



City of Shoreline

Sidewalk Advisory Committee **Charter**

Draft: June 29, 2017

Committee Purpose

The scope of work for the Sidewalk Advisory Committee (SAC) will mainly focus on analyzing how to prioritize and fund pedestrian needs for both repair of existing sidewalks and installation of new sidewalks or alternative pedestrian treatment.

The SAC consists of 15 members from a diverse cross section of Shoreline neighborhoods with a broad range of interests such as financing, aesthetics, ecology, youth, elderly, access and mobility for people with physical disabilities and from under-represented communities.

Over the course of the approximately 11 months, the SAC will learn more about the condition of the City's existing sidewalks and where gaps exist in the pedestrian network. They will help inform a data-driven mapping process using criteria and metrics to identify needs and prioritize improvements. They will also provide input on a range of alternative sidewalk treatments and look at how the City can financially support the long-term delivery of a city-wide interconnected pedestrian network.

The SAC will be provided with information from staff and subject matter experts on:

- Pedestrian mobility and accessibility;
- Pedestrian trip generators (e.g. schools, parks, community centers);
- Safety issues/benefits;
- Health and equity;
- Street trees and stormwater management;
- Alternative sidewalk treatments; and
- Financing options for implementation.

Using the information presented and discussed over the series of committee meetings, the SAC will their present findings to the City Manager who will be finalizing recommendations to the City Council.

Committee's Ground Rules, Role and Responsibilities

1. City staff will provide background and information throughout the process, but are not considered committee members.
2. Each member of the committee is an equal participant in the process and has equal opportunity to voice opinions and contribute ideas.
3. Committee members may bring input from others, but it is understood that each member speaks for her/himself. Committee members that are members of a community organization are encouraged to periodically update their respective groups about the committee's progress.
4. Committee members accept the responsibility to come to the meetings prepared for the discussions, explore the issues and consider alternatives that best serve the community.
5. Committee members recognize the legitimacy of the interests, concerns and goals of others, whether or not in agreement. Committee members commit to treating each other, and those who attend meetings, with respect, civility, and courtesy.
6. Committee members will make a special effort to listen carefully, ask pertinent questions and educate themselves about the interests and needs that must be addressed in a constructive problem-solving atmosphere.
7. In view of the specific scope of the project and limited amount of time available, committee members

will make a concerted effort to focus on the topics under discussion.

8. Each committee member commits to attending all meetings as possible. Alternates are not being designated in this process. If a member must miss a meeting, she/he is responsible for asking a fellow member to represent her/his interests and positions at that meeting. The member may also submit timely written comments that will be distributed to the others.
9. As the process unfolds, committee members should provide feedback to the project manager, Nora Daley-Peng, on the process. This can be done at meetings and/or by calling or emailing Nora Daley-Peng between meetings at 206-801-2483 or ndaleypeng@shorelinewa.gov.

Facilitator's Role and Responsibilities

10. The City has engaged 3 Square Blocks, a consulting firm, to help facilitate the meetings, provide meeting summaries, and support public outreach.
11. Facilitator's role is to manage the meetings by keeping discussions focused, ensuring that all points of view are heard, and conducting the meetings according to the spirit of these ground rules. With no stake in the substantive outcome, she is obligated to remain neutral on the issues.
12. The facilitator will also write summaries of the committee's meetings that will inform the development of the Sidewalk Prioritization Plan and prioritization criteria for sidewalk repair and maintenance.

City Staff's Role and Responsibilities

13. City Staff's role is to manage the overall process and delivery of the end product, based on the SAC's recommendations, public input and technical analysis.
14. City Staff will develop the draft and final analysis and recommendations and share it with the SAC for review and comment. Once the final version has been reviewed, it will be provided to the City Manager for final review and staff will ultimately present the recommendations to City Council.

Guests' Role and Responsibilities

15. Interested and affected parties or individuals who are not on the committee are welcome to observe the meetings, but may not address the SAC while in session. However, guests can provide comments in writing.

Agreements and Recommendations

16. The committee is expected to represent a wide range of interests, perspectives, and opinions. Decisions on recommendations will be made by consensus.
17. If committee members find they cannot live with an emerging recommendation of the entire group, they are obligated to make their concerns known, and the rest of the group is obligated to listen with an interest in resolving them. Everyone is expected to try to work to address the concerns, including asking the concerned party (parties) to clarify the underlying interests or about other dynamics that could be interfering with an agreement. All parties are obligated to try to find an alternative that meets the interests of the concerned party (parties) as well as their own.
18. If it is not possible to reach consensus on particular recommendations, the potential options for resolving

the issue will be documented and included in the committee’s recommendations as a minority opinion.

Committee Work Plan

Date	Time	Draft Agenda Topics
6/29/2017	6:00 – 8:30 p.m.	Process and Charter Review. Prioritization Criteria Work Session #1
7/27/2017	6:00 – 8:30 p.m.	Prioritization Criteria Work Session #2. Trees and Sidewalks. Alternative Sidewalk Treatments
9/28/2017	6:00 – 8:30 p.m.	ADA Overview and Open House #1 Preparation
10/26/2017	6:00 – 8:30 p.m.	Open House #1 Debrief and Funding Options Overview
11/30/2017	6:00 – 8:30 p.m.	Funding Options Continued
1/25/2018	6:00 – 8:30 p.m.	Draft Plan Input and Open House #2 Preparation
2/22/2018	6:00 – 8:30 p.m.	Open House #2 Debrief
3/29/2018	6:00 – 8:30 p.m.	Sidewalk Priorities and Funding Options
4/26/2018	6:00 – 8:30 p.m.	Final Plan Input

Note that an optional light dinner will be available from 5:30 to 6:00 p.m. for committee members prior to each meeting. Meetings will begin promptly at 6:00 p.m.

Committee Members

Name	Neighborhood
Andrew Hellman	North City
Cara Hutchison	Hillwood
David A. Anderson	Hillwood
David Dailey	North City
Dennis Terpstra	Echo Lake
Dustin McIntyre	Ridgecrest
Kerri Donovan	Highland Terrace
Lisa Leitzelar	North City
Pamela Cross	Hillwood
Robin McClelland	Richmond Highlands
Rosa Singer	Ridgecrest
Ryan Gulick	Ridgecrest
Stephanie Angelis	Ballinger
Tana Knowlton	Ridgecrest
Tim Friedrichsen	Richmond Beach

City Staff Team

Name	Role	Phone	Email
Nora Daley-Peng	Sidewalk Prioritization Project Manager	206-801-2483	ndaleypeng@shorelinewa.gov
Marcia Wagoner	Facilitator	206-834-3899	marcia@3squareblocks.com
Nytasha Sowers	Transportation Services Manager	206-801-2481	nsowers@shorelinewa.gov
Tricia Juhnke	City Engineer	206-801-2471	tjuhnke@shorelinewa.gov
Eduardo Aban	ADA Transition Plan Project Manager	206-801-2474	eaban@shorelinewa.gov