



Oregon

Theodore R. Kulongoski, Governor

Department of Land Conservation and Development

635 Capitol Street, Suite 150

Salem, OR 97301-2540

(503) 373-0050

Fax (503) 378-5518

www.lcd.state.or.us



NOTICE OF ADOPTED AMENDMENT

07/07/2009

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

FROM: Plan Amendment Program Specialist

SUBJECT: City of Jacksonville Plan Amendment
DLCD File Number 004-08

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: Friday, July 17, 2009

This amendment was submitted to DLCD for review 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).

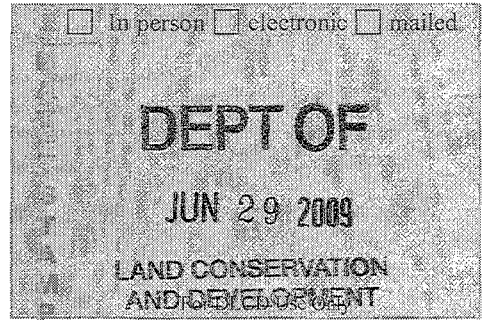
If you wish to appeal, you must file a notice of intent to appeal with the Land Use Board of Appeals (LUBA) no later than 21 days from the date the decision was mailed to you by the local government. If you have questions, check with the local government to determine the appeal deadline. Copies of the 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 THAT IT WAS MAILED TO DLCD. AS A RESULT, YOUR APPEAL DEADLINE MAY BE EARLIER THAN THE ABOVE DATE SPECIFIED.

Cc: Paul Wyntergreen, City of Jacksonville
Gloria Gardiner, DLCD Urban Planning Specialist
John Renz, DLCD Regional Representative
Cliff Voliva, DLCD Communications Officer
Cliff Voliva, DLCD Communications Officer

<paa> YA

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

Jurisdiction: *City of Jacksonville*
 Date of Adoption: *May 19 2009*

Local file number:
 Date Mailed: *6/24/09*

Was a Notice of Proposed Amendment (Form 1) mailed to DLCD? **Select one** Date:

- | | |
|---|---|
| <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".

Overhaul of Citizen Involvement Chapter

Does the Adoption differ from proposal? Please select one

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 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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. 004-08 (17279)

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

Local Contact: Phone: () - Extension:
Address: Fax Number: - -
City: Zip: E-mail Address:

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.

ORDINANCE NO. 596

AN ORDINANCE AMENDING THE JACKSONVILLE COMPREHENSIVE PLAN.

THE CITY OF JACKSONVILLE ORDAINS AS FOLLOWS:

SECTION 1. The City of Jacksonville's Comprehensive Plan is hereby amended to replace Chapter One with the proposed Citizen Involvement Chapter attached in "Exhibit A", to repeal Ordinance 398 relating to Citizen Involvement, and to include all the provisions included in "Exhibit A" attached hereto and incorporated herein.

SECTION 2. This action is based on the Findings of Fact attached as Exhibit "B", and by this reference incorporated herein.

Signed by me in open session in authentication of its passage this 19th day of May, 2009.

Bruce W. Garrett, Mayor

ATTEST:

Sandra Miller, City Recorder

EXHIBIT "A"

CHAPTER ONE

This chapter on Citizen Involvement is dedicated to the memory of John Witteveen (1909-1992) for his untiring efforts to reach out to people in many ways, but especially for his work in support of Oregon State Senate Bill 100. This landmark legislation put the people of Oregon into the land use planning process. We remember one of Jacksonville's most forward looking and active citizens.



The Goal (established in 1992)

To provide opportunity for the citizens of Jacksonville to be involved in the ongoing city planning process.

Jacksonville's Volunteers

Jacksonville is blessed with an abundance of volunteers, willing to serve the City in one capacity or another. Besides the City Council with its elected representatives, Jacksonville has numerous standing commissions and committees, filled with appointed Jacksonville residents who have applied to participate or have agreed to serve when recruited. When necessary, other residents step up to fill positions on Citizen Advisory Committees or Ad Hoc Committees to address specific issues. Equally appreciated are the many residents who participate in service groups to maintain and enhance the quality of life we so enjoy in Jacksonville. Jacksonville's outstanding volunteer citizenry is one of the City's greatest assets.

Service Organizations

The City also acknowledges the contributions made by the many service organizations and individual volunteers who donate time, expertise, and resources to preserving and enhancing Jacksonville's quality of life.

Values from the City's 2028 Vision

In 2008, Jacksonville citizens came together to create the City's 2028 Vision. This group of volunteers developed value statements for a wide range of City of Jacksonville topics from which the following values were derived.

- A) We value a governmental process that encourages citizens to work actively with city officials throughout the decision-making process.
- B) We value a government that reaches out to inform, involve, and motivate citizens to play an active role in the ongoing processes of governance.
- C) We value a rational and objective process that strives to validate and implement Jacksonville's evolving values, visions, and goals.

Policies

#1 - The City of Jacksonville shall support and maintain an effective Citizen Involvement Program in order to ensure that all citizens are afforded the opportunity to participate in the City's programs and decision-making processes.

#2 - Each chapter of the Comprehensive Plan shall begin with a relevant 'value' that represents citizen input from the Visioning 2028 process.

Implementation

A Citizen Involvement Program shall be established that includes the following elements:

- A) The various standing Committees and Commissions of citizen volunteers for addressing recurring or on-going City issues (these standing committees and Commissions, {with the exception of the State-mandated Budget Committee}, shall be established in the Council Rules or other relevant codified ordinances);
- B) The Committee for Citizen Involvement (CCI), which will coordinate and support standing committees, Citizen Advisory Committees (CACs), and Ad Hoc Committees, and provide for effective communication with City officials;
- C) Citizen Advisory Committees (CACs), which will be formed to address specific land use issues; and
- D) Ad Hoc Committees, which will be formed at the Mayor's request to address specific issues on a project basis.

General Rules Applying to Committees (Commissions are each governed by their own codified set of regulations)

- A) Whether serving on a CAC or Committee, the only voting members will be Jacksonville residents. Other members (non-resident property owners and those living within one mile of Jacksonville's city limits) are free to participate in the discussions but will not be voting members. Residency will be determined by presenting proof of occupancy of a residential or commercial unit within the City Limits of Jacksonville. The term of membership shall be at the pleasure of the Mayor unless otherwise specified by law.
- B) CACs and committees are advisory groups that make recommendations to the City Council and Planning Commission. Participants must understand this important reality from the beginning of the process so that assumptions of decision-making or executive authority are not made.
- C) The Council's process for considering recommendations from CACs and Committees will take, in order, the following steps:
 - 1) Following thorough research on a given topic, a CAC or committee will, during a study session, present a well-organized, well-documented written recommendation to the City Council. If experts have been involved, this is the time for their presentations. Discussion of the report will take place during the study session, with councilors and committee members sharing open dialogue.
 - 2) The report will, then, be reviewed and, perhaps, augmented by City staff for legal, financial, and obligatory ramifications.
 - 3) The full report, after being reviewed, will be presented by staff to the City Council for serious consideration, at which time a public hearing may be held so that input from citizens at large can be considered.
 - 4) Ultimately, when all information has been considered, a decision by the Council will be made.
 - 5) The Council's decision may or may not reflect the recommendation of the CAC or Committee, but their input will certainly have been given serious consideration.
 - 6) The Council will provide in writing the reasons for supporting, altering, or rejecting the recommendation from a CAC or committee.

Committee for Citizen Involvement (CCI)

The role of the CCI will be as follows:

- A) to serve as the City Council's planning and supervisory arm for carrying out the functions and requirements of the Citizen's Involvement Program,
- B) to advocate for public participation in the City's processes, programs, and issues,
- C) to recruit candidates with the appropriate background or technical knowledge to assist in addressing the City's specific concerns,

- D) to maintain a list of citizens who are willing, when needed, to participate when needed on various CACs or other committees,
- E) to guide CACs or other committees in their approaches to particular problems or assignments,
- F) to provide a facilitator to assist in the CAC process,
- G) to facilitate providing technical & expert assistance to CACs,
- H) to provide the same services to Ad Hoc groups that are formed to address one-time city concerns,
- I) to assist the CACs and Ad Hoc groups as to the process to take for approaching the Council,
- J) to prepare and request adequate funding for the Citizen's Involvement Program for inclusion in the City budget, and
- K) to monitor and provide recommendations to improve or enhance citizen involvement.

The structure of the Committee for Citizen Involvement shall be as follows:

1. Number of voting members: seven Jacksonville residents (see definition above).
2. Participating non-voting members shall include a liaison from the City Council and Planning Commission.
3. Selection process: after analyzing submitted applications to serve on the CCI, the City Council shall interview candidates and appoint seven members, along with the Council liaison. The Planning Commission liaison shall be selected by the Planning Commission.
4. The term of membership of the seven at large citizens shall be for four years, on an overlapping basis.
5. The Members of the CCI shall elect a Chairperson and Vice Chairperson who shall each serve a one-year term. The City Planner (or his/her designee) shall serve as Secretary when deemed necessary by the Chair.
6. Vacancies shall be filled by City Council appointment.

Citizen Advisory Committees (CAC)

Citizen Advisory Committees (CACs) will be formed by the City Council or CCI to address specific land use issues. A CAC may be formed to address legislative land-use issues that affect policy on a community-wide level in regard to Transportation, Economic, Environmental, Energy, Social, or other such concerns.

A CAC shall generally be formed at the inception (or as early as practically possible) of any appropriate project. The CCI shall ensure that each CAC is provided with clear guidelines as to its purpose, timelines, objectives and reporting requirements. In the course of carrying out its research, CACs may need to work in conjunction with City staff, City officials, and/or with one or more existing standing Committees. The CAC must deliver a written majority report, although minority reports are welcomed.

Once their report is delivered to the Planning Commission and/or City Council, the reviewing body shall consider their findings and recommendations, and adopt a written finding regarding acceptance, modification or rejection of the CAC recommendation.

The structure of Citizen Advisory Committees shall be as follows:

- A) Voting membership shall be approved by the CCI, but limited to Jacksonville residents (see definition above).
- B) Additional non-voting members may be added with CCI approval.
- C) Once established, the Members of the CAC shall elect a Chairperson, Vice Chairperson, and Secretary.

Ad Hoc Committees

Ad Hoc Committees shall be established as issue-based committees to assist the City in developing programs, supporting and augmenting City Staff efforts in problem-solving. For example, an Ad Hoc Committee may be formed to do a thorough study of options related to a new community center, a proposed bike path, a gateway beautification project, or the economic revitalization of downtown. In other words, the Ad Hoc committee acts as an arm of the Council to provide research the Council may be unable to carry out because of limitations of time or expertise.

The Mayor shall ensure that each Ad Hoc committee is provided with clear guidelines as to its structure, purpose, timelines, objectives and reporting requirements. In the course of carrying out its research, Ad Hoc committees may need to work in conjunction with City staff, City officials, and/or with one or more existing standing Committees.

Citizen Communications

In order to encourage citizens to work actively with city officials throughout decision-making processes, the City shall implement the following practices:

- A) **Communicate via non-technical, understandable information:**
 - 1. information necessary to reach policy decisions shall be made available to the public in a simplified, understandable form
 - 2. information shall be made available in time to allow for meaningful public input regarding potential issues of concern
 - 3. visuals to explain proposals and issues of concern shall be used at meetings
 - 4. a screen, on which materials (ie. maps and resolutions) being discussed by the council members are visible to the public, shall be installed
 - 5. information posted on agendas shall be explicit enough to allow citizens to recognize what will be discussed at particular meetings, and
 - 6. the City shall provide the means for making this information readily available to the citizens.

B) Open up opportunities for direct communication:

1. hold monthly town hall meetings
2. hold round-table discussions
3. hold charettes, when applicable
4. establish an email process by which citizens can submit questions and/or comments via emails and receive responses from City staff
5. require staff or a city official to respond to written letters from the public.

C) Educate citizens about city processes:

1. hold Land Use 101 mini-classes
2. the City's website shall contain the following:
 - (a) the City Code of Ordinances
 - (b) the Comprehensive Plan
 - (c) meeting agendas, minutes, and reports
 - (d) information on general approaches for effectively addressing issues of concern at public meetings
 - (e) general information on City Government

D) Inform citizens about current issues

1. potential topics of concern are to be posted on the website early in the process.
2. residents should be allowed time to do research and to prepare documentation to respond to an issue of concern.

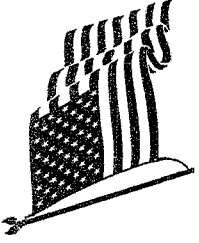
EXHIBIT "B"

FINDINGS OF FACT

The City Council of Jacksonville makes the following findings of fact regarding the amendment of the Jacksonville Comprehensive Plan that would replace Chapter One with the proposed Citizen Involvement Chapter attached in "Exhibit A" and repeal Ordinance 398 relating to Citizen Involvement:

1. The City of Jacksonville notified the Department of Land Conservation and Development in February 2009, that the City will commence an update of Citizen Involvement provisions in the Comprehensive Plan. The following amendment is in response to that proposal.
2. After Planning Commission review and recommendation, a public hearing on this amendment was held before the City Council on April 21, 2009. The record of that hearing is incorporated by reference herein.
3. A staff report was available more than seven days prior to the hearing and is incorporated by reference herein.
4. In compliance with the Plan Goals, Policies, Implementation Strategies, Forecasts and Distribution and Allocation Formulas Review and Amendment section (page 10) of Comprehensive Plan Chapter X, General Implementation, the amendment conforms to the Statewide Planning Goals 1 and 2. The amendment's goal and implementing language correlate directly with the recommendations and guidelines of Statewide Goal 1. The proposal will establish the basis for future Plan revisions.
5. The amendment does not conflict with any other Statewide Goals.
6. In compliance with the Plan Goals, Policies, Implementation Strategies, Forecasts and Distribution and Allocation Formulas Review and Amendment section (page 10) of Comprehensive Plan Chapter X, General Implementation, the amendment conforms to the other unamended portions of the Jacksonville Comprehensive Plan. The other unamended portions of the Comprehensive Plan (Goals and Policies), frequently refer to "a livable community", a "unique sense of place", the "needs of the residents", and other such intangible and abstract language. Citizen Involvement is necessary in order to refine this language into objective implementation.
7. There are no Comprehensive Plan goals or policies with which this proposal conflicts.

CITY OF JACKSONVILLE
110 E. Main St.
PO Box 7
Jacksonville, OR 97530



PITNEY BOWES
02 1P \$ 000.61
0003852300 JUN 26 2008
MAILED FROM ZIP CODE 97530



ATTN: Plan Amendment Specialist
DCCD
635 Capital St NE, Suite 150
Salem, OR 97301-2540

