



## 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 Rochester. 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.

## MEETING AGENDA

- Introductions (5-10 minutes)
- Short-answer questions (5 minutes)
- Group discussion (20-30 minutes)
- Collect materials (5 minutes)
- Return materials by email to:  
**kbaptiste@bergmannpc.com**
- or by mail to:

**Bergmann Associates**  
**Attn: Kimberly Baptiste**  
**28 East Main Street**  
**200 First Federal Plaza**  
**Rochester, NY 14614**

## THANK YOU FOR HOSTING

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 Rochester Comprehensive Plan Update.

## GETTING READY

- Invite a group of people to your meeting. 5-10 people is a good number of people for a healthy discussion. Feel free to invite as many people as you see fit.
- Find a location for your meeting that is easily accessible for your group.
- Remind your participants about the meeting 1 to 2 days in advance of the meeting.
- Set up your location on your meeting day.

## MATERIALS NEEDED

- 12 sheets of paper per attendee (4 colors, 3 of each color)
- Markers
- Tape





City of Rochester  
Comprehensive Master Plan

Rochester 4.0  
Our neighborhoods.  
Our future.



# MEETING IN A BOX

## ABOUT THE COMPREHENSIVE PLAN UPDATE

The purpose of this project is to update the City of Rochester's existing comprehensive plan, the Renaissance Plan, which was adopted in 1999. The updated plan, known as the Rochester 4.0 Plan, will be adopted in late 2017 and will guide policy development and land use planning.

## 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 act as the fundamental basis for decisions regarding:

- land use regulation;
- future development proposals;
- future investments; and
- resource allocation.

## 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. Some of the most important responsibilities that cities and citizens have are to develop and implement a comprehensive plan. Citizens' local knowledge is vital to understanding a community's strengths and opportunities for growth, and will enable the project team to make informed recommendations that more adequately address the community's needs and more closely align with its vision for the future.

## UPCOMING SCHEDULE



## LEARN MORE

<http://www.cityofrochester.gov/comprehensiveplanupdate/>





## FACILITATOR GUIDELINES

1. Make sure all participants sign in on the attached sign in sheet (to be returned)
2. Start your meeting with brief introductions:
  - Ask people to introduce themselves and to tell everyone: what neighborhood/area they live in and their interest in local planning issues
3. Review the ground rules:
  - Everyone should have an equal opportunity to speak
  - Focus on your group's discussion
  - Avoid making things too personal
  - Be willing to listen to other people's views and have an open mind
  - Be honest, but avoid criticizing others' viewpoints
  - Be concise
  - Avoid interrupting the facilitators or other group members

## FACILITATING THE DISCUSSION

1. Facilitator should pose one question at a time (see below)
2. Have the attendees write their answer on the colored paper
3. Tape all responses on the wall (or place on the table)
4. Facilitator should review and organize into themes
5. Discuss the responses, themes and any outliers
6. Write the key, consistent themes down on the provided sheet, or note lack of consistency
7. Repeat process for next question

## QUESTIONS FOR THE GROUP

1. What one word would you use to describe the \_\_\_\_\_ planning area today?
2. What is the \_\_\_\_\_ planning area's greatest strength?
3. What is the most needed improvement in the \_\_\_\_\_ planning area?
4. How would you like to be able to describe the \_\_\_\_\_ planning area in 10 years?



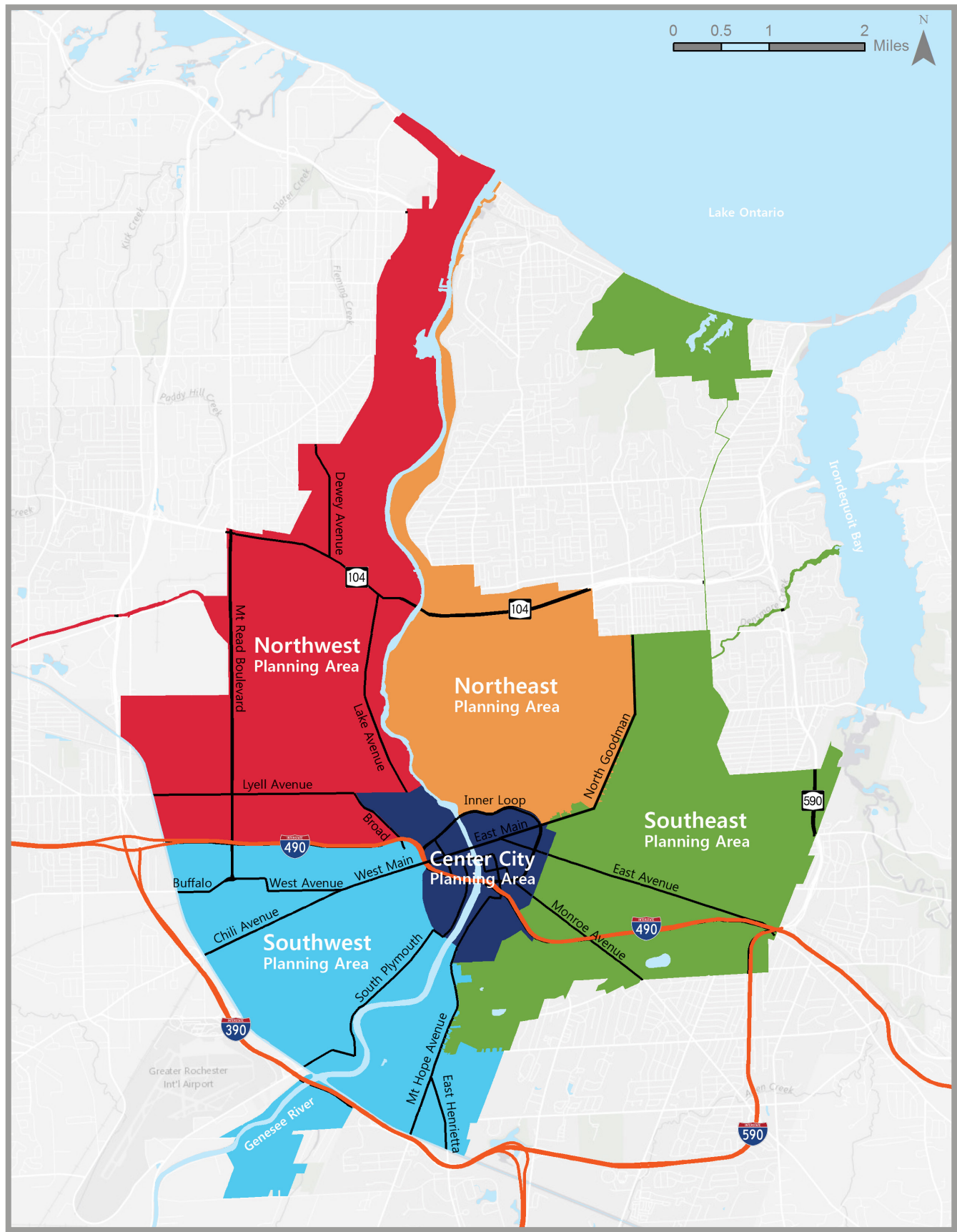


City of Rochester  
Comprehensive Master Plan

Rochester 4.0  
Our neighborhoods.  
Our future.



# MEETING IN A BOX







## NW



HIGHLAND  
PLANNING









## SUMMARY FOR PARTICIPANTS CONTINUED

3. What is the most needed improvement in the \_\_\_\_\_ planning area?

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

KEY THEMES:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---





## SUMMARY FOR PARTICIPANTS CONTINUED

4. How would you like to be able to describe the \_\_\_\_\_ planning area in 10 years?

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

KEY THEMES:

---

---

---

---

---

---

---

---

---

---

---

---





**Bergmann**  
associates  
architects // engineers // planners