



## Introduction

### Planning in Oregon: The Comprehensive Plan

All cities and counties in Oregon are required to have a Comprehensive Plan. The purpose of the Comprehensive Plan is to guide how and where land is developed and infrastructure projects are built to prepare for and respond to population and job growth. The Comprehensive Plan is the basis and foundation for the City's development regulations.

The Comprehensive Plan is a legal document and is required to be in conformance with the 15 Oregon Statewide Planning Goals. The goals are established topics that must be addressed with supporting maps and diagrams.

The Jacksonville Comprehensive Plan was first acknowledged by the State of Oregon in 1986. Since then, there have been periodic amendments and modifications to the Plan, the most recent being the Transportation Element adopted in 2009.

This plan is intended to help coordinate policies and actions and ensures that the residents of Jacksonville be involved in long-range land-use decisions.

In preparing for any updates to the Comprehensive Plan, the City undertook a community-wide process resulting in the adoption of Jacksonville's *Vision 2028*. The intent of the visioning process is to integrate the values into each chapter of the Comprehensive Plan.

### Vision 2028

In 2008, The residents of Jacksonville created the City's 2028 Vision. This group of volunteers developed value statements for a wide range of topics regarding the City of Jacksonville. The values are:

- 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

Based on the 2028 Vision, The Comprehensive Plan shall include the following policies:

- 1) The City of Jacksonville shall support and maintain an effective Civic Engagement Program in order to ensure that all residents 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.



## Chapter One: Civic Engagement Element

*We value a government that reaches out to inform, involve and motivate citizens to play an active role in the ongoing processes of governance.*

*-Vision 2028*

### Goal

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

This chapter includes action items intended to implement this goal.

### 1. Civic Engagement Program

A Civic Engagement Program shall be established that includes the following elements:

- A. Committees and Commissions of resident volunteers to address recurring or on-going City land use issues shall be established in the City Council Rules or other relevant codified ordinances;
- B. A Committee for Citizen Involvement (CCI) to support Citizen Advisory Committees (CACs), and Ad Hoc Committees, and provide for effective communication with City officials;
- C. Citizen Advisory Committees (CACs) to address specific land use issues; and
- D. Ad Hoc Committees to investigate specific issues.

### 2. Committee for Citizen Involvement (CCI)

A. The role of the CCI shall be to:

- 1. Serve as the City Council's planning and supervisory arm for carrying out the functions and requirements of the Civic Engagement Program as outlined herein;
- 2. Advocate for public participation in the City's land use processes, programs, and concerns;
- 3. Recruit candidates with the demonstrated background or technical knowledge to assist in addressing the City's specific land use concerns;
- 4. Make and maintain a list of individuals who are willing, when needed, to participate on various CACs or other committees;
- 5. Guide CACs or other committees in their approaches to particular problems or assignments;
- 6. Provide a facilitator, as necessary, to assist in the CAC process;
- 7. Facilitate technical and expert assistance to CACs and Ad Hoc Committees;
- 8. Facilitate CAC and Ad Hoc Committee communication with the City Council;
- 9. Request funding for the Civic Engagement Program; and,

## CITY OF JACKSONVILLE COMPREHENSIVE PLAN

10. Monitor and make recommendations to the City Council for the enhancement of civic participation in all aspects of planning processes, including improvements to two-way communication.

B. The appointment and structure of the CCI shall be as follows:

1. Number of voting members: Minimum of five and maximum of seven;
2. Residency Requirement: Membership shall be limited to Jacksonville residents;
3. Participating non-voting members: One liaison from the City Council and Planning Commission. The Committee may include non-residents or business owners as needed. A City of Jacksonville staff person shall serve as an ex-officio member of the committee;
4. Appointment process: After analyzing submitted applications to serve on the CCI, the City Council shall interview candidates and appoint a minimum of five and maximum of seven voting members, along with the City Council liaison. The Planning Commission liaison shall be selected by the Planning Commission;
5. Term of membership: Four years on an overlapping basis;
6. Officers: During the first meeting of a new calendar year, the CCI shall elect a Chairperson and Vice Chairperson to serve a one-year term. A city staff person may serve as Secretary when deemed necessary by the Chair; and
7. Vacancies: Vacancies shall be filled by City Council appointment.

### 3. Citizen Advisory Committees (CACs)

CACs shall be formed by the City Council in coordination with the CCI to address specific land use issues, such as comprehensive plan and unified development code text amendments. A CAC may be formed to address legislative land-use issues that affect policy on a community-wide basis. The City may appoint other committees not involving land use, but those committees are not subject to this chapter.



CACs shall generally be formed at the inception (or as early as practically possible) of any applicable Comprehensive Plan or Unified Development Code revision 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, a CAC may need to work in conjunction with City staff, City officials, and/or with one or more existing Committees. The CAC shall prepare a written majority report, although minority reports are welcome.

The appointment and structure of CACs shall be as follows:

- A. Number of voting members: Minimum of three and maximum of five;
- B. Residency Requirement: Voting Membership shall be limited to Jacksonville residents;
- C. Participating non-voting members: One liaison from the CCI. The CAC may include non-residents or business owners with CCI approval. A City of Jacksonville staff person shall serve as an ex-officio member of the CAC.
- D. Appointment process: Voting membership shall be appointed by the City Council. The City Council may request recommendations from the CCI as to the appointment of members.

## CITY OF JACKSONVILLE COMPREHENSIVE PLAN

Notwithstanding the foregoing, the City Council may delegate the duty to make such appointments to the CCI;

- E. Term of Membership: Voting Members shall serve through the duration of a given project;
- F. Officers: Once established, members of the CAC shall elect a Chairperson, Vice Chairperson, and Secretary. A city staff person may serve as Secretary when deemed necessary by the Chair; and,
- G. Vacancies: Vacancies shall be filled by City Council appointment, or the CCI if delegated by the City Council.

### 4. Ad Hoc Committees

Ad Hoc Committees may be established for a specific task or objective. 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, an Ad Hoc Committee acts as an arm of the City Council to provide research that the City Council may be unable to carry out because of limitations of time or expertise. The Mayor and / or City Council shall ensure that an Ad Hoc Committee is provided with guidelines as to its structure, purpose, timelines, objectives and reporting requirements. Ad Hoc Committees may need to work in conjunction with City staff, City officials, and/or with one or more existing standing committees.

The structure of Ad Hoc Committees shall be as follows:

- A. Number of voting members: Minimum of three;
- B. Residency Requirement: Voting membership shall be limited to Jacksonville residents;
- C. Participating non-voting members: The Ad Hoc Committee may include non-residents or business owners. A City of Jacksonville staff member may serve as an ex-officio member;
- D. Appointment Process: The Mayor or designee shall appoint Ad Hoc Committees; and,
- E. Vacancies: Vacancies shall be filled by the Mayor or designee.

### 5. Community Engagement & Communication

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

- A. Clearly Communicate Information:
  - 1. Information necessary to reach policy decisions shall be made available to the public in a concise, understandable form with enough time to allow for public input;
  - 2. Information regarding land use decisions shall be made readily available to the public in a timely manner to allow for public input; and,
  - 3. Agendas shall include enough information to allow residents to recognize what will be discussed at particular meetings.
- B. Encourage opportunities for education and timely two-way communication through means such as, but not limited to, the following:

## CITY OF JACKSONVILLE COMPREHENSIVE PLAN

1. Holding town hall meetings;
  2. Holding round-table discussions;
  3. Holding planning workshops (charettes), when applicable;
  4. Maintaining multiple methods by which the public can submit questions and/or comments and receive responses from City staff in a timely manner;
  5. Holding Land Use educational sessions; and,
  6. Continuing to look for innovative ways to communicate with the public.
- C. Maintain the City Website that includes the following:
1. The City Code of Ordinances;
  2. The Comprehensive Plan;
  3. Meeting agendas, minutes, reports, in a variety of media;
  4. Information on general approaches for effectively addressing issues of concern at public meetings; and,
  5. General information on City Government.

### 6. General Rules Applying to CAC and Ad Hoc Committees

CAC and Ad Hoc committees are advisory groups that make recommendations to the City Council and/or Planning Commission. This Section is intended to provide guidelines for the general processes of a CAC or Ad Hoc Committees, however, the Planning Commission or City Council may provide direction for a different approach based on advice it receives on legal issues, financial impacts, public testimony, or other feedback.

#### A CAC

1. A CAC will review amendments to the Comprehensive Plan or Unified Development Code, or any other items it is charged to review, and present its report and recommendations to the Planning Commission.
2. The Planning Commission shall consider the report and recommendations of the CAC.
3. In making its recommendation to the City Council, the Planning Commission shall accept, or reject, in whole or in part, recommendations from the report and the basis for its recommendation and may offer separate recommendations to Council as it considers appropriate.

#### B. Ad Hoc Committee

1. An Ad Hoc Committee will present its report and recommendations to the City Council.
2. The City Council shall consider the recommendations of the Ad Hoc Committee.
3. The City Council shall accept, or reject in whole or in part, recommendations from the report and the basis for its recommendation.
4. If the Council accepts a report that requires amendment to the Comprehensive Plan or Unified Development Code, it shall refer the report to the Planning Department for processing.

## 7. Acknowledgements

Chapter One of the Jacksonville Comprehensive Plan, Civic Engagement, is dedicated to John Witteveen (1909-1992) for his commitment to civic engagement, and his work in support of Oregon State Senate Bill 100, the landmark legislation that put the people of Oregon into the land use planning process .



### **The Citizen Involvement Goal**

The Citizen Involvement Goal was established in 1992 as part of the City’s 20-year vision. The goal is to provide opportunity for the Jacksonville community to be involved in the ongoing city planning process.

### **Jacksonville’s Volunteers**

The City of Jacksonville is fortunate to have an abundance of volunteers willing to enrich the City with their valuable contributions. 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 volunteers is one of the City’s greatest assets.

### **Service Organizations**

The City 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.

### **Chapter One CAC**

Dianne Helmer, CAC Chair

Monika Neri, CAC Vice Chair

John Jorgenson, CAC Member

Scott Selbe, CAC Member

Wayne Whiting, CAC Member

Tom Pratum, CCI Liaison

Ian Foster, Planning Director

Dick Converse, RVCOG

Zachery Thompson, Planner

Diane Oliver, Planning Technician