

Broadway Corridor Steering Committee Charter

September 2017

Background

The Broadway Corridor study area (Corridor) is approximately 24 acres within northwest downtown Portland. The largest property in the study area, owned by the Prosper Portland and the Portland Housing Bureau (PHB), is the 14 acre U.S. Postal Service (USPS) site. Prosper Portland also owns Union Station – an active hub for Amtrak passenger rail with connections to light rail, local bus service and regional transportation options. The location and size of the Broadway Corridor study area represents an exceptional opportunity for contributing to Prosper Portland’s vision for an equitable economy by advancing opportunities for prosperity, creating a vibrant sustainable neighborhood integrated with the natural environment, and supporting family wage jobs. These objectives can only be achieved through effective collaboration with the community, the private sector and public partners. The way we engage throughout this process is critical to ensure our collective success and that the development occurs in a way that’s equitable for and benefits all.

Prosper Portland reserves the right to modify the following as necessary to best support project needs.

Article I. Broadway Corridor Steering Committee

The name of this advisory committee is the Broadway Corridor Steering Committee. Creation of the Broadway Corridor Steering Committee has been facilitated by Prosper Portland for the purpose of providing advice to Prosper Portland and its community development partners with regard to the development of the Corridor. However, the Broadway Corridor Steering Committee is not created by statute, ordinance or resolution, and it is not a governmental entity or it is not subject to any substantial control by local government, within the meaning of ORS 174.116(1)(b)(C).

Article II. Purpose

The Broadway Corridor Steering committee will advise the Broadway Corridor Executive Committee on goals and implementation strategies for the development of the Corridor including:

- Diverse and meaningful community engagement in planning for and benefiting from development of the Corridor, especially reaching communities of color who have not historically benefited from Prosper Portland investments. Engagement should also include others who have faced discrimination based on gender, disability status, sexual orientation, and other characteristics/factors.
- Evaluation criteria and selection of development partner(s)
- Community benefits including residential and commercial affordability, business and workforce equity and other training and employment opportunities for people of color
- Strategies and specific financial investments to foster wealth creation within communities of color
- Fully accessible transportation, circulation and open public spaces that encourage cultural uses and programming that will make this an inviting neighborhood for diverse residents and visitors

- Environmental sustainability strategies that will further the City's climate action plan, yield multiple benefits for the environment and people, and demonstrate Portland's environmental leadership
- Prosper Portland's financial sustainability goals and investments that flow from returns to Prosper Portland.
- Other goals identified by the Steering Committee and community
- How to reconcile competing goals and conflicting input and recommend priorities

Article III. Membership

Steering Committee members were selected by the Prosper Portland and Portland Housing Bureau leadership and confirmed by Mayor Wheeler following an open solicitation of interest and targeted outreach. Forty-three members were selected to represent affordable housing, communities of color, neighborhoods, business and labor, development and design, environment and sustainability, public space, transportation, youth and education. If a member is unable to continue service on the Steering Committee, Prosper Portland will determine whether to replace that member with a new member.

Article IV. Co-Chairs

The Steering Committee will be supported by four co-chairs:

- Willy Myers, Prosper Portland Commissioner, serving as liaison to Prosper Portland Board of Commissioners
- Zeke Smith, United Way, serving as facilitator for the Steering Committee
- Vivian Satterfield, OPAL Environmental Justice Oregon, serving as chair of the Community Benefits Subcommittee
- Nathan Kadish, Ecotrust, serving as chair of the Urban Development Subcommittee

Article V. Subcommittees and Work Sessions

A Community Benefits Subcommittee and Urban Development Subcommittee, comprised of Steering Committee members, will be established to inform the work and recommendations of the Steering Committee. Subcommittees may elect to engage other stakeholders as necessary to inform their work. The Subcommittees are tasked with providing input to the Steering Committee but formal votes and recommendations will not occur within the Subcommittees. The subcommittee structure may be revisited and revised as necessary to best support future phases of the Steering Committee's work.

Work Sessions to address specific technical expertise and interests may also be convened on an ad hoc basis to inform the work of the Steering Committee and Subcommittees. The need and focus of the Work Sessions may be recommended by the Steering Committee and/or staff. Work Sessions may include but will not be limited to Steering Committee members.

Article VI. Meetings

Members will convene as the Steering Committee and/or Subcommittees approximately monthly for up to three hours. Members are expected to be prepared for meetings, attend all committee meetings and participate actively in additional work between meetings. Members of the Steering Committee are expected to serve through December 2018.

Members shall receive the agenda, any information necessary to act on agenda items, and the minutes of the previous meetings a week in advance of each regularly scheduled meeting. Agendas will identify which items are informational and which require action by the Steering Committee. Hard copies of any meeting materials provided in advance will be made available at the meeting upon request. Prosper Portland will provide administrative support and project/program/policy expertise as appropriate. Steering Committee Meetings will be open to the public and provide time for public comment.

Article VII. Recommendation Process

Steering Committee recommendations should represent a broad base of collective wisdom about what will best serve our city. The Steering Committee will work to develop consensus around recommendations to be forwarded to the Executive Committee. If consensus is not possible, the Steering Committee co-chairs will utilize a weighted vote in which Steering Committee members express their level of support or concern on a scale of one (strongly agree) to five (strongly disagree) in order to resolve any opposition when possible and reach consensus. If this is not possible, the co-chairs will call for a two-thirds majority vote. Outstanding concerns and minority opinions will be identified and communicated in the meeting summary or other report. Alternates and absent members may not participate in Steering Committee votes. Prosper Portland will make best efforts to provide advanced notice of upcoming decision points.

Based on project needs and milestones, the Steering Committee and Subcommittees will also be asked to provide input to further project progress without a formal recommendation.

Article VIII. Deliverables

The primary deliverables of the Steering Committee are to provide recommendations regarding priorities for: the solicitation for a development team; a Community Benefits Agreement; development planning including a Master Plan; a Development Agreement; and an oversight structure for ensuring accountability during future implementation. In addition to formal recommendations, the Steering Committee members may be asked to provide input through focus groups, surveys, and other engagement exercises; and to provide testimony to decision making bodies.

Article IX. Communication

This Steering Committee represents a diversity of expertise, skills and viewpoints. Members are expected to:

- Listen carefully.
- Critique issues, not people or organizations.
- Respect the views of others.

- Speak honestly.
- Allow everyone to speak without dominating the conversation.
- Take responsibility for the success of the meeting and the Steering Committee's recommendations.
- Come prepared, be present, and open-minded
- Surface assumptions in how we do work to be open to possibilities in doing the work differently
- Not ask to revisit a previous recommendation unless a majority of Steering Committee members present agree.
- Communicate project information to their constituents and reflect constituent input and priorities in Steering Committee discussions and recommendations.
- Consult Prosper Portland when receiving media inquiries regarding the project.
- Be transparent about conversations they are having and actions they or their organization is planning to take in relationship to the project.
- Communicate directly and in a timely fashion to address and resolve issues if conflict arises.

Article X. Roles and Responsibilities of Members

Prosper Portland, PHB, partner organizations and community members rely on the Steering Committee to act as stewards and leaders of the Corridor. Members are expected to:

- Attend all committee meetings and other related public activities.
- Notify Prosper Portland in advance when you are unable to attend a meeting.
- Review agenda and meeting information in advance of the meeting
- Assist Prosper Portland to identify and inform other community stakeholders about the work of the Steering Committee
- Seek acknowledgement from the co-chairs when you wish to represent the work of Steering Committee in other forums, such as the Portland Design Commission and City Council.

Article XI. Absences and Alternates

If a Steering Committee member is not able to attend a meeting, they are expected to notify Prosper Portland staff in advance. Members can send a substitute or alternate in their stead, but are asked to brief that individual in advance so that they are aware of Steering Committee work to date.

Article XII. Public Comment

The Steering Committee meetings are public meetings. Up to ten minutes of each meeting will be made available for members of the public to address the Steering Committee.

The committee co-chairs will determine the public input process that will be included in the public meeting posting and announced at the beginning of each meeting.