



Oregon

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Territorial Sea Plan Parts One and Two Rulemaking Work Group

Operating Principles and Guidelines

For the amendment process to operate effectively, it is helpful to agree at the outset on the purpose of the effort and the roles, norms, and procedures the Work Group will use to manage its work.



TSP Work Group Charge – Desired Outcomes

The Land Conservation and Development Commission (LCDC or commission) stewards the Territorial Sea Plan (TSP or Plan) with the Ocean Policy Advisory Council (OPAC) with the assistance of the staff at the Department of Land Conservation and Development (DLCD or department). The work group is charged with providing recommendations to staff on proposed amendments to the Plan that will advance these outcomes:

1. The TSP Parts One and Two will be updated to correct out-of-date information
2. Recommendations from the Offshore Wind Energy Roadmap will be considered when developing language for the Plan amendments
3. Ocean health and climate resilience perspectives will be considered when updating the first two parts of the TSP.

Overview of Work Group Process Role

Oregon's LCDC and OPAC have asked members of a Work Group to provide feedback to staff in amending rules for consideration by the OPAC.

The role of the Work Group is to be:

- Advisory to staff and the Ocean Policy Advisory Council;
- Provide policy feedback and guidance (is not intended to seek consensus);
- Recommend policies, language, and direction to staff;
- Considered “volunteers” by the state and will receive an overview accordingly;
- Supported by DLCD staff; and

- Will comply with open meeting, public record, and ethics laws.

The Figure below provides a diagram of the process for amending the TSP. Both the OPAC and LCDC have the potential to provide guidance on to the amendments to the Plan. The Commission reviews amendments to the Territorial Sea Plan recommended by OPAC and makes findings whether the amendments carry out the policies of ORS 196.405 to 196.515 and are consistent with applicable statewide planning goals (Goal 19 being the most relevant).

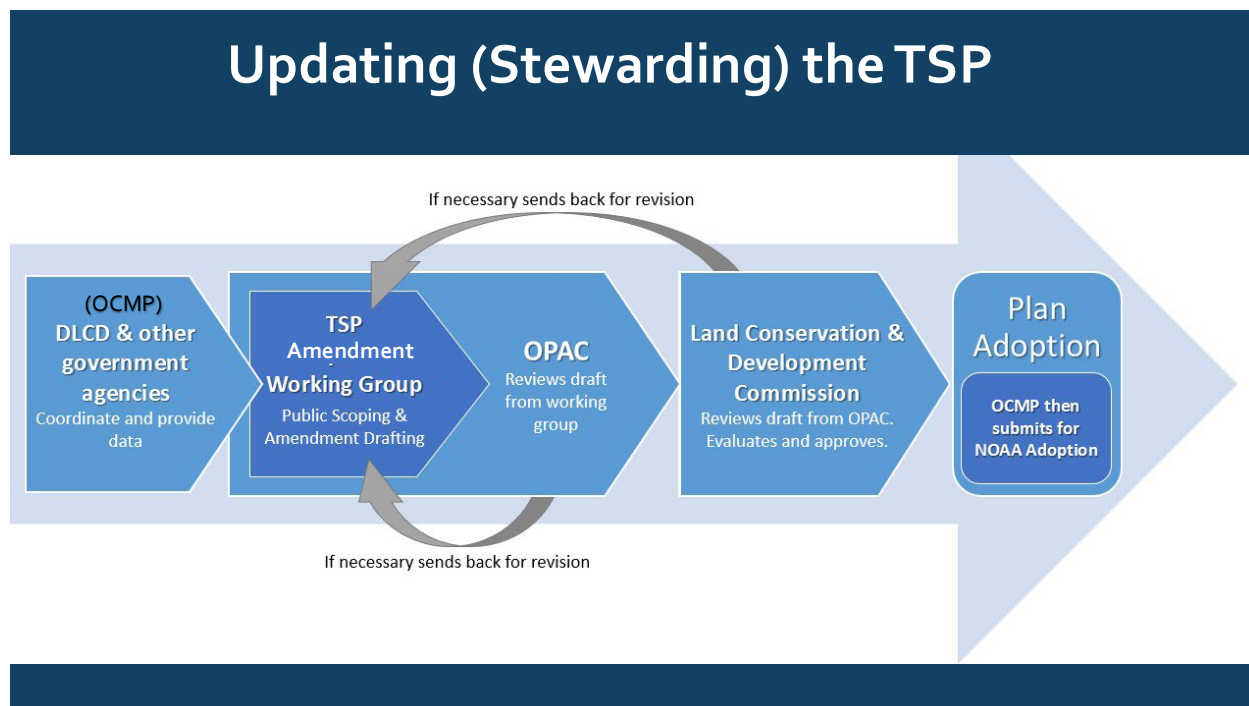


Figure 1. TSP Amendment Process

MEETING PRINCIPLES AND SUGGESTED GUIDELINES

Good Faith

All members agree to act in good faith in all aspects of the TSP Amendment process. As such, members will consider the viewpoints of other participants and conduct themselves in a manner that promotes respect and collaboration.

Acting in good faith also requires:

- Specific proposals made in open and frank problem-solving conversation not be used against any other member in the future
- Personal attacks and prejudiced statements are not acceptable
- Individuals do not represent their personal or organization's views as views of the advisory committee or department
- Individuals express consistent views and opinions in the advisory committee meetings and in other forums, including contacts with the press (see Section V(B))
- Members bring their lived and professional experience to expand committee members' and staff's shared understanding of the rulemaking topic, and
- Individuals with process concerns will raise them in the committee or with staff directly.

Process Suggestions / Ground Rules

Members agree to apply the following ground rules:

- Honor the agenda and strive to stay on topic
- Speak one at a time – use raise hand to signal you'd like to speak
- Allow for a balance of speaking time – respect time limits
- Bring concerns and ideas up for discussion at the earliest point in the process
- Address issues and questions, not people or organizations
- Seek to learn and understand each other's perspective
- Encourage respectful, candid, and constructive discussions
- Seek to resolve differences and find common ground
- Avoid personal attacks
- Avoid side conversations
- Share preferred personal pronouns as part of name identifier in video calls as one is comfortable doing so, and
- As appropriate, discuss topics together rather than in isolation.

Attendance

Members are expected to make a good faith effort to attend all meetings until a final recommendation is made to staff. The proposed schedule anticipates up to eight Work Group meetings between October 2026 and July of 2027 (Visit the [TSP Rulemaking web page for more information](#)). It is important to have the members attend every meeting so progress can be made.

Summaries

DLCD staff will prepare draft and final meeting summaries. Staff ask Work Group members to communicate any corrections within one week of receiving the draft summary. All final summaries will be posted on the [Rulemaking page of the DLCD website](#) in the TSP Rulemaking section and on the [Oregon Ocean Information website](#).

DECISION-MAKING PROCESS

The TSP Work Group is charged with providing advice to staff regarding recommended amendments to the Territorial Sea Plan Parts One and Two for consideration by the Ocean Policy Advisory Council. The Ocean Policy Advisory Council is responsible for consideration and approval of a set of recommended amendments and transmitting those to the Land Conservation and Development Commission for official approval of the final rule amendments (OAR 660-036) to better implement the Oregon Ocean Resources Management Program.

This body is advisory to DLCD staff. Members will work with staff to present a set of recommendations for consideration throughout the rule adoption process. Though this advisory committee is not a voting body, OPAC's goal in convening this set of diverse and experienced individuals is to receive individual and group guidance for staff on implementable rules. Staff will note and consider the full range of points of view. Staff will work to develop a set of rules reflecting the guidance from members of the Work Group. Committee members are welcome to express their concerns in writing. All communications of this nature addressed to the commission will be included with final recommended drafts for commission review.

ORGANIZATIONAL STRUCTURE AND PARTICIPATION

Membership Agreements

All Work Group members agree to the following:

- Attend meetings, review materials in advance and actively participate in good faith while respecting time constraints, including the need to hear from a diverse set of perspectives on the advisory committee
- Reporting out to and engaging their community groups
- Support the final decision, or communicate concerns in writing so these concerns may be shared with the commission
- Follow through on promises and commitments
- Share all relevant information that will assist the committee in achieving its goals
- Keep their organizations informed of potential decisions and actions;

- Make a good faith effort to notify staff in advance of actions outside the meetings which could affect the proposals, recommendations, or agreements being discussed
- Refer media inquiries about this process to DLCD staff. If a member does speak to the media, Work Group members should be clear to identify that their views are their own, and not those of OPAC or the DLCD
- Approach the discussions with curiosity and a willingness to hear others' views to support joint problem solving
- Bring up issues and concerns for discussion at the earliest point in the process; review and comment on draft and revised rules, impact statements, other associated strategies and documents within the timeframe requested
- Members will send information they want distributed to the Work Group to DLCD staff rather than directly emailing the other members. This helps the Work Group to keep from inadvertently triggering the public meetings law

Land Conservation and Development Liaison

Commissioner Erin Skaar will serve as liaison to the LCDC. The commission will make the final decision on the rules.

Meeting Facilitation

The Work Group meetings will be facilitated by DLCD staff. Staff will ensure members' voices have time to express their view and will help members have meaningful and productive conversations. The role of the facilitator is to:

- Support Work Group members in providing sharing their views and help ensure a balanced process
- Ensure a balance of speaking time
- Ensure members adhere to the operating principles
- Identify/communicate common themes, areas of disagreement, and decision points
- Summarize and relay Work Group member comments, questions, themes, and decision points to LCDC

DLCD Staff

The advisory committee will have assistance from department staff who will support and attend all meetings. Select DLCD staff may sit at the table and advise as needed in the Work Group meetings. Legal questions will be handled by DLCD staff with LCDC's legal counsel as needed.

Withdrawal

Any member may withdraw from the Work Group at any time. Communication about the reasons for withdrawing, if related to the process, is appreciated. Good faith provisions (see Section I(A)) remain applicable to those who withdraw.

MEETINGS AND ADDITIONAL COMMUNITY ENGAGEMENT

DLCD expects a wide range of perspectives will be expressed through Work Group members.

The TSP Work Group meetings are public meetings under Oregon's open meetings laws. Members of the community who wish to make their opinions known to the group are encouraged to submit written comments on the work. Comments will be posted online for staff consideration.

Agendas and Notice

DLCD staff will develop meeting agendas. Agendas will be posted on DLCD's website approximately week before the meeting. Community members may [sign up for notice](#) to stay informed.

Community Participation

Written public comment addressed to staff can be submitted to TSP.Comments@dlcd.Oregon.gov.

When the draft rules are published in the Oregon Bulletin, public comment can be submitted to LCDC. In addition, the Commission will accept written and verbal comments at their October 2027 meeting. LCDC will continue to accept comments up to the close of the comment period, estimated to be November 12, 2027.

All comments received become public records and will be posted to the rulemaking page on DLCD's website. Additionally, all comments become discoverable in a public records request.

ADDITIONAL GUIDELINES

Rights in Other Forums

Participation in a TSP Work Group process does not limit the rights of any member. Members will make a good faith effort to notify staff in advance if another action outside the process is initiated or pursued, which could affect the proposals, recommendations, or agreements being discussed.

Press/Other Public Forums

Work Group members agree to refrain from making negative comments about or characterizing the views of the other advisory committee members in contacts with the press. They also agree not to knowingly mischaracterize the positions and views of any other party, nor their own, in public forums. If contacted by the media, please refer the media to DLCD staff. Members shall make clear, when talking to the media, that the views they are expressing are their own, not of the committee.

SCHEDULE

Given the timeline for LCDC to make decisions on the proposed rules, final guidance from the working group should be reached by July 2027. Please see the [rulemaking webpage](#) for TSP Work Group meeting dates and times.

STAFF INFORMATION

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Jeff Burright, Offshore Wind Energy Roadmap Coordinator

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Amanda Macnab, Administrative Support and Coastal Rulemaking for all Work Group Logistics

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Matthew Hampton, Rules Coordinator and Point of Contact for All Rulemaking Needs

503-983-4092 | Matthew.L.Hampton@dlcd.oregon.gov (any)

Please note: email correspondence should be sent to Andy.Lanier@dlcd.oregon.gov who will then distribute to staff or advisory committee members as needed.