



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

Planning Commission Agenda
September 15, 2020

- I. Call to Order 5:30**
 - A. Pledge of Allegiance
 - B. Roll Call

- II. Public Comment**
 - Any Commission related item – 3 min. limit

- III. Consent Items/Communications**
 - A. Approval of agenda – **Action**
 - B. Approval of Planning Commission 08-18-2020 minutes – **Action**
 - C. Communications
 - a. Region 2 Planning Commission 09-10-2020

- IV. Old Business**
 - None

- V. New Business**
 - None

- VI. Master Plan Review**
 - Goals and Objectives - **Discussion**

- VII. Zoning Ordinance Review**
 - None

- VIII. Zoning Administrator Report**

- IX. Commissioner’s Comments**

- X. Adjournment**

Next meeting October 20, 2020 at 5:30 pm

Planning Commission Meeting Minutes
Hillsdale City Hall
Council Chambers
August 18, 2020
5:30 pm

Call to Order

Commissioner Ron Scholl (acting Chair with the absence of Chair Nutter and Vice Chair Moore) called the meeting to order, followed by the Pledge of Allegiance.

Members Present

Secretary Penny Swan, Mayor Pro-Tem Will Morrissey, Commissioner Ron Scholl, Commissioner Jacob Parker, Commissioner Elias McConnell.

Members Absent

Vice Chairman Eric Moore

Public Present

Alan Beeker Zoning Administrator, Exchange Club President Mike Nye

Public Comment

None

Consent Agenda and Minutes

Motion to approve the consent agenda as amended with Commissioner Chair Sam Nutter's resignation letter added and with minutes from the last meeting made by Commissioner Morrissey, seconded by Commissioner Parker, motion passed unanimously.

Site Plan Review

Exchange Club/City Basketball Court

Mike Nye the President of the Exchange Club was present to give the Club's vision of the basketball court at 49 Union St. Mike Nye answered any questions.

Motion to approve the site plan made by Commissioner Swan, second by Commissioner McConnell.

Old Business

None

New Business

Election of a Chairman

Motion made by Commissioner Morrissey to appoint Commissioner Eric Moore to the Chairman of the Planning Commission, seconded by Commissioner Swan, Motion passed unanimously.

Motion made by Commissioner Swan to appoint Commissioner Ron Scholl as Vice Chairman of the Planning Commission, seconded by Commissioner Morrisey, Motion passed unanimously.

Master Plan Review and Zoning Review

Alan Beeker continues to work on and format the master plan. Further discussion on goals for the master plan and the upgrades around the City that will need to take place.

Commissioner's Comments

Commissioner Morrisey said there should be an apostrophe after the 's' in the title to make it plural possessive.

Adjournment

Motion to adjourn made by Commissioner Swan, seconded by Commissioner Morrisey, motion passed. Meeting adjourned at 6:45 pm.

Next meeting: September 15, 2020 at 5:30 pm.

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Region 2 Planning Commission Call-In Meeting Notice

In accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' recommendations designed to help prevent the spread of Coronavirus (COVID-19) and Executive Order 2020-15 declaring public bodies subject to the Open Meetings Act can use telephone or video conferencing technology to meet and conduct business, the Region 2 Planning Commission (R2PC) will be holding the September 10, 2020 Full Commission meeting via **conference call**. Please follow the instructions below to participate in the conference call which will take place at **2:00 p.m. on Thursday, September 10, 2020**:

WHAT: Region 2 Planning Commission Full Commission Meeting

WHEN: Thursday, September 10, 2020 at 2:00 p.m.

CONFERENCE PHONE NUMBER: 1-701-802-5271

ACCESS CODE: 638318 #

INSTRUCTIONS:

- * Dial the conference phone number listed above, a few minutes prior to 2:00 p.m.
- * Input the Access Code listed above, followed by # symbol.
- * Mute your phone. During the meeting, un-mute when you wish to speak.
- * Simply wait for the meeting to start. You will hear music while waiting for the meeting to start.

Please do not hesitate to contact Steve at (517) 768-6706 or Jill at (517) 768-6701 at any time with questions. We understand how difficult times are right now and will do our best to help make this as easy as possible.

AGENDA

REGION 2 PLANNING COMMISSION

Full Commission

FOR FURTHER INFORMATION, CONTACT:

**Steven Duke, Executive Director
(517) 768-6706**

DATE: Thursday, September 10, 2020

TIME: 2:00 P.M.

WHERE:

**** TELECONFERENCE ****
(Please see instructions on cover of agenda packet)

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 the Full Commission Meeting Minutes for July 9, 2020 (see enclosure) – **ACTION** **3**
6. Receipt of Treasurer's Report of August 31, 2020 (see enclosure) – **ACTION** **7**
7. Approval of the September 10, 2020 Submitted Bills (see enclosure) – **ACTION** **11**
8. Staff Progress Report for July and August, 2020 (see enclosure) – **DISCUSSION** **12**
9. Approval of the R2PC FY 2021 Planning Work Program & Budget (see enclosure) – **ACTION** **19**
10. Approval of the R2PC FY 2021 Regional Transportation Planning Work Program (see enclosure) – **ACTION** **29**
11. Agriculture and Other Land Uses/Cover Overview, Grant Bauman, (see enclosure) – **PRESENTATION** **49**
12. Other Business
 - Village of Grass Lake Draft Master Plan Amendment **55**
 - Henrietta Township Recreation Plan Update **56**
 - City of Reading Master Plan **57**
 - Woodstock Township Master Plan Update **58**
 - City of Tecumseh Russell Road Corridor Draft Subarea Plan **59**
13. Public Comment/Commissioner Comments
14. Adjournment

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MEETING MINUTES

Region 2 Planning Commission - Full Commission

**** TELECONFERENCE MEETING ****

Thursday, July 9, 2020

I. **Call to Order** – Chair Terry called the meeting to order at 2:02 p.m. A quorum was present.

Attendance:

Acker	Cure	Jancek (E)	Seegert
Adams	David	Jenkins	Sessions
Arno	DeBoe	Jennings	Shotwell
✓ Bair	Dillon	Johnson	✓ Sigers (E)
Baker	✓ Drake	Jones	Spencer
Bales	Driskill (E)	Karnaz	Spink
Barnhart	Duckham (E)	Kastel	Stormont
Beach	Elwell	Keck	Swartzlander
Beckner	Emmons	✓ Knoblauch (E)	✓ Terry (E)
✓ Beeker (E)	Frey	✓ Koehn	✓ Tillotson (E)
Blythe	✓ Gaede (E)	Kubish (E)	VanValkenburg
Boggs	Gallagher	Lance	Votzke
Bolton	Gould, J.	Linnabary	Wagner
Bower	✓ Gould, L. (E)	Navarro	Wardius
Burns	✓ Grabert (E)	O'Dowd	Webb
Burruss	✓ Greene	✓ Overton (E)	✓ Welsh (E)
Bush	Greenleaf	Palmer	✓ Williams
Cavasin	✓ Guetschow (E)	✓ Poleski	Wilson
Chamberlain	Hartsel	✓ Poole (E)	Winter
Collins	Hawley	Richardson, C.	Witt
Cornish	Heath	Richardson, R.	✓ Wittenbach (E)
Cousino	Herlein	Ries	Wymer
Craig	Isley	Schlecte	

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

Staff Present: Grant Bauman, Tanya DeOliveira, and Steve Duke

Others Present: Mike Davis, MDOT; Jim Van Doren, Lenawee Now; Tim Robinson, Lenawee Now; David Trent, Village of Grass Lake

- II. **Pledge of Allegiance** – Due to the meeting being a teleconference, the Commission waived the Pledge of Allegiance.
- III. **Approval of the Agenda** – The motion was made by Comm. Tillotson, supported by Comm. Grabert, to approve the July 9, 2020 agenda as presented. The motion carried unanimously.
- IV. **Public Comment** – Chair Terry requested public comment. No public comments were received.
- V. **Approval of the Full Commission Minutes for March 12, 2020** – The motion was made by Comm. Drake, supported by Comm. Sigers, to approve the March 12, 2020 Full Commission meeting minutes as submitted. The motion carried unanimously.
- VI. **Approval of Action Taken at the June 11, 2020 Executive Committee Meeting** – The motion was made by Comm. Knoblauch, supported by Comm. Grabert, to approve the Executive Committee meeting minutes of June 11, 2020 as submitted. The motion carried unanimously.
- VII. **Receipt of Treasurer’s Report of July 9, 2020** – A motion was made by Comm. Grabert, and supported by Comm. Guetschow, to receive the July 9, 2020 Treasurer’s Report as presented. The motion carried unanimously.
- VIII. **Approval of July 9, 2020 Submitted Bills** – A motion was made by Comm. Tillotson, supported by Comm. Grabert, to approve payment of the July 9, 2020 submitted bills. The motion carried unanimously.
- IX. **Staff Progress Report for June, 2020** – Mr. Duke explained that the staff progress report was included in the agenda packet and asked if the Commissioners had any questions. No comments were received.
- X. **Lenawee Now Update** – Mr. Van Doren and Mr. Robinson, Lenawee Now, presented a brief overview of the activities they have been providing during the Covid crisis including providing support to local businesses and providing information on available financial resources to assist with business recovery.
- XI. **R2PC EDD Activity Update** – Mr. Bauman reported provided an update on recent activities relating to R2PC’s status as the Economic Development District (EDD) for the 3-county region.
- XII. **City of Jackson – Jackson County Non-Motorized Plan – Final Update and Adoption Resolution** – Ms. DeOliveira reported that the Jackson City + County Non-motorized Plan has been completed. The planning document is online and available to view. Printed documents will be available later this summer. Ms. DeOliveira reported that the JACTS committees have both voted to recommend approval by the Region 2 Planning Commission of the adoption resolution included in the agenda packet. Comm. Gaede was concerned that the proposed trail network in the Brooklyn area included utilizing abandoned rail corridors that are currently under private ownership.

The motion was made by Comm. Grabert, supported by Comm. Guetschow, to approve the resolution adopting the City of Jackson + Jackson County Non-Motorized Plan. Roll call vote – YES (Bair, Beeker, Drake, Gould, Grabert, Guetschow, Knoblauch, Overton, Poole, Poleski, Sigers, Terry, Welsh, Williams, Wittenbach); NO (Gaede). The motion carried.

XIII. Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Plan - Mr. Davis, MDOT-University Region, reported that MDOT was requesting the following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP):

FY	Job number	Phase	Project Name	Limits	Length	Project Description	Funds & Source	Amendment Type
2020	207299	PE	Region-wide	Region 2 MPO	N/A	Longitudinal pavement marking application on University Region trunklines	\$2,592 – Fed (HSIP Source) \$288 – State \$20,000 – Total (\$2,880 w/in Region2)	Phase Budget +25%
2020	207302	PE	Region-wide	Region 2 MPO	N/A	Special pavement marking application on trunklines in University Region	\$2,592 – Fed (HSIP Source) \$288 – State \$20,000 – Total (\$2,880 w/in Region2)	Phase Budget +25%
2021	111058	PE	Region-wide	University Region Limits	N/A	Install RWIS stations	\$245,550 – Fed (ST Source) \$54,454 \$300,000 – Total	Abandon Phase
2022	111058	CON	Region-wide	University Region Limits	N/A	Install RWIS stations	\$2,455,500 – Fed (ST Source) \$544,500 \$3,000,000 – Total	Abandon Phase
2020	2103306	EPE	Airport Road	Airport Road from Boardman Road to County Farm Road	0.614	Road Safety Audit	\$16,000 – Fed (HSIP Source) \$4,000 – State \$20,000 – Total	Phase Add
2020	210307	EPE	Hinckley Boulevard	Hinckley Boulevard at Badgley Road and at Browns Lake Road	0.027	Road Safety Audit	\$16,000 – Fed (HSIP Source) \$4,000 – State \$20,000 – Total	Phase Add

A motion was made by Comm. Drake, supported by Comm. Guetschow, to approve the proposed MDOT amendments as presented. The motion carried unanimously.

XIV. Other Business – Mr. Duke reported that due to the on-going Covid-19 pandemic, he was canceling the R2PC Annual dinner meeting scheduled for November 12, 2020.

Mr. Duke explained he recently hired Mr. Jacob Hurt to fill the position of Principal Planner – Economic Development. Mr. Hurt will be responsible for implementing the 2-year CARES Act Covid Recovery grant and eventually assume all R2PC economic development activities.

No other business was brought before the Commission.

XV. Public / Commissioners' Comments – No additional public or Commissioner comments were received.

XVI. Adjournment – There being no further business, Chair Terry adjourned the meeting at 3:17 PM on a motion by Comm. Drake, supported by Comm. Sigers.

Chris Wittenbach
Secretary

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of August 31, 2020

Checking Account Balance ending July 31, 2020	\$	592,921.27
Deposit Summary:		
<i>August 2020 EFT Deposits</i>	\$	-
<i>August 2020 Bank Deposits</i>		-
<i>August 2020 Adjustments</i>		(1,783.51)
Total Deposits plus Bank Balance	\$	<u>591,137.76</u>
Expenses:		
<i>Submitted Expenses - August 2020 **</i>	\$	(18,061.37)
<i>Interim Expenses</i>		(14,186.63)
<i>Payroll/Related Expenses</i>		(30,123.97)
Subtotal of Expenses	\$	<u>(62,371.97)</u>
Balance Checking Account ending August 31, 2020	\$	528,765.79
<i>Balance CD Investments ending August 31, 2020</i>	\$	<u>105,931.81</u>
Total Cash on Hand	\$	<u>634,697.60</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 August 31, 2020

8/31/2020	EFT Deposits:		
	None	\$	-
	Subtotal - EFT Deposits	\$	-
8/31/2020	Check Deposits:		
	None		-
	Subtotal - Check Deposits	\$	-
8/31/2020	Adjustments to cash:		
	<i>Bank fees - August</i>	\$	(171.34)
	<i>Paycor Fees - August</i>		(216.67)
	<i>Credit Card charges - postage</i>		(110.80)
	<i>Credit Card charges - supplies - Direct Office Buys</i>		(735.61)
	<i>Credit Card charges - meals - Grand River Brewery</i>		(45.63)
	<i>Credit Card charges - supplies - Amazon</i>		(153.12)
	<i>Credit Card charges - supplies - Kroger</i>		(67.09)
	<i>Credit Card charges - City of Jackson - parking permits</i>		(283.25)
	Subtotal - Adjustments to Cash	\$	(1,783.51)
	Total Net Deposits for August	\$	(1,783.51)

REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of August 31, 2020

Interim Billing for August, 2020

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
<i>Allegra</i>	R2PC Packet - August 2020	\$ 48.10	14791
<i>ABPB</i>	Membership Renewal	\$ 120.00	14792
<i>Blue Cross/Blue Shield</i>	Addition of New Employee	\$ 1,899.25	14794
<i>City of Jackson</i>	Traffic Counts - UWP 10/1/19 - 6/30/20	\$ 6,992.91	14798
<i>City of Jackson</i>	Employee Life Insurance	\$ 650.58	14798
<i>Jackson County</i>	Postage - July 2020	\$ 10.79	14799
<i>Public Sector Consultants</i>	RPI 2020	\$ 4,465.00	14803
Total Interim Billing for August, 2020		\$ 14,186.63	

Payroll & Travel Related Expenses:

<i>Paid August 7, 2020</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 15,734.55	
G. Bauman	Travel Reimbursement	\$ 17.94	
J. Liogghio	Supplies Reimbursement	\$ 73.04	
	Total	\$ 15,825.53	
<i>Paid August 21, 2020</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 14,218.99	
S. Duke	Travel Reimbursement	79.45	
	Total	\$ 14,298.44	

Total Payroll Expenses for August, 2020		\$ 30,123.97	
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**Region 2 Planning Commission
Outstanding Accounts Receivable
as of August 31, 2020**

Municipality/Source	Date	Inv. No.	Amount
MDOT - Rural Task Force - Planning Services thru June 2020	8/31/2020	7001	3,094.19
MDOT - Regional Trans Planning - Services thru June 2020	8/31/2020	7002	117.00
MDOT - Asset Management - Planning Services thru June 2020	8/31/2020	7003	1,045.00
MDOT - FHWA - Planning Services thru June 2020	8/31/2020	7004	79,682.00

<i>FY 2020 Balance as of August 31, 2020</i>	\$ 83,938.19
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REGION 2 PLANNING COMMISSION
Submitted Bills
September 10, 2020

Vendor	Description	Amount Due
Allegra	Business Cards	\$ 43.00
Auto-Owners Insurance	Business/Umbrella Policies	\$ 2,654.06
Blackman-Leoni Twp. Pub. Saf.	FY20 OHSP - July 2020	\$ 3,454.24
Blue Cross/Blue Shield	Supplement F (Oct. 2020)	\$ 140.92
Blue Cross/Blue Shield	Prescription Coverage (Oct. 2020)	\$ 105.10
County of Jackson	Rent Expense for September 2020	\$ 3,138.81
County of Jackson	Accounting Services/Phone Expense July 2020	\$ 2,362.02
ICMA Retirement Trust	ICMA 401 Contribution	\$ 2,464.98
ICMA Retirement Trust	Quarterly Fee	\$ 250.00
Jackson County Sheriff Dept.	FY20 OHSP - July 2020	\$ 1,609.53
Jackson Police Dept.	FY20 OHSP - July 2020	\$ 835.60
Michigan Works! Southeast	RPI 2020 FINAL PAYMENT	\$ 15,000.00
The Water Store	Supplies - August 2020	\$ 12.75
Vantage Point Transfer Agents	ICMA RHS Contribution	\$ 289.44
Total Submitted Billing - September, 2020		\$ 32,360.45

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Staff Progress Report *July & August, 2020*

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):
 - Hired a Principal Planner to head up Region 2's economic development program, including serving as the disaster recovery coordinator funded by the CARES Act grant (see below). Met internally and provided resources enabling the new planner to serve the Region.
 - Accepted the award of a noncompetitive 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 (Agenda Item #11).
 - Published an online press release announcing the award via the R2PC website's [newsfeed](#) on August 12.
 - Participated in the August 19 teleconference hosted by the EDA Chicago Region Office to address processes and procedures of the CARES Act grant. Began the process of satisfying those requirements.
 - Visited Hillsdale County EDP (Economic Development Partnership) and Lenawee Now for discussion and tours of economic development activities and CARES Act participation.
 - Met with staff of the Enterprise Group of Jackson to discuss CARES Act collaboration.
 - Worked with the Chicago Office of the EDA to rectify ongoing payment issues and submitted the final SF-425 (financial) report for the 15-month FY 2018 Partnership Planning grant (i.e., October 1, 2018 - December 31, 2019).
 - Prepared the [Region 2 Planning Commission 2019 CEDS Annual Performance Report](#), which summarizes the regional efforts to implement the [2017-2021 edition of the Region 2 Planning Commission Comprehensive Economic Development Strategy](#) (CEDS).

[July & August, 2020 Staff Progress Report]

- Developed and published memos covering the Region (Agenda Item # 11) and each of the three counties regarding Agriculture and Other Land Uses and Land Cover on the main [Regional Economic Development](#) webpage on the R2PC website. The memos identify agricultural areas defined by the American Farmland Trust (AFT) to be nationally significant or among Michigan's best (based upon various Productivity, Versatility, and Resiliency (PVR) Values). They also identify forested areas, urban/highly developed areas, and agricultural land at greater risk for development.
- Continued to update the suite of [Regional Economic Development](#) webpages on the [R2PC website](#), making it more interesting and easy to use.
- **Downtown Development Authorities (DDAs).** Staff attended the monthly meetings of the City of Jackson. The Leoni DDA meetings were cancelled due to a lack of agenda items.

Regional Prosperity Initiative

- **Program Administration**
 - Provided advice and technical assistance to GAAR Grantees.
 - One-on-one conversations were conducted with five of the grantees to learn how the pandemic is impacting their projects. A summary of those conversations was prepared for submittal to R2PC who will handle the necessary follow-up with the grantees including reviewing the MOUs for contract extensions.
- **Communications and Engagement**
 - Continued to maintain the RPI website for the Greater Ann Arbor Region and prepared information to transfer project website management and email marketing to R2PC.

R2PC Activities

- **R2PC Technology.**
 - **Website.** Staff continued updating www.region2planning.com.
 - **Zoom.** Staff acquired a Zoom subscription that will enable meetings to be conducted remotely as needed.
- **Planning Work Program (PWP).**
 - Staff completed the R2PC FY 2021 Planning Work Program (PWP) and budget.
- **Hillsdale County Membership.**
 - Staff attended a Hillsdale County Board of Commissioners meeting to review services and benefits associated with reactivating their membership with the R2PC.
- **Michigan Infrastructure Council.**

[July & August, 2020 Staff Progress Report]

- The Region 2 Planning Commission has partnered with the Michigan Infrastructure Council (MIC) to release the Asset Management Readiness Assessment Scale to help public asset owners identify, track, and maintain their assets for waste water, storm water and drinking water. This will assist the development and implementation of a statewide Integrated Asset Management Program. This information will help justify future funding and investments to repair and maintain these facilities.
- Staff has emailed public asset owners, many of whom are within local cities, villages, and townships to complete the scale. The completion of the scale form will help infrastructure owners to understand, measure, and advance their asset management proficiency.
- Staff is available to work with asset owners to answer questions regarding this effort, including assisting with the scale.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

Program Management

- **Rural Task Force.** Staff submitted the Rural Task Force monthly progress reports to MDOT and participated in the monthly conference calls.
- **Non-Motorized Traffic Counts.** MDOT is developing a statewide non-motorized traffic count program and website. The program began last year. Counts will be taken at various locations on a rotating, periodic basis. Staff worked with MDOT staff and staff in Hillsdale, Jackson, and Lenawee counties to establish future non-motorized count locations. This count program is using state resources to benefit the state and local communities.
- Staff attended a Michigan Trails and Greenways virtual conference on trail etiquette for bicycle, pedestrian, and equestrian users. Trail behaviors, issues, challenges, cultural assumptions, and potential solutions on trails like the Falling Waters Trail and the Mike Levine Lakelands State Park Trail were discussed.
- Staff prepared and submitted to MDOT, the FY 2021 Regional Transportation Work Program and budget.

Asset Management

- Staff is participating in conference calls regarding the statewide discussion on the collection of PASER federal aid and non-federal aid data for 2020 & 2021 during the COVID-19 pandemic.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Program Management

- Staff attended the monthly Michigan Transportation Planning Association meeting.

[July & August, 2020 Staff Progress Report]

- Staff completed the MDOT quarterly invoices and project narratives for asset management, rural task force planning, regional planning, and JACTS activities.

Technical Assistance

- Staff continues to provide administrative services for the Active Jackson Coalition.
- Staff continues to provide assistance to a group discussing the possibility of a trail study for the Watkins Lake State Park/Brooklyn area.
- **City of Jackson and Jackson County Non-Motorized Plan.** Staff presented a resolution to adopt the plan at the July Region 2 Planning Commission, and the resolution was passed. Staff also worked with staff from Jackson County and the City of Jackson to draft resolutions to formally adopt the plan. The Jackson County Board of Commissioners passed a resolution to adopt the plan in July, and the City of Jackson City Council passed a resolution to adopt the plan in August. Staff has requested a letter of formal recognition by MDOT, acknowledging that this is the non-motorized plan for Jackson County.

Staff will continue to facilitate plan approval by any Jackson County villages and/or townships. Staff continues to work with townships and villages to approve the document and incorporate pertinent maps and sections into their local plans.

Staff is also available to discuss moving forward and considering implementing any of the projects identified in the plan.

Transportation Improvement Program (TIP)

- Staff worked with City and County staff to make sure all lagging TIP projects in JobNet will be presented in the upcoming fall meetings. Several local jobs had been allocated money, but had not yet been presented to the JACTS for approval and amended into the TIP.
- Several amendments were approved by the JACTS committees to the FY 2020-2023 TIP.
- Staff monitored and updated JobNet as necessary.

Jackson Traffic Safety Program

- The July Impaired Driving enforcement period began on July 1, 2020 and concluded on July 19, 2020. There was also an August Impaired Driving enforcement period beginning on August 14, 2020 and runs through September 7, 2020. All three agencies participated in these enforcement periods.
- Staff began work on the FY 2021 OHSP Overtime Grant application which has been submitted for review and currently awaiting approval.

Local Planning Assistance

The requests of member units of government within Hillsdale, Jackson, and Lenawee Counties are listed

[July & August, 2020 Staff Progress Report]

below. These activities were prepared at cost to the individual units of government requesting the service (unless alternative funding was available).

Greater Irish Hills Area

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

- **Greater Irish Hills Area Recreation Plan.** Staff met on July 17 with the Intermunicipality Committee and continued to discuss Region 2's proposal regarding a recreation plan covering the ten townships and four villages (in four counties) that comprise the Greater Irish Hills Area. Provided members with various maps illustrating the Area's existing land use pattern and major community facilities (utilizing data gathered for recent countywide and regional studies conducted for economic development purposes). Continued to assist municipal members in their efforts to authorize the commencement of the recreation planning process.

Hillsdale County

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

- **Zoning Ordinance Update.** The Hillsdale County Planning Commission voted to recommend approval of the reorganization, formatting and non-substantive editing of the Zoning Ordinance text and map to the Somerset Township Board. The Somerset Township Planning Commission is currently considering the proposed sign regulations. Staff also proposed additional substantive amendments regarding accessory buildings/structures, parking in residential districts, home occupations, and the storage of materials.

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

- **Master Plan.** Provided members with various maps illustrating the City's existing land use pattern and major community facilities (utilizing data gathered for recent countywide and regional studies conducted for economic development purposes).

Jackson County

Village of Brooklyn. Staff provided the following service(s):

- **Zoning Ordinance.** Met with the Village Planning Commission on July 22 and August 26 to discuss the next slate of proposed changes to the Zoning Chapter of the Code of Ordinances. Those changes include the introduction of form-based regulations in Downtown Brooklyn, the consolidation of various residential and commercial districts, the elimination of an office district, and new sign regulations that conform to the U.S. Supreme Court decision banning content-based requirements.

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

- **Master Plan.** Agreed to provide a cost estimate for updating to the Township's master plan at the request of a Township Trustee.

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

[July & August, 2020 Staff Progress Report]

- **Master Plan.** Met with the Planning Commission on July 15 to discuss the development of the next edition of the *Hanover Township Master Plan*.

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

- **County Planning Commission (JCPC).**
 - Held the July 9 JCPC meeting which concentrated on master plan (see below).
 - Cancelled the August 13 JCPC meeting, in consultation with the chair, due to the lack of a quorum. Sent the staff reports prepared for a proposed 'heavy industrial (M)' rezoning in Leoni Township, proposed text amendments regarding mining and extraction operations in Grass Lake Charter Township, and a proposed 'suburban residential (RS-2)' rezoning in Summit Township directly to those municipalities.
- **Jackson County Master Plan.** Provided JCPC commissioners with memos regarding urban and rural areas, farmland preservation, and social vulnerability and suggested their incorporation into Chapter 2 of the Master Plan. At the request of a commissioner, addressed natural beauty roads, environmental protection, form-based codes, dark skies, renewable energy, and commercial marihuana in the Plan's goals and objectives.
- **Jackson County Hazard Mitigation Plan.** Recruited members to serve on the Advisory Committee, which is responsible for creating the current edition of the document; they represent various stakeholders including public safety (e.g., police, fire, EMS), manufacturers, utilities (e.g., pipelines, electricity), public health, and local government. Held the organizational meeting of the Advisory Committee on August 25. Began the process of updating the community profile and hazard inventories contained in the current edition of the plan.

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

- **Zoning Ordinance.** Staff provided examples of ordinance regulation pertaining to camping and temporary dwellings.

Spring Arbor Township. Staff provided the following service(s):

- **Master Plan.** Completed changes to the draft master plan at the request of the Planning Commission.

Lenawee County

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

- **Zoning Ordinance.** Updated the Official Zoning maps to reflect recent rezonings and sent them to the Township, per the request of the Clerk.

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

- **County Planning Commission (LCPC).** Facilitated the August 20 meeting held remotely via Zoom and summarized staff advisements regarding a proposed 'general commercial (C-2)' rezoning in Cambridge Township, proposed text amendments to the Macon Township Zoning Ordinance (see below), and two PA 116 applications in Fairfield and Madison Charter Townships.

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

[July & August, 2020 Staff Progress Report]

- **Zoning Ordinance.** Facilitated the development of Zoning Ordinance amendments pertaining to home occupations (types 1 and 2) and the voiding of special land use permits. The LCPC recommended approval of them and staff forwarded it to the Township Board for adoption.

Raisin Charter Township. Staff provided the following service(s):

- **Master Plan.** Facilitated the July 14 Planning Commission discussion regarding refinements to the goals and objectives proposed to be included in the Master Plan.

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

- **Zoning Ordinance.** Finalized the amendments to the Zoning Ordinance as approved by the Township Board and sent it to the Township, per the request of the Planning Commission Chair.

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

- **Zoning Ordinance.** Updated the Official Zoning maps to reflect recent rezonings and sent them to the Township, per the request of the Zoning Administrator.



*'Trabajo Rustico' Pedestrian Bridge (i.e., 'Rough Work'/Made To Look Like Wood)
McCurtie Park | Somerset Township*

FY 2021
REGION 2 PLANNING COMMISSION
PLANNING WORK PROGRAM

October 1, 2020 through September 30, 2021

Adopted
September 10, 2020

FY 2021
Region 2 Planning Commission
Planning Work Program

R2PC Staff

Steven M. Duke Executive Director
Grant E. Bauman Principal Planner | Local Planning Assistance
Tanya DeOliveira, AICP Principal Planner | Transportation
Jacob Hurt Principal Planner | Economic Development
James Latham Accountant
Jill Liogghio Administrative Assistant



Jackson County Tower Building
120 W. Michigan Avenue – 9th Floor
Jackson, MI 49201

PWP Purpose

A Planning Work Program (PWP) is an essential management tool for any organization. The Region 2 Planning Commission (R2PC) annually sets forth a work program within a framework of area-wide goals and objectives addressing regional issues. By assigning staffing levels, overhead costs, and consultant needs, the Commission can determine if it is directing a sufficient effort toward planning activities to meet its objectives. The R2PC developed its Planning Work Program to improve federal, state, and local understanding of planning activities, as well as the goals, policies, plans, and the concerns of the Commission. The PWP also references Federal and State grant contracts, reduces contractual paperwork, eliminates duplication, and provides for joint funding of appropriate work activities.

The PWP provides a basis for ongoing management and its structure controls and accounts for personnel and other agency resources. The R2PC accounting system distributes labor from time sheets to work program activities and allocates costs to, and among, the various funding sources. Finally, the PWP serves to coordinate planning activities among the numerous agencies and local units of government that participate in the R2PC as dues-paying members.

PWP Organizational Overview

The R2PC Planning Work Program (PWP) reflects the planning responsibilities of the Commission. These responsibilities include area-wide planning for the three-county area of Hillsdale, Jackson, and Lenawee, various small multijurisdictional areas, and local planning assistance to member units of government.

Area-Wide Urban Transportation Planning

The planning activities of the Jackson Area Comprehensive Transportation Study (JACTS) are the responsibility of R2PC staff as it is the designated metropolitan planning organization (MPO) for the Jackson Urbanized Area and Jackson County. The Federal Highway Administration (FHWA) is the source of the federal funds for these activities. The Jackson County Department of Transportation (JCDOT), the City of Jackson's Neighborhood & Economic Operations Department, and the Jackson Area Transportation Authority (JATA) provide the required local cash match for transportation planning services.

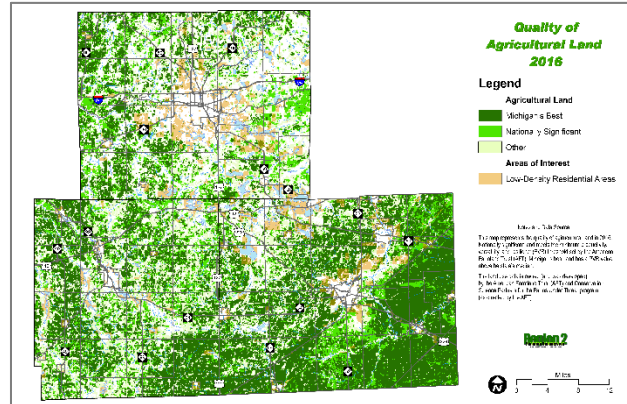
Area-Wide Regional Transportation Planning

The R2PC also engages in regional transportation planning outside of the Jackson Urbanized Area. The Michigan Department of Transportation (MDOT) funds these activities through its State Trunk Line Highway System (PA 51 of 1951) program.



Area-Wide Economic Development

Various regional economic development activities are the responsibility of R2PC staff as the U.S. Economic Development Administration (EDA) designated it as an Economic Development District (EDD). The EDA’s annual Partnership Planning program is the ongoing source of the federal funds for these activities. The R2PC uses its local planning assistance program as the in-kind source for the required 50% local match. The EDA also awarded the R2PC a two-year CARES (Coronavirus Aid, Relief, and Economic Security) Act grant. There is no local match for the grant as it covers 100% of the cost.

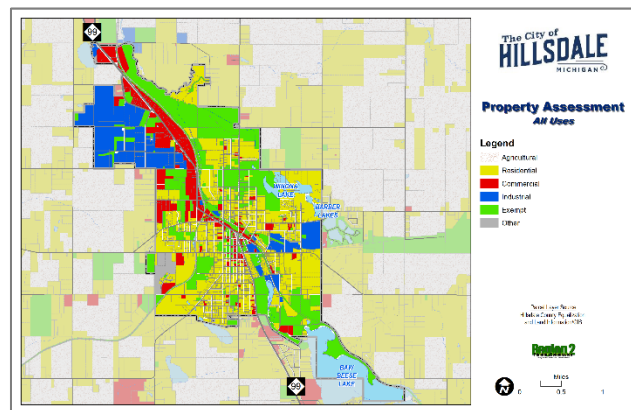


Area-Wide Planning

In addition to its area-wide urban and regional transportation planning and economic development programs, the R2PC provides various other area-wide services (e.g., census/demographics, innovative planning/zoning tools, and studies/plans) for the entire Region 2 Area or multiple units of local government. Member units of local government provide the funding for these programs via the one-third allocation of their membership dues.

Local planning assistance

Staff provides various planning services (e.g., plans/studies, zoning ordinances, and rezoning analysis) to local units of government upon request. Funding is provided by local units of government through (1) the remaining two-thirds of their R2PC membership dues, (2) direct billing for the cost of services provided in excess of membership fees, and (3) state and federal grants received by member units of government for planning services.



Michigan Infrastructure Council

The Michigan Infrastructure Council (MIC) brings together local utility and infrastructure owners, regional representatives, finance and policy experts, and state department leaders to coordinate infrastructure-related goals and develop a long-term strategy for maintaining Michigan infrastructure assets. An Asset Management Readiness Assessment Scale was prepared to help public asset owners identify, track, and maintain their assets for wastewater, storm water, and drinking water. The data will help local entities justify future infrastructure funding needs to repair and maintain these facilities.

Jackson County Traffic Safety Program

R2PC staff administers the Michigan State Police Office of Highway Safety Planning's (OHSP's) annual enforcement grant program.

Indirect Costs

Indirect costs are included in the form of a Statement of Projected Direct and Indirect Costs.

PWP Fiscal Relationship

The Planning Work Program (PWP) provides an estimate of revenues and expenditures for the activities of the R2PC. It also documents the value of the cash match contributed by other agencies. The PWP is an integral part of the audit requirements of federal funding agencies. The Region 2 Planning Commission makes arrangements for the required financial and compliance audit, and conducts the audit within prescribed audit requirements. Staff charges the annual audit to the indirect cost allocation unless otherwise directed by the cognizant agency, which is the Federal Highway Administration (FHWA).

PWP Organizational Details

Jackson Area Comprehensive Transportation Study (JACTS)

Please refer to the JACTS FY 2021 Unified Work Program (UWP) for detail.

Area-Wide Regional Transportation Planning

Please refer to the FY 2021 Regional Transportation Planning Work Program for Hillsdale, Jackson, and Lenawee counties for detail.

Area-Wide Economic Development Planning

Please refer to the FY 2020 Partnership Planning grant award and the CARES Act award for detail.

Local Planning Assistance

The Region 2 Planning Commission provides local planning assistance services to member units of government and their boards, commissions, and agencies. The R2PC offers the following services to local municipalities and counties:

- **Plan Preparation Assistance**
 - Master plans
 - Various strategic plans (e.g., recreation, hazard mitigation, and solid waste plans)
 - Other miscellaneous studies
- **Zoning Ordinance Assistance**
 - Development of zoning ordinances
 - Review of rezoning proposals and text amendments
 - Review of requests for conditional/special land uses, site plans, variances, and interpretations

- Review of various airport zoning requests
- Zoning ordinance administration assistance
- Provision of zoning ordinance information
- **Geographic Information System (GIS) Mapping Services**
- **Review of Farmland and Open Space Agreement Applications**
- **Grant Writing and Assistance Regarding Grant Applications**

Area-wide planning

Consists of various areas of activity by the Region 2 Planning Commission. The areas of assistance provided are as follows:

- **Demographics/Socioeconomic Data**

The R2PC collects, analyzes, and maintains population and socioeconomic data from the U.S. Census Bureau (e.g., decennial censuses and the American Community Survey) and other sources. R2PC staff and/or member units of local government utilize the information for various local planning-related activities and grant applications.
- **Model Zoning Ordinance**

The R2PC collects and prepares model ordinances on various zoning issues. Staff and member units of local government utilize the information for local zoning-related activities.
- **Natural Resource Information**

The R2PC collects data on natural resources within the region. Staff and member units of local government utilize the information in local planning/zoning-related activities.
- **Local Assistance Program**

The Region 2 Planning Commission promotes its programs/services and alerts member units of local government to important planning issues through its website, during meetings, and various other means.

Wages, Fringe Benefits and Indirect Costs

The above three components are an integral key in calculating the final indirect cost allocation rate.

- The wage base includes the hourly wage rate, and the cost of the following leave benefits:
 - Jury duty, when called;
 - Military leave, per State and Federal laws;
 - Holidays, eleven paid holidays per year;
 - Sick leave, accumulated at one day per month; and
 - Vacation, accumulated at one day per month (three weeks after ten years of service).
- The benefits included in the fringe benefit cost allocation are:
 - Medical Insurance (includes dental and vision);
 - Life Insurance (capped at \$50,000.00)
 - Worker's Compensation
 - Pension and Retirement Health Savings Contributions (eligible staff must match)

- Social Security and Medicare tax (employer's liability)
- Unemployment Insurance
- Liability Insurance

The R2PC directly charges a program wage and fringe benefits costs whenever possible. Indirect costs are those benefiting the entire region and whose expenses are not directly related to a specific project or local unit of government. Indirect costs include, but are not limited to the following:

- **R2PC Administration**
Perform R2PC general administrative activities in support of work program responsibilities.
- **Fiscal Management**
Prepare for, assist during, and follow-up on an annual audit; continue to upgrade the accounting system; review time sheets and travel vouchers; monitor R2PC budgets; prepare monthly Treasurer's report; maintain a record of accounts and invoicing/statements to member units of government; review purchases; enter cash receipts; pay submitted bills; and maintain related activities.
- **Personnel Management**
Conduct employee evaluations, recruit staff, and other personnel matters.
- **R2PC Full Commission and Executive Committee Meetings**
Prepare for, attend, and follow-up on Region 2 Planning Commission and Executive Committee meetings.
- **Staff Meetings**
Convene staff meetings and send/respond to communications as needed to review staff activities, discuss programs, and review products and projects.
- **Travel and Training**
The R2PC charges directly any travel and training costs associated with a specific project/activity. Travel and training costs not associated with a specific project/activity are charged indirectly. Travel includes mileage reimbursements, registrations, lodging, meals, fuel, and related expenses. Training includes any conferences that may enhance the education of staff.
- **Supplies**
Staff charges supplies that cost substantial amounts of funding directly when attributable to a particular project. Most office supplies and materials are charged indirectly.
- **Contractual Services**
The R2PC employs third-party contracts for contractual services in support of projects (charged directly to projects where allowable).
- **Accounting and Auditing**
A Certified Public Accounting (CPA) firm audits the R2PC annually. Staff utilizes BS&A software to account for funds accurately. The R2PC charges accounting and audit expenses costs to the indirect cost allocation base unless otherwise directed by the FHWA.

- **Legal Services**
When staff desires legal advice, it consults a designated attorney in private practice on a fee basis, as the R2PC does not engage in a substantial amount of legal work. Staff charges the services to the program receiving the benefit, or indirectly, if the benefit does not accrue to a particular project.
- **Telephone**
Staff distributes communication charges entirely on an indirect basis.
- **Postage and shipping**
Staff charges postage and shipping expenses indirectly, except when it is possible to charge costs to a particular project.
- **Printing, Binding, and Copying**
Staff generally charges reproduction costs indirectly. Substantial costs attributed to a specific project are directly charged.
- **Insurance**
The R2PC charges insurance costs (including general insurance and bond premiums) indirectly.
- **Office Rent**
Staff charges the rent for the R2PC offices indirectly.
- **Equipment Leases**
The R2PC charges equipment leases indirectly unless they only benefit a specific project.
- **Dues, Subscriptions, and Publications**
Staff charges the costs for agency dues, professional organization memberships for employees, technical publications, newspapers, and other periodicals indirectly.
- **Depreciation Expense**
In accordance with the Governmental Accounting Standards Board (GASB), staff will expense single equipment purchases over \$5,000 in accordance with Statement 34 (GASB 34). The R2PC generally uses fund equity for purchases, depreciated on an annual declining basis, with depreciation charged indirectly.
- **Equipment**
The R2PC charges equipment expenditures for smaller items indirectly. Staff makes capital expenditures for large items independent of the operation budget, depreciated, and generally charged indirectly (see depreciation expense, above).

Indirect costs are never duplicated or included as part of direct costs since the R2PC generates them as part of its integrated budgetary/accounting system. Staff segregates indirect costs by account, accumulated in a distributed cost account and posted to projects in accordance with approved rate application procedures. The cost allocation system is included in the Statement of Total Costs and reflected in the budget summary following this Statement.

Statement of Total Costs

Simplified Allocation Method

Provisional Rate FY 2021

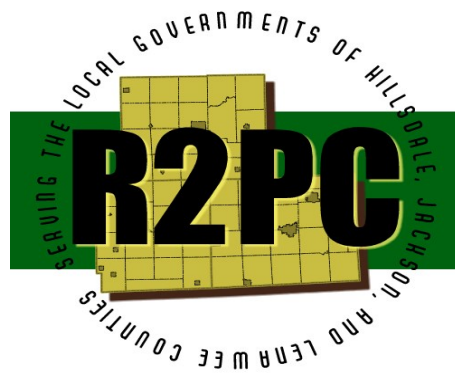
Budget Category	Total Costs	Less: Direct Unallowable Costs	Indirect Costs	Modified Total Direct Costs
Salaries	\$ 347,306	\$ 0	\$ 96,696	\$ 250,610
Fringe Benefits (38.76%)	134,618	\$ 0	\$ 37,480	\$ 91,137
Total Personnel Costs	\$ 481,924	\$ 0	\$ 134,177	\$ 347,747
Supplies	\$ 11,500	\$ 0	\$ 6,000	\$ 5,500
CPA services	\$ 5,900	\$ 0	\$ 5,900	\$ 0
Legal services	\$ 3,500	\$ 0	\$ 2,500	\$ 1,000
Computer services	\$ 2,500	\$ 0	\$ 1,000	\$ 1,500
Training	\$ 9,000	\$ 0	\$ 2,000	\$ 7,000
Contractual/consulting	\$ 272,666	\$ 192,666	\$ 80,000	\$ 0
Telephone	\$ 5,075	\$ 0	\$ 4,500	\$ 575
Postage/shipping	\$ 9,042	\$ 0	\$ 1,500	\$ 7,542
Travel	\$ 19,825	\$ 0	\$ 7,000	\$ 12,825
Advertising	\$ 4,620	\$ 0	\$ 2,000	\$ 2,620
Printing/copying	\$ 15,451	\$ 0	\$ 8,500	\$ 6,951
Insurance	\$ 7,000	\$ 0	\$ 7,000	\$ 0
Equipment repair and maintenance	\$ 2,500	\$ 0	\$ 1,200	\$ 1,300
Rent	\$ 38,000	\$ 0	\$ 38,000	\$ 0
Dues/ subscriptions/publications	\$ 8,138	\$ 0	\$ 3,500	\$ 4,638
Software licenses/fees	\$ 6,000	\$ 0	\$ 5,000	\$ 1,000
Miscellaneous expense	\$ 4,488	\$ 0	\$ 2,500	\$ 1,988
Total Non-Personnel Costs	\$ 425,205	\$ 192,666	\$ 178,100	\$ 54,439
TOTAL	\$ 907,128	\$ 192,666	\$ 312,277	\$ 402,186

Indirect Cost Rate Calculation

Indirect Costs	\$ 312,277
Total Direct Salaries & Benefits	\$ 347,747
Indirect Rate	89.80 %

FY 2021 Budgeted Revenue and Expenditures

Revenues:	Budget FY 2021	Total Revenues	Total Expenditures
Grants:			
Federal - FHWA	\$ 241,449	\$ 241,449	\$ 241,449
EDA Grants – Partnership Planning	\$ 70,000	\$ 35,000	\$ 70,000
EDA Grants – Cares Act	\$ 175,600	\$ 175,600	\$ 175,600
Pass through funds – Office of Highway Safety Planning	\$ 38,922	\$ 38,922	\$ 38,922
Subtotal Federal Programs	\$ 525,971	\$ 490,971	\$ 525,971
MDOT – Rural Task Force	\$ 14,000	\$ 14,000	\$ 14,000
MDOT – Regional Transportation	\$ 31,000	\$ 31,000	\$ 31,000
MDOT – Asset Management	\$ 40,000	\$ 40,000	\$ 40,000
MDOT – Asset Management – FY 2020 Carry-Forward	\$ 31,600	\$ 31,600	\$ 31,600
Subtotal State Programs	\$ 116,600	\$ 116,600	\$ 116,600
Local units of government – municipalities	\$ 79,605	\$ 79,605	\$ 0
Local units of government – counties	\$ 82,844	\$ 82,844	\$ 0
Local units of government – contracts – Hazard – Other	\$ 38,566	\$ 68,566	\$ 0
Area wide planning assistance/Other Agency Expenses	\$ 0	\$ 0	\$ 50,000
Local planning assistance	\$ 0	\$ 0	\$ 151,015
Subtotal R2PC Programs	\$ 201,015	\$ 201,015	\$ 201,015
Addition to Programs :			
Contracted Services -			
Local match - FHWA (JCDOT, JATA and City of Jackson)	\$ 53,542	\$ 53,542	\$ 53,542
Leoni DDA Administration Services	\$ 10,000	\$ 10,000	\$ 10,000
Subtotal - Contracted Services	\$ 63,542	\$ 63,542	\$ 63,542
<i>Addition to (Use of) Fund Balance</i>	\$ 0	\$ 35,000	\$ 0
FY 2021 Budgeted Revenues and Expenditures	\$ 907,128	\$ 907,128	\$ 907,128



FY 2021 Regional Transportation Planning Work Program

Serving Hillsdale, Jackson, and Lenawee Counties

**Region 2 Planning Commission
120 W. Michigan Avenue – 9th Floor
Jackson, MI 49201**

October 1, 2020 through September 30, 2021

TABLE OF CONTENTS

	<u>Page</u>
Introduction	3
I. Program Management (3101)	4
II. Technical Assistance to MDOT (3102)	5
III. Technical Assistance to Member Agencies (3103)	7
IV. Management of Rural Task Force and Small Urban Programs (3094) .	8
V. Public Involvement and Consultation Process for Non-Metropolitan Areas (3095)	9
VI. Air Quality Conformity Planning (3096)	10
VII. Access Management (3107)	11
VIII. Pure Michigan Byways Program (3098)	12
IX. Non-Motorized Mapping and Investment Plan (3109)	13
X. Rural Safety Planning (3110)	14
XI. Asset Management (3111)	15
Table 1. FY 2021 Budget	18
Table 2. R2PC Direct and Indirect Costs for FY 2021	19
Resolution of Authorization for the FY 2021 Regional Transportation Planning Work Program	20

INTRODUCTION

The Michigan Department of Transportation (MDOT) recognizes the importance of the state-local partnership in delivering a safe and efficient transportation system. The Regional Transportation Planning Program (RTPP) was created by the MDOT Bureau of Transportation Planning (BTP) in 1974 in order to contract various planning services to be performed by the State Planning and Development Regions to assist BTP and local units of government.

The RTPP requires each participating regional planning agency to have an annual work program in accordance with a three-year Master Agreement. Since 1984, the State Legislature has set a budget of \$488,800 of Act 51's Michigan Transportation Fund (MTF) for the RTPP. The scope of work identified in the annual work program includes specific activities identified to assist MDOT and local communities. Over the years, the work elements and funding levels of the basic work program have been stable, while certain elements like Byways, the Rural Task Force, and Asset Management have received supplemental funding to meet the needs of those programs. In previous years, the basic work program contained the following work elements: Administration, Technical Assistance to MDOT, Highway Performance Management System, Public Involvement and Local Technical Assistance.

For FY 2021, the work program continues to have a budget of \$488,800 for the basic work elements with \$277,000 in supplemental funding for Rural Task Force Program and \$715,000 in state funding for the Asset Management Program. The BTP may also allocated additional state funding to provide annual transportation technical assistance for non-metropolitan areas of the state. In FY 2021, each regional planning agency, with the exception of the Southeast Michigan Council of Governments, may receive supplemental funding, as needed and if available, from the FY 2021 SPR program to assist MDOT and the regional planning agencies in:

- Improving public involvement and the consultation process in non-metropolitan areas of the state.
- Managing the Rural Task Force and Small Urban Programs.
- Providing interagency coordination and public involvement for air quality conformity in non-attainment or maintenance areas for ozone and particulate matter 2.5. (For regional planning agencies with non-attainment or maintenance areas or areas required to do conformity within RPA boundaries).
- Preparing access management plans and ordinances.
- Non-motorized planning and mapping.
- Byway Corridor Management Plans.
- Data Collection to meet federal reporting requirements.

I. Program Management – 3101

Objectives:

- Prepare and adopt annual work program.
- Prepare monthly or quarterly invoices and progress reports.
- Ensure expenditures are well documented and cost effective.
- Prepare a Final Acceptance Report (FAR) on the status of work activities and products within ninety (90) days from the end of the fiscal year.
- Assist the auditors in carrying out general and specific audits of programs annually. Send such audit reports to the program coordinator.

Products:

1. The following will be submitted to the Program Coordinator by the Agency for reimbursement of costs incurred in conjunction with the work activities identified in the work program:
 - a. Progress reports that summarize accomplishments and attendance at applicable meetings for each work item.
 - b. Invoices for payment, submitted quarterly or monthly, in accordance with MDOT Contracting and Invoicing Standard Operating Procedures.
 - c. Receipts of travel expenses and equipment purchased greater than \$2,500; i.e. traffic counters, computer hardware and software, etc.
 - d. Itemization of program expenses in terms of work items, including salaries, fringe benefits, indirect costs and other direct costs.
 - e. Tabulation of progress by work item, indicating the amount and percent billed for the current billing period and to date.
2. The FAR on the status of activities and products in the work program will be submitted to the Program Coordinator within ninety (90) days following the contractual period in the work program, as specified within the Master Agreement. The FAR is a performance evaluation, not a financial audit and must contain the following information for each work item:
 - a. Products completed.
 - b. Products not completed and reason for lack of completion.
 - c. The amount of funds budgeted and expended.
 - d. Work items that are to be continued next year.

Budget: \$ 4,000 (MTF)

II. Technical Assistance to MDOT – 3102

Objectives:

- Assist in various tasks identified by the Statewide Long Range Transportation Plan (MI Transportation Plan) and the Statewide Transportation Improvement Program (STIP).
- Provide support for specific department issues and/or requests for information on transit, special projects, and/or program development issues.

Activities:

1. Assist in conducting transportation-related workshops and meetings, including but not limited to workshops and seminars for access management, State and National Byways, functional classification, the Adjusted Census Urban Boundary (ACUB), the Highway Performance Monitoring System (HPMS), the Model Inventory of Roadway Elements (MIRE), Fundamental Data Elements (FDE), and the Non Trunk line Federal Aid Program (NTFA) updates, non-motorized transportation, safety and non-metropolitan-area elected officials. Activities may include locating adequate facilities, registering participants, scheduling speakers, and other meeting management related activities.
2. Provide staffing and technical planning assistance in the area of transportation.
3. Conduct transportation studies as needed.
4. Assist in identifying transportation interest, programs and projects as appropriate for the STIP and the Statewide Long Range Transportation Plan.
 - a. Participate in the development of the SLRTP, providing input and review of documents and initiatives performed as part of the SLRTP development.
 - b. Assist in the scheduling and notifying of SLRTP related activities, including but not limited to public meetings within the region.
5. As appropriate, assist the MDOT Office of Passenger Transportation and local transit providers.
6. Statewide Travel Demand Model:
 - a. Review and provide feedback on REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones.
 - b. Verify statewide model network inventories.
 - c. Provide traffic counts, as available, for model updates not covered in acquiring traffic counts for the non-trunkline federal aid program.
7. Data for meeting Federal Reporting Requirements:
 - a. Highway Performance Monitoring System (HPMS)
Collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using MDOT-supplied spreadsheets that contain only the data items needing to be updated for each sample in the format provided.

- b. Traffic Data Collection for Federal Reporting
Provide support to MDOT in the a-cross agency coordination effort (NTFA) to gather and report traffic data on the non-MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of HPMS, MAP 21, and the FAST Act.

- c. Model Inventory of Roadway Element (MIRE) Fundamental Data Elements (FDE)
Provide support to MDOT in the a-cross agency coordination effort to gather and report traffic and safety on the non-MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of the safety Transportation Performance measures in MAP 21 and the FAST Act. As data collection elements are known, some MIRE FDE data collection may begin at the RPA's discretion.

Support is defined as (but not limited to):

Outreach

Piloting

Training and education

Data coordination with local agencies

Data compilation

Data load, transfer, and/or reporting

(Conduit between local agencies and MDOT/FHWA)

Budget: \$ 9,000 (MTF)

III. Technical Assistance to Member Agencies – 3103

Objectives:

- Provide services to local transportation agencies to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.

Activities:

1. Assist local units of government in obtaining grant funds to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.
2. Assist local agencies seeking to improve and expand public transportation and promote improved transportation systems for all modes.
3. Coordinate planning to promote safety, livable communities, and environmental sustainability.
4. Work with local agencies to assess impacts of transportation on projected land uses in the region.
5. Review and/or develop proficiency in traffic crash data.
6. Prepare and report to regional boards and local agencies on the status of transportation planning work program activities and tasks.

Products:

Provide Program Coordinator with a copy of any reports produced as a result of these activities.

Budget: \$9,000 (MTF)

IV. Management of Rural Task Force and Small Urban Programs – 3094

Objective:

- To assist MDOT in the administration and coordination of the Rural Task Force (RTF) and Small Urban programs.

Activities:

1. Regional Planning Agency staff shall communicate all MDOT correspondence to their respective RTF members.
2. Schedule, set-up room, provide materials, take meeting minutes, collect a list of meeting attendees and facilitate the logistics of the RTF project selection meetings and small urban program meetings. This duty can be coordinated with the Chairperson of the committees based on preference of the individual RTF or small urban committee.
3. The Regional Planning Agency and RTF Chairperson shall ensure a cooperative, coordinated and comprehensive planning process is followed at the regional level. This process shall be consistent with approved federal planning regulations and provide for the consideration and implementation of projects that address all modes of transportation.
4. Ensure that the fiscal constraint sheets used in the meetings are properly managed with updated allocation balances provided by the MDOT RTF coordinator as well as the decisions made by the RTF committees.
5. Ensure the required public involvement and consultation process is followed by providing citizens, affected public agencies, tribal governments, private transportation providers, and other interested parties with sufficient notice and opportunity to comment on proposed transportation projects, plans and programs.
6. Program eligible projects in JobNet as approved by the RTF committees. Ensure that 1799 and 1797 data sheets received from the local agencies match what was approved by the RTF committees as reflected in the fiscal constraint sheet and attach those data sheets to the appropriate project in JobNet.
7. Submit proof of public involvement, meeting minutes, all Season Road changes, and the fiscal constraint sheet as part of monthly activity report utilizing the most current 1618 form to the MDOT RTF Coordinator. In months where no meeting is held or action taken by the committees, the form should still be submitted with the “No Project Change or Meeting” box checked and submitted to the MDOT RTF Coordinator.

Budget: \$7,000 (SPR)

V. Public Involvement and Consultation Process for Non-Metropolitan Areas – 3095

Objectives:

- To provide for non-metropolitan local official participation in the development of the State Long-Range Transportation Plan (LRTP) and the STIP.
- Provide opportunities for the public to review and comment in the development of the LRTP and the STIP.
- To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, general public, tribal governments, businesses, and organizations in accordance with the Statewide Planning Process Public Participation Plan.

Activities:

1. Work with MDOT on public involvement issues, including organizing meetings, focus groups, and advisory committees.
2. Conduct local program meetings and ongoing communication and technical assistance in non-metropolitan areas to provide information on various state and federal programs.
3. Document the RTF's public involvement and consultation processes.
4. Partner with educating and training local officials with regard to state and federally funded programs, policies, applications, and other key information.
5. Respond to requests from the public and private sector in providing information on state and federal transportation programs, projects, and funding. Stay informed on local issues.
6. Participate in statewide conferences, meetings, seminars, forums, and training sessions on state and federal programs available to local communities.
7. Assist MDOT in keeping elected public officials, the general public, local planning agencies, and Tribal Governments informed early of the list of projects in the Five-Year Program and of the investment strategies, funding assumptions, economic benefits, and impacts on the various modes.
8. Assist in the creation and maintenance of an email subscription list for managing the electronic distribution of information to local elected officials.

Budget: \$3,500 (SPR)

VI. Air Quality Conformity Planning – 3096

*(**For Ozone and PM 2.5 Non-Attainment Areas/ Lenawee County)*

Objectives:

- Comply with the federal and state transportation air quality regulations, specifically related to transportation conformity for non-attainment or maintenance areas for ozone and particular matter (PM2.5).
- Provide coordination and support of the transportation conformity interagency work group (IAWG).
- Provide communication of air quality conformity analyses results and reports to all interested individuals and organizations.
- Provide inputs into the air quality conformity process and facilitate input from others.

Activities:

1. Attend training to become familiar with the conformity/non-conformity process, regulations, and related air quality issues.
2. Participate in and/or conduct transportation conformity IAWG.
3. Participate in discussions to evaluate attainment strategies pertaining to transportation air quality for individual areas or as part of the statewide transportation planning process.
4. Communicate air quality conformity analysis results and initiatives to all interested individuals and organizations.

*** Only for Regional Planning Agencies with Ozone or particulate matter 2.5 non-attainment or maintenance areas or areas required to do conformity within RPA boundaries.**

Budget: \$3,500 (SPR)

VII. Access Management – 3107

Budget: - 0 -

VIII. Pure Michigan Byway Program – 3098

Budget: - 0 -

IX. Non-Motorized Mapping and Investment Plan – 3109

Objective:

- Facilitate the process of completing regional non-motorized planning efforts for the State of Michigan by region.

Activities:

1. Collect information to match the data fields in MDOT's Transportation Intermodal Management System (IMS).
2. Develop and implement aspects of a non-motorized investment plan to identify needed projects and project elements, prioritizing those projects, and determining the optimum funding arrangements for the projects within each region.
3. Promote the consideration of bicycle and pedestrian facilities in the overall transportation planning activities.
4. Coordinate with stakeholders and seek public input.
5. Provide planning and related services to the Active Jackson committee.
6. Work closely with MDOT and local communities in implementing the City of Jackson – Jackson County Non-motorized Plan completed and adopted in FY 2020.

Products:

1. Non-motorized master plans by region including up-to-date non-motorized maps.
2. The end map product will be a ready-to-print region wide bike map and data base with the support data to go into the TMS for future planning and maps. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.
3. Print a 6 to 7 year supply of Region Road and Trail Guides (bike maps) for MDOT distribution, plus stakeholders within the region.
4. The development of a comprehensive plan and the identification of priority projects within the area will help guide MDOT's investment in the region's non-motorized transportation system.

Upon Billing Submittal:

- Progress reports that summarize accomplishments for each work item.
- Original Invoice, consecutively numbered, stating period covered, dollar amount and work performed.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.

Budget: \$5,000 (MTF)

X. Rural Safety Planning – 3110

Objectives:

- Assist in conducting rural safety planning forums to increase or create awareness for safety, and encourage formation of cross-discipline safety partnerships at the local level and assist MDOT in the process of preparing rural safety plans.
- Determine areas of safety risks (i.e., behavioral, structural) and schedule workshops to educate constituents in mitigating these risks, if appropriate.

Activities:

1. Conduct Rural Safety Forums on a biannual basis. These forums will include emergency, enforcement, education, and engineering staff as well as other interested parties. Schedule specific safety workshops in outer years if appropriate.
2. Update and maintain a list of safety advocates, including mailing labels.
3. Continue partnerships to promote safety as an integral part of the planning and project development process.
4. Maintain updated mailing lists identifying safety groups and individuals.
5. Assist MDOT in the process of preparing Rural Safety Plans.
6. Continue providing administrative services to the Office of Highway Safety Planning for annual local enforcement grants.

Budget: \$ 3,000 (MTF)

XI. Asset Management – 3111

The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. All work shall be consistent with the policies and priorities established by the TAMC. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which are located on the TAMC website (<http://tamc.mcgi.state.mi.us/TAMC/#/aboutus>). The MPO/RPO will emphasize these tasks to support the top 125 Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. The activities eligible for TAMC reimbursement include the following:

Tasks:

1. Training Activities
 - a. Attendance at training seminar(s) on the use of the Pavement Surface Evaluation and Rating (PASER) and Inventory-based Rating System for unpaved roadways.
 - b. Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
 - c. Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
 - d. Attend TAMC-sponsored Asset Management Plan Development training seminars.
2. Data Collection Participation and Coordination
 - a. Federal Aid System
 - i. Organize schedules with Public Act 51 agencies within MPO/RPO's boundary or participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
 - ii. Coordinate, participate, and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets.
 - iii. Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training.
 - b. Non-Federal Aid System
 - i. The RPO/MPO may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.
 - ii. Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
 - iii. Ensure that all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting Non-Federal Aid data.

- iv. Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.
- 3. Equipment
 - i. Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order.
 - ii. Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.
- 4. Data Submission
 - i. Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets.
 - ii. Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid and Non-Federal Aid Roads.
 - iii. Monitor and report status of data collection efforts to TAMC Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are mailed with invoices.
 - iv. Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.
- 5. Asset Management Planning
 - i. Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.
 - ii. Provide an annual reporting of the status of Public Act 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision.
 - iii. Provide technical assistance and training funds to Public Act 51 agencies during the development of local Asset Management Plans using TAMC templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies.
- 6. Technical Assistance
 - i. Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.
 - ii. Integrate PAER ratings and asset management into project selection criteria:
 - 1. Analyze data and develop road preservation scenarios.
 - 2. Analyze performance of implemented projects.
- 7. Culvert Mapping Pilot
 - i. Provide administrative and technical assistance to Public Act 51 agencies and MDOT for reimbursement of TAMC funds for participation in the 2018 TAMC Culvert Mapping Pilot project.

- ii. Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot report.

Required Products

1. PASER data for Federal Aid System submitted to TAMC via the IRT.
2. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
3. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
4. Create an Annual Report of Asset Management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; provide links to Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.
5. Prepare a draft status report of Public Act 51 agency Asset Management activities and plans within MPO/RPO boundary by September 30 of each year.

The Michigan Transportation Asset Management Council approved this language on June 6, 2018.

Budget: \$40,000 (MTF)

**TABLE 1
FISCAL YEAR 2021 BUDGET
REGIONAL TRANSPORTATION WORK PROGRAM
October 1, 2020 – September 30, 2021**

WORK ELEMENT	PROJECT	SALARY	FRINGE BENEFIT	INDIRECT	OTHER	MTF FUNDS	SPR FUNDS	TOTAL FUNDS
3101	Program Management	\$ 1,760	\$ 414	\$ 1,495	\$ 292	\$ 4,000	\$ 0	\$ 4,000
3102	Technical Assistance to MDOT	\$ 4,180	\$ 982	\$ 3,552	\$ 694	\$ 9,000	\$ 0	\$ 9,000
3103	Technical Assistance to Member Agencies	\$ 3,960	\$ 931	\$ 3,365	\$ 657	\$ 9,000	\$ 0	\$ 9,000
3094	Management of Rural Task Force Process	\$ 3,080	\$ 724	\$ 2,617	\$ 511	\$ 0	\$ 7,000	\$ 7,000
3095	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$ 1,320	\$ 310	\$ 1,122	\$ 219	\$ 0	\$ 3,500	\$ 3,500
3096	Air Quality Conformity Planning	\$ 1,320	\$ 310	\$ 1,122	\$ 219	\$ 0	\$ 3,500	\$ 3,500
3107	Access Management	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
3098	Pure Michigan Byway Program	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
3109	Non-Motorized Mapping and Investment Plan	\$ 2,640	\$ 621	\$ 2,244	\$ 495	\$ 6,000	\$ 0	\$ 6,000
3110	Rural Safety Planning	\$ 1,320	\$ 310	\$ 1,122	\$ 219	\$ 3,000	\$ 0	\$ 3,000
3111	Asset Management *	\$ 20,000	\$ 4,700	\$ 16,994	\$ 306	\$ 40,000	\$ 0	\$ 40,000

TOTALS

\$ 31,000 \$ 14,000 \$45,000

* Because this activity is funded through the Asset Management Council and does not make use of MDOT Act 253 funds, it is not included in the TOTALS column. In addition, \$20,000 in Asset Management funds are included in the JACTS UWP for data collection.

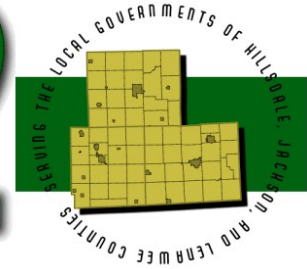
**TABLE 2
Direct and Indirect Costs FY 2021
Region 2 Planning Commission**

	COSTS			
	Total	Less: Direct Unallowable	Indirect	Modified Total Direct
Total Salaries	\$ 347,306		\$ 96,696	\$ 250,610
Total Fringe Benefits (38.76%)	\$ 134,618		\$ 37,480	\$ 97,137
Total Personnel Costs	\$ 481,924		\$ 134,177	\$ 347,747
Supplies	\$ 11,500	-	\$ 6,000	\$ 5,500
CPA Services	\$ 5,900	-	\$ 5,900	-
Legal Services	\$ 3,500	-	\$ 2,500	\$ 1,000
Computer Services	\$ 2,500	-	\$ 1,000	\$ 1,500
Training	\$ 9,000	-	\$ 2,000	\$ 7,000
Contractual/Consulting	\$ 272,666	\$ 192,666	\$ 80,000	-
Telephone	\$ 5,075	-	\$ 4,500	\$ 575
Postage/Shipping	\$ 9,042	-	\$ 1,500	\$ 7,542
Travel	\$ 19,825	-	\$ 7,000	\$ 12,825
Advertising	\$ 4,620	-	\$ 2,000	\$ 2,620
Printing/Copying	\$ 15,451	-	\$ 8,500	\$ 6,951
Insurance	\$ 7,000	-	\$ 7,000	-
Equipment Repair & Maintenance	\$ 2,500	-	\$ 1,200	\$ 1,300
Rent	\$ 38,000		\$ 38,000	-
Dues/Subscriptions/Publications	\$ 8,138		\$ 3,500	\$ 4,638
Software Licenses/Fees	\$ 6,000	-	\$ 5,000	\$ 1,000
Miscellaneous Expense	\$ 4,488	-	\$ 2,500	\$ 1,988
Total Non-Personnel Costs	\$ 425,205	\$ 192,666	\$ 178,100	\$ 54,439
Total	\$ 907,128	\$ 192,666	\$ 312,277	\$ 402,186

Rate Calculation

Indirect Cost Rate Calculation	
Total Indirect Costs	\$312,277
Total Direct Salaries & Benefits	\$347,747
Indirect Rate	89.80%

Region 2 Planning Commission



RESOLUTION OF THE REGION 2 PLANNING COMMISSION

FY 2021 REGIONAL TRANSPORTATION PLANNING GRANT PROGRAM

WHEREAS, the Region 2 Planning Commission has engaged in the Regional Transportation Planning Grant Program in prior years, and;

WHEREAS, the Michigan Department of Transportation has been authorized to offer the Region 2 Planning Commission a grant of \$31,000 in Michigan Transportation Funds (MTF); \$14,000 in State Planning & Research (SPR) funds; and \$40,000 in Asset Management funds covering the period of October 1, 2020 to September 30, 2021, and;

WHEREAS, the Region 2 Planning Commission has prepared a program of work based upon its FY 2021 Regional Transportation Planning Work Program;

NOW, THEREFORE, BE IT RESOLVED, that the Region 2 Planning Commission hereby accepts the grant offer, and;

BE IT FURTHER RESOLVED, that the Region 2 Planning Commission hereby authorizes its Chairperson and Executive Director to execute the project agreements for the FY 2021 Regional Transportation Planning Grant Program.

PASSED, ADOPTED, and APPROVED this tenth day of September, 2020.

By: _____
Douglas Terry, Chair
Region 2 Planning Commission

Steven M. Duke, Executive Director
Region 2 Planning Commission

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

To: Region 2 Planning Commissioners
Municipal & County Planning Commissioners in the Region 2 Area
Economic Development Organizations (EDOs) & Other Interested Parties

From: Grant E. Bauman, R2PC Principal Planner

Date: August 31, 2020

Subject: **Agriculture and Other Land Uses/Cover Overview**

A goal and associated strategy and action (i.e., Goal #2, Strategy C, Action #3) of the 2017-2021 edition of the *Region 2 Planning Commission Comprehensive Economic Development Strategy (CEDS)* is the identification and mapping of cultural and recreational resources, which includes agriculture. The American Farmland Trust (AFT) and Conservation Science Partners recently created various geodatabases regarding land use —with a special focus on agricultural land from 2001-2016— within the 48 conterminous U.S. as part of their *Farms Under Threat* project (2020).

R2PC staff provided an overview of the [study website](#) in July. Since then, staff received TIFF (Tagged Image File Format) images of the AFT's geodatabases and created maps and associated reports for the entire Region 2 Area and its counties. Appended to this memo is the report containing the maps created for the entire Region 2 Area, including the AFT factsheet for Michigan. Supplemental mapping not included in the official report, as well as a couple of pertinent definitions, are also appended to the memo. Similar reports were prepared for each county.

Please visit the [Region Economic Development](#) webpage on www.region2planning.com to download the individual reports for the Region 2 Area and each of its counties, as well as full-sized versions of the maps.

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

To: Region 2 Planning Commissioners
Municipal and County Planning Commissioners in the Region 2 Area
Economic Development Organizations (EDOs) & Other Interested Parties

From: Grant E. Bauman, R2PC Principal Planner

Date: July 31, 2020

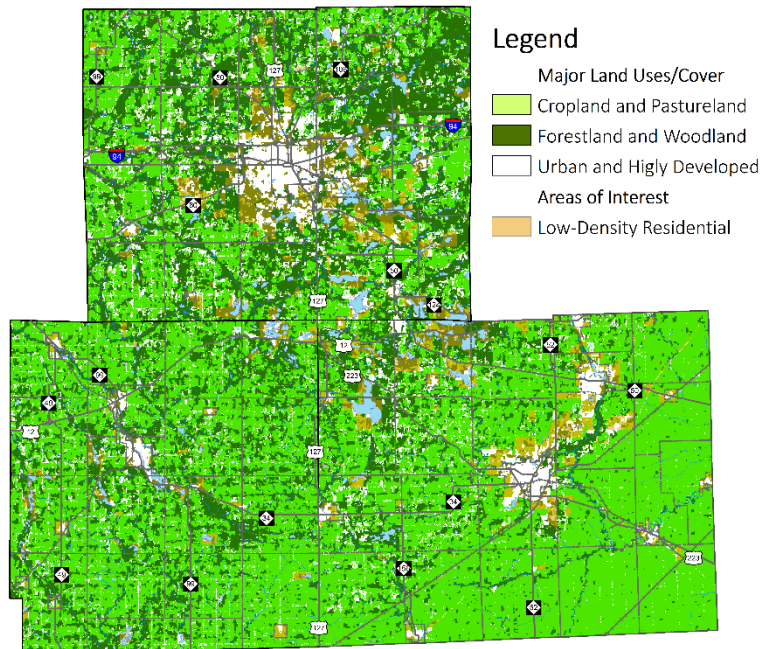
Subject: **Region 2 Area | Agriculture and Other Land Uses/Cover**

A goal and associated strategy and action (i.e., Goal #2, Strategy C, Action #3) of the 2017-2021 edition of the *Region 2 Planning Commission Comprehensive Economic Development Strategy (CEDS)* is the identification and mapping of cultural and recreational resources, which includes agriculture. The American Farmland Trust (AFT) and Conservation Science Partners recently created various geodatabases regarding land use —with a special focus on agricultural land from 2001-2016— within the 48 conterminous U.S. as part of their [Farms Under Threat](#) project (2020). R2PC staff utilized TIFF (Tagged Image File Format) images of those geodatabases provided by the AFT to create the following maps depicting the Region 2 Area.



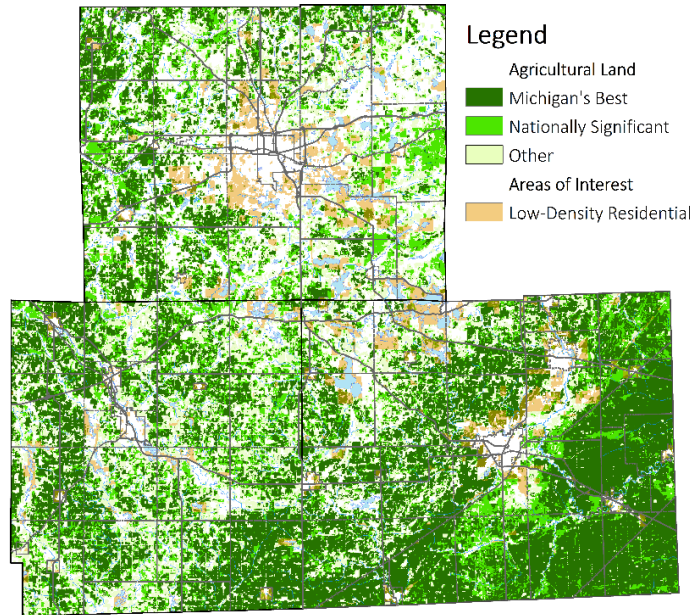
Major Land Uses and Land Cover

The major land uses comprising the Region 2 Area in 2016 included croplands and pasturelands, forestlands and woodlands, and urban and highly developed uses. Low-density residential neighborhoods are also located in the midst of farmland and wooded areas.



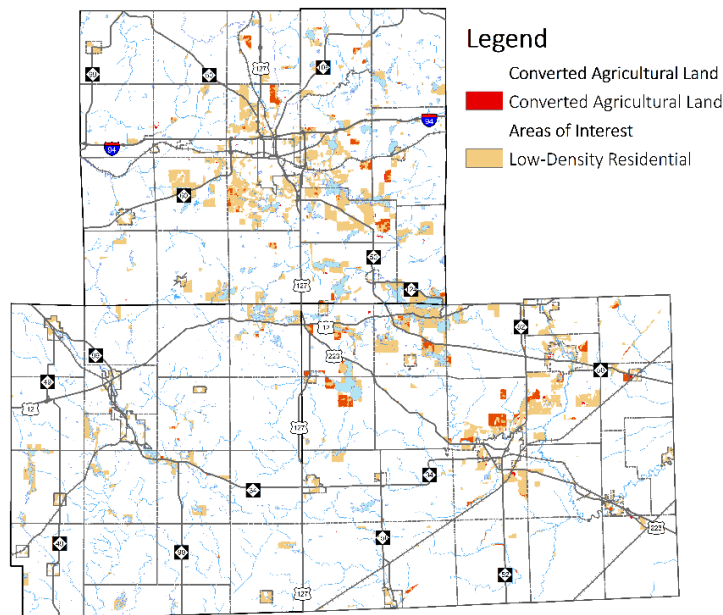
Quality of Agricultural Land

Much of Region 2 Area’s agricultural land in 2016 was determined to be nationally significant or among the best in Michigan and best suited for the long-term production of food and other crops. The AFT made those assessments by assigning minimum productivity, versatility, and resiliency (PVR) values to agricultural areas. Land with PVR values above a minimum threshold are nationally significant and land with PVR values above the state’s median are among Michigan’s best.



Conversion of Agricultural Land

According to the AFT, the “conversion of agricultural land to more-developed uses jeopardizes food security and ecosystem integrity”. The AFT also determined that “agricultural land in [Michigan’s low-density residential areas] in 2001 was 11 times more likely to be converted to [urban and highly developed uses] by 2016, compared to other agricultural land” (see the attached AFT report) and identified their locations in the Region 2 Area.



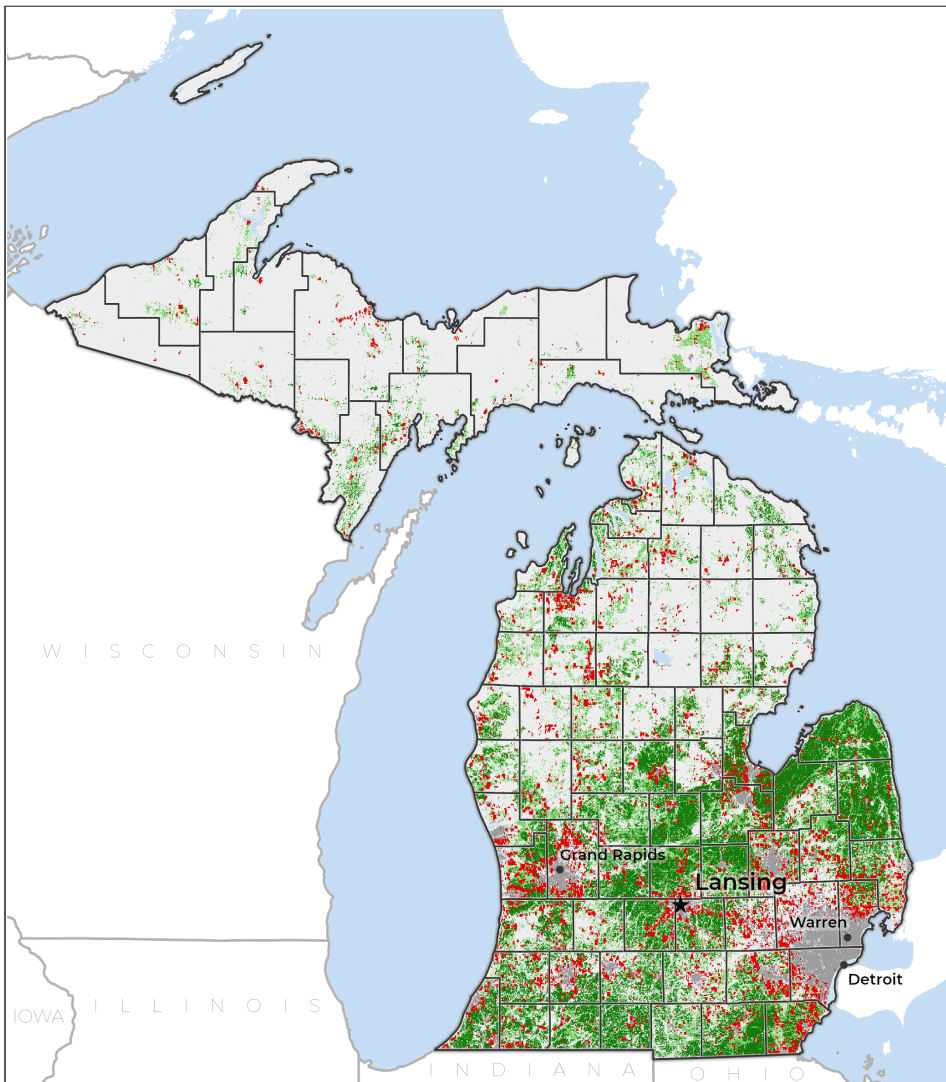


THE STATE OF THE STATES
Agricultural Land Conversion Highlight Summary


Michigan



Farms Under Threat: The State of the States mapped agricultural land conversion and evaluated state policy responses. The spatial analysis identified the extent, diversity, and quality of each state’s agricultural land—and where this land has been converted to both urban and highly developed (UHD) and low-density residential (LDR) land uses.



AGRICULTURAL LAND CONVERSION 2001-2016



Conversion of non-federal farmland to UHD and LDR land uses from 2001-2016. The threat to working farms and ranches is pervasive, often claiming the most productive, versatile, and resilient lands.

 Conversion of agricultural land to UHD and LDR land uses

Farmland* that is:
Above state median PVR** 
Below state median PVR 

 Urban areas
 Federal, forest, and other lands

RELATIVE CONVERSION THREAT

MEDIUM

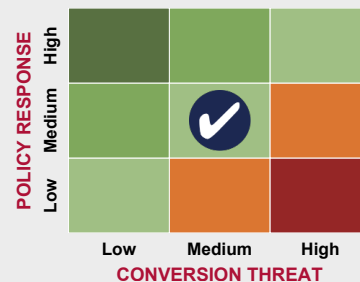
Michigan scored in the middle of all states for the conversion of agricultural land to urban and highly developed (UHD) and low-density residential (LDR) uses.

RELATIVE POLICY RESPONSE

MEDIUM

Michigan scored in the middle of all states for policies and programs that protect agricultural land from development, promote farm viability, and facilitate the transfer of agricultural land.

HOW IS THIS STATE DOING?



Michigan is in a green box because its policy response is aligned with its conversion threat, relative to other states. Learn more at www.farmland.org/farmsunderthreat

*Farmland is composed of cropland, pastureland, and woodland associated with farms.

** Our productivity, versatility, and resiliency (PVR) index helps identify high-quality agricultural land (see page 2).

DEVELOPMENT THREATENS MICHIGAN'S AGRICULTURAL LAND

From 2001-2016, 240,100 acres of agricultural land were developed or compromised.

Michigan's farmland and ranchland was converted to:

- **Urban and highly developed (UHD)** land use, including commercial, industrial, and moderate-to-high-density residential areas.
- **Low-density residential (LDR)** land use, where scattered large lot development fragments the agricultural land base and limits production, marketing, and management options for the working farms and ranches that remain.

LDR PAVES THE WAY FOR FURTHER DEVELOPMENT

Agricultural land in LDR areas in 2001 was

11 TIMES MORE LIKELY

to be converted to UHD by 2016, compared to other agricultural land.

44,600 acres

19%

of conversion was to UHD

195,500 acres

81%

of conversion was to LDR

CONVERSION AFFECTED ALL TYPES OF AGRICULTURAL LAND



CROPLAND: 73,600 acres
PASTURELAND: 41,200 acres
WOODLAND: 125,200 acres

MICHIGAN'S BEST AGRICULTURAL LAND IS UNDER THREAT

We used our unique **PVR index**, which quantifies the productivity, versatility, and resiliency of agricultural land, to identify:

1. **Michigan's best land**, which has PVR values above the state median, and
2. **Nationally Significant land**, which is the country's best land for long-term production of food and other crops. **66%** of Michigan's agricultural land, or **7,785,900 acres**, falls in this category.*

Protecting high-PVR land is critical for the long-term sustainability of agriculture, yet from 2001-2016:

- ▶ **84,700 acres** of Michigan's best land were converted to UHD and LDR uses.
- ▶ **124,200 acres** of Michigan's Nationally Significant land were converted.

*These two categories overlap and the same land may be included in both.

What's at stake?

- ▶ **11,740,400 acres of agricultural land remain¹**



CROPLAND: 7,894,200 acres
PASTURELAND: 2,138,300 acres
WOODLAND: 1,707,900 acres

- ▶ **\$8.2 billion earned from cash receipts in 2017²**

- \$326.5 million from local food³
- \$2.7 billion from agricultural exports⁴

- ▶ **240,100 acres were converted—enough land to generate \$168 million in annual revenue²**

- ▶ **Michigan's top 3 agricultural products:²**

- Milk and Dairy \$1.8 billion
- Corn \$1.3 billion
- Soybeans \$998.6 million

- ▶ **80,400 producers and 97,100 farm laborers on 47,600 farms²**

- ▶ **4 times as many producers over 65 as under 35 years old²**

1. Farms Under Threat 2016

2. National Agricultural Statistics Service 2017

3. Sold directly to consumer and intermediate outlets, NASS 2017

4. Economic Research Service 2017

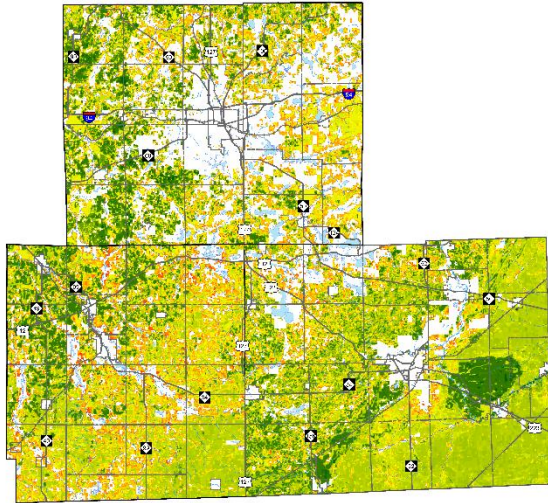


Farms Under Threat is American Farmland Trust's multi-year initiative to document the status of and threats to U.S. farmland and ranchland and to identify policy solutions to ensure the protection and conservation of America's diverse agricultural landscape. For more information about AFT, visit www.farmland.org. If you have any questions about the analysis methods or would like access to data, please contact AFT's Farmland Information Center: www.farmlandinfo.org or (800) 370-4879.



Explore our interactive maps at www.farmland.org/farmsunderthreat

Supplemental Maps



Productivity, Versatility, and Resiliency of Agricultural Land 2016

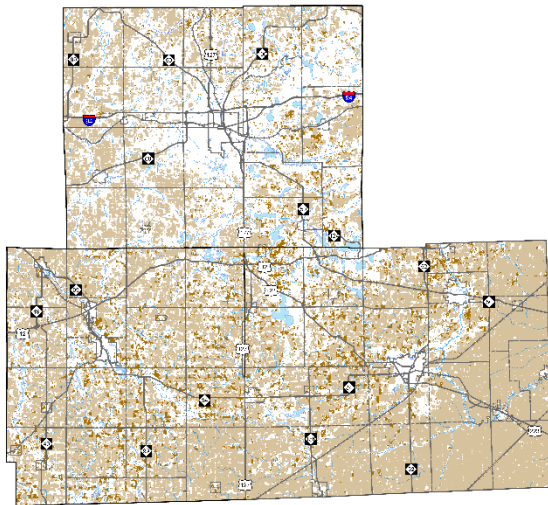
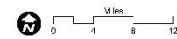
Legend



Notes and Data Source

This map uses the productivity, versatility, and resiliency of agriculture in 2016 from reports that are compiled by the American Farmland Trust (AFT) to identify relatively significant and high-quality farmland assets. The land use data covered land was developed by the American Farmland Trust (AFT) and Conservation Science Partners for the Farmland Conservation Program as directed by the AFT.

Region 2



Agricultural Land Uses 2016

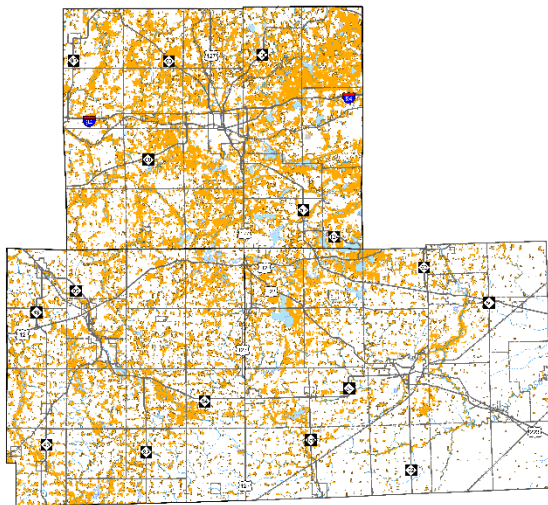
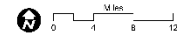
Legend



Notes and Data Source

This map differs from other maps because it includes and pastures in 2016. The land use data covered land was developed by the American Farmland Trust (AFT) and Conservation Science Partners for the Farmland Conservation Program as directed by the AFT.

Region 2



Forestland, Woodland, and Federal Land 2016

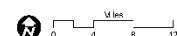
Legend



Notes and Data Source

This map presents the farmland uses in 2016. Forestland and woodland includes "forest or woodland" (including all forest types) developed includes non-agricultural and other areas. The land use data covered land was developed by the American Farmland Trust (AFT) and Conservation Science Partners for the Farmland Conservation Program as directed by the AFT.

Region 2



Notes

1. **Low-Density Residential** = U.S. Census blocks with average acres per housing unit below the 10th percentile farm size in the corresponding county.
2. **Woodland** = a subset of the forest class identifying wooded land associated with and adjacent to farms.

AUG 17 2020

Village of Grass Lake Planning Commission

119 North Lake Street, P.O. Box 737
Grass Lake, Michigan 49240
Phone: 517-522-4550
Fax: 517-522-8120



“2017 Governors Active Community Award Winner”

August 11, 2020

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

Re: Draft Master Plan Amendment For Your Review

To Whom it May Concern:

The Village of Grass Lake announces the availability of the 2020 edition of the Village of Grass Lake Master Plan for your review. The Village of Grass Lake Master Plan is available for review on the Village of Grass Lake website, www.villageofgrasslake.com. It is anticipated that, if adopted, this plan will replace the previous plan, first adopted in 1996 and most recently amended in 2003. The draft is also being made available to surrounding municipalities in accordance with Section 41 of the Michigan Planning Enabling Act (Public Act 33 of 2008). According to the Act, before a municipality adopts a new Master Plan or updates thereto, it must first send a draft copy of the Master Plan to all contiguous local governments, as well as the County for their review and comment.

According to the Act, the various municipalities and agencies have 63 (42 days if amendment) days to review and submit comments on this Master Plan to the Village of Grass Lake and the County (if they choose to do so). Please notify the Village Clerk in writing if you prefer to receive a hard copy of the document. Any comments regarding the draft should be submitted in writing to:

Estelle Mead-Village Clerk/PC Secretary
PO Box 737
Grass Lake, MI 49240

Thank you for your participation in this matter.

Regards,

Richard Rabeler, Planning Commission Chair

HENRIETTA TOWNSHIP PLANNING COMMISSION
11732 Bunkerhill Road, Pleasant Lake, MI 49272
Phone: 517-769-6925
Website: henriettatownship.org

Letter of Transmittal

July 9, 2020

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

Subject: Henrietta Township 2020-2024 Recreation Plan

To Whom It May Concern:

Enclosed is a copy of the updated Henrietta Township 2020-2024 Recreation Plan, which was adopted by the Board of Trustees on July 8, 2020. It has been prepared in accordance with the MDNR's Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans. We are transmitting it to you pursuant to the MDNR Guidelines.

Thank you for your attention to this matter.

Best Regards,

Nancy Hawley

Nancy Hawley, Chairperson
Henrietta Township Planning Commission

Henrietta Township Recreation Plan 2020-2024

C-19

JUL 21 2020

B R i
Beckett&Raeder

Landscape Architecture
Planning, Engineering &
Environmental Services

July 16, 2020

Regarding: City of Reading Master Plan

To whom it may concern:

This letter is to provide notification to your office that the City of Reading will begin the process of writing a Master Plan pursuant to Public Act 33 of 2008, the Michigan Planning Enabling Act.

Once a draft plan is approved for distribution, you will be provided a link to an electronic copy for your organization's review and comment. Please feel free to contact me about any land use or community development issues pertinent to your organization, or to the participating community, during the preparation of the plan.

Regards,

Michelle Bennett, AICP

mbennett@bria2.com

Enclosure: List of organizations and entities receiving this notification

Beckett & Raeder, Inc.
535 West William, Suite 101
Ann Arbor, MI 48103

Petoskey Office
113 Howard St.
Petoskey, MI 49770

Traverse City Office
921 West 11th St., Suite 2E
Traverse City, MI 49684

Toledo
419.242.3428 ph

734 663.2622 ph
734 663.6759 fx

231.347.2523 ph
231.347.2524 fx

231.933.8400 ph
231.944.1709 fx

i
initiative

**Woodstock Township
6486 Devils Lake Hwy
Addison, MI 49220**

Planning Commission, Public Meetings

Date Posted 8/19/2020

Woodstock Township Planning Commission will hold a Meeting on Tuesday, September 15, 2020, 6:30 pm, at 6486 Devils Lake Hwy.

6:30 pm- Meeting will review and finalize updates for the Woodstock Township Master Plan.

Mel Cure- Planning Commission Chair

Copies of documents are available for review at 6486 Devils Lake Hwy. Any written comments relating to this Workshop can be forwarded to:

Woodstock Township
attn. Planning Commission
6486 Devils Lake Hwy
Addison, MI 49220

Or emailed to
woodstocktownshipzoning@gmail.com

Jeff Votzke
Zoning/Ordinance Administrator

cc
PC Members
file





AUG 31 2020

August 25, 2020

Region 2 Planning Commission
Attn: Grant Bauman
Jackson County Tower Building – 9th Floor
120 West Michigan Avenue
Jackson, MI 49201

Subject: 63 Day Review Period of Russell Road Corridor Draft Sub Area Plan

Please be advised that the City of Tecumseh has prepared a draft corridor plan for the “Russell Road Corridor” located on Russell Road between South Union Street and Rogers Highway, consistent with the provisions of the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended.

Your comments and questions can be sent via email to braymond@tecumseh.mi.us or mailed to:

City of Tecumseh
Attention:
Bradley A. Raymond
Building Services Director
309 E. Chicago Blvd.
Tecumseh, MI. 49286

The draft plan has been approved for public distribution, a copy of the draft plan has been uploaded to the City’s website (mytecumseh.org) for your review and comment.

Per Section 39(3) of the Michigan Planning Enabling Act , you have 63 days to respond to us with your comments from your receipt of this letter.

We thank you in advance for your assistance with the City of Tecumseh’s Russell Road Corridor Plan.

Sincerely,

Bradley A. Raymond
Building Services Director
Tecumseh, Michigan



TO: Planning Commission

FROM: Zoning Administrator

DATE: September 15, 2020

RE: Master Plan Goals

Background: As we continue to review and update the City Master Plan for 2020, I have included the goals in our new agreed format. This month we should focus on one or two of the categories. Please review and start thinking about the objectives and action steps. How do we accomplish these goals, what type of deadlines should be considered and who should be responsible?

General Community Development

■ Goals

- *Vibrant Corridor Businesses*
- *Manufacturing Park*
- *Vibrant downtown*
- *Increase drivability and walkability and safety within the City*
- *Promote and maintain historic architecture*
- *Develop existing water and waterway access*
- *Improve utilities / fiber optic cable*

■ Objectives

- Provide for planned, controlled, growth of the City of Hillsdale as a great place to live, work, shop and raise a family.
- Leverage the rich commercial, cultural and academic history of the community to drive revitalization.
- Support economic development through appropriate land-use policy.
- Improve intra-governmental and inter-governmental collaboration on issues related to land development to best serve the common interests of the City of Hillsdale.
- Encourage Alternative Energy development.

■ Action Steps

- Encourage efficient, clear, consistent development plan review process.
- Create and strengthen relationships with County and State agencies.

- Promote programs to attract new development.
- Develop River, Lake and Park resources.
- Develop long-range plans for infrastructure improvements
- **Complementary Actions/Responsible Agency**
 - Regular update City Master Plan (City Planning Commission)
 - Regular update City Capital Improvement Plan (City Planning Commission)
 - Regular review and update of City ordinances. (City Staff)
 - Promote Abatement and Grant Programs (Assessor and Economic Development)

Downtown District

- **Goals**
 - *Strengthen the vitality of the downtown district*
- **Objectives**
 - Concentrate on redevelopment and restoration of existing commercial areas rather than promoting new commercial development in fringe or strip areas.
 - Preserve the historic character of the downtown business district centered on a historic theme and architectural style most common in the area.
 - Enhance the unique qualities of the downtown business district by creating flexibility in zoning and land use.
 - Encourage the redevelopment and use of second and third floor buildings in the downtown business district to include residential and other uses.
 - Support continued rehabilitation of the Hillside
 - County offices and the Post office within the downtown business district.

- Support the downtown business district property owners with assistance for the review and improvement of the building façades.
 - Encourage alternate forms of transportation
 - Develop resources for electric vehicles
- **Action Steps**
 - Amend Parking Ordinance to allow more on-street overnight parking
 - Create bike lanes along major streets.
 - Install bike racks in highly visible areas.
- **Complementary Actions/Responsible Agency**
 - Continue and promote the TIFA façade program and restoration grants (TIFA Board)
 - Enforce existing code (City Code Enforcement Office)
 - Seek programs and grants for Blight Removal
 - Encourage non-profit involvement especially the arts
 - Obsolete Property Rehabilitation Abatement (OPRA)
 - Rental Rehabilitation Grants
 - Redevelopment Ready Communities Program (RRC)
 - TIFA Business incentive programs
 - Creation of Local Historic District

Commercial Development

- **Goals**
 - *Encourage the development of commercial uses to support the needs of the City of Hillsdale and*

surrounding area that will provide convenient shopping and related services to area residents and assure compatibility of commercial areas with other areas.

■ Objectives

- Encourage clustered commercial development rather than sprawl or strip developments.
- Locate commercial establishments so that they are accessible to efficient transportation systems.
- Locate commercial uses so as to avoid incompatible adjacent uses.
- Promote commercial activities in areas easily accessible to the area's residents.
- Encourage diversification in the type of commercial and business establishments in order to meet a greater range of citizen needs.
- Develop commercial business that promote dollars to be spent locally rather than force residents to spend dollars outside the area.
 - Preserve the architectural integrity of older commercial areas when being redeveloped or re-stored.

■ Action Steps

- Provide zoning requirements for greater green space and landscaping.
- Establish zoning ordinance safeguards to minimize the negative impacts of commercial activities on roads, adjacent land uses and the environment.
- Evaluate Form Based Zoning ordinances that encourage historic preservation in commercial areas.
 - Encourage B-1 zones on major streets in residential areas.

■ Complementary Actions/Responsible Agency

- Encourage and invite niche entrepreneurs to the area
 - Commercial Rehabilitation Exemption (CRE)

M-99 Gateway (Broad Street)

■ Goals

- *Promote the redevelopment of the M-99 commercial corridor to provide necessary commercial services, promote economic development and serve as an attractive gateway to the City.*

■ Objectives

- Encourage walkability and limit the number of automobile access points in M-99 redevelopment projects.
- Encourage a uniform streetscape and the development of an attractive gateway to the community.
- Encourage pedestrian and bike traffic.

■ Action Steps

- Plan for and encourage a uniform streetscape for the M-99 corridor.
- Align land use policy to economic development plans. – Ongoing
- Incorporate bike lanes along M-99.

■ Complementary Actions/Responsible Agency

- New signage
- Remove blight
- Support Fairgrounds restoration
- Create cohesive historic theme from north to south