



Bureau of Planning and Sustainability
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MEMO

DATE: May 12, 2016
TO: Planning and Sustainability Commission
FROM: Sara Wright, Community Outreach and Information Representative
CC: Eric Engstrom and Deborah Stein, Principal Planners
SUBJECT: Proposed Draft of the Community Involvement Program document

At the May 24, 2016 Planning and Sustainability Commission (PSC) meeting, BPS staff will provide a briefing on the Community Involvement Program. The PSC is scheduled to hold public hearings on the proposal on June 14, 2016.

Policy 2.16 of the new 2035 Comprehensive Plan directs the City to *Maintain a Community Involvement Program that supports community involvement as an integral and meaningful part of the planning and investment decision-making process.* This program, described in this report, will serve as a framework to carry out these policies, providing a structure and guidance for staff and community members to continuously learn, adapt and refine practices for meaningful, inclusive involvement.

Overview

This project is an Early Implementation Comprehensive Plan project, implementing part of Chapter 2, but it is very different from the other Early Implementation projects which primarily implement through code and map changes. **It is a description of a new program inside the Bureau of Planning and Sustainability.** This program includes some requirements and activities that are already in place, and integrates new ones required by the Comprehensive Plan.

- What is **new** in this project:
 - Shifts state-required community involvement oversight responsibility from the PSC to a new committee, the Community Involvement Committee or CIC (not the current Comprehensive Plan Update CIC).



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- Establishes the Community Engagement Manual, providing guidelines for staff working on legislative land use and transportation projects that will help them meet the goals and policies of Chapter 2.
- What the project does not do:
 - Set in stone a prescriptive list of all public involvement activities for all projects for the next 20 years. This project lays the foundation of a program that is intended to be dynamic, responsive, and continually improving.
 - Remove any current rights or responsibilities for recognized organizations.
 - Remove any current BPS responsibilities for public involvement, except the proposed changes to 33.740 (page 15 of the Proposed Draft).

Issues raised in comments on the Discussion Draft

The document describes (see page 5) comments that staff received on the Discussion Draft and some of the changes that were made between the Discussion and Proposed Draft stages in response to those comments. There were comments that cannot be addressed at this stage, but should be addressed early by the Community Involvement Committee and/or staff:

- CIC role, charter, and membership

Many commenters expressed preferences for a variety of roles and membership requirements for the CIC. The charter and the process for recruitment and selection are not detailed in this document. BPS will work with the Office of Neighborhood Involvement and Office of Equity and Human Rights over the next six months to spell out the steps to form and charter a new CIC.

- Metrics and evaluation

Some commenters asked for better descriptions of metrics that could be used to evaluate community involvement. There are many metrics available for community involvement, but choosing the appropriate ones for a given project is complicated and project-specific. Reviewing the universe of metrics available and creating a “recommended” list of metrics could be an early activity of the new CIC.

Please contact Sara at 503-823-7728 (sara.wright@portlandoregon.gov) if you have any questions.

