NOTICE OF PUBLIC MEETING
COUNCIL CHAMBERS-VILLAGE HALL

102 South Huron Avenue
231-436-5351

7:00 P.M. February 25, 2016

AGENDA-REGULAR MEETING
MACKINAW CITY PLANNING COMMISSION

I. Call to Order/Welcome

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Minutes

V. Public Comment

VI. New Business
   A. Resolution for Adoption of Amendment for 2014-2018 Recreation Plan
   B. Begin Review and Discussion of Master Plan for the Village of Mackinaw City
   C. Review of Capital Improvement Plan and Recommendation to Council

VII. Old Business

VIII. Commissioner Comments

IX. Commissioner Calendar
   March 24, 2016

X. Adjournment

All communication, petitions, additions, etc. must be in the office of the Village Secretary by 12 o'clock noon on the Monday preceding the second and fourth Thursday of every month to be on the Agenda

UNAPPROVED

MINUTES REGULAR PLANNING COMMISSION MEETING
MACKINAW CITY

7:00 P.M. **December 10, 2015**

I. CALL TO ORDER/WELCOME

Planning Commission Chair Paul Allers was present and called the meeting to order.

II ROLL CALL

Commissioners Present: Ronald Dye, Earl Taylor, Matt Cooley, Mitch Montgomery, and John Lemanski. One vacany.
Also present-Interim Zoning Director Fred Thompson, Jr. and recording secretary Lana Jaggi

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF MINUTES

Motion Dye support Montgomery to approve the minutes of the regular meeting of October 22, 2015 as presented. Voice vote, motion carried unanimously.

V. PUBLIC COMMENTS: None

VI. NEW BUSINESS:

1. Review Draft Amendment to Zoning Ordinance 138, section 24-104

A. Impose a time limit on appeals to the Zoning Board of Appeals

Motion Allers support Colley to recommend amending Zoning Ordinance No. 138, section 24-104, to impose a time limit on appeals to the Zoning Board of Appeals as presented. Voice vote, motion carried unanimously.

2. 2016 Planning Commission Calendar-Draft

Motion Cooley support Taylor to accept the 2016 Planning Commission Calendar as presented. Voice vote, motion carried unanimously.

3. 2016 Planning Commission Proposed Annual Work Program-Draft

Motion Lemanski support Taylor to send the 2016 Planning Commission Proposed Annual Work Program to Village Council with the addition of #7 Roundabout at corner of Central Ave. and Huron Ave. Voice vote, motion carried unanimously.

4. 2015 Annual Planning Commission Report for Village Council-Draft

Motion Cooley support Dye to approve the 2015 Annual Planning Commission Report for Village Council. Voice vote, motion carried unanimously.

VII. OLD BUSINESS: None

VIII. COMMISSIONER COMMENTS: None

IX. COMMISSIONER CALENDAR
1. January 28, 2016

X. ADJOURNMENT: 7:25 PM

Respectfully submitted;

Paul Allers; Chairperson

Lana Jaggi, Recording Secretary

Planning Commission
February 19, 2016

Commissioners:

In your packets you have:

1. An amendment for the Recreation Plan. This amendment will become part of the current Village Recreation Plan 2014-2018. To be eligible for grant monies for improvements to the Marina the Recreation Plan has to be updated. This amendment satisfies that requirement.

2. The Master Plan is to be reviewed every five years by the Planning Commission. They may chose to leave it as is, or update it by making minor/major changes. Thorough review of this document will take some time and many meetings. Included with the Master Plan is a procedure guide to assist in the review.

3. The CIP is for your review. You may suggest additions or changes. When satisfied you send it to the Village Council for recommendation of approval.

February 12, 2016
AMENDMENT TO VILLAGE OF MACKINAW CITY RECREATION PLAN 2014-2018.

This amendment to address the Village Marina and includes additional items for the Recreation Harbor/Marina Facilities.

Currently the Mackinaw City Municipal Marina is a 102 slip facility and has been at that capacity for a number of years. There is no foreseeable expansion or elimination of slips in the near future. This is based on our historical data as well as our current transient and seasonal occupancy. In the current Recreation plan on file with the MI DNR, Chapter 5 Goals and Objectives/Action plan the 1st Goal, Objective 2 (c) the marketing of the Municipal Marina and promotion material for all other water access points is discussed. Promoting the Marina as well as all Village Recreational assets is a year round process. The Village has long standing partnerships with the Mackinaw Area Visitors Bureau and the Mackinaw City Chamber of Commerce to market the Village Marina as well as the other recreational facilities in the Village. The Village also partners with the Straits State Harbor working together regarding the mooring of seasonal and transient boaters. All of these partnerships have been long standing and will be in place for many years to come. In 2015 a new website was developed specifically for the Village Marina as well as an increased usage of various forms of social media. The Mackinaw City Municipal Marina has been on the State Reservation system for many years.

At the start of the 2013 boating season dredging was completed in the Harbor. Over the past few years the rising lake levels in the Straits of Mackinac has eliminated at this time the need for any future dredging. Unless there is a dramatic drop in the levels of the Great Lakes the next dredging would not be scheduled until 2021. At that time 3200 cubic yards of material would be removed at an estimated expense of $200,000 with disposal in the same locations as the past dredging.

In the areas of facility maintenance and major infrastructure repair there are numerous items in need of attention. In 2015 we were able make some landscaping changes that included the removal of old growth bushes and plants. We also replaced the fuel dispenser and hired Mercer, an underground tank monitoring company, to insure our system is in full compliance. The boater laundry area was updated with new washers and dryers in 2015 also. We are anticipating the planting of bushes and the addition of various plants in the bedding areas for the 2016 season. The Marina Pump out System will get a much needed upgrade for the 2016 season. It is our intention for the 2017 boating season to do some upgrades to the Marina building and the water and sewer lines.

The Village Marina fixed pier system, decking and electrical system have not been upgraded in many years. They are our highest priority on the Village of Mackinaw City 5 Year Capital Improvement Plan. In the 2016-2017 Fiscal year the upgrading of Dock B is scheduled to be done at an estimated cost of $275,000. The 2017-2018 CIP program schedules new decking for Dock A also at a cost of $275,000. During the 2018-2019 Fiscal year a $70,000 upgrade to the Marina electrical system with new power pods is called for. In the Fiscal years 2019 to 2022 additional dock work and superstructure painting is scheduled, as well as the replacement of some of the 42 foot fixed piers with 60 foot floating docks. Finally the upgrading of the boater showers and restrooms is scheduled for 2019. The total cost for the last four items listed is estimated at $480,000.

The repair and maintenance schedule outlined in this amendment to the Village of Mackinaw City's 2014-2018 approved Recreation Plan will allow the Mackinaw City Municipal Marina to continue to operate at a high level for both boaters and visitors alike to the beautiful Straits of Mackinac.

MICHIGAN STATE UNIVERSITY EXTENSION

Land Use Series

December 23, 2010

Check List # 1H
The Five-Year Plan Review

Bringing Knowledge to Life!

"Thirty seven million acres is all the Michigan we will ever have."

Former Governor William G. Milliken

This is a step-by-step procedure for the five year review of a plan for a local unit of government, and of the plan's fact book, background studies or reports, resource book, or data book. (In this pamphlet they will be called "fact book".) This pamphlet is designed to provide a list of steps – in order – which leads to a well planned community. This outline is based on Michigan Public Act 33 of 2008, as amended, (being the Michigan Planning Enabling Act, M.C.L. 125.3801 *et seq.*), recommendations of Brad Neumann, MSU Extension Land Policy Educator, Kurt H. Schindler, MSU Extension Regional Land Use Educator, and intergovernmental coordination and plan content "best planning practices" derived from a proposed Coordinated Planning Act developed by the Michigan chapter of the American Planning Association.

The Michigan Planning Enabling Act is a new statute, that changes how various planning procedures are done, and provides new duties and powers to many planning commissions in the state. The purpose of this act was to create a single set of procedures to follow regardless of whether planning is being done by a city, village, township, or by a county. After September 1, 2008 (the effective date of the act) only the procedures in the Michigan Planning Enabling Act should be used as the act replaces the following statutes.

Only for matters that took place before September 1, 2008 should these old statutes still be referenced:

- County Planning Act, being P.A. 282 of 1945, as amended, M.C.L. 125.101 *et seq.*
- Township Planning Act, being P.A. 168 of 1959, as amended, M.C.L. 125.321 *et seq.*
- Municipal Planning Act, being P.A. 285 of 1931, as amended, M.C.L. 125.31 *et seq.* (For cities, villages, and some township planning commissions created prior to 1959.)

For any step of this process, the Michigan State University Extension members of the Land Use Area of Expertise team can assist with sample materials; coordinating efforts between the township, county, and the state; and providing guidelines.

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Michigan State University Extension Land Use Team

http://ntweb11a.ais.msu.edu/luaoe/index.asp

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This outline is not designed as a substitute for reading and understanding the Michigan Planning Enabling Act. This outline is not a substitute for legal advice or for professional planner services.

It is important to document each step of the process in planning and zoning a community. Keep detailed minutes, affidavits of publication and mailing, open meeting notices, letters of transmittal, and communications all on file so years from now they are still available.

This checklist is divided into four columns. The first column has a place to check when the task is done, and a place to check when the

Related Publications

There are also separate procedural checklists for performing other planning and zoning functions. They are:

- *Land Use Series*: "Check List #1A; To Create a Planning Commission or Amend an Existing Planning Commission Ordinance."
- *Land Use Series:* "#1B; Sample Ordinance to create a planning commission"
- *Land Use Series*: "#1C; Summary of changes between new Michigan Planning Enabling Act and the three old planning acts: Municipal Planning Act, County Planning Act, and Township Planning Act."
- *Land Use Series*: "Checklist #1D; Steps to Transition an Existing Planning Commission to Comply with the Michigan Planning Enabling Act"
- *Land Use Series*: "#1E; Sample Bylaws for a planning commission."
- *Land Use Series*: "Checklist #1F; What Should be in a Master Plan"
- *Land Use Series*: "Checklist #1G; For Adoption of a Plan in Michigan"
- *Land Use Series*: "Checklist #1H; The Five Year Plan Review.
- *Land Use Series*: "Checklist #1I; For Adoption of an Amendment to a Plan"
- *Land Use Series*: "Checklist #1J; Adopting and Updating a Capital Improvement Program"
- *Land Use Series*: "Checklist #1K; Review of Infrastructure and Public Capital Expenditure"
- *Land Use Series*: "Checklist #1L; Adoption or Amendment of Subdivision Rules"
- *Land Use Series*: "#1M; How Governments Make Submissions on a Neighbor's or County's Proposed Plan"
- *Land Use Series*: "#1N; How a Planning Commission Should Respond to Submissions"
- *Land Use Series*, "Checklist #2; for Adoption of a Zoning Ordinance in Michigan."
- *Land Use Series*, "Checklist #3; for Adoption of an Interim Zoning Ordinance in Michigan."
- *Land Use Series*, "Checklist #4; for Adoption of a Zoning Ordinance Amendment (Including Pud) in Michigan"
- *Land Use Series*, "Checklist #5: for Processing a Special Use Permit (Including Pud) Application in Michigan."
- *Land Use Series*, "Checklist #6: for Processing a Zoning Appeal and Variance in Michigan."

All of these are available at www.msue.msu.edu/lu/.

Glossary

The following terms are used in this publication, and have the following specific meanings.

§ means the section number of Public Act 33 of 2008, as amended, (being the Michigan Planning Enabling Act, M.C.L. 125.3801 *et seq.*),

Chief administrative official means the manager or other highest nonelected administrative official of a city or village.

Chief elected official means the mayor of a city, president of a village, supervisor of a township, or chair of a county board of commissioners.

Ex officio member means a member of a planning commission, with full voting rights unless otherwise specified by city or village charter, by virtue of holding another office for the term of that office.

Legislative Body means the county board of commissioners of a county, the board of trustees of a township, the council of a city or village, or other similar elected governing body of a county, township, city, or village.

Local Unit of Government means a county or municipality.

Municipality means a city, village or township.

Plan means any plan adopted under the Michigan Planning Enabling Act or one of the three former planning acts, regardless of what it is titled.

Planning Commission means the local unit of government planning commission created under the Michigan Planning Enabling Act or one of the three former planning acts, regardless of what it is titled.

Planning jurisdiction means the area encompassed by one of the following:

- For a city or village, the legal boundaries of a city or village, respectively, and any area outside of the city or village boundary that the planning commission deems related to the planning of the city or village;
- For a township, the legal boundaries of a township outside the limits of a city(ies) and village(s);
- For a township who's planning commission was formed under P.A. 285 of 1931, as amended, (M.C.L. 125.31 *et seq.*), the legal boundaries of a township outside the limits of a city(ies) and village(s), and any area outside of the township boundary that the planning commission deems related to the planning of the township. (See §31(1)(b))
- For a county, the legal boundaries of a county outside the limits of a city(ies) and village(s); or the county including any city(ies) and village(s) which has adopted the county plan (See §31(1)).

documentation has been placed in a permanent file. The second column is the step, or task, to complete in the order given to properly review a plan. The third column is what should be included in a permanent file to document that work has been done. The fourth column is used to mark if the material reviewed supports the conclusion that the plan:

- does not need to be changed at this time;
- needs to be updated with amendments; or
- needs to be completely redone.

This check list is intended to be linear, with each step being done in order, and most requiring the previous step to be done before starting the next.

Some communities may be more prepared than others to conduct the five-year plan review. Those communities that regularly review their plan(s) and have a thorough understanding of the document(s) may wish to use the following short-form checklist to determine whether an update of their plan(s) is needed. Other communities are encouraged to follow the complete checklist beginning on page 4.

For the following short-form checklist, place a check-mark in the box next to each statement that applies to your community. Consider each statement within the time frame since your plan(s) was last updated or adopted.

- ☐ New or more accurate information (i.e. census population, demographics, income, land use/land cover change, land use analysis, newer/better natural resource information such as soil surveys, economic data, service district maps, and so on) has become available since the creation of the current plan.
- ☐ The goals, objectives, and strategies have been met since the adoption of the plan and no longer provide guidance for a twenty-year time frame.
- ☐ Major developments in the community or in nearby communities have affected the underlying principles, strategies, or land use needs in particular areas.
- ☐ There has been a recurring or new issue in the community that is not addressed in the current plan (e.g. the community has expressed an interest in becoming a more walkable community, but the plan lacks language to reinforce this priority).
- ☐ The community leadership or agenda changed since the adoption of the current plan and there appears to be a shift in public priorities.
- ☐ There is an expressed need for additional space for new or expanding uses in the community (i.e. the future land use map within the plan and the timing of capital facilities as embodied in the plan is no longer adequate to serve existing and 10-20 year future needs)
- ☐ There are outstanding or decided lawsuits where the community process, plan, or ordinance was called into question and the community lost.
- ☐ The community attorney or professional planner advised an update of the plan.
- ☐ The current plan does not include the elements of a zoning plan (and the community has zoning),
- ☐ The current plan does not include discussion of land for use for public transportation facilities (as of Dec. 23, 2010).
- ☐ The current plan does not include elements of an asset-based strategic economic development plan that is coordinated with a subregion and/or regional economic plan.
- ☐ The current plan does not include content on complete streets.

Based on the boxes checked in the above list, the planning commission decides:

- No change has occurred or the plan is fine and therefore **the plan may stand as adopted**.
- Some amendments are required because of new or updated information and therefore **the plan should be amended**. To do so see *Land Use Series*: "Checklist #1I; For Adoption of an Amendment to a Plan" available at: www.msue.msu.edu/lu/.
- There are substantial changes in the community and therefore **the plan should be rewritten**. To do so see *Land Use Series*: "Checklist #1G; For Adoption of a Plan in Michigan" available at: www.msue.msu.edu/lu/.

Check List	Step/Task to do	Documents to file	Conclusion
□ Task is done □ In the file	**STEP 1:** The planning commission decides to start the five year review. (The Michigan Planning Enabling Act requires that the plan be reviewed at least every 5 years. If the planning commission decides the plan does not need to be updated after the 5 year plan review, it is recommended that the planning commission review the plan each year following the initial 5 year review).	Certified copy of the planning commission's minutes where the decision to begin the review was made.	
□ Task is done □ In the file	**STEP 2:** The planning commission reviews the data in the plan and the plan's fact book for consistency with more current information (i.e. census population, demographics, income, land use/land cover change, land use analysis, newer/better natural resource information such as soil surveys, economic data, service district maps, and so on). Plans may be based on projected trends data which may or may not accurately reflect the current state of the community. It is imperative to use accurate data, as much of the plan is based on this information (infrastructure capacity, amount of land planned for various uses: residential, commercial, industrial, etc.).	Certified copy of the planning commission's minutes or staff's/consultant 's report in which data was reviewed.	
□ Task is done □ In the file	**STEP 3:** Based on the findings of STEP 2, the planning commission decides whether new, or more accurate information has become available since the creation of the current plan.	Certified copy of the planning commission's minutes where data was discussed. Copy of improved data and its source.	Supports the conclusion that the plan: □ does not need to be changed at this time. □ needs to be updated with amendments. □ needs to be completely redone.

Check List	Step/Task to do	Documents to file	Conclusion
□ Task is done □ In the file	**STEP 3A:** There is an opportunity to increase the detail and sophistication of a plan. Over time, one can build onto an existing plan and add new sections, with the plan and fact book becoming more comprehensive. Use Appendix A of this pamphlet (if desired) to review the current contents of the plan and fact book, noting what is already there, what could be done better, and what is not there that should be added. Based on this review, the planning commission decides whether the work involved will result in the need for an amended plan or new plan.	Completed copy of Appendix A.	Supports the conclusion that the plan: □ does not need to be changed at this time. □ needs to be updated with amendments. □ needs to be completely redone.
□ Task is done □ In the file	**STEP 4:** To what degree have the goals, objectives, and strategies been met since the adoption of the plan? Do the goals and objectives continue to provide guidance for a twenty-year time frame? As the community makes day-to-day development decisions the landscape will change. During this review it is prudent to determine if the development decisions have been moving the community in the general direction envisioned in the plan.	Certified copy of the planning commission's minutes where goals and objectives were reviewed.	Supports the conclusion that the plan: □ does not need to be changed at this time. □ needs to be updated with amendments. □ needs to be completely redone.
□ Task is done □ In the file	**STEP 5:** Have there been any major developments in the community or in nearby communities that affect underlying principles, strategies, or land use needs in particular areas?	Certified copy of the planning commission's minutes where developments that impact particular areas were discussed.	Supports the conclusion that the plan: □ does not need to be changed at this time. □ needs to be updated with amendments. □ needs to be completely redone.

Check List	Step/Task to do	Documents to file	Conclusion
□ Task is done □ In the file	**STEP 6:** Has there been a recurring or new issue in the community that is not addressed in the current plan? For example, has the community expressed an interest in becoming a more walkable community, but the plan lacks language to reinforce this priority?	Certified copy of the planning commission's minutes where issue has been discussed and if available, documentation of this recurring or new issue.	Supports the conclusion that the plan: □ does not need to be changed at this time. □ needs to be updated with amendments. □ needs to be completely redone.
□ Task is done □ In the file	**STEP 7:** Has the community leadership or agenda changed since the adoption of the current plan? If the leadership or the agenda of a community have changed dramatically it may indicate a shift in public priorities. If there are new public priorities in a community, the current plan may no longer be supported and the plan may need to be amended or redone. Remember a plan is in large part an expression of consensus in the community about its future. As leadership and people in various positions change, it may be necessary to re-build that consensus.	Certified copy of the planning commission's minutes where changes in public policies were discussed.	Supports the conclusion that the plan: □ does not need to be changed at this time. □ needs to be updated with amendments. □ needs to be completely redone.
□ Task is done □ In the file	**STEP 8:** Is there an expressed need for additional space for new or expanding uses in the community? If so, then it may be time to create a new plan that projects farther into the future. The future land use map within the plan and the timing of capital facilities as embodied in the plan should be adequate to serve existing and 10-20 year future needs.	Certified copy of the planning commission's minutes where zoning map and capital improvements were discussed.	Supports the conclusion that the plan: □ does not need to be changed at this time. □ needs to be updated with amendments. □ needs to be completely redone.

Check List	Step/Task to do	Documents to file	Conclusion
□ Task is done □ In the file	**STEP 9:** Are there outstanding or decided lawsuits where the community process, plan, or ordinance was called into question and the community lost?	Certified copy of the planning commission's minutes where cases were discussed and copy of judgments against community.	Supports the conclusion that the plan: □ does not need to be changed at this time. □ needs to be updated with amendments. □ needs to be completely redone.
□ Task is done □ In the file	**STEP 10:** Has the community attorney or professional planner advised an update of the plan?	Certified copy of the planning commission's minutes where advice was given or written notification regarding need for update.	Supports the conclusion that the plan: □ does not need to be changed at this time. □ needs to be updated with amendments. □ needs to be completely redone.

Check List	Step/Task to do	Documents to file	Conclusion
□ Task is done □ In the file	**STEP 11:** Based on the conclusions to the preceding steps checked in the fourth column, the planning commission decides: • The conclusion to each of the above items is "*... to not change the plan at this time*" (i.e. no change has occurred or the plan is fine) and therefore **the plan may stand as adopted**. • Some of the conclusions to the above items are to "*...amend the plan/fact book*" (i.e. some amendments are required because of new or updated information) and therefore **the plan should be amended**. To do so see *Land Use Series*: "Checklist #1I; Adoption of an Amendment to a Plan" available at: www.msue.msu.edu/lu/. • Many or some of the conclusions to the above major items are to "*...prepare a new plan and fact book*" (i.e. there are substantial changes in the community) and therefore **the plan should be rewritten**. To do so see *Land Use Series*: "Checklist #1G; For Adoption of a Plan in Michigan" available at: www.msue.msu.edu/lu/.	Certified copy of the planning commission's minutes where the decision to update the plan or not update the plan was made.	The planning commission acts to □ not change the plan at this time. □ amend the plan/fact book. □ prepare a new plan and fact book
□ Task is done □ In the file	**STEP 12:** If not already budgeted, the planning commission approaches the legislative body with the intent to amend the plan or prepare a new plan and fact book. This may include preparing a cost estimate to do so and presenting that cost estimate to the legislative body. If the legislative body approves the expenditure, then proceed with the plan amendment or new plan and fact book. If the legislative body does not approve the expenditure (or include it in a future budget), or approves a smaller amount than requested, there are three options: 1. Do the work in house for lower cost. 2. Expand the task over more than one budget year, so the cost of the task is reflected in more than one budget year. 3. Go back to STEP 11 and re-evaluate the decision in light of the legislative body's decision.	Certified copy of the legislative body's minutes of the meeting where the decision was made, and planning commission's minutes where follow up discussion took place.	□ Proceed with the decision made in Step 11, as intended. □ Do the work in house for a lower cost. □ Expand the task over more than one budget year. □ Go back to Step 11 and re-evaluate.

Appendix A: Plan Content and Table of Contents

Minimum Plan Content Required by the Act

According to of the Michigan Planning Enabling Act, at a minimum, the following elements are to be a part of a plan.

Using the table below, review your plan and write in each column where the material is found in your community's plans.

This table was prepared assuming one's plan is like that of many communities in which it is organized in two major sections – **the plan** that is the meat of the document including the goals, objectives and policies that guide the physical development of the community (§33); and the **background information, data book, resource book, or fact book** that provides data and analyses that support the plan (§31). Some communities have a third, optional, section which is an executive summary, or a simply written and heavily illustrated presentation of the plan, a chart, web page, poster, or combination of the above. These two or three sections can be parts all within one document, or might be two or three separate documents. Communities may also include information and polices by reference to other plans or documents.

In the last column of the table, indicate whether the item is something you want to include in your plan when it is updated or replaced.

Minimum Statutory Plan Content	Where the element is found in the *Fact Book*	Where the element is found in the *Plan*	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Maps, plats, charts, and descriptive, explanatory, and other related matter. (Sec. 33(1))					Shall be included
A future land use map is required as a part of the land use plan element of the master plan. (Sec. 33(2)(d))					Shall be included
Show the planning commission's recommendations for the physical development of the planning jurisdiction. (Sec. 33(1))					Shall be included
Recommendations for implementing any of the master plan's proposals. (Sec. 33. (2)(e)) Note: All jurisdictions should have a section detailing recommendations for implementation. (Sec. 33(2)(e))					Shall be included
Documentation (or copies of) that the planning commission made careful and comprehensive surveys and studies of present conditions and future growth within the planning jurisdiction with due regard to its relation to neighboring jurisdictions. (Sec. 31(2)(a))					Shall be included
Documentation (or copies of) that the planning commission consulted with representatives of adjacent local units of government in respect to their planning so that conflicts in master plans and zoning may be avoided. (Sec. 31(2)(b))					Shall be included

Minimum Statutory Plan Content	Where the element is found in the *Fact Book*	Where the element is found in the *Plan*	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Documentation (or copies of) that the planning commission cooperated with all departments of the state and federal governments and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and sought the maximum coordination of the local unit of government's programs with these agencies. (Sec. 31(2)(c))					**Shall be included**
For a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A proposed schedule of regulations by district that includes at least, building height, lot area, bulk, and setbacks. (Sec. 33(2)(d) For a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): the standards or criteria to be used to consider rezonings consistent with the master plan. For a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): An explanation of how the land use categories on the future land use map relate to the districts on the zoning map. Sec. 33(2)(d) (prerequisite to this requirement is (1) a description of each zoning district, and (2) a proposed zoning map.					If there is zoning, then these elements shall be included If there is zoning, then these elements shall be included If there is zoning, then these elements shall be included
For a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A description of each of the zoning districts (including proposed new ones), the general purpose of each district, a general description of the class of uses to be permitted in each district, and the general locations for those types of districts. Use classes include single family residential, multiple family residential, commercial, office, industrial, agricultural, forestry, mining, etc.					If there is zoning, then these elements shall be included

Minimum Statutory Plan Content	Where the element is found in the *Fact Book*	Where the element is found in the *Plan*	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
For a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A proposed zoning map showing the location of proposed zoning districts. This could be accomplished by referring to the existing zoning map and then including a map with proposed district changes and the circumstances under which those changes should be made in a manner consistent with the master plan.					If there is zoning, then these elements shall be included
Plans might also include, if "reasonably can be considered as pertinent to the future development of the planning jurisdiction": For a county, documentation that the master plan may include planning in cooperation with the constituted authorities for incorporated areas in whole or to the extent to which, in the planning commission's judgment, they are related to the planning of the unincorporated territory or of the county as a whole. (Sec. 31(1)(a)) *Plans might also include, if "reasonably can be considered as pertinent to the future development of the planning jurisdiction":* For a township that on the effective date of this act had a planning commission created under former 1931 PA 285, or for a city or village, the planning jurisdiction may include any areas outside of the municipal boundaries that, in the planning commission's judgment, are related to the planning of the municipality. (Sec. 31(1)(b)) *Plans might also include, if "reasonably can be considered as pertinent to the future development of the planning jurisdiction":* A classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, public transportation facilities (as of Dec. 23, 2010), public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes. (If a county has not adopted a zoning ordinance under former 1943 PA 183 or the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702), a land use plan and program for the county may be a general plan with a generalized future land use map. (Sec. 33. (2)(a)) Note: Given this requirement, most, if not all, jurisdictions should include the majority of these elements in the master plan.					

Minimum Statutory Plan Content	Where the element is found in the *Fact Book*	Where the element is found in the *Plan*	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Plans might also include, if "reasonably can be considered as pertinent to the future development of the planning jurisdiction": The general location, character, and extent of all components of a transportation system and their interconnectivity including streets, railroads, airports, bicycle paths, pedestrian ways, bridges, waterways, waterfront developments (complete streets); sanitary sewers and water supply systems; facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels; and public utilities and structures. (Sec. 33. (2)(b)) Note: Given this requirement, most, if not all, jurisdictions should include the majority of these elements in the master plan. *Plans might also include, if "reasonably can be considered as pertinent to the future development of the planning jurisdiction":* Recommendations as to the general character, extent, and layout of redevelopment or rehabilitation of blighted areas; and the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities. (Sec. 33. (2)(c) (Recommendations for redevelopment may or may not be included as pertinent, and a zoning plan.)					
Plans might also include, if "reasonably can be considered as pertinent to the future development of the planning jurisdiction": If a master plan is or includes a master street plan, the means for implementing the master street plan in cooperation with the county road commission and the state transportation department shall be specified in the master street plan in a manner consistent with the respective powers and duties of and any written agreements between these entities and the municipality . (Sec. 33. (3)) Note: Given this requirement, most, if not all, jurisdictions should include the majority of these elements in the master plan.					

This is the first of three ways to evaluate the content of your plan. The table above should be considered the legal minimum. Most plans should contain much more.

A More Comprehensive Plan Content Analysis

The following checklist is adapted from materials developed by the Michigan chapter of the American Planning

Association, from their work toward a Coordinated Planning Act (never adopted). It provides a rather complete list of the analysis that should be a part of a plan and fact or data book.

Following this table is a sample table of contents for a plan, data or fact book, and summary. It gives just one example of how information in a plan might be organized.

Using the table below, review your plan and write in each column where the material is found in your community's plans.

This table is prepared assuming one's plan is like that of many communities in which it is organized in two major sections – **the plan** that is the meat of the document including the goals, objectives and policies that guide the physical development of the community (§33); and the **background information, data book, resource book, or fact book** that provides data and analyses that support the plan (§31). Some communities have a third, optional, section which is an executive summary, or a simply written and heavily illustrated presentation of the plan, a chart, web page, poster, or combination of the above. These two or three sections can be parts all within one document, or might be two or three separate documents. Communities may also include information and polices by reference to other plans or documents.

In the last column of the table, indicate whether the item is something you want to include in your plan when it is updated or replaced.

Plan Content	Where the element is found in the *Fact Book*	Where the element is found in the *Plan*	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
General Plan (*Only for a county with no zoning*) A policy-based plan with generalized future land use maps.					
A section on affordable housing needs and a strategy to meet those needs.					
A section on job development and a strategy to meet those needs.					
Address the relationship between jobs, housing, and transportation within the local unit of government or region.					
A separate section on multimodal transportation including streets and highways, public transit, airports, railroads, ports, and pedestrian and bicycle ways.					
A section on capital facilities owned or operated, or both, or privately contracted by the local unit of government, together with long-range fiscal plans for the provision of new capital facilities for the local unit of government.					
The plan shall be the basis for the local unit of government or regional capital improvement program including capital improvements to be done by a county road commission, drain commissioner, parks and recreation commission, department of public works, or other local unit of government legislative body.					
An analysis of all the municipal or joint municipal plans of municipalities within the county to ensure coordination and consistency, including, but not limited to, buildout, economic, fiscal, environmental, and social impact analyses.					
A plan may incorporate by reference plans, or portions of plans, adopted by other agencies of political subdivisions, a regional plan, this state, or the federal government.					

Plan Content Other elements as determined by the planning commission.	Where the element is found in the *Fact Book*	Where the element is found in the *Plan*	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Future Land Use Plan (*The minimum for a local unit of government with zoning)* All of the parts for a general plan, above.					
The arrangement of future land uses, as well as the intensity and density of such uses					
An explanation of the degree to which future land uses are, or are not, compatible with the future land use plans and zoning regulations of adjoining jurisdictions (or municipalities within the county) or the management plans of state or federal agencies with public lands within the local unit of government					
Future land use shall be described in the text and depicted on a future land use map showing the general location and arrangement of future land uses, but not parcel lines.					
A future transportation network, including, but not limited to, roads and streets, bridges, railroads, airports, bicycle paths, and pedestrian ways.					
Provision for a network of electronic communication facilities.					
Future capital facilities.					
A zoning plan for the control of the height, area, bulk, density, location, and use of buildings and premises, for current and future zoning districts.					
An explanation of the zoning plan's relationship to the future land use plan.					
A description of how the community intends to move from present conditions illustrated on the current zoning map and described in the zoning plan to the proposed future relationship of land uses illustrated on the future land use map.					
A discussion of measures considered and included in the development of the future land use plan to avoid possible takings of private property without just compensation if land use regulations were to be subsequently adopted or amended consistent with the plan.					
Each of the elements of a future land use plan, above, should incorporate goals, objectives, policies, and strategies to be employed in fulfilling the plan					
Each element of a future land use plan should utilize maps and, if helpful, plats, charts, and tables. Maps, plats, charts, and tables should be accompanied by descriptive explanatory text.					

Plan Content	Where the element is found in the *Fact Book*	Where the element is found in the *Plan*	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Comprehensive Plan All of the parts for a general plan and land use plan, above. Recommendations for the social, environmental, economic, or physical development or redevelopment of the jurisdictional area. The plan should identify the amount and source of the fiscal and other resources to be used to implement the recommendations in the plan.					
An analysis of existing community social and economic disparities in employment, income, housing, transportation, education, and crime and recommendations for public and private measures to rectify disparities. A section on multimodal transportation facilities, together with long-range fiscal plans for the provision or replacement of transportation facilities. (This may be part of the future transportation network (master street plan) element of a Future Land Use Plan.)					
Information on capital facilities necessary for the comprehensive plan to serve as the basis for the development and annual updating of a capital improvement program including a map of the location of new capital facilities on which construction is proposed to begin within a period at least as long as that covered by a capital improvement program. Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for housing, including, but not limited to, the condition of existing housing and specific needs for affordable and assisted housing, and analysis of options for meeting those needs.					
Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for Economic development, including both job retention and promotion strategies.					
Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for Natural resources management, including, but not limited to, agricultural and forest lands, mineral lands, wetlands, floodplains, headwaters areas, sand dunes, areas at high risk of erosion, other sensitive areas, endangered or threatened species habitat, and land use related to preserving biodiversity.					
Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for measures to define, protect, enhance, or change community character.					

Plan Content	Where the element is found in the *Fact Book*	Where the element is found in the *Plan*	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Growth Management Plan All of the parts for a general plan, land use plan, and comprehensive plan, above.					
The boundaries for expansion of capital facilities and/or public services of the local units of government during the period of the plan.					
Maximum density of land use based on available public services and facilities and specified level of service standards for those services and facilities.					
The plan should be consistent with P.A. 110 of 2006, as amended, (being the Michigan Zoning Enabling Act, M.C.L. 125.3101 *et seq.*) for a purchase of development rights program, and/or to the extent permissible by law, transfer of development rights program. Maps showing the location of proposed future road right-of-way and of other public facilities beyond 5 years in the future. A strategy and locations to target provision of affordable housing.					
A strategy that links future jobs, housing, and transportation in mutually supportive ways.					
A strategy for land assembly and redevelopment.					
Other elements as necessary to implement the growth management or redevelopment goals of the plan.					
Include as part of the Plan, or as separate plans some or all of: Soil and water conservation.					
Open space protection.					
Intergovernmental coordination.					
Human services, including, but not limited to, childcare services, senior citizen programming, and mental health services.					
Historic preservation.					
Coastal zone management.					
Solid waste management.					
Energy conservation.					
Watershed planning and management.					
Community corrections.					
Annexation.					

Plan Content	Where the element is found in the *Fact Book*	Where the element is found in the *Plan*	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Redevelopment. Special purpose, sub-area (M.C.L. 125.3835), functional, neighborhood, corridor, or strategic plans.					
Incorporate, by reference to relevant portions of other plans, including any of the following adopted plans that apply to the territory covered by the planning commission: A development plan adopted by a tax increment finance authority under P.A. 450 of 1980, as amended, (the Tax Increment Finance Authority Act, M.C.L. 125.1801 *et. seq.*).					
A development plan adopted by a downtown development authority under P.A. 197 of 1975, as amended, (M.C.L. 125.1651 *et. seq.*). A development plan adopted by a local development finance authority under P.A. 281 of 1986, as amended, (the Local Development Financing Authority Act, M.C.L. 125.2151 *et. seq.*). A development plan adopted by an international tradeport development authority under P.A. 325 of 1994, as amended, (the International Tradeport Development Authority Act, M.C.L. 125.2521 *et. seq.*).					
A brownfield plan adopted by a brownfield redevelopment authority under P.A. 381 of 1996, as amended, (the Brownfield Redevelopment Financing Act, M.C.L. 125.2651 *et. seq.*).					
A plan adopted by a local unit of government, county, or regional economic development commission under P.A. 46 of 1966, as amended, (M.C.L. 125.1231 *et. seq.*).					
A project plan adopted by an economic development corporation under P.A. 338 of 1974, as amended, (the Economic Development Corporations Act, MCL 125.1601 *et. seq.*).					
A plan adopted by a housing commission under P. A. 18 of 1933 (Extra Session), as amended, (M.C.L. 125.691 *et. seq.*).					
A development plan approved by a planning commission and supervising agency under P.A. 250 of 1941, as amended, (the Urban Redevelopment Corporations Law, M.C.L. 125.901 *et. seq.*).					
A local unit of government, county, or regional park or recreation plan adopted by a local unit of government, county, or regional commission under P.A. 261 of 1965, as amended, (M.C.L. 46.351 *et. seq.*).					

Plan Content	Where the element is found in the *Fact Book*	Where the element is found in the *Plan*	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
A plan adopted by an historic district commission under P.A. 169 of 1970, as amended, (the Local Historic Districts Act, M.C.L. 399.201 *et. seq.* 399.215.					
An airport approach plan adopted by the aeronautics commission under P.A. 23 of 1950 (Extra Session), as amended, (the Airport Zoning Act, M.C.L. 259.431 *et. seq.*).					
A school district plan adopted by a public school district or charter school.					
A sewer or water plan adopted by a local unit or joint sewer and water authority.					
A solid waste management plan adopted pursuant to Part 115 of P.A. 451 of 1994, as amended (the Solid Waste Management part of the Natural Resources and Environmental Protection Act, M.C.L. 324.11501 *et seq.*)					
A blighted area rehabilitation plan adopted pursuant to P.A. 344 of 1945, as amended, (M.C.L. 125.71 *et. seq.*).					
A neighborhood area improvement plan adopted pursuant to P.A. 208 of 1949, as amended, (M.C.L. 125.941 *et. seq.*).					
A plan for redevelopment of principal shopping areas under P.A. 120 of 1961, as amended, (M.C.L. 125.591 *et. seq.*).					
Enterprise or empowerment zone plans pursuant to P.A. 224 of 1985, as amended, (M.C.L. 125.2101 *et seq.*).					
Any capital facility or other metropolitan plan prepared by a metropolitan council under P.A. 292 of 1989, as amended, (M.C.L. 124.651 *et. seq.*).					

Based on which rows, in the above table you were able to mark a page number(s) down for and which ones are left blank, you can construct a list of what has been done, and what has not been done. A general strategy, each time a community updates their plan, is to try to increase the number of items in the above table which are done. Over time the plan will become more substantial. One should also consider that there is a point where a community (which is small, rural, or not complex) does not need a more substantial plan. Thus, in a county without zoning, the items listed as part of a general plan might be enough. If it is a community with zoning, then only the elements for the general plan and land use plan may be enough. This is a judgement call which should be re-assessed each time the community updates or replaces its plan.

Sample Table of Contents

Seldom are plans organized in a format as presented in the above table. The following is a more typical table of contents for a community plan. However, there is not a "right" or "wrong" way, or order, to arrange a plan. A community has a great deal of flexibility in this area. The following is a sample table of contents:

1. Background/Fact Book Possible List of Contents
   a. Introduction, Part A
      i. Acknowledgments, Chapter A1
      ii. Summary, Chapter A2
      iii. About the *Fact Book* (explanation on its use, purpose), Chapter A3
      iv. Former Plans, Chapter A4

b. The Big Picture, Part B
   i. International, Chapter B1
   ii. National, Chapter B2
   iii. State and region, Chapter B3. (Michigan Trend Future, Michigan Land Use Leadership Council Smart Growth recommendations)
c. Background, Part C
   i. Geography and climate, Chapter C1
   ii. History, Chapter C2
   iii. Former Land Uses, Chapter C3
   iv. Natural Resources, Chapter C4
   v. Environment, Chapter C5
   vi. Scenic Resources (Community Character), Chapter C6
   vii. Recreation (parks), Chapter C7[1]
   viii. Population (Demographics), Chapter C8
   ix. Human Services, Chapter C9
   x. Economics (Jobs), Chapter C10
   xi. Housing, Chapter C11
   xii. Infrastructure (drains, sewer, water, roads, Airport, port, etc.), Chapter C12
   xiii. Land Ownership, Chapter C13
   xiv. Existing Zoning analysis (continuation of current trends, buildout, critique, etc.), Chapter C14
d. Appendices, Part D
   i. Public input (opinion survey methodology detail, results) (or results are incorporated throughout the document)
   ii. Other detail

2. Plan volume Possible List of Contents
   a. Introduction, Part E
      i. Summary, Chapter E1
      ii. About the Plan (context, legal authority, purpose), Chapter E2
      iii. International, national, state, relationships, Chapter E3
   b. Conclusions/Land Use Plan Map, Land Use Plan Map, Part F
      i. Land Use Plan, Chapter F1
      ii. Industrial activities, Chapter F2
      iii. Commercial activities, Chapter F3
      iv. Residential development, Chapter F4
      v. Rural residential activities, Chapter F5
      vi. Resource protection (farmland, forestland preservation), Chapter F6
      vii. Sensitive, or environmentally limiting lands, Chapter F7
      viii. Special areas/Community Character (scenic, historic, cultural, environmental), Chapter F8
      ix. Zoning Plan, Chapter F9
   c. Conclusions/Other Plan Topics, Part G
      i. Housing, Chapter G1
      ii. Human Services, Chapter G2
      iii. Education, Chapter G3
      iv. Infrastructure, Chapter G4
      v. Economic Development, Chapter G5
      vi. Air, water, groundwater, solid waste, soil erosion, energy, etc., Chapter G6
      vii. Environmental Protection beds of rivers and lakes and their margins, Natural Resources Management, Chapter G7
      viii. Indigenous peoples, Chapter G8
      ix. Other (special issues for a particular local unit of government), other chapters dealing with identified issues at the fourth meeting of the citizen plan committee, Chapter G9
   d. Appendices, Part H
      i. Public participation
      ii. Adoption documentation
      iii. Listing of comments on the plan and response to comments on the plan
      iv. Other appendices

3. Summary
   a. Executive summary, or
   b. A simply written and heavily illustrated presentation of the plan, or
   c. A chart, or poster presentation of the plan, or
   d. A web page, or
   e. A combination of these.

[1]Recreation plan is often a separate plan/document.

Most local governments need to update their Master Plan

New legal requirements have added to the required content of a municipal master plans in Michigan. Thus a vast majority of master plans in Michigan need to be updated by amendment or preparing a whole new plan.

Posted on **February 4, 2012** by **Kurt H. Schindler** (http://msue.anr.msu.edu/experts/kurt_schindler), Michigan State University Extension

Virtually every Michigan local government master plan needs to be updated.

Statute requires local governments in Michigan to assess their current master plan every five years in order to decide if the plan needs to be updated. A master plan is prepared by the municipality's planning commission, and is a policy document outlining the community's vision for the future. It should be the basis for, or influence the community's future, environmental protection, economic development, zoning and other regulatory ordinances.

The assessment of an existing master plan is done by the community's planning commission. Upon review of the master plan the planning commission might come to one of three conclusions:

- The master plan, as written, is still current, meeting the needs of the community, and nothing needs to be done.
- The master plan is no longer viable, needing major modifications. The municipality should start the process to prepare a new master plan.
- The master plan has parts which may need updating or work. The municipality should start the process to make some specific amendments to the master plan.

MSU Extension has materials designed to assist a community in evaluating its current plan: *Land Use Series*: "Checklist #1H; The Five Year Plan Review." December 23, 2010
(http://lu.msue.msu.edu/pamphlet/Bclsam/pamphlet1H%20Plan5yearReview.pdf (pdf) found at web page http://lu.msue.msu.edu/pamphlets.htm#Pln (http://lu.msue.msu.edu/pamphlets.htm#Pln)).

However, as one goes through that checklist you find a number of new requirements that now have to be in a master plan. That means for most local governments a plan rewrite or plan amendment is needed.

For example, beginning in December 2010, Michigan law now requires master plans to have some level of content about complete streets and discussion concerning public transit. (http://www.micompletestreets.org/ (http://www.micompletestreets.org/)).

Another example are master plans that do not have a section, or sections, that specifically spell out how the plan relates to that community's zoning ordinance – the "zoning plan" chapter of a master plan. This became a requirement for all master plans in 2008.

Finally, a master plan should include elements of an asset-based strategic economic development plan, and explanation how the local plan dovetails with that community's regional economic strategy. While this one is not required by law, economic development and planning for the global economy are necessary for Michigan's revitalization, and is a new and growing priority for every local government in the state (http://www.landpolicy.msu.edu/modules.php?name=Pages&op=viewlive&sp_id=498 (http://www.landpolicy.msu.edu/modules.php?name=Pages&op=viewlive&sp_id=498)).

A few communities will have already added these elements to their master plan, but for a vast majority of local governments, it is likely the plan needs to be updated by amendment or preparing a whole new document.

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Related Events

Leadership through Effective Meetings (http://msue.anr.msu.edu/events/leadership_through_effective_meetings_3)

Mar 1, 2016 | Gogebic County MSU Extension, 500 N. Moore St. Bessemer, MI 49911 (central time)

Village of Mackinaw City

Capital Improvement Plan 2016-17 through 2021-22

The requirement for capital budgeting for the following six fiscal years is found in the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended). Capital budgeting has two elements. The first is a Capital Improvements Plan, and the second is the incorporation of that plan into the annual budget and future budget forecasts. The Capital Improvement Plan is a six year schedule of all proposed major capital improvement projects including project priorities, costs estimates and methods of financing. Each year the Capital Improvement Plan is revised for the next fiscal year.

Including the Capital Improvement Plan in the annual budget, and future budget forecasts, is primarily for the purpose of adjusting the multi-year program of projects to changing needs and circumstances. It also ensures that projects proposed and planned for are actually completed. At the end of each fiscal year, the projects completed during that year are removed from the plan and an additional year's projects are added. The Capital Improvement Plan is designed to be amended on an annual basis. Projects can be added or subtracted as the needs and resources of the community adjust.

An effective and ongoing Capital Improvement Plan is beneficial to elected officials, staff, and the general public. Among the benefits that can be received from an adopted and well-maintained Capital Improvement Plan are:

1. Coordination of the community's physical planning with its fiscal planning capabilities;
2. Ensuring that public improvements are undertaken in the most desirable order of priority;
3. Assisting in stabilization of tax levies over a period of years;
4. Producing savings in total project costs by promoting a "pay as you go" policy of capital financing thereby reducing additional interest and other extra charges;
5. Providing adequate time for planning and engineering of proposed projects;
6. Ensuring the maximum benefit of the monies expended for public improvements; and
7. Permitting municipal construction activities to be coordinated with those of other public agencies within the community.

Capital improvement planning and budgeting allow officials and citizens to set priorities for capital expenditures and ensure maximum physical benefit for a minimum capital expenditure through an orderly process of project development, scheduling and implementation.

A wide range and variety of capital improvements are included in the Capital Improvement Plan. Listed below are several criteria to aid in the review of potential projects:

1. Required to fill any federal or state judicial administrative requirements.
2. Relationship to source and availability of funds.
3. Impact on annual operating and maintenance costs.
4. Relationship to overall fiscal policy and capabilities.
5. Project's readiness for implementation.
6. Relationship to overall community needs.
7. Relationship to other projects.
8. Distribution of projects throughout the community.
9. Relationship to other community plans.

These factors are all relevant and must be considered in order to ensure that the best quality of service is delivered to our residents in the most fiscally prudent manner. Most importantly the proposed list of capital projects has to reflect the overall goals and vision of the community's adopted Master Plan.

THE FOLLOWING CODES ARE USED THROUGHOUT THE DOCUMENT TO INDICATE THE SOURCE OF FUNDING FOR THE PROPOSED PROJECTS

CF- Cemetery Fund

DDA – Downtown Development Authority

DPW- Public Works Department

DO – Donations

ERF – Equipment Replacement Fund

FD- Fire Department

FG – Federal Grant

GF – General Fund

GO – General Obligation Bonds

GR – Grants (Local, Federal)

LS – Local Street Fund

MF- Marina Fund

MS – Major Street Fund

MUNI-S- Municipal Streets

PD – Police Department

PR- Parks Department

REC-C Recreation Center

REC-COM- Recreation Complex

SA – Special Assessment

SF – Sewer Fund

SG – State Grant

SM – Special Millage

UTB – Unlimited Tax Bonds

WF – Water Fund

Village of Mackinaw City

2015-16 Fiscal Year

CAPITAL IMPROVEMENT PLAN – EXECUTIVE SUMMARY

2016-2017 Fiscal Year		
Project	Cost	Funding Source/ Fund
New Roof One Story section Recreation Center	$40,000	2016-2017 Budget / Rec-C
New Water Meters for unmetered Village Facilities	$50,000	2016-2017 Budget/ DDA, PR, WF
Above ground Equipment Hoist for Heavy equipment	$30,000	2016-2017 Budget/ DPW,ERF, SF, WF
New Tower/Pumper Fire Department	$800,000	GR, Loan, Available Cash/ FD
Utility upgrade, new roadway North Huron Ave.	$100,000	GR, SG, Loans, other sources available at time of project/ DDA, MS, Muni-S, WF, SF
Wastewater Plant Upgrades to be determined at Budget time. Multi- Year	$100,000	GR, SG, Loan, Available Cash/ SF
Sewer System upgrades, to be determined at Budget Time. Multi-year	$70,000	GR, SG, Loan, Available Cash/ SF
Water Main upgrades, To be determined at Budget Time. Multi-Year	$685,450	GR, SG, Loan, Available Cash/ WF
Water Facility upgrades, To be determined at Budget Time. Multi-year project	$72,000	GR, SG Loans, Available Cash/ WF
Harbor Dock Upgrades Dock B	$275,000	GR SG , Available Cash/ MF
Turnout Gear Fire Department	$60,000	GR, Available Cash/ FD
DPW Vehicles To be determined	$70,000	2016-2017 Budget/ DPW, ERF
Police Vehicles	$60,000	2016-2017 Budget/ PD
Total	**$2,412,450**	

2017-2018 Fiscal Year		
Project	Cost	Funding Source/ Fund
Police-Fire Facility	$1,000,000	GR, Loans, Available Cash/ PD, FD
New Decking, Painting Dock A	$275,000	GR, SG Available Cash/ MF
Water Main Upgrades Multi-Year	$550,000	GR, SG, Loans, Available Cash/ WF
Water Facility Upgrades-Multi Year	$80,000	GR, SG, Available Cash/ WF
Sewer System Upgrades-Multi-Year	$125,000	GR, SG, Loan, Available Cash/ SF
Wastewater Plant Upgrades-Multi-Year	$186,000	GR, SG, Loan, Available Cash/ SF
Paving Gravel Roads to reduce maintaince costs	$80,000	To be done as part of Budget process./ Muni-S, MS, LS
DPW Equipment	$52,000	To be determined as part of the Budget process/ DPW, ERF
Police Car	$29,700	To be part of the Budget process/ PD
DDA East Central Tree Replacement project	$90,000	DDA
Fire Department Turnout Gear	$30,000	GR, Budget process/FD
North Huron Avenue	$900,000	GR,SG Loans, other sources available at time of project/ DDA, MS, Muni-S, WF, SF
Village Hall Renovation	$100,000	GR, Loans or Grants available at time of project.
Total	**$3,497,700**	

2018-2019 Fiscal Year		
Project	Cost	Funding Source/ Fund
Water Main Upgrade Multi-Year project	$500,000	GR, SG, Loan, Budget/ WF
Refurbished Vacuum Truck, Wastewater, Water, DPW	$200,000	Loan, Available Cash/ DPW, WF, SF
Street repair or replacement To be determined	$200,000	Part of Budget process/ Muni-S, MS, LS
Wastewater Treatment Plant upgrades. Multi- Year project To be determined	$186,000	GR, SG, Budget Process/ Sf
Replace Radio Meters/ Water	$60,000	Budget Process/ WF
Harbor Electrical Upgrades, New Power Pods	$70,000	GR, SG, Available Cash/ MF
DPW Equipment, To be determined	$60,000	Budget Process/ DPW, ERF
Police Car	$29,700	Budget Process/ PD
Turnout Gear Fire Dept.	$30,000	GR, Budget/ FD
Wastewater Equipment Lift Stations	$20,000	GR, SG, Budget Process/ WF
Well 3 Rehab	$13,000	Budget Process/ WF
Lab Equipment Wastewater Treatment Plant	$15,000	Budget Process/ SW
Water Valve Replacement Program	$10,000	Budget Process/ WF
Village Hall Renovation	$300,000	GR, Loans or Grants available at time of project.
Total	**1,693,700**	

2019-2020 Fiscal Year		
Project	Cost	Funding Source/ Fund
Water Main upgrade or replacement	$500,000	GR, SG, Loan Available Funds/ WF
Water Valve Replacement	$15,000	Budget Process/ WF
Repair, Replace and Upgrade various Village Streets. To be determined.	$200,000	To be determined/ Muni-S, MS, LS
Replace Du Jauncey Lift Station, Sewer	$150,000	GR, SG, Budget Process/ SF
WWTP Facility upgrades, Multi-Year project to be determined	$186,600	GR, SG, Budget Process/ SF
Harbor Upgrades, Dock Replacement Paint Superstructure	$275,000	GR,SG, Budget Process, Available Funds/ MF
Replace Radio Meters	$60,000	Budget Process/ WF
¾ Ton Truck with Plow for Water and Sewer	$34,000	Budget Process/ SF, ERF
Skid Steer with attachments	$30,000	Budget Process/ ERF,DPW, CF,
Air packs Fire Department	$24,000	GR, Budget Process/ FD
Zero Turn Mower	$12,000	Budget Process/ ERF,DPW, PR
Upgrade of Trails	$50,000	Budget Process/ Grants
Upgrade of Parks Accessibility	$50,000	Budget Process/ Grants
Total	**$1,586,600**	

2020-2021 Fiscal Year		
Project	Cost	Funding Source/ Fund
Water Storage Tank	$600,000	GR, SG,, Loans, Available Funds/ WF
Repair, Replace, and Upgrade various Village Streets. To be determined.	$200,000	To be determined/ Muni-S, MS, LS
Rescue Pumper Fire Department	$275,000	GR, Loans Available Funds/ FD
Water Main Upgrades- Multi Year Project	$500,000	GR, SG, Loans, Available Funds/ WF
Wastewater Treatment Plant upgrades. Multi-year project	$186,600	GR, SG, Available Funds/ SF
Well 1 Generator	$80,000	GR, SG, Budget Process/ WF
Replace Radio Meters/Water	$60,000	Budget Process/ WF
Well 4 Rehabilitation	$40,000	Budget Process/ WF
Replace 4, 42 Foot docks with 60 Foot floating docks	$40,000	GR, SG, Budget Process/ MF
Upgrade Fuel System Harbor	$40,000	GR, SG, Budget Process/ MF
WWTP Resurface Clarifier and Mechanicals	$95,000	GR, SG, Loan, Budget Process/ SF
Water Valve Replacement	$15,000	Budget Process/ WF
Total	**$2,031,600**	

2021-2022 Fiscal Year		
Project	Cost	Funding Source/ Fund
Repair, Replace, Upgrade Various Village Streets. To be determined	$200,000	To be determined/ Muni-S, MS, LS
Wastewater Treatment Plant Upgrades. Multi-year project	$186,000	GR, SG Available Funds/ SF
Water Main Upgrades-Multi Year project	$500,000	GR, SG, Loans, Available Funds/ WF
Replace 4, 42 foot docks with 60 foot floating docks	$40,000	GR, SG, Budget Process/ MF
Update Boaters Restrooms and Showers	$125,000	GR, SG, Available Funds/ MF
Water Valve Replacement	$20,000	Budget Process/ WF
Replace Radio Meters/Water	$60,000	Budget Process/ WF
Backhoe with Breaker Attachment.	$50,000	Budget Process/ ERF, DPW,WF, SF, CF.
DPW Pickup	$30,000	Budget process/ ERF, DPW
Total	**1,211,000**	