

April 25, 2008

MEMO

TO: Susan Murphy and Frank Cairo; Mattamy Homes
FROM: Gonzalo Echeverría, Jim Constantine; Looney Ricks Kiss Architects Inc.
RE: Community Design Workshop



LRK will facilitate a Community Design Workshop at a location to be determined to review, develop and refine design concepts with input from the community including the governing body, steering committee, community groups, local residents and other vested interests. The typical Community Design Workshop process that LRK follows is described below.

LRK will send a multi-disciplinary design team of land planners and architects to lead a four (4) day Community Design Workshop in a location provided by the Client. The Client will be responsible for making other members of the Project team, public stakeholders and people from the community available during the Community Design Workshop, to the extent that the Client deems their availability and participation to be appropriate.

The following tasks will occur during the Community Design Workshop:

Day 1. During this first day parallel processes will take place.

LRK team will set up the space and equipment for the workshop and will start assembling the base maps and graphics that are going to be used during this process. The LRK team will start the design process testing all the ideas that come to the table.

A Green/Red dot exercise will be organized whereby participants that didn't participate in the previous meetings will be asked to give their opinion on the community and site by placing dots on the site plan and its context and also on the character image boards.

LRK will organize focus groups to receive input on three framework alternatives developed by LRK, the City of Ottawa and Mattamy Homes in a previous meeting, as a response to the results and ideas obtained in the Community Open House and

Visioning Workshop held on April 12th and 19th. The LRK team will confirm information assembled to date and establish project frameworks. The frameworks will cover the extent of study area, *blow-up* of the core area, street configuration, parks and open spaces, land uses, building types and architectural character. These focus groups will get organized in groups of interests, such as:

1. *Retailers on Perth, Retailers on McBean Street, Richmond's Chamber of Commerce*
 2. *Parks and Opens Spaces*
 3. *Schools and Cultural institutions*
 4. *Agricultural Lands surrounding Richmond*
 5. *Residents on the Jog and the other creeks*
 6. *Residents on the "South"*
 7. *Residents on Perth and McBean Street*
 8. *Residents on North*
- Benchmarking - The LRK team will undertake with the city, councillor and community members of the Mattamy team a half-day benchmarking tour to investigate comparable communities in the area and in the immediate surrounding region, previously selected.
 - Walk and Talk Tour of the Village Core – should begin with a small group “walk and talk” tour of the village where we listen and watch the residents describe and point out the issues and problems that we could help them address.

Days 2 and 3. Production of Conceptual Plan:

LRK's team will put ideas together through public input and produce appropriate graphics. This process will be open to the public in where they could come in and will be able to participate, guided by a project team member, in the design and ideas process, for their input and guidance. At the end of the day a draft concept plan will be presented in an informal setting for Client and Community Design Workshop participants' validation and comments.

- LRK will facilitate community visioning through a roundtable discussions with the stakeholders and community participants, touching topics introduced through the project frameworks

established the day before such as traffic, public spaces and architectural character

- The design team will validate the concept plan alternatives through public and stakeholder inputs. Based on this exercise, new and updated concept plans will be prepared

Day 4. Design and Final Presentation: At the end Community Design Workshop LRK will organize a final presentation incorporating all diagrams produced during the Community Design Workshop.

A Master Plan will be presented to the entire team, stakeholders and community participants. Axonometric diagrams, perspective drawings and plans will be hand drawn at an appropriate scale and will illustrate the following:

The Master Plan will be based on the preferred Alternative Plan and small area studies performed during the workshop. The plan will feature the following design elements:

- Select character suitable for different conditions in the Village, identifying neighborhood places
- Incorporate site opportunities and constraints
- Develop and refine the approved Yield Plan
- Identify street and lanes right-of-ways, blocks, lots (if required), building prototypes and parking areas
- Include conceptual design for public spaces such as Town Center or commercial area

Final Presentation and Community Evaluation Process- After the Final presentation the audience will be grouped in smaller groups to validate the Design Process through another "Dot Exercise" in which the audience will mark areas that they consider "most desirable" as well as areas they view as "least desirable", also adding sticky notes with comments when needed.

Thank you.

Gonzalo Echeverría