

February 23, 2015

Dear City Council members,

On behalf of the neighborhood leaders in northeast Olympia, I am writing to inform you of our intent to formally initiate the development and drafting of a Sub-Area Plan. With your recognition of our intent to proceed with this process, we hope to get started as soon as possible. This letter will outline some of our accomplishments to date, the Sub-Area leadership team, outreach efforts, expected resource needs, and timing for completion of the Sub-Area Plan.

### **Background**

The newly adopted Comprehensive Plan allows for and encourages a grassroots process whereby local residents, businesses, and community organizations work together in partnership with the City to help shape how neighborhoods grow and develop. This process, known as Sub-Area planning, gives neighborhoods the chance to collaborate with the City to help shape their future development in alignment with neighborhood priorities while remaining consistent with the City's Comprehensive Plan.

### **Sub-Area A**

Sub-Area A is comprised of five recognized neighborhood associations in northeast Olympia - Bigelow Neighborhood Association (BNA), Bigelow Highlands NA (BHNA), East Bay Drive NA (EBDNA), Northeast NA (NENA), and the Upper Eastside NA (UENA). Representatives from these associations have been meeting to discuss how Sub-Area planning can be an effective tool to shape our community. In addition, the Sub-Area A planning team, also known as the A Team, was chosen by the Olympia Coalition of Neighborhood Associations to pilot the first Sub-Area Plan. The leadership of the A Team is as follows:

- Mike Dixel, Sub-Area A Chair, NENA President
- Don Law, Sub-Area A Vice-Chair, EBDNA Vice President
- Stephanie Johnson, Sub-Area A Secretary, UENA President
- Peter Guttchen, NENA Vice President
- Melissa Allen, BHNA Vice President
- Susi O'Bryan, BHNA NA Secretary
- Jay Elder, BNA Secretary
- Tim Walker, BNA Vice-President

With the help of City planning staff, the A Team has made tremendous progress to establish a foundation for our Sub-Area Plan. To date we have:

- Met 14 times to get to know each other and learn about Sub-Area planning concepts.
- Initiated and guided development of a Sub-Area profile including key demographics.
- Identified an initial list of key priorities to focus on within Sub-Area A.

- Drafted communication materials.
- Worked with the intent to develop a model for other sub-areas to follow.
- Created an [online archive](#) of all planning work and research materials to date.

### **Communication/Outreach**

Each of the five neighborhood associations in Sub-Area A have started communicating the concept of Sub-Area planning to our members. We will strive to reach out to all households, businesses, and other entities within Sub-Area A. To accomplish this we will need the assistance of City staff and resources. We anticipate using a variety of outreach strategies that may include postcard mailings, a website, an email listserv, social media, and community meetings.

Our goal is to complete a draft of the Sub-Area A Plan within one year of your recognition of our intent to proceed. To ensure we understand your assumptions and expectations before we formally begin this process, please advise the Sub-Area A leadership team regarding:

1. What the Council sees as the purpose and benefit of Sub-Area planning.
2. How the City's planning and budget processes will be different with Sub-Area planning.
3. What the Council expects to see addressed in a Sub-Area Plan.
4. What role the Council and City staff will play in Sub-Area planning.
5. What resources the City can commit to providing our Sub-Area planning process including support for implementation of our Plan.
6. What key measures the City plans to use to evaluate the effectiveness of Sub-Area planning.
7. How the Council and City staff would like the A-team to keep them informed.

To learn more about our work, we encourage you to visit our [on-line archive](#). You are also invited to join us at one of our meetings. We normally meet on the 3<sup>rd</sup> Wednesday each month. If you have further questions, please contact me directly.

Thank you for your consideration. We look forward to your response.



Mike Dexel

Chair

Sub-Area A

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