

# KIRKLAND DOWNTOWN STRATEGIC PLAN PROJECT PHASE I PLAN AND TIMELINE

## May 2007

### **DAC meeting #1: May 8**

- Email work scope, other preliminary materials to Committee in advance
- Meeting agenda:
  - Introductions, project purpose and overview, Committee charge and ground rules
  - Brainstorm SWOT and Vision
- Committee questions and additional information needed

### **Staff briefing – May**

**Communication materials** –for web rollout and notice of community meeting

### **EDC briefing – May 30 @ 5:30 pm**

- Stakeholder interview findings
- Committee meeting #1 summary

## June 2007

### **DAC meeting #2: late May/June**

- Review draft Vision – from meeting #1
- Summary of stakeholder interview and qualitative market analysis findings
- Preliminary Situation Assessment
- Prepare for community meeting – roles, volunteers and assignments

### **Staff briefing June**

## July 2007

### **City Council interim briefing – July 3 (packet due 6/21)**

### **Community meeting: mid July**

- Meeting will be facilitated discussion groups addressing downtown's strengths, challenges and opportunities; and the community's vision for downtown
- E-notice and press release, including mention of July 3 Council meeting

### **DAC meeting #3: late July**

- Debrief community meeting and Council briefing
- Draft Situation Assessment – Committee comments and discussion

## August 2007

### **Final Situation Assessment to the City**

- Next Steps and recommendations for Phase 2
- Final Phase I e-notice

## September 2007

City Council final briefing – September 4 (packet due 8/23)

