



Oak Park Arts District Plan Budget and Timeline

	Hours	Fee
Phase 1: Project Start Up	120	\$18,000
Kick-Off Meeting with Village Steering Committee #1 Existing Conditions Report Market Analysis Architectural Survey Steering Committee #2 Public Meeting #1 - Listening and Visioning		
Phase 2: Strategy Development	127	\$19,050
Architectural Research Urban Design Economic Feasibility Steering Committee #3 Public Meeting #2 – Strategy Development		
Phase 3: Draft and Final Plan	127	\$19,050
Draft Plan Steering Committee #4 – Review Draft Plan Staff Review of Comments Final Plan Village Review and Adoption		
Direct Expenses (copies, mileage, poster displays)		\$1,000
TOTAL BUDGET		\$57,100

Scope of Work

Phase 1: Project Start Up

1.1 Kick-Off Meeting with Village (May)

- Collect and review all past plans
- Review project objectives and timelines
- Meet all relevant departments who will be involved in the plan and develop an outreach list for the Village and Steering Committee

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1.2 Steering Committee #1 (June)

Meeting Objective: Introduce process, review past plans, develop or update a Vision Statement for each district

- Review process
- Visioning Exercise
- Identification of Assets and Challenges - have Steering Committee mark-up a map of the district with all local assets – cultural activities, signs, crosswalks, transit, churches, etc.
- Identify individuals and organizations for one-on-one meetings and focus groups
- Walking tour with Steering Committee of Arts District after meeting to share observations

1.3 Existing Conditions Report (June-July)

Land Use: (June)

- Develop Land Use Map
- Develop Zoning Map
- Develop an Arts and Culture map of Arts District and environs

Transportation Analysis: (June)

- Traffic Data – Traffic volumes (as available from the Village), recent traffic studies, future improvement plans
- Pedestrian circulation – existing and proposed infrastructure and plans; new pedestrian counts will be collected at seven locations
- Bicycle Infrastructure and Plans
 - Connections to Village bike routes & facilities
 - Connections to regional routes
 - Access to transit
 - Bike parking
 - Divvy bike station
- Transit service and ridership – CTA Blue Line and Pace Bus routes
- Available bike and car sharing services
- Parking – Parking inventory and occupancy counts of public parking spaces, along with parking regulations and pricing.

Market Analysis (June)

- Inventory all businesses and vacancies
- Interview as many businesses as possible with a goal of at least 20 interviews/visits to local businesses

- Focus groups of customers, one Oak Park residents and one of customers from beyond Oak Park
- Economic analysis of trade area determining local and regional customers and businesses
- Analysis of competitive arts districts
- Determination of demand for retail gaps consistent with the character of the Arts District
- Develop a business and vacancy map for the district

1.4 Architectural Survey (June)

- MIA will attend an initial meeting with designated representatives of the Village of Oak Park (VOP) and Consultant Team to review the project scope, methodology, and verify project boundaries. At the initial meeting, MIA will also provide the proposed field inventory survey form for review and evaluation by the VOP. MIA will be provided with a base map of study areas, list of contact persons for local resources, a “letter of introduction” for field work and copies of previous surveys and reports.
- Sites will be surveyed from adjacent public property, walkways, or roads. Data will be recorded on all principal and secondary structures and site in the field, onto individual property survey forms. Photographs of each property will be taken.
- MIA will create a digital building inventory from information gathered during the survey process including but not limited to: address, PIN, architectural style(s), materials, height, architect/builder, historic name/function, condition, and National Register and local eligibility evaluation.

1.5 Steering Committee #2 (June)

Meeting Objective: Agree on Vision Statement for the district, goals and outcomes of plan

- Review of data booklet – economics, demographics, retail vacancies, etc.
- Identification of goals and outcomes
- Development of preliminary strategies
- Review of results of preliminary Architectural Survey (see Historic Preservation Analysis)
- Review Transportation Existing Conditions (see Transportation)
- Walking tour of Oak Park Avenue District after the meeting to share observations

1.6 Public Meeting #1 - Listening and Visioning (July)

Meeting Objective: Review past plans, data on the district, present and get input into Vision Statement, begin to introduce ideas for public comment

- Overview of project
- Listening session
- Interactive visioning exercise
- Idea Boards

Phase 2: Strategy Development (July-August)

2.1 Architectural Research (July)

- Phase II will consist of review of the architectural survey. All surveyed properties will be evaluated for architectural and/or historical significance.
- Survey properties will be evaluated initially on age and integrity. Then Survey properties will be evaluated under the Evaluation Criteria of the National Register of Historic Places established by the National Park Service and by the local Landmark Designation Criteria. Upon completion of evaluation, all structures will be identified as “Significant”, “Contributing”, or “Non-Contributing”. All “Non-Contributing” structures will be documented as such due to age, reversible alterations, or irreversible alterations.
- MIA will gather information, as available, on local builders/architects and owners of historic structures and provide dates of construction (actual or circa dates). If a definitive date of construction cannot be located, buildings will be circa dated based on maps, style/type, materials and field observation.
- Research for additional information about each property will be conducted as the survey progresses. Research materials may include but is not limited to: local histories, pamphlets and clippings, maps, survey plats, Sanborn maps, and historic photographs. All information from field survey forms and research will be compiled into the digital survey inventory created in Phase I.
- Note that no title searches will be performed as part of the information gathering aspect of this survey. Properties will be circa dated based on architectural styles and/or map dating and knowledge of local development periods except when specific local information i.e., on a cornerstone, city archives, and historical society information, etc. is available. Only local archive material will be utilized for research.

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2.2 Develop Land Use Strategies (July-August)

Land Use

- Character Map – identifying existing character and proposed strategies to enhance the identify of each subarea of the two districts
- Develop character zones for building height, design, site layout, parking, housing and public improvements
- Land Use Strategy Map – a visual summation of key strategies and projects in the plans
- Future Land Use Map – identifying current and change of uses in both districts

Urban Design Concepts

- Concept plan for each business district noting locations for improvements
- 2-3 sites in plan view and perspective view identifying opportunities for preservation, redevelopment, or new construction concepts
- Perspective drawings for key street scenes with urban design improvements
- Suite of wayfinding signage templates with any changes from current signage programs

Zoning

- Review current zoning with staff and determine whether any zoning map or text changes will be recommended in the plan.
- Develop Zoning Map – identification of any proposed modifications to zoning in the two districts

2.3 Transportation Strategies (July-August)

Pedestrian Environment

- The pedestrian analysis will focus on the development of a safe and efficient pedestrian network that provides connections and access to where pedestrian actually want to travel.

Bicycle Network

- Enhancement of roadway bike facilities / connections to regional routes and trails
- Bike parking
- Signage

Access/Circulation

- Intersection improvements
- Traffic calming measures
- Signage/wayfinding recommendations

Parking

- Parking lot improvements for circulation
- Identification of additional parking if needed
- Signage/communication of existing parking resources

2.4 Economic Feasibility (July-August)

Development of business and arts district strategies in areas such as:

- Business Retention – determining the ways to serve existing businesses better through Village services and efforts of local business organizations such as the Oak Park Arts District, Oak Park River Forest Chamber of Commerce and others.
- Business Attraction – partnering with the Village, Oak Park Economic Development Corporation and other organizations to market, provide services and incentives to new businesses or existing businesses who would like to expand.
- Marketing – efforts to improve marketing on behalf of the two districts through web sites, Facebook, Instagram and other social media, as well as events, sponsorships and other marketing efforts.
- Physical improvements – in coordination with land use, urban design, and transportation strategies, ideas will be developed to improve the look, feel and use of public space in the two districts. These may include recommendations for improving signage, wayfinding, street furniture, parking lots, and open spaces, that will enhance the experience, for all users including pedestrians, bicyclists, transit-users, and drivers.

2.5 Steering Committee #3 (September)

Meeting Objective: Develop land use, design, and business attraction strategies and hold an interactive design charrette to provide input into key design issues in each district

- Land Use and Design strategies
- Participatory design in charrette format around 2-3 sites and vistas
- Business retention and attraction strategies

2.6 Public Meeting #2 – Strategy Development (September)

Meeting Objective: Open House to review strategies and projects

- Opening session to ground the meeting with a visual presentation of ideas
- Interactive sessions around the room such as laying out intersection or road improvements in scale so that people can get a sense of what is possible to make improvements

Phase 3: Draft and Final Plan

3.1 Architectural Survey Report (October)

The Survey Report will include:

- Introduction
- Survey Methodology
- Evaluation Criteria
- Description of the Survey Areas
- Evaluation of Structures in the Survey Area
- Architecture of Survey Area including architectural styles/building forms and significant and/or integral features of the survey area's built environment to serve as the basis of future design guidelines.
- Conclusion & Recommendations
- Bibliography
- Appendix including but not limited to: tabulations of architectural styles/building forms, resources by decade, number of properties surveyed (principal and secondary structures); a general map of the community area as well as a specific map of the survey area with eligibility evaluations; completed inventory forms.

3.2 Development of Draft Plan (October)

A detailed Draft Plan will be prepared that will include description of all strategies and projects for the Arts District including:

- Land Use and Urban Design
- Transportation
- Economic Development and Business Retention
- Architectural Character and Conclusions of Survey
- Detailed Implementation Plan

3.3 Steering Committee #4 – Review Draft Plan (October)

Meeting Objective: Review draft plan, make comments for additions and improvements

- Review of draft plan
- Review and refine implementation matrix – assign responsibilities and timeframe to each recommendation
- Identify resources
- Prioritize strategies and projects

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3.4 Staff Review of Comments (October)

Meeting Objective: Review all Steering Committee and public comments, coordinate input from all relevant departments and agencies

- Review all changes to plan
- Present final draft plan to staff for final review

3.5 Final Plan (November)

Meeting Objective: Complete full text and graphics for plan

- Review all comments
- Make all changes to complete document
- A digital final draft of the Architectural/Historical Intensive Survey Report will be submitted including inventory forms and photographs, as well as the Building Analysis for review and comment and present all initial Survey findings.

3.6 Village Review and Adoption (November)

Objective: Review, comment on, and make changes to final plan for adoption by Village

- Review and adoption of plan