

South Marymoor Subarea Committee Meeting

April 14, 2015

8:00 am – 10:00 am

Redmond City Hall, City Council Chambers (located on 1st floor)

Meeting Purpose/Goals: Elect Committee leadership, establish final working agreements and principles, and gain understanding of existing conditions and near-term goals

Attendees:

Staff: Kimberly Dietz, Jeff Churchill

Please read: Meeting Summary
Committee's Draft Working Agreements

Please bring: Additions and enhancements to Draft Working Agreements
(light refreshments will be provided)

8:00 am – **Welcome, Agenda Review, Approval of Meeting Summary**
8:10

8:10 – **Public Comments**
8:25

8:25 – **Nominations and Elections**
8:40
Final call for nominations. Elections of Chair and Vice-Chair.

8:40 -- **Committee's Working Agreements**
9:00
Finalize previous committee work.

9:00 – **Break**
9:05

9:05 – **Committee Principles**
9:30
Discussion of Resolution 1415 and adopted Southeast Redmond neighborhood policies in developing committee principles for completing its work.

9:30 – **Binding site plans (BSP) and business/real estate goals**
9:55 am
First of two discussions for learning about existing conditions such as BSP and easements. Also discussion of near-term goals.

9:55 – **Next Steps and Adjourn**
10:00 am

Initial Follow up items in preparation for next Committee meeting:

Examples of Transition – staff will provide research material in advance of May meeting

SUMMARY

South Marymoor Subarea Committee Meeting

March 25, 2015

8:00 am – 10:00 am

Attendees: *Committee members:* Brewer, B. Klahr, W. Klahr, Evans, B. Hill, White-Cusack, Osborne, Wood, D. Hill, Reed; *Community members:* Stephens, Reineke, J. Hill

Staff: Kimberly Dietz, Jeff Churchill, Lori Peckol

Please read: Southeast Redmond Neighborhood Plan: Marymoor Subarea section and Resolution 1415

8:00 am – **Introductions**

8:30 Group and individual introductions

8:30 – **Public Comments**

8:50 Reineke – Noted how it is difficult to draw labor base as Redmond expands and property values increase. The South Marymoor Subarea is a good fit for business and there are concerns about protecting investment interests. Real estate has become more valuable than businesses.

8:50 – **Neighborhood and Subarea Vision**

9:15 Discuss Southeast Redmond Neighborhood Vision and Marymoor Subarea Vision – key observations and reflections

In response to D. Hill’s question regarding the basis for the update to the Southeast Redmond neighborhood plan (who directs the update and how does it occur), staff described the neighborhood planning process. The process includes community involvement to address neighborhood-based needs or trends in the context of the Comprehensive Plan and community values, to address a periodic review of policies and regulations at 6-year intervals, and to perform a robust review at a 12-year interval. Regarding the viability of long-standing businesses and commerce in the subarea, staff confirmed that the neighborhood plan speaks to this.

Per B. Hill’s question, among the group present, White-Cusack participated in the Southeast Redmond neighborhood plan update.

Osborne noted that business and commerce support should be expressed for both long-standing opportunities as well as new opportunities.

Reed and Wood discussed the status of discussions regarding the location of Sound Transit’s maintenance facility and how a vote on such is taking place this week.

9:15 **5 minute break**

9:20 – Committee’s Working Agreement

9:35

What are best practices for effective committee operations from your experience?

Committee members reflected on what characterized effective committee operations from their perspectives and also the draft roles/responsibilities of the Chair and Vice Chair. April's meeting packet will include the draft documents for committee's review and for approval at the April 2015 meeting.

Barbara Hill indicated interest in serving as committee Chair. Brad Klahr indicated interest in serving as committee Vice-Chair. The Committee agreed to seek any additional nominations and vote on Chair and Vice-Chair at the April meeting.

9:35 – Committee’s Meeting Schedule

9:50

Frequency, Preferred Week/Day/Time, and Location

Committee members confirmed that a monthly meeting schedule works best and that meetings should occur from 8am to 10am on Tuesdays during the 1st, 2nd, or 3rd week of the month.

Committee members also preferred flexibility on the specific Tuesday meeting dates and wished to maintain access to the three alternative meeting locations: City Hall, Meadowbrook Church, and the Triangle facilities. All three facilities meet the logistical and space needs for committee meetings and community participation.

B. Hill requested opportunity for electronic interactions such as skyping into meetings as needed. Wood and others noted teleconferencing as an additional tool.

Staff briefly described aspects of the Open Public Meeting Act and asked committee members to view video training linked below. The City, being a local government, adheres to the Act and therefore, ensures that meetings provide transparency and are accessible by the community. For example, discussions between committee members regarding committee business take place only during committee meetings. When committee members interact outside of the committee meeting, they avoid discussing committee business. Email is also considered a discussion and takes place from/to committee members and staff versus between individual committee members. This and other protocols help ensure transparency to the public and access to the public record. Additional information regarding the Act is available through the link below.

9:50 – Next Steps and Adjourn

10:00 am

Mailer for First of Three Community Engagements – Invitation to Online Forum

Preview of April Committee Meeting

Staff described the mailer that will support the first community engagement opportunity. The draft will be provided to the committee for review and approval at the April 2015 meeting.

The committee also reviewed and provided comments on the draft work plan.

Initial follow up items in preparation for next Committee meeting:

Review and confirm Committee’s draft Working Agreement

Nominations for Committee Chair and Vice-Chair

Committee members as volunteers of the City, personal information per RCW

Training for Open Public Meeting Act: <http://www.atg.wa.gov/open-government-training>, Lesson #3

Committee Working Agreements

- Clearly define the committee's work plan, issues, and the meeting agenda
- Bring all facts to the table
- Foster trust and a safe environment for sharing perspectives
- Ensure that all ideas flow and everyone is able to speak
- Don't be bashful
- Be respectful
- Listen
- Recapitulate
- Work toward a collective view
- Seek conclusion
- Regarding tangent topics/discussions: balance opportunities to speak and guide discussions
- Use Robert's Rules
- Keep on point/track, paying attention to time
- Confirm the agenda:
 - Discuss items for subsequent agenda at end of the meeting
 - Check for additions to the agenda in advance of initiating the meeting
- Additional Items:
 - Determine decision making process including use of majority or consensus model
 - Define quorum

Role of Committee Chair and Vice-Chair

- Facilitate meetings
- Create meeting agenda with staff
- Ensure that all people are heard at meetings
- Drive the committee's conversation
- Provide positive environment
- Offer leadership on behalf of the committee during Phase II review and action
- Draw out all opinions
- Include the Chair and Vice-Chair opinions for comprehensiveness and without dominating committee perspective