

AGENDA - Town of Grand Lake Downtown Assessment

DCI Team:		Katherine Correll, DCI Executive Director; Isabel Waldman, DCI; Marc Cittone, DOLA; Greg Winkler, DOLA Regional Manager; Elena Scott, Principal, Norris Design; Chad Phillips, Routt County Planning Director; Laurie Findley, Granby Chamber Executive Director			
ToGL Committee:		David Hook, Town Manager; Joe Biller, Town Planner; Elmer Lanzi, Town Trustee; Lisa Jenkins, Chamber Executive Director; DiAnn Butler, Grand County Economic Development Coordinator			
Start Time	End Time	Duration (hours)	Agenda Item	Attending	Location
Day 1 = Monday, March 4					
8:00 AM	8:30 AM	0.50	Pre-meeting Orientation	Team & Cmte	Board Room
8:30 AM	10:30 AM	2.00	Orientation and tour	Team & Cmte	Board Room, Downtown and entryway
10:45 AM	11:45 AM	1.00	Focus Group #1: Municipal Services	Team, Board of Trustees, Town Staff, Planning Commission, BOA	Community House
12:00 PM	12:45 PM	0.75	Lunch	Team, Town Leadership	Board Room
1:00 PM	2:15 PM	1.25	Focus Group #2: Amenities and Non-municipal Services	Team, Non-profits, Special Districts, other Governmental entities	Community House
2:30 PM	4:15 PM	1.75	Walk around downtown to visit shops, talk to people on the street, get a feel	Team	Downtown
4:30 PM	4:45 PM	0.25	Discussion	Team & Cmte	Board Room
5:00 PM	6:30 PM	1.50	Focus Group #3: Property Owners & Business Owners	Team, Property Owners, Business Owners	Community House
6:45 PM	7:45 PM	1.00	Focus Group #4: Residents	Residents, Community at large	Community House
8:00 PM	whenever	TBD	Working dinner, Team de-brief and prepare draft recommendations	Team	Conference room

Day 2 = Tuesday, March 5					
8:00 AM	9:00 AM	1.00	Working breakfast - recap issues and recommendations	Team	Conference room
9:00 AM	10:30 AM	1.50	Develop presentation; follow-up interviews	Team	Conference room
10:45 AM	12:00 PM	1.25	Develop report outline, etc	Team	Conference room
12:00 PM	12:30 PM	0.50	Working lunch	Team	Conference room
12:30 PM	3:15 PM	2.75	Develop action matrix	Team	Conference room
3:30 PM	5:45 PM	2.25	Review/revise draft presentation	Team	Community House
6:00 PM	7:30 PM	1.50	Reception - Team presentation of Recommendations; Q&A with audience	Team, Community	Community House