

Public Outreach Policy

What is Required?	<p>One (1) Public Participation Workshop that introduces the public to the project and facilitates feedback from the public on the specific site plan and development. City staff may or may not be present.</p> <p>Public Outreach Workshop Summary Report submitted to staff at the time of Planning Commission application submittal describing the event, the attendance, and the feedback gained.</p> <p>Summary Report shall include:</p> <ul style="list-style-type: none">- Copy of Workshop notice and certification that such notice was provided;- Date, location, and copy of sign-in sheet for Public Outreach Workshop;- Digital copy of all content shown to participants at the Workshop;- Summary of all concerns and issues discussed at the Workshop;- If the Applicant is proposing changes to their initial site, development, or rezoning plan because of Workshop, the Applicant shall provide a list of these changes and the specific reasons for the changes;- If the Applicant is not proposing changes to address the concerns and issues raised at the Workshop, then the Applicant shall provide information as to why they were not addressed.
Timeframe?	<p>Workshop to be held prior to submitting a Planning Commission site plan, development plan, or rezoning application to obtain initial, public feedback.</p>
Which Projects?	<ul style="list-style-type: none">- All site plan reviews in the C-3 zone district;- All development plans approved with a PRD Planned Residential Development or PUD Planned Unit Development;- All site or development plans associated with a site condominium or multifamily residential development;- Rezoning to any zone district, except R-1 or R-2 zone districts, when the property is adjacent to a residential zone district and/or residential uses
Where?	<p>Upon request, staff will reserve a room at the Herrick Library, 300 S River Ave, on applicant's behalf when notified of date/time; or any other location/s that applicant reserves.</p>
Who?	<p><u>Notice</u> in The Sentinel (local paper) 616-546-4219.</p> <p><u>600 ft. minimum buffer mailings</u> around property - request mailing list at least 20 days prior to Workshop at 616-355-3133</p> <p><u>C-3 Zone District Projects:</u> Contact DDA 616-355-1050 and provide a brochure that DDA will email to downtown mailing list.</p> <p><u>Empower Advocates</u> with information, Workshop, and Public Hearing dates/times.</p>