

VILLAGE OF SPRINGPORT

CITIZEN PARTICIPATION PLAN

Adopted January 12, 2017

OBJECTIVES

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

The Village of Springport 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 Village of Springport 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 Village of Springport engages citizens in a transparent manner, making information easy to access for all interested members of the community.

The Village of Springport seeks public participation for matters involving future development of the Village, such as the Master Plan (Land Use Plan) and Zoning Ordinance update process.

The Village of Springport seeks creative ways to involve a diverse set of community stakeholders in planning, land use, and development decisions.

The Village of Springport uses comments and information received from interested members of the community to make decisions regarding planning, land use, and future development.

The Village of Springport tracks and analyzes the results of public participation to the extent feasible and provides summaries, if needed, back to the public.

The Village of Springport will provide for, and encourage, participation by person of low and moderate income who are residents of blighted areas and of areas in which funds are propose to be used.

STATE AND LOCAL REGULATIONS

Village of Springport Village charter

Village of Springport Code of Ordinances

Michigan Open Meetings Act (PA 267 of 1976)

Michigan Planning Enabling Act (PA 33 of 2008)

General Law Village Act of 1895, as amended

Brownfield Redevelopment Financing Act (PA 381 of 1996)

Tax Increment Finance Authority Act (PA 450 of 1980)

Obsolete Property Rehabilitation Act (PA 146 of 2000)

Section 508 of the Housing and Community Development Act of 1974, as amended

Title I of the Housing and Community Development Act of 1974, as amended

National Historic Preservation Act of 1966, as amended

Other applicable local, state, and federal regulations

Each project will be evaluated on an individual basis to ensure inclusion for all stakeholders in the Village of Springport 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
- Springport Public Schools
- Commercial business owners and their employees
- Eaton Rapids Community Hospital
- Industrial facilities located in the Village
- Neighborhood Groups
- Springport area Growth Association
- Springport DDA
- Churches
- Community visitors and tourists
- Service clubs
- Citizen Volunteer Groups
- Village boards and commissions

Boards/Commissions	Members
• Village Council	7
• Cemetery Board	4
• Planning Commission	6
• Zoning Board of Appeals	6

DEVELOPMENT REVIEW BODIES

The Village encourages citizen participation in local government planning policy decisions. All residents are invited to apply for appoints to Village Boards. Vacant positions are advertised in the Springport Signal and the Village Facebook page.

CITY COUNCIL

The Village of Springport’s Village Council is composed of seven members. The President and six additional members. All Village Council positions are voted in by the citizens of Springport Village. For many processes (excluding site plan and variances) council is the final approving body.

PLANNING COMMISSION

The Planning Commission is a six-member body. All members are appointed by the President for a one-year term. Planning Commissioners deal with development issues in the Village such as rezoning, special land uses, and site plans. They are responsible for writing the zoning and updating the Village Master (Land Use) Plan. Many of their recommendations go before Council for final approval and adoption.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals has six full members. Each member is appointed by the President for a one-year term. When a resident of the Village cannot meet the zoning or sign ordinance requirements, an application for variance is filed with this body.

OPEN MEETINGS

All meetings of the Village 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 posed on the Village Facebook page and posted at Village Hall (a 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 Village 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 Village will provide reasonable accommodations. Individuals with disabilities requiring reasonable accommodations or services should contact the Village Clerk's office. The Village shall also provide for the reasonable needs of non-English speaking residents in the case of public hearings where non-English speaking residents can be expected to participate.

The Village shall provide for technical assistance to groups of persons of LMI that request such assistance in developing proposals with the level and type of assistance to be determined by the Unit of General Local Government. (UGLG).

Interested persons are encouraged to contact the Village Clerk in order to be kept informed of any meeting schedule, agendas, variations, or location changes. Meeting agendas and packets are available at the Village office in advance of the meeting.

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 the appropriate level of public participation when taking action on land use or development applications. The Village of Springport will always attempt to use more than one tool or method, depending on the specific project and target audience. This list is flexible and may change based on each project's needs and circumstance.

Inform – provide information and assist public understanding.

Website – www.springportmi.com will contain pages or links for topics of major interest.

Newspaper – The Springport Signal, published weekly, will contain notices of special meetings and articles regarding proposed plans.

Internet – The Village maintains a Facebook page with updates daily.

Internet – Special announcements are found on the local internet provider channel 10.

Printed postings – Available for viewing at the outside Village posting board.

Announcements – announcements may be made during meetings of the Village Council, and other boards and commissions.

Consult – obtain public feedback

Social media – the Village currently uses Facebook and the local TV channel to announce daily news, i.e. street closing, water information and may also use Facebook to notify the community of meetings.

Surveys – Utilizing online and paper surveys allows for the collection of data and opinions from the public

Public Hearings – Public attendance at meetings is encouraged to allow for an appropriate venue for public opinion.

Involve – work directly with public throughout the process

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

Community Workshops – Issues that require community feedback can benefit from a notice workshop.

Collaborate – partner with public in each aspect of decision making

Focus Groups – bringing together stakeholders to discuss and brainstorm decision making options.

Communicating results

The Village of Springport will publicly communicate all results of community input on planning and development issues, using one or more of the “inform” methods. Provide for a formal written procedure that will accommodate a timely response to written complaints and grievances, within 15 days where practicable.

Updating

The Village of Springport, understanding that the Citizen Participation Plan will need to be reviewed and updated on a routine basis, this plan will be updated as needed, at a minimum of every five years, in conjunction with the Village Land Use (Master) Plan. Updates to this plan will be drafted by staff, reviewed, and recommended by the Planning Commission, and approved through the Village Council. At least one public hearing will be held during the process to gather community input and to generate new ideas.

INTERNAL PUBLIC PARTICIPATION EVALUATION

Type of Public Participation

Date

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?
