



Southeast Uplift  
3534 SE Main St  
Portland, OR 97214  
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www.seuplift.org

## Land Use and Transportation Committee Charter

### Purpose

The purpose of the SE Uplift (SEUL) Land Use and Transportation Committee (LUTC) is primarily to provide a forum for community members and neighborhood associations to discuss, share information, research, infer, and take action on land use and transportation issues that impact livability within the coalition boundaries.

Secondary purposes include:

- Provide a forum for building connections and developing volunteer's leadership skills within, and across, neighborhood associations.
- Utilize committee's land use and transportation expertise to inform actions taken by the Board.

### Principles

The LUTC operates under the following principles:

- We commit to a free and open exchange of information and opinions.
- We value inclusiveness and strive for participation from neighborhoods and other stakeholders within the coalition district.
- We commit to working on Land Use and Transportation issues.
- We are open to self-assessment and course correction.
- We commit to preparing and providing an engaging and inclusive forum between neighborhoods, neighbors and other organizations within the coalition district.
- We value deliberation and our responsibility to acknowledge underrepresented opinions.
- We commit to sharing the most accurate and current information possible at our meetings.
- We value sharing information with other groups, including underrepresented groups, in the coalition area and being transparent.
- We value cultivating leadership among committee members.

## Scope/Functions

Activities within the scope of the LUTC include:

- The LUTC serves neighborhoods associations, individuals, and other organizations within the SE Uplift district on land use and transportation-related issues.
- Address housing issues through zoning codes, comprehensive plan, and residential infill.
- Educate community members about LUTC issues via guest presentations
- Debate and vet concepts for future development
- Assist neighborhood Associations in the development of Neighborhood Land Use and transportation issues and decisions.
- Provide forum to problem-solve/workshop ideas and opportunities.
- Give advice and guidance on specific issues.
- Develop and offer issue-specific expertise to inform actions taken by the Board.\*
- Share information, and provide technical assistance, build connections and
- Share information and builds connections and relationships between volunteers within, and across, neighborhood associations.
- Facilitate issue-specific ad hoc workgroups designated by the SE Uplift Board.
- Educate community members about issues via guest presenters
- Evaluates and discusses policies, plans, and actions that affect, or may affect, livability.
- Assist with the development of neighborhood land use and transportation policies, plans, and procedures.
- Ensures neighborhood concerns, including concerns from underrepresented groups, are reflected and incorporated in the land use and transportation decisions and policy-making process.

## Authority

This Committee is established per Article VII of the updated bylaws of the SE Uplift Neighborhood Program, Inc (updated 4/4/2016), and includes the following provisions:

- Community committees are advisory to the SE Uplift Board of Directors.
- Must abide by the committee charge, Oregon Statues, and ONI Standards relative to public meetings and public records.

## Membership, Roles & Responsibilities

**Neighborhood Representative:** Voting members include representatives appointed by a neighborhood association. Often times two or more individuals may share this role, but the neighborhood has one vote in total and may determine among themselves who will take a vote when the opportunities arises.

Neighborhood representatives roles and responsibilities include:

- Vote when necessary
- Make a best faith effort to address neighborhood interests and concerns (be a voice for your neighborhood) and not just individual interest.
- Be prepared to participate in the conversation as appropriate.
- Take responsibly for seeking guidance and clarification during conversations.
- Convene ad hoc groups to accomplish work.
- Be a two-way conduit for pertinent information between SE Uplift and your NA. As part of that, make topic suggestions/proposals relevant to your neighborhoods interests or concerns, provide updates, and help the LUTC deliver on an agenda that meets all neighborhood needs and priorities.
- Share LU/T highlights, ongoing plans, issues, controversies with respective NAs.
- Share expertise
- Be respectful and collaborate with others as appropriate.

The LUTC is also an open meeting that welcomes other active residents, businesses, and community organizations. Other participants' roles is to:

- Listen, learn, observe
- Take responsibly for seeking guidance and clarification during conversations.
- Engage in meetings as you feel comfortable: Share expertise, ideas, solutions, ask questions.
- Be transparent about information being shared: Is it opinion, evidence-based, is the position of the individual, an organization or other?

All participants are expected to:

- Be respectful and courteous to all participants.

Neighborhood Planning Program Manager is the meeting organizer and facilitator, their role includes:

- Agenda development, equipment and room preparation; welcome participants, facilitate meeting; note major decisions or actions taken by committee.
- Listen, learn, observe
- Ensure the meeting is an inclusive and welcoming forum for long standing participants and new participants with varying levels of land use expertise.
- Ensure everyone is respectful and courteous to all participants.
- Ensure the LUTC operates within the terms of this Charter.

## Deliverables/Outputs

### LUTC Outputs include:

- Information sharing and resource distribution across neighborhoods
- Recommendations to SE Uplift Board
- Monthly meeting summary and updates

### Other outputs may include:

- Advocacy plans
- Research findings/summaries
- Reports
- Critical path agendas that respond to deadlines for formal recommendations
- impact of formal recommendations on renters and other traditionally underrepresented groups, renters and other traditionally underrepresented individuals participating in the Committee
- Letters
- Committee priorities/ speaker lists

## Relationship to Other Governance Groups

The LUTC interacts with a variety of groups differently. See below to better understand the scope and role of the LUTC.

### SE Uplift Board

“Whenever possible significant land use and transportation items brought before the SE Uplift Board should first be reviewed by the SE Uplift Land Use and Transportation Committee.



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Utilizing the expertise of SE Uplift LUTC neighborhood representatives honors their role and supports the importance and success of this committee.” ~ *Statement passed May by SEUL Board*

- The LUTC provides expertise and recommendations at the request of the SE Uplift Board or at their own discretion.
- LUTC provides unbiased reports to SE Uplift Board after each meeting and majority and minority opinions.

### **Neighborhood Association Boards**

- Representatives share information and resources between the LUTC and their neighborhood association.
- Representatives may bring questions or concerns from their Neighborhood Association to be discussed/resolved by LUTC.
- Representatives network with other representatives, may align common interests and priorities and form collaborations between neighborhoods working on similar issues.

### **Other**

- Currently the LUTC does not actively engage with other groups in the coalition area, but with changes in staff and interest from the group this is anticipated to change.

### **Meeting/Meeting Support**

LUTC meetings will be the 3<sup>rd</sup> Monday of each month from 7pm to 9pm. Meetings are typically held at the SE Uplift office, but may be located in others areas of the coalition district periodically.

### **Charter Review, Modification and/or Sunset**

- Review and modify at 6 months then annually
- No identified sunset