

# CoC Task Force: Plan for November Open House

## Function/purpose (by using this tool, we hope to achieve....)

- We hope to build trust in the process.
- We hope to foster a feeling of co-creation within the community.
- We hope to gather community input and clarity on topics related to the concept of the commons and to inform the development of conceptual proposals for the space.
- We hope to use the feedback gathered to help inform our recommendations to City Council.
- Gather community input and clarity on topics related to the concept of the commons.

## Resources needed (people, equipment, funding)

- For the open house, we'll have five stations, staffed by 1-2 Task Force members.
- We'll encourage participants to visit each station by creating a punch card and entering all participants that visit each station into a raffle to win a prize (exact prize TBD).
- Plans for each station:
  - **Welcome station:** Staff at this station will welcome participants, orient them to the open house, provide them with a punch card, encourage participants to sign-up for future Task Force events/opportunities, and keep count on number of participants.
    - Resources:
      - Punch cards
      - Sign-up sheet
  - **Definition station:** A commons is a traditional form of shared space based on mutual benefit, mutual responsibility and mutual respect, conveying a culture of sustainability now and for generations to come. What does this mean to you? What does it look like? What does it feel like? What experiences or activities would support a commons?
    - Activity:
      - Participants will be asked to complete the following sentence: My ideal commons looks like \_\_\_\_\_.
      - Participants can capture additional thoughts (experiences, activities, etc.) on sticky notes.
    - Resources:
      - Print outs
      - Sticky notes.
  - **Opportunities/need station:** What does the city need? What are the top 3 community needs that the commons could serve?
    - Activity:

- Participants complete a worksheet that asks them to list their top three needs.
- Resources:
  - Worksheet printouts
- **Audiences station:** Who might use this commons? What do they do? What do they see? What do they hear? What do they say? What do they think and feel?
  - Activity:
    - Participants will be asked to complete empathy map templates
  - Resources:
    - [Empathy map templates](#) (link is to an example that we can customize)
- **Co-ownership station:** What does a co-owned commons mean to you? What does co-ownership look like? To what degree should the city/DDA/the Parks Commission be involved in the governance of the site?
  - Activity:
    - Participants will be asked to capture thoughts to the above prompt questions on sticky notes.
  - Resources:
    - Sticky notes.

#### **Timing/timeline (when it is needed in project, what is the necessary prep time)**

- October 16: Discussion about open house plans at Task Force meeting
- October 17: Task Force members begin to send out invitations to participate
- October 30: Plans and assignments for open house finalized at Task Force meeting
- October 31-November 5: Reminders sent to folks about open house
- November 6: OPEN HOUSE
- November 7-12: Feedback captured in shared document by Task Force members
- November 13: Initial discussion about feedback discussed at Task Force meeting
- November 25: Follow-up discussion about feedback at Task Force meeting

#### **Notification outlets**

- City staff will post about open house on their social media accounts
- Task Force members will notify their networks via email (tracked in [this spreadsheet](#))

#### **Plan for feedback (how will feedback be documented and used)**

- Initial feedback will be captured in a document shared with Task Force members
- A summary of results will be created for distribution and inclusion in our final report

#### **Plan for sharing results (how will the results be shared with participants)**

- Results will be discussed at the 11/13 and 11/25 Task Force meetings
- A summary of results will be posted on Task Force website
- A summary of results will be included as an appendix in our final report

