

**TASK 1 - PROJECT KICK-OFF & BACKGROUND ASSESSMENT****TASK 1.1 – PROJECT KICK-OFF MEETING**

The Project Kick-Off Meeting will primarily serve as an opportunity for the Team gain a deeper understanding of your needs and to pick up where the digital surveys you completed left off. We will conduct formal interviews the Client in order to intimately understand your, and the citizens of Pingree Grove's, needs and desires through this important project. Additionally, this meeting will serve to introduce TPUDC's proposed process and goals in order to provide the Client with a more detailed approach of how TPUDC will complete the Heritage District Design & Development Plan. This meeting will likely take a half day and cover a multitude of topics such as:

- Clarification and creation of Client/Team interface and TPUDC structure
- Goals based on the Client's perspective
- Goals based on the TPUDC's experience
- Delineation of proposed study area
- Discussion of project schedule
- Discussion of local initiatives
- Client concerns and aspirations
- Initial assessment of available and missing data
- Presentation of collected base information and graphics
- Discussion of outreach objectives and strategy

**TASK 1.2 – SITE RECONNAISSANCE & TOUR OF STUDY AREA**

Following the meeting, the TPUDC will conduct the first reconnaissance tour of Pingree Grove's Heritage District and surrounding area. It will consist of a half day tour of the Heritage District with members of the Village staff, project Committee and key stakeholders. This task provides an opportunity to discuss the base information, meet with Village staff, and field-review available maps of existing conditions, opportunities and constraints.

**TASK 1.3 – REVIEW EXISTING PLANNING-RELATED DOCUMENTS**

Current and completed planning documents, studies, and processes pertaining to Pingree Grove and surrounding area will be reviewed to ensure that the TPUDC's work builds upon existing knowledge. TPUDC will then finalize the study area and clarify any additional data needed to proceed with the study. TPUDC will review the following planning-related documents as well as any other available materials to gain background knowledge:

- Pingree Grove Comprehensive Plan (2003)
- Village Building Code (2004)

- Village Zoning Map (2009)
- Kane County Strategic Plan (2006)
- Kane County 2030 Land Resource Management Plan
- Kane County 2030 Long Range Transportation Plan (2004)
- Kane and McHenry Counties Illinois 47 Corridor Plan (On-going)

**TASK 1.4 – DEVELOP PROJECT COORDINATION PLAN**

TPUDC understands that the Village Staff and Trustees will serve as the Client Representatives. The Village Manager will serve as our main point of contact and to whom TPUDC will report.

In addition to our face-to-face interaction, TPUDC will conduct a bimonthly "Check-In" video-conference or conference call to meet with the Client. Calls will be substantive on project progress as well as collaborative to move essential planning elements through analysis, alternative development and refinement.

TPUDC will prepare a detailed, Project Coordination Plan which includes:

- A task-by-task work plan for achievement of each of the deliverables identified in this scope of work;
- Development of goals and objectives;
- A Gantt Chart depicting each project task, duration, critical decision points, public participation and stakeholder involvement, deliverables and their respective review periods and other elements;
- A listing of additional data needed for collection;
- A refined project management and responsibility matrix, inclusive of a listing of all project participants;
- Detailed strategy for coordination and collaboration with groups involved in preexisting planning studies;
- Detailed Client/Consultant/Stakeholder communication plan and contact lists;
- Data format, maintenance and file management plan;
- Detailed outline of Client/Consultant document control procedures.

**TASK 1.5 – DEVELOP COMMUNITY OUTREACH PLAN**

TPUDC will prepare a Community Outreach Plan to assist the Village in reaching out to stakeholders. TPUDC will identify methods of incorporating various target audiences into the public outreach effort, to ensure that all voices are heard.

The Master Plan Charrette will be an essential element in receiving input from the Village, other key stakeholder

groups and the general public. This process will be outlined in later sections of this scope of work.

The stakeholders will be involved throughout the entire planning process. These stakeholders will be defined as individuals, organizations, or groups important to data collection efforts, consensus building, or to the implementation of the resulting plans. Identified stakeholders include, but are not limited to the following:

- Village President;
- Village Manager;
- Village Trustees;
- Village Building & Water Department Staff;
- Plan and Zoning Commission Members;
- Elected officials;
- Fire & Police Department;
- Illinois Department of Commerce & Economic Opportunity;
- Community and Neighborhood Leaders;
- Business Leaders;
- Chamber of Commerce;
- Key Institutional Leaders;
- Illinois Association of Historic Preservation Commissions;
- Illinois DOT;
- Developers;
- General Public; and
- Local Authorities.

TPUDC will meet with groups of local officials and the Plan and Zoning Commission as part of the public meetings associated with the charrette, as well as during the Adoption Process.

Using these audiences as the starting point, the TPUDC will prepare its detailed Community Outreach Plan, outlining the elements and timing of meetings and public collaboration. The plan will include the following:

- Final establishment of audiences (outlined above) and timing of meetings associated with public outreach and collaboration;
- Methods and materials anticipated for use throughout the public outreach effort and for each audience such as media outreach, surveys and questionnaires, a project branding strategy, digital marketing material, and interactions with target groups;
- Method for collecting and summarizing public input;
- Strategy for use of print and broadcast media for public meeting announcement, information provision and collection of input;

#### **TASK 1.6 – LAND USE ANALYSIS**

TPUDC will analyze the Heritage District and develop opportunities and constraints maps to help inform the Heritage District Design & Development Plan.

#### **TASK 1.7 – HISTORIC & CULTURAL RESOURCES ANALYSIS**

TPUDC will build upon previous studies and inventories of the historic and cultural resources within Pingree Grove to inform the preparation of the Heritage District Design & Development Plan. By understanding the specific locations of historic and cultural resources, land use decisions can be made that not only honor, but build on the unique places that make Pingree Grove a special place to live and visit. Infill and redevelopment opportunities, civic centers, walkable networks will be designed to enhance the existing historic and cultural resources.

#### **TASK 1.8 – PREPARE BASE MAPS**

TPUDC will work with Village staff to prepare base maps for use during the project. Available environmental constraints (floodplains, hazardous material sites, community impacts, and historic buildings and properties) identified on local and State databases, as well as parcel lines, existing buildings, roads, and other pertinent data layers will be utilized.

#### **TASK 2 – MASTER PLAN CHARRETTE**

This task will involve holding a multi-day design charrette to develop a walkable, mixed-use infill and development master plan for the Heritage District and surrounding areas, with supporting diagrams and renderings that clearly communicate strategies for implementing economic development, “Smart Growth” and sustainable principles in Pingree Grove.

TPUDC will create for the charrette, a multidisciplinary team, to create the master plan, all supporting documents and form-based standards for the project.

The team will incorporate direct public feedback into new versions of the plan, helping to distill and refine a common vision for the project.

The charrette will be held at a site in the Village where TPUDC, along with public officials, will assemble. The charrette team will set up a full working office and studio at the site and work in conjunction with public presentations and meetings.

**TASK 2.1 – OPENING PRESENTATION**

On the first evening of the charrette, the Project Principal will deliver an introductory lecture on traditional town planning principles and Smart Growth.

**TASK 2.2 – HANDS-ON WORKSHOP**

The team facilitates a hands-on design workshop where the public is invited to roll up their sleeves, drawing and brainstorming their ideas directly with the team around tables, working over base maps to identify where redevelopment could happen and how they might like to see places evolve in the future.

**TASK 2.3 – SYNOPTIC SURVEYS & REGIONAL TOUR**

On the first day of the charrette, the TPUDC will conduct a reconnaissance site tour of Pingree Grove. This tour will provide important documentation of existing conditions during which TPUDC will photograph, measure and collect data from the study area. In addition, the team will focus on documenting the unique vernacular architectural characteristics of the region. This architectural image library later form the basis for a portion of the Form-Based Development Standards.

The team will analyze the best examples of rural development and urbanism incorporating the data into detailed Synoptic Surveys arranged by Transect Zone, from rural to urban.

Parallel with the Synoptic Survey, TPUDC will also review the existing Village Building Code for its impact on the Heritage District.

**TASK 2.4 – STAKEHOLDER MEETINGS**

During the charrette, many formal and informal meetings will be held with various approving agencies and interest groups.

**TASK 2.5 – DEVELOP HERITAGE DISTRICT ILLUSTRATIVE MASTER PLAN**

Based on the input from the public received at the Hands-on Workshop and the stakeholder meetings, TPUDC will develop a Heritage District Village Center Illustrative Master Plan for the Village of Pingree Grove. The Heritage District Village Center Illustrative Master Plan will clearly depict recommended infill and redevelopment scenarios and building configurations, parks and plazas, street connections, and public facilities. A distinction will be made between existing buildings to be conserved

and proposed new buildings. A general program for the Study Area will be established that will outline the overall projected capacity for specific land uses and their related square footage.

The Heritage District Village Center Illustrative Master Plan will also illustrate proposed improvements to the connectivity within the Study Area, focusing on physical connectivity and transportation impacts to and from the Heritage District. The relationship of new development in Elgin will be considered so that the plan can take advantage of its adjacency. Modifications will be suggested to improve the pedestrian realm and pedestrian safety. TPUDC will also identify appropriate access, gateway elements, circulation, parking and traffic control design elements, to support the Heritage District Village Center Illustrative Master Plan. Consideration will be given to all modes of transportation including: motorized vehicles (including transit vehicles), bicycles, and pedestrians.

The Heritage District Village Center Illustrative Master Plan will also show alternatives for how improvements can be made to the existing intersection of Reinking Road and Route 20/Oak Street as a public gathering place with streetscape and pedestrian friendly elements. Scenarios will be designed to improve the safety and quality of the pedestrian environment, provide uses that serve as pedestrian generators, and incorporate design solutions for an enhanced, attractive and safe pedestrian environment.

Finally, the plan will incorporate the latest in sustainable and “Green” concepts with such concepts as Light Imprint New Urbanism and LEED for Neighborhood Development.

**TASK 2.6 – DEVELOP TRANSIT-ORIENTED DEVELOPMENT OVERLAY PLAN**

TPUDC will develop a Transit-Oriented Development (TOD) Overlay District Plan for the potential development of a mixed-use transit village within a ¼ mile radius around a future Metra commuter rail station. The intent of the TOD overlay district is to promote a lively, prosperous transit village that serves as an attractive place to live, work, shop and recreate with less reliance on the automobile.

**TASK 2.7 - INTERMEDIATE PIN-UPS & CRITIQUE**

A number of pin-ups take place at key points in the design process. During these pin-ups, the charrette team receives feedback from participants about the best elements of each of the plans presented.

**TASK 2.8 – PREPARE ILLUSTRATIONS & 3D MODEL**

TPUDC will create a series of street-level and/or bird's-eye renderings to illustrate how the plan will look and feel from the view of a pedestrian. "Before and after" illustrations will enable the public to better understand the plan and provide feedback on the vision.

**TASK 2.9 – PLAN REFINEMENT**

The remainder of the charrette consists of daily design, incorporating information and ideas gathered from the client and the public during the intermediate pin-up and during technical meetings. Based on feedback from the client and the public there will be several iterations of plans throughout the week.

**TASK 2.10 – CLOSING PRESENTATION**

A final presentation takes place on the last day of the charrette. All of the work produced during the charrette is presented and explained.

**TASK 2.11 – POST-CHARRETTE MEETING**

TPUDC will conduct a closing meeting with Staff and the Steering Committee to answer any questions following the charrette and review the schedule for the remaining completion of the Heritage District Design & Development Plan and associated documents. In addition we will explain what staff will be receiving and how each part relates to others (i.e. the plan and documents produced at the charrette, renderings and other products).

**TASK 3 – FORM-BASED/ SUSTAINABLE DEVELOPMENT STANDARDS & DETAILED REGULATING PLAN**

TPUDC will create Form-Based and Sustainable Development Standards for the Heritage District. These standards will regulate all aspects of development and may serve as the zoning for the District. These standards will work in conjunction with the Detailed Regulating plan which will show various aspects of regulation on one map.

**TASK 4 – DRAFT HERITAGE DISTRICT CHARRETTE CATALOGUE**

TPUDC will deliver a Draft of the Heritage District Charrette Catalogue (plans, renderings, graphics, etc. created at the charrette) to Staff and Steering Committee. Staff and Steering Committee will review and comment on Initial Draft. Then Staff will forward a single set of

written comments about any formatting or text related issues to TPUDC. A conference call will be conducted regarding Staff and Committee comments on draft.

**\* CLIENT REVIEW PERIOD\*****TASK 5 – FINAL HERITAGE DISTRICT CHARRETTE CATALOGUE**

After incorporating any formatting or text revisions, TPUDC will deliver the Final Version of the Heritage District Charrette Catalogue to the Client.

**TASK 6 – MASTER PLAN OF ENTIRE VILLAGE**

While it is not specifically requested in the RFP, TPUDC will develop a Master Plan for the entire Village of Pingree Grove.

**TASK 7 – HERITAGE DISTRICT PLAN PRO FORMA**

Based on the results of our analysis and the charrette, TPUDC will create a development pro forma analysis of the master plan proposals for the Heritage District. The pro forma analysis will model constraints, costs and revenues.

**TASK 8 – HERITAGE DISTRICT MARKETING PACKET**

TPUDC will create a professional packet suitable for the marketing of the property within the Heritage District to potential developers. This document will include the pro forma analysis and other pertinent information to attract future investment in Pingree Grove and its Heritage District.

**\* CLIENT REVIEW PERIOD\*****TASK 9 – ADOPTION**

TPUDC will assist the Client with the adoption of the plan. This will include on-going remote consultation via video- and teleconference. In addition, a presentation and joint work session with the Planning Commission and the Village Trustees to explain the plan and associated documents will be provided if beneficial.

Additional trips may be requested as an Additional Service.