

## Homes for a Changing Region Envisioning the Communities Future Housing Workshop

*Homes for a Changing Region* provides technical assistance for municipal leaders to chart future demand and supply trends for housing in their communities and develop long-term housing policy plans. These plans aim to create a balanced mix of housing, serve current and future populations, and enhance livability.

### ROLE OF FACILITATORS

As a facilitator, you will help guide your table through the *Homes for a Changing Region* workshop. It is important that all participants have fun, learn what is involved in planning for future housing in the village, and inform the project team about their wants/needs for the community. As a facilitator you should make sure that everyone has the opportunity to share his or her opinions and that areas of consensus are documented on the map.

As a facilitator, you should be neutral. The workshop works best if participants are allowed to discover what works for them on their own. Use your expertise to help explain concepts or brainstorm new ideas. Intervene to channel participants' ideas onto the map, to aid them when they appear stuck, and to ensure they are accomplishing the steps outlined on the next page.

Engage both extroverts and introverts. Each group will most likely contain a mix of expressive extroverts and silent introverts. Your role is to ensure that everyone's voice is heard. It will be natural for the extroverts to begin as the most active. This will break the ice and work to your advantage. As the exercise progresses, however, you may need to turn attention to the opinions of the quiet participants and ensure that the more outgoing group members speak in turn. Past projects have shown that participants who are quiet are in fact actively processing information and have their own great ideas to share.

Facilitators should set some basic ground rules with your table:

- There are no observers. This is a participation exercise. Everyone is encouraged and welcome to join in and everyone has something to contribute.
- There are no right or wrong answers as we think about the future of the community's housing.
- Respect the opinions of others and encourage others to participate.
- Commit yourself to a team approach: together we can find solutions and direction.
- Have fun and be creative.
- The maps are the mechanism to communicate your ideas. Write, label, draw, sketch, cut, and paste all of your agreed-upon ideas on the map or in the margins.

## STEP-BY-STEP WORKSHOP OVERVIEW

Please lead your group through the steps that follow. Next to each step is an approximate duration of time. Please use these times as a guide only.

Workshop Materials: Base map(s)-community wide map and focus area map (where applicable)

Development Chips  
Glue Sticks  
Markers: Orange & Purple  
Pens  
Scissors

**Step 1 (5 minutes) Introductions.** Take a moment for everyone to introduce themselves. Each participant should tell the group what they hope to accomplish with this exercise. Have each participant write their name on the base map in the designated location and circle their home and/or workplace on the map with the pens.

**Step 2 (5 minutes) Familiarize participants with materials.** Facilitators should familiarize the participants with the workshop materials (listed above). Go through the map legend to ensure everyone understands what the various colors and symbols on the map(s) represent.

**Step 3 (5 minutes) Brainstorm “Big Ideas”.** In order to break the ice and encourage dialogue, start by asking each participant to share their big ideas for the community. It might prove helpful to start the conversation with “*If you were the mayor what would you like to see in your community*”.

### **Community Wide Map Exercise**

**Step 4 (5 minutes) Introduce development chips.** Walk through the nine chip types for the community wide map (*compact neighborhood, residential subdivision, large lot neighborhood, townhome/condo, renovation, TOD-transit oriented development, neighborhood center, retail, main street*) Talking through the trade-offs in density and style is an important part of the workshop exercise.

**Step 5 (3 minutes) Discuss areas for preservation.** Use the **ORANGE** marker to define the neighborhoods or areas on the map that the group feels are important to preserve with mostly the same character it has today.

**Step 6 (3 minutes) Discuss areas for revitalization.** Use the **PURPLE** marker to define neighborhoods or areas on the map that the group feels are important to revitalize and focus the most attention on in the future.

**Step 7 (25 minutes) Place development chips on the map.** The central task of the exercise is to place chips on the map representing the group’s vision for housing along with complementary retail and amenities in the community. Encourage participants to consider different ideas as the chips are moved around. Don’t forget that you can cut chips if you would like smaller increments of a particular chip type. **DON’T STICK THE CHIPS DOWN YET!**

**Step 8 (5 minutes) Review map and stick development chips on the map.** A five-minute warning will be called. Once the group has finished arranging the chips on the map, peel the back and stick the chips to the map. If the group has any additional points to make, you can annotate the map with the pens provided.

### **Focus Area Map Exercise (where applicable)**

**Step 9 (20 minutes) Design a vision for the smaller focus area.** After the group has completed the community wide mapping exercise, switch to the smaller map. Municipal staff and the project team have identified this area as an area for more focused visioning. Use the five types of detailed building chips (*single-family detached, single-family attached, multi-family and mixed-use residential, commercial and community amenities*) to create a design for the focus area. Once the group has finished arranging the chips on the map, use the glue sticks to stick them down to the map. A five-minute warning will be called to signal to start gluing down chips, if you have not already begun to do so.

**Step 10 (2 minutes) Identify group member to present maps, visions, and ideas to the larger group.** After participants have completed their maps, choose a group member (not the facilitator) to present the map to the larger group.