

2022 Downtown Plan Steering Committee Members:

After talking in depth with Shook Kelley, a new draft project schedule has been developed (below). The draft schedule is significantly different and moves the Downtown Plan completion date 3 months backward to September. It also changes the total number of Committee meetings from 8 to 13 (dates are summarized on page 5). The reasons for these changes include:

Primary Reason: The Committee wants consultant products in advance of meetings to allow sufficient time for discussion.

Secondary Reason: Plans for Public Forums and Surveys need to be presented to the Committee in advance.

Originally (and in the current scope of work), Shook Kelley intended to unveil project materials at Committee meetings and Public Forums, using verbal presentations to explain the rationale for Plan recommendations. As now drafted, the schedule has been expanded to allow time for the preparation of detailed written materials to fully inform the Committee of recommendations in advance. The provision of advance materials also caused Shook Kelley (with Planning staff in agreement) to propose breaking the project into smaller components (i.e. – separating Organizing Principles from the Alternative Futures) to allow for desired Committee discussion time.

Shook Kelley has indicated that they will flex with the draft schedule without any changes to the project budget. We are not yet sure if the Town Board would need to approve an amendment to the contract due to the 3-month delay in project completion.

The draft revised project schedule has been placed on the Committee's February 24th agenda, Item #7.b.

HUNTERSVILLE 2022 DOWNTOWN PLAN

Draft Schedule & Process Revisions: February 21, 2022



PHASE 1: DISCOVERY

Deliver Discovery Materials (Below) to Committee by Feb 21st

1. Preliminary Assessment Compendium (per Infrastructure, Land Use/Urban Design, & Economic Development Summary Reports)
 - Executive Summary
 - Narrative Overview & Recommendations
 - Annotated Diagram Layer Stack Analysis
 - Supporting Graphic Exhibits & Tables
2. Infrastructure Assessment Summary Report:
 - Transportation
 - General Infrastructure Systems
 - Environment & Open Space
3. Land Use / Urban Design Summary Report:
 - Adopted Town Documents, Ordinance & Policies
 - Urban Design Guidelines
 - Existing Land Use and Development Typologies, Form & Program
4. Economic Development Summary Report:
 - Existing Ownership & Development Activity Patterns
 - Market Study

Final survey, interactive map, and Committee photo homework assignment results – (raw data and compiled) will be provided on March 11th

DPSC Meeting #5: Thursday, Feb 24th [Discovery Products]

PHASE 2: ORGANIZING PRINCIPLES & ALTERNATIVE FUTURES

Deliver Organizing Principles Workshop Materials to Committee by March 11th

PHASE 2.1 ORGANIZING PRINCIPLES + COMPILED PUBLIC INPUT/COMMITTEE RESULTS

1. Organizing Principles Charter Document
2. Typological Case Study/Precedents
3. Materials for Town Website Upload & Press Release
4. Public Feedback Survey

**DPSC Meeting #6: Thursday, March 17th
[Organizing Principles - Workshop Format]**

ORGANIZING PRINCIPLES will be used to direct the development of the Alternative Futures related to Infrastructure, Land Use / Urban Design, and Economic Development.

Each of the Organizing Principles will relate to a specific selected issue (and perhaps to more than one). The public will also be asked for their positions on the topics and suggested approaches through policy, planning, law, and public initiatives.

PHASE 2.2 ALTERNATIVE FUTURES (1-3)

Deliver Alternative Futures Workshop Materials to Committee by April 25th

1. Alternative Futures Identification Matrix.
2. DRAFT Alternative Futures (1-3)
 - Annotated Diagram Plans & Comparative Analysis
3. Typological Case Study/Precedents

Determine the structure of **Public Forum #2**. Public survey after May 12th Public Forum #2 needs to run 4 weeks. Start survey on May 13th; run through June 10th. Allows a week to tabulate and report the results. **Report to the Committee on**

DPSC Meeting #7: Thursday, April 28th

[Draft Alt. Futures - Workshop Format]

Public Forum #2: Thursday, May 12th [Organizing Principles & Draft Alternative Futures]

Public Survey: May 13th – June 10th

Deliver Final Alternative Futures to Committee by June 20th

4. FINAL Alternative Futures (1-3)
 - Annotated Diagram Plans & Comparative Analysis

Note: The **Final Alternative Future**, as modified by Committee and Public comments, shall be selected to be carried forward as the Basis for creation of the Downtown Master Plan.

DPSC Meeting #8: Thursday, June 23rd [Final Alt. Futures]

ALTERNATIVE FUTURES

The second part of Phase 2 will present conceptual approaches that respond to the Organizing Principles. We call these different concepts *Alternative Futures*, for each one represents a fundamentally different approach on how to address the Organizing Principles and therefore how the town will grow. The Alternative Futures will include preliminary development programs; preliminary development approaches in a "bubble diagram" format showing in general terms the layout of uses on different sites, spaces to be left open/undeveloped as parks; approaches to infrastructure/transportation system; and a phasing diagram.

PHASE 3: FINAL STRATEGY & MASTER PLAN

3.1 MASTER DEVELOPMENT STRATEGY

1. Master Development Strategy Compendium – DRAFT (Public Forum)
2. Master Development Strategy Compendium – FINAL (Post-Public Forum)

Deliver Initial Draft Plan Materials to the Committee on July 18th

3.2 MASTER PLAN DEVELOPMENT

DRAFT Master Plan & Development Program

- Annotated 2-D Plan & Data Tables
- Annotated 3-D Massing Vignettes
- Typological Case Study/Precedents
- Materials for Town Website Upload & Press Release
- Public Feedback Survey

Determine the structure of **Public Forum #3**. Public survey after the Aug 4th Public Forum #3 needs to run 4 weeks. Start survey on Aug 5th; run through Aug 26th. Allows a week to tabulate and report the results.

Report this to the Committee on July 21st.

DPSC Meeting #9, Thursday, July 21st [Draft Plan]

Public Forum #3: Thursday, August 4th [Draft Plan]

Public Survey: Aug 5th - Aug 26th

DPSC Meeting #10, Thursday, August 18th [Public Forum #3 Prelim. Feedback + Committee Inputs]

Deliver Draft Plan Update Materials to Committee by Sept 2nd

DPSC Meeting #11, Thursday, Sept 8th [Draft Plan per Final Public + Committee Input Results]

Deliver Final Plan Materials to Committee by Sept 19th

FINAL Master Plan & Development Program

- Annotated 2-D Plan & Data Tables
- Annotated 3-D Massing Vignettes
- Typological Case Study/Precedents

DPSC Meeting #12: Thursday, Sept 22nd [Final Plan – Alternate Date]

DPSC Meeting #13: Thursday, Sept 29th [Tent: Joint DPSC/Planning Board/Town Board Meeting]

Revised Downtown Plan Steering Committee Schedule **(Tentative – Moves the Schedule Back 3 Months)**



DPSC Meeting #5: Thursday, Feb 24th [Discovery Products]

DPSC Meeting #6: Thursday, March 17th [Org. Principles - Workshop Format]

DPSC Meeting #7: Thursday, April 28th [Draft Alt. Futures - Workshop Format]

Public Forum #2: Thursday, May 12th [Organizing Principles & Draft Alternative Futures]

DPSC Meeting #8: Thursday, June 23rd [Final Alt. Futures]

DPSC Meeting #9, Thursday, July 21st [Draft Plan]

Public Forum #3: Thursday, August 4th [Draft Plan]

DPSC Meeting #10, Thursday, August 18th [Public Forum #3 Prelim. Feedback + Committee Inputs]

DPSC Meeting #11, Thursday, Sept 8th [Draft Plan per Final Public + Committee Input Results]

DPSC Meeting #12: Thursday, Sept 22nd [Final Plan]

DPSC Meeting #13: Thursday, Sept 29th [Tent: Joint DPSC/Planning Board/Town Board Meeting]