

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