

**CITY OF DUNES CITY,
LANE COUNTY, OREGON**

RESOLUTION SERIES 2014, NO. 2 (01/09/2014)

A RESOLUTION ADOPTING THE DUNES CITY CITIZEN INVOLVEMENT PROGRAM POLICY AS THE CITIZEN INVOLVEMENT PROGRAM POLICY FOR THE CITY OF DUNES CITY.

WHEREAS, Goal 1 of the State of Oregon's Statewide Planning Goals and Guidelines, requires the City of Dunes City to develop a Citizen Involvement Program (CIP) that ensures the opportunity for citizen involvement in all phases of the planning process; and

WHEREAS, on October 10, 2013, the Dunes City Council passed Ordinance No. 223 to establish a clear description of Dunes City's Citizen Involvement Program; and

WHEREAS, Ordinance 223 designates the Dunes City Planning Commission as the City's Committee for Citizen Involvement (CCI); and

WHEREAS, the Dunes City Council desires a policy to instruct the City's CCI in its responsibilities and functions for evaluating the CIP and appointing and overseeing Citizen Advisory Committees as necessary; and

WHEREAS, the Dunes City Citizen Involvement Program Policy defines the responsibilities and functions of the CCI; and

WHEREAS, the adoption of the Citizen Involvement Program Policy or any subsequent version thereof may be done by Resolution as needed and determined by the Dunes City Council to fulfill its purpose as required by the City of Dunes City Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF DUNES CITY, OREGON, DOES HEREBY ADOPT THE DOCUMENT TITLED, "DUNES CITY CITIZEN INVOLVEMENT PROGRAM POLICY (01/09/2014)" AS THE CURRENT CITIZEN INVOLVEMENT PROGRAM POLICY FOR THE CITY OF DUNES CITY. SEE ATTACHED DUNES CITY CITIZEN INVOLVEMENT PROGRAM POLICY (EXHIBIT A), WHICH BY THIS REFERENCE IS INCORPORATED WITHIN THIS RESOLUTION.

ADOPTED BY THE DUNES CITY COUNCIL THIS 9th DAY OF JANUARY 2014.

Ayes: 4 Nays: 0 Abstain: 0 Absent: 2 Vacant: 0


Rebecca Ruede, Mayor

ATTEST:


Fred Hilden, City Recorder

DUNES CITY
CITIZEN INVOLVEMENT PROGRAM POLICY

Purpose: The City Council has the responsibility to oversee the Citizen Involvement Program (CIP) to ensure the opportunity for widespread citizen involvement in all phases of the planning process. This Dunes City Council Policy describes how the City Council will oversee the City's Committee for Citizen Involvement (CCI), a component of the CIP. It also constitutes the City Council's direction to the Planning Commission regarding the formation of Citizen Advisory Committees as referenced in the comprehensive plan.

A. Appointment to the Planning Commission. The comprehensive plan designates the Planning Commission as the City's Committee for Citizen Involvement (CCI). In appointing members to the Planning Commission, the City Council will solicit applicants and make appointments toward a goal of achieving a Planning Commission that is broadly representative of geographic areas and interests related to land use and land use decisions. The Commission shall be appointed in an open, well publicized process, including announcements of Commission openings at both Planning Commission and City Council meetings, posting of notice at City Hall and the local post office, notice on the City's website and publication in the local newspaper for at least two weeks prior to any appointment(s).

B. CCI Responsibility. The Planning Commission in its role as the CCI is responsible for assisting the City Council with the development of a program that promotes and enhances citizen involvement in land use planning, assisting the implementation of the citizen involvement program, and evaluating the process being used for citizen involvement. These CCI responsibilities will be carried out in, at least, the following ways:

1. Providing annual feedback to the City Council on the effectiveness of the City's CIP that will be included in the October annual report. The City's CIP Evaluation will be placed on the Planning Commission's agenda each year for their September regular session, with emphasis on citizen input regarding the City's CIP.

2. Prior to making a recommendation to the City Council on a proposed change to the City's Comprehensive Plan and/or land use regulations, the Planning Commission will consider whether or not the proposed change

warrants formation of a Citizen Advisory Committee (CAC) to supplement the City's notice and public hearing process to ensure adequate citizen involvement.

3. Citizens Advisory Committee(s). When directed to appoint a CAC by the City Council, or when the Planning Commission otherwise determines that the formation of a CAC is warranted, the Planning Commission will appoint a group of citizens as the Citizens Advisory Committee (CAC), organized to provide citizen input on proposed changes to the Comprehensive Plan and/or land use regulations. A CAC is fluid and will be appointed or reappointed for each proposed change in which the Planning Commission is required to seek public input. As CACs are assigned specific tasks, multiple CACs may be in existence at any one time. Dunes City Staff will ensure compliance with Public Meeting Law and Goal 1 requirements for publicizing each meeting it adjudicates, including posting of notice at City Hall and the local post office, notice on the City's website, and publication in the local newspaper for at least two weeks prior to any appointment(s).

The Planning Commission will clearly define the task(s) of a CAC, including the expected date of completion. The Planning Commission will also provide the authority of the CAC to provide the Planning Commission with recommendations independent from Dunes City Staff. Each shall have a chairperson appointed by the Planning Commission or, if not, by the CAC. Dunes City Staff will provide administrative support.

4. When a CAC is formed, the Planning Commission will request City Staff to work with the CAC members to determine a meeting schedule and to publicize the meeting(s) with an accurate description of the proposed change to the City's Comprehensive Plan and/or land use regulations and the date, location and time of the meeting(s). Basic minutes (including the results of any votes taken) or an audio recording shall be prepared for all CAC meetings. A copy of the minutes or recording and the meeting notice, together with the locations to which it was posted and published, will be forwarded to the City Council and the Planning Commission. The notice will give the various modes of contact with the City for citizen queries. Responses to citizen queries will be sent promptly and copied to the City Council and the Planning Commission.

5. The CAC will be informed of the meeting time and provided with any technical information to be considered. Such technical information will also be made available to citizens who request it.

6. Recommendations from the CAC are to be forwarded to the Planning Commission and will be retained and made available for public assessment. Citizen responses to CAC recommendations will be encouraged.