



Memo

TO: City Council
FROM: Planning and Development Services Department
DATE: February 7, 2019
RE: Small Area Plan Work Session Follow-up

Thank you for a productive Council Work Session on November 20, 2018. After the Work Session, staff provided a recap of the conversation to ensure the Council's identified concerns and direction towards a Small Area Plan Program. Staff wants to ensure a program that is successful in design, outreach, and implementation and we have provided the following elements as directed by City Council for review:

- 1. Detailed public outreach plan for Phase 2**
- 2. Application workshop schedule and locations**
- 3. Modified program description to include elements identified by City Council**

A summary of all attachments is provided below:

- 1. Program Overview** - details the Small Area Plan program.
- 2. Outreach Plan** - document focused on educating and encouraging residents to submit an application for a Small Area Plan during the 2019 Application period. This document details the components and phases of outreach during this time.
- 3. FAQ** - informs residents about the Small Area Plan program and how to apply.
- 4. Door Hanger** - to be included on residents' doors within a Small Area Plan Application boundary informing residents on the upcoming Application Workshop.
- 5. Intent to Apply** - copy of an online Google Form used to gauge residents' interest in applying for a Small Area Plan in their neighborhood. The Google Form can be accessed online: <https://docs.google.com/forms/d/e/1FAIpQLSeXTOIbvIs2pf5kMN6FRZT8J7XyYpBt7uGx47Pu3Nlt0fxxcg/viewform>
- 5. Application** - copy of an online Google Form which will be used by residents to apply for a Small Area Plan. Staff will assist residents and stakeholders with this Application by scheduling Application Workshops with residents. The Google Form can be accessed online: <https://docs.google.com/forms/d/e/1FAIpQLSf7fedhHc9k5Z4avEm1ZLAActgVbeCr6xXQICfB3AA BhEqUWQ/viewform>