



VILLAGE OF MAYVILLE

Planning Commission 2023 End of the Year Report





Village of Mayville
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Mayville Planning Commission 2023 Annual Report

Bernie Milot, Zoning/Ordinance Enforcement Officer, Kelly Torrey, Zoning Administrator
 Roger Huntley exp. 2025
 Cecilia Kapcia, Chairman and Recording Secretary exp. 2024
 Susan Shaver exp. 2025
 Kelly Torrey, Vice Chairman exp. 2026
 Randy Valentine exp. 2026

The Mayville Planning Commission met 22 times for voting and 22 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 – Discussed uncompleted tasks for RRC include the following:

- 1.3 Capital Improvement Plan (CIP) – Council
- 1.4 Public Participation Plan
- 4.3 Orientation Packet – ZBA and Council
- 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.

February - Reviewed permit requirements for roofs, cement, and trash receptacles and possible ordinance revision.

March - K. Higgs reviewed through TRELLO the items that need to be completed for certification.

1.3 Capital Improvement Plan (CIP) – Council

5.2 Incentives Plan – Completed

April – R. Valentine moved and supported by B. Shaver to recommend to Council to make changes to Ordinance 30 – 35 section e. Placing trash, refuse, **recycle** and/or rubbish at the location for refuse collection (at street side, curb side, etc.) more than 72 (**24**) hours before the time and day scheduled for refuse collection and/or leaving refuse containers, **recycle**, trash containers, garbage cans or uncollected refuse at the location for refuse collection (at street side, curb side, etc.) more than 24 hours after trash and refuse has been collected. Motion carried.

R. Valentine moved and supported by J. Sherman to make the following corrections to the Village of Mayville Zoning Permit Application:

1. Delete over 100 sq. ft. after Accessory Structure
2. Add under Proposed – add roof, siding, windows
3. Add under Proposed – cement, driveways, sidewalks Motion carried.

May–August - Worked on proposed changes to the Master Plan.

September – discussed the need for additional downtown parking needed in the village to support new businesses. We need to have input with Council about setting-up a farmers market for the fall of 2024.

October – Discussed the following remaining items that need to be completed for RRC certification:

1.3 Capital Improvements Plan: Turning plans into action often requires capital investments. These plans, established under Michigan law, help coordinate these investments, which could include infrastructure, facilities, parks, technology and more.

1.4 Public Participation Plan: The community has a public participation plan for engaging a diverse set of community stakeholders. The end of year report needs a separate heading for Public Participation.

November – Held a Joint training session with Planning and Council and the Village Attorney to discuss the Open Meetings Act, meeting postings, motions, quorum guidelines, ordinances and enforcement.

December – Sent out a community survey in with the December water bill to community residents for their feedback.

Discussed uncompleted RRC requirements which included the following:

1.3 Capital Improvement Plan (CIP) – Council

Village of Mayville Grants

The village of Mayville was awarded the Department of Natural Resources (DNR) Recreation Passport Grant (RP) local development Grant for parks.

The Village of Mayville is continuing to work on the following Grants:

1. EGLE Lead and Copper Identification
2. CBDG – completion of First Street
3. ARPA for parks and DNR – Passport Grant
4. USDA Sewer and Lagoon Phase 1

Community Participation

A survey was sent out to the community residents with their monthly water bill in the December for their feedback on how the village is doing with relationship to communication and activities the community can

participate in fostering a better community as a whole. The results will be posted with the 2024 Planning Commission Year End report.

Contacts for the year include 481 phone calls. Most are happy to see improvements. There have been no complaints as to the requirements, or the fee to obtain a zoning permit.

Zoning Map

No changes were made.

Zoning Report

During the year 2023 (18) Zoning Permit applications requested and a total of sixteen (16) were completed.

Trainings

Council and Planning Commission completed basic training for new members with the Village Attorney Adam Flory in November 2023.

Joint Meetings with Village Council

Our joint meetings for the year April 18, 2023 and October 17, 2023 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 and Three – Village Profile

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 Secretary