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To: Wheaton Interview TeamCity of Wheaton  
From: Sara Egan  
Date: November 6, 2015  
Project Name: Wheaton Downtown Engineering, Streetscape and Architectural Design Services  
Project #:   
Subject: Interview Outline Kick-Off Meeting Notes  
Copy To: DW Design Team, project folder

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**Kick-Off Meeting Notes:**

- Schedule
  - Graham will provide a revised schedule in Microsoft Project to Sara for review/revision
  - Final presentation will be pushed to April to allow for back-forth time during concept design with CSS and for public input/stakeholder meetings to avoid the holidays. Initial files for low/med/high will be provided to CSS for costing, which will affect the final concepts.
- Project Management Plan
  - Sara will revise vision, CSFs, Communications plan, package and provide to Jim and team.
  - Sara will revise the scope of work as discussed and provide to Jim and team.
  - Sara will send invitations for weekly team calls and weekly calls with Jim's team.
- Deliverables:
  - Graham will provide layer name and file type preferences from CSS for cost take off and estimates
  - What metrics or factors are the low/med/high options being evaluated by? What will we provide to help Council make the decision? Spreadsheets with comparative values of each, an outline of the return on investment estimate,
  - What is "return in investment" – how is this being measured from the perspective of Council? Need to agree on the ROI Methodology and Assumptions.
  - Revenue = sales tax, property tax, quality of life, revenue decay, redevelopment, maintenance. Streetscape needs to be constructed all-in within 7 years.
  - Prioritization will occur at the end of this process. A number of variables impact prioritization – TIF expiration dates, access challenges, pros and cons. We are providing a "data bucket" of costs to inform Council. We will build a "rubix cube" for council to move around all the pieces of different street types.
  - We should re-look at the diagram of street types – might be too large of an area, may want to re-classify. Hale may not work to close to traffic during events – so this may not be a festival street.
  - Martin plaza should be considered as part of these improvements. Hard to use this space but something visual here – the fountain is dated.
- Parking structure is now utilized as its near the medical office nearby. The parking in the central park will be relocated (but street parking should remain on-street).
- There is some interest in having some green stormwater improvements, but this is a "high" treatment.
- **Prototype block to use for drawings:**
  - Other Streets = Wesley Street (at Cross north of new apartment complex)

- o Pedestrian Streets = Front Street at Martin Plaza (include Plaza)
- o Festival Streets = Liberty Street
- o Main = South Main

#### Discussion Notes

- Suspended paving can be used in areas where sidewalks are not wide enough
- Consider more permeable bases on typical sidewalk areas, however some of the buildings are old and this could cause basement seepage. Be aware of this and how areas drain. This could be a new cause for an old problem. North of tracks, all older buildings have basements.
- There are also vaulted sidewalks (front/Wesley area) some are still active. Some have gas meters, utilities in them. Removal of these could be a "high" factor.
- Permeable pavers are supported, but flooding is challenging here. These would have underdrains.
- Tree grates – they are often taken out and replaced with mulch
- Tree grates are not always designed as a walking surface...can be tripping hazards
- Soil volume for trees – make sure we have the right soil mixture, air venting. Consider utilities conflicts. Need to have underdrains for the tree pits.
- Tree species: public works has a recent study of tree inventory.
- Maintenance is done by a contractor for perennials and pot areas.
- Watering is done by watering truck. Very little irrigation right now. Lets look at the options and maintenance costs for these options and water usage. City doesn't have locations for services for irrigation (meter RPZs)
- They do seasonal plantings 4 times/year. Jim will provide a map of these areas.
- Maintenance costs will be shared by staff with DW.
- Refer to current standards for stormwater management.
- Native grasses cause site distance issues... public works have to crop those down.
- Outdoor seating is allowed, palette is by choice. Have to allow 5' from table to curb.
- Consider parklets.
- Recycling is of interest into the future. The city maintains cans, but the current hauler would pick it up. Homeowners would pay more to cover the bill for picking up. What is the contamination rate for other clients?
- Snow removal (particularly with bumpouts) – is more time consuming. Curbs get chipped out but they do you a hard rubber cover for the front street stamped asphalt. Consider the angle of these for maintenance. There is an idea for this.
- Snow is hauled out of downtown. Property owners are responsible for clearing snow off of sidewalks.
- Bike parking – bike racks were just re-done with a new design. Is there a high/med/low for bike racks? Look at adjacent businesses (ice cream, coffee areas, etc) This is challenging because its use-based.
- Prairie path – consider improvements and access, bike parking, etc. County approves path changes. CMAT grants for improvements adjacent to the path
- French Market could have public restrooms as a program element. Or a café space (private operator leased space) in the central park.

#### CENTRAL PARK

- Is there a self cleaning fountain? The soap is an issue.
- Can the fountain be year-round?
- Ice fountain idea
- Can the park be more of a plaza and less of a park?
- The prairie path needs to integrate more with the park, esp. on the French market side. This could be pull-offs, bike storage, etc.
- Performances are challenging here due to the sound of the train
- Kinetic train light idea is good
- Undergrounding utilities in this area? Just in this area.
- Design this together with the festival street as one design.