

RESOLUTION 10-45

Council Adopted July 6, 2010

LAKE OSWEGO COMPREHENSIVE PLAN UPDATE CITIZEN ADVISORY COMMITTEE CHARGE STATEMENT AND BYLAWS

PURPOSE

The purpose of the Citizen Advisory Committee (CAC) is to advise staff and provide recommendations to the Planning Commission and City Council regarding the update of the Lake Oswego Comprehensive Plan. The Comprehensive Plan represents the long term vision for the City and includes planning policies that guide City decisions on land use, transportation systems, utility systems, and other aspects of City government.

The City of Lake Oswego has not conducted a major update of its Comprehensive Plan since 1994. In April of 2010, the Oregon Department of Land Conservation and Development approved a “periodic review” work program requiring that the City update the Housing, Economic Development, Transportation, Public Facilities, and Urbanization sections of the Comprehensive Plan. The City Council has directed that the update of the plan be broader than what is required under the state-mandated periodic review process. The Council directed that all sections of the Comprehensive Plan be updated and that the update be conducted in a manner that integrates sustainability into the plan. The overall objective of the update is to plan for people, places, and prosperity in such a way that we address Lake Oswego’s present needs without compromising the needs of future generations.

COMMITTEE CHARGE

The Citizen Advisory Committee serves at the request and direction of the City Council. The charge of the committee is to:

- Provide thoughtful and creative recommendations to the Planning Commission and City Council regarding:
 - A broad community vision;
 - Background elements of the plan;
 - New or amended comprehensive plan goals and policies;
 - New or amended comprehensive plan maps; and
 - Plan implementation actions.
- Update the Goals of the 1994 comprehensive plan (and the Special District Plans) and incorporate principles of sustainability into the comprehensive plan. Consider the changing circumstances since the 1994 plan was completed including changes in the regional planning context, climate change, and demographic shifts.
- Make recommendations that assist the City in meeting state-mandated planning requirements, Statewide Planning Goals and Administrative Rules, and Metro functional plan requirements.

- Act as the liaison between their constituent group and the CAC. CAC members shall engage their constituencies in the update of the Plan, by encouraging them to participate in public events, read background materials, attend hearings and other events, and submit public comment.
- Help engage the broader Lake Oswego community in their review and comment on recommended plan products, with special attention given to underrepresented categories of Lake Oswego citizens including children, young adults, working parents, and the elderly.
- Form and work with subcommittees, if necessary, to address specific issues such as affordable housing, sustainability, urban service area expansion, or other issues that require concentrated or focused attention.

MEMBER COMPOSITION AND SELECTION

The CAC will consist of 15 members. Nine of the members will be from the City's Boards and Commissions (that meet on a monthly basis); five of the members will be at-large positions, and one member from the City Council. It is desirable that the at-large positions include representatives from two neighborhood associations, the school district, a business, and a young adult. Some members may fill more than one qualification. The City Council will appoint the members via resolution.

The Council Liaison will serve as the chair of the CAC and will be the primary liaison between the committee and City staff, as well as serve as an ambassador for the committee throughout the process.

In the event that the term of a Board, Commission or Councilor position expires during this project, they should, if possible, continue to serve on the CAC until such time that the project is completed. Additionally, the member should continue to report back to the committee they originally represented. In the event that a member cannot serve out the term of this appointment or fulfill their responsibilities, the City Council shall appoint a successor at its discretion.

MEMBER RESPONSIBILITY

The Citizen Advisory Committee is expected to:

- Make recommendations that reflect the values of the community as a whole.
- Listen carefully, educate themselves, and ask questions so that they may make informed choices.
- Serve as host at public events, encourage other community members to attend and help present information or facilitate discussions, where appropriate.
- Provide updates and solicit feedback from the constituencies or interest groups which they may represent, including making presentations to those groups about the project, when possible and appropriate
- Review and comment on work products in a timely manner. Come to meetings prepared to make recommendations to staff, the Planning Commission, and City Council at key junctures throughout the process, including at adoption of the vision and the final Plan.

- Understand that the City has a limited budget and a three-year state mandated deadline. Decisions will need to be made at times with limited information, therefore it is important to remain on schedule and within the scope of work.
- Attend and participate in the meetings of the CAC. Any member who misses three consecutive meetings, without an excused absence may be removed from the committee. Excused absences may include illnesses or other absences excused by the Advisory Committee Chair. If a vacancy exists on the committee, the City Council shall appoint a successor.

QUORUMS AND DECISIONS

A majority of the members shall constitute a quorum for the conduct of CAC business. Members shall strive for consensus but in the event consensus cannot be reached, the vote of the majority shall represent a decision of the CAC. For controversial issues, the CAC may include a minority opinion with the majority recommendation.

TIMEFRAME

The timeframe for the plan update is three years. A final plan is expected to be adopted in 2013. The CAC shall remain active until the plan is adopted. The CAC is expected to meet at least once a month. At times, more or less meetings may be required.

STAFF RESPONSIBILITIES

Lake Oswego staff will be responsible for designing and organizing events, and developing draft goals and policies for the Plan update process. Staff will prepare meeting agendas by consulting with the Advisory Committee chair and prepare meeting summaries that focus on discussion topics and key agreements. Staff will serve as the primary contact point for inquiries regarding the activities of the committee.

PUBLIC RECORDS

Regular meetings of the committee are not public hearings. All meetings will be open to the public and subject to Oregon public meetings and records laws. All meetings will be open to the public; however, public comment will only be received for up to five minutes at the beginning and end of each CAC meeting.