

City of Ishpeming

Public Participation Plan (P3)

Approved June 5, 2019

1. Purpose: The purpose of this plan is to provide the leadership of the City of Ishpeming with guidance on “best practices” from the Michigan Economic Development Corporation (MEDC)* in public participation to help achieve successful planning and development.

2. Goals and Objectives for Public Participation:

- **Comply with all laws regarding public participation**
- **Actively seek public participation in conducting the Master Plan process**
- **Obtain broad identification and representative involvement in City planning**
- **Use effective and fair means for sharing information**
- **Provide educational material and opportunities to engage**
- **Maintain and develop staff member’s capability and motivation**
- **Support and encourage continuous improvement in methods**
- **Record results of public engagement and report these results back to the public**

3. Key Stakeholders: In all initiatives impacting the community, it is the intent of this plan to reach out to key stakeholders to seek input and participation in the decision-making process. The following list is not intended to be exclusive: Chamber of Commerce, commercial business owners, community employers, Downtown Development Authority (DDA), Ishpeming Community Events (ICE), local brokers and agents, neighborhood groups, adjoining municipalities, potential investors, religious groups, senior groups, social organizations, service clubs, students, young professionals, civic organizations, and charitable organizations. Any group that would like to be official listed as a key stakeholder in this plan should contact the City Manager at 906-485-1091, ext. 204 or email citymanager@ishpemingcity.org

4. Applicable Laws and Regulations:

- Home Rule City act (P.A. 279 of 1909 as amended)
- The Plant Rehabilitation and Industrial Development District Act (known as the Industrial Facilities Exemption) (P.A. 198 of 1974 as amended)
- Michigan Zoning Enabling Act (P.A. 110 of 2006 as amended)
- Downtown Development Authority Act (P.A. 197 of 1975 as amended)
- The Michigan Open Meetings Act (P.A. 267 of 1976 as amended)
- Brownfield Redevelopment Financing Act (P.A. 381 of 1996 as amended)
- New Personal Property Exemption Act (P.A. 328 of 1998 as amended)

*Source material for this document is from “Public Participation Plan Strategy” published by MEDC.

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4. Applicable Laws and Regulations (continued):

- Corridor Improvement Act (P.A. 280 of 2005 as amended)
- Michigan Planning Enabling Act (P.A. 33 of 2008 as amended)

5. Tools: The City of Ishpeming will use the following communications tools* according to the table below:

1. N--Newspaper posts in the official publishing organ of the City
2. W--Website posting on www.ishpemingcity.org
3. P--Posted or mailed fliers or newsletters
4. A--Announcements at public meetings
5. O--Official mailings (on city letterhead)
6. M--Use of various media including social media, cable, and other outlets
7. D--Door Hangers
8. R—Press Release
9. I—One-on-one Interviews
10. E—Educational Session (public meeting to provide information/answer questions)
11. S—Survey
12. F—Focus Group
13. H—Public Hearing/Workshop
14. C--Charettea - *meeting in which all stakeholders in a project attempt to resolve conflicts and map solutions*

When To Use Tools

Situation/Project	Required Tool	Optional
Zoning Update	P, W, M	R
Major Plan#	N, W, P, A, R, I, H, M	S, F, E, C
Infrastructure Project	N, W, P, A, R, I, H, M	F, E, C
Development Projects	N, W, P, A, R, I, H, M	F, E, C, R, W
Controversial Projects##	N, W, P, A, R, I, H, M	S, F, E, C

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NOTE: Major Plans include: Master Plan, DDA Development Plan, Park and Recreation Plan, Trail Plan, Corridor Improvement Plan.

##Note: From time to time, a large or controversial project may be proposed in the City which would benefit from additional public engagement prior to being submitted for formal site plan review. Examples include (but are not limited to) projects on public land, special housing developments, and large-scale industrial projects. Whenever the City becomes aware of a project which may fit this definition, the City will notify the applicant that it will benefit from additional outreach early in the process as identified in the matrix above. The City is willing to provide support in the form of free meeting space, sharing of stakeholder contact information, posting on social media, and press releases to support early outreach efforts.

- 6. Proactive Engagement:** In any major new effort (plan or project), the City of Ishpeming will proactively engage the public, prior to making final decisions. Major new efforts are defined as: Master Plan update, Zoning Ordinance Update, Trail Plan, DDA Development Plan, Corridor Improvement Plan, Parks and Recreation Plan, and Development Projects (of any type). The specifics of the proactive engagement/communication will be guided by (but not limited by) the table above. Implemented will be done administratively on a case-by-case basis.
- 7. Communicating Results:** In all the areas mentioned in this P3, the City of Ishpeming will communicate the results from public participation efforts. Documentation will be gathered and summarized. For specific subject, specific documentation will be required:
 - a. Master Plan**—an appendix of the Master Plan will document the results of the public participation efforts.
 - b. Zoning Updates**—all public comments received will be shared on the City website and social media postings.

As a minimum, the results will be documented and published on www.ishpemingcity.org

- 8. Evaluation:** Annually, the City Manager will report to the City Council on the effectiveness of this P3. This report will be published on www.ishpemingcity.org. Also, post-event internal process reviews (see Exhibit f.) will be conducted to assess the effectiveness of the public participation efforts. Finally, the City will review and update this Public Participation Plan once every five years.

9. Exhibits: Attached as exhibits to assist in obtaining public input. There are three documents from the MEDC which the City shall use to obtain feedback. Also, listed below are other survey and customer feedback documents.

- a.** Community Event Satisfaction Survey
- b.** Internal Public Participation Evaluation Form
- c.** Development Project Customer Feedback Form