



VILLAGE OF MAYVILLE

Planning Commission 2021 End of the Year Report





Village of Mayville
 6104 Fulton Street
 PO Box 219
 989.843.6423
 989.843.0123 fax
www.villageofmayville.org

Mayville Planning Commission Annual Report 2021

Steve Charette, Zoning Administrator	
Judy Chesney, Secretary	exp. 2023
Cecilia Kapcia, Chairman	exp. 2021
Bruce McGhee	exp. 2022
Randy Valentine, Vice Chairman	exp. 2023
John Welke	exp. 2022

The Mayville Planning Commission met 26 times for voting and 26 times for working on things. This meets the requirements of the MPEA.

Master Plan Review

There is a new draft of the Master Plan online passed November 04, 2020 and submitted to C. Germain. Final 2021 Village of Mayville Master Plan passed Planning Commission December 16, 2020. Council passed this March 2nd 2021.

Zoning Ordinance Amendments

There are completely new village ordinances online written by K. McIntyre, CIB Director and passed Planning Commission October 07, 2020 and Village Council October 27th 2020.

Development Reviews

Project Action	Location	Description	Status	Rec.of Council	Date of Action
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Variances

Project type	Location	Description	Status	Recommendation to legislative body	Date of Action
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None	-----	-----	-----	-----	-----
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Actions by Legislative Body

January - Discussed the requirements we already told the Eagles with S. Charette.

B. McGhee moved supported by C. Kapcia to put notice in the Monitor as well as the water bill, motion carried.

C. Kapcia moved supported by B. McGhee to accept the 2020 Planning Commission End of the Year Report 2020, motion carried.

Discussed the RRC Trello project management software.

February - S. Charette discussed zoning issues tracking spreadsheet he created and is starting to use. Discussed the footage between the Eagles and Gorde's Fabricating buildings.

R. Valentine moved supported by J. Welke to accept January 19, 2021 Joint meeting with Council and Planning minutes, motion carried.

Discussed Curtis Stowe's replacement, Dan Syms, Building Official for Tuscola County Building Codes and his number is 672-3750.

The Village of Mayville received a \$19,000 grant from Michigan Treasury to write a Downtown Development Plan.

Discussed the Mayville BIZ (Business Improvement Zone), called the Fulton and Main BIZ. Old Downtown District includes the Mayville Post office to the Mayville Vet on Fulton Street and businesses on Main street east of Fulton Street to Trend Street. Taking the place of the DDA, for any business owner in the village on Fulton and Main Street. Dennis Squires is Chairman, Randy Valentine is Vice-Chairman, Kelly Wilson is secretary, Sarah Buhl is Treasurer.

Discussed the RRC Trello project management software.

Discussed RRC 2.0 Training

Discussed updating the press release in the Mayville Monitor and we will be updating them more often. We need feedback and suggestions from the public on beautification or useful changes for streets, parks, infrastructure or other regulatory changes that will benefit our community. We also discussed tracking the feedback and suggestions. There will be four ways for the public to get suggestions to the Planning Commission.

(1) Email suggestions to planning@villageofmayville.org

(2) Come to a Planning meeting. We meet at the Mayville Fire Hall every 1st and 3rd Wednesday at 6:30 p.m.

(3) Visit www.villageofmayville.org leave comments at the feedback button

(4) Leave suggestions at the Village of Mayville office at 6140 Fulton Street or call 989.843.6423

B. McGhee moved supported by J. Welke to put article in the monitor with corrections, motion carried.

Discussed Trello and RRC classifications. We need to identify whether the Village of Mayville is 'Essential' or 'certified'.

In Trello B. McGhee already started on the following:

1.1.2 Plans: Downtown plan

1.2.1 Public Participation: Adopted plan

1.2.3 Public Participation: Outcomes & Evaluation

R. Valentine is completing the following:

3.1.7 Development Review: Prompt Action

3.2.1 Development Review: Guide to Development

We created a folder with recruitment and orientation materials which means 4.1.2 Board Recruitment: Orientation Materials is finished. There will be five (5) items in this folder for new Planning Commissioners.

(1) Bylaws

(2) General Law

(3) MAP (Michigan Association of Planning)

(4) Planning Commissioner Handbook

(5) Michigan Zoning Enabling Act

Discussed the Mayville BIZ (Business Improvement Zone), (old downtown district).

March - Discussed doing a monthly notice in the monitor.

S. Charette finished his Zoning Classes and is taking tests now.
Discussed the zoning issues tracking chart that S. Charette passed out.

Discussed 1.2.3 Public Participation: Outcomes & Evaluation that RRC is mandating.

Discussed and decided on time lengths between application and obtaining a zoning permit for the website flow chart. The whole process can take (1) month or less.

Discussed RRC 2.0 Training

Discussed Trello and RRC classifications. We need to identify whether the Village of Mayville is 'Essential' or 'certified'.

In Trello B. McGhee already started on the following:

- 1.1.2 Plans: Downtown plan
- 1.2.1 Public Participation: Adopted plan
- 1.2.3 Public Participation: Outcomes & Evaluation

Discussed the Mayville BIZ (Business Improvement Zone), (old downtown district).

Planning has been instructed from the Village President to refer all zoning questions to the zoning administrator. Discussed RRC 2.0 and the email from C. Germaine to B. McGhee. Trello should be updated for Mayville this week.

Trello requirements –

- 1.1.2 Plans: Downtown plan
- 1.2.1 Public Participation: Adopted plan
- 1.2.3 Public Participation: Outcomes & Evaluation
- 3.1.3 Development Review: Conceptual Review meetings
- 3.1.4 Development Review: Early Stakeholder Input
- 3.1.6 Development Review: Internal Review Process
- 3.1.7 Development Review: Prompt Action
- 3.1.9 Development Review: Feedback & Improvement
- 3.2.1 Development Review: Guide to Development
- 4.1.2 Board Recruitment: Orientation Materials
- 4.2.2 Training: Strategy and Tracking
- 6.1.2 Community Prosperity: Economic Development Strategy Reporting,
- 6.2.1 Community Prosperity: Marketing Strategy
- 6.2.2 Community Prosperity: Community Website

Discussed the Mayville BIZ (Business Improvement Zone), (old downtown district).

April – Discussed the Zoning Report S. Charette passed his certification test.

Discussed the SLU (Special Land Use) we added how many days this process could take. R. Valentine moved supported by B. McGhee to accept the Flow Chart changes, motion carried.

Discussed the Standard Permit Flow Chart and with each step we added how many days this process could take. J. Welke moved supported by B. McGhee to accept the Flow Chart changes, motion carried.

Discussed the new news release.

From the Village of Mayville Planning Commission

Spring has sprung! It's starting to look vibrant in town! Planning Commission members wish to thank you for your input of ideas for improvements, environment, and further land use. We have been able to start compiling ideas from the community and continue to work toward the successful completion of projects already underway. Please keep those ideas coming for beautification or useful change for streets, parks, infrastructure or other regulatory changes that will benefit our community. Please don't hesitate to let us know. You say we should

install a train station to link with other mass transit? Part of the infrastructure package currently proposed in Washington includes \$165 billion for mass transit upgrades (trains, buses, pooled self-driving electric car ownership among many). Probably not this year. The point is, all ideas will be taken into consideration at Planning Commission meetings. The fact remains, the Village is what it is and will become what it becomes because of the ideas, hopes and dreams of its citizens.

And with all of the ideas coming in with the motivation of the spring season, we'll offer a friendly reminder: If you are looking at changing a structure, property layout or land use, adding a fence or outbuilding or other changes, please check the local ordinances regarding needs for permits land use and codes.

Ordinances can be viewed and your ideas can be forwarded to us at the following:

(1) Email suggestions to planning@villageofmayville.org

(2) Come to a Planning meeting. We meet at the Mayville Fire Hall every 1st and 3rd Wednesday at 6:30 p.m.

(3) Visit www.villageofmayville.org leave comments at the feedback button.

(4) Leave suggestions at the Village of Mayville office at 6140 Fulton Street or call 989.843.6423

R. Valentine moved supported by J. Welke to put it in the Monitor, motion carried.

Discussed RRC requirements-Trello 2.0 and the email from C. Germain. Under Active tasks, B. McGhee will take on 1.2 & 1.4, under incomplete tasks he will tackle 3.2 & 3.3 & 3.10. C. Kaptcia & R. Valentine will take on 4.4 & 4.6. J. Chesney will take on 3.7.

Discussed Place & Main Survey that was handed out, to be collected and tabulated by J. Chesney to incorporate our results with the BIZ (Business Improvement Zone) results. Place & Main is going to write our Downtown Plan for our Village.

Discussed the Zoning Report. Discussed the blue prints of Fisher Senior Care & Rehab Center Renovation & Addition.

Discussed the drain on the corner of Second and Orchard that is vacant.

Discussed the Village of Mayville Community Participation Tracking Sheet. It will be a data gathering device and after a while shredded. This tracking sheet will be changed frequently till perfected and used by all departments. This tracking sheet full fills Trello requirements 3.10 and touches on most of these.

Discussed RRC requirements-Trello 2.0 and moved tasks to the ACTIVE column.

1.2 The governing body has adopted a downtown or corridor plan.

1.4 The community has a public participation plan for engaging a diverse set of community stakeholders.

3.2 The community has clearly identified a point of contact for development review activities

3.3 The community defines and offers conceptual review meetings for applicants.

3.10 The community solicits feedback and regularly reviews the development review experience.

3.7 The community offers clear methods of payment.

4.4 The community has bylaws for boards and commissions.

4.6 Community has a documented training strategy

Discussed 4.4 and Planning is done. We need a joint meeting with council.

Discussed 3.7 and currently researching village's ability to engage in credit card payment methods for permits. The fee schedule was last updated 12/15/2020 on our website at <https://villageofmayville.org/faq/> The village accepts checks and cash for permits in the village office. C. Kaptcia will schedule a joint meeting with council to discuss more costs.

Discussed 4.6 and B. McGhee will start on this.

Discussed Place & Main Survey and R. Valentine will give them our results at the next meeting with them and our BIZ (Business Improvement Zone) which will be May 4th. B. McGhee, R. Valentine plan on attending.

May - Discussed the BIZ (Business Improvement Zone) meeting with Place & Main. The group discussed the following:
Strengths: railroad tracks are close to village businesses and state road runs through Mayville,
Weaknesses: lack of community involvement in the government system and parking
Threats: big box stores and on-line shopping

Discussed the need to have a joint meeting with council to go through some RRC requirements. Our Joint meeting with the Village Council will be June 15th 6:30 pm at the Library to discuss Trello requirements.

B. McGhee discussed what we can do for seniors when the heat index is elevated.

June - Discussed the Planning Commission page of the Village website. R. Valentine will update our flow chart and add some links from the FAQs.

Discussed the up-coming Joint meeting with council and decided that R. Valentine and B. McGhee will take the lead in reviewing Trello and RRC 2.0.

Discussed some Trello numbers 4.3 Orientation Materials – completed orientation 4.3 packet for Planning, Council, & ZBA to be completed

3.2 The community has clearly identified a point of contact for development review activities.

3.10 The community solicits feedback and regularly reviews the development review experience. (Need to develop a form for this)

4.3 Orientation materials; completed orientation packet for Planning, Council, ZBA

4.4 The community has bylaws for boards and commissions. – Randy & Cecilia

4.5 PC (planning commission) annual report

4.7 Joint Meetings (October 5th)

6.0 Priorities Sites

Discussed if there should still be two meetings a month since our ordinances were up to-date.

J. Welke moved supported by B. McGhee to cancel the first meeting of the month till October 6th, which are July 7th, August 4th, and September 6th, motion carried.

July - Discussed K. Corl's request for a variance.

J. Welke moved supported by R. Valentine to accept June 16th, 2021 minutes, motion carried.

Discussed the following:

1. Changes to our commercial district map.

2. The change of Mayville ordinances delivered to Caro Clerks office & County Planning Commission.

3. On our application we used a sample map instead of a Mayville map.

4. The property at 339 E. Ohmer, and can it be rebuilt if it burnt down.

5. Our map on page 276 and the mix of commercial on Lincoln St. and Main St. mix of residential and commercial.

August – Discussed P. Green's Northern Log Supply.

Discussed the designing of the Variance application.

Discussed the PUD application in the works of designing. R. Valentine moved supported by J. Welke to accept the PUD application with corrections, and forward to council for their approval, motion carried.

Discussed P. Green's Northern Log Supply and councilman S. Charette was handling it.

Discussed the email to C. Kapa and a response from chairman C. Kaptcia.

The PUD was given to council already but we would like a 'date of completion' added to it. Also 'if project extends beyond end date, extension must be applied for' C. Kaptcia will work on this.

B. McGhee is taking the Variance application and the PUD and comparing them to RRC Trello to see if we should add anything else to them.

Discussed the Village of Mayville website and might want to change some things from SLUP to SLU to match our new ordinance books.

September - Discussed the email from C. Kapa, the Tuscola Co. Planning Commission next meeting is September 6th.

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 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.

Discussed OUTREACH, CUSTOMER SATISFACTION, & OUTCOMES & EVALUATIONS. Planning needs to come up with Conceptual Planning review criteria in 1.4 of Trello for RRC.

T. Blackmer from the Fire Department discussed the process that they use to collect data for community outreach. They use a spreadsheet to capture data.

October - Discussed having ground floor apartments in our business area.

Discussed having an online survey so we know if we help our residents.

B. McGhee moved supported by R. Valentine to use Roger City Conceptual Review form, motion carried.

B. McGhee moved supported by J. Welke to put a survey on our Village website, motion carried.

R. Valentine will put the survey on line and do PUD and our Variance flow charts.

J. Chesney will work on 1.4 Public Participation handbook.

C. Karcia will do 3.4 internal Staff review and 4.4 General Village Law and 3.2.

B. McGhee and J. Chesney will do the Variance request application.

Planning Commission is working towards completing Trello 2.0 certified level by the end of December 2021.

B. McGhee moved supported by R. Valentine to accept the 2022 Planning Meeting calendar with changes, motion carried.

B. McGhee moved supported by R. Valentine to approve the draft of the Community Participation Guide with discussed changes for submission to Village Council for their acceptance, motion carried.

B. McGhee moved supported by R. Valentine to approve the Variance Application Form for submission to Village Council for their acceptance, motion carried

R. Valentine moved supported by B. McGhee to approve the Site Plan Review Evaluation with discussed changes

for submission to Village Council for their acceptance, motion carried.

R. Valentine moved supported by B. McGhee to approve the Pre-Application Conference Checklist with discussed changes for submission to Village Council for their acceptance, motion carried.

November - Discussed that R. Valentine and C. Kapcia are invited to a RRC meeting with C. Germain November 22.

Discussed the End of the Year Planning Report.

Discussed changing our form titles to match Trello needs. The terms and forms are synonymous with Trello therefore we decided that our titles work for the Village of Mayville.

We moved blocks of information on RRC Trello for C. Germain to look over. 1.4 Community Participation, 3.3 Conceptual Review Meeting, 3.10 Community Feedback Form.

R. Valentine went on the Village website and created a 'Forms & Process' page under Planning. We spent time putting up our new forms.

J. Chesney will start working on 4.3 Orientation.

R. Valentine will work on 3.8 Access to Information

C. Kapcia will work on 3.4 Internal Review Process

Discussed the agenda and what Trello tasks were completed.

B. McGhee pulled up Trello (RRC task dashboard) on the big board and we went over tasks already completed for the RRC program and read C. Germaine's comments. B. McGhee selected tasks that were completed for C. Germaine to go over and comment on. R. Valentine exchanged forms on the Village website and on Trello.

December - Discussed adding the Community Participation from our Zoning officer to the end of the year report, motion carried. This will comply with RRC Trello 1.4 and C. Germaine's zoom call from November 22, 2021.

R. Valentine moved supported by C. Kapcia to use Mt. Pleasant's Guide to Development Plan to create Mayville's Guide to Development Plan, motion carried. This will comply with RRC Trello 3.8.

Discussed the Village's Zoning Permit, R. Valentine updated and replaced it on the Village website.

J. Chesney will email Zoning Administrator S. Charette and get the zoning permit data and community feedback data to put in the end of the year report.

Zoning Map

No changes were made.

Trainings

Short summaries from the commissioners

Redevelopment Ready Communities 2.0 training assists communities to shape their future by building a foundation of planning, zoning, and economic development best practices and integrating them into everyday functions. Communities that engage with RRC 2.0 commit to improve their development readiness to integrate best practices. *Cecilia C. Kapica*

I attended an online class in February 2021 regarding Trello, where we were told that all members of Planning were supposed to have access to Trello. We learned about the job board and how this was supposed to make it easier for a community to get certified because there would be faster feedback from RRC. *Judy Chesney*

Joint Meetings with Village Council

January 19th 2021

June 15th 2021

October 5th 2021

Our joint meetings for the years are based on our fiscal year which is April 1st to March 31st.

Master Plan Progress Assessment

The Master Plan was completed on March 2nd 2021 and we are reviewing it annually.

End of Year Report Assessment/Evaluation

The end of the year report is to be formally reviewed. The review evaluation process should begin no later than October 1st on an annual basis. Public Meetings, Facebook, Village website Feedback button, our Community Participating Guide, our Variance Application under Conceptual Review, Zoning Permit Application and our Site Plan Review Evaluation. The Planning Commission gathers information from the Zoning Administrator for evaluation and entry into this report. While Planning is still waiting for some remaining 2021 data at this time, the process of evaluation will become more uniform and consistent as time allows, and this newly implemented process develops. When the plan is implemented as stated, the feedback loop will create a continuous review process that enables Village officials to successfully make changes through a consistently improved upon, dynamic process.

Submitted by

Judy Chesney,

Village of Mayville Michigan

Planning Commission Secretary