



COMMUNITY ADVISORY COMMITTEE- Summary Minutes

Emergency Services Training Center, 1705 W 2nd Ave.

May 13, 2019, 6:00 PM

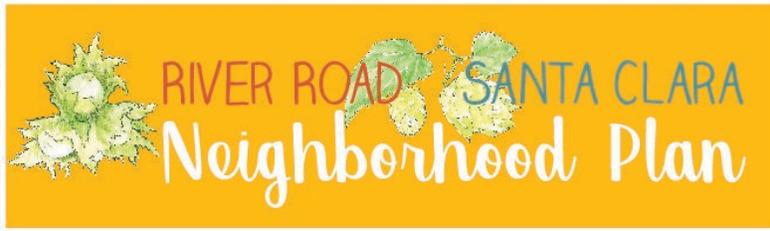
CAC Members Present: Ann Vaughn, Louisa de Heer, Jon Belcher, Mary Leontovich, Kate Perle, Hans Wittig, Cameron Ewing, Carl Below

Community Members Present: Jolene Siemsen, Carleen Reilly

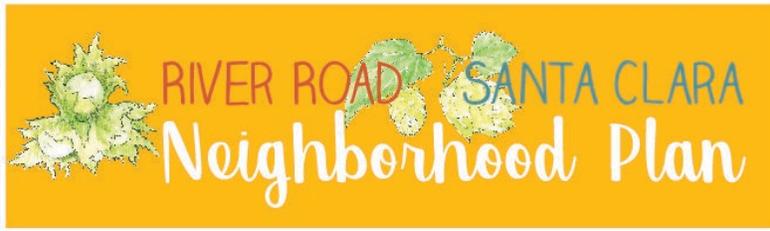
Staff Present: Robin Hostick, Terri Harding, Ben Weber, Audrey Stuart, Chelsea Hartman, Julie Fischer

Agenda items

1. Introductions and agenda review
2. Public comments
 - a. No public comment provided.
3. Project Scope Discussion
 - a. Terri provided a staffing update to the CAC.
 - i. Terri will continue to serve as project manager and other staff, such as Julie and Chelsea, will increase the time that they devote to this project.
 - b. Robin spoke about project scope and deliverables, including:
 - i. More staff time has been spent on this project than was originally committed.
 - ii. The total timeline will end up being longer than two years.
 - iii. Staff will return to City Council and ask for the remaining \$30,000 of the budget that was originally requested. There are also salary savings from having a vacant staff position.
 - iv. Robin encouraged the CAC to think strategically about the action plan. If there is not enough outreach among certain action items it will create resistance to the entire Neighborhood Plan. Robin presented three categories to try to sort action items into:
 1. The first package that goes to City Council will have the most achievable actions that are most important and impactful to the community.
 2. The second group of actions are those that are also important but take more time and funding.
 3. The third group of actions are those that either build on existing projects or do not require the City to implement.
 - c. CAC questions and discussion included:
 - i. CAC members anticipated having to prioritize action items. Should they still address actions that are feasible but require Code changes? Staff replied yes, and those action items should be flagged early on.



- ii. Did we leave enough time for the action planning phase?
 - iii. When City Council holds a work session about the Neighborhood Plan on May 15th, will they pass a motion? Staff replied that they will take a vote of support for using the draft policies as the basis to move into the action planning phase.
 - iv. It will be much easier to advance actions that are consistent with general feedback from neighbors.
 - v. There are opportunities to use Mapcraft and data from the Corridor Study as a resource for the Neighborhood Plan.
4. Evaluating Draft Action Items
- a. The CAC reviewed a draft timeline for the Action Planning phase. Discussion and questions included:
 - i. The first high-level sort of action items will mostly be done in small group meetings, such as goalkeepers and TAC, because there are so many actions to sort through.
 - ii. Working Group and CAC members will work on fleshing out, in plain language, the intentions of action items.
 - iii. The main role for goalkeepers is to make any changes to the action items before TAC members begin to review them.
 - iv. When do new action items get written?
 - v. What needs to get done before the May 21st working group meeting?
 - vi. The CAC discussed whether working group members should edit the google sheet with all of the draft actions. The CAC decided that it can be shared with working group members but they should not be able to edit it.
5. Working Group Meeting Planning
- a. Staff presented a high-level plan for the working group meeting on May 21st. The CAC discussed it, and key points were:
 - i. The CAC discussed how to incorporate new working group members and if they would have enough information to rate the action items. The CAC encouraged having a chance for both newcomers and experienced working group members to engage.
 - ii. Staff will act as notetakers and goalkeepers will lead the tables.
 - iii. The CAC discussed whether there were too many action items to rate all of them in three hours. Some goalkeepers expressed interest in narrowing down their list and presenting the action items they most needed community input on.
 - iv. The CAC discussed meeting logistics and hold to allow goalkeepers to go visit other topic areas. It was suggested to not have both working group members and goalkeepers cross-pollinate to other tables at the same time so that there is



always someone at the table who can explain the action items to other working group members.

- v. The CAC discussed the difficulty of having community members rate action items that are not written in plain language.

6. Coordination with City and County Projects

7. Adjourn

Action Items

- CAC members will reach out to their working group members and invite them to the May 21st working group meeting.
- Goalkeepers will let staff know if they would like to select a portion of their action items at the May 21st working group meeting.