



Oregon

Kate Brown, Governor

Department of Land Conservation and Development

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September 8, 2016

TO: Land Conservation and Development Commission

FROM: Sadie Carney, Rural Policy Analyst and Communications Manager

SUBJECT: **Agenda Item 5, September 22, 2016, LCDC Meeting**

**JOINT MEETING OF THE LAND CONSERVATION & DEVELOPMENT
COMMISSION AND THE
CITIZEN INVOLVEMENT ADVISORY COMMITTEE**

I. AGENDA ITEM SUMMARY

This item is the annual joint meeting between the Land Conservation and Development Commission (commission or LCDC) and the commission's Citizen Involvement Advisory Committee (committee or CIAC). The CIAC advises the LCDC on matters pertaining to citizen involvement. The joint meeting is an opportunity for the commission to discuss citizen involvement issues with its committee and to provide direction regarding the committee's work program for the year and biennium.

For further information about this report please contact, Sadie Carney at 503-934-0036 or sadie.carney@state.or.us or Casaria Taylor at 503-934-0065 or casaria.taylor@state.or.us.

II. BACKGROUND

The CIAC is a permanent committee established by law (ORS 197.160) to advise LCDC regarding citizen involvement and Statewide Planning Goal 1. The CIAC is comprised of eight volunteer members, one from each of Oregon's five Congressional Districts and three at-large positions. The LCDC appoints committee members to four-year terms.

The committee furthers citizen involvement in land use planning by advising the LCDC on matters concerning citizen involvement regarding the statewide planning program. In addition, the committee advises the Department of Land Conservation and Development (department) about ways to enhance citizen involvement, assists the department by suggesting techniques for educating and informing Oregonians about citizen involvement, gathers and disseminates information about citizen involvement techniques, and upon request reviews local government plans and programs concerning citizen involvement, including changes to such plans and programs.

In February 2015, the CIAC selected the current Chair, Steve Faust, and Vice Chair, Lisa Phipps. Steve and Lisa have continued to serve a second term in their respective positions. The CIAC has had a significant addition of new members in recent years, with every member but one being appointed after May 2013. The newest member was appointed in May 2016.

III. UPDATE ON CIAC ACTIVITIES

When the CIAC met with the LCDC in 2015, much of the discussion concerned the committee's work program. The conversation evolved to include a discussion about the limitations and opportunities possible through current interpretations of Goal 1. Last year's conversation is captured in a letter from the committee in Attachment B. LCDC has asked the committee to help the department and the commission do a better job of engaging Oregonians in more robust citizen involvement in the land use program. With regard to improving Goal 1 and citizen involvement, LCDC has asked the committee to consider ideas that are not "regulatory," including low-cost/no-cost recommendations, organizational partnerships, and a best practices resource. The committee's biennial work program (Attachment C) includes this work.

The committee is approaching completion on all work plan items. While some work plan items did not advance on their original schedule, a complete representation of the committee's work accomplishments is shared in attachments to this report (Attachments D, E, F and G).

There are a five work plan items for discussion by the committee that will be highlighted in the meeting with the commission:

- 1. Update and administer the STAR awards program.** The committee has undertaken a revision of the STAR Awards, working with a group of Portland State University (PSU) graduate students to update and improve the award. Being presented with a new name, "The Achievement in Community Engagement Award," or ACE Award, the committee is presenting a new award description, nomination criteria, and review worksheet for commission consideration. See Attachment D. Administration of the existing STAR Awards program is addressed in the staff report for Agenda Item 6.
- 2. Create or obtain data on acknowledged local citizen involvement programs.** The committee is reporting on the Citizen Engagement survey that was conducted with commission approval in 2015. The final report and results of the online survey (Attachment E), which was shared with cities and counties, regional governments, and special districts, presents data on local citizen involvement programs around the state. The survey was distributed in partnership with the Association of Oregon Counties and League of Oregon Cities. While the results are not statistically sufficient to accurately capture the state of citizen involvement around Oregon, they are telling and useful in defining some of the successes and limitations of the current citizen involvement efforts taking place.

3. **Establish and develop relationships with private and public partners as well as serve as a resource for education and outreach.** The committee continues to develop relationships with complimentary organizations in an effort to coordinate work, capitalize on areas of specialty, and serve a broader audience. One example of this work is the beginning of the CIAC's relationship with the International Association of Planning Practitioners, which presented to the committee in October 2015. Another is the collaboration with PSU graduate students and Professor Zapata in taking a fresh look and approach to public involvement. In other CIAC conversations with PSU, the committee has had the opportunity to have meaningful contact with Metro, the city of Portland, and Washington County in regard to their respective public involvement efforts and longer term goals.

4. **Report to LCDC with list of citizen involvement tools and best practices to improve outreach programs and procedures.** The CIAC work plan initially included an item calling for "low and no-cost" planning tools that can serve as a resource for local government citizen involvement efforts. The committee recognizes the value in this kind of resource, while also coming to the conclusion after some research that it is duplicative work; similar tools being kept up to date by a number of different state and other planning resources. The evolution of this work product is the "Public Involvement Checklist" (Attachment F), which seeks to offer similar, though less specific, guidance for a local government engaging the public throughout a planning process.

5. **Establish a protocol to respond to individuals and jurisdictions when questions arise over local citizen involvement processes.** The CIAC is seeking to author and have available a series of consistent responses to public inquiries, local government contacts, and other parties contacting the committee. The responses are intended as a way of acknowledging receipt and indicating CIAC's consideration of the issue, it is also an opportunity for the CIAC to share generalized information about citizen involvement best practices, and the CIAC's role within the agency and state. An example of a response letter to a city is found in Attachment G. In this example, the response is intended for a government seeking to update its Goal 1 elements by shifting responsibilities traditionally held by a Committee for Citizen Involvement (CCI) or Citizen Involvement Committee (CIC) to a Planning Commission (an update that requires a local government to inform the CIAC).

The committee continues to hear about and discuss the limitations of Goal 1, including issues of interpretation and procedures and enforcement. One issue discussed at length in the last joint meeting of the CIAC and LCDC is that some of the wording and policy in Goal 1 was developed for the "acknowledgement" era which wound down in the mid-1980s. Some of these elements do not work very well in the current post-acknowledgement era. One in particular is the requirement that local governments write a letter to the LCDC indicating their intent to have their planning commission or the city council assume the functions of the local committee for citizen involvement. These letters are provided to the CIAC for their review, although the CIAC has no authority to approve or deny the local government decision. The CIAC frequently meets with the municipality considering that decision, but struggles with this requirement under current law since timelines for local plan amendment notices are short. Many times the CIAC meeting occurs

too late for meaningful consideration in the local plan amendment process, especially if the CIAC recommendation would involve a recommendation to LCDC.

The committee continues to receive occasional input from individuals and organizations who believe that Goal 1 is not being carried out sufficiently at the local level. Such input frequently includes a suggestion that the LCDC should either revise the goal, adopt an interpretive rule to help with this problem, or develop an enforcement mechanism. It is likely such discussion will continue on into the future.

IV. NEW WORKPLAN ITEMS

The annual joint meeting between CIAC and LCDC is a time at which work plan revisions can be made. With many final and near final work plan products being presented, the CIAC work plan can be substantially revised with input and direction from the commission as part of this discussion.

One potential work plan item for addition is an analysis of the cost of citizen involvement. Local governments are required to post legal notice in the “paper of record” at significant cost to the planning department without realizing meaningful engagement as a result. Citizens who wish to appeal a local land use decision sometimes must pay significant sums to do so. Land Use Board of Appeals cases are only available to those who have exhausted their local means of appeal, the costs of which can quickly become a barrier to participation. Costs to both local governments and citizens vary around the state.

A second potential item for the CIAC work plan is committee review of the LCDC website as it is migrated to a new state platform and the contents are revised and rewritten. Using a lens of accessibility and clarity, the CIAC will help ensure the new website is written using common language, and invites citizen participation through its information availability and design.

IV. ATTACHMENTS

- A. CIAC Members
- B. CIAC Letter to the Commission
- C. CIAC Biennial Work Program
- D. ACE Awards
- E. CIAC Survey Results – Final Report
- F. CIAC Public Involvement Checklist
- G. CIAC – Response to local government comprehensive plan amendment designating Planning Commission or City Council as CCI

Oregon Department of
Land Conservation and Development



Citizen Involvement Advisory Committee

September 22, 2016



AMY SCHECKLA-Cox, DISTRICT 1

As an Architect and Chair of the Cornelius Planning Commission, I am passionate about the public process, citizen involvement and finding ways to engage people in local developments as well as connecting them to the best avenues for providing their input.



PHIL STENBECK, DISTRICT 2

Planner in Oregon for the last 20 years in both eastern and western Oregon, including being a County Planning Director and a City Planning Director. Phil has participated on behalf of County Government in revising a number of Oregon's Statewide Planning Goals, Oregon Administrative Rules and Oregon Revised Statutes pertaining to land use. Phil's history with Citizen Involvement includes supervising a CCI Program which had 60 plus volunteers and received an award for Citizen Involvement from NACo and being the Association of County Planning Directors (AOC PD) liaison to Oregon's CIAC for about 10 years.



STEVE FAUST, AICP, DISTRICT 3

I am a land use planner and community engagement specialist at Cogan Owens Cogan, LLC, where I have designed and implemented citizen involvement processes in communities throughout Oregon. My work in citizen involvement began as an AmeriCorps *Vista volunteer working on a jobs program at a public housing site. I continued my work as a community organizer with a nonprofit neighborhood association in St. Paul, MN. I combined my organizing experience with land use expertise by earning a master's degree in urban and regional planning (MURP) at Portland State University and becoming a member of the American Institute of Certified Planners.



GREGORY MCCLARREN, DISTRICT 4

B.S. Forestry from Utah State University with minors in geology and wildlife management. Some private industry experience in Oregon and British Columbia that was followed by nearly 30 years with USDA-Forest Service. Public service forestry work focused on land use and special areas planning, which necessitated nearly full-time public involvement e.g. Hells Canyon NRA, Deschutes National Forest land use & river plans. Since 1997, I have run a consultancy, 'At the Table', focused on collaborative-problem solving, community relations and strategic planning. I also serve on the Dep't of Forestry's 'Smoke Management Advisory Committee' as public-at-large member (shared committee with DEQ).



LISA PHIPPS, DISTRICT 5

Lisa Phipps is the Executive Director of the Tillamook Estuaries Partnership (TEP) in Garibaldi, Oregon. Prior to that she was the coastal resource planner for Tillamook County and led the effort to create Citizen Advisory Committees in five different unincorporated communities. In her current position, she facilitates group processes to create coordinated planning and implementation actions throughout TEP's study area. She was also the Mayor of Rockaway Beach for 5 years, coming in after a contentious period, and helped restore a sense of inclusion at the local level.



JERRY GERSPACH, AT-LARGE

Jerry has worked for the Port of Portland as a Noise Analyst for the past 25 years. Jerry's duties have varied widely over the years but have always included public contact. Today Jerry is the department lead for community outreach and education.



MARISSA GRASS, AT-LARGE

Marissa Grass is an Associate Planner in Tigard, OR and is "passionate about service and community." Her most recent projects include River Terrace and Tigard's national APA award winning Urban Forestry Code Revisions Project.



WENDY HUDSON, AT-LARGE

Wendy Hudson is recently retired from the Oregon Watershed Enhancement Board, a competitive granting agency for fish and wildlife conservation. There, she worked for 14 years on mainly grant programs for the Willamette Basin. She is currently on the City of Monmouth Planning Commission.



Citizen Involvement Advisory Committee

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.

CIAC's chair is elected, by the committee's members, for a term of one year. The committee meets every other month alternating between meeting in Salem and meeting electronically.





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Land Conservation and Development Commission

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Salem, Oregon 97301-2540

Phone: 503-373-0050



On behalf of the Citizens Involvement Advisory Committee (CIAC), I want to thank you for the opportunity to discuss the changing nature of public involvement, provide a status report on our work program, and seek your input on how to focus our efforts in a meaningful way.

The nature of public involvement in this state and across the country has evolved considerably since the passage of SB 100 in 1973. At that time, the concept of engaging citizens in public decision-making was in its infancy and in some communities, was non-existent. The process to establish SB 100 engaged more than 10,000 Oregonians across the state. Public involvement continues to be a hallmark of Oregon's land use planning program. Goal 1 acknowledged the importance of citizen involvement and compelled Oregon communities to establish and implement meaningful engagement processes.

While those local processes are still critically important today, outreach techniques and tools need to be updated to align with Oregon's changing demographics and lifestyles. Technological advances not yet conceived of in 1973 present challenges and opportunities. The unrelenting flow of information today makes it difficult to capture the community's attention. At the same time, fewer people get their local news from newspapers, providing opportunities to engage people in new ways through websites, email, social media and smart phone applications. Visual communication through infographics and other tools make information more accessible and understandable to a broader spectrum of the public. A renewed focus on engaging the full diversity of community stakeholders (e.g., limited English proficiency, diverse cultural backgrounds, low-income, disability, seniors, youth) drives the innovation of techniques to reach these audiences. Our communities must continually examine the methods being used to engage our communities to ensure limited resources are being used in a productive manner.

The CIAC discussed some of these trends with the Land Conservation and Development Commission last year and have evolved our work program accordingly. In particular, we're working to become a better resource for Oregonians and local governments with the goal of building our collective capacity to develop and implement inclusive, equitable, efficient and meaningful community engagement efforts.

We look forward to highlighting some of our accomplishments over the past year and discussing our proposed activities for 2017.

Thank you.

Steve Faust, Chair

Citizen Involvement Advisory Committee

Citizens Involvement Advisory Committee Work Plan: 2015-2017 Biennium

LAST UPDATED: March 29, 2016

Overarching Goal: Encourage and support public involvement in Oregon's land use planning system by fostering a better and more widespread understanding of how the land use program works to protect and enhance those things we value about living, working and playing in Oregon.

1. Update and administer the STAR awards program.	
CIAC lead: Jerry Gerspach, Gregory McClarren	
Description: The STAR award recognizes organizations and individuals for outstanding citizen involvement in land use decisions. Update and standardize STAR award protocols and revise STAR award materials, including the website and nomination form. Solicit nominations, select winners and publicize and present awards.	
Status:	
Product: 2016 STAR Awards.	
Task 1: Promote STAR Award and solicit nominations.	March - April 2016
Task 2: Review PSU MURP student recommendations. Identify preferred recommendations.	March - April 2016
Task 3: Evaluate nominations using awards criteria.	May 2016
Task 4: Draft updated protocols for Star Awards.	May - August 2016
Task 5: Select and publicize winners.	June 2016
Task 6: Present awards.	September 2016

2. Create or obtain data on acknowledged local citizen involvement programs.	
CIAC lead: Marissa Grass	
Description: Survey cities and counties, regional governments, and special	

districts, preferably in partnership with the Association of Oregon Counties and League of Oregon Cities to gain an understanding of the citizen involvement practices being used (successfully and less successfully) around the state with regard to land use decision making.	
Product: Comprehensive quantitative analysis that helps direct CIAC by deepening our understanding of what is being pursued in the name of citizen involvement at various levels of government and areas around the state. Goal: 100+ responses	
Task 1: Review quantitative data and present report of findings to CIAC and LCDC.	Raw data and summary: October 2015 Updated summary: February 2016 Final summary: June 2016

3. Establish and develop relationships with private and public partners as well as serve as a resource for education and outreach.	
CIAC lead: Phil Stenbeck, Amy Scheckla-Cox (support)	
<p>Description: Outreach to citizen involvement private and public stakeholders.</p> <p>Tier 1 - Develop relationships to share information with stakeholders about CIAC and partner as appropriate (AOC, LOC, IAP2, OAPA)</p> <ul style="list-style-type: none"> ● <i>CIAC discussion about use of OPN network.</i> <p>Tier 2 - One-time discussion to share information and offer CIAC as resource as needed (Cities, Counties, EJTF)</p> <p>Tier 3 - Become a resource for education and outreach toward the goal of more robust citizen involvement processes through:</p> <ul style="list-style-type: none"> ● Participation in committees, workshops and sessions at conferences, etc. (Steve & Marissa support) 	February 2016
Product: Overall improved communication regarding citizen involvement related to land use matters.	

<p>Task 1: Create list of organizations with which the CIAC would benefit from an ongoing relationship and dialogue. Obtain contact information for partner organizations. Start with recruitment list, make priorities, build relationships.</p> <ul style="list-style-type: none"> • <i>CIAC discussion about OAPA, County Planning Directors Association, City Planning Directors Association, OPN, LOC, AOC, Metro, IAP2, COCO</i> 	February 2016
<p>Task 2: Schedule speakers from stakeholder organizations at CIAC meetings.</p> <ul style="list-style-type: none"> • <i>CIAC develop an annual report with County Planning Directors Association liaison and City Planning Directors Association liaison.</i> 	February 2016
<p>Task 3: Create list of committees, workshops, sessions and conferences for CIAC to attend. (APA Oregon Annual Conference, IAP2)</p> <ul style="list-style-type: none"> • <i>CIAC discussion about how to proceed. Marissa has a list to share with CIAC group.</i> 	February 2016

4. Report to LCDC with list of citizen involvement tools and best practices to improve outreach programs and procedures.	
CIAC lead: Steve Faust	
Description: Prepare one checklist of best practices in public involvement for jurisdictions seeking to design a public involvement program. Prepare a second checklist of items CCIs to consider when evaluating public involvement efforts.	
Product: Checklists	
Task 1. Prepare outline of potential tools and methods. Discuss with CIAC.	Complete
Task 2: Consult other resources to prepare a comprehensive inventory of public involvement tools and best practices.	June 2016
Task 3: Prepare draft checklists. Discuss with CIAC.	August 2016
Task 4: Revise report. Present to LCDC.	Fall 2016

5. Establish a protocol to respond to individuals and jurisdictions when questions arrive over local citizen involvement processes.	
CIAC lead: Lisa Phipps	
Description: Create a consistent approach to responding to public inquiries; establish protocol for CIAC to provide both the public and LCDC with meaningful responses to issues raised.	
Product:	
Task 1:	
Task 2:	



The Achievement in Community Engagement (ACE) Award recognizes organizations and individuals who have actively promoted and implemented the values of Oregon's Statewide Planning Goal 1 through an outstanding community engagement strategy.



The Citizen Involvement Advisory Committee for the Land Conservation and Development Commission would like to recognize the contributions made to this report by Professor Maria Zapata's *Participatory Planning* class, their creativity, scholarly approach, and deep understanding of public involvement were of great value in developing the ACE Awards. We are pleased that such thoughtful, intellectual minds are moving forward into a world of urban and regional planning, and public service.

Our deepest gratitude,

The Citizen Involvement Advisory Committee



DEFINITION/DESCRIPTION OF AWARD

The Achievement in Community Engagement (ACE) Awards recognize organizations and individuals who have promote and implement the values of Oregon’s Statewide Planning Goal 1 through an outstanding community engagement strategy. The ACE Award intends to recognize distinct, completed planning efforts, and is appropriate for individuals, student led groups, contracted planning practices, cities, counties, special districts, regional governments, or other land-use planning related planning exercises.

Goal 1, Citizen Involvement calls for “the opportunity for citizens to be involved in all phases of the planning process.” The ACE Award intends to honor the best examples of Goal 1 implementation across the state.

ELIGIBLE ENTITIEIS/AWARD CATEGORIES

1. Government Entities
2. Community Organizations:
 - Includes Non-Governmental Organizations and Community Development Corporations
3. Individual Community Members:
 - A person who had a positive impact on the engagement process

APPLICATION GUIDELINES

- All nomination applications must be submitted by March 1st (of the year following project completion)
- Complete Nomination Application Form
- Include the name, address, phone and e-mail of the contact person; the name of the project and the lead organization; and names of individuals to receive the award.
- Include two contact references of individuals who participated in the engagement process. At least one reference must be a community stakeholder.
- Project must have been completed by December 31st of the previous year.
- Nomination applications should be 2-5 typed pages not including support materials, and references. While not necessary, electronic submissions are preferred.
- Nominations may be submitted by individuals and organizations directly involved in a land use-related project, or by a third party.
- Criteria used to guide the CIAC’s decision is provided.



NOMINATION APPLICATION FORM CONTENTS

Nomination Contact:	Person making nomination
Organization/Name:	Organization or community member being nominated
Location:	Where was the project completed?
Project Description:	Provide a summary of the planning project. Address project goals, strategies and methods of citizen involvement, etc.
Time Frame:	<ul style="list-style-type: none"> • What was the time frame for the planning project? • When did community engagement efforts occur?
References:	Two, one is a community stakeholder (see above, Application Guidelines)
Support Materials:	Links to project website, communication pieces, printed brochures, surveys, press releases, earned media, etc.

[see attachment: Appendix A]

EVALUATION CRITERIA

- **RATIONALE / INTENTIONAL DESIGN:** The rationale behind the project's public participation design and outreach strategy is a model for similar projects. New insights on the public participation process were identified as a result, and exploration of outside/expert/academic resources were consulted in project design.
- **HISTORICALLY MARGINALIZED COMMUNITIES:** Provide early notice and input opportunities to people who will be affected by the project, with a significant focus on diverse, historically marginalized communities such as communities of color, non-English speakers, recent immigrants, native Americans, lower-income community members, community members with disabilities, youth, and older community members.
- **STAKEHOLDER ANALYSIS:** Conduct a stakeholder analysis early during project planning to determine which communities must be included in the process. Determine first, second, and third level stakeholders and create strategies to intentionally engage them.
- **INNOVATION:** Use creative outreach techniques to seek out and engage those who will potentially be affected by a decision. Examples include non-verbal techniques, canvassing, tabling at events, visiting culturally-relevant businesses (examples of links to websites, social media pages, press releases, etc. welcome).
- **RESOURCES:** Use limited resources well and/or devote significant project resources to comprehensive, meaningful outreach.
- **CLEAR COMMUNICATION:** Provide clear, accessible communication to the public in multiple languages and in non-traditional ways (links and citations welcome, but please English submissions only).
- **EVALUATION METRICS:** Evaluate and improve methods of public involvement as the process evolves. Demonstrate public participation evaluation processes and adaption to the issues that inevitably arise. Ensure final outcomes of the project are influenced by input from community members.
- **REPORT BACK:** Ensure that public participants are aware of how their input was incorporated into final outcomes.
- **DEADLINE:** Project should be completed by December 31, in the calendar year prior to application deadline.

[see attachment: Appendix B]



LENGTH OF APPLICATION

- **2-5 pages**
- **Support materials**, weblinks, printed meeting materials, news articles related to project, photos of community engagement activities, etc.
- **References**

WHO REVIEWS

Nominated projects will be evaluated by members of the LCDC's Citizen Involvement Advisory Committee (CIAC) with participation from the commissioner liaison. To ensure the process remains transparent, the Committee will review and discuss the nominated projects during a committee meeting open to the public. At the end of the meeting, the Committee will select an award winning project (if any) by consensus decision.

REVIEW PROCESS

A review worksheet (example attached) will be used to guide evaluation by committee members. The review sheet ensures that there is consistency among reviewers of the nomination applications. Following the March 1st deadline, CIAC members will review eligible applications. A consensus decision is the goal.

[see attachment: Appendix C]

OUTCOMES / WINNERS RESPONSIBILITIES

Nominees will be notified of their award winning (or losing) status with a letter from CIAC. The ACE Award winners will receive a certificate recognizing their project in a presentation at the annual joint LCDC/CIAC meeting. Announcement of the winners will be publicized through the DLCD website and through press releases. A link to the winning nomination (and project website if one is available) will be included in all materials.

A best practices resource guide will be compiled using ACE Award Winner Application materials, updated annually. This resource will serve as a record of Oregon's achievements related to public involvement and guide individuals and organization who seek to improve their own engagement practices.

Disclaimer: All application materials, weblinks, work samples, brochures, etc. used in the nomination of a project will be used by the department in creation of a list of best practices to help other communities with successful samples of Goal 1 public involvement.





Achievement in Community Engagement Award

ACE Award

Award Nomination Criteria

Please provide a description of the project and how the Nominee demonstrated outstanding Achievement in Community Engagement in 5 or fewer pages. Use the Goals and Strategies below to frame your application information and provide reviewers with an accurate sense for the extent and effectiveness of citizen involvement in the project.

Understand the Citizen Involvement Advisory Committee will base its decision to award nominee on their ability to promote and support the following ACE Goals and Strategies:

Goals	
Diversity and Equity	The project promoted diversity and has been an equitable representation of stakeholders
People Centered	Stakeholders were involved in the design and development of the project.
Community Influence	Community input was incorporated into the project.
Innovation	The project used new or different strategies that can be replicated to improve upon future planning and community engagement efforts.
Build Partnerships	Worked with community organizations, government entities, local stakeholders, etc. to build partnerships that contributed to a successful planning process.
Strategies	
Outreach	
	Provide early notice
	Identify diverse stakeholder groups
	Youth
	Minorities
	People with Disabilities
	Vulnerable Populations
	Communication is clear, effective and accessible for all stakeholders
	Uses resources creatively
	Resources (time, money, staff) were used efficiently and effectively
	Provide incentives
	Childcare
	Travel reimbursement
	Food & Drink
Methods	
	Surveys
	Focus Groups
	Workshops
	Charrettes
	Open Houses
	Public Hearings
	Info Sessions
	Interviews
	Canvassing
	Experiential Activities
	Tours
	Anything 'out of the box'?

Collaborations and Capacity Building	
	Foster Relationships
	Create mutual learning opportunities that empower the community and project team
	Develop and support community advocates
	Promote inter-agency collaboration
Transparent Process and Communication	
	Encourage authentic dialogue – provide information in a manner that respects the knowledge and expertise of the community and stakeholders
	Translate materials as needed to appropriately reach communities that may be affected
	Provide technical information that is easily understood
	Maintain relevant online resources that are easy to navigate
	Project website or webpage
	Social Media (Facebook, Twitter, etc.)
	Give project notice and updates via traditional media
	Local newspapers
	Press releases
Community Feedback	
	Create stakeholder committees for project
	Ensure and monitor participant satisfaction
	Verify that community members felt their ideas and experiences were heard and validated
Evaluation and Assessment	
	Identify areas for improvement
	Evaluate “lessons learned”
	Effectively create a replicable planning model



Achievement in Community Engagement Award

ACE Award

CIAC Member Review Form

Name of Plan Click here to enter text.		0	1	2	3	4
CIAC Reviewer Click here to enter text.		No examples of this goal were being presented in the project.	1 or 2 examples of this goal being represented, but no conscious decision behind why adding this into the project would be useful. Were they just following the basic requirements set by the state/region /local governments? (e.g. public hearings)	1 or 2 examples of this goal being represented with some through to why it is needed to make a successful project. There was some intention to why they decided to choose these methods, but didn't fully use all the tools needed to engage a variety of stakeholders.	3 or more examples of this goal being represented within the project with the intention to focus on getting a variety of engagement through various methods.	A full range of examples of this goal being excellently represented within the project and carefully thought out as to why they would be effective. A variety of engagement tools were used to make sure all of the stakeholders were engaged.
Date Click here to enter a date.						
Review						
_____ Total Goals Addressed						
_____ Total Strategies Addressed						
Goals		Comments				
	Diversity and Equity	The project promoted diversity and has been an equitable representation of stakeholders				
	People Centered	Stakeholders were involved in the design, development and implementation of the project.				
	Community Influence	Community input was incorporated into the project.				
	Innovation	The project used new or different strategies that can be replicated to improve upon future planning and community engagement efforts.				
	Building Partnerships	Worked with community organizations, government entities, local stakeholders, etc. to build partnerships that contributed to a successful planning process.				
Strategies		Comments				
	Outreach					
	Provide early notice					
	Identify diverse stakeholder groups					
	Youth					
	Minorities					
	People with Disabilities					
	Vulnerable Populations					
	Communication is clear, effective and accessible for all stakeholders					
	Uses resources creatively					
	Resources (time, money, staff) were used efficiently and effectively					
	Provide incentives					
	Childcare					
	Travel reimbursement					
	Food & Drink					

Methods		Comments	Attachment D
	Surveys		
	Focus Groups		
	Workshops		
	Charrettes		
	Open Houses		
	Public Hearings		
	Info Sessions		
	Interviews		
	Canvassing		
	Experiential Activities		
	Tours		
	Anything 'out of the box'?		
Collaborations and Capacity Building		Comments	
	Foster Relationships		
	Create mutual learning opportunities that empower the community and project team		
	Develop and support community advocates		
	Promote inter-agency collaboration		
Transparent Process and Communication		Comments	
	Encourage authentic dialogue – provide information in a manner that respects the knowledge and expertise of the community and stakeholders		
	Translate materials as needed to appropriately reach communities that may be affected		
	Provide technical information that is easily understood		
	Maintain relevant online resources that are easy to navigate		
	Project website or webpage		
	Social Media (Facebook, Twitter, etc.)		
	Give project notice and updates via traditional media		
	Local newspapers		
	Press releases		
Community Feedback		Comments	
	Create stakeholder committees for project		
	Ensure and monitor participant satisfaction		
	Verify that community members felt their ideas and experiences were heard and validated		
Evaluation and Assesment		Comments	
	Identify areas for improvement		
	Evaluate "lessons learned"		
	Effectively create a replicable planning model		

CIAC Survey Results

Introduction

The Citizen Involvement Advisory Committee (CIAC) serves in an advisory role to the Oregon Land Conservation and Development Commission. As part of its mission, the committee seeks to provide a regular forum where citizens around the state can share their experiences and find information. In an effort to understand the tools that encourage citizen involvement in land use decision making, the CIAC designed a survey for regional, county, and city land use planning staff.

Methodology

In partnership with the Department of Land Conservation and Development, the CIAC developed and administered an online survey using Google Forms. The survey was available between May and October, 2015. The survey was promoted by the League of Oregon Cities, the League of Oregon Counties, and CIAC members.

Key Takeaways

- Committee for Citizen Involvement
 - In most jurisdictions, the Planning Commission or another body acts as the Committee for Citizen Involvement (CCI). *This was the case in more than 70% of jurisdictions surveyed.*
 - Of the jurisdictions that reported having an independent CCI, two were counties (with a population over 50,000), and four were cities (populations ranged from 10,000 to over 50,000).
 - Three small cities with less than 5,000 residents reported having no CCI.
 - Whether the Planning Commission, and independent committee, or another body, most committees with CCI responsibilities meet at least once a month. Less than 30% meet as needed.

- Citizen Involvement Planning
 - 52.6% of jurisdictions report creating a citizen involvement/public participation plan for at least some of their land use projects.
 - 73% of jurisdictions felt that the public was satisfied with the level of citizen involvement conducted by their jurisdiction. 24% reported some level of dissatisfaction.

- Outreach Methods
 - Notification Efforts
 - Direct mail scored the highest of any citizen involvement notification effort contributing to organizational success.
 - On one hand, every Jurisdiction reported using public notice in a newspaper. On the other hand, the most common response on effectiveness was “poor” (15 jurisdictions rated as “fair” and 19 jurisdictions as “poor”).

Events

- Highest scoring methods are collaborative work sessions and stakeholder workshops.
- The least popular method is listening stations. Only seven jurisdictions reported using this method, and folks were split on whether or not it contributed to success (4 jurisdictions rated as “poor”, and 3 as “good”).

Additional Ideas

- Additional notification tools listed include social media, Facebook, newsletters, customer comment cards, and quarterly reports.
- Several respondents noted that meeting people where they are is important.

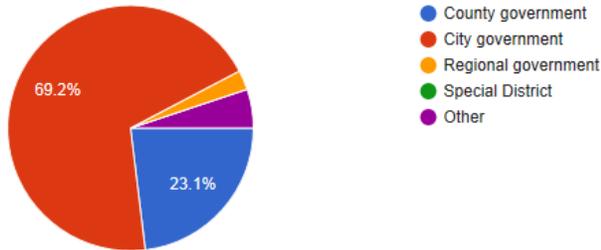
➤ Effectiveness

- The majority of respondents (41%) felt that citizen involvement process regarding land use decisions produced useful outcomes ‘sometimes.’ Generally a quarter of respondents felt processes were useful ‘often’ (25.6%) or ‘rarely’ (28.2%).
- The most common challenges and obstacles cited by respondents included a “lack of public interest” and “certain populations are difficult to reach.”

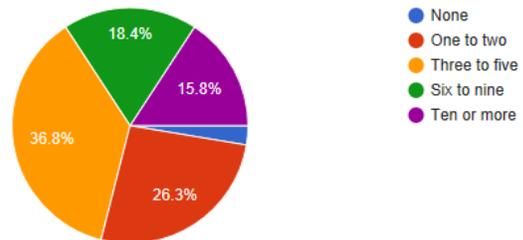
Results

Your Organization

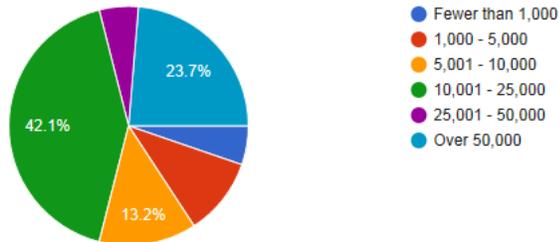
What type of organization do you work for?
(39 responses)



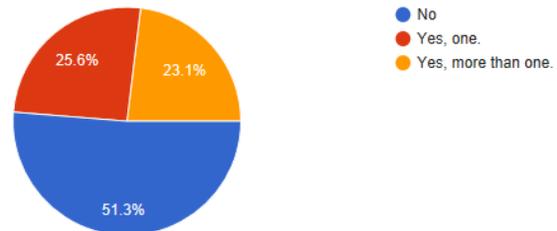
How many people in your organization are directly involved in land use planning?
(39 responses)



How large is the jurisdiction your organization serves? (38 responses)

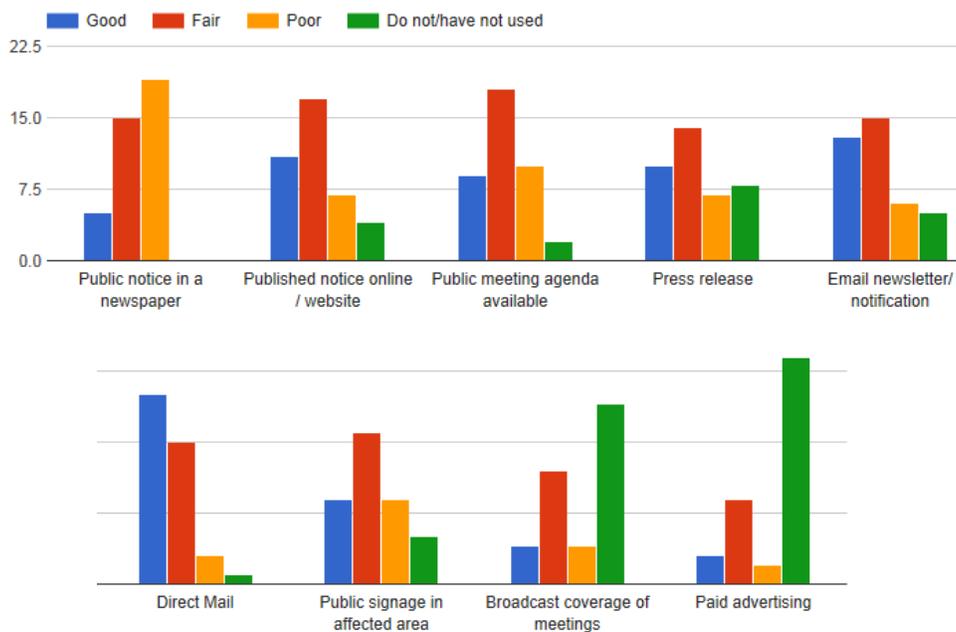


Does your organization have a person or persons directly responsible for outreach and citizen involvement? (39 responses)



Citizen Involvement

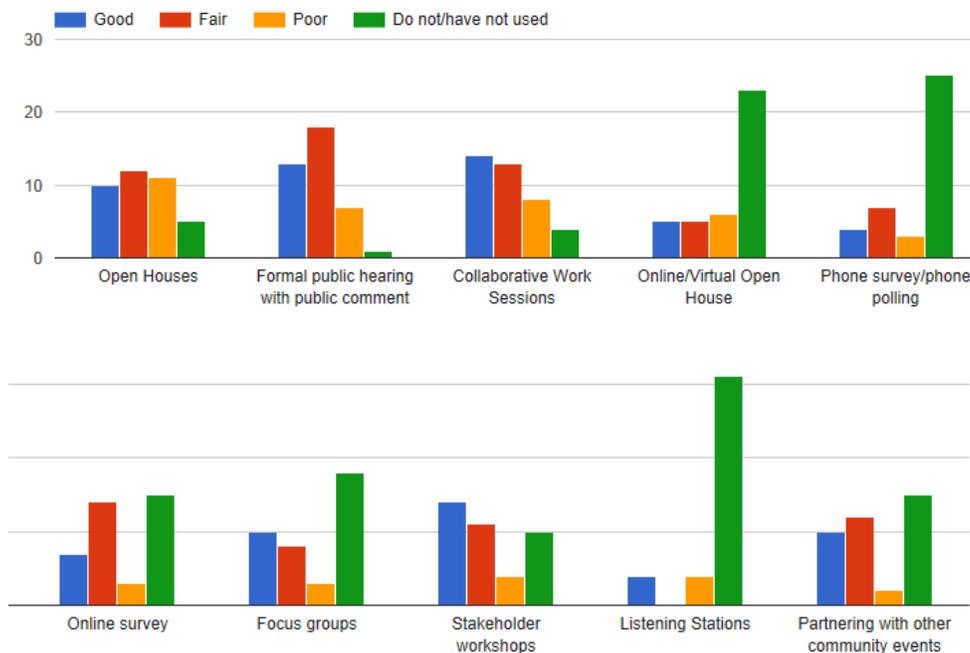
Please rate how well different citizen involvement notification efforts contribute to successful citizen involvement for your organization.



Please tell us about any other notification efforts you have tried. (7 responses)

- Article in paper by local reporter does the best in getting expanding local awareness and involvement! This might be considered to a press release - but a press release does no good if an interesting article does not result from it.
- Facebook
- Newsletter--good Customer comment card program--good Quarterly public reports on planning program activities at the Board of Commissioners meetings--good Specific planning program public town hall workshop--fair
- We use the above methods to reach out to individuals regarding restoration efforts, events, or fundraising. I was also a land use planner for 9 years and act as the land use liaison to my organization. The above also reflects how local government outreach is most effective here. Publishing notices on-line is fine if you are focused on people who are already engaged and following land use in general. But, if you are trying to reach folks around specific actions, it is not useful at all.
- Engage community-based organizations within the target area - distribute information to their constituencies Partner with other service districts and local jurisdictions to provide outreach and awareness building Attend community-based organization and non-profits meetings and present information, seek input Include information through established relationships with faith-based organizations
- Social media
- Community Facebook page

Please rate how well different citizen involvement events contribute to successful citizen involvement for your organization.

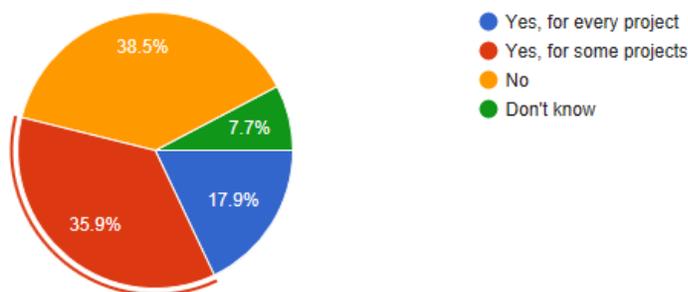


Tell us about any other citizen involvement events you have tried. (5 responses)

- We do public workshops with our Planning Commission. The commissioners do not sit at the dais, but rather sit at tables with the public and act as facilitators. Staff listens and takes notes. It's a rather interesting experience in that the public sometimes calls each other out on issues that we have held these for.
- Neighborhood "coffees" - small group discussions Lemonade/ice cream stands in neighborhoods Attend school functions (Health Days, football games, PTO meetings, Back to School nights) Attend and "table" at local community events; farmers markets, Concerts in the Parks, soccer games Attend and present at business association, chamber, local group meetings Present and use planning exercises at local high schools Conduct Spanish-language only community events Sponsor neighborhood clean-ups/document shreds/winter coat exchanges Conduct entertaining planning exercises - planning "games" Convene walking and biking tours Convene stakeholder specific individual group discussions (property owners, developers, funding sponsors, affordable housing groups) Convene subject matter expert panels - with open community invitation
- Annual Citizen Advisory Board & Committee workshop with City Council
- We also plan events at the site of our efforts. Or, in the case of land use, the hearing would be held in the neighborhood/community that the land use action is being proposed. We live in a rural area and the on-line option is simply not very well embraced.
- The main problem is that people generally seem to only get involved when it's to be anti a project that affects the area near them (i.e. an apartment complex or a subdivision).

Does your organization develop citizen involvement/public participation plans for land use projects?

(39 responses)



Briefly describe your most successful citizen involvement/outreach event regarding a Land Use decision: (13 responses)

- Adopting new floodplain maps. Sent out notices to all affected property owners. Notice included a phone number where people could call in and listen to a recording of general information on the process and what was changing and why. Also, provided a web address where among other things, people could access a calendar of hearings and information was provided directing them to maps where they could see the effects of the floodplain mapping changes on their property. Also included a single point of contact that people could call. Staff participated in neighborhood meetings in areas most dramatically affected by the changes.

- Planners pay lip service to public input and involvement. Decisions are already made and the public process is manipulated to get the desired result. In the end, citizens are allowed to speak but their input is not effective. Citizens or stakeholders are often at a loss to stop or impact a project they don't agree with.
- We are currently working on a preliminary concept plan for a 1,290 acre urban reserve area. We have put together a video, conducted individual interviews, send out regular mailers, attend community events, maintain a list serve, have a project website, and provide regular updates to a city Facebook page, Twitter account, and our local news reporter.
- I am going to write this from my former planner perspective and the most successful outreach came in my development of citizen advisory communities in unincorporated areas.
- if it is somewhat controversial we seem to have a better turnout of involvement by citizens
- Plan amendment for urban industrial exception in rural industrial unincorporated community.
- We do not have to have special programs, C.I. is built into all of our activities
- The event was held at a local school to discuss a large mixed use center proposed for an undeveloped area of the neighborhood. It included both a formal presentation and topical stations where informal conversations could be held.
- Engaging multi-cultural community, service provider partners, local and regional jurisdictional partners, and local school district board to build support for a pedestrian/bicycle only bridge to connect an elementary school, large local park, and light rail transit stop to more than 900 homes that would otherwise have to drive to any of these assets.
- Taking on land use applications/outreach onto other public events (fairs, school sporting events, etc) seems to work really well.
- Open House meetings and stakeholder workshops have worked best on long-range plan projects. We do not have the time or staff to organize such events for quasi-judicial land use applications - but simply provided mailed notice, legal ad in paper, posting on property, posting of agenda and packet of information on city website, and email from a collected list of interested individuals of all Planning Commission agenda's.
- Yes, for every long-range planning project. Deschutes County's Agricultural Lands discussion was a success. Also see Newberry Country Plan, Deschutes County Comp Plan Update, Tumalo and Terrebonne Community Plans, and South County Local Wetland Inventory.
- We had a very successful open house for our TSP update, with over 50 citizens attending. We reached the public by putting flyers in the water bills.

In your opinion, what made this event successful? (10 responses)

- Broad notification to all stakeholders including online, direct mail, social media, and local newspapers. Key staff on hand to directly address issues raised by local community. Venue was appropriately located for stakeholders most impacted.
- The community had opportunity to weigh in on the benefits and burdens (because school children, parents, safety officers, and others would access a neighborhood that otherwise sees very little foot traffic - thus this would become a self-described intrusion) of this project. Community input was used in the conceptual design to ensure safety, access, and natural area preservation of the eventual bridge.
- People were already there.

- We were required to send out Ballot Measure 56 notices so we knew there would be lots of people with questions and possibly freaked out, because the noticing language of M-56 notices is rather inflammatory. As a result there was a thoughtful and concerted effort to provide many avenues where people could get information.
- It went to the people, it sits in their communities, they are the venue so the government comes to them (or should) - it still faces the challenge of any other outreach effort in that you can put the information out there, but short of driving to everyone's house to pick them up, you can't make them participate.
- Adequate notice, community workshops and extended public hearing opportunities.
- Utilizing existing staff to engage the public at times and locations that are convenient for them.
- This was successful largely because there were several big issues that the public was interested in.
- It isn't complete, but when we attend an event and ask the public if they have heard of the project, the majority of them have. It's not controversial yet.
- Our citizens like the presentations, and then the opportunity to interact and ask questions and see drawings, and make their opinions known in person.

Briefly describe your most challenging citizen involvement/outreach event regarding a Land Use decision: (10 responses)

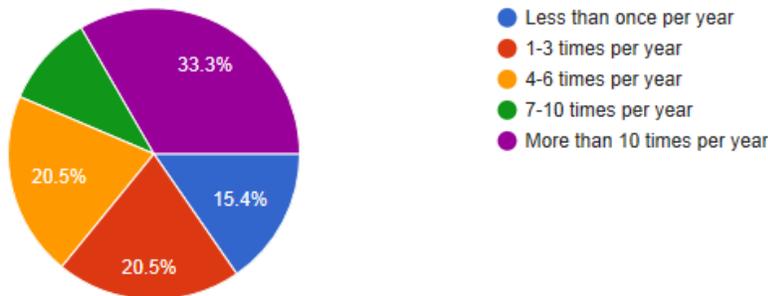
- The notification process is the most challenging option available to planners. The law requires that people a certain distance from the proposed land use action be noticed; it does not take into account, however, that the impacts from an action can extend far beyond 500 or 1000 feet and a lot of jurisdictions use that as an out to avoid a lot of public involvement. Another notification challenge is that jurisdictions also decide what is a land use decision and circumvent the notice process altogether.
- A multiple convoluted LUBA appeal stretched a development project out to almost 4-years, losing the public making it impossible to keep them informed on where it was at.
- Having actual, meaningful citizen input. Giving citizens an effective way to influence or stop a project if a significant number of citizens don't agree with a project.
- Increasing infill residential development is an ongoing challenge. Many/most neighborhoods push back on increased density, traffic impacts, and disruption.
- Our standard outreach is mailing of notices. While I think this works pretty well for quasi-judicial applications I think the real challenge is legislative hearings. Noticing in the newspaper typically does not yield good results - people at the meetings.
- Indifference
- The arrival of Walmart in our community. It's a really long story.
- Holding various open houses for projects and having very few people show up. We do not do neighborhood meetings as a matter of course, but we have held them as necessary for highly contested projects. The challenging thing about these is that the public is already upset, so it becomes kind of an "us" vs "them" mentality (i.e. "how could you let them do this?").
- 2010 Drinking Water Protection Plan
- Local Rule. in 2007, Deschutes County attempted to pro-actively protect groundwater in the La Pine sub-basin. Even with the best outreach techniques (Deschutes County was recognized by

public involvement experts as utilizing an exhaustive array of outreach tools), citizens rejected regulations because they didn't believe nitrates created a public health hazard.

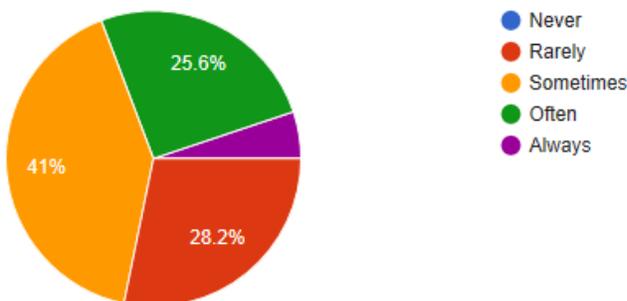
In your opinion, what could have made this event/process more successful? (6 responses)

- Keeping a running log of both decisions made and next step actions would have been helpful but difficult as the next step was usually only clear to the attorney's involved and was not always communicated to the planner's.
- Good question. It speaks to the challenges of protecting a future public good. Think climate change. When there's not an imminent problem, it's difficult to change behavior/land use practices.
- Clearer notification standards and a requirement to also impacts to the surrounding area/region that may expand the notification list.
- Neighborhood concerns are valid - spending more time to have an open discussion about the reality of urban growth boundaries, limited land availability, and the rights of individual property owners may not significantly reduce community objections, but at a minimum all the base assumptions are clearly presented.
- Early involvement of affected property owners and not trying to fast track the proposal.
- a more informed citizenry.

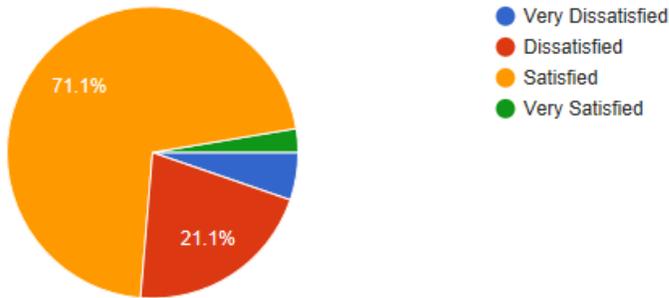
On average, how many times per year does your organization perform citizen involvement activities that are directly related to land use decisions? (39 responses)



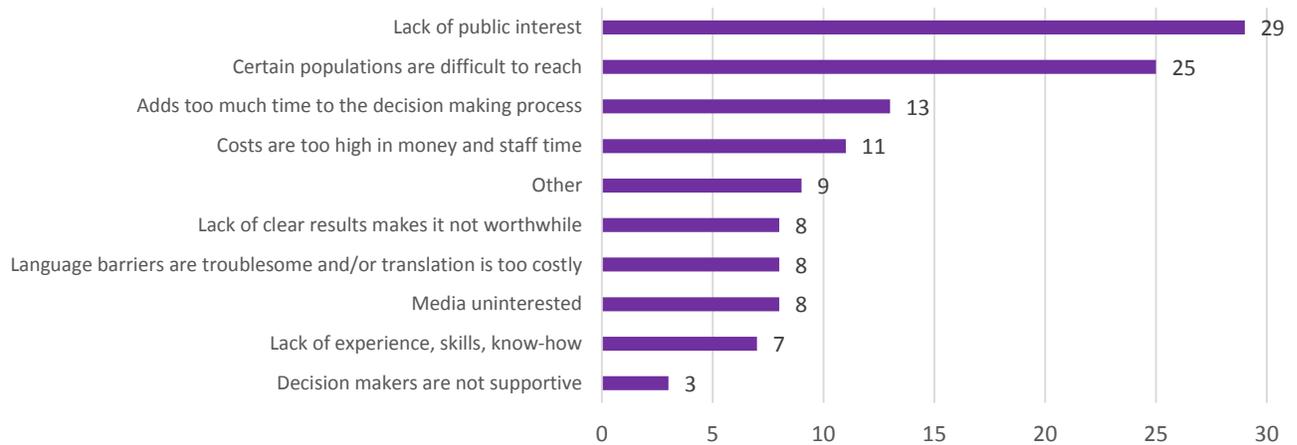
How frequently do citizen involvement processes regarding land use decisions produce useful outcomes? (39 responses)



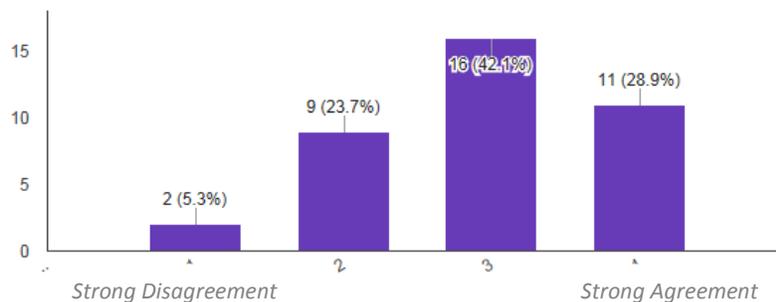
From your perspective, how satisfied is the public with the level of citizen involvement conducted by your organization? (38 responses)



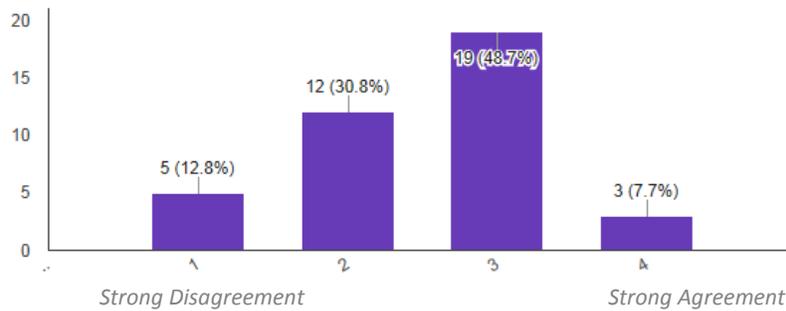
What challenges and obstacles have you encountered using citizen involvement processes? (39 responses)



Our staff has the training and skills necessary to conduct a meaningful citizen involvement process. (38 responses)



The citizens in our jurisdiction know how to participate in citizen involvement processes. (39 responses)

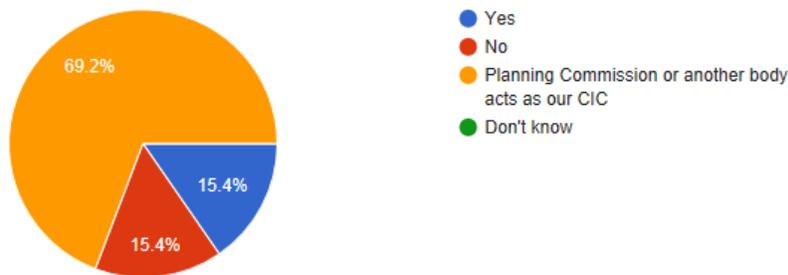


Organization leaders/decision makers use the outcomes from the citizen involvement process when making decisions. (39 responses)



Citizen Involvement Committees

Does your organization have a CIC (Citizen Involvement Committee)? (39 responses)

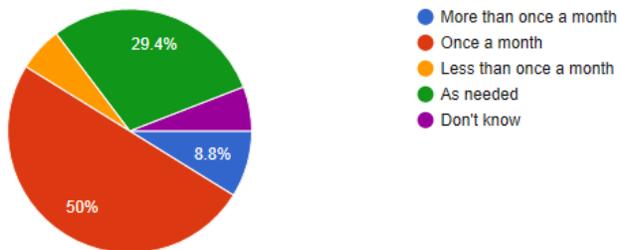


If you work with another committee that acts in lieu of a CIC what is the name of that committee? (8 responses)

- My organization does not but the county I live in does and they all have different schedules.
- There was once a Christmas Valley Citizens' Involvement Committee, but they haven't meet for years and their involvement was only due to proposed Solar Projects.
- Planning Commission
- Planning Commission

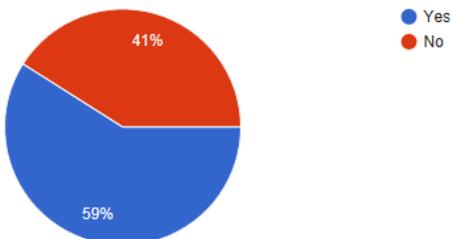
- Planning Commission
- CCI, Committee for Citizen Involvement
- Citizens Advisory Committee
- A special outreach is always made for special projects

How frequently does the CIC (or acting group) meet to review land use decisions? (35 responses)



Follow Up

Are you interested in seeing the results of this survey and being included in future communication with the Citizen Involvement Advisory Committee (CIAC) for the Oregon Land Conservation and Development Commission (LCDC)? (39 responses)



Are you interested in being contacted about follow up research (e.g. focus groups, interviews, roundtable conversations)? (1 response)

Yes.

Do you know about a citizen involvement process that deserves recognition?

No responses.

Citizen Involvement Advisory Committee Public Involvement Process Checklist

The Land Conservation and Development Commission (LCDC) asked its Citizen Involvement Advisory Committee (CIAC) to prepare a list of no and low-cost public outreach tools and strategies to help local governments improve the effectiveness of citizen involvement efforts. Numerous organizations have prepared comprehensive compendiums of public involvement tools, strategies and approaches. A list of these and other resources is included at the end of this document. Furthermore, all citizen involvement programs entail a cost, whether in terms of time and labor, materials or fees.

Therefore, the CIAC, in collaboration with the LCDC liaison, has determined that the most useful tool we can prepare is a checklist of public involvement best practices to aid local governments in their efforts. The following is a preliminary checklist for consideration by LCDC and other interested parties. We will incorporate ideas and comments gathered into a final checklist which will be made available on the CIAC website.

STEP 1. Prepare for the public involvement effort

✓	Activity/Strategy
	Define the desired outcome of the land use project
	Determine the level of effort appropriate for the topic/issue
	Determine the amount of funding available for the effort
	Research and document demographics of the project area

Tools

- Scope of work and budget
- Participation ladders (e.g. IAP2 Spectrum of Public Participation)
- US Census (<http://factfinder2.census.gov/>, <http://www.towncharts.com/Oregon/Oregon-state-Demographics-data.html>, <http://censusreporter.org/profiles/>)

STEP 2. Create a Public Involvement Plan

✓	Activity/Strategy
	Define public involvement objectives
	Identify project stakeholders – constituents likely to be impacted by the project <ul style="list-style-type: none"> - Which constituents are likely to see a disproportionate or unique positive impact from the project outcomes? - Which constituents are likely to see a disproportionate or unique negative impact from the project outcomes?
	Describe the list of tools and actions that will be used to engage each stakeholder group, including culturally and linguistically appropriate methods for each audience
	Ensure that the public involvement program matches available resources
	Assign roles and responsibilities for implementing the tools and actions
	Develop a schedule for public involvement activities
	Identify feedback loops/mechanisms to ensure the process is transparent
	Develop criteria or measures to evaluate success
	Review and refine the Plan with key project stakeholders (e.g. advisory committee)

Communication Tools

- | | |
|---|--|
| <input type="checkbox"/> Briefing | <input type="checkbox"/> Brochure, flyer, newsletter |
| <input type="checkbox"/> Community profile | <input type="checkbox"/> Direct mail |
| <input type="checkbox"/> Email | <input type="checkbox"/> Existing conditions report |
| <input type="checkbox"/> Fact sheets | <input type="checkbox"/> Infographics |
| <input type="checkbox"/> Mailing list | <input type="checkbox"/> Media release |
| <input type="checkbox"/> Newspaper advertisements | <input type="checkbox"/> Newspaper articles |
| <input type="checkbox"/> Online advertisements | <input type="checkbox"/> Online civic involvement platform |
| <input type="checkbox"/> Public display | <input type="checkbox"/> Social media |
| <input type="checkbox"/> Television or radio advertisements | <input type="checkbox"/> Website |

Engagement Tools

- | | |
|---|---|
| <input type="checkbox"/> Advisory committee | <input type="checkbox"/> Canvassing |
| <input type="checkbox"/> Charrettes | <input type="checkbox"/> Community events |
| <input type="checkbox"/> Electronic keypad polling | <input type="checkbox"/> Focus group |
| <input type="checkbox"/> Intercept surveys | <input type="checkbox"/> Interviews |
| <input type="checkbox"/> Online citizen engagement platform | <input type="checkbox"/> Open House |
| <input type="checkbox"/> Public hearing | <input type="checkbox"/> Public meeting or workshop |
| <input type="checkbox"/> Questionnaire | <input type="checkbox"/> Speakers bureau/neighborhood conversations |
| <input type="checkbox"/> Stakeholder interviews | <input type="checkbox"/> Statistically valid survey |
| <input type="checkbox"/> Tours | <input type="checkbox"/> Workshop |

STEP 3. Communicate, Educate and Inform Stakeholders

✓	Activity/Strategy
	Prepare the communication materials identified in STEP 2
	Provide notification with enough lead time to enable effective participation
	Create a shared understanding of the project purpose and desired outcomes; provide educational opportunities for stakeholders to learn more
	Provide information in non-technical jargon using a variety of formats – text, tables and images
	Translate materials into languages appropriate to identified stakeholders
	Work with project partners to disseminate information
	Partner with community based organizations as needed to reach specific constituencies
	Ensure information is available in a central and accessible location (e.g. project website, City Hall, library)
	Communicate project results or recommendations

Tools

STEP 4. Engage With Stakeholders

✓	Activity/Strategy
	Implement the engagement tools identified in STEP 2.
	Engage the community early and at key decision points in the process <ul style="list-style-type: none"> - Provide overview and objectives - Agree on existing conditions - Create a vision

	- Develop alternatives - Select preferred alternative
	Talk with key stakeholders to better understand issues, challenges and opportunities
	Consider ways to build the capacity of community members to participate in this and future decision-making processes
	Ensure activities are accessible in terms of location, time, and people of varied abilities
	Consider offering food, child care, travel reimbursement and interpretation services to encourage participation
	Identify areas of broad agreement and issues to resolve
	Record and report the results of engagement efforts and disseminate to stakeholders

Tools

STEP 5. Monitor and Evaluate Your Public Involvement Effort

✓	Activity/Strategy
	Review evaluation criteria or measures identified in STEP 2
	Document communication and engagement tools and activities
	Document level of participation quantitatively and qualitatively
	Evaluate the effectiveness of public involvement activities and strategies and make adjustments as needed
	Use lessons learned to enhance future programs to improve participation

Tools

Resources

- Metro Public Engagement Guide, <http://www.oregonmetro.gov/public-engagement-guide>
- IAP2 Practitioner Tools, <http://www.iap2.org/?page=A5>
- Place Matters Tools for Effective Community Engagement, http://placematters.org/blog/wp-content/uploads/2014/05/PublicEngagementTools_05.22.14.pdf.

Dear _____,

Thank you for being in touch with the Citizen Involvement Advisory Committee (CIAC) and for a thoughtful approach to the issue of citizen involvement. While challenging at times, successful citizen involvement is critical to the success of local and statewide land use planning. The CIAC was established to serve as a resource and counsel for local jurisdictions to navigate the citizen involvement process.

In proposing to shift the responsibility from an independent committee for citizen involvement (CCI) to a Planning Commission/CCI, it is essential that a local government evaluate its decision against the intent and expectations of Statewide Planning Goal 1. The purpose of the CCI is to assist the governing body in 1) developing a citizen involvement program that promotes and enhances citizen involvement in land-use planning, 2) implementing the program, and 3) evaluating the process being used for citizen involvement. The local government is responsible for ensuring that the CCI is broadly representative of geographic areas and interests related to land use and land-use decisions. It should provide the opportunity for citizens to be involved in all phases of the planning process.

In order for a governing body to assume the responsibility of the CCI or to assign those responsibilities to a planning commissioner, it must submit a letter to the Land Conservation and Development Commission (LCDC) for the CIAC's review and recommendation. The letter must include the rationale for selecting this option and provide the mechanism it will use for evaluating its citizen involvement program. The local government needs to show that this approach will allow for an objective evaluation of citizen involvement efforts undertaken in land use decisions that are their decisions to make. Once the CIAC receives the letter, it will review the letter at its next scheduled meeting. The agenda item will be noticed to the public and we will invite a representative(s) from the local government to attend the meeting and answer questions, if needed. The CIAC will make a recommendation and forward it to LCDC for their final approval. The CIAC is not a decision-making body.

When forming a combined Planning Commission/CCI, it is prudent for a local government to consider how it might again separate those roles. If sufficient civic capacity to support both bodies becomes evident, an independent CCI may again have an appropriate place in your local government.

We hope this information provides you with the guidance you need to move forward with your process.

Please let us or DLCD staff know if you have any other questions.

Many thanks,

Steve Faust
CIAC Chair