

JEFFERSON WESTSIDE NEIGHBORS

CHARTER

Family-Friendly Housing Refinement Plan Amendment Project

Project Team

Submitted April 13, 2021

Introduction

This Charter describes the structure and establishment of a Planning Project and a Project Team that will conduct a process to produce a proposal for amendments to the **Jefferson/Far West Refinement Plan** establishing policies regarding future development on the former “Naval Reserve Site,” as described in Section IV, below.

To implement the forthcoming proposed amendments, the City would ultimately need to adopt an ordinance with the final version of the refinement plan amendments.

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I. Establishment of the Project

- A. The “JWN Family-Friendly Housing Refinement Plan Amendment Project” (the “Project”) is established by the **Jefferson Westside Neighbors** (“JWN”) Executive Board (the “Board”).
- B. The Board shall appoint a Project Team (the “Team”), which serves at the pleasure of the Board and reports to the Board.
- C. The Project shall be governed by the process set forth in this Charter.
- D. The Board retains authority to revise this Charter.
- E. The Board retains authority to terminate this project with or without establishing a follow-on project.

II. Purposes of this Project

- A. Improve the affordability and livability of the neighborhood.
- B. Engage the neighborhood members and other direct stakeholders to develop *community-based* recommendations for development of affordable, family-friendly, intergenerational housing.
- C. Produce a draft proposal for amendments to the **Jefferson/Far West Refinement Plan** (the “Plan”) that enable and guide development on the former “Naval Reserve Site” (the “Site”), in accordance with the JWN Resolution in Attachment A.

III. Policy Support for this Project

- A. The following Statewide Planning Goals support the Project:
 - 1. Goal 1: Citizen Involvement
 - 2. Goal 2: Land Use Planning
 - 3. Goal 10: Housing
- B. The following Envision Eugene “Pillars” support the Project:
 - 1. Pillar 2: Provide housing affordable to all income levels.
 - 2. Pillar 3: Plan for climate change and energy resiliency.
 - 3. Pillar 4: Promote compact urban development and efficient transportation options.
 - 4. Pillar 5: Protect, repair, and enhance neighborhood livability.
- C. The following functions and responsibilities established by the City Council in the “Neighborhood Organization Recognition Policy” (the “NORP”) support the Project:
 - 1. Advise the City Council, Planning Commission, and other city boards, commissions, and officials on matters affecting their neighborhoods. (NORP Section 2(a).)
 - 2. Develop neighborhood plans and proposals with respect to land use, zoning, parks, open spaces and recreation, housing, community facilities, transportation and traffic, public safety, sanitation, and other activities and public services which affect the JWN neighborhood. (NORP Section 2(a).)
 - 3. Assess, prioritize, and address JWN members’ aspirations and concerns. (Based on NORP Section 2(c).)
 - 4. Convey accurate, relevant, and credible information on plans, proposals, and activities affecting JWN members in a way that facilitates broad access and comprehension by a diverse membership. (Based on NORP Section 2(c).)
 - 5. Understand and reflect JWN members’ varied views and perspectives in the JWN’s actions, advice, and advocacy.
 - 6. Continue the planning process by reevaluating the goals, objectives, and recommendations contained within applicable neighborhood plan(s). (NORP Section 2(e).)

IV. Geographic Scope

- A. The former Naval Reserve Site on W. 13th Avenue is the subject of this project.
Tax Map-Lot: 17-04-36-42 10400. (See Attachment B.)
- B. The “Immediate Community” comprises the area bounded by W. 12th and 18th Avenues and Polk and Chambers Streets, including residents, schools, businesses, and organizations.

V. Work Products

- A. A proposed set of amendments to the following elements of the **Jefferson/Far West Refinement Plan**:
 - 1. The redesignation of the Site in Area 21 (shaded blue) of the Land Use Diagram on page 18 to a residential or mixed-use designation. (See Attachment C.)
 - 2. The “Findings” and “Policies” for a subarea of Area 21 on page 30 (specifically for what is referred to in that description as “US Marines”). (See Attachment C.)
 - 3. The “Findings,” “Policies” and “Implementation Strategies” under the “Public Service & Facilities” elements on pages 42-45.
 - 4. Other elements of the Plan, as deemed appropriate.
- B. A clear and concise narrative document that describes the proposed amendments, the basis for the proposals, and the effects of adopting the proposed amendments.
- C. Supporting data, public testimony, and other information upon which the proposed amendments are based.
- D. The work products are to be delivered to the Board for review, revision, and recommendation to the JWN General Membership for deliberation and adoption as recommendations of the **Jefferson Westside Neighbors** organization to the Eugene City Council for initiation of a refinement plan amendment public process.

VI. Timeline

- A. The Team shall develop a tentative schedule and present to the Board within six weeks of the Team being appointed.
- B. The Team shall strive to complete its work and present its work products to the Board by the first Board meeting of 2022.

VII. The Project Team

- A. The Project Team will be established by the **Jefferson Westside Neighbors** Executive Board.
 1. The Team shall serve as an advisory group to the Board.
 2. The Team shall be governed by the process set forth in this Charter.
 3. The Board retains authority to revise this Charter.
 4. The Board must approve all budgeting and financial transactions by the Team.
 5. The Board retains authority to appoint and remove Team members.

B. Membership

1. Composition

The Team shall comprise voting and non-voting (*ex officio*) members, as follows:

a) Voting members shall include:

- i. One member of the Board, chosen by a majority vote of the Board.
- ii. Three residents within the "Immediate Community" (defined in Section IV.B) with at least one renter and one homeowner.
- iii. Two representatives of the Cèsar Chavez Elementary School, one nominated by the school administration (the Principal or designee) and one nominated by the parents' organization.
- iv. One owner (or the owners' designate) of the Springtree Apartments. If no Springtree Apartments owner wishes to serve, the Board may opt to leave this position unfilled or appoint an owner (or owner's designee) of another residential rental property (apartments or single-family home(s)) within the "Immediate Community."
- v. One representative nominated by the Eugene Faith Center. If no Eugene Faith Center representative is nominated, this position may remain unfilled.
- vi. One representative nominated by the Eugene Unitarian Universalist Church. If no Eugene Unitarian Universalist Church representative is nominated, this position may remain unfilled.
- vii. If one or more of the positions enumerated in VII.B.1(a)(ii) through (vi), above, is unfilled, the Board may appoint "at large" voting member(s) of its choosing; but the result may not exceed the number of members specified in each of the subsections VII.B.1(a)(ii) through (vi).

b) Non-voting (*ex officio*) members shall include:

- i. The Ward 1 City Councilor on the date this Charter is approved by the JWN membership.
- ii. An architect or designer with knowledge and experience with design and development of "family-friendly," multi-unit housing. (If the individual is a member of the JWN they will be a voting member.)
- iii. If available, a City staff member responsible for subsidized housing.

c) To be appointed, all members must agree to abide by the provisions of this Charter.

d) The board may, at its discretion, decline to appoint a member for the two non-voting positions under subsections VII.B.1(b)(ii) and (iii), above, if the Board determines that no suitable candidate has been found.

e) The Board retains the authority to appoint and remove Team members but shall neither decline to appoint a nominee as provided in subsections VII.B.1(a)(ii) through (vi) nor remove any member without stating good cause.

2. Recruitment

The Board shall conduct a broad and robust effort to recruit applicants for the Team.

C. Goals

1. To produce a draft proposal for amendments to the **Jefferson/Far West Refinement Plan** enabling and guiding development on the Site.

2. The proposed amendments should be consistent with the intent of the JWN resolution in Attachment A.
3. The proposed amendments should fully and faithfully represent the views and positions of well-informed community members in JWN.
4. The proposed amendments should be consistent with Statewide Planning Goals and local policies adopted by the Eugene City Council.

D. Objectives

1. To conduct a process that fully engages the residents, local business principals, and other community members within the Immediate Community, as well as other direct stakeholders to develop a proposal that is pragmatic and has broad community-support. The process should specifically include:
 - a) Effective means for every interested member of the Immediate Community to communicate information to, and ask questions of, the Team and to receive information from the Team.
 - b) Provision of accurate and up-to-date information on the refinement plan amendment process, including:
 - i. An up-to-date explanation of the planning process, key milestones, and timeline.
 - ii. Notice of upcoming activities.
 - iii. Reports on conducted activities.
 - iv. Concise descriptions of concerns and aspirations identified by community members.
 - v. Educational information and resources.
 - c) Ample, convenient, and effective opportunities to learn from information and opinions provided by knowledgeable individuals within and outside the community.
 - d) Ample, convenient, and effective opportunities to engage in direct discussions with other members of the community, regarding the conduct of the planning process and all issues related to proposed amendments to the Plan.
2. To provide at least one preliminary draft and a final draft proposal and supporting documentation to every member of the Immediate Community.
3. To provide every interested member of the Immediate Community ample, convenient, and effective opportunities to provide their opinions and recommendations on the preliminary and final drafts.
4. To present the final draft proposal accompanied by findings and Immediate Community members' comments to the Board for dissemination to all JWN members.

E. Principles of Participation

1. To be appointed, candidates for the Team (except the Ward 1 Councilor) shall agree to abide by the "Principles of Participation" in Attachment D.
2. The Team may adopt additional items as part of their "Principles of Participation"; however, the Team may not delete or modify any item in the attached "Principles of Participation" without approval of the Board.

F. Establishment of Officers and Procedures

1. The Team shall adopt written procedures, including such officers and committees, as the Team may wish to establish. These procedures shall be subject to review and revision at the discretion of the Board.
2. Team meetings shall be open for the public to observe.
3. The Team shall provide appropriate opportunities and methods, including at the beginning of at least one meeting each month, for the public to submit comments. The Team shall maintain a record of written comments that are received.

VIII. Establishment of Team Process Activities and Schedule

- A. The Team, with the assistance of any resources as the Team may wish to enlist, shall establish the activities, schedule, and other aspects of the process that are not covered in this Charter.
- B. The Team may at any time request direction from the Board with respect to any aspect of the process.
- C. The Board may at any time approve direction to the Team with respect to any aspect of the process.

Jefferson Westside Neighbors

Resolution

Adopted 26-1 at the February 9, 2021 JWN General Meeting

Whereas the highest and best use of the old Naval Reserve site (the "Site") on W. 13th Ave. (Tax Map-Lot: 17043642-10400), consistent with the Envision Eugene "Affordable Housing," "Climate & Resiliency," and "Neighborhood Livability" Pillars, would be for housing that is affordable, safe, and appealing to lower-income families and seniors.

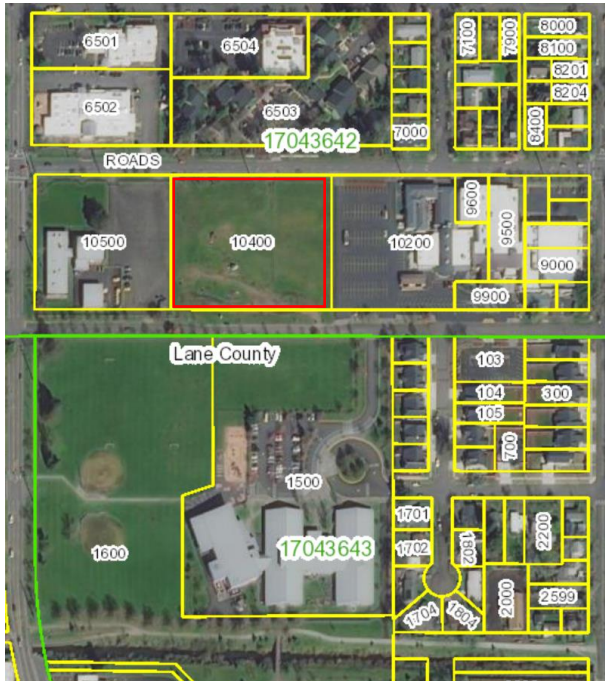
Be it therefore resolved:

The Jefferson Westside Neighbors (the "JWN") Executive Board (the "Board") is directed to do the following:

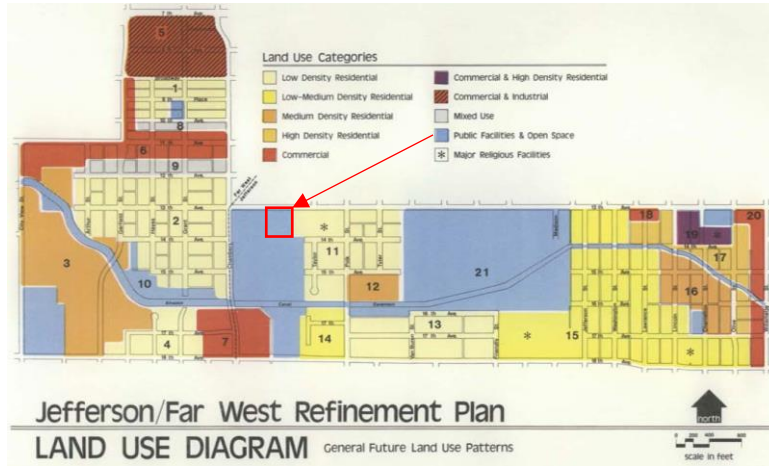
1. The Chair shall immediately provide the Mayor, City Council and City Manager a copy of this resolution; and
2. The Board shall engage JWN members to develop a recommended Process and Charter for amending the **Jefferson/Far West Refinement Plan** to designate the Site for the purpose of partially or fully subsidized, permanent housing that embodies the following characteristics:
 - a. At least 50% of the dwellings are "family-friendly" (aka "child-friendly"), incorporating features specific to the safety, comfort, and healthy development of children; and
 - b. At least 10% of the dwellings support "intergenerational" housing, incorporating features specific to the safety and comfort of individuals, particularly seniors, who volunteer to participate in activities to support families in the housing community; and
 - c. Is designed to facilitate safe conditions for:
 - i. occupancy by the residents of the multi-household development, and
 - ii. on-site services by social and medical providers, and
 - iii. activities by members of the housing community, particularly under conditions such as those created by Covid-19; and
 - d. Supports sustainable practices in the construction and operation of the facility and by the daily practices of the residents.
3. The Board shall produce and present to the JWN members an initial draft of the Process and Charter no later than the April 13, 2021.
4. The Board shall advocate in favor of this proposed use of the Site to City officials and community organizations.

Attachment B. Former Naval Reserve Site

Tax Map-Lot: 17-04-36-42 10400



Land Use Diagram



Applicable subarea findings and policies

Land In Public Ownership

21. Public Facilities And Open Space

Findings

Land designated public facilities and open space and includes: Ida Patterson Community School, Westmoreland Park, US Army Reserve, US Marines, Lane County Fairgrounds, Eugene Public Library, Jefferson Pool, a City-owned park site, and several pieces of undeveloped property along the Amazon Canal Easement.

Zoning is a combination of PL Public Land, R-1 Low Density Residential, and R-2 Limited Multiple-Family Residential.

Some of the publicly owned land is undeveloped or used for interim uses.

Policies

When changes in land uses occur for areas zoned public land, the City shall evaluate whether a change in the zoning district is necessary.

Joint City/County efforts shall be undertaken to provide for a broad range of activities within the Fairgrounds.

Note: General information and policies pertaining to public facilities and services is also included in the Public Facilities and Services Element of the plan.

Principles of Participation by Project Team Members

The following Principles of Participation have been agreed upon by all members of the JWN Family-Friendly Housing Refinement Plan Amendment Project Team.

1. Project Team members will become informed about and operate consistently with applicable Statewide Planning Goals, comprehensive plan policies, and other policies and directions adopted by the Eugene City Council.
2. Within the context of (1), above, Project Team members will reflect the interests of the **Jefferson Westside Neighbors** members and be accountable to JWN Executive Board.
3. Members will work for the overall “good of the neighborhood community” (as identified in (2), above), rather than represent or promote particular organization(s) or agenda(s).
4. Members will work in good faith and with reasonable effort to educate community members about the work of the Project Team.
5. Members agree to follow the adopted Charter.
6. While they serve on the Project Team, members agree not to lobby City Council or the Planning Commission on behalf of their own positions or points-of-view that are contrary to the decisions of the Project Team.
7. If a member receives inquiries from the media, the member is free to speak from their individual experience, but not to speak for the Project Team or to speak against decisions of the Project Team. For inquiries that require a broader perspective or in-depth response, contacts should be referred to the Project Team Chair or other spokesperson designated by the Project Team.
8. Project Team members will:
 - 8.1. Avoid adherence to a specific ideology and seek consensus on proposals that are based on the expressed interests of community members.
 - 8.2. Extend trust relative to the intentions of other members and avoid making assumptions about the interests and motivations of others.
 - 8.3. Respect diverse points of view and the right of others to express differing points of view.
 - 8.4. Share information and opportunities to participate with all members.
 - 8.5. Share off-line dialog and information relating to the Project with the rest of the Project Team.
 - 8.6. Respect the decisions of the Project Team. Individual members’ opinions of decisions made by the Project Team can be stated and reflected in the record, but members agree not to undermine the work of the Project Team.
 - 8.7. Commit to attend Project Team meetings, be prepared, and arrive on time. (Notify the Chair if you expect to miss a meeting or be late.)
9. During Project Team meetings, members will:
 - 9.1. Commit to productive discussion practices, such as staying on agenda topic, and framing comments and proposals that advance the discussion.
 - 9.2. 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.”
 - 9.3. Wait to speak in turn.
 - 9.4. Actively participate but refrain from dominating the discussion.
 - 9.5. Speak with civility, in both tone and content.
 - 9.6. Speak to issues, not individuals. (Avoid making or taking issues personally.)
 - 9.7. Strive for brevity, avoiding restatement or speech-making.
 - 9.8. Avoid side conversations and distractions during meetings.
 - 9.9. Turn off cell phones.
 - 9.10. Be courteous and judicious with use of laptops, tablets, etc.