

City of Marquette

Public Participation Plan



Adopted by the Marquette City Commission on September 9, 2019

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Introduction

The City of Marquette adopted its Community Master Plan (CMP) on Aug. 18, 2015 and recently approved an update on Dec. 17, 2018. The Michigan Planning Enabling Act recommends that a CMP be reviewed every five years; however, the City Planning Commission acted to provide an intermediate update to the CMP, per its recommendation in the 2015 CMP to review the CMP for appropriate updates annually. The CMP is a primary guide for strategically managing change and opportunities within the broad realm of urban affairs. It is grounded in the data, observations and community preferences of the present time, but it also looks to the future. The CMP essentially identifies the gap between where we are as a community and where we want to go and provides recommendations on how to bridge the gap. Marquette's goals can be best expressed by the vision statement from the CMP, "The City of Marquette is the Superior location to live, learn, work, and enjoy life."

As part of the planning process of designing and developing our community, this Public Participation Plan is also being developed. This Plan is an essential tool for outlining how elected officials, appointed officials and boards and commissions engage the public throughout the planning and development process. The Plan also acts as a tool for accountability and transparency requiring a municipality to seek public input as well as report the results to the people.

When preparing and updating the Community Master Plan, it was important to work with citizens to identify the issues and challenges unique to the community. As part of the Public Participation Plan, we as a community must evaluate our current strengths and needs followed by a vision for the future. The City of Marquette's Public Participation Plan strategy is to encourage community members to take part in the City planning process in an effort to gain support for the collective community vision and produce a plan that best reflects the overall vision of the community.

Public Participation Guiding Goals and Objectives

The City of Marquette shall oversee all aspects of citizen/public participation in an open manner, by making the participation process accessible to anyone interested in taking part.

The City of Marquette shall continue to seek out public participation during the implementation of the CMP.

The City of Marquette shall strive to have a diverse group of stakeholders in planning, land use and development decisions.

The City of Marquette shall encourage the involvement of residents most affected by the proposed planning, land use or development projects.

The City of Marquette shall make all efforts to ensure involvement of citizens throughout all stages of the planning and review process.

The City of Marquette shall use all forms of communication possible for distributing information and receiving comments and feedback.

The City of Marquette shall support and encourage participation by making information available in a timely manner, allowing the citizens/public to take part in important decisions at various stages of the review and approval processes.

The City of Marquette shall seek broad identification and representative involvement of all residents of the community. The diverse characteristics and needs of residents require different communication and outreach techniques.

The City of Marquette shall 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 seek new and innovative ways to engage and keep the public involved throughout the process.

Public Participation History

The City of Marquette has an extensive history with ongoing public participation in community planning. The public has been involved in the development and implementation of the Community Master Plan, Arts and Culture Master Plan, Five Year Recreation Master Plan as well as other public planning processes. The City has demonstrated a commitment to public participation and the importance of these contributions to the planning process.

Public Feedback

In order to serve the citizens of the City of Marquette better, we require feedback/input regarding how the City's citizens would like us to communicate information.

The City of Marquette is committed to providing avenues for feedback to our citizens by using such tools as e-mails, telephone calls, exit surveys and such. To provide feedback on any City program or planning initiative, citizens are encouraged to contact the appropriate City office, the City Manager's Office or their elected Commissioners.

Proactive Public Education

Residents of the City of Marquette are passionate about the present and future state of their City. New projects and developments in the City occasionally evoke strong reactions and can require additional proactive outreach to educate residents before official Commission action is taken.

The City Manager and City staff are well attuned to the views of City residents and are able to recognize issues that will prompt heightened discussion. Through familiarity with the community, the City is able to recognize when further education and discussion will be warranted and are able to plan accordingly. This can come in the way of information dissemination through the City website, social media, printed publications, public meetings and other avenues of communication.

Additionally, when issues requiring more community outreach arise unexpectedly, the City has multiple avenues to receive feedback from residents (i.e. phone calls, emails, social media, public meetings, elected official contacts, City Manager open office hours) and can formulate an appropriate response strategy.

When issues involving developers in the community arise, the City is able to be a facilitating resource by offering public meeting space, providing a medium for information and publicizing meetings.

Public Access to Information

As required by law, the City of Marquette will provide the public reasonable and timely access to information and records relating to the Community Master Plan, Public Participation Plan and amendments to any of the plans.

Transparency in governance is a top priority for the City of Marquette and City staff endeavor to provide residents with increased access to their government through the dissemination of relevant information through multiple mediums. Transparent governance ensures that the needs of citizens are met in a fair, responsible and open manner.

Interested stakeholders are encouraged to check the City’s website at www.marquettemi.gov, or social media pages such as Facebook (<https://www.facebook.com/mqtcty>) in order to be kept informed of any meeting/hearing changes or cancellations. Marquette City Commission regular meetings are streamed live on the City YouTube channel. In addition, all regularly scheduled Marquette City Commission meetings are televised on Public Channel 191 on Spectrum cable. Meeting agendas and packets are available the Friday prior to a Commission meeting either digitally on the City’s website or physically in City Hall or the Peter White Public Library. Meeting minutes are posted on the City’s website following approval.

The Planning Commission and Board of Zoning Appeals agendas are also available on the City’s website in advance of the meeting.

Accessibility

Public meetings in the City of Marquette, including City Commission, City boards and commissions, public forums and planning meetings, take place in publicized, barrier-free locations and all reasonable accommodations are made to ensure they are accessible. City Commission regular meetings are recorded, televised and live streamed to provide an alternative avenue for viewing and are also summarized by approved minutes. The City website also adheres to the Web Content Accessibility Guidelines 2.0 Level AA standards for website design as required by the Federal General Services Administration.

Key Stakeholders

City stakeholders are individuals, group, businesses and other organizations that are affected by development in the City of Marquette. These stakeholders have different inputs into the City’s operations, policies and development and include, but are not limited to, the groups in the below table.

Regional Partners	Michigan Economic Development Corporation Central Upper Peninsula Planning And Development Regional Committee (CUPPAD) Michigan Department of Transportation Next Michigan Superior Trade Zone Superior Watershed Partnership Lake Superior Community Partnership
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Non-Profits/Associations	Rotary Club of Marquette Marquette County Exchange Club Friends of Marquette Public Art Upper Peninsula Children's Museum Marquette Beautification Committee Northern Michigan Public Service Academy Upper Peninsula Arts and Culture Alliance Room at the Inn Religious Groups
Education Providers	Marquette Area Public Schools Marquette Alger Regional Educational Service Agency Northern Michigan University
People	City Residents Tourists Senior Citizens Public Employees
Businesses/ Business Organizations	U.P. Health Systems- Marquette Veridea Group RTI Surgical Commercial business owners Potential investor and developers Marquette Chamber of Commerce Innovate Marquette Travel Marquette/Marquette County Conventions and Visitors Bureau Next Michigan Superior Trade Zone
Governmental	City Commission Downtown Development Authority Marquette County Chocolay Township Marquette Township State of Michigan State and Federal Elected Officials

Public Involvement Strategies

The following traditional public involvement strategies will be used by the City of Marquette as part of public outreach:

- City Commission meetings
- City Board/Committee meetings
- Public forums
- Person to person communications

- Public service announcements
 - Website postings
 - Newspaper postings
- Utility bill notices
- Channel 191 notices
- Surveys and public outreach

In addition to the traditional methods used by the City of Marquette to get citizens involved in the decision-making processes that will shape the future of the community, the following non-traditional methods will also be used to reach out to the citizens of the community:

Community Office Hours

Every second Wednesday of the month, the City Manager conducts open office hours at the Peter White Public Library from 10 a.m. to 12 p.m. The open office hours provide citizens with the opportunity to meet with the City Manager in an informal setting and discuss comments and concerns about City business.

Radio Shows

Prior to each regular City Commission meeting, the City Manager is a guest on a local radio station to discuss the pending City Commission agenda and City matters.

Quarterly Manager/Supervisor Meetings

Every quarter, the City Manager meets with manager and supervisors from surrounding cities in Marquette County and townships in a rotating location. The purpose of these meetings is to bring local municipal executives together to ensure an open dialogue about matters affection the area.

Social Media

The City Facebook page will be routinely used to update the citizens of the community as part of the public involvement strategy. The City Facebook page can be found at:
<https://www.facebook.com/mqtcty/>.

Internet Access

The City of Marquette website (www.marquettemi.gov) will continue to be routinely updated. All documents distributed at meetings and community events will be included on the website, including such items as draft maps, the planning process, schedules and other related information.

Bimonthly Newsletter

The City of Marquette issues a bimonthly newsletter which contains information about upcoming community meetings and other public involvement/informational opportunities and schedules.

Charettes

The City of Marquette will continue to utilize charrettes as a tool to encourage community involvement. Charrettes are meetings in which stakeholders take part in a participatory planning process in an effort

to collaboratively design a solution to a problem. Charettes are especially useful in providing community input and feedback for designers and planners during the participatory process of planning.

Surveys

The City of Marquette utilizes surveys for gathering public opinion and data for projects, initiatives and key decisions. These surveys can be done community-wide through utility bill distribution and can also be distributed at the end of informational and community meetings.

Governing Local and State Regulations

The City of Marquette follows the Local and State regulations listed below. This includes a list for the public review process, public participation, and public meetings/hearings.

- Home Rule City Act
- Michigan Zoning Enabling Act
- Downtown Development Authority Act
- Michigan Open Meetings Act
- Freedom of Information Act
- Brownfield Redevelopment Financing Act
- New Personal Property Exception Act
- Corridor Improvement Act
- Michigan Planning Enabling Act
- City of Marquette City Charter
- City of Marquette Code of Ordinances
- Any other local and state legislations

Development Review Bodies / Public Meetings and Hearing

Marquette City Commission

The City Commission is comprised of seven elected at-large citizens to serve staggered three-year terms. Candidates for City Commission undergo an August primary (if required) and then are placed on the November general election ballot. Candidates must be U.S. citizens, registered voters and a resident of the City of Marquette for at least one year at the time of filing. They are nominated by petitions or a registration fee filed with the City Clerk. The Commission constitutes the legislative and governing body of the City, possessing all powers and authority to pass ordinances and adopt resolutions as they shall deem proper in order to exercise any or all powers held by the City.

Regular meetings of the Marquette City Commission will be held on the second and last Monday of each month with the business portion commencing at 6:00 p.m. in the Marquette City Commission Chambers at City Hall, unless otherwise rescheduled by action of the Commission. Commission meetings shall conclude no later than 10:00 p.m., subject to extension by the Commission. If a regularly scheduled meeting falls on a legal holiday, it shall be scheduled for the next day.

Marquette City Planning Commission

It has been the ongoing practice of the Planning Commission to hold public hearings for all land use and development applications (site plan, special use permit, rezoning, CMP updates, etc.) that come before them, as required by the Marquette Land Development Code and other applicable regulations. Another primary objective has been to develop and update a CMP for the physical development of the City. The Planning Commission recommends action to the City Commission on preliminary plat applications, reviews and makes recommendations concerning proposed rezoning or amendments to the Zoning Ordinance. Nine members are appointed for three-year terms.

The Planning Commission and City staff schedule and publish the notification of a public hearing before the Planning Commission in a newspaper of general distribution in the City not less than 15 days prior to the hearing on a site plan application as mandated by the Planning Commission's bylaws and the City of Marquette Land Development Code. Additionally, land use and development application notifications shall be sent by mail to the applicant, the owner of the subject property, and the owners of property within 300 feet of the subject property.

The Planning Commission meeting agenda and meeting packet shall be made available on the City's website (www.marquettemi.gov) in advance of the meeting, typically on Friday the week before the scheduled meeting.

Meetings are held the first and third Tuesday of each month at 6:00 p.m. in Commission Chambers; however, when August Primary Elections and the November General Elections are held, the group meets the second and third Tuesday of the month.

APPOINTED BOARDS AND COMMITTEES

The City encourages participation in local government planning and policy decisions. Therefore, all citizens are invited to apply for appointments to City boards and commissions. Through these opportunities, civic-minded citizens become involved in their local government. These groups provide recommendations to the City Commission on a variety of topics and issues. The members of boards and committees analyze options and influence important decisions on behalf of the community. As a result, the City benefits from the vast knowledge, experience and expertise of its citizens.

In general, depending on the nature and location of the project, many boards and committees may review proposed planning documents. These boards and committees function in two distinct capacities in the public policy process in the City of Marquette- advisory and administrative. Some will serve in both capacities.

Each advisory board or committee makes recommendations to the City Commission based on the scope of its particular service area. Typically, advisory boards and committee have a work agenda in place for a calendar year during which it undertakes projects and deliberates on issues. The City Commission is responsible for making the final decisions on most issues or topics, but it will look to these groups for recommendations, background information and analysis. As the elected body, the City Commission has discretion to accept recommendations in full, in part, or not at all. Certain boards and committees have an additional administrative role. This means that they are permitted or required by City Charter, statute or ordinance to conduct formal reviews and issue administrative decisions.

Board and committee member positions are all voluntary and are appointed by the Mayor, with the consensus of the City Commission. Preparation for some meetings may require additional time obligations. Once committed, attendance at all regularly scheduled meetings is critical.

How to Apply for Boards and Commissions

1. Review the list of vacant positions and determine your top choices. Every effort will be made to accommodate your first preference, but vacancies vary and demand for some boards may be higher than others.
2. Complete the required Boards and Committees Application Form located at www.marquettemi.gov/boardapplication. Paper copies are also available in the City Manager's Office at 300 W Baraga Ave.
3. As vacancies occur, applications are reviewed and a background check is conducted.
4. All members of boards and committees must be residents of the City of Marquette for at least one year and must be registered voters in the City of Marquette. Applicants cannot be in default to the City, be a City employee or be directly related to a City Commissioner. Members can't be reappointed to a board after six consecutive years of service and must wait two years after exiting to be eligible for appointment to that board again. All board members are expected to attend all regular and special meetings.
5. Applications will remain on file for six months if a vacancy is not available.

Arts and Culture Advisory Committee

The Arts and Culture Advisory Committee advises the City Commission in its effort to support, facilitate and grow an empowered and vital arts, cultural and creative community. Nine members are appointed for three-year terms.

Meetings are held on the first Thursday of each month (unless otherwise specified) at 5 p.m. in the Arts & Culture Center.

Board of Zoning Appeals (BZA)

The BZA has the power to hear and decide appeals on matters where the Land Development Code provides for review of an administrative interpretation, exception or special approval permit. The Board can also authorize a variance from the strict application of the Land Development Code. Six members are appointed for three-year terms and one Planning Commissioner serves a one-year term.

The BZA meets on the first Thursday of the month at 7 p.m. in Commission Chambers.

Board of Review

The Board of Review hears appeals from all property owners who feel their property has been inaccurately assessed and has the power to make appropriate corrections in the tax roll. The Board of Review consists of five members serving three-year terms.

The Board meets on three separate days in March in the City Commission Chambers to review the assessment roll and to hear complaints. A one-day session is held as needed each July and December to correct clerical errors.

Brownfield Redevelopment Authority

The Marquette Brownfield Redevelopment Authority facilitates the implementation of brownfield plans relating to the designation and treatment of brownfield redevelopment zones and to promote the revitalization of environmentally distressed areas in the community served by the City of Marquette pursuant to Michigan Public Act 381. Seven members are appointed for three-year terms. The Authority meets the third Thursday of each month at 8 a.m. in the second floor conference room of the Municipal Service Center located at 1100 Wright St.

Downtown Development Authority (DDA)

The Marquette -DDA was established by the City Commission on Jan. 12, 1976 pursuant to Michigan Public Act 177 of 1975. The DDA is responsible for the planning and implementation of economic development, historic preservation and the prevention of deterioration in the downtown business district. State law sets the powers, duties and procedures. Not less than a majority of the members shall be persons having an interest in property located in the downtown district. Not less than one of the members shall be a resident of the downtown district, as the Marquette area has over 100 people residing within the area. The City Manager serves for an indefinite period and the remaining eight members, meeting the criteria set forth, serve four-year terms. The DDA typically meets the second Thursday of each month at 7:30 a.m. at the DDA Offices, located at 337 W. Washington St.

Elections Board

This Board appoints the inspector of each election precinct and has charge of all activities and duties required of them by statute and City Charter relating to the conduct of elections in the City. There are four members serving four-year terms; the City Clerk chairs these meetings (based on the Charter), and by virtue of their position, serves for an indefinite term.

Meetings are held as needed.

Harbor Advisory Committee

The Harbor Advisory Committee advises the City Commission on the shoreline, waterfront development and offshore waters near Marquette with an emphasis on harbor development regarding both pleasure craft and commercial vessels and the operations of marinas, mooring fields and launch facilities. Seven members are appointed for three-year terms.

Meetings are held on the third Tuesday of each month at 5:15 p.m., except for the November and December meetings, which are held on the second Tuesday at 5:15 p.m. Meetings are held in the Citizens Forum room at Lakeview Arena.

Investment Advisory Board

The board reviews and makes decisions concerning invested City funds. The Board has five members, of which three serve three-year terms and two appointed indefinitely by virtue of their positions as Chief Financial Officer and Treasurer.

The Board meets quarterly at 8:00 a.m. in City Hall Room 103.

Local Development Finance Authority

The City of Marquette's Local Development Finance Authority (LDFA) is a primary means of making tax increment financing procedures available to assist industrial development. Utilizing Tax Increment Financing (TIF), the Authority captures any increases in property valuations above a base level established before the redevelopment process begins. The LDFA is a public corporate body created primarily to plan and finance the development and redevelopment of designated facilities, agricultural processing facilities, and high technology activity. LDFAs are typically used to finance the infrastructure and public improvements necessary to attract these types of businesses to an area. The Authority consists of 11 members serving four-year terms. Seven of the members are appointed by the City, Northern Michigan University appoints one member, Marquette Area Public Schools appoints two members and Marquette County appoints one member.

Meetings are held at the Invent@NMU offices on the third Monday of the first month of each quarter at 4 p.m.

Local Officers Compensation Commission

The Compensation Commission determines the salaries of elected City officials (City Commission and Board of Light & Power). There are seven members serving seven-year terms.

The Board meets only in odd-numbered years at the call of the Chairperson.

Marquette Area Wastewater Advisory Board

The Board oversees the operation of the Wastewater Treatment Plant based on provisions an agreement between the City and the Townships of Marquette and Chocolay on Sept. 19, 1977. The Board consists of five members serving three-year terms. Three of the five members are appointed by the City; each Township appoints one member. The governing body of each local unit may also appoint up to two alternate board members for each board member it appoints. The term of office of each alternate will coincide with the terms of office of Board members. If a member resigns, their alternate would serve until the term expires or the municipality appoints another.

Meetings are held the third Thursday of each month at 10:00 a.m. at the Marquette Area Wastewater Treatment Facility (1930 U.S. 41 South Marquette).

Marquette Housing Commission

The Housing Commission is responsible for the operation of the City's subsidized public housing and also sets policy and programs for its staff. There are five members serving five-year terms.

Meetings are held the fourth Tuesday of each month at 12 p.m. in the Housing Commission offices at 316 Pine St.

Parks and Recreation Advisory Board

The Parks and Recreation Advisory Board advises the City Commission on the operation of the parks system, Lakeview Arena and recreation programs. Nine members are appointed for three-year terms.

Meetings are held the third Monday of each month at 6 p.m., except for February, which is held on the second Monday at 6 p.m. Meetings are held at Lakeview Arena in the Citizens Forum room.

Peter White Public Library Board of Trustees

The Peter White Public Library Board of Trustees is responsible for the operations and setting policy, programs and determining the budget for the Library. The Board may also levy up to 1.5 mills on the City's SEV for operating expenses. There are five members serving five-year terms.

Meetings are held the third Tuesday of each month at 5:00 p.m. in the Shiras Room at the Library.

Police-Fire Pension Board

This Board is responsible for the operation of the Police-Fire Pension System including investments and decisions on membership. There are five members including the City Treasurer, a member from both the Fire and Police Departments, and two members at large.

Meetings are held on the fourth Tuesday of each month at 8:30 a.m. in City Hall.

Presque Isle Park Advisory Committee

The Presque Isle Park Advisory Committee reviews and develops recommendations impacting Presque Isle, studies the vitality of ecosystems on Presque Isle and recruits and organizes volunteer groups to maintain, repair and improve facilities and opportunities at the park. Eleven members are appointed for three-year terms.

Meetings are held on the second Wednesday of each month at 5:30 p.m. at Lakeview Arena in the Citizens Forum room. The August meeting is held at the Presque Isle Pavilion.

Public Art Commission

The Marquette City Commission adopted a Public Art Policy in 2017 that established the Public Art Commission. The City recognizes that the inclusion of art in appropriate capital improvement projects in the City will promote its cultural heritage and artistic development, enhance the City's character and identity, contribute to economic development and tourism, add warmth, dignity, beauty and accessibility to spaces accessible to the public, and expand the experience and participation of citizens with the arts. The adopted policy also made funding available to support the inclusion of works of art in public spaces in the City. The seven-member volunteer oversight body is responsible for developing guidelines and administering the new Public Art Policy.

Traffic/Parking Advisory Committee

The Traffic/Parking Advisory Committee advises the City Commission on matters relating to parking, traffic flows, traffic patterns and complete streets. Complete streets are a system of streets planned, designed and constructed to provide appropriate access to all legal users in a manner that promotes safe and efficient movement of people and goods, whether by car, truck, transit, assistive device, foot or bicycle. Seven members are appointed for three-year terms.

Meetings are held on the third Tuesday of each month at 5 p.m. in the Police Department.

Pertinent State Regulations

Michigan Open Meetings Act

In accordance with the Michigan Open Meetings Act (PA 267 of 1976), the City Commission will hold meetings in the City Hall located 300 W. Baraga Ave., which is accessible to the general public. The public will be notified within 10 days of the first meeting of the Commission 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 City Clerk will post a notice stating the new dates, times, and places of regular meetings. For special and irregular meetings, the City Clerk will post a notice indicating the date, time, and place at least 18 hours before the meeting. Note: A regular meeting of the Commission which is recessed for more than 36 hours, can only be convened if a notice is posted 18 hours in advance. The Commission 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.

Michigan Planning Enabling Act

In Michigan, the Michigan Planning Enabling Act determines the rules and regulations local governments must follow when preparing the CMP. 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:

- The county in which the municipality is located.
- The regional planning commission for the region in which the municipality is located, if there is no county planning commission for the county in which that municipality is located. If there is a county planning commission, the municipal planning commission may consult with the regional planning commission but is not required to do so.
- The county planning commission, or if there is no county planning commission, the county board of commissioners for the county in which that municipality is located.
- Each public utility company, railroad company, and public transportation agency owning and operating a public utility, railroad, 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.

Community Master Plan

The City of Marquette follows the provisions of Michigan Public Act 33 of 2008, as amended, for the adoption of, and amendments to, the Community Master Plan (CMP). The Marquette City Planning Commission and Community Development Department will continue to engage in a comprehensive planning process in implementing and updating the Community Master Plan to build and adapt Marquette, to ensure that the City can improve resident's lives and businesses over the next 20 years and to maintain the quality place Marquette residents want to live in today and in 2035.

Current planning efforts build upon the City's extensive history of public planning efforts. The CMP considers extensive data and policy information, public opinions gathered, accomplishments and shortcomings of the previous Plan and emerging issues.

Marquette is presently a small town in a rural area, but it may not remain so for much longer. In fact, Marquette could grow substantially depending upon how trends including large-scale economics and climate change develop, and/or based on its own successes and failures, as well as unforeseen events. Regardless, there will be many complex problems to solve over time, and the CMP is the key resource that City officials and the public can use to steadily advance the community towards its visionary future. The Community Master Plan is a living document that will be amended periodically, and updated thoroughly at least every 10 years, to reflect changing circumstances.

Land Development Code (LDC)

Pursuant to the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), the Land Development Code (a.k.a., Zoning Ordinance) is designed to implement and be consistent with the goals, objectives, policies and strategies of the adopted Community Master Plan of the City of Marquette through complete, integrated, effective and concise land development regulations to:

- Protect the public health, safety, and general welfare of residents and visitors of the City;
- Regulate the use of land and buildings by dividing the City of Marquette into districts;
- Provide for the orderly development of the City to regulate the location, height, bulk, erection and construction of structures and buildings to be used for business, industry, residence, agriculture, energy production, social purposes and other specified purposes;
- Provide for adequate light, air, and convenience of access to secure safety from fire and other hazards;
- Avoid undue concentration of population by establishing minimum open spaces, yards, and other open spaces;
- Provide for traffic safety and adequacy of parking and loading vehicles;
- Facilitate the development of adequate systems of fire protection, education, recreation, and public utilities and services;
- Protect the quality of the shoreline and other environmentally sensitive areas; and
- Conserve natural resources and promote additional natural resources.

The City Commission, the Planning Commission, or the property owner (including a designated agent of the property owner) may at any time originate a petition to amend or change the zoning district boundaries pursuant to the authority and procedure established by Act 110 of Public Acts of 2006 as amended. Changes in the text of the LDC may be proposed by the City Commission, Planning Commission or any interested person or organization. The Planning Commission shall set a time and date for a public hearing, and the public hearing shall be noticed in accordance with Section 54.1406 of City Code. The staff liaison of the body charged with conducting a public hearing required by the LDC shall, upon receipt of a completed application, select a reasonable time and place for such hearing on behalf of the relevant body. Such hearings shall be subject to the procedures set forth in the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended, and the provisions of the Ordinance. Notice of the request shall be published in a newspaper of general circulation not less than 15 days before the date the application will be considered for approval. Notice will be sent by mail or personal delivery to the owners of property for which approval is being considered. The notice will be sent to all persons to whom real property is assessed within 300 feet of the property, regardless of municipal jurisdiction. Notice will also be given to the occupants of all structures within 300 feet of the property regardless of municipal jurisdiction. All notice delivered by mail or personal delivery must be given not less than 15

days before the date of the public hearing. Notice shall be deemed given when personally delivered or when deposited during normal business hours for delivery with the U.S. Postal Service or other public or private delivery service. The City shall prepare a list of property owners and occupants to whom notice was mailed.

Copies of the proposed changes will be made available for viewing in City of Marquette offices and on the City's website (www.marquettemi.gov), at the time the public hearing notice is published. Any duplication costs will be incurred by the person requesting such duplication.

After the notice of this hearing has been published, written comments may be forwarded to the Community Development Department. Written comments will be accepted up to one week prior of the public hearing and will be address at the hearing.

The Planning Commission may refuse to schedule a hearing on a petition for rezoning which includes any portion of a site considered for rezoning in the previous six months. The Planning Commission shall review the proposed amendment, together with any reports and recommendations from staff, consultants, other reviewing agencies and any public comments. The Planning Commission shall identify and evaluate all factors relevant to the petition. Following the public hearing, the Planning Commission shall make a recommendation to the City Commission to either approve or deny the petition and report its findings to the City Commission.

The City Commission, upon recommendation from the Planning Commission, shall either schedule a public hearing or deny the petition. This hearing shall be advertised in accordance with Section 54.1406 of City Code. If determined to be necessary, the City Commission may refer the amendment back to the Planning Commission for further consideration. In the case of an amendment to the Official Zoning Map, the City Commission shall approve or deny the amendment, based upon its consideration of the criteria contained in the LDC.

Monitoring Outreach

The City will track and record public participation when possible. Business of the City Commission and Planning Commission is recorded, either through video and/or written mediums, and is made available to the public on the City website and in City offices. Public participation during these meetings can be measured by attendance at meetings, recorded public comments, contacts to City offices, viewership of online videos and online engagement metrics of planning-related webpages.

The City will monitor and record these statistics to measure the effectiveness of engagement strategies. Engagement with City Commission planning and development efforts can be recorded and reported in the City Annual Report published by December 1 of each year, as required by the City Charter. Participation in the Planning Commission and Master Plan planning processes can be reported during the annual publicly delivered report by the Planning Commission to the City Commission at their regular meeting.

Public Participation Plan Evaluation

The City of Marquette will review this plan periodically in order to monitor the effectiveness of the methods and procedures outlined above. City entities and departments will track public participation during outreach to provide statistics and feedback that can be reviewed in the context of this plan.

Following the evaluation of participation strategies, the City may revise this plan to incorporate new best practices for public participation in the planning process.

Reporting

As a component of the Public Participation Plan evaluation, the City will report annually on the plans implementation and will provide the following information:

- Number of newly appointed and reappointed board/committee members.
- Number of public meetings held by the City Commission and City boards/committees, including work sessions and public forums.
- Number of outreach opportunities undertaken by the City Manager (i.e. radio interviews, community meetings, etc.).
- Summaries of community participation in planning meetings and charettes.

Conclusion

The City of Marquette strives to follow a transparent planning and development review process and will share relevant information with community members and any other stakeholders utilizing the following methods:

- Published meeting schedules, minutes, and agendas posted on the City's website.
- Public hearing notices sent to affected stakeholders.
- An actively updated website that includes a variety of topics and information pertaining to the development review process, including the City Charter, the City Code of Ordinances, resolutions, strategies and planning documents, applications and fee information, maps, and much more.
- Individual webpages created for significant projects; these webpages will include related information, meeting notices and documents about proposed projects.
- Proactive community outreach about significant development efforts.

In conclusion, the Public Participation Plan effort is intended to provide opportunities for the citizens of the City of Marquette to participate meaningfully in the implementation of the updated Community Master Plan as well as other community-driven initiatives.

Appendix A

Community Master Plan Adoption

The Planning Commission and City involved the public through many of the methods listed in the section of the Master Plan entitled 'Public Involvement Strategies' which include, but are not limited to, steering committees, open houses, community meetings, community walks and tours, website updates, social media and surveys. The City encouraged the involvement and participation of all stakeholders, including marginalized groups that may be typically less involved in the planning process. Stakeholder involvement was encouraged from the beginning and the results of public participation were made available to the community and participants and were incorporated as much as is reasonably possible in the CMP. The Planning Commission sent a notice to all stakeholders as listed in the State enabling legislation; the notice explained that the Planning Commission intended to prepare a plan and requested cooperation and comments. Comments received were recorded and included in Appendix A.

The Planning Commission made use of expert advice and information from federal, state, county and municipal officials, departments, and agencies having information, maps, and data pertinent to the City. The City may consult with representatives of adjacent local units of government with respect to their planning so that conflicts in master plans and zoning may be avoided.

The Planning Commission submitted the proposed plan to the City Commission for review and comments. Comments made by the Commission during a public meeting held in accordance with the Open Meetings Act were recorded and included in Appendix A.

Before approving the proposed CMP, and after the expiration of the deadline for comment, the Planning Commission held public hearings on the proposed plan. The Planning Commission gave 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 Marquette. The Planning Commission also submitted a notice of the public hearing to the entities that received initial communication.

The proposed plan was approved by a resolution of the Planning Commission carried and affirmed by a vote of 6-0. A statement recording the Planning Commission's approval of the plan, signed by the chairman of the Planning Commission and the City Planner, has been included on the inside of the front of the CMP. Following approval of the proposed CMP, the secretary of the Planning Commission submitted a copy of the plan to the City Commission.

The Community Master Plan document consists of three major sections: the Handbook, which encompasses the summary information chapter as well as the Vision, Recommendations and Implementation chapter and Master Land Use and Zoning Plan chapter; the Factbook, which presents information about the most important areas of general concern for City of Marquette residents and businesses at this time in our story, in nine chapters; and the Appendices, which provide data and more detailed information relevant to the general information presented in the Factbook section on the CMP. The handbook can be used as a stand-alone print document for easy and inexpensive distribution, while the entire document is available to the public at City Hall and on the City website and will be cataloged at the Peter White Public Library and the Lydia Olsen Library at Northern Michigan University.

The Michigan Planning Enabling Act recommends that a CMP be reviewed every five years, but the Planning Commission acted to provide an intermediate update to the CMP, per its recommendation of the 2015 CMP to review the CMP for appropriate updates annually. The Planning Commission prepared an update to the CMP and held a public comment period for the 2018 CMP Amendment between Oct. 15 and Nov. 25. There were several major topics that were examined by the Planning Commission and staff in order to provide a comprehensive but concise update of activities in the City of Marquette since the Community Master Plan was adopted in August of 2015. Several recommendations were made in the areas of demographics, transportation, housing, planning and zoning, energy production and distribution, the environment, food system and the Land Development Code. The City Commission, acting on the recommendation from the Planning Commission, approved the amendment to the CMP on Dec. 17, 2018 with a unanimous vote.