



ALL BOARDS & COMMISSIONS SPECIAL JOINT MEETING AGENDA October 6, 2015 - 6:00 p.m.

Bonifas Art Center Auditorium 700 1st Avenue South

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Ralph B. Blasier, Member
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Ed Legault, DDA Director
Blaine DeGrave, Code Enforcement
Kimberly Peterson, Recreation Director
Daina Norden, City Assessor
Buffy Smith, Executive Assistant
Melissa Becotte, City Controller
Bob Valentine, Treasurer
Mike Furmanski, Electric Superintendent
Ken Vanderlinden, Public Safety Director
Bill Farrell, City Engineer
Jeff Lampi, Water/Wastewater Director
Larry Gravatt, Harbor Master
Carolyn Stacey, Library Director

SPECIAL JOINT MEETING AGENDA
Tuesday, October 6, 2015, at 6:00 p.m.

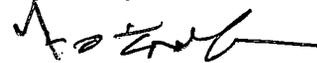
CALL TO ORDER
ROLL CALL
APPROVAL/ADJUSTMENTS TO THE AGENDA
CONFLICT OF INTEREST DECLARATION
UNFINISHED BUSINESS
NEW BUSINESS

1. Training - Engaging the Public - Public Participation Planning Process Guide Development.

Explanation: As part of the Community Master Planning process and the Redevelopment Ready Communities Program, Nancy Ohle, an Organizational Development Consultant and Corporate Trainer, will facilitate a work shop focused on engaging the public throughout the various upcoming planning processes being undertaken by the City of Escanaba to include the creation of an updated community based master plan.

BOARD, COMMISSION, AND COMMITTEE REPORTS
GENERAL PUBLIC COMMENT
ANNOUNCEMENTS
ADJOURNMENT

Respectfully Submitted



James V. O'Toole
City Manager



COUNTY OF DELTA

STATE OF MICHIGAN

NOTICE OF SPECIAL MEETING

PLEASE TAKE NOTICE that a special joint meeting will be conducted by **All Boards & Commissions on October 6, 2015, at 6:00 p.m., Bonifas Art Center, Auditorium, 700 1st Avenue South, Escanaba, Michigan.** The purpose of said meeting is to hold a work shop focused on engaging the public throughout the various upcoming planning processes being undertaken by the City of Escanaba to include the creation of an updated community based master plan, and/or act on any other items to be brought up by Boards and Commissions.

October 6, 2015 6:00 p.m., Bonifas Art Center, Auditorium

This notice is given in accordance with Act 267 of the 1976 Public Acts of State of Michigan and Chapter II, Section 5, of the Escanaba City Charter. The City of Escanaba will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon five (5) days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling the below named City Clerk. Public notice will be given regarding any changes of the above meeting.

James V. O'Toole, City Manager
(906) 786-9402

or

Robert S. Richards, CMC
(906) 786-1194

TAW/bms

Posted 9/2/2015 9:10 AM



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About Us - Managing Partners

Nancy Ohle



Nancy Ohle has been a leader and mentor in Organizational Development, Strategic Planning, Team Leadership, Performance Management, and Quality Performance systems for over 25 years. Her consulting partnerships have spanned Fortune 100 industries, local governments, service industries, and non-profits. While a Chamber of Commerce "Athena" award winner for mentoring women, Nancy does not limit her coaching to women alone. A speaker at the Michigan Mayors' Conference, H.H. Dow Leadership Academy, and National League of Cities Annual Meeting, Nancy is a sought-after facilitator, coach, and consultant. She will challenge your organization to articulate its vision and goals, and will design systems that tie individual competencies and performance to your bottom line. She is as comfortable in the board room as she is on the front line, and will challenge all aspects of your organization toward higher performance. An engaging facilitator, she will help you define issues before moving toward solutions. Always enjoying new cultures, Nancy has worked both domestically and in Europe, South America, and Asia.

Nancy earned her MBA with a concentration in Organizational Development and Labor Relations from Central Michigan University and her undergraduate degree in Business Administration from Illinois State University. Her extra-curricular passion is in "Youth Leadership" where she dedicates her time and energy to high school students in project management, goal-setting, and an attitude that is couched in "No Regrets!".

Joyce Snow



Joyce Snow has a Masters Degree in Organizational Management from Spring Arbor University and a Bachelor Degree in Business from Michigan State University. She has 17 years of management experience in human resources, training and workforce development in both the private and public sectors. She is a trained facilitator and is a certified mediator through the Michigan State Court Administrative Office. Her black-belt training in Lean Six Sigma has given her process tools that she has employed to create cost saving programs. She has designed an employee appraisal tool and a compensation determination structure and has conducted, analyzed and packaged wage and benefit surveys.

Her work knowledge includes compensation and benefits, agriculture,

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1215 Pritchardville Rd.
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E-mail us:
info@hrpartnersolutions.com

education, grant writing, insurance, and training. She has experience with both union and union-free manufacturing environments in the automotive, aerospace, sporting goods, educational and medical devices industries. Her non-profit and public sector experiences include HR Consulting Director of Lansing Community College and Management of the Michigan Works! Michigan Prisoner Re-entry Initiative, Employment Services, Welfare Reform and Workforce Investment Act programs which are designed to provide training and/or employment to the various populations of the public.

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PUBLIC PARTICIPATION PLAN GUIDE



A general outline for how a community may organize
its public participation plan



redevelopment ready
communities

INTRODUCTION

A public participation plan (P³) is essential for outlining how the public will be engaged throughout the planning and development process. The plan allows for interactions to share and receive information in ways that are adjusted in content and intensity to the size and scope of the project at hand. In addition, the P³ acts as a tool for accountability and transparency, requiring a municipality to often seek public input as well as record and share the results of the various methods. Furthermore, the public participation plan conserves resources in the long-run by evaluating the most valuable ways to engage the public. The document is updated to reflect success and areas in need of improvement, leaving a strong culture of public involvement, despite municipal turnover.

The Redevelopment Ready Communities® (RRC) program, administered by the Michigan Economic Development Corporation (MEDC), embraces open government with clear policies and procedures. Part of obtaining certification is to have a public participation plan in active use. The following information acts as a general outline for how a community may organize its public participation plan. Each section contains a brief explanation for the purpose of that section and a few examples or ideas to consider.

RRC staff and advisory council find the approach described in this guide to be very helpful when preparing public participation plans. However, the material in this guide is advisory and does not constitute official MEDC policy or guidance.

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PARTICIPATION GOALS AND OBJECTIVES

The public participation plan (P³) should include a section that describes what the municipality seeks to accomplish through the creation of the plan. This allows all involved in the creation of the document to come to consensus on what successful public participation looks like. The following are examples of goals and objectives of a P³:

- Solicit public participation in each phase of the master planning process. Throughout the multiple phases of the master planning process, extensive participation components are and will continue to be incorporated to foster public participation. Proactive participation denotes early and continuous involvement in important policy or project decisions before they are finalized. There are many opportunities for the public to play a role in shaping short- and long-term needs, solutions and funding priorities. The earlier the public is involved in the process, the greater the opportunity to influence important land-use decisions.
- Seek broad identification and representative involvement of all residents of the community. The diverse characteristics and needs of residents require different communication and outreach techniques.
- Utilize effective and equitable avenues for distributing information and receiving comments. There are many techniques and mechanisms available to ensure that a diverse public is well-informed and able to play a role in the planning process. Recognizing that no single technique or mechanism will work in all cases, it is up to the municipality to consider the special communication needs of the public and use the best approaches to accomplish this objective.
- Provide educational materials and design participation initiatives that will support and encourage effective participation. Effective participation in the decision-making process requires an understanding of land-use issues and the framework for making local investment decisions. Planning professionals and officials need to be well-versed in and employ visualization techniques that optimize public understanding of issues and concepts. Visualization techniques can be especially helpful with specific sites or areas of re-development.
- Maintain and develop staff expertise in all aspects of participation. This includes techniques for bridging language, cultural and economic differences that affect participation; ways to convey issues and information in meaningful ways to various cultural groups; and means for ensuring equitable representation for all segments of the population and sectors of the economy.
- Support and encourage continuous improvement in the methods used to meet the public need for information and involvement. Public information and involvement methods are continually evolving. The municipality is committed to seeking new and innovative ways to engage and keep the public involved throughout the process.
- Record results of public engagement and recount these results back to the public. To properly capture the concerns, priorities and vision of the public, the municipality will develop a system to track the various techniques and mechanisms of public input. To maintain transparency and consistency, the municipality will develop a method for sharing public participation with the public.

STATE REGULATIONS ON PUBLIC PARTICIPATION

The P³ should include laws concerning public participation to establish the bare-minimum public participation requirements. The following is sample language:

“Along with the desire to include a diversified public in its planning processes, the municipality relies on state statutes to help guide its participation activities.”

Michigan Open Meetings Act

In accordance with the Michigan Open Meetings Act (PA 267 of 1976), the municipality will hold meetings in the xxx building located at address, which is accessible to the general public.

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 publicly post a list stating the dates, times and places of all its regular meetings at its principle office. (If a public body does not have a principle office, the notice would be posted in the office of the county clerk for a local public body or the office of the Secretary of State for a state public body.)

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.

Note: A regular meeting of a public body which is recessed for more than 36 hours, can only be reconvened if a notice is posted 18 hours in advance.

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.

Any citizen can request that public bodies put them on a mailing list so that they are notified in advance of all meetings by contacting the following: XXXXX

Michigan Planning Enabling Act

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008) the following parties will be notified via first class mail, personal delivery or electronic mail by the planning commission (or legislative body if no planning commission exists) of the intent to plan and request the recipient's cooperation and comment:

- The county in which the municipality is located
- The regional planning commission for the region in which the municipality is located, if there is no county planning commission for the county in which that municipality is located. If there is a county planning commission, the municipal planning commission may consult with the regional planning commission but is not required to do so
- The county planning commission, or if there is no county planning commission, the county board of commissioners for the county in which that municipality is located
- Each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the local unit of government, and any government entity that registers its name and mailing address for this purpose with the planning commission
- If the master plan will include a master street plan, the county road commission and the state transportation department

After the draft master plan has been submitted to the legislative body for review and approval for distribution, the draft plan will be submitted to the previously listed entities for review.

Before approving a proposed master plan, a planning commission will hold not less 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 the local unit of government. 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, a 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

The P³ should identify important groups that can assist and enhance the public participation process, as well as identify groups that are not often at the visioning table. This section can describe the role that groups have played in the past and opportunities for them to participate in the future. The creation of the P³ is an advantageous time to identify contacts within organizations or groups and solidify partnerships in the public participation process.

The following are often important entities:

- Chamber of Commerce
- Commercial business owners
- Community's largest employers
- Downtown Development Authority (DDA), Principal Shopping District (PSD) or Business Improvement Zone (BIZ)
- Local brokers
- Neighborhood groups
- Neighboring municipalities
- Potential investors
- Public employees (police, fire, health, education)
- Real estate professionals
- Religious groups
- Senior groups
- Social organizations
- Students
- Young professionals
- Other entities familiar with the community

THE COMMUNICATION TOOLBOX

The public participation toolbox is virtually limitless, from tried and true methods to the truly imaginative. This section is where a municipality can describe the positive and negative aspects of ways the public is already being reached and brainstorm new ways to engage stakeholders. The following are sample methods for community involvement:

Basic announcement methods for public meetings

The following methods are often used to advertise public meetings. Many times, this does not result in involvement of all stakeholders, especially those with visual impairments, non-English speakers, the illiterate, youth, citizens with limited mobility and those who work during the time of the public meeting.

- Newspaper posting
- Website posting
- Flier posting on community hall door
- Announcements at council meeting
- Postcard mailings
- Attachments to water bills
- Local cable notification

Proactive practices

The following are some example public participation methods that are less reactive and more focused on education and collaborative visioning. Many of these methods would not be possible without strong partnerships with stakeholders identified earlier in the P³ and a community that is committed to public input.

- **Surveys:** Surveys are useful for identifying specific areas of interest or concentration from a broad scope of ideas or issues. These areas of interest can then be further explored using other methods like the ones outlined below. A community may use a survey to identify where to start in the planning process, or the general climate surrounding a topic. Surveys can be useful to get a general idea of something, but should not be used as the sole method of public input. It is helpful for a municipality to administer surveys with partners. For example, schools can send surveys home with children, churches can have them available to fill out and neighborhood groups can put them in mail boxes. As with most public input efforts, it is best to vary the delivery method (mailed, handed out, electronic) and include bilingual language if applicable in your community.
- **Community workshops:** These could be as simple as a series of question and answer sessions or as creative as creating a board game. The P³ should identify potential venues, considering access for the disabled and citizens without vehicles. In addition, the P³ should identify how to reach underrepresented groups. For example, holding workshops in different languages to suit your community's demographic and at different locations and times. This section is an ideal place to identify who would facilitate the workshops; whether it is an outside consultant, active citizen or municipal staff. Often workshops are a great way to educate the community surrounding a specific topic and hear concerns, questions and ideas.
- **Charrettes:** The charrette differs from a workshop because it is a multi-day event where designers and planners work on a plan in-between what are called "feedback loops." Usually between three and seven days, citizens can come to the "charrette studio", which is an office on or near the location of the proposed plan or project. Citizens offer ideas while the charrette team facilitates and observes. From these suggestions, the designers and planners change the plan to suit community input and present their creation the next day where the community offers feedback again. This makes up one cycle of a "feedback

loop". There can be up to five feedback loops, resulting in a final plan shortly thereafter. This process can be completed with many different budgets, depending on the expertise of municipal staff and local residents. Charrettes take much planning beforehand. The P³ offers an opportunity to begin planning for how a community would hold a charrette and who would be involved. For more information, visit www.charretteinstitute.org.

- **Walkabouts:** Walkabouts offer candid feedback from a variety of stakeholders when discussing a specific area. They can be paired with community workshops or charrettes to measure the perceived safety and comfort of pedestrians in a downtown, neighborhood or corridor. Walkabouts are also useful for identifying desired design, problem properties or safety concerns. The P³ should identify how citizens will be notified of a walkabout, keeping in mind the limitations of just one notification method. In addition, the P³ should determine if community partners and staff can facilitate the sessions, or if a consultant will be necessary.
- **One-on-one interviews:** Interviews are a great way to get specifics on a topic. In the stakeholder section of the P³, specific community leaders may have been identified, making them ideal candidates for an interview. Some communities have individuals that are very vocal about issues in the community. Interviewing them may give some perspective on how to address their concerns. It is important to remember that one interview reflects the opinion of one individual and should not be considered the standing of the entire community.
- **Focus groups:** Like interviews, focus groups can help to narrow down concepts or get a specific side of the story. Stakeholders groups identified earlier in P³ make ideal participants of a focus group.
- **Standing committees:** These are focus groups that repeatedly meet and will differ depending on the needs of a community. They are perfect for concerned residents, underrepresented groups, or groups that may have specific needs in a community, such as students or seniors. This is an opportunity for a municipality to draw from the expertise of residents, perhaps organizing a standing committee of real estate professionals, business owners and brokers to offer feedback.
- **Social networking:** Technology offers a unique opportunity to give and receive information to a mass of people. Municipalities can post events, share information and even solicit feedback. This public participation method is best used in conjunction with other methods because it excludes those who do not use social media. The P³ should identify the social media venues a community will use, the target audience of these venues and who will be responsible for making posts and monitoring the posts of others. The ability to spread misinformation or post disrespectful comments makes it important to plan for the use of social media.

STRATEGIES FOR OUTREACH

The P³ allows a municipality to plan for public input, rather than simply reacting to it. In this case, the sooner the public is involved, the better. Proactively engaging stakeholders fosters a sense of ownership and prevents delays caused by unforeseen issues. This section should outline how the community will be engaged from the communication toolbox depending on the situation. The following are common times at which public input should be solicited:

Master plan update

Zoning ordinance update

Downtown development plan

Corridor improvement plan

Parks and recreation plan

Low controversy development project

High controversy development project

COMMUNICATING RESULTS

This section should outline how results from public participation sessions will be communicated back to the public. This demonstrates that the responses were heard, and creates an environment of transparency. Municipalities have many venues of communication: television, newsletters, the municipal website, social media. The appropriate venue to communicate, who is responsible for this communication and how soon after the public participation event are all described in this section. There is no one way of communicating. The community should choose venues that make sense for that community. The following are examples of ways to communicate public feedback:

Public meetings: The meetings will be televised on station. Also, person will post meeting minutes online no later than amount of time after the meeting is held.

Surveys: Surveys will be compiled by person no later than amount of time after the survey was completed. The results will be posted online and published in the quarterly newsletter.

Community workshops/charrettes: Person is charged with taking notes during community workshops and charrettes. These notes will be posted on the workshop/ charrette Facebook page no later than amount of time after the workshop or the charrette. In addition, the results of these events will be communicated in a wrap up community meeting.

Walkabouts: The facilitator(s) of will walkabouts will take notes during the walkabout. These results will be compiled by person and posted online no later than amount of time after the walkabout.

One-on-one interviews: Interview results will be kept confidential for the comfort of the participants unless requested otherwise.

Focus groups: Focus group results will be kept confidential for the comfort of the participants unless requested otherwise.

Standing committees: Meeting minutes will be taken by person and posted online no later than amount of time after the standing meeting occurs.

Social networking: Person is responsible for monitoring the municipal Facebook page. They will respond to public posts no later than amount of time after the post was made. Person will tweet on behalf of the municipality concerning community events and public participation results.

EVALUATING THE EFFECTIVENESS OF PARTICIPATION EFFORTS

In this section, the community should identify how the P³ will be updated depending on the success of the various outreach methods. For example, this section may identify who records all public participation efforts. In addition, it may outline an exit survey for certain public participation events. Furthermore, this section will identify when the P³ will be reviewed again. This will result in public participation that is continuously evolving to better obtain public input. A sample document for reviewing public participation events and a sample exit survey can be found in the appendix.

CLOSING

Public participation, when properly executed, builds community consensus and strengthens sense of place. Creating a culture of collaborative visioning enriches democracy by allowing citizens to voice their ideas, not just their complaints. A community's public participation plan is not another document to be created and shelved, but a daily guide for how to best incorporate the public into decisions that affect their space. The community should end the P³ by stating again why the document was created and making a commitment to its use. Both elected/appointed officials and municipal staff should participate in the creation and application of the P³. The result will be development that the whole community has planned for, smoother approval processes and a more satisfied public.

APPENDIX

The community event satisfaction survey (page 15) and internal public participation evaluation (page 16) are included for your use.

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 EVALUATION

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?

Sample

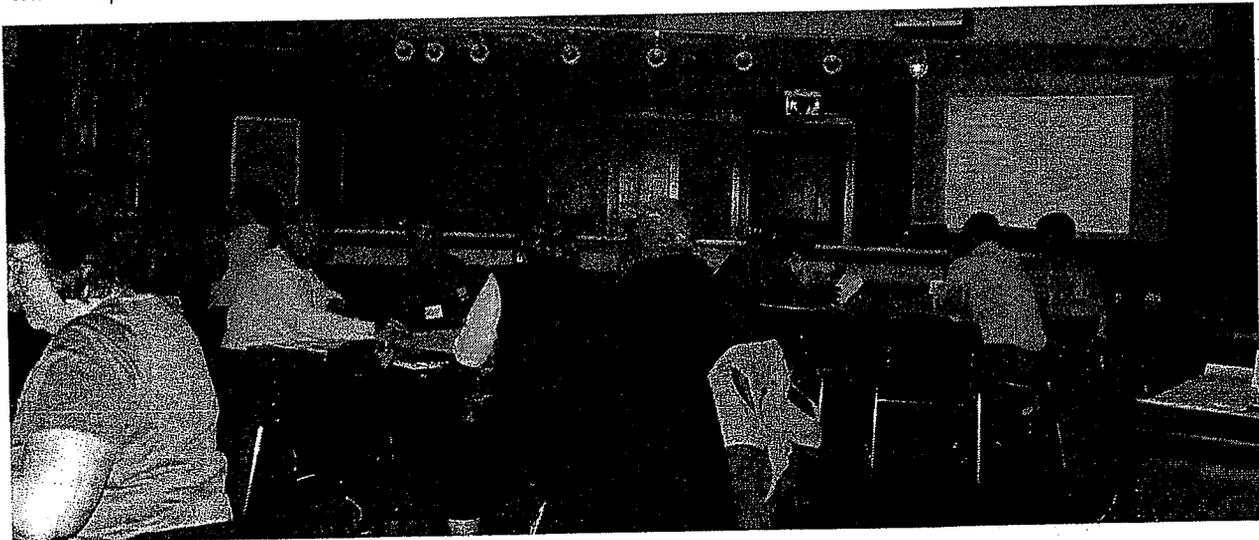
Public Participation Plan Planning and Development Projects

The City of Manistee 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:

- Public Participation Goals
- Key Stakeholders in the Planning and Development Process
- State and Local Regulations
- Opportunities for Public Participation
- Strategies for the Planning and Development Review Process
- Methods for Community Participation
- Community Engagement and Outreach Activities

The City of Manistee is required by State law, the City's Code of Ordinances, City's Zoning Ordinance and the bylaws of the various Boards and Commission 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. The City Council and the City's boards and commissions hold public meetings at City Hall which is a barrier free facility. Information is made available on the City's [website](#) and [Facebook](#) page. The City employs various methods to target larger audiences when needed and implements additional measures to engage the community and a diverse set of stakeholders in the review process.

The City of Manistee is committed through the development of this plan for a public participation process that includes effective communication with various stakeholders in planning and development activities. The City encourages citizen participation and works to engage a diverse group of stakeholders in the review process for planning and development. The City has developed a method of evaluation that provides feedback to ensure that the process is working and addresses issues, as they arise, so that changes can be made to ensure that the plan considers new methods of reaching the public. The Plan will be updated as needed to reflect changes.



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.

1. Public Participation Goals

The City of Manistee has developed the following Public Participation Goals:

- The City of Manistee shall conduct all aspects of citizen participation in an open manner, with freedom of access to the participation process for all interested persons.
- The City of Manistee shall solicit public participation in each phase of the master planning process.
- The City of Manistee shall engage a diverse set of community stakeholders in planning, land use, and development decisions.
- The City of Manistee shall encourage the involvement of residents most affected by the proposed planning, land use, or development project.
- The City of Manistee shall seek to identify and involve a broad and representative cross-section of community's residents.
- The City of Manistee shall make reasonable efforts to ensure continuity of involvement of citizens throughout all stages of the planning and review process.
- The City of Manistee shall utilize effective and equitable avenues for distributing information and receiving comments that includes the City Website and City's Facebook Page.
- The City of Manistee 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.
- The City of Manistee shall record the results of public engagement to the extent feasible and provide summaries back to the public.

Along with the desire to include a diversified public in its planning processes, the City of Manistee relies on state statutes to help guide its participation activities.

1.1 Open Meetings Act

In accordance with the Michigan Open Meetings Act (PA 267 of 1976), the City of Manistee will hold meetings in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan, which accessible to the general public.

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 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.

Meetings are listed on the Events Calendar on the City Website.

2. Key Stakeholders in the Planning and 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
- Young Professionals
- Manistee Area Public Schools
- Manistee Intermediate School
- West Shore Community College
- Public Employees
- Students and Student Groups
- Potential Investors/ Developers
- Visitors Bureau
- City Boards & Commissions
- Residents
- Manufacturers Council
- Real Estate Brokers/Agents
- Taxing Jurisdictions
- Major Local Employers
- Environmental Groups
- Neighborhood Groups
- Main Street/DDA
- Steering/Ad Hoc Committees
- Business Owners
- Manistee County
- Neighboring Municipalities
- Senior Citizens
- Civic/Social Organizations
- Other Stake Holders
- Chamber of Commerce
- Utility Service Providers

3. 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.

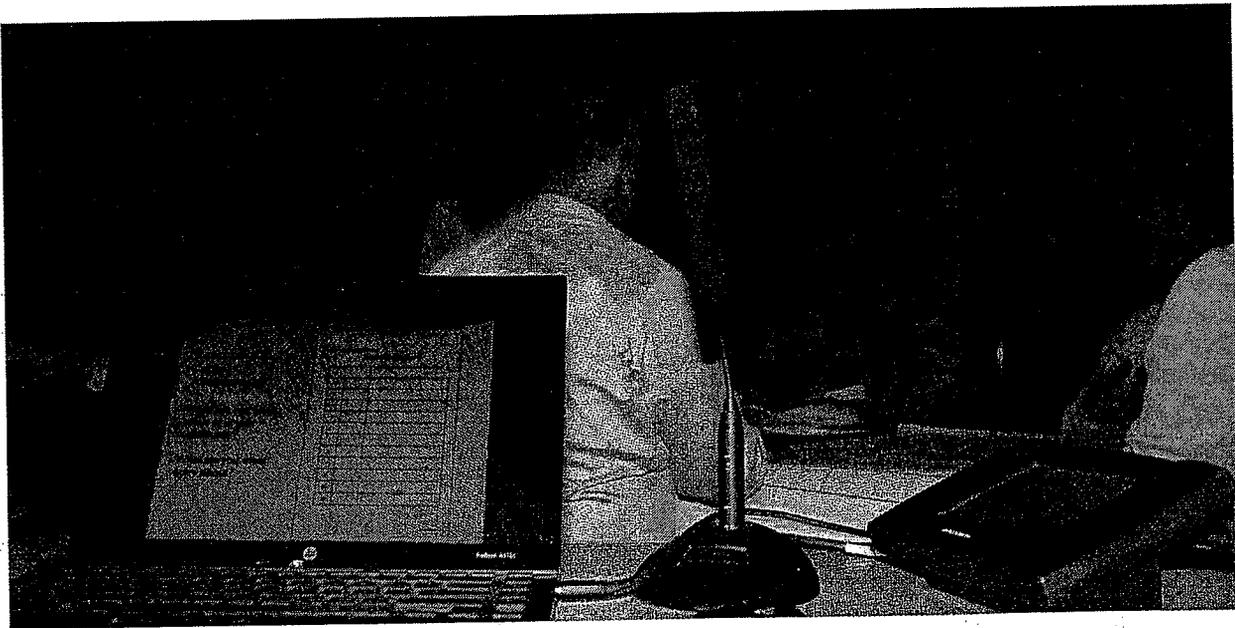
- Home Rule City Act (PA 279 of 1909)
- City Charter
- City Code of Ordinances
- City Zoning Ordinance
- The Michigan Open Meetings Act (PA 267 of 1976)
- The Michigan Planning Enabling Act (PA 33 of 2008)
- Brownfield Redevelopment Financing Act (PA 381 of 1996)

- Downtown Development Authority Act (PA 197 of 1975)
- Local Historic Districts Act (PA169 of 1970)
- The Plant Rehabilitation and Industrial Development Districts Act (known as the Industrial Facilities Exemption) (PA 198 of 1974)
- The New Personal Property Exemption Act (PA 328 of 1998)
- Other relevant local and State legislation

4. Opportunities for Public Participation

The City provides Manistee residents, and stakeholders in general, with numerous opportunities to get involved in the planning, review, and approval process for planning and zoning applications, planning documents, development projects, and economic development assistance programs.

The Site Plan Review, Process for Commercial Projects A Step-by Step Guide for Developers in the Appendix outlines the development approval process followed in the City of Manistee for commercial projects.



4.1 Development Review Bodies

City Council

The City Council is the governing body for the City of Manistee. The council consists of seven members who serve two-year terms. Members are nominated by district but elected at large by voters. Elections

are nonpartisan. Terms are staggered with districts 1, 3, 5 and 7 elected one year while districts 2, 4 and 6 are elected the next year.

Once seated after an election, council elects a mayor from among their members. The mayor is the city's chief executive official and presides 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 fiscal year which begins every July.

Another important policy document is the strategic plan. This annually updated plan provides high level guidance for the day to day operations of the city and is a vital management tool.

Boards and Commissions

The City encourages citizen participation in local government planning and policy decisions. Therefore, all citizens are invited to apply for appointments to City boards and commissions. The City has established a number of boards and commissions. Some are state-mandated and others are purely a local creation; however they all make significant contributions to the community and its betterment. Some groups provide recommendations to the City Council on a variety of topics and issues.

Some of the boards and commissions review proposed plans and land use projects. These boards and commissions function in two capacities, the first being the public policy process, the second in advisory and administrative. These boards or commissions may make recommendations to the City Council based on the project. These advisory boards and commissions have regularly scheduled meetings in place during which they review projects, deliberate on issues, and hosts special events.

City boards and commission meet regularly and provide opportunities for public participation in the planning and development review process. These are public meetings and a public comment period is on each agenda. Listed below are the boards and commissions in the City of Manistee that work on the planning and development review process.

- The Brownfield Redevelopment Authority was formed to facilitate the sensible redevelopment of numerous underutilized or vacant commercial and industrial properties throughout the city.
- The Historic District Commission is charged with overseeing the city's historic district. The establishment of the Historic District allows property owners with contributing properties the opportunity to apply for both federal and state tax credits.
- The Housing Commission is charged with overseeing senior and low-income housing. It has oversight of the properties owned by the Manistee Housing Commission.
- The Main Street/Downtown Development Authority is charged with overseeing the orderly development of the downtown. It is funded by taxpayer dollars through a tax increment financing arrangement. This board also oversees the Main Street program.

- 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, MCL 125.3101 et seq. and the Michigan Planning Enabling Act, MCL 125.3801 et seq. and acts in an advisory capacity for matters referred by the City Council.
- The Zoning Board of Appeals/Construction Board of Appeals have 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 and decides questions that arise in the administration of the zoning ordinance including the interpretation of text and the zoning map. The Construction Board of Appeals was established in accordance with Sec. 14 of the Michigan State Construction Code act of 1972 as amended.

The City is always looking for talented, committed people to serve on its boards and commissions. If you are interested, please contact the City Clerk's office and fill out an application. Vacancies on our boards come up quite frequently and we are always looking to fill open positions. These are advertised in the local paper, on the City website and posted on the City Facebook page. The City strives to make sure our volunteers experience is as productive and rewarding as possible. A complete list of boards and commissions, their responsibilities, meeting agendas and minutes can be found on the City's website.

4.2 Public 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," PA 267 of 1976 as amended, except closed session meetings as provided for in the Act. Public notice of meetings shall be given in accord with the Act. 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 Manistee prior to the meeting. Individuals with disabilities requiring reasonable accommodations or services should contact either the City Manager's or City Clerk's office.

Interested persons are encouraged to contact City Hall or check the City's website in order to be kept informed of any meeting schedule, variations, or location changes.

The City Council's meetings are recorded and replayed on Manistee Public Access Channel 189/190. Individual boards and commission will hold public meetings pursuant to the boards' and commissions' bylaws and State regulations. Meeting agendas and packets of the City Council, Planning Commission, and other boards and commissions shall be made available on the City's website in advance of the meeting.

The meeting agenda are sent, by mail or e-mail, to all land use applicants. Meeting minutes of the City Council and the City's boards and commissions are coordinated by the staff liaison and posted on the City's website.

4.3 Public Comments

Opportunities for public comment shall be available at any meeting of the City Council or City's 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' or 'Communications from Citizens' sections. The participation of interested persons and their input shall be recorded in the meeting 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.

4.4 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, Street or Alley Vacation Requests and Zoning Amendment Requests. The Planning and Zoning Administrator shall schedule and publish the notification of a public hearing before the Planning Commission in a newspaper of general distribution in the City not less than 20 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 the owners of property within 300 feet of the subject property.

The Planning Commission meeting agenda and meeting packet shall be made available on the City's website in advance of the meeting. 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 their enabling legislation and as required for the review of business tax or financial assistance applications, 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 and packets shall be made available before the meeting on the City's website.

5. Strategies for the Planning and Development Review Process

The City of Manistee has established strategies for the Planning and Development Review Process.

5.1 Adoption of the Comprehensive Plan (or update)

The City of Manistee shall follow, at a minimum, the provisions of Michigan Public Act 33 of 2008, as amended (the Michigan Planning Enabling Act, M.C.L. 125.3801 et. seq.) for the adoption of a new Comprehensive Plan or of an update to the Comprehensive Plan.

The Planning Commission shall 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 'Methods for Community Participation,' including, but not limited to, steering committees, open houses, community meetings, community walks and tours, website updates, social media, and surveys. 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 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 Comprehensive Plan shall not proceed further unless the City Council approves the distribution of the proposed plan.

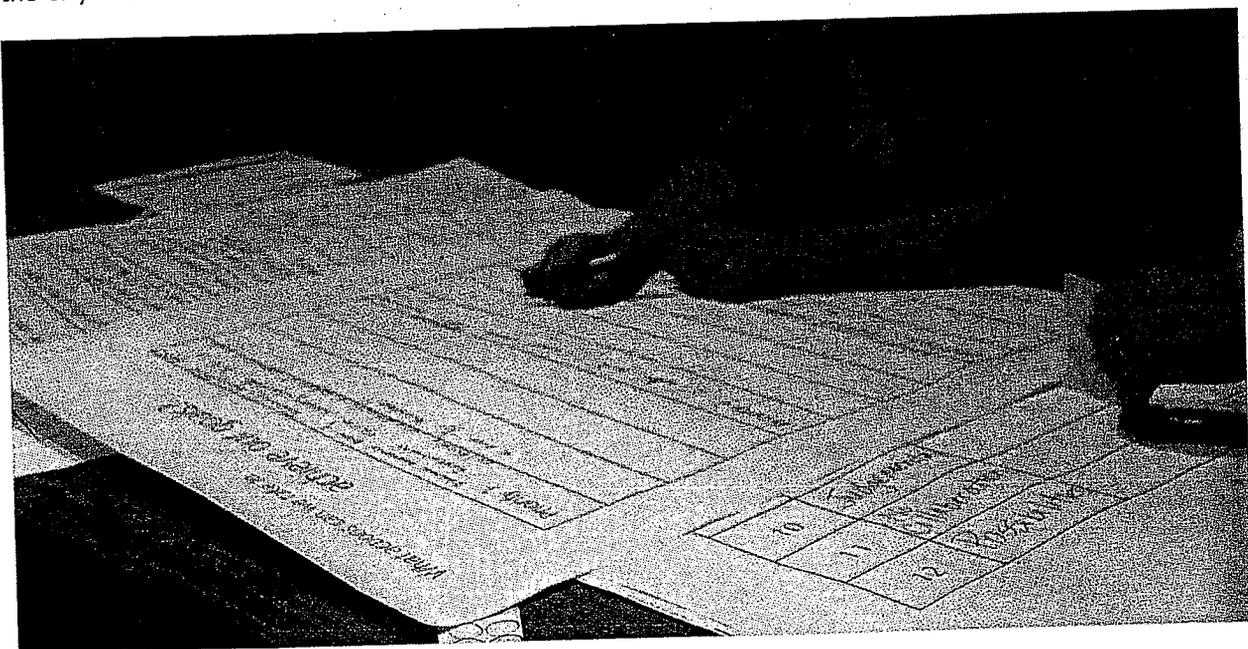
The City Council shall act on the proposed plan during a public meeting held in accordance with the Open Meetings Act. The City Council shall decide on the approval of the distribution of the proposed plan to local governments and agencies for review and comments.

If the City Council approves the distribution of the proposed plan, it shall notify the secretary of the Planning Commission, and the secretary of the Planning Commission shall submit, 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 Comprehensive 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 20 days before the hearing by publication in a newspaper of general circulation within Manistee. The Planning Commission shall also submit notice of the public hearing to the entities that received initial communication.

The proposed plan shall be approved by resolution of the Planning Commission carried by the affirmative votes of not less than 2/3 of the members. 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 Comprehensive Plan. Following approval of the proposed Comprehensive 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 Comprehensive Plan, signed by the City Clerk, shall be included on the inside of the front or back cover of the Comprehensive Plan if the City Council takes action on the Plan.



5.2 Adoption/Update to the Zoning Code

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 are due 25 days before the next meeting of the Planning Commission in order to meet the public hearing notice requirements. The ordinance will be noticed in a newspaper of general distribution in the City at least 20 days prior to the hearing.

Prior to submitting its recommendation to the City Council, the Planning Commission will hold a public hearing. The City Council will, on receipt of the report of the Planning Commission, set a date for a first reading for consideration of the proposed amendment, supplement or change. After the first reading, the City Council will schedule a second reading at which time they may act upon the adoption thereof, with or without 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 a newspaper of general circulation in Manistee within 15 days after adoption. The ordinance will take effect upon the expiration of ten days after its publication.

5.3 Other Documents

The City shall follow, at a minimum, the provisions of the State legislation for the adoption of several planning documents. For instance, the City shall follow the requirements set forth in the Brownfield Redevelopment Financing Act (PA 381 of 1996) and the Downtown Development Authority Act (PA 197 of 1975) describes the steps for the adoption of Brownfield redevelopment plans or downtown development plans. The City shall follow the provisions of the PA 33 of 2008 and the City Code for the adoption of the Capital Improvement Plan. Additional methods of communication and public outreach may be used in the review and adoption process of all these plans.

5.4 Development Projects

The City shall follow, at a minimum, the provisions of the local and State regulations, as listed in this Plan, to review development projects that involve the approval of planning and zoning applications, permits, and business assistance. This applies to the review process for site plans and special use permits, rezoning and variance request applications, Brownfield or downtown redevelopment assistance, personal property tax exemptions, and industrial facilities exemptions.

In many circumstances, the City Council and its boards and commissions will hold public hearings, noticed in accordance with the State legislation, and allow for public comment on the proposed development project during its regular meetings. Depending on the nature of project, the community interest, and community's financial involvement, additional methods of engagement may be used to gather community feedback.

6. Methods for Community Participation

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.

6.1 Accessibility

Public meetings of the City Council and the boards and Commission shall take place at City Hall, 70 Maple Street, Manistee, Michigan that is barrier-free and accessible to the entire community. At times, meetings may be held in neighborhood locations (i.e. schools), to better accommodate residents.

Most City Council meetings are recorded and televised, but at a minimum they are summarized in the meeting minutes. Other boards and commission meetings are summarized in the meeting minutes. The communities input is communicated through published minutes, direct correspondence to interested parties, website posting, Facebook posting and other methods of communication.

6.2 Avenues of Communication

The City of Manistee strives to employ diverse methods of communication in order to reach all affected stakeholders. The City shall use various forms of print and electronic media to support early and often public participation opportunities. The City uses the following avenues of communication:

- City's website: website posting of meeting agendas, minutes, and recordings of meetings
- Newspaper posting of public hearing notices (Manistee News Advocate)
- Newsletter (bi-annually mailed with tax bills)
- Public Access, Manistee Public Access Channels 189/190
- Flyer postings at the City Hall and other City building entrances
- Announcements during the meetings of the City Council and City's boards and commissions
- Press releases and communications to media. Press releases are typically distributed to a media list containing local or statewide print and broadcast organizations
- Notification of the applicant through mail or e-mail
- Mailings
- Surveys
- Other methods as deemed appropriate

6.3 Information Available to the Public

The City of Manistee strives to follow a transparent planning and development review process and share relevant information with community members and any other stakeholders, including the following:

- Published meeting schedules, minutes, and agendas are posted on the City's website.
- Meeting agendas are mailed to applicants.
- Public hearing notices are sent to applicants and affected stakeholders.
- The City's website includes a variety of topics and information pertaining to the development review process, including the City Charter, the City Code of Ordinances, resolutions, strategies and planning documents, applications and fee information, maps, and much more.

7. Community Engagement and Outreach Activities

The following methods may be used to gather the community's input on specific development proposals or the community vision for the Comprehensive Plan and other planning and zoning documents. 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 through the appropriate avenues of communication listed previously. 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.

7.1 Technology

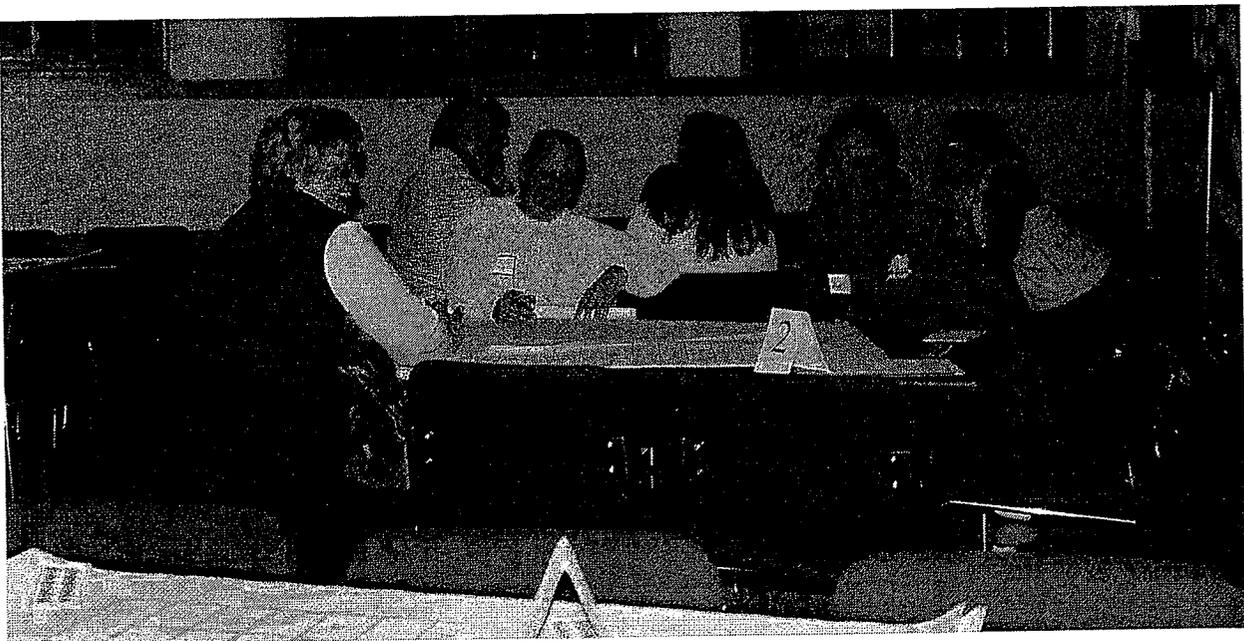
The City currently uses several online tools of community engagement and shall continue to explore the use of new tools. For projects of great importance to the community, the City employs social networking (e.g., Facebook) to share notices about upcoming development related meetings or Comprehensive Plan updates.

7.2 Steering Committees

For any Comprehensive Plan update, the City may organize steering committees consisting of residents, business owners, Manufacturing Council, board and commission members, and other 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 will allow for focused discussions related to a specific topic (e.g., economic development 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.

7.3 Focus Groups, Visioning Sessions and Community Workshops/Meetings

The City may conduct focus groups 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, including Council members, community members, school representatives, business leaders, students, board and commission members, developers, and other relevant stakeholders. Typically these meetings will be held at City Hall which is accessible and barrier-free to accommodate all persons. The minutes from the focus groups or community workshops may be shared with the participants (that chose to share their contact information) and the community. The results of these meetings will be included in any report or plan generated based on the community feedback collected during these meetings.

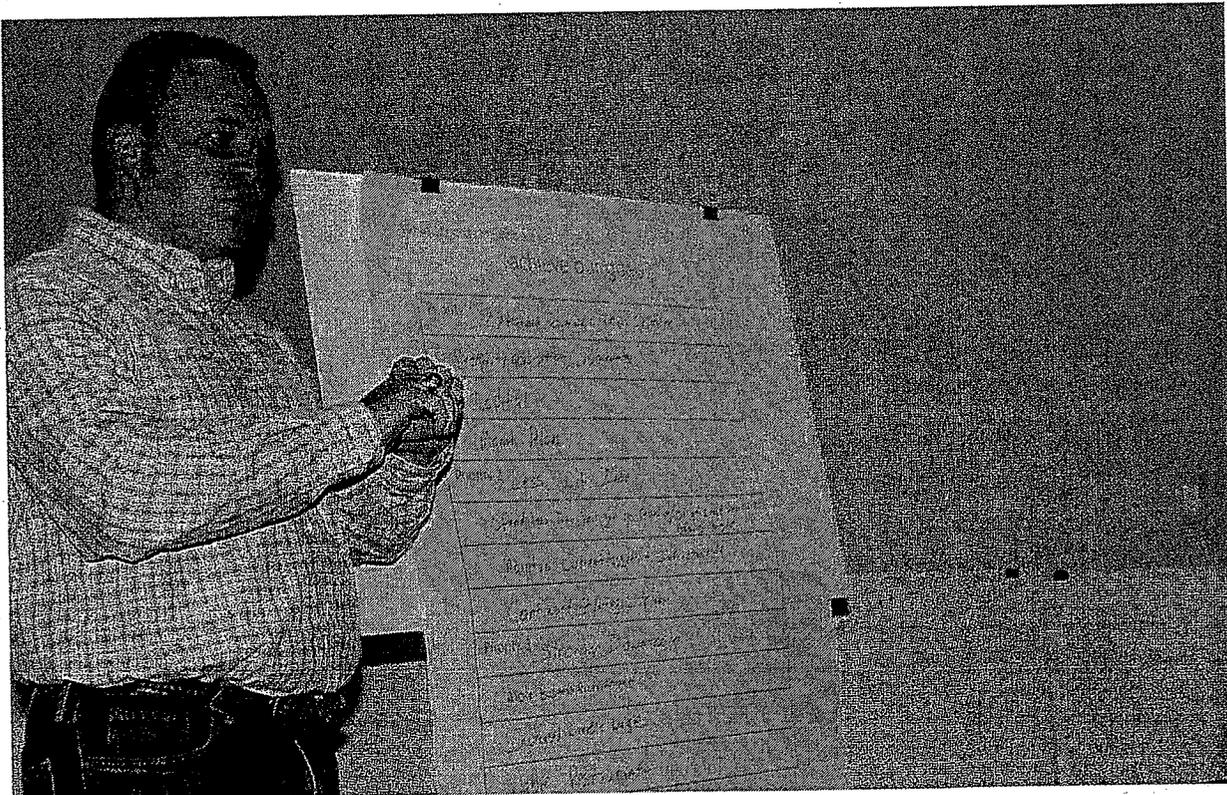


7.4 Surveys

The City may employ surveys, whenever possible, beneficial, and feasible, to identify key citizen concerns. These surveys provide valuable direction specifically as it relates to the City's Comprehensive Plan or planning documents. The City may design and implement, through a third party partner or City staff, surveys to gather the community's opinion with regard to specific topics (e.g., general City services, housing needs, amenities, the downtown). The surveys may be distributed through various methods of delivery to ensure the broadest reach, based on the nature of the target group (e.g., mail, e-mail, website access, copies available at City facilities). The responsible party will compile the survey results following the closing of the survey. The survey results may be posted online, and communicated to the City Council, residents, survey participants, investors, developers, and other stakeholders.

7.5 Charrettes/Design Workshops

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.



7.6 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.

7.7 Bus or Walking Tours

Tours offer an opportunity for City staff, residents, and other stakeholders to identify and discuss specific development areas or topics. City staff or consultants will facilitate tours, depending of the nature of the development or planning project. The facilitator(s) may take notes during the tour and share them with the participants and the community. The results of these events will be included in any report or plan generated based on the community feedback collected during these tours.



Appendix

Site Plan Review, Process for Commercial Projects a Step-by Step Guide for Developers

Community Events Satisfaction Survey

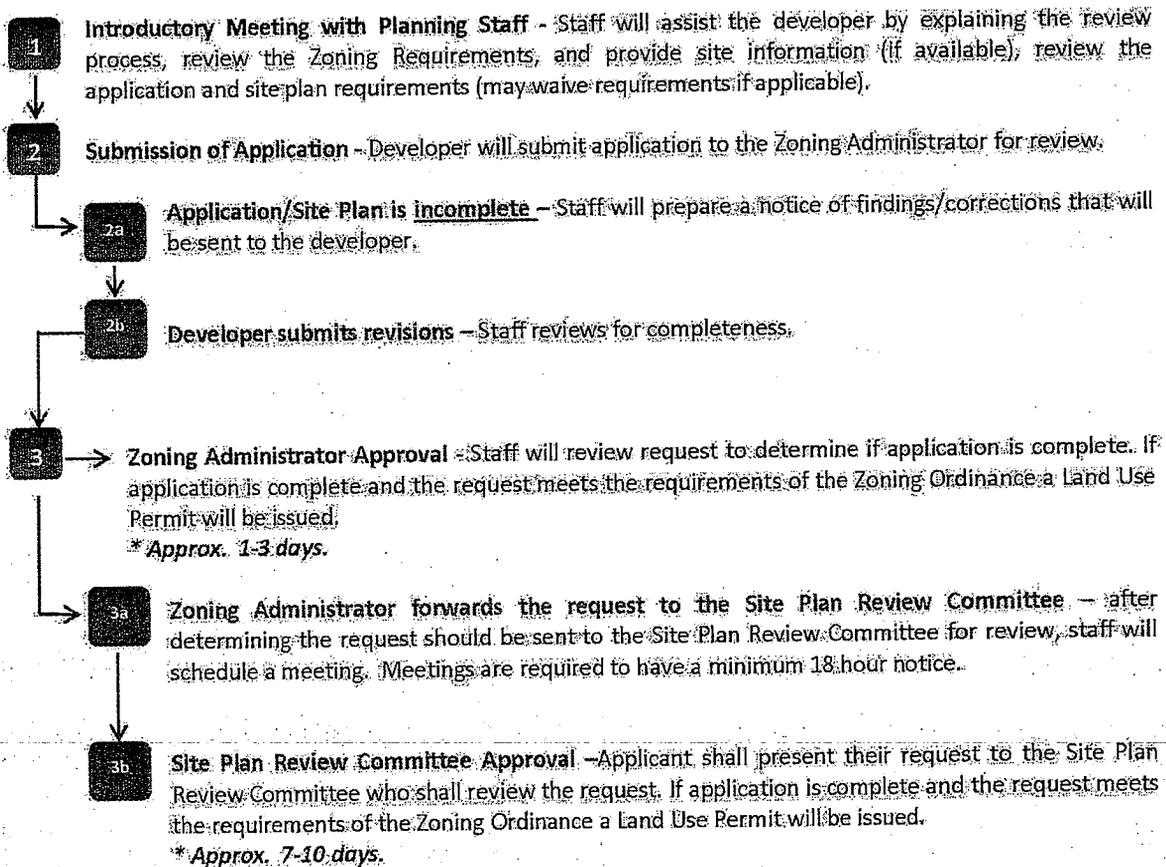
Internal Public Participation Evaluation



Site Plan Review Process for Commercial Projects A Step-By-Step Guide for Developers

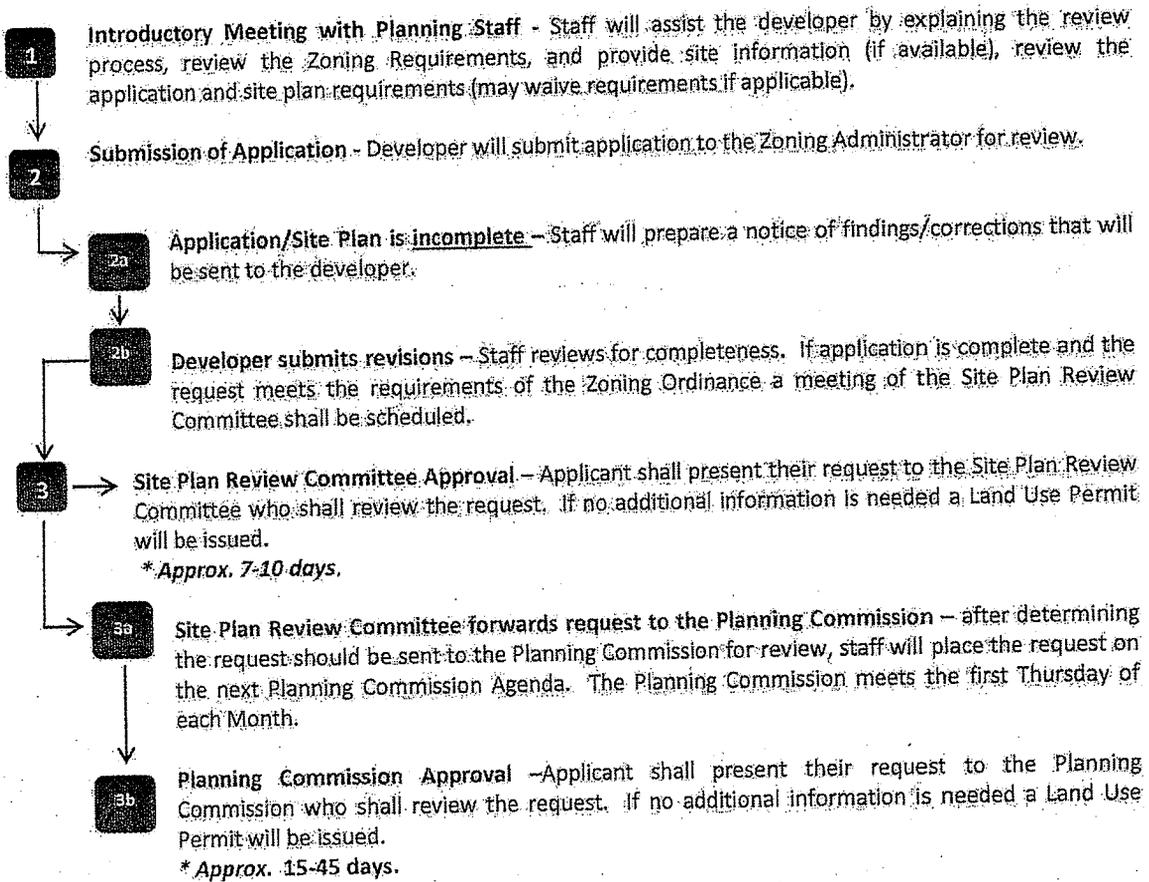
The City of Manistee has three levels of review for Commercial Projects. Level I for minor projects, Level II for Major Projects. Special Use Permits and Planned Unit Developments require a Public Hearing and review by the Planning Commission. This guide has been developed to assist with the process.

Level I Review – Additions and alterations to existing structures will be reviewed by the Zoning Administrator who shall reserve the right to forward it to the Site Plan Review Committee for approval



**Average time depending on Staff availability, complete application and/or Meeting Schedules*

Level II Review – New construction shall be reviewed by the Site Plan Review Committee who shall reserve the right to forward it to the Planning Commission for approval

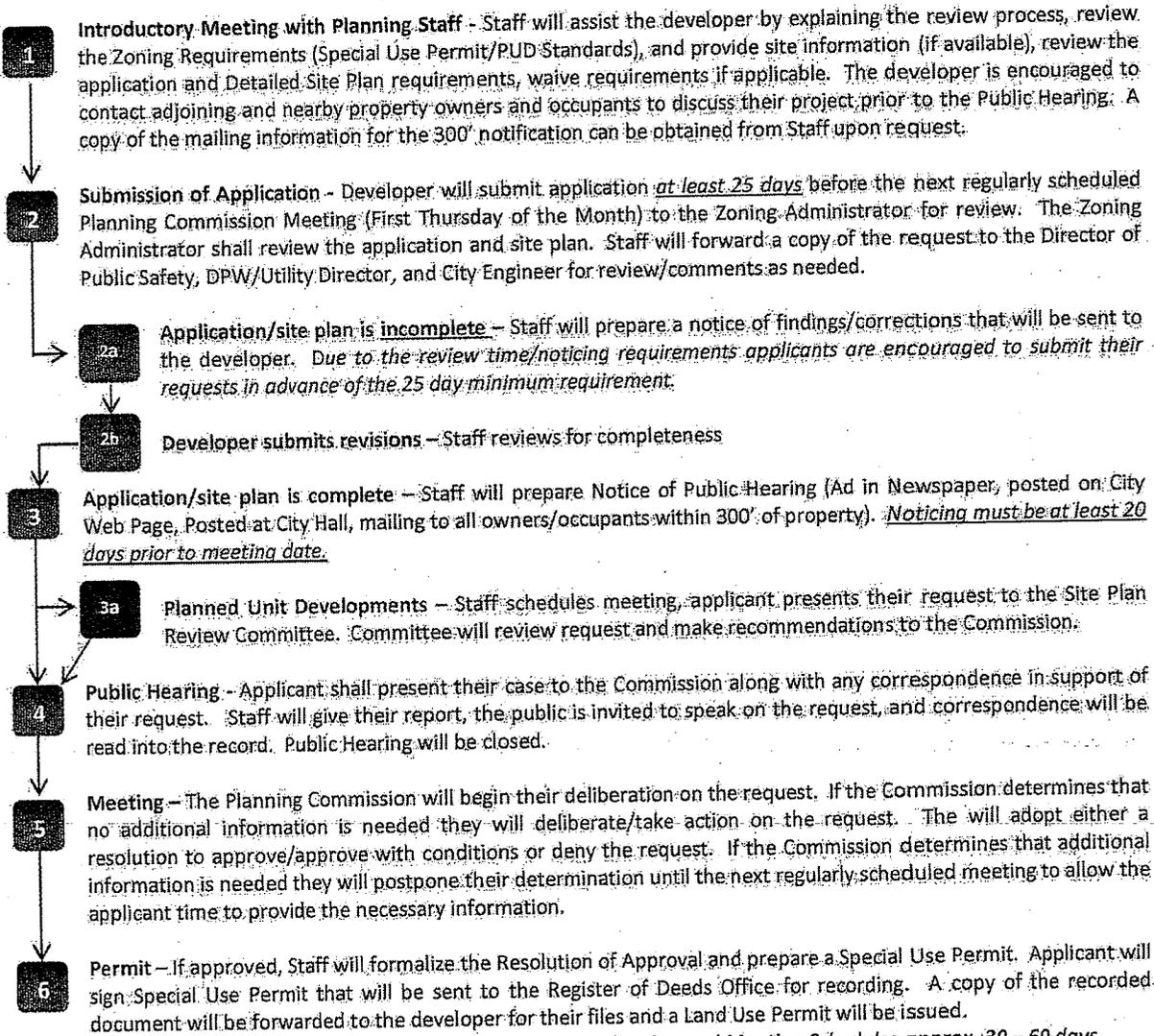


**Average time depending on Staff availability, complete application and/or Meeting Schedules*



Site Plan Review
Process for Commercial Projects
A Step-By-Step Guide for Developers

Detailed Site Plans – Special Use Permits and Planned Unit Developments – Detailed Site Plans shall be reviewed by the Planning Commission and require a Public Hearing



**Average time depending on Staff availability, complete application and Meeting Schedules approx. 30 - 60 days*

Manistee Commercial Historic District - If your project is located in the Historic District, Staff will work with you on completing the necessary applications/requests for your project. These requests can be done concurrent with your request for Site Plan Approval.



Community Event Satisfaction Survey

Please take a moment before you leave to complete the following:

What Event did you attend today?

Date: _____

How did you hear about this event?

Was this event held at a convenient location and time? yes no

Are you glad you came to this event? yes no

Would you improve it in any way? yes no

Comments:

The City of Manistee thanks you for your attendance. This survey will assist city personnel to learn from attendees the success of the event/public input process.

Last Updated November 2014



Internal Public Participation Evaluation

Facilitators are asked to complete the following:

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? yes no

If so, explain:

Are there ways this could be improved for future events? yes no

Comments:

Please return this form to the Planning and Zoning Department. Thank You.

Last Updated: November, 2014

ENGAGING THE PUBLIC WORKSHOP

The Redevelopment Ready Communities® (RRC) program is excited to announce a 4-hour workshop focused on ways to engage residents, businesses and other stakeholders. The processes you use to engage your community in redevelopment efforts are as varied as the different “fabrics” of communities. This workshop is designed to open your eyes to the various strategies and tools available to you in engaging your citizens in your revitalization efforts.



The workshop will be hosted by Nancy Ohle, an Organizational Development Consultant and Corporate Trainer dedicated to enhancing change efforts in organizations.

Please RSVP to your community representative!

WHEN
Tuesday
October 6, 2015
12pm - 4pm

WHERE
Escanaba City
Hall-
Council
Chambers
410 Ludington Street
Escanaba, MI

**WHO SHOULD
ATTEND**
Escanaba and
Gladstone Staff,
Elected &
Appointed
Officials

RSVP:
ESCANABA-
Blaine DeGrave
906.789.7302
bdegrave@escanaba.org

Gladstone-
Darla Falcon
906.428.3181
dfalcon@gladstonemi.org