

## Project Advisory Committee Meeting #1

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**MEETING DATE:** THURSDAY, JANUARY 28, 2016  
**LOCATION:** 1900 SW 4TH AVENUE, 7TH FLOOR  
**TIME:** 4:00 – 6:00 P.M.

**MEETING  
PURPOSE:**

Review the project background, purpose, expectations and timeline  
Review the proposed community engagement and feedback process  
Review and discuss Committee process, protocols and decision-making  
Brainstorm project vision and goals  
Discuss next steps

**AGENDA**

- 1. Welcome, Introductions & Review Meeting Format and Purpose** **15 minutes**  
*Adrienne DeDona, JLA Public Involvement /  
Josh Alpert, Chief of Staff, Mayors Office*
  
- 2. Project Background and Purpose** **10 minutes**  
*Michelle Kunec-North, Bureau of Planning & Sustainability /  
Kristen Lohse, Rob Burchfield, Toole Design Group*
  
- 3. Project Overview & Community Engagement** **10 minutes**  
*Kristen Lohse, Rob Burchfield, Toole Design Group /  
Adrienne DeDona, JLA Public Involvement*
  
- 4. Q & A Discussion** **5 minutes**  
*All*
  
- 5. Committee Process, Protocols & Decision-making** **25 minutes**  
*Adrienne DeDona, JLA Public Involvement*
  
- 6. Project Visioning** **40 minutes**  
*All*
  
- 7. Public Comment** **10 minutes**
  
- 8. Meeting Wrap up/Next Steps** **5 minutes**  
*Adrienne DeDona, JLA Public Involvement*

## Project Advisory Committee

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### **DRAFT PROCESS & PROTOCOLS**

For discussion  
January 28, 2016

A sixteen-member Project Advisory Committee has been appointed by the Director of the Bureau of Planning and Sustainability to advise project staff and consultants on the development of an Off-Road Cycling Master Plan for Portland. The role of the Committee is to advise the Bureau of Planning and Sustainability staff and project consultants on the development of a citywide vision and plan for a system of off-road cycling facilities – such as sustainable trail systems, skill parks and pump tracks – for children, adults, and families of varying skill levels.

#### **Committee Purpose**

The Project Advisory Committee will represent a diversity of perspectives and will provide community and technical expertise, ongoing input and direction, and recommendations to the planning process. The Committee will advise staff and project consultants and help craft the principles, approach, and content of the plan.

Committee meetings will serve as a forum for open, public dialogue about the Off-road Cycling Master Plan. The Committee will strive to represent a range of community interests and technical expertise and develop recommendations through an equitable, collaborative and transparent process.

The group should engage in open and constructive dialogue to ensure that potential solutions are well tested and that diverging opinions are aired, discussed and documented. Thoughtful expression of differing perspectives will help inform balanced solutions.

The Committee members acknowledge that their role is to provide advice to the Bureau of Planning and Sustainability and that the final decisions on content that goes before the Portland Planning and Sustainability Commission rest with the City and the Commissioner-in-charge.

#### **Committee Report**

Members will have the opportunity to provide a Committee report in response to the recommendations forwarded in the staff proposed Off-road Cycling Master Plan. This report will be included in the Plan's transmittal to Council. The purpose of the Committee report is to transmit the perspectives of the group, even where they differ, so that decision-makers

have the benefit of hearing points of agreement and disagreement and understand potential trade-offs.

In addition, the Committee will:

- Create an environment conducive to voicing diverse opinions and ideas.
- Review and comment on technical information and materials prepared by the project team.
- Discuss and consider community needs and input, site opportunities and constraints, and best practices in design, development and management in order to establish recommendations for the future improvement and management of off-road cycling trails and facilities.
- Promote public understanding of the Off-road Cycling Master Plan.

## Committee Organization

- **Committee members:** Members have been selected as they demonstrated abilities to think creatively about off-road cycling opportunities citywide, while working effectively and constructively to balance various goals for public lands. The Committee was selected with consideration for its overall makeup and balance relative to:
  - Knowledge and experience of off-road cycling, hiking, trail running, wildlife watching and/or other park uses.
  - Technical expertise in trail design and management, natural resource conservation and environmental stewardship, outdoor recreation, business, tourism and health.
  - Perspectives and experiences from people of color, women, youth and seniors, people with disabilities, low-income Portlanders, and those who speak a language other than English.

Some Committee members are also serving as either representatives of, or liaisons to, community organizations, boards, or commissions. These members will participate as full members of the Committee. However, they have the added responsibility of helping ensure their associated constituents are kept up to date on the process and are aware of opportunities for feedback. Those who are representing an organization may also be expected to speak on behalf of the larger organization or constituency.

- **Agency representatives and resources:** To assist the Project Advisory Committee, staff from public agencies and the International Mountain Bicycling Association (IMBA) will be available at Committee meetings to offer factual information, feedback and perspectives relevant to their agency or organization.

Their participation will help ensure the Committee accurately and adequately considers technical, policy and implementation issues and requirements, but they will not be voting or contributing to the final Committee recommendations. Additional staff may be asked to attend Committee meetings as necessary to support planned agenda items. These staff do not constitute a technical advisory committee and will not be meeting separately from the Project Advisory Committee.

- **Committee Facilitator:** Bureau of Planning and Sustainability has engaged a professional consultant to facilitate the meetings and assist coordination in between meetings. In general, the facilitator will share responsibility in the agenda development with the project staff, communicate with group members, and help develop meeting notes. They will ensure a welcoming meeting environment where all members will participate and the public has the opportunity to ask questions and provide comments.
- **Project Staff:** The project is staffed by a Project Manager and assisted by other staff with both general and technical skills. Staff will manage the project and consultants, will bring key items to the Committee for discussion, and will be responsible for considering and Committee feedback in the development of the Plan. Project staff will also make sure the project webpage and calendar are up-to-date.
- **Project Consultants:** Bureau of Planning and Sustainability have engaged professional consultants to assist staff in developing key analyses and work products throughout the project. The consultants may attend Committee meetings and other events as needed to accomplish work tasks and provide information.
- **General Public:** The general public is invited to attend Committee meetings. Information derived from public comment will be considered in developing draft and final work products.

## Committee Decision Making

As an advisory committee, the Committee recognizes that decision-making is the responsibility of the City and the Commissioner-in-charge. However, members also recognize the significant role they have in providing recommendations to the Bureau of Planning and Sustainability staff and the project consultant team based upon their knowledge and expertise in the areas of cycling, including off-road cycling; trail and park user perspectives; environmental and watershed health; youth; equity in transportation and recreation access; business and tourism; health; and neighborhood perspectives.

Committee members are asked to respectfully hear each other's perspectives to broaden each member's understanding of the various implications of potential approaches. However, this does not necessarily mean that the group will reach consensus. It is more valuable for staff to hear and understand the positive and negative implications of alternatives, from a variety of perspectives.

To this end, the Committee will:

- Individually commit to continued and consistent involvement in the process from start to finish.
- Work together to serve the purpose of this Committee to make recommendations that are consistent with the agreed-upon goals and objectives for the Off-road Cycling Master Plan.
- Provide constructive suggestions for addressing issues and improving proposals.
- Set aside personal interests in order to seek the best recommendations for all stakeholders.
- Work toward mutually-agreed upon recommendations that all Committee members can support as the most viable decision for the group as a whole.
- Include majority and minority opinions in the Committee's recommendation if it is clear, after repeated attempts to find a solution all can support, that mutual agreement is not possible.
- Ensure a quorum is present when closing discussion on a topic and moving a Committee decision forward. A quorum consists of a minimum of nine (9) Committee members.
- "Freeze" all decisions made by the Committee unless the full Committee decides that a decision needs to be revisited due to new information or subsequent recommendations.

## **Committee Meetings**

The committee will meet once a month unless a change is determined by project staff. Meetings are open to the public and will include opportunity for public comment. Notice of meetings, agendas and meeting materials will be made available publicly approximately one week in advance of meetings at <http://www.portlandoregon.gov/bps/offroadcycling>.

Meeting notes will be taken with the intent to summarize the issues discussed, including points of consensus and differing opinions. Meeting summaries will be posted on the website as soon as possible following each meeting.

## Process Protocols

In preparation for each meeting, Committee members will:

- Read materials in advance of meetings.
- Provide comments on agenda items to the facilitator via e-mail at least three days before meetings. Comments received after that time will be provided to Committee members at the next meeting.
- Notify the meeting facilitator, Adrienne DeDona at [Adrienne@jla.us.com](mailto:Adrienne@jla.us.com) or 360-903-4792, if unable to attend a meeting.

During meetings, Committee members will:

- Be prepared to start meetings on time.
- Participate!
- Focus questions and comments on the subject at hand and focus on successfully completing the agreed upon agenda.
- Ask questions to ensure an understanding of the matters being discussed.
- Treat everyone with respect. Be open to the group and other ideas.
- Let others finish before speaking. Share the air – let others speak once before speaking twice.
- Collaborate with other group members – seek to find common ground.
- Consider the community as a whole in deliberations.
- Put aside personal agendas. Raise issues honestly, clearly and early in the process. This will help the group make recommendations about how to move forward.
- Place name tents vertically on the table to indicate a desire to speak; wait for the facilitator to call on you.
- Provide opportunities for public comments at the end of each meeting.
- Put cell phones on silent mode.
- Formally declare any conflicts of interests (defined as any personal or family member's loss or gain as a result of the study or resultant possible project).
- Help end meetings on time. If agenda items cannot be completed on time, decide if the meeting should be extended or if an additional meeting should be scheduled.

Accessibility to the Public: While the primary purpose of the committee meetings is to provide a forum for the deliberation of the committee, meetings will be open to the public for observation.

The facilitator will provide public comment opportunities for non-Committee members during the meetings. Comments from the public will be limited in time to allow sufficient opportunity to conduct the other portions of the agenda. Typically, the public comment opportunity will be limited to 10 minutes toward the end of the meeting. This amount may be extended by Committee agreement, if needed and if time allows. The length of individual comments will be limited based on the number of individuals who wish to address the Committee, but will generally be no more than two minutes.

During meetings, the Committee asks that the audience:

- Put cell phones on silent mode.
- Treat everyone with respect (no personal attacks).
- Provide an environment conducive to Committee discussions and deliberations; do not interrupt. Hold comments until the public comment period.
- Refrain from clapping, cheering, or other forms of demonstration, which could be intimidating to those supporting a minority position.

During public comment, speakers are asked to:

- Introduce yourself – clearly state your name and city of residence.
- Be brief; allow time for others to speak.
- Understand that questions may not be answered and the committee may not engage in a dialog.

The public is encouraged to submit written comments to the Committee facilitator for circulation to the full group.

Between meetings, Committee members and the project team will use email to communicate with each other about project issues. Meeting materials will be distributed by e-mail, generally one week in advance of meetings.

Between meetings, Committee members agree to:

- Represent only personal views on project matters and not appear to represent the views of the whole Committee or other individual members when engaged in other forums where project issues are under discussion, including contacts with the press.
- Serve as conduits for information sharing with groups, organizations and/or constituents that the Committee represents. Members will also gather and share information from constituents that will inform Committee deliberations.

- Request additional information through the facilitator, so that responses can be provided to all Committee members. Staff and consultants will attempt to provide requested information as available and within the resources and scope of the project.
- Include both the facilitator and project manager on any group email exchanges, so that a public record is maintained. E-mail between meetings is for information and discussion only, not for decision-making outside of the Committee meetings.
- Communicate in ways that support the group process.

## Other Information for Committee Members

- **Duration:** The overall duration of the Committee is approximately 12 months.
- **Time Commitment:** We anticipate that members will need to spend four to six hours per month on Committee related meetings and activities. This commitment of time includes reading email correspondence, reviewing meeting notes and handouts. There could be additional meetings to attend, including community engagement events, as needed.
- **Attendance:** Members should try to attend all monthly meetings. If a member cannot attend a meeting, they should inform project staff or the facilitator before the meeting. Prior to or after missing a meeting, a member should contact staff or the facilitator to receive updates and send in contributions/responses to work done during the missed meeting. Members who do not to attend a meeting may not seek to revisit issues from the missed meeting that were noticed on the agenda and on which discussion was completed at the missed meeting. Regular attendance is important – Committee members that miss two consecutive meetings without contacting staff may be contacted regarding ongoing interest and participation.
- **Alternates:** Members may not have alternates. Members may have an individual attend a meeting in the role of the general public and are welcome to provide public comment during the opportunities provided for non-members during the meetings. These individuals' primary responsibility is to inform the member about the deliberations at the conclusion of the meeting.
- **Presentations:** Committee members may be asked to serve as a spokespersons to represent group opinions and positions at Planning and Sustainability Commission, Portland Parks Board, and/or Bicycle Advisory Committee meetings and participate in briefing city commissioners, bureau directors, or community stakeholders, to discuss Committee efforts.
- **Media:** Members may choose to respond to media inquiries, but agree to honor the group process and not use it to promote individual “agendas” or presume to represent the positions of other members or the group.

- **Withdrawal:** In the case of withdrawal of a member from the Committee process, the decision to replace that member will depend on factors such as how far along the group is in the process, whether the addition of a new member would be disruptive, and whether the loss of the interests represented by the withdrawing member creates a serious gap on the Committee in terms of expertise and/or interests. Authority for decisions about replacing members rests with the Bureau of Planning and Sustainability, which may consider recommendations from the group.

## **Contacts**

Michelle Kunec-North, Project Manager; (503) 823-7910  
[michelle.kunec-north@portlandoregon.gov](mailto:michelle.kunec-north@portlandoregon.gov)

Adrienne DeDona, Facilitator; (360) 903-4792  
[Adrienne@jla.us.com](mailto:Adrienne@jla.us.com)



# PORTLAND OFF-ROAD CYCLING MASTER PLAN

community outreach and engagement plan at-a-glance

## ADVISORY COMMITTEE

## PLANNING PROCESS

## OUTREACH

JAN 2016

FEB

Meeting 1

MAR

Meeting 2

APR

Meeting 3

MAY

Meeting 4

JUN

Meeting 5

JUL

Meeting 6

AUG

Meeting 7

OCT

Meeting 8

Additional meetings scheduled as necessary

NOV

DEC

### DISCOVERY PHASE

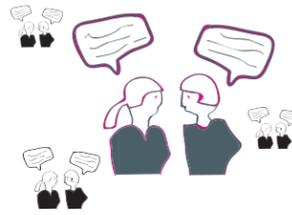
learning and sharing information

#### INPUT

- PLACE: Where do opportunities and needs exist? What facilities are possible?
- PEOPLE: Who is riding now? What are future needs and trends?
- CHALLENGES & IMPACTS: What are potential impacts and how can they be addressed?

#### OUTCOMES

- The vision, goals and objectives for the process are established.
- Existing condition and needs; challenges and opportunities; best practices; and facility types are identified.
- Impacts are understood and assessed.



#### METHODS

- Website
- Social media
- Press releases
- Video #1
- PAC member outreach
- Interactive map tool

#### TARGET AUDIENCES

- Community partner organizations
- General public
- Public agency partners

### ANALYSIS PHASE

reaching out and collecting feedback

#### INPUT

- How do we provide a variety of experiences?
- What are the most important screening factors to consider?
- How do we screen potential sites and decide which facilities are right for which sites?

#### OUTCOMES

- Site suitability criteria are determined.
- Potential sites and facilities are identified and assessed based on a system-wide matching process.



#### METHODS (in addition to above)

- Evolution of interactive map tool
- Tabling
- Open house #1
- Youth focus group #1

#### TARGET AUDIENCES

- Community partner organizations
- General public
- Public agency partners
- Underserved communities
- Youth

### SYSTEM PLANNING PHASE

considering sites and the system

#### INPUT

- How do the sites make up a system? Are there appropriate connections?
- Does the system achieve the goals?

#### OUTCOMES

- Site suitability analysis is completed.
- Draft system map presented for review.



#### METHODS (in addition to above)

- Evolution of the interactive map tool
- Site-specific outreach
- Video #2
- Open house #2
- Youth focus group #2

#### TARGET AUDIENCES

- Community partner organizations
- General public
- Public agency partners
- Underserved communities
- Youth
- Potentially affected neighbors & park users

### DRAFT PLAN PHASE

collecting and incorporating feedback

#### INPUT

- Does the plan meet the needs and goals?
- How can we implement the plan?
- How can we design and manage sites to minimize impacts?

#### OUTCOMES

- Design and management recommendations, implementation strategies finalized.
- Draft plan presented to decision-makers.



#### METHODS (in addition to above)

- Open house #3
- Formal public hearings

#### TARGET AUDIENCES

- Community partner organizations
- General public
- Public agency partners
- Underserved communities
- Youth
- Potentially affected neighbors & park users



**PROPOSED PLAN** presented to BPS Director and Portland Mayor for recommendation to City Council; City Council makes the final decision in adopting the plan



Bureau of Planning and Sustainability  
Innovation. Collaboration. Practical Solutions.



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## Project Advisory Committee Membership

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### 1. **Punneh Abdolhossieni**

Punneh works for Partners in Diversity, an organization partnering with Oregon and SW Washington employers to attract and retain professionals of color. Her academic focus was outdoor education and recreation and overcoming barriers to participation for communities of color. Punneh represents the Community Cycling Center and enjoys off-road cycling and racing.

### 2. **Kelsey Cardwell**

Kelsey is the communications director for Stand for Children Oregon, an advocacy organization focusing on preparation for and access to college for all children. She is also the President of and represents the Northwest Trail Alliance, a mountain bicycling advocacy and trail stewardship organization encompassing NW Oregon and SW Washington. Kelsey is an off-road cyclist and trail runner.

### 3. **Erin Chipps**

Erin is an environmental specialist for the Federal Highway Administration Western Federal Lands Division, reviewing environmental impacts of road and trail projects. She has a background in biology and a Masters in Environmental Management. Erin is an off-road cyclist and racer.

### 4. **Matthew Erdman**

Matthew is an attorney and manager at Legal Aid and previously worked with El Programa Hispano, supporting low-income, English as a Second Language and minority residents. His educational background is in economics with a focus on valuation of natural resources. Matthew is a road and off-road cyclist and bike racer.

### 5. **Jocelyn Gaudi**

Jocelyn is an active volunteer within the off-road cycling community and is a certified mountain bike instructor, with a focus on encouraging more women and youth to ride off-road. She is also a member of the Komorebi Cycling bikepacking group. Jocelyn serves on the Portland Bicycle Advisory Committee and the Friends of Gateway Green board, both of which she represents.

### 6. **Mike Houck**

Mike Houck has been a leader in urban park and greenspace issues since founding the Urban Naturalist Program at the Audubon Society of Portland in 1980. He helped found the Coalition for a Livable Future and now directs the Urban Greenspaces Institute. He is a member of The Intertwine Alliance's core group and its board of directors. He is an avid hiker and urban naturalist. Mike serves on the City of Portland's Planning and Sustainability Commission.

**7. Adnan Kadir**

Adnan is a professional cycling coach with Aeolus Endurance Sport and member of the Oregon Bicycle Tourism Partnership. He is on the board of the Bicycle Transportation Alliance (BTA), where he works to implement programs in low-income neighborhoods and with at-risk youth. Adnan is a member of the Buckman Community Association and enjoys off-road cycling, hiking, and trail running. He represents the Oregon Bicycle Racing Association (OBRA).

**8. Carrie Leonard**

Carrie is a children's bike specialist with IslaBikes, Inc., a company that produces high quality bikes for children. She has a background in freshwater conservation and engineering. Carrie is a road cyclist and trail runner, and her children are off-road cyclists. Carrie is a member of the Portland Society, a group of professionals who are passionate about business and bicycling.

**9. Torrey Lindbo**

Torrey is the Water Sciences Program Manager for the City of Gresham, bike commuting daily from SW Portland on the Springwater Corridor. He is also president of the Tryon Creek Watershed Council, and has served on the Johnson Creek Watershed Council for eight years. Torrey is a hiker, trail runner, and on the board of Team Red Lizard, a Portland running club.

**10. Kelly McBride**

Kelly is an occupational therapist and volunteers with Adaptive Sports Northwest, focusing on accessibility for people with disabilities. She is a hiker and trail runner and has begun riding off-road with her husband, who uses a handcycle.

**11. Renee Meyers**

Renee is the Director of the Forest Park Conservancy, which she represents. The Forest Park Conservancy's mission focuses on the interdependent values of protecting Forest Park's ecological health while encouraging responsible recreation and access. The Conservancy works directly with Portland Parks & Recreation to restore the park and build and maintain soft-surface trails.

**12. Jim Owens**

Jim is a public policy, land use planning and community engagement specialist with the Cogan Owens Greene consulting firm. He has worked on many complex environmental and recreation projects and plans, including environmental impact statements for recreational uses in Northwest Forest lands. Jim serves on and represents the Portland Parks Board. He also serves on the Board of Directors of the Portland Parks Foundation.

**13. Nastassja Pace**

Nastassja leads Oregon bicycle tourism development efforts at Travel Oregon, with a focus on building local economies around outdoor recreation tourism. She serves on the Scenic Bikeway Advisory Committee, convenes the Oregon Bicycle Tourism Partnership, organizes and facilitates Oregon Bicycle Tourism Studio workshops, and oversees the Oregon Bike Friendly Business program. Nastassja represents Travel Oregon.

#### **14. Bob Salinger**

Bob is the Conservation Director for the Audubon Society of Portland. He has worked on urban natural area and natural resource issues for over 20 years, serving on the Portland Parks Board and the BES Watershed Management Plan Advisory Committee, and has participated in off-road cycling planning efforts in Forest Park, Riverview and Powell Butte. Bob represents the Audubon Society of Portland and is an avid hiker and naturalist.

#### **15. Evan Smith**

Evan works with the Conservation Fund, a national environmental organization, overseeing 200,000 acres of forestland managed for sustainable timber harvest, watershed restoration and recreation. His educational background is in geology and hydrogeology. Evan is an off-road cyclist, trail runner and bike commuter. He lives near Forest Park in the Linnton neighborhood.

#### **16. Michael Whitesel**

Michael owns the Lumberyard Bike Park and located his business in an under-served area of East Portland to provide programs to youth. He is also President of the Oregon Big Tent Recreation Coalition, which advocates for safe and responsible recreation in Oregon.

#### **Agency Representatives (non-voting)**

*These staff will offer factual information, feedback and perspectives relevant to their agency. Their participation will help ensure the Committee accurately and adequately considers technical, policy, and implementation contexts and requirements. However, they will be asked to abstain from voting/contributing to final Committee recommendations as their agencies will have alternate mechanisms to make formal comments and recommendations.*

- Portland Parks & Recreation: Maya Agarwal, Astrid Dragoy, Jeff Hough
- Bureau of Environmental Services: Shannah Anderson, Jennifer Devlin
- Portland Bureau of Transportation: Abra McNair
- Metro: Robert Spurlock
- International Mountain Bicycling Association: Matthew Weintraub