



## 5-MEETING COMMUNITY DESIGN SERIES – FACILITATOR PACKET

Field guidelines for park engagement: objectives, activities, materials, and outputs for each meeting.

### **Master Checklist – Applies to Every Meeting**

- Accessible venue & timing (evening/weekend); ADA seating & routes; childcare; light food.
- Multilingual: flyers, slide deck, agendas, interpreters; translated surveys & comment cards.
- Data capture: sign-ins (demographics optional), consented photos, table notes, QR survey link.
- Online mirror: Zoom or recording + online survey for those who can't attend.
- Documentation within 7 days: one-page recap, ranked results, and "You Said → We Did" update.
- Procurement-friendly filekeeping: agendas, sign-ins, photos, handouts, copies of all materials.

### **Meeting 1 — Listening & Needs Assessment**

Goal: Understand who we serve, barriers to access, and desired outcomes.

#### **Core Activities**

- Welcome; project 101; ground rules.
- Baseline needs survey (paper + QR).
- Small-group story mapping: current park use, gaps, barriers (safety, shade, ADA, transit).
- Barrier mapping on large area map (heat, flooding, lighting, crossings).

#### **Materials Checklist**

- Multilingual flyers/agendas/sign-ins; interpreters.
- Large area map; sticky notes; markers.
- Needs survey (paper + QR) and comment cards.
- Consent cards for photos; table tents for languages.



### **Room Setup**

- Round tables for small groups; one large map station.
- Clear ADA routes; quiet table for sensory needs.

### **Staffing Roles**

- Facilitator (room lead); 1 notetaker per table; interpreter; greeter/sign-in lead; photographer (with consent).

### **Expected Outputs (Leave With)**

- Ranked Needs Summary (top 5 needs; top 5 barriers).
- Attendance counts and participation demographics (optional).
- Photo log and scan of all written feedback.

### **After-Meeting Follow-Up (Within 7 Days)**

- Compile needs survey results; theme coding.
- One-page recap sent to list; post online.
- Schedule posted for Meeting 2 with preview of needs ranking.

### **“You Said → We Did” Commitment**

- Publish ranked needs list before Meeting 2 and note any immediate adjustments to scope.



## Meeting 2 — Amenities & Program Mix

Goal: Translate needs into activity and amenity priorities by age, ability, and culture.

### Core Activities

- Recap results from Meeting 1 (You Said → We Did v1).
- Amenity card exercise (e.g., shade, play types, sports, fitness, lighting, restrooms, art, habitat).
- Dot-vote or budget tokens (each person allocates limited points).
- Equity check: inclusive play, ADA routes, sensory/quiet spaces, multigenerational seating.

### Materials Checklist

- Amenity cards with icons; rough cost tiers (\$/\$\$/\$\$\$).
- Voting dots/tokens; tally sheets.
- Youth table activity; bilingual aides.

### Room Setup

- Stations by theme (Play, Courts, Nature, Gathering).
- Large wall for live tally board.

### Staffing Roles

- Facilitator; station leads; data tally lead; interpreter; youth facilitator.

### Expected Outputs (Leave With)

- Ranked amenity list with narrative rationale.
- Draft program mix: must / should / could.

### After-Meeting Follow-Up (Within 7 Days)

- Publish ranked amenities + what rose/fell and why.
- Email/post recap and invite to Meeting 3 (layout charrette).

### “You Said → We Did” Commitment

- Show how amenity rankings directly inform layout options for Meeting 3.



## Meeting 3 — Site Layout & Placement (Design Charrette)

Goal: Place amenities on site and test circulation, safety, shade, and access.

### Core Activities

- Recap amenity priorities.
- Hands-on charrette with scaled base maps and moveable cutouts.
- Overlay analysis: sun/shade, trees, slopes/drainage, CPTED sightlines, noise, ADA routes, transit/parking.
- Identify conflicts/tradeoffs; capture pros/cons of 2–3 alternatives.

### Materials Checklist

- Base maps (1"=20'); tracing paper; foam/paper cutouts; tape; markers.
- Legends for lighting, trees, water, play, quiet zones.
- Camera or overhead scanner for capturing layouts.

### Room Setup

- Tables by alternative; wall space for posting concepts.
- Wayfinding signs; accessible circulation in room.

### Staffing Roles

- Lead designer; table facilitators; notetakers; interpreter; documentation lead.

### Expected Outputs (Leave With)

- 2–3 concept alternatives (photos/sketches).
- Pros/cons list; draft ADA access route.

### After-Meeting Follow-Up (Within 7 Days)

- Create alternatives packet (PDF) to share before Meeting 4.
- Short video/slide recap for social media.

### “You Said → We Did” Commitment

- Publish alternatives with notes on how Meeting 2 priorities shaped them.



## Meeting 4 — Costing, Tradeoffs & Phasing

Goal: Select a preferred concept with realistic costs, O&M, and phases.

### Core Activities

- Present ROM costs (base + add-alternates) and O&M implications.
- Small-group scoring against criteria: safety, equity, access, environment, cost, maintenance.
- Phasing exercise: Phase 1 (grant scope), Phase 2 (future), quick wins.

### Materials Checklist

- Cost cards per element; maintenance icons (low/med/high).
- Score sheets; criteria posters; stickers.
- Funding notes (SPP/LWCF/local).

### Room Setup

- Board displays for each alternative + cost overlays.
- Tables by criteria; clear route to vote/score stations.

### Staffing Roles

- Facilitator; cost analyst; maintenance/PW rep; interpreter; scribe.

### Expected Outputs (Leave With)

- Preferred concept identified; Phase 1 scope list (grant-ready).
- Phased budget tiers; draft O&M bullets.

### After-Meeting Follow-Up (Within 7 Days)

- Publish chosen concept and rationale; list items moved to future phases.
- Prepare draft concept board for Meeting 5.

### “You Said → We Did” Commitment

- Show how costs and maintenance shaped the preferred plan.



## Meeting 5 — Final Concept, Commitments & Next Steps

Goal: Confirm final plan; document community support; outline approvals and grants.

### Core Activities

- Present refined final concept boards/renders; accessibility narrative.
- Open comment; collect letters of support; volunteer/stewardship sign-ups.
- Explain schedule: CEQA/NEPA path, permits, grant submittals, construction window.

### Materials Checklist

- Large display boards/renders; comment forms; support letter templates.
- Contact sign-up sheets; QR to final packet.
- Interpreter headsets; podium mic if available.

### Room Setup

- Open house/gallery layout; accessible seating and line of sight.
- Welcome table for letters/sign-ups.

### Staffing Roles

- MC/facilitator; designer; interpreter; documentation lead; volunteer coordinator.

### Expected Outputs (Leave With)

- Final Concept Report (plans, phases, costs).
- Engagement Appendix (sign-ins, surveys, photos).
- Final “You Said → We Did” summary.

### After-Meeting Follow-Up (Within 7 Days)

- Distribute the Final Concept Report (PDF + print).
- Email packet to attendees; post to website; archive materials.

### “You Said → We Did” Commitment

- Release the final 'You Said → We Did' summary and thank-you message.



## Appendix – Quick Templates to Bring

- Sign-in sheet (with optional demographic checkboxes).
- Comment card (open-ended + contact opt-in).
- QR code survey link (paper copies available).
- Amenity cards and cost tiers.
- Support letter template (Meeting 5).



**Contact Sonia Hall if you need any support.**