

Boones Ferry Improvement Project, Phase 1 Project Advisory Committee

Protocols Final Draft

June 16, 2015

Introductory statement:

The purpose of the Committee is to advise and make recommendations to the Project Team in the following areas:

- The scope of work for the project and on engineering design issues that have direct implications on the street's function and aesthetic qualities in particular storm water quality facilities and traffic design.
- The design of streetscape elements. The design of these elements shall reflect the intent of the Lake Grove Village Center Plan, and incorporate materials and design features reflecting Lake Grove's natural environment including mature native trees, water and stone.
- Construction traffic management and impacts, during the construction phase, including any design changes occurring after the engineering phase.

Meeting Ground Rules:

As members of the committee, we agree to:

- Treat everyone with respect, and be thankful for each other's participation and commitment.
- Listen carefully with the intent of understanding. We acknowledge that listening is not the same as agreeing. If others don't agree with me, that doesn't mean they didn't listen to me.
- Share the air – let others finish before speaking, and let others speak once before speaking twice.
- Feel free to ask questions for clarification and raise issues that you deem pertinent at any time during this process.
- Silence will be interpreted as acceptance of the direction of the group.
- When discussing the past, link the past to the current discussion constructively.
- Avoid side conversations while the meeting is in progress.
- Focus questions and comments on the subject at hand and stick to the agenda.
- Seek to find common ground.
- Turn off or put cell phones on silent mode.

Other meeting protocols:

Committee members agree to:

- Support the facilitator in starting and ending meetings 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.
- Attend all meetings and prepare for meetings by reading materials in advance and arriving on time.
- Notify staff if we have an unavoidable conflict that requires us to be late or absent.
- Assist with communicating aspects of the project to other stakeholders including property owners, business owners and tenants, and residents. Committee members may also help to communicate aspects of the project to the Lake Grove Business Association, adjacent neighborhood associations and the City Council.

The Project Team agrees to:

- Support the Committee by providing reasonable and appropriate information so that Committee members are able to adequately consider design issues, make recommendations, and effectively communicate project information with stakeholders.
- Provide advanced notice of meetings and make every effort to circulate meeting materials the Friday before a PAC meeting.

Accessibility to the public:

To ensure a transparent, accessible process, we will:

- Hold our meetings open to the public.
- Provide a public comment opportunity at each meeting, recognizing the primary purpose of the committee meetings is to provide a forum for the deliberation of the committee. The facilitator will assess the need for and manage the timing of a comment period. Individual comments will not exceed three minutes.
- Review information on public input from related public outreach activities.

Communications:

Regarding communications outside of meetings, we will:

- Be free to speak with each other about issues and in ways that support the group process, and will not take actions or discuss issues in any way that undermines the group process.
- Call or email the staff with information that the other members and the project team need to be aware.

Making Recommendations:

- We, as a committee, will make recommendations to the project team (LORA staff and consultants). Our recommendations will be shared with the Lake Oswego City Council and/or the LORA Board.

- When making recommendations:
 - We will work toward consensus by enlarging our areas of concern seeking validity through a fullness or completeness that benefits all stakeholders. (Consensus is the point at which all members can support the decision as the most optimal decision for the group as a whole, although it may not be an individual's personal favorite.)

 - If it is clear consensus cannot be reached after mediation, then a two-thirds majority of voting committee members present will be required for an outcome to be represented as a committee recommendation. Other views will also be recorded in the meeting summaries and forwarded to decision makers.

 - If a two-thirds majority cannot be reached, then there will be a staff recommendation based on input and discussion from the committee. Other views will be recorded in the meeting summaries and shared with decision makers.

- We will respect group recommendations as final unless the group reaches consensus that a recommendations needs to be revisited.