

## WHAT IS A MEETING IN A BOX?

Meeting in a Box is designed for community groups, neighborhood associations, or friends to gather at a convenient time and location to share their opinions about the future of the City of Lancaster. The Meeting in a Box “kit” contains everything needed to hold your own discussion including instruction sheets for the host/facilitator, discussion questions, worksheets for participant responses, and directions for recording and returning responses.

## ROLE OF THE FACILITATOR

We appreciate your effort to facilitate this meeting. By utilizing the Meeting in a Box, you can ensure more voices are heard and help shape the visions and policies for the Planning Our Future Lancaster Comprehensive Plan. As facilitator, you will be responsible for organizing a group of people, recording demographic information, posing discussion questions and summarizing feedback. After your session, you will return materials (pages 4-9) to Emma Hamme by email or Google Form (see page 3).

## SAMPLE MEETING AGENDA

- Welcome and Introductions (10 minutes)
- Comprehensive Plan Overview (5 minutes)
- Group Discussion (30-45 minutes)

## WHY DO WE NEED YOUR INPUT?

The comprehensive plan update is a community-wide effort involving residents, business owners, educational institutions, community partners, and other interested stakeholders. The City of Lancaster wants to give everyone a chance to be part of the process. The City is seeking out all voices; raising up those who haven't been heard in the past. By offering many different ways for the community to provide feedback, the City will be able to more adequately address the community's needs and more closely align with its vision for the future.

## GETTING READY

- Invite a group of people to your meeting. Approximately 10 to 15 people is a good number of people for a healthy discussion. Feel free to invite as many people as you see fit, including your neighbors and friends!
- Find a location for your meeting that is easily accessible and comfortable for your group, such as in a city park. You may also facilitate a virtual meeting. If your meeting is held in person, please follow the most current Centers for Disease Control and Prevention (CDC) guidelines.
- Remind your participants about the meeting 1-2 days in advance of the meeting.
- Set up your location on your meeting day.
- Please contact Emma Hamme if you would like assistance facilitating your meeting.

## FACILITATOR GUIDELINES

1. Make sure all participants sign in. If virtual, the facilitator must document attendance of all participants.
2. Start your meeting with brief introductions. See Page 4 for additional guidance.
  - Ask people to introduce themselves and to tell everyone: what neighborhood they live in, their interest in local planning issues, and any affiliated organizations. Have participants fill out the demographics survey.
3. Review the ground rules with attendees:
  - Everyone should have an equal opportunity to speak
  - Listen when others are speaking
  - Avoid making things too personal
  - Be willing to listen to other people's views and have an open mind
  - Be honest, but avoid criticizing other's viewpoints
  - Be concise
  - Avoid interrupting the facilitators or other group members

## FACILITATING THE DISCUSSION

After introductions, the facilitator should provide an overview/describe the meeting purpose (see page 3 for talking points).

1. Pose one discussion question at a time.
2. Have the attendees write their answer on paper if in person - or take turns sharing answers, if virtual.
3. Document key ideas and take ample notes so they can prepare a summary.
4. Discuss key themes and ideas that emerge from discussion amongst attendees.
5. Repeat the process for each question.
6. Take photos during your meeting!

## MATERIALS NEEDED

### If in Person:

- Paper
- Markers
- Tape
- Camera or phone to take photos
- Creative Ideas!

### If virtual:

- Creative Ideas!

## MEETING ASSISTANCE

The City is available to assist in setting up in-person and virtual meetings. Please contact Emma Hamme if you would like assistance.

- **Virtual:** Staff can help with scheduling the meeting. Some free options include [www.zoom.us](http://www.zoom.us) and [meet.google.com](http://meet.google.com).
- **In-Person:** If you do not have a location to hold the meeting, staff may be able to make City space available.

## OVERVIEW TALKING POINTS

### Overview

The City of Lancaster is in the process of updating their comprehensive plan, which was last prepared in 1993. The comprehensive plan will:

- serve as a foundation for decision-making as it relates to future development, and
- focus on community outreach to help understand what is most important to the local community.

### What is a comprehensive plan?

Put simply, a comprehensive plan is the policy foundation upon which cities are built. Comprehensive plans establish a vision for the future of a community and inform social, physical, economic, and environmental policy. Comprehensive plans provide guidance on:

- sustainability goals;
- housing;
- parks and green space;
- transportation
- future investments;
- funding prioritization and resource allocation; and,
- other things that matter to the community!

These are just examples — there are many other topics that Comprehensive Plans provide guidance on!

## SUBMITTAL

After your session, please return pages 4 - 9 of this document to Emma Hamme (City of Lancaster) by November 30, 2021.

Email:

[ourfuturelancaster@cityoflancasterpa.com](mailto:ourfuturelancaster@cityoflancasterpa.com)

Online: Via Google forms (requires a Google account):



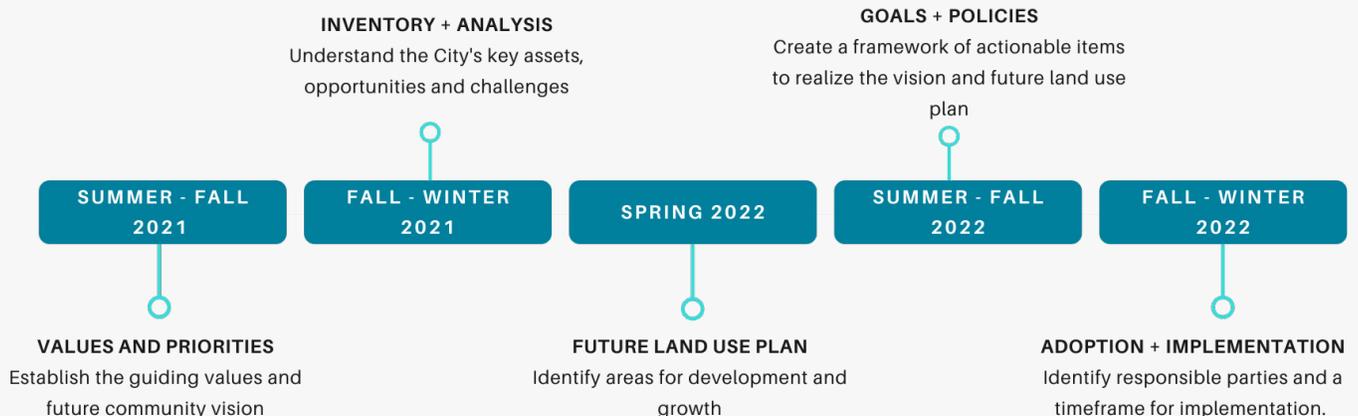
Scan the QR code or go to

<https://bit.ly/3AJAV2k> to access the Google Form.

## LEARN MORE!

[www.ourfuturelancaster.com](http://www.ourfuturelancaster.com)

## PROJECT SCHEDULE



## SUMMARY SHEET

The facilitator is responsible for filling out the summary sheets and recording all meeting data, including demographics of participants and input received.

Discussion Leader Name: \_\_\_\_\_

Date Meeting Conducted: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

### Group Demographics

Please take a few minutes and have all attendees fill out our demographics survey. We're asking participants to anonymously share their Age Range, Place of Residence, Gender, Preferred Language, Race and Ethnicity. The survey can be accessed by scanning the QR code to the right with your phone, or by going to <https://bit.ly/3iNapOM>. This survey does not require a Google account.



Please tell us a little about the organization you are affiliated with (services offered, specialty areas, etc.)

## DISCUSSION QUESTIONS

1. What is one thing you love about Lancaster City?
2. What is one thing you want to improve about Lancaster City?
3. What is one community value or core belief you believe should guide the comprehensive planning process?
4. In one word, how would you like to describe the future of Lancaster City?

## ENGAGEMENT SUMMARY

1. What is one thing you love about Lancaster City?

**RESPONSES:**

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**KEY THEMES:**

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## ENGAGEMENT SUMMARY

2. What is one thing you want to improve about Lancaster City?

### RESPONSES:

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### KEY THEMES:

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## ENGAGEMENT SUMMARY

3. What is one community value or core belief you believe should guide the comprehensive planning process?

**RESPONSES:**

**KEY THEMES:**

## ENGAGEMENT SUMMARY

4. In one word, how would you like to describe the future of Lancaster City?

### RESPONSES:

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### KEY THEMES:

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