

City of Tecumseh

Community Engagement Plan

Objectives

The City of Tecumseh will continue to involve the entire community as “key stakeholder” in the future development of our City.

- The City of Tecumseh evaluates each project on an individual basis to determine project scope, stakeholders, project limitations, approving body, points of community impact during the decision- making process, internal and external resources, and level of appropriate community involvement.
- The City Tecumseh makes information available in a timely manner to enable interested parties to be involved in decisions at various stages of the review and approval process.
- The City of Tecumseh engages citizens in a transparent manner, making information easy to access for all interested members of the community.
- The City of Tecumseh seeks public participation for matters involving future development of the City, such as the Master Plan and Zoning Ordinance update process.
- The City of Tecumseh seeks creative ways to involve a diverse set of community stakeholders in planning, land use, and development decisions.
- The City of Tecumseh uses comments and information received from interested members of the community to make decisions regarding planning, land use, and future development.
- The City of Tecumseh tracks and analyzes the results of all public participation to the extent feasible and provide summaries back to the public.

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State & Local Regulations

- Tecumseh City Charter
- Tecumseh Code of Ordinances
- Other applicable local, state, and federal regulations

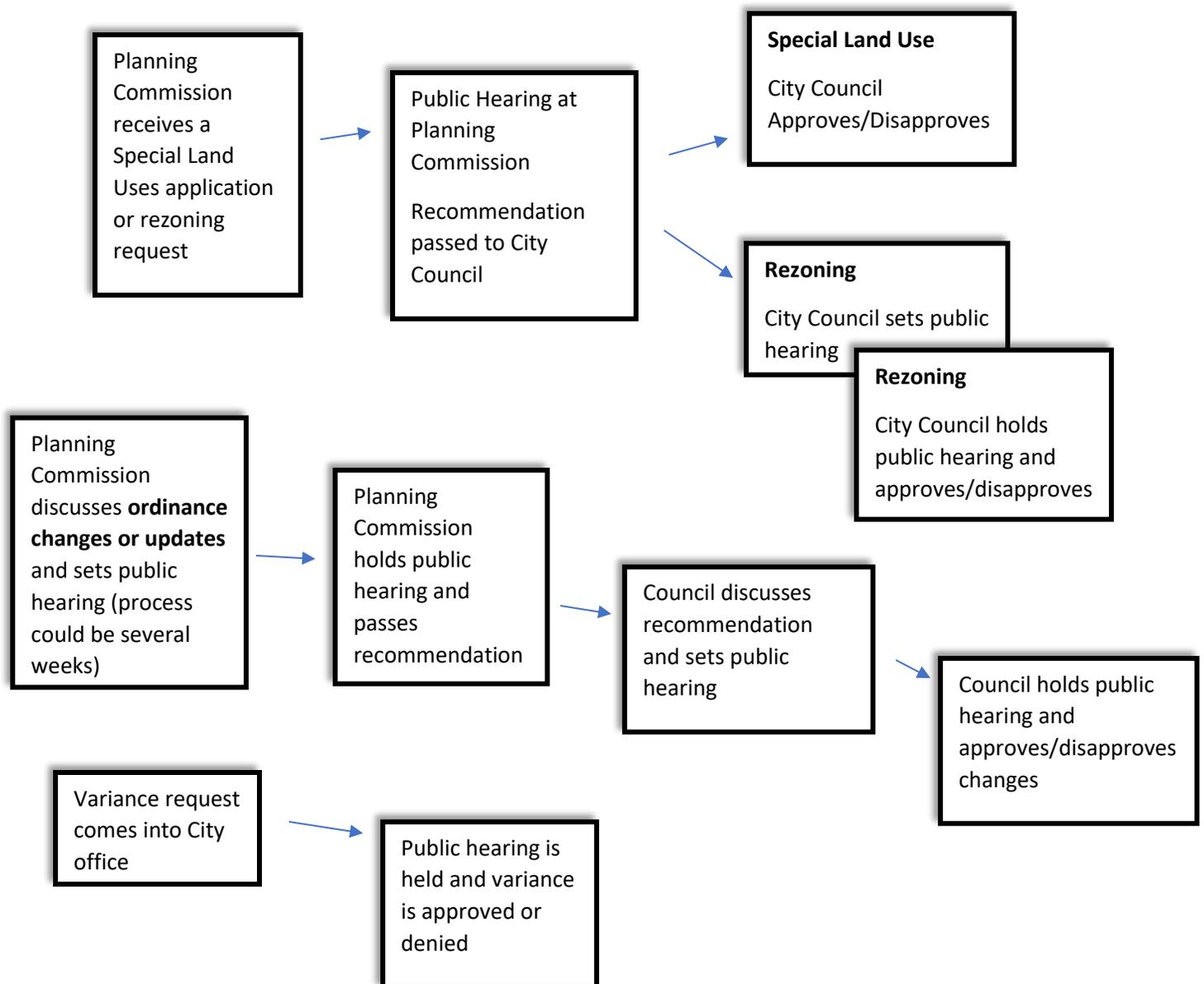
Key Stakeholders in the City of Tecumseh

In the City of Tecumseh, each project will be evaluated on an individual basis to ensure inclusion for all stakeholders in the community. Each will vary according to the project being reviewed. Possible key stakeholders include, but are not limited to:

- Local residents
- Neighboring jurisdictions
- Central Business Association
- Chamber of Commerce
- Lenawee Now
- Emergency personnel
- Commercial/industrial business owners and their employees
- Promedica
- Neighborhood groups
- Real estate professionals
- City's boards and commissions
- Churches
- Schools
- Senior groups
- Community visitors and tourists

Process for Development

There are various times in the planning process when the City Council, the Planning Commission, and/or the Zoning Board of Appeals request input. These processes include public hearings for rezoning of land, development of the Zoning or Sign Ordinances, the Master Plan, requested variances and Special Land Uses. The flowchart below outlines the time limits for these processes:



Development Review Bodies

The City encourages participation in local government planning and policy decisions. All residents are invited to apply for appointments to City boards and commissions.

Applications are available on the City's website at:

<http://www.mytecumseh.org/component/phocadownload/category/4>

City Council

Tecumseh's City Council is composed of 7 members. All City Council positions are voted in by the citizens of Tecumseh. For many processes (excluding site plan and variance) council is the final approving body.

Planning Commission

The Planning Commission is a 9-member body. All full members are appointed by Council for 3-year terms. Planning Commissioners deal with development issues in the City such as rezoning, special land uses, and site plans. Often times, they are the recommending body to City Council. They are also responsible for writing the zoning and sign ordinance and updating the City's Master Plan.

ZBA

The Zoning Board of Appeals has 5 full members and 1 alternate member. Each member is appointed by City Council for a 3-year term. When a resident of the City cannot meet the zoning or sign ordinance requirements, an application for variance is filled with this body.

There are many boards and committees throughout the City. Agendas and dates/times and minutes of the meetings can be found on the City's website under boards and commissions at: <http://www.mytecumseh.org/government/boards-commissions/boards-and-commissions.htm>.

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Open Meetings

All meetings of the City Council, and its various boards and commissions, shall be open to the public in accordance with the “Open Meetings Act,” PA 267 of 1976 as amended, except closed session meetings as provided for in the Act. Public notices for these meetings are printed in the paper and posted at City Hall. The following processes require that neighbors within 300 feet of a property are personally notified:

- Rezoning of property
- Special Land Use
- Variance requests

Statutes require these processes be notices in a newspaper of general distribution in the City paper (Tecumseh Herald), as well as mailed to neighbors within 300 feet at least 15 days prior to the meeting. All meetings are held in a facility accessible to persons with disabilities, and the City provides and will provide reasonable accommodations. Individuals with disabilities requiring reasonable accommodations or services should contact the City Manager’s Office.

Interested persons are encouraged to contact the City Clerk or to check the City’s website at: <http://www.mytecumseh.org/government/boards-commissions/boards-and-commissions.htm> in order to be kept informed of any meeting schedule, agendas, variations, or location changes. Meeting agendas and packets are available on the City’s website in advance of the meeting.

Methods for Community Participation

Each project's initial evaluation will determine the necessary level of involvement for the project. The following are methods that may be used to reach appropriate level of public participation when taking action on land use or development applications. The City of Tecumseh will always attempt to use more than one tool or method, depending on the specific project and target audience. This list is flexible and can change based on each project's needs and circumstance.

Inform – provide information and assist public understanding

- **Website:** www.mytecumseh.org announces meetings, posts packets and agenda, minutes, and sometimes will contain pages or links for topics of major interest.
- **Newspaper:** The Tecumseh Herald is the City of Tecumseh newspaper. New editions are available on Thursdays.
- **Printed postings:** Available for viewing at the City Hall outdoor board.
- **Announcements:** Announcements during meetings of the City Council, Planning Commission and other boards and commissions.
- **Press releases and articles:** At various times, the City will issue press releases and information for articles to various newspapers (including the Adrian Telegram) and radio stations (including WLEN).
- **Email or postal mail:** Interested parties may request to the City Clerk that they be notified personally of meeting/topics for discussion and postal mailings to neighbors within 300 feet, according to statute.

Consult – obtain public feedback

- **Social Media:** The City currently uses Constant Contact and/or Facebook to announce street closures, storm news, etc. and may also use Facebook and Constant Contact to notify the community of meetings.
- **Surveys:** Utilizing online and paper surveys allows for the collection of large amounts of data and opinions from the public.
- **Public Hearings:** Public attendance at meetings is strongly supported and allows for an appropriate venue for public input.

Involve – work directly with public throughout the process

- **Open Houses:** In order to create two-way communication, the City will hold open house events for projects and initiatives as needed.
- **Community Workshops:** Issues that require community feedback can benefit from a noticed workshop.

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- **Charrettes:** Multiple day design charrettes and information gathering sessions allow a larger group of people to participate in the community engagement activity.

Collaborate – partner with public in each aspect of decision making

- **Advisory Committees:** The City uses advisory committees for specialized aspects of our community to enhance collaboration between city staff and the public.
- **Focus Groups:** Bringing together stakeholders to discuss and brainstorm decision making options.

Communicating Results

The City of Tecumseh will publicly communicate all results of community input on planning and development issues. The City will utilize one or more of the “Inform” methods to relay results back to the public.

Updating the Community Engagement Plan

Like all documents, the City of Tecumseh understands that the Community Engagement Plan will need to be reviewed and updated on a routine basis. This plan will be updated as needed, at a minimum of every 5 years, in conjunction with the City’s Master Plan. Updates to this plan will be drafted by staff, reviewed and recommended by Planning Commission, and approved through City Council. At least one public hearing will be held during the process to gather community input and to generate new ideas.