

Neighborhood Planning Advisory Committee

May 19, 2009

DECISIONS/ACTION ITEMS

Prepared by Triangle Associates

Decisions reached and action items agreed to by the Committee are provided below, including responsible party(s), due date and status, where applicable.

	Decision/Action Item	Responsible Party(s)	Due Date	Completed?
	Agenda/Materials/Summary			
1	The Committee approved the April 21, 2009 meeting summary, as revised at the May 19, 2009 meeting, by consensus. Revisions will be incorporated and the final version posted to the Committee website.	Triangle/DON	5/26/09	<input type="checkbox"/>
2	An updated list of decisions/action items/ assignments will be sent to Committee members and the project team within one week of the NPAC meeting.	Triangle	5/26/09	✓
3	An audio recording of the NPAC meeting will be made available from the NPAC website.	Triangle/DON	5/26/09	<input type="checkbox"/>
4	A draft summary of the April 21, 2009 meeting will be sent to Committee members and the Project Team within two weeks of the meeting for review and comment.	Triangle	6/2/09	<input type="checkbox"/>
5	A draft meeting agenda and materials will be sent to the Committee via email one week prior to the next meeting. If the total size of the attachments is more than 1 MB, a website link will be provided where members can access the large documents.	Triangle/DON/DPD	6/9/09	<input type="checkbox"/>
	Schedule/Work Plan			
1	The Co-Chairs will send a revised NPAC schedule to the Committee for review. Committee members will contact the Co-Chairs if they have suggested edits to the schedule.	Committee/Co-Chairs	6/9/09	<input type="checkbox"/>
2	Committee members will contact the Co-Chairs and/or facilitator if there are specific items they want included on the agenda for the next meeting.	Committee	6/9/09	<input type="checkbox"/>
3	The City will appoint a replacement for one or more of the Executive at-large members who have not been able to participate, given conflicts with the Committee's regular meeting date/time.	DON	6/16/09	<input type="checkbox"/>
	Outreach			
1	At the request of the Co-Chairs and the Outreach Subcommittee, Councilmember Sally Clark will attend a portion of the next NPAC meeting.	Committee	6/16/09	<input type="checkbox"/>

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Status Reports				
1	The Status Report Subcommittee will try to meet with DPD/DON staff before the June meeting to discuss NPAC's letter of advice to the City on neighborhood status report content and general format. The Subcommittee will report back to the full Committee as appropriate.	Status Report Subcommittee	6/15/09	<input type="checkbox"/>
Sector Open Houses				
1	John Coney moved, and Kay Knapton seconded, to approve the Sector Open House Subcommittee's recommendation to hold open house training/orientation sessions for NPAC and Seattle Planning Commission members in early June. John accepted a friendly amendment from Adrienne Bailey that these sessions occur after the City provides the relevant draft status reports to NPAC and include a history of neighborhood planning. The motion carried with 11 members in favor, 6 opposed, and 2 abstentions (Maria Ramirez and Thomas Im).	Committee	6/12/09	<input type="checkbox"/>
2	John Coney rejected a friendly amendment from Judith Edwards to delay the sector open house training/orientation until the Status Report Subcommittee can review the status report material provided by the City and report back to the full Committee at its June 16 meeting. Judith provided her amendment as a separate motion, and Jeannie Hale seconded. The motion failed with 8 members in favor, 10 opposed, and 1 abstention (Maria Ramirez).	Committee	N/A	N/A