



## Memorandum

Date: February 23, 2023

To: Committee for Community Involvement

From: Darren Wyss, Planning Manager

Subject: CCI Proposed Bylaw Changes

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The West Linn Committee for Community Involvement (CCI) discussed and voted in August 2022 to recommend the City Council amend the CCI bylaws. Cities and counties in Oregon are required to have a CCI per [Statewide Land Use Planning Goal 1](#). The CCI is to monitor and encourage public participation in planning. The proposed bylaw amendments (attached) would expand the role outside of land use planning and also remove the mandate for the chair or vice-chair of the Planning Commission and Neighborhood Association Presidents Group to be members.

The CCI and its bylaws were created by resolution, with the latest update being [Resolution 2020-04](#). The City Council is scheduled to hold a work session on the proposed bylaw changes at its March 6, 2023 work session. Staff is drafting an agenda bill for the work session that will include options for the Council to consider. Since there are several new members on the CCI, staff wanted to bring the options to the CCI to discuss and get further input. It will also be a good opportunity to discuss where the CCI attention should be focused.

Here are the options that will be presented to City Council:

1. No changes to the bylaws and CCI remains focused on land use planning
2. Amend the bylaws as recommended by the CCI to expand its role
3. Reorganize the CCI into a DEI committee and appoint the Planning Commission as the CCI (this was the case from 2008 to 2014)
4. Dissolve the CCI and appoint the Planning Commission as the CCI

If you have questions about the meeting agenda or materials, please feel free to email or call me at [dwyss@westlinnoregon.gov](mailto:dwyss@westlinnoregon.gov) or 503-742-6064. As always, please submit questions before the meeting to increase the efficiency and effectiveness of the discussion as it allows staff to prepare materials and distribute them for your consideration.

**ATTACHMENT A**  
**BYLAWS FOR THE 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 purpose of the CCI is as follows:**

- The CCI is an independent body intended to function as a watchdog and advocate for citizen involvement.
- The CCI serves to facilitate portions of the community's role mandated by the Oregon Land Conservation and Development Commission, Goal 1 (OAR 660-015-000(1)), relating to public involvement in all phases of the planning process. This is done by:
  - Promoting and enhancing involvement in land use planning as required by Oregon State Planning Goal 1;
  - Evaluating the citizen involvement process; and
  - Making recommendations to the City Council to improve the citizen involvement process.
- The CCI assists the City Council in developing methods by which West Linn residents can participate in the decision-making process of City government.
- The CCI shall also serve as a resource, liaison, and conduit for the City's officially established Neighborhood Associations (hereafter referred to as NAs) by providing support for individual and collective NA's activities and concerns.
- CCI will also consider a broad range of issues affecting the livability and quality of the City's neighborhoods as they relate to the West Linn Comprehensive Plan (WLCP).
- The CCI is an advisory board and makes recommended actions to the City Council, Planning Commission, and other Community Advisory Groups (CAG's). The CCI is not a decision making body.

**ARTICLE III - MEMBERSHIP**

The CCI shall consist of seven members, with one member of the City Council and one member of the Planning Commission serving as liaisons to the committee. Liaisons will not be voting members and will not be needed for a quorum.

Members of the CCI are appointed by the City Council. Per Goal 1, committee members shall represent a broad range of demographics for the city, and having interests related to land use and land-use decisions. Members shall be selected in an open, well publicized process. When at all possible, members should include a Neighborhood Association representative and a member of the business community.

#### **ARTICLE IV - TERM OF OFFICE**

Members shall each serve a two-year term. Liaisons can be appointed on an annual basis or as needed.

#### **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 and conducted in accordance with applicable state and local law. The CCI will meet at least once a month at a designated time and place. All members shall regularly attend meetings. A member may be removed from the CCI for unexcused absences for more than 50% of the meetings held in a calendar year. An absence is "unexcused" if the member does not notify the chair, vice-chair, or the staff liaison about an absence prior to the meeting.

#### **ARTICLE VII - PRESIDING OFFICER**

The Chair and the Vice Chair of the CCI shall be elected from its membership as soon as practicable each calendar year. The Chair, and when appropriate the Vice Chair or designee selected by the CCI, will preside over all CCI meetings.

#### **Article VIII: Duties**

The duties of CCI shall include, but not be limited to, the following:

1. Per Goal #1, Assist the City in developing, implementing and

evaluating a broad community involvement program that ensures the opportunity for individuals, including communities of color and other traditionally disenfranchised communities, to be involved in all phases of the City's land use planning and civic decision-making process.

2. Perform the duties per State Goal 1 Section C which states “the general public, through the local citizen involvement programs, should have the opportunity to”:
  - a. Data Collection: be involved in inventorying, recording, mapping, describing, analyzing and evaluating the elements necessary for the development of the plans
  - b. Plan Preparation: assist in developing a body of sound information to identify public goals and policy guidelines and evaluate land conservation and development plans in preparation of the comprehensive land use plans.
  - c. Adoption Process: review and recommend changes to the proposed comprehensive land use plans prior to the public hearing process to adopt land use plans.
  - d. Implementation: participate in the development, adoption, and application of legislation needed to carry out a comprehensive land use plan. This includes reviewing each proposal and application for a land conservation and development action prior to the formal consideration of such proposal and application.
  - e. Evaluation: evaluate comprehensive land use plans.
  - f. Revision: Review and make recommendations on proposed changes in comprehensive land use plans prior to the public hearing process.
3. Ensure that the City is in compliance with Goal 1. This includes monitoring and evaluating the following:
  - a. Per Goal 1, #2 and #5 and E. 1, ensure there is a clear and effective mechanism for communication between residents and elected and appointed officials. This includes making sure there is a plan for how and when electronic mail is forwarded to a CAG, Planning Commission or City Council member, and the timeline for which the resident should expect to see a response. Ensure that the public record includes feedback from the community on land use issues and the rationale for reaching a decision is in written form.
  - b. Per Goal 1, #3: Ensure residents have the opportunity to be involved in all the phases of the planning process, including

minor changes to any plans, and the implementation of such plans.

- c. Per Goal 1, #4 Ensure that technical information is available to the broad community in an understandable form, including an emphasis on communicating in the City's priority languages, and ensuring those with disabilities or without internet access have the same access to information.
  - d. Per Goal 1, #6 and F.1, Ensure the city has adequate human, financial, and informational resources allocated for the citizen involvement program.
  - e. Per Goal 1, D. 1. Ensure that other 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) are providing assistance to the citizen involvement program. The roles, responsibilities and timeline in the planning process of these agencies should be clearly defined and publicized.
- 4. Make recommendations to the City Council, City staff and other City committees, on practices and programs likely to ensure the continuous opportunity for the exchange of ideas and information between the City government and residents, business owners and property owners, and in making recommendations ensuring that our diverse community is considered and ensuring strategies are used to ensure broad participation.
  - 5. Perform other related duties as directed by the Mayor or City Council.
  - 6. Actively promote the mission of the CCI to NA's and community members.
  - 7. Propose methods for access to information for residents, members of appointed bodies, and neighborhood groups.
  - 8. Encourage public participation in other government activities as they impact neighborhood programs or as they relate to the Comprehensive Plan.
  - 9. Report back to the City Council. This shall include:
    - a. An annual report prepared at the end of each calendar year to present a summary of activities conducted during that year.
    - b. A report to the City Council on a regular basis, either as a standing committee periodically on the City Council's agenda, or through public comments.