



VAg, Inc.  
Architects & Planners

# Agenda:

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**Project Name:** Nottingham Park Master Plan (NPMP)  
**Date:** 02.15.2008

**Project No:** 2803.00

**RE: Bi-Monthly Project Check- In & Review**

**FROM: Mariana Boldu**

VAg, Inc Architects and Planners

**TO:**

**Matt Gennett**  
**Jared Barnes**

TOA NPMP Project Manager  
TOA NPMP Project Coordinator

**CC:**

**Pedro Campos**

VAg, Inc Architects and Planners

## **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.  
***Reiterate to get copy on all communication between our consultants and the town***
- Establish goals, objectives of the project
- ***Review our approach to synthesis of the existing documents***
- Review updated schedule
- ***Get final confirmation on important dates***
- Review scope of work (clarify web page and survey scope)
- ***Present draft of Survey***
- Formation of a planning committee and establishing meeting dates
- ***Get confirmation on dates***

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

***Discuss Summary Map of all documents recommendations***  
***Documents that are still pending: GIS boundary of the park***

- Town of Avon Comprehensive Plan 1990, 1996, 2006. **Received**
- Avon Town Center Design Guidelines **Received**
- Avon West Town Center District Investment Plan **Received**
- Historic Master Plan for the Nottingham Park. **Received**

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- Lake Street CD package (coordination with Marcin and DesignWorkshop) **Received**
- Base CAD file with park layout and contours. **VAg working with Eagle County data**
- 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 discuss newspaper publication dates, provide draft, draft of the poster to be posted at designated locations**
- To present the project schedule through a targeted poster.  
**To present draft**
- To present the Community Survey process of how it will be administered and inform the planning process.  
**First draft of the survey; 45 minute Survey Focus Group session needed by Linda.**
- Establish Agenda items  
**Discuss Preliminary Agenda & Provide draft of kick off meeting power point presentation by Friday February 22<sup>nd</sup> for review**

### 1.4 Community Survey.

- Linda Venturoni will develop the Community Survey with input from Town Staff and project team.  
**Draft survey available by February 15<sup>th</sup>**
- The preferred method(s) of conducting the survey will be established  
**TOA will supply VRS with the voter registration list by February 15<sup>th</sup>**
- Dates for mailing, administering, and analyzing the survey are proposed as follow.  
**First Survey Draft available presented on the Kick off meeting – (February 27<sup>th</sup>)**  
**First Mailing out – (Tentative date: March 5<sup>th</sup>)**  
**Second Mailing out – (Tentative date: March 19<sup>th</sup>)**  
**Process of collection of data the survey completed – (Tentative date: April 16<sup>th</sup>)**  
**Presentation of the Survey Results (Public Charrette # 2 May 22<sup>nd</sup>)**
- The results synthesized into an analysis memorandum to inform the master planning process need to be provided previous the date of Charrette #1.  
**We will use the charrette #1 and the focus groups setup to engage the public and ask them to assist in filling out the surveys.**

### 1.5 Site Inventory

- Identify any additional info needed  
**Review CAD compiled base**
- Define current Park Program  
**Maps per season usage**
- List of amenities, conditions & spatial arrangement  
**Discuss GIS mapping of “special events by season” idea**
- GIS maps  
**Topography, Slope, Aspect, Adjacent Land Uses to be provide at large scale for charrette**

### 1.6 Site Analysis

- Analyze info. gathered, create a context map and an opportunities & constraint plan for Design Charrette 1  
**In process**

### 1.7 Public Design Charrette 1

*Discuss format of the charrette (parallel sessions by interest groups, how many,)*

- Review info gathered to this point
- Develop Programming Wish List for the Park

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