CITY OF REDMOND BEAR CREEK CITIZEN ADVISORY COMMITTEE MEETING SUMMARY

September 10, 2009

NOTE: This summary is not a full transcription of the meeting.

CAC MEMBERS PRESENT: Javier Berrios, Sylvia Murillo, Jackie Thompson, Steve Thompson

STAFF PRESENT: Jeff Churchill, Senior Planner

The Bear Creek Citizen Advisory Committee is appointed by the Mayor to advise vision, policy, and regulatory updates during the course of the Bear Creek neighborhood plan update.

CALL TO ORDER

The meeting was convened at 5:05pm by Mr. Churchill. The purpose of the meeting was to review the draft CAC charter, work plan and schedule, and to identify and address CAC operational questions.

REVIEW OF CAC CHARTER

The CAC discussed several aspects of the CAC charter, including: public comment, meeting frequency, open public meetings, legislative vs. quasi-judicial actions, and the role of the chairperson.

CHAIRPERSON

The CAC decided to rotate the position of chair, and will revisit the issue if the rotation does not function well. Ms. Thompson will chair the next meeting.

MEETING SCHEDULE

The CAC decided to meet the 2nd and 4th Mondays of each month beginning at 4:30pm.

OTHER DISCUSSION ITEMS

The CAC discussed a number of other questions and issues, including: how zoning decisions get made, the status of proposed development on the Keller Farm, strategies for having obsolete land use action signs removed, and an upcoming informational housing event presented by A Regional Coalition for Housing (ARCH).

NEXT MEETING

The next Bear Creek CAC meeting will be held on September 28, 2009 at 4:30pm at Redmond City Hall unless a location in the neighborhood can be found.

ADJOURNMENT

The meeting adjourned at 6:30pm.

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Neighborhood Plan Update Citizen Advisory Committee Charter

Citizen Advisory Committee Scope of Work

The Citizen Advisory Committee (CAC) will advise vision, policy, and regulatory updates during the course of a neighborhood plan update. The CAC will take into account: the goals and policies of the City of Redmond Comprehensive Plan and documents associated by reference, such as the Transportation Master Plan, and the neighborhood plan update scope of work. Planning Department staff will assist the CAC in developing and recommending a package of vision, policy, and regulatory updates. CAC and related neighborhood input will be presented to the Redmond Planning Commission and City Council.

Citizen Advisory Committee Duration

The CAC is established upon appointment by the Mayor and confirmation by the City Council. The CAC dissolves upon completion of its work scope unless extended by the City Council.

Citizen Advisory Committee Roles

The neighborhood CAC's primary roles:

- 1. Represent neighborhood stakeholders during the neighborhood plan update process.
- 2. Communicate the perspectives of neighborhood stakeholders to other CAC members and City staff.
- 3. Seek to develop consensus on recommended updates to the neighborhood plan, within the context of Redmond's Comprehensive Plan.
- 4. Communicate the CAC's recommendations to neighbors and other interested parties.

Citizen Advisory Committee Ground Rules

Decision Making by Consensus

- 1. Whenever possible, decisions will be made by consensus. Consensus means the general agreement of all members. On occasion, if consensus is not possible within the time constraints of the meeting, an issue may be tabled and considered again later. A vote will be taken only when consensus is not possible. If voted upon, all recommendations shall be approved by a majority of members present, provided that the attendees constitute a quorum.
- 2. Members will make a good faith attempt to reach general agreement on a set of recommendations for the neighborhood.

Facilitating the Committee

- 1. Robert's Rules of Order. The CAC shall follow Robert's Rules of Order including the open and adjournment of meetings, meeting conduct, obtaining the floor, motions, and point of order, (see excerpt), except when the CAC Charter deviates from Robert's Rules of Order.
- 2. The CAC shall set the time, date, and location of its meetings. All CAC meetings will be open to the public and will require public notice as provided by city procedures and state law. The meeting schedule shall be posted to the internet, provided to neighborhood stakeholders and interested parties. The meeting schedule may be modified upon approval of such a motion.
- 3. Time and Length of Meetings. The CAC regular work meetings will last up to three hours. Continuation of a meeting past this amount of time will require approval of a motion.
- 4. The CAC will allow up to thirty minutes of public comment at the beginning of each meeting. The committee may limit the comments of any person to five minutes. Extra time may be provided at the end of a meeting, if necessary, if such a motion is approved.
- 5. CAC members will rotate as chair; the CAC may choose to select a permanent chair and vice-chair if chair rotation is not functioning well.
- 6. A quorum of the CAC will consist of a majority of the members, but no less than three members.
- 7. The CAC may appoint subcommittees to work on selected topics if the committee agrees they are needed. Subcommittees are advisory to the entire CAC and will dissolve upon presentation of their work unless otherwise extended by the CAC.
- 8. It is anticipated the CAC will meet twice a month. However, other models may be utilized to ensure adequate participation. If a committee member is absent from more than four meetings in succession, his/her position shall be deemed vacant. The CAC will initiate the appointment of new members, who will be appointed by the Mayor and confirmed by the City Council.
- 9. CAC members wishing to resign should submit a resignation letter to the full committee. The CAC may address the issue or recommend that the member contact staff.

Committee's Commitment

Committee members shall serve in a liaison capacity. This means they will disseminate
information to neighborhood stakeholders while gathering feedback regarding topics
under consideration by the CAC. Committee members may request materials and staff
assistance in order to facilitate this process and to maximize interaction with
neighborhood residents.

- 2. Committee members that represent an organization agree to communicate the ideas, concerns, and goals of the organization to the CAC, and agree to keep the organization informed of issues addressed by the committee and committee recommendations. Other members agree to communicate with neighbors about the issues the CAC is considering and provide comments or concerns to the CAC. Redmond staff will provide meeting summaries and other materials to aid committee members in communicating with their organizations or neighbors.
- 3. The members agree to listen carefully to, and consider comments of other committee members as well as the public. The members also agree to ask questions in an effort to promote understanding and clarification. The members agree to learn from others and not use the committee as a forum for individual soapboxes.
- 4. Each member will have an opportunity to speak on each item before the CAC.
- 5. Issues identified by committee members will be considered by the entire group, with the exception of those issues already closed or resolved definitively in the Comprehensive Plan.
- 6. The development of a neighborhood plan is a legislative action and members of the Citizens Advisory Committee are free to discuss the matter with anyone they choose.
- 7. The CAC may modify these ground rules, consistent with any applicable laws, as needed to accomplish its scope of work.

Relationship with the Planning Commission

- 1. The CAC's recommendation on the components of a neighborhood plan is presented to the Planning Commission by staff and by the committee Chair. Staff may also present a differing position to the Planning Commission based on City standards, framework, and mandates.
- 2. The members of the CAC will have the opportunity to express their thoughts and intent to the Planning Commission as part of a public hearing that precedes the study of the neighborhood plan or during Items from the Audience.

Role of the Committee Chair

- 1. Chair. The Chair will: (1) conduct the meetings, (2) help arrange and conduct special meetings and events, and (3) manage the conduct of meetings. The term of the Chair is for the duration of the neighborhood plan update process unless the Chair resigns or fails to meet attendance requirements.
- 2. Meeting and Event Planning. The Chair shall work with staff to plan, propose a schedule for, establish an agenda for, and advertise all meetings and public events related to the neighborhood plan update.

- 3. Research. The Chair shall review and recommend materials for research for the CAC.
- 4. Process. The Chair shall work with staff to identify and work toward process improvements, when necessary.
- 5. Adherence to CAC Charter, Tips, and Order. The Chair shall ensure that the CAC adheres to the CAC Charter, CAC Tips, and order, as defined and approved by the CAC.
- 6. Fairness and Courtesy. The Chair shall ensure that meetings are conducted in a fair and courteous manner.

Agenda Setting

- 1. Staff will provide a draft agenda to the Chair for review and modification. The Chair may request recurring agenda setting meetings with staff. The Chair shall accept, accept with changes, or propose a new agenda.
- 2. Amending the Agenda. After Chair approval, the agenda will be distributed to the CAC. Additional amendments may occur by staff and by motion at the beginning of a regularly scheduled CAC meeting.
- 3. Staff amendments. Staff may propose amendments as described above. In the event of a timely opportunity, staff may introduce new items to the agenda so long as notification is provided to the CAC.

Redmond Staff Commitment

- CAC members may contact staff to discuss substantive or procedural issues during or
 outside committee meetings. Other than minor typographic changes, CAC members may
 not ask for changes to reports or recommendations that have not been considered by the
 Committee as a whole. Staff recommendations, policies and regulations shall be given to
 all committee members at the same time.
- 2. Redmond staff will distribute a draft agenda to the Chair for approval and/or modification. The approved agenda and information shall be distributed to committee members at least five days before the meeting during which it is to be discussed.
- 3. Redmond staff will strive to provide a diverse array of tools and opportunities in order to maximize communication among CAC members and neighborhood residents.
- 4. Redmond staff shall serve as a checkpoint between the CAC's activities and the citywide framework, vision, policies, and related documents.
- 5. Redmond staff shall make recommendations, share implications and consequences, and raise points of concern as part of the CAC's discussions.

- 6. Redmond staff shall work with the Chair to ensure the CAC's adherence to the CAC Charter, CAC Tips, and rules of order. Redmond staff shall also work with the Chair to ensure a fair and courteous meeting environment.
- 7. Redmond staff will periodically report the CAC's activities to the Redmond Planning Commission and Redmond City Council. If these reports are made in writing or summarized in the body's minutes, copies shall be provided to the CAC members for its review prior to distribution to City officials and the public.
- 8. During the adoption process for the plan update, staff will clarify and provide the rationale for the recommendation of the CAC to the Planning Commission and City Council, but also reserves the right to give the Planning Commission or City Council a recommendation which is different than the CAC's recommendation.
- 9. The City of Redmond will provide for the reasonable copying of materials submitted by CAC members for use by the CAC. The City of Redmond will provide any necessary support services. The CAC members will be responsible for their own transportation to and from the meetings and any other expenses unless authorized by City of Redmond staff in advance.