

**City of Creswell**  
**REVISED Citizen Involvement Policies**

June 14, 2007

**LCDC Goal:**       *“To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.”*

**City Objective:**   *The Citizen Involvement Committee will help develop, maintain, and refine programs and procedures that promote and enhance citizen involvement in land use planning to assure compliance with Goal 1 and represent the spirit of the community.*

**Policy 1:**           An active and ongoing citizen involvement program shall be maintained by the City to ensure that all citizens have an opportunity to be informed and involved in the planning process.

**Policy 2:**           The City shall appoint a Committee for Citizen Involvement (CIC) that is independent from all other boards and commissions, and whose function is to educate and facilitate citizen involvement in all phases of land use planning and decision making. The Committee will review the effectiveness of all citizen involvement efforts and make recommendations to the City Council. The CIC shall include a minimum of two (2) city councilors including the Mayor, two (2) planning commissioners, and five (5) citizens-at-large.

**Policy 2A:**        The City shall provide adequate support and resources for the CIC.

**Policy 2B:**        The CIC shall review and recommend revisions, if necessary, to the citizen involvement components for existing and proposed planning projects to ensure that citizens have adequate opportunity to be involved in all phases of the planning process.

**Policy 3:**           The CIC shall conduct open public meetings throughout the planning process. The City shall advertise meetings through the media, at City facilities, and in other ways to provide opportunities for all interested groups and individuals to participate in all stages of the planning process.

**Policy 4:**           The City shall strive to ensure that all public information on land use planning issues is available in an understandable form, is accurate and complete, and is made available to all citizens as soon as possible after receipt of an application. The City shall continue to take advantage of the best available technology for dissemination of this information. The City shall inform citizens concerning land use and planning activities in a number of ways, including but not limited to:

**Policy 4A:**        providing agendas upon request and making them available for public review;

- Policy 4B:: providing a copy of staff reports used in land use hearings upon request and making such staff reports available for public review or purchase;
- Policy 4C: making copies of technical studies and other information used in the decision making process available for public review or purchase;
- Policy 4D: making any of the above information available prior to scheduled meetings and, when possible, provide information electronically upon request;
- Policy 4E: making the official minutes of the Planning Commission and City Council available for public review or purchase.
- Policy 5: City staff shall provide information to citizens and other interested parties concerning all aspects of the City's land use planning program. *Specific information such as noted under Policies 4A – 4E may be made available for purchase or review.*
- Policy 6: The City shall encourage dialogue between developers and citizens in the review of developments, and promote discussions to resolve development issues.
- Policy 7: The City shall provide citizens and community groups with a variety of opportunities to have clear and direct access to the planning process in order to support citizen involvement in all aspects of community planning.
- Policy 8: The City shall encourage the formation of neighborhood groups that could serve as a basis for enhanced citizen participation.
- Policy 9: Once adopted, these statements of policies shall be recognized as Creswell's Citizen Involvement Pan.
- Policy 10: The City shall review and revise the CIC policies as needed.