



Minneapolis 2040 is a draft Comprehensive Plan that shapes how the city will grow and change. The draft covers topics such as housing, job access, the design of new buildings, and how we use our streets. Over the past two years, the people of Minneapolis have told us a lot about their vision and hopes for the future of our city. A main theme we heard is that as the city grows, everyone must benefit from that growth. Historically, not everyone has. This draft plan is one opportunity to undo barriers and overcome inequities created by a history of policies in our city that have prevented equitable access to housing, jobs, and investments. We invite you to provide feedback on the completed draft plan.

For reasonable accommodations or alternative formats please email 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.

Meeting-in-a-Box Phase 5 - Policy Framework is an opportunity to help us shape and refine policies and action steps to achieve the comprehensive plan goals, and provide feedback on the land use and built form maps to ensure that they reflect comprehensive plan policies.

Meeting-in-a-Box is one of many opportunities to engage on **Minneapolis 2040**. The complete draft plan is available at www.Minneapolis2040.com with opportunities to comment throughout the website. Additional in-person engagement opportunities can also be found online.

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

Purpose of the Meeting

The draft Minneapolis 2040 plan is out for public comment from March 22 until July 22, 2018. This is one of many opportunities to provide feedback on the draft plan. Comments will help shape Policies and Action Steps in order to help achieve the comprehensive plan goals.

The comments collected during this period will be used to inform a revised draft of *Minneapolis 2040* which will be released in late September.

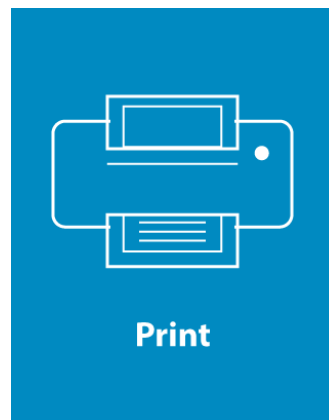
Meeting Goals

- Review and provide feedback on the comprehensive plan's draft Policies and Action Steps.
- Review and provide feedback on the draft Land Use and Built Form maps.
- Provide feedback on how to show and measure the city's progress on the way to 2040.

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 that you would like to use during the meeting.
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

The Host Packet is a collection of materials to help prepare the host to facilitate the meeting. This includes directions on how to facilitate the meeting and directions for returning the toolkit.

Participant Packet

A packet of materials which provides content on various topics and 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 the entire draft plan on a laptop, tablet, or phone at www.Minneapolis2040.com.

Agenda

- Introductions
- Exercise 1: Policies and Action Steps
 - Affordable and Accessible Housing
 - Living-wage Jobs and a Diverse Economy
 - Climate Change Resilience
- Exercise 2: Land Use and Built Form Maps
- Exercise 3: Transparency and Accountability – How to measure success
- 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 1: Policies and Action Steps exercise may require the use a laptop with internet access in order to visit www.Minneapolis2040.com to access the entire draft comprehensive plan. Please plan accordingly.

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:

Collect feedback in order to help shape and refine policies and action steps to help achieve the comprehensive plan goals.

Comments will be used to revise the draft **Minneapolis 2040**. A revised draft will be released in late September 2018.

The goals of the meeting are:

- Review and collect feedback on draft Policies and Action Steps in the comprehensive plan.
- Review and collect feedback on the draft Land Use and Built Form Maps.
- Provide feedback on how to show and measure the city's progress on the way to 2040.

EXERCISES

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

Discussion on the Policies and Action Steps, and answering the questions in the Participant Packets, should occupy the majority of the meeting time.

Exercise 1: Policies and Action Steps

The draft comprehensive plan is made up of Policies, Action Steps, and Maps, and organized by Goals and Topics. Policies are high-level statements intended to guide City decision-making in a manner that achieves the comprehensive plan goals. Each policy supports one or more of those goals. Under each Policy is a list of Action Steps, a to-do list, intended to convey what needs to happen in order to make the policy come to fruition. The Action Steps provide direction for future decisions on adding and modifying the tools that the City uses to achieve its goals.

The purpose of these worksheets is to collect feedback on the policies and action steps to help shape them in order to achieve the comprehensive plan goals.

There are three different packets that are organized by the policy topics that meeting participants are interested in engaging on.

- Affordable and Accessible Housing
- Living-wage Jobs and a Healthy, Sustainable, and Diverse Economy
- Climate Change Resilience

An additional worksheet is available for participants to comment on policies that are not covered under the three topic areas. Participants can explore other goals, policies, and action steps at www.minneapolis2040.com/goals/, and comment online or on the worksheet.

1. Read the comprehensive plan goals associated with the topic.
2. Read the narrative and supporting context.
3. Review the policy and action steps.
4. Provide feedback on the policies and action steps by writing your ideas on the worksheet. What would you change? What else should we be doing? Explain why.

Exercise 2: Land Use and Built Form Maps

The Land Use and Built Form Maps are the primary tools for implementing the Land Use and Built Form policies. These maps guide how property can be used, and the scale of new development.

The purpose of this exercise is to collect feedback on the land use and built form maps to ensure that they reflect comprehensive plan policies. Are the Policies and Action Steps reflected in the Land Use and Built Form Maps?

There are two ways participants can provide feedback on for this exercise:

- Comment online (Recommended)
 - Read the narrative and supporting context
 - Review the *Land Use and Built Form Policies*:
<https://minneapolis2040.com/topics/land-use-built-form/>
 - Provide comment through the *interactive online map*:
<http://cityoflakes.maps.arcgis.com/apps/MapSeries/index.html?appid=2ab8b34dc692414c80a7de503ddd56b3>
- Print maps
 - Read the narrative and supporting context
 - Review the *Land Use and Built Form Policies*:
<https://minneapolis2040.com/topics/land-use-built-form/>
 - Write and draw feedback on the maps

Exercise 3: Transparency and Accountability - How to measure success
Help us figure out how to measure success. Minneapolis 2040 has a lot of ambitious goals. We heard from residents what Minneapolis will look like in the year 2040 if Minneapolis were to eliminate racial disparities. Now we need your help on how to show and measure the city's progress on our way to 2040.

Think about the people, places, and systems that make up the city. Minneapolis 2040 is being implemented over the next 20 years. What do you need to see to know the comprehensive plan is making progress on its goals?

Write your ideas on space provided on the worksheet.

WRAP-UP

Share participant ideas and comments with the entire group. Encourage participants to fill out the Engagement Survey and check back in the summer 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:

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.

Make sure to collect all materials.

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

Host Feedback Form

The City's draft Comprehensive Plan

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

