



Route 28 Visioning Project

MONTHLY PROGRESS REPORT: OCTOBER 2012

To: Jill R. Goldsmith, Chatham Town Manager

From: Phil Dascombe, Senior Community Design Planner, Cape Cod Commission (Project Manager)

CC: Deanna Ruffer, Chatham Community Development Director

Date: October 19, 2012

In accordance with the scope of work for the Route 28 Visioning Project, the Cape Cod Commission is pleased to submit this monthly report of tasks and activities completed since the project commenced.

PROJECT INITIATION MEETING

On September 19, 2012, a project initiation meeting was held at the Chatham Community Center. The meeting was attended by Commission staff, Town of Chatham staff, and representatives of the Board of Selectmen, Planning Board, Zoning Board of Appeals, Historic Business District Commission and Historical Commission.

The discussion at the meeting covered a wide range of topics, including a discussion of the study area for the project, strategies for public participation, and coordination and responsibilities under the contract. The study area extends from the Harwich Town line to the intersection of Route 28 and Crowell Road. A draft map of the study area was discussed and minor edits made to the boundaries to include all parcels fronting on Route 28, or in the SB or GB2 zone districts that front on Route 28, and including the contiguous portion of the GB3 district on Crowell Road. The final study area map is attached.

A draft Public Participation Plan was presented and discussed at length at the meeting. There was general agreement with the draft plan, and it was



agreed that the group assembled for the project initiation meeting would reconvene at key stages throughout the process to provide comment and direction on the Commission's progress. The draft Public Participation Plan included an outline of the aims of the planning workshops, protocols for engaging the public and coordinating information sharing. At the meeting, the Commission agreed to revise the draft Public Participation Plan based on the discussions at the meeting. An agenda from the meeting is attached and a tentative date was selected for the first public meeting/workshop of Saturday, December 1, 2012.

PUBLIC PARTICIPATION PLAN

As a follow up to the September 19, 2012 meeting, the Commission revised the draft Public Participation Plan to include the town's notification protocol and to elaborate on a plan for coordinating the Visioning Project with the Roadway/Intersection Design Project in West Chatham. The Commission submitted a revised draft to the town for comment on October 2, 2012 which was followed up with a telephone conversation with Deanna Ruffer, Terry Whalen and Lynn Thatcher on October 3, 2012. The outstanding issues to be resolved for the Public Participation Plan centered on coordinating project websites hosted by the Town and the Commission, and the interaction and clear differentiation of the project from the Roadway/Intersection Design Project. The town provided further direction to the Commission on the Public Participation Plan to achieve this goal on October 15, 2012 and the Commission hopes that a final version will be delivered to the town in the week of October 22, 2012.

SITE VISITS/RESEARCH

The Commission staff have walked the corridor and spent time inventorying uses along the corridor on three separate occasions. The Commission staff have observed the development patterns existing along the corridor, made key measurements of the structures and inventoried the current uses. The purpose of the site visits was to familiarize the project team with the area and to understand how development in the area is currently configured.



On the Commission's October 4, 2012 site visit, the Commission staff met Deanna Ruffer, Community Development Director, in order to share observations and to better understand key provisions of the Chatham Bylaws.

The Commission staff team have also familiarized themselves with past reports for the area, the applicable local bylaws and the applicable sections of the Local Comprehensive Plan. This research and understanding will be essential to the project and particularly the buildout analysis to be conducted before the December 1 workshop.

PLANNING BOARD PRESENTATION

At the request of the town, Phil Dascombe presented at the October 16, 2012 meeting of the Chatham Planning Board to provide an overview of the work-to-date and the proposed methodology for conducting the buildout analysis to be completed under Task 3.

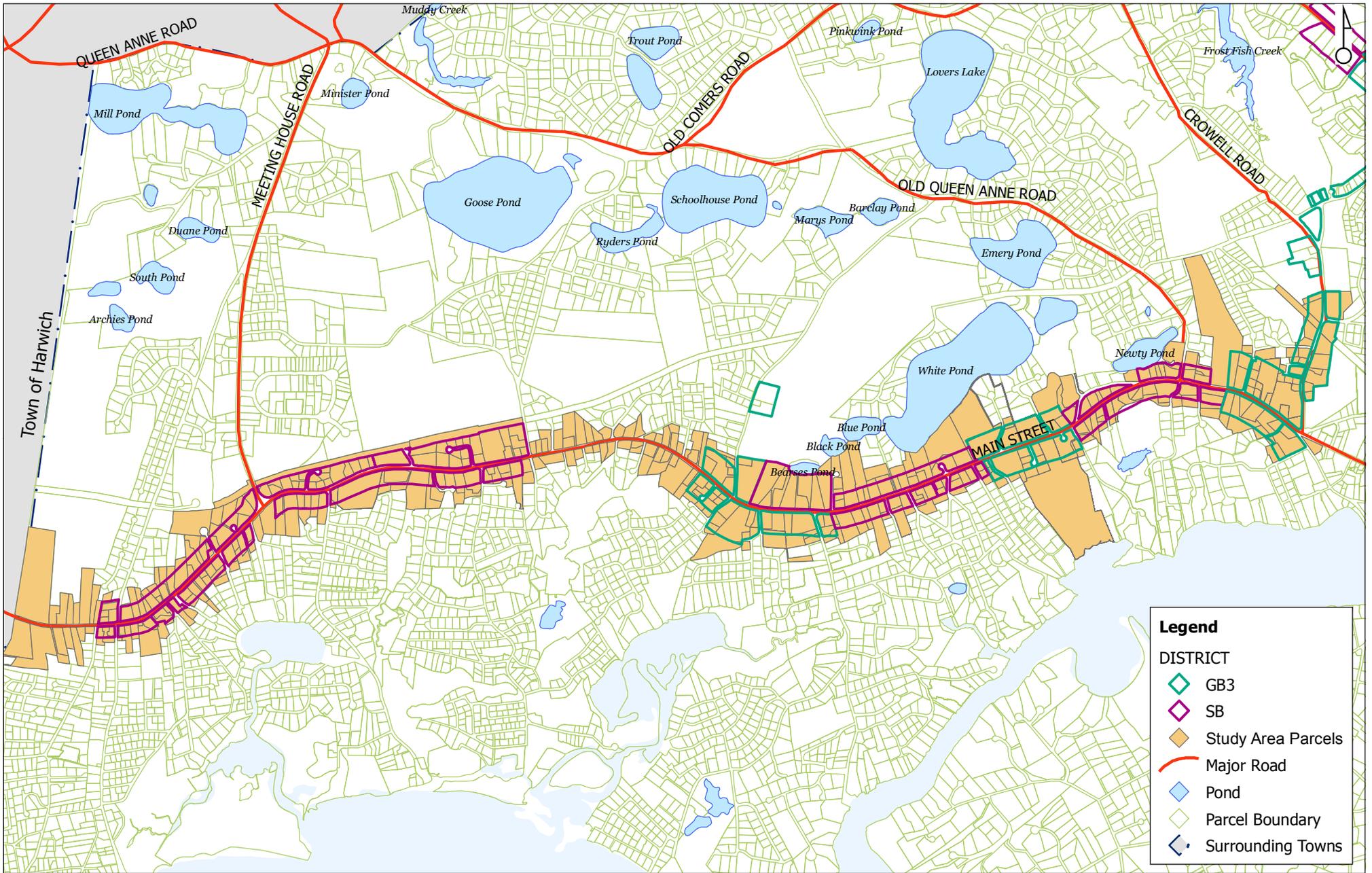
NEXT STEPS

The Commission anticipates that in the next month the Commission's focus will be on conducting the buildout analysis under the existing regulations to establish the "baseline" potential in the area. The Commission will also be preparing maps that illustrate existing land use, environmental resource information and will identify areas of opportunity and constraint.

Attachments:

Study Area Map

Project Initiation Meeting Agenda

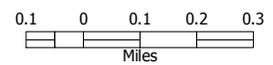


Chatham Route 28 Study Area

The information depicted on these maps is for planning purposes only. It is not adequate for legal boundary definition, regulatory interpretation, or parcel level analysis. It should not substitute for actual on-site survey, or supersede deed research.

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Date: 10/11/2012



CAPE COD
COMMISSION



CAPE COD
COMMISSION

Agenda

SEPTEMBER 19, 2012, 9:30AM
PROJECT INITIATION MEETING
CHATHAM COMMUNITY CENTER

1. Introductions.
2. Study area and discussion of project goals.
3. Issues of concern within the Study Area.
4. Past experiences/concerns with previous planning work.
5. Coordination and roles/responsibility:
 - a. Contacts,
 - b. receiving/responding to public comment,
 - c. Preparing notices/advertising meetings,
 - d. Making information available for public.
6. Discussion and identification of preferred strategies for public involvement:
 - a. Workshops and schedule,
 - b. On-line Participation/instant polling.
7. Coordination or integration with other town projects.
8. East Harwich Discussion