

**Date** 28 January 2015 | **Project** Forest Grove Westside Planning

## Pre Charrette Half Day Workshop

**WHEN** Wednesday 28 January 2014, 12:30PM to 4:30PM

**WHERE** Forest Room, Forest Grove City Hall

### WHO

Attendees from City: Jon Holan, Daniel Riordan, James Reitz, Richard Blackmun, Rob Foster

Attendees from SCJ Alliance: Anne Sylvester

Attendees from Urbsworks: Marcy McInelly, Joseph Readdy, Meytal Tarab Pollock

## Agenda

Time	What	Lead
12:30 – 1:00PM 30 minutes	<b>Part One</b> <b>Introductions, agenda, outcomes, process</b>  Describe planning process and outcomes for David Hill and Purdin Road [also Elm Street if appropriate]  Review scope of work	Marcy
1:00 – 2:20PM 1 hour 20 minutes	<b>Part Two: Opportunities and Constraints</b> <b>Presentations by Baseline Report authors / representatives, focusing on maps and findings</b>	Marcy introduces
	<ul style="list-style-type: none"> <li>Natural Resources (20 minutes)</li> </ul>	Anne/Marcy
	<ul style="list-style-type: none"> <li>Geotechnical (20 minutes)</li> </ul>	Anne/Marcy
	<ul style="list-style-type: none"> <li>Stakeholder input and stakeholder assessment (20 minutes)</li> </ul>	Marcy
	Q & A about technical information (20 minutes)	All
2:20 – 2:40PM	Break – 20 minutes	
2:40 – 3:30PM 50 minutes	<b>Part Three: Land Use Concepts</b> <b>Presentations about opportunities and constraints for development, focusing on developable area and possible development concepts</b>	Marcy introduces
	Transportation and Infrastructure (20 minutes)	Anne Sylvester
	Preliminary Land Use Concepts (30 minutes)	Jon Holan and FG staff

<p>3:30PM – 4:30PM 60 minutes</p>	<p><b>Part Four: Concept Plan Draft and Charrette Preparation</b></p> <p>Discuss Concept Plan Draft (Marcy) and what it means for the Charrette and Charrette timing Marcy leads</p> <hr/> <p>Discuss next steps and charrette *</p> <p>Charrette logistics, schedule and planning</p> <p>Assignments in preparation for the Charrette *</p>	<p>Discussion w entire team; Marcy facilitates discussion, Joseph and Meytal record decisions / assignments</p>
---	--	---

NOTE: The Charrette has not been scheduled yet. Discussion of potential dates is the subject of this meeting. **A minimum of six weeks between the Pre-Charrette and the Community Charrette is typical**, but the schedule depends on several factors:

- City and Consultant team’s availability;
- City’s notification requirements
- Ability of City to notify and staff resources
- Optimal timing for public involvement. It would be ideal to hold the charrette **before the middle of June**.

Based on what we know now, the charrette could be held **within the thirteen weeks between about 16 March and 15 June**.