



# Thank you for offering to host this meeting!

The Lafayette Comprehensive Plan is about creating a shared vision and action plan for our future. Community members like you are critical to this process, and we welcome your willingness to contribute.

Your meeting will supplement the third Community Forum Series held May 14-15, 2013, giving residents who could not attend an opportunity to discuss the no plan (trend growth) scenario and three alternatives for the future. Your meeting, in addition to the open houses and follow up online survey, will help shape development of the preferred scenarios.

**We appreciate your help!**

By 2030, Lafayette Parish will add approximately 90,000 people (66,000 in the city of Lafayette and unincorporated areas) and over 20,000 jobs.



**Your decision today is about whether to continue on the current course - one without long-term planning or the ability to project and prioritize the cost of services to the parish, the city, and their taxpayers - or to take a different path.**

## MEETING IN A BOX CONTENTS

- LINK TO WEBSITE FOR MATERIALS TO DOWNLOAD
  - Scenario Overview presentation (download: [www.lafayettela.gov/ComprehensivePlan/ThePlan.asp](http://www.lafayettela.gov/ComprehensivePlan/ThePlan.asp))
  - Scenario Boards (download: [www.lafayettela.gov/ComprehensivePlan/ThePlan.asp](http://www.lafayettela.gov/ComprehensivePlan/ThePlan.asp))
- HOST INSTRUCTIONS
- SAMPLE INVITATION
- SIGN IN SHEET (separate document)
- VISION STATEMENT
- MEETING AGENDA/QUESTIONS FOR DISCUSSION
- GROUP PRIORITIES SHEET
- RETURN INSTRUCTIONS AND HOST FEEDBACK FORM

## HOST INSTRUCTIONS

**Please read this packet in full. Give yourself time to think about how you want your meeting to flow before it begins.**

**MEETING PURPOSE: To discuss, as a group...**

1. The current trend and direction Lafayette is headed without a plan.
2. Each of the scenarios and their pros and cons.
3. Priorities for future development.

**MEETING PURPOSE: To decide, as an individual...**

1. Your preferred (1st and 2nd choice) future growth scenario and priorities for development
2. How you would spend a capital budget on projects in Lafayette.

**TIME NEEDED: About 1 to 1.5 hours**

### **MATERIALS NEEDED:**

1. Scenario Overview Presentation (PDF can be downloaded at: <http://www.lafayettega.gov/ComprehensivePlan/ThePlan.asp>)
2. Scenario Boards (PDF can be downloaded at: <http://www.lafayettega.gov/ComprehensivePlan/ThePlan.asp>)
3. Computer (optional, for viewing materials on screen rather than printed)
4. Copies of Vision Statement (included in this packet)
5. Copies of Individual Response Sheet
6. Copy of Host Response Sheets
7. Several Pieces of Blank 8.5" x 11" Paper
8. Large Flat Surface / Table

**Here are the steps you will need to follow to conduct your meeting:**

### **1 INVITE.**

Identify 10-15 participants to invite to your meeting. (This is the best size for a small group discussion, but if you are comfortable, you can invite more people.) Send your meeting invitation (see p. 6) via e-mail or mail or call invitees.

**REQUIRED:** Download background materials from the website and encourage participants to review the scenario boards prior to the meeting: <http://www.lafayettega.gov/ComprehensivePlan/ThePlan.asp>.

### **2 REMIND.**

Call and/or e-mail the people you invited 1-2 days before the scheduled meeting.

### 3 SET UP.

Select a location where all participants can comfortably sit around a table. Have enough pens/pencils, paper, and other materials available. Decide if you want to print background materials in advance, or if you prefer to look at materials on screen with the group. Determine who will photograph meeting (optional) and bring a camera. Prepare light refreshments, if desired.

### 4 MANAGE.

These meetings are designed to encourage group conversation. If you are hosting a large meeting (more than 15 people), we suggest that you break into smaller groups of about 8-10 persons and ask for a note-taker/recorder and facilitator for each group. Breaking into small groups is not required, but it means people can join more fully in the conversation. Keep in mind, however, that very small groups may not result in a broad discussion or provide as much of a diversity of ideas. If you do break into groups, please name/number the groups and note this on the response sheets.

#### • **Group Discussion Rules**

Before the meeting, each facilitator should review a set of “ground rules” for the discussion (below).

1. Everyone should have an equal opportunity to talk and be present in the conversation.
2. Listen, be honest but avoid criticizing, and respect the time limits.
3. Keep an open mind and try to understand other viewpoints.
4. Be concise - express your ideas without making speeches.
5. Try not to interrupt the facilitator or other group members.
6. Avoid making things personal during the discussion.
7. Turn off the ringer on your cell phone!

### 5 FACILITATE.

Lead the discussion, making sure the meeting stays on topic and all questions included for discussion are answered. You are also a participant and can share your opinions as an equal member of the discussion, but sure everyone has a chance to express his/her opinion. Try to make the meeting relaxed and enjoyable for all participants. Make sure to take (or have someone take) some candid photos if you are photographing the meeting. The meeting consists of the following sections:

#### • **Welcome & Introductions (10 minutes)**

Take a few minutes at the beginning of the meeting for introductions, especially if people don't already know one another. Ask participants to tell something about themselves other than their name (e.g., their neighborhood, any affiliations, how they've been involved in the comprehensive plan to date) so that everyone gets a better sense of who is participating and why. Do not, however, spend too much time on this activity. Review the discussion “ground rules” and answer any questions about procedure before beginning the main activities.

#### • **Group discussion: Selecting your Preferred Future (+/-45 minutes)**

Discussing the trend scenario and future development alternatives should occupy the majority of the meeting time. Handout the individual feedback forms and suggest the group members take notes during the discussion.

The group activity is designed to allow Lafayette residents to work together to discuss the pros and cons of alternative “futures” different than the trend - alternatives that will move the community closer to the 2035 Vision. Start by reviewing and discussing with the group the Vision Statement. Feel free to highlight key sections that are meaningful or important to you. Review with your group the steps of the exercise and the key sections of the Scenario Overview Presentation:

- Planning Process Update
- Current Trends - Our Challenges
- Opportunities for the Future (Three Alternative Choices - Multi-Center, Balanced, Corridor)
- Next Steps

Allow time for the participants to review the presentation and/or scenario boards as needed.

## ACTIVITY QUESTIONS:

**Are we satisfied with the trend scenario? If not, select your preferred future development scenario.**

- 1. Review the Scenario Boards, which were on display during Community Forum #3 and are now available online at <http://www.lafayettela.gov/ComprehensivePlan/ThePlan.asp>. Looking at the different indicator results for each of the scenarios in Station 4, have each person from the group describe the 1 or 2 indicators that are most important to them and why.** Have each person go around the table and say a few things about their priorities for the future (e.g., more walkable development, less congestion, reduce spending on infrastructure).
- 2. Using the Scenario Overview Presentation and Scenario Boards as background, discuss as a group the alternatives scenario choices.** If they are comfortable, have each person tell the group about their preferred future scenario(s). Alternatively, have each member of the group say a few things they like and/or dislike about each scenario.
- 3. Review the money game board with the group. If it was up to you, would you make any changes to the type of projects that are funded in Lafayette?** Keep in mind that public infrastructure and capital projects are very expensive. Have each person tell the group about where they think the most money should be spent over the next 20 years.

**Have everyone fill out the individual worksheets after the discussion concludes and collect the materials. Don't forget to thank everyone for participating!**

## 6 RETURN.

After the meeting, begin preparing the Meeting in a Box for return. Collect all printed materials, including the group's scenario map and response sheets. Please recycle any unused materials.

Make sure each completed sheet and your alternative map includes your last name and date of the meeting.

Once everything is sorted, you are ready to pack up the meeting materials for return. Please include your host feedback form and a guest list with the package.

**Please return your response packet no later than June 10<sup>th</sup> to:**

705 W. University, Lafayette, LA 70506, President's Office from 8 a.m. to 5 p.m. (closed from 12-1 at lunch).

Any meeting photos that you took please send to: [CompPlan@LafayetteLA.gov](mailto:CompPlan@LafayetteLA.gov)

If you have any questions post-meeting questions, please contact Cathie Gilbert, (337) 291-8454.

**Thank you for hosting this Meeting-in-a-Box!**

# SAMPLE INVITATION

Use this template as a guide for your meeting invitations. You may want to include the language in e-mail invitations or even reproduce the template itself for invitations sent by mail.

## YOU'RE INVITED!

**WHAT: Meeting in a Box: Selecting your Preferred Future**

**WHEN:**

**WHERE:**

**Please RSVP by:** \_\_\_\_\_

**To:** \_\_\_\_\_

**Before the meeting, please review the Community Forum 3 Scenario Boards online at:**

<http://www.lafayettela.gov/ComprehensivePlan/ThePlan.asp>

**The Lafayette Comprehensive Plan will provide a long-term "roadmap" to guide the growth, development, and redevelopment of Lafayette.**

Lafayette Consolidated Government is seeking YOUR ideas about the future development pattern and mix of uses in Lafayette. We need you to be part of this process. Please join us to share your thoughts and ideas with other attendees and enjoy good company! We're looking forward to hearing from you!

**Visit the Lafayette Comprehensive Plan website for more information:**

[www.LafayetteLA.gov/ComprehensivePlan](http://www.LafayetteLA.gov/ComprehensivePlan)

**OR CONTACT:**

Cathie Gilbert, Planner  
Lafayette Consolidated Government

[cgilbert@LafayetteLA.gov](mailto:cgilbert@LafayetteLA.gov)

337.291.8454

# Lafayette Comprehensive Plan Vision Statement

In 2035, Lafayette is one of the nation's most exceptional communities, renowned for its rich Cajun and Creole heritage, its creative scene and culture of innovation, and its authentic *joie de vivre*. Fueled by its desirable quality of life, its highly educated workforce and the community's entrepreneurial spirit, Lafayette has attracted substantial investment and growth. **This growth has been managed and absorbed in a manner that allowed Lafayette to retain its small town neighborliness and unique way of life.**

The Lafayette Comprehensive Plan has galvanized the community and has guided our political leadership in their decision making, keeping us on track and making steady progress toward realizing our Vision. Through a bold collaboration and an on-going conversation among our engaged citizenry and our local government and institutional partners, we have realized our Vision by leveraging our assets, correcting shortcomings and balancing our priorities for what makes our community outstanding.



Images: Lafayette Convention & Visitors Commission

## Our People: A Vibrant Culture of Creativity, Innovation and Compassion

- We remain a **caring community** of families, friends and neighbors who bring a **can-do attitude** toward bettering the community through volunteer and faith-based initiatives.
- We are a national model for community-supported investments in **information technology, health innovation** and **green infrastructure**.
- We have a **vibrant cultural scene** that celebrates and treasures its local artists and performers, its many venues (museums, Cajundome, Parc International, Acadiana Center for the Arts), and our many festivals and celebrations.
- We are a **healthy, family-friendly** community who sees our **youth** as our most valuable asset: one worthy of investment in **quality education** and school facilities, recreation, healthcare, opportunities for civic engagement and a diverse array of challenging local employment choices.
- Our **retirees** make up an important and valued share of the population as natives remain in the community, drawn –as are non-natives– by the rich culture, and opportunities for an **active** and **engaged senior lifestyle**.

## Our Community: Its Character, Form and Function

- **Mobility** has been enhanced with improved **road network efficiency** and **connectivity**, expanded transit choices and bicycle and pedestrian friendly streets.
- We have raised the bar of expectations for **community aesthetics** and **development quality**, applied through innovative development standards and incentives, and revitalization and beautification initiatives.
- We have **updated** and **streamlined our codes** and **regulatory approval** processes to become more **transparent, predictable** and **user-friendly**.
- We have **managed growth** and development in a manner that conserves land and natural resources, is **fiscally sound**, and respectful of **private property rights**.
- We are a community of **safe neighborhoods** that provide expanded **housing** and **lifestyle choices** among **diverse urban, suburban and rural settings**.
- **Downtown Lafayette** is **activated** with new development of housing, retail and entertainment, supporting day and night-time **activity** and a true **urban lifestyle** –one with a **distinct flavor of Acadiana**.
- Our expanded network of **open spaces, parks and greenways** and trails provide quality recreational opportunities, enhancing both quality of life and property values, while promoting **healthful outdoor activity**.
- We recognize the value of our precious **natural resources** through initiatives to protect and promote public enjoyment of the Horse Farm, the Vermilion River and our bayou ecosystems.
- We have increased the **effectiveness of local governance** through improved operational efficiencies and bold **initiatives that address Parish-wide issues** and challenges, while ensuring that each municipality has an appropriate level of control over strictly local matters.



Image: Nahoko Miyake



Image: Sarah Life

## Our Economy: The Prosperity of our People

- We are home to major corporate employers, attracted by our highly **educated** and **motivated workforce**, our **information technology infrastructure** and our unique **quality of life**.
- We are home to locally-grown **entrepreneurs** and **small businesses** that proudly retain a progressive adaptation of the **"wildcatter" attitude** of independence and drive to succeed through **determination, creativity** and **innovation**.
- We have leveraged the University of Louisiana at Lafayette and our medical institutions to become a leading center for **R&D, technology** and **health innovation**.
- We have mobilized as a community in taking proactive measures to address pockets of **poverty and crime** by **expanding opportunities** for all to engage in civic affairs and to share in Lafayette's prosperity.
- We have improved our **workforce readiness** with partnerships to link educational curricula among our high schools, University of Louisiana at Lafayette and our technical and community colleges, to the skills needed by local businesses.
- We are **business-friendly** with fair and transparent codes and regulations, and incentives and capital improvement initiatives designed to **attract and guide** desired **private investment** and development.
- We have **reversed blight and obsolescence** with targeted initiatives to **restore, revitalize and rebuild** along older highway corridors, nodes and interstate gateways into the community.

# INDIVIDUAL WORKSHEET

## ACTIVITY QUESTIONS (circle your choice):

**1. Have you participated in the Comprehensive Plan process before (Community Forums in April or November 2012)?**

Yes

No

**2. Where do you live?**

*City of Lafayette*

*Unincorporated Areas*

*Other Municipality in the Parish*

*Other (please specify): \_\_\_\_\_*

**3. How would you describe the location where you live?**

*Downtown or Older Neighborhood Near Downtown*

*Suburban Neighborhood*

*Rural Community*

*Farm*

*Other*

By 2030, Lafayette's population will add approximately 66,000 people in 30,000 new households and over 20,000 jobs (in the city of Lafayette and unincorporated areas).

During several events held in November 2012, residents learned about this likely community future (which we call the "No Plan" or "Trend Growth" scenario) and then worked on imagining alternatives. Hundreds of ideas were distilled into three new scenarios which accommodate the same amount of growth, but do so in ways that reverse or mitigate the current trends and are more fiscally responsible.

Today is your chance to review the four "future Lafayettes" (no plan/trend and three alternatives) and to select the one in which you would prefer to live. Take a look at the 4 scenarios, their descriptions, and scoring results and then vote below (available for download from <http://www.lafayettega.gov/comprehensiveplan/>).

**4. Review the 4 alternative scenarios: No Plan (Trend Growth), Multi-Center Growth, Balanced Growth, and Corridors Growth and select your first choice:**

*No Plan (Trend Growth)*

*Multi-Center Growth*

*Balanced Growth*

*Corridors Growth*

**5. Now select your second choice scenario:**

*No Plan (Trend Growth)*

*Multi-Center Growth*

*Balanced Growth*

*Corridors Growth*

**6. To help us understand your preferences, please select your overall priorities for Future Development in Lafayette from the list below (circle your top two choices)?**

*More Mixed Use Development*

*Conserved Farmland and Open Space*

*More Redevelopment and Reuse of Existing Buildings and Sites*

*Improved Transit Access and Service*

*Better Bicycle and Pedestrian Connections*

*Lower Infrastructure and Service Costs*

*Other*

**7. Public buildings, streets, trails, bridges, and parks are examples of capital projects funded in Lafayette through a variety of sources - capital funds, bonds, federal and state grants, maintenance funds, etc.**

**Not including grant funding, over the last 6 years, Lafayette’s capital projects by percentage spent breaks down as follows:**

**Existing Allocation:**

	<b>Funding Allocation (Excluding Grants)</b>
Streets / Roads	62%
Public Buildings	15%
Drainage and Stormwater	10%
Bridges	6%
Parks	6%
Arts and Culture	0%
Sidewalks and Bike Trails	0.5%
Other (includes fencing, walls, erosion control and similar projects)	0.5%

**It’s your turn to decide how you would spend \$100 on projects in Lafayette! Use the boxes below to apportion the percentage of 100 you would like to see go to that type of project.**

**How would you spend \$100 on projects?**

 Streets / Roads \$_____	 Public Buildings \$_____
 Drainage / Stormwater \$_____	 Bridges \$_____
 Parks \$_____	 Arts and Culture \$_____
 Sidewalks / Bike Trails \$_____	 Other \$_____

Please let us know more about you so that we can ensure we are getting representation from all demographic and geographic groups within the Parish.

**8. How would you describe your race / ethnicity?**

*African American*

*American Indian*

*Asian American*

*Hispanic / Latino*

*White / Caucasian*

*Other*

**9. What is your age?**

*Under 19*

*19-24*

*25-34*

*35-44*

*45-64*

*65-74*

*75 or older*

**10. What is the highest level of education you have completed?**

*Some High School*

*High School Graduate*

*Some College*

*Associates Degree*

*Bachelors Degree*

*Some Graduate School*

*Graduate / Professional Degree*

*Other*

# RETURN INSTRUCTIONS

## 1 COLLECT MATERIALS.

Gather all individual worksheet(s), the host demographic summary and feedback form, and any notes.

## 2 ENTER MEETING ID CODE.

Assign a code to your meeting following the instructions below. Enter this code into the appropriate boxes on the group worksheet(s) and priority worksheets.

## 3 PACKAGE & RETURN.

Package all materials together and return to the address below, either dropping off materials or by mail. Please include a list of meeting attendees.

### CREATING A MEETING ID CODE

The code box will look like this:

**Your Last Name / Date**

Enter this code in the upper-right corner box of all the worksheets.

### RETURN ADDRESS

Please return all Lafayette Comprehensive Plan Meeting in a Box items no later than  
**Monday, June 10<sup>th</sup>** to:

President's Office  
Lafayette Consolidated Government  
705 W. University  
Lafayette, LA 70506  
(Open 8 a.m. to 5 p.m. / closed 12-1 for lunch)

There will be additional opportunities to participate throughout the planning process. **If you have any questions about return procedures or would like to sign up to receive email updates, please contact: Cathie Gilbert: [CompPlan@LafayetteLa.gov](mailto:CompPlan@LafayetteLa.gov)**

# HOST - DEMOGRAPHIC SUMMARY

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Meeting ID (Last Name / Date)

Please collect and total the demographic information participants provided below:

## QUESTION

## TOTAL RESPONSES

### How would you describe your race / ethnicity?

*African American*

Total \_\_\_\_\_

*American Indian*

Total \_\_\_\_\_

*Asian American*

Total \_\_\_\_\_

*Hispanic / Latino*

Total \_\_\_\_\_

*White / Caucasian*

Total \_\_\_\_\_

*Other*

Total \_\_\_\_\_

### 9. What is your age?

*Under 19*

Total \_\_\_\_\_

*19-24*

Total \_\_\_\_\_

*25-34*

Total \_\_\_\_\_

*35-44*

Total \_\_\_\_\_

*45-64*

Total \_\_\_\_\_

*65-74*

Total \_\_\_\_\_

*75 or older*

Total \_\_\_\_\_

### 10. What is the highest level of education you have completed?

*Some High School*

Total \_\_\_\_\_

*High School Graduate*

Total \_\_\_\_\_

*Some College*

Total \_\_\_\_\_

*Associates Degree*

Total \_\_\_\_\_

*Bachelors Degree*

Total \_\_\_\_\_

*Some Graduate School*

Total \_\_\_\_\_

*Graduate / Professional Degree*

Total \_\_\_\_\_

*Other*

Total \_\_\_\_\_

# HOST FEEDBACK FORM

**What did you think about Meeting in a Box?  
We need your feedback to help us improve this outreach method.**

**1 How useful is the Meeting in a Box concept for broadening the range of public input? Please rate its effectiveness on a scale of 1 – 10.**

1            2            3            4            5            6            7            8            9            10  
Very Poor                      Poor                      Neutral                      Good                      Excellent

**2 Were the Meeting in a Box materials easy to understand and use?**

Very Poor            Poor            Acceptable            Good            Very Good

**3 How should we improve Meeting in a Box?**

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**4 Please rate the following aspects of your meeting:**

	Poor				Excellent
Overall	1	2	3	4	5
Participant engagement	1	2	3	4	5
Quality of group discussion(s)	1	2	3	4	5
Group satisfaction with outcomes	1	2	3	4	5

**5 Would you host a Meeting in a Box event again?**            Yes            No

If "No," why not? \_\_\_\_\_

**6 Would you recommend Meeting in a Box to others?**            Yes            No

**7 Do you plan to attend future Lafayette Comprehensive Plan events?**                      Yes            No

**8 Any additional comments?** \_\_\_\_\_

**TURN SHEET OVER TO PROVIDE ADDITIONAL COMMENTS**

