

# Franklin Stakeholder Advisory Committee

5:30-7:30 p.m. Tuesday, July 10 – Meeting #1  
Springfield City Hall, Library meeting room  
225 Fifth Street, Springfield

## AGENDA

Meeting purpose:

- Share background information about Franklin Boulevard Study.
- Establish protocols for working together.
- Begin discussion about study goals.

5:30 p.m.	Welcome and introductions	Kristin Hull, CH2M HILL
5:40 p.m.	Project purpose and committee charge	Tom Boyatt, City of Springfield
6 p.m.	SAC protocols <ul style="list-style-type: none"><li>• Role and responsibilities</li><li>• Protocols and decision-making</li></ul>	Kristin Hull, CH2M HILL/SAC
6:40 p.m.	Project overview <ul style="list-style-type: none"><li>• Study area and place names</li><li>• Schedule</li></ul>	Sam Seskin, CH2M HILL
6:50 p.m.	Roundtable: beginning of development of project goals <ul style="list-style-type: none"><li>• This project will be successful if...</li></ul>	SAC
7:25	Public comment	
7:30 p.m.	Close and next meeting <ul style="list-style-type: none"><li>• 5:30-7:30 p.m. Wednesday, July 18 Springfield City Hall, Library meeting room</li></ul>	

# Franklin Boulevard Study Stakeholder Advisory Committee Protocols and Ground rules

DISCUSSION DRAFT 7/10/07

## Charge

The City Planning Commission, acting as the City's Committee on Citizen Involvement, appointed business and property owners, residents, and representatives of agencies and community groups to provide advice and feedback on potential transportation improvements to Franklin Boulevard from I-5 to the Springfield bridges and from the Springfield bridges to Nugget Way.

The Franklin Boulevard Study Stakeholder Advisory Committee (SAC) is charged with providing:

- Individual and group input to the Springfield City Council and Planning Commission on outcomes from the Franklin Boulevard study.
- On-going individual and group input and feedback to the Project Management Team at each study milestone.

The SAC will work to find the highest level of agreement possible among represented interests on project issues.

The goal of the Franklin Boulevard Study is to identify a preferred design concept for Franklin Boulevard from I-5 to Nugget Way including the intersection of Franklin Boulevard and McVay Highway.

## Roles and responsibilities

### Responsibilities

Members of the SWG will:

- Attend eight meetings between July 2007 and April 2008. If a member cannot attend a meeting he or she **can/cannot** designate an alternate to attend in his or her place. The alternate **can/cannot** participate in group decision-making.
- Actively participate in the project by contributing to project meetings and reviewing materials before meetings.
- Abide by the agreed upon meeting guidelines.
- Represent the interests and perspectives of their constituencies.
- Ask questions and seek information to ensure understanding.
- Share differences of opinion on ideas – silence is considered consent.
- Help create an atmosphere in which differences can be raised, discussed, and melded into group decisions. Divergent views and opinions are expected and are to be respected.
- Talk to others in the community to give and receive information about the project.

The facilitator will:

- Ensure that everyone has an opportunity to participate.
- Keep meetings moving and focused on the agenda.
- Start and end meetings on time unless the group agrees to extend the meeting time.
- Provide time for public comment and ensure that public comment is an item on each agenda.
- Enforce SWG protocols and ground rules.

## Draft protocols

### Committee structure

- SAC membership will be approved by the Planning Commission and City Council.
- Members generally include those representing property and business owners, developers, residents, and affected agencies and jurisdictions.
- If a member of the SAC cannot continue to serve on the committee, the Project Management Team will work to find a replacement to ensure that all project viewpoints are represented.
- If it becomes apparent that an important viewpoint is missing from the SAC membership, the SAC, by consensus, can recommend adding a member to the Planning Commission. The Planning Commission must formally approve appointment of all SAC members.

### Meeting guidelines

- Meeting materials will be distributed by e-mail, generally one week in advance of meetings, or mail by request.
- Discussions will be facilitated. Discussions will allow for the development of a consensus, but consensus is not required to move forward. (See Decision-making for more information)
- Meetings will begin and end on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or if an additional meeting should be scheduled.
- Meeting summaries will be prepared and distributed with other meeting materials.
- At the meetings, SAC members will:
  - Share the available speaking time
  - Be respectful of a range of opinions
  - Focus on successfully completing the agreed upon agenda
  - Avoid side discussions when others are speaking
  - Voice concerns and complaints at the meeting, not outside the meeting
  - Strive for consensus
  - Put cell phones on silent
- Facilitator will provide opportunities for brief public comment or announcements relating to agenda items at the beginning or end of each meeting, not to exceed 10 minutes of allotted meeting time with a maximum of 3 minutes per individual without consent of the committee. Time permitting, the facilitator may provide opportunities for public comment at other times of the meeting with the consent of the committee.

### Decision-making

- The SAC will provide strive to reach consensus on project recommendations. Consensus is defined as the point where all committee members agree on the best option for the group even if it is not each committee member's personal favorite.
- If consensus cannot be reached, 2/3 of SAC members must reach consensus for a recommendation to be considered a SAC recommendation. If that threshold cannot

be reached, majority and minority reports will be prepared to represent all viewpoints. The group **does/does not** require a quorum to develop a group recommendation.

- All opinions will be part of the meeting record and will be shared with decision-makers.
- All decisions will be “frozen” unless the committee as a whole reaches consensus that a decision needs to be revisited.

### Communications outside meetings

- SAC members are encouraged to share the committee’s progress with their respective constituencies at meetings, by e-mail or through newsletters.
- SAC members are responsible for providing Tom Boyatt with information that other committee members need to hear.
- SAC members will not undermine the work of the group by initiating contact with the media or officials to advance our opinions or to counter our fellow members’ opinions.
- The Project Management Team will be responsible for distributing information to SAC members, so everyone has the same information. Relevant discussions of project issues should occur at the SAC table, for the benefit of allowing all members and the Project Management Team to be informed and participate.
- Agendas will be prepared for all meetings. SAC members can suggest agenda items by contacting Kristin Hull.
- SAC members will notify Tom Boyatt about any news media inquiries and refer requests for official statements or viewpoints to Tom. SAC members **will not provide comments to the media about this project/will speak only on their own behalf and not on behalf of the group about this project.**

## Franklin Boulevard Study Schedule

Project activities	<ul style="list-style-type: none"> <li>• Establish committees</li> <li>• Develop evaluation framework</li> <li>• Understand existing and future conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Hold design workshop</li> <li>• Identify alternatives</li> </ul>	<ul style="list-style-type: none"> <li>• Analyze and evaluate alternatives</li> </ul>	<ul style="list-style-type: none"> <li>• Committee input on preferred alternative</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Commission recommendation</li> <li>• City Council decision</li> </ul>
	<b>July 2007</b>	<b>August 2007</b>	<b>Fall 2007</b>	<b>Winter 2007-2008</b>	<b>Spring 2008</b>
Public input	<ul style="list-style-type: none"> <li>• SAC meeting #1 and #2</li> </ul>	<ul style="list-style-type: none"> <li>• Public open house</li> <li>• SAC meetings #3 and #4</li> </ul>	<ul style="list-style-type: none"> <li>• Council briefing</li> <li>• SAC meetings #5 and #6</li> </ul>	<ul style="list-style-type: none"> <li>• SAC meetings #7 and #8</li> <li>• Public open house</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Commission hearing</li> <li>• City Council hearing</li> </ul>

# Franklin Boulevard Study Recommendation Process

