

DRAFT Public Involvement Plan

GREAT-Guidelines Review Empowerment and Assessment Team
Proposed changes to ONI Guidelines/Standards and City code chapter 3.96
September 10, 2004

Comments or info to: Brian Hoop, bhoop@ci.portland.or.us, 503-823-3075.

Summary:

Finalize DRAFT Report	Early Sept 2004
Produce documents and distribute to interest list, NA's, etc.	Early Sept 2004
Neighborhood Association and other presentations	Oct. – Nov. 2004
4-5 District Coalition presentations/public hearings	Oct. – Nov. 2004
1 or 2 Formal public hearings if few District Coalition events	Oct. 28, Nov. 8
Final public comments due	Nov. 12, 2004
2 Final GREAT mtgs: Review comments, Adopt Report	Nov.-early Dec. 04
Report finalized and given to Commissioner	Mid-Dec. 2004
Adopted by Council	Early Jan. 2004

Strategies for public outreach:

General distribution of info

- ❑ Produce Executive Summary and public education fact sheet for general distribution. 2,000 qty. or more. Mail packets of 5 copies to all Associations for distribution at their fall meetings. Distribute to everyone in ONI Neighborhood Directory. Have available at meeting presentations. (2000+ qty.)
- ❑ Distribute copies of proposed Standards and City Code 3.96 for distribution, one to each Association, coalition board members, 20 or so sets to each District Coalition, to interested parties list. (400+ sets)
- ❑ Update web site. Create public comment screen on web site.
- ❑ Set up email account for comment: ONISTANDARDS@ci.portland.or.us

Neighborhood Associations and other organizations

- ❑ Send out invitations in early September to Neighborhood Associations, Business Associations, and other community organizations to ask if they would like a presentation and Q&A about the proposed documents.
- ❑ Have ONI staff and GREAT committee members assist with presentations.
- ❑ Goal of doing minimum of 15 presentations.

District Coalitions

- ❑ Ask Coalitions if they would like to hold public hearings/presentations in conjunction with their October or November board meetings. Hold before their board meetings begin. ONI would organize.

Other Public Hearings

- ❑ Organize 2 public hearings (October 28 and November 8), one on west and one on east side.

Staff constituency

- ❑ Send out notice to all public involvement city staff, bureau directors, commissioners' staff, and other key city staff.
- ❑ Hold staff meeting of citywide public involvement network for comment.

Commissioners' offices:

- ❑ Organize Sept or October mtgs with Commissioners or staff with GREAT members.
- ❑ Possible worksession in October.

Month by Month outreach timeline:

September

- ❑ Send out documents to interested parties, Neighborhood Assoc. etc.
- ❑ Schedule presentations with Neighborhood Associations.
- ❑ Schedule Coalition presentations/public hearings.
- ❑ Set up public comment email and web site.

October

- ❑ Neighborhood Assoc. and other group presentations.
- ❑ District Coalition public hearings/presentations.
- ❑ Meetings with Commissioners and/or staff.
- ❑ Meeting with City public involvement and other staff.
- ❑ Public hearing at end of month.
- ❑ Possible City Council worksession.

November

- ❑ Neighborhood Assoc. and other group presentations.
- ❑ District Coalition public hearings/presentations.
- ❑ Public hearing at beginning of month.
- ❑ Public comment closes Friday, November 12, 2004. 5 PM.
- ❑ GREAT committee meets to review and adopt any changes.

December

- ❑ GREAT committee meets to review and adopt any changes.
- ❑ Forward DRAFT documents to Commissioner Leonard and on to Council.