

Date 15_0219 | **Subject** Forest Grove Westside Planning

To Anne Sylvester, SCJ Alliance | **From** Marcy McInelly | **Copy** Joseph Readdy

Charrette Process

Proposed Charrette schedule / process diagram

	Wednesday 28 January		6-8 April 2015 (Monday-Wednesday) [Alternative date: 14-16 April 2015, Tuesday-Thursday]			Week of May 18 or after / exact date to be determined
	Pre-Charrette Workshop (consultant technical team)		Charrette (Public and Stakeholders)			Public Presentation
			Day 1	Day 2 Gales Creek / David Hill Neighborhood	Day 3 Purdin Road Employment Area	
Morning			TAC Meeting #2 Present frameworks and technical opportunities and constraints	Invited members of TAC review land use/ transportation and urban design options	Invited members of TAC review land use/ transportation and urban design options	TAC Meeting #3
Afternoon	Objectives review technical frameworks / design briefs; prepare for Charrette Design & Technical Team meet with client team	6 weeks minimum between these two events	Site Tour with Stakeholders/ TAC Set up studio and prepare for public meeting	Individual stakeholder meetings as needed Design team works One-on-one stakeholder meetings	Individual stakeholder meetings as needed Design team works One-on-one stakeholder meetings	One-on-one stakeholder meetings as needed
Evening			Public Meeting Opening Event Part 1 Present frameworks and technical opportunities and constraints Part 2 Engage in small group hands-on workshop exercise to provide local knowledge about planning areas and gauge support for pre-charrette land use options	Open House Informal drop-in review of concepts from opening event and TAC review	Public Meeting Closing Event Part 1 Present Charrette results / concepts Part 2 Engage in small group hands-on workshop exercise to answer questions about alternatives and options and gather feedback	Open House or Presentation Present refined / preferred alternatives and recommendations
						6 weeks minimum between these two events

Charrette Prep Checklist (preliminary)

Item	Responsible Party	Action
1	Jon	Establish and convene TAC Meeting #1
2	Jon	Determine if geotech consultant should attend TAC #1 or TAC #2 (budget includes attendance at one TAC meeting)
3	Jon	Coordinate with Planning Commission the week of Charrette for possible co-event
4	Jon	Confirm Charrette dates and staff availability
5	Jon	Schedule rooms for Charrette Studio, Open House and Public Meetings (ideally the same room)
6	Jon	Prepare notification materials and disseminate via web and other means, such as media, storefront posters, etc (consultant team can assist with content and/or graphics)
7	Marcy and Jon	Review list of logistical questions with Jon and team about room layout, technology, seating, base maps, easels, posters, etc
8	Marcy	Establish hour by hour Charrette schedule for internal team (staff and consultants)
9	Anne	Establish consultant team attendees at Charrette and availability
10	Marcy and Jon	Draft agenda and outline of content for Opening and Closing events and TAC Meeting #2 for Jon to fill in
11	Marcy and Jon	Draft "Welcome to the Charrette"-type handout outline for Jon to fill in
12	Dan or Jon	Get update on APG zoning designations (du/acre) to consultant team (specifically to Marcy at Urbsworks)

Westside Planning Program – Work Process

