



Planning Commission Agenda

Development and Public Works Director,
Len Goodwin 541-726-3685
Current Development Manager:
Greg Mott 541-726-3774
Management Specialist:
Brenda Jones 541.726.3610

City Hall
225 Fifth Street
Springfield, Oregon 97477
541.726.3610
Online at www.springfield-or.gov

Planning Commissioners:

Greg James, Chair
Nick Nelson, Vice Chair
Johnny Kirschenmann
Steve Moe
Stacy Salladay
Tim Vohs
Denise Bean

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 541.726.3710.

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

All proceedings before the Planning Commission and Committee for Citizen Involvement are recorded.

April 1, 2014

**6:00 p.m. CCI Session
Jesse Maine Room**

COMMITTEE FOR CITIZEN INVOLVEMENT

CONVENE AND CALL TO ORDER

ATTENDANCE: Chair James ____, Vice Chair Nelson ____, Kirschenmann ____, Moe ____, Salladay ____,
Vohs ____, and Bean ____.

CCI SESSION ITEM(S)

1. Survey Review for Charter Amendment to Allow for Councilor Compensation

**Staff: Neil Laudati, Community Relations Manager
30 Minutes**

2. Springfield Franklin Boulevard Public Outreach Plan

**Staff: Dave Reesor, Senior Planner
30 Minutes**

ADJOURN SESSION OF THE COMMITTEE OF CITIZEN INVOLVEMENT

April 1, 2014

7:00 p.m. Regular Session
Council Chambers

CONVENE AND CALL TO ORDER THE REGULAR SESSION OF THE SPRINGFIELD PLANNING COMMISSION

ROLL CALL – Chair James _____, Vice Chair Nelson _____, Kirschenmann ____, Moe____, Salladay____, Vohs _____, and Bean _____.

PLEDGE OF ALLEGIANCE

ADJUSTMENTS TO THE REGULAR SESSION AGENDA

In response to a request by a member of the Planning Commission, staff or applicant; by consensus

BUSINESS FROM THE AUDIENCE

Testimony is limited to 3 minutes; testimony may not discuss or otherwise address public hearings appearing on this Regular Session Agenda

PUBLIC HEARING(S)

QUASI-JUDICIAL PUBLIC HEARING – None

Planning Commission Deliberation and Decision on Establishment of the Willamette River Greenway Setback Line for Property in Glenwood- The public hearing request was closed on March 19, 2014 the written record was left open until 5:00 p.m. March 24, 2014.

**Staff: Mark Metzger
10 Minutes**

CONDUCT OF QUASI-JUDICIAL PUBLIC HEARING BEFORE THE PLANNING COMMISSION

- Staff explanation of quasi-judicial hearing process (ORS 197.763)
- Chair opens the public hearing
- Commission members declaration of potential conflicts of interest; disclosure of “ex-parte” contact
- Staff report
- Testimony from the applicant
- Testimony in support of the application
- Testimony opposed to the application
- Testimony neither in support of nor opposed to the application
- Summation by staff
- Rebuttal from the applicant
- Consideration of request for continuation of public hearing, extension of written record, or both
- Close or continue public hearing; close or extend written record (continuance or extension by motion)
- Planning Commission discussion; possible questions to staff or public

- Motion to approve, approve with conditions, or deny the application based on the information contained in the staff report, oral and written testimony, and all other evidence submitted into the record
- Final Order signed by Chair incorporating findings and reasoning to support the decision

REPORT OF COUNCIL ACTION

BUSINESS FROM THE PLANNING COMMISSION

- Upcoming Planning Commission meetings, committee assignments, appointments or other business

BUSINESS FROM THE DEVELOPMENT AND PUBLIC WORKS DIRECTOR

ADJOURN REGULAR SESSION OF THE SPRINGFIELD PLANNING COMMISSION

AGENDA ITEM SUMMARY

Meeting Date: 4/1/2014
Meeting Type: Work Session
Staff Contact/Dept.: Niel Laudati/CMO
Staff Phone No: 541.726.3780
Estimated Time: 10 Minutes
Council Goals: Provide Financially Responsible and Innovative Government Services

**Springfield Committee
for Citizen Involvement**

ITEM TITLE: SURVEY REVIEW FOR CHARTER AMENDMENT TO ALLOW FOR COUNCILOR COMPENSATION

ACTION REQUESTED: Obtain guidance from the Committee for Citizen Involvement (CCI) on moving forward with a community survey to gauge interest in a charter amendment regarding potential Mayor and City Councilor Compensation.

ISSUE STATEMENT: The Springfield Mayor and Council are volunteers. The Springfield Charter states: "No Councilor or Mayor may receive compensation for serving in that capacity. The Council may prescribe a plan for reimbursing Mayor and City Council for expenses they incur in serving the City." Amending the Charter to provide compensation for the Mayor and Council requires a public vote affirming such an amendment.

ATTACHMENTS: Attachment 1: Draft Survey

DISCUSSION/ FINANCIAL IMPACT: On March 4, 2014 the CCI discussed a City Council instruction to develop a strategy to obtain public opinion about Mayor/Council compensation for service as an elected official of Springfield. At the conclusion of its meeting, the CCI appointed a subgroup of its membership and gave them the task of preparing a draft online survey that would serve to gauge the community's interest in moving forward with a ballot measure to change the City Charter, allowing the Springfield Mayor and Council to receive compensation. The subgroup met on March 17 and produced Attachment 1, Draft Survey, for review.

In addition to evaluating the contents of the survey, the CCI is asked to discuss and endorse options for moving forward, including: releasing the survey to all city boards and commissions via email, and to the community at-large via the city's social media sites, websites and email lists.

Final Draft Council Compensation Survey: 04252014

Overview: The Springfield Mayor and Council are volunteers. The Springfield Charter states: “No Councilor or Mayor may receive compensation for serving in that capacity. The Council may prescribe a plan for reimbursing Mayor and City Council for expenses they incur in serving the City.” In Springfield; however, reimbursement for mileage, technology fees, etc. is available.

The Mayor and City Councilors typically spend 25-35 hours per week attending council meetings, answering constituent emails and reviewing the materials prepared for each week’s Council agenda. They are also asked to attend multiple city-related inter-governmental meetings during the week and events on nights and weekends on behalf of the community. It has become common practice for the Mayor and Councilors to use personal vacation time from their jobs in order to attend events and meetings on behalf of the city.

Please answer the following brief survey questions:

1. Have you ever attended a Springfield City Council meeting? Yes/No
2. Have you ever contacted your City Councilor for service? Yes / No
3. Are you satisfied with the work done on our behalf by the Mayor and City Council?
Please chose a ranking on a scale from 1-5 with 5 being the most satisfied.
4. Have you ever thought about running for City Council? Yes / No
5. If these positions were compensated would that make you more willing to run for City Council? Yes / No
6. Prior to reading this survey summary, were you aware that the Mayor and Council positions in Springfield were non-compensated, volunteer positions? Yes / No
7. The proposed compensation for Springfield is \$500 per month for the mayor and \$300 per month for each councilor. Do you think that amount is: 1. Too much 2. Too little 3. About right

Background: Eugene voters amended that city’s charter in 2000 to allow monthly pay for its elected councilors. The mayor and councilors are paid \$1,815 and \$1,210 a month, respectively. Cottage Grove, Lane County’s third-largest city, doesn’t pay its councilors. Lane County’s five commissioners are paid at least \$6,191 monthly, plus receive full county retirement and health care benefits. (Source Register Guard)

8. Would you support a Charter amendment in favor of council compensation? Yes / No

If this proposal is approved, the fiscal impact to the city is approximately \$27,000 per year. Additionally, it is recommended that reimbursement for mileage and other charges that accrue to participation in city business continues as an added, compensable expense. In the previous 10-year period Mayor/Councilor reimbursement has averaged \$XX per year.

AGENDA ITEM SUMMARY

Meeting Date: 4/1/2014
Meeting Type: Work Session
Staff Contact/Dept.: David Reesor DPW
Staff Phone No: 541-726-4585
Estimated Time: 20 Minutes
Council Goals: Maintain and Improve
Infrastructure and
Facilities

**SPRINGFIELD
PLANNING COMMISSION**

ITEM TITLE: SPRINGFIELD FRANKLIN BOULEVARD PUBLIC OUTREACH PLAN

**ACTION
REQUESTED:** The Committee for Citizen Involvement (CCI) is requested to review, comment and approve the Franklin Blvd Public Outreach Plan.**ISSUE
STATEMENT:** Staff seek Planning Commission input, acting as the Committee for Citizen Involvement (CCI), on the Franklin Public Outreach Plan. The objective of the public outreach process outlined in the attached Plan is to keep people informed as the project moves forward, particularly those directly affected. The CCI is asked to review, comment and approve the Franklin Blvd. Public Outreach Plan.

ATTACHMENTS: 1. Franklin Public Outreach Plan

DISCUSSION: Upgrading Franklin Blvd. to full urban standards in Glenwood has been a City priority for many years. Franklin Blvd. Phase 1 construction funding is now in the Draft 2015-2018 Statewide Transportation Improvement Program and staff, with significant consultant assistance, is carefully navigating the NEPA (National Environmental Policy Act) process that must precede right of way acquisition and construction. Recent work has focused on developing the required environmental baseline reports covering things like endangered species, historic and cultural resources and environmental justice, and then using that information and Council's desire to minimize impacts to properties to develop project design. This has been an iterative process, and has achieved a measure of success in systematically reducing the project's NEPA and business impacts.

Input from the general public, businesses, property owners and other stakeholders has been an important part of getting to this point in the Project. In October 2014, City and consultant staff met face to face with potentially impacted business and property owners within the Project Area to gather employment information and to establish personal communication between the City and these interested parties. Most recently, City and consultant staff have met face to face again with potentially impacted business and property owners immediately adjacent to Franklin Blvd. to discuss the proposed project "envelope" for the reconstruction of Franklin. This was first reviewed by the City Council during the February 24th, 2014 work session.

Springfield's Goal 1 Citizen Involvement program requires input from the CCI on forming this type of Project Outreach Plan. Staff request the Planning Commission, acting as the CCI, to review, comment and approve the Franklin Blvd. Public Outreach Plan. Additional design phase public outreach tasks will likely be added to this Plan and will be brought back before the CCI for review and approval prior to implementation.

Staff will be available for questions during the work session.



Draft Public Outreach & Communication Plan (2-10-14)

INTRODUCTION

In Glenwood, Franklin Boulevard is an aging highway with very little to no provision for safe biking or walking. The roadway is a gateway to both Springfield and Eugene, serves as a central link between the two downtowns, and provides the main access to the Glenwood Riverfront District.

The purpose of the Project is to change Franklin Boulevard between I-5 and McVay Highway into a modern, urban, multi-way boulevard that safely meets the needs of pedestrians, bikes, buses, and motor vehicles, and helps the Glenwood Riverfront District redevelop.

Glenwood's residents, businesses and surrounding communities have been thinking and talking for more than a decade about improving Franklin Blvd. Thoughtful and outreaching conversations, research, committees, and public meetings bring us to today, where Springfield is guiding a revised Franklin Blvd "footprint" through approvals required for accountability and funding.

Community members donated many hours of time over the years serving on the Glenwood Citizen Advisory Committee, the Glenwood Redevelopment Advisory Committee, and LTD's Glenwood Advisory Group. Others offered testimony at council decision points.

The objective of this public outreach process is to keep the people informed as the project moves forward, particularly those directly affected. The following values will guide the public involvement:

Meaningful: information must be accurate, timely and easily accessible

Inclusive: it is incumbent on the project to reach out to everyone, including those who don't use computers or have barriers to meeting attendance

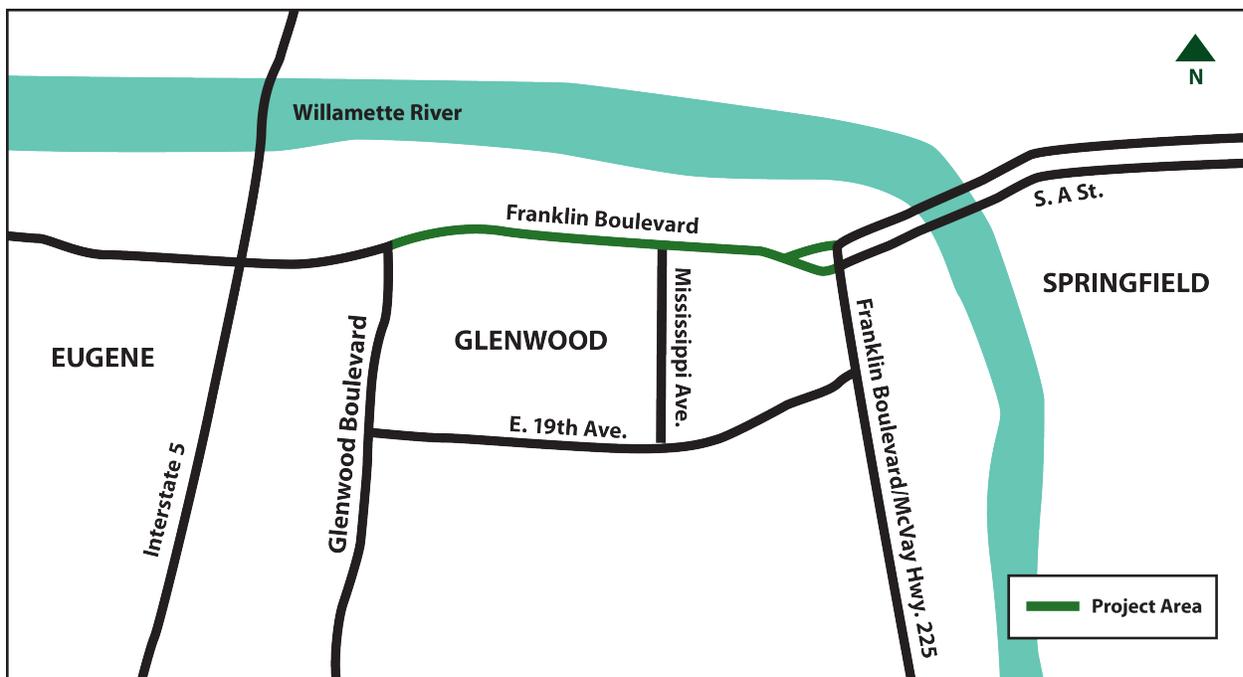
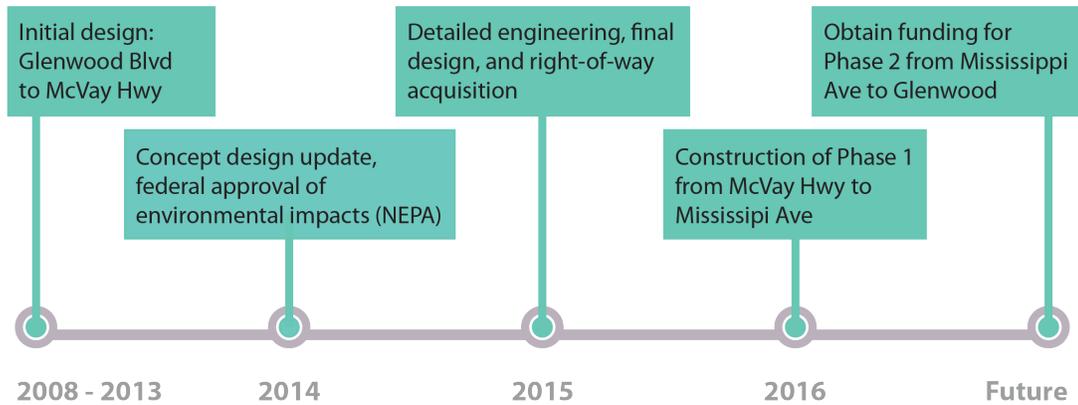
Transparent: decisions are public and materials are available on the website

Realistic: clear about the project constraints, objectives, and parameters

Decisions and Roles

The project design will move through the National Environmental Policy Act (NEPA) approval process on its path to receiving funding. As part of the process, the Oregon Department of Transportation (ODOT) and the Federal Highway Administration (FHWA) will review, as will the Lane Transit District (LTD) and the Federal Transit Administration (FTA). The project will be monitored and approved by the Springfield City Council.

Project Timeline and Map



KEY ELEMENTS OF PUBLIC OUTREACH PLAN

- Consistent reliable information and city contact person
- Mailings to property/business owners
- In person meetings with corridor property/business owners
- Small issue-focused meetings, such as bicycle/pedestrian
- Up to two Open Houses held on corridor to share design
- Outreach targeted to low-income, disabled and elderly people

- E-Updates to Interested Parties List
- Timely response to all submitted comments & questions
- Project posters at high visibility locations
- Select speaking engagements at civic organizations
- Updates to Glenwood Redevelopment Advisory Committee
- New Franklin Boulevard website with comment function
- Media (print, radio, TV)

TARGETED COMMUNICATIONS STRATEGIES

Glenwood Residents, Business and Property Owners

The project seeks to communicate directly and regularly with all affected business owners, property owners, and Glenwood residents about the Franklin Boulevard design and impacts. The project will develop an understanding of the best ways to communicate with the above groups through construction to lessen inconvenience and prevent unnecessary hardships. This may be particularly relevant to business operations and to disabled and senior Glenwood residents. These direct efforts build on the relationships and knowledge gained from conducting the Employer Questionnaire in October 2013.

Actions:

Mail to all business and property owners on the corridor to inform about progress and opportunities. (Major new information)

The project team will meet individually with any businesses directly impacted by the design to discuss options, clearly outline process for settlement, leave descriptive materials for consideration, and give contact information for ongoing conversation. (Spring/Summer 2014)

In addition to specialized outreach outlined above, these invested community members will also receive information via an e-update, phone calls, the project website, and the local media. (Ongoing)

Franklin Boulevard Users

Franklin Boulevard is an important highway with average daily traffic (ADT) of 15,000, including freight haulers. The EmX system serves this stretch of road, and thousands use this major inter-city arterial to connect locally and regionally. The project must widely share design and timeline information to keep Springfield and Eugene area residents, commuters and freight haulers well informed.

After the project moves through approvals and nears construction, Springfield will partner with local organizations that specialize in construction and congestion mitigation to develop an effective plan that keeps the public informed and disruption to a minimum.

Actions:

Host up to two widely publicized Open Houses located on the corridor for any interested party to see the proposed design and discuss with staff. (June 2014 and again when finalized, if any significant design changes)

Use media news releases to major and local media, including Springfield Times and Glenwood Gazette. (Major milestones)

Place informative posters at high-volume venues, such as City Hall, Springfield Library, Planned Parenthood, Dari Mart, Bring Recycling, and Lane County Refuse Center. Include contact information and how to sign up for project information. (Ongoing)

Continually develop Interested Parties List. Send e-updates at Project Milestones including appropriate contacts in area agencies. (Ongoing)

Update Project Website. (Ongoing)

Title VI Populations

The Glenwood area is home to a significant percent of low-income, disabled and elderly residents who require non-technology based communication. The project will reach out through non-conventional methods, including networking with agencies that provide services to these populations.

Actions:

Co-host “Coffee & Conversation” at Glenwood neighborhood homes (Spring/summer/fall 2014)

Provide updates to the Glenwood Water District Board (Major milestones)

Phone calls (Ongoing as needed)

Information placed in Glenwood Gazette. (Major milestones)

Investigate sharing information through Ride Source, LCOG’s Senior & Disabled Services, Meals on Wheels, and caregivers (March-ongoing)

Use leaflets or mailings for critical information (Major milestones)

Investigate dedicated phone line with recorded information message March-ongoing)

Springfield Civic Leaders

Every community has leaders who connect with a variety of constituencies. Regularly updating those who serve on relevant Springfield committees, local service organizations and community non-profits is a good way to use social networks as conduits for accurate information.

Actions:

Network with organizations to place information in their newsletters and links to project website. (Major milestones)

Update citizen committees through email and providing information to appropriate Springfield staff to share at committee meetings. (Major milestones)

Arrange speaking engagements at civic committee and club meetings with the dual goal of sharing information and signing people up to receive future updates. (Up to 8 venues Spring/Summer/Fall)

Update Project Website. (Ongoing)

Issue Focused Groups

Franklin Boulevard will continue to serve multiple transportation needs. The project will organize discussions with specific types of users about the aspects of design most relevant to them to help achieve the most functional outcome.

Actions:

Organize, recruit, and facilitate small meetings for freight haulers, bicycle and pedestrian users, and transit riders, including elderly and disabled people. (Spring/summer 2014)

COMMUNICATIONS MATERIALS

Project description

Project orientation map (shows corridor in bigger picture)

Franklin Blvd design

Project estimated timeline through construction

City of Springfield contact name and number

Poster with all above elements in multiple sizes for different uses.

Frequently Asked Questions (updated as needed)

Mailing to Property Owners with design, and directions for how to respond, if desired.

Mailing to Business Owners with design, and directions for how to respond, if desired.

Website

Business Assistance package of materials

Roundabout education: General facts about benefits

Potential dedicated phone line with recorded message

AGENDA ITEM SUMMARY

Meeting Date: 4/1/2014
Meeting Type: Regular Meeting
Staff Contact/Dept.: Mark Metzger/DPW
Staff Phone No: 541-726-3775
Estimated Time: 10 Minutes
Council Goals: Mandate

**SPRINGFIELD
PLANNING COMMISSION**

ITEM TITLE: ESTABLISHMENT OF THE WILLAMETTE RIVER GREENWAY SETBACK LINE FOR PROPERTY IN GLENWOOD

ACTION REQUESTED: Approve, approve with modifications or deny a request to establish the Willamette River Greenway Setback Line on property owned by Wildish Land Company.

ISSUE STATEMENT: The Wildish Land Company has submitted a request to establish the Willamette River Greenway Setback Line for property it owns in Glenwood. The Planning Commission and the Springfield Hearings Official conducted a public hearing on the proposal on March 19, 2014. The public hearing was closed, but the record was held open and the applicant was directed to submit aerial photos with the proposed setback line superimposed at a scale that will allow a more accurate delineation of the setback line with respect to existing vegetation along the Willamette River.

ATTACHMENTS: 1. Wildish Aerial Photos with Proposed Setback Line Superimposed

DISCUSSION: At the request of the Springfield Hearings Official and the Planning Commission, Wildish has submitted a revised package of aerial maps showing the proposed setback line at a scale of 1"=100' (Attachment 1). The aerial maps are at a scale comparable to the 2004 Salix Associates maps showing their recommended setback line.

The applicant proposes to draw the setback line "at the upland extent of the riparian vegetation (Riparian Edge, or ten feet 10') from top of bank, which ever is greater."

In 2004, Salix Associates, an environmental consultancy, was contracted to recommend a Greenway Setback Line for Glenwood based on the standards found in SDC 3.3-325. The Salix report (Attachment 2 of the March 19th Planning Commission packet) included a series of aerial photos with the recommended setback line superimposed. Photos 14-20 are applicable to the Wildish property. The setback recommended by Salix for the Wildish site is consistent with the setback proposed by the applicant.

The Staff Report and Recommendation (Attachment 1 of the March 19th Planning Commission packet), includes findings which support approval of the proposed Willamette River Greenway Setback Line as submitted.



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Existing Habitat Types and Recommended Greenway Setback Map
 Setback Line Source: 2013 GPS/2008 DOGAMI LIDAR
 SPRINGFIELD (GLENWOOD), OR

Revisions	#	Date	Description
	1	3/1/2014	Scale to 1:100

Project Number: 1363	Drawn By: BTM	Checked: 12.19.13	Date: 12.19.13
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Legend

- Study Area
- Proposed Greenway Setback
Based on merging the
greater of two features:
Riparian Edge and
10 Feet from Top of Bank
- Forested Upland
- Industrial and Commercial Fill
- Riparian Edge
- Vacant Cleared Field

Scaled for 11x17
 Paper Size
 1 inch = 100 feet
 0 100 Feet

SOURCE

Lot Data provided by Lane Council of Governments.
 Aerial background courtesy of USGS/0.5 meter resolution.
 The information on this map was derived from multiple sources.
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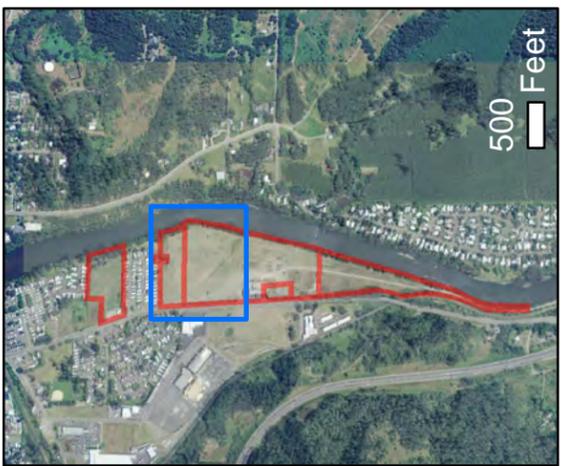




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Revisions			
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1	3/4/2014	Scale to 1"=100'	

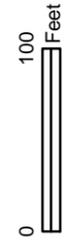


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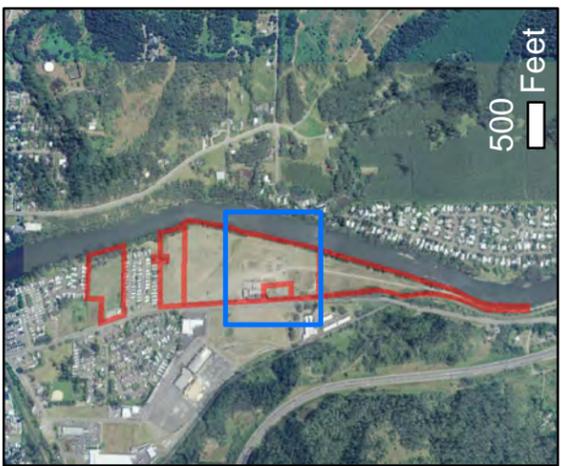


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 Date: 12.19.13
 Sheet: 8C



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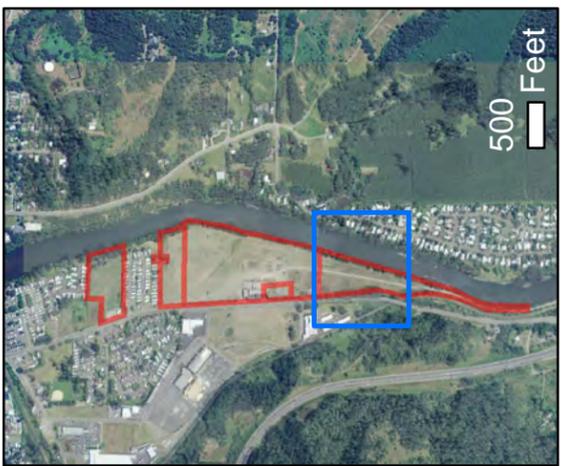


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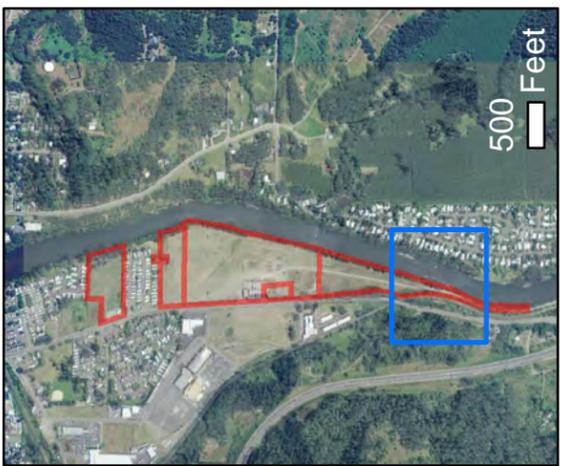
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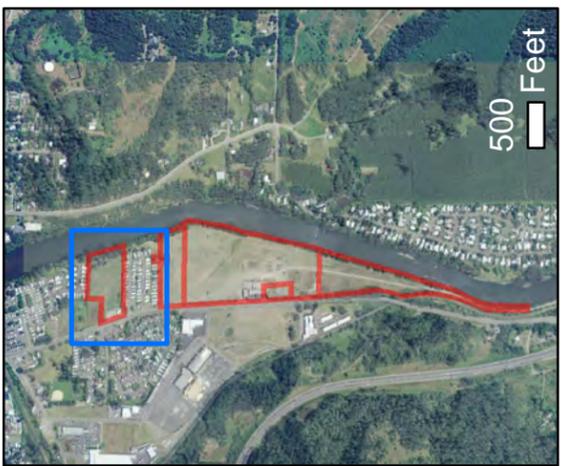


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Existing Habitat Types and Recommended Greenway Setback Map
 Setback Line Source: 2013 GPS/2008 DOGAMI LIDAR
 SPRINGFIELD (GLENWOOD), OR

Project Number: 1363	Drawn By: BTM	Checked: 12.19.13	Date: 12.19.13
Sheet 8A			



Legend

- Study Area
- Proposed Greenway Setback
Based on merging the
greater of two features:
Riparian Edge and
10 Feet from Top of Bank
- Forested Upland
- Industrial and Commercial Fill
- Riparian Edge
- Vacant Cleared Field

Scaled for 11x17
Paper Size

1 inch = 100 feet

0 100 Feet

SOURCE
 Lot Data provided by Lane Council of Governments,
 Aerial background courtesy of USGS/0.5 meter resolution
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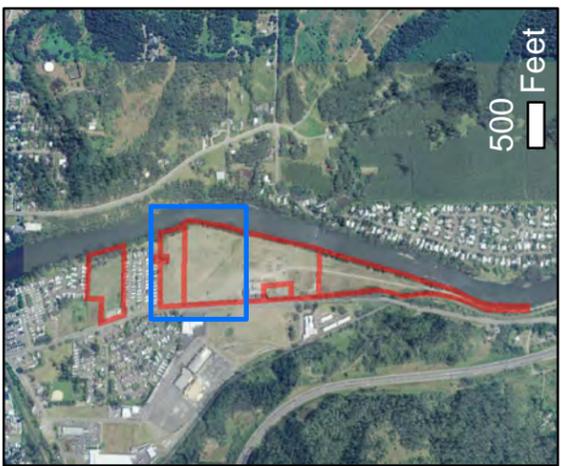




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 Setback Line Source: 2013 GPS/2008 DOGAMI LIDAR
 SPRINGFIELD (GLENWOOD), OR

Project Number: 1363	Drawn By: BTM	Checked: 12.19.13	Date: 12.19.13
Revisions			
#	Date	Description	
1	3/4/2014	Scale to 11x17	



Legend

- Study Area
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- Riparian Edge
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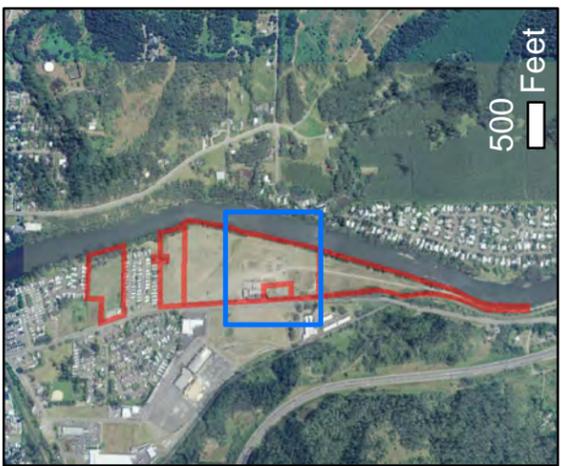


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 SPRINGFIELD (GLENWOOD), OR

Project Number: 1363	Drawn By: BTM	Checked: 12.19.13	Date: 12.19.13
Revisions			
#	Date	Description	
1	3-21-2014	Scale to 1"=100'	

8C

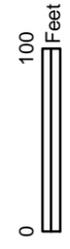


Legend

- Study Area
- Proposed Greenway Setback
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10 Feet from Top of Bank
- Forested Upland
- Industrial and Commercial Fill
- Riparian Edge
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Scaled for 11x17
Paper Size

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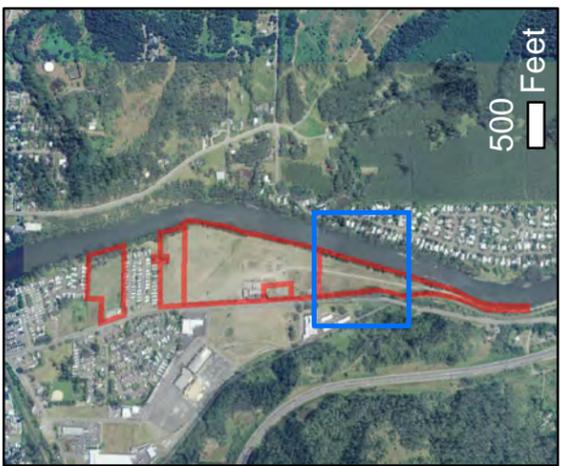


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 Setback Line Source: 2013 GPS/2008 DOGAMI LIDAR
 SPRINGFIELD (GLENWOOD), OR

Project Number: 1363		Drawn By: BTM	Checked: 12.19.13	Date: 12.19.13
Revisions # Date Description 1 3-1-2014 Scale to 1:1000				

8D



Legend

- Study Area
- Proposed Greenway Setback
Based on merging the
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Riparian Edge and
10 Feet from Top of Bank
- Forested Upland
- Industrial and Commercial Fill
- Riparian Edge
- Vacant Cleared Field

Scaled for 11x17
 Paper Size
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 0 100 Feet

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 SPRINGFIELD (GLENWOOD), OR

Project Number: 1363		Sheet
Drawn By	BTM	8E
Checked		
Date	12.19.13	
Revisions		
#	Date	Description
1	3/1/2014	Scale to 1:100



Legend

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- Riparian Edge
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Project Number: 1363		Drawn By: BTM	Checked: 12.19.13	Date: 12.19.13
Revisions # Date Description 1 3/4/2014 Scale to 11x17				

8F



Legend

- Study Area
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