

Oregon's Citizen Involvement Advisory Committee

2023 – 2025 Work Plan

March 24, 2023

Context:

To guide the work of Department of Land Conservation and Development (DLCD) staff and the Citizen Involvement Advisory Committee (CIAC), DLCD staff prepared a work plan for CIAC consideration and Land Conservation and Development Commission (LCDC) approval.

This work plan is divided into four sections:

- 1) **Work plan development**
- 2) **Core work** – These workplan items are ongoing. They include CIAC's advisory role to the commission and local jurisdictions, as well as CIAC's feedback and participation in DLCD policy development activities. This category also includes the Achievement in Community Engagement (ACE) Awards, which are annual.
- 3) **Special projects** – One-time projects that align with and advance CIAC priorities. This category includes work plan items that will extend beyond the biennial workplan.
- 4) **Staff work** – This category includes items that are related to committee work, but that rely primarily on DLCD staff members for completion.

Each work plan item is assigned a DLCD staff lead.

The final section of this work plan includes a timeline and workflow for work plan items.

Questions on work plan items may be directed to Sadie Carney,
sadie.carney@dlcd.oregon.gov, 503-383-6648

WORK PLAN DEVELOPMENT

Work Plan Development and CIAC Priorities (January – March 2023)

At the joint meeting of the LCDC and CIAC in January 2023, commissioners and committee members discussed priorities for the year and biennium. Commissioners and CIAC members agreed the work plan should include a focus on guidance documents related to meaningful engagement for local governments. DLCD recognizes that community engagement efforts are better shifting from a transactional, project-focused approach to longer-term, relationship-based and capacity-building investments. Commissioners recognized that eliminating traditional barriers to participation and committing to building relationships with all facets of a community engenders community trust, community support, and more equitable land use planning outcomes.

In consultation with CIAC leadership and LCDC liaisons Commissioners Sandoval and Warren, DLCD staff refined the biennial workplan elements discussed in January for presentation to and adoption by LCDC at their April 2023 meeting.

Staff Manager: Sadie Carney

CORE WORK

1. DLCD Policy Development – Community Engagement Review

A requirement of the commission's Public Participation Guidelines, the CIAC is invited to comment on the DLCD Draft Policy Agenda each biennium, via written comments to DLCD's Policy Office and LCDC as part of its advisory role. The same guidelines require DLCD staff to consult with the CIAC on the communications and community engagement plan for individual rulemaking efforts. They also allow for, but do not require, CIAC participation on advisory committees or workgroups that support rulemaking efforts.

Staff lead: Alexis Biddle

2. ACE Awards

The Achievement in Community Engagement (ACE) Awards are given by the CIAC for excellence in community engagement. Individuals, community organizations, and government entities are welcome to submit applications. Projects must have completed *at least* one phase of public outreach at the time of application.

DLCD staff will announce the award application period on the CIAC's behalf in April, 2023. CIAC members will consider applications received in a new, online application process. Changes to the ACE Award application and description are focused on creating a strong relationship between the CIAC's [Putting the People in Planning](#) guidance document, and DLCD's Diversity, Equity, Inclusion best practices

Staff and CIAC members will evaluate applications and make awards in Fall 2023.

Staff leads Sadie Carney, Ingrid Caudel

3. Review of Public Participation Guidelines

The CIAC bylaws require the committee to annually review and provide a report to the commission on the [Public Participation Guidelines](#), which provide guidance to the commission and department on community engagement in policy development. CIAC members will review the document for sufficiency and suggest any necessary changes. DLCD staff will provide a report in writing for commission review and direction.

Staff leads Sadie Carney, Ingrid Caudel

SPECIAL PROJECTS

4. ACE Awards Revision

At the request of CIAC members, staff are moving the ACE application to an online process. The intention is to make the application process easier, and to make comparison of one application to another easier during evaluation. Staff will complete these revisions in March 2023, with the ACE Award call for nominations going live in April 2023.

Staff lead: Sadie Carney

5. Best Practices for Engaging Community Based Organizations at a Local Level

The CIAC recommends engaging a consultant to assist in the development of a guidance document for local governments that outlines best practices for supporting and engaging community-based organizations (CBOs) in land use planning work. The guidance will be intended to support local governments as they create and develop ongoing relationships, rather than viewing land use planning through a discrete “project-by-project” lens. The agency's rulemaking and program development emphasis for 2023-24 will be in the area of housing. There will be significant opportunities to build these practices into the work of the agency's new Housing Division.

Best practices will include:

- A recognition of the racist history of planning in Oregon,
- The benefits of community capacity building,
- Tips on building local government awareness of community-based organizations,
- How to determine which community-based organizations are the most appropriate partners,
- How to engage community-based organizations in conversation,
- Building long-term relationships with community-based organizations,
- How to recognize and meet translation and accommodation needs,
- Compensation models, and
- Assessment and evaluation ideas The resulting guidance will provide a framework that, in combination with *Putting the People in Planning*, can be used to elevate diverse community voices and build community capacity through the land use planning process.

Staff leads Sadie Carney, Ethan Stuckmayer, Mari Valencia-Aguilar

6. Defining the role of Committees for Citizen Involvement (CCIs) at a local level

In response to questions and some confusion from local governments and community members, the CIAC would like to develop and publish a guidance document that outlines the roles and responsibilities of the Committees for Citizen Involvement (CCI) that are specified in Goal 1. In this guidance, the CIAC would like to outline a series of best practices for Planning Commissions that are acting in lieu of an independent CCI.

Staff lead: Sadie Carney

7. Creating a feedback process for participants in DLCD policy development

At the request of CIAC members who have invested their time and talent in DLCD's policy development efforts, staff recognize the need to create an evaluation and assessment process for those who offer guidance to the department in this regard. CIAC members recommend staff create a process or tool that DLCD staff can employ after community-informed policy development activities, to document and evaluate the successes and challenges experienced by participants. This process should be a routine process step in DLCD project management and evaluation when a community engagement plan is created. These assessments will help improve our community engagement practices. Properly developed, this process and associated tools could have broad applicability and utility for local governments as well as the department.

Staff lead Sadie Carney, Casaria Taylor

8. Commission work session and presentation – Jan 2024

The CIAC proposes hosting a panel conversation in their joint meeting with the Land Conservation and Development commission once every two years. The panel presentation would center on new and emerging best practices, convening a group of thought leaders in the field of equitable planning and community engagement.

Staff leads: Sadie Carney

STAFF WORK

9. Update CIAC web page to include biographies, pictures and map

Staff will request biographies and headshots from current CIAC members for inclusion on the website. After updating the format of the CIAC web page, staff will populate the updated page with bios, headshots, and CIAC seat representation, similar to those found on the Commission webpage.

Staff lead: Ingrid Caudel



Department of Land Conservation and Development 2024 Budget and Legislative Summary

March 11, 2024

Alexis Hammer, *Legislative & Policy Coordinator*

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Budget

	2023-25 Legislatively Adopted Budget	2024 Budget Appropriations	2023-2025 Legislatively Approved Budget
General Fund	\$35,491,485	\$15,351,010	\$50,842,495
Other Funds	\$1,750,237	\$123,357	\$1,873,594
Federal Funds	\$9,187,910	\$319,424	\$9,507,334
Total Funds	\$46,429,632	\$15,793,791	\$62,223,423
Positions/Full-Time Equivalent (FTE)	78 / 75.93	31 / 16.26	109 / 92.19

Note: This funding has not yet been reconciled through the DAS auditing process.



SB 5701 – End-of-Session Budget Reconciliation Bill

Summary: Allocates funding to fill General Fund shortfall and restructure management positions at the Department of Land Conservation and Development, provide for a new assistant director / chief operating officer, and reclassify nine existing positions to accommodate the agency's expanding responsibilities and growth.

Appropriations: \$3,090,024 *Positions:* 1 (FTE: 0.63)

Key Legislation

Housing and Urbanization



SB 1537 – Governor Kotek's Housing Production Framework



Summary: Establishes the Housing Accountability and Production Office between the Department of Land Conservation (DLCD) and Development and the Department of Consumer and Business Services (DCBS) to support local jurisdictions in meeting the housing needs of the communities and complying with state housing laws. HAPO will begin providing educational and technical assistance shortly after passage of the bill and will begin taking complaints of housing law violations after July 1, 2025. Creates the Housing Accountability and Production Fund and allocates \$5M to support the operations and allocation of technical assistance to local jurisdictions for support with housing goals. Creates pathway to allow developers to opt in to new standards of evaluation for previously submitted, but not yet approved, projects. Awards attorney fees to applicant and local jurisdiction if land use decision is upheld within an Urban Growth Boundary. Allocates \$3M to the Housing Infrastructure Support Fund operated by the Oregon Business Development Department (DBA "Business Oregon") to support planning for housing-related infrastructure. Requires DLCD to develop key considerations and metrics and submit a report by Dec. 31, 2024 for the legislature to consider in evaluating and prioritizing infrastructure projects. Creates a revolving loan fund within Oregon Housing and Community Services (OHCS) to support housing development projects and appropriates \$75M in one-time funds. Grants HAPO coordination authority with OHCS over the fund. Requires local governments to allow land use adjustments to local design and development standards under specific criteria. Makes applications for replats, property line adjustments, extension alterations and expansions of a nonconforming use administrative-level decisions. Creates a time-limited alternative to urban growth boundary amendments for eligible cities, a small-scale amendment option, and land-swap process.

Appropriations: \$10,629,017 *Positions:* 28 (FTE: 14.46)



HB 4063 – Amending Oregon Housing Needs Analysis and Middle Housing Partitioning

Summary: Requires Metro counties to plan for needed housing under the Oregon Housing Needs Analysis (OHNA / HB 2001 in 2023). Clarifies that the Department of Administrative Service's (DAS) housing allocation to cities within Metro is usable for purposes of OHNA and does not need to be replicated by Metro. Allows cities to partition a middle housing lot no more than three times within a calendar year.



SB 1564 – Presumed Clear and Objective Model Housing Ordinances

Summary: Directs the Department of Land Conservation and Development to develop, and the Land Conservation and Development Commission to adopt, model ordinances by housing type no later than Jan. 1, 2026, for cities under 2,500 population, 2,500 to 25,000 population, and 25,000 and greater. Model ordinances adopted pursuant to this legislation are presumed clear and objective.

Appropriations: \$550,000



HB 4026 – Prohibition of Urban Growth Boundary Referendum

Summary: Prohibits local jurisdictions from referring a UGB expansion to the voters and limits the review of amendments to ORS 197.626.

Infrastructure



HB 4134 – Project-Specific Infrastructure Funding for Housing

Summary: Appropriates \$7M through the Oregon Business Development Department to local jurisdictions for purposes of infrastructure projects supporting housing production.



SB 1530 – General Housing-Supportive Infrastructure Funding

Summary: Appropriates \$89M to the Oregon Business Development Department for direct allocations to infrastructure projects to support housing production.

Energy



HB 4015 – Battery Energy Storage Siting

Summary: Allows Battery Energy Storage Facilities to be sited under the authority of the Energy Facility Siting Council.



HB 4080 – Offshore Wind Roadmap

Summary: Directs the Department of Land Conservation and Development to create a roadmap for offshore wind policy in the state.

Appropriations: \$998,072 *Positions:* 2 (FTE: 1.16)

Miscellaneous



HB 1576 – Recreational Immunity

Summary: Modifies recreational immunity law to specifically pertain to cities and counties and include walking, running, and biking as recreational activities.



Department of Land Conservation and Development 2025 Policy Option Packages Straw Proposal

March 13, 2023

Planning for Housing Production

As part of recently passed housing legislation, DLCD has created and expanded its housing division over the past 5 years. Planning for needed housing throughout the state is one of the agency's top priorities, which includes not only internal policymaking, but local government and Tribal nation consultation and technical support. The following POPs support DLCD's ability to continue elevating Goal 10 work to help local jurisdictions meet housing production goals across the state:

- Planning for Housing in Metro Unincorporated Areas
 - Grants to counties for technical assistance in completing Goal 10 work for urban incorporated areas within Metro counties
- Permeant HAPO funding
- Housing Planning Assistance (HB 2001/3 from 2019)
 - Increasing technical assistance grants for local government planning and code updates

Supporting Local Governments

Local jurisdictions rely on DLCD for technical and financial assistance to meet all 19 planning goals, and which encompass citizen involvement, agricultural and forest lands, natural hazards, and more. The following POPs will increase the department's capacity for data collection and stewardship, grant allocation, and Tribal consultation and community engagement to help local governments meet these goals:

- GIS/Data Capacity
 - Building a comprehensive GIS data system within the agency to collect and steward data and work with community, local, and state partners to answer data inquiries
- Increasing the General Grant Program
 - Increasing funding for local government comprehensive plan updates
- DEI / Engagement Specialist + Grants
 - DEI-dedicated staff-person
- Non-Resource Land Rulemaking
 - Developing guidelines for clear and objective standards for housing applications on rural non-resource land
- State and Local Tribal Liaison
 - Liaison to Tribal governments DLCD consults with
- Supporting Local Planning to Reduce Flood Risk
- Clear and Objective Standards on Non-Resource Land Implementation Grants
 - Technical assistance for local governments to perform extensive code updates to create clear and objective housing standards on non-resource land
- FEMA Bi-Op*
 - Engaging with FEMA on bi-op regarding development in floodplains and insurability of existing properties

Promoting Resilience, Climate Mitigation and Climate Adaptation

In a rapidly changing world, it is more important than ever that Oregon be engaged in long-term planning to not only adapt and practice resilience to natural hazards, but to ensure that the state's investments and infrastructure prioritize this goal as climate change continues to increase fluke weather events and climate migration. The following POPs support DLCD's capacity to plan for climate mitigation and resilience in the coming years:

- Community Green Infrastructure*
 - Permanent funding for the community green infrastructure positions and grants
- Solar Energy Siting
 - Increased staff capacity for DLCD and technical grants to provide to local governments around solar energy siting
- Technical Assistance for updating TSPs in Climate Friendly Communities
 - Providing technical assistance to local governments for updated TSPs
- Establish Climate Adaptation and NH Resilience Planning Program
 - 3 DLCD positions to create a more coordinates statewide climate adaption program
- Update and Implement NHMP
 - Funding to complete the FEMA-required Natural Hazards Mitigation Plan to be eligible for federal dollars.
- Wildfire Evacuation Transportation Planning
 - Technical assistance to cities and counties for planning for wildfire evacuation routes with transportation planning

Coastal Management

Oregon's Coastal Management Program is a federally-required program to promote proper stewardship of the state's coastal resources. The following POPs provide the resources for specific coastal management projects to improve the resilience of coastal communities and ecosystems:

- Offshore Wind Planning and Energy
 - Federal consistency support for offshore wind development
- Columbia EMP
 - Develop Estuary Management Plan and dredged material management for Columbia Estuary
- Rocky Shores Coordinator
 - Permanent funding for Rocky Habitat Coordinator
- Sustainable Funding for OCMP
 - Maintain current service levels of Oregon Coastal Management Program as CZARA funding continues to be reduced

For more information, please contact Alexis Hammer, Legislative and Policy Coordinator (alexis.hammer@dlcd.oregon.gov) or Aurora Dziadul, Legislative Intern (aurora.dziadul@dlcd.oregon.gov).

2024 CIAC Proposed Meeting Dates

January 26, 2024 – Joint CIAC/LCDC Meeting

March 22, 2024

May 24, 2024 – Subject to approval

August 23, 2024 - Subject to approval



Oregon

Tina Kotek, Governor

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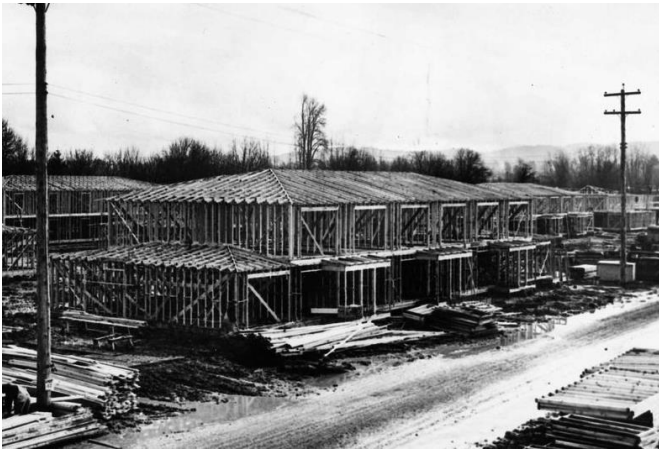
March 22, 2024



ACHIEVEMENT IN COMMUNITY ENGAGEMENT (ACE) AWARDS: JUNE 2023 CIAC COMMENTS ON APPLICATION AND REVIEW PROCESS

The Citizen Involvement Advisory Committee discussed the ACE Award application and review process at their June 2023 meeting and shared the comments below with DLCD staff. Shall the CIAC appoint a subcommittee to make changes and improvements to the ACE Award process for 2024?

- The way that tribal outreach was framed; was there tribal outreach or wasn't there, tipped the scales. In the future can we quantify the level of tribal consultation, instead of just yes or no.
- Some people took more attention to detail when answering the questions, this effected how the ranking was applied.
- It was uncomfortable to score an actual tribal planning agency for tribal consultation.
- The Diversity, Equity and Inclusion (DEI) commitments category; can we refine the question to specifically ask their commitment to DEI?
- Some projects were set up to target a specific priority population, our evaluation is not set up to target one group it looks more generally.
- Overall, the online system seemed to encourage the most applications we have had for many years!
- Can we have quantitative way to get feedback from the community on how they were consulted?
- Suggested to have a community organization co-sign the application to approve that all presented is correct and accurate and that outcomes and objectives were reached.
- More guidance on scoring criteria for the 1-10 range.
- More guidance for the applicants – what we are looking for in each response, there were some very detailed answers and some short answers which made it difficult to score.
- Offer the paper application for anyone without online access.
- The 1-10 scoring criteria was quite broad. Suggest scoring on a high level with 1-5 stars on how impressed we were with each project, take notes, then have a conversation.
- How do you score a project that was so transformative and articulate best practices for our planning agencies?



OREGON

Department of
Land Conservation
& Development



Oregon Housing Needs Analysis Rulemaking Engagement

Citizen Involvement Advisory Committee (CIAC)

March 22, 2024

Jena Hughes, Housing & Growth Management Analyst
Celestina Teva, Housing Planner

Background / Review

What is the Oregon Housing Needs Analysis (OHNA)?

- 2023: Oregon House Bill 2001 passed
 - Directs LCDC to adopt and amend administrative rules related to housing (Goal 10) and urbanization (Goal 14)
 - DLCD directed to lead process to develop rules on:
 - Housing Needs and Production
 - Housing Capacity and Urbanization
 - Housing Accountability
- Intent: Create a more comprehensive Goal 10 framework that emphasizes local actions to **promote housing production, affordability, and choice**

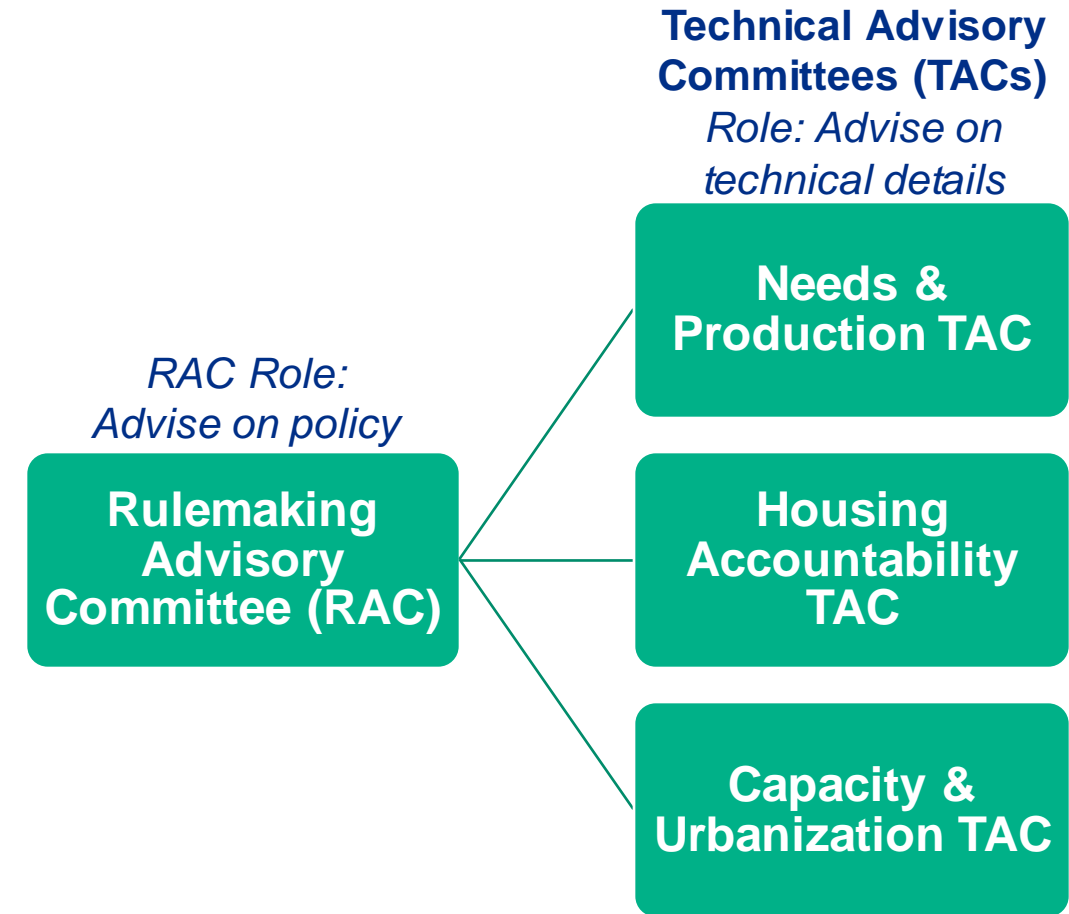
What we Discussed/Heard Last Time

September 29 CIAC Meeting:

- Rulemaking background
- Advisory Committee structure
- Preliminary engagement methods and who to engage
- Introduction of DLCD's Racial Equity Framework for Decision Making

Today's Discussion:

- Building off this, how do we ensure the framework is meaningfully integrated into the OHNA engagement process?



Advisory Committee Structure

Recent Engagement Efforts

- Assembled Advisory Committees
 - Held first RAC meeting and TAC meetings
- Contracted with an Equity Consultant to help ensure equitable process and hold us accountable
- Revised Communications & Engagement Plan to integrate the Racial Equity Framework



RAC intention-setting word cloud

Racial Equity Framework for Decision Making

Tool adopted by LCDC with 8 assessment areas and corresponding analysis questions for use in writing rule or other decision-making actions

Historical Inequities

Benefits & Burdens

Data Equity & Data
Justice

Community
Engagement &
Empowerment

Accountability

Restorative Justice

Decision Making

Measuring &
Evaluating
Outcomes and
Continuous
Improvement

Racial Equity Framework for Decision Making

Community Engagement & Empowerment

1. What are the methods and what are the racial and geographic demographics of communities engaged during analysis?
2. Were there any specific issues raised by Communities of Color about the impact of this rule? What are they? Did they impact/change the development of the rule? If yes, how? If no, why?
3. How have DLCD advisory committees engaged with this rule? PACs, **CIAC**, LOAC

1a. Engagement Methods

Inform

Project Website

Policy Briefs

Press Releases

GovDelivery Email lists

Topic-Specific Webinars*

Consult

Online Public Comment Opportunity

Community Conversations*

Speakers Bureau

Housing Open Fora

Outreach through Regional Reps

Involve

Tribal Consultation

Coordination with State Agencies

Governor's Office & Legislators

Regional Conversations with Partners

Focus Groups

"Close the Loop" Sessions

Collaborate

Rulemaking Advisory Committee

- Meetings
- Technical Drop-In Support
- 1:1 Technical Support

Technical Advisory Committees

Defer to

LCDC

1b. Racial & Geographic Demographics

Status of Data & Efforts

- No standard demographic collection process across methods
- Some methods lend themselves better to certain types of demographic information than others
- Efforts to engage specific Communities of Color through focus groups, partnerships with culturally specific organizations, and diverse RAC and TAC member compositions.

2. How feedback from Communities of Color will be incorporated

Engagement Tracker

Representation of Communities of Color

Service to Communities of Color

Has the feedback been considered in writing the rules?

Closed Loop Process

Accountability to feedback

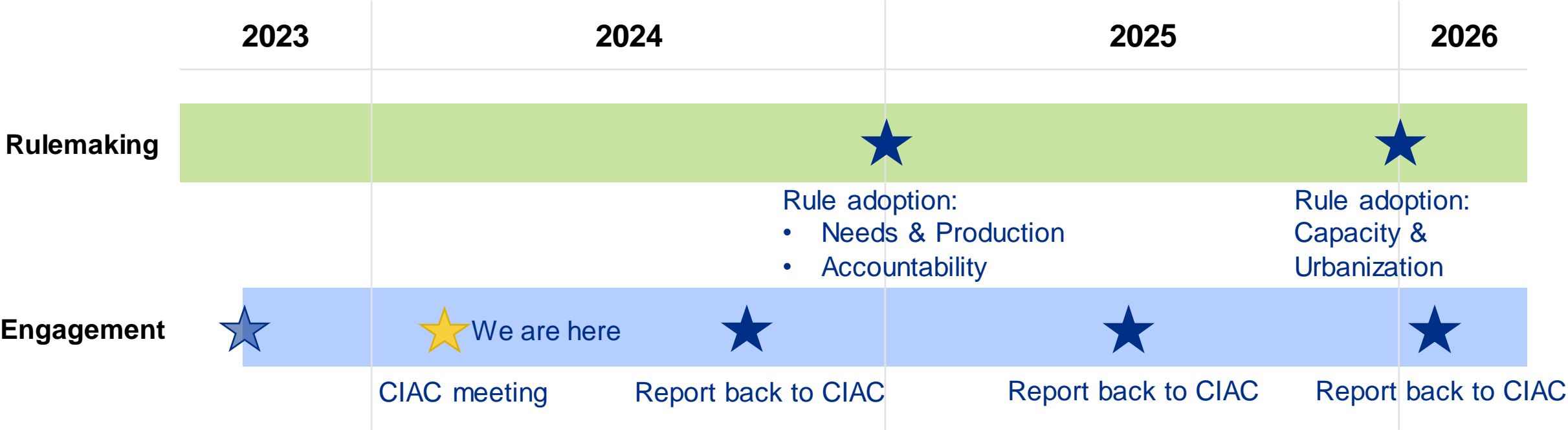
Evaluating methods - areas for improvement

Exit interviews with RAC members

3. How will CIAC engage with rulemaking moving forward?

- CIAC representation on the RAC
- Staff will attend future CIAC meetings to report back on engagement completed and gather feedback
- Other ways to stay engaged/informed:
 - Visit the rulemaking webpage: www.oregon.gov/lcd/Housing/Pages/Rulemaking.aspx
 - Sign up for updates: <https://public.govdelivery.com/accounts/ORDLCD/subscriber/new>
 - For questions and comments, contact housing.dlcd@dlcd.oregon.gov

Rulemaking & Engagement Timeline



Discussion Questions

1. What do you think of this approach to integrate the racial equity framework into the OHNA Rulemaking engagement process?
2. Do you have any other comments or questions?



DLCD

Department of
Land Conservation
& Development

Citizen Involvement Advisory Committee (CIAC)

March 22, 2024

Thank you!



DLCD RACIAL EQUITY FRAMEWORK FOR DECISION MAKING

The Department of Land Conservation and Development's (DLCD) Racial Equity Framework for Decision Making, developed collaboratively with the Land Conservation and Development Commission (LCDC), serves as a comprehensive tool to guide all staff and advisory groups in internal projects and processes.

The questions in this tool aim to prompt explicit integration of racial equity into decisions, fostering intentional changes, and anticipating adverse consequences. Functioning as both a process and a product, the Racial Equity Framework operates as a racial equity lens, revealing how current issues stem from historic policies, practices, and power dynamics, disproportionately affecting communities of color and other historically marginalized groups.

By addressing past injustices and acknowledging the historical root causes and harms of racial disparities, this tool serves as an effective means to create systemic solutions for change. It facilitates a process that not only identifies and understands the impact of historical policies but also supports the development of solutions to rectify and prevent further harm.

Historical Inequities

- How does this rule address historical inequities for communities of color?
- If the rule does not address historical inequities, what historical inequities are evident?
- How can this rule lessen historical inequities on Communities of Color? What mechanisms under the jurisdiction of the Oregon Land Use Planning program can assist in reducing historical inequities?
- What additional information or data do you need to address this question? Where will you get it?

Benefits and Burdens

- What are the benefits and burdens of this rule: Financial, environmental, social?
- Who will benefit from this action? Who will be the most burdened?



	<ul style="list-style-type: none">• How will burdens be mitigated? How might benefits be redistributed?• Identify possible unintended consequences. How would we mitigate these if we find them later?• Analyze and consider benefits and burdens to future populations.
Data Equity and Data Justice	<ul style="list-style-type: none">• Are the data and research you are using for analysis framed with a Data Equity and Data Justice focus?• If no, where might you obtain this data?• If Data Equity and Data Justice resources are not available, what would you suggest as a way to obtain this information? Is there qualitative data available?
Community Engagement & Empowerment	<ul style="list-style-type: none">• What are the methods of engaging communities in the development of this rule?• What are the racial and geographic demographics of communities engaged during the development of this rule?• Were there any specific issues raised by communities of color about the impact of this rule? What are they? Did this impact/change the development of the rule? If yes, how? If no, why?• How have DLCD advisory committees engaged with this rule?
Decision Making	<ul style="list-style-type: none">• Who (organizations, individuals, communities?) influenced the final rule recommendations?• How does this rule address racial equity in decision making for local government implementation?• If the rule does not provide an approach for racial equity in local government decision making, what would you recommend?



Restorative Justice

- Does this rule provide restorative justice measures for the communities most burdened?
- If yes, what are they?
- If no, what would you suggest that is within the jurisdiction of the State of Oregon?
- What are some other best practices or examples restorative/transformation justice measures that would address the impact of this rule on the most burdened? These examples can be outside the jurisdiction of DLCD, but could provide concept idea sharing with Tribal communities, local governments, businesses and culturally based non-profit organizations.

Accountability

- How does this rule address accountability measures for both DLCD and local governments?
- What are the accountability measures for local government for this rule?
- How will DLCD track compliance and what are the incentives and disincentives for not meeting compliance?
- Do the accountability measures include engaging with communities? If yes, how is this done? If no, why?
- What are the challenges and opportunities for accountability for DLCD and local government? What are some ideas to address this?

Measuring and Evaluating Outcomes and Continuous Improvement

- How will DLCD measure racial equity impact and effectiveness of this rulemaking?
- How will DLCD assist local governments in tracking, measuring, and reporting outcomes?
- What additional resources are needed to accomplish this?