

Port Townsend/Jefferson County Comprehensive Housing Needs Assessment

Opening remarks

- Judy Surber and Brent Butler - Port Townsend and Jefferson County Planners will open the meeting and outline the results of current planning efforts, the objectives of this process, and the purpose of this workshop.
- Tom Beckwith AICP - consultant team leader will outline the workshop procedures.

Brainstorming session

- Note - the ideas developed in this visionary phase will be detailed, evaluated, tested, and refined by the consultants and staff in the following tasks of this planning process. The purpose of this workshop is to define ideas - not resolve all the details.

Housing market segment needs

You will spend the first 5 minutes identifying the needs of the different housing market segments in the county in general. The purpose of this introductory task is for you to define the housing market context within which your brainstorming ideas will take place and some of the topics you will be considering. You will produce flipcharts of lists indicating your group's opinions.

Brainstorming ideas

You will develop your group's alternative ideas about how housing market performance for the market segments under study can be improved upon to correct concerns and/or realize your ideas.

- Note - this must include the key topics identified in the suggested topic list plus any others your group decides to pursue after that. You will develop ideas without critical evaluation until you are satisfied all possible ideas have been explored for each topic. Ask yourself what-if questions as a method of stimulating new ideas. You will produce a series of graphics listing alternative proposals and other ideas.

Rankings

You will vote on the concepts you think should be pursued further. You can vote yes on as many concepts as you think appropriate for further study. We will rank the concepts into a priority list so that subsequent planning work is focused on your ideas that have the most support (best features).

Session over

A series of open houses will be conducted in April where you may review and critique the results of all the workshop ideas and how the Committee has organized them into proposed plans of action.

Workshop topics and code of conduct

Code of conduct

The following principles determine whether your workshop will be effective:

- **Be positive (visionary)** - build upon rather than criticize the ideas of others.
- **Share ideas** - incorporate and discuss the ideas of others, don't dominate or control the discussion.
- **Explore** - ask what-if, and then what-if again as a means of reaching beyond the obvious to create innovative ideas.
- **Speak for yourself** - express your opinions, but be willing to listen to the ideas of others - there are no experts here.
- **Be action oriented** - think in terms of acting upon (projects) rather than planning ideas (studies).
- **Be timely** - don't get bogged down. If an idea isn't working, go in another direction.

Facilitators

A consulting team member will serve as facilitator for each group. The role of the facilitators is to record your ideas, keep track of the time, stimulate your discussion, and record your votes. Where appropriate, they may also ask you to respond to brainstorming or evaluation questions of interest. They will not, however, create or judge your ideas.

Mandatory topics

The following topics must be brainstormed by all tables and are outlined in the background materials sent to you prior to the meeting. How do we meet the housing needs of the following housing market segments:

1. **Service sector worker households** - what kind of housing should it be and where should it be located? What happens if we do not provide for this market segment?
2. **Empty nester households** - for all income levels? How do we avoid having our housing stock become speculative or seasonally occupied?
3. **First time home buyers** - what kind of housing should it be and where should it be located? Does it need to be new housing products?
4. **Elderly households** - what kind of housing should it be, where should it be located, and what other services should be provided? How do we transition this household out of older, failing housing stock? How do we renovate and reintroduce older housing stock into the market again?
5. **Special populations** - including persons with developmental disabilities, domestic violence, mentally ill, substance abusers, physically disabled, and other co-occurring disorders? What kind of housing, where should it be located, what services should be provided, who should provide it?
6. **Low and very low-income households** - what type of assistance programs will work best? What is an equitable approach?
7. **Homeless persons** - what type of housing, where should it be located, what other services should be provided, what terms or conditions should be established? Who should operate and manage such facilities?

Optional topics

Once the mandatory topics have been brainstormed, you may choose from any of the other issues you identified at the beginning of the process: