

APPENDIX E

Technical Memo #2: Stakeholder Involvement Plan

Completed: March 2002

INTRODUCTION

This memo offers an outline of who the Eastside Concurrency Study stakeholders are and how they will interact with, influence and learn from this study over the next year and a half.

The study's purpose is three-fold:

- To understand how the cities of Bellevue, Issaquah, Redmond, and Kirkland employ transportation concurrency
- To examine alternative methods of measuring and implementing concurrency practices and propose changes which can incorporate multi-modal measures and can improve implementation and public understanding, and
- To foster inter-jurisdictional cooperation in addressing what are simultaneously local as well as regional and sub-regional growth management issues.

THE STAKEHOLDERS

The most directly involved parties will be the professional staffs responsible for implementing the four jurisdictions' land use and transportation policies as embodied in their comprehensive plans. These plans, adopted in 1995, carry out the statewide mandate of Washington's Growth Management Act. Stakeholders include individuals and organizations at the local level and at the state and regional levels. At the local level, stakeholders most involved on a regular basis will include:

Technical staff from each city's planning and transportation departments. This multi-jurisdiction group comprises the study Technical Advisory Committee (TAC) which will provide information to the consulting team and review the team's work.

Directors of the planning and public works departments of each municipality comprising an Executive Steering Committee (ESC) will provide oversight and guidance to the TAC and consultant team.

Stakeholders which will be regularly informed on the project's progress and involved from time to time include:

Elected officials from each city

Appointed members of Planning and Transportation Commissions

Civic and Neighborhood Associations

At the state and regional level, stakeholders include:

State Office of Community Development/Growth Management Division

Puget Sound Regional Council/Growth and Transportation Policy Committees and the Concurrency project

Suburban Mayor's Association

State Legislature

Environmental/Transportation Interest Groups

Chambers of Commerce

Business Associations

Master Builders Association

King County

Growth Management Hearings Board

Washington State Department of Transportation

ROLES

The ESC and TAC roles are to provide information to the consultant team, review its work, and provide overall guidance to keep the project focused, and on track. The ESC/TAC will provide technical input to the project. In particular they will be relied on to comment on the practicality and functionality of recommendations and suggestions developed by the project team. Elected and appointed officials are responsible to the electorate, directly or through their representatives, to formulate the policies governing concurrency. They will both inform this study and act upon some of its findings. Many local officials have become experts on issues of traffic, development and growth and their recommendations regarding implementation alternatives will enrich the study. Their understanding of the political terrain and their buy-in will make the study results more useful in the world of implementation.

The same is true for civic and neighborhood groups which are protective of their neighborhoods and quality of life and may be wary about the actions of city officials regarding growth, growth management and concurrency. Whereas the elected officials from the four jurisdictions are on record supporting this study, some neighborhood groups may not wish to constructively join with the study. Hence, neighborhood group level of involvement will be less direct than elected and appointed officials'.

At the state level, the Office of Community Development is responsible for assisting jurisdictions in implementing the GMA. Concurrency best practice is an obvious area of interest. The State Legislature is the project funder and is interested to know how to most effectively implement its 1991 landmark legislation. PSRC is undertaking an inventory and analysis of how concurrency is being applied in its four county service area. Statewide and metro area organizations, 1000 Friends of WA and organizations like the Washington Master Builders Association advocate for the application of growth management, often in very different ways. Their views can also inform the study.

Core Involvement: The ESC and TAC

The ESC and TAC with the addition of selected representatives from city councils and appointed commissions will meet approximately eight times during the course of the study in conjunction with development of draft products. The purpose of these meetings is to provide regular input and scrutiny for the consultant team's work. They are proposed for Friday mornings from 9:30 to 12:30pm two weeks after draft deliverables are due to enable participants to review and comment on materials and maximize productive meeting time. (See the attached timeline for proposed dates 3/28, 4/26, 6/21, 9/20, 11/22/02, 1/24, 2/21, 5/23, 9/5, 11/15/03) We are also reserving time for an ESC/TAC meeting before or after the Chartering Session should such an additional meeting be advantageous.

The meetings will offer a time to hear presentations about consultant team findings, and to invite outside speakers and experts to present best practices or new approaches from a practitioner and/or academic perspective. These meetings serve both a technical review/project management function as well as an enrichment and exploration function for the local ESC/TAC/Elected/Appointed Officials stakeholders. Meetings of approximately three hours in length will be held at roughly ten-week intervals at eastside locations as well as at the University of Washington. In the latter cases, we might combine sessions with speakers or presentations on topics such as:

- Other states' concurrency tools and experiences
- Inter-jurisdictional cooperation/ models and experiences (Joint Exercise of Powers Agreements i.e. Alameda Corridor Authority)
- New tools and techniques (Urban Sym transportation modeling)

Intermittent Involvement: An Advisory Council

The consultant team will also seek the advice and counsel of stakeholder individuals and organizations with a statewide and regional perspective in the form of an Advisory Council. This advisory council comprised of representatives from PSRC, OCD, 1000 Friends of WA, neighborhood groups, and others, will be consulted from time to time to test ideas and options. We anticipate that some of advisors may be asked to attend ESC/TAC meetings on a selective basis when their involvement will add value to the topics under discussion.

Presentations to City Councils and Commissions

Although we expect some elected and appointed officials to participate in ESC/TAC meetings, staff and consultants will be regularly updating city councils and planning and/or transportation commissions on the progress of this study. City staff will take the lead in briefing their elected and appointed officials, but the consultant team is prepared to make up to eight presentations to city councils during the course of the study. The exact timing of these presentations will be determined as the study proceeds and in consultation with the ESC/TAC. However, the draft report is scheduled for review by city staffs in August 2003 with a final report and executive summary ready for approval by the Bellevue, Redmond, Issaquah and Kirkland city councils in October 2003.

Accessing Study Information via the Web

The study team will develop a project Web site, which will host materials and links useful to the Eastside Concurrency Project and its stakeholders. ESC/TAC members and other stakeholders will receive e-mail notification of new postings. The intent is to make information available and accessible to a broad array of individuals and organizations interested in the issues of transportation concurrency. However, certain sections of the web site can be password restricted should this be necessary. Our plan is to establish the site initially at <http://depts.washington.edu/trac/concurrency/index.html>.

Chartering Session

The Chartering session is the Eastside Concurrency Study's formal kickoff event, tentatively scheduled in this Stakeholder Involvement Plan for late April 2002. Its purpose is to bring the array of stakeholders together to:

- share the history of GMA and concurrency
- hear the purpose of the study from the funder and cities' perspectives
- meet the consultant team
- set a standard of inclusiveness and openness for the study
- build a foundation for cooperation and mutual learning.

There will be an opportunity for the mayors and other elected officials from the four Eastside cities to welcome attendees. It will be an opportunity for appointed officials, professional staff, and organizations interested in concurrency to do the following:

- hear from State Representative Fred Jarrett sponsor of the legislation funding the effort
- share a common history from the Growth Strategies Commission (Dick Ford and/or Mary McCumber) and
- hear from an outside expert on the reasons for building GMA around the 3Cs—comprehensiveness, consistency, and concurrency (possibly people such as John DeGrove, Reid Ewing, Doug Porter, or Henry Richmond).
- meet the UW/TRAC study team.

Invitees will represent the broader list of stakeholders. The Chartering Session will introduce the study process and points of public involvement.

Closing Session

The closing session will be the other bookend to the chartering session. It will also involve a broad array of stakeholders and embody a public presentation of the findings and recommendations of the study. Both the Chartering and Closing Sessions will be held in locations that are welcoming (not public hearing-like in nature, places such as Issaquah's Mansion, UW's Parrington Hall Commons).