

Northwest Parking District Stakeholder Advisory Committee

Organizational Framework

1 Mission

The Northwest Parking District Stakeholder Advisory Committee's (SAC) mission is to advise the City on transportation and parking issues in NW and support a full range of transportation options within the context of neighborhood livability and economic vitality with the goal of efficiently managing parking and reducing reliance on the single-occupancy automobile.

2 Objectives

- Support the economic vitality of the district and support efforts to maintain a friendly atmosphere for visitors.
- Promote traffic safety through traffic calming and improvements to the pedestrian environment.
- Consistent with Policy 4 of the NW District Plan, create a limited supply of additional off-street structured parking to support Northwest's vibrant main streets.
- Increase awareness of and promote transit and alternative transportation options for Northwest residents, employees, and visitors.
- Increase walking, bicycling and transit use by employees, visitors, and residents
- Determine and effectively manage opportunities for shared off-street parking.
- Advise the City on the use of the community's share of on-street parking revenues.
- Reduce auto trips by employees, visitors, and residents to, from, and within the neighborhood.
- Develop baseline travel and parking behavior data, define measures of success, monitor travel behavior, and provide ongoing accountability.
- Advise the Bureau of Transportation on matters related to pay parking, permit parking program operations and event-day management.

The mission and activities of the SAC are intended to implement City and neighborhood land use and transportation goals, objectives, and policies, and to provide guidance for the development of more detailed projects, programs and

activities. Pay station revenue and permit surcharge may assist in funding SAC’s programs and projects that implement the organization’s mission and objectives.

3 SAC

3.1 Charter

The SAC shall be chartered by the Commissioner-in-Charge of Transportation with the responsibilities consistent with its mission and objectives. The Commissioner may amend these specific responsibilities his/her own motion or upon the recommendation of the SAC.

3.2 Committee Membership

The following Committee structure is recommended.

Affiliation	Board Places
NWDA	4
NWDA Representative Homeowner or Tenant	
NHBA	4
NHBA Representative Retail, Restaurant, Theater, Commercial Property	
At-large	5
Total	13

All representatives must live or work in the neighborhood.

NWDA and NHBA will nominate representatives from their organizations. All Board members and a Committee Chair will be appointed by the Commissioner-in-charge of the Bureau of Transportation.

Board members will be asked to serve 3-year terms, and may be re-appointed. Initial appointees will serve staggered terms of 2, 3, or 4-year duration to provide continuity.

3.3 Removal

The Commissioner in charge of the Bureau of Transportation may remove a Board member from office based on his/her discretion or at the request of the organization that nominated the member.

3.4 Powers

The SAC shall be empowered to advise the City on all matters related to the management of travel and parking within the District. The Committee shall collaborate with the Northwest District Association and NobHill Business Association and, through the Association’s membership, facilitate communication to determine appropriate priorities for action.

3.5 Responsibilities

The SAC shall be responsible for the following actions:

- Advise the City regarding priorities for funding transportation projects and programs.
- Make recommendations to the City on Travel Demand and Parking Management Programs.

The City shall be responsible for the following actions:

- The City will provide the Committee with staff and material resources sufficient to support its mission.
- Provide meeting agendas, summaries and materials.
- Provide an annual report of revenue and expenditures to the SAC.
- Monitor and report on travel behavior and parking management in the District.

3.5.1 Organization

The Committee shall set a regular schedule of meeting dates each year. All meetings of the Committee shall be conducted in a manner that fulfills the public meeting requirements of the City of Portland and the State of Oregon.

3.5.2 Decision Making

The decision-making process for the SAC will primarily be consensus driven. Through a process of discussion and compromise, consensus decision-making will enable the group to reach a final decision that everyone could support. If the group finds it impossible to find a fair solution that has the consent of all parties, the group may decide to state all positions for the record and then call for a vote. Following Robert's Rules of Order, a member of the group proposes a certain solution or action. The motion requires a second and must be stated by the chair before discussion can start. After discussion, there is a call for a vote. The motion passes by the majority of members present.

4 Funding

4.1 Revenue Allocation

The allocation of pay station parking revenue shall conform to the **City of Portland Parking Meter Policy**, adopted January 1996, and the **NW District Parking Management Plan**, adopted March 2012. Fifty-one percent of net meter revenue derived from the District will be allocated through the City budget process for projects, programs and services within the District that support transportation policies and objectives.

Annually the SAC will review and rank a list of transportation and parking related projects, programs and services for implementation in the district. This ranked list will be used to advise the City. Any unexpended funds may be carried over to the next year for use on future projects, policies or services.

4.2 Permit Surcharge

- In December 2016 Council passed ordinance 188173 that allowed NW to develop a pilot program to implement additional tools to manage on-street parking. The additional tools include: Permit surcharge fee, capping the total number of permits issued, limiting annual issuance of employee and residential permits and annual TDM surveys. The surcharges will go back in the Northwest District for TDM Measures.