

BARBUR CONCEPT PLAN

Creating a Long-Term Vision for Barbur Boulevard

Community Working Group

Final Collaboration Principles

December 1, 2011

For any planning process, participants should establish procedures to help govern the process. Such agreement increases success and decreases meeting time by assuring a good faith effort by all participants. This document contains the agreements of the participants in the Barbur Concept Plan process.

A. The role of the Community Working Group (CWG)

The CWG is advisory to City staff. It is not a decision-making body. The goal of convening the CWG is to help guide the Portland Bureau of Planning & Sustainability and Portland Bureau of Transportation (PBOT) in the creation of the Barbur Concept Plan by providing feedback on project materials, proposals and processes.

The CWG will be representative of area stakeholders, including broad representation of the southwest residents, institutions, neighborhoods, and businesses. The CWG will have opportunities to provide comments to the City by reviewing and advising on project information, products, and public involvement processes throughout the project. CWG members will also serve as liaisons between their respective communities/agencies and the City.

B. Public Involvement Overview

A detailed Public Involvement Plan for this process is available on the project website.

C. Technical Advisory Group (TAG)

The TAG is composed of organizations and agencies with specialized expertise and will be available to the CWG, City and Port project staff, and the community to address questions on technical issues at any point in the process as well as at key milestones. The TAG will be briefed regularly on the planning process by project staff and will have additional meetings as needed.

D. Technical Consultants

The City retained Fregonese Associates to serve as technical consultants to the process. The scope and contract are available for review.

E. Project Staff and Funding

The Bureau of Planning and Sustainability will lead the planning process with assistance from the bureaus of Transportation and Environmental Services. The City received a grant from Metro to pay for staff time and the consultant contract over the 18-month period of the process. The goal of staff is to provide a process that will be open, honest, and transparent. The following are principles expected of staff:

- Schedule CWG meetings at times and in locations that are convenient for members, and in a timely manner for review of project materials.
- Facilitate CWG meetings so that meetings remain focused on the agenda and everyone has an opportunity to participate.
- Start and end meetings on time unless the group agrees to extend the meeting time.
- Post agendas and other meeting materials on the project website.
- Distribute meeting materials by email, at least one week in advance of the meeting.
- Develop notes from CWG meetings. Notes should faithfully represent areas of general agreement within the CWG and areas in which there are diverging viewpoints. Once the CWG members have reviewed the notes and the notes have been revised if needed, staff will post them on the project website
- Provide light refreshments.

F. Community Working Group Meetings

To ensure a transparent, accessible process, staff will:

- Post CWG meeting times, locations, and meeting materials on the project website.
- Send notices of CWG meeting times and locations to members on the project mailing list.
- Provide a public comment opportunity, recognizing the primary purpose of the committee meetings is to provide a forum for the deliberation of the committee. Comments will be taken at the beginning and end of each meeting, but altogether will not exceed a total of ten minutes of the allotted meeting time without consent from the group. Individual comments will not exceed three minutes.
- Encourage interested members of the public to provide more thorough comments in writing; all written comments will be reviewed by the CWG and staff.
- Use neighborhood newsletters and email lists to notify community members about the project and opportunities for input at project milestones.

G. Community Working Group Commitments

The CWG members, project staff and participants will participate in good faith, which means:

- Review project materials in advance of meetings.
- Consult with members of their individual organizations on how to best represent their views, concerns and recommendations at the CWG.
- Provide regular updates to their individual organizations on the project, project events, and the results of CWG meetings.
- Create an atmosphere in which issues can be raised, discussed, and one where divergent views and opinions are expected and respected.
- Ask questions and seek information to ensure understanding.
- Treat everyone with respect.

- Listen carefully with the intent of understanding.
- Share the air – let others finish before speaking, and let others speak once before speaking twice.
- Raise issues honestly, clearly and early in the process, and recognize that silence will be interpreted as acceptance of the direction of the group. If a member is not comfortable raising an issue with the group, the member will raise the issue with an other member or staff to share with the group (either verbally or in the form of an index card provided at each CWG meeting).
- Seek to find common ground.
- Avoid side conversations.
- Focus questions and comments on the subject at hand and stick to the agenda.
- Support the facilitator in ending meetings on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended.
- Turn off or put cell phones on silent mode.
- Help to distribute invitations to open houses and other public events.
- Assist with hosting the neighborhood walks and three public open houses.

H. Discussion Process

Although the Community Working Group is not a decision making group, the CWG should strive for open and constructive dialogue to ensure that issues are examined sufficiently, potential solutions are well evaluated, and divergent opinions are aired, discussed and documented. Project staff is not seeking consensus from the CWG, but will be documenting areas of common ground.

I. Additional Understandings

- Notify staff if a participant has an unavoidable conflict that causes an absence.
- Speak freely with each other about issues and in ways that support the group process.
- Take no actions or discuss issues in any way that undermines the group process.
- Speak on our own individual behalf to the press or officials and notify staff about any communications of this nature.
- Avoid the appearance of representing the whole group without prior agreement of the group.

J. Participant Signatures

Roger Averbeck	<u>Roger Averbeck</u>
Don Baack	<u>Don Baack</u>
Glenn Bridger	<u>Glenn Bridger</u>
Campos Laura Campos	<u>Laura Campos</u>
Jim Gardner	<u>Jim Gardner</u>
John Garner	<u>John Garner</u>
Bill Garyfallou	<u>Bill Garyfallou</u>
Michel George	<u>Michel George</u>
John Gibbon	<u>John Gibbon</u>
Mara Gross	<u>Mara Gross</u>

Scott McClain	Scott McClain
Sandy Morgan	Sandy Morgan
Linda Niles	Linda Niles
Kiel Johnson	Kiel Johnson
Terri Preeg Riggsby	Terri Preeg Riggsby
Joseph Readdy	Joseph Readdy
Duncan Roberts	Duncan Roberts
Chris Smith	Chris Smith
Ken Williams	Ken Williams
Sally Willson	Sally Willson
Shannon Axtell	Shannon Axtell
Joan Frederiksen	Joan Frederiksen
John Gillam	John Gillam
Jay Sugnet	Jay Sugnet
Morgan Tracy	Morgan Tracy
Amin Wahab	Amin Wahab
Malu Wilkinson	Malu Wilkinson
Phil Richman	Phil Richman