



VILLAGE OF CALUMET P3

Public Participation Plan

For Planning and Development
Projects

Prepared by Western Upper Peninsula
Planning & Development Region (WUPPDR)

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Introduction

The Village of Calumet recognizes the importance of public input in all aspects of planning and development processes. The Village also recognizes that engaging a diverse group of stakeholders early in planning and development processes results in more effective and responsive public participation and fosters a sense of “buy-in” from the public. In turn, this helps the Village transform a shared vision for the community into reality. The purpose of this plan is to act as a guide for seeking and gathering public input and to outline a variety of public engagement strategies intended to increase access of all community members to planning and development projects.

In addition to required State measures, the plan identifies additional methods of public involvement, acts as a tool for accountability and transparency, and identifies ways to disseminate results in a timely manner. It also identifies methods to ensure that outreach efforts are continually evaluated for effectiveness and adjusted accordingly in order to maximize success, gather feedback, and improve communications with all stakeholders.

This plan will be reviewed annually, in conjunction with the Village’s master plan, and updated, as needed, at a minimum of every five years. Updates to this plan will be drafted by Village staff and go through a standard review process before being adopted by Village Council.

This plan was prepared by the Western Upper Peninsula Planning & Development Region (WUPPDR) with support from the Village of Calumet and the Michigan Economic Development Corporation (MEDC).

Public Participation Goals

Public participation goals for the Village include, but are not limited to, the following:

- The Village will solicit public participation in each phase of a planning and development process or project.
- The Village will seek broad identification and representative involvement of all stakeholders within the community.
- The Village will utilize effective and equitable avenues for disseminating information and receiving comments.
- The Village will provide educational materials and design participation initiatives that will support and encourage effective public participation.
- The Village will maintain and develop staff expertise in all aspects of public participation.
- The Village will support and encourage continuous improvement in the methods used to meet the public need for information and involvement.
- The Village will record results of public engagement and recount these results back to the public.

Key Stakeholders:

The Village is committed to seeking input of all stakeholders within the Village. These diverse groups of stakeholders include, but are not limited to, the following:

Community Development

- Residents
- Senior Citizens
- Civic & Social Groups
- Environmental & Conservation Groups
- Service Clubs & Volunteer Groups
- Keweenaw National Historical Park
- Calumet Art District
- Michigan-American Water Company
- Emergency Personnel

Economic Development

- Main Street Calumet
- Keweenaw Chamber of Commerce
- Keweenaw Convention and Visitors Bureau
- Keweenaw Economic Development Alliance
- Local Business Owners
- Commercial Developers
- Potential Investors
- Visitors and Tourists

Government

- Village Council
- Planning Commission
- Houghton County
- Calumet Township
- Downtown Development Authority
- Historic District Commission
- Neighboring Municipalities
- Western U.P. Planning and Development Region

Education

- CLK Public Schools
- Copper Country Intermediate School District
- Michigan Technological University
- Finlandia University
- Gogebic Community College

State and Local Regulations

As required by law, the Village Council and Village bodies follow all local and state regulations regarding public participation. These regulations include provisions for the public review process, public participation, and public hearings.

- Village Ordinances
- Zoning Codes
- The Michigan Open Meetings Act (PA 267 of 1976)
- The Michigan Planning Enabling Act (PA 33 of 2008)
- The Michigan Freedom of Information Act (PA 442 of 1976)
- The Michigan Zoning Enabling Act (PA 110 of 2006)
- The Michigan General Law Village Act
- Brownfield Redevelopment Financing Act (PA 381 of 1996)
- Downtown Development Authority Act (PA 197 of 1975)
- The Plant Rehabilitation and Industrial Development Districts Act (also known as the Industrial Facilities Exemption) (PA 198 of 1974)
- The New Personal Property Exemption Act (PA 328 of 1998)
- The Corridor Improvement Act (PA 280 of 2005)
- Other local and State legislation

Michigan Open Meetings Act Compliance

In accordance with the Michigan Open Meetings Act (PA 267 of 1976), the Village of Calumet holds Village council meetings at 340 6th Street, Calumet, MI, 49913, which is accessible to the general public. Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may contact Village offices for assistance.

The public is notified within 10 days of the first meeting of the 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 meeting at its principle office. 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. The public should also be notified of informal events, such as Village tours, focus groups, and steering committee meetings, particularly if more than two Village council members participate.

For special and irregular meetings, public bodies will post a notice indicating the date, time, and place at least 18 hours before the meeting. Note: A regular meeting of a public body which is recessed for more than 36 hours, can only be convened 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 Village Clerk at (906) 337-1713.

Michigan Planning Enabling Act

In Michigan, the Michigan Planning Enabling Act determines the rules and regulations local governments must follow when preparing the Master Plan. In accordance with the Michigan Planning Enabling Act (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:

- Houghton County
- Houghton County Planning Commission.
- The Western U.P. Planning & Development Region (not required).
- Each public utility company, railroad company, and public transportation agency owning and operating a public utility or public transportation system within the local unit of government, and any government entity that registers its name and mailing address for the purpose with the planning commission.
- If the master plan will include a master street plan, the Houghton 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, the Planning Commission will not hold 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 the local unit of government. 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, the Planning Commission may publish and distribute copies of the master plan or of any report and employ other means of publicity and education.

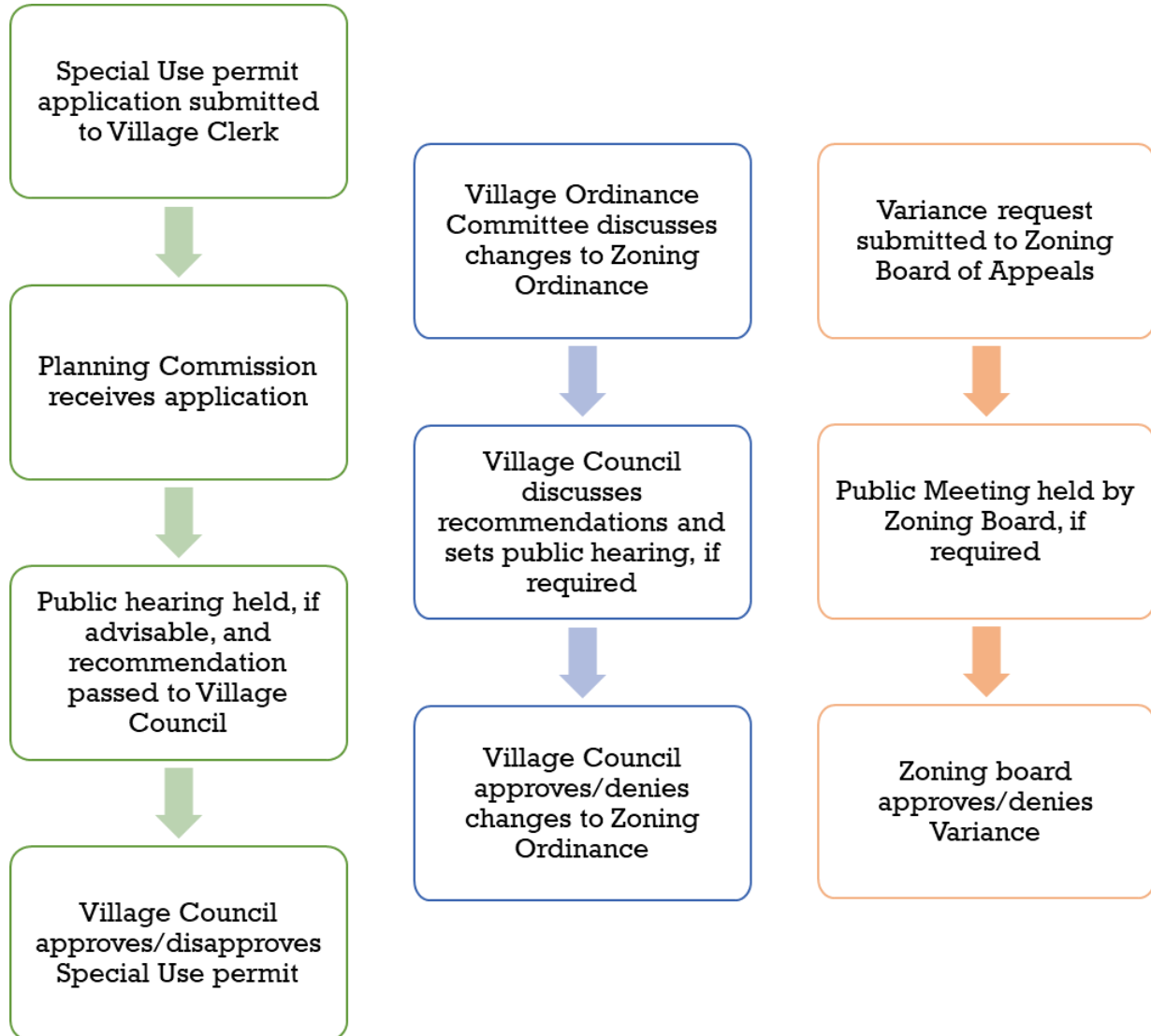
Michigan Zoning Enabling Act

In accordance with the Michigan Zoning Enabling Act (PA 110 of 2006), consideration of the following requires advertised public hearings pursuant to the Open Meetings Act: zoning text amendments, zoning map amendments, variances, appeals, interpretations, and special land uses.

In all the above cases, the Village will provide public notice of the hearing in a newspaper of general circulation in the area not less than 15 days before the date of the hearing and all persons to whom real property is assessed within 300 feet of the subject property and to the occupants of all structures within 300 of the subject property shall be notified.

Development Review Processes

There are instances in the planning process when the Village Council, Planning Commission, and/or the Zoning Board of Appeals requests public input. These processes include public hearings for special use permits, changes to the zoning ordinance or master plan, and requested variances. The flowcharts below outline these processes:



Public Involvement Opportunities and Toolbox

PUBLIC MEETINGS

The Village provides stakeholders numerous opportunities to become involved in the review and approval process for planning, zoning, and development projects through Village Council, Planning Commission, Zoning Board of Appeals, Historic District Commission, and Downtown Development Authority meetings. Pursuant to state and local regulations, all meetings are open to the public and public hearings may be held at such meetings.

PUBLIC HEARINGS

The Village Council and various boards and commissions hold public hearings when required by enabling legislation or when doing so provides benefits to the community on a variety of topics. Hearings provide an opportunity for the public to both receive information from Village officials as well as provide public comment on the topic of the hearing. These comments are summarized in publicly accessible meeting minutes.

PUBLIC COMMENTS

Comments can also be submitted via mail and email. Planning processes (e.g. master planning, recreation planning, etc.) often include public review periods to solicit input from community members on documents being considered for adoption. Stakeholders can review these documents and submit feedback in writing to the responsible public body charged with developing the plan. These comments are often reflected in the appendix section of the plan after adoption.

PUBLIC ANNOUNCEMENTS

The Village is often required to provide public notification of events, disseminate information to the public, and announce opportunities for public involvement. The Village recognizes that a variety of methods should be used as stakeholders have different preferences and barriers for receiving information (e.g. lack of internet access, inability to attend Village meetings, etc.). Below is a list of communication channels the Village can use to convey such information and make stakeholders aware of opportunities for public participation.

- Newspaper posting of public hearing notices (e.g. Daily Mining Gazette)
- Flyer postings at the Village office entrance
- Announcements during the meetings of the Village Council and various board and commission meetings

- Press releases and communications to media – press releases are typically distributed to a media list containing local or statewide print and broadcast organizations
- Notifications through mail
- Postings to the Village’s website and affiliated social media accounts, such as Main Street Calumet
- Collaborating with local stakeholder groups to share announcements through their respective communication channels (e.g. e-newsletters, social media, meetings, etc.)
- Local door-to-door canvassing through tools like door-hangers and flyers
- Other methods as deemed appropriate

Proactive Approaches to Public Participation

In addition to all required public hearing and comment opportunities, the Village is committed to providing additional opportunities to stakeholders to provide input and feedback on planning and development projects. Often, traditional methods of public participation fail to accommodate many stakeholders’ schedules or preferred communication styles. To include as many stakeholders as possible, the Village may use one or more of the following engagement strategies:

COMMUNITY MEETINGS AND FORUMS

Community meetings are a common tool used to generate public participation on planning and development projects. These meetings differ from public hearings in that they are not required by legislation and are not required to follow the common public hearing format. In fact, the format of these meetings can take a variety of forms ranging from a traditional presentation with a question and answer session to a facilitated workshop intended to generate new ideas and strategies for the Village’s planning and development efforts. These meetings can be held in local venues other than the Village offices, such as the Keweenaw Heritage Center, CLK school Commons, or even the Calumet Theatre. Optimal meeting dates and times can vary depending on the intended target audience and the Village can advertise meetings through a variety of sources such as the newspaper, its website and associated social media accounts, and mailing efforts.

SURVEYS

A survey (also referred to as a questionnaire) can be used to collect standardized, quantifiable information from a wide range of stakeholders on a topic(s) of interest relevant to planning and development projects. Surveys are a great way to solicit public participation since they offer stakeholders an opportunity to provide

feedback, often anonymously, without requiring them to attend meetings. While public meetings are an important tool for the Village, the environment may be intimidating for stakeholders who are uncomfortable with public speaking or are unable to attend due to scheduling conflicts. Surveys can be used to get input from the public or specific target populations (e.g. business owners) and used to generate statistical information to help guide the Village's efforts. Surveys can be distributed through a variety of methods (e.g. online, mail, in-person, etc.) with results posted online, published in a newsletter or on social media, and communicated to the Village Council, residents, survey participants, investors, developers, and other stakeholders. The Village has access to a variety of technical resources through partnerships with local universities (Michigan Technological University and Finlandia University), as well as the Western U.P. Planning and Development Region, to help design, distribute, and analyze surveys.

ONE-ON-ONE INTERVIEWS

Individual interviews are a great tool to gain in-depth insight from key stakeholders. Unlike surveys, which are often restricted to structured question sets with fixed response options, interviews can provide a wealth of qualitative information based on the interviewee's expertise and level of interest. In general, the information collected during interviews and interviewee information are kept confidential unless requested otherwise.

FOCUS GROUPS

Focus groups are a tool the Village can use to gather input feedback from a small group of stakeholders on a pertinent development or planning topic. Focus groups are often comprised of five to eight pre-selected stakeholders who often represent key target audiences from whom the Village is seeking input. Generally, the group is led through a series of predetermined questions by a facilitator allowing for discussion between the participants. An important element of a focus group session is the ability to explore potentially unanticipated topics brought to light by the group's discussion. This may help the Village to identify important concerns or benefits of a project. Depending on the Village's resources or the importance of the project of interest, multiple focus group sessions could be held with different sets of stakeholders.

STEERING COMMITTEE

The Village may organize steering committees consisting of residents, business owners, university representatives, board and commission members, and other stakeholders in order to provide guidance on development projects or elements of

planning efforts. Members may be selected based on their expertise, interest, and background as they relate to the focus of the individual steering committee. Meetings can be open to the public with results and recommendations shared through final reports distributed online and in-print.

CHARETTES/DESIGN WORKSHOPS

The Village may engage the community through charrettes or design workshops. These sessions are often intense, multi-day workshops where participants help craft a vision and design for major development or planning projects. This tool is most often used for development projects that involve significant changes to the urban form and require public input on the design layout. The Village may encourage developers to hold charrettes for specific proposed projects with significant community interest.

SOCIAL MEDIA

Currently the Village does not have any social media accounts, and this can present some challenges when connecting to certain stakeholder groups. The Village could share information with and generate public participation from stakeholders using social media platforms such as Facebook, Instagram, or Twitter. Village officials could also use this tool to collect input from community members on planning and development projects as well as keep stakeholders updated on local Village initiatives and share the results of public feedback. Increasingly, social media platforms offer tools to facilitate tasks like surveys, interviews, public meetings, focus groups, and even design charrettes. Some platforms are preferred communication tools for community members. Main Street Calumet, which does have an active Facebook and Instagram account, has been posting on behalf of the Village (when asked) and plans to continue to do so for the foreseeable future.

TOURS

Walking, biking, and bus tours are a great way for the Village to collect feedback from stakeholders on potential planning and development projects for topics like transportation initiatives (e.g. bike lanes), zoning updates, and development initiatives. The tours allow participants to gain a unique perspective and new insight on the built environment within the Village. This may generate new project ideas or identify unforeseen challenges. It also allows participants to share feedback with Village officials on proposed projects and offer new alternatives to the project's design. Depending on the topic, Village staff, committee members, or consultants can facilitate the tours. The facilitator(s) may take notes during the tour and share them with the participants and the community.

Strategies for Outreach

The matrix below includes, but is not limited to, public engagement strategies the Village plans to utilize for the respective planning and development projects. These strategies are contingent upon available resources (e.g. staff time, financing, expertise). Based on statute and funding sources, certain outreach strategies may be required for specific projects (e.g. Recreation Plans, Master Plans).

PROCESS/PROJECT							
STRATEGY	MASTER PLAN	ZONING ORDINANCE UPDATE	DOWNTOWN DEVELOPMENT PLAN	CORRIDOR IMPROVEMENT PLAN	RECREATION PLAN	LOW-CONTROVERSY DEVELOPMENT	HIGH-CONTROVERSY PROJECT
PUBLIC HEARING	X	X	X	X	X	X	X
PRESS RELEASE	X	X	X	X	X	X	X
WEBSITE POSTING	X	X	X	X	X	X	X
EMAIL/MAILING	X	O	X	X	X	O	X
CANVASSING	O	O	O	O	-	O	O
COMMUNITY MEETING	X	X	X	X	X	X	X
STEERING COMMITTEE	X	X	X	X	X	X	X
SURVEY	O	O	O	X	X	O	O
INTERVIEW	O	O	O	O	O	O	O
FOCUS GROUP	O	O	O	X	X	O	O
CHARRETTE	O	O	-	O	O	O	O
SOCIAL MEDIA	X	X	X	X	X	X	X
TOURS	O	O	O	O	O	O	O
Key: X = Required; O = Encouraged but optional; - = Not Used							

Communicating Results

The table below illustrates the Village's plan to communicate results of public participation efforts. It also indicates the timeframe and party responsible for following identified strategies. These methods may vary depending on the type of project and availability of Village resources.

Public Participation Form	Responsible Party	Communication Method(s)	Timeframe Goal
Community Meeting/Workshop	Facilitator/Clerk	<ul style="list-style-type: none"> • Website post • Social media • Press release 	7 days after event
Steering Committee	Facilitator/Clerk	<ul style="list-style-type: none"> • Website post • Press release 	7 days after event
Survey	Facilitator/Clerk	<ul style="list-style-type: none"> • Website post • Social media • Press release • Special meeting 	30 days after event
Interview	Facilitator/Clerk	<ul style="list-style-type: none"> • N/A 	
Focus Group	Facilitator/Clerk	<ul style="list-style-type: none"> • Website post • Social media • Press release • Email 	10 days after event
Charrette	Facilitator/Clerk	<ul style="list-style-type: none"> • Website post • Social media • Press release • Email 	10 days after event
Social Media	Administration	<ul style="list-style-type: none"> • Website post • Social media 	5 days after event
Tours	Facilitator/Clerk	<ul style="list-style-type: none"> • Website post • Social media • Press release • Email 	10 days after event

Communication channels available to the Village to share public participation results include:

- Website – The Village announces meetings, posts agendas, minutes, and links for topics of major interest on its website (www.villageofcalumet.com). Main Street Calumet may also post information from the Village when requested.
- Press Release - The Daily Mining Gazette is the local newspaper for the area. New editions are available Monday through Saturday. The Village publishes notices of public hearings in the paper and it can use this channel to share additional information to the public.
- Radio - Announcements of Village meetings and public information are provided on local radio stations
- Printed postings - Available for viewing at Village offices.
- Announcements - Announcements during meetings of the Village Council, planning commission, and other boards and commissions.
- Postal mail - Postal mailings to neighbors within 300 feet, according to statute.
- Social Media – The Village does not have its own Facebook account, but Main Street Calumet does, as well as an Instagram profile, and has been posting on the behalf of the Village (when asked).

Evaluating Results

The Village strives to continuously improve the effectiveness of its public participation efforts and understands that ongoing evaluation is needed to measure progress and identify new strategies for public participation. In order to make informed decisions for improvement, the Village needs to find opportunities to qualitatively and quantitatively measure indicators of participation. Available indicators for use to review the Village's public participation efforts can include, but are not limited to:

- Attendance at public engagement events for planning and development projects
- Response rates for implemented surveys
- Participation rates on standing committees, commissions, and boards
- Periodic feedback questionnaires on public participation efforts can hosted online and promoted through tax/utility mailings
- Additional qualitative feedback from participants who completed the Community Event Satisfaction Survey (Appendix) and from staff/facilitators via the Internal Public Participation Evaluation Form (Appendix)

It is important to note that total number of participants can be misleading if it is dominated by a specific stakeholder group(s) while under representing other groups. Because of this, evaluation efforts should attempt to understand not just how *much* participation is occurring, but also the *representativeness* of the participation based on the community's diverse nature. This can be achieved by adding demographic questions to survey and event input forms (see the Community Event Satisfaction Survey for an example).

Additional qualitative feedback gathered through anecdotal evidence, internal event evaluations forms, and discussions can provide further insight into opportunities for improvement. At a minimum, a Village staff member or volunteer should be designated at each public engagement event to complete an Internal Public Participation Evaluation Form (Appendix). This information will be taken into consideration during the annual review of the Village's plan to determine quantity and quality of public participation efforts.

COMMUNITY EVENT SATISFACTION SURVEY
(All questions optional)

Event Title:

Event Date:

How did you hear about this event?

Was this event held at a convenient time? If not, what time would have been better?

Did you have any challenges attending or participating in this event? Please describe these challenges:

In your opinion, what was the most positive/beneficial part of this event?

How would you improve this event?

About You

We'd like to ensure we're reaching a broad and diverse audience. Please provide responses to the following questions to help make sure that happens. Your answers will be kept confidential.

1. What is your gender?

- Male
- Female
- Other
- Prefer not to say

2. What is your age?

- Under 18 years
- 18-24 years old
- 25-34 years old
- 35-44 years old
- 45-54 years old
- 55-64 years old
- 65-74 years old
- 75 + years or older
- Prefer not to say

3. What was your total household income last year?

- Less than \$20,000
- \$20,000 to \$34,999
- \$35,000 to \$49,999
- \$50,000 to \$74,999
- \$75,000 to \$99,999
- Over \$100,000
- Prefer not to say

INTERNAL PUBLIC PARTICIPATION EVALUATION

Date:

Type of public participation:

Where was the event held?

How many people attended?

Was there a group that was under-represented?

Who facilitated/completed the event?

How could this event be improved for future?