

The Neighborhood/Safeway Working Group Process

(Contact information updated 11/30/06)

What is the Working Group?

The Working Group (WG) is composed of five members with four alternates. They were chosen at a neighborhood meeting to represent the neighbors in discussions with Safeway about the design of a new or revitalized store. There is a WG member from each of the streets in the neighborhood adjacent to Safeway. They are:

Neighborhood/Safeway Working Group Contact Information

<u>Kenwood</u>	David Alfano, 326-4670, dda@gamasot.net Jeffrey Kline, 327-3164, jskline@jsklinephd.com Don Ellis (alternate), 325-8972, jackiendon@sbcglobal.net
<u>Middle, east</u>	Amanda Fulmor, (415) 992-1990, amanda.fulmor@bain.com Matt Spetzler, (650) 207 3786, spetzler@stanford.edu
<u>Middle, west</u>	Elizabeth Houck, 323-0313, internetmailme@yahoo.com
<u>Morey</u>	Mary Kenney, 327-8343, Mary@NoRoomAtTheInn.org Mali Einen, (alternate), 323-7207, einen@stanford.edu
<u>Roble</u>	Manny Wildmann, 324-9444, Mansyl@comcast.net Carol Scola (alternate), 369-7526, cscola@comcast.net

Why does the Working Group exist?

The purpose of the Working Group is to find a design solution that is good for the neighborhood and good for Safeway.

When will the group's work be completed?

The Working Group's tasks have three phases:

- 1) Organization – developing a process that has the support of the neighborhood and Safeway
- 2) Information – gathering the information necessary to identify the design parameters
- 3) Site Design – reviewing alternatives that meet all or most of the design parameters

WG members hope to complete their work in six months but they are prepared to meet for a year. Street representatives should be contacted for the time and date of the next scheduled meeting.

How will the Working Group function?

Organization

The Working Group will have shared leadership. All members have equal status and will share the tasks of research and reporting. Candace Hathaway will be the liaison with Safeway.

Schedule

Meetings will be once a month on the second Wednesday from 7:00 p.m. to 9:00 p.m. at Little House. When the second Wednesday is a holiday, the meeting is on the third Wednesday. (This schedule is subject to change based on the availability of group members.) The meeting will begin as soon as a quorum is present. A quorum is three street representatives plus Candace Hathaway. Start and stop times are firm.

If it is not possible to have a quorum or Candace Hathaway cannot be present, the meeting will be rescheduled.

Meeting notes

David Alfano will take meeting notes on his laptop. He will then distribute a draft to the WG members for additions and/or corrections. The corrected draft will be distributed to all WG members and David will keep WG meeting notes on his server. Anyone can request a copy of the minutes from his or her street representative. If David is unable to attend a WG meeting, Elizabeth Houck will scribe and Candace Hathaway will produce and distribute.

Reporting to the Neighborhood

When the WG has reached 100% consensus on a design recommendation, they will present it for discussion at a general neighborhood meeting. If 100% consensus on design recommendations cannot be reached, the WG will undertake an Ideation Session which includes: brainstorming, filtering (feasibility, information gathering, qualification), cost benefit analysis and decision analysis.

The group will also give the neighborhood periodic written updates on their progress. Information will be distributed via e-mail and the MPNG "flyer committee", similar to distribution of meeting notices

Neighborhood Meetings

Neighborhood meetings will be held on an as-needed basis on the third Wednesday of the month at 7:30 p.m. at Little House.

Before a neighborhood meeting where the WG needs "recommendation approval" they will publish a scope of decision prior to the meeting (e.g., "We will present items A,B,C; if you have a vested interest in A or B or C please make it a point to be there to vote.")

Neighborhood Input

In instances where the Working Group is considering a store design alternative that has direct impact on adjacent homes, a short-term sub-group of those residents may be formed for input and feed back.

Sub-groups will be established on an as-needed basis to discuss specific issues. Subgroups will be comprised of from three to seven people appointed at a neighborhood meeting. The subgroup will be responsible for acting as a liaison between the WG and the neighborhood. Decisions and recommendations from any subgroups will be reported to the Working Group and to the neighborhood at large (MPNG).

Guests and Observers

Guests are people who have been invited to the WG to give input on a particular subject (e.g., technical expert, architect, etc.). They attend only the portion of the meeting that relates to their subject. Guest presentations are limited to one-half hour.

Observers are welcome at every meeting. There will be a five to ten-minute time allocated at the beginning and end of the meeting for observer comments. So that several people can be heard, observers will be asked to limit their comments to three minutes and not repeat suggestions or concerns that have already been mentioned. *Observers are encouraged to contact their street representative for an update before attending the meeting.* Written comments to street representatives are welcomed.

WG alternates are encouraged to attend and participate in all meetings.

What does Working Group success look like?

There is broad neighborhood support for the store design that Safeway proposes to the City.

