



Community Preservation Committee Meeting

Thursday, February 19, 2026 at 7:00 PM
City Hall, Lower Hearing Room

Agenda

Pursuant to Chapter 2 of the Acts of 2025, the meeting and public hearing will be conducted with remote opportunities for participation. Remote participation and access methods include:

ACCESS INFORMATION:

- A. This meeting will be held on February 19th at 7PM. Location: City Hall, Lower Hearing Room
- B. The in-person meeting will also be recorded by WCATV for later viewing (Watertown Cable Access Television) [Search Results](#)
- C. The public may join the meeting online: <https://watertown-ma.zoom.us/j/91525442843>
- D. The public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 915 2544 2843
- E. The public may comment prior to the meeting via email: lhandy@watertown-ma.gov
- F. Please Visit the Community Preservation Committee Website here: <https://www.watertown-ma.gov/352/Community-Preservation-Committee>

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1. Call to Order
 2. Acceptance of Minutes
 - A. Draft 2026-1-15-CPC Minutes
 - B. 2026-2-2-Draft-CPC-Minutes
 3. Chair Update
 - A. City Manager Meeting Report - Coordinator Supervision
 - B. Committee Volunteer Interview - Resident Advisory Board Video
 4. Coordinator Update
 - A. CPA Projects Update
 - B. CPC Operating Budget
 5. Committee Discussion
 - A. CPA Plan Update
 6. Adjourn

Bob DiRico, Chair
Dennis J. Duff
Allison Eck

Allen Gallagher
Abigail Hammett
Marissa Mayo

Amy Plovnick
Matthew Walter



Bob DiRico, Interim Chair
Dennis J. Duff
Allison Eck
Allen Gallagher
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Marissa Mayo
Jamie O'Connell
Amy Plovnick
Matthew Walter

CITY OF WATERTOWN Community Preservation Committee

Minutes of CPC Meeting Thursday, January 15, 2026, at 7 PM held in hybrid format in the Lower Hearing Room of City Hall.

Committee Members Present: Bob DiRico, Interim Chair; Dennis J. Duff; Allison Eck; Allen Gallagher; Marissa Mayo; Jamie O'Connell; and Amy Plovnick.

Absent: Matt Walter and Abigail Hammett.

Others Joining: Lanae Handy, Community Preservation Coordinator

Others Joining Remotely: Larry Field, Watertown Housing Advisor; and Mark Krackiewicz.

1. Call to Order

Bob DiRico called the meeting to order at 7:01 PM and noted it was being held in a hybrid format per the Governor's order suspending certain provisions of Open Meeting Law. After a roll call, Bob appreciated Allen Gallagher stepping in as interim chair and presenting the CPC recommendation to the City Council in December.

2. Acceptance of Minutes

A. Draft 2025-11-20 CPC Minutes

Motion: Dennis J. Duff moved to accept the November 20, 2025, CPC minutes as written and Marissa Mayo seconded the motion

Vote: Marissa Mayo, Amy Plovnick, Bob DiRico, Jamie O'Connell, Dennis J. Duff Allen Gallagher, and Allison Eck voted in favor.

3. Coordinator Update

A. CPA Projects Status Report

Lanae delivered the following report on the three active CPA projects:

1. City Hall Paintings Restoration is about to be completed with the installation of the sign panels on the barriers in front of the paintings. Louise Orsini, the conservator, offered to speak about the restoration process at an event in the spring, so that may be an opportunity to celebrate the completion of the project.
2. Walker Pond Conceptual Design team will host its third community meeting on 2/5/26. The second meeting and community survey showed more favorable response to concept 1 the forest park with some elements of Concept 2, favored by participants.
3. MDLA architects had an issue with the curvature of the metal frame and UEL scanned the laminate portion of the structure to provide data to the metal fabricator. With the data, the fabricator will adjust shop drawings to achieve the desired curvature. Bob projected a timeline of another 6 weeks minimum with a spring completion date likely.

Phased project applications to be submitted:

1. Cemeteries Restoration - Michelle Moon is preparing an RFQ for an architect to produce construction documents (CDs). The project application will most likely seek funding for the CDs and at minimum restoration of priority tombs and gravestones.

Projects that may come forth in 2026:

1. The City Clerk's office may submit an application for document preservation.
2. The Affordable Housing Trust has added they will *consider* applying for CPA funds to secure site control of a property to their strategic plan
3. There is some discussion of an application for restoration of the North Branch library as a space for HATCH.

B. Proposed 2026 CPA Calendar and Application Schedule

The proposed meeting calendar is the same with no meeting in December, and the proposed application schedule follows the same due dates as last year. Future application schedules are up for discussion as part of updating the plan.

Lanae explained that the lack of applications last cycle was probably not due to the annual deadline, but rather some proponents put forth ineligible projects while others were able to secure funding elsewhere, or some didn't obtain approval to carry out a project on city property. Most projects are initiated by the city and there is only so much capacity to oversee CPA projects. Also, there are not that many organizations who deal with open space and there are not many historic resources owned by the city. Further, there is only one non-profit developer aside from the Watertown Housing Authority who has expressed interest in developing housing in Watertown, and it is a regional operation.

C. CPA Quarterly Financial Report

Lanae asked if there were any questions about the financial reports attached to

these minutes, and there were none.

4. Committee Discussion

A. New CPA Plan

Lanae asked if the CPC wanted to hire a consultant to do a community process similar to the last plan engagement process. Jamie offered that five years was too soon to do the extensive public process with a planning consultant. She proposed reviewing the existing plan and updating it. Mark Krackiewicz also suggested reviewing the existing plan to identify goals that had been achieved.

The committee agreed to review and update the plan in-house. Jamie also proposed working with Tyler Cote on a public engagement process to develop survey questions.

B. Housing Reserve Allocation Policy

Lanae described how at the last public hearing many seemed confused by the term reserve and thought the CPC was holding funds in reserve. This issue can be addressed in updating the plan to better explain the term and how much funding is actually available for projects. Lanae recommended leaving the housing reserve allocation at 10% to provide the greatest flexibility. She noted there are other constituencies who want investment in open space and historic preservation and currently funds are available in the budgeted reserve and fund balance if needed for housing.

Lanae added the affordable housing trust was scheduled to meet the following week to discuss their draft housing plan. It includes a statement that the Trust will consider applying for CPA funds to secure site control of a property once one is identified. They have no site in mind and money is not an issue—it is identification of a site. Metropolitan Area Planning Council, also known as MAPC, is performing a study to identify and test affordable housing incentives for developers.

Lanae spoke with Tia Tilson, the president of the Watertown Community Foundation, and Larry Field separately about convening housing stakeholders to discuss ways to create affordable housing in Watertown. Given the Trust's continuing work on their strategic plan and the MAPC study, Lanae proposed placing that event on hold until the plan and study are completed.

C. CPA Coordinator Supervision

The City Manager proposed a new administrative code where the coordinator would no longer report directly to the CPC with a dotted line to the Director of Planning. The rationale, explained to Lanae by Steve Magoon, was it seemed out of order for Lanae to be the only staff person reporting to a body composed of volunteers. Lanae explained there is nothing in the ordinance about the coordinator position and the current direct reporting scheme is in the job CP Coordinator job description.

The CPC discussed the advantages and disadvantages of the coordinator reporting directly to planning as opposed to the committee. There was concern

about a committee of volunteers having the responsibility of supervising and supporting the coordinator. There was also concern about the Committee's independence and the appearance of the coordinator being under undue influence if directly supervised by a Planning department staffer when department staff submit many of the CPA applications. It would place the coordinator in an awkward position when holding planning department applicants accountable or enforcing special funding conditions.

Motion: Dennis J. Duff moved to write a strongly worded letter to City Manager and City Council that Lanae remain under CPC supervision. Allen Gallagher seconded the motion.

Vote: Jamie O'Connell, Amy Plovnick, Dennis J. Duff, Bob DiRico, Allen Gallagher, Marissa Mayo, and Allison Eck voted in favor.

5. Adjourn

Motion: Dennis J. Duff moved to adjourn, and Allen Gallagher seconded the motion.

Vote: Allison Eck, Jamie O'Connell, Amy Plovnick, Bob DiRico, Allen Gallagher, Marissa Mayo; and Dennis J. Duff voted in favor.

Adjournment: 8:10 PM

Attachments:

1. Proposed CPA Application Schedule
2. [CPA Financial Statements](#)
3. Jon Bockian Letter Opposing Change in CP Coordinator Supervision



2026 Community Preservation Committee Calendar

January 15	Regular CPC Meeting
February 2	Special CPC Meeting – Community Preservation Coalition Training
February 19	Regular CPC Meeting
March 19	Regular CPC Meeting
April 16	Regular CPC Meeting
May 21	Regular CPC Meeting
June 25	Annual Public Hearing
July 16	Regular CPC Meeting
July 10	Project Eligibility Form Deadline
August 20	Project Eligibility Form Review
September 17	Regular CPC Meeting
October 15	Regular CPC Meeting
October 19	CPA Funding Application Deadline
November 19	CPA Funding Application Review
December 17	No Meeting
January 21, 2027	Project Presentations by CPA Applicants
February 18, 2027	Project Presentations by CPA Applicants (if needed)



FY 2026 CPA Application Schedule

FY 2026 Application Round Open	Project Eligibility Forms Accepted on a Rolling Basis
CPA Application Clinic Hours	June 9, 11, 18, 2025 July 9, 10, 14, 16, 21, 2025
Project Eligibility Form Due	July 25, 2025
Applicant Notification of Eligibility	August 25, 2025
CPA Funding Application Due	October 16, 2025
CPC Application Review	October through November 2025
CPC Application Evaluation	November 20, 2025
Applicant Presentations	January - February 2026
CPC Deliberation and Vote	February - March 2026
City Council Vote on Funding Recommendations	April 2026
Award Letters and Grant Agreements Executed	May - June 2026
Funding Award Payments Commence	July 2026

2026-1-15 CPC Agenda Attachment

[Jon Bockian's, \(former CPC member and vice chair\), comments about proposed changes to the Administrative Code regarding CP Coordinator supervision](#)

I read with dismay that the draft new Administrative Code proposed by the City Manager would eliminate the CPC's direct supervision of the CPC Coordinator.

As you know, the Coordinator currently is responsible to and reports to the CPC. The draft Code recommends ending that practice by having the CPC Coordinator join the Department of Community Development and Planning as a regular staff member and thereby be subject only to the supervision of the City Manager through the DCDP.

This proposal is unwise, inappropriate and unnecessary.

When the CPC Coordinator's job description was created in 2019, the CPC deliberated extensively and decided that the Coordinator should report directly to, and be supervised by, the CPC rather than DCDP, and that the CPC should have the authority to hire and fire the coordinator (subject to compliance with applicable law and city human resources department procedures). This organizational relationship was chosen for a combination of reasons.

The CPC's sole responsibilities concern the spending of monies held in a unique account, the Community Preservation Fund. By state law, the money in the Community Preservation account comes from a separately designated source and may be used only for the purposes of the CPA. The overwhelming majority of the funds in that account have come from Watertown taxpayers via a local property tax surcharge, collected solely for defined CPA purposes. The rest of the Fund comes from a state match, also to be used exclusively for CPA purposes.

The CPC administrative budget, including the Coordinator position, is funded entirely by a small portion of the Community Preservation Fund. In contrast to that, staff to other multiple member bodies are funded from general funds. Once the annual budget is developed by the CPC and approved by the city council, the CPC has sole responsibility and oversight for the use of these administrative funds. Consistent with that, the responsibility and oversight of the CPC Coordinator should be the sole responsibility of the CPC.

When the Coordinator position was created, the CPC was determined to avoid even the appearance of so-called institutional capture of the CPC by the city administration; that is, undue influence by the city administration on CPC policies and grant recommendations to favor administration-backed proposals, to the detriment of proposals from the public and nonprofit organizations. This was not based on a value judgment about the intent of the administration, but reflected the expectation—since then proved correct—that a majority of proposals for CPA funded projects would come from city departments and/or involve city owned property, and a realistic recognition of how organizations and bureaucracies function.

As you know, the city Manager has the opportunity to ask the city council to reduce or veto any recommendation by the CPC to spend any of the city's separate Community Preservation Fund account. If the staff of the CPC were controlled by the city administration, the administration would thus have two bites at the apple to influence how the Community Preservation Fund is spent. That degree of influence is not what was expected when Watertown residents voted to adopt the CPA.

In addition to the original intent behind the way the Coordinator's position now functions, it was my observation in the course of six years as a CPC member that the current supervision and reporting structure was not problematic. At the same time, the city administration has had ample opportunity to advocate for projects it supported.

I urge the Manager to reconsider the draft proposal, recognize the need to treat the CPC Coordinator position differently from other committees' staff, withdraw the proposal to change the organizational relationship between the CPC and its Coordinator, and place the CPC on the draft Code's list of "Agencies not Subject to Modification by Administrative Code."

Respectfully,

Jonathan Bockian



Bob DiRico, Interim Chair
Dennis J. Duff
Allison Eck
Allen Gallagher
Abigail Hammett
Marissa Mayo
Jamie O'Connell
Amy Plovnick
Matthew Walter

CITY OF WATERTOWN Community Preservation Committee

Minutes of CPC Meeting Thursday, February 2, 2026, at 7 PM held in hybrid format in the Lower Hearing Room of City Hall.

Committee Members Present: Bob DiRico, Interim Chair; Dennis J. Duff; Allison Eck; Allen Gallagher; Abigail Hammett; Marissa Mayo; Jamie O'Connell; Amy Plovnick; and Matt Walter.

Others Joining: Lanae Handy, Community Preservation Coordinator

1. Call to Order

Bob DiRico called the meeting to order at 7:01 PM and noted it was being held in a hybrid format per the Governor's order suspending certain provisions of Open Meeting Law.

2. Community Preservation Coalition CPA Training by Stuart Saginor

The Community Preservation Coalition CPA training is attached to these minutes.

CPC members inquired about the distinction between capital improvements and maintenance on historic projects. Stuart pointed out the statute defines capital improvements and improvements must be attached to the building. For instance things like furnishings that can be moved away are not eligible. However, painting in concert with capital improvements were eligible and paint analysis could be part of the project. Committee members also asked about doing projects on state land. Stuart mentioned that was allowable and many fine projects had be performed on DCR-managed property.

This led to a discussion about outreach to DCR and other entities because there was a dearth of applications in the last round. Stuart said though CPC did not initiate projects they could speak to DCR and non-profits to generate interest in applying

for CPA funds. Further, the CPC discussed being proactive regarding housing applications. Stuart asked about outreach to affordable housing developers in Watertown. Lanae replied that there was one regional developer, MetroWest, but it was difficult to find a site that could support 40 or more units in Watertown. She also pointed out that of the over \$11 million in funding recommended by the CPC, \$7.5 million had been recommended for housing.

3. Adjourn

Motion: Dennis J. Duff moved to adjourn, and Allen Gallagher seconded the motion.

Vote: Allison Eck, Jamie O'Connell, Matt Walter, Amy Plovnick, Bob DiRico, Allen Gallagher, Marissa Mayo, Abigail Hammett, and Dennis J. Duff voted in favor.

Adjournment: 9:27 PM

Attachments:

1. [Community Preservation Coalition Training Presentation](#)



CPA Update – Watertown

2.2.2026



**Community
Preservation Coalition**

Preserving our past. Building Page 13 of 46

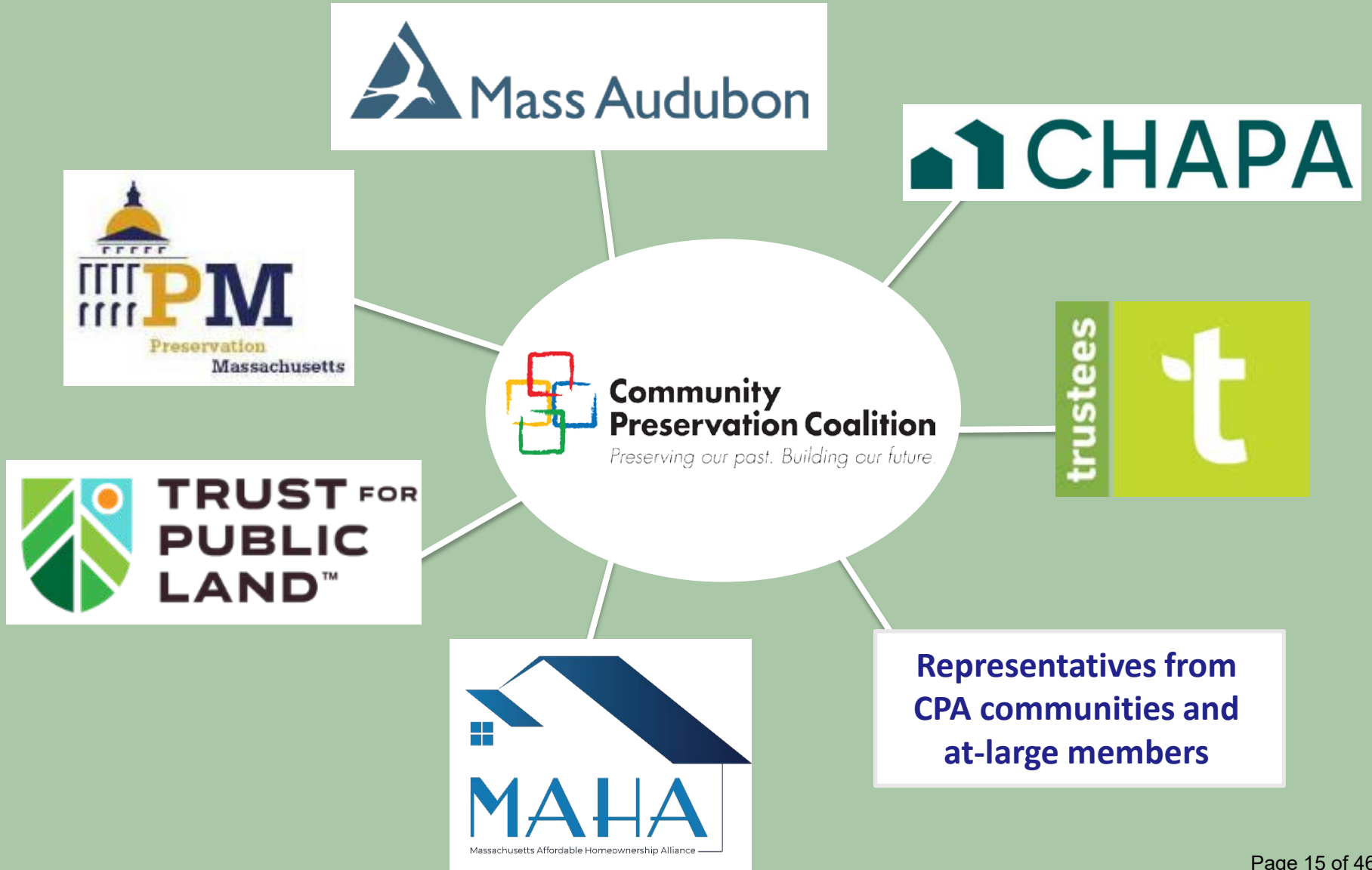
Welcome to Our CPA Presentation!



Today's Agenda:

- Introduction to the Coalition
- The State of CPA
- CPA Allowable Uses
- Best Practices for CPC's
- Questions?

The Community Preservation Coalition



The Community Preservation Coalition

- Technical assistance
- Website
- Email newsletter
- CPA advocacy and legislation
- Ballot measures (adoption, changes)
- Training sessions, webinars, & workshops

Supported by membership dues from CPA communities

1



CPA Technical Assistance Resources

www.communitypreservation.org/technical-assistance

The screenshot shows the website's navigation menu with the following items: Home, About, News, Databank, **Technical Assistance**, and Adopting CPA. A red circle highlights the 'Technical Assistance' link, and a red arrow points to it from the right. To the right of the navigation menu, there is a search bar and a badge that says '195 CPA Communities Learn More >'. Below the navigation menu, there are three main content areas: 'Our Most Popular Articles' with links to 'Is Our Project Allowable?', 'CPA Restrictions', 'CPA Plans & Applications', 'CPA Training Webinars', 'Sec. of Interior's Standards', and 'Dept. of Revenue Information'; 'Tech. Assistance Articles' with links to 'Main Menu', 'Open Space', 'Recreation', 'Historic', 'Housing', and 'Administrative'; and 'Have A Specific Question?' with links to 'Frequently Asked Questions: Check the Coalition's CPA Project Reference Guide' and 'Contact the Coalition Staff'. At the bottom, there is a 'CPA News Feed' section with a partial image of a house.

CPA Has Been a Huge Success

Total of **201** Cities and Towns

57% of municipalities

71% of Massachusetts residents

0 communities have revoked

The Statewide Impact of CPA (through end of FY2025)

- Over 18,000 projects approved & \$3.7 billion raised -



HISTORIC PRESERVATION: 8,100 appropriations made



OPEN SPACE: 39,860 acres preserved



OUTDOOR RECREATION: 4,400 projects funded



AFFORDABLE HOUSING: 36,600 units created or supported

CPA Trust Fund

- November 2025 base match was 16.9%
- Slightly lower compared to 18% in 2024
- Surplus funding not available, plus new communities adopting every year
- Working with Legislature to explore new revenue and beneficial changes to the law



Categories of CPA Spending



**Administrative Expenses
for the Community
Preservation Committee**



**CPA Projects
Recommended to the
Legislative Body**

Administrative Account For CPC Expenses Only!

- Hire new staff to support CPC
- Professional help: Appraisals, consultants, legal assistance
- Due diligence on project recommendations
- NOT for project expenses or reimbursing municipal staff time

Note: Others can't "apply" to use CPC Administrative Funds



What is Eligible for CPA Funds?

CPA Allowable Uses Chart

	Open Space	Historic	Recreation	Housing
Acquire	YES	YES	YES	YES
Create	YES	NO	YES	YES
Preserve	YES	YES	YES	YES
Support	NO	NO	NO	YES
Rehabilitate and/or Restore	NO (unless acquired or created with CPA \$\$)	YES	YES	NO (unless acquired or created with CPA \$\$)

Applications Should Include a Budget



- Analyze each line item
- Find a corresponding box on the CPA Allowable Uses Chart
- Avoid “verb shopping”!

Provincetown Town Hall

Phase I - Structural and Exterior Envelope Repairs

Preservation Matters!

As part of an ongoing effort to restore and preserve our beautiful Town Hall, a new phase of construction is underway, which will repair the structure and the exterior envelope of the building.

Let's Analyze a CPA Project Proposal!

Application for CPA Funding:

- Applicant is the Historical Commission for a city-owned historic building
- Seeking funds for:
 - Exterior Façade Repairs
 - Replacement for a Boiler



Step 1: Is the Asset Eligible for CPA?

Under CPA, an historic resource is defined as a building, structure, vessel, real property, document or artifact that is either:

- listed on the State Register of Historic Places; or
- determined by the local Historic Commission to be significant in the history, archeology, architecture, or culture of the city or town.



Step 2: Which “CPA Verb” Fits the Work?

- **Acquire** – “obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise”
- **Preserve** – “protection of personal or real property from injury, harm or destruction.”
- **Rehabilitate / Restore** – “capital improvements, or the making of extraordinary repairs... for the purpose of making such resources functional for their intended uses.”

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	No (unless acquired or created with CPA \$\$)	Yes	Yes	No (unless acquired or created with CPA \$\$)

Step 3: Should We Fund this Project?

The Community Preservation Committee **does not** have to recommend a project just because it's eligible!

- *Does it fit your CPA Plan?*
- *What are the other applications that cycle?*
- *Is the project “ready for prime time?”*
- *Is the applicant seeking other funding sources?*

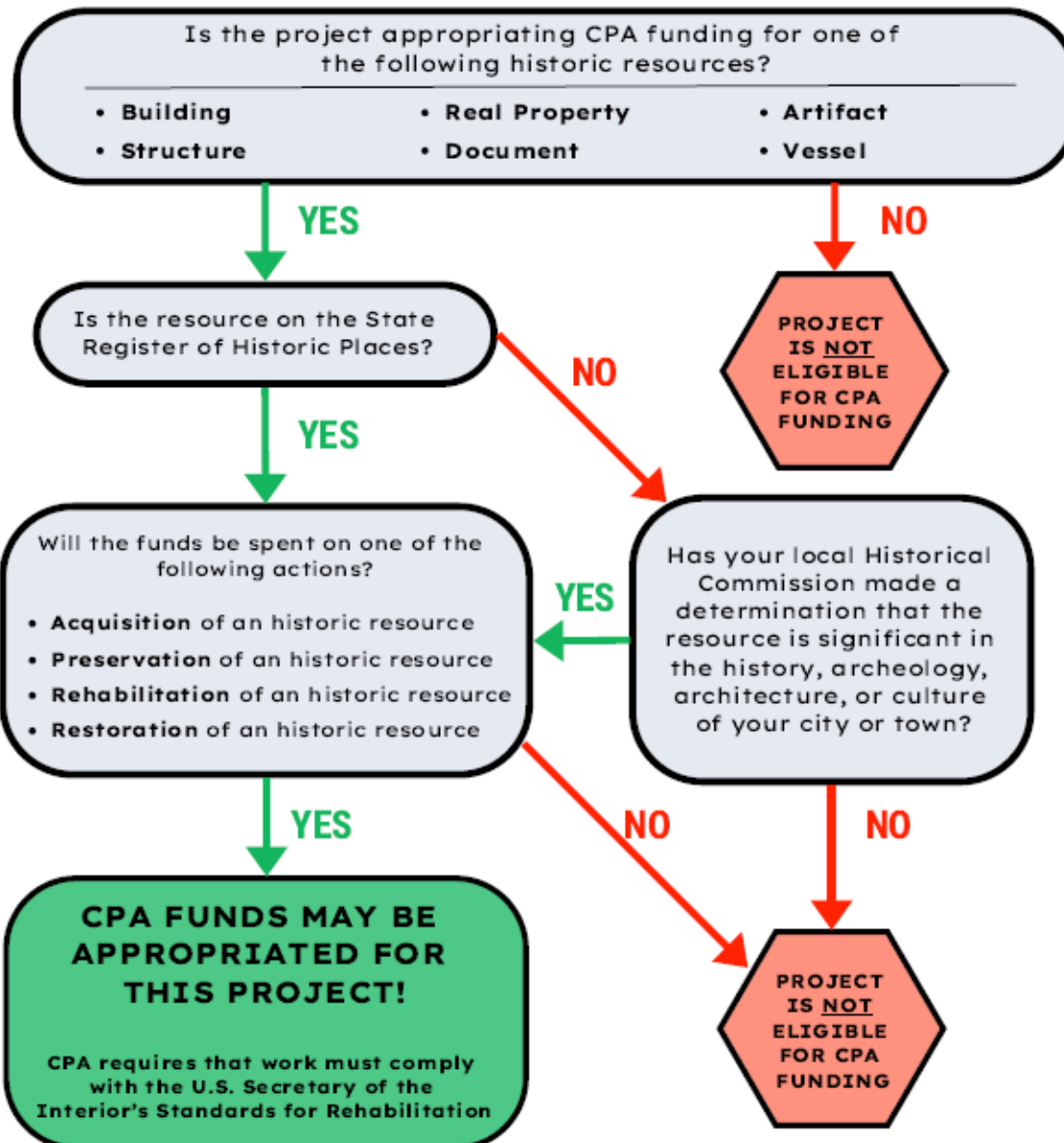


What About This Project?

“Oral History Video”

	Open Space	Historic	Recreation	Housing
Acquire	YES	YES	YES	YES
Create	YES	NO	YES	YES
Preserve	YES	YES	YES	YES
Support	NO	NO	NO	YES
Rehabilitate and/or Restore	NO (unless acquired or created with CPA \$\$)	YES	YES	NO (unless acquired or created with CPA \$\$)

CPA Historic Eligibility Flowchart



How to Set Up CPA for Success



1. Project Implementation

- State Procurement Laws apply to all CPA projects on municipal assets
- Be clear which board is in charge of the project
- Have formal procedure to monitor project progress and close out project appropriation



2. Considerations for Private Projects

Massachusetts “Anti-Aid Amendment”

- *Any expenditure of **public funds** must be used to advance a **public purpose**.*
- *Common Strategies: Preservation Restriction, Public Access Requirements, Repayment of Funds Upon Sale of Property, etc.*



Grant Agreements for CPA Projects

- Typically used for projects on privately-owned property
- Grant agreements for CPA funding can specify:
 - Intended use of CPA funding
 - Required conditions for grant approval (matching funds, deed restriction, etc)
 - Timetable for project reporting and final completion
 - “Clawback” provision to return CPA funding if grant agreement conditions are not met

3. When Acquiring Property with CPA Funding, Specify the Purpose!

- Conservation land
- Outdoor recreation land

(Avoid the term “open space”)

- Historic resources
- Community Housing



Acquisition Purpose Identifies the Type of Restriction Required

- Section 12a of the Community Preservation Act requires that a permanent restriction be placed on any "real property interest" acquired using CPA funds
- The same party may not own both the property and the restriction



4. Spending Funds on Recreational Land

**Land Dedicated to
Recreational/Park
Purposes**



**Use CPA
Funds!**

**Land Acquired
Unrestricted or For
Another Purpose**



**Use General
Municipal Funds**

How Can You Tell It's Recreational Land?



- It has a Conservation Restriction in place
- It is under control of the Parks Department (or similar board/dept.)
- Purchase specified “recreational use” (or similar term)
- Legislative Body vote to dedicate the land to recreation, or transfer to the Parks Department

Why is it Important That The Land Be Dedicated to Recreation?

Article 97 Amendment to Massachusetts Constitution

“The people shall have the right to clean air and water, freedom from excessive and unnecessary noise, and the natural, scenic, historic, and esthetic qualities of their environment; and the protection of the people in their right to the conservation, development and utilization of the agricultural, mineral, forest, water, air and other natural resources is hereby declared to be a public purpose.”

State Grants Require This!

Parkland Acquisitions and Renovations for Communities (PARC) Grant Program:

“Development and renovation projects must be completed on land that is owned by the municipality and under the care and control of the Parks Department or Commission and dedicated to Chapter 45, Section 3 or 14”

5. Be Proactive on Housing Development

- CPA can be part of the solution!
- Community Housing category is often quite complicated, and very expensive.
- Requires local commitment and intentional planning towards housing opportunities.



The Coalition is here to help you!

Technical Assistance

Hotline:

617-367-8998

Stuart Saginor

Executive Director

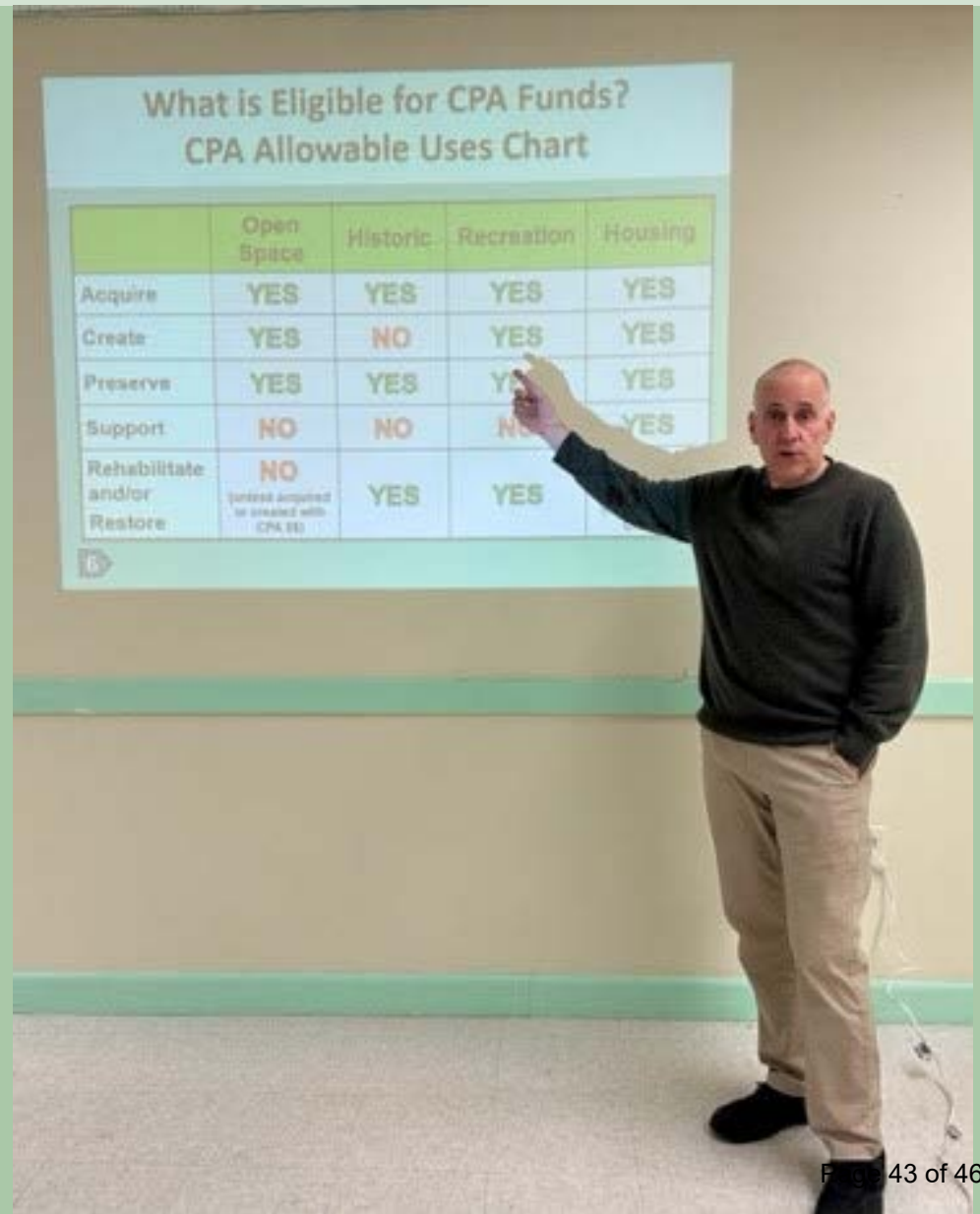
Chase Mack

Communications Director

Brendan Berger

Director of Advocacy and Research

www.communitypreservation.org





Community Preservation Coalition

Preserving our past. Building our future.

Questions?

Watertown Community Preservation Fund

As of 1/9/26

OPERATING BUDGET FY2026

	Budgeted	Actual	Balance
Administrative Funds (5%)	\$ 186,875.00		\$ 149,293.01
Personnel Expenses	\$ 60,000.00	\$ 24,947.00	\$ 35,053.00
Services/Membership Fees/Marketing	\$ 25,000.00	\$ 12,634.99	\$ 12,365.01
Supplies	\$ 1,500.00	\$ -	\$ 1,500.00
Total Actual Expenditures		\$ 37,581.99	

Purchased Services, Fees & Supplies Detail		ACTUAL
Total Services, Fees, Mktg & Supplies		
CP Coalition Membership		7,900.00
Housing Consultant Encumbrance	3760	3,480.00
Marketing (Farmer's Market - Printing)	200	59.99
Boston Globe	1200	1,195.00
TOTAL		\$ 12,634.99

Proposed Process for CPA Plan Update (5YR 2027-2031)

1. Plan and Application Manual

- Review entire Plan to identify information to update and rewrite.
- Discuss Application Process. Review the Application Manual and Forms to identify changes to process that need to be included and items to be edited.
- Rewrite, redesign, add new and updated images to plan, application manual, and forms based on stakeholder and public feedback as well as CPC discussion.

2. Engage Stakeholders and Public

- Work with Communications department to design a menu of public engagement options and develop materials.

3. Timeline

Task	Starting	Ending
PLAN AND MANUAL REVIEW APPLICATION PROCESS DISCUSSION	February	March
STAKEHOLDER ENGAGEMENT	March	November*
PUBLIC ENGAGEMENT	April	November*
SURVEY/FLASHVOTE(S) DESIGN	March	April
WEB ENGAGEMENT IMPLEMENTATION	May	July
PUBLIC HEARING	June	June
OPEN SPACE/HOUSING PLANS, HISTORICAL COMMISSION DATA	March	September
WRITING AND GRAPHIC DESIGN	July	December

*Includes public comments on draft plan