

CASHIERS SMALL AREA PLAN PUBLIC ENGAGEMENT PLAN

Activity Description Date Purpose				
PHASE	Meetings / Workshops			
1	Meetings/Calls with Staff	Bi-weekly project progress call	TBD	Maintain project progress and efficiency
	Kick-off Meeting	Staff and team introductions	January 22, 2018	Refine scope, establish communication protocol, tour of impact study area, confirm schedule
	Planning Council/Steering Committee Mtg #1	Project start up, team introductions, work session	January 22, 2018	Discuss responsibilities, expand communication network, community profile, issue identification
	Stakeholder Interviews	1-hour meetings with individuals or small groups; generally on same day; some will be a phone conference	January 23, 2018	Conversations with groups that share similar focus
	Establish online presence	Enact website and social media campaigns	February 1, 2018	Set up project website link to post notices, meeting summaries, survey, documents, articles of interest
2	Planning Council/Steering Committee Mtg #1.5 (County staff)	Summary of the analysis and observations of the existing conditions	February 26, 2018	Review deliverables - Completion of the inventory & mapping of existing conditions. Continuation of the Planning Council meeting #1; may be via video or teleconference
3	Design Charette	3-day on-site interactive planning and design workshop	April	Provides multiple opportunities for the public to work with the design team on small area plan concepts
	Planning Council/Steering Committee Mtg #2 and #3	Meeting to check-in and review deliverables and public input; provide guidance	April during the Design Charrette	Review plans, designs, public input, and provide guidance to further the project
	Public Workshops (2)	Informal interactive community event (2x)	April during the Design Charrette	Obtain public input on plans and designs; discuss project with facilitators
4	Planning Council/Steering Committee (facilitated by County staff)	Interim review of the Draft Small Area Plan, concepts, and implementation strategy	May	Review the draft plan and concepts and guide implementation strategy (facilitated by County staff)
5	Planning Council/Steering Committee Mtg #4	Final Draft Plan review	June	Work with committee to finalize the implementation strategy and incorporate review comments on the draft plan
	Public hearing/meeting (2)	Presentation of final plan to area officials	June	Present plan at up to 2 meetings; secure plan approval
Project Communications				
O n g o i n g	Project Notices	Distribute notices via County /Chamber website minimum 2 weeks prior to event	Community	Advertise upcoming project, community meetings, hearings, and completion
	Project Press Releases	Distribute notices & project updates via social media, website	Community	Inform public about project status and accomplishments
	Community/stakeholder Survey	Online survey accessed 24/7	Community/stakeholders	Gain insights from diverse groups
	Social Media/Web	Facebook page, integration with website	Community	Inform public about project status and accomplishments