

Mayor's Portland Plan Advisory Group Charter

GROUP CHARGE

The Mayor's Portland Plan Advisory Group's main responsibility will be to support the development of a smart strategic plan for Portland's future. In addition to their direct involvement, the group will be asked to engage their constituencies in the development of the Portland Plan, by encouraging them to attend workshops, read background materials, attend hearings and other events, and submit public comment. The group will work with City staff and potentially Planning Commission to tackle difficult, unfamiliar, and challenging concepts during formation of the Portland Plan.

MEMBER COMPOSITION AND SELECTION

The Mayor's Portland Plan Advisory Group will be composed of representatives from various organizations and community leaders representing a range of Portland's communities. Mayor Adams will appoint members of the Mayor's Portland Plan Advisory Group. City Council will acknowledge the formation of the group via resolution, with the member list adopted via report.

MEMBER RESPONSIBILITY

The Mayor's Portland Plan Advisory Group members will be expected to listen to others ideas and add new ideas to the mix. The group is not expected to reach consensus on what should or should not be included in the Portland Plan and the group is not expected to develop a formal position on the Portland Plan, but a position statement may be welcomed.

PRELIMINARY TIMELINE

The Mayor's Portland Plan Advisory Group will be active in all key phases of the work plan for approximately the next year and a half. A kick-off event in the fall of 2009 with staff will establish roles and responsibilities of the group, present an overview of the Portland Plan, and provide access to key background materials. Group members will also be encouraged to attend four rounds of workshops with the public and elected officials in late 2009 and early 2010, with discussion meetings following each workshop round to review and discuss the results. The group will work closely with staff to review and analyze the initial Portland Plan alternatives that are generated from the workshops. After adoption of the Portland Plan, the group will meet to debrief on the group process, membership, and next steps.

DURATION

The Mayor's Portland Plan Advisory Committee will have an interim sunset date that is concurrent with the completion of the Portland Plan, with initial appointments of approximately 18 months. After the completion of the Portland Plan, the Mayor or his designee will hold a debrief session. The group will be dissolved upon submitting its final Portland Plan report to the Planning Commission, or on a date determined by the Mayor, whichever is first.

STAFF RESPONSIBILITIES

Portland Plan staff will be responsible for designing and organizing events for the Portland Plan Advisory Group and providing the Mayor's Portland Plan Advisory Group with background information on the plan. Staff will prepare meeting agendas and minutes, and serve as the public contact point for inquiries regarding the activities of the group.

PUBLIC RECORDS

Although the activities of the group are not public hearings, all meetings will be open to the public and subject to Oregon public meetings and records laws. All meeting deliberations will be open to the public; however, there will be no public comment received during these meetings.