

MEETING AGENDA

Village Council of the Village of Shelby
Monday, October 26, 2020
Regular Council Meeting – 6:30 P.M.



VIA ZOOM ONLY

Public access to this meeting can be accomplished online by connecting to “Join a Meeting” at: www.zoom.us, then entering the meeting I.D. : 813 3546 2476 and password: 962060. The link: <https://tinyurl.com/ShelbyCouncil1026> may be used for access to the meeting. To connect via telephone, dial 312-626-6799. See the “Zoom Participation Process” on the Shelby website for more details and instructions (www.shelbyvillage.com/council)

Agenda Topics:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Consent Agenda AR
 - a) Regular meeting, Monday, October 12, 2020
 - b) Special meeting, Monday, October 19, 2020
 - c) Notes and minutes from other meetings: Planning Commission Minutes - July 21, 2020
 - d) Correspondence: Letter from Jack Eskin and planting plan for trees to be planted in Shelby
5. Additions to Agenda
6. President’s Report
7. Village Administrator’s Report
8. Department Head Reports
9. Public Participation (Go to Shelbyvillage.com/council for instructions):

10. Old Business:

- a) Action to hire a Village Administrator **AR**
- b) Action to hire a Village Police Chief **AR**

11. New Business:

- a) Master Plan – Approve distribution of the plan **AR**
- b) Road Repair – Michigan & State St. **AR**
- c) Action to Change signatories on Village bank accounts **AR**
- d) Open Meetings Act Procedures for Remote Attendance **AR**

12. Reports of Officers, Boards & Committees

- a.) Planning Commission Chair Ex- Officio: John Sutton, Paul Inglis
- b.) Water & Sanitation Chair: Bill Harris, Co-Chair: Steve Crothers
- c.) Streets & Sidewalks Chair: Dan Zaverl, Co-Chair: Jim Wyns
- d.) Parks, Rec & Bldgs. Chair: Andy Near, Co-Chair: John Sutton
- e.) Finance & Insurance Chair: Jim Wyns, Co-Chair: Bill Harris
- f.) Personnel Chair: John Sutton, Co-Chair: Andy Near
- g.) Ordinances Chair: Steve Crothers, Co-Chair: Dan Zaverl

13. Payment of Bills: October 26, 2020

14. Adjournment:

AR-Action Requested
D-Discussion Item

VILLAGE OF SHELBY
REGULAR COUNCIL MEETING OF October 12, 2020 at 6:30 P.M.
COUNCIL PROCEEDINGS VIA ZOOM



1. CALL TO ORDER:

The regular meeting of the Common Council of the Village of Shelby was called to order at 6:32 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Jim Wyns, Steve Crothers, Dan Zaverl, Paul Inglis, John Sutton, Andy Near, and Bill Harris.

Staff present: Interim Village Administrator Bill Cousins, Village Clerk/Treasurer Crystal Budde, DPW Supervisor Greg MacIntosh, and Police Chief Bob Farber.

3. PLEDGE OF ALLEGIANCE: All stood for the Pledge.

4. MINUTES:

a.) September 28, 2020

Jim Wyns moved to approve the minutes of the Regular Council meeting of September 28, 2020 as presented.

Seconded by: Steve Crothers.

Roll Call Vote:

Aye: Crothers, Wyns, Crothers, Zaverl, Sutton, Near, Harris, and Inglis.

Motion Carried 7-0.

5. ADDITIONS TO THE AGENDA:

a.) Repairs to the Village's street sweeper equipment.

6. PRESIDENT'S REPORT: Nothing to Report.

7. ADMINISTRATOR'S REPORT:

Interim VA Cousins reported that the Gill Lake hearing was held on Monday, October 5, 2020. The Judge stated that he wanted to review the Shelby Zoning Ordinance prior to making a final decision. Both sides have 14 days to submit final statements to the court. It is expected that a final decision will be made by the end of the month. The Shelby Chamber of Commerce has begun the annual fund raiser of apple pie sales. A portion of the profits will be sent to the Shelby Band Boosters. Pie costs start at \$50.00 and order forms are available at the Shelby Village Hall.

The USDA chaired a meeting Thursday, October 18th to start the application process for the Peterson Farms water main extension. The application is expected to be completed and submitted by the end of the year. Interim VA Cousins reported that the District Health Department #10 gave an update on Covid-19 on Wednesday, October 7, 2020. Since the start of the pandemic, Oceana County has had 503 cases of Covid reported and 6 deaths. Another 1,330 people have recovered from Covid, leaving a total of 33 active cases in Oceana County. The health department noted that numbers for Oceana County are much improved compared to June.

The Governor's Executive Orders were all struck down on October 2nd by the Michigan Supreme Court. The Michigan Municipal League has suggested that the Village not change anything until the 21-day period to appeal has passed. New orders from the Michigan Department of Health and Human Services keep the State in a mask and social distancing mandate. The Legislature is in the process of creating new operating rules.

8. DEPARTMENT HEADS' REPORTS:

DPW Supervisor Greg MacIntosh reported that Bo Hawkins would like to remove a dead tree at no charge to the Village as long as he can keep the wood. No one had any objections but would like to confirm that Mr. Hawkins holds liability insurance and Mr. MacIntosh will contact Mr. Hawkins in order to confirm the same.

Chief Farber reported that he has submitted for the reimbursement, with the supporting documentation, of the Coronavirus Emergency Supplemental Funding (CESF) Grant. Chief Farber was unable to spend the total of the money awarded (\$3,927.00), but he did spend \$3,268.21 which is the requested amount for the CESF reimbursement. Chief Farber has been working with a number of residents for blight clean-up. Progress is also being made with the fire damaged trailer on Fowler Street.

9. CORRESPONDENCE: No Correspondence.

10. CITIZEN PARTICIPATION: No Citizen Participation.

11. OLD BUSINESS: No Old Business.

12. NEW BUSINESS:

a.) Purchase of Vacant Lot for Pocket Park

On Thursday, October 1st, Bill Cousins and Emily Stuhldreher met with Randy Leslie to negotiate for the purchase of his property. After some discussion, the sales price of \$18,500.00 was agreed on by both parties subject to final approval by the Village Council.

Andy Near moved to authorize the purchase of parcel number 046-115-00-50 for up to \$18,500.00 and pending the outcome of the Community Foundation for Oceana County Grant request.
Seconded by: Jim Wyns.

Roll Call Vote:

Ayes: Near, Wyns, Crothers, Zaverl, Sutton, Harris, and Inglis.

Motion Carried 7-0.

b.) October 2020 Budget Amendments

The Finance and Insurance Committee met on Wednesday, October 7th and made a recommendation to the Village Council for the approval of the necessary Fiscal Year budget amendments.

The budget amendments necessary represent a net increase to General Fund; Local Streets Fund; Sewer Fund; and, Equipment Fund revenues in the amount of \$329,710.67. These increases are, in part, due to the following:

1. Tax revenue and PILOT revenue in both the General Fund and Local Streets Fund are significantly higher than originally budgeted.
2. The Sewer Fund; Water Fund; and, Equipment Fund were all originally approved as deficit budgets. The requested amendments to the revenues in those funds include the transfer from reserves in order to cover those shortfalls.

The budget amendments also represent a net increase to the General Fund; Major Streets Fund; Local Streets Fund; Sewer Fund; Water Fund; and, Equipment Fund expenditures in the amount of \$29,210.85. These increases are due to the following:

1. Clerk/Treasurer allocation for Dental and Vision were not calculated appropriately.
2. School Crossing Guard expense was significantly higher than previous years.
3. Wages in the Parks Department and the contracted services were higher than expected.
4. DPW wages had been reviewed and changes to allocations were made which affected the Sewer Fund.
5. Emily Stuhldreher was not an anticipated addition to the Village staff. The Village is responsible for \$6,000.00 of her annual salary.
6. No funds were put into the budget for training and continuing education for the DPW in both the Sewer and Water Funds.

Jim Wyns moved to approve the October 2020 Budget Amendments as follows:

General Fund	Revenue	\$606,657.16	
	Expenditure	\$583,779.17	
Major Street Fund	Revenue	\$261,800.00	(no change)
	Expenditure	\$163,244.00	
Local Street Fund	Revenue	\$244,999.80	
	Expenditure	\$244,999.80	

Sewer Fund	Revenue	\$433,419.56
	Expenditure	\$433,419.56
Water Fund	Revenue	\$479,419.32
	Expenditure	\$479,419.32
Equipment Fund	Revenue	\$156,925.43
	Expenditure	\$156,925.43

Seconded by: Steve Crothers,

Roll Call Vote:

Ayes: Wyns, Crothers, Zaverl, Sutton, Near, Harris, and Inglis.

Motion Carried 7-0.

c.) Discharge of the 304 Fund

The Village of Shelby made its last payment for the Street Debt Bond in July of 2019. The Village did receive delinquent tax payments after that date and a portion of those payments had been allocated to the Street Debt Fund. There is currently a balance in the Street Debt investment pool of \$9,419.31.

Both the Village's auditor Eric VanDop and Village Attorney John Schrier had suggested that the remaining monies in the Street Debt Fund be transferred to the General Fund. The Village of Shelby should have been reimbursing itself in the past for administrative expenses (Clerk and Treasurer time) over the years and has never done so.

Jim Wyns moved to approve the transfer of the Street Debt Fund investment pool balance of \$9,419.31 to the General Fund investment pool and to close the Street Debt Fund (confirming that it will not be used until another bond is adopted).

Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Wyns, Crothers, Zaverl, Sutton, Near, Harris, and Inglis.

Motion Carried 7-0.

d.) Request to Purchase Vehicles

The Finance Committee, at their Wednesday, October 7th meeting, recommended that the Village Council purchase a new police vehicle, sell the 2014 Ford Explorer, and purchase a new DPW pickup truck. The cost of the two vehicles is not to exceed \$83,000.00. In August, the Village Council approved a motion to pursue grants for the purchase of the above referenced vehicles.

After a month of securing estimates for the cost of the vehicles, completing the required application and securing the necessary attachments, the grant application was ready to be submitted. A call to the USDA representative that would receive the application was made to verify the documents to be submitted and the approval process. It was during the review that it was realized that the Village would not qualify for the 55% grant; the Village had a financial condition that was too flush to qualify. Even though Shelby is in what is perceived as a "distressed" community as it pertains to the average personal income in the Village, the Village government has been careful to budget and dispense its funds in a meaningful way. Not only does the Village have a General Fund Balance that is nearly 100% of its annual expenses, the

Equipment Fund has been carefully funded to allow large purchases without having to save or hope for funding from other sources.

Bill Harris moved to authorize the purchase of a 2021 Ford F-250 pickup truck (with snowplow) and a 2021 Ford Explorer (police patrol vehicle) for a total price not to exceed \$83,000.00. Authorization is also granted to receive bids for the sale of the 2014 police vehicle and 2010 Ford F-350 pickup truck with plow if not needed.

Seconded by: Dan Zaverl.

Roll Call Vote:

Ayes: Harris, Zaverl, Wyns, Crothers, Sutton, Near, and Inglis.

Motion Carried 7-0.

e.) Request to Sell and Dispose of Obsolete Equipment

The Village of Shelby has a great deal of equipment and vehicles that it no longer needs or has reached its useful life. Many of these items are taking up space that could be used to provide storage for other usable equipment. The sale or scrap value of these items could also be used to offset the cost of acquiring new equipment and vehicles.

The plan for disposing of the items is to offer the items for sale in a sealed bid process. After the sealed bid response time has ended (mid - November), Village Staff will dispose of the remaining items by the end of the year. A classified ad will be placed in the local newspaper to announce the sale. Interested buyers will be able to view the items on an appointment basis. The Village will have the right to reject any bid if the item may provide a better return in another manner. All proceeds realized from the sale will be deposited in the General Fund.

Steve Crothers moved to authorize the Village Administrator to sell or otherwise dispose of Village-owned surplus vehicles and equipment and to include other items found with a value of less than \$500.00 with the exception of item #1 of the proposed list of surplus vehicles and equipment. The net proceeds of the sale are to be deposited in the General Fund.

Seconded by: Jim Wyns.

Roll Call Vote:

Ayes: Crothers Wyns, Zaverl, Sutton, Near, Harris, and Inglis.

Motion Carried 7-0.

f.) Street Sweeper

Councilman Dan Zaverl reported that the Village's street sweeper needs a number of repairs. Mears Service Center has estimated that it will cost approximately \$7,500.00 to repair it. No action is requested at this time. DPW Supervisor will put together a report regarding the needed repairs for the next scheduled Council Meeting.

13. COMMITTEE REPORTS:

a. **PLANNING COMMISSION: Chair Ex-Officio: Councilman J. Sutton, President P. Inglis:**

The Planning Commission will meet via Zoom on October 20th at 6:30 P.M. to review the proposed Master Plan, discuss the vacant Planning Commission seat, and consider a possible update to the current Accessory Building Ordinance.

b. WATER & SANITATION: Chair: Councilman B. Harris, Councilman S. Crothers:

Nothing to report.

c. STREETS AND SIDEWALKS: Chair: Councilman D. Zaverl, Councilman J. Wyns:

Nothing to report.

c. PARKS, REC. & BLDGS: Chair: Councilman A. Near, Councilman J. Sutton:

Nothing to report.

d. FINANCE and INSURANCE: Chair: Councilman J. Wyns, Councilman B. Harris:

Nothing to report.

e. PERSONNEL: Chair: Councilman J. Sutton, Councilman A. Near:

The Council will be meeting on October 13th at 5:30 P.M. to conduct interviews for the Village Administrator position.

f. ORDINANCES – Chair Councilman S. Crothers, Councilman D. Zaverl:

Nothing to report.

14. PAYMENT OF BILLS: Jim Wyns moved to approve the payment of the bills in the amount of \$57,007.39. Seconded by: Steve Crothers.

Roll Call Vote:
Ayes: Wyns, Crothers, Zaverl, Sutton, Near, Harris, and Inglis.
Motion Carried 7-0.

15. ADJOURNMENT: Bill Harris moved to adjourn the meeting at 8:02 P.M. Seconded by: Dan Zaverl.

Roll Call Vote:
Ayes: Harris, Zaverl, Wyns, Crothers, Sutton, Near, and Inglis.
Motion Carried 7-0.

Council minutes are not official until approved at the October 26, 2020 Council meeting.

Approved

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date

VILLAGE OF SHELBY
SPECIAL COUNCIL MEETING OF October 19, 2020 at 5:30 P.M.
COUNCIL PROCEEDINGS
Via Zoom



1. CALL TO ORDER:

The special meeting of the Common Council of the Village of Shelby was called to order at 5:34 P.M. by President Paul Inglis.

2. ROLL CALL:

Answering the roll call: Jim Wyns, Steve Crothers, Paul Inglis, John Sutton, Andy Near, and Bill Harris.

Absent: Dan Zaverl.

Dan Zaverl present at 6:26 P.M.

Staff present: Interim Village Administrator Bill Cousins, Village Clerk/Treasurer Crystal Budde, and Police Chief Bob Farber.

3. PLEDGE OF ALLEGIANCE: All stood for the Pledge.

4. REVIEW OF MINUTES:

a.) Special Meeting, Monday, October 12, 2020

Steve Crothers moved to approve the minutes of the Special Council meeting of October 12, 2020 as corrected.

Seconded by: John Sutton.

Roll Call Vote:

Ayes: Crothers, Sutton, Wyns, Near, Harris, and Inglis.

Motion Carried 6-0.

Absent Dan Zaverl.

b.) Special Meeting, Tuesday, October 13, 2020

John Sutton moved to approve the minutes of the Special Council meeting of October 13, 2020 as corrected.

Seconded by: Steve Crothers.

Roll Call Vote:

Ayes: Sutton, Crothers, Wyns, Near, Harris, and Inglis.

Motion Carried 6-0.

Absent: Dan Zaverl.

5. ADDITION TO AGENDA:

a.) On Monday, October 19, 2020 the State of Michigan

Michigan Legislatures passed the bill allowing a public body to meet remotely retroactive from March 8, 2020 through December 31, 2020. Remote attendance by any member after January 1, 2021 will only be permitted for members who are absent due to military duty. A meeting that is held electronically must be conducted in a manner that permits 2-way communication so that members of the public body can hear and be heard by other members of the public body and so that public participants can hear members of the public body and be heard by members of the public body and other participants during public comment period.

6. CORRESPONDENCE:

7. CITIZEN PARTICIPATION:

Tara Kelly addressed her concerns to the Village Council about choosing another Village Administrator who is young and lacks experience.

Craig Beilfuss, Village of Shelby resident, also spoke about his concerns of choosing a young Administrator who made it clear he would plan to give the Village 2 to 3 years of service before moving on.

Mary Lulich, Village of Shelby resident, asked the Council as to if the Village of Shelby needs a Village Administrator. She added that a part-time Administrator may be all that is need in the Village.

Council consensus and response is that Shelby needs a Village Administrator in order to provide the Department Heads with what they need to perform their duties appropriately; to focus on finding grant opportunities for the Village; and to make great improvements to the Village.

8. SPECIAL MEETING BUSINESS:

a.) Personnel Additions

The Village Council selected Brady Selner as the lead candidate and Mark Borden as the alternate for the Village Administrator position at the Special Council Meeting on Tuesday, October 13, 2020. Interim Village Administrator Bill Cousins conducted a reference and background check of both individuals. Chief Farber also conducted criminal and limited financial background checks on both candidates.

The result of the investigations of both individuals is to confirm the Council's selection of Mr. Selner as the lead candidate for the Village Administrator position. His reference and background checks were very positive. The administration plans to negotiate a contract that follows the Shelby Personnel Manual that was adopted in October of 2017 with possible exceptions such as vacation time, sick leave, vehicle usage, cell phone, and severance provisions.

John Sutton moved to confirm the selection of Brady Selner as the lead candidate for the Shelby Village Administrator position and to authorize the Interim Village Administrator to negotiate an employment contract for Mr. Selner to be presented to the Village Council at the October 26, 2020 regular Council meeting. Seconded by: Andy Near.

Roll Call Vote:

Ayes: Sutton, Near, Wyns, Crothers, Zaverl, Harris, and Inglis.
Motion Carried 7-0.

The Council held an in-depth discussion regarding the details of the employment contracts that they would be comfortable with for the Village Administrator and the Police Chief. Those contracts will be presented to Council at its Monday, October 26, 2020 regular Council meeting.

9. ADJOURNMENT: Steve Crothers moved to adjourn the meeting at 7:14 P.M.
Seconded by: Jim Wyns.

Roll Call Vote:
Ayes: Crothers, Wyns, Zaverl, Harris Near, and Inglis.
Motion Carried 7-0.

Council minutes are not official until approved at the October 26, 2020 Council meeting.

Approved

Minutes Respectfully Submitted by Crystal Budde, Village Clerk/Treasurer

Date

**VILLAGE OF SHELBY
PLANNING COMMISSION
Tuesday, July 21, 2020 at 6:30 P.M.
MEETING PROCEEDINGS Via Zoom**



1. CALL TO ORDER:

The Village of Shelby Planning Commission Meeting was called to order at 6:32 P.M. by Vice Chairman John Sutton.

2. ROLL CALL:

Answering Roll Call: John Sutton, Paul Inglis, Tara Kelley, Samantha Near, and Mark Baker.
Staff Present: Village Administrator Rob Widigan.
Absent: Tim Horton.

3. PLEDGE OF ALLEGIANCE: All stood for the pledge.

4. MINUTES:

a.) January 21, 2020

Paul Inglis moved to approve the minutes of the January 21, 2020 Planning Commission Meeting as presented.

Seconded by: Mark Baker.

Roll Call Vote:

Ayes: Inglis, Baker, Sutton, Kelley, and Near.

Motion Carried 5-0

Absent: Tim Horton.

5. CITIZEN PARTICIPATION: No Citizen Participation.

6. OLD BUSINESS:

a.) 2020 Village of Shelby Master Plan – Draft Review with Andy Moore

The Planning Commission members reviewed the draft of the Village of Shelby Master Plan presented by Andy Moore, Williams & Works. There were some minor changes to be made to the Master Plan. Once the Planning Commission is pleased with the draft, copies will be sent to neighboring communities before adoption.

7. NEW BUSINESS:

a.) Vacant Planning Commission Seat

The members discussed the vacant Planning Commission seat. VA Widigan will be putting a description of the duties of a Planning Commission member and bring it to the next Planning Commission meeting.

8. ADJOURNMENT: Paul Inglis moved to adjourn the meeting at 7:05 P.M.

Seconded by: Mark Baker.

Roll Call Vote:

Ayes: Inglis, Baker, Sutton, Kelley, and Near.

Motion Carried 5-0

Absent: Tim Horton.

Planning Commission Meeting minutes are not official until approved at the next Regularly Scheduled Planning Commission Meeting of October 20, 2020

Approved

Crystal Budde
Minutes Respectfully Submitted by Crystal Budde Clerk/Treasurer

October 20, 2020
Date

10/22/2020

Good Morning Oceana County partners,

I wanted to update you all that commencing on Monday of next week (October 26), the first round of tree planting work for the Oceana County Stormwater Trees work will begin. The contractor, Cardno, will be initiating planting work on the Hart Montague Trail, and in the adjacent planting areas of Hart, Shelby, Golden Township, New Era, and Claybanks Township. In total, 276 trees will be planted in this round over the course of the next week. The planting locations for the trees will be based on the recommendations of the project's planting plan (attached), and any additional site flagging that stakeholders have done with the project forester, Rod Denning. For communities that have not connected Rod, and would like the sites flagged before the contractors arrive, please feel free to reach out to him (rod.denning@macd.org).

A second round of tree and seedling planting is planned to occur beginning at the end of April 2021, after which point, the entirety of the project's 700 trees will have been planted, and the maintenance period will begin. In early 2021, we will begin coordinating with you all around a second training workshop on tree maintenance and stewardship, which will be followed up by the development of forestry stewardship plans, that the project team will work with your community on, to serve as a resource for after the project period. These activities will transpire in Summer 2021, and in early 2021 we will begin assessing the best format for which to hold them, balancing what sort of in-person activities are possible (given what the state of COVID will be) and what format would lead to the best outcomes.

Should you have any follow-up questions or issues, feel free to reach out to me, and we will respond and coordinate accordingly. I hope you are all having a wonderful Fall. Stay safe and stay healthy!



Jack Eskin, AICP
Senior Specialist, Programs
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Planting Plan

Oceana County Stormwater Trees Project



Prepared By: Rod Denning—District Forester
Oceana Conservation District, Shelby MI

Funded by a Grant from the USDA, US Forest Service,
Great Lakes Restoration Initiative—2019.

Grantee: Delta Institute—Chicago, Illinois

Project Partners:

William Field Memorial Hart-Montague Trail State Park
West Michigan Shoreline Regional Development Commission
Oceana Conservation District

City of Hart, Village of New Era, Village of Rothbury, Village of Shelby, Grant Twp.—Mears, Shelby Twp, and Claybanks Twp.

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This planting plan document identifies the locations of where trees are to be planted as part of the Oceana County Stormwater Trees Project. The following pages describe the characteristics of each site, what needs to be planted at the site, shows a photo of the site, and provides a map of the planting location.

Tree Planting Guidelines (Planting specifications are to follow the International Society of Arboriculture best management practices). Highlights of planting recommendations are below:

- **Keep roots protected and moist** before the tree goes in the ground (B&B and bareroot)
- Often trees come from the nursery with excess soil at the top of the root ball or container, **remove excess soil** to the top of the first root
- **Root flare** is at ground level, root graft is above ground level if present
- Dig a **hole 2X the width** of the root ball, and as deep as the top of the root ball
- Remove the top of the **wire basket** and top of the **burlap** (even if it is biodegradable)
- **Water** the root ball and back filled area **after planting**
- Bareroot seedlings– keep those **roots protected and moist** before planting
- Bareroot seedlings – plant deep enough so you don't create a **J – Root**
- Container grown – notice if they are pot bound. **Loosen root mass if needed, cut encircling roots if needed**
- Layer 2" – 4" of **mulch** over backfilled area of the planting hole, keeping mulch away from the trunk

Appendix – “A Pocket Guide to Planting Trees”

See detailed planting guidelines outlined in the publication developed by Michigan ReLeaf and the Minnesota Department of Natural Resources, at the end of the document.

Site Number and Location: #2 - Village of Rothbury, south of Winston Rd, along HM trail - See Map 2

Trail Right-Of-Way Distance: 50' total, 25' from trail center line (south of Barber Steel building)

Ownership: MDNR (west side of trail) and Barber Steel Foundry Corp., Rothbury

Microclimate Factors: None

Sunlight Levels: Full sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Probable - along trail edge

Soil Drainage: Good, dry site

Planting

Recommendations: 4 white pine saplings, container



Site Number and Location: #3 - Village of Rothbury, north of Winston Rd. along HM trail - See Map 2

Trail Right-Of-Way Distance: 72' total, from trail CL to east ROW edge is 50'

Ownership: Michigan DNR

Microclimate Factors: None

Sunlight Levels: Full sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Probably, trail edge

Soil Drainage: Good

Planting

Recommendations: 8 total - (3) white oak, (3) basswood, (2) red maple - saplings, container



Map 2 Planting Sites



Site Number and Location: #4 - Village of Rothbury, north of Winston Rd., along HM trail - See Map 3

Trail Right-Of-Way Distance: 100' total - 50' from trail center line

Ownership: Michigan DNR

Microclimate Factors: Surrounding forest canopy

Sunlight Levels: Partial sun - filtered light

Soil Texture/Type: Benona sand or Grattan sand, excessively drained

Soil Compaction: Probably, trail edge and off road vehicle path nearby

Soil Drainage: Good, dry site

Planting

Recommendations: 5 total - (3) white pine (2) white oak - saplings, container



Site Number and Location: #5 - Grant Twp., corner of Westshore Dr. & Meadow Dr. - See Map 3

Trail Right-Of-Way Distance: 100' total, 50' from trail center line

Ownership: Michigan DNR

Microclimate Factors: Surrounding tree canopy

Sunlight Levels: Partial sun

Soil Texture/Type: Grattan sand, excessively drained

Soil Compaction: Probably - extensive foot traffic

Soil Drainage: Good, dry site

Planting

Recommendations: 4 total - (2) white pine (2) red maple - saplings, container



Map 3 Planting Sites



Village of Rothbury

Trail

Hart Montague

Unknown

S 88th Ave

Meadow Dr

Driftwood Dr

Westshore Dr

Oceana Dr

S Oceana Dr

S Michigan Ave

0 250 500 1,000 Feet



Site Number and Location: #7 - Grant Twp., north and south of Arthur Rd. along HM trail - See Map 4

Trail Right-Of-Way Distance: 100' total, 50' from trail center line

Ownership: Michigan DNR

Microclimate Factors: Trilside trees

Sunlight Levels: Full to partial sun

Soil Texture/Type: Coloma sand, somewhat excessively drained

Soil Compaction: Possibly, trail edge

Soil Drainage: Good to poor on north side of Arthur Rd.

Planting

Recommendations: 8 total - (4) tamarack (north), (4) white spruce (south) - saplings, container

Photo - south side for white spruce



Map 4 Planting Sites



Trail

7

W Arthur Rd

Hart Montague

S Oceana Dr

Tahoe Trl

0 250 500 1,000 Feet



Site Number and Location: #201 - Grant Twp., along HM Trail, just south of Yale Rd. - See Map 4.5

Trail Right-Of-Way Distance: 100' total, 50' from trail CL each side of trail

Ownership: Michigan DNR

Microclimate Factors: n/a

Sunlight Levels: Full sunlight

Soil Texture/Type: Coloma sand, somewhat excessively drained

Soil Compaction: Probably - trail ROW

Soil Drainage: Good

Planting

Recommendations: 1 white pine sapling, container



Map 4.5 Planting Sites



Site Number and Location: #8 - Village of New Era, south of Garfield Rd., along HM trail - See Map 5

Trail Right-Of-Way Distance: 66' total, 50' from trail center line to east edge of ROW

Ownership: Michigan DNR

Microclimate Factors: Marsh wetland

Sunlight Levels: Full sunlight

Soil Texture/Type: Granby sand, poorly drained

Soil Compaction: No

Soil Drainage: Poor, wet area

Planting

Recommendations: (4) Northern white cedar saplings, container



Site Number and Location: #11 - Village of New Era, between HM trail & Carlton Crk. (County drain) - See Map 5

Trail Right-Of-Way Distance: 50' total, from trail centerline to edge of ROW (east side of creek)

Ownership: Michigan DNR - Private west side of trail

Microclimate Factors: Low creek topography

Sunlight Levels: Full to partial sunshine

Soil Texture/Type: Granby sand, poorly drained

Soil Compaction: None

Soil Drainage: Poor - creek floodplain (east), west - also wet drainage

Planting

Recommendations: 18 total - (3) swamp white oak, (3) tamarack saplings, container (east side of trail)

(12) American hornbeam or bluebeech (west side of trail) saplings, container



Site Number and Location: #12 - Village of New Era, just south of Ray Ave. & HM trail - See Map 5

Trail Right-Of-Way Distance: 50' to east side of creek, west side - private parcel

Ownership: Michigan DNR (east side)

Microclimate Factors: Low topography, Carlton Crk. floodplain - urban area

Sunlight Levels: Full sunshine

Soil Texture/Type: Grandby sand, poorly drained

Soil Compaction: None

Soil Drainage: Good, but very close to creek

Planting

Recommendations: (6) yellow birch saplings, container (east side of trail) - some site preparation required (shrub removal etc.)



Site Number and Location: #13 - Village of New Era, New Era Trailhead off Oceana Dr. - See Map 5

Trail Right-Of-Way Distance: n/a, public parcel

Ownership: Village of New Era

Microclimate Factors: Low topography - Carlton Crk.

Sunlight Levels: Full sunlight

Soil Texture/Type: Grandby sand, poorly drained

Soil Compaction: Possible - landscaped area

Soil Drainage: Good, however close of Carlton Crk.

Planting

Recommendations: 3 total - (1) serviceberry, (1) Eastern hophornbeam, (1) American hornbeam



Map 5 Planting Sites



Site Number and Location: #17 - Shelby Twp., Country Dairy along HM trail - See Map 7

Trail Right-Of-Way Distance: 100' total, 50' from trail center line

Ownership: Michigan DNR

Microclimate Factors: Wind, SW winds impact location

Sunlight Levels: Full sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Probably, trail edge

Soil Drainage: Good

Planting

Recommendations: 3 total - white spruce saplings, container



Site Number and Location: #18 - Shelby Twp., Country Dairy, along the HM trail - See Map 7

Trail Right-Of-Way Distance: 100' total, 50' from trail center line, after trail curve ROW is mostly east side of trail

Ownership: Michigan DNR

Microclimate Factors: Wind, SW winds impact location

Sunlight Levels: Full sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Probably, trail edge

Soil Drainage: Poor in places, especially near white birch

Planting

Recommendations: 7 total - (4) flowering dogwood, (3) American hornbeam, stabilize trees with stakes.



Site Number and Location: #19 - Shelby Twp., just northeast of Country Dairy along HM trail - See Map 7

Trail Right-Of-Way Distance: 100' total, 50' from trail center line, before trail curve ROW is mostly east side of trail

Ownership: Michigan DNR

Microclimate Factors: Wind, SW winds impact location

Sunlight Levels: Full sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Probably, trail edge

Soil Drainage: Good

Planting

Recommendations: 20 total - (3) red maple, (3) yellow birch, (3) basswood, (3) sugar maple, (3) tulip poplar, (2) American chestnut, (3) Northern hackberry, saplings, container. Stabilize trees with stakes.



Map 7 Planting Sites

Shelby Twp.

Country Dairy

S 80th Ave

Hart Montague

S Oceana Dr

W Hayes Rd

Trail

20

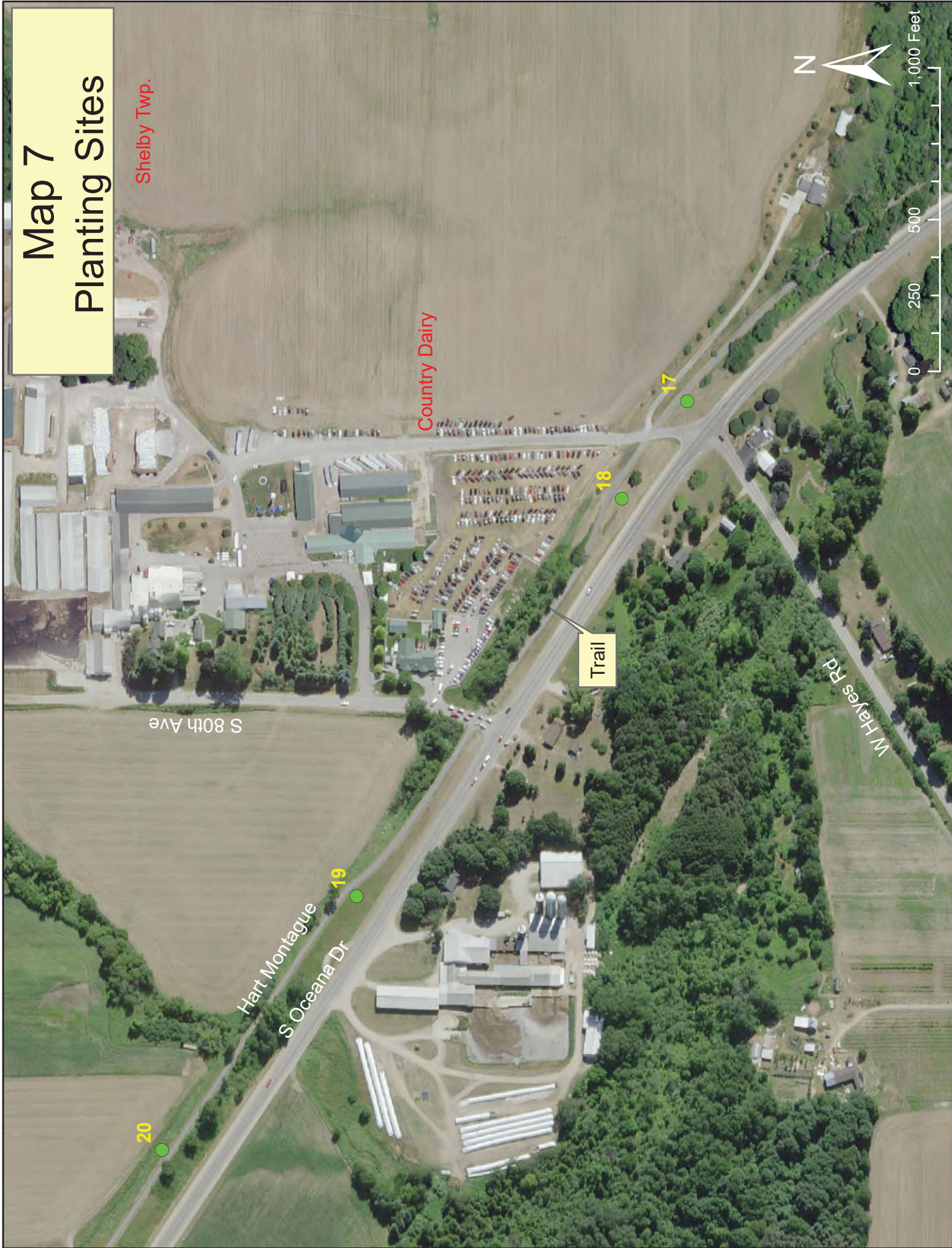
19

18

17



0 250 500 1,000 Feet



Site Number and Location: #20 - Shelby Twp., just northeast of Country Dairy along HM trail - See Map 8

Trail Right-Of-Way Distance: 100' total, 50' from trail center line

Ownership: Michigan DNR

Microclimate Factors: Wind, SW winds impact location

Sunlight Levels: Full sunlight

Soil Texture/Type: Thetford loamy fine sand, somewhat poorly drained

Soil Compaction: Probably, trail edge

Soil Drainage: Good, however ditch and low area at edge of ROW

Planting

Recommendations: 20 total - (10) red maple, (10) Northern white cedar, saplings, container

Stabilize trees with stakes.



Site Number and Location: #21 - Shelby Twp., northeast of Country Dairy along HM trail - See Map 8

Trail Right-Of-Way Distance: 100' total, 50' from trail center line

Ownership: Michigan DNR

Microclimate Factors: Wind, SW winds impact location

Sunlight Levels: Full sunlight

Soil Texture/Type: Spinks-Okee complex, well drained

Soil Compaction: Probably, near driveway to farm field

Soil Drainage: Good

Planting

Recommendations: 2 red maple, saplings, container

Stabilize trees with stakes



Map 8 Planting Sites

Shelby Twp.



S 80th Ave

Hart Montague

S Oceana Dr

19

20

21

Trail

0 250 500 1,000 Feet

N

Site Number and Location: #200 - Shelby Twp., along HM Trail, just south of Baker Rd. - See Map 8.5

Trail Right-Of-Way Distance: 100' total, 50' from trail CL each side of trail

Ownership: Michigan DNR

Microclimate Factors: n/a

Sunlight Levels: Full sunlight

Soil Texture/Type: Spinks-Benona complex, well to excessively drained

Soil Compaction: Probably - trail ROW

Soil Drainage: Good

Planting

Recommendations: 2 total - (1) sugar maple, (1) red maple, saplings, container



Map 8.5 Planting Sites

Shelby Twp.

Trail

W Baker Rd

W Baker Rd

200

Hart Montague

S Oceana Dr



0 250 500 1,000 Feet



Site Number and Location: #23 - Village of Shelby, behind Emergency Services building - See Map 10

Trail Right-Of-Way Distance: 100' total, 50' from trail CL, behind building and south, west side of trail ROW is only 15'

Ownership: Michigan DNR and Oceana Co. (562 S. State St., Shelby)

Microclimate Factors: None

Sunlight Levels: Full sunlight

Soil Texture/Type: Benona sand, with disturbed gravelly soils nearby, excessively drained

Soil Compaction: Probably, trail edge

Soil Drainage: Good

Planting

Recommendations: 20 total - (5) white pine, (5) red maple, (5) tulip poplar, (5) American basswood, saplings, containers



Site Number and Location: #24 - Village of Shelby, HM trail crossing of Oceana Dr.(south side), See Map 10

Trail Right-Of-Way Distance: n/a, small parcel is 50' from rd-trail intersection, width is 40', plant here

Ownership: Michigan DNR - do not plant on road ROW

Microclimate Factors: Re-reflected heat load from Oceana Dr.

Sunlight Levels: Full sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Probably, trail edge

Soil Drainage: Good

Planting

Recommendations: 2 serviceberry, saplings, container. Stabilize trees with stakes.



Site Number and Location: #25 - Village of Shelby, HM trail crossing of Oceana Dr.(north side), See Map 10

Trail Right-Of-Way Distance: 66' total, 48' from trail center line to east edge of ROW

Ownership: Michigan DNR

Microclimate Factors: West slope aspect

Sunlight Levels: Full sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Possibly, landscaped area

Soil Drainage: Good

Planting

Recommendations: 7 total - (4) flowering dogwood, (3) serviceberry, saplings, container. Use tree guards to protect from wildlife damage. Stabilize trees with stakes.



Map 10 Planting Sites



Site Number and Location: #26 - Village of Shelby, near Oceana Foods and along HM trail - See Map 11

Trail Right-Of-Way Distance: 66' total, 48' from trail center line to east edge of ROW

Ownership: Michigan DNR

Microclimate Factors: None

Sunlight Levels: Full sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Potentially heavy, lots of heavy equipment movement nearby

Soil Drainage: Good

Planting

Recommendations: 15 total - (5) white pine, (5) Northern white cedar, (5) sugar maple, saplings, container.

Use tree guards to protect from wildlife damage.



Site Number and Location: #27 - Village of Shelby, Horseshoe Park, Lincoln St., - See Map 11

Trail Right-Of-Way Distance: n/a

Ownership: Village of Shelby

Microclimate Factors: None

Sunlight Levels: Full to filtered sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Probably, landscaped area

Soil Drainage: Good

Planting

Recommendations: 20 total - (5) sugar maple, (5) American basswood, (5) white pine, (5) tulip poplar
saplings, container



Map 11 Planting Sites



Site Number and Location: #28 - Village of Shelby, @ W. 3rd St and HM trail - See Map 12

Trail Right-Of-Way Distance: 40' total, most all of it is east side of trail

Ownership: Michigan DNR

Microclimate Factors: Re-reflected heat load

Sunlight Levels: Full sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Probable, landscape and roads nearby

Soil Drainage: Good

Planting

Recommendations: 17 total - (1) dotted hawthorn, (8) flowering dogwood, (8) serviceberry, saplings, container



Site Number and Location: #29 - Village of Shelby, Shelby Station Trail Head - See Map 12

Trail Right-Of-Way Distance: 15' total trail ROW, plus village parcel

Ownership: Michigan DNR and Village of Shelby

Microclimate Factors: Landscaped area

Sunlight Levels: Full sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Probably, landscaped area

Soil Drainage: Good

Planting

Recommendations: 20 total - (10) flowering dogwood, (10) serviceberry, saplings, container



Site Number and Location: #30 - Village of Shelby, between 4th & 5th St., along HM trail - See Map 12

Trail Right-Of-Way Distance: 66' total, 33' Village of Shelby, 33' HM trail

Ownership: Michigan DNR and Village of Shelby

Microclimate Factors: Landscaped area

Sunlight Levels: Full sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Possible, landscaped area

Soil Drainage: Good

Planting

Recommendations: 6 flowering dogwood, saplings, container



Map 12 Planting Sites



Site Number and Location: #33 - Village of Shelby, along Industrial Park Dr. - See Map 13

Trail Right-Of-Way Distance: Unknown - planting is between trail and road area

Ownership: Village of Shelby

Microclimate Factors: Re-reflected heat load from road

Sunlight Levels: Full to partial sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Probably, next to road

Soil Drainage: Unknown

Planting

Recommendations: 10 total - (5) sugar maple, (5) red maple, saplings, container

Interplant with new seedlings already planted



Map 13 Planting Sites



Village of Shelby

Trail

33



Hart Montague

Industrial Park Dr

W Woodrow Rd

W 6th St

Michigan Ave

Dewey St

Pine St

Elliott St

N Apricot Ln

0 250 500 1,000 Feet



Site Number and Location: #34 - Mears community, Taylor Rd. (north side) and HM trail - See Map 14

Trail Right-Of-Way Distance: 70' total, 45' from trail center line, plant on east side of trail

Ownership: Michigan DNR

Microclimate Factors: None

Sunlight Levels: Full to partial sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Possibly, trail edge

Soil Drainage: Good

Planting

Recommendations: 3 white pine saplings, container



Site Number and Location: #35 - Mears community, just east of 56th Ave. and HM trail - See Map 14

Trail Right-Of-Way Distance: 30' total, 15' from trail center line

Ownership: Michigan DNR

Microclimate Factors: None

Sunlight Levels: partial sunlight to shade

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Probably

Soil Drainage: Good

Planting

Recommendations: 12 total - (6) white pine, (6) red maple, saplings, container



Map 14 Planting Sites



7th St

Hart Montague

Mears Community

35

Trail

N 56th Ave

34

Morrison St

Mears Rd

7th St

8th St

9th St

W Taylor Rd

0 250 500 1,000 Feet



Site Number and Location: #36 - Mears/Golden Twp., along HM trail between 56th Ave. & 64 Ave., See Map 15

Trail Right-Of-Way Distance: 60' total, 30' from trail CL to south side ROW edge (planting area)

Ownership: Michigan DNR

Microclimate Factors: None

Sunlight Levels: Full sunlight

Soil Texture/Type: Spinks-Remus-Fern complex, well drained

Soil Compaction: None

Soil Drainage: Good

Planting

Recommendations: 7 total - (2) sugar maple, (3) American basswood, (2) tulip poplar



Map 15 Planting Sites



W Fox Rd

Mears Community

Hart Montague

Trail

36

N 64th Ave



0 250 500 1,000 Feet

Site Number and Location: #38 - City of Hart, just north of Hart Trailhead along HM trail - See Map 17

Trail Right-Of-Way Distance: 100' total, 50' from trail center line

Ownership: Michigan DNR

Microclimate Factors: None

Sunlight Levels: Full sunlight

Soil Texture/Type: Covert sand, moderately well drained

Soil Compaction: Probably, landscaped area

Soil Drainage: Good, however may be wet

Planting

Recommendations: 10 total - (5) flowering dogwood, (5) serviceberry, saplings, container

NOTE: 3 phase electric corridor, remain clear of corridor



Site Number and Location: #39 - City of Hart, south of Enterprise Dr. along HM trail - See Map 17

Trail Right-Of-Way Distance: 60' total, mostly all of the ROW is on the south and east side of trail

Ownership: City of Hart

Microclimate Factors: None

Sunlight Levels: Full sunlight

Soil Texture/Type: Covert sand, moderately well drained

Soil Compaction: Probably, landscaped area

Soil Drainage: Good

Planting

Recommendations: 2 serviceberry saplings, container



Map 17 Planting Sites



City of Hart

Enterprise Dr

S State St

Water Rd

1,000 Feet

500

250

0

Young Rd

W Polk Rd

US Bike Route 35

38

39

S Creek Dr

N Creek Dr

Parmington Ave

Industrial Park Dr

Hart Montague

Trail

Hart Trailhead

Site Number and Location: #43 - City of Hart, along Woodlawn Ave. - See Map 18

Trail Right-Of-Way Distance: n/a

Ownership: Michigan DNR - NOTE: planting here will impact viewshed of Hart Lake

Microclimate Factors: None

Sunlight Levels: Full sunlight

Soil Texture/Type: Covert sand, moderately well drained

Soil Compaction: Probably, landscaped area

Soil Drainage: Good

Planting

Recommendations: 2 total - (1) sugar maple, (1) American basswood, saplings, container



Map 18 Planting Sites



Site Number and Location: #100 - Golden Twp. Hall, 5527 W. Fox Rd., Mears - See Map 19

Trail Right-Of-Way Distance: n/a

Ownership: Golden Twp.

Microclimate Factors: Urban

Sunlight Levels: Full sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Probably, landscaped area

Soil Drainage: Good

Planting

Recommendations: 5 total - (3) flowering dogwood, (2) Eastern redbud, saplings, container



Map 19 Planting Sites



1,000 Feet
500
250
Hart Montague

100

Golden Twp. Hall

5th St

7th St

N 56th Ave

Center St

3rd St

Morrison St

2nd St

W Fox Rd

Site Number and Location: #101 - Mears Cemetery, 6189 W. Fox Rd., Mears - See Map 20

Trail Right-Of-Way Distance: n/a

Ownership: Golden Twp.

Microclimate Factors: n/a

Sunlight Levels: Full to partial sunlight

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Probably, landscaped area

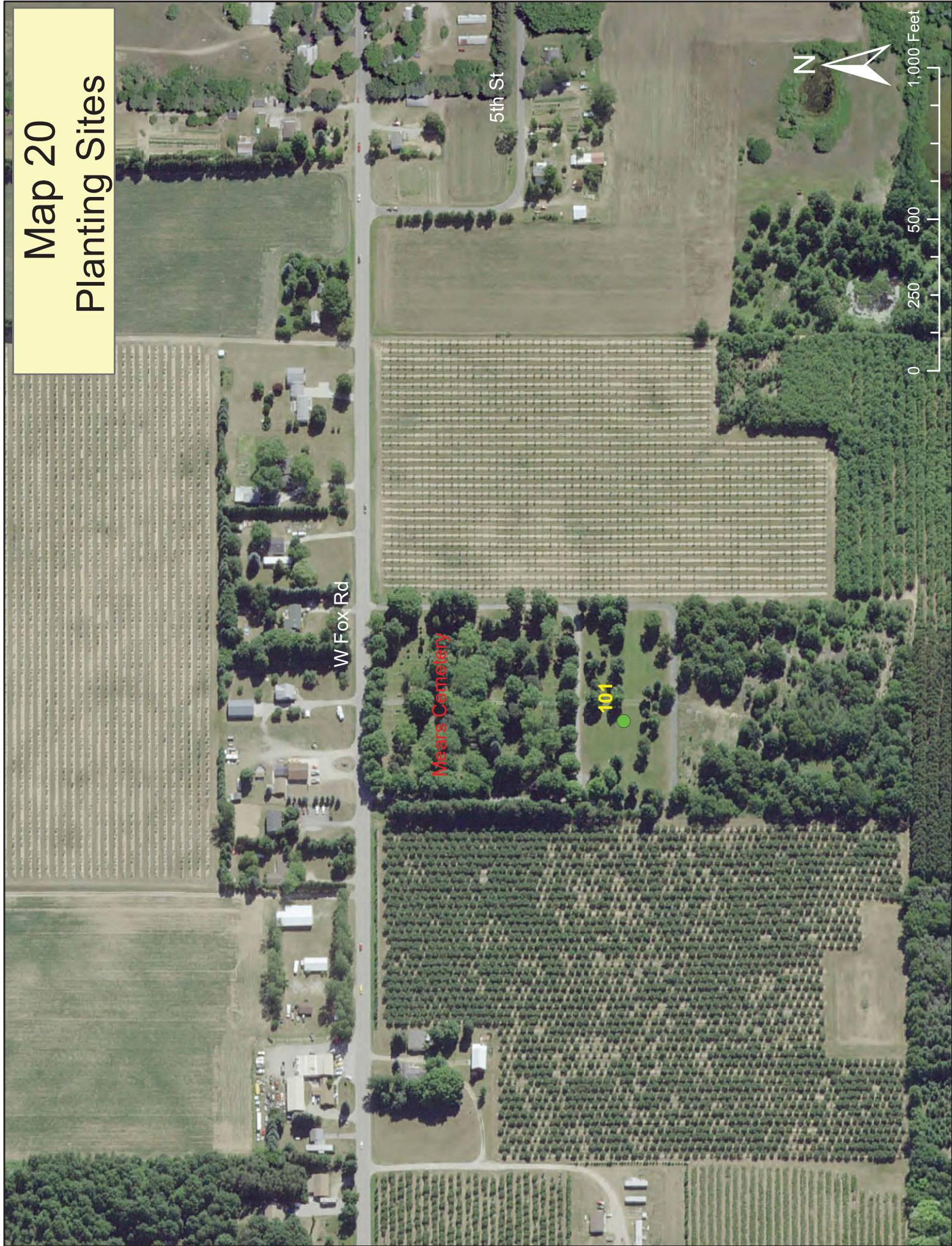
Soil Drainage: Good

Planting

Recommendations: 10 total - (2) sugar maple, (2) red maple, (2) white pine, (4) American basswood, saplings, container



Map 20 Planting Sites



Site Number and Location: #102 - Golden Twp. Park, 8499 Silver Lake Rd., Mears - See Map 21

Trail Right-Of-Way Distance: n/a

Ownership: Golden Twp.

Microclimate Factors: n/a

Sunlight Levels: Full sunlight

Soil Texture/Type: Covert sand, moderately well drained

Soil Compaction: Probably, landscaped area

Soil Drainage: Good

Planting

Recommendations: 8 total - (2) sugar maple, (2) red maple, (2) white pine, (2) tulip poplar, saplings, container. Stabilize trees with stakes.



Map 21 Planting Sites

Silver Lake

Leisure Rd

Aspen St

N Harbor St

W Hazel Rd

Scenic Dr

Private

102

N Shore Dr

Silver Lake Rd

Unknown

Golden Twp. Park @ Silver Lake Sand Dunes



0 250 500 1,000 Feet



Site Number and Location: #202 - Claybanks Twp. Park, 6407 S. Scenic Dr. - See Map 22

Trail Right-Of-Way Distance: n/a

Ownership: Claybanks Twp.

Microclimate Factors: n/a

Sunlight Levels: Full to partial sun

Soil Texture/Type: Benona sand, excessively drained

Soil Compaction: Camping area, probably

Soil Drainage: Good

Planting

Recommendations: 25 total - (13) sugar maple, (12) red maple, saplings, container



Map 22 Planting Sites



Before Planting

- 1) Select the correct tree for site:
mndnr.gov/treecare
- 2) Contact MISS DIG at 811 or 800-482-7171 before digging

After Planting

Mulching

Applying mulch, such as wood chips, around a tree has many benefits.

- Improved growing conditions
 - > Retains moisture
 - > Controls weeds and grasses
 - > Adds nutrients
 - > Insulates soil
- Protection of trunk and roots

Mulch that is applied too deeply and against the tree (mulch volcano) is harmful. It can rot the tree's bark and roots, lead to insect and disease problems, and deprive roots of oxygen. Use a thin layer of mulch on poorly drained soils to avoid pooling of water.

Watering

Watering a tree is critical to its survival during the first three years. Until the ground freezes, provide 15-25 gallons of water per week when it hasn't rained. After the first few years, continue to water trees during dry times. Tree water bags may make watering easier.

Tree Guards

A plastic or metal mesh tree guard can be installed around the tree's trunk to protect it from animal, mower, and trimmer injury. The tree guard must be removed or replaced as the tree grows.

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Credits

Project Manager
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Graphic Designer
Amy Beyer, MN DNR Creative Services

How to Plant a Balled and Burlapped Tree

5 Backfill hole halfway up root ball and then cut and remove visible portions of wire basket and burlap without disturbing the root ball.



6 Finish backfilling hole to top of first woody root, leaving no exposed burlap.

7 Heel in soil with foot over entire backfill area to remove air pockets from the soil.

8 Water root ball and entire backfill area.

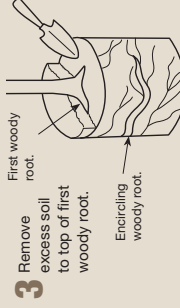
9 Layer 2"-4" of mulch over backfilled area, keeping mulch away from trunk.



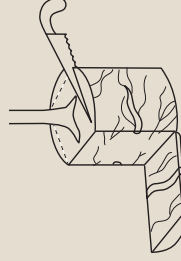
Don't create a mulch volcano.

1 Keep root ball moist at all times. Dry roots die.

2 Remove tree from container by holding trunk with one hand and pushing away or down on container with other hand.



4 If encircling woody roots (pencil size or larger) are found, remove by sawing off sides of root ball.



5 Dig a hole two times the width of root ball and as deep as distance from bottom of root ball to top of first woody root.

How to Plant a Containerized Tree

6 Carefully place tree in hole, making sure it stands straight and top of first woody root is at ground level.



7 Backfill hole to top of first woody root.

8 Heel in soil with foot over entire backfill area to remove air pockets in the soil.

9 Water root ball and entire backfill area.

10 Layer 2"-4" of mulch over backfilled area, keeping mulch away from trunk.



Don't create a mulch volcano.



A Pocket Guide to Planting Trees

How to Plant a Bareroot Seedling

1 Keep roots moist at all times. Dry roots die.

2 Dig a hole twice as wide as and slightly deeper than root length.

3 Place roots in hole so top of first woody root is within 1" of soil surface.



4 Distribute roots evenly, making sure roots are straight and not doubled over or "J"-rooted.



Don't create a "J" root.

5 Keeping tree straight, backfill hole up to top of first woody root.



6 Heel in soil with foot over entire backfill area to remove air pockets from the soil.

7 Water entire backfill area.
8 Layer 2"-4" of mulch over backfilled area, keeping mulch away from trunk.



Don't create a mulch volcano.



1 Keep roots moist at all times. Dry roots die.

2 Dig a hole twice as wide as and slightly deeper than root length.

3 If hole cannot be dug deep enough to fit entire root system, trim roots with scissors to same length as seedling's above ground height or 8 inches, whichever is longer.



Cut only if needed.



4 Place roots in hole so top of first root is slightly below surface level.



5 Distribute roots evenly, making sure roots are straight and not doubled over or "J"-rooted.

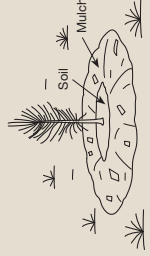
Don't create a "J" root.

6 Backfill hole to slightly above top of first root.

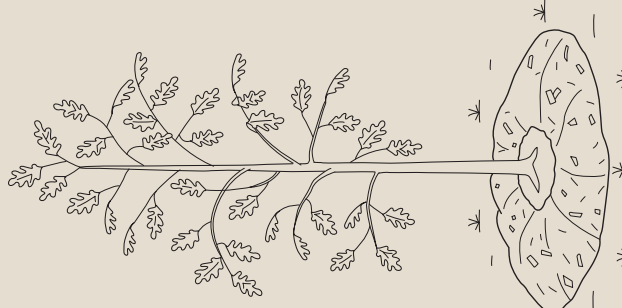
7 Heel in soil with foot to remove air pockets from the soil.

8 Water entire backfill area.

9 When feasible, place mulch around seedling, keeping mulch away from trunk.



Don't create a mulch volcano.



Inches
0

MEMO



Date: October 23, 2020

To: Paul Inglis, Village President
Village Council Members

From: Bill Cousins, Village Administrator

Subject: Administrator's Report for the October 26, 2020 Council Meeting

1. The State of Michigan has announced a \$102,000,000 grant program for the removal of lead service lines in disadvantaged communities. I am looking into this grant for Shelby. As soon as I have details of the timing, construction and local match requirements, I will provide a report.
2. The State Legislature adopted a new Covid-related amendment to the Open Meetings Act and the Governor has signed it. PA 228 of 2020 is now law. We will be able to continue to meet via Zoom for the rest of the year. Without a state of emergency being declared, meetings in 2021 will be in-person. Council will be asked to adopt the new policy during the New Business portion of the meeting tonight.
3. The MML Liability and Property insurance policy for the Village has been renewed for another year. The premium has increased as some of our properties were not listed on the previous policy.
4. The Planning Commission met Tuesday and approved the draft 2020 Master Plan. The plan is on tonight's agenda for approval to distribute it to surrounding governments and area utility suppliers. After the required 63-day required review period, the Planning Commission will revise the plan (if necessary) and set a public hearing prior to final adoption.
5. One of the required documents to be submitted with the USDA Application for the Peterson Farms Water Main is conflict of interest policy for the Village Council. This is commonly found within an ethics ordinance. I will prepare a draft and ask the Ordinance Committee to review it before the Council adopts it.



Memo

To: Council; Interim Village Administrator
From: Village Clerk/Treasurer, Crystal Budde
Date: October 26, 2020
Re: Fall Clean Up Day

The annual Fall Clean Up Day was held on Saturday, October 17, 2020 from 9:00 A.M. to 1:00 P.M. Darryl Frees, Jeremiah Helenhouse, Kelly Omness, and I worked the clean-up day.

There were five 20-yard dumpsters rented from OTR of Montague, Michigan as well as a dump trailer for steel provided by John Heykoop. 60 Village residents took advantage of this opportunity to clean up any blight or remove any unused household items. It was hard to guess what kind of turn out we would have due to the Covid-19; however, the turnout was great!

We did have some items that were left next to the dumpsters after the cleanup day ended. OTR was able to bring in an empty dumpster when they were in the process of picking up the full containers on Monday.

Overall, the clean-up day was a great success and I thank the Village Council for providing this much needed and utilized service for our residents.



SHELBY POLICE DEPARTMENT
218 N. MICHIGAN AVE
PHONE: 231-861-4400
FAX: 231-861-6464



Shelby Police Report

10/26/2020

I received an email from the MSP about the CESF Instructions document indicated applicants would receive grant agreement documents on or before October 15, 2020. They have experienced a delay in the review process and will send the grant agreement documents to the Grant Officials listed in your application as soon as possible. So, information for you is the reimbursement process has not been sent in as of today's date (10/23/20). I still have not received an update with the contract needing to be signed to complete the grant.

Still no change with the Oceana Jail is only taking assaultive or felony prisoners and we are having many no shows for the persons we been giving appearance citations to.

Shelby Police Department's Surplus Property list has been completed and in the eastern most garage where the police vehicles are being stored. List is given to Kelly and is on the Village Website. The vehicles have the logo's been removed from both and waiting on the equipment being removed from the 2010 Ford Explorer. The Charger is completed and ready for the sale.

The clean-up of properties in the village. The response to the Shelby Village Clean Up Day was very successful and had an over amount of garbage turned in for the one day. There were several people still dropping of garbage to the site after the hours. The garbage was not blowing around but contained to the parking area only. It did not look appealing at the site, but was only there from Saturday afternoon until Monday morning. Crystal had called the dumpster company first thing, requesting another dumpster for the over-flow. This arrived and the DPW loaded the extra garbage into the dumpster, cleaning up the site early Monday afternoon.

I am still waiting on the two sites that have been in foreclosure but in violation of our Junk/Blight Ordinances. Calls to the banks attorneys to see if they can send someone out to do further clean-up on both sites. One being on Cherry Street and the other located on Pine Street.

Respectfully submitted,
Chief Robert Farber
Shelby Police Department

VILLAGE OF SHELBY

MEMO

Date: October 26, 2020

To: Paul Inglis, Shelby Village President
Shelby Village Council Members

From: Bill Cousins, Village Administrator

Re: Action to Hire a Village Administrator

INFORMATION:

The Village selected Mr. Brady Selner as the lead candidate for the Village Administrator position as the Special council meeting on October 13, 2020. The council received a report on Mr. Selner's references and background at an October 19th Special meeting and authorized the offer of a contract to Mr. Selner. Mr. Selner has agreed to a contract for employment as the Shelby Village Administrator (copy attached). The contract has also been reviewed by the Village Attorney. Mr. Selner is planning to start work on November 19th.

FINANCIAL CONSIDERATIONS:

Budget adjustments will be made after Mr. Selner reports for duty in Shelby.

RECOMMENDED ACTION:

The following motion is recommended for adoption by the Council:

Motion by _____ seconded by _____ to authorize the Village President to sign the employment contract with Mr. Brady Selner to be hired as the Shelby Village Administrator.

EMPLOYMENT AGREEMENT

VILLAGE OF SHELBY – BRADY SELNER

Effective November 19, 2020

This agreement shall be effective November 19, 2020 ("Hire Date"), between the Village of Shelby, Michigan hereinafter referred to as the "Village" and Brady Selner, hereinafter referred to as "Selner", for the purpose of establishing a general understanding between both parties as to the terms and conditions of employment

It is mutually agreed between Village and Selner that this agreement be reviewed annually for the purpose of considering his performance, compensation, and benefits.

Recitals

- A. The Village desires to employ the services of Selner as the Village Administrator of the Village of Shelby as provided by ordinance of the Village of Shelby and desires to establish conditions of employment, provide certain benefits and set working conditions.
- B. Selner desires to be employed as Village Administrator of the Village of Shelby in accordance with the terms and provisions of the Agreement.

Agreement

NOW THEREFORE, THE VILLAGE AND SELNER AGREE AS FOLLOWS:

1. EMPLOYMENT. Village employs Selner as Village Administrator to perform the functions and duties specified in the Village Charter and ordinances and to perform such other legally permissible and proper duties and functions as the Village may, from time to time, assign, and Selner accepts such employment.

Selner agrees to remain in the employ of the Village until termination is effected. Selner agrees to devote full time to his duties as Village Administrator. Selner may undertake other incidental employment, subject to the right of Village to require Selner to terminate other incidental employment.

2. SALARY. Effective November 19, 2020, Village agrees to pay Selner as compensation for services rendered an annual salary of \$65,000 per year, payable bi-weekly. Selner may receive merit increases, if any, as authorized by the Village based on an annual review and performance evaluation.

The Village will meet with Selner during his first month of employment to set goals to be accomplished during his first six (6) months of employment. The Village will review Selner's performance during the month of June, 2021 and, if the Village Council is satisfied that the goals are met, his compensation will be increased to an annual salary of \$68,000 effective on July 5, 2021.

3. **LONGEVITY PAY.** The Village agrees to designate \$5,000 of General Fund Balance for each of the first five (5) years of Selner's employment as an incentive for his continued employment with the Village. If Selner maintains his employment with the Village through November 30, 2025 and is employed on November 30, 2025, the Village shall release the total of \$25,000 to Selner as an additional pay disbursement.

4. **PERSONNEL POLICY.** The Village and Selner agree to follow the July 11, 2017 Shelby Personnel Policy agreement and any future updates for all matters of his employment with the following exceptions:

4.1 **Vacation.** Selner shall be entitled to eighty (80) hours vacation from March 1, 2021 to the first anniversary date, eighty (80) hours per year for the second through fourth year of employment, then follow the personnel manual (Article IV).

4.2 **Personal Leave Days.** Selner shall be entitled to ninety-six (96) hours of personal leave time to be available after March 1, 2021 to the first anniversary date, then follow the personnel manual (Article IV).

4.3 **Mileage Allowance.** Selner shall receive reimbursement for use of his personal vehicle for Village business at the current IRS rate. The reimbursement to be made monthly.

4.4 **Professional Development.** Village will pay for membership fees and training seminars for SELNER including the International City Managers Association, the Michigan Municipal Executives and the Shelby Rotary Club within the budget limitations of the Village.

5. **SEVERANCE PAY.** Village agrees to provide severance pay as follows:

5.1 **Severance pay upon termination by Village.** If Village terminates Selner's employment for cause, Village is under no obligation to provide a severance pay. If Village terminates Selner's employment for reasons other than cause or if termination occurs pursuant to paragraph 5.2, Selner shall receive severance pay in an amount equal to four (4) months' salary and any unused vacation balance. "Cause" is defined as i) conduct involving harm, even nominal, or threats to Shelby or its

employees, officials, citizens, residents, or others with an actual or potential relationship with Shelby; ii) conduct that could damage, serious or not, Shelby’s image; iii) conduct that reasonably makes it difficult or impossible for Shelby employees, officials, citizens, residents, or others with an actual or potential relationship with Shelby to deal with Shelby; iv) public attacks, physical or verbal, on Shelby or its employees, elected officials, citizens, residents, or others with an actual or potential relationship with Shelby; or v) failure to significantly improve performance after a 120 day written notice of specific and significant performance deficiency(ies).

5.2 Severance Pay upon termination by Selner. In the event the Village refuses, following written notice, to comply with any material provisions of this agreement which financially benefit’s Selner, or Selner resigns following the simultaneous suggestion, whether formal or informal, by a majority of the members of the Village Board of Trustees that he resign, then, in that event, Selner may at his option be deemed to be terminated at the date of such failure to comply or simultaneous suggestion. In such case, Selner shall be deemed to have been terminated by the Village and entitled to the severance benefits set forth above. Severance Pay, if permitted by this section, shall be made in a lump sum after the effective date of the execution of the Release of Any Claims, the form of which is attached as Exhibit A.

In the event that Selner terminates his employment for reasons other than those stated in this paragraph, he shall receive his unused vacation pay and personal leave days so long as Selner provides 30 days notice, but no other severance pay or benefit, except as required by law.

6 TERM. This Contract shall be effective November 19, 2020. Selner acknowledges that he serves at the pleasure of the Council as provided in the General Law Village Act (MCL 65.8).

7 MERGER OF NEGOTIATIONS. This agreement constitutes the entire contract of employment between Village and Selner. No statement, promise, agreement, or obligation that conflicts with the terms of this agreement shall modify, enlarge, or invalidate this agreement or any provisions hereof.

IN WITNESS WHEREOF, the Village and Selner have executed this agreement this

_____ day of October, 2020.

VILLAGE OF SHELBY

By _____
Paul Inglis, Village President

And _____
Crystal Budde, Village Clerk

BRADY SELNER

Brady Selner

Exhibit "A" Attached

EXHIBIT A

**FORM AGREEMENT
SEVERANCE AGREEMENT**

Effective on the expiration of the rescission period described in Section 19 (“Effective Date”), **Brady Selner** (“Selner”) voluntarily agrees to the terms and conditions of his resignation from **VILLAGE OF SHELBY** (“Shelby”) on the following terms and conditions (the “Agreement”):

1. **Definition of Parties and Affiliates.** As used in this Agreement, Selner means Brady Selner and his heirs, beneficiaries, executors, agents, attorneys, administrators, assigns, and anyone claiming through or under any of the foregoing. Shelby means Village of Shelby, and any of its officials, officers, employees, insurers, re-insurers, agents, attorneys, administrators, successors, assigns, and related entities. A party may be referred to as a Party or collectively as Parties.

2. **Termination of Employment.** Selner’ employment has ended effective _____, 20_____.

3. **Consideration.** As consideration for the commitments and releases in this Agreement, Shelby and Selner agree that after the Effective Date of the Severance Agreement, Selner shall be paid the equivalent of four months pay, subject to normal wage withholding.

4. **Agreement Not to File Suit.** The Parties agree that each will not file suit or otherwise submit any charge, claim, complaint or action to any agency, court, organization, or judicial forum (nor will either Party permit any person, group of persons, or organization to take such action on their behalf) against the other Party arising out of any actions or non-action that occurred on or prior to the date of execution of this Agreement. Said claims, complaints, and actions include, but are not limited to (i) any breach of an actual or implied contract of employment between Selner and Shelby (ii) any claim of unjust, wrongful, or tortious discharge (including any claim of fraud, negligence, whistleblowing, harassment, intimidation or intentional infliction of emotional distress), (iii) any claim of defamation or other common law action, or (iv) any claim of violation arising under the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et seq., 42 U.S.C. 1981 the Age Discrimination in Employment Act, 29 U.S.C.621 et seq., the American with Disabilities Act, 42 U.S.C. 12101 et seq., the Fair Labor Standards Act of 1938, as amended, 29 U.S.C. 201 et seq., the Rehabilitation Act of 1973, as amended, 29 U.S.C. 701 et seq., the Employee Retirement Income Security Act (ERISA), 29 U.S.C. 1001 et seq., or any other relevant federal, state, or local statute or ordinance or applicable collective bargaining agreement or civil service rules and regulations.

5. **Release of Claims.** The Parties agree to remise, release and forever discharge the other Party from any and all matters, claims, demands, damages, causes of action, debts, liabilities, controversies, judgments and suits of every kind and nature, whatsoever, foreseen, unforeseen, known or unknown, including claims, complaints and actions described in Paragraph 4, which have arisen or could arise between Selner and Shelby from matters which occurred on or prior to the date of execution of this Agreement, which matters include this Agreement and Selner’ employment and separation of employment with Shelby. Except as expressly provided in this Agreement, Selner agrees to accept the consideration set forth in Section 3 in full settlement of all claims and she releases and waives any claims related to salary, commission, vacation pay, insurance or welfare benefits, interest in Shelby, or any other compensation and benefits of employment with Shelby arising from or occurring prior to the date of execution of this Agreement.

6. **The Retirement Plan.** Notwithstanding any provision of this Agreement, this Agreement does not include any release or waiver of Selner' non-forfeitable rights to him accrued benefits (within the meaning of Sections 203 and 204 of ERISA), if any, which rights are not released herein, but survive unaffected by this Agreement.

7. **Intentionally Left Blank.**

8. **Confidential Information.** Selner acknowledges that while assisting Shelby in performing services, Selner had access to Confidential Information concerning Shelby, the disclosure of which to a third party could be harmful to Shelby. "Confidential Information" shall be defined as collectively all information and material disclosed to Selner during his employment, whether written, electronic, or verbal, concerning any aspect of the affairs of Shelby, its employees or elected officials. The parties agree that unauthorized disclosure or use of such items would be detrimental to Shelby. Selner shall hold all Confidential Information of Shelby confidential and shall not disclose any Confidential Information to any third parties, except by direction or written permission of Shelby or use any Confidential Information for Selner' benefit, except to the extent necessary to comply with local, state, or federal law.

9. **Severability.** The provisions of this Agreement are severable, and, if any part of it is found to be unenforceable, the other paragraphs shall remain fully valid and enforceable. This Agreement shall survive the termination of any arrangements in this Agreement.

10. **Non-Disparagement.** Selner and Shelby each agree not to engage in any conduct that is injurious to the reputation or interests of the other, including, without limitation, publicly disparaging (or inducing or encouraging others to publicly disparage) the other. For the purposes of this paragraph, the term "disparage" includes, without limitation, comments or statements to the press or any individual, which would adversely affect in any manner: (a) Selner or Shelby, or (b) the reputation of Selner or Shelby.

11. **Intentionally Left Blank.**

12. **No Admission.** This Agreement shall not in any way be construed as an admission by Shelby that it has acted wrongfully with respect to Selner, or that Selner has any claims, whatsoever, against Shelby. Similarly, this Agreement shall not be construed as an admission by Selner that he has acted wrongfully in any respect or that Shelby has any claims against him.

13. **Voluntary Settlement.** Each Party respectively acknowledges that they each have had the opportunity to seek independent advice of counsel in connection with the negotiation and execution of this Agreement and that each is signing this Agreement freely and voluntarily. Each of the Parties represents that there have been no inducements, promises or representations with respect to the settlement provided other than as stated in this Agreement. Each of the Parties acknowledges that it has had the opportunity to read and review this Agreement and to review with counsel and to ask questions regarding any or all provisions of this Agreement. Selner represents and acknowledges that, in executing this Agreement, he does not rely upon, and has not relied upon, any representation or statement not set forth herein made by Shelby or by any of Shelby's agents, representatives or attorneys with regard to the subject matter, basis, or effect of this Agreement or otherwise.

14. **Governing Law.** This Agreement shall be construed and interpreted in accordance with the laws of the State of Michigan. Any dispute arising out of this Agreement may be litigated in any court of competent jurisdiction in the State of Michigan. In the event of any dispute arising out of this Agreement, the Parties specifically consent to personal jurisdiction in Muskegon County, Michigan.

15. **Entire Agreement.** This Agreement sets forth the entire Agreement between the Parties and fully supersedes any and all prior agreements or understandings between the Parties pertaining to the subject matter hereof.

16. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original, and all counterparts, when taken together, will constitute one and the same agreement. The parties agree that signatures on this Agreement may be delivered by e-mail in lieu of an original signature and agree to treat electronic signatures as original signatures that bind them to this Agreement.

17. **Attorneys Fees.** Each Party shall be responsible for its own attorney fees related to the creation and execution of this Agreement. In the event either Party brings an action to enforce any part of this Agreement, the prevailing party shall be entitled to its actual reasonable attorney fees.

18. **Time to Deliberate and Consider the Agreement.** Selner acknowledges that he has been deliberating whether to sign this Agreement since _____, and that Shelby has given him until _____ (which is 21 days) to consider signing this Agreement. If Selner elects to sign this Agreement without availing himself the opportunity to consider it for at least 21 days, Selner acknowledges that he waives his right to the balance of the review period, and his decision to shorten the time for considering this Agreement prior to signing is knowing and voluntary, and such decision is not induced by Shelby through fraud, misrepresentation or a threat to withdraw or alter the provisions set forth in this Agreement prior to the expiration of the 21 day time period.

19. **Rescission Period.** For a period of seven days after Selner' execution of this Agreement, Selner may revoke this Agreement by giving written notice to _____ at _____. This Agreement shall not become effective until the revocation period has expired without it being revoked.

PLEASE READ CAREFULLY.

THIS AGREEMENT INCLUDES A RELEASE OF ALL KNOWN AND UNKNOWN CLAIMS.

BRADY SELNER

Name: Brady Selner

Date: _____, 20__

VILLAGE OF SHELBY

By _____

Name:

Date: _____, 20__

VILLAGE OF SHELBY

MEMO

Date: October 26, 2020

To: Paul Inglis, Shelby Village President
Shelby Village Council Members

From: Bill Cousins, Village Administrator

Re: Action to Hire a Village Police Chief

INFORMATION:

The Village selected Mr. Steven Waltz as the lead candidate for the Village Police Chief position as the Special council meeting on October 13, 2020. The council received a report on Mr. Waltz's references and background at an October 19th Special meeting and directed Chief Farber to reach agreement with Mr. Waltz on a contract to hire Mr. Waltz. Mr. Waltz has agreed to a contract for employment as the Shelby Village Police Chief (copy attached). The contract has also been reviewed by the Village Attorney. Mr. Waltz is planning to start work on November 9th.

FINANCIAL CONSIDERATIONS:

Budget adjustments will be made after Mr. Waltz reports for duty in Shelby.

RECOMMENDED ACTION:

The following motion is recommended for adoption by the Council:

Motion by _____ seconded by _____ to authorize the Village President to sign the employment contract with Mr. Steven Waltz to be hired as the Shelby Village Police Chief.

EMPLOYMENT AGREEMENT

VILLAGE OF SHELBY – STEVEN A. WALTZ

Effective November 19, 2020

This agreement shall be effective November 19, 2020 ("Hire Date"), between the Village of Shelby, Michigan hereinafter referred to as the "Village" and Steven A. Waltz, hereinafter referred to as "Waltz", for the purpose of establishing a general understanding between both parties as to the terms and conditions of employment

It is mutually agreed between Village and Waltz that this agreement be reviewed annually for the purpose of considering his performance, compensation, and benefits.

Recitals

- A. The Village desires to employ the services of Waltz as the Police Chief of the Village of Shelby as provided by ordinance of the Village of Shelby and desires to establish conditions of employment, provide certain benefits and set working conditions.
- B. Waltz desires to be employed as the Police Chief of the Village of Shelby in accordance with the terms and provisions of the Agreement.

Agreement

NOW THEREFORE, THE VILLAGE AND WALTZ AGREE AS FOLLOWS:

1. EMPLOYMENT. Village employs Waltz as Police Chief to perform the functions and duties specified in the Village Charter and ordinances and to perform such other legally permissible and proper duties and functions as the Village may, from time to time, assign, and Waltz accepts such employment.

Waltz agrees to remain in the employ of the Village until termination is effected. Waltz agrees to devote full time to his duties as Police Chief. Waltz may undertake other incidental employment, subject to the right of Village to require Waltz to terminate other incidental employment.

2. SALARY. Effective November 19, 2020, Village agrees to pay Waltz as compensation for services rendered an annual salary of \$58,000 per year, payable bi-weekly. Waltz may receive merit increases, if any, as authorized by the Village based on an annual review and performance evaluation.

3. PERSONNEL POLICY. The Village and Waltz agree to follow the July 11, 2017 Shelby Personnel Policy agreement and any future updates for all matters of his employment with the following exceptions:

3.1. Vacation. Waltz shall be entitled to eighty (80) hours vacation from March 1, 2021 to the first anniversary date, eighty (80) hours per year for the second through fourth year of employment, then follow the personnel manual (Article IV).

3.2. Personal Leave Days. Waltz shall be entitled to ninety-six (96) hours of personal leave time to be available after March 1, 2021 to the first anniversary date, then follow the personnel manual for the accrual of PTO time. (Article IV). Unused days will be compensated on the anniversary date of his hire date and at the time his employment ends.

3.3. Professional Development. The Village will pay for the MACP memberships and provided to Chiefs in the State of Michigan. And will budget for the training of the New Chiefs Training that is scheduled for April of 2021 (one-time expenses). Village will also provide training for other conferences (Michigan Chiefs of Police Conferences) and others as deemed being necessary. Local training funds and 302 training funding will provide the funding sources.

3.4. Health Insurance. Waltz has health insurance from his previous employer (City of Muskegon) and will opt-out of the Village plan. He will be compensated at the rate of \$250.00 every other pay period as provided for in Article XV, Section II of the Shelby Personnel Policy.

3.5. Phone reimbursement. Waltz will be reimbursed \$50.00 per month for the use of his personal phone for Village business.

4. MERGER OF NEGOTIATIONS. This agreement constitutes the entire contract of employment between Village and Waltz. No statement, promise, agreement, or obligation that conflicts with the terms of this agreement shall modify, enlarge, or invalidate this agreement or any provisions hereof.

IN WITNESS WHEREOF, the Village and Waltz have executed this agreement this

_____ day of October, 2020.

VILLAGE OF SHELBY

By _____
Paul Inglis, Village President

And _____
Crystal Budde, Village Clerk

STEVEN A. WALTZ

Steven A. Waltz

**VILLAGE OF SHELBY
OCEANA COUNTY, MICHIGAN
(Resolution No. _____)**

The Shelby Village Council held its regular meeting on October 26, 2020 electronically pursuant to and in compliance with Public Act 228 of 2020. At such regular meeting, the following Resolution was offered for adoption by Councilmember _____ and was seconded by Councilmember _____:

**A RESOLUTION APPROVING THE DRAFT MASTER PLAN
FOR DISTRIBUTION AND ASSERTING THE VILLAGE
COUNCIL’S RIGHT TO ADOPT SUCH MASTER PLAN**

WHEREAS, the Michigan Planning Enabling Act, MCL 125.3801 *et seq.* (“MPEA”) authorizes the Planning Commission to prepare a Master Plan for the use, development and preservation of all lands in the Village; and

WHEREAS, the Village of Shelby Planning Commission has undertaken an effort to evaluate and update the Village’s Master Plan and has assembled a revised draft Master Plan; and

WHEREAS, the Michigan Planning Enabling Act, MCL 125.3842, requires the Village Council to authorize distribution of the Master Plan to the notice group entities identified in the MPEA; and

WHEREAS, the Michigan Planning Enabling Act, MCL 125.3843, provides the Village Council with the option to assert their right to adopt the Master Plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. ***Intent to Adopt Master Plan.*** Pursuant to MCL 125.3843, the Village Council hereby asserts its right and intention to adopt a new Master Plan.

2. ***Distribution of Draft Plan to Notice Group.*** Pursuant to MCL 125.3842, the Village Council hereby approves distribution of the draft updated Master Plan to the Notice Group outlined in MPEA for review and comment.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of a resolution adopted by the Shelby Village Council at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

Date: _____

Crystal Budde
Shelby Village Clerk



VILLAGE OF SHELBY
2020 Master Plan

Acknowledgments

Village Council

Paul Inglis, Village President

John Sutton

Dan Zaverl

Bill Harris

Andy Near

Steve Crothers

Jim Wyns

Planning Commission

Rich Setlak, Chair

John Sutton, Vice Chair

Samantha Near, Secretary

Mark Baker

Tara Kelley

Paul Inglis

Tim Horton

Village Staff

Bill Cousins, Interim Village Administrator

Crystal Budde, Village Clerk / Treasurer

Randy Mahoney, Administrative Assistant

Emily Stuhldreher, Community Development Fellow

Rob Widigan, Village Administrator (former)

Photos: Emily Stuhldreher, Rob Widigan, and other public sources

Original Artwork by Kim Nguyen of Williams & Works

Village Planning Consultant

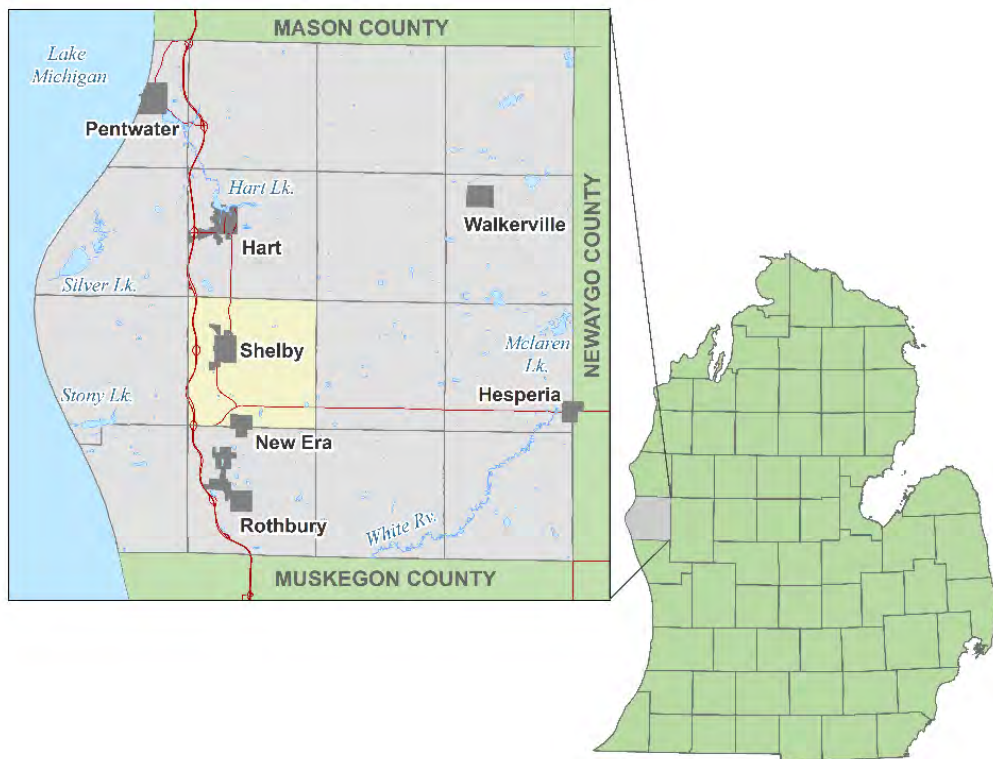
williams&works

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section 1.
Introduction



The Village of Shelby is a community of approximately 2,000 people located in Oceana County, within the western region of Michigan's Lower Peninsula. The Village is approximately 1.7 square miles centrally located in Shelby Township. Lake Michigan and Silver Lake State Park are both in close proximity to the Village, providing scenic and recreational opportunities.

The closest urban center is the city of Muskegon, with approximately 38,000 people. Nearby cities include Hart with a population of about 2,000 and Whitehall with a population of about 3,000. Grand Rapids (200,000 people) is approximately an hour commute via U.S. 31 and I-96. Aside from various villages in the surrounding area, the regional landscape is largely comprised of agricultural uses, scattered residential development, woodlands, and wetlands.



The Village of Shelby Master Plan has been created to envision and guide future land use and development. Founded on the desires of Shelby residents, this Plan is intended to serve as a guide with which to protect and enhance the quality of life in the Village of Shelby. This is accomplished by fostering orderly, manageable, and cost-effective growth and redevelopment, while establishing a framework for future decisions and providing a reliable basis for public and private investment. This will enable the residents of Shelby to truly enjoy the qualities that make the Village a great place to live.

The Michigan Planning Enabling Act, Act 33 of 2008, authorizes the Village to prepare and adopt a Master Plan pursuant to requirements of the statute.

This Plan was created in three phases:

- 1. EXISTING CONDITIONS.** Research incorporated demographic, economic, transportation, land use, and other data to develop a comprehensive impression of growth patterns and challenges that will impact the Village.
- 2. COMMUNITY INPUT.** A community-wide survey was conducted online during the fall of 2019 to gather public opinions on land use and planning in the Village. This input was sought to establish a basis for Shelby's planning and land use policy.
- 3. POLICY.** Information gathered from the first two phases were used to prepare Shelby's long-range land use policy. This includes goals and objectives, the future land use plan, and strategies for implementation.



As a guide, this Master Plan is both visionary and strategic. It outlines goals and objectives for the future and is the principal guide directing land use policy. It is intended to serve as a tool for public and private decision-makers, including the Village administration, boards, and commissions, as well as businesses, community groups, developers, nonprofit organizations, and individuals.

Although it is intended to provide direction for land use and planning in the Village, this plan is not a binding, legal document. Rather, the Plan must be considered a “living document,” meaning it must be continually reviewed, modified, and expanded to reflect changing circumstances and opportunities, as necessary. The Planning Commission and Village Council may consider specific amendments to this document to better serve community interests and the desires of private property owners. The Planning Commission should discuss the Plan annually to identify annual planning priorities and discuss future planning endeavors. The Michigan Planning Enabling Act (Public Act 33 of 2008) authorizes Master Plans and requires, at a minimum, the plan be reviewed every five years.



section 2.

Natural and Cultural Features

HISTORY OF THE VILLAGE

Shelby was originally established as Churchill's Corners in 1866 and was incorporated as the Village of Shelby in 1885. The Village of Shelby, like much of West Michigan, has roots in lumbering, agriculture, and tourism—all of which are tied to Lake Michigan. During the lumbering era, civilization came rapidly to Shelby. The first school appeared in 1862 and the first sawmill was built in 1871. By 1872, a north/south railroad came through town. By 1874, Passenger Pigeons (now extinct) were actively hunted.

Churches, hotels, banks, a fire department, and a library appeared by 1907. The hospital was organized in 1925 and soon, potatoes and asparagus became important crops. During World War II, a prisoner of war camp was located at the present-day Getty Park. This park was deeded over to the Village in 1908 by George B. and Sarah J. Getty and has since become a popular park for recreational activities and an asset to the Village's public schools.

In 2010, the Village celebrated 125 years. The Shelby community is a small, close-knit village. History has demonstrated that citizens can make a significant impact when they collectively put their minds to a task. Recently, Shelby leadership has expressed a desire to keep the area as a special place to live, work, play, and learn. That shared vision will help guide the Village of Shelby toward a community-oriented future.





REGIONAL TOPOGRAPHY

The rolling countryside of Shelby reveals impressive views across numerous orchards, fence rows, and woodlots. Elevations range from between 660 to over 1,000 feet above sea level throughout the Village and Shelby Township. The region is part of West Michigan's fruit belt and is within 12 miles of Lake Michigan. The Village is nestled in what locals call "the bowl" and several subdivisions are perched upon hills to view the picturesque landscape. The combination of country scenery and a historic Village setting make the Shelby area a truly special place.





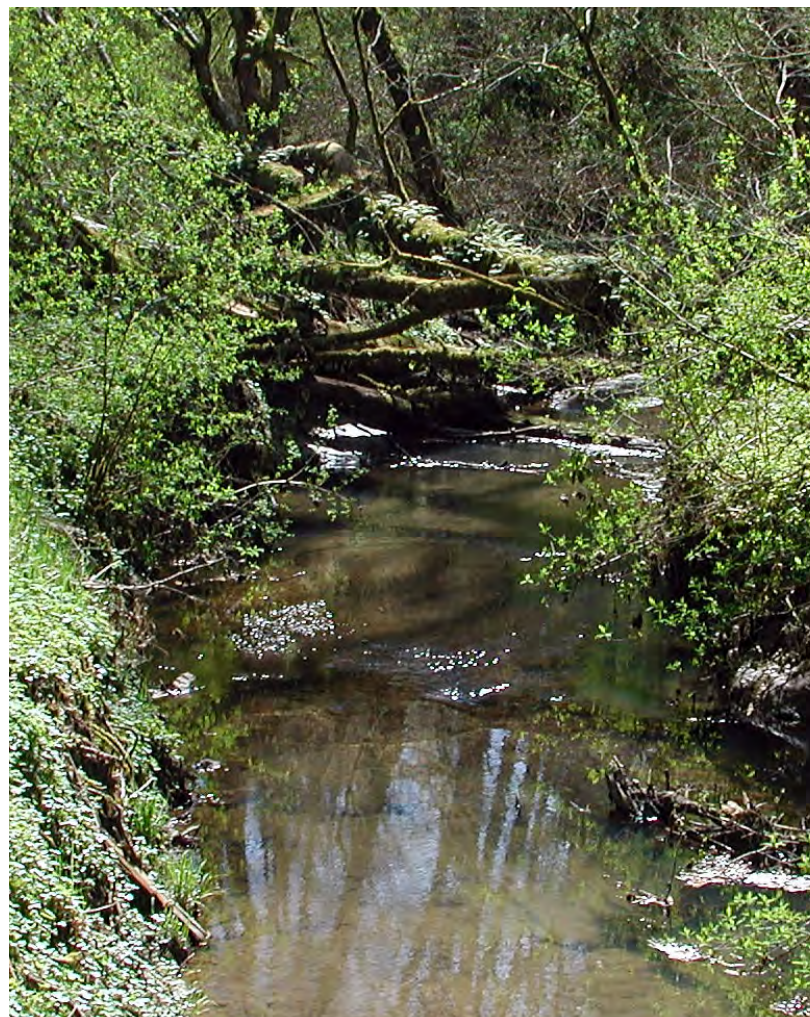
CLIMATE

The climate of the Village of Shelby is impacted by its proximity to Lake Michigan. Westerly winds that travel across the lake moderate the yearly temperature and create lake-effect snow. The closest NOAA climatological data is obtained from a station in Muskegon. Shelby averages about 75 inches of snowfall per year. According to the NOAA Climatic Data for 2018, the average temperature was about 27.3 degrees in January. In July, the average temperature was 73.5 degrees and average annual rainfall was about 35 inches.

LAKES, RIVERS & WATERSHEDS

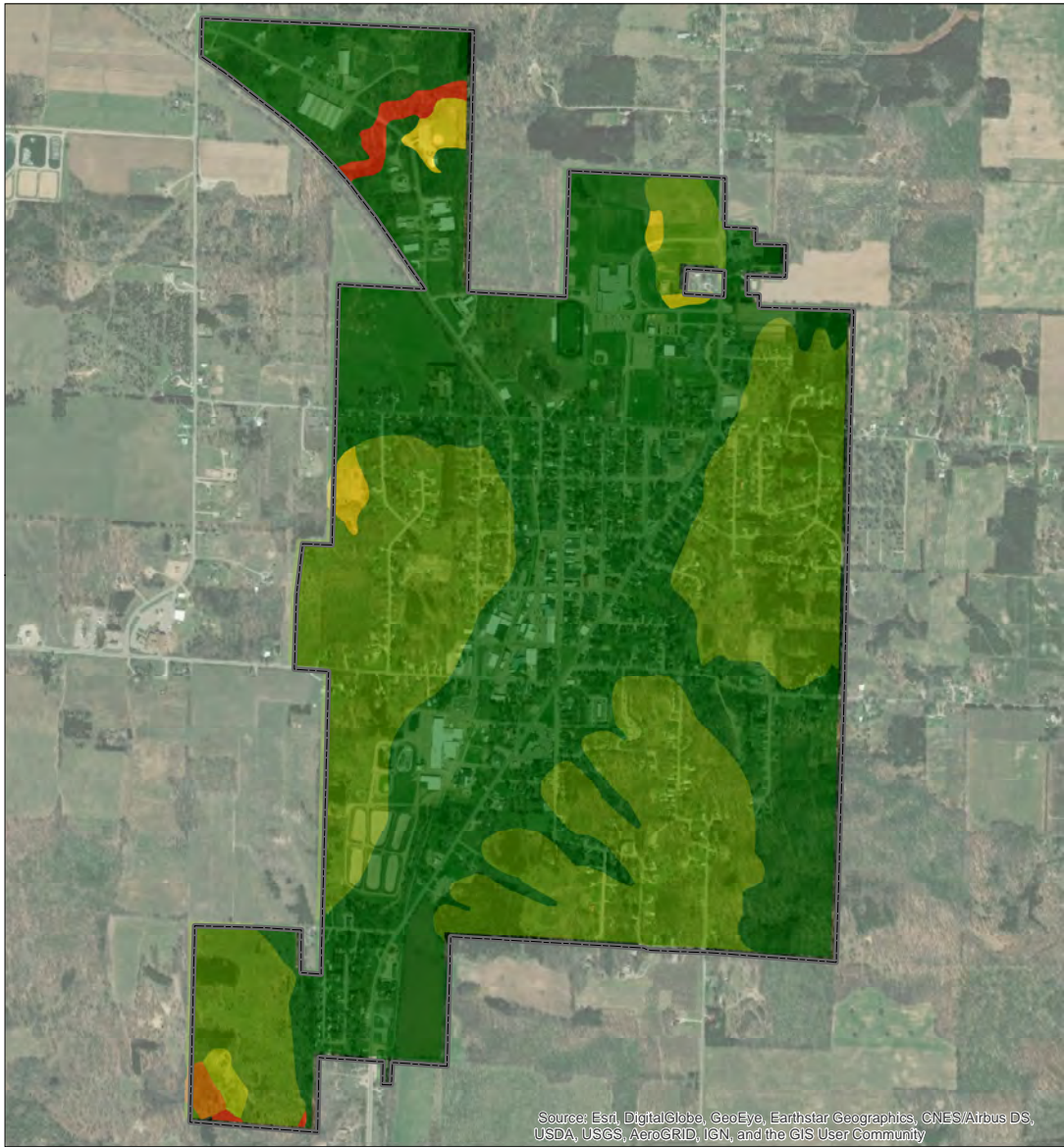
Although located close to Lake Michigan, the Village of Shelby has limited surface water. Dorrance Creek in the southwest quadrant of Shelby Township is the most prominent natural system near the Village. The headwaters of Piper (Stony), Mason, and Robinson Creeks are also found in Shelby Township. Despite the presence of many farms in the area, large expanses of creek beds have not been altered to enhance drainage, likely because much of the land is comprised of light, well-drained, sandy soil. Stream floodplains and wooded wetlands of the area remain essentially in a natural state, which adds to the beauty of the region.

The Village of Shelby is located entirely within the Stony Creek Watershed, which covers approximately 57 square miles¹. The Piper (Stony) Creek headwaters begin west of the Village of Shelby and flow downstream into Stony Lake. Therefore, efforts to maintain water quality in the Village positively impact the resulting water that flows into Piper (Stony) Creek and eventually Stony Lake. In 2017, the lake was rated between the mesotrophic and eutrophic lake classification.² This classification is often caused by excess nutrients in the lake, which result in more algae and reduced water clarity. These nutrients are often transported by stormwater runoff that contain products such as nitrogen and phosphorus fertilizers. Therefore, limiting the amount of nutrients that are transported into the lake will benefit and improve the lake's water quality.



¹ Biological and Water Chemistry Surveys of Selected Stations in the Bass Lake, Pentwater River, Stony Creek, and Flower Creek Watersheds: Mason, Muskegon, and Oceana Counties. (2012) Michigan Department of Environmental Quality.







² 2017 Data report for Stony Lake, Oceana County. (2017). Cooperative Lakes Monitoring Program.

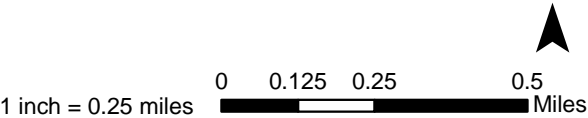


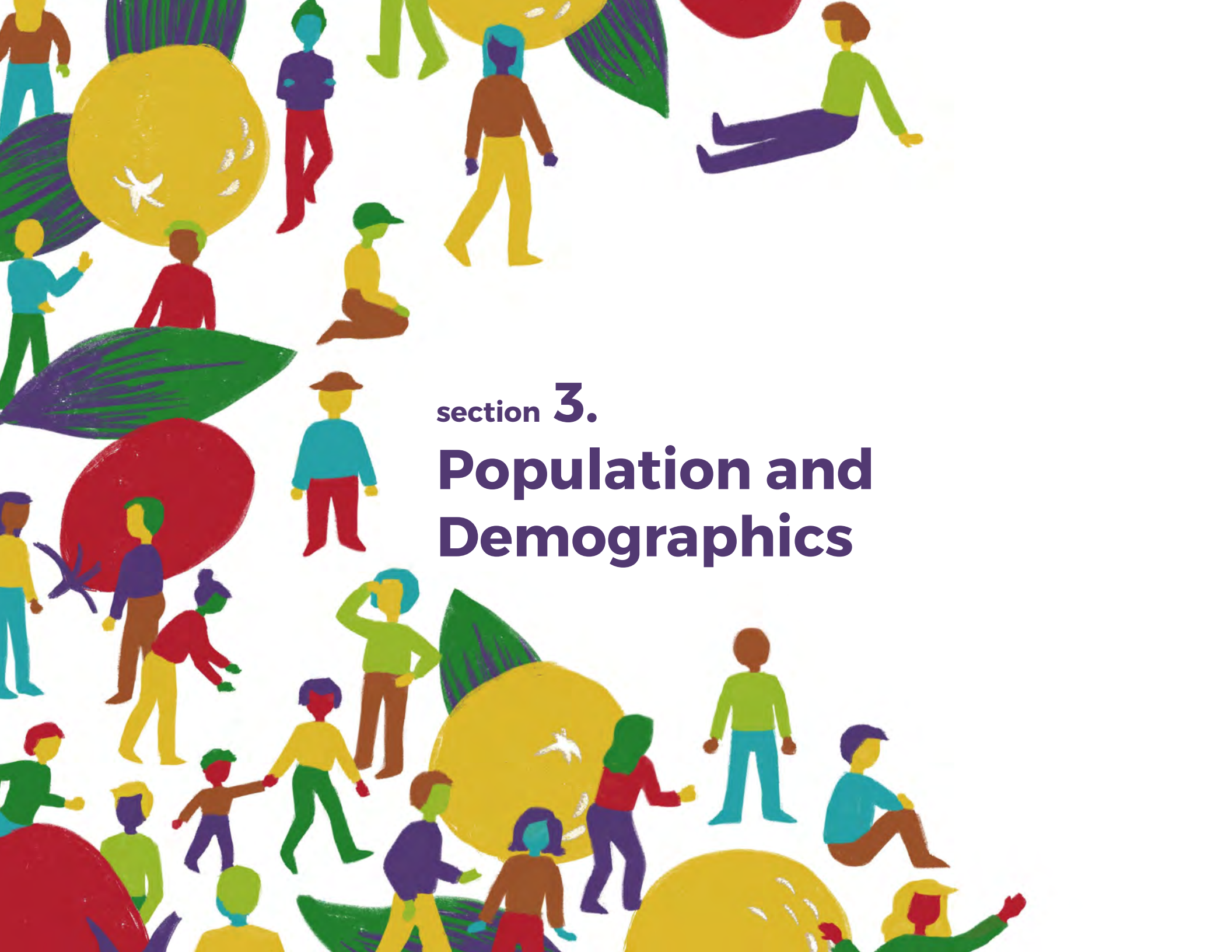
SOIL & GROUNDWATER

The soils in a community can help determine suitable areas for development, recreational areas, and natural preservation. The soils within Oceana County were formed from the remains of the last glacial retreat. This has resulted in predominately sandy soils that are excessively drained or well drained (Map 1). Because water infiltrates the soil at such a high rate, runoff from impervious surfaces in the Village will enter the watershed at a relatively quick rate.

MAP 1. SOIL DRAINAGE

-  Excessively drained
-  Well drained
-  Moderately well drained
-  Somewhat poorly drained
-  Poorly drained
-  Very poorly drained





section **3.**

Population and Demographics



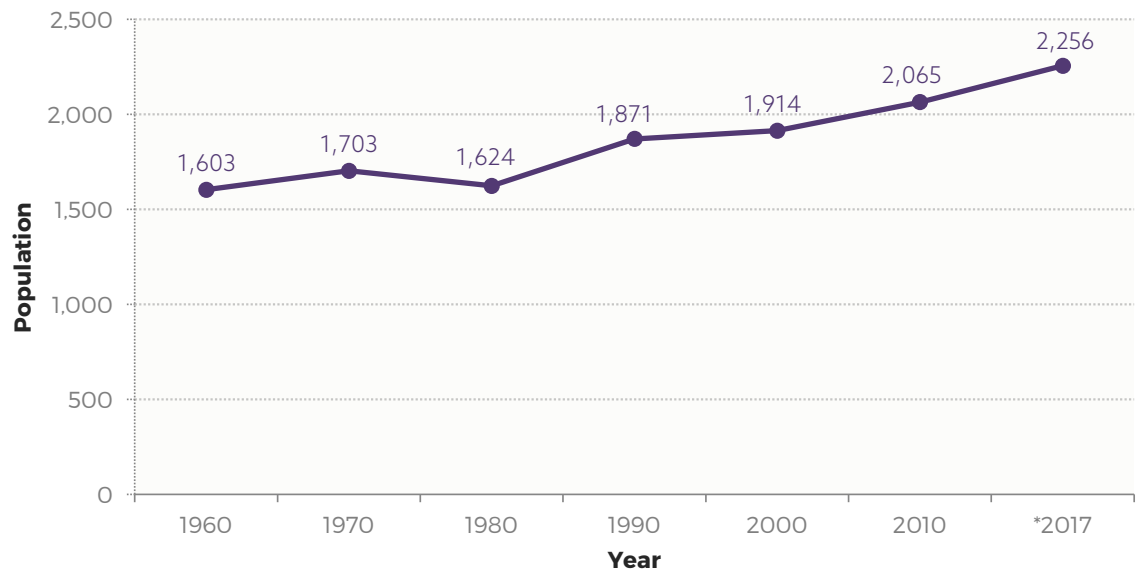
POPULATION GROWTH TRENDS

According to the American Community Survey Estimates, the Village of Shelby had a population of 2,256 in 2017. The largest population growth occurred from 1980 to 1990, with an increase of 15.2%. Modest growth also occurred from 2000 to 2010 (+7.9%) and 2010 to 2017 (+9.2). Aside from a slight decrease in population from 1970 to 1980, the

Village has historically shown steady population growth each year.

Shelby is the largest village in Oceana County, with a population similar to the City of Hart. Compared to surrounding communities, the Village of Shelby experienced moderate growth from 2000 to 2017.

FIGURE 1. HISTORIC POPULATION TRENDS



Source: US Census Bureau

From 2000 to 2010, the Village population increased by 7.9%, which was greater than the Village of New Era (-2.2%), Shelby Township (3.0%), Oceana County (-1.1%), and the State (-0.6%), but less than the City of Hart (9.0%). Despite the national economic decline from The Great Recession (2007-2013), the Village of Shelby continued to experience an increase in population.

In recent years, there has been greater population growth in many communities as the economy recovered. From 2010 to 2017, the Village of Shelby experienced a 9.2% increase in population, which was greater than all neighboring municipalities, Oceana County (-1.0%), and the State (0.4%).

TABLE 1. POPULATION COMPARISON

Community	Population			% Population Change	
	2000	2010	2017	2000-2010	2010-2017
Village of Shelby	1,914	2,065	2,256	7.9%	9.2%
City of Hart	1,950	2,126	2,275	9.0%	7.0%
Village of New Era	461	451	485	-2.2%	7.5%
Shelby Township	3,951	4,069	4,030	3.0%	-1.0%
Oceana County	26,873	26,570	26,317	-1.1%	-1.0%
State of Michigan	9,938,444	9,883,640	9,925,568	-0.6%	0.4%

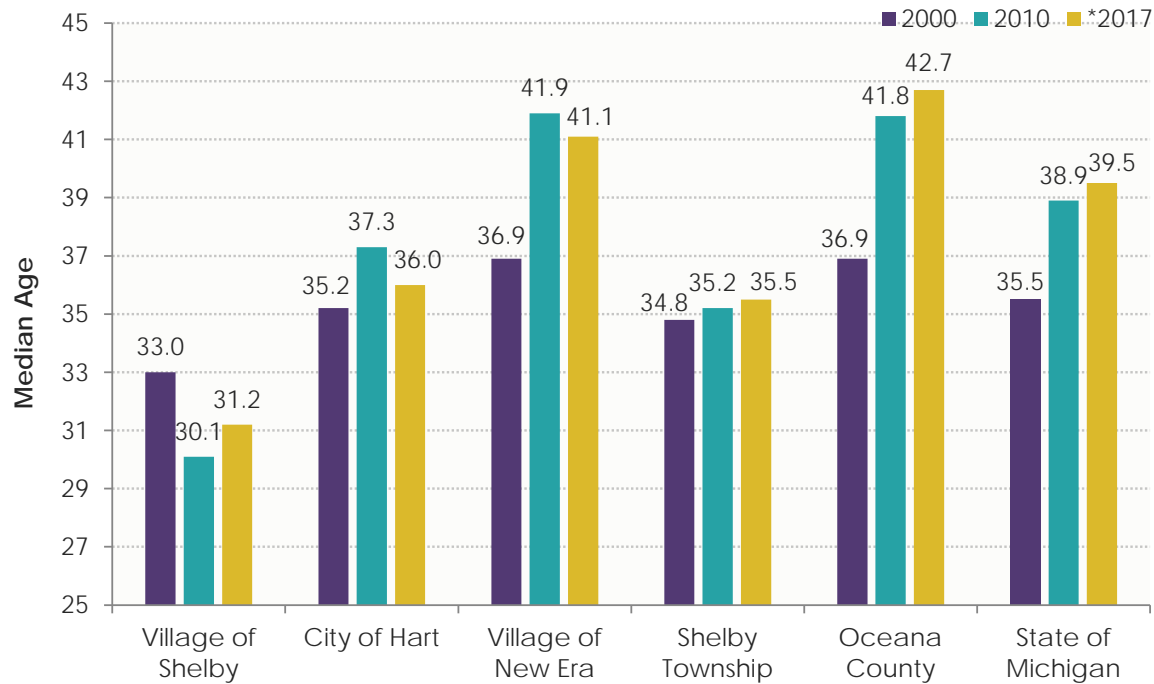
Source: 2000 & 2010 Census Bureau; 2017 American Community Survey Estimates



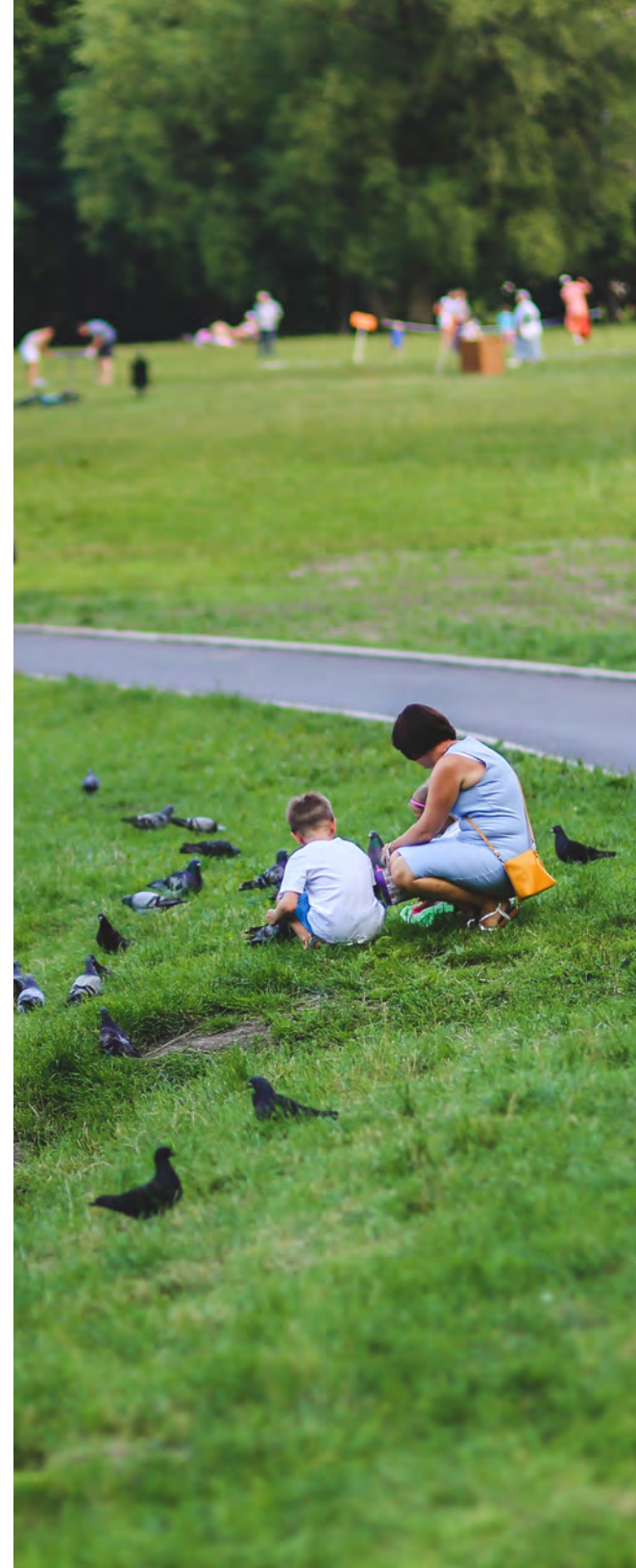
AGE AND ETHNIC CHARACTERISTICS

In 2017, the Village of Shelby had a lower median age (31.2 years) compared to the City of Hart (36.0 years), the Village of New Era (41.1 years), Shelby Township (35.5 years), Oceana County (42.7 years), and Michigan (39.5 years). Despite having a similar population size as the City of Hart, the Village of Shelby's population is comprised of a younger demographic. Historically, the Village has also had a lower median age compared to Shelby Township, Oceana County, and the State of Michigan. Although the median age has generally been increasing in the State and Nation, the Village of Shelby does not appear to be following this trend.

FIGURE 2. MEDIAN AGE COMPARISON



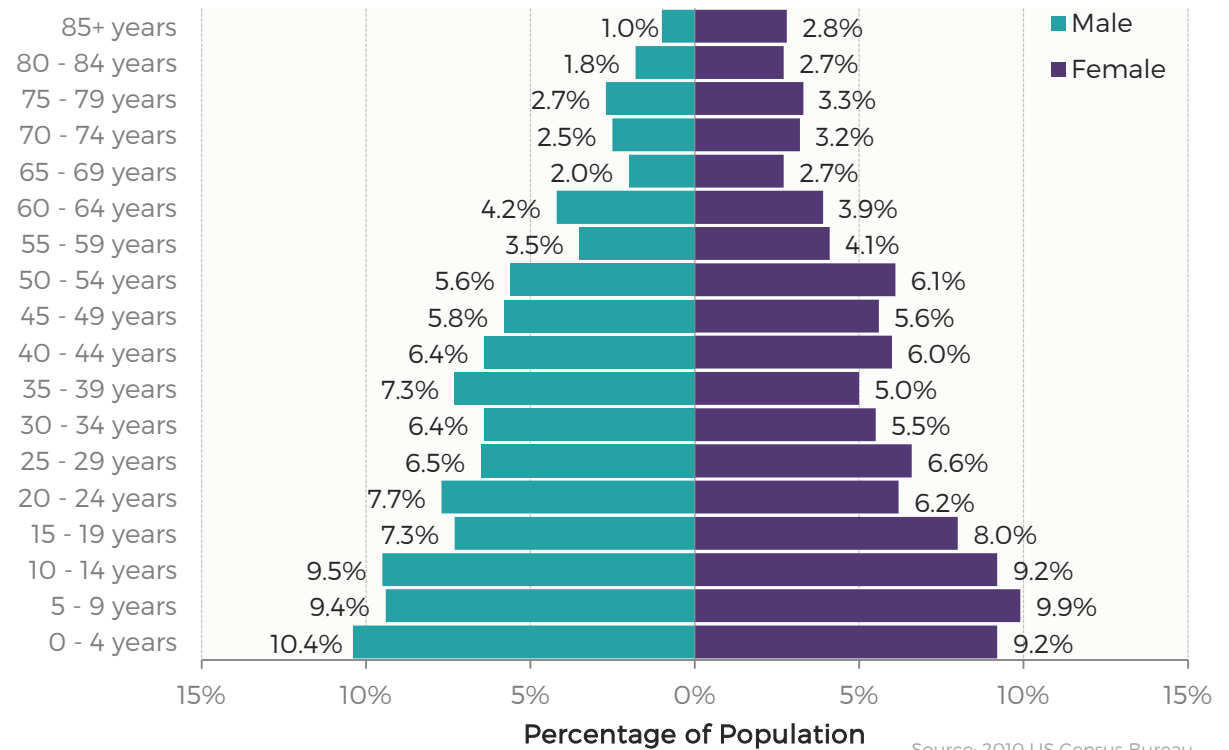
Source: US Census Bureau; 2017 American Community Survey Estimates





The population pyramid in Figure 3 illustrates age distribution in the Village by gender. According to the 2010 Census, the greatest age cohorts in the Village were from 0-4 years, 5-9 years, and 10-14 years for both males and females. Overall, 33.2% of the population was younger than 18 years. This suggests that there are many families with children that live in the Village. Additionally, there was a significant drop in the percentages of senior residents (65+ years) living in the Village (12.5%), suggesting that many seniors move elsewhere for retirement. The large base of the population pyramid indicates that both male and female populations are increasing overall. Generally speaking, when a large percentage of the population is in younger age cohorts, the geographic area is poised to experience population growth.

FIGURE 3. POPULATION PYRAMID (2010)



MINORITY POPULATION

The Census Bureau provides information related to race and Hispanic origin. These are two separate concepts, as Hispanic is considered an origin rather than a race in the classification system. Therefore, people who are Hispanic may be of any race. In the Village of Shelby, residents of either Hispanic or Latino origin comprised 45.6% of the total Village population in 2010 (942 persons). This percentage

of the total population remained consistent in 2017, as the Hispanic population was estimated at 45.2% of the total population (1,020 persons). The 2017 American Community Survey also indicates that 42.5% of the population speaks Spanish. Therefore, the community is comprised of several English and Spanish speaking residents and has a large presence of residents with Hispanic or Latino origins.

The Village is also relatively diverse in terms of race. In 2010, minority populations comprised 25.4% of residents 18 years or older (Table 2). The largest population was “some other race,” which can include a variety of races not specifically indicated in the Census (81.7%). This was followed by residents with two or more races (9.2%) and American Indian and Alaska Natives (6.6%).

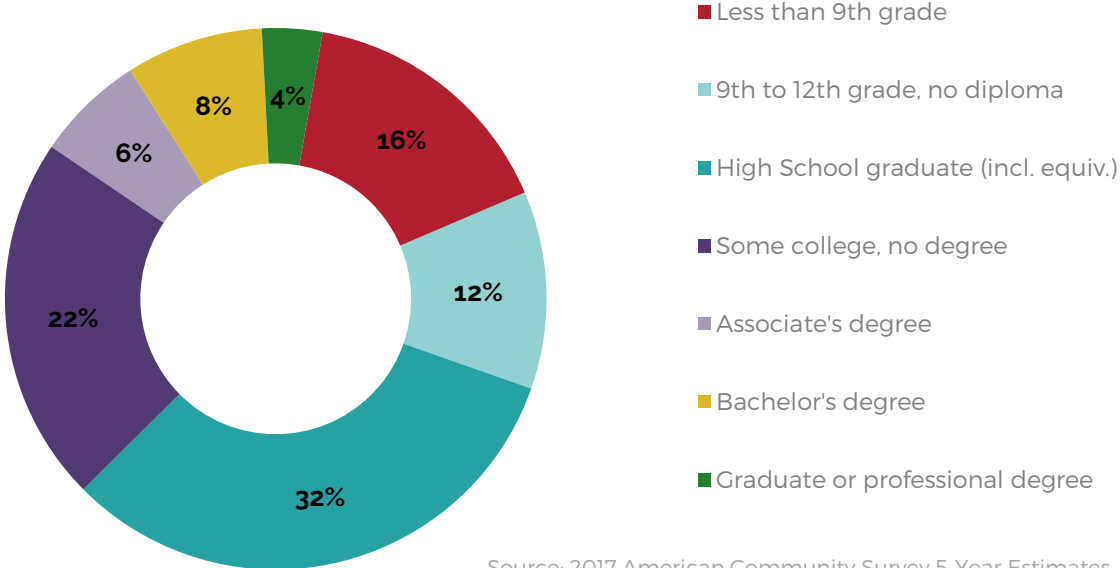
TABLE 2. RACE OF RESIDENTS 18 YEARS OR OLDER IN THE VILLAGE OF SHELBY

Group	# of Persons	2010 % of Minority Pop.	% of Total Pop.
Black or African American	5	1.4%	0.4%
American Indian and Alaska Native	23	6.6%	1.7%
Asian	4	1.1%	0.3%
Native Hawaiian and Other Pacific Islander	0	0.0%	0.0%
Some Other Race	285	81.7%	20.7%
Two or More Races	32	9.2%	2.3%
Total	349	100.0%	25.4%

EDUCATION

According to the 2017 American Community Survey Estimates, 72.4% of Village residents 25 years or older have obtained a high school education or higher. This is lower than Shelby Township (79.3%), Oceana County (86.4%), and the State of Michigan (90.2%). About 11.8% of the population in the Village has a bachelor's degree or higher, which is also lower than Shelby Township (18.5%), Oceana County (18.1%), and the State (28.1%). Residents with a high school diploma (or equivalent) in the Village of Shelby comprise 32% of the population, while 22% of residents have some college (Figure 4). Only 18% of the population have either an Associates, Bachelors, or Graduate degree.

FIGURE 4. EDUCATIONAL ATTAINMENT OF THE POPULATION 25 YEARS OR OLDER (2017)



Source: 2017 American Community Survey 5-Year Estimates

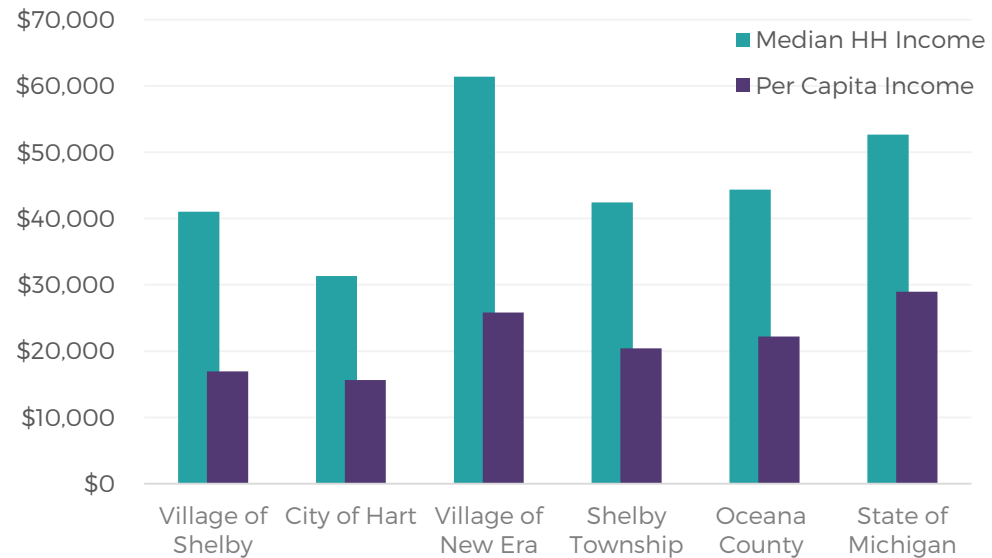




INCOME

In 2017, the median household income in Shelby was \$41,027 based on the American Community Survey estimates. This was comparable to Shelby Township (\$42,422), Oceana County (\$44,382), and slightly lower than the State of Michigan (\$52,668). It is common for median incomes of village or city residents to be lower than outlying areas. Cities and villages often have more affordable housing options and community services are more readily available without the need for an automobile.

FIGURE 5. MEDIAN AND PER CAPITA INCOME COMPARISON (2017)



Source: 2017 American Community Survey 5-Year Estimates

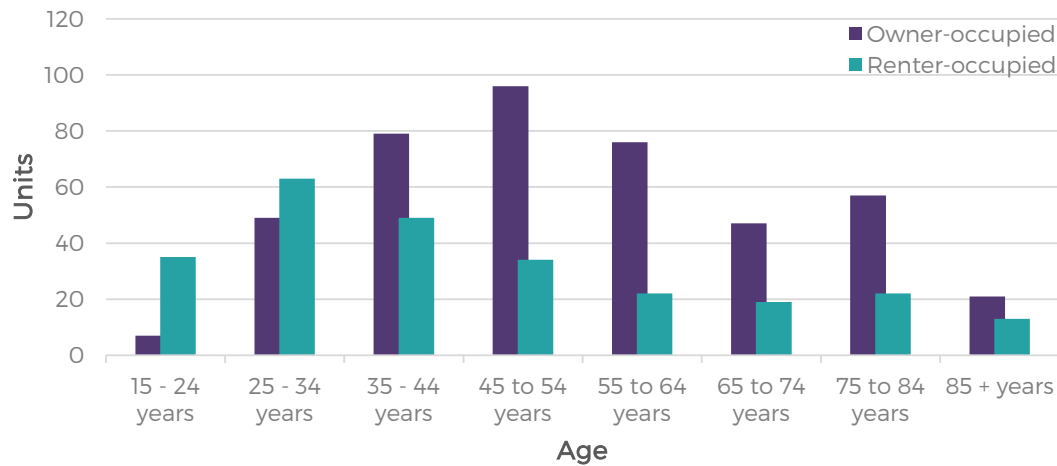


section **4.**
**Housing and
Economic Development**

According to the 2010 Census, there were 772 total housing units in the Village. Approximately 62.7% of the occupied housing units were owner-occupied in the Village, 75.4% in Shelby Township, and 81.3% in Oceana County. Therefore, there are more rental options in the Village compared to the surrounding area. The ratio of owner-occupied housing units to renter occupied units in the Village was approximately 1.7:1. This is a slightly low proportion of owner-occupied units to rental units; however, it is normal for cities and villages to have a lower proportion than townships. Therefore, this is still a healthy proportion of owner- and renter-occupied units in the Village.

Rental units in the Village are primarily occupied by residents 25 to 34 years of age, while owned units are primarily occupied by residents 45 to 54 years of age. Overall, rental and owned units are occupied by residents that are young or middle aged. However, there is an increase in owner-occupied units for residents 75 to 84 years. This indicates that there is a healthy senior population that own houses in the Village.

FIGURE 8. OWNER AND RENTER-OCCUPIED UNITS BY AGE (2017)

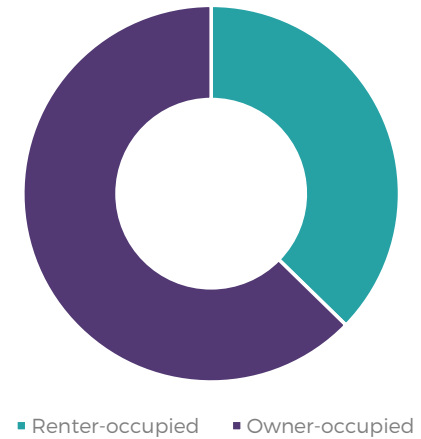


Source: 2017 American Community Survey 5-Year Estimates

FIGURE 6. HOUSING OCCUPANCY (2017)

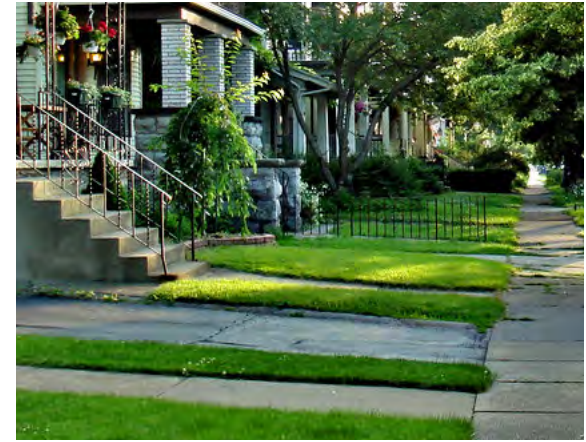


FIGURE 7. HOUSING TENURE (2017)



Estimate from the 2013-2017 American Community Survey

Out of the 772 housing units in the Village, 83 (10.8%) were vacant. Generally, when housing vacancy rates exceed 5% there is some concern for neighborhood stability. If vacancy rates exceed 10%, the neighborhood may be experiencing blight.³ This area's proximity to Lake Michigan may cause houses to be used seasonally and increase the vacancy rate. However, the Census Bureau reported only one vacant house as having seasonal status in 2010. Many of the vacancies (35) were categorized as "other vacant" in the Census. Therefore, the number of vacancies may still be an indication of instability in the housing market. In order to address this concern, the Village passed a blight prevention and elimination ordinance in March of 2019.

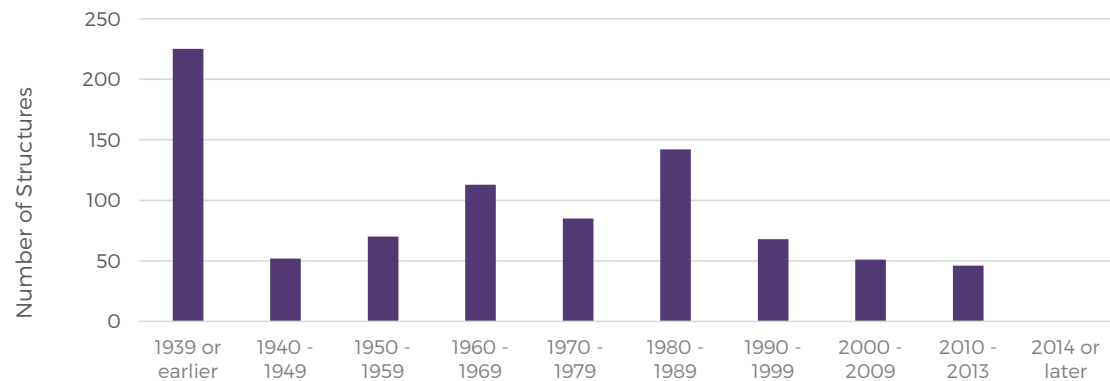


³ Michigan State Housing Development Authority

NEW DEVELOPMENT

According to the 2017 American Community Survey Estimates, 54.0% of the homes in the Village were built before 1970. The plurality of homes (26.4%) were built in 1939 or earlier. Although the Village experienced slight increases in the number of structures built from 1960 to 1969 and from 1980 to 1989, few homes have been built in recent years. This suggests that the Village has an older housing market.

FIGURE 9. YEAR STRUCTURE BUILT (2017)



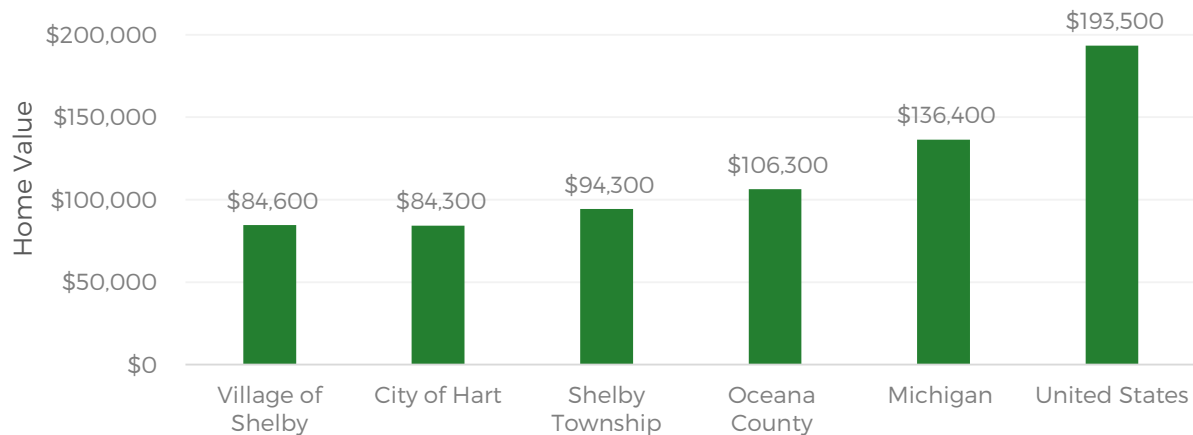
Source: 2017 American Community Survey 5-Year Estimates

³¹ Michigan State Housing Development Authority

HOUSING VALUE

Median housing values indicate that housing in the Village is attainable. The median home value in 2017 was estimated at \$84,600. This was slightly higher than the City of Hart (\$84,300), but lower than Shelby Township (\$94,300), Oceana County (\$106,300), Michigan (\$136,400), and the United States (\$193,500). Along with having a fairly low median home value, the Village also has a high percentage of individuals below the poverty level (22.6%) compared to the County (17.5%), State (15.6%), and the United States (14.6%). Given these values, it is particularly important to maintain the housing stock and monitor rental activity in the Village to ensure quality of life is maintained for residents of modest means. It is likely that many of those in poverty need such things as low-cost recreational programs and housing rehabilitation.

FIGURE 10. MEDIAN HOME VALUES (2017)



Source: 2017 American Community Survey 5-Year Estimates

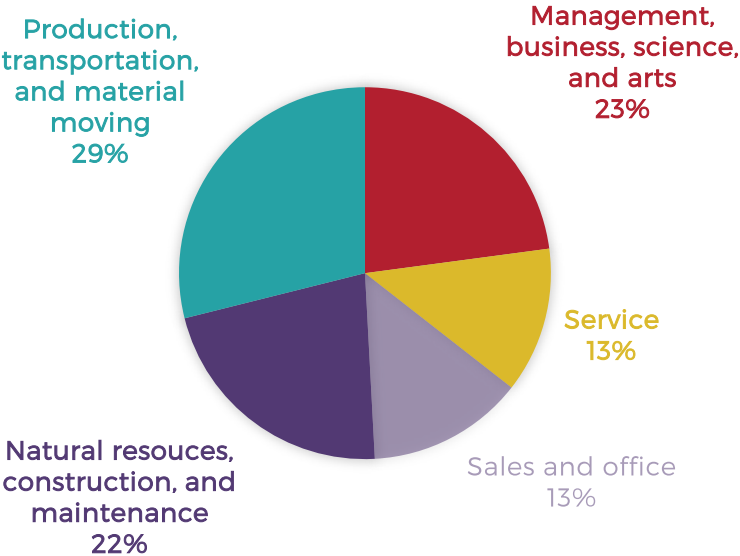


EMPLOYMENT & UNEMPLOYMENT

According to the 2017 American Community Survey Estimates, residents in the Village of Shelby are primarily employed in production, transportation, and material moving occupations (29%). Management, business, science, and arts occupations (23%) and natural resources, construction, and maintenance occupations (22%) have similar percentages of residents employed. Service, sales and office occupations are much less population occupations, both representing 13% of the population.



FIGURE 11. EMPLOYMENT BY OCCUPATION (2017)

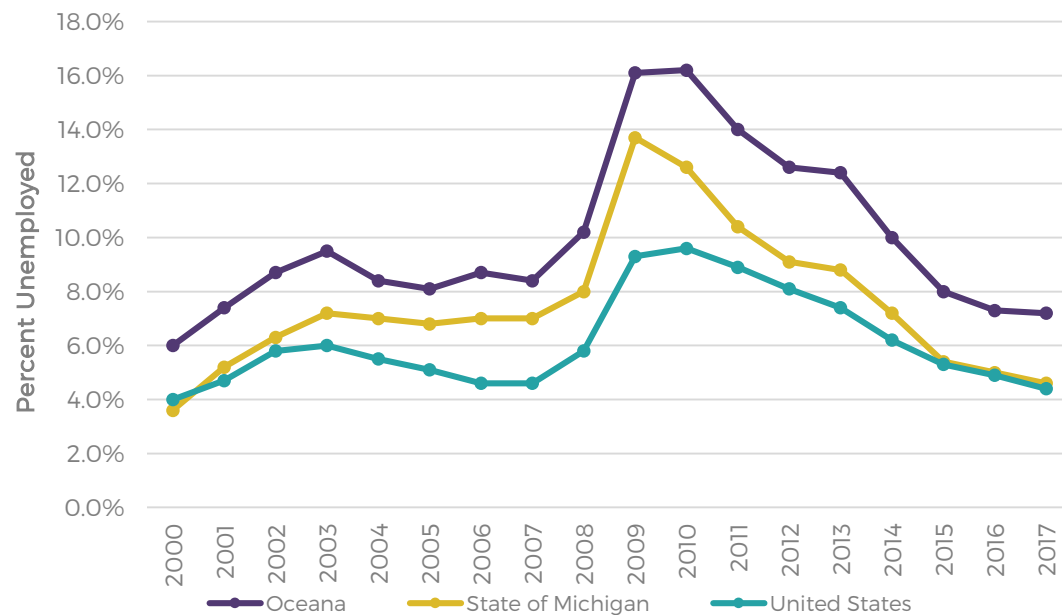


Source: 2017 American Community Survey 5-Year Estimates

The mean travel time to work for Village residents was 16.9 minutes in 2017. This suggests that residents primarily travel outside the Village for their employment. This commute time is similar to Shelby Township, which had a mean travel time of 16.2 minutes. Due to the Village and Township’s proximity to Whitehall and Muskegon, it is likely that many residents commute to these larger cities for employment. However, these commute times for the Village and Township are still lower overall than Oceana County residents, who commute approximately 22.0 minutes to work.

Unemployment rates in the Village remained relatively high between 2010 and 2017. As a result of The Great Recession in the late 2000s, the Village's unemployment rate peaked at 9.9% in 2012. Although this rate was estimated to have decreased to 7.1% in 2017, it was still higher than the State (4.6%) and the Nation (4.4%). This suggests that the Village has not experienced a quick economic recovery after The Great Recession. However, compared to trends in Oceana County, the Village has experienced overall lower unemployment rates. In 2017, the unemployment rate for Oceana County was 7.2%, with a peak unemployment of 16.2% in 2010. Oceana County has historically had a higher unemployment rate than Michigan and the nation.

FIGURE 12. UNEMPLOYMENT RATES FROM 2000-2017



Source: Michigan Bureau of Labor Market Information





ECONOMIC DEVELOPMENT

In order to attract new investors, businesses, and residents, the Village of Shelby is pursuing a certification as a Redevelopment Ready Community (RRC) through engagement with the Michigan Economic Development Corporation (MEDC). This certification is obtained through a voluntary, no-cost program that is designed to promote effective redevelopment strategies through the implementation of RRC best practices. Through certification as an RRC, the Village is committing to a rigorous assessment of current conditions in the community and working to implement best practices. An evaluation from an RRC team will result in a baseline report that highlights the successes and recommended actions for the community. Through this process, the community is recognized as being proactive and business-friendly.

In order to be certified as an RRC community, the Village must meet all of the RRC best practice criteria:⁴

1. Community plans and public outreach

This practice assesses community planning and establishes a vision for redevelopment, which can be included in the master plan, capital improvements plan, downtown plan, and other plans. Because these planning documents provide a framework for future growth and investment, the strategies outlined in the plans are intended to be policy guidelines related to physical, social, economic, and environmental development in the community. Additionally, this practice evaluates how well the community identifies its stakeholders and engages them to participate in local decisions. By including public participation, this practice aims to prevent or minimize disputes before they become an obstacle to development.

2. Zoning regulations

This best practice evaluates a community's zoning ordinance and considers how effectively it regulates development and furthers the goals included in the master plan. This results in a more streamlined ordinance.

3. Development review process

The goal of this practice is to ensure that specific development plans comply with local ordinances and are consistent with the master plan. This involves evaluation of the community's development review policies and procedures, project tracking, and internal/external communication.

4. Recruitment and education

This practice evaluates how the community recruits and provides orientation for newly elected officials and board members. This addresses diversity of perspectives and skills, along with encouraging education and training.

5. Redevelopment Ready Sites®

A redevelopment site is one that has been targeted by the community and is ready for investment. This best practice assesses how the community markets, identifies, and provides a vision for priority redevelopment sites. This stimulates the real estate market for vacant or underutilized properties.

6. Community prosperity

This best practice assesses the goals and actions that a community has identified in order to help strengthen its overall economic health. This includes marketing, initiatives, and methods that encourage diversity of the area's economic base, provide opportunities for economic expansion, and help create a sustainable community.



⁴ Redevelopment Ready Communities® Best Practices (2017). Michigan Economic Development Corporation.



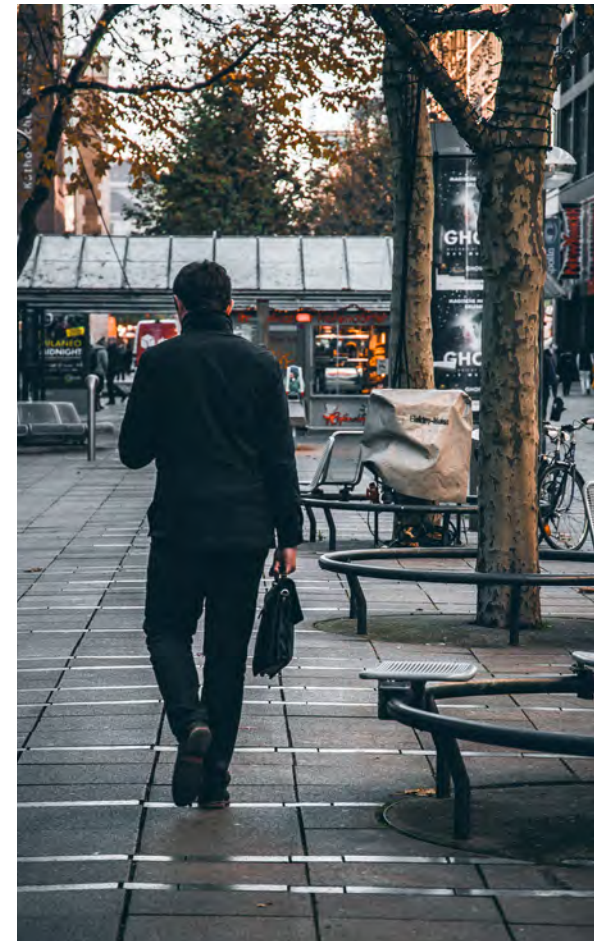
The Village of Shelby is also pursuing assistance from Michigan Main Street (MMS). MMS provides technical assistance for communities who desire to create a local Main Street program in order to revitalize and preserve their commercial district. This program uses a Main Street Approach™ to understand revitalization issues and identify unique assets within the community's downtown area. Through this method, MMS focuses on historic preservation and economic development. The Main Street Four Points® establish the program goals:

1. Economic Vitality – strengthening existing economic assets while diversifying the economic base.
2. Design – enhancing visual aspects to create a safe, appealing, and inviting space.
3. Organization – establishing consensus among stakeholders and a shared vision.
4. Promotion – creating a positive image to instill community pride and encourage commercial activity.

Through these points, the program is designed to revitalize a community's downtown district. According to the MMS Guidelines, a successful Main Street District should provide:

- Walkable, human-scale environments
- Unique, historic, and visually attractive architecture
- A mix of uses, activities, and consumers
- A strong existing tax base that attracts new businesses and creates jobs
- A center for activity and community life
- Positive community image and identity
- Opportunities for public-private partnerships
- A place for the community to define its identity through a shared vision of place

Thirdly, the Village is also exploring the creation of a Downtown Development Authority (DDA). A DDA provides municipalities with an economic development tool that they could use to improve downtown areas, increase taxable values, and encourage private investment. Once a DDA district is established, a development plan would be created to describe the costs, location, and resources for public improvements. This may also include a tax increment financing plan, which allows for the capture of the incremental growth of local property taxes within the DDA district to fund public infrastructure improvements over a period of time. This financing mechanism provides funding for large-scale projects and new development opportunities in the downtown district. Therefore, the potential creation of a DDA in the Village may provide additional opportunities for economic growth.



⁵ Michigan Main Street (MMS) (n.d.). Michigan Economic Development Corporation. Retrieved from www.miplace.org/communities/mms/

⁶ Downtown Development Authority (DDA) (2018). Michigan Economic Development Corporation. Retrieved from: www.michiganbusiness.org/49fab3/globalassets/documents/reports/fact-sheets/downtowndevelopmentauthority.pdf



section **5.**

Land Use and Development Patterns



LAND USE AND ZONING

The Village of Shelby is approximately 1.7 square miles and located entirely within Shelby Township. Although Shelby Township is a rural community that is primarily zoned in the AG, Agriculture District, the Village of Shelby provides some urban residential options and local services. The Village is primarily zoned R-1, Low Density Residential and R-2, Medium Density Residential. It also provides a small business center and some IND, Industrial District properties along the Village boundaries. Map 2 shows zoning in greater detail; this is an unofficial map that was interpreted through the Shelby Community Zoning Map.

REGIONAL PERSPECTIVE

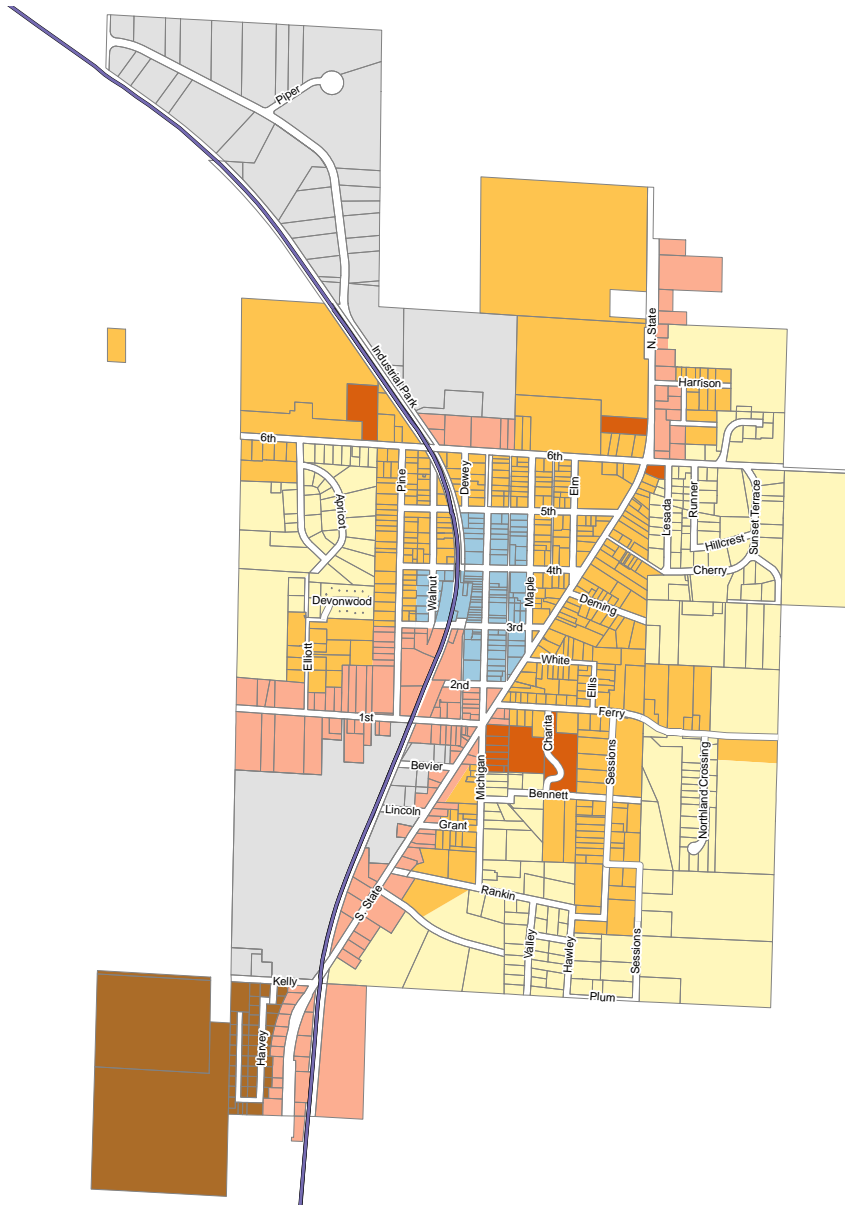
Due to the Village's location within Shelby Township, it is helpful to consider how land use and development patterns occur between the two communities. Current zoning patterns show C-2, General Business District properties located along Oceana Drive north and south of the Village. The eastern boundary of the Village is boarded by RR, Rural Residential District properties and the western boundary is boarded by R-1, Low Density Residential District properties. North of Piper (Stoney) Creek is zoned IND, Industrial District within the Village and this extends into Shelby Township along Pierce Road to provide a cluster of zoned industrial properties. The rest of the Village is bordered by AG, Agricultural District properties. Due to the rural character of the area, residential district properties primarily exist as clustered developments within the Village with lower density development around the Village boundaries.

The 2012 future land use map for the Shelby Community indicates the expansion of R-1, Low Density

Residential and C-2, General Business District properties and their expansion is still anticipated in future

development. It is also expected that the C-2, General Business District will extend farther south along

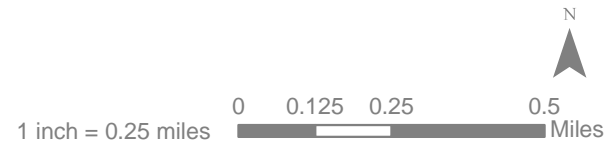


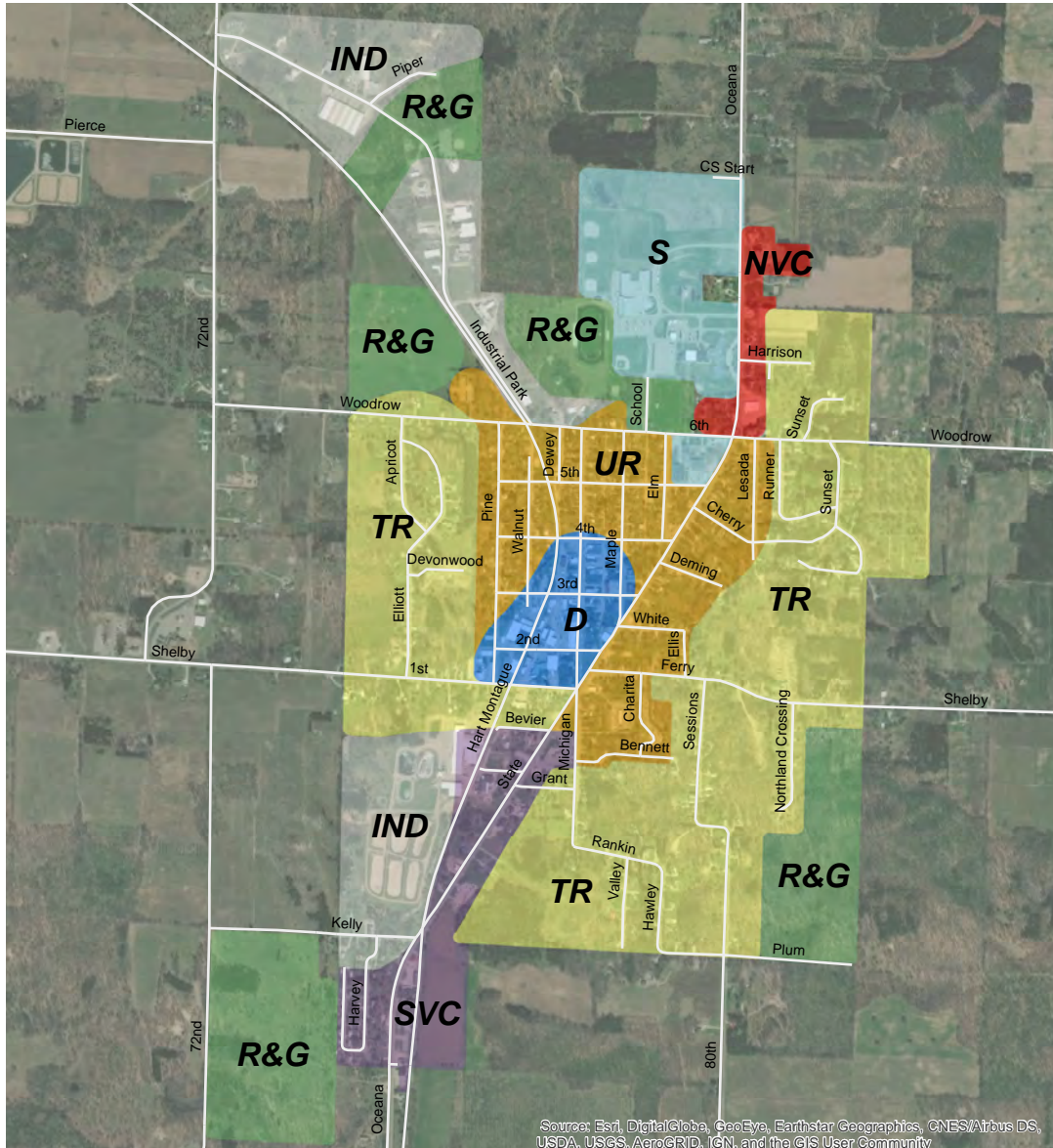


MAP 2. UNOFFICIAL ZONING

DISTRICT

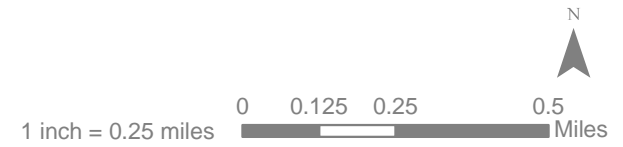
- R-1, Low Density Residential District
- R-2, Medium Density Residential District
- R-3, Multiple-Family Residential
- R-4, Manufactured Home Community District
- C-1, Central Business District
- C-2, General Business District
- IND, Industrial District





MAP 3. CHARACTER AREAS

- Downtown (D)
- Special Area (S)
- Industry (IND)
- Recreation & Greenspace (R&G)
- North Village Corridor (NVC)
- South Village Corridor (SVC)
- Traditional Residential (TR)
- Urban Residential (UR)



A wide, open green field, possibly a golf course or park, with scattered trees under a blue sky with light clouds. The field is lush green and appears to be a large, open space. The trees are scattered across the field, with some larger trees on the left and right sides. The sky is a clear blue with a few wispy white clouds. The overall scene is bright and sunny.

EXISTING CHARACTER AREAS

The Village was divided into several character areas to help make distinctions between unique neighborhoods, districts, and corridors. Study and analysis of these character areas allow the Village to:

- Classify each area by a review and assessment of common characteristics, such as land use, zoning, density, intensity, and general infrastructure.
- Establish a clear and simplified framework for growth and create a foundation for the future land use map.
- Provide justification for future land use decisions within each area and to create general distinctions between areas.

DOWNTOWN

The downtown of the Village of Shelby contains a variety of land uses within a compact environment. The buildings are arranged around elongated blocks, which provides an environment suitable for biking and walking. This downtown center provides many different community services and functions as a gathering place in the Village. Many of the buildings reflect a strong sense of history, with brick storefronts and one- or two-story buildings. Included in this area is the Shelby Railroad Depot historic landmark. Although many structures are indicative of the Village's history, some updates to the downtown area have included well-intentioned but architecturally inappropriate improvements. These have occurred over time and compromise the aesthetic feel of the downtown area.

The overall environment is pedestrian-scale, with sidewalks abutting the buildings and some large storefront windows. Because the downtown area is compact, spanning only a couple blocks, it lends itself well to pedestrian traffic. Residential areas are located adjacent to or on the outskirts of this area, providing a seamless transition between residential and urban areas. Overall, landscape elements, historically appropriate street lights, and street trees are generally lacking in the downtown area. However, Veteran's Memorial Park is located on the outskirts of the downtown area, providing a small greenspace. Street-crossings include pedestrian crosswalks and parking is primarily angled on the street or behind the buildings. This area also provides a great trail-to-town connection point to the William Field Memorial Hart-Montague Trail, which offers regional access.



Downtown character:

- **Buildings:** Drawn to the street; very limited setbacks.
- **Uses:** Retail, personal and financial services, restaurants, professional offices, residential, industry, places of worship, and the Village Hall.
- **Scale:** Compact, walkable urban scale.
- **Blocks & Streets:** smaller blocks on an urban, compact scale, and regular grid layout.
- **Streetscape:** Sidewalks, crosswalks, moderate storefront windows and awnings, large street lights.
- **Public space:** Veteran's Park located southeast of immediate downtown area, connection to William Field Memorial Hart-Montague Trail.
- **Parking:** On-street angled parking and behind buildings.



NORTH VILLAGE CORRIDOR

The North Village Corridor is comprised of the area along North State Street, north of East 6th Street. This area primarily contains limited commercial uses, services, places of worship, and scattered residential uses. Buildings in this area are varied in size and setback. The Cherry Hill Super Market has a very shallow setback, while places of worship and residential uses have moderate setbacks. Although this area has been designated as a Highway Business District in the Shelby Community Zoning Map, business uses are scattered. With a location adjacent to the Shelby Middle School and residential districts, this area offers some community services that are convenient for local residents.

Pedestrian connections are limited in this area. The only sidewalk from adjacent areas ends approximately 100 feet north of East 6th Street. This provides a connection from residential areas to the supermarket; however, all other properties are not connected. Pedestrian density is increased from the presence of Shelby Middle School and Shelby High School, which have access drives located on North State Street, and apartments just south of the middle school. Crosswalks are not located to facilitate pedestrian transportation across North State Street from these higher density pedestrian uses to neighboring commercial uses. Considering pedestrian circulation in this area may enhance and encourage alternate forms of transportation.



North Village Corridor character:

- **Buildings:** Various setbacks and separated from adjacent uses.
- **Uses:** Commercial, services, places of worship, single-family detached homes, apartments.
- **Scale:** Moderate-sized lots that are automobile-oriented.
- **Blocks and Streets:** North State Street functions as the primary transportation corridor; limited connectivity between blocks and streets.
- **Streetscape:** Some grassy areas and yard trees between street and buildings.
- **Public space:** Not common.
- **Parking:** Surface parking lots largely located in front of or to the side of buildings; residential driveways and garages.

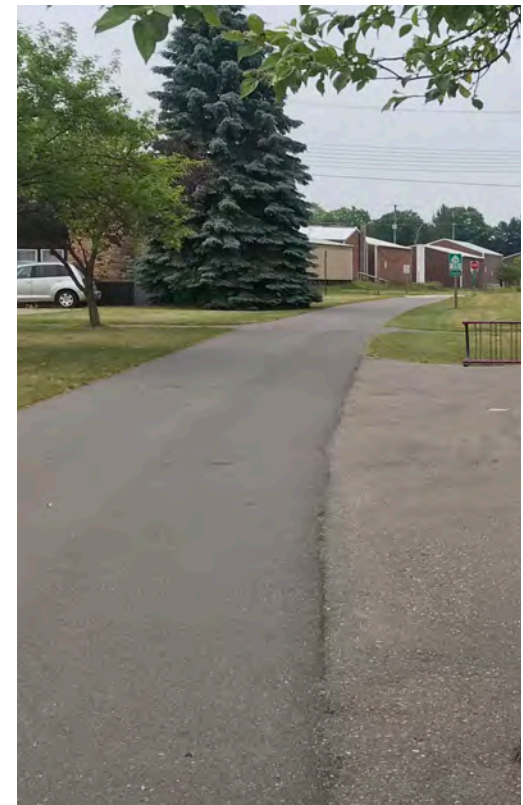


SOUTH VILLAGE CORRIDOR

The South Village Corridor (primarily located along South State Street) is generally auto-oriented with scattered commercial and service uses. This includes the Mercy Health Lakeshore Campus, automobile and construction businesses, a storage unit, residential uses (including single-family and manufactured housing), a place of worship, a community center, and some personal services. Sidewalks are not present in the majority of this area, aside from the very northern portion around the Mercy Health Lakeshore Campus. Buildings and uses are generally separated from each other, interspersed with open space. This corridor provides community access south towards the Village of New Era and serves a variety of needs in the local area.

South Village Corridor character:

- **Buildings:** Moderate setbacks and separated from adjacent uses.
- **Uses:** Commercial, services, single-family detached homes, a manufactured home park, a place of worship.
- **Scale:** Moderate-sized lots and mostly automobile oriented.
- **Blocks and Streets:** South State Street functions as the primary transportation corridor with a few connecting arterial streets; limited connectivity between blocks and streets.
- **Streetscape:** A few areas with agricultural open space along the roadside; limited streetscape elements.
- **Public space:** Not common; access to William Field Memorial Hart-Montague Trail.
- **Parking:** surface parking lots largely located in front of or to the side of buildings; residential driveways and garages.



URBAN RESIDENTIAL

The Urban Residential area primarily borders the Downtown area. Single-family detached dwellings are predominant in Urban Residential neighborhoods; however, apartments can also be found. This area has a compact development and relatively high-density residential use. These neighborhoods were often platted in a smaller-scale arrangement with a grid street and block pattern. This has led to moderate or small-sized homes located in walkable neighborhoods. These neighborhoods have the best pedestrian connections in the Village, with many sidewalks, crosswalks, and access to the William Field Memorial Hart-Montague Trail.

Urban Residential character:

- **Buildings:** Small setbacks with minimal front yard.
- **Uses:** Primarily single-family dwellings, some apartments, churches, and small service businesses.
- **Scale:** Compact, walkable urban scale.
- **Blocks and Streets:** smaller blocks on an urban, compact scale arranged in a grid street pattern.
- **Streetscape:** Sidewalks in many areas, crosswalks, and yard trees.
- **Public space:** Some small common areas.
- **Parking:** Off-street parking lots, driveways, and garages.



TRADITIONAL RESIDENTIAL

This area is primarily residential in nature and comprises the majority of the Village. Similar to Urban Residential neighborhoods, single-family detached dwellings are also the predominate use in Traditional Residential neighborhoods. However, dwellings in the Traditional Residential area often have increased separation distances, greater setbacks, and larger lot sizes. There are fewer sidewalks and less connectivity between parcels. They are served by more curvilinear streets with limited connectivity to the established street grid network, often ending in a cul-de-sac. These areas tend to be more auto-oriented in nature.

Traditional Residential character:

- **Buildings:** Moderate setbacks with some front yard; separated from adjacent uses.
- **Uses:** Primarily single-family dwellings, some attached dwelling units.
- **Scale:** Moderate lots that are auto-oriented.
- **Blocks and Streets:** Mixture of curvilinear streets and grid pattern.
- **Streetscape:** Yard trees.
- **Public space:** Not common.
- **Parking:** Driveways and garages.

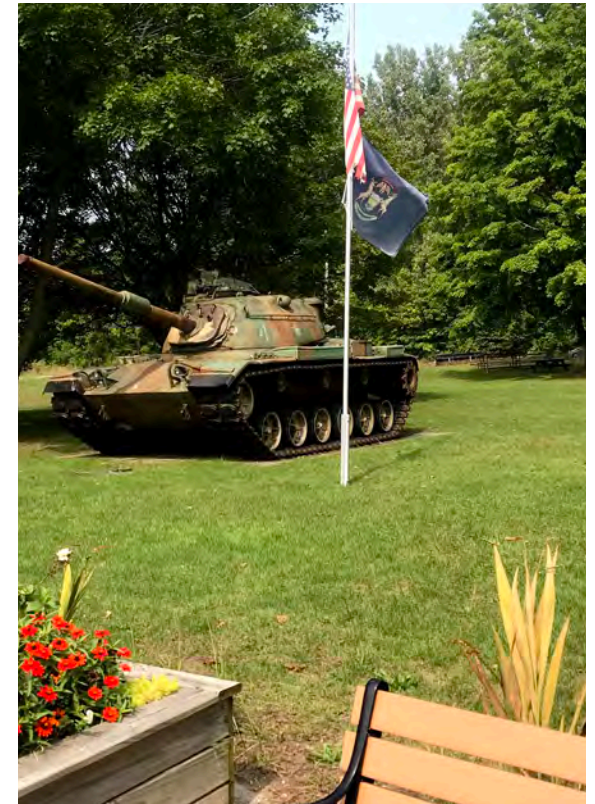


SPECIAL AREAS

Unique areas within the Village are classified as a special area. This category is primarily comprised of Thomas Reed Elementary School, Shelby Middle School, and Shelby High School.

Special Areas character:

- **Buildings:** deep or moderate setbacks
- **Uses:** schools, athletic facilities, common open spaces.
- **Scale:** Larger, intense scale.
- **Blocks and Streets:** bikeable or walkable for those living in close proximity and also easily accessible by car.
- **Streetscape:** N/A
- **Public space:** open spaces, athletic fields.
- **Parking:** Vast parking areas.



RECREATION & GREENSPACE

Getty Park, Mead Park, and undeveloped areas of the Village are considered part of the Recreation & Greenspace character. These areas provide essential public open and recreation spaces along with areas for wildlife habitat.



section **6.**

Community Facilities and Services



The Village and Township halls are located within Village limits, along with a library, post office, and the Mercy Health Lakeshore Campus Hospital. Schools in the Village of Shelby are located within the West Shore Educational Service District. Shelby High School, Middle School, and Thomas Reed Elementary are located on the fringe of the downtown. Between the 2010-2011 and the 2017-2018 school years, enrollment decreased at Shelby High School by 8.9%. Shelby Middle School stayed approximately the same and enrollment at Thomas Reed Elementary increased by 19.8%. The importance of these institutions (and the hospital campus) in generating traffic in the downtown should not be underestimated. The business community should consider creative ways to capture some of the traffic generated by these facilities as an opportunity for economic stimulus.



TABLE 3. SCHOOL ENROLLMENT AND PERCENT CHANGE

	2010-2011	2017-2018	% Change
Shelby High School	429	391	-8.9%
Shelby Middle School	324	323	-0.3%
Thomas Reed Elementary School	324	388	19.8%

Source: 2000 & 2010 Census Bureau; 2017 American Community Survey Estimates



PUBLIC SAFETY SERVICES

Police service is provided by the Village. There are four officers and a Chief of Police that serve the Village. Fire service is provided by the Shelby-Benona Fire Department. This department provides protection to Shelby and Benona Townships, the Village of Shelby, and the Village of New Era through a paid on-call staff. A fire station is located in the Village of Shelby. The department is also active in the local schools by employing a fire safety educator who visits third grade classrooms each month to deliver a fire safety message.





PUBLIC UTILITIES

The Village has its own department of public works staff who tend to the water and sewer system, snow plowing, and the maintenance of public parks. Public water is provided within the Village, as is public sewer. Any significant development in Shelby Township that may be provided by public services are isolated to Shelby Road. The Village of Shelby's water source comes from four ground water wells, which draw water from an aquifer located in glacial material. Well depth ranges from 135 to 330 feet deep. The Village completed an updated Wellhead Protection Program in 2006, which provided new wellhead delineation maps to identify water supply recharge areas.⁸

Shelby Community operations are directed by the Village Administrator and Village Council. The DPW is responsible

for the planning, design, construction, operation, and maintenance of all public property and facilities, including the park, street, and cemetery system. Residents of the Township are serviced by Village facilities.

Shelby is run by a Village Administrator and Village Council with operating responsibilities designated to the Village Administrative Staff and the Department of Public Works. Advisory roles are provided by the Planning Commission and the Park Committee whose members are approved by the Village Council. The Village receives input from Shelby Township on planning and recreation matters through the Planning Commission.

⁷ Michigan School Data: Student Counts (2018). Michigan Department of Education.

⁸ 2016 Annual Drinking Water Quality Report (2017). Village of Shelby, Michigan.



section **7.**
Transportation



ROADWAYS

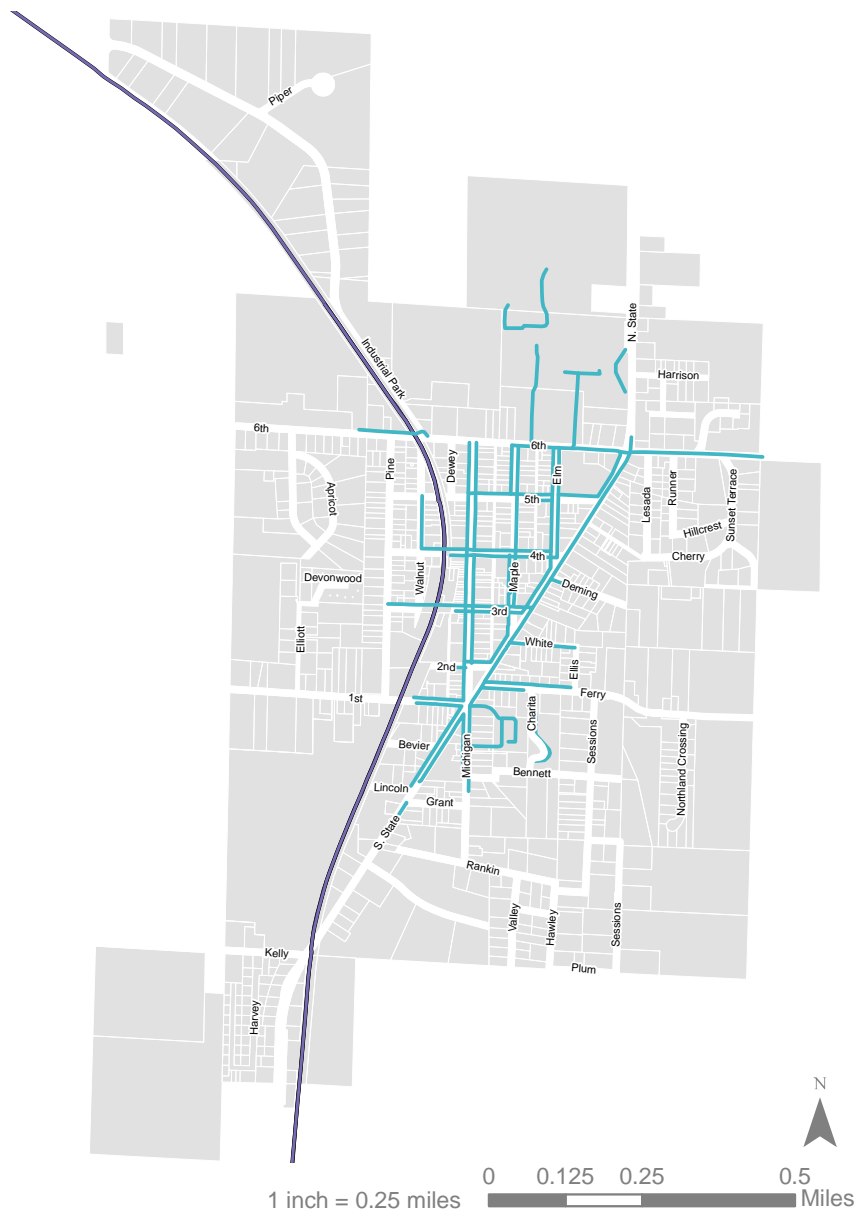
Local and regional access from the Village of Shelby is primarily facilitated by State Street (Oceana Drive in Shelby Township) and U.S. 31. State Street supports local traffic from New Era up to the Cities of Hart and Ludington and was the major north/south route until U.S. 31 was constructed. After the construction of US-31, it is still a major corridor, but primarily for traffic between Shelby and Hart. US-31 is located near the westerly boundary of the Village. A highway exit at Shelby Road provides quick access to employment, tourism, and entertainment destinations.



AIRPORTS

Oceana County Airport is a C04 airport located within Shelby Township. This airport serves corporate clients and numerous private aircraft. Two runways are in use, one with an asphalt surface and the other with a turf surface. In 2019, there were 33 aircraft based on the field, with 31 of these being single engine airplanes, one being a multi-engine airplane, and one ultralight airplane. The average aircraft operation during 2017 was 57 aircrafts per week.

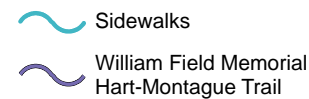




PEDESTRIAN CONNECTIONS




Transportation also occurs through local sidewalks and the William Field Memorial Hart-Montague State trail. Local sidewalks are important features as they connect homes and neighborhoods to community centers. They also allow children and adults to move freely and safely about without being dependent on automobiles. Sidewalks should connect residential areas with the downtown, parks, and schools. In Shelby, sidewalks are generally present throughout much of the downtown area and the surrounding residential neighborhoods (Map 4). Outside of the village center, there are substantially fewer sidewalk connections. The William Field Memorial Hart-Montague State Trail also meanders through the Village of Shelby and is an asset to the community, providing regional recreation opportunities. It greatly increases the pedestrian accessibility throughout the Village, complementing the existing sidewalks in the downtown center (Map 5). It too, can provide some economic stimulus to the Village.

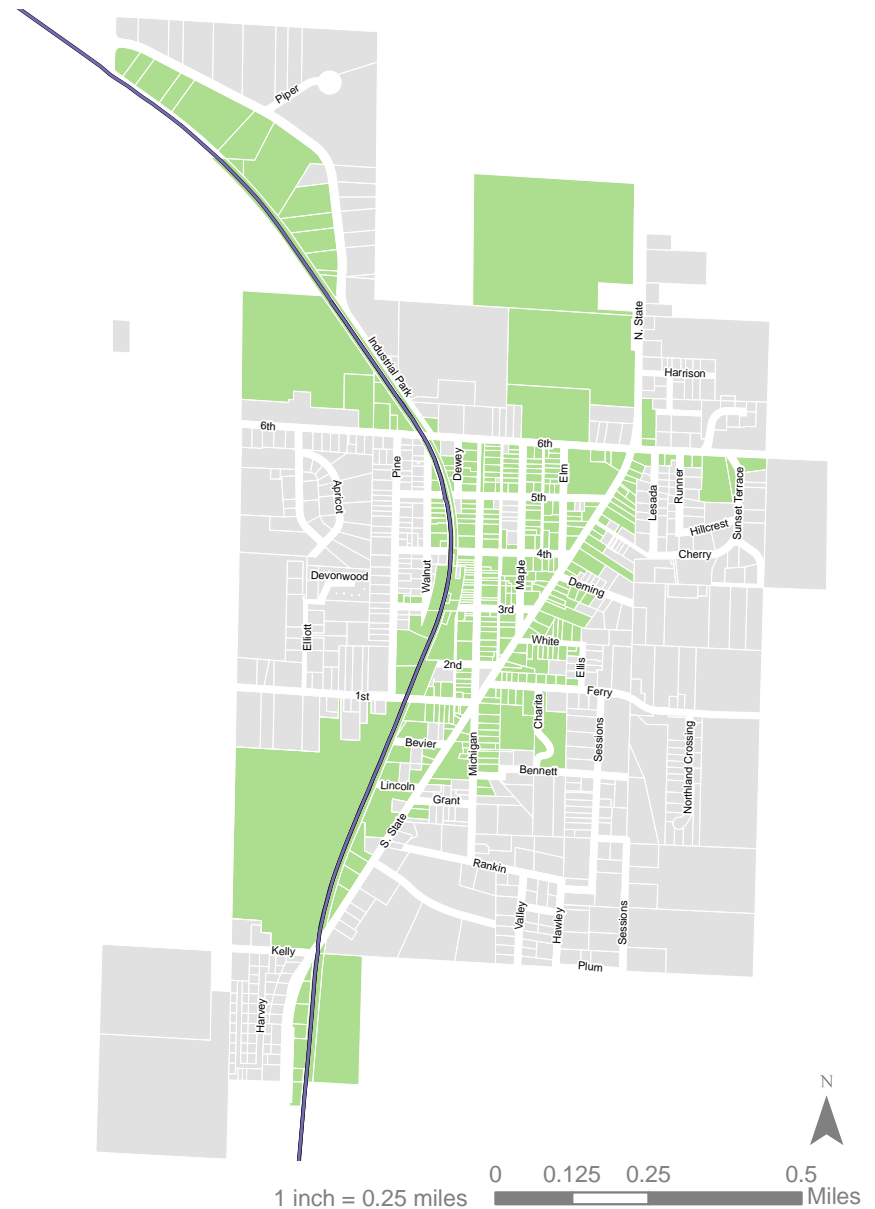
MAP 4. SIDEWALK AND TRAIL LOCATIONS



While many areas in the Village contain sidewalks, there can be stronger connections made between the neighborhoods, downtown, and the William Field Memorial Hart-Montague Trail. The previous Master Plan recommended that all residential neighborhoods, including those in the township, contain sidewalks or trail, and this plan continues those policies. Where trails are not readily constructed, easements should be provided for their eventual construction. A long-term vision of trail systems which tie into the William Field Memorial Hart Montague trail and into the Village should be pursued. In addition to a strong sidewalk and trail system, signs and trail markings are important to guide cyclists and pedestrians to points of interest and local businesses.

MAP 5. PEDESTRIAN ACCESSIBILITY

-  Hart Montague Trail
-  No Accessibility
-  Accessibility





section 8.

Parks and Recreation

Park and recreation operation, planning, development, and maintenance are funded through the annual budget process by the Village Council. If any cost sharing occurs, the Township reimburses the Village. Recommendations for funding are prepared by the Park Committee for consideration by the Council for inclusion in the budget. Staff may also make recommendations to Council.

In the past, most improvements to the park system have been funded by general funds. Improvements to school properties or facilities for predominantly school programs are funded by the school district. The Park Committee also explores opportunities for volunteerism, donation of materials, time and labor, in-kind services, and funding assistance alternatives as means to expand and improve the park system and recreational opportunities in the community.

Recreation is a basic part of life for residents and visitors of the Village of Shelby. The natural beauty of the rolling hills in the Shelby Community and the Village's proximity to the William Field Memorial Hart-Montague Trail, US 31, and Lake Michigan make it is an ideal setting for recreation. Visitors during all four seasons enjoy the natural beauty of the area. In addition to Silver Lake State Park, there are several campgrounds, beaches, and golf courses in the area.

The Village of Shelby has several community parks. Most of the recreational activities of residents are accommodated in one of three Village Parks (Monument, Getty and the DPW grounds) or on the school campus.

VETERAN'S MEMORIAL PARK

This 0.85-acre park was established in 1903, making it one of Shelby's first parks. It is designed in a triangle shape and located between State, Third, and Maple Streets. There are picnic tables, benches, a monument, and a cannon located at the park.



WESCO PARK

This park is located at the intersection of State and Fourth Streets. For those who walk to local businesses, this park provides rest and shade near the downtown area. It also provides a picnic table.



NICHOL'S HORSESHOE PARK

In 2012, this park was created in 2012 to provide a space for recreation and horseshoe tournaments. With 0.5 acres located off of Bevier Street, it is considered a neighborhood mini-park, but is open to all residents within the Village. During warmer months, horseshoe tournaments are held each Saturday. This park also includes a picnic area, tables, and a grill for public use.





GETTY PARK

This 10-acre park located on 6th Street provides two tennis courts, two basketball courts, a full-size soccer field, and a little league and major league baseball field. Because of its recreation options, this park has been popular with youth in the community. It has also shared facilities with the school district, as it is adjacent to the Middle School campus. However, the tennis courts and basketball courts are in need of extensive improvements. There used to be a restroom and concession facilities, but these have also fallen into disrepair. Due to the substantial repairs that are needed for this park, the Village is looking to make many improvements to the park in 2019 and has applied for a DNR Trust Fund Grant. The proposed approximately \$1 million development includes a splash pad, shelter area, additional parking, walking paths, a new playground, pickleball courts, tennis courts, and another basketball court. The current restroom/storage building would also be renovated.

MEAD PARK

This 33-acre community park consists of a mature forest, baseball field, and parking area. Within the forest is Piper Creek and an associated ravine. Located at 788 Industrial Park Drive, this park also provides direct access to the William Field Memorial Hart-Montague Trail.



SHELBY PUBLIC SCHOOLS

Shelby Middle and High School comprise approximately 40 acres of land, including the campus of the middle and high school buildings, parking, a football field, stadium, four baseball/softball fields, a track and field facility, and practice fields. The schools also use approximately four acres of Getty Park for a soccer field. Thomas Read Elementary School is located on approximately 20 acres and includes an administration center with parking, walkways, small open play areas, and an improved play apparatus area. Each school building also has its own gymnasium.

TANK PARK

This 0.5-acre neighborhood mini-park located on the corner of Industrial Park Drive and West Sixth Street provides an open space area that is open for play and picnics. It is part of the public service center that includes the DPW offices and truck garage, storage building, and water tower facilities.

TRIANGLE COMMUNITY PARK AND TOWN SQUARE

This park is currently a 0.85-acre vacant lot that is not owned by the Village. It is located between State Street, Second Street, and Michigan Avenue. The parcel receives unsupported neighborhood use and is being pursued by the Park Committee to be acquired by donation or acquisition for a town square/mini-park. Concept plans have been prepared that include a town plaza with a community feature such as a clock, benches, landscaping, lighting, signs and crosswalks.

WALNUT PARK

Located at the dead-end of Walnut Street and adjacent to the William Field Memorial Hart-Montague Trail, Walnut Park is an urban green space enjoyed by Village residents and trail users. This green space provides picnic tables and shade, making it an ideal location for rail trail users to rest. It also provides community members with a small soccer field on which to play during summer evenings.



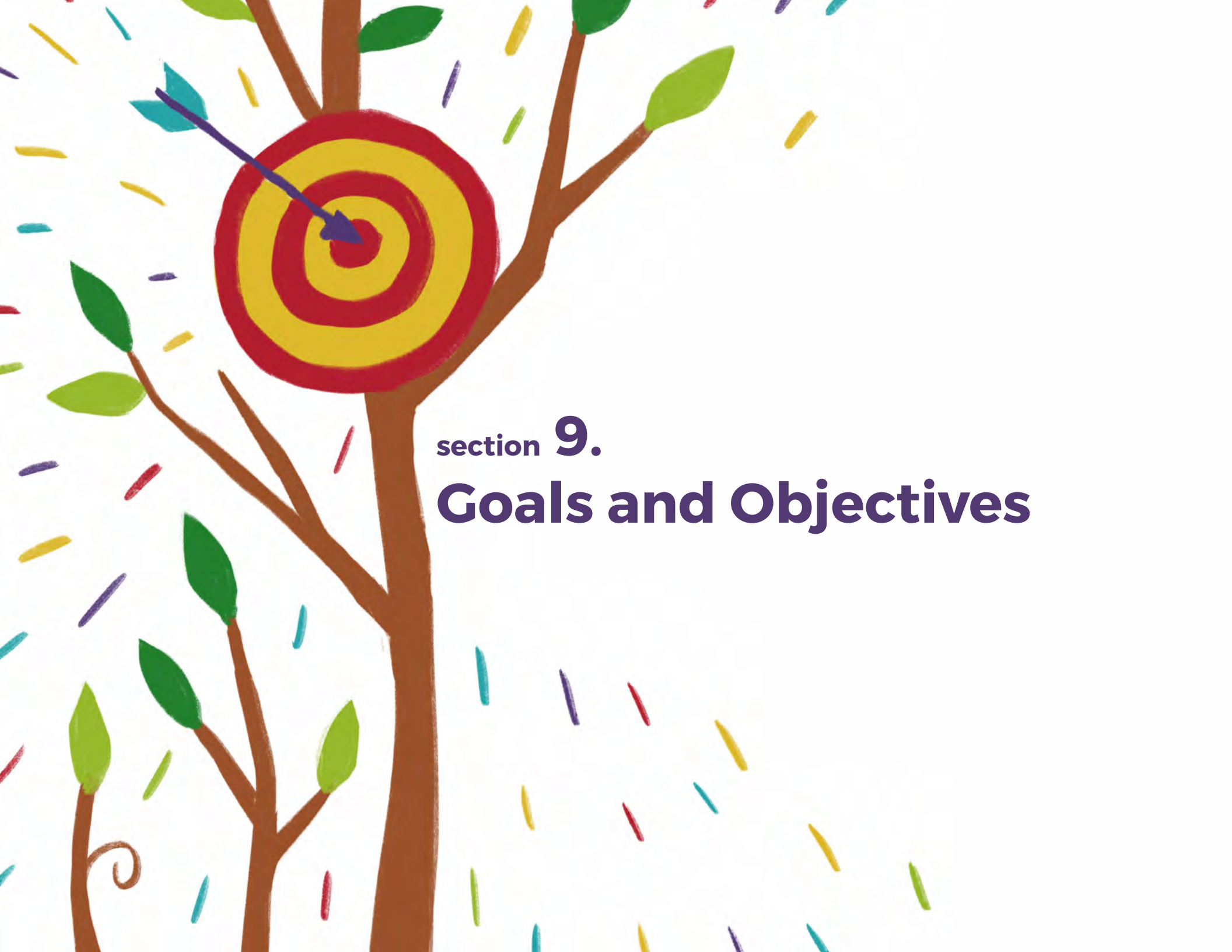


WILLIAM FIELD MEMORIAL HART-MONTAGUE TRAIL STATE PARK

This trail was one of the first of its kind in the state when it was built at its original 22-mile length. Its vision was founded by William Field, a native of Shelby, who donated \$170,000 to the trail's construction and was the foremost advocate of turning the rail line into a bike trail. The pathway is now over 35 miles in length and extends from Hart to the south side of Whitehall. Additionally, the trail connects to the Fred Meijer Berry Junction Trail and continues for another 11.1 miles to Muskegon. The DNR staff has estimated that approximately 65,000 – 70,000 visitors ride the trail each year. Therefore, this trail provides a unique opportunity for recreation, connection to the broader regional area, and asset as a trail-to-town pathway through downtown Shelby.

The trail runs the length of the Village for approximately two miles and passes through the business district, directly behind its downtown storefronts. In order to improve connections between the trail and downtown area, the Shelby Rural Economic Development Cohort Team, Shelby Roars (a community volunteer organization), Shelby Village Council, and Shelby Village Planning Commission have committed to working together to help improve a once attractive alleyway back into a safe and robust connection between Shelby's downtown and the trail. Through painting, resurfacing, landscaping, lighting, and art-inspired bike racks, the alley's rehabilitation would result in a beautiful artistic corridor to facilitate trail users downtown to enjoy the Village's businesses, restaurants, scenery, services, heritage, rural character, and charm. It is anticipated that this improved "Gateway to Main Street" would facilitate 5,000 – 10,000 additional visitors from the trail into the Village's downtown.

Additionally, the William Field Memorial Hart-Montague Trail provides connections to and from several other locations throughout the Village. The trail can be accessed from Mead Park, provides connections from the core residential neighborhoods to the business district, and is approximately two blocks from Getty Park. There are also restrooms, bike racks, an information board, and a shelter on the trail near the downtown area.



section **9.**

Goals and Objectives

COMMUNITY THEMES

In order to meaningfully plan for its future, a community must think strategically. The Village of Shelby Master Plan strives to enact the vision of the community for the natural and built environments. In the community survey conducted in support of this Plan, members of the community expressed ideas and opinions regarding future land use planning in the Village. Each theme outlined below was based from input received in the community survey and includes an explanation related to the raw results.

- 1. Development & Redevelopment.** The majority of survey respondents (73%) believed the Village is growing too slowly. Residents desire increased business development and revitalization of the downtown.
- 2. Recreation & the Natural Environment.** This theme addresses residents' strong desire to protect groundwater and natural areas, improve park areas, and promote recreation on the William Field Memorial Hart-Montague Trail.
- 3. Infrastructure & Mobility.** This theme addresses residents' desire for increased sidewalk connectivity, safe crosswalks, and improved roads.
- 4. Neighborhoods & Housing.** Residents indicated a desire to improve neighborhoods and increase housing availability for people of all ages. Placemaking & Regional Coordination. Residents indicated a strong desire for community gathering places, attracting visitors to the downtown, and providing spaces and events for people of all ages to enjoy.
- 5. Placemaking & Regional Coordination.** Residents indicated a strong desire for community gathering places, attracting visitors to the downtown, and providing spaces and events for people of all ages to enjoy.

A SENSE OF DIRECTION

The overarching themes identified through the community survey provides a foundation for developing a community vision, along with goals and objectives for achieving that vision.

The Village of Shelby maintains a small-town character while offering ample business opportunities. A multi-generational community thrives in a vibrant and resilient environment that promotes sustainability of natural features, accessibility of built features, and hospitality among neighbors. Exceptional recreation opportunities promote connectivity between local and regional destinations, contributing to the economic viability and identity of the downtown.

This vision provides a relatively broad yet concise description of the desired future community. Enacting and implementing this vision involves the following core components, which will provide the overarching principles for goals and objectives:

(1) Resiliency, (2) Ecology, (3) Accessibility, (4) Hospitality, and (5) Identity.

These core components provide principles upon which the desired community vision may be achieved. Shelby has a distinct advantage as a small, closely knit community to make a significant impact when its citizens collectively put their minds to a task. Based on the core concepts, several goals and objectives have been developed. Each goal describes the Village's long-term vision for the community, while the objectives detail the individual steps to achieve that vision. Goal statements are intentionally more general, while objectives are intentionally more specific.

Together, goals and objectives serve as the policy foundation for the Village of Shelby Master Plan by defining values and visions that the Village strives to achieve. These are based on input received from residents, business owners, property owners, and elected

and appointed officials. Goals and objectives are intended to provide an overview of the desired future character of the community, provide guidance for land use and public policy decision-making, and serve as a reference for future zoning and land use decisions.

This portion of the plan is designed to be action oriented. There is also a realization that, because of limited human and fiscal resources, strategies should be prioritized so those viewed as most important by the community get attention first. As a follow-up to adopting these strategies, a prioritized work strategy should be put forth as an annual work plan.

1. RESILIENCY

DEVELOPMENT & REDEVELOPMENT

GOAL 1: Commercial and industrial development will provide a range of quality job opportunities and occur in a controlled and responsible manner, compatible with surrounding land use patterns.

Objectives:

- a. Promote consolidated commercial development along select portions of 1st Street, Michigan Avenue, and State Street rather than permitting sprawling strip development and multiple access points along these corridors.
- b. Review and revise zoning ordinance standards, as appropriate, related to building and site design to promote quality commercial and industrial uses, while retaining the small-town character of the Village.
- c. Investigate steps the Village can implement to foster local businesses with regionally and locally produced goods.
- d. Utilize buffers, landscaping, and screening to minimize land use conflicts and discourage the encroachment of commercial or industrial uses into residential areas.
- e. Evaluate zoning ordinance standards for site plan review and zoning uses in commercial and industrial districts to ensure approvals will meet design standards and allow for appropriate development and redevelopment.
- f. Encourage infill and redevelopment of existing industrial and commercial areas and limit industrial development to locations designated on the Future Land Use Map.
- g. Develop a business retention program that includes annual visits to local industries and businesses to discuss topics of mutual concern.

GOAL 2: The Village of Shelby will promote its exceptional location near Lake Michigan and the William Field Memorial Hart-Montague Trail for economic development.

Objectives:

- a. Establish a marketing campaign or brand for the Village targeting seasonal residents, identifying the Village as a regional trail town or recreational destination.
- b. Look for opportunities to increase trail connections in the Village, such as a historic interpretive trail around the Shelby Community or a Community loop highlighting points of interest around town.
- c. Encourage connections between the William Field Memorial Hart-Montague Trail and the downtown area through rehabilitation of the main alley as a “Gateway to Main Street,” wayfinding signage, and improved pedestrian and bicycle access.
- d. Work with area attractions (e.g., Silver Lake State Park and other area campgrounds) to distribute promotional materials about Shelby in their facilities (e.g., maps, coupons from area businesses, etc.).
- e. Promote recreational activity and tourism through site plan review standards that enable the Village to require certain site amenities of developers, such as sidewalks, trail linkages, deceleration lanes, and bike racks.

GOAL 3: Receive and maintain status as a Redevelopment Ready Community (RRC) through the Michigan Economic Development Corporation.

Objectives:

- a. Follow the best practices of the RRC program.
- b. Maintain an up-to-date list of priority redevelopment sites.

2. ECOLOGY

RECREATION & THE NATURAL ENVIRONMENT

GOAL 1: The Village of Shelby will promote sustainable use of groundwater resources and help preserve natural features by protecting areas with high-quality habitat.

Objectives:

- a. Create stormwater management standards that promote the quality of groundwater, giving preference to low impact techniques such as rain gardens and sunken landscape islands.
- b. Encourage new developments and street reconstruction that reduces impervious surfaces, implements green stormwater infrastructure, and increases land availability for natural groundwater recharge.
- c. Encourage education and cooperation among residents, waste haulers, landfill operations, and governmental entities for addressing solid waste disposal (preferred methods of disposal, recycling and composting, etc.) and common household contaminants.
- d. Implement a program to encourage the protection, maintenance, and addition of street trees to increase natural features, mitigate heat and glare from urban infrastructure, and enhance community aesthetics.
- e. Review and revise zoning standards, as appropriate, to ensure that natural features such as woodlands and wetlands are being protected and/or reasonably integrated into new development.

GOAL 2: Parks, recreation, and trail systems will be highlighted as an exceptional quality of the Village and contribute to the physical and mental well-being of residents and visitors.

Objectives:

- a. Develop wayfinding signs and/or interpretive plaques to direct people to points of interest, including the William Field Memorial Hart-Montague Trail, bike paths, parks, historic sites, and other points of interest.
- b. Pursue opportunities to connect parks and open spaces that enhance pedestrian access in common areas and preserve natural features, such as a connection between Mead and Getty Parks.
- c. Develop and redevelop park facilities that encourage recreation and provide gathering spaces for all people, including barrier-free ADA compliant designs.
- d. Develop a strong bike path and sidewalk system that provides safe connections between neighborhoods and schools, downtown, and parks.
- e. Encourage additional improvements and connections to the William Field Memorial Hart-Montague Trail and market the trail to residents and visitors alike.
- f. Continue cooperating with the Shelby Public Schools to provide youth recreation programming and investigate the need for more organized teen activities.
- g. Maintain a 5-Year Parks and Recreation Plan to remain eligible for recreation grants through the Michigan Department of Natural Resources (DNR).

3. ACCESSIBILITY

INFRASTRUCTURE & MOBILITY

GOAL 1: The Village of Shelby will maintain a safe and efficient transportation network that is consistent with the rural character of the area, coordinated with future land use patterns, and serves citizens of all means, abilities, and ages.

Objectives:

- a. Identify areas where traffic calming mechanisms should be employed, especially in neighborhoods and downtown.
- b. Establish a Complete Streets policy to encourage equitable use of the road by all types of users, including motorists, pedestrians, and bicyclists.
- c. Investigate an overlay district for 1st Street and State Street to control access, provide consistent landscaping and signage themes, and provide trail easements along frontage.
- d. Consolidate existing driveways on arterial and collector streets when opportunities are present.
- e. Promote neighborhood streets that provide direct connections to local destinations, such as parks, trails, or common open space.
- f. Adopt and implement a sidewalk repair and enhancement program throughout the Village to encourage sidewalk maintenance and crosswalk demarcation.

GOAL 2: Necessary facilities and services will serve the needs of residents in accordance with the capacity and character of the Village.

Objectives:

- a. Promote a coordinated approach between the Village and Township for the planning, provision, and expansion of public sanitary systems.
- b. Promote dialog with the county and surrounding communities regarding shared services to stretch limited community resources.
- c. Explore, with state and county officials, opportunities to promote meaningful alternative energy.
- d. Develop a local weatherization program to improve housing efficiency and reduce energy costs in neighborhoods.

4. HOSPITALITY

NEIGHBORHOODS & HOUSING

GOAL 1: Neighborhoods will accommodate a variety of housing types to serve various ages, income levels, and lifestyles of residents.

Objectives:

- a. Establish policies and mechanisms that encourage the retention of aging residents through mixed use housing, senior accommodations, accessory dwellings, and walkable developments.
- b. Foster a housing infill program for vacant or underutilized properties where new development aligns with the existing character of homes in the neighborhood.
- c. Encourage traditional and urban housing types in accordance with the character of different neighborhoods, including residential-above-retail and attached dwellings, with increased density near the downtown area.
- d. Review and revise, as appropriate, zoning standards for residential districts to allow various types of housing in accordance with the character and capacity of the area and reduce illegal conversions of single-family to multiple-family homes.

GOAL 2: Neighborhoods will foster positive social interaction by being connected, safe, walkable, and attractive throughout the Village of Shelby.

Objectives:

- e. Protect residential property from blight through strict enforcement of the Blight Prevention and Elimination Ordinance, enactment of a Property Maintenance Code, and improved inspection through the cooperative efforts of the Village and property owners.

- f. Develop educational materials regarding simple home maintenance, weatherization efforts, and the Village's maintenance standards that can be published in newsletters, on the website, or made available in other prominent public places.
- g. Work with area banks to take advantage of low interest housing rehabilitation programs, such as Property Improvement Program loans, available through the Michigan State Housing Development Authority.
- h. Designate central neighborhood gathering spaces to foster positive interactions among neighbors, such as the creation and/or maintenance of neighborhood parks, church yards, or school grounds.
- i. Coordinate with local schools, churches, and senior citizens to initiate neighborhood-based programs and activities, such as periodic social gatherings, community gardens, street tree propagation, small home improvement, a community tool box program, or landscaping programs.
- j. Engage in a simple public "spruce-up campaign" that could spark interest in property maintenance and be integrated as a community event through a beautification contest involving residents and businesses.
- k. Identify several areas in the Village that can be beautified then work with civic, business, neighborhood, church, and school groups to sponsor activities to upgrade these areas.

GOAL 3: The Village's zoning standards will promote the health, safety, and welfare of residents and support the Master Plan, while also providing flexibility to protect the private property rights of landowners.

Objectives:

- a. Prepare and adopt revisions to the zoning ordinance in order to implement the policies of the new Master Plan.
- b. Review and revise zoning procedures, as appropriate, to ensure zoning application processes are clear and simple.
- c. Develop strategies to communicate planning and zoning procedures, land use issues, and applicable trends with the community, such as through the Village website, a newsletter, school libraries, or social media.

5. IDENTITY

PLACEMAKING & REGIONAL COORDINATION

GOAL 1: The Village of Shelby will foster its small-town character through distinct community characteristics, such as natural features, recreation, historic architecture, and cultural history.

Objectives:

- a. Coordinate with civic groups, the school system, and churches to promote shared resources and support diverse recreational, cultural, youth, and family activities.
- b. Implement community engagement events that highlight the Village's character, ethnic diversity, and promote community awareness, such as a holiday decorating competition or a home and garden tour.
- c. Engage in a hospitality training program for service business and employees to train them regarding community events and area attractions.
- d. Invest in wayfinding signage or markers that promote the Village's cultural, natural, and recreational resources and ensures equitable use of roadways by different types of users.
- e. Promote the Village's image a trail town through special events that highlight and/or celebrate the William Field Memorial Hart-Montague trail and encourage retail promotions that attract people to the downtown area.
- f. Enact site plan review standards which enable the Planning Commission to require certain site amenities of developers, including such things as trails, benches, sidewalks, and bike racks.
- g. Ensure zoning standards allow for appropriate site design elements, such as landscaping and signage, that align with the character of the surrounding area.

GOAL 2: The Village downtown will serve as a hub of community activity providing a unique and beautiful backdrop for area events, social interaction, and commerce.

Objectives:

- a. Encourage programs and policies which maintain an attractive streetscape with planters, street trees, and landscaping, and which promote walkability and a sense of place within the downtown.
- b. Work with anchor downtown businesses to strengthen their position in the community and cross promote with other businesses.
- c. Promote infill development that is consistent and complementary to the traditional downtown design and ensure this type of development is permitted and encouraged in the zoning ordinance.
- d. Develop and implement downtown design standards that enhance building form, function, and aesthetics throughout the downtown area.
- e. Implement the Main Street Four-Points® of the Michigan Main Street Program revitalization techniques: design, economic vitality, promotion, and organization.
- f. Create a Downtown Development Authority (DDA) to function as a catalyst for development in the downtown area through the implementation of public improvements, such as rehabilitation of structures, protection of historic buildings, and an attractive streetscape.
- g. Plan and implement community events downtown to encourage residents and visitors to enjoy local amenities and businesses.
- h. Evaluate zoning standards for the Central Business District to ensure all desired uses are permitted and required dimensional standards are appropriate, such as permitted building height, residential-over-retail dwellings, and mixed use developments.

GOAL 3: The Village will value unity and cooperation with neighboring communities, considering the regional context when planning future growth, development, public services, and natural resource preservation.

Objectives:

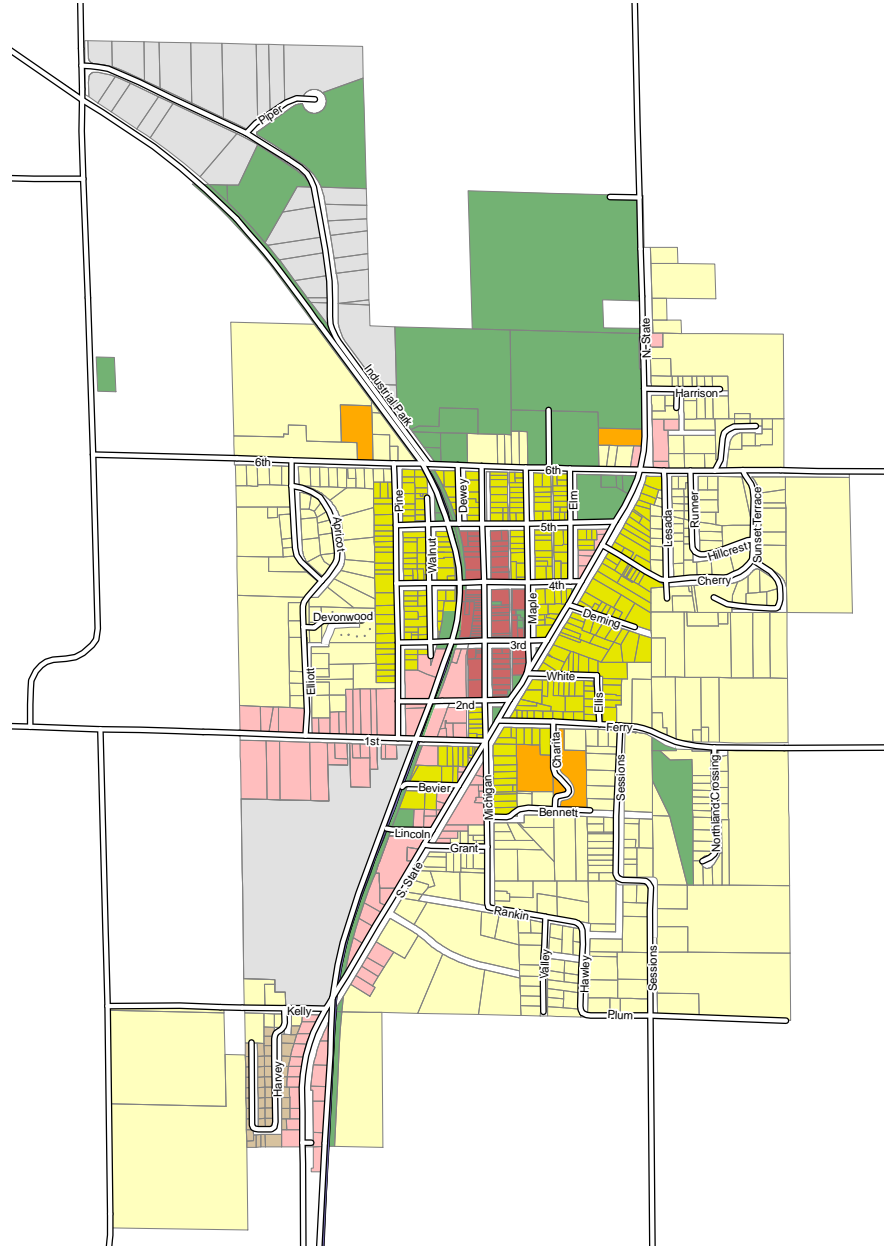
- a. Annually, conduct a combined workshop of the Township Board, Village Council and the respective Planning Commissions and Zoning Board of Appeals to review matters of planning and development and to assist in the prioritization of program activities.
- b. Pursue an ongoing program of intergovernmental coordination and planning with Shelby Township and the county, recognizing the Village's role in the region for urban development and services.
- c. Where practical, identify a future land use pattern that is compatible with the surrounding land uses in Shelby Township.
- d. Prepare a short- and long-term capital improvement programs covering major infrastructure and facility needs.
- e. Collaborate with communities along the William Field Memorial Hart-Montague Trail to promote the use of the trail and exploration of each community on the journey, such as New Era, Rothbury, Stony Lake, Hesperia and Hart.



section **10.**
Future Land Use




The Village of Shelby is predominately a rural community, offering goods and services to both permanent and seasonal residents throughout the year. The Village has an exceptional location only miles from Lake Michigan and is near abundant recreational opportunities, while offering small-town charm and amenities. It is important to plan for future development in the Village so that the needs of current and future residents can be maintained, appropriate growth can occur in planned areas, and the character of the Village can be maintained.

The Village of Shelby Future Land Use Plan provides a general guideline for land use over approximately the next twenty to thirty years. This applies to future growth, development, and redevelopment within the Village. Although the Village is largely developed, there are still several opportunities for infill development and redevelopment within its boundaries. Therefore, one purpose of this plan is to encourage and enrich existing development patterns that enhance and compliment the Village's rural character, neighborhood connections, recreational opportunities, business viability, industrial potential, and furthers economic development strategies to benefit the Village and its surroundings.



The future land use plan is inevitably associated to the Village of Shelby zoning districts. While the zoning ordinance is the law regulating the use of land in the Village, this plan is policy that guides the physical development of the Village and envisions the desired future land uses for the Village. There may be some future land uses that do not “fit” with existing land uses in the Village. This should not necessarily be interpreted as a lack of Village support for the continuation of these uses; however, the Village should carefully consider the impact of these uses on surrounding areas and future development when making land use decisions. The Future Land Use Plan seeks to carefully balance the desired future development of property in the Village with the realities of existing land use and development forms and patterns. The vision identified in this plan is also intended to realize the goals and objectives based on community desires. Future land use designations are broad and intended to be somewhat flexible. Where two or more designations adjoin one another, either may be considered appropriate.

MAP 5. FUTURE LAND USE

Designation	
	Downtown
	General Business
	Industrial
	Civic
	Modern Residential
	Traditional Residential
	Multiple-Family Residential
	Manufactured Home Park

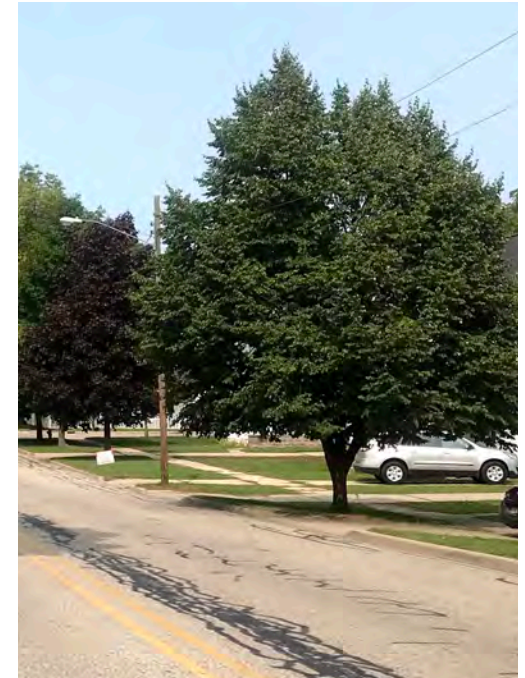


MODERN RESIDENTIAL

This future land use designation accounts for the bulk of the Village’s land use. Single-family dwellings are the primary uses on moderately-sized lots. Other related uses include, but are not limited to, churches, day-care facilities, neighborhood parks and similar low-intensity, neighborhood-scale activities. The conversion of single-family homes to multiple-family homes is generally discouraged in this designation.

In general, fewer parcels are served by sidewalks in this designation than those in the Traditional Residential designation. Streets are also more curvilinear, following natural topography and allowing a larger variety of parcel shapes and sizes. Although there are limited pedestrian connections, this Plan encourages increased connectivity during future development and redevelopment which will extend non-motorized transportation and facilitate alternate modes of transportation to the rest of the Village. Developments should be attractive in design, utilize high-quality materials, and promote inclusive living environments for people of all ages, incomes, and mobility levels.

This designation also includes several open space areas that would be unsuitable for commercial or industrial uses. These areas may provide additional home sites or be developed as permanent open spaces that offer recreational opportunities to residents. This Plan encourages the development of small neighborhood parks throughout this future land use designation.



Primary Compatible Zoning Districts	Potentially Compatible Zoning District	Residential Density	Features
R-1, R-2	R-3	1-4 dwelling units per acre	Open community spaces, internal trails, sidewalks, street trees, street lights



TRADITIONAL RESIDENTIAL

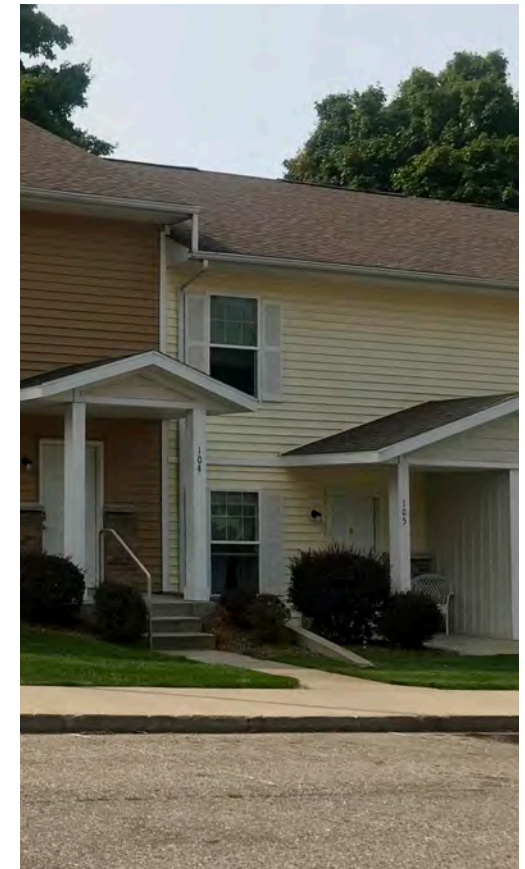
Similar to the Modern Residential designation, single family homes and related uses are the primary use in this future land use designation. However, neighborhoods in this designation are arranged in a traditional grid pattern that is characteristic of historic villages. Due to its proximity to downtown Shelby, this designation is intended to accommodate a higher residential density than the Modern Residential designation. This may include compatible two-family and multi-unit housing types, such as duplexes, townhouses, apartments, and condominiums. Small-scale neighborhood parks and limited commercial uses may also be present in this designation to serve the immediate population.

This designation generally accommodates a greater residential density than the Modern Residential designation and has an increased number of sidewalk connections to the downtown. Neighborhoods should be constructed of high-quality materials and future development should remain consistent with the traditional design, including front porches facing the street and relatively small setbacks that create a consistent streetwall with neighboring properties.

Primary Compatible Zoning Districts	Potentially Compatible Zoning District	Residential Density	Features
R-2, R-3	R-1, C-2	4-6 dwelling units per acre	Open community spaces, sidewalks, street trees, street lights, landscaping

MULTIPLE-FAMILY RESIDENTIAL

The Multiple-Family Residential future land use designation dedicates specific locations to higher intensity multiple-family residential uses. These locations are existing apartment complexes in the Village of Shelby. The Village encourages the continuation of these uses; however, it is not expected that residential uses of this intensity will expand at this time. This is not intended to prohibit the development of multiple-family uses, as multiple-family uses that are compatible with the surrounding environment may still be permitted in the Traditional Residential future land use designation. However, larger scale developments as have been identified in this designation should remain relatively limited in order to retain the Village’s small town lifestyle, which was considered an important reason residents chose to live in the Village.



Primary Compatible Zoning Districts	Potentially Compatible Zoning District	Residential Density	Features
R-3	-	4-10 dwelling units per acre	Open community spaces, sidewalks, street trees, street lights, landscaping

DOWNTOWN

The Downtown future land use designation is intended to encourage a walkable and pedestrian-scale environment in the Village’s traditional downtown area. This designation is not conducive to automobile-focused businesses; rather, goods and services should promote a variety of social, economic, and cultural activities. The Downtown should serve as a community center, accommodating for the needs of residents and visitors. As such, new development and redevelopment should prioritize pedestrian accessibility.

This designation encourages higher-density development that includes local retail and services, mixed use developments, and residential above retail dwellings. Buildings should be oriented towards the street with minimal or no setbacks. Large sidewalks should accommodate outdoor seating, benches, street trees, and other similar amenities and features that create an enjoyable space.

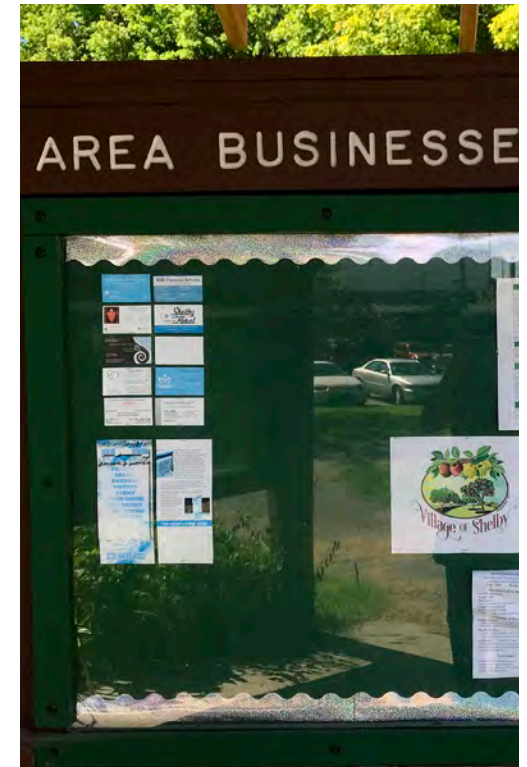
The presence of the William Field Memorial Hart Montague Trail through this designation should be considered in future developments and redevelopments. To accommodate recreational users, the Downtown should provide amenities for multiple forms of non-motorized connections and enhance corridors through which trail users can access the downtown. Amenities may include bicycle racks, bicycle lanes, wide sidewalks, water stations, and benches.

Primary Compatible Zoning Districts	Potentially Compatible Zoning District	Residential Density	Features
C-1	R-2, C-2	Mixed-use buildings; office, retail, or service uses that are pedestrian-oriented; community facilities; residential above retail	Crosswalk demarcations, wide sidewalks, traffic calming, countdown walk signs, plantings, wayfinding signage, street trees, public art, decorative street lights, bicycle racks, water stations

GENERAL COMMERCIAL

This designation is intended for automotive and other commercial uses which are more intensive in nature. Often, these uses will provide goods, services, and jobs to the greater Shelby Community and surrounding region. This designation may also provide goods and services to travelers along US-31 due to the Village's proximity to this highway. Many of these uses may not necessarily fit into a downtown setting. Although this designation is intended to be more automobile-oriented, developments should still be designed to limit "strip" development to the greatest extent possible and promote smooth traffic flow and maximize safety. Landscaping, clear drive aisles and circulation patterns, rear or side parking, unique architecture, and reduced front yard setbacks may contribute to this environment.

In the community survey associated with the development of this plan, additional business development was highly desired, specifically identifying sit-down restaurants, assembly and manufacturing, arts and entertainment, and retail as most desirable. This designation includes several infill locations where such businesses could be established.



Primary Compatible Zoning Districts	Potentially Compatible Zoning District	Residential Density	Features
C-1	R-2, C-2	Office, retail, or service uses that are automobile-oriented; eating and drinking establishments; hotels/motels; medical facilities	Sidewalks, countdown walk signs, plantings, wayfinding signage, street trees, street lights, landscaping

INDUSTRIAL

The Industrial future land use designation is intended to provide employment and services to Shelby residents and to broader surrounding communities. The community desire for increased businesses, including assembly and manufacturing, may be supported through businesses in this designation. Although some industrial uses have the potential to generate undesirable off-site impacts, significant problems have not been present in the Village. Most industrial uses are situated along Industrial Park Drive in the northwest, with Oceana Foods being the primary industrial property in the south. There are a few parcels still available for development along Industrial Drive. Due to the relatively built-out nature of the Village, this Plan does not envision the expansion of industrial areas. Rather, existing industrial uses should be strengthened and supported.

Should development or redevelopment of industrial uses occur, special consideration should be given to site design, safety, and traffic/truck circulation. The Village’s rural character should be supported through attractive developments. When industrial areas are adjacent to residential uses, landscape buffers are especially important to mitigate undesirable impacts and reduce incompatibility between uses.

Primary Compatible Zoning Districts	Potentially Compatible Zoning District	Residential Density	Features
IND	C-2, R-2	Assembly and manufacturing; warehousing; production of food products and household goods; research and development; similar industrial activities	Crosswalk demarcations, sidewalks, countdown walk signs, landscaping between incompatible uses, street trees, street lights

CIVIC

The Civic future land use designation includes public land and public or quasi-public property intended for community use. This includes the Shelby Community Schools, Village parks, Village-owned land, public parking lots, the William Field Memorial Hart-Montague Trail, the Ladder Community Center, and other civic buildings, such as the Shelby-Benona Fire Department, Village Hall, and the Shelby Area District Library. Properties in this designation should be owned and operated by a public or quasi-public agency and be designed for the use of everyone.



Primary Compatible Zoning Districts	Potentially Compatible Zoning District	Residential Density	Features
All	All	Parks, schools, non-motorized trails, civic buildings and structures, fire stations, and similar public uses	Designed for public use, architectural features on buildings, landscaping, street trees, universal accessibility



section **11.**
Implementation



IMPLEMENTATION STRATEGIES

The vision, goals, and objectives outlined in this Plan provide a direction for future community development. However, these must be proactively pursued and implemented by the Village in order to turn this vision into a reality. Therefore, the following strategies have been created as a framework by which the goals and objectives of this Plan may be achieved.

The following implementation strategies are intentionally general, allowing flexibility as the Village approaches specific tasks and prioritizes each strategy within its overall municipal operations. Each strategy is important and contributes to the overall vision expressed by this Plan and the following strategies are listed in no particular order. It is also recognized that many of these strategies are long-term in scope; although the Village Council, Planning Commission, and staff are primarily responsible for implementing the following strategies, full implementation may also involve the cooperation of many public and private entities. Several methods may be necessary to achieve each strategy, such as new or revised ordinances, special studies or assignments, academic exercises, local programs and initiatives, and administrative procedures. It will be the responsibility of the Village to determine which of these tasks are pursued based on available resources, timing, and political considerations.

1. ZONING ORDINANCE REWRITE

A zoning ordinance is law that governs land use development in a community. It often addresses building form, placement, and permitted uses in defined districts, along with an outline of procedures to ensure the protection of the health, safety, and welfare of residents. The Michigan Zoning Enabling Act requires that a zoning ordinance be based on a Master Plan. Therefore, this Master Plan provides a policy foundation for the development of a zoning ordinance.

Currently, the Village does not have a zoning ordinance dedicated to uses only in the Village. The current zoning ordinance governing land use in the Village was designed for the “Shelby Community,” which includes the Township. Although this provides some guidance for development, there is a lot of extraneous information that does not apply to the Village. Additionally, because the current zoning ordinance is applicable to a wide variety of land uses in the Village and Shelby Township, it is difficult to ensure that all provisions are suitable for land uses in both the Village and Township. Finally, joint Zoning Ordinances are difficult to administer without a joint Planning Commission and/or ZBA, as each community tends to make adjustments to the document over time to suit its needs and does not necessarily consult the other community in the development of those adjustments. The Shelby Community is no exception, as this has resulted in the once-singular “Shelby Community Zoning Ordinance” becoming two separate (although substantially similar) ordinances that are separately administered. Therefore, this Plan highly recommends the creation of a zoning ordinance specific to the Village.

The new Village Zoning Ordinance would provide a more streamlined reference for Village officials and residents. As the Village plans for its future development, the Zoning Ordinance, future land use map, and goals and objectives should be complementary and the policies should be consistent. Specifically, an ordinance may address the following:

- Language to encourage walkability, landscaping, and open space
- Form-based standards for commercial and downtown areas
- Historic preservation
- Evaluation of setback, site, and building design standards
- Language to encourage groundwater protection
- Updated signage regulations that are content neutral
- Screening between incompatible uses
- Updated graphics for interpretation

Additionally, the creation and adoption of an official zoning map is highly recommended in order to visually aid in identifying land use patterns in the Village. The current zoning map provides a general visual of zoning districts within the context of Shelby Township. These are general and lack clarity for specific land use decisions in the Village. A detailed map of zoning districts in the Village would enhance understanding of districts in the Village, provide clarity for future land use decisions, and align zone districts with the future land use map.

RESPONSIBILITY: The Planning Commission will primarily be responsible for accomplishing and implementing this strategy. Because this is an extensive task with multiple elements, additional support will likely be necessary to address the various challenges that may require activities to be addressed independently. The Village Council will have the final approving authority over any changes made to the Zoning Ordinance.

2. MAINTAIN VILLAGE PARKS & RECREATION PLAN

As the Village seeks to promote recreational opportunities and encourage gathering places, obtaining funding for greenspace will be important. The Village currently has several small parks that are available to residents, and the Village should be vigilant about seeking opportunities to develop new facilities or improve existing facilities to accommodate users of all ages and abilities. Improving recreation facilities and their connection to non-motorized pathways, such as the William Field Memorial Hart-Montague Trail, can increase community health and recreational opportunities. Although the Village is largely developed, there are still open space areas that could accommodate future parks. These could be evaluated more comprehensively in a Recreation Plan, which should be updated every five years.

The development of a Recreation Plan will also make the Village eligible for funding assistance from the Michigan DNR Natural Resources Trust Fund, Land and Water Conservation Fund, and Passport Grants program. These grants are awarded each year and can help offset the costs of developing park and recreational facilities in the Village.

RESPONSIBILITY: The Park Committee or Planning Commission will primarily be responsible for accomplishing and implementing this strategy, with input from the Village Council and public.

3. TRAIL TOWN ENGAGEMENT STRATEGY

Trails have been recognized as offering many health, community, and economic benefits. Healthy lifestyles are promoted through alternate modes of transportation and a community's sense of place is often enhanced through trails.

Economically, they can attract local tourism and new business development. Trail benefits have been summarized by the Rails to Trail Conservancy:

Communities are realizing the economic potential of trails as highly desirable destinations that bring dollars into the places they serve...trails and greenways attract visitors from near and far – visitors who facilitate job growth in tourism – related opportunities like restaurants, local stores and lodging. Communities are increasingly utilizing this “Trail Town” model of economic revitalization that places trails as the centerpiece of a tourism-centered strategy for small-town revitalization.¹

To organize local community support for a trail town environment, the Trail Towns – Capturing Trail-Based Tourism manual suggests utilizing the National Main Street Four Points® approach. As the Village implements the four points for downtown revitalization, consideration should also be given to the context of the William Field Memorial Hart-Montague Trail near the downtown. The Four Points® may be applied to the Trail as follows, and expanded upon as the Village participates in the Michigan Main Street program:

1. Economic Vitality – a diverse economic base can be supplemented by providing an additional purpose for business development and promoting engagement between businesses and trail users.
2. Organization – based on survey results, the community was highly satisfied with the William Field Memorial Hart-Montague trail; this can be a springboard for organizing people to work towards a common trail town goal.
3. Promotion – the trail town image can be marketed to highlight unique businesses and a positive town image through retail promotions and special events.
4. Design – the downtown atmosphere should be highlighted through landscaping, accessible parking, wayfinding signage, window displays, street lights, and other visual design elements. Attractive connections between the trail and downtown should enhance downtown accessibility, such as through the redevelopment of the main alley as a “Gateway to Main Street.”

Promoting the Village as a trail town will involve coordination with other municipalities along the trail and a strong marketing campaign. A trail town committee should be created in order to organize marketing efforts, assess basic trail user needs, and establish a vision for the trail community. The Rails to Trails Conservancy recommends that any trail town program aim to achieve three objectives:²

1. Improve connectivity between the trail and the towns along its route
2. Improve services and amenities available in trail communities, ensuring that those investments are in the best interest of residents
3. Promote a culture of hospitality, stewardship and inclusivity in trail communities

Although several grant opportunities exist to support trail development in general, development as a trail town may provide additional funding opportunities. Such grants may include the USDA Rural Community Development Initiative Grants and Rural Business Development Grants.

RESPONSIBILITIES: Establishing a Trail Town will involve efforts from Village officials, key stakeholders, and the community. The community is vital to the success of these efforts, as “becoming a Trail Town is as much about local attitude as it is about physical improvements.” A Trail Town committee should be established to direct development and marketing efforts related to the trail. This committee should be established by the Planning Commission and may include Village officials, stakeholders, and interested residents.

¹ “Trail Towns - Capturing Trail-Based Tourism. A Manual for Communities in Northern Michigan.” (Traverse City, MI, 2013), 1.

² “Trail Towns,” Rails to Trails Conservancy, www.railstotrails.org/build-trails/trail-building-toolbox/planning/trail-towns/

4. COMPLETE STREETS STRATEGY

The historic settlement of the Village of Shelby impacts its present-day street pattern. Traditional parcels were uniform in size and spacing, creating several blocks in a grid pattern. Roads later extended from this center to accommodate a greater variety of parcel sizes and orientations. Consequently, roads vary in width throughout the Village. Residential streets throughout the Village range from approximately 22 feet to 40 feet in width. These widths can accommodate emergency vehicle access and, in some cases, on-street parking. Some road widths in residential areas, such as N. Michigan Avenue, N. Elm Street, and N. Maple Street are relatively wide to accommodate on-street parking. These and similar wider residential streets may be appropriate locations for the installation of bike lanes.

Major transportation corridors (First Street, Michigan Avenue, and State Street) range from approximately 28 feet to 40 feet in width. These are relatively narrow for accommodating large volumes of traffic, as many road rights-of-way for major transportation corridors are 66 feet. The presence of narrow transportation corridors presents both positive and negative implications for the Village. Limited road widths along major Village corridors can impact the available locations for bike lanes. Because many homes were constructed with small setbacks towards the downtown center and these locations often have sidewalks already constructed, this width limits the locations that would be viable for the installation of bike lanes due to space constraints.

However, these narrow roads also naturally provide access management control. Reduced speeds increase pedestrian safety and driver awareness of the surrounding area. This can be particularly helpful downtown, where there is more pedestrian activity. Additionally, road improvements cost less when roads are narrower, as fewer construction materials are required.

Sidewalks and the William Field Memorial Hart-Montague Trail provide pedestrian accessibility to 36.5% of Village parcels. Connectivity between neighborhoods and the downtown allow residents to access goods and services, recreational options, and community gathering spaces. However, sidewalk connectivity is lacking in the Village overall. Connections decrease farther from the downtown; yet, there are still missing links near the downtown as well. Therefore, increasing connectivity among neighborhoods can enhance accessibility for all transportation users. Closer to the downtown, this may provide

immediate access to goods and services. Farther from the downtown, the rural character may be preserved through access measures such as internal trails and connections to the William Field Memorial Hart-Montague trail. Provisions for such features could also be included in the Zoning Ordinance to require new developments to address walkability and accessibility.

Specific road and accessibility features may contribute to the safety of all transportation users. Several roads throughout the Village do not have curbs or gutters. These features often provide structural support to the pavement edge, reduce flooding in yards from surface runoff, and provide a separation from the road and surrounding properties. The Village may consider installing these features in appropriate areas. Additionally, many crosswalks are not clearly demarcated and should be re-stripped. The installation of crosswalk countdowns may also be appropriate in some areas near the downtown.

The presence of the William Field Memorial Hart-Montague Trail greatly enhances non-motorized connections in the Village. Residential areas outside the traditional downtown area often do not have sidewalk connections. Although pedestrian accessibility is more limited in these areas, their proximity to this trail greatly enhances available connections to the downtown area and regional designations. Development should be encouraged to provide access to this trail due to its local and regional significance. Additionally, trail access should be clearly marked, with easy connections between the downtown and trail for all types of users. Promoting a bike and pedestrian-friendly downtown will encourage trail users to rest and visit the downtown, enhancing the local economy. Amenities and facilities such as bike racks, water stations, and wayfinding signage will be essential to encouraging transportation from the trail to the downtown.

RESPONSIBILITY: The Planning Commission, Village Council, and staff will primarily be responsible for engaging in road improvement and non-motorized transportation planning improvements. Because this is an extensive task with multiple elements, additional support will likely be necessary to address the various challenges that may require activities to be addressed independently.

5. GREEN INFRASTRUCTURE STRATEGY

Ample research has demonstrated the importance of incorporating nature into urban areas to enhance human health and wellness. Green infrastructure is an approach to urban development that integrates natural features into built developments. These natural features often mimic ecological or natural functions to provide solutions to developmental issues, such as water quality, stormwater runoff, and traffic noise, along with providing additional benefits related to community enjoyment of natural features. The results often promote well-being among the community, boost the local economy, and mitigate pollution.

Green infrastructure may be implemented in a variety of forms. These may include planting trees, using permeable pavement, bioretention and infiltration, and water harvesting. These measures of green infrastructure provide numerous benefits, including improved water quality, reduced noise pollution, increased habitat, reduced flooding, improved air quality, and reduced heat that is often associated with urban areas.

Implementing green infrastructure and stormwater best management practices in the Village can greatly enhance the natural environment, community aesthetic, and energy costs. Because the Village has indicated a desire to increase recreational opportunities and tourism through the William Field Memorial Hart-Montague Trail, green infrastructure can enhance tourism and placemaking. Research has indicated that shoppers are willing to spend more time in a downtown shopping district if there is a healthy tree canopy. Further, quality of life, including outdoor recreational opportunities, has been identified as a main consideration for a company when choosing location. Therefore, the Village may use these features to enhance tourism and economic interest.

In order to implement these features, the Village may consider standards for natural design features in the Zoning Ordinance. A density bonus could be offered for developments which implement certain features. Additionally, standards for stormwater best management practices should be included in the Zoning Ordinance. The Village may also include these features in local park updates and along the William Field Memorial Hart-Montague Trail to enhance community enjoyment of natural features and promote education through unique designs.

Many factors affecting water quality are also associated with sources that can be controlled by residents. In the Village, these may include fertilizers, pesticides, and stormwater management. The Village should encourage public education of green infrastructure and stormwater best management practices. This may involve the creation of events, such as a community tree planting event, to create excitement and investment in community natural features. This may also include the creation of informational material that explains green infrastructure, how it helps, and easy ways it can be implemented. This information could be made available in a newsletter, on social media, the Village website, or as paper pamphlets in the Village Hall.

RESPONSIBILITY: The Planning Commission and Village Council will primarily be responsible for designing and adopting zoning ordinance standards related to green infrastructure and stormwater best management practices. The Village staff or other interested parties may be involved in the creation of educational material and organization of community events that may encourage these features. Community involvement will be necessary for the full implementation and acceptance of these practices.

6. COOPERATION WITH NEIGHBORING AND REGIONAL GOVERNMENTS

Some of the goals and objectives outlined in this Master Plan will require coordination and cooperation with neighboring municipalities, especially Shelby Township. Because the Village of Shelby and Shelby Township have been largely planned and zoned as a single unit in the past, the development of a Village Master Plan and Zoning Ordinance should carefully consider adjacent planning in Shelby Township to maintain land use compatibility. Discussions regarding future land use planning should regularly occur to retain consistency across municipal boundaries. Commercial and industrial improvements in the Village should also be coordinated with planned future development in Shelby Township. Site and design standards may be coordinated to create a unified aesthetic between Village and Township boundaries.

Additionally, any utility extensions into the Township should be coordinated to ensure appropriate capacity and accommodation of existing and future use of utilities and infrastructure. Utility extensions should correspond to development patterns in the Village and Township, allowing developmental growth while preserving the rural character of the Village and Township.

The Village should also pursue opportunities to engage with Oceana County and other regional organizations to actively plan for the Village's future and implement the goals of this Plan. The County can offer valuable knowledge related to policy formation and public education about important community issues. This knowledge can benefit the Village on Master Plan elements such as creating policy for water quality protection, conservation of natural resources, and public outreach.

RESPONSIBILITY: The Planning Commission, Village Council, and staff will be responsible for advocating seasonal or bi-annual meetings with the governing bodies of Shelby Township.

7. COMMUNITY EDUCATION, OUTREACH, AND COMMUNICATION

The planning process is shaped by numerous factors, including the Village's land use pattern, individual opinions regarding land use issues, and social and economic factors. In order to address concerns at the community, state, and national levels, the Village planning process must be active, educated, and perceptive. Because planning involves several dynamic elements, it is essential that the Village's planning process involves citizen participation, understanding of the general planning process, and thoughtful action of the specific goals, objectives, and policies of this Plan.

In order to effectively educate the public, Village officials must first be educated on relevant planning and zoning trends. Village officials should actively pursue updates on current planning trends and the benefits of implementing the goals and objectives in this Plan. This may include seeking and attending conferences or seminars on relevant planning and zoning topics. These findings should then be conveyed to the public. Every public meeting, including those hosted by the Planning Commission and Village Council, should be instructive for the public.

Village officials should also encourage the establishment of committees to delegate responsibilities for achieving the goals of this Plan. These committees could consist of elected or appointed officials, key community stakeholders, and interested citizens. The focus of these committees would be topics of great importance in the community, such as a Trail Town Engagement Committee or a Green Infrastructure Committee.

Additionally, the Village should continue to look for ways to provide residents with news and information regarding their government. This may include news updates on the Village website, social media posts, creation of special meetings for the specific purpose of discussing the Village's planning efforts with the public, and development of informational material that could be kept at the Village Hall.

RESPONSIBILITY: The Planning Commission, Village Council, and staff will be responsible for seeking out new opportunities for education and updating citizens on the Village's current planning and zoning trends. Additionally, these members will be responsible for establishing committees to delegate responsibilities for achieving the goals of this Plan. The community will be responsible for participating in these committees.

ECONOMIC DEVELOPMENT AND REDEVELOPMENT STRATEGY

Promoting development and redevelopment in the Village, as outlined in the goals and objectives, should be addressed through a comprehensive strategy to further outline their implementation. The Village has outlined four main components of this strategy: placemaking, streamlining, marketing, and redevelopment ready sites.

Placemaking

A resilient community possesses the capacity to recover from challenges. These can take a variety of forms, including social, economic, or physical challenges. Community resilience is closely connected to placemaking, which enhances community connections to a place. By creating quality places where people want to live, work, play, and learn, communities are better prepared to address challenges. When people are invested in their communities, they are more willing to actively participate in its development and maintenance. This helps generate sustainability and community growth.

Placemaking must meet the specific needs of a community; therefore, community input is essential. The Village will continue to work with the property owners, businesses, and community partners in the improvement of downtown Shelby to make it a unique and inviting place. This may include the development of form-based elements in a “downtown design manual” to help preserve and enhance the character of the downtown and surrounding area. Public art installations and “tactical urbanism,” or the act of implementing flexible, short-term projects as a way of prototyping urban design, will be piloted and encouraged throughout the Village, but with a focus downtown.

Streamlining and Processes

The Village will continue to assess and improve its development processes, including manuals, outlines, and forms available to guide the public and developers. This will include a review and revision of the Zoning Ordinance to ensure development reviews are thorough, fair, responsive, and efficient. Application forms and checklists will also be reviewed to ensure that they are accurate and easy-to-understand. A guide to development will also be developed to explain policies and offer a visual representation of how review and approval processes work in the Village.

The Village will also adopt a capital improvements plan, detailing a minimum of six years' worth of public structures and improvements. This should be updated annually and coordinate projects to minimize construction costs. In accordance with RRC Best Practices, this plan should be made accessible online and coordinated with other community plans and budget.

Marketing

In cooperation with the Oceana County Economic Alliance (OCEA) and Shelby Area Chamber of Commerce, the Village will encourage the prosperity of all business in Shelby. The Village will leverage the William Field Memorial Hart-Montague trail and its location near Lake Michigan for economic development opportunities. These features provide exceptional opportunities for generating tourism interest and connections to other regional locations. Therefore, the Village will market itself as a "trail town" and recreation destination within the regional area. Marketing of the Village should identify target audiences within the three primary groups: existing and prospective residents, business interests, and tourists. By tailoring marketing efforts toward these groups, within the context of the RRC Best Practices, the Village can connect and provide for the needs of multiple groups and broaden its economic investment. The four-point principles of Main Street America and Michigan Main Street are also embraced in this Plan. Those principles include the following:

- ECONOMIC VITALITY focuses on capital, incentives, and other economic and financial tools to assist new and existing businesses, catalyze property development, and create a supportive environment for entrepreneurs and innovators that drive local economies.
- DESIGN supports a community's transformation by enhancing the physical and visual assets that set the commercial district apart.
- PROMOTION positions the downtown or commercial district as the center of the community and hub of economic activity, while creating a positive image that showcases a community's unique characteristics.
- ORGANIZATION involves creating a strong foundation for a sustainable revitalization effort, including cultivating partnerships, community involvement, and resources for the district.

Redevelopment Ready Sites

The village will prioritize redevelopment ready sites by assessing the inventory of undeveloped land and potential redevelopment areas, maintaining an updated list of at least three sites. Vision for these sites should align with RRC Best Practices. Prioritization criteria for redevelopment sites may include the following:

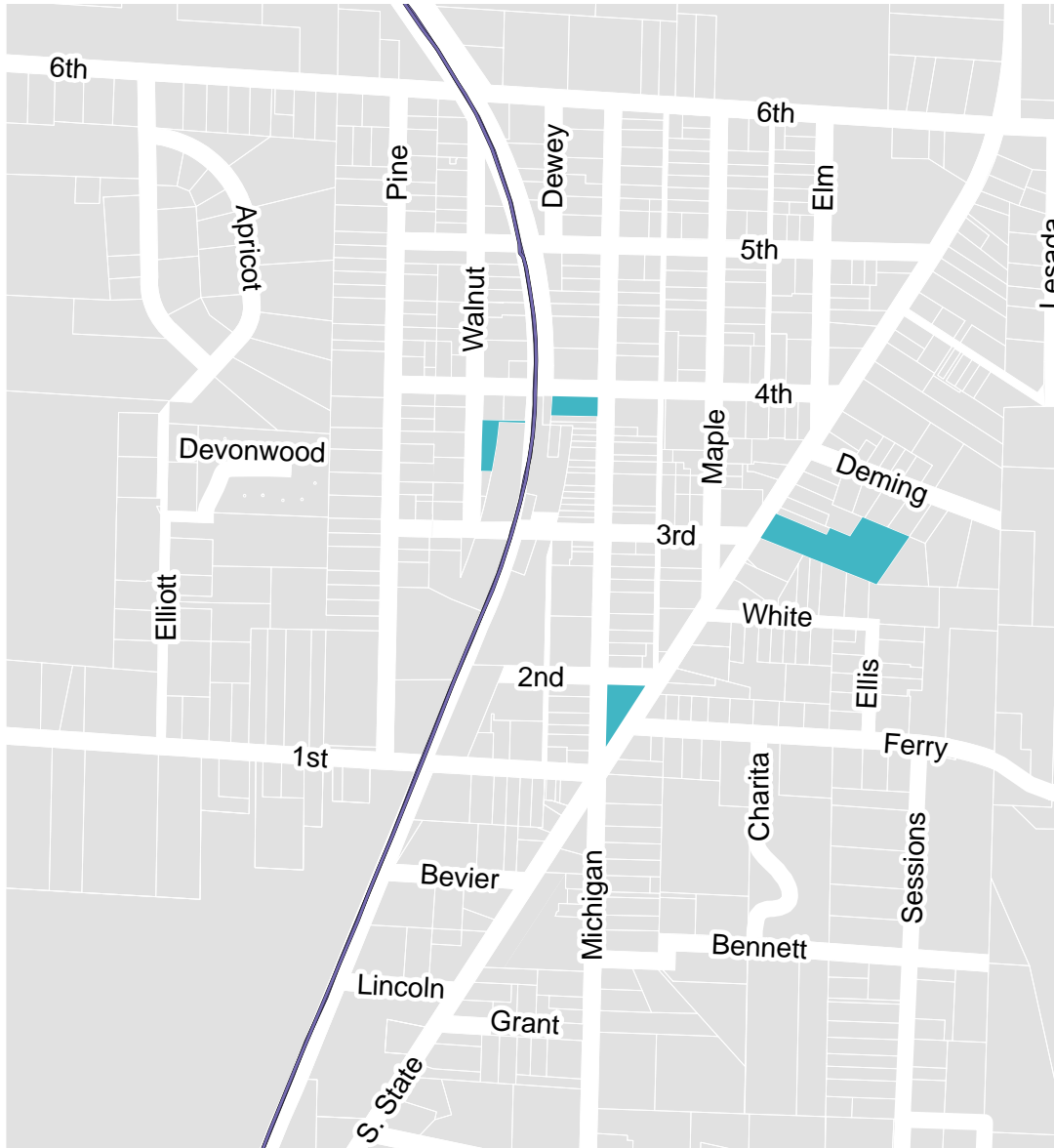
- Safe and adequate access to state and/or primary roads.
- Vacant or underutilized buildings and land.
- Availability of utilities.
- Future land use planning.
- Current zoning.
- Environmental suitability.

Through this review process, potential redevelopment areas were identified. The list of specific sites within these areas will evolve over time and as conditions change. While the sites may change over time, the general locations are depicted on Map 6.

RESPONSIBILITY: The Planning Commission, Village Council, and staff will primarily be responsible for accomplishing and implementing this strategy.

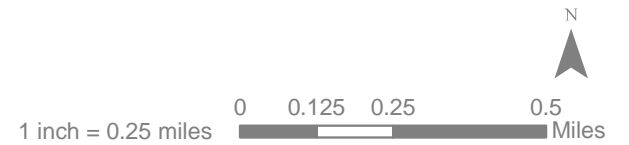
TIMEFRAME: The Implementation Strategy Work Plan on page 109 outlines the timeframe for implementing the economic development strategy among other tasks outline by this Plan. Some of the recommendations of this Plan dovetail with the actions needed to achieve RRC Certification and should be implemented immediately. However, this plan intends for the economic strategy to be implemented in 3-5 years.

A discussion of the opportunities and challenges to implementing this economic development strategy, and other implementation strategies, is found on page 111.



MAP 6. REDEVELOPMENT SITES

- Redevelopment Site
- William Field Memorial Hart-Montague Trail

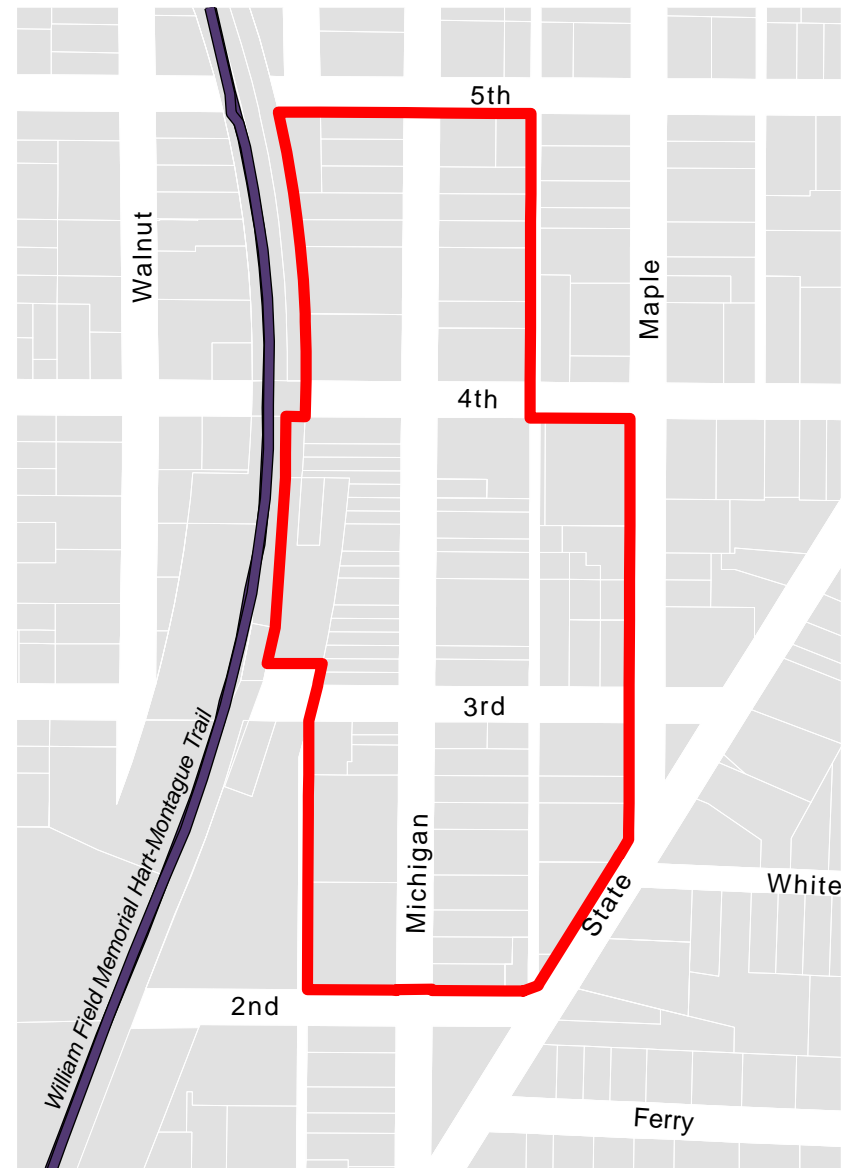


DOWNTOWN PLAN

The Village of Shelby's downtown offers a variety of uses that meet the needs of the community and broader regional area. Shelby's downtown is envisioned as a hub of community activity, which will serve as a backdrop for events and center of social interaction and commerce. This Plan is intended to guide implementation of the Master Plan's vision for Shelby's downtown through sound planning practice. To achieve the Village's vision for the downtown Shelby, this plan includes identification of important design elements and suggested projects.

DEVELOPMENT AREA

The Downtown Development Area includes a traditional downtown area in a gridded street pattern (Map 7). The downtown core provides commerce opportunities in historic buildings and a connection to the regional landscape through its proximity to the William Field Memorial Hart-Montague Trail. The entire Development Area is included within the C-1 Central Business zoning district and includes a variety of land uses.



Public and Quasi Public Uses

The primary public and quasi-public uses in the Development Area are the Shelby Area District Library, Shelby Township and Village Hall, and the post office. The Village also owns a public parking lot along the western Development Area boundary. This parking area serves downtown traffic, while also functioning as part of the local trailhead for the William Field Memorial Hart-Montague Trail.

Recreation and greenspace areas are primarily provided through the William Field Memorial Hart-Montague trail. This trail runs adjacent to the western boundary of the Development Area and offers connections to the broader regional landscape. The trail's proximity to the downtown provides a unique opportunity for the Village to offer goods and services as a trail town, as recommended in this Master Plan. Greenspace is also provided at the Shelby Area District Library.

Additional greenspace is located along Development Area boundaries. Veteran's Memorial Park is located adjacent to the Development Area, bounded by 3rd Street, State Street, and Maple Street. This park functions as a place to rest and gather near the core downtown. An undeveloped parcel is also adjacent to the southern Development Area boundary, enclosed by 2nd Street, State Street, and Michigan Street. This parcel is open space and suggested as a redevelopment ready site in this Master Plan.

Opportunities:

- Connections between the William Field Memorial Hart-Montague Trail and the Downtown Development Area.
- Unique community characteristics highlighted in greenspace, including elements such as history, culture, and art.

Private Properties and Uses

The Downtown Development Area is primarily comprised of privately owned properties and uses, which offer a variety of goods and services to the Shelby Community.

Commercial. Commercial land uses are the most common land use in the Downtown Development Area and correspond to uses permitted in the C-1 Central Business zoning district. These include several restaurants, service businesses, a pharmacy, professional offices, and retail establishments. Additionally, the Helena Chemical company and N J Fox & Sons produce wholesaler are located near the southwest boundary of the Development Area. These uses, although also in the C-1 Business zoning district, are generally more intense than other downtown uses and are more industrial in nature.

Residential. In the Downtown Development Area, residential properties are generally located north of 4th Street and southeast of the intersection 3rd and Michigan Streets. The majority of these homes provide single-family residences on small lots.

Institutional and Other. The Downtown Development Area includes several institutional and non-profit uses, including churches, banks, the Ladder Community Center, and Habitat for Humanity.

Vacancy. A parcel at the intersection of 4th Street and Michigan Street has been identified as a potential redevelopment ready site. This parcel is currently vacant open space that provides an opportunity for infill development in the core downtown area.

Opportunities

- Housing variety in mixed use developments, such as live/work or residential-above-retail.
- Business viability through flexible and robust zoning standards.
- Unified building aesthetics and preservation of historic buildings.
- Streetscape designs that encourage pedestrian mobility and mitigate visual impacts between potentially-conflicting uses.
- Infill on vacant or underutilized parcels that support the vision, goals, and objectives of this Master Plan.

DESIGN ELEMENTS

The following design elements are recognized as important for Shelby to achieve a vibrant downtown that is accessible, safe, connected, and attractive.

Building Form and Aesthetics

Buildings create the basis for a downtown's visual appeal. A downtown with a unified aesthetic will often encourage people to explore area businesses and attractions. The Village can promote functional and unified building designs through design standards that are implemented during development and redevelopment. The intent of design standards is to enhance building form, function, and aesthetics, contributing to the overall character of the downtown area. Design standards are often incorporated into the Zoning Ordinance, but may also be created in a separate document.

Downtown design standards are encouraged to address the following:

- **Building facades.** Design standards should encourage building facades and architecture that are attractive as well as functional, enhancing the historic and rural character of Shelby's downtown. Front window transparency can encourage shopping, while similar building materials and/or designs can provide a distinct identity for the downtown.
- **Site amenities.** Developers may be required to include certain amenities to encourage pedestrian activity, such as benches, sidewalks, or bike racks.
- **Pedestrian-focused.** To encourage walkability, pedestrian-scale building materials and features should be encouraged in new developments and redevelopments. This may include features such as covered entries, multiple-paned windows, pedestrian-scale light fixtures, and artwork.
- **Flexibility.** Mixed-use developments are encouraged through design standards. By adhering to the same design standards, a greater variety of uses can be permitted within a development. This enhances flexibility for the developer and contributes to a larger matrix of uses supporting a viable downtown.

Streetscape

The downtown streetscape includes natural and built features which influence the quality of the street and its visual effect. This includes roads, sidewalks, signs, lighting, and other elements that often influence public places where people can engage in various activities and interact with each other. In the community survey conducted for this Master Plan, respondents indicated a desire for revitalization of the downtown, business development, and attractive community gathering places. Many of these features are influenced by the streetscape, as it provides transportation and the setting in which people can live, work, and play.

Streets in the Downtown Development Area have small rights-of-way as a result of the original Village plat design and small building setbacks. Although these provide natural access management, the narrow streets also limit opportunities for other modes of transportation, such as bike lanes or wider sidewalks through the downtown. This Downtown Plan encourages the creation of a Complete Streets Strategy, as suggested in this Master Plan, that addresses detailed streetscape options in the Downtown Development Area.

The following elements contribute to an active and equitable streetscape:

- **Safety.** The Development Area streetscape should offer safe access for a variety of transportation modes, including vehicles, bicycles, and foot traffic. Safe travel can be supported through crosswalk demarcation, sidewalk maintenance, curbing, and measures for traffic calming.
- **Connectivity.** The Development Area has a unique opportunity to provide goods and services as a trail town along the William Field Memorial Hart-Montague Trail. This Downtown Plan, in coordination with the Master Plan, encourages a connection between the trail and downtown through the rehabilitation of an alley as a “Gateway to Main Street.” Connectivity can also be improved through a comprehensive sidewalk network and bike paths or lanes. Methods for non-motorized transportation should be further evaluated in a Complete Streets Strategy.
- **Walkability.** Accessibility is a key value for people and businesses; areas that offer close proximity of various services and destinations are more likely to be convenient and active. Walkable places are often associated with increased density, more transportation options, and mixed land uses. Therefore, an environment conducive to walking is

especially important in the Downtown Development Area. Walkable spaces will support business viability and active community centers.

- **Aesthetics.** A streetscape’s visual appearance largely influences the downtown experience, helping define the economic activity, community health, and sense of place. Streetscapes can be enhanced through features such as lighting, outdoor seating, clean streets, and landscaping. Although much of Shelby’s downtown has minimal building setbacks, landscape planters or pedestrian lighting with hanging baskets can offer greenery. Aesthetics should encourage residents and visitors to interact with the environment, others, and businesses.

Signage and Branding

Signage helps people orient themselves to the surrounding physical space and navigate between places, while branding provides a recognizable logo or message that helps people identify a place. Both contribute to a sense of place, ease of navigation, and safety. Wayfinding signage can help residents and visitors navigate between the William Field Memorial Hart-Montague Trail and downtown, between different businesses, and to points of historic or cultural interest. Branding can be used to identify local businesses or trail town amenities in the Downtown Development Area.

The following design elements should be considered for signage and branding:

- **Scale.** Pedestrian-oriented signs can provide information in greater detail often on a smaller platform. These could include maps of the downtown area or educational signage describing historic or cultural features. Automobile-scale signage may provide direction to slow moving traffic in the downtown through colors, symbols, or large words. Pedestrian-scale signage is especially encouraged in the Downtown Development Area to support a walkable environment.
- **Audience.** In the survey conducted for this Master Plan, respondents indicated a strong desire for community gathering places and attracting visitors downtown. Signage and branding can be used to highlight local businesses, events, and the core area of Shelby’s downtown. Signage and branding can develop a sense of place for residents and welcome visitors. This Downtown Plan supports the Trail Town Engagement Strategy, as recommended in this Master Plan, to enhance the downtown’s identity as a regional trail town through branding and clear wayfinding signage from the trail to downtown.

- **Purpose.** Wayfinding signage and branding can serve for identification, direction, information, and regulation. As signage and branding is considered in the Downtown Development Area, the purposes of signs and branding should complement each other, enhancing the user’s experience and promoting the character of Shelby.

PROJECTS AND PROGRAMS

Following is a table of proposed projects and programs in the Downtown Development Area, a timeline for completion, and estimated costs.

Near Term Projects and Programs (1 - 2 Years)		
Project/Program	Description	Estimated Cost
Gateway to Main Street Alley redevelopment	Develop a “Gateway to Main Street” that connects Shelby’s downtown to the William Field Memorial Hart-Montague trail.	\$150,000
Create a Downtown Development Authority (DDA)	Create a DDA to become eligible for a variety of funding options, such as tax increment financing, to fund public improvements downtown.	\$20,000
Zoning Ordinance Evaluation and Amendment	Evaluate and amend, as necessary, the C-1 district and Ordinance standards for their ability to support downtown development, including mixed uses, housing variety, clarity of processes, ease of business establishment, and streetscape improvements.	\$10,000
Downtown Design Standards	Create downtown design standards to enhance building form, function, and aesthetics.	\$25,000
Streetscape Improvements	Implement a sidewalk repair and enhancement program to encourage sidewalk maintenance and crosswalk demarcation. Add landscaping and pedestrian level lighting on Michigan Avenue between 2nd and 4th Streets.	\$100,000
Business Retention and Development Program	Work with downtown businesses to identify topics of mutual concern, provide education of available loans and grants, and promote infill of vacant or underutilized properties.	\$50,000
Wayfinding Signage	Design pedestrian-scale signage or markers that promote the downtown’s cultural features, recreational resources, and local businesses.	\$50,000
Near Term Estimated Budget		\$405,000

Mid Term Projects and Programs (3-5 Years)		
Project/Program	Description	Estimated Cost
Marketing and Promotion	Develop a marketing and promotion program to highlight the Village's unique businesses, location as a regional trail town, festivals, and events. Elements may include website updates, retail promotions for trail users, special events highlighting the trail and local businesses, educational pamphlets, and branding.	\$40,000
Hospitality Training Program	Provide a training program for downtown service businesses and employees regarding local community events and area attractions.	\$20,000
Wayfinding Signage	Design pedestrian-scale signage or markers that promote the downtown's cultural features, recreational resources, and local businesses.	\$50,000
Festivals and Events	Implement community engagement events that highlight Shelby's downtown, promote community awareness and ethnic diversity, and encourage local identity. These may include seasonal decorations, local or agri-business tours, and trail town celebrations.	\$100,000
National Register of Historic Places Inventory	Inventory historic places and prepare the nomination application to incorporate structures in the National Register of Historic Places, which will allow property owners to access historic preservation tax credits.	\$20,000
Public restroom	Construct a public restroom with convenient access for trail users and those visiting the downtown. Locations in proximity to the "Gateway to Main Street" alley should be considered.	\$200,000
Mid Term Estimated Budget		\$430,000

Long Term Projects and Programs (More than 5 Years)		
Project/Program	Description	Estimated Cost
Downtown property acquisition, purchase, rehabilitation and/or demolition	Create a reserve fund for building or property acquisition that can serve for public use or public/private redevelopment projects	\$250,000
Side Street Enhancements	Improvements of side streets with paving, striping, landscaping, lighting, and sidewalks.	\$200,000
Incorporate Green Infrastructure	Implement green infrastructure designs downtown to encourage water quality and natural features downtown. These may consider permeable pavement, rain gardens, water harvesting, green roofs, or measures for bioretention and infiltration.	\$200,000
Park enhancements	Make park improvements in or adjacent to the Downtown Development Area to attract visitors downtown, promote walkability, and provide a gathering space.	\$300,000
Long Term Estimated Budget		\$950,000

Note: the scope and cost of projects may vary depending on the final design of each component. Project descriptions are intended to reflect an overall scope and vision for each project. However, the Village of Shelby recognizes that market forces, private investment, and future public-private partnerships may change final designs and cost.

IMPLEMENTATION STRATEGIES WORK PLAN

A work plan, or implementation matrix, is a tool that can be utilized by the Planning Commission, Village Council, and Village staff to implement the Master Plan. The work plan identifies the actions outlined in the goals and objectives and implementation chapters, the responsible party, and the timeline for implementation. Each action is generalized so that similar action items are combined into a common and implementable strategy. To sure this table is followed, the Village should establish an annually revolving implementation table that identifies three or four goals in more detail. At the end of each year, the planning commission should revise the items and determine if new items should rotated in or if items are still in progress. This review should be documented in the annual planning commission report to the governing body.

Action	Responsible Party	Timing
Comprehensive Zoning Ordinance Audit and Evaluation	Village Council, Planning Commission, Village staff	Year 1
Comprehensive Zoning Ordinance Update or Rewrite in accordance with the vision, goals and objectives, and implementation strategies of this Plan	Village Council, Planning Commission, Village staff	Year 1
Comprehensive Audit and Evaluation of General Law Ordinances	Village Council, Village staff	Year 3
Update or Add General Law Ordinances in accordance with the vision, goals and objectives, and implementation strategies of this Plan	Village Council, Village staff	Year 3
Village Parks and Recreation Plan Update	Village Council, Planning Commission, Village staff	Year 5

Action	Responsible Party	Timing
Trail Town Engagement Strategy	Village Council, Planning Commission, Village staff	Years 3-5, Ongoing
Complete Streets Strategy	Village Council, Planning Commission, Village staff	Years 3-5, Ongoing
Green Infrastructure Strategy	Village Council, Planning Commission, Village staff	Years 3-5, Ongoing
Cooperation with Neighboring and Regional Governments	Village Council, Planning Commission, Village staff	Ongoing
Community Education, Outreach, and Communication Strategy	Village Council, Planning Commission, Village staff	Years 3-5, Ongoing
Economic Development and Redevelopment - Placemaking	Village Council, Planning Commission, Village staff	Years 3-5, Ongoing
Economic Development and Redevelopment - Streamlining and Process Improvements	Village Council, Planning Commission, Village staff	Years 3-5, Ongoing
Economic Development and Redevelopment - Marketing	Village Council, Planning Commission, Village staff	Years 3-5, Ongoing
Redevelopment Ready Sites	Village Council, Planning Commission, Village staff	Years 3-5, Ongoing

OPPORTUNITIES AND CHALLENGES

Completion of the implementation strategies and economic development strategy will depend on many factors. Several items proposed by this Master Plan are ongoing in nature and do not have a defined end date; rather, they will need to continue indefinitely and be incorporated into the day-to-day administration of the Village government. Other projects, such as an update of the Zoning Ordinance, are projects with a defined start and finished that can be planned and budgeted with a clear start and end date. Ultimate control over how the projects outlined by this Master Plan rests with the Village Council and staff, who must review and prioritize the action items and ensure that they are carried forward.

Opportunities

Fortunately, many of the work tasks are not overwhelming and will not require a substantial investment of village resources to carry out. The Village is also fortunate in that it west Michigan contains a number of consultants who can provide services in relation to planning, zoning, legal issues, public relations, marketing, and similar fields. The Village may have to draw upon the expertise of these consultants to spearhead these endeavors initially before local officials assume responsibility over the long term.

Additionally, some of the tasks identified on the preceding pages do not necessarily require a lengthy multi-step process. The development of a education, outreach, and communication strategy, for example, can take place over a few months with the assistance of an outside firm (if desired) and be adopted by the Village Council. Similarly, a complete streets strategy can be a simpler undertaking due to the limited number of streets within the Village boundary and the considerable expertise of the DPW staff in terms of limitations, maintenance plans, etc.

Challenges

This Master Plan recognizes that it sets forth an ambitious set of goals and strategies for the community. While it is achievable, it also will require concerted effort by the Village and many of the tasks will require some level of oversight to ensure that they are being completed in furtherance of the goals outlined in this document. Some specific challenges that will need to be recognized and addressed by the Village include the following:

- **Resources.** The Village of Shelby encompasses a small geographic area and is relatively “built out,” meaning that most of the land in the Village is already developed. For these and other reasons, the available revenue to dedicate toward the implementation of this Plan is limited and will need to be carefully budgeted and accounted for by the Village. The Village Council, with assistance from staff, will need to carefully prioritize projects to ensure funding is available to implement this plan on an ongoing basis.
- **Staff.** Shelby has experienced turnover in administrative staff over the years. This is not a fault of the Village, but it may simply be a reality that must be recognized as programs are implemented. The departure of staff results in a decline in institutional knowledge as new staff members will not have the historical background with the Village to move projects forward. Therefore, accurate and detailed record-keeping by all staff members will be important to ensure that processes and procedures necessary for this plan to be implemented are broadly understood to weather staff transitions. Eventually, this should be integrated thoroughly to be simply a part of the workplace culture in Village offices.
- **Long-term Implementation.** The two challenges listed above result in another challenge that must be recognized by Village leadership, which is that longer-term strategies not implemented or assigned to staff members immediately may go unfulfilled due to a lack of oversight and limited resources to dedicate. Like all communities, the Village has a limited budget, and in some years larger undertakings may not be feasible. It will be incumbent upon the Village Council, Planning Commission, and staff to continually implement the strategies outlined.

1. $\frac{1}{2} \times \frac{1}{3} = \frac{1}{6}$

2. $\frac{1}{4} \times \frac{1}{5} = \frac{1}{20}$

3. $\frac{2}{3} \times \frac{3}{4} = \frac{2}{4} = \frac{1}{2}$

4. $\frac{3}{5} \times \frac{5}{6} = \frac{3}{6} = \frac{1}{2}$

5. $\frac{4}{7} \times \frac{7}{8} = \frac{4}{8} = \frac{1}{2}$

6. $\frac{5}{8} \times \frac{8}{9} = \frac{5}{9}$

7. $\frac{6}{9} \times \frac{9}{10} = \frac{6}{10} = \frac{3}{5}$

8. $\frac{7}{10} \times \frac{10}{11} = \frac{7}{11}$

9. $\frac{8}{11} \times \frac{11}{12} = \frac{8}{12} = \frac{2}{3}$

10. $\frac{9}{12} \times \frac{12}{13} = \frac{9}{13}$

11. $\frac{10}{13} \times \frac{13}{14} = \frac{10}{14} = \frac{5}{7}$

12. $\frac{11}{14} \times \frac{14}{15} = \frac{11}{15}$

13. $\frac{12}{15} \times \frac{15}{16} = \frac{12}{16} = \frac{3}{4}$

14. $\frac{13}{16} \times \frac{16}{17} = \frac{13}{17}$

15. $\frac{14}{17} \times \frac{17}{18} = \frac{14}{18} = \frac{7}{9}$

16. $\frac{15}{18} \times \frac{18}{19} = \frac{15}{19}$

17. $\frac{16}{19} \times \frac{19}{20} = \frac{16}{20} = \frac{4}{5}$

18. $\frac{17}{20} \times \frac{20}{21} = \frac{17}{21}$

19. $\frac{18}{21} \times \frac{21}{22} = \frac{18}{22} = \frac{9}{11}$

20. $\frac{19}{22} \times \frac{22}{23} = \frac{19}{23}$

VILLAGE OF SHELBY

MEMO

Date: October 26, 2020

To: Paul Inglis, Shelby Village President
Shelby Village Council Members

From: Bill Cousins, Village Administrator

Re: Road Repair at Michigan & State Streets – Trench Drain Repair

INFORMATION:

The storm drain at the intersection of Michigan & State Streets has failed and needs to be repaired. The DPW has made a temporary repair to the street so it is safe for now. Don DeVries of Fleis & Vandenbrink has engineered the repair for the drain; he had Hallack Contracting work up a price for the repair. Street work is normally bid out for a job exceeding \$15,000, but as this is somewhat of an emergency situation and snow season is coming soon, one bid was obtained. The work should be completed in two days (once the materials arrive).

Due to these factors, the work should be done as soon as possible.

FINANCIAL CONSIDERATIONS:

The Major Streets Budget has a \$95,000 surplus for the year; adding this project to the expenditures will not cause a deficit in the fund.

RECOMMENDED ACTION:

The following motion is recommended for adoption by the Council:

Motion by _____ seconded by _____ to authorize the Village Administrator to engage Hallack Contracting for the required repairs to the trench drain on Michigan Avenue at State Street.



4223 W. POLK RD, HART MI 49420
 P. 231.873.5081 - F. 231.873.2889

To: Village of Shelby	Contact:
Address: 189 N Maple, St # B Shelby, MI 49455	Phone: (231) 861-4400 Fax: (231) 861-7449
Project Name: S. Michigan Ave Trench Drain Repair	Bid Number:
Project Location: S. Michigan Ave/State St., Shelby, MI	Bid Date:

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization	1.00	LS	\$3,250.00	\$3,250.00
2	Traffic Control	1.00	LS	\$2,550.00	\$2,550.00
3	HMA Surface & Grate Rem	17.00	SY	\$50.00	\$850.00
4	E Curb, Rem	60.00	LF	\$35.00	\$2,100.00
5	Dr Structure, 24 Inch Dia	1.00	EACH	\$2,850.00	\$2,850.00
6	12" Storm Sewer	15.00	FOOT	\$75.00	\$1,125.00
7	Hand Patching	4.00	TON	\$500.00	\$2,000.00
8	Drainage Structure Cover	1.00	EACH	\$1,500.00	\$1,500.00

Total Bid Price: \$16,225.00

Notes:

- The above prices do not include Performance and Payment Bond. Please add 1% to quote if bond is required.
- The above prices do not include Permits - Permits by Owner
- All Traffic Control Items provided by prime contractor - assuming a lane closure for State Street and utilizing the middle turn lane for North Bound Traffic. Michigan St. Will be closed to traffic at the Hospital.
- Construction Testing is to be provided by Owner if desired

Payment Terms:

Payment due within 10 days after payment is made by Owner.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Hallack Contracting INC.</p> <p>Authorized Signature: _____</p> <p>Estimator: Amber Burden (231) 873-5081 amber@hallackcontracting.com</p>
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Memo

To: Council
From: Village Clerk/Treasurer, Crystal Budde
Date: October 26, 2020
Re: Signature on Village Bank Accounts

SUMMARY OF REQUEST:

The previous Administrative Assistant Randy Mahoney was named as a signature on the Village Bank Accounts. The Village payroll and accounts payable checks require two designated signatures to sign checks. Since Mr. Mahoney is no longer with the Village, his name will need to be removed as a signature on the Village Bank Accounts.

Kelly Omness as been employed with the Village for 90 days now and will need to be added to the Village Bank Accounts as a signature.

STAFF RECOMMENDATION/SUGGESTED MOTION:

Moved by _____ seconded by _____ to remove Randy Mahoney as signature on the Village of Shelby bank accounts.

Moved by _____ seconded by _____ to add Kelly Omness as a signature on the Village of Shelby bank accounts.

VILLAGE OF SHELBY

MEMO

Date: October 26, 2020

To: Paul Inglis, Shelby Village President
Shelby Village Council Members

From: Bill Cousins, Village Administrator

Re: Village of Shelby COVID Policy

INFORMATION:

The Michigan Legislature has revised the Open Meetings Act by making adjustments for the COVID pandemic. Local governments will be able to continue to meet via Zoom for the rest of the year. Without a state of emergency being declared, meetings in 2021 will be in-person. Council members with medical issues and those on active military duty will be able to attend and vote electronically. The Council is required (as part of the new law) to adopt an electronic meeting policy. The attached policy is proposed for action by the Council tonight.

FINANCIAL CONSIDERATIONS:

None.

RECOMMENDED ACTION:

The following motion is recommended for adoption by the Council:

Motion by _____ seconded by _____ to adopt the Village of Shelby Electronic Meeting Procedures Policy dated October 26, 2020.

VILLAGE OF SHELBY

Electronic Meeting Procedures Policy

October 26, 2020

This policy is adopted pursuant to PA 228 of 2020

INFORMATION:

This electronic meeting procedures policy is adopted to confirm the Shelby Village Council's intent to meet the provisions of Michigan Public Act 228 of 2020 (adopted October 16, 2020) that details the process to conduct open meetings via electronic means when necessary. These procedures are in addition to the requirements of PA 267 of 1976.

POLICY:

- All deliberations and decisions of the Village Council, Council Committees or Planning Commission (public body) must be made at a meeting open to the public.
- Any member of the public may attend any electronic meeting by logging into the electronic platform being used for the meeting. All members of the public shall be afforded ample opportunity to comment, verbally or in writing, during the meeting. Members of the public shall state or write their name and address in order to address the public body.
- A person shall not be excluded from a meeting otherwise open to the public except for a breach of the peace committed at the meeting.
- Each member of the legislative (or other) Village body attending any meeting of the public body remotely must, at the outset of each meeting, verbally certify that they are attending remotely and must declare their physical location (City & State/Country).
- The presider of any meeting of the public body, at the beginning of the meeting must state clearly, for the record, the reason some or all members may be participating in the meeting remotely.
- Meetings to be held with some or all members participating remotely by electronic means shall be so noticed a minimum of 18 hours in advance of the meeting on the Village website and in the vestibule of the Village office (access to the public available 24 hours each day).

- Each member of the legislative (or other)Village body must consent to having their email address and/or phone number displayed on the Village web site so that interested members of the public may communicate with them regarding agenda items to be covered at the meeting.
- The agenda for any Village meeting having electronic access shall have the access codes printed on the meeting agenda.
- From March 18, 2020 through December 31, 2020, all meetings of the public body may be held via remote electronic means provided that all members of the public body can hear and be heard by other members of the public body, and so that public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period. Typed public comments may be submitted by members of the public body or other participants of the meeting.
- From January 1, 2021 through December 31, 2021, meetings of the public body shall be in person with the exception of circumstances requiring accommodation of members due to military duty, a medical condition, or a statewide or local state of emergency or state disaster. All meetings shall be held so that all members of the public body can hear and be heard by other members of the public body, and so that public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period. Typed public comments may be submitted by members of the public body or other participants of the meeting.
- After December 31, 2021, meetings of the public body shall be in person with the exception of circumstances requiring accommodation of members due to military duty. All meetings shall be held so that all members of the public body can hear and be heard by other members of the public body, and so that public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period. Typed public comments may be submitted by members of the public body or other participants of the meeting.

This policy was adopted by an affirmative vote of the Shelby Village Council on October 26, 2020.

Crystal Budde, Village Clerk/Treasurer

Check Proofing Report

10/13/2020 1:23 PM

Database: Shelby

1/7

Payroll ID: 504

Check Post Date: 10/15/2020

Pay Period End Date: 10/11/2020

Application: PR

Name: 30077 - BUDDÉ, CRYSTAL

Active

Employee ID: 30077 Department ID: 215 Gross for Check: 1,744.00 Net After Dir Dep: 0.00
 Withholding Status: Married Federal Allow.: 1 Net for Check: 1,232.95 Total Deductions: 511.05
 Pay Period End Date: 10/11/2020 State Allow.: 1 Reg. Hours: 82.00 Direct Deposit: 1,232.95
 Check Date: 10/15/2020 OT Hours: 0.00 YTD Gross: 36,336.00
 Local Allow.: 00 Suppl. Hours: 0.00 Comp Hrs Wrkd: 0.00
 Deduction Refund: 0.00

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
215	CLERK/TREASURER	20.00	80.00	0.00	1,600.00	28,293.00	FITW	93.06	2,010.40
457	SS TAX	64.00	0.00	0.00	64.00	1,312.00	SITW	57.06	1,218.46
101	101-215.000-702.000	40.00	2.00	0.00	80.00	1,080.00	SOCSEC_EE	105.97	2,232.79
							MEDICARE_EE	24.78	522.18
							DELTA DENTAL	34.80	323.25
							457_EE	184.00	3,520.00
							VISION	11.38	182.08
							SSB	1,232.95	DEPOSIT

Leave Bank ID Leave ID Prev. Bal. Comp Wrkd Accrued Lost Taken Buy Out Adjusted Net Change New Balance

PTO N/A 68.50 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 68.50
 VAC VACATION 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

Name: 30110 - COUSINS III, WILLIAM T Active

Employee ID: 30110 Department ID: 255 Gross for Check: 3,846.40 Net After Dir Dep: 0.00
 Withholding Status: Married Federal Allow.: 0 Net for Check: 3,056.78 Total Deductions: 789.62
 Pay Period End Date: 10/11/2020 State Allow.: 0 Reg. Hours: 80.00 Direct Deposit: 3,056.78
 Check Date: 10/15/2020 OT Hours: 0.00 YTD Gross: 19,232.00
 Local Allow.: 00 Suppl. Hours: 0.00 Comp Hrs Wrkd: 0.00
 Deduction Refund: 0.00

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
HOURLY	VILLAGE ADMIN	48.08	80.00	0.00	3,846.40	18,847.36	FITW	331.91	1,529.90
							SITW	163.47	817.36
							SOCSEC_EE	238.47	1,192.38
							MEDICARE_EE	55.77	278.86
							LAKE	3,056.78	DEPOSIT

Name: 30088 - FARBER, ROBERT J

Active

Employee ID: 30088 Department ID: 301 Gross for Check: 1,923.20 Net After Dir Dep: 0.00
 Withholding Status: Single Federal Allow.: 0 Net for Check: 1,465.31 Total Deductions: 457.89
 Pay Period End Date: 10/11/2020 State Allow.: 0 Reg. Hours: 64.00 Direct Deposit: 1,465.31

= Deposited Ded/Exp * = Check Adjustment > = Pre-Tax Deductions capped at Applicable Gross

Check Proofing Report

Payroll ID: 504 Check Post Date: 10/15/2020 Pay Period End Date: 10/11/2020 Application: PR

Check Date: 10/15/2020 Local Allow.: 00 OT Hours: 0.00 YTD Gross: 41,387.20
 Suppl. Hours: 0.00 Comp Hrs Wrkd: 0.00
 Deduction Refund: 0.00

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.000	30.05	64.00	0.00	1,923.20	40,387.20	FTW	229.03	4,904.50
							SITW	81.74	1,759.04
							SOCSEC_EE	119.24	2,566.01
							MEDICARE_EE	27.88	600.11
							GERB	1,465.31	DEPOSIT
									DEPOSIT

Name: 30102 - FRIES, DARRYL E
 Employee ID: 30102 Department ID: 441 Gross for Check: 1,509.00 Net After Dir Dep: 0.00
 Withholding Status: Married Federal Allow.: 0 Net for Check: 1,005.20 Total Deductions: 503.80
 Pay Period End Date: 10/11/2020 State Allow.: 0 Reg. Hours: 80.00 Direct Deposit: 1,005.20
 Check Date: 10/15/2020 Local Allow.: 00 OT Hours: 0.50 YTD Gross: 33,696.15
 Suppl. Hours: Deduction Refund: 0.00 Comp Hrs Wrkd: 0.00

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	DPW	20.00	35.00	0.50	715.00	25,170.39	FITW	146.02	3,614.43
441 H	101-691.000-702.000	20.00	10.00	0.00	200.00		SITW	64.13	1,432.06
441 H	202-463.000-702.000	20.00	1.50	0.00	30.00		SOCSEC_EE	93.56	2,089.16
441 H	203-463.000-702.000	20.00	1.50	0.00	30.00		MEDICARE_EE	21.88	488.59
441 H	590-000.000-702.000	20.00	2.00	0.00	40.00		UNTON_AFL_CIO	21.45	257.40
441 H	591-000.000-702.000	20.00	1.00	0.00	20.00		457_EE %	156.76	2,876.16
441 H	661-000.000-702.000	20.00	5.00	0.00	100.00		SSB	200.00	DEPOSIT
	INSURANCE	250.00	0.00	0.00	250.00	2,750.00	SSB	805.20	DEPOSIT
457 SS TAX	DPW 457 ALLC	64.00	0.00	0.00	64.00	1,085.76			
PTO	DPW	20.00	3.00	0.00	60.00	1,235.00			
CORNOVIRUS	DPW	0.00	21.00	0.00	0.00	1,881.00			

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	80.00	0.00	0.00	0.00	3.00	0.00	0.00	-3.00	77.00
VAC	VACATION	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00

Name: 30083 - HELENHOUSE, JEREMIAH P
 Employee ID: 30083 Department ID: 441 Gross for Check: 2,604.70 Net After Dir Dep: 0.00
 Withholding Status: Single Federal Allow.: 2 Net for Check: 1,832.75 Total Deductions: 771.95
 Pay Period End Date: 10/11/2020 State Allow.: 2 Reg. Hours: 88.00 Direct Deposit: 1,832.75

= Deposited Ded/Exp * = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross

Check Proofing Report

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Database: Shelby

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Payroll ID: 504

Check Post Date: 10/15/2020

Pay Period End Date: 10/11/2020

Application: PR

Check Date: 10/15/2020

Local Allow.: 00

OT Hours: 6.00 YTD Gross: 48,097.98
 Suppl. Hours: 0.00 Comp Hrs Wrkd: 0.00
 Deduction Refund: 0.00

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt	
441 H	DPW	23.50	17.00	0.00	399.50	37,088.63	SITW	86.53	1,548.84	
441 H	101-691.000-702.000	23.50	1.00	0.00	23.50		SOCSEC_EE	161.49	2,982.07	
441 H	202-463.000-702.000	23.50	2.00	0.00	47.00		MEDICARE_EE	37.77	697.42	
441 H	202-474.000-702.000	23.50	0.50	0.00	11.75		457_EE	203.23	4,008.91	
441 H	203-463.000-702.000	23.50	2.00	0.00	47.00		FITW	261.48	4,292.38	
441 H	203-474.000-702.000	23.50	0.50	0.00	11.75		UNION_AFL_CIO	21.45	257.40	
441 H	590-000.000-702.000	23.50	24.00	2.00	634.50		SSB	1,832.75	DEPOSIT	
441 H	591-000.000-702.000	23.50	31.00	4.00	869.50					
441 H	661-000.000-702.000	23.50	6.00	0.00	141.00					
INSURANCE	DPW	250.00	0.00	0.00	250.00	3,000.00				
457 SS TAX	DPW 457 ALLOC	72.00	0.00	0.00	75.20	1,445.60				
PTO	DPW	23.50	4.00	0.00	94.00	1,799.25				
Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PERSONAL	PERSONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PTO	PERSONAL	80.00	21.00	0.00	0.00	4.00	0.00	0.00	17.00	97.00
VAC	VACATION	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00

Name: 30109 - KRAUSE, DAVID K

Active

Employee ID: 30109 Department ID: 301 Gross for Check: 742.50 Net After Dir Dep: 654.14
 Withholding Status: Married Federal Allow.: 0 Net for Check: 654.14 Total Deductions: 88.36
 Pay Period End Date: 10/11/2020 State Allow.: 0 Reg. Hours: 49.50 Direct Deposit: 0.00
 Check Date: 10/15/2020 Local Allow.: 00 OT Hours: 0.00 YTD Gross: 3,815.00
 Suppl. Hours: 0.00 Comp Hrs Wrkd: 0.00
 Deduction Refund: 0.00

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.100	15.00	49.50	0.00	742.50	3,315.00	SITW	31.56	162.15
							SOCSEC_EE	46.03	236.53
							MEDICARE_EE	10.77	55.32

Name: 30075 - MACINTOSH, GREGORY

Active

Employee ID: 30075 Department ID: 441 Gross for Check: 2,323.78 Net After Dir Dep: 0.00
 Withholding Status: Single Federal Allow.: 0 Net for Check: 1,518.98 Total Deductions: 804.80
 Pay Period End Date: 10/11/2020 State Allow.: 0 Reg. Hours: 88.00 Direct Deposit: 1,518.98
 Check Date: 10/15/2020 Local Allow.: 00 OT Hours: 0.00 YTD Gross: 48,085.94
 Suppl. Hours: 0.00 Comp Hrs Wrkd: 0.00
 Deduction Refund: 0.00

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Payroll ID: 504

Check Post Date: 10/15/2020

Pay Period End Date: 10/11/2020

Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	REG	25.48	87.00	0.00	2,216.76	39,685.10	FITW	281.28	5,752.91
457 SS TAX	DPW 457 ALLOC	81.54	0.00	0.00	81.54	1,712.34	SITW	91.83	1,898.13
PTO	REG	25.48	1.00	0.00	25.48	2,044.77	SOCSEC_EE	144.08	2,981.33
							MEDICARE_EE	33.70	697.25
							FOC_GMACTINTOSH	57.70	1,211.70
							457_EE	163.08	3,424.68
							HEALTH	33.13	473.88
							SSB	1,518.98	DEPOSIT

Name: 30111 - OMBESS, KELLY A Active

Employee ID: 30111 Department ID: 265 Gross for Check: 768.00 Net After Dir Dep: 0.00
 Withholding Status: Married Federal Allow.: 0 Net for Check: 676.60 Total Deductions: 91.40
 Pay Period End Date: 10/11/2020 State Allow.: 0 Reg. Hours: 48.00 Direct Deposit: 676.60
 Check Date: 10/15/2020 Local Allow.: 0 OT Hours: 0.00 YTD Gross: 3,744.00
 Suppl. Hours: Deduction Refund: 0.00 Comp Hrs Wrkd: 0.00

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
265	ADM ASSIST	16.00	48.00	0.00	768.00	3,744.00	SITW	32.64	159.12
							SOCSEC_EE	47.62	232.13
							MEDICARE_EE	11.14	54.29
							SSB	676.60	DEPOSIT

Name: 30108 - PAYNE, AMANDA J Active

Employee ID: 30108 Department ID: 301 Gross for Check: 1,578.60 Net After Dir Dep: 0.00
 Withholding Status: Single Federal Allow.: 0 Net for Check: 1,145.53 Total Deductions: 433.07
 Pay Period End Date: 10/11/2020 State Allow.: 0 Reg. Hours: 80.00 Direct Deposit: 1,145.53
 Check Date: 10/15/2020 Local Allow.: 0 OT Hours: 3.00 YTD Gross: 22,776.40
 Suppl. Hours: Deduction Refund: 0.00 Comp Hrs Wrkd: 0.00

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.100	18.00	80.00	3.00	1,521.00	19,746.00	FITW	107.33	1,506.84
457 SS TAX	101-301.000-715.100	57.60	0.00	0.00	57.60	806.40	SITW	60.97	894.58
							SOCSEC_EE	97.88	1,412.14
							MEDICARE_EE	22.89	330.26
							457_EE	144.00	1,728.00
							PNC	1,145.53	DEPOSIT

= Deposited Ded/Exp * = Check Adjustment > = Pre-Tax Deductions capped at Applicable Gross

Check Proofing Report

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Database: Shelby

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Payroll ID: 504

Check Post Date: 10/15/2020

Pay Period End Date: 10/11/2020

Application: PR

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	32.00		0.00	0.00	0.00	0.00	0.00	0.00	32.00

Name: 30100 - POLACEK, JAMIE M

Employee ID:	30100	Department ID:	265	Gross for Check:	97.50	Net After Dir Dep:	85.89
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	85.89	Total Deductions:	11.61
Pay Period End Date:	10/11/2020	State Allow.:	0	Reg. Hours:	7.50	Direct Deposit:	0.00
Check Date:	10/15/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	1,663.35
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
265	101-265.000-702.000	13.00	7.50	0.00	97.50	1,663.35	SITW	4.14	70.74
							SOCSEC_EE	6.05	103.13
							MEDICARE_EE	1.42	24.12

Name: 30098 - ROESSLER, DEAN C

Employee ID:	30098	Department ID:	301	Gross for Check:	255.00	Net After Dir Dep:	218.61
Withholding Status:	Single	Federal Allow.:	1	Net for Check:	218.61	Total Deductions:	36.39
Pay Period End Date:	10/11/2020	State Allow.:	1	Reg. Hours:	17.00	Direct Deposit:	0.00
Check Date:	10/15/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	8,150.00
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.100	15.00	17.00	0.00	255.00	7,650.00	FITW	9.92	530.06
							SITW	6.96	265.15
							SOCSEC_EE	15.81	505.30
							MEDICARE_EE	3.70	118.18

Name: 00010 - SCHULTZ, ROGER C

Employee ID:	00010	Department ID:	301	Gross for Check:	8,476.00	Net After Dir Dep:	5,521.34
Withholding Status:	Single	Federal Allow.:	0	Net for Check:	5,521.34	Total Deductions:	2,954.66
Pay Period End Date:	10/11/2020	State Allow.:	0	Reg. Hours:	400.00	Direct Deposit:	0.00
Check Date:	10/15/2020	Local Allow.:	00	OT Hours:	0.00	YTD Gross:	8,476.00
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
SICK TIME	101-301.000-702.000	21.19	240.00	0.00	5,085.60	5,085.60	FITW	1,946.02	1,946.02
VACATION	101-301.000-702.000	21.19	160.00	0.00	3,390.40	3,390.40	SITW	360.23	360.23
							SOCSEC_EE	525.51	525.51
							MEDICARE_EE	122.90	122.90

= Deposited Ded/Exp * = Check Adjustment > = Pre-Tax Deductions capped at Applicable Gross

Check Proofing Report

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Database: Shelby

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Payroll ID: 504

Check Post Date: 10/15/2020

Pay Period End Date: 10/11/2020

Application: PR

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PERSONAL	PERSONAL	24.00		0.00	24.00	0.00	0.00	0.00	-24.00	0.00
SICK	SICK	644.00		96.00	4.00	240.00	0.00	0.00	-148.00	496.00
VAC	VACATION	320.00		0.00	160.00	160.00	0.00	0.00	-320.00	0.00

Name: 30078 - SEABOLT, KIRK

Active

Employee ID:	30078	Department ID:	441	Gross for Check:	1,896.40	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,210.07	Total Deductions:	686.33
Pay Period End Date:	10/11/2020	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,210.07
Check Date:	10/15/2020	Local Allow.:	00	OT Hours:	2.00	YTD Gross:	41,702.30
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
441 H	DPW	22.00	17.00	0.00	374.00	33,135.90	SITW	73.92	1,472.24
441 H		22.00	5.00	0.00	110.00		MEDICARE_EE	27.50	607.12
441 H		22.00	8.75	0.00	192.50		SOCSEC_EE	117.58	2,595.96
441 H		22.00	8.75	0.00	192.50		FITW	188.60	3,781.65
441 H		22.00	6.00	0.00	132.00		457_EE	157.08	3,433.54
441 H		22.00	4.50	2.00	165.00		HEALTH	96.75	2,253.35
441 H		22.00	1.00	0.00	22.00		UNION_AFL_CIO	21.45	257.40
PTO	DPW	22.00	5.00	0.00	110.00	2,085.50	VISION	3.45	51.75
VACATION	DPW	22.00	24.00	0.00	528.00	798.50	SSB	1,210.07	DEPOSIT
457 SS TAX	DPW 457 ALLOC	70.40	0.00	0.00	70.40	1,446.40			

Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	PERSONAL	31.50		0.00	0.00	5.00	0.00	0.00	-5.00	26.50
VAC	VACATION	72.00		0.00	0.00	24.00	0.00	0.00	-24.00	48.00

Active

Employee ID:	30091	Department ID:	301	Gross for Check:	1,769.00	Net After Dir Dep:	0.00
Withholding Status:	Married	Federal Allow.:	0	Net for Check:	1,194.47	Total Deductions:	574.53
Pay Period End Date:	10/11/2020	State Allow.:	0	Reg. Hours:	80.00	Direct Deposit:	1,194.47
Check Date:	10/15/2020	Local Allow.:	00	OT Hours:	3.50	YTD Gross:	39,733.10
				Suppl. Hours:	0.00	Comp Hrs Wrkd:	0.00
				Deduction Refund:	0.00		

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt
301 P	101-301.000-702.000	20.00	80.00	3.50	1,705.00	34,099.50	FITW	168.79	3,167.74
457 SS TAX	101-301.000-715.100	64.00	0.00	0.00	64.00	1,337.60	SITW	66.90	1,525.03
							SOCSEC_EE	107.52	2,416.39
							MEDICARE_EE	25.14	565.12
							DELTA DENTAL	34.80	759.11
							457_EE	160.00	3,091.20

= Deposited Ded/Exp * = Check Adjustment > = Pre-Tax Deductions capped at Applicable Gross

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Database: Shelby

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Payroll ID: 504

Check Post Date: 10/15/2020

Pay Period End Date: 10/11/2020

Application: PR

Paycode ID	Distribution	Rate	Hours	OT Hrs	Amt	YTD Amt	Ded/Exp ID	Amt	YTD Amt	
Leave Bank ID	Leave ID	Prev. Bal.	Comp Wrkd	Accrued	Lost	Taken	Buy Out	Adjusted	Net Change	New Balance
PTO	N/A	64.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64.50
VAC	VACATION	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
VACATION_POL	VACATION_POL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
							VISION	11.38	170.70	
							PREFERRED	1,194.47	DEPOSIT	

= Deposited Ded/Exp * = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross

**Report to Finance
October 26, 2020**

Description	General	Major St	Local St.	Sewer	Water	Motor Pool	Total
Affordable Auto Sales						\$ 40.42	\$ 40.42
Axon Enterprise, Inc.	\$ 349.40						\$ 349.40
Card Member Services	\$ 1,098.54					\$ 363.33	\$ 1,461.87
Charter Spectrum	\$ 222.22						\$ 222.22
City of Hart					\$ 345.00		\$ 345.00
Delia's Tree Stump Removal	\$ 450.00						\$ 450.00
Delta Dental	\$ 183.40	\$ 25.47	\$ 25.47	\$ 68.86	\$ 68.86	\$ 3.18	\$ 375.24
Fleis & VandeBrink	\$ 500.00	\$ 274.89		\$ 540.00			\$ 1,314.89
Great Lakes Energy	\$ 14.60						\$ 14.60
Harbor Steel Supply		\$ 518.19					\$ 518.19
Johns To Go	\$ 210.00						\$ 210.00
Mears Service Center							\$ 1,026.02
Oceana County Register of Deeds	\$ 1.00						\$ 1.00
Quadient				\$ 54.94	\$ 54.94		\$ 109.88
Republic Services	\$ 269.31						\$ 269.31
Ruperta Delgado					\$ 108.26		\$ 108.26
Small Business Solutions	\$ 34.22	\$ 13.97	\$ 13.97	\$ 31.45	\$ 31.45	\$ 11.94	\$ 137.00
Staples	\$ 96.36						\$ 96.36
Terry Wolgamott	\$ 540.00						\$ 540.00
Trace Analytical Lab				\$ 130.00			\$ 130.00
Verizon Wireless	\$ 114.47			\$ 38.01			\$ 152.48
Village of Shelby	\$ 2,897.27						\$ 2,897.27
Vision Care	\$ 57.83	\$ 13.49	\$ 13.49	\$ 33.77	\$ 33.77	\$ 3.78	\$ 156.13
Wells Fargo	\$ 150.91						\$ 150.91
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
General	\$ 22,061.30						\$ -
Major Street	\$ 2,090.74						\$ -
Local Street	\$ 1,297.67						\$ -
Sewer	\$ 3,203.56						\$ -
Water	\$ 4,212.23						\$ -
Motor Pool	\$ 1,953.31						\$ -
Total	\$ 42,864.58						\$ -
Check Total	\$ 11,076.45						\$ -

Signature: *Jessie C. Weyer*
Date: *10-21-20*