

ARTICLE 1.4 CITIZEN INVOLVEMENT PROGRAM (Citizen Advisory Committee)

SECTION 1.4.100 PURPOSE:

The purpose of this Article is to provide direction to the “Citizen Advisory Committee” which is one of the components of the County’s Citizen Involvement Program. The intent of this Article is to clearly define the role and the procedures by which the public will be involved in the land use process.

1. To advise the Planning Department staff on revisions to the Plan and Zoning and Land Development Ordinance, which have been initiated by the Department at the direction of the Board of Commissioners; and
2. Will not advise or replace the role of the Planning Commission or Board of Commissioners.

SECTION 1.4.200 MEMBERSHIP:

1. To be recognized by Coos County as a component of the Citizen Involvement Program. This committee shall serve as advisory only and shall consist of seven (7) members who represent the broad geographical area of Coos County; and
2. Members shall be representative of the diverse professional backgrounds and public interest of this County, which could include, but are not limited to the following:
 - a. Land Surveyors;
 - b. Business Owners;
 - c. Realtors;
 - d. Science Community;
 - e. Indian Tribes;
 - f. Educational Community;
 - g. Forestry;
 - h. Legal;
 - i. Land Use Consultants;
 - j. Agricultural;
 - k. Industry;
 - l. Public in general;
 - m. Civil Engineer; and
 - n. Title Company.
3. A member of the Citizen Advisory Committee shall be at least eighteen (18) years of age and a resident of Coos County, and
4. Shall serve without compensation.

SECTION 1.4.300 TERM OF APPOINTMENT:

1. The term of appointment to the Citizen Advisory Committee shall be three (3) years from the date of appointment, except as otherwise provided for in this Article.
2. A committee member may be re-appointed by the Board of Commissioners for additional terms.
3. The chairperson shall be the presiding officer at all Citizen Advisory Committee meetings.
4. The vice-chairperson shall be the presiding officer in the absence of the chairperson.
5. The secretary shall be responsible for the preparation of the committee minutes. If agreed upon by the Citizen Advisory Committee, the Planning Staff may present summary minutes. Summary minutes are not transcripts. Staff does not have the resources to transcribe minutes. The meetings will be recorded.

SECTION 1.4.400 ORGANIZATION:

1. The Citizen Advisory Committee shall hold meetings as determined by the Planning Department staff and follow the provisions of the Oregon Open Meetings Law (ORS 192.610-.685).
2. Members of the Citizen Advisory Committee shall hold elections at the formation meeting and again thereafter, at the first scheduled meeting of the calendar year. The committee shall designate a chairperson, vice-chairperson, and secretary whose terms shall be for one (1) year.

SECTION 1.4.500 TENURE AND REMOVAL:

1. Members shall serve for terms of three (3) years; provided, however, that the initial membership of the committee shall be staggered terms.
2. A member of the committee may be re-appointed by the Board of Commissioners to serve additional terms. The Planning Director or designee shall provide the Board of Commissioners with comments/recommendations of the re-appointment prior to the Board of Commissioners' decision.
3. Members of the committee may be removed by the Board of Commissioners, with or without cause.
4. A member may resign at any time by submitting such resignation in writing to the Board of Commissioners.

5. If a member of the committee fails to attend three (3) consecutive meetings, and those absences are unexcused, that member will be automatically removed. The Board of Commissioners shall advertise to replace that position.

SECTION 1.4.600 DUTIES AND RESPONSIBILITIES:

1. Shall co-operate with the Planning Department staff.
2. All committee meetings will be open to the public and all persons shall be permitted to attend any such meetings. Executive sessions shall not be conducted by the committee pursuant to ORS 192.660.
3. Notice of each committee meeting shall be posted at the Coos County Courthouse seven (7) days prior to the meeting, detailing the date, time, place of meeting and subject matter. The Board of Commissioners shall include the meeting on the weekly agendas that are posted on the Coos County website.
4. Decision and/or recommendations of the Citizen Advisory Committee shall be advisory only and shall be non-binding on the part of the Planning Department, Planning Commission, or other decision making board.
5. Members will treat each other with respect, will not monopolize meeting time, and will listen to and try to understand one another's view.
6. When a member cannot agree to an issue, the member shall indicate why they cannot agree and must propose alternatives that would result in obtaining their agreement or abstention.
7. The committee may meet to discuss land use in general, or to review or comment on plan amendments and/or zone changes initiated by the Planning Department staff; also, the committee may initiate the study and review of a plan amendment and/or zone change.
8. The committee as a whole shall not appeal any land use decisions at any level of government (i.e., Administrative, Planning Commission and Board of Commissioners). Individual members' rights as citizens are in no way affected by this clause.
9. Minutes of the committee comments and/or concerns will be forwarded to the Planning Department, who will forward copies to the Planning Commission and the Board of Commissioners.
10. In reviewing revisions to the plan and/or ordinance, the Committee must adequately reflect consideration of the following criteria:
 - a. The Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR) as they relate to land use planning; and
 - b. The Statewide Planning Goals and Guidelines for land use planning; and

- c. The Coos County Comprehensive Plan, including its goals, policies and maps; and
 - d. Policy directives or interpretations as provided by the Board of Commissioners.
 - e. If a committee member disagrees with a proposed change, that member is responsible for providing adequate reasons and identifying specific language allowing staff to research the matter.
 - f. Members are responsible for reviewing the materials prior to the meeting to be able to review the material in a timely manner.
11. The minutes of the Committee meetings shall be the Committee's official report and/or comment. Minutes shall be kept on file in the Coos County Planning Department.

SECTION 1.4.700 MEETINGS:

1. Citizen Advisory Committee shall be open to the public and shall be properly noticed and agendized. Notification may include, but is not limited to, notification in newspapers, radio, TV, e-mail or other methods deemed suitable to provide adequate public knowledge of the meetings.
2. Decisions and/or recommendations shall be made using a consensus decision-making process.
3. If consensus cannot be obtained, the chairperson may call for a vote. The minutes shall clearly state that consensus on the subject was not reached, but that a vote was ultimately used to determine the recommendation or decision. If a vote is used, the minutes shall accurately reflect in detail why the members could not agree and the alternatives that were proposed.
4. A quorum shall:
 - a. Consist of four (4) members; and
 - b. Be present to conduct a meeting.
5. Planning Director or designee shall be present at all meetings.
6. Meetings shall follow this order:
 - a. Roll call and introductions;
 - b. Approval of previous meeting's minutes;
 - c. Communications to the committee;
 - d. Consideration of land use issues forwarded from the Planning Department, Planning Commission or Board of Commissioners;
 - e. May alter the order of business because of:
 - i. Lengthy agendas,
 - ii. The need to consider special or expert testimony, and/or

- iii. Conflicts with other public meetings;
 - f. Meetings shall not exceed duration of two (2) hours.
7. Minutes of the Citizen Advisory Committee should include:
- a. Type of meeting being held;
 - b. Date, time, and place of the meeting;
 - c. Committee members in attendance;
 - d. Member making the motion and who second the motion;
 - e. Summary of discussion and presentation;
 - f. Outcome of vote and the method of vote;
 - g. Signature of the chairperson and secretary upon approval of minutes; and
 - h. Any other information deemed appropriate for the discussions between the members.
8. Minutes of the committee meetings shall:
- a. Be signed by the chairperson and secretary or staff person that prepared the minutes,
 - b. Be given (upon adoption) to the Planning Department for:
 - i. Distribution to the Planning Commission and Board of Commissioners, and
 - ii. Storage.

SECTION 1.4.800 PLANNING DIRECTOR OR DESIGNEE RESPONSIBILITIES FOR CITIZEN PARTICIPATION AND COORDINATION:

1. The Planning Director or designee shall be responsible for assuring that the citizen involvement provisions are implemented.
2. The Planning Director or designee shall provide such information to the Citizen Advisory Committee as necessary, in order to identify and comprehend planning and plan implementation issues. All planning or plan implementation information supplied by the Planning Department shall be in a simplified and understandable form.
3. The Planning Director or designee shall:
 - a. Act as liaison between the Citizen Advisory Committee, Citizens of Coos County, Planning Commission and the Board of Commissioners; and
 - b. Respond to citizen comments on planning or plan implementation issues directly, or by referring the same to the appropriate agency for response.
4. The Planning Director or designee shall make available to the Citizen Advisory Committee, copy(ies) of all proposed amendments to Coos County's Comprehensive Plan or Implementing Ordinance, or any studies, reports or background information necessary to

understand the proposal(s), at least ten (10) days prior to the scheduled meeting date.
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