

Design Advisory Group Charter

2/13/15

Purpose

The Georgetown Wet Weather Treatment Station Design Advisory Group (DAG) will provide a forum for community members to inform the aesthetic and programmatic design and landscaping of the Georgetown Wet Weather Treatment Station. The DAG members will work collaboratively with each other and King County on design guidelines that will inform the facility's design. The DAG will also consider and explore joint uses that complement the needs and constraints of the facility and the broader community.

Roles and responsibilities

The Design Advisory Group will:

- Provide feedback to King County's project team and advice on the aesthetic and programmatic design of the Georgetown Wet Weather Treatment Station.
- Provide input about design options to inform decision-making regarding facility aesthetics (i.e., landscaping, fencing, etc.).
- Act as a sounding board for the project technical team.
- Serve as a liaison to the public and/or their organizations in a timely manner.
- Keep their designated alternates informed.
- Be prepared for all meetings.

King County staff will:

- Provide information on site layout, facility layout, post-construction site use, landscaping and aesthetics and site constraints to inform DAG discussions.
- Consult with the DAG, listen carefully and consider DAG input prior to making final decisions on facility aesthetics, and explain all decisions made.
- Support the DAG's responsibilities as liaison to the public and/or their organizations by providing information in a timely fashion to allow for DAG and constituent consultation.
- Produce informal progress reports describing community values and design input.
- Distribute materials 3 days prior to each meeting.
- Work with the broader community as requested

Meetings

During the design process, the DAG will hold approximately six meetings. Members will be expected to review assigned materials before each meeting. Meetings will be open to the public and the schedule will be posted on the King County project webpage. Members are encouraged to attend community meetings (i.e., Georgetown Community Council) to describe the DAG's work and obtain feedback from the public.

Schedule of meeting topics

Meeting	Topic
Meeting #1	<ul style="list-style-type: none"> • Project overview • Facility requirements • Opportunities for influence • Charter and ground rules
Meeting #2	<ul style="list-style-type: none"> • Finalize charter • Design guidelines
Meeting #3	<ul style="list-style-type: none"> • Review concepts that reflect design guidelines
Meeting #4	<ul style="list-style-type: none"> • Review revised design concepts based on DAG and community input
Meeting #5	<ul style="list-style-type: none"> • Discuss 30% design
Meeting #6	<ul style="list-style-type: none"> • <i>Additional design elements for 60% design (TBD)</i>

Operating guidelines

Individual behavior

- We will respect each other's opinions and will work together constructively.
- We will make every effort to attend meetings and arrive prepared to participate actively.
- We will come to meetings prepared to discuss the needs, interests and outcomes we wish to achieve on behalf of our neighborhood and/or organization.
- We will be responsible for representing the interests and concerns of the community we represent. We will consult with our constituencies concerning the recommendations of the DAG.
- In case of absence, we may appoint an alternate that represents the interest associated with our seat on the DAG.
- We will listen carefully to others' views, will avoid interruptions, and will work to reconcile others' views with our own.
- We will represent information accurately and appropriately.
- When speaking, we will consider the time needed for others to share their perspectives.
- Meetings will begin and end on time, unless otherwise agreed to by the DAG.

Facilitator

- We give the facilitator permission to keep the group on track and “table” discussions to keep the group moving.
- We expect the facilitator to help the DAG accomplish our purpose in a completely neutral, balanced and fair manner.
- We want the facilitator to:
 - Develop draft meeting agendas.
 - Manage DAG meetings and discussions.
 - Consult with DAG members as needed between meetings about how to manage the process and address issues of concern.
 - Prepare meeting summaries.

External communications

- We will avoid characterizing the views or opinions of other DAG members outside of any advisory group meeting or activity.
- We will accurately describe DAG preferences that are conveyed to King County.
- DAG meetings will be announced on the King County website, and meeting announcements with date, time and location, will be provided to the Georgetown listserv.
- DAG meeting products, such as agendas, summaries, and PowerPoint presentations will be posted at www.kingcounty.gov/georgetownWWTS and will be available to advisory group members for distribution to their constituents. King County will endeavor to size e-files so as to facilitate easy downloading and review by DAG and community members.

Proposed meeting ground rules

- Silence cell phones
- Participate in the process
- Listen and speak respectfully
- Avoid side conversations
- Express yourself in terms of your personal needs and interests and the outcomes you wish to achieve
- Start and end on time

Membership

Member	Representation (Organization)
Allan Phillips	Residential/small business/historic
Angielena Chamberlain	Design and aesthetics professional
Cari Simson	Sustainability/environmental
Emilie Shepherd	Local merchants association and Greater Duwamish River Corridor
Erika Melroy	Industrial
Grace Lothrop	Residential/small business
James Rasmussen	Sustainability/environmental
Muckleshoot Tribe (invited)	Tribe
Sherell Ehlers	Georgetown Community Group
Victoria Hardy	Education