EXAMPLE PUBLIC OUTREACH PLAN

FOCUS

COMMUNITY

COUNCIL ENGAGEMENT

DELIVERABLES

Stage 1 (March-April)

- Gather Input
- Educate & Inform

- Listening Sessions
- Office Hours
- Establish Task Force
- Board & Comm. Discussions
- Listening Sessions
- Work Session Update

- Public Input Summary
- List of Task Force Members
- Postcard mailing
- Online Survey

Stage 2 (April)

• Identify Focus Areas for Potential Adjustments

- Task Force Meeting 1
- Community Info Session
- Board & Comm. Discussions

Work Session Discussion

- Task Force Meeting Agendas & Summaries
- Info Session Presentation
- Council Materials

Stage 3 (May-June)

- Code Revisions
- Testing & Legal Review

- Task Force Meetings 2, 3 & 4
- Community Workshop
- Technical Focus Groups
- Board & Comm. Discussions

 Monthly Work Session Updates

- Task Force Meeting Agendas & Summaries
- Workshop Materials
- Draft Code Ordinance

Stage 4 (July-August) • Recommendations & Adoption

- Final Task Force Recommendation
- Board & Comm.
 Recommendations

 1st Reading of New Ordinance(s)

- Council Materials
- Public Input Summary
- Revised Code Ordinance