

Comp Plan workshop Facilitator roles – Workshop #1 “day of” edition

- 1 ➤ **Brier residents**
2 Attending the workshop. To engage with the evening’s activities and participate in efforts to
3 develop ideas for the comprehensive plan. To elect someone to take notes, and someone to
4 present mini-group results to the workshop at-large in the latter portion of the evening.
5
- 6 ➤ **Planning Commissioners and Council Members (as backups)**
7 To be facilitators for one or more mini-group tables. For example, if there are 10 facilitators
8 available and 10 groups at tables, then 1 facilitator for each 1 table. Likewise, if there are 7
9 facilitators available and 14 groups at tables, then 1 facilitator will need to be a rover
10 between each of 2 tables.
11
- 12 The role of the facilitator is to diplomatically keep the table discussion on the topic at hand –
13 the chapter of the comprehensive plan the participants have chosen. It’s not necessary to
14 impede discussion if it goes outside the realm of the specific chapter – this is expected – for
15 example, affordable housing discussions will naturally lead to urban densities, and vice-
16 versa. That’s okay – that’s what we want to see. What we don’t want to see are table
17 discussions that spin off into what I refer to as “tea parties” with discussions way off-topic
18 (heliskiing in New Zealand or debates on Chilean politics, for example) or behavior that is
19 inappropriate for the workshop. The time should be spent fostering development of the
20 meeting and propelling the evening’s agenda forward.
21
- 22 ➤ **City staff**
23 Prior to workshop – to assist in the acquisition and preparation of materials.
24 During workshop – to greet folks when they arrive and have them sign in. Direct participants
25 to pick up fliers of their choosing at the greeting table, and “gently encourage” them to
26 “gather together at tables” with folks holding the same color flier. We want to see no more
27 than 8 warm bodies per table – chairs will be arranged accordingly to that effect.
28
- 29 ➤ **Community Development Director**
30 MC of the evening; will walk folks through the various steps of the evening’s agenda with
31 assistance from other City staff. Main person in charge of keeping meeting moving along.
32
- 33 ➤ **Planning Consultant, CTED representatives & advisors**
34 Will assist MC of the meeting and be able to respond to matters pertaining to the content of
35 the Brier Comprehensive Plan. Will be able to speak to issues pertaining to GMA policy and
36 serve as rovers during activity periods.
37
- 38 ➤ **Police officer**
39 Sergeant of arms for the evening, and assuming they aren’t busy in riot gear (that’s a joke),
40 can play a role as rover or facilitator similar to that of the Planning Commissioners and
41 Council Members.
42
- 43 ➤ **Mayor**
44 Opens the evening with a greeting and closes the event; basically plays the role of a Grand
45 Marshall.
46

WORKSHOP AGENDA

Facilitator's reference version

Prior to the beginning of the workshop, folks will enter the cafeteria, sign in and pick up name tags to fill out. They will then pick up a color coded flier targeting their Comp Plan chapter /issue of interest and proceed, with facilitation from city staff, to gather at tables with other folks holding the same color flier – to form mini-groups addressing the same subject element of the comprehensive plan – a limit of 8 folks per table for effective discussion purposes. There will be maps and reference materials provided for each table. Tables will be numbered, and there will be an overhead projector to display information.

7:00PM – *Workshop begins.*

A. Welcome and introductions. *5 minutes.*

The Mayor opens the workshop. Staff and City Officials are introduced to the group. The Mayor then turns the workshop over to the Community Development Director. Ground rules for the evening are covered if it seems necessary – definitely tell group this is a workshop environment intended to focus on issues, not individuals – there is a posting on the wall to this effect. Participants are advised that written comments on the comp plan may be referred to the comments box (point out the comments box).

B. Agenda walk-through, purpose of workshops and provided materials. *10 minutes.*

During this time the facilitators deliver the chapters and handouts to the mini-groups – based on the number of mini-groups and the subjects they have chosen – so take the number of 2004 draft chapters and handouts for each element, divided by the number of mini-groups.

78 The number of handouts are as follows:

- 79 1. Land Use = 24 info packets, 12 chapter copies.
- 80 2. Parks & Rec = 16 info packets, 6 chapter copies.
- 81 3. Housing = 16 info packets, 6 chapter copies.
- 82 4. Transportation = 12 info packets, 6 chapter copies.
- 83 5. Capital Facilities = 12 info packets, 6 chapter copies.
- 84 6. Utilities = 12 info packets, 6 chapter copies.

85 This is the time for facilitators to be matching themselves with a mini-group. The
86 Community Development Director walks through the following:

- 87 • Agenda with the group – explaining that each step will be covered in greater
88 detail as we move through the evening.
- 89 • Illustrate on the overhead where we plan on spending most of our time for the
90 evening. Mentions that the group can help to “keep time.”
- 91 • The list of materials that are provided at the tables and the reference materials.

92

93 C. Overview of factors shaping each element. *20 minutes.*

94 The Director takes a lead role with Cynthia Pruitt assisting and the CTED rep in a
95 supporting role. As determined with the handout distribution previously, the
96 structure of this overview relates to the number of participants and the elements they
97 have chosen to focus on.

- 98 • Land Use element.
- 99 • Parks and Recreation element.
- 100 • Housing element.
- 101 • Transportation element.
- 102 • Capital facilities element.
- 103 • Utilities element.

104

105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134

D. Questions of clarification. *10 minutes.*

The participants may ask questions for clarification purposes ONLY. Getting into questions beyond this will throw the evening’s schedule into upheaval – therefore sabotaging the intended activities and exercises needed to complete the workshop agenda.

E. Group organization and role assignments. *5 minutes.*

a. Flipchart writer

Each group selects someone to write the group’s information on the flipcharts.

b. Group presenter

Each group selects someone to be a presenter. It should be mentioned that the chosen presenter is going to be asked to bring tonight’s mini-group results to the public hearing on July 27 at this same location.

F. Exercise: data evaluation and discussion – brainstorm using round robin format. *30 minutes.*

The mini-group’s flipchart writer should now be on standby to write information on the flipcharts. They weigh in on the data they have been provided and the factors they have on their minds. In a round robin format, turns are taken in the effort to write at least 8 factors down on the flipchart tablets for all to see. Key question: what about this element is notable or significant to me?

G. Prioritizing exercise (with dots). *5 minutes.*

Each mini-group receives a cup with sticky dots placed inside – there participants will find strips with 3 dots. Participants will then choose the place 1 dot next to the top 3 issues that were brought up in the data evaluation and discussion brainstorming session. After dots are placed, they should indicate what the top 3 subjects of discussion are.

135 H. Exercise: Why is this element important to you? – using round
136 robin format. *30 minutes.*

137 Tablet writer takes 6 new pages on tablet, setting 2 pages aside as space for each
138 of the 3 selected factors for each mini-group. Using the round robin format again,
139 the mini-groups weigh in on the elements, each person giving input as to why they
140 are important. Remind group during exercise of time constraints, so they may pace
141 themselves – make a short announcement every 10 minutes.

142

143 I. Solutions activity: mini-group policies, mini-reports or other
144 reporting format chosen by mini-group. *20 minutes.*

145 Mini-groups put their elements and issues in an organized format to present to the
146 workshop at-large.

147

148 J. Mini-group presentations to workshop. *5 minutes for each*
149 *mini-group, depending on # of mini-groups and time left.*

150 The selected group presenters set up to the plate here. Each mini-group, in order of
151 table number, makes their presentations to the workshop at-large.

152

153 K. Wrap up. Request for mini-group presenters to be present at
154 the public hearing on July 27. *2 minutes.*

155 Elaboration on the purpose of the evening's workshop and the presentation at the
156 public hearing on July 27 at the same location, the Brier Terrace Middle School
157 cafeteria. Basically tonight's presentation will be repeated at the public hearing. It's
158 the group's option as to whether or not the presenter takes their tablet presentations
159 and information home with them. If the group decides they want to leave it with City
160 staff, ask them to put their group title, date, and a name /contact information on the
161 presentation. Staff will then bring it to the public hearing.

162

163

164 L. Adjournment by & feedback forms. *2 minutes.*

165 Evaluation forms are provided for the group to give feedback to the staff – as to how
166 they can improve on such activities in the future. They may take them home to fill
167 them out and drop them off at City Hall at their convenience.

168

169 ***By 10PM – Workshop ends. Thank you for being here***
170 ***tonight to participate in the City of Brier Comprehensive***
171 ***Plan update process!***

172