

# **Sherwood TSP Update**

Citizen Advisory Committee (CAC) Meeting #1

October 21, 2013 – 6:00 to 8:00 p.m.

Sherwood Police Dept, 20495 SW Borchers Drive

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## **Agenda**

1. Introductions 6:00 p.m.
2. Overview of Process (“TSP 101”) 6:05 p.m.
  - Purpose
  - Process
  - Scope
  - Schedule
  - Participant goals
3. CAC Involvement 6:35 p.m.
  - Roles
  - Meeting protocol
4. Plans and Policies Review 6:40 p.m.
  - Purpose and overview
  - Discussion
5. Existing Conditions Review 7:00 p.m.
  - Purpose and overview
  - Discussion
  - Activity generator types and locations
6. Public Comment 7:35 p.m.
  - Up to two minutes per speaker
7. Next Steps 7:55 p.m.
  - Next work product: Needs, Opportunities, Constraints and Tools Report
  - Next CAC Meeting: to be scheduled between approximately 11/20 and 12/03
  - Open House #1: to be scheduled between approximately 12/04 and 12/10

# **Sherwood TSP Update**

## **Citizen Advisory Committee (CAC)**

### **Charge**

The Sherwood Transportation System Plan Citizen Advisory Committee (CAC) is charged with providing:

- Group input to the Sherwood City Council and Planning Commission on policies and projects to be included in the City's Transportation System Plan.
- On-going individual and group input and feedback to staff and the project team as the transportation plan update is developed.
- Feedback obtained from other community members/groups in developing the transportation plan.

### **Meeting Ground Rules (all meetings):**

- Meetings will start and end on time unless the group agrees to extend the meeting time.
- Meetings will move forward focused on the agenda. Discussion items that are not directly related to the agenda or take longer than the allocated time will be noted and moved to the end of the agenda to assure that meetings stay on task.
- Time for public comment will be provided at the end of each agenda, limited to 2 minutes per speaker.
- Treat everyone with respect.
- Listen carefully with the intent of understanding.
- Let others finish before speaking.
- Share the air – let others speak once before speaking twice.
- Raise issues honestly, clearly and early in the process.
- Express concerns or issues; silence on an issue will be understood to mean agreement.
- Focus questions and comments on the subject at hand and stick to the agenda.
- When discussing events or issues of the past, apply them productively to the present discussion.
- Collaborate with other group members – seek to find common ground.
- Put cell phones on silent mode.

### **CAC members should:**

- Notify staff if not able to attend a meeting or will be late (contact Bob Galati [GalatiB@sherwoodoregon.gov](mailto:GalatiB@sherwoodoregon.gov) (503)925-2303)
- Read materials in advance.
- Abide by the meeting ground rules.
- Help create an atmosphere in which differences can be raised, discussed, and melded into group decisions. Divergent views and opinions are expected and are to be respected.
- Talk to others in the community to give and receive information about the transportation plan.