



Meeting Notice

Citizen Involvement Advisory Committee



Goal 1, Citizen Involvement: Develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.

Zoom Conferencing:

<https://zoom.us/j/174724154>

1-888-683-5191

Meeting ID: 174 724 154

Meeting:

Wednesday, August 3, 2016,

9am – 11:30am

9:00am – ZOOM Meeting

Item 1	Agenda Review, Notes from previous meeting	9:00am – 9:05am
Item 2	Public Comment	9:05am - 9:10am
Item 3	New Member Introduction	9:10am – 9:20am
Item 4	Recruitment Planning and Update <ul style="list-style-type: none">• District 2• District 4	9:20am – 9:25am
Item 5	West Linn – CIC Update	9:25am – 9:45am
Item 6	Ashland – Comprehensive Plan Update (Goal 1)	9:45am – 10:05am
Item 7	2015 STAR Awards	10:05am - 10:20am
Item 8	<u>Workplan</u> Items <ul style="list-style-type: none">• STAR/ACE Awards• Survey• Private and Public Partner Relationship• No and Low Cost Tools (best practices checklist)• Public Response Protocol	10:20am – 10:45am
Item 9	LCDC Joint Meeting Prep	10:45am – 10:55am
Item 10	2016-17 Workplan Items (proposed)	10:55am – 11:15am
Item 11	Rulemaking Review	11:15am – 11:25am
Item 8	Next Steps	11:25am – 11:30am

Next Meeting: Joint meeting with LCDC, September 22, 2016

All times are estimates. Items may be taken in an order different than shown on this agenda. For more information contact: Sadie Carney, (503) 934-0036, sadie.carney@state.or.us or Casaria Taylor, (503) 934-0065, casaria.taylor@state.or.us.

Oregon's Citizen Involvement Advisory Committee is comprised of eight volunteers, one from each of Oregon's five Congressional Districts and three at-large positions. CIAC is a permanent committee established by ORS 197 and 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.

Current Committee Members:

Amy Sheckla-Cox (District 1)
Steve Faust, Chair (District 3)
Lisa Phipps, Vice-chair (District 5)
Jerry Gerspach (At-large)

Phil Stenbeck (District 2)
Gregory McClarren (District 4)
Marissa Grass (At-large)
Wendy Hudson (At-large)

The meeting location is accessible to persons with disabilities. To request an interpreter for the hearing impaired or for other accommodations for persons with disabilities, please make requests at least 48 hours before the meeting to Casaria Taylor at (503) 934-0065, casaria.taylor@state.or.us, or by TTY: Oregon Relay Services (800) 735-2900.

Public Comment:

This part of the agenda is for comments on topics not scheduled elsewhere on the agenda. The chair may set time limits (usually three minutes) for individual speakers. The maximum time for all public comments under this agenda item will be limited to 30 minutes. If you bring written summaries or other materials to the meeting please provide the committee with 20 copies prior to your testimony. The committee is unable to take action, at this meeting, on items brought to their attention on this forum.

RESOLUTION NO. 2016-05

A RESOLUTION ESTABLISHING UPDATED BYLAWS FOR THE WEST LINN COMMITTEE FOR CITIZEN INVOLVEMENT

WHEREAS, citizen involvement and two-way communication with residents is a West Linn priority;

WHEREAS, State law requires the City maintain a citizen involvement program that ensures the opportunity for citizens to be actively involved in the land use process;

WHEREAS, Goal 1 of Oregon's Statewide Planning Goals & Guidelines states that governing bodies 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;

WHEREAS, effective citizen involvement is essential to good government and responsible land use decisions;

WHEREAS, the following guiding principles are the cornerstones to West Linn's citizen involvement program:

- We believe active citizen involvement is essential to the future of West Linn.
- We respect and consider all citizen input.
- We encourage involvement opportunities that reflect our diversity.
- We promote participation, based on citizen involvement opportunities, of individuals and of community, business, and special interest groups.
- We provide communications to encourage citizen participation in city processes that are understandable, timely and broadly distributed.
- We organize involvement activities to make the best use of citizens' time and effort.
- We assure that citizens feel valued and respected through the process.
- We strive to achieve the highest value and efficient use of taxpayer dollars.

WHEREAS, prior to 2008 there are no City records indicating that the City Council of West Linn delegated the duties of the City's Committee for Citizen Involvement ("CCI") to any body;

WHEREAS, the City Council recognized the West Linn Planning Commission as the City's CCI in September 2008 thereby delegating the duties of complying with Goal 1 to the Planning Commission;

WHEREAS, the City Council reevaluated its program for citizen involvement at the beginning of 2014;

WHEREAS, the City Council decided that the importance of citizen involvement required a broader cross-section of interests be represented on the CCI;

WHEREAS, the City Council adopted Resolution 2014-17 on August 11, 2014, which establishes Bylaws for the Committee for Citizen Involvement; and

WHEREAS, new bylaws are needed to better establish the purpose and work of the CCI.

NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS:

SECTION 1. Resolution 2014-07 is repealed.

SECTION 2. The City of West Linn formally recognizes the CCI in accordance with Attachment A, the City of West Linn CCI Bylaws.

SECTION 3. The City of West Linn CCI Bylaws are adopted.

This resolution was PASSED and ADOPTED this 9th day of May 2016, and takes effect upon passage.



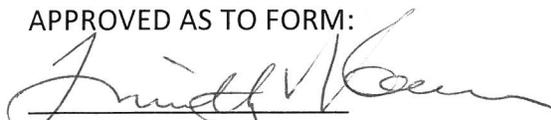
RUSSELL B. AXELROD, MAYOR

ATTEST:



KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:



CITY ATTORNEY

ATTACHMENT A

BYLAWS FOR A COMMITTEE FOR CITIZEN INVOLVEMENT FOR THE CITY OF WEST LINN, OREGON

ARTICLE I - NAME

The name of this organization shall be the Committee for Citizen Involvement of West Linn, Oregon; hereinafter called the CCI.

ARTICLE II - PURPOSE

The CCI is an independent body intended to function as a watchdog and advocate for citizen involvement. It is responsible for advising the City Council and other bodies on the development, implementation, and evaluation of a Citizen Involvement Plan that:

1. Promotes and enhances citizen involvement in land use planning as required by Oregon State Planning Goal 1 (OAR 660-015-000(1));
2. Evaluates the citizen involvement process; and
3. Makes recommendations to the City Council to improve the citizen involvement process.

ARTICLE III-MEMBERSHIP

The committee shall consist of two members of the City Council, the chair of the Planning Commission, the chair of the Historic Review Board, two citizens appointed at large, a business community member appointed at large, a member of the Neighborhood Association Presidents Committee, and a member of the West Linn Chamber of Commerce. If the chair of the Planning Commission and/or Historic Review Board is unable to serve their respective body will then select a member to serve in their place.

At large members of the CCI are appointed by the City Council.

ARTICLE IV - TERM OF OFFICE

The membership term shall be for the duration of the term of service on the City Council, Planning Commission, Historic Review Board or as the Neighborhood Association President Committee Chair for such members. The two at large citizen members, at large business community member, and the Chamber of Commerce representative shall serve a two year term.

ARTICLE V-VOTING

A quorum shall be a majority of the current CCI members. A vote shall be decided by a majority of the CCI members present at a meeting at which a quorum is present.

ARTICLE VI-MEETINGS

Meetings of the CCI shall be publicized in advance of the meeting date and conducted in accordance with applicable state and local law. The CCI shall meet at least once a month at a designated time and place.

ARTICLE VII - PRESIDING OFFICER

The Chair and the Vice Chair of the CCI shall be elected from its membership as soon as practicable each calendar year. The Chair, and when appropriate the Vice Chair or designee selected by the CCI, will preside over all CCI meetings.

From: Brandon Goldman [<mailto:brandon.goldman@ashland.or.us>]
Sent: Friday, May 27, 2016 12:16 PM
To: DLCD Plan Amendments <planamendments@dlcd.state.or.us>; LeBombard, Josh <jlebombard@dlcd.state.or.us>
Cc: Bill Molnar <bill.molnar@ashland.or.us>
Subject: Notice of Proposed Amendment

Plan Amendment Specialist,

The City of Ashland is preparing to begin public hearings to modify the Citizen Involvement Element (Chapter III) of our Comprehensive Plan to better reflect the structure of citizen involvement within our community. Attached please find the requisite Notice of Proposed Amendment, the draft ordinance amending the Comprehensive Plan text, and a draft Staff report relating to the proposed amendments. The primary outcome of the proposed Comprehensive Plan amendment would be that the Ashland Planning Commission would be designated as the Committee for Citizen Involvement (CCI), and would be assigned the responsibilities of the CCI under Goal 1.

When the Comprehensive plan element was initially drafted and until 1992 the City utilized a Citizen Planning Advisory Committee (CPAC) to advise on plan amendments and land use policy development. The CPAC was comprised of 16 individuals from throughout the City. Since that time the City has created and utilized fifteen permanent commissions and committees with 109 active citizen members to provide opportunities for citizen involvement. Each of these commissions and committees meet monthly and regularly provide recommendations to the Planning Commission and City Council regarding policy changes effecting their areas of expertise. This system of citizen commissions affords considerably more opportunities for public participation in Ashland planning and plan amendment processes than was afforded by a singular 16 member Citizen Public Advisory Committee.

	2016 City Committees/Commissions	# of Members
1.	Airport	9
2.	Audit	4
3.	Band Board	7
4.	Budget	7
5.	Building Appeals	6
6.	Conservation	9
7.	Forest Lands	7
8.	Historic	9
9.	Housing & Human Services	9
10.	Parks & Recreation	7
11.	Planning	7
12.	Public Arts	7
13.	Transportation	7
14.	Tree	7
15.	Wildfire Mitigation	7
	Total Citizen Commissioners and Committee Members:	109

Given the current structure of Citizen involvement in Ashland, we are fortunate to have robust engagement of a full cross section of Ashland's population in all matters effecting the City, and the City Council benefits from the advice and citizen engagement activities of these many standing commissions.

The Planning Commission, as supported by the standing advisory commissions, will continue to evaluate our citizen involvement program and make recommendations to the City Council on enhancements to citizen engagement in the planning process as the newly designated CCI. Attached to this email is a draft Staff Report which further describes the history of the Ashland CPAC, and the proposed changes to the Comprehensive Plan to be presented for consideration at an initial public hearing on July 12, 2016.

Please let me know if you, the members of the Land Conservation and Development Commission, or the Citizen Involvement Advisory Committee have any questions or need additional information.

Thank you, Brandon

Brandon Goldman, AICP
Senior Planner
City of Ashland, Planning Division
20 East Main Street, Ashland OR 97520
(541) 552-2076, TTY: 1-800-735-2900
FAX: (541) 552-2050
brandon.goldman@ashland.or.us

This email transmission is official business of the City of Ashland, and it is subject to Oregon Public Records law for disclosure and retention. If you have received this message in error, please contact me at (541)552-2076. Thank you.



NOTICE OF A PROPOSED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FOR DLCD USE
File No.:
Received:

Local governments are required to send notice of a proposed change to a comprehensive plan or land use regulation **at least 35 days before the first evidentiary hearing.** (See [OAR 660-018-0020](#) for a post-acknowledgment plan amendment and [OAR 660-025-0080](#) for a periodic review task). The rules require that the notice include a completed copy of this form.

Jurisdiction: **City of Ashland**

Local file no.: **PL-2016-00682**

Please check the type of change that best describes the proposal:

- Urban growth boundary (UGB) amendment** including more than 50 acres, by a city with a population greater than 2,500 within the UGB
- UGB amendment** over 100 acres by a metropolitan service district
- Urban reserve designation**, or amendment including over 50 acres, by a city with a population greater than 2,500 within the UGB
- Periodic review task** – Task no.:
- Any other change** to a comp plan or land use regulation (*e.g.*, a post-acknowledgement plan amendment)

Local contact person (name and title): Brandon Goldman
 Phone: 541-552-2076 E-mail: brandon.goldman@ashland.or.us
 Street address: 20 E. Main St City: Ashland Zip: 97520-

Briefly summarize the proposal in plain language. Please identify all chapters of the plan or code proposed for amendment (maximum 500 characters):

The proposed amendment to the Chapter III of the Ashland Comprehensive Plan [Citizen Participation and Involvement] would clarify that the Planning Commission is the designated Committee for Citizen Involvement.

Date of first evidentiary hearing: 07/12/2016

Date of final hearing: 08/16/2016

This is a revision to a previously submitted notice. Date of previous submittal:

Check all that apply:

- Comprehensive Plan text amendment(s)
- Comprehensive Plan map amendment(s) – Change from _____ to _____
Change from _____ to _____
- New or amended land use regulation
- Zoning map amendment(s) – Change from _____ to _____
Change from _____ to _____
- An exception to a statewide planning goal is proposed – goal(s) subject to exception:
- Acres affected by map amendment:

Location of property, if applicable (site address and T, R, Sec., TL):

List affected state or federal agencies, local governments and special districts:

NOTICE OF A PROPOSED CHANGE – SUBMITTAL INSTRUCTIONS

1. Except under certain circumstances,¹ proposed amendments must be submitted to DLCD's Salem office at least 35 days before the first evidentiary hearing on the proposal. The 35 days begins the day of the postmark if mailed, or, if submitted by means other than US Postal Service, on the day DLCD receives the proposal in its Salem office. **DLCD will not confirm receipt of a Notice of a Proposed Change unless requested.**

2. A Notice of a Proposed Change must be submitted by a local government (city, county, or metropolitan service district). DLCD will not accept a Notice of a Proposed Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of a Proposed Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 1 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available here:

<http://www.oregon.gov/LCD/forms.shtml>

4. **Electronic submittals** of up to 20MB may be sent via e-mail. Address e-mails to plan.amendments@state.or.us with the subject line "Notice of Proposed Amendment."

Submittals may also be uploaded to DLCD's FTP site at http://www.oregon.gov/LCD/Pages/papa_submittal.aspx.

E-mails with attachments that exceed 20MB will not be received, and therefore FTP must be used for these electronic submittals. **The FTP site must be used for all .zip files** regardless of size. The maximum file size for uploading via FTP is 150MB.

Include this Form 1 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of a Proposed Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or.xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-934-0017 or plan.amendments@state.or.us.

6. **Text:** Submittal of a Notice of a Proposed Change for a comprehensive plan or land use regulation text amendment must include the text of the amendment and any other information necessary to advise DLCD of the effect of the proposal. "Text" means the specific language proposed to be amended, added to, or deleted from the currently acknowledged plan or land use regulation. A general description of the proposal is not adequate. The notice may be deemed incomplete without this documentation.

7. **Staff report:** Attach any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained.

8. **Local hearing notice:** Attach the notice or a draft of the notice required under ORS 197.763 regarding a quasi-judicial land use hearing, if applicable.

9. **Maps:** Submittal of a proposed map amendment must include a map of the affected area showing existing and proposed plan and zone designations. A paper map must be legible if printed on 8½" x 11" paper. Include text regarding background, justification for the change, and the application if there was one accepted by the local government. A map by itself is not a complete notice.

10. **Goal exceptions:** Submittal of proposed amendments that involve a goal exception must include the proposed language of the exception.

¹ 660-018-0022 provides:

(1) When a local government determines that no goals, commission rules, or land use statutes apply to a particular proposed change, the notice of a proposed change is not required [a notice of adoption is still required, however]; and

(2) If a local government determines that emergency circumstances beyond the control of the local government require expedited review such that the local government cannot submit the proposed change consistent with the 35-day deadline, the local government may submit the proposed change to the department as soon as practicable. The submittal must include a description of the emergency circumstances.

<http://www.oregon.gov/LCD/Pages/forms.aspx>

If you have any questions or would like assistance, please contact your DLCD regional representative or the DLCD Salem office at 503-934-0017 or e-mail plan.amendments@state.or.us.

Notice checklist. Include all that apply:

- Completed Form 1
- The text of the amendment (e.g., plan or code text changes, exception findings, justification for change)
- Any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained
- A map of the affected area showing existing and proposed plan and zone designations
- A copy of the notice or a draft of the notice regarding a quasi-judicial land use hearing, if applicable
- Any other information necessary to advise DLCD of the effect of the proposal

DRAFT
ASHLAND PLANNING DIVISION
STAFF REPORT
_____, 2016

PLANNING ACTION: # PL-2016-00682

APPLICANT: City of Ashland

ORDINANCE REFERENCES: *Ashland Land Use Ordinance Chapter 18.5.9:
Comprehensive Plan, Zoning, and Land Use
Ordinance Amendments*
*Ashland Comprehensive Plan Chapter III:
Citizen Involvement and Participation*

REQUEST: A Legislative Amendment is proposed to amend the Citizen Involvement and Participation element of the City of Ashland Comprehensive Plan, Chapter III, to designate the Planning Commission as the City's Committee for Citizen Involvement.

I. Relevant Facts

A. Background

On April 19, 2016 the Council passed second reading of an ordinance amending the Ashland Municipal Code Chapter 2 (Administration). This recently approved ordinance repealed Chapter 2.27 of the Ashland Municipal Code and amended Chapter 2.12 of the Ashland Municipal Code for the purpose of designating the Planning Commission as the City's Committee for Citizen Involvement.

State law (Senate Bill 100, adopted in 1973 and now codified in ORS 197) requires every city in Oregon to have a citizen involvement program for preparing, adopting and amending comprehensive plans and land use regulations. The law requires that the program include a citizen advisory committee that "broadly representative of geographic areas and interests." This Oregon Statewide Planning citizen involvement Goal, is addressed in Chapter III of the Ashland Comprehensive Plan [Citizen Participation and Involvement]. This chapter presently references the Citizen Planning Advisory Commission (CPAC) which was formally dissolved through adoption of the amendments to Chapter 2 of the municipal code (Ord#3124).

Therefore, in order to reflect the recent amendments to Chapter 2.12, and to remain compliant with State Law, the Citizen Participation and Involvement chapter of the Comprehensive Plan needs to be amended to provide consistency between the plan and the municipal code.

B. Ordinance Amendments

The proposed ordinance amends the Citizen’s Planning Advisory Committee section of Chapter III of the Comprehensive Plan to eliminate references to the “Citizen’s Planning Advisory Committee” and to newly include reference to the Ashland Planning Commission as the designated “Committee for Citizen Involvement”. Additionally Policies 1 &2 are reworded to replace existing references to CPAC with the reference to the Committee for Citizens Involvement.

II. Procedural

18.5.9.020: Comprehensive Plan, Zoning, and Land Use Ordinance Amendments

18.5.9.020: Applicability and Review Procedure

Applications for Plan Amendments and Zone Changes are as follows:

B. Type III. It may be necessary from time to time to make legislative amendments in order to conform with the Comprehensive Plan or to meet other changes in circumstances or conditions. The Type III procedure applies to the creation, revision, or large-scale implementation of public policy requiring City Council approval and enactment of an ordinance; this includes adoption of regulations, zone changes for large areas, zone changes requiring comprehensive plan amendment, comprehensive plan map or text amendment, annexations (see chapter 18.5.8 for annexation information), and urban growth boundary amendments. The following planning actions shall be subject to the Type III procedure.

- 1. Zone changes or amendments to the Zoning Map or other official maps, except where minor amendments or corrections may be processed through the Type II procedure pursuant to subsection 18.5.9.020.A, above.*
- 2. Comprehensive Plan changes, including text and map changes or changes to other official maps.*
- 3. Land Use Ordinance amendments.*
- 4. Urban Growth Boundary amendments.*

III. Conclusions and Recommendations

If the Commission recommends approval of the attached ordinance, staff will prepare a formal recommendation to the Council for the Commission’s review. The public hearing is scheduled at the Council on _____

Staff recommends the Planning Commission forward a recommendation of approval to the City

Council for the Ordinance amending Chapter III of the Ashland Comprehensive Plan to designate the Planning Commission as the Committee for Citizen Involvement.

Potential Motion

Move to recommend approval to the City Council an ordinance amending the Comprehensive Plan Citizen Participation and Involvement Element to designate the Planning Commission as the Committee for Citizen Involvement.

Attachments:

- Draft Ordinance Amending the amending the Comprehensive Plan Citizen Involvement and Participation Element (Planning Action PL-2016-00682)
- Ordinance # [redacted] amending AMC Chapter 2.27 and 2.12
- Written Public Comments Received to Date

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE CITIZEN PARTICIPATION AND INVOLVEMENT
CHAPTER OF THE ASHLAND COMPREHENSIVE PLAN TO ESTABLISH THE
ASHLAND PLANNING COMMISSION AS THE COMMITTEE FOR CITIZEN
INVOLVEMENT**

Annotated to show ~~deletions~~ and **additions** to the code sections being modified.
Deletions are **~~bold lined through~~** and additions are in **bold underline**.

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS, the above referenced grant of power has been interpreted as affording all legislative powers home rule constitutional provisions reserved to Oregon Cities. City of Beaverton v. International Ass'n of Firefighters, Local 1660, Beaverton Shop 20 Or. App. 293; 531 P 2d 730, 734 (1975); and

WHEREAS, the Ashland Comprehensive Plan contains policies regarding the citizen participation and involvement to ensure the opportunity for citizens to be involved in all phases of the planning process, and

WHEREAS, Oregon land use law requires each city to have a Committee for Citizen Involvement that is responsible for evaluating and assessing citizen engagement in land use planning processes and making recommendations to the governing body regarding citizen engagement.

WHEREAS, the Citizen Planning Advisory Committee (CPAC) has been inactive since 1992; and

WHEREAS, in 1992, the City Council of the City of Ashland passed Resolution 92-25 which directed the Planning Director to prepare amendments to the Comprehensive plan to reorganize the Citizen Planning Advisory Committee to function more effectively; and

WHEREAS, in 2016, the City Council of the City of Ashland, following the close of the public hearing and record, deliberated and conducted first and second readings approving adoption of Ordinance #3124 repealing Chapter 2.27 and amending Chapter 2.12 of the Ashland Municipal Code to designate the Ashland Planning Commission as the Committee for Citizen Involvement in accordance with Article 10 of the Ashland City Charter; and

WHEREAS, the City of Ashland Planning Commission considered the recommended amendments to the Ashland Comprehensive Plan at a duly advertised public hearing on [REDACTED] and following deliberations, recommended approval of the amendments by a vote of [REDACTED] - [REDACTED]; and

WHEREAS, the City Council of the City of Ashland conducted a duly advertised public hearing on the above-referenced amendments on [REDACTED]; and

WHEREAS, the City Council of the City of Ashland, following the close of the public hearing and record, deliberated and conducted first and second readings approving adoption of the Ordinance in accordance with Article 10 of the Ashland City Charter.

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. The above recitations are true and correct and are incorporated herein by this reference.

SECTION 2. The City of Ashland Comprehensive Plan, Chapter III, [CITIZEN PARTICIPATION AND INVOLVEMENT] is hereby amended to read as follows:

**CHAPTER III
CITIZEN PARTICIPATION AND INVOLVEMENT**

Initial Plan Formulation

The City has made every attempt to involve as many people as possible in the planning process. During the initial drafting of this Plan document, four citizen advisory committees were established, each with a different area of concern.

- 1) Environmental Resources Committee: Areas of interest include subjects related to the environment (air, water pollution) and park, open space and recreation programs.
- 2) Economic and Manpower Resource Committee: Areas of interest include economic development, commercial and industrial land, and manpower programs.
- 3) Public Facilities Committee: Areas of interest include water, sewer, police, fire and transportation.
- 4) Housing and Social Services Committee: Areas of interest include housing, aging programs, health, and other social services.

The committee memberships were established by selecting certain individuals with relevant skills, including SOU faculty members, and by advertising in the newspaper for volunteers. An attempt was made to give each committee a balanced membership with regard to income, age, sex and geographic area of residence. All meetings were advertised and open to the public and all attending were encouraged to take part in the discussion and policy formulations.

The committees met frequently, both separately and jointly, with an average attendance of 9 and 40 respectively. This represented approximately 1250 citizen hours of participation as of December 15, 1975.

There was also a neighborhood involvement element in the Ashland Plan procedure. The City was divided into eight neighborhoods according to areas with similar problems. There were two neighborhood meetings to review the planning process and the Land Use Map. Attendance averaged about 30 for each meeting.

Citizen's Planning Advisory Committee on Citizen Involvement

After the initial Plan draft, a permanent committee was formed to provide continuing citizen involvement. ~~The Citizens' Planning Advisory Committee is appointed by the Mayor. It consists of 16 persons who meet monthly~~ On April 19, 2016, the City Council designated the Ashland Planning Commission as the Committee for Citizen Involvement. to review planning issues which involve LCDC and Comprehensive Plan Goal items. They also This committee provides direction and expertise in development of new ordinances and policies, and This committee assists the City Council with promoting and enhancing citizen involvement in land use planning, the implementation of the citizen involvement program, and evaluation of the process for citizen involvement ~~shoulder the bulk of the ongoing citizens' involvement~~ in the planning process. All major changes in Plan direction or implementation will be reviewed by the committee, and the committee will be responsible to assist in increasing communication between the City and the government decision-makers.

GOAL:

TO MAINTAIN A CITIZEN INVOLVEMENT PROGRAM THAT ENSURES THE OPPORTUNITY FOR CITIZENS TO BE INVOLVED IN ALL PHASES OF THE PLANNING PROCESS.

POLICIES:

- 1) Continue ~~existing Ashland Citizens' Planning Advisory Committee to assist the~~ Committee for Citizen Involvement Ashland Planning Commission to assist the ~~and~~ Ashland City Council on significant planning issues, implementing ordinances, and all LCDC and Comprehensive Plan goals.
- 2) Ensure, as much as possible, that the ~~16-7~~ member ~~Citizens' Planning Advisory Committee~~ Ashland Planning Commission, as the Committee for Citizen Involvement, represents a geographic, occupational and ideological cross-section of the citizenship of Ashland. All future selections to the ~~Committee~~ Ashland Planning Commission should be with the ideal of representing a cross-section of Ashland's

- population.
- 3) Ensure in the future that all citizens are given the opportunity to contribute their views to planning issues through the public hearing process.
 - 4) The City shall sponsor informal workshops during the development of significant elements of the Plan implementing ordinances, so that complex issues may be better understood by the public.
 - 5) The City should develop education materials such as guidelines, handouts, etc. to increase understanding of the City codes by the general public. When necessary, the City should sponsor seminars and classes to better inform the public.

SECTION 3. The City of Ashland Comprehensive Plan, Chapter II, [INTRODUCTIONS AND DEFINITIONS], SECTION 2.04.16, is hereby amended to read as follows:

Plan Review 2.04.16

This plan will be reviewed for adequacy of its policies and timeliness of the supporting data every two years from the date of plan adoption. Revisions of the plan text or plan map shall be subject to the complete citizen involvement process including public workshops, **CPAC Committee for Citizen Involvement (CCI)** participation, Agency coordination, Planning Commission hearings and recommendations, and Council action by ordinance.

SECTION 4. The City of Ashland Comprehensive Plan, Chapter VIII, [PARKS, OPENSOURCE & AESTHETICS], SECTION 8.03, is hereby amended to read as follows:

8.03 Ashland and Other Cities

In 1989 ~~Riek Landt of the Citizen's Advisory Planning Committee (CPAC)~~ **the committee for citizen involvement** conducted a survey of 23 other cities in Oregon to determine how Ashland ranked in available park land relative to these other cities.

SECTION 5. Severability. The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

SECTION 6. Codification. Provisions of this Ordinance shall be incorporated in the City Comprehensive Plan and the word "ordinance" may be changed to "code", "article", "section", or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 1, 5-6) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the _____ day of _____, 2016, and duly PASSED and ADOPTED this _____ day of _____, 2016.

Barbara M. Christensen, City Recorder

SIGNED and APPROVED this ____ day of _____, 2016.

Reviewed as to form:

John Stromberg, Mayor

David Lohman, City Attorney

April 29, 2016

Part 1

Name of project being nominated:

Marijuana Land Use Code for City of Prineville

Part 2

Name of organization being nominated:

Prineville City Council and Prineville Planning Commission

NE Third Street

Prineville, Oregon 97754

Phone: (541) 447-8338

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Part 3

Nominator:

Phil Stenbeck, CFM Planning Director

City of Prineville

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1. Please describe the project in less than - 100 words.

Development of the Medical/Recreational Marijuana Land Use Codes for the City of Prineville.

2. Describe the citizen involvement outreach effort in 300 words or less.

Citizen Involvement outreach included three Marijuana Workshops, hosting a regional discussion on Marijuana with the three County's and 7 Cities in Central Oregon (Marijuana Summit), four Public hearings and a Survey which was sent out to every home in City Limits (4,000 +/-) which was security coded whereby over 550 households responded (95% statistical accuracy) giving the City Council clear direction on development of the City Marijuana Land Use Code.

3. Describe the positive results from Citizen Involvement in 500 words or less.

The positive results that flowed from this effort helped Prineville developed a Marijuana land Use Code tailored to Prineville Citizens. The Citizen Involvement discussion fully engaged citizen concerns and needs by all involved, both for and against Marijuana, helping Prineville citizens created a land use code whereby all are considered and which lead to development of a Marijuana Land Use Code which creates harmony in Prineville around such a controversial and sensitive subject. The well designed survey gave citizens access to participating in a public discussion about what many see as a taboo subject and the fear of publicly expressing their point of view for fear of retribution from opposing points of view.

4. Describe how public input and engagement in this effort affected the land use process and/or decision.

A) The Marijuana Summit gave Local Government Officials the opportunity to get up to speed on the language of the Marijuana Regulations;

B) The Marijuana Summit gave Local Government Officials the opportunity to share ideas on how to develop regulations.

C) The Marijuana Survey gave City Officials a solid statistical base of information on how Prineville citizens feel about Marijuana.

D) The Survey was security coded so persons from outside the Community could not influence the survey results.

E) Prineville Citizens had seven public hearing or workshop opportunities to publicly participate in development of Marijuana Land Use Code.

5. Describe why this is award winning citizen involvement in 500 words or less.

The City of Prineville developed an understanding of Marijuana by involving as many people as possible (Marijuana Summit). The City of Prineville then went on to survey every household in the City. The Survey results showed the information received an accuracy probability of 95% which means the survey results were very accurate. Every household in the City was given a written opportunity to participate in the discussion in a private manner (security coded survey) or any of the seven public hearings and workshops held at City Hall.

Date April 28, 2016

Part 1

Name of project being nominated:

PDX Community Advisory Commitee

Part 2

Name of individual or organization being nominated

Port of Portland

Address 7200 NE Airport Way

City Portland State OR Zip 97218

Phone number 503-415-6056 E-mail Christine.White@portofportland.com

Part 3

Name the nominator Sam Roberts

Address 1532 NE 21st Avenue, #506

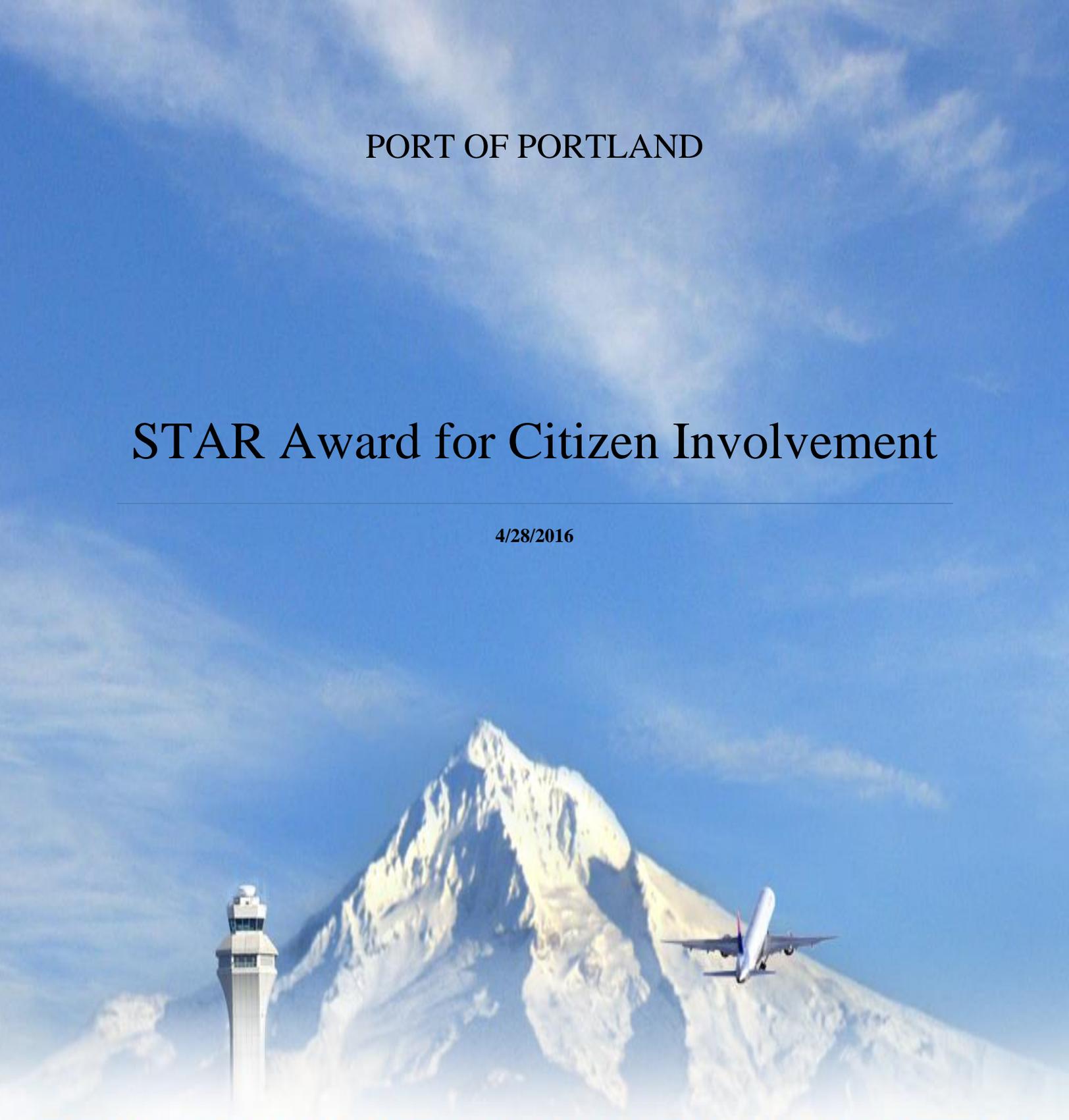
City Portland State OR Zip 97232

Phone number 503-415-6150 E-mail Samuel.Roberts@portofportland.com

PORT OF PORTLAND

STAR Award for Citizen Involvement

4/28/2016



PDX COMMUNITY ADVISORY COMMITTEE

CHARTING A COURSE FOR PDX

Please describe the project:

PDX Community Advisory Committee (CAC) was established by the Port of Portland, City of Portland, and City of Vancouver in 2011. This 30-member committee is an outgrowth of the 2008-2011 PDX Airport Futures planning process. Their mission is to support collaborative public dialogue on airport-related planning and development, provide early opportunities for the community to inform decision-making processes, and to raise public awareness about PDX and impacted communities. The CAC meets quarterly and works towards assuring that PDX and the Airport Plan District become the most sustainable worldwide in recognition of the interconnection between environment, social responsibility, and development.

Describe the citizen involvement outreach effort:

The CAC provides citizens with an opportunity for early notice of and input on airport development plans, financial support of natural resource enhancements around PDX, and ongoing dialogue between citizens and airport leadership. The management of the CAC provides an opportunity for continuous evaluation for self-improvement by the Port and a continued partnership between the Port, the cities of Vancouver and Portland, and the surrounding communities. CAC sponsors – the Port and cities of Portland and Vancouver – hold two Coordinating Committee meetings between the quarterly CAC meetings. The committee facilitator and chair and vice chair of the committee meet to create the agenda and dry run the presentations with staff before they reach the CAC. This allows for formative citizen input into topics addressed and the interactive nature of the presentation. The planning advisory group that worked on Airport Futures also designed the CAC, including choosing the different interests to include on the committee and public notice provisions. The 30 member committee represents an array of diverse, regional interests. The Chair/Vice Chair of the CAC are chosen by CAC members. CAC meetings are open to all and the agenda and materials are included on the Port website and promoted with email notification for each upcoming meeting. Each CAC meeting is evaluated by committee members,



PDX CAC meets quarterly to discuss planning and development, sustainability, and other issues involving Portland International Airport.

and those evaluations are included in the meeting notes. CAC members also act as representatives and convey information to their appointing organizations and the larger community. The Port hosts tours of airport facilities so that committee members can see operations and project. The final notes are used to create the “CAC Annual Report”, which covers meeting topics from the past year, actions taken, accomplishments, and areas for improvement. The annual reports are distributed to CAC members to share with constituents and appear on the CAC website.

Describe the positive results from Citizen Involvement:

Before the CAC existed, citizens concerned about development on and around PDX would express their concerns to various entities around the region. The CAC provides an opportunity for concerned citizens to ask questions and receive answers in one consolidated environment. This benefits all involved, as CAC members and Port leadership can learn from each other and make enlightened, responsible decisions. This exchange of concerns and ideas has ultimately led to the largest achievement of the CAC: gaining community trust through an ongoing dialogue and transparent land use process. The CAC members, representing various interests, are able to gain a greater understanding of the multiple business factors and rigorous regulatory environment that frame the work of Portland International Airport. CAC members also become ambassadors for the Port in their communities and carry public concerns and questions back to the CAC. CAC members have created subcommittees, such as the Social Equity Opportunities ad hoc committee and a natural resources ad hoc committee, which hold additional staff-supported meetings outside of the regular CAC meetings. Also, members have assisted in public outreach efforts for specific Port planning processes, such as the Port Stormwater Master Plan.

Work with the CAC has led to many other positive results. The committee helps identify community issues, which are used to modify projects. Their input helps the Port refine communication and public outreach messages and methods. Suggestions from the CAC about enhancing public involvement has led to various actions by the Port, such as making the Port's website more user-friendly and encouraging meetings that are more interactive and assuring that member's comments receive feedback from Port staff. Public comment from CAC meetings has led to action. For example, a representative from the Breastfeeding Coalition of Oregon requested that Port staff better support breastfeeding mothers and children. This led to lactation rooms being added to a current terminal redevelopment project. One of the main accomplishments from the CAC revolves around equity issues. Stemming from the Social Equity Opportunities ad hoc committee, the Port has created a fulltime social equity manager position. The CAC has also given advice on the PDX Workforce Initiative. The Initiative creates guidelines for airport employers, encouraging them to provide a PDX work environment that provides excellence in benefits, safety, job pathways, whistleblower protection, and retention/recruitment opportunities that benefit employees and employers.



PDX CAC recommendations were an integral part of the Elrod Slough Enhancement and Tree Canopy project. Pictured here: volunteers from Friends of Trees planting trees along the Elrod Slough.

While the CAC has had many successes in its four-year existence, there have been some challenges along the way. From the Port's perspective, the main challenge has been when to bring a proposed project to the CAC for review. Occasionally, developers will bring ideas to the Port, the Port will discuss the project with the CAC, but the project does not end up being implemented. Other minor challenges include different levels of knowledge and interest by the various committee members, keeping members focused on a subject matter, and keeping meetings interesting for all. The Port continues to work on addressing all of these challenges moving forward. Ongoing evaluation by committee members helps guide continuous improvement.

Describe how public input and engagement in this effort affected the land use process and/or decision:

While the CAC has contributed to many issues at PDX, there are three specific land use processes/decisions where the committee has had a significant effect. The first pertains to how the Port addresses terminal design and development in regards to aging populations. Currently, the Port is working on redesigning various aspects of the airport's terminal. Also, the City of Portland is currently in the process of making Portland one of the leaders in age-friendly design in the country. The Port had not been prioritizing age-friendly terminal design in its planning efforts and members of the CAC brought the work from the City to the Port. Now, the Port has incorporated these elements into its design for terminal redevelopment. Some of these age-friendly designs that were suggested by the CAC and are being incorporated by the Port are: increasing resting areas along the concourses, considering visibility issues of current signage, installing additional railings in bathrooms, considering how older populations use technology, and addressing accessibility issues.

A proposal that is currently being developed that the CAC had an effect on is the relocation/expansion of Atlantic Aviation, a general aviation company that operates at PDX. The CAC was initially concerned that the proposed development's location would be moved closer to the southern neighborhoods and would result in noise impacts from expansion. On the suggestion of further analysis by the committee, the Port analyzed the current and proposed site and found that, in actuality, the new site was further away from the neighborhoods than the previous location. The CAC really made their mark on this project with the design of the new facility and the provisions in the lease for future tenants. The CAC and another advisory committee at PDX, the Citizen Noise Advisory Committee, worked together to make recommendations to the developer's design of the facility to help curtail noise impacts. These recommendations were forwarded to the developer and were incorporated into the design of the proposal. One such recommendation was the reorientation of uses on site to decrease noise to surrounding residential neighborhoods.

Another development project that has not broken ground yet that the CAC contributed to is the future PDX Travel Center, a convenient one-stop shop location along NE 82nd Avenue (directly southeast of the airport) that is envisioned to provide fuel pumps, a convenience market, fast food restaurants, and a new cell phone waiting area. In the initial proposal, the development only included the fuel pumps, mainly intended for rental car users to refuel before returning their vehicles to the airport. The CAC envisioned these other developments to occur on the parcel as well, establishing somewhat of a destination that could meet all travelers' needs before reaching the airport. These uses are now all incorporated in the future Travel Center. Not only did the CAC establish these additional uses on the parcel, they also addressed negative impacts from the development and remedies that are now recommended to be incorporated in the leases of the future tenants and the design of the parcel. This includes installing sidewalks along NE 82nd Avenue and incorporating environmentally-friendly design and construction standards.

Describe why this is award winning citizen involvement:

PDX CAC is an exemplary model of citizen involvement and deserves to win the STAR award because it embodies what Goal 1 of Oregon's Statewide Planning Goals represents. Strong efforts at public involvement can be seen in time-limited planning processes, which include consultant help and a final deliverable. It is rarer to see solid institutional commitment to a robust implementation of citizen-

designed public involvement as an ongoing embedded part of doing business. The CAC is involved in all phases of applicable PDX planning processes, from notice to implementation, and, as mentioned in the previous section, their input is highly valued by the Port and has led to positive alterations of the land use and development process. The committee and its meetings provide for continuous citizen participation and produce information that empowers citizens to identify, comprehend, and contribute to the issues surrounding PDX. The CAC is a diverse body representing various interests and geographic areas. As members of the CAC come from different professional backgrounds, the Port strives to provide technical information in a simplified, digestible manner. This includes the presentations at meetings, the material given to committee members, and information provided during the facility site tours. Various Port staff involved with the CAC are also professionally trained planners and communicators and recognize that these complex issues, such as stormwater management or airport planning, deserve to be broken down to an understandable level to facilitate participation from all members. As the CAC is dealing with these complex issues, an effective method of two-way communication has been established in meetings between Port staff and CAC members and the general public. Various Port staff, including leadership, from different departments attend these meetings and help answer questions and provide assistance to members of the committee and the public. This creates a quick feedback mechanism for citizens. Community feedback is also included in the meeting notes, which are included on the CAC website. As participation from the public is essential to a successful citizen involvement program, CAC meetings are promoted to the public by CAC members, who report back to their constituents, as well as the CAC website (<https://www2.portofportland.com/Inside/CommunityAdvisoryCommittee>), which includes past meeting materials, Port contacts, and future meetings and their agendas. Finally, the Port prides itself on the success of the CAC. It has committed significant staff time and financial resources to the continued success of the committee. Many Port staff members are involved in some way with the CAC. Whether they are preparing the meetings, organizing the logistics, creating and rehearsing presentations for the meetings through dry runs, or writing the annual reports, the CAC has become a significant endeavor by the Port. Because of these efforts, the community has become an integral part of the land use planning process at PDX.



*The 2015 PDX
CAC cohort.*

Two references who participated in the citizen engagement process:

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Names of individuals to receive the award:

Christine White and/or Sean Loughran