

DATE: February 24, 2023

TO: Eric Otto, Village of Oak Park

COPY: Bill McKenna, Village of Oak Park
Craig Failor, Village of Oak Park

FROM: John Helfrich, Terra Engineering

SUBJECT: Oak Park Avenue Streetscape (Terra No. 19-263)
Public Engagement Framework

Below is tentative framework and timeline for the Schematic Design phase of the Oak Park Avenue Streetscape project, as led by the Design Team (Terra Engineering, Design Workshop, and a5).

Phase 1 – Discovery

Steering Committee Approval: March 6th Board Meeting

Meeting #1 (A&B): Kickoff Meeting + Steering Committee Meeting #1 (Week of March 20th)

The project understanding and objectives will be revisited and confirmed during an in-person (Streetscape Specific) kickoff meeting with the Client team. This will ensure the design process proceeds in line with any changed desires or expectations that may have shifted since 2019. The kick-off meeting will also confirm the critical success factors for the streetscape design. How will we know that the process and outcome were a success?

The Kickoff meeting will include a meeting with the Steering Committee to make introductions and provide the Village the opportunity to clarify roles, process and expectations for the Steering Committee and Design Team. We will review initial input from the SC on areas of opportunities.

Meeting #2: Steering Committee Meeting #2 (Week of April 10th)

The intent of the second Steering Committee meeting is to present the results of the stakeholder input to date and gain further detail and feedback on initial design concepts for the areas of opportunities discussed in Steering Committee Meeting #1.

Phase 2 – Alternatives Design

Meeting #3: Public Open House (Week of May 1st)

The Design Team will facilitate this meeting to gain an understanding of the public’s concerns, needs and opportunities within the corridor. We anticipate this meeting will be held with the Hemingway District Business Association. The presentation and exercises will serve to educate community members in addition to the “listening” exercises hosted by the Design Team. The goal of this meeting is to understand the priorities for the corridor as well as clarity on necessary trade-offs using the metrics as a basis of understanding and current conditions. This open house will also begin to explore basic testing of various configurations of the current right-of-way along Oak Park Ave.

The Open House meeting will consist of two different meetings: one in-person and one virtual to maximize inclusivity.

Meeting #4: Staff Workshop + Steering Committee Meeting #3 (Week of May 1st)

A one-day workshop with Public Works and Planning Departments to finalize the street configuration and work through the good/better/best materials palettes to understand priorities and application of lessons-learned from both the design team and staff. As part of this one-day workshop, the Design Team will meet with the Steering Committee to review initial alternatives and review the outcomes from the Public Open House.

Phase 3 – Final Schematic Design

Meeting #5: Steering Committee Meeting #4 (Week of May 29th)

The intent of this meeting will be to present the draft Schematic Design and draft cost estimates to the Steering Committee for feedback and prepare for presentation to applicable commissions ahead of finalizing the Schematic Design package.

Meeting #6 (A&B): Village Commission Meeting(s) (Week of June 12th)

Meetings with applicable commissions ahead of finalizing the Schematic Design package and the Village Board Meeting to present findings of the project. Currently anticipating the Disability Access Commission and The Aging in Place Commission.

Meeting #7: Steering Committee Meeting #5 (Week of June 26th)

Review final Schematic Design package with Steering Committee for approval prior to presentation to the Village Board.

Meeting #8: Village Board Meeting (Monday, July 17th)

This meeting will present the final Schematic Design with cost estimates, as refined by Steering Committee input, for approval to move into Design Development (currently not in contract).

Meeting #9: Village Board Meeting (Monday, August 7th) – IF NEEDED

Depending on feedback from the July 17th Village Board Meeting, the Design Team may present edits to the Schematic Design package for approval to move into Design Development (currently not in contract).