



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

**Planning Commission Agenda**  
**April 16, 2025**

- 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**
  - A. Approval of agenda
  - B. Approval of Planning Commission 3/19/2025 minutes
  
- IV. Public Hearing**
  - A. Zoning Ordinance Amendments: Secs. 36-411, 36-412, 36-681, 18-103, & 18-113, Capital Improvement Plan – 2025 Update
  
- V. Old Business**
  - A. No old business.
  
- VI. New Business**
  - A. No new business.
  
- VII. Zoning Administrator Report**
  
- VIII. Commissioners' Comments**
  
- IX. Public Comment**
  - Any Commission related item – 3 min. limit
  
- X. Adjournment**
  - Next meeting: **Wednesday, May 20, 2025 at 5:30 pm**

**Planning Commission Meeting Minutes**  
**Hillsdale City Hall**  
**Council Chambers**  
**March 19, 2025**  
**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: Vice Chair Kerry Laycock, Chairman Eric Moore, Commissioner William Morrissey, Commissioner Christian Winter, Commissioner Jack Shelley, Commissioner Roma Rogers
- B. Public Present: Zoning Administrator Alan Beeker, Matt Taylor, Heather Tritchka, Rachel Doty, Jason Blake, Tim Sullivan
- C. Members Absent: Commissioner Matt Kniffen

**III. Public Comment**

No public comment.

**IV. Consent Agenda and Minutes**

Motion to approve the Consent agenda as presented made by Commissioner Morrissey, seconded by Commissioner Winter motion approved unanimously.

**V. Site Plan Review**

- A. 3335 W Carleton – KFC Restaurant

KFC is proposing a new 1680 sf restaurant building. The project has been reviewed by the City Department Heads, the report is included.

Commissioner Laycock moved to approve the plans for the new building contingent on MDOT approval to be located at 3335 W Carleton St., Commissioner Winter supported, motion passed.

- B. 155 E Bacon – Fitness Park sponsored by Rotary

The Rotary service club is proposing the construction of a new park to be located at 155 E Bacon. The City has informed Rotary that although the idea is a good one, the location is not ideal. The City is requesting an agreement with Rotary to create a fund to maintain the new park grounds and to commit to long term capital improvements on the park. As a capital improvement, the project must be approved by Planning Commission and recommended to Council. The project has been reviewed by the City Department Heads, the report is included.

The park will be developed in a phased plan with the parking area be developed initially as gravel base. The parking lot would be paved as part of future phases. The fitness equipment is proposed for multiple age and fitness levels.

Commissioner Laycock moved to approve the plans contingent on developing an agreement for Rotary to maintain the park into perpetuity, Commissioner Rogers supported, motion passed.

**VI. Old Business**

**A. Ordinance Review**

The Zoning Administrator is requesting that the Commission set a public hearing to be held at the April regular meeting for Secs. 36-411, 36-412, 36-681, 18-103, & 18-113. Commissioner Winter moved to schedule the public hearing for the aforementioned ordinances, Commissioner Morrisey supported, motion passed.

**VII. New Business**

Capital Improvement Plan – 2025-2031.

The 2025 annual CIP update was presented to the Planning Commission for review. Commissioner Morrisey moved to schedule the public hearing for the CIP, Commissioner Winter supported, motion passed.

**VIII. Zoning Administrator Report**

Aldi is open.

Keefer continues to progress with new water and sanitary to be installed in April

**IX. Commissioners' Comments**

Commissioner Laycock questions the timing on the Keefer project.

**X. Public Comment**

No public comment.

**XI. Adjournment**

Commissioner Winter moved to adjourn the meeting, Commissioner Morrisey seconded. Motion passed unanimously. Meeting adjourned at 6:12 pm.

**XII. Next meeting: April 16, 2025 at 5:30 pm.**



**TO: Planning Commission**

**FROM: Zoning Administrator**

**DATE: April 16, 2025**

**RE: Ordinance Hearings:  
      Secs. 36-411, 36-412, 36-681, 18-103, 18-113 &  
      Capital Improvement Plan – 2025 Update**

**Background:** As part of the process to amend the various ordinances, a public hearing is required to be held before the Planning Commission. The purpose of the public hearing is to give the citizens of the City an opportunity to voice support or concerns with the proposed amendments to the ordinances presented. Upon the close of the public hearing, the Commission will need to either send the proposed amendments back to the review process or recommend to the City Council for adoption.



**DIVISION 16. – SCHEDULE OF REGULATIONS**

**Sec. 36-411. Limitations on height, bulk, density and area by land use.**

Districts	Minimum Size Lot Per Unit		Maximum Height of Structures		Minimum Yard Setback (Per Lot in Feet)			Minimum Floor Area Per Unit (Square Feet)	Maximum Percentage of Lot Area Covered by All Buildings
	<u>Min.</u> Area in Square Feet	<u>Min.</u> Width in Feet	In Stories	In Feet	Front	Each Side	Rear		
R-1 one-family residential	(a) 8,400	(a) 70	3½	35	25	8	10	<del>1,000</del> <u>Sec. 36-5</u>	30%
RD-1 one-family residential	(a) 6,500	(a) 60	2½	25	25	8	10	<del>1,000</del> <u>Sec. 36-5</u>	30%
RD-1 two-family residential	(a) 8,400	(a) <u>(q)</u> 70	2½	25	25	8	10	<del>1,000</del> <u>Sec. 36-5</u>	35%
RM-1 multiple-family residential	(b)	<u>(q)</u>	4	40	25 (c)	8 (c)	10 (c)	<del>1,000</del> (e) <u>Sec. 36-5</u>	35% (b)
B-1 local business	—	<u>(p)</u>	2½	35	(h) 25	(e, m)	(f, m)	none	(g)
B-2 central business	—	<u>(p)</u>	(i)	(i)	(h)	(e, m)	(f, m)	none	(g)
B-3 general business	—	<u>(p)</u>	2½ <del>4</del>	(l) <del>35</del> 40	(h) 40	(e, m)	(f, m)	none	(g)
I-1 light industrial	—	<u>(p)</u>	—	(l) 50	50	(j, k, m, n) 10	(j, m, o)	none	(h)
P-1 vehicular	—	—	(j)	(j)	§ 36-354(a)	§ 36-354(a)	§ 36-354(a)	—	(h)
PRF parks and recreational facilities district	—	—	(i)	(i)	25 (h)	10	(f, m)	—	30%
C-1 college district	<del>(b)</del>	(b) <u>(p)</u>	4	50	(h) 40	10	(f, m)	(b)	35%

---

Notes:

- (a) In those instances where public sewers are not provided, all lot areas per dwelling unit shall equal at least 12,000 square feet. See sections ~~36-402~~ **36-401** and 36-403 regarding exceptions as to lot area and density controls.
- (b) In an RM-1 multiple-family residential district, the total number of rooms as defined in section 36-6, in buildings consisting of more than four dwelling units shall ~~not be more than the area of the parcel in square feet divided by 900~~ **shall meet the apartment definition in Sec. 36-6**. ~~All units shall meet the International Property Maintenance Code (IPMC) occupancy area requirements.~~
- (c) Every lot on which a main building consisting of more than four dwelling units is erected shall be provided with a 40-foot setback on each exterior side of such lot. Each setback shall be increased by one foot for each ten feet or part thereof by which the length of the structure exceeds 40 feet in overall dimension along the adjoining lot line.

In all RM-1 multiple-family residential districts, the minimum distance between any two buildings shall not be less than the allowable distance as designated by the State of Michigan Single Construction Code. Parking shall not cover more than 30 percent of the area of any required yard, or any minimum distance between buildings. Properties must follow the landscape requirements as listed in chapter 36, sections 36-148 through 36-152.

- (d) See definitions under section 36-6. All row houses, terraces and other such multiple-type structures shall comply with the floor area requirements under apartments.
- (e) No side yards are required along the interior side lot lines, except as otherwise specified in the single state construction code. On the exterior side yard which borders on a residential district, there shall be provided a setback of not less than ten feet on the side or residential street. If walls of structures facing such interior side lot lines contain windows or other openings, side yards of not less than ten feet shall be provided.
- (f) ~~Loading space shall be provided in the rear yard in the ratio of at least ten square feet per front foot of building and shall be computed separately from the off-street parking requirements.~~ Where an alley exists or is provided at the rear of buildings, the rear building setback and loading requirements may be computed from the center of the alley.
- (g) The maximum percentage of coverage shall be determined by the use and the provisions of required off-street parking, loading and unloading, and required yards.
- (h) Parking shall be permitted in the front yard after approval of the parking plan layout and points of access by the planning commission. The setback shall be measured from the nearest side of existing and/or proposed right-of-way lines, whichever is greater.
- (i) The maximum height of a structure in the B-2 district shall not exceed 12 feet above the property immediately adjacent. Any proposed structure over 50 feet tall shall require approval of the city planning commission.
- (j) No building shall be closer than 50 feet to the outer perimeter (property line) of such district when the property line abuts any residential district.
- (k) Side yards abutting upon a street and across from other industrial districts shall be provided with a setback of at least 20 feet.
- (l) Planned developments involving five acres or more under one ownership shall be subject to the approval of the board of appeals, after public hearing, regarding modifications with respect to

height regulations. In approving an increase in structure height, the board of appeals shall require that all yards shall at least equal in their depth the height of the structure.

- (m) A minimum four-foot-six-inch obscuring wall or fence shall be provided on those sides of the property abutting land zoned for residential use.
- (n) Parking shall be permitted on the side yard after approval of the parking plan layout and points of access by the planning commission.
- (o) All storage shall be in the rear yard and shall be completely screened with an obscuring wall or fence not less than six feet high, or with a chain-link type fence and a greenbelt planting so as to obscure all view from any adjacent district or public street.

**(p) Commercial parcels resulting from land divisions must have a minimum of 104'-0" street frontage. Refer to HMC, Chapter 18 and Land Division Act MCL560.101 et seq.**

**(q) Residential parcels resulting from land divisions must have a minimum of 66'-0" street frontage. Refer to HMC, Chapter 18 and Land Division Act MCL560.101 et seq.**

(Code 1979, § 17.28.010; Ord. No. 2005-14, 11-21-2005; Ord. No. 2014-6, 7-21-2014; Ord. No. 2016-005, 6-6-2016; Ord. No. 2018-004, 7-16-2018)

**Sec. 36-412. Subdivision open space plan.**

The intent of this section is to permit one-family, and one-family and two-family, residential subdivisions to be planned as a comprehensive unit, allowing therefore certain modifications to the standards as outlined in section 36-401 to be made in R-1, ~~R-2, R-3~~ one-family and RD-1 one-family and two-family residential districts, when the following conditions are met:

- (1) The lot area in all one-family and two-family residential districts may be reduced by 20 percent; provided, that the population density shall be no greater than if the land area to be subdivided were developed in the minimum square foot lot areas as required under R-1, ~~R-2, R-3~~ and RD-1 districts. In accomplishing the 20 percent lot reduction, no lot width in an R-1, ~~R-2~~ and RD-1 residential district shall be reduced by more than five feet and no lot width in an ~~R-3~~ district shall be reduced by more than ten feet. All calculations shall be predicated upon these districts having the following number of dwelling units per acre, including streets:

RD-1 (one-family)	=	5.0 dwelling units per acre
RD-1 (two-family)	=	7.75 dwelling units per acre
R-1 (one-family)	=	3.89 dwelling units per acre
<del>R-2 (one family)</del>	=	<del>3.40 dwelling units per acre</del>
<del>R-3 (one family)</del>	=	<del>2.18 dwelling units per acre</del>

- (2) For each square foot of land gained under the provisions of subsection (1) of this section within a residential subdivision through the reduction of lot size below the minimum requirements as outlined in section 36-401, equal amounts of land shall be dedicated to the subdivision. These dedications shall be either rights in fee or easement, and retained as open space for park, recreation and related uses. All lands dedicated in fee or easement shall meet the requirements of the city council.
- (3) The area to be dedicated for public park and recreation purposes only shall in no instance be less than four acres, and shall be in a location and shape approved by the planning commission

---

in reviewing the proposed subdivision plat. The land shall be so graded and developed as to have natural drainage.

- (4) In approving the application of subdivision open space plan technique, the planning commission must be cognizant of the following objectives:
  - a. To provide a more desirable living environment by preserving the natural character of open fields, stands of trees, brooks, topography and similar natural assets;
  - b. To encourage developers to use a more creative approach in the development of residential areas;
  - c. To encourage a more efficient, aesthetic and desirable use of open area while recognizing a reduction in development costs, and by allowing the developer to bypass natural obstacles in the site.
- (5) This plan for reduced lot sizes shall only be permitted if it is mutually agreeable to the council and the subdivider or developer.
- (6) Under this open space approach, the developer or subdivider shall dedicate the total park area (see subsection (2) of this section) at the time of filing of the final plat on all or any portion of the plat.

(Code 1979, § 17.28.020; Ord. No. 2016-005, 6-6-2016)

## ***ARTICLE IX. OBSCURING WALLS AND FENCES<sup>1</sup>***

### **Sec. 36-681. Requirements.**

All fences, walls, and landscape berms of any nature, type or description located in the City of Hillsdale must conform to the following regulations:

- (1) *Approval required.* The erection, construction or alteration of any fence, wall or other type of protective barrier must be approved by the zoning administrator (or designee) as to conformance with the requirements of the zoning district and this section.
- (2) **Permit required. No erection, construction or alteration of any fence shall occur without a fence permit having been obtained from the zoning administrator.**
- (3) **Application for permit: A fence permit application shall be filled out and submitted to the zoning administrator. The zoning administrator shall require that all applications for zoning compliance permits shall be accompanied by plans and information hereinafter required, as applicable. The property pins and the location of the proposed fence shall be marked prior to the zoning administrator or his designee performing a field inspection. If property pin locations are not known, a survey may be required.**
- (4) *General fence, wall, and landscape berm standards.*
  - a. *Fence wall, or landscape berm height measurement.* The height of a fence, wall, or landscape berm will be measured using the following method:
    1. The permitted height of all fences, walls, and landscape berms will be measured from the finished grade adjacent to the fence, wall, or berm, as determined by the zoning administrator (or designee).
    2. Where elevations differ by more than four feet within ten feet of side or rear lot lines, the zoning administrator (or designee) may allow additional fence, wall, or landscape berm height for the property as measured from the lower elevation.
    3. The permitted height of fences or walls will not be measured from any part of a berm or any area of the ground that has been built-up or constructed in a manner that would have the effect of allowing a taller fence than permitted by this chapter.
    4. Fencing materials should be all weather and low maintenance.
  - b. *Masonry walls.* Masonry walls must be constructed of the same or complementary building material to that of the principal structure and must be un-pierced (except for pedestrian and vehicular connections) and have a decorative cap. Cement or slag blocks will not be permitted.
  - c. *Visibility at intersections.* All fences in the front yards must comply with the requirements of this article, visibility at intersections.

---

<sup>1</sup>Editor's note(s)—Ord. No. 2014-3, adopted July 21, 2014, in effect repealed the former article IX, §§ 36-681—36-685, and enacted a new § 36-681 as set out herein. The former article IX pertained to similar subject matter and derived from the Code of 1979, §§ 17.40.010—17.40.050.

- d. *Decorative fences, walls and landscape berms.* Fences, walls, and landscape berms which are two and one-half feet or less in height are considered decorative and do not require a permit.
- e. *Landscape berms.* Where provided, landscape berms must conform to the following standards:
  1. Berms must comply with the height restrictions for fences and walls in subsections (3) and (4) of this section, but in no case may they be maintained at a continuous height. All berms must be undulating and include gaps where deemed necessary.
  2. Sides of the berm must be constructed with slopes no steeper than one foot vertical for each three feet horizontal.
  3. In measuring slope and height, grade elevation will be the average grade elevation adjacent to the proposed berm.
  4. Side slopes must be protected from erosion by sod, seed or other living ground cover. If slopes are seeded, they must be protected until the seed germinates and a permanent lawn is established.

Wall and Fence Height Requirements:

Use	Max. Ht. Requirements
1. P-1 Vehicular Parking Districts	Four feet six-inch high wall or fence
2. Off-street parking area (other than P-1 Districts)	Four feet six-inch high wall or fence
3. B-1, B-2, or B-3 Districts	Four to Six feet high wall or fence
4. I-1 District, open storage areas, loading or unloading areas, service areas.	Six feet to eight feet high obscured wall or fence (height shall provide the most complete obscuring possible).
5. Hospital, ambulance and delivery areas	Six feet high wall or fence
6. Utility buildings, stations, and/or substations, except that in cases where all equipment is contained within a building or structure constructed so as to be similar in appearance to the residential building in the surrounding area.	Six feet high obscured wall or fence
7. Trailer Courts	Six feet wall or fence
8. Retention areas	At the discretion and approval of both planning commission and the city engineer, a fence may be required around retention areas.
9. Residential Districts (front yard)	Front yard — Four feet high wall, decorative fence or trellis Rear and side yard — Six feet high wall or fence
10. C-1 College District	Four feet high to Six feet high wall or fence
11. PRD District	Height requirements consistent with the intended use.
12. PUD District	Front yard — Four feet high ornamental wall, fence or trellis Rear and side yard — Six feet high wall or fence
13. PRF District	Six feet high ornamental wall or fence

(5) *Fences and walls in the residential districts and manufactured housing communities.*

- a. Ornamental fences and walls located in the required and addressed front yard meeting the definition of a non-privacy fence and not intended to restrain animals of any kind may be up to four feet in height, unless otherwise approved by the zoning administrator (or designee), and must be set back at least one foot from the sidewalk/right-of-way line.

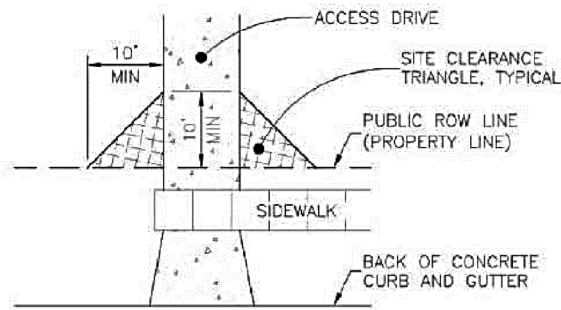
- 
- b. All fences or walls must be ornamental in nature and should be made of wrought iron, treated or rot resistant wood, brick, stone and similar replications of these materials. However, when abutting residentially zoned and/or used property, and when used to screen parking or outdoor storage areas, the fence must be constructed of an opaque weatherproof material, woven chain link fencing is not permitted.
  - c. Fences and walls located in the required and non-addressed (secondary) front yard of a corner or double frontage lot must be setback from the property line as follows, unless otherwise approved by the zoning administrator (or designee):
    - 1. No less than one foot for ornamental fences and walls meeting the definition of a non-privacy fence and not intended to restrain animals of any kind up to four feet in height;
    - 2. No less than four feet for fences and walls up to four feet in height.
    - 3. No less than six feet for fences and walls up to six feet in height.
  - d. Fences and walls located in the side and rear yards may have a maximum height of six feet, unless otherwise approved by the zoning administrator (or designee), and may be located on the property line assuming the front yard fencing requirements are satisfied.
  - e. Residents are encouraged to utilize ornamental materials, including but not limited to materials such as wrought iron, brick, stone, treated wood and similar replications of these materials, such as vinyl fencing that has the appearance of one of these materials.
  - f. Chain link or similar fencing is permitted everywhere except within the front yard.
  - g. The finished side of a fence or wall must face outward toward any adjacent property or right-of-way.
  - h. No fences or walls are permitted within the required site clearance triangles. The same site clearance triangle applies to solid fences abutting detached garages located on the non-addressed frontage of a corner lot, visibility at intersections.
- (6) *Fences and walls in commercial and industrial districts.*
- a. No fence or wall may exceed eight feet in height, unless otherwise approved by the zoning administrator (or designee).
  - b. Fences located in the required non-addressed (secondary) front yard of a corner or double frontage lot, must be set back from the property line, unless otherwise approved by the zoning administrator (or designee), as follows:
    - 1. No less than one foot for ornamental fences and walls meeting the definition of a non-privacy fence and not intended to restrain animals of any kind up to four feet in height;
    - 2. No less than four feet for fences up to four feet in height;
    - 3. No less than six feet for fences up to six feet in height; and
    - 4. No less than eight feet for fences up to eight feet in height.
  - 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.
  - d. Chain link or similar fencing is permitted everywhere except within the front yard and when abutting residentially zoned and/or used property.
  - e. No fences or walls are permitted within the required site clearance triangles, visibility at intersections.

- 
- (7) *Temporary protective fencing associated with construction projects.* During construction, protective fencing must be placed around existing vegetation proposed for preservation and other site elements which cannot be easily removed or stored.
- a. Proposed protective fencing must be clearly identified on the landscape plan.
  - b. Protective fencing cannot be located closer than one foot outside the perimeter of the following, as identified on the landscape plan:
    1. The drip lines of existing trees and shrubs; and
    2. Planting beds and other site element.
- (8) *Prohibited fences.* The following fences are prohibited:
- a. A fence consisting in whole or part of coils of barbed wire, concertina wire or razor wire;
  - b. A fence with razor edges, broken glass, affixed spikes, projecting nails or other pointed instruments of any kind or description attached; fence gates cannot be constructed so as to create a hazard to the public by the projection of any pointed instrument or member when open or partially open;
  - c. A fence charged or connected with an electrical current, provided however, this provision cannot be construed to apply to electrical fences installed below ground as elements of an animal control or security system;
  - d. A standard barbed wire fence except upon essential service sites or industrial properties which do not abut property zoned or used for residential purposes; in such locations, standard barbed wire may be installed on the top of a fence on arms or cradles extending inward over the owner's property provided that the fence has a minimum height of six feet above the adjacent grade and the combined height of the fence and barbed wire and arms does not exceed eight feet above the adjacent grade;
  - e. A fence which consists in whole or part of woven plastic or other similar materials utilized within a chain link fence;
  - f. A fence with all metal opaque paneling (e.g., barn siding, roof material, etc.) unless it is part of a conditional use permit; and
  - g. Concrete barrier units such as are used on construction sites or highways to restrict traffic flow.
- (9) *Visibility at intersections.*
- a. When a driveway intersects a public right-of-way or when the subject property abuts the intersection of public rights-of-way, all fences, walls, berms, hedges, screens, structures, plantings or other landscaping within the site clearance triangle areas described below must permit unobstructed cross-visibility. Shrubs and groundcovers located in a site clearance triangle may not be permitted to grow to a height of more than two and one-half feet above the grade at the edge of the pavement. Portions of required berms located within sight clearance triangle cannot exceed a height of two and one-half feet above the pavement grade at the edge of the pavement. Canopy trees may be maintained in this area provided that all branches are trimmed to maintain a clear vision for a vertical height of ten feet above the roadway surface. Other landscaping, except turf grass or ground cover maintained at a height of two and one-half feet, cannot be located closer than three feet from the edge of a driveway.
  - b. The site clearance triangles referred to above are:
    1. The area formed at the corner intersection of a public right-of-way and a driveway, two sides of the triangle area being ten feet in length measured along the right-of-way line and access drive line and the third side being a line connecting these two sides. For the purpose of plantings located in the lawn extension/terrace, the site clearance triangle extends beyond

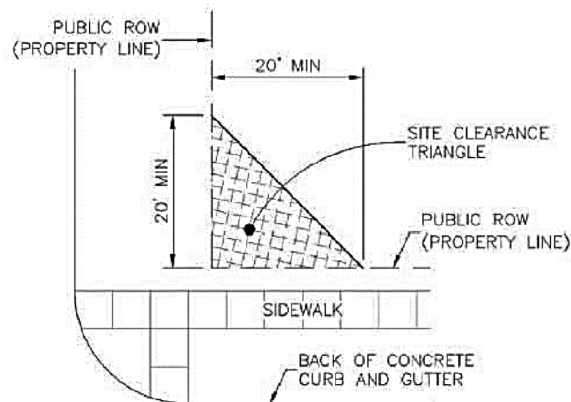


the right-of-way line to the curb/edge of pavement at an angle perpendicular to both of those lines.

The area formed at a corner intersection of two public right-of-way lines, the two sides of the triangular area being 20 feet in length measured along the abutting public right-of-way lines and the third side being a line connecting these two sides. For the purpose of plantings located in the lawn extension/terrace, the site clearance triangle extends beyond the right-of-way line to the curb/edge of pavement at an angle perpendicular to both of those lines.



### Driveway



### Public Rights-of-Way

(Ord. No. 2014-3, 7-21-2014)

**Secs. 36-682—36-710. Reserved.**

---

**Sec. 18-103. Streets.**

The standards set forth in this division shall be the minimum standards for streets, roads and intersections. ~~and~~ All streets and alleys, (public and private), shall be constructed in accordance with the standards and specifications adopted by the City Department of Public Services and the city engineers. Generally, all streets shall be dedicated to public use. Arterial streets shall be dedicated to public use in all cases.

(Code 1979, § 16.10.030)

---

**Sec. 18-113. Private streets.**

Private streets and roads ~~shall be prohibited~~ may be permitted in accordance with the standards and specifications adopted by the City Department of Public Services and the City Engineers.

(Code 1979, § 16.10.115)



**City of Hillsdale**  
**Capital Improvement Plan**  
**FY 2025-2031**



## Acknowledgements

### CITY COUNCIL

Joshua Paladino, Mayor Pro Tem  
Greg Stuchell  
William Morrissey  
Gary Wolfram  
Robert Socha  
Robert Flynn  
Matthew Bentley  
Jacob Bruns

### PLANNING COMMISSION

Eric Moore, Chair  
Kerry Laycock, Vice Chair  
Matthew Kniffen, Secretary  
William Morrissey, Councilman  
Roma Rogers  
Christian Winter  
Jack Shelley

### DEPARTMENT LEAD

Alan Beeker, Zoning Administrator

### DEPARTMENT REPRESENTATIVES

Katy Price, City Clerk  
Karen Lancaster, Finance  
Kimberly Thomas, City Assessor  
Jason Blake, Public Services  
Chief Scott Hephner, Public Safety  
Michelle Loren, Parks & Recreation  
Rebekah Dobski, Library Director  
Virginia Blake, Dial-a-Ride  
David Mackie, City Manager & Board of Public Utilities  
Kristin Bauer, City Engineer

# TABLE OF CONTENTS

INTRODUCTION TO CAPITAL IMPROVEMENT PLANNING	1
Executive Summary	2
Introduction and Purpose	2
Capital Improvement Plan (CIP) Adoption and Annual Update	4
THE CAPITAL IMPROVEMENT PLAN	6
Administration	7
Board of Public Utilities (BPU)	8
Department of Public Services	17
Dial-A-Ride	21
Fire Department	22
Hillsdale Municipal Airport	24
Library	26
Police Department	27
Tax increment Finance Authority (TIFA)	29
Coordination with Other Capital Improvements	31
Hillsdale Housing Commission	31

**Introduction to  
Capital Improvements Planning**



## **EXECUTIVE SUMMARY**

Every municipality has a portfolio of capital assets that it owns, maintains, and employs to help deliver quality services to its residents. These assets include equipment and vehicles, such as fire engines, snow plows, and tools, but also more permanent assets such as roads, bridges, buildings, underground utilities, storm water systems, parklands, parking facilities, and natural areas. With ownership comes an obligation to maintain and continually improve that asset. The process used to determine how to invest City resources to maintain and improve these assets is known as the Capital Improvement Planning.

A Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and funding sources for public infrastructure improvements. A CIP facilitates coordinated infrastructure improvements; maintains, preserves, and protects the City's existing infrastructure system; and provides for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP plans for large, physical improvements or purchases that are permanent in nature. These include municipal facilities, information technology systems, transportation systems, utilities, and other miscellaneous projects.

The CIP plays an important role by providing the link between planning and budgeting for capital expenditures to ensure that capital improvements are fiscally sound and consistent with City long-range goals and objectives. The CIP process occurs prior to the budget process and should be used to develop the capital portion of the municipal budget. The projects contained in the first year of the CIP will be requested in next year's department requested municipal budget. The Capital Improvement Plan (CIP) outlines a schedule of public service expenditures.

## **INTRODUCTION AND PURPOSE**

A Capital Improvement Plan is a blueprint for planning a community's capital expenditures. It coordinates planning, financial capacity, and physical development, and will be used as a management tool for the budget and planning processes. Upon adoption by the City Council, the CIP becomes a statement of city policy regarding the timing, location, character, and funding of future capital projects. The CIP represents City Council's best judgment at that time; future needs, financial constraints, and grant opportunities may result in programmatic changes over the timeline.

A CIP offers a number of advantages such as:

- Facilitate coordination between capital needs and operational budgets;
- Support projects with high return on investment;
- Allow for better scheduling of public improvements and coordination of construction; and
- Enhance the community's credit rating, control of its tax rate, and avoid sudden changes in its debt service requirements.

## RELATIONSHIP BETWEEN CIP AND MASTER PLAN

The Master Plan, as a whole, serves as a policy manual for the city. In turn, the CIP is used as a framework for the community to implement the Master Plan. According to the Michigan Planning Enabling Act (Public Act 33 of 2008), “to further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise.”

## RELATIONSHIP BETWEEN CIP AND BUDGET

The CIP makes capital spending more predictable and transparent. The CIP does not address all of the capital expenditures for the City, but provides for large, physical improvements that are permanent in nature or major equipment purchases that have high cost and a longer useful life. Capital planning identifies purchases of physical assets or construction, major repair, reconstruction, or replacement of capital items, such as buildings, utility systems, roadways, bridges, parks, heavy equipment, motor vehicles, and extensive internal office and technology hardware or systems. The intent is to have the first year of the CIP represent the proposed capital budget for the current fiscal year. The remaining years of the CIP serve as a financial plan for capital investments.

## DEFINITION OF CAPITAL

Capital projects and improvements are major non-recurring tangible assets and projects including:

- Replacements and improvements greater than or equal to \$5,000;
- “Program” of projects whose total is greater than or equal to \$5,000; and
- Equipment purchases greater than or equal to \$5,000, with a service life of at least 5 years.

Examples include construction, expansion, or renovation of a public building, water line upgrades and extensions, major equipment, the acquisition of land for public use, or new storm and sanitary sewers. The adoption of a common definition assists in determining what projects are part of the capital improvement program versus those that are part of the general budget.

Only the projects that meet the capital project or improvement definition are included in the capital improvement program. A capital improvement project can include one or more of the following:

- **Building Maintenance:** is the repair, replacement, or upgrades of exterior and interior walls, roofs, furnishings and similar non-mechanical features that extend a building’s life. Examples include new roofs, windows and doors, tuck pointing and masonry repair, interior and exterior painting, carpeting and furniture.
- **Building Equipment:** is the repair or replacement of heating, ventilation, and air conditioning (HVAC) systems.
- **Building Construction:** includes the erecting of new buildings and additions that add usable floor space for staff and patrons.

- **Computer and Specialized Equipment:** includes all equipment critical to the functioning of the city such as computers, telephones, cameras and voting machines.
- **Equipment:** includes heavy apparatus used by the fire department and department of public services. Examples are lifesaving equipment, vehicle hoists, and similar specialized mechanisms that last for several years.
- **Vehicles:** encompass cars, trucks, buses and grounds maintenance equipment. Vehicles are considered part of the motor pool that is maintained by the Department of Public Services. For the purpose of the capital improvements plan, vehicles are attached to their respective departments.
- **Infrastructure:** includes below grade, at grade and above grade (non-building) improvements. Examples include new water and sewer lines, park improvements, storm water, streets and sidewalks, bike lanes, landscape, and fences.

## CIP ADOPTION AND ANNUAL UPDATE

The quality of the infrastructure and community facilities in the City directly influences the quality of life that the City can provide. As community infrastructure and facilities age, continual improvements and updates are required to stay current with changing demands and needs.

The Capital Improvement Plan (CIP) provides a blueprint for planning the City of Hillsdale’s capital expenditures. It coordinates planning, financial capacity, and physical development, and is used as a management tool for the budgeting and planning processes.

### ADOPTION PROCESS

- **Identification**
  - Department heads complete CIP project requests
- **Adoption**
  - Planning Commission reviews CIP plan, holds public hearing, makes recommendations, and adopts CIP
  - City Council approves CIP as basis for Capital Budget
  - City Manager establishes target budget
- **Budget Preparation**
  - Department heads prepare proposed capital project budget
  - City Manager and Finance Director review requests and prepare budget document
  - City Council reviews budget, holds public hearing, and adopts budget

### CAPITAL INVESTMENT POLICIES

An essential component of the Capital Improvement Program is to establish a policy framework for capital project selection. The policy framework establishes prioritization of projects to most efficiently determine whether or not to allocate *X dollars* to *activity A* as opposed to *activity B*. In order to establish a policy framework to properly evaluate capital project and prioritization a set of long-range investment policies

was established. These policies provide the framework for making capital project decisions in order to ensure the City's financial viability, improve and maintain levels of service standards, provide responsive community development, and meet other strategic goals.

The Capital Investment Policy is based on priorities identified in community strategic plans and master planning documents. The capital improvement plan prioritizes projects based on the following investment policy statements. CIP projects should:

1. Maintain or improve standards of service
2. Protect public health, safety, or welfare
3. Result in economic development (capital investment, increased tax base, or increased valuation)
4. Reduce energy consumption and/or improve environmental sustainability
5. Have an identified source of funding
6. Be ready to proceed
7. Be coordinated with other capital improvements

# **The Capital Improvement Plan**

The Capital Improvement Plan provides a schedule of improvements for each department. Each section begins with a description of the department's primary function and location of its facility. A summary of key improvements, major expenditures and funding sources follows. Finally, a detailed schedule of improvements and cost estimates is captured on pages immediately following the written description. For Administration, Streets and Utilities, Parks and Recreation and Department of Public Works, the descriptions are subdivided by department or project type due to multiple functions located within one facility.

## ADMINISTRATION



The City Manager, Zoning and Code Enforcement staff, Assessor, Police Department, Recreation Department, Clerk, and Treasurer operate within City Hall. In addition, the building contains the City Council chambers.

City Hall is located at 97 North Broad Street on a triangle parcel formed by E. Carleton, N. Broad, and Hillsdale Streets. The building was constructed in 1911. It is a three story, five-sided, classical revival-style building and it is listed as a contributing structure on the National Register of Historic Places.

- **Computer Equipment** - The finance department works with other department heads to identify hardware upgrade and purchases. The City plans to update the system of computers in the next 3-6 years.
- **Computer Software** – The finance department works with other department heads to identify software upgrade and purchases. The assessing and zoning department rely on BS&A software for property data management including taxes, permits, and zoning. The City relies on the Hillsdale County Equalization Department and the Board of Public Utilities (BPU) for assistance with mapping.

○ <b><u>FYE 2025</u></b>		
▪ Trimble GPS unit replacement and software (BPU)		\$13,000
▪ Fiber loop switch replacement estimated (BPU)		\$20,000
		<b>\$33,000</b>
○ <b><u>FYE 2026</u></b>		
▪ Replace Network Storage (NAS)(shared)		\$60,000
▪ Purchase AMI relays (BPU)		\$20,000
		<b>\$80,000</b>
○ <b><u>FYE 2027</u></b>		
▪ Replace VM host equipment (2 hosts)(shared)		\$65,000
▪ Migrate all SCADA to single platform (BPU)		\$100,000
		<b>\$165,000</b>
○ <b><u>FYE 2028</u></b>		
▪ Replace Backup storage array(s) @ 2 locations (shared)		\$18,000
		<b>\$18,000</b>
○ <b><u>FYE 2029</u></b>		
▪ Firewall Replacement two units (shared)		\$30,000
		<b>\$30,000</b>

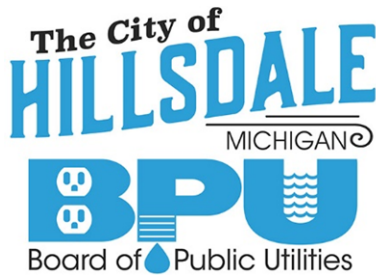
- **Building (City Hall)** – The Department of Public Services is responsible for maintaining public buildings throughout the city. For the purposes of the CIP, building improvements are described within respective departments. The administrative departments identify the following

City of Hillsdale Capital Improvement Plan

improvements to the City Hall: roof repairs, masonry tuck-pointing, repairing interior water damage, refinishing walls, and replacing carpet. The projects shall prioritize the building envelope first in order to protect the building interior and any future improvements.

- FY 26 – Carpet/Tile Replacement 1<sup>st</sup> floor - \$15,000
- FY 26 – EDPM Roof replacement second floor - \$35,000
- FY 27 – City Hall Exterior Repairs - \$15,000
- FY 28 – Sidewalk repairs/upgrades- \$15,000
- FY 29 – Generator City Hall and FD - \$62,000
- FY 30 – HVAC upgrades - \$50,000

**BOARD OF PUBLIC UTILITIES**



Since 1892, the Hillsdale Board of Public Utilities has been the municipally owned and operated provider of electric, water and wastewater services to the City of Hillsdale and the outlying areas. Presently, the Hillsdale BPU serves over 6,300 residents in central Hillsdale County with reliable electric power and nearly 4,000 homes and businesses receive quality water and wastewater services within the city limits. Its offices are located at 45 Monroe Street.

**FYE 2026**

**SEWER:**

Replace influent pump #2	\$34,000.00
Funds for sewer main lining/fix RTF areas	\$300,000.00
Replace Vactor 50%	\$300,000.00
Replace 2015 service truck 50% 1 of 2	\$40,000.00
Aerator Gear Box (4 of 4)	\$10,000.00
New Channel Monster	\$35,000.00
Sludge storage pump	\$32,000.00
Lab repair and windows	\$75,000.00
Garage doors X3	\$24,500.00
Engineering for sludge storage repair/addition	\$40,000.00
South Lift Station Rebuild	\$175,000.00
Hallet lift station (new pumps, controls, piping)	\$175,000.00
<b>Totals:</b>	<b>\$ 1,240,500.00</b>

**WATER:**

Well & HS pump Maintenance	\$ 50,000.00
Replace 2015 service truck 50%	\$ 40,000.00
Distribution System Improvements	\$ 450,000.00
Mains, valves, hydrants, LSL	

City of Hillsdale Capital Improvement Plan

Replace Vactor 50%	\$ 300,000.00
Replacement water meters/nodes	\$ 85,000.00
Tower inspection	\$ 10,000.00
Plant piping replacement	\$ 179,000.00
Pull behind compressor	\$ 48,000.00
Valve turning trailer	\$ 90,000.00
<b>TOTAL:</b>	<b>\$ 1,252,000.00</b>

**FYE 2027**

**SEWER:**

Replace influent pump #3	\$35,000.00
Funds for sewer main lining/fix RTF areas	\$300,000.00
1 of 2 Sludge Rotary Lobe Pumps Rebuild/Replacement	\$10,000.00
1/4 backhoe #2	\$45,000.00
Ox ditch parts	\$12,000.00
Inline Primary Sludge Grinder Replacement	\$28,000.00
Disk filter pumps	\$25,000.00
Asphalt driveway(done in 2002)	\$125,000.00
Concrete repair on oxidation ditches	\$85,000.00
Oak lift station (new pumps, controls, piping)	\$180,000.00
Structural repair to sludge storage tank (2003) + possible addition	\$400,000.00
Finish replacing plant grating	\$20,000.00
<b>Totals:</b>	<b>\$1,265,000.00</b>

**WATER:**

Well & HS pump Maintenance	\$60,000.00
Replace surge valve	\$16,000.00
1/4 backhoe #2	\$45,000.00
Distribution System Improvements	\$475,000.00
Mains, valves, hydrants, LSL	
Replacement water meters/nodes	\$30,000.00
Replace well watch valves x 5	\$200,000.00
Concrete repair on detention tanks	\$45,000.00
Scada upgrade	\$225,000.00
Engineering for new 10" transmission line Installed in 1974	\$68,000.00
<b>TOTAL:</b>	<b>\$1,164,000.00</b>

**FYE 2028**



City of Hillsdale Capital Improvement Plan

**SEWER:**

Replace influent pump #4	\$36,000.00
Funds for sewer main lining/fix RTF areas	\$450,000.00
2 of 2 Sludge Rotary Lobe Pumps	
Rebuild/Replacement	\$15,000.00
New RAS pump 1 of 2	\$24,000.00
Scada upgrade	\$250,000.00
Camera system	\$125,000.00
Key lift station upgrade	\$180,000.00
Engineering for inlet works upgrade	\$100,000.00
Tertiary check valve replacements	\$100,000.00
<b>Totals:</b>	<b>\$1,280,000.00</b>

**WATER:**

Well & HS pump Maintenance	\$62,000.00
Distribution System Improvements	\$900,000.00
Mains, valves, hydrants, transmission	
Replacement water meters/nodes	\$30,000.00
Source water study	\$100,000.00
System leak monitor system design	\$40,000.00
<b>TOTAL:</b>	<b>\$1,132,000.00</b>

**FYE 2029**

**SEWER:**

Funds for sewer main lining/fix RTF areas	\$350,000.00
Aerator Gear Box (1 of 4)	\$11,500.00
New Channel Monster	\$35,000.00
New RAS pump 2 of 2	\$24,000.00
Ox ditch parts	\$13,000.00
Digester mixer gear reducer	
Inline Primary Sludge Grinder Replacement	\$28,000.00
Disk filter pumps	\$25,000.00
Replace Cl2 and SO2 equipment	\$15,000.00
Sludge storage pump	\$34,000.00
Inlet works construction-carry over	\$700,000.00
<b>Totals:</b>	<b>\$1,235,500.00</b>

**WATER:**

Well & HS pump Maintenance	\$63,000.00
Distribution System Improvements	\$750,000.00
Mains, VALVES	
Replacement water meters/nodes	\$35,000.00
Engineering for new wells	\$70,000.00

City of Hillsdale Capital Improvement Plan

Implement leak detection equipment	\$300,000.00
<b>TOTAL:</b>	<b>\$1,218,000.00</b>

**FYE 2030**

**SEWER:**

Influent pump 1	\$37,000.00
Funds for sewer main lining/fix RTF areas	\$600,000.00
WAS Pump Replacement 1 of 2	\$19,500.00
Grit auger wear shoe	\$13,500.00
Aerator Gear Box (2 of 4)	\$12,000.00
Engineering for bridge replacement	\$65,000.00
Tertiary wetwell improvements	\$60,000.00
Engineering for new north clarifier	\$65,000.00
Inlet works construction	\$500,000.00
<b>Totals:</b>	<b>\$1,372,000.00</b>

**WATER:**

Well & HS pump Maintenance	\$64,000.00
Distribution System Improvements	\$490,000.00
Mains, valves, hydrants	
Replacement water meters/nodes	\$35,000.00
New well at Industrial 1 of 2	\$850,000.00
<b>TOTAL:</b>	<b>\$1,439,000.00</b>

**FYE 2031**

**SEWER:**

Influent pump 2	\$38,000.00
Funds for sewer main lining/fix RTF areas	\$375,000.00
Replace Vactor 50%	\$350,000.00
WAS Pump Replacement 2 of 2	\$19,500.00
Aerator Gear Box (3 of 4)	\$12,500.00
Ox ditch parts	\$14,000.00
Sludge storage pump	\$35,000.00
Bridge replacement	\$1,400,000.00
<b>Totals:</b>	<b>\$2,244,000.00</b>

**WATER:**

Well & HS pump Maintenance	\$65,000.00
Distribution System Improvements	\$495,000.00
Mains, valves, hydrants	
Replace Vactor 50%	\$350,000.00
Replacement water meters/nodes	\$40,000.00

City of Hillsdale Capital Improvement Plan

Tower inspections	\$12,000.00
New well at Industrial 2 of 2	\$900,000.00
<b>TOTAL:</b>	<b>\$1,862,000.00</b>

## DEPARTMENT OF PUBLIC SERVICES



The Department of Public Services (DPS) is responsible for maintaining streets, city buildings, sidewalks, public rights-of-way, city trees (urban forest), city vehicles, storm water collection, cemeteries, parks and trail connections, and brush and leaf pick-up. The parks and recreation and urban forestry departments are integrated into DPS. The Department is responsible for maintaining public buildings throughout the city. For the purposes of the CIP, building improvements are described within respective departments.

The department office, garage, and yard are located at 149 Waterworks Avenue, northwest of Baw Beese Lake. The Main DPS Building was constructed in 1960, the Garage Building was built in 1945, and the Salt Storage Building was built in 1998.

- **Streets** – The City of Hillsdale has one state trunk line, M-99, which is the primary north-south entrance into Hillsdale. Major streets include Carleton, Bacon, Hillsdale, Mechanic, Howell, State, Spring, Fayette, Wolcott, and Reading. The City also has a system of local streets that follows a general grid pattern. The City has received grant funds in recent years for street projects including the MDOT Small Urban Grant, Rural Block grants from the USDA and assorted grants through the MDOT Economic Development Office and many of these grants require some monetary match. Available grants are generally only applicable to streets that are designated as “Federal Aid Eligible” and “City Major” streets. Grants are not available for the local street system, with exception of one through the MDOT Economic Development Office. Since its inception in 2018, the city has received funding through this grant once and continues to apply for the grant annually. In 2021, the city voters passed a 3.5 mil street millage and implements special assessment districts to increase funding for street projects. The DPS and City Engineer are developing a new Asset Management Plan to replace the **June 2013 City of Hillsdale Streets and Storm Sewer Capital Improvement Plan** as a guide to street repair. Public Services has planned for annual maintenance and reconstruction of streets including but not limited to crack fill, patching and chip sealing. Annual reconstruction/rehabilitation of street utilizing the available funding from the millage. Sidewalks are typically rehabilitated/replaced in conjunction with road improvements.
- **With Current Funding Sources, including Charter, SAD’s and Millage.**
  - FY 26 – FY 30 - Approximately \$1,500,000
  - FY 27 – Traffic Calming Project \$200,000 TAP Grant Match (50% City 50%TIFA)
  - FY 31 – Approximately \$130,000 – Millage expires.
- **Other Infrastructure**
  - **Sidewalks**
    - FY 26-31 Sidewalk repair/upgrades city wide - \$50,000 annually
  - **Culverts**
    - FY 26 – Galloway St. Culvert Replacement - \$1,500,000

City of Hillsdale Capital Improvement Plan

- FY 27 - Hillsdale St. Culvert Replacement - \$1,500,000
  - FY 28 – Oak St. Culvert Replacement - \$1,500,000
  - FY 29 - Culvert Replacement - \$1,500,000
  - FY 29 – Culvert Replacement - \$1,500,000
  - FY 30 – Culvert Replacement - \$1,500,000
  - FY 27 – Lot J (Traffic Calming Project) - \$200,000 (50% City 50% TIFA)
  - FY 28 – Lot D (Ferris St.) - \$170,000 (50% City 50% TIFA)
  - FY 29 – Lot B (Sozo Church) - \$50,000
- 
- **Revolving Motor Equipment Fund** – The Public Services 10-Year Equipment Replacement Schedule has identified motor equipment for replacement for each fiscal year.
  - FY 26 - Replace 1992 4x2 1 Ton Stake Truck - \$120,000
  - FY 26 – Replace 2009 4x2 2500 Pickup truck - \$55,000
  - FY 27 – Replace 1994 4x4 5400 Pickup Truck - \$65,000
  - FY27 – Replace 1996 Wheel Loader - \$140,000
  - FY 28 – Replace 1999 Vactor/Rodder - \$500,000
  - FY 28 – Replace 2000 4x4 q ton HD Dump - \$110,00
  - FY 28 – Replace 1998 4 ton asphalt roller - \$45,000
  - FY 29 – Replace 1982 1835 Skid Steer - \$106,000
  - FY 29 – Replace 2004 trailer mnt. Arrow Board- \$8,000
  - FY 29 – Replace 2017 Gravely zero turn - \$22,000
  - FY 29 – Replace 2008 4x4 Pickup Truck - \$50,000
  - FY 30 – Replace 2006 Pull Behind Air Comp. - \$28,000
  - FY 30 – Replace 2008 4x2 1 ton HD Dump - \$90,000
  - FY 31 – Replace 2000 4x4 416 Backhoe - \$185,000
- **Building (Public Services)** – Public Services has identified the need for a new facility and storage building to house offices and employee break and locker facilities. The existing office building could be converted into a garage and service facility for equipment. The current garage and service building would be demolished.
  - FY29 – New DPS Facility and Storage - \$3,000,000
- **Buildings (Other)** - Public Services is planning continued maintenance for the Mitchell Building. Other building improvements for the Mitchell may also include returning the façade to its original historic appearance.
- **Cemeteries** – Hillsdale has two (2) cemeteries: Oak Grove on Montgomery Street and Lake View Cemetery on Barnard Street. Public Services will continue annual chip-seal roadway improvements for both cemeteries. Phase I of Lakeview Cemetery expansion is complete. Phase II restoration efforts will continue.
  - FY 28 – Chip and Seal Oak Grove - \$65,000
  - FY 29 – Chip and Seal Lakeview - \$25,000
- **Parks and Recreation** - Hillsdale has nine (9) city parks. They provide 375.13 acres of recreation and open space. The parks include Wildlife Sanctuary, Cold Springs, Kekoose, Fields of Dreams, Lo Presto Field, Stock’s Park, Waterworks, Owens, and Sandy Beach. Also, there is the Baw Beese Trail, Meyer Parkway, Jim Inman Park, and Slayton Arboretum. There is also a nine-hole disc golf course open for public use at Owens Memorial.

## City of Hillsdale Capital Improvement Plan

- |  |           |
|--|-----------|
| ▪ FY 26 – Bike path repairs/resurface SB-Barnard -     | \$50,000  |
| ▪ FY 27 – Bike path repairs/resurface Barnard to Short | \$50,000  |
| ▪ FY 28 – Waterworks Parking Lot Rehab -               | \$90,000  |
| ▪ FY 29 – DNR Boat Launch Rehab -                      | \$126,000 |
- **Hill-Jo Trail** - The Michigan Department of Transportation (MDOT) maintains the “Hill-Jo” Trail, which connects the Village of Jonesville to the City of Hillsdale along the M-99 corridor, including a roadside park in Jonesville.
  - **Baw Beese Trail** - The Baw Beese Trail connects Downtown Hillsdale with City parks along Baw Beese Lake. Those trails are part of the greater North County Scenic Trail – a multi-state facility that traverses New York, Pennsylvania, Ohio, Michigan, Wisconsin, Minnesota, and North Dakota. The trails should be better signed and advertised to make it accessible to outsiders. Wayfinding Signs should clearly mark the Trail head and access points along with delineating a clear route to the downtown and other shopping and eating areas in the City. Wayfinding signage design and installation should be included as a future capital project.
  - **Mrs. Stocks’s Park** - In 2003, the Hillsdale City Council unanimously approved the formation of a committee to look at restoring Mrs. Stock's Park. The committee has yielded the following ideas for the restoration project's overall objectives: creating a cultural center for the community; restoring the unique and attractive garden setting; recreating bridges, ponds and other structures.
  - **Field Of Dreams** - The last of six (6) dugouts were installed in the summer of 2014. Other improvements have included resurfacing of three baseball diamonds, purchase of new bleachers and refurbishment of existing structures, pouring of cement slabs under bleachers and a community paint mural provided for by the Ladies Beautification League and other concession stand improvements. Custom seating fabricated by a local tradesman, cement walkway, two shade trees, lighted flagpole, epoxy coating on the plumbed restroom floors were complete in 2015. Projects were funded by memorials left by two local families, concessions revenues and tournament revenues and a grant from the Hillsdale County Community Foundation. Improvements are always under consideration for the Field of Dreams.
  - **New Park Facilities** – Per Master Plan recommendations, the City should take advantage of its location on the headwaters of the St. Joseph River. As property becomes available, the City should attempt to gain possession to incorporate into its park system and/or encourage private development of river front property into recreational uses such as canoe/kayak liveries or fishing docks.
  - **Ada-Compliant Playground Structures** – Public Services will begin planning that will supply ADA-Compliant playground equipment in all City parks that currently have such structures. Improved Fall Zones around new and existing structures to meet current requirements.
  - **Mill Pond Dam Repairs**: Public services will continue to work closely with EGLE to safely repair the existing mill pond dam and install an auxiliary spillway.

## City of Hillsdale Capital Improvement Plan

- |                                |           |
|--------------------------------|-----------|
| ▪ FY 26 – Concrete Repairs -   | \$129,037 |
| ▪ FY 27 – Auxiliary Spillway - | \$328,858 |
- **Urban Forest** - The City of Hillsdale has been a Tree City USA community since 1977. The City maintains nearly 5,000 trees along its streets and within its parks. In 2010, the City of Hillsdale adopted the Public Tree Planting Program that allows interested individuals and/or businesses to purchase trees for the city to be planted in the city right-of-ways or city parks. The City’s Forestry department is committed to planting a minimum of twenty (20) to thirty (30) trees annually, based on available funding. Street trees are funded through the City’s general fund and Act 51 Street Revenue.

## DIAL-A-RIDE



Hillsdale Area Dial-A-Ride, operated by the City of Hillsdale, is the only public bus service in the City. It has been in operation since 1975. The administrative offices and garage are located at the west end of the Manufacturing and Technology Park at 981 Development Drive.

There are four (4) lift equipped buses. Ridership in the 2025 fiscal year was 28,160, with winter months showing the highest use. School age children make up 45% of the riders; 35% are senior citizens and 20% are residents with disabilities. This service runs within the Hillsdale City limits and is a demand response system with curb to curb service, 7:15 - 4:15 Monday through Friday. Dial-a-Ride provides valuable service for the City of Hillsdale residents.

- **Equipment** – Dial-A-Ride has identified a future need for base unit radio equipment, antenna, and dispatch software. These systems were purchased new in 2012. Funding for radio equipment upgrades may be available through grant programs.
  - FY 28 – Backup Generator - \$20,000
  - FY 29 – Roof Replacement - \$68,325
  
- **Motor Equipment** – Dial-A-Ride maintains three (3) active buses and one back up bus. Buses are funded through State and Federal grants and replaced on a 7-10 year cycle based on request and availability.
  - FY 26 – Replace 1 Medium Duty Class 1 Bus - \$214,726
  - FY 27 – Replace 1 Medium Duty Class 1 Bus - \$215,000



## FIRE DEPARTMENT

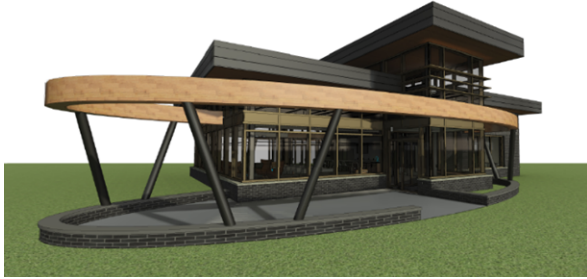


The Hillsdale City Fire Department (HCFD) is located at 77 E. Carleton Road less than one block from City Hall. Built in 1966, the fire station is a one story building with office space, living quarters, kitchen, and a dormitory for fire personnel. In addition, the station has five truck bays, two of which can be accessed from the rear of the facility.

The Fire Department is staffed 24 hours a day, 365 days a year. The HCFD is a combination department consisting of a shared Chief with the Police Department, four (4) full time fire officers that includes a Deputy Fire Chief, a Lieutenant, and two Engineers. The full time staff is complemented by four (4) part time fire officers and nine (9) part paid firefighters. The HCFD responds to over a thousand (1,000) calls per year for fire related, rescue, and emergency medical calls for service.

The HCFD maintains four (4) trucks with firefighting capabilities. A 2017 Rosenbauer engine/pumper with a 1,000 gallon water tank and a 1,500 gallon per minute pumping capacity. A 2000 Pierce engine/pumper with a 750 gallon water tank and a 2,000 gallon per minute pumping capacity. A 2003 E-One Aerial with a 100 foot ladder, a 500 gallon water tank and 2,000 gallon per minute pumping capacity. A 2016 Ford 350 pickup with a 250 gallon water tank and a 150 gallon per minute pumping capacity utilized for brush and grass fires.

- **Equipment** – The Fire Department is requesting the replacement of turnout gear as it expires. NFPA 1851 specifies the fire helmets, hoods, boots, coats, pants, and gloves must be retired 10 years after date of manufacture. The HCFD will need to replace four (4) sets in the 2022-23 budget, four (4) sets in 2023-24, and four (sets) in 2024-25. Approximate cost is \$2,565 per set.
- **Motor Equipment** – The 2000 Pierce engine/pumper should be replaced in the 2024-25 budget to avoid catastrophic failure of equipment older than 25 years. The cost will be approximately \$600,000. If approved for a mini pumper, cost will be 3000,000 and purchased in the 2023-24 budget year.
- **Building** – Renovations that include overhead door heights moved to fourteen (14) feet with new doors, cement threshold improvements, new garage skylights, new garage LED lighting, replace three (3) steel entry doors, flat roof over office area removed and addition of second floor for training room and storage, ADA compliant restroom, appropriate HVAC system and automatic generator. The cost will be approximately \$500,000 and will be completed in phases over three budget years beginning in the 2024-2025 budget year.



## HILLSDALE MUNICIPAL AIRPORT

The Hillsdale Municipal Airport is a State of Michigan licensed "Public Use-General Utility Airport" with a 100 x 5000 feet long runway. The runway is rated for the "Gulfstream" category of business aircraft. The Airport continues to serve the community as an important component of the transportation

infrastructure and economic development of the City, as well as the entire County.

The recent construction of a new terminal building, scheduled to be open to the public in mid-2025, is just one of the projects that continues to improve and expand facilities. The Airport staff works closely with FAA and MDOT for grant opportunities.

- |         |          |
|---------|----------|
| ○ FY 27 | \$75,000 |
| ○ FY 28 | \$75,000 |
| ○ FY 29 | \$55,000 |

## LIBRARY



Library services have been offered for nearly 125 years in the City of Hillsdale. The Mitchell Public Library served Hillsdale for 95 years until the construction of the Hillsdale Community Library in 2003, a two million dollar state-of-the-art library building located at 11 E. Bacon Street. The new library also includes dedicated space for children's programming, a young adults' area and expanded technology. The new facility also includes a spacious community meeting room that not only

provides programming space for the library, but also for local civic and other organizations, to use for presentations and meetings.

- FY 26 – Carpet \$26,000
- FY 28 – New Exterior Doors \$3,240
- FY 29 – Lot H (Library Lower Lot) \$66,893

## POLICE DEPARTMENT

The Police Department is currently housed within City Hall which is located on a triangle parcel formed by E. Carleton, N. Broad, and N. Hillsdale Streets. City Hall is isolated on an “island” surrounded on all sides by converging streets, making parking and accessibility a challenge. Currently this building provides insufficient space for evidence storage (mandated) an isolated interview room, and equipment storage. A new building or renovations to City Hall is required to meet these needs.

The Police Department provides 24 hour service which includes primary road patrol, criminal investigations, civil dispute mediation, crowd control, and event security. Phone calls are answered by the Police Department and Hillsdale County Central Dispatch. Hillsdale County provides an emergency 911 phone system.

The Police Department consists of fourteen (14) full time state certified Police Officers, one (1) part time state certified Police Officer, two (2) full time non certified administrative personnel, and six (6) non certified volunteer Reserve Officers. The full time staff consists of a Chief of Police, a Lieutenant, three (3) Sergeants, one (1) Detective, eight (8) Patrol Officers, one (1) Administrative Professional, and one (1) Records Manager.

The Department maintains six (6) vehicles; five (5) are fully marked for use by Patrol, Sergeants, Lieutenant, and the Chief. One (1) is unmarked and is utilized by the Detective.

The Hillsdale County Sheriff’s Department operates the county jail with a capacity of 67 inmates. This is located within the City of Hillsdale. The Hillsdale County Courts are also located within the City of Hillsdale.

- **Equipment** – The Police Department requires Officers to purchase their own firearms for duty which includes a handgun and a patrol rifle. The Department currently owns two (2) handguns and three (3) patrol rifles for Officers to use until they purchase their own or to replace when firearms require repairs and service. The Department plans on purchasing fifteen (15) handguns with night sights for issuance to full time and part time Police Officers. Project is for the 2023-24 budget for \$6,135. The Police Department is required to replace their Conducted Electrical Weapons every five years. In June of 2018 Axon issued a bulletin stating that since their Conducted Electrical Weapons are composed of hundreds of individual electronic components and several printed circuit boards “Axon will not service or repair weapons older than five years and does not provide its product liability insurance certificate to agencies fielding weapons of this age.” This replacement is for the 2024-25 budget at an approximate cost of \$8,000 for six (6) Axon Tasers.
- **Motor Equipment** - Marked Police vehicles are on a four (4) year rotation with unmarked vehicles being replaced at approximately ten (10) years or as needed. The Police Department has planned for the replacement of one (1) marked vehicle per year beginning in the 2023-24 budget year for \$45,000 per year.

## TAX INCREMENT AUTHORITY (TIFA)

The City of Hillsdale Tax Increment Finance Authority (TIFA) was established in 1986 under the Tax Increment Finance Authority act, Act 450 of 1980, to “prevent urban deterioration and encourage economic development and activity and to encourage neighborhood revitalization and historic preservation.” The purpose of the TIFA is to promote economic development through programs and public improvement projects that create opportunity, provide entrepreneurial support, and preserve property values while maintaining the historic nature of Downtown Hillsdale.

The TIFA derives its funds from a geographically defined district. The assessed value of properties located in the district at the time it was created established the baseline value. Any incremental increase in property taxes above this baseline are captured by TIFA to be reinvested into the district. Incremental taxes captured by TIFA may *only* be spent within that district.

As an organization, TIFA functions as an independent authority under a Board of Directors with its own budget and Rules of Procedure. The TIFA Board is made up of a group of local volunteers as defined by the Act. TIFA meets bi-monthly and is subject to the Open Meetings Act so notice of the meetings are posted, minutes are published and there is public attendance and public comment.

The TIFA must periodically amend its Development Plan which dictates the projects and goals that the TIFA wishes to pursue in the coming years. Since the boundaries of the TIFA district coincide almost perfectly with Hillsdale’s National Register of Historic Places commercial district, the preservation of historic buildings is a priority. Over the years, TIFA funds have typically been spent on infrastructure improvements and a successful Façade Grant program which has provided funds to restore and maintain the facades of Hillsdale’s historic commercial buildings. The 2025 TIFA Development Plan set as a priority the redevelopment and reuse of vacant and underutilized downtown buildings in addition to partnering with the City to improve infrastructure in the district. TIFA funds will continue to be invested in the preservation of Hillsdale’s historic buildings, infrastructure and programs that promote economic activity and increase property values in downtown Hillsdale.

- FY 26 – Lot E (City Center) - \$54,205 (50% City 50% TIFA)
- FY 27 – Traffic Calming Project - \$200,000 TAP Grant Match  
(50% City 50% TIFA)
- FY 28 – Lot D (Ferris St.) - \$170,000 (50% City 50% TIFA)

## COORDINATION WITH OTHER CAPITAL IMPROVEMENTS

The City of Hillsdale is not the sole owner and operator of capital assets and community amenities in the City and surrounding area. Project coordination and cost-sharing with other local entities will help ensure greater efficiency and maintain the level of service within the community. Other local entities include:

- Hillsdale Housing Commission

### HILLSDALE HOUSING COMMISSION

The Housing Commission of Hillsdale is available to assist low-income families with safe, decent, and affordable housing opportunities. The Housing Commission is committed to operating in an efficient, ethical, and professional manner. Hillsdale Housing Commission operates 60 affordable units across its public housing portfolio. Hilltop Apartments located at 45 N. West Street.

#### Opportunities for Coordination

- Sidewalk projects
- Lighting projects

Website: [www.hillsdalehousing.org](http://www.hillsdalehousing.org)