

SELLWOOD MORELAND IMPROVEMENT LEAGUE LAND USE COMMITTEE
GUIDELINES

Purpose of the Land Use Committee:

The Land Use Committee is a standing committee of the Sellwood Moreland Improvement League (SMILE), formed to review land use cases and liquor license applications, and to express opinions on behalf of the membership in order to safeguard the character and livability of the Sellwood Moreland area. Members of the Committee participate in long term public planning efforts which may affect the Sellwood Moreland neighborhood.

Criteria for Land Use Committee Decisions:

The Land Use Committee shall use the Portland Comprehensive Plan, the Sellwood Moreland Neighborhood Plan, and the City Code for the basis of its land use and liquor license recommendations since these are the same criteria the City uses and the only ones which the decision makers are allowed to consider. In the use of this criteria, the Committee will consider the principles adopted by the SMILE Board in January, 2009 which are as follows:

- 1) Protection of livability and property rights,
- 2) support of the principles of solar access, and
- 3) review of traffic and density impact.

Organization of the Land Use Committee:

1. MEMBERSHIP -- Members shall be selected by the Committee Chair, subject to approval by the SMILE Board. The membership, including the Chair, shall consist of no less than three persons, all of whom shall be SMILE members.
2. VOTING -- A simple majority of the Committee members will decide opinions on land use cases, unless referred to the Board, as otherwise dictated later in this document. Minority opinions shall be noted.
3. NOTIFICATION -- Members shall be notified by the Chair of a pending land use issue. Notification may be by telephone, email, in writing, or in person, whichever is most timely and convenient. If a simple majority of committee members cannot be reached before a decision deadline must be met, the Chair may consult with a majority of SMILE members in their stead.
4. CHAIR -- The Committee Chair shall be appointed by the President of SMILE, pending Board approval. The Chair shall be a member of SMILE.
5. DUTIES OF THE CHAIR -- The Chair shall be responsible for notifying committee members of pending land use decisions and for responding to public officials regarding land use issues in a timely fashion, for explaining his or her understanding of land use cases to neighbors who request information, for making periodic reports to the general membership and to the Board, for conducting quarterly meetings of the Committee,

and for representing the neighborhood, whenever possible, at coalition and citywide neighborhood land use councils, committees, congresses, and workshops.

6. DUTIES OF THE MEMBERS -- The members shall be responsible for considering pending land use decisions, based on the adopted criteria of the Land Use Committee, and responding to the Chair in a timely fashion and for attending quarterly committee meetings.
7. REPORTS -- The Land Use Committee shall make informal monthly reports at the General Membership Meeting of SMILE and an annual written report to the membership and Board. Reports shall be made by the Chair or a delegated member of the committee or the SMILE Board.
8. REFERRALS -- In case of a deadlock, lack of ability to meet, or form a simple majority, decisions shall be referred to the SMILE Board. Other referrals to the SMILE Board are based on the level of land use decision, as follows:

TYPE I The Committee can make these decisions and convey their opinions without consulting the Board. Most liquor license applications are handled as Type I cases except where the Board expresses an interest in the a particular application.

TYPE II The Committee can make these decisions and convey their opinions but must notify the Board after the decision is delivered.

TYPE III The Committee can make a recommendation to the Board who will review these cases and form a decision.

APPEALS All appeals must be approved by the Board.

All Land use decisions where the Committee or the Board States an opinion or takes an action shall be reported to the General Membership.

9. MEETINGS -- Meetings of the Land Use Committee shall be held quarterly at the SMILE Station at a date and time determined by the Chair.

Approved:

Mat Millenbach, President
Sellwood Moreland Improvement League
June 15, 2011