



Bicycle Parking Stakeholder Committee Charter

Charge

Stakeholder Committee. The Stakeholder Committee is charged with providing direction and recommendations to the Bureau of Transportation in the update of the City of Portland's Bicycle Parking zoning code requirements.

Participation

Membership.

Phillip Beyl, GBD Architects
Todd Boulanger, Bicycle Transportation Alliance
Clint Culpepper, Portland State University
Kathryn Doherty-Chapman, Go Lloyd
Roger Geller, Bureau of Transportation
Tim Heron, Bureau of Development Services
Tom Kilbane, Urban Renaissance Group
Keith Liden, Bicycle Advisory Committee
Phil Nameny, Bureau of Planning & Sustainability
Jeff Owen, TriMet
Shayna Rehberg, Bicycle Advisory Committee (alternate)
Chris Smith, Planning and Sustainability Commission
Susan Steward, Building Owners and Managers Association
Jean Pierre Veillet, Siteworks Design Build
Felicia Williams, Neighbors West-Northwest District Coalition
Rick Williams, Rick Williams Consulting
<i>(small business representative to be confirmed)</i>

Staffing.

Scott Cohen, Bureau of Transportation
Sarah Figliozzi, Bureau of Transportation

Roles and Responsibilities.

- Attend five to seven meetings, February 2016 through September 2016. If a member cannot attend a meeting that member may invite an alternate to attend.
- Review information before meetings.
- Express concerns, issues and perspectives clearly, honestly and early in the process.
- Act as a liaison to their organizations or agencies, if applicable.
- Speak about the project to the media and stakeholders in ways that are supportive of the group process.
- Follow the Meeting Guidelines as identified below.

Meetings

Schedule and Topics.

Specific dates and topics to be scheduled.

Guidelines. During Stakeholder meetings:

- Listen carefully and speak honestly.
- Bring up issues or concerns early.
- Respect the views of others.
- Keep an open perspective.
- Critique issues, not people or organizations.
- Allow everyone to speak without dominating the conversation; share the air.
- Take responsibility for the success of the meeting.
- Listen and consider both community and citywide concerns.
- Start and end meetings on time.
- Seek to provide solutions for issues or concerns that are raised.

Public Comment. Facilitator will provide opportunities for brief public comment or announcements relating to agenda items at the end of each meeting, not to exceed 10 minutes of allotted meeting time with a maximum of 3 minutes per individual without consent of the committee. Members of the public who do not have time to speak or have more to say than the allotted time allows can submit comments to become part of the public record.

Decision-making

- Discussions will strive for agreement but consensus is not needed to move forward. For the purposes of the Stakeholder Committee, “consensus” is defined as the point where all members agree on the best option for the group even if it is not each member’s personal favorite.
- If consensus cannot be reached, then 2/3 of Committee members present must agree on a decision to be considered a group recommendation.
- Any members who do not support the recommendation may prepare a separate written statement to be shared with project staff.
- A quorum of nine (9) members must be present to vote on any issue.
- All opinions will be part of the meeting summary.