

## DESIGN ADVISORY COMMITTEE MEMBER EXPECTATIONS

### PURPOSE

The purpose of the Westlake Cycle Track Project is to improve the safety, connectivity and inclusiveness for all modes of travel (pedestrian, bicyclists, motor vehicles, transit and freight) in the Westlake Avenue North right-of-way. The Design Advisory Committee (DAC) will be comprised of stakeholders representing various interests to provide the Seattle Department of Transportation with feedback during design of a protected bicycle lane within the Westlake Avenue North right-of-way.

### MEMBER COMMITMENT

Members of the Design Advisory Committee (DAC) are expected to:

- Attend DAC meetings consistently.
- Develop an understanding of the Westlake Cycle Track Project purpose and need.
- Work collaboratively, creatively and constructively to help determine community values.
- Deeply engage in developing design options with safety as the overarching goal.
- Gather feedback and provide ongoing communications between SDOT and the group they represent (if applicable).
- At each meeting, report what they have heard from their communities.
- Provide input, as community representatives, on ways to address community concerns.

DAC members will be asked to participate in up to 12 meetings and two open houses. If members are no longer able to participate a replacement will be appointed. The list below outlines the tentative DAC meeting schedule. DAC meetings will typically be held on Monday evenings from 5:30-8:00 p.m.

### PROPOSED MEETING SCHEDULE AND POTENTIAL TOPICS

Meeting	Topic and Outcome
<b>Meeting #1</b> <i>March 24</i>	<b>Topic:</b> Project presentation by SDOT, review DAC expectations, review charter, review DAC process and how SDOT will provide materials to the DAC <b>Outcome:</b> Complete project introduction and confirm DAC process with members <b>Materials:</b> <ul style="list-style-type: none"> <li>- Presentation on project background</li> <li>- Member charter and expectations</li> </ul>
<b>Meeting #2</b> <i>April 7</i>	<b>Topic:</b> Learn about project constraints, share results of business and resident survey, share information obtained to date, discuss additional information needs <b>Outcome:</b> Members determine values, review existing information, and determine what other information is needed <b>Materials:</b> <ul style="list-style-type: none"> <li>- Results of business and resident survey</li> <li>- Project maps and information compiled to date</li> </ul>

<b>Meeting #3</b> <i>April 21</i>	<b>Topic:</b> SDOT presents design options; DAC provides feedback on design options <b>Outcome:</b> Members provide initial feedback on designs <b>Materials:</b> Design images
<b>Open House</b> <i>Third week of May</i>	<b>Topic:</b> Public input on design options <b>Outcome:</b> Gather input from greater community on potential design options <b>Materials TBD</b>
<b>Meetings #4 and 5</b> <i>Second and fourth week of June</i>	<b>Topic:</b> Review public input, refine design options <b>Outcome:</b> Discuss what was heard at open house, refine design options based on DAC and open house input <b>Materials TBD</b>
<b>Meetings #6 and 6a (if necessary)</b> <i>Second and fourth week of July</i>	<b>Topic:</b> Special topics as needed (i.e. waste bin management, other items TBD) <b>Outcome and Materials TBD</b>
<b>Meeting #7 and 8</b> <i>Second and fourth week of August</i>	<b>Topic:</b> Refined design option discussion and pre-open house review <b>Outcome:</b> DAC discusses refined design options to be shared with community <b>Materials TBD</b>
<b>Final open house</b> <i>Mid-September</i>	<b>Topic:</b> Share refined design options with greater community
<b><i>Late 2014: SDOT identifies preferred design</i></b>	
<b>Meetings #9 - #12</b> <i>Spring and Summer of 2015</i>	<b>Topic:</b> Phase 2 Design reviews at key milestones (e.g. 30%, 60%, 90%) <b>Outcome:</b> DAC provide feedback on design development and helps to identify potential problems <b>Materials TBD</b>