

Oregon

John A. Kitzhaber, M.D., Governor

Citizen Involvement Advisory Committee

635 Capitol Street NE, Suite 150

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www.oregon.gov/LCD



Statewide Land Use Planning Goal 1:

*Opportunity for
all citizens to be
involved in all
phases of the
planning process.*

Website:

https://www.oregon.gov/LCD/citizen_involvement.shtml

State Citizen Involvement Advisory Committee (CIAC)

Members:

Mollie Eder
(Chair)
Powell Butte

**Gregory
McClarren**
(Co-chair)
Redmond

**Roberta
Donovan**
Nyssa

Ann Glaze
Dallas

Don Greene
Ashland

Debra Martzahn
Lincoln City

Christine White
Portland

Pat Zimmerman
Scappoose

August 12, 2011

TO: Land Conservation and Development Commission (LCDC)

FROM: Bob Rindy, DLCD

SUBJECT: **Agenda Item 4, August 17-19, 2011, LCDC Meeting**

Joint Meeting with Citizen Involvement Advisory Committee (CIAC)

This item is a joint discussion between the Land Conservation and Development Commission (LCDC) and its state Citizen Involvement Advisory Committee (CIAC). The meeting is primarily focused on a proposed draft CIAC biennial work plan. It is also intended as an opportunity to discuss expiring CIAC member terms this biennium. Finally, this item may include discussion of CIAC ideas for improvements to the citizen involvement process statewide.

Attached is a proposed work plan drafted by CIAC for purposes of this discussion.

For additional information about this item contact Bob Rindy at (503) 373-0050 ext. 229; bob.rindy@state.or.us, or contact Casaria Tuttle, (503) 373-0050 ext. 322; casaria.r.tuttle@state.or.us

Biennial Work Plan: 2012-2013

Citizen Involvement Advisory Committee

LCDC and Committee interactions

- Annually hold joint meeting with LCDC on work plan (during period between August and October);
- Annually review expectations regarding CIAC & LCDC, for advisory roles and responsibilities; and
- Report at least bi-monthly to LCDC and Director, and at other times as needed.

Goal 1: Citizen Involvement in Planning and How it is Working – “Looking to the Future”

There is a continuing concern or issue about the lack of implementing ORS or OARs regarding Goal 1 e.g. “lack of teeth.” Also, the results of CIAC’s review of city and county websites points to a great disparities among municipalities as to the accessibility by citizens of consistent and clear information about land use planning activities at local level.

- Research barriers and potential strategies toward fully implementing the vision of Goal 1, including legislative and non-legislative solutions through LCDC;
- Emphasize Goal 1 in DLCD’s grant funding to local municipalities by strengthening grant criteria;
- Lead a discussion with city and county planning staff and commissions regarding what constitutes “broad representation on local citizen involvement committees”;
- Provide clarity and consistency in CI interpretation.

Outreach

- Improve outreach efforts to citizens, neighborhoods and civic organizations on “How to Put People in Planning”;
- Regular communication to and working with city and county planners and their organizations i.e. 2010 County Planners discussion lead by CIAC;
- Strengthen ‘STAR Award’ program for citizen involvement.

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FROM: Casaria Tuttle, DLCD

SUBJECT: **Agenda Item 4, August 17-19, 2011, LCDC Meeting**

Joint Meeting with Citizen Involvement Advisory Committee (CIAC)

Hand Carry Supplemental Materials – CIAC Recruitment

This item is a joint discussion between the Land Conservation and Development Commission (LCDC) and its state Citizen Involvement Advisory Committee (CIAC). The meeting is primarily focused on a proposed draft CIAC biennial work plan. It is also intended as an opportunity to discuss expiring CIAC member terms this biennium. Finally, this item may include discussion of CIAC ideas for improvements to the citizen involvement process statewide.

Attached are materials to aid the discussion of CIAC member recruitment/term expiration.

For additional information about this item contact Bob Rindy at (503) 373-0050 ext. 229; bob.rindy@state.or.us, or contact Casaria Tuttle, (503) 373-0050 ext. 322; casaria.r.tuttle@state.or.us

CITIZEN INVOLVEMENT ADVISORY COMMITTEE RECRUITMENT

I. BACKGROUND

ORS 197 established the state's Citizen Involvement Advisory Committee (CIAC) to advise LCDC and local governments on matters pertaining to citizen involvement. CIAC is a permanent committee established by this statute. CIAC is only an advisory body; it has no explicit or implied authority over any local government or state agency. It does not set policy nor review local land use plans or decisions.

The CIAC has eight volunteer members, one from each of Oregon's five Congressional Districts and three chosen at-large. Committee members are appointed to four-year terms by LCDC. The committee meets bi-monthly in Salem.

The following CIAC term is set to expire in June 2011:

- Roberta Donovan (At-large)

The following CIAC terms are set to expire in December 2011:

- Pat Zimmerman (District 1)
- Gregory McClarren (District 4)

II. CIAC APPLICATION AND APPOINTMENT PROCEDURE

DLCD encourages interested citizens in Oregon to apply for vacancies on the state's CIAC. When a vacancy occurs on CIAC, department staff will announce (at least 45 days before the position must be filled) the vacant position through notices to the media and interest groups, on the DLCD website and with direct mailings to local officials in the strict where applications are being sought.

CIAC members will select three finalists for each vacancy and rank the candidates. Staff will invite those three finalists to the next LCDC meeting to be informally interviewed before the commission. Staff will notify the other candidates that they have not been chosen as finalists. The LCDC will appoint the new CIAC member prior to the end of the meeting that the interviews were held.

Sample timeline:

- July 1 – Announce vacancy
- July 29 – Deadline for applications
- July 30 – Applications sent to CIAC
- Aug. 1 – Finalists chosen by CIAC, along with rankings
- Aug. 15 – LCDC meeting

Applications consist of the following materials: Resume; Four letters of recommendation and references; Answers to four questions:

- Please explain why you are interested in this position.
- Please explain any involvement you have had with community planning or community involvement committees.
- Please explain any experience you have had in writing, editing or producing educational materials.
- Please explain any involvement you have had with state, regional or local advisory boards.

Notification List: CIAC Recruitment

Target List Or Organization	How Many	Contacted by	When & by whom
DLCD Staff	Electronic		
Commissioners	Electronic		
Current CIAC members	Electronic		
Past CIAC members	Electronic		
Applicants from past year	Electronic		
LOAC	Mailing		
Post on DLCD website	Electronic		
City Planners in district	Mailing		
County Planners in district	Mailing		
Newspapers in district	Electronic		
Radio/TV in district	Electronic		
Capitol Press Room	Hand drop		
Governor's Office	Hand drop		
COGs (if any) in District	Mailing		
League of Oregon Cities	Electronic		
Assn. of Oregon Counties	Electronic		
League of Women Voters	Electronic		
Farm Bureau	Electronic		
Homebuilders	Electronic		
Realtors	Electronic		
1000 Friends of Oregon	Electronic		
Oregonians in Action	Electronic		
APA, Oregon	Electronic		
Interested Parties	Electronic & mailing		
Oregon Wine industry	Electronic		
Metro	Electronic		
Oregon Assn. of Nurseries	Electronic		
OCAPA	Electronic		

Recruitment of new CIAC members. The order of tasks are:

1. When a vacancy occurs on CIAC, announce the open position via a press release.
Example:
http://www.oregon.gov/LCD/news_2008.shtml#Volunteer_sought_for_state_advisory_committee (Give potential applicants at least four weeks to meet the application deadline.)
E-mail the link to the press release to the following in the district where applications are being sought:
 - a. Newspapers, Radio and Television e-mail contacts
 - b. CIAC Interested Parties contacts
 - c. CIAC members
2. Mail or e-mail copies of completed applications to all members of CIAC.
3. Within a week, ask CIAC members to rank the applicants; sending their rankings to the Staff Assistant.
4. The Staff Assistant, working with the CIAC Chair, will use the rankings to determine finalists for the vacancy.
5. The list of finalists will be forwarded to the CIAC recruitment subcommittee. The subcommittee will select its top candidate and bring that recommendation to the next CIAC meeting.
6. At the next CIAC meeting, the committee members will discuss the recommendation of the subcommittee. CIAC will then vote to determine which candidate's name will be forwarded to LCDC at the next commission meeting.
7. LCDC will select a candidate to fill the vacancy. The Staff Assistant will contact all of the applicants about LCDC's decision.

CIAC application and appointment procedure

1. When a vacancy occurs on CIAC, department staff will announce (at least 45 days before the position must be filled) the vacant position through notices to the media and interest groups, on the DLCD website, and with direct mailings to local officials in the district where applications are being sought.
2. Staff will mail or email copies of completed applications to all members of CIAC.
3. CIAC members will select three finalists and rank the candidates. Staff will invite those three finalists to the next LCDC meeting to be informally interviewed before the Commission. Staff will notify the other candidates that they have not been chosen as finalists. The LCDC will appoint the new CIAC member prior to the end of the meeting that the interviews were held.

Sample timeline:

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Aug. 15 – LCDC meeting

NOTE:

‘Staff’ is usually the Communications Officer

Volunteer sought for state advisory committee

Sept. 17, 2008

A new volunteer is being sought from [Oregon Congressional District 2](#) for the state's Citizen Involvement Advisory Committee (CIAC). CIAC is an eight-person committee that advises the Oregon Land Conservation and Development Commission (LCDC) and local governments on citizen involvement in land use planning.

The committee meets every two months; usually in Salem.

CIAC's work centers on Statewide Planning Goal 1: Citizen Involvement. The committee furthers the goal through activities such as:

- Writing materials to educate and inform Oregonians about citizen involvement;
- Gathering and disseminating information about citizen involvement techniques; and
- Advising LCDC and state and local officials about ways to enhance citizen involvement.

Additional information about CIAC can be found on the Web at:

<http://www.oregon.gov/LCD/citizeninvolvement.shtml>. Interested candidates are welcome to contact any of the current CIAC members for more information about duties and activities.

Completed applications must be **received at DLCD by 5 p.m. on Friday, Oct. 31, 2008.**

APPLICATION MATERIALS:

- Resume
- Four letters of recommendation and/or references
- Answers to four questions below (Please answer on a separate sheet of paper.)

APPLICATION QUESTIONS:

- Please explain why you are interested in this position
- Please explain any involvement you have had with community planning or citizen involvement committees
- Please explain any experience you have had with local land use planning actions or issues.
- Please explain any experience you have had in writing, editing or producing educational materials
- Please explain any involvement you have had with state, regional or local advisory boards

Please send application materials to:

Oregon Department of Land Conservation and Development
Attn: Communications Officer
635 Capitol St. NE, Suite 150
Salem, OR 97301

Or you can submit your application by:

FAX: 503-378-5518

E-MAIL: cliff.voliva@state.or.us