

## Meeting in a Binder Instructions

**Who:** Group of people of your choice e.g. family, class, homeowner's association meeting, business association, rotary club etc.

**Facilitator:** There should be a facilitator who leads the group. Facilitator's notes, shown in blue, will help transition and guide the conversation. Instructions for the group delivered by the facilitator are shown in red. Meeting results should be returned to the county and are highlighted in yellow.

### Materials:

#### Provided by the county:

Instructions

Comprehensive Plan information and materials (can be distributed prior to the meeting), element surveys

Flipchart and easel if planner attends the meeting

Complete copy of the Comp Plan

#### Provided by facilitator:

gavel for the facilitator or other attention grabbing aid

scratch paper and pens

snacks, beverages

**Setup:** tables or a circle of chairs with easel in the center.

**Time:** 2 hours-2.5 hours

### Suggestions for success:

- One person should be the facilitator
- Provide snacks and beverages
- Select an appropriate meeting place and time
- Send out reminders prior to the meeting date
- Provide information regarding other opportunities to be heard as found in the enclosed newsletter (page 4).
- Identify one person to be the recorder for the group's discussion or for collecting written response from sub-groups.

### Goals:

- Each participant will have the opportunity to share their view in a respectful manner.
- Meeting results will be returned to the county that will reflect the opinions of the meeting participants and will help guide and prioritize what should be included in the 2018 Comprehensive Plan Update.
- Each participant will be able to articulate the purpose of the Comprehensive Plan and why their input is important or why they have ownership in the Comprehensive Plan.
- Each participant will have the information to provide further input through another public participation process.

**Commented [EB1]:** • List of community values on the flip chart with tally marks representing which were also participants' personal values.

- One completed survey for each element
- Please return the meeting in a binder materials and include meeting results in the binder back pocket.

- Each participant will be able to cite at least two Comp Plan elements and explain their purpose.
- The group will realize and appreciate and share common values and respect differences.
- The group will provide input on what the current Comp Plan elements mean to them and how they can be improved.
- The group will provide insight on the group's prioritized values and will generate community-supported elements.

**Universal concepts:** Quality of Life, values, prioritization, resource scarcity, similarity, diversity, teamwork, choice, consensus

**Introduction:** This meeting is our group's opportunity to brainstorm what the Jefferson County way of life looks like and suggest how we can implement our ideas. At the same time, we are going to discover our differences and similarities today and reconcile these to determine what's most important to our way of life. We will learn some of the minimum requirements the state requires to comply with the Growth Management Act. Our discussion today will share our interests as the county vets our ideas with other participants' and the GMA requirements.

**Activity:** Ice breaker if needed, each participant should introduce themselves and share one thing that nobody knows about them. -15 minutes suggested

**Activity:** Add One and Take Away - 30 minutes suggested

- 1) Each participant should independently write a list of 5 - 10 things that they personally value in their lives or are passionate about (example, family, my cat, chocolate, etc.) on scratch paper.
- 2) Give your list to the person to your right.
- 3) The other person must strike through three items from the list that they feel are the least important, or that the list maker could live without.
- 4) Return the list to the maker. Discuss as a group. Were these values that you could live without? Did you agree?

**Transition:** We all have different values and experiences. Building consensus is difficult and inevitably there will be dissatisfaction. The hope is to develop a process that best utilizes our limited resources and reflects what's most important to us as a whole.

- 5) Next, each participant should independently record a list of 5 - 10 things value about living in Jefferson County (or would value in the future if they do not exist yet). Share answers with the facilitator and record on the flipchart. Next, each person must volunteer one item to take off the group list. Group approval of the removed item can be an informal oral vote. The facilitator has a list of the elements the state requires be included in the Comp Plan. These elements cannot be taken off the list.
- 6) At the end of the activity each participant should add a tally mark to any values on the board that also corresponded with their personal values they generated in the first activity (e.g. family, chocolate, cat etc.) step. How much do your personal values align with community values?

**Commented [EB2]:** Urban Growth Area

Land use and rural  
 Natural resource land conservation  
 Housing  
 Open space  
 Parks  
 Recreation  
 Historic preservation  
 Economic development  
 Essential public facilities  
 Transportation  
 Utilities  
 Capital facilities  
 Groundwater protection  
 Stormwater regulations  
 Critical area protection  
 Accessory dwelling unit  
 Pedestrian and bicycle transportation

**THIS FINAL STEP CAN BE DONE WHILE THE GROUP BREAKS FOR REFRESHMENT AND CONVERSATION OR OTHER BUSINESS.**

**TRANSITION AFTER BREAK:** The decision to keep some of your items on the list even when we removed them may have seemed arbitrary, but frequently county regulations are mandated by state laws. We are challenged as a county to convey our values, comply with state regulations, and engage our citizens in this process. The Growth Management Act requires that participating counties write a Comprehensive Plan—a legal document that outlines goals and policies to guide decisions about future growth and development throughout the County. The plan must comply with GMA requirements such as that to include “elements” addressing topics like transportation, land use, rural, housing, capital facilities, and utilities. The plan also can include elements based on community values and needs. Participants will have the opportunity to discuss revisions to the county’s goals under each element and develop our own community-supported elements.

**Please identify values with the most tally marks next to them. These reflect the group’s personal and community values.**

**Activity: Group brainstorm – 90 minutes**

**7.) Divide participants evenly into teams. Divide the comprehensive plan elements amongst the teams.**

The elements are: Urban Growth, land use and rural, natural resource conservation, housing, open space, economic development, environment, essential public facilities, transportation, utilities, capital facilities.

**8.) Pass out the corresponding surveys for each element. Each team should discuss and complete the survey and present to the group. Responses should refer to the combined list of values from the previous activity to guide goal prioritization and implementation strategies. Limit the team discussion time to 15 minutes (or can go longer depending on the group’s timeframe). Team presentation should be limited to 60 minutes (or about five minutes per element).**

**9.) After each team’s presentation, the facilitator should ask the group to comment on the team’s ideas. The team should record group feedback in the space provided on the survey.**

**Conclusion:** Thank you for coming to this meeting and sharing your ideas. Though some of your ideas were not supported by this group, you have an opportunity to share these ideas at one of the public meetings or on [Speakupjeffco.com](https://www.speakupjeffco.com). **Please fill out a feedback survey on this meeting** so that county can work to improve its public outreach process.

**Instructions for binder return:**

Return the completed element surveys, flip chart list, and the Binder to DCD with any other county materials.