

Oregon

Citizen Involvement Advisory Committee

(Advisory Committee to the Land Conservation and Development Commission)

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Statewide Land Use Planning Goal One:

To insure the opportunity for citizens to be involved in all phases of the planning process.

Website:

[http://www.oregon.gov/
LCD/citizeninvolvement.
shtml](http://www.oregon.gov/LCD/citizeninvolvement.shtml)

CIAC Members:

Peter Frothingham
Odell

Ann Glaze
Dallas

Jack L. Johnson
Cove

Ian Maitland
Harbor

Gregory McClarren
Redmond

Pat Wheeler (Chair)
Monmouth

Christine White
Portland

Pat Zimmerman
Scappoose

April 18, 2008

MEMORANDUM

TO: Land Conservation and Development Commission

FROM: Citizen Involvement Advisory Committee

RE: LCDC/CIAC Discussion

Agenda for CIAC Report and Discussion for May 2, 2008

- Regular CIAC report for March/April
- Summary of CIAC activities 2000-08
- Planned coordinated activities with DLCD's Community Services Div. (*Attachment A*)
- Revised discussion questions (below)

1. What are the ways in which CIAC can help LCDC implement Goal 1?

Local Committees for Citizen Involvement (CCIs) are mandatory, but the role of the CCI is often assigned to planning commissions. All other components of Goal 1 appear to be "optional." One common theme in CIAC's outreach sessions was that citizens have a high expectation for Goal 1, but these are not being met. Planning directors have indicated that they are challenged with budget and staff problems.

Most local Citizen Involvement Programs (CIP) were developed long ago and have not been reviewed or updated. Does the Commission intend to request periodic reviews of local CIPs as described in OAR 660-025-0050? (*Attachment B*) If such reviews are requested by LCDC, then CIAC would be responsible for providing advice and comments. If such reviews are not requested, is there another way in which CIAC could assist DLCD and LCDC efforts to better implement Goal 1 at the local level?

2. CIAC receives complaints from citizens at outreach sessions, at our regular meetings, by mail, email and by phone.

- What action, if any, does LCDC want taken on the complaints?
- Who should take action (if any)?
- What should be the basis of the response?

3. To some degree Oregon's land use system has evolved into an appeal driven process.

- Does this apply to Goal 1? (*Attachment C*)
- Where does enforcement come into the process?
- Where does the appeal process come into the process?

**Brief summary of meeting with Division of Community Services
January 31, 2008**

CIAC members: Pat Wheeler and Ann Glaze

DLCD staff:

Darren Nichols, Division Manager

Ed Moore, Southern Willamette Valley – Eugene

Dave Perry, S. Coast

Jason Locke, Willamette Valley – Salem

Laren Wooly, N. Coast

Gary Fish, Willamette Valley – Salem

Amanda Punton

Mara Ulloa, Plan Amendment Specialist

Larry French, Grants/PR Administrative Specialist

Grant Young, Northeastern – La Grande

Mark Radabaugh, Central and Southeastern – Bend (by conference phone)

Rob Hallyburton, Division Manager, Planning Services Division

Reasons for lack of citizen involvement in some jurisdictions:

- 1) lack of citizen interest
- 2) lack of funding, staff time, staff interest, staff training
- 3) lack of political will of elected officials (some jurisdictions actively discourage citizen involvement, but try to hide it)

Suggestions for improving citizen involvement:

- 1) put CIAC members on e-mail list for PAPA notices
- 2) tie grant funding to a required update of the CIP
- 3) re-instate training workshops for Planning Commission members
- 4) lengthen notice requirements (longer than 45 days)

Possible next step(s):

Request Community Services to do an internal survey of Regional Representatives to address the following questions:

- 1) Of those counties and cities in your jurisdiction which have effective CIPs?
- 2) For those that do not have effective programs, what are the main barriers to implementing CI?

For example,

lack of citizen interest

lack of funding, staff time, staff interest, staff training

lack of political will of elected officials

other cause(s)

- 3) What suggestions do you have for promoting and improving CI within your region?
- 4) Other questions?

Written review should be submitted to LCDC (with cc to CIAC) by when?

Citizen Involvement Review

About LCDC (from the DLCD web page)

Oregon's seven-member Land Conservation and Development Commission (LCDC), assisted by DLCD, adopts state land-use goals and implements rules, assures local plan compliance with the goals, coordinates state and local planning, and manages the coastal zone program.

The Commissioners are unpaid citizen volunteers appointed by the Governor and confirmed by the Senate. Commissioners are appointed to four-year terms and may not serve for more than two full terms.

The statute establishing the Commission, ORS 197.030, also directs that the members be representative of certain regions of the state, and that there be a current or former elected official of a city and a county.

660-025-0050

Commencing Periodic Review

(1) The department must commence the periodic review process by sending a letter to the affected local government pursuant to OAR 660-025-0030 or 660-025-0035. The department may provide advance notice to a local government of the upcoming review and must encourage local governments to review their citizen involvement provisions prior to beginning periodic review.

ADVISORY COMMITTEES

197.160 State Citizen Involvement Advisory Committee; city and county citizen advisory committees. (1) To assure widespread citizen involvement in all phases of the planning process:

(a) The Land Conservation and Development Commission shall appoint a State Citizen Involvement Advisory Committee, broadly representative of geographic areas of the state and of interests relating to land uses and land use decisions, to develop a program for the commission that promotes and enhances public participation in the adoption and amendment of the goals and guidelines.

(b) Each city and county governing body shall submit to the commission, on a periodic basis established by commission rule, a program for citizen involvement in preparing, adopting and amending comprehensive plans and land use regulations within the respective city and county. Such program shall at least contain provision for a citizen advisory committee or committees broadly representative of geographic areas and of interests relating to land uses and land use decisions.

(c) The State Citizen Involvement Advisory Committee appointed under paragraph (a) of this subsection shall review the proposed programs submitted by each city and county and report to the commission whether or not the proposed program adequately provides for public involvement in the planning process, and, if it does not so provide, in what respects it is inadequate.

(2) The State Citizen Involvement Advisory Committee is limited to an advisory role to the commission. It has no express or implied authority over any local government or state agency. [1973 c.80 §35; 1981 c.748 §25; 1983 c.740 §49]

Oregon's Statewide Planning Goals & Guidelines

GOAL 1: CITIZEN INVOLVEMENT

OAR 660-015-0000(1)

To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

The governing body charged with preparing and adopting a comprehensive plan shall adopt and publicize a program for citizen involvement that clearly defines the procedures by which the general public will be involved in the on-going land-use planning process.

The citizen involvement program shall be appropriate to the scale of the planning effort. The program shall provide for continuity of citizen participation and of information that enables citizens to identify and comprehend the issues.

Federal, state and regional agencies, and special-purpose districts shall coordinate their planning efforts with the affected governing bodies and make use of existing local citizen involvement programs established by counties and cities.

The citizen involvement program shall incorporate the following components:

1. Citizen Involvement -- To provide for widespread citizen involvement.

The citizen involvement program shall involve a cross-section of affected citizens in all phases of the planning process. As a component, the program for citizen involvement shall include an officially recognized committee for

citizen involvement (CCI) broadly representative of geographic areas and interests related to land use and land-use decisions. Committee members shall be selected by an open, well-publicized public process.

The committee for citizen involvement shall be responsible for assisting the governing body with the development of a program that promotes and enhances citizen involvement in land-use planning, assisting in the implementation of the citizen involvement program, and evaluating the process being used for citizen involvement.

If the governing body wishes to assume the responsibility for development as well as adoption and implementation of the citizen involvement program or to assign such responsibilities to a planning commission, a letter shall be submitted to the Land Conservation and Development Commission for the state Citizen Involvement Advisory Committee's review and recommendation stating the rationale for selecting this option, as well as indicating the mechanism to be used for an evaluation of the citizen involvement program. If the planning commission is to be used in lieu of an independent CCI, its members shall be selected by an open, well-publicized public process.

2. Communication -- To assure effective two-way communication with citizens.

Mechanisms shall be established which provide for effective communication between citizens and elected and appointed officials.

3. Citizen Influence -- To provide the opportunity for citizens to be involved in all phases of the planning process.

Citizens shall have the opportunity to be involved in the phases of the planning process as set forth and defined in the goals and guidelines for Land Use Planning, including Preparation of Plans and Implementation Measures, Plan Content, Plan Adoption, Minor Changes and Major Revisions in the Plan, and Implementation Measures.

4. Technical Information -- To assure that technical information is available in an understandable form.

Information necessary to reach policy decisions shall be available in a simplified, understandable form. Assistance shall be provided to interpret and effectively use technical information. A copy of all technical information shall be available at a local public library or other location open to the public.

5. Feedback Mechanisms -- To assure that citizens will receive a response from policy-makers.

Recommendations resulting from the citizen involvement program shall be retained and made available for public assessment. Citizens who have participated in this program shall receive a response from policy-makers. The rationale used to reach land-use policy

decisions shall be available in the form of a written record.

6. Financial Support -- To insure funding for the citizen involvement program.

Adequate human, financial, and informational resources shall be allocated for the citizen involvement program. These allocations shall be an integral component of the planning budget. The governing body shall be responsible for obtaining and providing these resources.

A. CITIZEN INVOLVEMENT

1. A program for stimulating citizen involvement should be developed using a range of available media (including television, radio, newspapers, mailings and meetings).

2. Universities, colleges, community colleges, secondary and primary educational institutions and other agencies and institutions with interests in land-use planning should provide information on land-use education to citizens, as well as develop and offer courses in land-use education which provide for a diversity of educational backgrounds in land-use planning.

3. In the selection of members for the committee for citizen involvement, the following selection process should be observed: citizens should receive notice they can understand of the opportunity to serve on the CCI; committee appointees should receive official notification of their selection; and committee appointments should be well publicized.

B. COMMUNICATION

Newsletters, mailings, posters, mail-back questionnaires, and other

available media should be used in the citizen involvement program.

C. CITIZEN INFLUENCE

1. Data Collection - The general public through the local citizen involvement programs should have the opportunity to be involved in inventorying, recording, mapping, describing, analyzing and evaluating the elements necessary for the development of the plans.

2. Plan Preparation - The general public, through the local citizen involvement programs, should have the opportunity to participate in developing a body of sound information to identify public goals, develop policy guidelines, and evaluate alternative land conservation and development plans for the preparation of the comprehensive land-use plans.

3. Adoption Process - The general public, through the local citizen involvement programs, should have the opportunity to review and recommend changes to the proposed comprehensive land-use plans prior to the public hearing process to adopt comprehensive land-use plans.

4. Implementation - The general public, through the local citizen involvement programs, should have the opportunity to participate in the development, adoption, and application of legislation that is needed to carry out a comprehensive land-use plan.

The general public, through the local citizen involvement programs, should have the opportunity to review each proposal and application for a land conservation and development action prior to the formal consideration of such proposal and application.

5. Evaluation - The general public, through the local citizen

involvement programs, should have the opportunity to be involved in the evaluation of the comprehensive land use plans.

6. Revision - The general public, through the local citizen involvement programs, should have the opportunity to review and make recommendations on proposed changes in comprehensive land-use plans prior to the public hearing process to formally consider the proposed changes.

D. TECHNICAL INFORMATION

1. Agencies that either evaluate or implement public projects or programs (such as, but not limited to, road, sewer, and water construction, transportation, subdivision studies, and zone changes) should provide assistance to the citizen involvement program. The roles, responsibilities and timeline in the planning process of these agencies should be clearly defined and publicized.

2. Technical information should include, but not be limited to, energy, natural environment, political, legal, economic and social data, and places of cultural significance, as well as those maps and photos necessary for effective planning.

E. FEEDBACK MECHANISM

1. At the onset of the citizen involvement program, the governing body should clearly state the mechanism through which the citizens will receive a response from the policy-makers.

2. A process for quantifying and synthesizing citizens' attitudes should be developed and reported to the general public.

F. FINANCIAL SUPPORT

1. The level of funding and human resources allocated to the citizen involvement program should be sufficient to make citizen involvement an integral part of the planning process.