

# City of Imlay City Public Participation Plan

Approved by City Commission on September 3rd, 2024

## **PARTICIPATION GOALS AND OBJECTIVES**

The City of Imlay City will continue to involve the entire community as 'key stakeholders' in the future development of our City. City staff draws on a variety of methods of communication and outreach in order to understand what our citizenry wants. Goals are visionary statements of what the City wants to be while objectives are ways to achieve that goal. Each goal should have a few objectives.



### **GOAL: The City of Imlay City will provide prompt customer service attitude towards residents, property owners, and developers for development.**

- The City of Imlay City will continue to evaluate each project on an individual basis to determine project scope, stakeholders, project limitations, approving body, points of community impact during the decision-making process, internal and external resources, and level of appropriate community involvement.
- The City of Imlay City will continue to 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 of Imlay City will continue to provide educational materials that will support and encourage active and effective participation.
- The City of Imlay City will continue to use comments and information received from interested members of the community to make decisions regarding planning, land use, and future development.
- The City of Imlay City will continue to track and analyze the results of all public participation to the extent feasible and provide summaries back to the public.
- The City of Imlay City will continue to provide for and encourage participation by persons of Low and Moderate Income (LMI) who are residents of slum or blighted areas and of areas in which funds are proposed to be used.

### **GOAL: The City of Imlay City is a transparent and strives for efficient processes.**

- The City of Imlay City will continue to engage citizens in a transparent manner, making information easy to access for all interested members of the community.
- The City of Imlay City will continue to seek public participation in matters involving future development of the City, such as the Master Plan and Zoning Ordinance update process.
- The City of Imlay City will continue to seek creative ways to involve a diverse set of community stakeholders in planning, land use, and development decisions.
- The City will continue to support and encourage continuous improvement in the methods used to meet the public need for information and involvement.

## **STATE AND LOCAL REGULATIONS**

State of Michigan legislation details the minimum requirements for public participation. The City of Imlay City abides by this legislation and strives to go above and beyond traditional practices to be proactive in soliciting public input for all projects. Below are the laws regarding public input set by the State.



### **OPEN MEETINGS ACT (PA 267 OF 1976)**

The Michigan Open Meetings Act was created to require certain meetings of certain public bodies to be open to the public, to require notice and the keeping of minutes of the meetings.

The entirety of the act can be accessed through the State Department or at the following website address: <http://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-267-of-1976.pdf>

All meetings of the City Commission, and its various boards and commissions, shall be open to the public in accordance with the "Open Meetings Act," PA 267 of 1976 as amended, except closed session meetings as provided for in the Act.

Within 10 days of the first meeting of a public body in each calendar or fiscal year the body will publicly post a list stating the dates, times and places of all its regular meetings at City Offices and on the City's website. If there is a change in schedule, within three days of the meeting in which the change is made, the public body will post a notice stating the new dates, times and places of regular meetings. For special and irregular meetings, public bodies will post a notice indicating the date, time and place at least 18 hours before the meetings. Public bodies will hold emergency sessions without a written notice or time constraints if the public health, safety or welfare is severely threatened and if two-thirds of the body's members vote to hold the emergency meeting.



Statutes require these processes be noticed in a newspaper of general distribution in the City as well as mailed to neighbors within 300 feet at least 15 days prior to the meeting. All meetings are held in a facility accessible to persons with disabilities, and the City provides and will provide reasonable accommodations. Individuals with disabilities requiring reasonable accommodations or services

should contact the City Clerk's Office (810-724-2135). The City shall also provide for the reasonable needs of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents can be expected to participate.

The City shall provide for technical assistance to groups representative of persons of LMI that requests such assistance in developing proposals with the level and type of assistance to be determined by the Unit of General Local Government (UGLG).

### **MICHIGAN ZONING ENABLING ACT (PA 110 of 2006)**

In accordance with the Michigan Zoning Enabling Act (PA 110 of 2006), consideration of the following requires advertised public hearings pursuant to the Open Meetings Act.

- Rezoning of Property
- Text Amendments to Zoning Ordinance
- Special Land Use
- Variance, Interpretation, and Appeal Requests

Public notices for these meetings are posted on the website at [www.imlaycity.org](http://www.imlaycity.org) and hung at City Hall located at 150 North Main Street (as required by the Act).

Interested persons are encouraged to contact the City Clerk or to check the City's website at [www.imlaycity.org](http://www.imlaycity.org) in order to be kept informed of any meeting schedule, agendas, variations, or location changes. Meeting agendas and packets are available at the City's office in advance of the meeting.

### **PLANNING ENABLING ACT (PA 33 OF 2008)**

The Michigan Planning Enabling Act was created to provide for county, city, and village planning and codify laws regarding it. The entirety of the act can be accessed through the State Department at the following website address:

<http://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-33-of-2008.pdf>

#### OTHER DOCUMENTS

- City of Imlay City Charter,  
[http://library.amlegal.com/nxt/gateway.dll/Michigan/imlaycityzon\\_mi/cityofimlaycityzoningordinance?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:imlaycity\\_mi](http://library.amlegal.com/nxt/gateway.dll/Michigan/imlaycityzon_mi/cityofimlaycityzoningordinance?f=templates$fn=default.htm$3.0$vid=amlegal:imlaycity_mi)
- City of Imlay City Code of Ordinances,  
[http://www.imlaycity.org/1/65/zoning\\_department.asp](http://www.imlaycity.org/1/65/zoning_department.asp)
- Tax Increment Finance Authority Act (PA 450 of 1980),  
<http://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-450-of-1980.pdf>
- Section 508 of the Housing and Community Development Act of 1974, as amended,  
<https://www.hudexchange.info/resources/documents/Housing-and-Community-Development-Act-1974.pdf>
- Title 1 of the Housing and Community Development Act of 1974, as amended
- Other applicable local, state, and federal regulation

**KEY STAKEHOLDERS**

In the City of Imlay City, each project will be evaluated on an individual basis to ensure inclusion for all stakeholders in the community. Each will vary according to the project being reviewed. Possible key stakeholders include but are not limited to

- Local residents
- Neighboring jurisdictions
- Michigan Department of Transportation
- Downtown Development Authority (DDA)
- Lapeer Development Corporation (LDC)
- Municipal employees
- Emergency personnel
- Commercial property and business owners and their employees
- Industrial facilities located in the City
- Neighborhood groups
- Churches
- Imlay City Community Schools/ students
- Senior groups
- Hispanic community members
- Community visitors and tourists
- Service Clubs: Rotary Club, etc.
- Citizen Volunteer Groups
- Chamber of Commerce
- City’s boards and commissions
- Public employees
- Real estate professionals
- Entrepreneurs

The City of Imlay City will continue to use various methods of communication to attempt to reach a variety of audiences.

**DEVELOPMENT REVIEW BODIES**

The City of Imlay City encourages citizen participation in local government planning and policy decisions. All residents are invited to apply for appointments to City boards and commissions. Vacant positions are advertised on the City’s website: <http://www.imlaycity.org/1/65/index.asp>

Below is a list of the City of Imlay City Boards and Commissions.

<b>Boards/ Commissions</b>	<b>Members</b>
• City Council	7
• Board of Review	3 (And 1 alternate)
• Election Commission	3 (Clerk & 2 Members of Commission)
• Housing Board of Appeals	5
• Library Board	7 (2 members Imlay City, 3 Imlay Township, 2 Attica)
• Planning Commission	7
• Zoning Board of Appeals	7
• Lamb Steele Building Board	7
• Parks and Recreation	7
• Downtown Development Authority	10

City Council

The City of Imlay City’s Commission is composed of 7 members including the Mayor. All City Commission positions are voted in by the citizens of Imlay City. The Mayor is elected by the City Commission for a 3-year term. For many processes (excluding site plan and variances) the Commission is the final approving body.

The Planning Commission

The City of Imlay City’s Planning Commission consists of 7 members who are qualified electors of the City. Members shall be appointed by the Mayor with the approval of the City Commission for 3-year

terms. One of the Planning Commission members shall be an ex-officio member who shall be a member of the City Commission and one of the Planning Commission members shall be an ex-officio member who shall be the Mayor. The Planning Commissioners deal with development issues in the City such as rezoning, special land uses, and site plans. They are responsible for writing the zoning and signing ordinances and updating the City's Master Plan. Many of their recommendations go before the Council for final approval and adoption.

### Zoning Board of Appeals (ZBA)

The City of Imlay City's ZBA consists of 7 members appointed by the City Commission. Each member shall be appointed to hold office for a three-year term. The ZBA shall hear and decide appeals from and review any order, requirements, permit, decision, or determination made by the Building Official and Zoning Administrator, Planning Commission, or any other administrative official in enforcing the provisions of an ordinance.

Dates and times of meetings can be found on the City's website:

<http://www.imlaycity.org/1/65/index.asp>

### Methods for Community Participation

Each project's initial evaluation will determine the necessary level of involvement for the project. The following are methods that may be used to reach the appropriate level of public participation when taking action on land use or development applications. The City of Imlay City 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 circumstances.



The City shall also provide for the reasonable needs of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents can be expected to participate.

### **Developer information and understanding public:**

- **Pre-Application Meetings-** City staff and consultants can be brought in to meet with potential developers or property owners to discuss processes and requirements. If interested, they should contact the City Manager to coordinate a meeting. It is recommended that applicant's submit a plot plan or draft plan to the City prior to the meeting. This meeting is typically held in person allowing the applicant to understand the process, potential issues that may arise, and things they still need to address prior to a formal submittal of an application. It is easier to discuss various options to achieve the applicant's goal. These meetings are typical head at City Offices.

### **Inform-provide information and assist public understanding:**

- **Website-**<http://www.imlayccity.org> announces meetings and sometimes will contain pages or links for topics of major interest.
- **Newspaper-** *The Tri-City Times* and *The County Press* cover the City of Imlay City. New editions are available Wednesday (both papers) and Sunday (*County Press* only).
- **Printed Postings-** Available for viewing at City Hall.
- **Announcements-** Announcements during meetings of the City Commission, Planning Commission, and other boards and commissions. The City also can utilize an eNotifications that residents can request to be part of. To sign up residents can go to the City's website.
- **Postal Mail-** Postal mailing to neighbors within 300 feet, according to statute.



**Sign up for eNotifications**

When you sign up for eNotifications you are added into our email database for announcements only. Within 24 hours of an announcement being posted to this website you will receive the same announcement as an email.

**Name (Required)** **Email (Required)**

First Name Your Email **Subscribe**

**Consult- obtain public feedback:**

- **Social Media-** The City currently uses Facebook and Nixel to announce street closures, storm news, etc., and may also use Facebook to notify the community of meetings.
- **Surveys-** Utilizing online and paper surveys allows for the collection of large amounts of data and opinions from the public.
- **Public Hearings-** Public attendance at meetings is strongly supported and allows for an appropriate venue for public input. These meetings typically take place at the City Commission Chambers. On rare occasion the City does pursue larger spaces to accommodate more people like the fire hall.

**Involve- work directly with the public throughout the process:**

- **Open Houses-** In order to create two-way communication, the City will hold open house events for projects and initiatives as needed. These meetings could take place in the City Commission Chambers, fire hall, or Fairgrounds.
- **Community Workshops-** issues that require community feedback can benefit from a noticed workshop. These meetings could take place in the City Commission Chambers, fire hall, or Fairgrounds.

- **Charrettes-** Day-long design charrettes and information-gathering sessions allow a larger group of people to participate in the community engagement activity. These meetings could take place in the City Commission Chambers, fire hall, or Fairgrounds.

	Master Plan	Community Policy	Zoning Applications/ Amendments	CIP Planning	DDA Plan, Parks, Recreation Plan	Major Developments
Pre-Application Meeting						Recommended
Website		Recommended				
Newspaper	Required		Required	Required	Required	May be Required
Printed Postings	Required		Required	Required	Required	May be Required
Announcements	Recommended	Optional		Recommended	Recommended	
Postal Mailings			May be Required			May be Required
Social Media		Optional				
Community Survey	Recommended	Recommended			Recommended	
Public Hearing	Required		Required	Required	Required	May be Required
Open Houses	Optional				Optional	
Community Workshops	Optional				Optional	
Charrettes	Optional				Optional	

**Communicating Results**

The City of Imlay City will publicly communicate all results of community input on planning and development issues. The City will utilize one or more of the “Inform” methods to relay results back to the public.

At open meetings, the participation of interested persons and their input shall be recorded in the minutes. Approved meeting minutes, which include the outcome of the public participation, are made available to the public through various methods, including being posted on the City’s website.

Public participation during City events, special planning meetings, and general outreach can also be tracked. For group meetings such as interviews, focus groups, and community workshops/open house, attendance and number of comments should be tracked. Surveys distributed via paper form, mail, or electronically may be tracked by their response rate. The City may conduct regular surveys that allow response rates to be compared from year to year in addition to survey results. The City works diligently to be transparent with information. The City’s website is the primary source of information including meeting schedules, agendas, and minutes.

**Updating the Citizen Participation Plan**

Like all documents, the City of Imlay City understands that the Citizen Participation Plan will need 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 City’s Master Plan. Updates to this plan will be drafted by staff, reviewed and recommended by the Planning Commission, and approved through the City Commission. At least one public hearing will be held during the process to gather community input and to generate new ideas.