

Neighborhood Planning Advisory Committee

September 15, 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?
Ashkenazy	Boaz	At Large/Wedgewood	✓
Bailey	Adrienne	Central Area District Council/Central Area	X
Coney	John	Magnolia-Queen Anne District Council/Queen Anne, Magnolia	X
Coxley	Christie	Southeast District Council/Rainier Beach	✓
Edwards	Judith	Greater Duwamish District Council/North Beacon Hill	X
Hale	Jeannie	Northeast District Council/ Laurelhurst	✓
Harris	Ashley	Ballard District Council/Ballard	✓
Hill	Eddie	At Large/Southeast	☐
Im	Thomas	At Large/Downtown	✓
Knapton	Kay	Seattle Planning Commission	✓
Leighton	Amalia	Seattle Planning Commission	✓
Meeks	Sharonn	Southwest District Council/West Seattle	✓
Oien	Heidi	At Large/Capitol Hill	✓
Ramirez	Maria	Delridge District Council/Delridge	X
Saxman	Dennis	East District Council/Capitol Hill	✓
Stanford	Catherine	Downtown District Council	✓
Miller	David	North District Council/Pinehurst	☐
Stineback	Kate	At Large	✓
Thaler	Toby	Lake Union District Council/Fremont	✓
Vergis Vinh	Diana	At Large	✓
Wall	Irene	City Neighborhood Council Neighborhood Planning Committee/Phinney Ridge	X

Alternates			
Last	First	Alternate for	In Attendance?
Barker	Cindi	City Neighborhood Council Neighborhood Planning Committee/Phinney Ridge	✓
Benjamin	Craig	Ballard District Council/Ballard	☐
Brower	Josh	Seattle Planning Commission	☐
Counts	George	Magnolia-Queen Anne District Council/Queen Anne, Magnolia	☐
Hinrix	Robert	Greater Duwamish District Council/North Beacon Hill	☐
Joncas	Kate	Downtown District Council	✓
Lee	Mona	Southeast District Council/Rainier Beach	☐
McAtertey	Blayne	Northwest District Council	☐
Melo	Sandra	Delridge District Council/Delridge	☐
Murakami	Pat	Central Area District Council/Central Area	☐
Ramey	Brian	Lake Union District Council/Fremont	✓
Wainwright	Mark	Southwest District Council/West Seattle	☐

Project Team/Other City of Seattle			
Last	First	Organization	In Attendance?
Bicknell	Lyle	Department of Planning and Development	✓
Kern	Michael	Triangle Associates	✓
Goldberg	David	Department of Planning and Development	✓
Tenna	Sebhat	Department of Neighborhoods	✓
Nolte	Dan	Councilmember Clark's Office	✓
Trask	Blake	Triangle Associates	✓
Whittemore	Thomas	Department of Neighborhoods	✓

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WELCOME AND INTRODUCTIONS

The Facilitator opened the meeting, noting that since one co-chair had stepped down and the other was not able to attend the meeting, the remaining co-chair had asked the Council Neighborhood Committee (CNC) alternate to chair the meeting through the agenda item on appointing a new co-chair, and then to help the new co-chair run the remainder of the meeting. The CNC alternate welcomed Neighborhood Planning Advisory Committee (NPAC) members and led a round of introductions, including several new members and alternates. The facilitator reviewed the agenda and meeting materials (available from the Committee's website), and reminded the group about its agreed-upon ground rules. The Committee reviewed and approved the August 18, 2009 meeting summary (available from the website) by consensus, after making one revision. The Facilitator passed around an NPAC group email distribution list provided by the Department of Neighborhoods (DON), so that NPAC members could review their contact information to ensure its accuracy.

SELECTION OF CO-CHAIR

The CNC alternate asked if there were additional nominations for the position of Co-Chair, other than the Planning Commission's new representative, who agreed in August to be nominated. There were none. The CNC alternate checked to see if the Committee was in consensus about that nomination. The Committee was not in consensus, so the CNC alternate invoked Robert's Rules and asked NPAC members if they had any comments. One NPAC member expressed the opinion that the Committee has been tightly controlled by the City. It was moved and seconded that NPAC approve the new Planning Commission member as Co-Chair. The motion carried with 14 members in favor, 1 against, and 1 abstention.

STATUS REPORT/OPEN HOUSE SUBCOMMITTEES

The Status Report Subcommittee Lead provided an update on a letter sent to the Director of the Department of Planning and Development (DPD) on September 9 containing further recommendations from NPAC on the status reports the City is doing for each neighborhood (available from the Committee's website). She noted that the Subcommittee had, as requested by the Committee at its August meeting, incorporated agreed-to revisions to the third recommendation in the letter and drafted new language for the fourth recommendation. That language was circulated to all NPAC members, several of whom provided revisions, which were incorporated. The Subcommittee then asked the Co-Chairs to send the letter prior to the September NPAC meeting, as requested by the Committee in August.

The Open House Subcommittee Lead provided a report on that Subcommittee's activities to follow up on the Committee's request at the August NPAC meeting that the Subcommittee work with the Seattle Planning Commission and the City to design the second round of status report open houses. NPAC is directed to co-host those open houses under the ordinance that created it. The Lead said the Subcommittee held a meeting, conference calls, and exchanged information via email and phone to develop the recommendations contained in a September 15 Subcommittee Report (available from the Committee's website). This includes a draft agenda for the second round of Open Houses. He said the goals discussed by the Subcommittee for the second round of open houses include staying within the scope of the ordinance, prioritizing themes from the first meetings, and defining the appropriate number of open house meetings for the second round.

The Subcommittee Lead then asked NPAC members for discussion and adoption of the proposed agenda. One member noted that he had dissented during the agenda development process, but that his concerns were not reflected in the draft agenda. He also expressed concern that much of the final structure and details of the draft agenda were decided after the Subcommittee's meeting. The Subcommittee Lead and Facilitator explained that, because many issues about the agenda

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were not decided at the Subcommittee's meeting, the Lead participated in subsequent phone conversations with the Co-Chairs, the Planning Commission and the City, which lead to a revised draft agenda. He sent that agenda out to the Subcommittee, as well as the NPAC member who had attended the Subcommittee meeting and disagreed with the proposed approach. He said the response from the Subcommittee had been in favor of the revised agenda and Subcommittee report.

NPAC members then discussed a series of specific revisions and clarifications to the draft Open House agenda. These specific revisions were captured on flip charts and provided to the Subcommittee lead for incorporation into the revised draft agenda. The Co-Chairs checked to see if the Committee was in consensus about the proposed Open House agenda as revised at the meeting. The Committee was not in consensus, so the Co-Chairs invoked Robert's Rules. It was moved and seconded that NPAC, accept in principle the Open House Subcommittee's proposed agenda for the second round of status report open houses (as revised at the September 15 NPAC meeting), with the caveat that the revised version of the agenda be distributed to NPAC at the earliest possible time for review. The motion also authorized the Subcommittee to continue working with the Seattle Planning Commission to finalize plans for co-hosting the second round of open houses. The motion carried with 14 members in favor, 1 against, and no abstentions.

The Subcommittee Lead then asked NPAC members for discussion and adoption of the meeting structure as described in the Subcommittee's report. The recommended structure included holding three, two to three-hour meetings, one per week in late October or early November. There would be one meeting for the north and east section of the City, a second for the central; and a third for the south and west. The venues should be large enough to accommodate a large plenary session and break-out sessions for individual neighborhoods, such as community colleges.

NPAC members provided input on this proposed structure, including a number of specific revisions. These were captured on flip charts and provided to the Subcommittee Lead for incorporation into a revised meeting structure.

The Co-Chairs checked to see if the Committee was in consensus about the proposed Open House structure as proposed. The Committee was not in consensus, so the Co-Chairs invoked Robert's Rules. It was moved and seconded that NPAC approve the meeting structure proposed by the Open House Subcommittee for the second round of status report open houses, as revised at the September NPAC meeting. The motion carried with 13 members in favor, 2 against, and no abstentions.

RESULTS OF ONLINE SURVEY FROM FIRST ROUND OF OPEN HOUSES

One of the NPAC members from the Seattle Planning Commission provided a summary of the Planning Commission's three work products from the first round of status report open houses co-hosted by NPAC and the Planning Commission. The open house summary report was based on the jointly facilitated NPAC and Planning Commission breakout sessions. Planning Commission staff developed the 117-page summary report and presented an advance draft copy to NPAC. The Co-Chair stressed that NPAC members were not being asked to approve the document.

Planning Commission staff also are developing a second product, which converts the 4,500 comments gathered via online polling into a spreadsheet format. The data can be requested in entirety, or by specific neighborhood. For those who do not use Excel, a written summary will be prepared. The Planning Commission will repeat the online survey process for the second round of open houses. The Planning Commission will not write a summary document for the second round of open houses, but the data will be available for review in raw form.

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The third document produced as a result of the first round of open houses will be a comparison of the online surveys and the open house summary. This document will examine the similarities and differences between these two vehicles for gathering community input.

One NPAC member requested that the notes from the Pike/Pine “redo” session be included in the Planning Commission summary report. Because the Planning Commission and the City did not participate in a formal redo of the Capitol Hill or Pike/Pine open house, the Planning Commission does not intend to include that information in its summary document. But the notes from those meetings will be recorded by DPD as part of the input it has received and will influence the summary themes.

One member asked the Planning Commission to include information in the summary report preface or introduction to help future readers understand how the open houses and surveys were conducted and how to locate additional information for the neighborhood planning process. DPD agreed that it will be important to develop a repository for the information generated through this process. Another Committee member suggested that the report introduction refer to the ordinance.

Committee members requested an opportunity for NPAC members who co-hosted a breakout session during the first round of open houses to review how that session was characterized in the summary report, particularly the overall sense of where the neighborhood is at. It was agreed that this made sense, but only if it could be done in a timely manner that did not delay the Planning Commission getting this summary document completed and with the NPAC members’ review limited to whether there are gaps or inaccuracies in how the key themes from their session are reported. It was stressed that it would not be appropriate for NPAC members to comment on sessions they did not co-host nor to make revisions because they do not agree with an opinion that was expressed.

The Committee and its Planning Commission representatives agreed that NPAC members would provide any feedback they had in these areas by September 23. The Co-Chairs agreed to provide an email with instructions for providing that feedback. Additionally, based on an NPAC Member request, the Co-Chairs will ask the Planning Commission to clarify the percentage of staff time it devoted to the first round of status report open houses.

NEIGHBORHOOD PLANNING OUTREACH UPDATE

DPD provided an update on the September community open houses for the three neighborhood plan updates being developed in southeast Seattle. DPD reviewed the timeline and events held to date and noted that from this outreach, DPD has developed a synthesis of what was heard and strategies for implementing recommendations. The September open house format meetings will include a full translation team, as well as staff from SDOT and the Parks Department. The meetings will be held on both a weekend and weeknight, to accommodate residents’ varied schedules. At the open houses, residents will review the draft text of the neighborhood plan updates, which will show areas of consensus and variables to the plans where consensus was not expressed. All of the text and graphics will be posted online during the week of September 21.

DON provided some background on its proposed email outreach strategy for the second round of status report open houses. Notice for open houses will be distributed via the DON email list, through District coordinators, and via email addresses collected at the first round of open houses and the online surveys. To address privacy concerns, the email addresses from the surveys will not be made available to neighborhood groups until the email address owners have the

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opportunity to “opt in” to various email lists, including neighborhood lists. DON will ask them to “opt in” during this round of outreach.

PUBLIC COMMENT

One NPAC alternate stressed the importance of ensuring more time to review meeting documents prior to NPAC meetings. In addition, the alternate requested information about when the Planning Commission would release the three Open House summary documents. A Co-Chair said she would look into the timeline and respond to NPAC members via email.

NEXT STEPS/FINAL THOUGHTS

The facilitator reviewed topics identified for the September agenda and asked for members to forward any additional items. The Co-Chairs thanked the members for their participation and adjourned the meeting. The Committee’s next meeting will be Tuesday, October 20, 2009 at 6:15 pm in the Bertha Landes Room at City Hall.

DRAFT