



Bureau of Planning and Sustainability
Innovation. Collaboration. Practical Solutions.

Mixed Use Zones Project Advisory Committee Charter February 19, 2014

Background

Portland's Comprehensive Plan is a legally required document that helps the city prepare for and manage expected population and employment growth, as well as plan for the major public investments to accommodate that growth. It provides direction for city decision-making on land use, transportation, sewer and water systems, and natural resource management programs, while ensuring that investments in major city systems are coordinated.

Project Advisory Committee Overview

The Mixed Use Zones Project will develop new mixed-use zoning designations for key mixed-use and commercial areas throughout Portland. These designations will begin to implement the "Centers" and "Corridors" concepts proposed in the City's new Comprehensive Plan. The project will focus on revising the city's Commercial and Central Employment (EX) zones that are applied outside of the Central City.

The Mixed Use Zones Project Advisory Committee will advise City staff on a variety of topics over the course of the project, providing feedback and guidance in areas such as:

- Approaches to public outreach.
- Current development outcomes and areas for improvement.
- Mixed-use framework, development and design concepts.
- Market feasibility and acceptance of proposed approaches.
- Proposed zoning code amendments.

Organization

- **PAC Members:** Members have been selected for: specific skills and experience in development; the ability to draw upon the feedback/experiences of a larger community/constituency regarding perspectives on the topic; geographic orientation in the city; and ability to collect/reflect feedback from that geographic community/constituency when needed.
- **Project Staff:** The project is staffed by a Project Manager and assisted by other project staff with both general and technical skills. Staff will manage the project and consultants, will bring key items to the PAC for discussion, and will be responsible for communicating PAC feedback to the project team for consideration in developing new zoning concepts and language. Project staff will also make sure the internet webpage and calendar for the group is up-to-date.
- **PAC Facilitator:** Bureau of Planning and Sustainability has engaged a professional consultant to facilitate the meetings and assist coordination in between meetings. In general, the facilitator will share responsibility in the agenda development with the project staff, communicate with group members, and help develop meeting notes. They will ensure a welcoming meeting environment where all members will participate and the public has the opportunity to ask questions and provide comments.
- **Project Consultants:** Bureau of Planning and Sustainability will engage professional consultants to assist staff in developing key analyses and work products throughout the project. The consultants

may attend PAC meetings and other events as needed to accomplish work tasks and provide information.

- **General Public:** The general public is invited to attend the PAC meetings. Information derived from public comment will be considered in developing draft and final work products.

Project Advisory Committee Process and Role

The Project Advisory Committee (PAC) will represent a diversity of expertise, skill sets and viewpoints. As such, members are expected to listen, analyze and consider both localized issues and citywide goals. PAC members are expected to consider a range of solutions, discuss the pros and cons of the issues presented and deliver comments and feedback to staff based on approaches that provide broad public benefits.

Common to each discussion, regardless of topic area, will be the question: Who is likely to benefit from various policy options, and who is likely to be burdened by these options? This question will help inform an understanding of the equity implications of different choices.

While consensus around an issue or solution is a desirable outcome, the range of issues being addressed and the varied perspectives of PAC members may not lend itself to consensus. The group should engage in open and constructive dialogue to ensure that potential solutions are well tested and that diverging opinions are aired, discussed and documented. Thoughtful expression of differing perspectives will help inform balanced solutions.

The PAC members acknowledge that their role is to provide advice to the Bureau of Planning and Sustainability and that the final decisions on content that goes before the Portland Planning and Sustainability Commission rest with the City and the Commissioner-in-charge.

The PAC is not a decision-making group and will not have formal leadership. Spokespersons to represent group opinions and positions may be selected to address commissions or city decision-makers as the need arises.

Individual Agreements

Project Advisory Committee members will:

- Listen and be open to the diverse points of view represented on the group.
- Treat each other with civility and respect.
- Strive to further understanding of the needs and interests of the broad range of communities that are stakeholders in the activities and plans for the city.
- Provide fair and balanced information to our constituencies about the issues that come before the group for discussions.

Meetings

The committee will meet once a month unless a change is determined by project staff. Meetings are open to the public and will include opportunity for public comment. Notice of meetings, agendas and meeting materials will be posted approximately one week in advance of meetings at:

www.portlandonline.com/bps/mixeduse. Meeting summaries will be posted on the website as soon as possible following each meeting.

The facilitator will provide public comment opportunities for non-members during the meetings. Comments from the public will be limited in time to allow sufficient opportunity to conduct the other portions of the agenda. Typically, the public comment opportunity will be limited to 10-15 minutes toward the end of the meeting. The public is encouraged to submit written comments to project staff for circulation to the full group.

Meeting notes will be taken with the aim to summarize the issues discussed, including points of consensus and differing opinions.

In between meetings, members will include both the facilitator and project manager on any group email exchanges, so that a public record is maintained.

Other Information for PAC Members

- **Duration:** The overall duration of the PAC is approximately 12-15 months.
- **Time Commitment:** We anticipate that members will need to spend four to six hours per month on PAC related meetings and activities. This commitment of time includes reading email correspondence, reviewing meeting notes and handouts. There could be additional meetings to attend, including community involvement events, as needed.
- **Attendance:** Members should try to attend all monthly meetings. If a member cannot attend a meeting, they should inform project staff or the facilitator before the meeting. Prior to or after missing a meeting, a member should contact staff or the facilitator to receive updates and send in contributions/responses to work done during the missed meeting. Members who do not to attend a meeting may not seek to revisit issues from the missed meeting that were noticed on the agenda and on which discussion was completed at the missed meeting. Regular attendance is important – PAC members that miss two consecutive meetings without contacting staff may be contacted regarding ongoing interest and participation.
- **Alternates:** Members may not have alternates. Members may have an individual attend a meeting in the role of the general public and are welcome to provide public comment during the opportunities provided for non-members during the meetings. These individuals' primary responsibility is to inform the member about the deliberations at the conclusion of the meeting.
- **Presentations:** Committee members may be asked to present at Planning and Sustainability Commission meetings and participate in briefing city commissioners, bureau directors, or community stakeholders, to discuss PAC efforts.
- **Media:** Members may choose to respond to media inquiries, but agree to honor the group process and not use it to promote individual "agendas" or presume to represent the positions of other members or the group.
- **Withdrawal:** In the case of withdrawal of a member from the committee process, the decision to replace that member will depend on factors such as how far along the group is in the process, whether the addition of a new member would be disruptive, and whether the loss of the interests represented by the withdrawing member creates a serious gap on the committee in terms of expertise and/or interests. Authority for decisions about replacing members rests with the Bureau of Planning and Sustainability, which may consider recommendations from the group.

Contact

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