



Smithville's Historic Preservation and Design Standards Advisory Committee

Public Participation Logistical Action Plan

Respectfully submitted:

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Approved by HPDS Advisory Committee:

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Guidelines for Effective Public Participation

The Smithville Historic Preservation and Design Standards Advisory Committee intends to use best practices in its efforts to ensure exemplary opportunities for public participation. These include:

- Multiple opportunities to inform and engage the public
- Stakeholder identification and communication
- Distributing written information
- Regular public meetings
- Written comments
- Formal documentation and dissemination procedures
- Annual Report to City Council (and/or as appropriate)

For the purposes of creating a logistical plan from the Best Practices outlined in the accompanying "Public Participation Policy," the HDPS Public Participation Subcommittee has selected the following actions to begin working with the public to establish the necessary two-way means of communications for the best possible outcomes for the historic preservation and general design for the City of Smithville. The success of the public participation program will be evaluated at the end of the year as part of the report to City Council. As capacity grows, new forms of communication may also be added during the year, as described in this document.

Multiple opportunities to inform and engage the public

The intention of the HDPS is to include everyone who wants to be a part of the public process. The Advisory Committee will work to reach out to the public via the following methods:

- Create a presence on the City Website including a means of signing up for notices and offering feedback through email as well as through periodic surveys.
- Submit articles in the Smithville Times describing the Advisory Committee and requesting individuals to notify the committee of their interest.
- Send mailings and newsletters to individual stakeholders, including property owners of historically significant and/or contributing structures.
- Use the City of Smithville Utility Bill to reach out to the community at large.
- Post fliers around town and send to various community organizations and churches.
- Post agenda and any relevant fliers at City Hall.
- Post information about meetings on the Recreation Center's Marquee Sign.

In addition, the Committee will seek the capacity to provide information to interested parties via the following methods in the future:

- Establish email and listserv notifications (as an "opt-in" program).
- As resources and expertise expand, develop a Facebook page.

Stakeholder identification and communication

Identify stakeholders and establish appropriate means of communication with them. Information about potentially interested individuals can come from:

- Suggestions of City Council members, Advisory Committee members, and other well-informed key individuals in Smithville;
- Lists of special interest groups as suggested potentially by the Chamber of Commerce, the Smithville Public Library, or other local organizations; and
- Self-identified individuals who will reach out to the Committee as they learn about its existence and purpose.

Although the Advisory Committee is primarily interested in reaching out and communicating with local individual property owners, it may also be appropriate for other stakeholders to become involved in some instances. These stakeholders may include: preservation professionals; federal, state, and local government officials; elected officials; minority groups and the disabled; and nonprofit/volunteer organization memberships.

Note that this action may lead to the possibility of developing the Listserv or email service listed above.

Regular public meetings

The HDPS holds regular public meetings at City Hall, the Smithville Recreation Center, and other public locations in Smithville. In general, the HPDS will meet on a quarterly basis, but may meet more frequently as needed. Per Open Meetings Act legislation, provides all required notice to the public.

Written comments

The HDPS will seek and collect input from the public through Survey Monkey and related paper surveys / postcard surveys requesting public comments on specific issues or topics when the HPDS determines

that public comments will be appropriate, useful, or necessary to move forward on an issue. These surveys and links to them will be disseminated through the methods identified above.

Formal documentation and dissemination procedures

All of the efforts to collect public information will be documented and provided to the City Council via the Annual Report (see below). This documentation will also be posted to the City's website once reports have been approved by the HDPS and/or City Council as appropriate.

Annual Report to City Council (and/or as appropriate)

The Advisory Committee shall provide an annual report to City Council regarding the Advisory Committee's activities and public input efforts. This document will serve as a means of oversight by the City Council, and will help keep the Advisory Committee on track as it moves forward.

In addition, if the City Council requires information, reports shall be provided as requested and appropriate.

- Once a year in first quarter of the year (January-March), the Advisory Committee will provide a report to the City Council.
 - The first annual report will be in 2019.
 - A timeline/checklist with tasks and targeted deadlines will be established at the beginning of each cycle (April-June); this will be used as the baseline for the annual report.
- The annual report should include:
 - Update on current activities
 - Log of public input events and activities
 - Outcome of review of public participation policy and plan and recommendations for modification if applicable
 - Summary of public input by topic
 - Appendix including meeting notes and all public comment documentation
- Other reports will be provided as requested, necessary, or appropriate.

Summary

The Advisory Committee is concerned with ensuring proper and exceptional opportunities for the public to be involved in the HPDS and the issues and topics it considers. This logistical action plan provides the framework through which the HPDS will interact with the public. This document will be reviewed at least on an annual basis and will be updated as required.

For more information

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