



**ECONOMIC VITALITY & TOWN CENTER TASK FORCE  
MEETING #1, April 10, 2018  
Meeting Summary**

**Attendance**

<b>Task Force Members</b>	<b>Attendance</b>
Steve Cox, Chair	Present
Adam Bettcher, Vice Chair	Present
Ronald Skinner	Present
Sarah Bayle	Present
Jerry Osborn	Present
Linda Rogers	Present
Victor Eskenazi	Present
Joe Mustach	Present
Wade Heyer	Present
Marie Landsverk	Present
Mike Lavigne	Present
<b>City Council Liaisons</b>	
Councilmember Doug McCardle	Present
Councilmember Laura Sonmore	Present
<b>Planning Commission Liaisons</b>	
Commissioner Alice Kier	Present
Commissioner Nick Bautista	Present
<b>Project Consultants – SCJ Alliance</b>	Present
Jean Carr – Senior Principal	Present
Brett Bures – Project Manager	Present
<b>Staff Liaisons</b>	
Stephen Clifton, Assistant City Manager	Present
Christy Osborn, Community and Economic Development Director	Present
Bill Trimm, FAICP, City Consultant	Present

### **Background & Introductions**

- Christy Osborn introduced the City staff involved with the project and provided an overview of the project.
- Christy Osborn introduced SCJ Alliance to the group.
- Jean Carr and Brett Bures introduced themselves and outlined their role in the project.
- All participants of the Task Force Group, City Staff, and Consultants introduced themselves.

### **Roles & Responsibilities**

- Jean Carr reviewed a handout with the group that identified the roles and responsibilities for all parties involved in the Economic Vitality & Town Center Task Force.
- Task Force members asked questions regarding responsibilities for the meeting and procedural questions including:
  - Who is responsible for meeting minutes?
    - SCJ will prepare meeting summaries.
  - Should the meetings be recorded or transcribed?
    - Meeting summaries will be prepared. Transcription is time consuming and expensive. Recording a large group discussion is difficult. Meeting summaries will be prepared that capture the key feedback and discussion items.
  - Can Task Force information be discussed out in the community?
    - Yes! The goal is to have Task Force members share information with Mountlake Terrace friends, residents and businesses. Task Force members should share with the group feedback they are hearing about Town Center.
  - What are acceptable forms of communication for discussing Task Force information? Facebook, Twitter, Instagram, etc.?
    - Use discretion when posting to social media.
  - Do the Task Force Meeting fall under the Open Public Meetings Act?
    - City staff to follow up regarding this.
  - Can a “drop box” be created to help facilitate communications and document sharing?
    - Yes! A Dropbox will be created for the group to use.
  - Should the Task Force members attend the Planning Commission meetings?
    - If you are available, it would be great to have Task Force members at Planning Commission meetings.
  - Can Task Force members attend non-official community meetings outside of official Task Force meetings?
    - Membership on the Task Force does not preclude attendance at other meetings or events, however, Task Force members need to be aware of quorum issues. Furth clarification forthcoming.
- Each participant was given a DRAFT copy of the Roles and Responsibilities. The DRAFT will be finalized at Task Force Meeting #2 on April 26, 2018.

### Process and Schedule Overview

- Jean Carr discussed the process for completing the work. She reported that SCJ Alliance will provide:
  - Public Outreach
  - Updates to the Town Center plan
  - Update the Economic Vitality Strategy
- Brett Bures presented the project schedule and proposed meeting dates. The schedule reflects the process necessary to complete the planned work. Each member was provided a copy of the schedule.
  - A discussion ensued regarding the timing of Task Force meeting #2. Due to schedule conflicts it was determined that meeting #2 should be moved from April 24<sup>th</sup> to April 26<sup>th</sup>.

### Exercise & Group Discussion

- The group participated in an exercise. The participants were asked to write down their responses the questions listed below:
  - What is missing from the Town Center that would improve the quality of your life?
  - What is the biggest issue holding back the development of Town Center?
  - Sound Transit is coming to Mountlake Terrace. What are the biggest changes you expect to occur one light rail service comes to town?
  - It's 2035. What does the Town Center look like?
  - If you could ask the "powers that be" any question, what question would you ask?
- Participants were then split into small groups (approx. 4 people per group) and asked to share each of their responses within the group and note the top one or two answers, as agreed upon by the group, to each question.
- The break out groups each shared their results with all the participants.
- SCJ Alliance collected the top responses on flip charts. Written answers were collected from all the Task Force members.
  - What is missing from the Town Center that would improve the quality of your life?
    - The groups reported more public spaces and gathering areas, more choice in retail and dining establishments, and more activity on the street.
  - What is the biggest issue holding back the development of Town Center?
    - The groups reported public image/identity, parcel sizes, zoning and code issues, and lack of parking.
  - Sound Transit is coming to Mountlake Terrace. What are the biggest changes you expect to occur one light rail service comes to town?

- The groups reported parking and traffic congestion, demand for higher density housing and office space, more commercial demand, and opportunities for economic development.
- It's 2035. What does the Town Center look like?
  - The groups reported increased urban open space, active civic center, mix of housing and retail space with pedestrian scale, gathering spaces, inviting and attractive urban area.
- If you could ask the "powers that be" any question, what question would you ask?
  - The groups would ask for clarity in the vision for the Town Center, how growth will be balanced with maintaining a small-town feel, willingness to consider larger scale development, readiness to accept change, and how the city might facilitate consolidation of lots.
- The information collected from the Task Force will be compiled to identify common themes and key issues to address in the planning process.
  - The compiled information will be presented at Task Force meeting #2.

#### **Next Meeting**

- The next meeting is scheduled for April 26, 2018. The agenda will include:
  - Review and discussion of feedback generated from the April 10, 2018 meeting.
  - Preliminary economic analysis highlights.
  - Review of vision contained in current Town Center plan.