

Resolution No. 399

A RESOLUTION REPEALING RESOLUTION NO. 186 AND RE-ESTABLISHING A CITIZEN INVOLVEMENT PROGRAM FOR THE CITY OF BROOKINGS.

Section 1. Purpose. The purpose of the Brookings' citizens involvement program is to assure that citizens of the community have an opportunity to be meaningfully involved in all phases of the land use planning process, and to provide an open forum for the presentation and discussion of differing opinions and points of view.

Section 2. Committee for Citizens Involvement (CCI).

A. Membership. The City of Brookings Planning Commission shall be the Committee for Citizen Involvement.

B. Responsibilities.

1. The Committee is charged with the responsibility to develop the Citizens Involvement Program, and to periodically evaluate the effectiveness of the program.
2. Every 12 months beginning November 1, 1986, the CCI will undertake an evaluation of the Citizens Involvement Program and will report the results to the Mayor and City Council, the County Planning Coordinator and the State's Citizen Involvement Advisory Committee.

The method of the survey shall be to contact those citizens and groups who have participated in the process and seek their evaluation of effectiveness of the program by means of a survey questionnaire. Any problems noted in the involvement program will be considered and appropriately responded to.

Section 3. Citizens Involvement.

A. Citizen Advisory Committee (CAC).

1. **Membership.** The membership of the CAC is open to all residents within Brookings and its urban growth boundary with no limitation of number of participants.
2. **Responsibilities.** The Citizens Advisory Committee shall have the opportunity to be involved in all phases of the planning process, including participation in the preparation of and the revisions to the Comprehensive Plan and implementing measures, plan content, plan adoption, and minor and major revisions to the plan and

implementing measures.

3. Meetings. Meetings of the Citizens Advisory Committee will be publicized in the local media as to date, time and place, and a general description of the topic of discussion. Meetings will be organized by the city at such times as material pertaining to the Comprehensive Plan and implementing measures is completed and available for public review and comment.
4. Technical Information. The Citizens Advisory Committee will have access to all technical information and data utilized in the preparation of draft land use planning proposals for the Comprehensive Plan and implementing measures. Such technical information will be available for public inspection and the city will solicit public comment on the data. City planning staff representative(s) will be available to present and interpret such technical information at meetings organized for that purpose.
5. Communication. All meetings concerning the Comprehensive Plan and implementing measures will be publicized by articles, notices or news items which shall be made available to local communications media. All meetings will be open to the citizens of Brookings urban area. An opportunity to participate in the discussion at such meetings will be given to all those in attendance. The input given will be considered and responded to in the form that seems most appropriate.
6. Citizen Influence. As previously stated, the City will take positive steps to involve citizens in all phases of the planning process. This involvement will be more than simple communication of what is occurring and will assure that those who participate are listened to and that their input will influence the outcome of the planning decisions to be made.
7. Feedback Mechanisms. The Citizen Involvement Program evaluation at 12 month intervals is one of the major mechanisms the City will use to assure feedback. But feedback will occur throughout the process and in several ways. Specifically, verbal responses by elected officials to questions by citizens at public meetings constitutes valid feedback. Such feedback will, of course, be documented through keeping minutes of the meetings. Other feedback will occur through written responses.
8. Financial Support. As an integral part of the planning budget, funding for the Citizens Involvement Program will be provided by the City, whether by providing in-kind services or by providing technical services of a planning staff representative. This funding is qualified to the extent that revenue resources of the city are available for planning purposes as determined by the City Council on an annual basis.

Section 4. Repeal. Resolution No. 186 is hereby repealed in its entirety.

PASSED by the City Council of the City of Brookings and signed by the Mayor this 16th
16th day of March, 1987.

Original Signed by Bob Kerr
Bob Kerr
Mayor

ATTEST:

Original signed by Beverly Shields
Beverly S. Shields
City Recorder