

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Region 2 Planning Commission Call-In Meeting Notice

Due to the recent increase in COVID-19 cases across the state and keeping everyone's safety a priority, the Region 2 Planning Commission (R2PC) will be holding the November 12, 2020 Full Commission meeting via **conference call**. Please follow the instructions below to participate in the conference call which will take place at **2:00 p.m. on Thursday, November 12, 2020**:

WHAT: Region 2 Planning Commission Full Commission Meeting

WHEN: Thursday, November 12, 2020 at 2:00 p.m.

CONFERENCE PHONE NUMBER: 1-701-802-5271

ACCESS CODE: 638318 #

INSTRUCTIONS:

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

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

AGENDA

REGION 2 PLANNING COMMISSION

Full Commission

FOR FURTHER INFORMATION, CONTACT:

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

DATE: Thursday, November 12, 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 November 12, 2020 Agenda – **ACTION**
4. Public Comment
5. Approval of the Full Commission Meeting Minutes for September 10, 2020
(see enclosure) – **ACTION** **3**
6. Approval of Action Taken at the October 8, 2020 Executive Committee Meeting
(see enclosure) – **ACTION** **6**
7. Receipt of Treasurer's Report of October 31, 2020 (see enclosure) – **ACTION** **11**
8. Approval of November 12, 2020 Submitted Bills (see enclosure) – **ACTION** **15**
9. Staff Progress Report for October, 2020 (see enclosure) – **DISCUSSION** **16**
10. Election of the 2021 Nominating Committee (see enclosure) – **ACTION** **21**
11. Approval of Amendments to the JACTS FY 2020-2023 Transportation
Improvement Program (TIP) (see enclosure) – **ACTION** **22**
 - Michigan Department of Transportation
12. Seasonal Housing (see enclosure) – **DISCUSSION** **23**
13. Other Business **24**
 - Comments from Liberty Township regarding the Jackson City + County
Non-Motorized Plan (see enclosure) **26**
 - Notice of Intent to Update Hillsdale County Master Plan (see enclosure) **27**
 - Notice of Intent to Prepare Hanover Township Master Plan (see enclosure)
14. Public Comment / Commissioners' Comments
15. Adjournment

Region 2 Planning Commission

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

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MEETING MINUTES

Region 2 Planning Commission - Full Commission

**** TELECONFERENCE MEETING ****

Thursday, September 10, 2020

I. **Call to Order** – Chair Terry called the meeting to order at 2:06 p.m. A quorum was present.

Attendance:

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

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

Staff Present: Grant Bauman, Tanya DeOliveira, Steve Duke, Jacob Hurt, and James Latham

Others Present: Mike Davis, MDOT; Angie Kline, JCDOT; and Debbie Miller

- II. Pledge of Allegiance** – Due to the meeting being conducted via teleconference, the Commission waived the Pledge of Allegiance.
- III. Approval of the Agenda** – The motion was made by Comm. Kubish, supported by Comm. Schlechte, to approve the September 10, 2020 agenda as presented. The motion carried unanimously.
- IV. Public Comment** – Chair Terry requested public comment. No public comments were received.
- V. Approval of the Full Commission Minutes for July 9, 2020** – The motion was made by Comm. Grabert, supported by Comm. Schlechte, to approve the July 9, 2020 Full Commission meeting minutes as submitted. The motion carried unanimously.
- VI. Receipt of Treasurer's Report of August 31, 2020** – A motion was made by Comm. Duckham, and supported by Comm. Knoblauch, to receive the August 31, 2020 Treasurer's Report as presented. The motion carried unanimously.
- VII. Approval of September 10, 2020 Submitted Bills** – A motion was made by Comm. Duckham, supported by Comm. Guetschow, to approve payment of the September 10, 2020 submitted bills. The motion carried unanimously.
- VIII. Staff Progress Report for July and August, 2020** – Mr. Duke reviewed staff activity highlights:
- R2PC received approval by EDA for the Coronavirus Aid, Relief, and Securities (CARES) Act grant to address economic consequences of the virus. The new Economic Development Planner, Jacob Hurt, began work in July.
 - Staff submitted the CEDS Annual Performance Report to EDA.
 - Staff completed the R2PC Planning Work Program and the Regional Transportation Work Program for FY 2021.
 - Staff met with the Hillsdale County Commission to review services and benefits associated with reactivating their membership.
 - The Jackson County Non-Motorized Plan was adopted by Jackson County and the city of Jackson.
 - Staff continued working on several zoning ordinance and master plan updates for communities in all three counties.
 - Staff began working on an update to the Jackson County Hazard Mitigation Plan.
- IX. Approval of the R2PC FY 2021 Planning Work Program (PWP) and Budget** -- Mr. Duke reviewed the R2PC FY 2021 Planning Work Program that includes the agency proposed budget and staff activities. As in previous fiscal years, approximately one-third of the R2PC FY 2021 budget is funded through state and federal transportation programs. The R2PC will begin FY 2021 with six (6) employees and a projected budget of \$907,128.

The motion was made by Comm. Elwell, supported by Comm. Grabert, to approve the R2PC FY 2021 Planning Work Program and budget as presented. The motion carried unanimously.

- X. Approval of the R2PC FY 2021 Regional Transportation Planning Work Program –** Mr. Duke reported this program is 100% funded by MDOT to support transportation-related activities in Hillsdale, Jackson, and Lenawee counties. The total FY 2021 award amount is \$45,000.

The motion was made by Comm. Duckham, supported by Comm. Kubish, to approve the R2PC FY 2021 Regional Transportation Planning Work Program and authorize the Chair and Executive Director to sign the agreement with MDOT to accept the funds. The motion carried unanimously.

- XI. Agricultural and Other Land Uses / Cover Overview –** Mr. Bauman reviewed a report included in the agenda packet illustrating major land uses and crop cover in the R2PC 3-county economic development district. This information is gathered to address specific goals and objectives in the R2PC Comprehensive Economic Development Strategy (CEDS).

- XII. Other Business –** Mr. Duke reported that due to the on-going Covid-19 pandemic, the R2PC Annual dinner meeting scheduled for November 12, 2020 has been canceled.

Per the Michigan Planning Enabling Act, the following notices of intent were received by the R2PC:

- The Village of Grass Lake announced the availability of the 2020 edition of their Master Plan for review on their website www.villageofgrasslake.com.
- Henrietta Township Planning Commission submitted their updated 2020-2024 Recreation Plan.
- The City of Reading announced their intent to develop a Master Plan.
- Woodstock Township is finalizing their Master Plan. A copy can be obtained by emailing woodstocktownshipzoning@gmail.com.
- The City of Tecumseh announced the 63-day review period for their draft Russell Road Corridor improvement plan.

No other business was brought before the Commission.

- XIII. Public / Commissioners' Comments –** No additional public or Commissioner comments were received.

- XIV. Adjournment –** There being no further business, Chair Terry adjourned the meeting at 2:38 PM on a motion by Comm. Duckham, supported by Comm. Bair.

Chris Wittenbach
Secretary

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MINUTES

Region 2 Planning Commission – Executive Committee

**** TELECONFERENCE MEETING ****

Thursday, October 8, 2020

- I. **Call to Order** – Chair Terry called the meeting to order at 2:03 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: Bair, Herlein, Swartzlander, Witt

Others Present: Mike Davis, MDOT; Jon Dowling, City of Jackson; Angie Kline, JCDOT; Debbie Miller, Rives Township

Staff Present: Bauman, DeOliveira, Hurt, Duke

- II. **Approval of the Agenda** – A motion was made by Comm. Jancek, supported by Comm. Kubish, to approve the October 8, 2020 Executive Committee agenda as presented. The motion carried unanimously.
- III. **Public Comment** – Chair Terry announced the first opportunity for public comment. No public comments were received.
- IV. **Approval of Minutes of the June 11, 2020 Executive Committee Meeting** – A motion was made by Comm. Jancek, supported by Comm. Knoblauch, to approve the June 11, 2020 Executive Committee meeting minutes as presented. The motion carried unanimously.

- V. **Receipt of the Treasurer's Report of September 30, 2020** – A motion was made by Comm. Kubish, supported by Comm. Gaede, to approve receipt of the Treasurer's Report for September 30, 2020. The motion carried unanimously.
- VI. **Approval of the October 8, 2020 Submitted Bills** – A motion was made by Comm. Jancek, supported by Comm. Elwell, to approve payment of the October 8, 2020, submitted bills as presented. The motion carried unanimously.
- VII. **Staff Progress Report for September, 2020** – Highlights of the staff report include:
- Staff conducted a Zoom meeting with the CARES grant steering committee and the Michigan Manufacturing Technology Center (MMTC) to review COVID recovery web-site development.
 - Staff is in the process of preparing the 2021 Economic Development Administration (EDA) Partnership Planning grant application. The \$70,000 in federal funds, matched by the R2PC, will be used to prepare the 2021-2025 edition of the 3-county Comprehensive Economic Development Strategy (CEDS).
 - Staff prepared the R2PC FY 2021 Planning Work Program and budget.
 - Staff received 9 resolutions from local jurisdictions adopting the Jackson County – City Non-Motorized Plan.
 - R2PC received a FY 2021 OHSP grant for seatbelt and impaired driving enforcement activities in Jackson County.
 - Staff continued working with local communities on new master plans and updates, zoning ordinance reviews and recreation plans.
 - Staff began work on preparing a new edition of the Jackson County Hazard Mitigation Plan.
- VIII. **Approval of Amendments and Administrative Modifications to the JACTS FY 2020-2023 Transportation Improvement Program (TIP)** – The following amendments and administrative modifications to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) were submitted for review and approval.

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

FY	Street	Description	Length	Funding	Action
2021	Wisner St Traffic Signals	Replace signals with mast arms on Wisner St., Ganson St., North St., and Argyle St.	N/A	Fed-\$600,000 (HSIP) City-\$680,419	Add
2021	Elmdale Trail: Hickory Ave to MLK Trail	Construct 10 ft wide concrete nonmotorized path along Elmdale Dr. with arch truss bridge	0.998	Fed - \$400,000 (SRTS) City - \$442,655	Add
2022	E. High St. over the Grand River	Bridge Rehab	0	Fed - \$1,457,000 State - \$273,000 City - \$91,000	Add

Mr. Dowling reported that the City of Jackson was requesting the following administrative modifications to the JACTS FY 2020-2023 Transportation Improvement Program (TIP):

FY	JN	Agency	Project Name	Description/Limit	Length	Funding	Action
2021	208108	City of Jackson	Citywide – City of Jackson	Citywide – City of Jackson	0	Fed - \$28,800 State - \$5,400 City - \$1,800	Change project name to North St. Bridge; Change limits to over the Grand River
2021	208108	City of Jackson	Citywide – City of Jackson	Citywide – City of Jackson	0	Fed - \$19,200 State - \$3,600 City - \$1,200	Change project name to Mechanic St. Bridge; Change limits to over the Grand River
2021	208108	City of Jackson	Citywide – City of Jackson	Citywide – City of Jackson	0	Fed - \$16,800 State - \$3,150 City - \$1,050	Change project name to Denton Rd. Bridge; Change limits to Sparks Park pond.
2021	208108	City of Jackson	Citywide – City of Jackson	Citywide – City of Jackson	0	Fed - \$36,000 State - \$6,750 City - \$2,250	Change project name to Trail St. Bridge; Change limits to over the Grand River
2023	207186	Jackson County	Brown Street	Brown Street	Morrell St to Michigan Ave	Fed - \$666,400 Local - \$166,600	Change Agency to City of Jackson

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

FY	JN	Project Name	Limits	Description	Funding	Action
2021	210386	Edgeline pavement marking	270.7 miles all local roads in Columbia, Liberty, Napoleon, Norvell, Concord, Hanover, Parma, Pulaski, Sandstone Townships	Edge line pavement marking	Fed - \$198,586.10 (HSIP) Local - \$22,065.12 Total - \$220,651.20	Add
2021	210343	South Dearing Rd & McCain Rd	S Dearing Rd at McCain Rd	Mini roundabout	Fed - \$294,204.60 (HRRR) Local - \$32,689.40 Total - \$326,894	Add
2022	209883	South Jackson Rd Bridge Replacement	South Jackson Rd over Grand River	Bridge Replacement	Fed - \$942,400 (HRRR) Local - \$49,600 Local Total - \$992,000	Add
2022	210635	Iron Belle Trail – Mike Levine Lake-lands Trail extension	West Monroe St in the City of Jackson to the intersection of Cooper St. and Parnell Rd	Share-Use Path	\$1,884,711 (TAP) Local - \$1,400,000 Total - \$3,284,711	Add

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

FY	Job number	Phase	Name	Limits	Length	Description	Funds & Source	Amendment Type
2022	207337	PE	Region-wide	All of Region 2 MPO	1.608	Longitudinal pavement marking application on trunklines in University Region	Fed-\$2,592 (HSIP) State-\$288 Total-\$20,000	Phase Budget Increase over 25%
2022	207338	PE	Region-wide	All of Region 2 MPO	1.659	Special pavement marking application on trunklines in University Region	Fed-\$2,592 (HSIP) State-\$288 Total-\$20,000	Phase Budget Increase over 25%
2023	207373	PE	Region-wide	All of Region 2 MPO	1.471	Special pavement marking application on trunklines in University Region	Fed-\$2,592 (HSIP) State-\$288 Total-\$20,000	Phase Budget Increase over 25%
2021	211152	CON	Region-wide	All routes in Region 2 MPO boundary	2.276	FY2021 Durable Pavement Marking Application	Fed-\$51,840 (HSIP) State-\$5,760 Total-\$400,000	Phase Add
2023	207372	PE	Region-wide	All of Region 2 MPO	1.628	Longitudinal pavement marking application on trunklines in University Region	Fed-\$2,592 (HSIP) State-\$288 Total-\$20,000	Phase Budget Increase over 25%
2021	211152	PE	Region-wide	All routes in Region 2 MPO boundary	2.276	FY2021 Durable Pavement Marking Application	Fed-\$648 (HSIP) State-\$72 Total- \$5,000	Phase Add

A motion was made by Comm. Elwell, supported by Comm. Kubish, to approve the proposed amendments and administrative modifications as presented. The motion carried unanimously.

- IX. **Approval of Resolutions Regarding the 2021 Economic Development Administration (EDA) Partnership Planning Grant Application** – Mr. Hurt reported that he is preparing the 2021 Partnership Planning grant application to fund the development of a 5-year update to the Comprehensive Economic Development Strategy (CEDs). The \$140,000 (\$70,000 federal/\$70,000 R2PC local match) will also be used to promote economic development activities in the 3-county Economic Development District.

The motion was made by Comm. Gaede, supported by Comm. Jancek, authorizing the R2PC Chair to sign the resolution committing \$70,000 in local match funds; and approval of the resolution authorizing Jacob Hurt to sign and submit documents relating to the EDA Partnership Planning application. The motion carried unanimously.

- X. **Other Business** – Mr. Bauman reviewed legislation that placed new limitations in the Michigan Zoning Enabling Act that may require local agencies to amend their current zoning regulations.
- 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 at 2:30 PM on a motion by Comm. Drake, and supported by Comm. Kubish.

Chris Wittenbach
Secretary

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

Checking Account Balance ending September 30, 2020		\$ 460,244.94
Deposit Summary:		
<i>October 2020 EFT Deposits</i>	\$ 83,241.47	
<i>October 2020 Bank Deposits</i>	-	
<i>October 2020 Adjustments</i>	(1,253.30)	
Total Deposits plus Bank Balance	<u>\$ 542,233.11</u>	
Expenses:		
<i>Submitted Expenses - October 2020 **</i>	\$ (21,192.50)	
<i>Interim Expenses</i>	(5,560.13)	
<i>Payroll/Related Expenses</i>	(43,159.09)	
Subtotal of Expenses	<u>\$ (69,911.72)</u>	\$ (69,911.72)
Balance Checking Account ending October 29, 2020		<u>\$ 472,321.39</u>
<i>Balance CD Investments ending October 29, 2020</i>		<u>\$ 106,067.90</u>
Total Cash on Hand		<u><u>\$ 578,389.29</u></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 October 31, 2020

10/31/2020	EFT Deposits:	
	MDOT - FHWA - Planning Services April-June 2020	\$ 65,219.72
	MDOT - Asset Management - Planning Services April-June 2020	\$ 1,045.00
	Lenawee County Quarterly Dues	\$ 6,976.75
	EDA - CARES Act	\$ 10,000.00
	Subtotal - EFT Deposits	\$ 83,241.47
10/31/2020	Check Deposits:	
	None	-
	Subtotal - Check Deposits	\$ -
10/31/2020	Adjustments to cash:	
	Bank fees - October	\$ (391.05)
	Paycor Fees - October	(227.91)
	Credit Card charges - postage	(140.95)
	Credit Card charges - supplies - Direct Office Buys	(53.84)
	Credit Card charges - supplies - Target	(155.32)
	Credit Card charges - supplies - Adobe	(165.23)
	Credit Card charges - membership for life ins - Small Business Assoc.	(119.00)
	Subtotal - Adjustments to Cash	\$ (1,253.30)
	Total Net Deposits for October	\$ 81,988.17

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

Interim Billing for October, 2020

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Allegra	R2PC Packet - Oct. 2020	\$ 215.36	14825
HCRC	Paser Ratings	\$ 1,906.56	14831
INSCCU	Child Support	\$ 1,064.00	14833
JTV	Website Maintenance	\$ 225.00	14836
Jackson County	Postage - Sept. 2020	\$ 13.25	14830
Jackson County	Phone/Accounting Services - Sept. 2020	\$ 1,807.53	14830
Planning & Zoning News	Subscription Renewal	\$ 185.00	14839
The SBAM Plan	Employee Life Ins.	\$ 143.43	14843
Total Interim Billing for October, 2020		\$ 5,560.13	

Payroll & Travel Related Expenses:

<i>Paid October 2, 2020</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 14,154.95	
T. DeOliveira	Travel Reimbursement	\$ 12.02	
J. Hurt	Travel Reimbursement	\$ 21.85	
	Total	\$ 14,188.82	
<i>Paid October 16, 2020</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 14,378.26	
G. Bauman	Travel Reimbursement	\$ 63.03	
J. Hurt	Travel Reimbursement	\$ 71.88	
	Total	\$ 14,513.17	
<i>Paid October 31, 2020</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 14,378.26	
G. Bauman	Travel Reimbursement	\$ 55.26	
J. Hurt	Travel Reimbursement	\$ 23.58	
	Total	\$ 14,457.10	

Total Payroll Expenses for October, 2020	\$ 43,159.09
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**Region 2 Planning Commission
Outstanding Accounts Receivable
as of October 31, 2020**

Municipality/Source	Date	Inv. No.	Amount
None			-

<i>FY 2021 Balance as of October 31, 2020</i>	\$	-
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REGION 2 PLANNING COMMISSION**Submitted Bills****November, 2020**

Vendor	Description	Amount Due
Allegra	R2PC Envelopes	\$ 940.00
American Planning Assoc.	APA Membership (TD)/PAS Renewal	\$ 1,308.00
Blue Cross/Blue Shield	Employee Health Ins. (Dec. 2020)	\$ 4,938.98
Blue Cross/Blue Shield	Supplement F (Dec. 2020)	\$ 195.71
Blue Cross/Blue Shield	Prescription Coverage (Dec. 2020)	\$ 105.10
City of Jackson	Traffic Counts (7/1/20-9/30/20)	\$ 7,222.13
County of Jackson	Rent Expense for November 2020	\$ 3,138.81
County of Jackson	Postage Oct. 2020	\$ 67.92
ICMA Retirement Trust	ICMA 401 Contribution	\$ 2,478.57
The SBAM Plan	Employee Life Ins. (Dec. 2020)	\$ 143.43
Vantage Point Transfer Agents	ICMA RHS Contribution	\$ 291.53

Total Submitted Billing - November, 2020	\$ 20,830.18
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Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Staff Progress Report October 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):
 - Noncompetitive EDD (Economic Development District) CARES (Coronavirus Aid, Relief, and Economic Security) Act supplemental grant award to address the economic consequences of the COVID-19 Pandemic. The \$351,183 award will fund the launching of an easy-to-use website that will serve as a resource for local businesses, the hiring of a disaster recovery coordinator, and the implementation of other CEDS goals.
 - Submitted semi-annual progress report and financial report to EDA on October 28.
 - Worked with Chicago Office EDA reps to determine process and timing of awarding the R2PC CARES Act recovery website development to the Michigan Manufacturing Technology Center (MMTC).
 - Submitted application for \$70,000 in EDA funds for FY 2021 Partnership Planning Assistance, which will be used to write the 2021-2025 edition of the Region 2 Economic Development District Comprehensive Economic Development Strategy (CEDS) to the Chicago Office of the EDA on October 22.
 - Submitted FY2020 Partnership Planning semiannual progress report and financial report to EDA on October 28.
 - Participated in the EDA Chicago Office quarterly conference call for Economic Development Districts on October 28.
- **Downtown Development Authorities (DDAs).** Staff attended the monthly meetings of the City of Jackson and Leoni Downtown Development Authorities.

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com.
- **Zoom® Training.** Staff participated in a remote conversation with Jackson County IT regarding how to best utilize Zoom®, the online meeting tool.
- **#MI Water School.** Staff participated in the October 8 and 22 sessions of the annual online educational opportunity.

[October, 2020 Staff Progress Report]

- Staff spoke with a staff member from the Michigan Department of Treasury regarding future funding opportunities available to the state's regional planning agencies.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

Program Management

- **Rural Task Force.** Staff submitted the Rural Task Force monthly progress report to MDOT and participated in the monthly conference call.
- **Training.** Attended virtual training on current program updates.
- **Update Region 9 Mobility Plan.** MDOT is starting discussions to consider updating the Region 9 Mobility Plan. Communities within the Region 2 Planning Commission are within MDOT's Region 9 Mobility Plan.
- **Non-Motorized Traffic Counts.** MDOT is developing a statewide non-motorized traffic count program and website. Staff continues to work with MDOT and local county staff to establish future non-motorized count locations. This count program is using state resources to benefit the state and local communities.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Program Management

- Staff completed the necessary requirements to ensure that the Title VI plan is current and compliant.
- Staff attended the monthly Michigan Transportation Planning Association meeting.
- Staff completed the MDOT quarterly invoices and project narratives for asset management, rural task force planning, regional planning, and JACTS activities.
- Staff attended the Local Transportation Advisory Council (LTAC) meeting.
- Staff conducted meetings of the JACTS Technical Advisory and Policy Committee meetings.
- Staff attended a ceremony renaming a segment of I-94 in honor of three fallen prison guards.
- Staff attended the Fall 2020 virtual TAMC asset management conference where pavement asset management plans, flood mitigation, storm water management, Jackson County's pavement recycling program and other topics were discussed.

Technical Assistance

- Staff continues to provide administrative services for the Active Jackson Coalition.
- Staff participated in an I-94 Zoom meeting to review and sign off on a proposal to alter non-motorized facilities programmed for the Elm Road interchange reconstruction.

[October, 2020 Staff Progress Report]

- Staff continued providing assistance to the group discussing the possibility of a trail study for the Watkins Lake State Park/Brooklyn area. Local governments in the southeastern portion of the county have passed resolutions to financially support a feasibility study for the trail. Staff is working with the Irish Hills Chamber of Commerce to figure out the next steps in developing a possible feasibility study for the trail.
- **City of Jackson and Jackson County Non-Motorized Plan.** Staff has received formal resolutions adopting the plan from the following communities:
 - Jackson County (July 2020)
 - City of Jackson (August 2020)
 - Village of Brooklyn (September 2020)
 - Village of Springport (September 2020)
 - Concord Township (September 2020)
 - Summit Township (September 2020)
 - Hanover Township (September 2020)
 - Blackman Township (October 2020)
 - Spring Arbor Township (October 2020)
 - Active Jackson Coalition Letter of Support (July 2020)
 - Michigan Department of Transportation (MDOT) Letter of Support (September 2020)

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

Staff is available to discuss possible next steps in implementing the plan's recommendations and/or any grant opportunities.

Transportation Improvement Program (TIP)

- Several amendments were presented to the JACTS committees for the FY 2020-2023 TIP.
- Amendments were incorporated into FY 2020-2023 TIP.
- Staff monitored and updated JobNet as necessary.

Jackson Traffic Safety Program

- Staff processed the Final Progress Report and submitted to OHSP.
- The FY 2021 DUI/Seat Belt Overtime Grant campaign started on October 1, 2020.

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).

[October, 2020 Staff Progress Report]

Hillsdale County

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

- **Zoning Ordinance.** Met with the Planning Commission Chair on October 21 to discuss her further edits to the proposed zoning ordinance update and then began the process of making them.

Jackson County

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

- **Zoning Code.** Met with the Village Planning Commission on October 28 to review the next slate of proposed substantive changes to the Village Zoning Code.

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

- **Master Plan.** Met with the Township Planning Commission on October 21 to discuss the notice of intent to plan (NOI), the proposed survey, and the format for summarizing demographics.

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

- **County Planning Commission (JCPC).** Facilitated the October 8 meeting held remotely via Zoom and summarized staff advisements regarding proposed rezoning in Summit Township and the proposed Village of Grass Lake Master Plan.
- **Solid Waste Management.** Met with a consultant from the Michigan Department of Environment, Great Lakes, and Environment (EGLE) on October 7 who is learning more about recycling efforts across the state and filled out a survey on the subject.
- **Jackson County Hazard Mitigation Plan.** Hosted webinars on October 22, 26, and 27, open to the public, during which the Community Profile and Potential Hazard plan elements were summarized and ranking the danger each hazard poses was solicited.

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

- **Master Plan.** Staff provided the Deputy Supervisor with a cost estimate for facilitating the development of a new master plan as well as the adoption requirements regarding the plan.
- **Zoning Ordinance.** Staff spoke with the Deputy Supervisor about updating the Township zoning map and referred him to Jackson County GIS.

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

- **Zoning Ordinance.** Developed and transmitted a report to the Planning Commission regarding a proposed rezoning in the Township.

Lenawee County

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

- **Zoning Ordinance.** Provided an example of regulating an ORV (off-road vehicles) park as a conditional/special land use.

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

[October, 2020 Staff Progress Report]

- **Zoning Ordinance.** Updated/made improvements to the zoning map at the request of the Township Clerk.

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

- **County Planning Commission (LCPC).** Cancelled the October 15 meeting due to changing requirements for holding remote meetings during the COVID-19 pandemic.

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

- **Master Plan.** Facilitated the October 13 Planning Commission discussion regarding refinements to the future land use plan, zoning plan, and implementation plan elements of the master plan.

Region 2 Planning Commission



MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven M. Duke, Executive Director

DATE: November 2, 2020

SUBJECT: Appointment of 2021 R2PC Nominating Committee

The Region 2 Planning Commission annually elects an Executive Committee and officers. The R2PC bylaws call for the election of a Nominating Committee to facilitate this process. The Nominating Committee is elected annually at the November R2PC Full Commission meeting and is comprised of five (5) R2PC Commissioners. The Committee has the responsibility of recommending a slate of twenty-one (21) candidates for the Region 2 Planning Commission's Executive Committee. The slate is placed in nomination at the January, 2021 meeting for consideration for election. In addition, the Nominating Committee meets following the establishment of the Executive Committee to prepare a recommendation on nominations for the R2PC Officers including the Chair, Vice-Chair, Treasurer, and Secretary.

The election of the 2021 Nominating Committee will take place at the November 12, 2020 Full Commission meeting. The members of the 2020 Nominating Committee included: **Alan Beeker** and **Doug Terry** from Hillsdale County; **Pete Jancek** and **Mike Overton** from Jackson County; and **Ralph Tillotson** representing Lenawee County.

Nominations will be taken from the floor to fill the five (5) positions on the 2021 Nominating Committee. All Commissioners on the Full Commission roster are eligible for appointment.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

PAUL C. AJEGBA
DIRECTOR

October 6th, 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).

<u>Fiscal Year</u>	<u>Job no.</u>	<u>Phase</u>	<u>Project Name</u>	<u>Limits</u>	<u>Length</u>	<u>Project Description</u>	<u>Federal Budget</u>	<u>State Budget</u>	<u>Federal Fund Source</u>	<u>Total Phase Cost</u>	<u>Amendment Type</u>
2020	208524	UTL	I-94	I-94/US-127 North/West Avenue Interchange	5.22	Freeway Interchange Reconstruction	\$0	\$75,000	RBMP	\$75,000	Phase Abandoned
2020	211574	NI	Norfolk Southern Railway	Kalamazoo - Dearborn state owned railroad right-of-way	3.48	Curve Patch Rail Replacement	\$3,400,010	\$0	5337	\$3,400,010	Phase Add
2020	211571	NI	Norfolk Southern Railway	Kalamazoo - Dearborn state owned railroad right-of-way	4.19	Rail Train	\$2,678,397	\$0	5337	\$2,678,397	Phase Add

Thank you for your attention to this request. If you have any questions or need additional information, please contact me at 517-257-9248

Sincerely, Mike Davis Jr, Transportation Planner

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

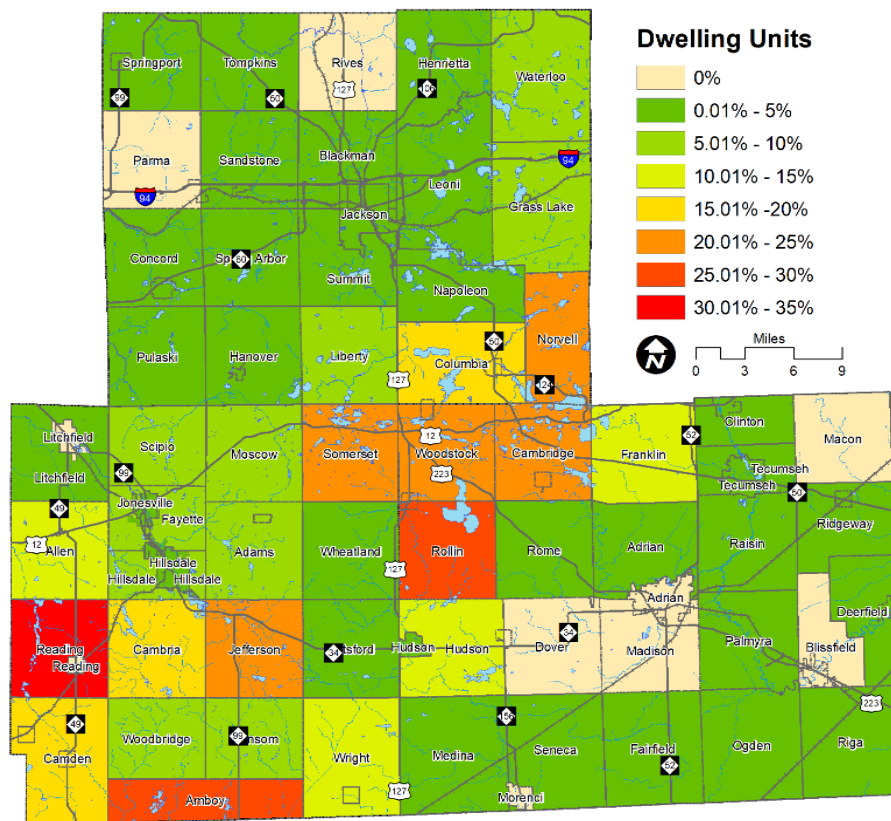
To: Region 2 Planning Commissioners
Municipal and County Planning Commissioners in the Region 2 Area
Economic Development Organizations (EDOs) & Other Interested Parties

From: Grant E. Bauman, R2PC Principal Planner

Date: November 12, 2020

Subject: **Seasonal Housing**

Census data describing the population characteristics is limited to year-round residents. However, seasonal dwellings comprise a significant portion of the housing stock in various minor civil divisions.* These concentrations of seasonal housing appear to be located in rural Townships containing lakeside (see the map). For example, more than 30% of the dwellings in Reading Township and more than 25% of the homes in Amboy and Rollin Townships were seasonal in 2018.



* Please note that minor civil divisions excludes villages, whose dwellings are included in the township(s) of which they are also a part.

Liberty

101 West Liberty Road
Clarklake, Michigan 49234



Township

Phone (517) 529-4374
Fax (517) 529-9066

October 8, 2020

Board of Jackson County Commissioners
Region 2 Planning Commission
Jackson County Department of Transportation

Recently Region 2 released an "integrated non-motorized trail path" plan for our county. The Liberty Township Board of Trustees wishes to voice its strong opposition to this proposal and the funding to support it.

In our recently completed five year "land use plan" Liberty Township specifically addresses both water and walking trails in appropriate areas not associated with roadways. The Region 2 plan calls for expanded right of way purchases or condemnations to accommodate a six foot bike lane with shoulder on both sides of "Class A", primary and township local roads across our township. These types of road projects were specifically left out of our plan as we do not wish to become someone's bike recreation venue at the expense of our rural landscape, traffic safety and inconvenience to our residents.

The idea of putting bike lanes along Jefferson, S. Jackson, Liberty, and more specifically Moscow Rd. is nothing short of pure ignorance.

We wish to make it clear that Liberty Township will aggressively contest further consideration of this plan and its funding. Please be clear that we do not wish to be anyone's bicycle park.

The Liberty Township Board of Trustees

Jill Liogghio

From: Tanya DeOliveira
Sent: Friday, October 23, 2020 10:35 AM
To: Jill Liogghio
Subject: FW: Response to Liberty Township Comments
Attachments: 20201019091232.pdf

Can, can you include this email chain and the attached as part of the enclosures for the next JACTS meeting packet? This was what I had mentioned earlier this week. Steve will know what it is for.

Tanya DeOliveira, AICP
Principal Transportation Planner
Region 2 Planning Commission
120 W. Michigan Avenue - 9th Floor
Jackson, MI 49201
517.768.6703
517.745.9041

From: Tanya DeOliveira
Sent: Wednesday, October 21, 2020 8:41 AM
To: 'libertysupervisor@comcast.net' <libertysupervisor@comcast.net>; 'libertyclerk@comcast.net' <libertyclerk@comcast.net>
Cc: Steven Duke <SDuke@mijackson.org>; Mike Overton <moverton@mijackson.org>; Jim Shotwell <JShotwell@mijackson.org>; Christopher Bolt <cbolt@mijackson.org>; Angela Kline <akline@mijackson.org>
Subject: Response to Liberty Township Comments

Dear Liberty Township Board of Trustees,

Thank you for your recent comments on the Jackson City + County Nonmotorized Plan dated October 8, 2020. The office received these comments on October 19, 2020.

As was previously discussed during a phone call earlier this fall with James Spink, Liberty Township Supervisor, the aforementioned plan is a guide for future developments, and is meant to help with potential future grant opportunities. The plan is not a construction document nor a mandate.

The township should continue to work with the Jackson County Department of Transportation to develop their transportation system, noting that they are not interested in implementing the recommendations of the plan at this time.

Thank you,

Tanya DeOliveira, AICP
Principal Transportation Planner
Region 2 Planning Commission
120 W. Michigan Avenue - 9th Floor
Jackson, MI 49201
517.768.6703
517.745.9041

HILLSDALE COUNTY PLANNING COMMISSION
HILLSDALE COUNTY, MICHIGAN

33 McCollum St. - Suite 223
Hillsdale MI 49242-1688
Phone: (517) 439-9166
Email: planning@co.hillsdale.mi.us



R2PC
OCT 29 2020

TO: Hillsdale County Municipal Legislative Bodies,
Contiguous Municipal Legislative Bodies, Hillsdale County Board of Commissioners,
Public Utility Companies and Railroad Companies

FROM: Hillsdale County Planning Commission

DATE: October 23, 2020

RE: NOTICE OF INTENT TO UPDATE THE HILLSDALE COUNTY MASTER PLAN

In accordance with the *Michigan Planning Enabling Act* (PA 33 of 2008 as amended), the purpose of this correspondence is to advise your local unit of government that the Hillsdale County Planning Commission intend to prepare an updated edition of the Hillsdale County Master Plan.

The Hillsdale County Planning Commission may elect to utilize electronic mail and/or its website for future submittals regarding the updated edition of the Hillsdale County Master Plan required under section 41 or 43 of the *Michigan Planning Enabling Act*. Please request in writing or email to the following address if you prefer to receive hard copies of future communications. Other questions and comments may also be directed here:

Hillsdale County Planning Commission
33 McCollum Street, Suite 223
Hillsdale, MI 49242

planning@co.hillsdale.mi.us

We thank you for your consideration in this matter. If you have questions or comments, please contact the Hillsdale County Planning Commission. We look forward to your input throughout this process.



NOV - 2 2020

Notice of Intent to Prepare a Master Plan

Hanover Township, in Jackson County, Michigan, announces its intent to prepare a new edition of the *Hanover Township Master Plan* and requests the cooperation of, and comments from, the recipients of this notice. The following municipal and county planning commissions, utilities, and transportation agencies/companies are receiving this notice of intent as required by Section 39 of the Michigan Planning Enabling Act (MCL 125.3839):

- Concord Township
- Liberty Township
- Moscow Township
- Pulaski Township
- Scipio Township
- Somerset Township
- Spring Arbor Township
- Summit Township
- Jackson County Planning Commission
- Region 2 Planning Commission
- Consumers Energy
- Frontier Communications
- WOW!
- Jackson County Department of Transportation
- ANR Pipeline
- DCP Jackson Pipeline Company
- BP River Rouge Pipeline Company

Hanover Township will utilize electronic mail and its website (<https://hanover-twp.org/>) for future required submittals regarding the development and approval of the next edition of the *Hanover Township Master Plan*. Please notify Ms. Rachel Heath, Township Clerk, in writing if you prefer to receive hard copies of future communications. Also, direct other questions and comments to Ms. Heath. Her contact information is:

Ms. Rachel Heath, Clerk
Hanover Township
PO Box 40
Horton, MI 49246
(517) 563-2791
clerk@hanover-twp.org