

**CHARTER**

**OF THE  
EUGENE INFILL COMPATIBILITY STANDARDS TASK TEAM**

Adopted January 7, 2008

**I. ESTABLISHMENT**

The Infill Compatibility Standards Task Team was established in October 2007 by the Eugene Planning Commission in response to City Council's directive to address the impacts of incompatible residential infill.

**II. PURPOSE**

The primary purpose of the Task Team is to recommend land use code amendments and other actions City Council can take to prevent negative impacts, and promote positive impacts, of residential infill development on neighborhoods.

The adopted Eugene Growth Management Policies shall be used to guide the work of the Task Team in formulating for Council consideration proposed changes to the Eugene Code.

**III. PROJECT SCOPE AND CONTEXT**

**A. Type of development covered**

This project addresses new, converted, or significantly expanded structures related to residential development.

**B. Areas covered**

This project will consider areas within the Urban Growth Boundary that are subject to Eugene land use code; and are within, or adjacent to, an existing residential neighborhood; and are zoned to allow residential development or are designated for residential development on the Eugene-Springfield Metropolitan Area General Plan land use diagram.

The specific areas to be addressed in the Task Team's recommendations will be determined as part of the project.

**C. Relation to Opportunity Siting project**

City Council initiated the Infill Compatibility Standards and Opportunity Siting projects as concurrent, complementary efforts to protect neighborhoods against negative impacts from incompatible infill and to encourage infill that provides additional housing and has positive impacts on surrounding neighborhoods. While both projects address both goals, the primary focus of the Infill Compatibility Standards project is protection against incompatible infill.

#### **IV. MEMBERSHIP AND VOTING**

##### **A. General**

The Task Team comprises:

1. Voting members recommended by active, city-chartered neighborhood associations and approved by the Planning Commission.
2. Up to six additional voting members recommended by staff or Planning Commissioners and approved by the Planning Commission.
3. One non-voting staff member designated by the Planning Director.
4. Non-voting, ex-officio members who are Planning Commissioners designated by the Planning Commission.

##### **B. Neighborhood association members and alternates**

Each active, city-chartered neighborhood association, or their respective board, may recommend one person as a Task Team member and one person as an alternate for the Task Team.

##### **C. Additional voting members and alternates**

1. Planning Division staff and Planning Commissioners may recommend people for up to six additional voting positions on the Task Team.
2. Each person recommended for one of these non-neighborhood-association positions may recommend an alternate for himself or herself.

##### **D. Appointment by Planning Commission**

The Planning Commission shall appoint voting members of the Task Team and alternates from the recommended individuals.

##### **E. Term of service**

The term of service shall be as long as the Task Team exists or until the member resigns, can no longer serve, or is removed under the provisions of this charter.

##### **F. Removal and replacement of members**

1. The Planning Commissioners may remove any voting member or alternate as long as reasonable cause is found.
2. A neighborhood association may remove its member or alternate at any time.
3. A non-neighborhood-association member may remove his or her alternate at any time.
4. The Planning Director may remove the non-voting staff member at any time.
5. The Planning Commission may remove an ex-officio member at any time.
6. A replacement for a member who resigns, can no longer serve, or is removed under the provisions of this charter shall be recommended and appointed as provided under sections IV.B through IV.D.

#### G. Responsibilities of alternates

1. An alternate is expected to stay fully informed on the proceedings of the Task Team.
2. An alternate should take positions and cast votes consistent with the expressed intent and prior positions and votes of the respective primary team member.

#### H. Voting

1. Each voting member shall have one vote.
2. An alternate may vote only when the respective team member is not present.

### V. ORGANIZATIONAL STRUCTURE AND RULES

#### A. Standard organizational structure and rules

Except as provided in other sections of this Charter, the Task Team shall be organized and operate as described in the *Organizational Structure and Rules of the Eugene Infill Compatibility Standards Task Team*, which shall initially be adopted by a two-thirds vote.

#### B. Meetings

1. All meetings of the Task Team shall be open to the public.
2. Only voting Task Team members, or an alternate when the respective primary member is absent, may make motions or vote during Task Team meetings.

### VI. ADOPTION AND AMENDMENTS

#### A. Adoption

1. The Task Team shall adopt this Charter by approval, at a Task Team meeting, or in writing within ten days of a vote, of at least eleven neighborhood association members and four other (non-neighborhood) voting members.
2. This Charter shall become effective upon approval by the Eugene Planning Commission.

#### B. Amendments

With the exception of Sections I (Establishment), II (Purpose), and VI (Adoption and Amendment), this Charter may be amended by the following steps:

1. A voting member of the Task Team must provide notice of a proposed amendment, including the language of the amendment, at a regular Task Team meeting preceding the regular meeting at which the amendment is to be considered.
2. A proposed amendment may be considered, amended, and approved at the regular Task Team meeting following notification. Approval of an amendment requires the same approval by voting members as stated in Section VI.A.1.
3. The Planning Commission must approve any amendment approved by the Task Team for the amendment to become effective.

**ORGANIZATIONAL STRUCTURE AND RULES**

**OF THE  
EUGENE INFILL COMPATIBILITY STANDARDS TASK TEAM**

Adopted January 7, 2008

**I. BASIC RULES**

**1. What rules are followed when the rules below don't cover a situation?**

The Task Team follows *Robert's Rules of Order, Newly Revised (RONR)* except where the Charter or these rules provide differently.

**2. Who decides when there's disagreement over how a rule applies?**

The person presiding over a Task Team meeting (or the Steering Committee outside a meeting) interprets the rules.

A voting member of the Task Team may appeal a ruling at a Task Team meeting, in which case the ruling may be overruled by a majority vote.

**II. MEETINGS**

**1. When are meetings held?**

Regular Task Team meetings are held at least once a month at a time set by the Steering Committee.

Special Task Team meetings may be called by the Steering Committee.

**2. How long are meetings?**

The Steering Committee sets the length of regular and special Task Team meetings.

**3. What notice is required for meetings?**

The Co-chairs should make a reasonable effort to provide public notice of regular and special Task Team meetings.

Special Task Team meetings require prior notice to Task Team members, either at a prior Task Team meeting or by e-mail sent at least 5 days in advance.

**4. Who must be present to take action at a meeting?**

A quorum of a majority of all voting members (or alternates) of the Task Team must be present to adopt any motion.

**5. Who may speak at a meeting?**

Other than as provided for during the Public Comments part of Task Team meetings, or by a majority vote to allow a non-member to speak, only Task Team members may speak during Task Team meetings.

If both the primary team member and alternate are present at a Task Team meeting, only the primary member may speak.

**6. Who decides what issues are addressed at a meeting?**

The Steering Committee sets the agenda for Task Team meetings.

Anyone may request the Steering Committee place an item on the agenda.

If at least six neighborhood association members or two non-neighborhood-association, voting members request an agenda item, the Steering Committee will include the item and allocate at least five minutes for consideration at the first Task Team meeting that is at least seven days following the day the request is made. This form of request must be made at a Task Team meeting or by e-mail to a Co-chair.

**7. What can be decided at a Task Team meeting?**

Other than standard procedural decisions, any decision (i.e., approving or rejecting a main motion) made at a Task Team meeting must be reasonably related to an issue for which notice has been provided at a prior Task Team meeting or by e-mail to Task Team members at least five days in advance.

A two-thirds vote or a majority of all voting members of the Task Team may also allow a decision on an issue, regardless of notice, as long as such action doesn't conflict with the Charter or other provisions of these rules.

**8. What is included on the Task Team meeting agenda?**

The agenda includes at least the following:

- Call to order
- Public comments
- Approval of minutes
- Consent items  
(Unanimous approval of included items.)
- Agenda adjustment  
(Revise topics, times, and durations by majority vote of the members present.)
- Co-chairs' report
- Committee reports  
(May include action on committee recommendations.)
- Unfinished business  
(Items from previous meeting that were not completed or rescheduled.)
- New business
- Requests for future agenda items
- Adjournment

The agenda may include specific times and durations for discussion and voting, which are observed unless the agenda is adjusted.

**9. How are consent items handled?**

The Steering Committee may place items on the list of “Consent items,” notice of which must be provided to Task Team members according to the requirements for notification of possible actions in Section II.7.

During this part of the agenda, any voting Task Team member may remove an item from the list of “Consent items.” Removed items are scheduled for consideration under “Agenda Adjustments.”

The remaining list of items is then approved unanimously.

**10. How is the agenda adjusted?**

The agenda may be adjusted by a majority vote during the “Agenda Adjustment” portion of the meeting.

The presiding officer may adjust the agenda at any time during the meeting by general consent.

The agenda may also be adjusted at any time during the meeting by a two-thirds vote. (A motion to adjust the agenda follows the same rules as a motion to limit or extend limits of debate.)

If an agenda item is completed earlier than the time scheduled on the agenda, the presiding officer takes up the next item on the agenda immediately.

Voting members may also make motions related to the order of business (e.g., to postpone consideration of a motion) at any time during the meeting, following the rules of order adopted in Section I.1.

**11. Who presides over Task Team meetings?**

The Task Team designates a member of the Task Team to serve as the presiding officer at Task Team meetings.

If the presiding officer is not available for a meeting, the Steering Committee designates a member of the Task Team to serve as the presiding officer for that Task Team meeting.

**12. Can the person presiding over a meeting take part in discussions and vote?**

A Task Team member who presides may participate in discussion, and a voting Task Team member who presides may vote, following the same rules as apply to other voting members.

**13. How are informal discussions conducted?**

The agenda may include (or be adjusted to include) time for informal discussion by members on a topic when no motion is pending. During such discussions, no motions are allowed except for:

- A motion to adjust the time allowed when a person speaks, which requires a majority vote.
- A motion to end the informal discussion, which requires a two-thirds vote.

The informal discussion ends when no member wishes to speak, or the time allotted for informal discussion expires, or a motion is passed to end discussion.

The rules for how many times and how long a member may speak during informal discussions are the same as for deliberation on a main motion.

**14. How are decisions brought before the Task Team?**

A committee or voting member places a proposed decision or action before the Task team in the form of a motion. Such motions are called *main motions*.

### **15. How is deliberation on a main motion conducted?**

Except as provided in these rules, deliberation on motions is governed by the rules of order adopted in Section I.1. In brief, the process for a main motion is:

- When a member is recognized, he or she states the motion.
- The motion is seconded by another member.
- The presiding officer restates the motion.
- Members speak in turn regarding the motion.
- Members vote on the motion when members have finished speaking, or the time designated for a vote in the agenda arrives, or a two-thirds vote ends debate.
- The presiding officer restates the motion prior to the vote.
- The presiding officer announces the result of the vote. A main motion passes if it receives over half the votes cast.

During deliberation on a main motion, a member may move to amend the pending motion. If a motion to amend is seconded, members deliberate and vote on the amendment, which requires a majority vote to pass. After voting on the amendment, members resume deliberation on the main motion.

During deliberation on a motion, the presiding officer, or any voting member when he or she has the floor, may request a “consent decision”; at which point the presiding officer immediately asks whether any voting member present does not consent to the pending motion. If no voting member withholds consent, the decision is approved unanimously. If a single member does not give consent, deliberation resumes. There’s no discussion on a request for a “consent decision.”

The presiding officer may at any time during deliberation conduct a “straw poll” or other non-binding assessment of the members’ opinions on a topic.

The agenda may set a time for a vote on a main motion, in which case, deliberation ends at that time and a vote is taken on any pending amendment and then on the main motion, unless debate is extended or the decision deferred according to the rules of order adopted in Section I.1.

### **16. How many times may a member speak?**

Except as provided in these rules, the number of times a member may speak to a motion is governed by the rules of order adopted in Section I.1.

In those situations not covered by any other rule, a member may speak up to twice in one day on the same motion or discussion topic.

### **17. How long may a member speak?**

Except as provided in these rules, a member may speak up to three minutes each time they speak.

**18. What happens when there is not enough time allotted for all members wishing to speak?**

The presiding officer may take any or all of the following actions if he or she determines such action is necessary to accommodate the number of members desiring to speak within the time allotted to an issue:

- Limit each member to speaking only once.
- Reduce the time allowed each time a person speaks to as short as a half minute.
- Limit the number of speakers to as few as four; selecting speakers by lottery; and alternating those in favor and those opposed, as far as practicable.

**19. How may a decision be reconsidered?**

A two-thirds vote or a majority of all voting members of the Task Team may allow any prior decision to be amended, renewed or rescinded, provided notice is given according to the requirements for notification of possible actions in Section II.7, and so long as no actions or obligations from the decision have commenced or such actions or obligations can reasonably be suspended or reversed.

**20. What is the process for recording minutes?**

An audio record is made of all Task Team regular and special meetings, and is made publicly available.

The Steering Committee designates a person to record and produce written minutes of regular and special Task Team meetings.

Minutes include at least the following:

- The location and date of the meeting, the time it was called to order, and the time it was adjourned.
- The name of the presiding officer.
- Which Task Team members were present, and when they arrived (if not present when the meeting is called to order) and when they departed (if not present when the meeting adjourned).
- The name and address (if provided) of any non-member who provides public comments.
- The list of items considered and adopted as “Consent items.”
- The wording of all main motions and amendments, and the person making the motion.
- A record of the decision on all motions, including the vote count when a count is taken.

A written draft of meeting minutes should be made available to Task Team members within seven days following a meeting.

Task Team members should notify a Co-chair of corrections to the minutes within seven days of receiving the draft minutes.

The Steering Committee submits proposed minutes for approval under “Consent items” at the first meeting that is at least seven days following distribution of the draft minutes.

Approved minutes are made publicly available.

### **III. OFFICERS**

**1. What officers are there?**

There are two Co-chairs, one neighborhood association member and one non-neighborhood-association, voting member.

**2. What are the Co-chairs responsibilities?**

- Represent the Task Team in discussions with City Council, Planning Commission, and other organizations.
- Set agendas for, and preside over, Steering Committee meetings.
- Provide notice of regular and special Task Team meetings.
- All other duties assigned to the Co-chairs elsewhere in these rules.

**3. How are disagreements between the Co-chairs resolved?**

The Steering Committee decides any question upon which the two Co-chairs cannot agree.

**4. How are the Co-chairs elected?**

When a vacancy exists for a Co-chair position, the Task Team elects a voting member to fill that position by a majority of the votes cast.

Except for the first election, which may occur at the same meeting as these rules are adopted, notice of a vacancy and election must be provided to Task Team members according to the requirements for notification of possible actions in Section II.7.

**5. How long do Co-chairs serve?**

A Co-chair's term of office is as long as the Task Team exists or until the Co-chair resigns, can no longer serve, or is removed under the provisions of these rules.

**6. How can a Co-chair be removed?**

The Task Team may remove a Co-chair by a two-thirds vote.

Notice of a motion to remove a Co-chair must be provided to Task Team members according to the requirements for notification of possible actions in Section II.7.

## IV. COMMITTEES

### 1. What permanent committees are there?

- Steering Committee

### 2. What are the membership and duties of the Steering Committee?

The Steering Committee comprises:

- The two Co-chairs
- Two additional neighborhood association members
- One additional non-neighborhood-association, voting member.
- The staff member, who shall be a non-voting member of the Steering Committee.

The Steering Committee's duties include:

- Set the time for regular Task Team meetings and call special Task Team meetings.
- Set the agenda for regular and special Task Team meetings.
- Create and maintain the "Project Plan and Schedule" for periodic review/revision/approval by the Task Team
- Propose additional committees and the committees' purpose and deliverables.
- All other duties assigned to the Steering Committee elsewhere in these rules.

### 3. How are the additional Steering Committee members appointed?

When a vacancy exists for a Steering Committee position, the Task Team elects a Steering Committee member in the same manner as for electing a Co-chair.

### 4. How long do Steering Committee members serve?

A Steering Committee member's term of office is as long as the Task Team exists or until the committee member resigns, can no longer serve, or is removed under the provisions of these rules.

### 5. How can a Steering Committee member be removed?

The Task Team may remove a Steering Committee member by the same process as removing a Co-chair.

### 6. How are other committees created?

The Task Team can establish special committees by a majority vote.

The Task Team establishes the purpose, deliverables, and duration of special committees. The Task Team may also establish the size of the committee.

At least one member of a special committee must be a voting member of the Task Team. Other members of a special committee don't have to be members of the Task Team.

The Task Team and the Steering Committee may appoint members of a special committee. If the Task Team limits the size of a special committee, the Task Team also establishes how many committee positions the Steering Committee designates.

A majority of the committee members selects one of the committee members as committee chair. The chair must be a member of the Task Team.

**7. Can Task Team alternates serve on committees?**

A Task Team alternate may not serve on the Steering Committee.

A Task Team alternate may be appointed to a special committee in the same capacity as any non-task team member. An alternate does not satisfy the requirements in IV.6 that at least one member of the committee be a Task Team member and that the committee chair be a Task Team member.

There are no alternates for committee members, and an alternate Task Team member may not participate on a committee in place of a primary team member on that committee.

**8. What rules do committees follow?**

Committees may adopt their own rules by consent of the members of the committee.

In the case of any irresolvable disagreement over a committee's rules, the Steering Committee shall determine the rule by majority vote.

**V. PROJECT RECORD**

**1. What is contained in the project record?**

The project record includes at least the following items:

- a. Any items required by applicable laws or regulations.
- b. Any items required by the Planning Commission or City Council.
- c. Audio recordings and minutes of Task Team meetings.
- d. Task Team committee reports.
- e. The most recent version of the *Project Plan and Schedule*.
- f. The *Final Report and Recommendations*.
- g. Written opinions, submitted by Task Team members, regarding the *Final Report and Recommendations* and substantive motions passed by the Task Team. These opinions provide an opportunity for individual members, or groups of members, to present minority or supporting opinions regarding significant Task Team decisions.

The Task Team determines the required form and submission deadlines for members' opinions on the *Final Report and Recommendations*, and the Steering Committee determines the required form and submission deadlines for members' opinions on motions.

- h. Other items identified by the Steering Committee or Task Team.

Items in the project record are made available to the public in a timely manner.

## **VI. AMENDMENTS**

### **1. How can these rules be changed?**

These rules may be amended by the following steps:

- a. A voting member of the Task Team must provide notice of a proposed amendment, including the language of the amendment, at a regular Task Team meeting preceding the regular meeting at which the amendment is to be considered.
- b. A proposed amendment may be considered and adopted at the regular Task Team meeting following notification.
- c. To be adopted, an amendment requires a two-thirds vote or a majority of all voting members of the Task Team.

**Principles of Participation**  
OF THE  
**EUGENE INFILL COMPATIBILITY STANDARDS TASK TEAM**

Adopted January 7, 2008

The list below includes principles of participation agreed upon by the Infill Compatibility Standards Task Team at the first two Task Team meetings. Other points agreed upon at those meetings are incorporated into the **Charter, Organizational Structure and Rules** and **Project Plan and Schedule**.

- Task Team members represent and are accountable to the neighborhood or other community-of-interest from which they were drawn; however all members will seek the overall “good of the order.”
- Members are responsible for educating their communities about the work of the team.
- Members agree not to lobby City Council or the Planning Commission on behalf of their own position or point of view while they serve on the Task Team.
- If members receive inquiries from the media, they are free to speak from their individual experience, but not to speak for the Task Team. For inquiries that require a broader perspective or in-depth response, contacts should be referred to the Task Team Co-chairs or other designated spokesperson or City staff.
- Extend trust relative to the intentions of other members. Avoid making assumptions about the interests and motivations of others.
- Avoid adherence to a specific ideology and seek solutions all can support.
- Value diverse points of view, and the right of others to express differing points of view.
- Share information and opportunities to participate among all members. Share off-line dialog and information with the rest of the Task Team.
- Respect the decisions of the Task Team. Individual members’ opinion of decisions made by the Task Team can be stated and reflected in the record, but members agree not to undermine the work of the Task Team.
- Commit to attend Task Team meetings, be prepared, and arrive on time. (Notify staff or a Co-chair if you expect to miss a meeting or be late.)
- During Task Team meetings, members will
  - Commit to productive discussion practices, such as staying on agenda topic, and framing solutions and proposals that advance the discussion.
  - Respect the presiding person’s role as gatekeeper of rules and agreed-upon standards of courtesy and conduct. Members will strive to “keep their own gate.”
  - Wait to speak in turn.
  - Participate, but share the floor.
  - Speak with civility, both in tone and content.
  - Speak to issues, not individuals. (Avoid making or taking issues personally.)
  - Strive for brevity, avoiding restatement or speech-making.
  - Avoid side conversations and distractions during meetings.
  - Turn off cell phones and beepers.
  - Be courteous and judicious with use of laptops.

# **PROJECT GOALS STATEMENT**

## **OF THE EUGENE INFILL COMPATIBILITY STANDARDS TASK TEAM**

Adopted February 25, 2008

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Create and adopt land use code standards and processes that

- (a) Prevent residential infill that would significantly threaten or diminish the stability, quality, positive character, livability or natural resources of residential neighborhoods; and
  - (b) Encourage residential infill that would enhance the stability, quality, positive character, livability or natural resources of residential neighborhoods; and
  - (c) So long as the goal stated in (a) is met, allow for increased density, a variety of housing types, affordable housing, and mixed-use development; and
  - (d) Improve the appearance of buildings and landscapes.
-