



PLANNING COMMISSION

Wednesday, February 4, 2026 at 6:00 PM

City Hall, 2nd floor Council Chambers

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADOPTION OF AGENDA FEBRUARY 4, 2026**
- 4. APPROVAL OF MINUTES**
 - A. Minutes of January 7, 2026
- 5. PUBLIC COMMENTS AND COMMUNICATIONS (NON-AGENDA ITEMS)**
(3-Minute Limit)
- 6. UNFINISHED BUSINESS**
 - A. Election of Officers- Chairperson, Vice Chairperson, and Secretary

 - B. The Planning Director requests the Planning Commission make a motion to approve the Bid Proposal from Planning Next and make a recommendation to City Council to award the contract for the creation of our New Comprehensive (Master) Plan.
- 7. NEW BUSINESS**
 - A. Adoption of Planning Commission Calendar

8. PLANNER'S COMMENTS

- A. Fee schedule, steering committee, annual report, and excitement about our master planning efforts and our transition to a hybrid form-based code.

9. COMMISSIONER COMMENTS

10. NEXT MEETING REMINDER, MARCH 4, 2026, AT 6:00 PM

11. ADJOURNMENT

MINUTES – PLANNING COMMISSION MEETING

January 7, 2026
6:00 PM

MEMBERS PRESENT: Conner Wood, James Johnson, Dave Hammontree, Daniel Mahoney, Chelsea Poole, Clyde Mauldin and Jonathan Greene

MEMBERS EXCUSED:

STAFF PRESENT: Cory Mays, John O'Connor

Chelsea Poole (arrived at 6:03) and Daniel Mahoney arrived at the conclusion of the meeting and was not included in a formal vote

I. Call to Order

Chairperson Johnson called the meeting to order at 6: 00 pm.

II. Roll Call

III. Adoption of Agenda January 7, 2026

Commissioner Greene motioned to approve the agenda as presented/amended. Support from Commissioner Wood.

Motion passed by voice vote (5 votes...no Poole)

IV. Consideration of December 03, 2025, Planning Commission Meeting Minutes

Commissioner Wood motioned to approve the minutes as presented/amended. Support from Commissioner Green.

Motion passed by voice vote (5 votes... no Poole)

V. Public Comment and Correspondence

None

VI. Old Business

A. Comprehensive (Master) Plan Bid Proposal Evaluation Submissions

COMMISSIONER COMMENTS

-
- Staff notes regarding scoring (and Staff's job to evaluate scores and determine interview schedule)
 - Greene: RRC focus is huge, especially in our work with the State. Not as worried about the budget.
 - Also noted anything novel/robust in public engagement
 - John: will bring scores and interview results to the next PC meeting
 - Poole: ask for top 3 candidates to provide a copy of a completed plan from another community (paper and electronic format) for our review. RRC focus a plus.
 - Some individual notes regarding specific firms, budgets, personnel, proposals, etc.
 - Wood: When will interviews occur?

VII. New Business

- A. The Planning Director requests the Planning commissioners to make a motion for the approval of staff to interview the top three master planning consultants based on evaluations.**

Commissioner Greene Motioned to allow staff to conduct interviews based on an evaluation of overall scoring and with the top selections, and provide a report to the Planning Commission at their next meeting. Supported by Wood. Approved (6 votes)

B. Election of officers- Chairperson, Vice-Chairperson, and Secretary

Greene motioned to move the election of officers to the next Planning Commission meeting. Supported by Wood. Approved (6 votes).

Motion passed 6-0 by voice vote (included Poole)

VIII. Commissioner Comments

None

IX. Next Meeting Reminder

Chairperson Johnson reminded members of the next regular PC meeting is February 4, 2025.

Chairperson Johnson adjourned the meeting at 6:11pm.

Respectfully,

R. John O'Connor



Planning Director/Zoning Administrator

CITY OF JACKSON PLANNING COMMISSION 2026 MEETING DATES & APPLICATION SUBMITTAL DEADLINES

The City of Jackson Planning Commission meets the first (1st) Wednesday of each month unless noted below. Meetings begin at 6:00pm and are conducted in the Council Chamber on the 2nd Floor at Jackson City Hall, 161 W. Michigan Avenue.

Meeting Date

January 7
February 4
March 4
April 1
May 6
June 3
August 5
September 2
October 7
November 4
December 2
January 7, 2026

Application Deadline

December 1, 2025
January 4
February 4
March 1
April 6
May 3
July 5
August 2
September 7
October 4
November 2
December 7, 2026

**2025 ANNUAL REPORT
 PLANNING COMMISSION**

1. Membership and Terms

<u>MEMBER</u>	<u>Term</u>
Jonathan Greene	City Manager (ex officio)
Mayor Daniel Mahoney	Runs with elected term (ex officio)
Councilman Connor Wood	Runs with elected term (ex officio)
Clyde Mauldin (ZBA Liaison)	12/31/26
James Johnson	12/31/28
Chelsea Poole	12/31/28
David Hammontree	12/31/28
	12/31/26

2. Meetings

The Michigan Planning Enabling Act (PA 33 of 2008), as amended, requires a minimum of four (4) annual meetings; the City of Jackson Planning Commission met seven (5) times in 2025, fulfilling the MPEA requirements.

3. Master Plan Review

The City of Jackson Planning Commission reviewed the 2016 Master Plan for the purpose of reaffirming the relevancy and goals of the existing master plan; amend/update the existing master plan; or draft a new master plan.

At the October 1, 2025, regularly scheduled planning commission meeting, the members agreed the 2016 Master Plan goals and strategies need revision and updating. Planning Commission recommended that a request for Bid Proposal be released for a new Master Plan.

4. Zoning Ordinance Text and Map Amendment Recommendations

A. TEXT AMENDMENTS

- **April 21, 2025**

Article III. – Zoning District Regulations, Section 28-73. – Lot area, width, yard, Building height requirements in the R-1 zoning districts. Minimum lot area is now 5,500, side yard setbacks are at 8-18 feet, and minimum lot width is now 44 feet.

Article III. – Site and Building Design Standards, Section 28-76. (b) Compliance with regulation.

Recommendation to City Council approved.

B. MAP AMENDMENTS (REZONE)

- **December 3, 2025** – 401-405 Griswold Street (Parcel # 3-239100000) and (Parcel # 3-239200000) to R-1 for the placement of a new single-family home.
905 S Martin Luthor King Junior Drive (Parcel #5-057200000) to R-3 Multiple Family Use and will continue to be utilized for single family housing. Recommendation to City Council approved.

5. Development Reviews

- **March 5, 2025** – 1200 Block Deyo St. – Alley Vacation – Request approved.
- **August 6, 2025** – 305 W Wesley and 414 S Blackstone. – Conditional Use Permit – Shelter /Resource Center. Request approved.
- **August 6, 2025** – 1127 Plymouth Street. – Community Garden. Request approved
- **October 1, 2025** – 740 W. Washington Ave. – Conditional Use Permit – Home based business (Dog Groomer). Request Denied.

*Most site plan reviews in the City of Jackson are reviewed administratively with select reviews done by the Planning Commission, per the zoning ordinance.

6. Actions by Legislative Body (actions taken by the legislative body related to planning commission recommendations.)

- The City Council approved all zoning ordinance text and map amendments, as recommended by Planning Commission except 223,225, and 229 Biddle Street. The developer did not choose to move forward with project.

7. Trainings/Joint Meetings

- There were no joint meetings held in 2025.