

Transportation and Parking Analysis Project Management Plan

Purpose

The purpose of this Project Management Plan is to guide staff, stakeholders, Village officials and the project consultant on the roles, responsibilities and expectations of participants, and re-document the project scope. (A separate Communication Plan has been developed to project public engagement efforts and schedule.)

Project Roles and Responsibilities

The analysis will be led by the Chair of the Public Works Committee with coordination through the Planning & Development Director. The project consultant will primarily interact with the Planning & Development Director, who will assist in facilitating stakeholder engagement, confirm progress and/or completion of project scope and provide periodic updates to the CDA and Village Board.

As discussed within the Request for Proposal process, a Technical Advisory Group (TAG) of stakeholders will be created to help guide the process and assist with facilitating public engagement. The TAG's role will be advisory to the process. The purpose of the TAG will be to:

- represent respective perspectives within the community;
- provide advice and direction on contract and project scope execution;
- assist with the dissemination of information, both throughout the planning process and afterward; and,
- partner with the Village on implementation.

The TAG will be convened periodically throughout the process, as projected in the Communication Plan, for the purposes of both confirming or requesting additional information, and presenting data and draft findings/recommendations. TAG meetings will be led by the project consultant, via conference call/WebEx or in-person, and be organized through agendas and notes. No formal minutes will be taken. Per the Communication Plan, those meetings will be held prior to specific public engagement efforts or as needed. Meetings of the TAG will be open to the public, but there will not be a public comment period. Meetings will be recorded for posting to the project website, as technically feasible.

Based upon review of the scope and discussion with the project consultant, the formulation of one TAG, to be approved by the Village Board, is being suggested. The composition of the group shall be based on the following:

Technical Advisory Group

Chair of Public Works Committee

CDA representative (to be recommended by CDA Chair)

Elder Services Advisory Board representative (to be recommended by Chair)

BID representative (to be recommended by BID President)

School District Representative (to be recommended by Superintendent)

Pedestrian and Bicycle Safety Committee representative (to be recommended by Chair)

Plan Commission representative (to be recommended by Plan Commission Chair/Village President)

Multi-family landlord (to be recommended by Village President)

In addition, Village Staff representative of various departments and responsibilities will also be asked to participate in TAG meetings, as necessary.

Bart Griepentrog, Planning & Development Director (liaison)

Sara Bruckman, Village Clerk

Diane DeWindt-Hall, Deputy Village Clerk

Peter Nimmer, Chief of Police

Leeann Butschlick, Director of DPW

Elizabeth Price, Senior Resource Center Coordinator

Focus Groups

As a critical component to public engagement efforts, the project consultant has requested that five focus groups be arranged.

- Businesses - Retail/Restaurant (invitees should include a representatives from various geographic areas and business types/sizes).
- Multi-Family Residential (Duplex landlords, multi-family landlords, tenants, senior housing)
- Single-Family Residential (sourced from Village Board and citizen committee recommendations and interested residents)
- Transportation and Mobility (Police Department, School District, Senior Resource Center, Conservation Committee, and Pedestrian and Bicycle Safety Committee)
- Elected Officials and Village Staff

The purpose of the Focus Groups is for the project consultant to listen and obtain perspective and input from the stakeholder groups to help shape policy improvements and recommendations. Invitations to participate will be coordinated through Village staff, with input from the Public Works Chair and Village Board. Ideally, the meetings would occur at Village Hall, with the meetings scheduled over the course of two to three business days.

Other stakeholders will be engaged throughout the process, at the selection of the project consultant or direction of staff or the Chair of Public Works.

Open House/Public Engagement Meetings

Primary citizen engagement will take place through open house meetings, with the potential for voting mechanisms and live results. The following general meetings are planned:

- One (daytime and evening) open house to gather preliminary information and present preliminary understanding and best practices, with much of the time devoted to general public input and comment.
- One open house meeting specific to Parking
- One open house meeting specific to Transportation
- One (daytime and evening) open house to present findings and preliminary recommendations, as well as any suggested pilot programs.

Project Website

A project website will also be maintained by Village Staff to share information, planning documents and clear opportunities for engagement. Specific promotional actions are detailed within the Communications Plan.

Project Scope

The following project scope is taken directly from the project's Request for Proposal, which was approved by the Village Board on December 17, 2018. (Task numbering does not imply order.)

Task 1 Transportation Analysis

- A. Street Classification and Circulation
 - 1. Document and review existing transportation conditions and circulation patterns
 - a. Traffic counts, to be collected as required
 - b. Speed zones
 - c. Signage and wayfinding
 - 2. Identify and review special areas of attention (school zones, one-way streets, high traffic, safety issues, etc.)
 - 3. Recommend a street classification system and areas for discussion of circulation modifications
- B. Traffic Controls and Calming
 - 1. Identify designs for traffic controls and calming based on proposed street classifications and context (school zones, for example)
 - 2. Recommend options for a process by which requests are evaluated to determine whether or not a request is granted approval for implementation
- C. Bike, Pedestrian and Transit Accommodations
 - 1. Review existing accommodations and plans
 - a. Bike (including connections to regional trails and sharing systems)
 - b. Pedestrian
 - c. Transit (stop locations and amenities)
 - d. Other/new technologies (scooters, streetcar, ride share, etc.)
 - 2. Identify potential modifications, additions or priority improvements
- D. Design, Approval and Implementation of Transportation Projects
 - 1. Document existing review, approval and implementation processes for transportation and infrastructure improvements
 - 2. Recommend options for a process for public involvement and requests

Task 1.1 Metro Market Redevelopment Circulation Study

- A. Review traffic circulation within the parking structure and surrounding the redevelopment and recommend proposed improvements, if any.

Task 2 Parking Analysis

- A. Daytime Parking
 - 1. Review existing daytime parking provisions, regulations, fees and agreements, for residents, commuters, customers and employees
 - a. Special Permits (Loading Zones, ADA, hardship, etc.)
 - b. Impact Zones
 - c. Winter regulations
 - 2. Identify inventory gaps and solutions
 - 3. Recommend options for regulation modifications, not to include the Residential Congested Commuter Area
 - 4. Recommend options for fee adjustments (potential assessments or parking meters)
 - 5. Provide recommendation of options on evaluation of requests for no parking or other requests

- B. Nighttime Parking
 - 1. Review existing nighttime parking provisions, regulations, fees and agreements
 - 2. Provide recommendation of options to any changes, based on inconsistencies, best practices, public input or revenue/fee implications
- C. Municipal
 - 1. Review inventory of municipal parking provisions, regulations and fees
 - 2. Provide recommendation of options to any changes
- D. ADA
 - 1. Provide the legal requirements and any recommendations for providing on street ADA parking, including a process for evaluating and implementing resident requested ADA on street parking accommodations
 - 2. Provide the legal requirements and recommendations on permitting temporary ADA parking accommodations , including a process for evaluating and implementing resident requested ADA temporary on street parking accommodations
- E. Enforcement
 - 1. Review existing permitting software capabilities and restrictions, in consideration of required implementation
 - 2. Document existing enforcement procedures

Task 3 Public Engagement

- A. Review 2019 community survey and incorporate relevant feedback
- B. Work with technical advisory group to implement a public engagement strategy, including outreach to landlords, including duplexes, and citizen committees
 - 1. Engagement efforts to include at least two public/town hall meetings for daytime and nighttime audiences
- C. Create materials for information dissemination and engagement
- D. Utilize feedback and ideas in Traffic and Parking Analysis

Task 4 Summarize Findings and Recommendations, Approval and Implementation

- A. Prepare report of findings and recommendations based on items identified in Tasks 1 and 2
- B. Incorporate user-friendly maps and diagrams, including GIS data for the Village’s online mapping system
- C. Present findings and recommendations to technical advisory group and Village Board