

Community Workshop Series Meetings - Process Agendas

A Community Planning Approach to Green Infrastructure and Hazard Mitigation

Scoping/ Introductory Community Meeting

Meeting objectives/agenda overview

- Introduce community planning meetings
 - Introduce program purpose and sessions
 - Discuss roles and responsibilities of local team and facilitation team
 - Identify dates and locations for meeting sessions
 - Review target audience list and identify who will recruit/extend invitations per meeting
 - Attendees encouraged to attend both sessions
 - Target 10-30 attendees per session
- Introduce Rainscaping Education Program
 - Introduce program purpose, sessions, and target audiences
 - Identify dates and locations for meeting sessions
 - Discuss and identify rain garden location
 - Discuss target audience
 - community government staff and/or broader participants
 - 10-25 attendees can participate

Program participant summary

- Local leadership team of 3-5 individuals
 - Community planners
 - Extension staff
 - Local government staff (engineering, stormwater, hazard planning, etc.)
 - Others as identified by community contacts



Session 1: Community Resilience Planning and Green Infrastructure Opportunities

Date:

Time:

Location:

Session objectives

- Identify goals, motivations, and barriers for hazard mitigation planning, focused on water resources and flooding
- Understanding perceptions of community resiliency and using green infrastructure implementation as a strategy for natural hazard mitigation, specifically flooding
- Review existing plans and ordinances to identify opportunities and barriers for updates

Program participant summary - [reference detailed list for planning](#)

- agriculture (farmers, Farm Bureau, commodity groups, services/business)
- community planners (regional, county, local)
- drainage districts/boards
- economic development
- engineers
- floodplain managers
- health care
- human services
- K-12 education
- local political leadership
- members of boards and commissions
- natural resource management groups (SWCD, TNC, etc.)
- representatives of critical facilities
- stormwater officials
- street and highway department managers



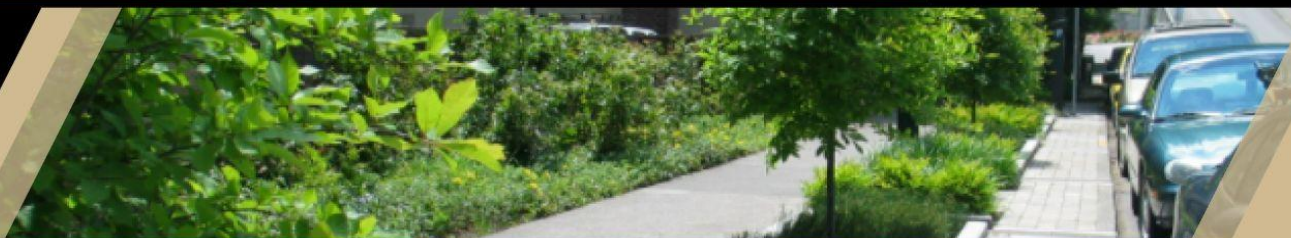
Session I Agenda Overview (2 hours)

- Welcome / introductions - 15 minutes
 - Frame connection to stormwater planning process
- Activity I: Community discussion - 45 minutes
 - Community hazard identification through maps, worksheets, and group discussion
- Break - 10 minutes
- Activity II: Existing plan and ordinance review - 45 minutes
- Next steps and conclusion - 5 minutes

Supplies: participant packets (agenda, demographic sheets, photo release form, evaluation), name tags, registration form, markers, pens and pencils, PowerPoint with prompts, process agenda, slide advance, table prompts, worksheets, maps

Topic	Activity description / staff
Arrive for setup 1 hour prior to kickoff	Set up the following: • 3 tables/spaces for working groups / station rotations • 1 table for facilitation supplies • 1 table by door for registration • 1 table for refreshments if needed • Locations for projector and screen – PowerPoint display
Registration ready / room setup	
Welcome / introductions (15 minutes)	Welcome and introductions - (7 minutes) • Name/affiliations • Introduction and overview of program efforts • Overview of agenda for day • Local representative welcomes and frames workshop purpose for resilience planning - (8 minutes)
Activity I: Community discussion (45 minutes)	Session 1 - Activity I: Community discussion • Understand past and current conditions, goals, motivations, and barriers for resilience planning • Identify perceptions of community resilience and green infrastructure

EA/EO



Part I: Community discussion

Use: “LaPorte Session I Activity I: Community Discussion” worksheet **(20 minutes)**

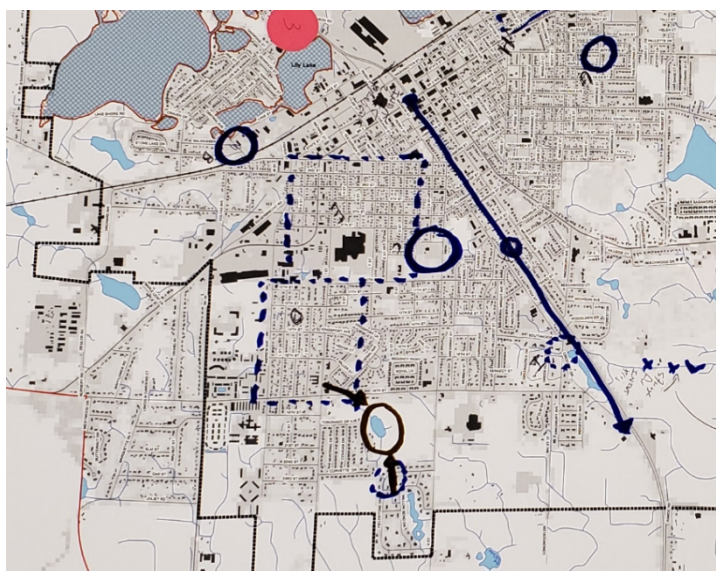
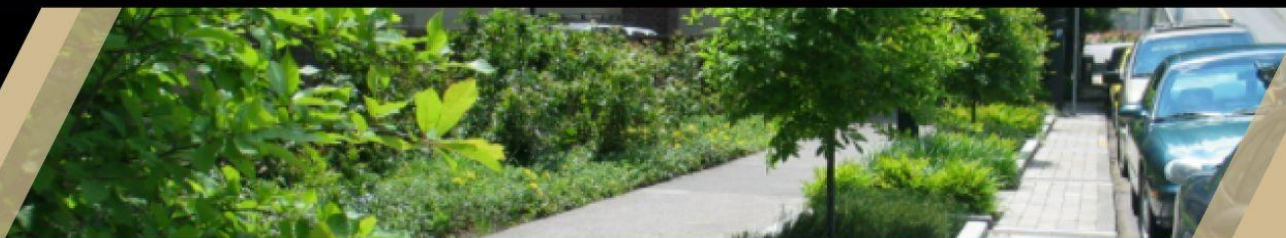
- *Tailor hazards identified to community goals*
- *Work in small table groups; could be divided randomly*
- *Write notes independently for five minutes, then discuss as group and record on flip chart*

Part II: Hazard identification map discussion (15 minutes)

- *Tailor hazards identified to community goals*
- *Work in small table groups, divided randomly*

Using the community map (½-mile buffer around town) and markers or sticky dots, identify areas where the following hazards impact your community:

- Riverine flooding (red dot/marker)
- Stormwater/drainage flooding (blue dot/marker)
- Projected issues (i.e., erosion / channelization) (black hatch marks, etc.)
- Identify additional hazards as needed



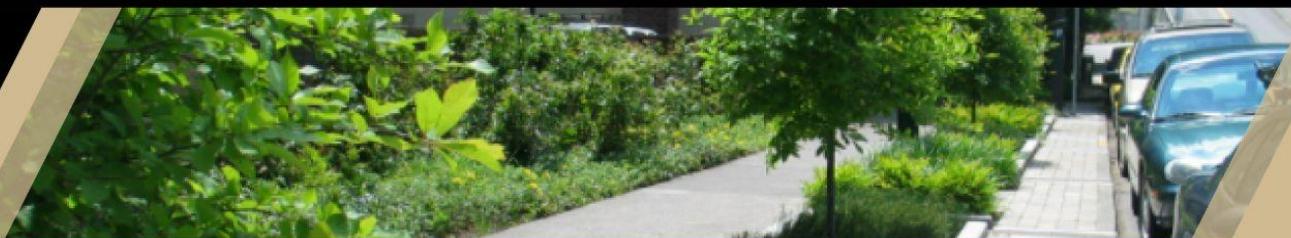
This is a map used in the LaPorte, IN, pilot program. Note the variety of input, with some participants placing sticky dots, others identifying large areas, and some using lines and arrows. Be sure to have participants number or annotate the issues they identify for documentation in the final report. Assigning a recorder to document this information will be helpful.

Part III: Summary discussion (10 minutes)

- *Small groups and/or room report a summary of activities*
- *Based on map and worksheet, groups share one or two responses for community motivations and barriers; ask for new responses based on what has already been compiled*
- *Use a flip chart to record responses*

Describe motivations for resilience planning in your community.

Describe barriers to resilience planning in your community.



	Which organizations have been involved with resilience planning? Which organizations or groups may be missing?
BREAK (10 minutes)	
Activity II: Existing plan and ordinance review (45 minutes)	Activity II: Existing plan and ordinance review for green infrastructure: 45 minutes • Review plans, policies and ordinances for barriers, successes and improvements • Provide suggested updates for green infrastructure, strategies for hazard mitigation and stormwater management Integrate resilience and hazard mitigation into <i>[insert local plans/policy documents below as appropriate]</i>: • Example Plans and Policies ○ 5-year parks master plan ○ Trails and greenways master plan ○ Soldiers memorial park plan ○ County park plan ○ Joint zoning ordinance ○ Stormwater ○ Subdivision ordinance ○ Zoning ordinance ○ Include: ordinances/regulations/policies covering flooding/water quality/stormwater/green infrastructure • Others Instructions (5 minutes)

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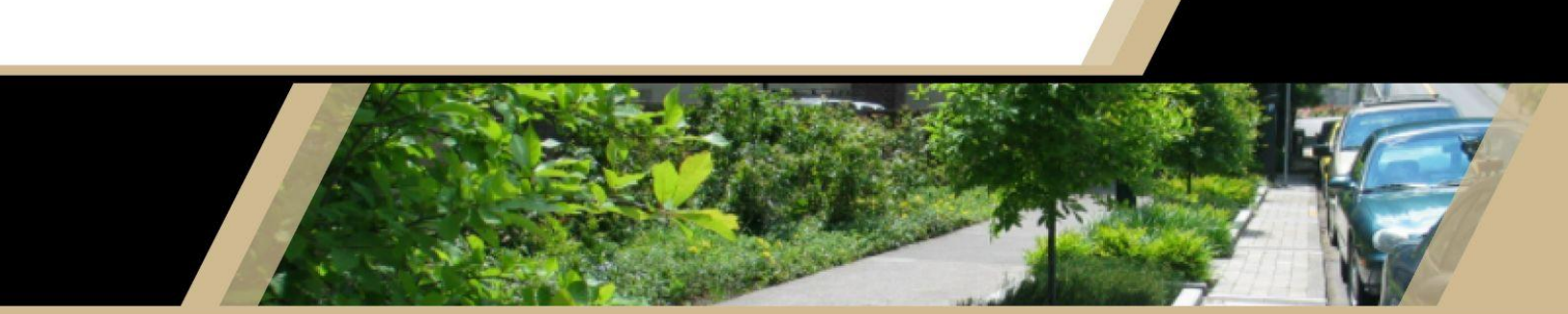


	- Participants to consider strategies for integrating resilience and green infrastructure practices into specified community plans. Ask for volunteer/assign note taker and reporter. Activity (30 minutes) - Facilitators will review the resilience/green infrastructure topic with the group and lead through the completion of the ordinance/plan review chart using the following prompting questions for each column. Identify appropriate plan(s)/policies for green infrastructure - Participants complete checkboxes indicating which plan or policy is appropriate for including green infrastructure strategies. Notes, ideas, and strategies – How can resilience efforts be incorporated into these additional ordinances/codes/policies? Barriers – Has this objective/policy/ordinance been effective? Are there existing codes or policies that impact effectiveness? “Is it working?” Share out (10 minutes) - Groups share one or two identified barriers and strategies for improvement
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EA/EO



Wrap-up	Review next meeting dates, steps, and overview of report
Conclude	Thank group for attending



Session 2: Developing Green Infrastructure Mitigation Strategies

Date:

Time:

Location:

Session objectives

- Review and discuss listening session feedback
- Investigate the costs, benefits, and target areas for implementing select green infrastructure practices
- Review and discuss potential strategies and next steps for planning

Program participant summary - [reference detailed list for planning](#)

- agriculture (farmers, Farm Bureau, commodity groups, services/business)
- community planners (regional, county, local)
- drainage districts/boards
- economic development
- engineers
- floodplain managers
- health care
- human services
- K-12 education
- local political leadership
- members of boards and commissions
- natural resource management groups (SWCD, TNC, etc.)
- representatives of critical facilities
- stormwater officials
- street and highway department managers

Agenda II Overview (2 hrs)

- Welcome / introductions / overview (25 minutes)
 - Introduction to green infrastructure examples
- Activity I: Identify green infrastructure strategies using decision support tool (30 minutes)
- *10-minute break*
- Activity II: Prioritize strategies, GI location recommendations, and next steps (40 minutes)
- Next steps & conclusion (5 minutes)

PU supplies: participant packets (agenda, demographic sheets, photo release form, evaluation), name tags, registration form, markers, pens and pencils, PowerPoint with prompts, process agenda, slide advance, table prompts, worksheets, maps, 2 monitors.

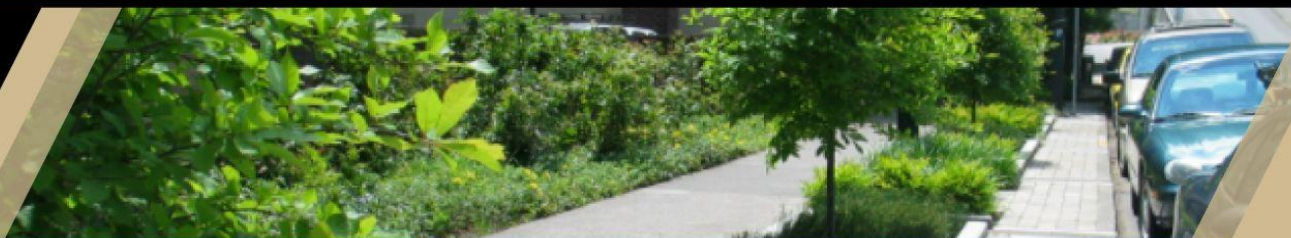
Community background info to compile either in advance or to discuss during meeting:

- Date of first green infrastructure installation:
- Number of green infrastructure projects implemented in the community or through the organization:
- Amount spent annually on green infrastructure:
- Is there a stormwater utility fee?
- Is new / redevelopment happening in your communities? If so, where? Has green infrastructure been installed or is it planned?

Items to compile/set up:

- One laptop per group
- Tipping Point Planner green infrastructure module in a project set up in the watershed(s) of focus
- Local base map from Session I showing locations of flooding/stormwater issues and future infrastructure projects.
- Strategy prioritization spreadsheets completed with strategies identified from Session I Activity II.

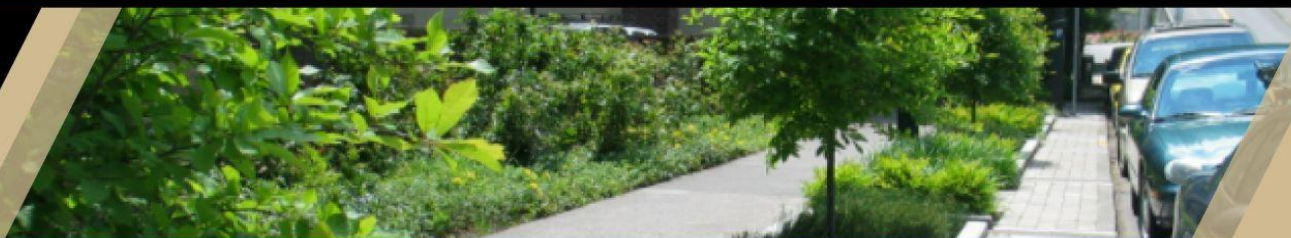
Topic	Activity description / staff
Arrive for setup	Set up the following: • 2 tables/spaces for working groups • 1 table for facilitation supplies • 1 table by door for registration • 1 table for refreshments if needed • Locations for projector and screen – PowerPoint display • 2 flat screen displays with computers (or projectors if screens are not available)



	• Tippingpointplanner.org account with project set up for any local watershed
Registration ready / room setup	
Welcome / introductions / overview (25 minutes)	Welcome and introductions – (5 minutes) • Name/affiliations • Community discussion summary • Overview of agenda for day Presentation: Introduction to green infrastructure examples - (20 minutes)
Activity I: Identify green infrastructure strategies using decision support tool (30 minutes)	Activity I: Identify green infrastructure strategies using decision support tool • Learn about the effectiveness of different best management practices and low impact development strategies for addressing runoff from urban or agricultural landscapes • Identify and prioritize those appropriate for community application Decision support system: Investigate benefits of urban and ag green infrastructure best management practices for runoff reduction • Break into two small groups • Ask: Discuss types of green infrastructure that have been installed in the community based on pre-compiled list. How are they working? ○ Flip chart



	● Discussion of runoff and sources of pollutants and their importance and best practices on fact sheets ● Guide participants through BMP/LID prioritization module ○ Step 1 – select urban focus ○ Step 2 – select runoff as issue of concern ○ Step 3 – discuss with group what a reasonable reduction target would be for the community and adjust slider bar ○ Step 4 – review resulting strategies with the group. Reorganize the table by using the sort arrows at the top of each column. Discuss the results when using different priorities (cost, nutrient reduction, etc.) Click “see all” to view all strategies and the effectiveness of combining GI solutions. ○ Ask: How are the green infrastructure projects funded? ■ Flip chart ○ Ask: Discuss and select strategies or combinations of strategies they want to apply in their community, and what if any policy documents would be appropriate to implement the strategy. ■ Flip chart ● Strategy and policy doc in columns
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	○ Ask: How is green infrastructure incentivized or required in current policies? What has been the community response? ■ Flip chart ○ Ask: What are some of the factors that determine where green infrastructure is installed in your community? Are socio-economic or other demographic characteristics taken into consideration when evaluating locations? ■ Flip chart
BREAK (10 minutes)	
Activity II: Prioritize strategies, GI location recommendations, and next steps (45 minutes)	Activity II: Prioritize strategies, GI location recommendations, and next steps (Use “strategy prioritization template” spreadsheet, prepopulated with relevant strategies sourced from Workshop I Activity II) (45 minutes) Part I: Prioritize strategies (30 minutes) ● Step 1 – Review previously identified strategies and ask if participants would like to consider additional strategies ● Step 2 – Briefly discuss appropriate timelines (short-medium-long) ● Step 3 – Discuss roles, responsibilities ● Step 4 - Identify funding sources



	• Step 5 – Modify or add clarification to any strategy Part II: GI location recommendations and next steps (15 minutes) • Ask participants to recommend locations for the implementation of green infrastructure strategies by placing a sticky note on the map with recommendations for GI in locations identified at the first session
Wrap-up (5 minutes)	Feedback and evaluation Review next steps, rainscaping, and overview of report
Conclude	Thank group for attending



Sessions 3 and 4: Rainscaping Education Training

Session objectives

- Provide training and support to plan, install, and manage future successful bioretention projects
- Engage program target audiences in residential and small-scale public space locations
- Outline considerations for rainwater harvesting, such as siting, treatment strategies, and distribution

Program participants summary

- green industry professionals
- Master Gardeners
- natural resource managers
- residents
- stormwater managers

Workshop overview (15 hours; 7.5 hours each day)

Day 1 agenda

- Introduction to rainscaping and rain gardens
- Community site tours
- Lunch
- Rain garden siting and sizing

Day 2 agenda

- Rain garden design and plant selection
- Lunch
- Rain garden installation and maintenance
- Finalize construction of demonstration rain garden; including rainwater harvesting system

Note – The Rainscaping Education team can provide a short introductory presentation of rainscaping and rain gardens in addition to the workshop for key decision-makers, stakeholders, etc., as needed



Present Rainscaping Education Program overview to community planning attendees to determine attendance at full program – after session 2 and before rainscaping registration launches.

Community resources to compile per program

Community Data Snapshot

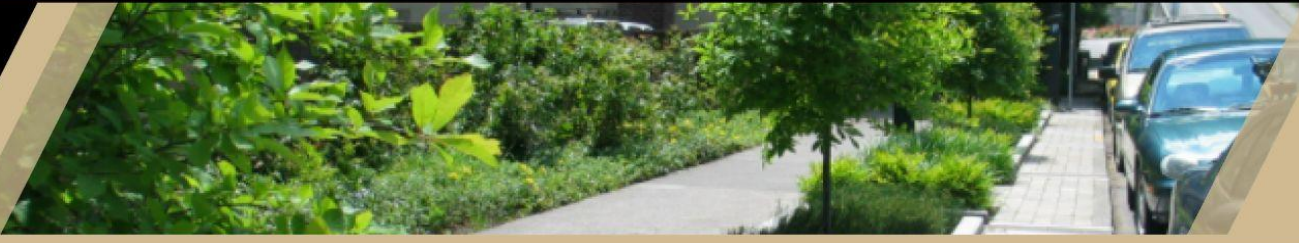
- Geographic description
- Demographics

Community Resources Overview

- Hazard mitigation plans
- Comprehensive plans
- Ordinances related to stormwater, green infrastructure

GIS Mapping / Visualizations

- Reference layers
 - Parcels
 - Publicly owned lands (redevelopment commission, public works, county commissioners, etc.)
 - Address points
 - Zoning
 - Parks and recreation locations
- Hydrology layers
 - Floodplains
- Infrastructure and utility layers
 - Water lines
 - Sewers and related information, such as inlets
 - Power lines
 - Parking lots
 - Dams and levees
 - Green infrastructure; for example:
 - Permeable pavement improvements
 - Rain garden locations
 - Septic system locations (or permit addresses)

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- Location improvement permits and building permits (historical data if available)
 - Other
 - Layer or resource description:
 - HAZ-US - FEMA Hazard United States Data Base Modeling that looks at flooding, earthquake and other damage based upon assessors data. Maps and summaries.

Summary Report Template

Community Hazard Planning and Green Infrastructure Mitigation Opportunities

Introduction

Purpose summary

Frame connection to FEMA hazard mitigation planning process

Community description

Community data snapshot – project geography and demographics

Community resources overview – existing plans, ordinances, other assets

GIS maps/visualizations of project area and assets

Meeting series summary

Community discussion summary

Existing plan and ordinance review summary

Prioritized green infrastructure mitigation strategies