



Visitation Data Committee

Meeting 1: Kickoff Meeting (in person)

The committee kicks off with each committee member introducing themselves with a little background on why they were interested in serving on the committee, what they hope the process will yield, and any specific skills or background they feel will strengthen the committee. A brief PowerPoint will review the scope, roles, and responsibilities of the committee. A draft RFP for hiring the independent consultant was distributed for the committee's review and comment.

Meeting 2: Background presentation – Master Plan Overview (zoom)

This optional meeting was provided for those who felt they would benefit from a primer on the master plan and the current status of the project.

Meeting 3: RFP Review and Scope Discussion

The committee reconvened after further reflection on the scope, composition, and function of the committee yielded some new ideas that warranted consensus-focused discussion. The following meeting sequence reflects the revisions from this conversation.

[Interviews of consultant with those committee members who volunteered at the first meeting to be on the selection committee. If others are interested in participating, please contact Amy.](#)

Meeting 4: Municipal Representatives Kickoff Meeting with Selected Consultant

As soon as possible after consultant selection, the committee will meet to kickoff their work with the consultant. The consultant will have this meeting enumeration coming into the meeting.

Topic 1: Pedestrian Study

Meeting 5: Shaping the Pedestrian Study (zoom)

The group will meet with ORCA (visitation management) and AKRF (environmental review, pedestrian counts) to review their respective scopes as relates to pedestrian counts and observations. What are each looking for? How does what they gather in the field translate into findings and recommendations? What else does the committee think it would be helpful to know?

Meeting 6: Data Collection Field Day (optional)

Based on the discussion at meeting 4, the committee will join the consultants in the field and help gather observations on a peak foliage weekend day for additional items viewed as valuable information by the committee above and beyond what HHFT consultants were gathering, whether qualitative or quantitative.

Meeting 7: Background presentation: Alternatives Analysis and Visitation Impact Map (zoom)

The committee has requested a background session to review the alternatives analysis – what routes were considered, how they were evaluated, and which were removed and why. We'll also review the input from a community workshop last November that mapped and identified current visitation challenges being experienced.

Meeting 8: Municipal-Only Study Session

The committee will receive a report of key findings and recommendations for the pedestrian environment in the Village. This session will be only with the municipal representatives on the committee and their consultant.

Meeting 9: Pedestrian Findings and Recommendations (in person)

With the municipal reps having met to discuss the report independently, the full committee and all relevant consultants will now meet to review the comments from the municipal representatives.

Committee representatives present updates to Town/Village Board or City Council at the nearest meeting possible to the close of the work on this topic.

Topic 2: Visitation Projection

Meeting 10: Municipal-Only Study Session

The committee will receive the draft visitation projection for the project to review and discuss with their consultant. This session will be only with the municipal representatives on the committee and their consultant.

Meeting 11: Visitation Projection Review (in person)

With the municipal reps having met to discuss the projections independently, the full committee and all relevant consultants will now meet to review the comments from the municipal representatives.

Committee representatives present updates to Town/Village Board or City Council at the nearest meeting possible to the close of the work on this topic.

Topic 3: Traffic Study

Meeting 12: Background Presentation – Traffic study methods and parking and shuttle study (zoom)

The committee will meet with AKRF to review the traffic study methodology, how it fits into and informs the environmental review. We'll also review the final report and current status for HHFT's parking and shuttle system.

Meeting 13: Municipal-Only Study Session

The committee will receive the draft traffic study findings and recommendations to review and discuss with their consultant. This session will be only with the municipal representatives on the committee and their consultant.

Meeting 14: Traffic Findings and Recommendations (in person)

With the municipal reps having met to discuss the report independently, the full committee and all relevant consultants will now meet to review the comments from the municipal representatives.

Committee representatives present updates to Town/Village Board or City Council at the nearest meeting possible to the close of the work on this topic.

Committee Wrap-Up

Meeting 15: TBD

Based on prior discussions, one to two additional meetings could be held to close the loop on open items. Minimally, we'll meet once to discuss next steps with the environmental review and thank the committee for their service.