



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Sherilyn Lombos, City Manager

DATE: June 6, 2011

SUBJECT: Work Session for June 13, 2011

- 1) **5:00 p.m. (30 min) – Council Security and Council Role in a Disaster** . The Police Chief has done a security assessment of the Council Chambers and will spend a few minutes discussing changes made and changes recommended for enhanced Council security. Then the Chief and Operations Director Dan Boss will spend a few minutes discussing the appropriate Council role in an emergency.
- 2) **5:30 p.m. (30 min) – Land Use Decision Approvals and Extension Periods** . Several meetings ago you approved a request for the extension of a land use approval that was going to expire. As part of the work for that extension, staff conducted some research into the extension periods of other cities and would like to present information regarding alternatives in order to better handle requests such as this in the future.
- 3) **6:00 p.m. (45 min) – Citizen Involvement Organization Program Proposed Code Language** . At the May 23rd Council work session, the Council discussed the proposed bylaws and code language for the Citizen Involvement Organization Program (CIOP) with the Citizen Involvement Organization (CIO) Ad Hoc Committee. The Council directed staff to modify sections of the proposed language for discussion at a future work session. The code language has been revised according to Council direction, and alternatives have been provided in particular Code sections which require further discussion and Council direction. Attached is a memo from Sara Singer and Brenda Braden which provides additional information.
- 4) **6:45 p.m. (10 min) - Council Meeting Agenda Review, Communications & Roundtable** . This is opportunity for the Council to review the agenda for the June 13, 2011 City Council meetings and take the opportunity to brief the rest of Council on any issues of mutual interest.



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Sara Singer, Assistant to the City Manager
Brenda Braden, City Attorney

DATE: 06/13/2011

SUBJECT: Citizen Involvement Organization Program Proposed Code Language

ISSUE BEFORE THE COUNCIL:

At the May 23, 2011 City Council Work Session, the Council discussed the proposed bylaws and code language for the Citizen Involvement Organization Program (CIOP) with the Citizen Involvement Organization (CIO) Ad Hoc Committee. The Council directed staff to modify sections of the proposed language for discussion at a future work session. The code language has been revised according to Council direction, and alternatives have been provided in particular Code sections which require further discussion and Council direction.

DISCUSSION:

On April 26, 2011, the City Council met to discuss Citizen Involvement with the Citizen Involvement Organization (CIO) Ad Hoc Committee. This committee independently formed last summer as a group of citizens interested in improving and enhancing citizen involvement in the City of Tualatin. Following the Work Session discussion on April 26th, the Ad Hoc Committee presented a proposal for a Citizen Involvement Organization Program (CIOP) for City Council consideration. This proposal includes bylaws for CIO's, bylaws for a Citizen Involvement Coordinating Committee (CICC), draft code language, a map of proposed CIO boundaries, and a list of the Ad Hoc Committee members. The Committee's proposal is included with this report as Attachment A.

At the City Council Work Session on May 23, 2011, the City Council and members of the CIO Ad Hoc Committee discussed the proposed bylaws and code language for the CIOP. A report summarizing potential legal issues with the proposed program was presented by the City Attorney. There were several issues pertaining to the unlawful delegation of authority from the City Council to the CICC. The code language has been revised in several sections to address this issue and other issues which were raised by the Council and the Ad Hoc Committee. In the attached revised code language (Attachment B), staff has provided alternatives in certain sections which will require review and further direction from the Council.

The first set of alternative language can be found on page two of Attachment B, and it provides requirements for noticing meetings (Section 11-9-040 (2)b.). Oregon Public Meetings Law requires that the public be given notice of the time and place of meetings and that meetings be accessible to everyone, including people with disabilities. If the Council would like to require more specific rules for meeting notification, alternative language has been provided for the Council to consider.

The second set of alternative language can be found on page three of Attachment B. This language discusses the formation, adoption and procedures for adjusting CIO boundaries. Upon further review of the proposed CIO map, concerns were raised regarding the consistency of the proposed map with the City's Community Plan map. Staff developed a new map showing the Ad Hoc Committee's recommended CIO boundaries, with an overlay of the City's Community Plan Map (Attachment C). This map shows all of the City's urban planning areas, and it highlights where inconsistencies between the CIO boundaries and the Community Plan Map exist. As shown in the map, there are some areas where the proposed CIO boundaries include schools, the golf course, or commercial zoned areas. In addition, there are some mixed use developments that are included in the boundaries, and others that are excluded. Additional information regarding inconsistencies in the boundaries will be presented during the work session on June 13th. In the language proposed by the Ad Hoc Committee (see Alternative 1), the Community Plan Map is referenced. If this language is adopted into the City's Municipal Code, staff would recommend some modifications to the boundaries to address the inconsistencies found in the proposed map. Alternatives 2 and 3 provide examples of language regarding boundaries and maps from other cities with established neighborhood programs.

The third set of alternative language can be found on page 4 of Attachment B. This language discusses the responsibility of the City organization for providing support to the CIOP. Alternative 1 is the proposed language from the Ad Hoc Committee's proposal. Alternatives 2 and 3 provide examples of language regarding the responsibilities of the City organization from other cities with established neighborhood programs.

At the May 23rd Work Session, the City Council and the Ad Hoc Committee had a long discussion regarding the necessity of including the CICC in the Code Language. Staff was directed to prepare a section of the Code to include language referencing the CICC for further Council discussion and direction. On page 4 of Attachment B, proposed language for a Citizen Involvement Coordinating Committee (Section 11-9-100) has been included.

RECOMMENDATION:

Staff recommends the Council review the revised Code Language for the Citizen Involvement Organization Program, and provide Council direction on the Alternatives presented.

Attachments: A - CIO Ad Hoc Committee Proposal
 B - CIOP Revised Code Language
 C - Proposed CIO Boundaries with Community Plan Map Overlay



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Colin Cortes, Assistant Planner
Alice Rouyer, Community Development Director

DATE: 06/13/2011

SUBJECT: Land Use Decision Approval & Extension Periods: Research & Alternative Actions (PTA-11-05)

ISSUE BEFORE THE COUNCIL:

This memo is a briefing on the issue of how to handle better future extensions of land use approvals and minimize need for blanket extension of approvals. This memo summarizes research that informs alternative actions about how to revise the Tualatin Development Code (TDC) to better handle land use decision approval and extension periods.

POLICY CONSIDERATIONS:

The Discussion Section below describes alternative actions. Below are guiding concepts that act as policy for the alternative actions:

- Increase approval periods
- Make approval period lengths more consistent across time-limited major land use applications
- Make extensions more difficult to get as approval periods lengthen
- Make the length of an extension proportional to the difficulty of getting it
- Provide for public re-notice via notice of extension
- Recover an amount of costs by charging an extension fee
- Avoid conflicts resulting from post-approval agency rule changes, particularly relating to Clean Water Services (CWS), the Oregon Department of Environmental Quality (DEQ), and the Oregon Department of Transportation (ODOT)

EXECUTIVE SUMMARY:

The City granted ARs approved on or after January 1, 2007 through September 30, 2009 a blanket extension to December 31, 2012 via PTA-09-06 & PTA-11-03. These extensions have prompted the City to review how to handle better future extensions.

DISCUSSION:

The major Tualatin land use application types are:

- Architectural Review (AR)
- Conditional Use Permit (CUP)
- Plan Map Amendment (PMA), which in Tualatin is simultaneously a rezoning
- Plan Text Amendment (PTA)
- [Land] Partition (PAR)
- Subdivision (SB)

Current State

- An AR has a 1-year approval period with allowance for a single 6-month administrative extension
- A CUP has a 1-year approval period with allowance for renewal by the City Council
- PMA and PTA have no limited approval period
- PAR and SB have a 2-year approval period with no allowance for extension

To prompt discussion, here are alternative actions:

Approval Period Alternatives

1. Increase AR and CUP approval periods to 2 years
2. Increase AR, CUP, PAR, and SB approval periods to 3 years

Extension Alternatives

Number and Length

1. Provide an AR applicant a choice of one two mutually exclusive extension options:

Administrative granting of a single 6-month extension, or

Architectural Review Board (ARB) granting of a 1-year extension following notice of extension (re-notice) to past recipients of notice of AR application prior to the ARB hearing

2. No AR extension; remaining options would be construction or re-submittal

Criteria

Retain present extension review criteria, and add criteria that there be:

- Notice of extension (re-notice) to recipients of past notice of AR application, with a nominal fee
- Site maintenance if an applicant has allowed it to become blighted
- That there are no significant changes in any outside agency ordinances, standards, regulations or other conditions affecting a project so as to warrant its re-submittal

Fees

1. No fee
2. Nominal fee
3. Fee to recoup an amount of City costs, perhaps scaled to the magnitude of an AR (AR submittal fees are scaled across five tiers based on estimated project values.)

For discussion, are the guiding concepts in the Policy Consideration Section accurate and fleshed out? What alternative actions and which parts of them seem best?

Attachment A summarizes comparable regulations of the five neighboring cities (excepting Durham, King City, and Rivergrove), and Attachment B summarizes comments about how other cities handle extensions from the Oregon City Planning Director's Association (OCPDA) listserv.

RECOMMENDATION:

Staff recommends that Council provide direction to staff.

Attachments: A - Neighboring Cities
 B - Oregon City Planning Directors Association Listserv Comments

PTA-11-05 ATTACHMENT A:

NEIGHBORING CITIES

Lake Oswego

- 3-year approval period, except for subdivisions, which are for a year
- Number and length of extensions are per staff discretion; code changes are a criterion; extension of subdivisions limited to a single 1-year administrative extension granted upon request
- Extension handled as "modification of approved development permits" with a fee of \$1,492 for minor and \$4,447 for "non-minor," i.e. major
- Blanket extension: Applications approved January 1, 2007 through December 31, 2009 eligible for case by case extension to December 31, 2012 with \$100 fee.

Tigard

- 1-½-year approval period
- Allowance for a single administrative extension of up to a year, with \$294 fee payment and based on three criteria:
 - No changes are made on the original site development review plan as approved by the Director
 - The applicant can show intent of initiating construction on the site within the one-year extension period
 - There have been no changes to the applicable Comprehensive Plan policies and ordinance provisions on which the approval was based
- Blanket extension: Applications that were to expire July 1, 2008 through December 31, 2011 are extended to December 31, 2012

Sherwood

- 2-year approval period
- Allowance for a single administrative extension of up to a year, with \$150 fee payment; applicant justifies extension and staff grants an extension pro forma
- Blanket extension: Applications approved January 1, 2007 through December 31, 2009 extended to December 31, 2013

West Linn

- 3-year approval period
- Allowance for a single administrative extension of a specified period, based on three criteria:
 - The applicant's demonstrated, and staff and the Planning Commission concur, that the application is in conformance with applicable code provisions and relevant approval criteria enacted since the application was initially approved
 - There are no demonstrated material misrepresentations, errors, omissions, or changes in facts that directly impact the project,

including, but not limited to, existing conditions, traffic, street alignment and drainage

- The applicant's modified the approved plans to conform with current approval criteria

Wilsonville

- 2-year approval period
- Allowance for up to three extensions of a year each via the Development Review Board, with fees of \$400 for the first, \$800 for the second, and \$1,600 for the third, based on applicant's justification; fees waived for 2009
- Extension requires re-notice

**CITIZEN INVOLVEMENT ORGANIZATION PROGRAM
TUALATIN, OREGON**



Philosophical Principles of the CIO Program:

- **Inclusiveness**
- **Equal Opportunity**
- **Independence yet Partnership**

Tualatin Municipal Code

Chapter 11-9

Citizen Involvement Organization Program

Sections:

- 11-9-010 Establishment of Program
- 11-9-020 Purpose
- 11-9-030 Definitions
- 11-9-040 Membership
- 11-9-050 Organization
- 11-9-060 City Responsibility
- 11-9-070 CIOP Responsibility
- 11-9-080 Expenditure of Funds

11-9-010 Establishment of Program

The Tualatin Citizen Involvement Organization Program (CIOP) is established and created.

11-9-020 Purpose

The purpose of the CIOP is to encourage and endorse citizen involvement through the formal recognition of the CIOP, and to provide criteria for the formation, operation and continuation of the CIOP in order to insure a maximum opportunity for involvement by Tualatin citizens in the processes of government as well as other activities concerning neighborhood and community livability. The existence of the CIOP does not inhibit citizens or groups from communicating with the City by other means.

11-9-030 Definitions

- (1.) Citizen Involvement Organization Program (CIOP): The CIOP is composed of Citizen Involvement Organizations and the Citizen Involvement Council.
- (2.) Citizen Involvement Organizations (CIOs): CIOs are formalized and distinct groups of Tualatin residents, as defined by the CIO Bylaws within specified boundaries whose purpose is to provide and facilitate citizen participation and communication in livability and land use matters. The CIOs are composed of designated members, in accordance with the CIO Bylaws, within the three planning district classifications established by the Tualatin Development Code Planning Districts.
- (3.) Citizen Involvement Coordinating Council (CICC): The CICC is composed of designated members of the CIOs, as per the CIO and CICC Bylaws. The CICC facilitates, coordinates, and implements citizen involvement within the CIOP.
- (4.) CIO Map: The CIO map and the CIO map boundaries are established in order to optimize and promote citizen involvement. The CIO map and CIO map boundaries are based on the residential, manufacturing, and commercial districts of the Tualatin Community Plan Map, and includes those areas designated as in the planning area but outside the City of Tualatin. The Residential Planning Districts are divided into

separate and distinct Residential CIOs. Boundaries for the Residential CIOs do not overlap and are mutually exclusive of other Residential CIOs. There is an overlay area extending to the outer edge of the Tualatin City limits for persons within the manufacturing planning district which comprise the Manufacturing CIO; and there is an overlay area extending to the outer edge of the Tualatin City limits for persons within the commercial planning district which comprise the Commercial CIO.

11-9-040 Membership

- (1.) Membership status in a CIO is open to anyone of voting age or older who is a resident within the CIO boundaries or property owner with property located within the CIO boundaries or a representative of a business or non-profit within the CIO boundaries.
- (2.) Membership in the CICC includes no more than two designated members of each CIO and one alternate representative in accordance with CIO Bylaws.
- (3.) The CIOP is comprised of members of the CICC and the CIOs.

11-9-050 Organization of Program

The policies and procedures of the CIOP are detailed in the adopted Bylaws of the CICC and the CIOs.

11-9-060 City Responsibility

- (1.) The City shall have the final authority to adopt the CIO Boundary Map and approve any boundary changes recommended by the CICC.
- (2.) The City may, subject to City Council's judgment concerning availability of resources and budgetary limitations, provide support and assistance which may include human, financial, and informational resources and meeting spaces at no cost.

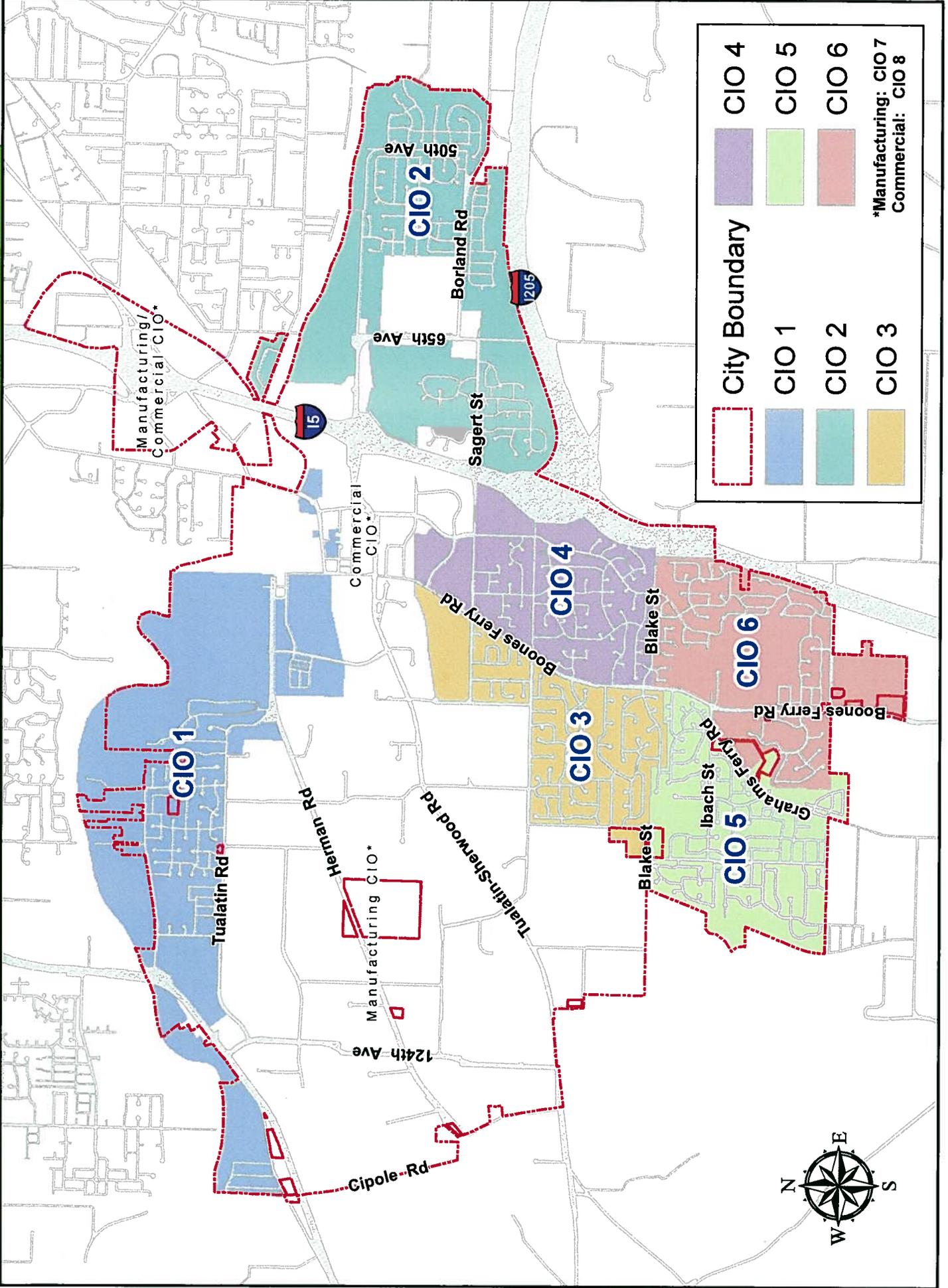
11-9-070 Rights and Responsibilities

- (1.) The CICC and the CIOs may make official recommendations to the City Council and the City Development Commission, City Advisory Committees, and the City Manager on matters affecting livability and land use.
- (2.) The CIOs and the CICC shall provide a current executed copy of their respective Bylaws and any Amendments to the City Manager.
- (3.) The CIOP may submit funding requests for possible inclusion in the City budget.
- (4.) No later than March 1st of each year, the CICC shall file and present an annual report with the City Council. The annual report shall include:
 - a. A financial report of the receipt and expenditure of funds given the CIOP under the Grant Funding Program during the previous calendar year; and
 - b. Other matters and recommendations the CICC deems appropriate for the City Council.

11-9-080 Expenditure of Funds

The CIOP, CICC, and CIOs shall have no authority to make any expenditure of funds on behalf of the City or to obligate the City for payment of funds without first obtaining the approval of the City Council by motion or resolution.

Proposed Citizen Involvement Organizations (CIOs)



	City Boundary		CIO 4
	CIO 1		CIO 5
	CIO 2		CIO 6
	CIO 3	*Manufacturing: CIO 7 Commercial: CIO 8	

<NAME> CITIZEN INVOLVEMENT ORGANIZATION 4/25/2011
BYLAWS
Tualatin, Oregon

ARTICLE 1
ORGANIZATION: Name, Purpose, Boundary

Section 1. The Name. The name of this Organization is _____ Citizen Involvement Organization.

Section 2. Purpose. The general purpose is to provide an opportunity for members to meaningfully cooperate with each other and with the City of Tualatin on matters affecting the neighborhoods and the City. A major purpose of the Citizen Involvement Organization ("CIO") is to facilitate citizen participation in land use related matters, consistent with Oregon Statewide Land Use Goal 1. Another major purpose is to promote community and a sense of community. Using best efforts to ensure opportunities for involvement and engagement by all CIO members, the means of accomplishing this purpose shall include but not be limited to:

- A. Provide a public forum for the review and evaluation of issues affecting the neighborhood, the CIO, and the City; provide for the education of citizens, groups and government bodies with respect to such issues; and provide for an exchange of views and opinions on such issues; and,
- B. Serve as a voice for the residents to present their views and provide input to City Council and other governmental and community bodies such as the City advisory boards and committees, service clubs, and other community organizations, and on land use and other matters affecting neighborhoods, the City, or the region; and,
- C. Provide a formalized channel of communication and dissemination of accurate and timely information between the City government, other governmental bodies, and the CIO and the CIO's members; and,

Section 3. Boundary. The CIO boundary shall be as indicated on the attached map which is hereby incorporated by reference. A request that boundaries be altered may occur at the Annual Meeting by a 2/3 favorable vote of the membership present, with that request noticed in writing to the CIO membership at least 30 days prior to the Annual Meeting. Any request approved by the CIO then shall be submitted within 30 days of the Annual Meeting to the Citizen Involvement Coordinating Committee Executive Board for consideration and final vote. If the request is approved by the Citizen Involvement Coordinating Committee Executive Board, then the request is submitted to City Council for consideration and vote. If the boundary alteration request is approved, the boundary and map will be amended and such to become part of the CIO bylaws.

ARTICLE II
MEMBERSHIP

Section 1. Eligibility. The CIO shall not deny membership rights or access to the benefits of the CIO to any individual on the basis of race, creed, color, gender, heritage, national origin, or disability. Membership shall be open to anyone of voting age or older; who is

- A. A resident within the CIO boundaries; or
- B. A property owner whose property is located within the CIO boundaries or
- C. For the commercial and manufacturing CIOs, a person who owns a business, or one representative of a business, or a representative of a non-profit within the CIO boundaries.

Section 2. Membership Dues. No dues or fees shall be required.

Section 3. Voting Rights. Each member of the CIO present at meetings shall have one vote, as specified in these Bylaws. Voting shall be done in person only. All rights, privileges, and responsibilities of membership, including the right to vote on CIO business, shall accrue to all members.

**ARTICLE III
MEMBER MEETINGS**

Section 1. Annual Meeting. The members of the CIO shall hold one annual membership meeting known as the Annual Meeting. The Annual Meeting shall be called and held at a location determined by the Executive Board of the CIO, but within the CIO boundaries or nearest practical location. Written notice shall be provided no less than 30 days in advance to all members of the CIO which shall include the date, time, and location of the Annual Meeting. The Annual Meeting shall be held in the month of April of each year.

Section 2. General Meetings. General meetings shall be called by the Executive Board. Notice shall be given at least 7 days in advance and may be in an electronic or written format, unless the schedule of meetings is noticed on an annual basis. If an “emergency meeting” is found to be necessary by the Executive Board, every effort will be made to notice at least those members who have attended two of the four most recent CIO meetings.

Section 3. Quorum. A quorum shall initially be set at _____ members. Decisions requiring a vote at annual, general, special, and emergency meetings shall be made by a majority vote of those members present at such meeting, except for amendments or changes to the bylaws.

Section 4. General. All meetings will be open to members and to the public, and generally follow Robert’s Rules of Order. Members shall have the right to introduce agenda items; proposed agenda items shall be given the Executive Board at least 15 days in advance of a meeting in order to be considered by the Board as to whether to be placed on the agenda. Minutes will be taken and made available to the members; and, the minutes shall include a summary of the consensus reached or if a consensus was not reached then the majority and minority views expressed including the approximate numbers of each. Members shall conduct themselves in all meetings in a manner exhibiting common courtesy and fairness.

**ARTICLE IV
EXECUTIVE BOARD, ELECTION, AND MEETINGS**

Section 1. Officers and Executive Board. The officers of the CIO shall be a President, Vice President, Secretary, Treasurer, and Land Use Officer. No more than two offices shall be held by more than one person. The Executive Board shall consist of the officers, the chairperson of the Community Involvement Committee, and the chairpersons of standing committees. A list of current Executive Board members and contact information shall be kept on file with the City of Tualatin and available to the members. Each Board member shall have one vote on any issue or matter.

Section 2. Election and Term of Office. The officers shall be elected at the Annual Meeting by the membership. All nominees shall be submitted to the members present. Every member present shall be entitled to one vote for each executive board office to be elected. The nominee receiving a majority of the votes cast for each office shall be deemed elected. Each Board member shall hold office until the successor has duly been elected and taken office. In the event of a vacancy, the vacancy shall be filled by a majority vote of the remaining members of the executive board, and the member so elected fills the position until the next annual meeting.

Section 3. Powers and Duties. The duties of each office are:

- A. President** – set the agenda and preside at all meetings of the CIO and of the Executive Board; have the authority to speak on behalf of the CIO and the Executive Board; serve as the official contact for all written/oral communications from the City regarding CIO matters, except for those communications from the City regarding land use issues; perform all the duties of supervision and management as pertains to the office of president; ensure that the organization complies with the requirements of the CIO’s Bylaws; and perform those duties as may be designated by the Board. After formation, the President shall be elected in odd numbered years.
- B. Vice President** – serve in the absence of the President; serve as one of the CIO’s representatives on the Citizen Involvement Coordinating Committee and as the chair of the nominating committee, if required; and perform other duties as designated by the Board. After formation, the Vice President shall be elected in even numbered years.

- C. **Secretary** – shall ensure that accurate minutes are taken of each meeting, that attendance registration is kept, and an accurate summary is taken of the consensus reached or majority/minority views and numbers of each majority/minority view recorded; ensure that the meeting notices are made; maintain and provide current lists of officers and committee chair members names and contact information is provided to the City and made available to the membership; ensure minutes of any meeting be made available within 10 days of any meeting to the membership and to the City; and perform other duties as designated by the Board. A copy of minutes shall be maintained for no less than 3 years. After formation, the Secretary shall be elected in odd numbered years.
- D. **Treasurer** - shall receive, deposit, and disburse all CIO funds including those for the grant funding program; prepare and present operating statements to the Executive Board at each meeting; present a financial report at the Annual Meeting; and present a treasurer’s report at each general membership meeting; present to the Treasurer of the CICC a financial report of the grant funding program; and perform other duties as designated by the Board. After formation, the Treasurer shall be elected in even numbered years.
- E. **Land Use Officer** – shall keep current on land use issues pertinent to the CIO; shall be the CIO’s second representative to the Citizen Involvement Coordinating Committee; shall have the authority to speak on behalf of the Executive Board and CIO pertaining to land use issues; shall preside and manage the Land Use Committee with accurate minutes taken and minutes made available to membership; and perform other duties as designated by the Board. After formation, the Land Use Officer shall be elected in odd numbered years.

Section 4. Executive Board Meetings. The Executive Board has the responsibility to act in the best interest of the CIO but shall not be specifically bound to act according to the desire of a majority of members; and to assure that members are informed of issues and business that affects them through reasonable means of notification. Regular meetings of the Executive Board may be held monthly at such time and place as determined by the Board, but the Board shall hold at least two meetings each year. Special meetings shall be called by the President. Meetings shall be open to the public and minutes taken as described in Article IV, Section 3, (C). Notice of a regular meeting shall be provided at least 7 days in advance and notice of a special meeting shall be provided at least 2 days in advance. Roberts Rules of Order will generally be followed. Board decisions requiring a vote shall be decided by affirmative vote of a majority of those voting members present but no vote is valid unless a quorum is present. A quorum for the Executive Board shall be 4 members, no fewer than 3 of which shall be officers.

ARTICLE V COMMITTEES

Section 1. Standing Committees. Committees shall be designated and responsibilities assigned to them by the Executive Board. Each committee shall develop a statement of organization and implementation methods to be approved by the Executive Board. A chair person shall be elected from the committee by a simple majority vote of those in attendance. The Chairperson of any committee shall serve on the Executive Board. Membership on a committee shall be from volunteers from the CIO membership; however, each Committee shall have at least one Board member on the Committee.

- A. **Community Connection.** This Committee shall be a permanent committee. The primary purpose of this Committee shall be to engage members in events and issues which build and increase a sense of community. Such activities and events may be, but not limited to, Neighborhood Night Out, emergency preparedness, events which care for and enhance public spaces in the neighborhood, and events which engage citizens interacting with each other. The Committee shall be responsible for the management and implementation of the Grant Funding Program of the CIO, administered by the Citizen Involvement Coordinating Committee and funded by the City. The Committee shall identify, select, and recommend to the Executive Board events which are of significant community value to qualify as a Grant Funded Program. The Executive Board shall submit the recommended programs to the Citizen Involvement Coordinating Committee for final approval and funding. The Committee will be composed of no less than 3 members, with two of those members being a chair person and a secretary/treasurer. The committee shall elect officers from the membership of the Committee. The Chairperson shall serve on the Executive Board.

- B. Land Use.** This Committee shall be a permanent committee with the primary purpose to engage members in the discussion of and provide timely information to members on land use matters of the City and the region. The Committee shall review such matters as, but not limited to, land use, traffic, development proposals, and zoning, and to provide a forum for member discussion of issues. The Committee shall record an accurate summary of the consensus reached or majority/minority views and numbers of each majority/minority view and record attendance. The Committee will be composed of no less than 3 positions, and shall elect the officers from the membership of the Committee, and the Chairperson shall be the Land Use Officer of the Executive Board.

Section 3. General. Meetings shall be open to the public and notice requirements of a general meeting shall be followed. All decisions will be decided by a simple majority of those in attendance; the definition of a quorum shall be set before the first committee meeting by the Executive Board and may be amended from time to time by the Executive Board. Committees shall make recommendations on major issues to the Executive Board for approval; however, with specific authorization from the Executive Board, the Committees will have the power to act on behalf of the CIO and its Executive Board. Each Committee should meet at least twice yearly. Members shall conduct themselves in all meetings in a manner exhibiting common courtesy and fairness.

ARTICLE VI STANDARDS OF RECOGNITION

Section 1. Recognition. The CIO shall be formally recognized by the Citizen Involvement Coordinating Committee and shall meet and continue to maintain conformity with the following minimum criteria:

- A.** All members shall meet the member eligibility as detailed in Article II, Section 1. A-D; and
- B.** Members shall hold an initial annual meeting to adopt the bylaws, elect officers, and adopt a name for the citizen involvement organization. All pertinent Bylaws shall be adhered to; and
- C.** The CIO shall hold at least one annual meeting and two Executive Board meetings each year; elect a minimum of 3 of the office positions; CIO's designated representatives attend a minimum of at least 2 meetings held by the Citizen Involvement Coordinating Committee; and
- D.** Comply with the Bylaws of the CIO.

Section 2. Inactive Organization. If the CIO does not meet the above minimum criteria over a reasonable period of time as determined by the Citizen Involvement Coordinating Committee, the CIO shall be deemed to be inactive. To become an active organization after being deemed inactive, application must be made to the Citizen Involvement Coordinating Committee which shall review and establish conditions for re-activation.

Section 3. Termination of the Organization. The formal termination of the CIO may be recommended by the Citizen Involvement Coordinating Committee to the City Council for review and action. Such recommendation shall be based on the failure of the organization to abide by these Bylaws and minimum recognition standards over a reasonable period of time. If the CIO is terminated, the boundaries may be reconfigured by the Citizen Involvement Coordinating Committee with agreement of affected CIOs, with such reconfiguration approved by City Council, so that residents of the geographic area may continue to have the right to participation, involvement and engagement as specified in these Bylaws.

ARTICLE VII MISCELLANEOUS

Section 1. Grievances. Any member objecting to or challenging any action of an officer, committee, or Executive Board shall provide written notice to the officer or members of the committee and to the Executive Board within 15 days of such action specifying the action objected to or challenged and the grounds for the objection or challenge. The Executive Board shall review the written objection or challenge and shall consider such action or refer the matter to the Citizen Involvement Coordinating Committee if the objection or challenge involves a CIO officer or Executive Board member(s). The decision by either the Executive Board or the Citizen Involvement Coordinating Committee shall be final and binding. A grievance will only be considered if the grievance is an objection or challenge in which a representative of the CIO exceeded the authority granted by these bylaws or an action was illegal.

Section 2. Annexed Areas. When Tualatin annexes new areas into the city limits, that area will become part of the nearest CIO, as determined by the Citizen Involvement Coordinating Committee with agreement of the affected CIOs and approved by City Council. A new boundary will be drawn and an altered map attached to the bylaws.

Section 3. Nonpartisan. The CIO shall be nonpartisan.

Section 4. Alternate to Citizen Involvement Coordinating Committee. The membership may elect an alternate to the Citizen Involvement Coordinating Committee in addition to the two officers designated to the CIC. The alternate may attend the meetings, but is not entitled to vote, unless one of the designated representatives is not present.

**ARTICLE VIII
AMENDMENTS**

Section 1. Amendments. These Bylaws may be amended at the Annual Meeting of the general membership at which a quorum is present by a 2/3rd favorable vote of all members present, provided that notice and substance of such an amendment shall have been given to all members of the Executive Board and to the CIO's membership at least 30 days prior to the date on which the amendment is to be considered. If the amendment is approved, the amendment shall be submitted to the Citizen Involvement Coordinating Committee within 30 days for consideration. The decision of the Citizen Involvement Coordinating Committee is final and such decision and justification shall be communicated in writing to the CIO within 5 days of the decision.

Section 2. Placement. A current version of the Bylaws shall be kept by the CIO's secretary, the secretary of the Citizen Involvement Coordinating Committee, the City, and shall be available to the membership.

Approved this date of _____

by

_____, **President**

_____, **Secretary.**

**CITIZEN INVOLVEMENT COORDINATING COMMITTEE BYLAWS
Tualatin, Oregon**

**ARTICLE I
ORGANIZATION**

Section 1. Name. The name of the organization shall be the Citizen Involvement Coordinating Committee, or "CICC".

Section 2. Purpose. The general purpose of the CICC shall be to facilitate, coordinate, and implement citizen involvement within the Citizen Involvement Organization Program ("CIOP"). The CICC shall be part of the CIOP, composed of the Citizen Involvement Organizations ("CIO") and the CICC. The CICC shall promote and facilitate public involvement opportunities to enhance the quality of life for the community and neighborhoods; and shall facilitate, coordinate, and implement citizen involvement in the processes of government.

The CICC shall provide, but not be limited to, the following:

- A. Facilitation and organization of CIOP activities so that the CIOs may fulfill their purposes and means as defined in the CIO bylaws; and,
- B. A public forum for the CIO representatives to deliberate the issues affecting neighborhoods; and,
- C. Periodic evaluation of the citizen involvement processes in the CIOP; and,
- D. Input to City Council and other governmental bodies on issues affecting neighborhoods including land use and other matters.

Section 3. Boundary. The area served by the CICC shall be as indicated on the attached map which is hereby incorporated by reference. The CICC Executive Board shall receive any request approved by a CIO for a boundary change and shall consider the merits of such request, voting either to approve or disallow the requested change. If the request is approved by the CICC Executive Board, then the request is submitted to City Council for its consideration and vote. When a boundary alteration request is approved by City Council, the boundary and map will be amended and become part of the CIO and CICC Bylaws.

**ARTICLE II
MEMBERSHIP**

Section 1. Membership. Membership of the CICC shall include two designated members of each CIO and possibly one alternate representative in accordance with the CIO bylaws. Members of the Citizen Involvement Ad Hoc Committee shall also serve on the CICC with full voting rights, not to exceed 5 Ad Hoc committee members, for a period of time not to exceed 2 years, and will be eligible to be Officers and serve on the Executive Board.

Section 2. Voting Rights. Each designated member of the CICC present at meetings shall have one vote in deciding matters before the CICC, as specified in these Bylaws. Alternative representatives shall

not have a vote unless acting in the stead of a designated member, and proxy voting will be not be allowed.

ARTICLE III OFFICERS AND ELECTIONS

Section 1. Officers and Duties. The Officers and the duties of each office shall be:

- A. President** – shall preside at all meetings; prepare the meeting agenda; shall be responsible for upholding and updating the CICC bylaws and rules; has the authority to speak on behalf of the CIOs and the CICC; shall serve as the official contact for all written/oral communications with the City, with the exception of matters relating to land use; shall supervise other officers; coordinate with each CIO president; and perform those duties as may be designated by the Executive Board of the CICC. After formation, the President shall be elected in odd numbered years.
- B. Vice President** - shall serve in the absence of the president; coordinate the publication of any CICC newsletter and/or website design and content; coordinate with each CIO vice-president; act as the chairperson of the Grant Funding Committee; perform such other duties as may be designated by the Executive Board of the CICC. After formation, the Vice President shall be elected in even numbered years.
- C. Secretary** – shall record and maintain the minutes and record the attendance of all meetings; record an accurate summary of the issues discussed, consensus reached and majority/minority views along with numbers of each; ensure meeting notices are accurate and properly distributed; maintain CICC records and provide current lists of officers and committee chair persons and their contact information to the City and to the CICC membership; ensure written draft minutes are available within 10 days of a meeting; coordinate with each CIO secretary. Copies of meeting minutes shall be maintained as provided by the retention schedules of the Archives Division, Oregon Secretary of State. After formation, the Secretary shall be elected in odd numbered years.
- D. Treasurer** – shall receive, deposit, and disburse all CICC funds; prepare and present operating statements to the Executive Board at each meeting; present a financial report at the Annual Meeting; present an annual financial report on the grant funding program to the City Council; present a treasurer’s report at each general meeting; and perform other duties as designated by the Board; and coordinate with each CIO treasurer. After formation, the Treasurer shall be elected in even numbered years.
- E. Land Use Officer** -shall keep current on land use issues pertinent to the City and the CIOs and the CICC; shall be the chairperson of the Land Use Committee; has the authority to speak on behalf of the Executive Board of the CICC pertaining to land use issues; coordinate with each CIO land use officer. After formation, the Land Use Officer shall be elected in odd numbered years.

Section 2. Executive Board. The Executive Board shall consist of the CICC officers and the chairpersons of standing committees. The Board shall manage, coordinate, and direct the affairs and duties of the CICC and ensure the CICC complies with these bylaws and fulfills those responsibilities delegated to it by the CIO Bylaws. Each member of the Executive Board shall have one vote on matters before the Board. A list of current CICC Executive Board members and contact information shall be kept on file with the City of Tualatin and made available to the CIOs membership upon request.

Section 3. Election and Term of Office. The officers shall be elected at the Annual Meeting by the CICC membership. All nominees shall be submitted to the members present. Every member present shall be entitled to one vote for each executive board office to be elected. The nominee receiving a majority of the votes cast for each office shall be deemed elected. Each Board member shall hold office until the successor has duly been elected and taken office. In the event of a vacancy, the vacancy shall be filled by a majority vote of the remaining members of the executive board, and the CICC member so elected fills the position until the next annual meeting. No more than two offices shall be held by more than one person.

ARTICLE IV MEETINGS

Section 1. Annual Meetings. An Annual Meeting shall be held for the election of officers and other business of the CICC at a place and time determined by the CICC Board. Written notice of the Annual Meeting shall be given to the CIO membership at least 30 days in advance and such notice shall provide the date, time, and location of the Annual Meeting.

Section 2. General Meetings. General meetings of the CICC shall be called by the Board no less than 4 times each year and shall be open to the public. Notice shall be given 7 days in advance of a CICC meeting unless the schedule is noticed to all members on an annual basis. If an “emergency” meeting is necessary, every effort will be made to notify at least those members who attended the most recent CICC meeting. Voting rights shall accrue to CICC members only.

Section 3. Quorum. A quorum of the CICC shall be _____ voting members.

ARTICLE V COMMITTEES

Section 1. Standing Committees. The Executive Board shall from time to time designate and assign responsibilities and appoint members to standing committees. Any member of the CICC, CIO, or, as allowed by the Executive Board, stakeholders may serve on any of the Standing Committees. The chairperson of the Community Connection Committee shall be nominated by the Executive Board and elected by the membership of that Standing Committee. As provided in Article III, Sections B and E above, Chair of the Grant Funding Committee shall be the Vice President and the Chair of the Land Use Committee shall be the Land Use Officer. The Standing Committees shall include, but not limited to:

- A. Land Use Committee
- B. Community Connection Committee
- C. Grant Funding Committee

Section 2. Meetings. Quorum of any of the Standing Committees shall be designated by the Committee membership at its first meeting and may be altered from time to time by a vote of the members. Decisions shall be made by a majority vote of those members present at any meeting. Decisions on major matters shall be referred to the Executive Board for approval and action; however, with specific authorization from the Executive Board, Committees may have the power to act on behalf of the CICC and its Executive Board.

ARTICLE VI MISCELLANEOUS

Section 1. Meetings. All meetings of the CICC, Executive Board, or its Standing Committees shall be open to the public and adequate notice shall be provided to the CIO and CICC membership. Notice may be made by electronic means or written format. Minutes of each meeting shall be taken with a record of the proceedings, including a record of the consensus position or, if that is not reached, then the

majority/minority views including the approximate numbers of each. The minutes will be made available to at least the Committee and CICC members. Unless otherwise noted, decisions requiring a vote shall be made by a simple majority. Robert's Rules of Order will generally be followed. Members shall conduct themselves in all meetings in a manner exhibiting common courtesy and fairness.

Section 2. Grievances. Any member objecting to or challenging any action of an officer, committee, or Executive Board shall provide written notice to the officer or members of the committee and to the Executive Board within 15 days of such action specifying the action objected to or challenged and the grounds for the objection or challenge. The Executive Board shall review the written objection or challenge and shall consider such action or refer the matter to the CICC if the objection or challenge involves an Executive Board member(s). The decision by either the Executive Board or the CICC shall be final and binding. A grievance will only be considered if the grievance is an objection or challenge in which a representative of the CICC exceeded the authority granted by these bylaws or an action was illegal. A notice of any grievance and supporting documentation shall be given to the City Manager.

Section 4. Non-Discrimination. The CICC and its committees will not deny membership rights or access to the benefits of the CICC or its committees to any individual on the basis of race, creed, color, gender, age, heritage, national origin, or disability.

Section 5. Bylaws. These Bylaws may be revised at any Annual CICC meeting at which a quorum is present by a 2/3 favorable vote of all voting members present, provided that a quorum is present, and that notice and substance of such amendment shall have been provided to all members of the CICC at least 30 days prior to the date on which the amendment is to be considered.

Section 6. Recognition of Citizen Involvement Organizations. The CICC shall determine if a CIO does not meet minimum criteria for recognition as a CIO, such criteria as defined in the CIO bylaws, the CIO may be deemed to be inactive. Such determination by the CICC will be communicated to the CIO President or other available CIO officer or representative in writing within 30 days of such determination. To become an active organization after being deemed inactive, application must be made by the CIO to the CICC which shall then review and establish conditions for re-activation, and communicate those conditions in writing within 30 days of the application.

Section 7. Placement. The Secretary shall maintain a current version of the Bylaws which shall be available to the membership and provided to the City.

Approved by the members at the annual meeting.

Approval this date of _____ by

_____, President

_____, Secretary

Proposed Budget FY 11-12

Neighborhood Liaison	\$38,500	\$55,000 to be shared with TT 70% to CIOP
Printing and Mailing	6,000	.75 x 6645 households
Clerical supplies	1,500	
Marketing Materials	1,500	
Community Connection	2,000	4 x \$500
Contingency	1,238	2.50%
Total Annual Budget	\$50,738	

*Note: It may be possible that there is an existing Tualatin city staff person with the skills, knowledge, and interest to fill the neighborhood liaison position. If so, then perhaps there would not be "new" money required for this position.

Citizen Involvement Ad Hoc Committee Members

Original Committee: July 22, 2010

David Arndorfer	Frank Bubenik
Jonathan Crane	Jan Giunta
Mike Riley	Jeanne Raikoglo
Beverly Robinson	Steve Stolze
Tim Thornburg	Manny Trujillo
Christine Tunstall	Wayne Welch

Ad Hoc Committee Membership at about October 30, 2010

CIO structure generally agreed on, map completed, and bylaws being researched

Frank Bubenik	Jonathan Crane
Jan Giunta	Mike Riley
Jeanne Raikoglo	Manny Trujillo
Christine Tunstall	Wayne Welch
Scott Mitton	Steve Titus
Jerry Westfall	Nancy Grimes
Steve Caporale	

Ad Hoc Committee Membership at about February 1, 2011 Bylaws Drafted and Approved

Jonathan Crane	Jan Giunta
Mike Riley	Jeanne Raikoglo
Manny Trujillo	Christine Tunstall
Wayne Welch	Scott Mitton
Ed Reed	Nancy Grimes
Steve Caporale	

Ad Hoc Committee Membership expanded to include several neighborhood leaders, April 1, 2011.
Beginning of Phase II

Jonathan Crane	Jan Giunta
Mike Riley	Jeanne Raikoglo
Manny Trujillo	Christine Tunstall
Scott Mitton	Ed Reed
George Vigileos	Julie Makarowsky
Steve Caporale	Wayne Welch

Tualatin Municipal Code

Chapter 11-9

Citizen Involvement Organization Program

Sections:

- 11-9-010 Establishment of Program
- 11-9-020 Purpose
- 11-9-030 Definitions
- 11-9-040 Membership
- 11-9-050 Termination of Recognition
- 11-9-060 Boundaries
- 11-9-070 City Responsibility
- 11-9-080 CIO Rights and Responsibilities
- 11-9-090 Expenditure of Funds
- 11-9-100 Citizen Involvement Coordinating Committee

11-9-010 Establishment of Program

The Tualatin Citizen Involvement Organization Program (CIOP) is established and created.

11-9-020 Purpose

The general purpose of the CIOP is to provide an opportunity for members to meaningfully cooperate with each other and with the City of Tualatin on matters affecting the neighborhoods and the City consistent with Tualatin's Principles of Citizen Involvement. A major purpose of the Citizen Involvement Organization (CIO) is to promote community and a sense of community. Using best efforts to ensure opportunities for involvement and engagement by all CIO members, the means of accomplishing this purpose shall include but not be limited to:

- A. Provide a public forum for the review and evaluation of issues affecting the neighborhoods, the CIO, and the City; provide educational opportunities for citizens, groups and government bodies with respect to such issues; and provide for an exchange of views and opinions on such issues; and,
- B. Provide a public forum for residents to present their views and provide input to City Council and other governmental and community bodies such as the City advisory boards and committees, service clubs, and other community organizations, and on land use and other matters affecting neighborhoods, the City, or the region; and,

ATTACHMENT B

C. Provide a formalized channel of communication and dissemination of accurate and timely information between the City government, other governmental bodies, and the CIO and the CIO's members.

11-9-030 Definitions

- (1.) Citizen Involvement Organization Program (CIOP): The CIOP is composed of Citizen Involvement Organizations.
- (2.) Citizen Involvement Organizations (CIOs): CIOs are formalized and distinct groups of Tualatin residents, within specified boundaries whose purpose is to provide and facilitate citizen participation and communication in livability and land use matters. The CIOs are composed of designated members, within the three planning district classifications established by the Tualatin Development Code Planning Districts.
- (3.) CIO Map: The CIO map and the CIO map boundaries are established in order to optimize and promote citizen involvement.

11-9-040 Membership

- (1.) Membership status in a CIO is open to all residents age 16 and older, business owner or owner's representative, non-profit organization, or property owner within the recognized boundary of a CIO without regard to income, race, color, national origin, sex, age, disability, sexual orientation, religion, political affiliation, marital status, or other discriminatory grounds.
- (2.) A CIO must be recognized by the City Council. To be recognized, a CIO must satisfy the standards below. The City Manager determines when these standards have been met, and will be presented to the City Council for approval and recognition.
 - a) Annual election of officers;
 - b) All meetings shall be publicized in advance of the meeting date in accordance with -the Oregon Public Meetings Act; participation in meetings should be open to all residents age 16 and older, business owner or owner's representative, non-profit organization, or property owner within the recognized boundary of the CIO;

(Alternative)

 - b) All meetings shall be publicized at least 20 days in advance of the meeting date , except in case of emergency, in which case at least 24 hours advance notice shall be given.**
 - c) A current list of the names and addresses of the officers are kept on file with the City Manager;
 - d) A minimum of two general association meetings each year, with the time, place and purpose well publicized throughout the neighborhood prior to the meeting;

ATTACHMENT B

- e) CIOs must provide an executed copy of their bylaws to the City Manager to be kept on file. Notice and copies of all amendments to the bylaws shall also be provided to the City Manager by the CIOs.

11-9-050 Termination of Recognition

The formal recognition of a CIO may be terminated by the City Council if the association fails to abide by the standards in 11-9-040. Before the Council terminates recognition, it must hold a public hearing to determine the standards violated and allow representatives from the CIO a reasonable opportunity to be heard.

11-9-060 Boundaries

(Alternative 1) The CIO map and CIO boundaries are determined by the City Council. The boundaries are established in order to optimize and promote citizen involvement. The CIO boundaries are based on the residential, manufacturing, and commercial districts of the Tualatin Community Plan Map, and includes those areas designated as in the planning area but outside the City of Tualatin. The Residential Planning Districts are divided into separate and distinct Residential CIOs. Boundaries for the Residential CIOs do not overlap and are mutually exclusive of other Residential CIOs. There is an overlay area extending to the outer edge of the Tualatin City limits for persons within the manufacturing planning district which comprises the Manufacturing CIO; and there is an overlay area extending to the outer edge of the Tualatin City limits for persons within the commercial planning district which comprises the Commercial CIO.

(Alternative 2) Boundaries of associations are determined by the City Council. Boundaries must be mutually exclusive of other formally recognized CIOs. CIO boundaries shall be logical, contiguous, and follow identifiable physical features such as streets, property ownership boundaries, topographic features, boundaries of political jurisdictions, or public rights-of-way. The City Manager shall maintain a current map of the CIO boundaries.

(Alternative 3) Boundaries of CIOs are determined by the City Council in accordance with as many of the following criteria as may be applicable:

- (1) Boundaries should be contiguous and mutually exclusive of those of other formally recognized CIOs;
- (2) Boundaries should follow readily identifiable physical features, such as property lines or arterial or collector streets, or be set at some other clearly defined and relatively permanent natural or man-made feature; and
- (3) Boundaries describing the territory should be logical, considering such other factors as:
 - a. A community of interests, common identity and social communication;
 - b. Existing commercial patterns;
 - c. Existing boundaries of other agencies, such as school districts; and
 - d. The views and desires of citizens seeking CIO recognition.

Any amendment to the CIO boundaries must be approved by the City Council. When an area is annexed to the City, based on the circumstances of each case the Council shall determine:

ATTACHMENT B

- (1) If the area should be added to the territory of an existing CIO;
- (2) That the area be recognized as immediately appropriate for one or more CIOs or if its citizens should be encouraged to seek recognition as a new CIO;
- (3) That the area be recognized as appropriate in the future for one or more CIOs but, because it is yet undeveloped or is of too small a size, it should be represented temporarily by another CIO; or
- (4) That some other course of action regarding the newly annexed area is deemed appropriate under the circumstances.

11-9-070 City Responsibility

(Alternative 1) The City may, subject to City Council's judgment concerning availability of resources and budgetary limitations, provide support and assistance which may include human, financial, and informational resources and meeting spaces at no cost.

(Alternative 2) The City Manager shall provide a recognized CIO with the following:

- (1) Timely notice of council, planning commission, and council advisory committee meetings whose decisions may affect the neighborhood;
- (2) General information regarding city services and activities as requested;
- (3) Assistance in educational efforts related to citizen participation in city activities;
- (4) Information about the activities of other associations; and
- (5) Other resources as may be determined by the City Manager.

(Alternative 3) The City will assist the CIOs by:

- (1) Providing recognized CIOs with limited assistance, subject to budgetary allocations as approved by the City Council.
- (2) Notifying CIOs of proposed land use actions and legislative changes as required by ordinances. Elected CIO representatives will receive information regarding land use issues.

11-9-080 CIO Rights and Responsibilities

- (1.) The CIOs may make recommendations to the City Council and the City Development Commission, City Advisory Committees, and the City Manager on matters affecting livability and land use.
- (2.) The CIOs shall enhance communication between the City and the CIOs in accordance with the Tualatin Citizen Engagement Policies.

11-9-090 Expenditure of Funds

The Committee shall obtain approval of the City Council by motion or resolution stating the purpose of such expenditure before expending or obligating funds.

11-9-100 Citizen Involvement Coordinating Committee

ATTACHMENT B

A Citizen Involvement Coordinating Committee (CICC) which is a volunteer group made up of the elected board members of all recognized CIOs may be created by the CIOs. The purpose of the CICC is to provide structure and support for the leaders of Tualatin's CIOs to enable more effective cooperation among the CIOs. Like the CIOs, the CICC is a separate and distinct entity from the City of Tualatin. The standards for CICC recognition are:

- (1) The CICC shall provide that membership in the CICC is not limited by income, race, color, national origin, sex, age, disability, sexual orientation, religion, political affiliation, marital status, or other discriminatory grounds.
- (2) The CICC shall serve as a liaison between the CIOs and the City offices and departments designated by the City.
- (3) The CICC may make official recommendations to the council, its commissions, committees, and the City Manager on any matter affecting livability of the neighborhoods, including, but not limited to, land use, community facilities, traffic and transportation, and public safety. When making recommendations, the CICC shall provide a record of meetings held, including a record of attendance and results of any vote.
- (4) The CICC must adopt and execute written bylaws which provide:
 - a. Annual election of officers;
 - b. All meetings shall be publicized in advance of the meeting date in accordance with the Oregon Public Meetings Act; participation in meetings should be open to all residents age 16 and older, business owner or owner's representative, non-profit organization, or property owner within the recognized boundaries of the CIOs;
 - c. A current list of the names and addresses of the officers are kept on file with the City Manager.
 - d. A minimum of two general CICC meetings each year, with the time, place and purpose well publicized throughout the CIOs prior to the meeting.
 - e. The CICC must provide an executed copy of the CICC bylaws to the City Manager to be kept on file. Notice and copies of all amendments to the bylaws shall also be provided to the City Manager by the CICC.

Alternative (4) b. All meetings shall be publicized at least 20 days in advance of the meeting date except in emergencies. In such emergencies, at least 24 hours' notice shall be given to all CICC members.

PTA-11-05 ATTACHMENT B:

OREGON CITY PLANNING DIRECTORS ASSOCIATION LISTSERV COMMENTS

This attachment summarizes comments about how other cities handle extensions from the [Oregon City Planning Director's Association \(OCPDA\) listserv](#). (OCPDA is an affiliate of the [League of Oregon Cities](#).)

Florence

- 2-year approval period
- Allowance for a single administrative extension of up to a year, based on three criteria: applicant's justification, no changes in surrounding land use or zoning, and no code changes

Milwaukie

- Approval periods vary application type
- Allowance for indefinite number of 2-year extensions; type of app determines review body and level of re-notice
- Criteria are:
 - No material changes on or near site
 - No code changes
 - Applicant proposes no revisions to application or conditions of approval
 - "If the previously approved application included a transportation impact study or a water quality resource report, an updated report was provided with the extension application that shows no significant changes on the subject property or in the vicinity of the subject property. A letter from a recognized professional will also satisfy this criterion if it states that conditions have not changed since the original approval and that no new analysis is warranted"

Newberg

- 1-year approval period
- Allowance for a single administrative 6-month extension
- Criteria are no land use change or rezoning after approval and no code changes

Prineville

- 1-year approval period or longer depending on specific case
- Allowance for up to three administrative 6-month extensions and a fourth via the City Council; first extension is pro forma; second and third extensions have criteria, including if there have been code changes

Salem

PTA-11-05 ATTACHMENT B: OCPDA LISTSERV COMMENTS

June 13, 2011

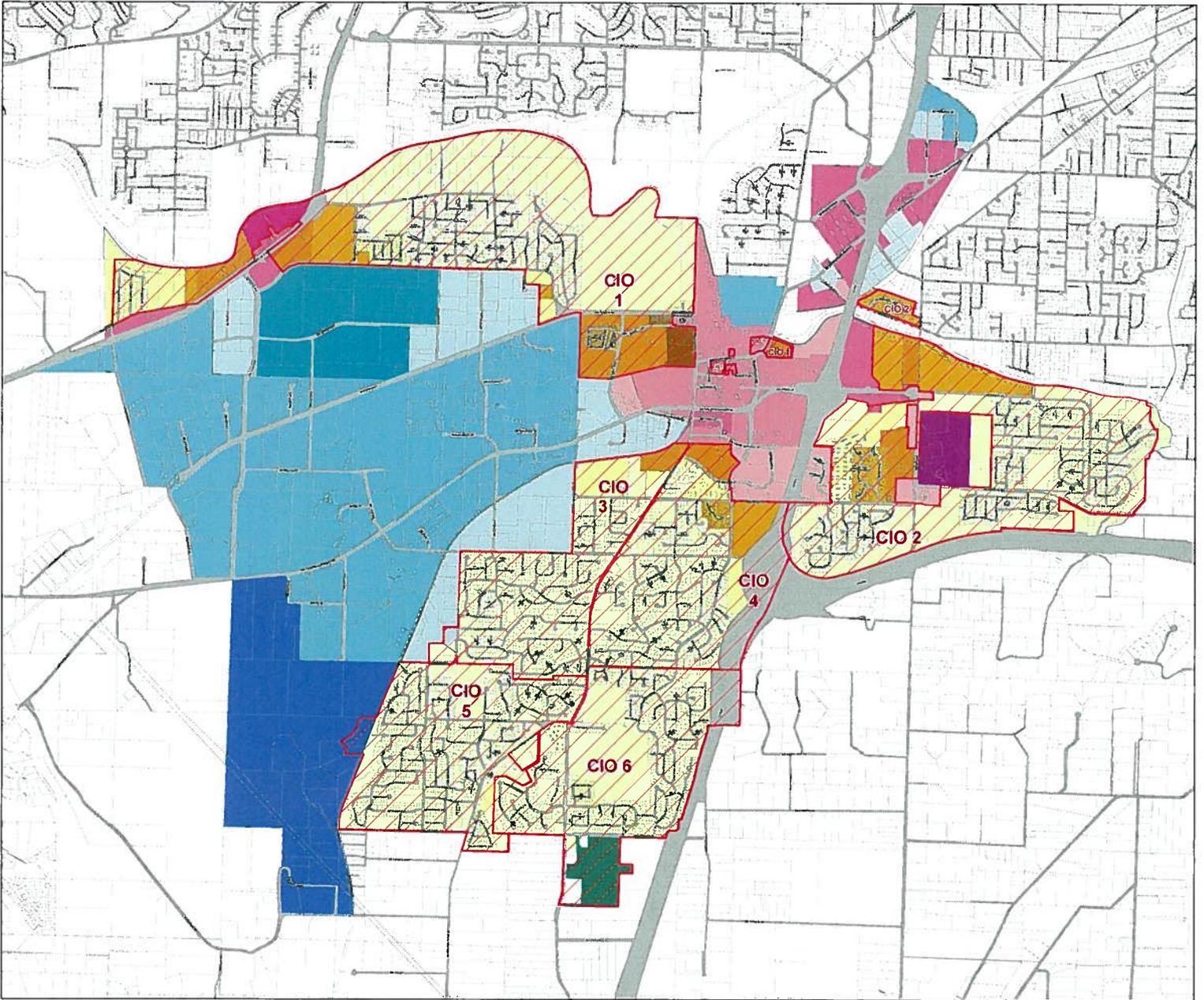
Page 2 of 2

- 4-year approval period
- No extension

Woodburn

- 3-year approval period
- Allowance for up to a single administrative 2-year extension with re-notice; criteria include code changes

Citizen Involvement Organizations and Tualatin Planning Districts



Proposed Citizen Involvement Organizations (CIO)	Recreational Commercial (CR)	Manufacturing Park (MP)	Medium High Density Residential (RMH)	Taxlots
Commercial Office (CO)	Medical Commercial (MC)	Manufacturing Business Park (MBP)	High Density Residential (RH)	RF 1:14,400
Central Commercial (CC)	Light Manufacturing (ML)	Low Density Residential (RL)	High Density/High Rise Residential (RH/HR)	
General Commercial (CG)	General Manufacturing (MG)	Medium Low Density Residential (RML)	Institutional (IN)	<small>This map is derived from various digital database sources. While an attempt has been made to provide an accurate map, the City of Tualatin, OR, assumes no responsibility or liability for any errors or omissions in the information. This map is printed at 1/8" = 1'-0" Engineering and a Building Dept. Printed 6/2/2011</small>