



Oregon

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May 10, 2013

TO: Land Conservation and Development Commission

FROM: Bob Rindy, Senior Policy Analyst

SUBJECT: **Agenda Item 4, May 23, 2012, LCDC Meeting**

RECOMMENDATION FOR APPOINTMENT OF NEW MEMBERS TO THE CITIZEN INVOLVEMENT ADVISORY COMMITTEE

I. AGENDA ITEM SUMMARY

This agenda item is intended for the Land Conservation and Development Commission (LCDC) to appoint four new members to its Citizen Involvement Advisory Committee (CIAC).

Two of the member's terms expired in 2012. Two more members recently resigned before completing their terms citing personal or employment obligations that will interfere with serving effectively on the committee for the remainder of their terms. The CIAC has eight volunteer members, one from each of Oregon's five Congressional Districts and three chosen at large. Committee members are appointed to four-year terms by the LCDC. The vacancies are for members that reside in Congressional Districts 1, 2, 4 and 5. This item will provide for the commission to appoint members to each of the four vacant positions, based on recommendations by the department and the committee.

The CIAC is established by statute and is appointed by the Land Conservation and Development Commission (LCDC). The committee is charged with advising the commission on development of "a program for citizen involvement in preparing, adopting and amending comprehensive plans and land use regulation***." (ORS 197.160). The law requires that the committee be "broadly representative of geographic areas of the state and of interests relating to land uses and land use decisions." The committee is "limited to an advisory role to the commission. It has no express or implied authority over any local government or state agency."

II. RECRUITMENT OF CANDIDATES

The department and the CIAC completed its recruitment of candidates for each of the four open positions. The formal application period was opened January 1 extending through the end of January. (Attachment A). The department received two applications during that time, and therefore, after consultation with the chairs of LCDC and CIAC, the

extended the application period to February 28. By the end of that time, the department had received six applications. All six of the applicants provided the required information and recommendations necessary for consideration (see Attachment B)

III. APPLICANT EVALUATION AND INTERVIEWS

The applications, including letters of reference and all materials received, were provided to the director and were forwarded to CIAC members to allow the committee to make its recommendation. The CIAC met on April 4, 2013, and discussed the recruitment and the process for reaching both a CIAC and a DLCD “recommendation” of specific candidates to be forwarded to LCDC.

The committee agreed to follow the process used for previous CIAC recruitments, described in Attachment B to this report. On April 4, the committee discussed the six applications and recommended four finalists to the interview process. These candidates were asked to interview with a panel that includes the DLCD Deputy Director, DLCD staff to the committee, and appointed member of the CIAC. The department conducted interviews on May 8, 2013. The department will provide the commission with a hand-carried report that includes recommendations for appointments.

IV. ATTACHMENTS

- A. Recruitment Announcement**
- B. Process for CIAC Recommendation**
- C. CIAC District Map**
- D. Current CIAC Members**



Contact: Bob Rindy, (503) 373-0050 ext. 229; Casaria Taylor, (503) 373-0050 ext. 322

November 13, 2012

Seeking applicants to Oregon's Citizen Involvement Advisory Committee (CIAC)

The Land Conservation and Development Commission is seeking applicants for membership on the state's Citizen Involvement Advisory Committee (CIAC), representing Oregon's Congressional District 1. The CIAC is appointed by the Land Conservation and Development Commission (LCDC) to advise LCDC on citizen involvement in land use planning.

CIAC is a permanent committee established by state law (ORS 197.160) and its work centers on Statewide Planning Goal 1: Citizen Involvement. The committee furthers citizen involvement in land use planning through activities such as:

- Advising LCDC on all matters concerning citizen involvement in Oregon land use planning and the statewide planning program
- Advising local governments about ways to enhance citizen involvement in communities
- Writing and distributing materials to educate and inform Oregonians about citizen involvement in land use planning
- Gathering and disseminating information about citizen involvement techniques
- Reviewing local government plans and programs concerning citizen involvement

The Department encourages all interested citizens to apply for this CIAC position representing Oregon's Congressional District 1. District 1 consists of the northwest corner of Oregon. It includes Clatsop, Columbia, Washington, and Yamhill counties, and southwest Portland, part of Multnomah County.

CIAC is comprised of eight volunteers, one from each of Oregon's five Congressional Districts and three at-large positions. Committee members must be available for meetings every other month and have sufficient time for the committee's work. Regular travel is not a requirement of this position and meetings are often held telephonically or via iLinc (web conference). Travel once per quarter to Salem is encouraged of all members.

LCDC appoints committee members to four-year terms. This open position fills the term of the resigning member whose term expires in December 2014.

Additional information about the CIAC can be found on the web at:
<http://www.oregon.gov/LCD/citizeninvolvement.shtml>. Interested individuals are

welcome to contact any of the current CIAC members for further information about duties and activities.

Completed applications must be **received at DLCD by 5 p.m. on Friday, December 7, 2012.** The department and CIAC will interview finalists and will make a recommendation to LCDC for action at its January 2013 meeting.

Application Materials:

- Resume;
- One letter of recommendation and three references; and
- Answers to the four questions below.

Application Questions:

- Please explain why you are interested in this position.
- Please describe your experience with community planning or community involvement committees.
- What qualifications and experience do you have in writing, editing or producing educational materials?
- Please describe any involvement you have had with state, regional or local advisory boards.

Please send application materials to:
Oregon Department of Land Conservation and Development
Attn: Casaria Taylor
635 Capitol St. NE, Suite 150
Salem, Oregon 97301

Or you can submit your application by:
Fax: (503) 378-5518
Email: casaria.taylor@state.or.us

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Recruitment of new CIAC members. The order of tasks are:

- a. When a vacancy occurs on CIAC, announce the open position via a press release. Example:
http://www.oregon.gov/LCD/news_2008.shtml#Volunteer_sought_for_state_advisory_committee (Give potential applicants at least four weeks to meet the application deadline.) E-mail the link to the press release to the following in the district where applications are being sought:
 - i. Newspapers, Radio and Television e-mail contacts
 - ii. CIAC Interested Parties contacts
 - iii. CIAC members
 - iv. CIAC Interest Group contacts
- b. Mail or e-mail copies of completed applications to all members of CIAC.
- c. Within a week, ask CIAC members to rank the applicants; sending their rankings to staff.
- d. Staff, working with the DLCD Director, will use the rankings to determine finalists for the vacancy.
- e. The list of finalists will be forwarded to the CIAC recruitment subcommittee (Director, staff, CIAC members). The subcommittee will select its top candidate and bring that recommendation to the next CIAC meeting.
- f. At the next CIAC meeting, the committee members will discuss the recommendation of the subcommittee. CIAC will then vote to determine which candidate's name will be forwarded to LCDC at the next commission meeting.
- g. LCDC will select a candidate to fill the vacancy. Staff will contact all of the applicants about LCDC's decision.

MEMBER	DISTRICT	APPOINTED	TERM EXPIRES
Pat Zimmerman 52057 Rabinsky Rd. Scappoose, OR 97056 503-543-3485 503-543-8347 (fax)	District 1	January 2004	December 2014 RESIGNED
Mollie Eder (Chair) 10402 SW Fleming Rd. Powell Butte, OR 97753 541-416-1064	District 2	March 2009	December 2012 RESIGNED
Chris White 344 SE 53rd Ave. Portland, OR 97215 503-415-6056	District 3	August 2005	June 2013 RESIGNED
Gregory McClarren (Vice-Chair) 65491 Bay Breeze Rd. North Bend, OR 97459 541-633-0228	District 4	March 2008	December 2014
Ann Glaze 16860 Brown Rd. Dallas, OR 97338 503-831-1288	District 5	January 2005	December 2012 RESIGNED
Don Greene P.O. Box 516 Ashland, OR 97520 541-482-5904	At-large	August 2008	June 2016
Debra Martzahn 1148 SW 9th Street Lincoln City, OR 97367 541-996-1228	At-large	January 2010	December 2013
Sadie Carney 1720 SW 4th Avenue Portland, OR 97201 917-887-8896	At-large	March 2012	December 2015