Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Region 2 Planning Commission
Call-In Meeting Notice

In accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' recommendations designed to help prevent the spread of Coronavirus (COVID-19) and Executive Order 2020-15 declaring public bodies subject to the Open Meetings Act can use telephone or video conferencing technology to meet and conduct business, the Region 2 Planning Commission (R2PC) will be holding the June 11, 2020 Executive Committee meeting via ***conference call***. Please follow the instructions below to participate in the conference call which will take place at ***2:00 p.m. on Thursday, June 11, 2020***:

WHAT: Region 2 Planning Commission Executive Committee Meeting

WHEN: Thursday, June 11, 2020 at 2:00 p.m.

CONFERENCE PHONE NUMBER: 1-701-802-5271

ACCESS CODE: 638318 #

INSTRUCTIONS:

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

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

120 West Michigan Avenue • Jackson, Michigan 49201 • ☎ (517) 788-4426 • 🖷 (517) 788-4635

AGENDA REGION 2 PLANNING COMMISSION
Executive Committee

FOR FURTHER INFORMATION, CONTACT:

Steven Duke, Executive Director
(517) 768-6706

DATE: **Thursday, June 11, 2020**

TIME: **2:00 P.M.**

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

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

PAGE #

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Agenda – **ACTION**
4. Public Comment
5. Approval of Minutes of the April 9, 2020 Executive Committee Meeting (see enclosure) – **ACTION** **3**
6. Receipt of Treasurer's Report of June 11, 2020 (see enclosure) – **ACTION** **6**
7. Approval of the June 11, 2020 Submitted Bills (see enclosure) – **ACTION** **10**
8. Staff Progress Report for April and May, 2020 (see enclosure) – **DISCUSSION** **11**
9. Approval of the JACTS FY 2021 Unified Work Program (see enclosure): http://www.region2planning.com/wp-content/uploads/2020/05/UWPFY2021.pdf **17**
10. CARES Act Supplemental EDA Award Invitation Response (see enclosure) – **DISCUSSION** **18**
11. Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) (see enclosure) – **ACTION** **21**
    - Michigan Department of Transportation
    - Jackson County Department of Transportation
    - Jackson Area Transportation Authority
12. Other Business
    - Notice of Intent – City of Adrian (see enclosure) **30**
    - Deerfield Township Interim Zoning Ordinance Notice (see enclosure) **31**
13. Public Comment/Commissioner Comments
14. Adjournment

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

M I N U T E S

Region 2 Planning Commission – Executive Committee
**** TELECONFERENCE MEETING ****

Thursday, April 9, 2020

I. **Call to Order** – Chair Terry called the meeting to order at 2:05 p.m. A quorum was present.

Executive Committee Members:

Beeker	✓ Grabert	✓ Poole
✓ Drake	Greene	Sigers
✓ Driskill	✓ Guetschow	✓ Terry
Duckham	✓ Jancek	Tillotson
✓ Elwell	✓ Knoblauch	✓ Welsh
✓ Gaede	Kubish	Wittenbach
✓ Gould	✓ Overton	

Key: ✓ = present

Other Commissioners Present: Shotwell

Others Present: Mike Davis, MDOT; David Trent, Village of Grass Lake

Staff Present: Duke, Liogghio

II. **Pledge of Allegiance** – Due to the meeting being held via call-in, the Pledge of Allegiance was not conducted.

III. **Approval of the Agenda** – A motion was made by Comm. Jancek, supported by Comm. Grabert, to approve the April 9, 2020, Executive Committee agenda as presented. The motion carried unanimously.

IV. **Public Comment** – Chair Terry announced the first opportunity for public comment. No public comments were received.

V. **Approval of Minutes of the February 13, 2020 Executive Committee Meeting** – A motion was made by Comm. Grabert, supported by Comm. Knoblauch, to approve the February 13, 2020 Executive Committee meeting minutes as presented. The motion carried unanimously.

VI. **Receipt of the Treasurer's Report of April 9, 2020** – A motion was made by Comm. Jancek, supported by Comm. Elwell, to approve receipt of the R2PC Treasurer's Report for April 9, 2020. The motion carried unanimously.

VII. **Approval of the April 9, 2020, Submitted Bills** – A motion was made by Comm. Drake, supported by Comm. Knoblauch, to approve payment of the April 9, 2020, submitted bills as presented. The motion carried unanimously.

VIII. **Staff Progress Report for March, 2020** – Mr. Duke reported that all R2PC staff were continuing to work remotely from home.

IX. **Approval of Amendments/Administrative Adjustments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP)** – Mr. Davis, MDOT, requested the following amendment and administrative adjustment to the JACTS FY 2020-2023 Transportation Improvement Program:

FY	Job no.	Phase	Project Name	Limits	Length	Project Description	Funds	Federal Source	Amendment Type
2020	208868	CON	US-127 N	US-127 NB and SB over Conrail and M-50	0	Deck replacement	Federal - $8,742,586 State - $1,938,644 Total - $10,681,230	NH	Phase Cost Scope
2021	209934	CON	Ganson St	Ganson St over the Grand River	0	Bridge replacement	Federal - $1,053,768 State - $263,442 Total - $1,317,210	HIPB	Administrative Modification: Remove local match

Mr. Duke reported the Jackson County Department of Transportation was requesting the following amendments:

FY	Job #	Project Name	Limits	Project Description	Funding	Action
2020	206633	N. Elm Ave	Various roads	One course asphalt overlay	$160,000 STP $110,859 EDD	DELETE
2020		S. Union St	W. Michigan Ave to Village of Grass Lake limits	Spot crush and shaping with HMA resurface	$160,000 STP $110,859 EDD	ADD

A motion was made by Comm. Overton, supported by Comm. Jancek, to approve the proposed MDOT and JCDOT amendments and administrative modifications as presented. The motion carried unanimously.

X. **Other Business** – The following Notices of Intent were reviewed:

- Jackson County Parks: development of a shared use path. FED $1,884,700 / State $1,100,000 / Local $792,700
- Raisin Charter Township: ADA shelter renovations; new ADA pathways at Mitchell Park. State $361,300
- MDNR: purchase 30 to 80 acres of wetland restoration. State $2,800,000
- Jackson County Parks: acquire land for a park. State $162,900 / Local $54,300

No additional business was brought before the Committee.

XI. **Public Comments/Commissioner Comments** – No further comments were received.

XII. **Adjournment** – There being no further business, the meeting was adjourned by Chair Terry on a motion by Comm. Jancek, and supported by Comm. Elwell at 2:48 p.m.

Chris Wittenbach
Secretary

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

Checking Account Balance ending April 30, 2020		**$**	**634,992.26**
Deposit Summary:			
May 2020 EFT Deposits		$	12,842.61
May 2020 Bank Deposits			12,842.61
May 2020 Adjustments			(492.82)
Total Deposits plus Bank Balance		$	660,184.66
Expenses:			685,377.06
*Submitted Expenses - May 2020 ** *	$ (26,763.84)		
Interim Expenses	(1,781.37)		
Payroll/Related Expenses	(32,888.22)		
Subtotal of Expenses	$ (61,433.43)	$	(61,433.43)
Balance Checking Account ending May 31, 2020		**$**	**598,751.23**
Balance CD Investments ending May 31, 2020		$	105,931.81
Total Cash on Hand		**$**	**704,683.04**

**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, 2020

5/31/2020	**EFT Deposits:**		
	ASAP Grant		12,842.61
	Subtotal - EFT Deposits	**$**	**12,842.61**
5/31/2020	**Check Deposits:**		
	None		-
			12,842.61
	Subtotal - Check Deposits	**$**	**12,842.61**
5/31/2020	**Adjustments to cash:**		
	Bank fees - May	$	(137.34)
	Paycor Fees - May		(355.48)
	Credit Card charges		-
	Subtotal - Adjustments to Cash	**$**	**(492.82)**
	Total Net Deposits for May	**$**	**25,192.40**

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

Interim Billing for May, 2020

Vendor	Description		Amount	Check #
ICMA	Quarterly Fee	$	250.00	14756
Mlive	JACTS Advertising	$	204.37	14758
PSC	RPI	$	885.00	14761
The Daily Telegram	Annual Subscription	$	442.00	14763
Total Interim Billing for May, 2020		$	1,781.37	

Payroll & Travel Related Expenses:

Paid May 1, 2020	*by Direct Deposit/EFT*		
Paycor	Payroll Disbursement	$	10,962.74
	Total	$	10,962.74
Paid May 15, 2020	*by Direct Deposit/EFT*		
Paycor	Payroll Disbursement	$	10,962.74
	Total	$	10,962.74
Paid May 31, 2020	*by Direct Deposit/EFT*		
Paycor	Payroll Disbursement	$	10,962.74
	Total	$	10,962.74
Total Payroll Expenses for May, 2020		**$**	**32,888.22**

Region 2 Planning Commission
Outstanding Accounts Receivable
as of May 31, 2020

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Municipality/Source	Date	Inv. No.	Amount
MDOT - Rural Task Force - Planning Services thru March 2020	4/30/2020	3901	6,782.21
MDOT - Regional Trans Planning - Services thru March 2020	4/30/2020	3902	1,697.00
MDOT - Asset Management - Planning Services thru March 2020	4/30/2020	3903	5,423.00
MDOT - FHWA - Planning Services thru March 2020	4/30/2020	3904	94,843.00

FY 2020 Balance as of May 31, 2020	**$ 108,745.21**

REGION 2 PLANNING COMMISSION
Submitted Bills
June 11, 2020

Vendor	Description	Amount Due
Blue Cross/Blue Shield	Office Coverage (July 2020)	**$ 4,013.85**
Blue Cross/Blue Shield	Supplement F (July 2020)	**$ 195.71**
Blue Cross/Blue Shield	Prescription Coverage (July 2020)	**$ 105.10**
County of Jackson	Rent Expense for June 2020	**$ 3,077.26**
County of Jackson	Phone Expense & Wages for Apr. 2020	**$ 1,898.98**
ICMA Retirement Trust	ICMA 401 Contribution	**$ 2,018.10**
MML	Worker's Comp. Fund Premium	**$ 721.00**
The Tecumseh Herald	Annual Subscription	**$ 52.00**
Vantage Point Transfer Agents	ICMA RHS Contribution	**$ 220.69**
	Total Submitted Billing - June, 2020	**$ 12,302.69**

Region 2 Planning Commission
Serving Hillsdale, Jackson and Lenawee Counties

Staff Progress Report
April & May, 2020

Area-Wide Regional Planning Activities

Economic Development Activities

- **Economic Development Administration (EDA).** Staff was involved in the following activities on behalf of the R2PC Economic Development District (EDD):
  - Prepared and submitted (via www.grants.org) the semiannual reports due to the EDA for the end of FY2018 and first quarter of the FY2020 Partnership Planning grants (April).
  - Worked with the Chicago Office of the EDA to address ongoing payment issues (April and May).
  - Worked with Lenawee Now and the Hillsdale EDP (Economic Development Partnership) to develop a noncompetitive EDD (Economic Development District) CARES (Coronavirus Aid, Relief, and Economic Security) Act supplemental grant application to address the economic consequences of the COVID-19 Pandemic (May). Submitted the application via www.grants.gov to the EDA after consulting with our EDR (Economic Development Representative) and other EDA staff (late May and early June).
  - Sent a letter of support to Lenawee Now for its 'The Grasshopper' RBDG (Rural Business Development Grant) application to the USDA (U.S. Department of Agriculture) (April)
  - Developed a draft letter of support to Lenawee Now and the Hillsdale EDP for their joint competitive CARES Act supplemental grant application to address the economic consequences of the COVID-19 Pandemic (May)
- **Downtown Development Authorities (DDAs).** Staff attended the monthly meetings of the City of Jackson. The Leoni DDA meetings were cancelled due to a lack of agenda items.

Regional Prosperity Initiative

- **Program Administration**
  - Provided advice and technical assistance to GAAR Grantees, including communications specific to the novel coronavirus/COVID-19 pandemic.
  - Reviewed grantees' quarterly progress reports.

- **Communications and Engagement**
  - Worked with Toole Design to wrap up the mobility study.
  - Communicated with Michigan Infrastructure Council (MIC) staff on status of Asset Management requirements.
  - Continued to maintain the RPI website for the Greater Ann Arbor Region.

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com.
- **Census.** Sent suggested geographic corrections to the U.S. Census Bureau it will use to disseminate the results of the 2020 Census and future ACS (American Community Survey) estimates.
- **Training.** Staff attended the following trainings:
  - A short-term rentals webinar hosted by Granicus on May 19.
  - *Farms Under Threat: The State of the States,* a webinar held by the American Farmland Trust on May 20.
  - *Re-Opening Michigan: Operating safely and efficiently amid the pandemic*, a Virtual Wolverine Caucus (i.e., webinar) on May 23.
- Staff began preparation of the R2PC FY 2021 Planning Work Program (PWP) and budget.
- Staff conducted the April and May R2PC monthly meetings via teleconference.
- Annual salary surveys were completed for both MAR and the MTPA.

Regional Transportation Planning
Hillsdale, Jackson, and Lenawee Counties

Program Management

- **Rural Task Force.** Staff submitted the Rural Task Force monthly progress reports to MDOT and participated in the monthly conference calls. Jobs that were approved at the February RTF meeting have been placed in the STIP.
- **Rural Task Force.** Staff was asked to update project information in JobNet based on a MDOT Rural Task Force Audit that had taken place. Staff contacted local agencies if they had a reported unobligated project found in the audit, and worked to make sure everything was correct and updated.

Asset Management

- Staff participated in the monthly Asset Management conference calls with MDOT.
- Staff is participating in conference calls regarding the statewide discussion on the collection of PASER federal aid and non-federal aid data for 2020 during the COVID-19 pandemic.

Metropolitan Area Transportation Planning
Jackson Area Comprehensive Transportation Study

Program Management

- Staff attended the monthly Michigan Transportation Planning Association meetings, and continues to take on secretarial duties for the organization.
- Staff attended the Jackson Area Transportation Authority's monthly Local Transit Advisory Council (LTAC) meeting.
- Due to the pandemic, the April and May JACTS Technical Advisory and Policy committee meetings were conducted via teleconference.
- Via Zoom, staff participated in the bi-monthly Michigan Association of Regions meeting.
- Staff completed the MDOT quarterly invoices and project narratives for asset management, rural task force planning, regional planning, and JACTS activities.
- Staff reviewed and submitted the 3-year Master Planning Agreement between MDOT and the Region 2 Planning Commission.

Technical Assistance

- Staff completed and submitted to MDOT the semi-annual DBE report.
- Staff continues to provide administrative services for the Active Jackson Coalition.
- Staff helped to coordinate and participated in a MDOT virtual public meeting presenting upcoming I-94 construction projects including the reconstruction of the West Avenue and Elm Road interchanges, and the reconstruction of the Lansing Avenue bridge over I-94. More than 100 participants attended the meeting.
- Staff continues to provide assistance to a group discussing the possibility of a trail study for the Watkins Lake State Park/Brooklyn area.
- **City of Jackson and Jackson County Non-Motorized Plan**: Staff invited the public to comment on the final draft via email and provided notice of the opportunity via www.region2planning.com, local newspapers, partnering agencies social media accounts, and an article in *The Brooklyn Exponent*. Staff received nearly a dozen emails in general support of the document and passed them on to the consultants who added them to the comments collected via the project website (https://walkbike.info/jackson/). The consultants reviewed the information and made the necessary adjustments, reporting that the comments (1) stated general support for the plan and (2) provided opinions regarding proposed trail routes and plan policies. Staff is reviewing the document one last time before releasing it for final online publication and printing.

Staff will then facilitate plan approval by (1) the JACTS committees, (2) the Region 2 Planning Commission, (3) the Jackson County Board of Commissioners, and (4) the Jackson City Council by the end of 2020. Staff will also work with townships and villages to approve the document and incorporate pertinent maps and sections into their local plans. Once the plan is approved/adopted, the R2PC will make it available to local communities. Staff will also transition the final plan from the consultant's website to a permanent home on the Region 2 Planning Commission website. Until then, continue to check the current project website for the latest information on the project.

Transportation Improvement Program (TIP)

- Several amendments were approved by the JACTS committees to the FY 2020-2023 TIP.
- Staff worked with local agencies to ensure that the forms needed to approve amendments and administrative modifications were completed accurately and on time.
- Staff monitored and updated JobNet as necessary.

JACTS Unified Work Program (UWP)

- Staff completed the JACTS FY 2021 Unified Work Program and budget. The UWP was approved by the JACTS committees at their respective meetings in May.

Jackson Traffic Safety Program

- The May 2020 Seat Belt enforcement campaign was canceled due to the pandemic. There is an OWI enforcement campaign scheduled to begin on July 1, 2020 at each of the department's discretion. As of June 2, 2020, Jackson City Police and Blackman-Leoni Public Safety Department have confirmed they will participate. The Jackson County Sheriff Department has not responded.

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).

Greater Irish Hills Area

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

- **Brooklyn-to-Manchester Non-Motorized Trail.** Met virtually with the committee hoping to extend the proposed rail-trail from the Village of Manchester to Watkins Lake State Park to the Village of Brooklyn on April 2.
- **Greater Irish Hills Area Recreation Plan.** Met virtually on June 15 with the Intermunicipality to discuss Region 2's proposal regarding a recreation plan covering the ten townships and four villages (in four counties) that comprise the Greater Irish Hills Area. The consensus of those in attendance

was that COVID-19 Pandemic would most likely delay commencing the project until municipalities recover from its economic impact.

Hillsdale County

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

- **Zoning Ordinance Update.** Finalized the draft text of the reorganized Zoning Ordinance that will replace the current text upon adoption in conjunction with Township officials and Hillsdale County GIS updated the associated Official Zoning Map. Provided a summary of the proposed changes for use by the Township Clerk in preparing the notice of public hearing. Developed draft ordinances that will amend the new Zoning Ordinance by adding sign regulations, streamlining the tables of permitted and conditional uses, and various other associated changes (e.g., conditional uses, definitions) (April, May, and early June).

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

- **Master Plan.** Arranged to meet with the Village Planning Commission on June 16th to discuss the update of the 1997 edition of the *Village of Waldron Master Plan*.

Jackson County

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

- **Master Plan.** Arranged to meet with the Planning Commission on June 17 to discuss the update of the current edition of the *Hanover Township Master Plan*.

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

- **County Planning Commission (JCPC).**
  - Facilitated the April 19 JCPC virtual meeting and summarized the Jackson County Master Plan goals and objectives proposed by staff; there was no quorum and the meeting was ended with a request that any comments be forwarded to staff. After conferring with the Chair, staff cancelled the May 11 meeting due to a lack of agenda items.
  - Responded to a FOIA request regarding a commercial rezoning on M-50 (north of the Village of Brooklyn) that the JCPC reviewed and made a recommendation on October 10, 2019 (CZ19-26).
- **Jackson County Hazard Mitigation Plan.** Submitted a detailed proposal, at the request of the County, for facilitating the development of the next edition of its hazard mitigation plan (April).
- **Upper Grand River Watershed Alliance.** Attended the May 6 virtual meetings of the Jackson Urban Area MS4 Stormwater Committee and the Upper Grand River Water Trail Planning Committee.

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

- **Demographics.** Provided a Township consultant with population projections needed for a grant application (May).

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

- **Master Plan.** Consolidated the various documents created by the Planning Commission and/or R2PC

staff into a single draft for review prior to submitting it for review and approval for public release per the requirements of the MPEA (Michigan Planning Enabling Act) (April and May).

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

- **Master Plan Update.** Drafted an update of the Downtown Development Plan to be included as an appendix in the Village of Springport Master Plan (April).

Lenawee County

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

- **Existing Land Use Study.** Adapted the series of existing land use maps and a map of major community facilities (along with an accompanying analysis) covering Lenawee County for use in the Adrian Charter Township.

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

- **County Planning Commission (LCPC).** Ran the April 16 LCPC virtual meeting and summarized the staff analysis and advisements prepared regarding (1) a proposed conditional rezoning in Woodstock Township and (2) a proposed rezoning in Adrian Charter Township. Facilitated the May 21 remote meeting and summarized a proposed Farmland and Open Space Preservation Agreement (PA 116) in Raisin Charter Township. Cover letters and associated documentation were subsequently sent to the municipalities regarding the recommendations.

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

- **Zoning Ordinance.** Facilitated several virtual discussions between Township officials and a corporation interested in establishing a Solar Farm in the municipality regarding the submittal requirements regarding the required special use permit.

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

- **Master Plan.** Attended the April 24 and May 19 virtual meetings of the Planning Commission and discussed the Community Description and Issue Identification chapter drafted for the next edition of the Raisin Charter Township Master Plan and prepared an initial draft of the goals and objective for discussion at the Commission's June 9 virtual meeting.

Region 2 Planning Commission

JACTS MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven Duke
Executive Director

DATE: June 3, 2020

SUBJECT: Approval of JACTS FY 2021 Urban Transportation Unified Work Program (UWP)

Staff has prepared the Jackson Area Comprehensive Transportation Study (JACTS) FY 2021 Unified Work Program (UWP) and budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021. The primary focus areas that staff will be working on during FY 2021 include the on-going maintenance of the FY 2020-2023 Transportation Improvement Program (TIP) and the monitoring of performance measures and targets to gauge project effectiveness.

Staff has programmed $241,449 in Federal Highway Administration (FHWA) funds to complete the tasks outlined in the work program. The required local matching funds are provided by the City of Jackson Engineering Department, the Jackson County Department of Transportation, and the Jackson Area Transportation Authority.

APPROVAL is hereby requested for the proposed JACTS FY 2021 UWP and authorization is requested for the R2PC Chair and Executive Director to sign the FY 2021 MDOT project agreement for receipt of the FHWA funds as described above.

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Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

To: Region 2 Planning Commissioners

From: Grant Bauman, Principal Planner

Date: June 2, 2020

Subject: **CARES Act Supplemental EDA Award Invitation Response | ED20CHI3020008**

The U.S. Congress passed the CARES (Coronavirus Aid, Relief, and Economic Security) Act, and signed into law by the President, earlier this spring in response to the COVID-19 Pandemic. A portion of the aid it authorized was set aside for the EDA (Economic Development Administration) to award noncompetitive grants up to $400,000 to its EDDs (Economic Development Districts), including the Region 2 Planning Commission, provided their applications met one or more of the following pre-approved activities:

- *Development of an economic recovery and resilience plan, tied to the [R2PC's] approved Comprehensive Economic Development Strategy, to address the economic impacts of the [Coronavirus Pandemic],*
- *Deployment of [a Disaster Recovery Coordinator] to orchestrate [Region 2's] response to the pandemic,*
- *Provision of technical assistance, as necessary, to local governments, businesses, and other stakeholder organizations, and*
- *Funding of appropriate technology and staff support for these pandemic-response activities.*

Staff learned that Lenawee Now and the Hillsdale EDP (Economic Development Partnership) are applying jointly for CARES Act funding available to EDOs (Economic Development Organizations). MAR (the Michigan Association of Regions) asked Region 2 to set aside some of the CARES Act funding for possible statewide projects that will benefit regions and the citizens/stakeholders they serve. Accordingly, staff decided to submit an application for the full $400,000 that will supplement the activities proposed by the Hillsdale EDP and Lenawee Now —extending them region wide— and MAR. The proposal includes the hiring of a Disaster Recovery Coordinator by Region 2 during the 24 months of the grant period. The Coordinator will incrementally assume the responsibilities of the Economic Development Planner previously approved by the R2PC. This means that Region can 2 avoid having to hire temporary staff.

The EDA only gave EDDs a month to develop applications, which were due on June 8, 2020. Consequently, it was not possible to advise Commissioners of the opportunity and the approach staff elected to take in applying for the funds. In short, the Invitation Response will help small businesses/institutions to prepare for the next disaster (i.e., resiliency) as well as recover from the current Coronavirus Pandemic. Please see the attached Project Narrative for more detail.

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Project Narrative

CARES Act Supplemental EDA Award Invitation Response | ED20CHI3020008

June 2, 2020

The Novel Coronavirus (i.e., COVID-19) — and the statewide social isolation policies instituted to mitigate its effects — will continue to impact the communities comprising the Region 2 Area until a vaccine is developed and readily available. The full effect of this Catastrophic Incident — an Economic Disaster as well as a Public Health Emergency — on small businesses/institutions and their employees, customers, and other beneficiaries is yet to be determined. For example, it is likely that the impact of the Pandemic on Michigan's School Aid Fund and Revenue Sharing Program will diminish the funds school districts and local units of government, respectively, have to serve their constituents. Moreover, it is likely that unanticipated costs related to the disaster will continue to become apparent for years.

COVID-19 — and the associated stay-at-home order — has also revealed systemic problems in how many local businesses/institutions function. For example, many restaurants and other retail shops do not have a business plan, lack the tools needed to operate on thin margins, and have insufficient savings. Although many local manufacturers currently employ these tools (at least to a certain extent) economic downturns still threaten them. Many of them supply the automotive industry, further exacerbating the risk.

Region 2 developed this proposal cooperatively with the Hillsdale EDP and Lenawee Now — the EDOs serving the counties of Hillsdale and Lenawee, respectively — who will also submit a grant request (PWEAA 2020) for other CARES Act funding that complements this effort. This proposal includes:

The Region 2 EDD

Although the District —comprising 90 local units of government in south-central Lower Michigan along the common border with Indiana and Ohio— is a largely rural, it contains the Jackson Urban Area and the Urban Clusters of Adrian and Hillsdale. Parts of the EDD are also within commuting distance of larger urban areas, including Ann Arbor, Lansing, Metropolitan Detroit, and Toledo.

A strong EDO serves each county and the R2PC is a relatively young EDD (i.e., designated by the EDA in November of 2012). Given these factors, it has always been the goal of the EDD to complement, rather than replace, the services already provided by the EDOs.

Launching of an easy-to-use interactive website

The EDD will design the online resource to function as a trusted local one-stop-shop (i.e., single point of contact) that businesses/institutions can utilize as they recover from the effects of COVID-19 on their operations. This will be an attractive alternative to the current deluge of individual offers of assistance small businesses/institutions currently receive and are most likely too busy to research/implement independently. *Access to the website and its resources will be free-of-charge to small businesses/institutions in the Region 2 Area.*

Hiring of a Disaster Recovery Coordinator

Region 2 will hire a Disaster Recovery Coordinator to provide further needed technical assistance to businesses/institutions throughout the Region 2 Area. This professional will facilitate Train-the Trainer sessions and put in place a Contact Tracing protocol small businesses/institutions can employ as needed (in coordination with a county health department or another expert organization). Grant funds are set aside to pay for unanticipated equipment/resources whose need became apparent during the grant period. The Coordinator may also utilize existing Partnership Planning funds to conduct related research for the EDOs. Other EDD and EDO staff will work in conjunction with the Coordinator to accomplish this task. *Consultation with the Disaster Recovery Coordinator will be free-of-charge to small businesses/institutions in the Region 2 Area.*

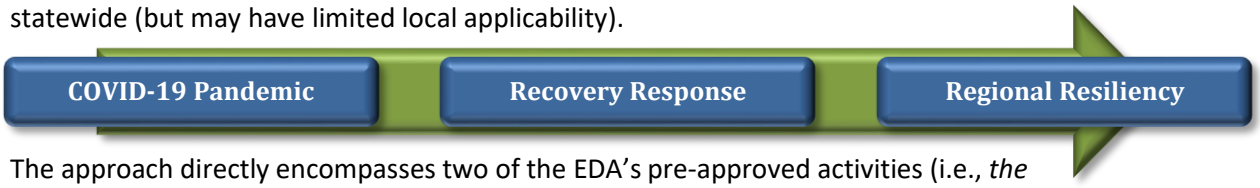
Implementing other R2PC CEDS goals

The EDD is also taking the opportunity to implement other CEDS goals as they relate to the Pandemic. This includes goal #4 — diversify the economy — and its pertinent associated strategy — promote the value-added processing of agricultural goods produced in the Region — given COVID-19's impact on eateries and their local suppliers. That work will also contribute to the CEDS update scheduled for 2021, including a possible economic resiliency section/appendix.

Statewide planning and research

MAR (the Michigan Association of Regions) has identified opportunities to work together to respond to the impacts of the Pandemic. A spotlight already documents broadband inadequacies across Michigan and MAR will work collaboratively with a variety of stakeholders to address collective statewide needs and future strategies. MAR also recognizes the collective need to provide consistent economic modeling of project impacts and will work with State partners to identify opportunities for statewide modeling designed to gain an accurate understanding of current/future economic impacts resulting from the Pandemic.

The approach outlined above will help local businesses/institutions become economically sustainable in the aftermath of the current Catastrophic Incident and more resilient when future disasters strike. Consequently, it will foster Transformative rather than merely Marginal change in response to the current crisis. The effort will be facilitated by a Disaster Recovery Coordinator — and supplemented by other EDD and EDO staff — who will listen to local needs in order to identify Thick solutions tailored to a unique situation as well as the more universal Big solutions advocated nationally/ statewide (but may have limited local applicability).



The approach directly encompasses two of the EDA's pre-approved activities (i.e., *the deployment of [a Disaster Recovery Coordinator] to orchestrate [Region 2's] response to the [Pandemic]* and the *provision of technical assistance, as necessary, to local governments, businesses, and other stakeholder organizations*). It also sets the foundation for a third activity (i.e., *development of an economic recovery and resilience plan, tied to the [R2PC's] approved Comprehensive Economic Development Strategy, to address the economic impacts of the [Coronavirus Pandemic]*).

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

PAUL C. AJEGBA
DIRECTOR

May 11, 2020

Mr. Steve Duke,
Executive Director
Region 2 Planning Commission
Jackson County Tower Building
120 W. Michigan Avenue, 9th Floor
Jackson, Michigan 49201

Dear Mr. Duke:
This letter is sent by the Michigan Department of Transportation (MDOT) to inform the Jackson Area Comprehensive Transportation Study committees of several TIP amendments to the FY 2020-2023 Transportation Improvement Plan (TIP).

Fiscal Year	Job no.	Phase	Project Name	Limits	Length	Project Description	Federal Budget	State Budget	State Fund Source	Total Phase Cost	Amendment Type
2020	202121	CON	I-94 E	I-94 under Lansing Ave	1.724	bridge replacement and freeway reconstruct	$13,268,710 Federal Fund Source NH	$2,942,299	M	$16,211,009	Length change over 0.5 miles
2021	127621	ROW	I-94	Michigan Ave to M-60	7.583	Reconstruction (road) and Bridge CPM on 6 structures	$0	$350,000	Rebuilding Michigan Bonding Program	$350,000	Phase Add
2020	208524	ROW	I-94	I-94/US-127 North/West Avenue Interchange	5.222	Freeway Interchange Reconstruction	$0	$1,000,000	Rebuilding Michigan Bonding Program	$1,000,000	Length change over 0.5 miles
2020	208524	ROW	I-94	I-94/US-127 North/West Avenue Interchange	2.794	Freeway Interchange Reconstruction	$0	$1,000,000	Rebuilding Michigan Bonding Program	~~$150,000~~ $1,000,000	Phase Budget Increase over 25%

2020	208524	UTL	I-94	I-94/US-127 North/West Avenue Interchange	5.222	Freeway Interchange Reconstruction	$0	$75,000	Rebuilding Michigan Bonding Program	$75,000	Length change over 0.5 miles
2020	208524	UTL	I-94	I-94/US-127 North/West Avenue Interchange	2.794	Freeway Interchange Reconstruction	$0	$75,000	Rebuilding Michigan Bonding Program	$75,000	Phase Add
2020	208524	CON	I-94	I-94/US-127 North/West Avenue Interchange	5.222	Freeway Interchange Reconstruction	$0	$78,000,000	Rebuilding Michigan Bonding Program	$78,000,000	Length change over 0.5 miles

Thank you for your attention to this request. If you have any questions or need additional information, please contact me at 517-750-0405
Sincerely,
Mike Davis, Transportation Planner
Mark Kloha, Transportation Planner

May 11, 2020

Mr. Steven Duke, Executive Director
Region 2 Planning Commission
120 W. Michigan Ave – 9th Floor
Jackson MI 49201

Dear Mr. Duke:

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

Fiscal Year	Job #	Project Name	Limits	Project Description	Funding	Action
2021	206636	Countywide	Countywide (various Rds.)	One course asphalt overlay	Change from: $ 135,859.00 EDD $995,000.00 STP $1,130,859.00 Total Change to: $721,135.00 EDD $995,000.00 STP $199,000.00 Local $1,915,135.00 Total	CHANGE

Sincerely,

Angela N. Kline, P.E.
Deputy Managing Director
Director of Engineering

2400 North Elm Road • Jackson, Michigan 49201 • Office: (517) 788-4230 • FAX: (517) 788-4237 • Website: bit.ly/JCDOT

To:	Steve Duke
From:	Chad Cumberworth, Jackson Area Transportation Authority Government and Community Relations Manager
Date:	May 5, 2020
Subject	Request for Amendment to 2020-2023 Transportation Improvement Program (TIP)

1. The Jackson Area Transportation Authority (JATA) is requesting the Region 2 Planning Commission approve an adjustment from the current (TIP) for a change in project cost for project number 207683. The original programmed funding for this project was for a total of $2,400,000. JATA is requesting that both federal and local funding for this project be adjusted to $1,316,971 for a total of $2,633,942. The table below shows the specific project information JATA would like added to the TIP.

Section 5307 – Urbanized Formula

Fiscal Year	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	Federal Funding Source	Local Cost	Local Funding Source	Total Project Cost
2020	5307 – Urbanized Formula	County Wide	Operating	Operating	$1,316,971	5307	$1,316,971	N/A	$2,633,942

2. Additionally, JATA is requesting for the Region 2 Planning Commission to approve an amendment to add a project to the current TIP. This project is for FY2020 Section 5339 Bus and Bus Facilities. The project is being funded with both federal and state dollars. There is no local match for this project. The federal funds being apportioned to JATA for this project is $134,609. The state match for this project is $33,652 for a funding total of $168,261. The table below shows the specific project information JATA would like added to the TIP.

Section 5339 – Bus and Bus Facilities

Fiscal Year	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	Federal Funding Source	State Cost	State Funding Source	Total Project Cost
2020	5339 – Bus and Bus Facilities	County Wide	Bus and Bus Facilities Maintenance Equipment	Bus Facilities Maintenance Equipment	$134,609	5339	$33,652	CTF	$168,261

3. Additionally, JATA is requesting the Region 2 Planning Commission to approve an amendment to add a project to the current TIP. This project is for FY2020 Section 5307 –Urbanized Formula capital. The project is being funded with both federal and state dollars. There is no local match for this project. The federal funds being apportioned to JATA for this project is $13,170. The state match for this project is $3,293 for a funding total of $16,463. The table below shows the specific project information JATA would like added to the TIP.

Section 5307 –Urbanized Formula (Safety and Security)

Fiscal Year	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	Federal Funding Source	State Cost	State Funding Source	Total Project Cost
2020	5307 – Urbanized Formula	County Wide	Section 5307 Capital; Security Cameras	Section 5307 Capital; Security Cameras	$13,170	5307	$3,293	CTF	$16,463

4. Additionally, JATA is requesting the Region 2 Planning Commission to delete a project in the current TIP. The job number associated with this project is 207158. This project was for FY2020 Section 5339 –Bus and Bus Facilities. The project was intended to procure a bus in the amount of $926,000. The Federal was to fund $740,800 and the State was to match with $185,200. The table below shows the specific project information JATA would like removed from the TIP.

Section 5339 – Bus and Bus Facilities

Fiscal Year	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	Federal Funding Source	State Cost	State Funding Source	Total Project Cost
2020	5339- Bus and Bus Facilities	County Wide	Procurement of a one (1) bus	Section 5339 Bus and Bus Facilities	$740,800	5339	$185,200	CTF	$926,000

To:	Steve Duke
From:	Chad Cumberworth, Jackson Area Transportation Authority Government and Community Relations Manager
Date:	May 5, 2020
Subject	Request for Amendment to 2020-2023 Transportation Improvement Program (TIP)

1. The Jackson Area Transportation Authority (JATA) is requesting the Region 2 Planning Commission approve a new project to be added to the current (TIP) regarding the Coronavirus Aid, Relief, and Economic Security (CARES) Act. This economic relief package delivers on the federal government's commitment to protecting the American people from the public health and economic impacts of COVID-19. This project is for FY2020, but it could span the next two Fiscal Years (FY). JATA would like to add to the TIP federal 5307 – Urbanized capital assistance in the amount of $1,005,142 for the Mobility Management program (Rides to Wellness) to fund the pilot of this program. The table below shows the specific project information JATA would like added to the TIP.

Section 5307 – Urbanized Formula

Fiscal Year	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	Federal Funding Source	Local Cost	Local Funding Source	Total Project Cost
2020	5307 – Urbanized Formula	County Wide	Capital	Mobility Management; Operating Funds	1,005,142	5307	$0	N/A	$1,005,142

2. Additionally, JATA is requesting for the Region 2 Planning Commission to approve the addition of a new project to the current TIP regarding the CARES Act. This project is for FY2020 Section 5307 – Urbanized Formula to be used for capital. The project is being funded with only federal apportionments. There is no local match for this project. The federal funds being apportioned to JATA for this project is $179,540. The table below shows the specific project information JATA would like added to the TIP.

Section 5307 – Urbanized Formula

Fiscal Year	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	Federal Funding Source	State Cost	State Funding Source	Total Project Cost
2020	5307 – Urbanized Formula	County Wide	Capital	Mobility Management; to procure five sedan vehicles	$179,540	5307	$0	N/A	$179,540

To:	Steve Duke
From:	Chad Cumberworth, Jackson Area Transportation Authority Government and Community Relations Manager
Date:	May 5, 2020
Subject	Request for Amendment to 2020-2023 Transportation Improvement Program (TIP)

NOTE: When we completed our annual fiscal year application we had to forecast 2021 our one year out projections. Project capital and operating funds are based on previous year's numbers.

1. The Jackson Area Transportation Authority (JATA) is requesting the Region 2 Planning Commission approve an adjustment to the current (TIP) for a change in project to job number 207686. This project is for FY2021 Section 5311 –Non-Urban Formula JATA is requesting an administration modification be made to FY2021 Section 5311 operating. It is currently programmed in the TIP for $34,659 for both federal and state for a total of $69,318. JATA would like to request an administrative modification, if allowable, to $57,645 for both federal and state for new funding total of $115,290. The table below shows the specific project information JATA would like added to the TIP.

Section 5311 –Non-Urban Formula

Fiscal Year	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	Federal Funding Source	State Cost	State Funding Source	Total Project Cost
2021	5311 – Non-Urban Formula	County Wide	Operating	Operating Assistance	$57,645	5311	$57,645	CTF	$115,290

2. Additionally, JATA is requesting the Region 2 Planning Commission to approve an amendment to the current (TIP) for a change in project cost for project number 207685. This project is for FY2021 Section 5307 - Urbanized Formula. The original programmed funding for this project was for a total of $2,600,000. JATA would like to request, if allowable, an administrative modification for both federal and local funding for this project to be adjusted to $1,300,000 for a total of $2,600,000. The table below shows the specific project information JATA would like added to the TIP.

Section 5307 –Urbanized Formula

Fiscal Year	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	Federal Funding Source	Local Cost	Local Funding Source	Total Project Cost
2021	5307 – Urbanized Formula	County Wide	Operating Assistance	Operating Assistance	$1,300,000	5307	$1,300,000	N/A	$2,600,000

3. Additionally, JATA is requesting the Region 2 Planning Commission to approve an amendment from the current (TIP) for a change in project cost for project number 207687. This project is for FY2021 Section 5339 –Bus and Bus Facilities. The original programmed funding for this project was for a total of $141,000. JATA is requesting that the federal amount be adjusted to $18,266 and state funding for this project be adjusted to $4,567 for a total of $22,833. The table below shows the specific project information JATA would like added to the TIP.

Section 5339–Bus and Bus Facilities

Fiscal Year	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	Federal Funding Source	State Cost	State Funding Source	Total Project Cost
2021	5339 Bus and Bus Facilities	County Wide	5339 Bus and Bus Facilities	Replacing windows at the JATA admin facility	$18,266	5339	$4,567	CTF	$22,833

4. Additionally, JATA is requesting the Region 2 Planning Commission approve an amendment to the TIP by deleting a project in the current TIP. The job number associated with this project is 207689. This project was for FY2021 Section 5307 –Urbanized Formula. The project was intended to procure two medium duty transit vehicles for a total of $200,000. The Federal funding amount was to be $160,000 and the State was to match with funding of $40,000. The table below shows the specific project information JATA would like removed from the TIP.

Section 5307–Urbanized Formula

Fiscal Year	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	Federal Funding Source	State Cost	State Funding Source	Total Project Cost
2021	5307 – Urbanized Formula	County Wide	5307 – Urbanized Formula	Procuring two medium duty transit vehicles	$160,000	5307	$40,000	CTF	$200,000

5. Additionally, JATA is requesting the Region 2 Planning Commission to approve an amendment to add a project to the current TIP. This project is for FY2021 Section 5339 –Bus and Bus Facilities. The project is being funded with both federal and state dollars. There is no local match for this project. The federal funds being apportioned to JATA for this project are $156,800. The project is intended to procure two medium class 26-foot transit vehicles with a lift gate and a gas engine. The state match for this project is $39,200 for a funding total of $196,000. The table below shows the specific project information JATA would like added to the TIP.

Section 5339 – Bus and Bus Facilities

Fiscal Year	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	Federal Funding Source	State Cost	State Funding Source	Total Project Cost
2021	5339 - Bus and Bus Facilities	County Wide	5339 –Bus and Bus Facilities	Procuring two medium class 26-foot transit vehicles	$156,800	5339	$39,200	CTF	$196,000

March 24, 2020

REGION 2 PLANNING COMMISSION
JACKSON COUNTY TOWER BUILDING – 9TH FLOOR
120 WEST MICHIGAN AVENUE
JACKSON, MI 49201

MAY - 5 2020

RE: Notice of Intent to Plan
City of Adrian

To Whom It May Concern:

Pursuant to the requirements of Section 125.3839 (2) of the Michigan Planning Enabling Act, this notification is to inform you of the City of Adrian's intent to update the City's Comprehensive Plan (Master Plan). As required by the Michigan Planning Enabling Act, a copy of the draft Plan will be made available to you for your review and comment in advance of the City's public hearing.

The City of Adrian intends to provide further information on the Plan through electronic mail, as permitted through the state statute referenced above. If you would like to receive any future notices regarding the Adrian Comprehensive Plan Update process through first class mail delivery, please e-mail your request along to Gregory Elliott, Community Development Director, at gelliott@adrianmi.gov.

Please feel free to contact the City's Community Development Department at 517.264.4814 if you have any questions. We look forward to your input as we prepare this update to the City's Comprehensive Plan.

Sincerely,
ADRIAN PLANNING COMMISSION

Mike Jacobitz, Chair

City of Adrian
Community Development Department
3rd floor of City Hall
135 E. Maumee Street
Adrian, MI 49221

JUN 0 2 2020

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

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Writer's Direct Phone: 616.726.2232 **Fax**: 616.726.2299 **Reply To**: Grand Rapids **E-Mail**: ldickinson@fosterswift.com

May 27, 2020

UPS Next Day

Region 2 Planning Commission
Lenawee County
Jackson County Tower Building - 9th Floor
120 West Michigan Ave
Jackson, MI 49201

To Whom it May Concern:

Re: Deerfield Township Interim Zoning Ordinance

This law firm represents Deerfield Township in Lenawee County. Pursuant to the Michigan Zoning Enabling Act, the Township has prepared a proposed interim zoning ordinance. Pursuant to section 404(2) of the MZEA, the Township submits the interim zoning ordinance to Region 2, Lenawee County Planning Commission for the purpose of coordinating the zoning ordinance with the zoning ordinances of a township, city or village having a common boundary with the Township. The resolution of the Deerfield Township Planning Commission recommending the interim zoning ordinance is enclosed along with the proposed interim zoning ordinance. An electronic copy was also sent via email to Grant Bauman on May 26.

If you have any questions or concerns, please let me know. Thanks.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC

Leslie A. Dickinson

LAD
Enclosure