

City of Seattle, Office of Planning & Community Development (OPCD)

Chinatown International District (CID) Framework and Implementation Plan

Advisory Committee Meeting

January 24, 2018

5:30pm – 7:30pm

Hirabayashi Place, Donnie Chin Community Room

Next up for review in March:

- Draft Community Engagement Plan review

Agenda

Gathering, Welcome and Introductions Around the Table

Maiko Winkler Chin and Pradeepta Upadhyay, Advisory Committee Co-Chairs, opened the meeting and greeted the group. Angela Powell and Patricia Julio were introduced as the facilitation team. Angela began the meeting by briefly describing the evening’s agenda.

In attendance:

- Maiko Winkler Chin
- Pradeepta Upadhyay
- Shanti Breznau
- Tammy Deets
- Quynh Pham
- Cassie Chinn
- Sonny Nguyen
- Tiernan Martin

- Gary Johnson, Office of Planning & Community Development (OPCD)
- Janet Schull, OPCD
- Vinita Goyal, OPCD
- Jenifer Chao, Department of Neighborhoods (DON)
- Kristian Alcaide, DON
- Rebecca Frestedt, DON
- Lillian Young, Community Liaison, DON
- Tammy Dang, Community Liaison, DON
- Heidi Hall, Office of Economic Development

2018 Workplan Discussion

Janet distributed a 2018 timeline document that highlights important milestones and draft due dates for the overall planning process, 5 workgroups and the city’s Inter-Departmental Team (IDT). We are working towards developing preliminary recommendations in 2nd quarter of 2018 for Advisory Committee vote.

Highlights of the 2018 timeline include:

- February: communicating the framework to larger community, begins with Open House on Feb. 28th.

- June: preliminary set of recommendations from workgroups are presented to the Advisory Committee
- September: Committee finalizes and prioritizes recommendations
- November: Draft and finalize implementation plan and schedule legislative meetings.

Angela then asked the group to write down questions about the 2018 timeline. We discussed 3 questions during the meeting, a list of all the questions is below.

Question 1: We need to get our final deliverables done by year-end. What if we can't meet that?

- OPCD is committed to continue meeting to ensure creation of a good final deliverable, if the planning process goes beyond November 2018. Some workgroups have deliverables with concrete deadlines because consultants are involved and their work has a specific end date (i.e. ISRD and Charles Street workgroups). Others will be more iterative (i.e. community stabilization workgroup).
- How do recommendations connect to city budget / funding opportunities? The concern is that we miss the budget process for plan implementation.
 - *The Mayor's budget is drafted during the spring and early summer. June will be the latest opportunity for suggestions that could be included in the Mayor's budget. The City Council receives the Mayor's budget in early September and then conducts a budget process that concludes prior to the Thanksgiving holiday. Adding items to the Council's budget process requires getting the support of at least three Councilmembers. The Council has a quarterly Supplemental Budget process that can provide an opportunity for budget additions during the year.*
- If we were able to finalize recommendations by May or June, our recommendations would flow smoothly into the Mayor's and Council's budget process for 2019. Unfortunately, this isn't possible with where we're at right now. What's our next timing target? Summer 2018?
 - *See the previous response.*
- Next opportunity for recommendations to get funded is the Council's quarterly supplemental process in 2019.

Question 2: What happens after conclusion of Advisory Committee meetings? What will the plan look like when it's done, who will take it and begin implementation?

- OPCD anticipates that a final deliverable will look like a set of recommendations or an "Action Agenda" for the city to address specific issues of the 5 workgroups.
- The Committee should have the opportunity to present the final list of recommendations to the Mayor and City Council.

- There are already some “built in” deliverables that we anticipate finalizing at the end of this planning process. For example, with the ISRD and Charles Street workgroups, consultants have been hired to produce specific deliverables i.e. new set of guidelines and a re-development plan. There may be some workgroups that keep going in 2019.
- The Capital Coordination workgroup is different from the others as it requires regular community engagement for a long list of capital projects. One recommendation could be that this workgroup continues beyond 2018.
- Some recommendations will have specific timing for implementation attached, other recommendations will be broader and will most likely need on-going attention and work after the Committee concludes its planning process at the end of 2018.
- It will be helpful to define timing for implementation of recommendations.

Question 3: What is “The Framework” that is being presented at the Open House and what do we need to do prior to the event (scheduled for February 28)?

- “The Framework” is the list of topics that each workgroup is working on. At the event, we’ll distribute information and ask attendees if these topics seem right and what we’re missing.
- This is a good opportunity for folks who are interested in volunteering in a workgroup.
- There is no need to do anything, other than show up. It would be ideal to have members from all 5 workgroups in attendance.

Additional questions by Advisory Committee Members

Workplan & Timeline

- What happens if work groups decide they need more time to develop recommendations?
 - *We want this to be a meaningful and fruitful process for the community. We have suggested stages or milestones throughout the year in order to keep workgroups moving towards completed recommendations. Workgroups, however, can take longer if necessary to get desired results.*
- Are we sure we will meet the timeline?
 - *We believe that workgroups should be able to craft final sets of recommendations by the end of the year. If it becomes apparent that a workgroup will not finish by the end of the year, staff will confer with workgroup members to reach agreement on what additional work remains and what is a reasonable length of time to complete that work.*
- Do we have a back-up plan in case we do not meet the timeline?
 - *OPCD staff have committed to stay with this process as necessary to ensure a quality outcome. Should it become apparent that one or more workgroups will need to continue into 2019, we will need to agree on how much additional time will be necessary.*
- Time between 3rd milestone (draft recommendations & prioritize) and 4th milestone (draft implementation plan / legislation) is too short!

- *The timeline is intended to be a planning tool and not a firm deadline. We will adjust as necessary.*
- Can workgroups that do not have report / deliverables work towards this structure?
Each workgroup's recommendations will be formally communicated in a final report document – The CID Framework and Implementation Plan - that will be delivered to the Mayor and Council. The Framework and Implementation Plan will document the subject matter background, process, and outcomes (recommendations) of each workgroup and incorporate by reference the consultant-prepared reports/deliverables that are identified in the work plan.

Community engagement

- Where do the community liaisons fit into the workplan, timeline, scope of work?
 - *The CLs are intended to support outreach and engagement activities. They are available to support the specific needs of each workgroup and the general needs of the broader planning process.*
- Can we tie in community engagement events with current community events?
 - *That is highly desirable and we will do so wherever possible.*
- How frequently do we want to share information with the community? For example, via community liaisons?
 - *Workgroups will have different needs to sharing information and soliciting input. We should look for opportunities to share updates at existing community events and meetings (such as residents meetings and the ID Forum).*
- How do we share information outside of open house events?
 - *By going to existing events and meetings and, as appropriate, by using focus groups, door-to-door outreach and other engagement tactics.*
- Community members would like to get more involved and have more information. Need to use less words and have more pictures.
- Who cares enough to come to the events that aren't already at the workgroup meetings? Might it make more sense to coordinate with other events?
 - *Yes, coordinating with other events should be a priority.*

Workgroups

- Who is in the various work groups (companion list with timeline)?
 - *We have a lists of current workgroup membership that we will share with AC members.*
- Meeting calendar of workgroup meetings are regular times?
 - *We are trying to be as consistent as possible with workgroup monthly meetings but are finding the need to do some adjusting based on schedule conflicts and the need to allow adequate time to prepare between meetings.*
- A goal for each group
 - *Essentially, the goal of each workgroup is to prepare a set of recommendations for implementation that are appropriate for the area of focus of each workgroup. We have a document that suggests likely work program elements for each group that we will share.*
- What are outreach resources for the workgroups?
 - *DON has primary responsibility for project outreach. Resources include Jenifer Chao and the CLs.*
- Are all the workgroups aware of the timelines?
 - *All workgroups have discussed the general timeline of the planning project.*

- When do you need products from each workgroup to feed into the final report?
 - *Ideally, by October(?) in order to allow for time for report writing, editing and review.*

Implementation Plan

- Who stewards the action plan going forward?
 - *This needs to be discussed. The report format is intended to be a set of recommendations to the City. It is possible that the Mayor will want to follow up with a written response. We anticipate that DON will have a significant role in coordinating implementation in partnership with the community. The community should anticipate a significant role in advocating for implementation/funding during the political process.*
- How do we ensure consistency, shared understanding through the final proposal writing?
 - *Staff will guide the recommendation writing process and will work with the Co-chairs and the Advisory Committee to ensure consistency and that the final product represents the AC's intentions.*
- What is put into formal legislation / adoption?
 - *We anticipate that some workgroups will recommend changes that will require legislation. Proposing changes to the current land uses that are allowed in the ISRD section of the land use code, for example, will require legislation. Recommendations for making part or all of the Charles Street facility available for community use may require legislation. The AC should consider whether to request that the City Council recognize the final report by legislative action.*
- What is the difference between preliminary and draft recommendations?
- *Preliminary recommendations are intended to articulate the initial proposals identified by each workgroup. It is anticipated that preliminary recommendations will be vetted in the community and reviewed by the City's interdepartmental team (IDT) in order to inform any changes that should be incorporated into a set of draft recommendations. Draft recommendations will then be examined in greater detail with emphasis on prioritization, assessment of resource needs and responsible party(ies) for implementation. How do regulatory recommendations from workgroups 1 & 2 get reconciled?*
 - *If there are recommendations from the two workgroups that are in conflict with each other, we can convene discussions with the chairs of the two committees to attempt to reach common ground. There are Advisory Committee members who are serving in both workgroups that can help ensure coordination as recommendations are developed. The Advisory Committee will make final decisions about what is included in the final report.*

Workgroup and Community Engagement Planning & Updates

Jenifer Chao, DON, presented 2 formats of a draft visual per request at the last Advisory Committee meeting. This will be used as an outreach tool with tenants, residents, small business owners, etc. to complement and convey information about this planning process in a visual way.

Committee members provided some feedback on the visual:

- The information listed is too broad. We need to convey clearly why people should get involved and what they will get out of it.
- Be clear about how people can take action and/or participate in the process.
- We need to describe how this planning process connects to real-time needs, like affordable housing.
- A 1-pager needs to answer: “What is the ultimate goal of the work? Why should people care?”

Angela then shifted the focus of the meeting and facilitated this section and asked workgroups to develop a list of specific outreach needs that will be incorporated into the larger community outreach plan.

Workgroup: Public Realm

- No surveys, maybe try focus groups to get input
- How do we outreach around public space in Little Saigon when people don’t live there yet?
- Utilize community interpreters in addition to DON’s Community Liaisons
- Use InterIm’s WILD program and community center to outreach to youth

Workgroup: International Special Review District (ISRD) & Design Review

- What is our budget, how many focus groups can we afford to conduct?
- Outreach to business owners in Little Saigon
 - One targeted meeting to identify what design elements are important.
- Targeted property owner outreach about what ISRD is – redevelopment focus (Property owner will want to know: How does this affect me? What does this mean if I want to redevelop my site/property?)
- Focus groups that are topic specific
 - Guidelines
 - Review and approval process
- What is the total budget for outreach and engagement?
- Address Goodwill owners separately (they have different interests)

Workgroup: Community Development & Stabilization

This workgroup is focused on a myriad of neighborhood issues that need concrete results or deliverables: commercial affordability, housing, un-reinforced masonry buildings (URM), land development

Specific outreach strategies need to be developed for these groups:

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| • Residential building management | • New developers |
| • Property owners | • Older buildings (URM identified) |
| • Residents/businesses | • Long-time stakeholders |
| • Workers | |

Workgroup: Charles Street Campus

- This is primarily a technical study and we don't feel much outreach is necessary at this point – because it feels disingenuous to ask the community to provide input on the study elements.
- The open house events will provide an opportunity for updates as the study proceeds
- Any relevant information can be posted on the website
- When the study is completed, results will go to the Mayor and relevant departmental leadership for consideration of the potential feasibility of surplusing land for community use.
- The workgroup will formulate a recommendation based on the results of the study – e.g. we think the city should vacate and we go thru a visioning process or incorporate elements of the other work groups (public realm, community stabilization..
- The Advisory Committee will decide what recommendation to forward as part of the Action Agenda (aka Implementation Plan)
- The Advisory Committee (community) may lobby for the desired outcome
- Should the City decide to vacate part or all of the facility, a much broader community process would be initiated to discuss what community reuse would look like.

Workgroup: Capital Project Coordination

- The workgroup is different than the others in that a primary purpose is to advise project managers on what outreach and engagement is appropriate for their specific project and for our various audiences. The other purposes are 1) having another opportunity for various city staff and department know about the huge number of projects happening in and near our neighborhood; 2) for community to have an opportunity to learn, provide comment, concern and recommendation
- Each project that comes in will be somewhat unique and so outreach needs and responsibilities will be different. Some may require significant neighborhood outreach and other, smaller projects may be more localized.
- It was suggested that we ask DON to create a general outreach guide for the CID that lists community contacts and other information that may be helpful for outreach follow-up after a project meets with the workgroup. We thought that after our planning work is done, we should have decent strategies to outreach to different elements of the community – so they could use that?

Community Announcements and Closure

- Janet debuted the CID webpage on OPCD's website. Contact her with suggestions or concerns. The website address is: <https://www.seattle.gov/opcd/ongoing-initiatives/chinatown-international-district>
- Gary has contacted ethnic news / media (International Examiner, NW Asian Weekly, Vietnamese paper) per last Advisory Committee meeting. All are interested in promoting the current planning work. Follow-up to occur next month and possibly at Open House event in February.
- Maiko announced that SCIDpda's Chinatown/ID Kickoff event is tomorrow, January 25, at 4:30pm. This event is an opportunity to learn about economic development efforts, speak to city departments and developers building in the neighborhood.

- Rebecca Frestedt announced that DON has mailed out translated letters, maps and “Frequently Asked Questions (FAQs)” sheets about ISRD’s proposed boundary expansion and revision of guidelines. Community liaisons will begin neighborhood outreach, week of January 29.
- Advisory Committee’s first Open House is scheduled for Wednesday, February 28.

Advisory Committee Closed Section

City staff concluded their participation in tonight’s meeting and left the room for a closed session among Committee members.