



WORKSHOP



address
311 South 900 East
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www.greeninfrastructuredesign.org

Workshop Planning Checklist

3-6 months before workshop

- Determine workshop goals and how information collected will be used
- Determine which workshop format & activities will best accomplish goals
- Determine workshop time and location, securing a venue and date that is convenient for potential participants
- Determine who should attend the workshop and how they should be contacted
- Determine staffing needs (facilitators, sign-in table staff, municipal representatives)

1-2 months before workshop

- Refine/reaffirm workshop goals and stakeholder lists
- Determine exact workshop content and activities and develop timeline
- Determine what materials, presentations and/or exhibits will be needed; arrange for their production/purchase (*items may include base maps, informational data layers, surveys, chalk, markers, development chips, scissors, glue, tape, pens, paper, sign-in sheet, name tags*)
- Refine/finalize invitation list; send out invitations, requesting an RSVP. (*Invitations may include letters, postcards, press releases, etc.*)
- Determine how participants will be welcomed and seated
- Invite and secure workshop staff (facilitators, sign-in table staff, etc.), and plan appropriate training and instructions

2-3 weeks before workshop

- Confirm workshop venue and make AV, seating, & hospitality arrangements
- Place follow-up calls to key stakeholders
- Keep RSVP list current; make nametags

1 week before workshop

- Review materials, presentations, and/or exhibits produced
- Purchase workshop materials and hospitality items as needed
- Conduct workshop staff training
- Send out final reminders and press releases

Day of workshop

- Have workshop materials ready to go at least one hour before workshop starts
- Ask workshop staff to arrive one hour early for review/Q&A and to be at posts 15 minutes prior to workshop start

Follow-up

- Send out follow-up press release and thank you notes, mentioning opportunities for future participation

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Sample Workshop Schedule

Time	Event	Responsibility
4:00 – 5:00 p.m.	Set up	CGSD
5:00 – 6:00 p.m.	Facilitator training	CGSD/facilitators
6:00 – 6:10 p.m.	Welcome and registration	Facilitators
6:10 – 6:30 p.m.	Regional project review, green space design presentation	CGSD
6:30 – 7:10 p.m.	Green space design activity	Participants/facilitators
7:10 – 7:20 p.m.	Break - food & refreshments	
7:20 – 7:35 p.m.	Development options presentation	CGSD
7:35 – 8:30 p.m.	Development activity	Participants/facilitators
8:30 – 8:50 p.m.	Group presentations and summary/ what's next	Participants
8:50 – 9:00 p.m.	Personal reflections survey	Participants
9:00 – 9:30 p.m.	Wrap-up and Clean-up	CGSD/facilitators

Sample Workshop Announcement/Invitation



Open Lands

Visioning Workshop

6 pm - 9 pm

Tuesday, October 21

Wood River Room

ISU Student Center

You are Invited to Participate !

Through a Citizen Driven process, The City of Pocatello is preparing a Plan and Implementation Strategy to consider ecological, cultural, agricultural, and recreational landscapes valued by its residents and plan for future real estate development.

WHEN YOU LOOK TO THE FUTURE,
WHAT DO YOU SEE?



COME SEE WHAT YOUR NEIGHBORS DREAMED UP.

COMMUNITY OPEN HOUSE

When: 6:00-9:00 p.m., Thursday, May 20

Two Locations: South Summit Middle School, 355 East 300 South, Kamas
Summit County Courthouse Commission Chambers, 60 North Main Street, Coalville

Review plans for a regional open space plan to protect the unique experience of life in eastern Summit County. Please come.

Eastern Summit County Green Space Design Project Steering Committee Members

Mayor Howard Madsen, Coalville • Don Sargent, Planner, Coalville •
Mayor Paul Christensen, Francis • Mayor Jim Rees, Henefer • Brent
Ovard, Councilmember, Henefer • Mayor Lewis Marchant, Kamas •
Blake Frazier, Councilmember, Oakley • Mayor Paul Woolstenhulme,
Oakley • David Allen, Community Development Director, Summit
County • Ken Woolstenhulme, Commissioner, Summit County •
Cliff Blonquist, Economic Development Specialist, Summit County
• Sherrie Christensen, Mountainland Association of Governments
Planner, serving Francis, Henefer, Kamas, and Oakley • Darrell Cook,
Executive Director, Mountainland Association of Governments

A PART OF THE EASTERN SUMMIT COUNTY GREEN SPACE DESIGN PROJECT

*Developing an open space plan to protect
the unique experience of life in eastern
Summit County*



STAKEHOLDERS



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Developing an Effective Stakeholder List

Who is a stakeholder?

A stakeholder is an individual with an interest in the region or community and who may have specialized knowledge or interest in specific aspects of a region or community.

Why identify stakeholders?

Successful regional and community plans are those that represent the interests and consensus of a broad segment of the population. Planning processes that are inclusive and get genuine public participation and input are more successful. Identifying stakeholders will enable us to specially invite those who will represent overall community interests. Special stakeholder invitations can be used to augment overall public announcements and invitations to attend the events associated with a project.

Potential stakeholders may include individuals from the following categories:

Be sure to include:

- *City council representatives*
- *County commission representatives*
- *Planning commission representatives*
- *Township representatives*

Others to consider:

- *Active citizens*
- *Landowners and "absentee landowners"*
- *Neighbors of large parcels*
- *Farmers/ranchers*
- *Developers/realtors*
- *Conservationists*
- *Recreationists*
 - *Trails advocates , Fishing/hunting people , Cyclers ,Park and Rec Staff*
- *Historic preservationists*
- *Cultural experts*
- *Natural resources experts*
- *School representatives*
- *Civic clubs and councils*
- *Business owners*
- *Representatives of religious organizations*
- *Public lands representatives*
- *Irrigation, soil conservation districts*

Are there other groups that need to be considered in your community?



SURVEYS



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A Survey: *Developing Open Space and Agricultural Land in Five Utah Counties.*

The Center for Green Infrastructure Design conducted a survey to find out how much open space and agricultural land residents of five Utah counties (Box Elder, Weber, Davis, Salt Lake and Utah) want to develop in their communities and neighborhoods.

Summary of Survey Results

What is the amount of open space and agricultural land that should be developed?

	Average
Open Space in Community	29.04%
Agricultural Land in Community	16.93%
Open Space in Neighborhood	20.31%
Agricultural Land in Neighborhood	12.65%

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What approach should be taken when assessing resources in your community?
Indicate whether you think a complete inventory should be completed PRIOR to any development, or whether you think inventories should be completed on a project-to-project basis.

Assessments

	% Complete Prior	% Complete Project by Project	% Unsure
Recreational Resources	43%	48%	8%
Agricultural Resources	51%	40%	9%
Ecological Resources	57%	35%	9%
Cultural Resources	47%	45%	8%

Workshop Facilitation Guide

Part 1: Open Space Preferences



Introductions

1. Facilitator introduces self and their role.
2. Others introduce themselves and write their names on the map their group will be working on.

Facilitated Open Space Activity

1. **Locate and highlight CEDAR resources, using the color coded system.**

Cultural (**orange**)

Ecological (**green**)

Agricultural (**brown**)

Recreational (**blue**)

2. **Label priority open spaces.**

(concurrent to task one, above)

3. **Complete steps A and B.**

Note: Assign an illustrator to draw the design reflecting group decisions.

- A. Connect open spaces with a green marker.
- B. Outline green spaces and connecting corridors, creating the network that should be conserved.

4. **Reflect. Discuss the questions below.**

Note: Assign a scribe to take notes.

1. What preservation trends can you identify on your map?
2. What are your top priorities?
3. Which lands are you less concerned about conserving?

(over for part 2)



Identify CEDAR resources.



Connect and outline.



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Workshop Facilitation Guide

Part 2: Development Preferences



Facilitated Real Estate Development Activity

1. Locate prime areas for development, discussing criteria for prime locations.

Note: Assign scribe to take notes.

2. Place development chips in prime areas, combining chips to achieve desired development pattern and to address the population projection.

Note: Assign someone to keep a tally of the development units placed.

3. Evaluation. Discuss the following ideas.

1. Does our development pattern respect the open space constraints we find important?
2. Do we have the infrastructure to support our development pattern?
3. Does the development pattern address the needs of our future population?
4. Is our balance of residential to commercial and industrial realistic? (Communities can typically support no more than 5% commercial and 5% industrial.)

4. Make final adjustments and glue chips down.

5. Reflect. Discuss the following questions.

1. What priorities or principles guided your development decisions?
2. What development trends can you identify?
3. Which compromises did you make while forming your development pattern and green space design?
4. What are the overall strengths weaknesses of your plan?



Development chips are placed on the same map as the open space network. Development types can be combined to achieve a desired pattern.



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Closing

- 1. Present a two-minute summary of the plan developed, using your group's workshop map and notes from the reflections.**