

OWOSSO

Planning Commission



Regular Meeting
6:30pm, Monday, June 26, 2017
Owosso City Council Chambers



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: June 22, 2017
TO: Chairman Wascher and the Owosso Planning Commission
FROM: Susan Montenegro, asst. city manager/director of community development
RE: Regular Planning Commission Meeting: May 26 2017

The planning commission shall convene at 6:30 pm on Monday, June 26, 2017 in the city council chambers of city hall.

On the schedule is a request for a special use permit, a request from ZBA to review section 38-380 regarding industrial parking, and revision of a citizen participation plan (CPP) that is required for the Redevelopment Ready Communities (RRC) program the city is engaged in. I have included a lot of material for your review regarding the CPP to help you get a better understanding of what is expected. Just an FYI, as the planning commission will see a bit of work over the next year regarding ordinance language and revision/creation of current/future policies regarding development and land use as the city continues to move through the RRC program...FUN!

Please **RSVP for the meeting.** Feel free to contact me at 989.725.0544 if you have questions.

Sue

AGENDA
Owosso Planning Commission
Regular Meeting
Monday, June 26, 2017 at 6:30 p.m.
Council Chambers – Owosso City Hall
Owosso, MI 48867

CALL MEETING TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF AGENDA: June 26, 2017

APPROVAL OF MINUTES: May 22, 2017

COMMUNICATIONS:

1. Staff memorandum.
2. PC minutes from May 22, 2017.
3. Special use permit application – 1000 State Street.
4. Section 38-380. Off-street parking requirements.
5. Citizen participation plan updating.

COMMISSIONER/PUBLIC COMMENTS:

PUBLIC HEARING:

1. Special use permit – 1000 State Street

SITE PLAN REVIEW:

1. None.

BUSINESS ITEMS:

1. Review of Section 38-380 (12)e. The Owosso Zoning Board of Appeals is requesting the review and potential revision of off-street parking requirements for industrial districts.
2. Citizen participation plan. Review of current citizen participation plan.

ITEMS OF DISCUSSION:

None.

COMMISSIONER/PUBLIC COMMENTS:

ADJOURNMENT: **Next meeting will be Monday, July 24, 2017**

Commissioners, please call Sue at 725-0544 if you will be unable to attend the meeting on Monday, June 26, 2017.

[The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy Kirkland, City Clerk, 301 W. Main St, Owosso, MI 48867 (989) 725-0500]. The City of Owosso website is: www.ci.owosso.mi.us

Affirmative Resolutions
Owosso Planning Commission
Regular Meeting
Monday, June 26, 2017 at 6:30 p.m.
Council Chambers – Owosso City Hall
Owosso, MI 48867

Resolution 170626-01

Motion: _____

Support: _____

The Owosso Planning Commission hereby approves the agenda of June 26, 2017 as presented.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Resolution 170626-02

Motion: _____

Support: _____

The Owosso Planning Commission hereby approves the minutes of May 22, 2017 as presented.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Resolution 170626-03

Motion: _____

Support: _____

The Owosso Planning Commission hereby approves / denies the application for special use permit for 1000 State Street, parcel # 050-114-001-020-00 as applied and attached hereto in plans submitted May 26, 2017 based on the following criteria:

—

—

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Resolution 170626-04

Motion: _____

Support: _____

The Owosso Planning Commission hereby adjourns the June 26, 2017 meeting, effective at _____pm.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, MAY 22, 2017 – 6:30 P.M.**

CALL TO ORDER: Chairperson Bill Wascher called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE: Recited.

ROLL CALL: Tanya Buckelew, Recording Secretary.

MEMBERS PRESENT: Chairman Bill Wascher, Vice-Chair Craig Weaver, Secretary Janae Fear, Commissioners Tom Cook, Dan Law, Brent Smith.

MEMBERS ABSENT: Commissioners Michelle Collison, Frank Livingston, Tom Taylor

OTHERS PRESENT: Scott Perrin, Julie Wright (Perrin Construction), Susan Montenegro, Assistant City Manager/Director of Community Development, Lisa Cantu – RWI, Craig Rugnik – Spicer Group and Paul Cook – Wolverine Signs

APPROVAL OF AGENDA:
MOTION BY COMMISSIONER COOK, SUPPORTED BY COMMISSIONER SMITH TO APPROVE THE AGENDA FOR MAY 22, 2017.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:
MOTION BY COMMISSIONER LAW SUPPORTED BY COMMISSIONER SMITH TO APPROVE THE MINUTES FOR THE APRIL 24, 2017 MEETING.

YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

1. Staff memorandum.
2. PC minutes from April 24, 2017.
3. Site plan application and materials for 705 McMillan Street (RWI)
4. Sign Ordinance – revised language
5. Public Workshop notice to repeal and replace the current sign ordinance

COMMISSIONER/PUBLIC COMMENTS

None.

PUBLIC WORKSHOP:

1. Current sign ordinance repeal and replacement – No Public Comment
Home occupation signs were discussed regarding placement and lighting of the signs. Add the wording to the proposed sign ordinance on page 12, Sec. 26-21 – Specific sign standards, under Home Occupations “as allowed and defined in Section 38-394 of the Zoning Ordinance.”
Closed Public Workshop

SITE PLAN REVIEW:

1. 705 McMillan Street – RWI Parcel # 050-010-008-002-00
RWI applied to the Owosso Zoning Board of Appeals (ZBA) for a dimensional variance to reduce the required 30' side yard setback to 15' to allow for the expansion citing hardship due to the size of the lot. The variance was approved by the ZBA at their May 16, 2017 meeting.

Site Plan meets all requirements of the code for an I-2 district.

Building;

1. New reinforced concrete parking area to include (1) one Barrier Free Space at entry.
2. Site plan/building elevation drawings do not include information as to show how the roof water or foundation drain water is to be handled; most likely will be drained through means of underground drains with connection to underground storm. This information is needed at this time and should be shown on the site plan. And will be further necessary as part of the Building Permit Application.

Utilities & Engineering:

1. No new utility needs are identified; no comment.
2. Proposed internal storm sewer system is satisfactory
3. Observation: Proposed building drawing is simple; does not identify roof drains; if plans include roof drainage, then should be controlled and connected underground to the proposed storm sewer; final comment regarding need for roof drains are left with the building official.
4. Observation: The plans do not show foundation drains: again, final comment left with the building official.
5. Proposed driveway culvert is satisfactory for given situation. Any ditch cleanout necessary to accommodate this change should be done by the developer.

Perrin Construction was present to discuss the addition of a 20,000 square foot addition to the current location on the south end. This addition will be a pre-engineered steel building to match the present building, with 2 crane bays. Lighting will be on the exterior walls, not poles. Drainage would lead to underground drains leading to the retention pond.

Parking was discussed and shown on the plans; they are 19 short on parking spaces, as per the calculated floor space of the Zoning Ordinance. As this building is used more for storage, not additional office/employee space, the additional parking spaces would not be needed.

MOTION BY COMMISSIONER COOK, SUPPORTED BY VICE-CHAIR WEAVER TO APPROVE THE SITE PLAN AT 705 MCMILLAN STREET, PARCEL # 050-010-008-002-00 AS APPLIED AND ATTACHED HERETO IN PLANS DATED APRIL 27, 2017, WITH THE CONDITION ON THE PARKING REQUIREMENTS THAT IT IS APPROVED PENDING ZBA GRANTING A VARIANCE.

ROLL CALL VOTE:

AYES: COMMISSIONERS COOK, FEAR, LAW, SMITH, VICE-CHAIR WEAVER AND CHAIRPERSON WASCHER.

NAYS: NONE

MOTION PASSED

BUSINESS ITEMS:

1. Sign ordinance revisions. Determine is the proposed sign ordinance is complete in its revisions and is ready to go to city council. At this time, Commissioner Cook abstained from voting.

MOTION BY VICE-CHAIR WEAVER, SUPPORTED BY COMMISSIONER FEAR TO HEREBY APPROVE CHANGES REPEALING AND REPLACING CHAPTER 26, SIGNS, OF THE OWOSSO CODE OF ORDINANCE AND MOVES TO SEND THE ORDINANCE AMENDMENT RECOMMENDATION TO THE OWOSSO CITY COUNCIL.

ROLL CALL VOTE:

AYES: COMMISSIONERS FEAR, LAW, SMITH, VICE-CHAIR WEAVER AND CHAIRMAN WASCHER.

NAYS: NONE

MOTION PASSED.

Ms. Montenegro thanked the Board for their hard work and dedication to the time spent on the sing ordinance.

It was requested that storm drains and retention ponds be shown in the site plans.

ITEMS OF DISCUSSION:

There will be a webinar on Zoning and Planning Commissions on Wednesday May 24, 2017 from 1p – 230p.

COMMISSIONER/PUBLIC COMMENT:

ADJOURNMENT:

MOTION BY COMMISSIONER COOK, SUPPORTED BY COMMISSIONER SMITH TO ADJOURN AT 7:25 P.M. UNTIL THE NEXT MEETING ON JUNE 19, 2017.

YEAS ALL, MOTION CARRIED.

Janae L. Fear, Secretary

tsb



CITY OF OWOSSO ZONING ADMINISTRATION

APPLICATION FOR SPECIAL PERMIT

A non-refundable fee of \$300 must be paid when application is submitted.

Description of proposed use: "Group Daycare Home" Expanding my current childcare license to accept 10 more children. To better serve the community.

Location of use and/or building: Home + back yard (Fenced IN)

Parking area planned: Driveway + public street in front of home

Legal description of proposed location: 1000 State St. Owosso.

Parcel # 050-114-001-020-00

Site Size 23,897 sq. ft.

yard completely fenced in

It is understood that a blueprint or satisfactory drawing showing size of building or buildings; location on premises in relation to roads and streets; size of lot; location of property lines and their distance from all structures; and the area to be established for parking, shall accompany this application when submitted to the Zoning Commission for consideration.

Received application 5-26 2017

Susan Montenegro
Zoning Administrator

Owner Amber Coe

Address 1000 State St. Owosso

Notice published _____ 20 ____

Applicant Amber Coe

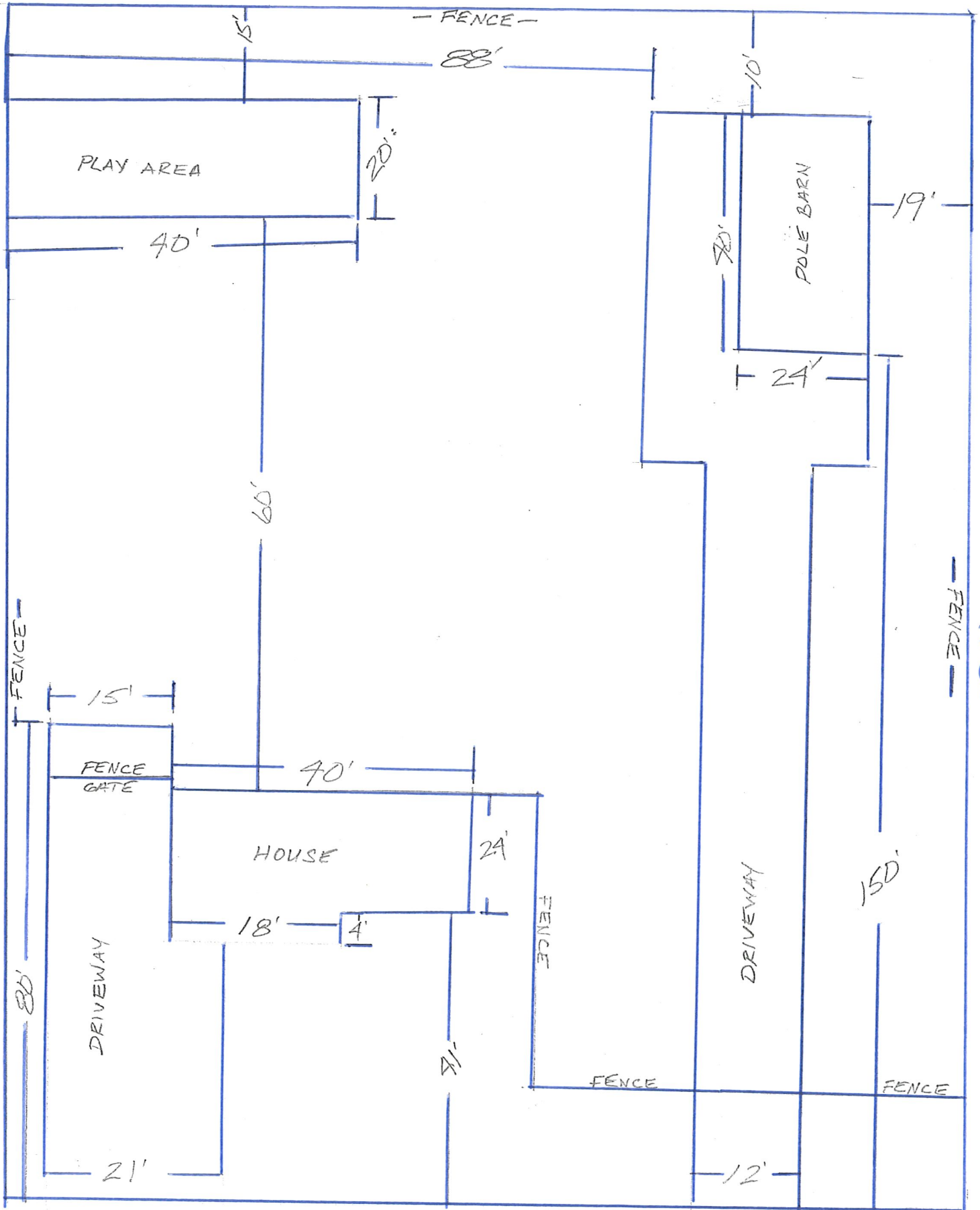
Address 1000 State St. Owosso

Any permit issued from this application shall not be transferable prior to completion of construction

Approved _____
Chairman, Planning Commission

Date _____ 20 ____

132'



181

STATE ST.

Amber Coe

**CITY OF OWOSSO
PLANNING COMMISSION**

Applicant: Amber Coe	Hearing Date: June 26, 2017
Address: 1000 State Street	Parcel No: 050-114-001-020-00
Property Address: 1000 State Street	

GENERAL STANDARDS

The planning commission shall review each application for the purpose of determining that each proposed use meets the following standards and in addition, shall find adequate evidence that each use on its proposed location will:

- a. Be harmonious with and in accordance with the general principals and objectives of the mid-county land use plan and other approved planning documents of the city.
_____ Has been met _____ Has not been met

- b. Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.
_____ Has been met _____ Has not been met

- c. Not be hazardous or disturbing to existing or future uses in the same general vicinity and will be a substantial improvement to property in the immediate vicinity and to the community as a whole.
_____ Has been met _____ Has not been met

- d. Be served adequately by essential public facilities and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.
_____ Has been met _____ Has not been met

- e. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property, or general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
_____ Has been met _____ Has not been met

- f. Be necessary to meet the intent and purpose of the zoning regulations; be related to the standards established in the ordinance for the land use or activity under consideration; and be necessary to insure compliance with these standards.
_____ Has been met _____ Has not been met

- g. Be related to the valid exercise of police power and purposes which are affected by the proposed use or activity.
_____ Has been met _____ Has not been met

CITY OF OWOSSO PLANNING COMMISSION

MEETING DATE: June 26, 2017
TO: Planning commission
FROM: Susan Montenegro, Asst. City Manager/Director of Community Development
SUBJECT: Special use permit – Group day care home
Location: 1000 State Street, parcel # 050-114-001-020-00

Zoning – R1	REQUIRED	EXISTING	PROPOSED
Gross lot area	7,200 sq. ft.	23,958 sq. ft.	No change
Parking	1	1	1
Play Area	900 sq. ft.	800 sq. ft.	800 sq. ft.
Setback	8' from property line 16' from adjacent residential structure	15' (rear) 0' (side) 60' from house	15' (rear) 0' (side) 60' from house

Sec. 38-5. - Definitions.

Group day care home. A private home where seven (7) to twelve (12) children are received for care and supervision for periods of less than twenty-four (24) hours a day and for more than four (4) weeks during a calendar year.

Sec. 38-54. - Uses permitted by issuance of a special use permit.

The following uses are permitted in an R-1 district by issuance of a special use permit:

- (1) Adult foster care small group home, in accordance with the provisions of section 38-454(a);
- (2) Child or adult care center, in accordance with provisions of sections 38-454(b);
- (3) Conversion of single family units, in accordance with the provisions of section 38-454(c);
- (4) Private clubs, fraternal organizations, lodge halls, and union halls, in accordance with provisions of section 38-454(d).
- (5) Conversion of school and church buildings to office use in accordance with section 38-454(g).
- (6) Group day care home, in accordance with section 38-454(f).

Sec. 38-454. - Special uses that may be permitted.

The following uses may be permitted within the districts mentioned provided that there is an issuance of a special use permit and a compliance with the provisions of this article:

- (f) *Group day care home* in the R-1, R-2, RM-1 and RM-2 residential districts:

- (1) Minimum site size shall be seven thousand two hundred (7,200) square feet.
- (2) There shall be one (1) off-street parking space for a caregiver not a member of the family.
- (3) Play areas: There shall be provided on the site a usable outdoor play area of nine hundred (900) square feet, exclusive of required front yard and side yard, and of driveways and parking areas. The minimum setback for the play area shall be the greater of eight (8) feet from the property line of sixteen (16) feet from any adjacent residential structure. The planning commission may increase this setback up to forty (40) feet from property lines based on local conditions.
- (4) The planning commission may introduce site improvement measures or restricted areas of operation to assure safety and lessening of nuisances as it may relate to the activities of pickup and dropoff of a proposed home's clients.
- (5) Such facilities shall be duly licensed by the state department of social services.

Staff Comments

Amber Coe, applicant and homeowner at 1000 State Street, comes before planning commission seeking a special use permit for a group day care home as allowed in a single family residential zoning district. Currently, the applicant is licensed and operates a childcare center in her home for up to six children. Ms. Coe wishes to expand that license to provide care for up to 12 children.

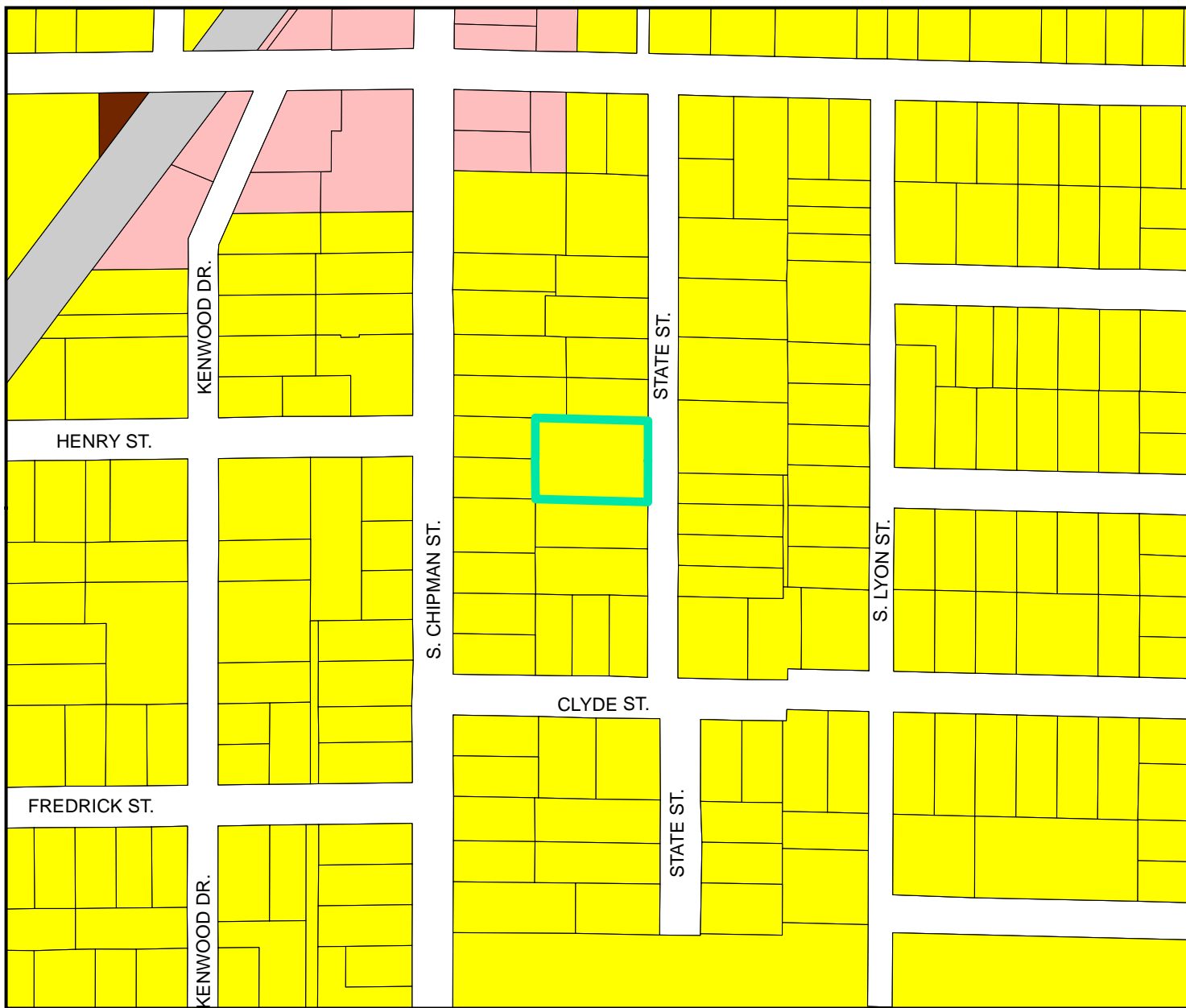
Two issues exist with the application, of which both can easily be remedied. The first is meeting the required play area size of 900 square feet. The current application depicts a play area of 800 square feet. Staff recommendation is to increase the size of the play area to meet the required square footage by increasing the measurements to 45' x 20', which would yield a 900 square foot play area.

The second issue is meeting the setback requirement. The setback from the rear property line is well exceeded; however, there is no setback from the side property line. Staff recommends moving the play area 8' from the side property line to meet the setback requirements.

Beyond those issues, staff has no concerns with the request for a special use permit and hereby recommends approval once the current issues are resolved.


City of Owosso

1000 S State Street




Legend

Zoning

 <all other values>

Z_PRIMARY

 B1

 B2

 B3

 B4

 C-OS

 I1

 I2

 OS1

 P1

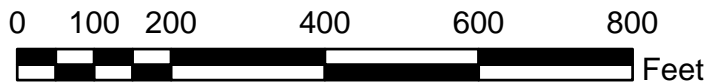
 PUD

 R1

 R2

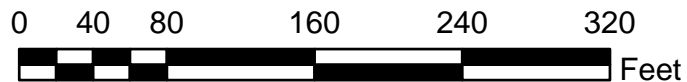
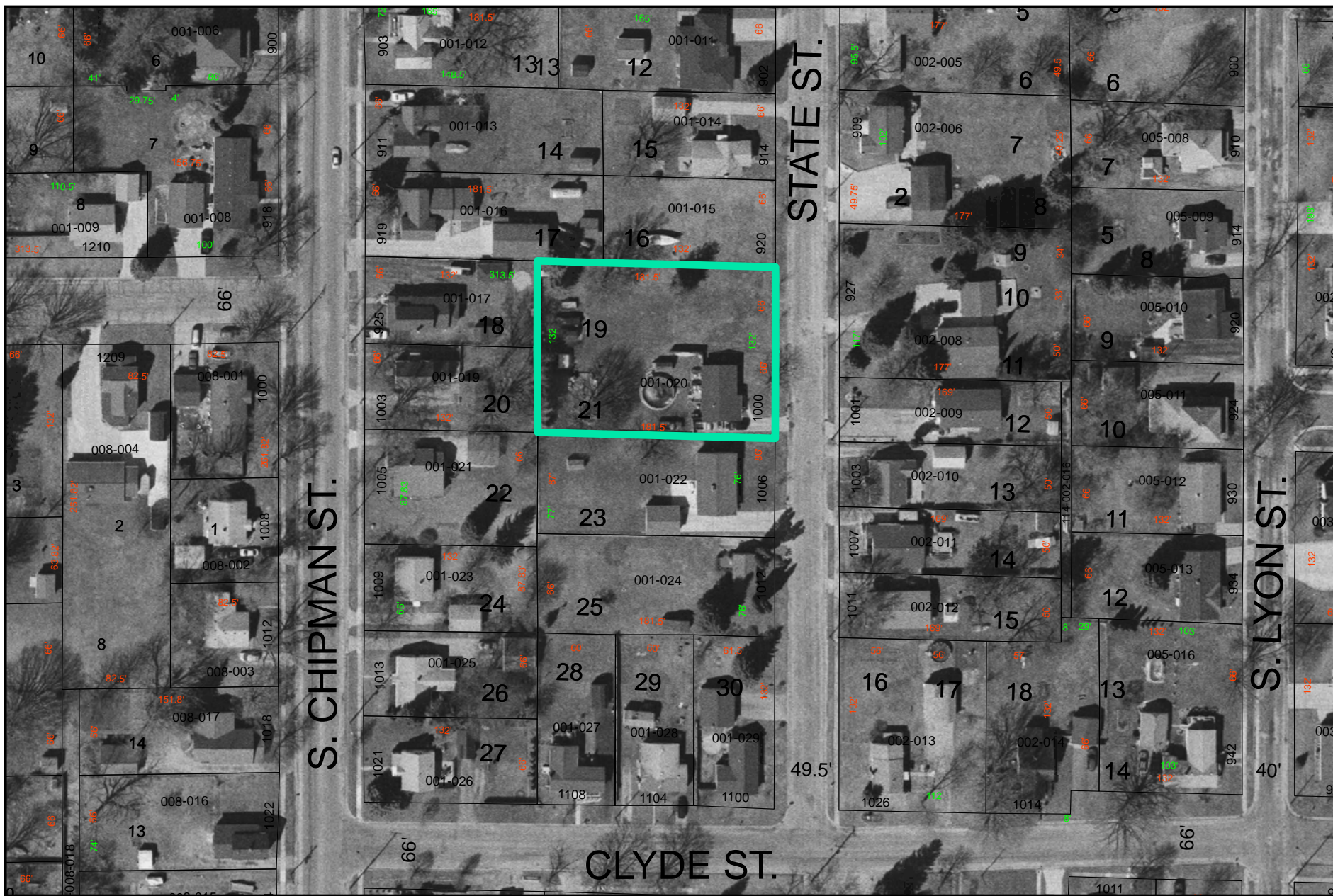
 RM1

 RM2



City of Owosso

1000 S State Street



ARTICLE XIX. - SPECIAL USE PERMITS

Sec. 38-451. - Intent and purpose.

- (a) Rather than permitting all of the many and varied land use activities within individual and limited zoning districts, it is the intent of this article to provide a set of procedures and standards for specific uses of land or structures that will allow, on one hand, practical latitude for the investor or developer, but that will, at the same time, promote the intent and purpose of this chapter, and insure that the land use or activity authorized shall be compatible with adjacent uses of land, the natural environment, and the capacities of public services and facilities affected by the land uses. In order to provide controllable and reasonable flexibility, this article permits detailed review of certain specified types of land use activities which, because of their particular and unique characteristics, require special consideration in relation to the welfare of adjacent properties and to the community as a whole. Land and structure uses possessing these characteristics are designated special uses and may be authorized within certain zone districts by the issuance of a special use permit. By such a procedure, the planning commission and the council have the opportunity to impose conditions and safeguards upon each use which are deemed necessary for the protection of the public welfare.
- (b) The following sections, together with previous references in other articles of this chapter, designate specific uses that require a special use permit and, in addition, specify the procedures and standards which must be met before such a permit can be issued.

(Ord. No. 424, § 19A1.1, 6-18-84)

Sec. 38-452. - Permit procedures.

An application for a special use permit for any land or structure use permitted under this article shall be submitted and processed under the following procedures:

- (1) *Submission of application.* Any application shall be submitted through the building inspector on a special form for that purpose. Each application shall be accompanied by the payment of a fee as established by the council to cover costs of processing the application. No part of any fee shall be refundable.
- (2) *Data required.* Every application shall be accompanied by the following information and data:
 - a. The special form supplied by the building inspector, filled out in full by the applicant, including a statement of supporting evidence concerning the required findings specified in section 38-453.
 - b. Site plan, plot plan, or development plan according to the provisions of section 38-390.
- (3) *Planning commission review.* The application, along with all required data, shall be transmitted to the planning commission for review. After adequate review and study of the application, one (1) notice that a request for special land use approval has been received shall be published in a newspaper of general circulation in the city and shall be sent by mail or personal delivery to the owners of property for which approval is being considered, to all persons whom real property is assessed within three hundred (300) feet of the boundary of the property in question, and to the occupants of all structures within three hundred (300) feet, except that the notice shall be given not less than five (5) and not more than fifteen (15) days before the application will be considered. If the name of the occupant is not known, the term "occupant" may be used in making notification. Notification need not be given to more than one (1) occupant of a structure, except that if a structure contains more than one (1) dwelling unit or spatial area owned or leased by different individuals, partnerships, businesses or organizations, one (1) occupant of each unit or spatial area shall receive notice. In the case of a single structure containing more than four (4) dwelling units or other distinct spatial areas owned or leased by different individuals, partnerships, businesses, or organizations, notice may be given to the manager or

owner of the structure who shall be requested to post the notice at the primary entrance to the structure. The notice shall:

- a. Describe the nature of the special land use request;
 - b. Indicate the property which is the subject of the special land use request;
 - c. State when and where the special land use request will be considered;
 - d. Indicate when and where written comments will be received concerning the request;
 - e. Indicate that a public hearing on the special land use request may be requested by a property owner of the occupant of a structure located with three hundred (300) feet of the boundary of the property being considered for a special use.
- (4) *Discretionary public hearing.* At the initiative of the planning commission, or upon the request of the applicant for special land use authorization, or a property owner or the occupant of a structure located within three hundred (300) feet of the boundary of the property being considered for a special land use, a public hearing with notification as required for a notice of a request for special land use approval as provided in this section shall be held before a decision on the special land use request which is based on discretionary grounds is made. If the applicant or the planning commission requests a public hearing, only notification of the public hearing need be made. A decision on a special land use request which is based on discretionary grounds shall not be made unless notification of the request for special land use approval, or notification of a public hearing on a special land use request is given as required. Such notice shall indicate the place, time and purpose of the hearing. Upon conclusion of the hearing procedures, the planning commission shall transmit a written recommendation within sixty (60) days to the council setting forth the reasons for the acceptance, denial or modification of the special use permit application.
- (5) *Council.* Upon receipt of the planning commission's recommendation, the council shall consider the special use permit application at its next regular meeting. The council shall approve or disapprove the recommendations of the planning commission; or if the council deems any changes, additions or departures are advisable to the proposed conditions of the proposed permit or it is felt additional study is necessary, it shall refer the same back to the planning commission for a report thereon within a time specified by the council. The council decision rendered on the special use permit application shall be accompanied with a clear explanation of the reason for the action taken. Any permit issued shall contain all the specified conditions under which the use is allowed. Only in the event of an appeal, shall a special use permit be issued by the city clerk. The special use permit shall become effective when the application has been approved by the council or the board of appeals in the event of an appeal.
- (6) *Permit expiration.* A special use permit issued under this section shall be valid for a period of one (1) year from the date of the issuance of the permit. If construction has been commenced and proceeded meaningfully toward completion by the end of this one-year period, the zoning administrator shall notify the applicant in writing of the expiration or the revocation of the permit. The planning commission shall review every special use permit and the associated land use prior to the expiration of the permit and shall recommend continuance or discontinuance of the permit based on whether the activities, structures and other site characteristics satisfactorily comply with the conditions stipulated in the special use permit. This determination of the planning commission shall be forwarded to the council with a recommended action. After the first year review the council may extend the permit for periods of longer than one (1) year.
- (7) *Permit revocation.* The council shall have the authority to revoke any special use permit after it has been proved that the holder of the permit has failed to comply with all of the applicable conditions specified in the permit. After a revocation notice has been given, the use for which the permit was granted must cease within sixty (60) days.
- (8) *Violation and penalties.* Failure to terminate the use for which the permit was granted within sixty (60) days is declared to be nuisance per se and a violation of this article. The violation

shall be reported to the city attorney who is hereby authorized to and shall initiate procedures to eliminate such violations. For each and every day the violations continues beyond the aforementioned sixty (60) days, a separate offense shall be declared.

- (9) *Appeal.* Recourse by a person considering himself/herself aggrieved by a decision of the council in the granting or denial of a special use permit shall be to the county circuit court, as provided by law.
- (10) *Reapplication.* No application for a special use permit which has been denied wholly or in part by the council shall be resubmitted until the expiration of one (1) year or more from the date of such denial, except on the grounds of newly-discovered evidence or proof of changed conditions.
- (11) *Fees.* The council may from time to time prescribe and amend by resolution a reasonable schedule of fees to be charged to applicants for special use permits. At the time of application for a special use permit is filed, the fee shall be paid to the office of the building inspector, while the building inspector shall forthwith pay over to the city's chief fiscal office to the credit of the general revenue fund of the city.

(Ord. No. 424, § 19A1.2, 6-18-84)

Sec. 38-453. - Basis for determination.

Before making a recommendation on a special use permit application, the planning commission shall establish beyond a reasonable doubt that the following general standards, as well as the special standards outlined in each applicable section of this article, shall be satisfied:

- (1) *General standards.* The planning commission shall review each application for the purpose of determining that each proposed use meets the following standards and in addition, shall find adequate evidence that each use on its proposed location will:
 - a. Be harmonious with and in accordance with the general principals and objectives of the mid-county land use plan and other approved planning documents of the city;
 - b. Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed;
 - c. Not be hazardous or disturbing to existing or future uses in the same general vicinity and will be a substantial improvement to property in the immediate vicinity and to the community as a whole;
 - d. Be served adequately by essential public facilities and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools;
 - e. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property, or general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors;
 - f. Be necessary to meet the intent and purpose of the zoning regulations; be related to the standards established in the ordinance for the land use or activity under consideration; and be necessary to insure compliance with these standards;
 - g. Be related to the valid exercise of police power and purposes which are affected by the proposed use or activity.
- (2) *Conditions and safeguards.* The planning commission may impose such additional conditions and safeguards deemed necessary for the general welfare, for the protection of individual property rights and for insuring that the intent and objectives of this article will be observed. The

conditions imposed with respect to the approval of a land use or activity shall be recorded in the record of the approval action and shall remain unchanged except upon the mutual consent of the council and the landowner. The city clerk shall maintain a record of changes granted in conditions. The breach of any condition, safeguard, or requirement shall automatically invalidate the permit granted.

- (3) *Performance guarantee.* In authorizing a special land use permit, the city planning commission may require that a cash deposit, certified check, irrevocable bank letter of credit, or surety bond be furnished by the developer to insure compliance with an approved site plan and the special land use permit requirements. Such guarantee shall be deposited with the city clerk at the time of the issuance of the special land use permit. In fixing the amount of such performance guarantee, the city planning commission shall limit it to reasonable improvements required to meet the standards of this article and to protect the natural resources or the health, safety, and welfare of the residents of the city and future users or inhabitants of the proposed project or project area including but not limited to roadways, lighting, utilities, sidewalks, screening and draining. The term "improvements" does not include the entire project which is the subject of zoning approval nor to improvements for which a performance guarantee has been deposited pursuant to Act No. 288 of the Public Acts of Michigan of 1967 (MCL 560.101 et seq., MSA 26.430(101) et seq.), as amended. The city planning commission and the project developer shall establish an agreeable procedure for the rebate of any cash deposits required under this section in reasonable proportion to the ratio of work completed on the required improvements as work progresses. The agreement shall be written as an element of the conditions surrounding the approval of the special land use permit.
- (4) *Specified requirements.* The general standards and requirements of this section are basic to all uses authorized by special use permit. The specific and detailed requirements set forth in the following sections relate to particular uses and are requirements which must be met by those uses in addition to the foregoing general standards and requirements where applicable.

(Ord. No. 424, § 19A1.3, 6-18-84)

Sec. 38-454. - Special uses that may be permitted.

The following uses may be permitted within the districts mentioned provided that there is an issuance of a special use permit and a compliance with the provisions of this article:

- (f) *Group day care home* in the R-1, R-2, RM-1 and RM-2 residential districts:
 - (1) Minimum site size shall be seven thousand two hundred (7,200) square feet.
 - (2) There shall be one (1) off-street parking space for a caregiver not a member of the family.
 - (3) Play areas: There shall be provided on the site a usable outdoor play area of nine hundred (900) square feet, exclusive of required front yard and side yard, and of driveways and parking areas. The minimum setback for the play area shall be the greater of eight (8) feet from the property line of sixteen (16) feet from any adjacent residential structure. The planning commission may increase this setback up to forty (40) feet from property lines based on local conditions.
 - (4) The planning commission may introduce site improvement measures or restricted areas of operation to assure safety and lessening of nuisances as it may relate to the activities of pickup and dropoff of a proposed home's clients.
 - (5) Such facilities shall be duly licensed by the state department of social services.

OFFICIAL NOTICE OF PUBLIC HEARING

A public hearing will be held on Monday, June 26, 2017 at or about 6:30 pm to receive citizen comment regarding a proposed special use permit for a single parcel of real property identified as 1000 State Street, parcel number 050-114-001-020-00. The proposal is to give a special use permit, with the intent of operating a group daycare home as stipulated in the *Owosso Code of Ordinances*, Section 38-454(f). A group daycare is operated in a private home where seven (7) to twelve (12) children are received for care and supervision for periods of less than twenty-four (24) hours a day and for more than four (4) weeks during a calendar year. A map detailing the area subject to the special use permit is available in the city clerk's office, located at 301 W. Main Street.

MEETING INFORMATION: Owosso City Planning Commission will meet on Monday, June 26, 2017. The meeting will be held in the lower level of the Owosso City Hall at or soon after 6:30 p.m.

WRITTEN COMMENTS: Written comments may be submitted to the city clerk's office at city hall or to Susan Montenegro at susan.montenegro@ci.owosso.mi.us any time prior to the meeting.

Further information on this case is on file in the Community Development Office for your review.

Susan Montenegro
Assistant City Manager/Director of Community Development
989.725.0544
susan.montenegro@ci.owosso.mi.us

The City of Owosso 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 seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy K. Kirkland, City Clerk, 301 West Main Street, Owosso, MI 48867 or at (989) 725-0500. The City of Owosso Website address is www.ci.owosso.mi.us.

Sec. 38-380. - Off-street parking requirements.

There shall be provided in all districts at the time of erection or enlargement of any main building or structure, automobile off-street space with adequate access to all spaces. The number of off-street parking spaces, in conjunction with all land or building uses shall be provided, prior to the issuance of a certificate of compliance and occupancy, as hereinafter prescribed:

- (1) Off-street parking spaces may be located within a side or rear yard unless otherwise prohibited in this chapter. Off-street parking will not be permitted between the surfaced area of a street and the property line of the street right-of-way. Off-street parking will not be permitted within a front yard setback, or a side yard regulated by the front yard setback provisions of section 38-352(c), unless approval is secured from the building inspector, whose determination shall be made upon the following criteria:
 - a. That an application has been made to the building department with a drawing of the entire front yard area including the home, yard, sidewalk, street, drives, and proposed parking area with dimensions of each.
 - b. The intent being to prohibit parking, parking will be permitted only when no other space is available, and shall be limited to the occupant's licensed and operable vehicles only, and must be adjacent to the main driveway to the premises, and must be surfaced with an approved concrete, asphalt, gravel, or other aggregate.
 - c. The decision of the building inspector to grant or not grant the permit shall be appealable to the board of zoning appeals of the city.
- (2) Off-street parking for other than residential use shall be either on the same lot or within three hundred (300) feet of the building it is intended to serve, measured from the nearest point of the building to the nearest point of the off-street parking lot. Ownership shall be shown of all lots or parcels intended for use as parking by the applicant.
- (3) Required residential off-street parking spaces shall consist of a parking strip, parking bay, driveway, garage or combination thereof and shall be located on the premises they are intended to serve.
- (4) Off-street parking existing at the effective date of this chapter, in connection with the operation of an existing building or use shall not be reduced to an amount less than hereinafter required for a similar new building or new use.
- (5) Two (2) or more buildings or uses may collectively provide the required off-street parking in which case the required number of parking spaces shall not be less than the sum of the requirements for the several individual uses computed separately.
- (6) In the instance of dual function of off-street parking spaces where operating hours of buildings do not overlap, the board of appeals may grant an exception.
- (7) The storage of merchandise, motor vehicles for sale, trucks, or the repair of vehicles is prohibited in off-street parking area.
- (8) For those uses not specifically mentioned, the requirements for off-street parking facilities shall be in accord with a use which the building inspector considers is similar in type.
- (9) When units or measurements determining the number of required parking spaces result in the requirements of a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half shall require one (1) parking space.
- (10) For the purpose of computing the number of parking spaces required, the definition of "usable floor area" in section 38-5 shall govern.
- (11) The requirements of subsection (12) shall not apply to the erection, alteration or extension of any building or structure, with the exception of those to be used for residential purposes,

including transients, within the developed portion of the central business district (except as required by the subsection (5) within the following boundary):

Beginning at the center of the intersection of Main Street and the Shiawassee River, thence northerly along the Shiawassee River to the imaginary north right-of-way line of Exchange Street extended to the River, thence east along said imaginary line to the center of Water Street, thence north along Water Street to Mason Street, thence east along Mason Street to Park Street, thence south along Park Street to Exchange Street, thence east along Exchange Street to Saginaw Street, thence south along Saginaw Street and continuing south along the imaginary west right-of-way line of Saginaw Street extended to Comstock Street, thence west along Comstock Street to Park Street, thence south along Park Street approximately one hundred twenty (120) feet to the alley right-of-way, thence west along the alley right-of-way to the alley running north and southwest of Park Street, thence south along said alley to Jerome Street and the Shiawassee River, thence northwesterly along said Shiawassee River to the Point of Beginning. Also to include Block fourteen (14), Lots three (3) through fourteen (14) including South six (6) feet of the alley on the north; Block 15, Lots three (3) through ten (10) and Lot fourteen (14) including South six (6) feet of the alley on the North, of the A. L. & B. O. Williams Addition to City of Owosso. Also Lots one (1) through eleven (11) of the Eratus Barnes Addition to the City of Owosso.

- (12) The minimum number of off-street parking spaces by type of use shall be determined in accordance with the following schedule:

USE
NUMBER OF MINIMUM PARKING SPACES PER UNIT OF MEASURE

a. *Residential:*

1. Residential, single-family and two-family—Two (2) for each dwelling unit.
2. Residential, multiple-family—One and one-half (1½) for each dwelling unit; one (1) for each dwelling unit located in the area described in section 38-380(11).
3. Housing for the Elderly—One (1) for each two (2) units and one (1) for each employee. Should units revert to general occupancy, then one and one-half (1½) spaces per unit shall be provided.
4. Mobile Home Court—Two (2) for each mobile home site (see section 38-383(3)g.).

b. *Institutional:*

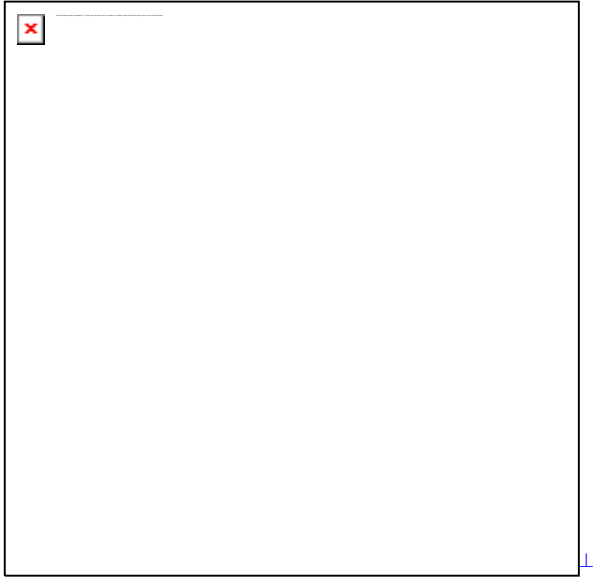
1. Churches or temples—One (1) for each four (4) seats or seven and one-half (7½) feet of pews in the main unit of worship.
2. Hospitals—One (1) for each one (1) bed.
3. Homes for the aged and convalescent homes—One (1) for each four (4) beds.
4. Elementary and junior high schools—One (1) for each one (1) teacher, employee or administrator, in addition to requirements of the auditorium.
5. Senior high schools—One (1) for each one (1) teacher, employee or administrator, and in addition to the requirements of the auditorium or gymnasium, whichever is greater.
6. Private clubs or lodge halls—One (1) for each three (3) persons allowed within the maximum occupancy load as established by local, county or state fire building or health codes.

7. Private golf clubs, tennis clubs or other similar recreational uses—One (1) for each two (2) member families or individuals plus spaces required for each accessory use, such as restaurant or bar.
 8. Golf courses open to the general public, except miniature or "par-3" courses—Three (3) for each one (1) golf hole.
 9. Fraternity or sorority—One (1) for each five (5) permitted active members, or one (1) for each two (2) beds, whichever is greater.
 10. Stadium, sports arena, or similar place of outdoor assembly—One (1) for each five (5) seats or nine (9) feet of benches.
 11. Theaters, auditoriums and gymnasiums—One (1) for each four (4) seats or seven and one-half (7½) feet of bleachers or benches.
 12. Nursery schools—One (1) for each three hundred fifty (350) square feet of usable floor space.
 13. Private noncommercial recreation areas; institutional or community recreation centers; nonprofit swimming pool clubs—See section 38-53(5)c.
- c. *Business and commercial:*
1. Planned commercial or shopping center with specific uses not designated—One (1) for each one hundred (100) square feet of usable floor area.
 2. Auto wash—One (1) for each one (1) employee. In addition, reservoir parking spaces equal in number to five (5) times the maximum capacity of the auto wash. Maximum capacity of the auto wash shall mean the greatest number of automobiles possible undergoing some phase of washing at the same time, which shall be determined by dividing the length in feet of each wash line by twenty (20).
 3. Beauty parlor or barber shop—Three (3) spaces for each of the first two (2) beauty or barber chairs, and one and one-half (1½) spaces for each additional chair.
 4. Bowling alleys—Five (5) for each one (1) bowling lane.
 5. Dance halls, pool or billiard parlors, roller or skating rinks, exhibition halls, and assembly halls without fixed seats—One (1) for each five (5) persons allowed within the maximum occupancy load as established by local, county or state fire, building or health codes.
 6. Establishments for sale and consumption on the premises, of beverages, food or refreshments—One (1) for each seventy-five (75) square feet of usable floor area.
 7. Furniture and appliance, household equipment, repair shops, showroom of a plumber, decorator, electrician or similar trade, show repair and other similar uses—One (1) for each eight hundred (800) square feet of usable floor area. (For that floor area used in processing, one (1) additional space shall be provided for each two (2) persons employed therein.)
 8. Gasoline service stations—Two (2) for each lubrication stall, rack, or pit; and two (2) for each gasoline pump.
 9. Laundromats and coin operated dry cleaners—One (1) for each two (2) washing and/or dry cleaning machines.
 10. Miniature or "par-3" golf courses—Three (3) for each one (1) hole.
 11. Mortuary establishments—One (1) for each fifty (50) square feet of assembly room usable floor space, parlors and slumber rooms.
 12. Motel, hotel, or other commercial lodging establishments—One (1) for each one (1) occupancy unit plus one (1) for each one (1) employee.

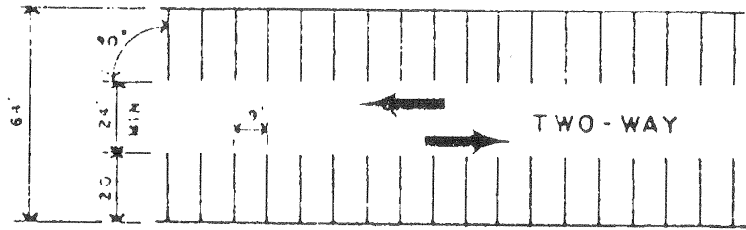
13. Motor vehicle sales and service establishments—One (1) for each two hundred (200) square feet of usable floor space of sales room and one (1) for each one (1) auto service stall in the service room.
 14. Retail stores except as otherwise specified herein—One (1) for each two hundred (200) square feet of usable floor space or a minimum of six (6) spaces.
- d. *Offices:*
1. Banks—One (1) for each one hundred (100) square feet of usable floor space.
 2. Drive-in Banks—Same as above plus reservoir parking space of five (5) vehicles per window.
 3. Business offices or professional offices except as indicated in the following item 4.—One (1) for each two hundred (200) square feet of usable floor space or a minimum of four (4) spaces.
 4. Professional offices—doctors, dentists, attorneys, or similar professions dealing directly with the public—One (1) for each one hundred (100) square feet of usable floor area or a minimum of four (4) spaces.
- e. *Industrial:*
1. Industrial or research establishments—A minimum of five (5), plus one (1) for each 1.2 office employees and one (1) for each 2.3 factory employees in the largest working shift or one (1) for every five hundred fifty (550) square feet of usable floor space, or whichever is determined to be the greater. Space on site shall also be provided for all construction workers during periods of plant construction.
 2. Wholesale establishments—A minimum of five (5) plus one (1) for every one (1) employee in the largest working shift, or one (1) for every seventeen hundred (1700) square feet of usable floor space, whichever is greater.

(Code 1977, § 5.80; Ord. No. 400, § 1, 1-4-83; Ord. No. 576, § 1, 1-19-99)

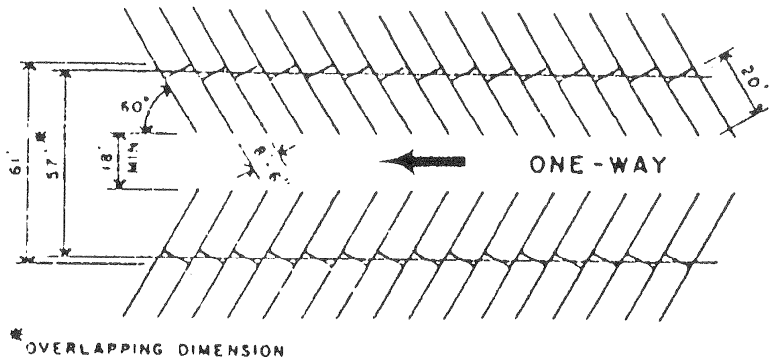
Cross reference— Parking requirements for bed and breakfast operations, § 7-6; parking, stopping and standing generally, § 33-36 et seq.



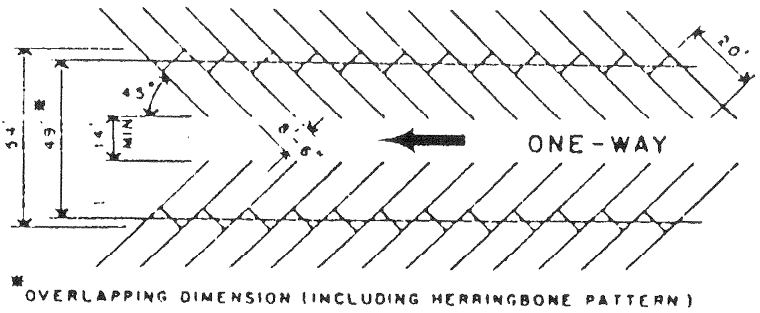
90 DEGREE



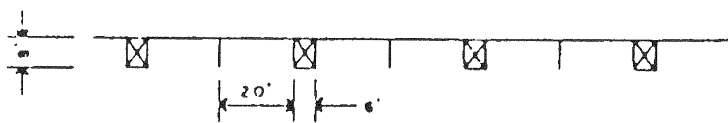
60 DEGREE



45 DEGREE



PARALLEL



PARKING LAYOUTS



Redevelopment Ready Communities® Joint Memorandum of Understanding

This Memorandum of Understanding (“MOU”) by and between the Michigan Economic Development Corporation (“MEDC”), 300 North Washington Square, Lansing, Michigan and City of Owosso (“Community”), 301 West Main Street, Owosso, Michigan 48867, jointly referred to as the “Parties” and individually as the “Party” is effective as of May 17, 2017 (“Effective Date”).

The Community is interested in applying to the MEDC under the Redevelopment Ready Communities® Program (“Program”) to become certified as a Redevelopment Ready Community (“RRC”) and receive assistance from the Program in promoting sites within the Community.

The MEDC is interested in evaluating the Community and making recommendations for the Community to become certified as a RRC under the Program and help market the Community to the public for redevelopment purposes.

Therefore, the above entities have come together in a strategic collaboration to achieve the above stated goals. This collaboration is based on the following understandings:

Community Responsibilities

1. Identifying a primary Program contact who will serve as the lead contact and provide overall technical support for all aspects of this project on behalf of the Community.
2. Provide adequate staff personnel to attend trainings, perform research collection and assessment of current practices of the Community, respond in a timely manner to MEDC questions, and to implement the needed actions to achieve certification of the Program after the evaluation.
3. Provide monthly updates to the Community’s elected governing body on status of Program progress.
4. Within fourteen (14) days of receiving the draft Community Report of Findings, provide comments and any additional documentation, and schedule the report out presentation for the Community’s elected governing body.
5. Within thirty (30) days of the Community Report of Findings presentation, provide a resolution adopted by the Community’s elected governing body that supports the Community’s intent to implement the needed actions to achieve certification, if necessary, to meet the Program best practices.
6. Provide progress reports to the MEDC both pre-certification and post-certification on a quarterly or biannual basis, respectively.
7. Within three hundred sixty-five (365) days, complete implementation of the needed actions to achieve certification, if necessary, to meet the Program best practices. Additional time to complete implementation may be provided at the discretion of the MEDC Program staff.
8. Provide documentation that the Community meets the Program best practices as determined by the MEDC prior to being awarded certification.

MEDC Responsibilities

1. Provide general training on the Program.

2. Provide general technical support to the primary Program contact of the Community in collecting the information necessary to complete the Program evaluation and implementation of the best practices.
3. Evaluate information collected from the Community and produce a Community Report of Findings.
4. If necessary, make recommendations of steps to meet the best practices as identified by the MEDC.
5. Once the Program evaluation is completed, the MEDC will coordinate with the RRC Advisory Council to receive input on certifying the Community as a RRC.
6. If certified as a RRC, assist the Community in marketing to the public up to three sites as redevelopment ready.
7. Prepare a license agreement between the Community and the MEDC for Community's use of the RRC certification logo.

This MOU sets forth the intent of the Parties only and does not, and is not intended to, impose any binding obligations on the Parties nor shall it be the basis for any legal claims or liabilities by or among the Parties. Any liability of the Parties, whether in contract, tort or under any other legal or equitable theory, arising out of or in connection with this MOU shall be explicitly excluded. Neither Party shall be entitled to claim compensation for any expenses or losses incurred in bad faith if the intention of this MOU cannot be reached entirely or in part.

This MOU constitutes the entire agreement between the Parties hereto. This MOU may be modified, altered, revised, extended or renewed by mutual written consent of all Parties, by the issuance of a written amendment, signed and dated by all the Parties.

This MOU may be signed in multiple copies and in counterparts which, when taken together, shall constitute the executed MOU. Faxed or scanned copies shall be considered an original.

This MOU is effective until the three year anniversary of the date the Community is certified as a RRC, unless terminated earlier. However, either Party may terminate the MOU by providing notice in writing to the other Party thirty (30) days in advance of the termination. Upon the expiration of the Community's certification as a RRC, the Community may elect to reapply for certification and enter in to a new Memorandum of Understanding with the MEDC.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed by their respective authorized representatives.

Susan Montenegro, Assistant City Manager
and Director of Community Development
City of Owosso

Date

Adam Robach, Manager, Contract Services
Michigan Economic Development Corporation

Date

Memorandum

TO: Owosso City Council

FROM: Christopher Germain, MEDC Redevelopment Ready Communities Planner

DATE: May 17, 2017

RE: **Welcome to Redevelopment Ready Communities**

I am pleased to welcome the City of Owosso to our growing list of communities participating in the MEDC's *Redevelopment Ready Communities* program! As an RRC engaged community, Owosso is a partner with the MEDC in building a place that is ready to attract talent and business investment.

We currently have a significant number of communities awaiting a formal RRC evaluation, but are moving at a quick pace so I estimate Owosso's evaluation will occur in early fall. We will also coordinate the evaluation to align with the Michigan Main Street (MMS) activity currently underway in the city. The evaluation will result in a detailed Report of Findings that includes recommended actions for achieving RRC Certification and will be informed by responses from your RRC self-assessment, community documents (such as plans, ordinances, and your website), and interviews with stakeholders in your community. After this report is complete, I would like to schedule a time to present our findings, preferably at a joint meeting or work session with you, your planning commission, zoning board of appeals and downtown development authority.

As Owosso awaits its report, the city should continue to take steps toward becoming a certified community. I have identified some items from the self-evaluation that could be good places to start. Those have been communicated to your assistance city manager. If you have not had an opportunity to review the resources available on our website, we encourage you to familiarize yourselves with the helpful guides that are available at: <http://miplace.org/communities/rrc>.

We also strongly encourage learning and borrowing examples from other communities who have been engaged in our program, such as your regional neighbors Grand Blanc/Lapeer or one of our 12 certified communities including Lathrup Village or Allegan. As an RRC engaged community, you are part of a network of communities pursuing the same goals to increase transparency, predictability, and efficiency in the development process and we hope you find value in this peer-to-peer connection.

Again, welcome to RRC and I look forward to working with you and city staff throughout the process.

Sincerely,



Christopher Germain, AICP

Susan K. Montenegro

From: Christopher Germain (MEDC) <germainc2@michigan.org>
Sent: Wednesday, May 17, 2017 8:41 AM
To: Susan K. Montenegro
Cc: Charles Donaldson (MEDC)
Subject: Welcome to the Redevelopment Ready Communities Process!
Attachments: WelcomeMemo - City of Owosso.pdf

Good Morning Sue,

Thanks for sending Owosso's completed RRC self-evaluation and resolution of intent to participate to Chuck. He has passed those on to me and I am happy to confirm that the city is now **formally engaged** in the RRC process.

Attached you will find a brief memo on RRC and next steps. I ask that you please share this with your city council as well as any other stakeholders you find appropriate such as the planning commission and corridor improvement authority. I currently have a significant queue of communities awaiting a formal evaluation which would put my estimate for Owosso at sometime in early fall. As RRC continues to grow, that timeline could shift so I'll be in regular contact to keep you updated if things change. We will also try to sync up with any MMS activity, so that could expedite things as well.

As you await the formal evaluation, you encourage you to continue working on the items you identified in the self-evaluation that need to be created or updated such as:

- **Master Plan:** It looks like the plan is about to hit the 5-year mark for either review or update. I'd recommend you first review the plan with your planning commission and city council (a joint meeting is a great way to do this and knock out an RRC criteria) and see if that plan needs updates. If it's looking ok from their perspective or just needs small updates, that should be completed so it can guide the rest of your actions like priority sites, CIP, zoning ordinance, etc. I'm happy to attend any such joint meeting to talk about the strong connection between the master plan and RRC.
- **Participation Strategy:** The city seems to already do quite a bit of proactive engagement which is great. Since you already have a number of tools in place, crafting a public participation strategy should be something fairly easy to compile. While you're doing this, it can also address some of the other best practice criteria such as 3.1.4 (developer input).
- **Board/Commissions:** In order to prepare your boards and commissions for the RRC process, I'd recommend getting things like expectations, applications and orientation materials in place (as outlined in best practice 4.1). It's something tangible that can be done fairly quickly, likely before I get to the evaluation so that you have some more green on that report. 😊

I can provide examples for many of the RRC deliverables and connect you with nearby RRC communities if you'd find that helpful. You have a number of region 6 communities in the program now, including Lapeer, Laingsburg, and Grand Blanc. More are on the way as well.

Finally, we ask all communities to sign a **Memorandum of Understanding** (between the city and MEDC) upon entering the program. The document outlines MEDC's commitment to the city throughout the process and also clearly lays out the city's commitment – I promise no surprises, it just puts it all in writing so we're clear. You can expect to see a copy of that from my colleague Adam Robach sometime in the next week. **If someone other than you needs to be the signatory from the city, please let me know as soon as possible.**

I think that's enough for one email. Again, welcome to RRC. I'm looking forward to working with you and your stakeholders through the process. I think you already know this, but just to confirm, I'll be your primary RRC contact from here on out, so feel free to contact me via phone, text or email at any time. [Chuck remains your contact for all other community development programs through MEDC]

Best,
-Christopher

Christopher Germain, AICP

RRC Planner, Redevelopment Ready Communities®
Community Development

Michigan Economic Development Corporation

300 N. Washington Square | Lansing, MI 48913

Mobile: 517.599.5450

germainc2@michigan.org

www.miplace.org

This message contains information which may be confidential and privileged. Unless you are the intended recipient (or authorized to receive this message for the intended recipient), you may not use, copy, disseminate or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail, and delete the message. Thank you very much.

Susan K. Montenegro

From: Christopher Germain (MEDC) <germainc2@michigan.org>
Sent: Thursday, June 22, 2017 12:51 PM
To: Charles Donaldson (MEDC); Susan K. Montenegro; Gregory C. West (MEDC)
Subject: RE: Owosso CPP
Attachments: Village of Quincy Participation Plan.pdf

Hey Sue,

So Chuck is correct that you could just update the CPP C for CDBG to include the requirements for both CDBG and RRC if you'd like to just have one document. However, I should say that what you've created for RRC looks great – it's more broad and encompassing of the overall development process. What I might suggest is combining them into a single document and just including the CDBG specific plan as an appendix or something (Greg or Chuck, if this is an issue from CDBG's perspective please say something).

From an RRC perspective, I do have two comments:

- It'd help to add a brief description of expected outreach efforts for specific projects/processes such as the master plan update, zoning ordinance updates, controversial development projects, etc.
- RRC practices also call for a community to outline how they'd track and evaluate participation. I didn't really see anything specific for that in your draft.

I've attached the Village of Quincy's participation strategy as an example of how you might address these two comments. You can of course adapt to whatever format works for Owosso so feel free to take another route if you'd prefer.

I hope this helps. If you have questions, please don't hesitate to ask. 😊

Best,
-Christopher

Christopher Germain, AICP
RRC Planner, Redevelopment Ready Communities®
Community Development
Michigan Economic Development Corporation
300 N. Washington Square | Lansing, MI 48913
Mobile: 517.599.5450
germainc2@michigan.org
www.miplace.org

This message contains information which may be confidential and privileged. Unless you are the intended recipient (or authorized to receive this message for the intended recipient), you may not use, copy, disseminate or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail, and delete the message. Thank you very much.

From: Charles Donaldson (MEDC)
Sent: Thursday, June 22, 2017 11:57 AM
To: Susan K. Montenegro <Susan.Montenegro@ci.owosso.mi.us>; Gregory C. West (MEDC) <westg2@michigan.org>
Cc: Christopher Germain (MEDC) <germainc2@michigan.org>
Subject: RE: Owosso CPP

Hey Susan,

The CDBG and RRC programs are independent. For RRC you can use your existing CPP, and just update it as you suggested, through the Planning Commission, and City Council.

Both programs allow some flexibility on what's adopted as long as the main points and intent are there.

Hope that helps and feel free to contact me if you have any questions.

Chuck

Charles Donaldson

Community Assistance Team Specialist (Region 6e
Community Development

Michigan Economic Development Corporation

300 N. Washington Square | Lansing, MI 48913

Mobile: 810.241.6658

donaldsonc2@michigan.org

This message contains information which may be confidential and privileged. Unless you are the intended recipient (or authorized to receive this message for the intended recipient), you may not use, copy, disseminate or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail, and delete the message. Thank you very much.

From: Susan K. Montenegro [mailto:Susan.Montenegro@ci.owosso.mi.us]

Sent: Wednesday, June 21, 2017 9:53 AM

To: Gregory C. West (MEDC) <westg2@michigan.org>; Charles Donaldson (MEDC) <donaldsonc2@michigan.org>

Subject: Owosso CPP

Hi Greg & Chuck,

I noticed a couple of days ago that Owosso had previously adopted a citizen participation plan back in 2014 as part of the DIG grant requirements. The plan has some gaps in it compared to what is suggested under your current RRC program. My question is this, what is the process to "amend" the current CPP? I had planned to send the newer version to planning commission this month for review and then on to city council for approval and adoption until I stumbled upon this older version, thus realizing we already had one in place even though it needs cleaning up. Please advise. I have attached both the older version and the one I intended to send on to planning commission for your reference.

Thanks!

~Sue

"Be the change you want to see in the world." - Ghandi

Susan K. Montenegro

Asst. City Manager/Dir. Of Community Development

City of Owosso

301 W. Main Street

Owosso, MI 48867

Office 989.725.0544

Cell 989.890.1394

susan.montenegro@ci.owosso.mi.us

Join us on Facebook at: <http://www.facebook.com/Owosso>

This communication, along with any documents, files or attachments is intended only for the use of the addresses and may contain legally privileged and confidential information. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of any information contained in or attached to this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and destroy the original communication and its attachments without reading, printing or saving in any manner. This communication does not form any contractual obligation on behalf of the sender or the City of Owosso and, when applicable, the opinions expressed here are my own and do not necessarily represent those of the City.

CITIZEN PARTICIPATION PLAN

The City of Owosso has adopted the following Citizen Participation Plan to meet the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The City of Owosso is committed through adoption of this plan to full and total involvement of all residents of the community in the composition, implementation and assessment of its Community Development Block Grant (CDBG) Program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the City of Owosso shall:

- a) Provide citizens with reasonable and timely access to local meetings, information and records relating to the state's proposed method of distribution, as required by the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;
- b) Provide for public hearings to obtain views and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs and proposed activities and review of program performance. These hearings will be held after adequate notice, a minimum of five calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;
- c) Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
- d) Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;
- e) Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
- f) Provide for a formal written procedure which will accommodate a timely written response, within fifteen days where practicable, to written complaints and grievances.

Written minutes of the hearings and an attendance roster will be maintained by the City of Owosso.

PUBLIC NOTICES

Notices informing citizens of any public hearings will appear in the official journal of the City of Owosso a minimum of five calendar days prior to the hearing. In addition, notices will also be posted in (county office buildings/town hall) and the hearing will be publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of leaflets in the target area. Hearings will be held at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. Whenever possible these hearings will be held within or near the target areas, at times affording participation by the most affected residents.

I. APPLICATION

First Notice/Public Hearing

The public hearing to address CDBG application submittal will be held approximately calendar days prior to the deadline for submission of the application for the current funding cycle. The Citizen Participation Plan will be available at the hearing. The public notice for this hearing will state that the following will be discussed:

- The amount of funds available for proposed community development;
- The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income;
- The plans of the City of Owosso for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by the City of Owosso to persons actually displaced as a result of such activities; and
- The City of Owosso prior performance of CDBG programs funded by the State of Michigan. In addition, the notice shall state that all citizens, particularly low and moderate income residents of slum and blighted areas, are encouraged to submit their views and proposals regarding community development and housing needs. Those citizens unable to attend this hearing may submit their views and proposals to:

City Hall
301 W. Main Street
Owosso, MI 48867
ATTN: Susan Montenegro

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided a three day notice is received by the City of Owosso.

Second Notice

Seven calendar days, at a minimum, prior to the deadline for submittal of the application, a second notice shall appear in the official journal informing the citizens of the following:

- a) Proposed submittal date of the application;
- b) Proposed activities;
- c) Location of proposed activities;
- d) Dollar amount of proposed activities; and
- e) Location and hours available for application review.

In addition, the notice shall state "all citizens, particularly those affected by the proposed project, are encouraged to review the proposed application and submit any written comments on the application to:"

City Hall
301 W. Main Street
Owosso, MI 48867
ATTN: Susan Montenegro

Negative comments received will be forwarded to the MEDC or the application will be withdrawn if necessary.

II. AMENDMENTS

Program amendments, which substantially alter the CDBG project from that approved in the original application, shall not be submitted to the state without holding one public hearing in accordance with the procedures outlined within this Citizen Participation Plan. Minutes of the hearing will be submitted with the request for the amendment. All interested citizens, particularly the low and moderate income, elderly, handicapped, and residents of the project area, shall be made aware and have the opportunity to comment on proposed amendments and/or submit alternative measures.

III. GRANTEE PERFORMANCE

The City of Owosso will hold one performance hearing to solicit the public's opinion of the effectiveness of the CDBG Program. The manner of notification will be the same as previously described for all public hearings. Notification will be made in the official journal approximately 14 calendar days prior to the anticipated submittal of close-out documents to the state, and will indicate the date, time, and place of the performance hearing, and invite comments and opinions on the CDBG activities implemented under the Downtown Infrastructure Grant (DIG) CDBG Program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a five day notice is received by the City of Owosso.

This notice shall invite all interested parties, particularly those low to moderate income residents in the target area to attend.

The hearing will be held no sooner than five (5) calendar days from the publication date of said notice.

CONSIDERATION OF OBJECTION TO APPLICATION

Persons wishing to object to approval of an application by the state may make such objection known to:

**Michigan Economic Development Corporation,
Attention: CDBG
300 North Washington Square,
Lansing, MI 48913**

The state will consider objections made only on the following grounds:

- The application description of needs and objectives is plainly inconsistent with available facts and data;
- The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and
- The application does not comply with the requirements set forth in the state's Annual Action Plan or other applicable laws.

Such objections should include both an identification of the requirements not met and, in the case of objections relative to (1) above, the complainant must supply the data upon which he/she relied upon to support his/her objection.

BILINGUAL

Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearings, the City of Owosso will provide an interpreter for dissemination of information to them providing the City of Owosso is given sufficient notification of day(s).

TECHNICAL ASSISTANCE

Technical assistance may be provided directly by the City of Owosso to any citizen, particularly to low and moderate income persons, residents of blighted neighborhoods and minorities, who request assistance in the development of proposals and statement of views concerning the CDBG Program. The local officials, administrator and engineer will conduct informational meetings with the residents of the low to moderate income areas if a written request is received by the City of Owosso with at least a one week notification. The person who conducts the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

TIMELY ACCESS AND ADEQUATE INFORMATION

The City of Owosso shall provide timely disclosure of records, information and documents related to the CDBG program activities. Documents will be made available for copying upon request at the City of Owosso, Monday thru Friday, 9 a.m. to 5 p.m. Such documents may include the following:

- All meetings and promotional materials.
- Records of hearings and meetings.
- All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
- Copies of the regulations and policies concerning the program.
- Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions and Environmental Procedures.

CITIZEN COMPLAINT PROCEDURE

SECTION 1

It is the policy of the City of Owosso to review all complaints received by the City of Owosso.

SECTION 2

The following procedures will be followed on all complaints received by the City of Owosso:

- 1) The complainant shall notify the designated local official, Susan Montenegro, of the complaint. The initial complaint may be expressed orally or by written correspondence.
- 2) The designated local official will notify the Mayor or designated representative of the complaint within five (5) working days.
- 3) The Mayor or designated representative will investigate the complaint and will report the findings to the designated local official within five (5) working days.

- 4) The designated local official will notify the complainant of the findings to the Mayor or designated representative in writing or by telephone within three (3) working days.
- 5) If the complainant is aggrieved by the decision, he/she must forward the complaint in writing (if previously submitted orally) to the designated local official who will forward the complaint and all actions taken by the Mayor or designated representative to the appropriate council committee for their review. This will be accomplished within five (5) working days of receipt of the written complaint.
- 6) The reviewing council committee will have five (5) working days to review the complaint and forward their decision to the complainant in writing.
- 7) If the complainant is aggrieved with the decision of the Committee, he must notify the designated local official in writing that he desires to be afforded a hearing by the City of Owosso Council. The complainant will be placed on the next regularly scheduled council meeting agenda. The designated local official will notify the complainant in writing of the date of the hearing.
- 8) The complainant must bring all relevant data, witnesses, etc., to the hearing. The City of Owosso Council, at the hearing, will review the complaint and forward within five (5) days a certified copy of the minutes of the meeting at which the hearing was conducted and a decision was rendered to the complainant. If a decision is not reached at the hearing, the City of Owosso Council will inform complainant of an appropriate date to expect a response. Within three (3) working days of reaching a decision, the complainant will be notified in writing of the decision.

Complaints concerning the general administration of the CDBG Program may be submitted in writing directly to the:

**Michigan Economic Development Corporation,
Attention: CDBG
300 North Washington Square
Lansing, MI 48913**

SECTION 3

All citizen complaints relative to Fair Housing/Equal Opportunity violations alleging discrimination shall be forwarded for disposition to the:

**Michigan Department of Civil Rights
Intake Team
3054 West Grand Blvd., Suite 3-600
Detroit, MI 48202**

The complainant will be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the Michigan Department of Civil Rights.

Or complainant may contact the Michigan Department of Civil Rights directly at:

**Michigan Department of Civil Rights
Intake Team
3054 West Grand Blvd., Suite 3-600
Detroit, MI 48202**

SECTION 4

The designated local official, Susan Montenegro, will maintain a file for the purpose of keeping reports of complaints.

SECTION 5

This policy does not invalidate nor supersede the personnel or other policies of the City of Owosso, which are currently adopted, but is intended to serve as a guide for complaints.

SECTION 6

This policy may be amended by a majority vote at any of the City of Owosso regularly scheduled meetings.

ADOPTION

This Citizen Participation Plan is hereby adopted by the City of Owosso Council in regular session on this 13th day of January, 2014.



City of Owosso Citizen Participation Plan

Adopted _____

Objectives

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

- The City of Owosso 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 Owosso 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 Owosso engages citizens in a transparent manner, making information easy to access for all interested members of the community.
- The City of Owosso seeks public participation for matters involving future development of the City, such as the City of Owosso Master Plan and City of Owosso Zoning Ordinance update process.
- The City of Owosso seeks creative ways to involve a diverse set of community stakeholders in planning, land use, and development decisions.
- The City of Owosso uses comments and information received from interested members of the community to make decisions regarding planning, land use, and future development.
- The City of Owosso tracks and analyzes the results of all public participation to the extent feasible and provides summaries back to the public.
- The City of Owosso will provide for and encourage participation by persons of Low and Moderate Income (LMI) who are residents of slum or blighted areas and of areas in which funds are proposed to be used.

State & Local Regulations

- Owosso City Charter
- Owosso 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)
- 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
- Neighborhood Enterprise Zone (PA 147 of 1992)
- Other applicable local, state, and federal regulations

Key Stakeholders in the City of Owosso

In the City of Owosso, 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
- Baker College
- Commercial business owners and their employees
- Memorial Healthcare
- Industrial facilities located in the city
- Neighborhood groups
- Board of Realtors
- Churches
- Schools
- Senior groups
- Community visitors and tourists
- Service clubs
- Citizen volunteer groups
- Shiawassee County Community Foundation
- Shiawassee Regional Chamber of Commerce
- Shiawassee Economic Development Partnership
- City's boards and commissions

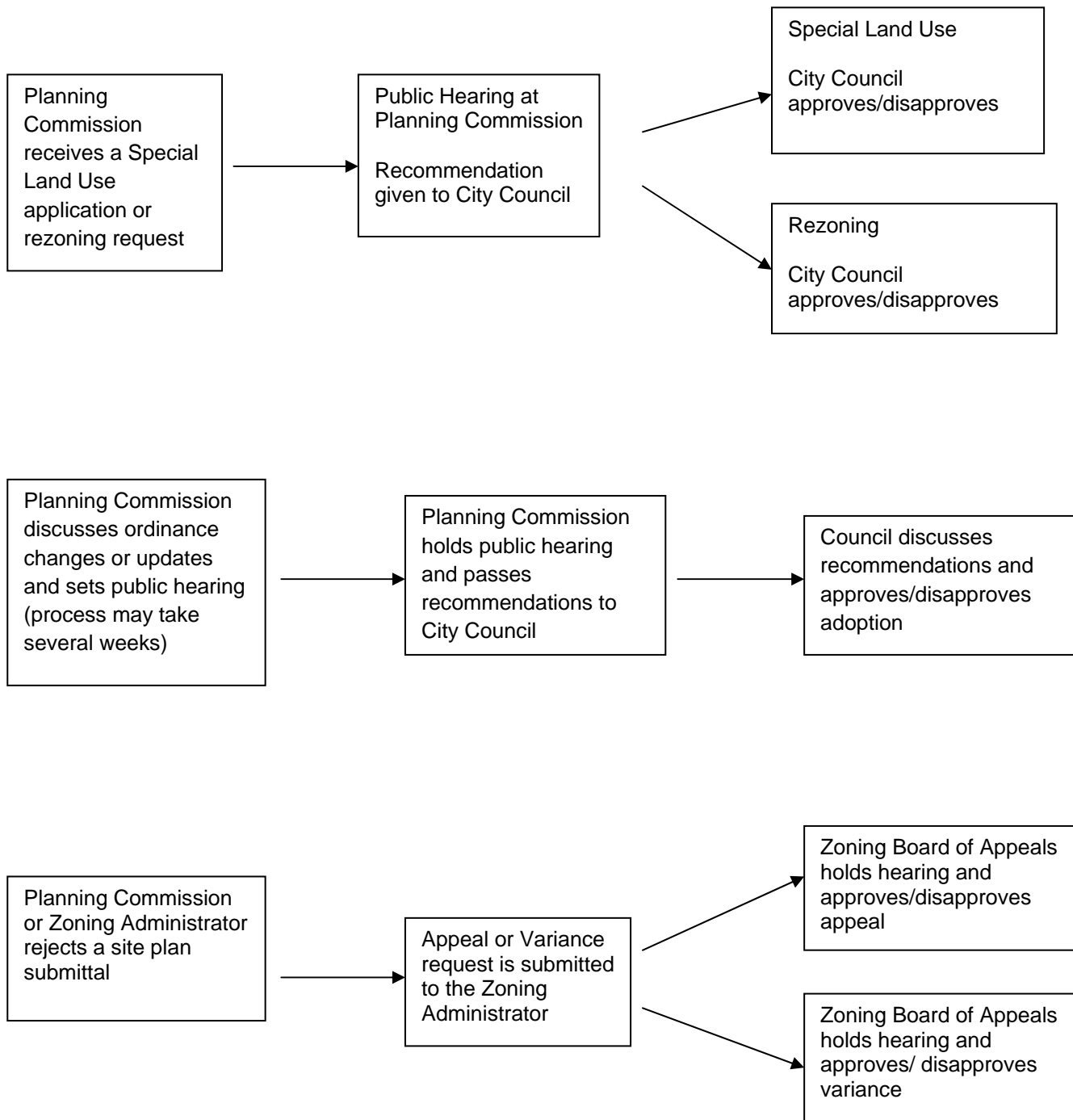
Boards/Commissions	Members
Board of Review	5
Brownfield Redevelopment Authority/Local Development Finance Authority	9
Building Authority	3
Building Board of Appeals	5
City Council	7
Downtown Development Authority	9
Downtown Loan Committee	4
Downtown Historic District Commission	7
Employees Retirement System Board	7
Historical Commission	11
Parks and Recreation Commission	7
Planning Commission	9
Zoning Board of Appeals	7

County-Wide Boards also supported

- Joint Trail Authority
- Mid-County Wastewater Treatment Plant Review Board
- Owosso Community Airport – Shiawassee Airport Board of Trustees
- Shiawassee Area Transportation Agency
- Shiawassee Council on Aging
- Shiawassee District Library

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:



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 www.ci.owosso.mi.us

City Council

Owosso's City Council is composed of seven members, the mayor and six representatives from the city. For many processes (excluding site plan and variances) council is the final approving body.

Planning Commission

The planning commission is a nine member body, including one member of city council. All full members are appointed by the Mayor for three year terms. Planning commissioners deal with development issues in the city such as rezoning, special land uses, and site plans. They are responsible for writing the zoning and sign ordinances and updating the city's master plan. Many of their recommendations go before council for final approval and adoption.

Zoning Board of Appeals (ZBA)

The zoning board of appeals has five full members, with two alternate members, including one member of planning commission and one member of city council. Each member is appointed by the Mayor for a three 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 along with dates and times of meetings can be found on the public meeting notice page of Owosso's website at www.ci.owosso.mi.us. Minutes for city council and the planning commission can also be found on the city website.

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 posted on the website at www.ci.owosso.mi.us and hung at city hall (as required by the Act). The following processes require that neighbors within 300 feet of a property be 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 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 clerk's office, 989-725-0500. The city shall also provide for the reasonable needs of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents can be expected to participate.

The City shall provide for technical assistance to groups representative of persons of Low/Moderate Income (LMI) that requests 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 city clerk or to check the city's website at: www.ci.owosso.mi.us 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 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 City of Owosso 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.ci.owosso.mi.us announces meetings, posts packets and agendas, minutes, and sometimes will contain pages or links for topics of major interest.
- ✓ **Newspaper** – The Argus Press and Independent are the City of Owosso's newspaper outlets. The Argus is printed daily while the Independent is printed weekly.
- ✓ **Internet** – City council meetings are recorded and posted on the city website.
- ✓ **Printed postings** – Available for viewing at the city hall 1st floor lobby bulletin board.
- ✓ **Announcements** – Announcements during meetings of the city council, planning commission and other boards and commissions.
- ✓ **Postal mail** – 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.
- ✓ **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

- ✓ **Focus Groups** – Bringing together stakeholders to discuss and brainstorm decision making options.

Communicating Results

The City of Owosso will:

- Publicly communicate all results of community input on planning and development issues.
- Utilize one or more of the “Inform” methods to relay results back to the public.
- Provide for a formal written procedure that will accommodate a timely written response to written complaints and grievances, within 15 days where practicable.

Updating the Citizen Participation Plan

Like all documents, the City of Owosso understands 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 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.



Quincy Public Participation Plan



47 Cole St

Quincy

Michigan

49082

517.639.9065

www.Quincy-MI.org

TABLE OF CONTENTS

Table of Contents	3
Participation Goals and Objectives	4
State Regulations	5
Open Meetings Act (PA 267 of 1976)	5
Planning Enabling Act (PA 33 of 2008).....	6
Key Stakeholders	7
Communication Toolbox	8
Basic announcement methods	8
Surveys.....	9
Workshops.....	9
Charrettes	9
Focus Groups	9
Standing Committees.....	10
Social Networking	10
Websites	11
Phone/Mobile.....	11
Outreach Strategies	12
Master Plan Update	12
Zoning Ordinance Update.....	12
Downtown Development Plan	12
Corridor Improvement Plan	13
Parks and Recreation Plan	13
Low-Controversy Development Plan	13
High-Controversy Development Plan.....	13
Communicating Results	14
Evaluation and Improvement	14
Closing	14
Appendix	15
Community Event Satisfaction Survey.....	15
Internal Public Participation Evaluation	15

PARTICIPATION GOALS AND OBJECTIVES

Quincy strives to involve the community in the decision making process. Village staff draw on a variety of methods of communication and outreach in order to understand what our citizenry want and opine. Goals of our Public Participation Process (P3) are outlined below.

Solicit public participation in each phase of planning processes. Throughout the multiple phases of a 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.

Effective and attentive communication with residents. The diverse characteristics and needs of residents require different communication and outreach techniques. Every resident has a voice and a say in the planning process, so the Village must reach as many as possible. 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. The Village will utilize effective and equitable avenues for distributing information and receiving input.

Provide educational materials and design participation initiatives that will support and encourage active and 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.

Develop and maintain 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 participation with the public.

STATE REGULATIONS

State of Michigan legislation details the minimum requirements for public participation. Quincy abides by this legislation and strives to go above and beyond the traditional practices to be proactive in soliciting public input for all projects. Below are the laws regarding public input set by the state.

OPEN MEETINGS ACT (PA 267 OF 1976)

The Michigan Open Meetings Act was created to require certain meetings of certain public bodies to be open to the public, to require notice and the keepings of minutes of the meetings.

The entirety of the act can be accessed through the state department or at the following website address: <http://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-267-of-1976.pdf>

The following captures important highlights from the act.

In accordance with PA 267 of 1976, the Village of Quincy will hold meetings in the Village Hall building at 47 Cole Street, which is accessible to the 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 Village 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.

Note: A regular meeting of a public body which is recessed for more than 35 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:

*Village of Quincy
Attn: Tricia Rzepka
47 Cole Street
Quincy, MI 49082*

PLANNING ENABLING ACT (PA 33 OF 2008)

The Michigan Planning Enabling Act was created to provide for county, city, and village planning and codify laws regarding it.

The entirety of the act can be accessed through the state department or at the following website address:

[http://www.legislature.mi.gov/\(S\(xj3g1jal1er4tq45ve4x5vuz\)\)/documents/mcl/pdf/mcl-act-33-of-2008.pdf](http://www.legislature.mi.gov/(S(xj3g1jal1er4tq45ve4x5vuz))/documents/mcl/pdf/mcl-act-33-of-2008.pdf)

The following captures important highlights from this act.

In accordance with PA 33 of 2008, the following parties will be notified via first class mail, personal delivery or electronic mail by the planning commission of the intent to plan and request the recipient's cooperation and comment:

- *Branch County*
- *Southcentral Michigan Planning Council*
- *Quincy Township*
- *Algansee Township*
- *Butler Township*
- *Each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within Quincy, and any government entity that registers its name and mailing address for this purpose with the planning commission*
- *Branch County Road Commission and the Michigan Department of Transportation*

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 Quincy.

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

Below is a list of groups that are able to assist in and enhance the public participation process, as well as identify groups that are often not at the visioning table. During each public event the list will be reviewed in order to make sure that the appropriate people and groups are involved. Since groups and business, and their associates, are constantly changing, this list only serves as a reference on which to build upon for each event.

- Local residents

- Downtown Development Authority
- Quincy and Coldwater Area Chamber of Commerce
- Large employers
- Commercial business owners
- Neighboring municipalities
- Potential investors
- Public employees (village, library, police, fire, education)
- Real estate professionals
- Religious groups
- Senior groups
- Social organizations (Rotary Club, NIKA, etc.)
- Students
- Young professionals
- Entrepreneurs

Quincy is blessed to be full of active residents that strive to make their community better. However, the Village is always trying to get more and more residents involved. The Village will use various methods of communication to attempt to reach a variety of audiences.

COMMUNICATION TOOLBOX

Quincy's communication toolbox is full of methods including tried and true and the latest and greatest. Village staff are always looking for new ways to communicate to the public, researching and experiment with creative, new methods. The Village Manager is in charge of evaluating innovative opportunities, developing sustainable technological solutions, and promoting new media communication. Improving customer (resident) service performance is one of the Village's top priorities.

The Village updated their website in 2016 in an effort to streamline and enhance online communications. Multiple social media accounts were created as well by the village, including Facebook and Twitter.

Quincy's compact geography makes accessibility easier on residents. However, sometimes activities can tend to be concentrated in rea which can lead to unintended exclusion of residents in the periphery of the village. Using a variety of communication methods to get residents to a workshop, such as postcards and texts, could increase representation from all residents.

The majority of Quincy residents speak English; 98% speak only English. There are no identified sub populations that do not speak English. In order to prevent miscommunications, the Village should make accommodations if it is found that a resident(s) have a language barrier.

Minority representation is just as important as representation from all ages, races, education levels, income levels, and political beliefs, regardless of gender or sexual orientation.

BASIC ANNOUNCEMENT METHODS FOR PUBLIC MEETINGS INCLUDE:

- Newspaper announcements
- Website postings
- Fliers
- Council meeting announcements
- Postcard mailings
- Attachments to water bills
- Radio announcements
- Village media accounts

Strong partnerships and stakeholder engagement make education and collaborative visioning possible. Committed to getting wide-ranging public input, Quincy uses creative and innovative strategies along with the more traditional methods. Below is a list and description of methods used in the past and are likely to be explored in the future.

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 distribute them. As with most public input efforts, it is best to vary the delivery method (mailed, handed out, electronic) and include bilingual language where applicable. Technology has increased delivery methods of surveys, including via social media and mobile phone texting.

WORKSHOPS

Workshops can be as simple as a series of question-and-answer sessions or as creative as creating a board game. Often, workshops are a great way to educate the community and hear concerns, questions, and ideas.

There are a variety of venues in Quincy that offer the needed space for workshops, depending on the scope of the project and expected attendance. The Village Hall, Library, School buildings, Union Church, and meeting space in local businesses are often used for public meetings.

Using a consultant to lead public involvement adds an objective and professional supervision to help participants resolve disagreements and develop effective solutions. During the last master plan process, LIAA was hired to conduct a thorough input process that included visioning forums and a series of focus groups.

CHARRETTES

A 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 state and local residents. Charrettes take much planning beforehand.

Depending on the plan or project, a charrette will be an inclusive way to envision and create. The location and participants will be dependent on the scope of the project. Ideally, stakeholders to be effected by the project will convene for the charrette and it will be located near the project site.

FOCUS GROUPS

Focus groups can help to narrow down concepts or get a specific side of the story. During the last master plan input process, focus groups were identified by the Planning Commission and staff to prioritize issues and gather input on specific questions.

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 ability to spread misinformation or post disrespectful comments easily makes it important to plan for the use of social media.

Social media has become an effective and efficient channel of communication between the community and their local government. The Village of Quincy’s social media efforts shall contribute toward the advancement of our presence as a digital village. Social media’s ability to drive community information, news, and opinion in real time helps the Village realize operating efficiencies, garner citizen engagement, and realize strategic objectives.

The Village has an overriding interest and expectation in deciding what is ‘announced’ or ‘spoken’ on behalf of the Village on social media sites. A written policy establishes internal procedures for the use of social media by Village of Quincy employees when posting for the Village of Quincy as well as personal use of social media when applicable. Social media sites include, Facebook, Twitter, LinkedIn, Pinterest, and other approved sites that are similar in content and/or character.

The Village Manager’s Office manages and approves all social media users. The Village Manager is responsible for maintaining a robust social media presence to keep users engaged throughout the year. Department personnel may be approved to post in order to post project specific content. Target audiences may differ by social media site, for example business owners and professionals through LinkedIn or parents and creatives by Pinterest. Facebook and Twitter generally have a wider audience that spans age groups, but is limited to those with the proper technology to access.

Social media can be used to update audiences on progress of a project, distribute meeting notifications, solicit feedback from surveys or general comments, and generally engage and inform users. The Village’s complete Social Media Policy can be found at Village Hall.

WEBSITES

Websites offer an omnipresent, easily-accessible method for distributing information, 24 hours a day, 365 days a year. Users know where to go to get the information or can search for content online. Quincy’s new website offers an attractive and practical platform to access an abundant database of contact information, service offerings, project information, and much more.

PHONE/MOBILE

These days, most everyone has a mobile phone. Texting is considered to be a technology that most people have access to and know how to use. Texting potentially reaches the widest audience. Children and young adults with mobile devices are more likely to communicate via text than other traditional and social media methods. Senior and low-income populations are the most likely to not text, but more and more are gaining access every day. Texting technology is becoming more affordable and widespread. The village will explore the different options that are available.

OUTREACH STRATEGIES

There are many situations in which the Village will solicit public input for a plan or project. Public participation in the planning process not only satisfies political and public need, it also increases the likelihood of plan success by making a more durable document. When residents are involved in the plan process, they are more likely to stay involved afterwards by forwarding the vision and partaking in the action plan to better their community with a sense of ownership. Broad engagement in the planning process also helps to prevent delays caused by unforeseen issues. Engagement efforts will vary depending upon the type, intensity, and location of a project or plan.

MASTER PLAN UPDATE

The Master Plan is the visioning document for the Village which future developments and policy are created from. Therefore, it is the most important planning process to get the broadest engagement and most public input. A variety of communication tools should be used with an effort to gain attention and involvement from the widest sample of residents, representative of the entire village.

At least two workshops or visioning forums should be held. Notice will be given to all residents when the planning process begins and when a draft plan has been created. A public forum will be held to review the draft document. Various other input methods should be used as well, including, but not limited to, web surveys, interactive mapping projects, electronic updates, or focus groups.

ZONING ORDINANCE UPDATE

The Zoning Ordinance is the regulating document which helps forward the vision of the village as well as promote the public health, safety and general welfare. Since the document establishes comprehensive zoning regulations and provides for the administration, enforcement and amendment of those regulations, it is important that the public are informed of and can give input about updates. Zoning regulation is based off of the master plan and therefore doesn't need as extensive of an input process. However, informing and educating the public about updates or revisions of the ordinance is important. Traditional communications methods are most appropriate.

DOWNTOWN DEVELOPMENT PLAN

The Downtown Development Plan is the guiding document for the vision and success of the downtown. Downtown development planning is integral to the success of a village and its economic development. Public input and engagement in this process is important. Education on topics, such as TIF financing, make this process easier as well as visioning techniques that can help the public understand various planning concepts.

Owners can be useful in bridging any misunderstandings. Public visioning sessions, websites, interactive mapping, and focus groups can all be useful in creating the downtown development plan.

PARKS AND RECREATION PLAN

Workshops, focus groups, surveys, websites, and/or alternative methods are useful in recreation planning. The last update of the Quincy Parks and Recreation Plan had a public input process that included a community survey and multiple public meetings.

LOW-CONTROVERSY DEVELOPMENT PLAN

Development plans require a review Village staff. If the plan is low controversy, it may be approved administratively. If there are any questions, it may be forwarded to the Planning Commission for review and approval.

HIGH-CONTROVERSY DEVELOPMENT PLAN

A high-controversy development plan will most likely require one or more focus groups of relevant residents, business owners, and/or organizational leaders. Proactive notification and timely education can prevent some controversy. Mailings, media, websites, and other methods can keep residents informed to prevent misinformation and misunderstanding. Public hearings can allow developers, residents and officials to work through development plans and solicit input.

COMMUNICATING RESULTS

Results from public participation sessions will be communicated back to the public by including it in the final plan document. Media can also be released immediately following a public input session to publish how many people attended and solicit further participation for future meetings. This demonstrates that the responses were heard, shows that public input is desired, and creates an environment of transparency.

Public Meetings: Meeting minutes are posted online.

Surveys: Surveys will be compiled by a consultant or village staff no later than three-four weeks after the survey is complete. Results will be posted online or in the appendix of the plan.

Community workshops/charrettes: Village staff are in charge of taking notes during workshops and charrettes. These notes will be shared at the end of the event as well as posted on a plan website if applicable. The notes will also be part of the plan appendix.

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

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

Standing committees: Meeting minutes will be taken by the appropriate secretary and made available to the public when appropriate.

Social networking: The Village Manager's Office is responsible for monitoring (see Social Media Policy).

EVALUATION AND IMPROVEMENT

Continuous review of our public input processes is the only way that Quincy will remain a thriving and connected community. The residents are what make Quincy such a great community to live in. Their creativity and talent are irreplaceable in the planning processes of the community. Therefore, reflection on communication and involvement efforts is needed to verify that optimal methods are used. A Communication Event Satisfaction Survey will be used at each event (see appendix). Results can be analyzed by keeping records of participation, including the types of communication used, the quality and quantity of comments received, and the number of participants involved. The hired consultant or staff will be in charge of recording participation.

Each plan and project shall include a Public Participation Review. The Public Participation Review sample can be found in the appendix. Documentation will contribute to a public participation process that is continuously evolving to better obtain public input. To insure that methods are effective, the P3 will be reviewed annually and updated when necessary. Methods that have failed will not be removed from the P3, but will be reviewed and documented so that the same mistakes will not be made in the future.

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. This plan is to be used and reviewed as a daily guide to best incorporate the public into decisions that affect their space.

APPENDIX

COMMUNITY EVENT SATISFACTION SURVEY

Community Event Satisfaction Survey
Event:
How did you hear about this event?
Was this event held at a convenient location and time? What time or location would have been more ideal?
Are you glad you came to the event? How would you improve it?

INTERNAL PUBLIC PARTICIPATION EVALUATION

Internal Public Participation Evaluation
Type of public participation:
Date and Time:
How was the event advertised?
Where was the event held?
How many people attended? Was there a group under-represented? Over-represented?
Who facilitate the event?
What ways could the event have been improved?