

# Neighborhood Planning Advisory Committee

## March 17, 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?
	<b>Agenda/Materials/Summary</b>			
1	Community outreach contact lists will be updated to ensure information can be provided to the right organizations and individuals. These lists can also be used to proactively provide meeting summaries or other NPAC updates to the communities.	DON/Committee	1/27/09	<input type="checkbox"/>
2	The Committee approved the February 17, 2009 meeting summary. The final version will be posted to the Committee website.	Project Team	3/24/09	✓
3	An updated list of decisions/action items/assignments will be sent to Committee members and the project team within one week of the meeting.	Triangle	3/24/09	✓
4	Materials provided at the meeting at the 2/17 meeting, including the draft status report mock-up, MLK @ Holly baseline summary and zoning map will be posted on the NPAC website.	DON	3/24/09	✓
5	The audio recording of the meeting will be made available from the NPAC website.	Triangle/DON	3/24/09	✓
6	A draft summary of the March 17, 2009 meeting will be sent to Committee members and the Project Team within two weeks of the meeting for review and comment.	Triangle	3/31/09	✓
7	The annotated list of neighborhood planning resources, drawn from Appendix A of the NPAC interview key themes, will be revised and posted on the NPAC website.	Triangle/DON/DPD Committee	3/31/09	✓
8	Committee members will inform the Co-chairs if they are interested in a discussion or presentation on the topics identified in the orientation session surveys.	Committee	3/31/09	✓
9	A meeting agenda and materials will be sent to Committee members via email at least 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.	DON/DPD	4/14/09	<input type="checkbox"/>
10	Committee members suggested the following topics for inclusion in the 4/21 agenda:	Committee/Co-Chairs	4/14/09	<input type="checkbox"/>

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	<ul style="list-style-type: none"> <li>- Status Report recommendations</li> <li>- Neighborhood planning schedule recommendation</li> <li>- Feedback on 3/21 and 3/28 workshops</li> <li>- NPAC subcommittees</li> </ul>			
<b>Schedule/Work Plan</b>				
1	At the March 17 meeting, Jeannie Hale moved, and John Coney seconded, that the Committee table until a later date further discussion on the idea of forming a Steering Committee. The motion carried, with Toby Thaler abstaining.	Committee	3/17/09	✓
2	<p>The Committee confirmed that it will continue to meet downtown on the third Tuesday of each month from 6:30-8:30. Meeting dates through December include:</p> <ul style="list-style-type: none"> <li>• April 21</li> <li>• May 19</li> <li>• June 16</li> <li>• July 21</li> <li>• August 18</li> <li>• September 15</li> <li>• October 20</li> <li>• November 17</li> <li>• December 15</li> </ul> <p>The City will add these dates to the NPAC website.</p>	Committee/DON	3/24/09	✓
3	The Outreach Subcommittee, the Co-Chairs and any other interested Committee members will meet with DPD/DON to refine a recommendation on possibly delaying some or all elements of the neighborhood planning schedule by up to six months. This will be done before March 25, so that the recommendation can be presented to the City Council's Planning and Land Use Committee (PLUNC) at a briefing on NPAC from DPD, DON and the Co-Chairs that PLUNC has requested on that date. It will also be helpful to have this recommendation developed before DPD meets with the Southeast District Council on March 25.	Outreach Subcommittee/Co-Chairs	3/24/09	✓
4	The City will make new appointments to replace one of its Executive at-large members and one of its Council at-large members who have indicated they will not be able to participate, given conflicts with the Committee's regular meeting date/time.	DON	4/14/09	☐
5	<p>As called for in the charter, the Co-Chairs will ask Committee members to serve on subcommittees that will meet between full Committee meetings to discuss and prepare draft recommendations on issues for which the Committee has been charged with providing advice. Potential subcommittees identified to date include:</p> <ul style="list-style-type: none"> <li>• Status Report content and format</li> <li>• Status Report open houses</li> <li>• Outreach in 2009 update neighborhoods</li> </ul>	Committee	4/21/09	✓

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	(new subcommittee or new task/focus for Outreach subcommittee?) <ul style="list-style-type: none"> <li>• Neighborhood plan update validation options</li> <li>• Prioritization criteria for updates after 2011</li> <li>• Neighborhood plan update content/elements</li> <li>• Town hall meetings (outreach and content)</li> </ul>			
6	The Committee will continue to discuss whether it should establish a steering committee and/or schedule optional brown bag sessions for informal dialogue and presentations on issues of relevance to the Committee.	Committee	4/21/09	✓
7	The City will send a revised neighborhood planning schedule to the Committee prior to the April NPAC meeting.	DPD	4/14/09	<input type="checkbox"/>
8	City-wide sector open houses that the Committee will be co-hosting with the Seattle Planning Commission (originally scheduled for March and April) will be pushed back to June and July. This will allow for more time to prepare for these events and engage the public.	DPD	N/A	✓
<b>Outreach</b>				
1	The City will work with the Committee and the Planning Commission to schedule the Status Report public outreach open houses.	DON/DPD/Committee/ Planning Commission	3/17/09	<input type="checkbox"/>
2	Recommendations and comments made by Committee members at the March 17 meeting will be provided to the Outreach Subcommittee for their review and incorporation into draft recommendations.	Committee	3/24/09	✓
3	The City will send dates and locations for May town hall meetings to the Committee.	DPD/DON	3/25/09	<input type="checkbox"/>
4	Committee members who are available will attend the March 21 North Rainier (Mount Baker Station) and March 28 North Beacon Hill (Beacon Hill Station) community workshops and provide feedback to DON/DPD and the Committee.	Committee	3/28/09	✓
5	The City will send questions and summaries from the community workshops to the Committee for feedback.	DPD/DON	4/21/09	<input type="checkbox"/>
<b>Status Reports</b>				
1	The Co-Chairs (and/or perhaps a new subcommittee) will develop a draft letter of advice to the City containing recommendations regarding the neighborhood plan status report content and general format for review by the full Committee.	Committee/Co-Chairs	4/21/09	<input type="checkbox"/>