

**VILLAGE OF NEWBERRY
PLANNING COMMISSION MEETING
Tuesday, May 28, 2019
Meeting Location: 302 East McMillan Ave
Meeting Time: 6:00 p.m.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA – Agendas are not final until approved by a majority vote of the Planning Commission members.

5. APPROVAL OF MINUTES

1. Planning Commission Meeting – Monday, April 22, 2019 at 6:00 p.m.

6. PLANNING COMMISSION CHAIRPERSON ANNOUNCEMENTS

1. Planning Commission Vacancy
2. Village Council Meeting Dates Changed
3. Pure Michigan Trail Town Designation Award – Presented by Paul Gaberdiel, DNR

7. PUBLIC COMMENTS – Prior to consideration of official business, citizens may speak on any matter citizens may wish to bring to the attention of the Planning Commission. Please limit comments to 3 minutes as per Michigan General Village Law and Michigan Open Meetings Act.

1. None Prescheduled

8. PETITIONS AND COMMUNICATIONS – Communications addressed to the Planning Commission are distributed to all members and are acknowledged for information or are referred to a committee or a staff member for follow-up.

1. None Prescheduled

9. UNFINISHED BUSINESS

1. Annual Update to “Action Plan” - Examples
2. Redevelopment Ready Communities (RRC)
 - a. Evaluation Contacts
 - b. Public Participation Plan – Webinar Presentation
 - c. Public Participation Plan – presentation by Rebecca Bolen, EUP Planning Council

10. NEW BUSINESS

1. None Prescheduled

11. COMMENTS BY PLANNING COMMISSION MEMBERS

12. ADJOURNMENT - REGULAR SESSION

**Village of Newberry
Planning Commission Meeting
Monday, April 22, 2019
Meeting Location: 302 East McMillan Ave.
Meeting Time: 6:00 p.m.**

1. Call to order:

Meeting was called to order by Chairman Vincent at 6:02pm

2. Pledge of Allegiance:

Chairman Vincent asked all to rise and pledge allegiance to the flag.

3. Rollcall:

Roll call was taken and Vincent, Vanatta, Stiffler, and Hardenbrook were present.

4. Approval of Agenda:

Motion by Vanatta with support from Hardenbrook to approve the agenda. A vote by voice was taken with all voting in the affirmative.

5. Approval of Minutes:

Planning Commission Meeting – March 25, 2019 at 6:00pm. Motion by Stiffler, second by Hardenbrook to approve minutes. A vote by voice was taken with Hardenbrook, Vincent, & Stiffler voting in the affirmative, Vanatta abstained.

6. Planning Commission Chairperson Announcements:

Planning Commission vacancy – still advertising for open seat.
Public Participation Plan Webinar on April 23, 2019 at 9am

7. Communications from the Public:

None

8. Petitions and Communications:

None

9. Unfinished Business:

Planning Commission looked at best practices updates from February 2019 for Development Ready Communities. We reviewed the Master Plan Goals and updated items that had been completed and adjusted timelines of other goals to reflect those which were in progress. It was noted that some goals needed engagement/action from the Village Council. Hardenbrook stated he would note those items needing Village Council involvement and bring things to the attention of the Council.

Rebecca Bolen from the EUP Regional Planning and Development Commission presented information on the Redevelopment Ready Communities (RRC) Public Participation Plan. We were encouraged to define what “Transparency” meant to the Planning Commission and the Village. We discussed what was in the plan (reference

items for the community, stakeholders within the community and various tools to communicate to the community). We then reviewed a couple examples from various redeveloped ready communities (Oak Park, Grand Rapids). We looked at strategies for using social media to communicate with stakeholders and the importance of tracking the effectiveness of using social media tools and communicating results back to the community.

We looked at crafting a Public Participation Plan (P3):

Identifying P3 Partners

Drafting Goals/Stakeholders

Affirm Goals/Stakeholders

Complete Draft

Review Draft

Adopt

10. New Business:

None

11. Comments by Planning Commission Members:

None

12. Adjournment - Regular Session

With no further business before the Planning Commission, a motion was made by Vanatta to adjourn the meeting at 7:03pm. Motion carried.

VILLAGE OF NEWBERRY



302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8890

2019 MEETINGS – UPDATED 05/22/2019

All meetings are held in the Village Council Chambers
302 E. McMillan Ave, Newberry, MI 49868

NEWBERRY VILLAGE COUNCIL

(Third Tuesday of Every Month, effective May 20, 2019)

6:00 P.M.

June 18, 2019

July 16, 2019

August 20, 2019

September 17, 2019

October 15, 2019

November 19, 2019

December 17, 2019

NEWBERRY WATER & LIGHT BOARD

(Second Tuesday of every month)

5:30 P.M.

January 08, 2019

February 12, 2019

March 12, 2019

April 09, 2019

May 14, 2019

June 11, 2019

July 09, 2019

August 13, 2019

September 10, 2019

October 08, 2019

November 12, 2019

December 10, 2019

PLANNING COMMISSION MEETINGS

(Fourth Monday of every month)

6:00 P.M.

January 28, 2019

February 25, 2019

March 25, 2019

April 22, 2019

May 28, 2019 *

June 24, 2019

July 22, 2019

August 26, 2019

September 23, 2019

October 28, 2019

November 25, 2019

December 23, 2019

*date changed due to holiday



2017 Annual Report

Mt. Pleasant Planning Commission

Planning Commission

Lesley Hoenig, Chair
Susan Horgan, Vice-Chair
William Dailey
Tim Driessnack
Corey Friedrich
William Joseph
Glen Irwin
Michael Kostrzewa
Matthew Liesch

Staff

Jacob Kain, City Planner
Becky Murphy, Office Professional

Introduction

This report is provided in accordance with the Michigan Planning Enabling Act, Public Act 33 of 2008. It reports the Commission's operations during the 2017 calendar year and the status of planning activities.

Application Summary

The following table and chart provide a summary of the number of applications processed by the Planning Commission in 2017, as well as the previous five years. In 2017, the Planning Commission held 14 meetings; a joint meeting was held with the City Commission in March, the March and October regular meetings were cancelled due to a lack of action items, and special meetings were held in August, September, and October.

Planning Commission Applications by Type

Application Type	2012	2013	2014	2015	2016	2017
Special Use Permits	15	13	12	17	15	21
Site Plan Reviews	21	20	21	24	24	19
Map Amendments (Rezoning)	1	3	1	0	2	1
Text Amendments	0	3	1	9	2	1
Street and Alley Vacations	1	0	2	0	0	0
Total Applications	38	39	37	50	43	42

Project Activity

The principal activity of the Planning Commission in 2017 was the preparation of the City's new zoning ordinance. Building on the public engagement activities of 2016, the Planning Commission reviewed the new ordinance prepared by Town Planning & Urban Design Collaborative in late Summer and held a public hearing on the proposed ordinance in October. Following a public hearing at the City Commission in November, the ordinance was adopted on January 22, 2018.

Several other significant activities occurred in 2017 as well. In April, the City welcomed Strong Towns for a daylong community workshop. Charles Marohn, president of Strong Towns, met with elected and appointed officials, conducted walking tours throughout the City, and ended the day with a "Curbside Chat" at City Hall. The various activities were well attended by the community and have provoked several important conversations about what the City can do to be a "strong town" now and in the future.



Charles Marohn, second from left, speaks to community members during a walking tour of Downtown Mt. Pleasant on April 13, 2017.

The Planning Commission also dedicated time to the review of the Michigan Medical Marihuana Facilities Licensing Act (MMMFLA) and potential implications to the City. Planning Commissioners Hoenig and Joseph served on an ad-hoc committee which held a town hall meeting on the topic and prepared a report of recommendations on the regulations of medical marihuana facilities in the community. Later, the Planning Commission also provided feedback on proposed regulatory parameters established by the City Commission.

The City has continued to work toward certification as a Redevelopment Ready Community through the Michigan Economic Development Corporation. In 2017, 5 additional evaluation criteria were met. The approval of the new zoning ordinance moves the City significantly closer to certification.

Development Activity

Several special use permit applications were processed in 2017 in response to an expanded opportunity for beer and wine sales at gas stations created by the State of Michigan. In total, seven new special use permits were issued for this use within the City.

Multiple commercial projects were approved by the Planning Commission, including an expansion of Recker Motor Sports and Krapohl Ford and three approvals under the Mission Redevelopment Overlay Zone – site modifications to 1218-1222 S. Mission, Little Caesars, and Kentucky Fried Chicken. Residential project approvals included conversion of 202 N. Arnold to a three-unit multi-family dwelling and approval of a new rooming dwelling on S. Franklin Street.



Master Plan Implementation

The City of Mt. Pleasant Master Plan, adopted in November 2014, includes an implementation checklist for the Planning Commission to track progress on achieving identified initiatives during the 5 year period following adoption. A copy of that checklist is below which includes all checklist items, the timeframe identified in the 2014 plan, and progress to date.

Many initiatives were accomplished upon the adoption of the new character-based code in 2018; for the purpose of brevity, "Complete-CBC" has been shown in the *Progress* column for those initiatives.

Checklist to Implement Planning Commission Initiatives	Timeframe			Progress
	Now 2014 & 2015	Near Future Completed by end of 2017	Short Term Completed by end of 2020	
Complete the Mission Street Redevelopment Overlay Zone to include the area on Mission Street that is north of Pickard and on Pickard east of Mission to the City limits.	X			Complete-CBC
Encourage new residential developments to provide contiguous internal recreational amenities.			X	Complete-CBC
Create a vehicular access management ordinance and shared parking standards.			X	Complete-CBC
Modify the CBD zoning district to ensure redevelopment, increased viability, adequate parking, walkability, and the reuse of the upper floors of existing structures.	X			Complete-CBC
Create a Chippewa River overlay zone to ensure natural feature preservation.			X	
Create a Main Street overlay district in order to provide a mixture of single-family and two-family residential uses along with office uses along the Main Street corridor which connects the central business district to multiple-family residential uses and CMU.			X	
Evaluate the adequacy of the noise, air and lights standards of applicable City ordinance(s), and ensure those provisions account for new technologies such as LED lights, etc.		X		Complete-CBC
Consider additional environmental protection language for all zoning districts.			X	Complete-CBC
Restrict incompatible commercial and industrial land			X	

uses along the Chippewa River.				
Conduct a study to investigate the creation of a new zoning district for City park land.			X	Complete-CBC
Consider a comprehensive amendment to the sign ordinance.			X	Complete-CBC
Housekeeping amendments to the zoning ordinance that may come up from time to time.			X	
Develop storm water management regulations that comply with NPDES Phase II requirements (National Pollutant Discharge Elimination System) and encourage the use of Best Management Practices (BMPs are the use of structural, vegetative, or managerial practices designed to treat, prevent, or reduce degradation of water quality due to storm water runoff). Phase II of the NPDES program, administered by the MDEQ, requires all municipalities, industrial dischargers, construction sites of one acre or more, and other large property owners, have NPDES permits for their stormwater discharges.			X	Complete-Storm Water Ordinance
Update the Plan for the Mission Street/Pickard Avenue Corridor that would give clear guidelines for streetscape and pedestrian improvements.		X		Complete-CBC
Develop a Downtown Plan that would take into account Downtown issues including parking management (include relevant aspects of the Residential Neighborhood Parking Study), streetscape improvements, and pedestrian amenities.			X	No action to date. Central Business District-TIFA board voted against providing funding for these elements as part of the proposed new City Master Plan.
Adopt a Complete Streets policy that promotes walkable developments and street layouts, encourages non-motorized use, and increases safe and accessible motorized and non-motorized transportation opportunities for all legal users of the public right-of-way. Use the Greater Mt. Pleasant Area Non-motorized Plan as the City's Complete Streets resource guide to advise staff and decision makers on how to treat the construction or reconstruction of roadways in order to accommodate all legal users in a way that considers the City's Complete Streets policy.	X			The Complete Streets Ordinance was adopted in 2015.
Detailed M-2 Study: Study and inventory all structures that are bounded by High on the north, Mission on the east, Bellows to the south, and the railroad tracks to the west for the purposes of identifying guiding principles for redevelopment projects that can ultimately foster neighborhood cohesiveness and avoid site and building designs that are incompatible with adjacent single-family residential uses. The study should identify the type of existing structures (single-family residential, apartments, duplex, registered student organization, etc.), date of construction, presence of rental license(s) per structure, and the number of licensed occupants per structure within the study area.	X			The City contracted with ROWE Professional Services for the completion of this study in 2013.
Then after the above M-2 study is completed, give consideration to a study to help determine housing redevelopment opportunities in the neighborhoods			X	

located east of Main Street, north of High Street, and up to Broadway, more commonly known as the "tree" neighborhoods.				
Create development design guidelines as a means of preserving the existing architectural character of the City. The emphasis of the guidelines shall be placed upon major renovation projects and new construction.			X	Complete-CBC
Create incentives for the maintenance and rehabilitation of existing residential structures.			X	

Other Activities

Outreach – Planning & Community Development staff presented to the following groups in 2017:

- Central Michigan Association of Realtors
- CMU Land Use Planning class
- CMU Geography of Michigan class
- CMU Construction Surveying class
- League of Women Voters
- CMU Pi Alpha Alpha
- Michigan Association of Planning Annual Conference

Training – In May, the City co-hosted a Michigan Association of Planning (MAP) training titled *Planning & Zoning Essentials* with Isabella County, Charter Township of Union, and Chippewa Township. Twenty-eight individuals including Planning Commissioners Friedrich, Hoenig, Horgan, Liesch, and Kostrzewa participated.

In addition, the City Planner attended multiple trainings including several information sessions on the Michigan Medical Marihuana Facilities Licensing Act; the MAP Spring Institute, Annual Conference, and Transportation Bonanza; a workshop on community development hosted by the Federal Home Loan Bank of Indianapolis; and the National Charrette Institute Boot Camp.

Community Improvement Awards

The Planning Commission is proud to recognize the following projects, completed in 2017, for their outstanding contributions to improving our community.



Single-Family Residential Award
1103 Lyons
Dennis & Carrie Stephenson



Commercial Award
1221 South Drive
McLaren Central Michigan



Multi-Family/Non-Family Residential Award
908, 910, & 912 S. Main
905 & 907 S. Washington
Main Place Apartments LLC

2018 Work Plan

Many of the 2017 activities of the Planning Commission will continue into 2018 while other new projects will begin. The following are the principal tasks of the Planning Commission for 2018:

- Implementation of the new zoning ordinance.
- Consideration of ordinances to “opt-in” to the MMMFLA and implementation of the zoning related regulations after adoption.
- Projects necessary to obtain certification as a Redevelopment Ready Community.
- Initiation of the process to create a new City Master Plan for the City. This project will represent the principal work item of the Planning Commission until the anticipated adoption sometime in 2020.

Goal: Financial Stability					
Objective	Action	Priority	Leader	Timeframe	Status
2.1 & 2.2	Develop a short and long-term finance plan	High	C-Finance	Short	NOT COMPLETE – C-Finance position officially filled but personnel limitations left this goal incomplete. Despite this challenge, the FCC Ohio had our most successful fundraising year since at least 2015, coming in with 43% revenue growth from FY2017 and 16% reduction in expenses.
2.1	Overhaul sponsorship package	Medium	C-Finance	Short	COMPLETE – The package was updated for FY2018 though not consistently used by all committee members. Additional updates should be considered for FY2019.
2.1	Identify a major sponsor to replace Xylem	High	C-Finance	Short	COMPLETE – Thanks to Mark, we received a major sponsorship through AEP this year. However, indications are that it was a one-time sponsorship. The finance plan should address a strategy for securing a more permanent major sponsor.
2.1	Secure at least 5 new sponsors for the 2017-2018	High	C-Finance	Short	PARTIALLY COMPLETE – We saw 4 new sponsors this year. AEP EE was a new major sponsor (\$7,500). As was Commonwealth (\$1,500). We also received a new facility sponsorship via Eastland which dramatically reduced our facility costs. And one special award saw a new sponsor (Oil & Gas Ed. Fund). More needs to be done in the

					future to figure out how to draw in lower level sponsorships – the room sponsor approach seems to not be working.
2.1	Review current special awards and determine opportunities for changes and new potential sponsors	Medium	C-Finance	Short	PARTIALLY COMPLETE – We did see some sponsorship changes (see above) but multiple awards were without sponsors this year. The Regional Coordinator requested that a formal review happen in August/September but nothing ever emerged. This should be a priority for the upcoming year.
2.2	Develop a year-round crowdfunding campaign	Medium	C-Finance	Short	NOT COMPLETE – Some technical issues caused this to fall off the radar this year. Overall the crowdfunding campaign has spurred some publicity but not been as successful as hoped. The group should discuss this spring and determine whether to continue this approach or not.
2.2	Establish a fundraising committee	Medium	C-Finance	Medium	NO PROGRESS
2.2	Create additional opportunities for small dollar donors	Low	C-Finance	Medium	NO PROGRESS – Crowdfunding has been our key approach for this (see above comments).
2.2	Secure multi-year sponsorship agreements	Medium	C-Finance	Long	NO PROGRESS
Goal: Organizational Development					
Objective	Action	Priority	Leader	Timeframe	
2.1	Adopt FCC 5-year Strategic Plan	High	C-Admin	Short	COMPLETE – Adopted at the June 2017 FCC Ohio picnic/meeting.
2.1	Adopt new organizational structure	High	C-Admin	Short	COMPLETE – Adopted at the June 2017 FCC Ohio picnic/meeting

2.1	Adopt bylaws and internal procedures	High	C-Admin	Short	PARTIALLY COMPLETE – Draft bylaws to be presented at March 2018 meeting. Fiscal procedures draft presented at February 2018 meeting but not adopted due to lack of quorum.
2.1	Update Roles & Responsibilities documents	Medium	C-Admin	Short	NOT COMPLETE – As the four key committee positions were not filled, there was not sufficient time to complete this task. The logistics process document was updated and a regional coordinator handbook is in the works with a goal of being complete by February 2018.
2.1	Conduct a review of the new organizational structure post-competition.	Medium	C-Admin	Short	COMPLETE – See memo from Regional Coordinator. Overall the new structure did not function and it's recommended that the group revert back (for the most part) to the old structure.
2.2	Recruit at least one new teacher to the FCC committee	High	C-PO	Short	COMPLETE – Welcome Debbie Pellington and Kris Konik! 😊
2.2	Recruit at least one new engineer to the FCC committee	High	C-PO	Short	NOT COMPLETE
2.2	Establish an on-boarding/orientation process for new committee members	Medium	C-Admin	Medium	NO PROGRESS
2.2	Recruit at least 4 additional members to FCC Ohio Team in any capacity.	Medium	C-PO	Ongoing, Long	PARTIAL PROGRESS: Debbie & Kris gets us halfway to this goal.
2.3	Research paid Regional Coordinator positions from other FCC regions.	Medium	C-Admin	Medium	NO PROGRESS
2.3	Draft a proposal for moving forward on paid regional coordinator position.	Medium	C-Admin	Medium	NO PROGRESS
Goal: Partnership Development					

Objective	Action	Priority	Leader	Timeframe	
3.1	Create a master list of potential partnerships	High	C-PO	Short	NOT COMPLETE – C-PO Position never filled.
3.1	Conduct personalized outreach to at least 3 organizations during the 2017-2018 cycle	High	C-PO	Short	COMPLETE – FCC reached out to the Ohio Retired Teachers Association, became a member of TREE (Terrific Resources for Environmental Education), and is building a relationship with Eastland's network of schools. Through these partnerships we were able to attend two recruitment opportunities and post two newsletter articles.
3.1	Invite potential partners to the 2018 Competition Day	High	C-PO	Short	PARTIALLY COMPLETE – Jason M invited several potential partners/teams to the event but it doesn't appear any showed up. With the C-PO position not filled, inviting others to the event fell by the wayside. We did see the Ohio Department of Aging show up to the event though. Director Laubert appeared to have a great time. Considering their tie to the theme, it's unlikely we'll see them in the future.
3.1	Create a partnership marketing piece(s) for FCC Ohio	Medium	C-PO	Medium	NO PROGRESS
Goal: Team Recruitment					
Objective	Action	Priority	Leader	Timeframe	
4.1	Directly contact all schools from the last three years to encourage participation	High	C-TRS	Short	COMPLETE – Done via email in spring 2017 and fall 2017.

4.1	Research why teams don't return from year-to-year.	Medium	C-TRS	Short	NOT COMPLETE – Considering the drop-off rate of 50% from registration to competition and the fact that we didn't see some of our regular schools, this should be a priority for spring/summer 2018.
4.1	Increase FCC presence at STEM conferences and events throughout the year	High	C-TRS	Medium	PROGRESS – While there's always more to do on this front, FCC Ohio was present at several event including STEM in the Park (Bowling Green), Ohio State Fair, OGTA Conference, and more. We did miss some opportunities this year such as the Ohio Association of Gifted & Talented Children's Conference and OETC due to not getting teams or materials together. Creation of a recruitment strategy should help avoid that issue in the future.
4.1	Create a formal recruitment strategy	Medium	C-TRS	Medium	NO PROGRESS – This was discussed a few times throughout the year but nothing formal has emerged. Should be a priority for FY2019.
4.2	Compile a list of homeschool and other non-traditional education organizations to reach out to.	Medium	C-TRS	Short	NOT COMPLETE
4.2	Determine what special tools, if any, may be needed for non-traditional teams	Medium	C-TRS	Medium	NO PROGRESS
Goal: Team Support					
Objective	Action	Priority	Leader	Timeframe	
5.1	Develop a pool of available mentors so every team can have a mentor	High	C-PO	Short	NOT COMPLETE – When teams contact us we provide some resources and options for them to contact but no actual pool of

					engineers who we've preidentified as potential mentors. More should be done on this as a few teams didn't have a mentor this year.
5.1	Research what other FCC regions to do provide additional activities outside of competition	Medium	C-TRS	Short	NOT COMPLETE – This is something that is discussed via nationals (retreat & webinars) but no formal research or proposals were crafted for FCC Ohio this year. We heard from teachers at competition that there is a real demand for this. Fund have been budgeted to support at least one activity for FY2019.
5.1	Conduct at least one educational event in the fall of 2017 to test interest and logistics	Medium	C-TRS	Short	NOT COMPLETE
5.2	Convene a group of experienced and new teachers to discuss team support and identify new tools	Medium	C-TRS	Short	NOT COMPLETE
5.2	Identify teachers willing to serve in a mentor role for new teams	Medium	C-TRS	Medium	PARTIAL PROGRESS – At the teacher meetings we had several teachers offer to serve as mentors for new teams. We've heard it before but we haven't done any sort of formal follow up to establish a system.
<i>Competition Logistics (not a formal goal, but promising ideas always come up for this)</i>					
Objective	Action	Priority	Leader	Timeframe	
	Review late penalties and adjust if needed.	Low	C-Admin	Short	COMPLETE – Pushing back the deadlines by a week provided flexibility for teams and did not impact our remote judging system at all. Implementation of a rolling penalty system (2 points/day)

					seemed to work fine though any team who ended up late took the full 10-point dedications anyhow.
	Establish state-based runner up prizes such as field trips, STEM equipment, etc	Medium	C-Admin	Medium	PROGRESS – The FY2019 budget includes \$1,000 for runner up prizes to top 5 teams (\$100, \$200, \$300 & \$400). More could be done to add other perks such as trips to Glenn NASA center (one of our mentors is an engineer there) or COSI.
	Evaluate special awards judging process and make changes if desired	Low	C-Admin	Short	COMPLETE – This came out of discussions at the 2017 coordinators retreat. We reviewed the system but determined that our size doesn't leave us with some of the logistics challenges of other states. From a logistics standpoint we found the special awards room at the new facility to be too small. Next year we should test holding SA judging in the hallway.
	Establish a formal backup plan for competition day	High	C-Admin	Short	COMPLETE – Out of necessity. For only the 2 nd time in our history we had to postpone competition day due to weather. The team pulled together to make the backup date happen. Because of this we adjusted our cancellation policy to be more proactive. Going forward we will include the backup date on the calendar from the very beginning and work with Eastland to reduce the likelihood of

					complications due to a lack of snow removal capacity which is what really drove the postponement this year.
	Explore providing laptops for teams to run SimCity	Medium	C-Admin	Short	COMPLETE – This remains an option for FCC Ohio through a nonprofit, RET3, out of Cleveland. However budget and committee staffing constraints eliminated this possibility for this year. With the future of SimCity uncertain, this should be a low priority for FY2019 but worth continuing to explore once we know more about SimCity. This would require some significant work to build a policy for how to manage the computers, figure out maintenance and determine how to get the laptops to teams.

PRESTON COMMUNITY SERVICES, LLC
*Meeting Your Community's Land Use Planning,
Zoning & Property Assessment Needs*

MEMORANDUM

To: Laingsburg City Council

From: Preston Community Services (On behalf of the Laingsburg Planning Commission)

Re: Annual Master Plan Review Summary

Date: July 3, 2018

At the June 18, 2018 City of Laingsburg Planning Commission Meeting the Planning Commission assessed the major goals and recommendations of the Master Plan. In accordance with RRC Best Practices, the following is a summary of the annual review.

Within the City of Laingsburg Master Plan ("Plan"), major goals and actions are outlined within Chapter 6, Implementation. The Planning Commission assessed each goal within Chapter 6 to determine if an effort has been made to accomplish it and if it is still relevant in 2018. Each goal outlined in Chapter 6 of the Plan were categorized in one of four ways: Accomplished, Accomplished but Always a Continuous Effort, Need Additional Effort, or Not Relevant. The following is a list of how each goal was categorized by the Planning Commission (Planning Commission assessment is in bold).

- Land Use Compatibility Objectives – **Accomplished, but Always a Continuous Effort**
- Downtown Land Use Objective(s) – **Accomplished**
- Housing & Neighborhood Land Use Objective(s) - **Accomplished, but Always a Continuous Effort**
- Non-Motorized Transportation Objective(s) – **Accomplished**
- Regional Land Use Objective(s) – **Need Additional Effort**
- Community & Economic Development - **Need Additional Effort**
- Business Friendly/Desirable Location Objectives - **Accomplished, but Always a Continuous Effort**
- Marketing Objectives - **Accomplished, but Always a Continuous Effort**
- Effective & Economical Public Services Objectives - **Accomplished, but Always a Continuous Effort**
- Coordination Objectives - **Need Additional Effort**
- Public Involvement Objectives – **Accomplished**
- Policy & Regulation Objectives - **Accomplished, but Always a Continuous Effort**

The Planning Commission determined that the majority of the goals and recommendations outlined in the Master Plan have been or are currently being acted upon. It was also noted that in order to improve upon the implementation of the Master Plan the Planning Commission will seek to take a more active role within the community and other government boards. This will help accomplish Regional Land Use Objectives, Community & Economic Development goals, and Coordination Objectives outlined above.

Redevelopment Ready Communities® Evaluation Contacts

As part of the RRC evaluation stage, your RRC will be speaking with individuals who have recently gone through the development process (within the last 0 – 3 years) as well as your Planning Commission Chair and Downtown Development Authority (if applicable). This is to gather information that can't be gathered by reading the ordinance and just to see if these individuals have feedback that could be valuable to the city's efforts to become more redevelopment ready. Unless given explicit permission, everything gained during the interviews remains confidential and will not be shared with the city in any way that could identify the individual.

Please provide the following information and **please reach out to them and ensure they are comfortable talking with MEDC about their experience prior to providing their information to us.**

DEVELOPERS (3 -5 Contacts)

Name	Organization	Phone	Email	Brief Description of Project
Example Smith	Example Development LLC	999-999-9999	example@gmail.com	Mixed Use building downtown (Example Tower). Went through process in 2015 – needed variance.

PLANNING COMMISSION CHAIR

Name	Title	Phone	Email	Notes
Example Smith	City Council Representative	999-999-9999	example@gmail.com	Best time to contact? Anything we should know prior to calling.

DOWNTOWN DEVELOPMENT AUTHORITY CHAIR AND/OR EXECUTIVE DIRECTOR (IF APPLICABLE)

Name	Title	Phone	Email	Notes
Example Smith	Business Owner	999-999-9999	example@gmail.com	Best time to contact? Anything we should know prior to calling.



Public Engagement Strategies & Plans for Redevelopment Ready Communities®

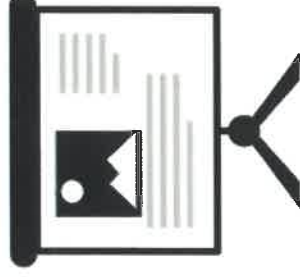
Spring 2019

Housekeeping



QUESTIONS

Feel free to send questions as we go along using the chat feature on the left side.



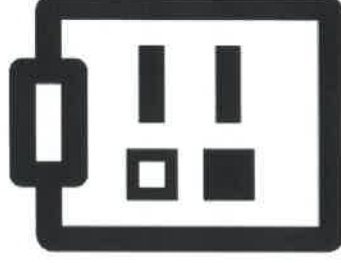
SLIDES & VIDEO

We will post a PDF of the slide deck as well as a recording of this presentation in the RRC Library within 24 hours.



MUTE

We've muted all participants to avoid background noise. But take a second to doublecheck you're muted, especially if you're on the phone.



FEEDBACK

We will send a follow up survey to gauge the effectiveness of today's webinar. Please provide feedback to improve future sessions. The survey will be available for 48 hours.

Agenda

1. RRC Philosophy on Public Participation
2. Building a Public Engagement Plan
3. Outreach & Engagement Methods
4. Crafting the Plan
5. Examples from RRC Communities
6. Wrap Up

Public Participation & Development

There are many reasons to engage the public throughout the planning and development process.

CREATE BUY-IN

Engaging community members on a regular basis increases the likelihood of buy-in for the community vision in plans. This increases the probability of success.

REDUCE UNCERTAINTY

Some developments impact a community more than others. Waiting until site plans are fully developed can cause a developer to dig-in and a community to feel left out of the process. The resulting conflict can deter developers from even considering a project.

BUILD CAPACITY

Engaged community members are more likely to run for office, volunteer for events and have more trust in local government overall. Communities with capacity are more prepared to handle development when opportunities arise.

What's in a Public Participation Plan(P3)?

Every community's plan will look different but all should touch on at least the following:

GOALS

What does your community wish to accomplish through the public participation plan?

APPLICABLE REGULATIONS

Open Meetings Act, MI Planning Enabling Act, Brownfields, Etc.

KEY STAKEHOLDERS

Who should be engaged on a regular basis? Who may not normally be at the table?

COMMUNICATION TOOLS

What methods do you expect to use? Consider both basic and proactive methods.

STRATEGIES

Identify key processes where public participation is essential and strategies for each.

COMMUNICATING RESULTS & EVALUATING RESULTS

How to share input. Be sure to evaluate effectiveness of chosen methods.

Goals

- What are the community's expectations for public participation?
- What does successful participation look like to your community?
- Are there special circumstances you need you consider for your community?

City of Grand Blanc

2018

1. PUBLIC PARTICIPATION GOALS AND OBJECTIVES

- The City shall conduct proactive and inclusionary public participation techniques during all phases of the master planning or comprehensive planning process.
- The City shall foster a cycle of seeking public input and public review of results.
- The City shall conduct all aspects of citizen participation in an open manner, with freedom of access to the participation process for all interested persons.
- The City shall engage a diverse set of community stakeholders in planning, land use, and development decisions.
- The City shall encourage the involvement of residents most affected by the proposed planning, land use, or development project.
- The City shall seek to identify and involve a broad and representative cross-section of the community's residents.
- The City shall make reasonable efforts to ensure continuity of involvement of citizens and community groups throughout all stages of the planning and review process.
- The City shall utilize effective and equitable avenues for distributing information and receiving comments.
- The City shall support and encourage effective participation. Information shall be made available in a timely manner, so as to enable citizens to be involved in important decisions at various stages of the review and approval process.
- The City shall record the results of public engagement to the extent feasible and provide summaries back to the public.

Regulations Related to Public Participation

Michigan Open Meetings Act: Establish location for meetings, notification procedures, change notifications, etc. Access the full text [here](#).

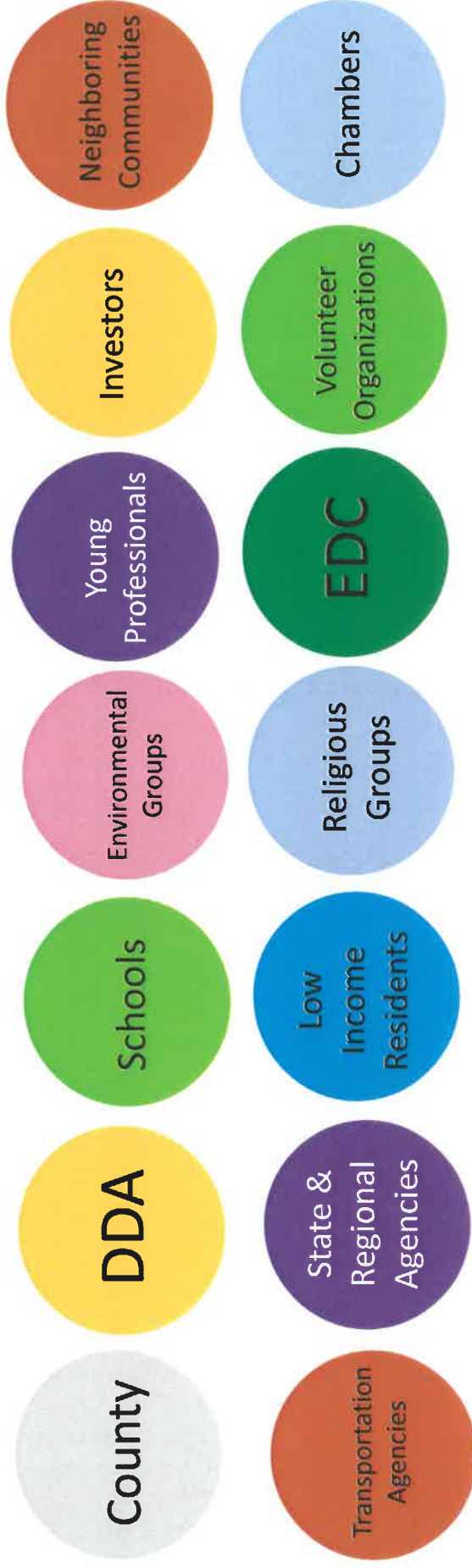
Michigan Planning Enabling Act: Outlines the process for crafting master plans including notification and timelines. Access the full text [here](#).

Other Acts: Brownfields, Downtown Development Authorities, MI Zoning Enabling Act, Corridor Improvement Authorities, Etc.

Local Regulations: Some communities may have additional regulations or policies on the books to enhance public participation. Many communities have ethics policies to consider. If yours does, be sure to note that in this plan.

Identifying Stakeholders

Everyone is a stakeholder in some way – identifying key stakeholders and when to engage them allows for the most effective methods of public participation.



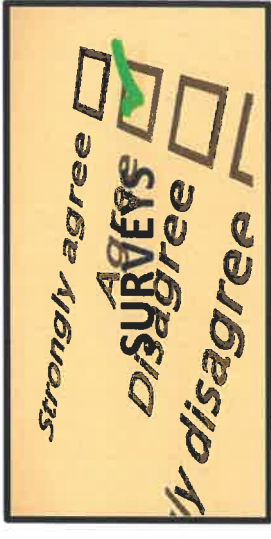
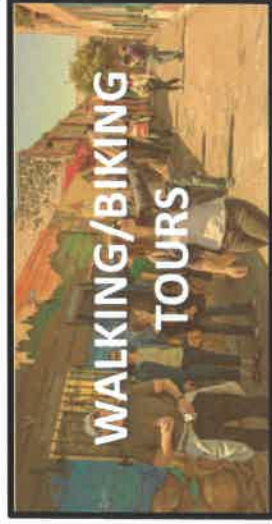
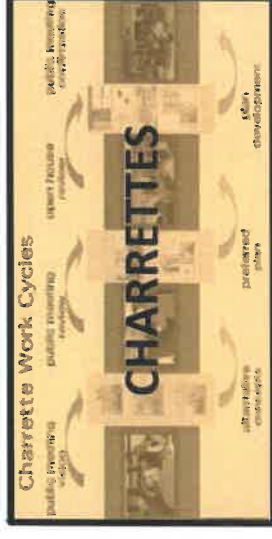
Communication & Outreach Tools: Basic

The P3 should be sure to list out the basic methods for engagement such as:

- Public Meetings
- Public Comment Procedures
- Opportunities to Serve on Boards & Commissions
- Public Hearings
- Where to find postings and/or documents (City Hall, library, etc.)

Communication & Outreach Tools: Proactive

There is an endless list of innovative and proactive outreach methods. Some of the more common ones include:



Already happening in Michigan



"Meeting with the Manager"

24 videos • 83 views • Updated 4 days ago

This is a half-hour, made-for-cable segment that City Manager Erik Tungate records internally and continually airs over our local Cable TV station, OPTV15, rotated for one month. We also upload the video to our YouTube channel. The interview typically involves a question and answer interview session between Erik and the guest in a relaxed atmosphere setting with cushioned chairs and table-side chat.

Oak Park

Monthly City Manager show

Village View

Community News from the Village of Vernon
Winter 2019

Board Openings

Serving our community on one of our boards gives you the opportunity to help shape the future of the Village. Serving gives you a voice and can be one of the most rewarding experiences of your life.

There are several board committees with opportunities for you to serve. We currently have two openings on council and two openings on our Downtown Development Authority. Now is a great time to get involved in our community. Lots of exciting things happening including a complete revision to our Master Plan for the Village.

Help A Neighbor
With the onset of winter, we'd like to remind you that there are many people who are elderly or with disabilities in our community. Some practical ideas to help them are:

- Check a walkway and get down salt.
- If you are going shopping see if there is anything you can get for them.
- Offer to take the dog for a walk.
- Ask if they would like for you to pick up their mail.
- Ask if they are all set on their prescriptions.
- Deliver a home cooked meal or some fresh treats.
- Spend some time with them.
- If the power goes out see if there is anything they need.
- Even the simplest of gestures could mean a lot to someone who is in need.

Thank you for all that you do for your neighbor, now and today.

Help Wanted

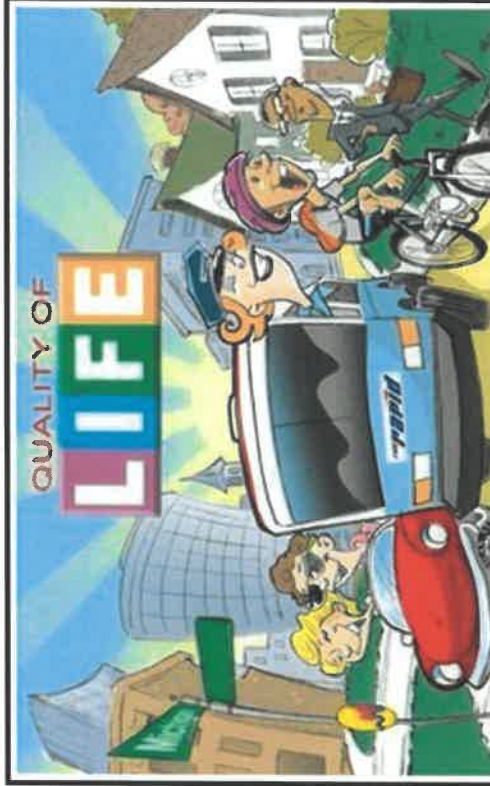
The Village is in need of part time help for our DPW Department. CDL needed. Fit an an application at the Village Office.

Christmas in the Village

Christmas Spirit filled our downtown and community this year for another successful event. Almost the entire village participated in the event and the streets continued late into the evening with horse wagon rides, yummy food, vendors-shopping, crafts and cookie decorating for kids, caroling, and of course Santa! This event would not be successful without our sponsors.

our local businesses and sponsors! Thank you Grand Lakes Realty, LLC, Great Lakes Pavers, LLC, Glenside Construction, LLC, Robert D. Dineen, Inc., Edward Construction, LLC, CPA & Auditors, River Professional Services Company, Moenke Pest Solutions, Bright Oil Company, Riverside Market, Ken Heating & Cooling Inc., LA Construction! Congratulations to our coloring contest winners: First Place - Third Place - Second Place - Third Place - DeYoung, Gingerbread houses decorating winners: First Place - Middle Anne Shays, Second Place - MacKenzie Maureen, and Third - Place Alexander Anselmo, and our least decorating contest winner the Goodmans!

"Dinner & Resolutions"	
04/07/2019	Community Luncheon
04/08/2019	BOA Meeting
04/09/2019	BOA Meeting
05/04/2019	Community Luncheon
05/12/2019	BOA Meeting
05/27/2019	BOA Meeting
06/12/2019	Village Council
06/25/2019	BOA Meeting
07/02/2019	Village Council



Courtesy the city of Grand Rapids

Grand Rapids

As part of a corridor planning process, this game doubled as a way to gather information and learn.

Already happening in Michigan

Lansing

Walking tours in neighborhoods across the city to discuss issues facing the area.

Detroit

The department of neighborhoods provides a direct link between the city and community groups.

Muskegon Heights

The city manager took a haircut as a chance to have a community conversation.

Where am I? —COT18

DEPARTMENT OF NEIGHBORHOODS

We help improve the quality of life in every district.

The Department of Neighborhoods (DON) provides a direct link between the city and block clubs, community groups, business owners, faith and school leaders and residents. The 14-member team includes a district manager and deputy director for each City Council district. Their top responsibility is fighting blight and rebuilding, strengthening the fabric of the neighborhoods. The managers directly engage residents and volunteers in both major initiatives like Motor City Makeover, Board and tax foreclosure prevention and smaller efforts, such as vacant lot clean-ups. However their work goes far beyond that. District managers help block clubs and community associations; drive community engagement on planning projects and other initiatives; resolve citizens' complaints; and deliver a broad range of City programs and policies.

City manager's new haircut fosters community talk in Muskegon Heights

Posted Jul 9, 2018



Muskegon Heights City Manager Jake Eckholm, center, gets his hair cut while taking questions from residents during the city's first "Cuts & Conversation" event at Fancy Nancy's Salon, 2754 Peck St., June 23, 2018. (Ben Solis | MLive.com)

Social Media



TIPS

Know who is allowed to post on your account and what is acceptable (i.e. a policy).

Plan ahead, schedule posts when possible.

Have a plan in place for answering messages/comments.

Strategies

- What are your major planning processes? Which tools are applicable in which situations?
- How will the community work with developers to seek early stakeholder outreach (when applicable)?

STRATEGIES FOR OUTREACH

The RHP² allows Rochester Hills to encourage and plan for public input, rather than simply reacting to it. Proactively engaging stakeholders fosters a sense of ownership and prevents delays caused by unforeseen issues. When developing public policy and planning events, the sooner the public is involved, the easier it will be for new ideas to be incorporated into the planning process. Each of these below listed items occur often throughout the year without a consistent method of notifying key stakeholders through the methods outlined in the communication tool box section of the RHP².

The following guide illustrates the level of engagement applicable for the noted planning issues or activities. The level of notice may vary from issue to issue. This list will be refined as the RHP² is updated:

Planning Issues or Community Activities	Tier One	Tier Two	Tier Three
Master Plan Update	A	A	A
Zoning Ordinance Update	A	A	A
Downtown Development Plan	A	A	A
Corridor Improvement Plan	A	A	A
Parks and Recreation Plan	A	A	A
Low controversy development project	A		
High controversy development project	A	A	
City Festivals	A	S	
Farmers Market	A	S	
Community Award/Honors	A	A	
Community Group Events	A	S	
Senior Events	A	S	
Volunteer Opportunities	A	S	
Positive Media Mentions	A	S	
Public Hearings	A	S	
Regular Meetings	A		
City Councils	A	S	
Recreation Programs	A	S	
Vacant Board Positions	A	S	
Special Meetings	A	S	
Water Disruption	A	A	
Road Closures	A	A	
Paving Projects	A	A	
Election News	A	A	
Department News	A	A	
A = Always S = Sometimes			

Strategies

- What venues may be most appropriate to solicit feedback? (Go to people, don't expect them to come to you).
- What existing frameworks or institutions can your engagement strategies build upon or supplement?



Special Note: CDBG Citizen Participation

- CDBG projects require that a community identify key stakeholders to reach out to have a plan in place for doing so.
- Addressing this in your public participation plan can save your community time when working on a CDBG project.



Communicating Results

Follow up and communication is essential to fostering long term public participation and engagement.

Include survey and workshop results in plan appendices.

Send follow up emails or mailings to meeting participants.

Publish a newsletter on a regular schedule.

Some results, such as 1:1 interviews or focus groups may be kept confidential.

Post pictures and summaries to social media

Make meeting minutes available online in a timely manner.

Tracking Effectiveness

Determine **measures of success** and identify how to gauge your progress in meeting those. Potential tools and/or data:

- Sign-In sheets to track attendance
- Post-Meeting Surveys (great for qualitative data)
- Social media statistics

Establish a process for reviewing the plan on a regular basis to make changes as needed.

COMMUNITY EVENT SATISFACTION SURVEY	
What event did you attend today?	
How did you hear about this event?	
Was this event held at a convenient location and time?	
Are you glad you came to this event? Would you improve it in any way?	<div></div> <div>date _____</div>

Crafting your P3

1

Identify a P3 Partner

Everyone views public participation differently. Make sure you have someone who complements your experiences and viewpoints.

2

Draft goals & identify stakeholders

Most communities have between 5 – 7 goals. Stakeholders list can vary dramatically.

3

Affirm goals & stakeholders | Discuss Engagement Methods & Strategies (MEETING)

A group such as your planning commission is a good sounding board to make sure you're on the right track. With those foundations set, talk about basic and proactive methods of engagement. Identify priority tools.

Crafting your P3

4

Complete Draft

With your goals, stakeholders and other foundational information fairly firm, you can wrap up the narrative to get a full draft.

5

Review Draft

Make edits as needed – a few rounds may be required depending on the complexity of your strategies.

6

Adopt Public Participation Plan (MEETING)

Once you're pleased with the document, seek approval from the appropriate authority. The final document should be prominently displayed on your website.

Example P3s

Negaunee
Sault Ste Marie
Hart
Grand Blanc
Mount Pleasant

Next Steps & Resources

Noodle on this Presentation | Sketch a Schedule

Identity key steps. Who will approve. What data you'll need to gather before a first meeting or draft.

Visit the RRC Library

You'll find several example P3s in the RRC Library (www.miplace.org/rrclibrary). Check those out – R&D as you see fit. You'll also find a P3 Guide [here](#).

Revisit your Best Practices Training Presentation for Ideas

If you don't have the flash drive or presentation materials, let your RRC Planner know and we can get you fresh copies.

Questions

Christopher Germain, AICP
Michigan Economic Development Corporation
Senior RRC Planner, Regions 1/6/Detroit
germainc2@michigan.org
517-599-5450

Coming Up

MAY 14
2:00 PM

Technology in Local Government

Learn about how local governments across the state are embracing technology to increase their efficiency. This session will cover free tools such as Trello or Google Docs as well as more complex tools such as Munetrix and options for accepting credit cards. Such tools can help with a number of RRC best practices. www.miplace.org/rrcwebinarMay

JUNE 20
9:00 AM

Training Plans & Strategies

Training is essential to ensure your community's boards and commissions can do their job to the best of their ability, but traditional options such as conferences can be difficult and expensive. Join us as we discuss how to bring training to your officials through options including webinars, in-house presentations, books, and more. This session focuses on best practice 4.2. www.miplace.org/rrcwebinarJune

Participation Goals & Objectives

The Village of Newberry is dedicated to fostering democratic participation, reflecting the goals and desires of the community, and responsibly leading the Village's future growth. This Plan will create consistency in public outreach as additional plans are developed, ordinances updated and changed, and as the Village goes about the general business of governing. This document serves as a tool for daily use by the Village staff and elected representatives. Citizens will know both what to expect from the Village in terms of engagement and also that their voice can help shape the community.

The goals of this plan are:

Representativeness/Inclusiveness: representative The Village will solicit public input from all demographics, and use methods that meet Village residents where they are

Transparency Definition of Transparency for use by the Village: Proactive disclosure is the revelation of information that may be damaging to the one revealing it. Proactive disclosure: When used in the terms of open government, it is the practice of the government publishing government data, rather than for an individual's public records request. Meeting information, budgets, planning documents.

Civility respectful discourse will be ensured by all participants embracing the following points:

- Treat everyone courteously
- Listen to others respectfully
- Exercise self-control
- Give open-minded consideration to all viewpoints
- Focus on the issues and avoid personalizing debate
- Embrace respectful disagreement and dissent as democratic rights, inherent components of an inclusive public process, and tools for forging sound decisions



"Civility is not a tactic or a sentiment. It is the determined choice of trust over cynicism, of community over chaos."

President George W. Bush

Orderliness The business of the Village will be conducted in an orderly fashion. Meetings will stay on topic, address agenda items, and should adhere to Robert's Rules of Order.

Timeliness In addition to the business of the Village being conducted in an orderly fashion, residents and interested parties will have access to documents and responses to their questions in a timely fashion. Questions asked at a meeting will receive a response not later than the following meeting of that body, which will be recorded into the public record.

A written policy will help Village Hall communicate the daily functioning of the local government, and provide guidance on outreach for less common events, such as a master plan, zoning ordinance, or legal ordinance update. Each of these purposes and circumstances will require tailored methods for effective outreach. The Village is eager to meet the standards laid out below, and exceed them, particularly when matters of particular public interest arise. To this point, this guide is intended to serve as an internal resource for ideas on how to best engage productive collaboration with stakeholders and the public in the future.

State Regulations on Public Participation

State of Michigan legislation provides a foundation for public participation in local government. The Village, through the work of the Village Council and individual boards and commissions, follows and hopes to exceed the requirements delineated in the local and state regulations listed below. These regulations include provisions for the public review process, public participation, and public hearings.

- Village Charter
- Village Code of Ordinances
- Home Rule Village Act (PA 279 of 1909)
- Downtown Development Authority Act (PA 197 of 1975)
- The Michigan Open Meetings Act (PA 267 of 1976)
- Brownfield Redevelopment Financing Act (PA 381 of 1996)
- The Michigan Zoning Enabling Act (PA 110 of 2006)
- The Michigan Planning Enabling Act (PA 33 of 2008)
- Other relevant local, State and Federal legislation

Key Stakeholders

Our community is made up of individuals from a variety of walks of life. To ensure that all voices are heard and that all citizens can understand policies and practices, and receive services, the communication strategies in this plan will consider how to best reach persons with diverse schedules, abilities, and interests.

The Village has partnered on many initiatives with community groups and neighboring governments. Sustained communication and partnerships are essential to the future growth and prosperity of our community. These organizations include, but are not limited to:

- Boy Scouts and Girl Scouts
- Chippewa/Mackinac/Luce Conservation District
- The Coast Guard
- Eastern Upper Peninsula Regional Planning & Development
- Lion's Club?
- Local Church Groups
- Luce County Board of Commissioners
- Kiwanis International
- McMillan Township
- Michigan Department of Natural Resources
- Michigan Department of Environmental Quality
- Michigan Department of Transportation
- Michigan Economic Development Corporation
- Michigan State University Extension Service
- National Parks Service
- The Nature Conservancy
- North Country Trail Association
- Sault Tribe of Chippewa Indians
- U.S. Forest Service

The Communication Toolbox & Communicating Results

The following are methods that may be used to reach appropriate levels of public participation when taking action on land use or development applications. The Village of Newberry will always attempt to use more than one tool or method, depending on the specific project and target audience. This list is flexible and can change based on each project's needs and circumstance.

These tools help achieve the goals of informing and engaging the residents, organizations, and businesses of Newberry, the results of each of these tools can be measured and reported back to the public in a variety of ways. Engaging the public at the start of a plan update or development project increases transparency, fosters relationship and community buy-in, and ensures development that meets the community's needs and desires.

Each of the tools delineated below has corresponding methods for reporting both that the tool was used, and the feedback received back to the public. This reporting should be completed as individual plans and projects progress.

<u>Tools</u>	<u>How the Results Will Be Communicated</u>
<u>Website</u> Village Council meeting announcements, packets, agendas, and minutes are now posted on the website, http://www.villageofnewberry.com/ . The website also has contact information, the Code of Ordinances, permits and forms, public notices, GIS maps, and planning documents.	The posting of relevant information to plan and development projects on the website, as well as records of relevant meetings will be documented.
<u>Traditional Media</u> At various times, the Village will issue press releases and information for articles to various media outlets, including regional print newspapers, online news sources, and/or local cable news, specifically, the Newberry News, and 9 & 10 Cable News. Announcements related to Village business are also made on AM, FM, and Digital radio stations.	Copies of press releases and public notices sent out by the Village to traditional media sources will be documented.
<u>Village Hall</u> Announcements can be made during meetings, and public notices posted on Village Hall property as a means of informing committee members and the public.	These announcements will be documented through the same medium(s) as the meetings.
<u>Partner Networks</u> Public bulletin boards and communications shared with organizational newsletters and bulletins can be another effective way to inform the public of events and meetings.	Copies of communications sent to partner networks will be documented.
<u>Social Media</u>	

The Village currently uses Facebook to announce meetings (and cancelations), street closures, storm news, etc. Staff responds to comments made on posts. Information on the Village page is shareable to unofficial pages as well.	Social media sites retain posts and responses, so they will remain accessible to the public.
<u>Public Hearings</u> Public attendance at meetings is encouraged through meeting announcements and is formally solicited during the scheduled public comment per the meeting and hearing agendas.	Feedback and comments submitted at hearing and meetings are through the same medium(s) as the meetings.
<u>Open Houses, Community Workshops, Charrettes, and Focus Groups</u> These formats allow for direct, two-way communication between the Village and the public. These events provide an avenue for the public to directly contribute to the development of plans and development proposals.	Public input from events will be reported in the appendixes of plans, which should be produced for public review as soon as possible.
<u>Surveys</u> Paper, digital, and in-person surveys directly solicit data and input from a larger number of people representing a variety of demographic backgrounds. Preselected questions allow for greater specificity and targeted problem solving.	Survey results will be reported in the appendixes of plans, which should be produced for public review as soon as possible.
<u>Advisory Committees</u> The Village uses advisory committees for specialized aspects of our community to enhance collaboration between Village staff and the public, these include the Recreation Committee, Library Board, Marina Board...	Advisory committee meeting agendas and minutes should be made available publicly through the website.

Strategies for Outreach

Here we'll match up what needs to be communicated- Master Plan updates, meeting notices, a social media policy (if you want to develop one), other plan updates, development proposals etc.

MEETINGS:

The public meetings of the Village Council and the authorities and commissions shall take place in a barrier-free and centrally located building, such as Newberry Village Hall. Meetings may also be held in barrier-free neighborhood locations.

In addition to regular meetings, the Village Council and its various boards and commissions shall hold public hearings when called for in their local and State enabling legislation, or when otherwise prudent, to provide the opportunity for public comment on specific topics. Hearings will be advertised using more than one method. Notification methods may be adjusted according to the needs of the meeting, and can use any of the following methods:

- Press release
- Newspaper notice
- Radio announcements
- Paper posting in public place
- Website, Facebook or other social media post

Village Council

Meeting advertisement and communications

The following methods are used to advertise the public meetings of the Village Council: Posted notice at Village Hall, notice in the Newberry News, meeting dates posted on the Village website.

Village Council meetings welcome public attendance. At the beginning of the meeting attendees can indicate that they want to speak about a particular agenda item, and at the end of the item there is also time for a general public comment.

The meetings are recorded, and minutes can be found on the Village website.

Appointed Commissions and Committees

Other relevant boards and commissions that hold meetings open to the public include:

- Community Service Board
- Dial-A-Ride
- District Library Board of Trustees
- Historical Development Commission
- Local Development Finance Authority
- Public Employee Health Plans
- Planning Commission
- Police & Fire Pension Board
- Seal Estate Board of Trustees
- Tree Commission
- Zoning Board of Appeals

Public hearings will be held according to the individual board and commission bylaws. Any public hearings will be noticed as required in advance of the meeting. All public meetings will produce at a minimum a synopsis or meeting minutes. Additional reporting will occur when necessary and appear in the Village Council consent agendas.

PLANS AND DOCUMENTS

Plan Adoption

The Village shall follow, at a minimum, the provisions of the State legislation for the adoption of planning documents; many of these provisions can be found in the legislation listed above, for example, a Downtown Development Plan. The Master Plan updates in particular should solicit public involvement as widely as possible. Additional guidance can be found in state and federal guidelines, for example, the Michigan Department of Natural Resources published guidelines for the development of Recreation Plans, including public outreach.

Public input should form the basis of plan development, and often should be preceded by public education efforts. Education and input can be achieved by the following methods:

- Media outreach
- Open houses
- Community Workshops
- Charrettes
- Surveys- paper and digital
- Focus Groups

All plans should be reviewed during a public comment period in advance of being approved by the Village Council or relevant commission, board or committee. Public comment periods can be advertised using the same or similar methods as public hearings.

Capital Improvement Plan

The Planning Commission updates and recommends the Capital Improvement Plan to the Village Council every year. In addition to input from departments and committees, the public has an opportunity to comment on the CIP's development. And the Village Council will hold a public hearing for the plan's adoption and post the plan on the Village's website.

Additional methods of communication and public outreach may be used in the review and adoption process of all these plans.

ZONING ORDINANCE UPDATES

The Village shall follow, at a minimum, the provisions of the State legislation regarding Zoning Ordinance updates. In addition to protecting public welfare, the Zoning Ordinance should reflect the vision outlined in the Master Plan. Updates, amendments and waivers should all take into account the Master Plan vision, as well as input from neighbors and related organizations.

MAJOR DEVELOPMENTS

Effective and transparent communication may prevent undue controversy surrounding developments. Local and State regulations set the minimum requirements for reviewing proposed projects, planning and zoning applications, and permitting. In addition to required postings for public hearings in front of the Zoning Board of Appeals, Planning Commission, or Village Council, proposed high-impact developments may also be presented to the public through open houses, mailings to neighbors and/or related organizations, and/or press releases.

VILLAGE BUDGET AND PUBLIC SERVICES

One goal of this plan is to provide citizens and residents with clarity regarding what exactly the Village does and how their tax dollars are spent.

Public Participation Matrix: As stated previously throughout this section, the various outreach strategies have a multitude of different uses and applications. Some processes lend themselves better to certain strategies. The table below provides a guide of when certain outreach methods may be optimal based upon which type of process the Village is undergoing

	Master Plan	Zoning Amendments	CIP Planning	Parks and Recreation Planning	Major Developments
Pre-Application Meetings					Recommended
Surveys	Recommended	Potentially	Recommended	Recommended	
Open House Meetings	Recommended	Potentially	Recommended	Recommended	Potentially
Charrettes	Potentially			Potentially	Potentially
Walking Tours	Potentially	Potentially	Potentially	Potentially	Potentially
One-on-One Interviews	Potentially	Potentially	Potentially	Potentially	Potentially
Focus Groups	Potentially	Potentially	Potentially	Potentially	Potentially
Social Media / Web	Recommended	Potentially	Potentially	Recommended	Recommended

Evaluating the Effectiveness of Participation Plans

This is where we'll outline how the Village will ensure that the practices outlined in this plan are effective and achieving the goals stated herein.

To ensure long-term objectives are met...

In addition to periodically reviewing this policy itself, the Village will ensure the strategies outlined above are effective in achieving the stated goals by:

- Reviewing, publishing, responding to survey responses
- Publicly displaying the results of these efforts Including sign-in sheets, post-meeting surveys, Social media stats- whose responsibility would this be? And how would anonymity be preserved, if desired.
- Annual meeting of Village departments with visioning session, public input and inform other departments

Here are some example surveys:

APPENDIX
COMMUNITY EVENT SATISFACTION SURVEY

Community Event Satisfaction Survey
Event:
How did you hear about this event?
Was this event held at a convenient location and time? What time or location would have been more ideal?
Are you glad you came to the event? How would you improve it?

INTERNAL PUBLIC PARTICIPATION EVALUATION

Internal Public Participation Evaluation
Type of public participation:
Date and Time:
How was the event advertised?
Where was the event held?
How many people attended? Was there a group under-represented? Over-represented?
Who facilitate the event?
What ways could the event have been improved?



COMMUNITY EVENT SATISFACTION SURVEY

Date of Event:

How did you hear about this event?

- ☐ City of Escanaba Website
- ☐ Social Media (Facebook/Twitter)
- ☐ Escanaba Daily Press
- ☐ Public Announcement
- ☐ Local Charter Channel 191
- ☐ Monthly Newsletter
- ☐ Other: _____

Was this event held at a convenient location and time?

- ☐ Yes
- ☐ No

Are you glad that you came to this event?

- ☐ Yes
- ☐ No

Would you improve this event in any way? If Yes, how so?

☐ No

☐ Yes:
