

Memorandum



09/28/2017

To: Project Advisory Committee (PAC)
Cc: Technical Advisory Committee (TAC)
From: Project Management Team (Joe Dills, Kevin Liburdy, John Roberts, Gail Curtis)
Re: Draft agenda and process for the October 11th meeting

Hello Committee Members – We hope this communication finds you well and getting back to a state of normalcy after the peak of this terrible fire season. We thought it would be useful to communicate a few items in advance of posting the meeting packet on October 4th. As you will recall, meetings on Wednesday October 11th are intended as the last meetings for the PAC and TAC.

OCTOBER 11TH MEETING

Agenda

The preliminary agenda is:

1. Goal and process for the meeting
2. Concept Plan Report
3. Public Comment (Part One)
4. Draft Comprehensive Plan policy amendments (reviewed previously on June 28)
5. Draft zoning code amendments (distributed Sept 14)
6. Public Comment (Part Two)

Meeting Goal and Process

For the conclusion of the TAC-PAC process, staff will not be asking that you approve the content of the above-listed materials. To do that in a fair and thorough manner, many more meetings would be required. Instead, the proposed process question is: “Is there consensus to forward the package forward (inclusive of issues raised) for further work by the Planning Commission?” A “yes” means you think it is an acceptable starting point for further work even if there are items with which you do not agree.

Please review the original meeting guidelines approved by the PAC in October, 2016 (included at the end of this memorandum). At the last meeting, a PAC member raised the question of “minority reports.” The process is of course open for any correspondence; our suggestion is that such correspondence be based on the material distributed in on October 4th. Another member asked was interested in an amendment to the vision statement and guiding principles could be amended, and the process for suggesting changes to trails on the bicycle/pedestrian and open space framework maps. Our suggestion is that revisiting foundational items like the vision is a bit awkward at this stage of the process, and not a good use of the Committee’s limited time. Such changes are better handled as individual submittals to the Planning Commission. Smaller, discrete items like trail revisions can potentially be handled on October 11th, at the pleasure of the Committee.

DIRECTION FOR THE CONCEPT PLAN REPORT

The Concept Plan Report is intentionally titled a “report” to be clear that it is not a finished plan. It will be organized so the four physical framework plans – Neighborhoods and Districts, Streets, Pedestrian and Bicycle Connections, and Parks and Open Space – are presented first and intended to support whatever Land Use Framework emerges from future discussion. As discussed in August, the “livability components” of these frameworks will be highlighted, including new material about neighborhood design. Land use is treated differently in the report – it does not recommend a single land use plan because there obviously is not consensus among the committee. Rather, the report will provide information and choices for the Planning Commission to consider, organized into the following topics:

- Housing policy in Hood River
- Housing issues and perspectives raised during the Concept Plan process
- Buildable land in Hood River– where and how might Hood River fulfill its housing needs?
- How might the housing strategies in the HNA be implemented?
- A Roadmap for Defining Westside Area Land Use – Steps, Options, and Recommendations
- Land Use Scenarios for the Westside Area

THANK YOU!

Finally, thank you very much for your participation on the Committee. While the process is concluding without consensus support for a single land use plan, it is concluding with a valuable body of information for the crafting a plan. Stay tuned for further information from the project team prior to the October 11th meeting. The agenda packet will be posted on Wednesday, October 4th.

Meeting Guidelines – Approved by Project Advisory Committee, October, 2016

OVERVIEW

The following guidelines are suggested in order to facilitate productive meetings and a clear process for developing project recommendations.

PURPOSE AND ROLES OF THE COMMITTEES

The Project Advisory Committee (PAC) is a volunteer committee consisting of property owners in the study area, representatives of local advocacy groups, Columbia River Treaty tribes, the City of Hood River and other interested parties. It will meet five times during the course of the project to provide guidance to the project team (i.e. the staff team from the City, County, Oregon Department of Transportation and consultants).

The Technical Advisory Committee (TAC) is made up of local and state agency representatives who will provide guidance on the project too, particularly in regard to legal requirements, planning and engineering analyses, inter-jurisdictional coordination and similar technical issues.

MEETING AND COMMITTEE GUIDELINES

General Guidelines

- a. Meetings will be facilitated by the project consultant.
- b. Discussions are generally intended to develop consensus and a common direction from the Committee, but consensus is not required to move forward.
- c. Meetings will begin and end on time. If an agenda item cannot be completed on time, the group will decide if the meeting should be extended or items continued to the next meeting.
- d. Committee members will strive to:
 - Share comment time so all can participate
 - Be respectful of a range of opinions
 - Focus on successfully completing the agenda
 - Voice concerns as needed at the meeting
 - Seek consensus where possible
- e. The public is welcome to attend PAC meetings, and time will be reserved for public comments.
- f. Committee members are encouraged to share the project's progress with their respective networks and constituencies.

Guidelines for Developing Advice and Recommendations

1. The Committees will seek to develop advice and recommendations by consensus. Consensus means a member either supports the proposal or can live with it in the interest of moving forward.
2. If consensus cannot be reached, the facilitator will ask for a vote. The vote will be captured in the meeting summary, along with the various points of view on the issue.
3. The facilitator may ask for straw polls during the course of discussion to gage the level of support for various issues and help identify areas of compromise.