



City of McMinnville
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STAFF REPORT

DATE: September 12, 2017
TO: Mayor and City Councilors
FROM: Heather Richards, Planning Director
SUBJECT: **Ordinance No. 5037 – G 5-17:** Comprehensive Plan Text Amendments, Chapter X (Citizen Involvement and Plan Amendment) of the McMinnville Comprehensive Plan

Council Goal:

Promote Sustainable Growth and Development

Report in Brief:

This action is the consideration of 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.

Attachments:

Ordinance No. 5037 including:

Exhibit A – G 5-17 Decision Document

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

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 Project Advisory Committee for each significant long-range planning effort, typically consisting of a Citizen Advisory Committee and a Technical Advisory Committee. 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 and/or City Council 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, including city staff, consultants and other 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.

The amendments include adding one goal (Goal X2), amending one policy (190.00 – 192.00), adding four additional policies (193.00- 196.00) and adding two proposals (40.00- 41.00) per the following:

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.

Policies:

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.~~

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- 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.**

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.

In addition to the proposed text amendments, the Planning Department will work with the Planning Commission on drafting a Standard Operating Procedure (PLAN SOP 101 and PLAN SOP 201) for the Citizen Involvement Program and Project Advisory Committee guidelines.

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Discussion:

The Planning Commission held a public hearing at their regular meeting on August 17, 2017. No one offered any public testimony either in support or opposition to the proposal.

After closing the public hearing and deliberating, the Planning Commission voted unanimously to recommend approval of the proposed comprehensive plan text amendments to the McMinnville City Council.

Fiscal Impact:

None.

City Council Options:

1. **ADOPT** Ordinance No. 5037, approving G 5-17 and adopting the Decision, Findings of Fact and Conclusionary Findings.
2. **ELECT TO HOLD A PUBLIC HEARING** date specific to a future City Council meeting.
3. **DO NOT ADOPT** Ordinance No. 5037, providing findings of fact based upon specific code criteria to deny the application in the motion to not approve Ordinance No. 5037.

Recommendation/Suggested Motion:

Staff recommends that the Council adopt Ordinance No. 5037 which would approve comprehensive plan text amendments as recommended by the Planning Commission.

“THAT BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED, I MOVE TO ADOPT ORDINANCE NO. 5037.”

HR:sjs

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