



VAg, Inc.
Architects & Planners

Meeting Minutes #1:

Project Name: Nottingham Park Master Plan (NPMP)
Date: 02.05.2008

Project No: 2803.00

RE: Internal Project Kick Off Meeting

Meeting No.: 01
Meeting Date: February 1, 2008 Time: 10 am- 12:30 pm
Location: Town of Avon Municipal Building

FROM: VAg, Inc Architects and Planners

Pedro Campos, Mariana Boldu, and Christa Nenaber

IN ATTENDANCE:

Sherry Dorward
Eric Heidemann
Matt Gennett
Jared Barnes
Jennifer Strehler
John Curutchet
Justin Hildreth
Jeff Schneider
Rob Janusz
Meryl Jacobs
Matt Pielsticker
Pedro Campos
Mariana Boldu
Christa Nenaber

Landscape Architect, ASLA
TOA NPMP Project Principal
TOA NPMP Project Manager
TOA NPMP Project Coordinator
TOA Public Works Director
TOA Parks Facility and Recreation Supervisor
TOA Town Engineer
TOA Town Engineer
TOA Parks Director or Manager
TOA Director of Recreation
TOA Planner
VAg, Inc. Architects & Planners, Senior Planner, ASLA
VAg, Inc. Architects & Planners, Senior Planner
VAg, Inc. Architects & Planners, Landscape Architect in Training

NOT IN ATTENDANCE:

Linda Venturoni
Becky Lawlor

Venturoni Surveys & Research, Inc
Community Relations Officer

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.**

COMMENTS: The main point of contacts for The Town of Avon will be Matt Gennett and Jared Barnes, VAg main point of contacts are Pedro Campos and Mariana Boldu. Communication with the public will be done through charrette based discussions (split into “interest groups”), webpage, and public postings. Public posting locations are library, post office, rec center, and town hall.

ACTION: TOA- To establish mailing addresses/ contact list of special interest/public groups to be contacted. (ex. Elementary school, HOA, Spanish speaking population, etc) To be compiled by 2/14/08. TOA to place advertisements in Vail Daily, Eagle Building, etc. same week of the meeting (2/20/08).

VAg-To propose draft structure of the Public Kickoff Meeting. To be completed by 2/20/08.

- **Establish goals, objectives of the project**

COMMENTS: Goals and Objectives of project are to create a cohesive master plan with strong connections to surrounding spaces for the public to use, goals are to follow the Town’s Comprehensive Plan and adopted documents.

ACTION: See Below.

- **Review updated schedule and contract**

COMMENTS: Thursdays determined most appropriate day for public meetings. Kick Off Meeting is proposed for Wednesday, Feb 27th, changed from Thursday, Feb 28th due to scheduling conflicts. Public Design Charrette #1, April 3rd. Public Design Charrette # 2, May 22th . Planning Committee proposed meeting dates: February 1st, March 14th, April 11th, May 9th, June 20th, August 1st (Fridays at 10.00 AM at TOA). Bi-weekly meetings, loose structure, held between Matt Gennett, Jared Barsed, and VAg.

ACTION: VAg- Send out updated schedule. Completed by 2/5/08.

- **Review scope of work (clarify web page and survey scope)**

COMMENTS: TOA to host project website and VAg will provide webpage design and pdf to be posted. TOA wants to make webpage interactive for public communication.

ACTION: VAg to coordinate webpage design. Release draft by 2/15/08. Prepare to “go live” with site 3/3/08.

- **Formation of a planning committee and establishing meeting dates**

COMMENTS: The planning committee consists of the group included in these meeting minutes.

ACTION: Planning Committee proposed meeting dates: February 1st, March 14th, April 11th, May 9th, June 20th, August 1st (Fridays at 10.00 AM at TOA).

1.2 Review all relevant planning documentation

- **Town of Avon Comprehensive Plan 2006**

COMMENTS: Project goals and objectives are to be based off of the Comprehensive Plan 2006.

ACTION: TOA Planning Committee to provide additional goals and objectives as needed.

- **Avon Town Center Design Guidelines**

COMMENTS: Project goals and objectives are to be based off of the Design Guidelines.

ACTION: VAg to complete by 2/14/08.

- **Avon West Town Center District Investment Plan**

COMMENTS: Project goals and objectives are to be based off of the Investment Plan.

ACTION: VAg to complete by 2/14/08.

- **Historic Master Plan for the Nottingham Park.**

COMMENTS: Plan done by Winston and Associates circa 1991.

ACTION: TOA- To provide VAg a copy of the Historical Master Plan by 2/6/08.

- **Lake Street CD package (coordination with Marcin Engineering and Design Workshop)**
COMMENTS: Lake Street CD package out to bid already.
ACTION: VAg to contact Marcin Engineering and Design Workshop for a hard copy, full set of plans by 2/6/08. Town of Avon Engineer to approve transfer of documents if needed.
- **Base CAD file with park layout and contours**
COMMENTS: VAg presented aerial base and CAD map, Suitable for planning purposes. In addition, TOA suggested using 2' GIS contours from Eagle County. Level of accuracy of data is unknown.
ACTION: VAg to merge 2' GIS contour data with CAD base.
- **Other relevant documents to be provided by TOA**
COMMENTS: Several additional documents were discussed at meeting.
ACTION: TOA- To provide the following by 2/6/08:
 - Hard Copy of Sedimentation Pond, as it relates to access and clean out
 - Copy of Maintenance and Use Contract with Elementary School
 - CAD map of Salute to the USA fireworks program
 - Winston & Associates 1991 Master Plan
 - Historical Survey
 - Irrigation Map
 - List of annual event from the Rec. Center, Photo inventory of annual events on c.d.
 - GIS boundary of Town owned park parcel lines to define study area

VAg to coordinate with Matt Gennett and Jared Barnes to attained above items by 2/6/08.

VAg to coordinate with Eagle River Water and Sanitation and Quest for utility easement information by 2/7/08.

1.3 Public Project Kick Off Meeting.

- **To inform the public about the goals and objectives of the Master Plan effort**
COMMENTS: Public Kickoff meeting proposed to be held Wednesday, February 27, agenda is to discuss goals and objectives, present community survey, project schedule illustrated through Target Project Poster.
ACTION: TOA- To advertise meeting in newspaper(s), week of 2/18/08 and/or 2/25/08 .
VAg to develop Target Project Poster by 2/15/08.
L.V. To develop draft survey by 2/15/08.
- **To present the project schedule through a targeted poster.**
COMMENTS: Target schedule poster to be displayed in Post Office, Library, Rec.Center, and on the website.
ACTION: VAg to create poster by 2/15/08.
- **To present the Community Survey process of how it will be administered and inform the planning process.**
COMMENTS: Linda Venturoni to coordinate with Becky, TOA, as it relates to other TOA surveys.
ACTION: L.V. – To send out memo informing VAg and Planning Committee of survey process by 2/6/08.
- **Establish Agenda items**
COMMENTS: Agenda to reflect above items.
ACTION: TOA and VAg to create agenda by 2/14/08.

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.**
COMMENTS: Pedro mentioned up front the process of defining the survey is the most time consuming process for Linda. This will require very efficient coordination. Discussion at meeting to have survey available in Spanish to reach surrounding community. Also to have an informational meeting for the Spanish speaking community in the Elementary School. Mariana Boldu able to translate survey and present at the Elementary School.
ACTION: L.V. – To provide a memo to summarize survey process by 2/6/08.
VAg- To coordinate with Linda Venturoni to translate survey by 2/18/08.
- **The preferred method(s) of conducting the survey will be established**
COMMENTS: Mass mailing by Town of Avon. Website discussed as a means to distribute survey.
ACTION: L.V. – To provide a memo to summarize survey process by 2/6/08.
- **Dates for mailing, administering, and analyzing the survey are proposed as follow.**
COMMENTS: Team discusses survey available March 3rd.
ACTION: L.V. – To confirm if proposed dates are feasible or request adjustments of dates by 2/6/08.
- **The results synthesized into an analysis memorandum to inform the master planning process need to be provided previous the date of Charrette 1.**
COMMENTS: Results back and analyzed before April 3rd Design Charrette.
ACTION: L.V. – To confirm if proposed dates are feasible or request adjustments of dates by 2/6/08.

Additional Items Discussed:

1.5 Planning Committee, Master Planning Priorities – By Member *Each planning member was asked to provide their project priorities.*

Eric Heidemann, TOA NPMP Project Principal

- Change lake edge/ Anchor for Main Street/ fishing dock
- Field Enhancement/ landscape around field
- Improve Circulation – maintain elements
- Relocate Red House from US 6
- Amphitheater
- Conserve view sheds
- Basketball concrete

Rob Janusz, TOA Parks Director or Manager

- More access to Park
- Relocation of north path closer to lake
- More picnic shelters/ BBQ
- Move cabin – “Nottingham Homestead Museum”
- No trees around all side of the field
- New Restrooms
- More power

Meryl Jacob, TOA Director of Recreation

- Shade structure to cover a portion of the lake
- New playground equipment
- Dog Area
- Parking – New Cabin- amphitheater
- Enhance beach for swimming
- Park Connections
- Flood soccer field for skating
- Under Interstate Connection

Matt Gennett, TOA NPMP Project Manager

- Location of the amphitheater
- Baseball field/ how often is it used/ redesign

Jennifer Strehler, TOA Public Works Director

- Noise berm for west side
- Fishing Dock
- Ecology Signage
- Fire pit
- Lighting on the Lake
- Holiday lighting select appropriate size trees
- Snow plow/ Snow storage
- Cross Country ski trail
- Baseball field
- Compost Toilets

Matt Pielsticker, TOA Planner

- Aesthetics around south side of Lake

Jeff Schneider, TOA Town Engineer

- Access from river/ Tie two parks together
- Tie into Main Street
- Irrigation infrastructure improvements
- Improve basketball courts/ volley ball courts

John Curutchet, TOA Parks Facility and Recreation Supervisor

- Picnic shelters/ one area for Kids Day camp to gather (50 kids)
- Enhance Lakes edge/ Access
- Trail enhancement and connection

Justin Hildreth, TOA Town Engineer

- Items to be folded into CIP Budget if possible/ Phasing strategy

-END OF MEETING MINUTES-

The above meeting minutes are the author's understanding of discussions held and decisions reached and shall be deemed acceptable to all parties unless inconsistencies or corrections are identified within seven (7) days of receipt of minutes. Revisions will be included as part of the next meeting minutes.

DRAFT

Physical Address:
90 Benchmark Rd., Suite 202
Avon, CO 81620

(970) 949-7034
fax: (970) 949-8134
email: general@vagarchitects.com

Mailing Address:
P.O. Box 1734
Vail, CO 81658-1734