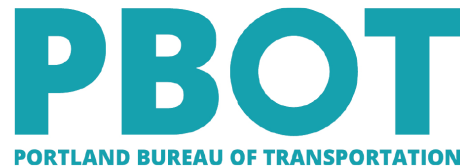


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# NW Parking District Stakeholder Advisory Committee

May 15, 2024

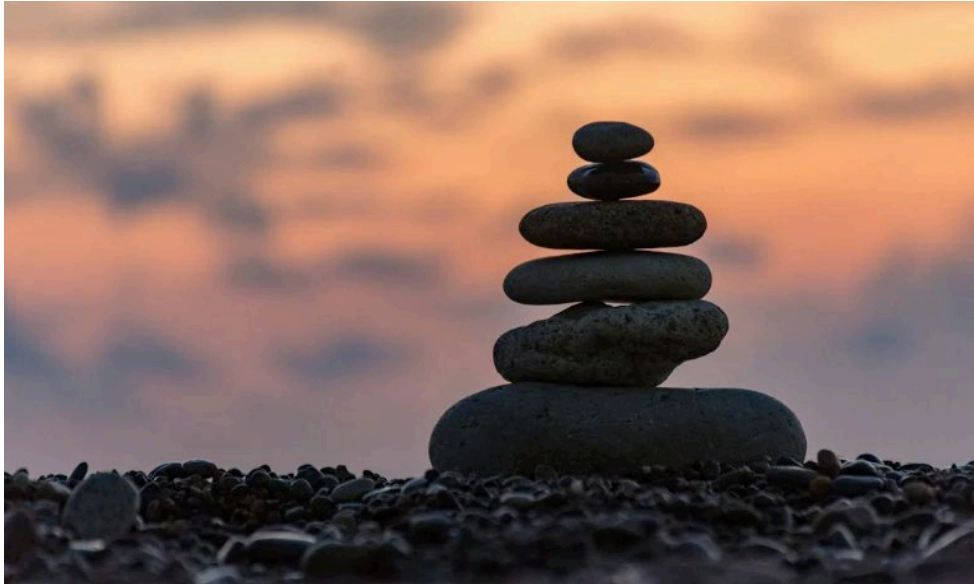


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# Welcome

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# Centering





## 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



## 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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# Agenda Overview





# Agenda

- 5:15** Last Meeting Recap
- 5:20** New Framework & Workplan Q&A
- 5:45** New Process for Meeting Operations
- 6:20** Break
- 6:25** Public Comment
- 6:30** Behavior Expectations
- 6:40** New Business
- 6:50** Adjourn

---

# Last Meeting Recap



## Last Meeting Recap

- Committee is a Type III advisory body as committee advises PBOT staff and director
- Community expectations did not change when body type changed from TMA to SAC
- Introduced committee meeting framework and workplan

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# **New Framework & Workplan Q&A**



# Q&A

**on new **framework** or should  
we review it again first?**

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

| INCREASING IMPACT ON THE DECISION |  |  |   |
|-----------------------------------|--|--|---|
|                                   | INFORM   | CONSULT  | INVOLVE   |
| PUBLIC PARTICIPATION GOAL         | 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.  |
| PROMISE TO THE PUBLIC             | 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



# Q&A

on new **workplan** or should  
we review it again first?



---

# Working Meeting vs. Recommendation Meeting

## WORKING

Participation level: **Involve**

- Intended for robust committee discussion
- Brief presentations
- Based on the rec sought at next meeting

## RECOMMENDATION

Participation level: **Consult**

- Led by PBOT
- Brief presentations
- Intended to elicit a recommendation

# Annual Workplan

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

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# **New Process for Meeting Operations**



# Agenda

- Level of participation, with definitions, will be on every agenda
- Before you enter meeting, you know intent

## Agenda

| Time      | Agenda Item   | Level of Participation | Presenter                |
|-----------|---|------------------------|--------------------------|
| 4:30 p.m. | Welcome & Meeting Ground Rules  | -                      | Amy Spreadborough, Chair |
| 4:35 p.m. | Announcements & Project Updates   | Inform*                | Rae-Leigh Stark, PBOT    |
| 4:40 p.m. | Workplan (Capital Projects, Transportation Wallet, TDM Programming, Off-Street Parking) | Involve*               | Rae-Leigh Stark, PBOT    |
| 5:35 p.m. | Public Comment  | -                      | Amy Spreadborough, Chair |
| 5:40 p.m. | Restricted Event District Data Collection   | Consult*               | Rae-Leigh Stark, PBOT    |
| 5:55 p.m. | New Business  | -                      | Amy Spreadborough, Chair |
| 6 p.m.    | Adjourn   | -                      | Amy Spreadborough, Chair |

### \*Definitions

**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

More information about levels of participation can be found here: [IAP2 Public Participation Spectrum](#).

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# Feedback Mechanism

Moving from voting to temperature of the room



GREEN = AGREE



YELLOW = ACCEPTABLE



RED = DISAGREE

## Consensus

- Means every opinion counts, not that everyone is 100% in agreement.
- Accounts for dissenting opinions and addresses it, although it does not always accommodate it.

# Form

- Documents the “green, yellow, red” and other detailed feedback received
- Provides a transparent response from PBOT on how the feedback was incorporated into the decision

**Feedback Opportunity #1 - Green/Yellow/Red**

Meeting Date \_\_\_\_\_ Level of Participation (See [IAP2 Public I](#))

Consult  Involve

# Members \_\_\_\_\_

# Members Abstaining (Due to Conflict of Interest) \_\_\_\_\_

= Agree  
 = Acceptable  
 = Disagree

Top Concerns:

- 1.
- 2.
- 3.

**Feedback and Staff Recommendation to the Director or Designee**



**Q+A**



# Example - Annual Workplan & Budget

## Meeting #1 WORKING

Robust discussion  
on the following  
fiscal year  
workplan

Meeting Date: \_\_\_\_\_ Level of Participation (See [L22/23/24/25/26/27/28/29/30](#))  
 Consult  Involve

# Members \_\_\_\_\_  
# Members Abstaining (Due to Conflict of Interest) \_\_\_\_\_

Top Concerns:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Legend:  
● Agree  
● Acceptable  
● Disagree

Feedback and Staff Recommendation to the Director or Designer

Decisions and Feedback Incorporated

Director or Designer: Name \_\_\_\_\_ Title \_\_\_\_\_

## Meeting #2 RECOMMENDATION

Feedback is  
collected on  
workplan drafted  
by staff based on  
prior discussion

Meeting Date: \_\_\_\_\_ Level of Participation (See [L22/23/24/25/26/27/28/29/30](#))  
 Consult  Involve

# Members \_\_\_\_\_  
# Members Abstaining (Due to Conflict of Interest) \_\_\_\_\_

Top Concerns:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Legend:  
● Agree  
● Acceptable  
● Disagree

Feedback and Staff Recommendation to the Director or Designer

Decisions and Feedback Incorporated

Director or Designer: Name \_\_\_\_\_ Title \_\_\_\_\_

## Meeting #3 RECOMMENDATION

Feedback is  
collected on budget  
based on workplan  
recommended by

SAC

Meeting Date: \_\_\_\_\_ Level of Participation (See [L22/23/24/25/26/27/28/29/30](#))  
 Consult  Involve

# Members \_\_\_\_\_  
# Members Abstaining (Due to Conflict of Interest) \_\_\_\_\_

Top Concerns:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Legend:  
● Agree  
● Acceptable  
● Disagree

Feedback and Staff Recommendation to the Director or Designer

Decisions and Feedback Incorporated

Director or Designer: Name \_\_\_\_\_ Title \_\_\_\_\_

**INFORM**  
Consistently  
during year



**Break**

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# Public Comment

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# Behavior Expectations



# Behavior Expectations

- Create a welcoming environment together
  - Respect community agreements, meeting norms
  - Intent vs. impact
- Discourteous behavior includes big and small actions
- Goal to have open, productive communication



# Address Discourteous Behavior

- Progressive disciplinary process
  - Depending on severity, the action taken will be determined
- Behavior, correction actions documented by SAC manager

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# **New Business + Next Steps**



## **New Business + Next Steps**

- Vice Chair Recruitment + Process (via Survey Monkey)
- NW Parking SAC Recruitment – 2 at-large
- June meeting 6/12
- Committee meet + greet, trust building exercise
- 1 Word Gratitude Round Robin



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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)

