



Restoration Project Outreach Plan

Neighborhood Kickoff Meeting – {Enter date or target date}

- Introductions
 - Team Concept
 - Goal is to get entire neighborhood/reach on board with a single plan.
 - Will collectively formulate goals for project at this meeting.
 - Design-build team will develop design based on those goals.
 - Open and honest communication, build trust.
 - Not forcing anyone to participate, but need to know whether on board at critical junctures.
 - Go over communication protocol, Team member's roles/responsibilities (see attachment).
- Discuss project process
 - Funding requirements & Funder involvement.
 - Multi-objective projects that include protection, ecological, and access components.
 - Emphasis on resilient long-lasting solutions. (Solutions would include more than debris clean up.)
 - Funders provide technical comments on designs and check for adherence to grant requirements.
 - Examples may include adding more wood structures to benefit habitat or modifying bank treatment to be more sustainable or resilient in the long-term.
 - Funders/tech team come on site to review work periodically.
 - Expected timeline
 - Design development: {Enter Date Range}
 - Permit acquisition (break in neighborhood meetings): {Enter Date Range}
 - Pre-construction meeting: {Enter Date Range}
 - Opportunities for input and/or decisions
 - Two drafts to review and comment on {Enter Date Range}
 - Deadlines for comments will be made and it is important that these deadlines are respected.
 - Communication occurs via email; individual phone calls & meetings are difficult.
- Distribute and explain permission to enter agreements.
 - This allows LWOG and the design-build team to visit your property for the purpose of developing restoration plans for the project.
 - Establish deadline for signing agreements so consultants can get started. (ASAP)
 - Construction permission to enter needed after reviewing/approving second draft design {Enter Date Range}
 - Final Sign off on same construction agreement to confirm grading limits, marked tree removal, construction access routes. {Enter Date Range}
- Discuss project goals



- What are your priorities for the project? Go around room and ask for individual goals. Any goals that we've missed?
- What are any constraints we should be aware of such as utilities?
- Post meeting: Post all meeting notes, communication protocol, and list of landowner/project goals on website.

Neighborhood Workshop- Design Concept Draft 1 – {Enter Date Range}.

- Consultants present draft design for reach taking into account how we can get the most bang for our buck to meet project goals.
- Obtain landowner feedback and comments.
- Discuss any individual landowner goals/questions (Workshop style)
- Post meeting, document all comments and response to comments via a tracking sheet, post all comments and responses on website.

Neighborhood Workshop-Design Draft 2 – {Enter Date Range}

- Consultants present draft design for reach taking into account how we can get the most bang for our buck to meet project goals and incorporating landowner goals when possible.
- Obtain landowner feedback and comments.
- Discuss Construction Phase
 - Distribute Construction Access Agreements
 - Subset of landowners will need to sign additional access/staging agreements
 - Establish deadline for returning agreements
 - Discuss Design-sign off and what this means
- Discuss any individual landowner goals/questions (Workshop style)
- Post meeting, document all comments and response to comments via a tracking sheet, post all comments and responses on website.

Neighborhood Meeting BREAK – {Enter Date Range}

- Submit BOCO land use application by XXX
 - For Limited Impact Special Use (LISU) Application adequate time for application development and review is needed to account for a Pre-LISU meeting with Land Use Staff, mailing and review of LISU document by all referral organizations, site visit with Land Use Staff, response to comments from LISU staff, and Commissioners Hearing to approve application.
- Submit BOCO stream restoration permit and all other permit applications (e.g. grading) by XXX
 - BOCO stream restoration permit includes documented responses to all comments resulting from the BOCO Land Use Application.
 - Permit approval and closeout process includes project site visit with BOCO Land Use, LWOG, and Design Team on-site.
- While permit acquisition is underway, neighborhood meetings would not take place.
- LWOG will occasionally email as needed to update landowners on schedule.



Pre-Construction Neighborhood Meeting-{Enter Date Range}

- Discuss purpose of final walk through with landowners: confirm grading limits, marked tree removal, utilities, stakes marking property boundaries that should not be moved, and construction access routes. Designs have not changed from previous version reviewed. Emphasize that after that, the design engineer is the one signing off on what is installed/constructed. Landowners and contractors can weigh in throughout the construction process, but design team is the one that leads and “signs off” on the field fitting and on-site adjustments.
- Discuss second walk through opportunity prior to container stock planting phase.
- Discuss construction schedule and phasing.
 - Start at XX
 - 2nd phase XX
 - Last phase XX
- Reiterate construction phases (tree removal, mass ex, micro grading, and three planting phases), and what to expect (noise, disturbance, visits from funding agency representatives, etc.)
- Discuss that construction phase may bring anxiety and emotion up for some people (PTSD possible).
- Re- establish communication protocol with entire team.
 - As a general rule, information needs to flow to LWOG project manager.
 - Discussions can happen without LWOG present but should always be transmitted back to LWOG, in writing.
- Talk about weekly email updates, weekly meetings, and opportunities to meet team in the field.
- Avoid individual landowner negotiations and make sure all neighbors are involved.

During Construction Neighborhood Meetings {Enter Date Range}

- Host weekly or biweekly on-site “office hours”. Weekly construction meetings are open to anyone interested.
- Weekly email updates throughout construction document progress the past week and a look forward two weeks.
- Re- establish communication protocol.