

Ford Site Redevelopment Community Engagement Plan

March 5, 2020

PHASE I – COMMUNITY ENGAGEMENT PLAN

This Community Engagement Plan serves as a guide for the engagement process for the park development through multiple phases of design and implementation. The plan may be modified as circumstances warrant during the project duration and any meaningful modifications will be communicated to stakeholders and St Paul Park staff as the engagement process unfolds.

The intent of this plan is to outline the process of developing the Community Engagement associated with the City of St. Paul Parks design and implementation in the Ford Site Redevelopment.

This outline applies to the following park spaces:

- Gateway Park
- Neighborhood Park
- Hidden Falls Headwater Feature
- City Park (previously Community Gardens)

The Community Engagement Plan will be jointly managed by Ryan Companies and Confluence in association with the City of St. Paul Parks department. While the Ford Site Zoning and Public Realm Master Plan does provide guidance for the Park Spaces, the intent of the Community Engagement Plan is to engage key stakeholders to ensure that ideas, needs and concerns are identified and considered throughout the process and to ensure that barriers are removed. The Community Engagement Plan will have a specific focus on the interactive aspects of the design, including site programming. Part of the master plan contemplates cutting edge stormwater management practices which will be part of the site's overall stormwater utility. Portions of the active stormwater plan will include improvements in park spaces that will serve as the utility. The Community Engagement Plan will have extensive input on areas around these features but will have minimal input on the stormwater utility.

Participation Goals for Community Engagement range from INFORM, INVOLVE and CONSULT at different points of the process. We will be asking the community for their input, ideas, concerns, and experiences to help us shape the outcome of the Parks.

The participation goal to INFORM is a one-way communication between the project team and the stakeholders. An example includes educating the stakeholders about specific parks, trails, or programs that are currently offered in the community and in similar settings, or if a decision is made and the community needs to be aware but doesn't have the ability to make changes to the decision. The community engagement associated with the Civic Space will primarily focus on INFORM.

The participation goal to CONSULT asks the stakeholders to react to something and provide feedback that will shape the outcome. An example includes a public review of the proposed plan design where comments and feedback are received, evaluated, and a decision is made to incorporate feedback into the final plan design.

The participation goal to INVOLVE asks the stakeholders to share their ideas that will help to shape the outcome. An example includes interaction where the stakeholders provide ideas and critique that will be collected and evaluated, along with other key factors to influence a decision or recommendation in the final plan.

KEY AUDIENCES

The Community Engagement Plan will be engaging different audiences at different points in the process. The key audiences that will be targeted during the Park Design include the following:

- **PAC Meetings** – group will consist of the Park Advisory Committee (PAC). The PAC will be made up of key stakeholders, these stakeholders represent St. Paul geographically, racially, economically, and representative of the city’s diversity. Strategies used to engage with the PAC will primarily be to INFORM and CONSULT with the project team. The Committee will provide direction toward the final Park Plans.
- **Parks and Recreation Staff** – will consist of project team and department staff responsible for service delivery of programming, planning, operations, and maintenance. Staff will primarily be engaged at the INFORM, CONSULT and INVOLVE level and strategies will focus on expertise to analyze the current system and make recommendations for efficiencies and improvement. This group will provide technical insight into the concepts, planning, and proposed vision and goals associated with the project. They will assist with the understanding of the city’s processes and capabilities as they relate to the plan and long-term use and maintenance and will assist with acceptance of the plan.
- **City Government, Commissions and Council Members** – these members will provide input at key times throughout the process. Members will operate at a CONSULT level of engagement with the consultant team to inform the project direction regarding design, engagement with the public, policy direction, recommendations, and approvals.

KEY STAKEHOLDERS

Key stakeholders will have to be identified as part of this process and will be included as part of the Parks Advisory Committee; these stakeholders will include residents, community neighborhood groups, development partners, organizations, associations, government and business.

COMMUNITY ENGAGEMENT SCHEDULE OF ACTIVITIES

The approximate schedule for Community Engagement Activities include:

Late Summer/Fall and Winter 2019 – Ryan completed “pop-up” events and public meetings for community engagement at events throughout the City. Events at Rondo Days, Highland Fest and online survey information were managed by Ryan Companies and included impromptu programming surveys, scheduled gatherings and sharing of gathered data. This information was factored into the public information already gathered in the Ford Master Planning process and both of these date sets were

used to in the creation of park and civic space concepts as part of the public realm design charrette held at Ryan Companies office on January 13th, 2020.

From a strong starting point, which has been based on significant engagement, the community engagement process will have monthly informational sessions through schematic design and into construction documentation and implementation to continue to work with and inform key stakeholders and the community of progress and intent of the parks and civic spaces on the site.

There are three methods of engagement which will be used as part of this process.

These methods include:

- PAC, council, commission, city staff discussions
- Presentations and information sessions to update the progress of the design and online information
- Progress reports during design and implementation as part of the project website

The most robust of these is the PAC discussions which will include monthly meetings to discuss concept development, programming, schematic design and progress **meetings to inform of 30%, 60%, and 90% documentation.**

ENGAGEMENT SCHEDULE

The plan will follow the following timeline for engagement and include the following events:

Kick off meeting with City Parks and Recreation for Community Engagement Plan	February 2020
Share/Inform of the Community Engagement Plan to the Highland District Council	February 2020
Presentation of the Community Engagement Plan to the Parks Commission	March 2020
Approval of Community Engagement Plan	March 2020
Selection of a Parks Advisory Committee	March 2020
<ul style="list-style-type: none">• The application and selection process for Committee members will be completed by the City of St. Paul, and Ryan Companies will assist as necessary	
Parks Commission Mtg #1	March 12 th , 2020
<ul style="list-style-type: none">• Share Community Engagement Plan• Share vision for Parks, Civic Spaces and overall integration of development• Share Community Engagement Schedule• Share Parks and Civic Spaces construction schedule	
Weekly Meetings with St. Paul Project Team	February – March 2020

PHASE II– DESIGN DEVELOPMENT

Bi-Weekly Meetings with St. Paul Project Team

March – July 2020

Public Open House

May 2020

Parks Advisory Committee Meeting #1 – Concept Design

April 2020

- Present Park and Civic space concepts developed in the charrette
- Discuss programming and amenities related to an overall park system plan
- Include Park Naming and Public Art ideas and opportunities
- Review Stakeholder discussion and previous public engagement data
- Share schedule and process
- Park staff to review public meeting materials 4 days before to allow for Design, O and M review + Mayors Office/Ward 3

Parks Advisory Committee Meeting #2 – Schematic Design

May 2020

- Present schematic design drawings and graphics for City Parks
- Update on Civic Space schematic design
- Park staff to review public meeting materials 4 days before to allow for Design, O and M review + Mayors Office/Ward 3

Parks Advisory Committee Meeting #3 – Design Development

June 2020

- Present design development drawing and graphics for city parks
- Update to Civic Space design development
- Park staff to review public meeting materials 4 days before to allow for Design, O and M review + Mayors Office/Ward 3

PHASE III – PERMITTING/CONSTRUCTION DOCUMENTS

Begin Construction Documents

- Submit Preliminary Site Plan Review at 60% CD's
 - Park staff to review materials 1 week before submittal
- Revise plans per Site Plan Review comments
- Resubmit to Site Plan Review 90% - 95% CD's
 - Park staff to review materials 1 week before submittal
- Monthly Parks Advisory Committee meetings throughout Construction Documentation with updates at 30%, 60%, 90%
- Receive final approval from Mayor and Park Director
- Ryan and the Confluence will present to Parks Commission for formal approval at 90% Construction Documents.
- Provide updates monthly on website and through monthly progress reports and presentations as necessary

The following is the approximate schedule for Design and Construction:

- Gateway Park
 - 30%: Feb 2020 – April 2020
 - 60%: April 2020 – June 2020
 - 90%: May 2020 – July 2020
 - Tree Procurement: Fall 2020
 - Material Procurement: Winter 2021
 - Construction: Fall 2020 – Fall 2021
 - Opening: Fall 2021
- Hidden Falls Headwater:
 - 30%: Feb 2020 – April 2020
 - 60%: April 2020 – June 2020
 - 90%: May 2020 – July 2020
 - Tree Procurement: Fall 2020
 - Long Lead Equipment: Fall 2020
 - Construction: Fall 2020 – Fall 2021
 - Opening: Fall 2021
- Neighborhood Park
 - 30%: Feb 2020 – March 2020
 - 60%: July 2020 – October 2020
 - 90%: September 2020 – November 2020
 - Tree Procurement: Summer 2021
 - Construction: 2022
 - Opening: Fall 2022
- City Park
 - 30%: Feb 2020 – April 2020
 - 60%: July 2020 – October 2020
 - 90%: September 2020 – November 2020
 - Tree Procurement: Summer 2021
 - Construction: 2022
 - Opening: Fall 2022

PHASE IV –CONSTRUCTION

Weekly construction and coordination meetings.

- Parks Design Team and Operations included in weekly construction meetings
- RFI and design modifications made as necessary

Provide PAC updates during the construction process throughout construction on website and via monthly progress reports and presentations as necessary.