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## STAFF REPORT

**DATE:** July 20, 2017  
**TO:** Planning Commission  
**FROM:** Heather Richards, Planning Director  
**SUBJECT:** Draft Comprehensive Plan Amendments – Citizen Involvement

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### Report in Brief:

This is a work session to review and consider proposed draft Comprehensive Plan text amendments for Chapter X: Citizen Involvement.

### 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. (See attachment). Interestingly Resolution 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.

**Fiscal Impact:**

There is no anticipated fiscal impact.

**Recommendation/Suggested Motion:**

The Planning Department will provide a powerpoint at the work session to help guide the Planning Commission through the proposed text amendments. Then per the direction of the Planning Commission, staff will revise the proposed text amendments and provide them at a future Planning Commission meeting as an action item. No motion is required at this time.