

JUANITA DRIVE Master Plan Corridor Study




Advisory Committee Operating Guidelines

Updated April 26, 2013

Purpose of the Advisory Committee

The purpose of the Juanita Drive Master Plan Corridor Study Advisory Committee (Committee) is to provide a forum for dialogue and two-way information sharing between key stakeholders and the City of Kirkland (City), as the City works to develop the Juanita Drive Master Plan. The City is committed to keeping the Committee informed and involved throughout the corridor study. This includes identifying issues to be addressed, developing alternatives, establishing criteria for evaluating alternatives, and establishing a common vision for future improvements for Juanita Drive. The Committee will also assist with the broader public outreach process by providing input on tradeoffs and community priorities.

The Committee will be advisory in nature and will be convened at key milestones throughout the Corridor Master Plan process. At the end of the corridor planning process, once final comments and concerns have been addressed from the members on the draft master plan, the Committee will be dissolved. The Committee will work openly and closely with the goal of gaining agreement on the following key milestones:

- Future vision of the corridor and guiding principles;
- Key issues, opportunities and constraints along Juanita Drive;
- Potential improvements to address key issues, opportunities and constraints;
- Assessment of potential alternatives;
- Review of the draft master plan;
- Review of the final master plan prior to adoption by City leadership.

Committee Membership

The City anticipates up to 17 members will participate in the Committee. Membership will include representatives from the following stakeholder groups and local organizations.

Organization/Group	Designated Members	
City of Kirkland Staff	Don Anderson, Project Manager	Kari Page, Outreach Lead
Kirkland Fire	Mike Haschak	
Kirkland Police	Bryan McNaghten	
Finn Hill Neighborhood Alliance	Jon Pascal	Ted McCagg
Finn Hill Neighborhood, At Large	Pierre Geurts	
Juanita Neighborhoods Association	Norm Storme	

King County Metro	Transit user	
Lake Washington School District	Scott Emry	
King County Parks Trail Board	Janice Gerrish	Mike Crandell
Juanita Businesses	Lance Carter	
Finn Hill Businesses	Nima Salestani	Katy Melin
Cascade Bicycle Club	Evan Manvel	
Bastyr University	Sheldon Haber	

Member Commitment

As a member of the Committee, the time commitment is approximately 20 to 30 hours between May and December 2013. This includes time needed to prepare for and participate in Committee meetings and to support the broader public outreach process for the corridor study. Committee member responsibilities will include, but are not limited to:

- Attendance at four two-hour Committee meetings. Dates are still to be determined, but are anticipated in late May, August, September and October.
- Representing the interests of the organization or stakeholder group that you have been asked to represent as a member of the committee, in addition to your personal interests.
- Coming to meetings with an open mind and willingness to listen to other member's viewpoints.
- Preparing for Committee meetings by reading, reviewing and providing comments on information sent prior to meetings.
- Sharing information about the corridor planning process with your neighbors and organization you may represent, and support the broader public outreach process.
- Bringing feedback you have heard from your neighbors or others within your organization or stakeholder group to inform Committee discussions.

City staff and the technical team are committed to supporting the Committee process by being forthcoming and transparent with data gathered as part of the corridor planning process, providing information in advance of committee meetings in order to provide ample time for members to review the materials and ask questions, by listening carefully and considering Committee input and explaining how Committee input was or was not incorporated into the final Juanita Drive Master Plan.

Anticipated Committee Schedule

Schedule for and focus of advisory committee meetings (subject to change; meeting dates TBD):

- May 23, 2013 – Corridor vision and issue identification
- July/August 2013 – Improvement identification
- September 2013 – Alternatives assessment
- October 2013 – Review of draft corridor plan

Committee Operating Guidelines

Committee meetings will be facilitated by the technical team leading the corridor study analysis and development of the Juanita Drive Master Plan. The facilitator will use the following Committee operating guidelines to ensure meeting efficiency and productivity:

- Everyone at the table that wants to participate will have an opportunity to provide their input and ask questions.
- Respect the time for others to share their responses.
- New ideas and different opinions are encouraged and are a part of this process/discussion.
- The facilitator will keep time and keep the group on task, and “table” discussions to keep the group moving through the agenda.