



VILLAGE OF MAYVILLE

Planning Commission 2022 End of the Year Report





Village of Mayville
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Mayville Planning Commission Annual Report 2022

Bernie Milot, Zoning/Ordinance Enforcement Officer
 Judy Chesney, Secretary exp. 2023
 Cecilia Kapcia, Chairman exp. 2024
 Josh Sherman exp. 2022
 Randy Valentine, Vice Chairman exp. 2023
 John Welke exp. 2022

The Mayville Planning Commission met 24 times for voting and 24 times for working on agenda items. This meets the requirements of the MPEA.

Master Plan Review

There is a copy of the Master Plan online at the village web site villageofmayville.org. We are in the review process and have completed Chapter One – Introduction and are working on Chapter Two – Village Profile.

Zoning Ordinance Amendments

There are completely new village ordinances online at the village web site villageofmayville.org

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
None	-----	-----	-----	-----	-----

Actions by Legislative Body

January - R. Valentine discussed the Parks and Rec committee recommendations to Spicer Engineering to come up with proposals for the committee.

Discussed the Development Guide that J. Chesney is working on, it is coming along.

Planning Commission is participating in a 2022 RRC (Redevelopment Ready Community) virtual academy for local officials zoom training.

February -. R. Valentine moved supported by J. Chesney not to include department reports, or the CIP in the Planning End of the Year report and to include a Master Plan Assessment component to the report, motion carried.

Planning Commission is participating in a 2022 RRC (Redevelopment Ready Community) virtual academy for local officials zoom training. Tonight is RRC Best Practices Number 4 Boards.

March - Discussed the uncompleted tasks for Trello (RRC)

4.6 Training

5.2 Bylaws

5.3 Marketing Plan

Special Land Use to build a log cabin showroom to showcase a business was distributed for a proposed site plan for the project.

Planning Commission discussed the changes that need to be made to the Mayville Development Guide for RRC before it can be posted on the web site.

April – Discussed and fixed the Development Guidebook.

R. Valentine moved supported by R. Hiiter to accept the Development Guidebook with corrections, roll vote, J. Welke-yes, R. Hiiter-yes, C. Kapcia-yes, R. Valentine-yes, J. Chesney-yes, motion carried.

May – R. Valentine moved supported by J. Welke to accept the ZBA Bylaws with corrections and send to the Village Council for approval.

Discussed the guide Book and that we need to add a fee schedule to it.

R. Valentine moved supported by J. Sherman to accept the Boards & Commissions Handbook with corrections and send to the Village Council for approval.

Discussed Trello – uncompleted tasks:

4.3 Orientation: Ensuring recently elected or appointed officials have the information they need to perform their new duties makes the development review process more predictable.

4.4 Bylaws: Bylaws are required under law for certain boards and commissions. They also provide predictability for board proceeds and therefore the development review experience.

4.6 Training Strategy: Developing a training strategy identifies opportunities and encourages on-going training aligned with the community's goals, needs, and capacity. (Decided on Cass City)

5.2 Incentives Policies: Having clear economic development incentive policies creates predictability and assists communities in making the most efficient use of limited local resources when supporting proposed development projects.

5.3 Marketing Plan: Every community has a unique story to tell. A marketing plan coordinates how that story is told to help attract new residents, visitors, businesses, and development.

June - R. Valentine moved supported by J. Sherman to accept the Boards & Commissions Handbook with corrections and send to the Village Council for approval.

July - Discussed Trello and Internal Review Process 3.4, there is still some changes to be made.

R. Valentine moved supported by J. Sherman to approve and adopt the Training Strategy 4.6, motion passed.

August – R. Valentine moved supported by J. Welke to approve and adopt with changes the Internal Review Process 3.4, motion passed. Ready to submit to council.

Discussed the Incentives Policies 5.2 and we would need Village Council input and the Marketing Plan which should be ready for review at the next meeting.

September - C. Kapcia will email everyone the completed document. R. Valentine moved supported by J. Sherman to accept with corrections the Marketing Plan, (4) yeas (1) no, motion passed. Ready to submit to the Village Council.

Discussed fences that are being constructed and our Zoning setbacks for property lines

October - S. Marlow is still working on the Village being able to take Credit Cards for payments.

Discussed that the Village is governed by Michigan General Village Law which is available online.

Discussed an internal review process and that it is already in our SLUP.

Discussed that the Marketing Plan needs to be completed and the fact we are waiting for the Downtown Plan to be completed by Place and Main.

Discussed commercial property zoned Commercial Business in Sec. 5.04 - page 77 #4 residential is **prohibited** on the ground flood and Section 5.04 page 79 #3 Uses. Only Active Ground Floor Uses are permitted within **30 feet** of building depth.

November - Discussed Trello and the communication from J. Turnbull in reference to 1.4 Public Participation, 3.8 Guide to Development, & 4.3 Orientation.

Discussed 5.2 Incentives Policy's for the village.

J. Sherman moved supported by C. Kapcia to accept the 2023 Planning Commission meeting schedule, motion passed.

December – Discussed uncompleted RRC requirements which included the following:

- 1.3 Capital Improvement Plan (CIP) - Council
- 1.4 Public Participation
- 3.8 Guide to Development
- 4.3 Orientation
- 5.2 Incentives Policies

J. Sherman moved supported J. Chesney to approve the Incentives Policy and take to Council for their approval at the December meeting. Motion passed.

Zoning and Ordinance Year End Report

Zoning Map

No changes were made.

Trainings

Redevelopment Ready Communities 2.0 training was completed by three members.

Joint Meetings with Village Council

April 19, 2022

October 18, 2022

Our joint meetings for the year are based initiatives that need to be completed by the planning commission.

Master Plan Progress Assessment

The Master Plan was completed on March 2nd 2021 and we are reviewing it annually. This year we reviewed and completed Chapter One – Introduction and are working on Chapter Two – Village Profile.

2022 Zoning and Ordinance Enforcement Officer Year End Report

The year of 2022 there was a fair amount of building and home improvements, fences and cement improvements being the most popular. I speak with a lot of residents while patrolling the village. Contacts include the following: 57 emails and 650 voice mails. Most are happy to see improvements. And there have been no complaints as to the requirements, or the fee to obtain a zoning permit. I spend a part of each workday patrolling the village to seek out new ordinance violations and follow-up on existing notice postings. As part of the job I added was to patrol parks and school properties when in the area for visibility and security. Currently also work with Mayville P.D. and DPW as needed or required.

Set-up a system of operations that would be cost effective, productive, and efficient for the Zoning Dept., the village residents as well as the Village Council.. There were twenty-six (26) abandoned vehicles, which rose to 33 in total, along with numerous blight issues. I designed a ten-day notice based on one already in use by Mayville P.D., modified it to also include the fines, and had some pushback. It seemed the residents did not want to clean-up their property or remove junk vehicles. We only had to tow two of them away.

During the year there were a total of 24 Zoning Permit applications requested. A total of sixteen (16) were issued. The other eight (8) were never returned for work to begin. One permit issued was forced to comply with the proper codes before I would finalize it.

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. 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,

Cecilia Kapcia
Village of Mayville Planning Commission Chairman