



## Minneapolis is Growing

Over the past year, City planners have learned a lot from Minneapolis residents about the future of our city. We've heard that not everyone has access to the type of housing that meets their needs. You told us that it can be difficult to meet daily needs, such as shopping for groceries, without a car. We've also heard that there is a desire for the city to be more walkable, bikeable, and mass transit-friendly.

**Meeting-in-a-Box Phase 3B - Policy Framework** is an opportunity to tell us your ideas for how to meet these goals by expanding housing choice, improving access to daily needs and jobs, and expanding connectivity while achieving climate action goals.

Meeting-in-a-Box is one of many opportunities to engage on Minneapolis 2040. Additional opportunities can be found online at [www.minneapolis2040.com](http://www.minneapolis2040.com)

For reasonable accommodations or alternative formats please email [2040@minneapolismn.gov](mailto:2040@minneapolismn.gov). People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

**Thank You for Hosting Meeting-in-a-Box!**

## Purpose of the Meeting

Provide feedback on strategies on how the comprehensive plan can meet the goals of expanding housing choice, improving access to daily needs, and expanding connectivity.

The comments will be used to inform the first draft of *Minneapolis 2040*, to be released for comment in Spring 2018.

## Meeting Goals

- Review proposed ideas on how to achieve comprehensive plan goals, provide comment, and rating on the direction.
- Identify opportunities in the city to expand access to housing, retail, and connectivity via walking, biking and transit.

## Meeting- in-a-Box Overview

### PROCESS

Meeting-in-a-Box is a tool to help you host conversations at a time and location at your convenience to share ideas and proposals for the future of the city. The tool is organized into three easy steps:



1. **Print** – Prepare for the meeting by visiting the **Minneapolis 2040** website, and print all materials.
2. **Host Meeting** – Facilitate the discussion among community members, and record feedback.
3. **Return** – Collect all materials and responses, and return to City staff.

### CONTENTS

#### Host Packet

A packet of materials for the host to facilitate the meeting. This includes directions on how to facilitate the meeting and directions for returning the toolkit.

#### Participant Packet

A series of questions that City staff is seeking feedback on for the comprehensive plan. Each participant should have a packet of worksheets to record their feedback.

\*Participants can access *Exercise 2: Make a Map* in an online format at [Minneapolis2040.com](http://Minneapolis2040.com).

## Agenda

- Introductions
- Exercise 1: Are We On the Right Track?
  - Housing Access
  - Retail and Employment Access
  - Climate and Complete Communities
  - Share Your Ideas
- Exercise 2: Make a Map
- Wrap-up

### 1. PREPARATION

#### PREPARE AND REVIEW MATERIALS

Visit the **Minneapolis 2040** website and print (1) *Host Packet* and enough *Participant Packets* for each attendee. The Host should review materials in advance of the meeting.

**Exercise 2: Make a Map is also available online at [Minneapolis2040.com](http://Minneapolis2040.com). If participants would like to conduct this exercise online, please have participants bring their own computer to the meeting.**

### 2. FACILITATION

#### INTRODUCTIONS

Take a few minutes at the beginning of the meeting for introductions. Take the time to talk to participants about the purpose for the meeting, and meeting goals.

#### The purpose of the meeting:

Provide feedback on strategies on how the comprehensive plan can meet the goals of expanding housing choice, improving access to daily needs, and expanding connectivity.

The comments will be used to inform the first draft of **Minneapolis 2040**, to be released for comment in Spring 2018.

#### The goals of the meeting are:

- Review proposed ideas on how to achieve comprehensive plan goals, provide comment, and rating on the direction.
- Identify opportunities in the city to expand access to housing, retail, and connectivity via walking, biking and transit.

#### EXERCISES

Distribute *Participant Packets* to all the attendees. Walk people through the exercises with the directions that can be found on the following page.

Answering the questions in the *Participant Packets* should occupy the majority of the meeting time.

**Exercise 2: Make a Map is also available in an interactive format at [Minneapolis2040.com](http://Minneapolis2040.com).**

**Exercise 1: Are We On the Right Track?**

The purpose of these worksheets are to provide feedback on strategies on how the comprehensive plan can meet the goals of expanding housing choice, improving access to daily needs, and expanding connectivity.

Have participants read each individual worksheet and the engagement feedback that was collected, review supporting content on the topic, and the proposed ideas on how to achieve these goals. Then provide your thoughts on the proposed ideas, and what else we could be doing to reach these goals. On a scale of 1-5, rank the direction of the proposed ideas in achieving the goals.

**Exercise 2: Make a Map**

The purpose of this exercise is to identify opportunities in the city to expand access to housing, retail, and connectivity via walking, biking and transit.

*Exercise 2: Make a Map* can be accessed online at [Minneapolis2040.com](http://Minneapolis2040.com) or drawn on the attached maps. Identify opportunities in the city to expand access to housing, retail, and connectivity via walking, biking, and transit. Tell us why you identified the places you mapped.

**Make sure to collect all materials.**

**WRAP-UP**

Summarize the discussions. Encourage participants to fill out the Engagement Survey and check back in the Spring of 2018 for how their feedback was used at Minneapolis2040.com. Thank everyone for their participation.

Fill out the Host Feedback Form after the completion of the meeting.

**3. PACKAGE AND RETURN**

Collect all Participant Packet materials, Engagement Surveys, Host Feedback Form, and Email Updates sheets. Return the materials to City staff the following ways:

**Thank You for Hosting Meeting-in-a-Box!**

**Method 1:** Scan & email materials to:  
2040@minneapolismn.gov  
Subject line: "Meeting-in-a-Box"

**Method 2:** Mail to or drop off at:  
Attention: Minneapolis 2040  
105 Fifth Avenue South #200  
Minneapolis, MN 55401

If the return methods above will not work for you, please email 2040@minneapolismn.gov to arrange for alternative return methods.

## Host Feedback Form

Thank you for hosting Meeting-in-a-Box!  
Please provide us with your feedback to help improve Meeting-in-a-Box

1. Meeting-in-a-Box is an effective tool for broadening the range of public input.

- a) Strongly Disagree
- b) Disagree
- c) Neutral
- d) Agree
- e) Strongly Agree

2. The materials in Meeting-in-a-Box are easy to understand and use.

- a) Strongly Disagree
- b) Disagree
- c) Neutral
- d) Agree
- e) Strongly Agree

For questions 3-6, please rate the following aspects of your meeting:

3. Overall

- a) Very Poor
- b) Poor
- c) Fair
- d) Good
- e) Excellent

4. Participant engagement

- a) Very Poor
- b) Poor
- c) Fair
- d) Good
- e) Excellent

5. Quality of group discussion(s)

- a) Very Poor
- b) Poor
- c) Fair
- d) Good
- e) Excellent

6. Group satisfaction with outcomes

- a) Very Poor
- b) Poor
- c) Fair
- d) Good
- e) Excellent

7. Would you host a Meeting-in-a-Box meeting again?

- a) Yes
- b) No

If no, please explain why.

8. Would you recommend Meeting-in-a-Box to others?

- a) Yes
- b) No

9. How should we improve Meeting-in-a-Box?

Additional comments

