



8 February 2005

Dear All:

On behalf of the *Lexington Center Committee* and the *Design Advisory Committee* we would like to extend an invitation to all of you to join the "**Lexington Center Collaborative.**"

The Lexington Center Collaborative is an exciting new initiative recently formed to provide:

- a forum for the coordination and the cooperation of those boards and committees working on issues relevant to the improvement of Lexington Center.
- a way to work together so as not to duplicate efforts and so as to focus energy and attention to the center in a more comprehensive manner.

The Lexington Center Collaborative is planning a community-wide event. This "*charrette*" -- an intensive public planning session where citizens, merchants, designers, town officials, and other interested parties collaborate on a vision for future change -- will be held with purpose of developing consensus and defining a common vision of a desired future for Lexington Center. The end result will be a collection of words, photographs, and drawings describing what we would like Lexington Center to be and to look like. The charrette is being planned for Saturday, June 11, 2005 at the high school cafeteria.

In preparation for the charrette we are asking each of the interested committees to participate in the following three ways:

- [Help create a list of resources](#)
- [Join a sub-committee](#)
- [Help to organize the charrette](#)

HELP CREATE A LIST OF RESOURCES:

As a first step we are in the process of compiling a list of existing resources so that all participants will know what is available and where to find it. We need someone from each participating committee to help with this effort.

Use this as an opportunity to collect, compile and describe any reports, documents, photographs, plans, etc. in the possession of your committee's members and/or easily accessible to your Committee - these will be used to create a list of resources relevant to the Center to be shared by all Committees.

Please e-mail your Committee's list to Greg Zurlo: <Greg@lexcollab.org>

JOIN A SUB-COMMITTEE:

We are proposing to collect information regarding the existing conditions of the center by focusing on traditional "master plan elements". Depending on the level of interest, categories may be merged. Please ask all members of your respective Committee if they would like to be involved in any of the following sub-committees (these will be further described on the following page):

- Summary of Previous Studies Relevant to the Center
- Land Use
- Transportation and Circulation
- Open Space, Natural Resources and Recreation
- Historic and Cultural Resources
- Public Facilities and Services
- Architecture and Urban Design
- Collection of Precedents

Each sub-committee will develop their own meeting schedule. As a Collaborative we have set up four preliminary meetings. These are listed at the end of this document.

HELP ORGANIZE THE CHARRETTE

If you are not interested in participating in a sub-committee or in being the contact person for developing your committee's list of resources, but would still like to participate, please let us know – there will be plenty to do and we can use all the help we can get!

Please e-mail us at info@lexcollab.org if you are interested in participating in any way. Also please circulate this message to your members as soon as possible.

Sub-Committee Descriptions

In addition to compiling information and resources relevant to the work and focus of each Committee and Board, each Steering Committee member is being asked to ask its members to sign up to participate on a Sub-Committee of the Lexington Center Collaborative. Each sub-committee will work on collecting and compiling information related to the history and existing conditions of the respective category. There will be overlap and this is both expected and a good thing.

Information Needs : To be Collected by Sub-Committees

Examples of Types of Information to be collected in order to describe historic conditions and to document existing conditions:

- uses and square footage
- Maps and Plans
- Photographic survey
- Historical photos and profiles
- Relevant regulations – codes, by-laws
- Material samples, product literature
- Other reference materials, including previous plans, studies, etc.
- Interview merchants
- Interview representatives of public facilities and services

The following are suggested starting points for each of the eight sub-committees.

Review of Relevant Past Documents

A review and create a summary of previous plans relevant to the center. Some of these will be identified on the Resource List, others will only have portions devoted to the Town Center and should be reviewed for these relevant portions and summarized.

Some examples include:

- *Summary of previous visioning exercises as pertain to the center*
- *Review information describing recent Study Circles discussions re: center (Steve Turner, Study Circles)*
- *Vision 20/20 & Economic Dev. Reports (Candy McClauflin)*
- *Vision 20/20 Mail survey*
- *Lexington Center Committee survey (2001)*
- *Town-wide Demographic information: population trends and projections*
- *Design Guidelines for the Center*
- *Taintor & Associates Report, 2004*

Initial Observations (identification of assets, opportunities, constraints, key issues)

Land Use

Historic land uses and changes over time as well as existing

- Zoning
- Figure ground diagram: build vs. open space
- Parcel ownership: private vs. public
- Identify developable/potentially developable parcels
- Economic development (including tourism)
- Identify parts of town used by tourists
- Adjacent land uses

Initial Observations (identification of assets, opportunities, constraints, key issues)

Transportation and Circulation

Description of modes, routes, issues

- Vehicular access, routes, amenities, needs, issues
- Main intersections of congestion
- Sites of frequent accidents
- Parking
- Pedestrian and bicycle access, routes, amenities, needs
- Signage and wayfinding

Initial Observations (identification of assets, opportunities, constraints, key issues)

Open Space, Natural Resources and Recreation

Location and description of said resources, issues and concerns

- Bike path
- Topography
- Trees, landscaping and other natural features
- Connection to areas of open space
- Wildlife?

Initial Observations (identification of assets, opportunities, constraints, key issues)

Historic and Cultural Resources

Description and location of said resources

Brief history of Lexington

- List and Description of Historic Organization
- List and map of location of historic sites
- List and map of location of cultural institutions
- Meeting and gathering spaces (including churches, outdoor spaces, etc.)

Initial Observations (identification of assets, opportunities, constraints, key issues)

Public Facilities and Services

Description of existing facilities, map of locations, projection of future facility needs

- *Town Hall*
- *School Department*
- *Police Department*
- *Fire Department*
- *Public Works*
- *Cary Hall*
- *Public meeting facilities*

Initial Observations (identification of assets, opportunities, constraints, key issues)

Architecture and Urban Design

- *Historic overview: Photos and descriptions of architecture and urban design in the past*
- *Architectural details*
- *Proportions*
- *Scale*
- *Materials*
- *Urban design (including streetscape, street furniture, etc)*
- *Circulation*

Initial Observations (identification of assets, opportunities, constraints, key issues)

Collection of Precedents

Visit, collect information and photograph other town centers. Focus on providing positive examples of such features such as:

- *Reuse of historic structures*
- *Architecture and urban design*
- *Pedestrian environment*
- *Town common and other open spaces*
- *Signage*
- *Parking*
- *Vital mix of uses (kinds of retail, mix of retail and housing)*
- *Other*

Initial Observations (what features are successful in other town centers, what make them destinations? What ideas can we “borrow” and adapt?)

Lexington Center Collaborative Meeting Schedule
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February 28, 2005 (Monday)

Kick-off Meeting

Library downstairs meeting room

Purpose: To formalize the formation of each sub-committee, identify chair and to identify and share resources amongst committees.

April 25, 2005 (Monday)

Workshop

Library downstairs meeting room

Purpose: For each sub-committee to present their findings, initial observations and to think about how to present these at the charrette

May 9, 2005 (Monday)

Pre-charrette planning

Library downstairs meeting room

Purpose: To prepare sub-committee presentations for the charrette and overall pre-charrette planning.

June 11, 2005 (Saturday)*

Community-wide charrette

High School Cafeteria: Commons 1

Purpose: To define a vision for Lexington Center through broad-based public participation and a highly interactive planning and design process.

We very much look forward to hearing from you,

Daphne Politis, Co-Chair, Lexington Center Collaborative
Carl Oldenburg, Co-Chair, Lexington Center Collaborative
Greg Zurlo, Co-Chair, Lexington Center Collaborative

For more information please visit:

www.lexcollab.org
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and/or contact: info@lexcollab.org
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* This date may change due to the fact that a number of other town-wide events are being held on the same day. However, we have the space reserved at the high school and would need to find an alternative day and space. LHS is not available on June 4th.