



City Council Agenda

Mayor
Christine Lundberg

City Council
Sean VanGordon, Ward 1
Hillary Wylie, Ward 2
Sheri Moore, Ward 3
Dave Ralston, Ward 4
Marilee Woodrow, Ward 5
Joe Pishioneri, Ward 6

City Manager:
Gino Grimaldi
City Recorder:
Amy Sowa 541.726.3700

City Hall
225 Fifth Street
Springfield, Oregon 97477
541.726.3700
Online at www.springfield-or.gov

The meeting location is wheelchair-accessible. For the hearing-impaired, an interpreter can be provided with 48 hours notice prior to the meeting. For meetings in the Council Meeting Room, a "Personal PA Receiver" for the hearing impaired is available. To arrange for these services, call 541.726.3700.

Meetings will end prior to 10:00 p.m. unless extended by a vote of the Council.

All proceedings before the City Council are recorded.

November 9, 2015

5:30 p.m. Work Session
Jesse Maine Room

*(Council work sessions are reserved for discussion between Council, staff and consultants;
therefore, Council will not receive public input during work sessions.
Opportunities for public input are given during all regular Council meetings)*

CALL TO ORDER

ROLL CALL - Mayor Lundberg ____, Councilors VanGordon ____, Wylie ____, Moore ____, Ralston ____, Woodrow ____, and Pishioneri ____.

1. Community Development Advisory Committee (CDAC) Interviews.
[Erin Fifield] (35 Minutes)
2. Mobile/Manufactured Home Park Information.
[Courtney Griesel] (20 Minutes)
3. Potential Regulations of Medical and/or Recreational Marijuana.
[Mary Bridget] (30 Minutes)

ADJOURNMENT

AGENDA ITEM SUMMARY

Meeting Date: 11/9/2015
Meeting Type: Work Session
Staff Contact/Dept.: Erin Fifield/DPW
Staff Phone No: 541-726-2302
Estimated Time: 35 minutes
Council Goals: Encourage Economic Development and Revitalization through Community Partnerships

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE: COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC)
INTERVIEWS

ACTION REQUESTED: Interview three (3) candidates for three (3) upcoming CDAC vacancies.

ISSUE STATEMENT: The City is seeking to fill three vacancies on the CDAC, each for a 4 year term beginning January 1, 2016.

ATTACHMENTS: Attachment 1 – CDAC Bylaws
Attachment 2 – Current CDAC Roster
Attachment 3 – Interview Schedule and Questions
Attachment 4 – CDAC Candidate Applications

**DISCUSSION/
FINANCIAL
IMPACT:** The Community Development Advisory Committee (CDAC) advises Council on matters related to the City’s housing and community development activities funded by federal Community Development Block Grant (CDBG) dollars, for the purposes of benefiting low and moderate-income residents and improving downtown. The CDAC recommends annual CDBG funding priorities and allocations to Council in line with the adopted Eugene-Springfield Consolidated Plan.

All three upcoming vacancies have term expirations on December 31, 2015. Two members have served two consecutive full terms, and can’t reapply, per the By-laws. One member resigned this year due to a scheduling conflict.

Council is scheduled to appoint new members during Regular Session on November 16, 2015.

CITY OF SPRINGFIELD
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
BY-LAWS

Article I – Name

This Committee, being duly and officially established by the Common Council of the City of Springfield, shall be known as the “Community Development Advisory Committee”, hereinafter referred to as the “CDAC”.

Article II – Purposes

Section 1. Formal Purposes.

The existence and work of the CDAC are important expressions of the desire for citizen participation in the City’s housing and community development activities, which are supported by block grants from the U.S. Department of Housing and Urban Development. The CDAC will recommend for Council adoption:

- a. Short and long term housing and community development needs, objectives, and priorities listed in the Eugene – Springfield Five-Year Consolidated Plan and Annual Action Plans.
- b. The annual selection of projects and activities to be supported by the Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME) Programs; and
- c. Other plans, policy documents, or items required by CDBG and HOME program regulations and/or which could reasonably be expected to benefit from citizen participation.

Section 2. Extended Purposes.

The CDAC provides a means of citizen involvement in an advisory capacity to the Council in policy decisions regarding the City’s housing and community development needs. The CDAC provides a forum for citizens to assess and comment on all aspects of the City’s community development performance. The CDAC’s responsibilities and authority shall be on-going without a set date of expiration. The CDAC’s responsibilities and roles shall include at least the following:

- a. Ensure that citizen participation is meaningful in all phases of the City’s CDBG and HOME supported housing and community development activities.

- b. Ensure that there is effective communication between citizens and City officials.
- c. Ensure that technical information is available in an understandable form.
- d. Ensure that citizens receive thorough, accurate, and timely information and responses from City policymakers and administrators.

Article III – Membership

Section 1. Membership.

Members shall serve as volunteers without compensation. There shall be eight voting members as follows:

- a. Six citizens who reside within the corporate city limits of Springfield, or within Springfield's Urban Growth Boundary.
- b. One Planning Commission member chosen by the Commission.
- c. One City Council member appointed by the Mayor.

Section 2. Appointment Procedures.

Each citizen member shall be appointed by the mayor and City Council from a list of applicants during an open meeting of the Council. The selection process shall be open and widely publicized. All persons over the age of 18 are eligible for membership. Preference shall be given to persons likely to be affected by projects and activities of the City's community development and housing programs, including persons of low and moderate income, residents of lower income neighborhoods, the elderly, persons with disabilities, members of racial and ethnic minority groups, and female heads of households.

Section 3. Tenure.

- a. Terms of citizen members shall be for four years and shall expire on the 31st of December. Three terms shall expire every two years.
- b. No citizen member shall be appointed to more than two consecutive full terms, except the Planning Commission and City Council representatives shall serve at the pleasure of those respective bodies.

- c. A member originally appointed to fill a vacancy created by a resignation or dismissal may serve the unexpired portion of that term as well as two consecutive full terms subsequently.
- d. A member who moves outside of the City's Urban Growth Boundary shall be deemed to have resigned.

Section 4. Ex-Officio Members.

An ex-officio non-voting member of the CDAC shall be the City's Community Development Analyst or the designee of the Community Development Analyst. Other ex-officio members may be appointed to the CDAC by the City Council upon the nomination of the CDAC.

Section 5. Officers.

A Chairperson and Vice-Chairperson shall be selected annually by the voting members from their number. The Community Development Analyst or assigned staff shall act as recorder of the minutes and perform other staff work as necessary.

Section 6. Voting.

- a. Each voting member shall be entitled to one vote on all motions or other official actions presented for consideration at meetings at which the member is present.
- b. Proxy voting is not allowed.

Article IV – Meetings

Section 1. Calling of Meetings.

Meetings may be called by the Chairperson, Vice-Chairperson, Community Development Analyst, or a quorum of the membership. Advance written notice of the time and place of meetings shall normally be mailed to all members. A member may waive notice of meeting, and the attendance of a member at a meeting shall constitute such waiver of notice.

Section 2. Conduct of Meetings.

- a. Official action may be taken at a meeting whenever a quorum of the membership is present. A simple majority of the currently appointed voting members shall constitute a quorum.

- b. An act of a majority of a quorum present at any meeting shall constitute an act of the CDAC.
- c. All meetings shall be conducted in accordance with Robert's Rules of Order, newly revised, unless otherwise provided.
- d. Meetings shall be presided over by the Chairperson. In the absence of the Chairperson, the Vice-Chairperson shall preside.
- e. All meetings shall be conducted in compliance with ORS, Chapter 192, regarding public meetings.

Article V – Staffing

- a. The City will assign staff to administer the Community Development Block Grant and the HOME Investment Partnerships Programs and to assist the work of the CDAC.
- b. All staffing roles and necessary financial support will be determined by the City Council taking into consideration recommendations of the CDAC.

Article VI – Subcommittees

Section 1. Subcommittees.

- a. Subcommittees as needed shall be appointed by the Chairperson.
- b. Members of a subcommittee shall serve until the work of the subcommittee is completed or until their successors have been appointed.
- c. Members of a subcommittee need not be members of the CDAC except that at least one member of each subcommittee shall be a voting CDAC member.
- d. Ex-officio CDAC members shall also serve as non-voting ex-officio members of all CDAC subcommittees.
- e. The CDAC may dissolve subcommittees or remove individual subcommittee members with or without cause.

Section 2. Subcommittee Officers

Each subcommittee shall have a Chairperson appointed by the Chairperson of the CDAC.

Section 3. Subcommittee Meetings.

Meetings may be called by the Chairperson of a subcommittee and shall be conducted in the same manner as meetings of the full CDAC.

Article VII – Removal of Members

Members shall serve at the pleasure of the appointing authority and as specified herein. Removal for non-attendance shall be based on the following:

- a. All Community Development Advisory Committee appointees serve at the pleasure of the City Council. A position shall be vacated by the Council when the appointee has two or more consecutive unexcused absences from the committee meetings in any twelve consecutive month period. (Section IX (5) 5.5) of the Council Operating Policies)
- b. The CDAC may recommend to the City Council dismissal and replacement of a member whose attendance record over a period of time is deemed to be unacceptable to the Committee.

Article VIII – Amendments to By-Laws.

- a. These by-laws may be amended by an affirmative vote of two-thirds (2/3) of the current voting membership, subject to the concurrence of the City Council.
- b. Written notice of proposed amendments and the nature thereof shall be given to the membership at least five days prior to the date of the meeting at which the proposed amendments are to be considered.

Adopted: July, 1980

Amended: October, 1981
October, 1982
December, 1984
April, 2006
February, 2015

City of Springfield Community Development Advisory Committee

Name/Address	Appointed	Reappointed	Expiration
Christine Lundberg Mayor 127 Woodlane Drive Springfield OR 97477	At will of City Council		
Tim Vohs Planning Commissioner 3708 Cherokee Dr Springfield OR 97478	At will of Planning Commission		
Robyn Sattler <i>Chair</i> 1133 Delrose Drive Springfield OR 97477	11/13/2007	12/5/2011	12/31/2015
Michael Heckard <i>Vice Chair</i> 1807 10 th St Springfield OR 97477	12/7/2009	1/6/2014	12/31/2017
Karen Hageman 773 S. 57 th St Springfield OR 97478	12/5/2011		12/31/15 <i>Resigned</i> <i>3/26/2015</i>
Judy Harold 641 City View Blvd Springfield OR 97477	11/13/2007	12/5/2011	12/31/2015
Shirley Glover 3649 Douglas Dr Springfield OR 97478	1/6/2014		12/31/2017
Christine Stole 2241 8 th St Springfield OR 97477	1/6/2014		12/31/2017
Erin Fifield , Ex Officio Community Development Analyst	-----	-----	-----

CDAC Interview Schedule & Questions

November 9, 2015

Schedule (5:30 – 6:04)

5:30 Council preparation of interview questions

5:35 Interview of Martha Brandl

5:43 Interview of Scott Chase

5:51 Interview of Isabelle Mathews

5:59 Council deliberation

Questions for Candidates (approx. 1 min/question)

1. Why are you interested in serving on the Community Development Advisory Committee (CDAC)?
2. Describe your professional and personal experience as it relates to your desire to become a CDAC member.
3. Describe your familiarity with Springfield's affordable housing and community needs resources.
4. What is it about affordable housing and community development that interests you most?
5. What skills and abilities do you bring that will contribute to an effective community advisory committee?
6. Describe your style of communication and your approach to consensus-making.
7. What does an economically and socially vibrant Springfield look like to you?



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

PLEASE NOTE:

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- When appointing people to any of the other city boards, commissions or committees, the Council shall take into account whether that person is being reappointed for a subsequent term, is currently serving on another governing body or currently appointed to another city board, commission or committee.
- When possible, the Council will appoint people to serve on one City board, commission or committee only.

Board / Commission / Committee applying for:

Community Development Advisory Committee

(A separate application must be completed for each board / commission / committee)

Name: Martha C Brandl
 First Middle Initial Last

Home address: 2305 Don St Springfield 97477
 Street City Zip

Mailing address: same
 Street City Zip

Day Phone: 502-432-4452 Evening phone: same

Email Address: martha418@hotmail.com

Preferred Form of Contact: Day Phone

Do you live within the Springfield city limits? Yes No \Rightarrow If yes, how long? Feb 2015
 If no, do you live inside Springfield's Urban Growth Boundary? Yes No

Ward number (City residents only): 1

Are you a Springfield property owner? Yes No
 Are you a Springfield business owner? Yes No
 Are you a registered voter? Yes No

Occupation: Civil Engineer Place of employment/School: US Army Corps of Engineers

US Army Corps of Engineers

Business address: 211 E. 7th St, STE 220, Eugene, OR 97401

Education: Masters in Civil Engineering, University of Louisville, KY

Are you currently serving on any other board, committee, or commission? If so, please list them here:
No

How did you hear about the above vacancy?
 Newspaper ad Newspaper article Radio/TV Mail notice
 Word of mouth Board/Commission/Committee member Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700
 Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

I have a Masters in Civil Engineering with a discipline in Transportation. And while the Public Works Division may not need an engineer to be apart of the board, my understanding of the level of effort for construction projects will apply. In my current position, I am tasked to weigh projects and ideas against public need, cost to perform, risk, and project longevity. I understand working within budgets, time lines, and identifying 'larger picture' developments.

2. What specific contribution do you hope to make?

I hope to offer a fresh perspective on the community to the board. I am new to Springfield and the Pacific Northwest and am excited to not only learn about the community but to help find opportunities for its development.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

I volunteer regularly with Willamalane in programs related to community involvement (Haunted Hayride, Carnaval Latino), younger age groups (Rocktober Fest, MeggaHunt) and those impacted more directly from city planning to include Willamalane Pub Run and Summer Fair. In addition to volunteering, I participate in numerous classes offered at their facilities. I enjoy participating in the Springfield summer art walks and am often found enjoying Sprout on Friday evenings.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

I am very interested in the growth and development of Springfield. Many changes have been occurring in the last few years which have laid the foundation for a stronger, more sustainable community, to include bike lanes, revitalization efforts in downtown, and park initiatives. Further development actions with Springfield's housing communities will only continue to show prosperity in our town.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. It is highly recommended you attend a meeting before submitting the application. Please read the news release for this position which contains the normal dates and times for these meetings and can be found at www.ci.springfield.or.us/CMO/newsrel.htm. Are you available to attend meetings on the dates listed for this committee?

Yes No

Comments: No current dates for the meetings was identified on the website; however, this is a high priority for me and I will make every effort possible to attend.

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: BRANDL.MARTHA.CLAIR E.1284293157 Digitally signed by BRANDL.MARTHA.CLAIR 1284293157
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USA, cn=BRANDL.MARTHA.CLAIR.1284293157
Date: 2015.10.01 14:02:36 -0700 Date: 01 October 2015

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

CDAC Vacancy Application – Supplementary Interview Questions

1. Why are you interested in serving on the Community Development Advisory Committee?

Serving on the Community Development Advisory Committee is an excellent way to support our community. There is a lot of potential for the development of the area, and in the last several years, the change in Springfield has become more apparent. Change is started at the root, and by making responsible, well thought out decisions on the planning and development of a town's infrastructure, the attitude of the community will shift and become more positive, reflecting the changes. I look forward to being a part of this continued growth for my community.

2. What skills or experience do you have that may be beneficial to the Committee?

I am a civil servant working as a Project Engineer managing large civil works constructions contracts. I understand the importance of considering all factors including risk management, cost, end user needs, schedule, and being able to evaluate the 'larger picture' of long term or phased projects. As part of the Committee, I can view projects not only for their technical aspect, but also as a member of the community, who will be benefiting from the Committee's decisions.

3. Because the resources are so limited, some worthwhile projects may not get funded. How would you decide which projects receive funding and which do not?

Each project is unique, with varying risks and limitations. Collectively, projects need to be prioritized by community needs, sustainability, degree of community impacts (positive and negative), and duration to achieve the end goal. Individually, projects need to be evaluated for scope, schedule, and budget, to ensure the community is getting the best benefit for the best price.

Funding is typically the limiting factor in any project. It is the Committee's responsibility to weight these factors of benefit and to try and achieve the most forward moving decision allowable within the funding provided.

4. What do you see as Springfield's greatest community challenge?

Springfield's greatest community challenge is in seeing ourselves as a community in itself. There is a stigma that we are "just not Eugene" or "Springfield and Thurston". But we shouldn't feel that way. Springfield is opening itself to more opportunities to build it's sense of community. There are swimming pools, parks and recreation facilities, downtown eating, shopping centers, farmer's markets - all things that seem to be the appeal of heading to Eugene for an outing. These local activities are gaining popularity and changing the community outlook, all for the better.

5. What do you see as Springfield's greatest community asset?

Springfield's greatest asset is the wave of young professionals moving to the area. These growing families are seeking community opportunities and involvement which support the Oregon lifestyle: laid back, supporting local economy, and socializing in the community. Not only does the growing population bring stability to the economy, but it provides longevity to the growth and development of the community.



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

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- When possible, the Council will appoint people to serve on one City board, commission or committee only.

Board / Commission / Committee applying for:

Community Development Advisory Committee



(A separate application must be completed for each board / commission / committee)

Name: Scott A Chase
First Middle Initial Last

Home address: 1670 17th St. Springfield 97477
Street City Zip

Mailing address: _____
Street City Zip

Day Phone: 541-510-8648 Evening phone: _____

Email Address: schase_00@hotmail.com

Preferred Form of Contact: Day Phone

Do you live within the Springfield city limits? Yes No If yes, how long? 4 years
If no, do you live inside Springfield's Urban Growth Boundary? Yes No

Ward number (City residents only): 3

Are you a Springfield property owner? Yes No
Are you a Springfield business owner? Yes No
Are you a registered voter? Yes No

Occupation: Pastor Place of employment/School: Twin Rivers Baptist Church

Twin Rivers Baptist Church

Business address: 1660 Mohawk Blvd. Springfield 97477

Education: MA, Multnomah Seminary

Are you currently serving on any other board, committee, or commission? If so, please list them here:

Springfield Police Advisory Committee

How did you hear about the above vacancy?

- Newspaper ad Newspaper article Radio/TV Mail notice
 Word of mouth Board/Commission/Committee member Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700

Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

I have a desire to help people who find themselves in low-income housing situations, whether it is short or long term. I began an initiative called Love Springfield, which is an on-going effort to do free yard work for those in would meet the qualifications of the Emergency Housing Program. Love Springfield, in connection with the Emergency Housing Program, does a "serve day" that brings community members together to serve those who might need extra yard work done.

2. What specific contribution do you hope to make?

I hope to bring a compassionate perspective that helps the committee think deeply and creatively in solving community development and housing issues.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

I am currently in the Eugene-Springfield Leadership program that focuses on increasing leadership and community involvement. I am a part of a coalition called "Keeping Families Strong" which works on community initiatives/programs to prevent youth and child maltreatment in Springfield. Many of these families that the programs serve find themselves in low-income housing situations.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

I would like to become a member because I want to assist in anyway to improve the city housing and community development programs and initiatives. I would like to be informed about current needs in our community so that I can be a part of sustainable solutions.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at www.ci.springfield.or.us/CMO/newsrel.htm. Are you available to attend meetings on the dates listed for this committee?

Yes No

Comments: _____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: _____

Date: 10/25/15

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

CDAC Vacancy Application – Supplementary Interview Questions

1. Why are you interested in serving on the Community Development Advisory Committee?

I would like to serve on the CDAC because I have a passion to see our city thrive in the area of housing and development. I want the City of Springfield to provide quality and affordable housing to those who find themselves in need. I believe that providing assistance and resources to people seeking housing is a high priority for our city.

2. What skills or experience do you have that may be beneficial to the Committee?

I have knowledge of the Emergency Housing Program and personal experience in volunteering my time to help numerous people with free yard care through the Love Springfield Initiative.

3. Because the resources are so limited, some worthwhile projects may not get funded. How would you decide which projects receive funding and which do not?

The mission and values of the City of Springfield and the CDAC will guide the funding decisions. Also, those projects that meet the highest needs in Springfield should receive priority funding. The city cannot do everything, so it must be very strategic in selecting the projects or programs.

4. What do you see as Springfield's greatest community challenge?

Many of Springfield's low-income housing options are in high need of repair and remodeling. We have many first time home buyers whom would benefit from assistance and resources.

5. What do you see as Springfield's greatest community asset?

I believe that Springfield's greatest community asset is the "CAN DO" attitude. We have many community members across all sectors that pull together to accomplish great things. The Wildish Theatre, the Sprout Building, the Justice Center, and Downtown renovation projects are great accomplishments done by community members with this attitude. When things need to be done, the City of Springfield gets to work!



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- When possible, the Council will appoint people to serve on one City board, commission or committee only.

Board / Commission / Committee applying for:

Community Development Advisory Committee

(A separate application must be completed for each board / commission / committee)

Name: Isabelle D Mathews
 First Middle Initial Last

Home address: 783 S 70th St Springfield 97478
 Street City Zip

Mailing address: 783 S 70th St Springfield 97478
 Street City Zip

Day Phone: (541) 729-6048 Evening phone: (541) 729-6048

Email Address: izzymathews@gmail.com

Preferred Form of Contact: Email

Do you live within the Springfield city limits? Yes No \Rightarrow If yes, how long? 2 years
 If no, do you live inside Springfield's Urban Growth Boundary?
 Yes No

Ward number (City residents only): _____

Are you a Springfield property owner? Yes No
 Are you a Springfield business owner? Yes No
 Are you a registered voter? Yes No

Occupation: Commercial Property Appraiser Place of employment/School: Lane County

Lane County

Business address: Work: 125 E 8th Ave, Eugene, OR 97401 Business: 3834 Main Street, Springfield, OR 97478

Education: BA in Real Estate Finance from Portland State University (graduated 2012)

Are you currently serving on any other board, committee, or commission? If so, please list them here:
No

How did you hear about the above vacancy?
 Newspaper ad Newspaper article Radio/TV Mail notice
 Word of mouth Board/Commission/Committee member Internet

(Over, please)

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Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

In my current position with Lane County as a Property Appraiser working with residential, farm & forest, and commercial properties and property owners I am familiar with many aspects of real estate and development.

I also hold a Bachelors degree in Real Estate Finance from Portland State University.

In addition to owning a home in Springfield, I also own a small family business operated on Main Street.

2. What specific contribution do you hope to make?

I hope to contribute to the positive changes happening in Springfield and help further progress on making it an even better place to live and work.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

I currently serve on one of Lane County's Diversity Committees, I am also a Master Recycler and volunteer for local projects and education opportunities when I can.

In addition I have also been a member of Lane County's Charitable Contribution Committee, organizing employee fundraising for United Way and Earth Share.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

Diversity and inclusion is a very important topic for me, in addition to creating growth with affordable housing options and economic opportunities. I hope to be able to contribute because I live and work in Springfield.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. It is highly recommended you attend a meeting before submitting the application. Please read the news release for this position which contains the normal dates and times for these meetings and can be found at

www.ci.springfield.or.us/CMO/newsrel.htm. Are you available to attend meetings on the dates listed for this committee?

Yes No

Comments: While I have not attended a meeting prior to submitting this application, I am confident I will be able to attend

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: Isabelle D Mathews

Digitally signed by Isabelle D Mathews
DN: cn=Isabelle D Mathews, o, ou,
email=isabelle.mathews@co.lane.or.us, c=US
Date: 2015.10.26 12:30:08 -0700'

Date: 10/26/15

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

CDAC Vacancy Application – Supplementary Interview Questions

1. Why are you interested in serving on the Community Development Advisory Committee?

As a property and business owner in Springfield, I have vested interest in my community. The city has made positive changes in the past several years and I would love to help contribute to future successes.

2. What skills or experience do you have that may be beneficial to the Committee?

I believe my degree in Real Estate Finance is a valuable skill. During my time at Portland State University I reviewed and analyzed many ongoing projects in the Portland/Vancouver area. Since earning my degree I have worked in Assessment & Taxation departments in Yamhill County and currently in Lane County as an appraiser. In addition, I think being a small business owner on Main St also gives me a different perspective on changes in the community.

3. Because the resources are so limited, some worthwhile projects may not get funded. How would you decide which projects receive funding and which do not?

I believe it is important to assess all projects based on need and importance. In a situation where a choice must be made between projects it is important to review current city/community goals and strategic plans and move forward based on what would support current goals most closely.

4. What do you see as Springfield's greatest community challenge?

Springfield's greatest community challenge is continuing to create affordable housing to meet the needs of residents and attracting potential employers to boost the economy and earning potential of individuals.

5. What do you see as Springfield's greatest community asset?

Springfield is located in a beautiful and very accessible area. There is something here for everyone, close to amenities and other large cities, etc.

AGENDA ITEM SUMMARY

Meeting Date: 11/9/2015
Meeting Type: Work Session
Staff Contact/Dept.: Courtney Griesel, Economic Development
Staff Phone No: 736-7132
Estimated Time: 20 minutes
Council Goals: Community and Economic Development and Revitalization

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE: MOBILE/MANUFACTURED HOME PARK INFORMATION

ACTION REQUESTED: None at this time.

ISSUE STATEMENT: While no park closures in Springfield are currently identified, City staff remain concerned about future relocation options and the limited City resources available to assist residents should park closures occur. On September 17th, in partnership with HUD, representatives from across the Springfield/Eugene region and State of Oregon met to discuss the issues surrounding mobile home park closures and impacts to residents and service providers. From this meeting, several key opportunities for collaboration and further efforts, including the development of a formal action plan and "tool" kit were identified. Over the next several weeks, Staff will be writing a request to the Governor's Office for support to designate the Manufactured Home Park Closure and Tenant Displacement Project as an Oregon Solutions (OS) Project.

ATTACHMENTS: Attachment 1 – Distressed Mobile Home Park Statewide Meeting Notes
Attachment 2 – Oregon Solutions Overview Brochure

DISCUSSION/ FINANCIAL IMPACT: The City, not unlike other communities, is grappling with a large population of residents (estimated 1,400), owners and renters, living in mobile and manufactured homes in parks across the urban area. Many of these parks and/or structures are beyond their designed life, distressed and facing infrastructure failure, park overcrowding, informal agreements between park owners and structure owners and renters, and impacts of redevelopment where the park is on non-conforming industrially zoned and/or on privately owned land. These factors create an environment where park residents may be at risk of being displaced and municipalities and regional service providers may be unprepared for the sudden impact to a group of residents requiring housing assistance. In order to address these universal concerns, staff partnered with HUD and the South Willamette Valley Regional Solutions Team (SWVRST) to host a state-wide service provider and practitioner roundtable discussion around existing and needed tools and next steps. Immediate action items and tools identified included (Attachment 1):

- Mobile Home Park Owner Annual Training Promotion and Follow-Up
- Convening of Current Funders and Resource Providers to Mobile Home Parks
- Development of a Decision Tree
- Creation of Rapid Response Teams and Team Structure
- Statewide Transition Specialist Role

Based on these items, the City, supported by HUD and the SWVRST, is requesting formal designation by the Governor's Office as an OS project to create a formal action plan and 'tool kit' which might be available to a jurisdiction faced with sudden notice of park closure. The OS project will result in the creation of a sequence of 'best practice' steps to help the impacted jurisdiction implement a formal park-specific action plan and rapid response team to manage communication, engage service providers, streamline local and state process and paper work, and request any additional assistance needed during the initial sensitive stage directly following receipt of closure notice. This solution is intended to be used as a template and foundational action plan for jurisdictions across the state.

This work is expected to take place throughout the next 12 months with multiple updates to Council.

DISTRESSED MOBILE HOME PARK CLOSURE MEETING RECAP
September 17, 2015

On September 17th, 2015, representatives from across the Springfield/Eugene region and State of Oregon met to discuss the issues surrounding mobile home park closures and impacts to residents. Attendees heard examples of activities and programs from across the state which included;

- NeighborWorks Umpqua's efforts to build new units on resident owned land,
- Community and Shelter Assistance (CASA) of Oregon's efforts to preserve parks, implementing co-operative models, and
- St. Vincent DePaul's work in Lane County to acquire and transition neglected parks into safe housing.

After hearing from these agencies, attendees met to brainstorm solutions based on three hypothetical park closure scenarios; (A) Park facing standard closure motivated by an owner desiring to sell the property, (B) Park facing emergency imminent closure due to health and safety, (C) Park facing significant issues such as overcrowding, crime, and social impacts. Each group identified the need to assemble regional partners at the point of park closure. Partners identified included: Local Jurisdiction(s), Housing and service providers (Catholic Community Services, Lane Co., HACSA, St. Vincent De Paul, Veterans groups), OHCS-Manufactured Communities Resource Center, OHCS weatherization/public infrastructure program, Legal aid, tenant protection, and fair housing groups (Manufactured Housing/Oregon State Tenants Association, Fair Housing Council of Oregon)

Below are summaries of the discussion points from each group.

(A) Park facing standard closure motivated by an owner desiring to sell the property

Step 1: Create a Rapid Response Team (RRT)

Step 2: Build a Decision Tree to Respond to Specific Park or Tenant Situation

Step 3: Train Manufactured Housing Specialists to be Used Statewide as Needed

Closure notice would trigger a series of three meetings;

Meeting 1: During the first week, RRT meets to brief on specifics of the situation and create an organized message.

Meeting 2: During the second or third week, RRT hosts tenant meeting a meeting. Meeting focus is to provide accurate basic information, resources and contacts and communicate about future planning and next steps, including Meeting 3. Not a meeting to solve the problem.

Meeting 3: RRT hosts tenant meeting to discuss specific tenant needs. The Housing Specialist would attend to assess the level of need and discuss specific housing plans. Manufactured home transporters/dealers and other applicable resource providers could be invited to conduct individual assessments or present services.

Scenario A Next Steps:

- Form a statewide group to develop above model
- Develop statewide inventory of existing resources and utilization
- Form groups to work on other long term policies re: creative zoning and extending closure notice requirements.

(B) Park facing emergency imminent closure due to health and safety

Group B felt since it was a State-driven action, The State should look at ways to remedy the local costs associated with closure including; assessing costs of intervention, consideration of any cost savings associated with keeping the park open and the ability to place a lien on the property. Facing park closure within 90 days, the following actions were suggested:

Step 1: Characterize closure as "disaster recovery" and assume protocols for dealing with the emergency situation while at the same time negotiating with DEQ for an extended period of time.

- a. Mayor/City Leadership declare situation an emergency, activating "disaster recovery" protocol
- b. Staff person/contractor appointed as "Transition Specialist" (point of contact with residents and service providers)

Step 2: The Transition Specialist meets with Community and individual residents to:

- a. Assess each mobile or manufactured home, determining condition of structure and movability.
- b. Disperse mobile units under existing overnight camping programs.
- c. Understand and inventory linkages with existing service providers to maximize resources (veterans, families w/ children, etc.)

Step 3: Create inventory of program-based opportunities through housing and service providers

- a. Consider the ability to prioritize voucher programs for displaced residents
- b. Understand what emergency housing resources are available through the Continuum of Care

(C) Park facing significant issues such as overcrowding, crime, and social impacts

Step 1: Develop a Decision Tree - Actions to be taken are highly contingent on the owner's willingness to work with the city and social services, pointing to the benefit a decision-tree considering various factors.

Step 2: Assess benefits of different park ownership scenarios - Availability of public resources and funds may be dependent on property as privately or publically owned

Considerations/Concerns:

- Efforts to enforce building code and levy fines can have unintended consequences such as the owner passing costs onto residents by raising rents; may result in an owner selling the property
- Tenants may be reporting code violations; reporting violations may result in retaliation by owner/manager

Potential Resources & Questions:

- Capital Needs Assessment (CAN) of site- City might conduct third party evaluation;
 - Questions - Owner may not oblige to having CNA of their private property- what is the owner willing and/or capable of fixing? Can public money be put into a privately owned park?
- City/County/State funds such as CDBG or HOME might be used to fix infrastructure (connect to sewer, electric, water/drainage), potentially assist with fixing distressed manufactured homes and/or relocation of tenants.
 - Questions – Can CDBG be utilized for Mobile Home and RV units park? City CDBG? State CDBG?
- Utility Providers and Other Agencies: Funding partnerships with utility providers, DEQ, other sectors (energy, health, etc.)
 - Questions - What resources are currently in the manufactured home park? Other organizations already there?
- Public Ownership or Non-profit Ownership. Example, St. Vincent DePaul in Oakridge improving safety by hiring cadets/policy, engaging residents, site clean-up, and partnering with volunteers, social workers, health professionals; work with CDC and CAP agencies.
- Create a Tenant Association - The Oregon State Tenant Association is a possible partner to assist in building capacity within the park.
- Promote, Leverage, Enforce Park Owner Training Incentives through MHCO -
 - Questions – Should the requirements for this training be more robust and enforced.
- Incentivize Negligent Owners to Sell (e.g state tax credits for in-state owners)
 - Questions – How does jurisdiction ensure proper management of next owner? CASA of Oregon Coop model? Funds for infrastructure still needed even with new owner(s)?
- Better Enforcement of Existing Landlord/Tenant Law - If landlord/tenant law was more strictly enforced, infrastructure and safety issues within park may be prevented.

Does your community need an Oregon Solution?

- ⇒ Is there general agreement in the community about what the problem is, but uncertainty about how to solve it?
- ⇒ Is there a need for integrating resources from multiple sectors and jurisdictions on an important issue?
- ⇒ Are stakeholders willing to collaborate on a solution?

If you answered “yes” to at least 2 of these questions, please contact us to further discuss and explore the opportunity. We are also often able to provide recommendations for alternative resources.



Construction of a new spillway in Tillamook

Oregon Solutions can often provide up to 50% of the funding for project management.

Contact Us~
Ph: 503.725.9092
info@orsolutions.org

The Oregon Solutions Steering Committee serves as the hub of the Oregon Solutions Network.

Steering Committee Chair:

- Governor John Kitzhaber, State of Oregon

Business Representatives

- Tom Kelly, Board Member, Oregon Business Association
- John Ledger, VP External Affairs, Assoc. of Oregon Industries
- Duncan Wyse, President, Oregon Business Council

Government Representatives

- Mayor Phillip Houk, City of Pendleton
- Tom Hughes, Metro Regional Government
- Commissioner Mary Stern, Yamhill County
- Greg Wolf, Director, Governor's Office of Intergovernmental and Regional Solutions

Non-profit Representatives

- Greg Chaille, President, Oregon Community Foundation
- Martin Goebel, President, Sustainable Northwest
- Norm Smith, President, The Ford Family Foundation
- Doug Stamm, CEO, Meyer Memorial Trust
- Sara Vickerman, Executive Director, Defenders of Wildlife

The Oregon Solutions Network is comprised of businesses, non-profits, government agencies and citizen organizations that are able to connect their resources, expertise and interests to collaborative, community based projects. Oregon Solutions appreciates everyone who has participated in projects, and would like to give special thanks to:

- ◆ The Oregon Legislature
- ◆ The Oregon Governor's Office
- ◆ Portland State University, and the Hatfield School of Government

Oregon Solutions
Portland State University—College of Urban and Public Affairs
Phone: 503-725-9092 www.ORSolutions.org



Solving community problems - *in a new way*





The mission of Oregon Solutions is to develop solutions to community based problems in a way that provides sustainable support for the economy, the community and the environment through the **collaborative** efforts of business, government and non-profit organizations.



Groundbreaking of the community garden at Humboldt School in NE Portland



Small diameter processing mill in Lakeview

“Oregon Solutions brings together public, private and non-profit stakeholders to leverage resources for community projects. I look forward to

Oregon Solutions

projects throughout the state as a means of bringing Oregonians together from all sectors to help us meet our goals for more prosperous and livable communities.”

- John Kitzhaber, Governor of Oregon



Signing ceremony for the North Portland Diesel project Declaration of Cooperation.



Willamette Falls Locks project team receiving funding for inspection & repairs.

In order to achieve sustainable solutions, it often takes work across sectors, jurisdictions, interests, and issues. Oregon Solutions provides the structure, staff and the place for this type of problem-solving to occur. Our staff works with communities to bring diverse partners to the table. By using a collaborative process, the partners reach agreement on what they will do and work together to solve the problem.

Contact Us~

Ph: 503.725.9092

info@orsolutions.org

www.ORSolutions.org

AGENDA ITEM SUMMARY

Meeting Date: 11/9/2015
Meeting Type: Work Session
Staff Contact/Dept.: Mary Bridget Smith, CAO
Staff Phone No: (541)746-9621
Estimated Time: 30 minutes
Council Goals: Promote and Enhance our Hometown Feel while Focusing on Livability and Environmental Quality

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE:	POTENTIAL REGULATIONS OF MEDICAL AND/OR RECREATIONAL MARIJUANA
ACTION REQUESTED:	Council is requested to review, discuss and provide input on Attachment 1: Council Briefing Memo.
ISSUE STATEMENT:	Discuss whether and how the City should regulate marijuana. This discussion will include consideration of a marijuana tax; marijuana business license; and marijuana land use regulations.
ATTACHMENTS:	1. Council Briefing Memo
DISCUSSION/ FINANCIAL IMPACT:	<p>In November 2014, Oregon voters approved Measure 91, the Control and Regulation of Marijuana Act, which legalized the growth, sale, and use of marijuana for recreational purposes.</p> <p>Currently, registered medical marijuana dispensaries are authorized to sell medical marijuana to medical marijuana cardholders and recreational users over the age of 21. Beginning in January, OLCC will accept applications for recreational marijuana business licenses.</p> <p>The 2015 Legislature adopted HB 3400, an omnibus bill that amends OMMA and Ballot Measure 91. Additionally, the Legislature adopted HB 2041 (2015), which revised the tax structure for recreational marijuana and SB 460 (2015), which authorizes early sale of recreational marijuana by medical marijuana dispensaries.</p> <p>Under HB 3400 and home rule authority the city has a number for options for regulating marijuana. Whether to regulate is a local choice. The attached briefing memo considers three different forms of regulating marijuana—tax, business license, and land use.</p> <p>The memo examines the types of marijuana business activities authorized by state statute and the restrictions state law places on each type of activity. Through this discussion, Council can then identify where gaps may exist between what state law allows and what the City wishes to further restrict.</p>

MEMORANDUM**City of Springfield**

Date:	11/9/2015	
To:	Gino Grimaldi, City Manager	COUNCIL
From:	Mary Bridget Smith, City Attorney	BRIEFING
Subject:	Potential Regulations of Medical and Recreational Marijuana	MEMORANDUM

ISSUE: Discuss whether and how the City should regulate marijuana? This discussion will include consideration of a marijuana tax; marijuana business license; and marijuana land use regulations.

COUNCIL GOALS:

Promote and Enhance our Hometown Feel While Focusing on Livability and Environmental Quality

BACKGROUND:

In 1998, Oregon voters passed Ballot Measure 67 which established the Oregon Medical Marijuana Act (OMMA). In 2013, Oregon House Bill 3460 authorized the Oregon Health Authority (OHA) to establish and regulate a medical marijuana facility (dispensary) registration system. Under that law, registered medical marijuana dispensaries are authorized to sell medical marijuana to medical marijuana cardholders.

In November 2014, Oregon voters approved Measure 91, the Control and Regulation of Marijuana Act, which legalized the growth, sale, and use of marijuana for recreational purposes.

Most recently, the 2015 Legislature adopted HB 3400, an omnibus bill that amends OMMA and Ballot Measure 91. Additionally, the Legislature adopted HB 2041 (2015), which revised the tax structure for recreational marijuana and SB 460 (2015), which authorizes early sale of recreational marijuana by medical marijuana dispensaries.

On July 1, 2015, some provisions of HB 3400 went into effect, including the right of adults in Oregon to grow, possess, and use limited amounts of marijuana and marijuana product. OLCC will begin accepting applications for recreational marijuana business licenses beginning on January 4, 2016.

On October 1, 2015, SB 460 went into effect. SB 460 allows medical marijuana dispensaries to sell limited amounts of certain marijuana product (up to four seeds, four mature plants, and one-quarter ounce of dried “usable marijuana” per person, per day). This option is only temporarily available to medical marijuana dispensaries, and will sunset on December 31, 2016.

DISCUSSION:

Under HB 3400 and home rule authority the city has a number for options for regulating marijuana. Whether to regulate is a local choice. This memo considers three different forms

of regulating marijuana—tax, business license, and land use. The memo examines the types of marijuana business activities authorized by state statute and the restrictions state law places on each type of activity. Through this discussion, Council can then identify where gaps may exist between what state law allows and what the City wishes to further restrict.

Under Oregon law, medical and recreational marijuana are regulated separately. For the purposes of this memo, the discussion assumes that Council will also distinguish the two types of marijuana and adopt distinct regulations for medical and recreational. However, Council may determine that identical regulations should apply for both medical and recreational under any one of the forms of regulation.

The following table identifies the are seven marijuana business activities that require registration or license from the state.

Marijuana Type	Grow	Make Products	Wholesale	Transfer to User
Medical <i>OHA Registration</i>	Marijuana Grow Site: Location for planting, cultivating, growing, trimming or harvesting marijuana or drying marijuana leaves or flowers. <i>Register under ORS 475.304</i>	Marijuana Processing Site: Location for compounding or converting marijuana into medical products, concentrates or extracts. <i>Register under Section 85 of HB 3400</i>	None	Medical Marijuana Dispensary: Transfer usable marijuana, immature marijuana plants, seed, and medical products, concentrates and extracts to patients and caregivers <i>Register under ORS 427.314</i>
Recreational <i>OLCC License</i>	Producers: Manufacture, plant, cultivate, grow, harvest. <i>Obtain license under section 12 of HB 3400</i>	Processors: Process, compound or convert marijuana into products, concentrates or extracts, but does not include packaging or labeling. <i>Obtain license under section 14 of HB 3400</i>	Wholesalers: Purchase marijuana items for resale to a person other than a consumer. <i>Obtain a license under section 15 of HB 3400</i>	Retailers: Sell marijuana items to a consumer. <i>Obtain license under section 16 of HB 3400</i>

MARIJUANA TAX

In January 2016, the state will begin taxing recreational marijuana sold at retail stores. The Marijuana Tax is imposed at the rate of 17%. Additionally, during the limited time that recreational marijuana may be sold at medical dispensaries it will be taxed at a rate of 25%. The Oregon Marijuana Account is separate from the General Fund and will distribute the funds as follows: 40% to the Common School Fund; 20% to the Mental Health and Alcoholism and Drug Services; 15% to the State Police Account; 10% to cities and 10% to counties “to assist local law enforcement in performing its duties;”¹ and 5% to Oregon Health Authority for the establishment, operation, and maintenance of alcohol and drug abuse prevention. OLCC estimates \$10.7 million in state revenue for the 2015-2017 biennium.

In October 2014, the City Council adopted Ordinance No. 6329 that established a gross receipts tax on the sale of marijuana in the City of Springfield. The Ordinance authorized the City to tax medical and/or recreational marijuana. The City has not yet set a rate to administer this tax.

Recreational Marijuana Tax

HB 3400 provided that the authority to impose a local option tax on recreational marijuana retail sales is only authorized after a referral to the electors and requires that the tax or fee may not be in excess of 3%. Although the City likely has authority to enforce the tax previously enacted under Ordinance No. 6329, in order to avoid litigating this point, we recommend that if the City wishes to move forward with taxing recreational marijuana a measure is referred to the voters. A local option tax must be referred to voters during the next statewide general election; which is November 2016. Additionally, the local option tax may only be imposed on the sale of marijuana items that are sold within the City’s jurisdiction.

Medical Marijuana Tax

It is unclear as to whether HB 3400 requires cities to refer a tax on medical marijuana to voters. It is worth noting, that the City does not currently tax other types of medicine and as such pursuing a tax on medical marijuana is most likely inconsistent with City policy.

Recommendation: In order to consider whether a local option tax is appropriate, we recommend additional analysis as to the revenue potential of the existing state tax without the local option tax. Additionally, the City should pursue further analysis as to whether the City would be required to collect the local option tax directly or if there are opportunities for the state to collect on the City’s behalf. Understanding the potential revenue available without a local tax and the potential costs of implementing a tax and administering and enforcing regulations related to this new use will help the City make an informed decision.

¹ Prior to July 1, 2017, the local government distribution will be based on the population. After July 1, 2017, the distribution will be based on the proportion of licenses based on city.

MARIJUANA BUSINESS LICENSE

HB 3400 provides that local governments may impose reasonable regulations on time, place and manner of operation of marijuana businesses.

Medical Marijuana Business License

In July 2014, the Springfield City Council adopted Ordinance No. 6324 (implemented in SMC 7.600) which required medical marijuana dispensaries to obtain a business license. This license remains in effect as it applies to medical marijuana dispensaries.

Under state law, medical dispensaries are able to temporarily sell recreational marijuana to individuals beginning October 1, 2015. This temporary authority to sell recreational marijuana is likely consistent with the Springfield Municipal Code's operational requirements for medical marijuana dispensaries. However, if the City wishes to further regulate the sale of recreational marijuana, SB 460 allows local governments to adopt ordinances prohibiting or regulating the sale of recreational product at medical dispensaries.

Recommendation: Council should consider amending the currently adopted medical marijuana business license to remove operational requirements regarding labeling and exclusion of minors from waiting area. These areas are currently regulated by the OHA and are creating confusion for the purposes of local code enforcement.

Recreational Marijuana Business License

As discussed above, under Oregon's recreational marijuana law there are four distinct types of OLCC licenses: producers (growers); processors; wholesalers; and retailers. A business could obtain more than one type of license for the same premise but still must comply with state and local land use regulations.

Recommendation: Requiring local business licenses is a useful tool for identifying certain types of businesses that are operating within the community. Recommend adopting a recreational business license for individuals licensed by OLCC with two categories: 1) retailers and 2) producers; processors; and wholesalers. The reason staff recommends separating based on these categories is because for the purposes of code enforcement and land use regulation it is useful tracking tool to ensure that the businesses are located in the proper zone. Additionally, should the City adopt a local tax, the business license process will help the City identify all potential taxing entities. Staff recommends dividing the business license into these two categories because these categories are consistent with the land use regulations recommended below whereby the retailers are permitted in certain zones (commercial) and producers, growers, and wholesalers are permitted in other zones (industrial).

MARIJUANA LAND USE REGULATIONS

Currently, the Springfield Development Code has no land use regulations for medical or recreational marijuana. Until the City adopts provisions in the Development Code, the State law is the only regulatory authority with regards to *where* medical and recreational marijuana businesses can locate.

Medical Marijuana Land Use Regulations

HB 3400 amended ORS 475.314 to provide that a medical marijuana dispensary may not be located in an area that is zoned for residential use;² may not be located at the same address as a marijuana grow site; may not be located within 1,000 feet of another dispensary; and may not be located within 1,000 feet of a public or private elementary, secondary or career school.

HB 3400 does not restrict where medical marijuana grow sites can locate. However, ORS 475.320 is amended to provide that a person responsible for a medical marijuana grow site located within city limits in an area zoned for residential use may only possess 12 medical marijuana mature plants and in areas not zoned for residential use may possess up to 48 medical marijuana mature plants.³ This limitation does not affect the number of recreational plants allowed but the two “types” must be kept separate.

HB 3400 also prohibits medical marijuana processors from locating in an area that is zoned for residential use if the marijuana processing site processes cannabinoid extracts.

Recreational Marijuana Land Use Regulations

As discussed above, there are four types of OLCC licenses as it relates to recreational marijuana: producers; processors; wholesalers; and retailers. Under HB 3400, there are no land use regulations on producers (where marijuana can be grown). Processing, including drying or other activities that make marijuana usable, cannot occur in an area zoned exclusively for residential zones if the process is creating extracts (e.g., butane hash oil). If the processor does not create extracts, there are no land use regulations. Wholesalers, which includes buying marijuana for resale to a non-consumer, cannot be in an area zoned exclusively for residential use. Retailers cannot be in an area zoned exclusively for residential use and cannot be within 1,000 feet of a school.

OLCC’s Temporary Rules also provide some additional restrictions. Under OAR 845-025-1230, no production, processing, wholesale or retail of recreational marijuana can occur at the same physical location or address as a medical marijuana grow or processing site unless they are registered under HB 3400 “Opt-in” provision. Additionally, no production, processing, wholesale or retail of recreational marijuana can occur at a medical marijuana dispensary or at any liquor store.

Before the OLCC grants a license, the applicant must request a land use compatibility statement from the city that expressly authorizes the use in that zone. The statement must demonstrate that the requested license is allowable within the zoning designation where the land is located. The OLCC cannot issue a permit if the city’s compatibility statement shows that the use is prohibited in the requested zone. When a city receives a request for a land use compatibility statement, the city must act within 21 days of the receipt of request if the land

² Prior to HB 3400, state law provided that dispensaries had to be located in areas zoned for commercial, industrial, mixed use or agriculture land. The Legislature revised that provision to remove the list of allowable zones and replace it with a restriction—no dispensaries may be located in residential zones.

³ It is worth noting that are certain exceptions for existing medical marijuana growing sites. If all growers at a site had registered with the state by January 1, 2015, the grow site is limited to the number of plants that were at the grow site as of December 31, 2015, not to exceed 24 mature plants per grow site in a residential zone and 96 mature plants per grow site in all other zones. A grower loses the right to claim those exceptions, however, if the grower’s registration is suspended or revoked.

use is outright permitted, or within 21 days of the final permit approval if the use is to be allowed as a conditional use. In order to meet the State's timeline for issuing a land use compatibility statement, the City should adopt clear regulations as to where each license type of recreational marijuana (producer; processor; wholesaler; and retailer) may be located.

Recommendation: The following table reflects staffs' recommendation for land use restrictions of recreational marijuana. These recommendations are based on considering other comparable uses and the appropriate land use requirements of those uses. The Council may also want to direct staff to investigate further land use regulations such as buffers between recreational retailers and parks or other siting requirements.

	Producers (Growers)	Processors	Wholesalers	Retailers (Direct sale)
Recreational Marijuana				
State Land Use Regulations Required	NONE; only regulate grow canopies	No exclusively residential zone if the processor creates extracts; NONE if processor does not create extracts	No exclusively residential zone	No exclusively residential zone AND Cannot be within 1,000 feet of a school
Recommended City Zoning	Industrial	Industrial	Industrial and Commercial	Commercial
Medical Marijuana				
State Land Use Regulations Required	NONE; only limit number of plants	No exclusively residential zone if the processor creates extracts; NONE if processor does not create extracts	N/A	No exclusively residential zone; Cannot be within 1,000 feet of a school or another medical marijuana dispensary; May not be located at same address as a marijuana grow site
Recommended City Zoning District	Industrial	Industrial	N/A	Commercial

RECOMMENDED ACTION: Council is asked to provide staff with direction as to whether and how to regulate marijuana with regards to a local option tax; business license; and land use restrictions. In any regulatory area, Council should consider whether the regulations will apply both medical and recreational marijuana or only one type of marijuana.