



Oregon

Theodore R. Kulongoski, Governor

Department of Land Conservation and Development

635 Capitol Street NE, Suite 150

Salem, Oregon 97301-2524

Phone: (503) 373-0050

First Floor/Coastal Fax: (503) 378-6033

Second Floor/Director's Office: (503) 378-5518

Web Address: <http://www.oregon.gov/LCD>

NOTICE OF ADOPTED AMENDMENT

June 8, 2006



TO: Subscribers to Notice of Adopted Plan or Land Use Regulation Amendments

FROM: Mara Ulloa, Plan Amendment Program Specialist

SUBJECT: Jackson County Plan Amendment
DLCD File Number 003-05

The Department of Land Conservation and Development (DLCD) received the attached notice of adoption. Copies of the adopted plan amendment are available for review at DLCD offices in Salem, the applicable field office, and at the local government office.

Appeal Procedures*

DLCD ACKNOWLEDGMENT or DEADLINE TO APPEAL: June 23, 2006

This amendment was submitted to DLCD for review prior to adoption with less than the required 45-day notice. Pursuant to ORS 197.830 (2)(b) only persons who participated in the local government proceedings leading to adoption of the amendment are eligible to appeal this decision to the Land Use Board of Appeals (LUBA).

If you wish to appeal, you must file a notice of intent to appeal with the Land Use Board of Appeals (LUBA) no later than 21 days from the date the decision was mailed to you by the local government. If you have questions, check with the local government to determine the appeal deadline. Copies of the notice of intent to appeal must be served upon the local government and others who received written notice of the final decision from the local government. The notice of intent to appeal must be served and filed in the form and manner prescribed by LUBA, (OAR Chapter 661, Division 10). Please call LUBA at 503-373-1265, if you have questions about appeal procedures.

***NOTE: THE APPEAL DEADLINE IS BASED UPON THE DATE THE DECISION WAS MAILED BY LOCAL GOVERNMENT. A DECISION MAY HAVE BEEN MAILED TO YOU ON A DIFFERENT DATE THAN IT WAS MAILED TO DLCD. AS A RESULT YOUR APPEAL DEADLINE MAY BE EARLIER THAN THE DATE SPECIFIED ABOVE.**

Cc: Doug White, DLCD Community Services Specialist
John Renz, DLCD Regional Representative
Christine Valentine, DLCD Natural Hazards & Floodplains Specialist
Melissa Anderson, Jackson County

<paa> yal

FORM 2

DLCD NOTICE OF ADOPTION

This form must be mailed to DLCD within 5 working days after the final decision
per ORS 197.610, OAR Chapter 660 - Division 18

DEPT OF

(See reverse side for submittal requirements)

11IN 05 2006

LAND CONSERVATION
AND DEVELOPMENT

Jurisdiction: Jackson County Local File No.: LRP2004-00001

(If no number, use none)

Date of Adoption: May 31, 2006 Date Mailed: June 2, 2006

(Must be filled in)

(Date mailed or sent to DLCD)

Date the Notice of Proposed Amendment was mailed to DLCD: August 31, 2006

Comprehensive Plan Text Amendment Comprehensive Plan Map Amendment

Land Use Regulation Amendment Zoning Map Amendment

New Land Use Regulation Other: _____

(Please Specify Type of Action)

Summarize the adopted amendment. Do not use technical terms. Do not write "See Attached."

Updates of Citizen Involvement Element Goals and Policies (Comprehensive Plan Element);

No change currently proposed for supporting Element narrative.

Describe how the adopted amendment differs from the proposed amendment. If it is the same, write "Same." If you did not give notice for the proposed amendment, write "N/A."

The adopted amendment differs from the proposed amendment by including an updated narrative before the policies and implementation measures. Please see attachments for copies of the proposed and adopted versions.

Plan Map Changed from: N/A to _____

Zone Map Changed from: N/A to _____

Location: N/A Acres Involved: N/A

Specify Density: Previous: N/A New: N/A

Applicable Statewide Planning Goals: Goal 1, Goal 2

Was an Exception Adopted? Yes: _____ No: X

DLCD File No.: 003-05(14655)

Did the Department of Land Conservation and Development receive a notice of Proposed

Amendment **FORTY FIVE (45) days prior to the first evidentiary hearing.** Yes: No:

If no, do the Statewide Planning Goals apply. Yes: No:

If no, did The Emergency Circumstances Require immediate adoption. Yes: No:

Affected State or Federal Agencies, Local Governments or Special Districts: DLCD and CIAC of DLCD

Local Contact: Melissa Anderson, AICP Area Code + Phone Number: (541) 774-6918

Address: 10 S. Oakdale Avenue, Room 100

City: Medford Zip Code+4: 97501-2902

ADOPTION SUBMITTAL REQUIREMENTS

This form **must be mailed** to DLCD **within 5 working days after the final decision**
per ORS 197.610, OAR Chapter 660 - Division 18.

1. Send this Form and TWO (2) Copies of the Adopted Amendment to:

**ATTENTION: PLAN AMENDMENT SPECIALIST
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
635 CAPITOL STREET NE, SUITE 150
SALEM, OREGON 97301-2540**

2. Submit **TWO (2) copies** the adopted material, if copies are bounded please submit **TWO (2) complete copies** of documents and maps.
3. **Please Note:** Adopted materials must be sent to DLCD not later than **FIVE (5) working days** following the date of the final decision on the amendment.
4. Submittal of this Notice of Adoption must include the text of the amendment plus adopted findings and supplementary information.
5. The deadline to appeal will not be extended if you submit this notice of adoption within five working days of the final decision. Appeals to LUBA may be filed within **TWENTY-ONE (21) days** of the date, the "Notice of Adoption" is sent to DLCD.
6. In addition to sending the "Notice of Adoption" to DLCD, you must notify persons who participated in the local hearing and requested notice of the final decision.
7. **Need More Copies?** You can copy this form on to **8-1/2x11 green paper only** ; or call the DLCD Office at (503) 373-0050; or Fax your request to:(503) 378-5518; or Email your request to Larry.French@state.or.us - **ATTENTION: PLAN AMENDMENT SPECIALIST.**

JACKSON COUNTY NOTICE OF ADOPTION

Pursuant to Oregon Revised Statutes (ORS) 197.615, you are hereby being notified that the Jackson County Board of Commissioners adopted Ordinance No. 2006-3 at a properly advertised public hearing on May 31, 2006, at 1:30 p.m., in the Auditorium of the Jackson County Offices, 10 South Oakdale, Medford, Oregon 97501.

The ordinance will go into effect on July 30, 2006 (60 days from the date of adoption). A description of the ordinance follows:

Ordinance No. 2006-3 approving revisions to the Comprehensive Plan Citizen Involvement Element. Proposed amendments to the Element Goals and Policies section will be the focus of the hearing. File LRP 2004-00001.

This notice is being mailed to you on June 2, 2006, which is within five working days after the adoption date of the ordinance(s) as required by ORS 197.615. The ordinance is available for inspection at no cost and will be provided at reasonable cost, if requested. If you have any questions on the effect of this ordinance, please contact **Melissa Anderson** at Development Services, Room 100, County Offices, 10 South Oakdale, Medford, Oregon 97501. Telephone: Medford 774-6918; Jackson County residents outside of Medford's local calling area 1-800-452-5021 and enter the next four digit extension 6918.

The ordinance is available for inspection at no cost and will be provided at reasonable cost, if requested, at Development Services, Room 100, County Offices, 10 South Oakdale, Medford, Oregon 97501, between the hours of 8:00 a.m. and 4:00 p.m., Monday, Tuesday, Thursday and Friday; and 1:00 p.m. to 4:00 p.m on Wednesday.

The Board of County Commissioner's Ordinances are the final decisions on this action. Pursuant to State law, Jackson County is hereby notifying all persons who participated in the hearings, either in writing or orally. This decision may be appealed to the Oregon Land Use Board of Appeals (LUBA). You must appeal this decision within 21 days of the date it is mailed. This decision is being mailed on June 2, 2006, and the LUBA appeal period will expire on June 23, 2006. Please contact LUBA for specific appeal information. They are located at 550 Capitol Street N.E. Suite 235, Salem, Oregon 97301-2552. They can be reached at (503) 373-1265.

Attachments: Notary Packet

NOTARY PAGE

STATE OF OREGON)
)
COUNTY OF JACKSON)

I, Patricia A. Guida, being first duly sworn, depose and say that on behalf of Jackson County Roads, Parks and Planning Services, I gave notice of Board of Commissioners Ordinance No. 2006-3 by mailing a copy of the Notice of Adoption by regular mail to each of the following named persons at their respective last known addresses, to wit: (as attached)

Each of said copies of the Notice was enclosed in a sealed envelope addressed to the persons at the addresses above set forth, with postage thereon fully prepaid and was deposited in the post office at Medford, Oregon, on June 2, 2006.

Patricia A. Guida
Signature

Personally appeared before me this 2nd day of June, 2006, the above named Patricia A. Guida who acknowledged the foregoing affidavit to be her voluntary act and deed.



Laura Marshall
Notary Public for Oregon
My Commission Expires: 2-16-2008

NOTICE OF ADOPTION SENT TO: Interested Parties.

APPLICANT NAME: JACKSON COUNTY

FILE NO: LRP2004-00001

BoC Ordinance No. 2006-3
File # LRP2004-00001
Parties\IP\Staff
Mailed: 6/2/06

BoC Ordinance No. 2006-3
TRISH BOWCOCK
P O BOX 1506
JACKSONVILLE OR 97530

BoC Ordinance No. 2006-3
ED DANEHY
4370 TAMI LN
CENTRAL POINT OR 97502

BoC Ordinance No. 2006-3
ROBERT SCOTT
P O BOX 144
PROSPECT OR 97536

BoC Ordinance No. 2006-3
WALTER FITZGERALD
PO BOX 3984
CENTRAL POINT OR 97502

BoC Ordinance No. 2006-3
ANCEL/NANCY ROSECRANS
5094 KANE CRK RD
CENTRAL POINT OR 97502

BoC Ordinance No. 2006-3
PORTER LOMBARD
2425 E MAIN ST
MEDFORD OR 97504

BoC Ordinance No. 2006-3
CLAIRE MARTIN
16733 JONES RD
WHITE CITY OR 97503

BoC Ordinance No. 2006-3
OLENA BLACK
2110 CREEK DR.
ASHLAND OR 97520

BoC Ordinance No. 2006-3
EDWIN DEWEY
528 BELL ROAD
TALENT OR 97540

BoC Ordinance No. 2006-3
PAT GORDON
APPLEGATE-RUCH CAC
1550 YELLOW BRICK RD
JACKSONVILLE OR 97530

BoC Ordinance No. 2006-3
LILLIAN EATON-STEWART
P O BOX 748
JACKSONVILLE OR 97530

BoC Ordinance No. 2006-3
JACK ASHCRAFT
2030 GREY EAGLE DR
MEDFORD OR 97501

BoC Ordinance No. 2006-3
CYNTHIA LORA
275 MT ECHO DR
MEDFORD OR 97504

BoC Ordinance No. 2006-3
ELLEN TOOHEY
4234 PAYNE ROAD
MEDFORD OR 97504

BoC Ordinance No. 2006-3
SUSAN RUST
42 WIGHTMAN
ASHLAND OR 97520

BoC Ordinance No. 2006-3
BEN TRUWE
607 S HOLLY ST
MEDFORD OR 97501

BoC Ordinance No. 2006-3
LORI HOPKINSON
454 HAVEN ST
MEDFORD OR 97501

BoC Ordinance No. 2006-3
AGNES CHIRGWIN
2660 KERRISDALE RIDGE DR
MEDFORD OR 97504

BoC Ordinance No. 2006-3
JOHN STATLER
1120 NIAN TIC ST
MEDFORD OR 97501

BoC Ordinance No. 2006-3
JOHN MCKELLIGOTT
1617 SLAGLE CREEK RD
GRANTS PASS OR 97527

BoC Ordinance No. 2006-3
EILEEN ADEE
1150 JAMES ROAD
MEDFORD OR 97501

BoC Ordinance No. 2006-3
DLCD
ATTN: PLAN AMEND SPECIALIST
635 CAPITOL ST NE STE 150
SALEM OR 97301-2540

BoC Ordinance No. 2006-3
MELISSA ANDERSON
PLANNER

BoC Ordinance No. 2006-3
TOM BIZEAU
ASSISTANT PLANNING MANAGER

BoC Ordinance No. 2006-3
COUNTY COUNSEL

Mailing List

**BEFORE THE BOARD OF COMMISSIONERS
STATE OF OREGON, COUNTY OF JACKSON**

ORDINANCE NO. 2006-3

**AN ORDINANCE AMENDING THE CITIZEN INVOLVEMENT ELEMENT OF THE
COMPREHENSIVE PLAN. FILE NUMBER LRP2004-00001.**

RECITALS:

1. Pursuant to the Oregon Statewide Planning Goals (Oregon Administrative Rules 660-015-00001) and Oregon Revised Statutes (ORS) Chapter 197 and 215, the Jackson County Comprehensive Plan Citizen Involvement Element Chapter was adopted in 1980 by the Jackson County Board of Commissioners, Ordinance 80-17 and acknowledged by the Oregon Land Conservation and Development Commission (LCDC) as being in compliance with the Oregon Statewide Land Use Planning Goals on May 16, 1983, through Compliance Acknowledgment Order 83-ACK-93.
2. The Jackson County Board of Commissioners initiated an update to the Citizen Involvement Element of the County's Comprehensive Plan by assigning the Planning Commission to this task in late 2003.
3. In 2004, the Planning Commission formed a workgroup of interested County residents to offer suggestions for updating the plan. The citizen workgroup met through the Summer of 2004 to draft recommendations to the Planning Commission on how best to update the plan element.
4. On September 9, 2004, the Planning Commission reviewed the recommendations of the citizen workgroup for updating the plan element and directed staff to draft a recommendation for review and further discussion by the Planning Commission at a later meeting.
5. The Planning Commission continued their discussion of the update to the Citizen Involvement Element at the regularly scheduled public meetings throughout 2005. On October 27, 2005 a public hearing was held to receive public testimony on the proposed amendments to the Citizen Involvement Element of the Comprehensive Plan.
6. On November 17, 2005, the Planning Commission closed its public hearing on the update to the Citizen Involvement Element and deliberated to a decision. At that meeting, the Planning Commission voted unanimously to recommend adopting the proposed amendments to the Citizen Involvement Element (Exhibit B) to the Board of Commissioners.
7. On March 15, 2005, the Board of Commissioners held a public hearing to receive public testimony on the proposed amendments to the Citizen Involvement Element of the Comprehensive Plan.

1 -ORDINANCE; File LRP2004-00001

Amendments to the Citizen Involvement Element of the Comprehensive Plan

Now Therefore, the Board of County Commissioners of Jackson County hereby make the following findings and conclusions:

SECTION 1. FINDINGS OF FACT

Based upon the evidence and argument presented, the Board makes the following findings of fact with respect to the proposed amendments. Where factual conflicts arose, the Board has resolved them consistent with these findings.

- 1.1 The Board of Commissioners finds that proper public notice was given for the public hearings, and that no objections were raised concerning the hearing notice.
- 1.2 The Board of Commissioners hereby adopts, as its own, the Findings of Fact contained in Section 1 of the Jackson County Planning Commission's Recommendation dated December 15, 2005, attached hereto and incorporated herein as Exhibit "B."

SECTION 2. LEGAL FINDINGS

- 2.1 The Board of Commissioners adopts, as its own, the Legal Findings and Conclusions as contained in Sections 2, 3 and 4 of the Jackson County Planning Commission's Recommendation dated December 15, 2005, attached hereto and incorporated herein as Exhibit "B."
- 2.2 The Board finds that the proposed amendments complies with the Jackson County Land Development Ordinance, the Jackson County Comprehensive Plan, and the Statewide Planning Goals and related Oregon Administrative Rules.

SECTION 3. CONCLUSIONS

- 3.1 The Jackson County Board of Commissioners concludes that proper public notice was given.
- 3.2 The Jackson County Board of Commissioners concludes that the proposed amendments comply with the Jackson County Comprehensive Plan, Jackson County Land Development Ordinance, the Statewide Planning Goals and related Oregon Administrative Rules and Oregon Revised Statutes.
- 3.3 The Jackson County Board of Commissioners concludes that based on the evidence and testimony received into this record, the proposed amendments will bring the Comprehensive Plan into compliance, or more into compliance, with Statewide Planning Goal 1, related Oregon Administrative Rules, and other relevant law.

DECISION

Now, Therefore, the Board of County Commissioners of Jackson County ordains as follows:

1. Jackson County Citizen Involvement Element of the Comprehensive Plan is hereby amended to read as contained in Exhibit "A" attached hereto and incorporated herein, by reference.


2 -ORDINANCE; File LRP2004-00001

Amendments to the Citizen Involvement Element of the Comprehensive Plan

2. Invalidity of a section or part of this ordinance shall not affect the validity of the remaining sections or parts of sections.

APPROVED this 31st day of May, 2006, at Medford, Oregon.


JACKSON COUNTY BOARD OF COMMISSIONERS




David Gilmour, Chair

APPROVED AS TO FORM:

ATTEST:



County Counsel



By: Recording Secretary

The Board of County Commissioner's Ordinance is the final decision on this action. This decision may be appealed to the Oregon Land Use Board of Appeals (LUBA). You must appeal this decision within 21 days of the date it is mailed. This decision is being mailed on June 2, 2006, and the LUBA appeal period will expire on June 23, 2006. Please contact LUBA for specific appeal information. They are located at 550 Capitol Street N.E. Suite 235, Salem, Oregon 97301-2552. They can be reached at (503) 373-1265.

CITIZEN INVOLVEMENT¹

GOAL: TO PROVIDE OPPORTUNITIES FOR CITIZENS TO BE INVOLVED IN ALL PHASES OF THE JACKSON COUNTY PLANNING PROCESS.

HISTORICAL BACKGROUND:

Prior to enactment of the Oregon Statewide Planning Goals, Jackson County had formal and organized citizen involvement groups for local geographical areas. The Citizen Advisory Committee (CAC) program began in 1970, initially to provide feedback for zoning actions in the upper Rogue area. Eleven planning areas were subsequently organized throughout the county in 1971; the boundaries of each roughly correspond to local school district boundaries. In 1977 another CAC was formed in the White City area, bringing the total to 12.

The Committee for Citizen Involvement (CCI), representing all county CACs and interested city CACs, developed a Citizen Involvement Program (CIP), which was added to the county's Comprehensive Plan in 1976. This program complies with the Statewide Goal for Citizen Involvement and serves to define the organization and administration of the total citizen involvement process.

By the 1990's, only two CACs were active, and the Jackson County Board of Commissioners directed the Planning Commission to act as the CCI.

CITIZEN INVOLVEMENT TODAY:

The Citizen Involvement Program consists of the policies and implementation strategies in this element of the Comprehensive Plan.

Periodically, the Board of Commissioners creates special countywide advisory committees to study and provide recommendations on specific planning issues. Members of such committees represent segments of the community, which are affected by a particular issue. They study and debate planning issues to express an informed public response to new policy ideas and problems.

Jackson County residents concerned with land use issues can participate in countywide advisory groups, as well as other organized interest groups and associations. The function of the citizenry is to express their position based on local knowledge and opinion. The Board of Commissioners and Planning Commissions will, by necessity, balance citizen recommendations with other factors including technical and legal constraints that may exist.

In order to understand how the existing Citizen Involvement Program is intended to operate, the roles and responsibilities of the participants in the program are generally described below. These identified responsibilities should be used as a broad guide by the respective organizations in pursuing their committee or departmental activities.

Today, the CCI has been reinstated as an independent group and considered to be a public body. As such, it must comply with open meeting law and provide notice in advance of any regular or

¹Adopted by Ordinance 80-17, effective 10-28-80 (File 80-1-ZOA)

special meeting. The CCI must adopt bylaws and operating procedures, which include at a minimum: meeting organization and responsibilities, election and tenure of members, conduct of business, and procedures for amendments to bylaws. In addition, the CCI should comply with the Program for Citizen Involvement, adopted by the Jackson County Board of Commissioners.

Committee for Citizen Involvement:

The Committee for Citizen Involvement (CCI) is established for the purpose of assisting the Board of County Commissioners and the Planning Commissions with the development, implementation, and evaluation of the program and process for citizen involvement in Jackson County. The CCI shall not advocate for particular positions on development permits and/or related land use decisions. Nor shall the CCI be established or function as a necessary or mandatory body through which an applicant or other interested party must pursue involvement, with development permits and/or other land use decisions. The CCI does not address or assist with Measure 37 (ORS 197.352) decisions which state law does not define as land use decisions.

Membership on the CCI is broadly representative of existing citizen groups, geographic areas, career, special interest, gender and interests related to land use and land use decisions, and appointed by the Board of Commissioners. Target groups for recruitment also include the retail/industrial community, ranchers/farmers, schools, media and other interested persons countywide. The broad objectives of the committee are as follows:

- To assist in the implementation of the Citizen Involvement Program.
- To assist in formulating a recommendation for an annual budget relative to citizen involvement.
- To evaluate the success of the Citizen Involvement Program annually, and to recommend changes necessary for the improvement of its effectiveness.
- To investigate, evaluate, and submit appropriate recommendations in special areas of concern relative to citizen participation.
- To develop educational programs designed to increase the level of citizens' involvement in the area of land use planning.
- To provide coordination between the CCI and advisory groups.

The Citizen Involvement Staff:

The Jackson County Development Services Department provides staff assistance to the Committee for Citizen Involvement, and coordinates the meetings as well as the day-to-day business of the committee. Additionally, the department is responsible for providing adequate technical and financial assistance to the Citizen Involvement Program as a whole. Generally, the responsibility of the citizen involvement staff is as follows:

- The citizen involvement staff shall assist the Committee for Citizen Involvement in formulating an annual budget recommendation for citizen involvement each year. The budget shall be a part of the Planning Division's budget of the Development Services Department, and shall be administered by the Planning Director.

- The citizen involvement staff for the Development Services Department will be responsible to see that all information, data, and reports are expedited to and from the CCI.
- On matters of comprehensive plan amendments, and/or countywide proposals, planning staff may make initial presentations to all CCI members prior to any public hearings before the Planning Commission.
- Information concerning countywide proposals will be provided to the CCI.
- To assure citizens of a response from the policymakers, final orders relative to land use issues, indicating the findings of fact and decisions of the Board of Commissioners and Planning Commissions will be mailed to the CCI.
- The planning staff will participate when practical in the development, implementation, and coordination of the CCI's educational programs.

As described above, citizens can enter the planning process through a variety of forums, which are established for their participation. The County will continue to refine its citizen involvement program as the need for changes becomes apparent to citizens, the CCI, officials and planning staff. General policies relating to the refinement of the Citizen Involvement Program are as follows:

POLICY 1: JACKSON COUNTY SHALL SUPPORT AND CONTINUALLY STRIVE TO ACHIEVE AN INFORMED AND INVOLVED CITIZENRY.

IMPLEMENTATION STRATEGIES:

- A) Establish and maintain an independent Committee for Citizen Involvement (CCI).
- i) The primary role of the CCI is to develop and carry out the educational and annual evaluation components of the citizen involvement program.
 - ii) The selection of members for the CCI shall be done in an open and well-publicized manner. Citizens should receive notification of the opportunity to serve on the CCI. Committee appointees should receive official notification of their selection and the term of appointment.
 - iii) The CCI shall be broadly representative of existing citizens groups, geographic areas, career, special interest, gender and interests related to land use and land use decisions. Target groups for recruitment should include the retail/industrial community, ranchers/farmers, schools, media and other interested persons countywide.
 - iv) The CCI shall report directly to the Board of County Commissioners.
 - v) The CCI shall establish its own agenda and work program annually to facilitate its ability to evolve as times and events dictate.
 - vi) Specific duties of the CCI are primarily in the area of long-range planning.
- B) The County shall provide technical and financial assistance to the citizen involvement program.

- i) There shall be a designated contact in the Planning Department for the CCI citizen involvement program who will:
 - a) Work with the CCI to maintain an effective and informative citizen involvement process.
 - b) Coordinate and publicize CCI activities.
 - c) Assure direct communication of information, data and reports to and from the CCI and land use decision-making bodies.
 - d) Assist the CCI in providing direction, encouragement and understandable technical information about issues and alternative solutions to the citizenry.
 - e) Provide training for CCI members.
- C) The effectiveness of the citizen involvement program in the County shall be formally evaluated each year by the CCI. The CCI shall prepare an annual report for the Board of Commissioners and the Planning Commissions, which will outline any needed changes in procedure or policy to better implement the citizen involvement program. The Board of Commissioners shall meet annually with the CCI to receive and review the report.

POLICY 2: EFFORTS SHALL BE MADE TO PROVIDE LAND USE RELATED EDUCATIONAL OPPORTUNITIES FOR ALL CITIZENS.

IMPLEMENTATION STRATEGIES:

- A) The CCI shall be the lead source for education of the general citizens of the County. Citizens should be educated on how and when they have an opportunity to participate and should be informed of their role, responsibilities and limitations. It is the citizens' responsibility to take the time and energy to participate in the local land use decision-making process.
 - i) The CCI shall review the work programs and other plans of the Planning Commissions and the Board of Commissioners, to aid in establishing an educational plan for the year.
 - ii) Educational opportunities shall be well publicized and held in various geographical areas of the County, at various times and days of the week, to enable a broad cross-section of citizens to participate.
 - iii) The CCI shall provide training/orientation for all types of land use hearings so that testimony by citizens and community groups are factual, clear and pertinent to the applicable criteria.
 - iv) The CCI shall sponsor projects to inform county residents of the importance of land use planning to their lives, and inspire their commitment to sustained involvement.
 - v) A copy of all citizen involvement materials and information shall be available at all local public libraries or other locations open to the public.

POLICY 3: EFFORTS SHALL BE MADE TO KEEP CITIZENS INFORMED OF ALL OPPORTUNITIES TO PARTICIPATE IN THE LAND USE PLANNING AND DECISION PROCESS.

IMPLEMENTATION STRATEGIES:

- A) Involve the public early in the process, especially for legislative projects (e.g., Land Development Ordinance and Comprehensive Plan updates).
- B) The CCI shall educate citizens on how to acquire agendas and other pertinent information regarding actions by County land use decision bodies.
- C) The County shall maintain contact with, and provide information to, interested citizens and groups.
 - i) Continue to use mailing lists to notify the public.
 - ii) Continue to provide meeting notices to local publications.
 - iii) Use the County web site to provide information on planning actions and events.
- D) Establish a variety of techniques and processes for maintaining communications between citizens and local officials including:
 - i) Encouraging televised public meetings.
 - ii) Developing and providing citizen involvement brochures and other written materials.
 - iii) Offering links on the County's web site to other jurisdictions.
 - iv) Encouraging the widest possible dissemination of information in advance of public meetings.
 - v) Using existing facilities available to the general public at local libraries (meeting rooms, bulletin boards, computer access).
- E) Enable the formation of new ad hoc work groups, steering committees, or citizen advisory committees to provide input on specific issues/projects.
 - i) The selection process for members of these ad hoc groups should follow the same guidelines as set forth in this element for the CCI, including consideration of geographic area, career, special interest, gender, and committee memberships.
 - ii) The CCI will evaluate and recommend to the Board and/or Planning Commissions concerning the formation of new ad hoc or special citizen advisory committees and the selection of participants.

POLICY 4: JACKSON COUNTY LAND USE DECISION BODIES SHALL MAKE EVERY EFFORT TO COMMUNICATE THEIR DECISIONS AND DELIBERATIVE DISCUSSIONS TO THE COUNTY'S CITIZENS, ESPECIALLY THOSE WHO PARTICIPATED IN THE PROCESS, TO ASSURE CITIZENS THAT THEIR PARTICIPATION WAS CONSIDERED.

IMPLEMENTATION STRATEGIES:

- A) Devise a process to make citizens aware of land use decisions, and the discussion surrounding that decision.
- B) The land use decision bodies shall develop, adopt and continually strive to refine procedures for responding to citizen committee comments, and for notifying advisory bodies of their final actions or recommendations on land use related matters.
- C) To ensure that citizens will receive a response from the land use decision bodies, recommendations resulting from the citizen involvement program shall be retained and made available for public assessment. Citizens who have participated in this program shall receive a response. The rationale used to reach land-use policy decisions shall be available in the form of a written record.
- D) Add a notation on public meeting agendas, and a half-sheet flyer at the speaker's podium, that a record of the meeting is available on CD.
- E) Minutes of the proceedings of the land use decision bodies, that are pertinent to land use issues, shall be made available to the public and provided to the CCI.

**EXHIBIT #3
BEFORE THE JACKSON COUNTY PLANNING COMMISSION
STATE OF OREGON, COUNTY OF JACKSON**

IN THE MATTER OF AMENDMENTS)
 UPDATING THE JACKSON COUNTY)
 COMPREHENSIVE PLAN CITIZEN)
 INVOLVEMENT ELEMENT.) **RECOMMENDATION FOR APPROVAL**
 _____)
)
)
)

RECOMMENDATION FOR APPROVAL:

The Jackson County Planning Commission recommends the Jackson County Board of Commissioners amend the Jackson County Comprehensive Plan Citizen Involvement Element as shown in **Exhibit A**, attached.

SECTION 1. FINDINGS OF FACT

- 1.1 Pursuant to the Oregon Statewide Planning Goals (Oregon Administrative Rules 660-015-00001) and Oregon Revised Statutes (ORS) Chapter 197 and 215, the Jackson County Comprehensive Plan Citizen Involvement Element Chapter was adopted in 1980 by the Jackson County Board of Commissioners, Ordinance 80-17 and acknowledged by the Oregon Land Conservation and Development Commission (LCDC) as being in compliance with the Oregon Statewide Land Use Planning Goals on May 16, 1983, through Compliance Acknowledgment Order 83-ACK-93.
- 1.2 The Jackson County Board of Commissioners initiated an update to the Citizen Involvement Element of the County's Comprehensive Plan by assigning the Planning Commission to this task in late 2003.
- 1.3 On November 17, 2005, the Planning Commission closed its public hearing on the update to the Citizen Involvement Element and deliberated to a decision. At that meeting, the Planning Commission voted unanimously to recommend adopting the proposed amendments to the Citizen Involvement Element (Exhibit A) to the Board of Commissioners.

SECTION 2. PROCEDURAL FINDINGS

Post-acknowledgment amendments to local plans and implementing ordinances are subject to the procedural requirements of ORS 197.610-615. Further, OAR 660, Division 18 (Plan and Land Use Regulation Amendment Review Rule) is directly applicable to these amendments. The Planning Commission finds the procedural requirements of the aforementioned statute and administrative rule have been met based on the facts presented below. Where factual conflicts arose, the Planning Commission has resolved them consistent with these findings.

- 2.1 Jackson County Board of Commissioners initiated an update to the Citizen Involvement

Element of the County's Comprehensive Plan by assigning the Planning Commission, in its role as Citizen Involvement Committee (CIC), to this task in late 2003.

- 2.2 In 2004, the Planning Commission formed a workgroup of interested County residents to offer suggestions for updating the plan. The citizen workgroup met through the Summer of 2004 to draft recommendations to the Planning Commission on how best to update the plan element.
- 2.3 On September 9, 2004, the Planning Commission reviewed the recommendations of the citizen workgroup for updating the plan element and directed staff to draft a recommendation for review and further discussion by the Planning Commission at a later meeting.
- 2.4 The Planning Commission continued their discussion of the update to the Citizen Involvement Element at the regularly scheduled public meetings throughout 2005. On October 27, 2005 a public hearing was held to receive public testimony on the proposed amendments to the Citizen Involvement Element of the Comprehensive Plan.
- 2.5 On November 17, 2005, the Planning Commission closed the public hearing, deliberated and subsequently voted unanimously to forward a recommendation to adopt the update to the Citizen Involvement Element of the Comprehensive Plan to the Board of Commissioners (Exhibit A).

SECTION 3. CONCLUSIONS OF LAW

Findings for approval must be based on substantial evidence in the record demonstrating the proposed amendments comply with all applicable approval criteria. The Jackson County Comprehensive Plan and its implementing ordinances (of which the Land Development Ordinance is the most important) are acknowledged by the State of Oregon as being in compliance with the Statewide Planning Goals. Therefore, amendments to these documents must comply with any applicable local procedural requirements and retain or improve the existing level of goal compliance. Statewide Planning Goal 1 is specifically applicable to these proposed amendments associated with Periodic Review.

Based on the evidence and arguments presented, the Planning Commission concludes the following with respect to these amendments:

- 3.1 **The amendments comply with ORS 197.610-615 (post-acknowledgment plan amendments):**
 - 3.1.1 File LRP2004-00001 was initiated by the County and is legislative in nature, thus exempting it from the processing time lines of ORS 215.427.
 - 3.1.2 A properly noticed Jackson County Planning Commission public hearing was held on October 27, 2005. The hearing was continued to November 17, 2005 to receive additional public testimony. Oral and written responses are included in the record of the public hearing.
 - 3.1.3 The Planning Commission closed the public hearing on November 17, 2005, deliberated, and voted unanimously to recommend approval of the amendments to the Citizen Involvement Element of the Comprehensive Plan (File No. LRP2004-00001) to the Board of County Commissioners.

SECTION 4. SUMMARY CONCLUSIONS

Based on the evidence and arguments included in the record, the Planning Commission concludes that:

- 4.1 Proper public notice was given.
- 4.2 The amendments proposed in File LRP2004-0001 are in compliance with and implement Oregon land use laws.
- 4.3 The proposed amendments will bring the Comprehensive Plan more into compliance with Statewide Planning Goal 1: Citizen Involvement, related Oregon Administrative Rules and other relevant laws.

SECTION 4. RECOMMENDATION

The Jackson County Planning Commission recommends the Board of Commissioners:

- 1. Adopt the proposed amendments to the Citizen Involvement Element of the Comprehensive Plan, attached hereto as **Exhibit A**.

This recommendation for APPROVAL adopted this 15th day of December, 2005 at Medford, Oregon.

JACKSON COUNTY PLANNING COMMISSION
(Vote: Y=Yes; N=No; A=Abstain)

Reeve Hennion Y
Reeve Hennion, Chair

Don Greene Y
Don Greene, Vice-Chair

Byron Williams Y
Byron Williams, Commissioner

Richard B. Thierolf, Jr. Y
Richard B. Thierolf, Jr., Commissioner

Elizabeth Fugas Y
Elizabeth Fugas, Commissioner

ATTEST:

Heather Couch
Heather Couch, Secretary

CITIZEN INVOLVEMENT¹

GOAL: TO PROVIDE OPPORTUNITIES FOR CITIZENS TO BE INVOLVED IN ALL PHASES OF THE JACKSON COUNTY PLANNING PROCESS.

HISTORICAL BACKGROUND:

Prior to enactment of the Oregon Statewide Planning Goals, Jackson County had formal and organized citizen involvement groups for local geographical areas. The Citizen Advisory Committee (CAC) program began in 1970, initially to provide feedback for zoning actions in the upper Rogue area. Eleven planning areas were subsequently organized throughout the county in 1971; the boundaries of each roughly correspond to local school district boundaries. In 1977 another CAC was formed in the White City area, bringing the total to 12.

The Committee for Citizen Involvement (CCI), representing all county CACs and interested city CACs, developed a Citizen Involvement Program (CIP), which was added to the county's Comprehensive Plan in 1976. This program complies with the Statewide Goal for Citizen Involvement and serves to define the organization and administration of the total citizen involvement process.

By the 1990's, only two CACs were active, and the Jackson County Board of Commissioners directed the Planning Commission to act as the CCI.

CITIZEN INVOLVEMENT TODAY:

The Citizen Involvement Program consists of the policies and implementation strategies in this element of the Comprehensive Plan.

Periodically, the Board of Commissioners creates special countywide advisory committees to study and provide recommendations on specific planning issues. Members of such committees represent segments of the community, which are affected by a particular issue. They study and debate planning issues to express an informed public response to new policy ideas and problems.

Jackson County residents concerned with land use issues can participate in countywide advisory groups, as well as other organized interest groups and associations. The function of the citizenry is to express their position based on local knowledge and opinion. The Board of Commissioners and Planning Commissions will, by necessity, balance citizen recommendations with other factors including technical and legal constraints that may exist.

In order to understand how the existing Citizen Involvement Program is intended to operate, the roles and responsibilities of the participants in the program are generally described below. These identified responsibilities should be used as a broad guide by the respective organizations in pursuing their committee or departmental activities.

Today, the CCI has been reinstated as an independent group and considered to be a public body. As such, it must comply with open meeting law and provide notice in advance of any regular or

¹Adopted by Ordinance 80-17, effective 10-28-80 (File 80-1-ZOA)

special meeting. The CCI must adopt bylaws and operating procedures, which include at a minimum: meeting organization and responsibilities, election and tenure of members, conduct of business, and procedures for amendments to bylaws. In addition, the CCI should comply with the Program for Citizen Involvement, adopted by the Jackson County Board of Commissioners.

Committee for Citizen Involvement:

The Committee for Citizen Involvement (CCI) is established for the purpose of assisting the Board of County Commissioners and the Planning Commissions with the development, implementation, and evaluation of the program and process for citizen involvement in Jackson County. Membership on the CCI is broadly representative of existing citizen groups, geographic areas, career, special interest, gender and interests related to land use and land use decisions, and appointed by the Board of Commissioners. Target groups for recruitment also include the retail/industrial community, ranchers/farmers, schools, media and other interested persons countywide. The broad objectives of the committee are as follows:

- To assist in the implementation of the Citizen Involvement Program.
- To assist in formulating a recommendation for an annual budget relative to citizen involvement.
- To evaluate the success of the Citizen Involvement Program annually, and to recommend changes necessary for the improvement of its effectiveness.
- To investigate, evaluate, and submit appropriate recommendations in special areas of concern relative to citizen participation.
- To develop educational programs designed to increase the level of citizens' involvement in the area of land use planning.
- To provide coordination between the CCI and advisory groups.

The Citizen Involvement Staff:

The Jackson County Development Services Department provides staff assistance to the Committee for Citizen Involvement, and coordinates the meetings as well as the day-to-day business of the committee. Additionally, the department is responsible for providing adequate technical and financial assistance to the Citizen Involvement Program as a whole. Generally, the responsibility of the citizen involvement staff is as follows:

- The citizen involvement staff shall assist the Committee for Citizen Involvement in formulating an annual budget recommendation for citizen involvement each year. The budget shall be a part of the Planning Division's budget of the Development Services Department, and shall be administered by the Planning Director.
- The citizen involvement staff for the Development Services Department will be responsible to see that all information, data, and reports are expedited to and from the CCI.
- On matters of comprehensive plan amendments, and/or countywide proposals, planning staff may make initial presentations to all CCI members prior to any public hearings before the Planning Commission.

- Information concerning countywide proposals will be provided to the CCI.
- To assure citizens of a response from the policymakers, final orders relative to land use issues, indicating the findings of fact and decisions of the Board of Commissioners and Planning Commissions will be mailed to the CCI.
- The planning staff will participate when practical in the development, implementation, and coordination of the CCI's educational programs.

As described above, citizens can enter the planning process through a variety of forums, which are established for their participation. The County will continue to refine its citizen involvement program as the need for changes becomes apparent to citizens, the CCI, officials and planning staff. General policies relating to the refinement of the Citizen Involvement Program are as follows:

POLICY 1: JACKSON COUNTY SHALL SUPPORT AND CONTINUALLY STRIVE TO ACHIEVE AN INFORMED AND INVOLVED CITIZENRY.

IMPLEMENTATION STRATEGIES:

- A) Establish and maintain an independent Committee for Citizen Involvement (CCI).
 - i) The primary role of the CCI is to develop and carry out the educational and annual evaluation components of the citizen involvement program.
 - ii) The selection of members for the CCI shall be done in an open and well-publicized manner. Citizens should receive notification of the opportunity to serve on the CCI. Committee appointees should receive official notification of their selection and the term of appointment.
 - iii) The CCI shall be broadly representative of existing citizens groups, geographic areas, career, special interest, gender and interests related to land use and land use decisions. Target groups for recruitment should include the retail/industrial community, ranchers/farmers, schools, media and other interested persons countywide.
 - iv) The CCI shall report directly to the Board of County Commissioners.
 - v) The CCI shall establish its own agenda and work program annually to facilitate its ability to evolve as times and events dictate.
 - vi) Specific duties of the CCI are primarily in the area of long-range planning².
- B) The County shall provide technical and financial assistance to the citizen involvement program.
 - i) There shall be a designated contact in the Planning Department for the CCI citizen involvement program who will:
 - a) Work with the CCI to maintain an effective and informative citizen involvement process.

² The CCI shall not advocate for particular positions on development permits or other land use matters.

- b) Coordinate and publicize CCI activities.
 - c) Assure direct communication of information, data and reports to and from the CCI and land use decision-making bodies.
 - d) Assist the CCI in providing direction, encouragement and understandable technical information about issues and alternative solutions to the citizenry.
 - e) Provide training for CCI members.
- C) The effectiveness of the citizen involvement program in the County shall be formally evaluated each year by the CCI. The CCI shall prepare an annual report for the Board of Commissioners and the Planning Commissions, which will outline any needed changes in procedure or policy to better implement the citizen involvement program. The Board of Commissioners shall meet annually with the CCI to receive and review the report.

POLICY 2: EFFORTS SHALL BE MADE TO PROVIDE LAND USE RELATED EDUCATIONAL OPPORTUNITIES FOR ALL CITIZENS.

IMPLEMENTATION STRATEGIES:

- A) The CCI shall be the lead source for education of the general citizens of the County. Citizens should be educated on how and when they have an opportunity to participate and should be informed of their role, responsibilities and limitations. It is the citizens' responsibility to take the time and energy to participate in the local land use decision-making process.
 - i) The CCI shall review the work programs and other plans of the Planning Commissions and the Board of Commissioners, to aid in establishing an educational plan for the year.
 - ii) Educational opportunities shall be well publicized and held in various geographical areas of the County, at various times and days of the week, to enable a broad cross-section of citizens to participate.
 - iii) The CCI shall provide training/orientation for all types of land use hearings so that testimony by citizens and community groups are factual, clear and pertinent to the applicable criteria.
 - iv) The CCI shall sponsor projects to inform county residents of the importance of land use planning to their lives, and inspire their commitment to sustained involvement.
 - v) A copy of all citizen involvement materials and information shall be available at all local public libraries or other locations open to the public.

POLICY 3: EFFORTS SHALL BE MADE TO KEEP CITIZENS INFORMED OF ALL OPPORTUNITIES TO PARTICIPATE IN THE LAND USE PLANNING AND DECISION PROCESS.

IMPLEMENTATION STRATEGIES:

- A) Involve the public early in the process, especially for legislative projects (e.g., Land

- Development Ordinance and Comprehensive Plan updates).
- B) The CCI shall educate citizens on how to acquire agendas and other pertinent information regarding actions by County land use decision bodies.
 - C) The County shall maintain contact with, and provide information to, interested citizens and groups.
 - i) Continue to use mailing lists to notify the public.
 - ii) Continue to provide meeting notices to local publications.
 - iii) Use the County web site to provide information on planning actions and events.
 - D) Establish a variety of techniques and processes for maintaining communications between citizens and local officials including:
 - i) Encouraging televised public meetings.
 - ii) Developing and providing citizen involvement brochures and other written materials.
 - iii) Offering links on the County's web site to other jurisdictions.
 - iv) Encouraging the widest possible dissemination of information in advance of public meetings.
 - v) Using existing facilities available to the general public at local libraries (meeting rooms, bulletin boards, computer access).
 - E) Enable the formation of new ad hoc work groups, steering committees, or citizen advisory committees to provide input on specific issues/projects.
 - i) The selection process for members of these ad hoc groups should follow the same guidelines as set forth in this element for the CCI, including consideration of geographic area, career, special interest, gender, and committee memberships.
 - ii) The CCI will evaluate and recommend to the Board and/or Planning Commissions concerning the formation of new ad hoc or special citizen advisory committees and the selection of participants.

POLICY 4: JACKSON COUNTY LAND USE DECISION BODIES SHALL MAKE EVERY EFFORT TO COMMUNICATE THEIR DECISIONS AND DELIBERATIVE DISCUSSIONS TO THE COUNTY'S CITIZENS, ESPECIALLY THOSE WHO PARTICIPATED IN THE PROCESS, TO ASSURE CITIZENS THAT THEIR PARTICIPATION WAS CONSIDERED.

IMPLEMENTATION STRATEGIES:

- A) Devise a process to make citizens aware of land use decisions, and the discussion surrounding that decision.
- B) The land use decision bodies shall develop, adopt and continually strive to refine

- procedures for responding to citizen committee comments, and for notifying advisory bodies of their final actions or recommendations on land use related matters.
- C) To ensure that citizens will receive a response from the land use decision bodies, recommendations resulting from the citizen involvement program shall be retained and made available for public assessment. Citizens who have participated in this program shall receive a response. The rationale used to reach land-use policy decisions shall be available in the form of a written record.
 - D) Add a notation on public meeting agendas, and a half-sheet flyer at the speaker's podium, that a record of the meeting is available on CD.
 - E) Minutes of the proceedings of the land use decision bodies, that are pertinent to land use issues, shall be made available to the public and provided to the CCI.

CITIZEN INVOLVEMENT¹

GOAL: TO PROVIDE OPPORTUNITIES FOR CITIZENS TO BE INVOLVED IN ALL PHASES OF THE JACKSON COUNTY PLANNING PROCESS.

INTRODUCTION/HISTORICAL BACKGROUND:

Prior to enactment of the Oregon Statewide Planning Goals, Jackson County had formal and organized citizen involvement groups for local geographical areas. The Citizen Advisory Committee (CAC) program began in 1970, initially to provide feedback for zoning actions in the upper Rogue area. Eleven planning areas were subsequently organized throughout the county in 1971; the boundaries of each roughly correspond to local school district boundaries. In 1977 another CAC was formed in the White City area, bringing the total to 12.

The Committee for Citizen Involvement (CCI), representing all county CACs and interested city CACs, developed a Citizen Involvement Program (CIP), which was added to the county's Comprehensive Plan in 1976. This program complies with the Statewide Goal for Citizen Involvement and serves to define the organization and administration of the total citizen involvement process.

By the 1990's, only two CACs were active, and the Jackson County Board of Commissioners directed the Planning Commission to act as the CCI

CITIZEN INVOLVEMENT TODAY:

The Citizen Involvement Program consists of the policies and implementation strategies in this element of the Comprehensive Plan.

Periodically, the Board of Commissioners creates special countywide advisory committees to study and provide recommendations on specific planning issues. Members of such committees represent segments of the community, which are affected by the a particular issue. They study and debate planning issues to express an informed public response to new policy ideas and problems.

Jackson County residents concerned with land use issues can participate in ~~CACs and~~ countywide advisory groups, as well as other organized interest groups and associations. ~~While the CACs and advisory committees are a focal point for distribution of planning information and for receipt of advisory input, other interested associations also benefit from communication efforts. Timely, informed and effective advisory input is a goal, which poses recurrent questions for active citizens, the CACs, the CCI, planning officials and staff. However, frustrated efforts in specific issues underscore the continual gaps in community information and perspectives about the basic function, service, and decision-making process involved in land use planning. The function of the citizenry is to express their position based on local knowledge and opinion. The Board of Commissioners, and Planning Commissions, and Hearings Council will, by necessity, balance the citizen recommendations within the other factors including technical and legal constraints that may exist.~~

¹Adopted by Ordinance 80-17, effective 10-28-80 (File 80-1-ZOA)

In order to understand how the existing Citizen Involvement Program is intended to operate, the roles and responsibilities of the participants in the program are generally described below. These identified responsibilities should be used as a broad guide by the respective organizations in pursuing their committee or departmental activities.

~~Today, the CCI has been reinstated as an independent group and it should be noted that the CCI and CACs are considered to be a public bodies. As such, they must comply with open meeting law and shall provide notice in advance of any regular or special meeting. If a permanent time for regular meetings is established, the committees may not need to give notice for these meetings. Special meetings of the committees, by law, require appropriate special notice. The committees CCI must adopt and follow uniform bylaws and operating procedures, which include at a minimum: meeting organization and responsibilities; election and tenure of board members, and officers; conduct of business, and procedures for amendments to bylaws. In addition, the CCI/citizen's committees should comply with the Program for Citizen Involvement, adopted by the Jackson County Board of Commissioners.~~

~~The Citizen Advisory Committees shall strive to elect a board of directors, which is geographically and philosophically representative of the residents of the planning area. Board members and chairpersons shall be residents of their CAC area.~~

Committee for Citizen Involvement:

The Committee for Citizen Involvement (CCI) ~~was~~ established for the purpose of assisting the Board of County Commissioners and the Planning Commission with the development, implementation, and evaluation of the program and process for citizen involvement in Jackson County. Membership on the CCI is ~~composed of one resident representative, nominated from each of the Citizen Advisory Committees~~ broadly representative of existing citizen groups, geographic areas, career, special interest, gender and interests related to land use and land use decisions, and appointed by the Board of Commissioners. Target groups for recruitment also include the retail/industrial community, ranchers/farmers, schools, media and other interested persons countywide. ~~The incorporated municipalities may also select one representative.~~ The broad objectives of the committee are as follows:

- ~~To develop and to recommend for adoption a program to ensure citizens the opportunity to participate in matters related to land use planning.~~
- To assist in the implementation of the Citizen Involvement Program.
- To assist in formulating a recommendation for an annual budget relative to citizen involvement.
- To evaluate the success of the Citizen Involvement Program annually, and to recommend changes necessary for the improvement of its effectiveness.
- To investigate, evaluate, and submit appropriate recommendations in special areas of concern relative to citizen participation.
- To develop educational programs designed to increase the level of citizens' involvement in the area of land use planning.

- To provide coordination between the various ~~Citizen Advisory Committees~~CCI and advisory groups.

Citizen Advisory Committees:

~~The primary objective of the Citizen Advisory Committee (CAC) is to advise and provide information to the Board of Commissioners, Planning Commission, and Hearings Council, relative to specific current land use planning and long-range comprehensive planning issues. Membership is open to all persons of voting age who reside in and/or own property within the CAC planning areas. The following generally describes procedures for maintaining communication and coordination between the area wide CACs and the various County offices and committees:~~

~~!The Citizens Advisory Committee shall notify the Department of Planning and Development of the time, place, and agenda of any meetings.~~

~~!Each committee may employ additional methods of publicizing meetings and generating interest, such as posting notices of meetings in public places, forming telephone committees or any other method determined to be an effective means of involving the citizenry.~~

~~!The committee chairman shall be responsible to see that a formal written report, based on the outcome of the meeting, is forwarded to the department within sufficient time to be presented at the public hearing of the application. The report should reflect the community position, including all concerns and conditions, which apply to each specific action. It may be in the form of a recommendation for approval or denial, stating the majority and minority position of the citizens. Positions of the interested citizens of a planning area normally are made without technical and legal constraints, which must be considered by the Board of Commissioners, Planning Commission, and Hearings Council.~~

~~!Reports by the committees will be presented as formal testimony to the Board of Commissioners, Planning Commission, and Hearings Council by the planning staff, or a designated Citizen Advisory Committee representative. The committee chairman or a representative may be present at the hearing for discussion.~~

~~!The CAC chairman shall read the recommendations and decisions of the Planning Commission, Hearings Council, and the Board of Commissioners to their Committee.~~

The Citizen Involvement Staff:

~~The Jackson County Department of Planning and Development~~Development Services Department provides staff assistance to the Committee for Citizen Involvement, and coordinates the meetings as well as the day-to-day business of the committee. Additionally, the department is responsible for providing adequate technical and financial assistance to the Citizen Involvement Program as a whole. Generally, the responsibility of the citizen involvement staff is as follows:

- The citizen involvement staff shall assist the Committee for Citizen Involvement in formulating an annual budget recommendation for citizen involvement each year. The budget shall be a part of the Planning Division's budget of the ~~Department of Planning and Development~~Development Services Department, and shall be administered by the Planning Director.

- ~~The citizen involvement staff for the Department of Planning and Development~~Development Services Department will be responsible to see that all information, data, and reports are expedited to and from the various ~~Citizen Advisory Committees~~CCI.
- ~~Copies of individual applications requiring public hearings before the Board of Commissioners, Planning Commission, and Hearings Council regarding land use decisions, together with necessary information and maps, will be mailed to the Citizen Advisory Committee Board. A public hearing will be scheduled no sooner than three calendar weeks after notice is mailed to the committee chairman.~~
- ~~After receiving notification of the time and place of a Citizen Advisory Committee meeting, the citizen involvement staff will, within budgetary limitations, expedite notices to committee members of the affected area, as well as to the news media (newspapers of general circulation and radio and television stations). Meeting notices will also be posted within the office of the Department of Planning and Development.~~
- ~~The Department will provide additional available information to the Citizens Advisory Committee prior to the meeting.~~
- ~~On matters of comprehensive plan amendments, and/or countywide proposals, planning staff may make initial presentations to all Citizen Advisory Committee Boards of Directors~~CCI members prior to any public hearings before the Planning Commission.
- ~~Information concerning countywide proposals will be provided to the CCI Boards of Directors of the Citizen Advisory Committees. Notices of Boards of Directors meetings will be prepared and mailed by the planning staff. These meeting notices will be published in a newspaper of general circulation.~~
- ~~To assure citizens of a response from the policymakers, final orders relative to land use issues, indicating the findings of fact and decisions of the Board of Commissioners, and Planning Commissions, and Hearings Council will be mailed by the planning staff to the Citizen Advisory Committee Chairman. will be mailed to the CCI.~~
- ~~The planning staff will participate when practical in the development, implementation, and coordination of the CCI's educational programs.~~

As described above, citizens can enter the planning process through a variety of forums, which ~~were~~are established for their participation. The County will continue to refine its citizen involvement program as the need for changes becomes apparent to citizens, the CCI, officials and planning staff. General policies relating to the refinement of the Citizen Involvement Program are as follows: ~~These changes are proposed in order to help citizens to better understand their role in the planning process, and their influence upon land use decisions.~~

POLICY 1: JACKSON COUNTY SHALL SUPPORT AND CONTINUALLY STRIVE TO ACHIEVE AN INFORMED AND INVOLVED CITIZENRY.

IMPLEMENTATION STRATEGIES:

- A) Establish and maintain an independent Committee for Citizen Involvement (CCI).

- i) The primary role of the CCI is to develop and carry out the educational and annual evaluation components of the citizen involvement program.
 - ii) The selection of members for the CCI shall be done in an open and well-publicized manner. Citizens should receive notification of the opportunity to serve on the CCI. Committee appointees should receive official notification of their selection and the term of appointment.
 - iii) The CCI shall be broadly representative of existing citizens groups, geographic areas, career, special interest, gender and interests related to land use and land use decisions. Target groups for recruitment should include the retail/industrial community, ranchers/farmers, schools, media and other interested persons countywide.
 - iv) The CCI shall report directly to the Board of County Commissioners.
 - v) The CCI shall establish its own agenda and work program annually to facilitate its ability to evolve as times and events dictate.
 - vi) Specific duties of the CCI are primarily in the area of long-range planning².
- B) The County shall provide technical and financial assistance to the citizen involvement program.
- i) There shall be a designated contact in the Planning Department for the CCI citizen involvement program who will:
 - a) Work with the CCI to maintain an effective and informative citizen involvement process.
 - b) Coordinate and publicize CCI activities.
 - c) Assure direct communication of information, data and reports to and from the CCI and land use decision-making bodies.
 - d) Assist the CCI in providing direction, encouragement and understandable technical information about issues and alternative solutions to the citizenry.
 - e) Provide training for CCI members.
- C) The effectiveness of the citizen involvement program in the County shall be formally evaluated each year by the CCI. The CCI shall prepare an annual report for the Board of Commissioners and the Planning Commissions, which will outline any needed changes in procedure or policy to better implement the citizen involvement program. The Board of Commissioners shall meet annually with the CCI to receive and review the report.

POLICY 2: EFFORTS SHALL BE MADE TO PROVIDE LAND USE RELATED EDUCATIONAL OPPORTUNITIES FOR ALL CITIZENS.

IMPLEMENTATION STRATEGIES:

² The CCI shall not advocate for particular positions on development permits or other land use matters.

- A) The CCI shall be the lead source for education of the general citizens of the County. Citizens should be educated on how and when they have an opportunity to participate and should be informed of their role, responsibilities and limitations. It is the citizens' responsibility to take the time and energy to participate in the local land use decision-making process.
 - i) The CCI shall review the work programs and other plans of the Planning Commissions and the Board of Commissioners, to aid in establishing an educational plan for the year.
 - ii) Educational opportunities shall be well publicized and held in various geographical areas of the County, at various times and days of the week, to enable a broad cross-section of citizens to participate.
 - iii) The CCI shall provide training/orientation for all types of land use hearings so that testimony by citizens and community groups are factual, clear and pertinent to the applicable criteria.
 - iv) The CCI shall sponsor projects to inform county residents of the importance of land use planning to their lives, and inspire their commitment to sustained involvement.
 - v) A copy of all citizen involvement materials and information shall be available at all local public libraries or other locations open to the public.

POLICY 3: EFFORTS SHALL BE MADE TO KEEP CITIZENS INFORMED OF ALL OPPORTUNITIES TO PARTICIPATE IN THE LAND USE PLANNING AND DECISION PROCESS.

IMPLEMENTATION STRATEGIES:

- A) Involve the public early in the process, especially for legislative projects (e.g., Land Development Ordinance and Comprehensive Plan updates).
- B) The CCI shall educate citizens on how to acquire agendas and other pertinent information regarding actions by County land use decision bodies.
- C) The County shall maintain contact with, and provide information to, interested citizens and groups.
 - i) Continue to use mailing lists to notify the public.
 - ii) Continue to provide meeting notices to local publications.
 - iii) Use the County web site to provide information on planning actions and events.
- D) Establish a variety of techniques and processes for maintaining communications between citizens and local officials including:
 - i) Encouraging televised public meetings.
 - ii) Developing and providing citizen involvement brochures and other written materials.

- iii) Offering links on the County's web site to other jurisdictions.
- iv) Encouraging the widest possible dissemination of information in advance of public meetings.
- v) Using existing facilities available to the general public at local libraries (meeting rooms, bulletin boards, computer access).
- E) Enable the formation of new ad hoc work groups, steering committees, or citizen advisory committees to provide input on specific issues/projects.
 - i) The selection process for members of these ad hoc groups should follow the same guidelines as set forth in this element for the CCI, including consideration of geographic area, career, special interest, gender, and committee memberships.
 - ii) The CCI will evaluate and recommend to the Board and/or Planning Commissions concerning the formation of new ad hoc or special citizen advisory committees and the selection of participants.

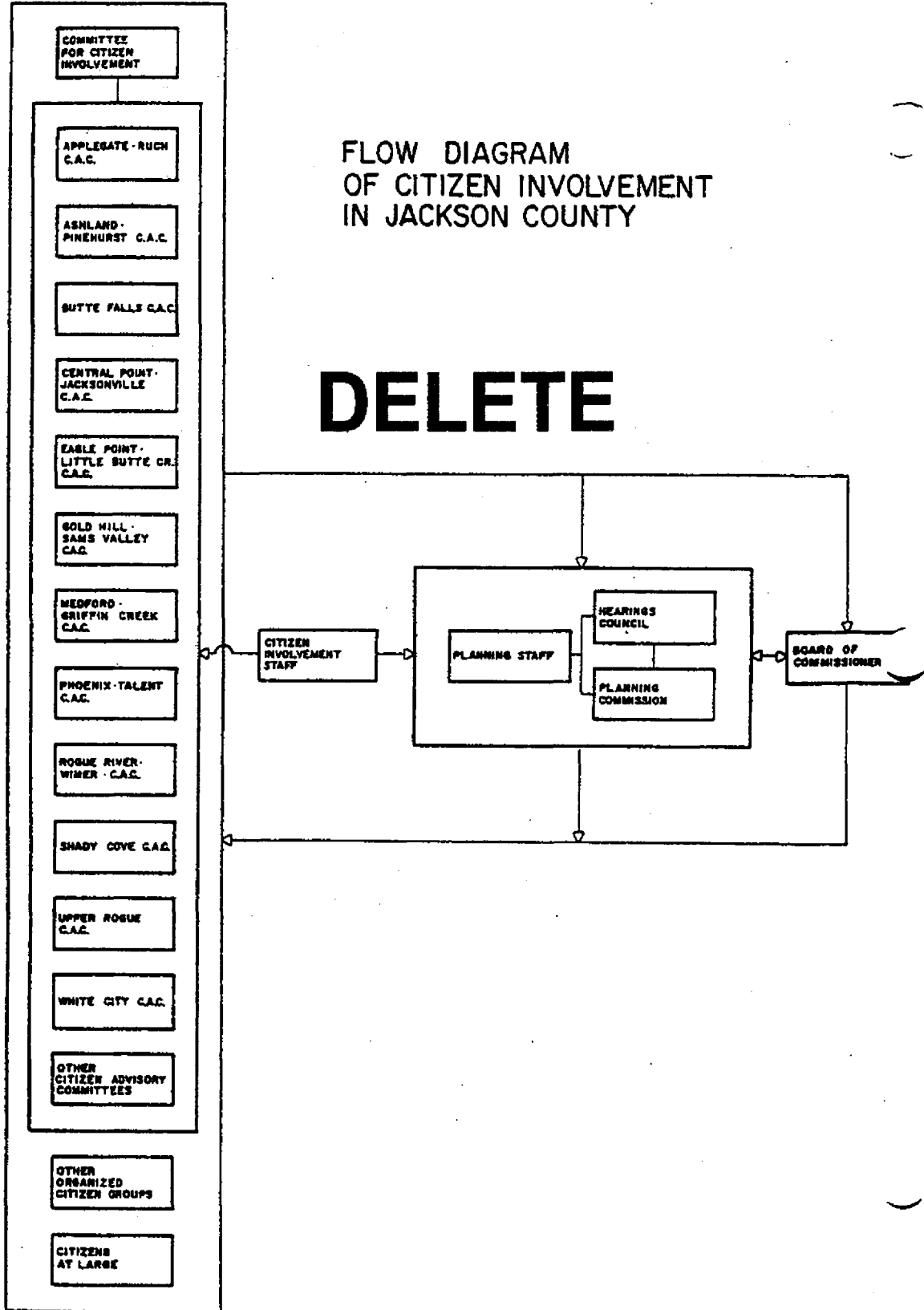
POLICY 4: JACKSON COUNTY LAND USE DECISION BODIES SHALL MAKE EVERY EFFORT TO COMMUNICATE THEIR DECISIONS AND DELIBERATIVE DISCUSSIONS TO THE COUNTY'S CITIZENS, ESPECIALLY THOSE WHO PARTICIPATED IN THE PROCESS, TO ASSURE CITIZENS THAT THEIR PARTICIPATION WAS CONSIDERED.

IMPLEMENTATION STRATEGIES:

- A) Devise a process to make citizens aware of land use decisions, and the discussion surrounding that decision.
- B) The land use decision bodies shall develop, adopt and continually strive to refine procedures for responding to citizen committee comments, and for notifying advisory bodies of their final actions or recommendations on land use related matters.
- C) To ensure that citizens will receive a response from the land use decision bodies, recommendations resulting from the citizen involvement program shall be retained and made available for public assessment. Citizens who have participated in this program shall receive a response. The rationale used to reach land-use policy decisions shall be available in the form of a written record.
- D) Add a notation on public meeting agendas, and a half-sheet flyer at the speaker's podium, that a record of the meeting is available on CD.
- E) Minutes of the proceedings of the land use decision bodies, that are pertinent to land use issues, shall be made available to the public and provided to the CCI.

FLOW DIAGRAM OF CITIZEN INVOLVEMENT IN JACKSON COUNTY

DELETE



FINDINGS, POLICIES AND IMPLEMENTATION STRATEGIES:

1

FINDING:

~~Like other processes, the Jackson County Citizen Involvement Program is dynamic and therefore subject to revision. Changes in the program should be based upon local citizens' needs or desires, and the importance of obtaining relevant, informed citizen comment for consideration by County planning officials. In order to establish the opportunities for, and basic constraints on individual or collective citizen recommendations, the Citizen Involvement Program needs clearly defined responsibilities for all participants, including decision-makers and staff.~~

~~Increased opportunities for public involvement in the land use planning and decision-making process carry a burden of responsibilities for citizen committees, to increase the level of participation within their planning area, and to become more familiar with planning issues and procedures. County decision-making bodies should consider how effectively these responsibilities are being met when evaluating citizen comment on a proposed action.~~

~~The Citizen Involvement Program is needed to learn which options for change have public support, to clarify conflicting preferences among competing interests, and to identify special needs of various groups and areas within the county. The citizen involvement staff have an important role in communicating this information between planning officials and the public.~~

~~Finally, planning officials have a responsibility to provide sufficient notice of when final actions may be taken on land use matters to afford the public an opportunity to comment.~~

~~**POLICY: JACKSON COUNTY SHALL SUPPORT AND CONTINUALLY STRIVE TO ACHIEVE AN INFORMED AND INVOLVED CITIZENRY.**~~

~~**IMPLEMENTATION STRATEGIES:**~~

~~A) Citizens should know how and when they have an opportunity to participate and should be informed of their role, responsibilities and limitations:~~

~~i) The Committee for Citizen Involvement shall assist the Board of Commissioners, Planning Commission, and Hearings Council with the development, implementation and evaluation of the Citizen Involvement Program as it relates to comprehensive and/or current planning issues.~~

~~ii) The Citizen Advisory Committees shall establish uniform bylaws to ensure that individual members always have a fair and equal opportunity to participate. The Committee for Citizen Involvement shall review bylaws to ensure uniformity.~~

~~iii) The Committee for Citizen Involvement should sponsor projects to inform county residents of the importance of land use planning to their lives and inspire their commitment to sustained involvement.~~

- ~~iv) The Committee for Citizen Involvement and Citizen Advisory Committees shall actively work to fulfill the broad objectives given them by the Board of County Commissioners and the Statewide Planning Goals and Guidelines:~~
- ~~v) The vote and voice of the Citizen Advisory Committees should be given serious consideration by the Planning Commission, Hearings Council, and the Board of County Commissioners. Meeting attendance levels, uniformity and adequacy of bylaws, clarity of recommendation and member attendance at training and orientation sessions should be considered in determining the degree of emphasis placed on Citizen Advisory Committees' comments by County land use decision bodies:~~
- ~~vi) The Committee for Citizen Involvement and Citizen Advisory Committees' Boards should be provided with agendas and other pertinent available information regarding meetings of the Board of Commissioners, Planning Commission and Hearings Council, which will affect land use within their planning areas. The Committee for Citizen Involvement and Citizen Advisory Committees' Boards should then be responsible for keeping their constituent Citizen Advisory Committee members informed of land use actions taken or under review by the County:~~
- ~~vii) The Committee for Citizen Involvement and Citizen Advisory Committees' Boards should work in cooperation with the Citizen Involvement Coordinator to develop new incentives or methods to encourage greater attendance at Citizen Advisory Committee meetings:~~
- ~~viii) The effectiveness of the Committee for Citizen Involvement, in carrying out its responsibilities as contained in the Board order, should be formally evaluated each year by the Citizen Advisory Committees. The Committee for Citizen Involvement should then prepare a report for the Board of Commissioners and the Citizen Advisory Committees, which would outline any needed changes in procedure or policy that could better enable the committee to fulfill its mission:~~
- ~~B) The Jackson County Planning Department shall provide technical and financial assistance to the Citizen Involvement Program, to the extent allocated in the budgetary process. Staff assistance to the Committee for Citizen Involvement and Citizen Advisory Committees generally consists of the following activities:~~
 - ~~i) Work with the Committee for Citizen Involvement to maintain an effective and informative citizen involvement process;~~
 - ~~ii) Coordinate and publicize the activities of the Citizen Advisory Committees;~~
 - ~~iii) See that all information, data and reports are communicated to and from the citizen committees and County land use decision-making bodies; and;~~

- ~~iv) Ensure that citizens receive direction, encouragement and understandable technical information about issues and alternative solutions; and, provide sufficient materials and time to complete their considerations:~~
- ~~c) Public notice of meetings of the Board of Commissioners, at which final action may be taken on land use matters, will be given in accordance with state law in advance of the meeting to afford citizens the opportunity to comment on the proposed action. Notice of the meeting and the agenda shall be posted or published in places generally accessible to the public residing in the affected planning area:~~

2

FINDING:

During the life of this comprehensive plan, the need may arise to create new Citizen Advisory Committees in an effort to refine and improve the quantity and quality of citizen input:

~~**POLICY: PROVISION SHALL BE MADE FOR THE FORMATION OF NEW, OR CONSOLIDATION OF EXISTING, CITIZEN ADVISORY COMMITTEE PLANNING AREAS:**~~

~~IMPLEMENTATION STRATEGIES:~~

- ~~A) Formation or consolidation of GAGs should be based upon a consideration of the following:~~
 - ~~i) Existing GAG area covers an area which is too large, diverse or populated to adequately represent the land use planning needs of all citizens in that area:~~
 - ~~ii) A new or consolidated GAG would generate and sustain greater local participation because the issues and discussion would be more pertinent on a smaller scale:~~
 - ~~iii) Current planning application work load is sufficiently heavy to preempt discussion on longer term land use planning goals of area:~~
 - ~~iv) Widespread support by local residents for formation or consolidation of GAGs:~~
 - ~~v) Unique physical or social conditions exist in the proposed new GAG area:~~
- ~~B) The Jackson County Committee for Citizen Involvement (CCI), comprising representatives from existing GAGs, will evaluate and make recommendations to the Board of Commissioners and Planning Commission concerning formation or consolidation of new GAG planning areas according to procedures~~

~~recommended by the Committee for Citizen Involvement on June 27, 1979. An unbiased chairperson shall preside over the Committee for Citizen Involvement subcommittee which investigates the merits of formation and consolidation of Citizen Advisory Committees.~~

3

FINDING:

~~The Jackson County Planning Department needs to continue to develop and implement public educational programs in order to provide important informational links between county residents and planning officials. Individual citizens will consider their involvement to be worthwhile if the significance of land use decisions and the Comprehensive Plan can be made clear. Informational efforts need to be increased so that county residents know why their participation is important. As such, the Citizen Involvement Program should provide a continuous stream of educational opportunities so that citizens can help make choices which affect themselves and others in the community. Citizens who are extensively involved in the citizen committee structure should be given the opportunity to attend training and orientation sessions in order to increase their knowledge of land use planning issues. Increasingly, more emphasis is being placed on environmental concerns and land use planning related matters in the school systems. This increased awareness will produce informed citizens who are sensitive to land use and environmental issues. In the long range, this increased awareness should improve the quality of citizen input.~~

~~**POLICY: EFFORTS SHALL BE MADE TO PROVIDE LAND USE RELATED EDUCATIONAL OPPORTUNITIES FOR CITIZENS OF ALL AGE GROUPS.**~~

~~**IMPLEMENTATION STRATEGIES:**~~

~~A) The planning staff should seek to inform citizens of land use issues through the media, schools, and interested citizens' groups of all ages.~~

~~i) Provide staff assistance to public and private schools for the purpose of information dispersion.~~

~~ii) Support local media efforts to better inform citizens of land use related issues and solutions.~~

~~iii) Provide staff assistance to special planning interest groups for the purpose of information dispersion.~~

~~B) The County planning staff should conduct training sessions for the Committee for Citizen Involvement, Citizen Advisory Committee Board members, and interested citizens in the use of the comprehensive plan related rules and ordinances, and in basic land use decision-making processes. CGI and CAG board attendance of these sessions should be considered in the evaluation of comments received on matters before the Board of Commissioners, Planning Commission and Hearings Council.~~

- ~~C) Utilize public television and public affairs programs to keep citizens aware of planning issues and decisions.~~

4

FINDING:

County residents need to know that their opinions and views can make a difference to decision makers. ~~The citizen involvement program should develop more effective two-way communication between the public and decision-making bodies.~~

~~**POLICY: THE BOARD OF COMMISSIONERS, PLANNING COMMISSION AND HEARINGS COUNCIL SHALL DEVELOP, ADOPT, AND CONTINUALLY STRIVE TO REFINE PROCEDURES FOR RESPONDING TO SPECIFIC CITIZEN COMMITTEE COMMENTS, AND FOR NOTIFYING ADVISORY BODIES OF THEIR FINAL ACTIONS OR RECOMMENDATIONS ON LAND USE RELATED MATTERS.**~~

IMPLEMENTATION STRATEGIES:

- ~~A) The Board of Commissioners, Planning Commission, Hearings Council, and planning staff should respond to citizen comment through written responses and should keep a written record of reasons for their land use decisions. A procedure for official response to specific advisory inputs should be developed to satisfy citizens that their comments are considered, and to indicate problems or inadequacies of the advice received.~~
- ~~B) Minutes of the proceedings of the Board of Commissioners, Planning Commission and Hearings Council should be made available to the CCI and CAG board members which are pertinent to land use issues.~~
- ~~C) Written responses to citizen/committee comment on proposed land use decisions or final orders/findings of the Board of Commissioners, Planning Commission, and Hearings Council should be read and presented to the CCI and/or CAGs by its chairperson.~~
- ~~D) Additional feedback methods should be devised for better communications between decision-making bodies, planning staff, and the Citizen Advisory Committees, as required.~~

