

Neighborhood Planning Advisory Committee

December 2, 2008

Langston Hughes Performing Arts Center
104 - 17th Ave S, Seattle, WA 98144-2107

MEETING SUMMARY

Prepared by Triangle Associates, Inc.

ATTENDANCE

Neighborhood Planning Advisory Committee Members			
Last	First	Affiliation/Neighborhood	In Attendance?
Ali	Abdirazak	Queen Anne/Magnolia	✓
Ashkenazy	Boaz	Wedgewood	✓
Bailey	Adrienne	Central Area	✓
Balahadia	Aileen	Beacon Hill	✓
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	✓
Hemminger	Dawn	Ballard	✓
Hill	Eddie	Southeast	✓
Im	Thomas	Downtown	<input type="checkbox"/>
Knapton	Kay	Seattle Planning Commission	<input type="checkbox"/>
Madsen	Joel	Eastlake	<input type="checkbox"/>
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	✓
Wall	Irene	Neighborhood Planning Committee	✓

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

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Project Team/Other City of Seattle			
Last	First	Organization	In Attendance?
Archie	Kimberlee	Department of Neighborhoods	✓
Bicknell	Lyle	Department of Planning and Development	✓
Clark	Sally	Seattle City Councilmember	✓
Gastil	Raymond	Department of Planning and Development	✓
Goldberg	David	Department of Planning and Development	✓
Kern	Michael	Triangle Associates	✓
Liu	Nora	Office of Policy and Management	✓
Murdock	Vanessa	Department of Planning and Development	✓
Nolte	Dan	Councilmember Clark's Office	✓
Stern	Renee	Triangle Associates	✓
Tenna	Sebhat	Department of Neighborhoods	✓

Public			
Last	First	Organization	In Attendance?
Barker	Cindi	Morgan Junction Community Association	✓
Holden	Dominic	The Stranger	✓
Sturdivant	Peggy	Crosscut	✓

WELCOME AND INTRODUCTIONS

Leadership from the Seattle City Council's Planning, Land Use and Neighborhoods Committee (PLUNC), Department of Planning and Development (DPD) and Seattle Department of Neighborhoods (DON) opened the meeting by welcoming the Neighborhood Planning Advisory Committee (Committee) members and thanking them for their willingness to serve and provide input to the neighborhood planning update process. PLUNC wants to ensure that neighborhood planning is a community-driven process, focused on citywide goals. The Committee's scope of work will be challenging, but PLUNC hopes that the group will develop a package that serves the City overall. PLUNC thanked the Acting Co-Chairs of the Committee for their willingness to serve. DPD noted that the Committee will be addressing important tasks to help the City work toward better growth. DON thanked the participants for committing their time and energy to the Committee, and was excited to see both new faces and "seasoned neighborhood planning supporters."

The facilitator reviewed the meeting materials and agenda and stated that the project team will strive to provide materials electronically to the Committee at least one week before each meeting. Materials will be posted on the website and Committee members will also receive them via email. All documents less than one megabyte will be emailed. For larger documents, a website link will be provided. Several Committee members requested that the project team provide them with hard copies of the meeting materials.

It was explained that Triangle Associates will be conducting convening interviews with each Committee member to identify hopes, concerns, expectations, ideas and information needs. These interviews will also assist in selecting meeting dates for the Committee. At the next meeting, the key themes from the interviews will be shared and discussed.

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Committee members then introduced themselves, stated what part of the City they are from, and described their connection to neighborhood planning.

DISCUSSION OF NPAC CHARTER/POLICIES AND PROCEDURES

The Committee discussed the development of a charter containing the ground rules and other policies and procedures that will help the Committee in carrying out its responsibility to make recommendations to the City on citywide neighborhood planning issues. This charter can describe the roles and responsibilities of the Committee, individual members, chairs, facilitator and City. It can articulate Committee procedures and describe the Committee's decision-making process. It can also address the role of Committee alternates, which is not clearly stated in the resolution and ordinance creating the Committee. And it can clarify how/if member terms will be staggered.

Committee members discussed how the Committee will make decisions. Several members stated that adopting Robert's Rules of Order would ensure that there is a commonly understood and effective decision-making process that also provides a structure for everyone to participate in discussion. Other members expressed a preference for consensus decision-making or some other less formal process pointing out that Robert's Rules can be less familiar or comfortable for people from non-mainstream communities. Regardless of whether the group chooses to adopt Robert's Rules, the majority of Committee members agreed that it will be important for the Committee to vote on key issues.

Committee members made the following additional suggestions about policies and procedures:

- Ensure the Committee retains control over its meeting agenda by having Committee members provide input on agenda topics to the Co-Chairs and then have the Co-chairs work with the Project Team to develop the draft agenda. That draft would then be provided to the full Committee for review in advance of the meeting.
- Consider alternate meeting formats that encourage more discussion.
- Include one appointed and one District Council representative as Co-Chairs.
- Clarify why the resolution calls for staggered member terms; have Co-Chairs work with Executive and Council PLUNC Chair (as called for in the resolution) to implement this requirement, as appropriate.
- Ensure the public has access to meeting materials and provide meeting summaries to members for their distribution.

The Committee asked the Project Team to work with a subgroup of Committee members after the meeting to create and circulate a draft charter for NPAC based on templates from similar processes and member comments during this discussion. The Committee's goal is to review and adopt a charter, ground rules and any other procedural documents at its next meeting.

DISCUSSION OF NPAC SCHEDULE/WORK PLAN

DPD presented a brief overview of the Committee's schedule and work plan, emphasizing that the Committee will be working on a fast schedule to provide important guidance to the City. A significant piece of the Committee's work will be on neighborhood status reports. These reports provide vital information on neighborhood issues such as housing, growth, transit, demographics and zoning. The City needs feedback from the Committee on what the status reports should contain. Public outreach is another key aspect of this project and another place where the City needs the Committee's advice. The City would like advice on ways to include more under-represented citizens into the neighborhood planning process. The City will make a strong effort

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to reach out to people in their organizations and communities, rather than asking them to come to separate meetings. DPD will develop a draft schedule outlining key neighborhood planning milestones and deadlines, and suggest related topics for the Committee to focus on in 2009. The draft schedule will be circulated prior to the next Committee meeting.

A Committee member asked how areas without neighborhood plans will be addressed, so that there are not serious gaps in the citywide plans. DPD stated that the mission of the neighborhood planning update is to examine the existing plans and identify any such gaps. Although not all of the City is covered by the neighborhood plans, those areas can still be addressed and will have the opportunity to adopt good planning strategies.

PUBLIC COMMENT

The facilitator asked if anyone in attendance who is not a member of the Committee wanted to address the Committee. A representative of the Morgan Junction Community Association congratulated the Committee on having such a productive first meeting. She stated that during the development of the Morgan Neighborhood Plan, Committee members struggled to communicate effectively with their constituents. She asked the Committee to develop a communications protocol, to ensure that the neighborhood groups are informed and connected to the Committee's work. She suggested posting the milestone chart, agendas and summaries on neighborhood websites.

NEXT STEPS/FINAL THOUGHTS

The Committee discussed the date, time and location for the next meeting. An initial vote indicated that the majority of Committee members prefer evening meetings in the downtown area. However, Triangle Associates will collect more detailed meeting preference information during the convening interviews. The next meeting was tentatively scheduled for the evening of Tuesday, January 27, 2009. Committee members agreed to let the Project Team know within one week if that date/time will not work for them. The Project Team will begin finalizing plans for the meeting at that point.

City Hall was suggested as a possible meeting location and several Committee members stated that the City should consider reimbursing for parking, given its high cost downtown. A Committee member also requested that a sign-up list be circulated for members interested in carpooling.

In order to save time, the Committee agreed that the information on planned briefings/refreshers on inclusivity, sustainability, town centers and neighborhood planning in Seattle should be provided via email, rather than at this meeting. DON agreed to provide that information after the meeting.

The Acting Co-Chairs concluded the meeting by sharing with the Committee a succinct statement about how they will measure success in this process. If they look back on it later and realize it was very successful, how will they know? What will they see or not see? What will have happened or not happened? It was asked that the rest of the Committee think about this question, as they will be asked to share their own answer at the next meeting.

One Acting Co-Chair stated that as a result of this Committee process she would like to have increased knowledge of other neighborhoods in the City and a clear sense of where growth estimates come from and how they are assigned within the region. She looks forward to learning more about methodologies used to measure and anticipate growth impacts and hopes to

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encourage a citywide awareness of neighborhood planning. She stressed that Seattle citizens can shape their neighborhoods and it will be an important challenge to foster more citywide awareness of neighborhood planning issues. That includes increasing participation of minority cultural and ethnic groups, but also the majority of citizens who are not typically engaged in planning.

Another Acting Co-Chair stated that the neighborhood plans are living documents that he uses everyday and they reflect tremendous time, sweat, and tears. He volunteered to be on the Committee because he is passionate about the City as a whole and passionate about neighborhood planning. He looks forward to getting to know all the Committee members, working with them and hearing about neighborhood plans, issues and plan development. For this process to be truly successful, he would like to see an increase in the number of underrepresented people becoming active in the neighborhood planning process and for the neighborhood plans and planning process to reflect both the local concerns and issues, but also a City-wide perspective, since Seattle as a whole is greater than the sum of its parts.