

WASHINGTON COUNTY

Inter-Department Correspondence

Date June 10, 1986

To : Planning Division Staff

From : Brent Curtis, Planning Manager *BC*

Subject : CITIZEN PARTICIPATION POLICY

The attached citizen participation policy statement was adopted by the Board on June 3, 1986. Please review it and consider potential impacts on the way we currently carry out citizen involvement activities. You will notice that some activities we engage in are addressed in the policy statement, while others are not. This should not be construed as limiting our range of public involvement activities. Rather, we need to follow the guidelines for activities addressed in the policy statement and continue other activities as before. I would particularly like to draw your attention to the following elements:

Page 5, Town Hall Meetings. Under procedures, note that town hall meetings should be kept to a single issue or topic, that the siting of town hall meetings be consistent within each Commissioner's district, and that minutes shall be taken if the request is received prior to the day of the meeting.

Page 5 & 6, Advisory Committees. Note the criteria for advisory committee member selection, the terms of committee members, and the appointment process on page 7.

Page 7, Committee for Citizen Involvement. Policy statement alters the role of the Committee for Citizen Involvement. In the past the CCI has been primarily responsible for assuring that County efforts to inform the public and involve citizens in decision making process are adequate. Through this policy statement the Board has expanded the role of the CCI to be as described on pages 7, 8 and 9 of this document.

Page 9, Citizen Participation Organizations. The acronym CPO now stands for Citizen Participation Organization rather than Community Planning Organization. The roles, responsibilities and activities of CPOs are explained on page 9, 10 and 11 of the document. The relationship between neighborhood associations and CPOs and CCI are described on pages 12 and 13.

BC/BC/JD

Attachment

1 IN THE BOARD OF COUNTY COMMISSIONERS

2 FOR WASHINGTON COUNTY, OREGON

3	In the Matter of Adopting a Citizen)	
4	Participation Policy for Washington)	RESOLUTION AND ORDER
5	County and Providing for its)	No. <u>86-58</u>
6	Implementation)	

7 The above-entitled matter came before the Board of County
8 Commissioners at their regular meeting of June 3, 1986; and

9 It appearing to the Board that citizen participation is of
10 paramount importance to the effective operation of County
11 government and should be endorsed and promoted by the Board of
12 County Commissioners; and

13 It appearing to the Board that a citizen participation
14 policy should be adopted by this Board that assures that citizens
15 of Washington County have clear and understandable lines of
16 communication with their elected representatives in the
17 formulation of County policy and law; and

18 It appearing to the Board that numerous public hearings have
19 been held with testimony from many citizens on the need and
20 specific details of a citizen participation policy; and

21 It appearing to the Board that the citizen participation
22 policy should provide delineation of means for citizen
23 participation, including public hearings, town hall meetings,
24 advisory committees, Committee for Citizen Involvement and
25 Citizen Participation Organizations; and

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COUNTY COUNSEL, WASHINGTON COUNTY
HILLSBORO, OREGON 548-8747

1 It appearing to the Board that Exhibit "A" attached hereto
2 and identified as

3 CITIZEN PARTICIPATION
4 IN
5 WASHINGTON COUNTY, OREGON
6 POLICY
7 AND
8 IMPLEMENTATION

9 addresses the need for citizen participation and the manner in
10 which it may be utilized; and

11 It appearing to the Board that the attached Citizen
12 Participation Policy is the product of a process that included
13 contribution from many interested citizens and groups; and


14 It appearing to the Board that the Washington County
15 Community Development Code and Board Resolution and Order No.
16 80-108 provide for citizen participation in matters of land use
17 planning, including the establishment of Community Planning
18 Organizations and the Committee for Citizen Involvement and
19 nothing in this Resolution and Order is intended to repeal, deter
20 or impede the intent of citizen involvement as stated therein;
21 now, therefore, it is

22 RESOLVED AND ORDERED that the attached Citizen Participation
23 Policy is hereby adopted as the policy of Washington County to
24 ensure opportunities for the citizens of Washington County to
25 contribute to the decision-making process of their County
26 government; and it is further

1 RESOLVED AND ORDERED that the County administration of
2 Washington County provide copies of this Resolution and Order and
3 Citizen Participation Policy to all Washington County Departments
4 and any requesting citizen.

5 DATED this 3rd day of June, 1986.

6 BOARD OF COUNTY COMMISSIONERS
7 FOR WASHINGTON COUNTY, OREGON

8 
9 _____
CHAIRMAN

10
11 
12 _____
RECORDING SECRETARY

	AYE	NAY	ABSENT
15 HAYS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 KILLPACK	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17 MEEK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 MYLLENBECK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 ROGERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Citizen Participation
in
Washington County, Oregon

Policy
and
Implementation

May 6, 1986

Philosophy of Citizen Participation

Citizen participation in county government improves the decision-making process, democratizes and humanizes political and social institutions, increases the responsiveness of governmental institutions, generates a greater variety of information and alternatives to citizens, public officials and elected officials, and enhances individual and group awareness and civic responsibility.

Policy Statements

It is the policy of the Washington County Board of Commissioners to provide opportunities for public policy formulation and implementation through a variety of processes and organizations, including, but not limited to: public hearings; advisory committees; task forces; public surveys; direct access to elected and appointed officials; Citizen Participation Organizations; Neighborhood Associations; Town Hall Meetings; and the Committee for Citizen Involvement (CCI).

Commitment of Government

1. The County Board of Commissioners shall endorse a variety of mechanisms and timely opportunities to permit citizens to be heard, to develop a sense of responsible citizenship, and to participate in the formulation and implementation of public policy.
2. The County Board of Commissioners shall make available agendas, plans, policies and educational programs to facilitate citizen involvement.
3. The County Board of Commissioners shall encourage participation by citizens representing diverse interests and backgrounds.
4. The County Board of Commissioners shall satisfy State, Federal and self-imposed requirements of advisory bodies or citizen participation.

5. The County Board of Commissioners or its agent shall provide notice to citizens of any proposed action which impacts their homes, neighborhoods, work places or properties.

6. Written or formal requests of the Board of Commissioners or its agent shall receive timely response and feedback by the Board or its agent.

7. Formalized results of workshops, surveys, town hall meetings, and studies shall be made available to the public.

The Commitment of Citizenry

With the enjoyment of "government by the people" comes a responsibility of the citizenry to that governmental process. A commitment of involvement, examination of the issues, and the sharing of information and resources strengthens the bond between citizen and government.

Criteria for Vehicles of Citizen Participation

The forms of citizen participation are varied. Effective forms of citizen participation should:

1. Be available to citizens county-wide
2. Be appropriately staffed (per budgetary constraints and availability of key personnel)
3. Be easily identifiable as per charge or purpose
4. Be reviewed for effectiveness
5. Meet the needs of the County Board of Commissioners
6. Meet the needs of citizenry (ability to impact policy formulation and implementation, allows individual to voice opinion/position and contribute information).

Vehicles of Citizen Participation

Public Hearings:

1. Purpose:

- a. To obtain information from the public.
- b. To assure access to information in the creation of public policy.
- c. To provide a forum for opposing parties to reach accommodation.

2. Scope of Activities:

In local government, there are essentially two types of public hearings:

- a. Legislative. Conducted to determine facts and opinions concerning the creation of policy.
- b. Quasi-Judicial. Conducted as a procedure on land-use issues when policy is being applied to an individual circumstance.
 - (1) On the record. Testimony in this quasi-judicial hearing is limited to those persons who participated in the original action being appealed, and no new information can be introduced.
 - (2) Partial de novo. Same as (1) above, but new information may be presented in a limited area.
 - (3) De Novo. Conducted as a completely new hearing; no limitations on who may testify or on the information to be presented.

3. Accountability:

- a. Formal notification will state the type of hearing, the time and place of the hearing, a brief statement of procedures, and the subject matter.
- b. The Chairman shall begin a public hearing with a brief description of the hearing and its purpose, and any public hearing rules to be applied to the hearing.

- c. The Chairman shall close the hearing with a statement of follow-up procedures, including when and how action will be taken, with further discussion limited to the Commissioners and Counsel, only.
- d. Notification of results.
- e. Appeal notice shall be sent to participants of original action and the related CPO.

Town Hall Meetings:

1. Purpose:

- a. An informal forum for presentation of information by elected or appointed officials.
- b. An opportunity for informal dialogue between citizens and elected or appointed officials.

2. Procedures:

- a. Town hall meetings should be kept to a single issue or topic.
- b. Town hall meetings should be given as much public notice and advance publicity as possible.
- c. The siting of town hall meetings should be consistent within each Commissioner's District.
- d. Procedural rules shall be announced at the beginning of the meeting (e.g. timing of staff presentation, speaking time limits, methods of submitting information, etc.).
- e. Minutes shall be taken, if requested prior to meeting date.

Advisory Committees:

1. Purpose:

- a. To satisfy state and/or federal requirements (e.g., community action program advisory committees, LCDC Citizen Involvement Committee).

- b. To obtain "functional expertise." Committees may be charged with the responsibility to become "experts" on a particular subject in order to advise the Board of County Commissioners (e.g., advisory committees for roads, weed control, etc.). Such committees are usually standing committees and continue to existence until terminated by the Board of County Commissioners.
- c. To improve communication with various segments of the county's constituency (e.g. a city Mayors/Managers Advisory Board).
- d. To conduct in-depth studies of special issues and to serve as a sounding board for various proposals for county action. These are generally disbanded when their mission is accomplished.

2. Role:

- a. Members of advisory committees will be appointed for two-year terms (unless otherwise stipulated by statute), with an optional two-year reappointment.
- b. Membership will reflect individual interest in the committee's charge, expertise, geographic location, balance of viewpoints, and civic concern. The total membership should, where possible, reflect a balance of appointments by all five county commissioners.

3. Accountability:

Advisory committees are established by action of the Board of Commissioners, and each enactment shall contain the following designations:

- a. A statement of the type of the committee (e.g. task force, standing committee)
- b. A description of its mission or charge and its name.

- c. Definition of the number of members and a description of the method to be used for appointment.
- d. Unless a standing committee, a statement of the maximum duration of the committee.
- e. A definition of the resources available to the committee (e.g., Board liaison, staff support, budget).
- f. A statement of the rules, regulations or by-laws applicable to the committee, including any applicable statutes.

4. Appointment Process:

Board of Commissioners will solicit appointment nominations from the general citizenry, the CCI, CPOs, city governments and other organizations.

Committee for Citizen Involvement:

1. Purpose:

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

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

2. Role:

- a. The County Board of Commissioners with the assistance of the CCI, will develop a program that enhances and promotes citizen participation in the government decision making process.
- b. The CCI will assist county government with the implementation of the citizen involvement program.
- c. The CCI will also serve as an advisory group of CPO elected leaders and/or representatives.
- d. The CCI shall not interfere with the internal policies actions, or activities of individual CPOs.
- e. The CCI will not review or pass judgment on the individual actions of CPOs.
- f. The CCI will not disrupt the essential link of direct contact between government or private entities and the individual CPOs.

3. Accountability:

- a. The CCI will be accountable to the CPOs they represent.
- b. The CCI will be accountable to the Board of Commissioners.

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 Citizen Participation 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 prepare an annual report on Washington County citizen participation. Note: Board of Commissioners shall make a written response to this report within 90 days of its receipt.
5. Membership:
- a. Will consist of two representatives from each recognized CPO in Washington County and 2 alternates shall make up the membership of the CCI.

These representatives may be selected or appointed by any method approved by the individual CPOs.
 - b. The term of each representative will be as determined by each CPO.

Citizen Participation Organizations:

1. Purpose:
- a. The Board recognizes the following as CPOs: #1, #3, #4, #4 Bull Mountain, #6, #7, and #8 as of the date of this document. (See Appendix "B")
 - b. In the most general sense, the Citizen Participation Organization is a large, representative group of citizens united by geographic location, and organized to work on matters affecting their community.
 - c. CPO boundaries may include incorporated cities. An individual's membership and participation is to be based upon residence within the CPO boundaries, whether within an incorporated or unincorporated area. For information distribution to cities, see the Note on page 13.

2. Role:

- a. The CPO, through the support given it by the County Board of Commissioners, will be an important vehicle for increased citizen participation, better public relations, and a more knowledgeable citizenry. The success of the enhanced program is directly tied to the continuation of the office of Community Resource Development, an OSU Extension Service program. Please see Appendix "A" for more detail.

3. Accountability:

- a. In order to be officially recognized by the County Board of Commissioners, a community organization must accept as members all citizens of voting age living within the CPO boundaries, and all individuals owning properties or businesses within the CPO boundaries.
- b. And, except as otherwise provided,
 1. Adopt bylaws which reflect items 2 through 10;
 2. Elect officers annually;
 3. Record minutes of general membership meetings;
 4. Hold at least one general membership meeting per year;
 5. Maintain open records of meeting attendance (Keep attendance);
 6. Notify the Board of newly elected officers;
 7. Provide public agendas of each meeting;
 8. Affirm the boundaries of the CPO. When desirable, an area may be divided into smaller units through a system of subcommittees. 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 of the CCI, shall be forwarded to the County Board of Commissioners for their review, approval and inclusion in the public record.

9. Not charge dues.

10. Adopt criteria for democratic voting.

11. Provide a forum for accommodation of neighborhood concerns.

4. Scope of Activities:

- a. Advise and consult with the County Board of Commissioners on matters affecting the livability of the community. Such matters would include, but not be limited to planning, housing, parks, open space and recreation, human resource delivery systems, traffic and transportation systems, water and sewage disposal systems and other matters affecting the livability of the community.
- b. Be informed and familiar with the views and opinions of the people of the community and be able to give an accurate presentation of those views.
- c. Keep the Board informed of any changes in its By Laws, its officers and Board members, and the name and address of its representative for receipt of notices and other communications.
- d. Serve as a vehicle for communication between governments and citizens;
 - 1) provide a known meeting place for Board communication with citizen;
 - 2) provide a place for legislators to meet with citizens;
 - 3) respond to notices, agendas and minutes, and land use matters of every description including design review;
 - 4) take full and efficient advantage of budgeted staff assistance.
- e. Comments by community organizations on any matter of county government will be recognized, received and reviewed by the Board.

5. Neighborhood Associations:

The County Board of Commissioners may recognize a Neighborhood Organization or Association within the County when in compliance with the respective section in the County's Development Code. Neighborhood Association will work within and be a substructure to the Citizen Participation Organization program.

6. County Responsibility:

- a. Provide recognized organizations with copies of the agendas and minutes of work sessions and meetings of the Board of County Commissioners, and agendas and minutes of the Planning Commission and Hearings Officer.
- b. Provide as established in the budgetary process, certain support services and financial aid to the CPO program to ensure its existence as a structure to facilitate citizen involvement.
- c. Seek funds from local, state and federal sources to promote and expand citizen involvement.
- d. Initiate and maintain a program to actively publicize the citizen participation program throughout the county.
- e. Assist OSU Extension, when necessary and within budgetary constraints, in the reproduction and mailing of newsletters and other printed materials when supplied by CPOs or the CCI.
- f. Provide timely notification to the CPOs and CCI of relevant and pertinent meetings, hearings, elections, studies, reports and land use preapplications and applications, etc.
- g. Assist and participate in educational efforts related to citizen participation in government and planning process.

- h. Notify organizations of any other proposals seriously contemplated by Washington County which would apply specifically to that area and which would make major change in the livability of the community.
- i. Provide, subject to budgeting and time limitations, staff assistance for liaison and informational purposes.
- j. Provide workshops on specific County-related subjects when there is sufficient interest to warrant the staff time.
- k. Review recognition of each organization every two years.
- l. Provide notice of budget preparation to the CCI for review of support services being made available to the citizen participation effort.

NOTE: For purposes of information distribution and notification of opportunities for citizen participation, the County will send such information as is distributed to CPOs to the offices of the Mayors of our incorporated cities for appropriate distribution. Organized Neighborhood Planning Organizations within city units may be recognized by the Board of Commissioners as direct recipients of such information.

Appendix "A"

Role of Community Resource Development Program

The success of Washington County's citizen involvement policy and program is heavily dependent upon the continuation of Oregon State University Extension Service's Community Resource Development (CRD) Program. As noted in the section on Citizen Participation Organizations, the CRD Extension Agent was instrumental in development of a program of citizen participation in community planning as an integral part of the Comprehensive Land Use Plan. As that planning effort is expended into a more generalized community involvement/citizens participation format, it would be desirable that the Extension Service expand the CRD agent's role.

As an information source on advisory committee memberships and task forces, the CRD agent would be notified upon committee vacancies or upon the creation of special task forces. These would be communicated to the membership of the CPOs. Anyone interested in applying would contact the Agent for a copy of the committee's charge, current membership, and an application form. Additional information would be available from the Commissioner acting as liaison to the committee or task force.

As a resource on processes or procedures employed by the County, the CRD agent would be of value to all "first-timers". What to expect at a public hearing; how to effectively testify before the Board of Commissioners, Hearings Officer, or Planning Commission; how to prepare a case for the Board of Equalization; where to look for information on appeals procedures; how to request a Neighborhood Watch Program; etc. Although many of the processes may involve land-use issues, the Board

would encourage the CRD agent to expand into other areas such as, but not limited to: Public Health and Safety, Elections, and Assessment and Taxation.

Proposed role and duties of the Community Resource Development Agent:

a. Maintain essential communications link between interested citizens, CPOs, 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 at the request of Washington County, CPOs or CCI.

c. Assist 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 mailing for active CPOs provided:

1) CPOs meet appropriate established guidelines.

2) Washington County provides appropriate secretarial backup.

f. Works with CCI in a coordinating capacity.

g. CRD Agent's role may be further expanded to better implement the goals and objectives of the total citizen participation program upon appropriate agreement between the Board of Commissioners and OSU Extension Service. Is not an advocate for or against policies, rules and/or regulations planned, approved or adopted by the Board of Commissioners.

