

# Central City 2035: West Quadrant Plan Stakeholder Advisory Committee Meeting 1 Agenda



## ***Meeting Details***

Monday, March 11, 2013  
1900 SW 4<sup>th</sup> Ave., Room 2500A  
5:30 – 8:30 pm

## ***Meeting Preparation***

Please Read: Meeting 1 Packet, including: Central City 2035 Concept Plan, West Quadrant Reader, SAC Charter

Please Bring: Meeting 1 Packet

## ***Meeting Outline***

5:30 pm	Welcome and Opening Remarks	Mayor Hales
5:40 pm	Introductions <ul style="list-style-type: none"><li>• Co-Chairs</li><li>• Committee Members</li><li>• Facilitator</li><li>• Staff Members</li></ul>	All
6:20 pm	Stakeholder Advisory Committee Charter <ul style="list-style-type: none"><li>• Roles and expectations</li><li>• Discussion</li><li>• Final copy to be approved at next meeting</li></ul>	Kirstin Greene
6:50 pm	Dinner Break	All
7:05 pm	West Quadrant Plan Process <ul style="list-style-type: none"><li>• Phases of work</li><li>• SAC involvement</li><li>• Public involvement</li><li>• Discussion</li></ul>	Karl Lisle
7:35 pm	Central City 2035 Concept Plan <ul style="list-style-type: none"><li>• Equity foundation</li><li>• Role of Quadrant Plans</li><li>• Overview of Concept Plan</li><li>• Discussion</li></ul>	Joe Zehnder
8:10 pm	Public Comment	Co-Chairs
8:20 pm	Closing Remarks and Meeting Evaluations	SAC members
8:30 pm	Meeting Adjourned	Co-Chairs

Next Meeting:

- Monday, April 1 (same place and time)
- Topics: Central City polices, West Quadrant Reader issues and opportunities
- Expect Meeting 2 packets via mail approximately 10 days before the meeting
- Please review your packets for relevant information and homework assignments

## Central City 2035: West Quadrant Plan Stakeholder Advisory Committee

	First Name	Last Name	Background/Affiliation
1	Blake	Beanblossom	The Standard
2	Doreen	Binder	Transitions Projects
3	Catherine	Ciarlo	CH2M Hill
4	Hermann	Colas, Jr.	Colas Construction
5	Ben	Duncan	Multnomah County Health Equity Initiative
6	Brian	Emerick	Portland Historic Landmarks Commission
7	Jessica	Engelmann	Oregon Walks
8	Jason	Franklin	Portland State University
9	Jeanne	Galick	Willamette greenway advocate, South Portland resident
10	Jim	Gardner	South Portland Neighborhood Association
11	Patricia	Gardner	Pearl District Neighborhood Association
12	Greg	Goodman	Downtown Development Group
13	Patrick	Gortmaker	Old Town/Chinatown Community Association
14	Jodi	Guetzloe-Parker	Columbia Pacific Building Trades Council
15	Sean	Hubert	Central City Concern
16	Cori	Jacobs	Downtown Retail Advocate
17	Michael	Karnosh	Confederated Tribes of the Grande Ronde
18	Nolan	Leinhart	ZGF Architects
19	Keith	Liden	Portland Bicycle Advisory Committee
20	Jeff	Martens	CPUsage
21	Marvin	Mitchell	Julia West House; Downtown Neighborhood Association
22	Anne	Naito-Campbell	Civic activist and property owner
23	John	Petersen	Melvin Mark Capital Group
24	Dan	Petrusich	Portland Business Alliance
25	Steve	Pinger	Northwest District Association
26	Valeria	Ramirez	Portland Opera
27	Veronica	Rinard	Travel Portland
28	John	Russell	Property owner and developer
29	Bob	Sallinger	Portland Audubon Society
30	Katherine	Schultz	GBD Architects and Planning and Sustainability Commission
31	Mary	Valeant	Goose Hollow Foothills League
32	Karen	Williams	Carroll Investments
33	Jane	Yang	NW Natural



# Central City 2035: West Quadrant Plan Stakeholder Advisory Committee (SAC) Charter

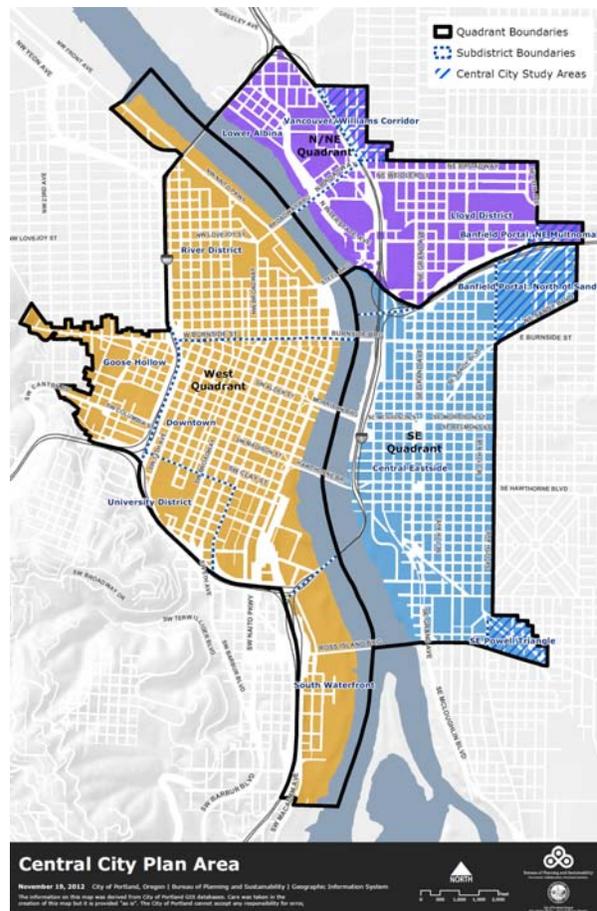


Context: *the Bureau of Planning and Sustainability, in collaboration with community and other City bureaus, is directed to complete the long-range quadrant planning work outlined in the Central City 2035 Concept Plan. The Bureau is to submit to City Council by June 2015 an ordinance that adopts the final Central City 2035 Plan and amends the Portland Comprehensive Plan and Map and Zoning Code and maps in conformance with the Plan. (Resolution 36970, adopted 10/24/2012)*

**Purpose: the purpose of this charter is to describe the roles and responsibilities of the Stakeholder Advisory Committee (SAC), Co-Chairs, City Staff and Facilitator as they guide the public process associated with development of the Plan.**

## I. Background

The City of Portland is updating its 1980 Comprehensive Plan and 1988 Central City Plan. The first phase of this process is the Portland Plan (adopted 4/25/12), a strategic plan to guide the city for the next 25 years. The update of the Comprehensive Plan follows the Portland Plan. The Central City 2035 Plan (CC2035) will update the 1988 Central City Plan as a component of the Comprehensive Plan. The CC2035 Plan will produce new guiding policies, updated land use and urban design plans, and more detailed sub-area plans for specific Central City districts. Additionally, the Portland Bureau of Transportation (PBOT) will update the Central City Transportation Management Plan (CCTMP), which is part of the Portland Transportation System Plan (TSP), as part of this planning effort. The first phase of CC2035 produced a Concept Plan (adopted 10/24/12) that defined the desired overall direction for development for the entire Central City. The Concept Plan is the foundation for more detailed planning and implementation work at the sub-district and quadrant level. The N/NE Quadrant Plan was the first quadrant plan completed and was adopted on October 25, 2012.



The West Quadrant is the second of these more focused plans. Through the planning process, residents, property owners, business people and other stakeholders will be invited to examine a range of land use, urban design, transportation, environmental and economic development issues on the westside of the Central City. This work will recommend policy and regulatory changes to guide future public and private investment and development in the River District (including the Pearl District and Old Town/Chinatown), Downtown, Goose Hollow, University District and South Waterfront areas.

## **II. Stakeholder Advisory Committee (SAC) Charge and Scope of Work**

### **A. Charge**

The SAC is advisory to the City Bureau of Planning and Sustainability. Appointed by the Director of the Bureau of Planning and Sustainability, the SAC will help inform City staff in the development of their recommendations to a range of decision-making entities. City staff recommendations to decision-makers will highlight areas of agreement and disagreement with the SAC and other stakeholder interests as needed. The co-chairs of the SAC will represent the recommendations of the SAC to City decision-makers, including the Planning and Sustainability Commission and City Council, in conjunction with City staff reports and public hearings. City Council has the ultimate decision-making authority for plan adoption.

### **B. SAC Scope of Work and Timeline**

The SAC is expected to meet approximately 12 times over the course of 14 months, starting in March 2013. The final West Quadrant Plan is targeted for adoption in the summer of 2014. Due to the scope, scale and compressed timing of this project, SAC meeting preparation and attendance is essential.

## **III. SAC Membership and Support**

### **A. Members**

The SAC has broad representation and is balanced to reflect many diverse interests and those who may be impacted by decisions made during the planning process. Following an application process, Susan Anderson, the Director of the Bureau of Planning and Sustainability, has made the following appointments:

### **B. Co-Chairs**

There will be two co-chairs, Karen Williams and Katherine Schultz. The SAC co-chairs and City project managers will meet regularly with the SAC facilitator to schedule the work of the SAC and any subcommittees, and determine the timing of the information brought before the SAC for consideration.

### **C. SAC Alternates and Replacements**

Due to the complexity of the process, it is best to have one person represent each interest throughout the planning process to maintain continuity of discussion and recommendations. If necessary, SAC members may identify an alternate to represent them if they have an occasional absence. Notice of substitution must be submitted to the SAC facilitator and City staff in advance of SAC meetings. Alternate members will be expected to follow the process and be able to participate in meaningful conversation. They will also be expected to actively communicate with the member they are representing to ensure continuity.

SAC member resignations, changes, and replacements must be submitted in writing to the SAC co-chairs by the representative interest group/organization. Three unexplained absences will suggest that the member may need to be replaced.

### **D. SAC Subcommittees and Work Groups**

If needed during the West Quadrant Plan Process, subcommittees or work groups may be formed. Working with Bureau staff, SAC co-chairs will determine subcommittees and their charges, time parameters and deliverables. Subcommittees will help frame the issues for the full SAC, especially on specific subject areas requiring more analysis and input. They will be

established in advance to allow adequate time for subcommittees to inform the planning process at key junctures. If broader issues are brought to a subcommittee, they will be noted in its meeting notes and not pursued without SAC approval.

City staff will assist subcommittees with meeting locations. There will be advance notice of all subcommittee meetings posted on the project website as soon as scheduled. These meetings will be open to the public and will include the opportunity for public comment. Staff will assist subcommittees in preparing summary notes of meeting discussions and decisions for posting on the project website within one week of the meeting. The SAC facilitator may be asked to assist subcommittees with meeting mechanics and decision-making guidance. This assistance may be requested by the subcommittee chair with the approval of the other SAC co-chair.

#### **E. Project Staff**

The City will provide staff support for the SAC process. Their goal is to provide a process that will be open, honest, and transparent with a special emphasis on early involvement in providing policy-setting guidance.

The project staff commits to:

- 1) Clearly define opportunities where the public can provide timely comment so that there is an opportunity to effect change.
- 2) Be accessible, inclusive, meaningful, regular, timely, open, fair, and honest. This includes providing information in as much advance as practical.
- 3) Ensure a collaborative planning process.
- 4) Provide an ongoing record of public comment, questions and responses, as well as a mechanism to make this information available to the public.
- 5) Include periodic community-based meetings in Portland where members of the public will be updated on committee activities and have the opportunity to inform policy-making.
- 6) Provide the public with a variety of ways to stay involved and informed during the process.
- 7) Provide interactive meetings with small group breakouts, and distinguish between information and comment opportunities in public meetings.
- 8) Wherever possible, design interactive formats for all meetings to ensure a balanced and fair discussion of issues, ensuring all perspectives are heard.
- 9) Provide the SAC with the relevant, objective information, in a timely fashion, necessary to give informed guidance. Presentations will provide facts surrounding specific issues in a readily understandable format.
- 10) Provide the big picture context and consider interconnections surrounding the issues, before asking the SAC to make a recommendation.
- 11) Be responsive to SAC requests for information and process support, be clear and transparent about staff positions, and carefully consider SAC recommendations and differences of opinion.

#### **F. The Facilitator**

An independent facilitator, Kirstin Greene, Principal with Cogan Owens Cogan, LLC, will help prepare meeting agendas, facilitate meetings and provide meeting summaries. The facilitator will be responsible to ensure the SAC process is fair, well run, and productive. The facilitator will be available as a resource to the City for minor conflict resolution and process improvement suggestions. As a neutral collaborative process provider, the facilitator will not act as an advocate for anyone on any substantive issue. However, the facilitator may propose substantive

suggestions for SAC consideration, but does not have authority to make decisions on substantive issues.

#### **IV. Meeting Guidelines**

##### **A. Quorum**

A quorum is a simple majority of SAC members or their alternates. If there is no quorum, the co-chairs may cancel/reschedule an action item.

##### **B. Open Meetings**

Meetings of the SAC and SAC subcommittees are open to the public and will include opportunities for written and verbal public comment. Notice of SAC meetings will be posted in advance of meetings on the project website. Notice of subcommittee meetings will be posted in advance of meetings. SAC and SAC subcommittee meeting summaries will be posted on the website as soon as possible following each meeting.

##### **C. Public Comment**

The co-chairs or the facilitator will provide public comment opportunities for non-SAC members during meetings. Typically, comments will be limited to a maximum of three minutes per person. The public is encouraged to submit written comments to project staff for circulation to the full SAC at any time.

##### **D. Meeting Agendas and Meeting Materials**

Project staff, the co-chairs and facilitator will develop draft and final agendas for SAC meetings. Meeting agendas and meeting materials will be mailed and sent electronically to SAC members one week in advance of the meetings, and will be posted on the project website. SAC meetings will begin and end as scheduled.

##### **E. SAC Member Commitments**

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

- 1) Prepare for and set aside time for the meetings and the West Quadrant Plan process.
- 2) Participate fully, honestly and fairly, commenting constructively and specifically.
- 3) Speak respectfully, briefly and non-repetitively.
- 4) Respect your fellow SAC members by refraining from speaking again on a subject until other members desiring to speak have had the opportunity.
- 5) Respect differences of opinion and allow people to say what is true for them without fear of reprisal. Avoid side conversations during meetings.
- 6) Provide information as much in advance as possible of the meeting in which such information is to be used and share all relevant information to the maximum extent possible.
- 7) Generate and explore all options on the merits with an open mind, listening to different points of view with a goal of understanding the underlying interests of other SAC members.
- 8) Consult in advance for the meetings with their interest groups/organizations and provide comment in a clear and concise manner.
- 9) Agree to work toward fair, practical and durable recommendations that reflect the diverse interests of the SAC and the community as a whole.
- 10) When communicating with others, represent your opinion only. For the SAC as a whole, direct media or other interested parties to the co-chairs or staff.
- 11) Strive for consensus and closure on issues.

- 12) Refrain from revisiting a previously discussed issue unless a majority of SAC members agree.
- 13) Support SAC recommendations in the next phases of work, including supporting staff and co-chairs' presentations to the Planning and Sustainability Commission and City Council.

## **V. Decision-Making Process**

### **A. Developing Recommendations**

The co-chairs and the facilitator will assist the SAC in identifying objectives, addressing the diversity of perspectives and developing substantive, practical recommendations to implement its charge. The SAC will make draft recommendations on an "issue-by-issue" basis, and then final recommendations as a "package" at each milestone, and again at the conclusion of the process. These recommendations will be presented to the Planning and Sustainability Commission and City Council for their consideration. The West Quadrant Plan is expected to be adopted by resolution and then packaged together with the final Central City 2035 Plan for adoption by ordinance.

### **B. Representative Voting**

Each SAC member (or their designated alternate) will have one vote. The names of those voting in favor and those voting against a proposal will be noted and included in the SAC's recommendations and the City staff recommendations to their respective decision-makers.

### **C. Consensus**

Consensus decision-making is a process that allows SAC members to distinguish underlying values, interests and concerns with a goal of developing widely accepted solutions. Consensus does not mean 100% agreement on each part of every issue, but rather support for a decision, "*taken as a whole.*" This means that a member may vote to support a consensus proposal even though they would prefer to have it modified in some manner in order to give it their full support. Consensus is a process of "*give and take,*" of finding common ground and developing creative solutions in a way that all interests can support. Consensus is reached if all members at the table support an idea or can say, "*I can live with that.*"

#### **C.1. "Green, Yellow, Red" Consensus Voting Method**

The co-chairs and facilitator will assist the SAC in articulating points of agreement, as well as articulating concerns that require further exploration. SAC will use a "**Consensus Voting**" procedure for testing the group's opinion and adjusting proposals. In "**Consensus Voting**," the co-chair or the facilitator will articulate the proposal. Each SAC member will then vote "green," "yellow," or "red," reflecting the following:

- "**Green**" indicates **full support** for the proposal as stated.
- "**Yellow**" indicates that the participant **agrees with the proposal as stated, but would prefer to have it modified in some manner in order to give it unconditional support. Nevertheless, the member will fully support the consensus even if his/her suggested modifications are not supported by the rest of the group because the proposal, taken as a whole, is worthy of support, as written.**
- "**Red**" indicates **refusal to support** the proposal as stated.

The co-chairs or facilitator will repeat the consensus voting process, as reasonably necessary, to assist the group in achieving **consensus** regarding a particular recommendation, so that all members are voting "green" or "yellow."

### **C.2. No Consensus – Majority and Minority View**

If a consensus on an issue is still not reasonably likely, as determined by the co-chair, the votes of those present at the meeting will be taken and recorded as a majority - minority vote. Majority is defined as at least 50% plus one of the SAC voting membership in attendance. The proposed language and reasoning supported by the majority will be noted along with their names in the SAC's recommendations. Members voting in the minority will have their names, proposed language, and reasoning noted in the Minority Report(s). The facilitator will document these issues, the differences of opinion involved, and submit the report to the City staff for inclusion in the SAC recommendations along with other stakeholder comments.

## **VI. Additional Understandings**

### **A. Communications Outside of SAC**

SAC members and staff can refer press, public, and other inquiries to the SAC co-chairs, City project managers, or the project website, if they desire. Additionally, project staff is available upon request.

### **B. Meeting Summaries**

The facilitator will prepare draft and final SAC meeting summaries. They will be provided electronically in draft form to the SAC for proposed correction and comment. The final meeting summaries will be posted on the project website.

### **C. Public Records and Confidentiality**

SAC records, such as formal documents, discussion drafts, transcripts, meeting summaries, and exhibits are public records. SAC communications (oral, written, electronic, etc.) are not confidential and may be disclosed. However, the private documents of individual SAC members and the private documents of the facilitator that are not shared with the City are not considered public records and are not subject to disclosure under public records laws.

### **D. Process Conclusion**

The SAC process will conclude with submission of its recommendations to the City or when necessary funding and resources are no longer available, or when the City determines it is unlikely the SAC will fulfill its Charge.

West Quadrant Plan: Project and Public Involvement Schedule

Draft: 02/25/13

Outreach work continuing through all phases of the project include: Website updates and news items, monthly email updates, stakeholder and organization meetings as well as broad news and media publications for events.

Project Phase	Outreach Tool	Purpose	SAC Mtg and Date	Meeting Topics
Phase 1 KICK-OFF	West Quadrant Reader	Introduction Orientation	Mtg. 1:	<ol style="list-style-type: none"> <li>1. Introductions</li> <li>2. SAC Charter</li> <li>3. Process Overview / Work scope</li> <li>4. CC2035 Concept Plan Overview                             <ol style="list-style-type: none"> <li>a. Steering Committee, Quadrant expectations</li> <li>b. Urban Design Concepts</li> </ol> </li> </ol>
	Online Survey		Mar 11	
Phase 2 ISSUES AND IDEAS	Charrette Week with Open House	Identify Issues and Opportunities	Mtg. 2: Apr 1	<ol style="list-style-type: none"> <li>1. Central City Planning Overview</li> <li>2. West Quadrant Reader Overview</li> <li>3. Systems Issues and Opportunities</li> <li>4. Discussion</li> </ol>
			Mtg. 3: Apr 22	<ol style="list-style-type: none"> <li>1. Issues and Opportunities:                             <ol style="list-style-type: none"> <li>a. Pearl District and Old Town/Chinatown</li> <li>b. Goose Hollow, West End, Downtown</li> </ol> </li> <li>2. Discussion</li> <li>3. Directions</li> </ol>
		Mtg. 4: May 20	<ol style="list-style-type: none"> <li>1. Issues and Opportunities:                             <ol style="list-style-type: none"> <li>a. South Downtown and South Waterfront</li> </ol> </li> <li>2. Discussion</li> <li>3. Charrette Direction for all subareas</li> </ol>	
		Charrette Week Jun 3 or Jun 10	SW and NW Quadrant Charrette <ol style="list-style-type: none"> <li>1. Purpose, Overview, Break Out</li> <li>2. Subareas</li> <li>3. Technical Work and SAC Review</li> <li>4. Working Drafts and Open House</li> </ol>	
Phase 3 DEBRIEF	Web package of Charrette results	Feedback	Mtg. 5: Jul 15	<ol style="list-style-type: none"> <li>1. Charrette Report                             <ol style="list-style-type: none"> <li>a. Draft Urban Design Alternative Concepts</li> </ol> </li> <li>2. SAC Discussion</li> <li>3. West Quadrant Plan Concept Direction</li> </ol>
	Online Survey		Subarea Work	1. Complete Subarea Work
Phase 4 CONCEPT DEVELOPMENT	Open House #1 (three alternatives)	Feedback	Mtg. 6: Sep	<ol style="list-style-type: none"> <li>1. DRAFT Concept Layers</li> <li>2. Draft Plan Framework</li> <li>3. Review Subarea Work</li> </ol>
	Brief Planning and Sustainability Commission (PSC) in this phase		Open House #1	Alternatives Presentation and Feedback
			Mtg. 7: Oct	Continued Discussion
			Mtg. 8: Nov	Continued Discussion
Phase 5 DRAFT PLAN	Open House #2 (Draft Plan Presentation)	Feedback and Endorsement	Mtg. 9: Jan	<ol style="list-style-type: none"> <li>1. Draft Staff Report: West Quadrant Plan</li> <li>2. Review and Discussion</li> </ol>
			Open House #2	Draft Staff Report: West Quadrant Plan Presentation and Feedback
	Mtg. 10: Feb		Continued Discussion	
	Mtg. 11: Mar		Public Comments	
	Mtg. 12: Apr		Final Review	
FINAL PLAN	PSC & CC	Adopt Plan	May - Jun	-----



Also included with the West Quadrant Plan Stakeholder Advisory Committee Meeting Packet #1 were the following two documents which can be found separately online.

Central City 2035 Concept Plan

Available at: <http://www.portlandoregon.gov/bps/article/427039>

West Quadrant Plan Reader

Available at: <http://www.portlandoregon.gov/bps/article/438072>