



Bellevue Planning Commission

Attachment A

Draft Post Project Evaluation Survey

Draft Survey Questions

Respondents will be asked to read each statement and choose from one (1) of five (5) answers – Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree. A text box will be included with each survey statement and respondents will be asked to include additional comment.

Section 1: This section of the survey addresses the outcomes requested by Council. (This section will be specifically tailored to Council principles and other outcomes specified by Council at the project's onset.)

a. Business Results

- 1) The incentive system creates an appropriate balance between private return on investment and public benefit. (Downtown Livability Council Principle)
- 2) The code amendments include elements that promote downtown as a great urban environment while also softening undesirable side effects on Downtown residents. (Council Principle)
- 3) The code amendments will increase Downtown's liveliness, street presence, and the overall quality of the pedestrian environment. (Council Principle)
- 4) The code amendments will promote a distinctive and memorable skyline that sets Downtown apart from other cities and likewise create more memorable streets, public spaces, and opportunities for activities and events. (Council Principle)
- 5) The code amendments will encourage sustainability and green building innovation in Downtown development. Will enable design that promotes water, resource, and energy conservation, and that advances ecological function and integrity. (Council Principle)
- 6) The code amendments will respond to Downtown's changing demographics by meeting the needs of a wide range of ages and backgrounds for an enlivening, safe and supportive environment. (Council Principle)
- 7) The code amendments will promote elements that create a great visitor experience and a more vital tourism sector for Downtown. (Council Principle)
- 8) The code amendments will strengthen Downtown's competitive position in the global and regional economy, while reinforcing local roots and local approaches. (Council Principle)
- 9) The code amendments will maintain graceful transitions with adjoining residential neighborhoods, while integrating these neighborhoods through linkages to Downtown attractions. (Council Principle)
- 10) The code amendments refine the Code to provide a good balance between predictability and flexibility, in the continuing effort to attract high quality



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development that is economically feasible and enhances value for all users.
(Council Principle)

- 11) The code amendments promote through each development an environment that is aesthetically beautiful and of high quality in design, form and materials; and that reinforces the identity and sense of place for Downtown and for distinct districts.
(Council Principle)
- 12) The code amendments advance the theme of “City in a Park” for Downtown, creating more green features, public open space, trees and landscaping; and promoting connections to the rest of the parks and open space system. (Council Principle)

Section 2: This section of the survey addresses the processes to develop the project. (This section contains a standard set of survey statements that can be related to most projects.)

a. Scope/Schedule

- 1) The expectations and requirements of the project were well defined and understood before the project began.
- 2) The Planning Commission was effectively guided by the project team throughout the project life cycle.
- 3) The Planning Commission stayed within the parameters of the scope.
- 4) The actual schedule for the project was proximate to the scope schedule.
- 5) Changes to scope and schedule were effectively managed.
- 6) The process and tools to complete project work were effective.
- 7) The end product accurately reflected the scope.
- 8) The scope requirements were effectively implemented in the outcome.

b. Data/Analysis

- 1) The data used in the project was sufficient in type and detail to analyze the scope requirements.
- 2) The Planning Commission was given an opportunity to inform the type and detail of the data needed for the project.
- 3) Results of the data analysis were available and easily understood by the Planning Commission.
- 4) The type and detail of the data analysis was appropriate to address the scope requirements.
- 5) Staff was willing and able to reasonably accommodate other analysis requested by the Planning Commission.

c. Written Reports

- 1) Written materials prepared for the Planning Commission were well organized, comprehensible and accurate.



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- 2) Changes to document being reviewed over a time period were tracked effectively and accurately.

d. Communications

- 1) The communication material provided to the Planning Commission to orient them about the details of the project were effective?
- 2) Communications about the project to the Planning Commission were effective and timely.
- 3) The appropriate communications vehicles were utilized.
- 4) Communications to the Planning Commission included the appropriate content?
- 5) The Planning Commission's expectations regarding the frequency and content of information that was conveyed to Commission were met.
- 6) Staff provided the Planning Commission accurate and complete information to address follow-up questions in a timely manner.

e. Presentations (including Study Sessions/Open Houses/Hearings)

- 1) Staff presentations to the Planning Commission presented a comprehensive understanding of the subject matter.

f. The Planning Commission

- 1) The Planning Commission's role is to advise the City Council in matters pertaining to the Comprehensive Plan and Land Use Code. The Planning Commission was successful in this role as it pertains to the following type of project being considered in this evaluation:
 - a. Plan Update - The Commission may recommend new policies to Council when a comprehensive plan is developed and will identify the policy implications for Council's consideration.
 - b. Plan Amendments - The Commission may review proposed policy language during a plan amendment and the review is bounded within the scope set by City Council. The review includes consistency of the proposed policy to other policies in the comprehensive plan, identification of policy implications for Council's consideration and possible recommendations for substitute language.
 - c. Code Amendments - The Commission reviews proposed land use code amendments for consistency with other policies in the comprehensive plan, notes policy implications for Council's considerations and may recommend changes to the proposed code amendments consistent with those findings.
 - d. Council Special Requests - The Commission reviews special requests by Council only within the scope of that request and does not engage in policy debate or recommend underlying policy changes, unless requested by Council to do so. (Planning Commission Standards and Practices, 2016 Retreat)
- 2) The Commission cites findings to support their conclusions and decisions and those findings are related to the comprehensive plan. The public record clearly reflects this so the public and Council fully understand the recommendations made and the



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reasons. The Planning Commission successfully accomplished this. (Planning Commission Standards and Practices, 2016 Retreat)

- 3) Each Commissioner brings individual perspectives to the discussion often based on experiences from the neighborhoods in which they live or the interactions of everyday life. The goal of the Planning Commission is to be impartial and to take a city-wide view without representing a constituency or being political. The Planning Commission successfully accomplished this. (Planning Commission Standards and Practices, 2016 Retreat)
- 4) The Commission identifies the scope of policy areas in the plan that are applicable to the matter being considered and the amount and type of data required to adequately conduct their review. Ideally, it is desired that this should be scoped and agreed upon with Staff at the beginning of a project, prior to a Staff report and recommendation coming before the Commission. The Planning Commission successfully accomplished this. (Planning Commission Standards and Practices, 2016 Retreat)
- 5) The Planning Commission reviews the record before them, including staff's recommendations and deliberates upon it based on the policy perspectives provided by the Comprehensive Plan. The Planning Commission successfully accomplished this. (Planning Commission Standards and Practices, 2016 Retreat)
- 6) The Commission takes into account how site-specific considerations influence broader citywide policy. The Planning Commission successfully accomplished this. (Planning Commission Standards and Practices, 2016 Retreat)
- 7) The Planning Commission always strives for equity and balance in the decisions carefully weighing the effect on comprehensive plan policies. The Planning Commission successfully accomplished this. (Planning Commission Standards and Practices, 2016 Retreat)
- 8) In forwarding an item to the Commission, the City Council will often include specificity about scope and policy direction. In order to be of best value in its advisory role, the Council's expectation is that the Commission strives to stay within this prescribed scope and policy direction. "Think outside the box but color within the lines." The Planning Commission successfully accomplished this. (Planning Commission Standards and Practices, 2016 Retreat)
- 9) Public comment and testimony is critical to Planning Commission deliberation and action. As a neutral party, the Commission does not represent any particular neighborhood, citizens' group or interested party. While being impartial, Commissioners do bring forth a body of knowledge and expertise from their perspectives as citizens. Planning Commission successfully accomplished this. (Planning Commission Standards and Practices, 2016 Retreat)
- 10) Public testimony is important to the planning process, and the Commission reviews it objectively and examines its relationship to the overall policy issues at hand. Planning Commission successfully accomplished this. (Planning Commission Standards and Practices, 2016 Retreat)
- 11) The Planning Commission understands that often factual claims are made without supporting evidence during public testimony and the Commission is very careful



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about what is considered as credible evidence. (Planning Commission Standards and Practices, 2016 Retreat)

- 12) The Planning Commission upheld the Guiding Principles (post 2014 retreat) during the conduct of business related to this project.
- 13) The Planning Commission acted in a manner that was fair and impartial to all parties during the conduct of business related to this project.
- 14) The Planning Commission process to conduct the work on this project is effective and efficient.
- 15) The Planning Commission had sufficient time to review the materials between meetings.
- 16) The Planning Commission effectively dealt with controversial issues.
- 17) The Planning Commission completed its work on this project in a timely manner.

g. Transmittal (including written transmittal and oral presentation to City Council)

- 1) The written transmittal of the Planning Commission's recommendation to City Council was accurate and complete.
- 2) The Planning Commission's oral presentation to City Council of the Planning Commission's final recommendation was accurate and complete.

h. Overall Rating

- 1) What was your overall rating of the success of the project (both what was delivered, and how it was delivered).

i. Open-Ended Questions

- 1) What were the most significant issues of this project?
- 2) What were the lessons learned from this project?

j. Other Comments

- 1) Blank area to provide feedback about things that were done well on the project, and areas for improvement.

Section 3: This section of the survey includes supplemental statements directly related to the project. (This section will be unique for each project.)

- 1) The Citizen Advisory Committee's work added value to the overall process.
- 2) White papers were developed early in the Downtown Livability Initiative code amendment project to inform policy discussion. This was an effective means to establish consistent policy awareness throughout the project.
- 3) The Early Wins code package that was adopted towards the beginning of the Commission's work added value to the overall project.