

# COMMUNITY ENGAGEMENT ORDINANCE POLICY BREAKDOWN *(Items subject to CBO or tax incentives are exempt from the requirements)*

## City-Wide Proposal *Proposals Impacting the Entire City*

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### Class A-Engagement Requirements

- Engagement occurs prior to submittal to the Detroit City Council for approval
- One (1) Meeting in Each District in collaboration with the DONS, (2) At Large and (1) District City Council, established CAC
  - Meetings can run concurrently with any previously planned charter mandated meeting, neighborhood meeting, community group meeting, etc.
- Meetings can occur in person or virtually
- Technology Aided Alternative *(If in-person or virtual meetings are infeasible)*
  - 4-week Online Comment Period/Survey
- Meeting Notice
  - Location, date and time
  - Website and Social Posting
  - Email Requirement: Dons, (2) At Large and (1) District City Council Member, District CAC
  - Notification to residents within 300 radial ft. (in person meetings only)
  - Where appropriate, non-traditional methods of notification that includes: partnership with ethnic media, mailers, door knockers, and other methods that ensure access to the broadest group of residents throughout the process.
  - All documents and details on the proposal
- Community Engagement Report Required
  - Detailed Account of Notice Procedures

- List of Concerns raised by the community
- Method to address or why they could not be addressed
- Letters, statements and/or comments from the community
- Report from the established CAC

## Items subject to Class A engagement requirements

- The Approval of the Mayor's Recommended Budget
- Approval of Ballot Initiatives
  - Administrative or City Council initiated
- Request to solicit bonds
- Approval of a City-wide plan or contract to install bike lanes

***\*Only Items listed in the ordinance will be subject to engagement requirements\****

## Neighborhood Proposal

*Proposal Impacting multiple districts, neighborhoods and/or communities (Due to the case-by-case basis, impact area is determined by the Administering Department and DONs)*

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## Class A- Engagement Requirements

- Engagement occurs prior to submittal to the Detroit City Council for approval
- Two (2) Meetings in the impact area in collaboration with the DONS, (2) At Large and all District City Council members and established CACs in the impact area.
  - Meetings can run concurrently with any previously planned charter mandated meeting, neighborhood meeting, community group meeting, etc.
- Meetings can occur in person or virtually
- Technology Aided Alternative (*If in-person or virtual meetings are infeasible*)
  - 2-week Online Comment Period/Survey
- Meeting Notice
  - Location, date and time

- Website and Social Posting
- Email Requirement: DONS, (2) At Large and all District City Council members and established CACs in the impact area.
- Notification to residents within 300 radial ft. (in person meetings only)
- Where appropriate, non-traditional methods of notification that includes: partnership with ethnic media, mailers, door knockers, and other methods that ensure access to the broadest group of residents throughout the process.
- All documents and details on the proposal
- Community Engagement Report Required
  - Detailed Account of Notice Procedures
  - List of Concerns raised by the community
  - Method to address or why they could not be addressed
  - Letters, statements and/or comments from the community
  - Report from the established CAC

## Items subject to Class A engagement requirements

- The Approval of a new neighborhood planning study contract
- The approval of a new streetscape and construction project contracts
- The approval of a major land sale where 5 acres or more of publicly-or authority owned land is transferred to a private entity for a single project.
- The approval of a contract to install camera surveillance technology.
- The approval of master plan amendments changing the master plan future general use land use designation of one square-mile or more land area.

***\*Only Items listed in the ordinance will be subject to engagement requirements\****

## Class B Engagement Requirements

- Engagement occurs after Detroit City Council approval or without Detroit City Council Approval.
- Two (2) Meetings in the impact area in collaboration with the DONS, (2) At Large and all District City Council members and established CACs in the impact area.
  - Meetings can run concurrently with any previously planned charter mandated meeting, neighborhood meeting, community group meeting, etc.
- Meetings can occur in person or virtually

- Technology Aided Alternative (*If in-person or virtual meetings are infeasible*)
  - 2-week Online Comment Period/Survey
- Meeting Notice
  - Location, date and time
  - Website and Social Posting
  - Email Requirement: DONS, (2) At Large and all District City Council members and established CACs in the impact area.
  - Notification to residents within 300 radial ft. (in person meetings only)
  - Where appropriate, non-traditional methods of notification that includes: partnership with ethnic media, mailers, door knockers, and other methods that ensure access to the broadest group of residents throughout the process.”
  - All documents and details on the proposal

## Items subject to Class B engagement requirements

- Installation of Bike Lanes

***\*Only Items listed in the ordinance will be subject to engagement requirements\****

## Class C Engagement Requirements

- Engagement occurs after Detroit City Council approval
- Requirement of a Community Engagement Plan
  - If Class A Engagement is required, the Community Engagement Plan is submitted with the Community Engagement Report

## Items subject to Class C engagement requirements

- The Approval of a new neighborhood planning study contract

***\*Only Items listed in the ordinance will be subject to engagement requirements\****

## Class D Engagement Requirements

- Engagement occurs after Detroit City Council approval or is not subject to City Council approval

- Notification Requirement
  - Website and Social Posting
  - Email Requirement: DONS, (2) At Large and all District City Council members and established CACs in the impact area.

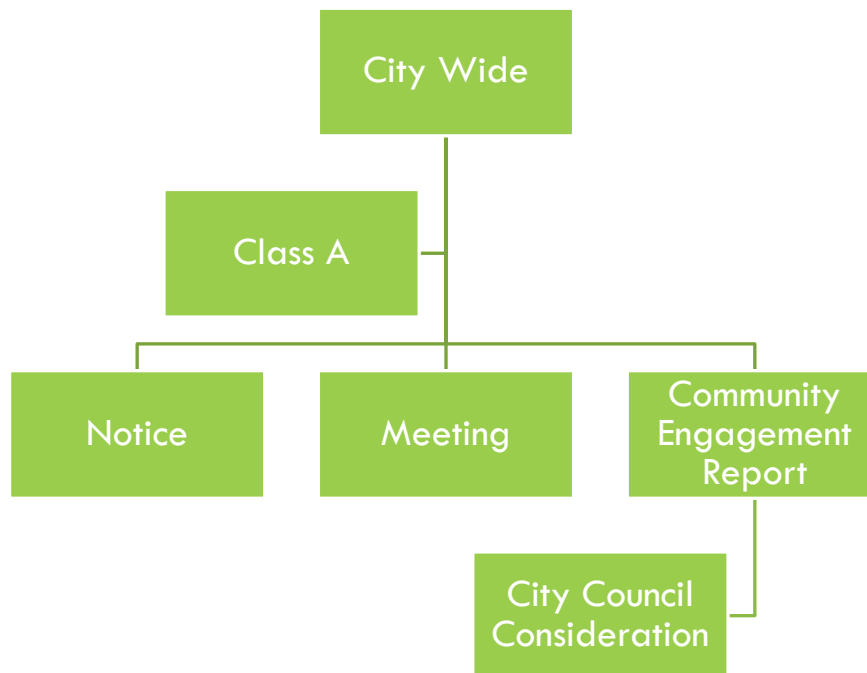
## Items subject to Class D engagement requirements

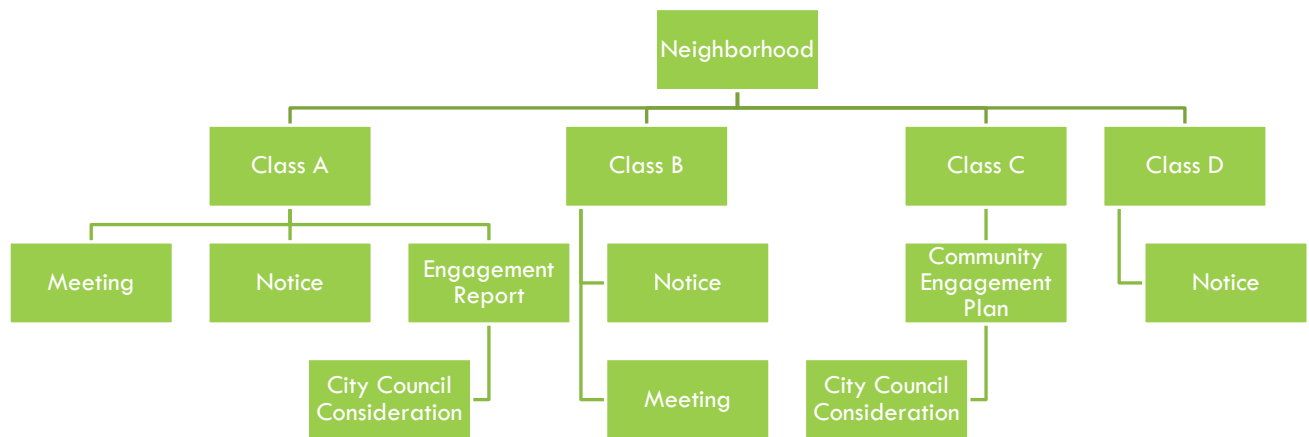
- Installation of speed humps
- Installation of camera surveillance technology

***\*Only Items listed in the ordinance will be subject to engagement requirements\****

## ENGAGEMENT FLOW CHART

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# Additional Requirements

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## Responsibility of the DONs

1. Submit an Annual Community Engagement Report summarizing all community engagement requirements prior to, following and without the requirement of City a council Approval.
2. Maintain a database of registered residents throughout the City of Detroit including but not limited to:
  - Block Clubs and/or community groups/associations in each district
  - Businesses in each distinct
  - Senior citizen facilities in each direct
  - Established Community Advisory Council in each district
3. Provide a consistent means for residents, block clubs, community groups/associations, businesses and senior citizen facilities to register with the Department of Neighborhoods through one of the following means:
  - The Department of Neighborhoods Website
  - At in-person or virtual meetings
  - Telephone
4. Within 6 months of the passage of this ordinance, launch a city wide campaign to encourage DONs registration from all:
  - Block Clubs and/or community groups/associations in each district
  - Businesses in each distinct
  - Senior citizen facilities in each direct
  - Established Community Advisory Council in each district

## Language Access

1. All items within the ordinance be accessible to residents in compliance with the City's LEP Policy.