

Agenda Report

Date: June 9, 2014

To: John Kovash, Mayor
Members, West Linn City Council

From: Kirsten Wyatt, Assistant City Manager

Through: Chris Jordan, City Manager *CJ*

Subject: Forming the West Linn Committee on Citizen Involvement (CCI)

Purpose

West Linn has a longstanding commitment to citizen involvement on land use and legislative items. The creation of a Committee on Citizen Involvement (CCI), is required in Oregon Statewide Planning Goals and Guidelines Goal 1 (OAR 660-015-0000).

In prior years, the City Council designated CCI responsibilities to the Planning Commission. In 2014, the City Council requested the CCI be comprised of the City Council, the Planning Commission chair, and the Historic Review Board chair.

This change in CCI composition was requested so the City Council could review, encourage, suggest, and implement a robust citizen involvement program that is in adherence with Goal 1; consistent with their Citizen Engagement 2014 Council goal; and specifically focused on land use matters.

On June 16, the recomposed CCI will meet for the first time. This memorandum explores:

- 1) The suggested format for the June 16 meeting; and,
- 2) The reasons for the City Council to consider adopting a resolution to officially form the CCI.

Question(s) for Council:

- Should the City Council adopt the resolution and bylaws for the CCI?

Public Hearing Required:

Yes

Background & Discussion:

1) Suggested format for the June 16 meeting

The recomposed CCI will meet for the first time at this meeting. Technically, the CCI is not formed until the City Council designates the CCI. However, discussion about the composition of the CCI seems like the perfect first task for the CCI. Thus, the discussions on June 16 involve the Planning Commission Chair and the Historic Review Board chair.

The agenda includes time for public comment on matters related to citizen involvement in West Linn, as well as an introduction and overview of Goal 1 and CCI responsibilities by John Morgan. Mr. Morgan previously provided land use training for the Planning Commission, City Council, and staff.

The agenda includes three items for discussion: the timeline for resolution adoption, and the proposed resolution and bylaws for the CCI.

The proposed timeline for the formalization of the CCI is as follows:

- June 6: June 16 CCI agenda published
- June 16: CCI meeting
- July 3: July 14 City Council meeting agenda published
- July 14: City Council meeting to adopt CCI resolution and bylaws

2) Resolution to form the CCI

In prior years, the action step of adopting a resolution creating a CCI was not taken. Staff believes adopting a resolution forming the CCI and defining its roles and responsibilities is the best way to affirm the City Council's interest in citizen engagement, and the requested change in CCI composition.

The proposed resolution details the reasons West Linn should have a CCI, and outlines the guiding principles of our citizen involvement program.

Budget Impact:

\$0

Council Options:

1. Proceed with the June 16 CCI meeting as outlined in the proposed agenda; and pursue adoption of the CCI resolution and bylaws at the July 14 City Council meeting.
2. Amend or change the June 16 CCI meeting agenda.
3. Designate the new CCI without passing a resolution.

Staff Recommendation:

- Staff recommends Option 1 as detailed above.

Attachments:

1. CCI Resolution
2. CCI Bylaws

RESOLUTION NO. 2014-07

**A RESOLUTION CREATING A COMMITTEE FOR CITIZEN INVOLVEMENT FOR
THE CITY OF WEST LINN, OREGON**

WHEREAS, citizen involvement and two-way communication with residents is a West Linn priority; and

WHEREAS, State law requires the city maintain a citizen involvement program that ensures the opportunity for citizens to be actively involved in the land use process; and

WHEREAS, Goal 1 of Oregon's Statewide Planning Goals & Guidelines states that governing bodies shall adopt and publicize a program for citizen involvement that clearly defines the procedures by which the general public will be involved in the on-going land-use planning process; and

WHEREAS, effective citizen involvement is essential to good government and responsible land use decisions; and

WHEREAS, the following guiding principles are the cornerstones to West Linn's citizen involvement program:

- We believe active citizen involvement is essential to the future of West Linn.
- We respect and consider all citizen input.
- We encourage involvement opportunities that reflect our diversity.
- We promote participation, based on citizen involvement opportunities, of individuals and of community, business, and special interest groups.
- We provide communications to encourage citizen participation in city processes that are understandable, timely and broadly distributed.
- We organize involvement activities to make the best use of citizens' time and effort.
- We assure that citizens feel valued and respected through the process.
- We strive to achieve the highest value and efficient use of taxpayer dollars.

NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS:

SECTION 1: The City of West Linn Committee for Citizen Involvement is created.

SECTION 2: The City of West Linn Committee for Citizen Involvement Bylaws document, included as Attachment A to this resolution, is hereby adopted.

This resolution was PASSED and ADOPTED this 16th day of June, 2014, and takes effect upon passage.

JOHN KOVASH, MAYOR

ATTEST:

KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

CITY ATTORNEY

ATTACHMENT A

BYLAWS FOR A COMMITTEE FOR CITIZEN INVOLVEMENT FOR THE CITY OF WEST LINN, OREGON

ARTICLE I - NAME

The name of this organization shall be the Committee for Citizen Involvement of West Linn, Oregon; hereinafter called the CCI.

ARTICLE II - PURPOSE

The CCI shall be responsible for assisting with the development of a program that promotes and enhances citizen involvement in land use planning and evaluates the citizen involvement process, and makes recommendations to the City Council.

ARTICLE III- MEMBERSHIP

The committee shall consist of the five elected members of the City Council, plus the appointed chair of the Planning Commission and the appointed chair of the Historic Review Board.

ARTICLE IV - TERM OF OFFICE

The membership term shall be for the duration of the term of service on the City Council, Planning Commission, or Historic Review Board

ARTICLE V - VOTING

A vote shall be decided by a simple majority of the CCI members present or by teleconference at a meeting at which a quorum is present. A quorum shall be a majority of the current CCI members.

ARTICLE VI – MEETINGS

Meetings of the CCI shall be publicized in advance of the meeting date in accordance with state law.

ARTICLE VII - ELECTION OF OFFICERS

The officers of the CCI shall be Chair and Vice Chair. The Mayor shall serve as Chair.

ARTICLE VIII - DUTIES OF OFFICERS

The Chair shall preside at all meetings of the CCI.