

# BURKE-GILMAN TRAIL MISSING LINK Design Advisory Committee (DAC) – Work Plan



**Seattle**  
Department of  
Transportation

UPDATED – June 16, 2017

*Assumes the following 2017 design milestones: 30% design in mid-July, 60% design in mid-September, 90% design in early November, and 100% design in late December. Dates tentative and subject to change.*

Meeting	Topic/Outcome/Materials
<b>DAC Meeting #1</b>	<p><b>Topic:</b> Preliminary discussion with previous stakeholders on DAC expectations, draft charter, proposed workplan and proposed membership; update on securing expert design advisor for the DAC process</p> <p><b>Outcome:</b> Gather preliminary feedback on DAC membership, purpose, process and structure</p> <p><b>Materials:</b> Draft charter and workplan</p>
<b>DAC Meeting #2</b>	<p><b>Topic:</b> Project overview presentation; review DAC membership and recruitment status, updated charter and work plan, and process for providing materials to the DAC</p> <p><b>Outcome:</b> Continue project introduction and preliminarily confirm DAC process with members in attendance</p> <p><b>Materials:</b> Presentation, DAC membership list, DAC charter and DAC work plan</p>
<b>DAC Corridor Walking Tour</b>	<p><b>Topic:</b> Walking tour of the Missing Link corridor; identify local conditions, highlight potential challenge areas, and share local knowledge about onsite conditions; meet with property owners along the corridor to hear their concerns and understand local issues; key members of the SDOT and consultant design team to join tour with DAC members</p>
<b>DAC Meeting #3</b>	<p><b>Topic:</b> Debrief walking tour and use preferred alignment to further discuss corridor concerns; SDOT to share known project constraints, parameters and guidelines, and commitments already made; discuss additional information needs to guide and inform the corridor design</p> <p><b>Outcome:</b> Further understand local knowledge, existing design information, parameters and guidelines, and determine if additional information is needed to inform DAC discussions</p> <p><b>Materials:</b> Map of preferred alternative, existing design commitments (i.e., EIS mitigation), established design parameters and guidelines</p>
<b>Segment #1 Workshop</b>	<p><b>Topic:</b> DAC and SDOT meet with businesses and property owners along the NW 54<sup>th</sup> / NW Market segment to identify localized design concerns and aspirations</p>
<b>Segment #2 Workshop</b>	<p><b>Topic:</b> DAC and SDOT meet with businesses and property owners along the Shilshole Avenue NW segment to identify localized design concerns and aspirations</p>
<b>Segment #3 Workshop</b>	<p><b>Topic:</b> DAC and SDOT meet with businesses and property owners along the NW 45<sup>th</sup> Street segment to identify localized design concerns and aspirations</p>
<b>Public Event</b>	<p><b>Topic:</b> Public input on conceptual design options for the preferred alignment</p> <p><b>Outcome:</b> Gather input from greater community on conceptual design and design options</p> <p><b>Materials:</b> Display boards, maps, comment cards</p>

Concept Design

Schematic Design	<b>DAC Meeting #4</b>	<p><b>Topic:</b> Discuss findings from segment workshops and public event; discuss corridor-wide concerns (i.e., parking, safety, etc.); present a suite of design treatment options for addressing identified corridor conflicts; present concept design</p> <p><b>Outcome:</b> DAC feedback on potential options to address segment-specific and corridor-wide concerns to guide next steps to refine the corridor design</p> <p><b>Materials:</b> Alignment map, segment maps, data, options graphics</p>
	<b>Optional DAC Meeting</b>	<p><b>Topic:</b> Optional DAC meeting to review and provide additional feedback on the schematic design status and continue discussion of key site-specific or corridor issues; one-on-one conversations with DAC members will also occur in August, as needed</p> <p><b>Outcome:</b> Feedback on the schematic design and input on key design issues</p> <p><b>Materials:</b> Alignment map, segment maps, data</p>
	<b>DAC Meeting #5</b>	<p><b>Topic:</b> SDOT presents additional schematic design updates and how information obtained from business and property owners and the public has been incorporated</p> <p><b>Outcome:</b> DAC provides additional feedback on refined schematic design</p> <p><b>Materials:</b> Alignment map, detailed design drawings, data (e.g., parking, collision, etc.)</p>
Design Development	<b>All-Segment Workshop</b>	<p><b>Topic:</b> DAC and SDOT report back to segment participants how SDOT used their feedback to refine the project design; share design (i.e. 60% design)</p>
	<b>DAC Meeting #6</b>	<p><b>Topic:</b> Discuss input received during all-segment workshop; SDOT presents design (i.e. 60% design) that will be presented to the public and solicits DAC feedback; prepare for public walking tour and review DAC role during public event</p> <p><b>Outcome:</b> DAC reviews updated design and provides feedback; DAC is prepared to support public event</p> <p><b>Materials:</b> Updated design (i.e. 60% design) and report on how additional feedback was incorporated; public walking tour event plan and day-of logistics plan</p>
	<b>Public Walking Tour</b>	<p><b>Topic:</b> Walking tour of the corridor to share latest design (i.e. 60% design)</p> <p><b>Outcome:</b> General public gets an up-close view of the project corridor; DAC members and project staff share update on DAC process and design refinements</p> <p><b>Materials:</b> Tour map, station displays, segment maps of design, comment cards</p>
Construction Documents	<b>DAC Meeting #7</b>	<p><b>Topic:</b> Debrief public walking tour; SDOT presents latest design; discuss outstanding design concerns; initial construction impacts discussion</p> <p><b>Outcome:</b> DAC offers additional feedback on design and construction mitigation</p> <p><b>Materials:</b> Refined design development documents, standard construction practices</p>
	<b>DAC Meeting #8</b>	<p><b>Topic:</b> Preview construction; share impact mitigation plans; preview public event plan</p> <p><b>Outcome:</b> DAC offers additional feedback on design and construction mitigation</p> <p><b>Materials:</b> Design documents</p>
	<b>Public Event</b>	<p><b>Topic:</b> SDOT presents final design to public; cues up construction</p> <p><b>Outcome:</b> Gather public concerns about construction</p> <p><b>Materials:</b> Display boards, maps, comment cards</p>
	<b>DAC Meeting #9</b>	<p><b>Topic:</b> Debrief from public event and discuss feedback; discuss plans for construction outreach and continuing lines of communication; close DAC process and thank members</p> <p><b>Outcome:</b> Gather final DAC thoughts and celebrate process and final design</p> <p><b>Materials:</b> Cake!</p>