

City of Carmel-by-the-Sea (City)

Draft Public Engagement Plan

1. Public Engagement Phase

Event/Engagement Type	Description
<p align="center">Community Informational Mailer</p>	<p>Mailed out to PO Boxes at downtown US Post Office Limited amount available at City Hall This document will also be available online Informs the community on “Next Steps” after Ordinance adoption and anticipated timeline</p>
<p align="center">City Website Page: Community Information</p>	<p>https://ci.carmel.ca.us/street-addresses</p>
<p align="center">Informal Community Survey (opt-in)</p>	<p>The community has the opportunity to get involved</p> <ol style="list-style-type: none"> 1. “Jump Off Point” Survey: <ul style="list-style-type: none"> • Questions will be developed to guide the Engagement & Implementation Team 2. “Preferred Address System” Survey: <ul style="list-style-type: none"> • Public input on which system developed to move forward with • Survey will feature examples and overview of each system
<p align="center">Address System Program Development</p>	<p>The City Planning and Building Department and additional designated staff will design a numbering/addressing system that meets public safety and standard addressing requirements</p> <ul style="list-style-type: none"> • Previously gathered public input will be incorporated into preliminary address system design(s)
<p align="center">Farmers Market Booth</p>	<p>Community input on map/addressing system proposal</p> <ul style="list-style-type: none"> • Team will have a predetermined number of preliminary addressing systems/maps on display for public comments, suggestions, questions, etc.
<p align="center">Community Meetings (5 Total)</p>	<p>----- Three Community Meetings/Workshops during Engagement Phase Two Community Meetings during Implementation Phase ----- Carpenter Hall, Recorded for Community Reference Day/Time will be noticed in the Pine Cone ----- Meeting 1: Introduction to Engagement & Implementation Team, Background - 1 Hour</p> <ul style="list-style-type: none"> • Background, Process: “How We Got Here” • Admin Analyst: Emily Garay • Building Official: Jermel Laurie • Assigned Planner: _____ • Fire Chief Miller (or designated representative) • Police Chief Tomasi (or designated representative) • Presentation of requirements and regulations for a standard addressing system <p>Meeting 2: Team/Staff Presentation of developed plan/system options to the community</p> <ul style="list-style-type: none"> • What works? Which system(s) best represent the community’s expectations? • Interactive Workshop – 90 Minutes • 5-10 minutes - introduction/format/agenda/process for questions submissions • 30 minutes - PowerPoint presentation of preliminary addressing systems designs • 10 minute break- for written questions, suggestions, comments gathering by staff • 45 minutes – staff answers written questions, accepts additional questions as time allows

	<p>Meeting 3: Design Workshop - Post 1st City Council meeting</p> <ul style="list-style-type: none"> • Address system program updated with City Council’s Direction • 5-10 minutes - Introduction to Team/Format/Process of collecting public input • 30 minutes – Team presentation of guiding design standards for display of assigned street address numbers, including proposed examples of numbers and acceptable locations for posting on property • The Engagement & Implementation Team’s design proposals will be based on the established standards and regulations of standard street addressing system program • 45-60 minutes – Public input and preferences for acceptable designs
<p>City Council Meetings</p>	<p>City Council Meeting 1: Presentation to City Council of proposed address system program developed through public engagement</p> <ul style="list-style-type: none"> • Introduction to Engagement & Implementation Team • Overview of Process/Public Engagement leading up to Council Meeting • Results of Community Engagement Analysis • Team presentation of preferred address system(s) developed through the public engagement process • City Council considers proposed system, provides staff with direction <p>City Council Meeting 2: Result of design standards presented to City Council for consideration, discussion, and direction to staff:</p> <ul style="list-style-type: none"> • (1) return to City Council with changes; (2) or move forward to Implementation Phase
<p>Planning Commission</p>	<p>Presentation of proposed street address numbers designs developed through public engagement, if needed</p>
<p>Outreach</p>	<p>Noticing, Advertising The Carmel Pine Cone City’s Friday Letter “Sign-Me Up” Email Updates Friday Vlog Updates to City website – Subpage: Street Addresses</p>