



MEMORANDUM

TO: Municipal Property Master Plan Advisory Committee Members

FROM: Christopher Layton, Town Manager

DATE: September 12, 2008

RE: Agenda for September 17, 2008 Meeting

Attached is the agenda and back up materials for the September 17, 2008, Municipal Property Master Plan Advisory Committee Meeting. The items included in the agenda are listed below.

1. Call to Order

The Chairman will call the committee to order.

2. Minutes

The Committee will consider the minutes from the March 14, 2008 Meeting. The minutes from the meeting are attached. Action Item: approve the minutes.

3. Overview of Town Hall Design

Town staff and consultants from Vanasse Hangen Brustlin, Inc. (VHB) and Tymoff+Moss Architects will brief the Committee on efforts to develop schematic-level plans for the Town Hall. This matter will also be discussed at the September 17 Town Council meeting. Attached are conceptual designs related to the project. Action Item: per discussion.

4. Discussion of Amphitheater Design

Efforts are underway to produce final construction plans for the amphitheater. The site has been cleared of undergrowth, and a survey of the clearing and large individual trees has been completed (attached). The Committee now needs to discuss design details and materials selections to provide guidance for the final design. As an example to initiate discussion, photos of a similar facility are attached; these give an idea of the general scale and layout that we will be looking at. Items for discussion include:

- Seating type
- Surface materials
- Stage/building style and materials
- Grading and terracing

Following discussion, the Committee will conduct a site visit to discuss the design in additional detail.

5. Other Issues

The Committee will discuss any other issues brought forward by Committee members.