



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



## **New Chinatown/Japantown Design Guidelines Meeting #1**

Wednesday, March 16, 2016  
Portland Development Commission  
Build Partnerships: 6<sup>th</sup> Floor  
3:00 - 5:00 PM

### Meeting Summary

Members in attendance: Hillary Adam, Herman Colas, Brian Kimura, Neil Lee, Peggy Moretti, Will Naito Jackie Peterson Loomis, Kat Schultz

Members absent: Joren Bass, Mathew Roman

Consultant team in attendance: Adrienne DeDona (JLA), Bill Bailey (Waterleaf), Karen Lange (Waterleaf), Kristen Minor (PMA), Brandon Grilc (PMA)

City Staff Attending: Anne Crispino-Taylor (PDC), Brandon Spencer-Hartle (BPS), Lauren King (COP), Sarah Harpole (PDC), Lisa Abuaf (PDC), Mark Raggett (BPS), Nicholas Starin (BPS)

### Handouts:

- Meeting Agenda
- SAC Charter
- Conflict of Interest Form
- Public Participation Overview
- Walking Map

### **1. Welcome and introductions**

*Adrienne DeDona / Sarah Harpole / Brandon Spencer-Hartle*

Sarah explained how PDC is now two years into the Old Town Chinatown 5-Year Action Plan, and that this project comes at a good time in the process. The design guidelines project is a cooperative endeavor between the Portland Development Commission (PDC) and the Bureau of Planning and Sustainability (BPS), with consultant assistance provided by Waterleaf Architecture, Peter Meijer Architect, and JLA Public Involvement. Today's meeting will provide a brief overview of the project, operating procedures and schedule, and culminate with a walking tour of the district.

### **2. Public Comment**

None

*This summary is PDC staff's interpretation of the main points of discussion, including statements attributed directly to committee members, staff and the public, and is not intended to be a word-for-work transcription of the meeting.*

### **3. Conflict of Interest Forms**

*Lauren King, City Deputy Attorney*

Lauren reminded members they are acting as public officials, and as such are responsible for complying with ethics laws. She explained some conflict of interest limitations such as accepting gifts – if in doubt, check in. Also, she defined actual vs. potential conflicts of interest. An actual conflict of interest is when a member or member's household **will** benefit financially from his/her participation in official action. Under these circumstances the member must recuse themselves from participating. If a member or member's household **could** benefit, he/she must disclose that information, but can still participate. She reminded members not to advocate for or participate in political activities while acting as a member of this group. Also, all documents and correspondence are public record. When using personal e-mail to communicate about this work, remember to include a staff member in that correspondence. She also encouraged members not to deliberate over e-mail, but rather to wait for the next meeting.

All SAC members were asked to file a conflict of interest form with BPS staff.

### **4. SAC Charter**

*Adrienne DeDona*

Adrienne explained that the SAC's purpose is to advise project staff on the development of design guidelines for infill development and alterations to historic structures within the defined historic district. Recommendations made by the group will be forwarded to the Portland Historic Landmarks Commission and City Council for consideration and approval. As a general rule, silence means agreement and consensus is the end goal. Adrienne reminded members that meetings are open to the public. A question was raised regarding the adequate representation on the committee. Staff responded that there was a desire to have a mixed and balanced representation on the committee and indicated that additional effort would be made to reach the broader public through open houses and one-on-one interviews with key stakeholders.

### **5. Project Overview & Schedule**

*Kristen Minor*

Kristen asked the group to think about what makes this district special when discussing and creating new district design guidelines. She emphasized that recommendations should focus on physical development of lots within the district, and will be used by city staff at all levels of review. Kristen asked the group to think about whom else should be contacted during the process. There will be a project website where materials will be posted. The website will also have links to resources and policies, including a summary to outline the relationship of various guidelines and regulations. Projects seeking historic tax credits may also have to comply with more restrictive National Park Service standards, which the local guidelines may or may not reflect.

### **6. District Walk**

*Brandon Grilc*

### **7. Next Steps**

*Sarah Harpole / Brandon Spencer-Hartle*

**Next meeting: March 29, 2016**

*Meeting notes prepared by Anne Crispino-Taylor, PDC Senior Administrative Coordinator, Central City*