

CRESWELL COMPREHENSIVE PLAN UPDATE PHASE 1
Citizen Involvement Plan
Draft June 8, 2007

Purpose of Citizen Involvement Plan

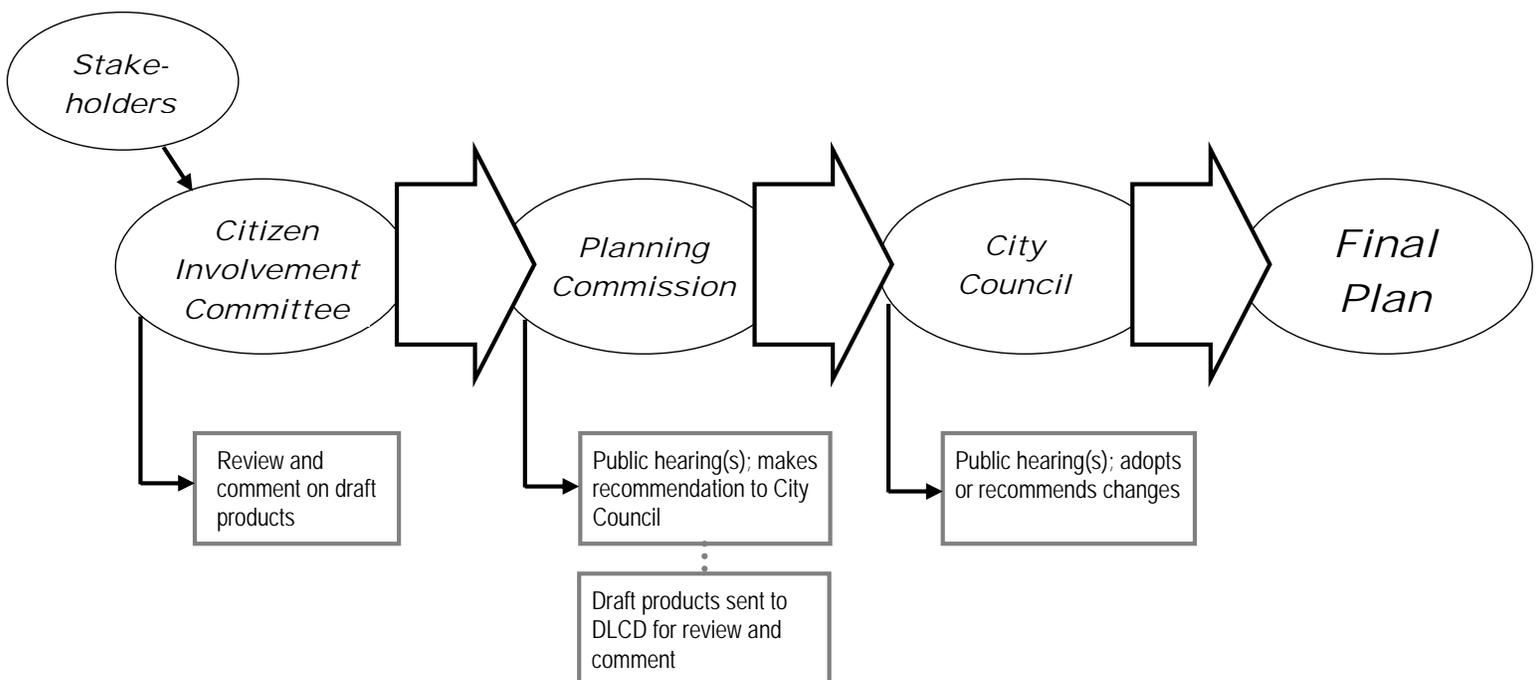
Citizen Involvement is a fundamental component of land use planning in Oregon. It is the first of nineteen statewide planning goals. Keeping with these priorities, this Citizen Involvement Plan (CIP) is one of the first subtasks within Task 1 of the Creswell Comprehensive Plan Update Phase 1 (Update). The purpose of the CIP is to ensure comprehensive community involvement throughout the planning process. Public involvement incorporates public concerns, needs, and values into governmental decision-making. It is two-way communication, with the overall goal of making better decisions that have public support.

Based on this approach, the CIP is designed with two goals in mind. First, the CIP will offer information to the public regarding the project. Second, the CIP will gain input and community perspectives that will be applied to the project.

Decision-making Authority

Decision-making authority for the Comprehensive Plan Update rests with the Creswell City Council, who will hold a public hearing (or more if needed) to adopt the Update. The Planning Commission will hold a public hearing (or more if needed) on the proposed Update and provide a recommendation to the City Council. The Citizen Involvement Committee will make recommendations to both these entities. As required by state law, the Department of Land Conservation and Development (DLCD) will be sent copies of all products for their review and comment.

Process Diagram



Project Participants

- **Citizen Involvement Committee (CIC).** The CIC consists of representatives from the City Council, Planning Commission, Lane Library League, Creswell Parks Board, the mayor, and the community at large. The CIC will hold meetings as needed throughout the project to coordinate tasks, review products and discuss issues, including public involvement polices.
- **Creswell Stakeholders Group.** This group is identified by City staff and consists of citizens, property owners and business owners in and near Creswell who will help shape the development of the project through public workshop participation. Lane County Planning staff will be keep informed of the process.
- **Creswell Technical Resources.** This group includes local, county and state professional who can weigh in and contribute information and resources within their area of expertise including land use planning, housing, economic development, etc.
- **Creswell Planning Commission.** The Creswell Planning Commission will review drafts of the planning materials throughout the project and participate in work sessions as needed and public hearings.
- **Creswell City Council.** The elected Creswell City Council will be involved in the project through staff updates at regular council meetings, work sessions as needed, and public hearings.

Outreach

Materials for review and consideration will be prepared for the CIC, Planning Commission, City Council and other meetings. Draft materials will be reviewed by the CIC prior to distribution. Techniques to share information beyond the groups mentioned above include

- An **Interested Parties Mailing List** will be maintained throughout the process and it will be used to notify those listed of significant events such as small group workshops, public open houses, public hearings, etc. The school district will be included on this list.
- **Public Open Houses** will be conducted to keep the public informed about the status of the project.
- **Newspaper Ads and News Releases** will be prepared and released to the local media prior to all public workshops. This will include the Creswell Chronicle and the Register-Guard.
- **Flyers, Fact Sheets, and Frequently Asked Questions** papers will be prepared and distributed throughout the process (as needed).
- **Website** postings will be completed for all public materials, such as those listed above.
- **Public Hearings** will be held on all changes to the Comprehensive Plan text and map.

- **Networking.** Information about the Comprehensive Plan Update will be distributed to by CIC members to other committees they participate on; this could be e-mail or informal presentations at meetings.

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Meetings and Workshops

Several meetings/workshops will be held throughout the planning process to guarantee clear communication among all interested parties and to review project progress and process.

- **CIC Meetings**
 - Host public workshops (2)
 - Review and comment on information to be presented at the public workshops; review and comment on information that comes out of public workshops
 - Meet and discuss overall process (up to five meetings)
 - Review draft products as needed
- **Public Workshop #1**
 - Participate in small groups to discuss information and gain community feedback on Visioning and Growth Concepts (May 2007)
- **City Council and Planning Commission**
 - Participate in small groups to discuss information and gain community feedback on Visioning and Growth Concepts at Public Workshop #1 (May 2007)
 - Review draft products; provide feedback and direction to staff
 - Hold public hearings
- **Public Open House #2**
 - Review and comment on draft updated Comprehensive Map
 - Review and comment on possible locations for Urban Reserves (if needed)

Meeting/Citizen Involvement Details

- **Meeting Schedule.** Citizen involvement meetings and workshops for the project are timed to coincide with critical points in the planning process in order to gain input and direction from the community/stakeholders.
- **Meeting Promotion.** LCOG and the City of Creswell will work together to disseminate project information to the community and obtaining citizen input, including the promotion of citizen meetings. Effective mechanisms could include direct mailings, posting fliers, announcements and/or display ads in the local newspaper, posting on the City website, e-mail requests, etc. (see also outreach above)
- **Information Materials Regarding Citizen Involvement Plan.** Informational materials will be developed throughout the project to help inform the public about the project. Common issues in land use planning will be presented to encourage questions and feedback. Informational materials will take a variety of forms including those such as brief summaries and announcements, displays in City Hall, fact sheets. LCOG will maintain and make available as desired an interested parties list.
- **Meeting Documentation.** LCOG and the City of Creswell are responsible for recording and distributing minutes from all public meetings. All meeting minutes, sign-in sheets, and public comments collected at meetings (or via phone, e-mail, fax, letter or personal communication to staff or the City shall be recorded. Summaries of

public input will be provided to the CIC. Upon review, the City and CIC will determine what, if any, follow-up or actions are needed to integrate the input into the planning process.

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