

MEMORANDUM

TO: Town Council

FROM: Bill Bruce

DATE: February 1, 2021

RE: Illustrated Design Guidebook

Please find attached a proposal for development of an illustrated design guidebook for implementation of the Town's "Village Feel" design initiative. The proposal from Hill Studio, outlined on pages 1-3 on the attached, includes a public engagement phase consisting of five roundtable meetings and a virtual workshop webpage. The final document, developed through consultation with staff, elected/appointed officials, and the public, will consist of a 20-24 page illustrated development guidebook that can be used to guide development decisions in the Town Core. The consultant will also recommend how to incorporate the guidebook's recommendations into the Development Ordinance.

Strategic Plan reference: GOAL 2.2: The Town will promote policies to create an active and healthy "village feel" in the Town Core that prioritizes a unique, walkable, and inviting environment with smaller buildings in close proximity to each other and the street, and incorporates a mix of commercial, residential, and institutional uses, as well as pockets of green space that help create community-oriented gathering places.

Requested Action: Approve proposal from Hill Studio for an illustrated design guidebook for \$21,500.

