I. Project Background

The Raleigh Parks and Recreation Department has purchased XX acres on Forestville Road in eastern Raleigh for a future neighborhood park. As part of our stewardship of this property, and to help inform a future citizen-led master plan for the site, the Department is conducting a site-specific System Integration Plan, commonly referred to as the SIP. The intent of the SIP is to inventory the natural and cultural resources of the site, document current site conditions, verify any property restrictions and special intent for the future park, propose interim management actions, and initiate contact with immediate neighbors or other stakeholders. **It is not intended to decide any future use, or decide what elements will be included in a future master plan.**

The citizen volunteer Parks, Recreation and Greenway Advisory Board (PRGAB) is charged by City Council with oversight of the SIP. As a final step before the PRGAB recommends adoption of the Forestville Road Future Park SIP by City Council, they will invite additional public comment on the Draft SIP. These comments will be forward to City Council.

**Project Schedule:** The Department’s Land Stewardship Coordinator has been inventorying the site over the last six months, has interviewed some key stakeholders, and has prepared a Draft SIP. The public review phase, of which this meeting is a key part, is planned for [month] through [month], and is expected to be included in a PRGAB meeting agenda in [month]. The PRGAB meetings are open to the public and held the third Thursday of nearly each month at 5:30. The Project Manager can be contacted for verification of this opportunity to provide comment directly to the PRGAB.

II. How will this meeting work?

This Open House is an opportunity for the Parks and Recreation staff and the PRGAB to introduce you to the site and the SIP and to get consult with the general public in the area that the Forestville Road Future Park is expected to serve. This Open House is offered at the Marsh Creek Community Center.
because it is the closest Department facility to the site, and the regular meeting location for the NE Citizens Advisory Council. Early in the process, Open House meetings are effective for informing the public about the project, and to help citizens and staff learn who is interested in the project.

An open house has no strict time frame. People can drop in at any time during the open house to look at materials describing the project, talk one on one with staff members, and provide feedback about the project. At this open house, there will be two stations around the room with information for participants to view. Staff will make brief introductory presentations **ON THE HOUR**. Participants can provide feedback by writing on cards or paper provided to them, and/or telling staff their concerns or ideas. Staff will then write those concerns or ideas for them. It is important to make sure that feedback is recorded, otherwise it may be forgotten. Members of the PRGAB that are familiar with both the site and the SIP process will be in attendance, and will be available for questions.

You can keep informed about this project, including the results of this meeting, by visiting the Raleigh Parks and Recreation web site at [www.raleighnc.gov/parkplan](http://www.raleighnc.gov/parkplan) and selecting “My Raleigh Subscriptions” in the top right corner, then select FORESTVILLE RD SIP. Alternatively, provide any staff with your contact information at the meeting or thorough the Project Manger contact information above.

### III. How can I make my participation count?

Staff wants to hear and understand your ideas, and address as many of the ideas expressed by citizens in the planning process as possible. These tips below will help you to clearly express your ideas to staff and other participants, and to understand the issues of concern to other participants. Understanding each other’s concerns and ideas helps everyone to voice solutions to meet multiple community needs.

**Communication Tips**

- **Talking about why** you want something in addition to **what** you want makes it easier for others to understand your concerns and brainstorm solutions to meet your needs
  - Example- “I’m concerned basketball courts will use lighting that is obtrusive at night.” is more informative than “no basketball courts!”
- **Listen to and understand others as they express their concerns or ideas**
- **When writing your concerns, write in full sentences using a verb and a noun**
  - Example- “Children make a lot of noise when playing” makes more sense than “Noise”
- **Respect the different views of others**
- **Share information with participants and staff**
  - provide names of other citizens who should be involved (particularly from under-represented groups)
  - provide references for technical information to help others to verify data
  - no reference? That’s okay- all information is relevant. When in doubt, share it.
- **All questions are valid**
  - Ask for clarification If you don’t understand what has been presented or said
Getting Involved in Raleigh Parks Planning – Information Exchange Pathway

- Ask how to stay informed, timelines and deadlines for providing feedback
- There are ways to ask questions that result in more informative answers
  - “How, what, why” can result in much more information than yes/no questions
  - Leading questions can leave others feeling defensive or embarrassed. If you already know the answer, a statement rather than a question is more effective.

Meeting attendance tips:

- Attend as many meetings as you can- this helps to keep you informed about changes and new proposals, and to respond to them
- Too busy to attend all meetings? Ask to sign up for project listserves or mailing lists.
- Consider working with neighbors with similar concerns or organized groups
  - take turns attending meetings
  - update each other in-between meetings
  - explain whether you are speaking for yourself or if you are authorized by your group to speak on their behalf
- If meeting times and locations prevent you from attending, share with staff other times and locations that would allow you to attend.

IV. Public Participation for Parks and Greenway Facilities

In 2012 the City of Raleigh Department of Parks and Recreation committed to following universally accepted public participation principles for helping staff to seek inclusive solutions to meet multiple interests of various stakeholders. The following suite of documents provides more information about the Public Participation Policy and principles behind it.

Public Participation Policy for Park Planning: Describes the roles and responsibilities of Raleigh citizens and the Raleigh Parks in working in concert to plan, design, and develop greenways and recreation facilities

Public Participation Guidelines for Park Planning: describes best practices, operating procedures, and roles and responsibilities for specific process formats and procedures

Raleigh Parks and Recreation Staff Manual: establishes procedures for the Department of Parks and Recreation staff to follow