MEMORANDUM

TO: Bryan Gruesbeck, Town Manager
FROM: Jeff Jones, Planning Director
SUBJECT: Chatham Park Additional Element Review Committee Update
DATE: November 10, 2016

Background: The Chatham Park Additional Elements committee has completed its review of the first set of Elements and will be presenting at the November 28th Town Board meeting its recommendations.

The item for discussion is whether the Town Board is ready to set a Public Hearing on these Elements for November 28th and follow the schedule that was presented by staff in September.

Committee Chair Jim Nass will present the recommendations at the next Board meeting and as part of that presentation the Town Board could hold a Public Hearing.

The schedule for reviewing all elements will be as follows:

Review the Additional Elements in three groups:

1. Phasing, Parking & Loading, Signage, and Lighting
2. Open Space, Tree Protection, Landscaping, and Stormwater
3. Public Facilities, Public Art, Transit and Affordable Housing

Group 1 meeting dates: October 5th, October 19th and November 2nd
Group 2 meeting dates: November 16th, November 30th, December 14th and January 4th
Group 3 meeting dates: January 18th, January 25th, February 8th and February 22nd
After each set of elements reviewed by the committee the Town could then start the process of setting and holding a Public Hearing and the then sending on to the Planning Board for recommendation.

**Group 1 target dates:** November 14\(^{th}\) set Public Hearing for November 28\(^{th}\). Planning Board recommendation on December 5\(^{th}\) and to the Town Board of Commissioners on December 12\(^{th}\) for Action.

Group 2 target dates: January 9\(^{th}\) set Public Hearing for January 23\(^{rd}\). Planning Board recommendation on February 6\(^{th}\) and to the Town Board of Commissioners on February 13th for Action.

Group 1 target dates: March 6\(^{th}\) set Public Hearing for March 20\(^{th}\). Planning Board recommendation on April 3\(^{rd}\) and to the Town Board of Commissioners on March 10\(^{th}\) for Action.

While the committee is working through their process staff and any consultants the Town engages for various elements will be working to compile our comments and recommendations. The goal would be to mirror the committee’s timeline for review of the elements.

**Action Requested:** Receive the information.