



Planning Commission Agenda Report

Meeting Date:	January 25, 2018	Primary Staff Contact:	Zac Moody
Department:	Community Development	E-Mail:	zmoody@cityoftalent.org
Staff Recommendation:	None	Estimated Time:	15 Minutes

ISSUE BEFORE THE COMMISSION

Draft Citizen Involvement Element - Study Session

BACKGROUND

On November 2, 2017, the subcommittee created by the Planning Commission began to work on a draft Citizen Involvement Element for the Comprehensive Plan. Through multiple meetings and many hours of work, the Committee provided Staff with the attached draft for review.

Staff has reviewed the attached document and agrees with the Committee that the proposed draft Citizen Involvement Element meets the intent of Goal 1 of the Oregon State Wide Planning Goals. As drafted, the Citizen Involvement Element has six recommended policies which are as follows:

- Citizen Involvement
- Communication
- Citizen Influence and Education
- Technical Information
- Feedback Mechanisms
- Financial Support

Similar to recent Comprehensive Plan amendments, the proposed Citizen Involvement Element has a number of objectives associated with each policy as well as implementation strategies to help guide the City with the implementation of the proposed policies.

The goal of the study session is for the Commission to work through each policy, objective and implementation strategy to ensure compliance with the Statewide Planning Goals as well as the Talent Comprehensive Plan. Following the study session and provided further refinements are not needed, a Public Hearing will be set for the February 22, 2018 Planning Commission meeting with the goal of providing a recommendation to the Council at the March 23, 2018 Council meeting. At that time, Staff will prepare findings of compliance with the Oregon Statewide Planning Goals as well as the Talent Comprehensive Plan.

RECOMMENDATION

None

RELATED COMMISSION POLICIES

Talent Comprehensive Plan



POTENTIAL MOTIONS

None

ATTACHMENT

Draft Citizen Involvement Element

Draft Citizen Involvement Element Flow Chart

Goal 1 Oregon State Wide Planning Goals

Subcommittee Recommendation

Joi Riley's version, with DH edits/comments (Please note that the changes I have made mostly have to do with formatting the document in the style of the other Comprehensive Plan elements: Goal, Policy, Objective, and Implementation Strategies, with numbering that reflects subsets. I have also added an Introduction and Definitions. Yellow highlights have to do with my concerns that policy not be tied exclusively to land use.)

Talent Comprehensive Plan, Element A

CITIZEN INVOLVEMENT

INTRODUCTION

Talent, like other American cities, is aware of a changing environment that requires new ways of doing business. Problems are increasingly complex, expensive to address, and require multifaceted solutions. Getting people of different perspectives together to talk about problems and potential solutions is essential. Collaboration has the highest potential for building long-term and well-supported solutions. While it can be frustrating and messy, drawing upon new skills and patience, it is indispensable, and the City needs a process that will maximize its benefits.*

Better government decisions depend on effective government, and a collaborative government can serve as the leader and partner to developing long-term solutions to problems. This requires a serious commitment from everyone involved to embrace the change toward collaborative decision making and learn together how to make it work.

CITIZEN INVOLVEMENT

The goal of this Citizen Involvement Element is to provide a series of policies and strategies for including citizens' voices in decision making. This Element is designed to build solid interactions between city officials (elected, salaried, and appointed) and the citizens they serve.

Democracy relies on engagement by citizens as a means of forming better solutions to civic matters. Citizen involvement processes must be inclusive of those who identify themselves as interested and/or affected by decisions that will be made on issues of relevance to them. These processes should also result in decisions that reflect the community's voice.

Citizen involvement is not a substitute for decision making by the City, but it is a very important influence on it. Shared decision making is not a cure for conflict, because it does not mean the final decision will make everyone happy. It lets everyone know the reasons for a decision in the hope that all or most participants will accept that decision, even if they do not agree with it, because they understand that the process was open and transparent.

Major Principles

Citizen involvement should result in:

* This introductory section draws on the City of Ashland website, dated February 2000: www.ashland.or.us/Page.asp?NavID=116; accessed January 4, 2018.

- Trust between government and citizens
- Informed judgments about City activities
- Face-to-face deliberation
- Decisions that reflect a thorough consideration of community issues and perspectives
- Transparent and trackable decisions with state accountabilities
- Common understanding of issues and appreciation for complexity

Citizen involvement is a process that allows City government to engage with the public to jointly:

- Increase understanding of issues
- Determine possible options
- Generate new ideas
- Discover and explore possible compromises
- Gauge the greater public's support for various solutions

Successful citizen involvement requires:

- Genuine intent and attitude by the City and its citizens to engage in a public process to help make better decisions
- A clearly defined process that identifies participant roles
- A variety of ways to participate and influence decisions
- That it occur early enough in the process to influence the outcome
- Effective communication throughout the process, including identification of assumptions about the issue under consideration, disclosing rationale for one's opinions, and being willing to consider the merit in others' opinions
- Identifying and inviting people who are affected or interested in the issue to be part of the process
- That dialogue and deliberation be a part of the process
- That all participants work hard, listen to all sides, and attempt to understand opposing viewpoints
- Considering the "public good" perspective on all issues, especially when personal interests differ

Citizens' Expectations and Responsibilities

- A fair, respectful, and open process that allows all who are affected or interested to have an equal opportunity to participate
- Clear, complete, and straightforward information from the City and other presenters
- To be involved early enough in the process to influence the outcome
- To work hard at learning about the issue, listening to all perspectives, attempting to understand opposing viewpoints, trying to reach compromise, and to always consider the "public good"
- Follow-up to their involvement by receiving information about the final decisions and why it was made
- To be able to be part of the solution and to define a role in implementation as is appropriate

Citizen Involvement Committee's Role and Responsibilities*

The primary role of the Citizen Involvement Committee is to ensure that the policies and strategies set forth in this element are adhered to.

- Ensure that diverse populations, interests, and geographic areas are represented
- Help the City Council develop, implement, and evaluate the Citizen Involvement process
- Ensure that relevant information is available in plain language
- Act as an ombudsman for citizens and Citizen Advisory Committees (CACs) concerned about citizen participation; ideally, there would be a volunteer ombudsman available at City Hall
- Maintain a registry (including email addresses) of individual and group stakeholders, as well as those with expertise or interests
- Work with City staff to maintain an effective network of citizen advisory committees
- Maintain its independence as a body whose primary concern is highest and best involvement of Talent citizens
- Ensure that citizens are aware of opportunities to participate in the CIC and CACs, as well as in City processes and decision making
- Assist citizens and CACs to work hard to understand the issues, respect opposing viewpoints, work for good solutions, and help define the “public good”
- Allow for broader community involvement, recognizing that citizens’ concerns are not limited to land use (*Putting the People in Planning*, p. 64)
- Develop and use a citizen involvement checklist for staff
- Provide relevant training for committee members as well as staff and other public officials
- Act as mediator to resolve disputes about citizen participation
- Evaluate the Citizen Involvement Process each year, and report the results and recommendations to the Mayor and City Council
- Develop and maintain an active network of neighborhood organizations
- Ensure that resources (funding and staff) are available to adequately implement Citizen Involvement

Elected Officials' Roles and Responsibilities

- Recognize the benefits of citizen involvement and serve as an advocate for its use
- Provide resources and support City staff initiative in utilizing citizen involvement processes
- Decide the citizen involvement process that will be used before the process is initiated
- Define the decision-making process and the roles that respective parties will play
- Identify elements of the issue that may not be conducive to open process
- Assist in defining the issue
- Provide clear delegations of responsibilities between elected officials and City staff, where appropriate

* Information in this section, “Citizen Involvement Committee’s Role and Responsibilities,” comes from State of Oregon Citizen Involvement Advisory Committee, *Putting the People in Planning: A Primer on Public Participation in Planning*, 3rd ed., May 2008; available at www.oregon.gov/LCD/docs/publications/putting_the_people_in_planning.pdf.

- Ensure that citizens are aware of the opportunities to participate throughout the prescribed process
- Assist citizens to work hard to understand the issues, respect opposing viewpoints, work for good solutions, and help define the “public good”
- Honor the spirit of the process as it is proceeding and respect the ambiguous nature of the process
- Fulfill their role as decision-maker according to the selected type of citizen involvement process being used
- Evaluate the effectiveness of each citizen involvement process

City Staff Roles and Responsibilities

- Recognize the benefits of citizen involvement and serve as advocate for its use
- Inform themselves of the efficacy and appropriateness of citizen involvement processes that may be useful in specific applications of their department’s work program
- Ensure that resources are adequate for staff’s role in conducting the process
- Provide citizen involvement training to staff
- Utilize performance incentives that build and foster capacity for success in citizen involvement
- Engage with the public as partners in the design and execution of the public involvement strategy
- Help design and carry out the Citizen Involvement process in a way that most effectively ensures success
- Evaluate the effectiveness of each citizen involvement process
- Ensure that the informational needs of the project are fulfilled
- Identify and involve as many affected or interested citizens as possible by designing a process that goes out to the people and is easy to become involved in

DEFINITIONS*

At-Large Member. A member that is a Talent resident, business owner, or property owner, within or adjacent to the City Urban Growth Boundary, or other Talent stakeholder relative to the issues at hand.

Citizen Advisory Committee (CAC). A group of citizens organized to help develop and maintain a comprehensive plan and its land use regulations, or any other public issue regulated by the City; examples may include citizens engaged in developing policy for issues as diverse as Integrated Pest Management, affordable housing, and economic development. Examples of standing CACs are the City Planning Commission and Parks and Recreation. Temporary CACs are created for specific purposes, such as for a specific land use project, or other public issue, such as developing an Integrated Pest Management policy.

Citizen Involvement Program (CIP). A program established by the City to ensure the extensive, ongoing involvement of local citizens in planning and policy development. Such

* Definitions are drawn from the state document, *Putting the People in Planning*.

programs are required by Oregon’s statewide planning “Goal 1, Citizen Involvement,” and contain or address the six components described in that goal.

Committee for Citizen Involvement (CCI). A local group appointed by a governing body for these purposes: assisting the City Council with the development of a program that promotes and enhances citizen involvement in land use planning and other policies; assisting in the implementation of the Citizen Involvement Program; and evaluating the process being used for citizen involvement. A CCI differs from a Citizen Advisory Committee (CAC) in that the former advises the local government only on matters pertaining to citizen involvement and Goal 1. A CAC, on the other hand, may deal with a broad range of planning, policy, and land use issues. Each city or county has only one CCI, which is a standing body, whereas there may be several CACs, which may be standing or temporary.

Community organization. A public or private nonprofit organization of demonstrated effectiveness that is representative of a community or significant segments of a community and provides educational or related services to individuals in the community.

Department of Land Conservation and Development (DLCD). The State agency that administers Oregon’s Statewide planning program, under the direction of the Land Conservation and Development Commission (LCDC).

Goals. The mandatory statewide planning standard adopted by the Land Conservation and Development Commission (LCDC) pursuant to ORS chapters 195, 196, and 197. A copy of the complete text of the goals is available on the DLCD website at: www.oregon.gov/LCD/goals.shtml.

Land Use Board of Appeals (LUBA). A board established by the state legislature in 1979 to hear and decide appeals of local land use decisions. LUBA has three members: a board chair and two board members. All are appointed by the governor and confirmed by the state senate. All must be members of the Oregon State Bar.

Neighborhood association. A group of residents and property owners officially recognized by the City Council and that advocates for or organizes activities within a geographic-based area.

Notice; notification. An announcement from a governmental body describing some action to be taken by that body and explaining how interested persons can participate in or appeal that action. ORS 197.763 specifies the notice procedures to be used by cities and counties in making quasi-judicial land use decisions.

Participate. To express one’s self in the proper forum at the proper time. A letter to the governing body about a pending land use decision and oral testimony during a public hearing are two of the most common examples of participation in planning.

Stakeholder. A person or group involved in or affected by a specific course of action.

Goals, Policies, and Implementation Strategies

Goal 1 of the Oregon’s Planning Goals and Guidelines is an imperative: **Cities will develop a Citizen Involvement Program that insures an opportunity for citizens to be involved in all phases of the land use planning process.**

Oregon’s Land Conservation and Development Commission (LCDC) provides cities with a blueprint for tailoring a Citizen Involvement Program to fit their unique population and culture. The blueprint consists of six policy points for cities to use in crafting Citizen Involvement Plan; Citizen Involvement, Citizen Influence, Communication, Technical Information, Feedback Mechanisms, and Financial Support.

Purpose

This element creates a plan for citizen involvement that fulfills the letter and intent of LCDC’s State Goal 1 for Citizen Involvement.

Goal 1: Citizen Involvement

Policy 1.1: Legislation and Responsibilities The City will pass legislation to create a Committee for Citizen Involvement (CCI), and the CCI will write policies for the Talent Citizen Involvement Plan (TCIP).

Objective 1.1: Provide a process for citizen involvement by creating a permanent **Committee for Citizen Involvement (CCI)** that is charged with creating an overarching **Talent Citizen Involvement Plan (TCIP)** for approval and adoption as an ordinance.

Implementation strategies

1.1.1: Mayor and Council will pass legislation defining the role and authority of an independent Committee for Citizen Involvement as defined by the LCDC.

1.1.2 The **CCI** will write policy for the **TCIP** (with approval and adoption by the Mayor and Council) for the formation and responsibilities of **Citizen Advisory Committees (CACs)** and **Acknowledged Neighborhood Associations (ANA)** for land use planning.

1.1.3 The **CCI** will write policy for the **TCIP** (with approval and adoption by the Mayor and Council) for the city’s citizen outreach and education program.

Commented [DH1]: This could also be called “component 1: to mirror the language in the state blueprint...”

Commented [DH2]: I’m not clear on why this is 1.1, and the other items under Implementation strategy 1 have letters... that implies that all the others are a subset of 1.1. Perhaps just drop the letters altogether?

Commented [DH3]: “for” OK?

Commented [DH4]: Are there to be no policies or guidelines for neighborhood associations apart from land use planning?

1.1.4 The **CCI** will write an annual report evaluating the city's citizen involvement efforts and meet with the City Council annually to suggest improvements needed to keep the effort effective.

Policy 1.2: Membership and Diversity The City commits to engaging all Talent citizens, with an expectation of geographic and cultural diversity.

Objective 1.2: Engage all geographic, cultural, and economic cross-sections of citizens into the city's land use processes.

Implementation strategies

1.2.1 In an open and well-publicized process following city policy for all appointments, Mayor and Council will recruit and appoint five citizens to serve as the **CCI**, one each from Northeast, Northwest, Southeast, and Southwest of Talent Avenue, and one from the Urban Growth Area

1.2.2 Mayor and Council will strive to include members of varying cultures and economic status.

1.2.3 Members must disclose financial or familial ties to the issues under consideration.

Policy 1.3: Independence The CCI will be an independent, citizen-driven body.

Objective 1.3: Create an underlying infrastructure within government that is both flexible and strong, to insure sustainable, effective, and maximum public involvement in all land use procedures. The **TCIP** is designed to create a culture of transparency, access, and education that will endure personnel transitions.

Implementation strategies

1.3.1. The **CCI** will review Community Development work programs and Planning Commission and City Council goals to aid in establishing an education plan for the year.

1.3.2 The **CCI** will establish its own agenda and work program annually to facilitate its ability to evolve as times and events dictate.

Commented [DH5]: What about citizen involvement for other than land use issues, such as the Integrated Pest Management policy, the Clean Energy Plan, affordable housing, economic development, and projects such as Gateway, which will involve more than strictly land use? Can we not create policies that answer these purposes, too? Should this issue at least be addressed in this document, stating who will develop a broader citizen involvement process for these other issues, and where such policies might reside (i.e., in the Comprehensive Plan)?

Commented [DH6]: This isn't really a strategy...develop some element of the application so that this objective can be met?

Commented [DH7]: What I have usually seen is that there may be ties, but that they have to be disclosed. Can things maybe get bogged down in how close familial ties have to be?

Commented [DH8]: OK? To encompass Community Development dept., City Planning, and City Council

Goal 2: Communication

Policy 2.1: There will be effective communications between the City (elected and appointed city officials, as well as staff) and citizens.

Commented [DH9]: Trying to convey that communication is between citizens and gov't, not among elected,

Objective 2.1: Employ all effective mechanisms, including media and face-to-face options, for communication.

Implementation strategies

2.1.1. Outreach to affected residents will not be narrowly defined but broadly disseminated by including (but not limited to) social media, print and broadcast news outlets, the City's newsletter, website, and city billings.

2.1.2 For the purposes of general education, recruitment and legislative actions, outreach will also be by open houses, neighborhood meetings, and publicized opportunities at local businesses.

2.1.3 The **TCIP** will include a system for providing information to interested citizens and groups by keeping the City's website up-to-date, notices in public places throughout the city, maintaining and employing mailing lists, postal and email.

2.1.4 The **TCIP** will include a variety of techniques and processes for maintaining communication between citizens and local officials, which may include, but is not limited to:

- televised or live-streaming meetings
- displayed in library
- offering links on the City website to other jurisdictions
- creating physical facilities outside of the downtown core for public bulletin boards and kiosks
- social media

Policy 2.2: The City will involve the public early enough in any land use process to influence the outcome.

Objective 2.2: Citizens must be informed early enough in any City process so that they have every opportunity to become educated on the issue at hand and have time to prepare a response.

Implementation strategies

2.2.1 The **TCIP** will include a schedule and means for information sharing for city-originated land use actions.

2.2.2 The **TCIP** will include a schedule and means for information sharing for applications.

Goal 3: Citizen Influence and Education

Policy 3.1: Citizens will have information about all phases of the planning process so that they may be involved and effective.

Objective 3.1: Citizens must be provided opportunities to learn how and when they can participate in and have influence on land use and planning.

Implementation Strategies

3.1.1 The **TCIP** will include how and where the City will provide general information, available at all times, describing all phases of the planning process.

3.1.2 The **TCIP** will include how citizens may access specific information on current planning actions.

3.1.3 The **TCIP** will include how and where the city will provide information to help citizens understand their responsibilities at different types of **land use** meetings.

3.1.4 The **TCIP** will include how and where the city will provide information to help citizens understand how to influence land use actions.

Policy 3.2: Education opportunities will be available for citizens interested in learning more about City processes.

Commented [DH10]: I don't find anything in this section about providing education sessions and trainings

Commented [DH11]: I'm not wedded to this one, but does it need to be included somewhere, if only that it will be outlined in the TCIP?

Goal 4: Technical Information

Policy 4: The City will use language in its communications that is commonly used by people who are not professionals.

Objective 4: Provide information about all phases of the planning process that is easily understandable by newcomers to the process.

Implementation strategies

4.1: The **TCIP** will include a process for translating technical information into plain English.

4.2: Printed information will be reviewed by **CCI** for clarity as reprints are required.

4.3: Digital media will be reviewed by **CCI** for clarity.

4.4: Personal communications will be reviewed by **CCI** for clarity, brevity and helpfulness.

4.5: The **CCI** will consider how and when translations of materials into languages other than English will be implemented.

4.6: The **CCI** will review ADA-required accommodations within the Community Development Department.

Commented [DH12]: Not sure what is meant here. Communications sent by the city to individuals? Personal communication of city officials and staff?

Commented [DH13]: Only here? Not at the Old Town Hall, where hearings and meetings occur?

Goal 5: Feedback Mechanisms

Policy 5.1: Assure that citizens get responses from policy makers.

Objective 5.1: Create a system ensuring that citizens receive requested information in a timely manner.

Implementation strategies

5.1.1: The **TCIP** will include a system that gauges citizen satisfaction on responses from staff to requests for information or data.

5.1.2: Satisfaction responses will be available to Mayor and Council and **CCI**.

5.1.3: The **CCI** will suggest improvements or training on trends at annual meeting with Council or legally called and noticed executive session.

5.1.5: The **TCIP** will include how citizens who have participated in the land use process will receive responses from policy makers.

5.1.6: The **TCIP** will clarify how questions from citizens about land use policy will receive prompt, clear answers via the same communication type.

5.1.7: The **TCIP** will clarify how questions about specific land use applications in process will receive prompt clear answers via the same communication type and be referred to the written record.

5.1.8: The **TCIP** will clarify that the Planning Commission will adopt, and continually strive to refine procedures for responding to citizen committee comments on land use-related matters.

Policy 5.2: The public will have access to the rationale for City decisions.

Objective 5.2: The rationale for various policies and other City decisions will be available to the public in a written record.

Implementation strategies

5.2.1: The **TCIP** will include how and where rationale for land use and policy decisions will be made available to the public in a written record and how the record may be accessed.

Goal 6: Financial Support

Policy 6: Implementation of the TCIP will be mainly accomplished by the Community Development staff.

Objective 6: The City Council will allocate adequate funding for the Citizen Involvement Program.

Implementation Strategies

6.1: The Community Development director will estimate the cost of time and materials to implement the **TCIP** for the remaining or next fiscal year.

6.2: The budget will cover mandated items, such as costs for streaming, brochures, and other informational and education material; costs for an annual report; and costs for notification.

6.3: The budget will cover expenses for training opportunities for CCI members.

6.4: The city's policy makers and manager will designate within the Community Development budget the amount needed for the **TCIP** as determined by the Community Development director.

6.5: The City's policy makers and city manager will support the Community Development Department as it adds and sustains the **TCIP** into the short- and long-range goals and workload by adding support staff and training as needed.

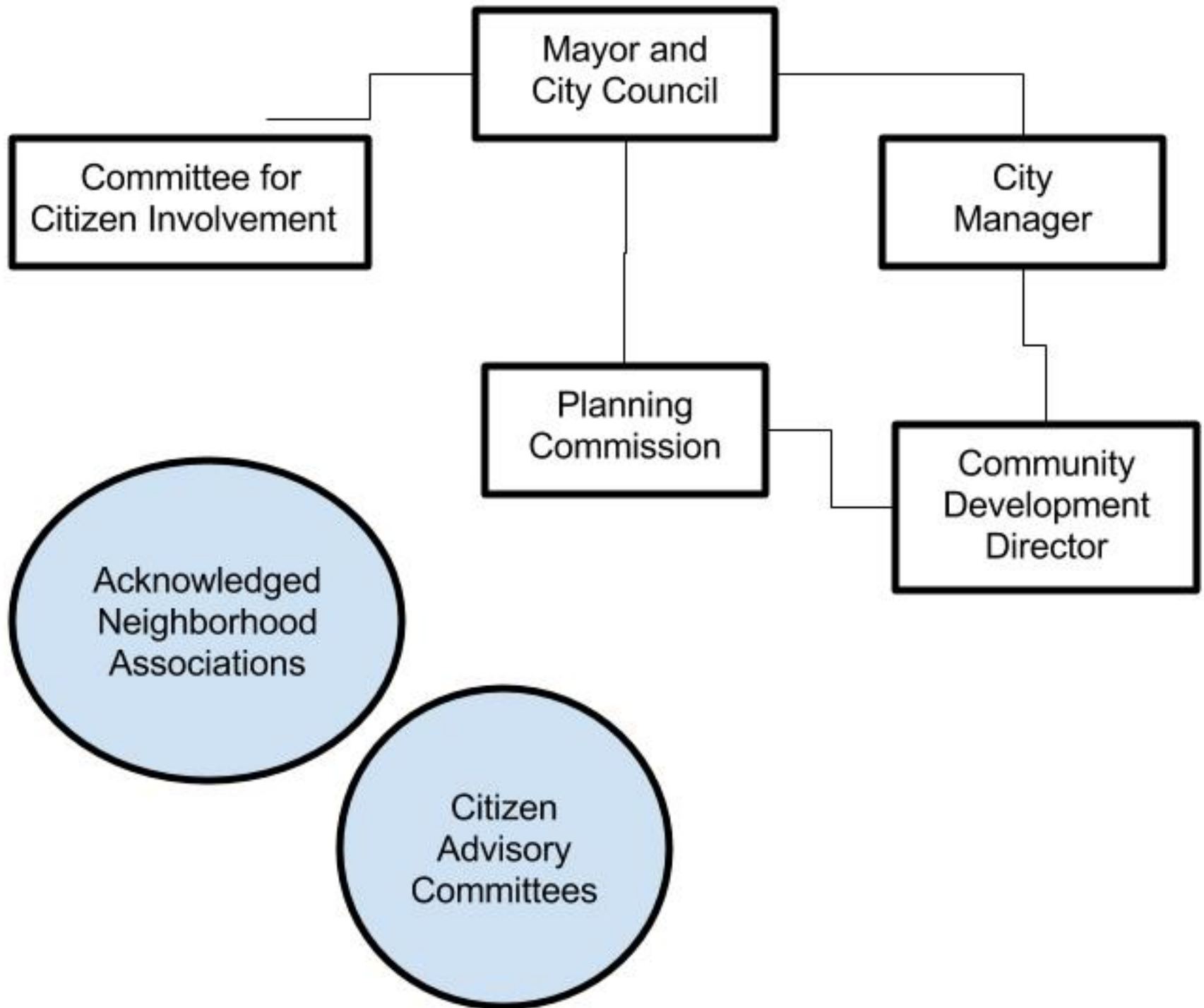
6.6: Community Development staff will report on efforts to sustain **TCIP** to the City Manager.

6.7: City manager will respond to staff needs and

support and sustain the **TCIP**.

Policy 6.2: The CCI reviews the Citizen Participation budget at a stage early enough

Commented [DH14]: Should there be something about the CCI being able to weigh in on the budget? Typically (as in Together for Talent and Parks and Rec) wouldn't the CCI submit a budget and defend it to the City Council?

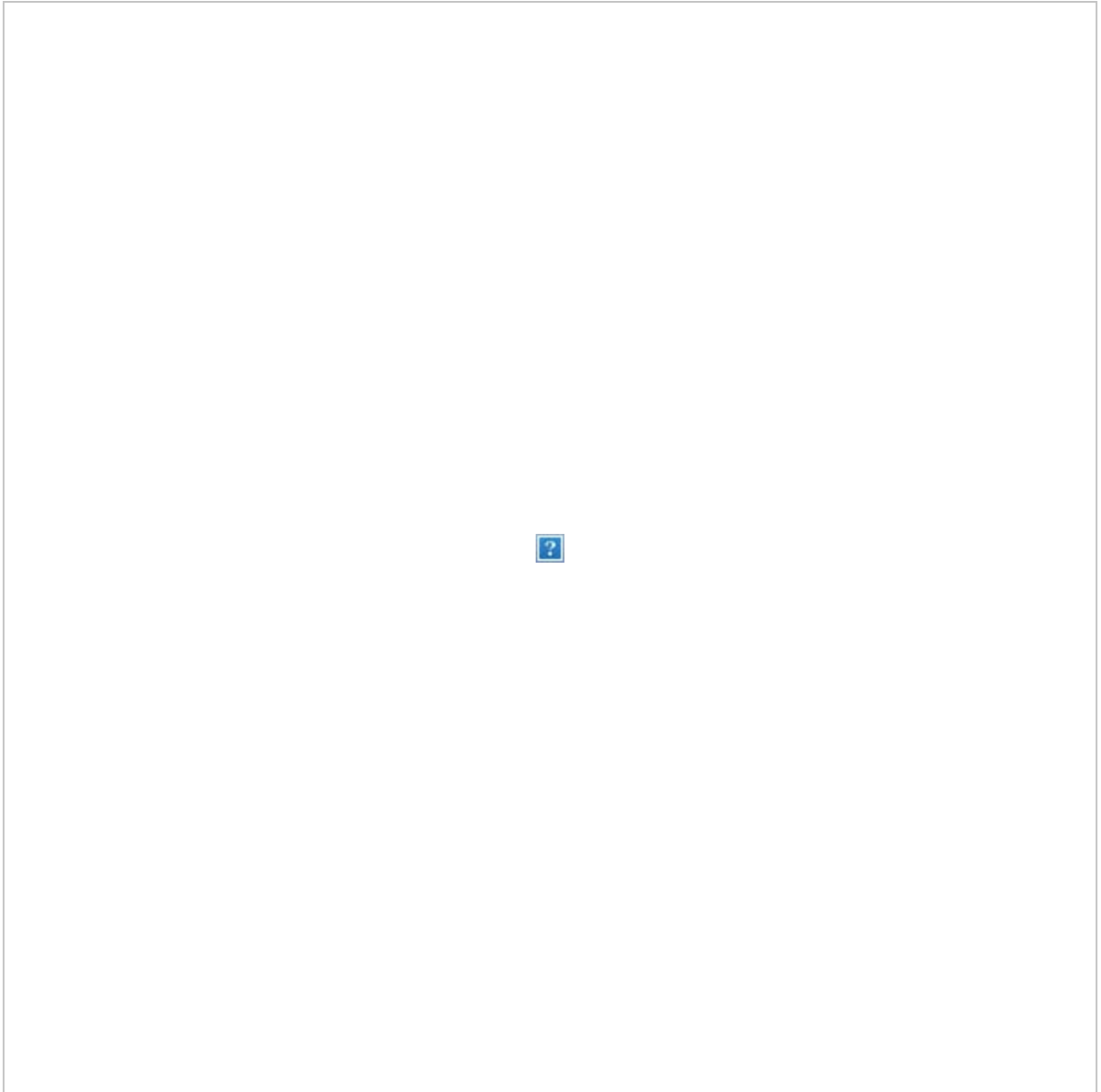


From: [Joi and Geoffrey Riley](#)
To: [Zac Moody](#)
Subject: CIP for comp
Date: Monday, January 08, 2018 12:43:00 PM
Attachments: [CIP element draft.docx.pdf](#)

Dorian and I are done and we haven't heard from Felicia so I'm sending this to you as the draft CIP from the committee.

Thanks,
Joi Riley

[Preview attachment 180105.DorianComments-Citizen Involvement Element.pdf](#)



[180105.DorianComments-Citizen Involvement Element.pdf](#)
812 KB