City Council Agenda

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

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
Bob Brew, Ward 6

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.

March 11, 2013

5:30 p.m. Work Session
Library Meeting Room

CALL TO ORDER

ROLL CALL - Mayor Lundberg ___, Councilors VanGordon___, Wylie___, Moore____, Ralston___, Woodrow ___, and Brew___.

1. Joint Meeting with the Springfield Arts Commission.
   [Kristen Curé] (30 Minutes)

2. Initiation of Amendments to Chapter IV of the Metro Plan to Implement the ORS 197.304.
   [Mark Metzger] (30 Minutes)

3. Work Session to Review Springfield Development Advisory Committee Work Priorities and Authorization of Next Steps by City Council.
   [Jim Donovan/Matt Stouder] (45 Minutes)

ADJOURNMENT

AGENDA ITEM SUMMARY	**Meeting Date:**	3/11/2013
	Meeting Type:	Work Session
	Staff Contact/Dept.:	Kristen Curé, Library
	Staff Phone No:	X2232
	Estimated Time:	30 minutes
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Promote and Enhance our Hometown Feel while Focusing on Livability and Environmental Quality

ITEM TITLE:	JOINT MEETING WITH THE SPRINGFIELD ARTS COMMISSION
ACTION REQUESTED:	Meet with members of the Arts Commission concerning current and upcoming projects and programs of mutual concern.
ISSUE STATEMENT:	The Arts Commission will meet with the City Council to share information and discuss common goals and issues of interest.
ATTACHMENTS:	Attachment I: Arts Commission Charge Attachment II: Arts Commission Projects and Programs Attachment III: Arts Commission Membership Profiles
DISCUSSION/ FINANCIAL IMPACT:	The proposed agenda: 1. Introductions — 5 minutes 2. Commission Projects & Programs Update — 15 minutes a. Art Alley b. Heritage Arts Grants c. Youth Art outreach d. Springfield Puppet Festival e. City Hall Gallery f. Second Friday Art Walk 3. Other business — 10 minutes

Arts Commission

CHARGE

The Springfield Arts Commission was created by the City Council to promote the arts in Springfield. The Commission gives assistance to local artists in the form of grant sponsorship, networking, education, exhibits, and occasionally funding.

The Commission may co-sponsor art events and exhibits. It works closely with the Lane Regional Arts Council and the Oregon Arts Commission.

Source of Existence:	Council
Bylaws:	Yes
Code:	No
Sunset Date:	Council
Membership	
Number:	Nine
In City:	Majority
Out of City:	Minimal
Terms (2 max):	Four years
Ward:	No
Qualifier:	Area residents with a 97477, 97478 or 97482 zip code only are eligible. They may reside outside the city limits, but must have a qualifying zip code.
Appointed By:	Council application
Meeting Time:	Monthly; Second Monday - 6:30 p.m., Library Meeting Room (Location subject to change)
Funding Source:	General Fund and Room Tax
Staff Liaison:	Kristen Curé, Librarian I, 726-2232
Council Liaison:	Councilor Marilee Woodrow

Springfield Arts Commission Projects and Programs
March 2013

History and Mission

The Springfield Arts Commission promotes the arts and culture of Springfield. The commission provides opportunities for artistic creation, exhibits, performances and events, and promotes cooperation among local organizations to make art accessible. The commission seeks to educate the community about the role that the arts play in enhancing the quality of community life. The Arts Commission accomplishes all this with an active, nine-member, citizen board, a budget of about $9000, and part-time staff support.

The Springfield Arts Commission was established by City Council in 1986 at the end of the Centennial Celebration. Council charged the commission with the job of creating Art Alley and encouraging the community's emerging arts groups.

Here is how the commission accomplishes the charge:

Art Alley

The Arts Commission created and maintains Art Alley, the collection of outdoor murals and other public art in Springfield. Art Alley was the original reason the council created the Arts Commission and Art Alley continues to be a source of local pride as well as a draw to out-of-town visitors.

City Council conceived of Springfield's Art Alley as a way to encourage property owners to fix up their buildings and to improve the downtown landscape for pedestrians. Since its inception, the Arts Commission has worked with the City Council to sponsor fifteen painted murals, a sculpture and a ceramic tile mural.

In February 2011, the Arts Commission awarded $750 to the Emerald Art Center to go toward roof repair costs to maintain the Oregon Trail Mural. These repairs were crucial in maintaining the structural integrity of this important mural.

In 2012, the Arts Commission created a new logo to use on promotional materials. That same year, the Arts Commission produced the brochure *A Walk of Art*, to showcase the public art in the Art Alley. This brochure is a free resource available for anyone who would like to take a self-guided tour of public art in Springfield. The brochure is distributed throughout Lane County.

Heritage Arts Grants
The Arts Commission allocates about $2000-$4000 of its annual budget to help Springfield organizations produce cultural exhibits and performances. The Heritage Arts Grants go to Springfield groups with projects that are arts-related and that will result in a public display or performance. Over the past two years, the commission was able to support thirteen community projects grants with awards ranging from $100 to $500.

Groups who have received assistance in 2011, 2012 and 2013: the Emerald Art Center for Family Art Sundays, Full Access for the Sprout Film Festival, the Eugene Storefront Art Project for a program at the Springfield Second Friday Art Walk, the Springfield Museum for a film screening and discussion, the Identity Dance Company, the Past Prime-Time Players, Springfield Library Youth Services Department, Springfield Alliance for Equality and Respect, the West Winds Flute Choir, Ricercar Early Music Group and the Tune Travelers.

Youth Art Programs
In 2011 and 2012, the Arts Commission set up an opportunity for elementary schools to work with students on an art project that was first on display within the schools, and then sent to the City Hall Gallery. Both years, hundreds of students participated and each student received a ribbon of participation. Selected pieces are featured on a gallery poster, which was also sent to schools and classrooms. This youth arts show is a successful collaboration with the school district.

In 2013, the Arts Commission collaboration with the school district will expand to include high school students with the City Hall Gallery youth show featuring work from students at the Academy of Arts and Academics. The Arts Commission will continue to collaborate with elementary schools in 2013 by working with Two Rivers/Dos Rios school to connect community artists with youth at the Second Friday Art Walk in May.

Also, starting in fiscal year 2013, the Arts Commission Liaison began attending Springfield Public Schools' Arts Matter Council as a representative of the Springfield Arts Commission. The Arts Matter Council was formed to study best educational practices in the arts and make recommendations to the district on how to implement community-supported arts education in Springfield. Council members include district staff, educators and community members representing a variety of arts organizations.

For the past three years, the Arts Commission has partnered with the Library for two programs geared toward teens: a teen book cover contest as well as a teen short story contest. Both programs support young adults and the literary arts and the Arts Commission will continue this fruitful collaboration in the future.

Springfield Puppet Festival

The Arts Commission, in collaboration with the Library's Youth Services Department, and with community sponsorship, produces the Springfield Library Puppet Festival every year. This year marks the 20th Annual Puppet Festival. Each year, the festival attracts over 1200 children and adults; both local and from out of town. The festival, unique in the Northwest, features performances by first-rate professional puppeteers as well as hands-on children's workshops. The Puppet Festival is a delightful event and remains free for the community.

The commission enjoys ushering for the full-house crowds at the puppet shows that have taken place at the Richard E. Wildish Theater for the past six years. Commissioners also devote time to assist in the Celeste Rose five-week workshops where children write, direct and create the puppets for a performance.

City Hall Art Gallery

The Arts Commission operates the City Hall Gallery, which has showcased the work of local artists since 1989. The City Hall Gallery provides a venue for artists to display their work and exposes the public to the variety of work created by community artists.

Each year, the Arts Commission sends out a publicized community call-to-artists for regular exhibits in the City Hall Gallery. In May 2011, the Arts Commission modified the exhibit schedule from 6-week shows to 4-week shows, in order to accommodate a new show in the gallery each month of the calendar year. Each year, the Arts Commission continues to recruit and coordinate quality exhibits in the City Hall Gallery while increasing the participation of local artists, emerging artists and community groups.

In addition to the individual artist shows, the Arts Commission coordinates yearly community group shows in the gallery each year such as the *Youth Art Show*, *Community Art Show*, and *Mayor's Art Show Awardees*. In 2013, the youth art show will engage a new demographic as the focus will shift from elementary school students to high school students at the Academy of Arts and Academics.

In both 2012 and 2013, the Springfield Arts Commission expanded the community focus of the gallery with two exhibits coordinated by the Community Alliance of Lane County (CALC): *Mixed Identities, Shared Communities* and *Neighbors Without Addresses*. These CALC exhibits use art as a medium to engage the community in respectful, open dialogue that recognizes the rich diversity of heritage, joys and struggles experienced by Lane County residents.

The newest community focused exhibit in 2013 will be the Grid Project which is a photography exhibit that features images from each neighborhood in the Eugene/Springfield area. This project has been five years in the making and will leave a lasting visual document of the region.

Second Friday Art Walk

In 2011 the Arts Commission began promoting and participating in the Second Friday Art Walks. The Commission continues to participate monthly with an exhibit, a reception, refreshments, and live music each month at City Hall. This after-hours event is a great way to engage the community and promote local visual artists and musicians. In January 2013 the Commission funded reusable outdoor signs to advertise the Art Walk on Main Street, making the Arts Commission a listed sponsor on publicity for the monthly event.

The Arts Commission hopes to explore more ways to collaborate with other community groups to bring to the Art Walks meaningful activities that will engage a growing number of residents. One way to diversify community participation at the City Hall Art Walk receptions is to schedule at least one community-minded art exhibit a year such as those coordinated by the Community Alliance of Lane County (CALC) or the Grid Project. Another is to collaborate with local groups or schools to connect artists with youth such as at the upcoming expanded Art Walk to Two Rivers/Dos Rios in May.

The Arts Commission is a part of the Art Walk committee that includes members from NEDCO, the Springfield Museum and downtown businesses.

Challenges and the Future

The Arts Commission will continue with its arts projects and programs, and facilitate the creation of arts opportunities in Springfield. The Arts Commission will continue to increase the variety of programs that we can fund through the Heritage Arts Grants and is working on creating a separate grant cycle for community groups to apply for smaller, one time funding. The Arts Commission strives to achieve the goal of using the arts to help shape the revival of downtown Springfield and the celebration of art in the community. The Commission is eager to continue the successful collaborative projects such as the Springfield Puppet Festival, recruit a rich variety of local artists to exhibit in the City Hall Gallery, promote and participate in the Second Friday Art Walks, and support the creation of Youth Art projects for our community.

Springfield Arts Commission (SAC) Membership Profiles
March 2013

Dr. Gary LeClair: Dr. LeClair has been a member of the SAC since 2009. He is an amateur photographer and art collector. He is currently on the Board of the Eugene Ballet. He has had a lifelong interest in art. His other interests include dance from modern to classical ballet, as well as music of all kinds from heavy metal to opera.

Sally LaMarche: Ms. LaMarche is an artist and Springfield resident. She has volunteered at the Springfield Museum and is currently a member at Emerald Art Center. She has exhibited her work at Emerald Arts as well as in the City Hall Gallery. As a member of the Arts Commission, she assists with exhibits in the gallery and as host at receptions for the gallery.

Paul Roth: Mr. Roth was born and raised in Springfield and graduated from Thurston High School. He is co-owner of Roaring Rapids Pizza Company in Springfield. His interest in the Springfield Arts Commission arises from his participation as a lifelong musician, which started while attending Briggs Junior High way back when. Currently, he plays trombone for the jazz band Swing Shift, which is a resident company of the Wildish Community Theater.

Niles Schartz: Mr. Schartz is a long-time resident of Springfield and a self-employed interior design and remodeling contractor. He is interested in work with the City Hall Gallery, a supporter of Springfield's 2nd Friday Downtown Artwalk and bringing art experiences to Springfield-at-large.

Janet Smith: Ms. Smith owns a local business, Sterling Graphics. She has been making prints for artists in our community for eight years. She served on the Emerald Art Center Board from 2005-2010. Ms. Smith is interested in the use of local art in public projects and supporting community art opportunities.

Riley Smith: Mr. Smith is owner of and artist for Lifetime Tattoos of Springfield. He has a particular interest in promoting the Downtown Artwalk and improving our community through access to artistic opportunities. He also mentors and supports young artists to pursue art as a career.

Roka Walsh: Ms. Walsh is a photographic artist and student working toward a degree in Art Therapy. She is a Springfield resident and has exhibited her work at the Springfield City Hall Gallery and The Emerald Art Center as well as numerous Springfield and Eugene art venues. Roka mentors youth in photography for the annual NAACP ACT-SO competition. As a Springfield Arts Commissioner, she is working with NEDCO to ensure that the Friday Art Walk continues to flourish.

Robert Winkleman: Mr. Winkelman is the owner of McKenzie Photoworks, and has been a photographer for many years. He has served as the Chair of the SAC and became a member of the commission in January 2006. He is a member of the City Gallery committee and the Heritage Arts Grants committee.

Scott Wylie: Mr. Wylie has been a member of SAC since 1996 [excepting 2006] and is a former Commission chair. He is a well-known artist and designer whose practice focuses on building/landscape design and planning and the interrelationships of these disciplines with fine and applied arts. This career path stems from his lifelong passions for drawing, building and

using his imagination. Wylie managed the City Hall Gallery for many years and continues to help jury its shows. He now spearheads the Luigi Testa Sculpture Siting Committee, helps with the Puppet Festival and assists in Youth Arts and Arts Heritage workshops. He is currently active in the Emerald Empire Arts Association, volunteering frequently for its Family Art Sunday Programs. He frequently gives public testimony and writes articles on historic preservation, land use and design issues. As a construction contractor, he often builds and installs his works.

AGENDA ITEM SUMMARY		
	Meeting Date:	3/11/2013
	Meeting Type:	Work Session
	Staff Contact/Dept.:	Mark Metzger
	Staff Phone No:	541-726-3775
	Estimated Time:	30 minutes
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Mandate

ITEM TITLE:	INITIATION OF AMENDMENTS TO CHAPTER IV OF THE METRO PLAN TO IMPLEMENT THE ORS 197.304
ACTION REQUESTED:	No action is required. Staff will introduce proposed amendments to Chapter IV of the *Metro Plan* in preparation for formal initiation of review proceedings.
ISSUE STATEMENT:	The planning staffs and legal counsel for Eugene, Springfield and Lane County have prepared amendments to Chapter IV of the *Metro Plan* to implement ORS 197.304 (HB 3337). Type I non-site specific amendments to the *Metro Plan* require a formal motion of initiation by one of the governing bodies.
ATTACHMENTS:	1. Redline Version of *Metro Plan* Chapter IV Amendments 2. Schedule of Adoption for Chapter IV Amendments
DISCUSSION/ FINANCIAL IMPACT:	ORS 197.304 (HB 3337) established separate Urban Growth Boundaries (UGBs) for Eugene and Springfield and was the impetus for the *Springfield 2030 Refinement Plan* and the *Envision Eugene* planning initiatives. As these planning efforts are readied for adoption, amendments to Chapter IV are needed to clarify which governing bodies will participate in decision making given the establishment of separate UGBs. The amendments to Chapter IV are intended to support a framework for needed planning collaboration among the jurisdictions while respecting the autonomy of each. The most significant changes to Chapter IV of the *Metro Plan* are summarized below. • Three types of *Metro Plan* amendments are established by the amendments: Type I which requires the participation of all three jurisdictions; Type II which requires the participation of the home city and Lane County; and Type III amendments which may be enacted by the home city alone. The current policy defines only two types of amendments: Types I and II. • The proposed a*mendments* more carefully define "regional impact." *Metro Plan* amendments having a "significant impact" on the water, storm drainage, wastewater, or transportation facilities of the non-home city are defined as having a regional impact. The current policy language uses the term "demonstrable impact" which is a lower standard to meet. Actions requiring amendment of a regional transportation system plan, or a regional public facilities plan are assumed to have a regional impact. Amendments with regional impact entitle the non-home city to intervene in a Type II decision. • When governing bodies do not reach consensus on a *Metro Plan* amendment, the current policy sends the matter to the Metropolitan Policy Committee (MPC). The proposed amendments would send unresolved decisions to the Chair of the Board of County Commissioners and one or both of the Mayors of Eugene and Springfield, depending on how many governing bodies are participating in the decision.

Chapter IV

Metro Plan Review, Amendments, and Refinements

The *Metro Plan* is the long-range public policy document which establishes the broad framework upon which Eugene, Springfield, and Lane County make coordinated land use decisions. While the *Metro Plan* is the basic guiding land use policy document, it may ~~be amended from time to time~~ require update or amendment in response to changes in the law or circumstances of importance to the community. Likewise, the *Metro Plan* may be augmented and implemented by more detailed ~~refinement~~ plans and regulatory measures.

Goal

Ensure that the *Metro Plan* is responsive to the changing conditions, needs, and attitudes of the community.

Findings, Objectives, and Policies

Findings

1. If the *Metro Plan* is to maintain its effectiveness as a policy guide, it must be adaptable to the changing laws and the needs and circumstances of the community.

2. Between *Metro Plan* updates, changes to the *Metro Plan* may occur through Periodic Review and amendments initiated by the governing bodies and citizens.

3. Refinements to the *Metro Plan* ~~are~~ may be necessary in certain geographical portions of the community where there is a great deal of development pressure or for certain special purposes.

4. Refinement plans augment and assist in the implementation of the *Metro Plan*.

5. Enactment of ORS 197.304 required each city to separately establish its own Urban Growth Boundary (UGB) and demonstrate that it has sufficient buildable lands to accommodate its estimated housing needs for twenty years.

Objectives

1. Maintain a schedule for monitoring, reviewing, and amending the Metropolitan Area General Plan so it will remain current and valid.

2. Maintain a current land use and parcel information base for monitoring and updating the Metropolitan Area General Plan.

3. Prepare refinement and functional plans that supplement the Metropolitan Area General Plan.

Policies

1. A special review, and if appropriate, *Metro Plan* amendment, shall be initiated if changes in the basic assumptions of the *Metro Plan* occur. An example would be a change in public demand for certain housing types that in turn may affect the overall inventory of residential land.

2. The regional land information database shall be maintained on a regular basis.

3. ~~All amendments~~ A proposed amendment to the *Metro Plan* shall be classified as a Type I, ~~or~~ Type II or Type III amendment depending upon the ~~specific changes sought by the initiator of the proposal~~ number of governing bodies required to approve the decision.

~~a. A Type I amendment shall include any change to the urban growth boundary (UGB) or the *Metro Plan* Plan Boundary (Plan Boundary) of the *Metro Plan*; any change that requires a goal exception to be taken under Statewide Planning Goal 2 that is not related to the UGB expansion; and any amendment to the *Metro Plan* text that is non-site specific.~~

~~b. A Type II amendment shall include any change to the *Metro Plan* Diagram or *Metro Plan* text that is site specific and not otherwise a Type I category amendment.~~

~~c. Adoption or amendment of some refinement plans, functional plans, or special area plans may, in some circumstances, be classified as Type I or Type II amendments. Amendments to the *Metro Plan* that result from state mandated Periodic Review or *Metro Plan* updates also shall be classified as Type I or Type II amendments depending upon the specific changes that would result from these actions.~~

4. A Type I Amendment requires approval by all three governing bodies:

a. Type I Diagram Amendments include:

i. Amendments of the Common UGB along I-5; and

ii. A UGB or Boundary change that crosses I-5.

b. Type I Text Amendments include:

i. Amendments that change a Fundamental Principle as set forth in Chapter II A. of the *Metro Plan;*

ii. Non site specific amendments that apply to all three jurisdictions;

iii. Any change that requires a goal exception taken under Statewide Planning Goal 2 that is not related to a UGB expansion; and

iv. Amendments to a regional transportation system plan, or a regional public facilities plan, when the participation of all three governing bodies is required by the amendment provisions of those plans.

5. A Type II Amendment requires approval by two governing bodies. The governing bodies in a Type II are the home city and Lane County. Eugene is the home city for amendments west of I-5, and Springfield is the home city for amendments east of I-5:

b. Type II Diagram Amendments include:

i. Amendments to the *Metro Plan* Diagram for the area between a city limit and the Plan Boundary;

ii. A UGB amendment east or west of I-5 that is not described as a Type I amendment.

c. Type II Text Amendments include:

i. Amendments that are non site specific and apply only to Lane County and one of the cities;

ii. Amendments that have a site specific application between a city limit of the home city and the Plan Boundary;

iii. Amendments to a jointly adopted regional transportation system plan, or a regional public facilities plan, when only participation by Lane County and one of the cities is required by the amendment provisions of those plans.

c. Regional Impact Amendments- The non home city may participate in a Type II Amendment if it can show Regional Impact. An amendment will be considered to have Regional Impact if:

i. In order to provide the subject property with an adequate level of urban services and facilities, the amendment will require a regional transportation system plan, or a regional public facilities plan to be amended; or

ii. The amendment has a significant impact on the water, storm drainage, wastewater, or transportation facilities of the non-home city.

d. Notwithstanding paragraph c. above, a governing body may approve any Type III amendment to the *Metro Plan* Diagram or text without causing Regional Impact.

e. The initiating governing body, or the governing body responsible for processing a citizen initiated change, will send notice of the proposed amendment to the other governing body, and based upon a determination that the proposal will have Regional Impact, the other governing body may choose to participate in the decision. The other governing body must make affirmative findings of Regional Impact in order to participate in the decision.

6. A Type III amendment requires approval by the home city.

a. Type III Diagram Amendments include amendments to the *Metro Plan* Diagram for land inside the city limits.

b. Type III Text Amendments include:

i. Amendments that are non site specific and apply only to land inside the city limits of the home city;

ii. Site specific amendments that apply only to land inside the city limits of the home city; and

iii. Amendments to a regional transportation system plan, or a regional public facilities plan, when only participation by the home city is required by the amendment provisions of those plans.

iv. The creation of new Metro Plan designations and the amendment of existing Metro Plan designation descriptions that apply only within the city limits of the home city.

~~4.~~ 7. Initiation of *Metro Plan* amendments shall be as follows:

a. A Type I amendment may be initiated ~~at the discretion of any one of~~ by the three governing bodies~~. (Note: this correction reflects adopted ordinance and code.)~~ at any time.

b. A Type II amendment may be initiated ~~at the discretion of any one of the three governing bodies or by any citizen who owns property that is subject of the proposed amendment~~ by the home city or county at any time. A property owner whose property is the subject of a proposed amendment may initiate a Type II amendment at any time subject to limitations set out in the development codes of the home city and Lane County.

c. A Type III amendment may be initiated by Eugene, Springfield, or a property owner whose property is the subject of the proposed amendment at any time subject to limitations set out in the home city development code.

~~c.~~ d. Only a governing body may initiate a refinement plan, a functional plan, a special area study or Periodic Review or *Metro Plan* update.

e. *Metro Plan* updates shall be initiated no less frequently than during the state required Periodic Review of the *Metro Plan*, although the governing bodies may initiate an update of the *Metro Plan* at any time.

~~5. The approval process for *Metro Plan* amendments, including the number of governing bodies who participate and the timeline for final action, will vary depending upon the classification of amendment and whether a determination is made that the proposed amendment will have Regional Impact.~~

~~a. All three governing bodies must approve non-site-specific text amendments; site specific *Metro Plan* Diagram amendments that involve a UGB or Plan Boundary change that crosses the Willamette or McKenzie Rivers or that crosses over a ridge into a new basin; and, amendments that involve a goal exception not related to a UGB expansion.~~

~~b. A site specific Type I *Metro Plan* amendment that involves a UGB expansion or Plan Boundary change and a Type II *Metro Plan* amendment between the city limits and Plan Boundary, must be approved by the home city and Lane County (Springfield is the home city for amendments east of I-5 and Eugene is the home city for amendments west of I-5). The non-home city will be sent a referral of the proposed amendment and, based upon a determination that the proposal will have Regional Impact, may choose to participate in the decision. Unless the non-home city makes affirmative findings of Regional Impact, the non-home city will not participate in the decision.~~

~~c. An amendment will be considered to have Regional Impact if:~~

~~(1) It will require an amendment to a jointly adopted functional plan [*Eugene-Springfield Metropolitan Area Transportation Plan (TransPlan)*, *Eugene-Springfield Public Facilities and Services Plan (Public Facilities and Services Plan)*, etc.] in order to provide the subject property with an adequate level of urban services and facilities; or~~

~~(2) It has a demonstrable impact on the water, storm drainage, wastewater, or transportation facilities of the non-home city; or~~

~~(3) It affects the buildable land inventory by significantly adding to Low Density Residential (LDR), Campus Industrial (CI), Light-Medium Industrial (LMI), or Heavy Industrial (HI) designations or significantly reducing the Medium Density Residential (MDR), High Density Residential (HDR), or Community Commercial (CC) designations.~~

~~d. A jurisdiction may amend a *Metro Plan* designation without causing Regional Impact when this action is taken to: compensate for reductions in buildable land caused by protection of newly discovered natural resources within its own jurisdiction; or accommodate the contiguous expansion of an existing business with a site-specific requirement.~~

~~e. Decisions on all Type II amendments within city limits shall be the sole responsibility of the home city.~~

~~6. Public hearings by the governing bodies for *Metro Plan* amendments requiring participation from one or two jurisdictions shall be held within 120 days of the initiation date. *Metro Plan* amendments that require a final decision from all three governing bodies shall be concluded within 180 days of the initiation date. When more than one jurisdiction participates in the decision, the Planning Commissions of the participating jurisdictions shall conduct a joint public hearing and forward that record and their recommendations to their respective elected officials. The elected officials also shall conduct a joint public hearing prior to making a final decision. The time frames prescribed in connection with Type II *Metro Plan* amendment processes can be waived if the applicant agrees to the waiver.~~

~~7. If all participating jurisdictions reach a consensus to approve a proposed amendment, substantively identical ordinances affecting the changes shall be adopted. Where there is a consensus to deny a proposed amendment, it may not be re-initiated, except by one of the three governing bodies, for one year. Amendments for which there is no consensus shall be referred to the Metropolitan Policy Committee (MPC) for additional study, conflict resolution, and recommendation back to the governing bodies.~~

~~8. Adopted or denied *Metro Plan* amendments may be appealed to the Oregon Land Use Board of Appeals (LUBA) or the Department of Land Conservation and Development (DLCD) according to applicable state law.~~

~~9. The three metropolitan jurisdictions shall jointly develop and adopt *Metro Plan* amendment application procedures and a fee schedule.~~

~~10. *Metro Plan* updates shall be initiated no less frequently than during the state required Periodic Review of the *Metro Plan*, although the governing bodies may initiate an update of the *Metro Plan* at any time.~~

8. The approval process for Metro Plan amendments shall be as follows:

   a. When more than one governing body participates in the decision, the Planning Commissions of the bodies shall conduct a joint public hearing and forward that record and their recommendations to their respective elected officials. The elected officials shall also conduct a joint public hearing prior to making a final decision.

   b. If all participating governing bodies reach a consensus to approve a proposed amendment, substantively identical ordinances effecting the changes shall be adopted. Where there is a consensus to deny a proposed amendment, it may not be re-initiated, except by one of the three governing bodies, for one year.

   c. A Type I amendment or a Type II amendment with Regional Impact for which there is no consensus shall be referred to the Chair of the Lane County Board of Commissioners and the Mayors of Eugene and Springfield for further examination of the issue(s) in dispute and recommendation back to the governing bodies.

   d. A Type II amendment without Regional Impact for which there is no consensus shall be referred to the Chair of the Lane County Board of Commissioners and the Mayor of the home city for further examination of the issue(s) in dispute and recommendation back to the governing bodies.

   e. Adopted or denied *Metro Plan* amendments may be appealed to the Oregon Land Use Board of Appeals (LUBA) or the Department of Land Conservation and Development (DLCD) according to applicable state law.

   f. The three governing bodies shall jointly develop and adopt *Metro Plan* amendment application procedures.

~~11.~~ 9. In addition to the update of the *Metro Plan*, refinement studies may be undertaken for individual geographical areas and special purpose or functional elements, as determined appropriate by each governing body.

~~12~~. 10. All refinement and functional plans must be consistent with the *Metro Plan* and should inconsistencies occur, the *Metro Plan* is the prevailing policy document.

~~13.~~ 11. Refinement plans developed by one ~~jurisdiction~~ governing body shall be referred to the other two jurisdictions for their review. Either of the two referral ~~jurisdictions~~ governing bodies may determine that an amendment to the *Metro Plan* is required.

~~14.~~ 12. Local implementing ordinances shall provide a process for zoning lands in conformance with the *Metro Plan*.

Schedule for Adoption of Chapter IV Amendments

This schedule assumes that the amendments are ready to move forward as is today. This does not include Development Code changes that will need to be adopted for implementation. This is an optimistic schedule that allows minimal time for public review, and anticipates one hearing for the JPC and JEO.

Task	Start Date	Duration
Staff Report: Staff is preparing a draft staff report. The report will be issued to the PCs within 30 days of initiation. This draft report will not include public input but is required for the DLCD Notice.	March 4	13 days
Public Information: Prepare public information materials, post to web sites and applicable social media. Release to media.	March 11	14 days
Meetings with Interested Parties: Identify parties by each jurisdiction. Home Builders, 1000 Friends, Chambers of Commerce, Friends of Eugene, etc.	March 11	30 days (April 9)
Public Inforum: Schedule and hold 2 public inforums prior to first PC meeting on the matter.	March 11	30 days (April 9)
Initiation: Springfield is home city. The Council may solicit a recommendation from the PC. We are not seeking PC advice. Resolution required from Council?	March 18	1 day
Referral: Referral to Eugene and Lane County. Referral must be made within 10 days of initiation. Response is required within 45 days. A 14-day response is assumed.	March 25	14 days
DLCD Notice of Proposed Amendment: The Notice with a staff report (findings) are required at least 35 days prior to first evidentiary hearing.	March 25	35 days
Published Notice of Hearings: Newspaper notice will be required 20 days (or two 10-day notices) in advance of first public hearing.	April 12	20 days
Hold JPC Work Session: This schedule assumes that a Joint PC meeting can be scheduled for this date. It also assumes that separate work sessions and public hearing will be held. One month is allowed between	April 23	1 day

Task	Start Date	Duration
the JPC work session and hearing.		
Hold JPC Hearing: This schedule assumes that a Joint PC meeting can be scheduled for this date. Often, the record is held open for these hearings and a second meeting is required for decisions to be made. Two weeks are allowed between JPC hearing and JEO Work Session.	May 14	I day
Hold JEO Work Session: This schedule assumes that a JEO meeting can be scheduled for this date. A period of 14 days allowed between work session and hearing. One month is allowed between the JEO work session and public hearing.	May 28	1 day
Hold JEO Hearing: This schedule assumes that a Joint PC meeting can be scheduled for this date. Often, the record is held open for these hearings and a second meeting is required for decisions to be made. One month is allowed for all jurisdictions to take action and DLCD is noticed.	June 18	1 day
DLCD Notification of Adoption: DLCD must be notified within 5 days of adoption by the final jurisdiction. The Notice must include the final adopted ordinances from each jurisdiction. The Notice will start a 21-day window for appeals.	July 16	21-days
Adoption Complete* If second meetings of the JPC or JEO are required. The August date shown is likely to be delayed by at least 1 month. An appeal of the action will likely push out completion by another 6 months.	August 6	Close of Appeal Period

AGENDA ITEM SUMMARY		
	Meeting Date:	3/11/2013
	Meeting Type:	Work Session
	Staff Contact/Dept.:	Jim Donovan/DPW Matt Stouder/DPW
	Staff Phone No:	541-726-3660 541-736-1035
	Estimated Time:	45 Minutes
S P R I N G F I E L D **CITY COUNCIL**	**Council Goals:**	Community and Economic Development and Revitalization

ITEM TITLE:	WORK SESSION TO REVIEW SPRINGFIELD DEVELOPMENT ADVISORY COMMITTEE WORK PRIORITIES AND AUTHORIZATION OF NEXT STEPS BY CITY COUNCIL.
ACTION REQUESTED:	Conduct a Work Session with staff and the Co-Chairs of the Development Advisory Committee (DAC), review DAC prioritization of work subjects and provide direction and authorization of next steps in the DAC mission.
ISSUE STATEMENT:	Council directed staff and the DAC to prepare issues for consideration by the Planning Commission and City Council prior to assignment of public resources. This work session is to review prioritization of work subjects by the DAC and Planning Commission.
ATTACHMENTS:	1. Planning Commission Briefing Memo 2. DAC Priority Matrix Supplemental Information 3. Site Plan Review Diagrams

DISCUSSION/ FINANCIAL IMPACT:

Pursuant to the direction of City Council, the DAC has refined initial brainstorming materials into prioritized potential work areas. The DAC received basic background information and preliminary analysis, created their own matrix of criteria for relative ranking of the subjects and reached group consensus on their preferred work areas.

The ranked priorities were presented and endorsed by the Planning Commission in Work Session on January 15, 2013 (Attachment 1). Supplemental information was prepared by the DAC, Chair and Vice Chair to further clarify the information reviewed and the consensus reached by the group (Attachment 2).

After a brief presentation by the DAC co-chairs, the Council is asked to discuss the proposed work priorities and endorse or modify the proposed priorities considering the previously approved schedule contained in Attachment 2 and the following next steps:

- Review revisions and alternatives to the Applicability of Site Plan Review or other priorities identified by City Council,
- Identify public resources necessary to move forward with review of top priorities,
- Review public involvement with the Planning Commission to determine the level of community involvement necessary to satisfy Goal 1 requirements;
- Establish a schedule meeting the September timeline for Council consideration of proposed actions or adjust as necessary.

M E M O R A N D U M **City of Springfield**

Date: 1/15/2013

To: Springfield Planning Commission

From: Development Advisory Committee (DAC)
Matt Stouder, Managing Civil Engineer
Jim Donovan, Urban Planning Supervisor

Subject: Review of DAC Work Plan Priorities.

COMMISSION BRIEFING MEMORANDUM

ISSUE: The DAC has ranked a set of potential work priorities for Planning Commission and City Council consideration and eventual assignment of resources necessary to perform further review. The DAC is seeking Planning Commission feedback on the ranking of potential work priorities, preliminary background materials used and the criteria adapted to guide prioritization and provide a framework for additional analysis.

COUNCIL GOALS/

MANDATE: Community and Economic Development and Revitalization

The Development Advisory Committee shall: 1. review the customer service process and requirements of land use and economic development in the City of Springfield to be competitive in attracting development; 2. provide the Planning Commission and City Council with recommendations on improving this process and outcome consistent with the Council Goal of promoting and enhancing our hometown feel while focusing on livability and environmental quality; 3. provide a robust forum and venue for citizen participation in this process.

BACKGROUND: The DAC has been progressing along the lines of the concept and structure approved by the City Council in May of 2012. The following is a brief timeline of the activities of the DAC since inception:

5/2012 City Council Authorization of DAC Concept & Structure
7/2012 Council Review of DAC Appointments
7/2012 CCI Approval of Appointments
7/2012 PC/CC Annual Joint Work Session on Schedule and Mission Statement
10/2012 DAC/PC Work Session on Priorities

2012/2013 DAC Meetings:
8/20/12- Formation and Operating Principles
9/26/2012- Top 5 Individual Concerns & Dot Exercise
11/08/2012- Criteria and Matrix Consensus
11/29/2012- Draft Matrix of Issues & Breakout Background Sessions
12/13/2012- Group Background Session and Final Matrix Consensus
1/10/ 2013- PC Joint Meeting Prep

With leadership from Chair and Co-Chair and liaisons from the Planning Commission and City Council, the DAC has to date: 1) received a foundation of background information briefings and developed a joint understanding of the topics of concern, 2) adapted preliminary criteria for analysis and review of work topics, and 3) reached consensus on a ranking of those concerns using the consensus process of adopted by-laws.

Staff has assisted with the provision of base background information, criteria for use in comparative analysis and guidance on the basic legal framework for development procedures. Summaries of DAC conclusions on background information are attached to this report as Priority Matrix Supplemental Information; ranking and consensus results are detailed herein for Planning Commission's understanding and consideration.

Work Areas

The DAC's preliminary list of potential work areas included approximately 50 items based upon the Joint Work Team's input and brainstorming activities of the committee. Each potential work item represented a specific concern that was raised by the group. The topics were grouped and ranked by the DAC after discussion and preliminary " 5 dot" consensus procedures. The top work areas began to emerge and included the following general topics with some associated issues:

Site Review Applicability: The theme of this work area is the how, what, and where of requiring site review procedures. Areas of interest include examination of where site plan is required, comparative analysis with other alternatives and building a better site plan model.

Project Advocacy and Communication: The theme of this work area is twofold: 1) whether or not an applicant has a person to communicate with on the City review team that has the power to resolve conflicts, and 2) how are communication problems or competing values resolved quickly and efficiently within the City.

SDC Context: This subject is dedicated to the Committee's understanding of the Systems Development Charge program and preparing the DAC to participate or submit feedback and fresh ideas to the existing sub-committee work and City Council.

Fees: This potential work area is also twofold, 1) all fees related to the development process, and 2) planning application fees specifically. The concern was the justification of fees, the process for updating and changing city fees and the ongoing, albeit temporarily delayed, true cost analysis and planning fee project of 2011.

Incentivizing the Use of Brownfields: The theme of this work area is to address an ongoing environmental concern (i.e. the cleanup of brownfield sites) through development and the use of SDCs, development fee reductions or other incentives.

The broader work areas are composites that include associated ideas and concerns; the complete list of issues demonstrated a need for the group to have a common understanding of the context and definition of the common terms. To that end, staff provided general background information on the subject matter.

Background Information

Staff provided background information in two formats. A breakout group format was used to present sessions on the state and local background of Site Plan Review as a limited land use decision, and the statutory limitations, fees, and local functions of the Systems Development Program. A group discussion was subsequently held to discuss department fees, communication and advocacy. After presentations by staff, discussion and feedback was provided by the DAC. The DAC input was documented and is attached to this memo as Priority Matrix Supplemental Information. This information supplements the matrix and provides insight into group understanding of work subjects, criteria and statutory context. (See Attachment 2.)

With a draft list of work issues and a common understanding of the basics and background of each work area, the DAC progressed to a discussion of criteria and the construction of a draft matrix and ranking system.

Criteria

The draft ranking of subjects for consideration by the DAC required a preliminary foray into methods of comparative analysis. With input from the Chair and Vice Chair, staff presented a set of criteria adapted from a priority based budgeting approach (Anatomy of a Priority Driven Budget Process, The Government Finance Officers Association, 2011). The criteria are currently being utilized by the City in budget exercises and are designed to prioritize interests competing for limited time and resources. The criteria are limited to three general categories of intensity **(1=low, 3=medium, and 5=high)** and are not specific in terms of resources or time at this level of analysis. After some discussion and revisions by the DAC, an un-weighted set of criteria intended to quantify the practicality of a review procedure and the potential for results that benefit the development community and the citizen at large was agreed upon. The following criteria appear on the matrix exercise:

1. Mandate: Is the work area mandated at the federal, state or local level? This criteria asks "why do we do it?" and ranges from high levels of complexity (federal) to low levels (local) for revision procedures.
2. Resources/Cost: This criterion measures the practicality of the undertaking in terms of finances and staff resources.
3. Public Involvement: This criterion is a measure of land use process required for revision by state and local law.
4. Calendar Time: This criterion is a measure of time necessary for changes.
5. Difficulty: This criterion is a composite score of the first four criteria and is used to rank difficulty in simple relative terms.
6. Council Goals Supported: This criteria simply lists the number of Council Goals, and therefore the public's interest, served. The criterion is not weighted for competing goals or benefits to the community.
7. Demand: This criteria ranks current demand and can be used later for cost-benefit analysis.

The 8th and final column is the DAC's consensus ranking of the group's priorities. This ranking is the level of importance to the committee. It is the DAC's opinion that moving the work items, or a sub-set thereof, forward in this order will advance the mission statement adopted by the City Council.

DAC Matrix & Rankings

Item & Consensus Ranking	Mandate	Resources	Public Involvement	Calendar Time	Difficulty Composite Score	Council Goal(s) Supported	Public Demand
#1 Site Review Applicability	3	5	5	5	18	1, 2, 6	5
#2 Project Advocacy & Communication	1	5	3	3	12	1, 2, 6	5
#3 SDC Context	1	3	3	3	10	2, 6	3
#4 Fees - General	1	3	3	3	10	1, 2, 6	5
#5 Planning Application Fees	1	3	3	3	10	1, 2, 6	1
#6 Incentivizing Use of Brownfields	1	5	3	5	14	1, 2, 6	3

(as revised by the DAC, post PC WS)

Conclusion:

This meeting completes Step 2 of the process and timelines approved by City Council:

1. DAC forms and focuses on ground rules, process issues, and initial list of issues. Planning Commission review the initial list created by DAC in Work Session on Oct 16, 2012.
2. Initial level of analysis with DAC will include filtering for statutory mandates and estimates of time and resources; the draft analysis will be presented back to PC for first prioritization. (Jan 15, 2013)
3. The DAC and City Council conduct Joint Session to authorize process and initiatives. (March 11, 2013)
4. DAC conducts full review and approved public involvement procedures for initiatives. (July 13, 2013)
5. PC/CC Review, adoption and implementation procedures. (Sept 13, 2013)

Next Steps

The DAC's next regularly scheduled meeting will be dedicated to incorporating the Planning Commission's feedback and preparing for Joint Work Session with the City Council. Steps 3 and 4 will involve Council authorization of priorities, resources and further analysis of specific proposals.

RECOMMENDED ACTION:

The Planning Commission is encouraged to review the priorities drafted by the DAC and offer feedback or make recommendations on the priorities, criteria or resources and public involvement requirements associated with specific proposals.

DAC Priority Matrix
Supplemental Information
Prepared by the DAC Chair and Vice Chair

Approved By DAC, January 2, 2013

Overview

This is an attachment to the DAC Priority Matrix to provide an overview of the proposed scope for each item on the matrix. The background for how each item came to be on the matrix is provided elsewhere and not repeated here. The DAC understands that the currently proposed scope of some of these items overlaps with the work of other groups (past, present or planned near future). It is our intent that, as those overlaps are discovered during more detailed work, we will coordinate our efforts with those groups.

The information below was prepared based on our November 29th and December 13th meetings. At the November 29th meeting, we broke into two groups. Each group was given an overview by staff of Systems Development Charges and Site Plan Review as they exist today. Following the staff presentation, the groups were given the opportunity to ask questions and brainstorm areas and methods of improvement. Half way through the meeting, the groups switched to allow everyone the opportunity to be involved in both topics. At the December 13th meeting, we stayed as one group to receive an overview by staff of fees (Planning and Building Departments) and internal organization of application reviews. Following the staff presentations, the group was again given the opportunity to ask questions and brainstorm. Information provided to us during the presentations is attached as appendices.

Systems Development Charges

Systems Development Charges (SDCs) are a long term "hot button" topic so it is not especially surprising that the topic came up in the DAC setting. During preparation of the initial Priority Matrix the DAC was primarily focused on using SDCs to promote "green" technology and design and the timing of the SDC charges. However, during conversations to develop a descriptive scope and priority for the SDC topic, the focus broadened. Even with the broadened focus, the areas of interest remained the context of SDCs, not the methodology. One DAC member described the broadened focus as having three sub-categories: incentivize, equity and rates.

- Incentivize: This concept covers the idea of using SDC rates and income to encourage development in the city as a whole, in specific neighborhoods, and/or on specific types of property.
  In addition to the current 50% reduction, some of the ideas brainstormed included:
  - lowering SDC rates for sites that already have improvements (to encourage denser infill),
  - simplifying the process for determining available credits
  - considering the feasibility of "monetizing" SDC credits and more easily making them transferable (see also under "Rates")
  - extending or waiving time limits for applicability of SDC credits
  - placing burden upon developers/property owners to track SDC credits applicable to a given site over time
  - expanding the credits available to annexed but un- or under-developed properties
- Equity: This concept covers the ideas of each person paying their fair share and equitably allocating funds for projects proximate to where they are generated.
  Some of the ideas brainstormed for addressing this were:
  - tying SDCs to a user instead of a property

- "districting" SDC income so it pays for improvements relevant to the project/or in an area likely to benefit the project/area generating the SDCs

- Rates: Rates were not discussed as heavily as the previous two topics, but a few ideas were brainstormed for possible ways to reduce rates, including:
  - An option for developers to sell and/or buy credits– whether in bulk and/or at a reduced rate - then assign the credits to projects as they are needed
  - reviewing the Capital Improvement Plan (CIP) and "standards" for want vs. need items (an example of want vs. need is that the city needs a street but wants street trees or at least street trees at a certain coverage rate that in turn drives a standard applied to establishing SDC rates). This may further extend to consideration of development standards versus the community's ability to then maintain public improvements provided by new development.

Site Plan Review

Site Plan Review has also been a long term "hot button" topic going all the way back to before the Join Work Team was established and there is no surprise that it remains a high priority. As the Priority Matrix developed, topics referring to Site Plan Review included a range from eliminating Site Plan Review completely if the use already fits the zoning to eliminating it in all but select situations. Other topics included the applicability of Site Plan Review and elimination of the mandatory Pre-Submittal Meetings for Major Site Plan Modifications.

The sub-group discussion began with staff explaining the relationship between Site Review and Oregon land use statutes. Staff also presented a time-line of the Site Plan Review process and the differences between Type I & II. A Site Plan Review ladder of review procedures was also presented along with a discussion about the 120 day process, Public Notice, and Limited Land Use decisions. The sub-group discussions didn't really modify the topics referring to Site Review but instead confirmed that the topic requires further discussion. Following is a list of topics requiring further discussion:

- Discuss the applicability of Site Plan Review and making more uses consistent with established zoning permitted outright and eligible to proceed to the building permit application process directly.
- Could Site Plan Review be simplified, for example by using various methods such as accepting that plans prepared under a "stamp" carry greater weight, streamlining checklist requirements, etc.?
- Clarify the change in use triggers to ensure that Site Plan Review is required only for changes in land use to an entirely different category.
- Look into broadening the flexibility for modifications.
- Make sure that the modifications process doesn't itself become too complex, costly, etc.
- What can we do to prevent Site Plan Review from adding cost and time to the process for both the applicant and the city?
- Are pre-submittal meetings always necessary? If not, when should a pre-submittal meeting be required?

The overall mind set of the sub-groups was that Site Plan Review was not always necessary and added more time and cost to the process. It was suggested that we look at the process in other cities and emulate the parts that work well that would result in decreased cost and processing time.

Project Communication and Advocacy

Since we participated in the evolution of this term, its scope is reasonably clear to us; however we have discovered that of all our topics this is the most difficult to convey to others. All members of the DAC understand that the city staff has recently undergone a rather significant change in internal organization. We understand that this will affect our work going forward and may eliminate some of our concerns without any effort by us. However, we feel that there are additional changes that should be investigated. The recent changes related to the internal pyramid of job descriptions whereas our concerns relate more to the internal pyramid of project review. While there are areas of overlap between these pyramids there are also areas where they are unique.

- Project Communication: We feel gains can be made in how project communication happens internally among the various project reviews and between reviewers and applicant. A few ideas of potential improvements are:
  - Maintain the same assigned staff from the Development Issues Meeting (DIM) through to approval
  - Adjust the internal communication process between the Development Review Committee (DRC) and issuing approval
  - One staff person to communicate with the applicant on behalf of all other staff, and have that point person be empowered to be the lead in facilitating inter-departmental or inter-agency conflicts that may arise during the review process (i.e., being a true project manager rather than a scribe for the various departments/agencies)
  - Better educate the development community on the flow of project review so they can be more effective with project conversations and be able to track in real-time where there project is in the review process
- Project Advocate: We understand that city staff needs to remain removed enough from a project to perform a fair, objective and legally defensible review. This is concept intended to represent a lead/point person in the review process that has the authority to resolve internal conflicts, such as transportation requiring a driveway at the same location as fire requiring a hydrant. The person should also have the authority to resolve grey areas of the code in favor of the project. The assigned project planner is a logical person to act as the Project Advocate, but it doesn't have to be the planner; we can envision someone else being a better advocate for some project types. We envision the Project Advocate as being a person already involved in the project review process, or at least already employed by the city.

Fees

Our interest in fees is not how much is being charged, but is more focused on how to make a dollar stretch farther. We feel there are opportunities for fee related efficiency gains to help reduce expenses, thus allowing more to be done with the same fees. Some of the brainstormed ideas are as follows:

- Adjust the technical fee based on submittal format (paper, pdf, etc)
- Accept digitally signed plans and consider waiver and/or reduction of the 5% technology fee upon submittal of digital plans
- Staff keep time cards tracking how much time they spend on each project (providing accurate information for verification/time tracking on individual projects and determination of future fees)

SITE REVIEW PROCEDURES

- ☐ Counter Determination (Recent MDS/SP-BP)
- ☐ L.U.C.S Checklist (Recent MDS)
- ☐ Site Plan Review/MDS
- ☐ Site Plan Review (Type II)
- ☐ Master Plans
- ☐ Refinement Plans

NONE*

↓

LOW

↓

NORMAL

↓

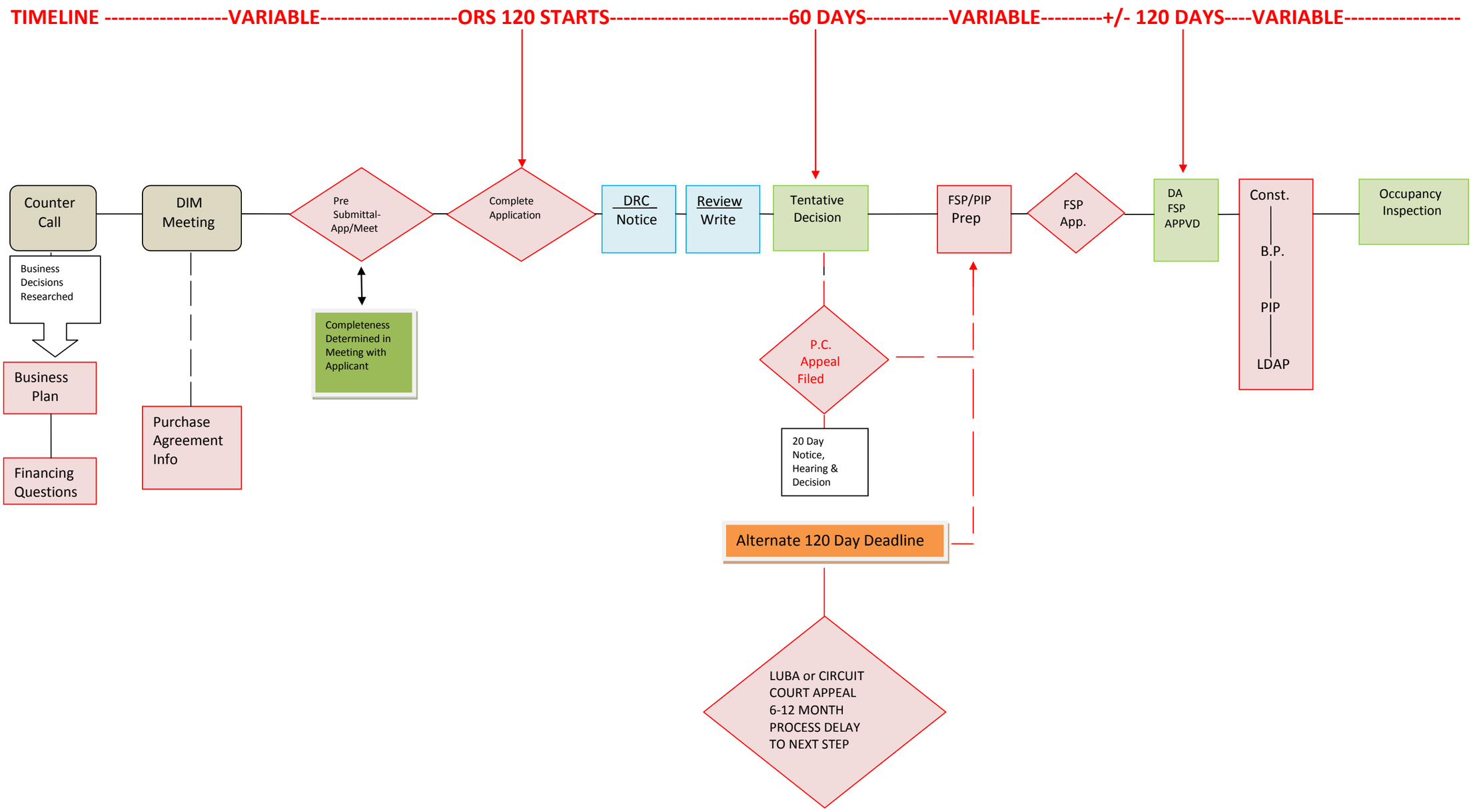
HIGH

↓

*INTENSITY SCALE

2/27/13

TYPE II - SITE PLAN REVIEW



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