

CITY OF SPRINGFIELD
CITIZEN INVOLVEMENT PROGRAM

June 11, 1990

INTRODUCTION

The City of Springfield encourages citizens to participate in City government. The City recognizes that citizen involvement fosters good government decision-making and builds trust in the community. In the spirit, the City of Springfield provides this citizen involvement program to create and maintain a positive climate of knowledge and understanding about City government decision-making.

Springfield's citizen involvement program is designed to afford opportunity for all citizens to participate to the greatest extent feasible in all phases, and at all levels, of the City's public decision-making process. The scope of the program includes two major sections: I. General Citizen Involvement; and II. Land Use Planning. The Land Use Planning section provides an overview of how the City will provide for citizen participation in land use issues and describe the Involvement section describes how the City will provide for citizen participation in other general City issues through public information and community outreach programs.

I. GENERAL CITIZEN INVOLVEMENT

The General Citizen Involvement section describes how the City will provide for citizen participation in general City issues through public information and community outreach programs. The City's Communications Manager maintains section I of the citizen involvement program and is given the general charge to review the City's public information and community outreach programs beyond those related to land use planning. To accomplish this directive, the role of the Manager includes the following additional specific tasks:

- A. To assist in developing and reviewing City-wide policies and plans regarding public information and participation, including:
 - 1. Policies for producing public meeting announcements and agendas which encourage citizen input, especially policies related to timing and format; and
 - 2. Ways of communicating issues to the public early in the decision-making process.
- B. To examine the use of statistically reliable citizen surveys, occasionally schedule council meetings in different locations, and explore ways to better use able TV access for City Council communications.
- C. To establish and maintain a communications program with the goals to provide accurate information; attract attention to and support for the City; and promote awareness and understanding of City services, policies and projects.
- D. To provide a program encompassing public information, media relations, community relations, publications, citizen participation and special events. The key objectives of the program should include:
 - 1. Establish and encourage open channels of communication between the City and its publics;
 - 2. Increase personal outreach by the City Manager, department heads, City staff, Mayor and City Council;
 - 3. Advise City Council and staff about media relations customer service and communications issues;
 - 4. Ensure an accurate flow of information about City government programs, activities, services, policies and issues;
 - 5. Foster an environment for citizen involvement and community pride;
 - 6. Strive to maintain a positive climate of knowledge and understanding about City government operations;
 - 7. Develop greater public awareness and support for City services;
 - 8. Maintain a positive working relationship with the news media;

II. LAND USE PLANNING

This section of the citizen involvement program relates to citizen involvement in land use planning. Springfield had development a comprehensive approach to citizen involvement, providing the citizens of Springfield's portion of the Metropolitan Area General Plan boundary multiple opportunities to influence the land use planning decision-making process. Each opportunity for citizens involvement reflects different types of activity, which, when taken together, provide a comprehensive citizen involvement program. The opportunities for involvement are: city-wide; neighborhood associations; planning advisory committees; other groups, individual s and agencies, and regional. The opportunities for involvement are described below.

A. City-wide Involvement

City-wide involvement provides for widespread citizen involvement in all phases of land use planning process. A component of widespread citizen involvement shall include an officially recognized Committee for Citizen Involvement whose members selected by an open, well publicized public process. City-wide involvement also includes other citizen committees which are involved in the development and implementation of land use plans and decisions.

1. Springfield Committee for Citizen Involvement (CCI)

The Committee for Citizen Involvement is the Springfield Planning Commission, whose members are nominated by the Mayor or Councilors, and then confirmed, by the Mayor and Council in a well-publicized public meeting. The CCI maintains section II of the citizen involvement program for the City of Springfield to ensure adequate opportunity for citizens to be involved in all phases of the land use planning process.

a. Purposes and Responsibilities of the CCI

The primary purposes of the Committee for Citizen Involvement are to promote and enhance citizen involvement in the planning processes of the City. The CCI is responsible for assisting the City with the development, implementation and evaluation of the citizen involvement program. The eight basic components of the land use planning section of the citizen involvement program are listed below.

- (1) To provide widespread citizen involvement;
- (2) To appoint planning advisory committees and adopt committee bylaws;
- (3) To ensure effective two-way communication with citizens;
- (4) To provide the opportunity for citizens to be involved in all phases of the planning process;
- (5) To assure that technical information is available and in an understandable form;
- (6) To assure that citizens will receive a response from policymakers;
- (7) To ensure that citizen recommendations are considered in the decision making process.

- (8) To recommend funding for the citizen involvement program.

b. General Charge of CCI

The general charge of the CCI is to review and approve citizen involvement strategies for compliance with the required components of the citizen involvement program for land use planning issues in the following three areas.

- (1) The preparation, revision and adoption of comprehensive plans, special purpose plans, and refinement plans. In this context, the citizen involvement program must provide the opportunity to participate in the development of technical information and in the process of plan development; provide the opportunity to review and recommend changes to proposed plans both prior to and during the public hearings; and must provide an opportunity to learn why policy choices were made; and
- (2) The preparation and adoption of legislation or other programs necessary to implement adopted plans. In this context, the citizen involvement program must provide the opportunity to participate in the preparation and adoption of such legislation or programs; and
- (3) The making of land use decisions under adopted plans and implementing ordinances. In this context. The citizen involvement program must provide informative and timely notices, the opportunity to be heard, and the opportunity to know the decision reached and the bases for that decision.

c. Specific Tasks of the CCI

- (1) To review the formation of neighborhood associations and forward recommendations to the City Council for their recognition by City.
- (2) To select and appoint members to planning advisory committees and to adopt committee bylaws.
- (3) To review, analyze, and evaluate existing processes used to encourage citizen involvement during the formulation and adoption of major policies, legislation, and subsequent involvement when those policies or legislation are implemented.
- (4) To initiate review of the citizen involvement program during the last calendar quarter of each year.
- (5) To present annual reports to the City Council and State Department of Land Conservation and Development, containing a review of the program, specific documentation illustrating how the implementation of the program meets the six required components mentioned above, and recommendations for revisions of the processes and documents described in the mentioned specific tasks.

2. Other City-wide Committees

Other citizen committees which are involved in the development and implementation of land use plans and decisions include the Historic Commission and the Community Development Advisory Committee. These groups include citizens appointed by the City Council after an open selection.

B. Neighborhood Association Involvement

Neighborhood association may form to address issues affecting the neighborhood. The activities of Springfield's neighborhood associations and their relation to City government are found below in the Neighborhood Association Program.

Neighborhood Association Program

1. Recognition- To be recognized but the City, a neighborhood association must be reviewed by the Committee for Citizen Involvement and approved by the City Council. The proposed association bylaws, membership and geographic area must first be reviewed by the Committee for Citizen Involvement which then forwards its recommendation to the City Council for final action. In order to be officially recognized by the City Council, a neighborhood association must do the following:
 - a. Make a written request to the Committee for Citizen Involvement and the City Council for recognition. The Following items must accompany the request: 1) a copy of the association's bylaws; 2) the name and address of its designated representative for receipt of notices and other communications; 3) the names and addresses of the association's officers and board members; and, 4) a petition supporting the request with at least ten signatures of neighborhood residents.
 - b. The neighborhood association shall have bylaws. The bylaws shall:
 - (1) Include the proposed physical boundaries of the neighborhood. The boundaries proposed by the neighborhood association may include incorporated and unincorporated areas within the Metropolitan Urban Growth Boundary. Further, such association boundaries shall not include areas within the City of Eugene planning jurisdiction or within other neighborhood association boundaries.
 - (2) Provide for a democratic organization which elects officers periodically or specified terms and encourages the rotation of those officers.
 - (3) Define the relationship between the officers and the membership as a whole.
 - (4) Provide for membership which is at least open to all residents. 18 years of age or older, who live within the neighborhood. Membership fees must not be required. Voluntary contributions, however, may be used as a source of revenue.
 - (5) Include criteria for voting.

(6) Provide that all meetings be open to the public and well publicized in advance.

c. Show that the proposed bylaws were made generally available within the neighborhood prior to the official adoption of the association charter.

2. City Responsibilities

The responsibilities of the City to the neighborhood association are:

- a. 1) Promptly refer applicable matters to the neighborhood association ensuring adequate time for association review early in the decision-making process; 2) Referred matter shall contain: a) the time frame for receiving association comments, b) the deadline for submitting neighborhood association proposals to be attached as exhibits to applicable staff reports; and, 3) the specific opportunities for neighborhood participation in meetings or hearings regarding the matters.
- b. Refer matters affecting the neighborhood to the association for review and comment, including matters with respect to land use, Metropolitan Plan Designations, zoning, parks, open space and recreation, annexation, housing, community facilities, transportation and traffic, capital improvement programing, Community Development Block Grant programming, public safety, sanitation and other activities and public services.
- c. Provide technical assistance and public information to help the neighborhood association understand the issues and develop neighborhood proposals regarding matters described above.
- d. Give consideration to neighborhood association proposals during the decision-making process. Written neighborhood response to a referral shall be attached as an exhibit to the applicable staff report if received by the City two days prior to the report mailing deadline; otherwise, the written neighborhood response shall be presented as an exhibit at the time of the public hearing of the decision-making body.
- e. Provide assistance to the neighborhood association by mailing notices for four (4) general association meetings per year. The City will, upon written request from the designated neighborhood association representative or an officer, and receipt of an accurate, legible mailing list, providing notice of the meetings. The request must be made to the City at least 10 days prior to each meeting.

3. Neighborhood Association Responsibilities

The functions and responsibilities of the neighborhood association are:

- a. To advise the City Council, Planning Commission, and other City boards, commissions, departments and officials on issues of concern to the neighborhoods.
- b. To respond to referrals from City departments and other agencies on proposals which affect the future of the neighborhoods.

- c. To work with planning advisory committees in developing refinement plans or reviewing other special City land use projects and citywide land use issues.
- d. To maintain effective communications with the people in the neighborhood and citywide concerns and can participate in their resolution.
- e. To develop neighborhood proposals with respect to land use, Metropolitan Plan designations, zoning, parks, open space and recreation, annexation, housing, community facilities, transportation and traffic, capital improvements programming, community Development Block Grant programming, public safety, sanitation and other activities and public services which affect the neighborhood. The neighborhood association may contract for professional services at its own expense to help develop its proposals.
- f. Be informed and familiar with the issues of the neighborhood and the views and opinions of the people within the area, and be able to fairly represent those views.
- g. Be reasonable and timely in advising the City in order to facilitate the decision-making process.
- h. Comply with all provisions of the adopted neighborhood association bylaws, its officers and Board members, the name and address of the representatives for receipt of notices and other communications, and the membership mailing list.

4. Meeting Procedures

- a. Provide that all general, subcommittee and executive meetings are open to the public. Written notice of each general membership meeting specifying the time and place shall be given to association members reasonably calculated to give 24 hours' notice prior to each meeting. Notice for subcommittee and Executive committee meetings may be given verbally at general membership meetings.
- b. Provide that all meetings shall be recorded or have written minutes. A verbatim transcript is not necessary, but the minutes must include:

General Membership Meetings-

- (1) All motions, proposals, resolutions, orders and measures proposed and their disposition;
- (2) The results of the votes recorded by numbers;
- (3) The substance of any discussion of any matter.

Executive and Subcommittee Meetings-

- (1) The members present; and,

- (2) The results of the votes recorded by numbers.
5. **Liaison**- A neighborhood liaison staff person will provide a communication link between the City and neighborhood associations, coordinating staff assistance, referrals, mailing and other communication and information.
 6. **Revocation of the Charter**- The City Council may revoke the Charter of any neighborhood association that fails to comply with the bylaws of the association.
 7. **Inactive Status**- A neighborhood association that has been active for at least one year may apply for inactive status when it cannot maintain active membership. The association shall make application to the Committee for Citizen Involvement who will review the request and forward its recommendation to the City Council for final action. To resume active status the association must submit the signatures of at least 10 residents of the neighborhood who support reactivation. If the neighborhood boundaries or bylaws are changed, then the association must follow the requirements of subsection 1 above.

C. Planning Advisory Committee Involvement

A refinement planning process shall include the formation of a planning advisory committee to work with staff in developing refinement plans for review by the Planning Commission and adoption by the City Council. The Committee for Citizen Involvement shall select and appoint the members of the advisory committee. To the extent possible, the advisory committee should represent the fivers interests of the citizens of the affected planning area. The Planning Commission or the City Council may also form planning advisory committees to review special City land use projects and City-wide land use issues. The activities of Springfield's planning advisory committees and their relation to City government are set forth below in Planning Advisory Committee Program.

D. Planning Advisory Committee Program

1. **Recognition**- The planning advisory committee shall be officially appointed by the Springfield Committee for Citizen Involvement. The committee shall be selected in a public meeting after an open recruitment process. The recruitment proves shall include advertising in the local paper, notification to interested parties and neighborhood associations and announcements over the radio and on television.
2. **Organization**- It is the intent of the City to involve as any citizens with varying viewpoints in the planning process as practically possible. Generally, the planning advisory committee should have a membership comprising citizens-at-large and ex officio members representing various issues and different geographic areas.
 - a. **Citizens-at-large**- In determining composition of the committee, the CCI may give consideration to citizens from different geographic sectors of the planning area and interest groups and organizations concerned about the issues of the planning area. To the greatest extent possible, the citizens should represent all geographic sectors within an adjacent to the planning area boundaries.

The citizens selected for the planning advisory committee should also be representative of the varied interest groups and organizations concerned about the issues of the planning area. The City may choose to conduct

public forums in planning area to help identify the major issues and interest groups prior to selecting and appointing the planning advisory committee.

Where applicable, the membership of the planning advisory committee should include a citizen from each of the following categories: homeowners, landowners, renters, neighborhood associations and business owners.

- b. Ex officio members- ex officio, non-voting members may be appointed to the committee to facilitate communication between the City and the committee and to provide support for the technical aspects of the planning issues. Ex officio members may include City Councilors; Planning Commissioners; staff members and in the event the planning area contains unincorporated land, County Commissioners.

3. Meetings

- a. The planning advisory committee shall adopt bylaws at the first meeting. The bylaws shall be forwarded to the Committee for Citizen Involvement for review and approval.
- b. A chairperson and vice-chairperson shall be elected by the voting members of the committee at the first meeting.
- c. All votes by the committee shall be decided by a simple majority of those present.
- d. All meetings shall be open to the public. Notice of each meeting shall be given to planning advisory committee members and interested persons at least 10 days prior to the meeting.

Written notice of public forums shall be provided to all property owners and residents of the affected planning area and interested persons at least 10 days prior to the forum.

Planning advisory committee meetings and public forums shall be noticed in the local paper at least 5 days prior to the meeting or forum.

- e. Provide that all meeting shall be recorded or have written minutes.

4. Responsibility of the Committee

- a. Advise the Planning Commission on land use issues which affect the planning area.
- b. Recommend a draft plan or report to the Planning Commission that has the endorsement of a majority of members on the committee. Minority draft plans and reports are permitted.
- c. Be informed and familiar with the issues of the planning area and the views and opinions of the people within the area, and be able to fairly represent those views. The planning advisory committee may conduct a forum in the planning area to better understand the issues and opinions of the citizens.

- d. Be reasonable and timely in providing recommendations to the Planning Commission in order to facilitate the decision-making process.
5. Liaison- The Planning Commission staff will be responsible for ongoing liaison with the committee. Staff will provide noticed and recordation of the meetings and forums.
6. Status- The planning advisory committee is advisory only and serves at the pleasure of the City. The City shall dissolve the committee upon completion of the planning project; or adoption of the planning proposal or refinement plan by the City Council; or upon finding in a public review that the committee fails to comply with the provision of this program.

E. Other Groups, Individuals, Agencies

To involve individuals or groups not active in other citizen involvement opportunities described in this program. Springfield relies on its public hearing process and coverage of planning issues by the local news media, including newspapers, radio, television and legal notices, to alert as many citizens as possible to current activities in the planning and development of the City. In addition, citizen groups such as the Lane County Homebuilders Association, League of Women Voters, the Chamber of Commerce, the Downtown Development Association, and others receive notice and information on applicable planning issues and public review processes.

All City departments and agencies whose activities have land use implications are available to provide assistance to citizens in interpreting and using technical information. Technical reports are made available to Citizens and groups upon request and also are available in the City planning office. City staff persons are ready to attend meetings to explain and work with groups or individuals in developing responses to important proposals. Every effort is made by the City to prepare draft documents that are understandable and are available to the citizens in a timely manner.

As part of the citizen involvement program, Springfield will achieve more effective and broader notification of planning matters to people and groups outside the established citizen's participation framework with the following means: different advertising techniques, posting methods, earlier notices and expanded legal notice areas.

F. Regional Involvement

The Metropolitan Policy Committee (MPC), consisting of elected officials of Eugene, Springfield, and Lane County, has recommended that a Metropolitan Plan Amendment be initiated which would dissolve MAPAC's citizen involvement responsibilities (see note below). The Joint Planning Commission Committee consists of two Planning Commissioners from each of the three jurisdictions. If State approval is granted and these amendments are adopted, this programs will be amended accordingly. Currently, the MPC is coordinating citizen responses to regional planning issues, including:

1. All aspects of major updates of the Metropolitan General Plan in accordance with the plan policies;
2. Proposed major Metropolitan Plan amendments;
3. Status reports on various metropolitan-scale matters, such as monitoring the plan and citizen involvement;

4. Plans or special studies prepared or coordinated by the Lane Council of Governments and having a clear relationship to the Metropolitan General plan;
5. Review of other plans affecting the Metropolitan General Plan;
6. Fulfilling the metropolitan citizen involvement role outlined in the Metropolitan General Plan, including functions associated with major studies, and plan implementation;
7. Review and comment on matters of possible regional significance initiated by the Lane Council of Governments, a member agency, or committee members;
8. Other duties and responsibilities either assigned or approved by Lane Council Governments or its designated policy-making body;
9. Review citizen responses to metropolitan transportation matters related to the Eugene-Springfield Area TransPlan and the ongoing transportation planning process.

Note: The Metropolitan Area Planning Advisory Committee (MAPAC), now defunct, coordinated citizen responses to planning issues at the regional level and made recommendations to the planning commissions of the metropolitan area governments. Its specific responsibilities were to provide advice to the Metropolitan Policy Committee and involve citizens in planning activities.