

Climate-Friendly and Equitable Communities Rules Advisory Committee Operating Principles and Guidelines



Committee Charge – Desired Outcomes

The full Committee Charge is a separate document. Desired outcomes of the rules:

1. Take action with a sense of urgency and lasting programmatic response as mandated in Executive Order 20-04;
2. Meet Oregon's climate pollution reduction goals and specifically, the Division 44 climate pollution reduction targets;
3. Support affordable, healthy living by developing actions that reduce transportation costs and increase housing choice and supply;
4. Improve the capability, through capacity building and interagency collaboration, of local governments, regional entities, and health providers to plan for and reduce climate pollution;
5. Ensure impacted communities, such as tribal communities, communities of color, rural communities, coastal communities, lower-income households, and other communities traditionally underrepresented in the public process are consulted and considered in state policies, programs, and grant criteria; and
6. Develop metrics that can be used to compare jurisdictions' equitable outcomes in achieving climate pollution reduction targets.

Overview of Rules Advisory Committee Role

Oregon's Land Conservation and Development Commission (LCDC) has asked members of a Rulemaking Advisory Committee to recommend rules as described in the committee charge.

The role of the RAC is to be:

- Advisory to staff;
- Provide policy direction and guidance (is not intended to seek consensus);
- Recommend policies, language, and direction to staff;
- Considered "volunteers" by the state and will receive an overview accordingly;
- Supported by DLCD staff and/or project consultant teams;
- Will comply with open meeting, public record and ethics laws;
- May submit claims for mileage; and
- May participate from remote locations, though in-person participation is ideal once it is safe for health reasons.



Climate-Friendly and Equitable Communities Rules Advisory Committee

Operating Principles and Guidelines

I. Background and Purpose

The Oregon legislature set goals for reducing climate pollution in 2007. Since then, regular reports have repeatedly told us Oregon still has a long way to go to meet these goals, particularly in the transportation sector.

The [2018 Report to the Legislature](#) from the Oregon Global Warming Commission notes “more than half of the recent increased level of emissions is due to gasoline and diesel use... transportation emissions have grown as a share of Oregon’s statewide [greenhouse gas] emissions.”

Oregon’s [Statewide Transportation Strategy](#) (STS), developed in 2013, set a series of actions that would help the state get closer to meeting its climate pollution reduction goals. ODOT’s [2018 STS Monitoring Report](#) found “with current efforts and our newer plans, Oregon is on track to reduce greenhouse gas emissions by 15-20 percent below 1990 levels by 2050, which falls far short of the STS vision”.

In March 2020, Governor Brown signed Executive Order 20-04, which directs state agencies to take actions to cut climate pollution. The Climate-Friendly and Equitable Communities rulemaking will be a key part of implementing the requirements of paragraph 9 of the Executive Order.

To meet our goals, we must help communities plan for a future that reduces driving while ensuring all Oregonians enjoy improved access to jobs, housing, and services. Decades of research, data, and experience show this is accomplished by:

- More development in climate-friendly locations, including city centers and town centers and transit corridors, where services are located and driving is reduced;
- Investments in facilities for walking, bicycling, carpooling, and transit so people can reach destinations without depending on single occupancy vehicles;
- System performance measures focused on community livability goals rather than exclusively focusing on motor vehicle capacity; and
- Managing parking to avoid over-building parking which subsidizes driving and uses space needed for housing and other services, as well as increasing housing costs.

The department’s role in helping to achieve the state’s climate pollution reduction goals will be through rule amendments and a supporting program to update how land use, housing, and transportation system plans are developed and implemented at the local and regional level.

With an equity lens of addressing historically disproportionate impacts in the land use and transportation system, department staff will help ensure these changes reduce disparities at the local level. Impacted communities include Native American tribes, communities of color, rural communities, coastal communities, lower-income households, and other communities traditionally underrepresented in public processes.

II. Meeting Principles and Suggested Guidelines

A. Good Faith

All members agree to act in good faith in all aspects of the Rules Advisory Committee process. As such, members will consider the viewpoints of other participants and conduct themselves in a respectful manner that promotes collaboration.

Acting in good faith also requires:

- Specific proposals made in open and frank problem-solving conversation not be used against any other member in the future;
- Personal attacks and prejudiced statements are not acceptable;
- Individuals do not represent their personal or organization's views as views of the advisory committee;
- Individuals express consistent views and opinions in the advisory committee meetings and in other forums, including contacts with the press (see Section IV(B)); and
- Individuals with process concerns will raise them in the committee.

B. Process Suggestions / Ground Rules

Advisory committee members agree to apply the following ground rules:

- Honor the agenda and strive to stay on topic;
- Speak one at a time – use tent cards to signal you'd like to speak;
- Allow for a balance of speaking time – respect time limits;
- Bring concerns and ideas up for discussion at the earliest point in the process;
- Address issues and questions, not people or organizations;
- Avoid personal attacks;
- Listen with respect;
- Avoid side conversations;
- Turn off cell phones or put them in the non-ring mode during formal meeting sessions; and
- Sharing preferred personal pronouns as part of name identifier in video calls as one is comfortable doing so.

And consider the following process suggestions:

- Seek to learn and understand each other's perspective;
- Encourage respectful, candid, and constructive discussions;
- Seek to resolve differences and find common ground;
- As appropriate, discuss topics together rather than in isolation; and
- Make every effort to avoid surprises

III. Decision-Making Process

The RAC is charged with exploring specific aspects of Oregon's Transportation Planning Rules to update them reflecting current direction under Executive Order 20-04. This body is advisory to DLCD staff and will work with staff to present a set of recommendations for staff and LCDC consideration throughout the rule adoption process. Though this advisory committee is not a voting body, LCDC's goal in convening this set of diverse and experienced stakeholders is to receive individual and group guidance for staff on implementable rules. Staff will record and consider all points of view. Staff will work to develop a set of rules reflecting the guidance from members of the RAC. Committee members are welcome to express their concerns in writing. All communications of this nature will be included with final recommended drafts for commission review.

IV. Organizational Structure and Participation

A. Membership Agreements

All Rules Advisory Committee members agree to the following:

- Attend meetings, review materials in advance and actively participate in good faith while respecting time constraints, including the need to hear from a diverse set of perspectives on the advisory committee. Various ways to provide feedback will be provided by the staff and facilitation team (written, verbal, survey, etc.);
- Members will be responsible for reporting out to and engaging their stakeholder groups;
- Support the final decision, or communicate concerns in writing so these concerns may be shared with the commission;
- Follow through on promises and commitments;
- Share all relevant information that will assist the committee in achieving its goals; and
- Keep their organizations informed of potential decisions and actions.

B. Attendance and Alternates

Members are expected to make a good faith effort to attend all meetings until a final recommendation is made to LCDC. Although the proposed schedule anticipates RAC meetings until August of 2021, there may be a need for additional meetings that would extend to November of 2021. It is important to have the members attend every meeting so progress can be made. However, members may name an alternate to attend in their stead as needed. Alternates are expected to meet the participation and engagement guidelines explained in this document.

C. Technical Work Groups

Technical work groups will be tasked with developing and refining detailed recommendations as an extension of the RAC. Technical work groups may develop draft sections of rule and, via staff, will share comments and suggestions to the full RAC. As with the RAC, technical work group meetings will be open to the public and follow Oregon's Public Meeting Law.

Technical work groups may be formed to examine details of specific issues.

D. LCDC

LCDC Commissioners Nick Lelack and Stuart Warren will participate in the advisory committee and serve as liaisons to the full commission. Committee members recognize final decision-making authority regarding the proposed draft rules rests with LCDC.

E. Facilitator

The Rules Advisory Committee meetings will be facilitated by DLCD staff and consultants. Staff will ensure all members' voices are heard and help the group have meaningful and productive conversations. The role of the facilitator is to:

- Support RAC members in providing their input and help ensure a balanced process;
- Ensure members adhere to the operating principles;
- Identify/communicate common themes, areas of disagreement, and decision points; and
- Summarize and relay RAC member comments, questions, themes, and decision points to LCDC.

F. Department Staff

The advisory committee will have assistance from department staff who will attend all meetings. Select DLCD staff may sit at the table and advise as needed in the advisory committee and Rules Advisory Committee meetings. Legal questions will be handled by DLCD staff with LCDC's legal counsel.

G. Withdrawal

Any member may withdraw from the advisory committee at any time. Communication about the reasons for withdrawing, if related to the process, would be appreciated. Good faith provisions (see Section II(A)) apply to those who withdraw.

V. Meetings and Additional Community and Stakeholder Engagement

DLCD expects a wide range of public and other stakeholder perspectives will be expressed through advisory committee members. DLCD staff will seek additional public comment through community conversations, focus groups, interviews, and online surveys. Results of all these modes will be summarized with verbatim appendices, posted on DLCD's website, and made available to RAC members for their consideration.

RAC meetings are public meetings under Oregon's open meetings laws. Members of the public who wish to make their opinions known to the advisory committee are encouraged to submit written comments on the work of the advisory committee, which will then be distributed to all members for consideration.

Meetings will be open to the public and follow Oregon's Public Meeting Law.

A. Agendas and Notice

Proposed meeting agendas will be drafted by the department and circulated in advance of meetings. They will be posted on DLCD's website a week before the meeting. Members of the public may sign up for notice at <https://www.oregon.gov/lcd/LAR/Pages/CFEC.aspx>

VI. Additional Guidelines

A. Rights in Other Forums

Participation in a Rules Advisory Committee process does not limit the rights of any member. Members will make a good faith effort to notify one another in advance, if another action outside the process will be initiated or pursued, which could affect the proposals, recommendations, or agreements being discussed.

B. Press/Other Public Forums

Advisory committee members agree to refrain from making negative comments about or characterizing the views of the other advisory committee members in contacts with the press. They also agree not to knowingly mischaracterize the positions and views of any other party, nor their own, in public forums. If contacted by the media, please refer the media to Bill Holmstrom or Palmer Mason at DLCD. Members shall make clear, when talking to the media, that the views they are expressing are their own, not of the committee.

VII. Schedule

Given the timeline for LCDC to make decisions on the proposed rules, the final input from the advisory committee should be reached by August 2021. Please see the rulemaking webpage at <https://www.oregon.gov/lcd/LAR/Pages/CFEC.aspx> for RAC meeting schedules.

VIII. Staff Information

Bill Holmstrom, Land Use and Transportation Planning Coordinator and Point of Contact for Substantive and Procedural Questions

bill.holmstrom@state.or.us (he/him)
503-934-0040

Cody Meyer, Land Use and Transportation Planner and Point of Contact for Scenario Planning Policy Questions

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503-934-0005

Evan Manvel, Land Use and Transportation Planner and Point of Contact for Parking Policy Questions

evan.manvel@state.or.us (he/him)
503-934-0059

Casaria Taylor, Rules Coordinator and Point of Contact for All RAC Logistics

Casaria.taylor@state.or.us (she/her)

503-934-0065

Please note: email correspondence should be sent to Casaria.taylor@state.or.us who will then distribute to staff or advisory committee members as needed.

