


TO: James L. App, City Manager  
FROM: Ronald Whisenand, Community Development Director   
SUBJECT: Uptown/Town Centre Pre-Charrette Workshop  
DATE: May 6, 2008

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Needs: For the Planning Commission and City Council to receive a report from the team preparing the Uptown/Town Centre Specific Plan and to provide direction to staff and the team in advance of the community design charrette process.

Facts:

1. The community has begun the process of preparing a Specific Plan for the City's historic Westside.
2. As part of that process, the City has held three Discovery Workshops to gather input on the community's long term needs and vision for the area. This input will be evaluated and used to develop a draft Specific Plan that will be produced during a weeklong design charrette that begins on May 12<sup>th</sup>.
3. This Pre-Charrette Workshop will allow the City Council and Planning Commission to hear a status report on the plan, receive some preliminary analysis, hear an overview of how the upcoming charrette will take place, and provide suggestions to the team on Specific Plan elements.

Analysis & Conclusion: The upcoming design charrette is one of the most important steps in the preparation of the Specific Plan. Through the course of the five-day charrette, the team will work with the public, special interest groups, staff, Council, and Advisory Bodies to design the Specific Plan and provide discussion and solutions to issues such as traffic, parking, land use, economics, historic preservation, form based codes, infrastructure, etc. Each day builds upon the next; participants will see their ideas addressed as the plan evolves throughout the week.

The charrette schedule (attached) provides ample opportunity for participation by the public, Planning Commission, and Council. There will be mid-day and evening sessions open to the public on various Specific Plan subjects on Monday, Tuesday, and Wednesday. Thursday will offer up a single mid-day presentation and on Friday, the team will make their final presentation at the end of the day. The City Clerk and Planning Commission Secretary will be sure to adjourn future Commission and Council meetings to these public sessions.

Options:

- a. Receive a report on the Specific Plan and provide direction as appropriate.
- b. Amend, modify or reject the foregoing option.

Attached:  
Charrette Schedule

**SUNDAY, MAY 11 SET-UP**

- 2:00 pm - 6:00 pm Set-Up at Charrette Room
- Furniture and Equipment
  - Lamps and Lighting
  - Computers and Internet Connections
  - Posters and Boards

6:30 pm Dinner at local restaurant for set-up team

**MONDAY, MAY 12 BACKGROUND AND VISION**

8:00 am Breakfast, and introductions

- 8:30 am Consultant Team Begins Work
- Review of Pre-Charrette Analysis
  - Circulation, Blocks, Streets, Transit and Parking
  - Building Types and Architecture Styles
  - Public Realm and Open Space Types
  - Preliminary Development Program

12:00 pm Lunch for Consultant Team

**12:30 - 1:30 pm Presentation and Discussion: "Economics and Finance"**

Afternoon/evening Work session continues

6:30 pm Dinner for Consultant Team

**7:00 - 9:00 pm Open Studio: Uptown**

10:00 pm Doors close: End of Day 1

**TUESDAY, MAY 13 SCHEMATIC DESIGN**

8:00 am Breakfast, and consultant briefing with Staff

- 8:30 am Design Teams Begin Work
- Refine Circulation, Blocks and Streets Plan
  - Refine Parking Plan
  - Refine Economic Development Strategies
  - Refine Public Realm Plan
  - Refine Building Types
  - Refine Development Program
  - Prepare Implementation Plan

**12:30 - 1:30 pm Public presentation and discussion: "Form Based Codes / Urban Landscape" and "Historic Resources"**

Afternoon/evening Work session continues

6:30 pm Dinner for consultant team

**7:00 - 9:00 pm Open Studio: Town Centre**

10:00 pm Doors close: End of Day 2

**WED., MAY 14 DETAILS AND TECHNICAL REFINEMENT**

8:00 am Breakfast, and consultant briefing with Staff

- 8:30 am Design Teams Begin Work
- Refine Circulation, Blocks and Streets Plan
  - Refine Transit and Parking Plan
  - Refine Economic Development Strategies
  - Refine Public Realm Plan; Open Space Types
  - Refine Building Types
  - Refine Development Program
  - Prepare Form-Based Code
  - Refine Implementation Plan

12:00 pm Lunch for consultant team

**12:30 to 1:30 pm Presentation and Discussion: "Landscape, Sustainable Infrastructure and Ecology"**

Afternoon/evening Work session continues

6:30 pm Dinner for consultant team

**7:00 - 9:00 pm Open Studio: Uptown and Town Centre**

10:00 pm Doors close: End of Day 3

**THURSDAY, MAY 15 CODES AND IMPLEMENTATION**

8:00 am Breakfast, and consultant briefing with Staff

- 8:30 am Design Teams Begin Work
- Refine Circulation, Blocks and Streets Plan
  - Refine Street and Parking Plan
  - Refine Economic Development Strategies
  - Refine Public Realm Plan; Open Space Types
  - Refine Building Types
  - Refine Development Program
  - Refine Form-Based Code
  - Refine Implementation Plan

12:00 pm Lunch for consultant team

**12:30 - 1:30 pm Presentation and discussion: "Traffic and Parking"**

Afternoon / evening Work session continues

6:30 pm Dinner for consultant team

10:00 pm Doors close: End of Day 4

**FRIDAY, MAY 16 FINAL DESIGN AND PRESENTATION**

8:00 am Breakfast

- 8:30 am -12:00 pm Final Production:
- Illustrative Plans
  - Form-Based Code
  - Three-Dimensional Perspectives
  - Traffic and Parking Diagrams
  - Development Program and Building Types
  - Street Landscape

12:00 - 12:30 pm Lunch for consultant team

12:30 - 2:00 pm Final touches and preparation for presentation

**2:00 pm - 5:00 pm Final presentation of charrette results and discussion**

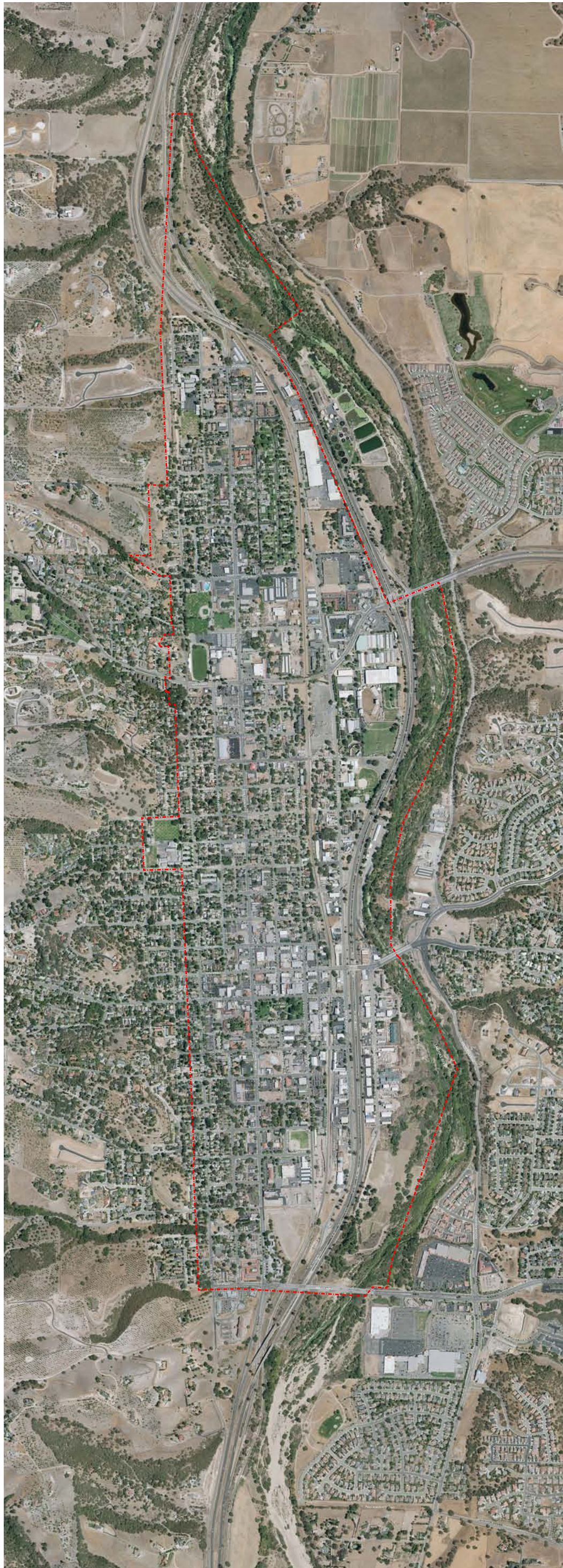
5:00 pm - 6:00 pm Clean-up and packing of materials and equipment

End of Day 5 and Charrette

# Charrette Schedule

 = Public presentations

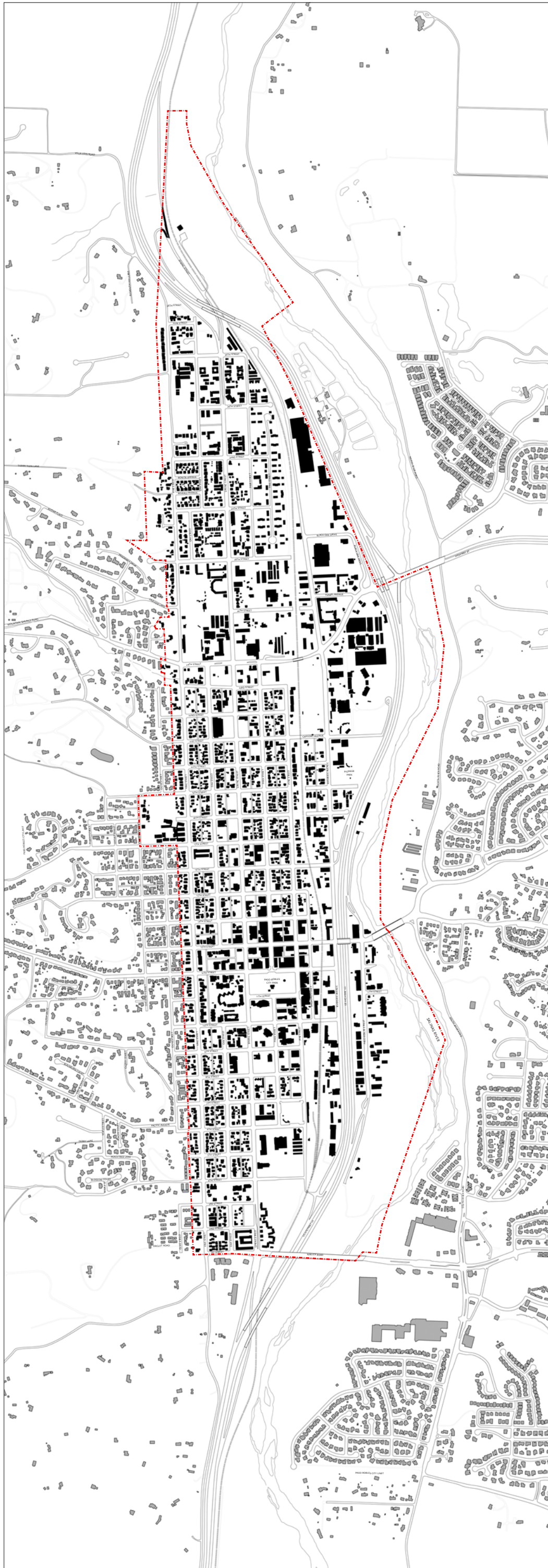




AERIAL







EXISTING CONDITIONS