

City of Lake Oswego Transportation System Plan Update

TRANSPORTATION SYSTEM PLAN ADVISORY COMMITTEE CHARGE STATEMENT

Date: March 7, 2012 Project #: 11187

To: Transportation System Advisory Committee

From: Project Management Team

Project: City of Lake Oswego Transportation System Plan Update

Subject: Transportation System Plan Advisory Committee Charge Statement

PURPOSE

The purpose of the Transportation System Plan Advisory Committee (TSPAC) is to advise staff on recommendations to make to the Planning Commission and City Council regarding the update of the Lake Oswego Transportation System Plan (TSP).

The Transportation Planning Rule, OAR 660 Division 12, requires jurisdictions throughout Oregon to prepare and adopt local transportation plans that serve as the transportation element for their comprehensive plans in compliance with Statewide Planning Goal 12. The TSP update should respond to transportation, land use, environmental, population growth, economic and social changes that have occurred in the community since the TSP was prepared. The update should also attempt to anticipate emerging issues and upcoming policy initiatives.

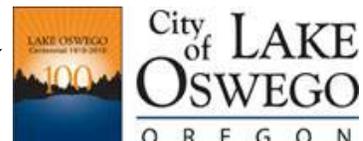
A TSP is the principal document used for identifying the function, capacity, and location of future facilities, directing resources to transportation projects, and providing the community with the level of investment that will be needed for transportation facilities to support anticipated development impacting the community. It has been 14 years since the City last updated its TSP and the State is now requiring the City to update its Plan as part of Periodic Review. The update will be used to guide elected officials and City staff and in the development and operation of the City's entire transportation system.

The City of Lake Oswego is also in the process of updating its Comprehensive Plan which has not been updated since 1994. 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 TSPAC 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 to:

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- Ensure the plan implements the community vision and specifically the Connected Community vision statement
- Ensure the TSP update is coordinated and integrated into the Comprehensive Plan update
- Provide a broad set of perspectives to ensure the TSP outcomes reflect diverse needs
- Suggest new or amended Connected Community plan goals and policies
- Integrate transportation planning among agencies impacted by Lake Oswego through coordinated transportation plans, comprehensive plans, and other transportation policy directions.
- Incorporate principles of sustainability into the TSP. Consider the changing circumstances since the 1997 plan was completed, including changes in the regional planning context, climate change, and demographic shifts.
- Make recommendations that assist the City in meeting mandated requirements, including the state Transportation Planning Rule, the Oregon Transportation Plan, and the Metro's Regional Transportation Plan.
- Engage constituencies in the TSP update, by encouraging them to participate in public events, read background materials, attend hearings and other events, and submit public comment.
- Form and work with subcommittees, if necessary, to address specific issues or issues that require concentrated or focused attention.

MEMBER COMPOSITION AND RESPONSIBILITY

The TSPAC will consist of:

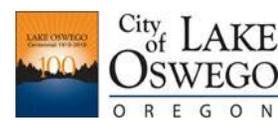
- Members of the Transportation Advisory Board (TAB)
- External Technical Stakeholders from Clackamas County, Metro, Tri-Met and the Oregon Department of Transportation
- Internal Technical Stakeholders from Engineer, Planning, Fire, Police and Economic Development

In the event that the term of a TAB member expires during this project, they should, if possible, continue to serve on the TSPAC until the project is completed.

The TSPAC is expected to:

TAB

- 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 interest groups, including making presentations to groups about the project, when possible and appropriate.
- Review and comment on work products in a timely manner. Come to meetings prepared to advise staff on recommendations to make to 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 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.

External Stakeholders

- External stakeholders should provide technical information that will assist Lake Oswego in meeting local, regional and state and federal requirements.

Internal Stakeholders

- Lake Oswego long-range planning and engineering staff and the consultant will be responsible for designing and organizing events, and developing draft goals and policies for the Plan update process. They will prepare meeting agendas and 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.
- Current planning staff and police and fire staff will share their knowledge of implementing City transportation standards and how the transportation system impacts the ability of police and fire to conduct their work.

CHAIR AND VICE-CHAIR

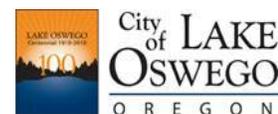
The TAB chair and vice chair will also serve those roles on the TSPAC. The chair will work with City Staff/consultant to:

- Review and discuss agendas.
- Open and close the meetings.
- Assist in responding to individual representative concerns and issues raised outside meetings if necessary.
- Represent the TSPAC to other bodies when necessary.

The vice-chair would assume the responsibilities of the chair if the chair is unavailable.

QUORUMS AND DECISIONS

A majority of the members shall constitute a quorum for the conduct of TSPAC business. Members shall strive for consensus but in the event consensus cannot be reached, the vote of the majority of TAB members shall represent a



decision of the TSPAC. For controversial issues, the TSPAC may include a minority opinion with the majority recommendation.

TIMEFRAME

The timeframe for the plan update is 16-18 months. A final plan is expected to be adopted in 2013. The TSPAC shall remain active until the plan is adopted. The TSPAC is expected to meet at least six times during the regularly scheduled TAB meetings. TSPAC is also expected to attend up to four public meetings.

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 TSPAC meeting.

