

1 IN THE BOARD OF COUNTY COMMISSIONERS

2 FOR WASHINGTON COUNTY, OREGON

3 In the Matter of Recognizing)
4 Certain Community Planning)
5 Organizations and Setting)
6 Forth Their Program.)

RESOLUTION AND ORDER

NO. 80-108

7 This matter having come on regularly before the Board at
8 its meeting of April 15, 1980; and

9 It appearing to the Board that the document entitled "Com-
10 munity Planning Organization Resolution and Order Final Draft"
11 in Exhibit "A" attached hereto as well as the map entitled "Wash-
12 ington County Community Planning Organization Boundaries" in
13 Exhibit "B", attached hereto, both Exhibits "A" and "B" being
14 incorporated by reference herein, should be adopted by this Board
15 pursuant to Goal #1 of the Oregon Land Conservation and Develop-
16 ment Commission; and

17 It appearing to the Board that the document entitled "Pro-
18 posed Addendum to: Community Planning Organization Resolution
19 and Order Final Draft" in Exhibit "C" attached hereto and by
20 this reference incorporated herein should be adopted by this Board
21 as an interim amendment to Exhibit "A" attached hereto for the
22 reasons delineated in said Exhibit "C"; now, therefore, it is
23 hereby


24 RESOLVED AND ORDERED that Exhibits "A" and "B" attached
25 hereto and by this reference incorporated herein shall be known
26 as the "Community Planning Organization Resolution and Order"
and is hereby adopted by this Board; and it is further

1 RESOLVED AND ORDERED that Exhibit "C" attached hereto and
2 by this reference incorporated herein, is hereby adopted by this
3 Board as an amendment to said Exhibit "A" and is intended by this
4 Board as an interim amendment for the reasons stated in said
5 Exhibit "C".

6 DATED this 15th day of April, 1980.

7 BOARD OF COUNTY COMMISSIONERS
8 FOR WASHINGTON COUNTY, OREGON

9 3 VOTES AYE

10 
11 Chairman

12 
13 Recording Secretary

COMMUNITY PLANNING ORGANIZATION

RESOLUTION & ORDER

FINAL DRAFT

It is the intent of this Resolution and Order to formally recognize certain Community Planning Organizations (hereafter referred to as CPOs) as Washington County's vehicle of compliance with the citizen involvement provisions of the Oregon Land Conservation and Development Commission Goal #1, the Washington County Comprehensive Framework Plan and the Washington County Community Development Ordinance. This Resolution and Order further sets forth the philosophy, basic considerations, purpose, scope, and structure of the CPO program as well as defining the roles of the CPO, the Planning Department, the Community Development Coordinator and the Committee for Citizen Involvement. Furthermore, provisions are made for formal formation and recognition of CPOs. This Resolution and Order supersedes Minute Orders #74-84 and 74-217.

I. INTRODUCTION

A. Program Philosophy

Community Planning Organizations are based upon the philosophy of self-determination and participation by as many members of the community as possible, and that direct citizen involvement in decisions affecting the quality of their lives is fundamental to the success of community development.

Planning activities may begin with land use decisions but often extend to other areas, including but not limited to roads, schools, parks, etc. Self-determination and participation by as many members of the community as possible, without relying on government for direction and leadership, will:

1. Give rise to creative approaches toward community development;
2. Provide citizen groups with direction and leadership;
3. Encourage and strengthen interaction among community residents;
4. Channel citizen participation toward a community-wide effort; and
5. Permit each CPO to define its own priorities, scope of activities and degree of participation and to meet minimum requirements as outlined under Section II A 3 of this Resolution and Order.

B. Basic Considerations in Developing the Community Planning Organization Program

1. Planning is a process which can be understood and executed by citizen organizations.
2. Citizens are responsible.
3. Citizens require a vehicle for their involvement in the county government decision-making process.
4. Citizen participation is vital to the democratic process. Thorough discussion is necessary to the resolution of issues and the charting of action-oriented programs.
5. CPOs are capable of self-organization, establishing necessary communications systems, developing planning expertise, researching and forming a rational basis for the support of community proposals and programs.
6. Not all citizens desire to be continuously involved in the planning process, but rather desire a structure in which they can enter the system on issues of particular interest to them.
7. The CPO structure offers a maximum opportunity for citizen participation in the community planning process.
8. CPOs will provide a base for participation in activities other than planning that affect the lives of citizens in the County.

C. Program Goals

1. To achieve genuinely creative citizen participation in the community planning process.
2. To make visible to the citizens the actions of government and of proposed developments.
3. To provide a means of communication whereby citizens can communicate proposals and recommendations to all governmental decision-making bodies and whereby such bodies can communicate proposals and recommendations to citizens.
4. To provide a forum for citizen participation in which government agencies and special interests cannot control citizen proposals or recommendations, while still encouraging interaction between citizens and county agencies; and
5. To provide a citizen involvement base in which persons can participate in activities other than planning which affect the lives of citizens in the county.

II. PURPOSE, ROLE, ACCOUNTABILITY, and SCOPE OF CPOs, COMMUNITY DEVELOPMENT COORDINATOR, PLANNING DEPARTMENT STAFF, and COMMITTEE FOR CITIZEN INVOLVEMENT

A. Community Planning Organizations

1. Purpose:

To provide a structure to facilitate effective citizen involvement in the environmental, social, economic and esthetic development of their communities. To assist in the development and review of the County Comprehensive Plan. To prepare individual community plans and to participate in special projects and community studies.

2. Role:

The role of the Community Planning Organization will be determined by each individual CPO.

3. Accountability and Recognition:

The following Community Planning Organizations are hereby formally recognized in organization and structure by the Washington County Board of County Commissioners within the existing boundaries of the attached map entitled Exhibit "B", incorporated by this reference herein.

1. CEDAR HILLS - CEDAR MILL
3. GARDEN HOME - RALEIGH HILLS
4. BULL MTN - TIGARD - METZGER
5. SHERWOOD - TUALATIN
6. COOPER MTN - ALOHA
7. SUNSET WEST
8. NORTH PLAINS
10. LAUREL - BLOOMING - SCHOLLS
11. GASTON
13. VERBOORT - ROY
14. BANKS - TIMBER

Future recognition of CPOs will require;

- a. Bylaws (available to the public at each general membership meeting);
- b. Elected officers;
- c. Recorded minutes of general membership meetings; and
- d. At least one general membership meeting per year.

Recognition will be reviewed annually by the Washington County Board of Commissioners based upon the aforementioned criteria.

The Board of County Commissioners shall be kept informed of duly elected officers by individual CPOs.

County decision-makers shall receive all requests, proposals, reports and recommendations submitted by Community Planning Organizations,

county agencies and others and they will give equal consideration to all evidence presented in evaluating and reaching a decision on any given item.

4. Scope:

CPOs will assist in the development of long-range community plans amplifying the Washington County Comprehensive Framework Plan by engaging in the following types of activities:

- a. Compiling community background data, developing a community profile, and identifying unmet needs and unresolved issues.
- b. Identifying community goals, policies, and criteria relative to needs and issues while recognizing and evaluating environmental, social, economic, political, jurisdictional, esthetic and design factors.
- c. Evaluating and making recommendations to the decision-making body relative to detailed community plans.
- d. Monitoring adherence by applicants to conditions attached to all approved land use applications.

CPOs will review and make recommendations to decision-makers by engaging in the following types of activities:

- a. Review existing, as well as proposed, land development ordinances.
- b. Make recommendations on capital improvement priorities and expenditures.
- c. Make recommendations to appropriate decision-makers on planning activities at the local, regional and state levels.
- d. Review and make recommendations on all amendments to the Washington County Comprehensive Plan.
- e. Review and make recommendations on all proposed zone changes, subdivisions, variances, minor partitions and conditional use applications.
- f. Review and make recommendations on intended uses of land even when the application is in compliance with zone or plan designations.

CPOs may engage in special studies by preparing detailed reports/presentations on issues of community concern including, but not limited to, the impact of housing, the desirability of dedicating park or school sites, drainage, local and regional transportation, public services, energy, waste management, recreation and development and/or preservation of natural resources. CPOs will be available as a citizen base for other activities which affect the lives of citizens of the county.

B. Community Development Coordinator

1. Purpose:

To serve as liaison between CPOs, the planning department staff and others, and to coordinate and initiate activities as required.

2. Role:

The community development coordinator will be an objective and impartial person committed to the success of the citizen planning effort rather than to the implementation of government proposals.

3. Accountability:

The community development coordinator will be accountable to Oregon State University Extension Service; thereby maintaining a vital coordinating role.

4. Scope:

The activities of the community development coordinator include, but are not limited to, those activities delineated in the Washington County Comprehensive Plan as follows:

- a. Maintains essential communications link among all persons and agents involved in the planning process; citizens, community and neighborhood planning organizations, planning department, developers and decision-making bodies.
- b. Coordinates the entire community planning program involving CPOs.
- c. Conducts educational workshops on effective "citizen" techniques in communicating with governmental agencies, developers, and others, and, on other areas of interest.
- d. Assists in resolving issues.
- e. Assists committees in publicizing progress, current or proposed activities.
- f. Edits and distributes a newsletter on activities to all CPO members, city and county officials, and others.
- g. Reviews and evaluates actions and progress.
- h. Promotes internal information exchanges among individual CPOs. Solicits information from citizens concerned about county government activities.

C. Planning Department

1. Purpose:

To provide information, opinions, and conclusions to Community Planning Organizations about proposed land use activities, including administrative variances, within their boundaries (*See Section 2104 Washington County Community Development Ordinance), and to serve as a resource agency for local planning efforts.

2. Role:

The planning department will implement programs assigned to it by the Board of County Commissioners, will provide reasonable resource information, and will provide professional expertise and assistance upon request of the CPO (and with the approval of the Board of County Commissioners).

3. Accountability:

The planning department is accountable to the Board of County Commissioners and the public interest of the county as prescribed by law.

4. Scope of Activities:

- a. Provide information on current and future planning activities as applications and preapplications are filed.
- b. Provide a copy of the staff report on all given applications to the affected CPO at the same time that such report is made available to the applicant, Planning Director, Hearings Officer, Planning Commission or Board of County Commissioners as applicable.
- c. Provide technical data as needed.
- d. Implement adopted planning programs as follows:
 - 1) Land use policy
 - a) Update and re-evaluate the Comprehensive Framework Plan,
 - b) Assemble data base,
 - c) Analyze data,
 - d) Make projections and forecasts,
 - e) Prepare plans,
 - f) Refine and assist with the adoption of plans, and
 - g) Develop and combine community plans into the Comprehensive Framework Plan.
 - 2) On-going Activities
 - a) Develop a trend monitoring system,
 - b) Develop and implement capital improvement programs,
 - c) Design review, zoning, subdivision and housing project proposals,
 - d) Research economic, population, transportation, environments, housing, open-space, recreational and natural resource regulations, etc.

- e) Engage in environmental assessment procedures,
 - f) Provide technical and financial aid to the CPO program to ensure its continued existence as a structure to facilitate citizen involvement,
 - g) Seek CPO and special interest group input on county activities through a publicity program that informs citizens of county government activities,
 - h) Assist in seeking funds to promote and expand citizen involvement.
- 3) Administrative
- a) Administer and implement ordinances, and
 - b) Design and conduct educational and public information program

D. Committee for Citizen Involvement (CPO Leaders Group)

1. Purpose:

The purpose of the Committee for Citizen Involvement (CCI) is:

- a. To be dedicated and committed to the success of citizen participation in the governmental decision making process;
- b. To assist Washington County government in complying with LCDC Goal #1 by developing a citizen involvement program that insures the opportunity for citizens to be involved in phases of the planning process;
- c. To evaluate the citizen involvement process;
- d. To encourage and promote the expansion of the CPO program;
- e. To provide a direct line of communication between citizens and county government; and
- f. To serve as the officially recognized citizens advisory committee which is broadly representative of geographic areas and interests related to land use decisions.

2. Role:

The CCI will assist Washington County government with the development of a program that enhances and promotes citizen participation in the government decision making process. It will assist county government with the implementation of the citizen involvement program and will evaluate the system being used for citizen involvement. It will also serve as an advisory group of CPO elected leaders and/or representatives.

The CCI shall not interfere with the internal policies, actions or activities of individual CPOs. It will not review or pass judgment on the individual actions of CPOs. The CCI has no intention of disrupting the essential link of direct contact between government or private entities and the individual CPOs.

3. Accountability:

The CCI will be accountable to the CPOs they represent.

4. Scope of Activities:

- a. To meet regularly.
- b. To devise a system for a continuous opportunity for citizen involvement.
- c. To act as a forum for the exchange of ideas among CPO leadership, membership, and interested parties.
- d. To promote communications among the CPOs, county, state and regional governments.
- e. To provide support for the CPOs including informational, educational and promotional assistance.
- f. To evaluate the Washington County Community Planning Organization Program and the entire citizens involvement process.
- g. To provide for continuity of citizen participation and of information that enables citizens to identify and comprehend issues.

h. To assure that technical information is available in an understandable form.

i. To assure that citizens receive a response from policymakers.

III. STRUCTURE OF COMMUNITY PLANNING ORGANIZATIONS AND OF THE COMMITTEE FOR CITIZEN INVOLVEMENT

A. Community Planning Organizations

1. Membership:

Membership in an individual CPO is open to all citizens of voting age who either reside, own land, or own or operate businesses within the boundaries of the individual CPO.

2. Bylaws:

Each CPO shall adopt bylaws describing its organization, providing for election of officers and requiring the keeping of minutes of general membership meetings.

3. Recognition:

CPOs will be formally recognized by the Board of County Commissioners in accordance with the requirements set forth in Section II A 3 of this resolution and order.

4. Boundaries:

Each CPO will affirm boundaries. When desirable, an area may be divided into smaller units through a system of subcommittees which may lead to neighborhood organizations. When two or more CPOs have a dispute over boundaries, responsibility for resolving the problem rests with the groups under the auspices of the CCI. Any alterations to boundaries, upon approval by the CCI, shall be forwarded to the County Commissioners for their review, approval and inclusion in the public record.

5. Funding:

The charging of dues to members shall not be required. Voluntary dues, contributions, grants or subscriptions to newsletters may be used as sources of income.

6. Meetings:

Meeting schedules and locations shall be determined by the individual CPO

B. Committee for Citizen Involvement

1. Membership:

Two representatives from each CPO in Washington County shall make up the membership of the CCI. These representatives may be selected or appointed by any method approved by the individual CPOs. The term of each representative will be as determined by each CPO.

2. Statement of Purpose:

The CCI shall compose and adopt a Statement of Purpose detailing its structure, organization and function.

3. Meetings:

Regular meetings shall be held at times and locations specified in the aforementioned statement of purpose.

IV. COUNTY SERVICES FOR COMMUNITY PLANNING ORGANIZATIONS AND THE COMMITTEE FOR CITIZEN INVOLVEMENT

To maximize and encourage citizen involvement in county government the county will to the best of its ability provide the following services to CPOs and the CCI

A. The county will provide technical assistance and financial aid to the CPO program to ensure its existence as a structure to facilitate citizen involvement.

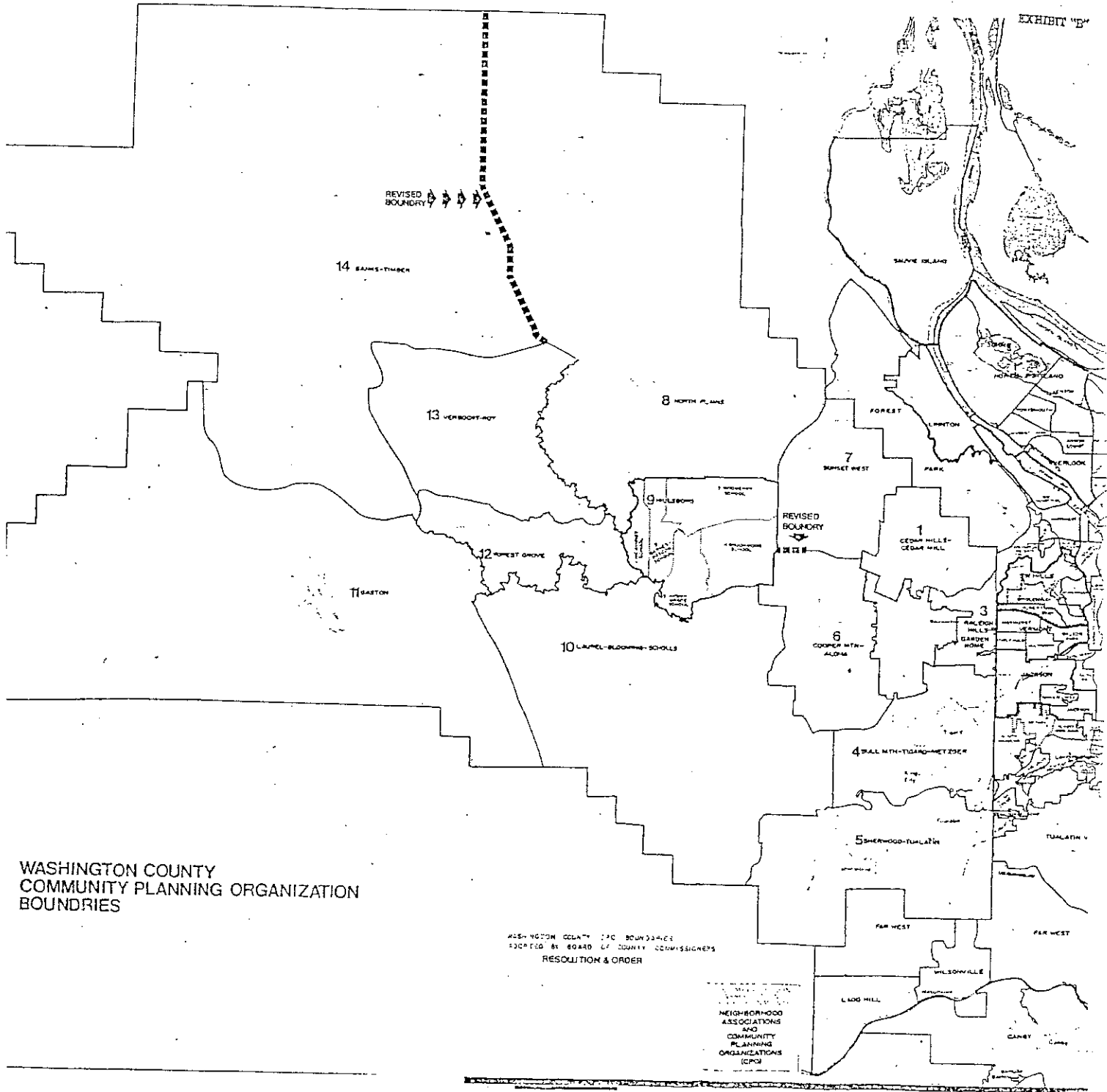
B. The county will seek funds from local, state and federal sources to promote and expand citizen involvement.

C. The county shall initiate and maintain a program to actively publicize the program throughout the county.

- D. The county shall assist in the reproduction and mailing of newsletters and other printed materials when supplied by CPOs of the CCI.
- E. The county shall provide timely notification to CPOs and the CCI of relevant and pertinent meetings, hearings, elections, etc.
- F. The county shall provide information on studies, reports and land use preapplications and applications.
- G. The county shall assist and participate in educational efforts related to citizen participation and the planning process.
- H. The county shall maintain up-to-date lists of CPO and CCI members as well as their principle officers.

#

Adopted
Washington County Committee
for Citizen Involvement
June 21, 1979
Amended January 17, 1980
Amended February 21, 1980



WASHINGTON COUNTY
 COMMUNITY PLANNING ORGANIZATION
 BOUNDARIES

WASHINGTON COUNTY CPO BOUNDARIES
 ADOPTED BY BOARD OF COUNTY COMMISSIONERS
 RESOLUTION & ORDER

WASHINGTON COUNTY
 NEIGHBORHOOD
 ASSOCIATIONS
 AND
 COMMUNITY
 PLANNING
 ORGANIZATIONS
 (CPO)

Proposed Addendum to:

COMMUNITY PLANNING ORGANIZATION RESOLUTION & ORDER FINAL DRAFT

Insert as: II. B. Community Development Coordinator

5. Clarification of the Community Development Coordinator's Scope:

Due to Washington County's current financial situation and in consideration of the Extension Service's additional program responsibilities (as described in the Washington County Long-Range Extension Report 1980), the scope of the Community Development Coordinator (as an O.S.U. Extension Agent and as outlined in Section II. B. 1-4.) is hereby modified.

The Community Development Coordinator shall only coordinate those CPOs that are considered active. CPOs shall be considered active if they meet the criteria specified in Section II. A. 3. a.-c. of this Resolution and Order. Active CPOs shall be determined by the Coordinator within six months of passage of this resolution and order.

The Community Development Coordinator's responsibilities shall be as follows:

- a. Maintains essential communications link between interested citizens, Community Planning Organizations, the Washington County Planning Department and local, state and regional governmental bodies. Promotion of internal information exchanges may include occasional visits to CPOs.
- b. Conducts educational programs on effective "citizen" involvement techniques and land use planning at the request of Washington County, CPOs or the CPO Leaders Group.
- c. Assists in resolving CPO related issues.
- d. Edits and distributes a newsletter to all active CPO members, city and county officials and others.
- e. Maintains limited mailings for active CPOs provided:
 - (1) CPOs meet appropriate established guidelines.
 - (2) Washington County provides appropriate secretarial backup.
- f. Works with CPO Leaders Group.

The Extension Agent's activity with the CPO program shall not exceed 50 percent of the agent's programmed time.

Additional citizen coordination activities outside active CPO areas shall be borne by Washington County.

Coordination responsibilities as outlined by this section shall be reviewed by Washington County, the CPO Leaders Group and the Extension Service on a semi-annual basis.

April 10, 1980

1. when can't CC represent the country's interest
- who represents the org.?

(By example)