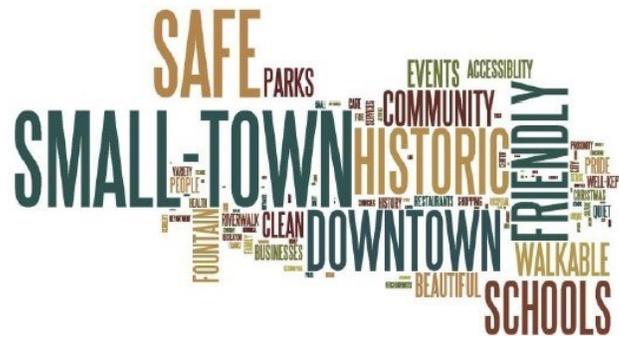




City of Marshall Community Engagement Statement



April 15, 2015

City Of Marshall

Community Engagement Statement

Objectives

The City of Marshall will continue to involve the entire community as “key stakeholders” in the future development of our City.

- The City of Marshall 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.
- The City of Marshall makes 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 of Marshall engages citizens in a transparent manner, making information easy to access for all interested members of the community.
- The City of Marshall seeks public participation for matters involving future development of the City, such as the Master Plan and Zoning Ordinance update process.
- The City of Marshall seeks creative ways to involve a diverse set of community stakeholders in planning, land use, and development decisions.
- The City of Marshall uses comments and information received from interested members of the community to make decisions regarding planning, land use, and future development.
- The City of Marshall tracks and analyzes the results of all public participation to the extent feasible and provide summaries back to the public.

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State & Local Regulations

- Marshall City Charter
- Marshall City 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 Marshall

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

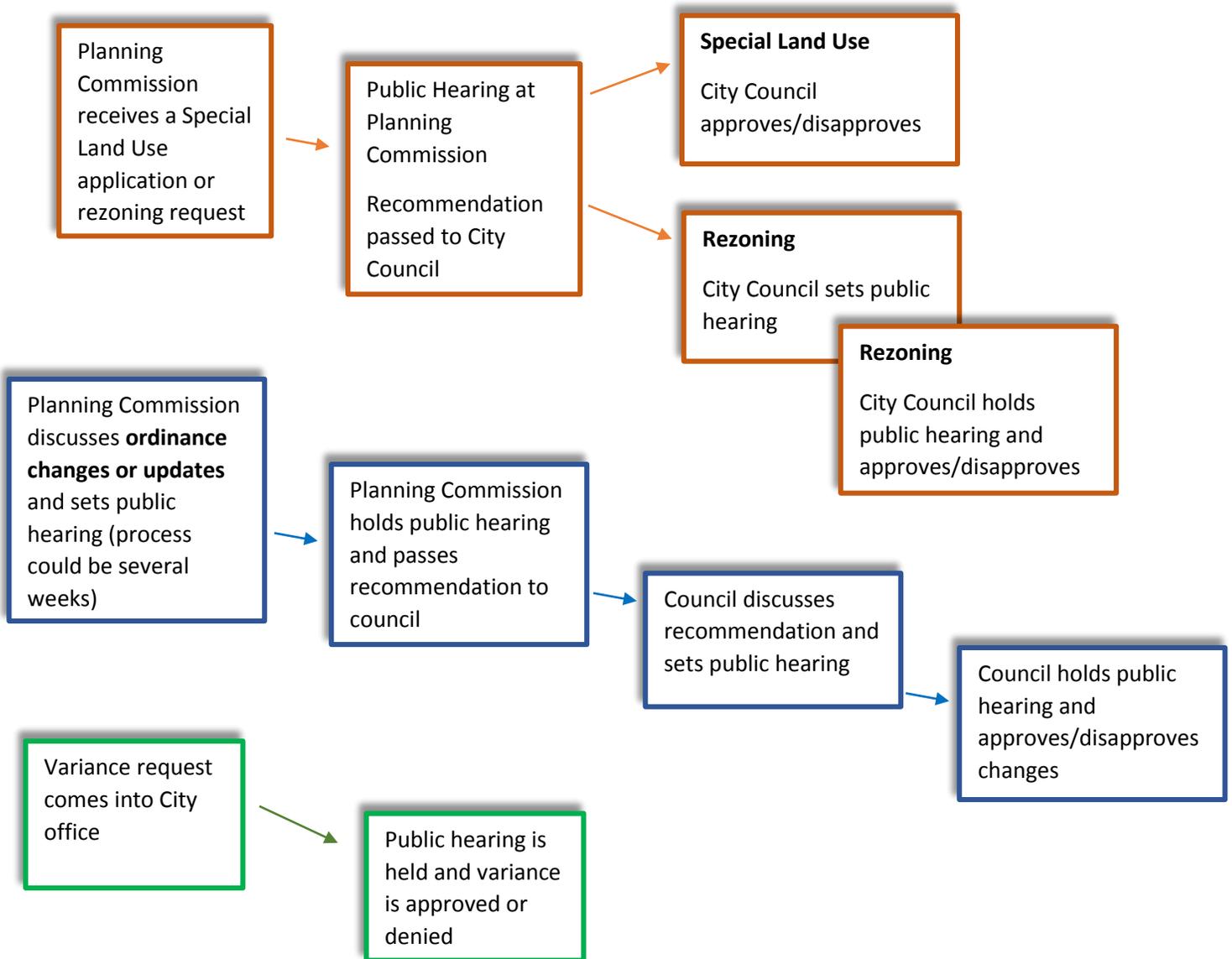
- Local residents
- Neighboring jurisdictions
- Michigan Department of Transportation
- Municipal employees
- Emergency personnel
- MAEDA-Marshall Area Economic Development Alliance
- Commercial business owners and their employees
- Oaklawn Hospital
- Industrial facilities located in the City
- Neighborhood groups
- Real estate professionals
- City's boards and commissions
- Churches
- Schools
- Senior groups
- Community visitors and tourists
- Utility providers

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Processes for Development

There are various times in the planning process when the City Council, 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 Uses. The flowchart below outlines the time limits for these processes:



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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. Vacant positions are advertised on the City's Website at: <http://www.cityofmarshall.com/departments/131>

City Council

Marshall's City Council is composed of 7 members. The mayor, a representative for each of the 5 wards of the City and 1 at-large representative. All City Council positions are voted in by the citizens of Marshall. For many processes (excluding site plan and variances) council is the final approving body.

Planning Commission

The Planning Commission is a 9 member body, plus 1 city council liaison. 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 Council. They are also responsible for writing the zoning and sign ordinance and updating the City's Master Plan.

Joint Planning Commission

The City of Marshall and Marshall Township have a 425 Agreement which sets the rules for township property coming into the City. This agreement made provisions for the Joint Planning Commission, comprised of 3 City Planning Commissioners, 3 Township Planning Commissioners, and 1 alternate each. When there is a development issue with a property that has been brought into the City through 425, the Joint Planning Commission has jurisdiction.

ZBA

The Zoning Board of Appeals has 5 full members, 2 alternate members, and 1 city council liaison. Each member is appointed by the Mayor 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 committee's throughout the City. Agendas and dates/times of the meetings can be found on the front page of Marshall's website at: www.cityofmarshall.com. Minutes for these meetings can be found at the "resource center" on the website.

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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,” PA 267 of 1976 as amended, except closed session meetings as provided for in the Act. Public notices for these meetings are printed in the paper and hung at City Hall and the Public Service Building (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 (Advisor/Chronicle) 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 and will provide reasonable accommodations. Individuals with disabilities requiring reasonable accommodations or services should contact the City Manager’s Office.

Interested persons are encouraged to contact the City Clerk or to check the City’s Website at: www.cityofmarshall.com 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.

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Methods for Community Participation

Each project's initial evaluation will determine the necessary level of involvement for the project. The following are methods that may be used to reach appropriate level of public participation when taking action on land use or development applications. The City of Marshall 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.CityofMarshall.com announces meetings, posts packets and agendas, minutes, and sometimes will contain pages or links for topics of major interest.
- **Newspaper:** The Advisor/Chronicle is the City of Marshall's newspaper. New editions are available on Fridays.
- **Town Crier:** Once a month, the City distributes a flyer containing City news with utility bill statements.
- **Cable:** City Council meetings are televised on the local Marshall cable station, "Marshall Public Access Cable".
- **Printed postings:** Available for viewing at the City Hall lobby board and Public Service Building lobby board
- **Announcements:** Announcements 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 various newspapers (including the Battle Creek Enquirer) and TV stations (including WWMT-channel 3).
- **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 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.

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- **Charrettes:** Multiple day design charrettes and information gathering sessions allow a larger group of people to participate in the community engagement activity.

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 Marshall will publicly communicate all results of 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 Marshall understands that the Community Engagement 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.