

AGENDA

REGION 2 PLANNING COMMISSION

Executive Committee

FOR FURTHER INFORMATION CONTACT:

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

DATE: Thursday, June 8, 2017

TIME: 2:00 P.M.

WHERE:

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

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

	<u>PAGE #</u>
1. Call to Order / Introductions	
2. Pledge of Allegiance	
3. Approval of the Agenda – ACTION	
4. Public Comment	
5. Approval of Minutes of the April 13, 2017 Executive Committee Meeting (see enclosure) – ACTION	2
6. Receipt of Treasurer's Report of May 31, 2017 (see enclosure) – ACTION	6
7. Approval of the June 8, 2017 Submitted Bills (see enclosure) – ACTION	10
8. Staff Progress Report for May, 2017 (see enclosure) – DISCUSSION	11
9. Review and Approval of the Projected 2045 Long Range Transportation Plan Socio-Economic Data For the Travel Demand Model Development (see enclosure), Tyler Kent, MDOT – ACTION	18
10. "Connecting Jackson County Plan – Review of Recent Regional Studies and Plans" – Lane Masoud, JATA and Josh Bocks, AECOM (see enclosure) – PRESENTATION	21
11. Approval of the R2PC FY 2018 Planning Work Program (PWP) & Budget (see enclosure) – ACTION	44
12. "Highlights of the Ongoing CEDS Update" – Grant Bauman – PRESENTATION	
13. Approval of the R2PC FY 2018 Regional Transportation Work Program and Budget (see enclosure) – ACTION	55
14. Other Business	
15. Public Comment/Commissioner Comments	
16. Adjournment	

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MINUTES

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

Thursday, April 13, 2017

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

Executive Committee Members:

✓ Beeker	Herl	Rohr
✓ Bryant	✓ Jancek	Sigers
✓ Burtch	Johnson	✓ Terry
Dotterweich	✓ Knoblauch	✓ Tillotson
✓ Duckham	✓ Polaczyk	✓ Welsh
✓ Gaede	✓ Quigley	✓ Wittenbach
✓ Gould	✓ Rice	✓ Wonacott

Key: ✓ = present

Other Commissioners Present: Kubish

Others Present: David Bull, Adrian Public Schools; Dennis Fox, Michigan Department of Natural Resources (MDNR)-Marketing & Outreach Division; Robert Klaczkiewicz, Smith & Klaczkiewicz, PC Martin Marshall, Lenawee County; Elizabeth McClain, Community Action Agency; and Tim Robinson, Lenawee Now

Staff Present: Bauman

- II. **Pledge of Allegiance** – Those in attendance joined in the Pledge of Allegiance.

- III. **Approval of the Agenda** –A motion was made by Comm. Polaczyk, supported by Comm. Knoblauch, to approve the agenda as submitted. The motion carried unanimously.
- IV. **Public Comment** – Chair Rice announced the first opportunity for public comment. No public comments were received by the Committee.
- V. **Approval of Minutes of the February 9, 2017 Executive Committee Meeting** – A motion was made by Comm. Jancek, supported by Comm. Duckham, to approve the February 9, 2017 Executive Committee meeting minutes as presented. The motion carried unanimously.
- VI. **Receipt of the Treasurer’s Report of March 31, 2017** – A motion was made by Comm. Jancek, supported by Comm. Polaczyk, to receive the March 31, 2017 Treasurer’s Report as submitted. The motion carried unanimously.
- VII. **Approval of the April 13, 2017 Submitted Bills** – A motion was made by Comm. Jancek, supported by Comm. Wonacott, to approve payment of the April 13, 2017 submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for March, 2017** – The staff progress report was included in the agenda packet for Committee review. Mr. Bauman reported on a number of projects and activities that staff had worked on during the month of March.
- IX. **Approval of the R2PC FY 2016 Audit Report** – Mr. Robert Klaczkiwicz, Smith & Klaczkiwicz, PC, summarized the FY 2016 audit report for the Commission. He noted that the R2PC was given an unqualified (i.e., clean) opinion, the highest opinion an organization can receive. Mr. Klaczkiwicz also announced a \$27,782 increase in the Commission’s \$308,312 year-end net position.

A motion was made by Comm. Gould, supported by Comm. Tillotson, to receive the FY 2016 audit report and place it on file. The motion carried unanimously.

- X. **Lenawee County Economic Development Report** – Mr. Tim Robinson, Lenawee Now, reported that the economic development organization (EDO) is focusing on ‘Talent’. The Lenawee Now is working to align available jobs with talent. ‘MI Bright Future’—a vocational education communication system— is currently utilized to recruit talent and an apprenticeship program was established in conjunction with the Jackson Area Manufacturer’s Association (JAMA). The EDO is also focusing on ‘Entrepreneurship’. Lenawee Now’s entrepreneurial system is taking off with the establishment of a ‘SmartZone’ in Adrian and Tecumseh and the establishment of a \$500,000 ‘Angel Fund’ which will be used to invest in local entrepreneurial ventures.

Comm. Burtch asked when people will stop thinking that \$15/hour is a good wage. Mr. Robinson replied that the EDO is pushing Votech which trains students for higher-paying jobs and perhaps tuition reimbursement if they wish to obtain additional education. Comm. Duckham echoed Burtch’s question citing the drug problem. Chair Rice noted a United Way report that states that half of the population earns less than \$30,000/year. Comm. Burtch also advocated for skilled trades given the loss of the personal property

tax. Comm. Duckham stated that he had to increase wages for his garbage truck drivers. Comm. Gould noted the need for local governments to regulate solar energy facilities.

XI. **Hiring of New R2PC Employees – Associate Planner & Principal Transportation Planner** – Mr. Bauman announced that Ms. Tanya DeOliveira, AICP, was hired as the Commission’s new Principal Transportation Planner. She is originally from Grand Rapids and was most recently employed by the Clemson University Planning & Design Office in South Carolina. Ms. Alexa Gozdoff was hired as an Associate Planner tasked with assisting the Principal Transportation and Local Assistance Planners with their projects. She is from Massachusetts and was most recently employed by the Stratford Regional Planning Commission in New Hampshire.

XII. **Federal Project Review**

a. **Recess Executive Committee and Convene the Review Committee** – A motion was made by Comm. Polaczyk, supported by Comm. Duckham, to recess the Executive Committee and convene as the Review Committee. The motion carried unanimously.

b. **Review and comment on Project Notifications**

1. **Teft Road Trail Development Project** – Mr. Bauman summarized the proposed project which would connect the Falling Water/MLK Equality Trail corridor to the unincorporated village of Spring Arbor—including Spring Arbor University— within the Teft Road right-of-way. Spring Arbor Township is requesting \$201,600 from the Michigan Natural Resources Trust Fund (MNRTF) to fund the project.
2. **Kiwanis Trail Expansion and Improvement Project** – Mr. Martin Marshall, Lenawee County, summarized the proposed project which would extend the trail from its current northern terminus at the intersection of Ives Road and Green Highway northward to Cal Zorn Park in the City of Tecumseh. Lenawee County, acting as the applicant, is requesting \$300,000 from the MNRTF to fund the project. The City of Adrian is guaranteeing the local match.
3. **Litchfield Pool Renovation Project** – Comm. Terry summarized the proposed project which would rebuild the only public pool in Hillsdale County, reducing its size from 4,800 sf. to 3,000 sf. The City of Hillsdale is requesting \$300,000 from the MNRTF to fund the project.
4. **Head Start/Early Head Start Programs: Lenawee County** – Mr. David Butt, Adrian Public Schools (APS), summarized the funding request for the APS programs which serve students throughout Lenawee County. He noted that the programs should help to address the talent issue brought up by Lenawee Now earlier in the meeting. The APS is requesting \$3,637,971 from the federal Department of Health and Human Services (HHS) to fund the programs.

5. **Head Start/Early Head Start Programs: Hillsdale & Jackson Counties** – Ms. Elizabeth McClain, Community Action Agency (CAA), summarized the CAA funding request for the third year of a five-year grant which make possible programs that serve students throughout the Counties of Hillsdale and Jackson. The CAA is requesting \$8,549,337 from HHS to fund the programs.

6. **Sharonville Shooting Range Accessibility Improvements Project** – Mr. Dennis Fox, Michigan Department of Natural Resources (MDNR)-Marketing & Outreach Division, summarized the proposed project which would install sidewalks that are American with Disabilities Act (ADA) accessible in the Grass Lake Area facility. The MDNR is requesting \$45,000 from the MNRTF to fund the project.

c. **Recess the Review Committee and Reconvene the Executive Committee** – A motion was made by Comm. Welsh, supported by Comm. Gaede, to recess the Review Committee and reconvene the Executive Committee. The motion carried unanimously.

XIII. **Other Business** – As required by the Michigan Planning Enabling Act, the following communities have notified the Region 2 Planning Commission that they have either completed, or are in the process of updating/developing planning documents:

- *Waterloo Township Draft Master Plan* review.
- *City of Morenci Master Plan* amendment adoption.

No other business was brought before the Committee.

XIV. **Public Comment** – Chair Rice announced the second opportunity for public comment. No public comments were received by the Committee.

XV. **Adjournment** – There being no further business, the meeting was adjourned by Chair Rice at 2:58 p.m.

Chris Wittenbach
Secretary

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of May 31, 2017

Checking Account Balance ending April 30, 2017	\$	745,004.42
Deposit Summary:		
<i>May 2017 EFT Deposits</i>	\$	6,224.29
<i>May Bank Deposits</i>		-
<i>May Adjustments</i>		
Total Deposits plus Bank Balance	\$	<u>751,228.71</u>
Expenses:		
<i>Submitted Expenses - May 2017**</i>	\$	(8,830.04)
<i>Interim Expenses</i>		(27,496.42)
<i>Payroll/Related Expenses</i>		<u>(25,072.39)</u>
Subtotal of Expenses	\$	(61,398.85) \$ (61,398.85)
<i>Balance Checking Account ending May 31, 2017</i>	\$	689,829.86
 <i>Balance CD Investments ending May 31 2017</i>	 \$	 <u>101,591.45</u>
Total Cash on Hand	\$	<u>791,421.31</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 May 31, 2017

EFT Deposits:		
5/31/2017	MDOT Rural Task Force Planning, Invoice 3448	\$ 5,242.25
	MDOT Regional Transportation Planning, Invoice 3449	312.25
	MDOT Asset Management, Invoice 3450	669.79
	Subtotal - EFT Deposits	\$ 6,224.29
5/31/2017	<i>No check deposits this month</i>	
	Subtotal - Check Deposits	\$ -
5/31/2017	Adjustments to cash:	
	<i>Bank fees - May</i>	\$ (135.22)
	<i>Paycor Fees - May</i>	(209.33)
	<i>Credit Card Charges - Membership Dues</i>	(785.00)
	<i>Credit Card Charges - Postage</i>	(145.60)
	<i>Credit Card Charges - Supplies</i>	(355.74)
	Subtotal - Adjustments to Cash	\$ (1,630.89)
	Total Net Deposits for May 2017	\$ 4,593.40

**REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
May 31, 2017**

Interim Billing for May, 2017

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
American Speedy Print	R2PC May Packet	\$ 194.40	14113
BC/BS	Office Premium June 2017	\$ 370.10	14114
City of Jackson	Parking Pass for A. Gozdoff	\$ 400.00	14116
Direct Office Buys	Supplies	\$ 71.50	14118
Jackson County	Rent for May 2017	\$ 2,899.77	14117
Jackson County	Phone for April 2017	\$ 259.85	14117
Jackson County Health Dept.	JTSP Grant FY 2017	\$ 10,000.00	14122
Lenawee Econ. Dev.	RPI	\$ 10,712.00	14124
MML	Annual Premium	\$ 1,006.00	14125
MTPA	Conference for Staff	\$ 975.00	14126
Springport Twp. Police	JTSP FY 2017	\$ 607.80	14128
Total Interim Billing for May 31, 2017		\$ 27,496.42	

Payroll & Travel Related Expenses:

<i>Paid May 5, 2017</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 7,995.56	
G. Bauman	Travel Reimbursement	\$ 111.01	
S. Duke	Travel Reimbursement	\$ 135.13	
J. Liogghio	Travel Reimbursement	\$ 38.73	
S. Richardson	Travel Reimbursement	\$ 38.73	
		\$ 8,319.16	

<i>Paid May 19, 2017</i>			
Paycor	Payroll Disbursement	\$ 16,642.03	
G. Bauman	Travel Reimbursement	\$ 111.20	
		\$ 16,753.23	

Total Payroll Expenses for May, 2017 **\$ 25,072.39**

**Region 2 Planning Commission
Outstanding Accounts Receivable
FY 2017**

Municipality/Source	Date	Inv. No.	Amount
Lenawee County	3/30/2017	3447	1,808.34
MDOT FHWA	4/28/2017	3451	32,139.00
MDOT FTA - JTA		3452	499.00
<i>FY 2017 Balance as of May 31, 2017</i>			\$ 34,446.34

REGION 2 PLANNING COMMISSION
Submitted Bills
June 8, 2017

Vendor	Description	Amount Due
AECOM	JATA Regional Transit Study	\$ 11,014.94
American Speedy Printing	R2PC Bus. Cards	\$ 72.00
Blue Cross/Blue Shield/ Part F	Supplement F Coverage (SD) July 2017	\$ 149.78
County of Jackson	Acctg. Services/Postage	\$ 1,389.36
Direct Office Buys	Supplies May 2017	\$ 18.14
ICMA Retirement Trust	ICMA 401 Contribution	\$ 2,026.73
Jonesville Community Schools	RPI Grant FY 2017	\$ 1,875.80
Monroe County ISD	RPI Grant FY 2017	\$ 352.37
Public Sector Consultants	RPI Grant FY 2017 - April 2017 Support	\$ 2,286.25
VantagePoint Transfer Agents	ICMA RHS Contribution	\$ 222.01
	Total Submitted Billing - May, 2017	<u>\$ 19,407.38</u>



Staff Progress Report May, 2017

Area-Wide Regional Planning Activities

Economic Development

- **Jackson DDA.** Staff attended the monthly meetings of the City of Jackson DDA committee.
- **CEDS Steering Committee.**

Staff facilitated the May 18, 2017, CEDS Steering Committee meeting which is engaged in developing the 2017 Edition of the *Region 2 Planning Commission Comprehensive Economic Development Study* (CEDS). The fourth meeting of the Committee went well and resulted in a lot of good discussion regarding the SWOT (i.e., Strengths, Weaknesses, Opportunities, and Threats) Analysis required as part of the CEDS. The Committee revised the listings of Strengths and Weaknesses drafted at the last meeting and began to draft Opportunities and Threats. Meanwhile, staff continued to update and augment the Performance Monitoring Data to be included in the 2017 Edition of the CEDS and also continued the work of rewriting and reformatting other elements of the document.

- **MEDC Redevelopment Ready Communities Workshop.**

Staff attended the Michigan Economic Development Commission's (MEDC's) workshop regarding its Redevelopment Ready Communities (RRC) Program on May 16, 2017. The first three of six Best Practice modules were covered. The Program is aimed at municipalities with traditional downtowns or other commercial strips that need reinvestment. Engagement in the RRC Program makes municipalities eligible for assistance through the MEDC: evaluation support, expertise and consultation, training opportunities. The MEDC will also assist communities certified in the RRC Program market their top redevelopment sites.

Michigan Association of Regions (MAR)

- Staff participated in the May 9, 2017, meeting of MAR, representing the R2PC.

Regional Prosperity Initiative

- **Program Administration and Project Management**
 - Public Sector Consultants (PSC) prepared meeting materials and coordinated lunch for the May 12 in-person management team meeting.
 - PSC attended and facilitated the May 12 in-person meeting.

[May, 2017 Staff Progress Report]

- PSC collected feedback from the management team to finalize the challenge grant request for proposals (RFP).
 - PSC created and sent an HTML email to more than 300 people, announcing the release of the challenge grant RFP.
 - PSC started a list of contacts and organizations to engage in promoting the challenge grant RTF.
 - PSC authored meeting notes from the May 12 in-person meeting conference call, shared them with the management team, and posted them on the Greater Ann Arbor Region Prosperity Initiative website.
 - PSC translated the Five-Year Prosperity Strategy to an editable Word document for the management team to provide feedback.
 - PSC had conversations with current challenge grant recipients to ensure appropriate reporting.
 - PSC answered questions from organizations interested in applying for a challenge grant.
- **Development of a Unified Regional Brand**
- PSC performed basic plug-in updates to the Greater Ann Arbor Region Prosperity Initiative website.
 - PSC made updates to the Meetings page
<http://greaterannarborregion.org/prosperity/meetings/>
 - PSC launched the Grants page and the application form for challenge grants
<http://greaterannarborregion.org/prosperity/grants/>

Upper Grand River Water Trail Planning Committee

- Staff attended the May 17, 2017 Meeting of the UGRWTC. The Committee reviewed the Upper Grand River Water Trail Development Plan. After some discussion, the Committee decided to approve the Plan with some additional corrections.

R2PC Administration

- Our new Principal Transportation Planner (Tanya DeOliveira) and Associate Planner (Alexa Gozdoff) began their employment with the R2PC on May 8th. They are excited to join and serve the Region 2 Planning Commission communities.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

Program Management

- Staff attended the Transportation Asset Management Council (TAMC) Spring Conference on May 25th, 2017.

[May, 2017 Staff Progress Report]

- Staff began review of FY 2018 Regional Work Program.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Program Management

- Staff attended the monthly directors' meeting of the Michigan Transportation Planning Association.
- Staff attended the quarterly Jackson County GIS Committee meeting.
- Staff attended the bi-monthly Local Transit Advisory Council (LTAC) meeting.
- Staff attended a MDOT workshop on developing safety performance measures.
- Staff conducted the monthly meetings of the JACTS Technical Advisory and Policy committees.
- Staff attended MTPA and TPM meetings in Lansing on May 16, 2017. Discussions surrounded topics such as JobNet and Pavement Performance Measures.
- Staff was asked by MDOT to submit a list of possible Critical Urban & Rural Freight Corridors for the Jackson Area Comprehensive Transportation Study as a part of the FAST ACT. (The FAST ACT is the most recent federal transportation funding bill, an update from MAP-21.) These corridors provide important connections to the National Highway Freight Network (NHFN). Based on the criteria MDOT provided, staff submitted recommendations to the list MDOT created. If any of the recommended JACTS roads became part of MDOT's official list of Critical Urban & Rural Freight Corridors, then they would become eligible for the appropriate FAST LANE (Fast Act grant funding) freight-specific grants. Staff is waiting to hear from MDOT if any other action is needed.

Long Range Transportation Plan

- MDOT and R2PC staff prepared 2045 socio-economic projections for all of Jackson County and allocated the data to the various Traffic Analysis Zones (TAZ) comprising the MPO. The data has been reviewed by the jurisdictions, and ready to be used in the plan. The projections were finalized by MDOT and will be reviewed and approved at the upcoming JACTS and R2PC committee meetings.

Unified Work Program (UWP)

- Staff completed the development of the JACTS FY 2018 unified work program and budget. The major emphasis areas in the FY 2018 UWP will be the completion of the JACTS 2045 Long Range Transportation Plan and a Jackson County Non-Motorized Transportation Study.

Transportation Improvement Program (TIP)

- MDOT and JCDOT amendments to the JACTS FY 2017-2020 have been processed by staff and submitted to MDOT and FHWA for review and approval.
- Staff attended training on a new computer software program entitled JobNET for programming future TIP projects.

[May, 2017 Staff Progress Report]

- Staff continued attending MDOT-sponsored workshops on the development of performance measures and targets to achieve in preparing future FHWA-required work activities.

Jackson Traffic Safety Program

- Staff worked closely with OHSP and our accountant regarding a perceived discrepancy. After much discussion, it was discovered that the wrong screen in MAGIC was being reviewed and there was no error on our part.
- Staff participated in Capital Area Safety Network in Lansing.

Local Planning Assistance

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

Hillsdale County

Jefferson Township

- The Michigan Department of Environmental Quality's Recycling Infrastructure Grant Program awarded Jefferson Township \$19,020.75 for the purchase of two baling machines for use in the Township Transfer Station's recycling program. The two balers will allow Station employees to process and store recyclables more quickly, freeing up limited space for the drop-off of up to an additional 30 tons of recyclables a year. Staff assisted the Township in developing the grant application which was submitted in March of 2017.

City of Litchfield

- Staff facilitated the May 25, 2017, portion of the Planning Commission meeting regarding the 2017 Edition of the *City of Litchfield Master Plan*. A rough draft of the entire document was presented, concentrating on Chapter 3, Community Policies and Plans, including the Future Land Use Plan and Zoning Plan elements. A final draft of the Plan will be submitted to the Commission for its June 28, 2017, meeting and then forwarded to City Council with a request to release it for public comment.

Jackson County

Columbia Township

- Staff responded to a citizen's request regarding the Township's Zoning Ordinance and the Future Land Use Plan Element of its Master Plan.
- Staff also responded to a request for information from the Township. Staff did its best to point the Township in the right direction to obtain the needed information.

[May, 2017 Staff Progress Report]

County of Jackson

■ County Planning Commission

Staff facilitated the May 11, 2017, meeting of the Jackson County Planning Commission (JCPC). Staff reports were prepared for County Planning Commissioners regarding: (1) proposed rezonings in Section 19 (T2S-R2E) of Grass Lake Township, Section 31 (T3S,R2E) of Napoleon Township, and Section 22 (T2S-R1W) of Blackman Township.

■ Solid Waste Management Plan

The final draft of the proposed 2017 Update to the *Jackson County Solid Waste Management Plan* and associated documentation was submitted to the Michigan Department of Environmental Quality for its final approval.

■ Jackson County Parks

Staff provided GIS (Geographic Information System) shapefiles of the County's park system to a Jackson County Parks Department consultant for a project.

■ Upper Grand River Water Trail

Staff attended the May 17, 2017, meeting of the Upper Grand Water Trail Committee to discuss the proposed *Upper Grand River Water Trail Development Plan*.

Liberty Township

- Staff shared the results of Liberty Township's winter 2017 survey with its Planning Commission during the May 15, 2017 meeting.

Pulaski Township

- Staff shared the results of Pulaski Township's winter 2017 survey with its Planning Commission during the May 16, 2017 meeting.

Spring Arbor Township

- Staff spoke with the Township's Zoning Administrator regarding the processing of the possible application of a proposed Type II Home Occupation on the south side of the unincorporated village of Spring Arbor.

Lenawee County

Adrian Township

- Staff met again with Adrian Township officials and representatives from ProMedica—a northwest Ohio and southeast Michigan based nonprofit health system serving Lenawee County—regarding the ProMedica Lenawee Regional Hospital proposed to replace Bixby and Herrick Hospitals. A couple of options for gaining zoning approval for the project were discussed in detail, including the need for possible variances.

Cambridge Township

- Staff met with the Planning Commission to discuss the implementation of the current *Cambridge*

[May, 2017 Staff Progress Report]

Township Master Plan.

Franklin Township

- Staff uploaded the *Franklin Township Zoning Ordinance*, including the map, to the online library located on www.region2planning.com.

County of Lenawee

■ **County Planning Commission**

- Staff facilitated the May 18, 2017, meeting of the Lenawee County Planning Commission (LCPC). Staff reports were prepared for County Planning Commissioners regarding: (1) consideration of text amendments to the *Franklin Township Zoning Ordinance*; and (2) consideration of three PA 116 Farmland Agreements in Riga Township (#17-11, #17-12, #17-13).
- Staff answered a question about the composition of the County Planning Commission posed by the County Administrator. Staff also helped a citizen identify the location of a Posey Lake property and directed him to call Hudson Township's Zoning administrator.

■ **Solid Waste Management Plan**

The 2017 Update to the *Lenawee County Solid Waste Management Plan* failed to be approved by the required two-thirds of the municipalities comprising the County. Consequently, staff sent the current draft of the proposed Plan Amendment and associated documentation to the Michigan Department of Environmental Quality so that it can finish the required amendment.

Macon Township

- Staff facilitated the April 19, 2017, meeting of the Planning Commission. The discussion that night regarded the creation of zoning standards for solar farms: solar energy facilities that are a primary use of property and designed to generate and transmit electricity to the commercial power grid. Staff provided a 2-part online article published by Michigan State University Extension regarding planning and zoning for solar energy. The majority of the meeting was used to review several sets of solar farm standards from across the United States. Standards from Iron County, Utah, were selected for their content and model standards proposed by the California County Planning Directors Association were selected for their process. Staff will prepare draft regulations prior to the June 7, 2017, meeting of the Planning Commission. It was also announced that Spring Arbor Township will split the cost of developing the model standards which can then be used by other municipalities in the Region 2 Area.

City of Morenci

- Staff updated the *City of Morenci Zoning Map* at the direction of the City Administrator and uploaded it to the online library located on www.region2planning.com.

Palmyra Township

- Staff provided demographic data to the Chair of the Township Planning Commission at his request.
- Staff also spoke with the Township Clerk about how to identify all of the cell towers and billboards located in the Township.

[May, 2017 Staff Progress Report]

Rollin Township

- Staff updated the *Rollin Township Zoning Map* at the direction of the Township Planning Commission Chair and uploaded it to the online library located on www.region2planning.com. The text of the *Rollin Township Zoning Ordinance* was also uploaded to the online library.

Woodstock Township

- Staff uploaded the *Rollin Township Zoning Ordinance*, including the map, to the online library located on www.region2planning.com.
- Staff also spoke with a Township Official regarding the site plan review for a proposed gas station.

Jackson Area Comprehensive Transportation Study 2045 Travel Demand Model Development Future Year Socioeconomic Data Review and Approval

Michigan Department of Transportation (MDOT) staff have finished obtaining and processing local agency comments for the Jackson Area Comprehensive Transportation Study (JACTS) 2045 Travel Demand Model (referred to as “model” throughout the remainder of this document), future year socio-economic (SE) data trends. This data is forecasted from the model base year of 2014, which was approved by the JACTS Technical Advisory and Policy committees in October 2016, to the horizon year of 2045. Interim years of 2025 and 2035 are also listed on these tables.

As part of the Metropolitan Transportation Planning (MTP) process, which is required for obtaining federal funds, future year data is used to identify anticipated travel patterns and potential roadway capacity deficiencies on the road network for the JACTS model area. Proposed capacity road projects are tested as part of the MTP development.

Attached are two tables, provided at the jurisdictional level, for JACTS committee review and subsequent approval, which contain forecasted projections for the following:

- Table 1 – Demographic Forecasts
 - Total population totals
 - Group Quarters (GQ) population totals
 - Occupied Housing Unit (OHU) totals

- Table 2 – Employment Forecasts
 - Retail sector employment totals
 - Service sector employment totals
 - Other employment (including manufacturing) sector totals
 - Combined employment total

MDOT and R2PC staff is requesting that the JACTS Technical Advisory and Policy committees review the attached tables, and provide any adjustments for MDOT staff to make, prior to the respective May committee meetings.

The final adjustments, if any are provided, will be presented to each committee for approval. The data will then be incorporated into the model. Detailed breakdowns for both tables and supplemental maps can be provided upon request. Any adjustments, maps, zone-level data, and/or questions can be directed to Tyler Kent, Transportation Planner, MDOT, via email at KentT@Michigan.gov or by phone at 517-373-1989. MDOT and R2PC appreciate any comments that you may have regarding the data being submitted. Thank you for your cooperation.

**JACTS 2045 Travel Demand Model, Forecast Year Demographic Data Review:
JACTS / Jackson County**

Jurisdiction	APPROVED	FOR APPROVAL	FOR APPROVAL	FOR APPROVAL	APPROVED	FOR APPROVAL	FOR APPROVAL	FOR APPROVAL	APPROVED	FOR APPROVAL	FOR APPROVAL	FOR APPROVAL
	Total Pop. 2014	Total Pop. 2025	Total Pop. 2035	Total Pop. 2045	GQ Pop. 2014	GQ Pop. 2025	GQ Pop. 2035	GQ Pop. 2045	OHU 2014	OHU 2025	OHU 2035	OHU 2045
City of Jackson	33,309	32,492	31,862	30,509	744	725	712	679	12,833	13,339	13,366	13,020
Village of Brooklyn	1,249	1,270	1,296	1,291	0	0	0	0	551	583	594	589
Village of Concord	1,036	1,052	1,074	1,070	0	0	0	0	397	420	429	424
Village of Grass Lake	1,164	1,218	1,269	1,289	0	0	0	0	469	516	542	553
Village of Hanover	453	464	476	479	0	0	0	0	164	176	180	179
Village of Parma	769	791	816	822	19	19	20	20	287	306	316	316
Village of Springport	807	806	807	791	0	0	0	0	308	323	328	323
Blackman Township	23,615	24,058	24,635	24,647	5,196	5,265	5,360	5,336	7,950	8,528	8,790	8,788
Columbia Township	6,161	6,335	6,537	6,586	6	6	6	6	2,408	2,615	2,728	2,754
Concord Township	1,532	1,559	1,590	1,586	4	4	5	5	560	593	604	597
Grass Lake Township	4,487	4,695	4,889	4,966	0	0	0	0	1,711	1,880	1,979	2,017
Hanover Township	3,343	3,422	3,517	3,528	0	0	0	0	1,259	1,343	1,375	1,369
Henrietta Township	4,729	4,864	5,025	5,066	19	20	20	20	1,801	1,950	2,024	2,041
Leoni Township	13,762	13,981	14,269	14,225	7	7	7	7	5,681	6,013	6,131	6,065
Liberty Township	2,960	3,057	3,168	3,209	5	5	5	5	1,159	1,264	1,322	1,343
Napoleon Township	6,768	6,911	7,082	7,094	32	33	33	33	2,715	2,873	2,930	2,897
Norvell Township	2,945	2,986	3,037	3,019	8	8	8	8	1,230	1,301	1,326	1,313
Parma Township	2,502	2,580	2,671	2,700	20	20	21	21	916	975	1,001	994
Pulaski Township	2,131	2,144	2,167	2,143	8	8	8	8	762	805	816	805
Rives Township	4,648	4,721	4,821	4,803	22	23	23	23	1,666	1,762	1,796	1,777
Sandstone Township	3,434	3,530	3,639	3,664	75	77	80	80	1,259	1,349	1,390	1,390
Spring Arbor Township	8,202	8,381	8,623	8,665	1,181	1,206	1,241	1,248	2,646	2,824	2,901	2,891
Springport Township	1,372	1,369	1,371	1,343	0	0	0	0	539	566	574	564
Summit Township	22,859	23,824	24,392	24,402	378	437	446	448	9,069	9,613	9,813	9,714
Tompkins Township	2,696	2,733	2,767	2,800	0	0	0	0	1,074	1,178	1,236	1,257
Waterloo Township	2,963	2,971	2,996	2,953	0	0	0	0	1,130	1,190	1,208	1,190
TOTAL	159,896	162,214	164,796	163,650	7,724	7,863	7,995	7,947	60,544	64,285	65,699	65,170

"Pop." - Population

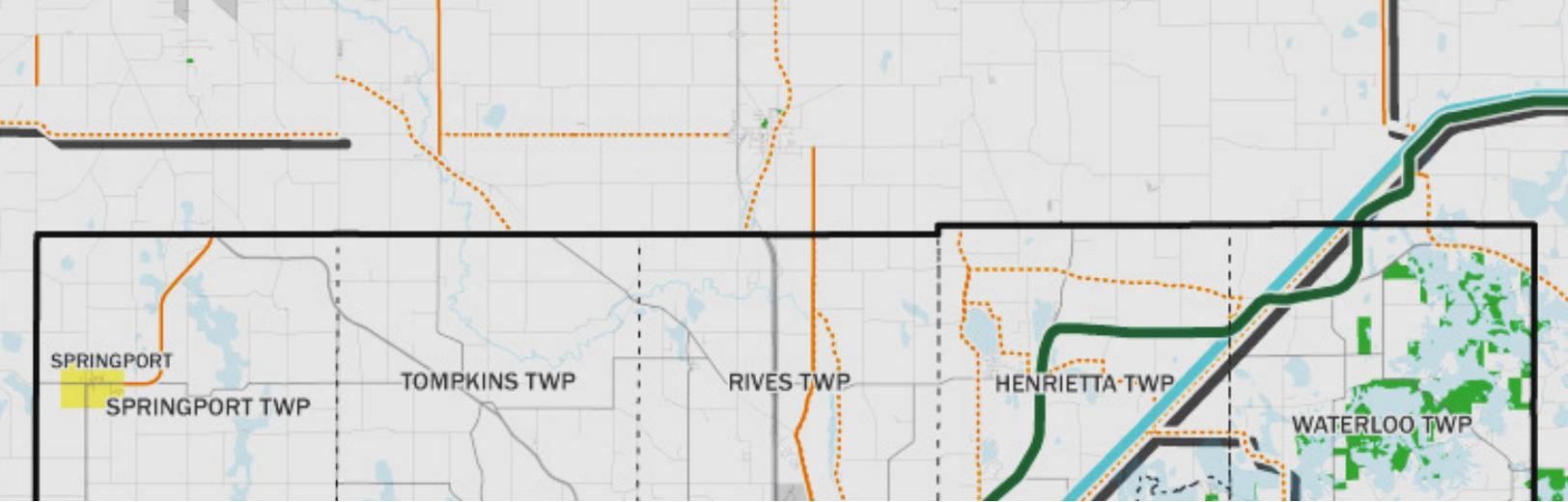
"GQ" - Group Quarters

"OHU" - Occupied Housing Units

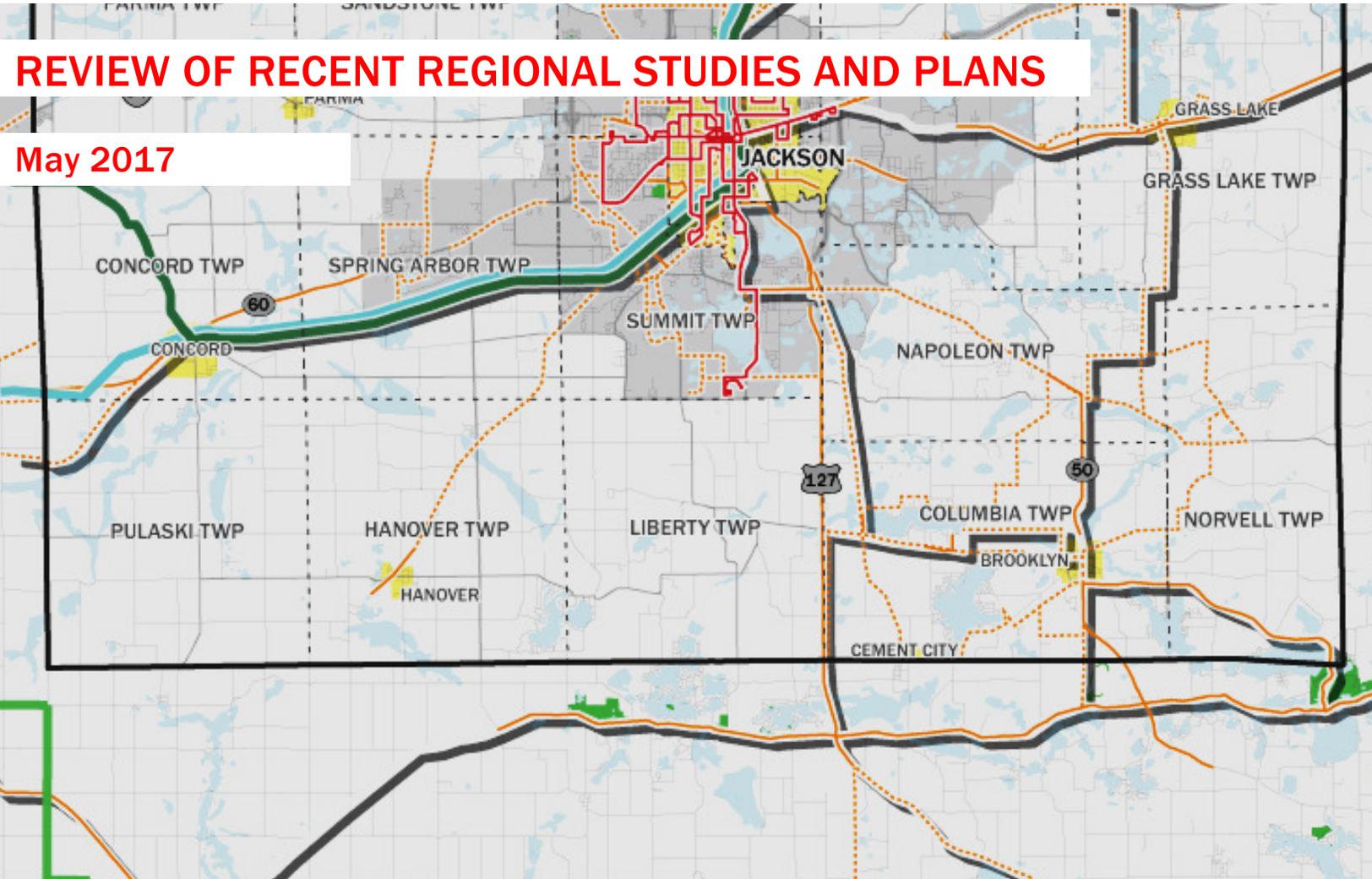
**JACTS 2045 Travel Demand Model, Forecast Year Employment Data Review:
JACTS / Jackson County**

Jurisdiction	APPROVED	FOR APPROVAL	FOR APPROVAL	FOR APPROVAL	APPROVED	FOR APPROVAL	FOR APPROVAL	FOR APPROVAL	APPROVED	FOR APPROVAL	FOR APPROVAL	FOR APPROVAL	APPROVED	FOR APPROVAL	FOR APPROVAL	FOR APPROVAL
	Retail Emp. 2014	Retail Emp. 2025	Retail Emp. 2035	Retail Emp. 2045	Service Emp. 2014	Service Emp. 2025	Service Emp. 2035	Service Emp. 2045	Other Emp. 2014	Other Emp. 2025	Other Emp. 2035	Other Emp. 2045	Total Emp. 2014	Total Emp. 2025	Total Emp. 2035	Total Emp. 2045
City of Jackson	3,419	3,327	3,251	3,255	13,978	15,734	16,696	17,388	10,232	10,521	10,725	10,944	27,629	29,582	30,672	31,587
Village of Brooklyn	156	239	229	224	659	712	729	736	269	273	278	282	1,084	1,224	1,236	1,242
Village of Concord	45	42	38	38	236	241	243	243	210	201	198	194	491	484	479	475
Village of Grass Lake	20	20	18	18	181	195	200	203	93	88	86	84	294	303	304	305
Village of Hanover	19	18	17	16	79	84	86	86	55	53	51	49	153	155	154	151
Village of Parma	10	10	10	10	124	138	145	149	70	67	65	65	204	215	220	224
Village of Springport	12	11	10	10	138	138	139	139	149	138	129	123	299	287	278	272
Blackman Township	4,401	4,034	3,789	3,641	4,700	4,928	5,026	5,078	7,567	7,388	7,293	7,203	16,668	16,350	16,108	15,922
Columbia Township	288	275	263	257	490	528	540	542	459	451	447	445	1,237	1,254	1,250	1,244
Concord Township	7	7	7	7	75	76	77	77	172	166	161	160	254	249	245	244
Grass Lake Township	117	112	109	107	437	473	486	491	822	814	790	776	1,376	1,399	1,385	1,374
Hanover Township	12	12	11	10	168	179	183	183	209	222	214	210	389	413	408	403
Henrietta Township	70	65	63	61	127	133	135	135	277	274	272	268	474	472	470	464
Leoni Township	685	701	719	752	1,726	1,950	2,078	2,172	2,017	2,042	2,088	2,148	4,428	4,693	4,885	5,072
Liberty Township	43	43	43	44	85	96	104	111	146	149	157	168	274	288	304	323
Napoleon Township	71	68	67	67	599	656	683	700	763	763	773	793	1,433	1,487	1,523	1,560
Norvell Township	5	5	5	4	30	31	31	30	104	104	104	104	139	140	140	138
Parma Township	20	20	20	20	83	90	93	95	140	132	127	125	243	242	240	240
Pulaski Township	5	5	5	5	23	23	23	23	55	51	47	46	83	79	75	74
Rives Township	24	24	23	23	125	136	139	141	218	218	218	223	367	378	380	387
Sandstone Township	14	14	14	14	187	208	221	229	1,419	1,371	1,357	1,371	1,620	1,593	1,592	1,614
Spring Arbor Township	143	135	129	125	1,175	1,263	1,299	1,316	568	558	553	550	1,886	1,956	1,981	1,991
Springport Township	10	10	9	8	16	16	16	16	13	13	11	11	39	39	36	35
Summit Township	703	679	654	642	4,161	4,545	4,704	4,794	2,603	2,590	2,571	2,550	7,467	7,814	7,929	7,986
Tompkins Township	14	13	12	12	15	15	15	15	61	60	57	57	90	88	84	84
Waterloo Township	61	60	58	56	168	183	187	190	146	144	144	144	375	387	389	390
TOTAL	10,374	9,949	9,573	9,426	29,785	32,771	34,278	35,282	28,837	28,851	28,916	29,093	68,996	71,571	72,767	73,801

"Emp." - Employment



Connecting Jackson County



REVIEW OF RECENT REGIONAL STUDIES AND PLANS

May 2017



Table of Contents

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2.	Project Purpose and Need Summary	1
3.	Review of Existing Plans	3
	Transportation Plans	3
	City, Township and Village Plans	8
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Memorandum 1: Review of Recent Regional Studies and Plans

1. Introduction

Great transportation is an essential part of a vibrant community. The Jackson Area Transportation Authority (JATA) desires to ensure easy access to transportation options for the community. With a service area of 58 square miles and a service market of just over 90,000 people, this endeavor is no small task. JATA has been serving the Jackson area for more than 50 years. It was initially formed through a partnership between the Chamber of Commerce and local merchants after a private transportation provider discontinued service in the area. From there it grew, gained new funding sources, and became an authority under Michigan's Public Act 196 in 1986.



2. Project Purpose and Need Summary

In an effort to identify opportunities to better serve the Jackson Area community, JATA recently worked with its Metropolitan Planning Organization, Region 2 Planning Commission, to complete a market research study. The study, which was completed in 2015 by a third party, sought to gather business, community, and rider input regarding regional service priorities through various surveys. Based on the results of this study JATA has determined that the following project objectives and needs should be accomplished in this project to best serve its users for the future.

- Development of a final report
- Education of JATA staff and JATA users about potential changes

The primary objectives of this study are:

- Evaluate the existing public transportation system's ability to provide effective transport for Jackson area residents to get to basic services such as employment, school, medical facilities, retail, etc.
- Develop implementable solutions to overcome barriers and eliminate inefficiencies.

To best accomplish these objectives the project needs are:

- Review existing planning documents
- Inventory existing services provided by JATA
- Quantify demand to assess future needs
- Identify gaps in both service and infrastructure
- Create an implementable plan to address unmet needs

JACKSON AREA TRANSIT AUTHORITY COMMUNITY EVENT SURVEY RESULTS

JATA PASSENGER SURVEY

FREQUENT RIDERS	39%	66%	NO VEHICLE AVAILABLE
	OF RESPONDENTS HAD	OF RESPONDENTS LIVE	
66%	30 MINUTE	TWO BLOCKS	70%
OF RESPONDENTS	COMMUTE	FROM A STOP	OF RESPONDENTS

COUNTY AND PASSENGER SURVEY

69%	CONSIDER TRANSIT IMPORTANT TO THE COMMUNITY
	UNAWARE OF RESERVE-A-RIDE PROGRAM
49%	
9%	WITH A VEHICLE USE JATA 1 - 5 TIMES PER MONTH
	FIXED ROUTE RIDERS SATISFIED WITH JATA SERVICE
80%	

TOP PRIORITIES FOR NEXT 3 YEARS

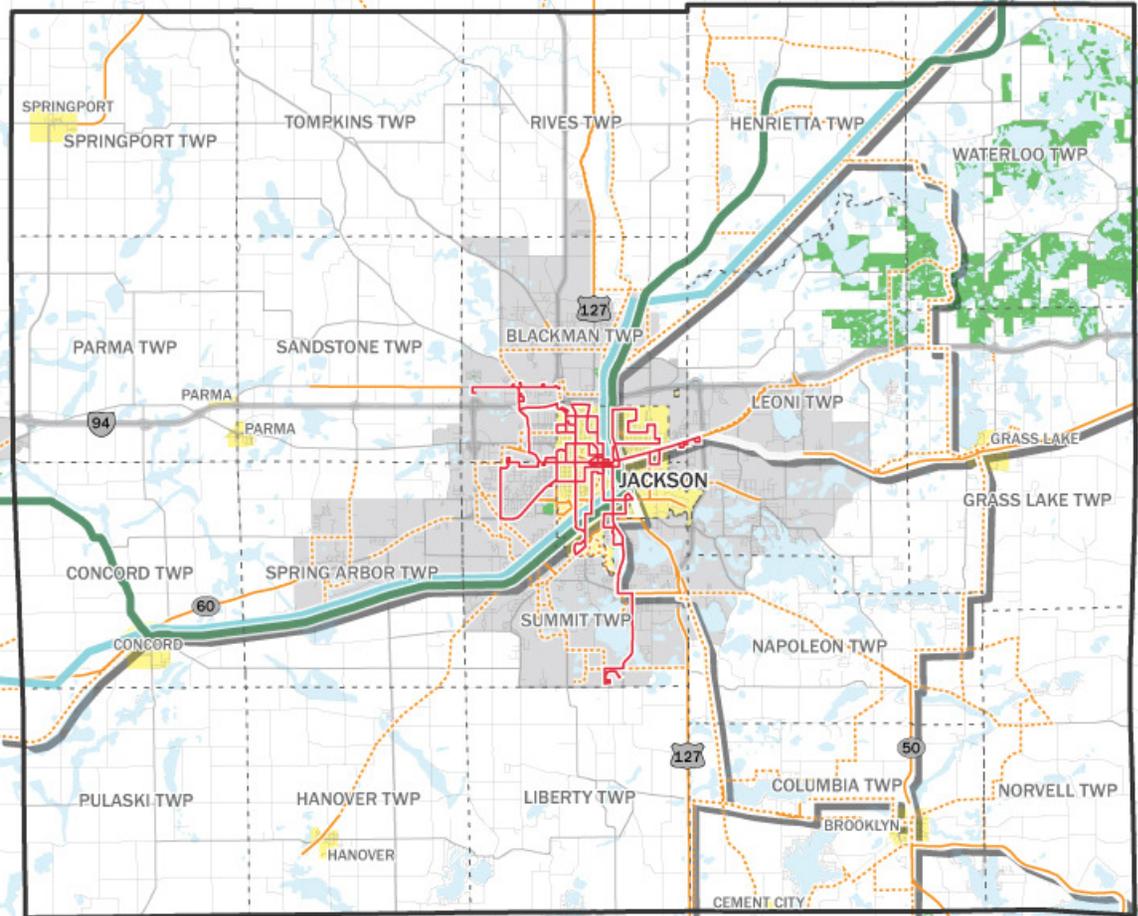
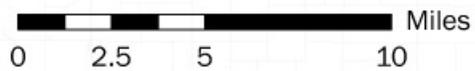
			
EXTEND HOURS	IMPROVE SERVICE EFFICIENCY	IMPROVE PUBLIC AWARENESS	EXPAND CITY AND COUNTY SERVICE

LEGEND

- JATA BUS ROUTES
- REGIONAL NONMOTORIZED CORRIDORS
- NORTH COUNTRY TRAIL
- IRON BELLE HIKING TRAIL
- GREAT LAKE TO LAKE TRAIL
- EXISTING NONMOTORIZED FACILITY
- PROPOSED NONMOTORIZED FACILITY
- JACKSON COUNTY BOUNDARY
- MUNICIPAL BOUNDARIES
- CITIES / VILLAGES
- URBANIZED AREA
- PARKS / OPEN SPACE
- LAKES / WATER

SOURCES: JATA, MDOT UNIVERSITY REGION,
MICHIGAN OPEN DATA PORTAL, OPENSTREETMAP,
GEOFRABRIK.DE

PREPARED 5/26/17 BY HK
P:\PROJECTS\TRN\60537410 JATA\900-GIS-DATA-GRAPHICS-PHOTOS\920-GIS OR GRAPHICS\ILLUSTRATOR



3. Review of Existing Plans

A thorough review of previous planning work from the Jackson area was completed in an attempt to understand the makeup of Jackson County and how the transit system fits in with communities, employers, and other stakeholders.

Plans and studies were collected from a variety of sources, including: the Region 2 Planning Commission, MDOT, Cities, Villages, and Townships within the County. Documents were reviewed to determine their relationship to the transit and non-motorized environment. Each document reviewed is summarized below.

Transportation Plans

Jackson Area Transportation Authority (JATA) Countywide Survey (2015)

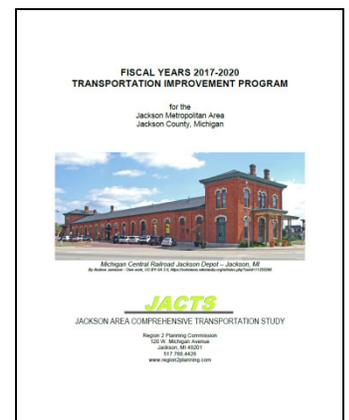
This 2015 countywide survey conducted customer and community market research in Jackson County. The purpose was to gather household and business input on the needs and prioritization of needs of past, current and future JATA users and county residents. The horizon for the needs prioritization was 10 years – to 2025. The survey findings, drawing from 911 completed interviews, showed that many people in the county were unaware of JATA services and how to access information about them. From the survey report:

“...one-half of the sample did not know if the hours of service are convenient, if the days of service are convenient, if the bus schedules are easy to read, or if bus fares are reasonable. This indicates that one-half of the county has probably not even considered public transportation using JATA services.”

The survey process revealed that priorities for the next three years should include expanding JATA's service offerings throughout Jackson County and improving public awareness of and support for current services.

Jackson Area Comprehensive Transportation Study (JACTS) Transportation Improvement Program (TIP) for Fiscal Years 2017-2020 (2017)

The JACTS FY 2017-2020 TIP was prepared by the Region 2 Planning Commission (R2PC) in coordination with MDOT, Jackson County Department of Transportation, JATA, and local jurisdictions. R2PC is the state-designated Metropolitan Planning Organization (MPO) for the Jackson urbanized area and adopted the TIP in July 2016. The TIP is consistent with the JACTS Long-Range Transportation Plan (LRTP) and identifies programming during a four-year period. The TIP identifies \$23.5 million for transit service during the four-year period, the vast majority of which is for operations (\$22.2 million). Total TIP programming is roughly \$152 million. The TIP's environmental justice analysis concluded that that the proposed projects do not result in violations of Executive Order 12898.



JACTS FY 2017 Urban Transportation Planning Unified Work Program (2016)

The Unified Work Program realizes an unfunded element of the Long Range Transportation Plan. It describes all budgeted transportation and associated planning activities to be performed by JACTS in the 2017 Fiscal Year, which are selected according to performance-based planning and programming.

Elements supporting transit service operation include:

- Implementing a Transportation Data Management System for JATA operations, ridership and financial data; some resulting products include status and data monitoring reports, transit GIS layers and a safety profile
- Assisting JATA in analyzing expansion of existing routes / fleet to address growth-driven transit needs, as well as evaluating route performance, unmet transit needs, and demand for service. Products would include LRTP elements, transit studies and ridership surveys
- Performing travel demand modeling
- Coordinating transit infrastructure investments with non-motorized improvements
- Developing strategies for “livability, sustainability, climate change, and greenhouse gas reduction,” which could include prioritizing efficient public transit service delivery
- Working with service providers to identify gaps in cross-county, cross-system trip making
- Identifying underrepresented populations and their transportation needs
- Prioritizing transportation enhancements within the TIP

JACTS 2040 Long Range Transportation Plan (2013)

The current LRTP was completed in June 2013.

Chapter 8 addresses Transit, Intercity Bus and Taxi and describes JATA's existing fixed route, ADA and demand response operation. It also provides proposed capital and operating expenditures through 2014, valued at over \$246 million. Unfunded LRTP items include:

- Continuation of medical, educational, and human service transportation at or above 2013 levels
- Maintenance of non-profit, agency-owned vehicles
- Expansion of fixed-route and countywide demand response service
- Introduction of new intercity corridor service to Lansing, Ann Arbor and Battle Creek (Greyhound served the east-west market in 2013 but no north-south service between Jackson and Lansing was available)
- Coordination of public transit and passenger transportation operators in the JACTS region through a Unified Work Program
- Implementation of multi-modal transportation center at the existing Amtrak station
- Implementation of a training facility for JATA, school bus operators and other transportation service providers

The LRTP identified two taxi service companies registered in Jackson and several limousine, shuttle and car rental providers in the region. The plan makes no mention of existing rideshare providers, such as Uber and Lyft.



Moving Michigan Forward: 2040 State Long-Range Transportation Plan (LRTP)(2016)

The four goals of the 2040 Michigan Department of Transportation (MDOT) LRTP are as follows:

- System Improvements
- Efficient and Effective Operations
- Safety and Security
- Stewardship

The State's long-range transportation plan included input received from stakeholders and the public. The highest priority response given by stakeholders was "maintain/preserve the existing transportation system," followed by "better integration of transit services into the transportation system." A number of the State's transportation goals relate directly to transit:

Public Transit

Transit is recognized in the SLRP as an integral part of the state's transportation system and economy. The Plan suggests that although hours of service are increasing overall for public transit agencies, without additional revenue funding ridership may continue to drop. This is in part because state funding is not planned to increase alongside rising costs to agencies. The Plan notes that vanpooling is increasing both in number of riders and vans. A demonstration project providing vanpools to Department of Health and Human Services clients was started in 2014 and continues to date.

Trends in the state point to increased momentum for rapid transit projects, and increases in the use of intelligent transportation systems to enhance public transit. Notable too is the evolution of transit agencies from service providers to mobility managers. The Plan notes that mobility managers are particularly helpful in filling gaps for cross-county trips and between neighboring transit systems.

Intercity Bus Service

Greyhound Lines, Inc. and Indian Trails, Inc. are the state's two principal intercity bus carriers. In response to carrier service reductions, some subsidized bus service has emerged. The above-mentioned carriers provide service on five contracted routes that the marketplace had abandoned. The state's objective in

subsidizing these routes is to maintain community access to the national intercity bus network. These two carriers, through a combination of contracted services and subsidized capital, provide the majority of intercity bus service in Michigan.

The contracted services and subsidized capital work together to form the intercity bus network in Michigan. Several of the intercity bus routes also serve as thruway connections to the nation's intercity passenger rail system. Ridership along contracted routes has decreased by about 10 percent from 2012 to 2015. Decreased ridership increases the subsidy required to operate the routes. Funding requirements increased from \$1.7 million in 2012 to \$2 million in 2015.

Passenger Rail

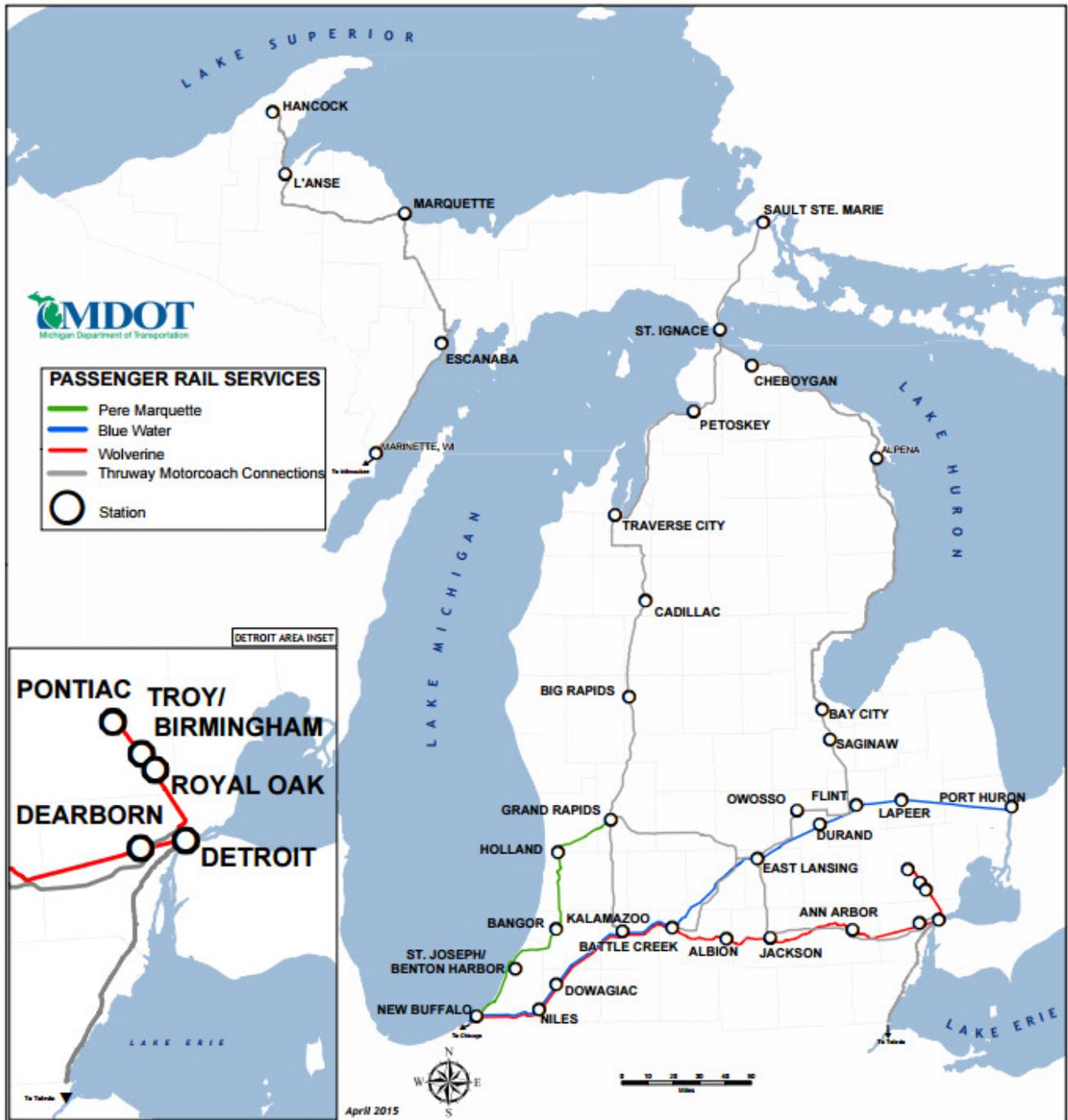
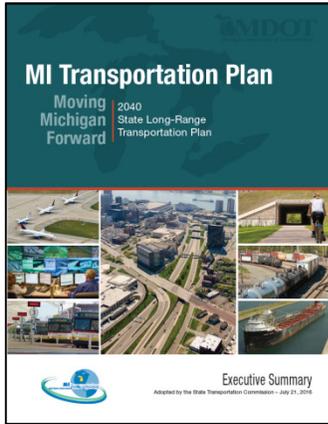
Michigan is served by one principal intercity passenger rail service provided by Amtrak (National Railroad Passenger Corp.), established by Congress with the passage of the National Railway Passenger Service Act of 1970. Amtrak operates a nationwide rail network that serves more than 500 destinations in 46 states, on about 21,000 miles of routes. It is both a business and a public enterprise that relies on funding from Congress. Amtrak initiated service in Michigan in 1971 as part of its nationwide system. The Amtrak Wolverine line passes through Jackson.

Connected and Automated Vehicles:

MDOT is currently testing Vehicle-to-Infrastructure communication technology. This and other emerging connected vehicle technology has the potential to improve signal phase and timing for transit services throughout the state. Tests are limited to certain geographic areas but are expected to expand in the future.

Iron Belle Trail

The longest designated state trail in the nation, the Iron Belle Trail offers hiking and biking trails between Ironwood in Michigan's Upper Peninsula and Belle Isle Park in Detroit. The hiking route is 1,273 miles and 69% complete, and the bicycle route is 791 miles and 64% complete according to the Michigan Department of Natural Resources. The trail travels northeast to southwest through Jackson, following the Lakeland, Inter-City and Falling Waters trails. The section connecting the Jackson Inter-City Trail to the Lakeland Trail is yet to be constructed.



MDOT University Region Non-Motorized Plan, 2015
<http://www.uregionnomoplan.com/>

The MDOT University Region is comprised of 10 counties in south central Lower Michigan: Clinton, Shiawassee, Eaton, Ingham, Livingston, Jackson, Washtenaw, Hillsdale, Lenawee and Monroe.

The Non-Motorized Plan, developed between July 2014 and July 2015, centered on the following goals:

- Document the existing and proposed network
- Identify opportunities to enhance non-motorized transportation
- Help prioritize non-motorized investment
- Foster cooperative planning across municipal/county boundaries and continue to coordinate these efforts

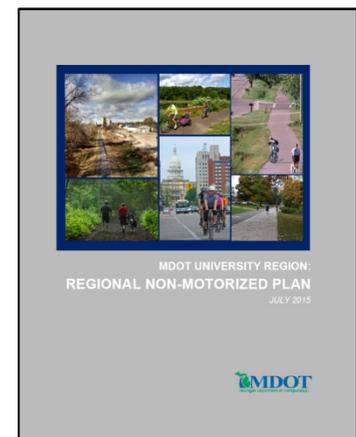
The plan explains that there are 104 miles of existing facilities in Jackson County, with another 224 miles of proposed shared use paths, including the Jackson to Lakeland Connector, mileage in and around Jackson, and a north-south connector between Henrietta Township and Brooklyn. The majority of existing facilities are paved shoulders 4' wide or greater (56 miles), followed by shared use paths (21 miles) and bike lanes (20 miles). Important paths in the County include the Falling Waters Trail, Jackson Inter-City Trail and Jackson to Lakeland Connector Trail.

Priorities in Jackson County identified in the plan are as follows:

1. Design and construct the MDNR owned Jackson to Lakeland Connector and ensure a connection into the Inter-City Jackson Trail. This is also part of the Great Lake-to-Lake Trail and the Iron Belle hiking Trail.
2. The Heart of the Lakes Recreation Commission Plan focuses on connecting communities to Brooklyn, Clark Lake, the Wamplers Lake area and north to Waterloo Recreation Area and the Jackson Lakeland Connector Trail.
3. Determine route to extend the Falling Waters Trail west through Concord and into Calhoun County.

4. There is interest in establishing a north/south route from the Lakeland Connector south to Brooklyn and the Irish Hills Area.
5. Facilities within and around the City of Jackson are a priority in order to improve the walkability and bikeability of the urban community. The City of Jackson and Jackson County recently completed plans detailing specific priorities within the community.
6. It is an on-going priority within the County to provide connections to and from the Falling Waters Trail and Lakeland Connector Trail Regional Corridors.
7. There is an extensive Grand River Water Trail led by the Grand River Environmental Action Team (GREAT). Coordinating and complementing the water trail and the emerging non-motorized network is a priority.
8. Additional planning efforts are needed to coordinate with various agencies and stakeholders to determine routes and connections toward Leslie, Springport and Eaton County.

A map of the above priorities is shown below in **Figure X:**

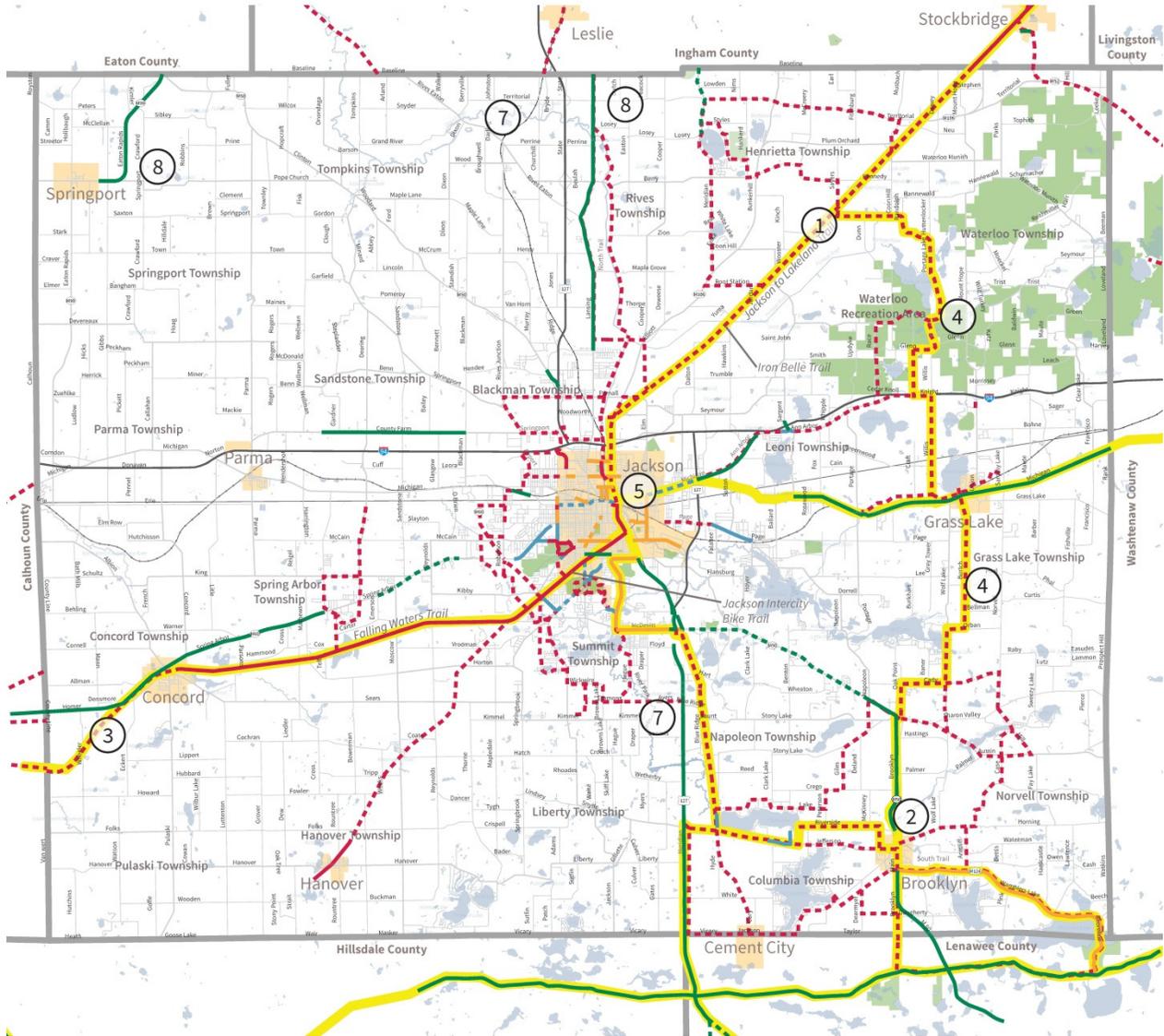


Jackson County

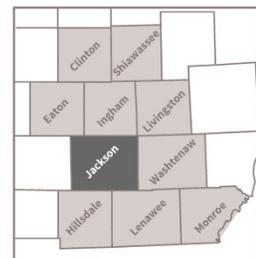
LEGEND

- SHARED USE PATH
- PAVED SHOULDER - GREATER THAN 4 FT. WIDE
- SIDE PATH
- BIKE LANE
- PROPOSED REGIONAL CORRIDOR
- KEYS TO TEXT DESCRIPTION OF PRIORITIES IN MASTER PLAN

	EXISTING		PROPOSED



**MDOT University Region
Non-Motorized Plan**
Proposed Regional Corridors
June 2015



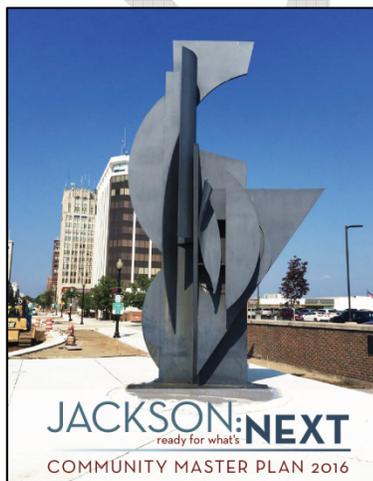
City, Township and Village Plans

City of Jackson “Jackson: Ready for What’s Next” Community Master Plan (2016)

The Jackson Community Master Plan is meant to provide a framework for redevelopment, community vitality, neighborhood stability, and preservation of core community assets. The plan is comprehensive, covering city-wide issues related to demographics, land use, economics, assets and other topics. Section 3 of the Plan discusses the City’s transportation network and aspirations. Although the current transportation network is described as biased toward automobiles, in 2006 the City of Jackson, Jackson County Planning Commission / Metropolitan Planning Organization, Jackson County Road Commission, and Region 2 Planning Commission adopted nearly identical Complete Streets resolutions. The resolutions called for including bicycling and walking in routine transportation planning, design, construction, maintenance, and operation.

Regarding transportation, the Plan proposes:

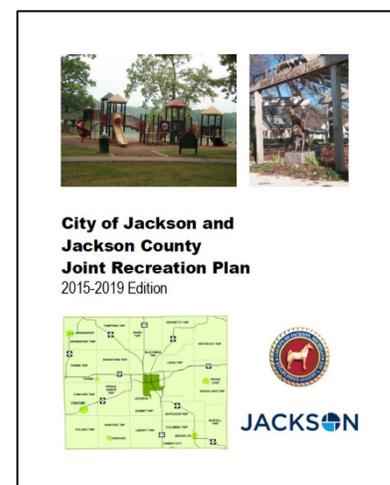
- Creating complete streets within the City to encourage non-motorized transportation. The plan offers a “Kit of Parts” with various street enhancement options to accomplish roadway improvements.
- Bridging network gaps, especially for pedestrians, bicyclists and transit users.



City of Jackson and Jackson County Joint Recreation Plan, 2015-2019 Edition

The Joint Recreation Plan includes “Nontraditional recreation opportunities such as historic districts/structures and shopping opportunities are catalogued, as well as traditional parks and recreation facilities.” The plan notes that, according to the Michigan Transportation Fund Act (Act 51), “a reasonable amount, but not less than 1% of” funds allocated to the state or a local jurisdiction “shall be expended for construction or improvement of non-motorized transportation services and facilities.” Identified traditional and non-traditional recreational opportunities can be accessed using JATA transit services. Identified non-motorized transportation services facilitate access and egress from the JATA system. The plan notes that most Jackson streets have sidewalks and identifies the downtown areas of Brooklyn, Concord, Grass Lake, Hanover, Jackson, Michigan Center, Napoleon, Parma, and Spring Arbor and non-traditional recreation areas for shopping and cultural activities.

The plan identifies destination-based bike routes in the city and county, as well as shared-use trails (existing and planned). These include existing trails noted in the 2002 Jackson County Regional Trailway Study:



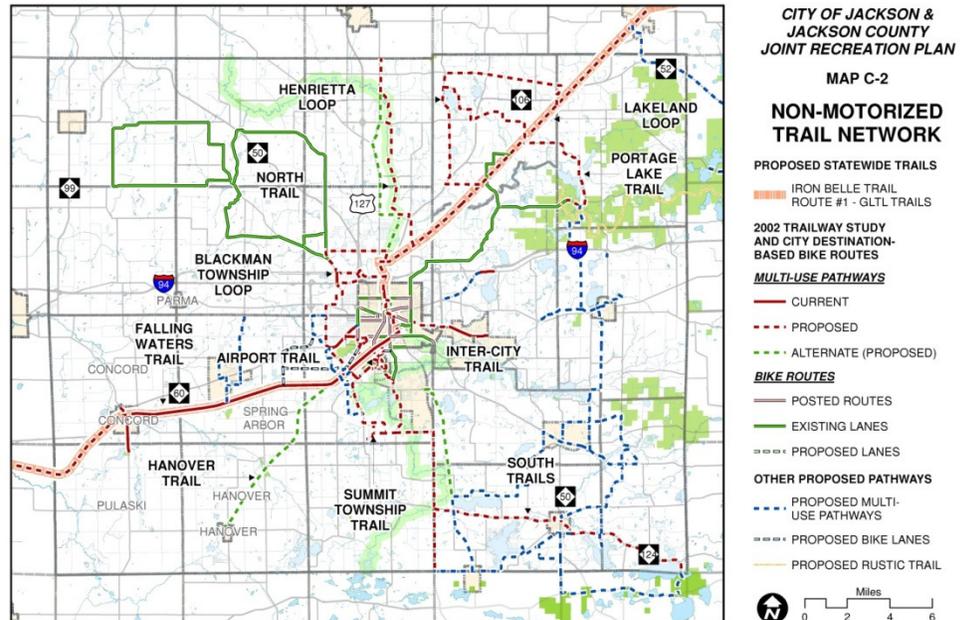
- Lakelands Trail – 15.4 miles
- Henrietta Loop – 19.9 miles
- Portage Lake Trail – 6.5 miles
- North Trail – 7.6 miles
- Blackman Township Loop – 8.0 miles
- Inter-City Trail – 7.5 miles
- Airport Trail – 5.5 miles
- Falling Waters Trail – 11.5 miles (subsequently extended to meet the Inter-City Trail)
- Hanover Trail – 8.9 miles
- Summit Township Loop – 7.2 miles
- Ella Sharp Park Trail and Cascades Park – 4.4 miles
- South Trail – 19.5 miles, connection to existing trail on Page Avenue (0.3 miles)

- Inter-City Trail/Falling Waters Trail corridor and proposed extension of the Lakeland Trail: segments of the proposed Great Lake-to-Lake Trails.

The Joint Recreation Plan vision includes extending the Lakelands Trail 10-12 miles to the Falling Waters/Inter-City Trail Corridor. It also proposes a “trail loop” in

Proposed trails identified include:

- Heart of the Lakes Area: non-motorized pathways designed to supplement the South Trail in the Village of Brooklyn and the townships of Columbia, Napoleon, and Norvell.
- Grass Lake Area: non-motorized pathways within Grass Lake Township and the Village of Grass Lake, with planned connections to Leoni Township, the Heart of the Lakes Area, and the other trails;
- Leoni Township: boardwalk/shared use path along Michigan Avenue extending to the Grass Lake Area and a shared-use path along Ann Arbor Road;
- Village of Concord: extension of the Falling Waters Trail westward to Norman Gottschalk Park and southward to Swains Lake County Park;
- Summit Township: connections between the existing trail network and the proposed the Falling Waters Trail; and

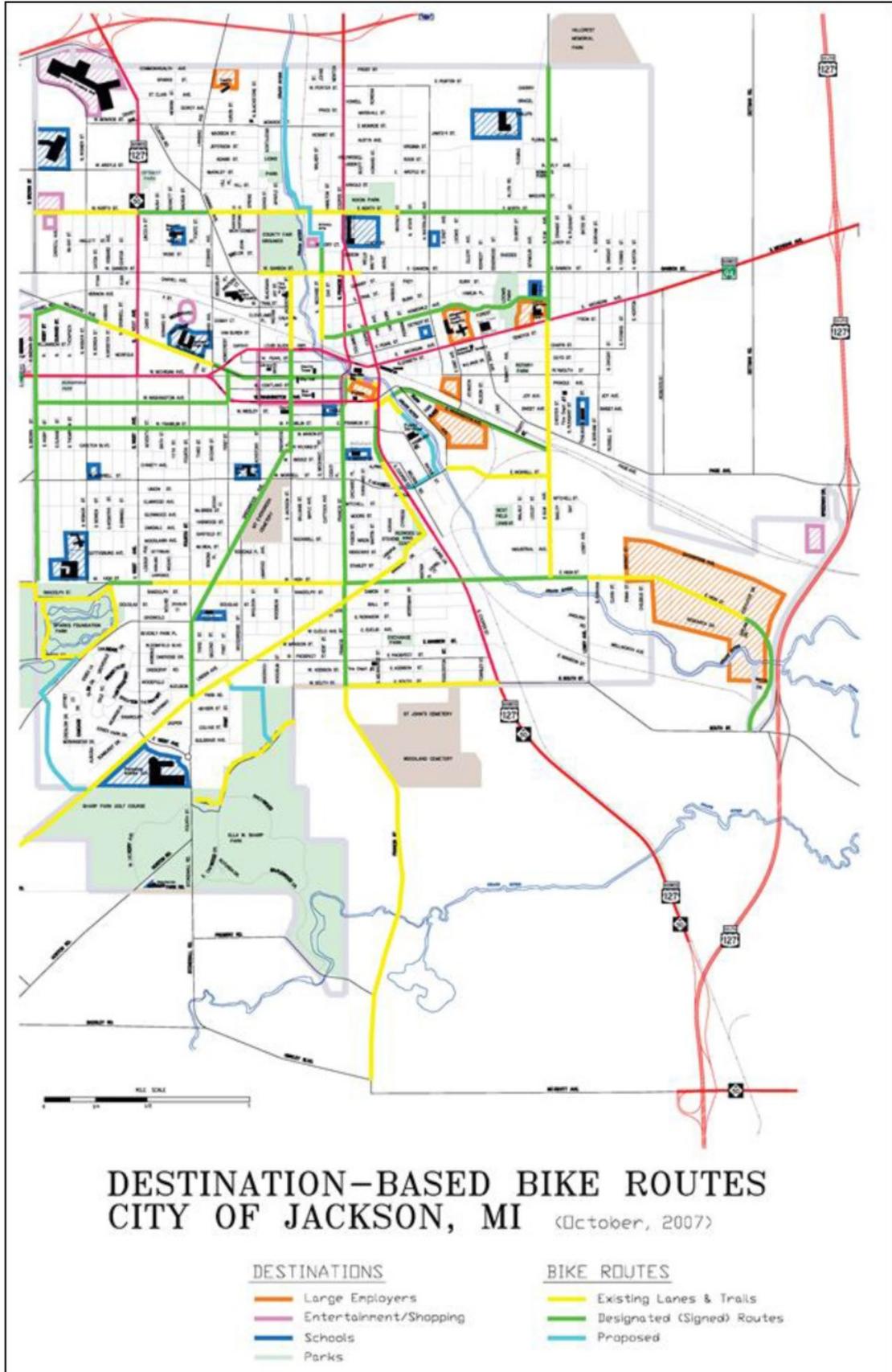


partnership with Summit Township, which would connect the Inter-City Trail with the Falling Waters Trail by way of the Weatherwax Trail.

Figures X and Y show the existing and proposed trail and bikeway networks in the county and city, respectively.

Figure Y: City of Jackson Destination-Based Bike Routes (as of October 2007)

Figure X: Jackson City and County Existing and Proposed Non-Motorized Network



Blackman Township Draft Master Plan

Blackman Charter Township is located in the north-central portion of Jackson County. The Township is surrounded by Rives Township to the north, Sandstone Township to the west, Leoni and Henrietta townships to the east, and the City of Jackson and Summit Township to the south. Part of JATA Route #7 is subsidized by and runs through part of the Township.

The Township last updated their Master Plan in 2012. The existing master plan touches on non-motorized transportation and access considerations for pedestrians and older adults. The only reference to public transit is in the section discussing the growing age of the Township's population, and recognizing that transit and safe streets allow for aging in place, and the benefits of co-locating senior housing with transportation facilities.

The Plan's "Transportation Goals, Objectives, and Strategies," section references goals to "Ensure an efficient and safe transportation system" as well as partnering "with neighboring jurisdictions, the Jackson County Road Commission, and the Michigan Department of Transportation to work toward regional traffic management solutions." Emphasis is placed on comprehensive pedestrian access in new developments. A separate "Parks and Recreation" section discusses trail development for recreation as well as for transportation. Extension of the Lakelands Trail system and connections to trails from population centers in Blackman Township is discussed.

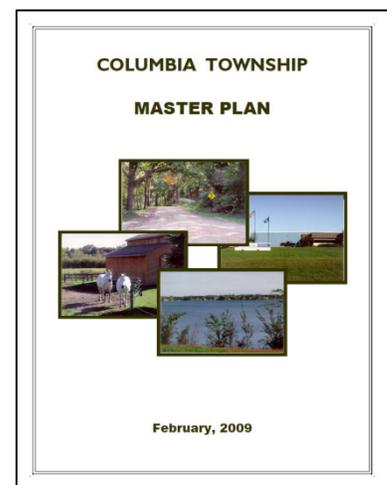
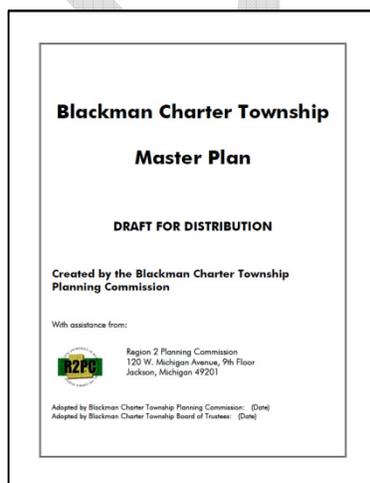
Columbia Township Master Plan (2009)

Columbia Township is located in the southeastern quarter of Jackson County. The Township is surrounded by the Napoleon Township to the north, Woodstock and Cambridge townships (Lenawee County) to the south, Liberty Township to the west, and Norvell Township to the east.

The Columbia Township Master Plan consists of policies that address future land use and development. The Plan is a flexible document that has been designed and intended to change as the community changes. The Township adopted its current Master Plan in early 2009. The existing plan references the transit and non-motorized network in the following ways:

In February, 2004 Columbia Township distributed an opinion survey to over 1,100 homes in the township. The primary purpose of the survey was to provide the Columbia Township Planning Commission with an understanding of public sentiment regarding quality of life and land use issues. However, the survey also served other purposes.

A question regarding the quality of roadways received the highest response rate - roads are a public feature that nearly all residents use. The lowest response rate went to public transportation facilities, which have seeming low utilization by township residents.



Concord Area Master Plan (2014)

Concord Township is located in the southwestern Jackson County, approximately nine miles southwest of the City of Jackson. The City of Albion is also situated nearby to the west. The Village of Concord is located in the south-central portion of the Township along Michigan Highway 60 (M-60). The Township is bordered on the north by Parma Township, on the east by Spring Arbor Township, on the south by Pulaski Township, and on the west by Albion Township. The population of Concord Township was 2,723 in 2010, according to the U.S. Census. Roughly one-third of this population lived within the Village of Concord (1,050) according to the same census. The Township adopted its current Master Plan in the spring of 2014.

The Plan dedicates a goal to “Create and Maintain an Integrated Transportation System,” and references improving facilities for vehicles, pedestrians and bicyclists; the Plan does not mention public transit. The document particularly mentions extending the Falling Waters Trail and the sidewalk and on-street non-motorized networks as ways to achieve further transportation integration. In a community planning survey associated with the Master Plan, 70% of Township residents responded positively to developing and improving non-motorized pathways.

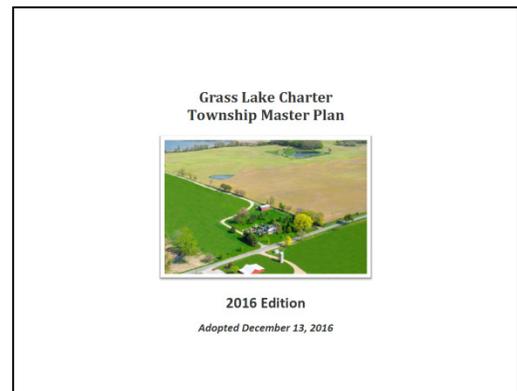
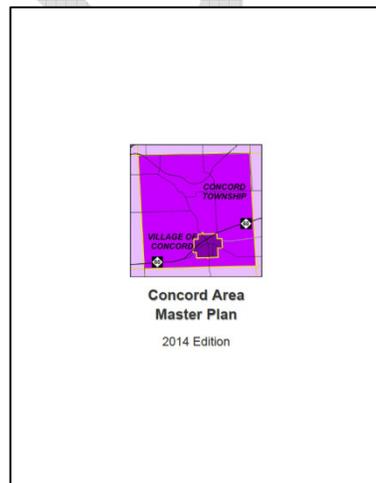
Approximately seven (7) miles of the Norfolk Southern Railway dips into the northern third of Concord Township. The facility is utilized to transport freight. The railroad is also utilized as part of AMTRAK’s Wolverine Line, connecting the metropolitan areas of Detroit and Chicago as well as Jackson and other select communities along the way.

Grass Lake Charter Township Master Plan (2016)

Grass Lake Charter Township is located in eastern Jackson County. It is surrounded by Leoni Township to the west, Waterloo Township to the north, Norvell Township to the south, Napoleon Township to the southwest, and Washtenaw County to the east. The current Township Master Plan was adopted in December of 2016. Although the Plan does not discuss public transit, there is ample support for non-motorized transportation.

Grass Lake Township is working with Chelsea, Dexter, Manchester and Stockbridge, in partnership with the 5 Healthy Towns Foundation to create a wellness plan. The initiative is described as “A ground breaking, innovative project that involves planning and funding of a communitywide wellness plan. The goal of 5H is to create the healthiest five communities in the Midwest.” The planning and construction of the proposed Knight Wellness Fitness Center and a non-motorized trail to Chelsea are a result of this initiative.

An active railroad also traverses Grass Lake Township. The right-of-way is owned and maintained by the Michigan Department of Transportation (MDOT). Amtrak utilizes the railroad for passenger service between Detroit and Chicago. Norfolk Southern transports freight on the railroad.



The Grass Lake Charter Township Planning Commission sought input from the general public regarding the 2016 edition of the *Grass Lake Charter Township Master Plan* during the fall of 2015 and the winter of 2016. In asking about the best locations for non-motorized facilities, facilities to/from schools were identified by 83.2% of respondents. There was also support for non-motorized facilities in residential/commercial areas and along major roads. A non-motorized link between Grass Lake and Chelsea was identified by 46.4% of respondents. Additionally, a majority of respondents reported they would be willing to support a millage to further develop and maintain parks and trails.

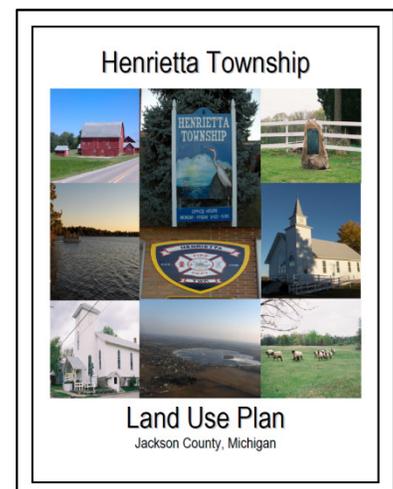
When prompted for additional issues the Township should address, some respondents mentioned aging in place and availability of public transit, as evidenced in the following survey comments:

- “I would like to have public transportation available in Grass Lake, in particular that would connect with locations in Washtenaw County.”
- “Can't emphasize enough the need for senior housing. Currently (I for one) am contemplating moving out of area because of no senior housing facilities with access to transportation within township when I will no longer be driving a vehicle.”

Henrietta Township Master Plan

Henrietta Township is located in the very northern and central portion of Jackson County. It is surrounded by Waterloo Township to the east, Leoni Township to the south, Blackman Township to the southwest, Rives Township to the west, and Ingham County to the north. The current Township Master Plan was adopted in 2014.

While the Plan references a goal to “Create a transportation network which facilitates safe, efficient movement of vehicles and pedestrians while protecting and preserving sensitive environmental areas throughout the Township,” it does not specifically mention public transportation. Support for this and other Plan goals suggest promoting non-motorized transportation through “rural bikeway routes” and “along public right-of-ways.” A section on “Community Recreation” recognizes the need for strengthening neighborhoods through walkable commercial areas and parks.



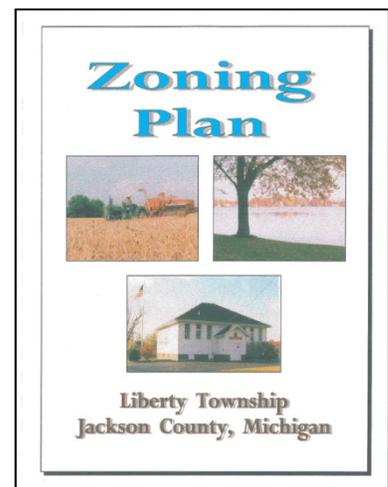
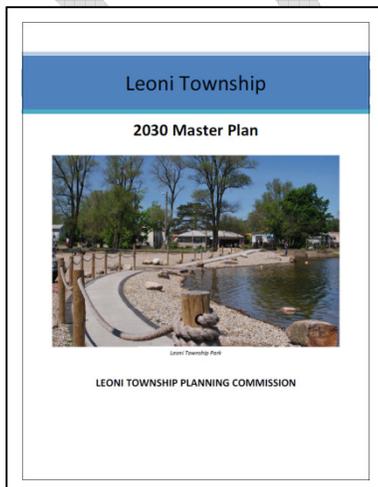
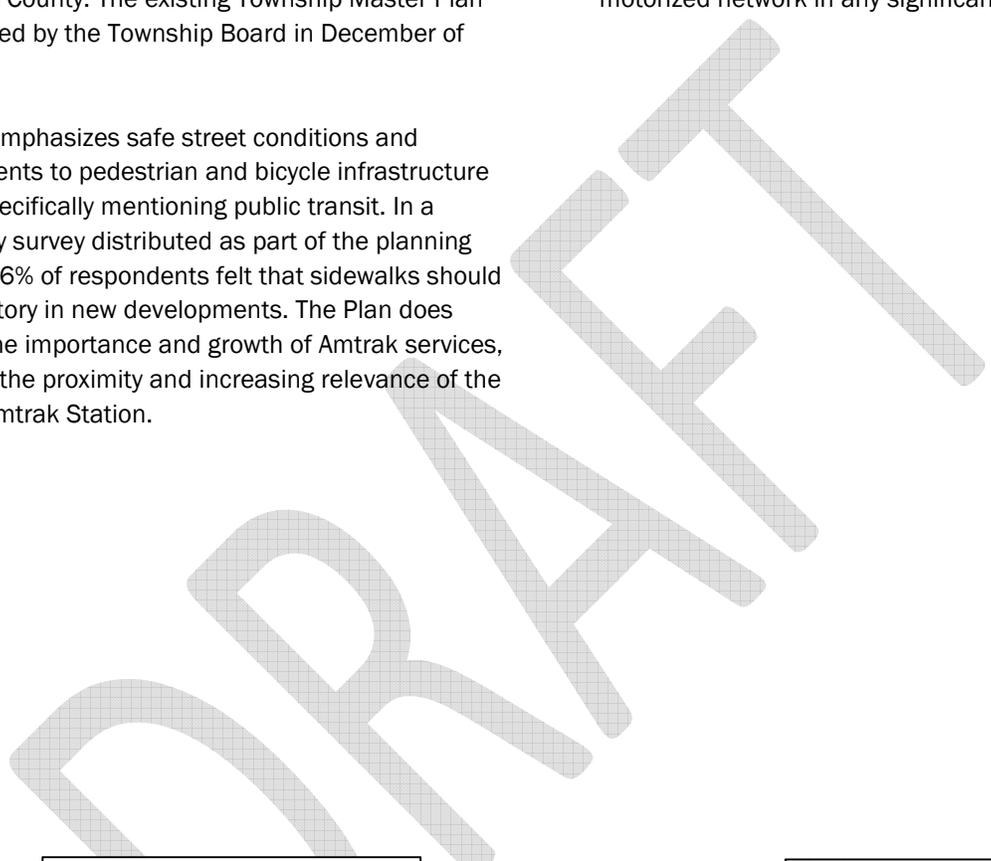
Leoni Township Master Plan (2012)

Leoni Township is located in east-central Jackson County in south central Lower Michigan. The township abuts Henrietta Township which is located to the north, Napoleon Township to the south, Grass Lake and Waterloo townships to the east, and the City of Jackson, Summit and Blackman townships to the west. At 49.1 square miles, or approximately 31,400 acres, Leoni Township is the largest local unit of government in Jackson County. The existing Township Master Plan was adopted by the Township Board in December of 2012.

The Plan emphasizes safe street conditions and improvements to pedestrian and bicycle infrastructure without specifically mentioning public transit. In a community survey distributed as part of the planning process, 86% of respondents felt that sidewalks should be mandatory in new developments. The Plan does mention the importance and growth of Amtrak services, as well as the proximity and increasing relevance of the Jackson Amtrak Station.

Liberty Zoning Plan (1996)

Liberty Township is located in south central Jackson County. It is bordered on the east by Columbia Township, Napoleon Township on the northeast, Summit Township to the North, and Hanover Township to the west and is bordered by Hillsdale County on the south. The original plan for Liberty Township was developed in 1975 and was last updated in 1996. The existing plan does not reference the transit and non-motorized network in any significant way.



Napoleon Township Master Plan (2012)

Napoleon Township is located in southeastern Jackson County. It is bordered on the east by Norvell Township, to the northeast is Grass Lake Township, Leoni Township to the north, Summit Township to the west, Liberty Township to the Southwest, and Columbia Township is situated just south of Napoleon Township. The Jackson Urbanized Area (as defined by the 2010 US Census) extends into the northwestern portion of the township. The “village” of Napoleon, although unincorporated, was and is the core of Napoleon Township. The existing Master Plan was adopted in 2012 by both the Township Board and the Planning Commission.

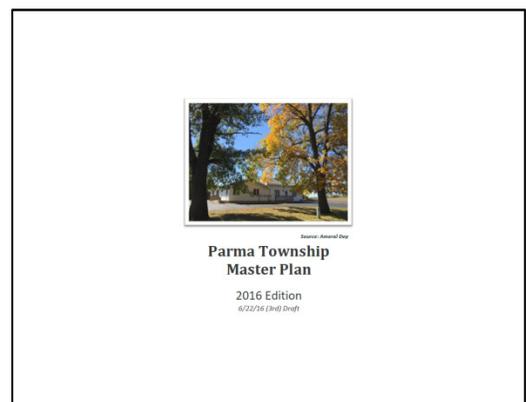
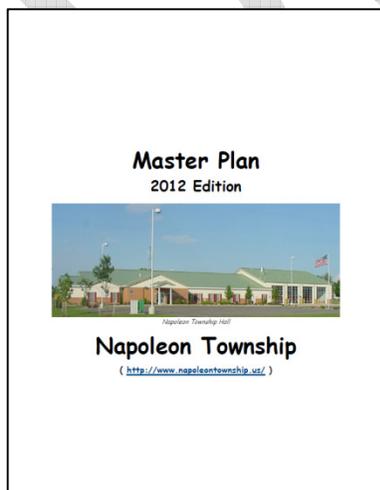
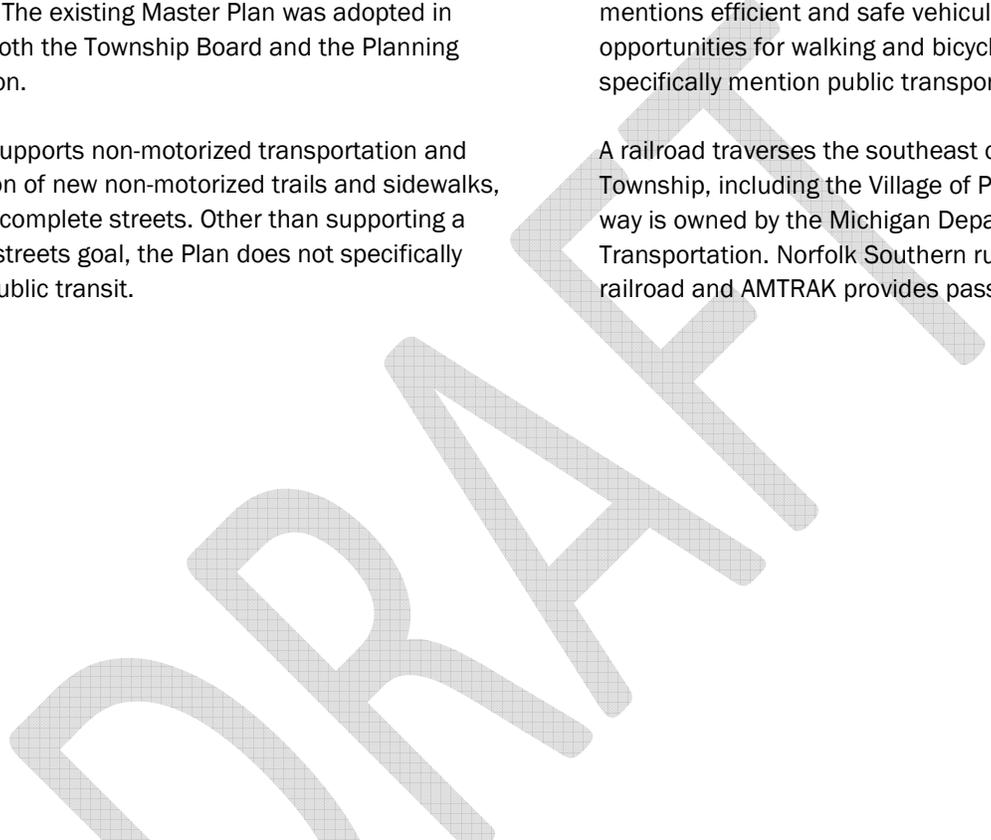
The Plan supports non-motorized transportation and the addition of new non-motorized trails and sidewalks, as well as complete streets. Other than supporting a complete streets goal, the Plan does not specifically mention public transit.

Parma Township Master Plan (2016)

Parma Township is located in northwestern Jackson County, west of the City of Jackson. Parma Township is just south of Springport Township, just east of Calhoun County, directly north of Concord Township, and west of Sandstone Township. Parma Township formerly known as Groveland, includes the Village of Parma. The current Master Plan is in draft form as of 2016.

While the Plan’s “Transportation and Roads” goal mentions efficient and safe vehicular travel and opportunities for walking and bicycling, it does not specifically mention public transportation.

A railroad traverses the southeast corner of the Township, including the Village of Parma. The right-of-way is owned by the Michigan Department of Transportation. Norfolk Southern runs freight on the railroad and AMTRAK provides passenger service.



Spring Arbor Township Master Plan (2012)

Spring Arbor Township is located in the southwestern Jackson County, approximately seven miles southwest of the City of Jackson. The unincorporated village of Spring Arbor is located west of the center of the Township along Michigan Highway 60 (M-60). The Township is bordered on the north by Sandstone Township, on the east by Summit Township, on the south by Hanover Township, and on the west by Concord Township. The population of Spring Arbor Township was 8,267 in 2010, according to the U.S. Census. It is estimated that approximately 32% of township residents were enrolled in school in between 2006 and 2010. Of the 2,616 students, 39% were enrolled in college or graduate school. Many of them were undoubtedly Spring Arbor University students. The Township's existing Master Plan was adopted in September of 2012. The existing plan references to the Falling Waters Trail as well as non-motorized pathways and sidewalks:

Falling Waters Trail

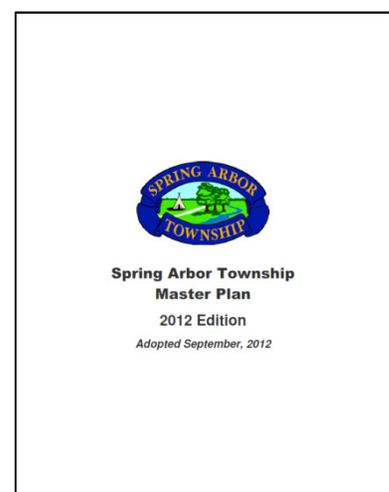
Located on the old Michigan Central Railroad bed, the 10.5 mile non-motorized linear park runs eastward from the Village of Concord and connects with Jackson's Inter-City Trail. In time, the Falling Waters Trail will be a segment of Route 1 of the Great Lake-to-Lake Trails. Trailhead parking and a restroom are adjacent to the Lime Lake County Park.

Non-motorized pathways and sidewalks

Many college students and other residents also walk, run and/or bicycle along Township roadways. Currently the number of streets with sidewalks is inadequate. Accordingly, improved pedestrian and bicycle access to local schools and parks is needed, as promoted in the current editions of the Jackson County Regional Trailway Study and the City of Jackson and Jackson County Joint Recreation Plan. The Township shall encourage sidewalks, bike lanes, and off-road non-motorized pathways in all appropriate areas of the municipality, including the development of a pathway to link the Falling Waters Trail with M-60. These projects will require that the Township collaborate with Spring Arbor University, the Western School District, and Jackson County. Safe pedestrian crossings across M-60 should also be considered.

Livability and natural resource protection oriented goals are supported by Plan objectives that include

development of pedestrian and bike paths, creation of sidewalks for safe walking, and compact/clustered residential housing to preserve the natural environment. Another goal to encourage improved commercial uses states an objective to adequately buffer conflicting uses, such as road right-of-way and sidewalks or bike paths.



Summit Township Master Plan (2016)

the Village of Concord, the City of Jackson, and other destinations.

Summit Township is located in central Jackson County. The Jackson Urbanized Area extends into the Township as do the Jackson City limits. Summit Township is surrounded by Blackman Township to the north, Spring Arbor Township to the west, Liberty Township to the south and both Napoleon and Leoni Townships to the east. The current Master Plan was in draft form as of 2016. The Plan references bus service, the airport as well as non-motorized travel:

Bus Service

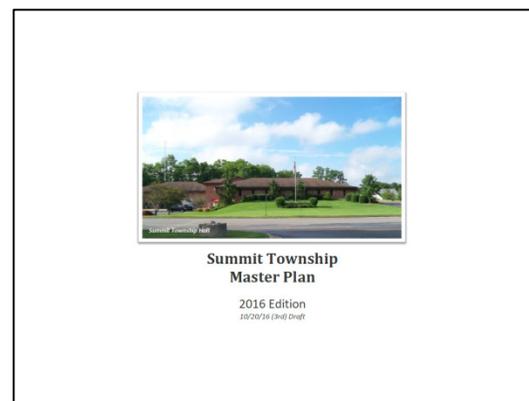
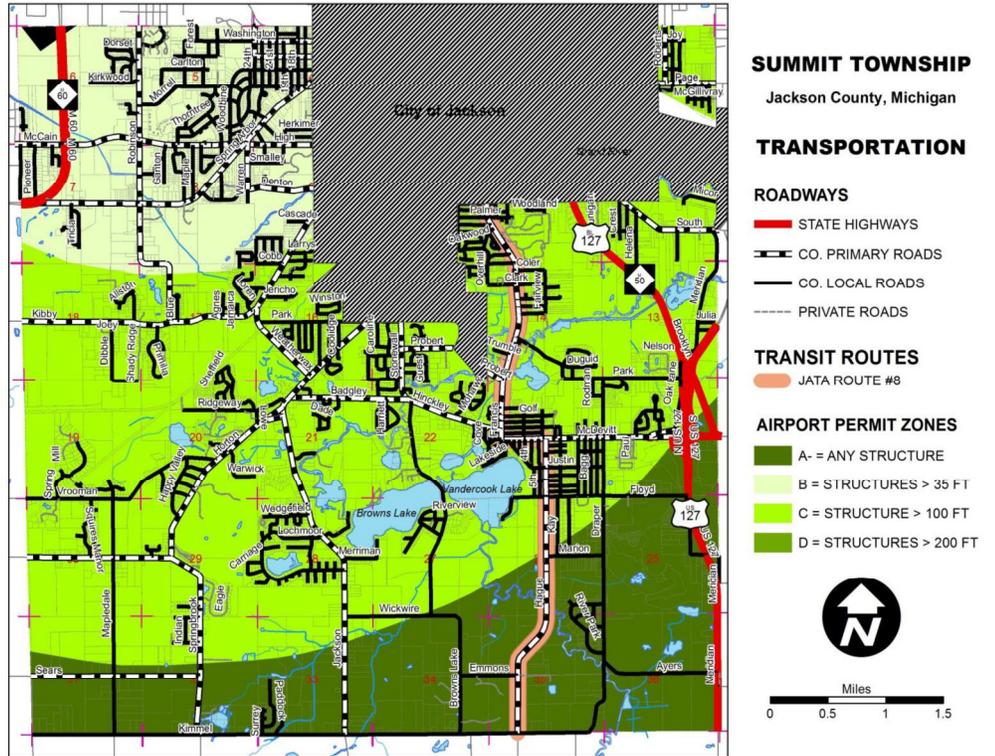
Route #8 of the Jackson Area Transportation Authority extends into Summit Township. The route extends along Francis Street, taking a jog to the east along McDevitt Street and the extending southward along Hague Avenue. The route terminates on the main campus of Jackson College, providing a needed link between the College and the City of Jackson. This bus service provides essential transportation primarily to lower income people such as the elderly, the underemployed, students, and the handicapped.

Airport

Jackson County Airport (Reynold’s Field) extends into the northwest corner of Summit Township, limiting the height of buildings and other structures throughout the Township. Any building or other structure within the airport must receive a permit. Any building or other structure higher than 35 feet in Zone B requires a permit. Any building or other structure higher than 100 feet in Zone C requires a permit. Finally, any building or structure higher than 200 feet in Zone D requires a permit.

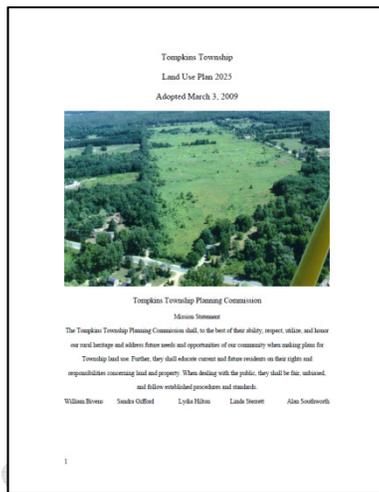
Non-Motorized Travel

The Falling Waters Trail and the Dr. Martin Luther King, JR., Equity Trail provides a non-motorized connection to



Tompkins Township Land Use Plan

Tompkins Township is located in the northwestern portion of Jackson County. The Township is bordered on the west by Springport Township, on the north by Onondaga Township in Ingham County, on the east by Rives Township, and on the south by Sandstone Township. The current Land Use Plan was adopted in March of 2009. The Township’s Land Use Plan references a goal to preserve “lands which have significant impact on ground water recharge, rare and endangered species, or rural character and aesthetics” in order to provide “a safe and adequate water supply, natural appreciation, and a pleasant and uncongested environment for future generations.” The strategy for accomplishing the goal is investigating “intergovernmental cooperation to create linkages among recreation sites.”



Village of Brooklyn 2006-2025 Comprehensive Plan (2006)

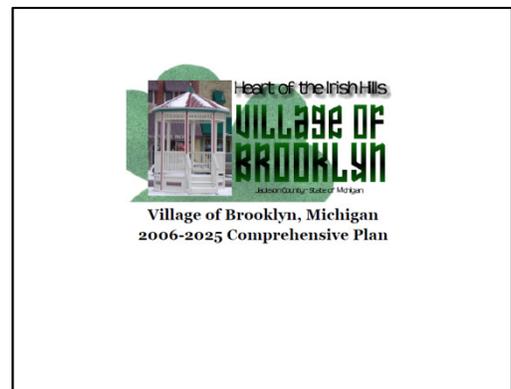
The Village of Brooklyn is part of Columbia Township which is located within Jackson County. This part of Jackson County, along with northwestern Lenawee County and northeastern Hillsdale County, is commonly known as the Irish Hills. Brooklyn has a historic downtown that embraces its founding as a village in 1836. Since that time, the Village has developed and redeveloped as the population has grown. A few structures date back to these early decades and many still remain from the late 1800's and early 1900's. The Village adopted its current Comprehensive Plan in August of 2006.

The Village’s Comprehensive Plan references a “Quality of Life Goal” to “Maintain and enhance the quality of life found in the Village of Brooklyn and its relationship to the Heart of the Lakes Area.” The plan specifically points out Transportation as an objective of this goal, making mention of facilitating “intergovernmental cooperation in the provision of a multimodal transportation system.” Actions related to this objective include:

- Action 9: Actively participate on the Jackson Area Comprehensive Transportation Study (JACTS), the Metropolitan Planning Organization for Greater Jackson and Jackson County.
- Action 12: Explore the establishment of a carpool matching service or other community service by the 3rd quarter of fiscal year 2008-2009.
- Action 13: Develop a Non-motorized plan by the end of the 2nd quarter of fiscal year 2008-2009. The Plan will:
 - Upgrade the sidewalk system by making repairs, filling in gaps, providing new facilities, making it ADA accessible, and reviewing village policy.
 - Explore the establishment of a regional trail network that augments the Village’s sidewalk system (i.e., MIS trail and other possible trails.)

The Plan additionally notes that the Village is served by an incomplete sidewalk network. Many destinations within the Village can only be accessed by foot if the pedestrian is very determined and does not mind walking cross-country or in the street.

When asked what kind of recreational facilities residents wanted as part of the Plan process, the largest number of respondents wanted hiking and biking trails (Figure X).



Village of Grass Lake Master Plan (2003)

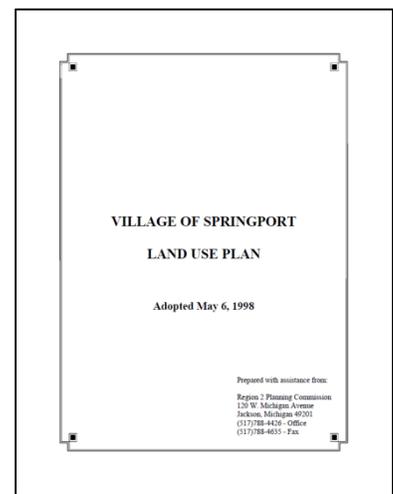
Located in eastern Jackson County within Grass Lake Township, the Village of Grass Lake is surrounded by Leoni Township to the west, Waterloo Township to the north, Norvell Township to the south, Napoleon Township to the southwest, and Washtenaw County to the east.

The existing Village Master Plan was originally adopted in 1996 and was updated most recently in 2003. Although there are limited references to public transportation, Amtrak service and train travel is referenced briefly in the plan, saying “Amtrak provides access to its trains at its Jackson and Ann Arbor stations. This railway gives access to cities along the line to Detroit and Chicago, with connections to other destinations from these stations.”

Village of Springport Land Use Plan (1998)

The Village of Springport is located in Springport Township which is in the northwest corner of Jackson County. It borders Ingham County to the north, Calhoun County to the west, Parma Township to the south and Tompkins Township to the east.

The current plan was adopted in May of 1998. The existing plan references a goal of “Cooperative sharing of municipal facilities and services,” with the objective of identifying services, facilities or programs where “joint administration and expenditures are feasible and desirable.” The plan also references a “Circulation” goal, with the objective of accommodating “alternative means of transportation (public, bicycle, pedestrian).”



4. Conclusion

Although the Jackson Area plans reviewed in this report almost universally support non-motorized trails, aging in place, and safe transportation infrastructure, they largely leave out issues of public transportation. For some reason community planning in the area is not incorporating this important piece of sustainable growth and helpful amenity for residents who are older or transit-dependent.

In determining the best ways to meet unmet transit needs throughout the County, it will be helpful to work with area municipalities on shared goals identified in many of these plans - such as connecting area destinations or assisting with aging in place.

DRAFT

Region 2 Planning Commission



FY 2018

Planning Work Program

October 1, 2017 through September 30, 2018



**FY 2018
Region 2 Planning Commission
Planning Work Program**

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Jackson County Tower Building
120 W. Michigan Avenue
Jackson, MI 49201

June 2017

Region 2 Planning Commission Planning Work Program

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. When staffing levels, overhead costs, and consultant needs are assigned, they can be evaluated to determine whether a sufficient effort is being directed toward planning activities to meet the objectives of the Commission. The R2PC Planning Work Program is developed to improve federal, state, and local understanding of planning activities, as well as the goals, policies, plans, and the concerns of the Commission. The Planning Work Program is referenced in Federal and State grant contracts. The work program also reduces contractual paperwork, eliminates duplication, and provides for joint funding of appropriate work activities.

The Planning Work Program provides a basis for ongoing management as well. The work program is structured to control and account for personnel and other agency resources. The R2PC accounting system distributes labor from time sheets to work program activities and distributes costs to/among funding sources.

Finally, the Planning Work Program serves to coordinate planning activities among the various agencies and local units of government which participate in the R2PC. For example, substantial support for planning in the urban area transportation planning program is provided by the City of Jackson Neighborhood & Economic Operations Department, the Jackson County Department of Transportation, and the Jackson Area Transportation Authority. The planning work program documents this contribution.

Organizational Overview of the Planning Work Program (PWP)

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

Area-wide urban transportation planning includes planning activities for the Jackson Area Comprehensive Transportation Study (JACTS). These planning activities are the responsibility of the R2PC in its designation as the metropolitan planning organization (MPO) for the Jackson urbanized area. Funds for these activities are provided through the Federal Highway Administration's Section 112 Program. A cash match is provided by the City of Jackson Neighborhood & Economic Operations Department, the Jackson County Department of Transportation (JCDOT), and the Jackson Area Transportation Authority (JATA) for transportation planning services.

Region 2 Planning Commission Planning Work Program

Area-wide regional transportation planning includes regional transportation planning activities outside of the Jackson urbanized area. These activities are funded through the Michigan Department of Transportation's Act 51 regional transportation planning program.

Area-wide economic development planning includes regional economic development planning activities in the three-county Region 2 Area which is a federally recognized Economic Development District (EDD). Funds for these activities are provided through the U.S. Economic Development Administration's (EDA's) Partnership Planning Program. A cash match is provided by the Region 2 Planning Commission.

Area-wide planning represents work program activities for the entire region as well as multiple units of local government. This includes all of the regional planning activities of the R2PC with the exception of transportation planning. Funding for these programs is provided by member units of local government via the one-third allocation of their membership dues. For example, the local match for area-wide economic development planning activities is provided by the R2PC fund balance.

Local planning assistance includes planning services provided to local units of government upon request. Funding is provided from 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.

Jackson Traffic Safety Program (JTSP) activities cover the administration of the program. These activities are funded locally through revenues generated by the Jackson County District Court System (ticket surcharge revenue).

The **Regional Prosperity Initiative (RPI)** grant funds, first awarded in FY 2014 through the Michigan Department of Technology, Management, and Budget, are used to investigate and implement opportunities for the coordination of services in the areas of economic development, adult and higher education, transportation, and workforce development within Prosperity region 9 (Hillsdale, Jackson, Lenawee, Livingston, Monroe and Washtenaw counties). This grant program is expected to continue into FY 2018.

Indirect costs include the agency budget in the form of a Statement of Projected Direct and Indirect Costs.

Planning Work Program fiscal relationship

The Planning Work Program 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 work program 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 the audit is conducted within prescribed audit requirements. For FY 2018, the

Region 2 Planning Commission Planning Work Program

annual audit is charged to the indirect cost allocation, unless otherwise directed by the cognizant agency, which is the Federal Highway Administration (FHWA).

Organizational details of the Planning Work Program

Jackson Area Comprehensive Transportation Study (JACTS) – Please refer to the JACTS Unified Work Program (UWP).

Area-wide Regional Transportation Planning – Please refer to the Regional Transportation Planning Work Program.

Area-wide economic development planning – The R2PC is recognized by the U.S. Economic Development Administration (EDA) as an Economic Development District (EDD). The main responsibility of the R2PC as an EDD is to facilitate the development of a five-year Comprehensive Economic Development Strategy (CEDS) document for the three-county area, which is then updated annually. The CEDS document is comprised of four main elements: a summary background of the economic situation; an analysis of strengths, weaknesses, opportunities, and threats; a strategic direction and action plan; and a framework for evaluating the implementation of the document.

Local planning assistance – The Region 2 Planning Commission provides local planning assistance services to member units of government and their boards, commissions, and agencies. Listed below are services offered by the R2PC for the local municipalities:

- ***Plan preparation assistance:***
 - Preparation of master plans (i.e., land use, master, or comprehensive),
 - Preparation of various strategic plans (e.g., parks and recreation, hazard mitigation, solid waste plans, etc.), and
 - Preparation of other miscellaneous studies;
- ***Zoning ordinance assistance:***
 - Development of zoning ordinances,
 - Review of rezoning proposals and text amendments,
 - Review of requests for conditional/special uses, site plans, variances, and interpretations,
 - Review of various airport zoning requests,
 - Zoning ordinance administration assistance, and
 - Provision of zoning ordinance information;
- ***Geographic Information System (GIS) mapping services;***
- ***Review of farmland and open space agreements;***

Region 2 Planning Commission Planning Work Program

- **Capital improvement programming assistance; and**
- **Grant writing and assistance with 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 and economic data** – The R2PC collects, analyzes, and maintains population and economic data from the US Census Bureau and other sources. The information is used in local planning-related activities.
- **Federal project review** – The R2PC reviews certain federal grant applications for compliance with local plans. Member units of government are provided the opportunity to comment on applications for funds through the federal project review system.
- **Model zoning ordinance** – The R2PC collects and prepares model ordinance language on various zoning issues. The information is used in local planning and zoning-related activities.
- **Natural resource information** – The R2PC collects data on natural resources within the region. The information is used in local planning-related activities.
- **Local assistance program** – The Region 2 Planning Commission promotes its programs and services and alerts local governments to important planning issues during meetings as well as through its website and various other means.

Jackson County Traffic Safety Program – The Region 2 Planning Commission has responsibilities in the following areas:

- The staff of the R2PC administers the Jackson County Traffic Safety Program for the Jackson Traffic Safety Commission as well as Michigan’s Office of Highway Safety Planning’s program funds.
- Provides funding to support the program activities through a portion of court costs on all paid traffic citations issued for misdemeanors and civil infractions in Jackson County.
- Act as the policy body for the implementation of the program and serves as the coordination agency for local, state, and federal traffic safety grant programs.

The Region 2 Planning Commission serves as the county-designated fiscal agency for these pass-through funds. Activities include requesting project proposals, selecting the proposals to be funded, awarding grants for approved projects, and monitoring the programs. An agreement between the R2PC and the County of Jackson is in place to govern the program and its administration.

Regional Prosperity Initiative – The grant for Prosperity Region 9 provides a variety of civic and governmental agencies the opportunity to collaborate and build relationships among geographies that have not worked extensively previously; to establish a prosperity vision and 5-year

Region 2 Planning Commission Planning Work Program

strategy for how regional partners can work together to enhance economic prosperity in Region 9 (Hillsdale, Jackson, Lenawee, Livingston, Monroe, and Washtenaw counties); and finally, to work directly together on key projects that increase and enhance interagency cooperation. A consultant was hired to assist with facilitating and managing the grant implementation process. The Region 2 Planning Commission serves as the fiscal and administrative agency for these funds, of which a majority is passed through to agencies participating in the 5-year economic strategy implementation.

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 fringe 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 wage and fringe benefits cost should be directly charged to a program whenever possible. Indirect costs are costs which benefit the entire Region 2 Planning Commission, and the expenses are not directly related to a specific planning project or local unit of government. Indirect costs include, but are not limited to:

- ***R2PC administration*** – Perform the general administrative activities of the R2PC 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

Region 2 Planning Commission Planning Work Program

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 candidates to fill vacant positions, 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** – Travel and training costs associated with a specific project/activity are charged directly. 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 which may enhance the education of R2PC staff.
- **Supplies** – Office supplies and materials are generally charged indirectly. Supplies which cost substantial amounts of funding are charged directly when attributable to a particular project.
- **Contractual services** – Contractual services in support of projects are provided under third-party contracts (charged directly to projects where allowable).
- **Accounting and auditing** – The R2PC is audited annually by a Certified Public Accounting (CPA) firm. BS&A software is utilized to accurately account for funds. Accounting and audit expenses costs are charged to the indirect cost allocation base, unless otherwise directed by the FHWA.
- **Legal services** – A designated attorney in private practice is consulted on a fee basis when legal advice is desired, as the R2PC does not engage in a substantial amount of legal work. Services are charged to the program activity receiving the benefit, or indirectly if the benefit does not accrue to a particular project.
- **Telephone** – Communication charges are distributed entirely on an indirect basis.
- **Postage and shipping** – Postage and shipping charges are charged indirectly, except when it is possible to charge the cost to a particular project.
- **Printing, binding, and copying** – Reproduction costs are generally charged indirectly. Substantial costs attributed to a specific project are directly charged.
- **Insurance** – Insurance (including general insurance and bond premiums) are charged indirectly.
- **Office rent** – The rent for the R2PC offices is charged indirectly.

Region 2 Planning Commission Planning Work Program

- **Equipment leases** – Equipment leases are charged indirectly unless they only benefit a specific project.
- **Dues, subscriptions, and publications** – The costs for agency dues, professional organization memberships for employees, technical publications, newspapers, and other periodicals are charged indirectly.
- **Depreciation expense** – Single equipment purchases over \$5,000 will be expensed in accordance with Governmental Accounting Standards Statement 34 (GASB 34). Purchases are generally made from fund equity, depreciated on an annual declining basis, with depreciation charged indirectly.
- **Equipment** – Equipment expenditures for smaller items are charged indirectly. Capital expenditures for large items are made independent of the operation budget, depreciated, and generally charged indirectly (see depreciation expense, above).

Since indirect costs are generated as part of the integrated budgetary/accounting system, they are never duplicated or included as part of direct costs. Where costs are distributed indirectly, the indirect cost is segregated by account, accumulated in a distributed cost account, and posted to projects in accordance with approved indirect cost rate application procedures. The cost allocation system is included in the Statement of Total Costs and is reflected in the budget summary following this Statement.

Region 2 Planning Commission Planning Work Program

REGION 2 PLANNING COMMISSION
Statement of Total Costs
Simplified Allocation Method
Provisional Rate FY 2018

Budget Category	Total Costs	Less: Direct Unallowable Costs	Indirect Costs	Modified Total Direct Costs
Salaries	\$ 316,047	\$ -	\$ 91,399	\$ 224,647
Fringe Benefits (32.24%)	101,893	-	29,467	72,426
Total Personnel Costs	\$ 417,940	\$ -	\$ 120,866	\$ 297,073
Supplies	\$ 15,873	-	\$ 6,000	\$ 9,873
CPA services	6,500	-	\$ 6,500	-
Legal services	4,500	-	\$ 2,500	2,000
Computer services	4,000	-	\$ 1,000	3,000
Training	14,000	-	\$ 2,000	12,000
Contractual/consulting	449,789	419,789	\$ 30,000	-
Telephone	5,000	-	\$ 4,500	500
Postage/shipping	11,886	-	\$ 1,500	10,386
Travel	28,441	-	\$ 6,000	22,441
Advertising	5,445	-	\$ 1,000	4,445
Printing/copying	19,084	-	\$ 8,500	10,584
Insurance	7,000	-	\$ 7,000	-
Equipment repair and maintenance	3,236	-	\$ 1,000	2,236
Rent	37,000	-	\$ 37,000	-
Dues/ subscriptions/publications	9,138	-	\$ 3,500	5,638
Software licenses/fees	5,000	-	\$ 4,000	1,000
Postretirement Expense	5,000	-	\$ 5,000	-
Miscellaneous expense	9,015	-	\$ 1,100	7,915
Total Non-Personnel Costs	\$ 639,907	\$ 419,789	\$ 128,100	\$ 92,018
TOTAL	\$ 1,057,847	\$ 419,789	\$ 248,966	\$ 389,091

Rate Calculation

Indirect Cost Rate Calculation

Indirect Costs	\$	248,966
Total Direct Salaries & Benefits	\$	297,073
Indirect Rate		83.81%

Region 2 Planning Commission Planning Work Program

Region 2 Planning Commission FY 2018 Budgeted Revenue and Expenditures June 2017

Revenues:	<u>Budget FY 2018</u>	<u>Total Revenues</u>	<u>Total Expenditures</u>
Grants:			
Federal - FHWA	\$ 273,685	\$ 273,685	\$ 273,685
CEDS EDA Grant	107,256	53,628	107,256
Pass through funds - Office of Highway Safety Planning	44,000	44,000	44,000
Subtotal Federal Programs	<u>\$ 424,941</u>	<u>371,313</u>	<u>424,941</u>
Regional Prosperity Grant Administration	25,000	25,000	25,000
Pass through funds - Regional Prosperity Grant	200,000	200,000	200,000
MDOT - Rural Task Force	\$ 14,000	\$ 14,000	\$ 14,000
MDOT - Regional Transportation	31,000	31,000	31,000
MDOT - Asset Management	42,000	42,000	42,000
Subtotal State Programs	<u>\$ 312,000</u>	<u>\$ 312,000</u>	<u>\$ 312,000</u>
Local units of government - municipalities	\$ 79,605	\$ 79,605	
Local units of government - counties	82,844	82,844	
Local units of government - contracts	12,566	12,566	
Additional R2PC Local Service Revenue	25,216	25,216	
Area wide planning assistance/Other Agency Expenses	-	-	\$ 50,000
Local planning assistance	-	-	<u>150,231</u>
Subtotal R2PC Programs	<u>\$ 200,231</u>	<u>200,231</u>	<u>200,231</u>
Addition to Programs :			
Contracted Services -			
Local match - FHWA (JCDOT, JTA and City of Jackson)	\$ 60,685	\$ 60,685	\$ 60,685
JTSP Administration	8,879	8,879	8,879
Pass through funds - Jackson Co. Traffic Safety Program	51,121	51,121	51,121
Subtotal - Contracted Services	<u>\$ 120,685</u>	<u>\$ 120,685</u>	<u>\$ 120,685</u>
Addition to (Use of) Fund Balance	\$ -	\$ 53,628	\$ -
FY 2018 Budgeted Revenues and Expenditures	<u><u>\$ 1,057,857</u></u>	<u><u>\$ 1,057,857</u></u>	<u><u>\$ 1,057,857</u></u>

Region 2 Planning Commission



MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven Duke, Executive Director

DATE: June 4, 2017

SUBJECT: Approval Authorizing Chairperson and Executive Director to sign MDOT Regional Transportation Planning Project Agreement for FY 2018

The Michigan Regional Transportation Planning Grant is provided by the Michigan Department of Transportation based upon the Region 2 Planning Commission submittal of the Regional Transportation Planning Work Program for the period of time between October 1, 2017 and September 30, 2018. The program provides \$45,000 in MTF funds to fund transportation planning activities in Hillsdale, Jackson, and Lenawee counties (the \$20,000 grant for the continuation of the Asset Management Program is approved under a separate project agreement with MDOT).

Authorization is requested for the Chairperson and the Executive Director of the Region 2 Planning Commission to sign the FY 2018 Project Agreement with the Michigan Department of Transportation for receipt of the Regional Transportation Planning grant funds as described above.

Region 2 Planning Commission



RESOLUTION OF THE REGION 2 PLANNING COMMISSION

FY 2018 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 \$45,000 in Michigan Transportation Funds (MTF) covering the period of October 1, 2017 to September 30, 2018, and;

WHEREAS, the Region 2 Planning Commission has prepared a program of work based upon its FY 2018 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 a project agreement for the FY 2018 Regional Transportation Planning Grant Program.

PASSED, ADOPTED, and APPROVED this eighth day of June, 2017.

By:

Carl Rice, Jr., Chairperson
Region 2 Planning Commission

Steven M. Duke, Executive Director
Region 2 Planning Commission