



Oregon's Community Involvement Advisory Committee 2025-2027 Work Plan

To guide the work of Department of Land Conservation and Development (DLCD) staff and the Citizen Involvement Advisory Committee

This work plan is divided into three sections:

- 1) 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.
- 2) 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.
- 3) 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. Questions on work plan items may be directed to Sadie Carney, sadie.carney@dlcd.oregon.gov, 503-383-6648

CORE WORK

- 1) **DLCD Policy Development** – Community engagement review is a requirement of the commission's Community Engagement 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. 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, but do not require, CIAC participation on advisory committees or workgroups that support rulemaking efforts.
Staff lead: Alexis Biddle
- 2) **Achievement in Community Engagement (ACE) Awards** – ACE Awards are given by the CIAC for excellence in community engagement. Individuals, community organizations, and government entities are welcome to submit applications. DLCD staff will announce the award application period on the CIAC's behalf in spring 2025.
Staff leads: Sadie Carney, Ingrid Caudel

SPECIAL PROJECTS

- 1) **CIAC Purpose Statement** – The CIAC would like to develop a purpose statement that clearly indicates their purpose and role within DLCD work and as an advisory committee to the commission. This statement will be included in the DLCD website and delivered with our meeting packet materials and at the top of each CIAC meeting.
Staff lead: Sadie Carney
- 2) **Elevating DLCD's Equitable Engagement Toolkit** – The CIAC helped deliver the Equitable Engagement Toolkit for communities as a product of their prior work plan. For



the next biennium, they would be interested in recommending strategies that could elevate and improve adoption of the toolkit by communities around Oregon.

Staff leads: Sadie Carney, Julia Weinand, Jenna Hughes

- 3) **Card Sorting Exercise for DLCD Website** – DLCD is in the beginning stages of revising the DLCD website. A card sorting exercise helps establish the primary features, needs, and basic needs for communication of information in a website going forward. The CIAC will participate in the card sorting exercise to help staff in website design.

Staff lead: Sean Carpenter

- 4) **Community Engagement in Local Planning** – In response to inquiries from local governments and advocacy organizations, the CIAC would like to develop and publish educational materials specific to Goal 1. With these guidance documents or tools, the CIAC would like to outline a series of best practices for community members to participate in land use decision making.

Staff lead: Sadie Carney

- 5) **Community Engagement Guidelines** – Continue revisions on the commission's Public Participation Guidelines. Update the title to "Community Engagement Guidelines," increase readability, improve formatting, and incorporate the tenets of the commission's Racial Equity Framework for Decision Making throughout the document.

Staff lead: Sadie Carney

STAFF WORK

- 1) **Promotion of Projects Recognized with an ACE Award** – DLCD Communications staff will coordinate with local government staff to elevate achievements in community engagement through social media channels.

Staff leads: Julia Weinand, Sadie Carney



OREGON

Department of
Land Conservation
& Development

Reference: Questions? Please contact sadie.carney@dlcd.oregon.gov

DRAFT