



SCAG Working Group Charter

Technical Working Group (TWG)

Purpose

The purpose of the Technical Working Group (TWG) for regional planning and growth is to enhance the quality, data integrity, and transparency of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) by providing a venue for SCAG staff to discuss and receive feedback on growth-related technical approaches, data collection, and technical tools associated with the development, implementation, and monitoring of the RTP/SCS with local and regional planning partners, regulatory and coordinating agencies, and technical experts. The working group shall not serve as a policy, legislative, or voting body and thus meetings are not subject to the Brown Act.

Membership

The working group shall be comprised of members from four core groups:

- 1) **Land-Use Authorities:** The 191 cities and six counties responsible for land-use planning in the SCAG region. All local jurisdictions will be invited to participate by designating a formal member to serve on the working group. Following an initial solicitation for members, SCAG will pursue targeted outreach in consultation with sub-regional councils of governments to specific jurisdictions to ensure representation from across SCAG's 69 population-based regional council districts and from jurisdictions of varying size and conditions to reflect the diversity of the SCAG region.
- 2) **Regional Partners:** Representatives from the subregional councils of governments (COGs) and county transportation commissions (CTCs) that work closely with SCAG to collect and validate plan data, including assembling information from local land-use plans and county-wide long-range transportation plans to facilitate bottom-up, integrated planning.
- 3) **Regulatory and Coordinating Agencies:** Key federal, state, and regional agencies with whom SCAG regularly collaborates to ensure plans are in compliance with federal and state laws.
- 4) **Field Experts:** Experts in the technical dimensions of regional growth are invited to participate in order to bring additional skill in land use and transportation planning, regional demographics and economics, scenario planning, housing planning, civic data, resource conservation, water and infrastructure, urban development, and other topics as may be needed.

Each of the invited groups will be asked to designate an official member to serve on the working group for a four-year period, commensurate with the RTP/SCS planning cycle. The designated representative should be available to actively participate in six (bi-monthly) meetings per year. If unable to commit to ongoing participation and service on the working group, invited groups may attend meetings and access



agendas and materials posted publicly on SCAG’s website. Membership and participation will be actively monitored to ensure that diversity across the region and stakeholder groups is maintained.

Focus

The focus of the working group will be on growth-related technical approaches related to the development, implementation, and monitoring of the RTP/SCS. Core topics will include growth forecast development, local input and data development/collection, the development and application of technical tools including SCAG’s Regional Data Platform, SCAG open data, technical aspects of RTP/SCS scenario planning, performance monitoring and reporting including in relation to Senate Bill 150, and related items. The TWG for regional planning and growth is part of SCAG’s broader set of stakeholder working and advisory groups and is intended to have a technical focus. Other groups are convened that focus on regional policy issues.

Responsibilities

The working group will provide a forum for discussing growth-related technical issues of shared regional importance consistent with identified focus areas. Agendas will be set by SCAG staff based on RTP/SCS development needs, and pertinent stakeholder input and presentations are welcomed. SCAG staff will act as meeting facilitator and are also available for one-on-one discussion of any sensitive issues.

Meeting Time and Location

The working group will meet bi-monthly on a regular basis. Meetings are generally held on the third Thursday of odd-numbered months from 10 a.m. to noon virtually or at SCAG’s Los Angeles headquarters and are recorded. Additional meetings may be scheduled if circumstances warrant and may occur at the same time during even-numbered months. Attendance and meeting summaries will be prepared, circulated, and posted online by SCAG staff. SCAG staff will aim to distribute and post meeting agendas and materials online at least 48 hours in advance (i.e., Tuesday morning prior to regularly scheduled meetings).

Term of Membership

The working group is intended to support the development of SCAG’s RTP/SCS. Members will be invited to serve on the working group for four-year terms, commensurate with each planning cycle. New members may be added during this cycle at SCAG’s discretion to allow invited groups to replace a designated member and/or to ensure that diversity across the region and stakeholder groups is maintained.