

MEETING MINUTES

WILLOW ROAD STEERING COMMITTEE MEETING

September 21, 2007

Attached are meeting minutes from the Steering Committee Team Meeting for the Willow Road Context-Sensitive Enhancement Plan held September 14, 2007 at the Village Hall in Northfield. These minutes represent our understanding and interpretation of the issues discussed at that meeting regarding the project.

Steering Committee Members	<u>Absent</u>	<u>Present</u>
Ken Behles, Village of Winnetka	_____	<u> X </u>
John Birkinbine, Village of Northfield	_____	<u> X </u>
Peter Fischer, Village of Northfield	_____	<u> X </u>
Fred Gougler, Village of Northfield	_____	<u> X </u>
Becky Hurley, Village of Winnetka	_____	<u> X </u>
Mark Kurensky, Village of Winnetka	_____	<u> X </u>
Ian Sherman, Village of Winnetka	<u> X </u>	_____
Scott Turban, Village of Northfield	_____	<u> X </u>
Alternates		
Carol Kurtz, Village of Winnetka	<u> X </u>	_____
Staff Liaisons		
Stacy Sigman, Village of Northfield	_____	<u> X </u>
Steve Saunders, Village of Winnetka	_____	<u> X </u>
Doug Williams, Village of Winnetka	_____	<u> X </u>
Consultants		
Scott Freres, The Lakota Group	<u> X </u>	_____
Daniel Grove, The Lakota Group	_____	<u> X </u>
Kevin Clark, The Lakota Group	<u> X </u>	_____
Mike Kerr, Christopher Burke Engineering	<u> X </u>	_____

UPDATE OF STAKEHOLDER INTERVIEWS

- An overview of the recent stakeholder interviews was given:
 - Jeff Hoch (School Board – District 36)
 - Penny Lanphier (School Board – District 36)
 - Reverend Dave & Church Trustees (Northfield Community Church)
 - Steve Morrill (Northfield Resident/State Lobbyist)
- It was communicated to the Steering Committee that a second attempt was made to contact everyone on the list who had not responded to the initial contact. Additionally, it was indicated that attempts had been made to contact all new names mentioned at the August 30th meeting.
- It was asked if there were any new issues identified at these new interviews, and Lakota indicated that most comments were consistent with previous stakeholder comments.

REVIEW OF DRAFT POWERPOINT

- Lakota presented the draft PowerPoint to the Steering Committee for input. The following comments/suggestions/questions were discussed:
 - In the bubble diagram showing the issues considered in the CSS process, that they should appear on the screen in order of priority with Safety appearing first.
 - Significant background should be given on Context Sensitive Solutions so that the audience understood the concept.
 - Insert more Winnetka photos, specifically east of Hibbard Road, into the Corridor Character overview.
 - Stakeholder Input should be moved earlier in the process to help establish community values and issue prior to Lakota's analysis or the Core Design Principles.
 - "Draft" should be added to the Core Design Principles, and when presented, they should be identified as a work in progress.
 - The length of the presentation was discussed, with the general consensus being that it should be kept close to two hours
 - The timing on the Visual Preference Survey was discussed, whether 20 seconds was too short a time. After a sample of the actual timing on a couple slides, it was agreed that 20 seconds was enough time for the audience to score and comment on a slide.
 - Concerns were raised for unintentional reactions to lighting, location, or background elements in the images of the VPS. It was stated that Lakota would preface each section of slides to focus the audience, and additionally the ballots had a space for comments so that the audience could identify what they liked or did not like in each image.
 - A better picture of a raised, landscaped, road median should be used in place of the existing RM-3, potentially a City of Chicago median.
 - An additional urban example of a sidewalk immediately adjacent to the road should be added to the Pedestrian Path Character examples. Specifically it was mentioned that it should include more amenities and street furniture.
 - The Pedestrian Enhancement section should include at least one example of an overpass.
 - A list of possible enhancements should be added to the Table Break-out slide as a reminder to the audience while they discuss the questions.
 - The project web-site and e-mail addresses should be added to the last slide of the PowerPoint
 - A handout should be created that lists the Draft Core Design Principles, the stakeholder input summary, a map of the study area, information on the next workshop, and the project web site and e-mail addresses.
- Discussion was had on the opportunities for the public to give input.
 - The VPS did not discuss lanes, there was intentionally no opportunity for anyone to "vote" for or against and specific lane configuration.
 - Each table would have a reporter/recorder that would report back the general comments of the table, because the public would be assigned to the tables randomly, there should be a mix of people at each table. Therefore, no one could "hijack" a table.

ROOM/VENUE OVERVIEW

- Lakota discussed the set-up for the auditorium and breakout rooms.
 - It was mentioned that it would be preferable to have everyone in one room and not switch back and forth.
 - There was some concern that people would leave at the breaks and that keeping them in one room would help encourage the public to stay.
 - Others felt that changing rooms would give the public a chance to stretch their legs and get some snacks and water.
 - The majority felt that the set-up was good and should not be modified.
- Becky Hurley discussed her approach to the process and workshop
 - She wanted to confirm that all members of the Steering Committee were entering the workshop with open minds to the input.
 - She discussed the idea of having no preconceived notions or baggage that could lead to failure. She asked if anyone on the Committee had any reason to believe this process would not work. This led to the question of whether IDOT is obligated to use the results of this process in their next steps. John Birkinbine responded that IDOT is not obligated to do anything with the study, but because of IDOT's adoption of the CSS process, he believed that it would be hard for them to completely ignore our process.