

Central City Advisory Group Charter

Approved 7/15/10

Purpose

The Central City Advisory Group (CCAG) is established to advise the City of Portland (City) in the first of two phases of work that will lead to an updated Central City Plan. This first phase of work is the development of the Central City 2035 Concept Plan. The Concept Plan will provide the foundation for the overall Central City 2035 Plan. The Concept Plan will:

- Describe the overall long-range direction for development.
- Provide a new policy framework.
- Define the general role and expectations for the different districts that make up the Central City; and
- Prepare general land use/urban design diagrams.

The completed Concept Plan will be used as the foundation that will guide the more detailed, second phase of work, which will involve development of specific implementation plans for each of the Central Area districts. These implementation plans will collectively constitute the new Central City 2035 Plan.

CCAG will develop the Concept Plan in a collaborative manner using a sustainability approach that considers economic, ecological, and social objectives.

Membership

The CCAG consists of XX members who have been appointed by the City of Portland Bureau of Planning and Sustainability (BPS). Members were identified to represent stakeholders or stakeholder groups with experience in different issues and/or interests in the future of the Central City. None of the members hold public elective office. CCAG members must identify to the Group any areas of discussion in which they have a direct or substantial financial interest. The CCAG will be chaired by Michelle Rudd and Chet Orloff.

Members have been asked to serve for the course of approximately one year, until development of the Central City 2035 Concept Plan is complete. Members of CCAG who wish to resign before completion of the Concept Plan shall provide notification to BPS. Members not planning to attend a noticed meeting shall notify the meeting chair prior to the meeting. CCAWG members may not designate alternates to attend in their place without approval from the CCAG chair. CCAG members failing to attend three consecutive meetings may be terminated from the Group upon written notice

Responsibilities

The CCAG will be tasked with:

- Attending meetings held at approximately monthly intervals for the next year.
- Understanding the goals and objectives of BPS in developing the Central City 2035 Concept Plan.
- Reviewing and considering materials, proposals, ideas and concepts introduced to them by City staff and other CCAG members.
- Engaging in discussion with Group members and City staff.

- Working with other Group members and City staff to flag issues and topics that come up during CCAG discussion as best suited for later discussion during development of the implementation plan.
- Discussing and resolving issues or conflicts that might compromise the successful completion of a Concept Plan.
- Fostering positive communication outside of CCWG regarding progress and outcome of the Group's work.
- Distinguishing between personal opinion and the consensus opinion of the Group.
- Working with City staff to develop a draft and final Concept Plan that will be used as the foundation for development of Central City quadrant implementation plans.

BPS staff will be responsible for designing and organizing meetings for the CCWG and providing the necessary background information for the Group. Staff will prepare meeting agendas and minutes, and serve as the public contact point for inquiries regarding the activities of the Group.

Process and Meeting Schedule

As an advisory group to the City of Portland, the CCAG will strive to reach consensus, demonstrating that all members are satisfied that group discussions were appropriately informed and sufficient to allow identified differences to be explored and reconciled. In the event that consensus cannot be achieved by the CCAG, minority opinion will be noted in the meeting summary, and the CCAG co-chairs will determine if any further action to document the issue is necessary.

Roberts Rules of Order shall be followed in all areas not covered by this charter. Meetings will be held approximately monthly over the course of one year.

Agendas and Minutes

BPS staff shall prepare and distribute a meeting agenda by e-mail within 5 days of the meeting. Materials for the meeting will also be distributed within 5 days of the meeting; on most occasions, delivery of these materials will be by e-mail, unless printed documents are requested by members, or staff deems e-mail inappropriate for the volume of documents. A draft meeting summary will be prepared for each meeting and distributed for review prior to the following meeting, where the summary will be approved. Meeting agendas and summaries, as well as supporting materials, will be posted at a BPS website established for the CCAG and the public.

Financial Support

All members of the CCAG serve without pay. BPS will provide CCAG members with staff assistance necessary to enable it to complete its work.

Public Participation

Although the activities of CCAG are not public hearings, all meetings will be open to the public and subject to Oregon public meetings and records laws. All meeting deliberations will be open to the public. At each CCAG meeting, the agenda will include time for public comments.