

Oregon Revised Statute 197.160¹

State Citizen Involvement Advisory Committee

. • city and county citizen advisory committees

(1) To assure widespread citizen involvement in all phases of the planning process:

(a) The Land Conservation and Development Commission shall appoint a State Citizen Involvement Advisory Committee, broadly representative of geographic areas of the state and of interests relating to land uses and land use decisions, to develop a program for the commission that promotes and enhances public participation in the adoption and amendment of the goals and guidelines.

(b) Each city and county governing body shall submit to the commission, on a periodic basis established by commission rule, a program for citizen involvement in preparing, adopting and amending comprehensive plans and land use regulations within the respective city and county. Such program shall at least contain provision for a citizen advisory committee or committees broadly representative of geographic areas and of interests relating to land uses and land use decisions.

(c) The State Citizen Involvement Advisory Committee appointed under paragraph (a) of this subsection shall review the proposed programs submitted by each city and county and report to the commission whether or not the proposed program adequately provides for public involvement in the planning process, and, if it does not so provide, in what respects it is inadequate.

(2) The State Citizen Involvement Advisory Committee is limited to an advisory role to the commission. It has no express or implied authority over any local government or state agency.
[1973 c.80 §35; 1981 c.748 §25; 1983 c.740 §49]

Oregon's Statewide Planning Goals & Guidelines

GOAL 1: CITIZEN INVOLVEMENT

OAR 660-015-0000(1)

To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

The governing body charged with preparing and adopting a comprehensive plan 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.

The citizen involvement program shall be appropriate to the scale of the planning effort. The program shall provide for continuity of citizen participation and of information that enables citizens to identify and comprehend the issues.

Federal, state and regional agencies and special-purpose districts shall coordinate their planning efforts with the affected governing bodies and make use of existing local citizen involvement programs established by counties and cities.

The citizen involvement program shall incorporate the following components:

1. Citizen Involvement -- To provide for widespread citizen involvement.

The citizen involvement program shall involve a cross-section of affected citizens in all phases of the planning process. As a component, the program for citizen involvement shall include an officially recognized committee for citizen involvement (CCI) broadly

representative of geographic areas and interests related to land use and land-use decisions. Committee members shall be selected by an open, well-publicized public process.

The committee for citizen involvement shall be responsible for assisting the governing body with the development of a program that promotes and enhances citizen involvement in land-use planning, assisting in the implementation of the citizen involvement program, and evaluating the process being used for citizen involvement.

If the governing body wishes to assume the responsibility for, development as well as adoption and implementation of the citizen involvement program or to assign such responsibilities to a planning commission, a letter shall be submitted to the Land Conservation and Development Commission for the state Citizen Involvement Advisory Committee's review and recommendation stating the rationale for selecting this option, as well as indicating the mechanism to be used for an evaluation of the citizen involvement program. If the planning commission is to be used in lieu of an independent CCI, its members shall be selected by an open, well-publicized public process.

2. Communication -- To assure effective two-way communication with citizens.

Mechanisms shall be established which provide for effective communication between citizens and elected and appointed officials.

3. Citizen Influence -- To provide the opportunity for citizens to be involved in all phases of the planning process.

Citizens shall have the opportunity to be involved in the phases of the planning process as set forth and defined in the goals and guidelines for Land Use Planning, including Preparation of Plans and Implementation Measures, Plan Content, Plan Adoption, Minor Changes and Major Revisions in the Plan, and Implementation Measures.

4. Technical Information -- To assure that technical information is available in an understandable form.

Information necessary to reach policy decisions shall be available in a simplified, understandable form. Assistance shall be provided to interpret and effectively use technical information. A copy of all technical information shall be available at a local public library or other location open to the public.

5. Feedback Mechanisms -- To assure that citizens will receive a response from policy-makers.

Recommendations resulting from the citizen involvement program shall be retained and made available for public assessment. Citizens who have participated in this program shall receive a response from policy-makers. The

rationale used to reach land-use policy decisions shall be available in the form of a written record.

6. Financial Support -- To insure funding for the citizen involvement program.

Adequate human, financial, and informational resources shall be allocated for the citizen involvement program. These allocations shall be an integral component of the planning budget. The governing body shall be responsible for obtaining and providing these resources.

GUIDELINES

A. CITIZEN INVOLVEMENT

1. A program for stimulating citizen involvement should be developed using a range of available media (including television, radio, newspapers, mailings and meetings).

2. Universities, colleges, community colleges, secondary and primary educational institutions and other agencies and institutions with interests in land-use planning should provide information on land-use education to citizens, as well as develop and offer courses in land-use education which provide for a diversity of educational backgrounds in land-use planning.

3. In the selection of members for the committee for citizen involvement, the following selection process should be observed: citizens should receive notice they can understand of the opportunity to serve on the CCI; committee appointees should receive official notification of their selection; and

committee appointments should be well publicized.

B. COMMUNICATION

Newsletters, mailings, posters, mail-back questionnaires, and other available media should be used in the citizen involvement program.

C. CITIZEN INFLUENCE

1. Data Collection - The general public through the local citizen involvement programs should have the opportunity to be involved in inventorying, recording, mapping, describing, analyzing and evaluating the elements necessary for the development of the plans.

2. Plan Preparation – The general public, through the local citizen involvement programs, should have the opportunity to participate in developing a body of sound information to identify public goals, develop policy guidelines, and evaluate alternative land conservation and development plans for the preparation of the comprehensive land-use plans.

3. Adoption Process – The general public, through the local citizen involvement programs, should have the opportunity to review and recommend changes to the proposed comprehensive land-use plans prior to the public hearing process to adopt comprehensive land-use plans.

4. Implementation - The general public, through the local citizen involvement programs, should have the opportunity to participate in the development, adoption, and application of legislation that is needed to carry out a comprehensive land-use plan. The

general public, through the local citizen involvement programs, should have the opportunity to review each proposal and application for a land conservation and development action prior to the formal consideration of such proposal and application.

5. Evaluation - The general public, through the local citizen involvement programs, should have the opportunity to be involved in the evaluation of the comprehensive land use plans.

6. Revision - The general public, through the local citizen involvement programs, should have the opportunity to review and make recommendations on proposed changes in comprehensive land-use plans prior to the public hearing process to formally consider the proposed changes.

D. TECHNICAL INFORMATION

1. Agencies that either evaluate or implement public projects or programs (such as, but not limited to, road, sewer, and water construction, transportation, subdivision studies, and one changes) should provide assistance to the citizen involvement program. The roles, responsibilities and timeline in the planning process of these agencies should be clearly defined and publicized.

2. Technical information should include, but not be limited to, energy, natural environment, political, legal, economic and social data, and places of cultural significance, as well as those maps and photos necessary for effective planning.

E. FEEDBACK MECHANISM

1. At the onset of the citizen involvement program, the governing body should clearly state the mechanism through which the citizens will receive a response from the policy-makers.

2. A process for quantifying and synthesizing citizens' attitudes should be developed and reported to the general public.

F. FINANCIAL SUPPORT

1. The level of funding and human resources allocated to the citizen involvement program should be sufficient to make citizen involvement an integral part of the planning process.

RESOLUTION NO. 2014-07

A RESOLUTION ESTABLISHING BYLAWS FOR THE WEST LINN COMMITTEE FOR CITIZEN INVOLVEMENT

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

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;

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;

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

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;

WHEREAS, prior to 2008 there are no City records indicating that the City Council of West Linn delegated the duties of the City's Committee for Citizen Involvement;

WHEREAS, the City Council recognized the West Linn Planning Commission as the City's Committee for Citizen Involvement ("CCI") in September 2008 thereby delegating the duties of complying with Goal 1 to the Planning Commission;

WHEREAS, the City Council reevaluated its program for citizen involvement at the beginning of 2014; and

WHEREAS, the City Council decided that the importance of citizen involvement required a broader cross-section of interests be represented on the CCI.

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

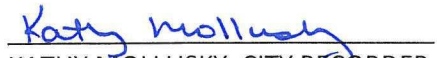
SECTION 1. The City of West Linn formally recognizes the Committee for Citizen Involvement in accordance with Attachment A, the City of West Linn Committee for Citizen Involvement Bylaws.

SECTION 2. The City of West Linn Committee for Citizen Involvement Bylaws are adopted.

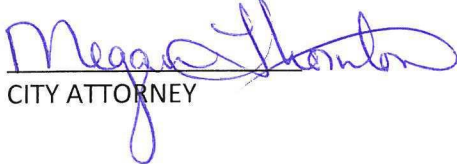
This resolution was PASSED and ADOPTED this 11th day of August, 2014, and takes effect upon passage.


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 evaluation of a program that:

1. Promotes and enhances citizen involvement in land use planning;
2. Evaluates the citizen involvement process; and
3. Makes recommendations to the City Council to improve the citizen involvement process.

ARTICLE III- MEMBERSHIP

The committee shall consist of two members of the City Council, the appointed chair of the Planning Commission, the appointed chair of the Historic Review Board, two citizens appointed at large, and a business community member appointed at large.

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 for such members. The two at large citizen members shall serve a two year term.

ARTICLE V - VOTING

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

ARTICLE VI – MEETINGS

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

ARTICLE VII - PRESIDING OFFICER

The officer of the CCI shall be the Chair.

ARTICLE VIII - DUTIES OF OFFICERS

The Chair shall preside at all meetings of the CCI.

GOAL 1: CITIZEN INVOLVEMENT

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BACKGROUND AND FINDINGS

The City of West Linn has had a comprehensive planning process since 1954. The Guide for Growth was completed in 1955 and updated in 1967. In 1975 a Comprehensive Plan was adopted. The City again involved a wide range of citizens, including representatives from civic groups, businesses, and property owners, to update this document, resulting in the adoption of a new Comprehensive Plan in 1983. A Steering Committee appointed by the Mayor lead this effort, and also assisted in preparing an implementation document in the form of a Development Code. An amended Citizen Involvement Plan was completed at that time as well.

The Tanner Basin Advisory Committee aided in planning for the Tanner Basin, an area of approximately one square mile in the geographic center of the City. This committee was comprised of both citizens and public agency representatives and helped facilitate meetings with residents and other interested parties. Citizens also were instrumental in publishing the “Tanner Tattler” newsletter; it identified planning issues and was distributed to property owners and others in the study area.

In 1993 and 1994, the City conducted the *Imagine West Linn* process to develop a vision for the City. Membership on the committee was open to the public and members represented a variety of ages, interests, and viewpoints. Members met 11 times and created a comprehensive vision for the community and action measures to implement it. They also solicited comments from the general public through presentations at local schools, meetings with neighborhood business and other civic groups, a community fair, five public open houses, and community-wide mailings, surveys, and public hearings. These efforts culminated in the adoption of the 1994 *Imagine West Linn* Document.

In 1996, the City conducted “West Linn Wants to Know,” a community-wide survey mailed to all registered voters in West Linn. The survey gave citizens a chance to share their views on aspects of community life, City government, and City services.

In 1998, West Linn citizens approved an \$8 million bond measure to purchase 70 acres for parks. In addition, Dorothy Maddax donated seven acres to the City. This property is adjacent to Burnside Park. Citizens made a clear choice to protect some large undeveloped tracts from imminent development.

In 1998 and 1999, the City involved citizens in developing land use alternatives and a Transportation System Plan for the City, as well as a general update of the Comprehensive Plan. The West Linn Tomorrow! Task Force, appointed by the Mayor and City Council, brought varied backgrounds, ages, occupations and viewpoints to this planning process and volunteered their time to encourage citizen participation through a variety of activities. Task Force members helped create a community survey to solicit comments on guiding principles for the project; sponsored a City-wide public open house to review land use and transportation alternatives; and helped City staff make presentations to neighborhood, businesses, and other civic groups.

In addition to ongoing Comprehensive Plan refinement and updates, the citizens of West Linn have been involved in developing numerous facility plans, including parks and recreation, library, water and sewer plans.

Numerous ongoing boards, committees, and commissions rely on citizens to advise City government. In addition, West Linn's recognized neighborhood associations (Figure 1-1) provide residents with the opportunity to participate in planning the areas where they live. The neighborhood associations receive a stipend from the City and provide a vital means of communication between citizens and City staff. To better inform and involve citizens in land use decisions, certain types of land use applications require the applicant to review proposals with the appropriate neighborhood association prior to submittal to the City. Planning and City Council meetings, as well as a variety of other public meetings and events, are televised on a cable access channel.

In 2003 the Willamette neighborhood prepared a "Vision Statement and Action Plan for the Willamette Neighborhood of West Linn, Oregon," authorized and funded by the City of West Linn. The Plan includes a Vision Statement and a Tactical Plan that outlines detailed and prioritized neighborhood goals and improvement projects. The Plan provides on-going planning and direction for the neighborhood, and is a "living document" that will necessarily be updated and modified over time. The Plan includes

goals and policies binding upon the city, and also includes recommended action measures that are not binding, but that the City will consider as potential strategies for implementing the goals and policies. The Plan was reviewed by the Planning Commission and adopted by the City Council in May 2005. It is anticipated that the Willamette Neighborhood Association will periodically recommend plan amendments to the City.

GOALS, POLICIES, AND RECOMMENDED ACTION MEASURES

GOALS

1. Provide the opportunity for broadly based, ongoing citizen participation, including opportunities for two-way dialogue between citizens and City elected and appointed officials.
2. Provide opportunities for citizens to shape City government and other West Linn institutions into exemplary organizations that foster trust, respect, courage, and honor.
3. Support involvement of West Linn citizens in identifying and addressing regional issues.
4. Provide clear, simple, user-friendly information about how the planning process works and how citizens can be involved in land use and other City policy decisions.

POLICIES

1. Provide a process for evaluating the ongoing citizen involvement programs to be certain that citizens are given an opportunity to participate in planning decisions.
2. Support neighborhood associations as a forum for discussion and advice on issues affecting the community.
3. Encourage individuals to organize and work in groups to develop recommended programs or positions on various issues.
4. Provide timely and adequate notice of proposed land use matters to the public to ensure that all citizens have an opportunity to be heard on issues and actions that affect them.
5. Communicate with citizens through a variety of print and broadcast media early in and throughout the decision-making process.
6. Encourage neighborhood associations to create neighborhood plans.

7. The following guidelines shall govern the preparation and adoption of neighborhood plans:
 - a. Neighborhood Plans may be adopted for City neighborhoods. It is expected that the issues identified in any of these plans shall be primarily of neighborhood interest. However, input from residents and property owners outside of the neighborhood are welcome in all phases of the planning process.
 - b. Neighborhood Plans shall address the applicable goals found within the West Linn Comprehensive Plan except for those found specifically by the City Council not to be of issue to the neighborhood.

RECOMMENDED ACTION MEASURES

1. Regularly convene a community council composed of representatives from the City Council, Planning Commission, School Board, Neighborhood Associations, the West Linn Chamber of Commerce and other business groups, religious organizations, and community youth to review and provide guidance for implementation of the Comprehensive Plan; help ensure adequate citizen participation in City decision-making processes; and promote consensus on issues of City-wide importance.
2. Explore the feasibility of establishing a negotiation/mediation process to help resolve disputes.
3. Develop and maintain a neighborhood planning program through the following actions:
 - a. Maintain and update the boundaries for neighborhood associations.
 - b. Prepare neighborhood association guidelines that will assist in their formation and continued vitality.
 - c. Assist in establishing meeting and organizational procedures for neighborhood groups.
 - d. Initiate staggered neighborhood planning programs that emphasize citizen participation.
 - e. Assist in the funding of neighborhood publications.
 - f. Any significant changes of residential zones to commercial shall occur only after a neighborhood planning process is completed.
4. Provide informational materials that clearly describe opportunities and processes for citizen involvement in land use application and appeals processes, code enforcement, Comprehensive Plan amendments and other land use and planning decisions. Make materials available through the City Planning Department, City Library, City's World

- Wide Web page, and other locations, as appropriate.
5. Evaluate notice and hearing processes to ensure that notice is timely and the process is fair.
 6. Create a process to evaluate the effectiveness of citizen involvement activities.
 7. The City Council shall appoint task forces, boards, or advisory committees to address issues of citywide importance in a manner that fairly represents the various interests of those living and working in West Linn.
 8. Encourage Council members and representatives of City departments to regularly attend neighborhood association meetings to discuss plans of both neighborhood and Citywide importance as needed and appropriate.
 9. Establish, as an ongoing priority, the attendance of Council members at neighborhood association meeting.
 10. The City Council, together with neighborhood leaders, shall formulate a neighborhood plan adoption process for each neighborhood prior to beginning a neighborhood plan. Neighborhood Plans may be periodically amended by the City Council directly or in response to the request of the neighborhood association, or others, in accordance with the plan amendment procedures of the City Of West Linn.

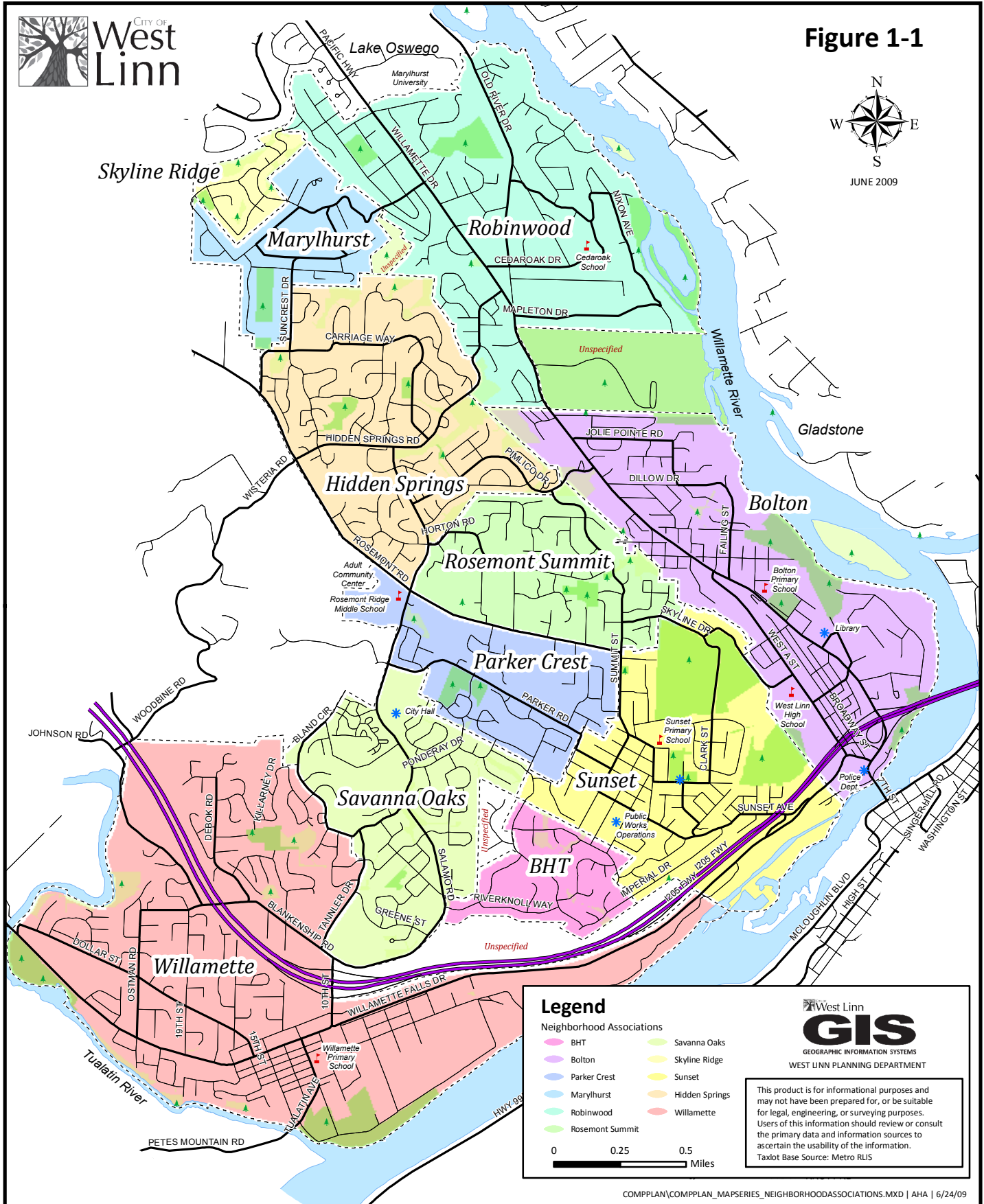
(rev)

Neighborhood Associations



CITY OF
West Linn

Figure 1-1





Memorandum

Date: February 28, 2012

To: All City Staff

From: Chris Jordan, City Manager

Subject: Administrative Procedure 2012-01: Citizen Engagement in Land Use Legislative Processes

Based on recommendations from the Commission for Citizen Involvement (CCI), we are hereby instituting the following procedures for engaging the West Linn community on proposals that would substantially change the Community Development Code or Comprehensive Plan and its supporting documents.

1. These projects should be prioritized by the City Council and City Manager and balanced against other demands for City resources.
2. Stakeholders should be identified, contacted and invited to participate in the process. The City's Communications Plan should be used for guiding the citizen outreach and engagement process.
3. From the outset of the project, a citizen engagement process should be developed. This process should include guidelines and schedules for when and how citizens can be involved and influence the outcome of the project.
4. City staff should maintain records of the public input and meeting summaries should be published. These summaries should include alternative suggestions and should be included in the presentation materials for review by the decision making body.
5. Staff should always endeavor to respond or acknowledge the input from participants so that they know they've been heard.

This process is effective immediately for all new projects covered by this Administrative Procedure.