

Community Advisory Group

Draft Collaboration Principles

June 3, 2019

For any planning process, participants should establish procedures to help govern the process. Such agreement increases success and decreases meeting time by assuring a good faith effort by all participants. This document contains the agreements of the participants in the West Portland Town Center Plan process.

A. The role of the Community Advisory Group (CAG)

The CAG is advisory to City staff. It is not a decision-making body. The goal of convening the CAG is to help guide the Portland Bureau of Planning & Sustainability (BPS) and other partner agencies in the creation of the West Portland Town Center Plan by providing feedback on project materials, proposals and processes.

The CAG will be representative of area stakeholders, including representation of southwest residents, neighborhoods, service agencies and businesses. The CAG will have opportunities to provide comments to the City by reviewing and advising on project information, products, and public involvement processes throughout the project. CAG members will also serve as liaisons between their respective communities/agencies and the City.

B. Public Involvement Overview

A detailed Public Involvement Plan for this process is available on the project website.

C. Technical Advisory Committee (TAC)

The TAC is composed of organizations and agencies with specialized expertise and will be available to the CAG, City and Port project staff, and the community to address questions on technical issues at any point in the process as well as at key milestones. The TAC will be briefed regularly on the planning process by project staff and will have additional meetings as needed.

D. Consultants

The City has retained Cascadia Partners to serve as technical consultants to the process. The scope and contract are available for review.

E. Project Staff and Funding

The Bureau of Planning and Sustainability will lead the planning process with assistance from other city agencies such as the bureaus of Transportation, Environmental Services, Housing and Prosper Portland. The City received a grant from Metro to pay for staff time and the consultant contract over the 18-month period of the process. The goal of staff is to provide a process that will be open, honest, and transparent. The following are principles expected of staff:

- Schedule CAG meetings at times and in locations that are convenient for members, and in a timely manner for review of project materials.
- Facilitate CAG meetings so that meetings remain focused on the agenda and everyone has an opportunity to participate.
- Start and end meetings on time unless the group agrees to extend the meeting time.
- Post agendas and other meeting materials on the project website.
- Distribute meeting materials by email, at least one week in advance of the meeting.
- Develop notes from CAG meetings. Notes should faithfully represent areas of general agreement within the CAG and areas in which there are diverging viewpoints. Once the CAG members have reviewed the notes and the notes have been revised if needed, staff will post them on the project website
- Provide light refreshments.

F. Community Advisory Group Meetings

To ensure a transparent, accessible process, staff will:

- Post CAG meeting times, locations, and meeting materials on the project website.
- Send notices of CAG meeting times and locations to members on the project mailing list.
- Provide a public comment opportunity, recognizing the primary purpose of the committee meetings is to provide a forum for the deliberation of the committee. Comments will be taken at the beginning and end of each meeting, but altogether will not exceed a total of ten minutes of the allotted meeting time without consent from the group. Individual comments will not exceed three minutes.
- Encourage interested members of the public to provide more thorough comments in writing; all written comments will be reviewed by the CAG and staff.
- Use neighborhood newsletters and email lists to notify community members about the project and opportunities for input at project milestones.

G. Community Advisory Group Commitments

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

- Review project materials in advance of meetings.
- Where applicable during meetings, participate in opportunities to co-facilitate or lead topic specific discussions.
- Consult with members of their individual organizations on how to best represent their views, concerns and recommendations at the CAG.
- Provide regular updates to their individual organizations on the project, project events, and the results of CAG meetings.
- Create an atmosphere in which issues can be raised, discussed, and one where divergent views and opinions are expected and respected.

- Ask questions and seek information to ensure understanding.
- Treat everyone with respect.
- Listen carefully with the intent of understanding.
- Share the air – let others finish before speaking, and let others speak once before speaking twice.
- Raise issues honestly, clearly and early in the process, and recognize that silence will be interpreted as acceptance of the direction of the group.
- Seek to find common ground.
- Avoid side conversations.
- Focus questions and comments on the subject at hand and stick to the agenda.
- Support the facilitator in ending meetings on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended.
- Turn off or put cell phones on silent mode.
- Help to distribute invitations and assist with hosting walks and public events.

H. Discussion Process

Although the Community Advisory Group is not a decision-making group, the CAG should strive for open and constructive dialogue to ensure that issues are examined sufficiently, potential solutions are well evaluated, and divergent opinions are aired, discussed and documented. Project staff is not seeking consensus from the CAG but will be documenting areas of common ground.

I. Additional Understandings

- Notify staff if a participant has an unavoidable conflict that causes an absence.
- Speak freely with each other about issues and in ways that support the group process.
- Take no actions or discuss issues in any way that undermines the group process.
- Speak on own individual behalf to the press or officials in ways that advance and support the group process and notify staff about any communications of this nature.
- Avoid the appearance of representing the whole group without prior agreement of the group.

J. Participant Signatures