



City of McMinnville
Planning Department
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McMinnville, OR 97128
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www.mcminnvilleoregon.gov

Exhibit 6 – STAFF REPORT

DATE: August 17, 2017
TO: McMinnville Planning Commission
FROM: Heather Richards, Planning Director
SUBJECT: **G 5-17 Citizen Involvement** – Comprehensive Plan Text Amendments – Chapter X (Citizen Involvement and Plan Amendment) of the McMinnville Comprehensive Plan

Report in Brief:

This is a public hearing to consider proposed text amendments to the McMinnville Comprehensive Plan, Volume II Goals and Policies, Chapter X, Citizen Involvement and Plan Amendment to designate the Planning Commission as the Committee for Citizen Involvement and to establish a structure to appoint special advisory boards and ad-hoc committees for land-use and planning matters as deemed appropriate.

Background:

Goal #1 of the Oregon land use system is citizen involvement. Oregon Administrative Rules (OAR) 660-015-0000(1) requires that each governing body charged with adopting and administering 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 program needs to incorporate the following components:

1. Citizen Involvement – To provide for widespread citizen involvement by appointing an officially recognized committee that represents a cross-section of affected citizens in all phases of the planning process. This can be the Planning Commission or a separate committee.
2. Communication – To assure effective two-way communication with citizens.
3. Citizen Influence – To provide the opportunity for citizens to be involved in all phases of the planning process.
4. Technical Information – To assure that technical information is available in an understandable form.
5. Feedback Mechanisms – To assure that citizens will receive a response from policy-makers.
6. Financial Support – To insure funding for the citizen involvement program.

In 1976, the City of McMinnville created a Citizen Advisory Committee with Resolution No. 1976-11 to respond to this land-use goal and mandate. This resolution was amended by Resolution 1985-1.

Attachments:

Exhibit A: G 5-17 Citizen Involvement - Proposed Comprehensive Plan Text Amendments
Exhibit B: G 5-17 Decision Document, Findings of Fact and Conclusionary Findings

Interestingly Resolution 1985-1 appoints the Planning Commission officially as the Citizen Involvement Committee but also enables a Citizen Advisory Committee.

Discussion:

The Citizen Advisory Committee has not met since 2000 and has three members appointed with four vacancies. It does not appear to be effective or relevant at this point.

Other communities operate with the Planning Commission as the standing Citizen Involvement Committee, and establish a Citizen Advisory Committee and Technical Advisory Committee for each significant long-range planning effort. The Citizen Advisory Committee is then populated with interested residents and stakeholders that meet for a prescribed period of time to develop the product, conduct a public process and then hand the product to the Planning Commission for a formal public deliberation and adoption process. Typically these committees are 15 – 20 people, and include members of city commissions and committees as appropriate, as well as city partners, other stakeholders and interested residents. This type of process allows for a robust public participation that is specific and timely. The Technical Advisory Committee is then often appointed with technical experts who work with city staff on providing the due diligence, research and review needed to support the Citizen Advisory Committee.

Staff has drafted some proposed Comprehensive Plan text amendments to reaffirm the action taken in 1985 that officially designated the Planning Commission as the Committee for Citizen Involvement and to establish a structure to appoint special advisory boards and ad-hoc committees for land-use and planning matters as deemed appropriate.

These amendments were reviewed by the existing members of the Citizen Advisory Committee and by the Planning Commission at their work session on July 20, 2017.

Fiscal Impact:

There is no anticipated fiscal impact.

Commission Options:

- 1) Close the public hearing and recommend that the City Council **APPROVE** the application, per the decision document provided which includes the findings of fact.
- 2) **CONTINUE** the public hearing to a specific date and time.
- 3) Close the public hearing, but **KEEP THE RECORD OPEN** for the receipt of additional written testimony until a specific date and time.
- 4) Close the public hearing and **DENY** the application, providing findings of fact for the denial in the motion to deny.

Recommendation/Suggested Motion:

The Planning Department recommends that the Commission make the following motion recommending approval of G 5-17 to the City Council:

THAT BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE CITY OF McMinnville, THE PLANNING COMMISSION RECOMMENDS APPROVAL OF THE LEGISLATIVE COMPREHENSIVE PLAN TEXT AMENDMENTS (G 5-17) TO THE McMinnville City Council as recommended by staff.

Attachments:

Exhibit A: G 5-17 Citizen Involvement - Proposed Comprehensive Plan Text Amendments

Exhibit B: G 5-17 Decision Document, Findings of Fact and Conclusionary Findings



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**PROPOSED AMENDMENTS TO THE MCMINNVILLE COMPREHENSIVE PLAN,
VOLUME II GOALS AND POLICIES**

New proposed language is represented by **bold underline font**, deleted language is represented by ~~strikethrough font~~.

**CHAPTER X
CITIZEN INVOLVEMENT
AND PLAN AMENDMENT**

- GOAL X 1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.
- GOAL X 2: TO MAKE EVERY EFFORT TO ENGAGE AND INCLUDE A BROAD CROSS SECTION OF THE COMMUNITY BY MAINTAINING AN ACTIVE AND OPEN CITIZEN INVOLVEMENT PROGRAM THAT IS ACCESSIBLE TO ALL MEMBERS OF THE COMMUNITY AND ENGAGES THE COMMUNITY DURING DEVELOPMENT AND IMPLEMENTATION OF LAND USE POLICIES AND CODES.
- GOAL X ~~23~~: TO PERIODICALLY REVIEW AND AMEND THE McMINNVILLE COMPREHENSIVE PLAN TO REFLECT CHANGES IN COMMUNITY CIRCUMSTANCES, IN CITIZEN DESIRES, AND IN THE STATEWIDE GOALS.

Policies:

- 188.00 *The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.*
- 189.00 *The City of McMinnville shall establish procedures for amending the Comprehensive Plan, Volumes I and II, and the implementation ordinances and measures in Volume III, which allow for citizen review and comment.*
- 190.00 **The City of McMinnville shall appoint a representative Planning Commission that will serve as the officially recognized Committee for Citizen Involvement (CCI) for the City of McMinnville. This Commission will be made up of representatives**

of all geographical areas of the City, and shall hold public forums and public hearings on major comprehensive plan text amendments, comprehensive plan and zoning map amendments, zoning ordinance text amendments and changes in the urban growth boundary and/or urban growth management agreements.

~~The City of McMinnville shall continue to engage citizens in community advisory positions for input on the major elements of the comprehensive plan. An ongoing Citizens' Advisory Committee, made up of representatives of all geographical areas of the City, shall hold public forums on major comprehensive plan text and map amendments, and changes in the urban growth boundary and/or urban growth management agreement text.~~

191.00 The **Committee for Citizen Involvement** ~~Citizens' Advisory Committee~~ shall, in addition to reviewing the aforementioned proposals, undertake a major review of the City's comprehensive plan, as required by the LCDC, to insure compliance with the statewide goals, to insure the proper functioning of the plan and all implementation measures, and to incorporate into the plan changes in citizenry views or community circumstances which are deemed necessary and proper. (Ord. 4536, April 27, 1993)

192.00 The **Committee for Citizen Involvement** ~~Citizens' Advisory Committee~~ shall have the power to initiate requests for amendments to the comprehensive plan text, maps, or implementation ordinances through appropriate procedures and channels.

193.00 The City of McMinnville shall continue to engage citizens in community advisory positions for input on the major elements of the comprehensive plan by creating special citizen advisory bodies and ad-hoc committees comprised of volunteers representing a broad cross-section of the community to provide input on every major comprehensive planning effort and other related land use planning matters.

194.00 The City of McMinnville shall strive to include youth members on City committees involved in land use planning, and work with the McMinnville School District, local private schools and service groups to encourage youth involvement in land use planning activities.

195.00 The City of McMinnville shall assure that technical information is available to citizens in an understandable form and when needed provide translations of information to non-English speaking members of the community,

196.00 The City of McMinnville shall allocate adequate human, financial and informational resources for the citizen involvement program.

Proposals:

40.00 Periodically evaluate the City's Citizen Involvement Program and make adjustments as needed to improve its effectiveness.

41.00 Have the Committee for Citizen Involvement report at least annually to the City Council to evaluate the effectiveness of the City's citizen involvement efforts.



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**DECISION, CONDITIONS OF APPROVAL, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS
FOR THE APPROVAL OF LEGISLATIVE AMENDMENTS TO THE MCMINNVILLE
COMPREHENSIVE PLAN, CHAPTER X, CITIZEN INVOLVEMENT.**

DOCKET: G 5-17

REQUEST: The City of McMinnville is proposing to amend Chapter X of the McMinnville Comprehensive Plan (Citizen Involvement and Plan Amendment) to appoint the Planning Commission as the Committee for Citizen Involvement and to establish a structure to appoint special advisory boards and ad-hoc committees for land-use and planning matters as deemed appropriate.

LOCATION: N/A

ZONING: N/A

APPLICANT: City of McMinnville

STAFF: Heather Richards, Planning Director

HEARINGS BODY: McMinnville Planning Commission

DATE & TIME: August 17, 2017. Meeting held at the Civic Hall, 200 NE 2nd Street, McMinnville, Oregon.

HEARINGS BODY: McMinnville City Council

DATE & TIME: September 26, 2017. Meeting held at the Civic Hall, 200 NE 2nd Street, McMinnville, Oregon.

DECISION

Based on the findings and conclusions, the Planning Commission recommends **APPROVAL** of the legislative zoning text amendments (G 5-17) to the McMinnville City Council.

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DECISION: APPROVAL
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City Council: _____
Scott Hill, Mayor of McMinnville

Date: _____

Planning Commission: _____
Roger Hall, Chair of the McMinnville Planning Commission

Date: _____

Planning Department: _____
Heather Richards, Planning Director

Date: _____

Application Summary:

The City of McMinnville is proposing to amend Chapter X of the McMinnville Comprehensive Plan (Citizen Involvement and Plan Amendment) to appoint the Planning Commission as the Committee for Citizen Involvement and to establish a structure to appoint special advisory boards and ad-hoc committees for land-use and planning matters as deemed appropriate.

CONDITIONS OF APPROVAL

None.

ATTACHMENTS

Chapter X, McMinnville Comprehensive Plan, Proposed Text Amendments

FINDINGS OF FACT

1. Goal #1 of the Oregon land use system is citizen involvement. Oregon Administrative Rules (OAR) 660-015-0000(1) requires that each governing body charged with adopting and administering 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.
2. In 1976, the City of McMinnville created a Citizen Advisory Committee with Resolution No. 1976-11 to serve as the Committee for Citizen Involvement.
3. In 1981, the City of McMinnville adopted the McMinnville Comprehensive Plan.
4. In 1985, the City of McMinnville adopted Resolution 1985-1 appointing the Planning Commission as the Committee for Citizen Involvement.
5. Public notification of the public hearing held by the Planning Commission was published in the August 8, 2017 edition of the News Register. No comments in opposition were provided by the public prior to the public hearing.
6. The following Goals and policies from Volume II of the McMinnville Comprehensive Plan of 1981 are applicable to this request:

Citizen Involvement

- GOAL X 1 TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.
- GOAL X 2 TO PERIODICALLY REVIEW AND AMEND THE McMINNVILLE COMPREHENSIVE PLAN TO REFLECT CHANGES IN COMMUNITY CIRCUMSTANCES, IN CITIZEN DESIRES, AND IN THE STATEWIDE GOALS..

Finding: Goals X 1 AND X 2 are satisfied by this proposal in that the proposed modifications represent a recent review of the citizen involvement process with the Planning Commission and the City Council and the conclusion was that it was not successful as it could be in terms of engaging representative community demographics and providing opportunities for citizens to participate in long-range planning discussions. The proposed amendments allow for more opportunities for citizens to participate in the long-range planning for the community, encourages the City of McMinnville to make an effort to engage representative demographic profiles in its planning processes, and requires an active evaluation of the citizen involvement program.

HR:sjs