

Westlake Cycle Track Design Advisory Committee Charter

Problem Statement

The unique layout of the Westlake Avenue North corridor requires the growing number of people who ride bicycles through the corridor to choose among a busy pedestrian walkway, a busy adjacent parking lot that provides access to the Westlake business community and residences, or the busy Westlake road that is designated a Major Truck Street and serves transit. Westlake spaces for bicyclists and pedestrians are not separated or delineated, behavior is less predictable and there are more opportunities for conflict.

Project Purpose

The purpose of the Westlake Cycle Track (protected bicycle lane) 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 while balancing the need to preserve access to businesses and residences along the corridor.

Design Advisory Committee Purpose

The purpose of the Design Advisory Committee (DAC) is to provide the Seattle Department of Transportation with feedback during design of a cycle track within the Westlake Avenue North right-of-way. The DAC will be comprised of stakeholders representing various interests.

Framework

- SDOT will share updated designs with the DAC for their feedback.
- DAC members will learn about SDOT's proposed cycle track alignments and design and provide feedback on potential impacts.
- SDOT will listen to feedback from the DAC in moving the design forward.
- SDOT will involve the DAC in future open houses when broader community input on design options is solicited.

The Seattle Department of Transportation shall ultimately decide on the Westlake Cycle Track design (including alignment) to recommend.

Roles and Responsibilities

SDOT Staff

- Provide analysis of the Westlake Avenue North corridor, the need for the project, and the factors involved in developing alignments and designs.
- Provide draft materials to DAC members three business days ahead of each meeting.
- Provide technical experts to offer deeper understanding of the topics and inform DAC dialogue.
- Consult with the DAC, listen carefully and consider DAC input prior to updating alignments and design options.
- Explain how DAC feedback is incorporated when it is, and why when it is not.

Members

- Be willing to have an open mind and come to meetings prepared for interest-based discussions. Members will share interests and objectives with all DAC members and openly discuss the reasons behind their statements, questions and actions.
- Listen and recognize the legitimacy of the concerns and interests of others whether or not they are in agreement with them.
- Read agendas and any provided materials in advance of each meeting.
- Explore issues from all points of view before forming conclusions.
- Share discussion time, encouraging everyone to participate fully.
- Represent the interests and concerns of their interest groups. Members will consult with their constituencies on a regular basis concerning the discussions and preferences of the DAC.
- At each meeting, members will report what they hear from their communities.

Facilitator

- Serves as an impartial individual who guides the process, including facilitating stakeholder group meetings.
- Keeps the group focused on the agreed-upon task, suggests alternative methods and procedures, and encourages participation by all group members.
- Works with SDOT to coordinate meeting logistics, prepare meeting agendas and materials (including meeting summaries and reports). DAC members will be notified of what materials will be printed prior to each meeting. Summaries will be provided a week following each meeting.
- Assists in keeping communication open between the DAC and SDOT staff. In particular, the facilitator will work to assure relevant information is provided in a timely and effective manner.
- Will not offer substantive discussions about design elements.

Norms For Our Work Together

Use of time

- Members will respect each other's time by being punctual. Meetings will begin and end on time, unless otherwise agreed to by the DAC members.
- When making comments, members will consider the time needed for others to share their perspectives.
- If members are no longer able to participate a replacement will be appointed.

Informing design elements

- DAC members will strive to collectively make reasonable requests and suggestions through a cooperative and collaborative discussion process with SDOT.
- In discussions, suggestions may not represent unanimity. The facilitator is responsible for seeking and probing for group preferences. It is the responsibility of each member to voice dissent if s/he cannot live with any particular suggestion.
- All DAC feedback will be considered by SDOT.

Meeting ground rules

- Start /end on time
- Silence cell phones
- Come prepared
- Listen respectfully
- Speak from interests, not positions
- Participate in the process

External communications

- Members will avoid characterizing the views or opinions of other DAC members outside of any DAC meeting or activity.
- Members will accurately describe DAC preferences that are conveyed to SDOT.
- Meeting observers will have an opportunity to provide oral comments to the DAC at each meeting.
- DAC meeting materials, such as agendas, summaries, and PowerPoint presentations will be posted on the SDOT Westlake Cycle Track website for DAC members, their constituents and the general public. Note: DAC member names and affiliations will be included in these materials and will be listed on the project website.