



# Meeting the Open Space Challenges of the Future

## COMMUNITY WORKSHOP CHECKLIST

Welcome! Thank you for making a special effort to support San Francisco's Open Space by engaging your community group in a dialogue about open space issues in your community.

This planning kit contains the following items:

1. Welcome letter
2. Instruction Manual:
  - a. Community Workshop Checklist
  - b. Community Workshop Agenda
  - c. Meeting Instructions
3. Sign-up sheet
4. *Publicly-Accessible Open Space Exercise* (includes maps and worksheet)
5. Return envelope

Please complete the steps outlined in the instruction sheet to complete your open space meeting and send the information gathered to the following address (Use mailing envelope in package):

Karin Edwards  
Neighborhood Parks Council  
541 Hayes Street, Second Floor  
San Francisco, CA 94102

If you have any questions or need additional information, please call Karin Edwards at the Neighborhood Parks Council, at (415) 621-3260 or via email at [kedwards@sfnpc.org](mailto:kedwards@sfnpc.org), or email the Planning Department at [openspace@sfgov.org](mailto:openspace@sfgov.org).

Once again, thank you for your interest and involvement!



# Meeting the Open Space Challenges of the Future

## Community Workshop Agenda (with approximate time requirements)

### Step 1: Pre-meeting preparations (for meeting organizer only)

### Step 2: Welcome meeting attendees

Circulate sign-up sheet

### Step 3: Overview of Open Space in San Francisco 10 minutes

Introduction to Mayor's Open Space Task Force, Vision Map, and update of the Recreation and Open Space Element (ROSE) of the General Plan. Script included in Instruction Manual.

### Step 4: Purpose of this community input session 5 minutes

- Raise awareness and create excitement about value of open space to the life of a neighborhood.
- Invest participants in citywide open space planning.
- Engage participants in discussion of concerns and opportunities for existing and future open space in their communities.
- Encourage participants to serve as advocates for quality open space in the city.

### Step 5: Mapping session (use map included in *Open Space Exercise*) 15 minutes

Participants gather into groups and mark where they live, identify their favorite open space(s) in San Francisco, and point out any possible opportunities for new open spaces in their neighborhood. Please use the "San Francisco Open Space Map" included in the *Open Space Exercise*.

While participants are marking their maps, ask them to share some of their favorite open spaces. A slideshow with some examples of popular open spaces is available at [www.openspacesf.org/slideshow](http://www.openspacesf.org/slideshow).

### Step 6: Group discussion about open space in San Francisco 30 minutes

Group discusses their concerns and suggestions for improving existing open space, and hopes for future open space. Use the *Open Space Exercise* included in packet.

### Step 7: Next steps and closing 5 minutes

Direct group to online survey.  
Describe next steps for information collected.  
Meeting closing: Thanks to participants.

### Step 8: Complete and file *Open Space Exercise* (for meeting organizer only)

Check to see that the worksheet and map are complete and mail to return address.

*See accompanying instruction sheet for details on each of the steps above.*



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## INSTRUCTIONS

This document outlines the instructions that will help you run a successful input session with your community group.

### Step 1: Pre-meeting preparations

- Set up your meeting room with tables and chairs so that meeting attendees can gather around a few tables (maximum 10 people per group).
- Anticipate the likely number of meeting attendees and make arrangements for small group facilitators as necessary.
- Write the agenda on a flipchart, or make copies of the agenda for each table.
- Optional: Provide flipchart paper to record the small group discussions.

### Step 2: Welcome meeting attendees

Greet meeting attendees and assess numbers for small group sessions.  
Circulate sign-up sheet.

### Step 3: Overview of Open Space San Francisco 10 minutes

To get started, give your group an overview of Open Space in San Francisco. Feel free to read the following script – or to show your group the PowerPoint presentation, available at: <http://openspace.sfplanning.org>.

*“The Planning Department, the Mayor’s Office of Greening, and the Recreation and Parks Department have been working closely with other city agencies, as well as with our nonprofit partner, the Neighborhood Parks Council, to create an Open Space Framework for the City of San Francisco.*

*We are soliciting your participation and opinions about the future of open space in San Francisco to create an Open Space Framework. The Open Space Framework aims to provide all the elements needed to achieve San Francisco’s goal of a comprehensive open space network, one that is made up of local, citywide, regional, and even national destinations, and that provides space for people in every neighborhood to relax, recreate, and enjoy the natural beauty of our city on a daily basis.*

*The Open Space Framework will include three different components:*

- *The first will be a **Vision Map** for open space for San Francisco for the next 100 years – a broad outline of what the City’s ideal open space network would look like*
- *The second will be the City’s guiding policy document, a revised **Recreation and Open Space Element (ROSE)**, which is part of the General Plan and will guide open space development, acquisition, and priorities for the City of San Francisco for the next 25 years.*
- *The final component will be a short-term Action Plan – a set of five and ten year implementation programs, which include funding mechanisms.*



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*While the Open Space Framework cannot guide specific site acquisition or renovation, it will provide a roadmap for policy makers, City agencies, and our open space partners in setting overall citywide priorities for open space.”*

The websites [www.openspacesf.org](http://www.openspacesf.org) and <http://openspace.sfplanning.org> will give you additional information for your group orientation. If your group has questions that you are unable to address, please review the website for additional information. If you are still unable to answer the overview questions from your group, please log the questions in the *Open Space Exercise* Worksheet insert so that an Open Space Team representative can get back to you. You can also email [openspace@sfgov.org](mailto:openspace@sfgov.org) with your questions and we will get back to you as soon as possible.

### **Step 4: Purpose of this community input session**

**5 minutes**

Let your group know that you are conducting this input session in order to ensure that the opinions of your group are heard as part of the community engagement process for open space planning in San Francisco. Communicate with your group about the purpose for this community input session. This community engagement process seeks to:

- Raise awareness and create excitement about the value of open space to the life of your neighborhood.
- Invest participants in citywide open space planning.
- Engage participants in discussion of concerns and opportunities for existing and future open space in their communities.
- Encourage participants to serve as advocates for quality open space in the city.

### **Step 5: Mapping session (see map included in *Open Space Exercise*)**

**15 minutes**

For this part of the meeting, you will need to cluster your participants in groups of 5 to 10 so that everyone gets to participate. If necessary, recruit one facilitator for every group of 10 participants. If you choose to use facilitators, they should have instructions in advance if possible and should guide the discussion through the following steps.

As an introductory exercise, work with your group members to locate where they live on the “San Francisco Open Space Map” (included in the *Open Space Exercise*). Then have the group members mark their favorite open space(s) in San Francisco and also point out any possible opportunities for new open spaces in their neighborhood (directions how to do so can be found on the map). This activity will serve as a warm up for the small group discussion. Additionally, the purpose of this exercise is to document where we have received input from to ensure that we are reaching all parts of the city. If you are unable to locate specific places on the map, please write the names of the locations on the margins of the map or circle general areas. Due to the scale of the map, you do not have to identify the exact location.

While the participants are taking turns marking the map, have them also share their favorite open spaces from their neighborhood, the city, or places that they have visited. Ask them why these spaces are special and how they use them.



## Meeting the Open Space Challenges of the Future

For those of you with access to the Internet and ability to download materials, we have assembled a sampling of open space images from our city, and from around the world. These are only representational images and are not meant to be a comprehensive compilation. These images can be viewed in a slideshow downloaded from [www.openspacesf.org/slideshow](http://www.openspacesf.org/slideshow). You will need a laptop computer for the meeting if you would like to use the slideshow. Please show these images to your group during this time to inspire creative thinking and initiate a dialogue about open space in your community.

### **Step 6: Small group discussions**

**30 minutes**

#### *(1) Ground rules:*

State a few general guidelines in order to maximize everyone's ability to contribute to this discussion. For example:

- One person speaks at a time.
- No side conversations.
- Raise your hand.
- Every idea has merit; not here to debate.

#### *(2) Go over the Background and Description, Instructions, and Vision Map, located in the Open Space Exercise.*

#### *(3) Transition to the Worksheet insert included in the Open Space Exercise:*

Let participants know they will be sharing concerns and suggestions about the open space in their neighborhood, as well as generating ideas for new open space. When the discussion on a specific question is completed have the group's record their comments. Allow 5-10 minutes for each of the 4 sections.

- *Section A: Programming and Activation*
- *Section B: New Open Space*
- *Section C: Partnerships*
- *Section D: Priorities*

### **Step 7: Next steps and closing**

**5 minutes**

#### *Public surveys:*

Please let participants know that there is a survey available online. The survey is to gather input from community members who were unable to attend a Community Workshop. The survey is available at [www.openspacesf.org](http://www.openspacesf.org).

#### *Next steps:*

Share the following next steps with the full group:

- All the information collected will be submitted to the Open Space Team for incorporation into its documentation process.
- This information will be used to help the Open Space Team develop the draft recommendations for each planning area of the city.



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- These draft recommendations will be available for public comment in early Spring 2009.

### *Meeting closing:*

Convey thanks on behalf of Open Space Team to all the participants.

### **Step 8: Complete the *Open Space Exercise* (for meeting organizer only)**

The *Open Space Exercise* (map and worksheet insert) is set up to document information about your community group and the meeting you conducted, as well as the responses to each of the questions from your discussion.

Please return the following items in the enclosed envelope:

- **Completed *Open Space Exercise***
  - o **Completed “San Francisco Open Space Map”**
  - o **Completed Worksheet Insert**
- **Completed Sign-up sheet**

**Thank you for giving us your input on Open Space in San Francisco.  
*Let's Meet the Open Space Challenges of the Future Together!***