



Bureau of Planning and Sustainability

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MEMO

DATE: February 28, 2017

TO: Planning and Sustainability Commission

FROM: Eric Engstrom, Principal Planner

CC: Susan Anderson, Bureau of Planning and Sustainability, Director
Joe Zehnder, Bureau of Planning and Sustainability, Chief Planner

SUBJECT: Community Involvement Committee development

Policy 2.19 of the 2035 Comprehensive Plan requires the establishment of a new Community Involvement Committee (CIC) to “evaluate and provide feedback to City staff on community involvement processes for individual planning and associated investment projects, before, during, and at the conclusion of these processes.” This Committee will become effective with other elements of the 2035 Comprehensive Plan on January 1, 2018.

The process of recruiting, selecting and training members of this new Committee must be transparent and consistent with the goals and policies included in Chapter 2: Community Involvement. Staff have established a draft timeline and drafted committee roles and responsibilities as well as selection criteria.

CIC Roles and Responsibilities

The Community Involvement Committee (CIC) will be a standing committee charged with acting as a consultative body to review and support design, implementation and evaluation of ongoing and project-specific community involvement work done by City staff in planning and investment processes. This is a very important component of the Comprehensive Plan Community Involvement Program, supporting the goals and policies of Chapter 2 of the Comprehensive Plan. The CIC’s primary responsibilities will be to:



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- Identify improvements for project-specific and ongoing community involvement practices in alignment with the goals and policies of Chapter 2 of the 2035 Comprehensive Plan
- Review and amend the Community Engagement Manual

CIC Selection Criteria

Committee membership is open to anyone who lives, works, and/or studies in Portland. No specific knowledge, experience, or education is needed. The best candidates for this committee will be able to demonstrate that they:

- Are committed to advocating for and representing all the goals and policies in Chapter 2 of the Comprehensive Plan.
- Will continuously seek out and explore new knowledge and approaches to community involvement in planning.
- Can work collaboratively and productively with people of diverse perspectives and experience.
- Are engaged with at least one community through formal or informal networks.
- Value and advocate for both transparency and equity in community involvement.

Recruitment and Selection Overview

The draft process and tentative timeline for establishing the new Community Involvement Committee has been developed by the Bureau of Planning and Sustainability with input from staff from the Office of Equity and Human Rights, Office of Neighborhood Involvement, and the Bureau of Transportation.

- *March-May 2017:* Outreach to organizations and individuals with interest in land use planning and community involvement, with the goal of letting a wide variety of people know about the opportunity to be part of the new CIC.
- *June-August 2017:* Application form is released, applications are received.
- *September-October 2017:* Applications reviewed by BPS staff and selected by the Commissioner-in-Charge.
- *November-December 2017:* Orientation and training for new CIC members
- *January 2018:* Regular meeting schedule begins.

Applications will be initially reviewed by staff from BPS and other bureaus. Committee members will be confirmed by the Commissioner-in-Charge and appointed by City Council. Meetings will begin in January 2018.

