

Village of Mayville Master Plan

Chapter 8: Implementation

Previous chapters provide background information and analysis on the key issues and trends in the *Mayville Community Comprehensive Plan* adopted in 2007. Goals and objectives throughout the Plan provide a foundation to guide the resolution of issues and establish policies for decision making in the future. Recommendations are listed throughout the Plan; some are described in detail or shown on the various maps, while others are more of a policy guide for the future. This format enables the Plan to be flexible and applicable to new issues, opportunities, and alternatives that may arise. Some of the key recommendations are summarized in a chart on the following pages.

This implementation chapter should be used as a resource when the Village begins implementing the goals and objectives of this plan. Over time, the Village may discover new implementation approaches. Changes to the specific strategies are to be expected; more importantly, the Village must remain committed to upholding the integrity of the goals and objectives of the document. Michigan planning law requires that the Plan be reviewed and revised or reaffirmed at least every five years. It is advisable for the Plan to be used on a consistent basis and discussed annually to determine if any amendments need to be considered. In addition, new Planning Commission and Village Council members should be provided with a copy before they take office to give them background on the Village and its adopted policies. New Village staff members should also be made aware of the Plan and its goals, policies, and purpose.

A master plan is only useful as long as it is implemented and consulted when making land use decisions. This Chapter prioritizes master plan projects, outlines potential funding sources, and includes an “Implementation Matrix.” This matrix is basically a chart that includes the policies or action items contained in the plan. The matrix further defines who will be responsible for the action, what the potential funding sources are, and when the item should be completed.

While the Planning Commission and City staff has primary responsibility for the implementation of this Plan, a number of groups were involved in the creation of this Plan and serve an important role in its implementation. These groups are listed below with a brief summary of their role in the Plan and implementation:

- **City Officials – Planning Commission, Zoning Board of Appeals, Village Council.** The Planning Commission, ZBA, and Village Council must work together to promote frequent use of the Master Plan and routinely evaluate the need for amendments to the Zoning Ordinance and other regulations.
- **Village Staff – DPW, Administration, Police and Fire Departments.** The Village staff needs to maintain and update the website information related to the Master Plan, including public relations materials from the process to sustain the positive public involvement process.



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- **Parks & Recreation Division.** A separate Parks Master Plan will be adopted in 2017 that guides the specific policy and improvements related to parks, open space, recreational facilities, and recreational programming in the Village. The objectives of the Parks and Recreation Master Plan should be considered by the Planning Commission in land use decisions and conversely, the objectives of the Master Plan needs to be integral in Parks and Recreation decisions.
- **Mayville Community Schools.** The location, size, and type of Mayville schools facilities will be an important element of Village expansion.
- **Michigan Department of Transportation.** MDOT has jurisdiction over many of Mayville’s major roads, including M-24 and M-38, while the local Tuscola County Road Commission is involved in transportation planning and forecasting for the Mayville area. Any major transportation improvements will be coordinated through these agencies.
- **Utility Providers.** Expansion in the Village of Mayville will require additional utilities and infrastructure, which must be anticipated and accommodated in coordination with Mayville’s’s utility providers.
- **Fremont, Dayton, Rich, and surrounding Townships.** Decisions made by the Village adjacent Townships, and Counties all affect one another. Ongoing coordination between all government units is important to achieving the long-term goals of this Plan.
- **Other Groups.** Other groups that provided input should be informed and included in discussion of projects and programs that may assist in Plan implementation.
- **Private Property Owners and Developers.** Many recommendations of this Plan may require some assistance from private property owners and developers to be implemented. Right-of-way donation, construction or donation of lands for public or private parks, and assistance with infrastructure upgrades for larger developments are all examples of how this important group can assist in Plan implementation.

Implementation Tools

Tools to implement the Master Plan generally fall into these categories:

- Village Ordinance, including the Zoning Ordinance
- Capital improvement programs derived from budgetary powers
- Programs or additional studies derived from the City Charter and approvals by the Village Council or administration

Each tool has a different role toward Plan implementation. Some suggest specific short term priorities, some are long term policies and others involve on-going activities. The key tools are described in no particular order of importance.



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Land Use Regulations

The purpose of the primary tools for Plan implementation, such as the Zoning Ordinance and other land use regulations, are summarized below.

Zoning Map. The intent is that changes to the zoning map over time will gradually result in better implementation of the objectives encouraged in the Future Land Use Map. In some cases, the Village may wish to initiate certain zoning changes as part of an overall zoning map amendment. Other changes to the zoning map will be made in response to requests by landowners or developers. In those cases, Village officials will need to determine if the time is proper for a change. A key point to remember is that the future land use plan is a long range blueprint: Implementation is expected, but gradually, in response to needs, conditions and availability of infrastructure.

Zoning Regulations. Zoning regulations control the intensity and arrangement of development through standards on lot size or density, setbacks from property lines, building dimensions and similar minimum requirements. Various site design elements discussed in this Plan are also regulated through site plan review, which addresses landscaping, lighting, driveways, parking and circulation, access management, pedestrian systems and signs. Zoning can also be used to help assure performance in the protection of environmentally sensitive areas such as floodplains, state regulated wetlands and woodlands.

Special Land Use Regulations. Subdivision, land division and condominium regulations control the manner in which property is subdivided in the Village and the public improvements required to support the development. The distinctions are not always apparent once a project is built, but the approval procedures are different due to separate state statutes that govern the three types of land development/division in Michigan.

Development Review and Approval Process. Most land development regulations are applied when new construction is proposed. The Village of Mayville is implementing a comprehensive development review process from development conceptualization to building occupancy. Once proper zoning is in place, a site plan must be approved followed by approval of building and site engineering construction plans and then permits for construction. Buildings and sites are inspected and then occupancy permits are issued. Regulations are enforced through a combination of monitoring by village staff and in response to complaints.

Capital Improvement Plan (CIP) and Capital Projects

A CIP is a multi-year program that lists recommended improvements, timing, estimated costs and funding for infrastructure (streets, pathways, sidewalks, sanitary sewers, waterlines, storm sewers and drainage) and community facilities (public buildings, fire, police and parks). Capital projects should be identified and constructed in a manner that helps support and promote desired development, and to meet the needs of residents and businesses already in the Village. The number of projects and their timing is influenced by several factors, in particular the cost, need for environmental clearance or approval by other agencies, and funds available. For example, the



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amount of funding available from outside sources varies as new programs become available. Funding is also influenced by the timing of development (i.e. tax revenue), tax abatements, and other changes to the anticipated tax base.

Additional Studies and Programs

A variety of housing, economic development, informational and other programs are used by the Village to assist with implementation of recommendations in this Plan. Programs targeted toward various neighborhoods could also be created to respond to specific situations such as Downtown Development and Safe Sidewalks to School.

Recommendations

The following table includes specific recommendations for the implementation measures necessary to achieve the goals and objectives established in this Plan. The matrix includes general recommendations and key responsibility, with additional detailed implementation measures.

Plan Priorities

The actions listed below in the implementation matrix are listed with "priority numbers" described by the following:

Priority 1 Projects: Those that should be given immediate and concentrated effort. These are the first projects that should be commenced after this Master Plan has been adopted. Any preliminary steps that must be taken to implement the action (such as seeking funding, changes in local ordinance, etc) should be commenced immediately. Those Priority 1 projects that have a longer time horizon should be revisited on an as-needed basis, and should be incorporated into other applicable long-term planning programs, such as capital improvement plans.

Priority 2 Projects: Those that are necessary to implement the plan, but either depend on commencement or completion of Priority 1 projects. Once commenced, however, these projects should be pursued until completion.

Priority 3 Projects: Those that implement elements of the plan, but are not urgent and can be delayed for a much longer period of time. These projects are more susceptible to budgetary constraints.

Some projects within the matrix do not have a specific timing period because they are based on less predictable factors such as funding sources, etc. The timing for these projects is explained within the matrix.

Potential Funding Sources

The following is a partial list of funding sources. It is important to understand that these funding programs will change over time, and as such, should be monitored. Further, new potential sources of funding should be sought out as these sources disappear.



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A. Community Development Block Grant Initiatives (CDBG)

Administered by the Michigan Economic Development Corporation (MEDC), this program may be available to Charlevoix and provides funding for downtown public infrastructure, façade improvements, planning, various building projects, rental rehabilitation, and small business assistance. The amount of funding available is based on the type of project being proposed. The website <http://www.michiganbusiness.org/community/development-assistance/#section1> contains extensive information on the program and its requirements. Any further questions regarding the program should be directed to:
Michigan Economic Development Corporation. 300 North Washington Square, 2nd Floor. Lansing, Michigan 48913

B. Façade Improvement Project

Michigan Main Street offers some services and additional grants are available through CDBG and other sources for communities that seek to target traditional downtown areas for improvements that will have a significant positive impact. The Downtown Façade Program is structured to provide commercial/mixed-use building façade improvements to sustain and minimize deterioration of downtowns. This program is based on the premise that the exterior improvements will stimulate additional private investment in the buildings and the surrounding area, attract, and increase the number of customers, thereby resulting in additional downtown economic opportunities. Proposals with multiple buildings are accepted and are encouraged. The request must identify whether the proposed project is located within a Central Business District, a Principal Shopping District, a Business Improvement Zone, a Corridor Improvement Authority, or a Historic District. (Note: the project is not required to be located in a development district.)

C. Signature Building Project

CDBG grants are available for communities seeking to acquire vacant, partially vacant, or substantially underused buildings located in downtowns for rehabilitation into a commercial/mixed use building that will hopefully result in job creation. This program enables a community to secure a building that is a focal point within the downtown for commercial rehabilitation purposes that will make a significant contribution to the overall downtown area. If the project is located within a Central Business District, a Principal Shopping District, a Business Improvement Zone, a Corridor Improvement Authority, or a Historic District, it should be identified as such. (Note: the project is not required to be located in a development district.)

D. Downtown Infrastructure

CDBG grants are available to provide public infrastructure improvements that directly support private redevelopment projects in traditional downtowns. Public infrastructure includes items such as parking facilities, streetscape, public water or sanitary sewer lines and related facilities, streets, roads, bridges, and public utilities. The request must identify whether the proposed project is located within a Downtown Development Authority, a Principal Shopping District, a Business Improvement Zone, a Corridor Improvement Authority, or a Historic District. (Note: the project is not required to be located in a development district.)



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E. Transportation Alternatives Program (TAP)

The Michigan Department of Transportation's program funds non-traditional road projects (outside the traditional curb and gutter) such as streetscapes, non-motorized paths, and historical restoration of transportation facilities. Among its primary goals is to support Michigan's entitlement communities for high-priority urban revitalization projects and, therefore, US-31/Bridge Street appear to be candidates. Any ACT 51 agencies (Cities, Villages, and Counties), MDOT, MDNR, Native American Tribes, and other Federal Agencies are eligible for this program and it accepts applications year-round. The program holds Selection Advisory Committee meetings year-round to determine which applications will be recommended for selection. A minimum 20% local match is required.

Further information about the program is available at www.michigan.gov/tea for the online application and instructions, or by calling (517) 335-1069.

F. Michigan State Housing Development Authority

MSHDA offers a variety of loan products for low to moderate income homebuyers. All of the following products are 30-year, fixed-rate mortgages, allow the use of gift funds, and may be formally assumed (subject to approval).

- Conventional 95% to 97% loan to value
- Federal Housing Administration (FHA)
- United States Department of Veterans Affairs (VA)

G. Department of Housing and Urban Development

The HOME Program provides formula grants to states and localities that communities use, often in partnership with local nonprofit groups to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or home-ownership for low-income people. The incomes of households receiving HUD assistance must not exceed 80 percent of the area median. Eligible activities include site acquisition or improvement.

H. Commercial Rehabilitation Act

Public Act 210 of 2005 encourages the re-habilitation of commercial property that is 15 years old or older by abating the taxes on new investment. Commercial property is defined as a qualified facility primarily used in the operation of a commercial business. Certain residential improvements are also eligible for abatement, but land and personal property are not. The abatement process is similar to PA 146, the Obsolete Property Rehabilitation Act. The City must first hold a hearing to establish a Commercial Rehabilitation District and the County Board of Commissioners and all real property owners in the proposed district must be notified of the hearing. The district must be at least three acres in size unless it is located in a downtown or business area or contains a qualified retail food establishment.

I. Michigan Department of Natural Resources Land and Water Conservation Fund

Grants from this fund may be available for certain park, recreation and open space enhancement projects; specific criteria include:

Program Objectives: The objective is to provide grants to local units of government and to the state to develop land for outdoor recreation.



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Criteria: Applications are evaluated using four criteria: project need, applicant history, site and project quality, and alignment with the State's recreation plan. Currently, the fourth criterion is determined to be primarily trails, community outdoor recreation, green technology in outdoor recreation, universal access and coordination and cooperation among recreation providers.

Applicant Eligibility: Any unit of government, including Native American tribes, school districts, or any combination of units in which authority is legally constituted to provide recreation. Local units of government, school districts, and local authorities must have a DNR-approved community five-year recreation plan to be eligible.

J. United States Department of Agriculture Rural Development, Housing & Community Facilities Programs

Designed to develop essential community facilities for public use in rural areas, Community Facility Programs can make and guarantee loans for essential community facilities in rural areas and towns with a population up to 20,000. Loans and guarantees are available to public entities such as municipalities, counties, and special-purpose districts, as well as non-profit corporations and tribal governments. Facilities include schools, libraries, childcare, hospitals, medical clinics, assisted living facilities, fire and rescue stations, police stations, community centers, public buildings and transportation. Community Programs utilizes three flexible financial tools to achieve this goal: the Community Facilities Guaranteed Loan Program, the Community Facilities Direct Loan Program, and the Community Facilities Grant Program.

K. Grants from private, non-profit foundations. Business and Fraternal Organizations

Implementation Matrix				
<i>Ordinances, Guidelines, Plans and Policies</i>				
<i>Action</i>	<i>Responsibility</i>	<i>Timing</i>	<i>Priority</i>	<i>Funding</i>
1. Provide high quality, cost effective public services. <ul style="list-style-type: none"> • Study public service consolidation with surrounding communities. • Increase municipal water and sewer users to spread out operational costs. • Integrate Geographical Information Systems and implement capital improvement plan to more effectively predict and plan for future infrastructure upgrades. • Prepare a facilities master plan that reflects future improvements, new buildings, and consolidating the Infrastructure and Streets planning 	Staff, Village Council, Township and County government staff and officials.	Ongoing		Local Government
2. Update the Zoning Ordinance	Staff,	Annually	1	Local



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regularly to address identified gaps and changing needs of the City.	Planning Commission, Village Council			government
<p>3. Pursue economic development:</p> <ul style="list-style-type: none"> • Continue collaboration with the Chamber, local governments and the business community regarding regional economic development. • Support efforts to implement a comprehensive economic development strategy (CEDS) • Implement a tax abatement program and pursue policies that offer incentives to new business. • Pursue goals outlined in the Economic Development Strategy. • Aggressively market businesses in emerging industries and implement a CEDS. • Support and promote high speed internet and communications networks. 	Council, Staff, Chamber of Commerce, TCEDC, business leaders in the community.	Ongoing	2	Local government, Chamber, donations, A, H, K, J
<p>4. Promote Mayville as a viable place to live and work year-round.</p> <ul style="list-style-type: none"> • Promote diverse and viable housing options through incentives and flexible zoning requirements. • Increase and expand the use of Village properties for festivals and events. • Work with the real-estate community to target specific groups interested in locating to the area. • Investigate options for regulating rental property within the Village through a rental inspection program, licensing fees, lodging taxes or other means. • Michigan College for Tuscola County residents. 	Council, Staff, Chamber of Commerce, Board of Realtors	Annually Ongoing	1 3	Local government, Chamber, donations, K
<p>5. Enhance scenic beauty.</p> <ul style="list-style-type: none"> • Enforce landscaping standards for commercial development, Village parking lots and parks. • Pursue Corridor Improvement 	Staff, Planning Commission, Village and surrounding Townships,	Ongoing Within 1 year 2-3 years	1 2	E, K



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<p>Districts on M24 and M38.</p> <ul style="list-style-type: none"> • Support flower planting program. 	Tuscola County, MDOT			
<p>6. Enhance the Downtown Business District:</p> <ul style="list-style-type: none"> • Establish and implement a downtown marketing plan. • Support the Michigan Main Street Program. • Expand downtown activities, events, and festivals year-round. • Encourage higher density and mixed uses. • Develop and pursue goals outlined in the Downtown Marketing Assessment and Development Strategy. 	Staff, Planning Commission, Village Council, Chamber	Ongoing 1 – 5 years	1	A, B, C, D, E, H, K
<p>7. Natural resource :</p> <ul style="list-style-type: none"> • Pursue a unified Storm Water Control Ordinance. • Pursue waste water system improvements. 	Staff, Planning Commission, Village Council, DEQ	1-3 years	2	I, K
<p>8. Coordinate Transportation efforts.</p> <ul style="list-style-type: none"> • Meet annually with MDOT to discuss transportation issues and projects. • Work with MDOT to study traffic counts, review options, and evaluate development proposals. 	Staff, MDOT, Village Council	Yearly Ongoing 2-3 years	1	E
<p>9. Pursue alternative forms of transportation.</p> <ul style="list-style-type: none"> • Improve Village sidewalks and expand bike routes. • Incorporate bike lanes into the design and future construction of streets and roads. • Inventory existing sidewalks and identify and prioritize new sidewalk connections. • Provide informational sign-age for pedestrians and bikers. 	Staff, Planning Commission, Village Council, private citizens.	Ongoing	1	D,E,K, Private Donations
<p>10. Hold annual meeting with Fremont Township to coordinate zoning districts and regulations.</p>	Staff, Planning Commission	Yearly	1	NA
<p>11. Provide high quality, cost effective</p>	Staff, Village	Ongoing		Local



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<p>public services.</p> <ul style="list-style-type: none"> • Study public service consolidation with surrounding communities. • Increase municipal water and sewer users to spread out operational costs. • Integrate Geographical Information Systems and implement capital improvement plan to more effectively predict and plan for future infrastructure upgrades. • Prepare a facilities master plan that reflects future improvements, new buildings, and consolidating the Infrastructure and Streets planning 	<p>Council, Township and County government staff and officials.</p>			<p>Government</p>
<p>12. Pursue high environmental standards in Village services, facilities, and operations.</p> <ul style="list-style-type: none"> • Seek grant funding to complete a comprehensive study of the municipal storm water management system. • Promote the County Recycling Program. • Consider more fuel efficient vehicles when replacing the Village fleet. • Coordinate with the county and area townships to support renewable energy sources. • Expand and improve the Energy Optimization Program by providing incentives and better educating residential and commercial users. • Research the feasibility and potential grant opportunities available to power Village buildings and facilities through alternative energy sources. • Evaluate and test higher efficiency (and better looking) LED street lights. 	<p>Staff, Village Council, Planning Commission, Tuscola County, Surrounding Townships.</p>	<p>Ongoing</p>	<p>2</p>	<p>A, I, J, K</p>

Conclusion

Although this plan is a comprehensive guide for land use planning over the next 20 years, there is no way to predict what changes may occur that are not contemplated in this document. Therefore, decisions related to development should be considered carefully in light of the recommendations of the Master Plan.

The Michigan Zoning Enabling Act (Act 110 of the Michigan Public Acts of 2006) requires the Village of Mayville’s Zoning Ordinance to be “based on a plan to promote the public health,
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safety and welfare, to encourage the use of lands in accordance with their character and adaptability, to limit the improper use of land, to conserve natural resources and energy, to meet the needs of the state’s residents for food, fiber and other natural resources, places of residence and other uses of land.”

Since the zoning map is a part of the Zoning Ordinance, changes to zoning boundaries should be in conformance with the Master Plan. Change is constant and usually unpredictable, however, and there may be circumstances that warrant changes to the zoning boundaries that are not consistent with the Master Plan. If and when this occurs, the Master Plan should be updated to conform to the changed circumstances. Because of the time and process required for amending the Plan, such changes should be considered carefully.

The table below provides a list of evaluation factors that should be used to determine if a proposed development warrants a change to the land use designation on the Future Land Use Plan map. If future development decisions take these factors into account, and if the Plan is reviewed on a regular basis and updated when necessary, then Mayville can be assured that development will reflect the desires of its citizens, reflected through the adopted Master Plan.

Future Land Use Evaluation Factors	
	Does the proposed new classification meet the qualifications noted in the appropriate section of the Master Plan?
	Are the zoning districts and their uses that may apply to the new classification compatible with and appropriate in the vicinity of the property under consideration?
	Have any conditions changed in the area since the Master Plan was adopted that justify this change?
	Will there be any community impacts that should be considered, such as increased traffic, or others that might create a need for additional services or improvements?
	Are there any environmental considerations that may be contrary to the intent of the existing or proposed classification of that land use?
	Was the property improperly classified when the plan was adopted or amended? Are the qualities of the property (or area) different than those that are described in the plan?
	Will there be any adverse effects on adjacent properties as a result of the proposed land use change?
	What impacts will result on the public health, safety, and welfare?

