

MEMORANDUM

To: The Honorable Mayor and City Council

From: James P. Kozik AICP, Director of Planning & Economic Development

Date: January 12, 2016

Subject: Downtown Strategic Plan and Streetscape Plan –Progress Memo #3

Attached to this memorandum are the minutes of several meetings Design Workshop has held with various stakeholders over the past month (Downtown Wheaton Association, DuPage County Trails, Union Pacific Railroad, Bensidoun USA, and the Wheaton Park District)

Design Workshop is planning additional one-on-one stakeholder interviews on January 25th and a public meeting to be held in February.

C: City Manager
Assistant City Manager
Director of Engineering
Public Works Director
Graham Harwood, CCS

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MEETING RECORD

To: City of Wheaton and Design Team

From: Sara Egan

Date: 12/15/15

Project Name: Wheaton Strategic Streetscape and French Market

Project #: 5438

Subject: Stakeholder meeting with Downtown Wheaton Association

Meeting Date: 12/14/15

Start/End: 4:00pm

Location: Phone

Copy To: Design Team

Meeting Telephone Conference Call

Following are the minutes of the above referenced meeting.

The following people were present: Sara Egan, Keven Graham, Paula Barrington

Items in **bold** print indicate what action is required, who will perform the action and the deadline to complete action.

1. Concept Feedback

- a. Permanent structure is fine as long as parking can still function in the space.
- b. Accommodating parking during the week is good.
- c. Need to make sure Central Park area is flexible to allow events like Taste carnival to set up.
- d. Maintenance – is the responsibility of the City, businesses clear snow of sidewalk during day but that is it. Garbage, snow planting is by City.
- e. Martin Plaza – This is a high use area, the fountain is somewhat of an icon in Downtown, but does it need to be as large (long)? The fountain is very close to the street and kids can run into street because they want to interact with the water.
- f. Historic Depot – (Back On Market – Confidential) the DWA uses the plaza with a tent over Martin Plaza spring through Halloween for events like Vintage Rides DJ. The DWA is open to moving this tent to the Central Park for more room for events like this and tents that stay up for the summer-fall.
- g. Do we need more than one “Festival Street”? Karlstoga already functions in this capacity being next to Memorial Park? Hale Street- Closure more than once a year could be a challenge with the City Fire and Police Chief’s.

2. Concept Ideas

- a. Can we widen any sidewalks anywhere? Widen sidewalks where we won’t lose parking.
- b. Maintain mature trees throughout downtown.
- c. Look at signage and or a kiosk along the Prairie Path to create a trail head and better pull traffic off of the path.
- d. Challenge is to get property owners to engage in grant opportunities for their facades.
- e. Would like to find a way to increase pedestrian traffic on North Main Street.
- f. Music Speakers are in limited location put up by Wheaton Religion, would like to see this more to strengthen the seasonal aspects of the streetscape.

- g. Can there be treatments for the backs of the buildings along the Metra train tracks. Mentioned Vertical Living Walls.
3. Questions for the City/Design Team
- a. How do we construct the improvements with limited disturbance to businesses?
 - b. Can the French Market structure be enclosed for other events? How will the relationship with the City be with the French Market operator? Can programming in the structure be joint? (i.e. Chili Fest)
 - c. Central Park – “Do we need more green space or do we need parking spaces?” is one question Paula is hearing. This is based on number of parking spaces near downtown and perceived lack of parking. The design team explained that these parking spaces are being relocated and there is no net loss of parking overall.
 - d. Restrooms – Will there be permanent restrooms in the French Market? The design team communicated the concept currently assumes restrooms in the café/pavilion structure in the central park.
 - e. How do we deal with grading issues of the French market site?
 - f. What is planned for corner of Main and Liberty (Former Ammco) now owned by French Market?
4. **Next Steps**
- a. **Paula will begin to communicate with business owners particularly along the south side of Liberty Street.**
 - b. **The next meeting will include DWA’s executive committee during the stakeholder meetings at the City, date TBD-early February (prior to public meeting at the end of February)**
 - c. **One on one interviews during stakeholder meetings should include business owners along Liberty Street (Paula can provide contact information for the City).**

END OF NOTES

The record herein is considered to be an accurate depiction of the discussion and/or decisions made during the meeting unless written clarification is received by Design Workshop within five (5) working days upon receipt of this meeting record.

Attachments:

- 1. None

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MEETING RECORD

To: City of Wheaton and Design Team

From: Sara Egan

Date: 12/18/15

Project Name: Wheaton Strategic Streetscape and French Market

Project #: 5438

Subject: Stakeholder meeting with DuPage County Trails

Meeting Date: 12/18/15

Start/End: 2:00pm

Location: Phone

Copy To: Design Team

Meeting Telephone Conference Call

Following are the minutes of the above referenced meeting.

The following people were present: Sara Egan, Keven Graham, Daniel Thomas

Items in **bold** print indicate what action is required, who will perform the action and the deadline to complete action.

1. General Notes on Prairie Path
 - a. 50 years old in 2013
 - b. 1st conversion of land in Rail-to-Trails program in nation in 1963
 - c. Wheaton is the intersection of the trail (the Y logo)
 - d. County's desire to name the "central park" "Founders Park" as a relocation of the existing park to the north-west of downtown.

Plan review/input

2. Trail alignment
 - a. Like seeing crossings at the signalized intersections.
 - b. Safety concerns where crossings are not at signals troubles them. (this is the majority of the crossings in the system)
 - c. Ideal alignment – Brought down to the intersections, jogs in alignment are acceptable, does not have to be straight flow-thru design. 90 degree jog is ok as its safer (this occur in Glen Elen and Elmhurst)
 - d. Multi-use 10-12' wide, marked shared, concrete surface.
 - e. Question remains as to if the existing trail easement would need to remain?
 - f. Has found dealing with the railroad to be difficult in the past.
3. Signage
 - a. Would like to see logo and directional information
 - b. Lack of overall signage is a problem.
 - c. Wayfinding and branding is good as long as specific business names are not on. If that needs to be done can put just out of R.O.W. or easement.
 - d. North segment has over 190,000 users per year.

- e. Bike parking would be nice if also could accommodate METRA and also placed at the French Market.
4. Bike Parking/Trail Head
- a. Arlington Hts. has good bike parking areas.
 - b. Ideal location at Hale/shake shack
 - c. Skokie bike path has good use of art
 - d. Ideal Trail Head:
 - Seating
 - Trash receptacle
 - Drinking Fountain
 - Signage
 - Restroom

END OF NOTES

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Attachments:

- 1. None

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MEETING RECORD

To: Wheaton Streetscape Team, U.P. Railroad
From: Sara Egan
Date: December 23, 2015
Project Name: Wheaton Streetscape and French Market
Project #: 5438
Subject: Discussion on the design where adjacent to Railroad
Meeting Date: 12/23/2015
Start/End: 10:00am
Location:
Copy To: Design Team, U.P. RR

Meeting Telephone Conference Call

1. Provided brief introduction and overview of the planning effort to date.
2. *Asked if they were aware or familiar with the planning efforts - No they were not*
3. *Do you or U.P. have any initial concerns based on the information you have, What is meant by "Kinetic Railroad Activated Art", we explained that we were looking at different options for integrating the movement of the trains along the rail line into some form of artistic statement, be it light, water or art piece that moves when the train goes by.*
4. *What might be allowed - Nothing overhead, but something along the right-of-way might be ok.*
5. *How would we activate this (U.P.) – we discussed the possible use of a separate motion sensor, to which they seem to think might be acceptable.(motion sensor would be better than something attached to the RR)*
6. *What are structures in the block between Hale and Main - The café structure could be a permanent structure, we are looking at concepts for that piece. We will need to adhere to the ICC clearance and visibility guidelines (for distance and height)*
7. *Who governs clearance at crossings – The ICC handbook will set control guidelines for this, in general 500' visibility line of sight (structures and trees should follow the guidelines)*
8. *Is there a requirement for escape routes and sidewalks at the crossing gates - Not for this level of rail, there does for high speed and if we propose any new crossings that would be reviewed.*
9. *At Cross Street we are contemplating a median to close to reduce the distance crossing the street, as well as it could prevent motorists from going around gates, would that be desirable – Road Authority would have to look at that but if it adds to safety it would be a good thing.*
10. *Lighting, we are looking at different uses of lights, over the street, projection to buildings, on the ground etc. would you have any concerns or restrictions – Not as long as they do not project onto the tracks or into the train operator/engineer's eye. – Also the U.P. would have to ask if there is any restriction on use of certain colors in the artistic lighting (such as green or red)*

11. *What issues have you faced in or through the Wheaton areas in the past* – Wheaton and the West line improvement have been ongoing since 2007, U.P has put in new warning and detection systems at the stations for pedestrian and vehicular safety.

This west line is one of the highest use lines in the system:

60 Metra trains/per day

50-60 Freight per day last year went to 70 per day

No freight during rush hours 6-9 am and 4-7 pm unless emergency

Wheaton is a quiet zone meaning limited whistle

12. *Past Issues* – U.P. tried working with City to get a pedestrian overpass put in and that became a problem. Subsequently one was done west of downtown near the fair grounds.
13. *Fencing* – will permanent fencing along the rail r.o.w stay up(U.P.)
14. *Are there any planned improvement* – None at this time for the rail line
15. *Event Coordination* – When there is a planned event or parade the City contacts the railroad and they work together to coordinate extra police control, warnings and they put out a Track Order to let the trains know to watch and allow them to use whistles more.
16. *Additional Comments* – Most of what they see on the plans are not raising concern as long as we maintain the visibility clearance for structures and vegetation. They appreciate being brought into conversation early on in the process.

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MEETING RECORD

To: Wheaton Streetscape Team, Sebastien Bensidoun, French Market Operator

From: Sara Egan

Date: December 28, 2015

Project Name: Wheaton Streetscape and French Market

Project #: 5438

Subject: French Market discussion

Meeting Date: 12/28/2015

Start/End: 11:00am

Location: VOA office

Copy To: Design Team, City of Wheaton, CCS,

Meeting Telephone Conference Call

1. Preliminary Site Design Summary
 - a. 108 stalls inside cover (max). 4 meter x 2 meter stalls
 - b. 163 stalls inside + outside combined.
 - c. No need to cover all stalls – smaller ½ sit results in 60 stalls.
 - d. Main street – IDEALLY LOCATED AT THIS CORNER DUE TO TRAFFIC AND VISIBILITY, WITH OUTDOOR DINING PLAZA at the corner. Shift building and leave space for
2. Preliminary Design Feedback
 - a. 15 booths in length is ideal. (see JB sketch)
 - b. 60 under structure and the rest outside will be good
 - c. 3m aisles with 2.5m width bays. 8 booths in first section, central aisle, then 8 more booths. 16x4 is total 64 under structure (with the rest outside – to create about 114 total stalls (50 outside).
 - d. Enclosed will eventually only for food vendors (about 20-30 stalls).
 - e. In fully closed area the stall against the sidewalk would not have access to the aisle – this is an issue.
 - f. Vehicles do not need access directly to stalls, so the structure can be closed to vehicles during the market events. They will unload outside the “garage” doors.
3. Pavement would be marked to denote where stalls would be located.
4. Dimensions should be in meters – modify dimension labels and add dimensions to the plan, clearly mark the aisles and travel areas, make the columns read darker on the plan.
5. Parking
 - a. There are 63 shown, while 80 are existing.
 - b. Parcel lines are both City owned so
 - c. New easement could be created through the City with the County that brings the prairie path to Liberty Street. This allows us to utilize more of the northern portion of the site.
 - d. Multi use path needs drawn along Liberty Street – see Dupage CO notes, this will allow market building to shift closer to the RR tracks.
 - e.
6. Design Concepts
 - a. Curved roof concept
 - See example of a similar design in las vegas

- This roof may be a manufactured system – research
 - Will snow load be an issue?
- b. Iron work – French ornamentation
- Brackets support and provide ornamentation
 - 13.5' will clear any truck/van/semi
 - Can option 2 be aluminum? Will this affect the spans of the columns? This may look less traditional.
 - Operator will send a spec for the metal example in Paris.
 - Include eaves in sketch
 - Ornamentation would be at each column, 4 directional.-
- c. Modern/open structure
- Rich wood and metal
 - Slight angle will accommodate snow fall/water
7. General concept feedback:
- a. Glu LAM- Could be applied to the low and high options – **check the price difference between wood and Glu LAM and metal. Provide those ranges.
 - b. Precedent was redone with metal grill work on outside – see precedent sent by operator
 - c. Lighting in all options needs to be addressed.
 - d. What is the roof material of each? Can sky light be incorporated into any of these options?
 - e. Natural light – clear story would be great.
 - f. Need to think about signage or gateway at Main Street.
 - g. Show signage on building – note operator logo.
 - h. See precedent with tables/chairs for dining – need to look at opportunity to provide seating
 - i. Look at market structure as the template for other structures in the “central park”
 - j. Columns need to be protected (see previous meeting notes with operator), cement block, etc.
 - k. Floor material will be – asphalt (easiest to clean), focus high end materials at dining/plaza spaces.
 - l. Garbage enclosure needs identified in back corner. Compactor would not be necessary for this size of market. Compost bin would welcome also.
 - m. A central place for water needs provided in the enclosed areas (2 locations).
 - n. Power will need to be provided – not in every booth locations. Ideally every column has 4 outlets, every column needs its own circuit. Design for large events – provide space for this to be placed in the footprint. Power could be in a trench with a cover to run extension cords or could there be a retractable power overhead along center aisle? (look at Mariano’s example)
 - o. Food venders would be outside, unless pre-prepped products.
 - p. Floor needs to have a drain (this will need to coordinate with the parking), less than 2% for ADA – no special catch basins needed.
 - q. Heat – radiant heat is ideal.
 - r. Enclosure – how would this function with the option 2?
8. Public Meeting Preparation, next steps
- a. Explore more into option B for costing and more detailed design.
 - b. Explore ornate vs. simplified forms and cost.
 - c. Let the public pick and choose between design options/details, colors, plaza designs, signage ideas?
 - d. Construction could begin spring of 2017 – design occurs over winter, spring bid.
 - e.

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MEETING RECORD

To: City of Wheaton and Design Team

From: Sara Egan

Date: 01/11/16

Project Name: Wheaton Strategic Streetscape and French Market

Project #: 5438

Subject: Stakeholder meeting with Wheaton Park District

Meeting Date: 01/11/16

Start/End: 10:00am

Location: Phone

Copy To: Design Team

Meeting Telephone Conference Call

Following are the minutes of the above referenced meeting.

The following people were present: Sara Egan, Jon Brooke, Keven Graham, Mike Benard, Andy Bendy, Dan Novak.

1. Questions from the Park District
 - a. Who will be running the new events in this space?
 - b. Who will be responsible for operations/maintenance of this space (central park location)? Where are the operations and expenses coming from?
2. Concept Feedback
 - a. From the Park District's perspective, the current program with the park and permanent market is removing the possibility to host the Taste of Wheaton in this location. The Park District needs to know where the Taste will occur as they are planning it right now (It was communicated that the intent for this space is to maintain its use to function for hosting the Taste).
 - b. If this space is redesigned at all (from its current state) – the concern is that the space will no longer be functional as venue for the Taste. Trees and landscaping and buildings will create a smaller space. (It was communicated that we can design it as a plaza space/hardscape and still have design elements that will attract users from the Prairie Path, during events. The festival street would expand the s.f. of usable events space. The intent is for the design to enhance what is already happening here.)
 - c. The revenue from this even is critical to the economic development/Chamber of Commerce.
 - d. To best function as the space to host the Taste – the space is best as all paving/asphalt.
 - e. There are currently restrooms along the Prairie Path two blocks to the east. This area also has concession operated by the Park District.
 - f. Memorial Park currently has much of the program being communicate in the 2013 concept.
 - g. The intent to pull users off of the Prairie Path is great – can we have a study done to understand what the prairie path users might want in this park? What would make them stop here?
 - h. The Park District has concerns with moving the path to cross at the intersection due to the amount of bike traffic.
 - i. How can this be marketed as “the oasis off the prairie path”? Signage is important.
3. **Next Steps**
 - a. **DW will coordinate with the City to determine a date/time for an in-person worksession/meeting.**

END OF NOTES

The record herein is considered to be an accurate depiction of the discussion and/or decisions made during the meeting unless written clarification is received by Design Workshop within five (5) working days upon receipt of this meeting record.

Attachments:

1. None