VILLAGE OF ELK RAPIDS

PUBLIC PARTICIPATION PLAN

Approved August 6, 2025

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1. Purpose

The purpose of this Public Participation Plan (PPP) is to ensure that residents, business owners, developers, and other stakeholders are actively and meaningfully involved in the Village's planning, zoning, and redevelopment decisions. Public participation is not only a legal requirement under Michigan law, but it is also a core value of the Village of Elk Rapids. This plan outlines policies and strategies to enhance transparency, foster trust, and empower citizens to contribute to the future of their community.

The PPP also fulfills Best Practice 1.2 of the Redevelopment Ready Communities (RRC) program administered by the Michigan Economic Development Corporation (MEDC). As a Redevelopment Ready community, Elk Rapids is committed to creating a predictable, inclusive, and transparent development review process. This plan provides developers and the public with a clear understanding of how and when engagement will occur, as well as how public input will be gathered, utilized, and shared.

While this PPP focuses on planning, zoning, and land use-related decisions, it complements the Village's broader efforts to foster civic engagement through the Village Communications and Citizen Engagement Plan. That plan will address communications beyond development matters and ensure all residents have access to timely and understandable information about Village services and initiatives.

Goals

The Village of Elk Rapids has established the following goals to guide all public participation efforts:

- Foster early and continuous involvement in planning and zoning matters to ensure that public input is meaningfully incorporated before decisions are finalized.
- Ensure transparency in Village decision-making through timely, accessible communication and multiple opportunities for public feedback.
- Promote inclusive and equitable engagement by reaching a wide range of residents, including full-time and seasonal populations, youth, seniors, business owners, and historically underrepresented groups.
- Utilize a range of outreach methods, including traditional, digital, and face-to-face engagement strategies, to ensure accessibility for all community members.
- Provide educational materials and tools to help residents understand the planning and development process, increasing the quality and relevance of public input.
- Encourage regional collaboration by working with neighboring municipalities, county entities, school districts, and civic organizations to share data and build capacity for collective decision-making.
- Maintain staff capacity and professionalism in designing, delivering, and evaluating public participation processes, including training on cultural competency and inclusive outreach.
- Close the feedback loop by clearly communicating how public input influenced outcomes and decisions.
- Encourage developers to engage the public early in the development process and support efforts that foster community trust and transparency.
- Review and improve the plan regularly to reflect evolving best practices, community expectations, and technological tools.

2. Legal and Policy Framework

The Village of Elk Rapids is committed to maintaining compliance with federal and state laws governing public participation while striving to exceed minimum requirements through proactive and inclusive practices. This section outlines the legal foundation for public engagement and the policies that support transparent, accessible governance.

State and Local Legal Framework

The Village's public participation activities are guided by a range of statutes and regulations that require transparency, public notice, and access to decision-making processes. These include:

- Michigan Open Meetings Act (PA 267 of 1976)
- Michigan Planning Enabling Act (PA 33 of 2008)
- Michigan Zoning Enabling Act (PA 110 of 2006)
- General Law Village Act (PA 3 of 1895)
- Freedom of Information Act (FOIA) (PA 442 of 1976)
- Brownfield Redevelopment Financing Act
- Downtown Development Authority Act
- Local Historic Districts Act (PA 169 of 1970)
- Americans with Disabilities Act (ADA)
- Title VI of the Civil Rights Act

These statutes ensure that meetings are open to the public, that adequate notice is provided, that residents have the opportunity to comment, and that documents and decisions are transparent and accessible. The Village also adheres to its own Code of Ordinances, which outlines additional requirements for public involvement in zoning, development, and planning matters.

Open Meetings Act Compliance

In accordance with the Michigan Open Meetings Act (OMA), the Village posts notices of all regular and special meetings at the Government Center and on its website. Meetings are held at 315 Bridge Street, which is accessible to individuals with disabilities. The Village Clerk posts an annual schedule of regular meetings within 10 days of the first meeting of the year and updates postings in the event of schedule changes. Notices for special meetings are posted at least 18 hours in advance.

Planning and Zoning Statutory Requirements

The Village complies with the Michigan Planning Enabling Act, which requires notice and outreach to key stakeholders during the master planning process. When initiating a new master plan or major amendment, the Planning Commission notifies the following entities by first-class mail or email:

- Antrim County
- Elk Rapids Township
- Milton Township
- Antrim County Planning Commission
- Neighboring municipalities
- Public utility providers
- Antrim County Road Commission
- Michigan Department of Transportation

Similar outreach occurs during updates to the Capital Improvement Plan, zoning ordinance, and other planning-related efforts, in compliance with applicable laws.

FOIA and Records Accessibility

The Village responds to FOIA requests as required by state law and provides accessible copies of agendas, minutes, ordinances, and public hearing notices. These are made available in person, via email, or through the Village website.

Accessibility and Language Compliance

The Village will make reasonable accommodations for persons with disabilities upon request and will provide translation or interpretation services as needed to ensure equitable access to public processes. Requests should be directed to the Village Clerk in advance of meetings or public events**.**

Alignment with RRC Best Practices

This section of the plan fulfills the RRC requirement to demonstrate compliance with all applicable public participation laws and ordinances. In addition, Elk Rapids voluntarily exceeds legal minimums by offering hybrid meetings, encouraging informal engagement (such as walkabouts and pop-up booths), and maintaining public feedback channels outside of formal hearing processes.

3. Stakeholder Identification and Roles

The Village of Elk Rapids recognizes that meaningful public participation depends on identifying and engaging a wide range of stakeholders. These individuals, groups, and organizations represent the diverse interests of the community and bring valuable perspectives to planning, zoning, and development discussions. Engagement efforts must be tailored to ensure stakeholders are informed, included, and empowered to contribute throughout the decision-making process.

Who Are Stakeholders?

Stakeholders are defined as individuals, organizations, or agencies that are affected by or have a vested interest in planning, land use, infrastructure, and redevelopment decisions within the Village. They may be involved directly or indirectly, and their input helps guide policy, project design, and community goals.

Stakeholder groups include, but are not limited to:

Local Government Entities

- Village Council
- Planning Commission
- Zoning Board of Appeals
- Harbor Commission
- Parks and Recreation Commission
- Environmental Committee
- Downtown Development Authority
- All other Village-appointed boards and committees

Partnering Jurisdictions and Agencies

- Elk Rapids Township
- Milton Township
- Torch Lake Township
- Whitewater Township
- Antrim County and the Antrim County Planning Commission
- Grand Traverse Band of Ottawa and Chippewa Indians
- Antrim County Road Commission
- Michigan Department of Transportation
- Elk Rapids Public Schools
- Elk Rapids District Library

Community Organizations and Nonprofits

- Art Rapids
- Elk Rapids Harbor Days Committee
- Elk Rapids Lions Club
- Elk Rapids Rotary
- Elk/Skegemog Lake Association
- Green Elk Rapids
- Elk Rapids Garden Club
- Grand Traverse Community Foundation
- Networks Northwest
- Northern Lakes Economic Alliance
- MSU Extension
- Rotary Charities
- Paddle Antrim
- Norte

Business and Economic Stakeholders

- Elk Rapids Area Chamber of Commerce
- Local business owners (including retail, service, and manufacturing sectors)
- Short-term rental (STR) owners
- Farmers and agricultural businesses
- Real estate professionals and developers
- Property managers and investors

Residents and Community Members

- Full-time residents
- Seasonal and part-time residents
- Renters and landlords
- Neighborhood associations and informal community groups
- Youth and students
- Families and school staff
- Seniors and retirees
- Individuals with disabilities
- Low-income or housing-insecure residents
- Remote workers and digital commuters

- Visitors and transitional populations (such as tourists and seasonal harbor users)

Underserved and Underrepresented Populations

Special attention will be given to reaching groups that have historically been excluded or underrepresented in civic processes. This includes residents facing socio-economic barriers, individuals with limited English proficiency, youth, and others who may not regularly engage in public meetings.

How Stakeholders Are Engaged

The Village will tailor its engagement strategies to match the needs, availability, and interests of different stakeholder groups. Some stakeholders may be invited to public hearings or focus groups, while others may be engaged through surveys, walkabouts, or informal outreach at local events. Developers will also be encouraged to engage neighbors and stakeholders early in the process when proposing new projects.

The Village will maintain contact lists and partnership networks to ensure stakeholders are notified of opportunities to participate in master planning, zoning updates, development projects, and related community conversations. These lists will be updated regularly and used to distribute notices, surveys, meeting invitations, and project updates.

The Role of Stakeholders

Stakeholders help shape policies and priorities by sharing their lived experience, offering feedback on draft plans and proposals, and raising concerns or opportunities that may otherwise go unnoticed. Their participation strengthens transparency, improves public trust, and results in better-informed decisions that reflect a more complete picture of community needs and values.

4. Communication Toolbox and Engagement Methods

To meet the goals outlined in Section 1 and comply with RRC standards, the Village of Elk Rapids offers a diverse range of communication tools and engagement methods designed to effectively and inclusively reach residents, businesses, and other stakeholders. This toolbox includes both traditional and digital channels to ensure full access and participation.

Traditional In-Person Engagement

- **Public hearings and Council/Planning Commission meetings**
  - Held at the Government Center, fully ADA accessible with in-person and Zoom options. Notices and agendas are published via the Village website and local bulletin boards.
- **Open houses, charrettes, and design workshops**
  - Used for major planning initiatives such as master plan updates or downtown redevelopment. These workshops involve stakeholders in visioning and design exercises.
- **Pop-up booths and walkabouts**
  - Staff attend community events (such as Harbor Days or Art Rapids expos) to gather informal input and answer questions in a casual setting.
- **Focus groups and stakeholder interviews**
  - Targeted outreach for specific issues or demographics, like youth groups or business owners, to gather detailed feedback on proposed projects.

Digital and Remote Engagement

- **Village website – www.elkrapids.org**
  - Central hub for PPP documentation, meeting schedules, project updates, downloadable materials, and public comment forms.
- **Livestreaming and recorded meeting archives**
  - Past meetings are archived online, and future hybrid meetings are accessible via Zoom.
- **Online surveys and polls**
  - Tools like SurveyMonkey are used to collect community feedback. Results are summarized in public reports.
- **Email newsletters and alerts**
  - Villagers who subscribe receive regular updates on planning initiatives and upcoming engagement opportunities.
- **Social media platforms**

  - Facebook and Instagram are used to provide visual highlights, share event reminders, and link to online surveys.

Written and Visual Materials

- **Newsletters and mailers**
  - Information on key planning topics or upcoming open houses may be included in the Village newsletter or sent via postcard to households in affected areas.
- **Printable materials**
  - Flyers, poster boards, and handouts are designed for clarity, with summary graphics and access to information.
- **Email blasts**
  - Stakeholder lists receive tailored emails about planning events or comment deadlines relevant to their interests.

Tips for Effective Outreach

- Combine multiple communication channels for each engagement activity to ensure maximum reach and inclusivity.
- Offer materials in large print and other accessible formats according to ADA guidelines.
- Provide language interpretation or translation when needed.
- Schedule events at varying times and locations to accommodate different schedules and populations.
- Utilize visualized content, such as infographics or story maps, to help convey complex planning information, and link these resources online.

5. Project-Specific Outreach Strategies

The Village of Elk Rapids understands that public participation is not one-size-fits-all. The level, method, and timing of outreach should be customized based on the nature of the project, the stakeholders affected, and the anticipated level of community interest. This section outlines how the Village will determine and apply appropriate engagement strategies for specific planning and development activities.

Master Plan Development and Updates

The master plan sets the vision for land use, infrastructure, housing, and economic development. Given its significance and long-term impact, the Village will employ broad and inclusive engagement strategies at all phases.

Engagement tools may include:

- Surveys (print and digital)
- Open houses and charrettes
- Community visioning workshops
- Walkabouts and neighborhood tours
- Focus groups for youth, seniors, and business owners
- Notifications via website, social media, email, and newspaper
- Required stakeholder mailings per the Michigan Planning Enabling Act (PA 33 of 2008)

Zoning Ordinance Amendments

Because zoning governs the use and development of land, amendments may have direct neighborhood impacts. Public engagement will focus on clarity, accessibility, and targeted outreach.

Methods may include:

- Explanatory fact sheets and zoning maps
- Interactive mapping tools (if available)
- Small-group meetings with affected property owners
- Public hearings as required under the Michigan Zoning Enabling Act (PA 110 of 2006)
- Notices via mail, social media, and the Village website

Capital Improvement Plan (CIP)

The CIP outlines planned infrastructure investments over a 6-year period. Because it allocates significant resources, the Village will inform and solicit feedback from both the general public and specific service users.

Outreach efforts may include:

- Public presentations and Q&A at Council and Planning Commission meetings
- Comment period via email and website
- Utility bill inserts and e-blasts
- Visual project timelines and maps

Downtown Development and Redevelopment Projects

Redevelopment of publicly or privately owned sites, particularly in the downtown core, draws a wide array of public interest. These projects benefit from sustained engagement to build consensus and mitigate opposition.

Outreach strategies may include:

- Pop-up booths at downtown events (e.g., Harbor Days, Farmers Market)
- Charrettes and design workshops with stakeholders
- Pre-application meetings with developers that include public representatives
- Business-focused forums hosted with the Elk Rapids Area Chamber of Commerce
- Partnership updates from the Downtown Development Authority (PA 57 of 2018)

Policy Development and Strategic Plans

Village-wide policies, such as housing, transportation, sustainability, or economic development strategies, require comprehensive engagement that goes beyond minimum legal requirements.

Engagement methods may include:

- Project-specific webpages with draft policy summaries
- Surveys or polling to test resident priorities
- Facilitated stakeholder roundtable
- Listening sessions with marginalized or hard-to-reach groups
- Pilot programs or demonstration events

6. Notification and Accessibility

Public engagement can only be effective when community members are aware of opportunities to participate and can access information in ways that suit their needs. The Village of Elk Rapids is committed to providing clear, timely, and accessible public notices using a range of communication channels. This includes accommodations for individuals with disabilities and proactive efforts to reach underrepresented groups.

Meeting Notices and Legal Posting Requirements

In accordance with the Michigan Open Meetings Act (PA 267 of 1976), the Village will:

- Post an annual schedule of all regular Village Council and Planning Commission meetings within 10 days of the first meeting of the year.
- Post notice of special or rescheduled meetings at least 18 hours in advance.
- Display all notices at the Government Center and on the Village website at www.elkrapids.org.
- Include time, date, location, and access information on all posted notices.

The Village will also provide instructions for accessing meetings via Zoom and links to livestreams or audio recordings when available.

Additional Notification Tools

To go beyond minimum legal standards, the Village may use the following tools depending on the project or meeting:

- Direct mail postcards for zoning amendments or large-scale projects
- Inserts in utility bills
- Email alerts to subscribers and stakeholders
- Announcements at public meetings
- Flyers at the Library, Harbor Office, and Government Center
- Notices in the *Elk Rapids News* and other local publications
- Social media posts with accessible graphics and brief summaries
- Event-specific signage at project sites or downtown locations

Accessibility for Individuals with Disabilities

The Village complies with the Americans with Disabilities Act (ADA) and will make reasonable accommodations for individuals who require assistance to access public meetings or materials. This includes:

- Holding meetings in accessible locations
- Providing large print materials or digital formats on request

- Offering interpretation, captioning, or assisted listening services with advance notice
- Providing curbside material pickup or drop-off for physically distanced input when needed

Residents may contact the Village Clerk to request accommodations at least 48 hours in advance of a meeting or event.

Language Access and Inclusion

The Village complies with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in federally assisted programs. To support meaningful access:

- Public notices and project information may be translated upon request
- Surveys and outreach materials will include a brief message in Spanish (or other locally relevant languages) offering translation help
- Village staff and partners will use plain language in outreach materials to enhance readability and understanding

Reaching Underrepresented Audiences

The Village acknowledges that traditional methods may not effectively reach all segments of the population. To address this, Elk Rapids will:

- Leverage networks like homeowner associations, school email lists, and community groups
- Engage with seasonal residents through the Harbor Master's office, vacation rental groups, and visitor guides
- Coordinate with the Housing Commission to reach residents of Noble Pines and other rental communities
- Schedule events at varying times and days to accommodate different work and caregiving schedules
- Partner with local organizations like Norte and Green Elk Rapids to promote participation in youth and environmental initiatives

7. Public Comment Policy and Documentation

Public comment is a vital component of government transparency and civic engagement. It allows residents, business owners, and stakeholders to express concerns, provide feedback, and contribute to decisions that affect the future of the community. The Village of Elk Rapids encourages respectful and constructive public participation across all platforms.

Public Comment at Meetings

In accordance with the Michigan Open Meetings Act (PA 267 of 1976), every open meeting of a public body shall provide time for public comment. The Village applies the following standards:

- Public comment is included on every regular meeting agenda of the Village Council, Planning Commission, and all boards and committees.
- Individuals may speak in person or via Zoom during hybrid meetings.
- Speakers are generally asked to limit their remarks to three (3) minutes to ensure that all voices can be heard.
- Commenters are encouraged to state their name and address (or general location) for the record, though it is not required.
- Meeting chairs may provide brief responses or refer matters to staff or committees for follow-up.
- The Village reserves the right to adopt meeting rules to ensure civility, prevent disruption, and stay on schedule.

Written Comments and Digital Input

In addition to verbal comment at meetings, the Village welcomes input submitted through other channels:

- Email: Written comments may be sent to the Village Clerk or relevant department prior to any meeting.
- Website: An online comment form is available at www.elkrapids.org.
- USPS: Letters can be mailed or dropped off at the Government Center, 315 Bridge Street.
- Social Media: Comments made on official Village posts will be acknowledged and may be summarized or shared with the appropriate board or commission, though social media is not an official public record.
- Surveys and Polls: Feedback gathered through digital surveys will be analyzed and reported back to the public where appropriate.

All comments received prior to a meeting will be made available to board or commission members and may be summarized in the meeting minutes or attachments.

Documentation and Recordkeeping

The Village Clerk and staff are responsible for tracking public participation and maintaining transparency in documentation. This includes:

- Recording public comment periods in the minutes of all official meetings.
- Summarizing written comments or attachments shared prior to a meeting.
- Posting draft and approved minutes on the Village website in accordance with OMA timelines.
- Retaining email correspondence, survey results, and other forms of digital input according to Michigan FOIA and record retention policies.
- Maintaining a log of participation metrics, including number of attendees, speakers, written comments, and digital engagement rates.

Closing the Loop

To ensure transparency and accountability, the Village will make a good faith effort to summarize public input and explain how it was used. This may include:

- Written summaries in meeting packets or follow-up memos.
- Visual dashboards or charts showing survey results.
- Updates on the Village website or social media noting how decisions reflected community feedback.

The Village believes that closing the feedback loop strengthens trust and encourages sustained public participation in the future.

8. Communicating Results

Public participation is most effective when community members can see how their input has shaped decisions. The Village of Elk Rapids is committed to maintaining transparency and building trust by clearly communicating the results of engagement efforts. This includes sharing public comments, summarizing feedback themes, and explaining how input was considered during decision-making.

Goals of Communicating Results

- Build trust and accountability by demonstrating that community voices are heard.
- Encourage continued civic engagement by showing that input makes a difference.
- Close the feedback loop between residents, staff, and decision-makers.
- Provide clarity on decisions that may not reflect every viewpoint but were informed by a broad set of perspectives.

Methods of Sharing Results

The Village will use a combination of communication tools to report on engagement outcomes, depending on the scale of the project and the audience involved. These may include:

Website Updates

- Posting summary reports of engagement events or surveys on www.elkrapids.org
- Sharing charts, maps, or visuals that highlight major themes or findings
- Uploading PDFs of written public comments or meeting summaries

Council and Commission Meetings

- Including summaries of public input in staff reports and meeting packets
- Verbal updates by staff or consultants during presentations
- Responding to public comment themes during deliberations

Email and Social Media

- Sending wrap-up messages to subscribers or those who participated in events or surveys
- Posting highlights or infographic-style recaps on Facebook or Instagram
- Linking to full reports or meeting videos when available

Printed Materials and Displays

- Summarizing outcomes in the Village newsletter
- Creating posters or handouts for public meetings or pop-up booths
- Displaying visual feedback summaries at the Government Center or Library

Community Events or Wrap-Up Meetings

- Holding public debriefs following major planning initiatives
- Returning to stakeholder groups that provided early input to share final outcomes
- Providing final plans with annotations or callouts showing how community input was addressed

Example Scenarios

- After a charrette or visioning workshop: A brief report with photos, key quotes, and a summary of recommendations may be shared online and at an open house.
- After a zoning update: A "What We Heard" document may summarize concerns raised during the hearing and explain how the ordinance language was revised in response.
- After a survey: A chart-based summary of results may be posted with a narrative explaining next steps or how the data will be used.

9. Evaluating the Effectiveness of Participation Efforts

Effective public engagement is an ongoing process of learning and refinement. The Village of Elk Rapids is committed to regularly evaluating its outreach and participation efforts to determine what worked, what needs improvement, and how strategies can evolve to better meet the needs of the community. This approach ensures transparency, accountability, and long-term success.

Why Evaluation Matters

- It helps identify which tools and messages were most effective.
- It allows the Village to reach more diverse and representative audiences over time.
- It ensures compliance with state laws and RRC best practices.
- It supports adaptive decision-making and better use of Village resources.
- It builds a feedback culture that values public insight and reflection.

Evaluation Metrics

The Village will track and review both quantitative and qualitative indicators, such as:

Participation Data

- Number of attendees at meetings, open houses, or events
- Number of public comments submitted (oral and written)
- Number of survey responses or poll participants
- Social media post engagement (likes, shares, comments, link clicks)
- Website analytics (views, downloads, time spent on project pages)
- Attendance by demographic or stakeholder category, when possible

Qualitative Feedback

- Comments received on the quality of engagement (clarity, tone, accessibility)
- Informal debriefs from staff, elected officials, and participants
- Lessons learned from consultants or facilitators
- Reflections on what groups were underrepresented and why
- Input from boards and commissions about the effectiveness of outreach

Outcomes-Based Measures

- Whether participation led to specific plan changes or policy decisions
- Whether community members report feeling heard or satisfied with the process
- Whether participation increased over time or across different topics
- How early involvement impacted later support for projects or initiatives

Evaluation Tools

The Village may use the following to support structured evaluation:

- Sign-in sheets and comment logs
- Meeting debrief templates
- Post-event surveys (e.g., paper forms or Google Forms)
- [Community Event Satisfaction Survey (Appendix A)] from MML
- [Internal Participation Evaluation Checklist (Appendix B)]
- Year-end review with Planning Commission and Council

Reporting and Review

Evaluation results will be documented and shared as part of the Village's commitment to transparency. This includes:

- Staff reports summarizing engagement efforts
- Annual review of the Public Participation Plan by Village staff
- Recommendations for improvements included in planning memos
- Periodic updates to the PPP based on evaluation findings

The PPP itself will be reviewed at least once per year and updated as needed to reflect new outreach tools, community expectations, legal requirements, and staffing capacity.

Closing Statement

The Village of Elk Rapids affirms its commitment to transparency, accountability, and inclusion in all aspects of local governance. This Public Participation Plan is not simply a procedural requirement, but a living framework to guide how the Village engages with its residents, businesses, developers, and regional partners. By proactively seeking public input, evaluating engagement efforts, and clearly communicating outcomes, the Village fosters a culture of collaboration and shared responsibility for community development.

This plan reflects not only compliance with the Michigan Open Meetings Act and Redevelopment Ready Communities Best Practices, but also the values of trust, fairness, and accessibility. It will evolve as the Village grows and as new tools, technologies, and expectations emerge. Residents are encouraged to participate actively in shaping Elk Rapids now and into the future.

10. Appendices

(WILL PROVIDE AFTER REVIEW!!!!!) The following resources support the implementation of this plan and may be updated as needed.

Appendix A: Sample Community Event Satisfaction Survey

- A post-event survey is used to evaluate public workshops, open houses, or charrettes
- Questions may include clarity of information, quality of facilitation, usefulness of materials, and overall satisfaction
- Can be delivered in paper or online form

Appendix B: Internal Public Participation Evaluation Checklist

- Used by staff after public engagement efforts to assess what worked and identify improvements
- Includes categories like outreach strategy, participation demographics, comment quality, and responsiveness
- Supports documentation for RRC compliance

Appendix C: Template Public Notice Formats

- Sample meeting notices, postcard mailers, and legal ads
- Aligned with OMA requirements and consistent Village branding

Appendix D: Stakeholder and Partner Contact List

- Directory of key organizations, service providers, and community groups
- Used for targeted outreach during planning or redevelopment projects

Appendix E: Engagement Methods Chart

- Matrix matching participation tools to project types (e.g., master plan, zoning, CIP)
- Shows required, recommended, and optional tools for each

Appendix F: List of Relevant Legal and Policy Links

- Michigan Open Meetings Act
- Michigan Planning Enabling Act
- Michigan Zoning Enabling Act
- Freedom of Information Act (FOIA)
- FOIA Handbook – Michigan Attorney General
- Downtown Development Authority – PA 57 of 2018
- Americans with Disabilities Act

- Title VI – U.S. Department of Justice
- Village Code of Ordinances
- Village FOIA Form
- RRC Best Practice Guide

Appendix A: Sample Community Event Satisfaction Survey

Thank you for attending our community event. Your feedback helps us improve future engagement efforts. Please take a few minutes to complete this short survey.

Event Title	
Date	
Location	

Survey Questions

1. The purpose of the event was clearly communicated.
   - ☐ Strongly Disagree
   - ☐ Disagree
   - ☐ Neutral
   - ☐ Agree
   - ☐ Strongly Agree
2. The materials provided (e.g., maps, handouts, visuals) were helpful and easy to understand.
   - ☐ Strongly Disagree
   - ☐ Disagree
   - ☐ Neutral
   - ☐ Agree
   - ☐ Strongly Agree
3. The facilitators were knowledgeable and effectively guided the conversation.
   - ☐ Strongly Disagree
   - ☐ Disagree
   - ☐ Neutral
   - ☐ Agree
   - ☐ Strongly Agree
4. I felt my voice was heard and respected during the event.
   - ☐ Strongly Disagree
   - ☐ Disagree
   - ☐ Neutral

☐ Agree

☐ Strongly Agree

5. I understand how the input gathered today will be used in the planning process.

☐ Strongly Disagree

☐ Disagree

☐ Neutral

☐ Agree

☐ Strongly Agree

6. Overall, how satisfied were you with this event?

☐ Very Dissatisfied

☐ Dissatisfied

☐ Neutral

☐ Satisfied

☐ Very Satisfied

7. What did you find most helpful about today's event?

8. What could be improved for future events?

9. Are you interested in being notified about future public engagement opportunities?

☐ Yes

☐ No

If yes, please provide your preferred contact method:

Name: _____

Email: _____

Phone (optional): _____

Appendix B: Internal Public Participation Evaluation Checklist

Event Title	
Date	
Location	
Completed By	
Department	

Please complete this checklist within one week of the public engagement activity.

1. Outreach Strategy

☐ Event was promoted through at least three channels (e.g., website, social media, flyers, newspaper)
☐ Outreach materials were clear, accessible, and inclusive
☐ Targeted outreach was conducted to reach underrepresented groups
☐ Staff tracked and documented outreach methods

Comments:

2. Participation & Demographics

☐ Estimated number of attendees: _____
☐ Diverse demographic representation was observed
☐ Sign-in sheets or contact cards were collected (if applicable)
☐ Interpretation or accessibility accommodations were provided (if requested or planned)

Comments:

3. Public Input Quality

☐ Comments collected were relevant to the project or plan

☐ Public input showed a variety of perspectives

☐ A system was in place to document all comments (e.g., forms, sticky notes, audio)

☐ Feedback themes were summarized for future reporting

Comments:

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4. Staff Responsiveness

☐ Staff were present, prepared, and able to answer questions

☐ Concerns raised by attendees were acknowledged

☐ Follow-up commitments were clearly communicated

☐ Staff debriefed after the event to share observations

Comments:

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5. Lessons Learned & Improvements

- What worked well during this engagement?

- What could be improved in future efforts?

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6. RRC Documentation

☐ Event photos saved

☐ Outreach materials archived

☐ Public comments documented

☐ Evaluation checklist completed and filed

☐ Survey results (if applicable) collected and saved

Appendix C: Template Public Notice Formats

EXAMPLE OF PUBLIC HEARING NOTICE:

VILLAGE OF ELK RAPIDS PUBLIC HEARING NOTICE

The Village of Elk Rapids Planning Commission will hold a Public Hearing at their regular meeting on Tuesday, April 23, 2024, at the Governmental Center, 315 Bridge Street, at 7:00 p.m. The purpose of the Public Hearing is to consider and receive citizen input on the proposed **Master Plan** and **Ames St Streetscape Plan**.

The proposed plans can be found on the Village website, elkrapids.org or viewed during normal business hours at the Government Center.

Citizens are invited to attend this hearing to speak either pro or con on this matter. Written comments can be directed to the Village of Elk Rapids Planning, 315 Bridge Street, P.O. Box 398, Elk Rapids, MI 49629.

EXAMPLE OF NOTICE TO ADOPT:

VILLAGE OF ELK RAPIDS NOTICE OF ADOPTION

The Village of Elk Rapids ordains that a new ordinance, as text amendment to the Village of Elk Rapids Code of Ordinances, was duly adopted at the regular council meeting held on May 21, 2024, as follows:

1. **Ordinance 2023-12** – **Signs** – Amendment to §44-320 – To amend signage regulations within the village.
2. **Ordinance 2024-12** – **Design Criteria** – Amendment to §44-5, 44-75, 44-237, and 44-238 – To amend the definitions to add mixed-use and townhouse definitions, add the uses to various districts, and update the requirements and ad design criteria to the B-2 zoning district.

Effective Date: June 6, 2024
Copies are available at *https://elkrapids.org* and the Village Office at 315 Bridge Street, Elk Rapids, 49629. Office hours are Monday-Friday, 9:00 A.M. to 3:00 P.M.

BOARD & COMMISSION ADVERTISING EXAMPLE:

JOIN AN ELK RAPIDS VILLAGE BOARD OR COMMISSION

The Elk Rapids Village Government is inviting all community members over the age of 18 to apply for volunteer positions that aid in the decision-making process of our municipality. This is a three-to-five-year commitment for people with diverse backgrounds, perspectives, and fresh ideas. Serving on a Village board or commission is a fulfilling experience and a wonderful way to give back to our community. The following positions are available:

- **Beautification Commission**
- **Downtown Development Authority**
- **Harbor Commission**
- **Housing Commission**
- **Parks and Recreation Commission**
- **Planning Commission**
- **Zoning Board of Appeals**.

For more information regarding a board or commission, please view the Board & Commissions page on the Village website at www.elkrapids.org (under Government, Boards & Commissions).

Applications are available on the Village website at www.elkrapids.org (under Document Center, Village Government, Application Forms), or at the Government Center, 315 Bridge Street, Elk Rapids. Please submit applications to Lori Dawson, Deputy Clerk, ldawson@elkrapids.org no later than February 29, 2024.

-Leah Moskovitz, Village Clerk

EVENT/PROGRAM ADVERTISING EXAMPLE:

YOU ARE INVITED TO PARTICIPATE:
VILLAGE OF ELK RAPIDS
CITIZENS ACADEMY

The Village of Elk Rapids is excited to offer the Citizens Academy again. It is an experiential outreach program designed to give those who live or work in the Village the opportunity to learn more about how the Village government works for them.

The six-week Academy includes information and tours, and small group discussions with key personnel and volunteers. Visit the inner workings of the DPW, Harbor and Police and Fire Departments.

The sessions will begin Wednesday, April 17th for 2 hours each week. Space is limited. Find out more today! Please pick up an application at the Government Center at 315 Bridge Street or find it on the Village website at www.elkrapids.org.

Applications are due by April 1, 2024.

APPENDIX D - STAKEHOLDER & PARTNER CONTACT LIST

Organization	Contact Name	Phone Number	Email
Elk Rapids Township			
Milton Township			
Torch Lake Township			
Whitewater Township			
Antrim County and the Antrim County Planning Commission			
Grand Traverse Band of Ottawa and Chippewa Indians			
Antrim County Road Commission			
Michigan Department of Transportation			
Elk Rapids Public Schools			
Elk Rapids District Library			
Art Rapids			
Elk Rapids Harbor Days Committee			
Elk Rapids Lions Club			
Elk Rapids Rotary			
Elk/Skegemog Lake Association			
Green Elk Rapids			
Elk Rapids Garden Club			
Grand Traverse Community Foundation			
Networks Northwest			
Northern Lakes Economic Alliance			
MSU Extension			
Rotary Charities			
Paddle Antrim			
Norte			
Elk Rapids Harbor Days Association			
Base Lake Association of Elk Rapids			
Elk Rapids Area Chamber of Commerce			
Local business owners (including retail, service, and manufacturing sectors)			
Short-term rental (STR) owners			
Farmers and agricultural businesses			
Real estate professionals and developers			
Property managers and investors			

APPENDIX E - ENGAGEMENT METHODS

Project Type	Public Hearing	Open House	Survey	Stakeholder Interviews	Focus Group	Social Media Campaign	Charrette	Pop-Up Engagement	Youth Outreach
Master Plan	Required	Recommended	Recommended	Recommended	Optional	Recommended	Recommended	Optional	Optional
Zoning Ordinance	Required	Optional	Optional	Optional	Optional	Recommended	Optional	Optional	Optional
Capital Improvement Plan (CIP)	Required	Recommended	Recommended	Optional	Optional	Optional	Not Applicable	Optional	Optional
Downtown Plan	Required	Recommended	Recommended	Recommended	Recommended	Recommended	Optional	Recommended	Optional
Transportation Plan	Required	Recommended	Recommended	Optional	Optional	Recommended	Optional	Recommended	Optional
Park & Recreation Plan	Required	Recommended	Recommended	Optional	Optional	Recommended	Optional	Recommended	Optional