

JS/df
10/10/94

RESOLUTION 29015

A RESOLUTION establishing a Neighborhood Planning Program for the City of Seattle.

WHEREAS, Resolution 27709, adopted October 26, 1987, established the Neighborhood Planning and Assistance Program, including a Neighborhood Matching Fund for neighborhood initiated planning; and

WHEREAS, Resolution 28195, adopted August 20, 1990, established a planning framework to provide for the development of citywide goals and policies and their relation to neighborhood planning; and

WHEREAS, Resolution 28535, adopted June 1992, established the Framework Policies providing guidance to the development of the Comprehensive Plan and calling for a strong commitment to neighborhood planning; and

WHEREAS, Council Bill 110265, the Seattle Comprehensive Plan was adopted by the City Council on July 25, 1994, and includes Neighborhood Planning as a key element; and

WHEREAS, a city-wide neighborhood planning workshop was held on May 14, 1994, which was attended by over 300 citizens who offered their suggestions for a Neighborhood Planning Program, and the workshop participants selected representatives to work collaboratively with the City to develop more specific recommendations; and

WHEREAS, Resolution 28966, adopted August 1, 1994, established a framework for neighborhood planning resource allocation in the 1995 and 1996 budgets, but deferred action on other recommendations to permit more citizen comment; Now, therefore

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE, THE MAYOR CONCURRING:

That the City of Seattle shall undertake a Neighborhood Planning Program which shall enable the City and its communities to work in partnership to improve the quality of life within the neighborhoods of the city, consistent with neighborhood goals and the citywide vision as described within the Comprehensive Plan.

Section 1. Purposes: The purposes of the neighborhood planning program are to enable the City and the community to work in partnership to improve the quality of life within the city by: 1) helping people achieve their goals for their neighborhoods; 2) involving the neighborhoods in determining the best ways to achieve established citywide goals; and 3) creating an environment which will encourage building of community within neighborhoods.

Section 2. Basis of Collaboration: The following principles guide the way in which the City and the Neighborhoods will work together to create successful neighborhood plans.

RESOLUTION
Page 2

1
2
3 a. The City will be clear in defining citywide goals that must be realized with
4 neighborhood goals. The participating Neighborhoods will honor the citywide goals in
5 creating the neighborhood vision.

6 b. The City will prepare and present information so that all neighborhoods will be
7 able to understand what the Comprehensive Plan means for them. Participating
8 Neighborhoods will assess and share with the City the needs, goals and values of the
9 community.

10 c. The City will be clear in defining standards, rules and parameters for
11 neighborhood planning. These will be structured to provide maximum flexibility to the
12 participating Neighborhoods and to facilitate the creation of neighborhood plans that can be
13 implemented. The participating Neighborhoods will accept those as a condition of receiving
14 resources to do neighborhood planning.

15 d. The City will recognize that self-definition of neighborhood boundaries is critical
16 to the Neighborhoods. The participating Neighborhoods will recognize that the City has a
17 responsibility to look at the City as a whole and ensure that citywide needs are considered
18 and addressed whether or not those needs fit squarely with a particular neighborhood's
19 boundaries.

20 e. The City will provide information geographically specific to the neighborhood
21 as well as general information needed for a neighborhood to understand its role in the City
22 and the region. Participating Neighborhoods will help develop new information to amend
23 and/or enrich the City's information base.

24 f. The City will listen to, accurately record, treat with respect and respond to
25 neighborhood concerns and will work to provide realistic implementation of their solutions.
26 The participating Neighborhoods will treat City staff with openness and respect the
27 perspective that they provide.
28

g. The City will provide resources to communicate with the broad range of stakeholders in a way that will be inclusive and representative of the diversity of the neighborhoods. The private sector and other relevant agencies and jurisdictions will be welcome to the process. Participating Neighborhoods will commit to reaching out to all members of the neighborhood, including those hard to involve, and will provide avenues of access that recognize the special needs of some populations.

h. The City will establish an interdepartmental team to assist with and review and respond to recommendations made through neighborhood planning. Participating Neighborhoods will recognize the difficulty of coordinating this work on a citywide basis.

i. The City and the participating Neighborhoods will work together to create a planning process that will provide predictability in development and will encourage investment in our neighborhoods.

j. The City will incorporate recommendations from neighborhood planning into its ongoing operation and capital budget preparation and service delivery systems. Participating Neighborhoods will prioritize their service and facility needs in recognition that not all recommendations from every neighborhood will be fundable. Participating Neighborhoods will recognize that some of the most important work of the neighborhood is identifying what a neighborhood can do for itself without government dollars.

k. Plans that have followed the process established by City/Neighborhood agreement, have addressed citywide goals, and have been developed collaboratively will be given substantial priority and weight when presented for adoption and will be responded to by the City Council in a timely manner.

l. The City will commit resources adequate to achieve the goals of neighborhood planning. The participating Neighborhoods will be economical in the best use of those resources.

RESOLUTION
Page 4

Section 3. The Program: The Neighborhood Planning Program
is presented in attachment A.

ADOPTED by the City Council of the City of Seattle the 17 day of
October, 1994, and signed by me in open session in authentication of its adoption
this 17 day of October, 1994.



President of the City Council

Filed by me this 24 day of October, 1994.

BY: Marqant Carter
DEPUTY CLERK

THE MAYOR CONCURRING:



Norman B. Rice, Mayor

1
5
5
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

**Neighborhood Planning Program
Attachment A**

A. Introduction

This Attachment provides a set of guidelines for interpreting the Resolution's policy statements. It does not contain all of the detailed rules and procedures that may ultimately be developed as part of the neighborhood planning process but suggests a framework that can be adapted to each neighborhood's needs and resources.

B. Citywide Structure/Resources for Neighborhood Planning

1. The City will assign approximately one project manager per neighborhood district, adjusted by demand for neighborhood planning. The project managers will be responsible for bringing together various constituencies in their areas to participate in collaborative neighborhood planning and will work with community groups to help community members understand how the Comprehensive Plan, previously adopted neighborhood plans and other City policies affect the neighborhood. Project managers will assist neighborhoods in evaluating how much planning is needed and around which issues. When a neighborhood wants to modify a provision of the Comprehensive Plan, the project manager will assist with describing what will be required to create changes in the Comprehensive Plan.
2. Project managers will be selected for skills in communication, community building, consensus generation, and project management. A primary function is to get results. Although project managers will not be doing neighborhood plans, skills in planning are also desirable.
3. The City will provide training for project managers and City staff on the interdepartmental teams to make sure they all have consistent and adequate skills for carrying out their roles in neighborhood planning.
4. The City will provide funding assistance to help neighborhoods in their initial outreach efforts to broaden planning process involvement.
5. The City will create an interdepartmental team that will inform neighborhoods with regards to what plans are already prepared and/or projects already funded. This interdepartmental team will help neighborhood planning teams develop recommendations, respond to community generated recommendations, provide feedback on the ability of the City to implement recommendations and foster support for neighborhood plan recommendations within departments. The City will be fully involved as a stakeholder throughout the planning process through the continuing participation of appropriate City staff.
6. The City will administer funds to permit neighborhoods with an approved Neighborhood Planning Agreement to select their own planner to work with the neighborhood to develop the neighborhood plan. The project manager will assist with liaison among the planner, the neighborhood, other governmental agencies, and the City's interdepartmental team.

7. The District Councils may assist with outreach, with reaching consensus on appropriate planning areas and planning coalitions and with resolution of issues crossing the boundaries of planning areas, e.g. transportation. The District Councils may offer comments on neighborhood plans.
8. The Planning Commission may play a variety of roles in the neighborhood planning program including assisting with outreach and/or public involvement at the request of the neighborhood or the City; analyzing and providing input on proposed neighborhood plans, particularly as they relate to the Comprehensive Plan; and participating in the neighborhood planning advisory committee.
9. Technical support for neighborhood plans, environmental review, data generation, maps and review for consistency with the Comprehensive Plan will be provided by a centralized pool of planners and/or technicians.
10. The City will provide resources for outreach, mediation of conflicts, and administrative support. In areas in need of planning and without strong community groups, the City will provide support for capacity building.
11. A neighborhood planning process will generally be completed within two years of its initiation.

C. Prioritization of Neighborhood Planning Resources

1. Criteria included in the Comprehensive Plan will form the basis for allocating neighborhood planning resources. Planning for urban centers, manufacturing and industrial centers, and urban villages will be a high priority. Other areas may also be given priority based on special circumstances (e.g., distressed areas).
2. Planning areas do not need to match the urban village boundaries. In fact, neighborhoods will be encouraged to form coalitions, and in appropriate circumstances a combination of urban villages may be included in the same planning area.
3. The City may initiate planning efforts in those areas determined by the City to be a high priority for planning.
4. It is expected that, in four years, these programs will have resulted in comprehensive neighborhood plans either completed or nearly completed for all areas in the city identified as high priority for neighborhood planning.
5. The Neighborhood Matching Fund will also be available on a competitive grant basis for community-initiated planning projects in lower priority areas or to supplement the program described here in high priority planning areas.

D. The Neighborhood Planning Process

1. The City will identify citywide goals that must be addressed in a neighborhood planning process. The City, in consultation with neighborhoods, will develop standards for public process, inclusiveness, representation, diversity and validation which will allow reasonable flexibility for the neighborhoods in plan development. Planning processes initiated by the City must follow the same standards, rules, and parameters followed by neighborhoods, including the creation of a neighborhood planning team.
2. Neighborhood Planning Teams will be created as part of the neighborhood planning process to guide and facilitate the neighborhood's role and work on its plan. The teams will be largely responsible for working with the City and consultants selected by the neighborhoods to carry out the plans and take them through the validation process.
3. All practical efforts shall be made to encourage the participation of residential owners and tenants, business property owners and tenants and other individuals and institutions with a stake in the outcome of the neighborhood plan. Parents, students, teachers and/or administrators from schools within the planning area shall also be encouraged to participate on the neighborhood planning team.
4. With the assistance of City funds, the neighborhood planning team will begin an outreach program to begin to identify which issues should be pursued and to broaden planning process involvement.
5. The City will be fully involved as a stakeholder throughout the planning process through the continuing participation of appropriate City staff.
6. Each plan will go through several "check-ins" with the City and/or with the broader community to ensure that the process is inclusive and the developing product meets neighborhood and City needs:
 - a. Work program - Using support from the City and neighborhood resources, and with the assistance of the project manager, the Neighborhood Planning Team will help prepare and sign a Neighborhood Planning Agreement. The agreement will include a mutually agreed upon work program which describes the process and the products anticipated at the conclusion of the planning. The agreement will specify the planning area for the Neighborhood Plan. The agreement will describe how the process will be inclusive of all significant stakeholders, how outreach will be done, how the process will address citywide and neighborhood goals, how the city will be involved in supporting the planning effort, and how the plan will be validated by the neighborhood prior to submittal to the City for approval. The agreement may establish phases for planning such as needs assessment/scoping, and plan development. Approval of the agreement will allow the neighborhood planning process to move forward. The Agreement may be amended from time to time as appropriate. Reconfirmation or amendment of the work program may be necessary when the neighborhood has completed its initial evaluation of data and community input.

- b. Draft plan analysis - When the neighborhood plan is near completion, it will be submitted to City staff for an implementation analysis in which the staff will provide suggestions for implementation and point out difficulties or conflicts with law or policy. If any conflicts are found, the City and the neighborhood will work together to try to resolve them.
 - c. Neighborhood validation - After the implementation analysis, the neighborhood's plan will be submitted for "validation" to the neighborhood at large. Appropriate validation methods will be identified in the neighborhood planning guidelines. If validation is not achieved and issues cannot be resolved through normal facilitation resources provided in the neighborhood planning process, the City may provide for mediation to resolve differences.
 - d. Preparation of adoption package for Executive and City Council review. The neighborhood and City staff will work together to develop a package of recommendations which allows the Mayor and City Council to make decisions in the correct form and with the correct process. To the extent possible the City staff will identify alternatives for recommendations they cannot support. While the goal will be for all recommendations to enjoy the broadest possible community support, divided recommendations may be submitted to the City Council.
7. The City Council will give substantial weight and priority to recommendations validated by the neighborhood and consistent with the Comprehensive Plan and other City policies. In addition to showing how it would meet Comprehensive Plan goals, a neighborhood may also recommend changes to the Comprehensive Plan or other City policies. In any case, the City Council will adopt, deny with explanation, or remand with explanation in a timely manner. When the Council remands all or part of a neighborhood plan for further consideration, but not resolution of differences can be achieved, the Council may adopt those portions of the plan which it can support and may take action on contested issues where necessary to implement the Comprehensive Plan or other city-wide policies.

E. Plan Follow-up

1. Once a neighborhood plan is approved, follow-up and monitoring of approved recommendations will be essential. As appropriate, City Council adoption of a neighborhood plan shall include a schedule for monitoring and reporting on plan implementation. The City will identify staff to be "plan stewards" who will ensure that adopted plans are implemented, considered in City decisions, and results reported back to the community.
2. Adopted high-priority recommendations will be included in departments' operating budgets and service delivery systems as soon as possible.
3. The City will identify funds to respond as quickly as possible to less expensive recommendations. The city will consider preparation of a bond or levy for voter approval to ensure that a significant portion of the recommendations can be implemented.