

# Lincoln City: US 101: SE 16<sup>th</sup> -SE 36<sup>th</sup> Street Steering Committee (LCSC)

## Charter and Operating Guidelines

### **Purpose:**

This team provides executive level decision-making, oversight and guidance for the subject project development and construction.

The team's key goals are:

- To provide leadership for the Project Delivery Team (PDT) ensuring timely development of a context sensitive design for the project.
- To ensure a high level of coordination and communication between the stakeholders for this project, including the leadership of Lincoln City, community members and the Oregon Department of Transportation (ODOT). Team members will serve as project advocates within their respective areas of responsibility, such as, representing the project to the Lincoln City Council or the Oregon Transportation Commission.
- This team will receive issues and recommendations from the PDT, deliberate as needed and, as appropriate, make formal recommendations to the City Council on issues that would require city action such as impacts to city development codes, financial contributions, city street alignment changes, city donations or other items that may come up during project development.

### **Membership and Roles**

The LCSC 's core decision making membership includes:

Lincoln City Mayor Hollingsworth  
Lincoln City City Councilor – Rick Brissette  
Lincoln City City Manager – David Hawker  
ODOT Region 2 Manager – Jane Lee  
ODOT Area 4 Manager – Vivian Payne  
ODOT Project Leader – Amy Sinclair

### **Additional Resources include:**

- Lila Bradley, Lincoln City Public Works Director
- Kurt Olson, Urban Renewal Director
- Stephanie Reid, Lincoln City Engineer
- Richard Townsend, Lincoln City Planning and Development Director
- ODOT Tech Center Manager - Steve Cooley
- ODOT Public Information Officer Joe Harwood
- ODOT Community Affairs – Joanna Ridgway

### **Membership Expectations and Responsibilities**

Members are expected to:

- Attend all meetings or accept decisions made in their absence
- Participate in sub-team work as needed
- Be prompt in attending meetings
- Be well prepared for planned meeting discussions
- Raise issues and fully engage in discussions and decision-making processes in a positive and productive way.
- Aim for consensus by sharing a viewpoint and working the issue constructively without being a roadblock or simply giving in.
- Provide different opinions respectfully and respect the opinions of others
- Make decisions that are in the best interest of the project rather than the stakeholder group you are representing.
- Support decisions made by the team through actions and words

### **Decision making**

- The team will rely on collaboration and partnering between all members with a goal of making decisions that support the overall good of the project.
- A consensus of all team members is highly desired for team decisions and recommendations.
- Issues that cannot be resolved will be referred to Lincoln City Mayor Hollingsworth and ODOT Region 2 Manager Jane Lee.

### **Meeting and Agenda Schedule**

1. Meetings are typically held quarterly or as needed to support timely project decision making. Amy Sinclair will be the point of contact to call for and/or schedule meetings.
2. Agendas and meeting materials will be prepared according to the following schedule:
  - Agenda handouts and materials due 10 days prior to the meeting
  - Final agenda posted one week prior to the meeting