**City of Tigard Comprehensive Plan**
**Citizen Involvement Policy Interest Team Meeting Agenda**
**September 19, 2007**
**7:00 – 8:30 pm**

**Agenda for Meeting #2**

**PLEASE NOTE: This will be a joint meeting of the Citizen Involvement Policy Interest Team and the Committee for Citizen Involvement (CCI). As such, the Comprehensive Plan discussion will take place as an agenda item on the regular CCI meeting agenda.**

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| 7:30 – 7:35 | Welcome and Introductions | Marissa Daniels, Citizen Involvement PIT Staff Leader |
| 7:35 – 7:50 | Discussion of Draft Policies and Action Measures:<br>- additions<br>- changes<br>- deletions | Marissa Daniels, Citizen Involvement PIT Staff Leader<br><br>All |
| 7:50 – 7:55 | Evaluation Exercise and Discussion | All |
| 7:55 – 8:00 | Closing Comments<br>Adjourn Policy Interest Team Portion of regular CCI meeting | Marissa Daniels, Citizen Involvement PIT Staff Leader |

# TIGARD COMPREHENSIVE PLAN POLICY BUILDING BLOCKS

REVISED AS OF 6/21/2007

REVISED AS OF 8/15/2007

## CITIZEN INVOLVEMENT

**GOAL: 1.** Provide citizens, affected agencies and other jurisdictions the opportunity to participate in all phases of the planning process.

### POLICY BUILDING BLOCKS:

Policy Principle (Cornerstone):

**The Citizen Involvement Committee is important to Tigard.** *(2 green dots)*

Other Building Blocks (actions and results):

- The City shall establish / maintain a Citizen Involvement Committee.
- The CIC should represent a broad range of interests. *(1 green dot)*
- Promote citizen involvement relating to City actions, especially land use, major policy initiatives and projects.
- The CIC (should/can/may) advise the City Council, Planning Commission, Staff and other City Boards in ways to involve Tigard's citizens / stakeholders for the purpose of increasing overall civic engagement. *(1 green dot)*

### DRAFT POLICIES AND ACTION MEASURES:

Policies:

1.1 The City shall maintain a Committee for Citizen Involvement representative of a broad cross-section of the Community to: *(4 green dots)*

a. Make recommendations to the City regarding ways to engage the public in City issues, projects, and the land use process.

b. Develop and help implement a public information and citizen involvement program applicable to a wide range of issues, and

c. Enhance Tigard's overall level and quality of civic engagement by promoting meaningful citizen involvement in city government

Action Measures:

1.1 Report the Committee for Citizen Involvement's activities annually to the Planning Commission and City Council to ensure they are in accordance with the needs of the Tigard community and Statewide Planning Goal #1 requirements.

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**Comment:** The CCI feels should is the appropriate term.

**Comment:** Stakeholders needs to be defined and should be included. There are many areas outside of the City, such as Bull Mountain that are also effected by City Policy.

**Comment:** Engagement should be meaningful, more than just sending notice.

**Comment:** How can we achieve this? Meeting with City Council once a year is not working. What is the procedure for getting projects and ideas off the ground to staff and City Council? The CCI would like to ensure there is effective communication with City Council.

**Comment:** Program/ process issue, maybe not policy issue.

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**Comment:** The Action Measure is similar to implementation strategy #1 under policy 2.1.2 in the current Comprehensive Plan.

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| | 2.1 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. |

| POLICY BUILDING BLOCKS: | DRAFT POLICIES AND ACTION MEASURES: |
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| Policy Principle (Cornerstone):<br>**Tigard Citizens need to know their role in each phase of the planning process.** *(2 green dots)*<br><br>Other Building Blocks (actions and results)<br>▪ The City shall define the roles and expectations in advance for each phase of the planning process.*(2 green dots)*<br>▪ The citizen involvement effort shall be appropriate to the scale of the planning effort. *(1green dot)*<br>▪ Citizens need follow through from the City regarding their input. For example, a final findings report. This way citizens can see clearly that there involvement was not a waste.<br>▪ Citizens and stakeholders need to know how, where, when and why get involved.<br>▪ It is important for citizens to know they really can make a difference. | Policies:<br>1.2 The City shall define and publicize an appropriate role for citizens in each phase of the land use planning process.<br><br>Action Measures:<br>1.1 Recognize citizens, organizations, and stakeholders who put forth exceptional civic efforts.<br><br>1.2 Work with the Tigard-Tualatin School District and local private schools to encourage the involvement of youth in City government. |

**Comment:** The phases if the planning process are defined in the statewide planning goals. We can include this in a definitions section.

**Comment:** Early education about civic engagement is important. Kids in school should be taught that they can make a difference in their local government.

**Comment:** Success stories can inspire others to get involved. This would be a good way for the City to give examples of citizens who have made a difference.

| POLICY BUILDING BLOCKS: | DRAFT POLICIES AND ACTION MEASURES: |
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| Policy Principle (Cornerstone):<br>**Boards and committees (should?) provide the opportunity for meaningful citizen involvement focused on a particular issue or topic.** *(1 green dot)*<br><br>Other Building Blocks (actions and results)<br>▪ The City shall establish Boards and Committees to provide additional support to the Planning Commission, City Council, City staff, residents and stakeholders.<br>▪ Neighborhood level participation is important. The formation of a neighborhood program should be periodically reviewed by Council. Is the program being maintained? Is it effective? | Policies:<br>1.3 The City shall establish special citizen advisory boards and committees as needed to provide input to the City Council, Planning Commission, and City staff.<br><br>Action Measures:<br>1.3 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.<br><br>1.4 Develop and maintain a neighborhood planning program.<br><br>1.5 Review and evaluate the effectiveness of the citizen involvement program, including the effectiveness of individual boards, committees, and neighborhood organizations on a yearly basis. |

**Comment:** Meaningful citizen involvement can be brought out by both positive or negative experiences. *(2 green dots)*

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**Comment:** Stakeholders can include community organizations

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| POLICY BUILDING BLOCKS: | DRAFT POLICIES AND ACTION MEASURES: |
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| Policy Principle (Cornerstone):<br>**Staff and financial support is crucial to the maintenance of a citizen involvement program.** *(2 green dots)*<br><br>Other Building Blocks (actions and results)<br>• The City shall support the Citizen Involvement Committee and any other appropriate board or committee. *(3 green dots)* | Policies:<br>1.4 The City shall provide staff and financial support to the Committee for Citizen Involvement and any other appropriate board and committee.<br><br>Action Measures:<br>1.5 Assist and support any City Council recognized citizen group by providing adequate meeting places, distribution of materials, policy direction, and staff involvement. |

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**GOAL**

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.

| POLICY BUILDING BLOCKS: | DRAFT POLICIES AND ACTION MEASURES: |
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| Policy Principle (Cornerstone):<br>**Information shall be accessible to all members of the community.** *(3 Dots)*<br><br>Other Building Blocks (actions and results)<br>▪ Information should be pertinent, useful, and timely.<br>▪ Information needs to be accessable to the growing number of community members who do not speak English.<br>▪ Tigard Beyond Tomorrow (TBT) 2005 report Communication Goal #1 "City will maximize accessibility to information in a variety of formats…"<br>▪ A TBT resulting strategy is to "encourage public participation through accessibility and education."<br>  ▪ Information needs to use plain, simple easy to read language (no jargon). *(1 Dot)* | Policies:<br>2.1 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.<br><br>Action Measures:<br>2.1 When necessary, provide translations of information non-English speaking members of the community. |

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| POLICY BUILDING BLOCKS: | DRAFT POLICIES AND ACTION MEASURES: |
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| Policy Principle (Cornerstone):<br>**The City shall use a variety of communication methods.**<br>*(4 Dots)*<br><br>Other Building Blocks (actions and results)<br>▪ The 2005 citizen leadership communications survey found that there was not one best way to stay in touch, a multitude of approaches are necessary.<br>▪ Tigard Beyond Tomorrow (TBT) 2005 report Communication Goal #1 "City will maximize accessibility to information in a variety of formats…"<br>▪ A TBT 2005 strategy is to evaluate the effectiveness of the communication tools used. | Policies:<br>2.2 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.<br><br>Action Measures:<br>2.2 Periodically review City notification requirements and methods to determine if they adequately provide notice to affected citizens and revise these requirements and methods as necessary.<br><br>2.3 Continue to publish information on land use planning issues in a form accessible to all citizens. |

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| POLICY BUILDING BLOCKS: | DRAFT POLICIES AND ACTION MEASURES: |
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| Policy Principle (Cornerstone):<br>**Education is important for facilitating meaningful participation.** *(3 green dots, 1 yellow)*<br><br>Other Building Blocks (actions and results)<br>▪ The City shall provide education to help citizens make informed decisions about policy.<br>▪ TBT 2005 strategy: "maximize", "encourage public participation through accessibility and education." | Policies:<br>2.4 The City shall work to maximize citizen involvement through education and accessibility.<br><br>Action Measures: |

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**Comment:** Education, in addition to information, needs to be timely.

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**Comment:** How is this done?

| POLICY BUILDING BLOCKS: | DRAFT POLICIES AND ACTION MEASURES: |
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| Policy Principle (Cornerstone):<br>**The City shall provide a response to citizens who have submitted recommendations through the citizen involvement program.** *(3 Dots)*<br><br>Other Building Blocks (actions and results)<br>▪ The City shall provide a feedback mechanism. *(1 Dot)*<br>▪ The feedback mechanism should be defined in advance of citizen comment.<br>▪ Citizens need to feel value in their participation. *(1 Dot)*<br>▪ The City shall ensure citizens receive a response from policy-makers. *(1 Dot)*<br>▪ Response to citizen comment needs to be welcoming, timely, and include suggestions for how the citizen can be involved further.<br>▪ In some instances the City must make changes to comply with Federal, State, or Metro directives. These instances should be publicized as such.<br>▪ Statewide planning goal 1 states "a process for quantifying and synthesizing citizens' attitudes should be developed and reported to the general public". | Policies:<br>2.3 The City shall ensure citizens receive a timely response from policy-makers regarding recommendations made through the citizen involvement program.<br><br>Action Measures:<br>2.4 Include and publicize a final citizen involvement report at the end of any major decision or process.<br><br>2.5 Define the feedback mechanism in advance of citizen comment.<br><br>2.6 Ensure response to citizen comment is welcoming, timely, and includes suggestions for how citizens can be further involved. |

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**Comment:** Metro provides a matrix listing staff response to every citizen comment received, even for very large projects.

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**Comment:** Action Measure 2.6 added to reflect this building block as discussed at the last meeting.

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| POLICY BUILDING BLOCKS: | DRAFT POLICIES AND ACTION MEASURES: |
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| Policy Principle (Cornerstone):<br>**In addition to Boards and Committees the City shall encourage participation from citizens on many different levels.** *(4 green dots)*<br><br>Other Building Blocks (actions and results)<br>▪ The City shall involve citizens in many different capacities: individuals, interest groups, and community organizations for example. *(1 green dot)*<br>  ▪ Tigard has many active organizations and individuals that can provide valuable input. | Policies:<br>2.5 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.<br><br>Action Measures: |