



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting

**MEETING DATE** 05/03/2022

**SUBMITTED BY:** Natasha Moore, Vice Mayor – Commissioner

**SUBJECT:** Resident Input for Town Entry Signs along AIA

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## **SUMMARY:**

The town entry signs on AIA are in poor condition and beyond repair. Replacing the town entry signs is prioritized as the 12<sup>th</sup> project on our list of strategic priorities. Resident engagement is also a high priority. As a result, we would like to devise a plan to engage residents in the design of the town entry signs.

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## **FISCAL IMPACT:**

Gathering resident input has no fiscal impact.

The amount included in our budget for all work related to replace the signs is \$150,000.

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## **ATTACHMENTS:**

Proposal to engage residents in the design of the town entry signs.

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## **RECOMMENDATION:**

Discuss the proposed process to engage residents in the design of the town entry signs.

# Proposal to Engage Residents in the Design of the Town Entry Signs Along AIA

## Proposed process to engage residents in the design of the town signs:

Announce a contest to all residents to submit designs for town entry signs

- Communicate to residents via
  - Email blast
  - Town of Highland Beach Website
  - Social media (Facebook, Instagram)
  - Signs posted at Town Hall
  - Manager's minute

Announcements will include:

- Purpose
  - Town entry signs on AIA are in poor condition and beyond repair
  - Opportunity for our residents to design the town entry sign
- Specifications for signs
- Instructions on how to submit ideas
  - Resident shall submit photos or drawings (each resident can submit more than one idea)
  - Town hall staff shall create an email address [TownSign@highlandbeach.us](mailto:TownSign@highlandbeach.us) so residents can submit their ideas by email
  - Town hall staff shall create a drop box at the front desk at Town Hall so residents can submit a hard copy
- Specify a due date for all submissions
- How the winner will be determined
- The name of the winner will have their name on a plaque on each town entry sign (bragging rights!)

## Votes

- All submitted ideas will be posted on the Town of Highland Beach website and reviewed at a Town Commission meeting.
- There will be a 2 week period to cast votes.
- All residents who submit a design get 2 votes
- Commissioners and any Town of Highland Beach Board Member get 2 votes
- All other residents get one vote

The design with the highest number of votes wins.