

ORDINANCE NO. 5037

AN ORDINANCE APPROVING TEXT AMENDMENTS TO CHAPTER X, CITIZEN INVOLVEMENT AND PLAN AMENDMENT, OF THE MCMINNVILLE COMPREHENSIVE PLAN.

RECITALS:

Goal #1 of the Oregon Land Use System is citizen involvement (Oregon Administrative Rules 660-015-0000(1); and

Chapter X of the McMinnville Comprehensive Plan identifies the goals and policies for how the City of McMinnville achieves this goal; and

In 2016, the Planning Commission and McMinnville City Council evaluated what was working and what was not working with its citizen involvement program; and

In the course of this evaluation, it became evident that the standing City Council appointed Citizen Advisory Committee was not effective in engaging citizen involvement in the city's long-range planning program; and

Although the McMinnville Planning Commission was identified as the Committee for Citizen Involvement, it was not effective in engaging citizen involvement in the city's long-range planning program due to confusion associated with the duality of roles between the McMinnville Planning Commission and the McMinnville Citizen Advisory Committee; and

After a series of public meetings and dialogue, city staff drafted proposed text amendments to Chapter X of the McMinnville Comprehensive Plan to try and encourage a more active citizen involvement program in the city's long range planning program and a process for annual evaluation of the effectiveness of that program; and

A public hearing before the McMinnville Planning Commission was held on August 17, 2017, after due notice had been provided in the local newspaper on Tuesday, August 8, 2017. At the August 17, 2017, Planning Commission public hearing, the application materials and a staff report were presented and no testimony was received. The Planning Commission then closed the public hearing, deliberated, and voted unanimously to recommend approval of G 53-17 to the City Council; and

The City Council, being fully informed about said request, found that the requested amendments conformed to the applicable state and local regulations, goals and policies based on the material submitted and the findings of fact and conclusionary findings for approval contained in Exhibit A; and

The City Council having received the Planning Commission recommendation and staff report, and having deliberated;

**NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE ORDAINS AS FOLLOWS:**

1. That the Council adopts the Findings of Fact, Conclusionary Findings, and Decision as documented in Exhibit A for G 5-17; and

2. That Chapter X, (Citizen Involvement and Plan Amendment) of the McMinnville Comprehensive Plan is amended as provided in Exhibit B. Text that is added is shown in **bold underlined** font while text that is removed is shown in ~~strikeout~~ font.

3. That this Ordinance shall take effect 30 days after its passage by the City Council.

Passed by the Council this 12<sup>th</sup> day of September 2017, by the following votes:

Ayes: Garvin, Jeffries, Menke, Stassens, Ruden

Nays: \_\_\_\_\_

  
\_\_\_\_\_  
MAYOR

Attest:

Approved as to form:

  
\_\_\_\_\_  
CITY ATTORNEY

  
\_\_\_\_\_  
CITY RECORDER



**CITY OF MCMINNVILLE  
PLANNING DEPARTMENT  
231 NE FIFTH STREET  
MCMINNVILLE, OR 97128**

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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 2<sup>nd</sup> Street, McMinnville, Oregon.

**HEARINGS BODY:** McMinnville City Council

**DATE & TIME:** September 12, 2017. Meeting held at the Civic Hall, 200 NE 2<sup>nd</sup> 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 Date: 9/15/17  
Scott Hill, Mayor of McMinnville

Planning Commission: Roger Hall **FOR:** Date: 8/17/17  
Roger Hall, Chair of the McMinnville Planning Commission

Planning Department: Heather Richards Date: 9/15/17  
Heather Richards, Planning Director

## **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.

## **FINDINGS OF FACT**

- A. 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.
- B. In 1976, the City of McMinnville created a Citizen Advisory Committee with Resolution No. 1976-11 to serve as the Committee for Citizen Involvement.
- C. In 1981, the City of McMinnville adopted the McMinnville Comprehensive Plan.
- D. In 1985, the City of McMinnville adopted Resolution 1985-1 appointing the Planning Commission as the Committee for Citizen Involvement.
- E. 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.
- F. 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.



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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.**