

EXHIBIT A

City of Portland
MODIFIED APPROVED
PERIODIC REVIEW WORK PROGRAM
Revised 09/13/2011 and 05/23/14
Updated on 04/13/2015

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Date Work Program Approved by DLCD:	September 30, 2009	Order 001773
Date Revision Approved:	January 5, 2010 September 13, 2011 May 23, 2014	Order 001798 Order 001809 Order 001850
Final Work Program Completion Date:	October 01, 2012 October 01, 2013 December 31, 2015	Order 001773 Order 001809 Order 001850

Work Program Task Completion Summarized:

T1.A, approved, 08/05/2010, Order 001792, Establish Community Involvement Committee
T1.B, approved, 01/05/2011, Order 001798, Citizen Involvement
T2, approved, 05/29/2013, Order 001837, Comp Plan Inventories and Analysis
T3 amended by commission 05/23/14, Order 001850, to move economic opportunities analysis related subtasks from task 2 to task 3
T2 approved by commission, as amended, 5/23/2014, Order 001850

**Work Tasks Subject to Public Notice and DLCD Review
(See OAR 660-25-130 - submission of completed work task)**

Task #	Work Program Reference	Task and Product Descriptions	Submittal Date (s)
1	COMMUNITY INVOLVEMENT	<p>Ensure meaningful, timely, and sufficient community participation in all phases of plan update</p> <p><i>Subtask A – Appointment</i> The Community Involvement Committee will consist of no more than three members of the City Planning and Sustainability Commission and at least nine others members nominated by the Mayor and confirmed by the Portland City Council.</p> <p><i>Product: Adoption of a “Report of Council” containing a list of confirmed appointments to Community Involvement Committee.</i></p>	<p>05/01/10</p> <p>Approved 08/05/2010 Order 001792</p>
		<p><i>Subtask B – Standards and Practices</i> The Community Involvement Committee will review the Community Involvement Program to ensure it contains sufficient and appropriate standards and practices. Needed improvements will be identified by the Community Involvement Committee and recommended to City Council by the Planning and Sustainability Commission</p> <p><i>Products: Amended Community Involvement Program adopted by city ordinance</i></p>	<p>09/30/10</p> <p>Within 30 days of Council adoption by ordinance</p> <p>Approved 01/05/2011 Order 001798</p>
		<p><i>Subtask C – Monitoring and Evaluation</i> The Community Involvement Committee will meet at least quarterly and advise the Bureau of Planning and Sustainability and the Planning and Sustainability Commission on the proper application of standards and practices. Needed improvements will be identified by the Community Involvement Committee and recommended to City Council by the Planning and Sustainability Commission.</p> <p><i>Products: An evaluation of community involvement leading up the adoption of each Task 2, 3, 4, and 5 product.</i></p> <p>Task 2 Evaluation Task 3 Evaluation Task 4 Evaluation Task 5 Evaluation</p>	<p>12/31/10 12/31/2011 06/30/11 06/30/2012 06/30/12 06/30/2013 09/30/12 09/30/2013</p>

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1	COMMUNITY INVOLVEMENT (continued)	<p>Subtask D – Plan and Code Recommendations The Community Involvement committee should review Goal 9 (Citizen Involvement) and Goal 10 (Administration) of the Portland Comprehensive Plan, and the “Legislative Procedures” Chapter of the City Zoning Code (Title 33) and provide recommendations to the Planning and Sustainability Commission for beneficial changes.</p> <p>Products: <i>City Council Ordinances adjusting the community involvement provisions in the City Code and Comprehensive Plan</i></p> <p>Comprehensive Plan policy amendments</p> <p>Planning and Zoning Code amendments</p>	<p>06/30/12 06/30/2013</p> <p>09/30/12 09/30/2013</p>
2	INVENTORY AND ANALYSIS	<p>Research and analysis necessary to provide a solid factual base for plan update</p> <p>Subtask A – Characterization of Existing Land Supply An inventory will be constructed in three parts: constrained, highly constrained, and unconstrained.</p> <p><i>1. Constrained Lands</i> Development is allowed on constrained lands, but with added scrutiny. The Constrained Lands inventory will be constructed from the best available, parcel specific information on the following:</p> <ul style="list-style-type: none"> • Infrastructure Limitations – Areas where an existing transportation, water, sewer, or drainage feature may be insufficient to support current plan designations • Airport Conflicts – Areas where building use and height must be limited near Portland International Airport because of aircraft approaches or departures, aircraft noise, or safety concerns. • Heliport Conflicts – Areas where building height must be limited near the Portland Heliport. • Significant Natural Resources – Streams, lakes, riparian areas, forests, fish and wildlife habitats, scenic views, sites and corridors, groundwater recharge areas, designated open space, and three delineated wellhead protection areas - Columbia South Shore, Vivian, and Gilbert. • Significant Cultural Resources – Historic districts, buildings, and sites; archeological sites; and areas subject to consultation with Native American tribal governments 	<p>Received Submittal on 12/24/2012 Under Review</p> <p>Director approved task 05/29/2013 Order 001837</p> <p>Director approval appealed 06/19/13</p> <p>Commission approved task 09/26/13</p> <p>City requests withdrawal of subtask D and work program amendment 04/10/14</p> <p><u>Commission approved amendments 05/23/14 Order 001850</u></p> <p><u>Commission approved task 05/23/14 Order 001850</u></p>

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2	INVENTORY AND ANALYSIS (continued)	<ul style="list-style-type: none"> • Landslide Hazards – Areas of historic failures; areas of unstable, old and recent landslides; and all slopes over 25%. Hazards will be identified from the best available topographic maps, and the following information from the Oregon Department of Geology and Mineral Industries, should this information become available at a parcel-specific scale: Statewide Digital Landslide Database (SLIDO), and Rapidly Moving Landslide Hazard Zones (IMS-22). • Earthquake Hazards - Fault lines, areas subject to liquefaction, and areas subject to moderate or severe damage from earthquakes should Department of Geology and Mineral Industries databases IMS-1 and IMS-16 information become available at a parcel-specific scale. • Floodplains and other Areas Subject to Flooding – Areas identified from Federal Emergency Management Agency 100-year flood maps, 1996 actual flooding, areas with impervious soils or other drainage problems, and areas with shallow ground water. • Contaminated Areas - Areas identified by the Oregon Department of Environmental Quality from the following sources: Environmental Cleanup Sites I (ECSI), Confirmed Release Sites (CRL) and Underground Storage Tank Cleanup Sites (UST), should this information become available on a parcel-specific basis. <p data-bbox="561 1192 886 1224"><i>2. Highly Constrained Lands</i></p> <p data-bbox="561 1226 1227 1381">Urban level development is rarely allowed on highly constrained lands, but provisions are often made to transfer development opportunity to less constrained sites. The highly constrained lands inventory will be composed of the following.</p> <ul style="list-style-type: none"> • Publicly Owned Land – Those publicly owned or controlled lands that do not provide for employment or residential uses. Examples include parks, rights-of-way, and the beds and banks of navigable waterways. • Floodways – Areas mapped as floodways by the Federal Emergency Management Agency. • Conserved Land – designated environmental protection areas; and land benefiting from farm, forest, or open space tax deferral programs. • Rural lands – Lands that are both not within the regional urban growth boundary and not designated as urban reserves by Metro. 	

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2	INVENTORY AND ANALYSIS (continued)	<p><i>3. Unconstrained Lands</i> These are lands not falling within the previous two categories. This is the “Buildable Lands” inventory within the meaning of Statewide Planning Goal 9 (Economy) and Goal 10. The City will not employ this term because it engenders too much confusion, particularly the assumption that land not so inventoried is not buildable; thus the synonym “Unconstrained Lands” inventory.</p>	
		<p><i>Subtask B – Estimate of Remaining Development Potential</i> Remaining development potentials for housing and employment will be calculated from the existing Comprehensive Plan Map. This will involve the establishment of a standard set of justifiable assumptions for different categories of urban land, particularly for areas where infill development or redevelopment is likely. The spatial distribution of existing and potential development will inform a “base case” for an alternatives analysis.</p>	
		<p><i>Subtask C – Coordination of Population and Employment Forecast</i> Portland will begin periodic review without a current regional population forecast, or identified 20-year housing and employment needs. The beginning assumption is that Portland needs to accommodate at least its 2002 Metro allocation of jobs and housing, plus an added increment. Portland will work with Metro during periodic review and will recognize the new regional forecasts and allocations when they become available. An important part of this effort will be working with Metro to refine modeling assumptions to better estimate Portland’s remaining development potential.</p>	
		<p><i>Subtask D – Identification of Employment Needs</i> Future needs and opportunities will be examined and compared to existing conditions.</p> <ul style="list-style-type: none"> ● A new Economic Opportunities Analysis will be prepared. This analysis will describe international, national, state and local economic trends related to the types of business likely to locate or expand in Portland. ● The City will also reexamine the adequacy of its existing industrial land base, identify “prime” industrial land, and characterize long term and short term supplies of industrial land suitable for different employment types in the City’s various employment districts. ● Portland will also assess the adequacy of its land base for non-industrial employment. Land supply and demand analyses will consider urban centers, main streets and corridors, commercially underserved 	

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2	INVENTORY AND ANALYSIS (continued)	<p>neighborhoods, and institutional land needs (e.g., schools, hospitals and universities).</p> <ul style="list-style-type: none"> The amounts of employment land of the constrained and unconstrained inventories will be identified. 	
		<p>Subtask E – Identification of Housing Needs Existing and expected housing stock will be characterized by type and affordability.</p> <ol style="list-style-type: none"> Portland will recognize Metro’s new population forecast, housing urban growth report, and allocation of regional housing potential. Portland will perform a “needed housing” examination, profiling existing and expected residents and the amount of housing affordable for different brackets of household income. Expected surpluses and deficiencies in different housing types and affordability ranges will be identified. The residentially zoned part of the unconstrained inventory will be checked to determine whether it contains the potential of 10-units per acre, and whether half the remaining potential is for multi-dwelling and attached single dwelling structures. The City will also examine its total housing potential lost or gained since the last periodic review, particularly the supply of more affordable housing. Amounts of housing land on the constrained and unconstrained inventories will be identified. The City will identify any provisions in its zoning and other codes that might serve as barriers to the provision of identified forms of needed housing. An example of one such form might be courtyard housing designed for families with young and school-aged children. <p>Products: Ordinance of City Council adopting at least the following as Comprehensive Plan background documents: Inventory Map of Buildable Residential Lands Inventory Map of Buildable Employment Lands Inventory Map of Significant Natural Resources Inventory Map of Hazards Housing Needs Analysis Economic Opportunities Analysis Estimate of Remaining Housing Capacity Estimate of Remaining Employment Capacity</p> <p style="text-align: center;"><u>APPROVED</u></p>	<p>12/31/10 12/31/2011</p>

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3	CONSIDERATION OF ALTERNATIVES	<p>The City will identify the consequences of alternative patterns of development. Development patterns will be depicted by use, intensity, and form</p> <p><i>Subtask A – Develop Evaluation Criteria</i> Evaluation criteria will include the state requirements for the examination of the economic, social, environmental, and energy consequences of different choices. Examples of measured consequences would include trip generation potential by mode and potential changes in housing costs. Additional evaluation criteria will be derived from community values identified through the visionPDX project.</p>	
		<p><i>Subtask B – Thematic Alternatives</i> Simplified consequence analysis will be applied to different patterns of urban development. Alternatives will be designed to emphasize particular community values. There will be several of these.</p>	
		<p><i>Subtask C- Detailed Alternatives</i> Detailed consequence analysis will be applied to a base case derived from a probable build-out of the existing comprehensive plan, and at least three other alternatives - each trying to achieve an optimum mix of community values.</p>	
		<p><i>Subtask D – Identification of Employment Needs</i> <u>Future needs and opportunities will be examined and compared to existing conditions.</u></p> <ul style="list-style-type: none"> • <u>A new Economic Opportunities Analysis will be prepared. This analysis will describe international, national, state and local economic trends related to the types of business likely to locate or expand in Portland.</u> • <u>A component of the future land needs is a coordinated employment forecast. Portland needs to accommodate at least its 2012 Metro allocation.</u> • <u>The City will also reexamine the adequacy of its existing industrial land base, identify “prime” industrial land, and characterize long-term and short-term supplies of industrial land suitable for different employment types in the City’s various employment districts.</u> • <u>Portland will also assess the adequacy of its land base for non-industrial employment. Land supply and demand analyses will consider urban centers, main streets and corridors, commercially underserved neighborhoods, and institutional land needs (e.g., schools, hospitals and universities).</u> 	<p>06/30/11 06/30/2012 <u>07/31/2015</u></p>

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3	CONSIDERATION OF ALTERNATIVES (continued)	<ul style="list-style-type: none"> Assessing the adequacy of Portland’s employment land base requires an estimate of remaining development potential. Remaining development potentials for employment will be calculated from the existing Comprehensive Plan Map. This will involve the establishment of a standard set of justifiable assumptions for different categories of urban land, particularly for areas where infill development or redevelopment is likely. The spatial distribution of existing and potential development will inform a “base case” for an alternatives analysis. <p>Products Ordinance of City Council adopting an economic opportunities analysis, an analysis of the estimated remaining employment capacity, and an analysis of the social, economic, energy and environmental consequences of at least three alternative spatial deployments of the housing and employment needs as a Comprehensive Plan background document.</p>	
4	POLICY CHOICES	<p>Policy choices are decisions informed by the alternatives analyses. They must be recommended by the Planning and Sustainability Commission and adopted by City Council ordinance. This task description is fairly general because it attempts to describe only plausible decisions. The actual decisions must be based on the yet-to-be-completed preliminary work described in Tasks 2 and 3.</p> <p>Subtask A – Physical Plan (New Comprehensive Plan Map) A new plan for the physical development of the City will replace the existing Comprehensive Plan map. This plan might be form-based, use-based, or employ a combination of both approaches. All other periodic review policy choices should be derived from or supportive of the future development pattern depicted on the physical plan.</p>	
		<p>Subtask B – The Economic Element</p> <ol style="list-style-type: none"> The City will adopt long-term policies and shorter-term strategies for economic development. Different types of employment districts may be established. Sufficient vacant, partially developed, and re-developable land will be identified to meet expected employment needs. Coordination with Metro to ensure sufficient capacity for job growth within Portland is recognized by the regional <i>Urban Growth Management Plan</i>. This allocation will be derived from the point forecast of total regional employment needs for the Year 2030. 	
		<p>Subtask C – The Housing Element</p> <ol style="list-style-type: none"> The City will adopt long-term policies and shorter-term strategies for meeting identified housing needs. 	

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4	POLICY CHOICES (continued)	<ol style="list-style-type: none"> 2. The City may revisit its “no net loss” housing policy or adopt alternative housing conservation policies, particularly policies aimed at preserving the existing stock of affordable housing. 3. Sufficient vacant, partially developed, and re-developable land will be identified to meet expected employment needs. 4. Coordination with Metro to ensure sufficient capacity of housing growth within Portland is recognized by the regional <i>Urban Growth Management Plan</i>. This allocation will be derived from the point forecast of total regional population growth for the Year 2030 divided by forecasted future average household size. 	
		<p><i>Subtask D – The Public Facilities Element</i></p> <ol style="list-style-type: none"> 1. New facilities plans will be developed to meet service requirements of the physical plan. These plans may provide for future updates through post-acknowledgement plan amendment processes to take account of better forecasting and modeling procedures expected to become available within the next five years. 2. Transportation, sewer, drainage, and water projects necessary to support future development will be identified and adopted as part of the plan. 3. The existing Portland International Airport, and any proposed airport expansion areas, will be depicted as public facilities in the plan. 4. A decision will be made to either continue or discontinue operation of the Portland Heliport. If continued the heliport would be depicted in the plan. 5. Should one or more school districts complete facility planning during the course of periodic review, and should the City be requested by a school district, the City could depict the general location of desired future school sites in the plan. 	
		<p><i>Subtask E – The Transportation Element</i></p> <ol style="list-style-type: none"> 1. Conforming amendments to the City Transportation System Plan will be made for updates to the Regional Transportation Plan. 2. If authorized by the Regional Transportation Plan the City might adopt alternatives to the “Level of Service” standard for characterizing the adequacy of existing and proposed transportation facilities. These alternatives might apply citywide or only within 	

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4	POLICY CHOICES (continued)	<p>designated areas. In the absence of further state guidance the City might also adopt standard methods for examining the transportation effects for proposed intensifications or urban development.</p> <p>3. The City might also consider a system of modal preferences or desired mode splits as part of its street classification scheme.</p>	
		<p><i>Products Ordinance of City Council adopting at least the following amendments to the Portland Comprehensive Plan:</i></p> <p>Land Use Map depicting property-specific locations and intensity of needed housing and employment</p> <p>Economic Element, including coordination with Metro</p> <p>Housing Element, including coordination with Metro</p> <p>Transportation Element, conforming to Regional Transportation Plan</p>	<p>06/30/12 06/30/2013 <u>7/31/2015</u></p>
5	IMPLEMENTATION	<p>Whatever policy decisions are made, they must be carried out by sufficiently robust implementation measures. It is important to emphasize that not all these measures are regulatory. Funding an identified public works project is an example of plan implementation, as are programs carried out by government-to-government or public private partnerships. Because policy decisions have yet to be made, the illustrative implementation measures are necessarily vague.</p> <p>Possible new implementation measures might include:</p> <ol style="list-style-type: none"> 1. Retention measures for prime industrial land and affordable housing stock, 2. Remediation programs for brownfields, 3. Adjustments to minimum residential density requirements, or application of minimum density requirements to mixed use development or residential development in non-residential zones, 4. Form-based design standards, 5. Construction of additional streetcar lines, 6. Interagency agreements with special districts, 7. Establishment of new urban renewal areas, 8. A standard method for estimating traffic generation potential of proposed plan amendments, 9. New community involvement and outreach programs, 10. Inter-bureau strategies to carry out plan objectives, or 11. Adjustment of height, noise, and use limitations around airport. 	<p>09/30/12</p>

Task #	Work Program Reference	Task and Product Descriptions	Submittal Date (s)
5	IMPLEMENTATION (continued)	<i>Products Ordinance</i> of City Council adopting regulations, projects, and agreements sufficient to carry out the amended Comprehensive Plan.	09/30/2013 <u>12/31/2015</u>
		<u>COMPLETION OF WORK PROGRAM</u>	10/01/12 10/01/2013 <u>12/31/2015</u>

Additional Comments:

The dates above are established for the city to submit completed work tasks to DLCDC. Interested persons or agencies are advised to contact Al Burns, Senior City Planner, (503) 823-7832, if you are uncertain as to how you will be notified and involved at the local level. The city will provide you with notice of public hearings of those work tasks affecting your agency. However, agencies and other interested persons are advised to monitor subtasks related to that work task, particularly the adoption of needed amendments to the city's comprehensive plan and land use regulations. LCDC rules require that an objecting party participate at the local level orally or in writing during the local review process.

STATE PERIODIC REVIEW ASSISTANCE TEAM (Metro Only) 03/02/2015

<u>Agency</u>	<u>Contact</u>
Business Development Department (BDD)	Ivo Trummer
Department of Agriculture (ODA)	Jim Johnson
Department of Aviation (DOA)	Heather Peck
Department of Environmental Quality (DEQ)	Christine Svetkovich
Department of Fish and Wildlife (ODFW)	Joy Vaughn
Department of Forestry (DOF)	Kevin Birch
Department of Geology and Mineral Industries (DOGAMI)	Ian Madin
Department of Human Services (DHS)	Tom Pattee
Department of State Lands (DSL)	Jevra Brown
Department of Transportation (ODOT), Region 1	Kristen Stallman
Department of Water Resources (WRD)	Dwight French
Housing and Community Services Department (OHCS)	Katherine Silva
Parks and Recreation Department (OPRD)	Ron Campbell
State Historic Preservation Office (SHPO) (Parks & Recreation)	Jason Allen

NOTE: Enclosed for city's information and use are:

- 1) a copy of the current periodic review rule;
- 2) a sample "completed work task" notice to be sent by the local government to persons (if any) who participated at the local level or who requested notice;
- 3) copies (yellow) of Notice of Periodic Work Task, forms to be sent by local government to DLCDC with each completed work task; and
- 4) list of the State Periodic Review Assistance Team Members.

Please contact Larry French at (503) 373-0050, extension 283 if you have questions or need additional forms.

EXHIBIT B

BYLAWS OF THE CIC

1. NAME OF ORGANIZATION:

The name of the organization shall be the ~~Portland Plan~~ Community Involvement Committee (CIC)

2. PURPOSE

The ~~Portland Plan~~ Community Involvement Committee is charged with serving as the “eyes and ears” of Portland’s many and diverse communities, ensuring that the perspectives of ALL Portlanders are reflected in the ~~Portland Plan~~ 2035 Comprehensive Plan as it evolves.

CIC will interact with Bureau of Planning and Sustainability (BPS) staff, particularly District Liaisons. The CIC will also work with the Office of Neighborhood Involvement’s Public Involvement Best Practices Program, Diversity and Civic Leadership Program, and other initiatives designed to promote inclusive and meaningful public involvement in Portland. The CIC will continue the community’s participation in the 2035 Comprehensive Plan ~~Portland Plan~~, a process that began with visionPDX and the Portland Plan, which captured and fleshed out our shared values of sustainability, equity, accessibility, community connectedness and distinctiveness.

CIC will receive information and be a checkpoint for a wide representation of community members to review, comment and advise the Bureau of Planning and Sustainability on the 2035 Comprehensive Plan ~~Portland Plan~~ as it is developed. It will help guide the Planning and Sustainability Commission and City Council as they consider approval of the plan.

CIC will meet quarterly, or as needed. Subcommittees ~~will~~ may be established to work on specific tasks as may be determined and will hold meetings as necessary. CIC will provide regular reports and updates to the Planning and Sustainability Commission which has final authority on all matters related to the 2035 Comprehensive Plan, including an initial set of implementing Zoning Code and Zoning Map updates, Portland Plan as it is referred to the City Council for approval.

3. COMMITTEE RESPONSIBILITIES

- a. Define criteria and principles for engaging Portlanders in a public involvement process for the 2035 Comprehensive Plan ~~Portland Plan~~, identify benchmarks and timelines to measure success, and serve as “guardians” of the process to make sure that criteria and principles continue to be adhered to throughout the development of the Plan.
- b. Advise the Planning and Sustainability Commission on Portlanders’ understanding, awareness and reaction to the Plan as it progresses. Recommend changes for outreach and public support for the plan as appropriate to stay flexible, responsive and transparent.
- c. Provide guidance to and a sounding board for staff to test ideas, messages, informational materials and exercises – with special attention to clarity, accessibility, and relevance to issues of concern to the public.
- d. Utilize the member’s connection to their respective networks as ambassadors for the involvement process in the community.

e. Document key discussion points and decisions, post notes on the 2035 Comprehensive Plan Portland Plan website, and appear before the Planning and Sustainability Commission for interaction and to provide reports.

4. MEMBERSHIP

Qualifications: CIC consists of no more than ~~eighteen (18)~~ and no less than fourteen (14) members representing the diverse communities of Portland including racial/ethnic, gender, age, religious, and socio-economic diversity, none of whom may hold public elective office. No more than three ~~Three (3)~~ of those members shall be representatives of the Planning and Sustainability Commission. ~~The Chair shall be a member of the Portland Planning and Sustainability Commission.~~

Terms: CIC members shall serve ~~for a period of three years commencing July 8, 2009 or until such time as the Portland City Council takes final action on the Portland Plan or until such time as may otherwise be determined by CIC~~ receives a recommendation from the Planning and Sustainability Commission and the CIC on the final periodic review work task for the 2035 Comprehensive Plan. Members of the Committee who wish to resign before ~~completion of the project~~ such time shall provide a written letter of resignation to the CIC Chair.

Vacancies: Any committee vacancies shall be filled by persons nominated by the Mayor and confirmed by City Council.

5. MEMBER RESPONSIBILITIES

- a. Attend and actively participate in Committee meetings, and subcommittee meetings as appropriate.
- b. Interact with community members and partners to develop and promote interest and participation in the 2035 Comprehensive Plan Portland Plan.
- c. Share information with local organizations in which you are involved, and gather, synthesize, and convey information and perspective from those organizations.
- d. Review background materials to understand the issues and their relevance to various communities.
- e. Provide a sounding board to ensure that a variety of data and viewpoints have been considered.
- f. Voice concerns directly, promptly, and constructively.

6. STAFF RESPONSIBILITIES

- a. Assist the Chair in preparing and distributing agendas and background materials in advance of meetings. Post agendas and other meeting materials on the website.
- b. Manage and facilitate the process for the good of the Committee as a whole.
- c. Attend and facilitate meetings as ex officio members.
- d. Develop summary notes from meetings and distribute them within seven (7) days of the meeting. These notes should faithfully represent areas of general agreement within the group and areas in which there are diverging viewpoints. Once accepted by the Committee, post notes on the 2035 Comprehensive Plan Portland Plan website.
- e. Develop draft documents for Committee's review and comment.
- f. Provide relevant information to the Committee regarding ongoing City activities relating to the 2035 Comprehensive Plan Portland Plan.

- g. Provide documentation of its activities and outcomes relating to the public involvement process.
- h. Provide verbal response to questions from CIC at meetings and otherwise in writing.

7. SUBCOMMITTEES

The CIC Chair, in consultation with staff, shall create Sub Committees as may be deemed necessary to perform the work of CIC. ~~Subcommittees shall be established as outlined in Addendum "A" with additional Subcommittees to be formed as may be necessary. The CIC Chair, in consultation with staff, shall also appoint Task Groups as required for the purpose of performing particular assignments.~~

8. FINANCIAL SUPPORT

All members of the Committee serve without pay. BPS shall provide CIC with staff assistance necessary to enable it to discharge its duties.

9. OFFICERS

Chair: The Planning and Sustainability Commission Chair shall appoint a member of the ~~Planning and Sustainability Commission~~ CIC as the chair of the Committee. The chair shall preside at all Committee meetings. The chair shall represent the Committee at the Planning and Sustainability Commission and as requested by the Committee, or may delegate this role to other committee member(s).

Executive Subcommittee: Members of the Executive Subcommittee shall select an alternate chair on a rotating basis from within the Subcommittee every three months. The alternate chair shall perform the duties of the chair in the chair's absence. The alternate chair may represent the position of the full Committee at Planning and Sustainability Commission and City Council meetings and as requested by the full Committee. The Executive Subcommittee shall attend Planning and Sustainability Commission and City Council meetings as a "spokes group" led by the Chair or alternate Chair.

10. MEETINGS

~~CIC shall meet at least once a month during its initial six months as an operating organization.~~ The frequency of meeting ~~thereafter~~ will be determined according to necessity. Meetings are conducted in accordance with adopted rules of procedure. Special meetings of the Committee may be called by the chair or by majority vote as deemed necessary. Meetings shall begin and end as scheduled.

11. AGENDAS

Staff shall prepare a draft agenda for any meeting ten (10) days before the meeting. Upon approval of the agenda, staff shall publish the final agenda within five (5) days of the meeting.

Distribution of Agenda to Members: Staff shall e-mail the draft agenda to the Chair and members of the Executive Subcommittee for approval. Staff shall forward a final agenda and any materials necessary for the meeting to the full CIC within five (5) days of the meeting. On most occasions, delivery will be by e-mail, unless printed documents are requested by members, or staff deems e-mail inappropriate for the volume of documents.

Agenda Format: Agenda topics generally will include: approval of minutes, announcements, work items, and matters of interest to the Committee. The agenda may include discussion items at which no vote will be taken, or action items on which a vote may be taken. At any time the Committee may take "straw votes" for informal assessment of positions or decline to make a recommendation.

12. QUORUM AND DECISION MAKING

One half ~~Two thirds~~ of the active members of CIC shall constitute a quorum at a meeting of the full Committee. In the spirit of harmony and goodwill that comprise the common goals of CIC and its members, formal votes will generally not be taken. Decisions will be made via consensus utilizing a "fist to five" process whereby the sense of the group can be determined.

In the event there is a major issue that significantly divides the members, the Chair may, in his or her discretion, call for a formal vote. A majority of members present must vote affirmatively in order to take action. Individual members may not have more than one vote. In the event there is an issue where it is known in advance that a vote will take place at an upcoming meeting, members may vote by proxy, but such member(s) will not be included for the purpose of determining a quorum. Proxy shall apply only if original language and intent does not change.

13. PUBLIC PARTICIPATION

Any general or special meeting is open to any person who may wish to be heard regarding any item on the agenda. It is up to the discretion of the Chair of CIC when or whether public comments will be received at the meeting or deferred to the Planning and Sustainability Commission for hearing. Only CIC Committee members will be eligible to vote.

14. PROCEDURES

Roberts Rules of Order shall be followed in all areas not covered by the bylaws.

15. POWERS

CIC shall make recommendations on community involvement policies and issues to the Planning and Sustainability Commission. The Committee performs an advisory role to the Planning and Sustainability Commission and fosters communication and leadership on the 2035 Comprehensive Plan ~~Portland Plan~~ community involvement issues. Whereas the Planning and Sustainability Commission holds hearings and makes recommendations to City Council on 2035 Comprehensive Plan policy matters pursuant to City Code Chapter 33.710.040.D., CIC shall forward any recommendation on a policy matter to the Planning and Sustainability Commission for public hearing.

16. ATTENDANCE

While CIC is composed of a group of volunteers with busy schedules, it is expected that Committee members will notify the Chair or the appropriate staff member if unable to attend a full CIC or subcommittee meeting. Members missing two (2) consecutive full CIC meetings shall be asked to meet with the Chair and members of the Executive Committee to determine whether the member has sufficient time and interest to continue on the CIC". The chair, in consultation with the Executive Committee, will make a determination based on the best interests

If a member is unable to attend a meeting, he or she may provide, in advance, written comments relevant to the agenda or may participate via teleconferencing. A member participating via teleconferencing will be included in the quorum count.

An alternate may not be appointed as a representative of a member

17. CONFLICT OF INTEREST PROCEDURES

A member of the Committee may not participate in any action in which the member has a direct or substantial financial interest. Any actual or potential interest must be disclosed at the meeting where the action is scheduled.

18. SUBMISSION OF PROPOSALS

Any person or group, inside or outside the Committee may propose items for consideration and/or recommendation to the Committee. CIC shall decide when or whether to receive oral comments during the meeting about matters on the agenda or request written comments for continued deliberation.

19. PUBLIC MEETINGS/PUBLIC RECORDS REQUIREMENT

CIC shall abide by all Oregon statutes relative to public meetings and public records. Official action(s) taken by the Committee shall be on record or included in the minutes of each meeting. The minutes shall include a record of attendance and the results of any vote(s) taken. A summary of views, including dissenting views, shall be transmitted along with any recommendation made by the Committee to the Planning and Sustainability Commission for acceptance at a regular meeting of the Planning and Sustainability Commission. Official records will be kept on file at BPS.

20. COMMUNICATION

Communication with the media and broader public by the CIC shall be primarily the responsibility of the Chair or other members of CIC as may be designated by the Communications Sub Committee. Members are not to represent the committee in conversations with members of the media, both on and off the record, with regard to matters of policy or substance, to promote an individual agent or to presume to represent the positions of the CIC or its other members. Members may share, verbatim, information provided to the CIC by the Communications Subcommittee, in keeping with Open Meeting and Public Information Law. For example, talking points, presentation materials and other materials as have been provided by the staff of the Bureau of Planning and Sustainability may be quoted.

When speaking from his/her own point of a view, a member must clearly state in advance, and several times during the discussion that "I am stating my own opinions and make no claim that they represent those of the CIC or other members, though they may."

21. NONDISCRIMINATION

CIC will not discriminate against individuals or groups on the basis of race, religion, gender, marital status, familial status, national origin, age, physical or mental disability not constituting a bona fide qualification, sexual orientation, gender identity, source of income, or Vietnam era veterans' status.

22. ADOPTION AND AMENDMENT OF BYLAWS

All amendments to these bylaws must be proposed in writing and submitted to members at least ten (10) days before a decision on its adoption may proceed. The process for adoption shall comply with the decision process as described in Article 12 above made by ordinance of City Council.

22. REVIEW

In order to maintain flexibility and to promote best practices in the ongoing proceedings of the Committee, and to further determine that the heretofore bylaws are working as intended, the Executive Subcommittee shall review the bylaws no later than six months after its adoption. At that time, the Subcommittee may recommend any amendments to the bylaws to the full Committee as may be deemed appropriate.