



**CITY OF
CHARLEVOIX**

Public Participation Plan

City of Charlevoix

210 State Street

Charlevoix, MI 49720

April 2018

Purpose

The City of Charlevoix has developed this Public Participation Plan to serve as a guide to gather public input during the planning and development review and approval process. This plan shall outline a process for seeking and gathering public input, and to create a uniform understanding of all requirements and goals of the City of Charlevoix in utilizing public opinion. While the City already engages with the public throughout the planning and development process, this plan will increase transparency and predictability between the City and local stakeholders and will be updated as needed.

“Public Participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.” – International Association of Public Participation, Core Values

Goals

In order to be consistent, it is important to tie the goals of this plan to what the City has already committed to do, as such, per the 2017-2018 City of Charlevoix, City Council Goals:

Provide strong stewardship of public resources and promote good governance:

We will seek collaboration with other entities around the area and look for ways to efficiently provide the quality services the community expects. Charlevoix government should be organized around gathering public input and effectively giving staff and Council good recommendations for public policy.

Improve the City’s website and include more information for those seeking to live, visit, and build a business in Charlevoix; include ways for residents to keep in contact with the City through electronic methods

We also strive to:

- Seek broad identification and representative involvement of all residents of the community
- Utilize effective and equitable avenues for distributing information and receiving comments
- Support and encourage continuous improvement in the methods used to meet the public need for information and involvement
- Record results of public engagement and recount these results back to the public
- Update our communications strategies and needed

State and Local Regulations

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

- Charlevoix City Charter
- Charlevoix Code of Ordinances
- The Michigan Open Meetings Act (PA 267 of 1976)
- The Michigan Planning Enabling Act (PA 33 of 2008)
- The Michigan Zoning Enabling Act (PA 110 of 2006)
- Downtown Development Authority Act (PA 197 of 1975)
- Brownfield Redevelopment Financing Act (PA of 381 of 1996)
- Local Historic Districts Act (PA 169 of 1970)
- Other pertinent local and/or State legislation.

Open Meetings Act

The Michigan Open Meetings Act was created to ensure government transparency and accountability to citizens. It required certain meetings of public bodies to be open to the public, timely public notice of these meetings, and the keeping of minutes at these meetings.

The entirety of the act can be accessed: [Open Meetings Act-267-of-1976](#)

In accordance with PA 267 of 1976, the City of Charlevoix will hold meetings in the City Hall building located at 210 State Street, which is accessible to the public.

Planning Enabling Act (PA 33 of 2008)

The Michigan Planning Enabling act serves to codify laws regarding county, city, and village planning. The entirety of the act can be accessed: [Planning Enabling 33 of 2008](#).

In accordance with PA of 33 of 2008, the necessary parties will be notified via first class mail, personal delivery or electronic mail a notice explaining the Planning Commission's intent to plan and requesting the recipient's cooperation and comment.

Before approving a proposed master plan, a Planning Commission will hold not fewer than one public hearing on the proposed master plan. The hearing will be held after the expiration of the deadline for comment as outlined in the act.

The Planning Commission will give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within Charlevoix.

The Planning Commission will also submit notice of the public hearing by first class mail, personal delivery or electronic mail to the previously listed entities for review.

After the adoption of the master plan, the Planning Commission may publish and distribute copies of the master plan or of any report, and employ other means of publicity and education.

Key Stakeholders

This Plan identifies important groups that can assist and enhance the public participation process, as well as identify groups that are not often at the visioning table. The following list represents a diverse set of individuals, groups and organizations that may be interested in or affected by the planning process. Engagement with groups will vary according to the project being reviewed. Possible key stakeholders include, but are not limited to:

- Local residents
- City Council
- Planning Commission
- Zoning Board of Appeals
- Charlevoix Area Chamber of Commerce
- Charlevoix Convention and Visitors Bureau
- Charlevoix Public Schools
- Charlevoix Montessori School
- St. Mary's Catholic School
- Commercial Developers, Brokers, Real Estate Professionals
- Potential Investors
- Northern Lakes Economic Alliance
- Charlevoix County Commission on Aging
- Local Business Owners
- Community, Civic and Social Groups
- Students and Student Groups
- Neighboring Communities
- Major Employers
- Neighborhood Associations
- Students
- State Agencies

Communications Toolbox

There are many situations in which the city will solicit public input for a plan or project. Public participation in the planning process not only satisfies political and public need, it also increases the likelihood of plan success. Broad engagement in the planning process also helps to prevent delays caused by unforeseen issues.

The following methods are used to advertise the public meetings of the City Council, Planning Commission, and other boards and commissions acting as advisory bodies to the City Council when taking action on land use or development applications. This list is flexible and can change based on needs and circumstances. The City of Charlevoix plans to use new technology as it becomes available and will update this plan to reflect updates and changes.

The City of Charlevoix makes all attempts to communicate with and reach all affected stakeholders.

- **Inform:** A variety of one-way communication formats are used including, newspaper, website and social media postings, flyers posted in public locations, mailings, various newsletters, television and radio announcements, press releases, attachments to utility bills.
- **Consult:** Other public participation methods of communication include in person, by phone or mail and online surveys, community workshops, focus groups, walkabouts, One-on-one interviews for the more vocal stakeholders, standing committees (Main Street or more projects specific), partnerships (schools, employers, groups), Manager's Call.
- **Involve:** Public Meetings shall take place at City Hall and/or the Charlevoix Public Library, a barrier-free and accessible location. At times, meetings may be held in other locations (i.e. library) to better accommodate residents.

City Council meetings 1st and 3rd Mondays at 6pm in Council Chambers

Planning Commission 2nd Monday 6pm

Downtown Development Authority/Main Street 4th Monday 5:30pm

Board of Review as posted

Zoning Board of Appeals (ZBA) as needed

Recreation Board as posted

Strategies for Outreach

This plan aims to outline how the City of Charlevoix plans ahead for public input and involve the public sooner rather than later in the development process. Proactively engaging a diverse group of stakeholders, including those in our community that may be under-represented, fosters a sense of ownership and prevents delays caused by unforeseen issues.

In order to accomplish this goal, this plan incorporates methods and tools that facilitate strong relationships and ongoing conversations with our residents and partners.

Communicating Results

The City of Charlevoix is dedicated to promoting transparency and therefore acknowledges the need to share public participation outcomes with the community in a timely and thorough manner.

Public Meetings: All meeting minutes will be posted online and available in City Hall in a timely manner.

Social Media: At this time response to public posts and communication of announcements is fluid and not an official method of communication from the City to the public, although many announcements will be posted this way. We plan to develop an official process in the future.

Surveys: We strive to improve the distribution and use of surveys whenever possible, beneficial and feasible, to identify key citizen concerns. These surveys will be compiled, evaluated and results may be posted online and communicated to the City Council, residents, survey participants and other stakeholders in the planning process for upcoming events.

Community workshops/focus groups: The City and other local boards or committees may conduct focus groups for gathering the community's opinion on specific issues, as needed. The minutes or reports from these meetings may be shared with the participants and the community as well as included in any report or plan generated on the feedback collected during these meetings.

Attach: (documents or links)

Updated meeting schedules (published as amended)

Updated planning review process (in development)

Community engagement tree/flow chart (in development)

RRC – Internal Public Participation Evaluation (see below)

RRC – Community Event Satisfaction Survey – making an effort to reach seniors and to city council (see below)

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?

Date:

Internal Public Participation Survey

Type of public participation

Date

How was the event advertised?

Where was the event held?

How many people attended? Was there a group that was under-represented?

Who facilitated/completed the event?

Are there ways this could be improved for future events?