

To: CAC Members

From: Dan Garber and Arthur Keller, CO-Chairs

RE: Subcommittees

This memo outlines the membership, charge and purpose of subcommittees. Staff participated in conversations with the Co-Chairs and concurred with the substance of this memo.

1. Subcommittee Membership

The co-chairs limited the number of members on each sub-committee to 9, in order to conform with the Brown Act. The Transportation Subcommittee and Land Use Subcommittees each attracted more than 9 interested CAC members. The co-chairs chose CAC members from those who requested being on the Transportation Subcommittee to balance the selection of the Subcommittee members that live to the North and the South of Oregon Expressway.

Those who requested Community Facilities and Services Subcommittee or Sustainability Subcommittee were assigned to it. These have three and five members, respectively. Ideally the co-chairs would like to have a minimum of 5 CAC members on each committee. If additional CAC members are interested in joining these Subcommittees please send a request to staff. If more than a total of 9 CAC members express interest for either Subcommittee, the co-chairs will appoint these additional members with a goal of achieving North/South balance.

The co-chairs will appoint the other subcommittees at the time they are needed to convene.

2. Charge/Purpose

The CAC will have two types of Subcommittees: one Subcommittee that spans the Elements (the Sustainability Subcommittee), and Subcommittees for each Element (Element Subcommittees). The Sustainability Committee can discuss issues including Climate Change, Sea Level Rise, and related environmental issues.

- a. The Sustainability Subcommittee will meet prior to the first CAC Discussion meeting on an element. The Sustainability Subcommittee will produce a document to be delivered to the CAC containing the changes, additions, and deletions to sustainability policies and programs under that element or more general comments relating to that element. This document is given to staff no later than two weeks prior to the CAC meeting.

Then the CAC will have one or more Discussion meetings for all the CAC members to propose changes, additions, and deletions to policies and programs under that element, or make more general comments relating to that element, or disagreeing with, or proposing alternatives to, changes, additions, deletions or comments.

After a Council meeting to review the CAC's work on a particular Element, the Sustainability Subcommittee will then produce an index of the Policies and Programs for that element related to sustainability. Staff will use this input in preparing the section on sustainability in the updated Comp Plan.

- b. Element Subcommittees should first meet after the last (or only) CAC Discussion meeting on that element. Each Element Subcommittee will determine the issues of consensus and controversy related to the policies and programs of the element. The Element Subcommittees will produce a document to be delivered to the CAC containing a list of controversial issues together with two or more alternative concepts for each issue. This document is given to staff no later than two weeks prior to the CAC meeting.

The CAC will then have one or more Action meetings to deliberate on a draft element. The CAC should also take time to consider the issues of consensus or controversy. During these Action meetings all the CAC members may add areas of consensus or controversy and may add more alternative concepts for an issue. The CAC may also discuss the pros and cons of the various alternative concepts.

Each CAC Element Subcommittee will then prepare a report of succinct pro and con argument for each alternative identified for each controversial issue identified at the CAC meetings, or based on input to the CAC meetings. This deliverable, an expansion of the previous deliverable, is to be given to staff no later than three weeks prior to the Council Action meeting on the element.

Staff will include the second Element Subcommittee deliverable in the CMR for Council along with the draft element .