

March 30, 2015

Dear Citizen Involvement Council Members,

The following information supplements the proposed amendments to Chapter 2.30 of the Oregon City Municipal Code and provides a clear expectation of how the Citizen Involvement Committee (CIC) will operate.

Organizational Structure

- In January, each neighborhood association shall send the City Liaison:
 - The date, time and location of their neighborhood meetings for the year.
 - A list of neighborhood association officers and their contact information. The City shall be informed immediately of any changes that are made throughout the year.
- The CIC will convene at 7PM in the City Commission Chambers on the first Monday of each month. Meeting dates may be cancelled or changed due to holidays.
- The City will set the CIC agenda and post the agenda one week prior to the meeting. Any requests to be on the agenda shall be sent to the City Liaison.
- Meetings would include an educational component on land use items. Examples include the development review process, how to provide effective public comments, the history of land use in Oregon, etc.
- The CIC will develop work products such as a public engagement plan, goals that implement the adopted goals and objectives of the City Commission, etc.
- The CIC will continue to attend public events such as National Night Out, Annual Safety Fair, and School Open Houses/Events.

Land Use and Chamber of Commerce Information

- Each neighborhood association chair will be emailed a notice of all land use applications once the application is complete and within the public comment period. Any interested party is also encouraged to sign up for notification on the RSS feed on the city website.
- CIC members and interested citizens are encouraged to sign up for the weekly Chamber of Commerce email blast. The Chamber of Commerce representative will attend meetings as invited.

Typical Meeting-

The agenda for the CIC meetings will be set by the City. A typical CIC meeting will include the following elements:

- Call to Order and Roll Call
- Public Comments for Items Not on the Agenda
- Public Works Update
- Presentation from a City Department, City Group, Chamber, Neighborhood Watch, or CERT
- A presentation about Land Use, Public Participation, Neighborhood Livability and/or a Work Item

- Approval of the Minutes
- Neighborhood Association Updates
- Other City Business Update

The City Commission and Community Development Department are enthusiastic to increase meaningful and widespread public participation and knowledge of land use throughout Oregon City.

Sincerely,

Tony Konkol, Community Development Director
City of Oregon City