



Oregon

Theodore R. Kulongoski, Governor

Department of Land Conservation and Development

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Salem, OR 97301-2540

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www.lcd.state.or.us

NOTICE OF ADOPTED AMENDMENT

February 13, 2008

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

FROM: Mara Ulloa, Plan Amendment Program Specialist

SUBJECT: City of Tigard Plan Amendment
DLCD File Number 011-07



The Department of Land Conservation and Development (DLCD) received the attached notice of adoption. A copy of the adopted plan amendment is available for review at the DLCD office in Salem and the local government office.

Appeal Procedures*

DLCD ACKNOWLEDGMENT or DEADLINE TO APPEAL: February 29, 2008

This amendment was submitted to DLCD for review 45 days prior to adoption. 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 ABOVE DATE SPECIFIED.**

Cc: Gloria Gardiner, DLCD Urban Planning Specialist
Darren Nichols, DLCD Community Services Division Manager
Cliff Voliva, DLCD Communications Officer
Marissa Daniels, City of Tigard

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PROP **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

In person electronic mailed

DATE STAMP

DEPT OF

FEB 11 2008

LAND CONSERVATION AND DEVELOPMENT

For DLCD Use Only

Jurisdiction: **City of Tigard**

Local file number: **CPA 2007-00005**

Date of Adoption: **2/5/2008**

Date Mailed: **2/8/2008**

Was a Notice of Proposed Amendment (Form 1) mailed to DLCD? **Yes** Date: 10/19/2007

- | | |
|---|---|
| <input checked="" type="checkbox"/> Comprehensive Plan Text Amendment | <input type="checkbox"/> Comprehensive Plan Map Amendment |
| <input type="checkbox"/> Land Use Regulation Amendment | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> New Land Use Regulation | <input type="checkbox"/> Other: |

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

Amend the current Comprehensive Plan Topic 2: Citizen Involvement to update the goals, policies, and recommended action measures to reflect current community conditions and values.

Does the Adoption differ from proposal? No, no explanation is necessary

Plan Map Changed from: _____ to: _____

Zone Map Changed from: _____ to: _____

Location: _____ Acres Involved: _____

Specify Density: Previous: _____ New: _____

Applicable statewide planning goals:

- | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
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Was an Exception Adopted? YES NO

Did DLCD receive a Notice of Proposed Amendment...

45-days prior to first evidentiary hearing? Yes No

If no, do the statewide planning goals apply? Yes No

If no, did Emergency Circumstances require immediate adoption? Yes No

DLCD file No. 011-07 (16485)

Please list all affected State or Federal Agencies, Local Governments or Special Districts:

Metro

Local Contact: **Marissa Daniels, Assistant Planner** Phone: **(503) 718-2428** Extension:
Address: **13125 SW Hall Blvd.** Fax Number: **503-718-2748**
City: **Tigard, OR** Zip: **97223** E-mail Address: **marissa@tigard-or.gov**

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 Complete Copies** (documents and maps) 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. **Electronic Submittals:** At least **one** hard copy must be sent by mail or in person, but you may also submit an electronic copy, by either email or FTP. You may connect to this address to FTP proposals and adoptions: **webserver.lcd.state.or.us**. To obtain our Username and password for FTP, call Mara Ulloa at 503-373-0050 extension 238, or by emailing **mara.ulloa@state.or.us**.
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 now access these forms online at **<http://www.lcd.state.or.us/>**. Please print on **8-1/2x11 green paper only**. You may also call the DLCD Office at (503) 373-0050; or Fax your request to: (503) 378-5518; or Email your request to **mara.ulloa@state.or.us** - ATTENTION: PLAN AMENDMENT SPECIALIST.

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
ORDINANCE NO. 08-01

AN ORDINANCE ADOPTING COMPREHENSIVE PLAN AMENDMENT CPA 2007-00005
TO UPDATE THE GOALS, POLICIES, AND RECOMMENDED ACTION MEASURES
PERTAINING TO STATEWIDE PLANNING GOAL 1: CITIZEN INVOLVEMENT

WHEREAS, the Tigard City Council directed staff to complete a full update of the Tigard Comprehensive Plan, including a process for garnering citizen input; and

WHEREAS, the Tigard visioning reports, community surveys, and policy interest team meetings were utilized to develop draft language for the update of the Tigard Comprehensive Plan; and

WHEREAS, the City has proposed an amendment to the Tigard Comprehensive Plan Chapter 2 by updating Goals, Policies, and Recommended Action Measures corresponding to Statewide Planning Goal 1; and

WHEREAS, the Tigard Planning Commission held a public meeting, which was noticed in accordance with City standards, on December 3, 2007, and recommended approval of the proposed CPA 2007-00005 by motion and with unanimous vote; and

WHEREAS, on February 5, 2007, the Tigard City Council held a public hearing, which was noticed in accordance with City standards, to consider the Commission's recommendation on CPA 2007-00005; and

WHEREAS, on February 5, 2007, the Tigard City Council adopted CPA 2007-00005 by motion, as amended, pursuant to the public hearing and its deliberations; and

WHEREAS, Council's decision to adopt CPA 2007-00005 is based on the findings and conclusions found in the City of Tigard staff report dated December 3, 2007, and the associated record, which are incorporated herein by reference and are contained in land-use file CPA 2007-00005.

NOW, THEREFORE, THE CITY OF TIGARD ORDAINS AS FOLLOWS:

- SECTION 1: Tigard Comprehensive Plan is amended to include new text and to rescind existing text as shown in "**EXHIBIT A**"; and
- SECTION 2: This ordinance shall be effective 30 days after its passage by the Council, signature by the Mayor, and posting by the City Recorder.

PASSED: By unanimous vote of all Council members present after being read by number and title only, this 5th day of February, 2007.

Carol A. Krager
Carol A. Krager, Deputy City Recorder

APPROVED: By Tigard City Council this 5th day of February, 2007.

C. Dirksen
Craig Dirksen, Mayor

Approved as to form:

C. Phillips
City Attorney

Certified to be a True Copy of
Original on File

By: Carol A. Krager
Deputy Recorder - City of Tigard

Date: February 8 2008



Citizen Involvement

“To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.”





CITIZEN INVOLVEMENT

ADOPTED AMENDMENTS

DATE	CPA#	CHANGES
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SECTION COVER PHOTO: LOUIS BABCOCK
Butterfly Garden Volunteer.



Decision-makers must have an effective way to hear the voices of the community. These voices are a key component to a livable community and help elected officials in establishing the priorities for City government. This value given to citizen involvement is not a new idea, but one that professionals in the planning field have long identified as an important aspect of the planning process. This is particularly true at the local level where neighborhood residents need to be empowered to help develop ideas and plans that reflect the wishes of the community. The City's commitment to Citizen Involvement is partly based on Statewide Planning Goal 1.

GOAL 1: Citizen Involvement

"To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process."

Goal 1 requires the local citizen involvement program "clearly define procedures by which the general public will be involved in the ongoing land-use process." These actions include methods to involve citizens in land use issues; promoting successful two-way communication and feedback between the City and its citizens; means by which citizens may affect outcomes; clarity and availability of technical information; and financial support and other resources for citizen involvement efforts. All of these actions align with the community's vision where citizens are informed about how to access public services and understand their responsibility to participate as members of the community.

"Tigard complies with the state's citizen involvement requirements."

Citizen Involvement Requirements and Aspirations

Tigard complies with the state's citizen involvement requirements as they relate to the City's land use program activities. As part of its Community Development Code, the City has adopted application, notice, and hearing procedures that assure the procedural rights of both applicants and citizens are observed during quasi-judicial land use procedures. In addition, the Development Code contains specific notice, application, and procedural requirements to guide the review and hearing process of legislative land use matters such as the update of the Comprehensive Plan; changes to the Community Development Code; Plan and Zoning Map amendments; and development of specific area plans, etc.



CITIZEN INVOLVEMENT

It is the City's intention to maintain and improve citizen involvement as part of the land use planning program. However, Tigard also values citizen involvement in all other City government venues. The City aspires to engage its citizens to address important community issues and for them to express their collective voice to decision-makers. Therefore, the Citizen Involvement chapter includes goals, policies and recommended action measures that reflect Tigard's citizen involvement values and aspirations, as well as the need to observe state requirements related to land use planning.

"Tigard has a long history of citizen involvement in City affairs, including land use planning."

Citizen Involvement in Tigard

Tigard has a long history of citizen involvement in City affairs, including land use planning. The structure of citizen involvement has evolved over time, beginning with the creation of Tigard's Community Plan in 1971. Shortly thereafter, in 1973 the City began to formulate Neighborhood Planning Organizations (NPOs) and a Committee for Citizen Involvement (CCI), both of which were formally recognized in 1975. After the creation of Neighborhood Plans, participation in NPOs and the CCI lapsed until they were reestablished in 1982 to work on an update of the Tigard Comprehensive Plan. After

the updated plan was approved by the Land Conservation and Development Commission in 1984, the function of NPOs transitioned to a community involvement body focused on land use issues.

In 1992, the City Council prioritized citizen involvement and replaced the Neighborhood Planning Organizations with Citizen Involvement Teams (CITs). At this time the Comprehensive Plan was updated to shift emphasis from the NPOs to the CITs. The structure of the Committee for Citizen Involvement (CCI) was also revised to include Citizen Involvement Team Facilitators. This effort continued until 2002 when participation reached a lull.

In 2004 the City again took steps to reactivate the CCI. The CCI's membership was expanded to include the remaining Citizen Involvement Team Facilitators and a representative from each of the City's active boards and commissions (Planning Commission, Library Board, Parks and Recreation Advisory Board,



etc). The focus of the CCI was also expanded to include the promotion and enhancement of citizen participation in the wide range of non land use issues, and on improving the effectiveness of the City's two-way communication with citizens.

In 2007 the City Council again stressed the importance of citizen involvement by adopting as one of its goals, "Improve communication with Tigard's citizens." Subsequently, the City moved to strengthen citizen involvement through establishment of the Tigard Enhanced Neighborhood Program. This was done to foster broader and more diverse citizen involvement in land use activities and other aspects of City government. CCI membership was also expanded. In addition to its current membership, the CCI includes five citizens appointed "at-large," a youth representative, and Tigard Neighborhood Program representatives.

*"...the City
involves its
citizens and
seeks advice
on important
community
issues..."*

Besides the CCI and Neighborhood Program, the City involves its citizens and seeks advice on important community issues in several other ways. These include Council appointed boards and commissions such as the Planning Commission, Library Board, Tree Board, Parks and Recreation Advisory Board, Budget Committee, Youth Advisory Committee, etc. Furthermore, Council often appoints ad hoc citizen committees to provide advice on matters such as public facilities, land-use, urban design, transportation projects, etc.

Honoring Past Citizen Involvement – "Tigard Beyond Tomorrow"

The Tigard Comprehensive Plan also honors the past efforts by Tigard's citizens to express a shared community vision of the future. During the past decade Tigard citizens met and assembled the Tigard Vision from the results of community workshops, surveys, open houses, and ongoing dialogues with citizens and the business community. The values and aspirations expressed by "Tigard Beyond Tomorrow" visioning have been significant in the 2007 Comprehensive Plan update.



KEY FINDINGS:

- Tigard's citizen involvement efforts have changed over time and the Comprehensive Plan's current Citizen Involvement chapter is out of date. It requires significant update to reflect current conditions, circumstances, community values and aspirations.

"...the City values citizen involvement in all aspects of City government and seeks to involve its citizens in other venues."

- Tigard's citizen involvement efforts are partially based on Statewide Planning Goal 1, Citizen Involvement. However, the City values citizen involvement in all aspects of City government and seeks to involve its citizens in other venues.
 - Implementing Statewide Planning Goal 1 and Tigard Development Code Standards will ensure citizens can participate in the City's quasi-judicial and legislative land use processes.
 - Other avenues for citizen participation include Council appointed boards and commissions and ad hoc citizen advisory committees.
 - Tigard is committed to: successful two-way communication and feedback between the City and its citizens; providing processes by which citizens may affect outcomes, clarity and availability of technical information; and providing financial support and other resources for citizen involvement efforts.
- The charge of the Committee for Citizen Involvement is to promote citizen involvement in land use matters and in many other aspects of City government.
 - Update of the Comprehensive Plan has involved a structured citizen involvement effort including open houses, engagement of policy interest teams and boards and commissions, Planning Commission, and City Council work sessions and public hearings. Also, the Comprehensive Plan Project has been significantly informed by the Tigard Beyond Tomorrow visioning process.



- The citizens of Tigard value and understand their responsibility to participate as members of the community.

GOAL:

- 1.1 Provide citizens, affected agencies and other jurisdictions the opportunity to participate in all phases of the planning process.

POLICIES:

1. The City shall maintain a Committee for Citizen Involvement representative of a broad cross-section of the Community to:
 - A. Make recommendations to the City regarding ways to engage the public in City issues, projects, and the land use process;
 - B. Help implement and develop a public information and citizen involvement program applicable to a wide range of issues; and
 - C. Support the enhancement of Tigard's overall level and quality of civic engagement by promoting meaningful citizen involvement in city government.
2. The City shall define and publicize an appropriate role for citizens in each phase of the land use planning process.
3. The City shall establish special citizen advisory boards and committees to provide input to the City Council, Planning Commission, and City staff.
4. The City shall provide staff and financial support to the Committee for Citizen Involvement and any other appointed board or committee.
5. The opportunities for citizen involvement provided by the City shall be appropriate to the scale of the planning effort and shall involve a broad cross-section of the community.

"The citizens of Tigard value and understand their responsibility to participate as members of the community."



CITIZEN INVOLVEMENT

- The citizens of Tigard value and understand their responsibility to participate as members of the community.

RECOMMENDED ACTION MEASURES:

- i. Report the activities of the Committee for Citizen Involvement annually to the City Council to ensure they are in accordance with the needs of the Tigard community and Statewide Planning Goal 1 requirements.
- ii. Establish a process for the Citizen Involvement Committee to meet with the City Council and Planning Commission on topic-specific issues relating to citizen involvement.
- iii. Recognize citizens, organizations, and stakeholders who put forth exceptional civic efforts.
- iv. Work with the Tigard-Tualatin School District and local private schools to encourage the involvement of youth in City government.
- v. Appoint additional citizen task forces, as the need arises, to advise the City with regard to Comprehensive Plan issues.
- vi. Develop and maintain a neighborhood program that includes land use planning.
- vii. Review and evaluate the effectiveness of the citizen involvement program, including the effectiveness of individual boards, committees, and the enhanced neighborhood program on a yearly basis.
- viii. Assist and support any City Council appointed citizen group by providing adequate meeting places, distribution of materials, policy direction, and staff involvement.



GOAL:

- 1.2 Ensure all citizens have access to:
 - A. opportunities to communicate directly to the City; and
 - B. information on issues in an understandable form.

POLICIES:

- 1. The City shall ensure pertinent information is readily accessible to the community and presented in such a manner that even technical information is easy to understand.
- 2. The City shall utilize such communication methods as mailings, posters, newsletters, the internet, and any other available media to promote citizen involvement and continue to evaluate the effectiveness of methods used.
- 3. The City shall work to maximize citizen involvement through education and accessibility.
- 4. The City shall ensure citizens receive a timely response from policy-makers regarding recommendations made through the citizen involvement program.
- 5. The City shall seek citizen participation and input through collaboration with community organizations, interest groups, and individuals in addition to City sponsored boards and committees.
- 6. The City shall provide opportunities for citizens to communicate to Council, boards and commissions, and staff regarding issues that concern them.

“The City shall work to maximize citizen involvement through education and accessibility.”



RECOMMENDED ACTION MEASURES:

- i. Provide translations of information to non-English speaking members of the community.
- ii. Update and maintain the City of Tigard Communications Plan.
- iii. Ensure that when citizens ask questions the response is welcoming, timely, and includes sources of additional information.
- iv. Review City notification requirements and methods periodically to determine if they adequately provide notice to affected citizens. Revise these requirements and methods as necessary.
- v. Continue to publish information on land use planning issues in a form accessible to all citizens.
- vi. Utilize methods such as town halls, open houses, public displays, newsletters, mailings, comment cards, surveys, and the internet to inform the public and receive information from them about important issues and events.
- vii. Update and maintain a running list of citizen involvement opportunities to be posted in City Hall, the Tigard Library, and online.
- viii. Include and publicize a final citizen involvement report at the end of any major decision or process.
- ix. Define the feedback mechanism in advance of citizen comment.
- x. Ensure response to citizen comment is welcoming, timely, and includes suggestions for how citizens can be further involved.
- xi. Update and maintain a list of community organizations to participate in discussion of City issues.



- xii. Implement a Speakers Bureau program to facilitate two-way communication between community organizations and City Hall.
- xiii. Require Communication Plans in advance of major City Projects for review by the Committee for Citizen Involvement.

2. CITIZEN INVOLVEMENT

This chapter addresses Statewide Planning Goal #1:

"To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process."

Tigard is now well known for its active citizen participation program; primarily with the Neighborhood Planning Organizations. Through the drafting and adoption of the Comprehensive Plan, these organizations contributed their time and energy developing Tigard's plan.

Plan policies have been prepared to preserve the continuity of Tigard's active citizen involvement program and to ensure that citizens will continue to have access to information that enables them to identify, understand, and have input into the planning issues related to implementation of the Comprehensive Plan.

Additional information on this topic is available in the "Comprehensive Plan Report: Citizens Involvement."

Findings

- Throughout the development of the Tigard Comprehensive Plan, the City has actively sought the participation of Neighborhood Planning Organizations and other citizens groups.
- The Neighborhood Planning Organizations and the Committee for Citizen Involvement met on a monthly basis throughout the Comprehensive Plan revision process.
- Continued citizen participation in all aspects of land use planning helps to ensure that City government meets the needs of Tigard's citizens.
- In order to participate in land use planning decisions, citizens need to have access to information which enables them to become aware of and informed about planning issues and City policies. It is essential that this information be made available to all citizens in an understandable form.
- Land use planning education is important to promote and stimulate interest in the citizen participation process during all phases of planning.

POLICY

- 2.1.1 THE CITY SHALL MAINTAIN AN ONGOING CITIZEN INVOLVEMENT PROGRAM AND SHALL ASSURE THAT CITIZENS WILL BE PROVIDED AN OPPORTUNITY TO BE INVOLVED IN ALL PHASES OF THE PLANNING PROCESS.

IMPLEMENTATION STRATEGIES

1. The City shall periodically review notification requirements and methods to determine if they adequately provide notice to affected citizens and revise these requirements and methods as necessary.
2. The City shall continue to assist and support any City Council recognized citizen group in providing adequate meeting places, distribution of materials, policy direction and staff involvement.
3. Additional citizen task forces shall be appointed by the City Council, as the need arises, to advise the City with regard to Comprehensive Plan issues.

POLICY

- 2.1.2 THE OPPORTUNITIES FOR CITIZEN INVOLVEMENT PROVIDED BY THE CITY SHALL BE APPROPRIATE TO THE SCALE OF THE PLANNING EFFORT AND SHALL INVOLVE A BROAD CROSS-SECTION OF THE COMMUNITY:
- a. THE CITIZEN INVOLVEMENT TEAMS SHALL BE THE PRIMARY MEANS FOR CARRYING OUT THE PROGRAM;

- b. WHERE APPROPRIATE, OTHER INVOLVEMENT TECHNIQUES WILL BE USED; AND
- c. THE CITIZEN INVOLVEMENT TEAM FACILITATORS SHALL SERVE AS THE COMMITTEE FOR CITIZEN INVOLVEMENT AND SHALL BE RESPONSIBLE FOR EVALUATING THE CITIZEN INVOLVEMENT PROGRAM AND FOR WORKING WITH THE NEIGHBORHOOD PLANNING ORGANIZATIONS IN RECOMMENDING CHANGES IN THE PROGRAM.

IMPLEMENTATION STRATEGIES

- 1. The Committee for Citizen Involvement shall conduct their citizen involvement programs in accordance with the needs of the Tigard community and LCDC Goal #1 requirements. A review and evaluation of each group's programs and processes shall be reported to the Planning Commission and City Council on a yearly basis.
- 2. The City Council, the Planning Commission, and the Committee for Citizen Involvement shall recommend, as needed, additional methods for involving citizens in the planning process.

POLICY

- 2.1.3 THE CITY SHALL ENSURE THAT INFORMATION ON LAND USE PLANNING ISSUES IS AVAILABLE IN AN UNDERSTANDABLE FORM FOR ALL INTERESTED CITIZENS.

IMPLEMENTATION STRATEGIES

- 1. The City shall continue to publish information on land use planning issues in a form accessible to all citizens. (Ord. 93-19)



MEMORANDUM

TO: Mayor Craig Dirksen and Members of City Council

FROM: Marissa Daniels, Assistant Planner

RE: Council Workshop - CPA2007-00005

DATE: December 21, 2007

At the January 15, 2008 City Council meeting, staff will present the proposed goals, policies, and recommended action measures (see the end of this memo for definitions and obligations) for the Citizen Involvement (Statewide Planning Goal 1) chapter of the updated Comprehensive Plan. The proposed language was approved and recommended by the Planning Commission at the December 3 public hearing. Staff will discuss the proposed language, answer questions, and provide any requested information that will help assist Council in making its decision at the February 5 public hearing.

Throughout the process of working with citizens, City departments, and the Planning Commission, staff has stressed that proposed Comprehensive Plan language must be capable of being implemented and in the interest of the whole community.

Staff has worked closely with citizen stakeholders to explain the implications of certain policy recommendations. Most of the time, the process has achieved a consensus outcome. In staff's role as facilitators, we presented the best professional advice possible to all involved. Sometimes this professional advice was contrary to the wishes of the citizens, but staff has not unilaterally changed or removed citizen recommendations. It is the role of the Planning Commission to recommend, and the City Council to determine, City policy.

The general discussion by the Planning Commission on the Citizen Involvement chapter and the major principles included is as follows:

Citizen Involvement Chapter (Statewide Planning Goal 1)

The key principles included in this chapter revolve around Statewide Planning Goal 1. There are two goals contained in this chapter. The first goal is focused on citizen involvement in land use- ensuring that everyone has the opportunity to participate in all phases of the planning process. The second goal is more general, although it still applies to land use- ensuring citizens have access to information

and opportunities to communicate with City staff, elected and appointed officials.

The Planning Commission commended the work of the Policy Interest Team and the Committee for Citizen Involvement. The Commission did not recommend any changes to the proposed language.

Definitions and Obligations of Goals, Policies, and Recommended Action Measures Tigard Comprehensive Plan

Comprehensive Plan goals, policies, and recommended action measures have different definitions and impart different obligations to decision makers. They also relate differently to one another. The following describes goals, policies, and recommended action measures in greater detail.

Goals, policies and recommended action measures identify the intent of the City to accomplish certain results. The goals and policies relate to one another and are obligations the City wishes to assume. Recommended action measures support the obligations to achieve a desired end, but do not signify an obligation themselves.

Goal

Definition - A general statement indicating a desired end or the direction the City will follow to achieve that end.

Obligation - The City cannot take action which violates a goal statement unless:

1. Action is being taken which clearly supports another goal.
2. There are findings indicating the goal being supported takes precedence (in the particular case) over another.

Policy

Definition - A statement identifying Tigard's position and a definitive course of action. Policies are more specific than goals. They often identify the City's position with regard to implementing goals; however, they are not the only actions the City can take to accomplish goals.

Obligation - The City must follow relevant policy statements when amending the Comprehensive Plan, or developing other plans or ordinances which affect land use. To amend the Comprehensive Plan, the City must show consistency with the Statewide Land Use Goals. Such an amendment must take place following prescribed procedures prior to taking an action that would otherwise violate a Plan policy.

Recommended Action Measures

Definition - A statement which outlines a specific City project or standard which, if executed, would implement goals and policies. Recommended action measures also refer to specific projects, standards, or courses of action the City desires other jurisdictions to take in regard to specific issues. These statements also define the relationship the City desires to have with other jurisdictions and agencies in implementing Comprehensive Plan goals and policies.

Obligation - Completion of projects, adoption of standards, or the creation of certain relationships or agreements with other jurisdictions and agencies, will depend on a number of factors such as citizen priorities, finances, staff availability, etc.

The City should periodically review and prioritize recommended action measures based on current circumstances, community needs, and the City's goal and policy obligations. These statements are suggestions to future City decision-makers as ways to implement the goals and policies. The listing of recommended action measures in the plan does not obligate the City to accomplish them. Neither do recommended action measures impose obligations on applicants who request amendments or changes to the Comprehensive Plan. The list of recommended action measures is not exclusive. It may be added to, or amended, as conditions warrant.

**CITY OF TIGARD
PLANNING COMMISSION
Meeting Minutes
December 3, 2007**

1. CALL TO ORDER

President Inman called the meeting to order at 7:04 p.m. The meeting was held in the Tigard Civic Center, Town Hall, at 13125 SW Hall Blvd.

2. ROLL CALL

Commissioners Present: President Inman; Commissioners Anderson, Caffall, Doherty, Fishel, Hasman, Vermilyea, and Walsh

Commissioners Absent: Commissioner Muldoon

Staff Present: Ron Bunch, Assistant Community Development Director; Marissa Daniels, Assistant Planner; Jerree Lewis, Confidential Executive Assistant; Doreen Laughlin, Administrative Specialist II

3. COMMUNICATIONS

Other than a quick explanation by Doreen Laughlin about a handout on Zoning, there were no further communications to report.

4. APPROVE MEETING MINUTES

There was a motion by Commissioner Caffall, seconded by Commissioner Walsh, to approve the November 19, 2007 meeting minutes as submitted. The motion was approved as follows:

AYES: Caffall, Doherty, Hasman, Inman, Walsh

NAYS: None

ABSTENTIONS: Vermilyea, Fishel, Anderson

EXCUSED: Muldoon

5. PUBLIC HEARING

**5.1 COMPREHENSIVE PLAN AMENDMENT (CPA) 2007-00005
Tigard Comprehensive Plan Update of Statewide Planning Goal 1: Citizen
Involvement**

REQUEST: Amendments to the current Comprehensive Plan Topic 2: Citizen Involvement by updating the goals, policies and recommended action measures to reflect current community conditions and values. The complete text of the proposed Amendment can be viewed on the City's website at http://www.tigard-or.gov/code_amendments. **LOCATION:** Citywide **ZONE:** CBD, C-G, C-P, I-H, I-L, I-P, MUC, MUE, MUE-1, MUE-2, MUR-1, MUR-2, R-1, R-2, R-3.5, R-4.5, R-7, R-12, R-25. **APPLICABLE REVIEW CRITERIA:** Community Development Code Chapters 18.380 and 18.390; Comprehensive Plan Topics 1 and 2; and Statewide Planning Goal 1.

STAFF REPORT

Assistant Planner, Marissa Daniels, presented the staff report on behalf of the City. Her main points follow:

- A. This Comprehensive Plan Amendment is in response to Statewide Planning Goal 1 which is
 - "To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process."
- B. The draft Citizen Involvement goals, policies, and action measures are based on:
 - Key Findings, which are included at the beginning of the draft Chapter. Unlike the other chapters seen so far, the key findings were not included in the Tigard 2007 Resource Document.
 - Community Issues and Values, which were identified by Citywide surveys and the TBT visioning process.
 - Current Comprehensive Plan Policies
 - The work of the Policy Interest Team and the Department Review Team.
- C. The Policy Interest Team met 4 times over the past few months.
 - The Team met jointly with the Committee for Citizen Involvement, which has overseen the development of this chapter.
- D. The Department Review Team
 - Met twice to review the draft language
 - included representatives from Police, the Library, City Administration, Current Planning, Long Range Planning, and Engineering
- E. In addition to review by City staff and residents, Staff also received comments from Clean Water Services and the Oregon Department of Land Conservation and Development who

forwarded the Comments of the Citizen Involvement Advisory Committee (CIAC).

- The suggestions, which were relevant to the chapters, have been incorporated into the document.
- Exhibit D is a memo in response to a number of questions asked by the CIAC about our Citizen Involvement Program.
- The proposed CCI bylaws are attached to the memo to give you more information about the Committee. The Chair of the Committee Basil Christopher was also present at the workshop.
- City Council will be reviewing the proposed bylaws on December 11, 2007.

F. A number of outside agencies had an opportunity to review this proposal and did not respond. Those agencies are listed on page 9 of the staff report.

G. This chapter also includes the revisions as discussed at the November 19, 2007 Workshop meeting.

H. As detailed in the Staff report, Staff finds the proposed amendment to comply with all applicable criteria and recommends the Planning Commission recommend approval of the amendment to the Tigard City Council.

At this point, President Inman asked the commissioners if they had any questions or comments. There were no significant questions or comments.

PUBLIC TESTIMONY

President Inman opened up the meeting to public testimony. There was no one present scheduled to speak, so President Inman closed the public hearing.

PUBLIC HEARING CLOSED

There was a motion by Commissioner Doherty, which was as follows: "I move the Planning Commission forward a recommendation of approval to the City Council of application CPA2007- 00005 and adoption of the findings based on the staff report and the testimony that was heard last week." Commissioner Caffall seconded the motion and a vote was taken.

The motion carried as follows:

AYES: Anderson, Caffall, Doherty, Fishel, Hasman, Inman, Vermilyea, Walsh

NAYS: None

ABSTENTIONS: None

EXCUSED: Muldoon


Staff updated the commission on the status of the Comp Plan update.

6. OTHER BUSINESS


- Doreen reported there are no other meetings in December and, as of now, there is no meeting scheduled for January. The next Planning Commission meeting will most likely be held on February 4, and there will be only one meeting that month due to the holiday (President's Day).
- Commissioner Walsh along with the rest of the commissioners acknowledged the many years of wonderful service Jerree Lewis had brought to the Planning Commission as Secretary for the past 13 years. He said she would be greatly missed, and they all thanked her.

7. ADJOURNMENT

President Inman adjourned the meeting at 7:18 pm.



Doreen Laughlin, Administrative Specialist II



ATTEST: President Jodie Inman

Agenda Item: 5.1
Hearing Date: December 3, 2007 Time: 7:00 PM

**STAFF REPORT TO THE
PLANNING COMMISSION
FOR THE CITY OF TIGARD, OREGON**



120 DAYS = N/A

SECTION I. APPLICATION SUMMARY

FILE NAME: COMPREHENSIVE PLAN AMENDMENT TO UPDATE GOALS, POLICIES, AND RECOMMENDED ACTION MEASURES PERTAINING TO STATEWIDE PLANNING GOAL 1: CITIZEN INVOLVEMENT

FILE NO.: Comprehensive Plan Amendment (CPA) CPA2007-00005

PROPOSAL: The City is requesting approval of a Comprehensive Plan Amendment to amend the current Comprehensive Plan Topic 2: Citizen Involvement by updating the Goals, Policies, and Recommended Action Measures to reflect current community conditions and values.

APPLICANT: City of Tigard
13125 SW Hall Boulevard
Tigard, OR 97223

OWNER: N/A

LOCATION: Citywide

ZONING DESIGNATION: All City zoning districts

COMP PLAN: All City comprehensive plan designations

APPLICABLE REVIEW

CRITERIA: Community Development Code Chapters 18.380 and 18.390;
Comprehensive Plan Topics 1 and 2; and Statewide Planning Goal 1 and 2.

SECTION II. STAFF RECOMMENDATION

Staff recommends that the Planning Commission finds this request to meet the necessary approval criteria. Therefore, staff recommends APPROVAL to the Tigard City Council to amend the Tigard Comprehensive Plan to replace Topic 2 as determined through the public hearing process.

SECTION III. BACKGROUND INFORMATION

Project History

The Tigard Comprehensive Plan is the primary document that guides land use decisions within the community. It outlines goals, policies, and recommended action measures that are intended to reflect the community's values and aspirations for a broad range of matters relating to land use planning and growth management. It also aims to organize and coordinate the relationships between people, land, resources, and facilities to meet the current and future needs of Tigard.

The Tigard Comprehensive Plan is required by State law and must conform to 12 of the 19 Oregon Statewide Planning Goals. Land development and related activities, including the City's development codes, also must be consistent with adopted Comprehensive Plan goals and policies.

It is now seven years beyond the year 2000 planning horizon of the City's 1983 Comprehensive Plan. Tigard has grown dramatically since 1983, from 18,379 residents to 46,300 today. Jobs and business activity have grown just as fast. Although minor updates have taken place over the years, the 1983 Plan, in many ways, does not reflect current and projected community conditions. For this reason, it is necessary to undertake a thorough update. This is important to ensure the Plan remains a viable tool for decision-makers and citizens to use when seeking policy direction regarding land use and Tigard's future. For this reason, the Tigard City Council has made it a goal to update the Comprehensive Plan.

The first step in updating the Tigard Comprehensive Plan involved City staff developing a fact base to inform the update. The result was the *Tigard 2007* resource document completed in February 2007. Key findings from *Tigard 2007*, combined with community issues and values, form the basis for Plan goals, policies, and recommended action measures. Community issues and values were identified through the community's visioning process and a number of surveys completed over the last several years.

The second step involved community volunteers and stakeholders coming together to develop draft goals, policies, and recommended action measures. These Policy Interest Teams have been meeting over the past several months to discuss Comprehensive Plan topics in which they share an interest. City Department Review Teams then review and provide comment on the work of the policy interest teams. These final draft goals, policies, and recommended action measures are then forwarded to the Planning Commission to begin the legislative process.

The final step is the legislative process. Since each of the Policy Interest Teams are moving at their own pace, Staff will be bringing a series of Comprehensive Plan Amendments (CPA) through the legislative process over the next several months. Each CPA will correspond to a Statewide Planning Goal that is applicable to Tigard. The CPA will strike the appropriate language from the existing plan and replace the language with an updated chapter that addresses that particular Statewide Planning Goal.

The chapter before the Planning Commission tonight is Citizen Involvement (Goal 1). The Planning Commission held a workshop on November 19th to discuss the draft goals, policies, and recommended action measures that were formulated based on the input from the policy interest and department review teams. At the Planning Commission workshop, the following changes were requested (also found in Exhibit A with deleted text as ~~strikeouts~~ and added text underlined):

The Planning Commission noted a word change in Goal 1.1 Policy 4, the language should be changed from “appropriate” to “appointed.” Staff made the following changes to the language:

4. The City shall provide staff and financial support to the Committee for Citizen Involvement and any other ~~appropriate~~ appointed board ~~and or~~ committee.

Additionally, staff recommends one minor word change to the proposed amendment since the Planning Commission workshop. This recommendations are based on feedback from the City Council at the public hearing for earlier Comprehensive Plan update amendments. For example, the Council prefers the word inform over educate and require over ensure. For the sake of timeliness, staff feels these changes should be made at the Planning Commission level so the same changes do not continually need to be made at the Council hearings. The following change is recommended:

- vi. Utilize methods such as town halls, open houses, public displays, newsletters, mailings, and the internet to ~~educate~~ inform the public about important issues and events.

Proposal Description

The primary intent of the proposed update is to ensure the Comprehensive Plan remains a viable tool for decision-makers. By updating the Comprehensive Plan, the City will ensure it is in compliance with applicable laws, rules, regulations, plans, and programs. As importantly, the update will also ensure the Comprehensive Plan reflects current community conditions and values.

This amendment is part of a series of amendments that will update the Comprehensive Plan in its entirety. This amendment will update Statewide Planning Goal 1 with goals, policies, and recommended action measures that will serve as the “legislative foundation” in regards to citizen involvement. Land use actions and amendments to the Tigard Development Code will be based on the new language included in this amendment.

Below is an explanation of the terms that create the “legislative foundation”:

Goal

Definition - A general statement indicating a desired end or the direction the City will follow to achieve that end.

Obligation - The City cannot take action which violates a goal statement unless:

1. Action is being taken which clearly supports another goal.
2. There are findings indicating the goal being supported takes precedence (in the particular case) over another.

Policy

Definition - A statement identifying Tigard’s position and a definitive course of action. Policies are more specific than goals. They often identify the City’s position in regard to implementing goals. However, they are not the only actions the City can take to accomplish goals.

Obligation - The City must follow relevant policy statements when amending the Comprehensive Plan, or developing other plans or ordinances which affect land use. To amend the Comprehensive

Plan, the City must show consistency with the Statewide Land Use Goals. Such an amendment must take place following prescribed procedures prior to taking an action that would otherwise violate a Plan policy.

Recommended Action Measures

Definition - A statement which outlines a specific City project or standard, which if executed, would implement goals and policies. Recommended action measures also refer to specific projects, standards, or courses of action the City desires other jurisdictions to take in regard to specific issues. These statements also define the relationship the City desires to have with other jurisdictions and agencies in implementing Comprehensive Plan goals and policies.

Obligation - Completion of projects, adoption of standards, or the creation of certain relationships or agreements with other jurisdictions and agencies, will depend on a number of factors such as citizen priorities, finances, staff availability, etc.

The City should periodically review and prioritize recommended action measures based on current circumstances, community needs and the City's goal and policy obligations. These statements are suggestions to future City decision-makers as ways to implement the goals and policies. The listing of recommended action measures in the plan does not obligate the City to accomplish them. Neither do recommended action measures impose obligations on applicants who request amendments or changes to the Comprehensive Plan. The list of recommended action measures is not exclusive. It may be added to or amended as conditions warrant.

SECTION IV. SUMMARY OF REPORT

Applicable criteria, findings and conclusions

- Tigard Community Development Code
 - Chapter 18.380
 - Chapter 18.390
- Applicable Comprehensive Plan Policies
 - Topics 1 and 2
- Statewide Planning Goals
 - Goal 1 and 2

City Department and outside agency comments

SECTION V. APPLICABLE CRITERIA AND FINDINGS

CITY OF TIGARD COMMUNITY DEVELOPMENT CODE (TITLE 18)

Chapter 18.380: Zoning Map and Text Amendments

Chapter 18.380.020 Legislative Amendments to the Title and Map

A. Legislative amendments. Legislative zoning map and text amendments shall be undertaken by means of a Type IV procedure, as governed by Section 18.309.060G

Findings: The proposed amendments to the Tigard Comprehensive Plan would establish policies to be applied generally throughout the City of Tigard; and therefore, the application is being processed as a Type IV procedure, Legislative Amendment, as governed by Section 18.390.060G.

Chapter 18.390: Decision-Making Procedures

Chapter 18.390.020. Description of Decision-Making Procedures

B.4. Type IV Procedure. Type IV procedures apply to legislative matters. Legislative matters involve the creation, revision, or large-scale implementation of public policy. Type IV matters are considered initially by the Planning Commission with final decisions made by the City Council.

Findings: The proposed amendments to the Tigard Comprehensive Plan will be reviewed under the Type IV procedure as detailed in Section 18.390.060.G. In accordance with this section, the amendments will initially be considered by the Planning Commission with City Council making the final decision.

Chapter 18.390.060.G. Decision-making considerations. The recommendation by the Commission and the decision by the Council shall be based on consideration of the following factors:

1. The Statewide Planning Goals and Guidelines adopted under Oregon Revised Statutes Chapter 197;
2. Any federal or state statutes or regulations found applicable;
3. Any applicable Metro regulations;
4. Any applicable comprehensive plan policies; and
5. Any applicable provisions of the City's implementing ordinances.

Findings: As indicated pursuant to the findings and conclusions that address applicable Statewide Planning Goals, the amendment is consistent with this criterion.

CONCLUSION: Based on the analysis above, staff finds that the proposed amendments satisfy the applicable review criteria within the Tigard Community Development Code and recommends the Planning Commission forward these proposed amendments to the City Council with a recommendation for adoption.

CITY OF TIGARD COMPREHENSIVE PLAN POLICIES:

A review of the comprehensive plan identified the following relevant policies for the proposed amendments:

Topic 1: General Policies

Policy 1.1.1: The City shall ensure that:

- a. This comprehensive plan and all future legislative changes are consistent with the Statewide Planning Goals adopted by the Land Conservation and Development Commission, the Regional Plan adopted by the Metropolitan Service District;

Findings: As indicated pursuant to the findings and conclusions that address applicable Statewide Planning Goals, the amendment is consistent with this criterion.

Topic 2: Citizen Involvement

Policy 2.1.1: The City shall maintain an ongoing citizen involvement program and shall assure that citizens will be provided an opportunity to be involved in all phases of the planning process.

Policy 2.1.2: The opportunities for citizen involvement provided by the City shall be appropriate to the scale of the planning effort and shall involve a broad cross-section of the community.

Policy 2.1.3: The City shall ensure that information on land use planning issues is available in an understandable form for all interested citizens.

Findings: The proposal has complied with all notification requirements pursuant to Chapter 18.390.060 of the Tigard Community Development Code. This staff report was also available seven days in advance of the hearing pursuant to Chapter 18.390.070.E.b of the Tigard Community Development Code.

Additionally, a Public Involvement Program for the Comprehensive Plan Update was developed in March 2006. This Program was reviewed and endorsed by the Committee for Citizen Involvement and the Planning Commission. The Program outlined the information, outreach methods, and involvement opportunities available to the citizens during the process.

Information was distributed throughout the process via the project website, an interested parties listserv, Cityscape articles, press releases, articles in the local paper, and two project open houses. Outreach methods also included presentations to a number of civic organizations in the community, personal emails sent to groups and organizations, updates to City boards and commissions, presentations to high school students, and staff attendance at community events to pass out information.

Involvement opportunities included two open houses, participation on a policy interest team, submitting written comments via the website, and attending the Planning Commission workshop. Additionally, the interested parties listserv and volunteers who signed up for the policy interest teams were provided notice of all meetings held regarding the Comprehensive Plan Update.

As part of the Comprehensive Plan Amendment process, public notice of this Planning Commission public hearing was sent to the interested parties list and published in the November 15, 2007 issue of The Times. Notice will be published again prior to the City Council public hearing. The notice invited public input and included the phone number of a contact person to answer questions. The notice also included the address of the City's webpage where the entire draft of the text changes could be viewed.

The community was given multiple venues to get information and get involved. This included a number of articles in the Cityscape newsletter that is delivered to every household in Tigard. Staff also made a good faith effort to ensure a diversity of citizens and stakeholders were involved in the policy interest team meetings by not only soliciting volunteers, but by inviting organizations that share a common interest in that particular topic.

Information regarding the topics included in this Comprehensive Plan Amendment was available in multiple locations in an understandable format for the duration of the process. This included paper and electronic copies that were available in the permit center and also on the website. Information was regularly sent to the project listserv and to the community volunteers who participated on the policy interest teams.

Current Comprehensive Plan Policies 2.1.1, 2.1.2, and 2.1.3 will be deleted and replaced in their entirety by proposed amendment Goals 1.1, 1.2 1.3 and their associated Policies (see Exhibit A). This update will ensure the City is in compliance with applicable laws, rules, regulations, plans, and programs. This update will also ensure continued compliance with Statewide Planning Goal 1 as the new goals and policies reflect current community conditions and values. The new goals and policies have been developed through a citizen involvement effort, reviewed by City staff, reviewed by affected agencies, and reviewed by the Planning Commission at a November 19, 2007 workshop.

CONCLUSION: Based on the analysis above, staff finds that the proposed amendment satisfies the applicable policies contained in the City of Tigard Comprehensive Plan.

THE STATEWIDE PLANNING GOALS AND GUIDELINES ADOPTED UNDER OREGON REVISED STATUTES CHAPTER 197

Statewide Planning Goal 1 – Citizen Involvement:

This goal outlines the citizen involvement requirement for adoption of Comprehensive Plans and changes to the Comprehensive Plan and implementing documents.

Findings: This goal was met through an extensive public involvement process. A Public Involvement Program for the Comprehensive Plan Update was developed in March 2006. This Program was reviewed and endorsed by the Committee for Citizen Involvement and the Planning Commission. The Program outlined the information, outreach methods, and involvement opportunities available to the citizens during the process.

Information was distributed throughout the process via the project website, an interested parties listserv, Cityscape articles, press releases, articles in the local paper, and two project open houses. Outreach methods also included presentations to a number of civic organizations in the community, personal emails sent to groups and organizations, updates to City boards and commissions, presentations to high school students, and staff attendance at community events to pass out information.

Involvement opportunities included two open houses, participation on a policy interest team, submitting written comments via the website, and attending the Planning Commission workshop. Additionally, the interested parties listserv and volunteers who signed up for the policy interest teams were provided notice of all meetings held regarding the Comprehensive Plan Update.

As part of the Comprehensive Plan Amendment process, public notice of this Planning Commission public hearing was sent to the interested parties list and published in the November 15, 2007 issue of The Times (in accordance with Tigard Development Code Chapter 18.390). Notice will be published again prior to the City Council public hearing. The notice invited public input and included the phone number of a contact person to answer questions. The notice also included the address of the City's webpage where the entire draft of the text changes could be viewed.

Current Comprehensive Plan Policies relating to Statewide Planning Goal 1 will be deleted and replaced in their entirety by proposed amendment Goals 1.1, 1.2, 1.3, their associated Policies (see Exhibit A). This update will ensure the City is in compliance with applicable laws, rules, regulations, plans, and programs. This update will also ensure continued compliance with Statewide Planning Goal 11 as the new goals and policies reflect current community conditions and values. The new goals and policies have been developed through a citizen involvement effort, reviewed by City staff, reviewed by affected agencies, and reviewed by the Planning Commission at an October 1, 2007 workshop.

Statewide Planning Goal 2 – Land Use Planning:

This goal outlines the land use planning process and policy framework. The Comprehensive Plan was acknowledged by DLCD as being consistent with the statewide planning goals.

Findings: The proposed amendment to the Tigard Comprehensive Plan is being processed as a Type IV procedure, which requires any applicable statewide planning goals, federal or state statutes or regulations, Metro regulations, comprehensive plan policies, and City's implementing ordinances, be addressed as part of the decision-making process. Notice was provided to DLCD 45 days prior to the first scheduled public hearing as required. All applicable review criteria have been addressed within this staff report; therefore, the requirements of Goal 2 have been met.

CONCLUSION: Based on the analysis above, staff finds that the proposed amendment is consistent with the applicable Statewide Planning Goals.

SECTION VI. ADDITIONAL CITY STAFF COMMENTS

The City of Tigard's Engineering Division, Current Planning Division, Library Department, Administrative Department, and Police Department has had an opportunity to review this proposal and provided the following comments:

City staff suggested that "neighborhood organizations" be changed to the "enhanced neighborhood program" to accurately reflect the intent of the program.

Findings: Staff recommends the following changes to the language of Goal 1.1 action measure vii.:

- vii. Review and evaluate the effectiveness of the citizen involvement program, including the effectiveness of individual boards, committees, and the enhanced neighborhood program on a yearly basis.

Action measure vi. under goal 1.1: Develop and maintain a neighborhood planning program. As the Department Review Team pointed out, there does not need to be a new separate program for neighborhood planning. Instead, the enhanced neighborhood program should include planning.

Findings: The enhanced neighborhood program is set to launch in January. One component of this program is focused on land use issues, and therefore there does not need to be a separate program for neighborhood level planning. Staff recommends the following changes to the language:

- vi. Develop and maintain a neighborhood planning program that includes land use planning.

**The Department Review team suggested Goal 1.1, Action Measure v be changed to read:
v. Appoint additional citizen task forces, as the need arises, to advise the City with regard to Comprehensive Plan issues.**

Findings: Staff recommends simplifying this policy with the following changes:

- v. Appoint additional citizen task forces ~~shall be appointed by the City Council,~~ as the need arises, to advise the City with regard to Comprehensive Plan issues.

City staff questioned the intent of Goal 1.2 action measure xi which reads, "Update and maintain a list of community organizations to be contacted annually." Staff feels it is a good idea to keep in touch with community organizations, but wanted to ensure their involvement was meaningful. For example, what would the organizations be contacted about?

Findings: Instead of contacting community organizations annually, staff recommends instead that we engage Tigard's community organizations in meaningful discussions about important City issues. Policy xii speaks to the type of two-way communication between community organizations and City Hall which is desired. Staff recommends the following changes to the language:

- xi. Update and maintain a list of community organizations to ~~be contacted annually~~ participate in discussion of City issues.

The Department Review Team suggested adding an action measure about requiring communication plans for review by the Citizen Involvement Committee in advance of major City projects.

Findings: Staff agrees that the Committee for Citizen Involvement can provide valuable feedback to departments at the outset of major projects regarding public outreach. Staff recommends adding the following action measure to the proposed language:

- xiii. Require Communication Plans in advance of major City Projects for review by the Committee for Citizen Involvement.

CONCLUSION: Based on the analysis above, staff finds that the comments and subsequent edits to the proposed amendment are in the best interest of the City and recommends inclusion of the changes in the language of this proposal.

SECTION VII. OUTSIDE AGENCY COMMENTS

The following agencies/jurisdictions had an opportunity to review this proposal and did not respond:

Tualatin Hills Park & Rec. District
Tualatin Valley Fire & Rescue
Tualatin Valley Water District
City of Beaverton
City of Durham
City of King City of Tigard City of Lake Oswego
City of Tualatin
Metro Land Use & Planning
Beaverton School District #48
Tigard-Tualatin School District 23J
Washington County, Oregon
Dept. of Land Use & Transportation
ODOT- Region 1
Oregon Department of Land Conservation and Development
ODOT- Region 1, District 2A

Clean Water Services (see Exhibit B) had an opportunity to review this proposal and offered the following comments:

We recommend following the relevant provisions of the current Intergovernmental Agreement (IGA) between the City of Tigard and Clean Water Services and the relevant provisions of the current Design and Construction Standards (currently R&O 07-20) for all issues relating to development, vegetated corridors, erosion control, and preservation of wetlands, natural drainage ways, and enhancements thereof.

Findings: The proposed amendment does not reference issues relating to development, vegetated corridors, erosion control, or preservation of wetlands, natural drainage ways, or enhancements thereof. These issues, and specifically the Design and Construction Standards are discussed in the Public Facilities (Goal 11) chapter.

The Oregon Department of Land Conservation and Development forwarded the comments of the **Citizen Involvement Advisory Committee (CIAC)** (see Exhibit C) which included the following comments:

6) The ambiguity in the draft should be removed by re-writing statements such as “when necessary”, “as the need arises”, and “pertinent or relevant?”

Findings: This language appears in the following policies:

Goal 1.1, Policy 3

3. The City shall establish special citizen advisory boards and committees AS NEEDED to provide input to the City Council, Planning Commission, and City staff.

Goal 1.1, Action Measure ii

- ii. Establish a process for the Citizen Involvement Committee to meet with the City Council and Planning Commission on topic specific issues relating to citizen involvement AS THE NEED ARISES.

Goal 1.2, Policy 1

1. The City shall ensure PERTINENT information is readily accessible to the community and presented in such a manner that even technical information is easy to understand.

Goal 1.2, Recommended Action Measure i

1. WHEN NECESSARY, provide translations of information to non-English speaking members of the community.

Staff recommends retaining the language of the Policy Interest Team in Goal 1.2, Policy 1. In Policy 1 the CIAC recommended the word “relevant” in place of “pertinent”. The Policy Interest Team and Committee for Citizen Involvement discussed that the information should be “pertinent” rather than just “relevant” to avoid information overload. Staff recommends the following changes to simplify the language:

Goal 1.1, Policy 3

3. The City shall establish special citizen advisory boards and committees ~~as needed~~ to provide input to the City Council, Planning Commission, and City staff.

Goal 1.1, Action Measure ii

- ii. Establish a process for the Citizen Involvement Committee to meet with the City Council and Planning Commission on topic specific issues relating to citizen involvement ~~as the need arises.~~

Goal 1.2, Recommended Action Measure i

- i. ~~When necessary,~~ provide translations of information to non-English speaking members of the community.

7) The Comprehensive Plan should also consider Statewide Planning Goal 2 and describe how citizens have been and will be involved in the Planning Process.

Findings: Council has chosen to rearrange the Plan according to the Statewide Planning Goals and Statewide Planning Goal 2 will be covered in an independent section of the Plan.

9) The document being replaced has some strengths that are lost in the proposed revision. For example, "The opportunity for citizen involvement provided by the city shall be appropriate to the scale of the planning effort and shall involve a broad cross section of the community. How will this be achieved in the revised program that leaves out the notion of recognized citizen groups?"

Findings: This comment is referring to current Comprehensive Plan policy 2.1.2:

- 2.1.2 The opportunities for citizen Involvement provided by the City shall be appropriate to the scale of the planning effort and shall involve a broad cross-section of the community:
- a. The Citizen Involvement Teams shall be the primary means for carrying out the program;
 - b. Where appropriate, other involvement techniques will be used; and
 - c. The Citizen Involvement Team Facilitators shall serve as the Committee for Citizen Involvement and shall be responsible for evaluating the citizen involvement program and for working with the neighborhood planning organizations in recommending changes to the program.

Staff agrees that the policy should remain in the updated Comprehensive Plan. However, Citizen Involvement Teams are no longer in existence, so staff recommends eliminating statements a, b, and c from the language. The new language would be Policy 5 under Goal 1.1 and read:

6. The opportunities for citizen involvement provided by the City shall be appropriate to the scale of the planning effort and shall involve a broad cross-section of the community.

CONCLUSION: Based on the analysis above, staff finds that the comments and subsequent edits to the proposed amendment are in the best interest of the City and recommends inclusion of the changes in the language of this proposal.

SECTION VIII. CONCLUSION

The proposed changes comply with the applicable Statewide Planning Goals, the Tigard

Comprehensive Plan, and applicable provisions of the City's implementing ordinances.

Therefore, Staff recommends that the Planning Commission recommend approval of the Comprehensive Plan Amendment to the Tigard City Council as determined through the public hearing process.

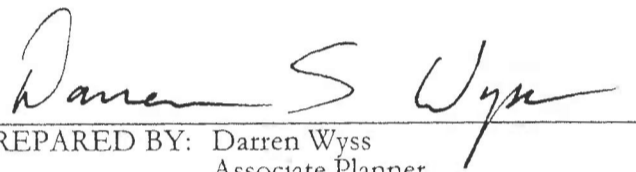
ATTACHMENT:

EXHIBIT A: PROPOSED AMENDMENT TO THE TIGARD COMPREHENSIVE PLAN.

EXHIBIT B: CLEAN WATER SERVICES COMMENTS

EXHIBIT C: CITIZEN INVOLVEMENT ADVISORY COMMITTEE (CIAC) COMMENTS

EXHIBIT D: MEMO FROM STAFF REGARDING CITIZEN INVOLVEMENT ADVISORY COMMITTEE (CIAC) COMMENTS


PREPARED BY: Darren Wyss
Associate Planner

November 26, 2007
DATE


APPROVED BY: Ron Bunch
Planning Manager

November 26, 2007
DATE

Citizen Involvement

Decision-makers must have an effective way to hear the voices of the community. These voices are a key component to a livable community and help elected officials in establishing the priorities for City government. This value given to citizen involvement is not a new idea, but one that professionals in the planning field have long identified as an important aspect of the planning process. This is particularly true at the local level where neighborhood residents need to be empowered to help develop ideas and plans that reflect the wishes of the community. The City's commitment to Citizen Involvement is partly based on Statewide Planning Goal 1.

Goal 1: Citizen Involvement

"To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process."

Goal 1 requires the local citizen involvement program "clearly define procedures by which the general public will be involved in the ongoing land-use process." These actions include methods to involve citizens in land use issues; promoting successful two-way communication and feedback between the City and its citizens; means by which citizens may affect outcomes; clarity and availability of technical information; and financial support and other resources for citizen involvement efforts. All of these actions align with the community's vision where citizens are informed about how to access public services and understand their responsibility to participate as members of the community.

Citizen Involvement Requirements and Aspirations

Tigard complies with the state's citizen involvement requirements as they relate to the City's land use program activities. As part of its Community Development Code, the City has adopted application, notice, and hearing procedures that assure the procedural rights of both applicants and citizens are observed during quasi-judicial land use procedures. In addition, the Development Code contains specific notice, application, and procedural requirements to guide the review and hearing process of legislative land use matters such as the update of the Comprehensive Plan; changes to the Community Development Code; Plan and Zoning Map amendments; and development of specific area plans, etc.

It is the City's intention to maintain and improve citizen involvement as part of the land use planning program. However, Tigard also values citizen involvement in all other City government venues. The City aspires to engage its citizens to address important community issues and for them to express their collective voice to decision-makers. Therefore, the Citizen Involvement chapter includes goals, policies and recommended action measures that reflect Tigard's citizen involvement values and aspirations, as well as the need to observe state requirements related to land use planning.

Citizen Involvement in Tigard

Tigard has a long history of citizen involvement in City affairs, including land use planning. The structure of citizen involvement has evolved over time, beginning with the creation of

Tigard's Community Plan in 1971. Shortly thereafter, in 1973 the City began to formulate Neighborhood Planning Organizations (NPOs) and a Committee for Citizen Involvement (CCI) which were formally recognized in 1975. After the creation of Neighborhood Plans, participation in NPOs and the CCI lapsed until they were reestablished in 1982 to work on an update of the Tigard Comprehensive Plan. After the updated plan was approved by the Land Conservation and Development Commission in 1984, the function of NPOs transitioned to a community involvement body focused on land use issues.

In 1992, the City Council prioritized citizen involvement and replaced the Neighborhood Planning Organizations with Citizen Involvement Teams (CITs). At this time the Comprehensive Plan was updated to shift emphasis from the NPOs to the CITs. The structure of the Committee for Citizen Involvement (CCI) was also revised to include Citizen Involvement Team Facilitators. This effort continued until 2002 when participation reached a lull.

In 2004 the City again took steps to reactivate the CCI. The CCI's membership was expanded to include the remaining Citizen Involvement Team Facilitators and a representative from each of the City's active boards and commissions (Planning Commission, Library Board, Parks and Recreation Advisory Board, etc). The focus of the CCI was also expanded to include the promotion and enhancement of citizen participation in the wide range of non land use issues and on improving the effectiveness of the City's two-way communication with citizens.

In 2007 the City Council again stressed the importance of citizen involvement by adopting as one of its goals, "Improve communication with Tigard's citizens." Subsequently, the City moved to strengthen citizen involvement through establishment of the Tigard Enhanced Neighborhood Program. This was done to foster broader and more diverse citizen involvement in land use activities and other aspects of City government. CCI membership was also expanded. In addition to its current membership, the CCI includes five citizens appointed "at-large", a youth representative, and Tigard Neighborhood Program representatives.

Besides the CCI and Neighborhood Program, the City involves its citizens and seeks advice on important community issues in several other ways. These include Council appointed boards and commissions such as the Planning Commission, Library Board, Tree Board, Parks and Recreation Advisory Board, Budget Committee, Youth Advisory Committee, etc. Furthermore, Council often appoints ad hoc citizen committees to provide advice on matters such as public facilities, land-use, urban design, transportation projects, etc.

Honoring Past Citizen Involvement – "Tigard Beyond Tomorrow"

The Tigard Comprehensive Plan also honors the past efforts by Tigard's citizens to express a shared community vision of the future. During the past decade Tigard citizens met and assembled the Tigard Vision from the results of community workshops, surveys, open houses, and ongoing dialogues with citizens and the business community. The values and aspirations expressed by "Tigard Beyond Tomorrow" visioning have been significant in the 2007 Comprehensive Plan update.

Key Findings

- Tigard's citizen involvement efforts have changed over time and the Comprehensive Plan's current Citizen Involvement chapter is out of date. It requires significant update to reflect current conditions, circumstances, community values and aspirations.
- Tigard's citizen involvement efforts are partially based on Statewide Planning Goal 1, Citizen Involvement. However, the City values citizen involvement in all aspects of city government and seeks to involve its citizens in other venues.
- Implementing Statewide Planning Goal 1 and Tigard Development Code Standards will ensure citizens can participate in the City's quasi-judicial and legislative land-use processes.
- Other avenues for citizen participation include Council appointed boards and commissions and ad hoc citizen advisory committees.
- Tigard is committed to: successful two-way communication and feedback between the city and its citizens; providing processes by which citizens may affect outcomes; clarity and availability of technical information; and providing financial support and other resources for citizen involvement efforts.
- The charge of the Committee for Citizen Involvement is to promote citizen involvement in land use matters and in many other aspects of city government.
- Update of the Comprehensive Plan has involved a structured citizen involvement effort including open houses; engagement of policy interest teams and boards and commissions; Planning Commission and City Council work sessions and public hearings. Also, the Comprehensive Plan Project has been significantly informed by the Tigard Beyond Tomorrow visioning process.
- The citizens of Tigard value and understand their responsibility to participate as members of the community.

Goal:

- 1.1 Provide citizens, affected agencies and other jurisdictions the opportunity to participate in all phases of the planning process.

Policies:

1. The City shall maintain a Committee for Citizen Involvement representative of a broad cross-section of the Community to:
 - a. Make recommendations to the City regarding ways to engage the public in City issues, projects, and the land use process.
 - b. Help implement and develop a public information and citizen involvement program applicable to a wide range of issues, and

- c. Support the enhancement of Tigard's overall level and quality of civic engagement by promoting meaningful citizen involvement in city government.
2. The City shall define and publicize an appropriate role for citizens in each phase of the land use planning process.
 3. The City shall establish special citizen advisory boards and committees, ~~as needed~~, to provide input to the City Council, Planning Commission, and City staff.
 4. The City shall provide staff and financial support to the Committee for Citizen Involvement and any other ~~appropriate~~ appointed board ~~and or~~ committee.
 5. The opportunities for citizen involvement provided by the City shall be appropriate to the scale of the planning effort and shall involve a broad cross-section of the community.

Recommended Action Measures:

- i. Report the activities of the Committee for Citizen Involvement annually to the City Council to ensure they are in accordance with the needs of the Tigard community and Statewide Planning Goal #1 requirements.
- ii. Establish a process for the Citizen Involvement Committee to meet with the City Council and Planning Commission on topic-specific issues relating to citizen involvement ~~as the need arises~~.
- iii. Recognize citizens, organizations, and stakeholders who put forth exceptional civic efforts.
- iv. Work with the Tigard-Tualatin School District and local private schools to encourage the involvement of youth in City government.
- v. Appoint additional citizen task forces ~~shall be appointed by the City Council~~, as the need arises, to advise the City with regard to Comprehensive Plan issues.
- vi. Develop and maintain a neighborhood ~~planning~~ program that includes land use planning.
- vii. Review and evaluate the effectiveness of the citizen involvement program, including the effectiveness of individual boards, committees, and the enhanced neighborhood organizations program on a yearly basis.
- viii. Assist and support any City Council appointed citizen group by providing adequate meeting places, distribution of materials, policy direction, and staff involvement.

Goal:

- 1.2 Ensure all citizens have access to:
 - a. Information on issues in an understandable form, and
 - b. Opportunities for two-way communication with City staff, elected and appointed officials.

Policies:

1. The City shall ensure pertinent information is readily accessible to the community and presented in such a manner that even technical information is easy to understand.
2. The City shall utilize such communication methods as mailings, posters, newsletters, the internet, and any other available media to promote citizen involvement and continue to evaluate the effectiveness of methods used.
3. The City shall work to maximize citizen involvement through education and accessibility.
4. The City shall ensure citizens receive a timely response from policy-makers regarding recommendations made through the citizen involvement program.
5. The City shall seek citizen participation and input through collaboration with community organizations, interest groups, and individuals in addition to City sponsored boards and committees.

Recommended Action Measures:

- i. ~~When necessary~~, Provide translations of information to non-English speaking members of the community.
- ii. Update and maintain the City of Tigard Communications Plan.
- iii. Ensure that when citizens ask questions the response is welcoming, timely, and includes sources of additional information.
- iv. Review City notification requirements and methods periodically to determine if they adequately provide notice to affected citizens. Revise these requirements and methods as necessary.
- v. Continue to publish information on land use planning issues in a form accessible to all citizens.
- vi. Utilize methods such as town halls, open houses, public displays, newsletters, mailings, and the internet to ~~educate~~ inform the public about important issues and events.
- vii. Update and maintain a running list of citizen involvement opportunities to be posted in City Hall, the Tigard Library, and online.
- viii. Include and publicize a final citizen involvement report at the end of any major decision or process.

- ix. Define the feedback mechanism in advance of citizen comment.
- x. Ensure response to citizen comment is welcoming, timely, and includes suggestions for how citizens can be further involved.
- xi. Update and maintain a list of community organizations to ~~be contacted annually~~ participate in discussion of City issues.
- xii. Implement a Speakers Bureau program to facilitate two-way communication between community organizations and City Hall.
- xiii. Require Communication Plans in advance of major City Projects for review by the Committee for Citizen Involvement.

2. CITIZEN INVOLVEMENT

This chapter addresses Statewide Planning Goal #1:

"To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process."

Tigard is now well known for its active citizen participation program; primarily with the Neighborhood Planning Organizations. Through the drafting and adoption of the Comprehensive Plan, these organizations contributed their time and energy developing Tigard's plan.

Plan policies have been prepared to preserve the continuity of Tigard's active citizen involvement program and to ensure that citizens will continue to have access to information that enables them to identify, understand, and have input into the planning issues related to implementation of the Comprehensive Plan.

Additional information on this topic is available in the "Comprehensive Plan Report: Citizens Involvement."

Findings

- Throughout the development of the Tigard Comprehensive Plan, the City has actively sought the participation of Neighborhood Planning Organizations and other citizens groups.
- The Neighborhood Planning Organizations and the Committee for Citizen Involvement met on a monthly basis throughout the Comprehensive Plan revision process.
- Continued citizen participation in all aspects of land use planning helps to ensure that City government meets the needs of Tigard's citizens.
- In order to participate in land use planning decisions, citizens need to have access to information which enables them to become aware of and informed about planning issues and City policies. It is essential that this information be made available to all citizens in an understandable form.
- Land use planning education is important to promote and stimulate interest in the citizen participation process during all phases of planning.

POLICY

- 2-1.1 THE CITY SHALL MAINTAIN AN ONGOING CITIZEN INVOLVEMENT PROGRAM AND SHALL ASSURE THAT CITIZENS WILL BE PROVIDED AN OPPORTUNITY TO BE INVOLVED IN ALL PHASES OF THE PLANNING PROCESS.

IMPLEMENTATION STRATEGIES

1. The City shall periodically review notification requirements and methods to determine if they adequately provide notice to affected citizens and revise these requirements and methods as necessary.
2. The City shall continue to assist and support any City Council recognized citizen group in providing adequate meeting places, distribution of materials, policy direction and staff involvement.
3. Additional citizen task forces shall be appointed by the City Council, as the need arises, to advise the City with regard to Comprehensive Plan issues.

POLICY

- 2-1.2 THE OPPORTUNITIES FOR CITIZEN INVOLVEMENT PROVIDED BY THE CITY SHALL BE APPROPRIATE TO THE SCALE OF THE PLANNING EFFORT AND SHALL INVOLVE A BROAD CROSS SECTION OF THE COMMUNITY:
- a. THE CITIZEN INVOLVEMENT TEAMS SHALL BE THE PRIMARY MEANS FOR CARRYING OUT THE PROGRAM;

- b. ~~WHERE APPROPRIATE, OTHER INVOLVEMENT TECHNIQUES WILL BE USED; AND~~
- c. ~~THE CITIZEN INVOLVEMENT TEAM FACILITATORS SHALL SERVE AS THE COMMITTEE FOR CITIZEN INVOLVEMENT AND SHALL BE RESPONSIBLE FOR EVALUATING THE CITIZEN INVOLVEMENT PROGRAM AND FOR WORKING WITH THE NEIGHBORHOOD PLANNING ORGANIZATIONS IN RECOMMENDING CHANGES IN THE PROGRAM.~~

IMPLEMENTATION STRATEGIES

- 1. ~~The Committee for Citizen Involvement shall conduct their citizen involvement programs in accordance with the needs of the Tigard community and LCDC Goal #1 requirements. A review and evaluation of each group's programs and processes shall be reported to the Planning Commission and City Council on a yearly basis.~~
- 2. ~~The City Council, the Planning Commission, and the Committee for Citizen Involvement shall recommend, as needed, additional methods for involving citizens in the planning process.~~

POLICY

- 2.1.3 ~~THE CITY SHALL ENSURE THAT INFORMATION ON LAND USE PLANNING ISSUES IS AVAILABLE IN AN UNDERSTANDABLE FORM FOR ALL INTERESTED CITIZENS.~~

IMPLEMENTATION STRATEGIES

- 1. ~~The City shall continue to publish information on land use planning issues in a form accessible to all citizens. (Ord. 03-19)~~



EXHIBIT "B"

MEMORANDUM

DATE: November 09, 2007

FROM: David Schweitzer, Clean Water Services

TO: Marissa Daniels, Assistant Planner
City of Tigard Planning Division

SUBJECT: Review Comments – Planning Goal 1 Update, 2007-00005 CPA

GENERAL COMMENTS

- We recommend following any relevant provisions of the current Intergovernmental Agreement (IGA) between the City of Tigard and Clean Water Services and the relevant provisions of the current Design and Construction Standards (currently R&O 07-20, available on line at:
<http://cleanwaterservices.org/PermitCenter/DesignandConstruction/Update/default.aspx>) for all issues relating to development, vegetated corridors, erosion control, and preservation of wetlands, natural drainage ways, and enhancements thereof .

Marissa Daniels

From: Cliff VOLIVA [Cliff.Voliva@state.or.us]
Sent: Monday, November 19, 2007 1:43 PM
To: Marissa Daniels
Cc: Pat Wheeler
Subject: CIAC's comments on Tigard Comprehensive Plan Amendment
Attachments: Tigard Comprehensive Plan Amendment, 11-19-07.pdf

Marissa,

Thank you for giving CIAC the opportunity to comment on the Tigard Comprehensive Plan Amendment (attached).

If you have any questions regarding the comments, please contact CIAC Chair Pat Wheeler. Her contact information is on the attached letter.

Happy Holidays,
Cliff

Cliff Voliva
Communications Officer
Department of Land Conservation and Development
635 Capitol St. NE, Suite 150
Salem, OR 97301-2540
Phone: (503) 373-0050 x268
Fax: (503) 378-6033
cliff.voliva@state.or.us
<http://www.oregon.gov/LCD/index.shtml>

Comments on Comprehensive Plan Amendment (CPA) 2007-00005

Tigard Comprehensive Plan Amendment Update of Statewide Planning Goal 1: Citizen Involvement

We thank you for the opportunity to provide comments on your proposed Comprehensive Plan Update of Statewide Planning Goal 1. We acknowledge your effort to promote and maintain citizen involvement in land use planning and other issues. However, we are concerned that the draft plan is too vague and that an effective implementation of the stated goals and policies is currently missing. Your plan would benefit from inclusion of or reference to definitions or descriptions of the different citizen groups, descriptions of how members are selected for each group and the roles and responsibilities of each group. Although not all the details need to be in the Comprehensive Plan, they need to be described in the Development Code or By-laws and they are necessary components of a citizen involvement program.

Specific questions and comments that arose during our review of your draft plan include:

- 1) How is the CCI selected?
 - 2) What is the Neighborhood Program?
 - 3) What are the Neighborhood Groups? How many are there? How are members selected? What role(s) do they have besides Goal 1 (land use planning)?
 - 4) How will Statewide Planning Goal 1 be implemented in the Tigard Development Code Standards? The Development Code specifies that City-recognized neighborhood groups will receive notice of Type II and III decisions and will have an opportunity to provide written comments prior to issuance of a decision. The recognized neighborhood groups will also have an opportunity to appeal a decision.

The minutes of the September 19 CCI meeting include a statement that "The program protocol is that the neighborhood organization will not make recommendations or have approval authority." This seems to contradict the statements and process described in the Development Code. Will the neighborhood organizations play any role in the local or statewide goals for citizen involvement in land use planning? Will developers be required to meet with neighborhood groups prior to submitting plans for multifamily/commercial/industrial/subdivision proposals?
 - 5) What are the specific details for financial support? Which groups will receive copies of applications and staff reports? Which groups will review legislative amendments?
 - 6) The ambiguity in the draft should be removed by re-writing statements such as "when necessary", "as the need arises", and "pertinent or relevant?"
 - 7) The Comprehensive Plan should also consider Statewide Planning Goal 2 and describe how citizens have been and will be involved in the Planning Process.
 - 8) We suggest that information about the different groups and scheduled meetings be posted on the website.
-

9) The document being replaced has some strengths that are lost in the proposed revision. For example, "The opportunity for citizen involvement provided by the city shall be appropriate to the scale of the planning effort and shall involve a broad cross section of the community. How will this be achieved in the revised program that leaves out the notion of recognized citizen groups?"

Thanks again for your efforts in providing a citizen participation process for the citizens of Tigard. We believe that clarifying the roles, responsibilities, and relationships now, as suggested above, will prove beneficial to you in the future. If you have any questions or would like more clarification, please feel free to contact us.

Sincerely yours,

Pat Wheeler (Chair)
541 737-0558
pwheeler@coas.oregonstate.edu



MEMORANDUM

TO: Planning Commission

FROM: Marissa Daniels, Assistant Planner

RE: Response to CIAC comments and questions

DATE: November 20, 2007

1) How is the CCI selected?

Please see the attached Committee for Citizen Involvement proposed bylaws. Currently, the Mayor and a member of City Council interview all applicants, and make a recommendation to City Council regarding appointment. On December 11 the City Council will discuss the proposed CCI bylaws.

2) What is the Neighborhood Program?

3) What are the Neighborhood Groups? How many are there? How are members selected what role(s) do they have besides Goal 1 (land use planning)?

The purpose of the Enhanced Neighborhood Program is to involve citizens as partners in addressing their neighborhood issues and the broadest range of issues as early as possible. Neighborhoods (a total of 13) are divided geographically into areas based on major streets and school boundaries. Each area may have a citizen representative on the Committee For Citizen Involvement. Citizens from each area could also serve as land use contacts, Neighborhood Watch captains, Community Connectors and be CERT trained. Connections could also be made with the School District and on community projects. The Community Investment Program process could incorporate recommendations from each neighborhood and neighborhoods could organize community clean-ups and beautification projects.

4) How will Statewide Planning Goal 1 be implemented in the Tigard Development Code Standards? The Development Code specifies that City-recognized neighborhood groups will receive notice of Type II and III decisions and will have an opportunity to provide written comments prior to issuance of a decision. The recognized neighborhood groups will also have an opportunity to appeal a decision.

The minutes of the September 19 CCI meeting include a statement that "The program protocol is that the neighborhood organization will not make

recommendations or have approval authority.” This seems to contradict the statements and process described in the Development Code. Will the neighborhood organizations play any role in the local or statewide goals for citizen involvement in land use planning? Will developers be required to meet with neighborhood groups prior to submitting plans for multifamily/commercial/industrial/subdivision proposals?

Yes, developers will be required to meet with neighborhood groups. The Committee for Citizen Involvement is currently working with City Administration to put together the format of the neighborhood groups. Currently, the CCI has recommended each neighborhood group contain a land use liaison to “host” neighborhood development meetings and be a point of contact for the neighborhood regarding land use issues.

5) What are the specific details for financial support? Which groups will receive copies of applications and staff reports? Which groups will review legislative amendments?

Here, financial support is referring to staff and administrative support to the individual boards and committees.

6) The ambiguity in the draft should be removed by re-writing statements such as “when necessary”, “as the need arises”, and “pertinent or relevant?”

This issue is addressed in the staff report.

7) The Comprehensive Plan should also consider Statewide Planning Goal 2 and describe how citizens have been and will be involved in the Planning Process.

This issue is addressed in the staff report.

8) We suggest that information about the different groups and scheduled meetings be posted on the website.

The City currently has detailed information about each board or committee, agendas and meeting minutes posted at:

http://www.tigard-or.gov/city_hall/boards_committees/default.asp.

9) The document being replaced has some strengths that are lost in the proposed revision. For example, “The opportunity for citizen involvement provided by the city shall be appropriate to the scale of the planning effort and shall involve a broad cross section of the community. How will this be achieved in the revised program that leaves out the notion of recognized citizen groups?”

This issue is addressed in the staff report.

BYLAWS OF THE COMMITTEE FOR CITIZEN INVOLVEMENT

SECTION 1. CHARGE AND DUTIES

- (a) The Committee for Citizen Involvement has the powers conferred by the City Community Development Code, Resolutions 05-04 and 07-61, and the resolution approving these bylaws, and such other powers as granted by the Tigard City Council, but shall have no other powers. These bylaws are adopted by resolution of the Tigard City Council, are binding on the Committee, and may be amended only by the City Council.
- (b) It shall be the function of the Committee to act as an advisory body to the City Council as appropriate.
- (c) The Committee is charged with advising Council on matters pertaining to citizen involvement and communications. Recommendations pertaining to citizen involvement and communications will be made to Council as appropriate for consideration, deliberation, and action.
- (d) The Committee shall perform other duties as assigned by the City Council.
- (e) The Committee may form subcommittees to investigate areas relevant to its charge or duties pursuant to this section.

SECTION 2. COMPOSITION

- (a) The Committee shall consist of
 - Former Citizen Involvement Team Facilitators;
 - At-large members, four (4) members appointed by the City Council who represent a cross section of interests in and reflect the diversity of the community at-large;
 - One (1) youth (high school-age) representative appointed by the City Council who is a resident of Tigard;
 - Representatives of official Neighborhood Organizations; and
 - Representatives of official standing boards and committees who serve in a voluntary, as opposed to a mandatory, liaison capacity.

SECTION 3. APPOINTMENTS

- (a) Council shall fill at-large vacancies with individuals necessary to meet the compositional requirements of the above.
- (b) Appointments of at-large and youth members shall be made by the City Council, with recommendations from the Mayor.

SECTION 4. TERM OF OFFICE

- (a) The term of office of all future, appointed members shall be one (1) year, or until their successors are qualified and appointed.
- (b) All terms shall begin January 1st and end December 31st.
- (c) Any at-large vacancy in the Committee shall be filled by appointment by the Council upon recommendation by the Mayor for the unexpired portion of the term. The unexpired portion of a term does not count towards the six (6) year limit in Section 4(d).
- (d) Members may be reappointed for up to six (6) consecutive one (1) year terms. An initial one (1) year term under Section 3(a) does not count towards the six (6) year limit.
- (e) Members of the Committee shall receive no compensation for their services.

SECTION 5. ORGANIZATION OF THE COMMITTEE

- (a) At its first meeting of the year, and thereafter annually, the Committee shall elect a Chair and Vice Chair from its members who shall hold office at the pleasure of the Committee.
- (b) If the Chair or Vice Chair should resign, the Committee shall, at its next meeting, conduct an election and provide a replacement.
- (c) The Committee shall meet at least quarterly during a calendar year at a time and place that is specified at least 5 days in advance.
- (d) All meetings shall be conducted in conformance with Public Meeting Law.
- (e) A record of the Committee's proceedings shall be filed with the city recorder.

SECTION 6. VOTING

- (a) General procedures of the Committee, including voting, shall follow Robert's Rules of Order.
- (b) A majority of votes shall determine the official position of the Committee on a given issue.
- (c) Chair and Vice Chair shall vote on all matters before the Committee.

SECTION 7. COMMITTEE MEMBER RESPONSIBILITIES

- (a) Members of the Committee shall:
 - (1) Regularly attend Committee meetings and contribute constructively to discussions;
 - (2) Consider and discuss issues from a citywide perspective, as well as that of particular stakeholders or interests;
 - (3) Understand and be able to articulate the Committee's charge, responsibilities, and adopted, annual work program;
 - (4) Strive to reach consensus on matters under consideration;
 - (5) Act with respect and consideration for the viewpoint of others;
 - (6) Review and provide comment on reports, presentations, and recommended policies or strategies related to matters before the Committee; and
 - (7) Vote on motions in front of the Committee, except where reasonable abstention is necessary.
- (b) In addition, members shall not make representations on behalf of the City of Tigard without authorization.
- (c) Members shall not make representations on behalf of the Committee for Citizen Involvement whether intentional or not, without the authorization of the Committee.

SECTION 8. ATTENDANCE

If any regular member of the Committee is unable to attend a meeting, he or she is expected to notify the Chair or Vice Chair. If any member is absent from any six (6), regularly scheduled meetings within one year or three (3) consecutive meetings without reasonable cause, the issue shall be placed on the upcoming agenda, and upon majority vote of the Committee, that position shall be declared vacant. The Committee shall forward its action to the Mayor and Council, who shall fill the vacant position.

SECTION 9. QUORUM

At any meeting of the Committee, a quorum shall be a majority of the current members of the Committee. No action shall be taken in the absence of a quorum except that the meeting may continue with discussion on agenda items. For the purposes of forming a quorum, members who have disqualified or excused themselves from participation in any matter shall be counted as present.

In the event a quorum will not be present at any meeting, the Chair or Vice Chair shall notify the Committee members in advance so that a decision may be made whether to meet and take no action on agenda items, or reschedule to a different time.

SECTION 10. REMOVAL OF MEMBERS

- (a) The City Council may remove members of the Committee in accordance with Section 8 Attendance.
- (b) The Council may also remove members at its sole discretion.
- (c) The Committee may make a recommendation to Council for the removal of a member for failure to comply with Section 7 Committee Member Responsibilities. The Committee shall forward a recommendation for replacement to the Mayor and Council in a timely manner.

SECTION 11. ANNUAL REPORT OF THE COMMITTEE

- (a) Not later than December 1 of each year, the Committee shall prepare and file an Annual Report to the City Council.
- (b) The Annual Report shall include a summary of key activities and proceedings and any specific suggestions or recommendations which the Committee believes would assist its mission or the City's overall communications and public involvement goals as delineated in the Tigard Comprehensive Plan, Resolutions 05-04 and 07-61, and the resolution approving these by laws.
- (c) The Annual Report shall not be submitted unless approved by the Committee.



7005 3110 0004 5777 5118

RETURN RECEIPT
REQUESTED



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