Planning Commission Agenda

Interim Development and Public Works Director: Tom Boyatt, 541.744.3373
Interim Community Development Manager: Sandy Belson 541.736.7135
Management Specialist: Brenda Jones 541.726.3610
City Attorney's Office: Kristina Kraaz 541.744.4061

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

Planning Commissioners:
Michael Koivula, Chair
Troy Sherwood, Vice Chair
Tim Vohs
Andrew Landen
Grace Bergen
Kuri Gill
Sophie McGinley

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 Chamber, a "Personal PA Receiver" for the hearing impaired is available. To request a reasonable accommodation at this meeting, please contact Brenda Jones at 541.726.3610 or bjones@springfield-or.gov.
Meetings will end prior to 10:00 p.m. unless extended by a vote of the Planning Commission.

All proceedings before the Planning Commission are recorded.

November 6, 2018
_____

6:00 p.m. Work Session
Jesse Maine Meeting Room
_____

CALL TO ORDER

ATTENDANCE: Chair Koivula _____, Vice Chair Sherwood _____, Vohs _____, Landen _____, Bergen _____, Gill _____, and McGinley_____.

WORK SESSION ITEM(S)

1. **Oregon's Statewide Planning Goals-**

    Staff: Mark Rust, Senior Planner
    60 Minutes

ADJOURNMENT

All proceedings before the Committee for Citizen Involvement are recorded.

November 6, 2018

_____

**7:00 p.m. Work Meeting of
Committee for Citizen Involvement
Jesse Maine Room**

_____

(Committee for Citizen Involvement Meetings are reserved for discussion between Committee,
staff and consultants; therefore, the CCI will not receive public input during work Meetings.
Opportunities for public input are given during all regular CCI meetings.)

- CONVENE AND CALL TO ORDER THE MEETING OF THE SPRINGFIELD COMMITTEE FOR CITIZEN INVOLVEMENT

WORK MEETING ITEM(S)

1. **Development Code Update Project**

   Provide input on the formation of the Technical Advisory Committee for the Housing phase of the Development Code Update Project.

   Staff: Mark Rust, Senior Planner
   30 Minutes

ADJOURN WORK MEETING OF THE COMMITTEE FOR CITIZEN INVOLVEMENT

AGENDA ITEM SUMMARY	**Meeting Date:**	11/6/2018
	Meeting Type:	Work Session
	Staff Contact/Dept.:	Mark Rust/DPW
	Staff Phone No:	541-726-3654
	Estimated Time:	60 minutes
S P R I N G F I E L D	**Council Goals:**	Encourage Economic
PLANNING COMMISSION		Development and
		Revitalization through
		Community Partnerships

ITEM TITLE:	Planning Commissioner Training - Oregon Statewide Planning Goals

ACTION REQUESTED:	General Discussion

ISSUE STATEMENT:	The Planning Commission has an important role in advising the City Council on matters of policy and in implementing the City's adopted plans and codes. To provide the best level of service to the Springfield community, each Commissioner needs a basic understanding of our complex land use system.

This series of training sessions will provide background and context for Springfield's current situation including moving forward with the Development Code Update project and allow for the experienced Commissioners to share what they have learned with the new Commissioners. |

ATTACHMENTS:	None

DISCUSSION:	Mark Rust, Senior Planner with the City of Springfield will provide training for the Planning Commission on the Oregon Statewide Planning Goals.

To prepare for this work session, staff is asking each Planning Commissioner to choose one of the Statewide Planning Goals and review the language of the Goal. Staff will ask at the training meeting if each Commissioner will present an overview of the Goal that they choose at the meeting. The Goals can be found at the following link. https://www.oregon.gov/lcd/OP/Documents/compilation_of_statewide_planning_goals.pdf

There are 19 Statewide Planning Goals as shown in the following list.

Goal 1 - Citizen Involvement
Goal 2 - Land Use Planning
Goal 3 - Agricultural Lands
Goal 4 - Forest Lands
Goal 5 - Open Spaces, Scenic and Historic Areas, and Natural Resources
Goal 6 - Air, Water and Land Resources Quality
Goal 7 - Areas Subject to Natural Disasters and Hazards
Goal 8 - Recreational Needs
Goal 9 - Economic Development
Goal 10 - Housing
Goal 11 - Public Facilities and Services
Goal 12 - Transportation
Goal 13 - Energy Conservation |

Goal 14 - Urbanization
Goal 15 - Willamette River Greenway
Goal 16 - Estuarine Resources
Goal 17 - Coastal Shorelands
Goal 18 - Beaches and Dunes
Goal 19 - Ocean Resources

The last four Goals, 16-19 are Coastal Goals and are not applicable within the City of Springfield. Goals 3 and 4 are two of the Resource lands Goals that are also not applicable within the City of Springfield.

AGENDA ITEM SUMMARY	**Meeting Date:**	11/6/2018
	Meeting Type:	Regular Meeting
	Staff Contact/Dept.:	Mark Rust/DPW
	Staff Phone No:	541-726-3654
	Estimated Time:	30 minutes
S P R I N G F I E L D	**Council Goals:**	Encourage Economic
COMMITTEE FOR CITIZEN INVOVLEMENT		Development and
		Revitalization through
		Community Partnerships

ITEM TITLE:	DEVELOPMENT CODE UPDATE PROJECT

ACTION REQUESTED:	Provide input on the formation of the Technical Advisory Committee for the Housing phase of the Development Code Update Project.

ISSUE STATEMENT:	Prior to the formation of the Technical Advisory Committee for the Housing phase of the Development Code Update Project, staff would like input from the Committee for Citizen Involvement in regard to the membership and representation on the Technical Advisory Committee prior to recruiting to fill the positons.

ATTACHMENTS:	Attachment 1 – Communication Memorandum Attachment 2 – Draft Development Code Update Work Program

DISCUSSION:	The Technical Advisory Committee will be comprised of City and other agency staff as well as members of the public that use the code and can provide technical input on code language. The City will actively reach out to potential participants to invite them to be on the committee with considerations for representation of key interests.

The purpose of the Technical Advisory Committee is to provide the Project Core Team with support necessary to develop code revisions by:

- Establishing a forum to identify, discuss, and resolve technical issues and concerns.
- Establishing a forum to maintain interdepartmental and interagency communication.
- Providing data and information, as requested.
- Reviewing and providing feedback on draft work products in a timely manner.

The Technical Advisory Committee will also consider information from the broad community outreach efforts that will be incorporated into the code development.

COMMUNICATION MEMORANDUM	**Meeting Date:**	11/6/2018
	Meeting Type:	Regular Meeting
	Staff Contact/Dept.:	Mark Rust/DPW
	Staff Phone No:	541-726-3654
	Estimated Time:	30 Minutes
S P R I N G F I E L D	**Council Goals:**	Encourage Economic
COMMITTEE FOR CITIZEN INVOVLEMENT		Development and
		Revitalization through
		Community Partnerships

ITEM TITLE	DEVELOPMENT CODE UPDATE PROJECT

BACKGROUND	On September 18, 2018 the Planning Commission was introduced to the project manager and project concepts.

DISCUSSION	A Community Engagement Plan is being created for the Development Code Update Project. In addition to the broad community outreach that will be outlined in the Community Engagement Plan, staff is forming a Technical Advisory Committee for the Housing phase of the project to gather input from members of the public that use the code and can provide technical input on code language. A draft list of participant positions for the Technical Advisory Committee is included in the attached project Draft Work Program.
	Staff is requesting input on the participant positions list for the Technical Advisory Committee. Staff is also asking for feedback on having a liaison from the Planning Commission on the Technical Advisory Committee. The Technical Advisory Committee positions list will be incorporated into the Community Engagement Plan.
	It is anticipated that the recruitment for Technical Advisory Committee members will be open for approximately four weeks.

NEXT STEPS	Staff is scheduled to return to the Committee for Citizen Involvement on November 20, 2018 to review the draft Community Engagement plan. Staff will be seeking guidance to move the project forward.
	To formally appoint members to the Technical Advisory Committee for the Housing phase of the Development Code Update Project, staff anticipates returning to the Committee for Citizen Involvement on December 20, 2018.

RECOMMENDED ACTION	Staff is seeking input on the formation of the Technical Advisory Committee for the Housing phase of the Development Code Update Project. No formal action is required.

City of Springfield
Development Code Update
Draft Work Program

Overview

The Development Code is the principle document that implements local, state, and federal land use, transportation, and environmental laws applicable in the City of Springfield. The Council has recognized the need to update the code and has directed staff to proceed with a complete Development Code update.

Project Objectives

1. Enable quick review of development applications.
2. Be easy to understand with clear code language presented in a user-friendly format.
3. Provide a straight-forward processing path to development decisions.
4. Support/further economic development in all sectors.
5. Protect and enhance the beauty of our city to boost or stabilize property values, encourage investment, and improve the image of the community.
6. Comply with mandatory regulatory requirements.
7. Implement the City's adopted policies.

Project Purpose

The purpose of the Development Code Update project is to change the Springfield Development Code to support efficient, timely, and clear development review. The updated Development Code will support Springfield's economic development priorities and will honor Springfield's home town feel now and in the future.

Participants and Roles

ELECTED AND APPOINTED OFFICIALS

Role: Provide policy input and guidance on project elements. Review, recommend, and approve the project work products.

1. City Council
2. Planning Commission
3. Committee for Citizen Involvement

PROJECT MANAGER AND CODE DRAFTER

Role: Complete the code update project with the support of the project team.

Mark Rust, AICP – Senior Planner, City of Springfield – Project Manager

OVERSIGHT TEAM

Role: Provide City management leadership and guidance for the project:
- Allocates adequate staff and financial resources to complete the project.
- Ensures the successful nexus of Council policy and state law with new code text and standards.
- Holds calendar open on monthly basis for City Project Manager to initiate and present high level project issues in need of resolution, including those that might be interdepartmental, interagency, or interpersonal.
- Subset of the Oversight Team to include Tom Boyatt and Sandy Belson provide general guidance and feedback on an as needed basis.

Members - City Staff:

1. Development and Public Works Director
2. Community Development Division Manager
3. Comprehensive Planning Manager
4. Current Planning Supervisor
5. City Engineer

PROJECT CORE TEAM

Role: Move the project forward. The Project Core Team holds calendars open on a weekly basis for Project Manager to convene one or more members. Specific project responsibilities are assigned to individuals by the Project Manager.

Members - City Staff:

1. Project Manager
   - Performs review of the existing code.
   - Drafts new code language.
   - Provides day to day oversight of project.
   - Coordinates with the State of Oregon Department of Land Conservation and Development staff.
   - Acts as project advocate to communicate the project objectives and progress updates to other key members inside and outside the organization.
   - Coordinates Project Core Team and other City staff on Technical Advisory Committee (assigns tasks, follows-up on assignments, sets agendas).
   - Serves as communication link between Oversight Team and Project Core Team and Technical Advisory Committee.
   - Ensures project goals, schedule, and deliverables are attained.
   - Presents information and recommendations to elected and appointed officials.
   - Directs development and implementation of community engagement plan in coordination with Project Core Team.

2. City Attorney
   - Provides legal review and support of draft code language.
   - Ensures the successful nexus of state law with new code text and standards.
   - Assists with drafting code language.

3. Development and Public Works Communication Coordinator
   - Provides departmental communication related advice and support.

- Serves on Technical Advisory Committee as the Development and Public Works Department Communication Coordinator.
- Ensures coordination of project messaging with Development and Public Works Department and overall City messaging.
- Supports development and implementation of Community Engagement plan.

TECHNICAL ADVISORY COMMITTEE

Role: Provides the Project Core Team with support necessary to develop code revisions by:
- Establishing a forum to identify, discuss, and resolve technical issues and concerns.
- Establishing a forum to maintain interdepartmental and interagency communication.
- Providing data and information, as requested.
- Reviewing and providing feedback on draft work products in a timely manner.

Members: Upon formation of the Technical Advisory Committee, protocols will identify whether participation is standing or ad hoc and what expectations are for type of input desired.

Elected and Appointed Officials liaison:
1. City Council liaison
2. Planning Commission liaison

Housing participants:
1. Home Builders Association of Lane County
2. Residential developer
3. Residential contractor
4. Non-profit housing developer
5. Consultant (land use, engineering, architect, etc.)
6. Springfield Realtors Association - residential realtor

Economic development participants:
1. Springfield Chamber of Commerce
2. Commercial Industrial Developer
3. Commercial/industrial contractor
4. Business owner
5. Consultant (land use, engineering, architect, etc.)
6. Commercial realtor
7. Commercial appraiser

Government agencies:
1. Oregon Department of Land Conservation and Development - South Willamette Valley Regional Representative
2. Lane County – Land Management
3. Lane County – Engineering, Transportation Planning
4. Willamalane Park and Recreation District
5. Springfield School District
6. Lane Transit District
7. Oregon Department of Transportation

Utility provider participants (as needed on a topic specific basis):
1. SUB Water
2. SUB Electric
3. Rainbow Water District
4. Comcast
5. Charter
6. EWEB
7. Sanipac
8. NW Natural Gas

City participants (as needed on a topic specific basis):
1. Building program
2. Fire Marshalls Office
3. Economic development
4. Emergency management
5. Civil engineering program
6. Transportation engineering
7. Transportation planning
8. Current planning
9. Comprehensive planning
10. Storm water Program

Work Tasks and Timeline

Development Code Update Project Schedule

	2019		2020		2021		2022	
	Qtr 3 Qtr 4	Qtr 1 Qtr2	Qtr 3 Qtr 4	Qtr 1 Qtr2	Qtr 3 Qtr 4	Qtr 1 Qtr 2	Qtr 3 Qtr 4	Qtr 1 Qtr 2 Qtr 3 Qtr 4
Task 1: Project Management and Oversight								IMPLEMENTATION
Task 2: Formation of Advisory Committee								
Task 3: Develop Community Engagement Plan								
Task 4: Implement Community Engagement Plan								
Task 5: Conduct Audit of Housing Code Sections								
Task 6: Draft Housing Code Sections								
Task 7: Public Outreach for Housing Code Sections								
Task 8: Adoption Process for Housing Code Sections					IMPLEMENT			
Task 9: Conduct Audit of Comm./Ind. Code Sections								
Task 10: Draft Comm./Ind. Code Sections								
Task 11: Public Outreach for Comm./Ind. Code Sections								
Task 12: Adoption Process for Comm./Ind. Code Sections						IMPLEMENT		
Task 13: Conduct Audit of Other Code Sections								
Task 14: Draft Other Code Sections								
Task 15: Public Outreach for Other Code Sections								
Task 16: Adoption Process for Other Code Sections								
IMPLEMENTATION PROCESES								IMPLEMENTATION

☆ Council - Work Session or Communication Memo
☆ Planning Commission - Work Session or Communication Memo