



CITY OF EAST JORDAN PUBLIC PARTICIPATION STATEMENT

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PUBLIC PARTICIPATION STRATEGY REDEVELOPMENT READY COMMUNITIES

A public participation statement is essential for outlining how the public will be engaged in 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 public participation statement 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.

The Redevelopment Ready Communities (RRC) program administered by the Michigan Economic Development Corporation (MEDC) embraces open government with clear policies and procedures.



Objectives

The City of East Jordan (the City) will continue to involve the entire community as “key stakeholders” in the future development of our City. To this end the City will adhere to the following objectives:

- The City will evaluate each project on an individual basis to determine project scope, stakeholders, project limitations, approving body, points of community impact during the decision making process, internal and external resources, and level of appropriate community involvement.
- The City will make information available in a timely manner to enable interested parties to be involved in decisions at various stages of the review and approval process.
- The City will engage citizens in a transparent manner, making information easy to access for all interested members of the community.
- The City will seek public participation for matters involving future development of the City, such as the Master Plan and Zoning Ordinance update process.
- The City will seek creative ways to involve a diverse set of community stakeholders in planning, land use, and development decisions.
- The City will use comments and information received from interested members of the community to make decisions regarding planning, land use, and future development.
- The City will track and analyze the results of all public participation to the extent feasible and provide summaries back to the public.

State & Local Regulation

- City of East Jordan Charter
- City of East Jordan Code of Ordinances
- Michigan Open Meetings Act (PA 267 of 1976)
- Michigan Planning Enabling Act (PA 33 of 2008)
- Home Rule City Act (PA 279 of 1909)
- Brownfield Redevelopment Financing Act (PA 381 of 1996)
- Downtown Development Authority Act (PA 197 of 1975)
- Plant Rehabilitation and Industrial Development Districts Act (PA 198 of 1974)
- Personal Property Exemption Act (PA 328 of 1998)
- Corridor Improvement Act (PA 280 of 2005)
- Other applicable local, state, and federal regulation

Key Stakeholders in the City of East Jordan

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

- Local residents
- Neighboring jurisdictions
- Michigan Department of Transportation
- Municipal Employees
- Emergency personnel
- Northern Lakes Economic Alliance (NLEA)
- Commercial business owners and employees
- Industrial facilities located in the City
- Neighborhood groups
- Real estate professionals
- City's boards and commissions
- Churches
- Schools
- Senior groups
- Community visitors and tourists
- Utility Providers

Processes for Development

There are various times in the planning process when the City Commission, the Planning Commission, and/or the Zoning Board of Appeals request public input. These processes include public hearings for rezoning of land, development of the Zoning or Sign Ordinances, the Master Plan, requested variances and Special Land Use. The flowchart below outlines the time limits for these processes.



Development Review Bodies

The City encourages citizen participation in local government planning and policy decisions. All residents are invited to apply for appointments to the City boards and commissions. Vacant positions are advertised on the City's Website, www.eastjordancity.org.

City Commission

East Jordan's City Commissions is composed of 7 members. The Mayor shall be the chief executive officer of the City and shall be recognized as head of the City government for all ceremonial purposes and by the governor for purposes of military law, but shall have no administrative duties. All City Commission positions are voted in by the citizens of the City of East Jordan. For many processes (excluding site plan and variances) commission is the final approving body.

Planning Commission

The Planning Commission is a 7 member body. All full members are appointed by the Mayor for 3 year terms. Planning Commissioners deal with development issues in the City such as rezoning, special land uses, and site plans. Often times they are the recommending body to City Commission. They are also responsible for writing the zoning and sign ordinance and updating the City's Master Plan.

ZBA

The Zoning Board of Appeals has 5 full members, 1 alternate member. Each member is appointed by the Appointments Committee for a 3 year term. When a resident of the City cannot meet the zoning or sign ordinance requirements, an application for variance is filed with this body.

There are many other boards and committees throughout the City. Agendas and meeting schedules can be found on the City of East Jordan website, www.eastjordancity.org. Minutes for these meetings can be found on the City Meeting Minutes page.

Open Meetings

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

The following processes require that neighbors within 300 feet of a property are personally notified:

- Rezoning of Property
- Special Land Use
- Variance Requests

Statutes require these processes be noticed in a newspaper of general distribution in the City (The Charlevoix County News) as well as mailed to neighbors within 300 feet at least 15 days prior to the meeting. All meetings are held in a facility accessible to persons with disabilities, and the City provides reasonable accommodations. Individuals with disabilities requiring reasonable accommodations or services should contact the City Clerk's office.

Interested persons are encouraged to contact the City Clerk or to check the City's website, www.eastjordancity.org, in order to be kept informed of any meeting schedule, agendas, variations, or location changes. Meeting agendas and packets are available on the City's website in advance of the meeting.

Methods of Community Participation

Each project's initial evaluation will determine the necessary level of involvement for the project. The following are method that may be used to reach appropriate level of public participation when taking action on land use or development applications. The City of East Jordan will always attempt to use more than one tool or method, depending on the specific project and target audience. This list is flexible and can change based on each project's needs and circumstance.

Inform – provide information and assist public understanding

- **Website:** www.eastjordancity.org announces meetings, posts packets and agendas, minutes, and sometimes will contain pages or links for topics of major interest.
- **Newspaper:** The Charlevoix County News covers the East Jordan area. New editions are available daily.
- **Printed Postings:** Available for viewing at the City Hall lobby board.
- **Announcements:** Announcements during meetings of the City Commission, Planning Commission, or other boards and commissions.
- **Press Releases and Articles:** Occasionally the City will issue press releases and information for articles to area news sources.
- **Email or Postal Mail:** Interested parties may request to the City Clerk that they be notified personally of meetings/topics for discussion and postal mailings to neighbors within 300 feet, according to statute.

Consult – obtain public feedback

- **Social Media:** The City currently uses Facebook to announce street closures, storm news, etc. and may also use Facebook to notify the community of meetings.
- **Surveys:** Utilizing online and paper surveys allows for the collection of large amounts of data and opinions from the public.
- **Public Hearings:** Public attendance at meetings is strongly supported and allows for an appropriate venue for public input.

Involve – work directly with the public throughout the process

- **Open Houses:** In order to create two-way communication, the City will hold open house events for projects and initiatives as needed.
- **Community Workshops:** Issues that require community feedback can benefit from a noticed workshop.
- **Charrettes:** Multiple day design charrettes and information gathering sessions allow a larger group of people to participate in the community engagement activities.

Collaborate – partner with public in each aspect of decision making

- **Advisory Committees:** The City uses advisory committees for specialized aspects of our community to enhance collaboration between City staff and the public.
- **Focus Groups:** Bringing together stakeholders to discuss and brainstorm decision making options.

Communicating Results

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

Updating the Community Engagement Plan

Like all documents, the City of East Jordan Public Participation Statement 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 by City Commission. At least one public hearing will be held during the process to gather community input and to generate new ideas.