

CITY OF ROGERS CITY PUBLIC PARTICIPATION PLAN

For Planning and Development Projects

Introduction

The City of Rogers City has developed a Public Participation Plan for Planning and Development Projects that contains the policies and procedures used for public involvement and outreach in the City's approval process. This plan contains the following:

1. Public Participation Goals and Objectives
2. Key Stakeholders in the Planning and Development Process
3. State and Local Regulations
4. Public Involvement Strategies
5. Opportunities for Public Participation

The City of Rogers City is required by State law, the City's Code of Ordinances, the City's Zoning Ordinance and the bylaws of the various Boards and Commissions it appoints to pursue public participation in planning and development projects. The City follows a public involvement process that provides information in a timely public notice and encourages early and continuing involvement of stakeholders in the planning and review process. This plan does not preclude additional public involvement and, if the circumstances arise, the City may retain a third party consultant that shall adhere to the provisions of this plan, if applicable.

Public Participation Goals & Objectives

The City of Rogers City has developed the following Public Participation Goals and Objectives:

1. The City of Rogers City shall conduct all aspects of citizen participation in an open manner, making the participation process accessible for all interested persons.
2. The City of Rogers City shall engage a diverse set of community stakeholders in planning, land use, and development decisions.
3. The City of Rogers City shall seek to identify and involve a broad and representative cross-section of community's residents.
4. The City of Rogers City evaluates 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.
5. The City of Rogers City shall assist developers in any way possible in soliciting input from neighboring stakeholders and the public in general early on and throughout the planning process to ensure understanding and acceptance from those stakeholders and the public and prevent obstacles from arising late in the process.
6. The City of Rogers City shall encourage the involvement of residents most affected by the proposed planning, land use, or development project.
7. The City of Rogers City shall solicit public participation in each phase of the master planning process.
8. The City of Rogers City shall make reasonable efforts to ensure continuity of involvement of citizens throughout all stages of the planning and review process.

9. The City of Rogers City shall utilize effective and equitable avenues for distributing information and receiving comments that includes the City Website.
10. The City of Rogers 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.
11. The City of Rogers City shall record the results of public participation to the extent feasible and provide summaries back to the public.
12. Along with the desire to engage a diversified public in its planning processes, the City of Rogers City relies on state statutes to help guide its participation activities.

Key Stakeholders in the Planning & Development Process

The following group of stakeholders represents a diverse set of individuals, groups and organizations that are interest or affected by the Planning and Land Use Process. Different groups may be engaged in each of the review process depending on the nature of the project, the plan, level of interest and the City's financial involvement in the project.

- City Council
- City Planning Commission
- City Parks & Recreation Commission
- City Harbor Advisory Committee
- Downtown Development Authority
- City Residents/taxpayers
- Rogers City Area Schools
- Rogers City Area Chamber of Commerce
- Northeast Michigan Council of Governments
- Presque Isle County Economic Development Corporation
- Commercial Brokers and Real Estate Professionals
- Public Employees
- Major Local Employers
- Civic and Social Organizations
- Environmental Groups
- Presque Isle County Road Commission
- Relevant State Agencies
- Neighborhood Groups
- Religious Groups
- Investors/Developers
- Presque Isle County
- Utility Service Providers
- Michigan Department of Transportation
- Emergency personnel

State and Local Regulations

The City, through the work of City Council and individual boards and commissions, follows the local and state regulations listed below. These regulations include provisions for the public review process, public participation, and public hearings.

- Home Rule City Act (PA 279 of 1909)
- City Charter
- City Code of Ordinances
- City Zoning Ordinance
- 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)
- Brownfield Redevelopment Financing Act (PA 381 of 1996)
- Downtown Development Authority Act (PA 197 of 1975)

- The Plant Rehabilitation and Industrial Development Districts Act (PA 198 of 1974)
- Other relevant local and State legislation

Public Involvement Strategies

The following methods may be used to gather the community's input on specific development proposals or the community vision for the Master Plan and other planning and zoning issues. The City may use these various activities to provide additional opportunities for citizens, public interest groups, or other stakeholders to directly participate in the development review process or the creation/amendment of plans and strategies.

The City shall communicate the results of the public participation methods in a consistent and transparent manner. More than one method of communication may be used in order to reach a broader audience and the affected persons. The results of any of the methods of engagement and outreach will be included in the report or plan generated based on the information collected during these meetings, and support the development review process.

1. Inform - Provide information, assist public understanding, and communicate results

Website. The City's website, www.rogerscity.com, includes all pertinent City plans and documents as well as information as to when various City commissions and boards meet.

Newspaper. The Presque Isle Advance is the City of Rogers City's most local newspaper. New editions are available on Thursdays. The Alpena News is a daily regional publication that features Rogers City information.

Printed postings. Available for viewing at City Hall.

Announcements. Announcements are made during meetings of the City Council, Planning Commission and other boards and commissions.

Press releases and Articles. At various times, the City will issue press releases and information for articles to area media outlets, including newspaper, radio, and television.

Email or postal mail. Interested parties may request to the City Clerk that they be notified personally of specific meetings/topics for discussion. The City also issues postal mailings to neighbors within 300 feet, according to statute.

Water Bill Notices. The City will sometimes provide information in its monthly utility bills.

Newsletters. The City may from time to time provide information to stakeholders through a newsletter.

2. Consult - Obtain public feedback

Web site. The City may sometime utilize its web site to obtain feedback. There is a comment & question function in the web site that connects users to various City staff.

Surveys. The City utilizes online and paper surveys 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.

3. Involve - Work directly with public throughout the process

Open Houses. In order to create two-way communication, the City may hold open house events for projects and initiatives as needed.

Steering/Advisory Committees. The City may organize steering/advisory committees consisting of residents, business owners, board and commission members, and other identified stakeholders. Members may be selected based on their expertise, interest, and background as they relate to the focus of the individual steering committee. This structure allows for focused discussions related to a specific topic. Meetings will be open to the public, and a synopsis of the meeting may be posted online. The results of the meetings and discussions of the steering committees will be incorporated into the plan generated based on the information collected during these meetings.

Community Workshops, Visioning Sessions or Focus Groups. The City may conduct focus groups, visioning sessions or community workshops for gathering the community's opinion on specific issues, development proposals, development sites of major importance, or the community vision, as needed. A variety of groups may be invited to attend the focus groups depending on the location and nature of the development site or project. The results of these meetings will be included in any report or plan generated based on the community feedback collected during these meetings.

Charrettes/Design Workshop. The City may engage the community through charrettes or design workshops. This tool may most often be used for specific development projects that involve significant changes to the urban form and require public input on the design layout. The City may encourage developers to hold charrettes for specific proposed projects with significant community interest.

One-on-One Interviews. 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.

4. Feedback on effectiveness of participation methods

External Satisfaction Survey. In order to evaluate the effectiveness of the public participation method, *participants* may be asked to complete a survey to evaluate the following:

- How the attendee heard about the event.
- Whether the event was held at a convenient location and time.
- If the attendee was satisfied with the event.
- Suggestions for improvement.

Internal Satisfaction Survey. In order to evaluate the effectiveness of the public participation method, *facilitators* may be asked to complete a survey to evaluate the following:

- The number of attendees.
- Whether any groups were under-represented.
- Suggestions for improvements.

Opportunities for Public Participation

The City provides Rogers City residents, and stakeholders in general, with numerous opportunities to get involved in the planning, review, and approval process for planning and zoning processes, community visioning, and development projects.

1. Development Review Bodies

The City encourages citizen participation in local government planning and policy decisions. All residents are invited to apply for appointments to City boards and commissions. Each year an advertisement is run in the local newspaper encouraging those interested in being considered for an opening on boards and commissions to submit an application/letter of interest.

City Council. The City Council consists of five members – two councilmembers who serve four-year terms, with two members elected every two years, and a mayor, elected every two years to serve as the City’s chief executive officer and to preside over meetings of the Council. The City Council is the legislative authority and governing body for the city. It is responsible for hiring and overseeing the City Manager, setting policy and adopting ordinances and resolutions. One of the most important policies is budgetary which is carried out through reviewing and adopting the annual budget which funds the city’s operations, capital projects and council’s priorities for each fiscal year which begins in July.

Planning Commission. The Planning Commission prepares and adopts physical plans for the City and reviews development proposals, both private and public, as set forth in the Michigan Zoning Enabling Act, 2006 PA 110 and the Michigan Planning Enabling Act, 2008 PA 33. It also acts in an advisory capacity for matters referred by the City Council. The Planning Commission has the authority to approve site plans and Special Land Uses. In addition, the Planning Commission makes recommendations to the City Council for Zoning Ordinance text and map amendments. The planning commission includes the mayor, a council person, and seven additional members appointed by the mayor.

Zoning Board of Appeals. The Zoning Board of Appeals has the power to authorize, upon an appeal, specific variances from requirements such as lot area and width regulations, building height regulations, yard and depth regulations and off-street parking and loading space requirements. The ZBA hears appeals related to the administration of the zoning ordinance, including the interpretation of text and the zoning map. In Rogers City, the City Council acts as the Zoning Board of Appeals.

Downtown Development Authority (DDA). The Rogers City DDA is designed to promote commerce in the Downtown District through beautification and economic development while preserving the historic aesthetics of the downtown community. The DDA handles the planning of downtown events and often oversees public improvement plans within its downtown district. The DDA includes the mayor and between seven and 11 additional members appointed by the mayor.

Parks and Recreation Commission. The Parks and Recreation Commission is an advisory body to the City Council that works with staff on improvements to the City’s parks, trail, and recreational infrastructure. The Commission also is responsible for maintaining and following an up-to-date Community Recreation Plan. The Commission includes a City Council representative and eight additional members appointed by the mayor.

Harbor Advisory Committee. The Harbor Advisory Committee meets monthly with the city manager and harbor master and advises the City Council on all things related to the operation of the Rogers City Marina, including marina improvement projects. The Committee includes a City Council representative and nine additional members appointed by the mayor.

Agendas and dates/times of the meetings are posted well in advance of each at the entrance to City Hall. The dates and times of meetings also are featured on the City's web site. Minutes of Council meetings are posted in the local newspaper. Minutes of all other meetings are included in Council packets distributed upon request to area media.

2. Public Meetings

Open Meetings. All meetings of the City Council and its various boards and commissions shall be open to the public in accordance with the "Open Meetings Act," 1976 PA 267, as amended, except closed session meetings as provided for in the Act. Public notices for these meetings are hung at City Hall (as required by the Act).

Universal Access. All meetings shall be held in a facility accessible to persons with disabilities and the City shall provide reasonable accommodations, such as interpreters for the hearing impaired and audiotapes of printed materials being considered at this meeting, upon notice to the City of Rogers City prior to the meeting. Individuals with disabilities requiring reasonable accommodations or services should contact City Hall.

Meeting Schedule. The public will be notified within 10 days of the first meeting of a public body in each calendar or fiscal year; the body will publically post a list stating the dates, times and places of all its regular meetings at City Hall. 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 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.

3. Public Access to Information

Individual boards and commission will hold public meetings pursuant to the boards' and commissions' bylaws and State regulations. As required by law, the City of Rogers City will provide the public reasonable and timely access to information and records relating to the Community Master Plan, Public Participation Plan, Zoning Ordinance, DDA Plan, other plans and ordinances, and amendments to any of the plans and ordinances.

Meeting Postings. Interested persons are encouraged to check the event calendar on the City's website at www.rogerscity.com, or at City Hall in order to be kept informed of any meeting/hearing changes or cancellations.

Meeting Location. Meetings/hearings take place in the Rogers City Hall Council Chambers, which is barrier-free and accessible to the entire community. At specific times, meetings may be held at neighborhood locations to better accommodate residents. 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 City Hall.

Agendas and Public Hearing Notices. Meeting agendas are available ahead of time at City Hall, hanging on the front door. Meeting agendas relating to a specific application are mailed to applicants. Public hearing notices are sent to applicants and stakeholders. Property rezoning, special land use permits, and variance requests require that neighbors within 300 feet of a property are personally notified. Statutes require these processes be noticed in the Presque Isle Advance as well as mailed to neighbors within 300 feet at least 15 days prior to the meeting.

Minutes. The City Council's meetings are recorded. Draft meeting/hearing minutes are, by law, available 8 business days after the meeting to which they refer. Approved meeting/hearing minutes are published in the Presque Isle County Advance.

Hard Copies of Documents. Copies of planning documents will be available at Rogers City Hall (193 E. Michigan Ave., Rogers City, MI 49779) or on the City's website (www.rogerscity.com)

4. Public Comments

Opportunities for public comment shall be available at any meeting of the City Council or City boards and commissions in accordance with the provisions in the boards and commission's bylaws and other operating policies. The meeting agenda allows for public comments under the 'Public Comment' section.

5. Public Hearings

The City 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.

Planning Commission. The Planning Commission holds public hearings in response to requests for Special Use Permits, Planned Unit Developments, and Zoning Amendment Requests. The Zoning Administrator shall schedule and publish the notification of a public hearing before the Planning Commission in the Presque Isle Advance not less than 15 days prior to the hearing. Land use and development application notifications shall be sent by mail to the applicant, the owner of the subject property, and, in the case of a Special Land Use or rezoning, to the owners of property within 300 feet of the subject property. The Planning Commission meeting agenda is posted well in advance of all meetings at the City Hall entryway. The applicant shall receive written notification of the Planning Commission's determination.

City Council. The City Council shall hold a public hearing when called for in its enabling legislation, as required for the review of business tax or financial assistance applications, and when otherwise deemed prudent, following the notice requirements set in the local and state legislation.

Other Boards and Commissions. Other relevant boards and commissions will hold public hearings as needed and as required by the individual boards and commissions bylaws. The public hearings will be noticed as required in advance of the meeting. All meeting agendas will be posted well in advance of each meeting at the City Hall entryway.

6. Development Review Opportunities

A. Master Plan Adoption or Amendment

The City of Rogers City will follow, at a minimum, the provisions of 2008 PA 33, as amended (the Michigan Planning Enabling Act, M.C.L. 125.3801 et. seq.) for the adoption of a new Master Plan or of an update to the existing Master Plan.

The Planning Commission will send a notice to all stakeholders as listed in the State enabling legislation; the notice will explain that the Planning Commission intends to prepare a plan and request cooperation and comment on the plan now and when the plan is drafted.

The Planning Commission and the City will then begin work on drafting or updating the plan. They shall involve the public through many of the methods listed in the section Public Involvement Strategies. The City shall encourage the involvement and participation of all stakeholders, including any marginalized groups that may be typically less involved in the planning process. Stakeholder involvement is encouraged from the beginning and the results of such public participation are made available to the community and participants and incorporated as much as is reasonably possible in the drafted plan or plan amendment.

In preparation, studies of existing conditions and probable growth should be done for the basis of the plan. The Planning Commission may make use of expert advice and information from Federal, State, County, and Municipal officials, departments, and agencies having information, maps, and data pertinent to the City. The City may consult with representatives of adjacent local units of government with respect to their planning so that conflicts in master plans and zoning may be avoided. The City may cooperate with all departments of the State and Federal governments, public transportation agencies, and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and seek the maximum coordination of the local unit of government's programs with these agencies.

The City shall encourage and track the public participation through a variety of means, including minutes, public recording of meetings, comment cards, sign-up sheets, and input received verbally, through written correspondence or through website comments, and other means as appropriate.

The Planning Commission will act to submit the proposed plan to the City Council for review and comment. The process of adopting the Master Plan shall not proceed further unless the City Council approves the distribution of the proposed plan.

The City Council shall act on the proposed plan during a public meeting held in accordance with the Open Meetings Act. The City Council shall decide on the approval of the distribution of the proposed plan to local governments and agencies for review and comments.

If the City Council approves the distribution of the proposed plan, the City shall transmit, in the manner provided by the State enabling law, a copy of the proposed plan, for review and comment, to all of the units listed in the State enabling law. These entities may submit comments on the proposed plan to the Planning Commission within 63 days after the proposed plan was submitted to that entity.

Before approving the proposed Master Plan, the Planning Commission shall hold not less than one public hearing on the proposed plan. The hearing shall be held after the expiration of the deadline for comment. The Planning Commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in the Presque Isle Advance. The Planning Commission shall also submit notice of the public hearing to the entities that received initial communication.

The proposed plan must be approved by resolution of the Planning Commission. A statement recording the Planning Commission's approval of the plan, signed by the chairperson or secretary of the Planning Commission, shall be included on the inside of the front or back cover of the Master Plan. Following approval of the proposed Master Plan, the secretary of the Planning Commission shall submit a copy of the plan to the City Council.

Approval of the proposed plan by the Planning Commission is the final step for adoption of the plan, unless the City Council by resolution has asserted the right to approve or reject the plan. In that case, after approval of the proposed plan by the Planning Commission, the City Council shall approve or reject the proposed plan. A statement recording the City Council's approval of the Master Plan, signed by the City Clerk, shall be included on the inside of the front or back cover of the Master Plan if the City Council takes action on the Plan. After the adoption of the Master Plan, the City of Rogers City shall publish and distribute copies

of the Master Plan to stakeholders required by State law. In addition, the City will use public participation methods listed in Section 4 to inform the public of the availability of the Master Plan.

B. Zoning Ordinance Adoption or Amendment

The Planning Commission may of its own motion, or shall upon petition for a Zoning Amendment, prepare an ordinance amending or changing the district boundaries or district regulations. In most cases, applications for amendment are due 45 days before the next meeting of the Planning Commission in order to meet the public hearing notice requirements. The ordinance will be noticed in the Presque Isle Advance at least 15 days prior to the hearing.

Prior to submitting its recommendation to the City Council, the Planning Commission will hold a public hearing. After the public hearing, the Planning Commission shall forward its recommendation to City Council. The City Council shall act to adopt or reject the amendment.

Following adoption of the ordinance to amend, supplement or change the district boundaries or the district regulations, the ordinance will be filed with the City Clerk, and a notice of the ordinance adoption will be published in the Presque Isle Advance within 15 days after adoption. The ordinance or amendment will take effect on the eighth day after its publication.

C. Site Plan Review/Special Use Review/Zoning Board of Appeals Request

The public is given the opportunity to voice their opinion, support or concerns during the site plan review, special land use, or Zoning Board of Appeals process. Site plan review is conducted during a regular (or special) meeting of the Planning Commission without a public hearing. Special Use review or Zoning Board of Appeals review is conducted during a public hearing which is noticed according to the Public Hearings section above.

D. DDA Plans and Projects

The Downtown Development Plan and Tax Increment Financing Plan followed by the DDA is only adopted and/or amended following a public hearing, during which the public is given the opportunity to review projects that are the responsibility of the DDA.

Updating the Public Participation Plan

Like all documents, the City of Rogers City understands that the Public 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 5 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 Council. At least one public hearing will be held during the process to gather community input and to generate new ideas.