



Community Advisory Committee (CAC) Meeting #2 Agenda

6-8 p.m. Monday, May 16, 2016

Mt Tabor Hall, Room 100, PCC East Campus – 2305 SE 82nd Avenue

Pay parking is available; however parking charges will NOT be covered by the project, we recommend carpooling, biking, walking, or taking public transit. Campus map showing parking lots is here:

www.pcc.edu/about/locations/map/#se

Meeting purpose:

- Develop protocols for working together.
- Review project purpose and schedule.
- Discuss focus area selection criteria and process.

Agenda

6-6:10 p.m.	Welcome and self-introductions <ul style="list-style-type: none"> • Introductions and review agenda 	Terra Lingley, ODOT
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Part 1: Project Kick Off

6:10-6:25 p.m.	Reminder: Project overview <ul style="list-style-type: none"> • Project limits • Purpose • Related projects • Schedule • Cross section focus groups 	Terra Lingley, ODOT
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6:25-6:45 p.m.	Charge and protocols <ul style="list-style-type: none"> • CAC charge/role • CAC protocols 	Kristin Hull, CH2M
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Part 2: Ice Breaker

6:45-6:55 p.m.	Ice Breaker	Terra Lingley, ODOT
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Part 3: Focus Area Selection

6:55-7:15 p.m.	Focus area selection criteria and process <ul style="list-style-type: none"> • Focus area purpose • Focus area selection process • Focus area selection criteria 	Kristin Hull, CH2M
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7:15-7:40 p.m.	Public Involvement Plan	Kristin Hull, CH2M
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7:40-7:50 p.m.	Public comment	
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8 p.m.	Close and next meeting	Terra Lingley, ODOT
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Community Advisory Committee Charge and Protocols

Draft for discussion | May 16, 2016

Charge

The **purpose** of the 82nd Avenue of Roses Implementation Plan is to collaboratively develop a set of transportation improvements that is supported by the community and is implementable in the short term. The Implementation Plan will consider improvements to 82nd Avenue from NE Killingsworth Street to SE Johnson Creek Boulevard.

The 82nd Avenue of Roses Implementation Plan Community Advisory Committee (CAC) is charged with:

- Providing input to the Project Management Team to inform Implementation Plan development and issues that should be addressed in the plan.
- Acting as a liaison with constituent groups, providing project information and soliciting feedback to keep those groups informed and engaged.
- Providing advice and input on how to engage other community members in developing the Implementation Plan.
- Providing advice and guidance on the applicability and ability to implement the plan as demonstrated through community support.
- Providing recommendations about the focus areas to study in more detail and improvement ideas for each focus area at key milestones.
- Crafting a recommendation about short-term improvement priorities for 82nd Avenue.

The CAC will work to find the highest level of agreement possible among represented interests on plan issues with the goal of reaching consensus. Where consensus is not possible, the recommendations will capture the intent of the committee (see advisory decision making).

Project decision making

In all collaborative processes, it is important to be clear on who is making decisions for the project and how public comments will be used. The project decision structure includes the Steering Committee, Project Management Team, Technical Advisory Committee and CAC. The project decision making structure is shown below.



Steering Committee

The Steering Committee will make recommendations to ODOT on focus areas, project sets and implementation. The Steering Committee is comprised of decision-makers from entities with implementation authority.

Community Advisory Committee

The CAC is comprised of representative stakeholders and community members from the project corridor. Fifteen members were selected via application, with the full membership to be broadly representative of the community. The CAC functions as an advisory body to the Steering Committee.

Technical Advisory Committee

The TAC is comprised of staff of entities with project implementation authority. The TAC provides technical feedback on deliverables for the CAC and Steering Committee and serves as advisory to the PMT. The TAC functions as a liaison to Steering Committee members and other staff within their agencies.

Project Management Team

The PMT includes the consultant team's project manager and ODOT. The PMT provides day-to-day oversight of the project.

Roles and responsibilities

Members of the CAC will:

- Attend six meetings between November 2015 and August 2017. If a member cannot attend a meeting he or she may invite an alternate to attend in his or her place to represent them. Alternates may/may not participate in group discussion and decision making.
- Actively participate in the project by contributing to project meetings and reviewing materials before meetings.
- Abide by the agreed upon meeting guidelines.
- Represent the interests and perspectives of their constituencies.
- Ask questions and seek information to ensure understanding. Express concerns, issues, and perspectives clearly, honestly, and early in the process.
- Share differences of opinion on ideas – silence is considered consent.
- Help create an atmosphere in which differences can be raised, discussed, and melded into group decisions. Divergent views and opinions are expected and are to be respected.
- Talk to others in the community to give and receive information about the Implementation Plan.
- Consider input from the public, the PMT and TAC in forming recommendations.
- Attend project-related public events.

The facilitator will:

- Ensure that everyone has an opportunity to participate.
- Keep meetings moving and focused on the agenda.
- Start and end meetings on time unless the group agrees to extend the meeting time.
- Provide time for public comment and ensure that public comment is an item on each agenda.
- Maintain an ongoing list of off-agenda topics to be addressed as time permits.

Draft protocols

Committee structure

- The CAC is a 19-member committee consisting of neighborhood, business, traditionally underrepresented communities and modal interest group representatives.
- Members were selected by ODOT staff through an open recruitment process.
- If a member of the CAC cannot continue to serve on the committee, staff will work to ensure that all project viewpoints are represented. Staff may appoint a new member or may leave a vacant seat open.
- If it becomes apparent that an important viewpoint is missing from the CAC membership, the CAC, by consensus, can recommend adding an additional membership category to ODOT staff.

Meeting guidelines

- As a rule, meeting materials will be distributed by e-mail one week in advance of meetings. In some cases materials may need to be distributed at the meetings.
- Discussions will be facilitated. Discussions will work toward committee consensus, but consensus is not required to move forward. (See decision making for more information)

- Meetings will begin and end on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or if an additional meeting should be scheduled.
- Brief summaries will be prepared for each meeting. These summaries are intended to be an overview of the meeting and committee decisions.
- At the meetings, CAC members will:
 - Share the available speaking time
 - Be respectful of a range of opinions
 - Focus on successfully completing the agreed upon agenda
 - Avoid side discussions when others are speaking
 - Voice concerns and complaints at the meeting where they can be directly addressed rather than outside the meeting
 - Strive for consensus
 - Put phones on silent
- 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. Time permitting, the facilitator may provide opportunities for public comment at other times of the meeting with the consent of the committee.

CAC recommendations

- The CAC will strive to reach consensus on recommendations. Consensus is defined as the point where all committee members agree on the best option for the group even if it is not each committee member's personal favorite.
- If consensus cannot be reached, xx% of CAC members must be in agreement for an agreement to be considered a group recommendation. Any CAC members who do not support the recommendation can <what should we do?>.
- All opinions will be part of the meeting summary and will be shared with decision makers.
- All CAC recommendations will be "frozen" (considered final) unless the committee as a whole reaches consensus that a decision needs to be revisited. If new information is available, the group may revisit its decisions.
- Committee recommendations will be shared with the Project Management Team. The Project Management Team may choose to endorse the CAC's recommendation or develop a separate recommendation. Either way, the CAC's recommendation will be presented to the Steering Committee as part of their decision making process.

Communications outside meetings

- CAC members will appoint two spokespeople to share their progress and recommendations with the Steering Committee.
- CAC members are encouraged to share the committee's progress with their respective constituencies at meetings, by e-mail or through newsletters.

- CAC members are responsible for providing Terra Lingley with information they believe other committee members should have.
- CAC members will strive to communicate outside meetings in ways that support the group process. This includes contacts with each other, with officials, with other community members and with the media.
- Terra will be responsible for distributing information to CAC members, so everyone has the same information. Relevant discussions of project issues should occur at the CAC table, for the benefit of allowing all members and the Project Management Team to be informed and participate. <Is this acceptable to all CAC members? How is the google group working?>
- If contacted by the media, CAC members will forward media requests to Terra Lingley. If members do speak to the media they do so only on their own behalf and not on behalf of the group. A brief account of discussions with the media by CAC members should be provided to Terra to improve communication and awareness.



Community Advisory Committee Charge and Protocols

Adopted on May 16, 2016

Charge

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CAC recommendations

- The CAC will strive to reach consensus on recommendations. Consensus is defined as the point where all committee members agree on the best option for the group (e.g. I can live with it and support it) even if it is not each committee member's personal favorite.
- The CAC values all voices and feels strongly about capturing and sharing all viewpoints with decision makers. If consensus cannot be reached, 2/3 of CAC members in attendance must be in agreement for an agreement to be considered a group recommendation. Any CAC members who do not support the recommendation may prepare a minority report. All viewpoints will be recorded and shared with other committees and decision makers.
- All opinions will be part of the meeting summary and will be shared with decision makers.
- All CAC recommendations will be "frozen" (considered final) unless the committee as a whole reaches consensus that a decision needs to be revisited. If new information is available, the group may revisit its decisions.
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- CAC members are responsible for providing Terra Lingley with information they believe other committee members should have.
- CAC members will strive to communicate outside meetings in ways that support the group process. This includes contacts with each other, with officials, with other community members and with the media.
- CAC members will use the Google Group or share information with Terra for distribution to all CAC members, so everyone has the same information. Relevant discussions of project issues should occur at the CAC table for the benefit of allowing all members and the Project Management Team to be informed and participate. Terra will summarize any Google Group discussions that are relevant to group decision making at a CAC meeting.
- If contacted by the media, CAC members will forward media requests to Terra Lingley. If members do speak to the media they do so only on their own behalf and not on behalf of the group. A brief account of discussions with the media by CAC members should be provided to Terra to improve communication and awareness.



Draft Focus Area Selection Objectives

5/10/16 – For Discussion

In June, we will ask the CAC to provide input to help ODOT select four focus areas to study during the Implementation Plan. The following objectives will help guide this discussion. The table also provides examples of the kind of information that ODOT will provide (on maps) for review as the CAC discusses which areas of 82nd Avenue should be identified as focus areas. We will discuss the objectives and examples of information at the CAC meeting on May 16, 2016.

Objectives	Examples of information to use
Improve safety	<ul style="list-style-type: none">• Places with high numbers of bike crashes• Places with high numbers of pedestrian crashes• Places with high numbers of auto crashes
Support multimodal travel	<ul style="list-style-type: none">• Places where bus stop use is highest• Places where bus stops are used most by people using mobility devices• Places where important bike routes cross 82nd Avenue• Places without sidewalks or with very narrow sidewalks• Places where marked pedestrian crossings are far apart
Serve vulnerable populations	<ul style="list-style-type: none">• Places where low-income, minority and people who speak languages other than English live
Focus resources near important community destinations	<ul style="list-style-type: none">• Location of schools• Location of parks• Location of grocery stores, medical clinics, community centers, services• Places with redevelopment potential
Support local land use, economic development and transportation plans	<ul style="list-style-type: none">• Places identified in City or County transportation system plan as needing improvement• Places identified as focus areas in City or County land use plans• Places identified as Urban Renewal areas or Neighborhood Prosperity Initiative areas



Community Advisory Committee Kick-off Meeting Summary

May 16, 2016, 6pm-8pm, PCC East

Attendees:

Elliot Akwai-Scott

Kimberly Botter

Kathryn Doherty-Chapman

John Mulvey

Terry Parker

Traci Price

Shayna Rehberg

Chabre Vickers

Brian Wong

Members unable to attend:

Remy Agudelo

Brian Balla

Kevin Kaufman

Rachel Kimbrow

Luci Longoria

Leticia Martinez

Cora Potter

Peter Schraner

Diane Sparks

Adam Stein

Staff:

Logan Gilles, Senator Dembrow's Office

Kirsten Green, Cogan Owens Greene

Kristin Hull, CH2M consultant Project Manager

Terra Lingley, ODOT Project Manager

Jon Makler, ODOT

Rich Watanabe, ODOT

April Bertelsen, PBOT

Radcliffe Dacanay, BPS

Introductions

Terra led self-introductions and reviewed the agenda.

Project Overview – Terra Lingley

Terra reminded the group that ODOT provided a detailed project overview at the first CAC meeting in November 2015. She highlighted related projects including:

- Metro's Powell-Division transit project. This project is looking at a short segment of 82nd Avenue between Powell and Division.
- City of Portland's 82nd Avenue Study, "Understanding Barriers to Development and Design," will look at four nodes: Fremont, Montavilla, Lents, and Jade District and will consider connections to 82nd Avenue.
- Safety construction projects at intersections of 82nd Avenue and Sandy, Burnside, Stark, Washington, Yamhill, Mill, Division, and Duke are ongoing.
- City's Employment Zone changes may affect 82nd Avenue.

- Foster Road Streetscape Plan will include minor changes to corners at Foster Road and 82nd Avenue.
- City of Portland's Growing Transit Communities will look at 82nd Avenue and Halsey.

Terra touched on the goals for the Implementation Plan which include creating a long-term vision for 82nd Avenue beyond the investments over the next 5 years, and creating an implementable set of projects to address community concerns in focus areas (to be determined through the process).

Terra also told the group that the project team had been working on developing cross-section options and documenting tradeoffs among those options. She said that the Implementation Plan would not select a preferred cross-section. She told the CAC that ODOT was hosting three focus groups to review the tradeoff documentation before finalizing the documentation. She invited CAC members to attend the focus groups.

Charge and Protocols – Kristin Hull

Kristin reviewed the draft charge and protocols. She explained that the committee is charged with providing input throughout the development of the Implementation Plan, and providing a recommendation on the final Implementation Plan.

The group discussed protocols to guide their work together. An updated set of protocols is attached to this meeting summary. The group agreed to the following change:

- Allow members to send an alternate in their place when a member cannot attend a meeting. Alternates are able to participate in group discussions and decision making.
- Consensus is the point where everyone can walk away supporting the group's decision, even if it is not every member's favorite choice. One member described this as being willing to speak supportively of the group recommendation to others.
- Group recommendations require support of 2/3 of members at a meeting. All opinions will be captured and shared with decision makers. If a group of CAC members share a dissenting opinion, they may prepare a minority report.
- The CAC will use a Google group to share information between meetings.

Focus Area Selection Criteria and Process

Jon began by explaining that the process included selection of focus areas to ensure that ODOT could meaningfully review issues in each focus area and develop project ideas within the available budget. He explained that planners have two choices in conducting a study of a long corridor: 1) study the entire corridor inch-by-inch or 2) focus on critical areas.

A member suggested that, while the focus area process was fine, the entire corridor is in an urban area and ought to have sidewalks and safe crossings. He suggested that it would be important to select areas with a range of characteristics, not just business districts. Kristin explained that the team would work to identify improvements (e.g. pedestrian crossings) that might be applicable in other areas and would highlight these in the final plan.

Kristin reviewed a draft set of focus area selection objectives, noting that the CAC will be using these objectives to select focus areas at the next meeting in June. The group provided comments on the objectives and other information that they said would be helpful in selecting focus areas. The group suggested changing the nomenclature of “serving vulnerable populations” to something that reflects the benefits of diversity in the study area.

A member asked how high crash locations are identified. Jon explained the Safety Priority Index System (SPIS) process for identifying safety issues on the state highway system. A member asked how accidents that are not reported to police are reflected. Jon said that those are not tracked but that CAC members can provide a local understanding of unsafe conditions.

A member asked to receive all data a week in advance to allow everyone to be prepared for the workshop.

CAC members suggested that following information would be helpful in selecting focus areas:

- Location of emergency shelters and routes
- Location of restaurants
- Are not leaving out key corridor qualities – ensure that our focus areas reflect a diverse set of focus areas
- Areas with pedestrian traffic
- Places where redevelopment is already happening -- need plan in place quickly to ensure developers contribute to needed improvements
- Traffic volumes
- Sidewalk obstructions
- Marked crossings with pedestrian signal (instead of marked crossings)
- Topography and site distance
- Areas with displacement/gentrification risk

Public Involvement Plan

Kristin reviewed the highlights of the Public Involvement Plan. She explained that public involvement was centered on three milestones: select focus areas, develop project sets and prioritize projects. She told the CAC that they would meet at each milestone.

She highlighted outreach activities:

- Select focus areas: Online survey and outreach by community-based organizations
- Develop project sets: Online survey, walking tours, business canvass (walking tours and business canvass conducted by community-based organizations)
- Prioritize projects: Workshops and online survey

She told the group that a Steering Committee comprised of officials from ODOT, PBOT, Metro, and TriMet as well as state legislators would meet three times during the process to provide

recommendations to ODOT. The CAC will be invite to appoint spokespeople to share their recommendations with the Steering Committee.

CAC member noted that the plan looked ambitious and complete, but suggested that ODOT continue to look for creative ways to gather input.

Next Meeting and Other Discussion

The CAC discussed potential meeting dates as June 8, 15, 20, 22 and 23. They discussed if meetings should start at 6 or 6:30. Terra will poll the entire CAC about dates and times. Jon invited members to arrive early to talk over dinner (bring your own dinner) with each other and ODOT staff.

A CAC members asked to have the Plan and Policy Review and Transportation Baseline Report distributed to the CAC.