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TO: Members of the Town of York Board of Selectmen  
FROM: Ron McAllister, Chair of the York Village Study Committee  
VIA: Steve Burns, Interim Town Manager  
DATE: 18 September 2014  
RE: Village Master Plan Phase I: Progress Report #1

At its August 11 meeting, the Board of Selectmen authorized the Village Study Committee to begin working with The Downtown Revitalization Collaborative (TDRC) to develop a Master Plan for York Village. The purpose of this memo is to update the Board on what has happened since that decision was made. Below is a bulleted list of progress made in pursuit of the Master Plan.

- **Joint Meetings:** Three meetings have been held between the VSC and TDRC (August 21, September 4 and September 18) to begin implementation of the plan. There also have been additional conferences by telephone and in person with Denis Lachman, TDRC's project manager.
- **Planning Board:** A working meeting with the Planning Board took place on August 28 so we could begin discussing possible zoning changes which would facilitate the goals of village revitalization. A zoning sub-committee has been created within the VSC to interface with the Planning Board.
- **Communications:** Another sub-committee has been established in the areas of communications (BuzzComm). BuzzComm is developing a logo and slogan for all communications and marketing purposes. A table has been reserved at MarketFest (October 17 and 18) in an attempt to enhance communication with the public on the Village Master Plan
- **Economic Development:** We are working to organize a sub-committee addressing economic development issues.
- **Event #1:** We have scheduled and are promoting Event #1 on October 4 (9:00 - Noon at the public library) to bring the public back into the design process for the entire 5-minute village. A facilitator training session has been scheduled for the October 4 small group discussions. Event #2 is

tentatively scheduled for Wednesday evening November 12. We hope members of the Board will be available to participate in these events.

- **Local Business Outreach:** One-on-one meetings between village business leaders and TDRC's economist, Rodney Lynch, are being scheduled. These appointments will take place on October 15 and 16.
- **The Base Survey:** Print versions of the base survey were recently received from LinePro. A sub-committee reviewed LinePro's report for accuracy and completeness. We are still awaiting an electronic version of the survey. I should note that there have been many delays in the delivery of the civil engineering survey. We hope these delays will not impact the timely completion of TDRC's work.
- **Traffic and Parking Studies:** A *draft* report from TDRC's traffic engineer (John Adams) has been shared with the VSC. Adams' report provides data from observations of vehicular, pedestrian and bicycle traffic during peak hours (weekday and weekend) as well as a three year accident history within the 2-minute village. The report also includes an inventory of parking spaces and parking space utilization rates. These data will lead to an animated traffic model. The traffic and parking studies are part of the technical investigation promised in TDRC's proposal.

It is the plan of the VSC to supply its next progress report for the Board's November 10 meeting. Thank you for your continuing support.

cc: Village Study Committee  
Denis Lachman, TDRC