

## **TRANSPORTATION EXPERT GROUP**

### **CHARTER**

#### **Introduction**

This is a description of the role and responsibilities of the Portland Transportation System Plan Update Policy Expert Group (TEG). The purpose of the TEG is to help develop, review and provide comments to City staff on proposed policy recommendations for the Portland Transportation System Plan Update, a component of the Portland Comprehensive Plan Update.

#### **Background**

Portland's Comprehensive Plan 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.

The Transportation System Plan (TSP) is the long-range plan to guide transportation investments in Portland. The TSP meets State and regional planning requirements and addresses local transportation needs for cost-effective street, transit, freight, bicycle and pedestrian improvements. The TSP provides transportation choices for businesses, residents, employees, and visitors in Portland, making it more convenient to drive, walk, bicycle, and use transit. The TSP provides a balanced transportation system to support neighborhood livability and economic development.

The TEG will be established in January 2014 by the Portland Bureau of Transportation (PBOT), in consultation with the Bureau of Planning and Sustainability (BPS). While the TSP Update is a citywide effort, it will be managed jointly by PBOT and BPS.

City staff will coordinate the development of draft materials to be brought to the group for discussion. Agency staff and community members will contribute suggestions for revision. The TEG will also be staffed by a professional facilitator.

#### **Charge of the Transportation System Plan Expert Group**

The primary function of the TEG is to advise City staff on the development of the TSP Update and related programs. Among the areas in which TEG guidance will be solicited:

- Refinement of transportation project selection criteria;
- Street classification map updates;
- Equitable approaches to project selection and to community outreach;
- Project list priorities and financial plan; and

- Changes to Code, e.g. street design guidelines.

General guidance on draft goals and policies addressing the transportation network was previously provided by the Networks Policy Expert Group (PEG) established by BPS as part of the policy development phase of the Comprehensive Plan Update process. Part of the charge to the TEG is to help ensure that the Networks PEG policy recommendations are reflected in implementation tools and programs. Policy direction recommended by the Networks PEG will not generally be revisited by the TEG.

Specific TEG member responsibilities include:

- Review Comprehensive Plan and Transportation System Plan background materials and analysis to understand the issues to be addressed in the TSP Update;
- Work collaboratively with one another to explore issues and provide advice to City staff on implementation tools to implement Comprehensive Plan policy direction;
- Attend monthly TEG meetings, beginning in January 2014 through Spring 2015 (The TEG may decide to hold additional full TEG or subcommittee meetings in addition to the monthly meetings);
- Attend TSP Update community meetings when possible to hear directly from the public;
- Consider and integrate general public input into their guidance to City staff; and
- Attend Planning and Sustainability Commission (PSC) work sessions as needed to offer comments on policy, mapping and implementation recommendations.

### Expert Group Advisory Process

TEG membership is intended to represent a diversity of expertise, skill sets and viewpoints. As such, TEG members are expected to listen, analyze and consider both community and citywide goals. Members are expected to consider a range of solutions, discuss the pros and cons of the issues presented and deliver a set of recommendations reflecting the “sense of the group”. For every set of recommendations, the TEG should include the rationale behind it. 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.

TEG members acknowledge that their role is to provide advice and frame policy choices to PBOT and BPS and that the final decisions on content of the draft TSP Update and Comprehensive Plan Update that goes before the Portland Planning and Sustainability Commission rest with the City and the Commissioner-in-charge.

TEG members agree that consensus has a high value and that the group should strive to achieve it. As such, decisions on TEG recommendations will be made by consensus of all present participating members in their representative capacity. For purposes of the TEG process, consensus is defined as: “A participatory process whereby, on matters of

substance, the representatives strive for agreements that they can accept, support, live with, or agree not to oppose.” The commitment to work for consensus means that members will participate in the give and take of the process in a way that seeks to understand the interests of all and will work together to find solutions workable for all. If no consensus is reached on an issue for proposed TEG recommendation, minority positions will be documented. Those with minority opinions are responsible for proposing alternative solutions or approaches to resolve differences.

A professional consultant selected by PBOT and BPS will both convene and facilitate TEG meetings and provide coordination between meetings. The facilitator will serve as liaison between the TEG and PBOT and BPS; in that role, the facilitator will be responsible for communications with and within the TEG. In addition, it is the responsibility of the facilitator to:

- Ensure a welcoming meeting environment where all TEG members will participate and the public has the opportunity to ask questions and provide comments.
- Ensure a safe environment for minority opinions.
- Conduct meetings in a manner to foster collaborative decision-making and consensus building.
- Prepare meeting summaries that outline the issues discussed, the areas in which there is consensus, and any remaining issues on which consensus was not reached.

PBOT will provide a TEG lead to take on the role of bringing key items to the group for discussion and make sure the internet webpage and calendar for the group is up-to-date. The PEG lead will maintain a work plan that expresses the current goal and action steps being taken by the TEG.

The general public is invited to attend the TEG meetings. Information derived from public comment will be considered in developing the TSP Update.

## Protocols for Participation

Expectations for TEG member participation include:

- Listen and be open to the diverse points of view represented on the TEG.
- 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 PEG and the group’s discussions.

**Attendance:** Members should try to attend all monthly meetings. If a member cannot attend a meeting, they are required to inform the facilitator or TEG lead before the

meeting. Prior to or after missing a meeting, a TEG member should contact the facilitator and TEG lead 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.

Time Commitment: It is anticipated that members will need to spend four to six hours per month on TEG 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.

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-TEG members during the meetings. These individuals' primary responsibility is to inform the member about the deliberations at the conclusion of the meeting.

Presentations: TEG members may be asked to present at Planning and Sustainability Commission meetings and participate in briefings of City commissioners, bureau directors, and with community stakeholders.

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 TEG 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 group in terms of expertise and/or interests. Authority for decisions about replacing members rests with PBOT, which may consider recommendations from the group.

Meetings: The TEG will meet at least once a month and meetings will begin as scheduled. Meetings are open to the public and will include opportunity for public comment. Notice of TEG meetings, agendas and meeting materials will be posted on appropriate City websites at least one week in advance of meetings. Meeting summaries will be posted on the website as soon as possible following each meeting.

The facilitator will provide public comment opportunities for non-TEG members during the meetings. Comments from the public will be limited in time to allow sufficient opportunity to conduct the other portions of the PEG 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 the TEG lead for circulation to the full TEG.

Communications: Between meetings, TEG members will include both the facilitator and TEG lead on any group email exchanges, so that a public record is maintained.