

1120 SW Fifth Ave, Suite 1331, Portland OR 97204  
Phone: 503-823-4000 Portland.gov/Transportation

Mingus Mapps Commissioner Tara Wasiak Interim Director

## Boise Neighborhood Parking Plan Stakeholder Advisory Committee

### AGENDA

May 23, 2023, 6-8 p.m.

### Join Zoom Meeting

<https://us06web.zoom.us/j/82896267178?pwd=ckN4dUFDeVhKZ3pYV1RtaDFzWDBWdz09>

OR call in by phone: 1-888-788-0099

Meeting ID: 828 9626 7178

Passcode: 842685

Please read:

- Parking study memo
- Draft Bylaws and Community Agreements

Objectives:

- Revise & adopt committee bylaws
- Consider a committee chair
- Confirm parking study plan & boundary
- Discuss working group plan

6-6:10 p.m.	<b>Introductions</b> Agenda overview	Dr. Christine Moses All
6:10-6:20 p.m.	<b>Previous Meeting Recap</b> Confirm completion of Civic Life training	Dr. Christine Moses
6:20-6:45 p.m.	<b>Voting</b> Vote on bylaws and community agreements Vote on committee chairs	Dr. Christine Moses, Kathryn Doherty-Chapman
6:45-6:55 p.m.	<b>Project Overview Recap</b> History and current status Look ahead & timeline	Kathryn Doherty-Chapman
<i>Break</i>		
7-7:25 p.m.	<b>Discussion/Decisions</b> Confirm project study area boundaries	Owen Ronchelli, Rick Williams

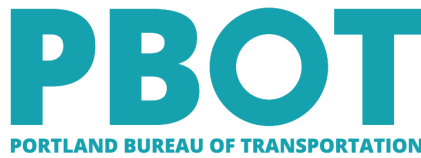


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7:25-7:45 p.m.	<b>Discussion/Decisions</b> Public involvement & outreach Draft survey Work group planning	Kathryn Doherty-Chapman
7:45-7:55 p.m.	<b>Public Comment</b>	Public
7:55-8 p.m.	<b>Adjourn</b> Next meeting Action items review	Dr. Christine Moses All

Next steps/meeting agendas:

- Parking 101
- Public involvement plan
- Confirm committee chair (s)



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**Mingus Mapps** Commissioner **Tara Wasiak** Interim Director

To: Boise area parking plan stakeholder advisory committee members  
From: Kathryn Doherty-Chapman, PBOT Project Manager  
May 16, 2023

## Bylaws

Please review the attached bylaws and be prepared to make recommendations for the following sections:

- A. Purpose
- B. Community Agreements
- VIII. Officers and subcommittees –*Specifically if you are interested in serving as the chair and/or co-chair to help guide the meeting agendas, process, etc.*

Please also note any questions you might have about the entire set of bylaws. The bylaw template is set by the Office of Civic Life and the terms have been vetted by the City Attorney and Civic Life staff.

## What is a parking study?

The best practice for managing any parking environment, or to develop any public policy or program, is to use sound data to inform the process and decision making. The data collected during a parking study provides a snapshot of a typical day of on-street parking conditions, to better understand what the parking needs and issues are. Most on-street parking studies collect data over several hours in the day and night on one or two days to see how many people are parking and for how long.

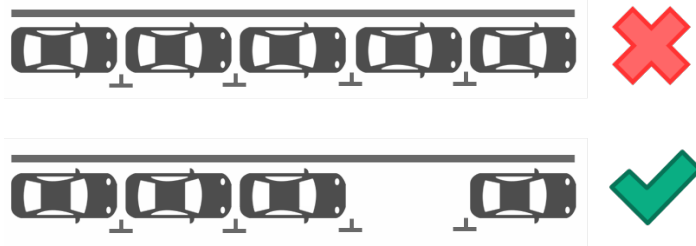
Our proposal is to collect data on a:

- A typical weekday, a Wednesday from 8 a.m.-8 p.m., and,
- A typical Saturday from 10 a.m.-10 p.m. and,
- An overnight occupancy only count between 1-4 a.m.

This proposal is in response to feedback we heard at the first SAC meeting; that Saturdays, specifically evenings, are very busy and important to capture in the study. We adjusted the draft parking study plan to include a Saturday evening data collection.

The two main things we are capturing in the parking study are:

- **Occupancy**
  - Measures how many vehicles are parked. Indicates how full parking is. Generally, occupancy rates above 85% mean it is very difficult to find parking on a given block.
  - *Why do we care?*
    - Ideal occupancy means less circling for parking, less traffic congestion & better air quality



- **Utilization**

- Measures the number of unique vehicles & how long they're each parked.



- *Why do we care?*
- We need to find out how long and when people are parking to determine if the parkers are residents, employees or visitors. It also helps us identify the visitor time limit needed. If we can encourage vehicle turnover and more people can use the on-street parking spaces; that can translate into more customers dining at restaurants and more customers shopping at retailers. This can help make a business district more accessible and attractive, even if it requires customers to pay to park.

**Your role**

Please look at the map and consider if these are the right blocks and hours to study. The budget for this study is set, but the precise blocks and hours are up for discussion and changing.

**Working Groups**

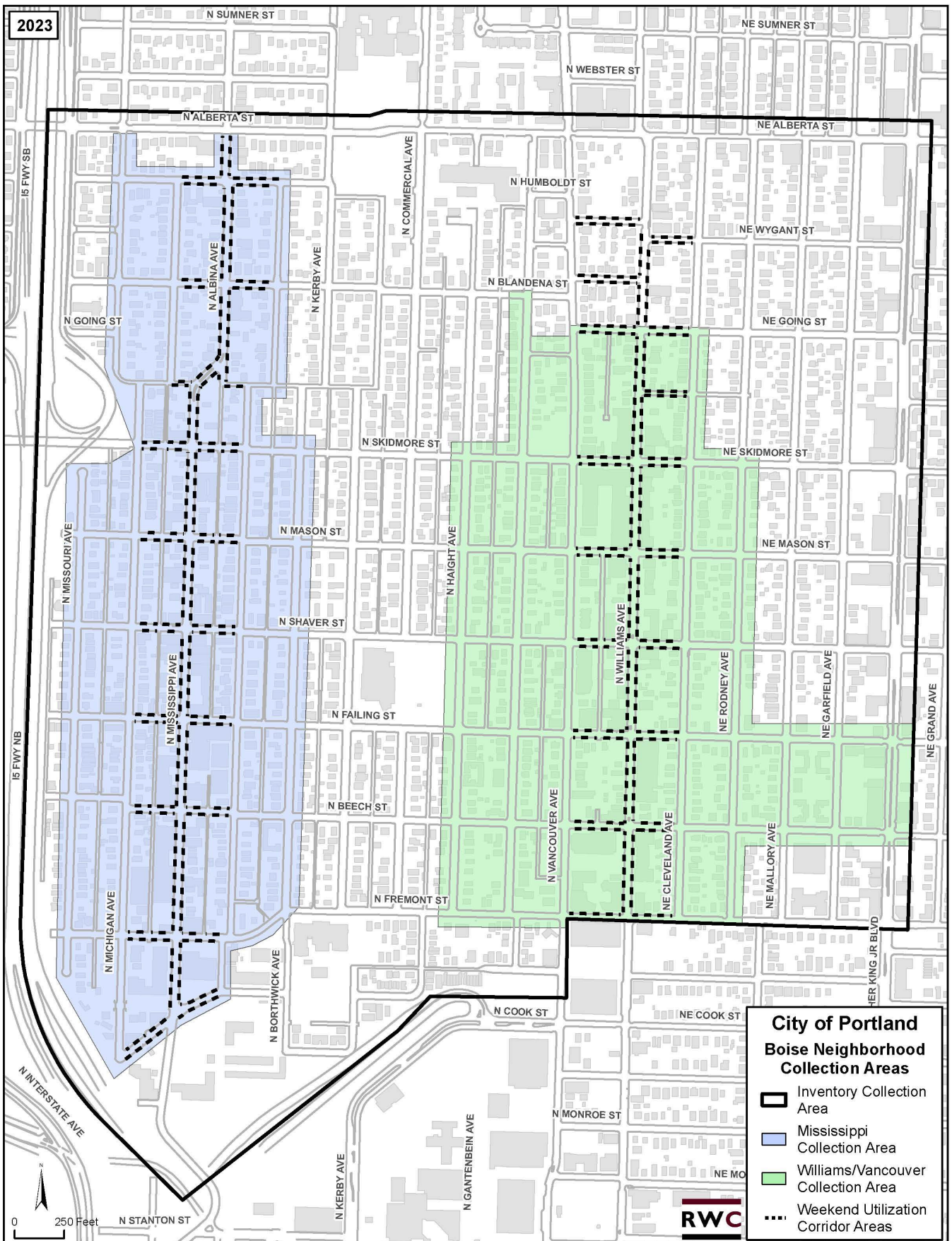
The Boise Parking Plan Stakeholder Advisory Committee will be asked to weigh in on several considerations throughout the duration of this project. In some cases, the project team will want to consult with a smaller group of committee members who represent a specific perspective or interest. For this purpose, we will be asking the whole committee to advise us on the definition of these subcommittee working groups. Some options for these interest groups could be:

- Historic Black Community Members
- Business Community
- Residents
- Community Elders
- Faith Community Members
- Young Families
- People with disabilities
- Students
- Low/fixed income

**Your Role**

Please consider the groups listed in the example list above. Come to the next SAC meeting prepared to discuss these groups and propose any changes or additions to consider. The agency, the project team, and the SAC will be asked to decide on up to six working groups that will come together as needed through the duration of this project.

# Proposed Parking Study Area





## **Bylaws for the Boise Parking Plan Stakeholder Advisory Committee**

- I. Body created on April 18, 2023**
- II. By the Bureau of Transportation; by Director Tara Wasiak**

### **A. Purpose**

The Boise Neighborhood Parking Management Plan process will need to tackle many new and complex issues. Having a stakeholder advisory committee guiding staff and consultants through the process and issues is critical to a successful project. The Stakeholder Advisory Committee will be expected to be a partner in creating a thoughtful outreach process and ensuring that all voices and perspectives are heard in the decision-making process. The objective is to create a flexible, long-term parking management plan that supports the residents, businesses and visitors of the Boise neighborhood while helping further PBOT and citywide goals.

The advisory body will serve as the subject matter experts as residents, business owners and employees, property owners, visitors. Advisory committee members will act as collaborators in the process of developing a parking management plan. The city will look to advisory committee members for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.

This advisory body's term is temporary, and their work will end when the Parking Management Plan is adopted by City Council. Then a new advisory body will be recruited for the ongoing oversight of the Plan implementation.

**B. Sponsor Bureau:** Bureau of Transportation

**C. Staff/Bureau liaison title:** Project Manager, Kathryn Doherty-Chapman,

**D. Advise to:** Kathryn Doherty-Chapman, Parking Operations Project Manager

### **III. City Role**

The Bureau will provide a staff person to assist with technical support, substantive expertise, logistical assistance, administrative assistance, and advice to the Body. The Bureau will also provide public notice of all meetings, post materials to a webpage, and prepare meeting summaries that outline the issues discussed, the areas in which there is agreement, and any remaining issues on which agreement was not reached.

#### **IV. Frequency of Meetings**

The Body shall meet at least 8 times each calendar year and as otherwise necessary to conduct its business. Meetings shall be conducted in accordance with the operating procedures specified herein.

#### **V. Membership and Term**

Members of advisory bodies are public officials. They must become familiar with rules and responsibilities described at the “Oregon Government Ethics Law - A Guide for Public Officials” (Oregon Government Ethics Commission).

- A. Total membership 15 seats for up to two years; the membership will conclude once the Plan is adopted by City Council.
- B. Terms. All terms begin/end at the same time
- C. Term Limits
  1. Members may serve any number of terms not to exceed **eight years of total consecutive service**. Completion of an unexpired term does not apply toward the eight-year cumulative.
  2. At the completion of each term, regardless of term length, incumbents are required to complete notice of intent to continue to serve and discuss mutual benefits of continuing on the Body with the designated bureau staff liaison.
  3. Members interested in continuing service beyond eight years must sit out two years before reapplying to serve on the same advisory body.

Members may not have alternates and all serving members are selected and appointed to full terms. Whether a seat is filled for the remainder of the vacated term or anew will be determined by the appointing entity. If there are vacancies, including if a position becomes vacated during a term, normal recruitment processes should follow. The process includes recruitment applications, vetting and selecting members, and appointment by the Elected-in-Charge (for bodies advising Council) or bureau director (for bodies advising a bureau program or bureau director).

#### **D. Quorum**

Simple majority.

Advisory bodies advising an individual rather than Council are not required to have a quorum to deliberate. These bodies may use alternative means to arrive at recommendations.

#### **E. Voting (select one)**

Majority of seats per ORS 174.130

A quorum shall be necessary of voting members to make decisions that represent the position of the Body and to fulfill any other responsibilities. Proxy/absentee voting is not allowed.

*Advisory bodies advising an individual rather than Council are not required to administer a formal vote to make recommendations.*

## **VI. General Operating Procedures**

### **A. Disclosure of Conflicts of Interest [or other connection]**

- A public official is required to make an announcement of the nature of a conflict of interest each time the issue giving rise to the conflict of interest is discussed or acted upon.
- The announcement needs to be made on each occasion when the public official is met with the conflict of interest, and the public official must disclose the nature of the conflict of interest.
- For example, an elected member of the City Council would have to make the public announcement one time when met with the conflict of interest, but only one time in each meeting of the City Council. If the matter giving rise to the conflict of interest is raised at another meeting, the disclosure must be made again at that meeting.
- Bureau liaison and/or staff are obligated to record and keep all conflicts of interest that are announced during each meeting.
- If it is found that a member did not disclose a conflict of interest, staff must alert the Bureau Director of the instance as soon as the incidence is known.
- Any potential or actual conflict of interest noted by staff will be included in the recommendation report provided to City Council or other final decision-making body.

### **B. Meetings will be conducted to foster collaborative decision-making using either:**

- Robert's Rules of Order culminating in a majority vote;
- Consensus Decision Making (including Modified Consensus Decision Making). This option still requires a quorum and a final vote. For example, if there are no vetoes, all voting members' names are listed as "yay", and abstentions are also noted.

### **C. Community Agreements**

The committee and all present at meetings will agree to these ground rules:

- Remain respectful of all people and groups
- Listen to each speaker and ensure that only one person speaks at a time
- Conflict and tension can lead to solutions
- Respect the process and commit to reaching consensus
- Be candid and respect candor of the group
- Minimize assumptions: if unclear, ask
- Stay on topic: parking lot for later
- The process is imperfect: it may not achieve all things for all people



## **VII. Removal of Members and Resignations**

- A.** All members serve at the pleasure of Bureau Director and may be asked to resign or be removed at the Elected-in-Charge or Director's discretion at any time unless authority (for instance, Code, statute, etc.) exists requiring a different process.
  
- B.** Any member who does not give notice that they intend to be absent from a scheduled meeting for more than 25 percent of the meetings in any 12 months of the service will be removed by the Bureau Director.
  
- C.** Process for removal
  - For unexcused absences: Bureau liaison keeps attendance and informs Bureau Director of absences, who in turn informs the member in writing that they have been removed as a member of the Body.
  
  - By Elected-in-Charge: Elected informs the member in writing that they have been removed as a member of the Body.

### **D. Resignation process**

Members are expected to make a good faith effort to complete their term. In cases where this is not possible, members are expected to provide notice to the City staff liaison in writing (preferred) or verbally. Members are encouraged to complete the Resignation Form and submit to City staff liaison.

## **VIII. Officers and Subcommittees**

The presiding officers of the Body may consist of positions in sequential presiding order.

- Chairperson (Chair)
- Vice-chairperson(s) (Vice-Chair)
- Coordinating committee (or similar)
- Other \_\_\_\_\_

and will act as designated leadership appointed by: Bureau Director with a recommendation from the committee. The recommendation will be made with a majority vote of the committee.

The designated leadership shall be responsible for conducting the meetings and will be voting members of the advisory body. A presiding officer will be designated at all times. The designated leadership may look to staff liaison to facilitate meetings.

The designated leadership will encourage full and safe participation by representatives in all aspects of the process, assist in the process of building consensus, and ensure all participants abide by the Body's operating procedures. The Bureau staff liaison will also serve as liaison between the members of the Body and the City. In consultation with the facilitator (if there is one) and staff liaison, the designated leadership will develop meeting agendas, establish subcommittees if needed, and ensure an efficient advisory process.

The Body may divide its members into subcommittees authorized to act on behalf of the full Body for an assigned purpose.

For advisory bodies who advise Council, subcommittee meetings are also subject to Oregon Public Meetings Law and must abide by quorum requirements when voting. While subcommittees may engage non-members, only members may vote to approve reports and recommendations to be forwarded to the full Body. When voting, the quorum for subcommittee members is the simple majority of the subcommittee.

### **IX. Facilitator Role**

The City may contract with an independent and neutral third party whose role is to facilitate meetings, help develop recommendations, and produce approved reports. The Facilitator will not act as an advocate on any issue, any interest group, or any member of the Body.

Specific facilitators' responsibilities are determined by the needs of the Bureau and advisory board, but may include:

- Ensure a welcoming meeting environment where all members can participate.
- Ensure a safe environment for minority opinions.
- Conduct meetings in a manner to foster collaborative decision-making and consensus building.

### **X. Communications**

- A.** Members agree that transparency is essential to all deliberations. In that regard: Advisory body members are required to notify City staff liaison of verbal communications with interest groups and all communications with media. Members are required to copy the City staff liaison and, when appropriate, the Facilitator on all written communications from/to interest groups (other than a group specifically represented by a member) commenting on the Body's deliberations. These communications will be included in the public record as detailed below and copied to the Chair and/or full Body as appropriate.
- B.** On rare occasions, some advisory bodies may ask or be asked to write position letters to external groups or governments in support or opposition of policy issues that are relevant to the purpose and scope of the Body. This is accomplished by first proposing the position to the staff liaison to the advisory body. The staff liaison, in partnership with bureau leadership must approve the position before the letter has been drafted. The staff liaison and/or bureau leadership must work with the Office of Government Relations if the external communication is with a state, federal or tribal government. This process is required in accordance with Administrative Rule 3.01, which establishes the Office of Government Relations as the central coordinating body for this external intergovernmental outreach.
- C. Communications Media**  
If members of the committee are contacted by the media for a quote or statement as a representative of the Parking SAC, they should refer the reporters to the Portland Bureau of Transportation's Public Information Officer. Members of the committee are not authorized to speak the media either on behalf of the Portland Bureau of Transportation

or on behalf of the committee. Members may speak to the media if they are clear that they are speaking for themselves alone. If members of the media would like a comment or other information from members of the committee, the bureau's Public Information Officer will provide this to the media. In rare cases, the bureau may have a committee member speak directly to the media, but this will only be done in close coordination with the bureau's Communications Manager and only with their express permission.

## **XI. Public Meetings and Records**

Meetings of the full body and subcommittee meetings are open to the public and will be conducted under the provisions of Oregon Public Meetings Law (ORS 192.610-690). The Bureau liaison will provide notice to the public regarding the dates, times, and locations of all meetings:

- Regular meetings:
  - Best practices: at least one week,
  - Minimum requirement: at least 48 hours,
- Special meetings: at least 24 hours.

Per ORS 192.670(1), advisory body members can participate through telephonic conference calls. Requests for any other electronic communication means require approval from the Bureau liaison with City Attorney consultation. All records of the Body, including formal documents, discussion drafts, meeting summaries, and exhibits are public records. Communications among members related to the subject matter of this Body should not be treated as confidential and may be subject to public records requests. "Communications" refers to all statements and votes made during meetings, memoranda, work projects, records, documents, text messages, pictures, or materials developed to fulfill the charge, including electronic mail correspondence by and among the members. The personal notes of individual members taken at public meetings might be considered to be public record to the extent they "relate to the conduct of the public's business," (ORS 192.410(4)). Members are not allowed to deliberate towards a decision over e-mail, as public participation needs to be guaranteed through that process.

## **XII. Amendment of Bylaws**

The Body may vote to recommend to the Bureau Director amendment or repeal of these Bylaws. The Bureau may also recommend changes to the Bureau Director. The Bureau Director must sign off on original bylaws and any amendments to the bylaws. Members have no authority to amend bylaws without approval.

Original Bylaws Created by: Kathryn Doherty-Chapman, Project Manager on April 11, 2023.

Approved by: \_\_\_\_\_, on \_\_\_\_\_.  
(Elected/Bureau Director) (date approved)