

CLC training

Welcome!



We're really glad you're here.

Topics to cover

- 1. What and why is the CIC?**
- 2. How does the legislative planning process work?**
- 3. How does the City do public involvement?**
- 4. What will the CIC actually do?**
5. CIC code and bylaws
6. Official City Advisory Body stuff
 - Public Official training
 - HR trainings
7. How does Portland City government work?



First, acronyms!

- **BPS** - **B**ureau of **P**lanning and **S**ustainability
- **PSC** - **P**lanning and **S**ustainability **C**ommission
- **PBOT** - **P**ortland **B**ureau **O**f **T**ransportation
- **CIC** - **C**ommunity **I**nvolvement **C**ommittee
- **PIAC** - **P**ublic **I**nvolvement **A**dvisory **C**ouncil
- **BDS** - **B**ureau of **D**evelopment **S**ervices
- And many, many, many more... don't be afraid to ask.

Topic 1: What and Why is the CIC?

Policy Direction

- *Oregon Statewide Planning Goal 1* requires that “(T)he committee for citizen involvement shall be responsible for assisting the governing body with the development of a program that promotes and enhances citizen involvement in land-use planning, assisting in the implementation of the citizen involvement program, and evaluating the process being used for citizen involvement.”

2035 COMPREHENSIVE PLAN

GOALS AND POLICIES

Chapter 2: Community Involvement

What is this chapter about?

The goals and policies in this chapter convey the City's intent to:

- Provide a wide range of opportunities for involvement in planning and investment decisions, with targeted access and inclusion in decision making for those who potentially will be adversely affected by the results of those decisions.
- Foster ongoing positive relationships between communities and the City to support accountability for improving community well-being and inclusion.
- Recognize that the City has a responsibility to plan for the needs of, and engage with, under-served and under-represented communities to achieve greater equity.
- Expand opportunities for meaningful community engagement in planning and investment processes, from issue identification and project scoping through implementation, monitoring, evaluation, accountability, and enforcement.
- Promote civic responsibility both within communities and at an individual level.
- Require transparent, well-designed, thoughtful, culturally-specific, relevant, representative, and responsive public processes for planning and investment decisions, implementation, and monitoring.
- Build community capacity to increase the community's meaningful participation and leadership in planning and investment decisions.
- Promote thoughtful consideration of and responses to public comment on planning and investment decisions.



DECEMBER 2016
CITY OF PORTLAND, OREGON
ORDINANCE NO. 187832 AND 18817

- [Policy 2.19 of the 2035 Comprehensive Plan](#) states that “(T)he Community Involvement Committee (CIC), an independent advisory body, will evaluate and provide feedback to City staff on community involvement processes for individual planning and investment projects, before, during, and at the conclusion of these processes.”

Implementing Chapter 2


- Provide a wide range of opportunities for involvement in planning and investment decisions.
- Achieve greater equity in land use actions through setting priorities and making decisions with meaningful involvement of under-served and under-represented communities.
- Meaningfully involve, in decision making, those who potentially will be adversely affected by the results of those decisions.
- Provide this meaningful involvement throughout the phases of planning and investment projects - issue identification and project design through implementation, monitoring, evaluation and enforcement.
- Provide well-designed, relevant, responsive and culturally-responsive public involvement.
- Build community capacity for meaningful participation and leadership in planning and investment decisions.

Two immediate priorities

- equity and environmental justice
- transparency of process

What the CIC does

- The CIC will *review and advise* City staff on their engagement with the public in land use and transportation planning projects and programs.
- The CIC does *not* review *content* of planning projects; it focuses on the community involvement *process*.
- The CIC will work with planning staff throughout the City to ensure that projects have strong community involvement practices.
- The CIC will maintain and update the [Community Engagement Manual](#).



Community Engagement Manual

Appendix A: Community Engagement Manual

Introduction

The following manual is a guide for implementing the goals and policies established in *Chapter 2, Community Involvement* of the Comprehensive Plan. Community involvement is integral to achieving all of the long-term goals of the Comprehensive Plan. It is also foundational to achieve equity and environmental justice throughout planning and investment projects.

The Comprehensive Plan makes clear that the City should work toward public processes and related outcomes that are equitable and help to correct past disparities. Benefits and burdens of decisions are expected to be shared equitably across our communities. Those who are both most impacted and have had the least power to influence decisions must be engaged. It must be clear how people can influence the priorities, processes, and outcomes of projects.

This manual, as called for by *Policy 2.17*, provides guidance on how to achieve this from project selection to design to implementation and evaluation of outcomes. It helps staff and partners see what resources are needed to have transparent, equitable engagement.

This manual does not include rigid prescriptions. Every project is different; community involvement practices need to be flexible and responsive, and there are many excellent resources already available that provide a “menu” of tools for community involvement and examples of how to use them effectively. This manual is intended to establish the baseline expectations for all relevant projects. It also supplies a framework that staff, community members, the Community Involvement Committee, and others can use to design and evaluate projects to help keep community involvement on track.

This manual, while intended to support project-specific work, can also be used to guide ongoing involvement work as directed by *Chapter 2*.

Comprehensive Plan Chapter 2

Goal 2.A: Community involvement as a partnership

The City of Portland works together as a genuine partner with all Portland communities and interests. The City promotes, builds, and maintains relationships, and communicates with individuals, communities, neighborhoods, businesses, organizations, institutions, and other governments to ensure meaningful community involvement in planning and investment decisions.

Goal 2.B: Social justice and equity

The City of Portland seeks social justice by expanding choice and opportunity for all community members, recognizing a special responsibility to identify and engage, as genuine partners, under-served and under-represented communities in planning, investment, implementation, and enforcement processes, particularly those with potential to be adversely affected by the results of decisions. The City actively works to improve its planning and investment-related decisions to achieve equitable distribution of burdens and benefits and address past injustices.

Goal 2.C: Value community wisdom and participation

Portland values and encourages community and civic participation. The City seeks and considers community wisdom and diverse cultural perspectives, and integrates them with technical analysis, to strengthen land use decisions.



Topic 2: Long-range planning

- CIC works on activities that
 - make a change to the Comprehensive Plan
 - require legislative decisions and action.
- Examples:
 - Land use plans
 - Major investments
 - Goals and policies (including street classification)
 - Master street plans etc.

Long-range planning is all about the future

- 2035 Comprehensive Plan lays out guidance for how Portland grows.
- Change will continue to happen.
- How do we look to the future while mitigating the effects of past decisions?
- **Comprehensive Plan Vision for 2035:** Portland is a prosperous, healthy, equitable and resilient city where everyone has access to opportunity and is engaged in shaping decisions that affect their lives.



What is the Transportation System Plan?

- Policy: transportation goals, policies, and sub-policies (chapter 9 of the Comprehensive Plan)
- Plans: master street plans and modal plans
- Financial Plan
- List of transportation projects, with cost estimates, that are required for the land uses implemented by the Portland Comprehensive Plan
- Strategies and regulations for implementation



What is land use planning?

- **Long-range land use planning** (legislative process)
 - Happens at the Bureau of Planning and Sustainability (BPS)
 - Policy and implementation tools (usually regulatory) to address community vision and changing conditions.
 - Writes the zoning code and zoning map
- **NOT THE SAME AS Development/land use review**
 - Happens at the Bureau of Development Services (BDS)
 - Regulations and procedures to review building and land use proposals.
 - Implements the code and map

What (and why) is zoning

- Tool to assign different intensities of use and development to different parts of the city.
- Set of rules about what you can do and build on a given property.

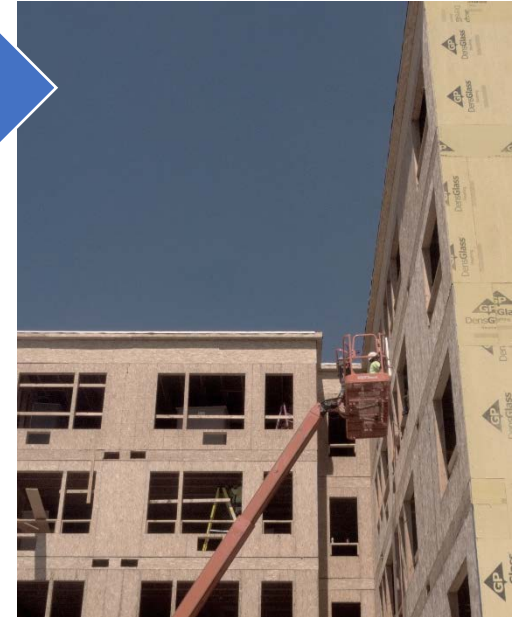
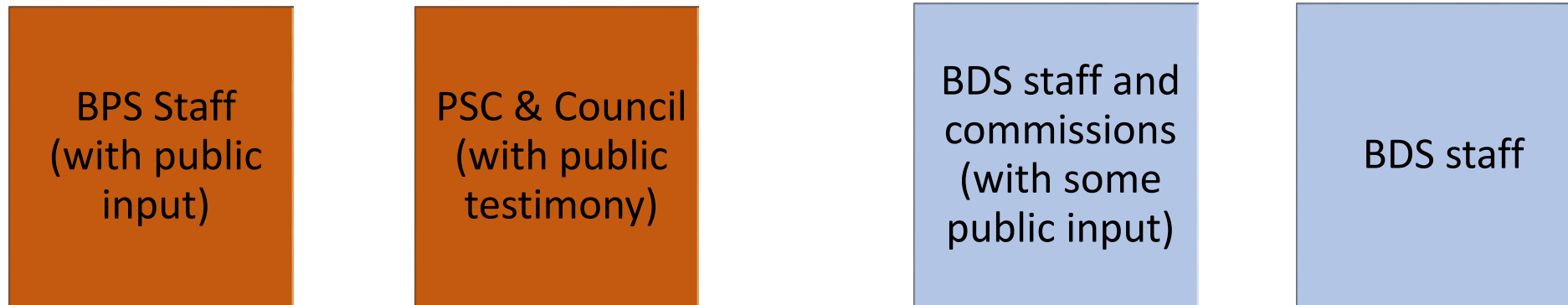




How did this get built?

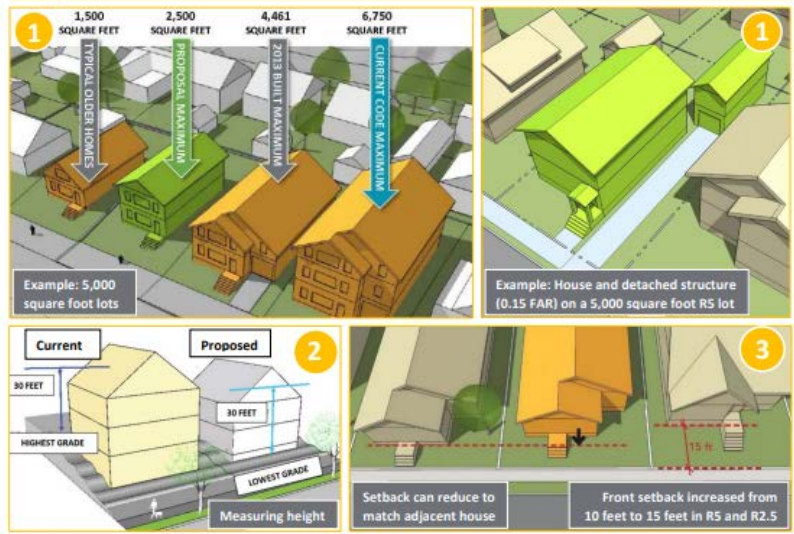


Who makes the decisions?



1. Limit the size of houses while maintaining flexibility (R7, R5, and R2.5 zones).
 - Establish a limit on house size by zone that is proportional to lot size using a floor area ratio (FAR) calculation.
 - Exclude attics with low ceilings and basements from house size limits.
 - Allow an additional 0.15 FAR for detached accessory structures (such as garages, sheds and accessory dwelling units).

	R7 – 7,000 square foot lot	R5 – 5,000 square foot lot	R2.5 – 2,500 square foot lot
Current code	7,650 sf (1.1 to 1 FAR)	6,750 sf (1.35 to 1 FAR)	4,375 (1.75 to 1 FAR)
Proposed code	2,800 (0.4 to 1 FAR) + 1,050 sf detached structure	2,500 (0.5 to 1 FAR) + 750 sf detached structure	1,750 (0.7 to 1 FAR) + 375 sf detached structure
2. Revise how height is measured (all zones).
 - Continue to allow 2½ story houses on standard lots (30 feet high).
 - Measure height from the lowest point near the house, not the highest point.
 - Clarify that small dormers are excluded from the height measurement.
3. Improve front setbacks to better reflect those of adjacent houses (R7, R5 and R2.5 zones).
 - Increase front setbacks in R5 and R2.5 from 10 feet to 15 feet.
 - Allow a front setback reduction to align with the house next door.
4. Improve building design (R10, R7, R5 and R2.5 zones).
 - Limit the number of exterior, above-grade stairs that lead to the main entrance.
 - Allow eaves to project up to 2 feet into setbacks.
 - Require large, street-facing facades to be divided into smaller planes.



Phase II: Code and Map Amendments

Upcoming public involvement from October 2017 through project completion

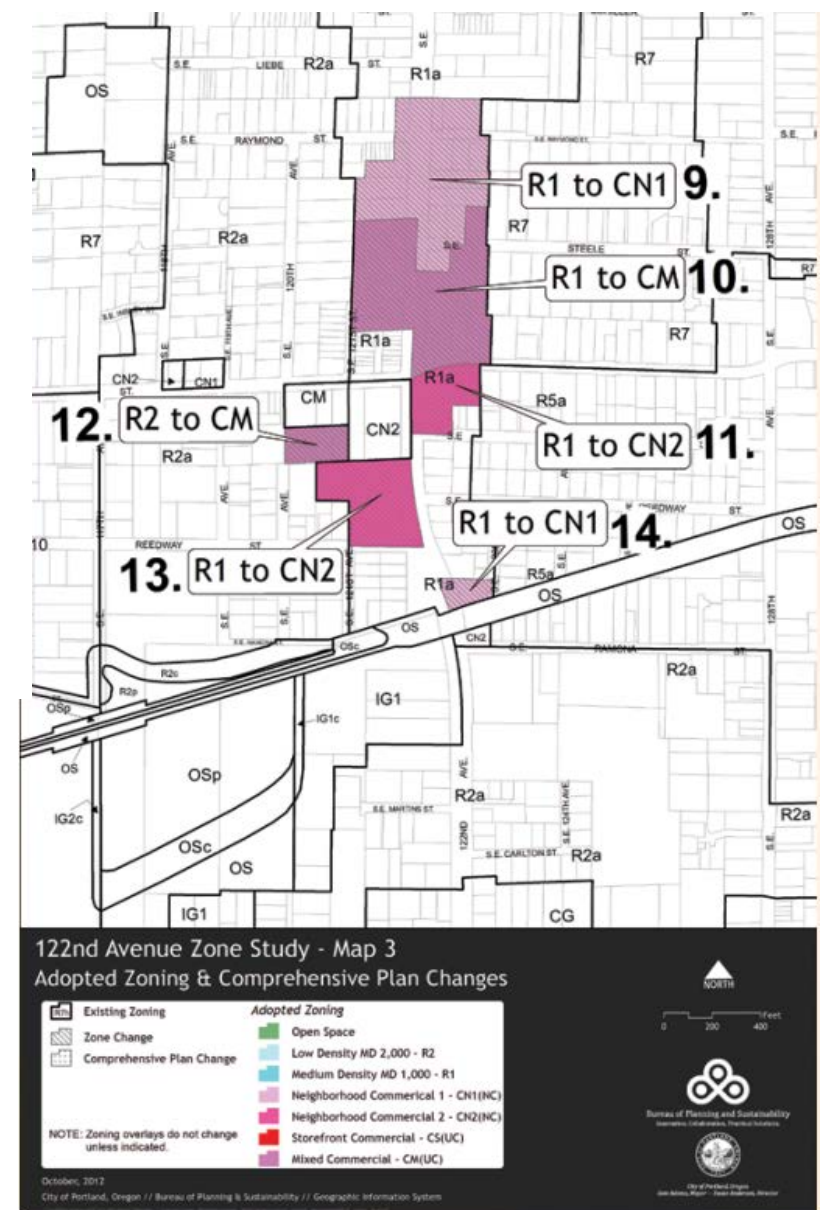
This Discussion Draft includes the proposed code and map amendments to implement City Council's concepts from Phase I. Comments received during the Discussion Draft public review period will inform the Proposed Draft, which is staff's proposal to the Planning and Sustainability Commission (PSC). The PSC will hold hearings in the winter of 2018 and provide their recommendations to City Council, which will hold public hearings in the spring of 2018 before making a final decision.

Discussion Draft Public Review

There will be a seven-week public review of the Discussion Draft (October 2 through November 20). During this time the public can learn about the proposals at a kick-off meeting and provide feedback at a series of drop-in office hours. Staff will also be working with Neighborhood Coalitions and presenting at various neighborhood meetings.

In addition to these public events, staff will be available to help groups and organizations participate in the Discussion Draft review. This can be done through staff presentations at meetings or other ways to share information about the project. Comments can be submitted via mail or email, or online using a comment form on the project website. Furthermore, parcel-specific information that shows which proposals will affect each specific property is available through the Map App (www.portlandoregon.gov/bps/infill/mapapp), an interactive online map.

For more information about providing feedback, please see the inside cover of this report.



Topic 3: How does the City do public involvement?

There are lots of ways of approaching, framing and describing community involvement.

IAP2 spectrum

developed by the international association for public participation

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.



Guiding documents: Portland long-term planning

2035 COMPREHENSIVE PLAN



DECEMBER 2016
CITY OF PORTLAND, OREGON
ORDINANCE NO: 187832 AND 18

GOALS AND POLICIES

Chapter 2: Community Involvement

What is this chapter about?

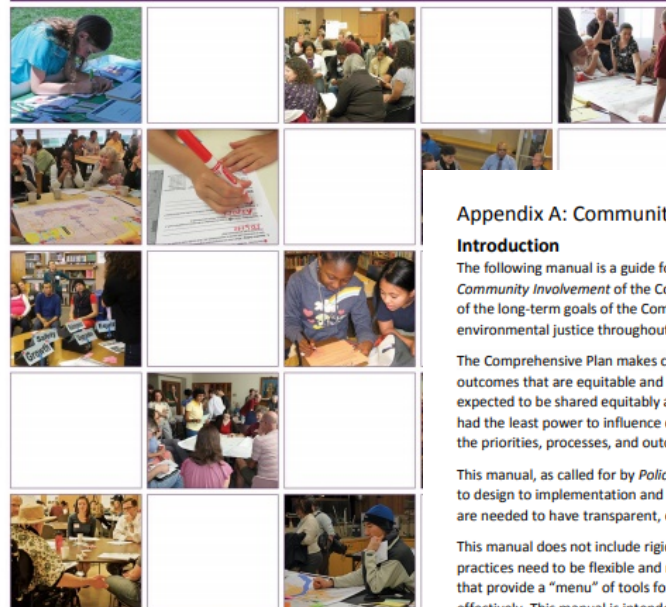
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Community Involvement Program

EARLY IMPLEMENTATION OF THE 2035 COMPREHENSIVE PLAN

AS-ADOPTED REPORT - ORDINANCE #188177



Adopted: December 21, 2016
Effective: January 1, 2018
www.portlandoregon.gov/bps



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Guiding documents: State

Oregon's Statewide Planning Goals & Guidelines

GOAL 1: CITIZEN INVOLVEMENT

OAR 660-015-0000(1)

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

The governing body charged with preparing and adopting a comprehensive plan shall adopt and publicize a program for citizen involvement that clearly defines the procedures by which the general public will be involved in the on-going land-use planning process.

The citizen involvement program shall be appropriate to the scale of the planning effort. The program shall provide for continuity of citizen participation and of information that enables citizens to identify and comprehend the issues.

Federal, state and regional agencies, and special- purpose districts shall coordinate their planning efforts with the affected governing bodies and make use of existing local citizen involvement programs established by counties and cities.

The citizen involvement program shall incorporate the following components:

1. Citizen Involvement -- To provide for widespread citizen involvement.

The citizen involvement program shall involve a cross-section of affected citizens in all phases of the planning process. As a component, the program for citizen involvement shall include an officially recognized committee for

citizen involvement (CCI) broadly representative of geographic areas and interests related to land use and land-use decisions. Committee members shall be selected by an open, well-publicized public process.

The committee for citizen involvement shall be responsible for assisting the governing body with the development of a program that promotes and enhances citizen involvement in land-use planning, assisting in the implementation of the citizen involvement program, and evaluating the process being used for citizen involvement.

If the governing body wishes to assume the responsibility for development as well as adoption and implementation of the citizen involvement program or to assign such responsibilities to a planning commission, a letter shall be submitted to the Land Conservation and Development Commission for the state Citizen Involvement Advisory Committee's review and recommendation stating the rationale for selecting this option, as well as indicating the mechanism to be used for an evaluation of the citizen involvement program. If the planning commission is to be used in lieu of an independent CCI, its members shall be selected by an open, well-publicized public process.

Guiding documents: City of Portland

City of Portland Public Involvement Principles

Adopted by the City of Portland, Oregon on August 4, 2010



Preamble

Portland City government works best when community members and government work as partners. Effective public involvement is essential to achieve and sustain this partnership and the civic health of our city. This:

- ❖ Ensures better City decisions that more effectively respond to the needs and priorities of the community.
- ❖ Engages community members and community resources as part of the solution.
- ❖ Engages the broader diversity of the community—especially people who have not been engaged in the past.
- ❖ Increases public understanding of and support for public policies and programs.
- ❖ Increases the legitimacy and accountability of government actions.

CITYWIDE RACIAL EQUITY GOALS & STRATEGIES



**OFFICE of EQUITY
and HUMAN RIGHTS**
CITY OF PORTLAND

EQUITY GOAL #1

We will end racial disparities within city government, so there is fairness in hiring and promotions, greater opportunities in contracting, and equitable services to all residents.

EQUITY GOAL #2

We will strengthen outreach, public engagement, and access to City services for communities of color and immigrant and refugee communities, and support or change existing services using racial equity best practices.

EQUITY GOAL #3

We will collaborate with communities and institutions to eliminate racial inequity in all areas of government, including education, criminal justice, environmental justice, health, housing, transportation, and economic success.

OVERALL STRATEGIES

- 1 Use a racial equity framework:**
Use a racial equity framework that clearly articulates racial equity; implicit and explicit bias; and individual, institutional, and structural racism.
- 2 Build organizational capacity:**
Commit to the breadth and depth of institutional transformation so that impacts are sustainable. While the leadership of electeds and officials is critical, changes take place on the ground, through building infrastructure that creates racial equity experts and teams throughout the city government.
- 3 Implement a racial equity lens:**
Racial inequities are not random; they have been created and sustained over time. Inequities will not disappear on their own. It is essential to use a racial equity lens when changing the policies, programs, and practices that perpetuate inequities, and when developing new policies and programs.
- 4 Be data driven:**
Measurement must take place at two levels—first, to measure the success of specific programmatic and policy changes; and second, to develop baselines, set goals, and measure progress. Using data in this manner is necessary for accountability.
- 5 Partner with other institutions and communities:**
Government work on racial equity is necessary, but insufficient. To achieve racial equity in the community, government needs to work in partnership with communities and institutions to achieve meaningful results.
- 6 Operate with urgency and accountability:**
When change is a priority, urgency is felt and change is embraced. Building in institutional accountability mechanisms using a clear plan of action will allow accountability. Collectively, we must create greater urgency and public commitment to achieve racial equity.

Guiding documents: Federal

1972—Pub. L. 92-318 inserted “sex” after “religion,”.

SUBCHAPTER V—FEDERALLY ASSISTED PROGRAMS

§ 2000d. Prohibition against exclusion from participation in, denial of benefits of, and discrimination under federally assisted programs on ground of race, color, or national origin

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

(Pub. L. 88-352, title VI, §601, July 2, 1964, 78 Stat. 252.)

COORDINATION OF IMPLEMENTATION AND ENFORCEMENT OF PROVISIONS

For provisions relating to the coordination of imple-

U.S. Department of Justice
Civil Rights Division
Disability Rights Section

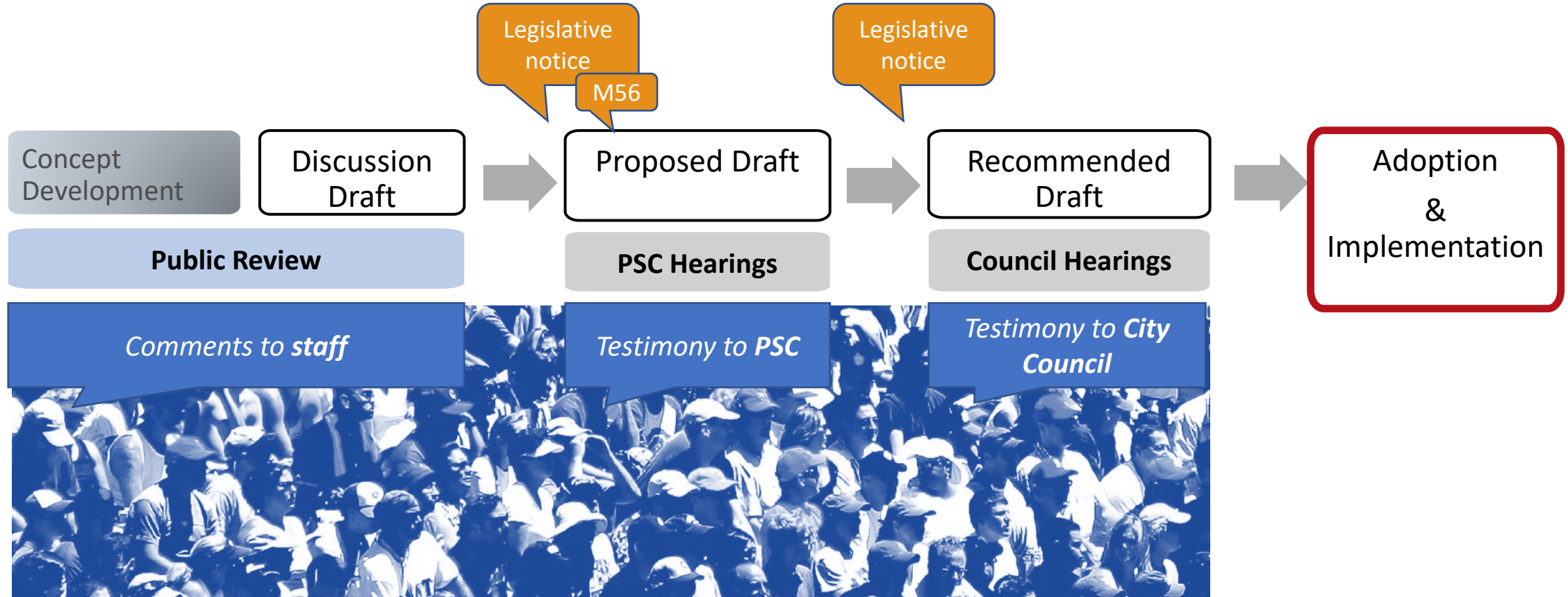


AMERICANS WITH DISABILITIES ACT

ADA Update: A Primer for State and Local Governments



Legislative Planning Process





What kinds of community involvement happens along the way?

Category	Who's involved	Before DD release	Between DD and PD release	Between PD and RD release	After RD release
Communications	From staff to public	<ul style="list-style-type: none">Website createdEmails to interest lists	<ul style="list-style-type: none">Blog/e-newsWebsite updatedEmails	<ul style="list-style-type: none">Blog/e-newsWebsite updatedEmailsOpen houses, presentations, etc.	<ul style="list-style-type: none">Blog/e-newsWebsite updatedEmails to interest list
Legally required notices	From staff to public			<ul style="list-style-type: none">Measure 56 noticeLegislative notice	Legislative notice
Opportunities to provide testimony	From public to decisionmakers			PSC hearings	City Council hearings
Opportunities to provide information to staff	From public to staff	Open houses, focus groups, workshops, advisory committees, presentations at standing meetings, etc.	Open houses, focus groups, workshops, advisory committees, presentations at standing meetings, etc.		

Topic 4: What are we supposed to DO?

- First, make a plan
 - Swearing-in
 - Bylaws
 - Preliminary scan of projects and scheduling for the year
- Second, get started!
 - Review the Manual
 - Start looking at projects' community engagement plans



What resources are available to the CIC?

- BPS and PBOT Staff
- BDS staff
- City Attorney's office
- Group trainings
- PIAC
- And more – just ask.



Projects for review

- Historic Resources Code Project (July)
- DOZA (August)
- RIP debrief (Fall)

Housekeeping

- Updates to website
- How to organize – Google calendar? Outlook? Emails?

Homework

- Read the [Manual](#)
- Skim [Guide for Volunteer Boards and Commissions](#) presentation from City Attorney's office
- *Optional: Read about [DOZA](#) and [Historic Resources Code Project](#)*