

# Neighborhood Planning Office Director's Records, 1991-1999

## Overview of the Collection

<b>Creator</b>	Seattle (Wash.). Neighborhood Planning Office
<b>Title</b>	Neighborhood Planning Office Director's Records
<b>Dates</b>	1991-1999 (inclusive) 1991 1999 1995-1998 (bulk) 1995 1998
<b>Quantity</b>	5.2 cubic ft., ((13 boxes))
<b>Collection Number</b>	5760-01
<b>Summary</b>	Director's Records (created by Director Karma Ruder) for the Neighborhood Planning Office, 1994-1999; included are materials relating to the planning process, the NPO's work with other City agencies, and issues faced by the neighborhoods.
<b>Repository</b>	<a href="#">Seattle Municipal Archives</a> Seattle Municipal Archives Office of the City Clerk City of Seattle PO Box 94728 98124-4728 Seattle, WA Telephone: 206-233-7807 Fax: 206-386-9025 <a href="mailto:archives@seattle.gov">archives@seattle.gov</a>
<b>Access Restrictions</b>	Records are open to the public.
<b>Languages</b>	English
<b>Sponsor</b>	Funding for encoding this finding aid was provided through a grant awarded by the National Endowment for the Humanities.

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## Historical Note

The Neighborhood Planning Office (NPO) was created in 1994 to implement the goals of the Comprehensive Plan for neighborhood planning. The office began work in January 1995 with a goal of creating 30 neighborhood plans in four years. The program was extended for a fifth year and the NPO closed June 30, 1999, after which its functions were folded into the Department of Neighborhoods (DON). Throughout the planning process the NPO worked with the Office of Management and Planning (OMP) and DON. Each neighborhood was assigned a staff member to oversee the planning process, and consultants were hired to facilitate communication between community members. Areas of priority were urban centers, manufacturing and industrial centers, urban villages, and distressed areas.

The planning process was broken into three steps: pre-application, Phase I, and Phase II. Work on the pre-application for funding included creating an Organizing Committee, setting neighborhood boundaries, developing planning guidelines, and developing neighborhood profiles and maps.

Phase I included outreach to community members, organizations, and businesses to organize and discuss the state of the neighborhood, writing a community vision statement listing the values and goals of the neighborhood, and creating a Planning Committee to lead Phase II. The results of Phase I were reviewed by the community in a validation step to ensure that the community as a whole was represented in what would become the basis of the scope of work for Phase II.

Phase II consisted of planning and developing projects and putting the plan through the validation process. The final plans, subject to environmental review to ensure compliance with the State Environmental Policy Act (SEPA), were submitted to the City Council for review, approval, and adoption. Once approved, projects were prioritized for funding.

## Biographical Note

Karma Ruder, former director of the Neighborhood Planning Office, holds bachelor's degrees in human relations and philosophy and a master's degree in public administration from the University of Kansas. Ms. Ruder was named a Distinguished Citizen by former Mayor Paul Schell in 1999. She now works as the Director of Community Collaboration at the Center for Ethical Leadership.

Source: <http://www.ethicalleadership.org>

## Content Description

Files created by Director Karma Ruder, including subject files, reports to the Director of the Department of Neighborhoods, public involvement files, and files documenting the work the NPO did with interdepartmental groups and other city departments, such as City Light, the Department of Construction and Land Use, Seattle Engineering Department, the Department of Neighborhoods, the Office of Economic Development, the Office of Management and Planning, and the Department of Parks and Recreation. Subjects include: transportation issues such as urban trails and bicycling; parks and open space; interaction with the City Council; inter-departmental agreements; neighborhoods; lighting and water reservoirs in communities; an agreement that the new baseball stadium would give money to neighborhoods; the Neighborhood Planning Data Viewer Geographical Information Systems project; a partnership with the non-profit Sustainable Seattle group and the neighborhoods planning process.

## Use of the Collection

### Preferred Citation

[Item and date], Neighborhood Planning Office Director's Records, Record Series 5760-01. Box [number], Folder [number]. Seattle Municipal Archives.

## Administrative Information

## Arrangement

Arranged in four series: Subject Files, Reports, Public Involvement Files, and Work With Other Departments.

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## Detailed Description of the Collection

The following section contains a detailed listing of the materials in the collection.

### Subject Files, 1991-1999

Container(s)	Description	Dates
Box/Folder		
1/1	Amendments Meeting	1996
1/2	American Public Works Association - Mayor's Briefing	1995
1/3	Aurora Avenue Merchants Association	1995
1/4	Ave Report, University District	1995
1/5	Ballard Rail Spur. Burke-Gilman Trail Extension	1995-1996
1/6	Bicycling / Urban Trails	1997-1998
1/7	Bond / Levy Measures. Transportation. Families and education. Parks and Open Spaces	1997
1/8	1998 Budget	1995-1998
1/9	1998 New Budget Process	1998
1/10	1999 - 2000 Budget	1998-1999
1/11	City Council. General	1995-1998
1/12	City Council. Conlin, Richard. Correspondence	1998
1/13	City Council. Donaldson, Sue. Correspondence	1998
1/14	City Council. Drago, Jan. Correspondence	1996-1998

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
1/15	City Council. Podlodowski, Tina. Correspondence	1996-1997
1/16	City Council. Community Kiosk Task Force	1998
1/17	City Council. Neighborhoods, Growth Plan And Civic Engagement Committee	1996-1998
1/18	City of Chicago Industrial Corridor Objectives	-
2/1	Code Changes Re Housing Affordability	1997
2/2	Community Partnership	-
2/3	Community Policing	1995
2/4	Comprehensive Plan	1995-1996
2/5	Comprehensive Plan - Cultural Resources Element	1995-1996
2/6	Conferences - Papers	1998
2/7	Consultants	1995
2/8	Consultants - RFQs	1995-1996
2/9	Consultant - Gail Zucker	1995-1996
2/10	Database Proposal / Timeline	1998
2/11	Data viewer: General	1997
2/12	Department of Construction and Land Use. Programmatic Environmental Impact Statement	1995-1998
2/13	Designation Packages. Drafts	1996
2/14	Distressed Communities	1994-1995
2/15	Engineering. Seattle Engineering Department / Neighborhood Planning Office / Department of Neighborhoods training session	1995

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
2/16	Enterprise Communities. Memoranda of Agreement with Office of Economic Development	1995-1997
2/17	Enterprise Communities. Memoranda of Agreement with Office of Economic Development	1995-1997
2/18	Ethnic Diversity In Southeast Seattle - Draft	1996
2/19	Events Calendar	1995-1996
2/20	Flyers and Invitations	1999
3/1	Friends of Athletic Fields	1997
3/2	Funding Sources	1997
3/3	Geographical Information Systems. Neighborhood Planning Data Viewer	1996-1998
3/4	Geographical Information Systems. Neighborhood Planning Data Viewer	1996-1998
3/5	GIS Land Use Layer Database	1995
3/6	GIS Information	1997
3/7	Good News Good Deeds	1995
3/9	Green Fleets Workshop	1995
3/10	Guidelines. Neighborhood design. Planning approval process	1995-1997
3/11	Historic Preservation. Planning	1995-1997
3/12	History of Neighborhood Planning	-
3/13	Housing	1995-1998
3/14	Human Development. Strategic Plan	1995-1996
3/15	Human Services. Central Area. Capitol Hill	1996-1998

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
3/16	Implementation - Neighborhood Plans	1998-1999
4/1	Interviews Re Neighborhood Planning Experience	1994
4/2	Kiosks - Pike / Pine (Includes Photographs)	1994-2001
4/3	Library	1995
4/4	Longfellow Creek	1995
4/5	Mayor's Correspondence	1995-1996
4/6	Mayor's Small Business Task Force Surveys	1995
4/7	Mayor's Walking Tour	1995
4/8	Memos of Karma Ruder re neighborhood Planning and Neighborhood Service Centers	1993-1995
4/9	Millennium Project	1998
4/10	Neighborhood Appreciation Party and Karma Ruder (Includes Photographs)	1999
4/11	Neighborhood-Based Environmental Stewardship	1995
4/12	Neighborhood Business Council - OED	1995
4/13	Neighborhood Matching Fund	1995
4/14	Neighborhood Planning Notebook	1995
4/15	Neighborhood Planning Policy Docket	1999
4/16	Neighborhood Planning Program Evaluation	1995
4/17	Neighborhood Service Centers Agreement	1995
4/18	Non-Profit Packet	-
4/19	Notices of Public Hearings	1998-1999

Container(s)	Description	Dates
5/1	Office of Economic Development - Neighborhood Business District Project	1997
5/2	Organizational Chart - NPO	1996
5/3	Parks. Open Space	1994-1998
5/4	Phase II Scopes of Work	1996
5/5	Phase II Scopes of Work	1997
5/6	Pilots	1995
5/7	Planning And Outreach. Jack Brautigam. Bicycle issues	1998
5/8	Planning Group Chairs	1999
5/9	Planning Guidelines	1995-1997
5/10	Planning Guidelines - Program Elements	1996
5/11	Planning History and Examples	1994
5/12	Pre-Application. Beginning Neighborhood Planning Process	1995
6/1	Presentation Notes. Director Explaining the Program	1995-1996
6/2	Press Release re NPO	1995
6/3	Profiles. Neighborhoods, Base For Their Planning	1995-1996
6/4	Project Management	1996
6/5	Project Timeline	1997
6/5	Project Manager Questions	1995
6/7	Quick Wins. University District. North District. Georgetown. Central Area	1996
6/8	Real Estate	1996

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
6/9	Retail Study. Drafts. Dearborn-Hiawatha Redevelopment	1996
6/10	Retreat	1996-1999
6/11	Retreat Follow-up	1997
6/12	Rezoning	1997
6/13	Scope of Work Checklist	1995
6/14	Scope of Work. Drafts. Fremont	1995-1996
6/15	SEATRANS - Anticipated Needs	1996
6/16	SEATRANS - Decision making / Funding	1996
6/17	SEATRANS Project Information	1997
6/18	Seattle Design Commission	1995
6/19	Seattle Marine Business Coalition	1995
6/20	Seattle Planning Commission	1995-1998
6/21	Seattle Public Schools	1995
6/22	SED Cutbacks	-
6/23	Seidelhuber Iron Works	1995
6/24	Shoreline Street end Program	1995
6/25	Sidewalk Policy	1999
6/26	Small Business Task Force	1995-1996
6/27	South Downtown. Duwamish Manufacturing And Industrial Center. International District. Pioneer Square	1998
7/1	Stadium (Baseball). Operator and Public Facilities District Funds For Neighborhoods. International District. Pioneer Square. Duwamish	1996-1997



Container(s)	Description	Dates
7/2	Staff Assignments	1996-1997
7/3	Staff Meeting Notes	1995-1997
7/4	State Environmental Policy Act. User's Guide for Neighborhood Planning	1996
7/5	Stewardship	1997-1998
7/6	Strategic Framework for City Performance	1995-1996
7/7	Street Lighting	1997
7/8	Street Utility Fund	1995
7/9	Summary of RESHB 1025	1991
7/10	Sustainable Seattle	1994-1997
7/11	Sustainable Seattle	1994-1997
7/12	Templates	-
7/13	Town Hall Briefing Papers	1996
7/14	Town Hall Information	1995-1996
7/15	Training. By Office and consultants for staff and neighborhood planners	1995-1998
7/16	Transportation Plan	1995-1998
7/17	Tree Planting	1995-1999
8/1	University of Washington School of Business	1996
8/2	Urban Village	1997-1998
8/3	Validation Event, With Karma Ruder (Includes Photographs)	1999
8/4	Volunteer Insurance	1996-1997

Container(s)	Description	Dates
8/5	Roger Wagoner Speeches re Seattle Planning	1997
8/6	Washington DC Trip & Paper	1998
8/7	Water Reservoirs. Plan to Cover Open Reservoirs	1995-1996
8/8	Women and Minority Business Enterprise	1996-1998
8/9	Women and Minority Business Enterprise Report	19997-1998
8/10	Work Plan Information	-
8/11	Zoning	1997-1998

## Reports, 1997-1999

Container(s)	Description	Dates
<b>Box/Folder</b>		
8/12	Neighborhood Plans Status Reports	1997-1998
8/13	Weekly Reports to DON Director	1998
8/14	Weekly Reports to DON Director	1998
8/15	Weekly Reports to DON Director	1998
8/16	Weekly Reports to DON Director	1998
8/17	Weekly Reports to DON Director	1998
8/18	Weekly Reports to DON Director	1998
8/19	Weekly Reports to DON Director	1998
8/20	Weekly Reports to DON Director	1998
8/21	Weekly Reports to DON Director	1998
8/22	Weekly Reports to DON Director	1999

Container(s)	Description	Dates
8/23	Weekly Reports to DON Director	1999
9/1	Summary Report	1996

## Public Involvement Files, 1994-1997

Container(s)	Description	Dates
<a href="#">Box/Folder</a>		
9/2	DHHS Community - Based Services By Zip Code	1996-1997
9/3	Gallery of Plans Neighborhood Plan and Materials	1995
9/4	Neighborhood Planning Pre-App Meeting	1995
9/5	Neighborhood Planning Product Discussion Summary Community Profiles	1995
9/6	Neighborhood Planning Projects - Surveys	1994
9/7	Neighborhood Projects, Workshop Briefing	1995
9/8	North District Roundtable	1995
9/9	North End Emergency Fund	1995
9/10	Planning For Neighborhood Planning	1994-1995
9/11	Surveys In Invitation To Neighborhood Planning Workshops	1994-1995
9/12	Topic 1, Not Another Plan, Notes	-
9/13	Validation Process	1996
9/14	Validation Process	1996
10/1	Validation Process	1996
10/2	Validation. Review to Ensure True Neighborhood Representation in Phase I and II	1995

Container(s)	Description	Dates
10/3	Workshops - Neighborhood Planning	1994
10/4	Workshops - Neighborhood Planning	1994
10/5	Workshops - Neighborhood Planning	1994
10/6	Workshops - Neighborhood Planning	1994-1995
10/7	Workshops - Neighborhood Planning	1994-1995
10/8	Workshops - Neighborhood Planning	1994-1995
10/9	Workshops - Follow-up Discussions	1995
10/10	Workshops - Neighborhood Planning	1994

## Work With Other Departments, 1994-1998

Container(s)	Description	Dates
<a href="#">Box/Folder</a>		
11/1	City Light. Memorandum of Agreement	1997-1998
11/2	Departmental Agreements	1996-1997
11/3	DON Interdepartmental Team Follow-Up	1997
11/4	Follow-Up To Mayor's Memo, Inter-Agency Meetings	1997
11/5	Interagency MOAs	1997
11/6	Inter-Departmental Enforcement Alliance. Good News / Good Deeds	1995-1996
11/7	Interdepartmental Teams	1995-1997
11/8	Interdepartmental Teams	1995-1996
11/9	Interdepartmental Teams	1995-1996

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
11/10	Interdepartmental Teams	1996
11/11	Neighborhood Planning Workshops	1994-1995
12/1	Interdepartmental Teams - North Team	1995
12/2	Interdepartmental Teams - North Team	1996
12/3	Interdepartmental Teams - North Team	1997
12/4	Interdepartmental Teams - South Team	1997
12/5	Neighborhood Planning Work Group	1994
12/6	Neighborhood Planning Work Group	1995
12/7	Neighborhood Planning Work Group	1995-1996
12/8	Neighborhood Planning Work Group	1996
13/1	Neighborhood Planning Work Group	1997
13/2	Neighborhood Planning Review and Response Team	1997-1998
13/3	Neighborhood Planning Review and Response Team	1997-1998
13/4	Neighborhood Planning Review and Response Team	1998
13/5	Neighborhood Planning Review and Response Team	1997-1998
13/6	Office of Management and Planning - Work With	1995-1997
13/7	Parks. Memoranda of Agreement with Department of Parks and Recreation	1995-1998
13/8	Parks Comprehensive Plan	1995
13/8	Grants	1996
13/9	Parks and Recreation: Program / Funding	1997

# Names and Subjects

## **Subject Terms :**

Lighting--Washington (State)--Seattle  
Neighborhood planning--Washington (State)--Seattle  
Parks--Washington (State)--Seattle  
Reservoirs--Washington (State)--Seattle  
Transportation--Washington (State)--Seattle

## **Corporate Names :**

Seattle (Wash.). Neighborhood Planning Office  
Seattle (Wash.). Dept. of Neighborhoods

## **Geographical Names :**

Seattle (Wash.)--Politics and government

## **Form or Genre Terms :**

Agendas  
Correspondence  
Memorandums

## **Other Creators :**

### **Personal Names :**

Ruder, Karma  
(creator)

Finding aid prepared by Scott Cline  
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