

AGENDA

REGION 2 PLANNING COMMISSION

Executive Committee

FOR FURTHER INFORMATION, CONTACT:

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

DATE: Thursday, December 12, 2019

TIME: 2:00 P.M.

WHERE: Jackson Co. Tower Bldg.
120 W. Michigan Ave., 5th Fl.
Jackson, MI 49201

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

PAGE #

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Agenda – **ACTION**
4. Public Comment
5. Approval of Minutes of the October 10, 2019 Executive Committee Meeting (see enclosure) – **ACTION** **2**
6. Receipt of Treasurer's Report of November 30, 2019 (see enclosure) – **ACTION** **6**
7. Approval of the December 12, 2019 Submitted Bills (see enclosure) – **ACTION** **10**
8. Staff Progress Report for October - November, 2019 (see enclosure) – **DISCUSSION** **11**
9. Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) (see enclosure) – **ACTION** **18**
 - Michigan Department of Transportation
10. Property Assessment Data and Cultural and Recreational Resources for Jackson County (to be provided) – **DISCUSSION**
11. Approval of the R2PC Meeting Calendar for 2020 (see enclosure) – **ACTION** **19**
12. Other Business
13. Public Comment/Commissioner Comments
14. Adjournment



Happy Holidays !!!



** Refreshments will be provided **

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MINUTES

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

Thursday, October 10, 2019

- I. **Call to Order** – Chair Tillotson called the meeting to order at 2:04 p.m. A quorum was present.

Executive Committee Members:

✓ Beeker	✓ Guetschow	✓ Sigers
✓ Burtch	✓ Jancek	✓ Terry
✓ Driskill	✓ Knoblauch	✓ Tillotson
✓ Duckham	✓ Kubish	✓ Welsh
✓ Gaede	✓ Overton	✓ Wittenbach
✓ Gould	✓ Poole	✓ Wonacott
✓ Grabert	✓ Rohr	

Key: ✓ = present

Other Commissioners Present: Bair, Southworth, and Swartzlander

Others Present: Mike Davis, MDOT – University Region

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. Swartzlander, supported by Comm. Jancek, to approve the October 10, 2019, Executive Committee agenda as presented. The motion carried unanimously.
- IV. **Public Comment** – Chair Tillotson announced the first opportunity for public comment. No public comments were received.

- V. **Approval of Minutes of the June 12, 2019, Executive Committee Meeting** – A motion was made by Comm. Knoblauch, supported by Comm. Jancek, to approve the June 12, 2019, Executive Committee meeting minutes as presented. The motion carried unanimously.
- VI. **Receipt of the Treasurer’s Report of September 30, 2019** – A motion was made by Comm. Jancek, supported by Comm. Gaede, to approve receipt of the R2PC Treasurer’s Report for September 30, 2019. The motion carried unanimously.
- VII. **Approval of the October 10, 2019, Submitted Bills** – A motion was made by Comm. Jancek, supported by Comm. Wonacott, to approve payment of the October 10, 2019, submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for September, 2019** – Mr. Bauman highlighted staff activities for September, 2019, as follows:
- Staff received an invitation to apply for up to \$70,000 from the EDA’s Partnership Planning program that can be utilized to fund economic development activities throughout the region during the 2020 calendar year
 - Staff continued to administer the Regional Prosperity Initiative (RPI) program in the three-county region as well as the counties of Livingston, Washtenaw, and Monroe
 - Staff completed PASER data collection for all three counties and sent the information to each county and the TAMC, meeting that state requirement
 - Staff has continued to attend meetings related to the development of a trail that would run through Watkins Lake State Park, connecting the villages of Brooklyn and Manchester
 - Staff provided cost estimates to Somerset Township and the Village of Brooklyn to assist those municipalities in comprehensive amendments to their zoning regulations
 - Staff facilitated the process of updating recreation plans in Jackson County and the City of Jackson and provided data to Lenawee County (which is updating its plan in-house)
 - Staff met with the Chair of the Rollin Township Planning Commission to discuss needed updates to the municipality’s zoning ordinance
- IX. **Approval of Amendments and Administrative Modifications to the JACTS FY 2020-2023 Transportation Improvement Program (TIP)** – Mr. Mike Davis, Transportation Planner for the MDOT University Region, first presented the following proposed MDOT amendments:

Fiscal Year	Job no.	Phase	Project Name	Limits	Length	Project Description	Federal Budget	Federal Fund Source	State Budget	Total Phase Cost	Amendment Type
2021	204744	CON	Norfolk Southern Railway	Jackson Street and Mechanic Street bridges in Jackson	0.416	Reconstruction of railroad bridges	\$7,247,408	5337	\$7,247,408	\$14,494,816	Year change from 2019 to 2021
2021	208689	CON	I-94BL	Various Trunkline Routes	0.124	HMA Crack Treatment and Overband Crack Fill	\$230,817	ST	\$51,183	\$282,000	Phase Add
2021	129153	CON	I-94E	I-94 at Elm Road	1.499	Reconstruct interchange	\$20,219,063	IM	\$2,246,562	\$22,465,625	Phase Budget over 25%
2023	127621	CON	I-94E	Michigan Ave to M-60	7.583	Reconstruct	\$67,859,916	IM	\$7,539,991	\$75,399,907	Phase Budget over 25%

The following MDOT exempt project of significance phases were presented next, for informational purposes, by Mr. Davis:

Fiscal Year	Job no.	Phase	Project Name	Limits	Length	Project Description	Federal Budget	Federal Fund Source	State Budget	Total Phase Cost	Amendment Type
2020	208524	PE	I-94W	I-94/US-127 North/West Avenue Interchange	1.845	Freeway Interchange Reconstruction	\$0	n/a	\$175,000	\$175,000	Phase Add
2020	208524	ROW	I-94W	I-94/US-127 North/West Avenue Interchange	1.845	Freeway Interchange Reconstruction	\$0	n/a	\$150,000	\$150,000	Phase Add
2020	208524	UTL	I-94W	I-94/US-127 North/West Avenue Interchange	1.845	Freeway Interchange Reconstruction	\$0	n/a	\$75,000	\$75,000	Phase Add

Mr. Davis also presented the following proposed Jackson County Department of Transportation (JCDOT) amendment:

Fiscal Year	Job #	Project Name	Limits	Project Description	Funding	Action
2020		Preventative Maintenance	Various Roads	Preventative Maintenance	Change from \$460,000 STL \$110,859 STATE D to \$160,000 STL \$110,859 STATE D	Change Project Cost

Lastly, the following proposed Village of Brooklyn amendment was presented by Mr. Davis:

FY	Project	Limits	Work Type & Project Description	Funding & Source	Action
2020	Marshall St	N Main St (M-50) to Constitution Ave (west Village Limits at Jefferson Rd)	Reconstruction	STP: \$216,000 \$516,000 Local: \$54,000 \$129,000 Total: \$270,000 \$645,000	Increase STP (federal) funding & required local match

A motion was made by Comm. Jancek, supported by Comm. Welsh, to approve the proposed MDOT, JCDOT and Village of Brooklyn amendments and administrative modifications to the JACTS FY 2020-2023 TIP as presented. The motion carried unanimously.

- X. **Region 2 Planning Commission Resolution to Support the MDOT 2020 State Targets for Safety Performance Measures** – Mr. Mike Davis, Transportation Planner for the MDOT University Region, provided a brief explanation of MDOT’s 2020 State Targets for Safety Performance Measures, and presented the resolution declaring their adoption by the Jackson County MPO (Metropolitan Planning Organization). Comm. Jancek noted that by approving the resolution, the R2PC will not have to undertake the research needed to establish targets specifically for Jackson County. Comm. Driskill stated his concern that the some of the targets show an increase from the baseline conditions. Comm. Terry explained that the increase is likely due to a projected increase in the number of vehicle miles of travel for 2020. Comm. Gaede noted that the rate of serious injuries target is a reduction from the baseline data.

A motion was made by Comm. Jancek, supported by Comm. Gaede, approving the resolution supporting the MDOT 2020 State Targets for Safety Performance Measures as presented.

The motion carried unanimously.

- XI. **2020 EDA Partnership Planning Grant** – Mr. Bauman explained that staff proposes to submit an application for a Partnership Planning grant to the EDA (Economic Development Administration) for \$70,000 which will allow Mr. Duke to hire another Principal Planner who will be charged with developing a more robust economic development program. A change in EDA policy will allow the R2PC to utilize the cost of the local planning services provided to its members as the required 50% local match. Resolutions committing the local match and authorizing Mr. Bauman to sign the application documents are required as part of the application submittal.

A motion was made by Comm. Jancek, supported by Comm. Wonacott, to approve the local match commitment and signature authorization resolutions required for the \$70,000 Partnership Planning grant sought from the EDA. The motion carried unanimously.

- XII. **Property Assessment Data for Lenawee County** – Mr. Bauman summarized the survey of existing land use in Lenawee County prepared for the Region 2 Planning Commission as part of a larger economic development project, utilizing property assessment data. Agricultural uses still predominate in the County, accounting for approximately 73% of assessed acreage. Low intensity development—large lot residential (i.e., lots ≥ 2 acres)—accounts for approximately 19% of the assessed acreage. High intensity development—compact residential (i.e., lots < 2 acres), commercial, and industrial—accounts for approximately 5% of assessed acreage. Institutions (i.e., exempt properties) account for the remaining 3% of assessed acreage. It was noted that the Cities of Adrian and Tecumseh are unmapped because they maintain their own parcel information geodatabases.
- XIII. **R2PC Audit Engagement Letter** – Comm. Terry reported that Smith & Klaczkiewicz, PC, Certified Public Accountants, have been engaged to prepare the audit for the fiscal year ending September 30, 2019, and referred to the memo of understanding in the agenda packet, which outlines the extent of that audit, signed by Mr. Duke.
- XIV. **Other Business** – Mr. Bauman announced that the R2PC's 2019 Annual Dinner will be held at the Evans Street Station in Tecumseh on November 14, 2019, at 6:00 pm. Mr. Clint Brugger, Hillsdale-Lenawee Community Action Agency, will present: "Be Counted! Census 2020".
- XV. **Public Comment / Commissioner's Comments** – Comm. Jancek reminded Commissioners of the MDOT Traffic Summit to be held at the Blackman Township Hall on October 29, 2019, at 9:00 am.
- XVI. **Adjournment** – There being no further business, the meeting was adjourned at 2:45 pm by Chair Tillotson.

Pete Jancek
Secretary

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of November 30, 2019

Checking Account Balance ending October 31, 2019		\$	798,695.08
Deposit Summary:			
<i>November 2019 EFT Deposits</i>		\$	5,657.49
<i>November Bank Deposits</i>			10,265.85
<i>November Adjustments</i>			(3,305.75)
Total Deposits plus Bank Balance		<u>\$</u>	<u>811,312.67</u>
Expenses:			
<i>Submitted Expenses - November 2019 **</i>	\$		(44,956.30)
<i>Interim Expenses</i>			(44,242.89)
<i>Payroll/Related Expenses</i>			(33,526.00)
Subtotal of Expenses	<u>\$</u>		<u>(122,725.19)</u>
Balance Checking Account ending October 31, 2019		<u>\$</u>	<u>688,587.48</u>
<i>Balance CD Investments ending November 30, 2019</i>		<u>\$</u>	<u>104,918.47</u>
Total Cash on Hand		<u>\$</u>	<u>793,505.95</u>

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

REGION 2 PLANNING COMMISSION
Deposits and Adjustments to Cash
as of November 30, 2019

11/30/2019	EFT Deposits:	
	ASAP Grant	\$ 5,657.49
	Subtotal - EFT Deposits	\$ 5,657.49
11/27/2019	Check Deposits:	
	FY 2020 Membership dues	\$ 5,958.09
	Leoni Township - DDA Support Jul-Sept 2019	3,397.76
	2019 Annual Dinner	910.00
	Subtotal - Check Deposits	\$ 10,265.85
11/30/2019	Adjustments to cash:	
	<i>Bank fees - November</i>	\$ (146.48)
	<i>Paycor Fees - November</i>	(220.18)
	<i>Credit Card Charges - Supplies</i>	(256.35)
	<i>Credit Card Charges - Postage</i>	(81.65)
	<i>Credit Card Charges - Travel/Meals</i>	(58.90)
	<i>Credit Card Charges - Annual Dinner</i>	(2,242.19)
	<i>Credit Card Charges - Subscriptions</i>	(300.00)
	Subtotal - Adjustments to Cash	\$ (3,305.75)
	Total Net Deposits for November	\$ 12,617.59

**REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of November 30, 2019**

Interim Billing for November, 2019

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Allegra	R2PC Packet Nov.	\$ 60.36	14652
Jackson County	Postage for Oct. 2019	112.35	14658
LESA	RPI Final Payment	5,164.43	14663
PSC	RPI Oct. Services	7,968.75	14666
The Greenway Collaborative	Non-Motor. Plan / June-Sept. 2019	30,930.00	14668
The Water Store	Supplies for Nov. 2019	7.00	14669
Total Interim Billing for November, 2019		\$ 44,242.89	

Payroll & Travel Related Expenses:

<i>Paid November 1, 2019</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 10,962.74	
G. Bauman	Travel Reimbursement	86.54	
S. Duke	Travel Reimbursement	194.08	
Total		\$ 11,243.36	

<i>Paid November 15, 2019</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 10,962.74	
G. Bauman	Travel Reimbursement	47.97	
S. Duke	Travel Reimbursement	87.23	
Total		\$ 11,097.94	

<i>Paid November 29, 2019</i>			
Paycor	Payroll Disbursement	\$ 10,962.74	
G. Bauman	Travel Reimbursement	68.64	
S. Duke	Travel Reimbursement	110.05	
J. Liogghio	Travel Reimbursement	43.27	
Total		\$ 11,184.70	

Total Payroll Expenses for November, 2019 **\$ 33,526.00**

**Region 2 Planning Commission
Outstanding Accounts Receivable
as of November 30, 2019**

Municipality/Source	Date	Inv. No.	Amount
Spring Arbor Township - Planning Services for Apr-Jun 2019	8/31/2019	3545	\$ 976.52
MDOT - Rural Task Force Planning Jul-Sept 2019	11/30/2019	3601	54.09
MDOT - Regional Transportation Planning Jul-Sept 2019	11/30/2019	3602	6,402.00
MDOT - Asset Management Planning for Jul-Sept 2019	11/30/2019	3603	11,130.00
MDOT - FHWA Planning for Jul-Sept 2019	11/30/2019	3604	<u>112,952.00</u>

FY 2019 Balance as of November 30, 2019 **\$ 131,514.61**

REGION 2 PLANNING COMMISSION
Submitted Bills
December 12, 2019

Vendor	Description	Amount Due
Allegra	R2PC Envelopes	\$ 489.00
Blue Cross/Blue Shield	Office Coverage (Jan. 2020) & Additional Chg.	\$ 4,693.94
Blue Cross/Blue Shield	Supplement F (Jan. 2019)	\$ 169.57
Blue Cross/Blue Shield	Prescription Coverage (Jan. 2020)	\$ 105.10
City of Jackson	Parking Passes for 2020	\$ 2,508.00
City of Jonesville	Refund for R2PC Ann. Dinner	\$ 35.00
County of Jackson	Rent Expense December 2019	\$ 3,077.26
ICMA Retirement Trust	ICMA 401 Contribution	\$ 2,018.10
Jackson Co. Chamber of Commerce	Annual Membership Dues	\$ 275.00
Jackson Co. Dept. of Transportation	PASER Rating - FY 2019	\$ 3,688.90
The Water Store	Supplies November 2019	\$ 7.00
Toole Design Group, LLC	RPI Grant - Oct. 2019	\$ 3,485.00
Vantage Point Transfer Agents	ICMA RHS Contribution	\$ 220.69
Total Submitted Billing - December, 2019		\$ 20,772.56

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Staff Progress Report October-November, 2019

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):
 - Put Michigan Works! in contact with Jackson County GIS regarding Jackson Area Transportation Authority (JATA) route computer mapping.
 - Responded to a survey regarding the 2020 EDA Showcase.
 - Submitted the 2019 Government Performance and Results Act (GPRA) form to the EDA.
 - Participated on the EDA Chicago Office's October 23rd EDD Quarterly Conference Call.
 - Submitted the Project Progress and SF-425 (Financial) reports to the EDA for work conducted through September 30th on the FY 2018 Partnership Planning grant.
 - Requested payment from the EDA for 50% of the work conducted through September 30th on the FY 2018 Partnership Planning grant – *payment received*.
 - Completed and submitted the 2019 Partnership Planning grant to the EDA for \$70,000. Provided subsequent updates/clarifications to the application at the request of the EDA.
 - Distributed a biweekly report published by the EDA's Economic Development Integrators (EDIs) regarding recent economic grant opportunity and resource announcements to the R2PC and EDD email listings.
 - The EDA conducted its triennial review of the R2PC EDD on November 11th, which included a survey filled out by staff.
 - Further analyzed the property assessment data for parcels in Lenawee County—a required step in creating a cultural facilities map for the CEDS— and presented it to the R2PC and the LCPC (Lenawee County Planning Commission). Obtained data from the City of Adrian for inclusion in the analysis.
- **Downtown Development Authorities (DDAs).** Staff attended the monthly meetings of the City of Jackson and Leoni Township DDA committees and provided administrative support to the Leoni Township DDA.

[October-November, 2019 Staff Progress Report]

Regional Prosperity Initiative

■ Program Administration

- Attended the asset management train-the-trainer session hosted by the Michigan Infrastructure Commission (MIC) on October 9, 2019 in East Lansing.
- Coordinated with MIC staff on logistics for the second Asset Management Summit.
- Hosted the second Region 2 Asset Management Summit on October 16, 2019 at Weber's in Ann Arbor.
- Provided advice and technical assistance to GAAR grantees as needed.
- Met with management team members to discuss a potential refocusing of granted funds to complete a region-wide workforce study.
- Helped coordinate meeting with Toole Design regarding the micro-mobility study.
- Created proxy email for asset management plan collection (info.region2planningcommission@gmail.com).
- Received November GAAR grantee progress reports.

■ Communications and Engagement

- Continued outreach to stakeholders regarding the Asset Management Summit on October 16, 2019 in Ann Arbor.
- Provided GAAR grantees with guidance and timelines for submitting regular progress reports.
- Helped to schedule kickoff call with Toole Design regarding the micro-mobility study.

R2PC Activities

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

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

Program Management

- Staff submitted the Rural Task Force monthly progress report to MDOT and the participated in the monthly conference call.

Asset Management

- Staff participated in the monthly Asset Management conference call with MDOT.
- Staff completed PASER Data Collection for Jackson, Lenawee, and Hillsdale counties. Staff has sent all of the data to the local counties and to TAMC to meet state reporting requirements.
- Staff completed preparing the PASER 2018 – 2019 GIS maps and annual report.

[October-November, 2019 Staff Progress Report]

Technical Assistance to MDOT

- Staff has been involved with discussion of the development of more non-motorized trails in Lenawee County with MDOT and the Michigan Department of Health and Human Services (MDHHS).
- Staff participated in the MDOT annual Traffic Summits conducted in each of the three counties. Both MDOT and the local agencies provided details on their recently completed and upcoming road projects.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Program Management

- The monthly meetings of the JACTS Technical Advisory and Policy committees were conducted.
- Staff attended the Jackson Area Transportation Authority's monthly Local Transit Advisory Council (LTAC) meeting.
- Staff attended the monthly Michigan Transportation Planning Association meeting in Lansing. Staff continues to act in the secretarial role for the organization.
- Staff continues to work with the DNR, City of Jackson, Jackson County, local townships and villages to address requests to expand the development of non-motorized trails.
- Staff attended the monthly Active Jackson meetings. The Jackson City + County Non-Motorized plan has been a monthly agenda item/discussion topic.
- The 2019 Resolution to Support the MDOT Safety Target Performance Measures was reviewed and approved by R2PC at their October meeting.

Technical Assistance

- **City of Jackson and Jackson County Non-Motorized Plan:**
 - The project website contains the latest project information that is available: <https://walkbike.info/jackson/>
 - The project website will be maintained for the duration of the project, and is a great way to get updates on the latest information.
 - The consultants reviewed the information provided by the public at the 10 outreach workshops held throughout the county. A draft non-motorized network and narrative have been prepared and are available for review and comment on the study website.
 - Staff has a bi-weekly phone call with the consultant to ensure that the project stays on track and to continue to communicate on project matters as needed.

Transportation Improvement Program (TIP)

- Several amendments were approved by the JACTS committees to the FY 2020-2023 TIP.

[October-November, 2019 Staff Progress Report]

- Staff attended the MDOT JobNet Policy Committee meeting.
- Staff monitored and updated JobNet daily as well as submitted a transmittal package in late November.

Jackson Traffic Safety Program

- Staff entered the final progress reports for FY 2019 into the OHSP MAGIC+ system.
- FY 2020 OHSP Seat Belt campaign began 10/17/19 and concluded on 10/31/19, with enforcement reports due from the 3 departments at the beginning of November.
- Staff compiled and submitted enforcement report information to OHSP for the seat belt campaign.

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).

Regional

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

- **Recreation Plan.** Provided a proposal for creating a 14-community multijurisdictional recreation plan for: Somerset Township in Hillsdale County; the Village of Brooklyn and the Townships of Columbia, Liberty, Napoleon, and Norvell in Jackson County; the Villages of Addison, Cement City, and Onsted and the Townships of Cambridge, Franklin, Rollin, and Woodstock in Lenawee County; and the Township of Manchester in Washtenaw County. Attended the November 22nd meeting of the Greater Irish Hills Intermunicipality Committee to discuss the proposal.

Upper Grand River Watershed Alliance. Staff provided the following service(s):

- Attended the November 4th meeting of the Alliance's MS4 Stormwater and Water Trail Planning committees.

Hillsdale County

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

- **Zoning Ordinance.** Updated the zoning map for the City to include recently annexed property.

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

- **Recreation Plan.** Spoke with the City Manager about the development of the next edition of the *City of Jonesville Recreation Plan*.

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

- **Zoning Ordinance.** Spoke with the Zoning Administrator regarding legal nonconformities. Requested

[October-November, 2019 Staff Progress Report]

word processing files containing the texts of the current editions of the zoning ordinance and master plan for use in creating the next edition of the *Somerset Township Zoning Ordinance* – files received.

Jackson County

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

- **Zoning Ordinance.** Discussed legal nonconformities, home occupations, and bed and breakfast establishments with the Zoning Administrator.

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

- **Zoning Ordinance.** Staff is facilitating a comprehensive update to the Village's zoning code. Based upon past experience, an incremental approach to amending the zoning code (within the broader effort) was proposed in order to allow for the majority of amendments to be adopted even if some are subjected to recall. The first task proposed for consideration at the December 4th meeting of the planning commission is the reorganization of the code (as proposed in the scope).

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

- **Zoning Ordinance.** Spoke with the Supervisor regarding the procedure for amending the *Columbia Township Zoning Ordinance*.

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

- **Zoning Ordinance.** Answered various questions of the Zoning Administrator and agreed to provide him with current existing land use information using assessing data.

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

- **Zoning Ordinance.** Spoke with Zoning Administrator about minimum lot sizes and widths and how to measure them to ensure compliance.

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

- **Recreation Plan.** Began the process of analyzing and documenting the results of the survey to be included in the next edition of the *City of Jackson Recreation Plan*. Met with the Director of Parks, Recreation, Cemeteries, and Trails regarding the approval schedule for the document. Finalized a full draft of the plan and presented it to the Parks and Recreation Commission on November 20th. Various changes requested by the Commission were made and the new version was prepared for the mandated public comment period.
- **Jackson City + County Nonmotorized Plan.** Continued to assist the consultants in facilitating the development of the plan which addresses both recreation and mobility needs [a JACTS funded activity]. Met with the Jackson Community Foundation to discuss its potential participation in the implementation of the plan, updated the roster of the Advisory Committee, and conferred with the consultants on the organization/appearance of the plan.

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

- **Jackson County Planning Commission (JCPC).** Facilitated the October 10th and November 7th JCPC meeting and summarized the staff analysis and advisements concerning: (1) an amendment

[October-November, 2019 Staff Progress Report]

regarding Child Care Centers in the *Henrietta Township Zoning Ordinance*, (2) a General Commercial (GC) zoning in Napoleon Township, (3) an amendment regarding Detached Residential Accessory Structure Setbacks in the *Hanover Township Zoning Ordinance*, (4) a General Commercial (C-2) zoning in Columbia Township, (5) and various amendments regarding Medical Marijuana and Maximum Lot Coverage in Leoni Township. Cover letters and associated documentation, including meeting minutes, were subsequently sent to the municipalities regarding the recommendations made by the JCPC. Staff also prepared the 2020 meeting and application submittal deadline schedules which were approved by the JCPC; the schedules were then sent to the planning commissions of all communities in Jackson County in care of their municipal clerk. Updates to the [JCPC webpage](#) were also made.

- **Jackson County Recreation Plan.** Presented a full draft of the proposed 2020-2024 edition of the *Jackson County Recreation Plan* to the Parks and Recreation Commission on October 2nd. Made various changes to the document, based on comments received from Commissioners, and submitted a new public comment draft for release per MDNR requirements. Subsequent revisions were made based upon received comments. Other items the MDNR requires were also attended to.
- **Jackson City + County Nonmotorized Plan.** *Please see the summary under the City of Jackson.*
- **Watkins Lake State Park Trail.** Participated in an October 31st meeting with federal, state, county, and municipal officials regarding a proposed trail between the villages of Brooklyn and Manchester, via Watkins Lake State Park [a JACTS funded activity].
- **Demographics.** Provided the County Drain Commissioner with the estimated number of households in the Village of Hanover, the Hanover-Horton School District, and the Somerset Urban Cluster.
- **GIS.** Filled out a survey regarding the use of GIS software and files.

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

- **Master Plan.** Completed an analysis of the community survey conducted for the next edition of the *Leoni Township Master Plan*. The full analysis is provided in an appendix to the plan and a summary was added to Community Description and Issue Identification chapter. Attended the November 6th meeting of the Planning Commission and discussed the process for finishing and adopting the plan.

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

- **Zoning Ordinance.** Attended the October 7th meeting of the Planning Commission to discuss the potential rezoning of 2 portions of the Township.

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

- **Master Plan.** Met with the Zoning Administrator on October 20th to discuss requested updates to the text and maps comprising the *Spring Arbor Township Master Plan* in preparation for its next edition.

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

- **Master Plan.** Attended the October 30th Planning Commission meeting to discuss the results of the general public survey, various revisions to the Community Description and Issue Identification chapter, and revisions to the goals and objectives contained in the current edition of the plan.

[October-November, 2019 Staff Progress Report]

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

- **Demographics.** Provided an Official with demographic estimates regarding educational attainment of the adult population and household broadband access.
- **Zoning Ordinance.** Discussed a proposed rezoning with a Planning Commissioner and agreed to prepare a report of another proposed rezoning at the request of the Zoning Administrator.

Lenawee County

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

- **Lenawee County Planning Commission (LCPC).** Facilitated the October 17th meeting of the LCPC and summarized the staff analysis and advisements concerning: (1) a Local Commercial (C-1) conditional rezoning in Woodstock Township; (2) a text amendment to the *Cambridge Township Zoning Ordinance* regarding Nuisances Per Se; (3) a 'Rural Residential (RR)' rezoning in Rollin Township; and (4) and a couple of PA 116 applications in Riga Township. Cover letters and associated documentation were subsequently sent to the townships regarding the recommendations made by the LCPC. The November 21st LCPC meeting was cancelled, but staff prepared the 2020 meeting and application submittal deadline schedules and sent them to Commissioners.
- **Existing Land Use.** Further analyzed the property assessment data for parcels in the county and presented them to the R2PC and the LCPC [an EDA funded activity] Obtained data from the City of Adrian for inclusion in the analysis.

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

- **Zoning Ordinance.** Attended the October 16th Planning Commission meeting to discuss the procedure for reviewing solar farm special use permit applications, the establishment of fees for that review, and the need for potential amendments to the Macon Township Zoning Ordinance.

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

- **Master Plan.** Attended the October 8th meeting of the Planning Commission and discussed the results of the existing land use survey conducted using property assessment data and proposed changes to the survey to be conducted for the *Raisin Township Master Plan*. Prepared a new draft of the survey, based upon that conversation, and submitted it to the Commission for its consideration.

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

- **Zoning Ordinance.** Made significant progress on updating regulations for the next edition of the *Rollin Township Zoning Ordinance*.

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

- Answered the questions of Township Official on a couple of occasions.



**STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING**

GRETCHEN WHITMER
GOVERNOR

PAUL C. AJEGBA
DIRECTOR

November 15th, 2019

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	Federal Fund Source	State Budget	Total Phase Cost	Amendment Type
2022	209381	PE-Design	US-127 S	US-127 from I-96 to I-94	11.06	Freeway Signing Update	\$180,000	NHG	\$0	\$180,000	Phase Add
2022	209481	PE-Design	US-127 S	US-127 from I-94 to M-50	6.76	Freeway Signing Update	\$240,000	NHG	\$0	\$240,000	Phase Add
2022	209391	PE-Design	M-50	At Clark Lake Road in Napoleon Twp, Jackson County	0.15	Install center left turn lane	\$36,619	HSIP	\$4,069	\$40,688	Phase Add

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
Jeff Franklin, Transportation Planner

Region 2 Planning Commission



MEETING SCHEDULE FOR 2020 REGION 2 PLANNING COMMISSION

In accordance with Public Act No. 167 of 1976, meetings of the Region 2 Planning Commission for 2020 will be as follows:

<u>DATE</u>	<u>EXECUTIVE COMMITTEE</u>	<u>FULL COMMISSION</u>
January 9, 2020		2:00 p.m. Lenawee District Library
February 13, 2020	2:00 p.m. Hillsdale City Hall	
March 12, 2020		2:00 p.m. Jackson County Tower Building
April 9, 2020	2:00 p.m. Lenawee District Library	
May 14, 2020		2:00 p.m. Hillsdale City Hall
June 11, 2020	2:00 p.m. Jackson County Tower Building	
July 9, 2020		2:00 p.m. Lenawee District Library
August 13, 2020	2:00 p.m. Hillsdale City Hall	
September 10, 2020		2:00 p.m. Jackson County Tower Building
October 8, 2020	2:00 p.m. Lenawee District Library	
November 12, 2020		6:00 p.m. Annual Meeting – Hillsdale County TBA
December 10, 2020	2:00 p.m. Jackson County Tower Building	

Note: The Jackson County Tower Building is located at 120 W. Michigan Avenue, Jackson.
The Lenawee District Library is located at 4459 W. US-223, Adrian.
Hillsdale City Hall is located at 97 N. Broad St., Hillsdale.