

New Chinatown/Japantown Design Guidelines

Stakeholder Advisory Committee Charter

March 16, 2016

Background

The Bureau of Planning & Sustainability (BPS) and the Portland Development Commission (PDC) are partnering on the development of Design Guidelines for the New Chinatown/Japantown Historic District. In coordination with the Old Town/Chinatown 5-Year Action Plan and Central City 2035 West Quadrant Plan, this is an important effort to help shape redevelopment in this unique area of the city. Once adopted by City Council, the Design Guidelines will be used as approval criteria to be met as part of historic resource reviews of both exterior alterations/additions to existing buildings and new construction. The New Chinatown/Japantown Historic District is bound by West Burnside, NW Glisan Street, NW 3rd Avenue, and NW 5th Avenue (see attached map).

The Stakeholder Advisory Committee (SAC) will assist BPS and PDC by reviewing and advising on the development of the Design Guidelines to be undertaken by a consultant team comprised of Waterleaf Architecture, Peter Meijer Architect, and JLA Public Involvement. A broader public outreach strategy will also be implemented to inform the work.

Mission

The SAC's charge is to advise project staff on the development of design guidelines, prepared to City specifications, for new infill development and alterations to historic structures. Specific points of feedback include: 1) problem definition; 2) existing conditions analysis; and 3) draft Design Guidelines for both exterior alterations/additions to existing buildings and new construction within the New Chinatown/Japantown Historic District for consideration by the Historic Landmarks Commission and adoption by the City Council.

Role of the Stakeholder Advisory Committee, Consultant Team, and the Public:

Community Input - Members of the public will provide input to the project team and the SAC through surveys, stakeholder interviews, open houses, and public comment at SAC meetings.

Stakeholder Advisory Committee - The Stakeholder Advisory Committee (SAC) will evaluate information presented by project staff and the consultant team and make recommendations for their consideration. The SAC will inform the project problem definition, existing conditions analysis and development of draft Design Guidelines for both exterior alterations/additions to existing buildings and new construction within the New Chinatown/Japantown Historic District. The SAC will develop an advisory recommendation regarding the proposed design guidelines which will be forwarded to the Portland Historic Landmarks Commission and Portland City Council for consideration and approval.

Project Team - The project team will consist of consultants and staff from the Portland Development Commission and Bureau of Planning and Sustainability. The project team will develop a range of concepts for possible design guidelines, facilitate community and stakeholder input considering the options and prepare a set of recommendations for district Design Guidelines and possible code revisions based upon the feedback received. Staff will present proposed draft Design Guidelines based upon the SAC and the public's input to the Portland Historic Landmarks Commission, who will forward a recommended draft to the City Council for adoption.

Portland Historic Landmarks Commission and Portland City Council - The Portland Historic Landmarks Commission will edit and recommend draft Design Guidelines to the City Council, who make the final decision regarding the Design Guidelines for the New Chinatown/Japantown Historic District after required public hearings and based on guidance from the SAC, the project team, and the community.



Duration and Number / Frequency of Meetings

The SAC will participate in five meetings from March – June 2016. Background interviews will also be held with each member to better understand individual goals, interests, and concerns about the project. SAC members may also be asked to attend and help host public meetings, or to present elements of the proposed Design Guidelines to the Historic Landmarks Commission and/or City Council.

SAC meetings are anticipated to be scheduled according to the following project milestones, and are subject to change:

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| March 16 | Meeting #1: Kick-Off Meeting, District walking tour |
| March 29 | Meeting #2: Project Objectives & Guiding Principles |
| April 26 | Meeting #3: Review high-level summary of initial concepts (Concept Report) |
| May 24 | Meeting #4: Review draft proposed for district design guidelines (Discussion Draft Report) |
| June 7 | Meeting #5: Continue review of draft proposed for district design guidelines (Discussion Draft Report) |

Organization and Facilitation

JLA Public Involvement will facilitate each SAC meeting. PDC staff will send out a meeting agenda and any related materials prior to SAC meetings. PDC and BPS will provide administrative support and project/program/policy expertise as appropriate. Meetings will be open to the public for observation and will provide time for public comment.

Meeting notes will be taken with the intent to summarize the issues discussed, including points of mutual agreement and/or differing viewpoints. Meeting summaries and agendas will be posted on the project website as soon as possible following each meeting.

Decision Making Process

As an advisory committee, the SAC recognizes that decision-making is the responsibility of the Historic Landmarks Commission and the City Council. However, the SAC members play a significant role in providing advisory recommendations to project staff based upon their knowledge, expertise and familiarity with the community. SAC recommendations should represent a broad base of collective wisdom about what will best serve our City. The SAC will inform the development of project deliverables, such as the project problem definition and existing conditions analysis, at meetings through informal polling, and will be asked to formulate a consensus based recommendation on the proposed design guidelines as a whole at the culmination of the project. This advisory recommendation will be forwarded to the Portland Historic Landmarks Commission for their consideration. The Historic Landmarks Commission will edit and recommend draft Design Guidelines to the Portland City Council for their adoption.

Consensus is the point at which all committee members can support the decision as the most viable decision for the group as a whole, although it may not be an individual member's personal favorite.

If consensus is not possible, the SAC will allow for a simple majority vote with outstanding concerns identified in the meeting summary.

Ground Rules

This SAC represents a diversity of expertise, skills and viewpoints. Members are expected to:

- Listen carefully.
- Keep an open mind.
- Critique issues, not people or organizations.
- Respect the views of others.
- Prepare for meetings.
- Speak honestly.
- Allow everyone to speak without dominating the conversation.
- Take responsibility for the success of the meeting and the SAC's deliberations.
- Not ask to revisit a previous decision unless a majority of SAC members present agree.

Roles and Responsibilities of Members

The Portland Historic Landmarks Commission, City Council, BPS, PDC, partner organizations and community members rely on the SAC to act as stewards and leaders of the Design Guidelines work.

Members are expected to:

- Attend all SAC meetings and other related public activities.
- Review agenda and meeting information in advance of the meeting and notify the PDC in advance of meeting absences.

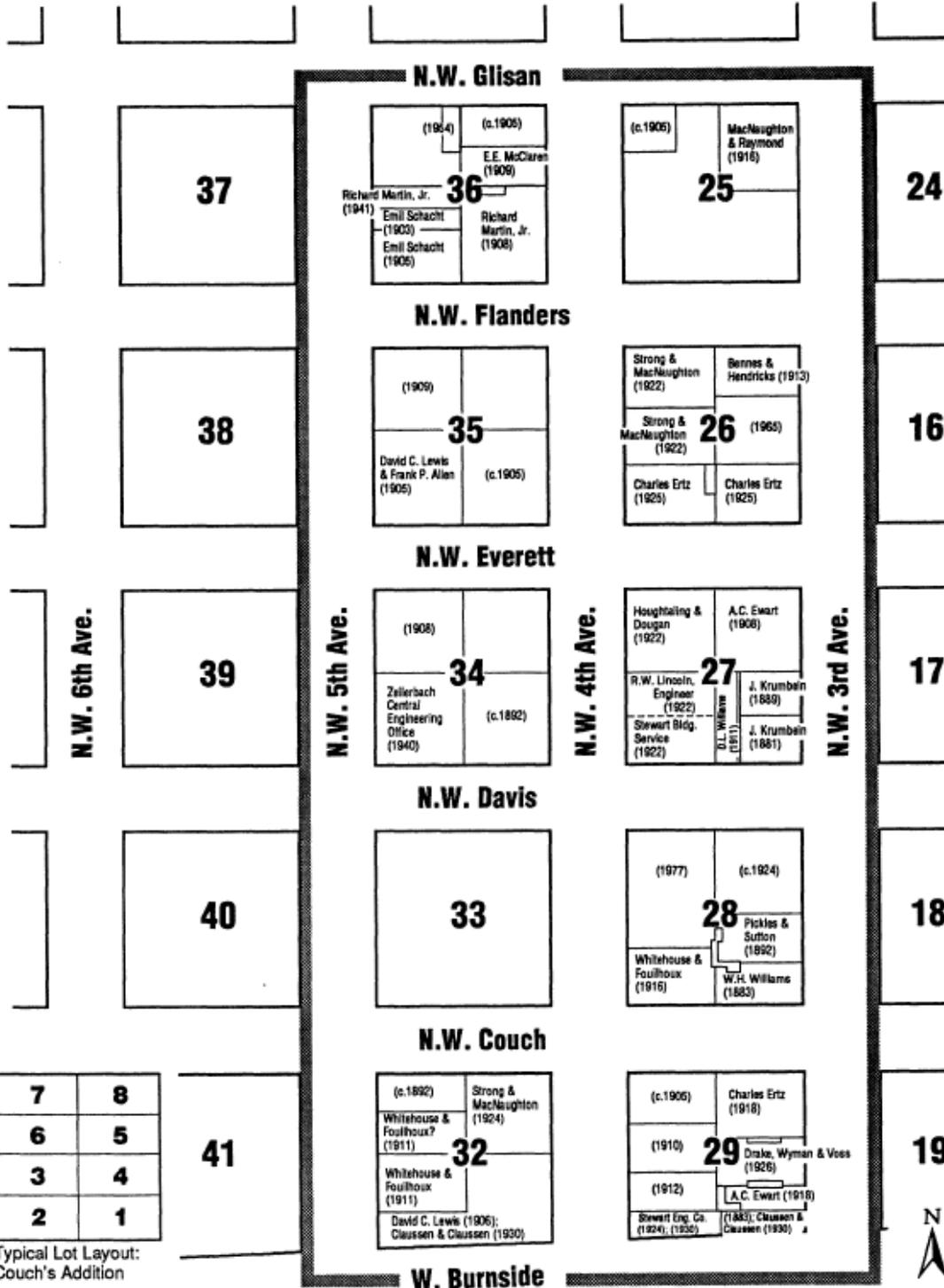
- If a designated community or business representative, keep the entity represented informed of key agenda items and decisions.
- Assist SAC members in identifying and informing other community stakeholders of related projects, programs or policies.
- Represent only personal views on project matters and not appear to represent the views of the Committee or other individual members when engaged in other forums where project issues are under discussion, including contacts with the press.
- Inform the Committee facilitator and project manager of information requests, so that responses can be provided to all Committee members.
- Provide written and/or oral testimony at Historic Landmarks Commission and City Council meetings.

Absences and Alternates

If a SAC member is not able to attend a meeting, they are expected to notify PDC staff in advance. Members can send a substitute or alternate in their stead, but are asked to brief that individual in advance so that they are aware of SAC work to date. Alternates shall participate fully in meeting discussions and weigh-in on behalf of their organization or constituency during informal polling or the consensus recommendation.

New Chinatown Japantown Historic District

Architects and Year Built



Typical Lot Layout:
Couch's Addition