



Charter

Dec. 12, 2011

PROJECT PARTNERS

Cities of Beaverton, Durham, King City, Lake Oswego, Portland, Sherwood, Tigard and Tualatin, Multnomah and Washington counties, Oregon Department of Transportation, TriMet and Metro

Southwest Corridor Plan Charter

Dec. 12, 2011

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This charter establishes the Southwest Corridor Plan steering committee, which will review major milestones for the component plans and recommend an implementation strategy for the Southwest Corridor. (The Southwest Corridor Plan Area is shown in Appendix 2.) The signatories to this charter will use a collaborative approach to develop the Southwest Corridor Plan and the Southwest Corridor Implementation Strategy, to align local, regional, and state policies and investments to create great places. This work will benefit from partnerships and collaboration to make the most of simultaneous planning projects to help achieve local, regional, state and federal goals. Involved jurisdictions and agencies will use the forum created by this charter to discuss individual work efforts and determine how local, regional, and state actions fit into a cohesive strategy.

The purpose of this Charter is to set forth those undertakings expected of each Southwest Corridor Plan partner. By signing this Charter and adopting it by resolution, the participants agree to work together in good faith toward achieving the goals, creating the plans, and implementing the strategies created by this process.¹

A.Desired outcomes

Each member of the Steering Committee represents an agency or jurisdiction with priorities and objectives that help shape the Southwest Corridor. The charter signatories acknowledge that the Six Outcomes and Characteristics of a Successful Region² guide the creation of the Southwest Corridor Plan, the Southwest Corridor Implementation Strategy, and inform the entire planning process.

B. Goal

The goal of the Southwest Corridor Plan process is to create a framework intended to improve the land use and transportation conditions in the Southwest Corridor, which will in turn stimulate community and economic development, leverage private investments and make efficient use of available resources. The process should provide a transparent, objective and consensus-based framework, as agreed to and further defined by the steering committee, to help define, refine, evaluate, screen and select land use and transportation alternatives.

By working together, the charter participants will develop a Southwest Corridor Plan. In addition, they will simultaneously develop a Southwest Corridor Implementation Strategy that identifies and prioritizes needed projects to support local aspirations and regional and state goals. The Southwest Corridor Implementation Strategy will create a framework for establishing agreements on local, regional and state

¹ This Charter constitutes a project-specific agreement required by the ODOT/MPO/Transit Operator Agreement (ODOT Agreement # 24682; Metro Contract # 928512), Appendix A, Section 4.

² As adopted in the Regional Framework Plan by Metro Council Ordinance #10-1244B, the six characteristics that define a successful region are:

- People live, work and play in vibrant communities where their everyday needs are easily accessible.
- Current and future residents benefit from the region's sustained economic competitiveness and prosperity.
- People have safe and reliable transportation choices that enhance their quality of life.
- The region is a leader in minimizing contributions to global warming.
- Current and future generations enjoy clean air, clean water and healthy ecosystems.
- The benefits and burdens of growth and change are distributed equitably.

actions that will support implementation. The structure will include a robust public engagement process that actively engages citizens in defining community visions and priorities for investment.

The Southwest Corridor Plan will identify policies and investments that are intended to:

- Improve access to regionally significant employment, educational and commercial centers;
- Improve mobility throughout the Southwest Corridor for all transportation modes;
- Improve access to affordable living, considering the combined housing, transportation and utility costs;
- Improve watershed health and habitat function, and enhance the natural environment;
- Equitably distribute the benefits and burdens of growth;
- Improve the quality of the region's air, water and land resources;
- Support active lifestyles;
- Integrate health strategies; and
- Integrate trails and parks plans and improvements.

C. Products

The Southwest Corridor Plan process is intended to result in the following products, which may be refined due to the iterative nature of the project and the inter-connectedness of the products. The Steering Committee may identify additional or complementary plans or planning processes through the course of the project.

1. *Southwest Corridor Plan* (Metro);
2. *Southwest Corridor Implementation Strategy* (Metro); and
3. Six individual plans:
 - a. *Southwest Transportation Plan* (Metro, ODOT)
 - b. *Southwest Corridor Transit Alternatives Analysis* (Metro)
 - c. *Barbur Concept Plan* (City of Portland)
 - d. *Tigard High Capacity Transit (HCT) Land Use Plan* (City of Tigard)
 - e. *Linking Tualatin* (City of Tualatin)
 - f. *Sherwood Town Center Plan* (City of Sherwood)

(1) Southwest Corridor Plan and (2) Implementation Strategy

The *Southwest Corridor Plan* will summarize the results of the six individual plans listed above and identify areas for continued coordination, to be included in the *Implementation Strategy*. The project partners will work together to integrate different disciplines beyond land use and transportation, leveraging current efforts where possible, encompassing topics such as workforce housing, parks and green infrastructure, economic development, and impacts on public health.

The *Southwest Corridor Implementation Strategy* will include a summary of the future actions and agreements among the partner agencies and jurisdictions on a set of coordinated policies and investments to implement a shared vision. The *Implementation Strategy* becomes a guide for pursuing opportunities and investments throughout the Southwest Corridor.

The *Southwest Corridor Plan* and the *Implementation Strategy* should be endorsed by the Southwest Corridor Steering Committee, and is intended to be adopted and implemented by the appropriate agencies and jurisdictions.

(3a) Southwest Transportation Plan

The Southwest Transportation Plan and the Southwest Corridor Transit Alternatives Analysis are complementary projects that have typically been done sequentially, and, in the context of the Southwest Corridor Plan, are now being done simultaneously. The two products will be iterative, consistent, and leverage analysis and public engagement. The Southwest Corridor Transit Alternatives Analysis, a subset of the Southwest Transportation Plan, will be led by Metro while the Southwest Transportation Plan will be co-led by ODOT and Metro. There will be two products, as described in this charter. Development of the Southwest Transportation Plan will include, as appropriate:

- Identification of local, regional, and state transportation needs;
- A process and criteria, including performance standards, to evaluate and compare alternatives that balance the identified needs;
- Decisions regarding need, mode, function, general location, general cross-sections, and alternative mobility and/or performance standards for future management of transportation facilities within the corridor;
- Integration of the Southwest Corridor Transit Alternatives Analysis; and
- A list of prioritized transportation projects and strategies to meet and incorporate into the Regional Transportation Plan, local transportation plans, and a state highway facility plan. The list will contain short, medium, and long-term projects and strategies.

The Southwest Transportation Plan will result in the following products:

- Transportation plan for the Southwest Corridor, including amendments to the Regional Transportation Plan (adopted by Metro);
- An I-5, OR43 and 99W Highway Facility Plan, which may include alternative mobility standards to those currently adopted in the Oregon Highway Plan. This would be an amendment to the Oregon Highway Plan (adopted by the Oregon Transportation Commission); and
- Potential amendments to partner agency plans, such as Transportation System Plans and/or Comprehensive Plans, as appropriate. (The amendments would be adopted by City of Portland, City of Tigard, City of King City, City of Tualatin, City of Sherwood, City of Beaverton, City of Durham, City of Lake Oswego, TriMet, Multnomah County and Washington County).

(3b) Southwest Corridor Transit Alternatives Analysis

The Southwest Corridor Transit Alternatives Analysis (AA), a subset of the Southwest Transportation Plan, will evaluate the function, mode and potential alignment of a high capacity transit (HCT) improvement. The AA is the first step in the federal process to determine the most efficient public investment in transit for the Southwest Corridor. The analysis will be informed by the land use and transportation plans that make up the overall Southwest Corridor Plan. The Alternatives Analysis will result in a Narrowed Transit Solutions Report. At the end of this process, Metro and regional partners would determine whether to move further into project development. At that time, a choice would also be made whether to enter into the National Environmental Policy Act (NEPA) process of environmental impact statement, environmental assessment, or categorical exclusion.

(3c) Portland Barbur Concept Plan

The Barbur Concept Plan is a collaborative effort involving the community, City of Portland, Metro, TriMet, and ODOT to create a long term vision for the Barbur Boulevard corridor. Beginning in summer of 2011, an 18-month public process will explore alternative future land use and transportation concepts for the corridor between Portland's Central City and the Tigard city limit. The concept plan will identify

future transportation investments, stormwater solutions, and changes to City policy and zoning. Most importantly, the public process will inform regional decisions for future High Capacity Transit in the Southwest Corridor.

(3d) Tigard HCT Land Use Plan

The Tigard HCT Land Use Plan will identify potential station communities and preferred development typologies as well as policy, investment and code changes necessary to support HCT in Tigard. Action to be taken by the city council will include acceptance of the land use plan for the potential station communities, including changes to the comprehensive plan, zone map, and coordinated amendments to the TSP. Future considerations will include:

- Amendments to the Tigard Comprehensive Plan, related text and Zoning Map
- Coordinated amendments to the Tigard TSP (with associated RTP amendments)
- Amendments to the Public Facilities Plan and Implementing Capital Improvement Plan

(3e) Linking Tualatin

Linking Tualatin may identify locally preferred station areas and development typologies as well as policy, investment and code changes necessary to support HCT in Tualatin. Action items to be adopted by the city council may include:

- Land Use Plan
- Comprehensive plan changes
- Local zoning changes
- Amendments to CIP and other investment strategies.

(3d) Sherwood Town Center Plan

The project will result in a Town Center Plan for Sherwood. The project will determine the appropriate boundary of the Town Center, identify opportunities and constraints for the successful development of the town center and create a strategy for development and re-development of the area. The project would be completed to comply with the Metro functional plan policies and guidelines to be eligible for regional investments.

D. Southwest Corridor Plan Steering Committee charge and protocols

The Steering Committee makes decisions on project milestones and recommends action on the Southwest Corridor Plan and Implementation Strategy to the adopting bodies. This committee, to be chaired by Metro, will be made up of elected officials from each jurisdiction with a decision-making role in developing the components of the Southwest Corridor Plan and the Southwest Corridor Implementation Strategy. The Metro Council will establish the Steering Committee and criteria for membership, and each jurisdiction will appoint an individual who meets the criteria. The group is anticipated to meet every other month, or as needed, from October 3, 2011 through the development of the Southwest Corridor Plan and the Southwest Corridor Implementation Strategy. The Steering Committee is subject to the Public Meeting Law, therefore meetings will be noticed appropriately and open to the public.

The Southwest Corridor Plan Steering Committee is charged with working toward the successful creation of the Southwest Corridor Plan and Implementation Strategy. The Steering Committee members are specifically tasked with the following responsibilities.

- Follow decision-making protocols as established by the committee and described below.
- Provide information to and from constituents and the Southwest Corridor Implementation Partners regarding the process, substance, and implementation of the Southwest Corridor Plan.
- Represent constituents' perspectives, concerns and priorities.
- Receive input from, and provide guidance to, the Project Management Group and the Project Team Leaders (described in Appendix 1) at project milestones, which may include:
 - Project goals;
 - An opportunities and challenges statement that describes desired outcomes for the plan area;
 - A methodology for assessing the effectiveness of strategies in meeting the plan goals and objectives;
 - A wide range of alternative strategies for testing;
 - Prioritized strategies;
 - Identified commitments to support the strategies; and
 - An Implementation Strategy for the Southwest Corridor.
- Recommend a Plan and Implementation Strategy (including phasing and funding for physical improvements and commitments and timeframe for implementing land use and related policy changes) for the plan area to the project participants, as appropriate.
- Provide leadership, foster the creation of partnerships, and encourage local actions to implement the plan.

The Steering Committee will be convened by Metro and meet at project milestones. The decision-making process and expected relationships among project partners are described in Appendix 1.

Steering Committee member roles and responsibilities

- Create an atmosphere in which issues can be raised, discussed, and melded into group decisions, one where divergent views and opinions are expected and respected.
- Notify the project team of any media inquiries and refer requests for official statements or viewpoints to Metro. Steering Committee members will speak to the media about the project only on their own behalf, not on behalf of the group.
- Prepare for and attend periodic meetings between September 2011 and mid-2013 or beyond, depending on project outcomes. Send an alternate if unable to attend. If a Steering Committee member cannot continue to serve, that member's agency will identify a replacement.
- Follow decision-making agreements established by Steering Committee members.

The Metro co-chairs of the Steering Committee responsibilities

- Ensure Steering Committee meetings are facilitated so that meetings remain focused on the agenda and everyone has an opportunity to participate.
- Start and end meetings on time unless the group agrees to extend the meeting time.
- Create agendas and distribute meeting materials by email, in advance of the meeting.
- Co-chair the Southwest Corridor Project Implementation Partners group to provide connection and continuity between the Steering Committee and Implementation Partners.
- Document meetings and maintain records of decisions.

Decision-making agreements

- More than half of members must be present to form a quorum.

- The Steering Committee will strive to reach consensus on project decisions and recommendations. Consensus is defined as the point where all members agree on an option they are willing to forward as a recommendation.
- If consensus cannot be reached, two-thirds of Steering Committee members present at the meeting must reach agreement to be considered a Steering Committee decision or recommendation.
- All decisions made by the Steering Committee will be firm going forward unless at least two-thirds of the Steering Committee members agree at the next meeting of the Steering Committee that a decision needs to be revisited.
- Only a member who voted in favor of the decision that the Steering Committee made at the prior meeting may bring a motion to reconsider that decision.

E. Timeline and milestones

Table 1: Southwest Corridor Plan phases, milestones, and anticipated timeline

Phase	Milestone	Approximate date
Define opportunities & challenges	1. Charter adopted by Southwest Corridor partners	Winter 2011
	2. Steering Committee defines goals <i>The goals will lay the foundation for determining the strategies to address land use and transportation needs.</i>	February 2011
Identify wide range of solutions and integrated strategies	3. Steering Committee approves an outcomes-based evaluation framework and criteria <i>The criteria may define how transportation and land use investment, strategies, and policies work together to achieve goals.</i>	March, 2012
	4. Steering Committee identifies alternative strategies to support achieving local and regional goals <i>Alternative strategies include packages of transportation investments (including transit options), land use changes and other investments that can be evaluated against the criteria.</i>	May 2012
Narrow solutions and draft Southwest Corridor Plan and Implementation Strategy	5. Steering Committee prioritizes alternative strategies <i>Priority strategies may identify efficient use of public resources including local, regional, state and federal investments and policy changes to achieve goals.</i>	October 2012
	6. Steering Committee approves draft Southwest Corridor Plan and Implementation Strategy <i>The Southwest Corridor Plan will summarize each of the component plans and the Implementation Strategy will describe appropriate agreements and actions that need to be taken in the corridor.</i>	December 2012
Agree on action plan to implement the Southwest Corridor Plan and Implementation Strategy	7. Partners adopt Southwest Corridor Implementation Strategy and agree to implement components as appropriate	January – June 2013
	8. Metro Council/JPACT recommend alternative transportation investments for NEPA process	June 2013

F. Roles and responsibilities

Table 2 (on the following page) delineates the roles and responsibilities of the signing parties for each project included in the Southwest Corridor Plan area.

Definitions

Convener: Agency responsible for making sure the planning process is completed and implemented. The convener is expected to consult with the other parties to gain efficiencies and avoid conflicts and is responsible for leading a public process.

Co-convener: Two agencies in an agreement to work together to ensure the planning process is completed and implemented.

Collaborate: To work together to achieve a common goal or objective. Collaboration is often employed where multiple parties have authority or control over the outcome and may involve a shared project or policy outcome. Parties may share expertise, resources, etc., to accomplish the goal or complete the project.

Coordinate: To develop, plan, program and schedule projects in consultation with other parties such that conflicts among projects are avoided. Coordinated projects are usually those over which not all parties, other than the convener, have control or authority.

Grant funder: An agency providing grant funding for a project. Responsibilities include contract management.

Grantee: The recipient of a grant for a specific planning project.

Owner: The agency that formally selects and pursues implementation of projects, strategies or policies, and that maintains the final plan or product. There may be multiple owners in a planning process that is completed inter-jurisdictionally.

Technical support: May include a wide range of services such as data analysis, mapping, policy analysis, and public engagement support and coordination.

IGA: Intergovernmental Agreement

MOU: Memorandum of Understanding

ODOT: Oregon Department of Transportation

RTP: Regional Transportation Plan

TIP: Transportation Investment Plan

TSP: Transportation System Plan

Table 2: Southwest Corridor Plan Charter signatories roles and responsibilities*

	Plan	Southwest Corridor Plan	Southwest Corridor Implementation Strategy	Component plans					
				Southwest Transportation Plan	Southwest Corridor Transit Alternatives Analysis	Portland Barbur Concept Plan	Tigard HCT Land Use Plan	Linking Tualatin	Sherwood Town Center Plan
Charter signatory	Metro	Owner Convener	Owner Convener	Owner – RTP Co-convener	Owner Convener	Collaborate Grant funder Technical support	Collaborate Grantee Technical support	Collaborate Grant funder Technical support	Collaborate Technical support
	ODOT	Owner	Owner	Owner – ODOT Facility Plan Co-convener	Collaborate	Collaborate Technical support	Collaborate Grant funder Technical support	Collaborate Technical support	Collaborate Grant funder Technical support
	TriMet	Owner	Owner	Owner – TIP	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate
	King City	Owner	Owner	Owner – TSP	Collaborate Coordinate with land use analysis	Collaborate	Collaborate	Collaborate	Collaborate
	Portland	Owner	Owner	Owner – TSP	Collaborate Coordinate with land use analysis	Owner Convener Grantee	Collaborate	Collaborate	Collaborate
	Sherwood	Owner	Owner	Owner – TSP	Collaborate Coordinate with land use analysis	Collaborate	Collaborate	Collaborate	Owner Convener Grantee
	Tigard	Owner	Owner	Owner – TSP	Collaborate Coordinate with land use analysis	Collaborate	Owner Convener Grantee	Collaborate	Collaborate
	Tualatin	Owner	Owner	Owner – TSP	Collaborate Coordinate with land use analysis	Collaborate	Collaborate	Owner Convener Grantee	Collaborate
	Beaverton	Owner	Owner	Owner – TSP	Collaborate	Coordinate	Coordinate	Coordinate	Coordinate
	Durham	Owner	Owner	Owner – TSP	Collaborate	Coordinate	Coordinate	Coordinate	Coordinate
	Lake Oswego	Owner	Owner	Owner – TSP	Collaborate	Coordinate	Coordinate	Coordinate	Coordinate
	Washington County	Owner	Owner	Owner – TSP	Collaborate	Coordinate	Collaborate	Collaborate	Collaborate
	Multnomah County	Owner	Owner	Coordinate	Coordinate	Coordinate	Coordinate	Coordinate	Coordinate

* This chart does not preclude other plans and processes from being included in the Southwest Corridor Plan and/or Implementation Strategy.

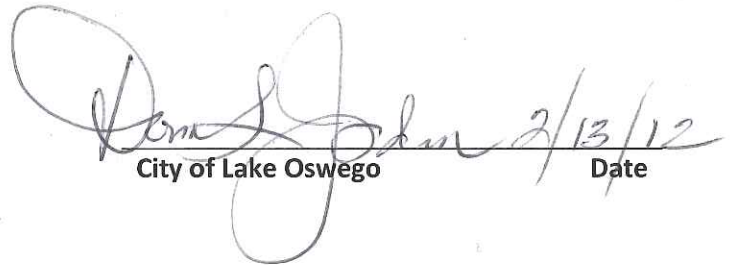
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G Southwest Corridor Plan Charter agreement


City of Beaverton 2/13/12
Date

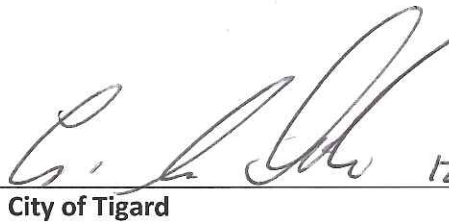

City of Durham 12/12/11
Date

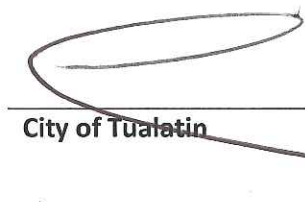

City of King City 2-13-12
Date

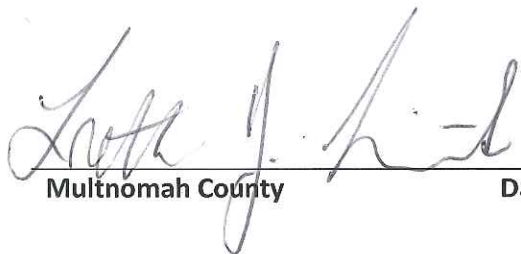

City of Lake Oswego 2/13/12
Date

 FOR MAYOR ADAMS
City of Portland Date


City of Sherwood 2/13/2012
Date


City of Tigard 12/12/11
Date


City of Tualatin 12/12/11
Date


Multnomah County 12/13/12
Date


Washington County 2/13/12
Date


ODOT 12/12/11
Date


TriMet 12/13/12
Date


Metro 12/12/11
Date


Metro 12-12-2011
Date

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Appendix 1: Decision-making structure & process

The text and chart below describe the decision process and expected relationships among the project partners. Three groups will support the Southwest Corridor Steering Committee in the development of the Southwest Corridor Plan and Implementation Strategy.

- **Southwest Corridor Project Management Group.** The PMG serves as a bridge between the Project Team Leaders (PTL) and the Steering Committee to help develop a coordinated set of agreements, investments and policy changes that together make up the Southwest Corridor Plan and the Southwest Corridor Implementation Strategy. This group, convened by Metro and comprised of senior staff from each of the jurisdictions with a decision making role, serves to advise the Steering Committee.
- **Southwest Corridor Project Team Leaders.** The PTL is responsible for ensuring the component parts of the Southwest Corridor Plan and the Southwest Corridor Implementation Strategy are completed in a coordinated fashion. This group, convened by Metro, is made up of technical staff from each of the jurisdictions that are working to develop components of the Southwest Corridor Plan and the Southwest Corridor Implementation Strategy.
- **Southwest Corridor Implementation Partners.** The Implementation Partners will advise the Steering Committee at key milestones on strategy and the impact of potential decisions and alternatives on a wide range of interest groups. This group will meet approximately four times (or as needed), help to identify complementary strategies to be implemented by private and/or non-profit organizations, and provide a foundation for partnerships to implement strategies.

Chart 1 depicts the decision-making process, including which bodies decide on components of the Southwest Corridor Plan, as also described in Section (C) of the Charter.

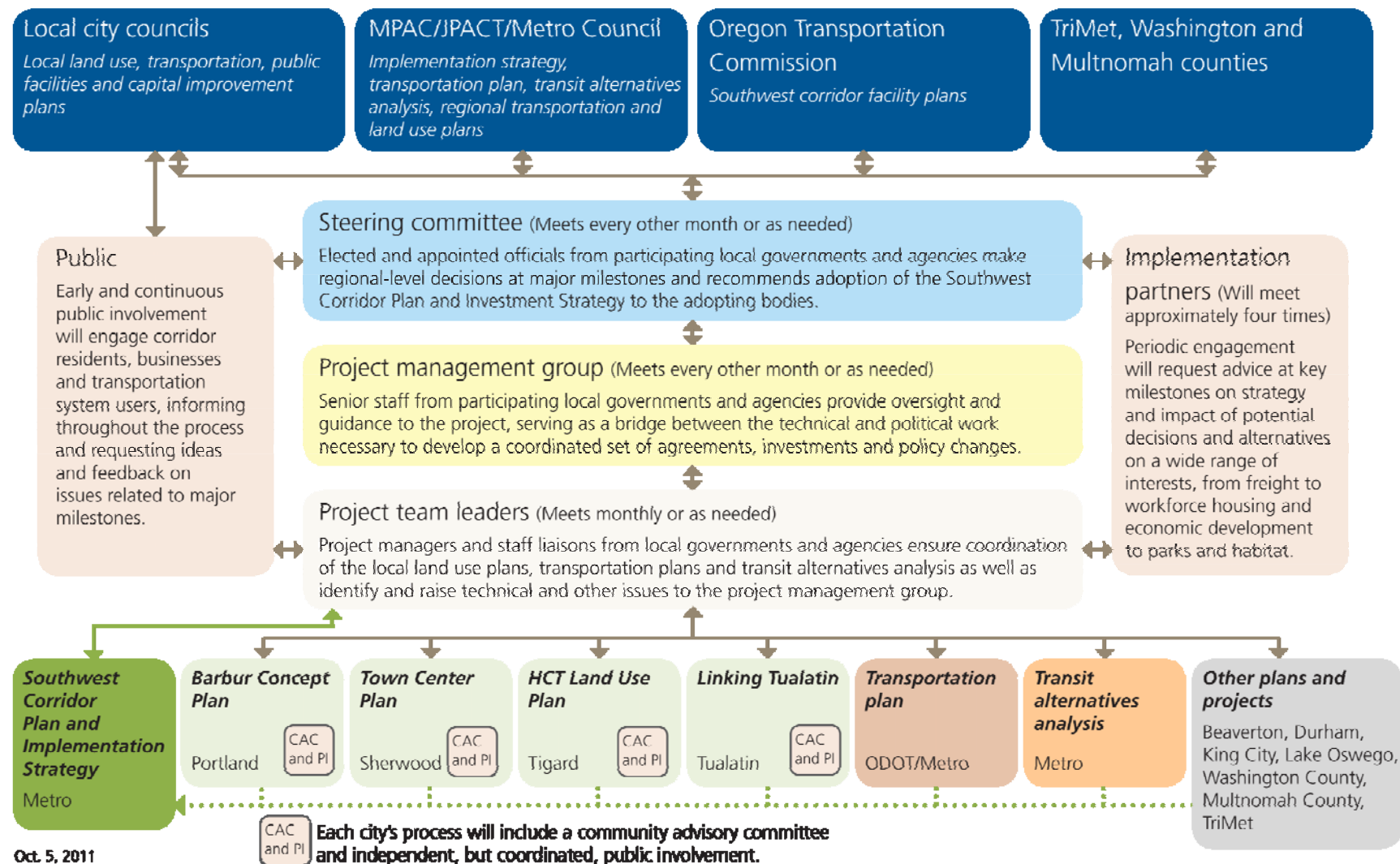
Chart 1: Decision-making structure

SOUTHWEST CORRIDOR PLAN

Decision-making structure

with summary of plans and agreements adopted by local governments, Metro and the Oregon Transportation Commission

The Southwest Corridor Plan will develop a coordinated set of component plans and an implementation strategy that identifies and prioritizes needed projects to support local aspirations consistent with regional and state goals and stimulate community and economic development, leveraging private investments and making efficient use of available resources. It will include changes to local, regional and state policies to support the strategy.



Appendix 2: Geographic area

