



PUBLIC PARTICIPATION PLAN

Lincoln Park, Michigan
Prepared by the Lincoln Park Office of City Management
April 2022



Redevelopment Ready Communities (RRC) Program

Redevelopment Ready Communities® (RRC) is a voluntary technical assistance and certification initiative offered through the Michigan Economic Development Corporation (MEDC) which empowers communities to shape their future by building a foundation of planning, zoning, and economic development best practices and integrating them into their everyday functions.

Developed by public and private sector experts, the RRC Best Practices are the standard for evaluation. Each best practice addresses key elements of community and economic development. Lincoln Park's Public Participation Plan was developed as a component of the City's Redevelopment Ready Communities® certification application. The City of Lincoln Park hopes that this document can induce effective stakeholder engagement within city initiatives and recruit interested developers into our community.

RRC Best Practice 1: Plans and Engagement

The City of Lincoln Park's Public Participation Plan is an element of the City's document suite aimed at satisfying RRC Best Practice 1. Best Practice 1 evaluates community planning and how a community's redevelopment vision is embedded in the master plan, capital improvements plan, and downtown plan or corridor plan(s). It also assesses how a community identifies its stakeholders and engages them on a continual basis.

Comprehensive planning documents are a community's guiding framework for growth and investment. Information and strategies outlined in the plans are intended to serve as policy guidelines for local decisions about the physical, social, economic, and environmental development of the community. The master plan is updated, at a minimum, every five years to provide a community with a current and relevant decision-making tool.

RRC Best Practice 1.4: Public Participation Plan

Communities have a large toolbox of ever-evolving options for how to solicit public participation ranging from time-tested (and required) tools such as public hearings and notices to more proactive activities such as open houses, social media, and surveys.

A public participation plan is essential to formalize those efforts and outline how the public will be engaged throughout planning and development processes. Such a plan can help minimize disputes later in the development review process and ensure diverse and equitable stakeholder engagement. Through the updated Public Participation Plan, the City of Lincoln Park hopes to effectively integrate multi-sector stakeholder perspectives into its ongoing planning process.

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Introduction

The City of Lincoln Park understands that effective public participation is required to meet the overarching needs of the community. Reaching these needs is a pillar of planning and development in the city. This Public Participation Plan will be used to establish an inclusive and collaborative environment that addresses the needs of all stakeholders within the city. City of Lincoln Park staff will work diligently to employ public participation techniques in its planning efforts to guide the city in a direction supported by community members. This plan is intended to serve as a baseline guide for City of Lincoln Park Development Departments and Bureaus as they design their own community engagement strategies. To work towards the creation of an inclusive and collaborative environment that induces effective community engagement, the city has adopted this plan, laying out these efforts in writing.

Goals and Objectives

GOALS OF THE PUBLIC PARTICIPATION PLAN

1. Create social capital through increased cooperation among residents, businesses, organizations, and city administration.
2. Create an inclusive and honest exchange of information and feedback between the city and its residents.
3. Educate the community.
4. Educate city staff and officials.

Create Social Capital Through Increased Cooperation Among Residents, Businesses, Organizations, and City Administration

An increase in cooperation among Lincoln Park residents, businesses, organizations, and administration, is needed to expedite the city's development review process. There is no single entity that has enough resources at their disposal to get the job done, making cooperation essential. The benefits of cooperation within the community extend beyond cost savings to the creation of social capital – the norms, networks, and support that enable collective action. Considerable

investment of time, patience, diligence, attention, repetition, and commitment will need to be made by residents and the city alike.

Create an Honest Exchange of Information and Feedback Between the City and its Residents

Lincoln Park seeks to utilize effective and equitable avenues for distributing information and receiving feedback. Inclusivity, honesty, and transparency are vital to effective public participation. It is important to provide methods of information distribution and feedback opportunities beyond traditional “in person” meetings. This requires innovative means of encouraging public engagement

during the planning and development process. Various avenues to collect community input and the provision of a transparent record following public engagement is of the utmost importance.

Educate the Community

By providing educational materials, volunteer opportunities, and public initiatives, the city strives to create an environment of effective public participation. Educating the community on land use issues and the process for local planning and development decisions is necessary for effective public participation. The city will continuously implement a process of evaluation to assess

the effectiveness of methods used to meet the public need for information and involvement.

Educate City Staff and Officials

This plan is designed to develop and maintain staff expertise in all aspects of public participation. It will serve as a guide to inform and support participation, as well as a tool for training new staff on the basics. This plan also contains state and local regulations that staff must follow regarding public participation. The city encourages staff to continually improve the methods used to meet the public need for information and involvement



Mayor Karnes and Lincoln Park High School Students Meet With U.S. Representative Debbie Dingell

State and Local Regulations

Michigan Open Meetings Act

In accordance with the Michigan Open Meetings Act (PA 267 of 1976):

1. Lincoln Park will hold meetings in the Lincoln Park City Hall building located at:

LINCOLN PARK CITY HALL

1355 Southfield Road
Lincoln Park, MI 48146

Lincoln Park City Hall is accessible to the public. However, in the case of an epidemic declared by the State of Michigan, these meetings will be held virtually, via electronic remote access that provides 2-way telephone and video conferencing as permitted by and in accordance with the Open Meetings Act as amended by Public Act no. 228 of 2020. Members of the public who wish to access a virtual meeting can do so through the link below:

<http://citylp.com/calendar.php#meetings>

2. The public will be notified within 10 days of the first meeting of a public body in each calendar year; the City Clerk will publicly post a list stating the dates, times, and places of all its regular meetings at City Hall. If there is a change in schedule, within three days of the meeting in which the change is made, the City Clerk will post a notice indicating the new dates, times, and places of regular meetings.
3. A regular meeting of a public body which is recessed for more than 36 hours, can only be reconvened if a notice is posted 18 hours in advance.
4. For special and irregular meetings, public bodies will post a notice indicating the date, time, and place at least 18 hours before the meetings.
5. Public bodies may hold emergency sessions without a written notice or time constraints if the public health, safety, or welfare is severely threatened and if two-thirds of the body's members vote to hold the meeting.
6. Members of the public who wish to access additional information regarding public meetings, as well as other city events, can do so through the following link:

<https://citylp.com/calendar.php>

Michigan Planning Enabling Act

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008):

1. 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:
 - Wayne County
 - Southeast Michigan Council of Governments (SEMCOG)
 - Wayne County Commission
 - DTE Energy
 - Consolidated Rail Corporation
 - Wayne County Division of Roads
 - Michigan Department of Transportation
 - Planning Commissions of the following local governments: City of Detroit, City of Allen Park, City of Ecorse, City of Melvindale, City of Southgate, and the City of Wyandotte
2. After the Master Plan has been submitted to the Planning Commission for review and approval for distribution, the draft will be submitted to the entities listed above for review. The Planning Commission will hold at least one public meeting on the proposed Master Plan after the expiration of the deadline for comment.
3. The 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 the News-Herald. The Planning Commission will also submit notice of the public hearing by first class mail, personal delivery, or email to the above entities for review.
4. Upon adoption by the Planning commission, the City Council may adopt the same version of the plan and may distribute copies and any related reports for publicity, education, and research.
5. The City of Lincoln Park may require the submission and approval of a site plan before authorization of a land use or activity regulated by a zoning ordinance. The zoning ordinance shall specify the body or official responsible for reviewing site plans and granting approval.
6. If a zoning ordinance requires site plan approval, the site plan, as approved, shall become part of the record of approval, and subsequent actions relating to the activity authorized shall be consistent with the approved site plan, unless a change conforming to the zoning ordinance is agreed to by the landowner and the body or official that initially approved the site plan.
7. The procedures and requirements for the submission and approval of site plans shall be specified in the zoning ordinance. Site plan submission, review, and approval shall be required for special land uses and planned unit developments.

8. A decision rejecting, approving, or conditionally approving a site plan shall be based upon requirements and standards contained in the zoning ordinance, other statutorily authorized and properly adopted local unit of government planning documents, other applicable ordinances, and state and federal statutes.
9. The Zoning Board of Appeals is tasked with interpreting all provisions of the Zoning Code in a manner that seeks to carry out the interests and general purposes of the Code. The Zoning Board of Appeals has the authority to grant, modify, or deny any requested variances.
10. An appeal to the zoning board of appeals may be taken by a person aggrieved or by an officer, department, board, or bureau of this state or the local unit of government. In addition, a variance in the zoning ordinance may be applied for and granted under section 4 of the uniform condemnation procedures act, 1980 PA 87, MCL 213.54, and as provided under this act. The zoning board of appeals shall state the grounds of any determination made by the board.

The Michigan Planning Enabling Act can be accessed through the following link:

<http://legislature.mi.gov/documents/mcl/pdf/mcl-Act-33-of-2008.pdf>



Patrons Enjoy a Haircut in Lincoln Park's Downtown Corridor

Additional Regulations on Public Participation

In addition to the Michigan Open Meetings Act and the Michigan Planning Enabling Act, the City of Lincoln Park adheres to the following regulations on public participation:

Michigan Zoning Enabling Act (PA 110 of 2006)

www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-110-of-2006.pdf

City Charter and Ordinances

<https://codelibrary.amlegal.com/codes/lincolnpark>

Downtown Development Authority Act (PA 197 of 1975)

www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-197-of-1975.pdf

Economic Development Corporation Act (Act 338 of 1974)

www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-338-of-1974.pdf

Brownfield Redevelopment Financing Act (PA 381 of 1996)

www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-381-of-1996.pdf

Lincoln Park CDBG Citizen's Participation Plan

[https://www.citylp.com/departments/community_planning_and_development/citizen_participation_plan_\(91_105\).php](https://www.citylp.com/departments/community_planning_and_development/citizen_participation_plan_(91_105).php)

Recodified Tax Increment Financing Act, Act 57, of 2018

<https://bit.ly/34waEJM>

How Stakeholder Engagement Helps

Stakeholder engagement, feedback, and participation within city affairs ensures that planning decisions made by the City of Lincoln Park align with community priorities. The city strives to include public involvement in the planning process, from the early stages through final implementation. City representatives can use the worksheet in Appendix One to outline the logistic, programmatic, and staff requirements that staff will face when hosting an effective community engagement event. While the City of Lincoln Park welcomes resident engagement throughout the year, participation within the nine processes outlined below actively determines the long-term planning of our city.

- Master Plan updates
- Zoning Ordinance updates
- High controversy development projects
- Downtown Development Plans
- Zoning Board of Appeals Administrative Reviews
- Parks and Recreation Plans
- Corridor Improvement Plans
- Low controversy development projects
- Planning Commission Site Plan Reviews

Key Stakeholders

Facilitating community-serving development in Lincoln Park requires cooperation between residents, businesses, organizations, and city administration. The city strives to identify important groups and individuals that can assist and enhance the public participation process, as well as identify groups that are often underrepresented during planning and development efforts. Stakeholders may include neighborhood residents, businesses, schools, churches, nonprofits, government departments, etc. The city is committed to connecting with organizations and groups to solidify partnerships and increase public participation.

To ensure that our engagement is representative of Lincoln Park's entire population, we must make sure that everyone has an equitable opportunity to participate. Therefore, engagement efforts should support and include historically marginalized stakeholders. These stakeholders may include but are not limited to individuals who identify as:

- Black or African American
- Hispanic
- Immigrants
- Intellectually / Physically Disabled
- LGBTQIA+
- Low Income

City representatives can use the worksheet included in Appendix Three to develop strategies for engaging historically marginalized stakeholders. Below is a non-exhaustive list of key Lincoln Park stakeholders. The city will continue to identify ways to involve additional groups and individuals.

Lincoln Park Stakeholders

City Authorities, Boards and Commissions

City Council
Planning Commission

Zoning Board of Appeals
Office of the City Manager
Downtown Development Authority
Economic Development Corporation

Other Government Agencies

State of Michigan
Southeast Michigan Council of Governments (SEMCOG)
Wayne County Commission
Wayne County Division of Roads
Michigan Department of Transportation
Michigan Economic Development Corporation

City Departments and Agencies

Police Department
Fire Department
Building and Engineering Department
Department of Public Services
Parks and Recreation
Lincoln Park Pride
Lincoln Park Public Schools

Local Organizations

Hands of the City
Citizens Patrol Watch
Neighborhood Watch
Exchange Club of Lincoln Park
Friends of the Lincoln Park Library
Friends of the Lincoln Park Farmer's Market
Historical Society
Preservation Alliance

Community

Residents
Business Owners
LP Public School Students

Landowners
Landlords

Chambers of Commerce

Lincoln Park Chamber of Commerce
Southern Wayne County Regional Chamber of Commerce (SWCRCC)

According to [estimates](#) from the Southeast Michigan Council of Governments (SEMCOG), Lincoln Park's African American and Hispanic populations have grown by 3.5% and 10.9% respectively since 2010. Similarly, the growing presence of African American and Hispanic entrepreneurship within Lincoln Park's downtown business corridors has facilitated a burgeoning economic momentum in the city's core. Therefore, to continue Lincoln Park's economic development, it is imperative that city representatives partner with established community leaders and organizations to support and serve these growing demographics.



Coop's Casual Wear Celebrates Lincoln Park's Annual Chocolate Scavenger Hunt

Outreach Strategies

Managing A Team's Engagement Expectations

Stakeholders have varying abilities to participate in both digital and nondigital forms of engagement. Prior to embarking on community engagement campaigns, city employees should reflect on what we are able to accomplish with already available or internal information, and on what can and cannot be advanced with reasonable community input. Be clear about what equity challenges are already present within our community and consider what groups may or may not be a part of the conversation right now and how to mitigate any exclusion. In Appendix Two city representatives will find an exercise by the Urban Institute titled "Assess the Community's Readiness for Community Engagement" that can help city representatives understand and manage their community engagement expectations.

Traditional Notification Techniques

The city employs several tried-and-true communication methods to inform the public of upcoming events and meetings. These methods are used to reach the community and provide opportunity for them to participate in forums that allow more engaging communication, as well as providing information and opportunities to give feedback. Use of these communication methods provide the community with opportunities to participate in forums that facilitate more engaging dialogues. Additionally, these methods provide the public with important information and opportunities to give feedback:

1. Publishing in the Downriver Times and the News Herald Newspapers
2. Posting flyers in public spaces
3. Posting notifications on impacted sites
4. Post card mailings
5. Announcements at City Council, boards, and authority meetings
6. Civic Center bulletin board
7. Attending both virtual and in-person community events
8. Leveraging resident networks and community connectors

Technology Based Notifications

Some information requires notification methods beyond the traditional methods, such as ordinance amendments, long term planning projects, policy issues, and major developments. Digital communication includes more active methods and can be used to notify a greater number of people of these larger, sometimes controversial projects.

- | | |
|---|---|
| 1. Email blasts | 6. Council meetings on the Lincoln Park YouTube channel |
| 2. Social media | 7. Digital bulletin boards / radio |
| 3. Paper and digital surveys | 8. Posting meeting materials, minutes, agendas, and videos on website |
| 4. News updates at www.citylp.com | 9. Virtual community conversation |
| 5. LPTV | |

LPTV CHANNELS

AT&T	99
Comcast	12
WOW	10

Public Participation Toolbox

The City of Lincoln Park strives to allow many opportunities for active public engagement that allows the city to receive input from the public regarding long term planning and development. The matrix below offers a visualization of when each method will be used.

PUBLIC PARTICIPATION TOOLBOX									
	Master Plan	Zoning Amendments	Environmental Projects	CIP Planning	ZBA Admin. Review	Planning Commission Site Plan Review	Parks and Recreation Planning	Major Developments	Board and Commission Meetings
Pre-application meetings									
Surveys									
Charrettes/community workshops									
Walking tours									
One-on-one interviews									
Focus groups									
Digital tools of communication									
Local events									
News, media									
Public hearing									

RECOMMENDED

OPTIONAL

REQUIRED

Proactive Engagement Techniques

Proactive public engagement techniques focus more on education and collaborative visioning, as opposed to a focus on reactive actions. These methods require strong stakeholder partnerships, and a community committed to public input. They are crucial when soliciting in-depth input from the community on a variety of projects. The city will utilize these methods when reviewing major developments, creating a new master plan, and when making land use and policy decisions with long-term impact. The City of Lincoln Park will utilize employ some or all the following strategies to engage with the community.

- **Surveys:** These are useful for identifying specific areas of interest or concentration on a broad scope of ideas and issues. A community may use a survey to identify where to start in the planning process, or to define the general climate surrounding a topic.
- **Community Workshops:** Focused on a specific topic, workshops are designed as informal conversations between the city and the community that it serves. A typical workshop will begin with informative presentations from city staff or other planning professionals and evolve into effective question and answer sessions. Workshops are a great way to educate the community surrounding a specific topic and hear concerns, questions, and ideas.
- **Charrettes:** These are multi-day events where designers and planners work on a plan in-between what are called “feedback loops.” Residents offer ideas while the charrette team facilitates and observes. The designers and planners change the plan to suit community input and present their creation the next day where the community offers feedback again. There can be as many as five feedback loops, resulting in a final plan. Residents will be notified of charrettes via news/media, digital tools of communication, announcements at local events, and other methods of notification.
- **Walk-about:** These are useful for measuring the perceived safety and comfort of pedestrians in a specific area. They are also a tool for identifying desired design, problem properties, and safety concerns. Walk-about can easily be partnered with Community Workshops and Charrettes.



EDC Board Members Visit Los Arcos Market

- **One-on-one interviews:** Interviews are useful in getting specifics on a topic from community leaders and engaged residents. These are held with one member of the community and one member of city staff. It is important to remember that the results of these interviews are the opinion of one person, and therefore should not be considered representative of the overall population.



Lincoln Park High School students help clean up Ecorse Creek

- **Focus groups:** Focus groups can help to narrow concepts or get a specific opinion on a topic. Stakeholder groups make ideal participants of focus groups. Standing committees are one type of focus group, that repeatedly meet based on the needs of a community. They are perfect for engaging with concerned residents, underrepresented groups, or groups that may have specific needs in the community, such as students or seniors.



Lincoln Park city staff and representatives meet at Park Restaurant

Communicating Results

It is important that the city not only gather extensive community input, but that it also establishes a systematic method to process the collected information and relate the results to the public. The following strategies will be used to communicate public participation results back to the community:

Traditional Notifications

- *City of Lincoln Park Happenings*- Informational booklet sent to Lincoln Park residents three times a year.
- *Announcements at City Council Meetings*- Announcements will be presented at the start of City Council meetings in both the agenda prior to the meeting, and the minutes following the meeting.

Technology Based Notifications

- *Social Media*- City wide social media is managed and monitored by the City Manager's Office. Additionally, the Lincoln Park Downtown Development Authority manages and monitors a page specifically focused on the downtown area. Staff will respond to planning and development posts as needed.
- *Bi-Weekly City Newsletter*- An e-newsletter published by the City Manager's Office to keep the community informed.

Active Engagement Strategies

Results collected from the following active engagement techniques will be communicated in a variety of ways. Guidelines for the proper form of communication for each strategy are provided below.

- *Community Workshops*- A summary of the questions, answers and general discussions will be posted on the city website, www.citylp.com. Additionally, notes, photographs, and results of the meeting will be publicized through various platforms, including social media.
- *One-on-One Interviews*- Findings are available through the Planning Commission upon request. Interviewee information will be kept confidential.
- *Focus Groups*- Summaries of individual focus groups will be compiled and posted on the city website, www.citylp.com. Participant information will be kept confidential.
- *Question & Answer Sessions*- Conversations with city staff and representatives will be hosted in the Lincoln Park City Council [Chambers](#) to discuss and explain significant planning actions. Each question-and-answer session will be publicized on the city website, www.citylp.com.
- *Zoning Verification Decisions*- Decisions made by the Lincoln Park Planning Commission and Zoning Board of Appeals will be published in each board's respective meeting minutes. Meeting minutes can be found on the city website, www.citylp.com.

Evaluating the Effectiveness of Engagement Efforts

Gauging Success of Outreach Efforts

The city will take steps to track and record public participation efforts. The city currently evaluates the effectiveness of engagement efforts through attendance numbers and attendee feedback. To gauge the success of public participation, it will be necessary to define goals for various participation opportunities, and track participation rates over time. Similarly, the city seeks to incorporate greater feedback throughout the event planning process by adding external and internal surveys to each public participation event.

Participation in Public Meetings

Participation in public meetings and the input of interested persons, will be recorded in the meeting minutes. Approved meeting minutes, including the outcome of the public participation, will be made available to the public through various methods, including but not limited to, being posted on the city's website. Success of public participation during public meetings will be measured by the number of members from the public who attended each meeting, and the number of public comments received at each meeting, the number of viewings the recorded meeting registers. The city will develop goals for participation rates and track the rates of participation over time.

Participation in Public Events

Public participation during city sponsored events will be tracked, gauging success by the number of people in attendance, as well as the number of people that volunteer to help organize and run the event. Additionally, sponsorships by local businesses, participation of non-profit organizations, and the number of local vendors involved in each event, can be used to evaluate the events public participation success rate.



Lincoln Park Residents Enjoy the City's Outdoor Amenities

Participation in Special Planning Meetings and General Outreach

For group meetings such as steering committees, focus groups, and community workshops, attendance and number of comments will be tracked. Surveys distributed via paper form, mail, or electronically may be tracked by response rate. The city may conduct regular surveys that allow response rates to be compared from year to year in addition to survey results. Social media allows the city to track "likes" and comments on Facebook.

Evaluation

The City of Lincoln Park will review this Public Participation Plan periodically to monitor the effectiveness of the procedures outlined within it. All public participation efforts will be recorded by the appropriate city departments and reviewed on a routine basis. Following evaluation of the outputs and outcomes of the public participation event, the city may revise these methods to incorporate new, innovative ways to involve the public in the planning and development decision making process.

Instituting effective evaluation processes benefits all members of the Lincoln Park community by enhancing transparency and improving process performance. While Lincoln Park's current evaluation strategy is still in development, prioritizing mechanisms that empower cross-departmental collaboration and review will strengthen the city government's ability to fully deliver responsive service to constituents.



Residents Receive Recognition for Their Outstanding Service to the City of Lincoln Park

Conclusion

This Public Participation Plan must be evaluated and updated once a year to meet the needs of the community. The Covid-19 global pandemic raised many questions at the local level and will continue to impact the fabric of local communities. Among these were questions regarding accessibility, computer literacy, available infrastructure, maintaining lines of connection with the community during difficult and unforeseeable times. The city will strive to provide effective public engagement in the current environment through the following means:

- Creating multiple resident feedback methods beyond attending “in-person” meetings
- Seeking innovative ways to keep residents engaged throughout the city’s planning process
- Seeking various methods of providing a transparent record of public engagement

The methods below have been identified as initial steps that the City of Lincoln Park can take to enhance its resident engagement process.

PURPOSEFULLY CONNECTING WITH ALL RESIDENTS

The City of Lincoln Park has seen fantastic growth in our African American, Hispanic, Immigrant, and Middle Eastern or North African (MENA) communities over the last 25 years. We must incorporate the voices, talents, and priorities of these communities within our work if we are to build a healthy and thriving Lincoln Park. The city strives to build mutually beneficial relationships with African American, Hispanic, Immigrant, and MENA stakeholders through the public participation strategies outlined above.

INCREASED TRAINING

The city is working to improve and expand consistent training opportunities for Councilpersons, city staff, and those serving on the Planning Commission and Zoning Board of Appeals. With supplemental training, city staff, board members, and elected/appointed officials will be able to better understand the composition of the community and cultivate expertise within the city administration and beyond. This will result in a more open and welcome environment for all.

AN UPDATED WEBSITE

The City of Lincoln Park will be working with our website provider on a redesign of the city website, beginning in 2022. A Website Redesign Advisory Team will be selected based on their roles with the city, familiarity with the website, and backgrounds. The team will weigh in on design elements and features to provide a more accessible digital platform to facilitate the public participation process.

For any questions or comments, please reach out to:

City of Lincoln Park
Office of City Management
1355 Southfield Rd., Lincoln Park, MI 48146
313-386-1800 ext. 1231
citymanagement@citylp.com



The Lincoln Park Green Team refreshes the foliage outside of city hall

Appendix One: Hosting Meetings and Events Worksheet

This worksheet should be used for hosting any meetings/events including focus groups, celebration ceremonies, neighborhood meetings, and town hall meetings. This worksheet will guide staff through all the items they will need to consider when planning a meeting/event. Be as detailed as possible in your answers. Read through the prompts on the left and then write your responses in the box on the right.

Item	Description
Method of Engagement (Focus group, celebration ceremony, neighborhood meeting, or town hall meeting)	
Goal of Engagement What do you hope to accomplish?	
Description Describe what activities will take place at the meeting/ event and a brief outline of the agenda	
Date(s) When will the meeting/event take place?	
Location/Space Where will the meeting/ event be held? What capacity requirements must be met? How will the space be setup?	
# Of People Engaged How many people do you estimate engaging with?	
Partners Are there any organizations that you will be partnering with	
Goods/Services Provided Are there any amenities outside of the meeting/event activities that will be provided? (Food, drinks, childcare, etc.)	

Volunteers How many volunteers will you need for the meeting/event? Will they need training?																																										
Materials & Cost What materials will you need for this activity? (Sign-in sheets, name tags, markers, pens, posters, stickers, etc.) How much will each item cost? List materials on the left and their cost on the right. Add up the cost of all the materials in the last row	<table border="1"> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td></tr> <tr><td>11</td><td></td><td></td></tr> <tr><td>12</td><td></td><td></td></tr> <tr><td colspan="2">Total Cost</td><td></td></tr> </table>			1			2			3			4			5			6			7			8			9			10			11			12			Total Cost		
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Licenses Needed Event insurance, health regulations, etc.																																										
Funding Sources Where will the money to fund this come from?																																										
Promotion How do you plan to promote the event? (Social media, flyers, newsletter, website, etc.)																																										
Metrics How will you measure if you have been successful? (Number of attendees, etc.)																																										
Metric Results What did you learn from your chosen metrics?																																										
Internal Evaluation Did this activity help you achieve your goal?																																										

Appendix Two: Assess the Community's Readiness for Community Engagement

1. What are we hoping to achieve through community engagement? When we receive that input, will we be able to act on it?
2. Is it critical that we collect this input right now? Could some input gathering be postponed one week? One month? Several months? How will postponing engagements affect the long-term project goals?
3. Do the engagements we want to host and the questions we want to ask to reflect the current situation? How can we adapt our questions to acknowledge what is going on and offer space for community members to talk about how they're doing during this pandemic?
4. Will anyone respond to our questions right now?

11. Can we engage a representative sample of our community, or would we miss some people if we proceeded with engagement right now?
12. How will community members receive our request (i.e., will they be accommodating, frustrated, or bothered)?
13. Do we have mechanisms in place to avoid overburdening our community members with requests for input? (Answering this question will require an awareness of what other outreach community groups are doing and of what resources and budget are available.)
14. Are there other things we can be doing now to advance our goals or support community members that don't involve hosting community engagement events or conducting surveys? If so, are these options we can easily implement and that fit within our budget and capabilities?

Appendix Three: Strategies for Engaging Historically Marginalized Stakeholders

Historically marginalized communities have, by definition, been historically excluded from civic discourse by the existing participatory processes. Therefore, to effectively connect with historically marginalized stakeholders, city staff must develop a purposeful engagement strategy that leverages the city's various community networks, civic hubs, and engagement opportunities. In the chart below we have listed a few discussion questions and strategy ideas to get you started. Put a check next to any strategies you plan to employ and list other strategy ideas that you have.

Identifying Partners

What individuals, businesses, organizations, institutions, etc. do you already work with or have worked with in the past?

What individuals, businesses, organizations, institutions, etc. are in or near your neighborhood/project area?

What type of goals are going to be in the plan? Who will you need to help you reach these goals?

Also consider how members will benefit from joining your project, how much time they will need to invest, and any information you will need to provide them about your project and engagement

Identifying Supportive Partners

	Partner	Confirmed?
1	Example: Local Grocery store; coffee shop; Rotary Club	Yes
2		
3		
4		
5		
6		
7		
8		
9		
10		

Identifying Effective Strategies

	Strategy	
1	Incorporate educational information into our documents or meetings	
2	Incorporate both text and graphics in our materials	
3	To ensure content is readable by most stakeholders, text should not exceed a 6th grade reading level. (Flesch-Kincaid Grade Level should equal 6.0 or less)	
4	Offer the option of reading our content in different languages	
5	Incorporate American Sign Language into our meetings	
6	Ensure our documents are Screen Reader Accessible	
7	Reach out to local groups that these populations may already be involved in	
8		
9		
10		

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