



Oregon

Kate Brown, Governor

Department of Land Conservation and Development

635 Capitol Street NE, Suite 150

Salem, Oregon 97301-2540

Phone: 503-373-0050

Fax: 503-378-5518

www.oregon.gov/LCD



NOTICE OF ADOPTED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

Date: December 16, 2015

Jurisdiction: Jackson County

Local file no.: 439-15-00004-LRP

DLCD file no.: 007-15

The Department of Land Conservation and Development (DLCD) received the attached notice of adopted amendment to a comprehensive plan or land use regulation on 12/14/2015. A copy of the adopted amendment is available for review at the DLCD office in Salem and the local government office.

Notice of the proposed amendment was submitted to DLCD 42 days prior to the first evidentiary hearing.

Appeal Procedures

Eligibility to appeal this amendment is governed by ORS 197.612, ORS 197.620, and ORS 197.830. Under ORS 197.830(9), a notice of intent to appeal a land use decision to LUBA must be filed no later than 21 days after the date the decision sought to be reviewed became final. If you have questions about the date the decision became final, please contact the jurisdiction that adopted the amendment.

A 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).

If the amendment is not appealed, it will be deemed acknowledged as set forth in ORS 197.625(1)(a). Please call LUBA at 503-373-1265, if you have questions about appeal procedures.

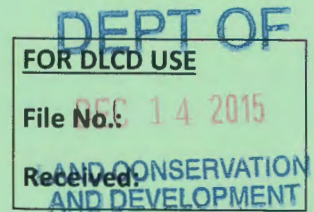
DLCD Contact

If you have questions about this notice, please contact DLCD's Plan Amendment Specialist at 503-934-0017 or plan.amendments@state.or.us

DLCD FORM 2



NOTICE OF ADOPTED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION



Local governments are required to send notice of an adopted change to a comprehensive plan or land use regulation **no more than 20 days after the adoption.** (See OAR 660-018-0040). The rules require that the notice include a completed copy of this form. **This notice form is not for submittal of a completed periodic review task or a plan amendment reviewed in the manner of periodic review.** Use Form 4 for an adopted urban growth boundary including over 50 acres by a city with a population greater than 2,500 within the UGB or an urban growth boundary amendment over 100 acres adopted by a metropolitan service district. Use Form 5 for an adopted urban reserve designation, or amendment to add over 50 acres, by a city with a population greater than 2,500 within the UGB. Use Form 6 with submittal of an adopted periodic review task.

Jurisdiction: Jackson County

Local file no.: 439-15-00004-LRP

Date of adoption: 12/09/2015

Date sent:

Was Notice of a Proposed Change (Form 1) submitted to DLCD?

Yes: Date (use the date of last revision if a revised Form 1 was submitted): 07/31/2015

No

Is the adopted change different from what was described in the Notice of Proposed Change? **No**

If yes, describe how the adoption differs from the proposal:

Local contact (name and title): Kelly Madding, Director

Phone: 541-774-6519

E-mail: maddinka@jacksoncounty.org

Street address: 10 S. Oakdale

City: Medford

Zip: 97501

PLEASE COMPLETE ALL OF THE FOLLOWING SECTIONS THAT APPLY

For a change to comprehensive plan text:

Identify the sections of the plan that were added or amended and which statewide planning goals those sections implement, if any:

Comprehensive Plan Amendment to Revise Portions of the Citizen Involvement Element to have the Jackson County Planning Commission serve as the Committee for Citizen Involvement body. Implements Goal 1, Citizen Involvement

For a change to a comprehensive plan map:

Identify the former and new map designations and the area affected:

Change from	to	acres.	A goal exception was required for this change.
Change from	to	acres.	A goal exception was required for this change.
Change from	to	acres.	A goal exception was required for this change.
Change from	to	acres.	A goal exception was required for this change.

Location of affected property:

If the comprehensive plan map change is a UGB amendment including less than 50 acres and/or by a city with a population less than 2,500 in the urban area, indicate the number of acres of the former rural plan designation, by type, included in the boundary.

Exclusive Farm Use – Acres:	Non-resource – Acres:
Forest – Acres:	Marginal Lands – Acres:
Rural Residential – Acres:	Natural Resource/Coastal/Open Space – Acres:
Rural Commercial or Industrial – Acres:	Other: – Acres:

If the comprehensive plan map change is an urban reserve amendment including less than 50 acres, or establishment or amendment of an urban reserve by a city with a population less than 2,500 in the urban area, indicate the number of acres, by plan designation, included in the boundary.

Exclusive Farm Use – Acres:	Non-resource – Acres:
Forest – Acres:	Marginal Lands – Acres:
Rural Residential – Acres:	Natural Resource/Coastal/Open Space – Acres:
Rural Commercial or Industrial – Acres:	Other: – Acres:

For a change to the text of an ordinance or code:

Identify the sections of the ordinance or code that were added or amended by title and number:

For a change to a zoning map:

Identify the former and new base zone designations and the area affected:

Change from	to	Acres:
Change from	to	Acres:
Change from	to	Acres:
Change from	to	Acres:

Identify additions to or removal from an overlay zone designation and the area affected:

Overlay zone designation:	Acres added:	Acres removed:
---------------------------	--------------	----------------

Location of affected property (T, R, Sec., TL and address):

List affected state or federal agencies, local governments and special districts: DLCD State Citizen Involvement Advisory Committee

Identify supplemental information that is included because it may be useful to inform DLCD or members of the public of the effect of the actual change that has been submitted with this Notice of Adopted Change, if any. If the submittal, including supplementary materials, exceeds 100 pages, include a summary of the amendment briefly describing its purpose and requirements.



NOTICE OF ADOPTION

Pursuant to Oregon Revised Statutes (ORS) 197.615, you are hereby being notified that the Jackson County Board of Commissioners adopted Ordinance No. 2015-21 at a properly advertised public hearing on November 4, 2015, at 1:30 p.m., in the Auditorium of the Jackson County Offices, 10 South Oakdale, Medford, Oregon 97501.

The ordinance will go into effect on February 7, 2016 (60 days from the date of adoption). A description of the ordinance follows:

Ordinance No. 2015-21 amending the Jackson County Comprehensive Plan text to revise the Citizen Involvement Element adopted through Ordinance 2006-3. File No. 439-15-00004-LRP.

This notice is being mailed to you on December 10, 2015, which is within five working days after the adoption date of the ordinance(s) as required by ORS 197.615. If you have any questions on the effect of this ordinance, please contact **Kelly Madding** at Development Services, Room 100, County Offices, 10 South Oakdale, Medford, Oregon 97501. Telephone: Medford (541)774-6519.

You may review this ordinance, or you may purchase a copy for \$.25 for the first page and \$.10 for each additional page, at Development Services, Room 100, County Offices, 10 South Oakdale, Medford, Oregon 97501, between the hours of 8:00 a.m. and 4:00 p.m., Monday, Tuesday, Thursday and Friday; and 11:00 a.m. to 4:00 p.m. on Wednesday.

The Board of County Commissioner's Ordinances are the final decisions on this action. Pursuant to State law, Jackson County is hereby notifying all persons who participated in the hearings, either in writing or orally. This decision may be appealed to the Oregon Land Use Board of Appeals (LUBA). You must appeal this decision within 21 days of the date it is mailed. This decision is being mailed on December 10, 2015, and the LUBA appeal period will expire on December 31, 2015. Please contact LUBA for specific appeal information. They are located at DSL Building, 775 Summer Street N.E. Suite 330, Salem, Oregon 97301-1283. They can be reached at (503) 373-1265.

Attachments: Notary Packet

NOTARY PAGE

STATE OF OREGON)
)
COUNTY OF JACKSON)

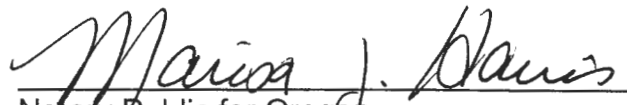
I, Patricia A. Guida, being first duly sworn, depose and say that on behalf of Jackson County Development Services, I gave notice of Board of Commissioners Ordinance No. 2015-21 by mailing a copy of the Notice of Adoption by regular mail to each of the following named persons at their respective last known addresses, to wit: (as attached)

Each of said copies of the Notice were enclosed in a sealed envelope addressed to the persons at the addresses above set forth, with postage thereon fully prepaid and was deposited in the post office at Medford, Oregon, on December 10, 2015.


Signature

Personally appeared before me this 10th day of December, 2015, the above named Patricia A. Guida who acknowledged the foregoing affidavit to be her voluntary act and deed.




Notary Public for Oregon
My Commission Expires: 6/26/18

NOTICE OF ADOPTION SENT TO: APPLICANT, AGENCIES AND INTERESTED PERSONS.

APPLICANT NAME: JACKSON COUNTY CITIZEN INVOLVEMENT
FILE NO: 439-15-00004-LRP

FILE NO.: 439-15-00004-LRP
NOTICE OF ADOPTION LABELS
DATE: 12/10/2015

CO COUNSEL 439-15-00004-LRP
JOEL BENTON
COUNTY COUNSEL

BOC 439-15-00004-LRP
DOUG BRIEDENTHAL
BOARD OF COMMISSIONERS

BOC 439-15-00004-LRP
RICK DYER, CHAIR
BOARD OF COMMISSIONER

BOC 439-15-00004-LRP
COLLEEN ROBERTS
BOARD OF COMMISSIONER

STAFF 439-15-00004-LRP
KELLY MADDING, DIRECTOR
DEVELOPMENT SERVICES

BEFORE THE BOARD OF COMMISSIONERS

STATE OF OREGON, COUNTY OF JACKSON

ORDINANCE NO. 2015-21

AN ORDINANCE AMENDING THE JACKSON COUNTY COMPREHENSIVE PLAN TEXT TO REVISE THE CITIZEN INVOLVEMENT ELEMENT ADOPTED THROUGH ORDINANCE 2006-3. FILE NO. 439-15-00004-LRP.

RECITALS:

1. Pursuant to the Oregon Statewide Planning Goals (Oregon Administrative Rules 660-015-00001) and Oregon Revised Statutes (ORS) Chapter 197 and 215, the Jackson County Comprehensive Plan Citizen Involvement Element Chapter was adopted in 1980 by the Jackson County Board of Commissioners, Ordinance 80-17 and acknowledged by the Oregon Land Conservation and Development Commission (LCDC) as being in compliance with the Oregon Statewide Land Use Planning Goals on May 16, 1983, through Compliance Acknowledgment Order 83-ACK-93.
2. Jackson County Land Development Ordinance Section 3.7.3 states that amendments to the Comprehensive Plan must conform to the Statewide Planning Goals, Oregon Administrative Rules, and the Comprehensive Plan, as applicable.
3. On July 1, 2015, via Board Order 102-15, the Jackson County Board of Commissioners approved initiating the process to amend the text of the Citizen Involvement Element of the Comprehensive Plan to have the Planning Commission serve as the Committee for Citizen Involvement.
4. A notice of the proposed amendments to the Citizen Involvement Element, adopted through Ordinance 2006-3 was submitted to the Oregon Department of Land Conservation and Development (DLCD) on July 30, 2015, 42 days prior to the first evidentiary hearing. Notice was sent to all affected agencies and interested parties on August 21, 2015. A notice was published on Sunday, August 30, 2015 in the Medford Mail Tribune that a first evidentiary hearing was scheduled before the Jackson County Planning Commission (JCPC) on Thursday September 10, 2015 at 9:00 a.m. in the Jackson County Auditorium.
5. On September 10, 2015, the JCPC held a properly advertised public hearing to consider the evidence and testimony on the proposed amendments. After considering the evidence and testimony submitted, the JCPC, by motion and vote, unanimously recommended that

the Board of Commissioners approve the amendments. The JCPC signed the Recommendation for Approval on September 10, 2015.

6. On November 4, 2015, the Jackson County Board of Commissioners held a properly advertised public hearing to consider the evidence and testimony on the proposed amendments. After considering the evidence and testimony submitted, including the record of the JCPC hearing, the Board of Commissioners, by motion and vote, approved the amendments.

NOW, THEREFORE, the Board of County Commissioners of Jackson County **ORDAINS** as follows:

SECTION 1. FINDINGS OF FACT

Based upon the evidence and arguments presented, the Board of County Commissioners makes the following findings of fact with respect to the proposed amendments. Where factual conflict arose, the Board of County Commissioners has resolved them consistent with these findings:

- 1.1 The Board of Commissioners finds that proper legal notice was provided to all affected agencies and interested parties on October 15, 2015 for a public hearing on this matter. Legal notice was published in the Sunday, October 25, 2015 edition of the Medford Mail Tribune.
- 1.2 The Board of Commissioners finds that the JCPC's recommendations are based upon following proper procedures and are consistent with evidence and testimony in the record of proceedings. The Board of Commissioners hereby adopts, as its own, the Findings of Fact contained in the Jackson County Planning Commission Recommendation for Approval, attached hereto as Exhibit "A".

SECTION 2. LEGAL FINDINGS

To approve these text amendments to the Citizen Involvement Element of the Jackson County Comprehensive Plan, the Board of Commissioners must conclude that all relevant and substantive criteria have been identified and there is substantial evidence in the record demonstrating such criteria are satisfied.

The Board of Commissioners hereby incorporates and adopts the legal findings in Section 2 of the JCPC recommendation attached hereto as Exhibit "A". The Board of Commissioners finds that all legal requirements have been satisfied, and where factual conflicts arose, the Board of Commissioners has resolved them consistent with the following specific finding.

- 2.1 The Board of Commissioners hereby incorporates and adopts the legal findings in Section 2 of the Jackson County Planning Commission Recommendation attached hereto as Exhibit "A".

SECTION 3. CONCLUSIONS

- 3.1 The Board of Commissioners concludes that proper public notice was given.

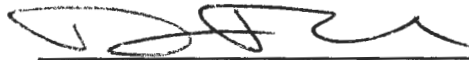
3.2 The Board of Commissioners hereby adopts, as its own, the Conclusions contained in the Jackson County Planning Commission Recommendation for Approval, incorporated herein and attached as Exhibit "A". These conclusions demonstrate that the proposed amendments are in compliance with the applicable Statewide Planning Goals, Oregon Administrative Rules, the applicable policies in the Jackson County Comprehensive Plan, and the applicable sections of the Jackson County Land Development Ordinance.

SECTION 4. DECISION


4.1. Based on the evidence in the record and testimony at the public hearing, the Board of Commissioners hereby approves the text amendments to the Citizen Involvement Element, incorporated herein and attached as Exhibit "B".

ADOPTED this 9th day of December, 2015, at Medford, Oregon.

JACKSON COUNTY BOARD OF COMMISSIONERS



Doug Breidenthal, Chair



Rick Dyer, Commissioner Chair

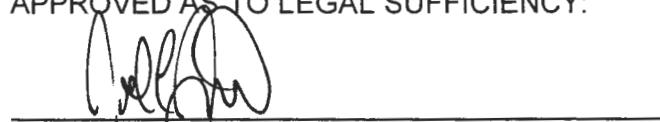


Colleen Roberts, Commissioner

ATTEST.


By Recording Secretary

APPROVED AS TO LEGAL SUFFICIENCY:


County Counsel

The Board of Commissioners' Ordinance is the final decision on this action. This decision may be appealed to the Oregon Land Use Board of Appeals (LUBA). You must appeal this decision within 21 days of the date it is mailed. This decision is being mailed on _____, 2015, and the LUBA appeal period will expire on _____, 2015. Please contact LUBA for specific appeal information. They are located at 775 Summer Street NE, Suite 330, Salem, Oregon 97301-1283. They can be reached at (503) 373-1265.

BEFORE THE JACKSON COUNTY PLANNING COMMISSION
STATE OF OREGON, COUNTY OF JACKSON

IN THE MATTER OF A COMPREHENSIVE PLAN)
TEXT AMENDMENT TO REVISE PORTIONS OF THE)
JACKSON COUNTY CITIZEN INVOLVEMENT)
ELEMENT TO HAVE THE JACKSON COUNTY)
PLANNING COMMISSION SERVE AS THE CITIZEN)
INVOLVEMENT COMMITTEE BODY. FILE 439-15-)
00004-LRP.)

RECOMMENDATION
FOR APPROVAL

RECITALS:

1. Pursuant to Chapter 197 and 215 of the Oregon Revised Statutes, and in conformance with the Statewide Planning Goals, Jackson County's Comprehensive Plan (JCCP) and implementing ordinances have been acknowledged by the Oregon Land Conservation and Development Commission (LCDC).
2. JCLDO Section 3.7.3 states that amendments to the Comprehensive Plan must conform to the Statewide Planning Goals, Oregon Administrative Rules, and the Comprehensive Plan, as applicable.
3. On July 1, 2015 via Board Order No. 102-15 the Jackson County Board of Commissioners approved initiating the process to amend the text of the Citizen Involvement Element of the Comprehensive Plan to have the Planning Commission serve as the Committee for Citizen Involvement.

PROCEDURAL FINDINGS:

1. A notice of the proposed amendment was provided to Oregon Department of Land Conservation and Development (DLCD) on July 30, 2015, 42 days prior to the first evidentiary hearing. A notice was published on Sunday, August 30, 2015 in the Medford Mail Tribune that a first evidentiary hearing was scheduled before the Jackson County Planning Commission on Thursday, September 10, 2015 at 9:00 a.m. in the Auditorium of the Jackson County Offices, 10 S. Oakdale, Medford.
2. A public hearing was held on September 10, 2015 before the Jackson County Planning Commission in the Auditorium of the Jackson County Offices. The Planning Commission deliberated to the decision reflected in this recommendation at this hearing.

Now, therefore, the Jackson County Planning Commission finds, concludes, and RECOMMENDS as follows:

SECTION 1. FINDINGS OF FACT:

Based upon the evidence and arguments presented, the Planning Commission makes the following findings of fact with respect to this application:

- 1.1 The Planning Commission finds that proper legal notice was sent to affected agencies and interested parties on August 21, 2015. Legal notice was published in the Sunday, August 30, 2015 edition of the Medford Mail Tribune.
- 1.2 The Planning Commission finds that a Staff Report was prepared for the proposed amendments and reviewed at the initial public hearing. The staff report proposed establishing the Planning Commission as the Committee for Citizen Involvement (CCI) body and other minor text amendments related to the Planning Commission as the CCI.
- 1.3 The Planning Commission finds that a public hearing was held to consider the evidence on these matters on September 10, 2015.

SECTION 2. LEGAL FINDINGS:

- 2.1 To recommend approval of the proposed amendments, the Planning Commission must find that the amendment is in conformance with the Statewide Planning Goals and the Jackson County Land Development Ordinance.
- 2.2 The Planning Commission adopts the findings in the Staff Report as a basis for this recommendation. These findings demonstrate that the application is in compliance with the applicable approval criteria.
- 2.3 The deliberations held on September 10, 2015 resulted in a motion to recommend approval of the amendments to the Citizen Involvement Element.

SECTION 3. CONCLUSIONS:

Based on the evidence and arguments included in the record, the Planning Commission concludes that the proposed amendment to the text of the Citizen Involvement Element of the Jackson County Comprehensive Plan is in compliance with the Jackson County Land Development Ordinance and Statewide Planning Goals.

SECTION 4. RECOMMENDATION:

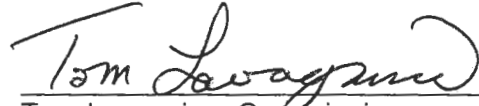
The Jackson County Planning Commission hereby recommends that the Board of Commissioners approve file 439-15-00004-LRP.

This recommendation for APPROVAL adopted this 24th day of September, 2015, at Medford, Oregon.

JACKSON COUNTY PLANNING COMMISSION

 (4)

Don Greene, Chair



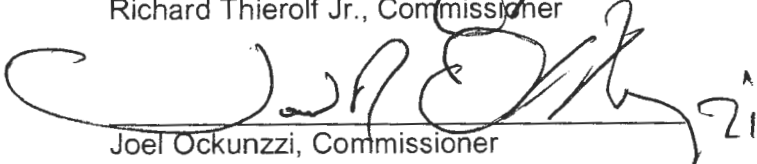
Tom Lavagnino, Commissioner

 (4)

Richard Thierolf Jr., Commissioner

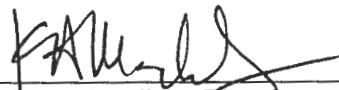
Absent

Brad Bennington, Commissioner

 21

Joel Ockunzzi, Commissioner

ATTEST:



Kelly Madding, Development Services Director

CITIZEN INVOLVEMENT¹

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

HISTORICAL BACKGROUND:

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

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

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

The Jackson County Board of Commissioners initiated an update to the Citizen Involvement Element in late 2003. On May 31, 2006, the Board of Commissioners adopted amendments to the Citizen Involvement Element which included, among other provisions, establishment of the CCI as an independent body reporting directly to the Board of Commissioners. The CCI met regularly through the middle of 2012 but after that time, the meetings were held on an irregular basis due to difficulty in attracting members and lack of a quorum; the last meeting was held in January of 2013.

The County continued to comply with State law since that time; any citizen involvement issues have been addressed by the Jackson County Planning Commission. In 2015, the Board of Commissioners approved a Development Services work program item to amend the Comprehensive Plan directing the Planning Commission to act as the CCI. Since the Planning Commission has been informally serving as the CCI when issues have arisen, holds meetings on a regular basis, and has experience in citizen involvement efforts, it is anticipated having the Planning Commission act as the official CCI body will result in a more consistent citizen involvement effort, informed citizenry, and ultimately result in better decisions and outcomes for the County.

CITIZEN INVOLVEMENT TODAY:

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

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

¹Adopted by Ordinance 80-17, effective 10-28-80 (File 80-1-ZOA); replaced by Ordinance 2006-3 adopted 5-31-06, effective 7-30-06 (File LRP2004-00001).

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

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

Today, the Planning Commission has been reinstated as the CCI. The Planning Commission is considered to be a public body, and, as such, it must comply with open meeting law and provide notice in advance of any regular or special meeting. The CCI must adopt bylaws and operating procedures, which include at a minimum: meeting organization and responsibilities, election and tenure of members, conduct of business, and procedures for amendments to bylaws. In addition, the CCI should comply with the Program for Citizen Involvement, adopted by the Jackson County Board of Commissioners.

Committee for Citizen Involvement:

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

Members of the Planning Commission (and therefore the CCI), shall be consistent with Chapter 1222 of the codified Jackson County Ordinance. Specifically, members of the Planning Commission shall be residents of various geographic areas of the County, provided that the majority shall be from unincorporated areas. No more than two voting members shall be engaged principally in the buying, selling, or developing of real estate for profit, either as an individual, as a member of any partnership, or as an officer or employee of any corporation that is engaged principally in the buying or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession. The broad objectives of the committee are as follows:

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

The Citizen Involvement Staff:

The Jackson County Development Services Department provides staff assistance to the
Jackson County Comprehensive Plan

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

- The citizen involvement staff shall assist the Committee for Citizen Involvement in formulating an annual budget recommendation for citizen involvement each year. The budget shall be a part of the Planning Division's budget of the Development Services Department, and shall be administered by the Planning Director.
- The citizen involvement staff for the Development Services Department will be responsible to see that all information, data, and reports are expedited to and from the CCI.
- Prior to making a recommendation to the Board of Commissioners on comprehensive plan amendments, and/or countywide proposals, the CCI will consider whether or not the proposed change warrants formation of a Citizen Advisory Committee (CAC) to supplement the County's notice and public hearing process to ensure adequate citizen involvement.
- Information concerning countywide proposals will be provided to the CCI.
- To assure citizens of a response from the policymakers, final orders relative to land use issues, indicating the findings of fact and decisions of the Board of Commissioners will be mailed to the CCI.
- The planning staff will participate when practical in the development, implementation, and coordination of the CCI's educational programs.

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

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

IMPLEMENTATION STRATEGIES:

- A) Establish and maintain the Planning Commission as the Committee for Citizen Involvement (CCI) body.
 - i) The primary role of the CCI is to develop and carry out the educational and annual evaluation components of the citizen involvement program.
 - ii) The selection of members for the Planning Commission, and therefore the CCI, shall be appointed in an open and well-publicized process. Planning Commission openings are posted on Jackson County's website and may be included for publication in the local newspaper. In addition, the appointment of a Planning Commission member is done in an open meeting, noticed in compliance with State law.
 - iii) In appointing members to the Planning Commission, and therefore the CCI, the Board of Commissioners will solicit applicants and make appointments that comply with Jackson County Codified Ordinance Chapter 1222. This should provide for a CCI that is broadly representative

- of the county.
 - iv) The CCI shall report directly to the Board of County Commissioners.
 - v) The CCI shall establish its own agenda and work program annually to facilitate its ability to evolve as times and events dictate.
 - vi) Specific duties of the CCI are primarily in the area of long-range planning.
- B) The County shall provide technical and financial assistance to the citizen involvement program.
- i) There shall be a designated contact in the Planning Department for the CCI citizen involvement program who will:
 - a) Work with the CCI to maintain an effective and informative citizen involvement process.
 - b) Coordinate and publicize CCI activities.
 - c) Assure direct communication of information, data and reports to and from the CCI and land use decision-making bodies.
 - d) Assist the CCI in providing direction, encouragement and understandable technical information about issues and alternative solutions to the citizenry.
 - e) Provide training for CCI members.
- C) The effectiveness of the citizen involvement program in the County shall be formally evaluated each year by the CCI. The CCI shall prepare an annual report for the Board of Commissioners, which will outline any needed changes in procedure or policy to better implement the citizen involvement program. The Board of Commissioners shall meet annually with the CCI to receive and review the report.

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

IMPLEMENTATION STRATEGIES:

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

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

IMPLEMENTATION STRATEGIES:

- A) Involve the public early in the process, especially for legislative projects (e.g., Land Development Ordinance and Comprehensive Plan updates).
- B) The CCI shall educate citizens on how to acquire agendas and other pertinent information regarding actions by County land use decision bodies.
- C) The County shall maintain contact with, and provide information to, interested citizens and groups.
 - i) Continue to use mailing lists to notify the public.
 - ii) Continue to provide meeting notices to local publications.
 - iii) Use the County web site to provide information on planning actions and events.
- D) Establish a variety of techniques and processes for maintaining communications between citizens and local officials including:
 - i) Encouraging televised public meetings.
 - ii) Developing and providing citizen involvement brochures and other written materials.
 - iii) Utilizing the County’s web site to convey information regarding Jackson County Planning Commission activities as well as, when feasible, links to other jurisdictions.
 - iv) Encouraging the widest possible dissemination of information in advance of public meetings.
- E) Enable the formation of new ad hoc work groups, steering committees, or citizen advisory committees to provide input on specific issues/projects.
 - i) The selection process for members of these ad hoc groups shall comply with applicable provisions of Jackson County Codified Ordinance Chapter 1222 to allow for broad representation.
 - ii) The CCI will evaluate and recommend to the Board of Commissioners concerning the process of forming new ad hoc or special citizen advisory committees and the selection of participants.

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

IMPLEMENTATION STRATEGIES:

- A) Devise a process to make citizens aware of land use decisions, and the discussion surrounding that decision.
- B) The land use decision bodies shall develop, adopt and continually strive to refine procedures for responding to citizen committee comments, and for notifying advisory bodies of their final actions or recommendations on land use related matters.
- C) To ensure that citizens will receive a response from the land use decision bodies, recommendations resulting from the citizen involvement program shall be retained

and made available for public assessment. Citizens who have participated in this program shall receive a response. The rationale used to reach land-use policy decisions shall be available in the form of a written record.

- D) Minutes of the proceedings of the land use decision bodies that are pertinent to land use issues, shall be made available to the public and the CCI.

Development Services

10 South Oakdale Ave., Room 100
Medford, Oregon 97501-2902

Hasler

12/10/2015

US POSTAGE

FIRST-CLASS MAIL PERMIT NO. 1000 MEDFORD, OR

\$01.64



ZIP 97501
011D1164203

DEPT OF

DEC 14 2015

LAND CONSERVATION
AND DEVELOPMENT

PLAN AMENDMENT SPECIALIST
DLCD
635 CAPITOL ST NE STE 150
SALEM OR 97301-2540