REVISED AGENDA

Moving Forward Milwaukie: Enhancing Our Commercial Districts

Project Advisory Committee Meeting #10

Wednesday, April 1st 2015

6:00 P.M. – 7:30 P.M.

Public Safety Building, Community Room, 3200 SE Harrison Street

Welcome to the 10th Project Advisory Committee (PAC) Meeting for *Moving Forward Milwaukie*. We appreciate your continued involvement in this exciting project! This meeting will kick off Phase 3 of the project, Neighborhood Main Streets.

There will be opportunities for public participation throughout the meeting. Light refreshments will be served.

The guidelines for participating in the Advisory Committee from the first meeting are again included on the back of this page for reference.

1. **Welcome and overview of meeting agenda**   6:00
   Presentation: 5 minutes

2. **Update on the process: Downtown and Central Milwaukie**   6:05
   Presentation: 5 minutes

3. **Recap of 2012 Neighborhood Main Streets Project & Recommendations**   6:10
   Presentation: 10 minutes

4. **Neighborhood Main Streets Draft Code Amendments**   6:20
   Presentation/Discussion: 45 minutes

5. **Public Event Overview and Discussion**   7:20
   Presentation/Discussion: 5 minutes

6. **Wrap up and next steps**   7:25

7. **Adjourn**   7:30

Project Advisory Committee

Guidance for Participating on the Advisory Committee

The following guidance is provided to help Advisory Committee members understand their responsibilities and the ground rules for participating in the Committee. These rules are design to encourage civil discussion and decision-making.

Roles and Responsibilities

All advisory group members should be provided some orientation to their responsibilities as members of the advisory group. Individual members generally should not speak for the advisory group, only for themselves, unless designated by the group as its spokesperson. At a minimum, members should:

- Commit to attend all seven meetings, or send an alternate in their place
- Read, learn and absorb information quickly and accurately
    - Review project deliverables and provide feedback
    - Provide guidance for the project team
- Articulate their interests, concerns and perspectives on any issue being addressed
- Maintain an open mind regarding other views
- Focus on the "big picture"
- Work as a team member
- Participate collaboratively in group decision-making
- Constructively manage conflict between themselves and others in the group.
- Act as liaison between the Committee and the broader community
- Take responsibility for the success of the meeting

The group should strive for consensus where possible, but establish a "fall back" method of a simple or super majority for cases where this is not possible. Minority reports may provide a mechanism for those with different views to express concerns.

Ground Rules

The group should agree to some basic ground rules for their discussions. Post the ground rules at every meeting, so that if discussion gets off track or someone is dominating the discussion, the chair or facilitator can remind the group of previously agreed-to-ground rules. Examples include:

- Listen carefully and speak honestly
- Respect the views of others
- Keep an open mind
- Critique issues, not people
- Allow everyone to speak without dominating the conversation