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## Mayville Planning Commission Minutes

Official Minutes

September 01, 2021

Present: 4 Cecilia Kapcia-Chairman, Bruce McGhee, Judy Chesney-Secretary, Randy Valentine

Absent: 1 John Welke

Visitors 0

Meeting opened at 6:30 p.m.

B. McGhee moved supported by R. Valentine to accept August 18, 2021 minutes, motion carried.

Discussed the email from C. Kapa, the Tuscola Co. Planning Commission next meeting is September 6<sup>th</sup>.

We will work on the Variance flow chart at our next meeting.

Discussed Trello's 1.4 **Public participation Plan: The community has a public participation plan for engaging a diverse set of community stakeholders.** Without significantly expanding the PUD or Variance application, yes/no and checkbox queries can be strategically placed in the document that can satisfy or partially satisfy the requirement without increasing expectations of the users (both developers and village staff).

Discussed Trello's 3.2 **Point of Contact: The community has clearly identified a point of contact for development review activities.** Point of contact (when determined) should be prominent in these forms as well as online.

Discussed Trello's 3.3 **Conceptual Review Meetings: The community defines and offers conceptual review meetings for applicants.** B. McGhee will get a better idea of all components of conceptual review for our next meeting.

Discussed Trello's 3.10 **Continued Improvement: The community solicits feedback and regularly reviews the development review experience.** (CERTIFIED LEVEL ONLY) This section along with 3.3 will require development, and the PUD or Variance request can again have yes/no or checkbox responses geared to customer satisfaction; and a separate section needs to be in each application soliciting feedback will need to be in the applications for the resident or developer.

Discussed the Variance application and there needs to be a conceptual review area with outcome added to it.

We also we discussed that we need a 'feedback' form for who comes to our meetings. So we can know if we fixed their problem or helped them.

Before our next meeting we will all read the new Village of Mayville Downtown Plan so we can understand better when Place & Main come to talk to us.

C. Kapcia moved supported by R. Valentine that the Planning secretary will be responsible to email the agenda the day before the meeting, (3) yes (1) no, motion carried.

R. Valentine moved supported by B. McGhee to adjourn the meeting at 7:31 p.m. motion carried.

Submitted by,

Judy Chesney, Secretary