

Meeting Notes
Silver Saddle Ranch
Planning/Design Charrette Meeting
August 16, 2007
2:00-5:00 p.m.
Location:
Carson City Parks & Recreation Dept.
3303 Butti Way, Building #9
Carson City, NV

Desired outcomes:

- Identify SSR action plan priorities for coming year
- Organize charrette planning, including:
 - Define a process for developing a planning framework (goals, objectives)
 - Conduct preliminary stakeholder analysis

1. Introductions/Overview of agenda and desired outcomes (5 min.)-RTCA

2. Review of July 12 meeting (10 min.)-RTCA

The group reviewed the meeting notes from July and the status of follow-up items. Outstanding follow-up includes:

- City input on the one-year action plan for the Cooperative Management Agreement
- Once action plan completed, the group will identify priorities
- National Park Service (Anne Dove) is still working on compiling the key vision, goal and objective statements from the various plans for the charrette area.

3. Update on Federal Lands Bill (15 min.)- Carson City

There was no update on the Federal Lands Bill.

4. Discuss priorities for one-year action plan (45 min.)-Group

This item was deferred to a later date.

5. Discuss charrette planning framework (including potential public involvement)(40 min.)

The group reviewed the draft charrette overview document (attached as a separate document, file name "*charrette statement.doc*") that was developed as a follow-up to the July meeting and provided the following comments by section of document:

General comments

- Who is the audience for this document? The community? General audience?
- Consider organizing the charrette around themes such as river, habitat, etc.
- Integrate existing plans. Identify where updates are needed.
- Identify existing conflicts between the plans, as well as a gap analysis. Identify what's been implemented.
- Sustainability of river/natural resources should be the top priority, otherwise the other goals do not matter. Identify where on the river it is suitable for different

uses.

- Identify the status of each project. For example, Morgan Mill is far along for the aquatic trail.
- Where there are conflicts between the plans, frame the charrette as, "an opportunity to create a broader, uniform vision" and a chance to look at integration of plans/sites
- Check to see if the City can develop an updated map that shows the new charrette area. It appears that the existing base map used for the "Proposed Silver Saddle Ranch Regional Park" includes most of the area needed, but it would need to extend a little more to the north and south of SSR.
- We need to identify what analysis will be needed to guide decision-making
- In framing the need for the charrette, it is useful to note that the federal lands bill and the acquisition of the Anderson-Jarrard properties are key precipitating events.

Scope of the Charrette

- Add "Silver Saddle Ranch" to list of sites included under
- Substitute "Anderson-Jarrard..." with "Lands pending acquisition"
- Remove the bullet "The "South of the Dam" properties

Desired Outcomes

- Add "better integration of planning and management"

The group also identified a few other key plans/studies that should be integrated into the analysis of the charrette area. These include an assessment of the Carson River which is being funded by BLM that will identify the restoration potential for each river reach. This document is almost completed. It was also noted that The Nature Conservancy is developing a Conservation Area Plan (CAP) for the area that is also almost complete.

6. Develop a stakeholder analysis (40 min.)

The group discussed the purpose of analyzing the range of stakeholders for the area and potential categories. In general, there were three categories identified:

- Primary stakeholders (those with a strong influence over the outcomes of the project and those who will be strongly impacted by the outcomes)
- Secondary stakeholders (high level of interest in outcomes)
- General (other, general public, etc.)

Following this discussion, the group developed a list of area stakeholders (*Attachment A: Stakeholder Brainstorm*). This information will be integrated into a worksheet to further identify their likely interest(s) in the project, the level at which they should be engaged in the charrette process and strategies for how and when to engage them (attached as a separate document, file name "*Stakeholders.xls*").

7. Next steps (10 min.)-Group

- Anne Dove will prepare and distribute meeting notes
- Continue to obtain input on the one-year action plan for the Cooperative Management Agreement (send to Dan Jacquet at BLM)
- Anne Dove to complete compilation of visions, goals, objectives from relevant planning documents

- The next meeting was originally scheduled for September 19, but will be rescheduled due to a conflict. Information on a new meeting date will be sent out separately.

Meeting Participants 8/16/07

Name	Organization	Phone	E-mail
Anne Dove	National Park Service, RTCA	323-441-9307	Anne_dove@nps.gov
Larry French	Friends of Silver Saddle Ranch	267-4480	Redtail25@netzero.com
Dan Jacquet	BLM	885-6116	djacquet@nv.blm.gov
Kathryn Keever	Friends of Silver Saddle Ranch	882-6585	mkkeever@gbis.com
Linda Kelly	BLM	885-6118	Linda_kelly@nv.blm.gov
Nancy Santos	Friends of Silver Saddle Ranch	884-1570	nancyfossr@att.net
Mary Stanley	Friends of Silver Saddle Ranch	841-5091	Mstanley42@charter.net

Attachment A: Stakeholder Brainstorm

- Friends of Silver Saddle Ranch
- Bureau of Land Management (BLM)
- Carson City
- Carson City Convention and Visitors Bureau
- Pinyon Hills Community
- Nevada Commission on Tourism
- Riverview Community
- Buzzy Ranch Committee
- New Empire Ranch Community
- Carson City Parks and Recreation Commission
- Mexican Dam Community
- Carson River Advisory Committee
- Miscellaneous homeowners
- Nevada Department of Cultural Affairs
- Koontz/Clearview/Snyder Community
- Middle Carson Conservation District
- Carson Water Subconservancy Committee
- Washoe Tribe
- Indian Commission
- Nevada Department of Wildlife
- Nevada Division of Environmental Protection
- Jim Eider
- Great Basin Bird Observ.
- The Nature Conservancy
- Lahontan Audubon
- Sierra Club
- Nevada Lands Conservancy
- Kiwanis
- Carson City Equestrian Alliance
- Tahoe Mountain Milers
- Sagebrush Stompers
- Pine Nut Trails
- Muscle Powered
- Grow Garden Club
- Carson City Cultural Commission
- Nevada State Archivist
- Carson City Chamber of Commerce
- River Wranglers
- Natural Resources Conservation Service (Dan Kafer)
- Carson River Coalition
- Carson City School District (Julie Koop)
- Clear Creek?
- WNC
- Foundation 36 (Bill Walton)
- University Cooperative Extension (4H)
- Carson Valley Trails

- Western Folklife Center
- National Wildlife Federation (NV)
- Tractor Club (Wendell Newman)
- Don Saxton (Antiques)
- Nevada Conservation Corps
- Northern Nevada Railway Foundation
- Children's Museum
- Great Basin Institute
- Carson-Tahoe Regional Medical Center
- Senior Center
- Carson City Regional Transportation (JAC)
- Fly fishing club
- Carson City Wildlife Commission
- Nevada Humanities
- Nevada Council on Arts
- Emergency services
- Operations and maintenance

Categories:

- Government (federal, state, regional, local)
- Neighborhood communities
- Non-governmental organizations (NGOs: natural resources, cultural resources, recreation)
- Education
- Youth
- Business (tourism, recreation, feed store)



COMMUNITY
TOOL BOX

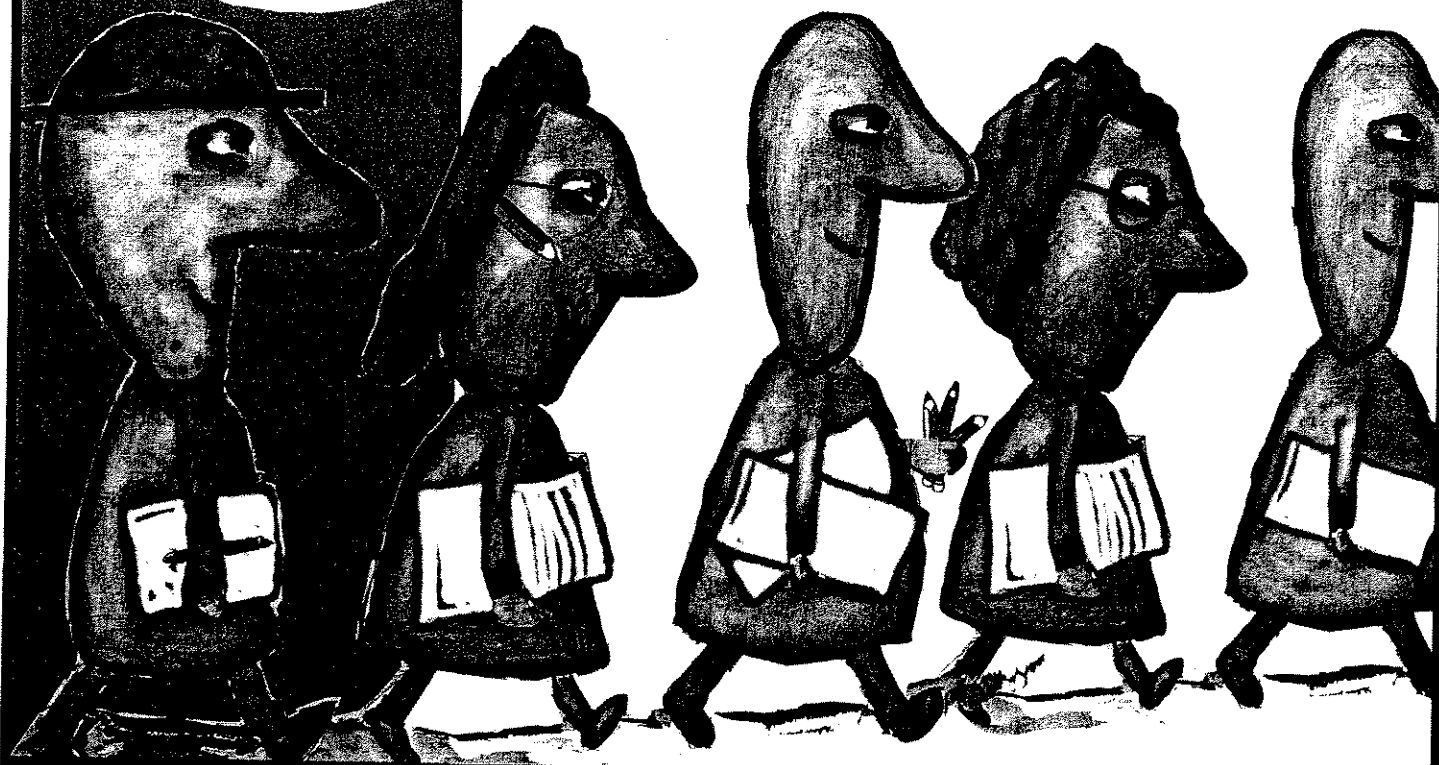
Charettes
Intensive brainstorming sessions where volunteer participants sketch and illustrate their ideas for planning and design solutions and present them to the community.

Charettes

WHAT WE'VE FOUND

Charettes generate tremendous energy. They bring together professionals who are experts in their fields creating strong partnerships among organizations and special interests. Most importantly this type of event can give community members the chance to see comprehensive plans and designs for an area.

Make no mistake, charettes take a lot of work to organize and orchestrate but we feel the effort is well worth the result. It can give a project a terrific jump-start to completion.





Just the Facts

Charettes bring together experts in the field to develop ideas on how to improve a community's natural and/or cultural resource. The outputs of their efforts are maps and designs that offer solutions to such issues as preservation, access and use, interpretation, development, etc.

Charettes can involve a few or many people; they can last a couple hours or extend over several days. It all depends upon the area, the resource, the purpose and goals for the charette and people's interest. An example charette schedule is participants gathering on a Friday, touring the area, and hearing presentations from local experts and citizens. On Saturday, participants are divided into teams each assigned physical design, interpretation, or other relevant topics. Their assignment is to create plans, detail and section drawings, and perspective sketches. Later that night, or the next day, participants present their recommendations to each other and community members.

While only a few people might do the actual work, one of the biggest keys to producing a successful charette is to inform and engage as many people as possible in the community before, during and after the event. Charettes can be a key public involvement tool.

How to Do it

1. Select and Recruit a Core Charette Planning Team

This committee is ultimately responsible for the entire event and does most of the lead and follow-up work. The planning team should be small (5-7 members) and comprised of representatives from community organizations, agencies, and professional societies. If possible, include key project proponent(s).

The planning team will share the workload by organizing sub-committees and recruiting additional volunteers. Sub-committees and ad hoc volunteers can work on a variety of tasks such as: food committee; transportation and housing (for people coming in from out of town); promotion and fundraising (e.g., raffle, door prizes, etc.); set-up and clean up; newsletters and publicity; research and preparation of background materials for charette participants; and contact database list maintenance (names, addresses, etc.).

2. Develop a 'Vision and Desired Outcomes' Statement

This is the planning team's first job. Using a consensus process will help the team understand the products and outcomes the group wants to get from the charette. The statement will drive all decision making related to planning the charette.

3. Plan the Charette Structure and Schedule

Prepare an hourly schedule for how the actual charette will occur from beginning to end. This will require the planning team to clearly think about the structure of the event (i.e., number of teams and their individual or collective assignments) and to think through the details about the sequence of events and steps participants will go through.

4. Develop a Timeline and Task List

Choose a date for the charette (approximately 3-5 months ahead) and then prepare a timeline targeting dates to accomplish key tasks.

5. Establish a Budget

Prepare a budget showing various partner contributions, projected expenses, fund-raising needs, etc.

6. Choose Location and Facility

Typically the best facilities include a large meeting space, smaller breakout rooms, and a kitchen or food service area. The space should be secure and should be available for extended hours (early in the morning until late at night).

7. Identify Charette Participants and Begin Recruiting

Prepare a list of the desired skills for the participants. Examples include: landscape architects; planners; transportation engineers; park and recreation managers; natural and cultural resource experts; local government officials; business and industry leaders; schoolteachers; students; and nonprofit organizations. Decide on the optimal number and begin to identify actual people to match each category. Then start inviting them to participate in the charette. Seek diversity in your selection process (i.e., women, men, youth, seniors, ethnic groups, etc.).

8. Implement a Publicity and Community Outreach Strategy

Prior to the event, consider preparing press releases, surveys, newsletters, displays, and mass mailings. When the charette actually occurs, plan for two public meetings: when the charette participants are first convened and when charette participants present their completed work. In order to increase attendance at the final meeting, consider giving out door prizes or holding a raffle. Also consider planning and organizing parallel and supporting activities to

occur simultaneously with the charette, like bike rodeos, tree plantings, or clean-ups.

9. Prepare Orientation Packets for Charette Participants

A couple of weeks prior to the event, organize and mail an orientation packet to each charette participant. Included in the orientation packets should be the following: cover letter; background information on the project and goals; information on natural and cultural resources in the area, recreation opportunities, and issues participants should be aware of; historical photos; museum/archive references; aerial photographs; local and regional maps; summary and results of community survey; program information and brochures; agenda and schedule; complimentary raffle ticket and/or other trinket; participant list (with address, phone and email); and copies of advance publicity (newsletters, articles, etc.).

10. Gather Supplies

Prepare a list of needed supplies and make assignments for collection. Label loaned materials with owners name to assure they get returned. Solicit donations from local businesses for goods, services, and funds.

11. Plan the Closing Public Presentation

Provide detailed instructions, supplies and materials to the charette teams regarding how to prepare for the closing public presentation. Build in opportunities for public comment and feedback on the design ideas/presentations, acknowledge and thank sponsors and volunteers, celebrate afterwards with food (cake, coffee, etc.).

12. Take Lots of Pictures

Assign someone the responsibility of official photographer for the event including good close-up photos of the final display boards and panels.

13. Have Fun and Enjoy the Creative Energy!

Use It If...

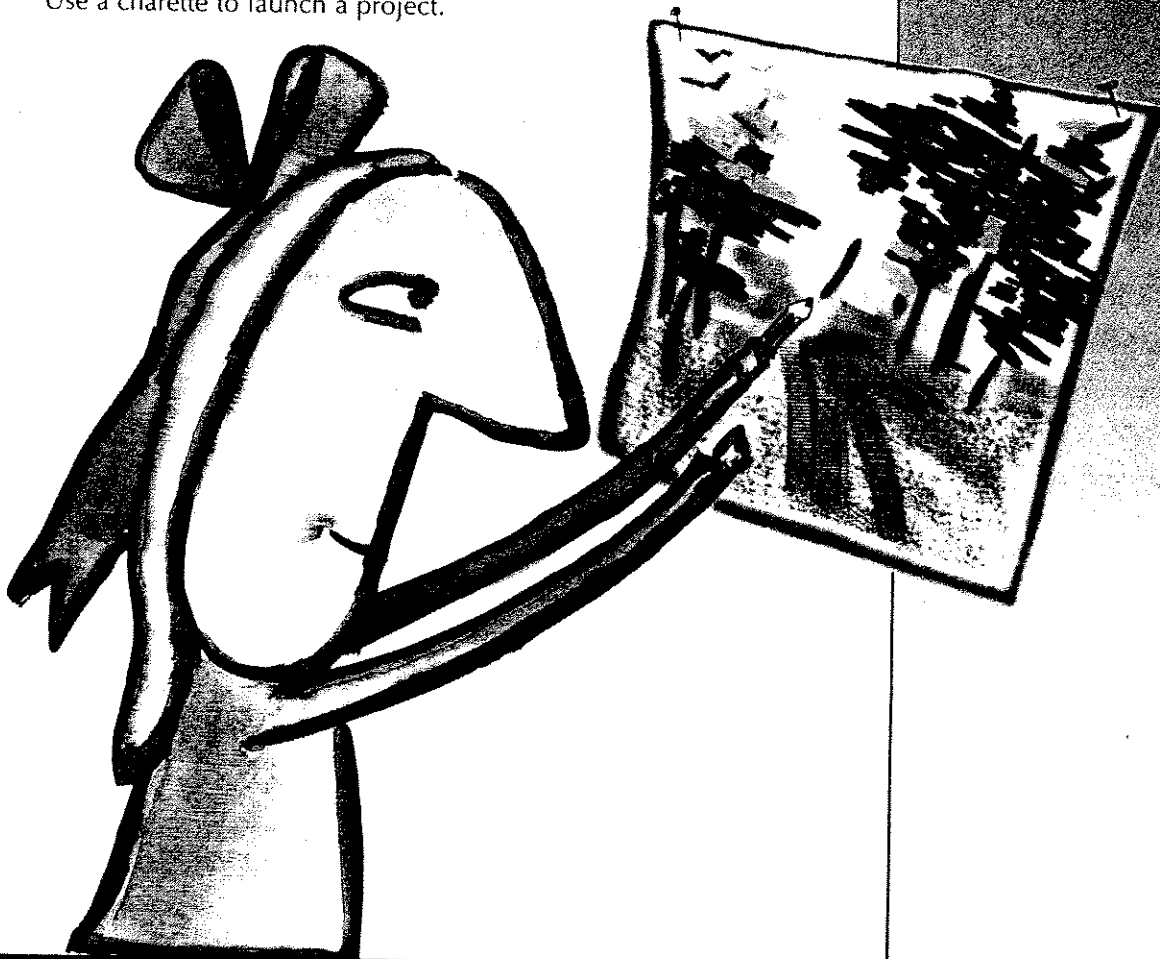
- You want to quickly generate illustrated design ideas in a cooperative, creative and open atmosphere.
- You want to energize a constituency. The creative design process helps people visualize possibilities and expand their thinking and commitment to a resource.
- You are trying to draw a lot of attention to a resource and its value in the community.

Forget It If...

- You don't have a committed pool of volunteers to organize the event or if you cannot recruit skilled professionals to participate.
- You have yet to define your project. You need a project statement that clearly explains the project and identifies stakeholders in order to give a charrette structure.

Timing is Everything

Use a charrette to launch a project.



RIVERS & TRAILS
P R O G R A M

FOR MORE INFORMATION
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