

City of Imlay City

Public Participation Plan

Approved by City Commission on January 16, 2018

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 draw on a variety of methods of communication and outreach in order to understand what our citizenry want. Goals of our Public Participation Process are outlined below.

- 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 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 for 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 of Imlay City will continue to provide educational materials that will support and encourage active and effective participation.
- The City will continue to support and encourage continuous improvement in the methods used to meet the public need for information and involvement.
- 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.

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 the 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 keepings 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. Public notices for these meetings are posted on the website at www.imlaycity.org and hung at City Hall (as required by the Act). The following processes require that neighbors within 300 feet of a property are personally notified:

- Rezoning of property
- Special Land Use
- Variance requests

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).

Interested persons are encouraged to contact the City Clerk or to check the City's website at 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 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
- 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
- Municipal employees
- Emergency personnel
- Commercial property and business owners and their employees
- Industrial facilities located in the City
- Neighborhood groups
- Churches
- Schools/ students
- Senior groups
- Hispanic community members

- Community visitors and tourists
- Service Clubs
- 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.

Boards/ Commissions	Members
• 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 sign ordinances and updating the City's Master Plan. Many of their recommendations go before 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 circumstance.

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.
- **Postal mail**- Postal mailing to neighbors within 300 feet, according to statute.

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.

Involve- work directly with 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.
- Community workshops- issues that require community feedback can benefit from a noticed workshop.
- Charrettes- Day-long design charrettes and information gathering sessions allow a larger group of people to participate in the community engagement activity.

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.

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 Planning Commission, and approved through City Commission. At least one public hearing will be held during the process to gather community input and to generate new ideas.