



Stewardship Plan

for

Comprehensive Plan Designations

**Administrative Boundaries Framework
navigatOR
State of Oregon**

Version 0.1
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Under the auspices of the Oregon Geographic Information Council

Revision History

0.2 revised based on community input

0.3 revised based on community input during first comment period

0.4 revised based on community input during the second comment period

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Stewardship Classification

This stewardship plan is for the life-cycle management of the Comprehensive Plan Designations framework element of the Administrative Boundaries theme.

This is a Class B Stewardship Plan because this data element:

- has multiple data sources created by Oregon local governments,
- has attributes and/or features that change frequently,
- does not have a high level of dependency by other Framework data elements, and
- is not a Base Map element as defined by the Framework Program.

Therefore, this element requires a moderate degree of formality and documentation for stewardship, though it is used frequently and changes periodically.

Framework Element Steward

Agency or organization: Oregon Department of Land Conservation and Development (DLCD)
DLCD serves as the horizontal steward of the Comprehensive Plan Designations framework element.

Position within Agency with horizontal stewardship responsibilities: Urban Planner II

Custodian(s): Cities and Counties are the custodians of their respective comprehensive plan designations.

Data Description

State law requires each city and county to adopt a comprehensive plan and the zoning and land-division ordinances needed to put the plan into effect. Local comprehensive plans (comp plans) must be consistent with the Statewide Planning Goals. Plans are reviewed for such consistency by the state's Land Conservation and Development Commission (LCDC). When LCDC officially approves a local government's plan, the plan is said to be acknowledged. It then becomes the controlling document for land use in the area covered by that plan.

Each jurisdiction creates a plan in order to plan for the future growth and development of their jurisdiction. Each comp plan stands on its own as an individual plan. This dataset is the result of an aggregation and compilation process to create a statewide dataset of local comp plans for regional and statewide planning purposes.

In order to support the merging of many local datasets into one statewide coverage, the comp plan attributes have been normalized using a pre-defined set of comp plan designations (codes). The dataset contains the original geometry submitted to the Department of Land Conservation and Development (DLCD) and the normalized attributes. The statewide

compilation will enable users to see, analyze, and understand, the growth and development plan at a regional and statewide scale.

Data Type: Vector

Feature Type: Polygon

Update Cycle: Every 2 years

Comprehensive plans are updated by local governments on an irregular and as-needed basis. Updates to these comp plans must be submitted to DLCD for review. The statewide compilation of local comp plans will be published every 2 years as a Framework element and include all comp plan changes that have occurred and submitted to DLCD during the previous 2 calendar years.

For the more detailed, non-standardized version of the local comprehensive plans, users should contact the local jurisdictions (custodians) as the data source.

Stewardship Approach

Cities and counties submit to DLCD a comprehensive plan amendment proposal that may include plan text and/or map changes. After approval (acknowledgment), DLCD incorporates these changes into the statewide compilation geodatabase. This stewardship approach leverages Oregon Revised Statute (ORS) 197 and Division 18 of the Oregon Administrative Rules (OAR 660-018) for post-acknowledgment plan amendments. This approach allows DLCD to keep up with changes that occur across the state and at irregular intervals. Every 2 years DLCD will publish an updated version of the statewide compilation.

Stewardship Workflow

After an amendment is acknowledged, the steward updates the specific local jurisdiction polygons in the geodatabase, along with revised attributes that fit the normalized set of state comp plan designations. The revised comp plan data are reviewed by the custodian personnel. Any discrepancies in spatial representation or the normalized attributes will be resolved between the steward and the custodian prior to publishing the bi-annual update.

Data Acquisition

Data acquisition occurs via local jurisdiction submittals to the horizontal steward (DLCD). DLCD coordinates with the local jurisdictions to request GIS files, if not already provided, and to ensure the most appropriate comp plan designations are used during the normalization process. See the metadata for additional details.

Data Maintenance

Individual jurisdiction comp plan maps (polygons and attributes) will be updated upon acknowledgment. The steward will work with the custodians to resolve any discrepancies

resulting from integrating the new data into the geodatabase. All the updated jurisdiction data are rechecked near the end of the update cycle, after which the statewide compilation of Comprehensive Plans Framework data layer will be published. DLCD will use its Post-Acknowledgement Plan Amendment database to QC the list of amendments submitted to DLCD and the data updates performed within the geodatabase to ensure all appropriate amendments are included.

It is not likely that the set of state comprehensive plan designations (codes) will need to be updated due to plan updates by local governments (ie..new local codes introduced that don't align well with the standard statewide set of codes). However, this type of update could occur in the future on an as-needed basis.

Communication

The steward will invite and sustain an exchange between DLCD and the custodians as part of agency standard operating procedures.

Horizontal Integration

Comprehensive plans created by local jurisdictions should fit together like a puzzle with adjacent and joining boundaries. Horizontal integration is complicated by discrepancies between jurisdiction boundaries. The steward is not currently undertaking the task to resolve adjacent boundary discrepancies. Therefore, gaps and overlapping polygons are likely to exist within the dataset.

Vertical Integration

The local jurisdiction comprehensive plans have been crafted based on acknowledged state, county, and local data. Largely, they are already aligned with existing boundaries, such as tax lots and city boundaries. Natural and man-made features may also be used. Vertical integration issues are avoided by using existing spatial features as guides. The steward has not taken extra steps to ensure vertical integration with other datasets at this time.

Distribution

The Comprehensive Plan Designations Framework element will be published as a feature class and as a Web service made available through Oregon's Spatial Data Library, Oregon Explorer, ArcGIS Online and other appropriate access points.

Quality Checking

DLCD will use its Post-Acknowledgement Plan Amendment database to QC the list of amendments submitted to DLCD and the data updates performed within the geodatabase to ensure all appropriate amendments are included in each update.

Quality checking is also accomplished by custodian personnel providing assistance in the conversion of local comp plan designations to the normalized state compilation codes. Either the custodian or DLCD will carry-out the attribute conversion. The custodians are provided a crosswalk table for final quality checking of the attribute conversion. The resulting data are used to update the current version of the Framework element.

Improvement

Custodians are encouraged to assist in the conversion process and provide quality checking of the resulting data. Future releases of this dataset could be improved by removing horizontal topological errors and ensuring vertical integration.

Evaluation

As long as Oregon's Land Use Planning Program requires local comprehensive plans, this Framework element will be in demand. The steward will periodically check with the Planning Workgroup of the Administrative Boundaries Framework Implementation Teams (FIT) to gather input on whether any changes in attributes or other aspects need to be made. Stakeholder use and feedback will also be requested and used as input for data evaluation.

Archiving

Changes to local comprehensive plans is tracked in the DLCD Post-Acknowledgement Plan Amendment database. The custodians are the official record keepers of the acknowledged plans. Archiving of this compilation dataset is anticipated to occur through the Geospatial Enterprise Office, by DLCD, or another partner agency, such as the Secretary of State Archives.