



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

Planning Commission Agenda
March 16, 2022

- 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 2/16/2022 minutes – **Action**
 - C. Communications
 - 1. R2PC March Packet

- IV. Site Plan Review**
 - A. 101 Hillsdale St. – **Action**
 - B. 183 Hillsdale St. – **Action**

- V. Old Business**
 - A. Form Based Code Council Presentation

- VI. New Business**
 - A. 901 Development Dr. – **Action**
 - B. Land Division – 237 E. South St. – **Action**

- VII. Zoning Administrator Report**

- VIII. Commissioners' Comments**

- IX. Public Comment**

Any Commission related item – 3 min. limit

- X. Adjournment**

Next meeting Wednesday, April 20, 2022 at 5:30 pm

Planning Commission Meeting Minutes
Hillsdale City Hall
Council Chambers
February 16th, 2022
5:30 pm

I. Call to Order

Meeting opened at 5:30 pm followed by the Pledge of Allegiance, and Roll Call.

II. Members Present

- A. Members Present: Secretary Jacob Parker, Commissioner Kerry Laycock, Commissioner William Morrissey, Commissioner Swan
- B. Members Absent: Chairman Eric Moore, Vice Chairman Ron Scholl,
- C. Public Present: Zoning Administrator Alan Beeker, Jack McLain.

III. Consent Agenda and Minutes

Motion to approve the Consent items as amended, Communications, and Minutes from January 19, 2022 meeting made by Commissioner Swan, seconded by Commissioner Morrissey, motion approved unanimously.

IV. Public Comment

No public comment

V. Site Plan Review

A. 203 Development

- a. Mr. Beeker gave a brief description of the project. The proposed project is to build a new structure in the industrial park for CS Roofing.
- b. Mr. Beeker communicated that all items in the preliminary site review by department heads had been addressed.
- c. Commissioner Laycock moved to approved, Commissioner Swan seconded. Motion passed unanimously.

VI. Old Business

No Old Business

VII. New Business

The commission reviewed the form-based code put into place by Lansing for their industrial park. Discussion ensued with the consensus being to float the idea by council before too much time is spent by the commission or Mr. Beeker on developing form-based code for the industrial park.

VIII. Zoning Administrator Report

No report

IX. Commissioner's Comments

No comments

X. Public Comment

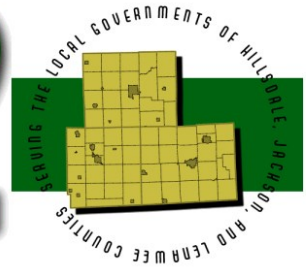
Jack McLain gave detail on the origin of the industrial park which used to serve as the City airport and asked a question regarding the size of the address numbers on the Dawn Theatre.

XI. Adjournment

Commissioner Parker moved adjourn the meeting, Commissioner Swan seconded. Motion passed unanimously. Meeting adjourned at 6:02 pm.

XII. Next meeting: March 16, 2022 at 5:30 pm.

Region 2 Planning Commission



Attention New Commissioners

There will be a new Commissioner's orientation prior to the March 10, 2022 Region 2 Planning Commission meeting to review roles and responsibilities and provide general information on the Region 2 Planning Commission.

The Meeting will be held at:

1:00 p.m.

Thursday, March 10th

**Jackson County Tower Building
5th Floor Conference Room**

AGENDA

REGION 2 PLANNING COMMISSION

Full Commission

FOR FURTHER INFORMATION, CONTACT:

**Jacob Hurt, Executive Director
(517) 768-6705**

DATE: Thursday, March 10, 2022

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. Approval of the March 10, 2022 Agenda – **ACTION**
3. Public Comment
4. Approval of the Full Commission Meeting Minutes for January 13, 2022 (see enclosure) – **ACTION** 3
5. Approval of Action Taken at the February 10, 2022 Executive Committee Meetings (see enclosure) – **ACTION** 6
6. Receipt of Treasurer's Report of February 28, 2022 (see enclosure) – **ACTION** 10
7. Approval of March 10, 2022 Submitted Bills (see enclosure) – **ACTION** 14
8. Staff Progress Report for February, 2022 (see enclosure) – **DISCUSSION** 15
9. Election of 2022 Personnel and Finance Committee (see enclosure) – **ACTION** 19
10. Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) (see enclosure) – **ACTION** 20
 - Jackson County Department of Transportation
11. Other Business 22
 - Notice of Intent –Hillsdale County (see enclosure)
 - April 14, 2022 R2PC Meeting Location - Board of Commissioners Chambers Old Courthouse, 301 N. Main Street, Adrian, MI.
12. Public Comment / Commissioners' Comments
13. Adjournment

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MEETING MINUTES

Region 2 Planning Commission - Full Commission
Adrian Armory, Lower Level
Adrian, MI 49221

Thursday, January 13, 2022

I. **Call to Order** – Chair Jancek called the meeting to order at 2:12 PM. A quorum was present.

Attendance:

Acker	✓	Donaldson	✓	Jancek (E)	Shaw
Adams		Drake (E)		Jenkins	Shotwell
✓ Bair (E)		Driskill (E)		Jennings	✓ Sigers (E)
Baker		Duckham (E)		Karnaz	Smith
Bales	✓	Elwell (E)		Kastel	Snell
Barnhart		Frazier		Keller	Snow
Beach		Gaede (E)		Koehn	✓ Southworth
Beckner		Gallagher, D.		Kubish (E)	Sutherland
✓ Beecher		Gallagher, F.		Lammers	✓ Swartzlander (E)
Beeker (E)		Gentner		Lance	Teriaco
Blythe	✓	Goetz		Linnabary	✓ Tillotson (E)
Boggs		Gould, J.		McClary	Todd
Bolton	✓	Gould, L. (E)		Miller	Votzke
Bush		Grabert (E)		Navarro	Wagner
Camacho		Greene (E)		Nickel	Wardius
Chamberlain		Greenleaf	✓	Overton (E)	Webb
Collins		Griffin		Pixley	Wiley
Cornish	✓	Guetschow (E)		Poleski	Williams
Cousino		Hawkins		Richardson	Wilson
Cure		Hawley		Ries	Winter
David		Heath		Root	✓ Witt (E)
DeBoe		Herlein		Schlecte	✓ Wittenbach (E)
Dillon		Horwath		Sessions	

Key: ✓ = present (E) = Executive Committee member

Staff Present: Jacob Hurt, Steve Duke, Jill Liogghio, Anton Schauerte

Others Present: Joe Bentschneider, JCDOT; Mike Davis, MDOT

II. **Approval of the January 13, 2022 Agenda** – The motion was made by Comm. Tillotson, supported by Comm. Swartzlander, to approve the January 13, 2022 agenda as presented. The motion carried unanimously.

- III. **Public Comment** – Chair Jancek requested public comment. No comments were received.
- IV. **Approval of the Full Commission Meeting Minutes for September 9, 2021** – The motion was made by Comm. Bair, supported by Comm. Elwell, to approve the Full Commission meeting minutes of September 9, 2021 as submitted. The motion carried unanimously.
- V. **Approval of the Action Taken at the December 9, 2021 Executive Committee Meeting** – The motion was made by Comm. Bair, supported by Comm. Elwell, to approve the action taken at the December 9, 2021 Executive Committee meeting. The motion carried unanimously.
- VI. **Receipt of Treasurer’s Report of December 31, 2021** – A motion was made by Comm. Bair, and supported by Comm. Swartzlander, to receive the December 31, 2021 Treasurer’s Report as presented. The motion carried unanimously.
- VII. **Approval of January 13, 2022 Submitted Bills** – A motion was made by Comm. Elwell, supported by Comm. Bair, to approve payment of the January 13, 2022 submitted bills. The motion carried unanimously.
- VIII. **Staff Progress Report for December, 2021** – The December, 2021 staff progress report was included in the agenda packet. Mr. Hurt presented highlights from the staff progress report for the month of December.
- IX. **Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP)** – Mr. Bentschneider reported that the Jackson County Department of Transportation (JCDOT) was requesting the following projects be added to the JACTS FY 2020-2023 Transportation Improvement Program (TIP):

FY	Job #	Name	Limits	Description	Funding	Action
2022 JCDOT	207169	South Street	Jackson City Limits to M-50	One Course Overlay	\$514,400.00 HSIP \$128,600.00 Local \$643,000.00 Total	Change Work Type
2023 City of Jackson	214063	Crosswalk Enhancements at 5 Locations		Sidewalk ramps, LED bordered pedestrian crossing signs, pavement marking at Denton Rd. and Kibby Rd.; Hickory Ave. and Fourth St. (west and north legs); Prospect St. at MLK Equality Trail; and West Ave. and Fourth St.	\$257,398.26 HSIP \$71,139.57 Local \$328,537.83 Total	Add

The motion was made by Comm. Bair, supported by Comm. Elwell, to approve the amendments as presented. The motion carried unanimously.

- X. Approval of the Resolution Adopting the 2021 – 2025 Edition of the Region 2 Planning Commission Comprehensive Economic Development Strategy (CEDS)** – Mr. Hurt explained that the resolution adopting the 2021 – 2025 Edition of the Region 2 CEDS is required by EDA as part of the final reporting process to complete the FY21 Partnership Planning grant that funded the CEDS.

A motion was made by Comm. Bair, supported by Comm. Tillotson, to approve the Resolution Adopting the 2021 – 2025 Edition of the Region 2 Planning Commission Comprehensive Economic Development Strategy (CEDS) as presented. The motion carried unanimously.

- XI. Opportunity for Public Comment – Proposed Draft JACTS FY 2023-26 Transportation Improvement Program (TIP) Project Lists** – Mr. Duke provided the proposed projects selected for both the Urban-STP and Rural-STP/TEDF-D funding for the JACTS FY 2023-2026 Transportation Improvement Program. The motion was made by Comm. Overton, supported by Comm. Elwell, to approve the draft Urban-STP and Rural-STP/TEDF-D projects as presented. The motion carried unanimously.

- XII. Other Business** – The 2022 Region 2 Planning Commission meeting calendar was presented.

Two resolutions designating Monroe Pike and Monroe Street in the Village of Brooklyn as a Minor Collector were presented. A motion was made by Comm. Elwell, supported by Comm. Swartzlander, to approve the resolutions as presented. The motion carried unanimously.

Mr. Hurt reported that a NOI that the City of Tecumseh Recreation Plan was available for review was included in the packet.

No other business was brought before the Commission.

- XIII. Public / Commissioners' Comments** – Comm. Goetz explained that further assistance from MDOT and the Lenawee County Road Commission is needed to address visibility issues at US-223/Horton Road intersection. Mr. Mike Davis, MDOT, stated he would assist Comm. Goetz in communicating his concerns to Mr. Kelby Wallace, Manager, Jackson-TSC.

No additional public or Commissioner comments were received.

- XV. Adjournment** – There being no further business, Chair Jancek adjourned the meeting at 2:47 PM.

Chris Wittenbach
Secretary

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MINUTES

Region 2 Planning Commission – Executive Committee
Hillsdale City Hall
97 N. Broad Street
Hillsdale, MI 49242

Thursday, February 10, 2022

1. **Call to Order** – Chair Jancek called the meeting to order at 2:01 p.m. A quorum was present.

Executive Committee Members:

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

Key: ✓ = present

Other Commissioners Present: Christine Beecher, Rives Township; Jim Goetz, Lenawee County; Jason Smith, City of Litchfield; Judy Southworth, Jackson County

Others Present: Joe Bentschneider, Jackson County Department of Transportation and Mike Davis, MDOT

Staff Present: Stephen Bezold, Jacob Hurt, Jill Liogghio, and Anton Schauerte

2. **Pledge of Allegiance** – Those present rose for the Pledge of Allegiance.
3. **Approval of the Agenda** – A motion was made by Comm. Tillotson, supported by Comm. Bair, to approve the February 10, 2022 Executive Committee agenda as presented. The motion carried unanimously.
4. **Public Comment** – Chair Jancek announced the first opportunity for public comment. No public comments were received.

5. **Approval of Minutes of the October 14, 2021 and December 9, 2021 Executive Committee Meeting** – A motion was made by Comm. Bair, supported by Comm. Sigers, to approve the October 14, 2021 and December 9, 2021 Executive Committee meeting minutes as submitted. The motion carried unanimously.
6. **Receipt of the Treasurer’s Report of January 31, 2022** – A motion was made by Comm. Duckham, supported by Comm. Bair, to approve receipt of the Treasurer’s Report for January 31, 2022. The motion carried unanimously.
7. **Approval of the February 10, 2022 Submitted Bills** – A motion was made by Comm. Drake, supported by Comm. Duckham, to approve payment of the February 10, 2022, submitted bills as presented. The motion carried unanimously.
8. **Staff Progress Report for January, 2022** – Mr. Hurt presented highlights from the staff progress report for the month of January, 2022.
9. **Report of the Nominating Committee** – Election of 2022 R2PC Executive Committee and R2PC Officers. Chair Jancek explained that the current R2PC Officers had completed their second year in office, which is the maximum allowed under the R2PC bylaws. The Nominating Committee met on February 10, 2022 at 1:00 p.m. and recommended the following slate of officers for 2022:

Chair – Pete Jancek
 Vice-Chair – Dale Witt
 Treasurer – Mike Overton
 Secretary – Alan Beeker

Chair Jancek asked if there were any nominations from the floor for the officer positions. No additional nominations were forthcoming.

Motion was made by Comm. Smith, supported by Comm. Tillotson to approve the R2PC Officers as recommended by the Nominating Committee. The motion carried unanimously.

Mr. Hurt reported that there were 2 vacancies on the Executive Committee – 1 representing ‘at large’ and the other representing Jackson County. Comm. Overton nominated Comm. Shotwell to fill the Jackson County vacancy and Comm. Jim Goetz to fill the ‘at large’ vacancy. Motion was made by Comm. Smith, supported by Comm. Tillotson. The motion carried unanimously. The 2022 Executive Committee members are as follows:

Alan Beeker	Representing City of Hillsdale
James Shotwell	Representing Jackson County
Phil Duckham	Representing Jackson County
Mike Overton	Representing Jackson County
Jae Guetschow	Representing Jackson County
Tony Bair	Representing Jackson County
Jonathan Greene	Representing City of Jackson
Jeanne Kubish	Representing City of Jackson
Jim Driskill	Representing Lenawee County
Ralph Tillotson	Representing Lenawee County
Dale Witt	Representing Lenawee County

Pete Jancek	Representing At Large
Larry Gould	Representing At Large
James Goetz	Representing At Large
David Elwell	Representing At Large
Roger Gaede	Representing At Large
Rick Sigers	Representing At Large
Jerry Drake	Representing At Large
Chris Wittenbach	Representing At Large
Matt Swartzlander	Representing At Large

10. 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.

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

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	Change FY to 2022
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	Change FY to 2022
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	Change FY to 2022
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	Change FY to 2022
2023	214462	Horizontal Curve Signing (southeast)	Various	Horizontal Curve Signing	\$200,000.00 HSIP \$35,493.00 Local \$235,493.00 Total	Add
2023	214463	LED Stop Signs	Various	LED Stop Signs	\$94,236.30 HSIP \$10,470.70 Local \$104,707.00 Total	Add
2023	214464	High Friction Surface Treatment and LED Stop Signs	(4) intersections	High Friction Surface Treatment and LED Stop Signs	\$186,487.20 HSIP \$20,720.80 Local \$207,208.00 Total	Add
2023	214664	Airport Rd at Wayland Dr/Meijer Dr	At intersection	Signal Modernization	\$244,914.95 HSIP \$77,228.74 Local \$322,143.69 Total	Add

The motion was made by Comm. Bair, supported by Comm. Duckham, to approve the proposed JCDOT amendments as presented. The motion carried unanimously.

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

Fiscal Year	Job #	Phase	Project Name	Limits	Length	Project Description	Federal Budget	State Budget	Federal Fund Source	Total Phase Cost	Amendment Type
2023	213399	CON 23	TSC Wide	All Trunkline routes in Region 2 MPO	0	HMA crack treatment and overband crack fill	\$230,817	\$51,183	ST	\$282,000	Phase Add
2022	213927	PE 22	TSC Wide	All Trunkline routes in Region 2 MPO	39.5	Non-freeway signing upgrade	\$100,000	\$0	STG	\$100,000	Phase Add

The motion was made by Comm. Bair, supported by Comm. Duckham, to approve the proposed MDOT amendments as presented. The motion carried unanimously.

11. **Targets for 2022 Safety Performance Measures – Resolution Adoption** – Mr. Davis stated, every two years MDOT implements new data driven safety targets related to fatalities and serious injuries. Each MPO has the option to adopt the state’s target and allow the state to monitor this data or set their own target and do their own monitoring. This data analysis is conducted by the University of Michigan’s Transportation Research Institute funded by MDOT. Following this analysis, the state decides if these safety performance measures are realistic and set their target accordingly. A motion was made by Mr. Bair, to approve the resolution as presented, with the modification that the phrase, “less than” be added prior to each of the five safety targets. Mr. Bair withdrew his motion. A motion was made by Mr. Elwell, supported by Mr. Bair, to approve the resolution as presented, with the modification that the final paragraph in the resolution (prior to the table) read, “THEREFORE BE IT FURTHER RESOLVED, that the Region 2 Planning Commission will plan and program projects that contribute to the accomplishment of state safety targets to be no greater than the below listed numbers”. The motion carried unanimously.
12. **Other Business** – No other business was brought to the Executive Committee’s attention.
13. **Public Comment / Commissioners Comments** – Chair Jancek thanked fellow commissioners for meeting and providing their perspectives so that their communities can receive their share of the funds allotted to them and find the most appropriate course of action.
14. **Adjournment** – There being no further business, the meeting was adjourned by Chair Jancek at 2:35 p.m.

Jill Liogghio
Executive Secretary

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of February 28, 2022

Checking Account Balance ending January 31, 2021		\$	511,144.19
Deposit Summary:			
<i>January 2022 EFT Deposits</i>		\$	91,147.34
<i>January 2022 Bank Deposits</i>			1,527.39
<i>January 2022 Adjustments</i>			(1,541.47)
Total Deposits plus Bank Balance		<u>\$</u>	<u>602,277.45</u>
Expenses:			
<i>Submitted Expenses - February 2022 **</i>	\$		7,328.47
<i>Interim Expenses</i>			(25,077.70)
<i>Payroll/Related Expenses</i>			(36,881.52)
Subtotal of Expenses	<u>\$</u>		<u>(54,630.75)</u>
Balance Checking Account ending February 28, 2022		<u>\$</u>	<u>547,646.70</u>
<i>Balance CD Investments ending February 28, 2022</i>		<u>\$</u>	<u>106,148.33</u>
Total Cash on Hand		<u>\$</u>	<u>653,795.03</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 February 28, 2022

2/3/2022	EFT Deposits:	
	MDOT - FHWA - services through September	91,147.34
	Subtotal - EFT Deposits	\$ 91,147.34
2/28/2022	Check Deposits:	
	City of Morenci FY22 annual dues	599.40
	Sandstone Township FY22 annual dues	927.99
	Subtotal - Check Deposits	\$ 1,527.39
2/28/2022	Adjustments to cash:	
	<i>Bank fees - February</i>	(159.66)
	<i>Paycor Fees - February</i>	(273.00)
	<i>Credit Card Charges - Webmlive - subscription</i>	(75.00)
	<i>Credit Card Charges - MTU-Cashiers Office - fee</i>	(15.00)
	<i>Credit Card Charges - MI Association of Planners - dues</i>	(50.00)
	<i>Credit Card Charges - USPS - postage</i>	(112.32)
	<i>Credit Card Charges - Meijer - supplies</i>	(112.90)
	<i>Credit Card Charges - Amazon - supplies</i>	(84.76)
	<i>Credit Card Charges - Adobe - software</i>	(233.06)
	<i>Credit Card Charges - Nite Lite - meals</i>	(119.37)
	<i>Credit Card Charges - Office Max/Depot - supplies</i>	(241.76)
	<i>Credit Card Charges - Target - supplies</i>	(64.64)
	Subtotal - Adjustments to Cash	\$ (1,541.47)
	Total Net Deposits	\$ 91,133.26

**REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of February 28, 2022**

Interim Billing for February, 2022

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Allegra	R2PC February 2022 Packet	\$ 149.76	15125
Blue Cross/Blue Shield	Employee Health Coverage March 2022	\$ 5,721.93	15129
Jackson Citizen Patriot	JACTS & RTF Advertising	\$ 694.95	15135
Jackson County	Postage for January 2022	\$ 57.87	15132
Jackson County	Phone for January 2022	\$ 302.30	15132
Jackson County Dept. of Transport.	Paser Training/Asset Mgmt. FY 2021	\$ 14,837.55	15136
The SBAM Plan	Group Life Insurance Mar. 2022	\$ 209.44	15140
The Daily Telegram	RTF Advertising	\$ 90.25	15139
Walton Agency	Renewal Mgmt. Liability Ins.	\$ 2,775.00	15143
Vantage Point	457 Contribution for A. Schauerte	\$ 238.65	15142
Total Interim Billing for February, 2022		\$ 25,077.70	

Payroll & Travel Related Expenses:

<i>Paid February 4, 2022</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 15,992.99	
G. Bauman	Travel Reimbursement	\$ 21.06	
S. Duke	Travel Reimbursement	\$ 118.10	
S. Bezold	Travel Reimbursement	\$ 66.69	
	Health Savings	\$ 4,000.00	
	Total	\$ 20,198.84	
<i>Paid February 18, 2022</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 16,578.85	
S. Bezold	Travel Reimbursement	\$ 40.77	
J. Liogghio	Travel Reimbursement	\$ 63.06	
	Total	\$ 16,682.68	

Total Payroll Expenses for February, 2022	\$ 36,881.52
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**Region 2 Planning Commission
Outstanding Accounts Receivable
as of February 28, 2022**

Municipality/Source	Date	Inv. No.	Amount
None			-

<i>FY 2021 Balance as of February 28, 2022</i>	\$ -
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REGION 2 PLANNING COMMISSION**Submitted Bills****March 10, 2022**

<u>Vendor</u>	<u>Description</u>	<u>Amount Due</u>
Allegra	Non-Motorized Plan Copies	\$ 372.00
Blue Cross/Blue Shield	Supplement F (Apr. 2022)	\$ 270.84
Blue Cross/Blue Shield	Prescription Coverage (Apr. 2022)	\$ 113.70
Boom Advertising	Corporate ID Materials/Leoni DDA Master Plan Des.	\$ 1,900.00
Direct Office Buys	Supplies Feb. 2022	\$ 423.19
County of Jackson	Rent Expense for March 2022	\$ 3,201.58
County of Jackson	Purchase of Dell Computer	\$ 979.00
Hillsdale Media Group	RTF Advertising	\$ 78.70
ICMA Retirement Trust	ICMA 401 Contribution	\$ 1,812.58
Mich. Municipal League	Job Opening Advertising	\$ 291.00
Vantage Point Transfer Agents	ICMA RHS Contribution	\$ 278.86
Total Submitted Billing - March, 2022		\$ 9,721.45

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Staff Progress Report *February 2022*

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 continued to research COVID recovery information and resources to populate the COVID recovery website.
 - Staff submitted the semi-annual GRPA report to EDA for the CARES grant.
 - 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 continued the CEDS closeout reporting process for EDA for the FY2021 Partnership Planning grant.
 - Staff submitted the semi-annual and annual GRPA reports to EDA for the FY21 Partnership Planning grant.
 - Received notice that R2PC EDD was awarded an EDA FY 2022 Partnership Planning Assistance grant to be used to begin implementation of the 2021 – 2025 CEDS.
- **Outdoor Recreation as Economic Development.** Staff continued informal meetings 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 attended the monthly Jackson DDA meeting (2/10).
 - Staff continued development of the Leoni DDA Downtown Master Plan.
 - Staff continued research of DDA incentives and other potential funding opportunities.

[February 2022 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 (RTF).** On 2/25, a 3-county full RTF meeting was held to finalize all three (3) counties' proposed projects. Updated funding allocations for FY23-26 were presented and projects were presented, reviewed, and approved with minor modifications. Staff made changes to FY22 projects in JobNet software program and began entering in new FY23-26 projects into JobNet.
- Staff attended the monthly statewide/MDOT RTF meeting.
- **Asset Management.** Staff participated in a 1-day in-person PASER training.
- **Small Urban Program.** Staff began entering in Small Urban FY23-26 projects into JobNet.
- Staff attended Mechanic St. Railroad Overpass public meeting on 2/9.
- Staff attended the Michigan Association of Regions (MAR) monthly meeting via Zoom.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Program Management

- Staff attended the monthly Michigan Transportation Planning Association meeting.
- Staff prepared for, and conducted, the January meeting of the JACTS Technical Advisory and Policy Committees.
- Staff attended MDOT-led Data Sharing Agreement (DSA) meeting.
- Staff met with MDOT to discuss new JACTS FY22-26 funding allocations.
- Staff met with MDOT, FHWA, FTA and agency partners to discuss the FY 2023 Unified Work Program (UWP).

Transportation Improvement Program (TIP)

- Amendments were incorporated into FY 2020-2023 TIP.
- Staff continued drafting the narrative for the FY 2023-2026 TIP.
- Staff monitored and updated JobNet as necessary.

[February 2022 Staff Progress Report]

Jackson Traffic Safety Program

- Staff updated FY 2022 files.
- Staff made corrections to an enforcement report.

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

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

- **Master Plan.** Met with the Planning Commission on February 16 and presented a full draft of the master plan for review and comment. A couple of changes were made to the future land use map and the Commission voted to send the revised plan to the Township Board for review and release for public comment. Staff also provided Township staff with the resolutions and notices needed to adopt the master plan.

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

- **County Planning Commission (JCPC).** Facilitated the February 10 JCPC meeting and summarized staff advisements regarding proposed text amendments to the Hanover Township Zoning Ordinance regarding medical marijuana. Meeting minutes were prepared and posted to the JCPC webpages on the R2PC website. A letter announcing the JCPC recommendation was sent to the Township. The 2021 Annual Report for the JCPC was also prepared.
- **Master Plan.** Submitted a full draft of the *Jackson County Master Plan* to the JCPC for its review and comment during its February 10 meeting.
- **Hazard Mitigation Plan.** Met with the Michigan State Police on February 24 and made substantial progress on needed revisions to the *Jackson County Hazard Mitigation Plan*.

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

- **Recreation Plan.** Submitted the 2022 edition of the *Leoni Township Recreation Plan* to the Michigan Department of Natural Resources (MDNR) for review and approval. The plan was then approved by the MDNR.

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

- **Zoning Ordinance.** Emailed with the Township Supervisor regarding the regulation of mobile homes and mobile home parks.

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

[February 2022 Staff Progress Report]

- **Master Plan.** Attended the February 15 meeting of the Planning Commission and facilitated the initial review and amendment of the new future land use map. Incorporated the proposed changes to the future land use map in ArcGIS and provided a copy to the Zoning Administrator for review.

Lenawee County

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

- **County Planning Commission (LCPC).** Prepared the agenda packet for the February 17 meeting of the LCPC, but ultimately canceled the meeting due to inclement weather. The 2021 Annual Report for the LCPC was also prepared.

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

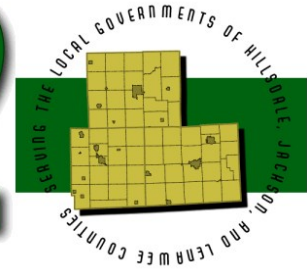
- **Zoning Ordinance.** Amended the zoning map to include two rezonings approved by the Township Board in early 2022. Provided the Zoning Administrator with a large PDF of the revised map.

Greater Irish Hills

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

- **Greater Irish Hills Recreation Plan.** Made suggested changes to the map/tables of recreation facilities located in the Greater Irish Hills Region. Created a second draft of the survey to be released as part of the planning process, including an online version.

Region 2 Planning Commission



MEMORANDUM

TO: Region 2 Planning Commission

FROM: Jacob Hurt, Executive Director

SUBJECT: Appointment of the 2022 R2PC Personnel and Finance Committee

DATE: March 1, 2022

Per the R2PC Bylaws, the Chair of the Region 2 Planning Commission annually appoints a Personnel and Finance Committee at the March Full Commission meeting. The purpose of the Committee is to review personnel and financial concerns of the Commission and provide recommendations to the Executive Director, the R2PC Executive Committee, and/or the Full Commission.

The Committee is comprised of a minimum of five R2PC Commissioners and the Chair of the Commission. One of these members must be the Treasurer. The Committee has no regular meeting schedule. Meetings are held at the request of the Executive Director or at the call of one of the Committee members. The Committee is typically convened for the purpose of reviewing personnel and/or financial matters. On these occasions, the Committee is briefed by the Executive Director who may ask for a recommendation from the Committee. The Committee also meets on occasions when the Commission is considering a large capital purchase, or in the event a grievance is filed resulting from disciplinary action.

Members of the 2021 Personnel and Finance Committee include Tony Bair, Alan Beeker - Treasurer, Roger Gaede, Pete Jancek, Doug Terry – Chair, and Ralph Tillotson.

Nominations for the appointments will be taken from the floor.



Jackson County Department of Transportation

Angela N. Kline, PE

Managing Director / Director of Engineering & Technical Services

Keeping Our Community Safely in Motion...



Memorandum

Date: February 8, 2022

To: Mr. Steven Duke
Region 2 Planning Commission

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

RE: February 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 FY 2022-2026:

Fiscal Year	Job #	Project Name	Limits	Project Description	Funding	Action
2022		Holibaugh Road	North Village of Springport Limits to Eaton/Jackson County Line, 2.60 miles	One Course Overlay	\$470,637 STL \$104,363 Local \$575,000 Total	Add
2022	206637	Countywide Preventive Maintenance	Various Roads	One Course Overlay	\$488,700 STL \$154,998 State D \$0 Local \$643,698 Total	Change Project Cost
2023	206639	Countywide Preventive Maintenance	Various Roads	One Course Overlay	\$1,293,994 STL \$154,998 State D \$168,500 Local \$1,617,492 Total	Change Project Cost

2024		Napoleon Road; Broad Street; Hoyer Road; Reynolds Road; Blackman Road	Broad Street to Lee Road, 1.81 miles; 5 th Street to Napoleon Road, 0.12 miles; South Street to Flansburg Road, 1.53 miles; Kibby Road to McCain Road, 1.51 miles; W. Michigan Ave to Leora Lane, 0.51 miles	One course overlay	\$782,000 STUL \$195,500 Local \$977,500 Total	Add
2024		Countywide Preventive Maintenance	Various Roads	One course overlay	\$1,215,874 STL \$154,998 State D \$148,970 Local \$1,519,842 Total	Add
2025		Sutton Road	Page Avenue to Ann Arbor Road, 1.97 miles	Resurface over CIR	\$550,200 STUL \$137,550 Local \$687,750 Total	Add
2025		Countywide Preventive Maintenance	Various Roads	One course overlay	\$1,294,272 STL \$159,998 State D \$168,570 Local \$1,617,840 Total	Add
2026		Shirley Drive; Page Avenue	Parnall Road to Lansing Avenue, 1.88 miles; 5 th Street to Ballard Road, 0.68 miles	Resurface over CIR	\$874,400 STUL \$218,600 Local \$1,093,000 Total	Add
2026		Wildwood Avenue	Ganson Street to Wayne Street, 0.24 miles	Mill and Resurface	\$80,000 STUL \$20,000 Local \$100,000 Total	Add
2026		Countywide Preventive Maintenance	Various Roads	One course overlay	\$1,321,197 STL \$154,998 State D \$175,301 Local \$1,651,496 Total	Add

APPENDIX H: NOTICE OF INTENT FOR RECREATION GRANT PROJECTS (FORM PR5750-2)



Michigan Department of Natural Resources – Grants Management

NOTICE OF INTENT FOR RECREATION GRANT PROJECTS

This information is requested by authority of Part 19, Act 451 of 1994, to be considered for a MNRFT grant.

1. Name of Project <i>Development of Lewis Enemy Park</i>		2. Date <i>2-10-2022</i>
3a. Identity of the applicant agency, organization, or individual: <i>Hillsdale County</i>		3b. Indicate below the representative of the applicant to contact for additional information regarding this notice: Name <i>Bruce Caswell</i> Address (Street/PO Box) <i>8940 E Bacon Rd</i> City, State, ZIP Code <i>Hillsdale, MI 49242</i> Telephone <i>518 523-3067</i>
4a. Agency from which assistance will be sought: <input checked="" type="checkbox"/> Michigan Department of Natural Resources		Name of Program: <input checked="" type="checkbox"/> Michigan Natural Resources Trust Fund Public Law or USC#: Part 19 of Act 451 of 1994
5. Estimated Cost: FEDERAL: STATE: <i>240,000</i> OTHER: <i>84,400</i> TOTAL: <i>324,400</i>		6. Estimated date by which time the applicant expects to formally file an application: <i>2-25-2022</i> 7. Geographic location of the project to be assisted: (indicate specific location as well as city or county. Attach map if necessary). <i>State Rd. 1/4 mi east of Hillsdale City limits.</i>
8. Brief description of the proposed project. This will help the clearinghouse identify agencies of state or local government having plans, programs, or projects that might be affected by the proposed project:		
8a. Type of project: <i>1. Replace all docks with ADA accessible docks 2. Replace the water fall and make it ADA accessible to traverse 3. Make the trail over the water fall ADA accessible</i>		
8b. Purpose: <i>To make fishing & hiking accessible to all</i>		
8c. General size or scale: <i>trail is 1/2 mile long</i>		
8d. Beneficiaries (persons or institutions benefited): <i>All visitors to the parks.</i>		
8e. Indicate the relationship of this project to plans, programs, and other activities of your agency and other agencies (attach separate sheet if necessary): <i>Continuing to improve the park and make it accessible to all is our long range goal.</i>		

PR5750-2 (Rev. 02/14/2019)



TO: Planning Commission

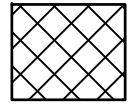
FROM: Zoning Administrator

DATE: March 16, 2022

RE: 101 Hillsdale St. – Edward Jones Office

Background: The owner is proposing an addition to the east end of the existing building located at 101 Hillsdale St. The project will also include additional parking.

LEGEND



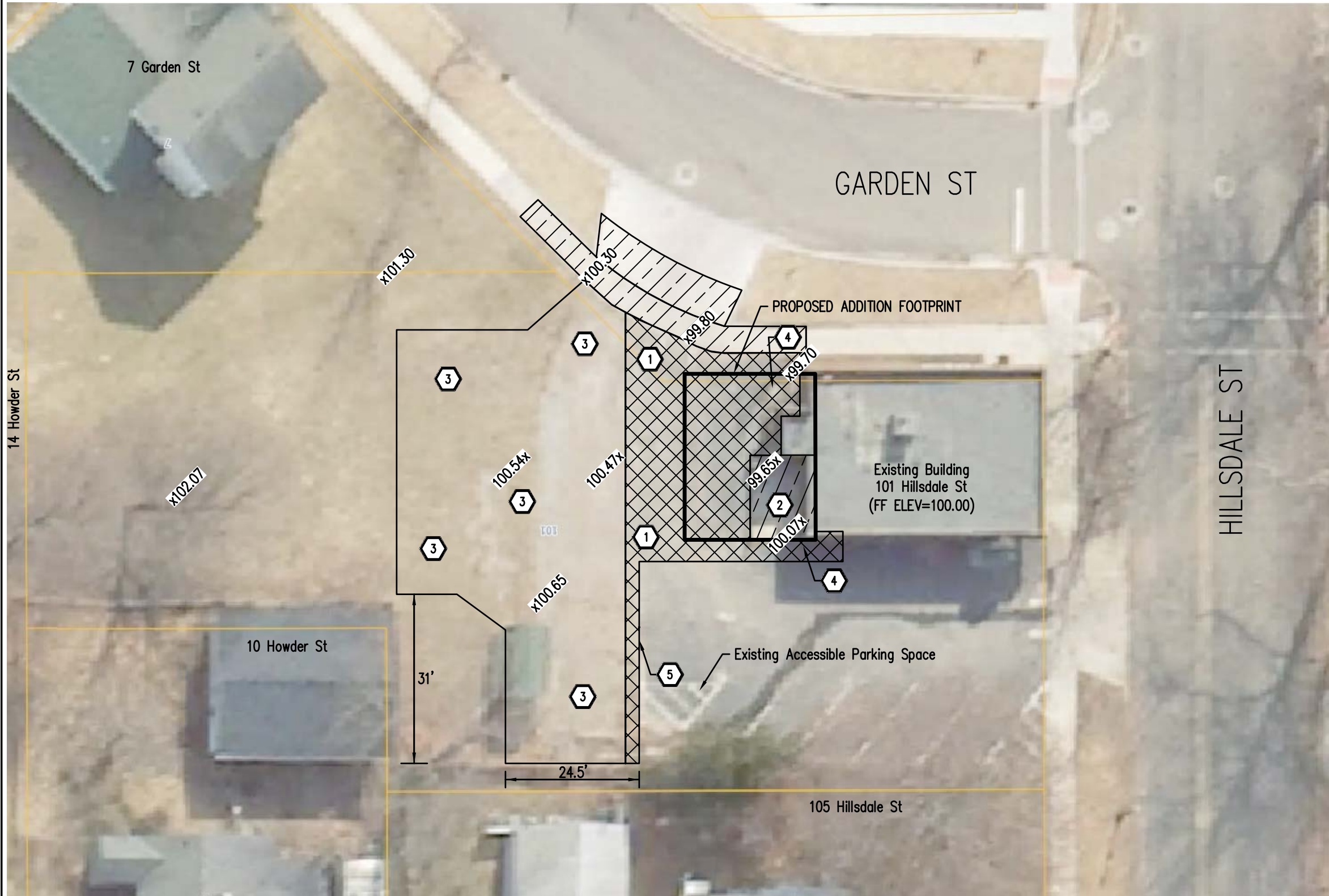
PROPOSED HMA PAVT REMOVAL



PROPOSED CONCRETE PAVEMENT OR SIDEWALK REMOVAL

x101.30 EXISTING SPOT ELEVATION

SCALE: 1" = 20'



GENERAL DEMOLITION NOTES

1. ALL BIDDERS ARE REQUIRED TO VISIT THE EXISTING SITE AND VERIFY EXISTING CONDITIONS PRIOR TO SUBMITTING A BID.
2. CONTRACTOR TO REMOVE AND LEGALLY DISPOSE OF ALL CONSTRUCTION DEBRIS OFF SITE.

DEMOLITION KEYNOTES

- 1 REMOVE EXISTING ASPHALT PAVEMENT & PREPARE SUBGRADE FOR PROPOSED PARKING LOT PAVEMENT SECTIONS
- 2 REMOVE CONCRETE PAVEMENT AS NECESSARY FOR BUILDING ADDITION
- 3 CLEAR AND GRUB AREA AS NECESSARY FOR PROPOSED PAVEMENT SECTION
- 4 REMOVE EXISTING PIPE BOLLARDS
- 5 DOUBLE SAWCUT LINE. REMOVE PAVEMENT TO FIRST SAWCUT DURING FOUNDATION EXCAVATION. REMOVE TO SECOND SAWCUT PRIOR TO FINAL PAVING AS NECESSARY TO PROVIDE A CLEAN, UNIFORM EDGE TO PLACE NEW PAVING TO.

149 Lewis Street
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PROFESSIONAL ENGINEERING SERVICES
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CLIENT
John H. Waldvogel
101 Hillsdale St
Hillsdale, MI 49242
517 437-1301

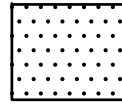

EDWARD JONES - FINANCIAL
JOHN H. WALDVOGEL
OFFICE ADDITION & REMODEL
SITE REMOVALS

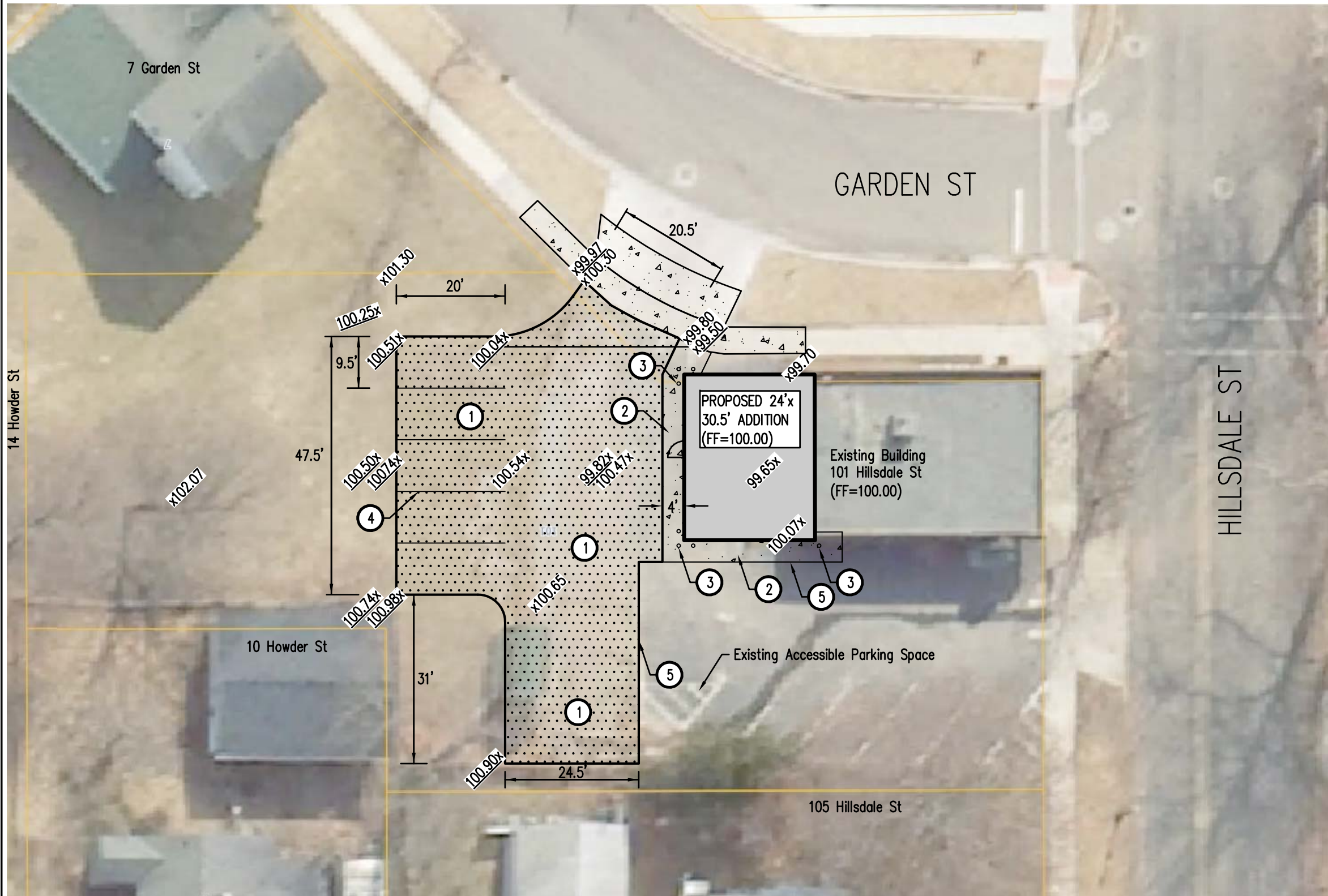
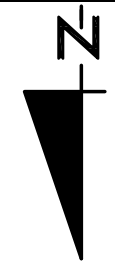
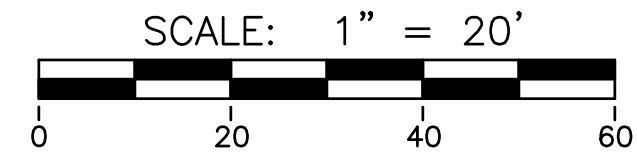
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DATE: 12-18-21
SHEET 1 OF 1
CADD:
CHK:
DATE:
TECH:

JOB No. 00000

LEGEND

-  PROPOSED HMA PAVING
-  PROPOSED CONC. PAVT OR CONCRETE SIDEWALK
- $\times 101.30$ EXISTING SPOT ELEVATION
- $\times 100.51$ PROPOSED SPOT ELEVATION



- ### CONSTRUCTION KEYNOTES
- 1 EXPAND PAVED PARKING AREA BY CONSTRUCTING A CROSS SECTION THAT INCLUDES: REMOVING TOPSOIL AND EXISTING MATERIAL AS NECESSARY TO PLACE AND COMPACT 8" OF 21AA AGGREGATE BASE AND 3.5" OF MDOT 13A HOT MIX ASPHALT. AREA OF NEW PAVEMENT AND PAVEMENT REPLACEMENT IS 3,275 sft.
 - 2 CONCRETE PAVEMENT RIBBON AT ADDITION PERIMETER. PAVEMENT TO BE 4", 4000 psi, LIMESTONE AGGREGATE CONCRETE WITH WIRE FABRIC REINFORCING AND BROOM FINISH OVER MIN 4" SAND BASE OR 4" 21AA BASE.
 - 3 7' LONG, 6" DIA. STEEL PIPE BOLLARD WITH MIN 3.5' OF BURY. PLACE PLUMB IN CONCRETE FOUNDATION. FILL PIPE WITH CONCRETE AND COVER WITH 'IDEAL SHIELD', COLOR TBD. TOTAL QUANTITY OF BOLLARDS = 7each
 - 4 4" WIDE WHITE WATERBORNE PAVEMENT MARKING, TYPICAL
 - 5 DOUBLE SAWCUT LINE. REMOVE PAVEMENT TO FIRST SAWCUT DURING FOUNDATION EXCAVATION. REMOVE TO SECOND SAWCUT PRIOR TO FINAL PAVING AS NECESSARY TO PROVIDE A CLEAN, UNIFORM EDGE TO PLACE NEW PAVING TO.

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101 Hillsdale St
Hillsdale, MI 49242
517 437-1301

EDWARD JONES - FINANCIAL
JOHN H. WALDVOGEL
OFFICE ADDITION & REMODEL
SITE PLAN

DATE: 12-18-21
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CHK:
TCH:

JOB No. 00000

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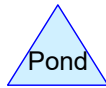
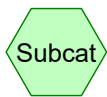
TO: Planning Commission

FROM: Zoning Administrator

DATE: March 16, 2022

RE: 183 Hillsdale St. – Hillsdale College Health and Wellness Center

Background: Hillsdale College is proposing an addition to the east end of the existing building located at 183 Hillsdale St. The project will also include additional parking.



Routing Diagram for Ambler H&W Existing Project Area Run-Off

Prepared by MT Engineering, LLC, Printed 3/8/2022

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Hillsdale College
333 E. College St.
Hillsdale, MI 48043

HILLSDALE COLLEGE
AMBLER HEALTH & WELLNESS CENTER
EXISTING SITE PLAN

C1Ex

DATE	BY	APP'D

JOB No. 00000

Ambler H&W Existing Project Area Run-Off

Type II 24-hr 100yr Rainfall=5.54"

Prepared by MT Engineering, LLC

Printed 3/8/2022

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Summary for Subcatchment Ex1: Existing Project Area Runoff

USGS Soil Maps indicate sandy loam - Soil Group A selected

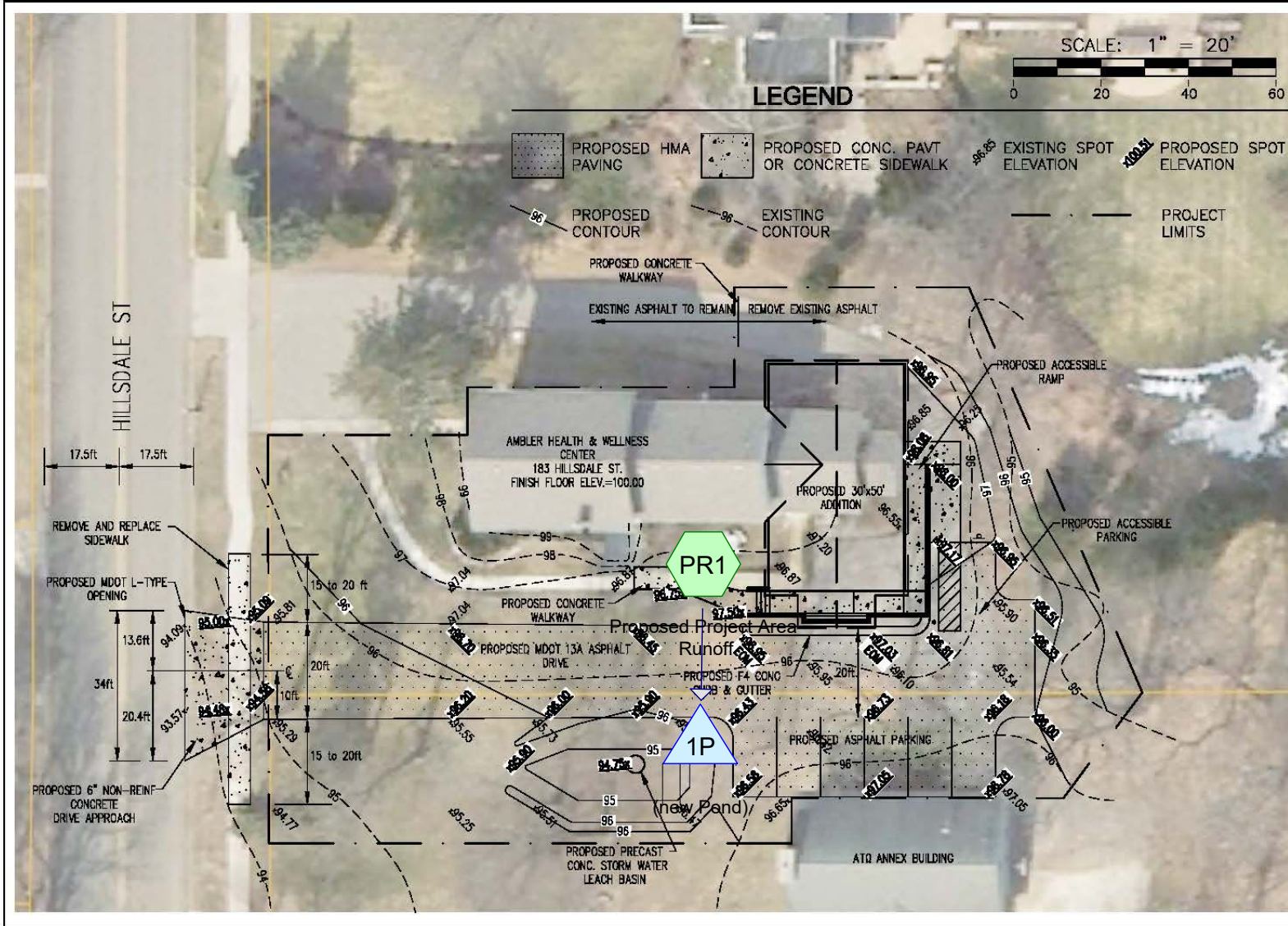
Runoff = 2.59 cfs @ 12.01 hrs, Volume= 6,408 cf, Depth= 3.97"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-36.00 hrs, dt= 0.05 hrs
Type II 24-hr 100yr Rainfall=5.54"

	Area (sf)	CN	Description
	13,279	80	>75% Grass cover, Good, HSG D
*	6,071	98	Pavement & Roof, HSG A
	19,350	86	Weighted Average
	13,279		68.63% Pervious Area
	6,071		31.37% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
10.0					Direct Entry, Hard Entry

Pre Project Runoff Rate = 2.59cfs



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Hillsdale, Michigan 48215
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Fax: 810.424.2444

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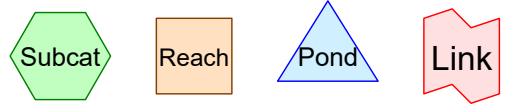
CLIENT
Hillsdale College
333 E. College St.
Hillsdale, MI 48215

HILLSDALE COLLEGE
AMBLER HEALTH & WELLNESS CENTER
SITE PLAN

C1

DATE	BY	APP'D

JOB No. 00000



Routing Diagram for Ambler H&W Proposed Project Area Run-Off
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Ambler H&W Proposed Project Area Run-Off

Type II 24-hr 100yr Rainfall=5.54"

Prepared by MT Engineering, LLC

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Summary for Pond 1P: (new Pond)

Inflow Area = 19,350 sf, 51.43% Impervious, Inflow Depth = 4.29" for 100yr event
 Inflow = 2.74 cfs @ 12.01 hrs, Volume= 6,919 cf
 Outflow = 2.70 cfs @ 12.02 hrs, Volume= 6,871 cf, Atten= 1%, Lag= 0.8 min
 Discarded = 0.12 cfs @ 12.02 hrs, Volume= 3,673 cf
 Primary = 2.59 cfs @ 12.02 hrs, Volume= 3,198 cf

Routing by Stor-Ind method, Time Span= 0.00-36.00 hrs, dt= 0.05 hrs
 Peak Elev= 95.92' @ 12.02 hrs Surf.Area= 839 sf Storage= 884 cf

Plug-Flow detention time= 75.7 min calculated for 6,871 cf (99% of inflow)
 Center-of-Mass det. time= 71.2 min (862.5 - 791.3)

Volume	Invert	Avail.Storage	Storage Description
#1	87.75'	952 cf	Custom Stage Data (Prismatic) Listed below (Recalc)
Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)
87.75	40	0	0
94.75	40	280	280
95.00	363	50	330
96.00	880	622	952

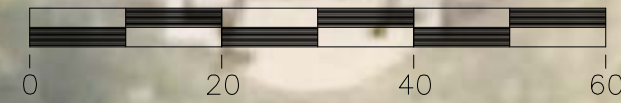
Device	Routing	Invert	Outlet Devices
#1	Discarded	87.75'	6.000 in/hr Exfiltration over Surface area Phase-In= 1.00'
#2	Primary	95.75'	15.0' long x 3.0' breadth Broad-Crested Rectangular Weir Head (feet) 0.20 0.40 0.60 0.80 1.00 1.20 1.40 1.60 1.80 2.00 2.50 3.00 3.50 4.00 4.50 Coef. (English) 2.44 2.58 2.68 2.67 2.65 2.64 2.64 2.68 2.68 2.72 2.81 2.92 2.97 3.07 3.32

Discarded OutFlow Max=0.12 cfs @ 12.02 hrs HW=95.92' (Free Discharge)
 ↑1=Exfiltration (Exfiltration Controls 0.12 cfs)

Primary OutFlow Max=2.52 cfs @ 12.02 hrs HW=95.92' (Free Discharge)
 ↑2=Broad-Crested Rectangular Weir (Weir Controls 2.52 cfs @ 1.00 fps)

Post Project Runoff Rate with leach basin and pond depression storm water measures = 2.52cfs

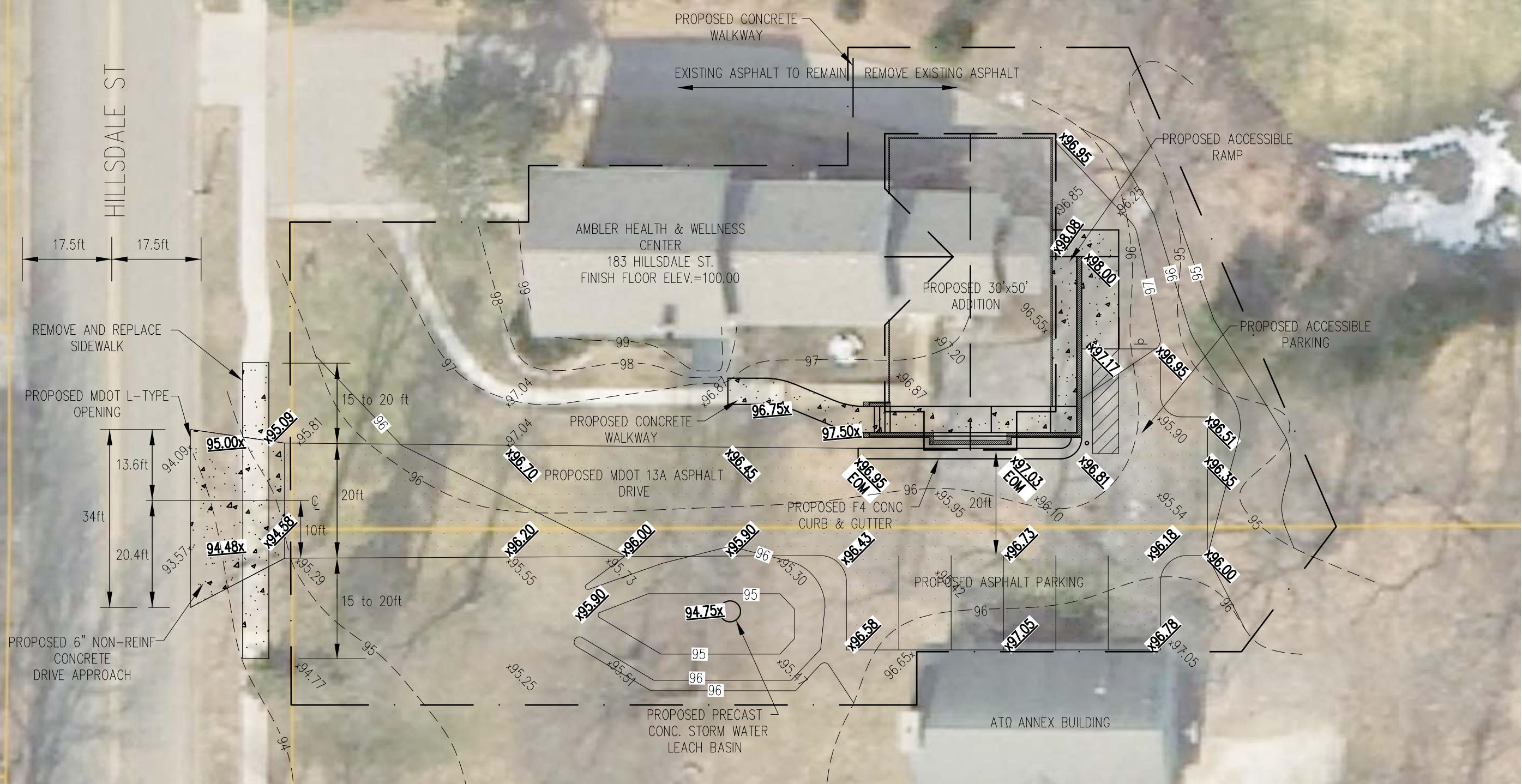
SCALE: 1" = 20'



LEGEND

- PROPOSED HMA PAVING
- PROPOSED CONC. PAVT OR CONCRETE SIDEWALK
- EXISTING SPOT ELEVATION
- PROPOSED SPOT ELEVATION
- PROPOSED CONTOUR
- EXISTING CONTOUR
- PROJECT LIMITS

HILLSDALE ST



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 Fax: (517) 437-4344

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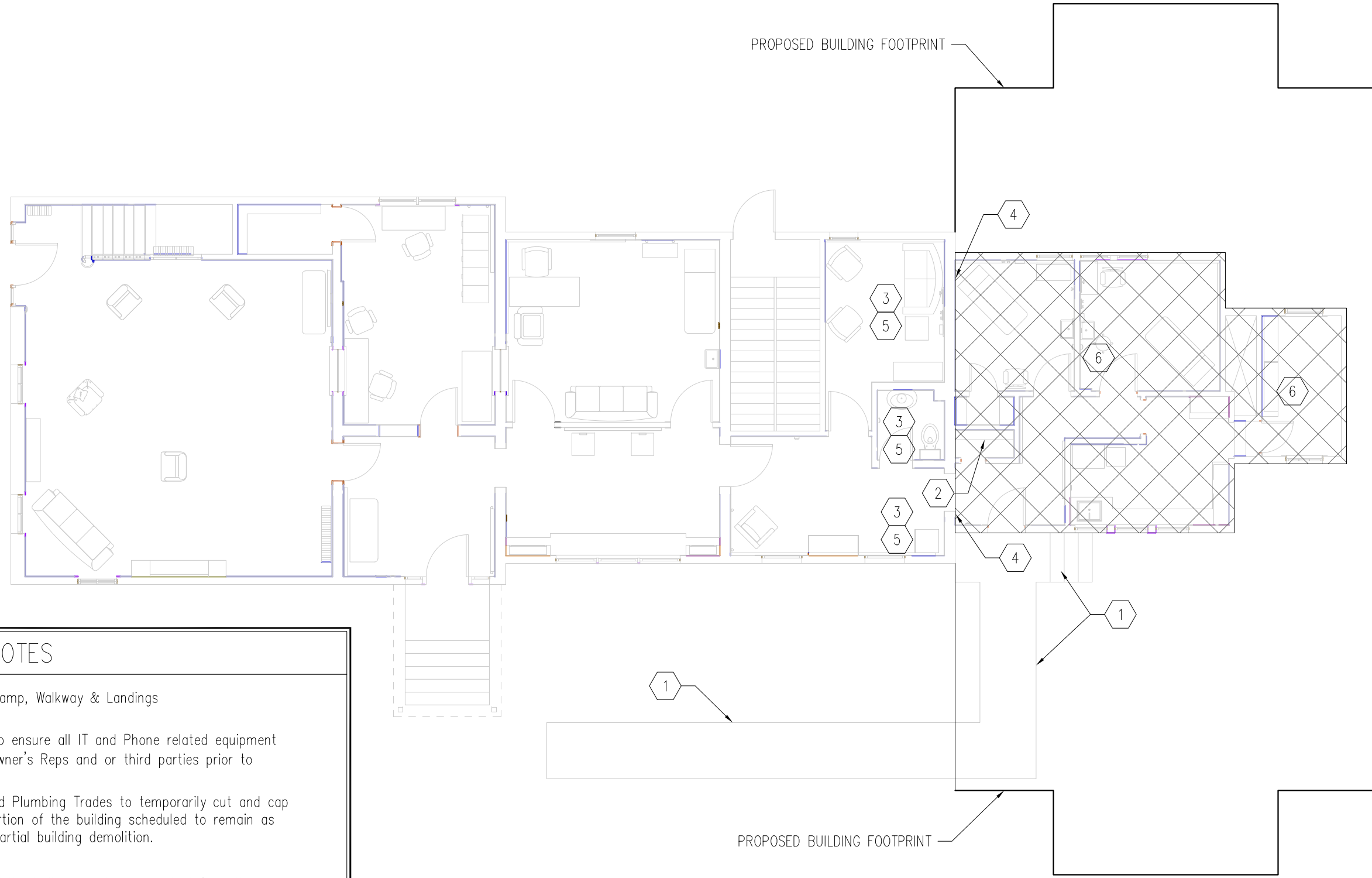
CLIENT
 Hillsdale College
 33 E. College St
 Hillsdale, MI 49242

HILLSDALE COLLEGE
 AMBLER HEALTH & WELLNESS CENTER
 SITE PLAN

C1

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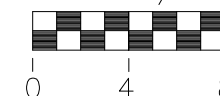
PROPOSED BUILDING FOOTPRINT

PROPOSED BUILDING FOOTPRINT

DEMOLITION KEYNOTES

- 1 Remove Existing Wood Ramp, Walkway & Landings
- 2 Coordinate with Owner to ensure all IT and Phone related equipment has been removed by Owner's Reps and or third parties prior to building demolition.
- 3 Mechanical, Electrical and Plumbing Trades to temporarily cut and cap all MEP work in that portion of the building scheduled to remain as necessary to allow for partial building demolition.
- 4 Separate that portion of the building to be demolished from that schedule to remain using hand tools or other means as necessary not to disturb the wall currently shared by the two structures.
- 5 Furnish and install temporary protection and temporary walls/partitions as necessary to secure remaining structure during demolition and new construction.
- 6 Demolish, remove and properly dispose of single story structures. All two story structures to remain.

SCALE: 1/8" = 1'



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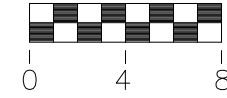
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Hillsdale, MI 49242

HILLSDALE COLLEGE
AMBLER HEALTH & WELLNESS CENTER
FIRST FLOOR
DEMOLITION PLAN

A0.1

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SCALE: 1/8" = 1'



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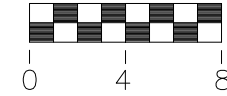
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Hillsdale, MI 49242

HILLSDALE COLLEGE
AMBLER HEALTH & WELLNESS CENTER
EAST ELEVATION

A3.1

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SCALE: 1/8" = 1'



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Hillsdale, Michigan 49242
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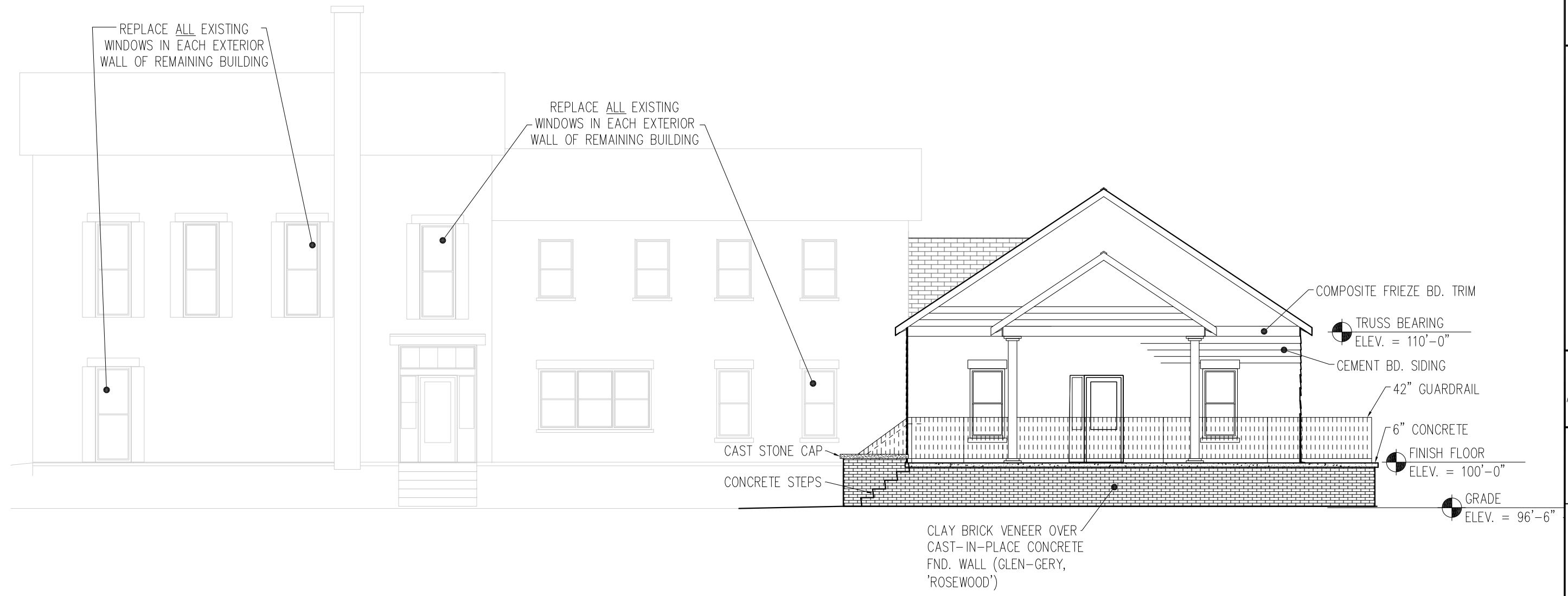
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HILLSDALE COLLEGE
AMBLER HEALTH & WELLNESS CENTER
SOUTH ELEVATION

A3.2

DATE:	
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REPLACE ALL EXISTING
WINDOWS IN EACH EXTERIOR
WALL OF REMAINING BUILDING

REPLACE ALL EXISTING
WINDOWS IN EACH EXTERIOR
WALL OF REMAINING BUILDING

CAST STONE CAP
CONCRETE STEPS

CLAY BRICK VENEER OVER
CAST-IN-PLACE CONCRETE
FND. WALL (GLEN-GERY,
'ROSEWOOD')

COMPOSITE FRIEZE BD. TRIM

TRUSS BEARING
ELEV. = 110'-0"

CEMENT BD. SIDING

42" GUARDRAIL

6" CONCRETE

FINISH FLOOR
ELEV. = 100'-0"

GRADE
ELEV. = 96'-6"

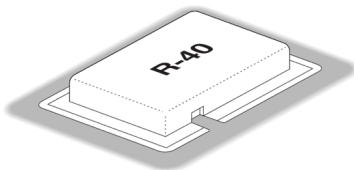
FORM BASED CODE IN HILLSDALE

Definition

A form-based code is a land development regulation that fosters predictable built results and a high-quality public realm by using physical form (rather than separation of uses) as the organizing principle for the code. A form-based code is a regulation, not a mere guideline, adopted into city, town, or county law. A form-based code offers a powerful alternative to conventional zoning regulation.

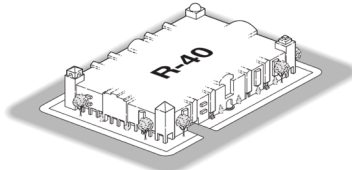
Conventional Zoning

Density use, FAR (floor area ratio), setbacks, parking requirements, maximum building heights specified



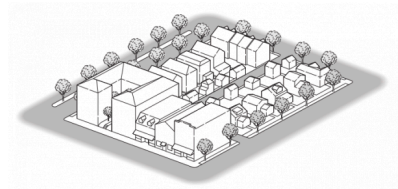
Zoning Design Guidelines

Conventional zoning requirements, plus frequency of openings and surface articulation specified



Form-Based Codes (Regulatory)

Street and building types (or mix of types), build-to lines, number of floors, and percentage of built site frontage specified.



In Our City

Form Based code is already a part of our lives here in the city. Our downtown already has form based code in place (*Chapter 36, Article 3, Division 7: Downtown Form-Based District*). Furthermore, the adopted masterplan calls for the adoption of form-based code throughout the city in the *Goals and Objectives* section.

Action Steps

- Start by developing form-based code in the manufacturing park
- Develop form-based code for the city-college corridors along Hillsdale and West streets
- Update Chapter 36 of code to be in alignment with a form-based system

Support

Many other cities around the country are making the shift to form-based code, such as Fremont, Grand Rapids, Traverse City, and even Lansing. An independent team of analysts from the University of Notre Dame also recommended that the City of Hillsdale should adopt a form-based code. This approach contrasts with conventional zoning's focus on the segregation of land uses, and the control of development intensity through abstract and uncoordinated parameters (e.g., FAR, dwellings per acre, setbacks, parking ratios, traffic LOS), to the neglect of an integrated built form. Not to be confused with design guidelines or general statements of policy, form-based codes are regulatory, not advisory. They are drafted to implement a community plan. They try to achieve a community vision based on time-tested forms of urbanism. Ultimately, a form-based code is a tool; the quality of development outcomes depends on the quality and objectives of the community plan that a code implements



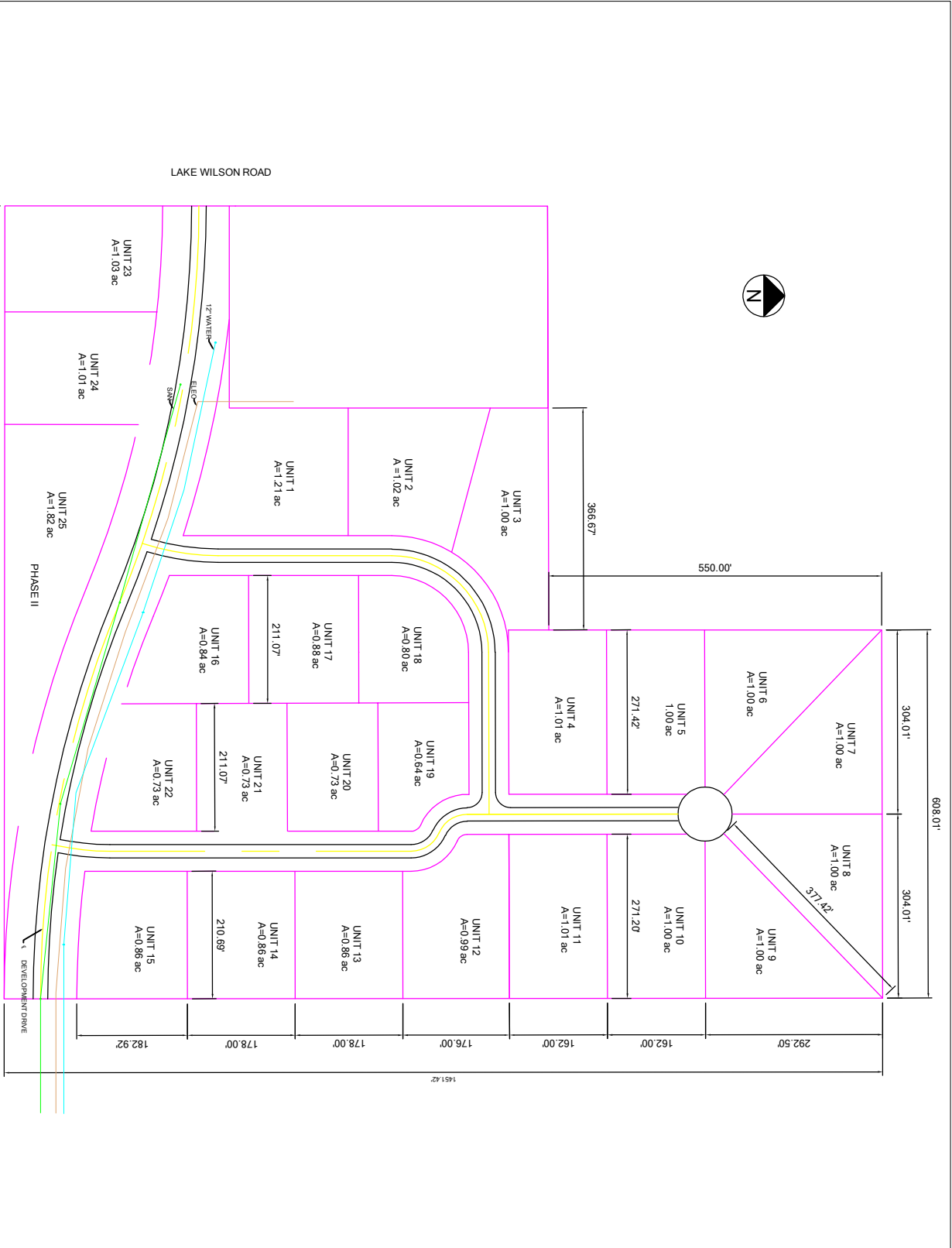
TO: Planning Commission

FROM: Zoning Administrator

DATE: March 16, 2022

RE: 901 Development Dr. Rezoning

Background: Commonwealth Developments, LLC has entered into a purchase agreement with the City to purchase the 30 acre parcel in the manufacturing park designated as 901 Development Dr. The intent is to develop a single family residential development. One of the contingencies is to rezone the property from I-1 Light Industrial to R-1 Single Family Residential.



LAKE WILSON ROAD

PHASE II

DEVELOPMENT DRIVE

UNIT 23
A=1.03 ac

UNIT 24
A=1.01 ac

UNIT 25
A=1.82 ac

UNIT 1
A=1.21 ac

UNIT 2
A=1.02 ac

UNIT 3
A=1.00 ac

366.67'

550.00'

304.01'

608.01'

304.01'

377.42'

UNIT 6
A=1.00 ac

UNIT 7
A=1.00 ac

UNIT 8
A=1.00 ac

UNIT 9
A=1.00 ac

UNIT 4
A=1.01 ac

UNIT 5
1.00 ac

UNIT 10
A=1.00 ac

UNIT 11
A=1.01 ac

UNIT 12
A=0.99 ac

UNIT 18
A=0.80 ac

UNIT 19
A=0.64 ac

UNIT 17
A=0.88 ac

UNIT 20
A=0.73 ac

UNIT 16
A=0.84 ac

UNIT 21
A=0.73 ac

UNIT 22
A=0.73 ac

UNIT 15
A=0.86 ac

UNIT 14
A=0.86 ac

UNIT 13
A=0.86 ac

182.92'

178.00'

178.00'

176.00'

162.00'

162.00'

162.00'

292.50'

1451.42'

12" WATER

ELEC

SWR

DEVELOPMENT DRIVE



TO: Planning Commission

FROM: Zoning Administrator

DATE: March 16, 2022

RE: Land Division – 237 E. South St.

Background: The owner of the parcel located at 237 E. South St. would like to divide and sell the rear of the lot. The City ordinance requires that platted lots may only be divided after review and permission has been granted by the Assessor, Zoning Administrator, Planning Commission and City Council.


Parent Parcel Number:
 006-426-402-07
 Owner:
Palen/Mills/mills
 Date: 3-3-2022



Land Division Review Checklist (to be completed by Assessor and Zoning Administrator)

1. **Administrative Review** for determination of authority to approve or deny application
 - a. Is the property in question part of a **recorded plat**?
 - i. Yes – Planning Commission Review and Council Approval Required
 1. Does the proposed division result in more than 4 parcels split out of a single platted lot?
 - a. Yes – Recommend denial (HMC 18-82(b))
 - b. No
 - ii. No
 1. Does the proposed Division involve **dedication of a new street**?
 - a. Yes – Planning Commission Review and Council Approval Required
 - b. No – Approval/Disapproval may be made by Assessor

2. Zoning Review – Zoning District(s) of the parcel or tract to be divided: RD-1

- a. Do all of the parcels resulting from this proposed division (including the remainder parcel) meet or exceed the minimum area required for the zoning district in which they are located?
 - i. Yes
 - ii. No – recommend application be DENIED (HMC 18-82; 36-411)
- b. Do all of the parcels resulting from this proposed division (including the remainder parcel) meet or exceed the minimum lot width for the zoning district in which they are located?
 - i. Yes
 - ii. No – recommend application be DENIED (HMC 18-82; 36-411)
- c. For existing improvements:
 - i. Do all of the parcel boundaries for this proposed division (including the remainder parcel) allow for minimum yard setbacks from existing improvements?
 1. Yes
 2. No – recommend application be DENIED (HMC 18-82; 36-411)
 - ii. Do all of the parcels resulting from this proposed division (including the remainder parcel) allow for maximum percentage of lot are covered by all existing buildings?
 1. Yes
 2. No – recommend application be DENIED (HMC 18-82; 36-411)
- d. Zoning Administrator Signature: 
- e. Date Reviewed: 3/3/2022

3. Planning Commission Review & Council Approval Required under item 1?

- a. Yes
 - i. Date of Planning Commission Meeting (attach minutes):
3/16/2022

ii. Date of Council Meeting (attach minutes):

3/21/2022

b. No – Skip to Assessor Review

4. Assessor Review (Skip to item 5 if Council Approval Required under item 1)

a. Is the parcel to be divided part of a larger **parent tract** as defined by MCL 560.102(h) (based on ownership as of March 31, 1997)?

i. Yes – total acreage of tract: _____ (For Table 1 calculations)

ii. No – total acreage of parcel: _____ (For Table 1 calculations)

b. **Number of resulting parcels allowed (including remainder) under MCL**

560.108 - Do the boundaries of the parcel or tract to be divided match the parcel or tract in existence on March 31, 1997?

i. Yes – Refer to Table 1 below:

Table 1 – Total number of resulting parcels allowed under MCL 560.108(2) and (3) based on total Acreage of parent parcel or tract as it existed on March 31, 1997:

First 10 Acres		4
20 acres or more:	+1 for each additional whole 10 acres up to 120 total acres (maximum of 11)	+ _____
	+2 if both of the following statements are true: <ul style="list-style-type: none"> • The proposed division includes establishment of 1 or more new roads so that there are no new driveway accesses to an existing public road for any of the resulting parcels. • One of the resulting parcels comprises not less than 60% of the area of the parent parcel or tract. 	+ _____
120 acres or more:	+1 for each additional whole 40 acres	+ _____
Total number of Resulting Parcels Allowed:		_____

ii. No - Parcel or tract to be divided was created by an exempt split or a division (after March 31, 1997)

1. Have 10 years or more elapsed since the parcel or tract to be divided was created?

a. No – Is the parcel or tract to be divided a “new parent”/remainder parcel from a prior division?

i. Yes – How many unallocated divisions were retained for this parcel (refer to deeds and/or form 3278 NOTICE TO ASSESSOR OF TRANSFER OF THE RIGHT TO MAKE A DIVISION OF LAND for any resulting “child” parcels)?

ii. No - Were any unallocated divisions transferred to this parcel from the parent parcel or tract (refer to deeds and/or form 3278 NOTICE TO ASSESSOR OF TRANSFER OF THE RIGHT TO MAKE A DIVISION OF LAND for this parcel)?

1. Yes – How many? _____

2. No - Application is DENIED (MCL 560.108(5)(a))

b. Yes – Refer to Table 2 below:

Table 2 – Total number of resulting parcels allowed under MCL 560.108(5) based on total acreage of parcel or tract created by exempt split or division occurring 10 years or more before current request:

First 10 Acres		2
20 acres or more: +1 for each additional whole 10 acres	up to 5 additional	+ _____
	Up to 8 additional if one of the resulting parcels from the proposed division comprises not less than 60% of the parcel or tract to be divided	
Total number of Resulting Parcels Allowed (not more than 10):		

c. **Total number of resulting parcels** – does this number exceed the number of parcels allowed?

i. No

ii. Yes – application is DENIED (MCL 560.108)

Table 3 – Divisions of original parent parcel or tract - total number of parcels created since 1997 with proposed division:

Number of new parcels created by prior divisions (since March 31, 1997 for parent or remainder of parent parcel or tract; since creation of this parcel or tract for exempt split or child parcel or tract):	_____
Number of parcels (including remainder) created under proposed division:	_____
-1 for each resulting parcel of 40 acres or more if it is accessible:	- _____
Total number of resulting parcels created:	_____

5. Application is

a. Approved

b. Approved with Condition(s):

c. Denied – explain reason(s):

SKETCH/AREA TABLE ADDENDUM

Parcel No 006-426-402-02

SUBJECT

Property Address 28 LAKEVIEW CT

City HILLSDALE

County HILLSDALE

State MI

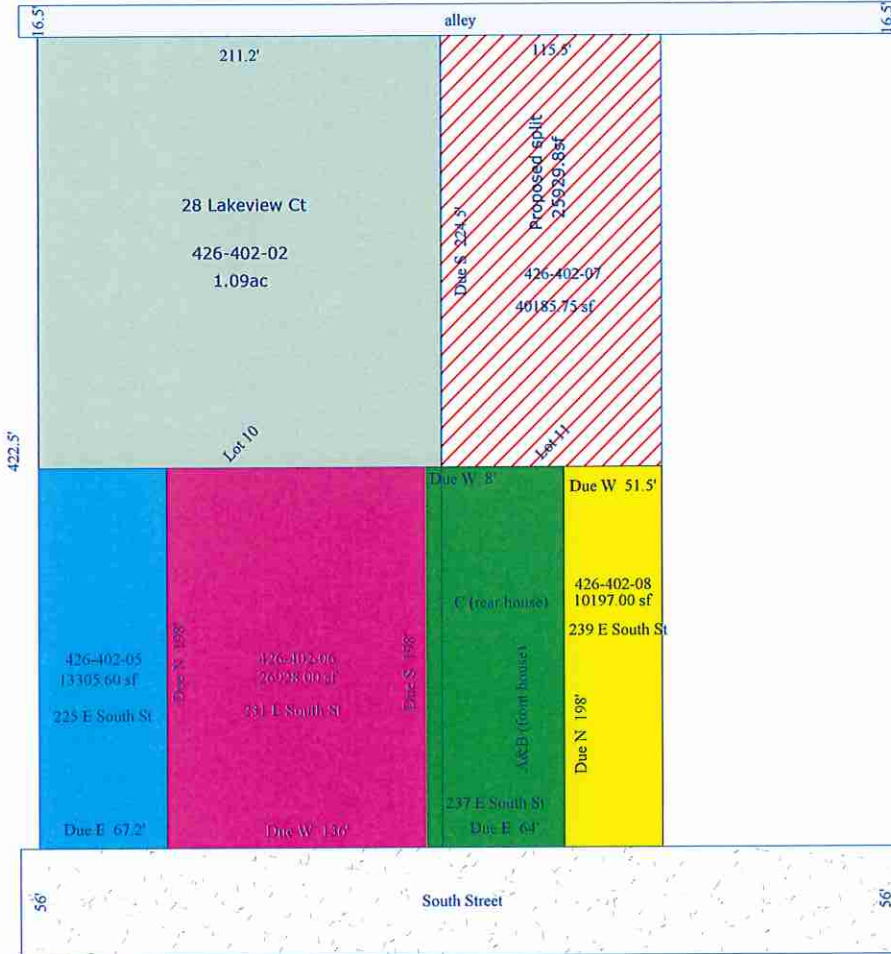
Zip 49242

Owner BEARD, MICHAEL E & DEBORAH K

Client

Appraiser Name

IMPROVEMENTS SKETCH



Scale: 1" = 100'

AREA CALCULATIONS

AREA CALCULATIONS SUMMARY

Code	Description	Factor	Net Size	Perimeter	Net Totals
LAND	alley	1.00	7623.00	957.0	171525.75
	South Street	1.00	25872.00	1036.0	
	Lot 11	1.00	48798.75	1076.0	
	Lot 10	1.00	89232.00	1267.4	
SITE	426-402-08	1.00	10197.00	499.0	3.76*
	426-402-07	1.00	40185.75	1092.0	
	426-402-06	1.00	26928.00	668.0	
	426-402-05	1.00	13305.60	530.4	
	426-402-02	1.00	1.09*	871.4	
	Proposed split	1.00	25929.75	680.0	
Net SITE Area			(Acres)		3.76

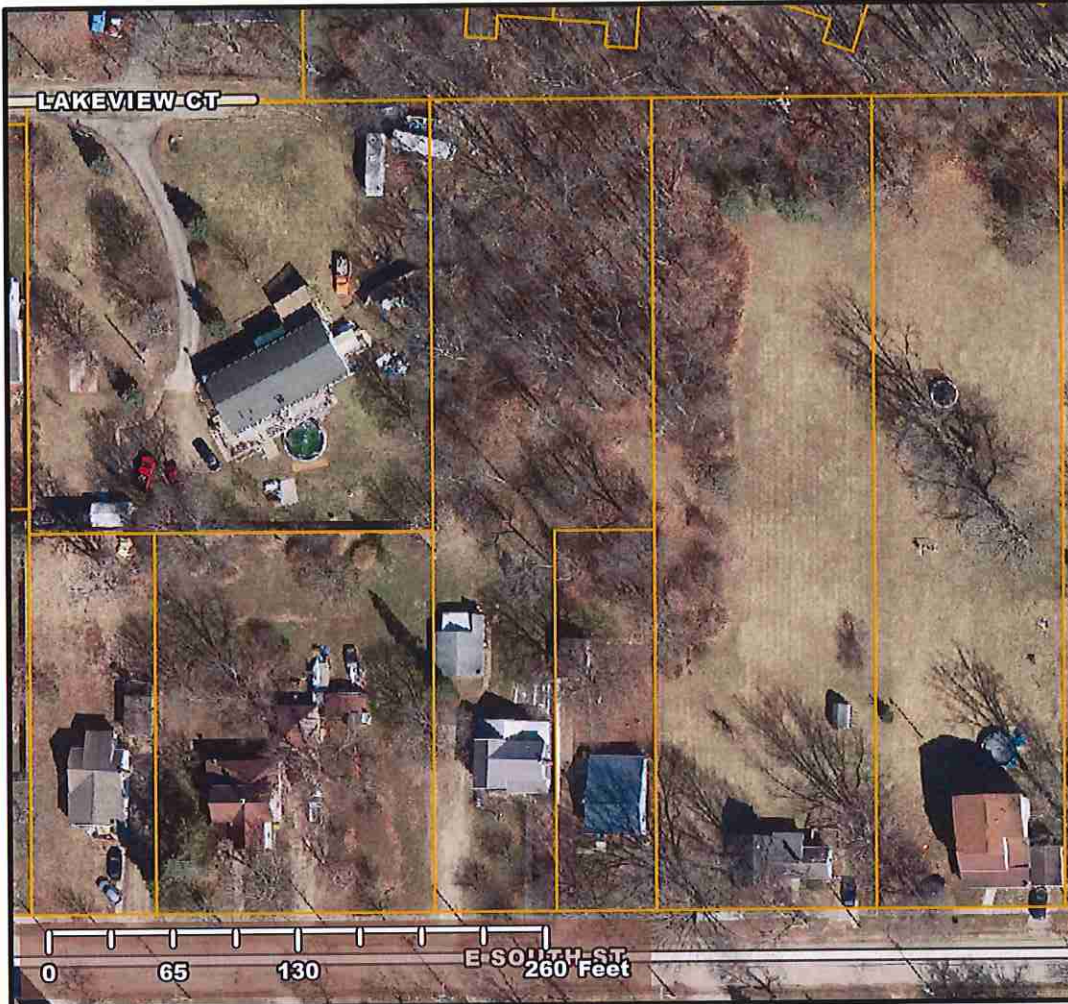
Comment Table 1	
Comment Table 2	Comment Table 3



General Property Information

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map and report is a compilation of records, information and data provided by various township, city, village, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The user of this map and report acknowledges that the Township/City/County shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the Township/City/County from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of the data provided.

Report and Property Data compiled as of December 11, 2021



Parcel ID: 30 006-426-402-07
 Property Address: 237 E SOUTH ST
 City/Twp/Village: CITY OF HILLSDALE

Assessor Acreage: 0.92
 Property Class: 401
 School District: HILLSDALE COMM PUBLIC SCHS

Tax Description

W4 LOT 11, EXC 198 FT NandS BY 51 1/2 FT EandW IN SE COR THEREOF. MCCOLLUMS SE ADD FOURTH WARD.

Tax Information

PRE/Qual Ag %: 0	2021 SEV: 47,900	2020 SEV: 39,800
Land Value: 17,392	2021 Taxable Value: 27,104	2020 Taxable Value: 26,730
Land Imp Value: 0	Liber/Page(1-2-3): 811/964 - 605/364	
Building Value: 78,449	ECF Table: 4N4SE.WARD 4 NEZ 4 SOUTHEAST ADDITION	
True Cash Value: 95,841	Land Table: 4N4SE.WARD 4 NEZ 4 SOUTHEAST	

	Summer Taxes 2021	Winter Taxes 2021	Village Taxes 2021
Base Tax:	\$ 1,193.01	\$ 426.89	0
Special Asmt:	0	0	0
Admin Fee:	\$ 11.93	\$ 4.27	0
Total Tax:	\$ 1,204.94	\$ 431.16	0
Amount Paid:	\$ 1,204.94	0	0
Interest:	0	0	0
Paid Date:	08/30/2021	*	*
Balance Due:	0	\$ 431.16	0

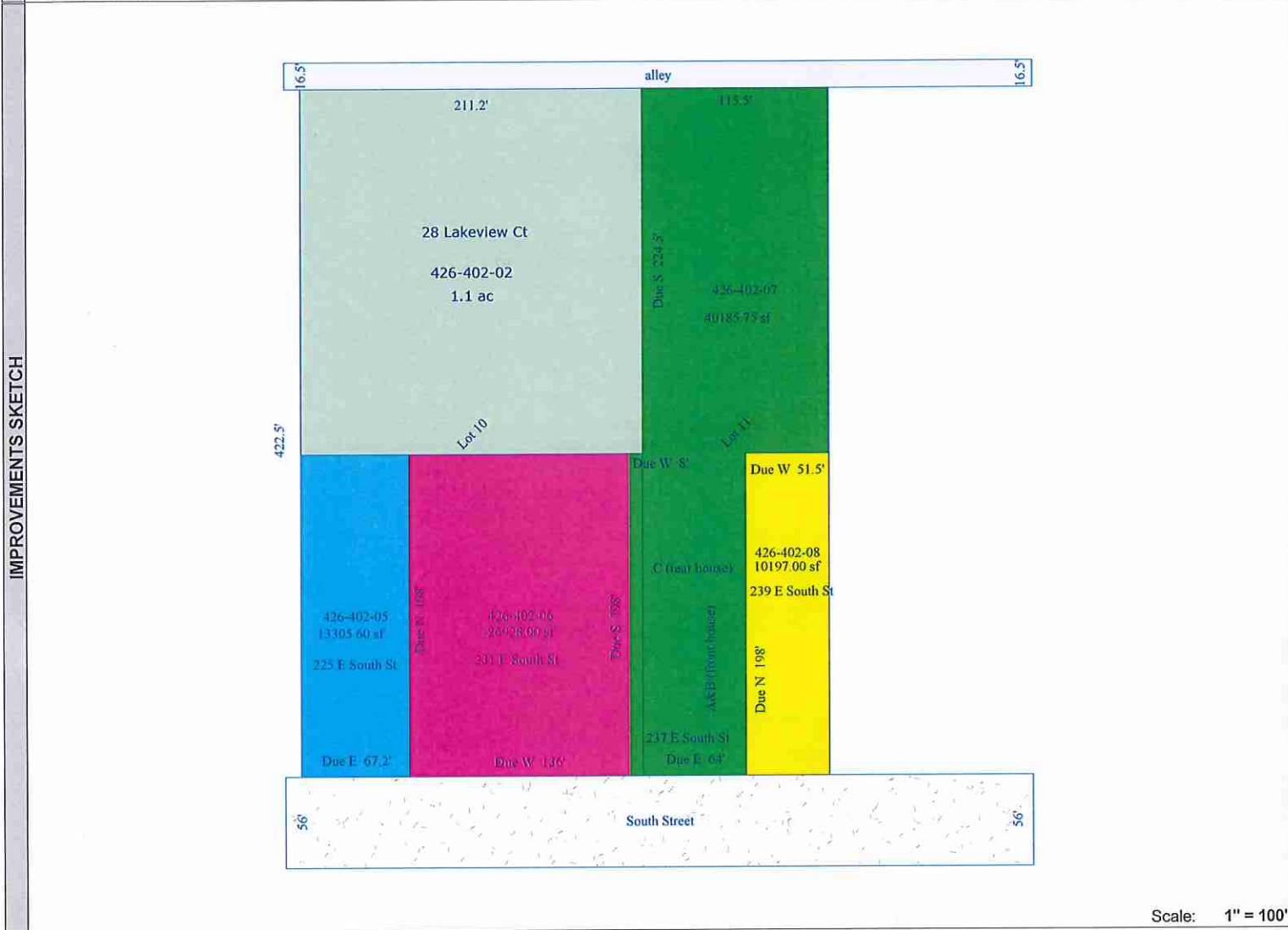
Total Delinquent Tax: \$0.00

* Tax Payment data is provided by some, but not all local Treasurers and is current with data provided as of Report Date above
 * Please contact the appropriate City/Village/Township Treasurer for up to date information.
 * For payoff amounts or a breakdown of delinquent taxes contact the County Treasurer's office at (517) 437-4700

SKETCH/AREA TABLE ADDENDUM

Parcel No 006-426-402-02

SUBJECT	Property Address	28 LAKEVIEW CT						
	City	HILLSDALE	County	HILLSDALE	State	MI	Zip	49242
	Owner	BEARD, MICHAEL E & DEBORAH K						
	Client							
	Appraiser Name							



Scale: 1" = 100'

AREA CALCULATIONS

AREA CALCULATIONS SUMMARY					
Code	Description	Factor	Net Size	Perimeter	Net Totals
LAND	alley	1.00	7623.00	957.0	
	South Street	1.00	25872.00	1036.0	
	Lot 11	1.00	48798.75	1076.0	
	Lot 10	1.00	89232.00	1267.4	171525.75
	426-402-08	1.00	10197.00	499.0	
SITE	426-402-07	1.00	40185.75	1092.0	
	426-402-06	1.00	26928.00	668.0	
	426-402-05	1.00	13305.60	530.4	
	426-402-02	1.00	1.09*	871.4	3.17*
	Net SITE Area (Acres)				

Comment Table 1

Comment Table 2 Comment Table 3

- Approved
- Approved with Conditions
- Denied

* Please refer to the attached sheet for explanation behind the decision.

Date: _____



Application Fee: \$75.00

Receipt #: ck# 107

Signature: RECEIVED

Date Received: _____
(by City Clerk or City Treasurer) FEB 16 2022

LAND DIVISION APPLICATION

HILLSDALE CITY ASSESSOR

You **MUST** answer all questions and include all attachments or **this application will be returned to you.**

Bring or mail to: City of Hillsdale
City Clerk/Treasurer
97 N Broad St
Hillsdale, MI 49242

Questions: Hillsdale City Assessor
(517) 437-6456
assessor@cityofhillsdale.org

This form is designed to comply with Sections 18-82 and 18-83 of the City of Hillsdale Land Division Ordinance and Section 109 of the Michigan Land Division Act (formerly the Subdivision Control Act), P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996) MCL 560.101 et seq. Land in the City of Hillsdale shall not be divided without the prior review and approval by the City Council or their designated agent, in accordance with the City of Hillsdale Land Division Ordinance and the State of Michigan Land Division Act.

Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.

1. **LOCATION** of Parent Parcel or Tract to be split:

“Tract” means two (2) or more parcels that share a common property line and are under the same ownership.

- a. Primary Address: 237 E South Street, Hillsdale MI 49242
- b. Parent Parcel Number: 30 - 006 - 426-402-07
- c. Attach Additional Sheets (**if more than one parent parcel in the tract**)

2. **PROPERTY OWNER** Information:

- a. Name: Glenda Palen, Tim Mills and Glenn Mills
- b. Phone Number: (517-607-9169)
- c. Address: 231 E South St
Hillsdale MI 49242
City: _____ Zip Code: _____
- d. Email: gspalen1@gmail.com and lhayes@c21affiliated.com

3. **PROPOSAL** – Describe the Division(s) being proposed:

a. Reason for proposed division (i.e. sale, lease greater than one year, development, etc.):

Selling PARCEL A to neighbor Michael Beard.

b. Number of New Parcels: 2 (this should include parcel(s) retained by the owner)

c. Intended Use (i.e. Residential, Commercial, etc.): personal enjoyment

** Note: All resulting parcel must meet the minimum size requirements of the zoning district in which the parcel is located (refer to Hillsdale Municipal Code Section 36-411)*

d. Access (check one):

No Each new division has frontage on an existing public street.

 A new public street, proposed name: _____ (street name cannot duplicate existing street)

 A private street or easement, proposed name: _____ (street name cannot duplicate existing street)

 A recorded easement (driveway)

e. The proposed division will be added to an existing parcel (**complete below only if true**)

Parcel Address: 28 LAKEVIEW CT., HILLSDALE MI 49242

Parcel Number: 30 - 006 - 426-402-02

Legal Description (attach extra sheets as needed):

Lot 11, McCollum's Plat of Southeast Addition, Village, now City of Hillsdale, being part of the Southeast 1/4 of Section 26, Township 6 South, Range 3 West, according to the Plat thereof as recorded in Liber AP of Deeds, Pago O, Hillsdale County Records. EXCEPTING THEREFROM the south 198 feet.

** If approved, combination will be processed upon receipt of deed establishing identical ownership.*

4. **ATTACHMENTS** (all attachments **MUST** be included) *Letter each attachment as shown:*

A. A scale drawing or survey that complies with the requirements of P.A. 591 of 1996 as amended for the proposed division(s) of the parent parcel showing:

a) Current **boundaries**;

b) All previous divisions **made after** March 31, 1997 (indicate when made or none);

c) **Dimensions** of the proposed divisions;

- d) **Any existing improvements** (building, wells, septic system, driveways, house, garage, etc.) and setback(s) from proposed parcel lines, and
- e) Proof of fee ownership (**most recent deed of parcel to be divided**)
- B. A **certificate from the County Treasurer** that complies with the requirement of P.A. 23 of 2019, establishing that all property taxes and special assessments due on the parcel or tract subject to the proposed divisions for the 5 years preceding the date of the application have been paid.
- C. Indication of approval, or **permit from City of Hillsdale Department of Public Services** that a proposed easement provides vehicular access to an existing road or street and meets applicable location standards (Right of Way permit). (if applicable)
- D. A copy of any transferred division rights (§109(2) of the Act) of the parent parcel (**Form L-4260a**)
- E. A **\$75.00*** application fee.
 - * *Checks should be made payable to the City of Hillsdale*

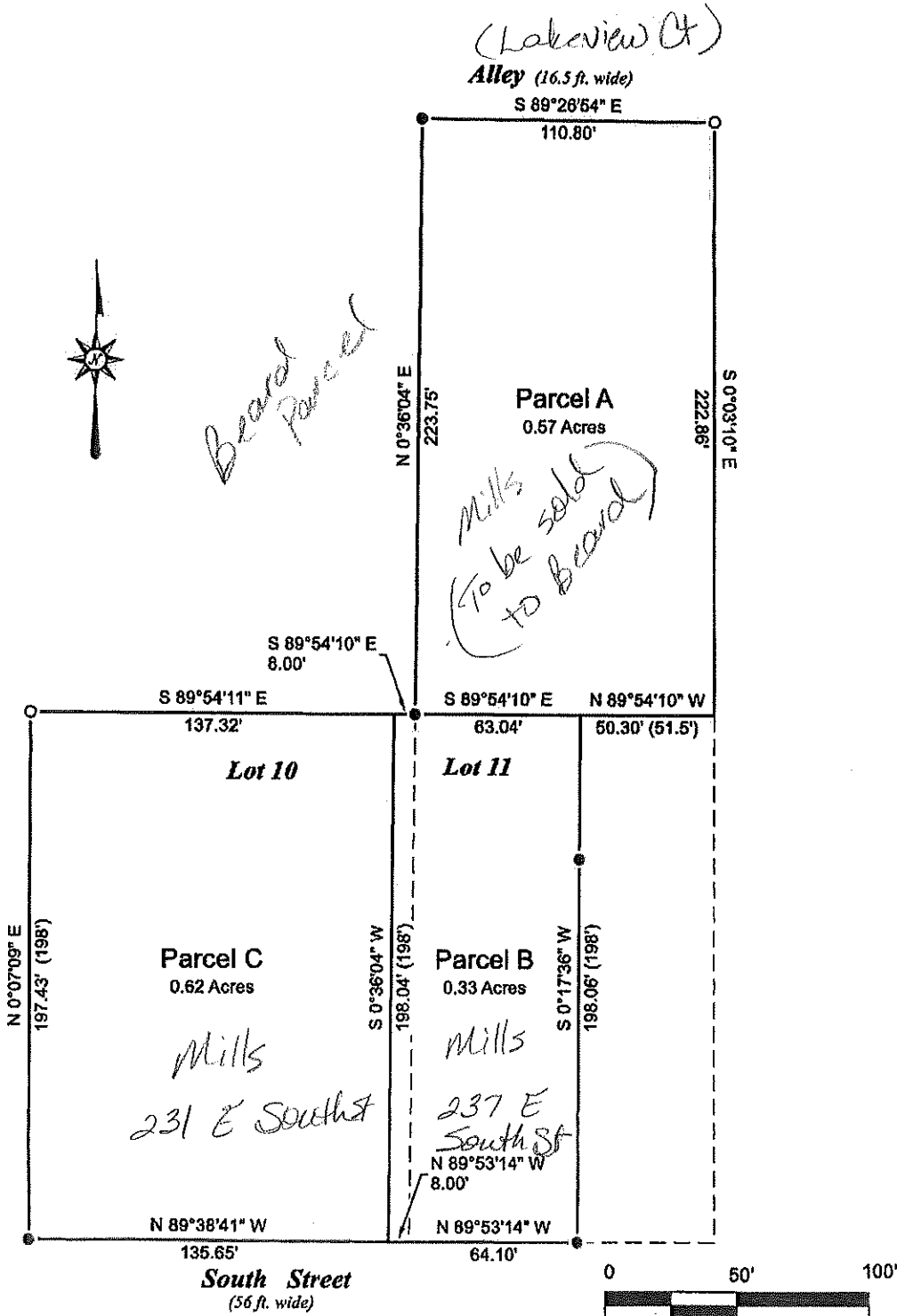
5. ACKNOWLEDGMENT

The undersigned acknowledges that any approval of the within application is not a determination that the resulting parcels comply with other ordinances, rules, or regulations which may control the use or development of the parcels. Finally, even if this division is approved, I understand ordinances, laws, and regulations are subject to change and that any approved parcel division is subject to such changes that may occur before the recording of the division or the development of the parcel.

PROPERTY OWNER'S SIGNATURE: *Glenda Palen* dotloop verified
02/09/22 5:32 PM EST
BYWB-OW2M-LW29-EG3S DATE: _____

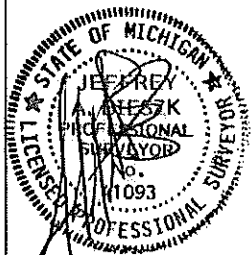
All complete application packages will be acted upon within 45 days of receipt. If the application package does not conform to the City of Hillsdale Land Division Ordinance requirements and/or the State of Michigan Land Division Act, the administrator shall return the same to the applicant for completion and refiling in accordance with same.

MAP OF SURVEY



DUE NORTH SURVEYING, INC.
 6316 Kirsch Drive
 Jonesville, MI 49250
 (517) 849-9677 fax (517) 439-1858
 email: duenorth@dmcibb.net

I, Jeffrey A. Bieszk, Professional Surveyor, hereby certify that I have surveyed and mapped the parcel (s) herein described and the relative positional precision on each corner is within the limits accepted by the practice of Professional Surveying and that all requirements of P.A. 132 of 1970, as amended, have been complied with.



SHEET 1 OF 2
 JOB# 124-17
 SCALE 1" = 50'
 DATE: 11-19-2021
 Glen Mills

- Set iron w/cap #41093
- Found iron
- Found Monument
- ⊙ Section Corner (xx.xx) recorded measurement

MAP OF SURVEY

PARCEL A:


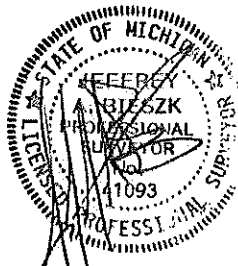
*Lot 11, McCollum's Plat of Southeast Addition, Village, now City of Hillsdale, being part of the Southeast 1/4 of Section 26, Township 6 South, Range 3 West, according to the Plat thereof as recorded in Liber AP of Deeds, Page O, Hillsdale County Records.
EXCEPTING THEREFROM the South 198 feet.*

PARCEL B:

*The South 198 feet of Lot 11 and the East 8 feet of the South 198 feet of Lot 10, McCollum's Plat of Southeast Addition, Village, now City of Hillsdale, being part of the Southeast 1/4 of Section 26, Township 6 South, Range 3 West, according to the Plat thereof as recorded in Liber AP of Deeds, Page O, Hillsdale County Records.
EXCEPTING the East 51.5 feet thereof.*

PARCEL C:

*The South 198 feet of the East 144 feet of Lot 10, McCollum's Plat of Southeast Addition, Village, now City of Hillsdale, being part of the Southeast 1/4 of Section 26, Township 6 South, Range 3 West, according to the Plat thereof as recorded in Liber AP of Deeds, Page O, Hillsdale County Records.
EXCEPTING the East 8 feet thereof.*

	<p>DUE NORTH SURVEYING, INC. 6316 Kirsch Drive Jonesville, MI 49250 (517) 849-9677 fax (517) 439-1858 email: duenorth@dmcibb.net</p>	<p>I, Jeffrey A. Bleszk, Professional Surveyor, hereby certify that I have surveyed and mapped the parcel (s) herein described and the relative positional precision on each corner is within the limits accepted by the practice of Professional Surveying and that all requirements of P.A. 132 of 1970, as amended, have been complied with.</p>	
SHEET 2 OF 2	<ul style="list-style-type: none"> ○ Set iron w/cap #41093 ● Found iron ■ Found Monument ⊙ Section Corner (xx.xx) recorded measurement 		
JOB# 124-17			
SCALE 1" =			
DATE: 11-19-2021			
Glen Mills			



CITY OF HILLSDALE

97 N. BROAD ST

HILLSDALE, MI 49242

(517) 437-6441

WWW.CITYOFHILLSDALE.ORG

Receipt: 53411 03/01/22

Cashier: KATY

The sum of: 75.00

Received Of: PALEN, GLENDA

18349 RAVINA WAY
NEW BUFFALO MI 49117

LAND DIVISION APPLICATION
237 E SOUTH ST / 231 E SOUTH ST

Receipt Code:

Description:

Distribution:

XX

LAND DIVISION APP

101-000.000-692.000

75.00

Total 75.00

TENDERED:

CHECK

107

Signed: _____