



MEMORANDUM

To: Montpelier City Council
Bill Fraser
From: Stephanie Clarke
Date: September 9, 2022
Re: Montpelier Elks Property – Launch and Public Process Next Steps

The White + Burke Team is so pleased to have been selected to support the City of Montpelier in the development of a master plan for the newly acquired Elks property at 203 Country Club Road. We have launched our work and are setting two concurrent paths into motion: site analysis and public (re)engagement.

As described in the team's proposal, the scope of site analysis will include base mapping, a thorough natural resources assessment, a permit scrub, and traffic assessment. Some of these elements – particularly the natural resources components – are very time-sensitive given this time of year and limited resources due to availability of labor. We will do our best to get these done in the coming months.

After listening to and reading the input and comments from the public, we are also ready for the next steps in collecting community feedback. The ideas for the site have common themes and we are interested in hearing (a) if there are other ideas to consider and (b) the community's prioritization of the ideas that have been generated.

The team (comprised of City staff and consultants) are in the process of developing an outreach plan that includes the following:

- Three public meetings at varying times and locations to be accessible to all Montpelier citizens. All three would include the same presentation of initial public feedback and pose the same questions to attendees.
 - Site Visit: On-site walking meeting
 - Downtown Meeting: City Hall or other community facility
 - Remote Option: Meeting via Zoom with opportunity for public comment

- Zoom meeting (referenced above) to be recorded and posted to website
- Small stakeholder group meetings
- Option to submit feedback via drop-off at or mailed to City Hall
- Periodic updates in The Bridge
- Website updates

We are looking to schedule the public meetings over the next month so that the majority of community feedback is collected, condensed, and useable to further our feasibility analysis before winter arrives. If we become aware that more community feedback is necessary, we will look to capture it before the end of the year.

We look forward to hearing more from the community and moving forward with planning for this exciting legacy site.