



# Bellevue Planning Commission

October 11, 2017

## PLANNING COMMISSION AGENDA MEMORANDUM

### **SUBJECT**

Developing a Post Project Evaluation Survey – Downtown Livability Code Amendment Project

### **STAFF CONTACTS**

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### **POLICY ISSUES**

As part of the Planning Commission's objective from the 2016 annual retreat of being efficient and effective, a post project evaluation will be administered following the conclusion of major projects. Both Planning Commission and the staff project team will participate. The post project evaluation will include a survey and joint discussion of the findings. This evaluation would inform any planning and operational changes to improve the efficiency and effectiveness of the Planning Commission and staff.

### **DIRECTION NEEDED FROM THE PLANNING COMMISSION**

#### **ACTION**



#### **DIRECTION**



#### **INFORMATION ONLY**



The Planning Commission is being asked to review and comment on survey instrument (Attachment A). The survey is both a template for future post project evaluations and a draft survey that will be used eventually to evaluate the Downtown Code Amendment project.

### **BACKGROUND/ANALYSIS**

Between May 2015 and May 2017, the Planning Commission and staff reviewed the recommendations of the Council-appointed Downtown Livability Citizens Advisory Committee (CAC). The CAC's work was included in a Final Report that followed a year-long process of public engagement, discussion, and development of a set of high-level recommendations that required additional work by the Commission to be refined and translated into Code language. Following significant analysis, stakeholder input, and a formal public hearing, the Planning Commission formed a recommended Downtown Land Use Code Amendment (LUCA) on May 24, 2017 that was transmitted subsequently to City Council for adoption. To date, Council has met six times between June 26 and October 2 to review and refine the recommended Code, and plans final Code adoption on October 16.

This post project evaluation, to be done with the Planning Commission for the Downtown Livability Initiative, will be used as a template and baseline for comparison of other future projects. The



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overarching goal is to learn from our recent projects and make any necessary adjustments as we move forward with other efforts.

After initial consultation with the Planning Commission Chair and Vice-Chair, staff is suggesting an on-line survey be used to gather feedback. Staff is researching which survey platform will be most effective to collect Commission feedback. The intent is to include a combination of numerical rankings across a range as well as open-ended questions covering business results (tied back to Council's project principles), expectations/requirements, communications, and project execution.

## **Section 1: This section of the survey addresses the outcomes requested by Council.**

Based on Council's project principles for the Downtown Livability Initiative

## **Section 2: This section of the survey addresses the processes to develop the project.** Includes feedback on:

- Scope/schedule
- Data/analysis
- Written reports
- Communications
- Presentations (including study sessions/open houses/hearings)
- Planning Commission meetings (including study sessions/open houses/hearings)
- Transmittal (including written transmittal and oral presentation to City Council)
- Overall rating of the process
- Open-ended questions (significant issues encountered and lessons learned)
- Other comments (what was done well and areas for improvement)

## **Section 3: This section of the survey includes supplemental statements directly related to the project.**

The Planning Commission is being asked on October 11 to provide input on this post project feedback approach as well as the draft survey instrument for the Downtown Livability Initiative which is included as Attachment A. Following Commission concurrence with the approach, the Downtown Livability survey would be taken electronically this Fall by the Commission and project staff. A subsequent Commission study session or possibly the Commission's annual retreat would be used to review and discuss the results.

## **OPTIONS**

1. Provide direction for staff to administer a post project evaluation survey for the Downtown Livability Initiative, with any adjustments to the draft questions (see Attachment A).
2. Provide alternate direction to staff.

## **RECOMMENDATION**

Option 1

## **ATTACHMENT**

- A. Draft Post Project Evaluation Survey