

# Menlo Park Neighborhood Plan Workshop/Taller Proposed Structure

## Menlo Park Neighborhood Plan Workshop/Taller Proposed Structure

**Revised July 19, 2021, March 9, 2022, and April 12, 2022**

*[Note: This is a revised version of the draft Workshop/Taller Proposed Structure provided originally at the July 12, 2021, Steering Committee Meeting and revised at the March 9, 2022 Steering Committee meeting, and on April 12, 2022. This version includes additional details and to be discussed at the April 13, 2022, Steering Committee Meeting.]*

### WORKSHOP/TALLER INFORMATION

In-Person Workshop/Taller:

**Date:** Saturday, May 7, 2022

**Proposed Duration:**

- Light Breakfast and Registration 8:30 AM
- Program: 9:00 AM to **Depending on Option Selected in Part II**

**Proposed Place:** City of Tucson Sentinel Building Meeting Rooms (all rooms-reserved), 320 N. Commerce Park Loop

**Spanish Translation:** Best way to offer Spanish Translation is under consideration.

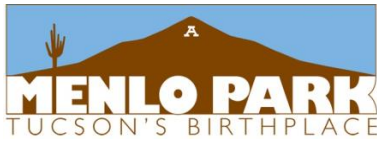
### CONFERENCE STYLE WORKSHOP/TALLER EVENT PROPOSED STRUCTURE

**Registration and Light Breakfast at 8:30 AM**

**Part I: General Assembly Session: Project Overview (35 Minutes)**

- **Welcome** (10 minutes):
  - Purpose of Today’s Meeting (The Planning Center)
  - Introduction of Speakers (The Planning Center)
  - Speakers:
    - Vice Mayor Santa Cruz or Ward 1 representative
    - Zach Yentzer, President, Menlo Park Neighborhood Association
- **Overview Presentation** (15 minutes):
  - The Planning Center Consultant Team and the City Planning and Development Services Department (PDS)
    - Brief Team Members Introductions (PDS, MPNA, MPNP Steering Committee, Consultant Team, Vecinos) (One Slide with the Project Team diagram) – Members of each team will stand up as their team is called.
    - Neighborhood Plan Background
      - What is a Neighborhood Plan and What it is Used for? (One Slide)
      - Efforts Leading to Planning Process (One Slide)
    - Current Conditions Assessment Report Findings
    - Introduction to Neighborhood Plan Elements Discussion
- **Break** (10 Minutes)





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## Part II: Neighborhood Plan Element Discussions (Duration Depending on Option Selected by Steering Committee)

- Break up into Neighborhood Plan Element Discussions (Steering Committee to Select Option from Table Below)
- Closing Remarks (5 Minutes)

Plan Element Discussion Per Session Options	Number of Sessions	Total Time Per Session (Minutes)	Total Time Part II (Minutes)	Total Time Part I (Minutes)	Total Event Time (Minutes)
Option 1	3	30	95	35	130 (2.15 hours)
Option 2	4	30	125	35	160 (2.6 hours)
Option 3	4	20	85	35	120 (2 hours)
Option 4	5	20	105	35	145 (2.4 hours)

### Notes:

1. Facilitator Instruction Sheet, Meeting Rules, Map, Questions, and Prompts will be provided at each discussion table.
2. Plan Element Discussion Topics and Facilitators (See table below - one table per topic).

Plan Element Discussion Topics	Facilitators
Heritage, Character, Sense of Place	The Project Team -TBD
Housing	The Project Team -TBD
Transportation, Connectivity, Mobility	The Project Team -TBD
Parks, Recreation, Open Space, Environment	The Project Team -TBD
Economic Development	The Project Team -TBD

### Registration Tables:

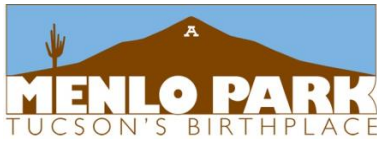
- Greeters Proposed by the Menlo Park Neighborhood Plan Steering Committee

### Partners Information Tables:

- For example, City Departments, REACH, Living Streets Alliance, Barrio Neighborhood Coalition and other Menlo Park Neighborhood Partners, will have limited space on tables to place brochures and information (Limited tables due to space limitations) – Information tables will be located outside along the wall in the hallway to minimize distractions to workshop/taller participants.

### Food Tables:

- Light Breakfast: Coffee, juice, fruit, bagels, pan dulce, water located in the back of the room.



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### Project Team/Facilitators Information Tables

- Two tables inside the room for information pertaining to the ongoing Menlo Park Neighborhood Plan project process and information packages for Project Team members facilitating topics at the Workshop/Taller.

### Children Table:

- Children will engage in fun and meaningful coloring exercises designed to inform the Neighborhood Plan. This table will be located at the back of the room.

### The Consultant Team Will Provide:

- Event MC
- Event coordination with the assistance of PDSD
- Programs
- Maps
- Easels and posters
- Information table with brochures, future planned events, and other project-related items
- Registration table with attendance rosters
- Workshop Instructions Handout
- Workshop Rules of Conduct sheet
- Current Assessment Handouts with information relevant to the various workshops
- Recording sheets
- Supplies (pens, color pencils, etc.)
- Children exercise for the Children Table
- Surveys and comment cards for the Survey tables

### Required Equipment (Preferably in Room):

- Projector/screen or large TV monitors (Responsibility: Sentinel Building)
- Integrated computer system or laptop (Responsibility: Sentinel Building)
- Sound system with microphone (Responsibility: Sentinel Building or PDSD))
- Podium for General Assembly sessions (Responsibility: Sentinel Building)
- Tables and Chairs (Sentinel Building)

### Room Layout: *[Note: See attached Room Layout images and diagram]*

- Conference Style allowing **General Assembly** and **Breakout Groups** in the same Layout
- Tables in pairs of 2 tables for large map use
- Chairs 8 to 12 persons per table with an estimated capacity of 72 participants (5 neighborhood plan workshop tables and 1 children table). See sample photo and Room Layout Diagram included on the following pages
- Project Team/Facilitators Information Tables – 2 tables inside the room as shown in diagram
- Childcare table including meaningful exercises that will inform the neighborhood plan.
- Partners information tables provided in the hallway.

### Steering Committee Role:

If possible, would like to have MPNP Steering Committee members participate in the following:

- Set up and break down
- Serving as greeters at the registration table
- Dividing up among workshops with the goal of having at least one Steering Committee member participating and hearing the conversation in each workshop
- Other (To be discussed with the Steering Committee)

### SAMPLE WORKSHOP/TALLER Discussion TABLE STATION





**SAMPLE SENTINEL BUILDING ROOM LAYOUT FOR WORKSHOP/TALLER**

