

## **VILLAGE OF MARCELLUS 2023 PUBLIC PARTICIPATION PLAN**

The MEDC Redevelopment Ready Communities program helps the local community focus and prepare for development, plan for investment, identify assets and opportunities, and focus on how to best make use of limited resources.

The purpose of the Village's Public Participation Plan is to solicit public involvement throughout the master planning process. The plan is important for defining the Village's goals and gaining consensus for local investment and important land-use decisions.

Public engagement and contributions throughout the planning and development process encourages a positive outcome. The goal is to improve the communication process with current businesses and to identify and attract new businesses into the community by offering a simplified development process.

Accordingly, the following goals and objectives are identified for guidance of all RRC advisory and development participants:

All meetings of the Village Council and its Boards and Commissions or Committees are open to the public in accordance with the Michigan Open Meetings Act (PA 267 of 1976), notices of which are posted on the front door of the Village Hall, on the Village's website. All meetings are held at the Marcellus Village Hall, 177 East Main Street, Marcellus, Michigan, unless otherwise posted.

The Village will use social media, its website and the local newspaper to notify and engage stakeholders regarding public meetings and other happenings, to encourage involvement throughout the process.

All matters of the Village shall be conducted in an open and accessible manner, with the Village seeking public input in each phase of the planning and development review and approval processes, seeking input from the stakeholders within the Village, by providing information to the public about the planning and development process and informing the public about these processes.

Key stakeholders in the Village of Marcellus include, but are not limited to the following:

- Residents
- Village Council
- Planning Commission
- Downtown Development Authority
- Board of Appeals
- Marcellus School District
- Heritage Southwest Intermediate School District
- Marcellus Township Board
- Civic and Social Groups
- Cass County Planning Commission
- Commercial Developers
- Potential Investors
- Cass County Council on Aging
- Local Business Owners
- Civic and Social Groups.

- Students and Student Groups
- Other Neighboring Communities
- Other Stakeholders including *The Marcellus News*, Southwest Michigan Planning Commission,

Village Council, Planning Commission, Downtown Development Authority and the Village's Committees follow guidelines contained within the following acts:

- The General Law Village Act
- Michigan Open Meetings Act (PA 267 of 1976)
- The Michigan Planning Enabling Act (PA 33 of 2008)
- The Michigan Zoning Enabling Act (PA 110 of 2006)
- Village of Marcellus Code of Ordinances
- Marcellus Downtown Development Authority (PA 57 of 2018)
- Other pertinent local and/or State legislation.

The public can provide input during Village Council, Planning Commission, Board of Appeals and Downtown Development Meetings. All meetings are open to the public and public hearings are held at such meetings. Public comment is offered at every one of these meetings.

The Village of Marcellus Planning Commission is responsible for preparation and adoption of the Village's Master Plan that guides development of the Village. In preparing a new Master Plan or Master Plan update, the Village shall, at a minimum, follow the public notification provisions of the Michigan Planning Enabling Act, PA 33 of 2008.

When preparing a new Zoning Ordinance or any amendment(s) to the Zoning Ordinance, the Village shall, at a minimum, follow the public notification provisions of the Michigan Zoning Enabling Act, PA 110 of 2006. The Village of Marcellus Planning Commission is the primary advisory Commission to the Village Council on development related applications including zoning petitions, conditional or Special use Permits, site plans, subdivisions, capital improvement plans and other related land use proposals.

The Planning Commission follows requirements of the Zoning Enabling Act, PA 110 of 2006, for public hearings. Such notice is provided to the applicant, the property owner and/or all property owners within 300 feet of an affected property and by publication in *The Marcellus News* at least 15 days in advance of a public hearing. The applicant and the Village Council receive written notification of the Planning Commission's recommendation(s).

The Village announces public meetings on their website, newspapers, flier postings at the Village Hall, Newsletters and announcements during Council meetings.

The Village follows provisions of local and State regulations to review development projects related to planning and zoning applications, permits, and business assistance. This applies to the review process for site plans and conditional

use permits, rezoning and variance request applications or downtown redevelopment assistance.

If development applications will involve matters of broad community interest or result in a need for increased public involvement, the Village may decide to engage the public through more intensive means, such as additional community meetings, focus groups, workshops or other engagement activities.

The Village will track the effectiveness of outreach by:

- Asking citizens how they heard about the meeting or activity they are attending.
- Potentially following up with a brief survey to those who attend major events such as a Master Plan community meeting.

The Village recognizes that to effectively use public input, it is necessary at times to communicate the results of these efforts back to the public. These efforts increase transparency and allow the Village to gain a clearer understanding of public opinion. The Village will employ avenues of communication to present and make information easily available to the public. These methods of communication can include, and are not limited to the following:

- Village Website
- Newspaper
- Flyers posted at the Village Hall
- Mailings
- Community Newsletters
- Social media

The Village of Marcellus recognizes that all information and public events must be as accessible to all members of the public as possible to gather a broad and representative body of public input. The Village therefore strives to foster an environment of accessibility and inclusivity. The Village Hall is barrier-free and accessible to the entire community.

Approved minutes of all public meetings are maintained by the Village Clerk and are made available to the public on the Village's website and at the Village Hall.

If you have questions regarding the public participating process for any Council or Commission, please call the Village Hall at 269-646-5485 to leave a message for any of the following:

Village Council  
Downtown Development Authority  
Planning Commission or Zoning Board