

# PARK HILL WALKABILITY WORKSHOP

## FINAL REPORT

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December 5, 2012

# SUMMARY OF WORKSHOP DISCUSSIONS

## A and JFK/A and Pine

### Summary of Walk Discussion

The intersection of A and JFK is the gateway to the Park Hill Neighborhood, though there is no indication of this. There is a marked crosswalk for pedestrians, but the paint is fading and the walk signal is facing the wrong direction. When a pedestrian is in the middle of the crosswalk, it is difficult for drivers to see them. Traffic is typically moving very fast here.

At A and Pine, there are no nearby speed limit signs. The speed that vehicles travel is much higher than the speed limit. There are no sidewalks on one side of the street. Someone in a wheelchair would have a very difficult time navigating the area due to lack of sidewalk connectivity. There are also no marked lanes here for vehicles.

### Summary of Group Presentation

The biggest opportunity here is for a roundabout at A and JFK. There could also be colorized crosswalks, and the current crosswalks need to be repainted. The crossing signal needs to be changed to face the correct direction.

The biggest issue is the lack of barriers between the pedestrian and vehicle traffic. It makes pedestrians feel very unsafe. There could be greenery or other more attractive barriers put in place here.

At A and Pine, there are many ADA issues and problems with connectivity. There are no sidewalks on Pine, and the crossing areas don't always match up with sidewalks.

## Summary of Charrette

The intersection at A and JFK would be a perfect location for a gateway to Park Hill. A pedestrian bridge might be nice for this intersection. There need to be well-marked crosswalks at all the intersections.

It would be great if there were elevated crosswalks at all the major intersections along JFK to slow down traffic to safe speeds, but still keep vehicles moving through. The sidewalks should be set back with more barrier between sidewalks and the road.

The city could reclaim the section of JFK from A to H from the State so that the residents could decide how it will look. A roundabout somewhere would be nice and make it more pleasant to walk along. A bike lane would be preferable along JFK.

## **Bus stop at F and JFK**

### Summary of Walk Discussion

There is a nice covered bus stop near this intersection on JFK. In the middle of JFK, there is a median that would make a great refuge median for a crosswalk, but there is no crosswalk here. The median has great potential, but doesn't serve a real purpose. Pedestrians on the West side of the street must take a very long route to get to the bus stop, when there is a chance they could cross the street to that median. This area could also benefit from a barrier between the pedestrian and the vehicle traffic, such as a tree line or on-street parking.

Vehicles are consistently travelling faster than the posted speed limit. The covered bus stop is nice, but the area could be more welcoming. There is also no bike lane along JFK, and the buildings are pushed back. On a positive note, the sidewalks are very wide here—over seven feet. This could be taken advantage of to enhance the walkability and safety of the area.

### Summary of Group Presentation

There are many positive things here. The bus stop is covered. The sidewalks are very wide and very large, greater than seven feet wide in some places. The buildings are set back in a lot of places.

Unfortunately, the crosswalk markings are really faded and difficult to see sometimes. The only places to cross JFK are at H Street and D Street, which means there are four blocks between pedestrian crossings. People getting off the bus and wanting to cross the street have to travel a significant distance in order to cross safely. There are refuge medians at this location (and ones that are currently well maintained), but no

marked crosswalk. This would be a great place to have a well-marked mid-block crosswalk. When crossing the side streets, the ADA ramps are not in good condition and could definitely be improved.

There are also no bike lanes on JFK. This could definitely be improved. The speeds that people travel on JFK are too fast, and this makes pedestrians and bicyclists feel very unsafe. The volume of traffic isn't troubling; it's the speed at which it is travelling. If there were a way to reduce these speeds, pedestrians would feel much safer.

### Summary of Charrette

One issue of walkability along JFK is that there are currently not many destinations to which people want to walk. In order to encourage walkability, there need to be shops and businesses that residents want to visit.

F and JFK would be a great location to add a crosswalk with a median refuge. There should be a button that a pedestrian pushes before crossing the street to turn on a flashing light signal further up the road. Since this is a hill with short visibility, this flashing light would warn vehicles earlier that there is a pedestrian in the crosswalk.

Since there are so many driveways along JFK, it would be great to have only a few driveways (curb cuts) with parking that the businesses share. It would be nice if we could make the side streets off of JFK a little wider and more parking friendly. There should also be extended sidewalks up and down all of the side streets leading to JFK.

It would be so helpful to slow down the speeds along JFK, without stopping the flow of traffic or the number of cars that go through. One or two of the raised mid-block crosswalks would give people a place to cross between the major intersections and would work to slow traffic to safer speeds.

It would also be helpful if Park Hill residents set a good example by starting to walk through this neighborhood more frequently. This would show people who normally drive through the area that this is somewhere people want to walk and can walk. Bike sharrows would be a nice addition, as well.

## **H and JFK**

### **Summary of Walk Discussion**

This is an incredibly busy intersection along JFK, where a school and a number of shops are located. There are marked crosswalks for pedestrians, but along JFK there are two lanes in each direction with no divider. The signal for pedestrians to cross is about 17 seconds, which is much too brief for pedestrians to cross these four undivided lanes with no refuge. The push button for the walk signal at the intersection did not shorten the wait time either. Furthermore, the crosswalk lines are faded, making the pedestrian feel unsafe. Many people noted that they would not want their children crossing the street here, and the intersection is right in front of a school.

There are a number of ADA compliance issues at this intersection, including sidewalks that are too narrow and misplaced utility poles in the sidewalk. It would also be helpful if the crosswalk signal were auditory for people with visual impairments. No pedestrians or cyclists were seen during the walk, and no activity other than the vehicle traffic. There are no places to park a bicycle in the area, and there is no bicycle lane.

There are some positive aspects to this intersection. There are curb bump outs along H Street, providing on-street parking and a smaller distance for pedestrians to cross. This could be done along JFK to provide the same benefits. There is also some great artwork, like a mural in front of the school and some utility boxes that have been painted, which gives the area character and personality. There is a school and a lot of great shops in this area. There is great opportunity for this to be a walkable area, with some intentional changes.

### Summary of Group Presentation

On the corner where the school is located, the sidewalks are four feet, which is much too narrow. This sidewalk runs alongside the cement wall with no barrier between the pedestrian and traffic. All of these combine to make pedestrians feel very unsafe walking along this section of road. There is also a misplaced signal pole, which would make it difficult for anyone, especially those in a wheelchair or with a stroller, to use the sidewalk. The markings for the crosswalk are misplaced and faded. People travel faster than the posted speed limit, and continue to make high-speed turns and travel at high speeds along the side streets. It is not a crossing-friendly spot at all.

Many of the signs are made for vehicles, and are an obstruction for pedestrians. The signals are not long enough for pedestrians to cross the street, especially those pedestrians with a disability, children, or the elderly. The button you push to cross the street doesn't change the signal at all.

There is some nice landscaping, but it isn't well maintained and there is some litter. It is unclear who does the maintenance on this area. Overall, the area is not very welcoming. Even for people who have lived here 30 years, they will likely never walk down JFK.

### Summary of Charrette

Since the school will be closing soon, this would be a great place to put a neighborhood market. Across the street would be a great location for a pub. This would make people want to come and stay in the neighborhood instead of having to go to Argenta or another neighborhood to grab a drink with friends or family. This would have a positive impact on the economic development of the area.



The crosswalks need to be better maintained and in the proper location, with appropriate ADA accessible ramps. Better lane markings would help with traffic coming up JFK so they know which lane they're going into once they cross H Street. There could also be some bushes in the median to make it more attractive and also to help slow speeds.

The newer buildings could also be mixed-use, which could have residential areas above the commercial areas. It would also be nice to build to the sidewalk and put the parking in the back. There could also be better signage along JFK. Theme paver stones would be nice along JFK as well.

## **Lakehill Plaza**

### **Summary of Walk Discussion**

Traveling North on JFK toward Lakehill Plaza, a great shopping center near Park Hill, there are a number of issues that make pedestrians and bicyclists feel unsafe. In front of the car wash that's near the shopping center, the sidewalk is undefined and the curb cut for vehicles to enter the car wash is too large. This allows vehicles to turn in at a number of locations, causing the pedestrian to consistently be on the lookout to prevent being hit. The sidewalk also ends here, making it extremely difficult for many people to get to the shopping center on foot, bicycle, stroller, or wheelchair. Steps and uneven pavement make this section dangerous and hard to navigate for someone with mobility issues.

The parking for Lake Hill Plaza is not well marked, and there is a significant amount of uncontrolled traffic within the center. There are also a number of ADA compliance issues in the area, such as only one ramp for the sidewalk and uneven surfaces in the pavement.

This area has a lot of potential to be a city node and an area that draws a lot of business and pedestrians. The space already has some great businesses and shops, but could definitely be improved in terms of walkability and ability to draw a lot of people from the community.

### **Summary of Group Presentation**

There are no sidewalks or speed bumps on Olive Street. On the East side of JFK in front of the businesses, there is a drop-off. The parking lot by the shopping center is not ADA compliant at all. There is one ramp, which is uneven concrete. There need to be

more ramps and a wider sidewalk to be more accessible. It didn't feel safe. At the car wash, the parking lot is one big entrance. It makes the pedestrian feel unsafe. There is nowhere to cross except at H and JFK.

### Summary of Charrette

It would be nice to start a colorized sidewalk at H and JFK heading toward the shopping center. It would go through the parking lot of Lakehill Plaza, and end in an ADA ramped sidewalk past the plaza. There should be more ADA ramps throughout the plaza.

The three-lane entrance and exit to the plaza should be reduced to two lanes (one going in and one coming out), with better markings. There should also be a buffer strip with trees between the sidewalk and the vehicles on JFK.

The donut shop could be moved to a different part of the shopping center, and that space turned into green space—a park. This is something that this area is really lacking. It would have a pavilion, which could house a farmer's market, a fountain, and seating areas.

There should be better sidewalks throughout the shopping center. The main parking lot could be moved to further behind the building, and some parallel parking spots could be added behind the building and in front of the smaller part of the shopping center. That area that was the parking lot could become a strip of small businesses. This could be space for incubator businesses to enhance the economic development of the area. Once the businesses grow and develop in these low-rent incubator spaces, they have the option to move to one of the empty storefronts along JFK. Another pub could also be located in this space.

A bus stop should also be added in front of Lakehill Plaza. The amount of parking will be decreased overall, but there could definitely be creative ways to deal with this issue.

## **F and Magnolia**

### **Summary of Walk Discussion**

This is an intersection in a residential area of the Park Hill neighborhood. There is currently a four-way stop to control traffic. F Street connects Levy and Park Hill, and typically sees a good deal of traffic.

There were about 30 cars seen during the walk, and all of the cars stopped at the stop signs. There were no other pedestrians or bicyclists seen during the walk. There are only sidewalks on three of the eight sides of the intersection. There were no sidewalks from Magnolia to JFK, which would make it difficult for pedestrians or anyone in a wheelchair to get to JFK. There are no lane markings on three of the four directions of the intersection. The marked lanes are each 14 feet wide. There are no markings for crosswalks anywhere in the area.

### **Summary of Group Presentation**

This was the safest place of all the stops because it isn't anywhere near JFK. F and Magnolia only has sidewalks on three of the eight parts of the intersection. There were about 30 vehicles that went through the intersection during the walk. There were no pedestrians or bicycles during this time. Every vehicle stopped at the stop sign during the walk.

The streets are 28 feet and 24 feet, making each lane either 14 feet or 12 feet. There are no sidewalks on F Street going toward JFK. A pedestrian would have to walk to D Street to have sidewalks to JFK. On F going toward JFK, there are many cars parked and leaves in the street, which forces the pedestrian to walk in the middle of the street and

be exposed to traffic. There is a sinkhole on F near JFK. There are also small utility poles in many yards now.

### Summary of Charrette

The sidewalks should be extended to all sides of the intersection, especially on F Street heading toward JFK. There should also be lane markings on all sides of the intersection that do not currently have them. There should be some marked crosswalks at this intersection, and a mini-circle would improve the safety and flow of traffic in the area. The stop signs would then need to be changed to yield signs. The curbs should also be made more ADA compliant.

## Workshop Evaluation Analysis

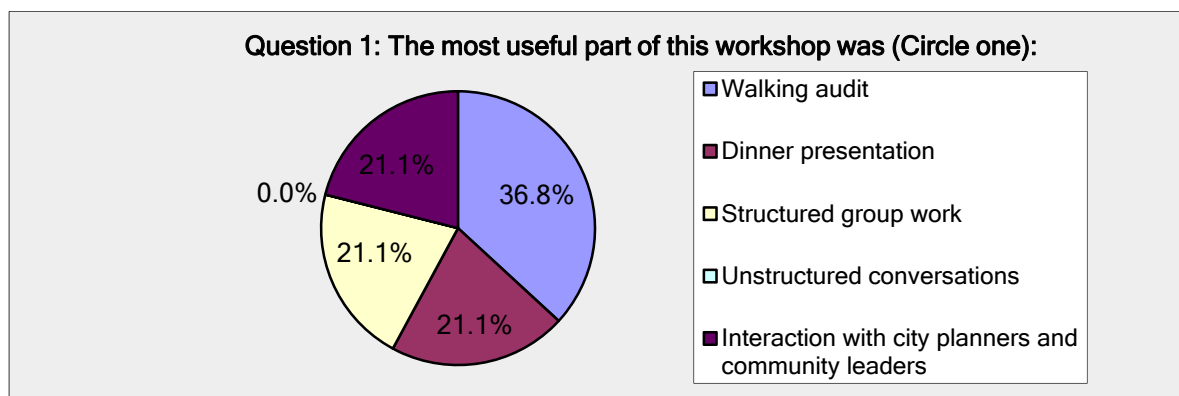
### Introduction

The following are results of an evaluation given at the end of a workshop held on Thursday, November 14, 2012 to assess walkability in the Park Hill neighborhood of North Little Rock, Arkansas. Neither completion of the evaluation, nor any question therein, was required. There was no extrinsic incentive for completing the form, which was provided on a double-sided sheet of paper. The design of the evaluation was based on an evaluation given after a similar workshop in Troy, Ohio.

### Results

Responses to Question 1 demonstrate preference for the direct experience of the walking audit as the most valuable part of the workshop. Another finding generated by this question was an inclination toward structured activities.

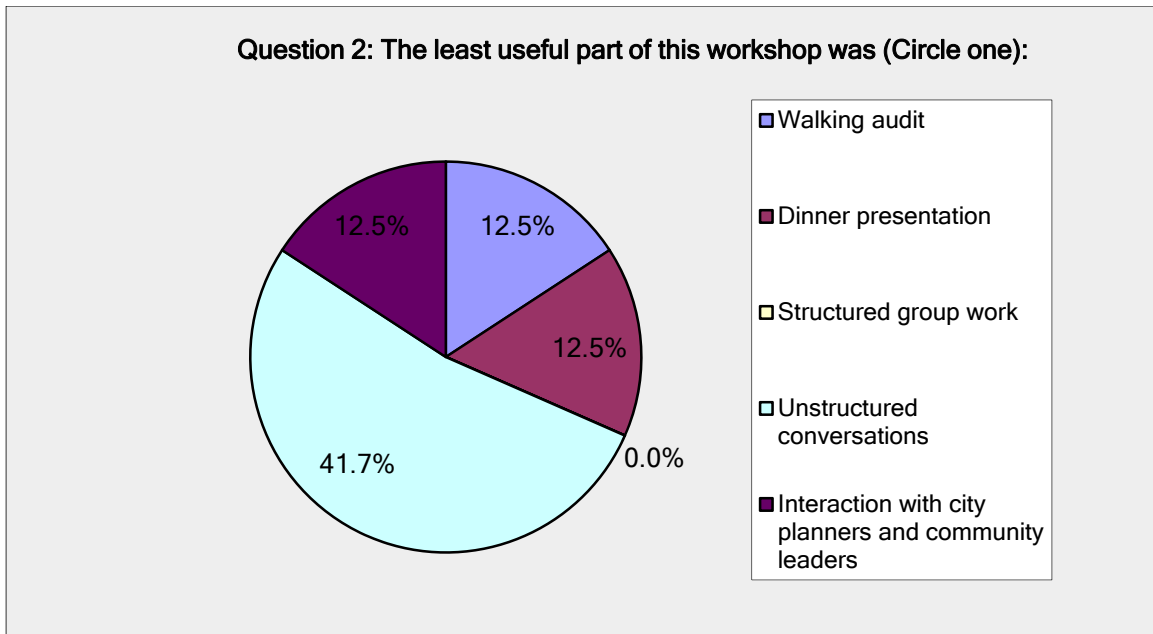
*Figure 1: Most Useful Part of the Workshop*



Question 2 followed by asking what was the least useful part of the workshop. Once again, the audience seemed least appreciative of the unstructured

conversations. Two respondents commented that the presentation was a little long. Basically, participants wanted their time used as efficiently and productively as possible. Eight respondents skipped this question, some commenting that they found all parts of the workshop to be useful.

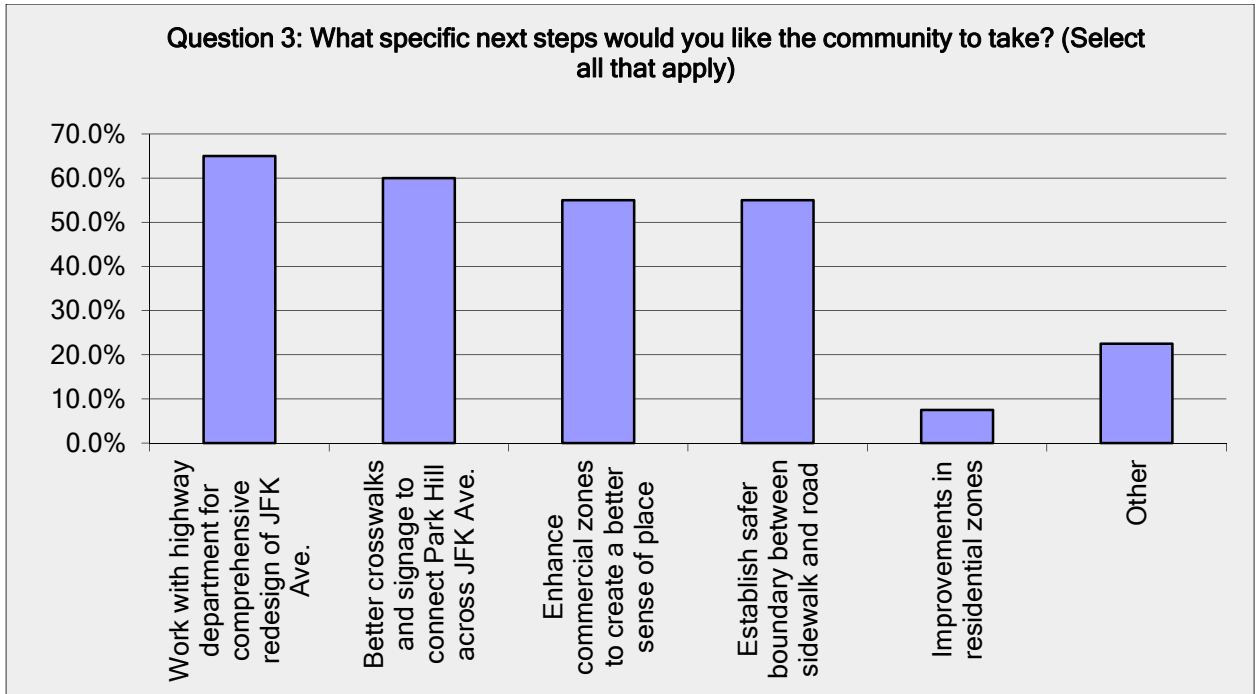
*Figure 2: Least Useful Part of the Workshop*



Question 3 asked for desired next steps. The dominant trend in these responses is for long-term improvements to JFK Ave. Only one person selected residential improvements, even though there was no limit to the number of answer choices allowed.



Figure 3: Desired Next Steps



Questions 4-6 asked participants to rate specific components of the workshop on a Likert scale. All responses were positive, with the highest proportion of excellence being shown for the group work component.

Figure 4: Rating of the Walking Audit

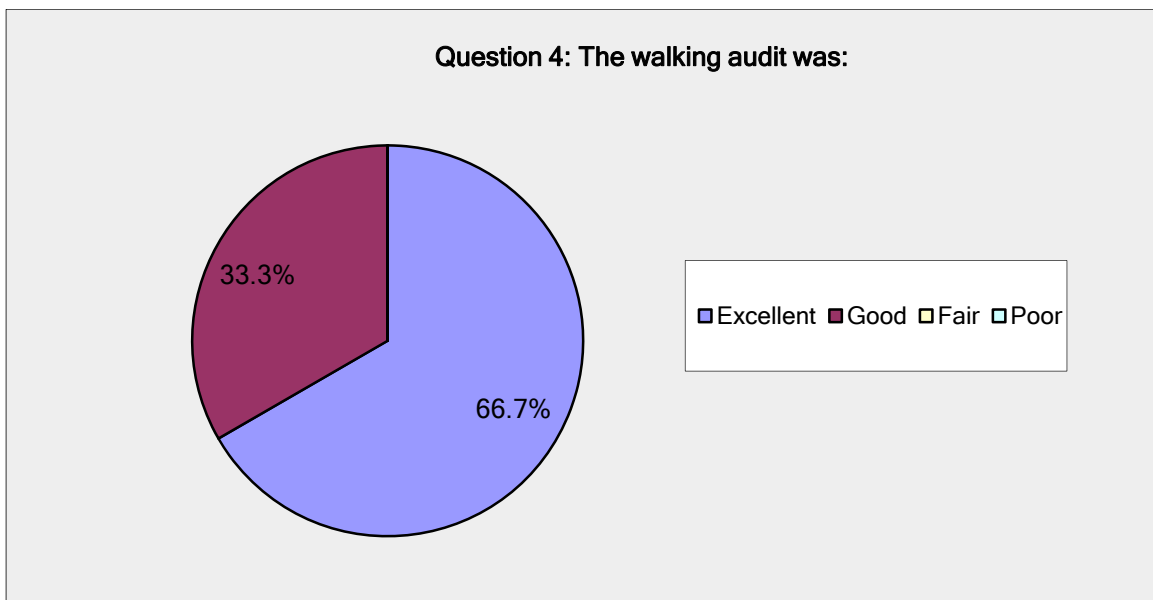


Figure 5: Rating of the PowerPoint Presentation

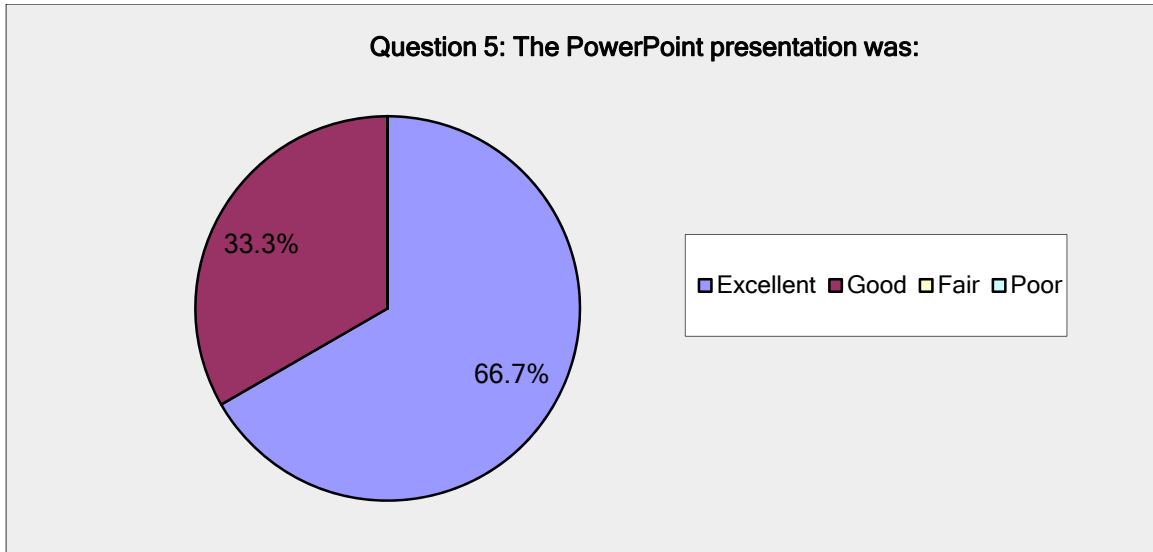
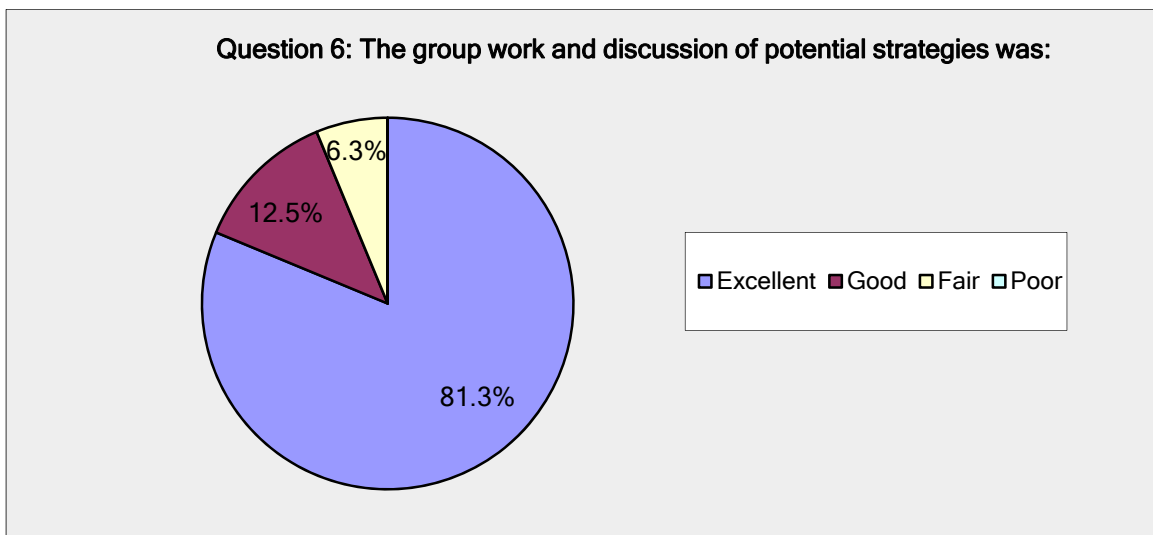
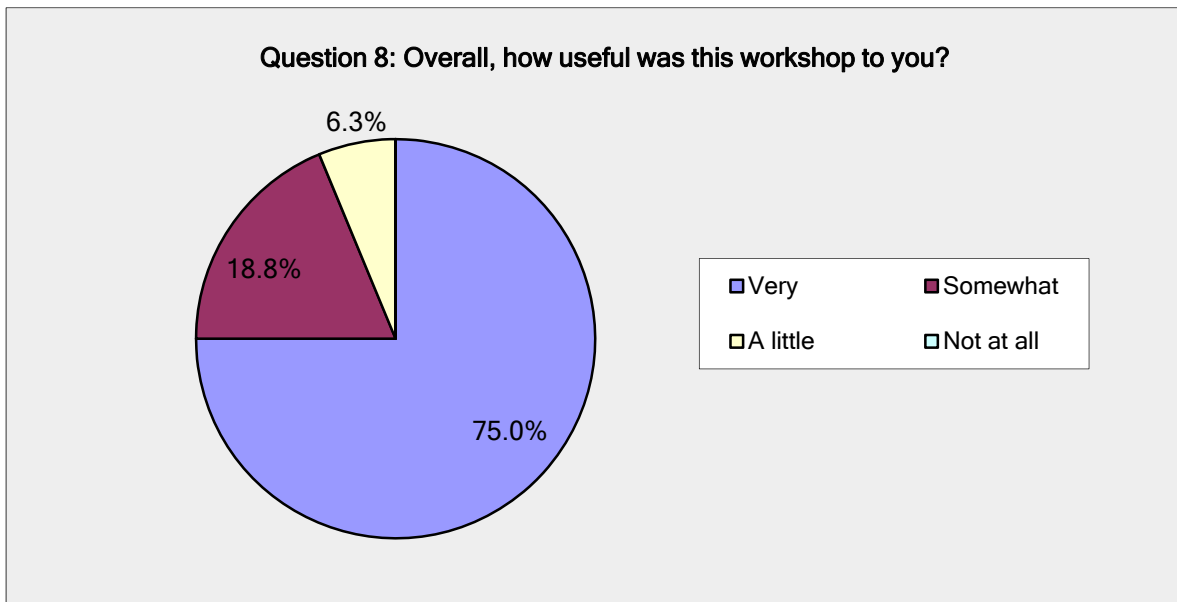


Figure 6: Rating of the Group Work

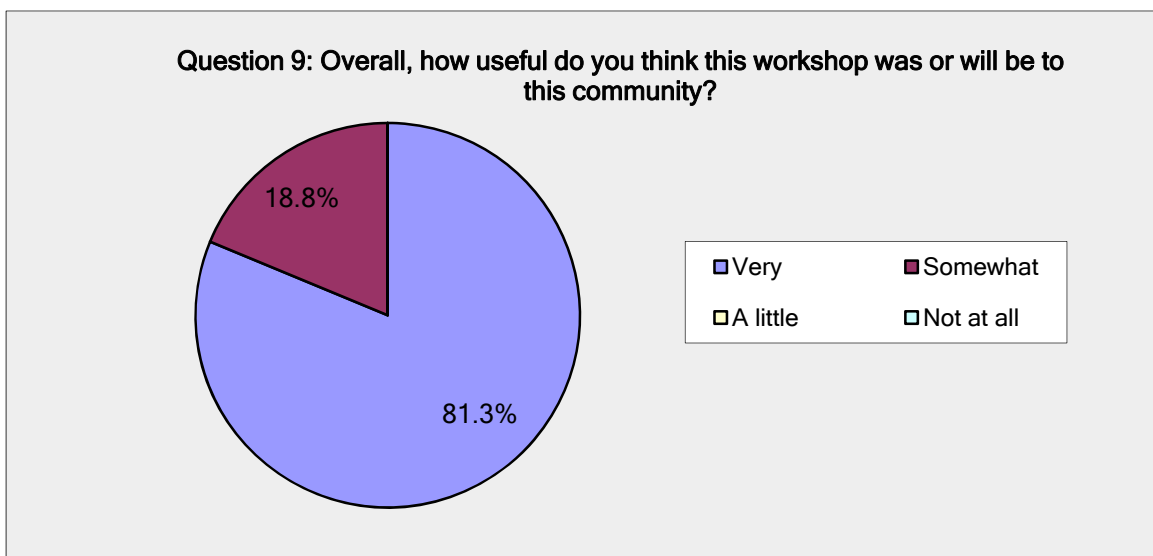


Questions 8 and 9 were similar in that they asked for a Likert scale rating. These were ratings of the usefulness of the workshop – to the individual and to the community. The results were almost identically positive, with one person leaning toward community over personal value.

*Figure 7: Personal Usefulness of Workshop*



*Figure 8: Community Usefulness of Workshop*



The most open-ended questions, numbers 7 and 10, did not provide much helpful feedback. Question 7 asked what next steps participants were willing to take. Since no guidance was provided, audience members may not have known how to answer this question. Four of the eight responses indicate a general willingness to work collaboratively to improve walkability in the area. Only three people responded to Question 10, which was a prompt for additional comments. The most interesting of these comments was a request for increased foot patrol of the area by the police department.

## **Conclusions**

A few conclusions may be drawn from the results of this evaluation to guide the planning of future workshops. First, participants appreciated the structure of the facilitated walk audit, the PowerPoint presentation, and the guided group work. Involving community leaders and planners was also strongly appreciated. A natural theme of these responses is that participants like their time to be used productively. Thus, one recommendation would be for the PowerPoint presentation to be shortened, focusing more specifically on the slides that are relevant to the specific neighborhood being studied.

Another recommendation that might produce better feedback from the evaluations is to provide better guidance to how the audience may continue to be involved in improving the walkability of the community. Responses to Question 7, which asked participants to suggest specific next steps they are willing to take, were not specific at all. The original design of the workshop was to allow for 15 minutes to wrap up. Since the PowerPoint presentation ran a little long, the wrap-up was cut

short. Ten minutes could potentially be saved for a brainstorm of specific next steps, to be listed on a flipchart, and the final five minutes saved for completion of the evaluation.

Another idea that may generate more thorough feedback from the evaluation form would be to remind participants to add comments to their evaluations throughout the presentation and discussion. Question 3, about desired next steps, could be rewritten to ask for open-ended responses. Participants could list the top three or five improvements they would like to see. The question could be split to distinguish between short-term and long-term recommendations.

Overall, the feedback from this evaluation demonstrates strong audience satisfaction with the workshop. The Likert scale questions generated entirely positive ratings. Comments such as “Great job” and “Great first step to building a better community” added to this affirmation.

## RECOMMENDATIONS

The following recommendations were created for the Park Hill Neighborhood Association (PHNA) and the City of North Little Rock to pursue together in order to create a more walkable neighborhood. On November 15, 2012, the PHNA, the City of North Little Rock, and the Clinton School of Public Service hosted a walkability workshop for Park Hill residents and business owners. During the workshop, participants took guided walks through pre-determined sections of the neighborhood in order to generate ideas about where improvements could be made. Following the walks, residents discussed their ideas for improving walkability. These short, medium, and long-term recommendations are based on feedback from the workshop coupled with discussions with Metroplan and the City of North Little Rock. The recommendations include input from Clinton School students based on their study of tools that can be used to increase walkability.

### *Short-term (0 to 3 months)*

- Repainting crosswalks
- Adding colored paint to crosswalks
- Adding additional lines to crosswalks to increase visibility (i.e. parallel and perpendicular lines)
- Adding speed limit signs around the A & Pine intersection
- Painting bump-outs (as opposed to building them)
- Repairing the misplaced crosswalk signals at A & JFK
- Painting a dotted line to indicate lane shift for drivers turning at H & JFK
- Increasing maintenance of various landscaped areas
  - The Red Door Gallery, located at 3715 JFK Boulevard provides an excellent example for how to use landscaping to create an enclosed area that is safer and more conducive to a walkable environment.
  - Large planters and other methods of displaying flowers, shrubs, and other plants are useful to quickly and easily create more enclosed spaces.
  - There are a number of helpful online resources about urban landscaping, particularly from Cooperative Extension offices around the United States.
- Larger crosswalk buttons
- Increasing signage with larger fonts

- Adding bicycle racks along JFK
- Adding trash cans along JFK
- Beginning discussions about the role the PHNA can play in working with the NLR Chamber of Commerce and other relevant entities to change the dry area along JFK to allow the sale of alcohol.
  - According to the Arkansas Times, the initial plan is “To seek legislative approval of a statute that would allow a vote covering... townships and precincts that have voted themselves dry since the repeal of Prohibition.” It is necessary that the law be changed because “as it stands, an area that has voted itself dry only can vote wet by a vote of the precise area.”
  - The effort has been led by Terry Hartwick, President and CEO of the NLR Chamber of Commerce, according to the Arkansas Times (November 21, 2012; <http://www.arktimes.com/arkansas/all-wet/Content?oid=2542968>).
  - Working to change the law can begin in the short-term with the long-term goal of encouraging the development of restaurants along the JFK corridor that will enhance opportunities for creating a more walkable built environment.

***Medium-Term (4 months to 3 years)***

- Working to improve ADA issues at crosswalks (such as repairing the truncated yellow domes)
- Installing flashing lights to show pedestrians crossing
- Tightening the driveways at Lakehill Plaza by including increased hardscapes and landscaping. Eventually, Lakehill Plaza may incorporate a number of long-term goals that will be discussed in the following section.
- The bus stop at F and JFK provides for a number of medium-term opportunities.
  - Metroplan encourages using the Central Arkansas Transit Authority (CATA) as a partner organization in working on bus stop improvements.
  - The bus stop could include a new crosswalk that includes LED lights to increase visibility.
  - The existing street furniture could be enhanced.
  - Additional signage to denote bus stop location would be helpful.
- Adding new crosswalks at various intersections along JFK
- Enhancing crosswalks by adding audible cues that “speak” to the walkers
- Ensuring that existing sidewalks are kept in good repair
- Ensuring that existing sidewalks that end abruptly are corrected
- Examining new options for parking along side streets and behind businesses
- Beginning to work at implementing a “SmartCode” ordinance (must cover a 20-acre area and be accepted by all property owners in that zone)
  - SmartCode is defined as a “unified land development ordinance for planning & urban design” which “folds zoning, subdivision, regulations, urban design, and optional architectural standards into one compact document.” SmartCode was adopted by City Council as a zoning option in 2012.
  - Additional SmartCode information can be found at: <http://www.smartcodecomplete.com/learn/facts.html>

- Addressing misplaced utility poles
- Working to having speed limits lowered

***Long-Term (4 years to 20 years)***

- Changing ordinances about building businesses closer to the street (using SmartCode as an example)
  - This is a long-term outcome that can begin in the short-term or medium-term as mentioned above in the medium-term section.
- Building a mini traffic circle at F and Magnolia
- Writing ordinances that encourage businesses to sell off parking and put in street-front businesses at Lakehill Plaza
- Installing refuge islands at existing medians with new crosswalks, particularly at the bus stop at F and JFK
- Installing raised intersections at various locations
- Building a gateway to the Park Hill neighborhood at A & JFK
- Reclaiming JFK from the Highway Department
- Adding bike lanes along JFK (there is no room for bike lanes on the current road, so this would have to occur in combination with either a road diet or road widening)
- Creating bump outs along JFK
- Reclaiming JFK from the Highway Department and placing it under City control and maintenance.

**Community Suggestions that were not recommended by Metroplan**

JFK is an arterial therefore its treatments differ with respect to a collector or a local roadway facility. Arterials facilitate primary movements connecting locations at high speed and with high traffic volumes. Using roundabouts and speed tables on arterials implies a significant impact on the main characteristics of an arterial. So their usage requires detailed analyses.

- **Speed tables**
  - Reluctance about recommending a speed table at this stage of development relates to the fact that there is currently not enough business to generate the pedestrian volume that would make a speed table worthwhile. It should not be ruled out, but may be feasible as a long-term consideration contingent upon the development of the area.
- **Pedestrian bridge**
  - According to Metroplan, studies show that pedestrian bridges are largely ineffective. The reasons cited by Metroplan for the ineffectiveness of



pedestrian bridges include: (1) large tracts of land are required to built an ADA-accessible bridge; (2) people are reluctant to walk farther than necessary; (3) maintenance can be difficult as the bridges tend to accumulate trash; and (4) they remove people from the street level where all the attractions are located.

- **Roundabouts**

- Roundabouts are usually located in places where there is an absence of regularly-spaced intersections. The JFK corridor is too tight to accommodate a roundabout. Pedestrian crossings must be particularly well-considered when designing a roundabout. We don't want to discourage people from accessing the very streets we want them to feel comfortable walking. A better solution is coordinated signalization, with plenty of well-designed pedestrian crossings (e.g., the "big bulb" button, signage, and well-marked/colorized/textured crossings).

### **Additional Considerations**

There are a few points to keep in mind as the PHNA and City of North Little Rock move forward in working to increase the walkability of Park Hill. Due to the fact that JFK is a state highway, improvements must comport with the highway department's rules and regulations. Thus it is necessary to work closely with the Arkansas State Highway and Transportation Department as discussions begin regarding these recommendations. This and other partnerships are highly encouraged; these may include partnerships with the police; the fire department; business owners; and the Central Arkansas Transit Authority. Additionally, the PHNA is encouraged to work with the City of North Little Rock and other entities to identify funding sources as these projects move forward.

## LESSONS LEARNED FOR NEXT COMMUNITY EVENT

- Find a champion within the decision-making structure
- Make sure you are wanted by the neighborhood
- Utilize your networks and your contacts' networks
- Publicize event
- Have a point person
- Use the guidebook/workbook authored by Dan Burden
- Get businesses involved
- Think through who stakeholder groups are and ensure representation
- Structure walks more tightly
- Use Dropbox
- Have additional volunteers available for extra assistance at event
- Practice, practice, practice
- One evening is too short
- Have a plan
- Convey appreciation to those involved
- Manage the negativity
- Align people's talents with the tasks
- Meet frequently and discuss often
- Spend more time on the walk itself
- Be sure to create as much structure as possible
- Personalize everything to your situation (i.e. change documents to fit your community)
- Shorten and customize PowerPoint presentation
- Personally invite residents to participate (either by attending community events or by going door-to-door)

# WALKABILITY WORKSHOP “HOW TO” MANUAL

- Meet with community partners to discuss desires, feasibility, and schedule
- Determine date of event
- Find location to hold event
- Read Walkability Toolkit and other information on economic impact of walkable neighborhoods
- Create PR plan
  - Press release
  - Email dispersion
  - Attend community events to promote
  - Mail flyers
  - Door-to-door invitations to residences, churches and businesses
  - Targeted PR for each stakeholder group
- Identify/contact/invite stakeholder groups
  - Fire Department
  - Police Department
  - Emergency Services
  - City Council members
  - Leaders from neighboring communities
  - Leaders from communities who have been successful with walkability
  - Business owners and leaders
  - Schools
  - Neighborhood Association members
  - Neighborhood residents
  - Individuals with disabilities
  - Chamber of Commerce
  - City planners
  - Highway and Transportation Department
  - Faith leaders and congregations
  - Regional Planning Authority

- Complete several rounds of scouting walks
  - Take notes
  - Take pictures
  - Determine areas of interest
  - Promote the event to residents and businesses during scouting walks
- Scout other areas of city that have successfully implemented measures
  - Take pictures
  - Become familiar with local existing walkable neighborhoods
- Create documents for event
  - Agenda
  - Interesting related article
  - Key concepts sheet
  - Evaluation/post-workshop survey
  - Neighborhood association flyer
  - Sign-in sheet
  - Task force sign-up sheet (can be a check box on sign-in sheet)
  - Mailer invitation to go out to neighborhood residents
  - Press release
  - Route maps
  - Walk routes and discussion points
  - Conversation questions
  - Specialized maps for particular groups if needed
- Request traffic counts for intersections of interest
- Plan agenda for evening, including charrette discussion and next steps conversation
- Send out mailer invitation to neighborhood residents and business owners
- Track RSVPs and dishes being contributed to potluck
- Send out press release to multiple news outlets
- Request large-scale maps from city engineer

- Determine technology requirements and procurement plans
- Work with location contact person to coordinate event details and site specifics
- Research walk scores for each location ([www.walkscore.com](http://www.walkscore.com))
- Recruit reliable volunteers to help with tasks at event
- Pull documents from Workbook
  - General Impression Summary
  - Goal Sheet
  - Intersection Sketch example and blank
  - Street Sketch example and blank
  - Slide notes
  - Survey legend
  - Walkability Toolkit pages 88-107
- Adapt PowerPoint presentation for your community
- Make copies of everything needed for event
- Create participant packets
  - both types of sketch examples and blanks
  - evaluation/post-workshop survey
  - key concepts sheet
  - walkability economic impact article
  - notepaper
  - pen
  - general impression summary
  - goal sheet
- Create facilitator packets/backpacks
  - route maps
  - walk routes and discussion points
  - conversation questions
  - traffic counts
  - copies of pages from walkability toolkit with each facilitator's slide notes

- multiple copies of street sketch examples and blanks
  - multiple copies of intersection sketch examples and blanks
  - multiple copies of survey legend
  - one copy of walkability toolkit pages 88-107
  - specialized maps for particular groups, if needed
  - tissue
  - hand sanitizer
  - Band-Aids
  - pens
  - extra paper
  - measuring tape
  - clipboards
- Pull together the nuts and bolts
    - sign-in sheet/task force sign up sheet
    - neighborhood association flyer
    - participant packets
    - giveaways
    - clipboards
    - more pictures of locations
    - big maps
    - PDFs of maps
    - markers
    - facilitator bags
    - measuring tapes
    - extra pens
    - extra paper
    - tissue
    - Band-aids
    - hand sanitizer
    - easels
    - Post-its
    - cameras
    - tablecloths
    - flip charts
    - vests
    - document viewer
    - projector
    - projector screen
    - laptop

- PowerPoint
- Meal supplies – plates/cups/utensils/napkins/pitchers/ice/coffee
- tables/chairs
- video camera
- microphones
- speakers
  
- Day of event
  - Gather all materials and deliver to event location
  - Arrange tables and chairs
  - Set up technology
  - Organize sign in table
  - Prepare food and drinks
  - Run through presentation
  - Welcome participants
  - Implement planned agenda
  - Wrap up and invite future involvement
  - Ask for feedback through survey
  - Collect all materials
  - Clean up space
  
- Synthesize workshop findings
  
- Analyze survey results
  
- Create community recommendations
  
- Begin implementation of recommendations