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# NW Parking District Stakeholder Advisory Committee

April 17, 2024





# Agenda

- 5:00** Welcome & Meeting Ground Rules
- 5:05** PBOT Reflection and Adjustments Moving Forward
- 5:15** NW SAC Reflection on Pause
- 5:35** Clarify Expectations and Roles
- 5:45** Public Comment
- 5:50** New Process and Strategies for NW SAC
- 6:25** Next Steps
- 6:30** Adjourn

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# **SAC Mission Statement and Ground Rules**

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## SAC Mission Statement

The SAC's mission is to **advise PBOT staff and Director 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 vehicle.**



## Community Agreements (Ground Rules)

- Respect others and treat them the way you want to be treated
- Be present and attentive – refrain from having side conversation, using your phone, etc.
- Keep an open mind – be open to new ideas or ways of doing things
- Provide and be open to constructive feedback – offer ideas for solutions or different approaches

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# Community Agreements (Ground Rules)

- Notice when you speaking more than others and take a step back to allow other voices
- Respect the time of everyone present; stay on agenda
- Limit comments/questions to 3 minutes. Ask the chair for up to 2 extra minutes if needed.
- No uninvited touching




# Meeting Participation Norms

- Raise your hand
- If virtual: mute mic until called on and turn on camera when possible
- If in-person: once called on, state your name before your comment
- Refrain from questions until the end of the presentation
- Raised hands of quieter members may be prioritized
- Chat is not monitored – staff will answer after meeting

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# **PBOT Reflection and Adjustments Moving Forward**



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- Reason for Pause
  - Project Team, internal TAC (Technical Advisory Committee)
  - SAC survey informed recommendations
  - Met with Amy and Tracy
  - Adjustments approved by the Director
  - Moving forward together

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# **NW SAC Reflection on Pause**

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# Clarify Expectations and Roles



# Advisory Body Type III

Council Resolution 37328

- Created by Council resolution, ordinance, elected, or bureau
- Does not advise City Council
- Bureau Director has broad authority
  - e.g., administration, committee membership, bylaws, outcomes
- No quorum or recorded votes required
  - May use various means of “taking the temperature of the group”

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## Purpose of Advisory Body

The SAC's mission is to **advise PBOT staff and Director 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 vehicle.**



# Misaligned Expectations

- SAC vs. TMA
- SAC exclusively funded by public parking revenue
  - Must adhere to City policies; advance City and bureau goals
- All seats (at-large, NWBA, NWDA) are equally weighted
- Unclear roles and authority



## Moving Forward

- PBOT's responsibility to clearly communicate roles and expectations, as is the resulting confusion
- SAC's responsibility to accept the parameters of their role and actively create a meaningfully welcome environment for diverse perspectives

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# Public Comment





# New Process



**Big Picture**

**Year**

**Meeting  
Ops**



**Big Picture**

**Year**

**Meeting  
Ops**

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- Best Practices in public participation
  - Realign expectations

# Best Practice International Association of Public Participation (IAP2) Spectrum

## INCREASING IMPACT ON THE DECISION

	<b>INFORM</b>	<b>CONSULT</b>	<b>INVOLVE</b>
<b>PUBLIC PARTICIPATION GOAL</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
<b>PROMISE TO THE PUBLIC</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

# NW SAC Public Participation

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## Involve

Discussion is prioritized so concerns & aspirations are understood

## Consult

Feedback is collected on analysis, alternatives, or decisions

## Inform

We will keep you informed by providing balanced & objective information

### **PBOT**

To incorporate concerns & aspirations, when possible

### **PBOT**

Provide rec to Director & communicate how SAC input was considered

# NW SAC Scope

		Involve	Consult
NW SAC Projects and Programs	Annual Workplan and Budget <ul style="list-style-type: none"> <li>• Planning and Capital Projects</li> <li>• Transportation Wallet and other TDM Programming</li> </ul>	Annual Workplan ..... <i>Example Key Questions</i> <ol style="list-style-type: none"> <li>1. How might we prioritize the work plan given the budget?</li> <li>2. What is most important to you/ the district right now? What concerns do you have right now?</li> <li>3. How might we see our longer-range goals reflected best in this budget?</li> </ol>	Annual Budget (Based on the Annual Workplan) ..... <i>Example Key Questions</i> <ol style="list-style-type: none"> <li>1. Does this reflect the annual work plan as discussed?</li> <li>2. Is there anything missing that we should consider?</li> <li>3. Are there any suggestions for changes we should consider?</li> </ol>
	Parking Management Strategies <ul style="list-style-type: none"> <li>• Performance Based Parking Management and other Meter Programming</li> <li>• Area Parking Permits</li> <li>• Restricted Event District</li> <li>• Existing Shared Off-Street Parking</li> </ul>	Consideration of parking management strategies ..... <i>Example Key Questions</i> <ol style="list-style-type: none"> <li>1. What benefits or drawbacks have you noticed regarding how the current parking management strategies are implemented?</li> <li>2. Which of these strategies do you think might best advance the shared interests for parking management in the district, and why?</li> </ol>	(Bi)annual occupancy and utilization study ..... <i>Example Key Questions</i> <ol style="list-style-type: none"> <li>1. Do you have suggestions that might make our strategies more effective to achieve the outcomes we're aiming for?</li> <li>2. Do you have any concerns or thoughts about implementing strategies from this study?</li> </ol>

Once budget is allocated, the project or program moves to its respective group to manage (i.e., Planning, Active Transportation, Signals & Street Lighting).

Engagement plan, including engagement with the SAC, is determined by the project manager.



# NW SAC Public Participation

- Parking Management Strategies
- Annual Workplan and Budget
  - Once budget is allocated, the project or program moves to its respective group to manage



## Staff Time

- Parking Operations staff will bill to NMR and permit surcharge revenue
- Staff outside Parking Operations will bill their time to NMR or permit surcharge revenue for:
  - Any prep work related to a district-initiated or district-specific project if it requires more than 30 minutes to complete
  - This includes any questions from SAC members

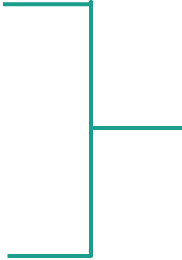




# Big Picture

## Year

### Meeting Ops

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- Meeting frequency
  - Alignment with other PBOT schedules
  - Annual Workplan



## Meeting Frequency

- Up to 12 times a year
- Incorporate work of subcommittees into working meetings (67% of NW SAC respondents in support)
- Reduce the number of meetings from 30+ per year
- SAC/subcommittee relationship wasn't working

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# Working Meeting vs. Recommendation Meeting

## WORKING

Participation level: **Involve**

Intended for robust discussion, can include brief presentations & based on the recommendation sought at the following meeting.

## RECOMMENDATION

Participation level: **Consult**

Led by PBOT, can include brief presentations & intended to elicit a recommendation.

# Annual Workplan

		July	August	September	October	November	December	January	February	March	April	May	June
SAC Recommendation Meeting (REC)	Hosted by PBOT										Tentative		
SAC Working Meeting (WORK)	Hosted by Chair*		Tentative				Tentative			Tentative		Tentative	

	Meeting Type	Host	Level of Participation	Work Plan Item
July	REC	PBOT	Consult	Final Recommendation on following Fiscal Year's Workplan
August	WORK	Chair*	-	<i>Tentative: Agenda TBD by Designated Leadership</i>
September	REC	PBOT	Consult	Final Recommendation on following Fiscal Year's Budget
October	WORK	Chair*	Involve	Presentation and Discussion on Restricted Event District Performance
November	REC	PBOT	Inform	Annual Parking 101 and City (including PBOT and Civic Life) Policy Refresher
			Consult	Final Recommendation on Event Restricted District Parking Management Changes
December	WORK	Chair*	-	<i>Tentative: Agenda TBD by Designated Leadership</i>
January	WORK	Chair*	Involve	Presentation & Discussion on Parking Assessment and Permit Analysis; Permit and Meter Program Changes
February	REC	PBOT	Consult	Final Recommendation on Permit and Meter Program Changes
March	WORK	Chair*	-	<i>Tentative: Agenda TBD by Designated Leadership</i>
April	REC	PBOT	Consult	<i>Tentative until Implementation: Performance Based Parking Management Price Changes</i>
May	WORK	Chair*	-	<i>Tentative: Agenda TBD by Designated Leadership</i>
June	WORK	Chair*	Involve	Discussion on Workplan (Capital Projects, Transportation Wallet, TDM Programming, Off-Street Parking)

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# **Next Steps and New Business**



## Next Steps

- May meeting 5/15
  - Dive into more details and questions on new strategies
  - Transition plan to new workplan starting in July
- In-person meetings
- Facilitation - Thank you to Tracy
- Rae-Leigh on leave mid-June through September

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# Thank you for attending

**Rae-Leigh Stark**  
Parking District Project Manager

**Stanley Ong**  
Parking Program Specialist

Questions or Comments?  
[PBOTParkingDistricts@portlandoregon.gov](mailto:PBOTParkingDistricts@portlandoregon.gov)

