

Neighborhood Planning Advisory Committee

SECTOR OPEN HOUSE SUBCOMMITTEE REPORT

(MAY 19TH, 2009)

SUBCOMMITTEE MEETING(S), TOPICS AND ATTENDEES

The Sector Open House Subcommittee met on (April 28th 2009) to discuss the NPAC/Planning Commission training session and the Sector Open House Meetings. In attendance were Subcommittee members Boaz Ashkenazy, Christie Coxley, Thomas Im, Kay Knapton and Catherine Stanford. Irene Wall conferenced into the meeting.

Planning Commission, NPAC members and DPD members met on (April 30th, 2009) to discuss further details of the Sector Open Houses. In attendance were Planning Commission members Barb Wilson and Katie Sheehy. In attendance were NPAC members Boaz Ashkenazy, Kay Knapton and Catherine Stanford. In attendance were DPD staff David Goldberg and Lyle Bicknell.

SUMMARY OF SUBCOMMITTEE DISCUSSION

Subcommittee met to discuss the timing and agenda of the Sector Open Houses and the Sector Open House training sessions.

The subcommittee identified the following ideas for the Sector Open House Training Session:

1. TRAINING AGENDA - The training sessions to prepare for the Open Houses will be broken into three sections (Neighborhood Planning History, Status Report Updates, Facilitation Training) The city will brief the attendees on the history of the planning process and the organization of the status reports. Triangle Corporation will follow the City's presentation with a brief orientation on group facilitation techniques.
2. NPAC/PC HOMEWORK - It will be the responsibility of each NPAC and Planning Commission member to familiarize themselves with the details and particulars of the Neighborhood Plan and the Status Report they have been assigned to.
3. DATE/TIME - June 2nd and 4th - 12pm - 1:30pm

The subcommittee outlined the following ideas for the Sector Open House Meetings:

1. OPEN HOUSE AGENDA - The Open House would be broken into a large-group presentation and small break-out sessions. The large group presentation would focussing on city goals and neighborhood plan background information and would be delivered by either an NPAC member of a Planning Commission Member. The breakout sessions would be specific to each neighborhood plan and focus on listening and documenting community comments and concerns. Two NPAC and/or PC members would facilitate these sessions. The style of these breakout sessions would be casual and conversational with facilitators answering questions and providing clarification about the neighborhood plans and the status reports.
2. DOCUMENTATION - Multiple modes of documenting community comments and concerns encouraged. Documentation would include Large format note taking, paper surveys and digital surveys.
3. GRAPHICS - At each breakout session the city will provide a poster outlining the status reports. We recommend that the city keep data, information, graphs and charts clear and consistent from neighborhood to neighborhood. The posters will organize information so community members will understand the basics of the current plan and the modifications outlined in the status reports.

Neighborhood Planning Advisory Committee Subcommittee Report

4. GOALS AND QUESTIONS - It is crucial that the city is clear about its goals and outcomes for these meetings. The subcommittee feels that a short set (3-4) questions be presented to the community at each breakout session.
- a. Question 1: Did our summary and status report of your neighborhood reference important information? What have we missed? What should we focus on?
 - b. Question 2: Is your neighborhood plan “vision” still relevant?
 - c. Question 3: Has the change that has occurred in your neighborhood been as hoped?
 - d. Question 4: Are the Neighborhood Plan’s “Key Strategies” still priorities or are there new ones?

DISCUSSION ITEMS FOR NPAC

- NPAC/Planning Commission Training Session for Sector Open Houses
 - Date/Time - June 2 and 4 - 12pm - 1:30pm
 - Training Agenda
- NPAC/Planning Commission - Sector Open Houses
 - Sector Open House Date/Time/Venue
 - Revised Sector Groupings
 - NPAC Member Allocation
 - Sector Open House Agenda

ACTIONS/DECISIONS/DIRECTION NEEDED FROM NPAC

- NPAC/Planning Commission Training Session for Sector Open Houses
 - Confirm Date, Time and Agenda
- NPAC/Planning Commission - Sector Open Houses
 - Approval of Date, Times and Venue
 - Approval of Sector Groupings
 - Approval of NPAC/PC Staff Allocations
 - Approval of Sector Open House Agenda

ADDITIONAL DOCUMENTS

Sector Open House Neighborhood Groupings, Dates and Times

NPAC and Planning Commission Member Open House Allocation

Sector Open House Agenda and Format - Issued by the City

NPAC AND PLANNING COMMISSION OPEN HOUSE ASSIGNMENTS WORKSHEET

<i>Quadrant</i>	<i>Plan Area</i>	<i>NPAC</i>	<i>Planning Comm</i>	<i>Names</i>	<i>Preferred Quadrant for Working Open House Meeting</i>	
NORTHWEST	Broadview, Haller & Bitter Lake	x	Linda Amato	1 Adrienne Bailey	Pick First Choice	Pick Second Choice
	Aurora Licton Springs	x	x	2 Amalia Leighton	Pick First Choice	Pick Second Choice
	Crown Hill/Ballard	Dawn Hemminger Craig Benjamin	x	3 Blayne McAferty	Pick First Choice	Pick Second Choice
	Greenwood Phinney	Kate Martin Irene Wall	x	4 Boaz Ashenazy	Pick First Choice	Pick Second Choice
	Wallingford	x	Amalia Leighton	5 Brian Ramey	Pick First Choice	Pick Second Choice
	Fremont	Toby Thaler	x	6 Catherine Benotto	Pick First Choice	Pick Second Choice
	Greenlake	Blayne McAferty	Michelle Zeidman	7 Chris Fiori	Pick First Choice	Pick Second Choice
				8 Christi Coxley	Pick First Choice	Pick Second Choice
				9 Christopher Persons	Pick First Choice	Pick Second Choice
				10 Cindi Barker	Pick First Choice	Pick Second Choice
				11 Colie Hough-Beck	Pick First Choice	Pick Second Choice
				12 Craig Benjamin	Pick First Choice	Pick Second Choice
				13 David Culter	Pick First Choice	Pick Second Choice
				14 David Miller	Pick First Choice	Pick Second Choice
				15 Dawn Hemminger	Pick First Choice	Pick Second Choice
	WEST	Queen Anne/Uptown	John Coney George Counts Kay Napton	Chris Fiori Martin Henry Kaplan Matt Roewe	16 Dennis Saxman	Pick First Choice
Denny Triangle/Belltown		Katherine Stanford Kate Joncas	Colie Hough-Beck	17 Diane Vergis Vinh	Pick First Choice	Pick Second Choice
Pike-Pine		Dennis Saxman	x	18 Eddie Hill	Pick First Choice	Pick Second Choice
First Hill		Joel Madsen ?	x	19 George Counts	Pick First Choice	Pick Second Choice
Eastlake		Brian Ramey	Jerry Finrow	20 Irene Wall	Greenwood Phinney	Fremont
				21 Jeanne Hale	Pick First Choice	Pick Second Choice
				22 Jerry Finrow	Pick First Choice	Pick Second Choice
				23 Joel Madsen	Pick First Choice	Pick Second Choice
				24 John Coney	Pick First Choice	Pick Second Choice
				25 Josh Brower	Pick First Choice	Pick Second Choice
				26 Judith Edwards	Pick First Choice	Pick Second Choice
				27 Kate Joncas	Pick First Choice	Pick Second Choice
				28 Kate Martin	Pick First Choice	Pick Second Choice
				29 Kate Stinebeck	Pick First Choice	Pick Second Choice
				30 Katherine Stanford	Pick First Choice	Pick Second Choice
EAST		Capitol Hill	Eddie Hill ? Boaz Ashenazy	David Culter Kevin McDonald	31 Kathy Nyland	Pick First Choice
	Central Area	Adrienne Bailey Pat Murakami Thomas Im	Mark Johnson	32 Kay Napton	Pick First Choice	Pick Second Choice
				33 Kevin McDonald	Pick First Choice	Pick Second Choice
				34 Leslie Miller	Pick First Choice	Pick Second Choice
				35 Linda Amato	Pick First Choice	Pick Second Choice
				36 Maria Ramirez	Pick First Choice	Pick Second Choice
				37 Mark Johnson	Pick First Choice	Pick Second Choice
				38 Mark Wainright	Pick First Choice	Pick Second Choice
				39 Martin Henry Kaplan	Pick First Choice	Pick Second Choice
				40 Matt Roewe	Pick First Choice	Pick Second Choice
				41 Michelle Zeidman	Pick First Choice	Pick Second Choice
				42 Mona Lee	Pick First Choice	Pick Second Choice
				43 Pat Murakami	Pick First Choice	Pick Second Choice
				44 Rene Staton	Pick First Choice	Pick Second Choice
				45 Robert Hinrix	Pick First Choice	Pick Second Choice
				46 Sharon Meeks	Pick First Choice	Pick Second Choice
			47 Thomas Im	Pick First Choice	Pick Second Choice	
			48 Toby Thaler	Pick First Choice	Pick Second Choice	
SOUTHWEST	West Seattle Junction	Sharon Meeks	Catherine Benotto			
	Delridge	Maria Ramirez	x			
	Georgetown	Mark Wainright ? Kathy Nyland	x			
	Morgan Junction	Cindi Barker	x			
	Westwood Highland Park	x	x			
SOUTHEAST	Columbia City	Judith Edwards Robert Hinrix Kate Stinebeck Diane Vergis Vinh Josh Brower	x			
	Rainier Beach	Christi Coxley Mona Lee	Leslie Miller Christopher Persons			
NORTHEAST	Lake City	Rene Staton Boaz Ashkenazy	x			
	University District	David Miller Jeanne Hale	x			

Pick First Choice	Pick Second Choice
1 Aurora Licton Springs	Aurora Licton Springs
2 Broadview, Haller & Bitter Lake	Broadview, Haller & Bitter Lake
3 Capitol Hill	Capitol Hill
4 Central Area	Central Area
5 Columbia City	Columbia City
6 Crown Hill/Ballard	Crown Hill/Ballard
7 Delridge	Delridge
8 Denny Triangle/Belltown	Denny Triangle/Belltown
9 Eastlake	Eastlake
10 First Hill	First Hill
11 Fremont	Fremont
12 Georgetown	Georgetown
13 Greenlake	Greenlake
14 Greenwood Phinney	Greenwood Phinney
15 Lake City	Lake City
16 Morgan Junction	Morgan Junction
17 Pike-Pine	Pike-Pine
18 Queen Anne/Uptown	Queen Anne/Uptown
19 Rainier Beach	Rainier Beach
20 University District	University District
21 Wallingford	Wallingford
22 West Seattle Junction	West Seattle Junction
23 Westwood Highland Park	Westwood Highland Park

Neighborhood Plan Status Report: Open House 1

City Ordinance 122799

Broad Public Open Houses: These will be conducted in approximately six areas of the city, covering several neighborhood plan areas per open house. NPAC and the Planning Commission will host these workshops. A discussion "table" that provides an opportunity for neighborhoods to share information with Planning Commissioners, NPAC members and City staff will be set up for each neighborhood plan area.

- At the initial open houses City staff will report back to neighborhoods on the preliminary gathering of data. The City will also seek input on the key issues and informational gaps for individual neighborhoods.
- A second set of open houses will be scheduled when drafts of the citywide State of the Neighborhood Report and specific neighborhood plan status reports are available, for the purpose of reviewing the information, discussing gaps in information, and again identifying key neighborhood issues.

Outreach to Under-represented Communities: The Department of Neighborhoods will coordinate additional outreach sessions for under-served communities to help ensure that a broad cross-section of the city has an opportunity to participate. The purpose of these meetings is similar to that of the open houses, but they would be tailored to the needs of the community.

General Objectives and Format

Status Report Open Houses Outreach and Format	
Target Date	June / July 2009
Objectives	<ul style="list-style-type: none"> - Provide basic orientation and information about Neighborhood Plan - Share Information on Existing Conditions & Changes - Define unmet objective (gaps) & "Emergent Issues"
Desired Outcomes	<u>Process</u> <ul style="list-style-type: none"> - Inclusive process - Educated participants <u>Products</u> <ul style="list-style-type: none"> - Documentation of input needed to prepare final Status Reports.
Meeting Format	Formal Agenda with Neighborhood breakout tables (2 hrs.)
Locations	Approximately 5 locations (see following table)
How Will Input be Used?	- The City will use the collected information to refine the Status Reports and to establish the "Gaps and Emergent Issues".
Informing / Advertising	<ul style="list-style-type: none"> - Press Release - Newspaper announcements - Email and/or mailing to DON and DPD lists
Public Involvement Materials/ Communication Tools	<ul style="list-style-type: none"> - Large format maps, Posters of Neighborhood Summary - Materials for Recording input - Interpreters as needed per City Translation and Interpretation Policy??

Engagement Tailored to Under-represented Communities	- Citywide and Neighborhood Summary materials translated per City Translation and Interpretation Policy - Interpretation will be available as needed
On-line Engagement	- Materials will be posted on the web site - Online comment form??
Resources and responsibilities	- Tables would be hosted by NPAC members and Planning Commissioners. - DPD will create Open House orientation meetings for NPAC and PC.
Reporting Back	- Post, mail and email summary of comments and draft "emergent issues".

Potential Agenda – Discussion Draft

Meeting Purpose

- Provide basic orientation and information about Neighborhood Plan
- Share Information on Existing Conditions & Changes
- Define unmet objective (gaps) & "Emergent Issues"

Arrival 15 minutes
 Sign-In
 Review materials for each neighborhood

Overview & Background

Overview of Neighborhood Planning & Status Reports 20 minutes
 Meeting Purpose
 Agenda
 Overview of Neighborhood Planning and Status Reports
 Introduction of NPAC and Planning Commissioners

Neighborhood Breakout Tables

Highlights of the status of each neighborhood 15 minutes
Questions..... 1 hour

Potential Questions for Discussion

- Did our summary of your neighborhood reference important information? What have we missed? What should we focus on?
- Is the Vision still relevant?

- Has the change that has occurred been as hoped?
- Are the Plan's Key Strategies still priorities or are there new ones?

Conclusion and Next Steps

DRAFT