

Neighborhood Planning Advisory Committee

January 27, 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	Queen Anne/Magnolia	<input type="checkbox"/>
Ashkenazy	Boaz	Wedgewood	✓
Bailey	Adrienne	Central Area	✓
Balahadia	Aileen	Beacon Hill	<input type="checkbox"/>
Brower	Josh	Seattle Planning Commission	✓
Coney	John	Queen Anne/Magnolia	✓
Coxley	Christie	Southeast	✓
Dalila	Mayet	Northeast	<input type="checkbox"/>
Edwards	Judith	North Beacon Hill	✓
Hale	Jeannie	Northeast	X
Hemminger	Dawn	Ballard	✓
Hill	Eddie	Southeast	✓
Im	Thomas	Downtown	✓
Knapton	Kay	Seattle Planning Commission	✓
Madsen	Joel	Eastlake	✓
Martin	Kate	Northwest	✓
Meeks	Sharonn	Southwest	✓
Oien	Heidi	Capitol Hill	✓
Ramirez	Maria	Delridge	✓
Saxman	Dennis	East	✓
Stanford	Catherine	Downtown	✓
Staton	Renee	North	✓
Thaler	Toby	Lake Union	X
Wall	Irene	Neighborhood Planning Committee	X

Alternates			
Last	First	Alternate for	In Attendance?
Benjamin	Craig	Dawn Hemminger	<input type="checkbox"/>
Bolin	Nancy	Northeast District Council	✓
Counts	George	John Coney	<input type="checkbox"/>
Leighton	Amalia	Josh Brower	✓
McAfertey	Blayne	Kate Martin	✓
Miller	David	Renee Staton	✓
Nyland	Kathy	Judith Edwards	<input type="checkbox"/>
Pickrell	Boyd	Christie Coxley	<input type="checkbox"/>
Ramey	Brian	Toby Thaler	✓
Stineback	Kate	Aileen Balahadia	✓
Wainwright	Mark	Sharon Meeks	<input type="checkbox"/>

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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	X
Cornwell	Katherine	Department of Planning and Development	✓
Gastil	Raymond	Department of Planning and Development	✓
Goldberg	David	Department of Planning and Development	✓
Kern	Michael	Triangle Associates	✓
King	Vicki	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	✓
Wade	Kerry	Department of Neighborhoods	✓

WELCOME AND INTRODUCTIONS

The Co-Chairs opened the meeting, welcomed the Committee and asked each member to introduce himself or herself and briefly state how s/he will measure success in the NPAC process. Key themes in member responses included:

- Both citizens and the City agree on a City-wide vision for neighborhood planning, a narrative that helps citizens see the value in neighborhood planning,
- The Committee takes a lead role in preserving neighborhood character, while allowing flexibility and change.
- Realistic expectations about neighborhood planning and what the City will do are communicated to the neighborhoods.
- The Growth Management Act (GMA) is clearly applied.
- Neighborhood planning is a grassroots/bottom-up process and citizen feedback is incorporated into City policies.
- Under-represented groups and communities become engaged in neighborhood planning, leading to equitable solutions.
- Neighborhoods are given a set of tools so that they can hit the ground running and be successful in implementation.
- The Committee is able to “agree to disagree” on specific issues, while remaining energized and moving in the same overall direction.

The Committee then reviewed, revised and approved the summary from its December 2 meeting and provided input. This included a decision to keep the summaries short (as opposed to detailed meeting minutes) and, as part of that approach, to not include specific attributions in the meeting summaries, except when necessary (for example, when identifying motions and seconds under Robert’s Rules of order). The goal is to provide a good summary of what happened at the meeting that is short enough that both Committee members and members of the public are likely to read it.

KEY THEMES FROM CONVENING INTERVIEWS

Triangle Associates provided an overview of the key themes emerging from the convening interviews it conducted with Committee members. The overall conclusions were that all members agree that neighborhood planning is vitally important to Seattle’s future and all have agreed to

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commit time and energy to address this set of issues. For most members, this includes a willingness to commit additional time to subcommittee work if necessary. All members are willing to work together collaboratively and share a common desire for a successful process (see NPAC website for the full presentation and key themes document).

NPAC CHARTER/GROUND RULES

The Charter Subcommittee established at the December Committee meeting reported back to the full Committee on the results of the Subcommittee's work to develop the Committee's charter and ground rules. The Subcommittee presented a set of proposed discussion ground rules drafted by the Subcommittee based on ground rules from several similar advisory committees. These ground rules are intended to ensure that the Committee's discussions and deliberations are efficient, productive and civil. The subcommittee recommended that the ground rules be separated from the Committee's charter and printed on the back of all meeting agendas. After reviewing the ground rules, the Committee adopted them by consensus. The ground rules will be available from the Committee's website.

The Charter Subcommittee then presented a proposed charter for the Committee to review. The subcommittee stated that it approved the proposed charter by consensus. This document was drafted based on several charters from similar advisory committees. It describes the roles of Committee members, the City, Chairs and facilitator as well as the decision-making process for the Committee. The subcommittee reported spending a significant amount of time discussing the decision-making process section and how to balance differing opinions among Committee members about how best to reach decisions. The Subcommittee proposed that the Committee first try to reach decisions by consensus (as defined in the charter). If the Committee is unable to reach consensus, then a simple version of Robert's Rules of Order will be used. The Committee will report both majority and minority opinions (if requested), so that decision-makers are aware of all of the perspectives of Committee members.

Committee members discussed the proposed charter, including whether it should be revised to state that at least 60% (rather than 51%) of Committee members be present to constitute a quorum. The Committee agreed by consensus to keep the original language that allows for a simple majority to constitute a quorum. After reviewing the charter and incorporating some suggested edits from Committee members, the Committee approved the charter using the consensus method from the charter. The charter will be available from the Committee's website.

NPAC SCHEDULE/WORK PLAN

The Co-Chairs presented a draft schedule/work plan for the Committee, which was drafted in cooperation with the City's Neighborhood Planning Project Manager (this document also is available from the Committee's website). The City Council resolution creating the Committee contains 13 Committee work elements. These are addressed in the draft schedule and categorized into Status Reports, Neighborhood Plan Updates and Outreach.

The Co-Chairs stressed that the schedule in the work plan is still being developed, but is fairly clear through April 2009. More synchronizing with the City's activities is needed and the City's neighborhood planning milestones need to be added to the work plan schedule.

Several committee members voiced concern that the Committee's consideration of the neighborhood planning public outreach process was slated to start too late, given that the City is already beginning to conduct outreach activities. For example, workshops regarding neighborhood status reports are planned for March.

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The Co-Chairs agreed to establish an Outreach Subcommittees to explore the scope of neighborhood plan updates and provide advice on public outreach. The following Committee members and alternates volunteered to participate in the Outreach Subcommittee:

- Adrienne Bailey
- Judith Edwards
- Eddie Hill
- Brian Ramey
- Dennis Saxman
- Renee Staton
- Kate Stineback

DPD stressed that Committee members are welcome to contact the City to provide advice on public outreach even in advance of the Subcommittee and/or full Committee discussing the topic and making recommendations. One committee member stated that outreach in the station neighborhoods will take longer because of cultural and language barriers and requested the Central District, Greater Duwamish and Southeast communities host their open houses regarding the neighborhood plan status reports in May.

The Committee approved the schedule through April 2009. The Co-chairs will work with the City to revise and update this schedule.

NEXT STEPS/FINAL THOUGHTS

The Committee discussed scheduling for NPAC meetings and agreed that the Committee will meet downtown on the third Tuesday of each month from 6:00–8:30, with the next meeting being Tuesday, February 17, 2009 at the Bertha Landes Room in City Hall. The Committee agreed to meeting dates through June:

- Tuesday, February 17
- Tuesday, March 17
- Tuesday, April 21
- Tuesday, May 19
- Tuesday, June 16

A proposed orientation session was discussed by the Committee. The purpose of this session is to discuss important background topics and establish a common information base regarding neighborhood planning for the Committee. During their convening interviews, several Committee members had requested the Committee provide an orientation session. The Committee agreed, and, after discussion, scheduled the orientation session for downtown on Monday, February 9 from 3:00-7:30 pm.

The Co-Chairs thanked the members for their participation and adjourned the meeting.