COMMITTEE CHARTER

WALK & ROLL SPRINGFIELD: ACTIVE TRANSPORTATION PLAN

COMMUNITY ADVISORY COMMITTEE

APPROVED BY CAC 10/13/2026

PURPOSE

The purpose for the Walk & Roll Springfield Active Transportation Plan Community Advisory Committee (CAC) is to develop recommendations for the Springfield and Lane County Planning Commissions, the Springfield City Council, and the Lane County Board of Commissioners regarding identifying and addressing critical gaps in Springfield's active transportation infrastructure network, with particular focus on:

- East-west connections, between east Springfield, downtown, the University of Oregon, and Eugene.
- North-south connectivity throughout the active transportation network.
- Bicycle and pedestrian connections to major activity centers.
- Gaps in pedestrian and bicycle infrastructure within Climate-Friendly Areas, where active transportation is essential to supporting mixed-use density and reducing vehicle trips.
- Safety improvements at high-crash locations and along corridors with known barriers.

The CAC role is to ensure that the plan reflects how community members experience the active transportation system in real life, capturing a mix of perspectives and building community ownership of the plan.

CAC members act as ambassadors for the project, spreading the word about this opportunity within their networks, reflecting its significance, and answering questions. The CAC can help the project better reflect community values by encouraging other community members to sign up for the project email list and participate in engagement opportunities including surveys, open houses, and events.

MEMBERSHIP

The CAC is comprised of the members and liaisons of the Springfield Bicycle and Pedestrian Advisory Committee, plus additional working group members whom City staff

have asked to participate [1]perspectives and experiences that reflect the Springfield community. Members who join the process mid-way through are expected to review previous committee work to familiarize themselves.

- While some members reflect particular geographic or interest areas, CAC members participate as individuals, seeking the best solutions for the community as a whole. CAC members are encouraged to communicate with other community members regarding the CAC's work and to report concerns or questions back to the CAC.
- CAC members are expected to bring their personal experiences, perspectives, and interests to their role, and these do not generally need to be disclosed. If, however, the outcome of a discussion would have a significant or disproportionate impact on a member, they should disclose it so that this can be considered as part of the discussion.

CAC membership spans the life of the Walk & Roll Springfield project, from kickoff through Plan adoption. BPAC members will continue to serve in that role after this project is completed.

COMMUNICATION AND MEETING STRUCTURE

- Project staff will try to schedule the project agenda items during the BPAC Regular Meetings (second Tuesdays of even months) when possible but may need to ask the CAC to convene during a BPAC Special Meeting (second Tuesday of odd months or on other dates) to align with project milestones and keep the process on schedule.
- All emails and other forms of communication (text messages, social media, etc.) regarding CAC business are considered public record. As such, they are subject to review from anyone upon request.
- Because CAC meetings will generally align with BPAC Regular Meetings, there may be additional BPAC-specific items on the agenda. Non-BPAC CAC members who choose to remain for the BPAC items may do so only as members of the public and must be called on by the Chair to provide comment or input, consistent with standard public participation procedures.

PROTOCOLS

[1] These additional working group members are not official BPAC members and are considered non-voting guests per BPAC bylaws. They are not granted any BPAC-specific responsibilities or privileges by participating in the Walk & Roll Springfield CAC.

As members of the CAC, we choose to follow the BPAC Bylaws, Protocols and Ground Rules (available on the BPAC webpage: bit.ly/BPACSpfld) when it comes to meeting protocols and decision-making. In addition, we agree to the following guideline:

- Decisions will be respected as final to avoid backtracking, unless the committee as a whole agrees there is sufficient new information to reconsider a previous decision.

EXPECTATIONS OF PROJECT TEAM

In hosting the CAC, the project team, consisting of City staff and supporting consultants, commits to the following:

- As much as possible, CAC meetings will prioritize meaningful discussion, participation, and opportunities for members to engage with one another and the project team.
- Project staff will give as much advance notice as possible to alert members of upcoming meetings and will work to keep CAC members informed of key developments between meetings via email updates.