



on the table.[®]
Your voice matters.



**MIDDLEBURY
DOWNTOWN MASTER PLAN**



MAKING A PLACE FOR EVERYONE



Your Voice Matters

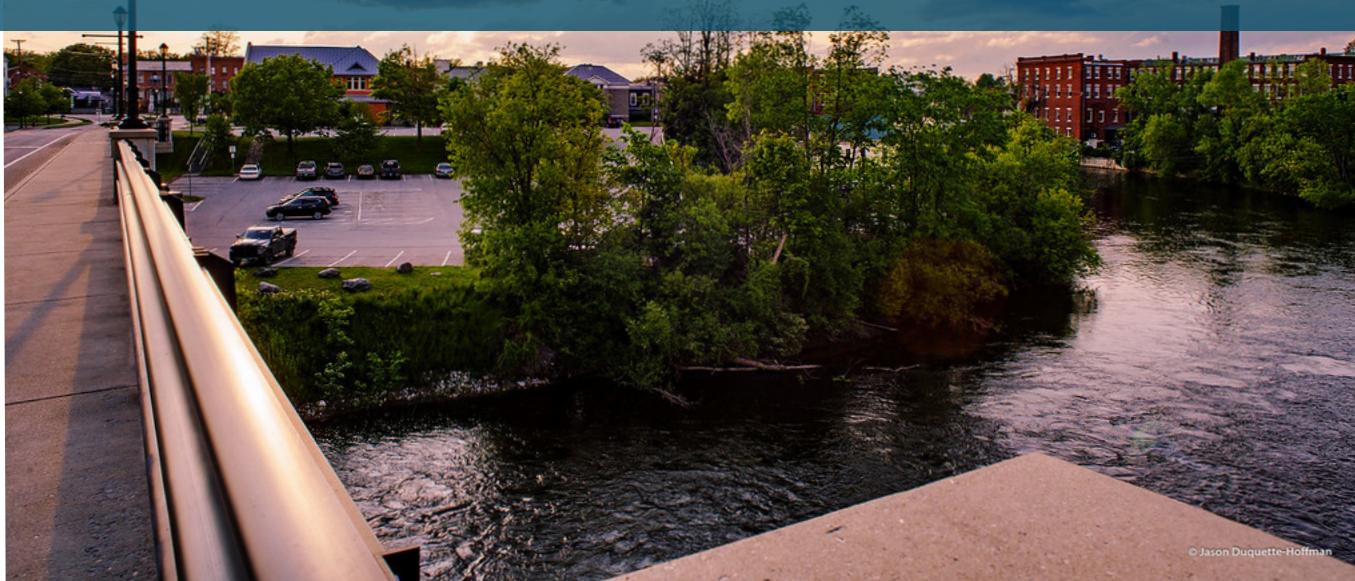
In Middlebury, we know big ideas can spring from small conversations and people invest in what they help create. When we come together as a community to listen to and learn from each other, we have the power to impact both neighborhoods and lives.

That's what On the Table is all about.



Downtown Master Plan

You are invited to join the planning process about the future of downtown. This On The Table process will be used to create the Middlebury Downtown Master Plan. We look forward to engaging with you throughout the process in conversations about the future of Downtown. A schedule of our Planapalooza event is shown on the next page.



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THURS.
Nov. 7th

TO

MON.
Nov. 11th

WHAT'S A PLANAPALOOZA™ ?

\plan-uh-puh-loo-zuh\ n.

A Planapalooza™ is an intense, participatory design, and public input process where you are invited to work directly with your neighbors, fellow business owners and a multidisciplinary consulting team. The entire process is open to the public. So please join us as we work together to prepare a Downtown Master Plan that will protect and enhance Middlebury and set a clear vision for the future.

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SCHEDULE FOR PLANAPALOOZA™

THURSDAY NOV. 7TH

6:00pm–8:00pm – Opening Presentation

Municipal Offices– 77 Main St, Middlebury, VT 05753

FRIDAY NOV. 8TH

9:00am–10:00am – Stormwater focus group meeting (public) **Location** – Bundle, 51 Main St

10:30am–11:30am – Multimodal Transportation focus group meeting (public) **Location** – Bundle, 51 Main St

SATURDAY NOV. 9TH

10:00am–11:00am – Sustainability/Resiliency focus group meeting (public) **Location** – Bundle, 51 Main St

5:30pm–7:00pm – Public Pin-Up & Review Presentation
Location – Bundle, 51 Main St

MONDAY NOV. 11TH

6:00pm–7:30pm – Closing Presentation

Town Hall Theater – 68 S Pleasant St, Middlebury, VT 05753

OPEN STUDIO (OPEN TO PUBLIC)

November 8th 12:30pm–7:30pm

November 9th– 10th 9:00am–7:30pm

November 11th 9:00am–12:30pm

Location – Bundle, 51 Main St

About On the Table

Thanks for hosting a conversation using Middlebury's On the Table tool. You'll be part of an exciting, town-wide initiative to discuss what's great about our community and ways to make it even better!

On the Table is an opportunity to gather around a table with friends, neighbors, colleagues, and maybe even a few people you are meeting for the first time to talk about the issues, big and small, that impact quality of life for us all. When we talk about our experiences and listen to others, we connect and learn about what matters to all of us.

On the Table invites residents and business owners of Middlebury to come together to talk, collaborate, be involved in the issues facing our community. The issues we face today aren't often solved with quick fixes. Progress will be made when residents, organizations, businesses, and government work together.

All the results documented during On The Table neighbor conversations will be reviewed and incorporated into the Downtown Master Planning process. It is also an opportunity for you to have meaningful conversations on your own schedule, in your own spaces, with people you know. These conversations often lead to something larger.

We've set the table... what happens next is up to you!



Let's Get Started

Planning Your Conversation

On the Table is designed for a casual settings. Your meeting could take place as a conversation over morning coffee, in your workplace lunchroom, after church or with neighbors at your home! Start your own coffee klatch! If possible, schedule it for a time before the Planapalooza™ begins Nov. 7. You can also hold a meeting any other time between now and December 31st.

1. Plan Your Conversation

Consider whether you want a theme for your discussion; perhaps there is a particular topic related to Downtown that you'd like to explore. Review the suggested conversation prompts on page 7 and decide which questions, if any, you would like to use.

2. Invite Your Guests

The invite list is up to you. Here are a few suggestions:

- Start with a few people you know—friends, family, colleagues, and neighbors—then expand your circle.
- Ask your guests to bring a friend or invite people from your network who don't already know each other. Introduce new voices to others.
- Consider expanding your reach by co-hosting your table with a local church or nonprofit.

- Six to 12 guests per table is ideal for everyone at the table to have a chance to speak and be heard. If you want to host a larger gathering, consider breaking into smaller groups and allowing time for each group to discuss and report back to everyone.
- Free online tools like Eventbrite or Facebook Events are useful for managing RSVPs, connecting with guests, and sharing information about your event.
- Consider asking your guests to ponder this question before they attend: "What will we do to create a stronger Downtown?"

3. Promote Your Conversation

The Middlebury Downtown Master Plan is on Facebook! Feel free to copy our logo and use it on social media, text messages, or emails to your invited guests. Before, during, and after your conversation, you and your guests can share ideas, plans, and connections you make on the project Facebook Page!



Tips for Productive Conversa-

General tips:

First, to help get your conversation started, we've provided a list of sample conversation starters. These prompts are very open ended, so feel free to add prompts of your own. Try to encourage your guests to think creatively and reflect on possibilities, rather than spend too much time talking about already-identified challenges.

Second, consider the conversation as a journey. Every guest's ideas and stories are important, so try to let people talk while giving everyone a chance to be heard. On the Table conversations should provide an opportunity for all participants to reflect on what we value most, consider choices and tradeoffs, and explore new ideas.

Third, try to encourage your guests to start to plan positive steps forward. The process will benefit from everyone's idea on how to take action to improve Downtown.

Take Notes!

The Middlebury Downtown Master Plan Team will showcase what emerges from On the Table conversations to inspire collaboration and move the process forward. After your meeting, please deliver your notes to Jennifer Murray, Town Planner jmurray@townofmiddlebury.org who will collect and compile responses.

Do's and Dont's

:

DO

- Ask guests to sign a sign-in sheet with their full names and email addresses.
- Encourage everyone to participate. You may want to ask guests to introduce themselves or consider beginning the conversation with time earmarked for an ice-breaker activity.
- In addition to notes, consider taking photos and video clips to chronicle the experience. Send to jmurray@townofmiddlebury.org and consider sharing on our Facebook page!
- Invite guests to follow-up and expand on ideas.

DON'T

- Manage the conversation too tightly. Let it flow freely and give participants space to talk.
- Dismiss any person's comments or ideas.
- Don't encourage arguments or unproductive debates. If the conversation is stuck in a negative place, see if you can dig for suggested solutions.
- And please don't be afraid to ask if you have questions! Remember to have fun!

Conversation Starters

To help start your conversation, we've compiled a list of sample conversation prompts. There's no need to start with the first question or to take them in order.

1. What brought you to the table?
2. What would you say if you were promoting Middlebury to a friend who might want to move here? What do we do well? How can we use those things to strengthen our community?
3. What are your hopes for Downtown Middlebury, both presently and in the long-term?
4. What are the top needs of the Downtown area? How can we individually or collectively address those needs?
5. Let's choose a problem facing Downtown and discuss how we would solve it.
7. Who, not at this table, is critical to making positive changes Downtown? How can we connect with them to create change?
8. How can we use these conversations to bring colleagues, friends, and neighbors together to lead change and create a more generous, vibrant, and engaged region? What should we do next?



Wrapping Up

After Your Conversation

In today's world, the act of coming together has never been more important. Talking – and listening – to our neighbors is an important first step toward creating a more connected and engaged community.

Share What Happened

We'd like to know the outcomes of your discussion and showcase conversations during the Middlebury Downtown Master Plan process. Please share your success stories, challenges, and ideas with us:

- Post a comment, photo or video on Facebook at @MiddPlanning.
- Email your meeting notes to JMurray@TownOfMiddlebury.org or drop them off to Jennifer in the Planning Office.
- After the Planapalooza the consultant will be going back and incorporating the broader feedback in the New Year.

Thank Your Guests

A day or two after your discussion is over, thank your guests for attending your conversation and send them the survey link.

Thank you for participating in On the Table. Your conversation is just the beginning!



Host Notes

Use this page to jot down a few ideas you want to share from your table.

What are the most important things discussed at your table?

What are your group's big ideas?

Notes:



Snap a pic!

Share on Facebook, on the [Middlebury Downtown Master Plan page!](#)

