

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: February 17, 2022
RE: Public Participation Plan

For the Agenda of February 21, 2022

Background: As part of the Redevelopment Ready Community process, the City of Clare has undertaken the task of developing a Public Participation Plan to serve as a guide for the City to effectively foster citizen feedback. The Plan was developed to engage citizens and encourage public input by providing a detailed outline for soliciting feedback and involvement in community activities. It is also designed to provide direction to city staff, current boards, and future board members, to effectuate public communication and collaboration throughout the City of Clare. The City Commission is asked to approve the Plan to allow it to be formally submitted for the City's process to become a Redevelopment Ready Community and for future use.

Issues & Questions Specified: Should the City Commission approve the drafted Public Participation Plan?

Alternatives:

1. Approve the Public Participation Plan.
2. Approve the Public Participation Plan with changes, amendments, or modifications.
3. Do not approve the Public Participation Plan.
4. Set aside the matter for further consideration and/or deliberation.

Financial Impact: The plan will help further development in the City of Clare which in turn generates additional tax revenue.

Recommendations: I recommend that the City Commission approve the Public Participation Plan by adoption of Resolution 2022-019.

Attachments

1. Public Participation Plan.
2. Resolution 2022-019.



CITY OF CLARE PUBLIC PARTICIPATION PLAN

INTRODUCTION

The City of Clare recognizes the importance of public input in all aspects of the planning and development process. Engaging key stakeholders and the broader public results in more effective and responsive local government and helps the City translate a shared vision for our community into reality. The City has adopted a plan which leverages a variety of public engagement strategies to increase community members' access to planning and development initiatives.

The purpose of the City's Public Participation Plan is to outline policies, procedures and methods to effectively and equitably engage public input during planning, zoning, and development processes. In addition to all required State measures for public participation, the plan identifies methods of proactive public involvement, acts as a tool for accountability and transparency, and illustrates ways to share feedback and results to the public in a timely manner.

This plan ensures the City's outreach efforts are evaluated for effectiveness and adjusted accordingly in order to maximize success, gather feedback, and improve communications with public stakeholders.

Like all documents, the City understands that the Public Participation Plan needs to be reviewed and updated on a routine basis. This plan will be updated as needed, at a minimum of every five years, in conjunction with the master plan. Updates to this plan will be drafted by staff, reviewed and recommended by the planning commission, and approved through City council.

PUBLIC PARTICIPATION GOALS

The City has developed the following goals to guide the development of its Public Participation Plan:

- The City will involve a diverse set of community stakeholders in planning, land use, and development decisions.
- The City will strive to ensure participation by persons of Low- and Moderate Income (LMI) in planning and development initiatives.
- The City will engage citizens in a transparent manner, making information easily accessible to all interested members of the community.
- The City will use a variety of public engagement strategies to broaden participation from the community.
- The City will make information available in a timely manner to enable interested parties to be involved in decisions at various stages of the review and approval process.
- The City will use comments and information received from interested members of the community to make decisions regarding planning, land use, and future development.
- The City will track and analyze the results of all public participation to the extent feasible and provide summaries to the general public.

KEY STAKEHOLDERS

Clare's diversity makes it a vibrant community and is an asset to planning and development activities. Drawing upon the wealth of expertise and viewpoints will strengthen the City's planning and development efforts. In addition, planning and development projects have the capacity to affect a wide array of community members and stakeholders, and public engagement efforts should be made to better understand how projects will impact different segments of the community. The figure below provides a preliminary, but non-comprehensive list of possible stakeholders to include when developing an engagement strategy.



STATE AND LOCAL REGULATIONS

The City of Clare is subject to a number of State and local regulations pertaining to public participation. City Council, Planning Commission, and committees follow the guidelines contained within the following acts:

- City of Clare Charter
- City of Clare Code of Ordinances
- Michigan Open Meetings Act (PA 267 of 1976, as amended)
- Michigan Planning Enabling Act (PA 33 of 2008, as amended)
- Michigan Zoning Enabling Act (PA 110 of 2006, as amended)
- Home Rule City Act (PA 279 of 1909, as amended)
- Brownfield Redevelopment Financing Act (PA 381 of 1996, as amended)
- Downtown Development Authority Act (PA 197 of 1975, as amended)
- Local Development Finance Authority (LDFA), Public Act 281 of 1986
- Plant Rehabilitation and Industrial Development Districts Act (PA 198 of 1974, as amended)
- Recodified Tax Increment Financing Act (PA 57 of 2018, as amended)
- Other applicable local, state, and federal regulations

REVIEW BODIES

The public has an opportunity to provide feedback at City Council, Planning Commission, Board of Appeals, and Downtown Development Meetings. All meetings are open to the public and public hearings are held at such meetings. Public comment is offered at each of these meetings and interested parties who provide comments or questions to any of these public bodies are recorded in the meeting minutes. Approved minutes of public meetings are maintained by the City Clerk and are made available to the public online at www.cityofclare.gov or at Clare City Hall.

PLANNING COMMISSION

The Planning Commission is responsible for the preparation and adoption of the City Master Plan that guides the physical development of the City. In preparing a new master plan or master plan update, the City shall, at a minimum, follow the public notification provisions of the Michigan Planning Enabling Act, PA 33 of 2008. In preparing a new zoning ordinance or any amendment to the zoning ordinance, the City shall, at a minimum, follow the public notification provisions of the Michigan Zoning Enabling Act, PA 110 of 2006. The planning commission is also the primary advisory commission to the City Council on development related applications including zoning ordinance amendments, capital improvement plans, and other related land use proposals.

The planning commission follows requirements of the Zoning Enabling Act, PA 110 of 2006 for public hearings. Such notice is provided at least 15 days in advance of the public hearing to the applicant, the property owner, or all property owners within 300 feet of an affected property and by publication in the local newspaper. The applicant and the City Council receive written notification of the Planning Commission's recommendation.

CITY COMMISSION

The city council is composed of five members. All council positions are at-large and are voted in by the citizens of Clare. For many processes (excluding site plan, special use, and variances) the city Council is the final approving body.

A City Council meeting is the process of making and amending laws, developing policy and making decisions. The Council follows a regular order of business in the conduct of its meetings. The agenda is prepared in advance and subjects on it usually have been investigated by the city manager or a department head, so that the council can have all available facts. Copies of the agenda are available on the city website, at the public meeting, or by requesting a copy from the clerk.

Business presented to the Council is disposed of by one or more of the following methods:

Communications: A motion is ordinarily used to indicate majority approval of a procedural action.

Public Hearing: This gives the public audience an opportunity to make comments upon a particular subject that the council is considering.

Resolution: A resolution may be passed to approve contracts, to express the policy of the council, or to direct certain types of administration action. It requires only one reading before council action may be voted upon by a roll call or voice vote.

Ordinances: An ordinance is a "legislative act" and requires two readings at separate council meetings, after which a vote is taken. An ordinance becomes a law: 1) immediately upon passage if it is determined to be an emergency to public health, safety, or welfare; 2) on the effective date specified in the ordinance, or 30 days following adoption of the ordinance, whichever is later.

DEVELOPMENT REVIEW OR PROJECTS WITH BROAD COMMUNITY INTEREST

The City will follow the provisions of the local and State regulations to review development projects related to planning and zoning applications, permits, and business assistance. This applies to the review process for site plans and conditional use permits, rezoning and variance request applications or downtown redevelopment assistance and industrial facilities exemptions. In such circumstances, the City Council and its boards and commissions will hold public hearings, noticed in accordance with State legislation, and allow for public comment on the proposed development project during its regular meetings. If development applications will involve matters of broad community interest or result in a need for heightened public involvement, the City may decide to engage the public through more intensive means. Such means will be tailored to each project based on interest and City capacity. Methods could include additional community meetings, focus groups, workshops, or other proactive engagement activities. The City will work with community leaders and the developer to determine the best mix of additional outreach.

The City will track the effectiveness of outreach by:

- Asking stakeholders how they heard about the meeting or activity they are attending. (Word of mouth/newspaper notice/mailing sent to their home.) or
- Following up with a brief survey with stakeholders who attend major events such as a master plan community workshop. This could be done at the end of the event or with an online survey.

METHODS OF COMMUNICATION

The City recognizes that to properly utilize public input, it is necessary at times to communicate the results of these efforts back to the public. These efforts increase transparency and allow the City to gain a clearer understanding of public opinion. The City will utilize avenues of communications to present and make information easily available to the public. The City uses the following methods of communication however, this is not an all-inclusive list:

- *City Website Updates
- *Newspaper Postings
- *Postings at City Hall
- *Mailings and Email
- *Community Newsletters
- *Social Media
- *Other methods deemed appropriate

OTHER OUTREACH ACTIVITIES

The City may hold interviews with various stakeholders to get specific information on a topic. In general, the information collected during interviews will be kept confidential unless requested otherwise. The information may be compiled and analyzed together with other information collected from stakeholders on a specific topic. The City may form a group to gather the community's opinions on a specific issue, etc. The City might employ surveys to identify key concerns.

ACCESSIBILITY

The City of Clare recognizes that all information and public events must be as accessible to all members of the public as possible to gather a broad and representative body of public input. The City therefore strives to foster an environment of accessibility. The City Hall is barrier-free and accessible to the entire community.

CONTACT INFORMATION

Contact the City Clerk's office at 989-386-7541 for questions on the public participation process for each council, board, or commission.

Adopted 02/21/2022 by Resolution 2022-019

The City of Clare is an equal opportunity provider and employer.



RESOLUTION 2022-019

A RESOLUTION OF THE CLARE CITY COMMISSION TO ADOPT A PUBLIC PARTICIPATION PLAN.

WHEREAS, the City of Clare has undertaken the task of developing a Public Participation Plan to serve as a guide for the City to effectively foster citizen feedback; and

WHEREAS, said Plan was developed to engage citizens and encourage public input by providing a detailed outline for soliciting feedback and involvement in community activities; and

WHEREAS, said Plan also provides direction to city staff, current boards, and future board members, to effectuate public communication and collaboration.

NOW THEREFORE BE IT RESOLVED that the City of Clare City Commission hereby approves the adoption of the City of Clare Public Participation Plan.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner _____ and supported by Commissioner _____.
The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 21st day of February, 2022.

Diane Lyon, City Clerk