



VAg, Inc.  
Architects & Planners

# Agenda:

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**Project Name:** Nottingham Park Master Plan (NPMP)

**Project No:** -2803.00

**Date:** 02.01.2008

**RE: Internal Project Kick Off Meeting**

**FROM: Mariana Boldu**

VAg, Inc Architects and Planners

**TO:**

**Sherry Dorward**  
**Linda Venturoni**  
**Eric Heidemann**  
**Matt Gennett**  
**Jared Barnes**  
**Jennifer Strehler**  
**Danita Chirichillo**  
**Justin Hildreth**  
**Jeff Schneider**  
**Rob Janusz**  
**Meryl Jacob**

Landscape Architect, ASLA  
Venturoni Surveys & Research, Inc  
TOA NPMP Project Principal  
TOA NPMP Project Manager  
TOA NPMP Project Coordinator  
TOA Public Works Director  
TOA Special Events & Recreation Marketing – Supervisor  
TOA Town Engineer  
TOA Town Engineer  
TOA Parks Director or Manager  
TOA

**CC:**

**Pedro Campos**  
**Christa Nenaber**  
**Brett T. Rolfs**

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## **Phase I :**

### **Project Kick Off, Community Survey, Inventory, Analysis, Design Charrette One**

#### **1.1 Project scoping with Town of Avon**

- Communication and coordination protocol between the project team, the Town, and the public.
- Establish goals, objectives of the project
- Review updated schedule and contract
- Review scope of work (clarify web page and survey scope)
- Formation of a planning committee and establishing meeting dates

## **1.2 Review all relevant planning documentation**

- Town of Avon Comprehensive Plan 1996
- Avon Town Center Design Guidelines
- Avon West Town Center District Investment Plan
- Historic Master Plan for the Nottingham Park.
- Lake Street CD package (coordination with Marcin and DesignWorkshop)
- Base CAD file with park layout and contours
- Other relevant documents to be provided by TOA

## **1.3 Public Project Kick Off Meeting.**

- To inform the public about the goals and objectives of the Master Plan effort
- To present the project schedule through a targeted poster.
- To present the Community Survey process of how it will be administered and inform the planning process.
- Establish Agenda items

## **1.4 Community Survey.**

- Linda Venturoni will develop the Community Survey with input from Town Staff and project team. The survey will be tested on a limited screening group and fine tune questions.
- The preferred method(s) of conducting the survey will be established
- Dates for mailing, administering, and analyzing the survey are proposed as follow.
- The results synthesized into an analysis memorandum to inform the master planning process need to be provided previous the date of Charrette 1.

## **Additional Items for discussion**