

BURKE-GILMAN TRAIL MISSING LINK Design Advisory Committee - Agenda



Seattle
Department of
Transportation

May 25, 2017

Meeting Location: Veterans of Foreign Wars Post 3063, Ballard – 2812 NW Market Street, Seattle, WA

Meeting Time/Date: May 25, 2017, 3:00 – 5:00 p.m.

Meeting Purpose:

- Welcome new members
- Achieve understanding of brief history of Missing Link and current status of project
- Revisit and revise charter, workplan and meeting time/dates
- Prepare for DAC corridor walking tour in mid-June

Agenda

Time	Item	Description and Desired Outcomes	Lead
3:00 – 3:15 p.m.	Introductions	<ul style="list-style-type: none"> • Introductions, including new Design Advisory Committee (DAC) members and Seattle Department of Transportation (SDOT) and consultant team members • Expectations for the meeting & the DAC • Update on procuring Expert Design Advisor • Review May 4 DAC meeting summary <p>Desired Outcome: Approve meeting summary</p>	<p>Penny Mabie, Facilitator, EnviroIssues</p> <p>Louisa Galassini, Project Manager, Seattle Department of Transportation</p>
3:15 – 3:30 p.m.	Finalize DAC Membership	<ul style="list-style-type: none"> • Review proposed membership and any remaining vacancies • Discuss individuals to fill vacant seats as needed <p>Desired Outcome: Finalize allocation of seats/interests for DAC; identify potential individuals/organizations for all vacant seats</p>	Penny Mabie
3:30 – 4:00 p.m.	Project Overview	<ul style="list-style-type: none"> • SDOT presents project overview, including project purpose, need, past processes, project status, future steps, and proposed schedule • DAC questions <p>Desired Outcome: All DAC members understand project background, agreements and future goals</p>	<p>Mark Mazzola, Environmental Manager</p> <p>Louisa Galassini</p>
4:00 – 4:20 p.m.	Review DAC Charter	<ul style="list-style-type: none"> • Review revised draft charter • Identify desired changes / additions • Discuss revision and proposed edits <p>Desired Outcome: DAC reaches conceptual agreement on changes to charter to inform final charter</p>	Penny Mabie

4:20 – 4:35 p.m.	DAC Work Plan	<ul style="list-style-type: none"> • Discuss revised DAC work plan and alignment with revised project milestones • Discuss proposed meeting dates and times <p>Desired Outcome: Reach conceptual agreement on DAC workplan, meeting dates and times to inform final workplan</p>	Penny Mabie
4:35 – 4:50 p.m.	DAC Corridor Walking Tour	<ul style="list-style-type: none"> • Discuss time/date, potential logistics of tour • Identify ideal spots to have conversations with potentially impacted business/tenant/residents <p>Desired Outcome: SDOT/EnviroIssues have guidance for planning of DAC tour and who to involve from along the alignment</p>	Penny Mabie Louisa Galassini
4:50 – 5:00 p.m.	Wrap Up	<ul style="list-style-type: none"> • Review action items and commitments • Next steps <p>Desired Outcome: All leave with a clear understanding of upcoming activities and commitments</p>	Penny Mabie

Draft Meeting ground rules

- Meetings start and end on time.
- Silence electronics.
- Ask questions of each other to gain clarity and understanding.
- Express yourself in terms of your personal preferences, interests, and outcomes you wish to achieve.
- Listen respectfully, and try sincerely to understand the needs and interests of others.
- Come with curiosity and willingness to listen, learn and contribute.