

City of Rockaway Beach

Planning Commission Meeting Agenda



Date: Thursday, June 15, 2023
Time: 4:30 P.M.
Location: Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

Join here to Comment remotely:

[Planning Commission Meeting](#)

Meeting ID: 848 4761 4916

Passcode: 644650

Dial by your location

253 215 8782 US (Tacoma)

1. **CALL TO ORDER** – Bill Hassell, Chair

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

a. Chair: Bill Hassell

Commissioners: Pat Olson, Zandra Umholtz, Sandra Johnson, Georgeanne Zedrick, and Stephanie Winchester

4. **APPROVAL OF MINUTES**

a. May 18, 2023

5. **PRESENTATIONS, GUESTS & ANNOUNCEMENTS**

a. **Salmonberry Trail – Presentation by Jon-Paul Bowles**

6. **CITIZEN INPUT ON NON-AGENDA ITEMS**

7. **OLD BUSINESS**

a. **Housing Needs Analysis Update**

b. **Lake Lytle Project Planning Update**

8. **NEW BUSINESS**

a. **Planning Commission Roles and Responsibilities**

b. **Planning Commission Binders**

9. **STAFF REPORTS**

10. **PLANNING COMMISSION COMMENTS & CONCERNS**

11. **ADJOURNMENT**



City of Rockaway Beach

Planning Commission Meeting Minutes

Date: May 18th, 2023
Time: 4:30 P.M.
Location: Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

JOIN ZOOM MEETING

<https://us06web.zoom.us/j/86739109337?pwd=Qk5FR3hodnN6Q0w0ZEVvUk94bHdidz09>

Meeting ID: 867 3910 933

Passcode: 644731

Phone: +1 253 215 8782

CALL TO ORDER – Bill Hassell, Chair

ROLL CALL

[Position #2 - Stephanie Winchester: Present](#)

[Position #3 - Pat Olson: Present](#)

[Position #7 - Georgeanne Zedrick: Present](#)

[Position #5 - Bill Hassell: Present](#)

[Position #1 - Zandra Umholtz: Present](#)

[Position #4 - Sandra Johnson: Present](#)

[Position #6 - Vacant : Present](#)

APPROVAL OF MINUTES

Zedrick made a motion, seconded by Winchester to approve the May 18th, 2023 minutes; motion carried.

[Position #7 - Georgeanne Zedrick: Motion](#)

[Position #2 - Stephanie Winchester: 2nd](#)

[Position #2 - Stephanie Winchester: Approve](#)

[Position #3 - Pat Olson: Approve](#)

[Position #7 - Georgeanne Zedrick: Approve](#)

[Position #1 - Zandra Umholtz: Approve](#)

[Position #4 - Sandra Johnson: Approve](#)

[Position #6 - Vacant : Approve](#)

CITIZEN CONCERNS, CORRESPONDENCE AND COMMENTS - none

PUBLIC HEARINGS - none

OLD BUSINESS

Mountain biking update – Scott Grabke not present.

NEW BUSINESS

Scott Fregonese gave a tutorial and explained the GIS online mapping system with the Planning

Commission.

PLANNING COMMISSION COMMENTS & CONCERNS

Zedrick thanked Fregonese for going over the GIS map with the Commission.

Olson thanked Fregonese for presenting the GIS map.

Umholtz asked for an update on the housing needs analysis, Fregonese stated the city will know soon if it has passed or not. McNeilly stated if it passes the funds will be a year or more out before the city would receive them. Umholtz stated Rockaway Beach is the last city to develop affordable housing.

Johnson stated she attended an accessibility meeting in Cannon Beach. Johnson mentioned that her daughter Mary Johnson will be the new City Planner and has a conflict in the meeting dates and asked Hassell to consider changing the meeting day. Johnson also stated that she looked into if there would be a conflict of interest for her to stay on the Planning Commission while her daughter is employed by the city as the City Planner, she found that this would not be the case.

Hassell stated the discussion of changing the meeting day and time would be put on the next meeting agenda. Hassell stated he is excited for future training.

STAFF COMMENTS AND CONCERNS

Fregonese stated he met with the applicant for an AUD permit and spoke with an ODOT representative for the salmonberry trial and was told the proposal will be released early June.

ADJOURNMENT

Olson made a motion, seconded by Umholtz to adjourn the meeting at 5:41pm; motion carried.

[Position #3 - Pat Olson: Motion](#)

[Position #1 - Zandra Umholtz: 2nd](#)

[Position #2 - Stephanie Winchester: Approve](#)

[Position #3 - Pat Olson: Approve](#)

[Position #7 - Georgeanne Zedrick: Approve](#)

[Position #5 - Bill Hassell: Approve](#)

[Position #1 - Zandra Umholtz: Approve](#)

[Position #4 - Sandra Johnson: Approve](#)

[Position #6 - Vacant : Approve](#)

MINUTES APPROVED THIS
15TH DAY OF JUNE 2023

President, Bill Hassell

City Planner, Mary Johnson

Contract Statement of Work

Summary of Estimate for Services

3J Project Number: 22XXX.00

CONTRACT HOUSING NEEDS ANALYSIS

City of Rockaway Beach
Luke Shepard, City Manager
276 Hwy 101 S.
Rockaway Beach, Oregon
lukeshepard@corb.us

3J Consulting, Inc.
John Howorth, President
9600 SW Nimbus Ave.; Suite 100
Beaverton, Oregon 97008
john.howorth@3j-consulting.com

PROJECT UNDERSTANDING AND WORK SCOPE

Background

The City of Rockaway Beach is interested in conducting a Housing Need Analysis to study the future housing needs of its residents and to develop strategies that encourage the production of housing. This scope of work is for the Housing Needs Analysis process and adoption.

SPECIFIC SCOPE OF SERVICES

Task 1: Project Kick-Off

The Consultant will hold a kickoff meeting with City staff for the Consultant to become familiar with local conditions and with Rockaway Beach's planning documents, for the parties to confirm the objectives of the project and refine the project schedule, and for the City to prepare for the Project. The parties will establish project expectations and become familiar with city-specific concerns. The Consultant will verify the action items identified through this initial conference call and develop and share a proposed schedule for the actions required for the completion of all tasks.

Throughout the course of the project, the Consultant and City staff will hold conference calls and meetings to track progress on key tasks and deadlines, identify unanticipated issues and develop alternative approaches as needed.

Task 1 Consultant Deliverables:

- 1.1 *Summary of major tasks and action items for the Project*
- 1.2 *Proposed Project schedule*
- 1.3 *Project management calls*

Task 1 City Deliverables:



- 1.1 *Copy of relevant comprehensive plan and code sections*
- 1.2 *Building permit and housing data to support the Housing Needs Analysis*
- 1.3 *Project management calls and meetings*

Task 2: Housing Needs Projection

Prepare a draft Housing Needs Projection consistent with OAR chapter 660, divisions 7 or 8, as applicable. The Housing Needs Projection will be used to determine the City's residential land need in Task 4. The Housing Needs Projection will be developed based on discussion with the Rockaway Beach Planning Commission hereafter called project advisory committee at one committee meeting.

City Staff will schedule, and provide notice and an agenda, for one virtual advisory committee (AC #1) meeting to review the draft housing needs projection product. The Consultant will coordinate with City Staff on meeting arrangements and facilitate the advisory committee meeting.

Task 2 Consultant Deliverables:

- 2.1 *Draft and Final Housing Needs Projection*
- 2.2 *Presentation materials to explain preliminary analyses and findings to the advisory committee (AC #1)*
- 2.3 *Advisory committee meeting agenda and notes*

Task 2 City Deliverables:

- 2.1 *Review of Draft Housing Needs Projection*
- 2.2 *Advisory committee meeting notice*

Task 3: Buildable Lands Inventory (BLI)

The Consultant will prepare a draft inventory of buildable land consistent with OAR chapter 660, division 7 or 8, as applicable. The BLI will be used to determine the City's residential land need in Task 4. The BLI will be developed based on discussion with a project advisory committee at one or more committee meetings.

City Staff will schedule and provide notice and an agenda for the advisory committee meeting (AC #2) to review the draft BLI product. The Consultant will coordinate with City Staff on meeting arrangements and facilitate the advisory committee meeting.

Task 3 Consultant Deliverables:

- 3.1 *Draft and Final BLI*
- 3.2 *Presentation materials to explain preliminary analyses and findings to the advisory committee (AC #2)*
- 3.3 *Advisory committee meeting agenda and notes*



Task 3 City Deliverable:

3.1 Review and written comments on Draft BLI

3.2 Advisory committee meeting notice

Task 4: Residential Land Needs Analysis (RLNA)

Based on the outcomes of Tasks 2 and 3, the Consultant will prepare a draft RLNA that addresses how much land and what zoning the city needs to accommodate its Housing Need, comparing the demand and supply provided in the deliverables produced in Tasks 2 and 3. The RLNA will be developed based on discussions with a project advisory committee at one committee meeting.

If the analysis shows that the Housing Need cannot be accommodated by the City's existing comprehensive plan, the RLNA will be developed concurrently with Task 5 in order to consider accommodating Housing Needs through changes to the comprehensive plan and land use regulations as required by OAR chapter 660, divisions 7 or 8 and 24.

City Staff will schedule and provide notice and an agenda for an advisory committee meeting to review the draft RLNA product. The Consultant will coordinate with City Staff on meeting arrangements and facilitate the advisory committee meetings.

Task 4 Consultant Deliverables:

4.1 Draft RLNA

4.2 Presentation materials to introduce preliminary residential land need analyses and findings to the advisory committee (AC #3)

4.3 Advisory committee meeting agenda and notes

Task 4 City Deliverable:

4.1 *Advisory committee meeting notice*

Task 5: Measures to Accommodate Needed Housing

City Staff will schedule and provide notice and an agenda for an advisory committee meeting to review the Draft HNA. The Consultant will coordinate with City Staff on meeting arrangements and facilitate the advisory committee meeting. The advisory committee may consider more than one deliverable at a meeting.

Timeline: May – June 2022



Task 5 Consultant Deliverables:

- 5.1 *Presentation materials to introduce housing accommodation recommendations to the advisory committee (AC #4)*
- 5.2 *Advisory committee meeting notes*
- 5.3 *Final draft hearings-ready HNA report*

Task 5 City Deliverables:

- 5.1 *Advisory committee meeting notices and agendas*

Task 6: Adoption

The Consultant will coordinate with City Staff on hearing arrangements and present at one (1) in-person Planning Commission hearing and one (1) in-person City Council hearing.

Task 6 Consultant Deliverable:

- 6.1 *Presentation materials to explain final draft updates to the hearings body or bodies*
- 6.2 *Presentations at one (1) Planning Commission Hearing and one (1) City Council hearing*

Task 6 Local Government Deliverables:

- 6.1 *Hearings notices, agendas, and minutes*



**LEASE AGREEMENT
TILLAMOOK COUNTY AND CITY OF ROCKAWAY BEACH
LAKE LYTLE BOAT LAUNCH**

This Agreement is made and entered into between Tillamook County (County), a political subdivision of the State of Oregon and the City of Rockaway Beach (City), a political subdivision of the State of Oregon.

RECITALS

WHEREAS, County is the owner of a 0.86 acre parcel of land within the City known as the Lake Lytle Boat Launch ('Property'), being further described on Exhibit "A" attached hereto;

WHEREAS, units of local government may enter into agreements concerning managing park and recreation lands for recreational purposes;

WHEREAS, City is interested in making substantial improvements the Property to increase the recreational opportunities for the public;

WHEREAS, City is in the process of adopting an improvement plan for the Property.

WITNESSETH

NOW THEREFORE, IT IS HEREBY AGREED by and between the parties that the mutual promises of each party are given in exchange and as consideration for the promises of the other party.

1. County leases to City the Property for a period of twenty-five (25) years from the beginning date of November 1, 2023. No lease payments shall be made by City to County, but management of the park and improvements to the park by the City shall be deemed sufficient consideration.
2. City agrees that the Property shall be used only for parking, public lake access, civic events, park, recreational and tourism purposes.
3. County agrees that it will remove all signing designating it as the authority in control of the Property. County reserves the right to place public signs on the property.
4. City agrees that it will not remove any healthy timber or brush without the written consent of County, but City may remove any dead or dying vegetation that impairs use of the Property or endangers any person or persons.
5. City agrees to control of noxious weeds on the upland portions of Property, but this provision shall not obligate City to treat the waters of Lake Lytle.

6. City is finalizing a site improvement plan which it will submit to County for review. The list of potential improvements being considered are on the attached Exhibit "B", and any or all proposed improvements on this list that are incorporated into the final site improvement plan shall be considered approved by the County as lessor. City shall comply with all land use and similar regulations, and approval by County as lessor does not waive generally applicable land regulations.
7. For improvements not contained in the finalized plan, City may not construct any new building on the Property without the written consent of County. If County consents to such building on the Property, said building and improvements shall become the property of County upon the termination of this Agreement.
8. City may make repairs, replacements, and minor improvements other than new building construction on the Property at any time without the consent of County. All improvements, if affixed to the land, shall become the property of County upon the termination of this Agreement.
9. City shall promptly pay all taxes and assessments levied or assessed against the Property covered by this Agreement or any improvement that may be placed thereon.
10. City shall manage Property to reasonable standards generally found in municipal park management, which shall be acceptable to County. County and City shall meet annually to discuss City's management of the Property and City agrees to consider and reasonably respond to concerns from County.
11. Any fees to be charged to the public for use of the Property shall require the written consent of County. County shall not impose use fees during the term of this Agreement.

INDEMNITY

12. Subject to the Oregon Tort Claims Act, County and City shall defend, save, and hold harmless the other agency, its officers, agents, employees, and members, from all claims, suits, or actions of whatever nature resulting from or arising out of the activities of their respective agencies or its subcontractors, agents, or employees allowed or required under this Agreement.
13. To the extent permitted by the Oregon Tort Claims Act, City shall indemnify County, within the limits of the Tort Claims Act, against liability for damage to life or property arising from City's activities under this Agreement, provided City shall not be required to indemnify County for any such liability arising out of the wrongful acts of employees or agents of County.
14. Fire and/or hazard insurance shall be carried by the City on buildings, facilities, and other insurable property in an amount adequate to replace such property.

TERMINATION

15. This Agreement may be terminated:
 - a. By mutual consent of both parties; or
 - b. If federal or state laws or administrative rules governing County are amended or modified in such a way that County determines, that the continuation of this Agreement is either unauthorized by law or rule; or
 - c. If either party violates any term or condition of this Agreement and such violation remains uncured sixty (60) days following delivery of notice of such violation. Provided, however, if the violation is of such a nature that it cannot reasonably be cured within such sixty (60) day period, the cure period shall be reasonably extended to allow adequate time for the party to completely cure and avoid the termination.

MODIFICATION

16. This Agreement may be extended or modified by mutual consent of both parties, with such consent being a written amendment to this lease.

GENERAL

17. Entire Agreement: This Agreement expresses the entire agreement of the parties as of the first date of signing by any party below and supersedes all other existing and prior agreements, written or oral, on the subject matter of this Agreement.
18. Assignment: This Agreement shall not be transferred or assigned by either party hereto, and shall remain in effect for the term of this Agreement unless terminated as herein provided.
19. Severability; Intent: In case any one or more of the provisions contained in this Agreement should be declared invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.
20. Dispute Resolution: The parties hereto agree to use their best efforts to resolve any dispute arising out of this Agreement first by conferral of the parties, followed by third party mediation. Mediation should be scheduled to the extent possible within sixty (60) days. Should the dispute not be resolved through mediation, the parties are free to utilize any legal remedy they may have.
21. Notice: Any notice herein required or permitted to be given shall be given in writing, shall be effective when actually received, and may be given by hand delivery or by

certified mail, first class postage prepaid, addressed to the parties as follows:

COUNTY
Parks Department
PO Box 633
Garibaldi, OR 97118

CITY
Rockaway Beach
PO 5
Rockaway Beach, OR 97136

IN WITNESS WHEREOF, County and City have executed this Agreement on the dates written below.

Dated this _____ day of _____, 2023.

CITY OF ROCKAWAY BEACH

Charles, McNeilly, Mayor

Dated this _____ day of _____, 2022.

BOARD OF COUNTY COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

Aye Nay Abstain/Absent

David Yamamoto, Chair

_____ / _____

Erin D. Skaar, Vice Chair

_____ / _____

Mary Faith Bell, Commissioner

_____ / _____

ATTEST: Tassi O'Neil, County Clerk

APPROVED AS TO FORM:

By: _____
Special Deputy

William K. Sargent, County Counsel

Exhibit "A"

(Pending legal description to be entered here)

Also known as taxlot 2N10000005000

DRAFT

Exhibit "B"

- ADA kayak launch
- ADA compliant restrooms
- Benches
- Boat launch improvements
- Up to 3 docks
- Swimming area
- Gazebo
- Picnic tables
- Lighting
- ADA parking
- Garbage bins
- Bike racks
- Signage
- Paving or pavers
- Drinking Water fountain
- Shower/rinsing station
- Parking lot improvements
- Security cameras
- Kayak lockers
- Donation box
- Fish cleaning station
- Paths or trails
- Life jacket hangers/storage

§ 31.01 PLANNING COMMISSION.

(A) *Planning Commission established.*

(1) A city Planning Commission of the City of Rockaway Beach is hereby created. The Commission shall consist of 7 residents of the city, appointed by the City Council. At the first meeting of the Commission, the 7 appointed shall choose their term of office by lot as follows: one for 1 year, 2 for 2 years, two for 3 years, and 2 for 4 years. Immediately thereafter, the members shall notify the City Council in writing of the allotment. Their successors shall hold office for 4 years. Any vacancy shall be filled by the City Council for the unexpired term of the predecessor in office. A member may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. One (and only one) citizen registered to vote in Tillamook County and living as a full time resident within the city's Urban Growth Boundary (UGB) may serve on the Planning Commission, in any seat prescribed above. The term of a person so appointed shall be for the term, or unexpired term, of the appointed seat.

(2) Not more than 2 members of the Planning Commission may be city officers who, if appointed by the City Council, shall serve as ex-officio nonvoting members. No more than 2 voting members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals or be members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling or developing of real estate for profit. No more than 2 voting members shall be engaged in the same kind of business, trade or profession.

(B) *Officers; terms of office.* The Commission, at its first meeting, shall elect a President and Vice-President, who shall be voting members and who shall hold office until the following July 1, when election of new officers shall be held to serve for a term of 1 year. The Commission shall elect a Secretary, who need not be a member of the Commission. The Secretary shall keep an accurate record of all Commission proceedings. The Commission shall, on October 1 of each year, make and file a report of all its transactions with the City Council.

(C) *Quorum; meetings.* Four members of the Commission shall constitute a quorum. The Commission may make and alter rules and regulations for its government and procedure consistent with the laws of Oregon and with the city charter and ordinances. It shall meet at least once a month. The City Council shall assign to the Commission an office or headquarters in the City Hall, if possible, in which to hold its meetings, transact its business and keep its records.

(D) *Expenses and disbursements.* The Commission may employ consulting advice on municipal problems, a Secretary and the Clerks as may be necessary and pay for their services and for the other expenses as the Commission may lawfully incur, including the necessary disbursements incurred by its members in the performance of their duties as members of the Commission, out of funds at the disposal of the Commission, as authorized by the City Council.

(E) *Compensation.* The Commissioners shall receive no compensation for their services as the Commissioners but shall be reimbursed for duly authorized expenses.

(F) *Duties and powers.* The powers and duties of the Commission shall be as follows. Except as otherwise provided by law, the Commission may:

(1) Recommend and make suggestions to the City Council and to all other public authorities concerning laying out, widening, extending, parking and locating of streets, sidewalks and boulevards, relief of traffic congestion, betterment of housing and sanitation conditions and establishment of zones of districts limiting the use, height, area and bulk of buildings and structures;

(2) Recommend to the City Council and all other public authorities plans for regulations of the future growth, development and beautification of the municipality in respect to its public and private buildings and works, streets, parks, grounds and vacant lots; and plans consistent with future growth and development of the city in order to secure to the city and its inhabitants sanitation, proper service of all public utilities, harbor, shipping and transportation facilities;

(3) Recommend to the City Council and all other public authorities plans for promotion, development and regulation of industrial and economic needs of the community in respect to private and public enterprises engaged in industrial pursuits;

(4) Advertise the industrial advantages and opportunities of the municipality and availability of real estate within the municipality for industrial settlement;

(5) Encourage industrial settlement within the municipality;

(6) Make an economic survey of present and potential possibilities of the municipality with a view to ascertaining its industrial needs;

(7) Study needs of existing local industries with a view to strengthen and develop local industries and stabilizing employment conditions; and

(8) Study and propose in general the measures as may be advisable for promotion of the public interest, health, morals, safety, comfort, convenience and welfare of the city and of the area 6 miles adjacent thereto.

(G) *Reporting.* The time within which the City Planning Commission shall report on any matter or class of matters referred to it in accordance with the provisions of the Rockaway zoning code shall be in accordance with the code; and in default of the report within the period, the Planning Commission shall forfeit the right further to suspend action with regard to the particular matter on which it has so defaulted. However, in any specific case, the City Council may grant the longer period as it may deem proper within which the Commission may make its report.

(H) *Subdivision; streets; public buildings.* All subdivision plats located within the city limits, and all plans or plats for vacating or laying out, widening, extending, parking and locating streets, or plans for public buildings, shall first be submitted to the Commission by the applicant or other proper municipal officer, and a report thereon from the Commission secured in writing before approval is given by the proper municipal official.

(I) *Recommendations and approval.* Whenever a copy of a plan, plat or description is filed with the City Planning Commission, the Commission shall, within 60 days, report to the City Council its recommendations in relation thereto. The City Council shall then consider the same and direct the City Planning Commission either to certify its approval thereof or to refuse to approve of the same; and the Commission shall act at once in accordance with the directions.

(Prior Code, Ord. 116, passed 11-25-1975; Am. Ord. 10-411, passed 10-27-2010)

Putting the People in Planning



A guide for local governmental agencies in Oregon

June 30, 2019

Acknowledgments

These guidelines were developed by the Oregon Department of Land Conservation and Development (DLCD) in consultation with the Land Conservation and Development Commission (LCDC) Citizen Involvement Advisory Committee (CIAC). The following people actively participated in their preparation:

CIAC MEMBERS

Steve Faust
Sebastian Bannister Lawler
Bill Snyder
Marissa Grass
Zechariah Heck
Leah Rausch

LCDC BOARD LIAISON

Commissioner Robin McArthur

DLCD STAFF

Sadie Carney

CONSULTANT SUPPORT

Carole Richardson, Plangineering LLC

plangineering

Table of Contents

Acknowledgments	i
1 Introduction	1
1.1 Oregon’s Statewide Planning Goals	1
1.2 What Makes a Great Public Involvement Program?.....	2
1.3 Putting the People in Planning: A Tool Kit for Practitioners	3
2 Preparing and Planning Your Outreach Effort	6
2.1 The Planning Cycle.....	6
2.2 Communicating Your Purpose and Desired Outcomes	7
2.3 Planning Audience.....	12
2.4 Preparing Your Public Involvement Plan.....	18

3 Tools and Strategies 21

3.1 Key Communication Principles22

3.2 Explaining Planning Concepts to Lay Audiences.....23

3.3 Informing 24

3.4 Engaging32

3.5 Selecting the “Right” Outreach Techniques39

3.6 Monitoring, Evaluating and Documenting Your Public Involvement Program43

Tool Box (Appendix Materials Provided Separately)

- A - Public Involvement Process Checklist
- B - Audience Identification Exercise - Instructions and Worksheets
- C - Public Involvement Plan Template
- D -Additional Resources and Links



1. Introduction

1 Introduction

1.1 Oregon's Statewide Planning Goals

In Oregon, 19 statewide land use planning goals help to shape the quality of life and character of Oregon's communities, foster the development of healthy livable places, and protect Oregon's agricultural and natural resources. City and county governments across the state work under the umbrella of these statewide goals to implement local land development policies, programs and plans. The Oregon Department of Land Conservation and Development (DLCD) helps to support the statewide goals, by providing guidance and technical assistance to the cities and counties that are responsible for land use planning.

Oregon recognizes that effective public involvement is key to the successful implementation of land use plans. It is no accident that the statewide planning goal with top billing, Goal 1, requires local agencies to meaningfully engage the public in the land use planning process. Under Goal 1, governmental agencies are asked to:

- Provide for widespread public involvement in all phases of the planning process,
- Provide for two-way communication between members of the public and decision makers as plans are prepared, assuring that responses to public inquiries and input are provided;
- Make technical information available and understandable.

A small agency with a large mandate, DLCD is charged with helping local agencies successfully align their land use plans and processes with the statewide planning goals. The Oregon Land Conservation and Development Commission (LCDC), which oversees DLCD's work, has charged a Citizens Involvement Advisory Committee (CIAC) with developing these "Putting the People in Planning" guidelines to help promote the principles of Goal 1.

1.2 What Makes a Great Public Involvement Program?

Community engagement is foundational to successful public plans and projects. By gathering and using information from multiple points of view, agencies can ensure that plans reflect their community's varied needs and concerns. Engaging the public in a meaningful way as decisions are made is key, rather than simply conducting participation activities because they are required. A great public involvement program gives participants assurance that they will be heard, and gives elected leaders confidence that decisions will be balanced and positioned for the public good.

1.2.1 Benefits to Local Agencies and Planning Practitioners

Effective public involvement requires *active outreach*. This means that agencies must proactively seek out their intended audiences and work hard to elicit input and feedback. But resources are limited, and agencies cannot force people to participate. So why should local agencies commit the time and resources to do public involvement well? Consider these benefits:

Public confidence. Broad participation helps give elected leaders confidence in their decisions. It also fosters the public's trust in government, solidifying an agency's legitimacy and building the personal and professional credibility of agency staff.

Better decisions. Community members have intimate knowledge of the places they live, work, shop and recreate. They can point out potential benefits of planning decisions as well as help to head off unintended consequences. Also, as agencies seek to make data-driven decisions, thoughtful analysis of information collected from the public involvement process provides elected leaders and planners with data and information that reflects the public will, helping them to justify the outcome and decisions made.

Balanced perspective. As more views are gathered, it is more likely a plan will reflect a community's needs and address its most important concerns.

1.2.2 Benefits for Community Members

Members of the public may experience these benefits from a well-designed public involvement program:

Putting the People in Planning

Increased knowledge. Public involvement provides opportunities for community members to increase their understanding of places that matter to them, and to become educated about planning concepts and processes.

Ownership. People tend to accept decisions that they help to make in the interest of the public good, even if the decisions are hard or personally disadvantageous.

Giving Back and Paying Forward. Public participation strengthens the democratic process, helping people to realize their responsibilities to each other in creating a shared vision for the future. Many of the positive things we enjoy about the places we live today are the direct result of participation by community members who have gone before. By participating in planning for the future, people can help to shape the character and sustainability of their community for generations to come.

1.3 Putting the People in Planning: A Tool Kit for Practitioners

1.3.1 Who is the Audience for These Guidelines?

Putting the People in Planning is intended as a resource for city and county staff with land use planning responsibilities in Oregon. DLCD's principal purpose in preparing the Putting the People in Planning guidelines is to help local governmental agencies successfully engage the public as they develop and implement important land use plans. With that said, concepts, strategies and suggestions provided in the Putting the People in Planning tool kit may be applied to improve public participation in many other areas of government service as well.

1.3.1 Guidance Plus Practical Tools

Putting the People in Planning is a tool kit consisting of multiple parts:

- **This Guidance Document.** This document provides information on how to plan and prepare an effective outreach program, and highlights strategies for communicating with the public throughout the process.
- **Appendix of Tools.** In addition to these written guidelines, we have assembled several tools that local agencies can put to immediate use, including:

Putting the People in Planning

- **Public Involvement Checklist** – a simple checklist covering many of the suggestions contained in this document that can be used to prompt you to consider best practices as you design and implement your outreach program.
- **Audience Identification Tools** – Worksheets and an online tutorial to help your planning team organize thoughts about the potential impacts, benefits and stakeholders for your planning project.
- **Public Involvement Plan Template** – An editable template in MS Word format that you can download and use to create a customized public involvement plan for your planning project.
- **Additional Resources and Links** – A list of publications, training opportunities and links to valuable guidance and tools provided by other organizations. The online realm is in continual flux. To minimize the potential for broken links or redirection to outdated materials, this primary guidance document contains only select links to long-standing foundational resources that are unlikely to change. Appendix D, however, includes a number of additional links and resources that practitioners may find valuable. By placing them in a single list, it is hoped that they will be easier to update and maintain over time.

LCDC's Citizen Involvement Advisory Committee welcomes suggestions and input for future updates of these guidelines. Our mission is your success.



2. Preparing and Planning Your Outreach Effort

2 Preparing and Planning Your Outreach Effort

2.1 The Planning Cycle

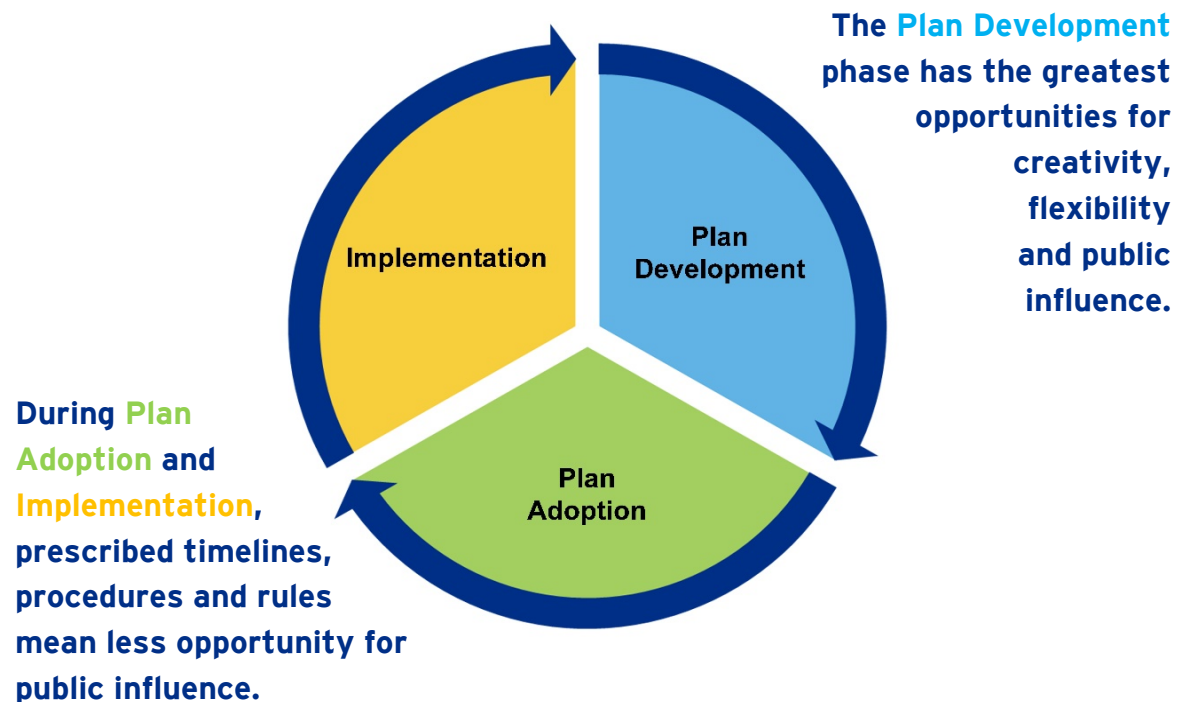
Planning is a cyclical process, and public involvement opportunities in some phases of the planning cycle are necessarily more rigid than in other phases.

Figure 1 shows a simplified planning cycle. Generally, plans are developed, then adopted, then implemented.

Later, the plan development process begins again, either to make interim refinements based on lessons learned during implementation, or to replace an outdated plan altogether. New planning recommendations are then forwarded for adoption and the cycle continues.

From a public involvement standpoint, **plan development** is the least rigid of these three phases, often allowing considerable creativity and timeline flexibility. An effective public participation program during plan development can head off many issues later during adoption and implementation.

Figure 1. The Planning Cycle



During **plan adoption**, timelines and procedures for public review and comment are prescribed by a local agency's administrative rules and procedures.¹ There is less opportunity for members of the public to influence plan recommendations at this stage. Rather, public participation efforts during plan adoption are often focused on explaining how and why recommendations were made and communicating information on comment deadlines and public hearing procedures.

During **plan implementation**, recommendations developed and adopted during the previous two phases are put into action. During the implementation phase, members of the public may begin to see real-world effects of the plan such as zone change applications and land development proposals that may directly benefit or impact their daily lives. Like the plan adoption phase, however, public participation during plan implementation is often limited by strict timelines, procedures and rules related to legal standing, notices, and appeals.

Therefore, an effective public involvement program means starting early -- engaging people during plan development, when there is time to identify and work through creative ideas, issues and concerns. While these Putting the People in Planning guidelines are predominantly focused on public involvement strategies for plan development, Appendix D provides additional resources and example publications that may be helpful in communicating the rules and procedures that people must follow to be heard during plan adoption and implementation.

2.2 Communicating Your Purpose and Desired Outcomes

2.2.1 Purpose Statement

Clarity of purpose is essential before embarking on any planning effort. This means being able to explain what is prompting your agency to develop the plan or study, and what you intend the planning process to achieve. A purpose statement needs to clearly state the principal problems or issues that the planning work is intended to address. Explaining the consequences of doing nothing can also help to reinforce the need for the plan or study.

¹ Administrative procedures, including criteria and timelines for public review and comment on land use planning, zoning and development decisions, are typically included in a local agency's land development code. In Oregon, local agencies are expected to make decisions on land use applications within 120 days of the date the application is considered complete. See ORS 227.178 (cities) and ORS 215.427 (counties).

Desired outcomes in a purpose statement should be articulated *in broad terms*, rather than pre-determining specific results. For example, perhaps the desired outcome is simply resolution of a principal problem or issue. Perhaps you hope to re-align planned land uses with a new community vision. Or maybe you need a plan that will guide land development activities for the next 20 years.

If you anticipate a controversial planning process, your purpose statement can also include wording to affirm your agency's authority and responsibility to take on the planning effort, underscore the credentials of your planning team, and reinforce the legitimacy of the planning process.

FRAMING AN EFFECTIVE PURPOSE STATEMENT:

- **What primary problems or issues will be addressed?**
- **What is the desired outcome of the plan development process, in broad terms?**
- **What responsibility or authority does your agency have?**
- **What expertise does the planning team bring to the table? Why are they the right people to develop the plan?**
- **What are the consequences of doing nothing?**

SAMPLE PURPOSE STATEMENT

Apple Glen Neighborhood Plan

In Deciduous City, the Apple Glen neighborhood has been “rediscovered” after decades of decline. Recent zoning code amendments have set the stage for more commercial uses and greater residential densities. These changes are attracting new development, and while each new commercial building or apartment complex may technically comply with the City’s new zoning code, Apple Glen residents feel their neighborhood identity is disappearing.

The Apple Glen neighborhood is at a crossroads. Without a plan, recent development trends in the neighborhood will be allowed to continue. Although many are unhappy with the current trends, residents are divided over whether to try to preserve the retro character of the neighborhood’s bygone days, or to establish a new vision for the future. A neighborhood vision and planning process offers the best chance to work through these issues and determine a path forward together.

The Deciduous City Council is willing to consider special development standards for Apple Glen, provided that they are based on a neighborhood plan with broad input from residents, landowners and developers. Development standards that bring cohesion to the character of new development and help shape the neighborhood’s future will be a key outcome of the plan.

2.2.2 Public Involvement Objectives

In addition to being clear on the reasons for developing the plan, it is important to be transparent about your reasons for engaging the public in the process -- beyond simply complying with the laws and rules that require you to do so.

A key objective for any public involvement program is to provide clear information about the process and timeline for decision-making, including when and how people can weigh in on plan recommendations.

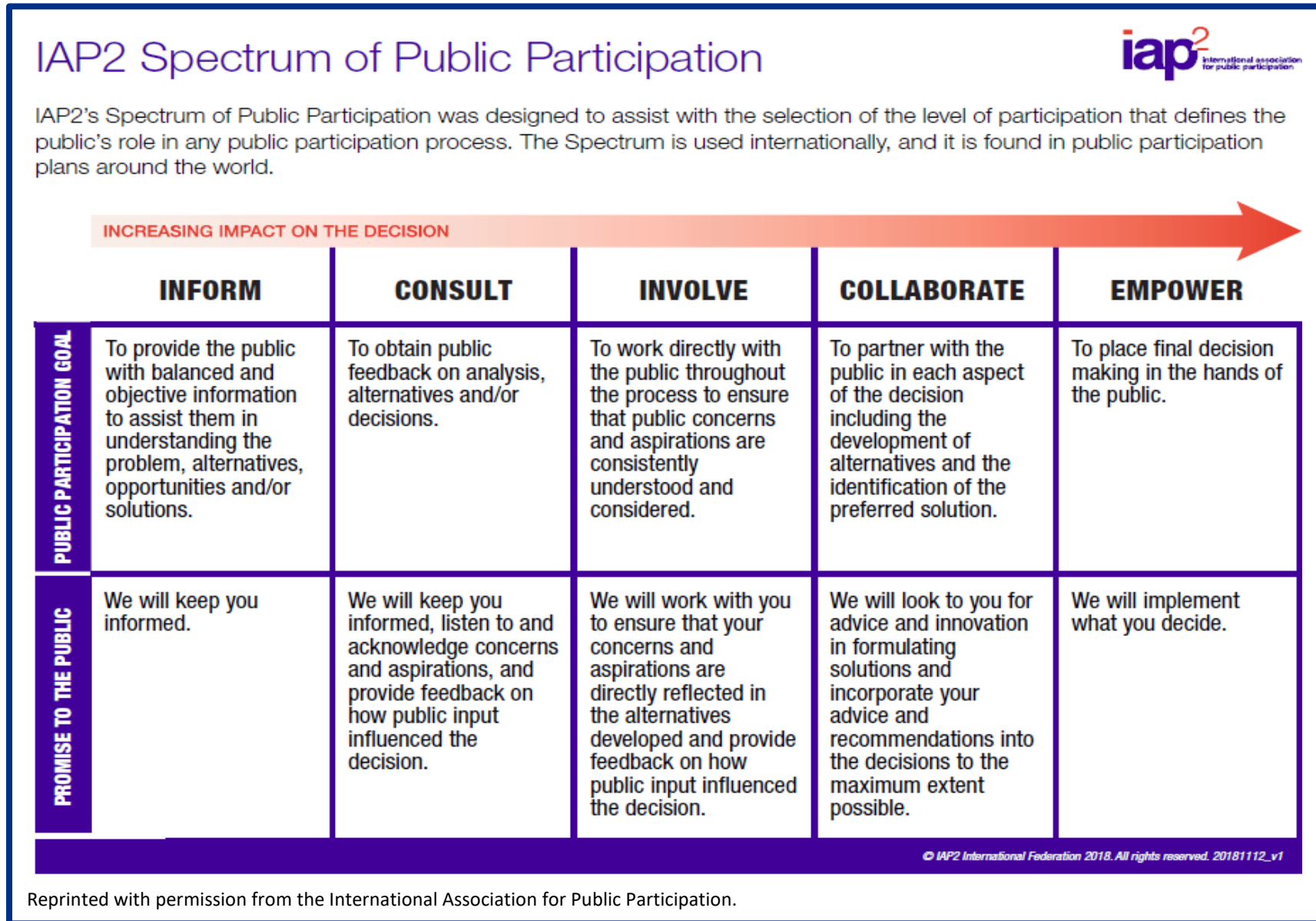
In defining additional public involvement objectives, consider:

- How much influence will the public have in developing planning concepts? Will people be encouraged to come up with their own ideas, or will the planning team provide concepts for their feedback? The International Association for Public Participation (IAP2) has developed a “Spectrum of Public Participation” that can help to articulate how much influence the public may expect to have in your planning process. See Figure 2.
- Is the outcome pre-determined? While this situation is generally at odds with good community planning practices, it is sometimes a political reality. If there is already an agency-preferred solution at the onset of the planning process and the outreach effort is simply intended to validate it, be upfront about it. Hidden agendas are frustrating for community members who take the time and trouble to participate in a planning process. Honest disclosure provides the best shot at preserving your planning team’s credibility under this scenario.

SAMPLE PUBLIC INVOLVEMENT OBJECTIVES:

- **Clearly articulate the process for decision-making and opportunities for input or influence.**
- **Communicate accurate, understandable and timely information throughout the planning process.**
- **Give potentially affected people and interest groups opportunities to express concerns so that they can be considered as the plan is developed.**
- **Get broad, inclusive community feedback on concepts developed by the planning team.**
- **Comply with Title VI of the Civil Rights Act, Environmental Justice and Oregon’s Statewide Planning Goal 1.**

Figure 2. IAP2 Spectrum of Public Participation



2.3 Planning Audience

Most planning efforts affect a wide variety of people with many different interests. Because of this, it is unlikely that everyone will agree 100 percent with every aspect of your plan. Two-way communication between the planning team and people who may be affected by plan outcomes is important, to help the team identify and understand different interests and concerns. Getting a handle on potential audiences and interests early will help your team pick appropriate outreach strategies and shape the plan to fit the public's overall needs.

2.3.1 The Study Area

A first step to identifying the planning audience is to define the study area. Is it regional? City-wide? Neighborhood-specific? After defining your planning area boundary, consider whether your plan may have effects on people or agencies who may be nearby but outside of the boundary. If so, you may wish to expand the area used to identify potential constituents.

2.3.2 Disadvantaged and Under-Represented Populations

Federal law requires that “no person shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”² In addition, the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income was the subject of an Executive

TITLE VI AND ENVIRONMENTAL JUSTICE POPULATIONS

- **Ethnic minority populations (African American, Hispanic, Asian, Native American, and Pacific Islander populations)**
- **Elderly populations**
- **Low-income populations (median household income at or below the poverty line)**
- **Disabled populations (both mental and physical disabilities)**
- **Limited English Proficiency populations.**

² Title VI of the Civil Rights Act of 1964.

Putting the People in Planning

Order signed by President William J. Clinton in 1994, to avoid disproportionate environmental and human health effects of governmental actions on minority and low-income people. This concept is referred to as “Environmental Justice”.

While every local planning study may not be specifically funded with federal dollars, most local governmental agencies do receive federal funds in some manner, either through direct federal grants or through programs administered by state agencies. And regardless, strategies for reaching and engaging disadvantaged populations are best practices for any public planning process.

You will need to do some analysis to determine where disadvantaged populations exist in and around your planning area. The US Census and American Community Survey are typical data sources for this, and the US EPA has an online tool, [EJSCREEN](https://www.epa.gov/ejscreen)³, that can help with simple Environmental Justice population maps. The Oregon Department of Transportation's [TransGIS](https://gis.odot.state.or.us/transGIS/)⁴ site also allows users to query Environmental Justice populations above a defined threshold by zip code. Urban areas with populations greater than 50,000 typically have a regional metropolitan planning organization (MPO) that may also be a good resource for this information. For large or complex plans, it is a good idea to engage the assistance of a GIS analyst.

A high-level scan can be performed first, to help the planning team identify potential disadvantaged populations which may be interested in, or affected by, the plan. A more detailed analysis may be needed later to understand the specific impacts resulting from the plan recommendations.

2.3.3 Potential Interested Parties, Champions, and Opponents

Taking an hour to brainstorm the planning audience before developing a public involvement plan can help tailor public involvement strategies for maximum effectiveness. Appendix B provides instructions and worksheets for an audience identification exercise that can help the planning team anticipate broader public interests, including people and groups that may be supportive or opposed.

³United States Environmental Protection Agency, Environmental Justice Screening and Mapping Tool. (2018, August 2). <https://www.epa.gov/ejscreen>

⁴Oregon Department of Transportation, ODOT TransGIS. (Accessed 2019, May 3.) <https://gis.odot.state.or.us/transGIS/>

Putting the People in Planning

Use this initial brainstorming exercise to organize thoughts about:

- Potential planning impacts and benefits, affected individuals and groups;
- Potential champions and opponents;
- Initial key messages;
- Strategies that are likely to be effective at reaching and engaging affected people and groups.

Levels of interest in the plan are likely to vary. And people's interest and support for potential planning recommendations may change as the plan takes shape. While it may not be possible to anticipate every benefit, impact or concern that may arise during the planning process, taking the time to think through the possibilities early on will help you prepare for many likely stakeholder reactions.

Figure 3 suggests a way to think about how people may react to the planning process or potential plan recommendations.

Table 1 explains how outreach and participation activities can be designed to match anticipated levels of interest and support.

Figure 3. Levels of Interest and Support

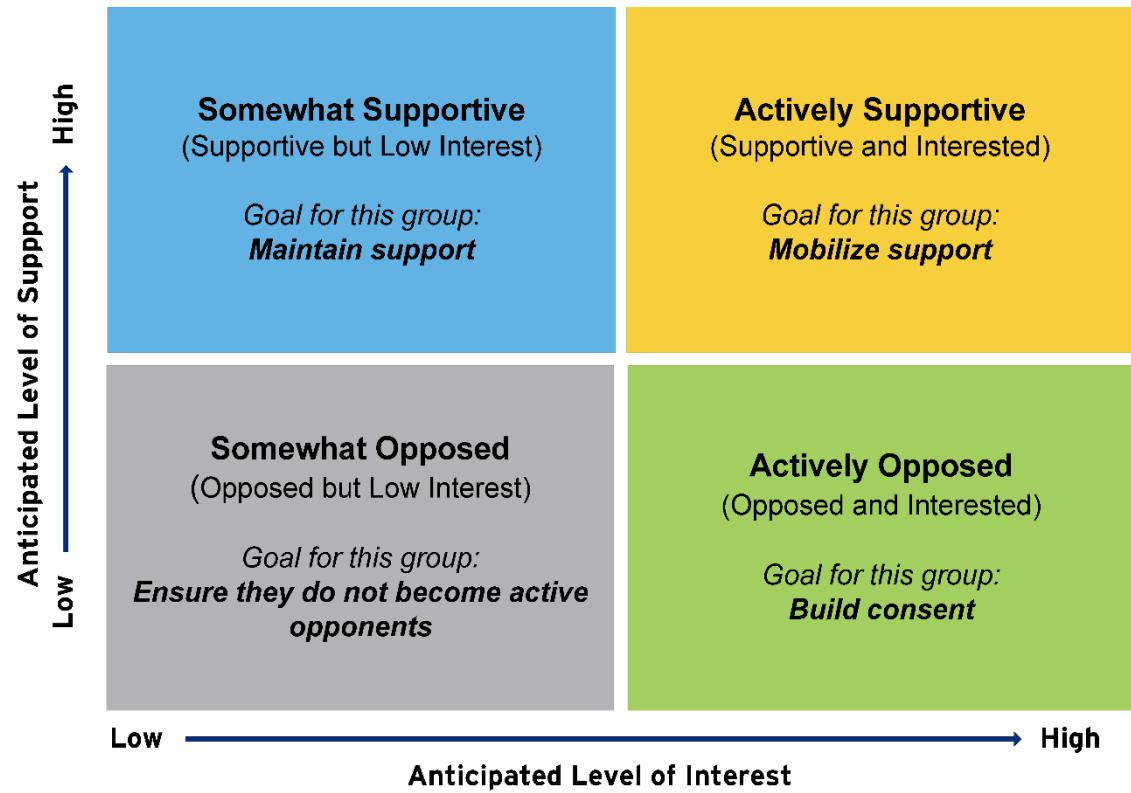


Table 1. Addressing Different Levels of Public Interest and Support

Somewhat Supportive Some people may be generally supportive of potential planning outcomes, but not all that interested in participating in the process. For supportive but low-interest stakeholders, passive types of outreach activities, primarily to keep them notified and informed may be enough.	Actively Supportive Some stakeholders may be supportive of possible planning outcomes and motivated to participate. For these people, two-way communication channels are important, so that they have an opportunity to not only follow along as the plan unfolds, but also to provide input and feedback along the way. Supportive and interested stakeholders may become active champions of plan recommendations later.
Somewhat Opposed Some people may be generally opposed to potential plan recommendations, but not to the point where they are motivated to participate in the planning process. While they may not initially appear to be interested, people and groups in this category have the potential to become active opponents, often late in the planning process after a significant amount of work has been accomplished. Consider more assertive, targeted strategies for keeping potentially opposed people notified and informed. Encouraging these stakeholders to take advantage of opportunities for input and feedback during the planning process will help you to understand the reasons behind potential objections and avoid surprises when the plan moves to the adoption process. Having educational information ready to help correct misconceptions can also be helpful for this group.	Actively Opposed It is not uncommon for complex plans to have people who are active opponents. Often, these are people who may fear that plan recommendations could be significantly detrimental to them or an aspect of the community that they care deeply about. Some active opponents may be motivated to attempt to obstruct the plan adoption or implementation process. For stakeholders in this category, consider more structured, in-person public involvement opportunities to help build a common understanding and informed consent. While some opponents may never agree with the ultimate plan recommendations, if they feel the planning team has made a concerted effort to listen, understand and address their issues, they are much less likely to take drastic action to block plan adoption. Where large opposition groups exist, engaging a professional facilitator can be helpful to work through potential issues.

2.3.4 Reaching Your Audience

You will usually need to go beyond general public notifications and press releases to make sure your audience is aware and informed of participation opportunities. Look for opportunities to meet with your audience where they are by taking advantage of local gathering places – churches, activity centers, etc. – where community groups already tend to congregate.

Setting up communication channels with target audiences early makes it easier to disseminate information and solicit input as the plan unfolds. General best practices for communication and outreach are discussed in Chapter 3. In addition, Table 2 below provides specific suggestions for reaching targeted populations or groups that may be found in your planning area. This list is not exhaustive; rather, it is intended to help spark ideas for reaching your unique audience.

Table 2. Outreach to Specific Groups

Target Population or Group	Possible Outreach Strategies*
Young People	• Coordinate with school districts offices to disseminate notices. • Send notifications to school districts, colleges and universities, including student body associations and student newspapers. • Reach out to high school social studies and civics teachers. • Coordinate with local business leadership or mentoring programs for young professionals.
Older People	• Send notifications to senior centers. • Consider large print versions of hard copy information.
Low Income People	• Coordinate with transit and human services transportation providers to get notifications to transit riders. • Post notices with local offices of Oregon Department of Human Services, Social Security Administration and public libraries. • Reach out to neighborhood councils in areas with concentrations of low-income populations.

Putting the People in Planning

Target Population or Group	Possible Outreach Strategies*
Disabled People	• Make sure all public events are held in locations that are ADA compliant and wheelchair accessible. • Coordinate with paratransit providers and/or local disability support services offices to disseminate notices. • Use the ADA checklist⁵ to assess your website accessibility.
People with Limited English Proficiency	• Reach out to churches that offer services in languages indicated by your Environmental Justice scan. (see Section 2.3.2.) • Look for radio stations with programs in languages indicated by your Environmental Justice scan. • Prepare translated hand-out materials. • Offer translation services upon request at public meetings.
Tribal Populations⁶	• Coordinate with the tribal planning director for advice on interacting with tribal members and potential meeting venues. • Publish notices in tribal newspapers/newsletters. • Request an opportunity to present to the tribal council.
Business Interests	• Coordinate with chambers of commerce to disseminate notices. • Request an opportunity to present to chamber members, or other local business/civic groups. • Advertise in the local business journal. • Contact leaders of local-chapter professional organizations.
* This list is not exhaustive! Use it to help generate your own ideas for reaching select groups within your planning area.	

⁵ The United States Department of Justice Civil Rights Division provides technical assistance documents related to the Americans with Disabilities Act (ADA) for state and local governments. A website accessibility checklist is available at <https://www.ada.gov/pcatoolkit/chap5chklist.htm>. (Retrieved April 30, 2019.)

⁶ Oregon maintains a government-to-government relationship with each federally recognized tribal nation in the state. Under ORS.182 162-168, each state agency is responsible for developing and implementing state programs that affect tribes. If your planning area includes or impacts tribal lands or people, a special consultation process may be needed. Contact your regional DLCD representative to coordinate this.

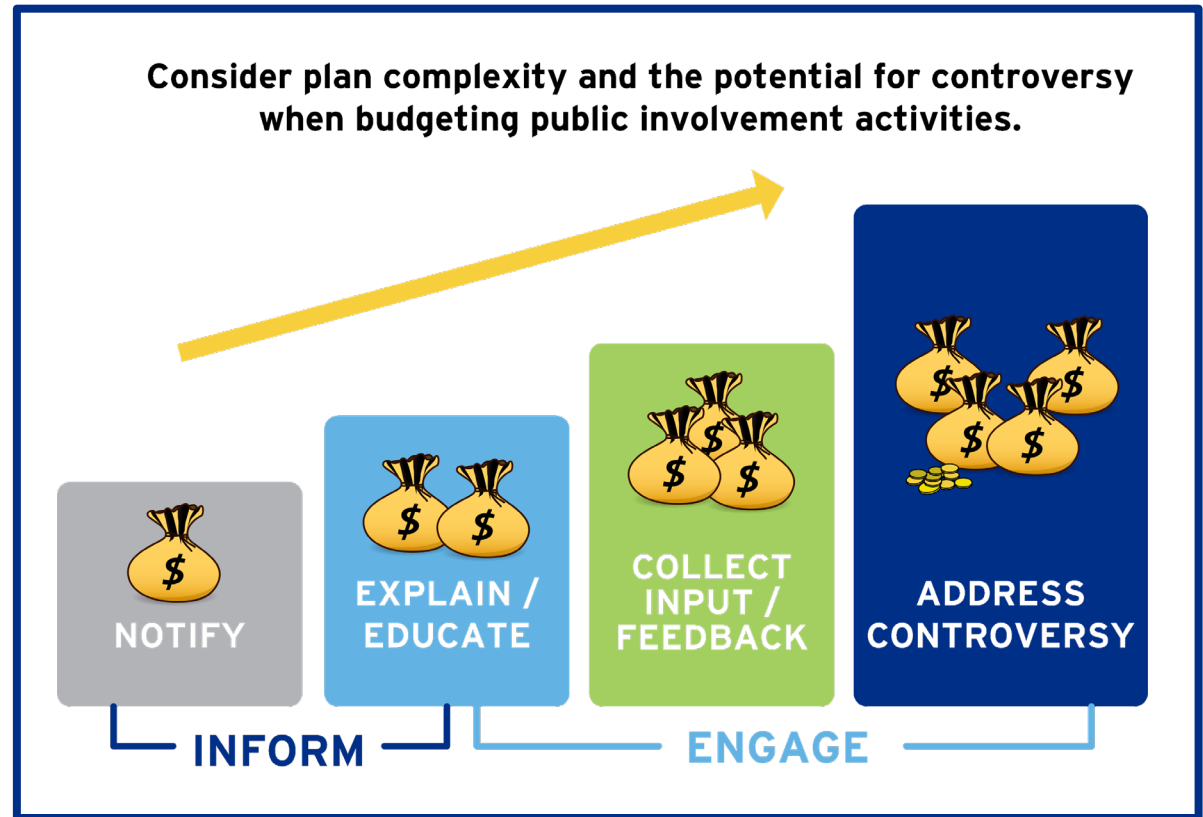
2.4 Preparing Your Public Involvement Plan

2.4.1 Budgeting for Outreach

Good planning is people intensive. This means a significant portion of the plan development budget will likely be spent on outreach and engagement activities. And, the level of complexity and controversy you anticipate during plan development will have a direct bearing on the amount of resources needed to accomplish the plan. For example, online tools may be cost effective options for public notifications or collecting input and feedback; however, controversial situations may call for more time-intensive activities using a face-to-face approach.

Often budgets for planning efforts are established long before the planning work begins. Preparing a public involvement plan is an opportunity to give your budget a reality check. While many strategies can help to make public engagement more cost effective, corners can only be cut so far. If your agency's resources are not adequate to support a level of engagement that is appropriate and necessary for your plan, consider reaching out to external partners such as stakeholder agencies, community organizations or non-profit groups to see if others have the capacity to shoulder some of the outreach effort.

Figure 4. Budgeting Considerations



In the event that adequate resources for public involvement are simply not available, decision makers should consider whether it is wise proceed with the planning effort until this can be resolved. In rare situations where it may be necessary to proceed, the reasons for limiting public access to the planning process must be clearly explained to the public.

2.4.2 Public Involvement Plan Components

An effective public involvement plan should contain these core elements:

- Study area description, including a map.
- Planning purpose and desired outcomes (see section 2.2.1 for suggestions on how to craft a purpose statement).
- Public involvement objectives (see section 2.2.2 for suggestions).
- Information on how recommendations or decisions will be made during the planning process. A timeline showing how public involvement activities will relate to key decisions or milestones is helpful. Information on how public input will be used as decisions are made should also be included.
- Communication protocols for the project, including how the planning team will handle public inquiries, media relations, interactions with other agencies or tribal governments, and methods for documenting the outreach process.
- Description of any general outreach materials to be prepared, such as a website, brochures, flyers, fact sheets, etc.
- Communication and engagement activities planned, including specific strategies for reaching and engaging your target audiences.

Appendix C provides an editable template that can be customized to document your anticipated public outreach and engagement activities.

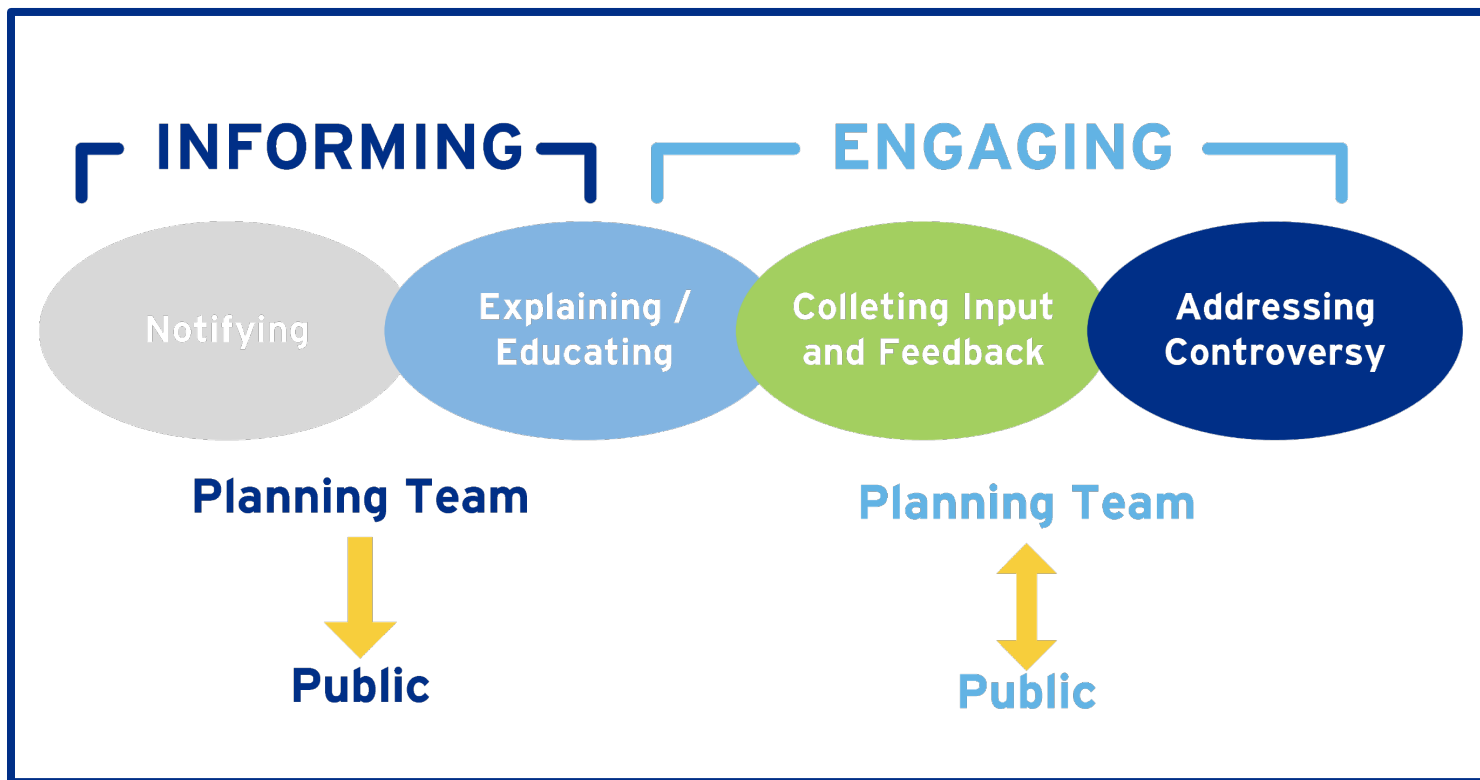


3. Tools and Strategies

3 Tools and Strategies

Tools and strategies for public engagement range from communicating information about the plan and planning process to engaging people in two-way collaboration. Most public involvement programs will require activities for one-way communications from the project team (such as project notifications, or information about the study or process), as well as two-way communication to collect input and feedback. Complex plans may require higher levels of two-way engagement, to understand and address significant barriers or concerns.

Figure 5. The Communication Continuum



3.1 Key Communication Principles

The public's trust in government can be a fragile thing, and an agency's approach to public communications can either elevate or diminish this trust. It can be easy to lose the public's trust, and difficult to regain it once lost. An open and transparent public process is key to the successful development, adoption and implementation of any plan.

As public involvement activities are performed, these core communication practices can establish the planning team's credibility and help to maintain trust:

- **Be truthful.**
- **Be crystal clear about the public's ability to influence or drive decisions.** People need to understand how their input will be used. The IAP2 "Spectrum of Public Participation" can help to clarify and articulate the level of influence that the public can expect to have in the planning process. (See Figure 2.)
- **Listen.** And seriously consider what you are hearing. Don't just wait for your chance to talk.
- **Focus on interests, not positions.** Ask "why" to get at the reasons behind positions taken by members of the public.
- **If you don't know, say so.** Then follow up.
- **If you're wrong, admit it.**
- **Be reliable.** Follow through on all commitments, whether written or verbal.

3.2 Explaining Planning Concepts to Lay Audiences

Helping people to understand complex planning concepts is a chief objective of the public involvement process.

Boil it down; don't dumb it down. Brevity is important, but no one appreciates being talked down to.

Answer the “why should they care?” question. To communicate planning concepts in a way that is both interesting and comprehensible, provide context that is meaningful for the audience. Working through an audience identification exercise at the beginning of the planning process (see Section 2.3) will help identify how planning concepts may affect various individuals and groups. In conveying complex information, a sentence or two to explain why your audience should care can help people grasp the meaning and importance of the information.

Avoid jargon and acronyms. Straightforward everyday language is essential.

For example, statements like this are frustrating for members of the public who may be seeking information about the process:

“TSP deliverables will be reviewed by a PAC with representation from the CPC, B-PAC, COG, EDC, DLCD, ODOT, OHA and ODEQ, before submission to the CPC for ultimate consideration by the City Council.”

Plain language is better. For example,

“The planning team will work with an advisory group that includes organizations with land use,

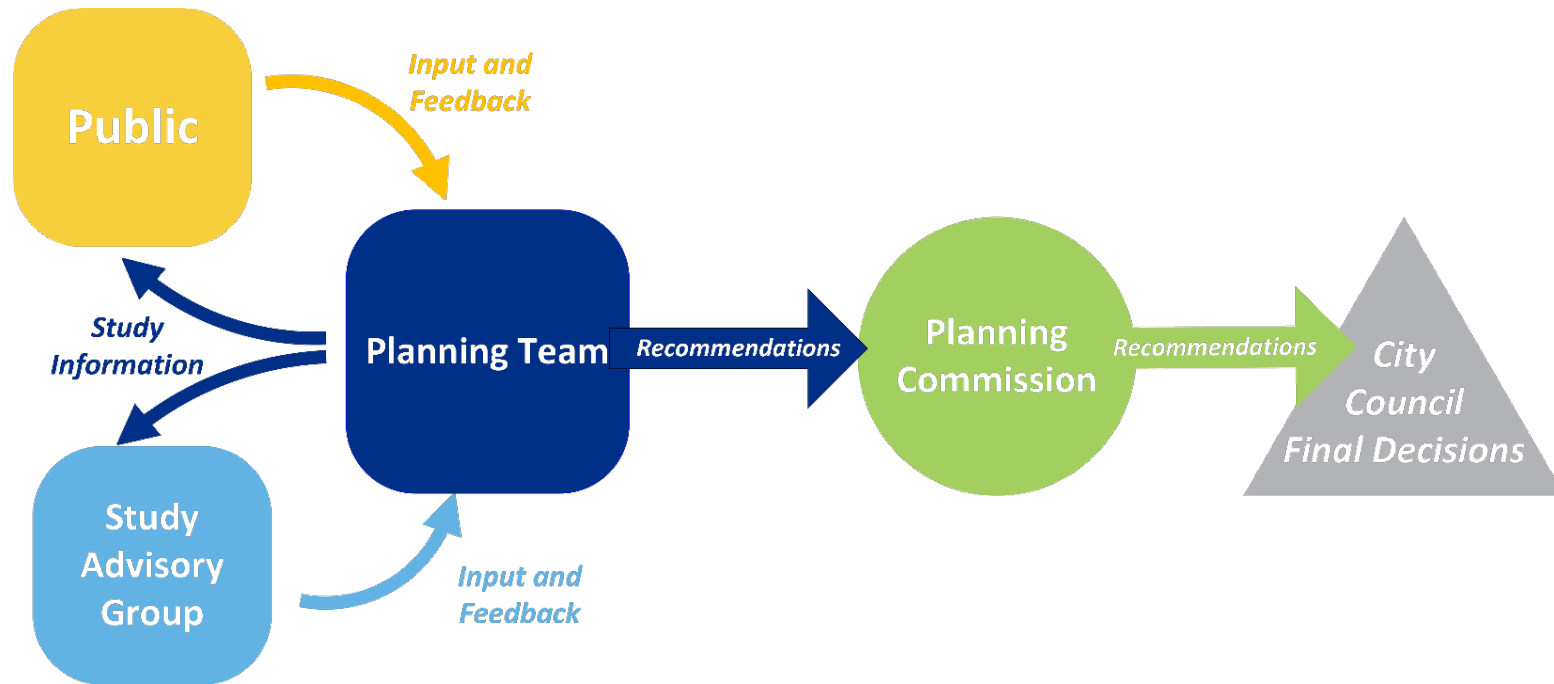
“Remember that there is a difference between using language that is simple (easy to understand), and simplistic (treating the problem as if it is not actually very complex at all). Keep your words as simple and clear as possible and use real-life examples and illustrations where possible. But don’t patronize your audience by pretending that something is not as complicated as it really is.”

***-- Dr. Emily Grossman, Science Communicator
How to Present Complex Ideas Clearly
The British Council, Voices Magazine, May 2015***

Putting the People in Planning

transportation, health, economic and environmental responsibilities, before making recommendations to the planning commission and city council. A full list of the organizations involved is available on our website if you're interested."

Even better, a simple infographic makes the point at a glance:



3.3 Informing

“Informing” includes notifying people and explaining information about the planning study. Table 3 describes techniques and strategies that could be considered for informational objectives. These are primarily one-way communication tools. Strategies that encourage a two-way dialogue (see Section 3.4) are often more effective for educational objectives.

Table 3. Tools for Informing

Tool	Description and Strategies for Use	Best for	
		Notifying	Explaining/ Educating
Briefing	A presentation given in-person, or a brief informational paper, often tailored to a specific person or group such as an elected official, policy board, neighborhood council, or a civic organization.		✓
Brochure	An informational handout, usually printed, to provide general information about the planning study and process.	✓	✓
Community Profile	A compilation of general demographic information about people in the study area. A community profile might include information on population, age distribution, ethnicity distribution, income levels, housing units, household size, existing land uses, or other relevant facts. A community profile could be printed or made available online.		✓
Direct Mail	Distribution of information about the planning study or planning process via the U.S. Postal Service. Direct mail campaigns can be costly but provide a level of certainty that affected interests have been notified. Where cost is a concern, an initial direct mail campaign could direct people to an online source for future updates, or let people know how they may sign up to receive future notifications and information via email.	✓	✓

Putting the People in Planning

Tool	Description and Strategies for Use	Best for	
		Notifying	Explaining/ Educating
Displays	Posters, banners or other large-size documents suitable for displaying on easels, walls or other vertical spaces. Displays may be used to provide information at a specific public meeting. Or, they may be designed as self-explanatory materials that can be left unattended in a public space over a certain period of time for people to peruse at their convenience.		✓
Email	Compiling an email list of interested parties and providing periodic email updates is a cost-effective way to communicate information about the plan and planning process.	✓	✓
Fact Sheet	Typically, a one to two-page document, either printed as a handout or made available online, that provides information about the plan or a specific planning topic. Fact sheets are useful in helping to dispel misinformation. A complex planning study might have separate fact sheets for a variety of individual topics.		✓
FAQs (Frequently Asked Questions)	A set of questions and responses about the planning study, or specific planning topics used to educate the planning audience and reduce misinformation. This is a useful item to include in a media packet .		✓
Flyer	A one-page, one-sided handout suitable for posting in public places, often with brief information about the plan and upcoming outreach activities. Other agency	✓	

Putting the People in Planning

Tool	Description and Strategies for Use	Best for	
		Notifying	Explaining/ Educating
	partners, such as transit providers, or social services offices, can often help to post or distribute flyers.		
Infographics	A compilation of images and/or charts with minimal text, that helps to explain a planning concept or process. Infographics can be useful at multiple levels ranging from an “at-a-glance” overview of a specific topic or an explanation of a more complex process. For example, A flow chart of your planning process may be a helpful infographic that can be used as a stand-alone document or inserted in other outreach materials.		✓
Media Packet	Providing “ready to publish” information about the planning study or process for those in the media industry can be an effective way of managing your message and reducing the spread of misinformation. A basic media packet might include a press release , a study area map, fact sheet or FAQ’s , timeline, and perhaps an infographic about the planning process or a specific topic. A media packet could be made available online for download by media outlets.	✓	✓
News Articles	Information about the project that is published in print or online, usually at no cost to the planning study. Providing information in a press release or media packet can help to encourage news outlets to publish stories. Some publications may allow a planning team member or a local elected official to contribute an article as a guest columnist. Others may seek out interviews with members of the	✓	✓

Putting the People in Planning

Tool	Description and Strategies for Use	Best for	
		Notifying	Explaining/ Educating
	planning team or others. For complex or controversial plans, it is important to establish the planning team as the official, legitimate source of information. The planning team may wish to sit down with local news editors to ask for assistance in making sure published stories are balanced and factual.		
Newsletter	Typically, a one to four-page document, either mailed, emailed, handed out, or posted online, that is updated and distributed periodically throughout the planning study. Newsletters provide a status report, explaining plan recommendations as they unfold, as well as the reasons behind the recommendations. In addition, newsletters can communicate next steps and explain any upcoming participation opportunities.	✓	✓
Newspaper Ads	Purchased space in a print or online publication, typically used to notify people of input opportunities. (While less common, larger planning projects with significant budgets may sometimes purchase bigger advertising spaces to display or explain specific plan recommendations.)	✓	
Online Ads	Advertisements placed with online search engines, third-party websites, online publications, or other online services to notify people of input opportunities.	✓	
Presentations	Speaking to groups about the planning study or process, often using a slide show.	✓	✓

Putting the People in Planning

Tool	Description and Strategies for Use	Best for	
		Notifying	Explaining/ Educating
Press Release	A text document, typically one page or less, sent to news outlets to provide information about the planning study and process, including announcing upcoming milestones or public involvement opportunities.	✓	
Reports	The planning study may produce interim reports or technical memos, such as a community profile or an existing conditions report, that can provide valuable information for interested parties. Including executive summaries can be helpful for a lay audience.		✓
Social Media	A host of social networking applications can be used to help disseminate plan information. These tools require careful planning to determine if and how social media interactions will be used during the planning process. For example, perhaps the planning team wishes to use social media to get the word out about a specific event but does not have the resources to monitor and respond to ongoing social media discussions. In this case, messaging should be clear that social media comments will not be monitored or considered by the project team. Instead, people could be directed to official input channels.	✓	
Speakers' Bureau	Enlisting volunteers from outside the planning team to present information to community groups can be a budget-sensitive way to expand the reach of a public involvement program. Care is needed, however, to confirm that volunteer		✓

Putting the People in Planning

Tool	Description and Strategies for Use	Best for	
		Notifying	Explaining/ Educating
	speakers are well-educated on the salient planning issues and topics, and to make sure that no unintended bias or alternative agendas are introduced.		
Translated or Alternate Format Materials	If a scan indicates the planning area has concentrations of people with limited English proficiency, preparing translated versions of informational materials such as brochures , flyers or newsletters may be important. ⁷ It may also be desirable to provide these general informational materials in a large-print format to assist older or visually impaired participants.	✓	✓
TV or Radio Spots	A public service announcement (PSA) can be written and sent to local radio and television stations. PSA's are often communicated by media outlets free of charge to help raise awareness of topics that are in the public interest. The planning team typically has no influence on when a PSA will air, however. Purchased radio or TV spots are another option. An independent production company may be hired to develop an audio or video advertisement. Or a media	✓	

⁷ Executive Order 13166, signed by President George W. Bush on August 11, 2000, requires that agencies who are recipients of federal funds take reasonable steps to ensure meaningful access to their programs and activities by people with limited English proficiency. Agencies often ask if there is a population threshold or other quantifiable factor that would indicate when accommodation should be provided; however, this is a judgment call to be made on a case by case basis. Generally, agencies should consider four factors: 1. The number or proportion of people with limited English proficiency that will be affected by planning decisions; 2. The frequency with which limited English speaking people will come in contact with the planning process; 3. The nature and importance of the plan to people's lives; and 4. The cost of accommodation and resources available to the planning agency. For additional information, refer to the Federal Interagency Website on Limited English Proficiency at www.lep.gov.

Putting the People in Planning

Tool	Description and Strategies for Use	Best for	
		Notifying	Explaining/ Educating
	station may have its own production capabilities and can work with the planning team to create a customized script or video about the project for a fee.		
TV, Radio or Newspaper Interviews	Advance preparation is important if there is a chance someone from the project team may be asked for an interview by a television, radio station or print publication. As part of your public involvement planning, be sure to identify who is authorized to speak to the media about the project and direct any interview requests to that person. Strategize key messages with your planning team and create an FAQs document to help prepare responses to questions that your spokesperson may be asked. Also see guidance above for news articles .	✓	✓
Website	An online presence for most planning studies has become a standard practice. If your agency has a website, perhaps a new page can be created for your specific planning project. Alternatively, if a separate website for the planning study is desired, many low-cost website builders are available that allow someone with little or no web design experience to create an effective site for disseminating information. (See Section 3.4.1 for discussion of online tools for two-way interaction.)		✓

3.4 Engaging

“Engaging” means having **two-way** communication with the public as plans are prepared and decisions are made. This section highlights interactive strategies that can generate meaningful input and feedback from the public, helping people to become knowledgeable participants in the planning process. Engagement strategies can also help to manage and resolve controversial situations.

3.4.1 Tools for Input, Feedback and Developing an Informed Public

Advisory Committees. Oregon Statewide Planning Goal 1 requires governments to have a committee for public involvement, to monitor and encourage public participation in planning. This committee may be helpful in an advisory capacity as the plan is developed. Alternatively, you may wish to form a plan-specific committee by either supplementing the general public involvement committee with people representing additional interests or establishing a separate advisory group altogether.

A written charter is recommended for any advisory committee, to explain the purpose of the committee, membership criteria, committee and individual member roles and responsibilities, and how the committee’s activities will be documented and used during the planning process.



Advisory Committee: Carlton Pool House Restoration

The City of Carlton appointed a Project Citizen Advisory Committee to spearhead the restoration of the Municipal Pool House after a narrow defeat of a local bond measure. A broadly representative group, committee members became active champions for the project, leading public outreach activities for the City and ultimately shepherding the project through to a successful completion.

The City received an ACE (Achievement in Community Engagement) Award for empowering community members to mobilize support, in order to accomplish a beneficial public project.

Meetings. Public workshops, open houses, neighborhood meetings and similar forums are useful for giving the public access to the planning team, to ask questions or have more in-depth discussions. Public meeting locations should be selected carefully to avoid physical barriers for people with limited mobility or who rely on assistive devices. Accommodation for people with other disabilities may need to be provided upon request.

Stakeholder Interviews. Telephone or in-person interviews with key constituents may be helpful at the beginning of a planning project to identify issues of importance and concerns that may need to be addressed.

Community Conversations. Meeting people where they already spend time can be an effective way to capture broad input from community members who may not otherwise participate in the planning process. Consider bringing planning project information to community events, churches, schools and universities, and other venues where people congregate and socialize. Request opportunities to get on agendas for civic group meetings such as neighborhood councils, tribal councils, chambers of commerce, Rotary clubs, Toastmasters, etc. Cultural events and festivals sponsored by minority groups are excellent places to interact with potential planning stakeholders.

ADDRESSING CULTURAL AND LINGUISTICAL BARRIERS

People from diverse cultural backgrounds, especially those with limited English proficiency, are often underserved by conventional outreach methods. Failing to account for cultural diversity in your planning process can set up de facto barriers to full participation.

- **Seek out and consult with cultural leaders in the community, to identify potential barriers and ways to overcome them. Ask for help in educating your planning team on cultural norms and expectations of the groups you need to reach.**
- **Go to where the people are! Meeting locations which may seem unconventional, but which are familiar and comfortable for your audience, can help underserved people feel more confident in participating.**
- **Religious organizations, immigrant services, regional health professionals and other community and social service organizations who routinely interact with people from diverse cultures may have good advice for making connections and communicating effectively.**

Putting the People in Planning

Small group meetings at the neighborhood level can help lessen the intimidation factor, especially for participants from diverse cultural backgrounds, or those who are participating in a planning process for the first time.

Translation Services. Making translation services available at public meetings or for individual stakeholder discussions may be important if the study area includes concentrations of people with limited English proficiency⁸, or if a planning participant requires sign language translation. A number of Oregon firms offer translation services for a fee, including many in the Portland area. Nearby colleges and universities can sometimes be a potential source of volunteer translators. When it is necessary to enlist the services of a translator at a distance, web conferencing can help to control costs by eliminating the need for travel.

Focus Groups. A focus group is a tool often used in market research. It involves convening a small group of people who generally represent the demographic makeup of a given geographic area. Researchers use these small groups to solicit reactions and perceptions about a specific topic or product. For development of land use plans, a focus group can be helpful in vetting public information to make sure it is clear and understandable, and to explore how the broader public might respond to certain planning concepts or regulatory proposals. Using a neutral third-party to facilitate focus groups is usually a good idea, to ensure the planning team is not introducing their own biases into focus group questions or interpretation of responses.

Online Engagement Tools. Online tools have evolved to allow for robust community interaction and can have significant advantages. They can cost-effectively reach a broad cross-section of the community and are especially effective at providing participation opportunities for people who are short on time, lack transportation, or are uncomfortable attending public meetings. Additionally, online educational tools can be designed with varying levels of detail for different audiences.

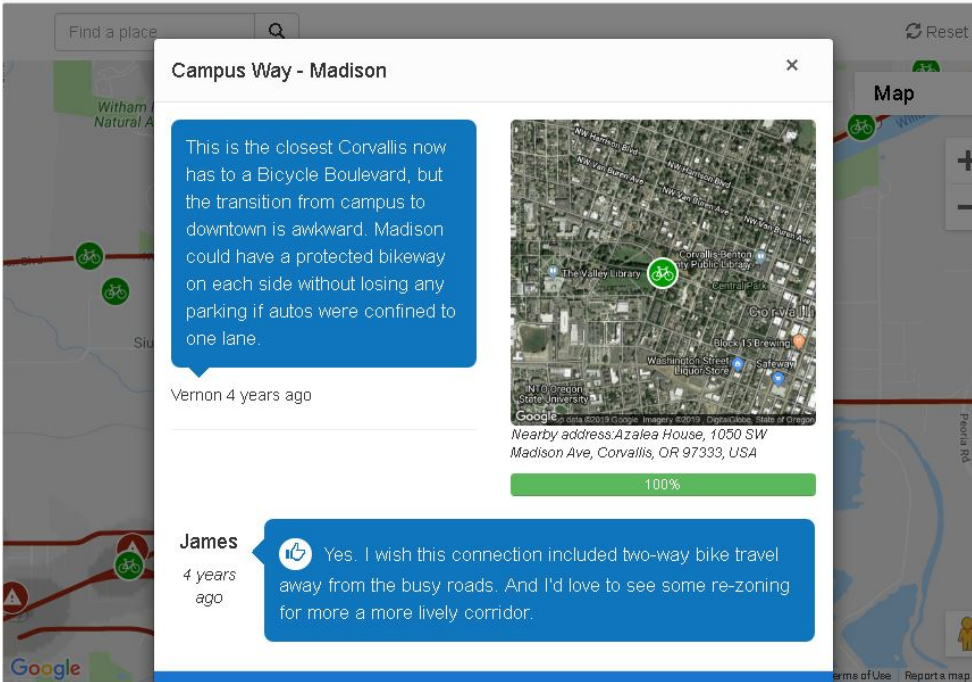
⁸ Ibid.

Putting the People in Planning

If desired, online comments can be made visible to other participants, improving the transparency of the planning process. Another advantage is that data is also easily compiled to help monitor how many people are accessing online information or linking to specific topics.

While there may be important reasons to provide opportunities for face-to-face interaction in many planning processes, nearly all plans will benefit from online interaction. At the basic level, providing a way for people to learn about the plan and submit comments online is helpful. Where greater online interaction is desired, online discussion forums or webcasts can allow people to interact with each other or with the planning team to discuss planning concepts. Some specialized webtools allow participants to explore the potential impacts of their own ideas and choices, to become more informed about planning concepts.

Surveys, Polls and Questionnaires. Surveys can be an efficient way to gather and organize information from large numbers of people. Examples include formal public opinion surveys with statistical validity, more general community surveys, questionnaires that allow for open-ended questions and detailed responses, or even keypad polling during large group meetings to quickly assess group opinions and reactions.



The screenshot displays a web-based interactive mapping tool. A map of a city area is shown with a search bar at the top left. A pop-up window titled "Campus Way - Madison" is open, showing a satellite view of a specific location. Below the map, there are two user comments. The first comment, by "Vernon" 4 years ago, discusses the lack of a bicycle boulevard and suggests a protected bikeway. The second comment, by "James" 4 years ago, expresses a desire for two-way bike travel and re-zoning. The interface includes a "Find a place" search bar, a "Reset" button, and a "Map" label. A "Nearby address" is listed as "Azalea House, 1050 SW Madison Ave, Corvallis, OR 97333, USA". A green progress bar indicates "100%".

Online Engagement: Corvallis Interactive Mapping Tool

For a Transportation System Plan update, the City of Corvallis used an interactive mapping tool to collect information from the public on known transportation issues. Participants could click on the map to describe areas of concern for later review by the planning team. Other members of the public could view and comment on posted issues, prompting a community dialogue.

Putting the People in Planning

Surveys, polls and questionnaires need to be carefully designed. Unclear questions can lead to large numbers of non-responses or erroneous findings. Consider these tips to help avoid unintended bias and low response rates:

- Check to make sure that questions are posed from a neutral standpoint since phrasing that unintentionally evokes positive or negative reactions can introduce bias.
- Prioritizing questions that are most important and reducing the number of less important questions is a good idea. “Survey fatigue” can occur if respondents are asked to answer a large number of questions or read long narratives before answering, leading to incomplete surveys.
- Take care to use color schemes that are simple, neutral and professional-looking since the survey instrument itself can evoke unintended reactions if people are turned off by distracting colors or graphics.
- It is a good idea to explain upfront how responses will be used, and whether or not individual responses will remain anonymous.
- Timing can also be important. During certain times (such as in the summer and fall months leading up to a presidential election, for example), planning projects may compete for public attention with other issues. Community members can experience polling fatigue during these times and may be less likely to respond.

3.4.2 Addressing Controversy

People experiencing anxiety about potential planning outcomes may react toward others in ways that are uncomfortable or unpleasant. It can be tempting to avoid direct contact with prickly people when controversial situations arise. However,

Putting the People in Planning

managing controversy absolutely requires an in-person approach. And, it takes time. A foundation of trust is necessary for open, honest dialogue and trust building is usually accomplished through multiple face-to-face interactions. Providing opportunities for structured, facilitated dialogue can promote a civil discourse between groups of people who may disagree with each other, or with potential plan recommendations.

Consider the following approach for building community consent in controversial situations:

- **Listen.** An initial listening session to air and understand differences can help open a constructive dialogue. Focus on *interests*, not *positions*: Ask “why” often, to get at the reasons behind controversial positions. Avoid the temptation to respond with immediate answers, and rather take listening session input “under advisement”. Especially avoid discounting any input or suggestion at this stage no matter how impractical it may seem. The purpose of the listening session should be to do just that – listen!
- **Think.** Give careful thought to the input received, especially the “why” behind concerns heard at the listening session, before the next interaction.



Managing Controversy: Bend Urban Growth Boundary

The City of Bend received an ACE (Achievement in Community Engagement) Award for their people-centered process to resolve controversial Urban Growth Boundary expansion issues. The City's process included three technical advisory committees, representing a broad cross section of the community, who participated in 41 meetings over a 20-month period. Online interaction extended the reach of the project to members of the general public.

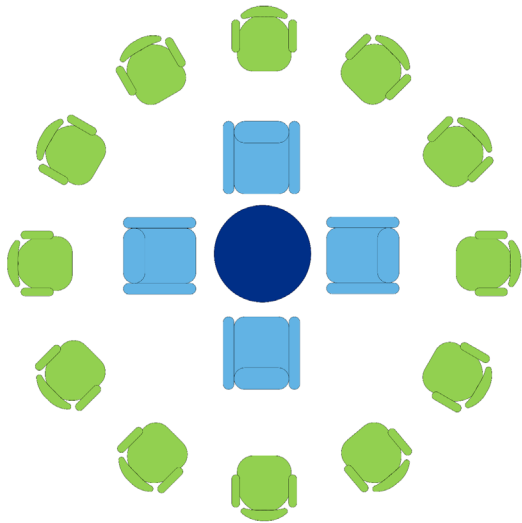
In addressing a controversial situation, this successful effort demonstrated the importance of taking time to build an informed public and collaboratively generate solutions.

Putting the People in Planning

- **Explore.** This is the time to get creative and identify possible alternatives for addressing concerns raised. Focus on looking for alternatives that address the “why” behind the concern, rather than the concern itself. You may wish to explore alternatives internally with your planning team before taking ideas back to your constituents. Or, if a stated objective of your public involvement process is to empower community members, direct collaboration with the individual or group raising objections may be helpful here.
- **Discuss.** Convene a discussion of alternatives with the affected people. Whenever possible, bring more than one option to the table that your planning team can live with.
- **Repeat.** Several rounds of listening, exploration and discussion may be needed to ultimately determine a path forward.

When You Can Compromise No Further.

Note that public “consent” may not be “consensus”. For complex plans, it is unlikely that every stakeholder will agree 100% with every plan recommendation. Planning decisions need to be good for a majority of



“SAMOAN CIRCLE ”

- To speak a person must be seated in a center (blue) chair. Those in the outer circle (green chairs) or anywhere else in the room must remain silent.
- A person may come to the center as often as they like, whenever there is an open seat, and remain as long as they like.
- A person in the center may invite anyone else to join them in an open chair.
- When the center chairs are full and others wish to speak, standing and hovering behind the center chairs is allowed (without vocalizing.)

**Structured Listening Technique for
Discussing Controversial Subjects**

A “Samoan Circle” is an example of a discussion technique that can help groups to articulate and understand opposing issues. The process, which encourages civility and humanizes interactions, can be tailored to groups ranging in size from 10 to several hundred participants. Although the exercise is structured, the discussion is owned by participants, not the presenter - a powerful way to show a planning team’s desire for open and honest dialogue.

Putting the People in Planning

people over a long period of time, not just immediately expedient. And, decisions should never compromise the ability of future generations to meet their needs. Consent building looks for common ground where it can be found, without undermining the integrity of plan recommendations, unreasonably delaying the process, or giving disproportionate weight to the concerns of a small group of vocal opponents.

In working through controversial issues, there may come a point when all practical ideas have been exhausted, yet objections persist. A relationship of trust and respect between the planning team and potential opponents is crucial to helping people to understand and accept a greater public good. A planning team's sincere commitment to consent-building can reduce the potential for stakeholders to take drastic actions to block plan adoption or implementation later in the process, even if they are not happy with the outcome.

3.5 Selecting the “Right” Outreach Techniques

Table 4 provides a high-level summary of many tools and strategies described in these guidelines, including a comparative assessment of the resources needed to implement them.

Table 4. Matching Outreach Strategies with Your Audience, Budget and Participation Objectives

Tool or Strategy (Click on the tool or strategy name to be taken to the relevant section in these guidelines.)	Suitable for			Cost Level \$ Low \$\$ Med \$\$\$ High	Planning Team Time Commitment ○ Low ◐ Med ● High	Participant Time Commitment ○ Low ◐ Med ● High	Notes
	Informing/ Educating	Collecting Input and Feedback	Addressing Controversy				
Advisory Committees	✓	✓	✓	\$ to \$\$\$	●	●	Third-party facilitator can be helpful in controversial situations.
Briefing	✓			\$	○	○	
Brochure	✓			\$	○	○	

Putting the People in Planning

Tool or Strategy (Click on the tool or strategy name to be taken to the relevant section in these guidelines.)	Suitable for			Cost Level \$ Low \$\$ Med \$\$\$ High	Planning Team Time Commitment ○ Low ◐ Med ● High	Participant Time Commitment ○ Low ◐ Med ● High	Notes
	Informing/ Educating	Collecting Input and Feedback	Addressing Controversy				
Community Conversations	✓	✓	✓	\$\$	●	◐	
Community Profile	✓			\$\$	◐	○	
Direct Mail	✓			\$ to \$\$\$	◐	○	Cost depends on number of mailing recipients
Displays	✓			\$\$	◐	○	
Email	✓	✓		\$	◐		
Fact Sheet	✓			\$	○	○	
FAQs	✓			\$	○	○	
Flyer	✓			\$	○	○	
Focus Groups		✓		\$\$	●	●	Third party facilitator is a good idea.
Infographics	✓			\$	◐	○	
Media Packet	✓			\$	◐	○	Need to keep media files updated to avoid misinformation.
Meetings - Public Workshop	✓	✓		\$ to \$\$	●	●	
Meetings - Open House	✓	✓		\$ to \$\$	●	◐	
Meetings - Consent Building	✓	✓	✓	\$ to \$\$\$	●	●	Facilitation consultant can be helpful in controversial situations.
News Articles	✓			\$	○	○	
Newspaper Ads	✓			\$\$	○	○	

Putting the People in Planning

Tool or Strategy (Click on the tool or strategy name to be taken to the relevant section in these guidelines.)	Suitable for			Cost Level \$ Low \$\$ Med \$\$\$ High	Planning Team Time Commitment ○ Low ◐ Med ● High	Participant Time Commitment ○ Low ◐ Med ● High	Notes
	Informing/ Educating	Collecting Input and Feedback	Addressing Controversy				
Online Ads	✓			\$\$	○	○	
Online Engagement Tools	✓	✓		\$ to \$\$	◐	◐	Simple online review and comment opportunities are straightforward and inexpensive. Consider consultant assistance for design of other interactive tools.
Presentations	✓			\$\$	◐	○	
Reports	✓			\$	◐	◐	Consider creating executive summaries for technical reports
Social Media	✓	See notes		\$	○ to ●	○	Monitoring and responding to social media comments may require a significant effort.
Press Release	✓			\$	○	○	
Speakers' Bureau	✓			\$\$	◐	○	Time commitment for volunteer speakers can be ◐ to ●
Stakeholder Interviews		✓		\$	◐	◐	
Surveys - Online		✓		\$	◐	◐	Online survey tools can reduce the level of effort needed to compile and

Putting the People in Planning

Tool or Strategy (Click on the tool or strategy name to be taken to the relevant section in these guidelines.)	Suitable for			Cost Level \$ Low \$\$ Med \$\$\$ High	Planning Team Time Commitment ○ Low ◐ Med ● High	Participant Time Commitment ○ Low ◐ Med ● High	Notes
	Informing/ Educating	Collecting Input and Feedback	Addressing Controversy				
							summarize survey findings.
Surveys - Emailed or Hard Copy		✓		\$	●	◐	
Surveys - In-Person		✓		\$ to \$\$\$	●	◐	
Surveys - Keypad Polling		✓		\$	○	○	Useful in large group meetings.
Surveys - Statistically Valid		✓		\$\$\$	●	◐	Hiring a public opinion research consultant is a good idea when statistical validity is needed.
Translated or Alternate Format Materials	✓	✓		\$	◐	○	
Translation Services	✓	✓		\$\$	◐	○	
TV or Radio Spots	✓			\$ to \$\$	◐	○	Public service announcements are aired for free. Paid spots are also an option.
TV, Radio or Newspaper Interviews	✓			\$	◐	○	Prepare carefully.
Website	✓	✓		\$	◐	○	

3.6 Monitoring, Evaluating and Documenting Your Public Involvement Program

3.6.1 Checking In on How It's Going

Statistics such as public meeting attendance and website hits can be tracked as the planning process moves forward. After the first significant outreach event, it is a good idea to review and assess whether public participation is in line with your expectations or if an adjustment is needed.

Low turnout at meetings can indicate more promotion may be needed, or perhaps a shift toward more online participation opportunities may be warranted. Low participation rates online may indicate that interactive tools are too complicated, or written information is confusing. Asking for feedback from those who take advantage of participation opportunities may help to identify things that may be inadvertently discouraging others from participating and generate ideas for increasing participation rates.

3.6.2 Measuring Performance

Measures for gauging the effectiveness of your public involvement program can be tied back to the objectives you identified when first preparing your public involvement plan (See Section 2.2.2.).

Data is needed to assess performance. While it is fairly easy to track numbers of meeting attendees or numbers of website hits, these numbers do not tell you much about the effectiveness of your information and communication methods. Including an evaluation form for participants to complete as they take advantage of input and feedback opportunities can be helpful.

Table 5 demonstrates how performance measures could be linked back to initial objectives for a public involvement program.

Table 5. Example Public Involvement Performance Measures

Example Public Involvement Objective	Possible Ways to Measure
Clearly articulate the process for decision-making and opportunities for input or influence. Communicate accurate, understandable and timely technical information throughout the planning process.	• Ask participants to complete an evaluation form to rate the clarity of information about the process and planning concepts.
Give potentially affected people an opportunity to express concerns so that they can be considered as the plan is developed.	• Were notices broadly distributed? (Y/N) • Did the planning team provide targeted notifications to potentially affected people or groups? (Y/N) • Were opportunities to provide input and feedback convenient and considerate of the public's time? (Y/N)
Get balanced community feedback on concepts developed by the planning team.	• Number of participants providing feedback. • Geographic distribution of participants providing feedback (such as a zip code tally). • Did comments received reflect a variety of interests and needs? (Y/N)
Comply with Title VI of the Civil Rights Act, Environmental Justice rules and Oregon's Statewide Planning Goal 1.	• Did the planning team provide targeted notifications to disadvantaged or under-represented people or groups? (Y/N) • Was accommodation available for people with disabilities or language barriers? (Y/N)

3.6.3 Documentation

While the plan development process is underway, it is important to keep a log of questions, comments and suggestions received from the public, and notes on how the planning team addressed them. A key tenant of Oregon Statewide Planning Goal 1 is that members of the public are entitled to receive a response from their policymakers. Having an organized log of comments and responses from the planning process that can be made available to the public will help to facilitate this. For large numbers of similar comments, providing a synthesis that can be reported back to the public may be more appropriate than repetitively responding to each individual comment.

As the plan development stage comes to a close, it is important to compile and retain copies of all public notifications, press releases, news articles, meeting attendance rosters, and other outreach materials. These documents may be needed later to demonstrate input and feedback opportunities that were offered, and to help quantify and characterize levels of participation.

For documentation requirements in later stages of the planning cycle (plan adoption and implementation), refer to the administrative procedures in your agency's land development code.

Tool Box (Appendix Materials Provided Separately)

A - Public Involvement Process Checklist

B - Audience Identification Exercise - Instructions and Worksheets

C - Public Involvement Plan Template

D -Additional Resources and Links