

1 **Emmet County Comprehensive Plan**
2 **Community Involvement Plan (CIP)**
3

4 **Introduction**

5 Public participation is an important part of the comprehensive planning process. For a plan to develop decision makers
6 need to hear ideas, thoughts, and opinions from their citizens and stakeholders. The purpose of this Community
7 Involvement Plan is to give citizens the opportunity to participate and learn about their community. It is important to
8 enhance public awareness in the early stages of the planning process.
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10 The Emmet County Comprehensive Plan Advisory Committee (CPAC) intends to include public participation throughout
11 the planning process. The Committee will use this document as a guide to involve their citizenry. Citizens will have the
12 opportunity to provide input as plan development occurs.

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14 News releases, website, and display exhibits are tools that are effective at creating public awareness. Citizen
15 representation on the Planning Element Sub-Committees (PES) and Community Involvement Groups (CIG) to focus on
16 public participation is necessary to implement this public awareness campaign.
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18 Community involvement steps for the comprehensive development planning process include:
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- 20 1. Education on current and past growth and change trends in Emmet County.
21 2. Visioning focus group sessions that include defining rural and urban character.
22 3. Utilizing visioning information in developing plan goals and objectives.
23 4. Citizen and local government review of the draft comprehensive plan.
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- 25 1. Education is the central focus of any public participation effort. The citizens need a better understanding of the
26 current and past growth and change trends that occurred in Emmet County. News releases, comprehensive

1 planning website, and display exhibits at libraries, local government offices are valuable tools in educating the
2 public.
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4 2. The public participation function will be the responsibility of the CPAC. Giving citizens the opportunity to help
5 identify key community issues and develop a vision of what Emmet County and the local communities should
6 look like in 20 years will be a very intensive effort.
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8 3. The ability to use the information from the visioning sessions is crucial in giving the citizens of the county a sense
9 of ownership of the plan. As the county develops alternative strategies with the help of CPAC & PES, it is
10 important to provide information and education to the public. The most effective way to get this done is to hold a
11 series of Open Houses and form Community Involvement Groups (CIG). Citizens can attend these meetings, send
12 their concerns to the planning staff or PES/CPAC members and also make comments on the comprehensive plan
13 web site. The visions developed by these CIGs will be discussed at the PES and CPAC meetings and shared with
14 everyone through the use of news releases, website, displays and open houses.
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16 4. The final step that requires extensive public input is the draft plan review and plan adoption process. In this step,
17 local units of government and citizens review the plan. Public education will provide information to help citizens
18 understand the review process and describe plan specifics. Public input will be solicited through open houses. The
19 web site will also allow citizens the opportunity to comment. The draft plan will also be available for review at
20 local government offices and public libraries.
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1 Methods of Citizen Participation

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3 There are many methods of public participation. The Emmet County CPAC will use six methods to encourage public
4 input throughout the process. This plan explains the six methods. A sunset clause should be placed on all the Committees
5 and Sub-Committees, to end when the Comprehensive Plan is officially adopted by the County Board of Commissioners.

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7 **Method 1: CPAC and PES Meetings (The Comprehensive Plan Advisory Committee and Plan Element Subcommittee)**

8 A CPAC will be established to help guide the planning process. It is made up of representatives from the County and all
9 townships, cities, and villages. These members will also have diverse interests and different occupational backgrounds.
10 They will be responsible for providing leadership and guidance during the plan development process and keeping people
11 informed in the community they represent.

12 Prior to commencing work on an individual comprehensive plan element, a PES of the CPAC will be created to facilitate
13 the gathering of information concerning that planning element. The sub-committees will contain membership of citizens,
14 local officials, business representatives and local organizations within the County with interest in the particular planning
15 element.

16 All planning committee meetings are open to the public. All agendas and meeting minutes will be posted on the Emmet
17 County Department of Planning and Zoning website, <http://www.co.emmet.mi.us/planzone/>. Time for public
18 participation will be set-aside at each meeting for people who may have missed the CIG. These will be public meeting
19 with minutes taken. The CPAC will have 5 members with an appointed chair and Vice-chair.

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21 **Method 2: CIG- Community Involvement Group**

22 A CIG will be a group of citizens interested in sharing their opinion and ideas during the comprehensive planning
23 process. These groups can be made up of two or more citizens from the townships, cities, and villages within the County.
24 They can also be members of an already created group or organization. These informal groups will discuss the issues,
25 concerns, goals, and objectives of the Master Plan at the local level. Recommendations and issues from these groups will
26 be sent to the PES meetings through the County planning staff for further review. This would help in increasing

1 participation of Emmet County citizens in the process. Kindly contact the County planning staff if you wish to register a
2 CIG.
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4 **Method 3: News Releases**

5 News releases are an effective tool to keep both the public and the press informed about the planning process. The Emmet
6 County CPAC will utilize news releases to create public awareness during the process.
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8 **Method 4: County Comprehensive Plan Webpage**

9 Emmet County has a larger population of seasonal residents. CPAC realizes the importance of input from all the residents
10 of the County. A webpage on the County's website for The Emmet County Comprehensive Master Plan will be developed
11 by the Emmet County Office of Planning and Zoning with the help of the Information Technology Department. The
12 planning process, Community Involvement Plan, regular committee meeting updates and contacts will be posted. Along
13 with this, the citizens will be able to enter concerns and issues which they consider important for the master plan in the
14 Community Forum available on the website. This forum will be solely for discussions and citizen input. This will enable
15 even the most distant seasonal residents of the County to raise their concerns and provide input in deciding the future of
16 Emmet County.
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18 **Method 5: Open Houses**

19 CPAC will organize open houses through the County planning staff. Municipalities involved in the process will
20 coordinate to host the open houses, geographically distributed at four locations throughout the County. The open house
21 concept provides an informal setting for residents to interact with the CPAC members. The open house will also provide
22 citizens the opportunity to gather information, ask questions, react to the information, and provide both written and
23 verbal feedback.

24 Open houses will be conducted at the beginning to draft the goals and objectives of the plan and again towards the end of
25 the planning process for draft plan review.
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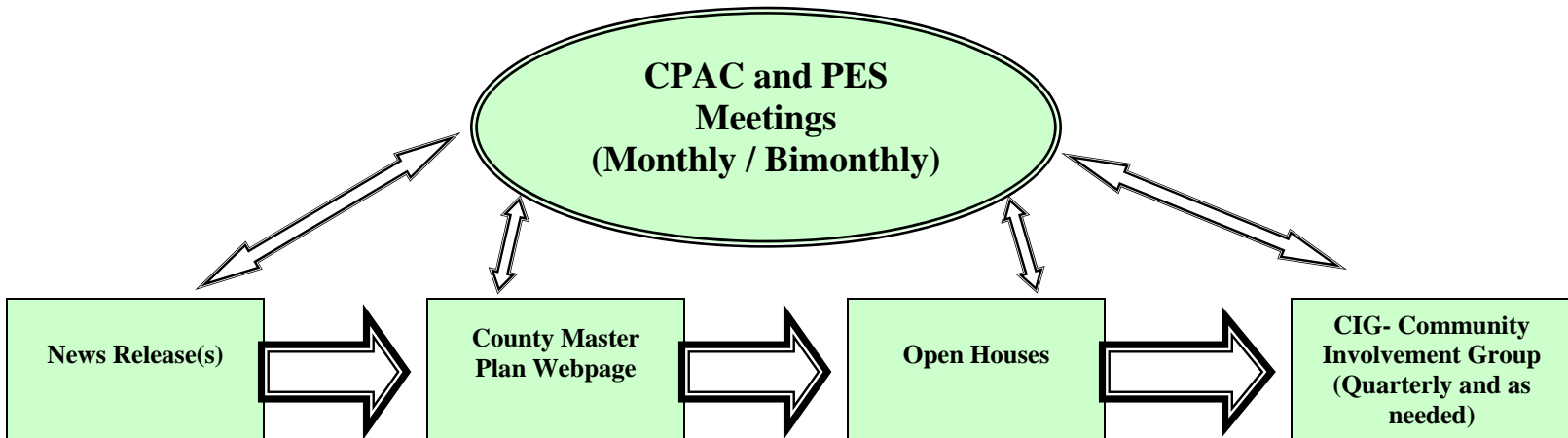
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Method 6: Public Hearing

The public hearing will be held at the end of the planning process consistent with the requirements established in s. 125.105 Michigan County Planning Act and will allow residents to receive information and provide public input on the Comprehensive Plan. The County Planning Commission and the County Board of Commissioners will review the plan in their respective public hearings. The public hearings will consist of a presentation summarizing and highlighting the major parts of the planning process and the final draft of the comprehensive plan. Participants will have the opportunity to ask questions and provide comments. An official public record of the presentation and all comments will be established. The draft plan will be available for review at township, village and city halls, local libraries, and the county administrative center at least 65 days before the public hearing.

Participants will also have the opportunity to provide written comments. The deadline for all written comments will be one week after the public hearing. Any written comments will receive a reply, if deemed necessary by the staff, and the written comments will become part of an appendix to the comprehensive plan.

The Development Process: *(How will it happen?)*



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Note:

1. The Community Involvement Plan is prepared for the CPAC to have maximum public involvement in the comprehensive planning process. Each of the municipalities participating in this cooperative planning effort reserve the right to conduct other surveys, informational meetings or other techniques to gather additional public input and be a resource to the County Comprehensive Plan.
 2. CPAC and/or the meeting can be replaced by the County Planning Commission in case of:
 - a. More than 4 members of the County Planning Commission become a member of the CPAC.
 - b. Planning Commission decides to hold periodic special meetings.
 - c. Planning Commission decides to hold a special meeting anytime of the year for an update.
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