

DATE OF WORK SESSION: October 7, 2008

TO: Springfield Committee for Citizen Involvement

**TRANSMITTAL
MEMORANDUM**

FROM: Molly Markarian, Planner II

SUBJECT: Citizen Involvement Plan for Glenwood Refinement Plan Update Project

ISSUE: Staff has prepared a Citizen Involvement Plan (CIP) for the Glenwood Refinement Plan Update Project consistent with Springfield's adopted citizen involvement policies and with Statewide Planning Goal 1, *Citizen Involvement*. The draft CIP presents background information on the project, the purpose of the CIP, and proposed strategies to engage the public in the Glenwood planning process. Included with two components of the plan, the Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC), are lists of recommended categories of participants.

DISCUSSION: The purpose of this CIP is to provide the Committee for Citizen Involvement (CCI) with an outline of the general process and strategies proposed to engage the public in the Glenwood Refinement Plan Update Project. Specific details of each component of the plan, including timelines and proposed advisory committee participants, will be presented during a future work session once staff has completed the work plan for the project and recruited potential committee members. At that time, the CCI will be requested to review target completion dates for each strategy and appoint committee members.

The attached CIP has been designed to provide a broad spectrum of occasions for the public to participate in the planning process and to include citizens representing a variety of backgrounds and interests. Two essential elements of the plan are the formation of a CAC and TAC. The CAC presents an opportunity for citizens to communicate with the project team, to provide input, feedback, and guidance to staff, and to forward recommendations to the City Council. The TAC will address the technical aspects of the project and ensure interagency and interdepartmental coordination.

It is crucial to raise awareness of the project early on and at key steps throughout the project and to transmit this information to a large number of citizens. Therefore, the CIP recommends developing a project webpage so that the public can have access to information regarding the project, relevant documents, and meeting announcements. In addition, a newsletter will be produced to disseminate information in a non-electronic format.

A fundamental part of the Glenwood Refinement Plan Update Project is determining what elements of the community's character should be preserved and what changes are needed to support a contemporary vision for Glenwood. The CIP thus includes a survey to engage the public at large in envisioning Glenwood's future. In addition, a series of workshops, focus groups, charrettes, and open houses will be organized to solicit input and feedback on plan elements. Additionally, staff will schedule Planning Commission, City Council, and County Commissioner meetings, open to the public, to update elected officials on the progress of the project and to seek their input and recommendations.

RECOMMENDATION: Staff recommends that the general process and concepts outlined in the attached CIP be approved and that the list of CAC and TAC participant categories be approved.

ACTION REQUESTED: The CCI is requested to review and approve or direct modifications to the proposed CIP, including the proposed CAC and TAC participant categories.

ATTACHMENTS:

Attachment 1: Glenwood Refinement Plan Update Citizen Involvement Plan