

**DRAFT CHARTER FOR
OPTION 2: APPOINT A “DOWNTOWN MASTER PLANNING (DTM) TASK FORCE”**

The DTM Task Force is a core group of downtown organizations and interests who, in collaboration with staff, will develop a recommended scope of work regarding a future downtown master planning process. The DTM task force is guided by the Council’s Land Use & Environment Committee (LUEC), and supported by the City’s Downtown Liaison and other staff.

Deliverable: A recommendation to the City Council regarding a scope for the downtown master planning process, including identification of key issues, potential resources, and a public process. Staff and the DTM Task Force will present the recommendation to LUEC for initial consideration in late 2013.

Scope of Work:

With support from staff:

- Review the existing Downtown Master Plan, and analyze its strengths and weaknesses.
- Review public comments related to downtown from *Imagine Olympia* and other recent downtown planning efforts. Identify key areas of public interest and concern.
- Consider whether we need an entirely new plan (vision, goals and policies) for downtown? A strategy to implement the existing plan? Or something in between.
- Identify the specific issues that need to be addressed through a downtown master planning process.
- Identify any recommended methods or resources to most effectively engage the public in a discussion about these issues.
- Identify who the key stakeholders are, and what their roles within the planning process should be.

Members/Representation:

Staff recommends the task force be small enough to reach consensus and make decisions effectively in a relatively short timeframe (5-7 members.)* Proposed membership would include one representative from each of the following entities:

1. Olympia Planning Commission (OPC)
2. Olympia Downtown Association (ODA)
3. Parking and Business Improvement Area (PBIA)
4. Downtown Neighborhood Association (DNA)
5. Coalition of Neighborhood Associations (CNA)

* A much larger group of stakeholders is expected to be involved in the actual planning process.

Key Questions for the Land Use & Environment Committee:

If you prefer this Option 2:

1. Which organizations or interests should compose the DTM Task Force?
2. Any changes to the scope of work or other aspects of the proposal?