

Pedestrian Master Plan Advisory Group (PMPAG)
Monthly Meeting
SMT 4050/4060
August 24, 2007
8 – 10 am

Meeting Summary

Attendance (20)

Suzanne Anderson, James Bush, Rebecca Deehr, Brian Dougherty, Celeste Gilman, Tony Gomez, Jean Healy, Kirste Johnson, Brian Johnston, Rob Kaufman, Kate Martin, Steve Marquardt, Michael McGinn (via telephone), Paul Niebanck, Paulo Nunes-Ueno, Charles (Chas) Redmond, Jim Schultz, Richard Staudt, Preston Tinsley, and BettyLou Valentine.

Benita Horn (facilitator) and Seattle City staff: Grace Crunican, Susan Sánchez, Tracy Krawczyk, Susan Mueller, Barbara Gray, Katherine Bush, Hannah McIntosh, Jodie Vice, Traci Ratzliff, Lisa Herbold, Krista Bunch and Andrew Glass Hastings.

Agenda Review and PMPAG Member Announcements

Benita Horn, group facilitator, asked if there were changes to the agenda. It was proposed that the mission conversation be tabled in favor of devoting more time to the discussion of the planning approach. After discussion, the group agreed to make that decision when the agenda item was reached.

PMPAG members then made announcements and requests as follows:

- A presentation on the Bicycle Master Plan was requested at the next meeting.
- A presentation from people involved with pedestrian master plans from other cities was requested.
- Regular updates on activities that impact pedestrians such as the Rainier Avenue Traffic Safety Project were requested.
- Feet First is putting together a survey that will go out to planners and advocates nationally who have been involved with pedestrian master plans. Rebecca Deehr (Feet First) will send out the draft survey to PMPAG members for comment.
- The group was reminded that speakers should always begin by identifying themselves.
- A subcommittee on the particular issues that people with disabilities face in navigating the pedestrian environment was suggested. Jean Healy will be leading the organization of that group.

Barbara Gray, SDOT, then gave the staff report, including the following items:

- SDOT staff is beginning to get requests for information on the Pedestrian Master Plan. Barbara has attended meetings this month to inform people about the plan and process. At a meeting with the Freight Mobility Advisory Committee, members noted that they would appreciate semi-regular updates on the plan from SDOT staff and PMPAG members.
- The fall kick-off event which has been asked for by Councilmembers and the Mayor's office continues to be planned for later this fall.
- SDOT is wrapping up an inventory of the condition of all sidewalks and curb ramps in the City and that information will be a resource for the pedestrian master plan once the data collection is complete.
- Four dates are suggested for the ADA accessibility training originally scheduled for August 24: September 24, October 3, October 4, and October 12. PMPAG members are requested to contact Barbara Gray with their availability on those dates.

- Neighborhood Street Fund (NSF) and Cumulative Reserve Fund (CRF) open houses will be happening beginning in mid-September. A brief discussion on the need for wider distribution of the open house information took place. SDOT staff will send the PMPAG an electronic list of the open house notice distribution channels.

The group discussed the need to have a staff report as a standing agenda item.

Governance Proposal

The PMPAG ad hoc task group on governance structures (Paulo Nunes-Ueno, Becca Deehrs, Chas Redmond, James Bush, Kate Martin and Mike McGinn who joined via telephone during Decision 2) came to the front of the room to present a series of governance decisions for the group to make.

Decision 1: What process should the group use to determine decision making?

Conversation focused on the efficiency of a voting model and the need for each member to be accountable to raise his or her hand to vote when it was time to make decisions, rather than operate on a silence as consent basis. The group also stressed the need to continue to ensure that all opinions are heard and valued.

- Motion: That PMPAG will operate on a voting model
- Vote: Yes (13); No (6); Abstain (0)
- Result: The PMPAG will operate on a voting model

Decision 2: What rules should the PMPAG use to conduct regular meetings?

Conversation focused on balancing the need for an efficient decision making model with the desire to ensure that minority opinions are heard and clearly documented.

- Motion: That the PMPAG use relaxed Robert's Rules of Order to conduct regular meetings.
- Vote: Yes (15); No (3); Abstain (1)
- Result: The PMPAG will use relaxed Robert's Rules of Order to conduct regular meetings.

PMPAG members continued to discuss ways in which dissenting viewpoints could be heard and captured for the record. (Mike McGinn joined via telephone at this point, bring the total number of members present to 20).

- Motion: That optional minority reports be included in the meeting summaries when requested by a PMPAG member
- Vote: Yes (12); No (5); Abstain (3)
- Result: PMPAG meeting summaries will include a minority report when requested by a PMPAG member.

The group also clarified that 13 members must be present to constitute a quorum, but that votes will be decided by a majority of members present, not by a majority of total PMPAG members. In addition, the group discussed whether the majority for PMPAG votes should be a simple majority or two-thirds majority.

- Motion: That PMPAG motions require a simple majority (rather than two-thirds) to pass
- Vote: Yes (11); No (7); Abstain (2)
- Result: PMPAG motions will require a simple majority to pass

Decision 3: Should the Pedestrian Master Plan Advisory Group leadership consist of elected co-chairs or a steering committee?

Discussion focused on the need for a centralized and consistent point of contact for the media, the rest of the PMPAG, and SDOT staff, and on how the leadership would need to enhance the quality of meetings and relationship with SDOT staff. A number of comments in favor of elected co-chairs were made by the group.

- Motion: That the PMPAG leadership should consist of elected co-chairs and a steering committee
- Vote: Yes (18); No (2); Abstain (0)

- Result: The PMPAG leadership will consist of elected co-chairs and a steering committee

Decision 4: What format should the PMPAG use for the public comment period at the beginning and end of meetings?

Discussion began with a request that a Citizen Service Bureau representative be present at each PMPAG meeting to respond to citizen concerns and complaints. Comments were made regarding the fact that City staff is already present to respond to citizen concerns.

- Motion: That a Citizen Service Bureau representative be required to be present at each PMPAG meeting
- Vote: Yes (7); No (9); Abstain (3)
- Result: A Citizen Service Bureau representative will not be required to be present at each PMPAG meeting

Two additional votes were taken on the format of public comment and on allotting time on each agenda for PMPAG member announcements.

- Motion: That public comment take place at the beginning and end of each meeting with a strict total time limit per person
- Vote: Yes (14); No (4); Abstain (2)
- Result: Public comment will take place at the beginning and end of each meeting with a strict total time limit per person

- Motion: That a five-minute time period be allotted at the end of each meeting, as time permits, for PMPAG member announcements
- Vote: Yes (17); No (0); Abstain (2)
- Result: A five-minute time period will be allotted at the end of each meeting for PMPAG member announcements as time permits.

After completing the four governance decisions, the group nominated members for the co-chair positions. It was agreed that nominations and voting would take place at this meeting despite the absence of some members, and that absent members would have the opportunity to participate through volunteering for the steering committee.

Nominated members were: Kate Martin, Paulo Nunes-Ueno, and Becca Deehr. Each person spoke briefly on what he or she would bring to the role of co-chair. Through a written vote Paulo Nunes-Ueno and Becca Deehr were chosen as the PMPAG co-chairs.

The steering committee composition was then addressed. Conversation focused on balancing the need for continuity throughout the process with the need to provide opportunity for multiple PMPAG members to contribute at different times. It was decided that membership in the steering committee is voluntary and can be expected to change gradually over the course of the project. The group stressed that the steering committee should publicize all meetings so that any PMPAG member can attend and that it should try to vary meeting locations.

The group agreed that development of alternative forms of the PMPAG mission should be the first task of the steering committee. Rob Kaufman and Celeste Gilman agreed to help the steering committee with this task.

Steering committee volunteers (in addition to the PMPAG co-chairs) were:

James Bush
Chas Redmond
Kate Martin
Mike McGinn

PMPAG members not present at the August 24 meeting are also welcome to volunteer.

The group then briefly discussed the remaining agenda items and where the next meeting would begin.

- Motion: Agenda Item #3 (Planning Approach, with a specific emphasis on scope development and consultant selection) will be the first item on the September agenda
- Vote: Yes (20); No (0); Abstain (0)
- Result: The Planning Approach will be the first item on the September agenda

Barbara Gray (SDOT staff) then clarified for the group that the materials passed out during the meeting were from the August 17 meeting of the City Council Special Committee for Pedestrian Safety. They included:

- The quarterly pedestrian collision report for the City of Seattle
- A memorandum from City Council central staff on funding possibilities for pedestrian safety in 2008

Public Comment

Public comments were made by Peter Sherwin (Eastlake neighborhood resident) and Andrea Okomski (Pedestrian InRoads). Lisa Herbold (staff for Councilmember Nick Licata) read a letter from Doug Hildie.

The meeting adjourned at 10:10 AM.

Action Items

PMPAG co-chairs:

- Work with City staff to finalize September agenda.

PMPAG steering committee:

- Work with Rob Kaufman and Celeste Gilman to develop mission statement alternatives for next PMPAG meeting.
- Work with City staff to set regular meeting schedule and location(s).

SDOT staff:

- Work with co-chairs to finalize agenda for September.
- Support steering committee as it develops alternative mission statements for the September meeting.
- Work with steering committee to set regular meeting schedule and location(s).

All PMPAG members:

- Contact Barbara Gray (Barbara.Gray@seattle.gov or 206/615.0872) with your availability for the accessibility training.

Current Sub-committees

Fall Kick-off Event Planning Committee

Accessibility Committee (in the process of being formed)

Next Meeting

Date: Friday, September 28, 2007

Time: 8:00 – 10:00 am

Place: Seattle Municipal Tower, 40th Floor, Room 4050/4060