



## Community Design Charrette

**Allenstown NH**

**Date tbd**

### *Checklist (Draft)*

#### Preparations:

- Secure location for event
  - Large, well-lit, with wall space for hanging plans, electrical outlets, internet access and with space for:
    - Listening sessions
      - “Stakeholder” – large group
      - Public: small group discussion (chairs in circles OR around tables, 6-8 per group)
    - Team to meet and brainstorm
    - Team to spread out and do the work on Saturday
- Overnight accommodations for up to 4-5 **or so** (Plan NH will not be able to confirm final number until about a week before)
- Marketing the event to the community – what works best?
  - Personal invitations to key community leaders AND naysayers
  - Suggestions: Article in local paper; notices in town event calendars, town committee meeting schedules, prominent changeable message sign right downtown a few days before the event, etc.
- Secure donations of food
  - Lunch on Friday for Team
  - Water (it would be nice if this were in cups not bottled water), snacks (healthy) for team in afternoon
  - Community supper Friday evening: This is an opportunity for town residents to meet and brainstorm one-on-one with team members – it sometimes produces some great insights. Any other format that works for you is fine with us.
  - Breakfast Saturday AM – during team work session
  - Water, snacks AM and PM
  - Lunch on Saturday – during team work session

#### For event:

- Sign-in table for listening sessions, name tags & someone to staff the table
- Tables for the team to work at on Saturday
- For “stakeholder” session: chairs arranged in large circle
- Lots of chairs – arranged around tables in groups of 6-10 for public listening sessions/discussions

Obviously enough to seat whatever you anticipate for turnout

- Easels and flip charts – one for each listening group ideal
- Old photos of the project area and buildings
- Maps of the project area – tax maps, topography, wetlands/natural features, recent aerial photo: These should all be at the same scale – 1"=100' would be great. Topo with property lines, and air photo with property lines superimposed would be great if available. If town or regional planning does not have good air photos, NHDOT may. We should have two copies each of topo/property lines/air photos. *Note: team leader(s) will confirm exactly what maps will be needed.*
- Copies of relevant studies, reports, zoning ordinance, master plan, etc. that the team can refer to as they are working; recent traffic counts for main roads.
- Copy of your most recent Master Plan
- Do you have a videographer or photographer?

### Tentative Schedule (actual start and end times may vary)

#### Friday

- 10:30** Team gathers (location TBD) . Intro of Team members, review of project/challenge.
- 10:45 – 12:15 Walking or bus tour of target area, led by key town leaders/other stakeholders
- 12:15 – 1:15 Team lunch. *While townspeople are welcome to observe, this is team time.* Team leaders to review project once again, schedule, expectations (during charrette and post).
- 1:30 – 3:00 Team meets with town leaders and other stakeholders related to project/target area. This is a time to gather technical information and data pertinent to project.
- 3:30-5:00 **First Public Listening Session** – Town Hall.
- 5:15-6:15 **Dinner with town residents** – same location
- 6:30-8:00 **Second Public Listening Session**- same location
- 8:00 - Team (and interested townspeople) debrief and brainstorming.

#### Saturday

- 8:00 – 3:00 Breakfast; meet for brainstorming of issues, sites, etc. – break into smaller functional work groups and develop one or more plans. (Town Hall)
- Lunch (mid-day)
- 2:00 or 2:30 Wrap up charrette work
- 3:00 Presentation to the community about what team saw and heard, recommendations.

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