

Neighborhood Planning Advisory Committee

April 21, 2009

City Hall, Bertha Knight Landes Room
600 4th Ave, Seattle, WA 98124

MEETING SUMMARY

Prepared by Triangle Associates, Inc.

ATTENDANCE

✓ In attendance, □ Not in attendance, X Excused absence

Neighborhood Planning Advisory Committee Members			
Last	First	Affiliation/Neighborhood	In Attendance?
Ali	Abdirazak	At Large/Queen Anne, Magnolia	□
Ashkenazy	Boaz	At Large/Wedgewood	✓
Bailey	Adrienne	Central Area District Council/Central Area	✓
Brower	Josh	Seattle Planning Commission/Beacon Hill	✓
Coney	John	Magnolia-Queen Anne District Council/Queen Anne, Magnolia	✓
Coxley	Christie	Southeast District Council/Rainier Beach	✓
Edwards	Judith	Greater Duwamish District Council/North Beacon Hill	✓
Hale	Jeannie	Northeast District Council/ Laurelhurst	✓
Hemminger	Dawn	Ballard District Council/Ballard	✓
Hill	Eddie	At Large/Southeast	X
Im	Thomas	At Large/Downtown	✓
Knapton	Kay	Seattle Planning Commission	✓
Madsen	Joel	At Large/Eastlake	□
Martin	Kate	Northwest District Council/Greenwood	✓
Meeks	Sharonn	Southwest District Council/West Seattle	✓
Oien	Heidi	At Large/Capitol Hill	✓
Ramirez	Maria	Delridge District Council/Delridge	□
Saxman	Dennis	East District Council/Capitol Hill	X
Stanford	Catherine	Downtown District Council	✓
Staton	Renee	North District Council/Pinehurst	✓
Stineback	Kate	At Large	✓
Thaler	Toby	Lake Union District Council/Fremont	X
Wall	Irene	City Neighborhood Council Neighborhood Planning Committee/Phinney Ridge	✓

Alternates			
Last	First	Alternate for	In Attendance?
Barker	Cindi	Irene Wall	✓
Benjamin	Craig	Dawn Hemminger	□
Counts	George	John Coney	□
Hinrix	Robert	Judith Edwards	□
Joncas	Kate	Catherine Stanford	✓
Lee	Mona	Christie Coxley	□
Leighton	Amalia	Josh Brower and Kay Knapton	✓
McAtertey	Blayne	Kate Martin	□
Miller	David	Renee Staton	✓
Murakami	Pat	Adrienne Bailey	□
Ramey	Brian	Toby Thaler	✓
Vergis Vinh	Diana	City Council At Large members	✓
Wainwright	Mark	Sharon Meeks	□

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Project Team/Other City of Seattle			
Last	First	Organization	In Attendance?
Archie	Kimberlee	Department of Neighborhoods	<input type="checkbox"/>
Bicknell	Lyle	Department of Planning and Development	✓
Gastil	Raymond	Department of Planning and Development	✓
Goldberg	David	Department of Planning and Development	✓
Kern	Michael	Triangle Associates	✓
Murdock	Vanessa	Department of Planning and Development	<input type="checkbox"/>
Nolte	Dan	Councilmember Clark's Office	✓
Stern	Renee	Triangle Associates	✓
Tenna	Sebhat	Department of Neighborhoods	✓

Public			
Last	First	Organization	In Attendance?
Boddie	Ronald	Central Neighborhood District Council	✓
Douglas	Lloyd	Cascade Neighborhood	✓
Cargill	Doug		✓
Walden	Jenna	Othello Neighborhood Association	✓

WELCOME AND INTRODUCTIONS

The Co-Chairs opened the meeting, welcomed the Neighborhood Plan Advisory Committee members, led a round of introductions and thanked members for their participation. The Committee's new "At Large" alternate was introduced. The facilitator then reviewed the agenda and meeting materials (available from the Committee's website). The Committee approved by consensus the summary from its March 17 meeting.

NEIGHBORHOOD PLANNING SCHEDULE

The Department of Planning and Development (DPD) presented an updated work schedule outlining the City's anticipated timeline and major activities for neighborhood plan status reports and neighborhood plan updates through 2010 (available from the website). The revised work schedule includes a process for incorporating potential changes to the Comprehensive Plan that might result from the neighborhood plan update process. Comprehensive Plan "placeholder" language will be submitted in May 2009, followed by submission of Comprehensive Plan amendment(s) in December 2009.

In response to a question, DPD noted that the raw notes from the March community workshops in the three Southeast Seattle neighborhoods currently receiving neighborhood plan updates are now available online. Key themes summaries will be drafted from these comments and also made available on the City's website. DPD provided draft agenda for town hall meetings slated for the same three neighborhoods in May. The purpose of these meetings is to report back to the community on the neighborhood updates, present concepts, gather opinions, and engage participants in establishing preferences and priorities. DPD explained that after each outreach meeting, comments will be posted online and taken into consideration for the next meeting.

REPORT FROM COMMUNITY OUTREACH SUBCOMMITTEE

The Community Outreach Subcommittee reviewed the contents of a letter that the Subcommittee sent to the Committee and City staff on April 15, 2009 as its report regarding community outreach recommendations. The Subcommittee emphasized the importance of transparency and communication in ensuring that the outreach effort surrounding the neighborhood plan status reports and plan updates is successful. A Subcommittee member stated that the Subcommittee had not meant for its comments to be viewed as an attack on the City and expressed appreciation that the City has provided a draft agenda for the May town hall meetings with enough lead time

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for the Subcommittee to review and comment. This helps the Committee to better understand the City's goals and anticipate what may be expected at the town hall meetings.

Another Subcommittee member noted that while it is admirable that the City is making a concerted effort to include traditionally underrepresented communities in the neighborhood update process, it is also important to include community members and groups that were involved in the creation of the original neighborhood plans. These are supposed to be updates that build on the original neighborhood plans. The Subcommittee is concerned that these people are not being included. Another Subcommittee member noted that it is important that facilitators at the community meetings be knowledgeable about the original neighborhood plans, so that they can more effectively inform and educate the public.

REPORT FROM STATUS REPORT SUBCOMMITTEE

The Status Report Subcommittee presented a draft letter containing recommendations to the City on the content and format of the status reports being prepared for each neighborhood. A member of the Subcommittee reviewed these recommendations. The Subcommittee believes the overarching purpose of the status reports should be to report information about neighborhoods in a clear and organized matter, facilitate dialogue at the sector open houses that will introduce the draft status reports, assist in prioritization of neighborhood plan updates, and identify gaps in current neighborhood plans. The Subcommittee asked the City to clearly indicate that one of the purposes of the status reports is to help the City determine which neighborhood plans should be updated in the future.

The Subcommittee asked the City to consider who the audience is for the status reports and to provide clear guidance on where the public can find more information on neighborhood planning. The Subcommittee would like the City to organize information in the status reports to show the connection between neighborhood plan updates and the City's comprehensive plan. The status reports should provide information on all the urban villages, including residential and economic growth targets, so that the public can easily compare urban villages. Information and resources on land-use and zoning should be provided. The Subcommittee would also like the status reports to provide a brief history of the neighborhoods and recognize that some citizens identify more with their neighborhood than with their urban village.

REPORT FROM SECTOR OPEN HOUSE SUBCOMMITTEE

The Sector Open House Subcommittee lead reviewed the Subcommittee's activities and recommendations to the City regarding the open houses on the status reports NPAC is slated to co-host with the Seattle Planning Commission. The Subcommittee provided its report via meeting notes emailed to the full Committee on April 20, 2009. The Subcommittee noted that if the first open house is to occur in early June, the City will need to have the draft status reports and related information available to the public by mid- to late May.

The Subcommittee is concerned that, based on the plan presented to the Committee in February, the first open house (the Northwest Sector) will be very large, given the neighborhoods included in that sector. It will be difficult to find a venue that can accommodate so many people. The Subcommittee suggested that agenda topics for the open houses include summarizing existing plans, explaining the adoption matrix, and summarizing the status reports. Because NPAC and Planning Commission members are expected to facilitate discussion at the meetings, the Subcommittee strongly suggests that both groups receive training prior to the meetings, so that members can confidently frame issues and obtain input. A Committee member expressed the

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hope that the questions asked at these open houses would differ from those asked at the March community meetings.

COMMITTEE DISCUSSION/DECISIONS ON SUBCOMMITTEE REPORTS

The Co-Chairs thanked the subcommittees for their reports. DPD stated that the input from the subcommittees would be very helpful. The Co-Chairs pointed out that, in keeping with the Committee's charter, subcommittee reports should not be provided directly to the City before first being presented to the full Committee for discussion, revision and adoption. Subcommittees should also seek authorization from the full Committee before meeting directly with City staff on a particular issue or set of issues. It was agreed that NPAC needs to consider what methods may be used to receive feedback from the City in a timely manner on issues of urgency that cannot wait until the next full Committee meeting. The Co-Chairs also agreed to work with the facilitator to develop a standardized format for subcommittee reports and Committee discussion/decision-making on subcommittee recommendations.

Regarding the Status Report Subcommittee report, an NPAC member commented that it is important to show trends in data and clearly indicate where the neighborhood plans overlap. Another member asked that the City consider using 3D modeling to demonstrate possible zoning changes. One member reiterated the importance of clearly identifying urban village boundaries and noting that some urban villages have parks and other amenities just outside their boundaries. It was suggested that urban village growth targets be highlighted in the status reports, so that communities can better prepare for growth. Another member stated that she hopes that the work of NPAC and the Status Report Subcommittee will help determine criteria for the next three neighborhoods to receive neighborhood plan updates. She also hopes the timeline for the next neighborhood updates will be extended.

DPD stated that the City hopes to begin work on the next neighborhood updates in January. For the status reports, NPAC will receive materials in June that will provide important comparative data on issues such as transportation and growth. DPD anticipates that the status reports will not be completed until September, but advised NPAC that the June materials may provide sufficient information for prioritization criteria. DPD noted that Ordinance 122799 states that the emphasis for the next three neighborhoods chosen for updates will be on neighborhoods containing transit stations (though not necessarily LINK Light Rail stations).

Regarding the Sector Open House Subcommittee report, several members reiterated the concern that the Northwest sector is too large an area to consider all at once and there may not be a meeting space large enough to accommodate the attendees. One member suggested that the City coordinate with schools to have meeting notices given out to students, so that more community members are reached.

Regarding the Community Outreach Subcommittee report, a Committee member stated that the May town hall meetings in the three Southeast Seattle neighborhoods need to show and speak to what was intended in the resolution, help put things in context, and provide some history of the existing neighborhood plan. Another member suggested that the City create a video introduction to neighborhood planning, to help get the public up to speed. DPD stated that it is a challenge determining how much time to spend on the existing neighborhood plan versus the neighborhood update process. Feedback from the public thus far has been mixed. Some community members feel time spent on the existing plan is too long; others have said that it is too short. Perhaps the introductory information could be provided a pre-meeting that neighborhood planning "veterans" could skip.

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The Committee then discussed endorsing the Subcommittee reports. The Committee approved the Sector Open House Subcommittee's report by consensus and authorized the Subcommittee to work directly with DPD/DON staff and the Seattle Planning Commission to prepare for co-hosting the June/July sector open houses. This will include recommending to the City that training be provided to NPAC and Planning Commission facilitators prior to the sector open houses.

The Committee approved by consensus the Status Report Subcommittee's letter of advice to the City (as amended at the meeting), containing recommendations regarding neighborhood status report content and general format. The Committee also agreed by consensus to authorize the Status Report Subcommittee to meet with DPD/DON staff to discuss the details contained in the letter. The Committee stated that the Subcommittee and NPAC are likely to have additional advice on the status reports over time. The Subcommittee will report back to the full Committee as appropriate.

The Committee was unable to achieve consensus regarding the Community Outreach Subcommittee report and thus invoked Robert's Rules of Order. It was moved and seconded to adopt the Subcommittee's April 15, 2009 report as amended at the meeting, including a request to the City that the deadline for Southeast Seattle neighborhood plan updates be extended to May 2010, to ensure more time for NPAC involvement as well as additional workshops in the community, more neighborhood plan education, broader outreach efforts, and a full review of the Plan Update process to date, together by NPAC, City Council, DPD and DON. The motion also authorized the Subcommittee to meet directly with DON/DPD staff to discuss this request and the other recommendations contained in the Subcommittee's report (including a suggestion to train and use existing community members and/or hiring trained facilitators to staff future outreach events) and previously developed list of Proposed Priority Outreach Actions. The motion carried with 11 members in favor, 6 opposed and no abstentions. The Subcommittee will report back to the full Committee at its May meeting.

PUBLIC COMMENT

A member of the Othello Neighborhood Association voiced her support for the Outreach Subcommittee recommendations. She stated that the Subcommittee immersed themselves in the outreach process and provided useful recommendations. She feels that there is no rigor and poor organization in the outreach process and would like to see more neighborhood groups involved. She noted that the Othello Neighborhood Association was contacted once by the City, but was never told how to contribute after the March community meeting. She also stated that the community workshops should include more visuals and slideshows, to illustrate the neighborhood update process.

A community member from Columbia City stated that the draft agenda for the town hall meetings should not state that "high" density is a goal, but rather "appropriate" or "well-designed" density. He wants to ensure that the character of the community is retained, using innovative zoning to make growth targets. He hopes that the City does not have a predetermined outcome for the neighborhood updates and hopes that NPAC will take the Outreach Subcommittee's advice to heart.

A community member from the Central Area expressed concern that the "process is becoming the message." He asked the Committee if there is an agreed-upon mechanism for communicating messages from NPAC to community groups.

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NEXT STEPS/FINAL THOUGHTS

A Co-Chair noted that neither the Committee nor the Seattle Ethics Commission expressed concern about NPAC member Eddie Hill managing a contract with the City to work with youth at four high schools in Southeast Seattle to conduct surveys, interviews and a photo diary of youth concerns and interests for the neighborhood planning process. Committee members will let the Co-Chairs know ASAP if they see any potential conflict. Otherwise, the contract will proceed.

The Committee agreed to schedule optional brown bag sessions for informal dialogue and presentations on issues of relevance to the Committee. They will be held on the first or second Tuesday of each month from 11:30-1:00 in room 1940 of the Seattle Municipal Tower. The City will attend if requested. The first of these will be held on May 5.

The Committee's next meeting will be Tuesday, May 19, 2009 in the Bertha Landes Room at City Hall. The Co-Chair thanked the members for their participation and adjourned the meeting.

DRAFT