

## FACTOR BOOK CODES

Class	Type	Description	Subtype
110	RESIDENCE	Other Improvements	RESIDENCE
111	RESIDENCE	One story	RESIDENCE
112	RESIDENCE	One story with basement	RESIDENCE
113	RESIDENCE	Two story	RESIDENCE
114	RESIDENCE	Two story with basement	RESIDENCE
115	RESIDENCE	Split level	RESIDENCE
116	RESIDENCE	Two story with attic	RESIDENCE
117	RESIDENCE	Townhouse	RESIDENCE
118	RESIDENCE	One story with attic	RESIDENCE
119	RESIDENCE	One story w/attic and basement	RESIDENCE
121	RESIDENCE	One story	RESIDENCE
122	RESIDENCE	One story with basement	RESIDENCE
123	RESIDENCE	Two story	RESIDENCE
124	RESIDENCE	Two story with basement	RESIDENCE
125	RESIDENCE	Split level	RESIDENCE
126	RESIDENCE	Two story with attic	RESIDENCE
127	RESIDENCE	Townhouse	RESIDENCE
128	RESIDENCE	One story with attic	RESIDENCE
129	RESIDENCE	One story w/attic and basement	RESIDENCE
131	RESIDENCE	One story	RESIDENCE
132	RESIDENCE	One story with basement	RESIDENCE
133	RESIDENCE	Two story	RESIDENCE
134	RESIDENCE	Two story with basement	RESIDENCE
135	RESIDENCE	Split level	RESIDENCE
136	RESIDENCE	Two story with attic	RESIDENCE
137	RESIDENCE	Townhouse	RESIDENCE
138	RESIDENCE	One story with attic	RESIDENCE
139	RESIDENCE	One story w/attic and basement	RESIDENCE
140	RESIDENCE	USED IN A PRIOR YEAR	RESIDENCE
141	RESIDENCE	One story	RESIDENCE
142	RESIDENCE	One story with basement	RESIDENCE
143	RESIDENCE	Two story	RESIDENCE
144	RESIDENCE	Two story with basement	RESIDENCE
145	RESIDENCE	Split level	RESIDENCE
146	RESIDENCE	Two story with attic	RESIDENCE
147	RESIDENCE	Townhouse	RESIDENCE
148	RESIDENCE	One story with attic	RESIDENCE
149	RESIDENCE	One story w/attic and basement	RESIDENCE
151	RESIDENCE	One story	RESIDENCE
152	RESIDENCE	One story with basement	RESIDENCE
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154	RESIDENCE	Two story with basement	RESIDENCE
155	RESIDENCE	Split level	RESIDENCE
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166	RESIDENCE	Two story with attic	RESIDENCE
167	RESIDENCE	Townhouse	RESIDENCE
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169	RESIDENCE	One story w/attic and basement	RESIDENCE
171	RESIDENCE	One story	RESIDENCE
172	RESIDENCE	One story with basement	RESIDENCE
173	RESIDENCE	Two story	RESIDENCE
174	RESIDENCE	Two story with basement	RESIDENCE
175	RESIDENCE	Split level	RESIDENCE
176	RESIDENCE	Two story with attic	RESIDENCE
177	RESIDENCE	Townhouse	RESIDENCE
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181	RESIDENCE	One story	RESIDENCE
182	RESIDENCE	One story with basement	RESIDENCE
183	RESIDENCE	Two story	RESIDENCE
184	RESIDENCE	Two story with basement	RESIDENCE
185	RESIDENCE	Split level	RESIDENCE
186	RESIDENCE	Two story with attic	RESIDENCE
187	RESIDENCE	Townhouse	RESIDENCE
188	RESIDENCE	One story with attic	RESIDENCE
189	RESIDENCE	One story w/attic and basement	RESIDENCE
221	RESIDENCE	USED IN A PRIOR YEAR	RESIDENCE
223	RESIDENCE	USED IN A PRIOR YEAR	RESIDENCE
224	RESIDENCE	USED IN A PRIOR YEAR	RESIDENCE
231	RESIDENCE	USED IN A PRIOR YEAR	RESIDENCE
232	MULTI-FMLY	Duplex	DUPLEX
233	MULTI-FMLY	Triplex	TRIPLEX
234	MULTI-FMLY	Fourplex	FOURPLEX
235	MULTI-FMLY	House converted/under 5 units	DUPLEX
242	MULTI-FMLY	Duplex	DUPLEX
243	MULTI-FMLY	Triplex	TRIPLEX
244	MULTI-FMLY	Fourplex	FOURPLEX
245	MULTI-FMLY	House converted/under 5 units	DUPLEX
252	MULTI-FMLY	Duplex	DUPLEX
253	MULTI-FMLY	Triplex	TRIPLEX
254	MULTI-FMLY	Fourplex	FOURPLEX
255	MULTI-FMLY	House converted/under 5 units	DUPLEX
300	FARM BLDG	Farm Bldg	FARM BLDG
302	RESIDENCE	USED IN A PRIOR YEAR	RESIDENCE
304	RESIDENCE	USED IN A PRIOR YEAR	RESIDENCE
310	FARM BLDG	Dairy operation	FARM BLDG
320	FARM BLDG	Poultry - broiler	FARM BLDG
321	FARM BLDG	Poultry - laying	FARM BLDG
322	RESIDENCE	USED IN A PROIR YEAR	RESIDENCE
330	FARM BLDG	Commercial stables	FARM BLDG
331	FARM BLDG	Horse - arenas	FARM BLDG
340	FARM BLDG	Seed warehouse	FARM BLDG
341	FARM BLDG	Grain storage	FARM BLDG
342	FARM BLDG	Hop operation	FARM BLDG

343	FARM BLDG	Mint still	FARM BLDG
344	FARM BLDG	Fruit processing	FARM BLDG
345	FARM BLDG	Grain/feed processing	FARM BLDG
346	FARM BLDG	Nut processing	FARM BLDG
347	FARM BLDG	Winery facilities	FARM BLDG
348	FARM BLDG	Pollen processing	FARM BLDG
350	FARM BLDG	Commercial greenhouse	FARM BLDG
360	FARM BLDG	Dryer building - hops	FARM BLDG
361	FARM BLDG	Dryer building - prunes	FARM BLDG
362	FARM BLDG	Dryer building - cones	FARM BLDG
370	FARM BLDG	Feeder operation - beef	FARM BLDG
371	FARM BLDG	Feeder operation - hogs	FARM BLDG
372	FARM BLDG	Feeder operation - veal	FARM BLDG
373	FARM BLDG	Feeder operation - sheep	FARM BLDG
374	FARM BLDG	Feeder operation - goats	FARM BLDG
380	FARM BLDG	Dog kennel	FARM BLDG
390	FARM BLDG	Equipment sales/service store	FARM BLDG
399	FARM BLDG	Hangar	FARM BLDG
410	RESIDENCE	Manf. Strct. Accessories	RESIDENCE
411	RESIDENCE	Manf. Stct. in conjunction	RESIDENCE
415	RESIDENCE	Addition to MS Structure	RESIDENCE
425	RESIDENCE	Addition to MS Structure	RESIDENCE
435	RESIDENCE	Addition to MS Structure	RESIDENCE
441	MANF STRCT	Single wide	MANF STRCT
442	MANF STRCT	Double wide	MANF STRCT
443	MANF STRCT	Triple wide	MANF STRCT
444	MANF STRCT	Four wide	MANF STRCT
445	RESIDENCE	Addition to MS Structure	RESIDENCE
451	MANF STRCT	Single wide	MANF STRCT
452	MANF STRCT	Double wide	MANF STRCT
453	MANF STRCT	Triple wide	MANF STRCT
454	MANF STRCT	Four wide	MANF STRCT
455	RESIDENCE	Addition to MS Structure	RESIDENCE
461	MANF STRCT	Single wide	MANF STRCT
462	MANF STRCT	Double wide	MANF STRCT
463	MANF STRCT	Triple wide	MANF STRCT
464	MANF STRCT	Four wide	MANF STRCT
471	MANF STRCT	Single wide	MANF STRCT
472	MANF STRCT	Double wide	MANF STRCT
473	MANF STRCT	Triple wide	MANF STRCT
474	MANF STRCT	Four wide	MANF STRCT
500	COMMERCIAL	Other Improvements	COMMERCIAL
501	COMMERCIAL	Yard Improvements	COMMERCIAL
502	COMMERCIAL	Special Purpose	COMMERCIAL
503	COMMERCIAL	Billboard	COMMERCIAL
504	COMMERCIAL	Fixtures & Equipment	COMMERCIAL
505	COMMERCIAL	Machinery & Equipment	COMMERCIAL
506	COMMERCIAL	Communication Towers	COMMERCIAL
510	COMMERCIAL	Other Improvements	COMMERCIAL
511	COMMERCIAL	Dwellings - Apartment	COMMERCIAL
512	COMMERCIAL	Dwellings - Condominium	COMMERCIAL
513	COMMERCIAL	Mobile Home Park	COMMERCIAL
514	COMMERCIAL	Motel	COMMERCIAL

515	COMMERCIAL	Nursing Home	COMMERCIAL
516	COMMERCIAL	RV Park	COMMERCIAL
520	COMMERCIAL	Office -general	COMMERCIAL
521	COMMERCIAL	Office - Office Building	COMMERCIAL
522	COMMERCIAL	Office -Bank	COMMERCIAL
523	COMMERCIAL	Office - Medical Office	COMMERCIAL
524	COMMERCIAL	Office -Veterinary	COMMERCIAL
530	COMMERCIAL	Financial - cent;ral bank	COMMERCIAL
531	COMMERCIAL	Store - Convenience	COMMERCIAL
532	COMMERCIAL	Store - Store	COMMERCIAL
533	COMMERCIAL	Store - Merchandising Center	COMMERCIAL
534	COMMERCIAL	Shopping Center	COMMERCIAL
540	COMMERCIAL	Medical -office	COMMERCIAL
541	COMMERCIAL	Automotive - Service Station	COMMERCIAL
542	COMMERCIAL	Automotive - Showroom	COMMERCIAL
543	COMMERCIAL	Automotive - Car Wash	COMMERCIAL
544	COMMERCIAL	Automotive - Auto Service	COMMERCIAL
545	COMMERCIAL	Automotive - Parking Lot	COMMERCIAL
550	COMMERCIAL	Restaurant - fast food	COMMERCIAL
551	COMMERCIAL	Restaurant - fast food	COMMERCIAL
552	COMMERCIAL	Restaurant - restaurant	COMMERCIAL
553	COMMERCIAL	Restaurant - dining/lounge	COMMERCIAL
554	COMMERCIAL	Restaurant - tavern/bar	COMMERCIAL
560	COMMERCIAL	Entertainment - general	COMMERCIAL
561	COMMERCIAL	Entertainment - theater	COMMERCIAL
562	COMMERCIAL	Entertainment - bowling alley	COMMERCIAL
563	COMMERCIAL	Entertainment - Resort Buildings	COMMERCIAL
564	COMMERCIAL	Entertainment - Recreation Facilities	COMMERCIAL
565	COMMERCIAL	Entertainment - Golf Course	COMMERCIAL
570	COMMERCIAL	Retail store - convenience market	COMMERCIAL
571	COMMERCIAL	Warehouse - warehouse	COMMERCIAL
572	COMMERCIAL	Warehouse - Service Garage	COMMERCIAL
573	COMMERCIAL	Warehouse - Mini Storage	COMMERCIAL
574	COMMERCIAL	Warehouse - Hangar	COMMERCIAL
575	COMMERCIAL	Warehouse - Industrial Manufacturing	COMMERCIAL
576	COMMERCIAL	Retail store - shopping center	COMMERCIAL
577	COMMERCIAL	Retail/discount/warehouse store	COMMERCIAL
578	COMMERCIAL	Retail store - lumber yard	COMMERCIAL
579	COMMERCIAL	Retail store - floral/nursery	COMMERCIAL
580	COMMERCIAL	Automotive - dealership/parts/service	COMMERCIAL
581	COMMERCIAL	Automotive - repair shop	COMMERCIAL
582	COMMERCIAL	Automotive - service station	COMMERCIAL
583	COMMERCIAL	Automotive - bulk oil	COMMERCIAL
584	COMMERCIAL	Automotive - auto wrecking yd	COMMERCIAL
585	COMMERCIAL	Automotive - srv stn/convnce	COMMERCIAL
586	COMMERCIAL	Automotive - car wash	COMMERCIAL
590	COMMERCIAL	Miscellaneous-commercial/repair shop	COMMERCIAL
591	COMMERCIAL	Public Use - Governmental Building	COMMERCIAL
592	COMMERCIAL	Public Use - Airport Facilities	COMMERCIAL
593	COMMERCIAL	Public Use - Fire Station	COMMERCIAL
594	COMMERCIAL	Public Use - Utilities	COMMERCIAL
595	COMMERCIAL	Public Use - School Buildings	COMMERCIAL
596	COMMERCIAL	Public Use - College	COMMERCIAL

597	COMMERCIAL	Public Use - Church Buildings	COMMERCIAL
598	COMMERCIAL	Public Use - Hospital	COMMERCIAL
599	COMMERCIAL	Miscellaneous-manf hse dealshp	COMMERCIAL
600	INDUSTRIAL	Industrial Other Improvements	INDUSTRIAL
610	INDUSTRIAL	Wood products - plywood	INDUSTRIAL
611	INDUSTRIAL	Wood products - sawmill	INDUSTRIAL
612	INDUSTRIAL	Wood products - planing mill	INDUSTRIAL
613	INDUSTRIAL	Wood products - veneer	INDUSTRIAL
614	INDUSTRIAL	Wood products - chipping	INDUSTRIAL
615	INDUSTRIAL	Wood products - shingle plant	INDUSTRIAL
620	INDUSTRIAL	Chemical	INDUSTRIAL
630	INDUSTRIAL	Electronics	INDUSTRIAL
640	INDUSTRIAL	Food Processing	INDUSTRIAL
650	INDUSTRIAL	Manufacturing	INDUSTRIAL
660	INDUSTRIAL	Cold storage	INDUSTRIAL
670	INDUSTRIAL	Machine shop	INDUSTRIAL
680	INDUSTRIAL	Concrete	INDUSTRIAL
690	INDUSTRIAL	Misc-mini storage warehouse	INDUSTRIAL
700	APARTMENT	Apartment Other Improvements	APARTMENT
711	RESIDENCE	USED IN A PRIOR YEAR	RESIDENCE
741	APARTMENTS	5 - 9 units	APARTMENTS
742	APARTMENTS	10 - 19 units	APARTMENTS
743	APARTMENTS	20 - 49 units	APARTMENTS
744	APARTMENTS	50 - 99 units	APARTMENTS
745	APARTMENTS	100 units and over	APARTMENTS
746	APARTMENTS	House converted/over 5 units	APARTMENTS
751	APARTMENTS	5 - 9 units	APARTMENTS
752	APARTMENTS	10 - 19 units	APARTMENTS
753	APARTMENTS	20 - 49 units	APARTMENTS
754	APARTMENTS	50 - 99 units	APARTMENTS
755	APARTMENTS	100 units and over	APARTMENTS
756	APARTMENTS	House converted/over 5 units	APARTMENTS
761	APARTMENTS	5 - 9 units	APARTMENTS
762	APARTMENTS	10 - 19 units	APARTMENTS
763	APARTMENTS	20 - 49 units	APARTMENTS
764	APARTMENTS	50 - 99 units	APARTMENTS
765	APARTMENTS	100 units and over	APARTMENTS
766	APARTMENTS	House converted/over 5 units	APARTMENTS
800	M&E COUNTY	Mach. & Equip. County	M&E COUNTY
803	M&E STATE	Mach. & Equip. State	M&E STATE
810	SCHOOLS	Schools	SCHOOLS
820	CHURCHES	Churches	CHURCHES
821	LIBRARY	Library	LIBRARY
822	PUBLIC	County Buildings	COURTHOUSE
823	LODGE	Lodge	LODGE
824	MISC	Muesum	MISC
825	PARK	Park	PARK
830	TREATWATER	Treatwater	TREATWATER
831	TREATSEWER	Treatsewer	TREATSEWER
840	MAINT CITY	Maint City	MAINT CITY
841	MAINT CNTY	Maint County	MAINT CNTY
850	CEMETERY	Cemetery	CEMETERY
860	BILLBOARDS	Billboards	BILLBOARDS

871	AIRPORT	Airport	AIRPORT
872	AIRPLANE H	Airplane Hangar	AIRPLANE H
873	GRANGE HAL	Grange Hall	GRANGE HAL
900	MISC	Misc Other Improvements	MISC
911	MISC	Quarry - gravel/rock	MISC
920	MISC	Cement/asphalt plant	MISC
931	MISC	Misc Industrial	MISC
940	MISC	Transmission towers	MISC
950	MISC	Water storage tanks	MISC
960	MISC	Fire Station	MISC
970	MISC	Truck Scales	MISC
999	MISC	Misc Catch All	MISC

# **Draft      CITIZEN INVOLVEMENT PROGRAM**

**CCI – Committee for Citizen Involvement**

**CAC – Planning Commission and other committees as needed**

**Chapter \_\_\_\_\_**

## **Purpose**

The provisions of this chapter provide a citizen involvement program to insure the opportunity for citizens to be involved in all phases of the planning process. This chapter defines the procedures by which the public will be involved in the ongoing land use process and to provide for a continuity of citizen participation and transmittal of information by:

1. Establishing a process to involve a cross section of affected citizens, insure effective communication between citizens and elected officials, and assure citizens will receive a response from policy makers.
2. Assuring compliance with all state requirements for open meetings and open records, as well as defining the process for standing for advisory committees in La Pine land use actions.
3. Providing two bodies for assisting in citizen involvement in La Pine:
  - a. The Committee for Citizen Involvement (CCI) shall be an advisory body to the City Council to assure that the intent and purposes of this chapter are met.
  - b. Citizen Advisory Committees (CACs) shall insure plan amendments are developed in accordance with an overall City plan and also advise the Council on individual land use matters. The La Pine Planning Commission is one example of such an advisory committee.

## **Committee for Citizen Involvement (CCI)**

### **1. Creation and Composition**

The Committee for Citizen Involvement will act as a liaison between the City Council and the various Citizen Advisory Committees and citizens of La Pine. The Committee shall be composed of a member from each active CAC including one representative of the La Pine Planning Commission. The Planning Commission shall designate one of their members to serve as the Planning Commission Representative on the Committee for Citizen Involvement. The Planning Commission Representative shall serve on the Committee for a term of one year. With the exception of the Planning Commission representative, members shall also be appointed to serve on a Citizen Advisory Committee.

Members shall represent a cross section of affected citizens, as well as all geographic areas and interests related to land use and land use decisions, and chosen by the City Council after a publicized and open selection process. Members of the Committee for Citizen Involvement will receive no compensation.

## **2. Tenure and Removal**

- a. Members shall serve for terms of three years; provided, however, that the initial membership of the Committee shall be on staggered terms so that each year no less than two, nor more than three, members may be appointed.
- b. A member of the Committee may be reappointed by the City Council to serve additional terms.
- c. Members of the Committee may be removed by the City Council for cause, which include, but is not limited to, neglect or inattention to duty, failure to attend meetings and failure to implement the policy and purpose of this program.
- d. A member of the Committee may resign at any time by submitting such resignation to the City Council.

## **3. Responsibilities**

- a. The Committee for Citizen Involvement shall be responsible to the City Council for implementing and revising the La Pine Citizen Involvement Program, to promote and enhance citizen involvement in land use planning, further assisting in implementation of that Citizen Involvement Program and evaluation of the process used for citizen involvement.
- b. The Committee for Citizen Involvement shall be the designated agency for receipt and evaluation of communications from citizens regarding the citizen involvement process in La Pine and shall report periodically to the Council on the state of the program.
- c. The CCI shall be authorized to designate alternate members of their respective CAC's to attend CCI meetings in their absence.

## **Creation of Citizen Advisory Committees (CACs)**

1. The City Council shall have the authority to establish and dissolve Citizen Advisory Committees, subject to the provisions of this chapter.
2. The City Council shall have the authority to establish, modify and abolish the boundaries in which Citizen Advisory Committees shall exercise their functions.
3. The City Council may undertake the activities listed in this section by City Council order only after consultation with the Committee for Citizen Involvement. Until such time, however, the Citizen Advisory Committees as composed on the effective date of this ordinance and the boundaries of each Citizen Advisory Committee are hereby ratified and affirmed.

## **Membership Requirements**

1. Each Citizen Advisory Committee shall have five, seven or nine positions as designated by the City Council upon an order creating or modifying such

committee. A CAC may exceed the designated positions temporarily, as a result of CAC boundary or issue change.

2. Members of each Citizen Advisory Committee shall be residents of the area served by such committee or a represent an issue connected to the subject matter.

3. Membership of each Citizen Advisory Committee shall be representative of a broad cross section of the citizens living in the area served by the Citizen Advisory Committee or represent an issue that relates to the committee function.

### **Applications and Appointments**

1. All persons residing in each Citizen Advisory Committee Area are eligible to apply for membership on the committee of that district or in the case of special issues, be representative on that issue.

2. Applications for appointments to Citizen Advisory Committees shall be submitted to the City Council, Committee for Citizen Involvement or the Planning Director on forms provided by the Director.

3. Applications received for committee membership shall be treated as follows:

a. If no vacancy exists on a Citizen Advisory Committee, such application shall be held by the Planning Director for at least one year for consideration by the Committee for Citizen Involvement and the City Council when vacancies occur. The applicant shall be notified of the fact that no vacancy exists and that the application will be held for one year.

b. Where a vacancy on a Citizen Advisory Committee does exist, the application shall be referred to the Committee for Citizen Involvement for review. The Committee shall advise the City Council as to their recommendations on disposition of outstanding applications according to the following criteria:

(1) Whether there is sufficient number of applications to provide a reasonable choice among applicants, consistent with the overall goal of providing for an effective cross section of citizen involvement in the Advisory Committee area. If the Committee does not feel that there is a sufficient number of applications, it may recommend to the City Council that action be deferred until the Committee has undertaken to seek out an additional number of applicants. The City Council may, on its own motion, also undertake such recruitment.

(2) If the Committee be satisfied that appointment of one or more applicants would provide for a balance of representation on a Citizen Advisory Committee, based upon interests, occupation and geographic location, it shall recommend to the City Council that one or more of the applicants be appointed.

c. Applications for Citizen Advisory Committee membership shall be forwarded to the City Council, together with recommendations from the Committee, not less than 30 days after the Committee is notified of an existing vacancy, unless the Committee or the City Council undertakes additional active recruiting.

d. From the list of applicants submitted to the Committee for its recommendations, the City Council shall consider the recommendations of the Committee and fill the vacancy or vacancies from a list supplied by the Committee. If the City Council finds all names submitted by the Committee unacceptable, it shall return the list to the Committee with their reason for

rejection and request additional lists of selections. The Committee shall, within a reasonable time of return of the list, submit to the City Council a new list for action by the City Council.

### **Term of Appointment**

1. The term of membership on a Citizen Advisory Committee shall be three years from the date of appointment, except as otherwise provided for in this chapter.
2. A member may be reappointed by the City Council for additional terms.
3. When a vacancy occurs prior to the end of the three year term, the City Council shall appoint a member to serve the portions of a Citizen Advisory Committee member's term.

### **Removal and Resignation**

1. The City Council may remove a member of a Citizen Advisory Committee only after receiving a recommendation from the Committee for Citizen Involvement, if the City Council finds that the policies of this chapter or the Comprehensive Plan are not met, or for the particular reasons set forth in this section. The City Council will also request that the Committee for Citizen Involvement undertake an investigation with respect to the grounds for removal or to respond to any complaints brought against any member of any Citizen Advisory Committee, or any Committee as a whole. The investigation shall include a Fact Finding Meeting to which all involved parties will receive a written invitation at least ten (10) days prior to the meeting. Statements will be taken, findings prepared and a recommendation for action made to the City Council.
2. The City Council may remove a member of a Citizen Advisory Committee for failure to participate actively or failure to perform adequately the duties and responsibilities of such membership. A CAC member's failure to attend three or more consecutive meetings, without explanation, shall be considered justification for removal. In all cases, the City Council shall request the recommendation of the Committee for Citizen Involvement prior to taking action.
3. A member of a Citizen Advisory Committee may resign at any time by submitting such resignation to the City.

### **Liability**

1. Citizen Advisory Committee members shall be considered agents of the City within the coverage of ORS 30.260 to 30.330 in any actions taken by a Citizen Advisory Committee in performance of the duties, responsibilities and functions as set forth in this chapter.
2. La Pine shall not indemnify CAC members for legal fees, judgments or other costs associated with legal suits or actions filed against any Citizen Advisory Committee or members thereof for any action taken outside of the scope of the duties, responsibilities, and functions of the Citizen Advisory Committee.
3. Upon recommendation from the Committee for Citizen Involvement, the

City Council may waive the provisions of this section if the City Council finds it is necessary to undertake such action to protect citizen involvement in La Pine and the action is consistent with ORS 30.287(1).

4. No provision of this section shall be construed to diminish or deny any rights of CAC members under ORS 30.260 to 30.330, when such CAC members are acting as agents of the City.

## **Duties, Responsibilities and Functions of Citizen Advisory Committee**

### **Members**

1. Each Citizen Advisory Committee shall elect a chairperson, vice chairperson and secretary at the first regular meeting of the calendar year.

a. The chairperson shall call meetings of the Citizen Advisory Committee as necessary and appropriate to discuss and respond to planning program issues.

b. The vice chairperson shall act as chairperson pro-tem in the absence of the chairperson.

c. The secretary shall take minutes of such Committee meetings.

2. Each Committee shall comply with all provisions of the Oregon Public Meeting Law (ORS 192.610 to 192.990).

a. All meetings of the advisory committees shall be open to the public and all persons shall be permitted to attend any such meeting. A committee shall have no authority to conduct executive sessions under ORS 192.660.

b. Each Citizen Advisory Committee shall provide notice of the time, place and subject matter of its meetings either to the Planning Director or to the Citizen Involvement Coordinator during business hours at the Planning Department. The Citizen Involvement Coordinator shall be responsible for providing notice to the media in time for them to publish the notice at least 24 hours prior to the meeting.

c. The CAC secretary shall take minutes which shall include:

1. the names of all CAC members present;

2. all motions and their disposition;

3. the results of all votes and the vote of each member, by name;

4. the substance of any document discussed;

5. reference to any document discussed.

CAC minutes should also contain the date, time, and location of the meeting, the names of any guests present, and land use application references such as the applicant's name and the Planning Department file number.

The CAC minutes shall be submitted to the Planning Director no more than ten days after the meeting.

3. The Citizen Advisory Committees shall participate in the development of the La Pine Comprehensive Plan, and amendments and revisions thereto, and shall advise the City Council with regard to any concerns or comments the advisory committee may have with respect to such Plan, amendments or revisions.

a. The Planning Director shall submit proposals for Comprehensive Plans, or amendments or revisions thereto, at least 15 days in advance of the expected date of Citizen Advisory Committee comments; provided, however, that this paragraph shall not apply to amendments or revisions to Comprehensive Plans changed at public hearings before the Planning Commission or the City Council, if the subject matter of such plans, amendments or revisions were submitted previously to the Planning Advisory Committees.

b. Each Citizen Advisory Committee shall have the authority to conduct meetings to review and evaluate such Plans, or amendments or revisions thereto, and may comment in writing by submitting their responses to the Planning Director, Planning Commission or City Council, or comment orally at hearings held on such Plans, revisions or amendments.

c. Each Citizen Advisory Committee shall allow interested persons to participate in the review and evaluation of such Plans, revisions or amendments thereto, by means of oral or written testimony.

d. Citizen Advisory Committee members are encouraged to participate in the workshops and regional meetings held on Comprehensive Plans or revisions thereto.

e. Upon completion of Comprehensive Plan Elements, or revisions thereto, each Citizen Advisory Committee shall participate in the review of land use maps for its area or region of the City.

f. Citizen Advisory Committee members shall be entitled to participate in regional workshop meetings dealing with selection of preferred map alternatives to be submitted to the Planning Commission and City Council in conjunction with the adoption or revision of a Comprehensive Plan.

4. Each Citizen Advisory Committee may participate in advising the Hearings Officer, Commission, or City Council with respect to quasi-judicial land use applications which lie within, or immediately affect land within, territory of the Citizen Advisory Committee.

a. Each Citizen Advisory Committee is entitled to become a party at hearings involving quasijudicial land use applications.

b. The Planning Director shall provide notice of hearings to the appropriate Citizen Advisory Committee, within the time limitations provided in Chapter \_\_\_\_\_ of this ordinance. The CAC may respond to the notice as it deems appropriate.

c. No response to such notices shall be transmitted to the Planning Director, Hearings Officer, Commission or City Council except after a properly conducted meeting and affirmative vote of a quorum of such committee.

d. All such responses shall be in written form and shall contain the following information:

(1) Name of the Citizen Advisory Committee;

(2) A statement as to whether such committee desires standing as a party;

(3) A statement as to the reason for supporting or opposing the proposal; and

(4) A statement indicating whether the Citizen Advisory Committee wishes to be heard further, i.e., other than such written notice.

5. Citizen Advisory Committees may also advise the City on areas of community interests or concerns which the advisory committee feels are of importance to their area, the City, or planning activities.

#### **Implementation Measures**

Citizen Advisory Committees shall be entitled to participate in the formulation, amendment, revision or repeal of all measures implementing Comprehensive Plans for La Pine in the same manner as that provided for in the adoption, amendment or revision of Comprehensive Plans for the City.

### **Planning Director Responsibilities for Citizen Participation and Coordination**

1. The Planning Director shall be responsible for assuring that the citizen involvement provisions of this chapter are implemented. To that end, the Director shall consult periodically with the Committee for Citizen Involvement and may make such recommendations as are necessary to implement the purposes of this chapter and LCDC Goal 1. The Planning Director may delegate his duties to a Citizen Involvement Coordinator; however, he/she shall reserve the authority to overrule such coordinator to assure compliance with the provisions of this chapter.

2. The Planning Director shall assure coordination between federal, state and regional agencies and special purpose districts to coordinate their planning efforts with La Pine and shall make use of local citizen involvement programs established by other entities, where such programs affect La Pine.

3. The Planning Director shall provide such information to the Planning Advisory Committees as is necessary for those Committees, and the general public, to identify and comprehend planning and plan implementation issues. All information supplied by any department or agency of La Pine in planning or plan implementation matters shall be in simplified, understandable form and shall be coordinated through the Planning Director.

4. The Planning Director shall act as liaison between the citizens of La Pine and the City Council and shall respond to citizen comments on planning or plan implementation issues directly, or by referring the same to the appropriate agency for response. All departments and agencies of La Pine shall cooperate with the Planning Director in assuring effective two-way communication between citizens and their government.

5. The Planning Director shall make available to all Citizen Advisory Committees a copy of all proposed elements of any La Pine Comprehensive Plan, or amendments or revisions thereto, all implementing ordinances, or amendments or revisions thereto, and any studies, reports or background information, if any, necessary to understand such proposal, at least ten days prior to action by the City Council. Such proposals and background information shall be provided to the La Pine City Hall and at such other facilities the Planning Director may deem necessary to provide for an informed citizenry.

6. The Planning Director shall provide, in each annual budget request to the City Council, for sufficient financial support to insure adequate funding of a citizen involvement program to meet the purposes of this chapter.

7. The responsibilities of the Planning Director, under this section, shall continue, even after acknowledgement of the La Pine Comprehensive Plan and Implementing Ordinances by the Land Conservation and Development Commission.

### **Proposed CAC's**

1. Planning Commission
2. Public Utility/Infrastructure Committee
3. Economic Development Committee
4. Residential/Industrial/Commercial Issues Committee

#### CITY ADMINISTRATION

*It is the goal of the City Council to establish the processes and regulations needed for the management of the new City of La Pine.*

- a. Charter
- b. Publicity programs and policies

#### PUBLIC SAFETY

*It is the goal of the City Council to establish and coordinate public safety programs for the community of La Pine.*

- a. Disaster Plan
- b. Road Maintenance

#### COMPREHENSIVE PLAN

*It is the goal of the City Council to establish land use management programs for the community of La Pine.*

- a. Zoning
- b. T.S.P.
- c. Ordinances
- d. Historical Codes

#### LONG TERM GOALS

*It is the goal of the City Council to establish long-term goals as needed. These goals may require coordination and funding from non-city sources.*

1. SDC's
2. Traffic Signals
3. Wickiup Jct. Interchange

# **Draft      CITIZEN INVOLVEMENT PROGRAM**

**CCI – Committee for Citizen Involvement**

**CAC – Planning Commission and other committees as needed**

**Chapter \_\_\_\_\_**

## **Purpose**

The provisions of this chapter provide a citizen involvement program to insure the opportunity for citizens to be involved in all phases of the planning process. This chapter defines the procedures by which the public will be involved in the ongoing land use process and to provide for a continuity of citizen participation and transmittal of information by:

1. Establishing a process to involve a cross section of affected citizens, insure effective communication between citizens and elected officials, and assure citizens will receive a response from policy makers.
2. Assuring compliance with all state requirements for open meetings and open records, as well as defining the process for standing for advisory committees in La Pine land use actions.
3. Providing two bodies for assisting in citizen involvement in La Pine:
  - a. The Committee for Citizen Involvement (CCI) shall be an advisory body to the City Council to assure that the intent and purposes of this chapter are met.
  - b. Citizen Advisory Committees (CACs) shall insure plan amendments are developed in accordance with an overall City plan and also advise the Council on individual land use matters. The La Pine Planning Commission is one example of such an advisory committee.

## **Committee for Citizen Involvement (CCI)**

### **1. Creation and Composition**

The Committee for Citizen Involvement will act as a liaison between the City Council and the various Citizen Advisory Committees and citizens of La Pine. The Committee shall be composed of a member from each active CAC including one representative of the La Pine Planning Commission. The Planning Commission shall designate one of their members to serve as the Planning Commission Representative on the Committee for Citizen Involvement. The Planning Commission Representative shall serve on the Committee for a term of one year. With the exception of the Planning Commission representative, members shall also be appointed to serve on a Citizen Advisory Committee.

Members shall represent a cross section of affected citizens, as well as all geographic areas and interests related to land use and land use decisions, and chosen by the City Council after a publicized and open selection process. Members of the Committee for Citizen Involvement will receive no compensation.

## **2. Tenure and Removal**

- a. Members shall serve for terms of three years; provided, however, that the initial membership of the Committee shall be on staggered terms so that each year no less than two, nor more than three, members may be appointed.
- b. A member of the Committee may be reappointed by the City Council to serve additional terms.
- c. Members of the Committee may be removed by the City Council for cause, which include, but is not limited to, neglect or inattention to duty, failure to attend meetings and failure to implement the policy and purpose of this program.
- d. A member of the Committee may resign at any time by submitting such resignation to the City Council.

## **3. Responsibilities**

- a. The Committee for Citizen Involvement shall be responsible to the City Council for implementing and revising the La Pine Citizen Involvement Program, to promote and enhance citizen involvement in land use planning, further assisting in implementation of that Citizen Involvement Program and evaluation of the process used for citizen involvement.
- b. The Committee for Citizen Involvement shall be the designated agency for receipt and evaluation of communications from citizens regarding the citizen involvement process in La Pine and shall report periodically to the Council on the state of the program.
- c. The CCI shall be authorized to designate alternate members of their respective CAC's to attend CCI meetings in their absence.

## **Creation of Citizen Advisory Committees (CACs)**

1. The City Council shall have the authority to establish and dissolve Citizen Advisory Committees, subject to the provisions of this chapter.
2. The City Council shall have the authority to establish, modify and abolish the boundaries in which Citizen Advisory Committees shall exercise their functions.
3. The City Council may undertake the activities listed in this section by City Council order only after consultation with the Committee for Citizen Involvement. Until such time, however, the Citizen Advisory Committees as composed on the effective date of this ordinance and the boundaries of each Citizen Advisory Committee are hereby ratified and affirmed.

## **Membership Requirements**

1. Each Citizen Advisory Committee shall have five, seven or nine positions as designated by the City Council upon an order creating or modifying such

committee. A CAC may exceed the designated positions temporarily, as a result of CAC boundary or issue change.

2. Members of each Citizen Advisory Committee shall be residents of the area served by such committee or a represent an issue connected to the subject matter.

3. Membership of each Citizen Advisory Committee shall be representative of a broad cross section of the citizens living in the area served by the Citizen Advisory Committee or represent an issue that relates to the committee function.

### **Applications and Appointments**

1. All persons residing in each Citizen Advisory Committee Area are eligible to apply for membership on the committee of that district or in the case of special issues, be representative on that issue.

2. Applications for appointments to Citizen Advisory Committees shall be submitted to the City Council, Committee for Citizen Involvement or the Planning Director on forms provided by the Director.

3. Applications received for committee membership shall be treated as follows:

a. If no vacancy exists on a Citizen Advisory Committee, such application shall be held by the Planning Director for at least one year for consideration by the Committee for Citizen Involvement and the City Council when vacancies occur. The applicant shall be notified of the fact that no vacancy exists and that the application will be held for one year.

b. Where a vacancy on a Citizen Advisory Committee does exist, the application shall be referred to the Committee for Citizen Involvement for review. The Committee shall advise the City Council as to their recommendations on disposition of outstanding applications according to the following criteria:

(1) Whether there is sufficient number of applications to provide a reasonable choice among applicants, consistent with the overall goal of providing for an effective cross section of citizen involvement in the Advisory Committee area. If the Committee does not feel that there is a sufficient number of applications, it may recommend to the City Council that action be deferred until the Committee has undertaken to seek out an additional number of applicants. The City Council may, on its own motion, also undertake such recruitment.

(2) If the Committee be satisfied that appointment of one or more applicants would provide for a balance of representation on a Citizen Advisory Committee, based upon interests, occupation and geographic location, it shall recommend to the City Council that one or more of the applicants be appointed.

c. Applications for Citizen Advisory Committee membership shall be forwarded to the City Council, together with recommendations from the Committee, not less than 30 days after the Committee is notified of an existing vacancy, unless the Committee or the City Council undertakes additional active recruiting.

d. From the list of applicants submitted to the Committee for its recommendations, the City Council shall consider the recommendations of the Committee and fill the vacancy or vacancies from a list supplied by the Committee. If the City Council finds all names submitted by the Committee unacceptable, it shall return the list to the Committee with their reason for

rejection and request additional lists of selections. The Committee shall, within a reasonable time of return of the list, submit to the City Council a new list for action by the City Council.

### **Term of Appointment**

1. The term of membership on a Citizen Advisory Committee shall be three years from the date of appointment, except as otherwise provided for in this chapter.
2. A member may be reappointed by the City Council for additional terms.
3. When a vacancy occurs prior to the end of the three year term, the City Council shall appoint a member to serve the portions of a Citizen Advisory Committee member's term.

### **Removal and Resignation**

1. The City Council may remove a member of a Citizen Advisory Committee only after receiving a recommendation from the Committee for Citizen Involvement, if the City Council finds that the policies of this chapter or the Comprehensive Plan are not met, or for the particular reasons set forth in this section. The City Council will also request that the Committee for Citizen Involvement undertake an investigation with respect to the grounds for removal or to respond to any complaints brought against any member of any Citizen Advisory Committee, or any Committee as a whole. The investigation shall include a Fact Finding Meeting to which all involved parties will receive a written invitation at least ten (10) days prior to the meeting. Statements will be taken, findings prepared and a recommendation for action made to the City Council.
2. The City Council may remove a member of a Citizen Advisory Committee for failure to participate actively or failure to perform adequately the duties and responsibilities of such membership. A CAC member's failure to attend three or more consecutive meetings, without explanation, shall be considered justification for removal. In all cases, the City Council shall request the recommendation of the Committee for Citizen Involvement prior to taking action.
3. A member of a Citizen Advisory Committee may resign at any time by submitting such resignation to the City.

### **Liability**

1. Citizen Advisory Committee members shall be considered agents of the City within the coverage of ORS 30.260 to 30.330 in any actions taken by a Citizen Advisory Committee in performance of the duties, responsibilities and functions as set forth in this chapter.
2. La Pine shall not indemnify CAC members for legal fees, judgments or other costs associated with legal suits or actions filed against any Citizen Advisory Committee or members thereof for any action taken outside of the scope of the duties, responsibilities, and functions of the Citizen Advisory Committee.
3. Upon recommendation from the Committee for Citizen Involvement, the

City Council may waive the provisions of this section if the City Council finds it is necessary to undertake such action to protect citizen involvement in La Pine and the action is consistent with ORS 30.287(1).

4. No provision of this section shall be construed to diminish or deny any rights of CAC members under ORS 30.260 to 30.330, when such CAC members are acting as agents of the City.

### **Duties, Responsibilities and Functions of Citizen Advisory Committee Members**

1. Each Citizen Advisory Committee shall elect a chairperson, vice chairperson and secretary at the first regular meeting of the calendar year.

a. The chairperson shall call meetings of the Citizen Advisory Committee as necessary and appropriate to discuss and respond to planning program issues.

b. The vice chairperson shall act as chairperson pro-tem in the absence of the chairperson.

c. The secretary shall take minutes of such Committee meetings.

2. Each Committee shall comply with all provisions of the Oregon Public Meeting Law (ORS 192.610 to 192.990).

a. All meetings of the advisory committees shall be open to the public and all persons shall be permitted to attend any such meeting. A committee shall have no authority to conduct executive sessions under ORS 192.660.

b. Each Citizen Advisory Committee shall provide notice of the time, place and subject matter of its meetings either to the Planning Director or to the Citizen Involvement Coordinator during business hours at the Planning Department. The Citizen Involvement Coordinator shall be responsible for providing notice to the media in time for them to publish the notice at least 24 hours prior to the meeting.

c. The CAC secretary shall take minutes which shall include:

1. the names of all CAC members present;

2. all motions and their disposition;

3. the results of all votes and the vote of each member, by name;

4. the substance of any document discussed;

5. reference to any document discussed.

CAC minutes should also contain the date, time, and location of the meeting, the names of any guests present, and land use application references such as the applicant's name and the Planning Department file number.

The CAC minutes shall be submitted to the Planning Director no more than ten days after the meeting.

3. The Citizen Advisory Committees shall participate in the development of the La Pine Comprehensive Plan, and amendments and revisions thereto, and shall advise the City Council with regard to any concerns or comments the advisory committee may have with respect to such Plan, amendments or revisions.

a. The Planning Director shall submit proposals for Comprehensive Plans, or amendments or revisions thereto, at least 15 days in advance of the expected date of Citizen Advisory Committee comments; provided, however, that this paragraph shall not apply to amendments or revisions to Comprehensive Plans changed at public hearings before the Planning Commission or the City Council, if the subject matter of such plans, amendments or revisions were submitted previously to the Planning Advisory Committees.

b. Each Citizen Advisory Committee shall have the authority to conduct meetings to review and evaluate such Plans, or amendments or revisions thereto, and may comment in writing by submitting their responses to the Planning Director, Planning Commission or City Council, or comment orally at hearings held on such Plans, revisions or amendments.

c. Each Citizen Advisory Committee shall allow interested persons to participate in the review and evaluation of such Plans, revisions or amendments thereto, by means of oral or written testimony.

d. Citizen Advisory Committee members are encouraged to participate in the workshops and regional meetings held on Comprehensive Plans or revisions thereto.

e. Upon completion of Comprehensive Plan Elements, or revisions thereto, each Citizen Advisory Committee shall participate in the review of land use maps for its area or region of the City.

f. Citizen Advisory Committee members shall be entitled to participate in regional workshop meetings dealing with selection of preferred map alternatives to be submitted to the Planning Commission and City Council in conjunction with the adoption or revision of a Comprehensive Plan.

4. Each Citizen Advisory Committee may participate in advising the Hearings Officer, Commission, or City Council with respect to quasi-judicial land use applications which lie within, or immediately affect land within, territory of the Citizen Advisory Committee.

a. Each Citizen Advisory Committee is entitled to become a party at hearings involving quasijudicial land use applications.

b. The Planning Director shall provide notice of hearings to the appropriate Citizen Advisory Committee, within the time limitations provided in Chapter \_\_\_\_\_ of this ordinance. The CAC may respond to the notice as it deems appropriate.

c. No response to such notices shall be transmitted to the Planning Director, Hearings Officer, Commission or City Council except after a properly conducted meeting and affirmative vote of a quorum of such committee.

d. All such responses shall be in written form and shall contain the following information:

(1) Name of the Citizen Advisory Committee;

(2) A statement as to whether such committee desires standing as a party;

(3) A statement as to the reason for supporting or opposing the proposal; and

(4) A statement indicating whether the Citizen Advisory Committee wishes to be heard further, i.e., other than such written notice.

5. Citizen Advisory Committees may also advise the City on areas of community interests or concerns which the advisory committee feels are of importance to their area, the City, or planning activities.

### **Implementation Measures**

Citizen Advisory Committees shall be entitled to participate in the formulation, amendment, revision or repeal of all measures implementing Comprehensive Plans for La Pine in the same manner as that provided for in the adoption, amendment or revision of Comprehensive Plans for the City.

## **Planning Director Responsibilities for Citizen Participation and Coordination**

1. The Planning Director shall be responsible for assuring that the citizen involvement provisions of this chapter are implemented. To that end, the Director shall consult periodically with the Committee for Citizen Involvement and may make such recommendations as are necessary to implement the purposes of this chapter and LCDC Goal 1. The Planning Director may delegate his duties to a Citizen Involvement Coordinator; however, he/she shall reserve the authority to overrule such coordinator to assure compliance with the provisions of this chapter.

2. The Planning Director shall assure coordination between federal, state and regional agencies and special purpose districts to coordinate their planning efforts with La Pine and shall make use of local citizen involvement programs established by other entities, where such programs affect La Pine.

3. The Planning Director shall provide such information to the Planning Advisory Committees as is necessary for those Committees, and the general public, to identify and comprehend planning and plan implementation issues. All information supplied by any department or agency of La Pine in planning or plan implementation matters shall be in simplified, understandable form and shall be coordinated through the Planning Director.

4. The Planning Director shall act as liaison between the citizens of La Pine and the City Council and shall respond to citizen comments on planning or plan implementation issues directly, or by referring the same to the appropriate agency for response. All departments and agencies of La Pine shall cooperate with the Planning Director in assuring effective two-way communication between citizens and their government.

5. The Planning Director shall make available to all Citizen Advisory Committees a copy of all proposed elements of any La Pine Comprehensive Plan, or amendments or revisions thereto, all implementing ordinances, or amendments or revisions thereto, and any studies, reports or background information, if any, necessary to understand such proposal, at least ten days prior to action by the City Council. Such proposals and background information shall be provided to the La Pine City Hall and at such other facilities the Planning Director may deem necessary to provide for an informed citizenry.

6. The Planning Director shall provide, in each annual budget request to the City Council, for sufficient financial support to insure adequate funding of a citizen involvement program to meet the purposes of this chapter.

7. The responsibilities of the Planning Director, under this section, shall continue, even after acknowledgement of the La Pine Comprehensive Plan and Implementing Ordinances by the Land Conservation and Development Commission.

### **Proposed CAC's**

1. Planning Commission
2. Public Utility/Infrastructure Committee
3. Economic Development Committee
4. Public Service Committee
5. Code Enforcement Committee
6. Residential Committee
7. Industrial Committee
8. Commercial Committee

# **Draft      CITIZEN INVOLVEMENT PROGRAM**

**CCI – Committee for Citizen Involvement**

**CAC – Planning Commission and other committees as needed**

**Chapter \_\_\_\_\_**

## **Purpose**

The provisions of this chapter provide a citizen involvement program to insure the opportunity for citizens to be involved in all phases of the planning process. This chapter defines the procedures by which the public will be involved in the ongoing land use process and to provide for a continuity of citizen participation and transmittal of information by:

1. Establishing a process to involve a cross section of affected citizens, insure effective communication between citizens and elected officials, and assure citizens will receive a response from policy makers.
2. Assuring compliance with all state requirements for open meetings and open records, as well as defining the process for standing for advisory committees in La Pine land use actions.
3. Providing two bodies for assisting in citizen involvement in La Pine:
  - a. The Committee for Citizen Involvement (CCI) shall be an advisory body to the City Council to assure that the intent and purposes of this chapter are met.
  - b. Citizen Advisory Committees (CACs) shall insure plan amendments are developed in accordance with an overall City plan and also advise the Council on individual land use matters. The La Pine Planning Commission is one example of such an advisory committee.

## **Committee for Citizen Involvement (CCI)**

### **1. Creation and Composition**

The Committee for Citizen Involvement will act as a liaison between the City Council and the various Citizen Advisory Committees and citizens of La Pine. The Committee shall be composed of a member from each active CAC including one representative of the La Pine Planning Commission. The Planning Commission shall designate one of their members to serve as the Planning Commission Representative on the Committee for Citizen Involvement. The Planning Commission Representative shall serve on the Committee for a term of one year. With the exception of the Planning Commission representative, members shall also be appointed to serve on a Citizen Advisory Committee.

Members shall represent a cross section of affected citizens, as well as all geographic areas and interests related to land use and land use decisions, and chosen by the City Council after a publicized and open selection process. Members of the Committee for Citizen Involvement will receive no compensation.

## **2. Tenure and Removal**

- a. Members shall serve for terms of three years; provided, however, that the initial membership of the Committee shall be on staggered terms so that each year no less than two, nor more than three, members may be appointed.
- b. A member of the Committee may be reappointed by the City Council to serve additional terms.
- c. Members of the Committee may be removed by the City Council for cause, which include, but is not limited to, neglect or inattention to duty, failure to attend meetings and failure to implement the policy and purpose of this program.
- d. A member of the Committee may resign at any time by submitting such resignation to the City Council.

## **3. Responsibilities**

- a. The Committee for Citizen Involvement shall be responsible to the City Council City Council for implementing and revising the La Pine Citizen Involvement Program, to promote and enhance citizen involvement in land use planning, further assisting in implementation of that Citizen Involvement Program and evaluation of the process used for citizen involvement.
- b. The Committee for Citizen Involvement shall be the designated agency for receipt and evaluation of communications from citizens regarding the citizen involvement process in La Pine and shall report periodically to the Council on the state of the program.
- c. The CCI shall be authorized to designate alternate members of their respective CAC's to attend CCI meetings in their absence.

## **Creation of Citizen Advisory Committees (CACs)**

1. The City Council shall have the authority to establish and dissolve Citizen Advisory Committees, subject to the provisions of this chapter.
2. The City Council shall have the authority to establish, modify and abolish the boundaries in which Citizen Advisory Committees shall exercise their functions.
3. The City Council may undertake the activities listed in this section by City Council order only after consultation with the Committee for Citizen Involvement. Until such time, however, the Citizen Advisory Committees as composed on the effective date of this ordinance and the boundaries of each Citizen Advisory Committee are hereby ratified and affirmed.

## **Membership Requirements**

1. Each Citizen Advisory Committee shall have five, seven or nine positions as designated by the City Council upon an order creating or modifying such

committee. A CAC may exceed the designated positions temporarily, as a result of CAC boundary or issue change.

2. Members of each Citizen Advisory Committee shall be residents of the area served by such committee or a represent an issue connected to the subject matter.

3. Membership of each Citizen Advisory Committee shall be representative of a broad cross section of the citizens living in the area served by the Citizen Advisory Committee or represent an issue that relates to the committee function.

### **Applications and Appointments**

1. All persons residing in each Citizen Advisory Committee Area are eligible to apply for membership on the committee of that district or in the case of special issues, be representative on that issue.

2. Applications for appointments to Citizen Advisory Committees shall be submitted to the City Council, Committee for Citizen Involvement or the Planning Director on forms provided by the Director.

3. Applications received for committee membership shall be treated as follows:  
a. If no vacancy exists on a Citizen Advisory Committee, such application shall be held by the Planning Director for at least one year for consideration by the Committee for Citizen Involvement and the City Council when vacancies occur. The applicant shall be notified of the fact that no vacancy exists and that the application will be held for one year.

b. Where a vacancy on a Citizen Advisory Committee does exist, the application shall be referred to the Committee for Citizen Involvement for review. The Committee shall advise the City Council as to their recommendations on disposition of outstanding applications according to the following criteria:  
(1) Whether there is sufficient number of applications to provide a reasonable choice among applicants, consistent with the overall goal of providing for an effective cross section of citizen involvement in the Advisory Committee area. If the Committee does not feel that there is a sufficient number of applications, it may recommend to the City Council that action be deferred until the Committee has undertaken to seek out an additional number of applicants. The City Council may, on its own motion, also undertake such recruitment.

(2) If the Committee be satisfied that appointment of one or more applicants would provide for a balance of representation on a Citizen Advisory Committee, based upon interests, occupation and geographic location, it shall recommend to the City Council that one or more of the applicants be appointed.

c. Applications for Citizen Advisory Committee membership shall be forwarded to the City Council, together with recommendations from the Committee, not less than 30 days after the Committee is notified of an existing vacancy, unless the Committee or the City Council undertakes additional active recruiting.

d. From the list of applicants submitted to the Committee for its recommendations, the City Council shall consider the recommendations of the Committee and fill the vacancy or vacancies from a list supplied by the Committee. If the City Council finds all names submitted by the Committee unacceptable, it shall return the list to the Committee with their reason for

rejection and request additional lists of selections. The Committee shall, within a reasonable time of return of the list, submit to the City Council a new list for action by the City Council.

### **Term of Appointment**

1. The term of membership on a Citizen Advisory Committee shall be three years from the date of appointment, except as otherwise provided for in this chapter.
2. A member may be reappointed by the City Council for additional terms.
3. When a vacancy occurs prior to the end of the three year term, the City Council shall appoint a member to serve the portions of a Citizen Advisory Committee member's term.

### **Removal and Resignation**

1. The City Council may remove a member of a Citizen Advisory Committee only after receiving a recommendation from the Committee for Citizen Involvement, if the City Council finds that the policies of this chapter or the Comprehensive Plan are not met, or for the particular reasons set forth in this section. The City Council will also request that the Committee for Citizen Involvement undertake an investigation with respect to the grounds for removal or to respond to any complaints brought against any member of any Citizen Advisory Committee, or any Committee as a whole. The investigation shall include a Fact Finding Meeting to which all involved parties will receive a written invitation at least ten (10) days prior to the meeting. Statements will be taken, findings prepared and a recommendation for action made to the City Council.
2. The City Council may remove a member of a Citizen Advisory Committee for failure to participate actively or failure to perform adequately the duties and responsibilities of such membership. A CAC member's failure to attend three or more consecutive meetings, without explanation, shall be considered justification for removal. In all cases, the City Council shall request the recommendation of the Committee for Citizen Involvement prior to taking action.
3. A member of a Citizen Advisory Committee may resign at any time by submitting such resignation to the City.

### **Liability**

1. Citizen Advisory Committee members shall be considered agents of the City within the coverage of ORS 30.260 to 30.330 in any actions taken by a Citizen Advisory Committee in performance of the duties, responsibilities and functions as set forth in this chapter.
2. La Pine shall not indemnify CAC members for legal fees, judgments or other costs associated with legal suits or actions filed against any Citizen Advisory Committee or members thereof for any action taken outside of the scope of the duties, responsibilities, and functions of the Citizen Advisory Committee.
3. Upon recommendation from the Committee for Citizen Involvement, the

City Council may waive the provisions of this section if the City Council finds it is necessary to undertake such action to protect citizen involvement in La Pine and the action is consistent with ORS 30.287(1).

4. No provision of this section shall be construed to diminish or deny any rights of CAC members under ORS 30.260 to 30.330, when such CAC members are acting as agents of the City.

### **Duties, Responsibilities and Functions of Citizen Advisory Committee**

#### **Members**

1. Each Citizen Advisory Committee shall elect a chairperson, vice chairperson and secretary at the first regular meeting of the calendar year.

a. The chairperson shall call meetings of the Citizen Advisory Committee as necessary and appropriate to discuss and respond to planning program issues.

b. The vice chairperson shall act as chairperson pro-tem in the absence of the chairperson.

c. The secretary shall take minutes of such Committee meetings.

2. Each Committee shall comply with all provisions of the Oregon Public Meeting Law (ORS 192.610 to 192.990).

a. All meetings of the advisory committees shall be open to the public and all persons shall be permitted to attend any such meeting. A committee shall have no authority to conduct executive sessions under ORS 192.660.

b. Each Citizen Advisory Committee shall provide notice of the time, place and subject matter of its meetings either to the Planning Director or to the Citizen Involvement Coordinator during business hours at the Planning Department. The Citizen Involvement Coordinator shall be responsible for providing notice to the media in time for them to publish the notice at least 24 hours prior to the meeting.

c. The CAC secretary shall take minutes which shall include:

1. the names of all CAC members present;
2. all motions and their disposition;
3. the results of all votes and the vote of each member, by name;
4. the substance of any document discussed;
5. reference to any document discussed.

CAC minutes should also contain the date, time, and location of the meeting, the names of any guests present, and land use application references such as the applicant's name and the Planning Department file number.

The CAC minutes shall be submitted to the Planning Director no more than ten days after the meeting.

3. The Citizen Advisory Committees shall participate in the development of the La Pine Comprehensive Plan, and amendments and revisions thereto, and shall advise the City Council with regard to any concerns or comments the advisory committee may have with respect to such Plan, amendments or revisions.

a. The Planning Director shall submit proposals for Comprehensive Plans, or amendments or revisions thereto, at least 15 days in advance of the expected date of Citizen Advisory Committee comments; provided, however, that this paragraph shall not apply to amendments or revisions to Comprehensive Plans changed at public hearings before the Planning Commission or the City Council, if the subject matter of such plans, amendments or revisions were submitted previously to the Planning Advisory Committees.

b. Each Citizen Advisory Committee shall have the authority to conduct meetings to review and evaluate such Plans, or amendments or revisions thereto, and may comment in writing by submitting their responses to the Planning Director, Planning Commission or City Council, or comment orally at hearings held on such Plans, revisions or amendments.

c. Each Citizen Advisory Committee shall allow interested persons to participate in the review and evaluation of such Plans, revisions or amendments thereto, by means of oral or written testimony.

d. Citizen Advisory Committee members are encouraged to participate in the workshops and regional meetings held on Comprehensive Plans or revisions thereto.

e. Upon completion of Comprehensive Plan Elements, or revisions thereto, each Citizen Advisory Committee shall participate in the review of land use maps for its area or region of the City.

f. Citizen Advisory Committee members shall be entitled to participate in regional workshop meetings dealing with selection of preferred map alternatives to be submitted to the Planning Commission and City Council in conjunction with the adoption or revision of a Comprehensive Plan.

4. Each Citizen Advisory Committee may participate in advising the Hearings Officer, Commission, or City Council with respect to quasi-judicial land use applications which lie within, or immediately affect land within, territory of the Citizen Advisory Committee.

a. Each Citizen Advisory Committee is entitled to become a party at hearings involving quasijudicial land use applications.

b. The Planning Director shall provide notice of hearings to the appropriate Citizen Advisory Committee, within the time limitations provided in Chapter \_\_\_\_\_ of this ordinance. The CAC may respond to the notice as it deems appropriate.

c. No response to such notices shall be transmitted to the Planning Director, Hearings Officer, Commission or City Council except after a properly conducted meeting and affirmative vote of a quorum of such committee.

d. All such responses shall be in written form and shall contain the following information:

(1) Name of the Citizen Advisory Committee;

(2) A statement as to whether such committee desires standing as a party;

(3) A statement as to the reason for supporting or opposing the proposal; and

(4) A statement indicating whether the Citizen Advisory Committee wishes to be heard further, i.e., other than such written notice.

5. Citizen Advisory Committees may also advise the City on areas of community interests or concerns which the advisory committee feels are of importance to their area, the City, or planning activities.

### **Implementation Measures**

Citizen Advisory Committees shall be entitled to participate in the formulation, amendment, revision or repeal of all measures implementing Comprehensive Plans for La Pine in the same manner as that provided for in the adoption, amendment or revision of Comprehensive Plans for the City.

## **Planning Director Responsibilities for Citizen Participation and Coordination**

1. The Planning Director shall be responsible for assuring that the citizen involvement provisions of this chapter are implemented. To that end, the Director shall consult periodically with the Committee for Citizen Involvement and may make such recommendations as are necessary to implement the purposes of this chapter and LCDC Goal 1. The Planning Director may delegate his duties to a Citizen Involvement Coordinator; however, he/she shall reserve the authority to overrule such coordinator to assure compliance with the provisions of this chapter.

2. The Planning Director shall assure coordination between federal, state and regional agencies and special purpose districts to coordinate their planning efforts with La Pine and shall make use of local citizen involvement programs established by other entities, where such programs affect La Pine.

3. The Planning Director shall provide such information to the Planning Advisory Committees as is necessary for those Committees, and the general public, to identify and comprehend planning and plan implementation issues. All information supplied by any department or agency of La Pine in planning or plan implementation matters shall be in simplified, understandable form and shall be coordinated through the Planning Director.

4. The Planning Director shall act as liaison between the citizens of La Pine and the City Council and shall respond to citizen comments on planning or plan implementation issues directly, or by referring the same to the appropriate agency for response. All departments and agencies of La Pine shall cooperate with the Planning Director in assuring effective two-way communication between citizens and their government.

5. The Planning Director shall make available to all Citizen Advisory Committees a copy of all proposed elements of any La Pine Comprehensive Plan, or amendments or revisions thereto, all implementing ordinances, or amendments or revisions thereto, and any studies, reports or background information, if any, necessary to understand such proposal, at least ten days prior to action by the City Council. Such proposals and background information shall be provided to the La Pine City Hall and at such other facilities the Planning Director may deem necessary to provide for an informed citizenry.

6. The Planning Director shall provide, in each annual budget request to the City Council, for sufficient financial support to insure adequate funding of a citizen involvement program to meet the purposes of this chapter.

7. The responsibilities of the Planning Director, under this section, shall continue, even after acknowledgement of the La Pine Comprehensive Plan and Implementing Ordinances by the Land Conservation and Development Commission.

### **Proposed CAC's**

1. Planning Commission
2. Public Utility/Infrastructure Committee
3. Economic Development Committee
4. Residential/Industrial/Commercial Issues Committee

**CITY OF LA PINE NOTICE OF PUBLIC MEETING  
THE LA PINE COMPREHENSIVE PLAN**

Notice is hereby given that the City of La Pine will conduct a public meeting March 23, 2009 7:00pm-9:00pm at Mid-State Electric's meeting room, 16755 Finely Butte Road, La Pine, Oregon to continue review of various concepts involved in the creation of La Pine's first Comprehensive Plan. These include: Population forecast results, buildable lands inventory, community visioning concepts, Agricultural/Forest lands concepts and, a short intro to economic development "hot topics." For more info contact Project Leader Deborah McMahon at [Dlts55@yahoo.com](mailto:Dlts55@yahoo.com) tel. 480-3266, or in writing: La Pine City Hall, PO Box 3055, La Pine, Oregon 97739