



THE VILLAGE OF
BROOKLYN
- MICHIGAN -

Public Participation Plan

121 N. Main St
Brooklyn, MI 49230

Adopted August 2025

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OVERVIEW AND PURPOSE

The Village of Brooklyn has developed this Public Participation Plan to help guide decisions for formulating public information gathering processes during planning and development projects and the application of best-case practices. This document contains a series of policies and procedures for public involvement and outreach for tasks such as master plan updates, zoning ordinance and map updates, capital improvement project planning and review, major development projects (Planned Unit Developments, special land uses, or other), and development projects involving publicly owned properties.

Public engagement is not a “one size fits all” exercise. Certain strategies are more appropriate in some circumstances than others, and a successful practice in one situation may not be as successful in another. To this point, this guide is intended to serve as an internal resource for ideas on how to best engage productive collaboration with stakeholders and the public in the future.

The Village will consider new methods of communication and engagement as they become available, and update this guide as needed. The public participation actions described throughout this guide do not preclude additional public involvement or engagement efforts. In circumstances when the Village consults with a third-party entity, that entity shall adhere to the provisions of this guide, if applicable.

PUBLIC PARTICIPATION GOALS

The Village of Brooklyn has developed the following Public Participation Goals and Objectives:

1. The Village of Brooklyn will conduct all aspects of citizen participation in an open manner, making the participation process accessible for all interested parties.
2. The Village of Brooklyn will engage a diverse set of community stakeholders in planning, land use, and development decisions.
3. The Village of Brooklyn will seek to identify and involve a broad and representative cross-section of the community’s residents.
4. The Village of Brooklyn 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.
5. The Village of Brooklyn will encourage the involvement of residents most affected by the proposed planning, land use, or development project.
6. The Village of Brooklyn will solicit public participation in each phase of the Master Plan review or update process.
7. The Village of Brooklyn will make reasonable efforts to ensure continuity of involvement of citizens throughout all stages of the planning and review process.

8. The Village of Brooklyn will utilize effective and equitable avenues for distributing information and receiving comments that include the City's website, social media, and email.
9. The Village of Brooklyn will support and encourage effective participation. Information will be made available in a timely manner, so as to enable citizens to be involved in important decisions at various stages of the review and approval process.
10. The Village of Brooklyn will record the results of public participation to the extent feasible and provide summaries to the public.
11. Along with the desire to engage a diversified public in its planning process, the Village of Brooklyn relies on State statutes to help guide its participation activities.

REGULATIONS ON PUBLIC PARTICIPATION

Basic requirements for public participation are mandated in state and federal laws for certain public projects and development reviews. The Village, through the work of the Village Council and the various boards and commissions which serve at its pleasure, shall follow the local and state regulations listed below. These regulations include provisions for the public review process, and public hearings.

Michigan Open Meetings Act (PA 267 of 1976)

The Open Meetings Act was developed with the basic intent of requiring public bodies to conduct business at open public meetings. This act ensures governmental transparency at any level of local government, including boards, commissions, committees, subcommittees, and authorities.

- In accordance with PA 267 of 1976, the Village of Brooklyn will hold meetings in locations accessible to the public, such as the Village office at 121 N Main Street or the Jackson District Library Brooklyn Branch at 207 N Main Street.
- The public will be notified within 10 days of the first meeting of a public body in each calendar or fiscal year; the body will publicly post a listing stating the dates, times and places of all its regular meetings.
- If there is a change in schedule, within three days of the meeting in which the change is made, the public body will post a notice stating the new dates, times and places of regular meetings.
- For special or irregular meetings, public bodies will post a notice which is visible to the public indicating the date, time, and place at least 18 hours before the meeting.
- Public bodies will hold emergency sessions without 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 (PA 33 of 2008)

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008), the following parties are notified via first-class mail, personal mail, or email by the Village Planning Commission of the intent to plan and request the recipient's cooperation and comment:

- Jackson County Planning Commission

- Adjacent communities
- Each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the Village of Brooklyn, as well as other governmental entities which register its name and mailing address for the purpose with the planning commission; and
- Jackson County Department of Transportation and Michigan Department of Transportation (if the master plan will include a master street plan)

After the Master Plan has been submitted to the Village Council for review and approval for distribution, the draft plan will be submitted to the previously listed entities for review.

Before approving a proposed Master Plan, the Planning Commission will hold not less than one public hearing on the proposed Master Plan. The hearing will be held after the expiration of the deadline for comment as outlined in the act. The Planning Commission will give 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 the local unit of government. The Planning Commission will also submit notice of the public hearing by first class mail, personal delivery, or electronic mail to the previously listed entities for review. After the adoption of the Master Plan, the Planning Commission may publish and distribute copies of the Master Plan or of any report and employ other means of publicity and education.

Additional Statutes for Consideration:

- [Village Code of Ordinances](#)
- [Michigan Open Meetings Act \(PA 267 of 1976\)](#)
- [Michigan Planning Enabling Act \(PA 33 of 2008\)](#)
- [General Law Village Act \(PA 3 of 1895\)](#)
- [The Michigan Zoning Enabling Act \(PA 110 of 2006\)](#)
- [Brownfield Redevelopment Financing Act \(PA 381 of 1996\)](#)
- [Downtown Development Authority Act \(PA 197 of 1975\)](#)
- Other relevant local and State legislation

KEY STAKEHOLDERS

The following group of stakeholders represents a diverse set of individuals, groups, and organizations that are interested in or are affected by the Village of Brooklyn's planning and land use development process. Different groups of stakeholders may be engaged in each of the planning and development review processes depending on the nature of the project or plan, the level of community interest, and the potential impact of the project.

Regional	Michigan Economic Development Corporation (MEDC) Michigan Department of Transportation Region 2 Planning Commission Intermunicipality Committee
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	Michigan Works! Southeast
Non-Profits/Associations	Kiwanis Club of Brooklyn American Legion WellWise Area Agency on Aging Brooklyn Food Pantry
Education Providers	Columbia School District Jackson College
People	Village Residents Tourists Senior Citizens Public Employees Business Owners
Businesses/Business Organizations	Irish Hills Regional Chamber of Commerce Jackson County Chamber of Commerce The Exponent Experience Jackson Visit Lenawee
Governmental	Village Council Planning Commission Corridor Improvement Authority (CIA) Parks Board Jackson County Columbia Township Norvell Township Village of Cement City Village of Addison State of Michigan State and Federal Elected Officials

OPPORTUNITIES FOR PUBLIC PARTICIPATION

The Village of Brooklyn provides its residents and stakeholders with numerous opportunities to get involved in the planning, review, and approval process for planning and zoning, community visioning, and development projects

Development Review Bodies

The Village encourages citizen participation in local government planning and policy decisions. All residents aged 18 years and older are invited to apply for appointments to Village boards

and commissions. Vacant positions are advertised on the Village's website at villageofbrooklyn.com.

Village Council

The Village Council is the governing body for the Village of Brooklyn. Six Council members are elected for overlapping four-year terms and the Council President is elected to a two-year term.

The Village Council is the legislative authority and governing body for the Village. It is responsible for hiring and overseeing the Village Manager, who is responsible for the day-to-day administration of the Village government. Additionally, the Village Council sets policies and adopts ordinances and resolutions. One of the most important policies is budgetary which is carried out through reviewing and adopting the annual budget which guides the Village's operations, capital projects, and priorities for each fiscal year which begins on July 1st each year.

Boards and Commissions

These groups provide recommendations to the Village Council on a variety of topics and issues. The members of the boards and commissions help to analyze options and influence important decisions on behalf of the community. The Village Council is responsible for making the final decisions on most issues or topics, but it will look to these groups for advice, background information, and analysis. As the elected body, the Village Council has discretion to accept advice in full, in part, or not at all.

The Village of Brooklyn's boards and commissions are as follows:

- Planning Commission
- Corridor Improvement Authority (CIA)
- Parks Board

It should be noted that the Village's boards and commissions meet regularly and provide opportunities for public participation in the planning and development review process. These are public meetings and allow for public comments from any interested stakeholder.

Public Meetings

Open Meetings

All meetings of the Village Council and its various boards, commissions, and authorities are 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. Notices of public hearings at these meetings are published in the local newspaper, The Exponent, and displayed at the Village Office as required by the Act.

In addition to conformance to the Open Meetings Act, meeting agendas and packets of the Village Council and other boards, commissions, and authorities are made available on the Village's website in advance of the meeting. Meeting minutes of the Village Council and the Village's board and commissions are posted on the Village's website once approved.

Universal Access

All meetings will be held in a facility accessible to people with disabilities, and the Village will provide reasonable accommodations upon notice to the Village of Brooklyn prior to the meeting and in accordance with Village policies.

Meeting Schedule

A list of all meeting dates, times, and locations for the calendar year is published on the Village website at villageofbrooklyn.com by January 1st of each year for the Village Council, and every other Village board, commission, or authority. If there is a change in schedules, notification will be posted in accordance with the Open Meetings Act (PA 267 of 1976). Announcements for special meetings will also be posted in accordance with the Open Meetings Act. Public bodies may hold emergency sessions without 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.

Public Access to Information

Individual boards, commissions, and authorities hold public meetings pursuant to their individual rules of procedure and State regulations. As required by law, the Village of Brooklyn will provide the public reasonable and timely access to information and records related to the Master Plan, Parks and Recreation Plan, Public Participation Plan, Zoning Ordinance, and all other plans and ordinances and any amendments to any of the plans and ordinances.

Meeting Postings

Interested people are encouraged to check the event calendar on the Village's website at villageofbrooklyn.com, on the Village's Facebook page, or at the Village Office in order to be kept informed of any meeting changes or cancellations.

Meeting Locations

Village Council and Planning Commission meetings take place in the Jackson District Library – Brooklyn Branch located at 207 N Main St. All other meetings take place in the Village Office located at 121 N Main St. Both of these locations are barrier-free and accessible to the entire community.

Agendas and Public Hearing Notices

Meeting and public hearing agendas and packets are available ahead of time either on the Village's website, villageofbrooklyn.com, or at the Village Office. Public hearing notices are sent to the applicants and stakeholders. The following require that property owners and occupants of properties within 300 feet of a development are personally notified:

- Rezoning of property
- Special land use request
- Variance requests

In accordance with State law, notices of public hearings for those developments are published in the local newspaper as well as mailed to all property owners and occupants of properties within 300 feet at least 15 days prior to the meeting.

Minutes

The Village records minutes of all meetings of the Village and drafts of minutes are available eight (8) business days after the meeting was held. Approved minutes are posted on the Village's website following approval.

Public Comment

Opportunities for public comment will be available at every meeting of the Village Council or any board, commission, or authority in accordance with the provisions in their individual rules of procedure, State law, and other operating policies and procedures.

Public Hearings

The Village Council and all other boards, commissions, and authorities hold public hearings when called for in local and State enabling legislation, or when otherwise prudent, to provide the opportunity for public input on specific topics.

Planning Commission

The Planning Commission shall consider holding public hearings for all land use and development applications (site plan, special land use permit, or rezoning request) that come before them, though this is not required by State law to do so for all applications. The Zoning Administrator shall schedule and publish the notification of a public hearing before the Planning Commission not less than 15 days prior to the hearing on a site plan application as mandated by state regulation. Public hearing notifications are also sent by mail to the applicant, the owner of the subject property, and the owners of property within 300 feet of the subject property.

Village Council

The Village Council shall hold a public hearing when called for in their enabling legislation. After receiving a recommendation by the Planning Commission, the Village Council shall set a date for a public hearing for consideration of any proposed zoning ordinance update or rezoning. State and federal statutes require that special use permits and rezoning applications be noticed in a newspaper of general distribution in the Village no less than 15 days prior to the Village Council public hearing. Application notifications shall also 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 special use permit applicant and the Zoning Administrator are notified in writing of the Village Council's action by the Village Clerk within five days of the action. Following adoption of an ordinance to amend or update the zoning district boundaries or the district regulations, the ordinance shall be filed with the Village Clerk and a notice of the ordinance adoption shall be published in a newspaper of general circulation in Brooklyn within 15 days after adoption.

Other Boards, Commissions, and Authorities

Other relevant boards, commissions, and authorities will hold public hearings as needed and as required by their individual rules of procedures, or other local or State enabling legislation. The public hearings will be noticed as required in advance of the meeting. All meeting agendas will be available on the Village's website in advance of the meetings, and the packets will be available at the Village Office upon request.

COMMUNICATION TOOLBOX

Basic announcement methods for public meetings

The following methods are used, when possible, to advertise the public meetings of the Village Council, Planning Commission, and other boards and commissions acting as advisory bodies to the Village Council when taking action on land use or development applications. Many times, this does not result in involvement of all stakeholders, especially those with visual impairments, non-English speakers, those who are illiterate, youth, individuals with mobility limitations, and those who work during the time in which public meetings are commonly held.

- Local newspaper posting
- Announcement in newsletter
- Website posting
- Social media posting
- Announcements at council meetings
- Attachments to utility bills
- Flyer posting on Village Office door or outdoor board

The Village will strive to ensure that more than one notification and communication method will be used depending on the specific project and target audience. This list is flexible and can change based on needs and circumstances. The Village will also ensure that residents are given reasonable and timely access to local meetings.

Proactive Practices

The following are some examples of public participation methods that are less reactive and more focused on education and collaboration. Many of these methods have been used by the Village and are most successful with strong partnerships with stakeholders.

Pre-Application Coordination

Prior to submitting an application, or site plan, an applicant may choose to submit a sketch plan or draft plan for review by the Zoning Administrator and/or Planning Commission. The

review shall be informal and advisory only and shall not constitute any form of approval or authorization of granting any type of permit. The review shall be done without cost to the applicant and shall be scheduled as a business item on the Planning Commission's agenda.

Surveys

Surveys are useful for identifying specific areas of interest or concentration from a broad scope of ideas or issues. These areas of interest can then be further explored using other methods like the ones outlined below. A community may use a survey to identify where to start in the planning process or the general climate surrounding a topic. Surveys can be useful to get a general idea of public opinion regarding specific community issues but should not be used as the sole method of public input. As with most public input efforts, it is best to vary the delivery method (mailed, handed out, electronic) and include bilingual language in certain cases.

Open House Meetings and Community Workshops

Open house meetings and community workshops can be as simple as a series of question and answer sessions with the public or as creative as interactive map exercises. Formal presentations can be given to a large audience and then less formal exchange of information may follow. They provide a more casual and fun setting to encourage participants to think critically and creatively about important issues. Oftentimes open house meetings are a great way to educate the community surrounding a specific topic and hear concerns, questions, and ideas. As noted above, open house venues need to be accessible and approachable for all attendees. Further, volunteers must be available and knowledgeable on a project to encourage feedback from participants. An orientation session is essential prior to commencement.

Charrettes/Design Workshops

The charrette differs from a workshop because it is a multi-day event where designers and planners work collaboratively. Citizens offer ideas while the charrette team facilitates and observes. This tool may most often be used for specific development projects that involve significant changes to the urban form and require public input on the design layout. The Village may encourage developers to hold charrettes for specific proposed projects with significant community interest.

Walking Tours

Walking tours allow more candid and casual feedback from participants. They can be paired with community workshops or charrettes to measure the perceived safety and comfort of pedestrians downtown, or in a neighborhood or corridor. Walking tours are also useful for identifying desired design, problem properties, or safety concerns.

One-on-One Interviews

Interviews are a great way to get specifics on a topic. Specific community leaders may have been identified, making them ideal candidates for an interview. Some communities have individuals that are very vocal about issues in the community. Interviewing them may give some perspective on how to address their concerns. It is important to remember that one

interview reflects the opinion of one individual and should not be considered the standing of the entire community.

Focus Groups

Like interviews, focus groups can help to narrow down concepts or get a specific side of the story from different perspectives. Focus groups can be used to invite multiple stakeholders to the table to gather perspectives and interests of various in one setting.

Digital Tools of Communication

Depending on the type of project, information should be incorporated into online sources. Technology offers a unique opportunity to give and receive information to a mass of people. Municipalities can post events, share information on projects and planning and development processes, and even solicit feedback.

DEVELOPMENT REVIEW OPPORTUNITIES

The Village's goal is to follow a systematic plan for public engagement in the development of Village policy. In helping citizens and other stakeholders to be more involved in the creation process and not simply a reaction to a finished product, the sooner the public is involved, the better. Proactively engaging stakeholders fosters a sense of ownership and prevents delays caused by unforeseen issues. This section outlines how the community has and will be engaged depending on the input sought situation.

Master Plan Update

As the visionary policy document for future development in the Village, the master planning process must use a wide range of public input methods to develop the goals, objectives and strategies for implementation. The Village of Brooklyn shall follow, at a minimum, the provisions of Michigan Public Act 33 of 2008, as amended (the Michigan Planning Enabling Act, M.C.L. 125.3801 et. seq.) for the adoption of a new master plan or of an update to the master plan.

The Planning Commission shall send a notice to all stakeholders as listed in the State enabling legislation; the notice will explain that the Planning Commission intends to prepare a plan and request cooperation and comment on the plan now and when the plan is drafted. The Planning Commission and the Village will then begin work on drafting or updating the plan. They shall involve the public through many of the methods listed in the section 'Community Engagement and Outreach Strategies', including, but not limited to surveys, open houses, community meetings, community walks and tours, website updates, and social media. The Village shall encourage the involvement and participation of all stakeholders, including any marginalized groups that may be typically less involved in the planning process. Stakeholder involvement is encouraged from the beginning and the results of such public participation are made available to the community and participants and incorporated as much as is reasonably possible in the drafted plan or plan amendment.

In preparation, studies of existing conditions and probable growth should be done for the basis of the plan. The Planning Commission may make use of expert advice and information from federal, State, County, and municipal officials, departments, and agencies having information, maps, and data pertinent to the Village. The Village 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 Village may cooperate with all departments of the State and federal governments and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and seek the maximum coordination of the local unit of government's programs with these agencies.

The Village shall encourage and track the public participation through a variety of means, including minutes, public recording of meetings, comment cards, sign-up sheets, and input received verbally, through written correspondence or through website comments, and other means as appropriate.

The Planning Commission will act to submit the proposed plan to the Village Council for review and comment. The process of adopting the master plan shall not proceed further unless the Village Council approves the distribution of the proposed plan. The Village Council shall act on the proposed plan during a public meeting held in accordance with the Open Meetings Act. The Village Council shall decide on the approval of the distribution of the proposed plan to local governments and agencies for review and comments.

If the Village Council approves the distribution of the proposed plan, it shall notify the Planning Commission, and the Planning Commission shall submit, in the manner provided by the State enabling law a copy of the proposed plan, for review and comment, to all of the units listed in the State enabling law. These entities may submit comments on the proposed plan to the Planning Commission within 63 days after the proposed plan was submitted to that entity (or 42 days in the case of a master plan update).

Before approving the proposed master plan, the Planning Commission shall hold not less than one (1) public hearing on the proposed plan. The hearing shall be held after the expiration of the deadline for comment. The Planning Commission shall give 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 Brooklyn.

The proposed plan shall be approved by resolution of the Planning Commission carried by the affirmative votes of not less than 2/3 of the members. A statement recording the Planning Commission's approval of the plan, signed by the chairperson or secretary of the Planning Commission, shall be included on the inside of the front or back cover of the master plan document. Following approval of the proposed master plan, the secretary of the Planning Commission shall submit a copy of the plan to the Village Council. Approval of the proposed plan by the Planning Commission is the final step for adoption of the plan, unless the Village Council by resolution has asserted the right to approve or reject the plan. In that case, after

approval of the proposed plan by the Planning Commission, the Village Council shall approve or reject the proposed plan. A statement recording the Village Council's approval of the master plan, signed by the Village Clerk, shall be included on the inside of the front or back cover of the master plan if the Village Council takes action on the Plan.

Zoning Ordinance Update

The zoning ordinance is a document that reflects the vision of the community by regulating the character and type of development. To this end, it is important that the public be involved in the adoption of amendments to the zoning map or to specific regulations contained in the text of the zoning ordinance. As each amendment process is unique and not necessarily related to the entire document, the stakeholders may vary to some extent. However, a general process of public outreach will contain early and frequent public input and a continuous facilitation of involvement throughout the decision-making process. The creation of citizen study groups, or ad-hoc committees, or workshops with directly affected property owners will be encouraged when tackling more complicated issues.

The Village Council may of its own motion, or shall upon petition signed by the owners of a majority of the property proposed for rezoning, prepare an ordinance amending or changing the district boundaries or district regulations. The ordinance shall be introduced by Village Council and then referred to the Planning Commission for review and recommendation. It may be necessary for the Planning Commission and/or the Village Council to defer action to one or more subsequent meetings to gather further information or to accommodate additional review and debate.

Prior to submitting its recommendation to the Village Council, the Planning Commission will hold a public hearing. The Village Council will, on receipt of the report of the Planning Commission, set a date for a second public hearing for consideration of the proposed amendment. After the public hearing, the Village Council may choose to approve, deny, or table the proposed amendment.

There are special circumstances, however, such as a written protest against a zoning amendment by property owners. Whenever a written protest against such proposed amendment, signed by the owners of 20 percent or more of the area of land proposed to be altered or by the owners of 20 percent of the area of land within 100 feet of any part of the boundary of the land proposed to be altered, excluding any publicly-owned land from either calculation, shall be filed with the Village Council, the rezoning ordinance shall not be passed except by at least a two-thirds vote of all members of the Village Council. The ordinance will be noticed in a newspaper of general distribution in the Village at least 15 days prior to the hearing. The notification will also 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. Following adoption of the ordinance to amend the district boundaries or the district regulations, the ordinance will be filed with the Village Clerk, and a notice of the ordinance adoption will be published in a newspaper of general circulation in Brooklyn within 15 days after adoption. The

ordinance will take effect upon the expiration of seven days after its publication, unless a later effective date is specified by the Village Council, or unless a notice of intent to file a petition seeking to submit the ordinance to the electors of the Village for action is filed with the Village Clerk within seven days after publication of the ordinance amendment.

Particular attention shall be paid to public outreach and communication when dealing with controversial zoning ordinance amendments or controversial development proposals. The website shall be updated regularly on decision-making processes and projects.

Parks and Recreation Plan

Similar to the master planning process, the parks and recreational planning process must also utilize a wide array of public involvement strategies. The Michigan Department of Natural Resources (DNR) provides financial assistance through its recreation grants program to communities with the State of Michigan to acquire land for parks and to develop recreation facilities. The DNR mandates that municipalities undergoing a park and recreation plan update must employ no less than two (2) types of public input strategies as detailed in the 'Toolbox of Strategies' section of this document.

It is important to involve the public early in the process through public meetings, surveys, community workshops, open house events, or other means before the draft plan is written. It is highly recommended that additional effort be put forth to solicit comments from residents living in the vicinity of future projects and from those who may be negatively affected by the proposed projects. Special efforts must be made to involve segments of the population whose concerns are often overlooked. These public participation methods should be well advertised and held at an easily-accessible location.

Once the draft plan has been completed by the Planning Commission or Recreation Committee, citizens must be provided with a well-advertised opportunity of at least one (1) month or 30 days to review and comment before it is officially adopted. Ideal locations to allow the public to view the draft plan is at a public library, Village Hall, or the Village's website. Comments should be collected via mail, email, or other means. A finalized draft shall then be recommended for adoption by the Village Council.

Once the 30-day public review period has concluded and a finalized draft has been prepared, the Village Council shall hold an advertised public hearing in accordance with the Open Meetings Act. The meeting minutes shall reflect whether there was public comment and the nature of the comments received during the public hearing.

Capital Improvement Program Planning

A capital improvement program (CIP) plan is a short-range plan, typically four to ten years (the Village of Brooklyn has a six year CIP), which identifies capital projects and equipment purchases, a ranking of projects and purchases in order of preference, the plan for financing the items, a timetable for the construction or completion of the project, justification for the project,

and an explanation of expenses for the project. The Village of Brooklyn is committed to working with stakeholders such as utility companies, Columbia School District, and the other departments to make the best use of public funds. While planning for capital improvements can largely be very technical and difficult to become engaged, Village Council shall hold a public hearing for the adoption of the CIP plan and post the plan in an easily accessible location on the Village's website for the public to view.

Major Developments

The Village shall follow, at a minimum, the provisions of the local and State regulations, as listed in this guide, to review development projects that involve the approval of planning and zoning applications and permits. This applies to the review process for site plans and special use permits, rezoning requests, and variance request applications. In many circumstances, the Village Council and its boards and commissions will hold public hearings, notified in accordance with the State legislation, and allow for public comment on the proposed development project during its regular meetings. Depending on the nature of the project, the community interest, and community's financial involvement, additional methods of engagement may be used to gather community feedback.

Public Participation Matrix

The various outreach strategies have a multitude of different uses and applications. Some processes lend themselves better to certain strategies. The table below provides a guide of when certain outreach methods may be optimal based upon which type of process the Village is undergoing.

	Master Plan	Zoning Amendments	CIP Planning	Parks and Recreation Planning	Major Developments
Pre-Application Meetings					Recommended
Surveys	Recommended	Optional	Recommended	Recommended	
Open House Meetings and Communication Workshops	Recommended	Optional	Recommended	Recommended	Optional
Charrettes/Design Workshops	Optional			Optional	Optional
Walking Tours	Optional	Optional	Optional	Optional	Optional
One-on-One Interviews	Optional	Optional	Optional	Optional	Optional
Focus Groups	Optional	Optional	Optional	Optional	Optional

Social media/Web	Recommended	Optional	Optional	Recommended	Recommended
Local events (church, farmers market, school)	Recommended	Recommended		Recommended	Optional
News, media	Optional	Recommended	Recommended	Optional	Recommended

CDBG GRANTS

At times, the Village will look to utilize grant funding as part of a funding mechanism for projects. There are specific requirements that must be included to satisfy the citizen participation plan requirements as seen in 24 CFR Part 570.486(a). The following is meant to supplement the participation plan that the Village has laid out in this document at any time we utilize Community Development Block Grant (CDBG) Funding. As listed throughout this document, the Village will provide and encourage citizen participation, particularly participation by low- and moderate-income (LMI) persons who are residents of slum and blight areas in which funds are proposed to be used. Citizens must be made aware of where they may submit their views and proposals should they be unable to attend the public hearing.

The Village will ensure that residents will be given reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements in accordance with section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8, and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36, as applicable, as well as information and records relating to the unit of local government's proposed and actual use of CDBG funds.

The Village will furnish citizens information, including but not limited to:

- The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
- The range of activities that may be undertaken with the CDBG funds;
- The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and
- The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under §570.488.

The Village will provide technical assistance to groups that are representative of persons of low- and moderate-income that request assistance in developing proposals (including proposed strategies and actions to affirmatively further fair housing) in accordance with the procedures developed by the State. Such assistance need not include providing funds to such groups.

The Village will provide for a minimum of two public hearings, each at a different stage of the project [Prior to MSF approval and near the grant term end], for the purpose of obtaining

residents' views and responding to proposals and questions. Together the hearings must cover community development and housing needs (including affirmatively furthering fair housing), development of proposed activities, and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the State [MSF approval]. There must be reasonable notice of the hearings, and they must be held at times and accessible locations convenient to potential or actual beneficiaries, with accommodations for persons with disabilities. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.

The Village will provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or sustainably changed from the unit of general local government's application to the State. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the State. Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints grievances, within 15 working days where practicable.

Publication Affidavit and Public Hearing with Meeting Minutes when utilizing CDBG Funding

Notice for public hearings, which must be substantiated with a publication affidavit, will show that five (5) calendar days minimum notice was provided to citizens, and that the notice was published in a local or applicable newspaper. Begin counting one (1) on the day following the notice. The following items must be included in the first public notice:

- The amount of funds available for proposed project.
- The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit LMI persons.
- The plans of the applicant for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by persons actually displaced as a result of such activities, [if applicable].
- If applicable, the applicant must provide citizens with information regarding the applicant's performance in prior CDBG programs funded by the State.

Written minutes of hearings and the attendance roster must be submitted to the Program Specialist and kept for review by State officials. Nothing in these requirements shall be construed to restrict the responsibility and authority of the applicant for the development of the application.

A second public hearing, known as a performance hearing, must be conducted prior to grant close-out, but after major construction is completed. All requirements for hearing notice and conduct applies to the performance hearing.

Applicants must submit proof of notice in the form of an affidavit or a copy of the newspaper page showing the publication date for each public notice with the application.

UPDATING THE PUBLIC PARTICIPATION PLAN

Like all documents, the Village of Brooklyn will review this Public Participation Guidebook periodically in order to monitor the effectiveness of the procedures outlined in this document. This plan will be updated as needed, at a minimum of every five (5) years, in conjunction with the Village's Master Plan. Updates to this plan will be drafted by staff, reviewed and recommended by Planning Commission, and approved through City Council.

The Village will maintain thorough documentation of all public participation activities conducted throughout the year. This information will be compiled and included in the Planning Commission's Annual Report, ensuring ongoing transparency and accountability in planning processes.

Adopted: August 2025

Updated: