



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

**Planning Commission Agenda**  
**February 16, 2022**

- I. Call to Order 5:30 pm**
  - A. Pledge of Allegiance
  - B. Roll Call
  
- II. Public Comment**  
Any agenda item – 3 min. limit
  
- III. Consent Items/Communications**
  - A. Approval of agenda – **Action**
  - B. Approval of Planning Commission 1/19/2022 minutes – **Action**
  - C. Communications
    - 1. R2PC February Packet
  
- IV. Site Plan Review**
  - A. 203 Development – **Action**
  
- V. Old Business**
  - A. No Old Business
  
- VI. New Business**
  - A. Ordinance Review – **Discussion**
  
- VII. Zoning Administrator Report**
  
- VIII. Commissioners' Comments**
  
- IX. Public Comment**  
Any Commission related item – 3 min. limit
  
- X. Adjournment**  
Next meeting Wednesday, March 16, 2022 at 5:30 pm

**Planning Commission Meeting Minutes**  
**Hillsdale City Hall**  
**Council Chambers**  
**January 19, 2022**  
**5:30 pm**

**I. Call to Order**

Meeting opened at 5:30 pm followed by the Pledge of Allegiance, and Roll Call.

**II. Members Present**

- A. Members Present: Secretary Jacob Parker, Commissioner Kerry Laycock, Commissioner William Morrissey, Commissioner Penny Swan, Commissioner Elias McConnell,
- B. Members Absent: Chairman Eric Moore, Vice Chairman Ron Scholl,
- C. Public Present: Zoning Administrator Alan Beeker, Troy Basler

**III. Consent Agenda and Minutes**

Motion to approve the Consent items, Communications, and Minutes from December 15, 2022 meeting made by Commissioner Laycock, seconded by Commissioner Morrissey, motion approved unanimously.

**IV. Public Comment**

None

**V. Site Plan Review**

**A. 121 Mechanic**

- a. Mr. Beeker gave a brief description of the project. The proposed project is to build a 50' addition to the north end of the building.
- b. Commissioner Swan asked about storm waters. Mr. Beeker communicated that all issues with storm waters had been resolved to the City Engineer's satisfaction
- c. Commissioner Laycock moved to approve, Commissioner Swan seconded, motion passed unanimously.

**VI. Old Business**

No Old Business

**VII. New Business**

**A. Ordinance Review – Discussion**

- a. Mr. Beeker asked for direction on where the commission would like to start reviewing ordinances in conjunction with the desire to implement form-based code throughout the city.
- b. Commissioner Laycock spoke to a desire to look towards North Hillsdale St and the college area.

- c. Commissioner Morrisey suggested to look at the industrial park in conjunction with the sale of 200 acres in the park to a private developer.
- d. Mr. Beeker stated he would begin working on preparing the review of ordinances on both areas.

**B. Zoning Administrator Report**

Mr. Beeker spoke to the property sale in the industrial park, Key Opportunities is looking for 10 acres to build housing for special needs and gave an update on the Dawn Theatre.

**C. Commissioner's Comments**

No comments

**D. Public Comment**

None

**E. Adjournment**

- F. Commissioner Swan moved adjourn the meeting, Commissioner Parker seconded. Motion passed unanimously. Meeting adjourned at 6:10 pm.

**G. Next meeting: February 16th, 2022**

# AGENDA

# REGION 2 PLANNING COMMISSION

## Executive Committee

**FOR FURTHER INFORMATION, CONTACT:**

**Jacob Hurt, Executive Director  
(517) 768-6705**

**DATE: Thursday, February 10, 2022**

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

**WHERE:**

**Hillsdale City Hall  
97 N. Broad Street  
Hillsdale, MI 49221**

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

**PAGE #**

1. Call to Order
2. Approval of the Agenda – **ACTION**
3. Public Comment
4. Approval of Minutes of the October 14, 2021 and December 9, 2021 Executive Committee Meetings (see enclosure) – **ACTION** **2**
5. Receipt of Treasurer's Report of January 31, 2022 (see enclosure) – **ACTION** **8**
6. Approval of the February 10, 2022 Submitted Bills (see enclosure) – **ACTION** **12**
7. Staff Progress Report for January, 2022 (see enclosure) – **DISCUSSION** **13**
8. Report of Nominating Committee -- Election of 2022 R2PC Executive Committee and R2PC Officers (to be presented) – **ACTION**
9. Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) (see enclosure) – **ACTION** **17**
  - Jackson County Department of Transportation
  - Michigan Department of Transportation
10. Targets for 2022 Safety Performance Measures - Resolution Adoption (see enclosure) – **ACTION** **20**
11. Other Business
12. Public Comment/Commissioner Comments
13. 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*

## MINUTES

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

**Thursday, October 14, 2021**

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

Executive Committee Members:

✓ Bair	Grabert	✓ Tillotson
✓ Beeker	Greene	✓ Witt
✓ Drake	✓ Guetschow	✓ Wittenbach
Driskill	✓ Jancek	
✓ Duckham	Kubish	
✓ Elwell	✓ Overton	
Gaede	Sigers	
Gould	✓ Swartzlander	

**Key: ✓ = present**

Other Commissioners Present: Jim Goetz, Lenawee County; and Judy Southworth, Jackson County

Others Present: Mike Davis, Michigan Department of Transportation; Jim Van Doren, Lenawee Now; Tim Robinson, Lenawee Now; and Brett Taylor, Jackson County Department of Transportation

Staff Present: Jacob Hurt and Grant Bauman

- II. **Pledge of Allegiance** – Those present rose for the Pledge of Allegiance.
- III. **Approval of the Agenda** – Staff asked that the agenda be amended to include Economic Development Administration resolutions pertaining to the FY 2022 Partnership Planning Program grant. A motion was made by Comm. Tillotson, supported by Comm. Duckham, to approve the October 14, 2021 Executive Committee agenda as amended. The motion carried unanimously.

- IV. **Public Comment** – Chair Jancek announced the first opportunity for public comment. No public comments were received.
- V. **Approval of Minutes of the August 12, 2021 Executive Committee Meeting** – A motion was made by Comm. Elwell, supported by Comm. Bair, to approve the August 12, 2021 Executive Committee meeting minutes as submitted. The motion carried unanimously.
- VI. **Receipt of the Treasurer’s Report of September 30, 2021** – A motion was made by Comm. Bair, supported by Comm. Swartzlander, to approve receipt of the Treasurer’s Report for September 30, 2021. The motion carried unanimously.
- VII. **Approval of the October 14, 2021 Submitted Bills** – A motion was made by Comm. Bair, supported by Comm. Drake, to approve payment of the October 14, 2021, submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for September 2021** – Mr. Hurt and Mr. Bauman presented highlights from the staff progress report for the month of September.
- IX. **Lenawee Now Update** – Mr. Jim Van Doren, Executive Director, and Mr. Tim Robinson, Director of Operations, updated the Committee on recent activities the Lenawee Now staff assisted with or participated in over the past several months.
- X. **Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP)** – The following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) were submitted for review and approval.

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

FY	Job number	Project	Project Description	Length	Funds & Source	Amendment Type
2022	213455	Greenwood at Fourth	Reconstruct traffic signal with new mast arm signal	0.000	\$167,880.00 – Federal (HIP/HIPCOVID) \$107,120.00 – City	Add
2022	213456	Fourth at Prospect	Reconstruct traffic signal with new mast arm signal	0.000	\$180,000.00 – Federal (HIP/HIPCOVID) \$45,000.00 – City	Add

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

FY	Job number	Project Name	Limits	Description	Funds & Source	Amendment Type
2021	210343	South Dearing and McCain Road Safety Project	S Dearing and McCain Road	Compact Roundabout	\$294,204.60 – Federal (HRRR) \$32,689.40 – JCDOT	Move to FY 2022

Mr. Davis reported that the Michigan Department of Transportation (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	213331	PE	Region-wide	All Trunkline routes in Region 2 MPO	3.5	Durable pavement marking application on trunklines	\$648 – Federal (HSIP) \$72 – State \$5,000 - Total	Phase add
2022	213331	CON	Region-wide	All Trunkline routes in Region 2 MPO	3.5	Durable pavement marking application on trunklines	\$57,996 – Federal (HSIP) \$6,444 – State \$477,500 - Total	Phase add

The motion was made by Comm. Duckham, supported by Comm. Elwell, to approve the proposed City of Jackson, JCDOT and MDOT amendments as presented. The motion carried unanimously.

- XI. **Economic Development Administration** – Mr. Hurt asked that resolutions allocating a \$70,000 local match for the FY 2022 Partnership Planning Grant and authorizing Mr. Hurt to sign the grant documents be passed.

Comm. Bair voiced his concern that the Commission did not have enough time to look at the resolutions prior to voting. More lead time from the EDA is needed. Comm. Overton suggested having the state intercede for Region 2 on the request to the EDA for more time in the future.

The motion was made by Comm. Elwell, supported by Comm. Guetschow, to approve the resolutions. The motion passed by majority vote with Comm. Bair voting no.

- XII. **Other Business** – Mr. Hurt stated that the R2PC annual dinner and meeting will be held November 4<sup>th</sup> at the Country Club of Jackson. Mr. Brad Garmon, Director of the Michigan Office of Outdoor Recreation Industry, will be the speaker.

- XIII. **Public Comment / Commissioners Comments** – Comm. Tillotson stated his appreciation regarding the good conversation had on items such as the need for more lead time on agenda items.

- XIV. **Adjournment** – There being no further business, the meeting was adjourned by Chair Jancek at 2:55 p.m.

Chris Wittenbach  
Secretary

# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

## MINUTES

Region 2 Planning Commission – Executive Committee  
Jackson County Tower Bldg.  
120 W. Michigan Ave.  
Jackson, MI 49201

**Thursday, December 9, 2021**

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

Executive Committee Members:

✓ Bair	Grabert	Tillotson
✓ Beeker	Greene	Witt
✓ Drake	✓ Guetschow	✓ Wittenbach
Driskill	✓ Jancek	
Duckham	Kubish	
✓ Elwell	✓ Overton	
Gaede	✓ Sigers	
✓ Gould	Swartzlander	

**Key: ✓ = present**

Other Commissioners Present: Jason Smith, City of Litchfield; Darius Williams, Jackson County

Others Present: Brad Garmon, Michigan Office of Outdoor Recreation Industry; Christine Beecher, Rives Township; and Joe Bentschneider, Jackson County Department of Transportation

Staff Present: Jacob Hurt and Steve Duke

- II. **Pledge of Allegiance** – Those present rose for the Pledge of Allegiance.
- III. **Approval of the Agenda** – A motion was made by Comm. Bair, supported by Comm. Drake, to approve the December 9, 2021 Executive Committee agenda as presented. The motion carried unanimously.

- IV. **Public Comment** – Chair Jancek announced the first opportunity for public comment. No public comments were received.
- V. **Approval of Minutes of the October 14, 2021 Executive Committee Meeting** – A motion was made by Comm. Bair, supported by Comm. Drake, to approve the October 14, 2021 Executive Committee meeting minutes as submitted. The motion carried unanimously.
- VI. **Receipt of the Treasurer’s Report of November 30, 2021** – A motion was made by Comm. Bair, supported by Comm. Elwell, to approve receipt of the Treasurer’s Report for November 30, 2021. The motion carried unanimously.
- VII. **Approval of the December 9, 2021 Submitted Bills** – A motion was made by Comm. Elwell, supported by Comm. Bair, to approve payment of the December 9, 2021, submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for October and November 2021** – Mr. Hurt presented highlights from the staff progress report for the months of October and November.
- IX. **Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP)** – The following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) were submitted for review and approval.

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

FY	Job #	Name	Limits	Description	Funding	Action
2023 JCDOT	213736	Edgeline Pavement Markings	56 miles total on 78 roadway segments	Edgeline Pavement Markings	\$97,724.92 HSIP \$22,246.08 Local \$119,971.00 Total	Add
2023 JCDOT	213875	N. Stony Lake Rd; Seymour Rd; Race Rd.	Taylorfield Road to M-50; Trumble Road to Wooster Road; Ann Arbor Road to Seymour Road	Tree removal, pavement markings, signing upgrades	\$564,781.87 HRRR \$62,753.54 Local \$627,535.41 Total	Add
2023 JCDOT	213879	Dearing Rd; Jefferson Rd	W. Michigan Avenue to County Farm Road; S. Jackson Road / Waite Road to US-127	Tree removal, pavement markings, signing upgrades	\$461,101.01 HRRR \$51,233.45 Local \$512,334.46 Total	Add
2023 JCDOT	213984	Springport Rd at Minard Rd	At intersection	Convert skewed T-intersection to a compact roundabout	\$344,392.20 HRRR \$38,265.80 Local \$382,658.00 Total	Add
2023 JCDOT	214064	Horton Rd / S. Jackson Rd	Ferguson Road to Weatherwax Drive	Road safety audit	\$16,000.00 HSIP \$4,000.00 Local \$20,000.00 Total	Add
2023 JCDOT	214065	Moscow Road	At Hanover Road, Hatch Road, Sears Road, and Horton Road / Mathews Road	Road safety audit	\$16,000.00 HSIP \$4,000.00 Local \$20,000.00 Total	Add

The motion was made by Comm. Bair, supported by Comm. Drake, to approve the proposed JCDOT amendments as presented. The motion carried unanimously.

- X. **Election of the 2022 Nominating Committee** – Mr. Hurt asked for nominations from the floor for the 2022 Nominating Committee.

A Nominating Committee slate of Alan Beeker and Jason Smith from Hillsdale County; Pete Jancek and Mike Overton from Jackson County; and Ralph Tillotson representing Lenawee County was presented.

The motion was made by Comm. Elwell, supported by Comm. Drake, to approve the 2022 Nominating Committee as presented. The motion carried unanimously.

- XI. **Presentation** – Mr. Brad Garmon, Director of the Michigan Office of Outdoor Recreation Industry, provided a presentation about the impact of outdoor recreation in Michigan.

- XII. **Other Business** – Mr. Hurt brought the following items to the Executive Committee's attention:
- Approval of the 2021 – 2025 Comprehensive Economic Development Strategy (CEDS) for Region 2 will be sought at the January 13, 2022 R2PC Full Commission meeting.
  - Master Plan Notices of Intent for Norvell Township and Rollin Township were provided in the packet.
  - Cost of USPS Mailing of R2PC Packets versus Electronic Mailing were discussed. Staff will research electronic delivery options, such as Board Docs, for packet distribution.
  - The tentative 2022 R2PC Meeting Schedule was provided in the packet.
  - Partnership Planning FY22 (CEDS) Resolutions approved at the October 14, 2021 R2PC Meeting were provided as requested.
  - R2PC's new Principal Transportation Planner, Anton Schauerte, will start January 4, 2022.

- XIII. **Public Comment / Commissioners Comments** – Mr. Hurt informed the Executive Committee that December 10, 2021 marks Principal Planner Grant Bauman's 20<sup>th</sup> Anniversary with R2PC.

- XIV. **Adjournment** – There being no further business, the meeting was adjourned by Chair Jancek at 3:15 p.m.

Chris Wittenbach  
Secretary

**REGION 2 PLANNING COMMISSION**  
**Treasurer's Report - Monthly Summary**  
**as of January 31, 2022**

<b>Checking Account Balance ending December 31, 2021</b>		\$	<b>461,563.01</b>
Deposit Summary:			
<i>January 2022 EFT Deposits</i>		\$	48,667.94
<i>January 2022 Bank Deposits</i>			61,834.72
<i>January 2022 Adjustments</i>			(1,267.73)
Total Deposits plus Bank Balance		\$	<u>570,797.94</u>
Expenses:			
<i>Submitted Expenses - January 2022 **</i>	\$		(21,934.33)
<i>Interim Expenses</i>			(201.60)
<i>Payroll/Related Expenses</i>			(37,517.82)
<b>Subtotal of Expenses</b>	\$		<u>(59,653.75)</u>
<b>Balance Checking Account ending January 31, 2022</b>		\$	<u><b>511,144.19</b></u>
<i>Balance CD Investments ending January 31, 2022</i>		\$	<u>106,148.33</u>
<b>Total Cash on Hand</b>		\$	<u><b>617,292.52</b></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 January 31, 2022**

1/31/2022	<b>EFT Deposits:</b>	
	MDOT - Regional Transportation Planning - services through September	11,291.00
	MDOT - Asset Management - services through September (FY20 carryover)	26,503.00
	MDOT - Asset Management - services through September (FY21)	3,402.00
	MDOT - Unified Work Program final	495.19
	Lenawee County quarterly dues	6,976.75
	<b>Subtotal - EFT Deposits</b>	<b>\$ 48,667.94</b>
1/31/2022	<b>Check Deposits:</b>	
	Grass Lake Township FY22 annual dues	1,217.97
	Jackson County FY22 annual dues	43,266.96
	Reading Township FY22 annual dues	476.55
	Rollin Township services through September	1,786.32
	Leoni DDA services through September	13,045.99
	Raisin Township FY22 annual dues	2,040.93
	<b>Subtotal - Check Deposits</b>	<b>\$ 61,834.72</b>
1/31/2022	<b>Adjustments to cash:</b>	
	<i>Bank fees - December</i>	(158.42)
	<i>Credit Card Charges - USPS - postage</i>	(129.94)
	<i>Credit Card Charges - Indeed Job advertising</i>	(138.36)
	<i>Credit Card Charges - Direct Office Buys - supplies</i>	(841.01)
	<b>Subtotal - Adjustments to Cash</b>	<b>\$ (1,267.73)</b>
	<b>Total Net Deposits</b>	<b>\$ 109,234.93</b>

**REGION 2 PLANNING COMMISSION  
INTERIM BILLING and PAYROLL EXPENSES  
as of January 31, 2022**

Interim Billing for January, 2022

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Allegra	R2PC January 2022 Packet	\$ 201.60	15107
<b>Total Interim Billing for January, 2022</b>		<b>\$ 201.60</b>	

**Payroll & Travel Related Expenses:**

<i><b>Paid January 7, 2022</b></i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$	11,499.44
	Health Savings	\$	10,000.00
	<b>Total</b>	<b>\$</b>	<b>21,499.44</b>

<i><b>Paid January 21, 2022</b></i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$	15,698.00
G. Bauman	Travel Reimbursement	\$	26.67
S. Duke	Travel Reimbursement	\$	50.91
J. Hurt	Travel Reimbursement	\$	153.17
J. Liogghio	Travel Reimbursement	\$	41.54
A. Schauerte	Travel Reimbursement	\$	48.09
	<b>Total</b>	<b>\$</b>	<b>16,018.38</b>

<b>Total Payroll Expenses for January, 2022</b>		<b>\$ 37,517.82</b>
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**Region 2 Planning Commission  
Outstanding Accounts Receivable  
as of January 31, 2022**

Municipality/Source	Date	Inv. No.	Amount
MDOT - FHWA services through September	12/28/2021	4004	91,148.13

**FY 2021 Balance as of January 31, 2022** \$ 91,148.13

**REGION 2 PLANNING COMMISSION**  
**Submitted Bills**  
**February 10, 2022**

Vendor	Description	Amount Due
<b>American Planning Assoc.</b>	Membership Renewal (GB)	\$ 383.00
<b>Blackman Dept. of Pub. Safety</b>	OHSP FY 22 - Dec. 2021	\$ 1,703.16
<b>Blue Cross/Blue Shield</b>	Supplement F (Mar. 2022)	\$ 241.57
<b>Blue Cross/Blue Shield</b>	Prescription Coverage (Mar. 2022)	\$ 113.70
<b>County of Jackson</b>	Phone Dec. 2021	\$ 251.99
<b>County of Jackson</b>	Rent Expense for Feb. 2022	\$ 3,201.58
<b>G.R.E.A.T.</b>	Membership Renewal	\$ 20.00
<b>ICMA Retirement Trust</b>	ICMA 401 Contribution	\$ 1,812.58
<b>Jackson County Sheriff Dept.</b>	OHSP FY 22 - Dec. 2021	\$ 3,153.28
<b>Jackson Police Dept.</b>	OHSP FY 22 - Dec. 2021	\$ 911.72
<b>Petty Cash</b>	Replenish Petty Cash	\$ 55.00
<b>Vantage Point Transfer Agents</b>	ICMA RHS Contribution	\$ 278.86
<b>Total Submitted Billing - February, 2022</b>		<b>\$ 12,126.44</b>

# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

## Staff Progress Report January 2022

### 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):
  - Non-competitive 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.
    - Staff continued to research COVID recovery information and resources to populate the COVID recovery website.
    - Staff obtained preliminary EDA approval to utilize existing CARES Act grant funds to address CEDS goals as outlined in the original CARES Act scope of services.
  - EDA grant award for R2PC EDD's 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).
    - Staff began the CEDS closeout reporting process for EDA for the FY2021 Partnership Planning grant.
    - Staff participated in the EDA Chicago Regional Office quarterly conference call for Economic Development Districts (EDD) on January 26.
- **Outdoor Recreation as Economic Development.** Staff continued informal meetings with key outdoor recreation industry stakeholders to develop a strategy to leverage regional outdoor recreation assets for economic development purposes.
- **Downtown Development Authorities (DDAs).**
  - Staff attended the monthly meetings of the City of Jackson and Leoni Township.
  - Staff continued development of the Leoni DDA Downtown Master Plan.

#### R2PC Activities

- **R2PC Website.** Staff continued updating [www.region2planning.com](http://www.region2planning.com).

## [January, 2022 Staff Progress Report]

### Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

#### Program Management

- **Rural Task Force.** The 3-county full task force meeting to finalize all three (3) counties' proposed projects was held on January 13<sup>th</sup>. Projects were presented, reviewed, and approved with minor modifications.
- Staff attended monthly statewide/MDOT RTF meeting.
- **Asset Management.** Staff participated in a 3-day PASER training. Staff submitted all PASER road condition data collected by the Hillsdale County Road Commission (CRC), JCDOT, Lenawee CRC, and the City of Jackson to MDOT.
- **Small Urban Program.** Staff conducted a meeting of the Hillsdale/Jonesville small urban area on January 20<sup>th</sup> to solicit, review, and select projects for the FY 2023-2026. The urban area is eligible for \$385,000 annually to fund road and transit capital projects.
- Staff attended the Michigan Association of Regions (MAR) monthly meeting via Zoom.
- Staff attended an Irish Hills outreach meeting to discuss issues regarding planning concepts for the area recreation plan.

### Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

#### Program Management

- Staff attended the monthly Michigan Transportation Planning Association meeting.
- Staff attended the Local Transportation Advisory Council (LTAC) meeting.
- Staff prepared for, and conducted, the January meeting of the JACTS Technical Advisory and Policy Committees.

#### Transportation Improvement Program (TIP)

- Amendments were incorporated into FY 2020-2023 TIP, and posted to the Region 2 Planning Commission website.
- The draft list of Jackson MPO urban/rural projects selected for programming in the FY 2023-2026 TIP was reviewed and approved by the R2PC approval at their January meeting.
- Staff began drafting the narrative for the FY 2023-2026 TIP.
- Staff monitored and updated JobNet as necessary.

## [January, 2022 Staff Progress Report]

### Jackson Traffic Safety Program

- Staff processed/submitted enforcement reports from the Speed and Impaired Driving Enforcement Periods.

### 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).

#### *Jackson County*

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

- **Master Plan.** Made a change to the draft Future Land Use (FLU) map at the request of the Township Planning Commission.

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

- **County Planning Commission (JCPC).** Facilitated the January 13 JCPC meeting and summarized staff advisements regarding proposed rezonings in the Townships of Leoni and Rives. Meeting minutes were prepared and posted to the JCPC webpages on the R2PC website. Letters announcing the JCPC recommendations were also sent to the townships.
- **Master Plan.** Submitted Chapter 1 (Introduction) of the *Jackson County Master Plan* to the JCPC for its review and comment.
- **Hazard Mitigation Plan.** Submitted the second draft of the *Jackson County Hazard Mitigation Plan* to the Michigan State Police for review and comment.
- **R2PC Semiannual Report.** Presented Region 2's semiannual report for the second half of 2021 to the Public Safety and Transportation Committee of the Jackson County Board of Commissioners on January 10.
- **Upper Grand River Watershed Alliance (UGRWA).** Attended the January 19 meeting of the UGRWA.

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

- **Recreation Plan.** Facilitated the January 10 meeting of the Recreation Committee during which the *Leoni Township Recreation Plan* was approved and recommended for adoption by the Township Board. The Township Board adopted the plan on January 11.

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

- **Zoning Ordinance.** Provided the Planning Commission with information regarding home occupations.

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

- **Zoning Ordinance.** Corresponded with the Zoning Administrator regarding mixed uses.

## [January, 2022 Staff Progress Report]

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

- **Zoning Ordinance.** Answered questions regarding membership on the Planning Commission and Zoning Board of Appeals.

**Waterloo Township.** Staff provided the following service(s):

- **Zoning Ordinance.** Attended the January 18 meeting of the Planning Commission and answered questions about the process for rezoning properties, including map updates.

### *Lenawee County*

**Franklin Township.** Staff provided the following service(s):

- **Planning Commission.** Provided information to the Planning Commission regarding agricultural tourism zoning.

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

- **County Planning Commission (LCPC).** Cancelled the January 20 meeting of the LCPC due to a lack of agenda items.

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

- **Master Plan.** Drafted Appendix B of the *Macon Township Master Plan* which presents the results of the master plan survey.

**Madison Township.** Staff provided the following service(s):

- **Zoning Ordinance.** Provided examples of solar energy regulations to the Township.

### *Greater Irish Hills*

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

- **Greater Irish Hills Recreation Plan.** Continued the process of identifying all of the regionally and locally significant recreation facilities located in the Greater Irish Hills Region. Created a draft of the survey to be released as part of the planning process.



# Jackson County Department of Transportation

Angela N. Kline, PE

Managing Director / Director of Engineering & Technical Services

*Keeping Our Community Safely in Motion...*



## Memorandum

**Date:** January 11, 2022

**To:** Mr. Steven Duke  
Region 2 Planning Commission

**From:** Angela N. Kline, PE  
Director of Engineering/Managing Director

**RE:** January JACTS TIP Amendment

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
2023	213736	Edgeline Pavement Markings	56 miles total on 78 roadway segments	Edgeline pavement markings	\$97,724.92 HSIP \$22,246.08 Local \$119,971.00 Total	Change FY to 2022
2023	213875	N. Stony Lake Rd.; Seymour Rd.; Race Rd.	Taylorfield Road to M-50; Trumble Road to Wooster Road; Ann Arbor Road to Seymour Road	Tree removal, pavement markings, signing upgrades	\$564,781.87 HRRR \$62,753.54 Local \$627,535.41 Total	Change FY to 2022
2023	214064	Horton Rd./ S. Jackson Rd.	Ferguson Road to Weatherwax Drive	Road Safety Audit	\$16,000.00 HSIP \$4,000.00 Local \$20,000.00 Total	Change FY to 2022
2023	214065	Moscow Road	At Hanover Road, Hatch Road, Sears Road, and Horton Road/Mathews Road	Road Safety Audit	\$16,000.00 HSIP \$4,000.00 Local \$20,000.00 Total	Change FY to 2022

2023	214462	Horizontal Curve Signing (southeast)	Various	Horizontal Curve Signing	\$200,000.00 HSIP \$35,493.00 Local \$235,493.00 Total	Add
2023	214463	LED Stop Signs	Various	LED Stop Signs	\$94,236.30 HSIP \$10,470.70 Local \$104,707.00 Total	Add
2023	214464	High Friction Surface Treatment and LED Stop Signs	(4) intersections	High Friction Surface Treatment and LED Stop Signs	\$186,487.20 HSIP \$20,720.80 Local \$207,208.00 Total	Add
2023	214664	Airport Rd at Wayland Dr/Meijer Dr	At intersection	Signal Modernization	\$244,914.95 HSIP \$77,228.74 Local \$322,143.69 Total	Add



STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

PAUL C. AJEGBA  
 DIRECTOR

January, 11<sup>th</sup> 2022

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

Dear Mr. Duke:

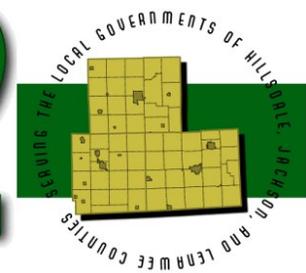
This letter is sent by the Michigan Department of Transportation (MDOT) to inform the Jackson Area Comprehensive Transportation Study committees of several TIP amendments to the FY 2020-2023 Transportation Improvement Plan (TIP).

<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>
2023	213399 *	CON	TSC Wide	All Trunkline routes in Region2 MPO	0	HMA crack treatment and over-band crack fill	\$230,817	\$51,183	ST	\$282,000	Phase add
2022	213927	PE*	TSC Wide	All Trunkline routes in Region2 MPO	39.5	Non-freeway signing upgrade	\$100,000	\$0	STG	\$100,000	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



## Jackson Area Comprehensive Transportation Study

**To:** JACTS Technical Advisory, JACTS Policy and Region 2 Planning Commission committee members

**From:** Steve Duke, Transportation Planner

**Date:** January 11, 2022

**Subject:** Targets for 2022 Safety Performance Measures – Resolution Adoption

The Federal Highway Administration (FHWA) continues to require that States, MPOs, and operators of public transportation establish targets in specific national performance areas. MPOs may support the state targets for the performance measures and/or establish specific numeric targets on their own. MPOs will not be penalized if MDOT does not meet any of their performance measure targets.

MDOT has been working with MPOs across the state to share information as the targets and timelines are developed. The 2022 safety performance measures are due to MDOT by February 27, 2022. Upon review of the materials from FHWA and MDOT, the **Region 2 Planning Commission staff recommends** that the Region 2 Planning Commission, acting as the MPO, agrees to **support MDOT's Safety Performance Measure Targets for Calendar Year 2022** by passing the attached resolution.

MDOT has provided the following information regarding the Safety Performance Measure:

To meet the safety goal of reducing fatalities and serious injuries on the state trunkline system, MDOT's Safety Program's focus is to select cost-effective safety improvements, as identified in Michigan's Strategic Highway Safety Plan (SHSP), and to address trunkline locations with correctable fatality and serious injury crashes. All proposed safety funded improvements must be supported by the MDOT Region's Toward Zero Deaths (TZD) Implementation Plan to mitigate crashes within the region. Priority is given to the projects within each Region that align with SHSP focus area improvements that have the lowest cost/benefit analysis or are a proven low-cost safety improvement to address the correctable crash pattern. On the local road system, MDOT administers federal safety funds for safety improvements supported by a Local Road Safety Plan or addressed by means of a low-cost safety project. High Risk Rural Roads is one program used to address rural roadways where fatalities and serious injuries exceed the statewide average for that class of roadway.

# Region 2 Planning Commission



## Region 2 Planning Commission Resolution to Support Michigan Department of Transportation State Targets for Safety Performance Measures

WHEREAS, the Region 2 Planning Commission has been designated by the Governor of the State of Michigan as the Metropolitan Planning Organization responsible for the comprehensive, continuing, and cooperative transportation planning process for Jackson County; and

WHEREAS, the Highway Safety Improvement Program final rule (23 CRF Part 490) requires States to set targets for five safety performance measures by August 31, 2021; and

WHEREAS, the Michigan Department of Transportation (MDOT) has established targets for five performance measures based on five year rolling averages for:

1. Number of Fatalities,
2. Rate of Fatalities per 100 million Vehicle Miles Traveled (VMT),
3. Number of Serious Injuries,
4. Rate of Serious Injuries per 100 million VMT, and
5. Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries; and

WHEREAS, the MDOT coordinated the establishment of safety target with the 14 Metropolitan Planning Organizations (MPOs) in Michigan through the monthly Target Coordination Meetings and through discussions at various meetings of the Michigan Transportation Planning Association, and

WHEREAS, the MDOT has officially adopted the state safety targets in the Highway Improvement Program annual report dated August 31, 2021, and

WHEREAS, the Region 2 Planning Commission may, within 180 days of the State establishing and reporting its safety targets, establish safety targets by agreeing to plan and program projects so that they contribute toward the accomplishment of the state safety targets, or committing to a quantifiable target for each safety performance measure for their own metropolitan planning area,

NOW THEREFORE BE IT RESOLVED that the Region 2 Planning Commission has agreed to support the MDOT's state safety targets for calendar year 2022, and

# Region 2 Planning Commission



BE IT FURTHER RESOLVED, that the Region 2 Planning Commission will plan and program projects that contribute to the accomplishment of state safety targets.

**Michigan State Safety Targets for Calendar Year 2022**

Safety Performance Measure	Baseline Condition (2016 – 2020)	Calendar Year 2022 State Safety Target
Fatalities	1,028.2	1,065.2
Fatality Rate	1.051	1.098
Serious Injuries	5,673.2	5,733.2
Serious Injury Rate	5.778	5.892
Non-motorized Fatalities & Serious Injuries	762.8	791.6

PASSED, ADOPTED, and APPROVED this tenth day of February 2022.

By: \_\_\_\_\_  
 Pete Jancek, Chairperson  
 Region 2 Planning Commission

\_\_\_\_\_  
 Jacob Hurt, Executive Director  
 Region 2 Planning Commission



**TO: Planning Commission**

**FROM: Zoning Administrator**

**DATE: February 16, 2022**

**RE: 203 Development Drive – CS Roofing**

**Background:** The owner of CS Roofing has purchased an empty lot in the City's Manufacturing Park. The plan is to build an office and warehouse to relocate from a building that is currently leased.

February 7, 2022

The site plans for the proposed project located at 203 Development Drive were submitted for Zoning permit review. The Department Head review meeting was held on February 7, 2022.

There were only a few items needed prior to final review on February 16, 2022.

- DPS requires that commercial drive approaches installed on city streets be an “MDOT M-style” design. The approaches must be concrete from the street edge to the right-of-way line. At that point, the drive may transition to gravel. A 12” diameter CMP w/. end sections and min. 36” rip rap at both ends must be installed under drive at ditch line. Drive approach radius must be a minimum of 25’.
- Zoning does not allow for webbed chain link fencing. Per Hillsdale Municipal Code Section 36-681 (4)(c):
  - *All fences or walls must be ornamental in nature and should be made of wrought iron, treated or rot resistant wood, brick, stone and similar replications of these materials. However, when abutting residentially zoned and/or used property, and when used to screen parking or outdoor storage areas, the fence must be constructed of an opaque weatherproof material, woven chain link fencing is not permitted.*

Please submit revised documents to the Planning Dept. by the end of day on Tuesday, February 8, 2022 to assure final review at the February Planning Commission meeting. The Planning Commission will review the drawings at the regular meeting which will be held on February 16, 2022 at 5:30 pm. The location will be at City Hall, 97 N. Broad St. in the 3<sup>rd</sup> Floor Council Chambers.

If you have any questions, you may contact me by phone or email.

Thank you.  
Alan Beeker  
Planning/Zoning Administrator



**TO: Planning Commission**

**FROM: Zoning Administrator**

**DATE: February 16, 2022**

**RE: Form Based Code (FBC)**

**Background:** During the discussion at the January meeting, we discussed focus re: which areas to tackle first with FBC. Two areas were given precedent, the corridor between Hillsdale College and the Downtown and the Manufacturing Park. With the potential sale of the remaining property in the Manufacturing Park, it was determined that this would be the perfect time to consider changing the ordinance to FBC. There are very few examples but Lansing has adopted FBC in their Industrial Districts and it is a good starting point.

# Form Based Architectural Standards for Lansing Michigan

## **1246.01. Introduction.**

This chapter sets forth the architectural standards applicable to the various character districts in the City of Lansing. These standards supplement those stated for each zoning district. These standards are intended to result in construction and development that reinforces the vision established in the Design Lansing Comprehensive Plan.

(Ord. No. 1273, § 1, 3-8-21)

## **1246.02. Applicability.**

### **1246.02.01. Residential, service, retail, accessory, and industry, manufacturing and processing uses.**

The requirements of this chapter shall apply to all proposed development with residential, service, retail, accessory, and industry, manufacturing and processing uses and shall be considered in combination with the standards for the applicable zoning district and the rest of the Zoning Ordinance.

(Ord. No. 1273, § 1, 3-8-21)

### **1246.02.02. Recreation, education, public assembly, transportation, communications and infrastructure uses.**

Development with public recreation, public education, public assembly, transportation, public communications and/or infrastructure uses shall comply with the standards for the applicable zoning district, but shall not be required to meet the standards in this chapter.

(Ord. No. 1273, § 1, 3-8-21)

### **1246.02.03. Additions or modifications to existing buildings.**

Building additions to buildings built prior to the adoption of this form-based code shall apply the architectural standards that most closely match the existing building, as determined by the Zoning Administrator.

(Ord. No. 1273, § 1, 3-8-21)

### **1246.03. Modifications.**

- (a) Modifications to the standards established in this chapter may be approved by the Zoning Administrator. Any such modification shall require an application that includes a site plan and a front elevation drawing of the proposed building superimposed on a color drawing or photograph of the entire block showing the relationship of the proposed building to other buildings on the block. The application shall be reviewed by the Zoning Administrator based upon the following criteria:
  - (1) The design of the building shall be in keeping with the desired architectural character as articulated in the Comprehensive Plan, the intent of the district, and by example of new buildings designed following the standards of this Code. This shall not prevent innovation and creativity in design that is in keeping with the Comprehensive Plan, as determined by the Zoning Administrator.
  - (2) The design shall meet district height requirements.
  - (3) The exterior finish materials shall be of equal or better quality, in terms of durability and appearance/ texture similar to brick, stone, or wood, as those permitted in the district. The intent is to accommodate new technologies and building material while maintaining the desired character of the districts, as defined in paragraph (1), above.
- (b) Relief from unlisted standards. Any request for relief from a standard other than those listed above shall be made through the variance permit procedures set forth in Chapter 1274.

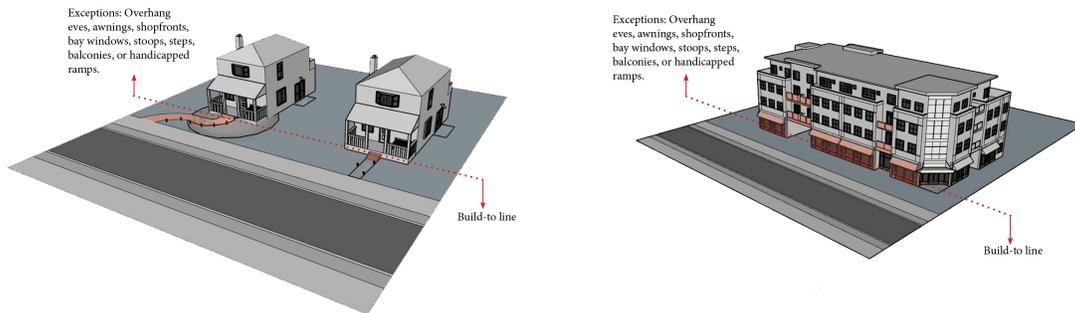
(Ord. No. 1273, § 1, 3-8-21)

## 1246.04. Architectural regulations.

### 1246.04.01. General architectural standards.

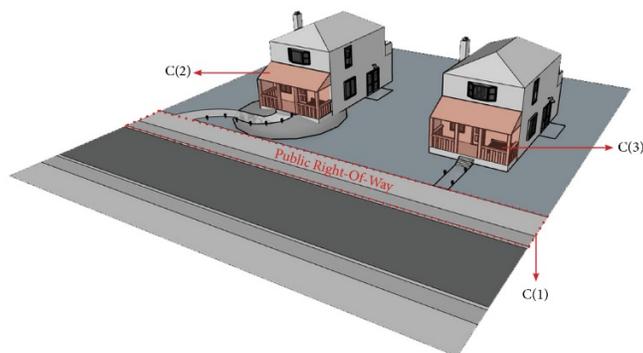
- (a) No part of any building may project forward of the build-to line except overhanging eaves, awnings, shopfronts, bay windows, stoops, steps, balconies, or handicapped ramps approved by the Zoning Administrator.

Figure 107



- (b) Stoops and front porches.
- (1) Shall not extend into the public right-of-way.
  - (2) All required front porches shall be completely covered by a roof.
  - (3) Front porches may be screened (insect screening) when all architectural elements (columns, railings, etc.) occur on the outside of the screen facing the street-space.
  - (4) Finished floor height shall be no more than eight inches below the first interior finished floor level of the building.

Figure 108



- (c) Awnings/overhangs. When an awning or overhang is incorporated into a building, the following requirements must be met:
- (1) Minimum ten-foot clear height above sidewalk, minimum five-foot depth out from the facade. Maximum projection to within one foot of back of curb where there are no street trees, or one foot into the tree-planting strip.

- (2) Canvas cloth or equivalent (no shiny or reflective materials).
- (3) Metal and glass are permitted, when configured as a marquee over an entrance.
- (4) No internal illumination through the awning/overhang.
- (5) Lettering on awnings limited to six inches tall on vertically hanging fabric at curb side of awning.
- (6) No one-quarter cylinder configurations.
- (7) Awnings and overhangs shall complement the fenestration pattern of the building facade.

**Figure 109**



(d) Balconies.

- (1) Shall not be located within five feet of any common lot line and shall not encroach into the public right-of-way.
- (2) Balconies may be a single level or multiple balconies stacked vertically for multiple stories.
- (3) Where residential districts include balconies as a method for achieving the required private open area, the balcony:
  - a. Shall be enclosed by balustrades, railings, or other means that block at least half of the view through them;
  - b. Shall not otherwise be enclosed above a height of 42 inches, except with insect screening and/or columns/posts supporting a roof or connecting with another balcony above.

**Figure 110**



(e) Windows.

- (1) Glass shall be clear, with light transmission at the ground story at least 90 percent and for the upper stories 75 percent (modification as necessary to meet any applicable building and energy code requirements).
- (2) Ground story windows may not be made opaque by window treatments (excepting operable sunscreen devices within the conditioned space).
- (3) A minimum of 80 percent of the ground story window surface shall allow a view into the building interior for a depth of at least 12 inches.

(Ord. No. 1273, § 1, 3-8-21)

### 1246.04.02. Residential building types.

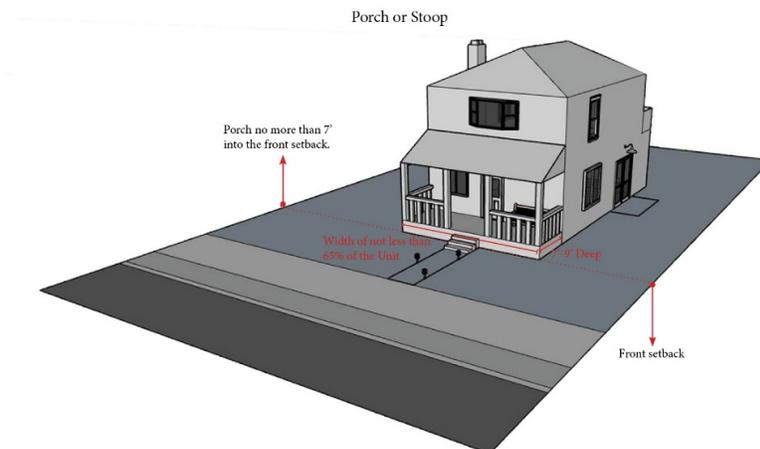
- (a) First floor clear height—Eight feet minimum.
- (b) Upper floors clear height—Eight feet minimum.
- (c) Ground floor finish elevation above/below sidewalk—Minimum 18 inches with stairs. ADA accessible units with ramp access permitted with approval. Where the first floor is occupied by a lobby, office, or common space and no dwelling are located on the first floor along the front of the building, then the first floor may be at the same grade as the sidewalk.

Figure 111



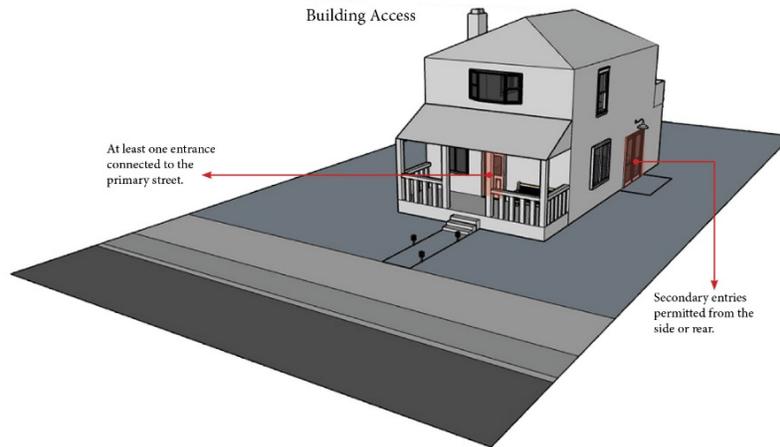
- (d) Porch or stoop—Each residential unit with a separate entrance shall include a stoop of not more than five feet deep and six feet wide (not including steps or ramp) or a porch between seven feet and nine feet deep that projects no more than seven feet into the front setback and with a width of not less than 65 percent of each unit with a separate entrance. Where the first floor is occupied by a lobby, office, or common space and no dwelling are located on the first floor along the front of the building, then a stoop or porch is not required.

Figure 112



- (e) Building access—At least one entry must face onto and connect to the primary street. Secondary entries permitted from the side or rear. Maximum recessed entry of five feet.

**Figure 113**



- (f) Minimum fenestration percentage:
- (1) Primary facade:
    - a. Ground floor—20 percent.
    - b. Upper floors—20 percent.
  - (2) Secondary elevations—Ten percent per floor.

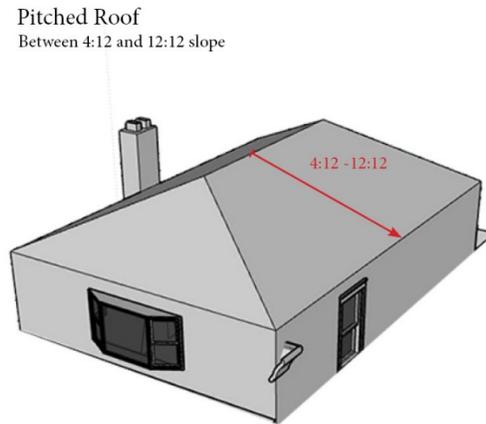
**Figure 114**



- (g) Allowed building materials on primary facades (i.e. facing onto a street). Brick or stone siding, wood siding, vinyl siding, fiber clapboards. Material must be consistent with adjacent residential character. Other materials as determined by Zoning Administrator.

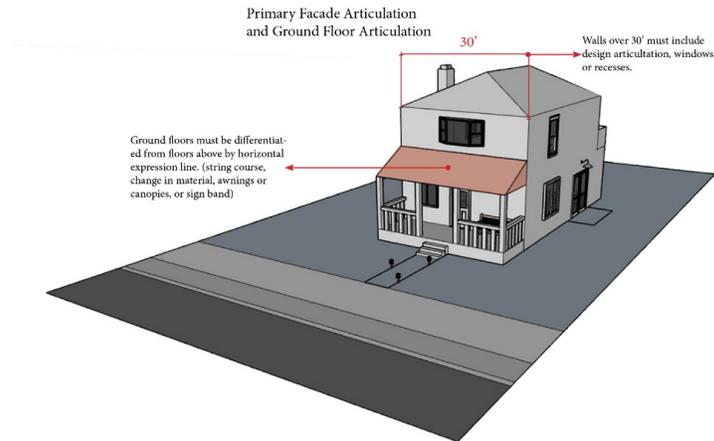
- (h) Allowed building materials on secondary facades (i.e. those not facing onto a street). Same as primary facades, but also including decorative metal, wood; EIFS (on upper floors only); other similar materials as determined by Zoning Administrator.
- (i) Roof types:
  - (1) Pitched—Between 4:12 and 12:12 slope.
  - (2) Flat roof—With cornice and parapet 30.

**Figure 115**



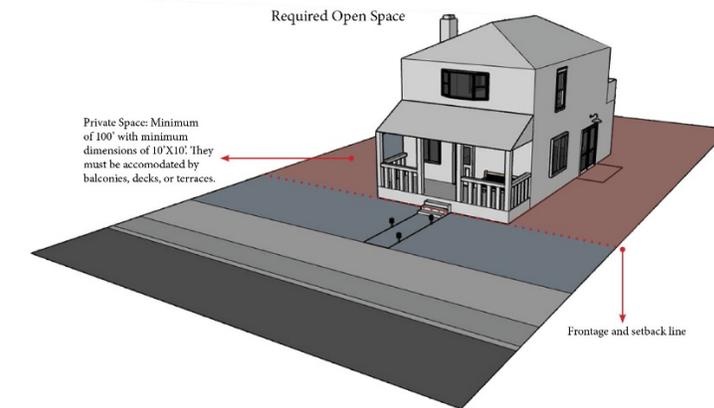
- (j) All rooftop mounted HVAC and mechanical equipment shall be screened from view on all sides of the building.
- (k) Roof materials (for pitched roofs)—Asphalt, fiberglass, tile, slate, standing seam metal.
- (l) Primary facade articulation—Walls over 30 feet in length must include design articulation, windows or recesses.
- (m) Primary facade ground floor articulation—Ground floors shall be differentiated from the floors above by a horizontal expression line such as a string course, change in material or textures, awnings or canopies, or sign band.

**Figure 116**



- (n) Services—Services and utility hookups shall not be visible from the primary street frontage, preferably located in the rear yard.
- (o) Required open space (outside of frontage and setback areas)—Private space:
  - (1) Minimum 100 square feet per unit.
  - (2) Minimum dimensions ten feet by ten feet.
  - (3) Private open space may be accommodated by balconies, decks or terraces.

**Figure 117**



(Ord. No. 1273, § 1, 3-8-21)

**1246.04.03. Commercial/mixed-use building types.**

- (a) Second floor finish elevation—14-foot minimum.
- (b) Upper floors clear height—Eight-foot minimum.
- (c) Ground floor finish elevation above/below sidewalk—Maximum of six inches above adjacent sidewalk with ramp.

**Figure 118**



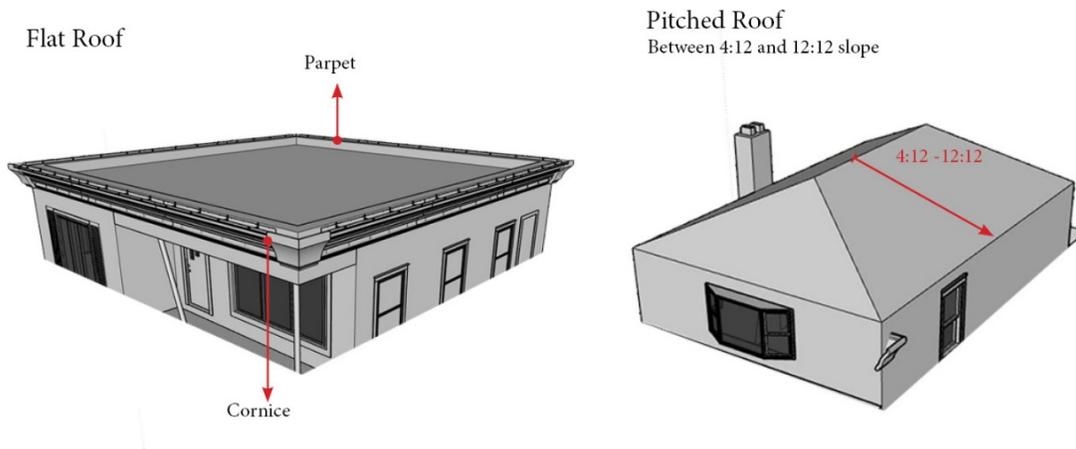
- (d) Minimum fenestration percentage:
  - (1) Storefront—60 percent.
  - (2) Non-storefront ground floor—40 percent.
  - (3) Upper floors—20 percent.

**Figure 119**



- (e) Allowed building materials on primary facades (i.e. facing onto a street)—Brick (masonry); stone; glass; other similar materials as determined by Zoning Administrator.
- (f) Allowed building materials on secondary facades (i.e. those not facing onto a street)—Same as primary facades, but also including decorative metal, wood; EIFS (on upper floors only); other similar materials as determined by Zoning Administrator.
- (g) Roof types:
  - (1) Pitched—Between 4:12 and 12:12 slope.
  - (2) Flat roof—With cornice and parapet.
  - (3) All rooftop mounted HVAC and mechanical equipment shall be screened from view on all sides of the building.
- (h) Roof materials (for pitched roofs)—Asphalt, fiberglass, tile, slate, standing seam metal.

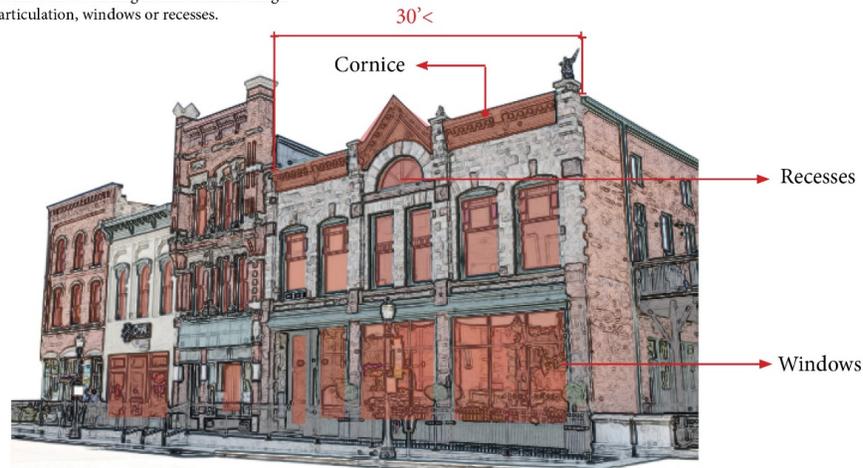
**Figure 120**



- (i) Primary facade articulation—Walls over 30 feet in length must include design articulation, windows or recesses.

**Figure 121**

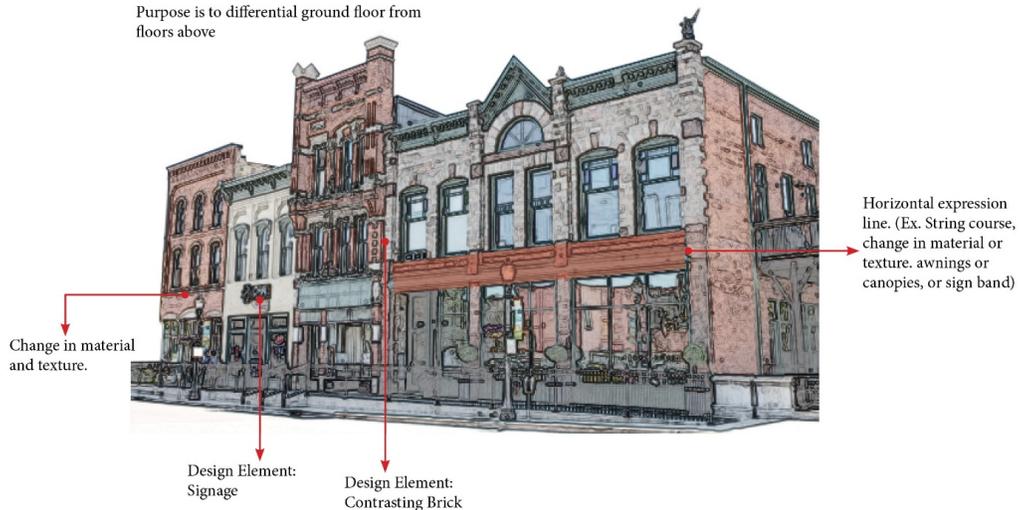
**Primary Facade Articulation**  
Walls over 30' in length must include design articulation, windows or recesses.



- (j) Primary facade ground floor articulation—Ground floors shall be differentiated from the floors above by a horizontal expression line such as a string course, change in material or textures, awnings or canopies, or sign band.

**Figure 122**

**Primary Facade Ground Floor Articulation**  
Purpose is to differential ground floor from floors above



- (k) Building access. At least one entry must face onto and connect to the primary street. Secondary entries permitted from the side or rear. Maximum recessed entry of five feet.

Figure 123

Building Access



(l) Services. Services and utility hookups shall not be visible from the primary street frontage, preferably located in the rear yard.

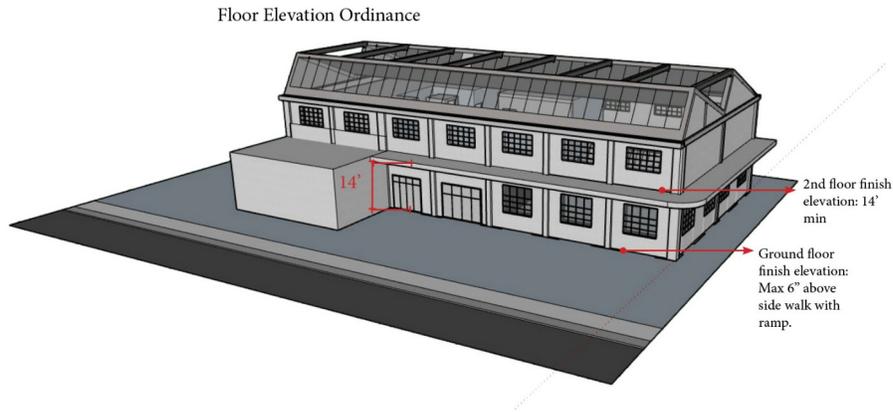
(Ord. No. 1273, § 1, 3-8-21)

#### 1246.04.04. Industrial building types.

The following standards shall only apply to those industrial building facades that are at least 50 percent visible to a residential use or non-local street within 300 feet of the building facade:

- (a) Second floor finish elevation—14-foot minimum.
- (b) Ground floor finish elevation above/below sidewalk—Maximum of six inches above adjacent sidewalk with ramp.

**Figure 124**



- (c) Minimum fenestration on primary facade—30 percent.

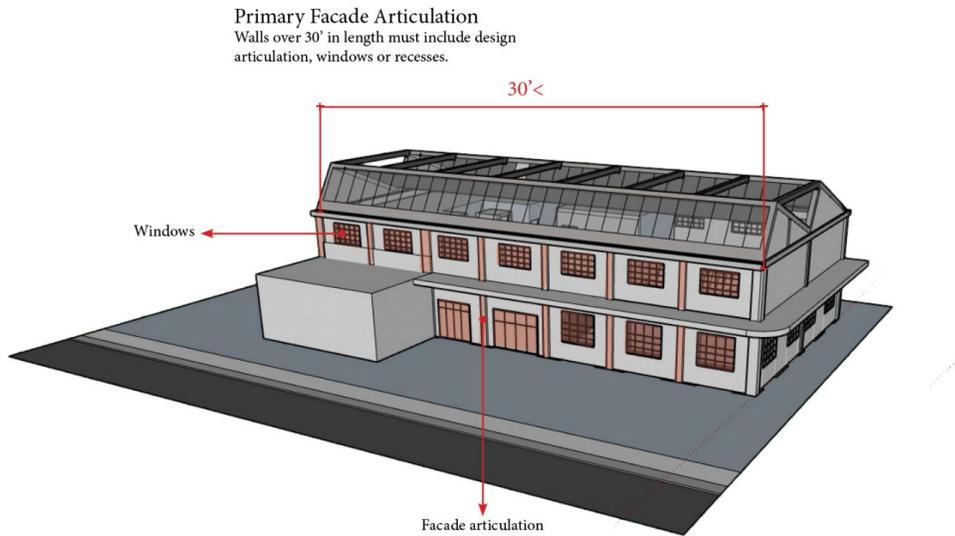
**Figure 125**



- (d) Allowed building materials on primary facades (i.e. facing onto a street)—Brick (masonry); stone; other similar materials as determined by Zoning Administrator.
- (e) Allowed building materials on secondary facades (i.e. those not facing onto a street)—Same as primary facades, but also including decorative metal, wood; EIFS (on upper floors only); other similar materials as determined by Zoning Administrator.
- (f) Roof types:

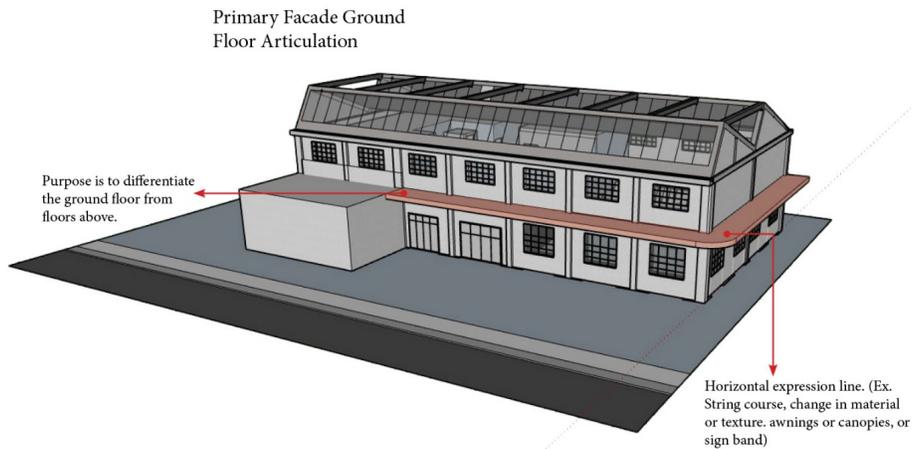
- (1) Pitched—Between 4:12 and 12:12 slope.
  - (2) Flat roof—With cornice and parapet.
  - (3) All rooftop mounted HVAC and mechanical equipment shall be screened from view on all sides of the building.
- (g) Primary facade articulation—Walls over 30 feet in length must include design articulation, windows or recesses.

**Figure 126**



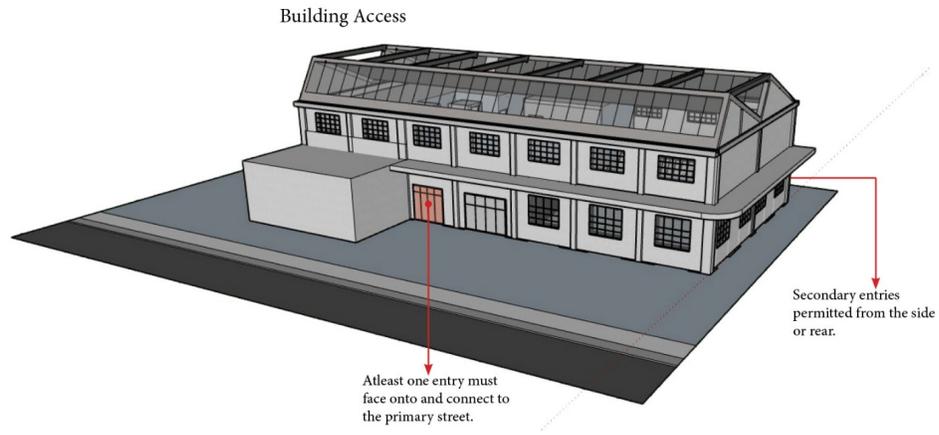
- (h) Primary facade ground floor articulation—Ground floors shall be differentiated from the floors above by a horizontal expression line.

**Figure 127**



- (i) Building access. At least one entry must face onto and connect to the primary street. Secondary entries permitted from the side or rear.

**Figure 128**



- (j) Services. Services, utility hookups, loading docks and trash/recycling containers shall not be located on the front of the building, and must be screened if visible from the street.

(Ord. No. 1273, § 1, 3-8-21)

### 1246.05. Example building types.

The following sections illustrate how different types of buildings can meet the intent of the districts in Chapters 1243—1245 and the architectural standards of Section 1246.04.

(Ord. No. 1273, § 1, 3-8-21)

#### 1246.05.01. Detached house.

Figure 129



Illustrative examples of the intent of this building.

- (a) *Description.* A detached house is a dwelling unit typically occupied by a single-family household. Detached houses include one-, one-and-one-half, and two-story dwellings. In the DT-1 District, detached houses have been converted to offices. The design and character of a detached house in a given location should be consistent with and reinforce the character of the surrounding neighborhood.
- (b) *Applicability.* A detached house is the suggested building type in all residential districts and applicable to most road types. While compatible as "grandfathered in" historic structures, new detached houses within higher density residential districts (R-MX 42 and MFR), DT-1, and fronting arterial, suburban, and activity corridors are not generally encouraged.

See also Section 1244.02, General Development Requirements for Dwelling Units.

(Ord. No. 1273, § 1, 3-8-21)

## 1246.05.02. Attached residential.

Figure 130



Illustrative examples of the intent of this building

- (a) *Description.* Attached residential building types may take the form of small apartment buildings or duplexes integrated into an urban neighborhood or townhouses. Attached residential buildings should be designed to complement the size, scale, character, and architecture of the surrounding residential district. Attached residential buildings may be designed as side-by-side and/or stacked units and provide a dedicated point of entry for each residential unit or common entry.
- (b) *Applicability.* Attached residential buildings are applicable in higher density residential and mixed-use districts that serve as a transition between commercial or mixed-use districts and residential neighborhoods: R-MX, R-AR, MFR, S-C, MX-C, MX-1, DT-1, DT-2.

See also Section 1244.02, General Development Requirements 46 for Dwelling Units.

(Ord. No. 1273, § 1, 3-8-21)

### 1246.05.03. Urban mixed-use.

Figure 131



Illustrative example of the intent of this building

- (a) *Description.* The purpose and intent of the urban mixed-use building type is to provide a high character pedestrian scaled building that is flexible and mixed in its uses. Typically, ground floor uses include retail, entertainment, dining, and professional services with high transparency window areas creating a connection between the sidewalk and building interiors. Upper floor uses typically includes a mixture of residential and office space. The building form and mass is intended to reinforce pedestrian comfort, walkability, and activity. Larger buildings shall be broken up into multiple store-fronts each with their own entries.
- (b) *Applicability.* Urban mixed-use buildings are a key building type for urban zones that provide pedestrian scaled buildings oriented on the street. They are less likely to be appropriate along local streets.

(Ord. No. 1273, § 1, 3-8-21)

#### 1246.05.04. Tower and podium.

Figure 132



Illustrative example of the intent of this building

- (a) *Description.* Tower and podium buildings are buildings that consist of a large footprint base, typically two to three stories tall, and one or more towers that project upwards from a portion of this base. Tower and podium type buildings are often used for hotel convention centers, hospitals, and other institutional or commercial activities. The base (podium) levels of the tower and podium buildings are intended to be pedestrian oriented facades that encourage an active street frontage.
- (b) *Applicability.* Tower and podium buildings are applicable to the most dense commercial districts (Downtown Core) as well as designated institutional districts (INST-1 and INST-2).

(Ord. No. 1273, § 1, 3-8-21)

## 1246.05.05. Commercial flex.

Figure 133



Illustrative example of the intent of this building

- (a) *Description.* Commercial flex buildings provide opportunities for diverse buildings types—to accommodate a diverse range of uses—in medium density urban environments while retaining a building facade that supports the downtown character. Commercial flex buildings are one to three floors in height and may include high bay spaces to accommodate light industrial or other non-storefront oriented commercial uses. Building facades are oriented towards the street and designed in a pedestrian friendly manner with adequate window transparency and articulation.
- (b) *Applicability.* Commercial flex buildings are suggested in the Urban Flex (DT-2) and Urban Industrial (IND-3) Districts.

(Ord. No. 1273, § 1, 3-8-21)

## 1246.05.06. Parking structure.

Figure 134



Illustrative example of the intent of this building

- (a) *Description.* Parking structures provide multiple levels of vehicle parking in higher density locations. Parking structures are designed to fit the architectural character and context of the urban environment. Open air openings into the parking area and other horizontal or vertical elements should provide an attractive facade that reinforces the pedestrian experience. Parking structures are encouraged to be lined on the exterior by residential, office, and retail, and are required to have the first floors occupied for the first 20 feet by commercial uses along activity corridors.
- (b) *Applicability.* Parking garages are applicable in higher density districts where there is not sufficient space or desire for surface parking lots.

(Ord. No. 1273, § 1, 3-8-21)

## 1246.05.07. Suburban commercial.

Figure 135



Illustrative example of the intent of this building

- (a) *Description.* Suburban commercial buildings are designed to balance the needs of automobile access to commercial uses (stores, retail, etc.) while still retaining a strong design character and relationship to the street environment that is welcoming to pedestrians and creates an effective transition to non-commercial areas. Commercial buildings are typically one to two floors in height, and can accommodate big-box style commercial uses if needed. Individual storefronts within a building should be clearly defined and distinct and sidewalks connect front entrances to the public sidewalk. Suburban commercial buildings can incorporate a mixture of non-residential uses.
- (b) *Applicability.* Suburban commercial buildings are the primary building type for the Suburban Corridor District (SC) and are used along arterial, suburban, and prime connector streets. This type of building is not intended for activity corridors, neighborhood connectors, or local streets.

(Ord. No. 1273, § 1, 3-8-21)

**1246.05.08. Suburban office/research.**

**Figure 136**



Illustrative example of the intent of this building

- (a) *Description.* Suburban office/research buildings are typically multi-story buildings with a primary entrance into a lobby space for accessing office, research, or institutional type uses. Buildings can be designed for a single tenant or for multiple different tenants to provide a mixture of uses within the building.
- (b) *Applicability.* Suburban commercial buildings are a common building type for the Suburban Corridor District (SC) and can be used along a variety of roadway types. They can be used to transition away from more intense commercial activity towards neighborhood residential areas.

(Ord. No. 1273, § 1, 3-8-21)

## 1246.05.09. Motor vehicle service stations.

Figure 137



Illustrative examples of the intent of this building

- (a) *Description.* Traditional suburban-style gas station design places the filling pumps and canopy structure in the front or front corner of the lot and the shop at the rear of the lot, which breaks the street edge experience and disconnects the storefront from the sidewalk. New gas stations should adopt a "gas backwards" approach along urban corridors (MX-1, -2, -3, DT-2 where permitted), where filling pumps and canopy are placed to the side or rear of the lot and the shop building occupies the front or front corner of the lot. Traditional configurations are acceptable in S-C and MX-C Districts as long as the building form and conditional use standards are met. In both urban and suburban districts, the building should be designed to fit within the district's context and aesthetics.
- (b) *Applicability.* Motor vehicle service stations are permitted with conditions in commercial mixed-use districts as described in Section 1245.03. They are less desirable for use along activity corridors and local streets.

Figure 138

FBC ZONE	STREET TYPE					LOCAL
	ARTERIAL CORRIDOR	SUBURBAN CORRIDOR	ACTIVITY CORRIDOR	PRIME CONNECTOR	NEIGHBORHOOD CONNECTOR	
S-C	X	X	X	X	X	-
MX-C	X	X	-	X	X	-
MX-1	X	X	-	X	X	-
MX-2	X	X	-	X	X	-
MX-3	X	-	-	-	-	-
DT-2	X	-	-	X	X	-

(Ord. No. 1273, § 1, 3-8-21)

