

# PBOT

PORTLAND BUREAU OF TRANSPORTATION

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Steve Novick Commissioner Leah Treat Director

June 14, 2016

Portland Planning and Sustainability Commission:

The City of Portland Bureau of Transportation (PBOT) is writing to provide support for the Community Involvement Program (CIP) developed for early implementation of the 2035 Comprehensive Plan. We offer minor amendments (attached) that clarify implementation of the CIP as it pertains to our transportation projects, policies, and plans. We have discussed the attached changes with BPS staff and they expressed that they are amenable and supportive as amendments.

Our Bureau greatly appreciates that the Bureau of Planning & Sustainability (BPS) involved our Senior Transportation Planner, Courtney Duke, and Associate Transportation Planner and Public Involvement Specialist, Francesca Patricolo, every step of the way in developing *Chapter 2: Community Involvement* of the Comprehensive Plan. BPS continually considered and incorporated our feedback through the iterations of developing, improving, and refining Chapter 2.

We believe confidently that the final result of Chapter 2 are the best practices in community involvement available today to guide development of Portland into 2035. For this reason, we designed our updates to the Transportation System Plan's (TSP) *Section 3: Community Involvement Objectives* to point to and reiterate the goals and policies of Chapter 2.

PBOT additionally participated in developing the CIP by providing multiple rounds of feedback that were thoughtfully considered and incorporated by BPS staff. We would especially like to thank BPS Community Outreach and Information Representative, Sara Wright, who consistently made time to listen to, understand, and incorporate our feedback.

The Community Involvement Committee (CIC) will augment our existing and evolving channels of transportation-specific community engagement as our new Public Involvement Coordinator, Irene Schwoeffermann, and our Equity and Inclusion Manager, Zan Gibbs, continue to lead our Bureau's efforts to new heights of best practice. To better ensure a fluid process in reaching the PSC and City Council schedules, PBOT has an interest in a CIC process that is accommodating to the timing of our applicable legislative processes that would consult the CIC and to allow the CIC to provide feedback that is conceptual and high level.

We validate that our non-legislative processes (see attachment) require the scrutiny of our own in-house policies and best practices and we recognize that implementation of Comp Plan Chapter 2 best practices will be more successful if there is dedicated funding.

PBOT is open to continue to refine the CIP, as needed, with the PSC and our BPS partners.

Thank you for your time and consideration.

Sincerely,

Courtney Duke, AICP  
Senior Transportation Planner  
Planning, Public Policy, and Projects

Francesca Patricolo  
Associate Transportation Planner + Public Involvement Specialist

cc:  
Irene Schwoeffermann  
PBOT Public Involvement Coordinator

Sara Wright  
BPS Community Outreach and Information Representative

Attachments:  
PBOT Amendments  
PBOT Tier Recommendations

# Attachment 1: PBOT Amendments

June 14, 2016

## Section I: Introduction

### Project Summary

Policy 2.16 of the new 2035 Comprehensive Plan directs the City to *Maintain a Community Involvement Program that supports community involvement as an integral and meaningful part of the planning and investment decision-making process.* Policies 2.17 through 2.22 direct the City to:

- Create, maintain and actively implement a community engagement manual
- Utilize best practices in engagement
- Establish a Community Involvement Committee and maintain other review bodies to provide opportunities for involvement
- Periodically evaluate the effectiveness of community involvement practices and advocate for continuous improvement
- Share methods, tools and technologies

This program, described in this report, will serve as a framework to carry out these policies. The new Community Involvement Program will apply to legislative land use and transportation projects initiated by the City of Portland. The program is not intended to be the final word on how community involvement activities will be performed for the next twenty years. Instead, this project provides a structure and guidance for staff and community members to continuously learn, adapt and refine practices for meaningful, inclusive involvement.

### Why is this important?

The Bureau of Planning and Sustainability's experience is that inclusive community participation improves land use and transportation decision making. It makes plans and investments more durable, equitable, and accountable.

The legal context is that this project implements policies in *Chapter 2, Community Involvement*, of the Comprehensive Plan Goals and Policies. It also meets Oregon Statewide Land Use Goal #1, which requires municipalities to "develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process."

### What projects are affected by this project?

The Community Involvement Program will apply to projects that make a change to the Comprehensive Plan that require legislative decisions and action.

Legislative land use and transportation actions include adoption of land use plans, major investments, goals and policies (including street classifications), master street plans or regulations that can affect large parts of the city and many people. These decisions may change any element of the Comprehensive Plan. They may also change or create new related codes and area plans intended to implement the Plan. These changes are accomplished through adoption of an ordinance by City Council. Part of this process is the

review and adoption of findings that the proposal is consistent with the goals and policies of the Comprehensive Plan or with State and Metro rules.

Legislative projects typically are:

- Initiated by City Council or City agencies.
- Reviewed and voted on by the Planning and Sustainability Commission, which transmits its recommendation to City Council.

Examples of legislative projects:

- Changes to the zoning map (and Comprehensive Plan Map).
- Major changes to the TSP project list to add or remove a project from the list and major modifications to the financial plan
- Changes to transportation goals and policies that are part of the Comp Plan
- Changes or additions to street classification policies and maps; and master street plans
- Change to the boundaries of an Urban Renewal Area

Examples of projects that are NOT legislative:

- A development that is built by right (following the current zoning rules).
- Implementation of TSP projects that is listed in the TSP
- Modifications to City Wide Programs List (aka Reference Lists)

### A Note on Terminology

The terminology in this document was chosen deliberately, often based on years of discussion and revision. Some of the terms are defined in the glossary of the Recommended Draft of the Comprehensive Plan (Appendix C). The following two terms, however, were chosen over other terms, for the following reasons.

- **Involvement:** This word is used throughout in order to be consistent with language used in state and city documents, including the City's Public Involvement Principles. It should be considered to refer to the full spectrum of public engagement and involvement, but it should be noted that not all projects will include full involvement. Some projects will, because of their scope and/or context, will be limited to notification/education.
- **Community:** This word is used to reflect the fact that there are many communities, and individuals may consider themselves members of many communities. It is not intended to indicate that there is no role for individuals. The word "citizen" is not used because it can suggest that legal citizenship is a prerequisite for civic involvement, which is not the case. The choice to replace "citizen" with "community" is intended to open the doors and welcome engagement with everyone. The choice to use "community" rather than "public" is intended to reflect a less formal approach to involvement, and make the process feel less rigid.

## Section II Relationship to Comprehensive Plan 2035

The Community Involvement Program is one of the early implementation projects of the Comprehensive Plan Update. These projects are tasks that the City of Portland is required to complete as part of a 20-year Comprehensive Plan update (also called "periodic review") under Oregon's statewide planning program. Other early implementation projects, such as the Mixed Use Zones Project, propose changes to the zoning code and zoning map.

This project addresses *Chapter 2* of the Comprehensive Plan, specifically the section “Community Involvement Program,” which directs “City staff and elected officials to assess current practices and develop new tools through ongoing process evaluation and improvement, and direct the City to develop, maintain, and update a manual that details current best practices for community involvement.”

## Attachment 2: PBOT Tier Recommendations

When PBOT is entering into a legislative process, PBOT would follow Tier 1 requirements for community engagement. When implementing non-legislative projects, PBOT would follow Tier 2 community engagement requirements. The difference between the two are that Tier 1, by state law, requires findings against Comp Plan Chapter 2, while Tier 2 does not, therefore Tier 2 projects are responsive to our transportation-specific and in-house community engagement protocol, rather than to the BPS Comp Plan CIC.

We offer the following amendments to the Proposed Draft of the CIP:

### Tier 1: Legislative projects:

- Requires following Comp Plan Chapter 2 and providing findings against how the policies have been implemented
- Compels early consultation, a mid-way check-in, and a follow-up with Comprehensive Plan Community Involvement Committee (Comp Plan CIC) on public participation planning, implementing and evaluating
- Will follow *TSP Section 3: Community Involvement Objectives*

### Tier 2: Non-legislative projects:

- Does not require findings against how the policies of the Comp Plan Chapter 2 have been implemented
- Comp Plan CIC is an optional resource for project managers to consider using when planning, implementing, and evaluating their public engagement
- Will follow *TSP Section 3: Community Involvement Objectives*