

Facilitator & Scribe Training

January 11 & 12, 2005

UW Washington
Smart Growth Alliance



Introductions

- ☑ Laura Cole, executive director, ULI Washington
- ☑ Len Forkas, chair, ULI Washington
- ☑ Ilana Preuss, EPA Office of Smart Growth
- ☑ Facilitators
- ☑ Scribes

Training Agenda

- ☑ General overview of Reality Check, Roles and Responsibilities
- ☑ Review Exercise Timeline in Guidelines
- ☑ Reality Check Simulation

Reality Check

- ☑ By the year 2030, the Washington Region will add...2 million new residents and 1.6 million new jobs
- ☑ Where will these individuals live, work, and play?

Reality Check Goals

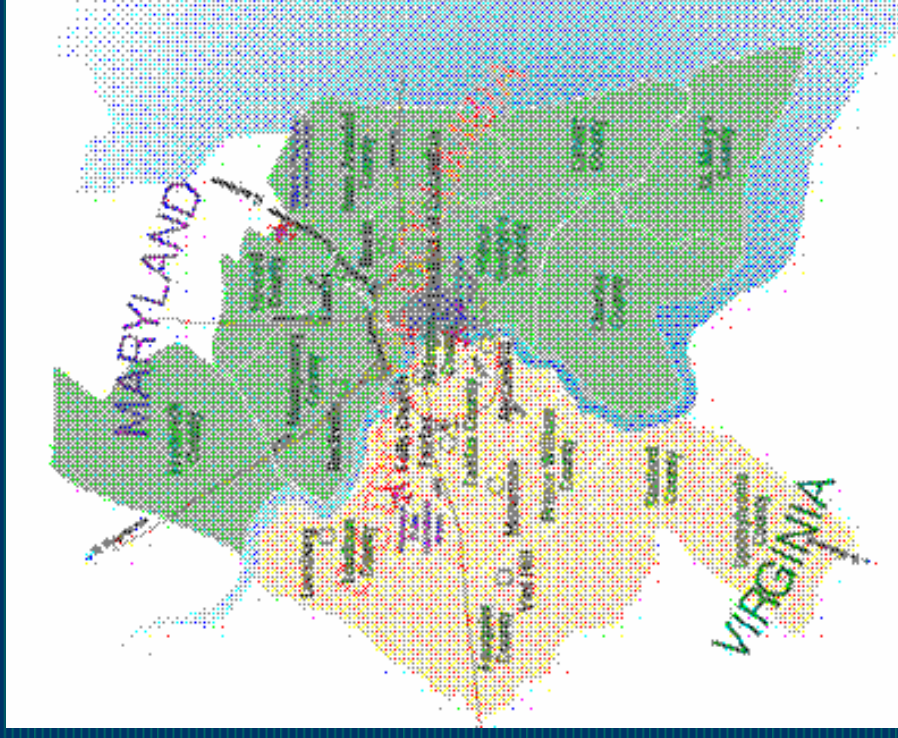
1. Raise regionwide awareness of the level of growth coming
2. Recognize legitimate points of view of diverse stakeholders
3. Envision where future growth should go.
4. Lay foundation for needed dialogue and action to plan for the future

Reality Ground Rules

- ☑ Growth projections are not negotiable
- ☑ All projected growth must be allocated on the map
 - Off map allocations must be justified
- ☑ All growth allocations are additive
- ☑ Visions will be input in computer upon reaching consensus

Many Jurisdictions, One Region

- ✓ District of Columbia
- ✓ 21 Jurisdictions in Northern Virginia and Southern Maryland
- ✓ Region larger than MWCOG, based on GWI boundaries



Organizers of Reality Check

☑ Sponsored by ULI Washington & The Smart Growth Alliance

- Fannie Mae & Fannie Mae Foundation

☑ Partnering Organizations:

- The Coalition for Smarter Growth
- The Greater Washington Board of Trade
- National Center for Smart Growth (UMD)
- Chesapeake Bay Foundation
- MWCOG
- Metropolitan Institute at Virginia Tech
- National Capital Planning Commission
- George Mason University
- Metropolitan Washington Builder's Council

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Reality Check

- ☑ February 2, 2005
- ☑ Ronald Reagan Building Downtown
 - 1300 Pennsylvania Avenue
- ☑ The Exercise—7:30 am to 12:00 pm (Ballroom)
- ☑ Lunch—12:00 pm to 1:15 pm (Atrium)
- ☑ Presentation—1:15 pm to 3:00 pm (Amphitheater)

Reality Check—the Exercise

- ☑ 300 regional decision makers
 - 1/3 Elected and Planning Officials
 - 1/3 Business Leaders
 - 1/3 Civic Groups
- ☑ Geographic diversity—based on weighted average of jurisdictional population

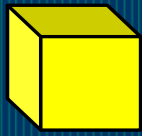
Reality Check—Tables

- ☑ 30 Tables, Each with...
 - 8-10 Invitees
 - 1 Facilitator
 - 1 Scribe (Young Leader)
 - 1 Computer Operator
- ☑ Tools
 - Regional Map (6 ft. X 8 ft.)
 - LEGO's (732 total)
 - Dry Erase Markers
 - Flip Chart
 - Laptop w/ Software

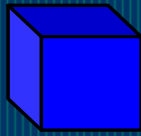
The Reality Check Map

- ☑ No jurisdictional boundaries
 - ☑ Represents current conditions
 - Major Roads, Metrorail, VRE, & MARK
 - ☑ Densities represent Total Persons—Residents & Jobs
 - ☑ Protected Areas
 - Bases, Parks, Bases
 - ☑ 1 X 1 mile Grid
- | |
|-----------------------|
| < 2 persons per acre |
| 2-5 persons per acre |
| 5-10 persons per acre |
| 10+ persons per acre |

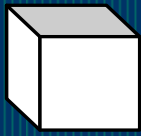
LEGO'S = 2 million new residents (833,333 HHs) & 1.6 million new jobs



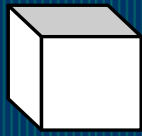
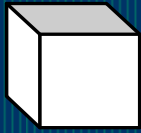
3,000 households (7,200 persons) per square mile
= to 4 households per acre



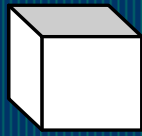
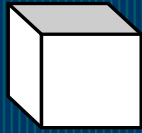
6,000 jobs per square mile
= to 9 jobs per acre



Existing High Density (more than 10 persons per acre-Brown)



Existing Medium Density (5 - 10 persons per acre—Dark Orange)



Existing Low Density (2-5 persons per acre—Light Orange)

Inputting the Results

- ☑ Computer operator captures table's decisions and calculates
 - End state (existing + additional growth)
 - Proximity to transit
 - Jobs/Housing balance
 - Growth inside/outside developed areas
- ☑ Experts analyze 30 scenarios
 - 3-D mapping of individual and synthesized results

Other Tools

- ☑ Participant GuideBook
- ☑ Flip Chart
- ☑ Dry Erase Markers
- ☑ “Need for Help” Flag
- ☑ Calculator
- ☑ Handouts
 - Agenda
 - Ground Rules
 - Representative Places Relative LEGO’s

Role of the Facilitator

- ✔ Work closely with Scribe
- ✔ Complete exercise within allotted time
- ✔ Ensure each participant has an equal voice
- ✔ Include everyone's ideas and try to reach consensus
- ✔ Strong command of regional geography
- ✔ Answers questions in GuideBook, about exercise, organizers, etc.

Effective Facilitator Skills

- ☑ Maintain neutrality
- ☑ Clarify role
- ☑ Gain buy-in for agenda and process
- ☑ Set the ground rules
- ☑ Manage the process
- ☑ Use effective questions and summaries
- ☑ Avoid being the expert
- ☑ Handle difficult people skillfully
- ☑ Make it easy

Role of Scribe

- ✔ Collect names and organizations of all table participants
- ✔ Keep Facilitator on time according to agenda and tasks
- ✔ Draft Guiding Principles
- ✔ Capture nuances, decisions, disagreement, etc.
- ✔ Transfer LEGO's to computer operator

Role of Computer Operator

- ☑ Input LEGO's
- ☑ Compute indicators
- ☑ Render results and 3-D images of group's results
- ☑ Display on laptop
- ☑ Send data to server for mass analysis

Agenda

- ☑ 7:30 am—Registration/Breakfast
- ☑ 8:00 am—Program Commences
- ☑ 8:30 am—Exercise Commences
- ☑ 12:00 pm—Lunch
- ☑ 1:15 pm—Afternoon Program
- ☑ 3:00 pm—Program Adjourns
- ☑ 3:00 pm—Volunteer Reception

Playing the Game

- ✓ Introductions (8:30 am)
- ✓ Objectives, Rules, Outcomes (8:40)
- ✓ Describe agenda, process, and tools (8:50)
- ✓ Discussion on Guiding Principles (9:00)
- ✓ Allocate infill according to principles (9:30)
- ✓ Allocate green field according to principles (10:40)
- ✓ Fine tune vision (11:40)
- ✓ Discuss group's scenario, relate to guiding principles, impact (11:50)

Next Steps

- ☑ Reality Check lays groundwork for implementation plan
- ☑ Post-Event analysis
- ☑ Roll out results in spring
- ☑ Subregional Reality Check workshops
- ☑ Developing consensus principles
- ☑ Best practices, technical assistance, tools, policies, metrics, and recognition
- ☑ Website

Frequently Asked Questions

- ☑ Where did the projections come from?
 - MWCOG and George Mason University
- ☑ Isn't regional planning a dream?
 - WMATA is a precedent for regional cooperation
 - Common GIS platform is possible
- ☑ How are the results of Reality Check going to be implemented?
 - RC plans to result in policy recommendations that will be implemented at the local level but appreciated on a regional scale

Other

- Activity Centers Report
- GuideBook
- Website
- Dress Rehearsal
- Arrival Time
- Volunteers Reception

THANK YOU!!

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