

Hoyt Park Area Joint Neighborhood Planning Process Meetings at a Glance (Tentative)

11-11-11

City of Madison planning staff and the Consultant selected by the neighborhood (Vandewalle & Associates) will meet with the Hoyt Park Area Joint Steering Committee (HPAJSC) and host public open house events to share and review draft materials throughout the planning process.

MEETING	TOPICS		MONTHLY ACTIVITIES & TASKS	
	CITY	CONSULTANT	CITY AND CONSULTANT	HPAJSC
<p style="text-align: center;">1</p> <p>August 15, 2011 Sequoia Library Meeting Room 6:45- 8:45 pm</p>	<p><u>-Contract between City and Consultant:</u> Review of scope of planning process, Roles of City, Consultant, and Neighborhood and importance of formal adoption of Plan.</p> <p><u>-Project Website:</u> Discuss the launching of project website and MyAccount notification.</p>	<p><u>-Planning Process:</u> Review of planning approach, timeline, and project team.</p> <p><u>-Relationship to Comp Plan and Zoning:</u> Discuss the importance of master plan and ordinances to guide future land use changes.</p>	<p>-Coordinate Open House to gather input from residents on key neighborhood issues.</p> <p>-Consultant Team prepares comment sheets and other informational materials for Open House.</p>	<p>Coordinate Open House to gather input from residents on key neighborhood issues.</p>
<p>City of Madison Sponsored Public Open House</p> <p>September 13, 2011 Sequoia Library 4340 Tokay Blvd 6:30 – 8:30 pm</p>	<p>1 st Open House</p> <p>Focus of the <i>Public Open House</i> is to inform general public of planning process and to identify key neighborhood issues. HPAJSC, Consultant and city staff will collect input and foster discussion with a series of issue-specific stations: vision and place making, land use, parks and open space, and transportation.</p>			

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<p>2</p> <p>October 17 Sequoia Library Meeting Room 6:45- 8:45 pm</p>		<p><u>-Open House Comments:</u> Provide an update of the comments received from Open House, Comment Sheets, and other comments provided to City and/or Consultant. Assembled comments will be located on City of Madison Project Website.</p> <p><u>-Focus Groups:</u> Discuss possible target focus groups to ensure perspectives from various stakeholders are incorporated into the planning process.</p> <p><u>-2nd Public Meeting Focus:</u> Discuss purpose, content, and format of December public meeting.</p>	<p>October</p> <ul style="list-style-type: none"> -Consultant assembles public input from Open House and comment sheets. -Consultant Team (Mike Slavney, Brian Munson, Scott Harrington, Dean Proctor, & Jessica Schmiedicke) meet to review public input and identifies key issues. -Consultant Team, in conjunction with City, assembles background information and data based on key issues. - Consultant Team conducts conversations with Planning Division, City Agencies/Department and Stakeholders to assemble information on policies, ordinances, and trends. - Consultant Team starts to prepare preliminary strategies to address key issues. 	<p>October</p> <ul style="list-style-type: none"> -Complete initial public input activities, including neighborhood walkabouts and neighborhood photo inventory. -Help promote the planning process, especially the Dec 6 public meeting

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<p>3</p> <p>November 21, 2011</p> <p>Sequoia Library Meeting Room</p> <p>6:45- 8:45 pm</p>	<p>Arts and Placemaking</p> <p><u>Guest Speaker:</u> Karin Wolf, Madison MadisonArts <i>Will provide an overview of placemaking activities that have occurred on Northside and Regent neighborhoods.</i></p> <p>Historic Inventory & Preservation</p> <p><u>Guest Speaker:</u> Amy Scanlon, Madison Historic Preservation <i>Will provide an overview of historic preservation grant, timeline, and outcomes.</i></p>	<p>Process and Schedule</p> <p>- <u>Project Timeline:</u> An updated project timeline will be distributed and discussed. Consultant will review target month outcomes and public meetings.</p> <p>- <u>Focus Group Questions & Targets:</u> A list of focus group categories and specific questions will be distributed.</p> <p>-<u>Public Open House Objectives, Format & Notifications:</u> Consultant will review meeting objectives, meeting format, and expected outcomes. City of Madison meeting announcements and notifications will be distributed.</p>	<p>November</p> <p>-Consultant Team continues to prepare preliminary strategies to address key issues.</p> <p>- Consultant Team meets with City Staff to review preliminary strategies.</p> <p>-Consultant Team identifies potential focus categories, identifies focus groups participants, and best method to solicit input.</p> <p>-Consultant Team works with City Office of Business Resources to coordinate business survey which will identify key issues from local business community.</p>	<p>November</p> <p>- Committee helps promote the planning process, especially the Dec 6 public meeting</p> <p>- Committee provides updates to each neighborhood association</p>
<p>City of Madison Sponsored Public Open House</p> <p>December 6, 2011</p> <p>First Baptist Church</p> <p>518 N Franklin Street</p> <p>6:00 – 8:30 pm</p>	<p>2nd Public Meeting</p> <p>Public Meeting will focus on vision, land use concepts, and design guidelines. Consultant will present <u>Draft</u> Vision Statement and Principles, <u>Draft</u> Redevelopment Concepts for University Avenue, Midvale Avenue, Mineral Point Road, and the Hoyt Park Area, and <u>Draft</u> Residential Design Guidelines. Facilitated small group discussions will occur with attendees.</p>	<p>December</p> <p>-Consultant Team will finalize public meeting power point presentation, materials, and comment sheets.</p> <p>-City will post Public Meeting notice on Legistar and distribute announcement on MyAccount.</p> <p>-City will arrange city staff participation and pertinent informational materials for the public meeting.</p>	<p>December</p> <p>- Committee helps promote meeting and encourage attendance, including postcard deliveries, yard signs, and emails.</p> <p>- Committee reviews draft materials to be presented at public meeting, as provided by Consultant</p>	

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<p>4</p> <p>December 19 Sequoia Library Meeting Room 6:45- 8:45 pm</p>	<p>Land Use & Zoning <u>Guest Speakers:</u> Rick Roll, Planning Division & Matt Tucker, Zoning. <i>City staff will attend Q & A session to discuss land use concepts, strategies, and implementation tools.</i></p>	<p>Land Use and Redevelopment <u>-Public Meeting Report Out:</u> Provide an overview of public open house comments. Identify level of agreement/disagreement of land use concepts/scenarios. <u>-Focus Groups:</u> Provide a summary of focus group responses. <u>-Review of Planning Steps:</u> A brief update on the activities for the month of December and January.</p>	<p>-Consultant assembles and summarizes public input from December 6th public meeting. -Consultant Team continues to work with Office of Business Resources to distribute business survey and to respond to business community inquires. -Consultant Team conducts focus groups and summarizes responses.</p>	<p>- Committee provides feedback on December 6 public meeting, including process and draft materials presented - Committee provides updates to each neighborhood association</p>
<p>5</p> <p>January 23 Sequoia Library Meeting Room 6:45- 8:45 pm</p>	<p>Transportation <u>Guest Speaker:</u> Christy Bachmann, Engineering and Dan McCormick, Traffic Engineering <i>City staff will provide Q & A to planned public infrastructure improvements and to traffic-related issues.</i></p>	<p>Vision and Principles <u>-Draft Plan Content:</u> Discuss draft Vision Statement and Principles. Summarizes input received from public meetings, focus groups, and other responses from stakeholders in regards to this part of the Plan. <u>-Focus Groups:</u> A summary of focus group sessions and responses. <u>-Review of Planning Steps:</u> A brief update on the activities for the month of January and February.</p>	<p>January -Consultant Team revises Vision Statement and Principles based on public meeting comments, focus group input, and other public comment responses. -Consultant works with City to place draft Vision Statement and Principles on project website 5-7 days prior to HPAJSC meeting. -Consultant Team continues to conduct focus groups and summarizes responses. -City identifies city staff, boards and commissions to present initial plan content and preliminary plan recommendations and circulates for initial response.</p>	<p>January - Committee reviews draft materials prior to meeting as provided by Consultant, provides feedback on those materials at meeting - Committee provides updates to each neighborhood association</p>

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<p>6</p> <p>February 20 Sequoia Library Meeting Room 6:45- 8:45 pm</p>	<p>Transportation <u>Guest Speaker:</u> Tony Fernandez, City Engineering and Tim Sobota, Madison Metro <i>City staff will provide Q & A to bus service and bicycle infrastructure.</i></p>	<p>Design Guidelines <u>-Draft Plan Content:</u> Discuss draft Design Guidelines. Summarizes input received from public meetings, focus groups, and other responses from stakeholders in regards to this part of the Plan. <u>-Focus Groups:</u> A summary of focus group responses. <u>-Review of Planning Steps:</u> A brief update on the activities for the month of February and March.</p>	<p>February -Consultant Team revises Design Guidelines based on public meeting comments, focus group input, and other public comment responses. -Consultant works with City to place draft Design Guidelines on project website 5-7 days prior to HPAJSC meeting. -Consultant Team completes focus group sessions and summarizes responses. -Consultant starts to identify potential implementation strategies. -City identifies city staff, boards and commissions to present initial plan content and preliminary plan recommendations and circulates for initial response.</p>	<p>February - Committee reviews draft materials prior to meeting as provided by Consultant, provides feedback on those materials at meeting - Committee provides updates to each neighborhood association</p>

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<p>7</p> <p>March 19 Sequoia Library Meeting Room 6:45- 8:45 pm</p>	<p>Land Use <u>Guest Speakers:</u> - Matt Mikolajewski, City Office of Business Resources. -Invited persons from development, real estate and financial sectors. <i>Invited guests will answer questions from public.</i></p>	<p>Redevelopment and Implementation <u>-Draft Plan Content:</u> Discuss draft Redevelopment Concepts. Summarizes input received from public meetings, focus groups, and other responses from stakeholders in regards to this part of the Plan. <u>-Focus Groups:</u> A final summary of focus group responses. <u>-Draft Implementation Strategy:</u> Provide lead, cost, and timing strategy for preliminary plan recommendations. <u>-Review of Planning Steps:</u> A brief update on the activities for the month of March and April.</p>	<p>March -Consultant Team revises draft Redevelopment Concepts and Scenarios based on public meeting comments, focus group input, and other public comment responses.. -Consultant works with City to place draft redevelopment concepts on project website 5-7 days prior to HPAJSC meeting. -Consultant Team continues to conduct focus groups and summarizes responses. -City identifies city staff, boards and commissions to present initial plan content and preliminary plan recommendations and circulates for initial response. -Consultant Team prepares draft Implementation Strategy. Discusses implementation lead, cost and timing with potential implementers.</p>	<p>March - Committee reviews draft materials prior to meeting as provided by Consultant, provides feedback on those materials at meeting - Committee provides updates to each neighborhood association</p>

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<p>8</p> <p>April 16 (unconfirmed) Sequoia Library Meeting Room 6:45- 8:45 pm</p>	<p>Parks & Open Space <u>Guest Speakers:</u> Kay Rutledge and Tom Maglio, Madison Parks <i>City staff will provide Q & A on park facilities and programs.</i></p>	<p>Complete Draft Plan <u>Final Draft Plan Content:</u> Review final plan content. -<u>May Public Meeting Objectives, Format & Notifications:</u> Consultant will review meeting objectives, meeting format, and expected outcomes. City of Madison meeting announcements and notifications will be reviewed. -<u>Review of Planning Steps:</u> A brief update on the activities for the month of April and May.</p>	<p>April -Consultant Team prepares draft Park and Open Space content based on public meeting comments, focus group input, and other public comment responses. -Consultant works with City to place final plan content on project website 5-7 days prior to HPAJSC meeting. -Consultant Team coordinates public meeting, prepares comment sheets, and prepares other informational materials for public meeting. Part of the public meeting will prioritize top plan recommendations. -Consultant Team meets with City Staff to review plan content and implementation strategy.</p>	<p>April - Committee reviews draft materials prior to meeting as provided by Consultant, provides feedback on those materials at meeting - Committee provides updates to each neighborhood association</p>
<p>9</p> <p>May 14 (unconfirmed) Sequoia Library Meeting Room 6:45- 8:45 pm</p>		<p>Complete Draft Plan -<u>Finalize Draft Plan Content:</u> Review final plan content. -<u>Finalize Draft Implementation Strategy:</u> Provide lead, cost, and timing strategy for preliminary plan recommendations. -<u>Review of Planning Steps:</u> A brief update on the activities for the month of May and June.</p>	<p>May -Consultant prepares FULL final content and implementation strategy.</p>	<p>May - Committee helps promote the May 30 public meeting - Committee reviews draft materials prior to meeting as provided by Consultant, provides feedback on those materials at meeting - Committee provides updates to each neighborhood association</p>

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	CITY	CONSULTANT	CITY AND CONSULTANT	HPAJSC
<p>City of Madison Sponsored Public Meeting</p> <p>May 30, 2011 Location TBA 6:30 – 8:30 pm</p>	<p>3rd Public Meeting</p> <p>Focus of Public Meeting is to present Draft Plan Content and Implementation Strategy. Public will provide responses, priorities, and level of support.</p>			<p>- Committee helps promote meeting and encourage attendance, including postcard deliveries, yard signs, and emails.</p>
<p>10</p> <p>June 18 (unconfirmed) Sequoia Library Meeting Room 6:45- 8:45 pm</p>	<p>-<u>Adoption Process</u>: City provides overview of adoption process, draft adopting resolution, and tentative board and commission presentation schedule.</p> <p>- <u>Public Input</u>: Discuss various ways in which the public can provide input to district alderpersons and at boards, commission and common council meetings.</p>	<p>-<u>Public Meeting Report Out</u>: A summary of the public open house comments. Identify level of agreement/disagreement on Plan Content.</p> <p>- <u>Plan Content Response Reviews</u>: Summarize comments from responses via circulation of Plan.</p> <p>- <u>Final Plan Content Review</u>: Final Plan and Implementation Strategy is presented.</p> <p>-<u>Board and Commission Presentations</u>: Discuss specific content of plan which will presented at various boards and commissions.</p>	<p>June</p> <p>-Consultant Team summarizes comments from public meeting, comment sheets, and other responses to draft plan and preliminary plan recommendations.</p> <p>-Prepares plan and implementation strategy for submission to Common Council and review by Boards and Commissions.</p> <p>-Prepare presentations for various boards and commissions and common council.</p>	<p>June</p> <p>- Committee reviews draft materials prior to meeting as provided by Consultant, provides feedback on those materials at meeting</p> <p>- Committee provides updates to each neighborhood association</p>
<p>11</p> <p>July 16 (unconfirmed) Sequoia Library Meeting Room 6:45- 8:45 pm</p>		<p>-<u>July Public Meeting Objectives, Format & Notifications</u>: Consultant will review meeting objectives, meeting format, and expected outcomes. City of Madison meeting announcements and notifications will be reviewed.</p>	<p>July</p> <p>-Consultant Team coordinates public meeting, prepares comment sheets, and prepares other informational materials for public meeting. Part of the public meeting will prioritize top five plan recommendations.</p>	<p>July</p> <p>- Committee helps promote the July public meeting</p> <p>- Committee reviews draft materials prior to meeting as provided by Consultant, provides feedback on those materials at meeting</p> <p>- Committee provides updates to each neighborhood association</p>

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City of Madison Sponsored Public Meeting July __, 2011 TBA 6:30 – 8:30 pm	4th Public Meeting Focus of Public Meeting is to present FINAL Plan Content and Implementation Strategy.			- Committee helps promote meeting and encourage attendance, including postcard deliveries, yard signs, and emails.

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