



On the Table

Your Voice Matters



HOST TOOLKIT

City of Annapolis

Annapolitans are proud of their city and their neighborhoods and recognize that each of the neighborhoods in Annapolis has a distinct character created by the mixture of land uses, the built environment, and public spaces.

Over the course of its 300 years, the City of Annapolis has established a character and heritage that is most recognizable in the historic downtown and adjacent neighborhoods and through our maritime heritage, but also reinforced throughout the diverse neighborhoods that make up the city and along the waterfront. These unique areas offer a distinct and unique character. They are all great places that locals and visitors alike appreciate.





On the Table

Your voice matters. And when we share our voices and listen to each other, we have the power to make Annapolis even better. On the Table is an opportunity to join a conversation about the City's goals for the future. The On the Table process will occur in conjunction with and provide inspiration for *Annapolis Ahead*, the city's comprehensive plan update process.

About *On the Table*

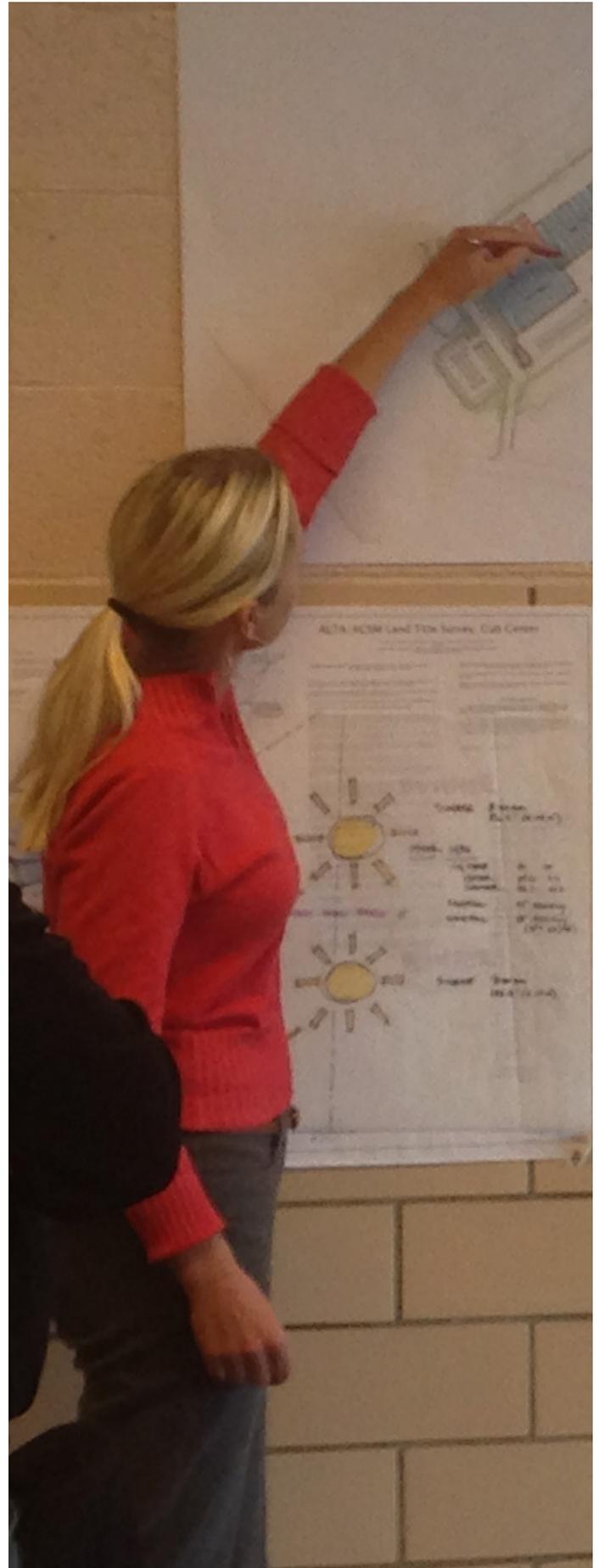
Thank you for hosting a conversation as part of the City of Annapolis. Between January and September 2020, you'll be part of an exciting, city-wide initiative to discuss what's great about our community and ways to make it even better.

We invite you and your families, neighbors, colleagues, and friends to pull up a chair and discuss the way in which we—as individuals and as a community—can work to make Annapolis stronger. When we talk about our experiences and listen to others, we connect and learn about what matters to all of us.

The issues we face today aren't often solved with quick fixes. Progress will result when residents, organizations, businesses, and government work together.

On the Table is part of the larger process for *Annapolis Ahead*. It is an opportunity for you to have meaningful conversations on your own time—and to be sure that the City hears your voice.

What happens next is up to you!



Let's Get Started

Planning Your Conversation

Between January and September 2020 On the Table conversations can be hosted anywhere: in homes, restaurants, places of worship, schools, libraries, offices, parks, and other community locations.

Meals can be sit-down, catered, brown bag, picnic, or potluck. They can happen over breakfast, lunch, dinner, dessert, or an afternoon or evening snack—it's completely up to each host. In fact, it doesn't have to be a meal at all! Just grab a cup of coffee and start the conversation.

1. Register to Host

When you register to host, you join a community of people who are leading important conversations across Annapolis. It only takes a few minutes to register today by emailing:

ekborchers@annapolis.gov

2. Plan Your Conversation

Consider whether you want a theme for your discussion; perhaps there is a particular topic related to Annapolis that you'd like to explore. Review the suggested conversation starters on Page 7 for some ideas.

3. Invite Your Guests

The invitation list is up to you. Here are a few pointers:

- Start with a few people you know—friends, family, colleagues, and neighbors—then expand your circle.
- Try to create a dynamic table by inviting people from your network who don't already know each other or ask your guests to bring someone. Introduce new voices to others.
- Consider expanding your reach by co-hosting your table with another interested group.
- Six to twelve 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.
- Consider asking your guests to ponder this question before they attend: "What will we do to create a stronger Annapolis?"

4. Promote Your Conversation

Before, during, and after your conversation, you and your guests can share ideas, plans, and connections you make using the hashtag #AnnapolisAhead.



The Table is Set. Now What?

Let's Talk

First, to help get your conversation started, we've provided some sample, open-ended conversation starters. The purpose is to get your guests to think creatively and reflect on possibilities, rather than fixate on already-identified challenges.

Second, consider the conversation as a journey. Every guest's ideas and stories are important. On the Table conversations should provide an opportunity for all participants to reflect on what we value most, consider choices and trade-offs, and explore new ideas.

Third, start to plan positive steps forward. The Annapolis Comprehensive Plan update team will showcase what emerges from On the Table conversations to inspire collaboration and move the process forward.

And finally, take lots of pictures!

Discussion Tips

- Encourage everyone to participate. You may want to ask guests to introduce themselves or consider beginning the conversation with an ice-breaker activity.
- Encourage participants to listen closely and take turns speaking.
- Diplomatically suggest a high frequency speaker give others a turn to talk.
- Let the conversation flow freely.
- Invite guests to follow up and expand on ideas.
- Try not to be judgmental or dismissive of any person's comments or ideas.
- Steer away from arguments or unproductive debate.
- Acknowledge emerging themes.



Conversation Starters

To help start your conversation, we've compiled some sample conversation prompts. There's no need to start with the first question or take them in order. These are just ideas.

1. What brought you to the table?
2. What would you say if you were bragging about Annapolis? What do we do well? How can we use those things to strengthen the community?
3. What are your hopes for Annapolis? Now and in the long-term?
4. What are Annapolis's top needs? How can we individually or collectively address them?
5. What strengths can we leverage, individually and/or collectively, to address these needs?
6. Let's choose a problem facing our community or neighborhood and discuss how we would solve it.
7. Who, not at this table, is critical to making positive changes within Annapolis? How can we connect 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?



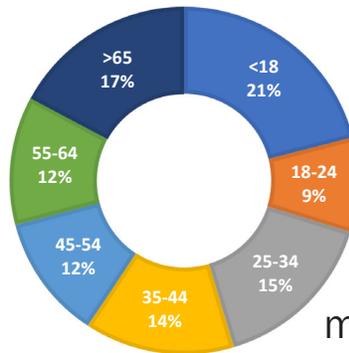
Dive a Little Deeper

Now that you have the conversation started let's keep talking and get a little more specific. The following are topics that are important to the people of Annapolis. Your guests might be experts on these topics, or they may have just a passing interest. You can choose one area of interest or discuss all of them. We want to know what the topic means to your group - and what it may mean for the future of Annapolis. We've given you a few statistics and basic questions to get you started.

Population **39,751** 
 Households **16,407**
 Average Household Size **2.38**



\$80,010
 Median Income



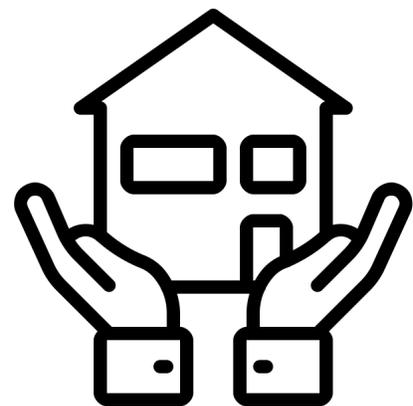
Age Distribution

median age **37.4**

Affordable Housing

An “affordable dwelling” is defined as one that a household can obtain for 30 percent of its income. What does affordable housing mean for Annapolis?

According to the U.S. Department of Housing and Urban Development (HUD), a household is considered housing cost-burdened if it pays more than 30 percent of its gross monthly income for housing cost. A household that spends more than 50 percent of its income on housing costs is considered severely cost-burdened



28.8%

of Annapolis homeowner households are cost-burdened

45.5%

of Annapolis renter households are cost-burdened

Transportation



Transportation means different things to different people. How do you usually get around town (and beyond). How would you like to get around town? What are the major issues?

Parks and Recreation

How are we doing?
Where are the gaps?
What about water access?

>200 acres
of parks and open space



Community Facilities



Does the City provide adequate community facilities and services? What could be improved? With the understanding that improvements come at increased cost, what should the City prioritize?

The Environment

What is the most important environmental issue for the City to address? With the understanding funding is limited, what initiatives should the City prioritize



Wrapping Up

Send Your Guests the Survey Link

To ensure that each participant receives the survey link, be sure to have your guests complete the sign-in sheet with their name and email address. At the end of your conversation, take a picture of the sign-in sheet and email it to ekborchers@annapolis.gov.

Share What Happened

We'd like to know the outcomes of your discussion so that we can showcase conversations during the Annapolis Comprehensive Plan Update process.

Share your success stories, challenges, and ideas with us. Upload your meeting notes to:

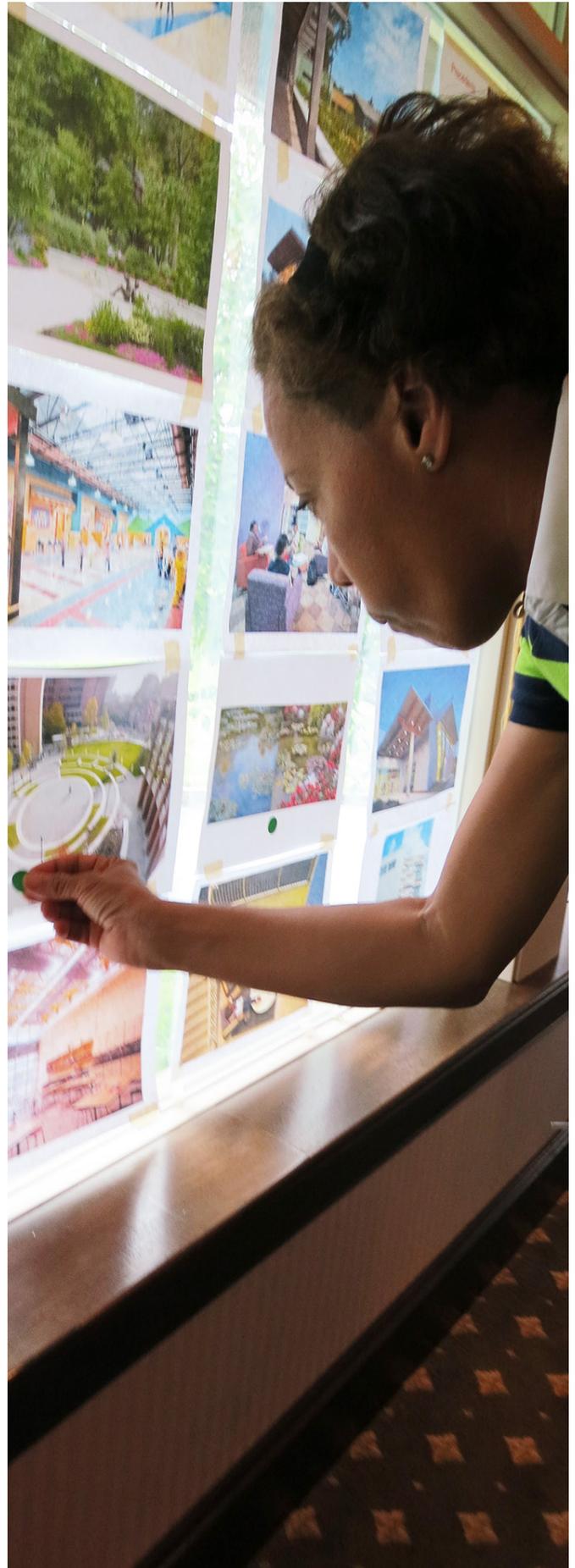
Don't forget social media!

- Post a group photo with your guests gathered around your table.
- Take a picture with a new friend and tag them.
- Write a post that includes a powerful quote from the conversation.
- Is your conversation happening in a unique space? Take a photo that captures it.
- Share your main takeaway from your group's conversation.
- Be sure to include #AnnapolisAhead in all of your social media posts.

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?



Share photos and stories from your conversations on social media using #AnnapolisAhead (and encourage your guests to share, too!)



Diving Deeper ■ Resiliency



Now let's dive even deeper into a discussion that is at the forefront of community conversations across the country; resiliency. Resiliency refers to the capacity of a social-ecological system, in this case the City of Annapolis, to absorb shocks, regenerate, and remain in a desirable state. A resilient community is one that takes intentional steps to enhance the personal and collective capacity of its citizens and institutions to respond to and influence the course of social and economic change.

Ecological Resilience

Ecological resilience is defined as the capacity of an ecosystem to respond to disturbances by resisting damage and quickly recovering; such events can include fires, flooding, and windstorms.

Annapolis has about 40 days a year of flooding events and sea level is projected to increase between 1.7 and 3.4 feet by 2050.

What could the community do, or what should happen in the community, to make it more resilient to climate emergencies, such as floods and heavy snowfalls?

Economic Resilience

Economic resilience in a local or regional economy requires the ability to anticipate risk, evaluate how that risk can impact key economic assets, and build a responsive capacity. Economic threats can include downturns in a critical local industry, the exit of a major employer, and a lack of affordable housing for the community's workforce.

The average cost of flooding events in Annapolis is valued at \$4 million in revenue and \$1 million in lost wages annually. Overall, estimated losses from an 100-year storm equal \$17.2 million.

What could the community do to plan for the loss or downturn of a major employer?



Community/Social Resilience

Social resilience recognizes that, as a social species, we work, think, and excel as groups and teams. Social resilience is defined as the ability of a community to cope with and adapt to social stresses such as social or political change. Attributes of social resiliency include community gathering places, social support, knowledge of risks and consequences, and sense of community. Threats can include homelessness, access to social services, or loss of community open space.

Annapolitans aged 65 and older increased 36% since 2010, while residents aged 18-34 decreased.

Given changing demographics and preferences, what should Annapolis do to help promote social interaction and inclusiveness in the community?

Additional questions to consider

A resilient city is one that has developed the capacity to help absorb future stresses to the environment. Based on the definition, do you think Annapolis prioritizes resilience? Is there a city that does it well?

What can we do in our households, or in the community, to help promote a resilient Annapolis?



Diving Deeper ■ Housing

Now let's dive even deeper into a discussion that is at the forefront of community conversations across the country; housing. There are many facets to housing that have an impact on the residents of Annapolis, including affordability, housing choice, and the ability to age in place. As concerns about housing affordability have increased, many cities have adopted inclusionary housing policies, which require or provide incentives for the provision of affordable dwelling units. Accessory dwelling units, or "granny flats" are growing in popularity as a way to a range of affordable housing issues.

Housing Affordability

The City passed a law that requires 15% of for-sale and rental units be made available to low and moderate income households. The Housing Authority of the City of Annapolis (HACA) owns and manages 790 public housing units for low and moderate-income residents in a total of six projects.

Nearly 30% of homeowner households in Annapolis are cost-burdened (paying more than 30% of its income toward housing), while over 45% of renter households are cost-burdened.

What could the community do, or what should happen in the community, to ensure that housing is affordable to workers, residents, and seniors?

Housing Choice

Annapolis has a number of policies that encourage a range and availability of housing options, including the provision of accessory dwelling units.

The number of housing units in Annapolis is growing at a slow pace. With roughly 40% of all units located in multi-family structures, little land is available for new development.

What could the community do to plan for and ensure that more housing choices are available for people and families that want to live in the community?



Aging in Place

Aging in Place allows seniors to remain in a familiar neighborhood, accessing everyday services and acquaintances while maintaining the quality of life they have grown to know. Nevertheless, the ability for aging populations to continue living in a community is compounded by the lack of housing options for seniors.

Annapolitans aged 65 and older increased 36% since 2010. Most U.S. homes are not accessible for older adults with limited mobility and millions of seniors cannot afford their current housing units.

As Annapolis' population continues to grow older, what should the City do to ensure that there are adequate housing options and services for its aging residents?

Additional questions to consider

Who can and cannot afford to live in Annapolis?

Can our children remain in, or return to, Annapolis as they start their own households?

Does Annapolis provide the type of housing that promotes local job growth?

What can we do in our households, or in the community, to help promote affordable housing, housing choice, and housing for aging residents?



Healthy Annapolis

Diving Deeper

Planning and policy solutions that directly address safety and chronic disease— inactivity, unhealthy food, and poor environmental quality—are among the most effective ways for communities to reduce crime, illness, and injury and promote quality of life. The following elements should be considered while planning for a healthy Annapolis.

Active Living

Many communities, including Annapolis, are facing troubling health trends. By 2030, chronic diseases will cause 52 million global deaths per year. In 1970, just one in eight American adults was obese. Today, it is one in three adults. Transportation and recreation policies that prioritize funding for pedestrian and bicycle facilities, as well as parks and open space can facilitate more active, healthier living.

Roughly 50% of the population of Annapolis is more than 1/2 mile from a bicycle facility.

What could the community do, or what should happen in the community, to encourage more active living and exercise?

Community Safety

Residents' perception of safety impacts their health and well-being. Those who do not feel safe in their communities are less likely to be involved, increasing their risk of isolation and poor health.

Building social relationships within neighborhoods can reduce crime by facilitating community action.

A healthy community is a safe community. The greatest deterrent to crime and violence is not a neighborhood saturated with police, but one that is alive with residents.

How can Annapolis encourage efforts to improve safety in neighborhoods?

Healthy Food Systems

Community gardens can improve access to affordable healthy food, create opportunities to learn about meal preparation, and become community gathering spaces that promote physical activity.

Community gardens can boost mental health by relieving stress and improving concentration while improving air quality and stormwater management.

As the community gardening trend in Annapolis grows, what else can the community do to increase access to affordable, healthy food (i.e. farmer's markets, grocery stores with healthy options)?



Environmental Exposure

Environmental exposures faced by communities—pollution and toxic emissions, lack of green space, and poor building conditions—are due, in large part, to decisions made around the built environment. Maryland's 2017 *Health in All Policies* bill recommends policies to improve health equity and quality of life.

People most affected by poor air quality—partially due to increased traffic and diminishing natural environments—include older adults, children, and persons with inadequate health care.

How we build our communities can greatly impact and contribute to harmful environmental exposure. What actions should Annapolis take to have a cleaner and healthier environment?

Additional questions to consider

Which neighborhoods are more prone to experience unhealthy food systems, lack of access to active living, and environmental exposure?

What can Annapolis do to encourage physical activity and a healthier community, particularly for disadvantaged residents?

What can we do in our households and neighborhoods to help promote a healthy community?