



CITY OF LAKE OSWEGO

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MEMORANDUM

TO: Comprehensive Plan Citizen Advisory Committee

FROM: Sidaro Sin, Senior Planner

DATE: October 17, 2011

SUBJECT: New Proposals Protocol (PP 10-0007)

ACTION

The Comprehensive Plan Citizen Advisory Committee (CAC) is being asked to determine if a formal process is needed to address new proposals or issues raised by the public. If the CAC supports a formal process, what is that process?

BACKGROUND

In July 2010, the City Council adopted Resolution 10-45 that established the CAC. One of the Committee's charge is to provide thoughtful and creative recommendations to the Planning Commission and City Council on the community vision, background elements, and amendments to goals and policies of the Comprehensive Plan. In addition, among other things, committee members are expected to make recommendations that reflect the values of the community as a whole, and due to a limited budget and state-mandated deadline, understand that the committee will at times be expected to make decisions with limited information in order to remain on schedule and within the scope of work.

Over the last year, the CAC has had to review and evaluate many issues that have come before them. The most recent is the request to include lake access as a policy question for the upcoming Community Culture summit. Prior requests included addressing private property rights in the vision statement. With the upcoming summits and the many other opportunities to receive public input, would it benefit the CAC to have a formal process that can be used to evaluate future proposals? The CAC is now presented with an opportunity to formalize the way in which it responds to citizen proposals.

DISCUSSION

Questions for the CAC:

- Is a formal process needed to address new proposals or issues raised by the public?
- If yes, does the protocol below meet the CAC's need for a process?
- Are there any additional questions that should be included that would help the CAC make its determination whether or not to pursue a proposal?

The following protocol is presented for the CAC's consideration. The intent of the protocol is to provide the CAC with a systemic approach to evaluating proposals in a timely manner.

- Require a majority vote of the CAC in order to evaluate a proposal through this process.
- In its consideration, the CAC may choose to solicit recommendations from other boards and commissions.
- Members of the public may request CAC consideration of a new proposal by submitting the following information:
 1. Define the proposal, question or issue. What specifically is the proposal, and what response is requested of the CAC?
 2. What is the need to consider this proposal and why is the CAC the most appropriate body to do so?
 3. How is the proposal addressed or not addressed in the existing Comprehensive Plan?
 4. What level of support has the proposal received through the public engagement process¹?
 5. Is the proposal consistent with the 2035 Vision statement?

¹ Public Engagement Process could include: surveys, open houses, workshops, and other public meetings and events where staff or CAC members solicited public feedback on the update of the Comprehensive Plan.