



Land Conservation and Development Commission

Community Engagement Guidelines for Policy Development

I. Purpose

These guidelines describe how the Department of Land Conservation and Development (DLCD or department) involves Oregonians in developing land use policy. The Land Conservation and Development Commission (LCDC or commission) values the participation and feedback of community members and is committed to their involvement in all phases of planning, including when new land use policies are being created. These guidelines aim to help the commission and the department engage Oregonians effectively, consistent with and in some cases beyond the requirements of the Attorney General's Model Rules of Procedure, state law, and the commission's administrative rules.

These guidelines are grounded in the [Racial Equity Framework for Decision Making](#) adopted by the Land Conservation and Development Commission. The framework provides a lens to examine how historic policies, practices, and power dynamics have disproportionately affected communities of color and other historically marginalized groups. The framework supports DLCD in identifying systemic barriers, understanding root causes of racial disparities, and developing policies that center the wisdom, voice, and lived experience of these communities.

The commission and the department will use these guidelines to the extent practicable when creating new or updated statewide planning goals, rules, and in other important policy development activities related to land use.

II. Goals for Community Engagement in Policy Development

- **Engage diverse and equity-focused groups:** We aim to explicitly bring the voices of those who have been excluded from the decision-making process in the past, such as BIPOC community members and organizations, into the decision-making process, fostering intentional changes, and anticipating adverse consequences by involving a wide range of people and viewpoints to gather feedback from those likely to be affected by the outcome, guided by the questions and principles in the Racial Equity Framework. This includes identifying benefits and burdens, examining historical inequities, and facilitating participation from communities of color and other marginalized communities. We seek to co-create policies that are restorative, just, and inclusive within the confines of state directed action.
- **Build accountability and measure impact:** We commit to identifying and incorporating accountability mechanisms for both DLCD and local governments during policy development. We will work to track outcomes that reduce existing racial inequalities.
- **Provide clear and timely information:** We will share information about the policy development process in ways that are easy to understand and accessible to everyone. We will make timelines and opportunities to share feedback available in a clear and easy to understand fashion.
- **Foster understanding:** We will provide policy and project information in ways that are accessible and relevant to a diversity of interested parties so they can confidently and accurately provide input.
- **Connect policy and policy development to real-world impact:** We want Oregonians to understand how our work leads to meaningful outcomes in their communities by using plain language and clear communication.
- **Promote productive relationships:** We will encourage open communication and cooperation between the commission, the department, Oregonians, and interested parties in statewide planning issues.
- **Seek meaningful feedback:** We will work to identify how public participation efforts can have the greatest impact within the requirements of the related legislation, administrative rule, state or federal laws.
- **Follow up with participants:** We will make efforts to “close the loop” with participants in our policy development process, letting them know how or if their feedback was used and getting their feedback on the process.
- **Be realistic:** We will acknowledge the limitations of funding, resources, and the timelines for engagement activities and design meaningful and focused feedback opportunities in areas where community partners can have the most impact.

III. Methods for Community Engagement and Outreach

A. Guidelines for Community Engagement

To help plan and carry out activities that lead to new or updated statewide land use policy, the commission and the department will follow these actions to the extent practicable:

1. **Project Design:** Before beginning engagement on a new or updated land use policy, staff and advisory groups will use the Racial Equity Framework to inform outreach and community involvement strategies. This includes identifying historical inequities, determining whose voices may not be heard, and designing processes that prioritize inclusion of communities most affected by land use decisions.
2. **Consult with the Community Involvement Advisory Committee (CIAC):** Before beginning work on a new land use policy or updating an existing one, we will talk to the CIAC to get their advice on how to proceed.
3. **Consult with the CIAC on the Policy Agenda:** We will get feedback from the CIAC on our two-year policy agenda.
4. **Include the CIAC on Advisory Committees:** When deciding on the membership of a rulemaking advisory committee (RAC) to help with policy development, we will consult the CIAC and include a position for a CIAC member if there is interest in participating. CIAC member participation in a RAC is to inform DLCD staff to the RAC on recommendations that support these guidelines and Goal 1 generally.
5. **Create a Clear Schedule:** We will share a schedule of policy development activities that shows when and how Oregonians can participate, including tentative dates of meetings, public hearings, and other time-related information.
6. **Post the Schedule Online:** We will share a regularly updated schedule in a timely fashion on the department's website.
7. **Notify Interested Parties:** We will use current outreach methods to notify people about opportunities to get involved.
8. **Record and Post Public Meetings:** We will record and post our public meetings for later viewing.
9. **Share Background Information:** We will provide important information about the policy issues under discussion via posting on the Department's website.
10. **Maintain a Contact List:** We will keep a list of interested parties, advocacy organizations, and key community-based organizations who may be interested in participating in land use policy development and notify them of opportunities to

participate. The contact list will include organizations and leaders representing community-based and community-serving organizations. For Government-to-Government engagement, DLCD starts with the list provided by Oregon's Legislative Commission on Indian Services. for federally recognized tribes in Oregon.

B. Forming Committees and Workgroups

In forming committees or workgroups, DLCD seeks to create workgroups and committees that reflect the state's DEI strategy. Where this is not possible, staff will consider other methods such as focus groups or interviews.

Most committee and workgroup meetings related to policy development are considered "public meetings." These meetings must follow Oregon's Public Meetings laws. There may be occasions when a focus group or other selected audience conversations would not be subject to public meetings law. These focused conversations will be noted in a project's Communications and Community Engagement Plan, which is reviewed by the CIAC.

When establishing committees or workgroups to develop new or updated policies, the commission and the department will consider:

- Who may benefit
- Who may be burdened
- The complexity of the issues
- Diversity of interests
- Available expertise
- The impact on communities, counties, and tribes
- The level of community interest
- Available resources and funding

Based on these factors, the commission may:

1. **Appoint an Advisory Committee:** This committee may include community members, local officials, tribal representatives, experts, and others to advise the commission in developing policy options.
 - a. Information about meetings and actions of the advisory committee will be made available on the department's website and through other outreach (e.g. list serves, email, subscription groups).
 - b. DLCD will offer financial compensation in accordance with ORS XXX (HB 2993)
2. **Technical Advisory Committee:** These committees may include members of advisory committees, experts in a certain subject areas, and impacted groups.

These meetings will be open to the public, even if they are not required to follow all public meetings laws.

3. **Form a Workgroup:** The Department may create workgroups in cases when recommendations, guidelines, or guidance is being developed. These groups may include members of the public, experts and affected parties. These meetings will be open to the public, even if they are not required to follow all public meetings laws.
4. **Other Advisory or Working Groups:** When legislation names the type or membership of groups to be convened by DLCD staff, we will respond to the legislation and form a group as directed.
5. **Decide Not to Form an Advisory Group:** If the commission and department decide not to form an advisory committee or workgroup, they will explain their reasons.

C. Running Committees and Workgroups

When forming one of the committees or groups named above, the commission or department will:

1. Clearly define the group's scope, role, and commitments.
2. Provides staff support as needed, with the limitations noted below (Section E).
3. Keep meeting notes and share documents, including proposed rules before future meetings, with the limitations noted below (Section E).
4. Involve local government staff, elected officials, and tribes.
5. Consider geographic and equitable representation in the group.
6. Make sure everyone understands how recommendations will be developed and the time commitment and legal repercussions of being involved.
7. Record and post meetings.

D. Encouraging Community Engagement

The commission encourages creativity, flexibility, and creating a safe environment where participants feel free to share their thoughts when engaging the community in policymaking. This may include short-term panels, focus groups, conferences, surveys, and other methods. If a policy primarily affects a certain region, we will make sure people in other parts of the state have a chance to comment or participate.

E. Resource Limitations

We understand that the level of community engagement described in these guidelines may be challenging or impossible without adequate staff and funding. The scope of our outreach efforts will depend on the resources available, legislative funding and direction.

F. Compliance with State Laws

These activities are meant to complement, not replace, any community notice or comment opportunities provided under state law or administrative rules.

G. Modifications and Exceptions

The commission may change or waive these guidelines, as necessary and reasonable, especially in emergencies or for less significant rulemaking issues. If the commission chooses to change or waive these guidelines, they will explain their reasons.

IV. Communicating with the Community

A. Clear, Timely and Accessible Information

The department will provide the community with policy issues and information in a way that is easy to understand and accessible. We will identify staff or experts who can answer questions and provide information. Each policy development effort is supported by a project-specific communications and community engagement strategy.

We will aim to provide information in formats that are culturally and linguistically responsive, using plain language and, when appropriate, translated materials. DLCD will provide translation upon request.

B. Notice of Rule Adoptions

The commission and department will provide notice of rule adoptions to community members and affected local governments. This information will be shared with those who requested information or participated in policy development and with DLCD's general list serv subscribers. Information will also be shared through the department website.

Information on how to submit a public records request to access information that is not available on the department's website will also be available.

C. Use of Electronic Communication

While we know not everyone has access to the internet, the commission believes providing information online is essential. We will use the department website (and list serves, email, subscription groups) as our primary way of sharing information and communicating with communities and interested parties.

D. Tracking Equity and Accountability in Engagement

DLCD will evaluate the results of its community engagement efforts. DLCD staff will conduct a review of engagement outcomes, including:

- Who was reached
- Populations that may not have participated
- Meeting locations, times, and groups
- How feedback influenced decisions
- How burdens and benefits were considered in project design or rulemaking
- Lessons learned

DLCD staff will summarize key themes from community feedback and respond to these comments. DLCD will share results with the CIAC, decision makers and the public, and publish results.

V. Applicability

These guidelines take effect [Month XX, YYYY], and replace older DLCD policies on community and public involvement and engagement. The department will consult with the CIAC on new and ongoing projects as soon as possible. However, if waiting for a CIAC meeting would delay a project, the department will move forward and consult with CIAC at the earliest opportunity.