



Prepared by
Western Upper
Peninsula Planning
& Development
Region (WUPPDR)
Adopted 1-9-2019

CITY OF HOUGHTON PUBLIC PARTICIPATION PLAN



This page
intentionally
left blank.



Table of Contents

INTRODUCTION.....	3
PUBLIC PARTICIPATION GOALS.....	4
KEY STAKEHOLDERS.....	5
STATE REGULATIONS ON PUBLIC PARTICIPATION.....	6
MICHIGAN PLANNING ENABLING ACT.....	6
MICHIGAN OPEN MEETINGS ACT.....	7
THE COMMUNICATION TOOLBOX.....	9
REQUIRED PUBLIC ENGAGEMENT.....	9
PROCESSES FOR DEVELOPMENT.....	14
PROACTIVE APPROACHES TO PUBLIC PARTICIPATION.....	15
STRATEGIES FOR OUTREACH.....	18
STRATEGIES FOR ENGAGING LMI COMMUNITY MEMBERS.....	19
COMMUNICATING RESULTS.....	20
EVALUATING RESULTS.....	22



INTRODUCTION

The City of Houghton recognizes the importance of public input in all aspects of the planning and development process. Engaging key stakeholders and the broader public results in more effective and responsive local government and helps the City translate a shared vision for our community into reality. The City has adopted a plan which leverages a variety of public engagement strategies to increase community members' access to planning and development initiatives.

The purpose of the City's Public Participation Plan is to outline policies, procedures and methods to effectively and equitably engage public input during planning, zoning, and development processes. In addition to all required State measures for public participation, the plan identifies methods of proactive public involvement, acts as a tool for accountability and transparency, and illustrates ways to share feedback and results to the public in a timely manner.

This plan ensures the City's outreach efforts are evaluated for effectiveness and adjusted accordingly in order to maximize success, gather feedback, and improve communications with public stakeholders.

Like all documents, the City understands that the Public Participation Plan needs to be reviewed and updated on a routine basis. This plan will be updated as needed, at a minimum of every five years, in conjunction with the master plan. Updates to this plan will be drafted by staff, reviewed and recommended by the planning commission, and approved through City council.

This plan was prepared by the Western Upper Peninsula Planning & Development Region (WUPPDR) with support from the Michigan Economic Development Corporation (MEDC).



PUBLIC PARTICIPATION GOALS

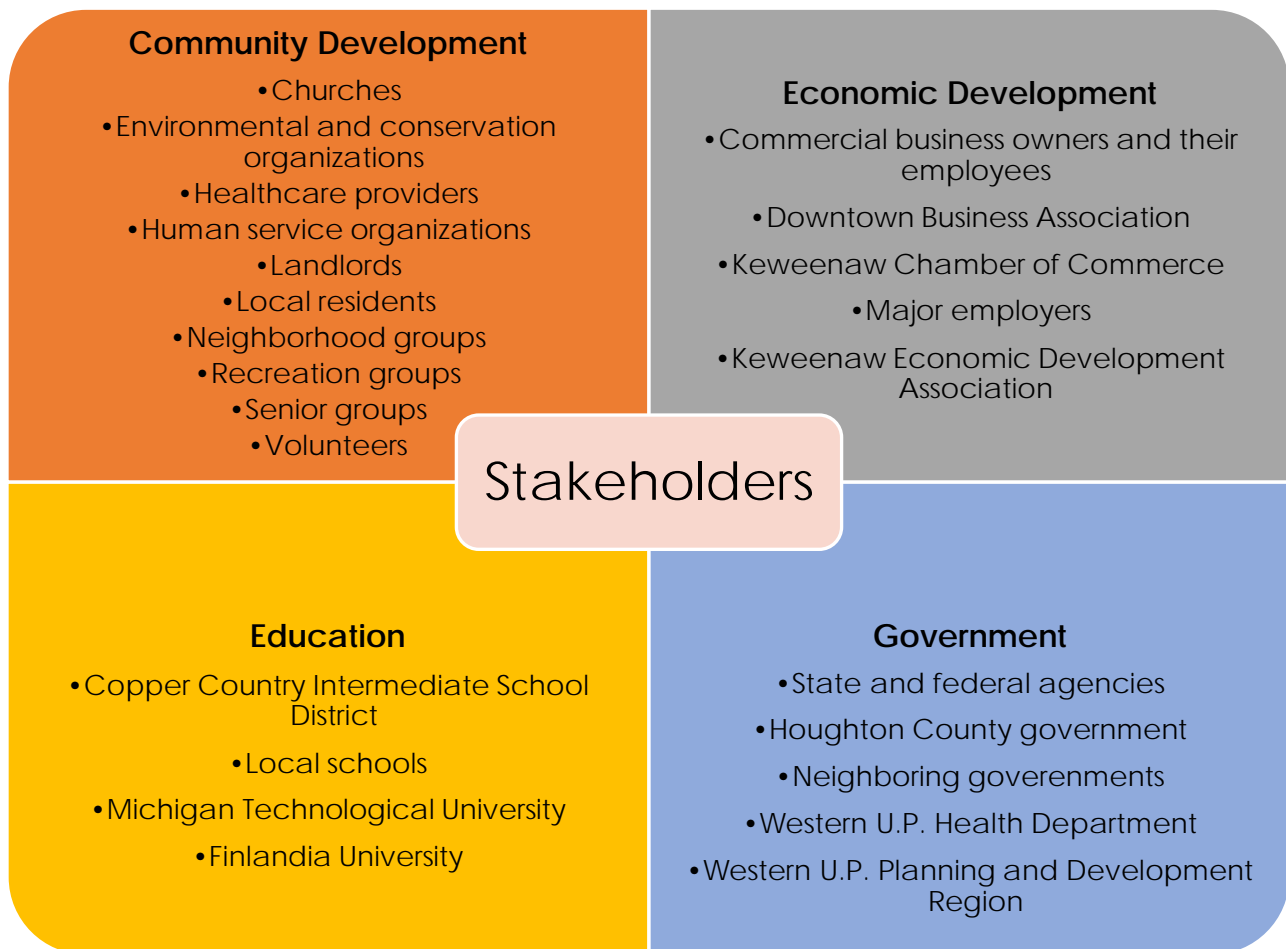
The City has developed the following goals to guide the development of its Public Participation Plan:

- The City will involve a diverse set of community stakeholders in planning, land use, and development decisions.
- The City will strive to ensure participation by persons of Low- and- Moderate Income (LMI) in planning and development initiatives.
- The City will engage citizens in a transparent manner, making information easily accessible to all interested members of the community.
- The City will use a variety of public engagement strategies to broaden participation from the community.
- The City will make information available in a timely manner to enable interested parties to be involved in decisions at various stages of the review and approval process.
- The City will use comments and information received from interested members of the community to make decisions regarding planning, land use, and future development.
- The City will track and analyze the results of all public participation to the extent feasible and provide summaries to the general public.



KEY STAKEHOLDERS

Houghton's diversity makes it a vibrant community and is an asset to planning and development activities. Drawing upon the wealth of expertise and viewpoints will strengthen the City's planning and development efforts. In addition, planning and development projects have the capacity to affect a wide array of community members and stakeholders, and public engagement efforts should be made to better understand how projects will impact different segments of the community. The figure below provides a preliminary, but non-comprehensive list of possible stakeholders to include when developing a community engagement strategy.





STATE REGULATIONS ON PUBLIC PARTICIPATION

State and local statutes regulate requirements for public participation during planning and development processes. This section describes existing requirements affecting the City's public engagement strategy.

MICHIGAN PLANNING ENABLING ACT

In Michigan, the Michigan Planning Enabling Act determines the rules and regulations local governments must follow when preparing the Master Plan. In accordance with the Michigan Planning Enabling Act (PA 33 of 2008) the following parties will be notified via first class mail, personal delivery, or electronic mail by the Planning Commission of the intent to plan and request the recipient's cooperation and comment:

- Houghton County
- Houghton County Planning Commission
- The Western U.P. Planning & Development Region (not required)
- Each public utility company, railroad company, and public transportation agency owning and operating a public utility, railroad, or public transportation system within the local unit of government, and any government entity that registers its name and mailing address for the purpose with the Planning Commission
- If the master plan will include a master street plan, the Houghton County Road Commission and the Michigan Department of Transportation

After the draft master plan has been submitted to the legislative body 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 city planning commission will not hold 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 city 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 city 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 city planning commission may publish and distribute copies of the master plan or of any report and employ other means of publicity and education.



MICHIGAN OPEN MEETINGS ACT

All meetings of the City council, and its various boards and commissions, shall be open to the public in accordance with the Michigan Open Meetings Act (PA 267 of 1976) as amended, except closed session meetings as provided for in the Act. All open meetings provide an opportunity for the public to address the public body.

Public notices for these meetings are posted on the city's website, www.cityofhoughton.com and posted at City Council Chambers. The following processes require that neighbors within 300 feet of a property are personally notified:

- Rezoning of property
- Variance requests
- Rental licenses
- Special Use Permits

Statutes require these processes be noticed in a newspaper of general distribution within the City as well as mailed to neighbors within 300 feet prior to the meeting.

All meetings are held in a facility accessible to persons with disabilities, and the City provides reasonable accommodations. Individuals with disabilities requiring reasonable accommodations or services should contact the City clerk's office. The City also provides for the reasonable needs of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents are expected to participate.

The City shall provide for technical assistance to groups representative of persons of low to moderate income that requests such assistance in developing proposals with the level and type of assistance to be determined by the City.

Interested persons are encouraged to contact the City clerk or to check the City's website at: www.cityofhoughton.com in order to be kept informed of any meeting schedule, agendas, variations, or location changes. Meeting agendas and packets are available on the City's website and at the city clerk's office in advance of the meeting.

Additional Statutes for Consideration

- Houghton City Charter¹
- Houghton City Code of Ordinances²
- Michigan Open Meetings Act (PA 267 of 1976)
- Michigan Planning Enabling Act (PA 33 of 2008)

¹City Charter is available here: <https://houghtoncitymi.documents-on-demand.com/Document/e075eb26-a5c0-e711-80bf-001fbc00ed85/Charter.pdf#search=charter>

² City Code of Ordinances is available here: <https://houghtoncitymi.documents-on-demand.com/>



- Brownfield Redevelopment Financing Act (PA 381 of 1996)
- Home Rule City Act (PA 279 of 1909)
- Tax Increment Finance Authority Act (PA 450 of 1980)
- Section 508 of the Housing and Community Development Act of 1974, as amended
- Title I of the Housing and Community Development Act of 1974, as amended
- National Historic Preservation Act of 1966, as amended
- Other applicable local, state, and federal regulations



THE COMMUNICATION TOOLBOX

REQUIRED PUBLIC ENGAGEMENT

The City is often required to offer opportunities for the public to participate in planning and development initiatives. Generally, these forms of engagement can be categorized as public commissions, public comments, public hearings, and public announcements. Because of their statutory requirements, local governments are often very familiar with these activities which are well integrated into daily operations. While these activities help to increase the public's involvement in government activities, they often fail to allow for broad public participation and engagement.

Public Commissions and Development Review Bodies

City boards and commissions provide recommendations to the city council on a number of important topics and issues. These groups often provide important expertise and volunteer time to address issues pertinent to the community. Several existing boards and commissions that may be relevant to the planning and development process are listed below.

The City encourages citizen participation in local government planning and policy decisions. All residents are invited to apply for appointments to City boards and commissions. Vacant positions are advertised in the local newspaper and on the City's website.

<u>City's boards and commissions</u>	<u>Members</u>
City Council	7
Planning Commission	9
Board of Review	3
Zoning Board of Appeals	5
Downtown Development Authority	9
Tax Increment Finance Authority	9
Election Commission	3
Housing Commission	5
Portage Lake Water & Sewage Authority	5
Portage Lake District Library Board	8
Local Development Finance Authority	7
Carnegie Museum of the Keweenaw Board	8

City Council

The city council is composed of seven members. All council positions are at-large and are voted in by the citizens of Houghton. For many processes (excluding site plan and variances) council is the final approving body.



A city council meeting is the process of making and amending laws, developing policy and making decisions. The council follows a regular order of business in the conduct of its meetings. The agenda is prepared in advance and subjects on it usually have been investigated by the city manager or a department head, so that the council can have all available facts. Copies of the agenda are available in the city clerk's office as well as the city website.

Business presented to the council is disposed of by one or more of the following methods:

Communications: A motion is ordinarily used to indicate majority approval of a procedural action.

Public Hearing: This gives the public audience an opportunity to make comments upon a particular subject that the council is considering.

Resolution: A resolution may be passed to approve contracts, to express the policy of the council, or to direct certain types of administration action. It requires only one reading before council action may be voted upon by a roll call or voice vote.

Ordinances: An ordinance is a "legislative act" and requires two readings at separate council meetings, after which a vote is taken. An ordinance becomes a law: 1) immediately upon passage if it is determined to be an emergency to public health, safety, or welfare; 2) on the effective date specified in the ordinance, or 30 days following adoption of the ordinance, whichever is later.

All council meetings are held in the City Council Chambers in the City Center, 616 Shelden Avenue, downtown Houghton. The City Council meets at 5:30 p.m. the second and fourth Wednesday of each month. The phone number for the City Offices is (906)482-1700.

Planning Commission

The planning commission has nine members. All members are appointed by the mayor for three-year terms. Commissioners deal with City development issues such as rezoning, special land uses, and site plans. The commission is responsible for writing the zoning ordinance and updating the City's master plan. Many of the commission's recommendations go before council for final approval and adoption. The City of Houghton Planning Commission meets on the fourth Tuesday of each month at 5:30 p.m. in the City Center Conference Room.

Zoning Board of Appeals (ZBA)

The zoning board of appeals has five members comprised of council members. The mayor and mayor pro tem are alternates. When a resident or developer cannot meet the zoning ordinance requirements, an application for variance is filed with this board. All meetings are held at the call of the chairman at times determined by the board. All meetings are open to the public.



Downtown Development Authority (DDA)/Tax Increment Finance Authority (TIFA)

A Downtown Development Authority (DDA) provides for a variety of funding options, including millage and tax increment financing, for public improvements in the downtown district. The DDA/TIFA meets at least two times per year. Special meetings are called when necessary. The commission meets at noon at the City Center.

Board of Review

The Board of Review consists of three citizens that are appointed to two-year terms by city council to receive and hear taxpayer appeals of the annual assessment roll. They are required to attend training and follow the guidelines set forth by the State Tax Commission. The Board of Review meets in March for an organizational meeting and for two six-hour days for public appeals as required by state law. The board also meets once in July and once in December as required by state law.

Election Commission

The election commission of the City of Houghton shall consist of the city clerk, assessor and police chief. The election commission shall have such duties as are prescribed by state law and shall resolve disputes as to the adequacy of petitions, appoint inspectors with qualifications complying with state law, and otherwise prescribe election procedures.

Housing Commission

City of Houghton Housing Commission has all the powers and duties permitted by law to be assigned in Housing Commissions by Public Act No. 18 of the Extra Session of 1933, as amended, and any laws enacted which are supplemental to the Act. Members are appointed by the city manager.

Portage Lake Water and Sewer Authority

The Portage Lake Water & Sewage Authority (PLWS&A) was established in 1964 by the cities of Hancock and Houghton for the purpose of constructing and operating a joint-use wastewater treatment facility. The facilities that were constructed included a lift station for each city to convey wastewater to a common site and a wastewater treatment plant located on the south shore of Hancock.

Portage Lake District Library Board

The Portage Lake District Library has a dedicated group of eight community members who volunteer their time to lead the library as members of our Board of Trustees. Regular meetings of the Board are held in PLDL Community Room the fourth Wednesday of each month at 7pm.



Local Development Finance Authority

The Local Development Finance Authority (LDFA), Public Act 57 of 2018, allows eligible entities to establish area boundaries, create and implement a development plan, acquire and dispose of interests in real and personal property, issue bonds and use tax increment financing to fund public infrastructure improvements for eligible property. The tool is designed to promote economic growth and job creation.

Public Hearings

Public attendance at hearings is strongly encouraged and allows for an appropriate venue for public input. The city council and its various boards and commissions hold public hearings when required by enabling legislation or when doing so provides benefits to the community on a variety of topics. Hearings provide an opportunity for the public to both receive information from city officials as well as provide public comment on the topic of the hearing. These comments are summarized in publicly accessible meeting minutes.

Public Comments

While public hearings are often the most visible opportunity for public comment, comments can also be submitted via mail, email, and through the City's website. Planning processes (e.g. master planning, recreation planning, etc.) often require review periods of documents proposed for city adoption. Stakeholders can review these documents and submit feedback in writing to the responsible public body charged with developing the plan. These comments are often reflected in the appendix section of the plan after adoption.

Announcements

The City is often required to provide public notification of events, disseminate information to the public, and announce opportunities for public involvement. The city recognizes that a variety of methods should be used as stakeholders have different preferences and barriers for receiving information (e.g. lack of internet access, inability to attend city meetings, etc.). Below is a list of communication channels the city can use to convey such information and make stakeholders aware of opportunities for public participation.

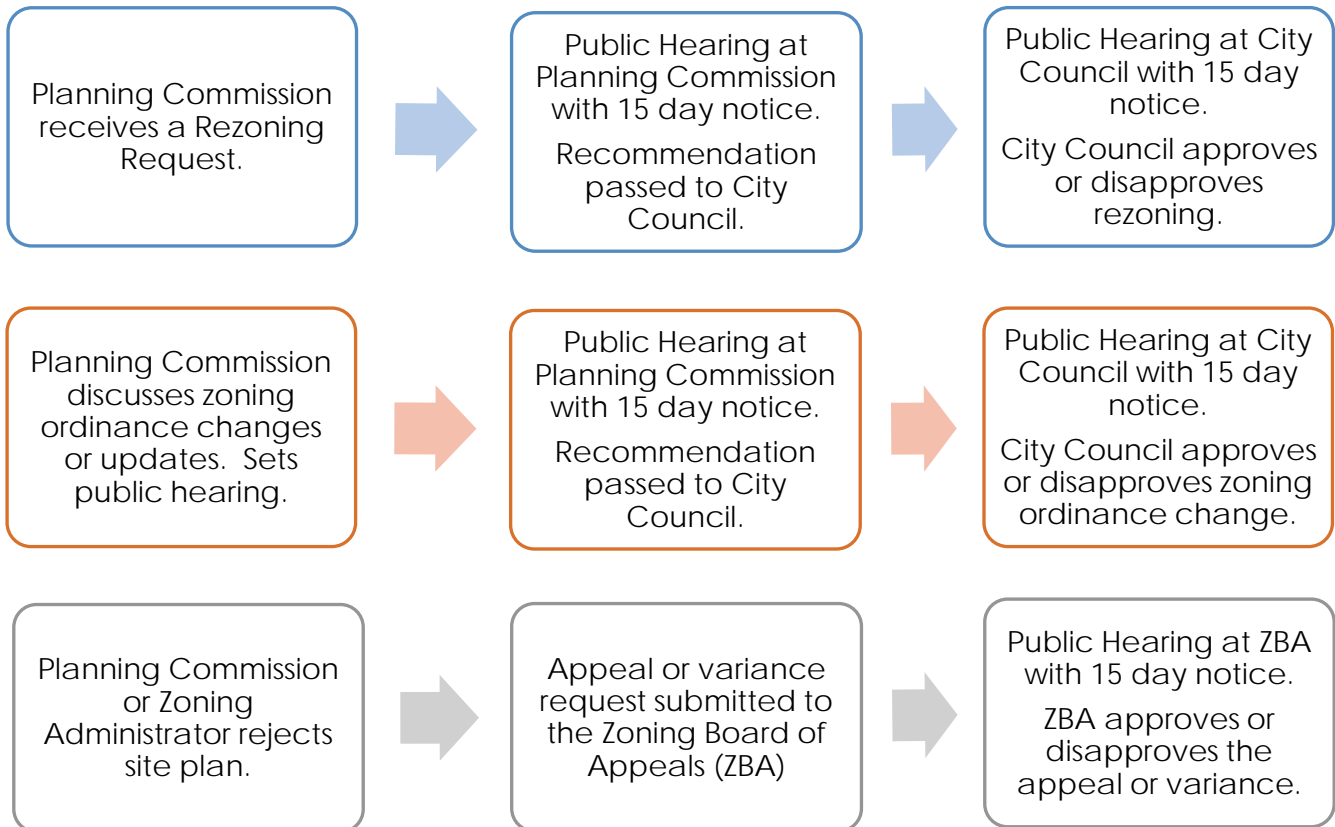
- Posting to the city's website
- Newspaper posting of public hearing notices (e.g., The Mining Gazette)
- Flyer postings at the city hall and other city building entrances
- Announcements during the meetings of the city council and city's boards and commissions
- Press releases and communications to media. Press releases are typically distributed to a media list containing local and statewide print and broadcast organizations



- Notifications through mail or e-mail
- Postings to city and city-affiliated social media accounts
- Collaborating with local stakeholder groups to share announcements through their respective communication channels (e.g. e-newsletters, social media, meetings, etc.)
- Local door-to-door canvassing through tools such as door-hangers and flyers
- Attachment to water and tax bills

PROCESSES FOR DEVELOPMENT

There are various times in the planning process when the council, the planning commission, and/or the zoning board of appeals request public input. These processes include public hearings for rezoning of land, development of the zoning ordinance, the master plan, requested variances and special land uses. The flowcharts below outline these processes:





PROACTIVE APPROACHES TO PUBLIC PARTICIPATION

Public commissions, hearings and comment opportunities are often required by legislation, and often take place well after critical decisions are already made during the planning or development process. These requirements also often fail to accommodate many stakeholders' schedules or PREFERRED participation styles. Below is a list of additional engagement strategies available to the city to solicit public input during planning and development processes.

Community Meetings & Forums

Hosting a community meeting is a common tool used to generate public participation on planning and development projects. Community meetings differ from public hearings in that they are not required by legislation and are not required to follow the common public hearing format. In fact, the format of these meetings can take a variety of forms ranging from a traditional presentation and question and answer session to a facilitated workshop intended to generate new ideas and strategies for the city's planning and development efforts. These meetings can be held in local venues other than city hall, such as the Houghton school auditoriums, the Carnegie Museum, the Dee Stadium, etc. Optimal meeting dates and times can vary depending on the intended target audience, and the city can advertise the meetings through a variety of sources such as the newspaper, its website and social media accounts, and mailing efforts.

Surveys

A survey (also referred to as a questionnaire) can be used to collect standardized, quantifiable information from a wide range of stakeholders on a topic(s) of interest relevant to planning and development projects. Surveys are a great means to solicit public participation since they often give stakeholders an opportunity to provide feedback, often anonymously, without requiring them to attend meetings. While public meetings are an important tool for the city, the environment may be intimidating for stakeholders who are uncomfortable speaking in public or are unable to attend due to scheduling conflicts. Surveys can be used to get input from the general public or specific target populations (e.g. business owners) and used to generate statistical information to help guide city efforts. Surveys can be distributed through a variety of methods (e.g. online, mail, in-person, etc.) with results posted online, published in the city's newsletter, social media, and communicated to the city council, residents, survey participants, investors, developers, and other stakeholders. The city has access to a variety of technical resources through partnerships with local universities (e.g. Michigan Technological University and Finlandia University) as well as the Western U.P. Planning & Development Region to help design, distribute, and analyze surveys.



One-on-One Interviews

Interviews are a great tool to gain in-depth insight from key stakeholders. Unlike surveys, which are often restricted to structured question sets with fixed response options, interviews can provide a wealth of qualitative information based on the interviewee's expertise and level of interest. In general, the information collected during interviews are kept confidential unless requested otherwise.

Focus Groups

Focus groups are a tool the City can use to gather input feedback from a small group of stakeholders on a pertinent development or planning topic. Focus groups are often comprised of five to eight pre-selected stakeholders who often represent key target audiences from whom the city is seeking input. Generally, the group is led through a series of predetermined questions by a facilitator allowing for discussion between the participants. An important element of a focus group session is the ability to explore potentially unanticipated topics brought to light by the group's discussion. This may help the City to identify important concerns or benefits of a project. Depending on the City's resources or the importance of the project of interest, multiple focus group sessions could be held with different sets of stakeholders.

Steering Committees

The City may organize steering committees consisting of residents, business owners, university representatives, board and commission members, and other stakeholders in order to provide guidance on development projects or elements of a planning efforts. These committees differ from those previously described as these committees are often temporary and disband after the project or task is complete. Members may be selected based on their expertise, interest, and background as they relate to the focus of the individual steering committee. Meetings can be open to the public with results and recommendations disseminated through final reports shared online and in print.

Charrettes/Design Workshops

The City may engage the community through charrettes or design workshops. These sessions are often intense, multi-day workshops where participants help craft a vision and design for major development or planning projects. This tool is most often used for development projects that involve significant changes to the urban form and require public input on the design layout. The City may encourage developers to hold charrettes for specific proposed projects with significant community interest.



Social Media

Using social media tools like Facebook, Instagram, and Twitter, the City can both share information with and generate public participation from stakeholders. The City already has a Facebook profile which it uses to promote community events and share information about the community to the broader public. However, city officials can also use this tool to collect input from community members on planning and development projects as well as keep stakeholders updated on local city initiatives and share the results of public feedback. Increasingly, social media platforms offer tools to facilitate tasks like surveys, interviews, public meetings, focus groups and even design charrettes and are preferred communication tools for community members.

Bus, Bike or Walking Tours

Walking, biking and bus tours are a great way for the City to collect feedback from stakeholders on potential planning and development projects for topics like transportation initiatives (e.g. bike lanes); zoning updates; and development initiatives. The tours allow participants to gain a unique perspective and new insight on the built environment and this may generate new project ideas or identify unforeseen challenges. It also allows participants to share feedback with city officials on proposed projects and offer new alternatives to the project's design. Depending on the topic, city staff, committee members or consultants will facilitate the tours. The facilitator(s) may take notes during the tour and share them with the participants and the community.



STRATEGIES FOR OUTREACH

The matrix below outlines public engagement strategies the City plans to utilize for the respective planning and development projects. These strategies are contingent upon available resources (e.g. staff time, financing, expertise).

STRATEGY	PROCESS/PROJECT						
	MASTER PLAN	ZONING ORDINANCE UPDATE	DOWNTOWN DEVELOPMENT PLAN	CORRIDOR IMPROVEMENT PLAN	RECREATION PLAN	LOW CONTROVERSIAL DEVELOPMENT	HIGH CONTROVERSIAL PROJECT
PUBLIC HEARING	X	X	X	X	X	-	O
PRESS RELEASE	X	X	X	X	X	-	O
WEBSITE POSTING	X	X	X	X	X	-	O
WATER/TAX NOTIFICATION	O	O	O	O	O	-	-
EMAIL/MAILING	O	O	O	O	O	-	O
CANVASSING	O	O	O	O	O	-	O
COMMUNITY MEETING	X	X	X	X	X	-	O
STANDING COMMITTEE	O	O	O	O	O	-	O
SURVEY	O	O	O	O	O	-	-
INTERVIEW	O	O	O	O	O	-	-
FOCUS GROUP	O	O	O	O	O	-	-
CHARRETTE	O	-	O	O	O	-	-
SOCIAL MEDIA	O	O	O	O	O	-	-
TOURS	O	O	O	O	O	-	-

Key: X = Required; O = Encouraged but optional; - = Not Used



STRATEGIES FOR ENGAGING LMI COMMUNITY MEMBERS

The City of Houghton is committed to engaging LMI residents during planning and development projects. It is recognized that economically disadvantaged community members often face disproportionate barriers to participating in traditional public participation activities. Specific strategies the City can use to engage this target population include:

- Coordinate with human services organizations which serve LMI community members to share information regarding public participation opportunities
- Posting flyers at larger rental housing complexes regarding public participation opportunities
- Hosting meetings at more accessible venues (e.g. churches, schools, etc.)
- Altering community meeting times to allow for individuals with non-traditional work schedules (evening and weekend shifts) to participate
- Hosting targeted focus groups specifically for LMI community members
- Recruiting LMI community members to committees



COMMUNICATING RESULTS

The City plans to publicly communicate the results of community participation by leveraging several communication options. The table below provides a strategy for communicating results based on the nature of public participation. It also indicates the timeframe and the party responsible for following identified strategies. These methods may vary depending on the type of project and availability of City resources.

Public Participation Form	Responsible Party	Communication Method(s)	Timeframe Goal
Community Meeting/Workshop	Facilitator/Clerk	<ul style="list-style-type: none"> Website post Social media Press release 	7 days after event
Standing Committee	Facilitator/Clerk	<ul style="list-style-type: none"> Website post Press release 	7 days after event
Survey	Facilitator/Clerk	<ul style="list-style-type: none"> Website post Social media Press release Special meeting 	30 days after event
Interview	Facilitator/Clerk	<ul style="list-style-type: none"> N/A 	
Focus Group	Facilitator/Clerk	<ul style="list-style-type: none"> Website post Social media Press release Email 	10 days after event
Charrette	Facilitator/Clerk	<ul style="list-style-type: none"> Website post Social media Press release Email 	10 days after event
Social Media	Administration	<ul style="list-style-type: none"> Website post Social media 	5 days after event
Tours	Facilitator/Clerk	<ul style="list-style-type: none"> Website post Social media Press release Email 	10 days after event

Communication channels available to the City to disseminate public participation results include:

- **Website** - www.cityofhoughton.com announces meetings, posts packets and agendas, minutes, and sometimes will contain pages or links for topics of major interest.
- **Press Release** - The Daily Mining Gazette is the city's newspaper of general circulation. New editions are available Monday through Saturday. The city publishes notices of public hearings, and ordinance amendments.



- **Radio** - Announcements of meetings and public information is provided on local radio stations.
- **Printed postings** - Available for viewing at the city center.
- **Announcements** - Announcements during meetings of the city council, planning commission and other boards and commissions.
- **Newsletters** - Twice a year a newsletter is mailed out with tax bills and provides seasonal information along with information on upcoming developments, projects, and events.
- **Postal mail** - Postal mailings to neighbors within 300 feet, according to statute.
- **Social Media** - The City currently uses Facebook to make announcements and advertise events.
- **E-mail** - The e-mail list serve notifies residents and the general public of street closures, water and sewer interruptions, changes in garbage collection services and upcoming projects.



EVALUATING RESULTS

The City is committed to fostering public participation, and it understands ongoing evaluation efforts are needed to measure progress and identify new strategies. Indicators available for use to review the City's public participation efforts could include, but are not limited to:

- Attendance tracking at public engagement events for planning and development projects
- Community Event Satisfaction Survey responses
- Tracking public engagement on social media
- Tracking number of website visits
- Participation rates on standing committees, commissions and boards
- Periodic feedback questionnaires on public participation efforts can also be hosted online and promoted through social media and tax/utility mailings

It is also important to note that sheer numbers of public participation can be misleading if it is dominated by a specific stakeholder group(s) while underrepresenting other groups. Consequently, evaluation efforts should attempt to understand not just how *much* participation is occurring, but also the *representativeness* of the participation based on the community's diverse nature. This can be achieved by adding demographic questions to surveys and event input forms.

Additional qualitative feedback using internal event evaluation forms can provide insight into opportunities for improvement. At minimum, a city staff member or volunteer should be designated at each public engagement event to complete an Internal Public Participation Evaluation Form (Appendix). This information will be taken into consideration during the annual review of the City's public participation plan to determine the quantity and quality of public participation efforts.

Finally, if ample staff-time and/or volunteers are available, the City could create a public participation advisory committee comprised of City officials, public engagement specialists, and stakeholder representatives to provide guidance on future public participation efforts. This body could provide recommendations to City staff on best practices to engage core stakeholders for specific planning and development projects as needed.



COMMUNITY EVENT SATISFACTION SURVEY

What event did you attend today?

How did you hear about this event?

Was this event held at a convenient time? If not, what time would have been better?

Are you glad you came to this event?

How would you improve this event?

About You

We'd like to ensure we're reaching a broad and diverse audience. Please provide responses to the following questions to help make sure that happens. Your answers will be kept confidential.

1. What is your gender?

Male

Female

Other

Prefer not to say

2. What is your age?

18 years old or younger

19-29 years old

30-39 years old

40-49 years old

50-59 years old

60-69 years old

70-79 years old

80+ years old

3. What was your total household income last year?

Less than \$25,000

\$25,000 - \$49,999

\$50,000 - \$74,999

\$75,000 - \$99,999

\$100,000 - \$149,999

\$150,000 - \$250,000

More than \$250,000



INTERNAL PUBLIC PARTICIPATION EVALUATION

Date:

Type of public participation:

Where was the event held?

How many people attended?

Was there a group that was under-represented?

Who facilitated/completed the event?

How could this be improved for future events?