

**Draft Public Participation Plan
Town Center Plan Committee**

1. Transparency. All meetings, schedules, minutes, and other documents shall be available to the public for review.
2. Multi-level participation. Multiple approaches to engaging the public shall be employed to maximize public involvement.
 - The committee will post all agendas and minutes of meetings, the meeting schedule of the committee, and other documents and plans produced by the committee on the website.
 - Time will be set aside at each meeting for Public Comment.
 - The committee will use first class mailed notices for targeted groups.
 - Press releases will be issued to local newspapers.
 - A public forum will be held.
 - The committee will provide a status report to the Town Council every six months.
3. Town Center Business owner priority. There should be heightened attention and effort to provide information and solicit input from Town Center Business owners.