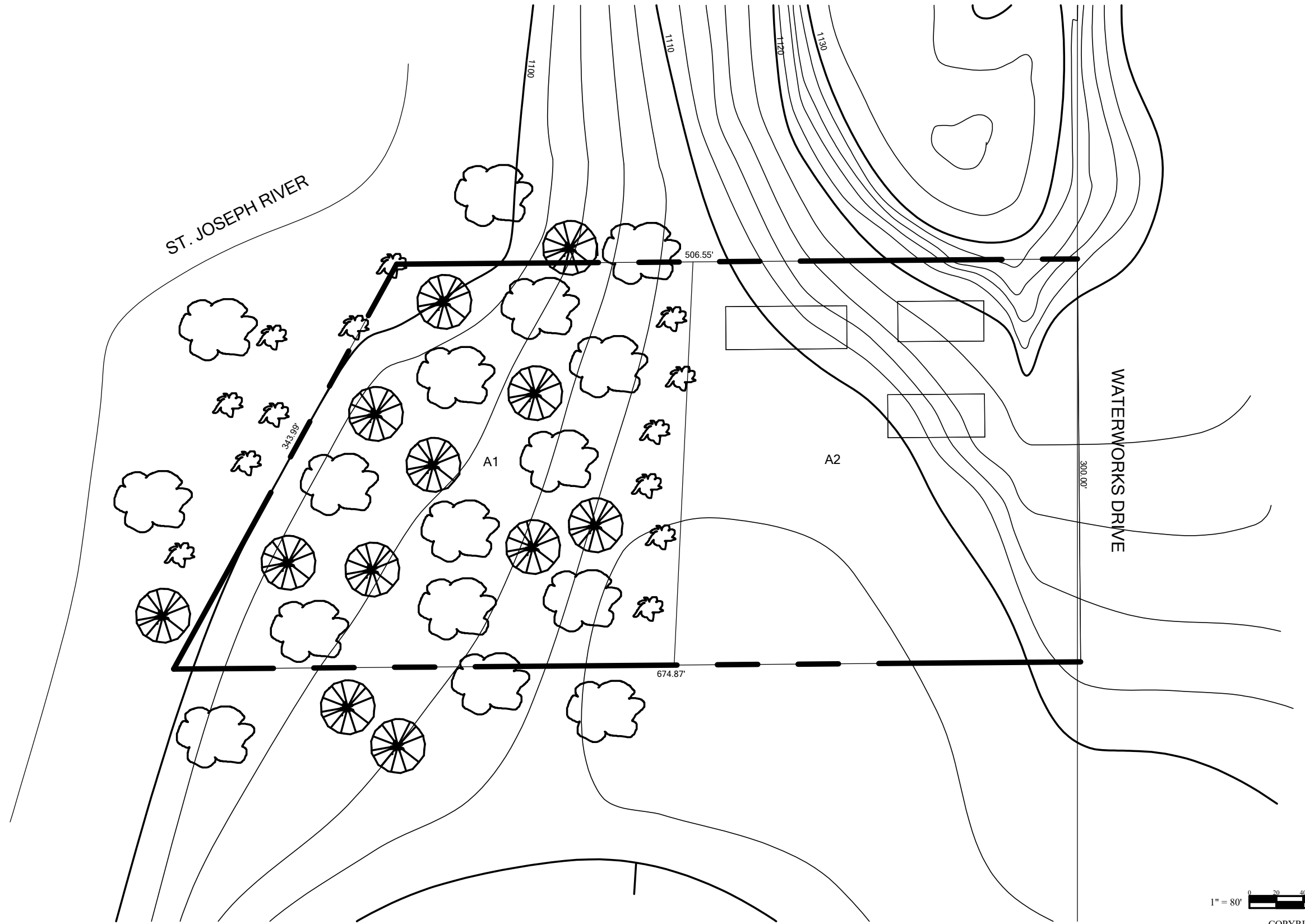
ALL SEASONS
STORAGE FACILITY



ST. JOSEPH RIVER

DRAINAGE AREA SUMMARY
TOTAL AREA - 4.2 AC

A1 2.0 AC
A2 2.2 AC



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PROPERTY DESCRIPTION

COMMENCING FROM THE N¼ COR SEC 35 THENCE S89 DEG 27 MIN 20 SEC W 6 FT TO CENTERLINE GRISWOLD ST THENCE S00 DEG 34 MIN 20 SEC E ALONG SAID CENTERLINE 1950.5 FT TO CENTERLINE WATERWORKS AVE. THENCE N89 DEG 33 MIN E ALONG SAID CENTERLINE 553 FT THENCE S00 DEG 27 MIN E 33 FT FOR POB THENCE N89 DEG 33 MIN E 300 FT THENCE S00 DEG 27 MIN E 674.87 FT THENCE N61 DEG 09 MIN 17 SEC W 343.99 FT THENCE N00 DEG 27 MIN W 506.55 FT TO POB ALSO ALL LAND BETWEEN SOUTHERLY EXT EAST AND WEST BOUNDARIES ABOVE DESC AND ST JOSEPH RIVER MILL RACE 4.2 ACRES +/- UNPLATTED SEC 35 T6S R3W FOURTH WARD

ALL SEASONS
120 WATERWORKS DRIVE
HILLSDALE, MICHIGAN 49242

JENKINS ENGINEERING LLC

5160 BARKER ROAD
JONESVILLE, MICHIGAN 49250
TEL. 517.212.0405

DRAWING TITLE
EXISTING
JOB NUMBER
2103

PLAN SHEET
1 of 1
DATE
10/26/21



DEVELOPMENT NARRATIVE

THE INITIAL PLAN FOR THIS SITE IS TO CONSTRUCT BUILDINGS 1-6. AS THOSE BUILDINGS REACH STORAGE CAPACITY, THE ORIGINAL EXISTING STORAGE BUILDINGS WILL BE REMOVED. FOLLOWING REMOVAL BUILDINGS 7-10 WILL BE CONSTRUCTED. CLEARING AND GRADING AND CONSTRUCTION OF BUILDINGS 11-20 WILL FOLLOW THE ORDER AS SHOWN IN THIS PLAN. FULL BUILD-OUT WILL PROGRESS ONE BUILDING AT A TIME AND WILL ONLY OCCUR AS CUSTOMER DEMANDS REQUIRE ADDITIONAL STORAGE.

SOIL EROSION AND SEDIMENTATION CONTROL

SILT FENCE SHALL BE USED FOR SOIL EROSION DURING PERIODS OF TIME WHEN GRADE IS BEING EXCAVATED AND SHALL REMAIN IN PLACE UNTIL FINISH GRADE OF LIMESTONE IS PLACED.

FENCING

CHAIN LINK FENCE TO BE INSTALLED AROUND PERIMETER UPON COMPLETION OF ALL STORAGE BUILDINGS.

DRAINAGE INFORMATION - POST DEVELOPMENT

ROOF SURFACE	48,000 SQ. FT. (1.1 AC)
LIME STONE DRIVE	114,092 SQ. FT. (2.6 AC)
GRASS	20,860 SQ. FT. (0.5 AC)

NOTES:

TEMPORARY MEASURES FOR COLLECTING WASTE AND REFUSE WILL BE SUPPLIED BY CONTRACTOR DURING CONSTRUCTION OF ALL STORAGE BUILDINGS.

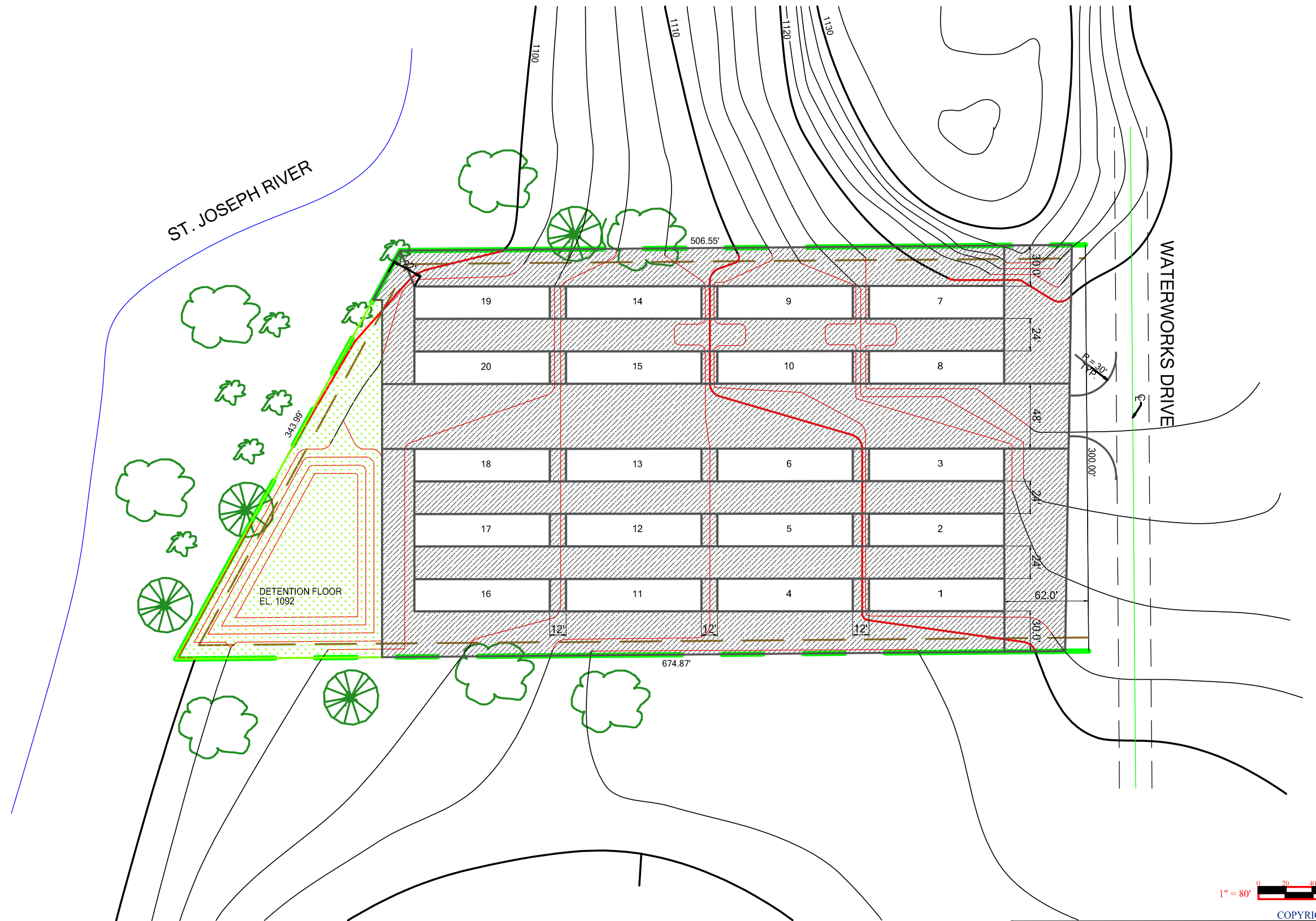
THERE IS NO PLAN FOR ELECTRICAL POWER TO BE INSTALLED; CONSEQUENTLY, NO EXTERIOR LIGHTING WILL BE SUPPLIED.

LEGEND

- LIMESTONE SURFACE
- GRASS

PROPERTY DESCRIPTION

COMMENCING FROM THE N¼ COR SEC 35 THENCE S89 DEG 27 MIN 20 SEC W 6 FT TO CENTERLINE GRISWOLD ST THENCE S00 DEG 34 MIN 20 SEC E ALONG SAID CENTERLINE 1950.5 FT TO CENTERLINE WATERWORKS AVE. THENCE N89 DEG 33 MIN E ALONG SAID CENTERLINE 553 FT THENCE S00 DEG 27 MIN E 33 FT FOR POB THENCE N89 DEG 33 MIN E 300 FT THENCE S00 DEG 27 MIN E 674.87 FT THENCE N61 DEG 09 MIN 17 SEC W 343.99 FT THENCE N00 DEG 27 MIN W 506.55 FT TO POB ALSO ALL LAND BETWEEN SOUTHERLY EXT EAST AND WEST BOUNDARIES ABOVE DESC AND ST JOSEPH RIVER MILL RACE 4.2 ACRES +/- UNPLATTED SEC 35 T6S R3W FOURTH WARD



ALL SEASONS
 120 WATERWORKS DRIVE
 HILLSDALE, MICHIGAN 49242
JENKINS ENGINEERING LLC

5160 BARKER ROAD JONESVILLE, MICHIGAN 49250 TEL. 517.212.0405	DRAWING TITLE PROPOSED JOB NUMBER 2103	PLAN SHEET 2 OF 3 DATE 10/26/21
---	---	--

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TO: Planning Commission

FROM: Zoning Administrator

DATE: December 15, 2021

RE: 3007 W. Carleton Rd. – Mystic Car Care

Background: The owner of the property located at 3007 W Carleton Rd. is proposing a new building on the vacant lot. The building will be located behind the existing Taco Bell restaurant.

December 9, 2021

The site plans for the proposed project located at 3007 W. Carleton Rd. were submitted for Zoning permit review. The Department Head review meeting was held on December 9, 2021.

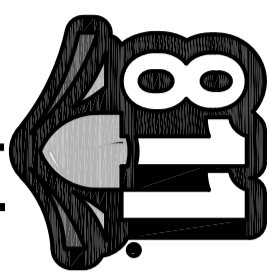
There were a few items needing to be addressed prior to final review on December 15, 2021.

- SESC Permit is required from the County
- Submit storm calculations to the City Engineer for review.
- Preliminary MDOT review indicates the proposed drive approach will not be permitted. Submit confirmation from MDOT that a resolution has been reached.

Please submit the information to the Planning Dept. by the end of day on Tuesday, December 14, 2021 to assure final review at the December Planning Commission meeting. The Planning Commission will review the drawings for final approval at the regular meeting which will be held on December 15, 2021 at 5:30 pm. The location will be at City Hall, 97 N. Broad St. in the 3rd Floor Council Chambers.

If you have any questions, you may contact me by phone or email.

Thank you.
Alan Beeker
Planning/Zoning Administrator



Know what's below.
Call before you dig.

MYSTIC CAR CARE

SITE PLAN

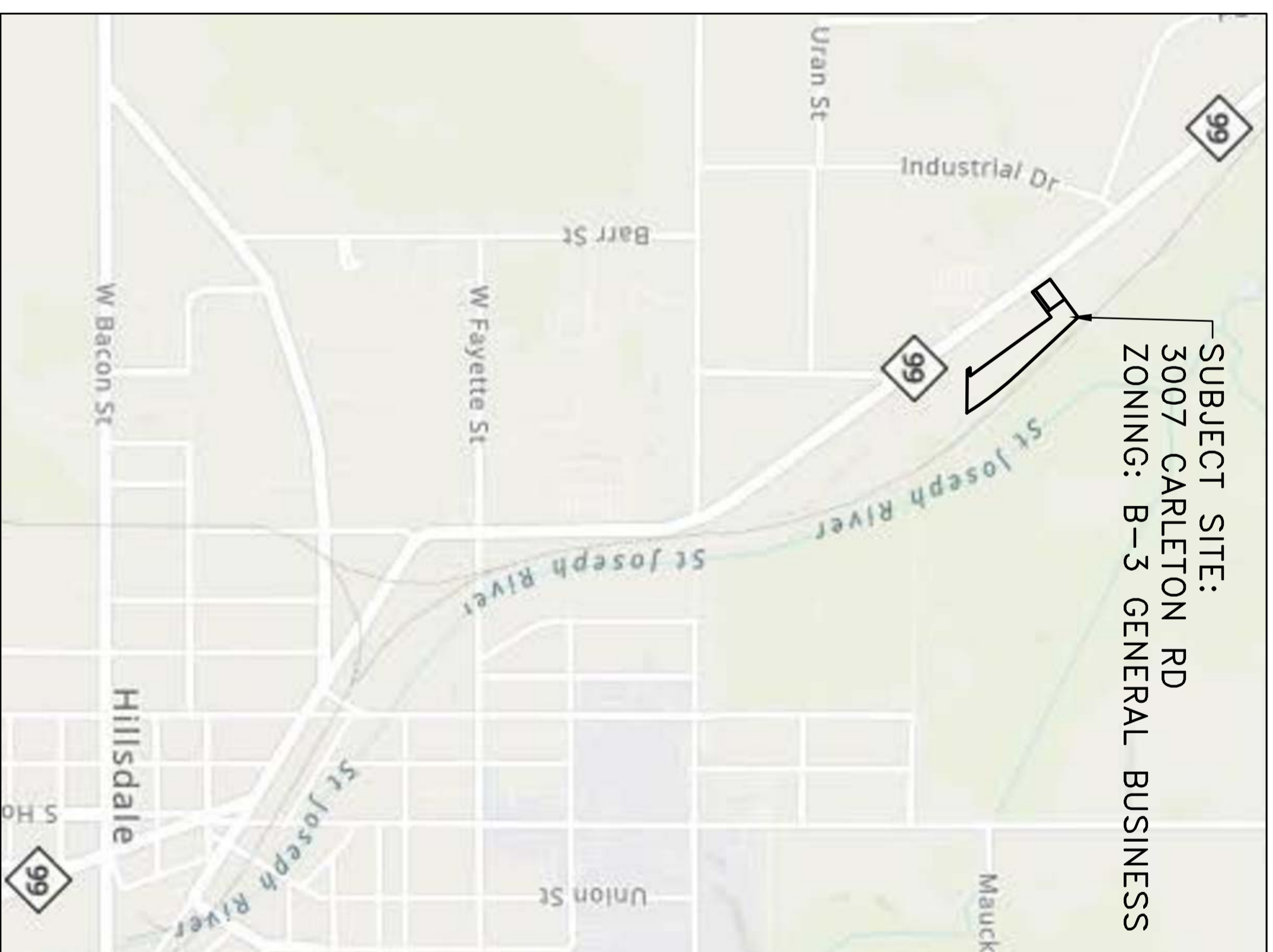
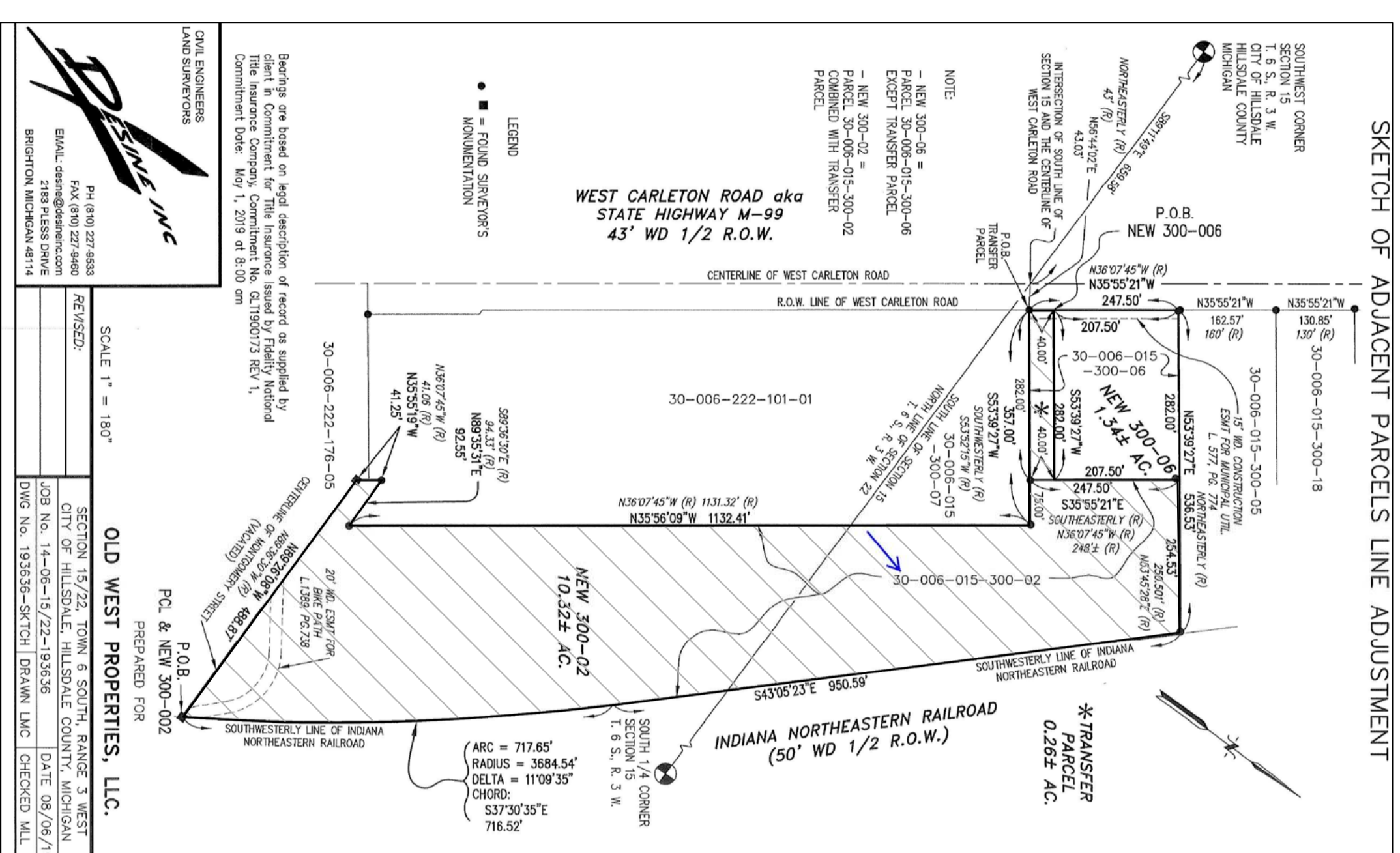
3007 W. CARLETON RD - HILLSDALE, MI 49242
A PART OF THE SW 1/4 OF SECTION 15 T6S, R3W
CITY OF HILLSDALE, HILLSDALE COUNTY, MICHIGAN 49242
TAX ID: 30-0060015-300-27

SHEET NO. _____ DESCRIPTION
1. _____ TITLE SHEET

FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, 1974, THE CONTRACTOR SHALL DIAL 1-800-482-7171 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS, PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. MEMBERS WILL THUS BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE PART OF THE "MISS DIG" ALERT SYSTEM.

IT IS THE CONTRACTORS RESPONSIBILITY TO LOCATED AND PROTECT PUBLIC AND PRIVATE UTILITIES.

REFERENCES TO SPECIFICATIONS THE IMPROVEMENTS COVERED BY THESE PLANS SHALL BE DONE IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS AND SPECIFICATION REFERENCES INCLUDING BUT NOT LIMITED TO THE MICHIGAN DEPARTMENT OF TRANSPORTATION 2012 STANDARD SPECIFICATIONS FOR CONSTRUCTION.



PARCEL BOUNDARY INFORMATION

LOCATION MAP

NOT TO SCALE

NOT TO SCALE

OWNER
MYSTIC CAR CARE
126 W. CHICAGO ST
JONESVILLE, MI 49250

CONSULTANT
MT ENGINEERING, LLC
149 LEWIS ST
PO BOX 232
HILLSDALE, MI 49242

NOTES APPLYING TO STANDARD PLANS
WHERE THE FOLLOWING ARE CALLED FOR ON THE PLANS, THEY ARE TO BE CONSTRUCTED ACCORDING TO THE MDOT STANDARD PLAN GIVEN BELOW OPPOSITE EACH ITEM UNLESS OTHERWISE INDICATED.
CONCRETE CURB AND CONCRETE GUTTER R-30-E

NOTE: STANDARD PLANS & SPECIAL DETAILS ITEMIZED ABOVE CAN BE OBTAINED FROM THE FOLLOWING MDOT WEBSITE:
<http://mdot.wa1.mdot.state.mi.us/public/design/english/stnstdcrdcrplans/index.htm>

MTE PROFESSIONAL ENGINEERING SERVICES
149 Lewis Street
P.O. Box 232
Hillsdale, Michigan 49242
Phone: (517) 437-4283
Fax: (517) 437-4344

PROJECT PROGRAM:

SEAL	DATE: 12-01-21
SHEET 1 OF X	DWG FILE: CIVL_Applc.dwg
PREPARED UNDER THE SUPERVISION OF	DATE
MATTHEW W. TAYLOR, P.E., MICHIGAN No. 52182	



SITE LAYOUT CONSTRUCTION KEYNOTES	
①	RECONSTRUCT SIDEWALK AS NECESSARY AFTER DRIVE APPROACH RECONSTRUCTION. SIDEWALK CURB OPENINGS SHALL BE CONSTRUCTED IN ACCORDANCE WITH MDT DETAIL R-28-J.
②	MDOT F4 CURB AND GUTTER
③	MDOT TYPE M OPENING
④	CONNECT PROPOSED SANITARY SEWER SERVICE LEAD TO EXISTING SANITARY MAIN PER HILLSDALE BPU SPECIFICATIONS.
⑤	COORDINATE WITH HILLSDALE BPU TO PLACE EXISTING WATER CURB STOP VALVE BACK IN TO SERVICE. TIE PROPOSED WATER SERVICE LEAD TO VALVE AND EXTEND TO BUILDING. PROPOSED SERVICE PIPING TO BE 2" PLASTIC.
⑥	6" NON-REINF CONCRETE PAVEMENT OVER 8" COMPACTED 21AA BASE
⑦	8" 21AA CRUSHED CONCRETE OR LIMESTONE AGGREGATE SURFACE COURSE
⑧	PROPOSED UNDERGROUND ELECTRIC
⑨	1.5" HMA 13A WEARING COURSE OVER 2" HMA 13A BASE COURSE OVER 8" 21AA AGG. BASE OVER COMPACTED SUBBASE
⑩	4" CONCRETE SIDEWALK WITH 6" EXPOSED INTEGRAL CURB FACE
⑪	ADA COMPLIANT SIDEWALK RAMP AND 8' WIDE VAN ACCESSIBLE UNLOADING ZONE
⑫	DETENTION BASIN AND DETENTION BASIN EARTH FORMED BERM
⑬	PROPOSED NATURAL GAS SERVICE

	CLIENT Mystic Car Care 126 W Chicago St Jonesville, MI 49250 Phone: (517) 437-4883 Fax: (517) 437-4344
MYSTIC CAR CARE SERVICE & INSTALLATION SHOP SITE PLAN	SP1
DATE: 03-18-21 SHEET SP1 OF SP1 CADD: MWT ENG: MWT RM: MWT TECH: MWT SPT: Mystic Tint NA	MTE JOB No. 02122 REVISIONS:

NA
NA



TO: Planning Commission

FROM: Zoning Administrator

DATE: December 15, 2021

RE: 240 S. Broad – PS Food Mart

Background: The owner of the PS Food Mart located at 240 S. Broad is proposing the removal and installation of new fuel tanks along with the removal and relocation of the fuel pump islands and the overhead canopy.



ALAN C. BEEKER
ZONING ADMINISTRATOR
97 North Broad Street
Hillsdale, Michigan 49242-1695
(517) 437-6449 FAX: (517) 437-6450

December 9, 2021

The site plans for the proposed project located at 240 S. Broad St. were submitted for Zoning permit review. The Department Head review meeting was held on December 9, 2021.

There were no issues.

The Planning Commission will review the drawings for final approval at the regular meeting which will be held on December 15, 2021 at 5:30 pm. The location will be at City Hall, 97 N. Broad St. in the 3rd Floor Council Chambers.

If you have any questions, you may contact me by phone or email.

Thank you.
Alan Beeker
Planning/Zoning Administrator

HILLSDALE PS FOOD MART

**240 S BROAD STREET
SECTION 35, T.6S, R.3W
CITY OF HILLSDALE
HILLSDALE COUNTY, MI**

SITE DEVELOPMENT PLANS DECEMBER 3, 2021

ISSUED FOR: SITE PLAN REVIEW

SHEET INDEX

No.	SHEET TITLE
T1.0	TITLE SHEET
C1.0	EX CONDITIONS - DEMO PLAN
C2.0	SITE & UTILITY PLAN
C3.0	GRADING - SESC PLAN
C4.0	DETAILS
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REVISIONS

No.	ISSUED FOR:	DATE:	BY:
0	SITE PLAN REVIEW	12/03/2021	ar
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4	.	.	.
5	.	.	.

OWNER/DEVELOPER:

CONVENIENCE KING GROUP, INC
203 WEST MAIN STREET
HOMER, MI 49269
TEL: (517) 568-4114

CIVIL ENGINEER:

AR ENGINEERING, LLC.
5725 VENTURE PARK DRIVE, SUITE A
KALAMAZOO, MI 49008
TEL. (269) 250-5991 FAX. (866) 569-0604



AR

ANDREW ROSSELL, P.E.

12/03/2021

DATE

LOCATION MAP
NOT TO SCALE



41°54'33.8"N 84°37'40.7"W

LEGAL DESCRIPTION

PARCEL #: 30 006-435-103-26 & 30 006-435-103-23

COM SE COR MCCALLS ADDN TH E 50 FT FOR POB TH N 0 DEG 01 MIN 08 SEC E (REC N0 DEG 06 MIN 42 SEC E) 190 FT PAR W/ E LN SD MCCALLS ADDN TH N89 DEG 16 MIN E (REC N89 DEG 54 MIN 10E) 220.94 FT TO WLY LN HWY M-99 R/W (A/K/A BROAD ST) TH SELY ALG SD R/W ALG CURVE TO L (R=1812.92 ANG=03 DEG 33 MIN 50 SEC CH BEARING S13 DEG 25 MIN 57 SEC E) 112.77 FT TO PT 110 FT S OF PRECEDING COURSE TH S89 DEG 16 MIN W (REC S89 DEG 54 MIN 10 SEC W) 95.97 FT TH S0 DEG 01 MIN 08 SEC W (REC S0 DEG 06 MIN 42 SEC W) 80 FT TH S89 DEG 16 MIN W (REC S89 DEG 54 MIN 10 SEC W) 151.2 FT TO POB 0.87A+/- UNPLATTED SEC 35 T6S R3W FOURTH WARD

AND

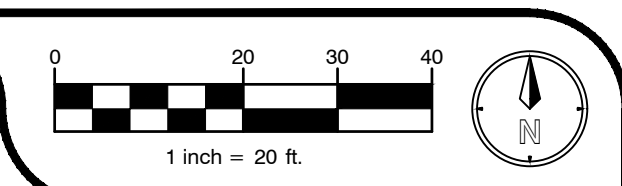
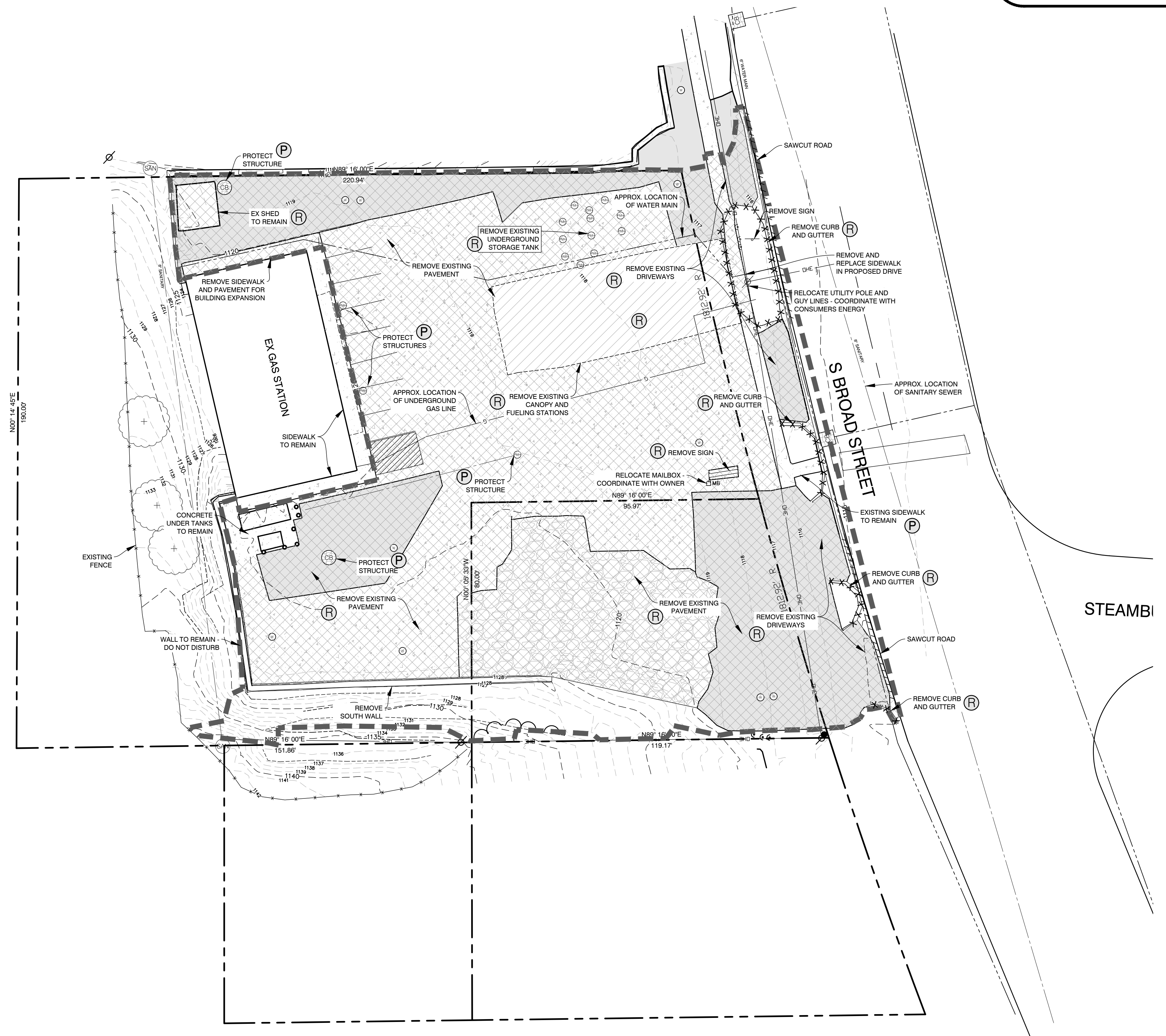
COM NW COR SEC 35 TH E 1026.2 FT TH S 1320 FT FOR POB TH E 112.2 FT TO W LN HWY M-99 (AKA M-34) TH ON CURVE N16 DEG 46 MIN W 83.48 FT TH W 88 FT TH S 80 FT TO POB 0.2A+/- UNPLATTED SEC 35 T6S R3W FOURTH WARD

DEMOLITION NOTES

- ALL WORK SHALL CONFORM TO ALL LOCAL, STATE AND FEDERAL LAWS, RULES AND REGULATIONS IN FORCE AT TIME OF CONSTRUCTION.
- THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS, PERMIT COSTS, TAP FEES, METER DEPOSITS, PERMANENT UTILITY APPLICATIONS, BONDS, AND OTHER FEES REQUIRED FOR PROPOSED WORK. THIS SHALL INCLUDE, BUT SHALL NOT BE LIMITED TO THOSE REQUIRED BY THE CITY OF HILLSDALE, MICHIGAN AND HILLSDALE COUNTY.
- CONTACT MISS DIG "811" FOR LOCATION OF UNDERGROUND UTILITIES A MINIMUM OF 48 HOURS BEFORE COMMENCING EXCAVATION WORK. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO ARE NOT PART OF THE "MISS DIG" ALERT SYSTEM. THE CONTRACTOR SHALL CONDUCT HIS OPERATIONS IN A MANNER AS TO ENSURE THAT THOSE UTILITIES NOT REQUIRING RELOCATION WILL NOT BE DISTURBED.
- DEMOLISH & REMOVE ALL EXISTING SITE FEATURES AS REQUIRED.
- ALL SOIL EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO DEMOLITION.
- ALL EXCAVATION SHALL BE IN ACCORDANCE WITH THE TECHNICAL SPECIFICATIONS AND GEOTECHNICAL REPORT FOR THIS SITE BY ENVIRO SOLUTIONS.
- ALL EXISTING ELEVATIONS ARE TO BE VERIFIED AND ACCEPTED AS SHOWN PRIOR TO COMMENCEMENT OF WORK.
- CONTRACTOR SHALL TAKE PRECAUTIONS TO AVOID TRACKING SOIL ONTO ADJACENT ROADWAYS. CONTRACTOR SHALL SWEEP IMMEDIATELY IF OCCURS.
- ANY DISTURBED AREA WHICH WILL BE LEFT UNWORKED 15 DAYS OR LONGER MUST BE SEEDED TO ESTABLISH VEGETATION FOR TEMPORARY STABILIZATION. BASINS TO BE SEEDED AND MULCH BLANKETS APPLIED IMMEDIATELY TO PROVIDE A STABLE BASE AND AVOID EXCESSIVE EROSION.
- REVIEW ALL THE REMOVALS AND PROTECTION WITH OWNER PRIOR TO COMMENCING CONSTRUCTION. INSTALL TEMPORARY SNOW FENCE AROUND ALL TREES REQUIRING PROTECTION. SNOW FENCE SHALL BE PLACED AT EDGE OF DRIP LINE.
- SAWCUT ALL CURB, SIDEWALK, AND PAVEMENTS PRIOR TO REMOVAL. ADDITIONAL SAWCUT MAY BE NECESSARY PRIOR TO REPLACEMENT TO ENSURE CLEAN EDGE.
- ALL REMOVALS SHALL BE TAKEN OFF-SITE AND DISPOSED OF PROPERLY. NO STOCKPILE OR BURNING OF DEBRIS IS ALLOWED.
- ALL REMOVALS SHALL BE TO THE LIMITS INDICATED ABOVE UNLESS OTHERWISE DIRECTED BY THE ENGINEER. UNAUTHORIZED REMOVALS AND SUBSEQUENT REPLACEMENT SHALL BE AT THE CONTRACTOR'S EXPENSE.
- REMOVE, STORE, AND RESET ANY EXISTING SIGNS AS DIRECTED BY THE ENGINEER/OWNER.
- REMOVE ALL TREES TO THE CLEARING LIMITS AS SHOWN. REMOVE ALL EXISTING TREES, STUMPS AND BRUSH FROM THE SITE AS NECESSARY TO CONSTRUCT THE IMPROVEMENTS.
- THE CONTRACTOR SHALL DEMOLISH AND REMOVE ANY ITEMS REMAINING FROM THE EXISTING BUILDING, IN ITS ENTIRETY, INCLUDING WALLS, FOUNDATIONS AND FOOTINGS. ALL BUILDING DRAINS AND UTILITY LEADS SHALL BE LOCATED AND PROPERLY PLUGGED. UTILITY LEAD WORK SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANY.
- BACKFILL EXCAVATED AREAS WITH CLEAN GRANULAR FILL COMPACTED TO 95% OF THE MATERIAL UNIT WEIGHT BY MODIFIED PROCTOR.
- CONTROL SHALL BE MAINTAINED OVER THE SITE AND OPERATION TO ELIMINATE HAZARDS TO THE PUBLIC. NAILS OR OTHER TIRE PUNCTURING ITEMS SHALL NOT BE DROPPED ON STREETS, ALLEYS AND ADJACENT PROPERTY. PUBLIC STREETS, CURBS AND SIDEWALKS SHALL BE PROTECTED FROM DAMAGE. THE PERSON ENGAGED IN THE DEMOLITION WORK SHALL BE LIABLE FOR ANY AND ALL DAMAGE TO CURBS, STREETS, SIDEWALKS AND OTHER PUBLIC OR PRIVATE PROPERTY AND FOR ANY BODILY INJURY OCCURRING AS A RESULT OF THE DEMOLITION WORK.

LEGEND

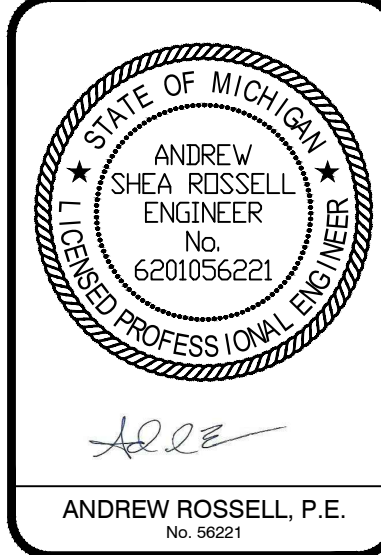
- PAVEMENT REMOVAL
- BUILDING REMOVAL
- SAWCUT
- UTILITY LINE REMOVAL
- REMOVE
- PROTECT
- LIMITS OF CONSTRUCTION
- CURB & GUTTER REMOVAL



PLANS PREPARED BY:



DRAWN: cck
CHECKED: ASR



No.	ISSUED FOR:	DATE	BY:
0	SITE PLAN APPROVAL	12/03/21	ck
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SHEET TITLE: EXISTING CONDITIONS - DEMO PLAN
PROJECT: HILLSDALE PS FOOD MART
CLIENT: CONVENIENCE KING GROUP INC

JOB NUMBER: 2171003
DATE: 12/03/2021

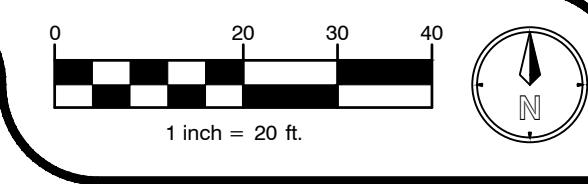
SHEET NUMBER: C1.0



ALL UTILITIES AS SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA. FIELD WORK PERFORMED BY: LODOZINSKI & ASSOCIATES, LLC

SITE DATA

- PROPERTY INFORMATION:**
 PARCEL #S: 30 006-435-103-26 & 30 006-435-103-23
 SITE AREA: 45,738 SF (1.05 AC)
 DEVELOPER: CONVENIENCE KING GROUP INC
 203 W MAIN ST
 HOMER, MI 49245
 PHONE: (517) 568-4114
 E-MAIL: JLJNTON@FOLKOIL.COM
- ZONING:**
 PROPERTY CURRENTLY ZONED: B-3 GENERAL BUSINESS DISTRICT
 ABUTTING PROPERTY CURRENTLY ZONED: NORTH: B-3 GENERAL BUSINESS DISTRICT
 SOUTH: HILLSDALE TOWNSHIP
 EAST: PRF PARKS
 WEST: R-1 RESIDENTIAL SINGLE DISTRICT
 PROPOSED LAND USE = GAS STATION CANOPY AND PUMP STATIONS
- CANOPY SETBACKS**
 FRONT = 8'
 SIDES = 8'
 REAR = 8'
- PARKING:**
 REQUIRED = 1 SPACE PER FUEL PUMP + 1 SPACE PER 300 SQUARE FEET OF FLOOR AREA
 8 FUEL PUMPS + 2,188 = 287 SF EXPANSION/ 300 = 8
 TOTAL REQUIRED = 16
 PROVIDED = STANDARD 9'X20' SPACES = 15
 BARRIER FREE SPACES = 1
 TOTAL PROVIDED = 16
- LOT:**
 LOT SIZE: 45,738 SF (1.05)
 PROPOSED BUILDING COVERAGE: 8%
 PROPOSED IMPERVIOUS COVERAGE: 66%
- LANDSCAPING:**
 SHALL BE IN ACCORDANCE WITH LANDSCAPING PLAN.
- STORM WATER DETENTION REQUIRED:**
 STORM WATER MANAGEMENT SHALL BE IN ACCORDANCE WITH COUNTY STORM WATER GUIDELINES.



SITE PLAN NOTES

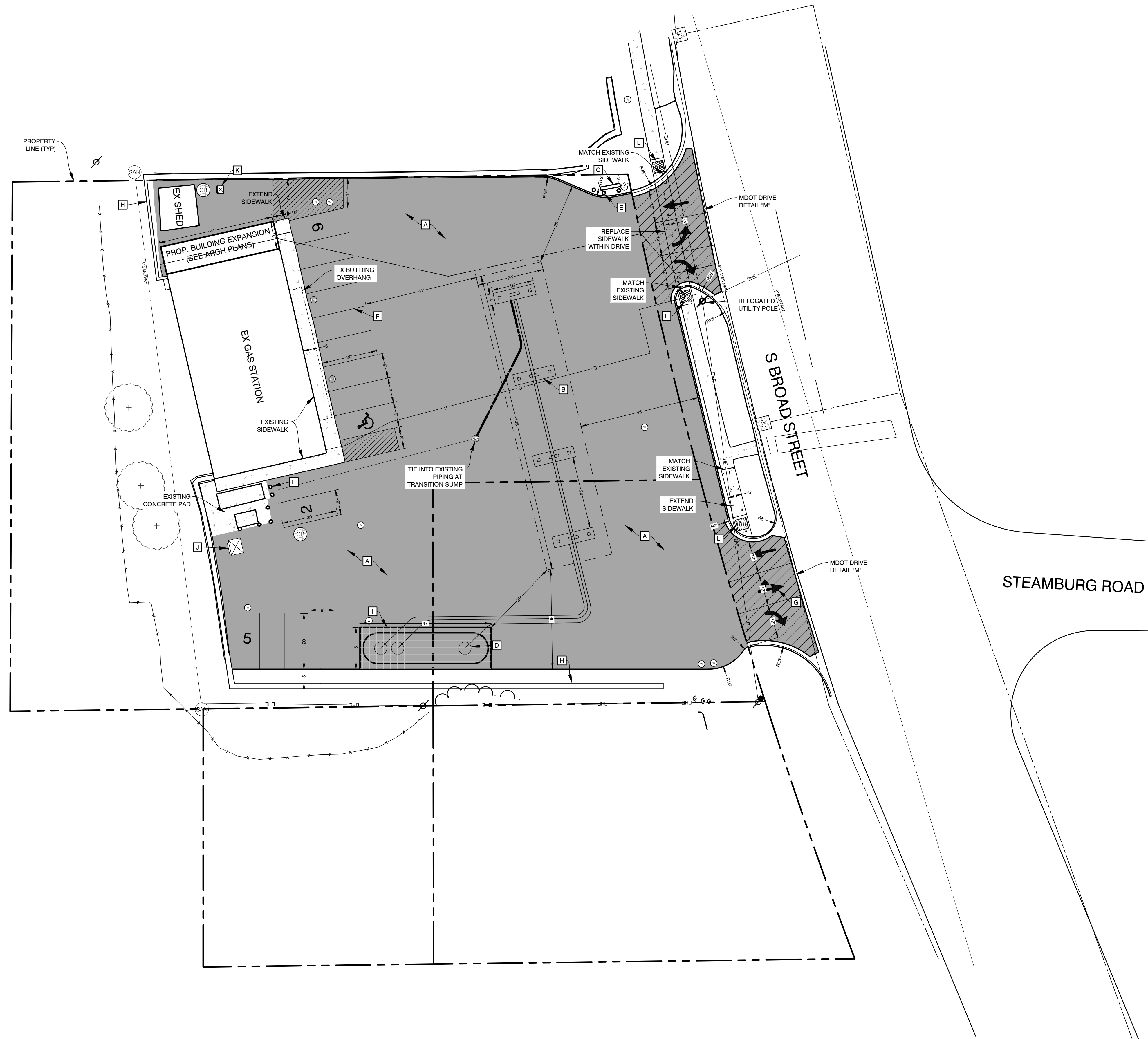
- A** CONCRETE PAVEMENT (SEE DETAIL SHEET).
- B** GAS STATION ISLAND WITH DISPENSER, BUMPER GUARD, COLUMN FOR CANOPY (SEE PETROLEUM PLANS)
- C** PROPOSED LIGHTED PYLON SIGN W/ UNDERGROUND ELECTRICAL (SEE SIGN PLAN)
- D** PETROLEUM TANK (SEE PETROLEUM PLAN)
- E** BOLLARDS - (8) TOTAL
- F** PAINT/ STRIPING (SEE DETAIL SHEET)
- G** 4" PAINTED PARKING LOT MARKING/ STRIPING (TYP.)
- H** EXTEND RETAINING WALL (SEE GRADING PLAN)
- I** ELEVATED TANK FARM PAD
- J** DUMPSTER
- K** GREASE CONTAINER
- L** ADA RAMP

GENERAL NOTES

- DIMENSIONS TAKE PRECEDENCE OVER SCALE. CONTRACTOR TO VERIFY ALL DIMENSIONS IN FIELD.
- IF ANY ERRORS, DISCREPANCIES, OR OMISSIONS BECOME APPARENT, THESE SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT/ ENGINEER PRIOR TO CONSTRUCTION OF ANYTHING AFFECTED SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.
- ALL CURB RADII AND DIMENSIONS ARE TO FACE OF CURB. CURB TO BE PROVIDED WHERE SHOWN AND INTEGRAL WITH SIDEWALK AT PAVING EDGE.
- SLOPE GRADES UNIFORMLY BETWEEN ELEVATIONS SHOWN. NOMINAL GRADING. SLOPE SIDEWALKS AWAY FROM BUILDING AT 1/4" PER FOOT ON ENTRY WALK.

LEGEND

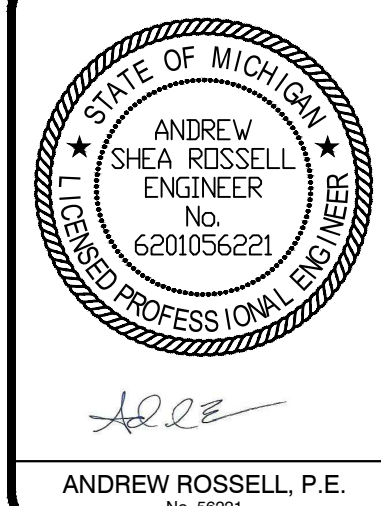
- CONCRETE SIDEWALK AND PAD (SEE DETAIL ON C4.0)
- HEAVY DUTY CONCRETE PAVEMENT (SEE DETAIL ON C4.0)
- CONCRETE PAVEMENT IN R/W (SEE DETAIL ON C4.0)
- TANK FARM CONCRETE PAVEMENT (SEE DETAIL ON C4.0)



PLANS PREPARED BY:



DRAWN: cvk
 CHECKED: ASR



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SHEET TITLE: SITE & UTILITY LAYOUT
 PROJECT: HILLSDALE PS FOOD MART
 CLIENT: CONVENIENCE KING GROUP INC

JOB NUMBER: 2171003
 DATE: 12/03/2021

SHEET NUMBER: C2.0



ALL UTILITIES AS SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA. FIELD WORK PERFORMED BY: LOOZINSKI & ASSOCIATES, LLC

GRADING NOTES

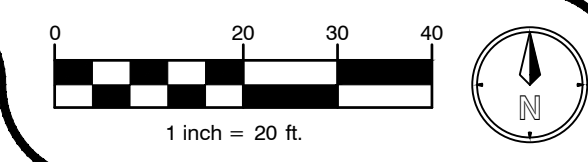
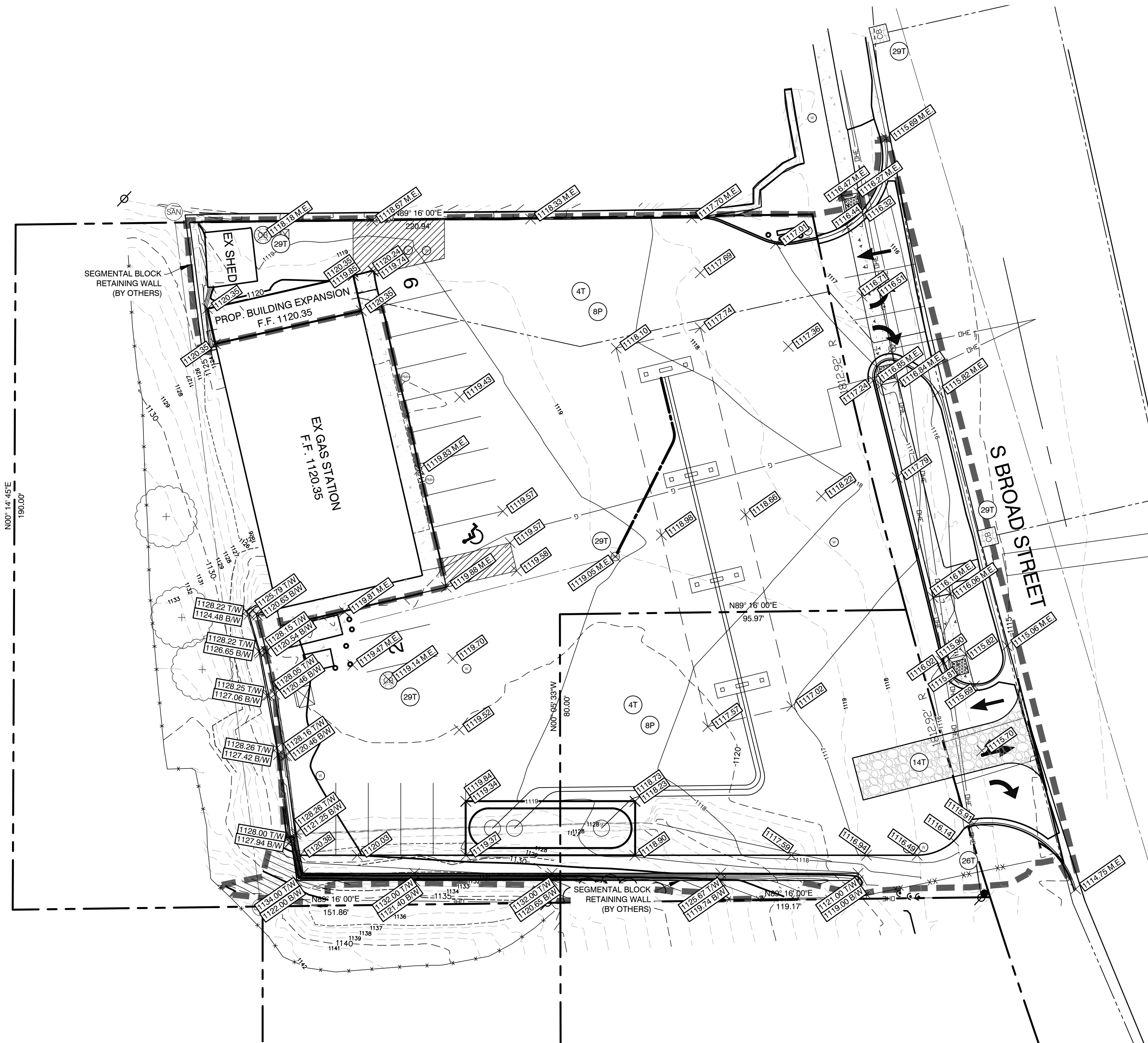
1. ALL WORK SHALL CONFORM TO ALL LOCAL, STATE AND FEDERAL LAWS, RULES AND REGULATIONS IN FORCE AT TIME OF CONSTRUCTION.
2. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS, PERMIT COSTS, TAP FEES, METER DEPOSITS, PERMANENT UTILITY APPLICATIONS, BONDS, AND OTHER FEES REQUIRED FOR PROPOSED WORK. THIS SHALL INCLUDE, BUT SHALL NOT BE LIMITED TO THOSE REQUIRED BY THE MICHIGAN DEPARTMENT OF TRANSPORTATION.
3. CONTACT MISS DIG '811' FOR LOCATION OF UNDERGROUND UTILITIES A MINIMUM OF 48 HOURS BEFORE COMMENCING EXCAVATION WORK. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO ARE NOT PART OF THE 'MISS DIG' ALERT SYSTEM. THE CONTRACTOR SHALL CONDUCT HIS OPERATIONS IN A MANNER AS TO ENSURE THAT THOSE UTILITIES NOT REQUIRING RELOCATION WILL NOT BE DISTURBED.
4. DEMOLISH & REMOVE ALL EXISTING SITE FEATURES AS REQUIRED.
5. MATCH EXISTING GRADES AROUND PERIMETER WITH SLOPES AS SHOWN.
6. ALL SPOT ELEVATIONS ARE TOP OF PAVEMENT GRADES AT EDGE OF METAL (EOM) UNLESS OTHERWISE NOTED.
7. ALL SOIL EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO MASS GRADING.
8. ALL EARTHWORK SHALL BE IN ACCORDANCE WITH THE TECHNICAL SPECIFICATIONS AND GEOTECHNICAL REPORT.
9. ALL EXISTING ELEVATIONS ARE TO BE VERIFIED AND ACCEPTED AS SHOWN PRIOR TO COMMENCEMENT OF WORK.
10. CONTRACTOR SHALL TAKE PRECAUTIONS TO AVOID TRACKING SOIL ONTO ADJACENT ROADWAYS. CONTRACTOR SHALL SWEEP IMMEDIATELY IF OCCURS.
11. ANY DISTURBED AREA WHICH WILL BE LEFT UNWORKED 15 DAYS OR LONGER MUST BE SEEDED TO ESTABLISH VEGETATION FOR TEMPORARY STABILIZATION. BASINS TO BE SEEDED AND MULCH BLANKETS APPLIED IMMEDIATELY TO PROVIDE A STABLE BASE AND AVOID EXCESSIVE EROSION.

SOIL EROSION & SEDIMENT CONTROL NOTES

1. ALL CONSTRUCTION METHODS SHALL BE DONE IN COMPLIANCE WITH MDOT-EGLE. THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING A "SOIL EROSION PERMIT" FROM THE GOVERNING AUTHORITY AND A "PERMIT BY RULE/NOTICE OF COVERAGE" FROM THE GOVERNING AUTHORITY, IF APPLICABLE. PRIOR TO START OF CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL REQUIREMENTS OF THE "SOIL EROSION PERMIT" AND FOR ALL CERTIFIED STORM WATER INSPECTION SERVICE REQUIRED BY THE "PERMIT BY RULE". EROSION CONTROL MEASURES SHOWN ON THE PLANS ARE THE MINIMUM REQUIREMENTS AND SHALL NOT RELIEVE THE CONTRACTOR'S RESPONSIBILITY FOR PROVIDING ALL REQUIRED EROSION CONTROL MEASURES.
 2. AVOID UNNECESSARY DISTURBING OR REMOVING OF EXISTING VEGETATED TOPSOIL OR EARTH COVER, THESE COVER AREAS ACT AS SEDIMENT FILTERS.
 3. ALL TEMPORARY SOIL EROSION PROTECTION SHALL REMAIN IN PLACE UNTIL REMOVAL IS REQUIRED FOR FINAL CLEAN UP AND APPROVAL.
 4. GEOTEXTILE SILT FENCE SHALL BE INSTALLED AS REQUIRED WHEN CROSSING CREEKS OR WHEN ADJACENT TO WETLANDS OR SURFACE WATER BODIES TO PREVENT SILTATION AND ELSEWHERE AS DIRECTED BY THE ENGINEER. SEEDING AND/OR SODDING SHALL BE INSTALLED ON CREEK BANKS IMMEDIATELY AFTER CONSTRUCTION TO PREVENT EROSION.
 5. MAINTENANCE, CLEANING, AND REMOVAL OF THE VARIOUS SEDIMENT CONTROL MEASURES SHALL BE INCLUDED IN THE VARIOUS EROSION CONTROL ITEMS.
- ## ALL SOIL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE PER MDOT STANDARD DETAILS. "P" DENOTES PERMANENT MEASURE AND "T" DENOTES TEMPORARY MEASURE. SOIL EROSION CONTROL PLANS DENOTE MINIMUM EROSION MEASURES REQUIRED AS DESCRIBED BELOW.
- 3P DENOTES PERMANENT SEEDING. ALL DISTURBED AREAS NOT PAVED OR GRAVELED SHALL BE RESTORED. PLACE TOPSOIL SURFACE, SALV. 3 INCH, MDOT SEEDING MIXTURE TUF APPLIED AT A RATE OF 220 LB/ACRE, FERTILIZER, CHEMICAL NUTRIENT, CL A APPLIED AT A RATE OF 228 LB/ACRE, MULCH AT A RATE OF 2 TON/ACRE AND MULCH ANCHORING. (APPLIES TO ENTIRE PROJECT)
- 3T DENOTES TEMPORARY SEEDING. TEMPORARY SEEDING SHALL BE PLACED AT LOCATIONS DETERMINED BY THE ENGINEER IN THE FIELD AND SHALL INCLUDE CEREAL RYE SEED APPLIED AT A RATE OF 70 LB/ACRE AND MULCH.
- 4T DENOTES DUST CONTROL. DUST CONTROL MAY BE REQUIRED ON THE SUBGRADE CONSTRUCTION AND WILL INCLUDE APPLYING FRESH WATER TO BE INCLUDED IN THE ITEM OF EMBANKMENT. DUST CONTROL ON THE AGGREGATE BASE COURSE WILL BE ACCOMPLISHED BY APPLYING FRESH WATER (INCLUDED IN THE ITEM OF AGGREGATE BASE, 6 INCH) AND APPLYING DUST PALLIATIVE, APPLIED, CACL₂ (TON) AS DIRECTED BY THE PROJECT ENGINEER.
- 8P DENOTES AGGREGATE COVER/PERMANENT PAVEMENT RESTORATION
- 14T DENOTES GRAVEL ACCESS APPROACH. APPROACH SHALL BE INSTALLED TO PROVIDE STABLE ACCESS TO ROADWAYS AND MINIMIZE DUST AND TRACKING OF MATERIALS ONTO PUBLIC STREETS AND HIGHWAYS. THE APPROACH SHALL BE A MINIMUM OF 12' WIDE, 6" DEEP, AND CONSIST OF 2"-4" AGGREGATE.
- 20T DENOTES TEMPORARY SILT FENCE. SILT FENCE SHALL BE INSTALLED AT CREEK CROSSINGS, ADJACENT TO ALL WETLANDS AND SURFACE WATERS, AND OTHER LOCATIONS AS DIRECTED BY THE ENGINEER. EACH SILT FENCE SHALL BE INSTALLED GENERALLY ALONG THE SAME CONTOUR ELEVATION.
- 29T DENOTES INLET PROTECTION FABRIC DROP. SHALL BE INSTALLED AT EXISTING AND PROPOSED STORM SEWER INLETS TO PROVIDE SETTLING AND FILTERING OF SILT LADEN WATER PRIOR TO ENTRY INTO THE DRAINAGE SYSTEM.
- 33T DENOTES MULCH BLANKET OR MATTING. SHALL BE NORTH AMERICAN GREEN DS150, OR APPROVED EQUAL. MULCH BLANKETS SHALL BE PLACED ON ALL 1:3 SLOPES OR GREATER, IN AND AROUND DITCH BOTTOMS WHERE THERE IS NO BIOSWALE BY CONTRACTOR RESPONSIBLE FOR RESTORING THAT AREA.

LEGEND

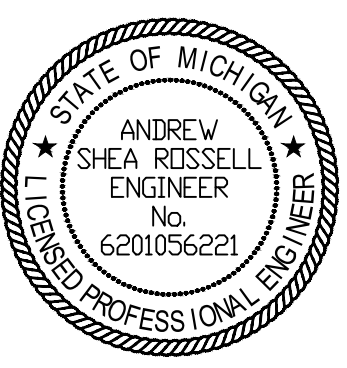
- LIMITS OF CONSTRUCTION
- X---X--- SILT FENCE



PLANS PREPARED BY:



DRAWN: cvk
CHECKED: ASR



ANDREW ROSSELL, P.E.
No. 9221

NO.	ISSUED FOR:	DATE	BY
0	SITE PLAN APPROVAL	12/03/21	ck
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REPRODUCTION, COPYING OR OTHER USE OF THIS DRAWING WITHOUT WRITTEN CONSENT OF APPROVED ENGINEER IS PROHIBITED.

GRADING & SECC PLAN
HILLSDALE PS FOOD MART
CONVENIENCE KING GROUP INC

SHEET TITLE:
PROJECT:
CLIENT:

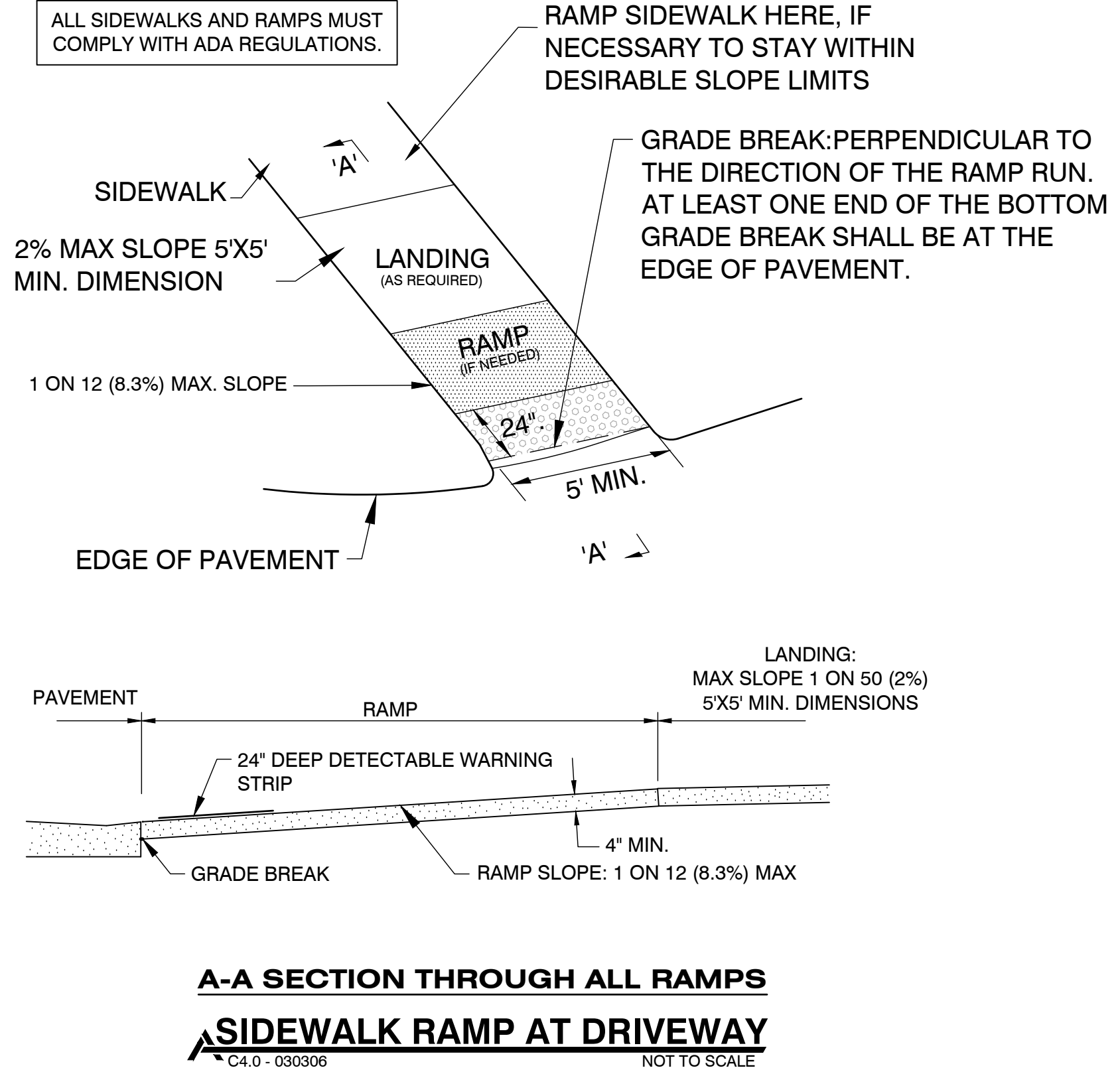
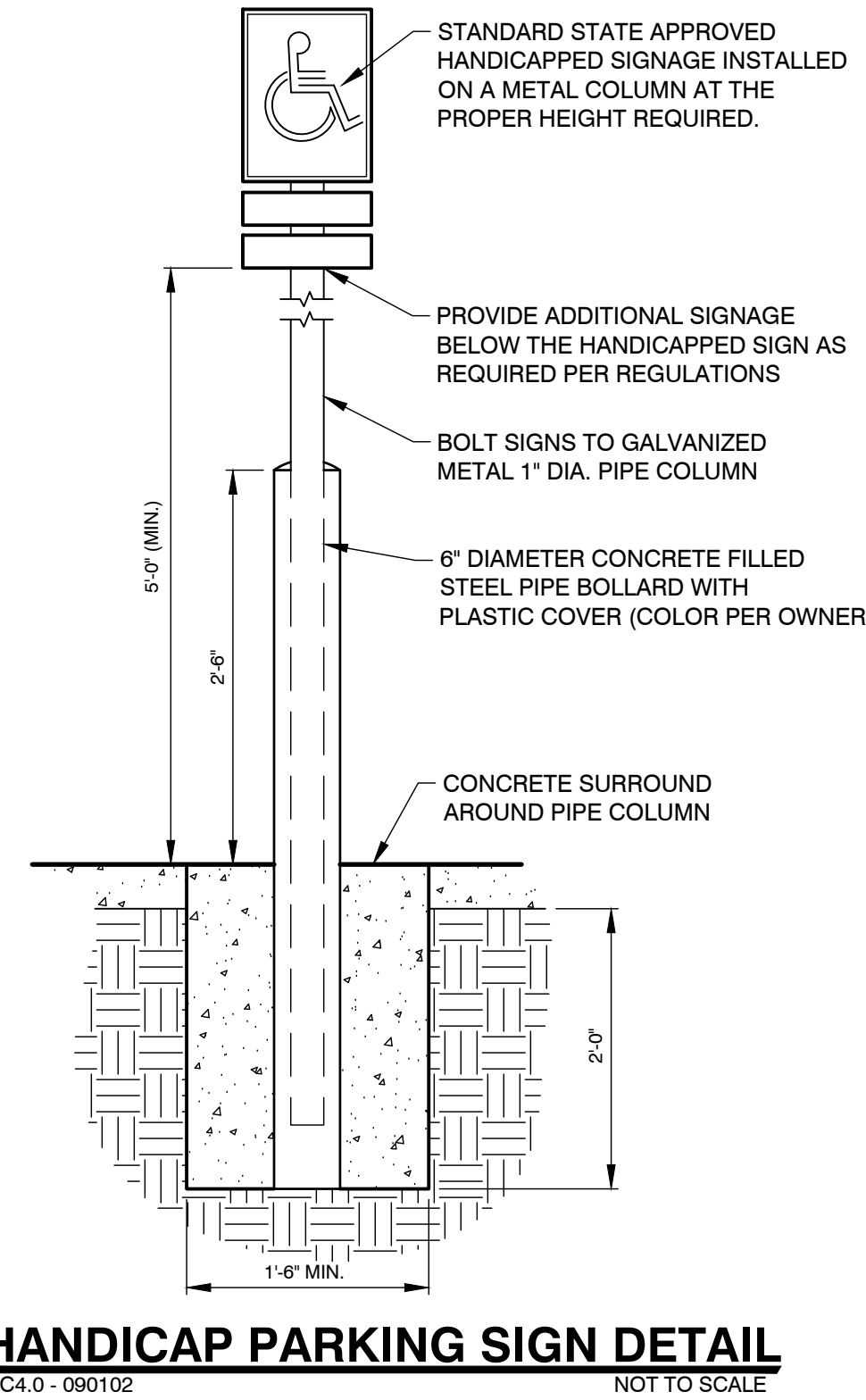
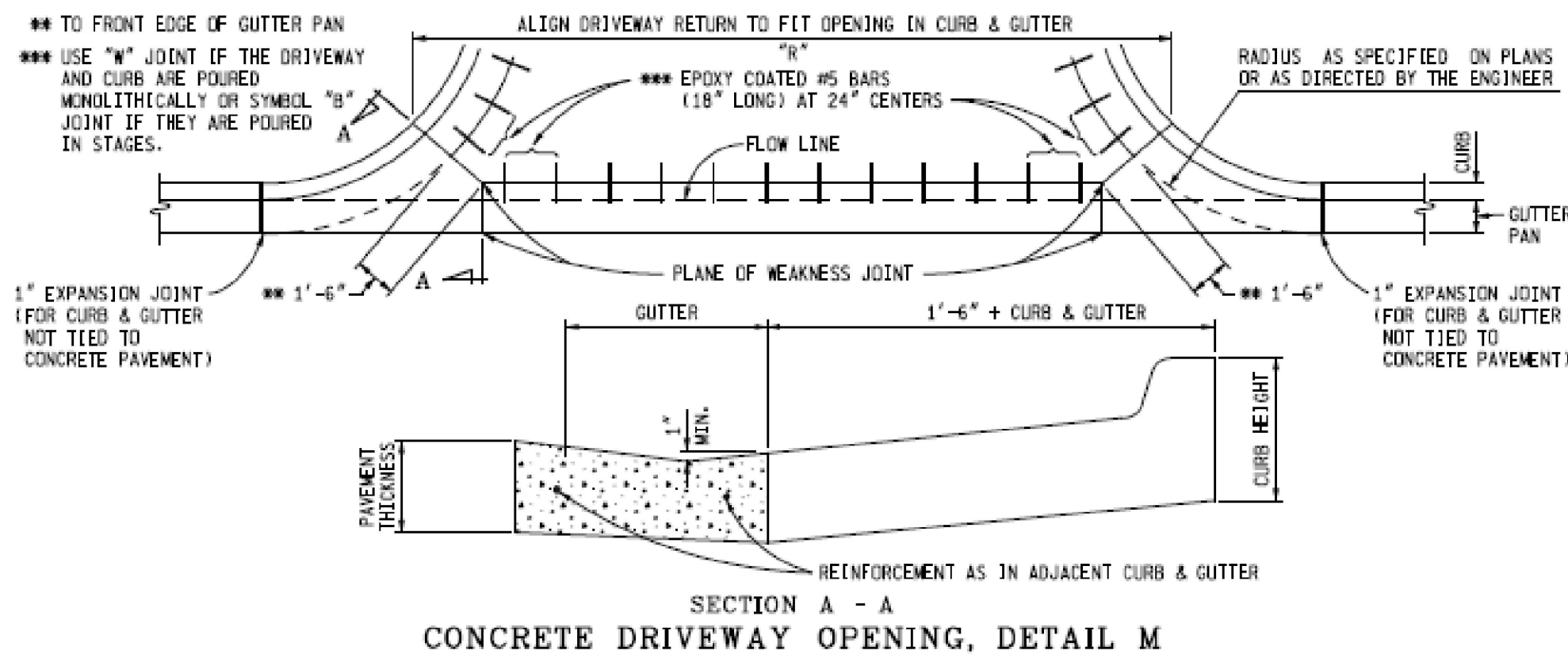
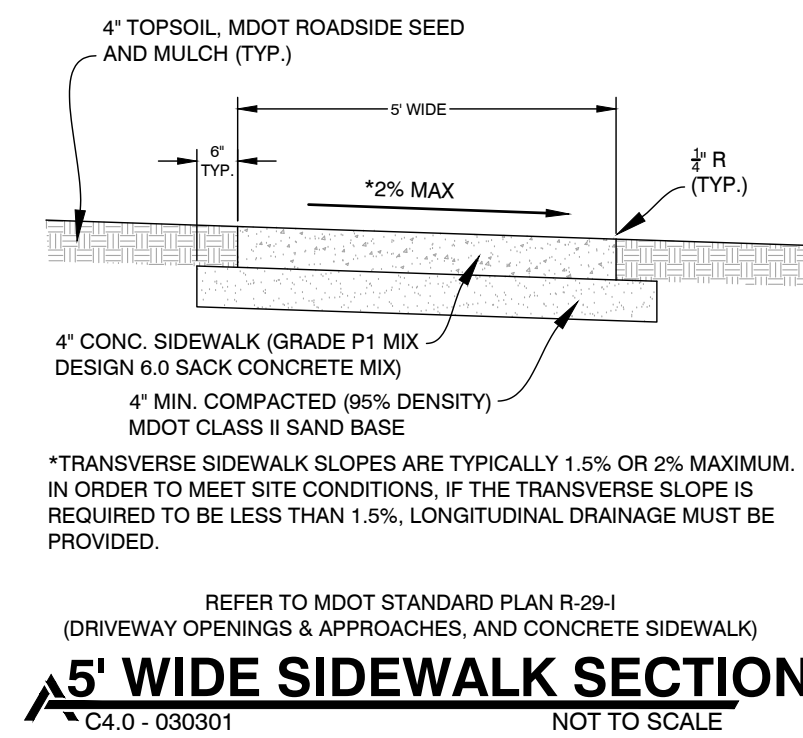
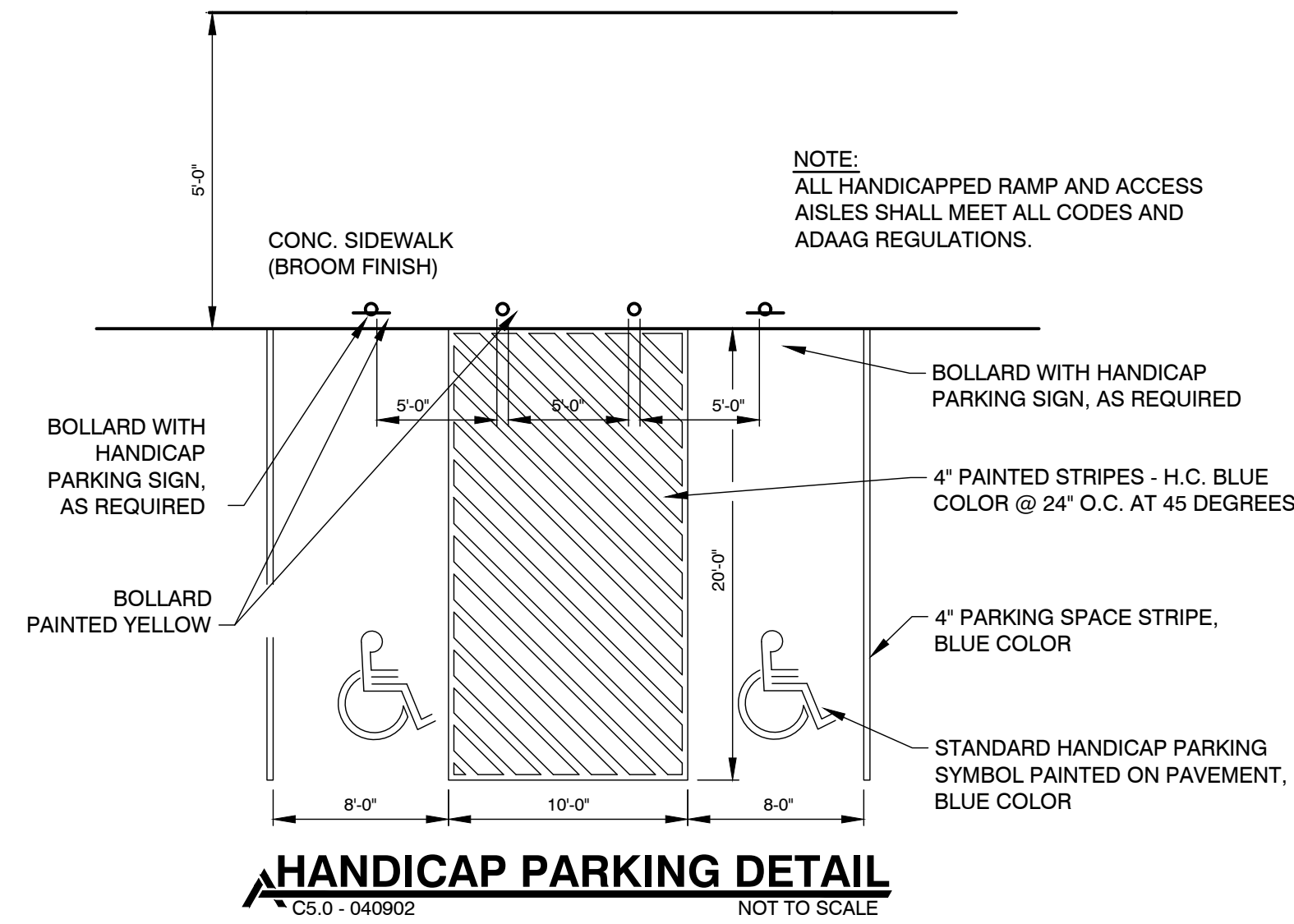
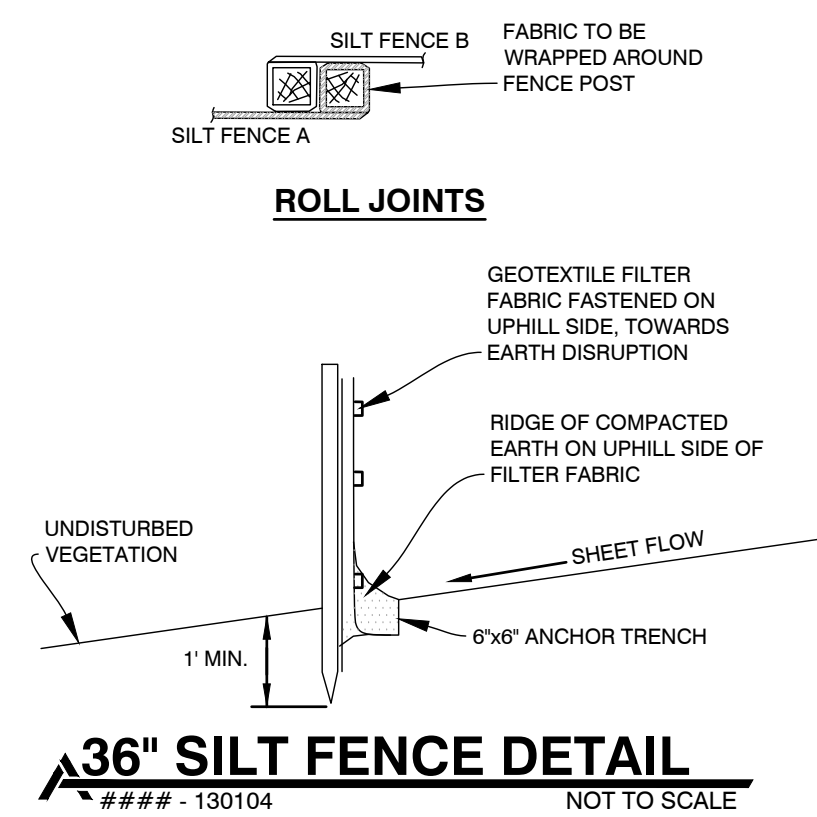
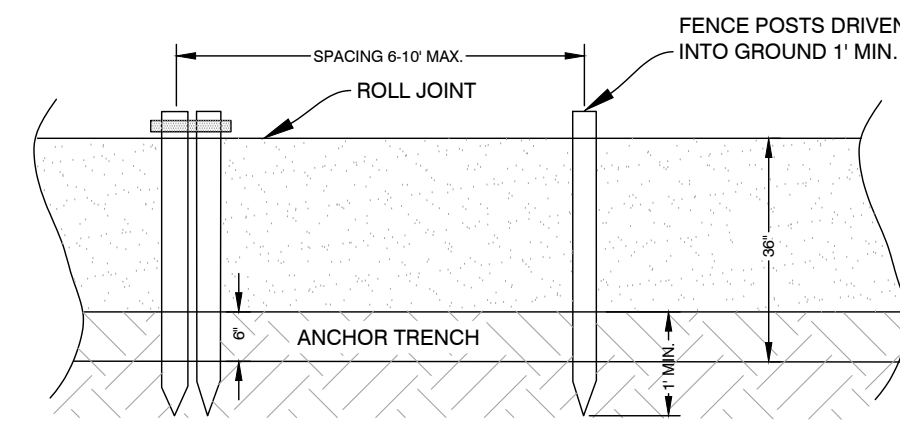
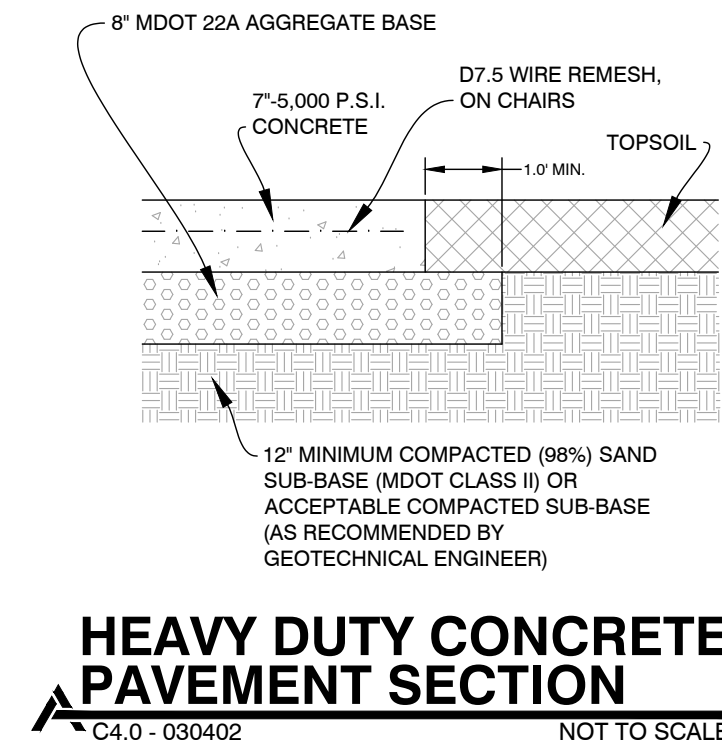
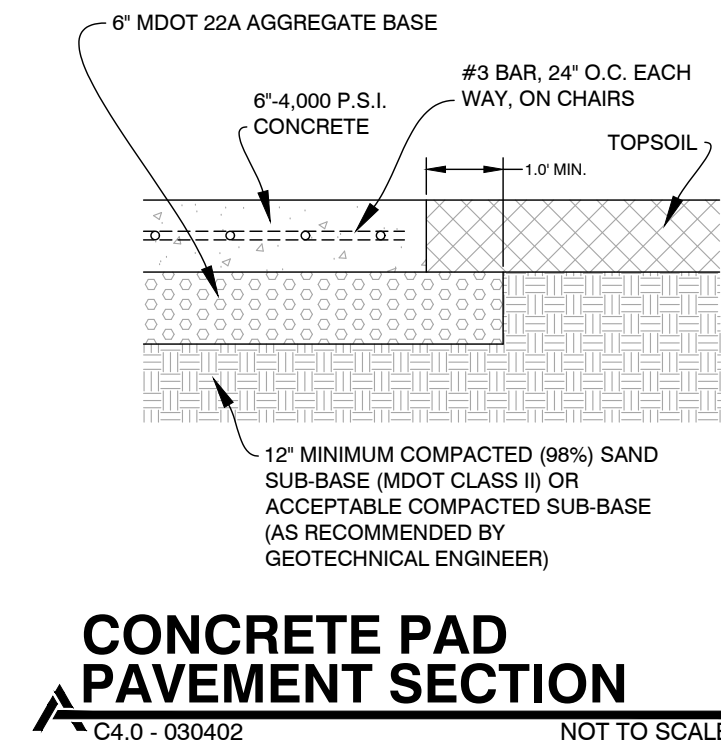
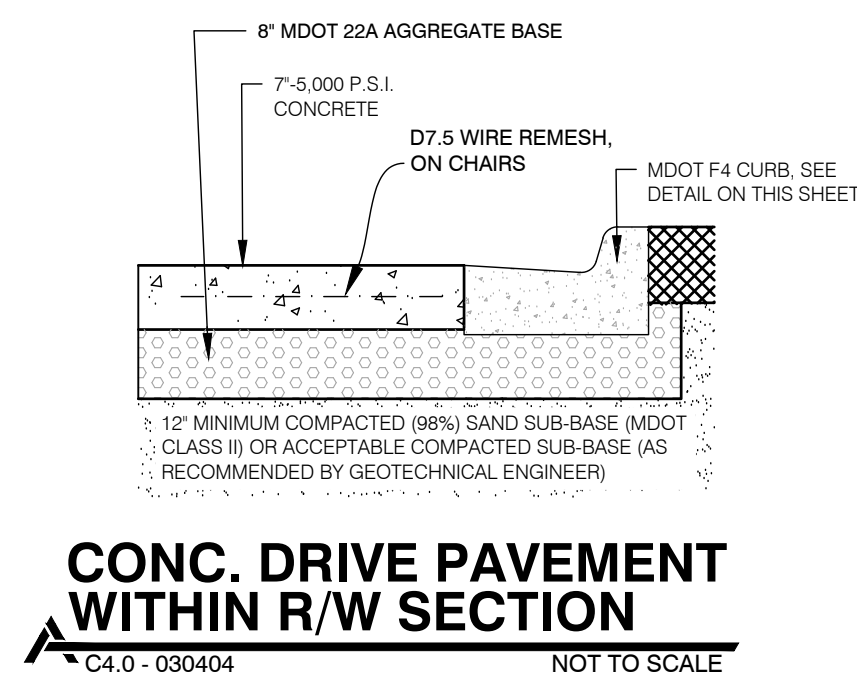
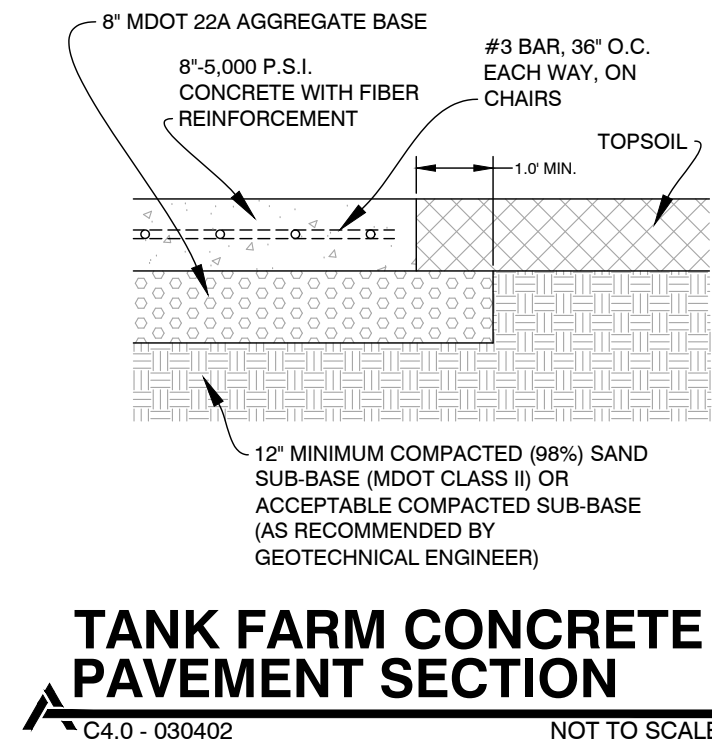
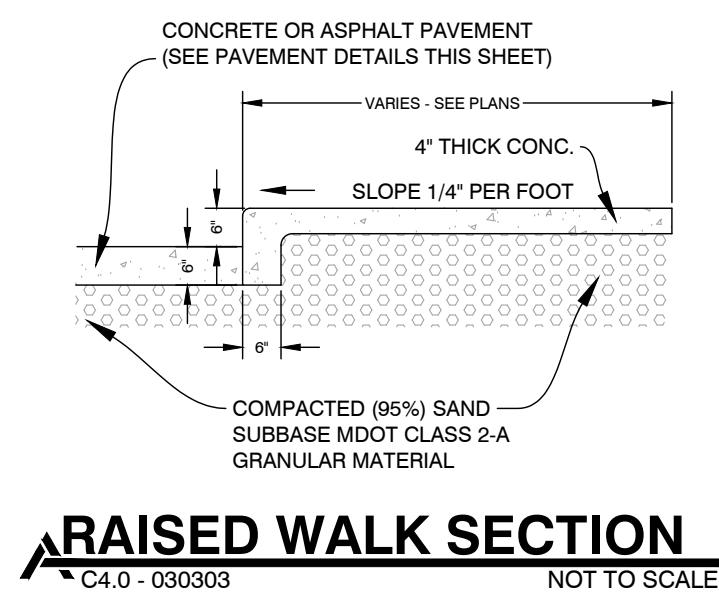
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ALL UTILITIES AS SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA. FIELD WORK PERFORMED BY: LOOZINSKI & ASSOCIATES, LLC



MICHIGAN DEPARTMENT OF TRANSPORTATION
BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR

DRIVEWAY OPENINGS & APPROACHES, AND CONCRETE SIDEWALK

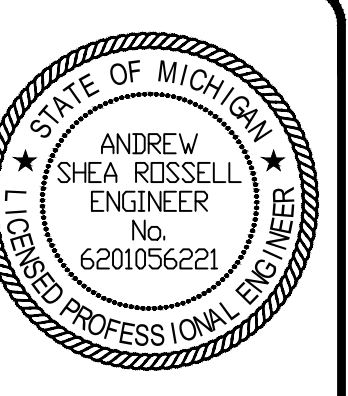
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PLANS PREPARED BY:



Civil Engineers & Surveying
MICHIGAN | INDIANA | ILLINOIS | OHIO
268.289.5991 PHONE | 866.289.0624 FAX
www.arengineeringllc.com

DRAWN: cvk
CHECKED: ASR



ANDREW ROSSELL, P.E.
No. 39221

No.	ISSUED FOR:	DATE	BY
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DETAILS
HILSDALE PS FOOD MART
CONVENIENCE KING GROUP INC

JOB NUMBER
2171003
DATE
12/03/2021

SHEET NUMBER
C4.0



PLANNING COMMISSION BYLAWS

Adopted, effective immediately,

Adopted: _____
Effective: _____

I. Name Purpose

- A. The name shall be the City of Hillsdale Planning Commission, hereafter known as the “Commission”.
- B. The name shall be the City of Hillsdale Council, hereafter known as the “Council”.
- C. These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 et seq.), hereinafter “the Planning Act.”
- D. These Bylaws are also adopted to facilitate the duties of the Commission for administration of a zoning ordinance as outlined in P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 et seq.), hereinafter “the Zoning Act.”

II. Membership

- A. The Commission shall consist of 7 members appointed in accordance with MCL 125.3815 et. seq.
- B. Membership of the Commission shall consist of the following:
- C. Not less than six (6) members of the planning commission shall be qualified electors of the City of Hillsdale.
- D. Members shall be appointed for three-year terms. However when first appointed a number of members shall be appointed to one-year, two-year, or three-year terms such that, as nearly as possible, the terms of one third of all commission members will expire each year. If a vacancy occurs, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment such that, as nearly as possible, the terms of one third of all commission members continue to expire each year.
- E. Ex officio members may include the City Manager and the Mayor, or a person designated by him or her provided that no ex officio member may serve as planning commission chair. The terms of office of elected officials serving as ex officio members shall expire with their respective elected terms of office, and the term of the City Manager shall expire with the term of the Mayor that appointed him or her.
- F. The membership shall be representative of the important segments of the community, such as the economic, governmental, educational, and social development of the City of Hillsdale, in accordance with the major interests such as:
 - a. Agriculture/Natural resources;
 - b. Recreation/public health;
 - c. Education;
 - d. Government; non-profit/charitable
 - e. Industry/Commerce
- G. The membership shall also be representative of the entire geography of the City of Hillsdale to the extent practicable, and as a secondary consideration to the representation of the major interests.
- H. Not more than one third of the total membership of the Commission shall consist of, collectively, the City Manager, the Mayor, or a person designated by either.

A. Liaisons

The Commission may name “liaisons” to the Commission. The purpose of liaisons is to provide certain City of Hillsdale officials and quasi-officials the ability to participate in discussions with the Commission, in addition to speaking in public participation, and nothing else. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, or be counted for a quorum. Liaisons, if not already appointed as Commission members, are:

- a. Assessing department staff, and their agents and consultants.
- b. City Manager
- c. City engineering, water, sewer, DPW, or similar department heads.
- d. City Attorney

B. Attendance

If any member of the Commission is absent *without notice* from three consecutive regularly scheduled meetings *without written explanation*, then that member ~~shall~~ *may* be considered delinquent. Delinquency ~~shall~~ *may* be grounds for the Council to remove a member from the Commission for nonperformance of duty, or misconduct. The Commission secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the Council whenever any member of the Commission is absent from three consecutive regularly scheduled meetings, so the Council can consider further action allowed under law or excuse the absences.

C. Training

Each member shall have attended at least four hours per year of training in planning and zoning during the member’s current term of office. As provided in the ordinance creating the Commission, failure to meet the training requirements shall result in the member not being reappointed to the Commission. Training shall be provided by one or more of the following organizations: Michigan Association of Planning, Michigan State University Extension, Michigan Townships Association, and Michigan Municipal League, continuing education programs of Michigan State University, University of Michigan, Northern Michigan University, Central Michigan University, or Wayne State University.

III. Duties of all members

A. Incompatibility of Office/Conflict of Interest

Conflict of Interest may be defined as a situation in which a person is in a position to derive direct or indirect personal benefit from actions or decisions made in their official capacity.

Each member of the Commission shall avoid and refrain from engaging in conflicts of interest. As used herein, a conflict of interest shall include by way of example and not limitation the following:

1. Unless permitted by a majority vote of the remaining members of the Commission determining that a conflict of interest does not exist, the actions of a member of the Commission in deliberating on, reviewing, participating in, presenting, or commenting on any of the following shall constitute a conflict of interest:
 - a. A case concerning or involving him or her.
 - b. A case concerning land that he or she owns in whole or in part.

- c. A case concerning land that is adjacent to land that he or she owns in whole or in part.
 - d. A case concerning land in or to which he or she has a *direct or indirect* financial interest or any other relationship from which he or she may stand to have financial gain, loss, or other benefit or detriment.
 - e. A case involving a corporation, company, partnership, or any other business or entity in which he or she is a sole or part owner or has any other relationship from which he or she may stand to have financial gain, loss, or other benefit or detriment.
 - f. A case involving any issue the resolution of which will or might result in financial gain, loss, or other benefit or detriment to him or her.
 - g. A case concerning or involving his or her spouse, or members of his or her spouse's family including, but not limited to children, step-children, parents, siblings, grandparents, and non-relative members of his or her household.
2. When a case involves the possible existence of a conflict of interest, the affected member or any remaining member of the Commission having knowledge of it shall immediately raise the question. Thereupon, the question shall be put to the remaining Commission members as to whether a conflict of interest exists or not. Whether a conflict of interest exists or not shall be determined by a majority of the remaining planning commission members.
 3. Upon the discovery or determination of a conflict of interest, all of the following steps shall be taken:
 - a. The existence of the conflict of interest shall be declared on the record by the member declaration of it or the Commission's determination of it, together with the underlying facts pertinent thereto.
 - b. The affected member shall immediately cease any of his or her participation in the Commission's deliberations, review, and determination of the involved matter.
 - c. During the Commission's hearing and consideration of the matter, the affected member shall either leave the meeting or remove himself or herself from his or her seat at the Commissioners' table until the involved matter is concluded.
 - d. If the member does not leave voluntarily, the Chair shall order his/her removal.*
 4. If a member of the Commission is appointed to and accepts another office, which is an office that is incompatible with his or her membership on the Commission, then the appointment to and acceptance of the other office shall result in and be deemed to be the member's automatic resignation from the Commission as of its effective date. If a member of another office is appointed to the Commission and accepts the appointment, and the appointment to the Commission is incompatible with his or her membership in the other office, then the member's acceptance of the appointment to the Commission shall be deemed to be his or her resignation from the other office as of its effective date.

B. Ex Parte Contact

Ex Parte contact is defined as one member contact with a petitioner and/or petitioner representative without the knowledge of other members.

Members shall avoid Ex Parte contact about cases where an administrative decision is before the commission whenever possible.

Despite one's best efforts it is sometimes not possible to avoid Ex Parte contact. When that happens, the member ~~should take detailed notes on what was said and report~~ **shall disclose the information shared by or with the petitioner and/or petitioner representative** to the Commission at a public meeting or hearing ~~what was said, so that every member and other interested parties are made aware of what was said~~ **and potentially recuse himself/herself.**

C. Site Inspections

Site inspections shall be done by the zoning administrator or other staff. A written report of the site inspection shall be orally presented to the Commission at a public meeting or hearing on the site. **There shall not be a quorum** ~~No more than one member of the Commission~~ **during a site visit** ~~may visit the site at a time and they~~ **Commissioners may be accompanied by the Zoning Administrator upon request.**

D. Not Voting On the Same Issue Twice

Any member of the Commission shall avoid situations where they are sitting in judgment and voting on a decision which they had a part in making. As used here, sitting in judgment and voting on a decision which they had a part in making, at a minimum shall include, but not necessarily be limited to, the following:

1. When the appeal is of an administrative or other decision by Commission and the member of the Commission sits both on the Commission and Zoning Board of Appeals.
2. When the appeal is of an administrative or other decision by any committee of the Commission, Council, or other committee and the member of the Commission sits both on that committee and Zoning Board of Appeals or both on the Commission and Zoning Board of Appeals.
3. When the case is an administrative decision which was decided by the Commission and sent to the Council for further action, and the member of the Commission sits both on the Commission and Council.

E. Accepting gifts

Gifts shall not be accepted by a member of the Commission or liaisons from anyone connected with an agenda item before the Commission. As used here, gifts shall mean cash, any tangible item, or service, regardless of value; and food valued over \$10. This section does not apply to the Commission accepting gifts for the exercise of its functions pursuant to M.C.L. 125.3823(3), §23(3) of the Planning Act.

F. Spokesperson for the Commission

Free and open debate should take place on issues before the Commission. Such debate shall only occur at meetings of the Commission. Once a vote is taken and an issue is decided by vote, the duty of each member of the Commission is to represent the position reflected by the outcome of the vote. Minority reports and requests for reconsideration may take place only at an open meeting of the Commission. From time-to-time or on a specific issue, the Commission may appoint a spokesperson for the Commission for all matters which occur outside of the meetings of the Commission.

IV. Officers

A. Selection

At the regular meeting in December of each year, the Commission shall select from its membership a Chair and a Vice-Chair. All officers are eligible for reelection. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chair for the unexpired term. The Commission may also designate another person who is not a member of the Commission to be the recording Secretary.

B. Tenure

The Chair and Vice-Chair shall take office January 1 following their selection and shall hold office for a term of one year or until their successors are selected and assume office.

C. Chair's Duties

The Chair retains his or her ability to discuss, make motions and vote on issues before the Commission. The Chair shall:

1. Preside at all meetings with all powers under parliamentary procedure;
2. May call special meetings pursuant to Section 5.B of these Bylaws;
3. Represent the Commission, before Council;
4. Execute documents in the name of the Commission;
5. Perform such other duties as may be ordered by the Commission.
6. *Shall report any unresolved violations of the bylaws by any member to the Mayor for possible removal from the Commission.*

D. Vice-Chair's Duties

The Vice-Chair shall:

1. Act in the capacity of Chair, with all the powers and duties found in Section 4.C of these Rules, in the Chair's absence;
2. Perform such other duties as may be ordered by the Commission.

E. Secretary's Duties

The Secretary shall:

1. Be responsible for the minutes of each meeting, pursuant to Section VI of these Bylaws if there is not a recording secretary.
2. Review the draft of the minutes, and submit them for approval to the Commission. Copies of minutes shall be distributed to each member of the Commission prior to the next meeting of the Commission.
3. Receive all communications, petitions, and reports to be addressed by the Commission, delivered or mailed to the Secretary in care of the Assessing department Office.
4. Keep attendance records pursuant to Section II of these Bylaws.
5. Provide notice to the public and members of the Commission for all regular and special meetings, pursuant to the Open Meetings Act, P.A. 267 of 1976, as amended, M.C.L. 15.261 et seq.
6. Prepare an agenda for Commission meetings pursuant to Section V of these Bylaws.
7. Perform such other duties as may be ordered by the Commission.

V. Meetings

A. Regular meetings

Meetings of the Commission will be held monthly at a date and time to be determined annually for the City calendar. The meetings shall be held at City Hall, 97 N. Broad St., Hillsdale, Michigan. When the regular meeting day falls on a legal holiday, the Commission shall select a suitable alternate day in the same month. An annual notice of regularly scheduled Commission meetings shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 et seq.)

B. Special Meetings

Special meetings shall be called in writing and directed to the Planning Secretary in the following manner:

1. By the Chair.
2. By any two members of the Commission.

Notice of special meetings shall be given by the Secretary to members of the Commission at least twenty four (24) hours prior to such meeting and shall state the purpose, time, day, month, date, year and location of the meeting (the Secretary may delegate this function to staff). In addition, notices shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act M.C.L. 15.261 et seq.).

C. Recess

The Chair, or the Commission, after the meeting has been in session for two hours (not including site inspections), shall suspend the Commission's business and evaluate the remaining items on its agenda. The commission shall then decide to finish that meeting's agenda, may act to continue the meeting on another day (fix the time at which to adjourn), or complete some agenda items and continue the meeting on another day to complete other agenda items or postpone certain agenda items to the next meeting. If applicable such action shall include the time, day, month, date, year, and location the Commission will reconvene. If more than 18 hours will pass before the reconvened Commission, public notice shall be given to comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 et seq.). Upon reconvening, a roll call of attendance shall be the first item of business before proceeding with the same agenda. The commission shall resume with the same meeting agenda, proceeding at the same point where they left off, without the addition of additional business.

D. Quorum

More than half the total number of seats for members of the Commission, regardless if vacancies exist or not, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Commission. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.

E. Motions

Motions shall be restated by the Chair before a vote is taken.

F. Findings of Fact

All actions taken in an administrative capacity including but not limited to; special use permits, subdivisions, zoning, site plan review, planned unit developments, review and submission on another municipality's proposed plan, review and submission on a capital improvement, review of township zoning, shall include each of the following parts:

1. A finding of fact, listing what the Commission determines to be relevant facts in the case in order to eliminate misleading statements, hearsay, irrelevant, and untrue statements.
2. Conclusions to list reasons based on the facts for the Commission's action, often directly related, or not, to a finding of compliance, or noncompliance, to standards.
3. The Commission's action, recommendation or position, approval, approval with conditions, or disapproval.

G. Voting

Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Commission and shall be recorded by "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or a majority of a quorum, whichever is greater, shall be necessary for the adoption of motions. The affirmative vote of two thirds the total number of seats for members of the Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.

H. Commission Action

Action by the Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.

I. Parliamentary Procedure

Parliamentary procedure in Commission meetings shall be informal. However, if required to keep order, Commission meetings shall then be governed by Roberts Rules of Order Newly Revised, (10th Edition, Perseus Publishing, New York, 2000 (ISBN 0-7382-037-6)) for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different than Robert's Rules of Order, then these Bylaws control.

J. Public Participation

All regular and special meetings, hearings, records, and accounts shall be open to the public.

1. All public comment on all agenda items should be presented at the beginning of the meeting where provided in the printed agenda. After that point during the meeting, public comment is normally not allowed; however, sometimes the Commission may direct questions to members of the public. Public comment is at the beginning of the meeting so the Commission can hear concerns and questions before acting on an issue. Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost for members of the public asking for a copy prior to the meeting.
2. The Chair may limit the amount of time allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to

caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Commission meeting without time limit or an extended time limit.

K. Consensus Business

Certain items of business before the Commission are routine matters where no discussion normally occurs or is expected to occur and a consensus for adoption normally occurs or is expected to occur. The individual preparing the agenda may mark such items on the agenda as a Consent Item, if that individual feels it qualifies as consensus business. The agenda or material presented on the issue should indicate the proposed action; approve, disapprove, no comment, approve with modification. Any Consent Item can be removed by request of a member. It may be automatically removed if discussed during Public Participation. A motion to adopt the Consent Items can be made to adopt all agenda items still included as Consent Items. The approval of minutes and the expense report shall be proposed on the agenda as Consent Items. Consensus business can be proposed for any item on the agenda, but shall never include any of the following:

1. Items of business which are listed in Section X of these bylaws.
2. Review of plans and zoning ordinances, or any part or amendment thereto.
3. Action on special use permits, planned unit developments, site plans, and similar administrative actions.
4. Election of officers.
5. Any item not printed on the agenda which is delivered, along with adequate supporting information, to Commissioners prior to the meeting.

The motion to adopt Consent items in the minutes shall clearly list each item and indicate its action/disposition.

L. Order of Business/Agenda

The Secretary, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:

1. Call to Order, Roll Call, and Pledge of Allegiance.
2. Matters pertaining to citizens present at the meeting, in the following order:
3. Advertised Public Hearings.
 - a. The Chair will declare such a public hearing open and state its purpose. The petitioner, petitioner representative or proponent of the action advertised will be heard first.
4. Persons requested by the Commission to attend the meeting.
5. Other public participation for items on this agenda.
6. Housekeeping business.
 - a. Consent Business.
 - b. Approval of Minutes.
 - c. Approval of Department's expense report.
 - d. Other.
7. Unfinished business and reports.

- a. Items considered here are taken up in the same order as established by the Commission to fix a priority for consideration and work done in the planning office.
- 8. New business
 - a. Other business and communications
- 9. Public participation for items not on this agenda.
- 10. Adjournment.

M. Delivery of Agenda

The agenda and accompanying materials shall be delivered to each Commission member to be received one week prior to the regular meeting date.

N. Placement of Items on the Agenda

- 1. The Assessing department/Zoning Administrator shall be the office of the Commission and handler of Commission requests.
- 2. The Assessing department/Zoning Administrator may receive items related to a petition on behalf of the Commission between the time of the adjournment of the previous Commission meeting and ten (10) business days prior to the next regularly scheduled Commission meeting.
- 3. Completed petition items for review received by the Assessing department/Zoning Administrator less than ten (10) business days prior to the next regularly scheduled Commission meeting shall be set aside to be received by the Commission at its next regularly scheduled meeting. The Commission may act on those items of a minor nature or table action to the subsequent regular or special Commission meeting. Those items requiring action or items normally receiving staff review, analysis, or recommendation shall be tabled until the subsequent regular or special Commission meeting.

I. Record

A. Minutes and Records

The Commission Secretary shall keep, or cause to be kept, a record of Commission meetings, which, shall at a minimum include an indication of the following:

- 1. Copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 et seq.)
- 2. Copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence:
 - a. Time and place the meeting was called to order.
 - b. Attendance.
 - c. Indications of others present by listing names of those who choose to sign in and/or a count of those present.
 - d. Summary or text of points of all reports (including reports of what was seen and discussed at a site inspection) given at the meeting, and who gave the report and in what capacity. An alternative is to attach a copy of the report if offered in writing.
 - e. Summary of all points made in public participation or at a hearing by the applicant, officials, and guests and an indication of who made the comments. An

alternative is to attach a copy of the public's statement, petition, or letter if it is provided in written form.

- f. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:
 - i. Who testified and a summary of what was said.
 - ii. A statement of what is being approved (e.g. special use permit, variance, conditional use permit, subdivision, land division, etc.)
 - iii. The location of the property involved (tax parcel number and description, legal description is best).
 - iv. What exhibits were submitted (list each one, describe each, number or letter each and refer to the letter or number in the minutes).
 - v. What evidence was considered (summary of discussion by members at the meeting).
 - vi. The administrative body's findings of fact.
 - vii. Reasons for the decision made. (If the action is to deny, then each reason should refer to a section of an ordinance which would be violated or with which not complied.)
 - viii. The decision (e.g. approves, deny, approve with modification).
 - ix. A list of all required improvements (and if they are to be built up-front or name the type of performance security to be used), if any.
 - x. List of all changes to the map/drawing/site plan that was the changes on the map of what was applied for, rather than listing the changes. Do not use different colors. The map will most likely be photo copied. Then colors on the copy will not show at all or will just be black.)
 - xi. Make the map/drawing/site plan part of the motion (e.g. "...attached to the original copy of these minutes as appendix `A', and made a part of these minutes...").
 - xii. Who called the question.
 - xiii. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained or a statement the vote was unanimous. If not a roll call vote, then simply a statement: "the motion passed/failed after a voice vote."
 - xiv. That a person making a motion withdrew it from consideration.
 - xv. All the Chair's rulings.
 - xvi. All challenges, discussion and vote/outcome on a Chair's ruling.
 - xvii. All parliamentary inquiries or point of order.
 - xviii. When a voting member enters or leaves the meeting.
 - xix. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting and deliberations at a meeting.
 - xx. All calls for an attendance count, the attendance, and ruling if a quorum exists or not.
 - xxi. The start and end of each recess.
 - xxii. All of the Chair's rulings of discussion being out of order.

- xxiii. Full text of any resolutions offered.
- xxiv. Summary of announcements.
- xxv. Summary of informal actions, or agreement on consensus.
- xxvi. Time of adjournment.
- xxvii. Records of any action, support documents, maps, site plans, photographs, correspondence received, attached as an appendix to the minutes.

B. Retention

Commission records shall be preserved and kept on file according to the following schedule:

1. Minutes, bonds, oaths of officials, zoning ordinances, master or comprehensive plans, other records of decisions, Commission or department publications: permanent.
2. General ledger: 20 years.
3. Account journals: 10 years.
4. Bills and/or invoices, receipts, purchase orders, vouchers: 7 years.
5. Correspondence: Permanent.

VII. Committees

A. Ad Hoc Committees

The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.

B. Citizen Committees

The Commission, Chair, or Assessing department/Zoning Administrator may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serves on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the particular issue before the Commission and to better represent various interest groups in the City of Hillsdale.

VIII. Rules of Procedure for All Committees

A. Subservient to the Commission

All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.

B. Same Principles

The same principals of these Bylaws for the Commission also apply to all committees of the Commission.

IX. Mileage and Expenses

Mileage and travel expenses shall be paid to members of the Commission at rates established by the Council for attending certain training programs representing the City of Hillsdale as authorized by the Commission.

X. Hearings

A. Plan Hearings

Before the adoption of any part of a plan, as defined in the Planning Act, or any amendment to a plan, or recommending approval of an amendment to the Council, the Commission shall hold a public hearing on the matter. Notice of the time and place of the hearing shall be given, not less than 15 days prior to such hearing, by at least one publication in each newspaper of general circulation.

B. Special Hearings

Notice of special hearings for the purposes of presenting preliminary master plans, obtaining public opinion on a problem, or discussion of a particular problem with interested parties will be given in the most practical manner and to persons, or group representatives most interested, and as required by the Planning Act, Zoning Act, and relevant local zoning ordinance.

C. Notice of Decision

A written notice containing the decision of the Commission will be sent to petitioners and originators of a request for the Commission to study a special problem.

XI. Zoning Responsibilities

All powers of the zoning commission have been transferred to this Commission, pursuant to M.C.L. 125.3301 of the Zoning Act.

A. Zoning adoption or amendment including PUD zoning amendments

The commission shall review and act on all proposed zoning ordinances, or zoning amendments pursuant to the Zoning Act. At least one hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing, action shall be in the form of a recommendation to the Council. At a minimum the recommendation shall include:

1. Zoning plan for the areas subject to zoning, or zoning amendment of the City of Hillsdale
2. The establishment of or modification of zoning districts, including the boundaries of those districts, if applicable
3. The text of a zoning ordinance or amendment with the necessary maps and zoning regulations to be adopted for a zoning district or the zoning jurisdiction as a whole
4. The manner of administering and enforcing the zoning ordinance

B. Special Use Permit including PUDs

The Commission shall review and act on all special use permits pursuant to the Zoning Act and Zoning Ordinance. At least one hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the zoning ordinance and the Zoning Act. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's advisory action, pursuant to Section V of these Bylaws.

C. Site Plan Review

The Commission shall review and act on all site plans which the zoning ordinance requires Commission action. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's advisory action, pursuant to Section V of these Bylaws.

D. Appeals

The Commission shall not act, or otherwise hear issues on zoning ordinance interpretation, zoning map interpretation, non-use variances, or use variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.

XII. Plan Reviews

The Commission shall review all adjacent, or contiguous, local government plans (township, village, and city), adjacent county plans, local governments government plans (township, village, and city plans) within the boundaries serviced by the Commission, and the county plans in which the Commission's service area is located. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's advisory action, pursuant to Section V of these Bylaws.

The review should focus on:

- A. First and foremost, the process is intended to increase coordination of planning between governments.
- B. Consistencies or inconsistencies with your government's plan(s) for matters such as:
 - a. Border issues
 - b. Issues of greater than local concern
 - c. Comparison with local plan contents
 - d. Comparison with county/regional plan contents
 - e. Comparison to other relevant adopted plans (such as an historic preservation plan, local wetland protection plan, TIF or brownfield redevelopment plan, etc.).
 - f. Comparison to various implementation strategies.
- C. The review shall be in the form of a letter and shall take into account:
 - a. Respect for the idea that the submission and review stages are near the end of a plan adoption process. A community may be ready to adopt and others may be waiting for the task to be done. Do not extend the adoption more than necessary.
 - b. Focus only on significant issues, in a clear and well documented way. Suggest solutions rather than only pointing out what is wrong.
 - c. Be clear and document statements to improve the quality of planning for the entire area. This process is to improve coordinated planning, not to undermine relationships or exacerbate tensions between governments.
 - d. Include mutual respect of others, so the comments are factual, objective, and based on sound planning principles.
 - e.

**XIII. Capital Improvements Review
Capital Improvements**

The removal, relocation, widening, narrowing, vacating, abandonment, change of use or extension of any public way, grounds, agricultural land, open spaces, buildings, or properties before work is started and after municipal capital improvement planning approval is obtained. All preliminary plans and reports for the physical development of the City of Hillsdale, including the general location, character and extent of streets and roads, viaducts, bridges, farmland, agricultural land, forest land, parks and open spaces; the general location of public buildings and other public property; the general location and extent of public utilities and terminals. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's advisory action, pursuant to Section V of these Bylaws.

When reviewing the proposed project the planning commission should at a minimum consider the following issues. If the answer to any of the below is “no,” then the planning commission’s review of the project should not be favorable.

- A. Is the proposed project consistent with adopted plans?
- B. Is the project consistent with other governmental management plans?
- C. Is the project consistent with the plans of each municipality located within or contiguous to the City of Hillsdale?
- D. Is the project consistent with adopted, if any, capital improvement plans?

The review shall be in the form of a letter, sent within 35 days after the proposal is filed for review, and shall take into account:

- A. Respect for the idea that the submission and review stages are near the end of a process. A community may be ready to start construction and others may be waiting for the task to be done.
- B. Focus only on significant issues in a clear and well documented way. Suggest solutions rather than only pointing out what is wrong.
- C. Be clear and document statements to improve the quality of planning for the entire area. This process is to improve coordinated planning, not to undermine relationships or exacerbate tensions between governments or agencies of governments.
- D. Include mutual respect of others, so the comments are factual, objective, and based on sound planning principles.

XIV. Subdivision Review

Prepare a Subdivision Ordinance (and/or Subdivision, Land Division, Site-Condominium Ordinance), or amendments to the same, to submit to the City of Hillsdale Council.

A. Proposed Subdivisions

The Commission is to implement the following:

1. Staff for the Commission is to receive a plat and determine that the submission is complete. If incomplete, the plat shall be returned to the applicant with a list of deficiencies. If complete, the plat shall be received on behalf of the Commission.
2. Conduct a review of plats of proposed subdivisions (and/or site-condominium).
3. Hold a hearing on a proposed subdivision (and/or site-condominium) with notice of the hearing sent not less than 15 days before the date of the hearing.

4. The notice shall contain an explanation of what the hearing is for, the location and nature of the proposed development, the date, and time, place of the hearing, where written comments may be submitted, and the deadline for those written comments.
5. The notice shall be sent to the person indicated on the plat (and/or draft site-condominium master deed) as the proprietor or other person(s) to who notice of the hearing shall be sent, the property owner, and adjacent property-owners.
6. The notice shall be published in a newspaper of general circulation in the City of Hillsdale.
7. Any others as required by the Subdivision Ordinance (and/or Subdivision, Land Division, Site-Condominium Ordinance).
8. Within 63 days of a complete plat (and/or draft site-condominium master deed) being submitted, act on the proposed subdivision (and/or site-condominium) in the form of a recommendation to the City of Hillsdale Council of the municipality in which the proposed subdivision (and/or site-condominium) is located.
9. If applicable standards under the Land Division Act (M.C.L.560.101 et seq.), Condominium Act (M.C.L. 559.101 et seq.) if applicable, and Subdivision Ordinance (and/or Subdivision, Land Division, Site-Condominium Ordinance), the Commission shall recommend approval.
10. Grounds for any recommendation of disapproval of a plat (and/or Site-Condominiums) shall be stated upon the record of the Commission.
11. If the Commission does not act within the 63-day period, the plat (and/or Site-Condominiums) shall be considered to have been recommended for approval, and a certificate to that effect shall be issued by the Commission upon request of the applicant. The applicant may waive the 63-day period and grant an extension.

B. Master Plan Amendment

Commission approval of a subdivision shall be considered to be an amendment to the master plan and a part thereof. The Commission shall cause the official copies of the master plan to be modified to reflect the amendment to the master plan within 30 days of the subdivision approval.

XV. Other Matters to be considered by the Commission

Commission Action

The following matters shall be presented for consideration at a meeting of the Commission:

- A. At least annually, the adoption of priorities for the Commission's plan of work.
- B. Annually, preparation of an annual report of the Commission.
- C. Office, or Administrative Policy and ruling of interpretation of regulations by the Commission or its staff.

Land subdivision plats.

All Planning reports and plans before publication.

Such other matters as the Planning Administrator shall find it advisable or essential to receive consideration by the Commission.

XVI. Adoption, Repeal, Amendments

Upon adoption of these Bylaws all previous Bylaws shall be repealed.

The Commission may suspend any one of these Bylaws, for duration of not more than one agenda item or meeting.

These Bylaws may be amended at any regular or special meeting by a two-thirds vote of the members present.



City Planning Commission 2022 Goals

- Enable and encourage *new urbanism* revitalization in the area connecting Hillsdale College and downtown.
 - Expand the area under form-based code.
 - Encourage small-scale commercial development along McCollum St.
 - Enhance walkability – with special emphasis on safe-crossing of Carleton.
- Enable and encourage high-density, small infill, residential development that offers affordable (market rate) housing.
- Street configuration downtown – Broad Street narrowed to two lanes, walkability in and around the Keefer / Dawn developments, better connecting downtown with the College.