



CHARTER for Park Avenue Community Advisory Committee

DRAFT: August 26, 2019

BACKGROUND

Park Avenue Community Project (also known as the Park Avenue Design and Development Standards Project) is funded through a grant from Metro and in-kind support from Clackamas County. The purpose is to create a vibrant, connected, sustainable and accessible community that meets diverse needs and provides long-term livability and prosperity for landowners, businesses, renters and visitors within a half-mile radius of the Park Avenue light rail station.

Phase I of the project, completed in June 2019, included community assessment, and development of an extensive and inclusive public engagement process. The Park Avenue Community Advisory Committee will be the lead in Phase II, which will implement public engagement to support the creation of multi-faceted development and design standards that reflect community values and interests.

CHARGE

The Park Ave Community Advisory Committee (PACAC) will work with consultants and the MAP Implementation Team, with the support of staff from Clackamas County and Metro, to lead an extensive and inclusive community-led public engagement process to refine community values, and create new development and design standards to support a walkable, transit-oriented area along and near McLoughlin Boulevard in unincorporated Clackamas County within one-half mile of the Park Avenue Light Rail Station.

MEMBERSHIP AND STAFF SUPPORT

The Committee will consist of 18 voting members including project area residents, workers, property owners and business owners as well as people representing seniors, youth, schools and other diverse interests. As much as possible, members shall be people who live, work and/or own or lease property inside the project area.

In the event of a vacancy, the Committee shall appoint a new member. Any such appointment shall be consistent with the membership criteria above.

The Committee will be supported by a Project Manager and consultant team contracted by the Board of County Commissioners with the recommendation of the Committee. The Project Manager shall be an ex-officio, non-voting member of the Committee. Additional administrative support will be provided by County staff.

TERM

The term of membership shall be until the completion of the Committee's work. The anticipated time commitment for Committee members is one year, lasting from Committee formation through the end of Phase II.

The Task Force shall meet at least monthly. Membership may establish a more frequent meeting schedule to meet project needs.



GOVERNANCE STRUCTURE

The elected officers of the Committee shall consist of a Chair and a Vice-Chair. At least one of the officers shall reside inside the project area.

Officers shall be elected by a majority vote of Committee members and may be removed for any reason by a two-thirds vote of Committee members.

The Chair or a PACAC member selected by the chair shall be an ongoing member of the Grant Management Team, working with the Project Manager and consultant lead to establish the agenda for Committee meetings. The Chair shall preside over meetings. The Vice-Chair shall preside in the absence of the Chair.

The Committee advises the Board of County Commissioners, the Project Manager, and County staff, and has no formal delegated power of authority to represent Clackamas County or commit to the expenditure of any funds. The Committee may identify members to present recommendations to the Board, other governing bodies, and/or other community groups as needed.

QUORUM AND CONDUCT

A quorum shall consist of a majority of voting members.

All Committee meetings shall be conducted in accordance with Oregon Public Meetings Law. Committee members will work cooperatively and collaboratively with each other, the Project Manager, the Grant Management Team and the consultant. The Committee will endeavor to reach consensus on all decisions and recommendations.