



City Council Agenda

Mayor
Christine Lundberg

City Council
Sean VanGordon, Ward 1
Steve Moe, Ward 2
Sheri Moore, Ward 3
Leonard Stoehr, Ward 4
Marilee Woodrow, Ward 5
Joe Pishioneri, Ward 6

City Manager:
Gino Grimaldi
City Recorder:
AJ Ripka 541.726.3700

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

The meeting location is wheelchair-accessible. For the hearing-impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. For meetings in the Council Meeting Room, a "Personal PA Receiver" for the hearing impaired is available, as well as an Induction Loop for the benefit of hearing aid users.

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.

April 22, 2019

5:30 p.m. Executive Session
Pursuant to ORS 192.501(6), ORS 192.660(2)(e), ORS 40.225, ORS 192.345(6), and ORS 192.355(1)
Jesse Maine Room

CALL TO ORDER

ROLL CALL - Mayor Lundberg ____, Councilors VanGordon ____, Moe ____, Moore ____, Stoehr ____, Woodrow ____, and Pishioneri ____.

1. Downtown Property Discussion and Interest for Purchase
[Courtney Griesel] (20 Minutes)

ADJOURNMENT

5:50 p.m. Work Session
(Estimated Time)
Jesse Maine Room

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

CALL TO ORDER

ROLL CALL - Mayor Lundberg ____, Councilors VanGordon ____, Moe ____, Moore ____, Stoehr ____, Woodrow ____, and Pishioneri ____.

1. Economic Development Program and Project Update and Discussion
[Courtney Griesel] (40 Minutes)
2. Wastewater and Stormwater User Fees FY2019-20
[Matt Stouder] (30 Minutes)
3. Community Development Block Grant (CDBG) Request for Concepts
[Erin Fifield] (30 Minutes)
4. Downtown Sign Code Update
[Monica Sather] (60 Minutes)

ADJOURNMENT

AGENDA ITEM SUMMARY

Meeting Date: 4/22/2019
Meeting Type: Work Session
Staff Contact/Dept.: Courtney Griesel/CMO
Staff Phone No: 541-726-3700
Estimated Time: 40 Minutes
Council Goals: Provide Financially Responsible and Innovative Government Services

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE:	ECONOMIC DEVELOPMENT PROGRAM AND PROJECT UPDATE AND DISCUSSION
ACTION REQUESTED:	Following the brief update, Council might provide direction and feedback on program efforts, significant events, and prioritization of current and anticipated projects
ISSUE STATEMENT:	<p>The City of Springfield Economic Development Program currently manages city-wide business retention, expansion, recruitment, and special projects and partnerships specific to supporting and growing the Springfield economy. The program facilitates the administration of the Springfield Community Enterprise Zone, Downtown and Glenwood Urban Renewal Areas, the Downtown Loan Program, Systems Development Charge Payment Program, development process advocacy, economic development oriented partnerships and grants and supports efforts focused on growing transient room tax revenues.</p> <p>The intent of this memo is to provide an update on economic development program strategic efforts and progress. Additionally, information is provided on ongoing and emerging special projects for City Council discussion and guidance for prioritization and strategy.</p>
ATTACHMENTS:	ATTACHMENT 1 – Economic Development Program and Project Briefing Memo ATTACHMENT 2 – Economic Development Program Strategy Update
DISCUSSION/ FINANCIAL IMPACT:	<p>The attached briefing memo and update documents provide summarized updates and overview of past, current and future economic development opportunities and initiatives. It is the intent of this memo to provide Council input and direction into economic development program future prioritization of efforts. Included in the discussion are three core topics;</p> <ul style="list-style-type: none">• Update and overview of the Economic Development Program,• Sampling of significant events and accomplishments in Springfield attributed to Strategic Economic Development Program efforts, and• Identification of current and anticipated projects which Council might provide direction and prioritization of. <p>Staff will provide a brief high level presentation of the above topics and prioritize time for Council discussion and questions related to program efforts, outcomes and identified projects.</p>

MEMORANDUM

City of Springfield

Date: 4/22/2019

To: Gino Grimaldi **COUNCIL**

From: Courtney Griesel, Economic Development Mgr **BRIEFING**

Subject: Economic Development Program and Project **MEMORANDUM**
Update and Discussion

ISSUE:

The City of Springfield Economic Development Program currently manages city-wide business retention, expansion, recruitment, and special projects and partnerships specific to supporting and growing the Springfield economy. The program facilitates the administration of the Springfield Community Enterprise Zone, Downtown and Glenwood Urban Renewal Areas, the Downtown Loan Program, Systems Development Charge Payment Program, development process advocacy, economic development oriented partnerships and grants and supports efforts focused on growing transient room tax revenues.

The intent of this memo is to provide an update on Economic Development Program efforts and accomplishments. Included in the discussion are three core topics;

- Update and overview of the Economic Development Program,
- Sampling of significant events and accomplishments in Springfield attributed to Strategic Economic Development Program efforts, and
- Identification of current and anticipated projects which Council might provide direction and prioritization of.

COUNCIL GOALS/

MANDATE:

Provide Financially Responsible and Innovative Government Services

BACKGROUND:

In late 2017, the Springfield City Council approved the first economic development strategic work plan. The effort of drafting and refining this work plan was facilitated through the ‘Springfield look,’ a process of engaging City, business and community leaders in defining action areas.

The strategic work plan intentionally focuses efforts on traded-sectors and factors of importance to traded-sectors because they yield the largest economic impact for our community. By growing traded-sectors, external money and resources flow into our community to residents and small business.

UPDATE AND OVERVIEW OF ECONOMIC DEVELOPMENT PROGRAM

The Springfield Economic Development program, through the 2017 Springfield look project, identified four target industries; Advanced timber products manufacturing, craft food and beverage, technology, and medical technology. The target traded-sector industries are reflective of both future goals and also existing significant economic footprints within the

Traded Sector Industry Description	Local Location Quotient
WOOD PRODUCTS	
Sawmills	13.4
Hardwood Veneer and Plywood Manufacturing	50.75
Softwood Veneer and Plywood Manufacturing	27.14
Engineered Wood Member Manufacturing	54.22
Paperboard Mills	9.49
Custom Architectural Woodwork and Millwork	8.22
Wood Preservation	24.19
Adhesive Manufacturing	4.63
TECHNOLOGY	
Software Publishers	5.19
E-Commerce Customer Service	2.26
SPECIALTY FOOD AND BEVERAGE	
Ice Cream and Frozen Dessert Manufacturing	12.38
Commercial Bakeries	2.32
Coffee and Tea Manufacturing	6.01
Breweries	5.83

Source: IMPLAN ES202 data, Bureau of Labor Statistics Employment 2015

community. Industry location quotients (LQs) quantify the relative ‘concentration’ of an industry compared to other areas within the United States. A LQ of zero indicates that a particular region is no more or less likely to host an industry than any other region. Where an area has a concentration of industries at a higher LQ, the area is demonstrating an area of industry density, or specialty. The Springfield identified target industries are, primarily, reflective of industries with high local LQs, illustrating that Springfield already offers existing infrastructure, workforce, supply chains, and opportunities to facilitate successful operation and growth within these industries.

The Springfield Economic Development program work plans and efforts are categorized into three strategic initiative categories in order to most effectively facilitate delivery of services and balance of a varying array of topics and projects;

- Enhancing **City Competitiveness** on things in direct control of the City of Springfield through;
- Proactive **Business Outreach** to intentionally drive economic growth into Springfield through;
- Influencing the development of high-value **Springfield Assets** external to city government and important to traded-sector business;

An overview of work and progress within the program is provided in Attachment 2, including updates on specific work plan strategies.

SIGNIFICANT EVENTS, OUTCOMES AND ACCOMPLISHMENTS

Significant events and accomplishments listed below are those which the City of Springfield Economic Development Program had/has a direct role in providing technical leadership or assistance.

- **Glenwood North Riverfront.** Developing the Glenwood Riverfront project area and site infrastructure to connect the community to the river is a continued Council directed priority initiative for the City of Springfield. Assembly of key parcels was completed in Fall of FY19. Over the next nine months, the City will work with Farkas Consulting to craft and issue a Request for Qualifications to redevelop the riverfront reflective of the Glenwood Refinement Plan vision.
- **Glenwood Mass Timber Parking Structure.** The North Glenwood Riverfront Redevelopment Area will one day be home to what may be the first Mass Timber Parking Structure in North America. In FY18, in partnership with TallWood Design Institute and VirtuLab (formerly Oregon BEST), staff completed a necessary and internationally monitored seismic test to support an innovative cross-laminated timber rocking shear wall system. The test was viewed as a success, proving examples of innovation within the advanced timber manufacturing industry. In fall and winter of FY19, further project testing was completed with TallWood Design Institute specific to durability of driving and exposed surfaces. The results of this testing provided guidance and preferred systems and products specific to coatings, materials, sourcing, and construction and application methods. Additional research will be needed specific to defining and testing ongoing building operation and maintenance. The structure has served as a national and international focal point for industry leaders around the world, focusing positive attention and interest on Springfield’s advocacy for the wood products industry and also toward the opportunity Glenwood Riverfront Redevelopment site. The designs and testing outcomes will be included in the Riverfront RFQ efforts.
- **Glenwood Fairfield Inn & Suites and Tru Hotel.** A third Glenwood area hotel project broke ground in FY19. Anticipated for opening late FY20, this hotel will be the third hotel opened within the Glenwood Urban Renewal Area since the formation of the district. The property will be directly adjacent to the Candlewood Suites, completed in 2014, and the Fairfield Inn & Suites Marriot, completed in FY18. Property was previously acquired by the Springfield Economic Development Agency/Glenwood and assembled for \$700,000, which enabled the City to obtain needed stormwater areas, and complete phased sale (2013 Point of Sale: \$160k, 2015 Point of Sale: \$600k) and now redevelopment of the site. Prior to the SEDA led acquisition and sale, annual tax revenue generated by the site was just over \$2,700. Tax increment to the Glenwood urban renewal area contributed by the site now exceeds \$200,000 annually and

includes impacts from new transient room tax attributed to the nearly 300 rooms.

- **Franz Bakery.** Franz Bakery (owned by United States Bakery) moved forward in FY 18 with the selection of their Springfield-Glenwood site as the location for their next substantial company investment. The determination to invest in the Springfield bakery was supported by the City with the use of the Springfield Community Enterprise Zone extended abatement. The project began and completed construction in FY 19 with the first loaves of their organic and ‘clean’ product, Naked Bread, delivered to local and national grocers this past February. The \$20 million facility expansion increased their facility to over 200,000 sf from the current 150,000 sf, added 45 new full time employees, bringing total employment at their Glenwood site to 259 full time employees. Following the final year of enterprise zone authorization on the project (year 2024), the site is anticipated to contribute an estimated \$195,000 in its first year in new taxes to the Glenwood Urban Renewal area.
- **Swanson Lumber Mill Rebuild.** The Swanson’s Group mill rebuild continues to be an example of Springfield’s incredible will and innovation. The rebuild, following a devastating 2014 fire, was completed and back in production by 2016. The mill continues to add state of the art equipment and jobs, showcasing one of the highest technology manufacturing facilities on the west coast. 2018 and 2019 saw the construction and installation of additional presses, a high-tech poly-fill line, and a brand new office facility. The site, in total, includes a 330,000 sf veneer plywood layup operation, over 200 employees, and an investment estimated at over \$55 million in facility and equipment. The site is a beneficiary of the Springfield Community Enterprise Zone which provided a 5-year extended property tax abatement. The first non-exempted property tax year will be 2022. Additionally, in the past 12 months, Swanson’s has actively partnered with the City and regional partners on efforts to showcase and celebrate the most advanced plywood manufacturing facility in North America, hosting student tours, partnering in community-wide promotions, and leading industry conversations.
- **Umpqua Dairy.** Umpqua Dairy will begin construction on a new mid-Springfield facility in 2019. The Economic Development Program has been in discussions with Umpqua since 2014. The project, which is benefitting from the Springfield Enterprise Zone, will include new facilities and taxable value for distribution and office spaces and 20 full time employees. Prior to the project, property taxes on the site were \$4,700 annually. Following the completion of the project and enterprise zone abatement, estimated property taxes received from the project will be \$34,500.
- **PacificSource Health Plans and Symantec.** Current Springfield employer, Pacific Source Health Plans completed acquisition of the previous Symantec Gateway area campus in FY19. This acquisition was supported by early efforts of the Economic Development Program to engage and partner with Symantec to make the site available, actively promoted and receptive to market appropriate opportunities for active use/lease/sale. The ultimate buyer, PacificSource, has since made a substantial investment in our region, with plans to occupy the site as the regional headquarter and making remaining spaces available for world-class campus-industrial/multi-tenant opportunities. Currently, the site is now home to four world-class companies, including Wayfair.
- **Wayfair.** Wayfair, will be opening doors on a 600+ customer service facility in mid-2019. The national online retailer provides interactive customer service and technology in delivering home goods and décor to consumers around the world. The project was supported by the City of Springfield, regional partners, the State of Oregon, and the site owner and was successfully recruited to Springfield by the Economic Development Program utilizing hands-on development/permitting advocacy and enterprise zone. The new facility will be located within the new Pacific Source (previously Symantec) campus and is estimated to add \$60M+ in new wages to the local economy over the next 5 years.
- **Brownfields Grant.** Springfield is an active regional partner in the EPA funded Brownfields Grant. Currently, staff are in active partnership with five separate property/site owners to complete Phase I, and Phase II when appropriate, environmental assessments. These assessments are typically required for by

financial and development organizations in order to redevelop sites. The current sites under assessment include high-value redevelopment land and sites which are attempting to transition from previous service and auto uses to retail/food and beverage uses.

- **Systems Development Charges.** Systems Development Charges (SDC) assessed and charge to a new development or redevelopment project continue to be perceived as a barrier by developers and owner-operators. The Economic Development Program oversees the SDC Payment Program, an effort to remove up-front development barriers and incentivize investment in the Glenwood and Downtown Urban Renewal Areas. To date, \$1.2M in SDC payments have been made by SEDA on behalf of 18 Glenwood and Downtown Area projects. Projects have included hospitality, manufacturing, restaurant and retail, and limited office and residential. The SDC Payment Program has served as an underlying, catalytic resource for the majority of new development and redevelopment projects throughout both urban renewal areas.
- **Building Loan Program.** The first SEDA Downtown Building Loan Program approved the first loan in FY19, for the downtown expansion of Swallowtail Spirits into property located at 111 Main Street. Previously an auto-mechanic use, the 1:1 loan was made in the amount of \$125,000 for taxable improvements to redevelop the site as a specialty distillery with onsite kitchen and retail/dining. The project is anticipated to be completed early in FY20 (Summer 2019).
- **Springfield Community Enterprise Zone.** Currently, the City of Springfield Enterprise Zone Program is managing 9 active enterprise zone authorizations with a total estimated direct impact to the community by EZ companies of over \$180M in new property and equipment investments, 660 new jobs created, 760 existing area jobs retained, and over \$60M in annual direct wages paid. This does not include indirect jobs and services created within Springfield as part of supporting EZ companies. Annual foregone property taxes for the coming FY 20 attributed to the EZ property tax abatement program is estimated to be \$3.3M.

Enterprise/E-Commerce programs generate direct revenue to the City of Springfield through negotiated extended abatement agreements. Revenues received by the City for FY19 attributed to active extended abatements totaled \$100,000. That total will increase to \$121,700 in FY20. Benefits to the local property tax base are felt in the year(s) following the ending of a company's abatement window, when improvements made as part of an e-zone designation are brought back on to the tax rolls.

PROJECTS AND SPRINGFIELD ASSET DISCUSSION

In addition to ongoing implementation of economic development strategies, multiple special projects exist. Projects are listed here for Council discussion and direction. In addition to the projects listed generally here, Council may identify additional projects or topics to discuss within this context, providing staff overall direction for prioritization of resources.

Glenwood North Riverfront Redevelopment: The acquisition of key opportunity parcels was completed by SEDA in early FY19, marking a milestone for over 10 years of effort to assemble critical north riverfront area identified as a catalytic location by the City of Council and Springfield community. This acquired land totals nearly 10 acres, includes contiguous Franklin Blvd and Riverfront acreage, provides necessary access for neighboring properties, and will be the home of the future Mass Timber Parking Structure. The acquired properties are planned for a formal request for proposal (rfp) process scheduled for early FY20 with promotional efforts planned for the end of FY19. The project will boast a mix of use which prioritizes housing, hospitality and commercial with a focus on expanding access to the riverfront.

- Anticipated City Funding Impacts: Urban Renewal, Stormwater, Transportation, Transient Room Tax
- Anticipated Timing: FY19 Promotion, FY20 RFP, FY21 Negotiations and Site Planning

Franklin Blvd Phase II: Phase II of the Franklin Blvd reconstruction has yet to be formally defined or completed. Transportation staff continues to focus resources towards the effort in preparation for funding, design and construction. The completed reconstruction would require future right of way acquisition and could extend to the I-

5 bridges.

- Anticipated City Funding Impacts: Urban Renewal, Stormwater, Transportation
- Anticipated Timing: Unknown

Glenwood Riverfront Path Project: Development and Public Works continue to work on efforts to design the Glenwood Riverfront Path. This project, should it be championed/funded by the City of Springfield/SEDA, might be eligible for yet to be identified federal funding. In order to receive federal funds an extensive National Environmental Policy Act (NEPA) process will be required and is in beginning phases. This public process will be required for future phases should the City take the lead in path property acquisition and construction.

Anticipated City Funding Impacts: Urban Renewal, Transportation, Stormwater
Anticipated Timing: NEPA Process Might Begin in 2019

Indoor Track and Field Facility: The proposed Indoor Track and Field Facility is envisioned for development in Glenwood area due to its potential for high visibility, proximity to the University of Oregon, and potential for larger contribution to the revitalization of Glenwood. In April of 2018, City Council approved the use of transient room tax dollars to fund the initial conceptual drawings of the facility, reflecting an indoor facility boasting flexible multi-sport spaces, state of the art track and field technology, and robust spectator capacity.

- Anticipated City Funding Impacts: Transient Room Tax, Urban Renewal
- Anticipated Timing: Unknown

Springfield Convention/Conference (CC) Facility: Need for convention and conference facility space has been a consistent topic throughout the region. In addition to the physical meeting space needs, an attached, full-service large scale hotel to support conferences and conventions is an equally important variable to the effectiveness of a proposed convention facility. For this reason, discussions around the need for CC facilities consistently involve existing and prospective private hospitality developers. Private hospitality industry leaders have indicated that fiscal participation by the City of Springfield to support a CC facility would be requested/needed in order to facilitate a project to completion. Based on this feedback, in 2018, City Council communicated a desire to explore the feasibility of a CC facility in Springfield and requested funding support for this work from Travel Lane County. This feasibility work would require site specific analysis and partnership with site owners. This partnership has not yet been pursued and feasibility work has not begun.

- Anticipated City Funding Impacts: Transient Room Tax, Urban Renewal (site dependent)
- Anticipated Timing: Unknown

Booth Kelly Business Park: The Booth Kelly Business Park is located in the heart of Downtown Springfield and is under the ownership and management of the City of Springfield. Originally home to the first Springfield lumber, Booth Kelly is now home to 17 companies. In addition to the nearly \$530,000 received annually from leases on the site, the facility acts as the trailhead to the recently completed Springfield Millrace Path and open space areas. Booth Kelly is currently fully occupied, with the only remaining spaces under current utilization by the City of Springfield for storage and City property. Extensive deferred building maintenance and facility improvement activities will be required within the next three to five years in order to keep the facility operational. This timing may provide an opportunity, should the Council desire, to assess the opportunity improve the facility under the current use and programming or shift the use and programming to reflect a new, yet to be defined, Council vision.

- Anticipated City Funding Impacts: Booth Kelly fund, Urban Renewal
- Anticipated Timing: Unknown

Carter Building: The Carter Building in Downtown is currently home to manufacturing, technology, and government services businesses. The facility has long been envisioned as the future home for a new Springfield Library facility but recent Council direction may suggest the site will remain as a multi-tenant office facility for the near to mid future (next 10 years). With substantial deferred maintenance on mechanical and structural systems, the Carter Building will require investment in the coming 18 to 24 months. This investment and timing may provide an opportunity to re-envision active use of the space and the modeling of redevelopment ideas and visions of the City Council and potentially Springfield Economic Development Agency.

- Anticipated City Funding Impacts: Booth Kelly fund, Urban Renewal
- Anticipated Timing: Unknown

138 Main Street Commercial Bldg: Following the completion of the 2010 Downtown District Urban Design Plan, the Springfield Economic Development Agency acquired property located at 138 Main Street. This property was intended to fulfill the Plan identified 'Mill Plaza' concept. The 'Mill Plaza' was envisioned as 'a paved multi-use space intended to be active 18 hours a day.' Additional acquisition of properties to the east and west of the SEDA owned site would also be required to construct the plaza. Since the acquisition of the property, the City has actively maintained tenants in the space while making minimal capital investments in anticipation of future removal of the site. Currently, the facility is home to Fertilab/RAINEugene, who maintains and occupies the space. With support of regional grant funding, Fertilab has indicated an interest in understanding if improvements and redevelopment of the site might be an option.

- Anticipated City Funding Impacts: Urban Renewal
- Anticipated Timing: Unknown

SUMMARY: The overview of economic development accomplishments and efforts are provided as context and updates of progress. Ongoing and future anticipated projects are included with high level information as a mechanism for Council discussion and prioritization should it be deemed appropriate. The projects listed are those which staff are aware of but are not intended to limit the discussion in any way.

RECOMMENDED ACTION:

Staff looks forward to providing a brief update of efforts and progress within the Springfield Economic Development Program and providing information and opportunity to hear from Council regarding their vision for resource investment in current and anticipated city-wide special projects.



SPRINGFIELD ECONOMIC DEVELOPMENT STRATEGY

EXECUTIVE SUMMARY

MARCH 2019 UPDATE

March 2018

City of Springfield, Oregon

I. PLAN PURPOSE

The purpose of the City of Springfield’s Economic Development Strategy is to define a clear plan of action for City staff to make the greatest impact on influencing Springfield’s economic growth. This strategic plan intentionally focuses efforts on traded-sectors and factors of importance to traded-sectors because they yield the largest economic impact for our community. By growing traded-sectors, external money flows into our community to residents and small businesses.

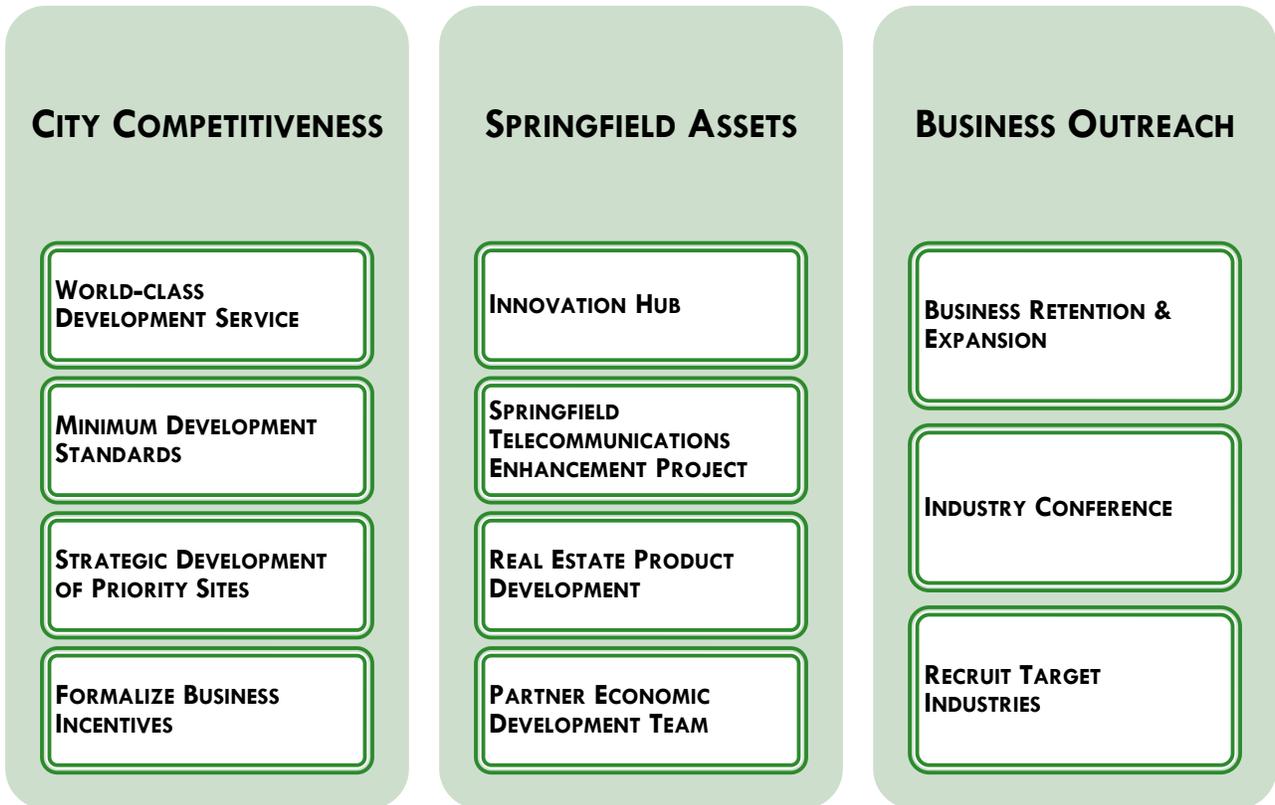
WHY THIS WORK IS IMPORTANT TO SPRINGFIELD

The goal of the Springfield Look Plan is to improve the lives of Springfield’s citizens by increasing the per capita income and the number of family wage jobs in Springfield while providing the tools to reduce poverty in our community. We are motivated by the understanding that the economic vitality of Springfield and the financial health of its public agencies are linked to healthy population growth and the number of quality jobs available in our community.

II. STRATEGIC INITIATIVES

The Springfield Economic Development Strategy addresses three main areas of work:

1. Enhancing **City Competitiveness** on things in direct control of city government;
2. Influencing the development of high-value **Springfield Assets** external to city government and important to traded-sector businesses; and
3. Proactive **Business Outreach** to intentionally drive economic growth into Springfield.



CITY COMPETITIVENESS

There are many factors where a community competitively supports the needs of a growing business. The following four strategic initiatives focus on factors within the direct control of city government:

- World-class Development Service
- Minimum Development Standards
- Strategic Development of Priority Sites
- Formalize Business Incentives

WORLD-CLASS DEVELOPMENT SERVICE

Goal

Provide world-class service through the development approvals process in a consistent fashion that clarifies and expedites the development process. We aim to reduce the timeline for approvals by 1/3 to 1/2 the amount of time we currently process. We aim to demystify the process to quickly resolve conflicts. Not only do we strive to perform better and more thoroughly; we want to do a better job touting what we do well.

We want to achieve continuous improvements for City services to identify and resolve potential problems before they occur.

March 2019 Update

The Springfield Development and Public Works Department continues to undergo restructuring and leadership shifts. This initiative strategy has been ‘tabled’ within DPW while they recruit for new department leadership. During this time, Economic Development staff have filled the role of ‘advocate’ on several key development applications. Examples include efforts on Marcola Meadows, numerous north Gateway hospitality and commercial sites, and in Downtown. Advocacy efforts include performing regular/weekly check-in calls with a prospective development, facilitating preliminary staff meetings, and providing support or insights into process and opportunities.

Tactics

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Identify organizational culture for customer service 2. Assess current situation 3. Best Practices Research competitors and aspirational cities for development approvals. 4. Clarify Process and Timeline 5. Establish Advocate | <ol style="list-style-type: none"> 6. Train on Process 7. Take to Market for Input 8. Summary of Report Decisions 9. Build Relationships 10. Document Springfield Case Studies 11. Continued, Ongoing, Improvement 12. Organizational Culture for Service |
|---|--|

Initiative lead organization(s)

City of Springfield, Development and Public Works

MINIMUM DEVELOPMENT STANDARDS

Goal

Revisit and examine existing standards and triggers required via Minimum Development Standards.

March 2019 Update

The Springfield Development and Public Works Department continues to undergo restructuring and leadership shifts. This initiative strategy has been ‘tabled’ within DPW while they recruit for new department leadership and complete organizational changes. During this time, Economic Development program staff are participating in the Development Code rewrite project and continue to provide input and resources by staffing Development Issues Meetings when appropriate and participating with the Systems Development Charge SEDA program. Additionally, the Economic Development Program has begun to research other communities and process in the category of development advocacy and customer service to provide benchmarking and potential solutions for evaluation by DPW and Council.

Tactics

- | | |
|--|--|
| 1. Internal Review | 5. Council Direction |
| 2. Assessment | 6. Public Input |
| 3. Benchmark to aspirational communities | 7. Codify changes with City Council Approval |
| 4. Solutions | 8. Take to Market |

Initiative lead organization(s)

City of Springfield, Development and Public Works

STRATEGIC DEVELOPMENT OF PRIORITY SITES

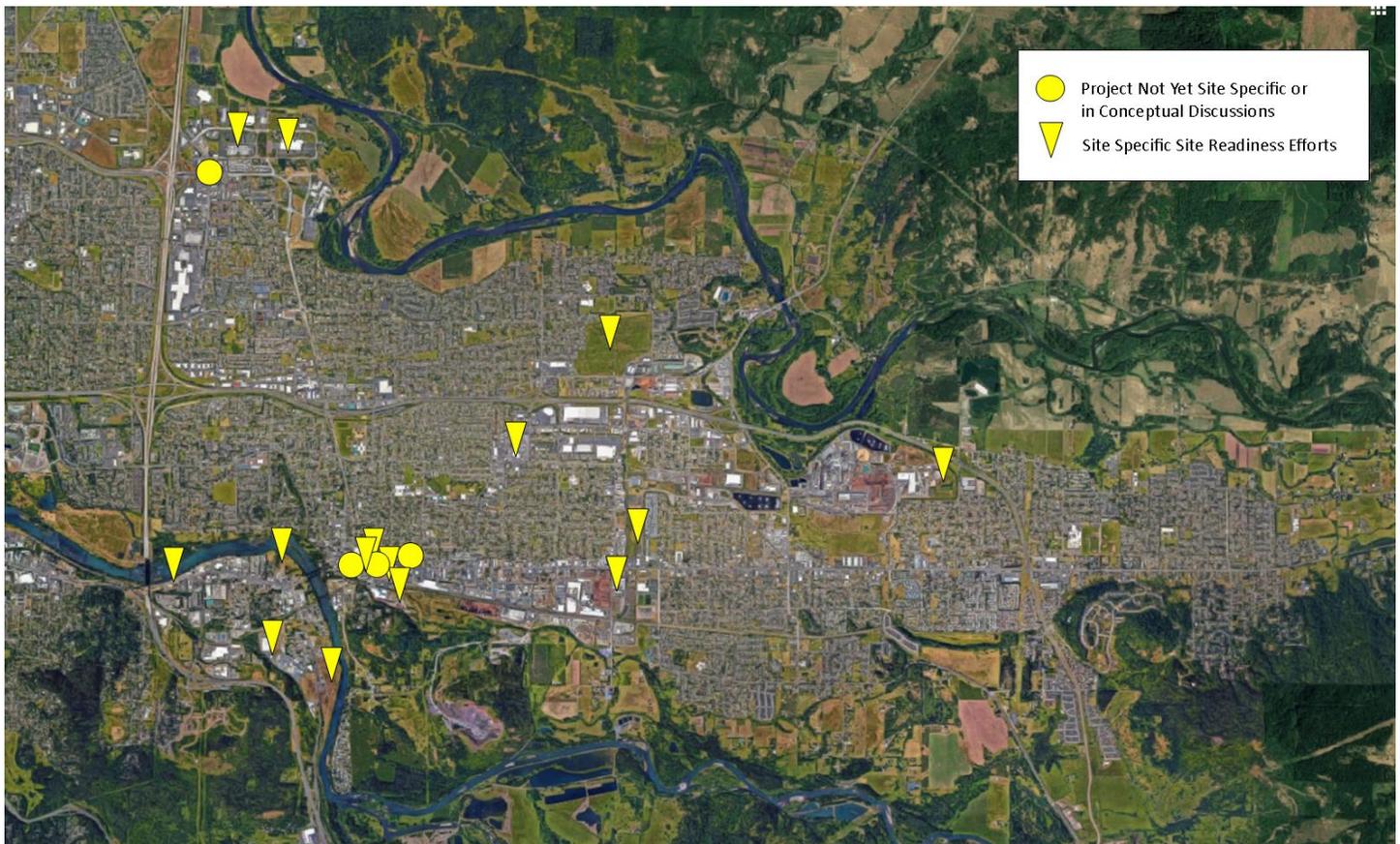
Goal

Strategic opportunity enhancements for priming development at Glenwood Urban Renewal District and other priority employment lands with near-term development (3 – 5 years) for traded-sector businesses.

March 2019 Update

An array of current sites throughout the city have maintained patterns of consistent interest from prospects and activity of the current property owners. These sites range from world-class office buildings, bare land, and heavy industrial sites facilities. Identified priority sites are those sites which are 'shovel ready' (reasonably developable within 90 days) and are; under City ownership or with willing and active site owners sharing aligned desire to reach 'shovel ready' status with their site, desirable to target industries and prospects, currently zoned for maximum opportunity and located within city limits or easily annexed/served. Initial site readiness assessment efforts have identified needs and barriers resulting in strategic efforts to promote and update infrastructure. Successes thus far include;

- A. Completed land assembly of Glenwood Riverfront North Property Fall of 2018
- B. Strategic utility upgrades and improvements on the Sierra Pine mid-Springfield industrial property
- C. Sale and improvements of previous Six States industrial property
- D. Sale and leasing of previous Symantec owned building
- E. Adjusted strategy efforts for Marcola Meadows property
- F. Facilitated five environmental site assessments utilizing EPA Brownfield Grant funds



Additional efforts to assess and resource if applicable continue to be pursued in partnership with property owners.

Tactics

- | | |
|-------------------------------------|------------------------------------|
| 1. Identify Sites | 5. Identify Barriers |
| 2. Site Owner Relationship Building | 6. Resources for Site Enhancements |
| 3. Site Readiness Assessment | 7. Assemble Land |
| 4. Industry Needs | 8. World-class Development Service |

Initiative lead organization(s)
City of Springfield, Economic Development

FORMALIZE BUSINESS INCENTIVES

Goal

Clearly defined business incentives that are intentional and strategically utilized to locate and expand traded-sector businesses in Springfield, while responsibly providing beneficial return-on-investment for Springfield’s economic and fiscal growth.

March 2019 Update

Business support and incentives available through the City and business partners are currently being inventoried for inclusion in upcoming developed Economic Development webpages. Resources are categorized by those which are administered by the City and those managed by community partners. Updates are provided below regarding current City managed incentive programs. Community partner resources will continue to be inventoried and included of the initiative to formalize the process, branding, and promotion of incentives;

CITY OWNED BUSINESS RESOURCES/INCENTIVES
<p>Enterprise Zone Program: the City of Springfield Enterprise Zone Program is managing 9 active enterprise zone authorizations with a total estimated direct impact to the community by EZ companies of over \$180M in new property and equipment investments, 660 new jobs created, 760 existing area jobs retained, and over \$60M in annual direct wages paid. This does not include indirect jobs and services created within Springfield as part of supporting EZ companies. Annual foregone property taxes for the coming FY 20 attributed to the EZ property tax abatement program is estimated to be \$3.3M.</p>
<p>Urban Renewal Area Systems Development Charge Payment Program: Systems Development Charges (SDC) assessed and charge to a new development or redevelopment project continue to be perceived as a barrier by developers and owner-operators. The Economic Development Program oversees the SDC Payment Program, an effort to remove up-front development barriers and incentive investment in the Glenwood and Downtown Urban Renewal Areas. To date, \$1.2M in SDC payments have been made by SEDA on behalf of 18 Glenwood and Downtown Area projects. Projects have included hospitality, manufacturing, restaurant and retail, and limited office and residential. The SDC Payment Program has served as an underlying, catalytic resource for the majority of new development and redevelopment projects throughout both urban renewal areas.</p>
<p>Downtown Building Loan Program: The Downtown building improvement loan was SEDA approved and initiated in 2018. The first loan was approved in FY19 for the downtown expansion of Swallowtail Spirits into property located at 111 Main Street. Previously an auto-mechanic use, the 1:1 loan was made in the amount of \$125,000 for taxable improvements to redevelop the site as a specialty distillery with onsite kitchen and retail/dining. The project is anticipated to be completed early in Summer 2019.</p>
<p>Brownfields Grant Program: Springfield is an active regional partner in the EPA funded Brownfields Grant. Currently, Grant funds are available on a case by case basis, as approved by the regional coalition, for project which require environmental assessments and meet multiple criteria including; aligning to area plans and goals, providing for affordable housing, increasing tax base, or providing for employment opportunities. Priority is given by the coalition to projects which meet multiple goals and criteria. Springfield staff are actively managing five separate property/site owners to complete Phase I, and Phase II when appropriate, environmental assessments. These assessments are typically required for by financial and development organizations in order to redevelop sites. The current sites under assessment include high-value redevelopment land and sites which are attempting to transition from previous service and auto uses to retail/food and beverage uses.</p>

<p>COMMUNITY/REGIONAL RESOURCES INITIAL LIST (STAFF UNDERSTAND THAT IS NOT A COMPLETE LIST, MORE PROGRAMS EXIST AND WILL CONTINUE TO BE EXPLORED AND ADDED)</p>
State of Oregon, Special Public Works Funds
State of Oregon, Special Reserve Funds
Lane Council of Governments Business Loan Programs
LaneWorkforce Partnership Entrepreneurial Training Fund
State of Oregon, Employment Work Source Lane
Springfield Chamber of Commerce #WorkReady Program

Tactics

- | | |
|---|---|
| 1. Inventory & Assess Current Incentives | 6. Conduct Cost-Benefit Analysis of Potential Incentives |
| 2. Purpose - Define What City is trying to Achieve with Incentives | 7. Develop and Approval Incentive Policy |
| 3. Review Fee Structure and address Alignment to Competitiveness Goal | 8. Comprehensive Incentive Packaging |
| 4. Research Other Communities' Incentives | 9. Document Springfield Case Studies of Springfield Businesses Utilizing Incentives |
| 5. Identify Potential Incentives | |

Initiative lead organization(s)
City of Springfield

SPRINGFIELD ASSETS

Many factors for competitively addressing the needs of traded-sectors are outside the direct control of City Hall. Although not in direct control, it is important to influence the improvement of critical factors in order to strengthen Springfield’s value proposition for companies to locate and grow here.

The following strategic initiatives focus on priority areas for competitiveness improvement outside of City Hall:

- Innovation Hub
- Springfield Telecommunications Enhancement Project (STEP)
- Real Estate Product Development
- Partner Economic Development Team

INNOVATION HUB

Goal

Develop an Innovation Hub providing co-working space, anchor spaces, community meeting room space and mentoring.

March 2019 Update

City staff provided initial research around varying models of “Innovation Hub” or similar facilities to the initiative lead, the Springfield Area Chamber of Commerce. Since that time, the Chamber has continued to discuss the concept with their leadership to determine the ideal time or desired outcome of the initiative.

Tactics

- | | |
|---|--|
| 1. Discovery Phase I: Research Models | 5. Feasibility Phase II: Market Assessment |
| 2. Discovery Phase II: Stakeholder Engagement | 6. Feasibility Phase III: Financial Business Plan for Management Options |
| 3. Feasibility Phase I: Define Scope | 7. Implementation Phase I |
| 4. Feasibility Phase II: Identify Site | |

Initiative lead organization(s)

Springfield Area Chamber of Commerce

SPRINGFIELD TELECOMMUNICATIONS ENHANCEMENT PROJECT (STEP)

Goal

Leverage public assets to facilitate private competition. Public assets can include publicly owned infrastructure and publicly controlled space (e.g. right of way and public utility easement management, development standards, communication space on utility and city poles, etc.).

March 2019 Update

In late 2018, Springfield Utility Board awarded a contract for ‘fiber to the home’ services to XS Media to be piloted in the north Springfield area. This project is expected to result in ‘lit’ fiber later this year, providing low cost, high-speed, broadband infrastructure to residences. Additionally, SUB is now working to complete and refine their broadband infrastructure brand and marketing collateral to begin engaging more broadly with providers and community partners around.

Tactics

- | | |
|---|----------------------|
| 1. Enhance Foundation for Political Support | 2. Current Situation |
|---|----------------------|

- 3. Task Force
- 4. Marketing
- 5. Engagement with Providers
- 6. Identify Internet Exchange Options for Springfield
- 7. Track Innovation Hub Strategic Initiative
- 8. Engagement with Property Owners
- 9. Engagement with Community & Tenants
- 10. Core Infrastructure Coordination
- 11. Outreach and education elements
- 12. Six/Fiber Study Plan
- 13. Public Build-out Location

Initiative lead organization(s)
Springfield Utility Board

REAL ESTATE PRODUCT DEVELOPMENT

Goal

Increase the number of available (speculative) buildings for target traded-sector industries.

March 2019 Update

The speculative Real Estate product development initiative is targeted to begin in early FY20.

Tactics

- 1. Criteria and Needs
- 2. Priority Site Identification for Spec Buildings
- 3. Outreach to Site Owner and/or Developer
- 4. Clarity & Communication of Partnership Criteria
- 5. Scorecard Site Assessment
- 6. Develop Concept Design for Site Plan
- 7. DIM for Virtual or Spec Building
- 8. Pre-submittal
- 9. Take to Market

Initiative lead organization(s)
City of Springfield, EcDev

PARTNER ECONOMIC DEVELOPMENT TEAM

Goal

Effectively work with community and regional partners to strengthen our interdependent regional economy.

March 2019 Update

Informal regular meetings have been expanded to include the community partners from neighboring communities, Lane County, Travel Lane County, the State of Oregon, Springfield and Eugene Area Chambers, and Sector Strategists, and Lane Workforce Partnership. Meetings occur quarterly and provide an opportunity for project specific coordination and updates.

Tactics

- 1. Partner Resources
- 2. Regular Meetings
- 3. Protocols
- 4. CRM Evaluation
- 5. Common Language and Messaging
- 6. Value Proposition

Initiative lead organization(s)
City of Springfield, Lane Workforce Partnership

BUSINESS OUTREACH

Outreach and engagement with both existing local employers and business prospects is the fundamental work of economic developers.

Business Outreach strategic initiatives encompass:

- Business Retention & Expansion
- Industry Conference
- Business Attraction

BUSINESS RETENTION & EXPANSION

Goal

Local traded-sector employers have confidence in Springfield as the right location for their business to maintain or grow operations here.

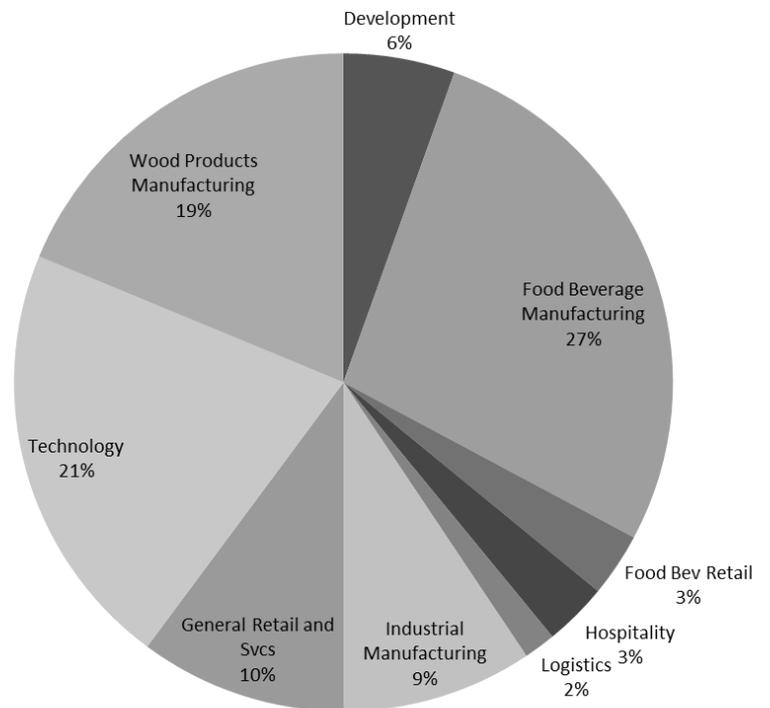
March 2019 Update

From July 2018 to current, Economic Development staff have led over 170 technical company visits with over 60 employers. Technical visits supported plans for expansion, introduction to other community partners, partnerships for promotion, and gathering of feedback. These visits do not include ongoing responses and follow-up communications of Economic Development Staff by email or phone. While ongoing communication does occur, the intent of this measurement is to reflect technical/planned visits.

Tactics

1. Resource Toolbox
2. Industry Intelligence
3. Business Intelligence
4. Customer Service Engagement
5. Proactive Outreach Meetings
6. Proactive, Ongoing Communications with Springfield Employers
7. Follow-up on Requests
8. External Headquarter Visits
9. Contact Database
10. Informal Industry Meet-up
11. Marketing Springfield Employers
12. Business Appreciation
13. Downtown Business Program

Initiative lead organization(s)
City of Springfield, EcDev



**RETENTION AND EXPANSION VISITS BY INDUSTRY
(JULY 2018 TO APRIL 2019)**

INDUSTRY CONFERENCE

Goal

Hold industry conference in Springfield aligned to industry of focus to add-value for existing employers and garner attention from business attraction prospects of related traded-sectors.

March 2019 Update

Ongoing efforts are underway to maintain relationships with Mass Timber Conference organizers. Staff participated in supporting Travel Lane County in the successful recruitment of the Oregon Economic Development Association Summer Conference to the region. Efforts continue to support efforts underway by local community members and Travel Lane County to host the Nation of Makers Conference. A lack of Springfield based conference and meeting facilities with directly adjacent hotels will continue to limit opportunities for pursuing large conference events/recruitment.

Tactics

- 1. Conference Information
- 2. Target Industries
- 3. Asset Inventory
- 4. Build Team
- 5. Industry Focus
- 6. Research Conferences
- 7. Conference Location
- 8. Opportunity Window of Time
- 9. Bid on Existing Conference (Plan A)
- 10. Create a New Conference (Plan B)

Initiative lead organization(s)

Travel Lane County, City of Springfield

RECRUIT TARGET INDUSTRIES

Goal

Diversify and strengthen Springfield’s economic base with the recruitment of target traded-sector businesses. Springfield’s target industries, determined in the Springfield Target Industry Analysis report dated, May 2017, include: value-added wood products, technology, specialty food and beverage, and medical technology.

March 2019 Update

Springfield Economic Development staff actively promote Springfield at the national and international market levels. The development of website pages promoting the community, incentives, workforce and opportunity sites will be live by the end of FY19, utilizing business cases, real estate relationships, and industry and competitor intelligence. Additionally, in the last 18 months, the City has participated in 10 competitive prospect processes, with 5 strategic sites moved to assessment stages, and 2 sites resulting in acquisition or successful company locating. These successful ‘wins’ are responsible for over 645 new jobs and \$54M in direct new investment into Springfield estimated in FY20. Two projects continue to be in assessment.

Tactics

- | | |
|--|--|
| 1. Brand | 10. Targeted Marketing & PR |
| 2. Industry Intelligence | 11. External Recruitment Trips |
| 3. Competitor Intelligence | 12. Inbound Marketing Events |
| 4. City Economic Development Website | 13. Industry Tradeshows & Conferences |
| 5. Industry Business Cases | 14. Site Selector Relationships |
| 6. Real Estate Community Relationships | 15. Sales & Proposals |
| 7. Industry Network & Memberships | 16. Site Visits |
| 8. Business Oregon | 17. Incentive Packaging and Negotiations |
| 9. Lead Generation Contract | 18. Celebrate Company Locations |

Initiative lead organization(s)
City of Springfield

AGENDA ITEM SUMMARY

Meeting Date: 4/22/2019
Meeting Type: Work Session
Staff Contact/Dept.: Katherine Bishop/DPW
Staff Phone No: 541-726-3674
Estimated Time: 30 Minutes
Council Goals: Provide Financially Responsible and Innovative Government Services

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE: WASTEWATER AND STORMWATER USER FEES FY 2019-20**ACTION REQUESTED:** Staff seeks Council direction establishing local wastewater and stormwater rates.

ISSUE STATEMENT: User fees for local and regional wastewater and local stormwater services are reviewed by the Council annually as part of the City's budget development process. Staff is in the process of updating user fees for Council consideration and adoption. A public hearing is scheduled for May 6, 2019. Additionally, the Metropolitan Wastewater Management Commission (MWMC) approved a schedule of Fiscal Year 2019-20 (FY 19-20) regional wastewater user fees on April 12, 2019 and will forward them to the Cities of Springfield and Eugene for implementation.

ATTACHMENTS:

1. Council Briefing Memo
2. Wastewater & Stormwater Program User Fees Rate Trend
3. Rate Comparison Charts

**DISCUSSION/
FINANCIAL
IMPACT:** Each year, staff presents proposed user fee rates for local wastewater and stormwater programs to Council. These fees are established to provide adequate revenue to fund operations and maintenance, capital improvement programs, debt service payments, and meet environmental permit requirements for the City. In addition to local user fees, the MWMC develops regional user fees to support the Regional Wastewater Program. On April 12, 2019, the MWMC adopted the FY 19-20 regional user fees with a 2.0% rate change that will increase the typical residential customer bill by \$0.53 monthly (assuming 6.684 units or 5,000 gallons).

Last year, Council approved a 2.5% stormwater rate change along with a rate forecast projecting a 2.5% increase in FY 19-20 and a 3.0% increase in FY 20-21. Additionally, Council approved a 2.5% rate change last year for local wastewater along with a rate forecast projecting a 3.0% increase in FY 19-20 and FY 20-21. Staff has prepared FY 19-20 rate options for further discussion and Council consideration, with Option 2 being the recommended option. The options show the *combined change* to local wastewater (assuming 6.684 units or 5,000 gallons) and stormwater user fees for a typical residential customer:

Option 1 - Includes a 2.5% user fee rate increase in FY 19-20, resulting in a \$0.96 monthly increase, which includes a local wastewater increase at \$.59 and a stormwater increase at \$0.37 monthly, as discussed in Attachment 1.

Option 2 –Recommended includes a 2.0% user fee rate increase in FY 19-20 resulting in a \$0.77 monthly increase, which includes a local wastewater increase at \$0.47 and stormwater at \$0.30 monthly, as discussed in Attachment 1.

A public hearing on the option Council selects is scheduled for May 6, 2019.

MEMORANDUM

City of Springfield

Date: 4/22/2019
To: Gino Grimaldi
From: Tom Boyatt, Interim Development and Public Works Director
Matt Stouder, Environmental Services Manager
Katherine Bishop, ESD Program Manager

**COUNCIL
BRIEFING
MEMORANDUM**

Subject: Wastewater and Stormwater User Fees FY 2019-20

ISSUE:

User fees for local wastewater and stormwater services are reviewed annually by the Council as part of the City's budget development process. Staff is in the process of updating user fees for Council consideration and adoption. A public hearing is scheduled for May 6, 2019. Additionally, the Metropolitan Wastewater Management Commission (MWMC) approved a schedule of Fiscal Year 2019-20 (FY 19-20) regional wastewater user fees on April 12, 2019 and will forward them to the Cities of Springfield and Eugene for implementation.

COUNCIL GOALS/

MANDATE:

Provide Financially Responsible and Innovative Government Services

To fund services associated with the City's wastewater and stormwater programs and adopted Capital Improvement Program (CIP), a revenue plan that includes an increase in user fees for FY 19-20 has been prepared for Council consideration. Revenues generated from user fees fund ongoing system maintenance, investments in capital improvements to replace existing infrastructure and accommodate new development, meet revenue bond covenants, ensure environmental and regulatory requirements are met, and maintain operating and capital reserves.

BACKGROUND:

As part of the budget development process, the City develops an annual CIP and operating budget for the local wastewater and stormwater programs. These programs face many challenges, including fixed operating and maintenance costs based on the size of the system (regardless of usage), capital project costs that often inflate at rates higher than the Consumer Price Index, and costs to comply with Federal and State environmental mandates.

To meet these challenges, the City develops the CIP and operating budget, makes debt service payments and sets reserve levels as established by the Council. This information is then used to determine annual funding requirements. Primary funding sources include wastewater and stormwater user fees (for operating and capital expenses), and system development charges (SDCs) for capital only expenses. In addition to local fees, the MWMC establishes regional wastewater charges to fund the Regional Wastewater Program.

The services the City provides are vital to economic development activity and the health and safety of the City's local waterways, and rank highly when discussed with Springfield residents. Recent survey results indicate that "promoting economic development" and "maintaining a healthy environment and overall

water quality” are a very high priority. A brief description of the City’s local wastewater and stormwater programs is discussed below:

Local Wastewater Program

The wastewater system serving the City of Springfield has two components: (1) a local wastewater collection system, and; (2) a regional conveyance, treatment and disposal system. The local system is comprised of over 237 miles of collection pipelines and 17 pump stations, which are owned and operated by the City. Operations and maintenance of the local collection system is funded entirely by revenue from local wastewater user fees. In addition, user fees are the primary source of funding for the City’s CIP, which provides for system preservation, major rehabilitation, and expansion to support growth and development. Through previous rate actions, revenues for this program have stabilized and current and projected CIP priorities have been programmed based upon moderate and incremental rate increases.

Local Stormwater Program

Stormwater management services are an important part of the City’s effort to improve water quality, protect aquatic habitat and recreational opportunities, and protect properties and infrastructure from flooding. The City’s National Pollutant Discharge Elimination System (NPDES) Stormwater Permit and Council adopted Stormwater Management Plan implement Federal and State water quality standards and guide the delivery of stormwater services for the community. The City’s storm drainage system includes about 188 miles of stormwater pipe, 6,520 catch basins, and over 30 public water quality facilities (including the Mill Race Stormwater Facility), which require ongoing inspection, maintenance and vegetation control. In addition, street sweeping and leaf cleanup support surface stormwater quality activities that address permit compliance. Stormwater operations and maintenance services are funded entirely by revenue from the stormwater user fees. User fees are a primary source of funding for the maintenance, rehabilitation and preservation of the City’s stormwater capital infrastructure assets. The current and projected stormwater CIP program is based upon moderate and incremental rate increases.

CURRENTLY ADOPTED RATES AND PRIOR YEAR PROJECTIONS

The table below provides a review of the FY18-19 rates adopted by Council, as well as the projection for FY19-20 from last year:

Combined Local Wastewater and Stormwater FY 18-19 Adopted Rates and Projections

Fiscal Year	18-19 Adopted	19-20 Projection	20-21 Projection	21-22 Projection	22-23 Projection
<i>Local Wastewater Services</i>					
Avg. Monthly Residential Bill	\$ 23.44	\$ 24.14	\$ 24.86	\$ 25.73	\$ 26.63
Local Rate Increase	2.5%	3.0%	3.0%	3.5%	3.5%
Avg. Mo. Residential Increase	\$ 0.57	\$ 0.70	\$ 0.72	\$ 0.87	\$ 0.90
<i>Stormwater Services</i>					
Avg. Monthly Residential Bill	\$ 14.94	\$ 15.31	\$ 15.77	\$ 16.32	\$ 16.89
Local Rate Increase	2.5%	2.5%	3.0%	3.5%	3.5%
Avg. Mo. Residential Increase	\$ 0.36	\$ 0.37	\$ 0.46	\$ 0.55	\$ 0.57
<i>Local Wastewater & Stormwater Combined</i>					
Avg. Monthly Residential Bill	\$ 38.38	\$ 39.45	\$ 40.63	\$ 42.05	\$ 43.52
Local Rate Increases Combined	2.5%	2.8%	3.0%	3.5%	3.5%
Local Rate Increases	\$ 0.93	\$ 1.07	\$ 1.18	\$ 1.42	\$ 1.47

PROPOSED LOCAL WASTEWATER AND STORMWATER USER FEE OPTIONS

Proposed FY 19-20 user fee options are discussed below for a *typical* residential monthly bill (assuming 6,684 units or 5,000 gallons of wastewater generated per month for comparison purposes). Note the *average* Springfield residential customer uses less than 5,000 gallons of wastewater per month (~4,300 gallons) based on household size (however 5,000 gallons is used to normalize and compare with other communities). The following options are presented for discussion and Council consideration.

Option 1: Combined Local Wastewater and Stormwater User Fee – 2.5% increase

The table below displays the proposed combined rate increase as a percentage (2.5%) and dollar amount (\$0.96) for a *typical* residential monthly bill. The level of projected rate change for future years is also displayed.

Option 1 fully funds existing system operations, maintenance and regulatory obligations, as well as the Council approved CIP. Option 1 also provides a more responsive forecast to the continued and projected decrease in wastewater volumes by users, and positions the City to better mitigate revenue losses when significant system users make major modifications to their business practices. Option 1 takes into consideration the Engineering News-Record (ENR) Construction Cost Index (CCI) relative to inflation on construction materials and labor cost increases, which increased by 3.0% in 2018 compared to the prior year. The ENR CCI rate of inflation is generally higher than the CPI inflation index, most closely aligning with the City’s capital construction project costs.

Combined Local Wastewater and Stormwater FY 19-20 Rates and Forecast - Option 1

Fiscal Year	19-20 <i>Proposed</i>	20-21 <i>Projection</i>	21-22 <i>Projection</i>	22-23 <i>Projection</i>	23-24 <i>Projection</i>
<i>Local Wastewater Services</i>					
Avg. Monthly Residential Bill	\$ 24.03	\$ 24.75	\$ 25.49	\$ 26.38	\$ 27.30
Local Rate Increase	2.5%	3.0%	3.0%	3.5%	3.5%
Avg. Mo. Residential Increase	\$ 0.59	\$ 0.72	\$ 0.74	\$ 0.89	\$ 0.92
<i>Stormwater Services</i>					
Avg. Monthly Residential Bill	\$ 15.31	\$ 15.77	\$ 16.24	\$ 16.81	\$ 17.40
Local Rate Increase	2.5%	3.0%	3.0%	3.5%	3.5%
Avg. Mo. Residential Increase	\$ 0.37	\$ 0.46	\$ 0.47	\$ 0.57	\$ 0.59
<i>Local Wastewater & Stormwater Combined</i>					
Avg. Monthly Residential Bill	\$ 39.34	\$ 40.52	\$ 41.73	\$ 43.19	\$ 44.70
Local Rate Increases Combined	2.5%	3.0%	3.0%	3.5%	3.5%
Local Rate Increases	\$ 0.96	\$ 1.18	\$ 1.21	\$ 1.46	\$ 1.51

Option 1 above allows for a slightly greater transfer to capital reserves to continue to position the City to move towards a pay-as-you-go utility. Pay-as-you-go (cash) investments in capital infrastructure projects are more cost effective than a future revenue bond issuance or loans that include financing interest expenses and additional cash reserve requirements over a 20-year term.

Option 2 (Recommended): Combined Local Wastewater and Stormwater User Fee – 2.0% increase

The table below displays the recommended combined rate increase as a percentage (2.0%) and dollar amount (\$0.77) for a *typical* residential monthly bill. The recommended rate changes are the lowest responsible rate change. Option 2 is \$0.19 less monthly when compared to Option 1 for the *typical*

residential monthly bill in FY 19-20.

Option 2 funds system operations, maintenance and regulatory obligations, as well as the Council approved FY 19-20 CIP. The proposed FY 19-20 rate increase is \$0.77 or 2.0% monthly for local wastewater and stormwater services combined. Stormwater rates consider the projected impact of the pending NPDES permit renewal currently in progress, resulting in an increased service level to meet more stringent regulatory and environmental requirements. Option 2 displays rate increases that will fund program activities, meet current debt service obligations, provide contributions necessary to fund the capital program, and continue programs required to meet current and anticipated permit requirements.

Combined Local Wastewater and Stormwater FY 19-20 Rates and Forecast - Option 2

Fiscal Year	19-20 <i>Proposed</i>	20-21 <i>Projection</i>	21-22 <i>Projection</i>	22-23 <i>Projection</i>	23-24 <i>Projection</i>
<i>Local Wastewater Services</i>					
Avg. Monthly Residential Bill	\$ 23.91	\$ 24.51	\$ 25.24	\$ 26.00	\$ 26.78
Local Rate Increase	2.0%	2.5%	3.0%	3.0%	3.0%
Avg. Mo. Residential Increase	\$ 0.47	\$ 0.60	\$ 0.74	\$ 0.76	\$ 0.78
<i>Stormwater Services</i>					
Avg. Monthly Residential Bill	\$ 15.24	\$ 15.62	\$ 16.01	\$ 16.49	\$ 17.07
Local Rate Increase	2.0%	2.5%	2.5%	3.0%	3.5%
Avg. Mo. Residential Increase	\$ 0.30	\$ 0.38	\$ 0.39	\$ 0.48	\$ 0.58
<i>Local Wastewater & Stormwater Combined</i>					
Avg. Monthly Residential Bill	\$ 39.15	\$ 40.13	\$ 41.25	\$ 42.49	\$ 43.85
Local Rate Increases Combined	2.0%	2.5%	2.8%	3.0%	3.2%
Local Rate Increases	\$ 0.77	\$ 0.98	\$ 1.13	\$ 1.24	\$ 1.36

Option 2 takes into consideration the current capital reserves available for planned investments in infrastructure improvements for local wastewater and stormwater services, including the right-of-way use fee increase from 3% to 5% effective July 1, 2019.

WASTEWATER PROGRAM FUNDING AND RATE HISTORY:

Wastewater user fees on customers' monthly bills include a local (Springfield) and regional (MWMC) component. In FY 18-19, for a residence using 6,684 units or 5,000 gallons per month, the local wastewater bill is \$23.44. The combined *typical* wastewater bill, including the regional component is currently \$49.93. Residential customer bills are used as a benchmark for wastewater rates because the volume and strength of the wastewater generated is similar within the customer class. The usage (and therefore the bills) of commercial and industrial users vary significantly because their wastewater volume and strength varies greatly.

In FY 19-20, the right-of-way use fee established and implemented in FY 11-12 at 3% (of total user fee revenue collected), will increase from 3% to 5% effective July 1, 2019 and is assessed annually to the local wastewater fund. In FY 18-19 the Council increased local wastewater user fees by 2.5%, which followed a 2.5% increase in FYs 17-18, 16-17 and 15-16, and a 3.0% increase in FY 14-15. A history of the local and regional user fees is provided in Attachment 2.

STORMWATER PROGRAM FUNDING AND RATE HISTORY:

In FY 18-19, the current residential stormwater fee is \$14.94. For commercial customers, rates are calculated on the percentage of impervious area on the property as well as the total square footage of the property. Commercial properties include a base fee (per 1,000 square feet of property), as well as an impact fee based on the amount of impervious surface on the property.

In FY 19-20, the right-of-way use fee established and implemented in FY 11-12 at 3% (of total user fee revenue collected), will increase from 3% to 5% effective July 1, 2019 and is assessed annually to the stormwater fund. In FY 18-19, the Council increased stormwater user fees by 2.5% which followed a 3.5% increase in FYs 17-18 and 16-17, and a 3.7% increase in FY 15-16, and a 4% increase FY 14-15. A history of the stormwater user fees over the last several years is provided in Attachment 2.

REGIONAL WASTEWATER USER FEES:

At the March 8, 2019 MWMC meeting, staff presented the Preliminary FY 19-20 Regional Wastewater Program Budget and Capital Improvement Program, and proposed regional wastewater user fee rates. Based on discussions and input provided by the Commission, staff returned to the Commission on April 12, 2019 at a public hearing where the Commission adopted resolutions recommending a 2.0% user fee increase in FY 19-20, and the Regional FY 19-20 Budget for implementation by the cities of Eugene and Springfield. The table below shows the adopted FY 19-20 regional wastewater user fees.

MWMC Regional Wastewater FY 19-20 Adopted Rates and Forecast

Fiscal Year	19-20 Adopted	20-21 Projection	21-22 Projection	22-23 Projection	23-24 Projection
Avg. Monthly Residential Bill	\$ 27.02	\$ 27.83	\$ 28.80	\$ 29.81	\$ 31.00
Regional Rate Increase	2.0%	3.0%	3.5%	3.5%	4.0%
Avg. Mo. Residential Increase	\$ 0.53	\$ 0.81	\$ 0.97	\$ 1.01	\$ 1.19

With the recommended Option 2 including a local wastewater rate change of 2.0% (\$0.47/month), a proposed stormwater rate change of 2.0% (\$0.30/month), and the MWMC adopted regional wastewater rate change of 2.0% (\$0.53/month), the typical residential bill (assuming 6.684 units or 5,000 gallons of wastewater generated) would increase by \$1.30 monthly resulting in a combined overall increase of 2.0%.

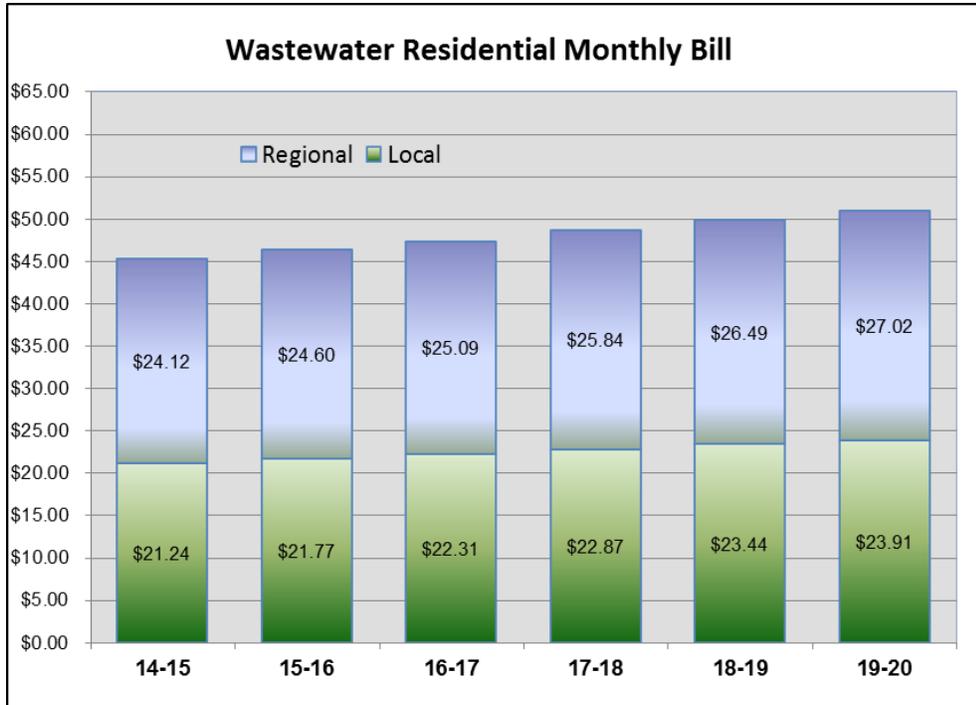
RECOMMENDED ACTION:

Staff has carefully considered the funding requirements associated with the proposed FY 19-20 budget and recommends Council consider a local wastewater rate increase of 2.0% and a stormwater rate increase of 2.0% (Option 2). If adopted, the proposed increases will provide sufficient revenues in FY 19-20 to continue to defer the need for future financing, maintain adequate debt service coverage, meet environmental regulations and NPDES Permit requirements, fund necessary capital improvements and system maintenance obligations, and provide quality services to existing customers and new development.

Staff requests Council’s consideration, comments and direction on the proposed rate changes. The schedule of wastewater and stormwater fees, including the regional MWMC adopted rates for FY 19-20, will be reviewed and considered at the public hearing currently scheduled for May 6, 2019.

WASTEWATER PROGRAM USER FEES AND RATE TREND:

Wastewater user fees on customers’ monthly bills include a local (Springfield) and regional (MWMC) component. In FY 19-20, based on a typical residence using 6.684 units or 5,000 gallons per month, the local wastewater bill would be \$23.91. Local wastewater charges are proposed at \$3.577 per billing unit (748 gallons) for all customer types. The combined typical residential wastewater bill, including the regional component is \$50.93. Residential customer bills are used as a benchmark for wastewater rates because the volume and strength of the wastewater generated is similar within the customer class. The regional wastewater charges vary significantly for commercial and industrial customers based on the wastewater volume and strength of discharge to be treated and disposed; as such the bills vary greatly.



\$ Monthly

Year	14-15	15-16	16-17	17-18	18-19	19-20
Regional	\$24.12	\$24.60	\$25.09	\$25.84	\$26.49	\$27.02
Local	\$21.24	\$21.77	\$22.31	\$22.87	\$23.44	\$23.91
Total	\$45.36	\$46.37	\$47.40	\$48.71	\$49.93	\$50.93

% Rate Increase

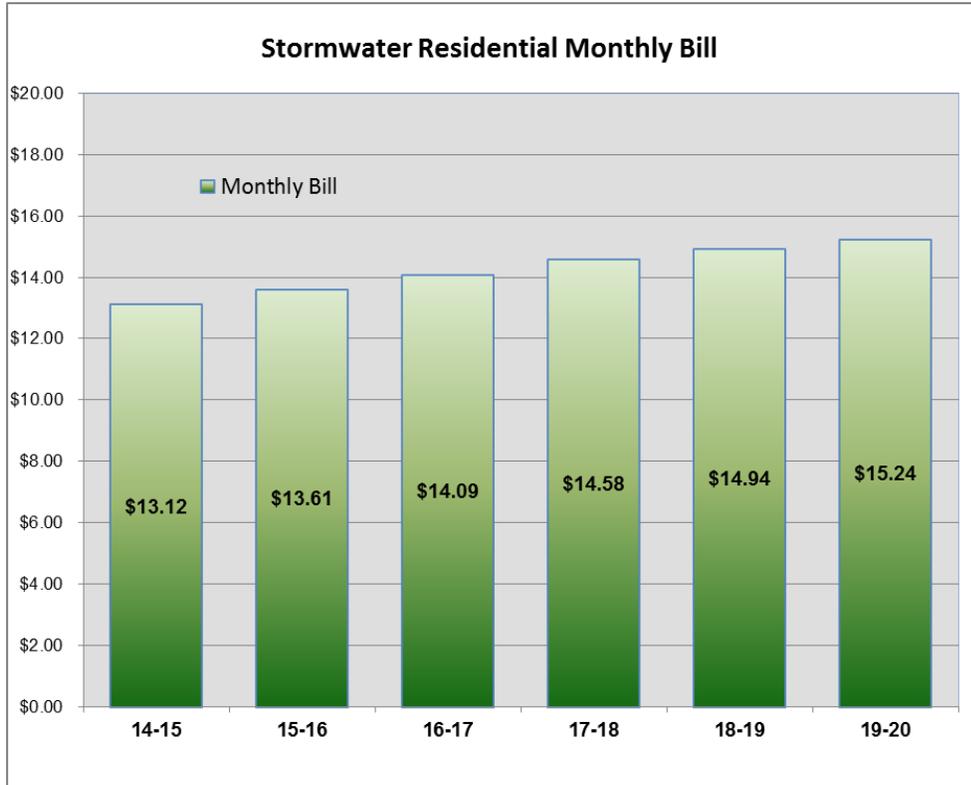
Category	14-15	15-16	16-17	17-18	18-19	19-20
Regional	3.5%	2.0%	2.0%	3.0%	2.5%	2.0%
Local	3.0%	2.5%	2.5%	2.5%	2.5%	2.0%
Total	3.3%	2.2%	2.2%	2.8%	2.5%	2.0%

\$ Rate Increase

Category	14-15	15-16	16-17	17-18	18-19	19-20
Regional	\$0.82	\$0.48	\$0.49	\$0.75	\$0.65	\$0.53
Local	\$0.63	\$0.53	\$0.54	\$0.56	\$0.57	\$0.47
Total	\$1.45	\$1.01	\$1.03	\$1.31	\$1.22	\$1.00

STORMWATER PROGRAM USER FEES AND RATE TREND:

In FY 19-20, the local residential stormwater service charge is proposed at \$15.24. The table below displays the 5-year rate history for stormwater residential monthly charges and rate changes.



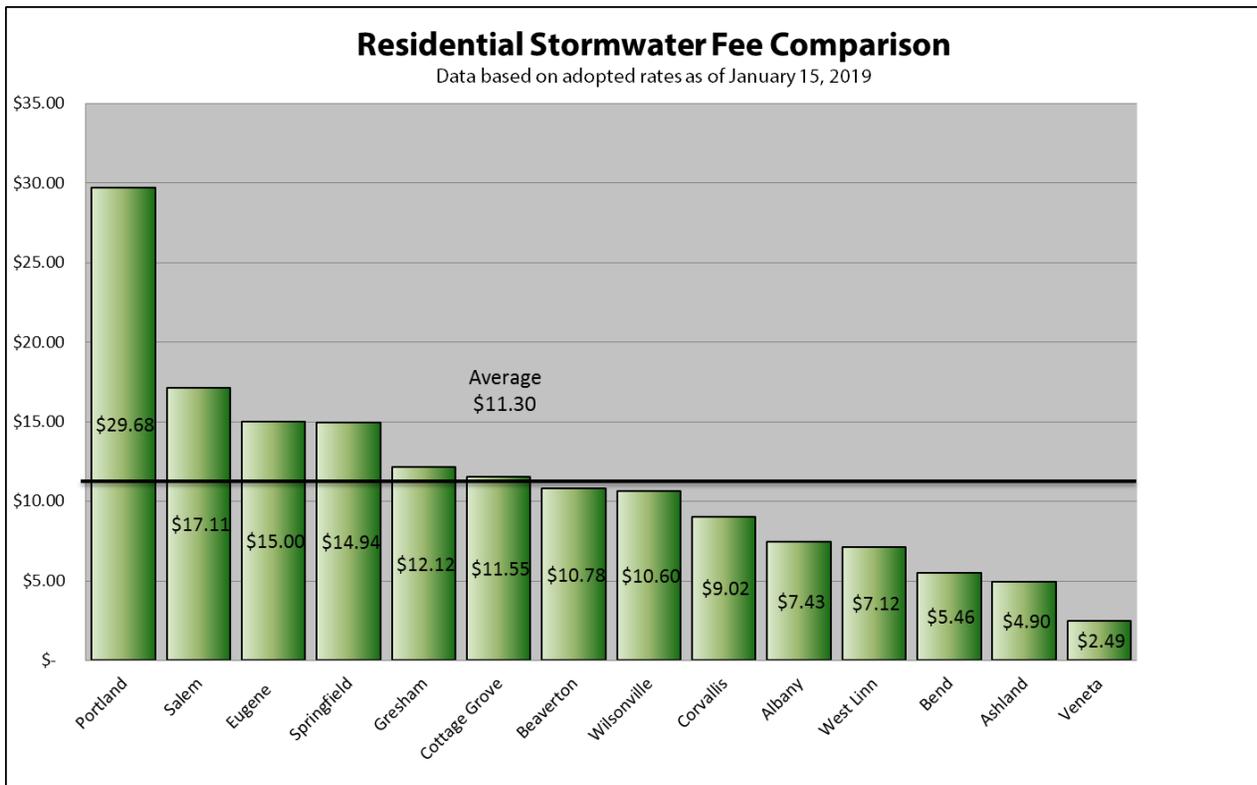
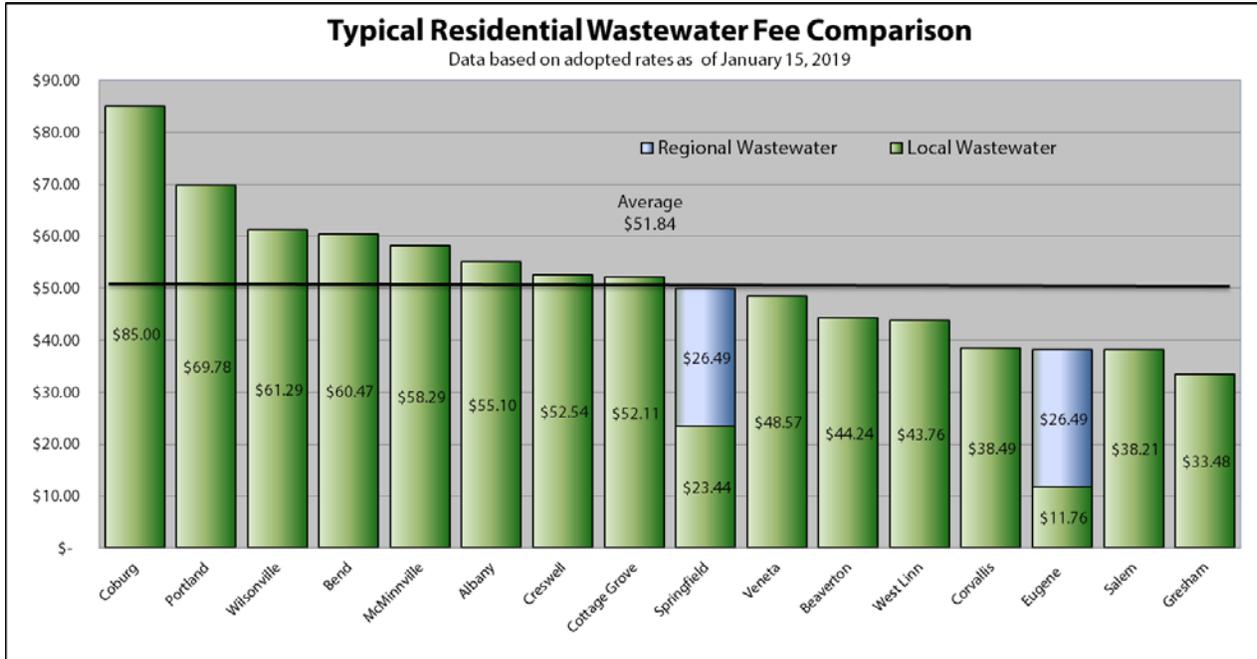
Category	14-15	15-16	16-17	17-18	18-19	19-20
Monthly Bill	\$13.12	\$13.61	\$14.09	\$14.58	\$14.94	\$15.24
% Increase	4.0%	3.7%	3.5%	3.5%	2.5%	2.0%
\$ Increase	\$0.50	\$0.49	\$0.48	\$0.49	\$0.36	\$0.30

A commercial stormwater customer with 41% to 70% of impervious area is categorized as a heavy user and with a 2.0% rate change in FY 19-20 would pay \$3.319 per 1,000 square feet of property plus an administrative fee of \$1.758 per month. For example, a monthly charge for a customer with 1.5 acres of impervious surface (approximately 65,340 square feet) would be \$216.86. Commercial customer rates will vary depending on the size of the property and the amount of impervious area.

Stormwater Monthly Fee Schedule					
* Residential: \$15.24					
** Commercial	Very Heavy >70%	Heavy 41-70%	Moderate 20-40%	Light <20%	Undeveloped 0%
Base Fee per 1,000 sq ft	\$1.770	\$1.770	\$1.770	\$1.770	\$0.000
Impact Fee per 1,000 sq ft	\$2.658	\$1.549	\$0.445	\$0.000	\$0.000
Total Rate per 1,000 sq ft	\$4.428	\$3.319	\$2.215	\$1.770	\$0.000
* Residential includes single family residential and duplex households					
** Commercial is based on percentage of property development (impervious surface)					
** In addition to the Commercial rates above, an Administrative Fee of \$1.758 per account is applied monthly					

RATE COMPARISON CHARTS:

The wastewater and stormwater fee comparison charts below reflect a typical residence using 6.684 units or 5,000 gallons monthly for wastewater. The fees are based on adopted rates as of January 15, 2019.



AGENDA ITEM SUMMARY**SPRINGFIELD
CITY COUNCIL****Meeting Date:** 4/22/2019
Meeting Type: Work Session
Staff Contact/Dept.: Erin Fifield / DPW
Staff Phone No: 726-2302
Estimated Time: 20 Minutes
Council Goals: Encourage Economic Development and Revitalization through Community Partnerships

ITEM TITLE: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) REQUEST FOR CONCEPTS

ACTION REQUESTED: Provide direction to staff and applicants on which Concepts should be further developed and Council expectations for committing CDBG funds.

ISSUE STATEMENT: As part of City Council’s Housing Strategy, Council has allocated close to \$750,000 in Community Development Block Grant (CDBG) funds in the past two years toward the strategy to “Increase the Supply of Affordable Housing.” Funds were initially made available to develop the City-owned property on S. 57th Street, though no proposals were received.

Following Council direction, staff made these CDBG funds available through a Request for Concepts, asking developers to submit creative ideas to address the need for housing. Six concepts were received, and five were evaluated by the Community Development Advisory Committee (CDAC).

ATTACHMENTS: ATT1 – CBM
ATT2 – Request for Concepts Applications

**DISCUSSION/
FINANCIAL
IMPACT:** There is close to \$750,000 in CDBG funds which have been allocated toward the strategy to “Increase the Supply of Affordable Housing.” The City has previously tried to target these funds to a development on a city-owned property at 725 S. 57th Street.

Given CDBG requirements to spend funds in a timely manner, it is important the City spend a significant portion of this allocation by May 2020.

The City received applications for six (6) concepts. Currently, however, no applicant has control over a site. Given the uncertainty with land acquisition, it will be important to determine a process that will both allow and encourage approved Concepts to further develop, but also prioritize that funds be spent.

MEMORANDUM

City of Springfield

Date: 4/22/2019
To: Gino Grimaldi **COUNCIL**
From: Tom Boyatt, Interim DPW Director **BRIEFING**
Sandy Belson, Interim Community
Development Manager
Erin Fifield, Community Development
Analyst
Subject: CDBG REQUEST FOR CONCEPTS **MEMORANDUM**

ISSUE: As part of City Council’s Housing Strategy, Council has allocated close to \$750,000 in Community Development Block Grant (CDBG) funds in the past two years toward the strategy to “Increase the Supply of Affordable Housing.” Funds were initially made available to develop the City-owned property on S. 57th Street, though no proposals were received.

Following Council direction, staff made these CDBG funds available through a Request for Concepts, asking developers to submit creative ideas to address the need for housing. Six concepts were received, and five were evaluated by the Community Development Advisory Committee (CDAC).

COUNCIL GOALS/**MANDATE:**

Encourage Economic Development and Revitalization through Community Partnerships

BACKGROUND:

As part of City Council’s Housing Strategy, Council has allocated close to \$750,000 in CDBG funds in the past two years toward the strategy to “Increase the Supply of Affordable Housing.”

In a work session with City Council on November 11, 2019, and following a Community Development Advisory Committee (CDAC) recommendation, City Council directed staff to make the CDBG funds for housing available in a process that is simpler than a Request for Proposals in order to encourage more people to apply for the funds.

Request for Concepts

Staff created a Request for Concepts, asking developers for their ideas on ways to develop new units of affordable housing. The Request asked for a rough description of the following categories:

- Project description,
- Population served,
- Project schedule,
- Financing; and
- Project team.

CDBG requirements were included in the Request to inform applicants of the requirements tied to the funding request. [For a copy of the Request for Proposals, see <http://www.springfield-or.gov/wp-content/uploads/2019/02/Springfield-CDBG-Housing-RFC-FINAL.pdf>]

On February 11, 2019, the CDBG Request for Concepts was released, made available on the City's website, and emailed to interested parties. Applicants were encouraged to attend an optional informational meeting with staff to answer questions, and a number of potential applicants attended. As of March 21st, the City received six (6) applications, which were then forwarded to the CDAC for evaluation.

CDAC evaluation process

The applications were reviewed by staff and by the Council's Community Development Advisory Committee (CDAC). The CDAC met on April 3rd, 2019 to discuss the applications, review the criteria, and ask questions of the applicants. Committee members scored the proposals according to the five categories in the Request for Concepts. A summary of those proposals are listed below.

Summary of Proposals

The following summary of proposals is presented in order of their ranking by the CDAC, with the highest score presented first. Four proposals received scores that met or exceeded the "Acceptable" criteria. One proposal, G Street Acquisition, did not receive a score that met the "Acceptable" criteria for the concept. Catholic Community Services withdrew the proposal Transitional Housing for Homeless Families with Children, when it became clear that the application did not meet federal requirements.

Renaissance Village, St. Vincent de Paul Society (SVDP) of Lane County
 New Manufactured Dwelling Park. 40+ units. Mix of rental/ownership.
 CDBG Request: \$ 750,000 grant to purchase land

- Description: Development a new Manufactured Dwelling Park. Initially develop 40 spaces (with a mix of rental/ownership units). Long term expansion to 130 spaces
- Population served: Low-income households (up to 60% and 80% area median income); priority for displaced tenants from other parks
- Schedule: Depends on identification of land (5+ acres)
- Financing: \$6.2 million project. Financing dependent on passage of Senate Bill 1024 in the Oregon Legislature for \$3 million for infrastructure costs
- Project Team: Local non-profit organization. Extensive experience owning/operating manufactured dwelling parks, and developing new affordable housing

Staff comments: Land of the size needed is uncommon and will take some research and negotiation. A parcel has been identified and talks have begun with the property owner, but it is unclear if this property will work, much less how long it will take. As for financing, currently SVDP does not have a backup plan if SB1024 does not pass. SVDP could buy land with CDBG funds, and would have 5 years per CDBG regulations to develop the project. HOME funds could be an alternate source of funds for this project (rather than CDBG funds), so long as SVDP has site control, and financing lined up.

LLF Housing Initiative – Main Street Duplex, Lane Leadership Foundation

New Duplex, each 3 bedrooms, 1.5 bath. Rental.

CDBG Request: \$ 75,000 grant to purchase land and pay for some pre-development costs

- Description: Development of a new duplex, each with 3 bedrooms, 1.5 baths, coupled with a membership to NEDCO for supportive services
- Population served: Households living at or below 60% area median income
- Schedule: Depends on land. Applicant has a challenging site in mind. Project would work on a different site.
- Financing: \$531,000 project to construct. Relies mostly on private financing.
- Project Team: Local non-profit organization. Has experience consulting with social service programs. Wants to become a local affordable housing developer and sees this as an opportunity to start small.

Staff comments: LLF Housing has not developed and managed affordable housing themselves, and sees this project as a way to demonstrate their capacity. The current site they have in mind may prove to be too challenging given federal environmental review requirements; so success may depend on finding another site. Also, there are some assumptions with the financing that need to be reworked and could require additional funds being requested. There is some risk to granting funds to a new developer, but the City would ensure any funds provided are in the form of a loan (forgivable once the outcome is achieved), and secured by the property in case things go awry.

The Bungalow Abodes, The Temple of the Abiding Way

New small homes (<600 sq. ft.) for home ownership. Priced at <\$100,000.

CDBG Request: \$ 85,000 loan to purchase land and pay for some pre-development costs

- Description: Develop 2 – 4 new homes (less than 600 square feet) for homeownership. Purchase price between \$50,000 and \$100,000.
- Population served: Households earning less than \$30,000 annual income
- Schedule: Depends on acquiring land, and working through the development process.
- Financing: Details are light on examples for what this small home would cost, and the cost to create a small lot residential zone. The Temple of the Abiding Way would carry the mortgages.
- Project Team: The Temple of the Abiding Way would partner with an underwriter, and with a developer who would manage the project and contractors.

Staff comments: The concept has yet to be realized, so the outcome is uncertain. Small lot residential zones are allowed in Springfield, but have yet to be implemented, and would require a zone change or code amendment. Other site development options could be explored. This would be the Temple of the Abiding Way's first housing project. There is some risk to granting funds to a new developer, but the City would ensure any funds provided are in the form of a loan (forgivable once the outcome is achieved), and secured

by the property in case things go awry.

Ann's Heart Women's Shelter, Ann's Heart Women's Shelter
 Convert a single family home to transitional housing for 5+ unhoused women.
 CDBG Request: \$ 220,000 grant to purchase and rehab a house

- Description: Convert a single family dwelling into living space for 5 or more persons to recover from the trauma of homelessness; provide on-site staff to manage the program. Long term add additional units.
- Population served: Persons who identify as women and are currently unhoused in the Springfield/Glenwood area
- Schedule: Dependent on finding a site, and securing funding for ongoing staff costs.
- Financing: \$355,000 project. Relies on in-kind donations to help renovate the house, and a financial campaign to pay for ongoing staff costs. Ann's Heart has currently fundraised \$20,000 toward this project.
- Project Team: Ann's Heart Women's Shelter incorporated as a non-profit in 2017, and is fiscally sponsored by St. Vincent de Paul Society of Lane County. The Board includes persons with real estate, nonprofit management and community organizing experience. This would be Ann's Heart's first project.

Staff comments: If the financial campaign is not successful this fall, Ann's Heart plans to hire a part time development person to raise the rest of the funds delaying implementation by 6 months. Ann's Heart is also willing to partner with another agency to staff and run the program. There is some risk to granting funds to a new developer, but the City would ensure any funds provided are in the form of a loan (forgivable once the outcome is achieved), and secured by the property in case things go awry.

G Street Acquisition, Damon Burian
 Acquire and renovate 3 single-family homes for low-income residents.
 CDBG Request: \$575,000 grant to purchase three homes and rehab a fourth home

- Description: Acquire and renovate 3 single-family homes on G Street for low-income families. Refinance and rezone the properties in 5 years to build medium to high density residential units, or add accessory dwelling units to each home.
- Population served: Low to moderate income families.
- Schedule: Homes are currently occupied. Depends on current homeowner's willingness to sell.
- Financing: Relies on CDBG funds to acquire and renovate properties. Does not rely on other funds. Plans to use equity from the homes for future construction.
- Project Team: Damon Burian is a local resident who owns a house next to the 3 homes he would like to purchase. He has experience purchasing property and is a local business owner.

Staff comments: As mentioned above, this proposal did not score to meet the

“Acceptable” criteria in any category, except for Schedule. Staff do not recommend pursuing this concept.

One applicant, Catholic Community Services (CCS), ultimately withdrew its application because the concept did not align with CDBG requirements, and CCS would have needed to change the development model significantly in order to accommodate the requirements. A summary of that project is below for Council’s information:

Transitional Housing for Homeless Families with Children, Catholic Community Services
 Develop five (5) Accessory Dwelling Units (ADUs) to serve as transitional housing for families as part of the G Street OASIS program
 CDBG Request: \$150,000 grant

- Description: Subsidize the development of Accessory Dwelling Units (ADUs) to serve as transitional housing for homeless families with children for 5 years
- Population served: Homeless families with children who are part of the G Street OASIS program.
- Schedule: Depends on finding willing homeowners. Creation of the ADUs themselves are up to the homeowner. This program helps to finance the ADU, not to manage the development.
- Financing: CCS won’t build or own the ADU; the program will provide a \$25,000 forgivable loan to 5 property owners to help pay for the cost of the ADU, in exchange for housing a family. The plan also uses Section 8 vouchers as rental income for the property owner to cover costs.
- Project Team: CCS is a local non-profit that manages the G Street OASIS program. CCS has extensive experience with case management, landlord partnership, and has administered the Overnight Parking Program for families in Springfield.

Staff note: CCS is not in the business of building or owning housing units. In order for this project to be eligible for CDBG funds, the ADUs would need to be owned not by a private property owner, but by a non-profit organization. CCS opted to pursue private funds for this project. If Council would like to support this concept with non-federal funds, staff can bring back ideas on how to proceed.

Staff recommendation

Staff’s priority is to ensure CDBG funds are spent down in a timely manner.

Currently, no applicant has site control. Given the uncertainty with property acquisition, staff recommends Council choose the concepts they would like to move forward for funding consideration. Staff can work with applicants to provide a better understanding of how their project could work within the current development code, and within CDBG regulations, in order to help bring their concepts to a more complete proposal.

Funds could be made available to approved proposals on a first come, first serve basis. Once an applicant found a piece of property and signed an Option Agreement with the owner, the City would

do its due diligence on the site. If there are CDBG funds available and the site meets federal requirements, the applicant and City would enter into an agreement with the applicant and the project could proceed. If no more CDBG funds are available by the time a given concept moves forward, Council could allocate additional CDBG funds to the strategy of “Increasing the Supply of Home Affordable Housing” in the next fiscal year.

Staff will continue to pursue land for acquisition per the Council’s Housing Strategy.

Q1: How would Council like to move forward with the current Concepts submitted?

Q2: Council had previously requested that this Request for Concepts be an Open request. Does Council want to continue to receive applications?

RECOMMENDED ACTION: Provide direction to staff and applicants on which Concepts should be further developed and Council expectations for committing CDBG funds.

Renaissance Village, St. Vincent de Paul Society (SVDP) of Lane County	1
<ul style="list-style-type: none">• New Manufactured Dwelling Park. 40+ units. Mix of rental/ownership.• CDBG Request: \$ 750,000 grant to purchase land	
LLF Housing Initiative – Main Street Duplex, Lane Leadership Foundation	8
<ul style="list-style-type: none">• New Duplex, each 3 bedrooms, 1.5 bath. Rental.• CDBG Request: \$ 75,000 grant to purchase land and pay for some pre-development costs	
The Bungalow Abodes, The Temple of the Abiding Way	15
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Ann’s Heart Women’s Shelter, Ann’s Heart Women’s Shelter	22
<ul style="list-style-type: none">• Convert a single family home to transitional housing for 5+ unhoused women.• CDBG Request: \$ 220,000 grant to purchase and rehab a house	
G Street Acquisition, Damon Burian	28
<ul style="list-style-type: none">• Acquire and renovate 3 single-family homes for low-income residents.• CDBG Request: \$575,000 grant to purchase three homes and rehab a fourth home	
Transitional Housing for Homeless Families with Children, Catholic Community Services	34
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St. Vincent de Paul
Society of Lane County, Inc.

Office (541) 687-5820 • Fax (541) 683-9423
Stores Donation (541) 345-0595
Social Services (541) 689-6747

2890 Chad Drive Eugene, OR 97408
PO Box 24608 Eugene, OR 97402
Email askme@svdp.us
Visit us at www.svdp.us

March 19, 2019

Erin Fifield

City of Springfield

225 Fifth Street Suite 101

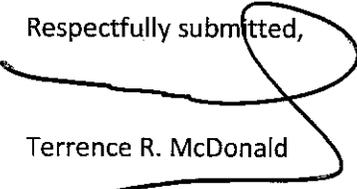
Springfield, Oregon 97477

Dear Ms. Fifield:

Enclosed please find a Concept Paper and support information for CDBG funds to help develop a new mobile home park in Springfield. The purposes of the new park would be multiple: help prevent housing loss from mobile home parks that are being redeveloped in Springfield: aid very low income residents in parks from becoming homeless due to older mobile units becoming uninhabitable: serve as a reservoir for future closer of parks in gentrifying districts of Springfield.

St. Vincent believes this strategy dove tails well with the stated goals of the City for park renovation and preservation of inhabited mobile units over the last decade, and is especially important in light of the legislation being proposed by Representative Lively, House Bill 3313.

Respectfully submitted,



Terrence R. McDonald

Executive Director



St. Vincent de Paul Society of Lane County, Inc.

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2890 Chad Drive Eugene, OR 97408
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St Vincent de Paul Society of Lane County, (SVDP) proposes to purchase up to 10 acres of residential land in Springfield to develop a new mobile home park. The park would accommodate up to 130 mobile home units. The park would be specifically developed in anticipation of old parks in the City closing, displacing low income home owners or renters in these closing parks. The target population would be families at or below 60% and 80% of median income. The development of infrastructure, (roads, sewer, water and electrical hookups) would come from funds derived from Oregon Housing and Community Services, BPA incentives, private foundation grants, and a permanent loan from NOAH. Since the cost of the park development would be in excess of \$10 million when fully developed, the plan would be to develop the first 30% of the park, leaving the remaining space available for expansion as the need for more units arises. In this phased plan, the community services and laundry would be developed with the intent that it would have the capacity to serve the total development. The goal would not to have all the spaces leased out initially, but rather only about 1/3 of the total spaces, allowing for spaces to be available as needed by anticipated closures over the next decade. This strategy would allow for flexibility in offering the possibility for fixed or low income tenants in current parks to have a place to move to in the event of their need to exit an existing park. The 1/3 development strategy dovetails well with future funding. LIFT funds would interact well with the home ownership model of the park, as well as OAHTC, which OHCS has a significant amount available.

A key feature of this proposal is to find a way to enhance the livability of housing for low income populations. Older mobile homes are very energy inefficient, while the ones purchased by SVDP for this project would be Energy Star standard. As such, the utility burden for any tenants that leave an old mobile for a new one will have dramatically lower utility bills, as well as a much enhanced dwelling unit.

Discussion

Springfield has over 1400 mobile home units in parks within the city limits. Many of these mobile homes are well over 40 years old, and built to pre 1976 standards. As such, according to HUD rules are not considered livable units. Many of these units are in parks whose infrastructure are clearly inadequate. An example of that was the park on N. 28th Street that had to be closed in 2017. Another example of this problem is the announced marketing of the Shamrock Mobile Home Park in Glenwood. The owner is actively marketing this property, and has refused an offer by tenants to convert it into a resident owned community. Virtually all the units in this park are pre 1976 standards.

One of the issues for relocation of the many tenant owned units in these parks is that the tenants do not want to move into affordable or senior subsidized housing. When SVDP developed the Aster

Apartments a decade ago, the assumption by SVDP staff and City leaders was that many families in these older parks would apply for units at Aster, as their cost of housing would substantially decrease and the quality of housing would increase. SVDP actively marketed to these parks and received no applications from tenants in mobile home parks. What SVDP learned was that many individuals who own older units very much want to have this home ownership, even if it is an older mobile unit.

The strategy to help solve this long term problem of relocation of low income park tenants would be to create a new park that reserved the majority of spaces vacant to allow for park failures and closures. It is anticipated that approximately 1/3 of the anticipated 130 spaces would be occupied initially, which would allow the park to cover debt service, staffing and maintenance of the park, and taxes. The 40 +/- spaces would either be park owned units for families at 60% of median income, or tenant owned post 1976 units up to 80% of median income. As demand was created for the additional spaces because of closing or no longer functional parks in Springfield, tenants from those parks would be given preference in occupying the spaces, help in dealing with their existing to be either moved or demolished unit in the old park and assistance in purchasing a new, energy efficient unit in the new park. For families renting in the new park that are at or below 60% of median income, SVDP would apply for property tax exemption. For families who own or purchase mobile homes and are at 80% of median income, no such exemption would apply.

This concept is entirely new, but follows on work done by the City of Springfield staff and leadership over the past 4 years. The City has been a leader in attempting to deal with aging parks, and has developed the tool kit to assess the needs of mobile home parks throughout the state. City leaders have encouraged local State Representative John Lively, to propose House Bill 3313 to the Legislature this year, which allows for a demonstration project to develop a new park for the exact purpose SVDP is proposing. The City and SVDP staff have been in discussions with OHCS over the past year to find a way to fund such an effort. NOAH's leadership, Bill Van Vleet is supportive of being involved with such a project. Given that it serves a serious state wide need, this project would help meet a critical need for both housing and rehousing a low income population at risk in Springfield.

Timeline

Application to the City of Springfield for \$750,000. CDBG grant to purchase land.	March 21, 2019
City award process	June 2019
Identification of land and begin due diligence	July 2019
Due diligence complete	Oct. 2019
Purchase land	Nov. 2019
Funding made available by OHCS for park development	January 2020

Design Park and secure balance of funding	March	2020
Submit for plans	April	2020
Complete construction of Phase 1	December	2020
Occupancy of Phase 1	April	2020

St. Vincent de Paul Experience and Development Background

SVDP has developed over 1400 units of affordable housing over the past 30 years. Most recently, SVDP finished the Myrtlewood Apartments, a 35 unit Section 42 tax credit project in Springfield in 2018. SVDP has a seasoned development team, led by Terry McDonald, Executive Director with 30 years development experience, Kristen Karle with 17 years of development experience and numerous support staff.

Over the past decade, SVDP has acquired and rehabilitated 7 mobile home parks, one in Portland, two in Junction City, two in Oakridge, one in Eugene and one in Saginaw. SVDP has a dedicated, trained property management department led by Jennifer Cervantes, with 15 year experience in affordable housing management.

SVDP is a 64 year old 501-c-3 CHDO. The charitable purpose of the organization is to assist low income populations with emergency services, job training and development, and affordable housing. With a staff of over 650, SVDP is the largest not for profit human services agency in Lane County.



City of Springfield, Oregon

FORM A – PROJECT SUMMARY FORM

Project Name:	Renaissance Village
Project Location:	TBD
Population served:	Manufactured Home Renters and Owners at 50-80% median
Number of units:	Phase 1: 40 Phase 2:40 Phase 3 :50
Project Description:	Development of a new manufactured home park in Springfield to aid low income populations in jeopardy of losing their housing due to park closure or condemnation
CDBG Funds Requested:	Grant: \$ 750,000.00 Loan: \$ _____
Applicant:	St. Vincent de Paul Society of Lane County, Inc.
Mailing Address:	P.O. Box 24608
City, State & Zip:	Eugene, Oregon 97402
Website:	svdp.us
DUNS number:	13-108-3172
Contact Person (name/title):	Terry McDonald Executive Director
Phone Number:	541 687 5820 ex. 125
Email Address:	terry.mcdonald@svdp.us



City of Springfield, Oregon

FORM B – BUDGET FORM

PROJECT BUDGET:

Project Activities	CDBG Funds Requested	Other Public Funds*	Private Funds**	Project Total
Property Acquisition	\$750,000			\$750,000
Predevelopment			\$100,000	\$100,000
Infrastructure and community blding		\$3,000,000	\$800,000	\$3,800,000
Architecture			\$200,000	\$200,000
Fees and Permits			\$100,000	\$100,000
Developer Fee			\$150,000	\$150,000
20 Mobile Home Purchase		\$850,000		\$850,000
Contingency		\$250,000		\$250,000
TOTAL	\$750,000	\$4,100,000	\$1,350,000	\$6,200,000

*OTHER PUBLIC FUNDS:

Source	Amount of Funding			Use of Funds
	Secured	Committed	Applied For	
OHCS Mobile Home Preservation				Infrastructure
LIFT				Mobile Purchase&Cont
BPA				Mobile Purchase
TOTAL				\$4,100,000

**PRIVATE FUNDS:

Source	Amount of Funding			Use of Funds
	Secured	Committed	Applied For	
NOAH				Predevelopment
				Architecture
				Permits and Fees
				Developer Fee
TOTAL				\$1,350,000



St. Vincent de Paul Society of Lane County, Inc.

P.O. Box 24608, Eugene, OR 97402
www.svdp.us and on Facebook

Phone: 541-687-5820
Fax: 541-683-9423

March 13, 2019

Resolution

St. Vincent de Paul Society of Lane County, Inc. (SVDP), acting through its Board of Directors at its regularly scheduled meeting and with a quorum present, did after due deliberation adopt the following:

WHEREAS: The City of Springfield has funding available for new projects, and City staff and leadership have expressed interest in manufactured-home park development; AND

WHEREAS: State Rep. John Lively has indicated interest in partnering with St. Vincent de Paul on a demonstration project involving a new manufactured-home development;

RESOLVED: The Board of Directors hereby authorizes Terrence R. McDonald to apply to the City of Springfield for \$750,000 in Community Development Block Grant funds for development of a manufactured-home park in Springfield.

Motion was made by Molly Westling

and seconded by Judy Allison

Signature of Board Secretary Ben Mondragon
Ben Mondragon

Signature of Board Chair Charles Burnham
Charles Burnham

LLF Housing Initiative - Main St Duplex, Lane Leadership Foundation



CBDG Concept Proposal
Main St. Duplex

March 21, 2019

Erin Fifield
City of Springfield
225 Fifth Street, Suite 101
Springfield, OR 97477

Greetings Erin,

As part of the Leadership Foundation network, Lane Leadership Foundation (LLF) exists to identify and provide for the needs of Lane County, largely through programs or partnerships that focus on collaboration and long-term sustainability. LLF's organizational mission is building a bridge between needs and resources for sustainable change and a better Lane County.

LLF, in partnership with LLF Homes, is proposing the development of a new, 2-unit duplex, coupled with supportive services (103.01), to be used to benefit households in Springfield living at or below 60% AMI. The real property to be acquired and developed is a private, 1-acre lot in Thurston tucked back off Main St., on the lower hillside of the Mountaingate neighborhood. Each unit of the duplex is 1,230SF and contains 3 bedrooms, 1 ½ baths.

Thank you for your time and consideration of this concept proposal.

Sincerely,

Jesse Aguero
LLF Executive Developer

Lane Leadership Foundation Housing Initiative

**Project Proposal:
Main St. Duplex**

Draft 1

100.00 Lane Leadership Foundation Overview

100.01 Leadership Foundation Networks

Lane Leadership Foundation (LLF) is part of a global network of other like-minded foundations. The Leadership Foundation model dedicates itself to the social and spiritual renewal of cities around the world. Globally, Leadership Foundations are providing a sociological, anthropological, and theological framework needed to tackle challenging and complex social needs.

100.02 Lane Leadership Foundation: Our Mission

As part of the Leadership Foundation network, LLF exists to identify and provide for the needs of Lane County, largely through programs or partnerships that focus on collaboration and long-term sustainability. LLF's organizational mission is building a bridge between needs and resources for sustainable change and a better Lane County.

100.03 Lane Leadership Foundation: Areas of Focus

LLF has three primary areas of focus: housing for low-income, struggling, or marginalized individuals, workforce development and access to jobs for all people, and organizational growth, leadership development, and capacity building for other like-minded organizations in Lane County. We believe that working to meet the needs in these areas will help create sustainable change in Lane County.

100.04 Lane Leadership Foundation: Experience and Capacity

LLF, in collaboration with LLF Homes, has developed, managed, and completed several new construction building projects. LLF initiatives, such as Hosea Youth Services and Agape Families, have developed and managed several programs to help populations in the low social economic level. LLF is confident that it has the staff needed to manage the development, building, and programming of this project. Jesse Aguero, LLF Executive Developer, will lead the development phase of the build project, coordinating with the city, engineers, surveyors and construction company. Dave Williams, Executive Director, will oversee the manage of project funds. Josh Frank, LLF Executive Developer, will oversee the program development for the renters. All three have several years experience in relevant areas. LLF has the in-house administration and support staff, plus the overall experience as an organization to handle this project.

101.00 Project Proposal

101.01 Project Overview

LLF, in partnership with LLF Homes, is proposing the development of a new, 2-unit duplex, coupled with supportive services (103.01), to be used to benefit households in Springfield living at or below 60% AMI.

101.02 Physical Property

The property itself is a new developed duplex located on a private, 1-acre lot in Thurston tucked back off Main St., on the lower hillside of the Mountaingate neighborhood. Each unit of the duplex

is 1,230SF and contains 3 bedrooms, 1 ½ baths. Due to the building challenges of this property (hillside slope, partial wetlands on the front of property, and needed setbacks from future road to pass through property) the city has pre-approved the allowance of only one duplex to meet the otherwise larger density requirements.

101.03 Project Timeline Estimation

Upon awarding of the CBDG funds and completion of environmental review:

Survey & Geotechnical	3 weeks
Engineering & Plans	6 weeks
Permit Application Process	5 weeks
Site Infrastructure	8 weeks
Duplex Construction	12 weeks
Rental units made available:	2 weeks (after final occupancy obtained)
<i>Total Project Timeline:</i>	<i>36 weeks (9 months)</i>

101.04 Sustainability

After development costs and income/donations have been accounted for, LLF will have net development costs of \$282,000. LLF will need \$1,732 per month for holding costs on the property, which equals \$866 per unit. Renters at 60% AMI can only afford a max rent of \$673.5. To offset our costs and drive rent down to be affordable for households at 60% AMI, LLF will seek to obtain \$10,000 in grants annually. Doing so will allow LLF to cover holding costs, property management expenses, and cover losses due to unit vacancy (*for a complete breakdown, see included budget*).

102.00 Research

102.01 Household Income & Housing Burden

LLF believes that the proposed affordable housing units are greatly needed in Springfield. An estimated 51% of renters in Springfield are overburdened—i.e. the household pays 30% or more of their gross income in rent. Currently, Springfield’s AMI sits at \$39,729 a year, or \$3,311 a month, and median rent for the city is \$806 a month. Meaning, a household making \$2,687 a month, or \$32,244 a year, is overburdened when renting an apartment or house at or above median rent.¹

103.00 Supportive Services

103.01 General Overview

Tenants will be encouraged to access supportive services provided by LLF that are intended to help them improve their financial standing, create a healthier life for themselves and their households, and lower their overall housing burden. LLF’s ambition is to offer supportive services that will help tenants improve their management of money, financial sustainability, and their

¹ <https://affordablehousingonline.com/housing-search/Oregon/Springfield>.

overall quality of life. To accomplish this, our intent is to partner and network with other non-profits in the Springfield area.

103.02 Proposed Partnership With NEDCO

LLF will create a system in which tenants can access financial management classes offered by NEDCO in an effort to help them reach their financial goals and obtain financial sustainability. NEDCO is a non-profit local to Springfield who focuses teaching their clients sustainable money management practices for a healthier life and financial sustainability.

103.02 Supportive Services Goal

LLF's goal with supportive services is to help tenants create and sustain a healthier, financially sustainable life. While living in the unit, households will be able to save more, learn valuable money management skills through NEDCO classes, and spend more on fundamental needs like clothing, food, and resources, increasing their quality of life.

103.00 Unit Management

103.01 Unit Eligibility

All households living at or under 60% of Springfield's AMI are eligible to rent one of the duplex's units. To remain eligible to occupy the unit, household income cannot exceed 60% AMI. Household income will be verified yearly at the time tenant's lease renewal. If a household's annual income does exceed 60% of Springfield's AMI, the household will have 1 year to transition out of the unit. If, in that time, the household's annual income falls below 60% AMI, the household will be given the opportunity to re-verify their annual income at the next lease renewal and stay in the unit.

103.02 Application

Individuals seeking to occupy one of the units can apply through our partnering property management company. The duplex's units will not have a waitlist and will be rented on a first-come, first-serve basis to qualified applicants.

103.03 Leasing

Leases will be issued to qualifying households once their annual gross income has been verified and their application materials have been turned into our partnering property management company. Leases will be on a yearly basis and current tenants will be given first priority to resign.

103.04 Property Management

LLF intends to partner with a local property management company to help manage the units, including rental applications, income verification, and physical property upkeep.

LLF Housing Initiative - Main St. Duplex

Project Budget	CDBG Funds Requested	Private Funds	Public Funds	Project Total	Notes
Acquisition	\$ 20,000.00	\$ 40,000.00		\$ 60,000.00	
Development fees	\$ 15,000.00			\$ 15,000.00	
Engineering fees	\$ 5,000.00			\$ 5,000.00	
Geotech fees	\$ 5,000.00			\$ 5,000.00	
Build Costs		\$ 360,000.00		\$ 360,000.00	Contracted bid based on \$150SF
Plans & Permits	\$ 10,000.00	\$ 20,000.00		\$ 30,000.00	
Infrastructure costs	\$ 20,000.00	\$ 30,000.00		\$ 50,000.00	
Holding Costs		\$ 6,000.00		\$ 6,000.00	
Total Costs	\$ 75,000.00	\$ 456,000.00		\$ 531,000.00	
Income & In-kind	Notes				
CDBG request	\$ 75,000.00				
Property Acquisition Price Neg.	\$ 30,000.00	In-kind, no contract or option yet established			
Reduced Build costs	\$ 144,000.00	In-kind from LLF Homes			
Net Costs	\$ 282,000.00				
Private Funds: Source	Secured	Committed	Applied For	Use of Funds	
AIC	\$ 282,000.00			Construction	
Total Borrowed	\$ 282,000.00				
Program Budget	Monthly	Annual	Notes		
Income					
Grant requests	\$ 833.33	\$ 10,000.00			
Rent (2 units)	\$ 1,732.00	\$ 20,784.00			
Less vacancy (10%)	\$ 173.20	\$ 2,078.40			
Gross Income	\$ 2,392.13	\$ 28,705.60			
Holding Costs					
Property Mgmt.	\$ 170.00	\$ 2,040.00	Includes PITI		
Deferred Main.	\$ 170.00	\$ 2,040.00	10% Gross rent		
NEDCO schol.	\$ 6.25	\$ 75.00	10% Gross rent		
LLF Management	\$ 125.00	\$ 1,500.00			
Total Expenses	\$ 2,253.25	\$ 27,039.00			
NOI	\$ 138.88	\$ 1,666.60			



City of Springfield, Oregon

FORM A – PROJECT SUMMARY FORM

Project Name: Bungalow Abodes

Project Location: 1st location, Bob Straub Pkwy & Forsythia

Population served: < 30,000 annual income

Number of units: 4

Project Description: 4 owner occupied homes ranging from 300 - 500 square feet retail valued between \$50,000 and \$100,000.

CDBG Funds Requested: Grant: \$ _____
 Loan: \$ 200,000

Applicant: Temple of the Abiding Way

Mailing Address: 921 6th St

City, State & Zip: Springfield OR 97477

Website: https://www.facebook.com/DudeismEUG

DUNS number: N/A

Contact Person (name/title): Kim Buckmaster / Project Co-ordinator

Phone Number: 541-654-5172

Email Address: otomokim@gmail.com



City of Springfield, Oregon

FORM B – BUDGET FORM

PROJECT BUDGET:

Project Activities	CDBG Funds Requested	Other Public Funds*	Private Funds**	Project Total
Acquiring Land			30,000	30,000
Re-zoning & Re-plat	30,000		5,000	35,000
SDC	30,000			30,000
Raw materials	60,000			60,000
Labour	40,000			40,000
Utility services	40,000			40,000
Order to Vacate (county)			5,000	5,000
Attorney Fees			5,000	5,000
Water Developers			10,000	10,000
TOTAL				255,000

*OTHER PUBLIC FUNDS:

Source	Amount of Funding			Use of Funds
	Secured	Committed	Applied For	
TOTAL				

**PRIVATE FUNDS:

Source	Amount of Funding			Use of Funds
	Secured	Committed	Applied For	
Temple of the Abiding Way	50,000			Land & Services
TOTAL				

Affordable Housing Concept Proposal

Project Name - The Bungalow Abodes

Organization - Temple of the Abiding Way (501c3 Religious)

Presentation by Kim Buckmaster

Mission Statement

The purpose of this concept proposal is to utilize non-standard parcels of land, to provide affordable houses for ownership. Our goal is to acquire land, and build new construction homes where the purchase price will be between \$50,000 and \$100,000, which will serve the lower income populations, including minimum wage employees, and fixed income elderly or disabled members of our community.

It is our intention for these projects to pencil out, meaning we would be looking at loan options, rather than grants. Our hope is that a successful proof of concept will inspire others to replicate our work.

2. Project Description

Our first proposal is for the land located at Bob Straub Parkway and Forsynthia Street in Springfield, the combined total of the 2 lots is .22 acres and zoned Medium Density Residential. The land is currently owned by Lane County and is for sale. Our intention here would be to re-zone the land to Small Lot Residential, and re-plat to 4 lots of approx. .06 acres in size and build 4 detached single-family dwellings ranging from 300 to 500 square feet. Exemptions for setbacks may be required. A order to Vacate for the county right away between the southern parcel and Weyerhaeuser road would be applied for to allow for building of a 4th home.

Other properties currently owned by Springfield School district could work for this as well.

To keep the properties affordable from day one, we would file for exemptions or cost reductions with the city for the re-zoning and re-platting fees, as well as asking for exemptions or cost reduction for system development charges.

We would ideally use the Habitat for Humanity model to ask for volunteer builders and skilled laborers to help construct the homes. We have reached out to Habitat for Humanity to utilize their already established network and model.

To keep the properties affordable in perpetuity, we would use a combination of deed restrictions, CC&R's and/or HOA policies to limit the size of house to 600 square feet, require owner occupancy for several years (matching the City down payment assistance program), and/or to limit the future sales prices to 3x the 2nd highest marker on the most recent city data GINI Index. Currently the 2nd highest marker on the city data GINI Index is income levels of \$20k-\$30k.

3. Population Served

The population we aim to serve are the young person, with their first job who dreams of home ownership, to the person on fixed income due to disability or age making between \$15,000 and \$30,000 gross annually. Onsite services not offered.

The most expensive house we would propose to build would cost a buyer about \$100,000. A first time home-buyer would need 3% minimum down payment (\$3,000). Home purchaser would likely qualify for home buyer grant from City of Springfield (\$7,000) and from State of Oregon (\$10,000).

This brings the potential mortgage amount to \$80,000, at an estimated interest rate of 5% on a fixed 30 year term would equal a mortgage payment of \$429.46 not including property taxes of insurance.

Fannie Mae guidelines want to see total debt payments equal no more than 43% of the gross household income. So a person making \$1,000 gross a month could afford this house, assuming they have no other debt.

The Temple of the Abiding Way would carry these mortgages, and has an underwriter, and attorney ready to draft up sales contracts, and keep within federal lending guidelines.

4. Project Schedule

06/19 Land Purchase

08/19 Re-zoning and re-plotting completed

09/19 Grading and Infrastructure completed

03/20 Buildout House #1

03/20 Certificate of occupancy

03/20 Address

04/20 Sell

03/20 Buildout House #2

03/20 Certificate of occupancy

03/20 Address

04/20 Sell

04/20 Buildout House #3

04/20 Certificate of occupancy

04/20 Address

05/20 Sell

04/20 Buildout House #4

04/20 Certificate of occupancy

04/20 Address

05/20 Sell

This time-line can be much faster, assuming no hurdles at each step in the process.

We currently have 2 developers in mind to work with, and will solidify staffing as needed. Our understanding is each of these developers has a staff of project managers, contractors and sub-contractors already in place. We have also initiated a possible partnership with Habitat for Humanity.

We are ready to begin this project.

Sources of funding; Temple of the Abiding Way coffers, ongoing donations, and CBDG loan. As of March 2019, the temple has \$50,000 to allocate to this project.

5. Financing (estimated)

We estimate the total cost of building these 4 houses would be \$235,000 if no exemptions are granted and no volunteer labour was sourced. (each house, \$58,750 to build) Costs assumed based on “city development code fee schedule”, market rates for skilled labour, real cost of land, and retail cost of raw materials.

Acquiring land \$30,000

Re-zoning and re-plat \$30,000

SDC - \$30,000

Raw Materials - \$60,000

Labour - \$40,000

Utility Service Hookups - \$40,000

Misc. Fees - \$5,000

With exemptions from the city, and reduced costs to install from the utility companies, we can get the average build cost per house down to \$41,250.

With exemptions from the city, reduced install costs from utility companies, and some volunteer labour, we can improve the quality of the finish, and get the average build cost per house down to \$37,500.

As you can see, for this type of project to pencil out to keep building costs affordable, and as a result keep the end cost of a home affordable for the poorest of our community, exemptions and/or volunteer labour are required. Once accomplished, this

can easily replicated and expanded.

Ongoing proceeds from the sale of each home would refill the coffers of the Temple of the Abiding Way, pay back CBDG loans, and the remaining funds would be ear marked for another affordable housing project similar to this one.

No additional or on-going funding is required to advance this project once the construction is complete. The land would be improved, owner-occupied, and adding to the tax base.

We are currently working on floor plans for 1 bedroom and 2 bedroom houses between 300 and 500 square feet in space, as well as a site map with property lines.

Thank you for your consideration.

Kim Buckmaster can be reached at otomokim@gmail.com or 541-654-5172

Ann's Heart Women's Shelter, Ann's Heart Women's Shelter

Ann's Heart Women's Shelter

532 C Street, Springfield OR 97477 541-603-8706

March 20, 2019

Dear Erin Fifield, Community Development Advisory Committee, Springfield City Council,

I am eager to share with you the concept of Ann's Heart Women's Shelter. I thank you for your decision to seek ideas for expanding the housing for low income residents of Springfield. The basic concept of Ann's Heart is to expand the housing available to unhoused persons through converting a single family dwelling or commercial property into a living space for five or more persons who need to recover from the trauma of homelessness and rebuild their lives. We also plan to have supportive staff to help the residents set personal goals, connect to community resources and live together in safety. This concept fits well with Springfield because it starts small but adds to the housing available to our poorest and most vulnerable citizens. When we purchase a house with property we could eventually expand to use tiny houses to add to the numbers served.

The Community Development Block Grant funds we have requested will allow us to purchase the property needed to take this project from concept to reality. We believe that with a property in hand we will be able to galvanize our donors and others who care about helping solve the problem of homelessness to fix up the property and raise the additional funds needed to begin the program. We are eager to begin serving the population struggling with homelessness that we witness every day.

The concept and project of Ann's Heart began in 2016 with conversations with unhoused persons who come to the meals at Ebbert United Methodist Church (6th and C Street, Springfield.) These persons shared not only the traumas they faced but also contributed ideas for solutions. The behavior expectations for the house came directly from conversations with unhoused women about what they would want in such a house. In 2017 Ann's Heart Board was formed and incorporated with the State of Oregon as the nonprofit, Ann's Heart Women's Shelter. We sought and received the support of St Vincent de Paul of Lane County to provide us fiscal sponsorship under their 501c3 status so we could begin to raise tax deductible funds for the project. Since that date we have held fundraising events, developed a donor base of 90 persons and raised over \$20,000. We also started an Ann's Heart Craft Group which makes crafts for sale and use in fundraising events. Our plan is for this craft group to develop into a source of ongoing revenue for the project. Our Board continues to meet monthly to develop funds for this project.

This project would expand the existing housing stock in creative ways to meet a community need. We believe that providing us these funds will be a good investment in our community and the lives of persons who have been traumatized by living homeless. Our model recognizes the need to recover from trauma but also the strengths and assets unhoused persons bring to the table. One home at a time we can give people the opportunity to rebuild their lives and contribute to our community in new ways.

Thank you for seeking solutions for our community housing situation. We happily anticipate whatever outcome will benefit Springfield.

Sincerely,

Rev, June Fothergill, chairperson Board of Ann's Heart Women's Shelter

2. Project Description

We propose to purchase with \$200,000 of Community Development Block Grant funds a single family dwelling or commercial property that we will convert into transitional housing for five or more persons who identify as women and are currently unhoused in the Springfield/ Glenwood area. We will need also \$20,000 of Community Development Block Grant funds to rehabilitate the property to create private bedrooms for each resident. The kitchen, dining area and bathrooms will be shared. We plan also to obtain about \$30,000 of in kind donations of labor and materials for the rehabilitation work. We expect this property to be used to house low income persons for as long as the program exists.

Ann's Heart Women's Shelter Board will continue to raise funds to provide staffing needed to support the residents in their work to build more stable lives. We plan to help them establish their personal goals, support them in recovery from the trauma of being unhoused and live together in harmony. The Ann's Heart Women's Shelter Board has been meeting with unhoused woman, working on the proposal and raising funds for this project since 2016. We are currently fiscally sponsored by St. Vincent De Paul of Lane County for a 501c3 status and are incorporated as Ann's Heart Women's Shelter nonprofit with the state of Oregon. We have a Board which includes persons with real estate, nonprofit management and community organizing experience plus over ninety persons who have donated money or time to this project.

The need is urgent and very real. We know that persons without safe shelter are squatting in open garages in Springfield and persons as young as 19 years old experience threats to their well being by living on the street. Ann's Heart Women's Shelter project is a plan to meet some of these needs. The concept is to start housing those who are most traumatized by life without shelter no matter what their gender.

3. Population Served.

Our first priority is to serve persons who identify as women who are currently unhoused in the Springfield / Glenwood area. Unhoused women experience high rates of sexual assault and violence. The Board has connections with the meals program at Ebbert United Methodist Church and therefore has regular contact with unhoused women and their needs. Since January 1, 2019 the meals at Ebbert United Methodist Church in Springfield have served at least 82 persons who identified as women and who were without safe adequate housing. Unhoused women were involved in the development of the proposal and the establishment of Ann's Heart Women's Shelter. We will initially serve five or six persons but plan to expand that to ten persons. Also, over time as residents rebuild their lives and transition to other housing opportunities, the numbers of persons served will increase. All who we serve will be low income. Services we plan to provide are:

1. A physically and emotionally safe place to live and recover from the trauma of being unhoused.
2. A staff facilitated goal setting and accountability group for the persons in the program.
3. A staff facilitated weekly participant group to plan and deal with life together in the house.
4. Referrals to other needed services that the wider community provides such as health care, mental health, recovery programs and job search or training.

4. Project Schedule

1. Receive grant from city and purchase a property with a house and up to a ½ acre. June 2019
2. Work with community volunteers and such organizations as Habitat for Humanity to rehab or remodel the property by fall 2019.
3. Expand our individual and business donor base to provide ongoing funding for the staff and program through a capital fund drive by November 30, 2019.
4. Hire staff person to work on selecting persons for the housing and facilitating the program elements listed above by December 31, 2019.
5. House 5-6 persons who have been traumatized by being unhoused in the property by January 31, 2020.
6. Continue to develop funding to place five tiny houses on the acreage to include additional five persons in the program by fall 2021.
7. Develop a revenue stream for the program from a craft group / cooperative. There is currently a small Ann's Heart craft group which could be expanded and located at the house.

5. Financing

We have asked for the estimated purchase price of property because Ann's Heart Women's Shelter is a start up organization which does not yet have a cash flow able to receive a loan. The cost is based upon looking at suitable properties for sale in 2019 in Springfield. We base the other budget figures on our estimated costs to have 1.5 staff and other program costs to run and maintain the property. We base our estimates of private income on plans we are currently making to launch a major funds campaign this summer to support Ann's Heart. We plan to contact individuals and businesses who have means and interest to ask for their contributions to launch our program. After this initial campaign we will have a staff person who can work with the Board to continue the financial development efforts for the long term work of Ann's Heart. Having the property will be a big step toward making Ann's Heart more tangible to donors and help this concept become a reality for persons who struggle with homelessness in our city.

6. Project Team

The Ann's Heart Women's Shelter Board has been meeting with unhoused woman, working on the proposal and raising funds for this project since 2016. Our purpose is to provide safe transitional housing for persons who identify as women who are on the street without safe space in Springfield. Our values are: physical safety, community building, space and time for healing from trauma, autonomy, and community.

Since 2017 we have been fiscally sponsored by St. Vincent De Paul of Lane County for a 501c3 status and incorporated as Ann's Heart Women's Shelter nonprofit with the state of Oregon. We have a Board which includes persons with real estate, nonprofit management and community organizing experience. We have developed a donor base of over ninety persons who have donated money or time to this project. Our current Board includes:

Rev. June Fothergill has experience running volunteer based nonprofits (churches) for over thirty years. She has a Masters of Divinity Degree from Pacific School of Religion.

Nancy Koerber runs a local real estate and property management company in Springfield. She has been involved in real estate for 41 years.

Danette Lamson currently works as Administrative Assistant at Ebbert United Methodist Church and the WOW Hall. She has experience directing plays for Roving Park Players and extensive office and administration experience.

Erin Debailo is a local person who has experienced being without housing and enjoys crafts.

Sabrina Whitehorse is a local person who has experienced being without housing and has a college degree in electronic research.

Lynn Schutte is a local business owner and retired teacher.



City of Springfield, Oregon

FORM A – PROJECT SUMMARY FORM

Project Name:	<u>Ann's Heart Women's Shelter</u>
Project Location:	<u>532 C Street</u>
Population served:	<u>Persons who have experienced trauma due to being unhoused</u>
Number of units:	<u>Bedrooms for five individuals with plans to expand to ten</u>
Project Description:	<u>We plan to provide safe housing for individuals who have been unhoused through the purchase and rehabilitation of a single family dwelling or other property to house five or more persons. We plan to staff the house with someone who will help the residents set goals, provide referrals and cooperate in living together.</u>
CDBG Funds Requested:	Grant: \$ <u>220,000</u> Loan: \$ _____
Applicant:	<u>Ann's Heart Women's Shelter</u>
Mailing Address:	<u>532 C Street</u>
City, State & Zip:	<u>Springfield, OR 97477</u>
Website:	_____
DUNS number:	_____
Contact Person (name/title):	<u>Rev. June Fothergill, Board chairperson</u>
Phone Number:	<u>541-603-8706</u>
Email Address:	<u>juneafothergill@gmail.com</u>



City of Springfield, Oregon

FORM B – BUDGET FORM

PROJECT BUDGET:

Project Activities	CDBG Funds Requested	Other Public Funds*	Private Funds**	Project Total
Purchase of property	\$200,000			\$200,000
Remodeling of property	\$20,000		\$30,000	\$50,000
Staff			\$80,000	\$80,000
Maintenance and insurance			\$15,000	\$15,000
Program costs			\$10,000	\$10,000
TOTAL	\$220,000		\$135,000	\$355,000

*OTHER PUBLIC FUNDS:

Source	Amount of Funding			Use of Funds
	Secured	Committed	Applied For	
TOTAL				

**PRIVATE FUNDS:

Source	Amount of Funding			Use of Funds
	Secured	Committed	Applied For	
In kind labor & materials			\$30,000	remodeling/rehab
current funds	\$20,000			staff and program
Financial Campaign goal			\$105,000	staff and program
TOTAL	\$20,000		\$135,000	

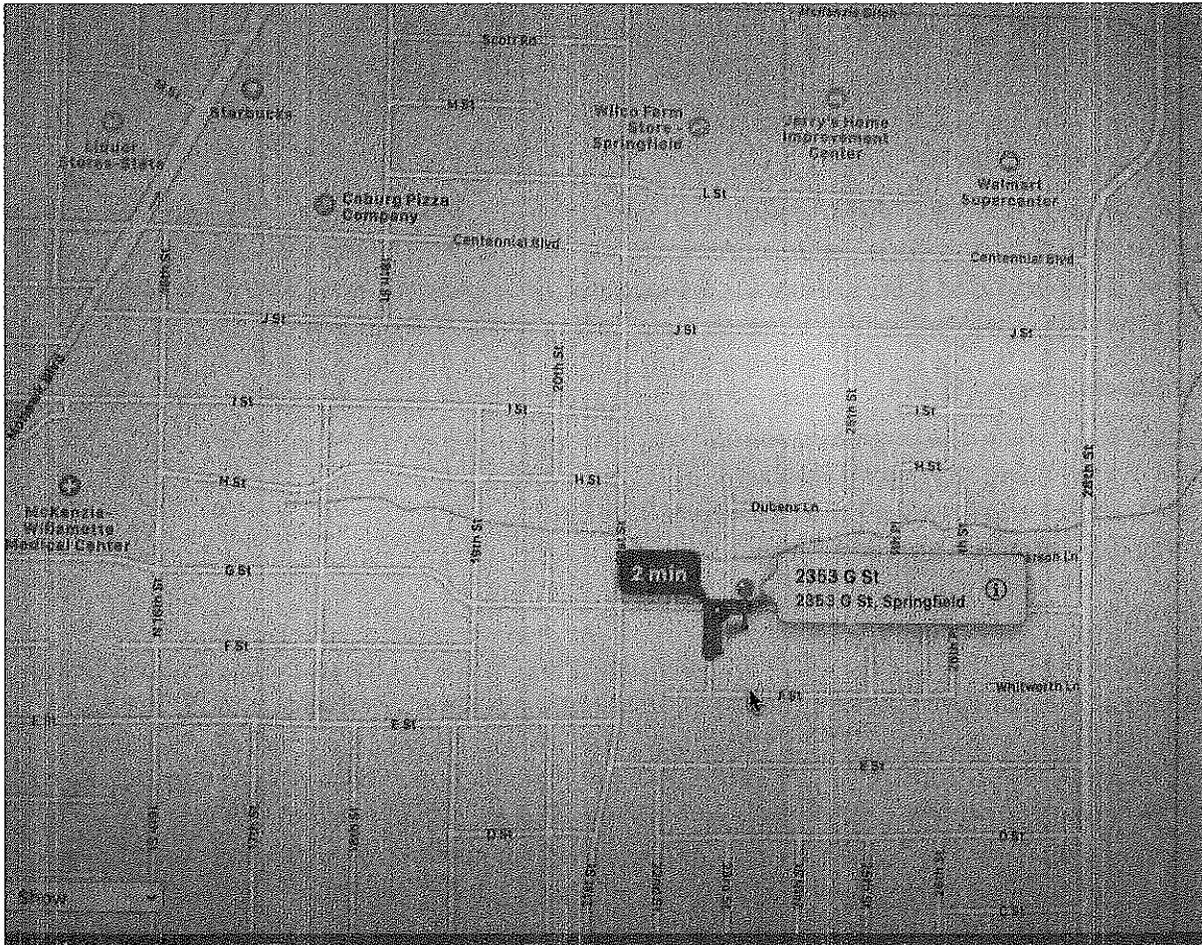
G Street Acquisition, Damon Burian

Cell: 541-357-2417

dburian88@gmail.com

4660 Main St. #300-1 Springfield

DAMON BURIAN CDBG 2019



Project Proposal

Prepared for: CDBG

Prepared by: Damon Burian

March 20, 2019

Proposal number: 123-4567

DAMON BURIAN CDBG 2019

PROJECT SUMMARY

Project Description

To acquire property for the immediate occupancy of low to medium income families within the Springfield city limits within walking distance to Maple Elementary, McKenzie Willamette hospital, and Walmart. Once acquired, granted homes will provide instant equity to the private developer that will be refinanced in years 3-5 to rezone and build medium to high density residential for increased low to medium income family utilization.

Population Served Year 1

2325 G St. will house 3 low income individuals.

2345 G st. will house 1 low income individual

2354 G st. will house a family of 4 moderate income individuals

765 23rd St. will house 1 low income family

Solution

CDBG to acquire 2345 G St, 2353 G St. 765 23rd St. Springfield OR 97477. Owners of 2325, 2345 and 2353 G St. have already acquiesced to this plan should funding become available and a reasonable offer presented. All three 2325, 2345, and 2353 are DOUBLE Tax lot size, zoned low density residential currently. As the owner of 2325 G St. with 3 low income single women on a waiting list, this would provide immediate housing for those on the list and requires renovations for suitable living conditions to continue. Should rezoning fail Plan B may entail Additional Dwelling units OR tax lot separation and new single family home/duplex may be constructed on each lot.

Project Schedule

- * Funding Month 1: Acquire property
- * Funding Month 2: Begin screening tenants and Renovate for occupancy, ADA access
- * Funding Month 3: Move in 3 families into 3 properties. Check 3 low income individuals off the list on the 4th property.
- * Year 3 submit for rezoning, hold neighborhood council meeting and pass out flyers for the medium/high density project proposal
- * Year 3.5 engineering plans and pulling permits
- * Year 4 TEMPORARILY relocate families? Timing based upon occupancy and cyclical measurements (no one wants to be relocating during major holidays/winter weather.)
- * Year 4.5 begin demolition and reconstruction of medium/high density residential complex
- * Year 5/5.5 Family screening celebration/warm welcome!

DAMON BURIAN CDBG 2019

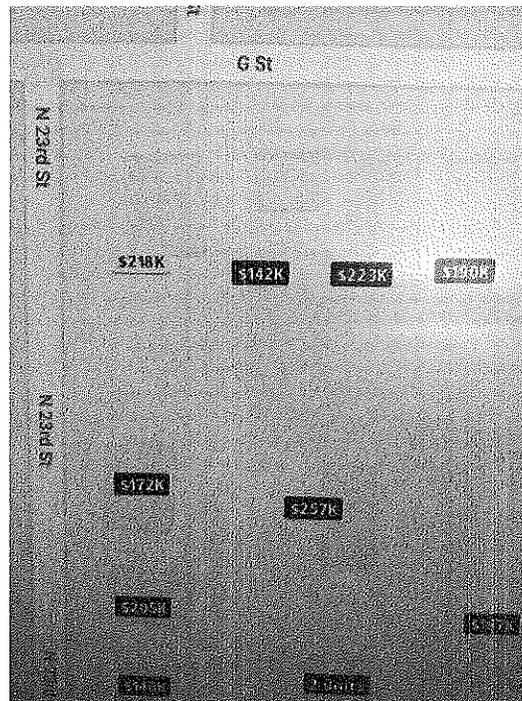
FINANCING

Year 1 acquisition

Acquisition of 2345, 2353, 765 23rd St outlay

Renovation to 2325 G st. for ADA and HUD necessary living conditions

Description	Quantity	Zillow Value	Grant Funds
2345 G St. Springfield OR 97477	1 bd 1 ba	\$ 141,558	\$ 125,000
2353 G St. Springfield OR 97477	3 bd. 1 ba	\$ 223,000	\$ 250,000
765 23rd St. Springfield OR 97477	2bd 1 ba	\$ 172,000	\$ 175,000
2325 G St. Springfield OR 97477	3bd 1 ba	\$ 218,142	\$ 25,000
Total		\$ 754,700	\$ 575,000



Project Team

Damon Burian is a local resident of Springfield Oregon. Having purchased property 3 times he excels at finding and implementing opportunities that are of mutual benefit. As a local business owner he is driven to help his fellows within the community. Damon is involved in ALL of the local schools in some capacity donating time, and resources for their benefit in an effort to build a personal and professional network for his benefit.

Other Financing Sources

2325 G St. is currently owned by Damon. This equity will later be refinanced for reconstruction of either ADU, Duplex, OR Medium/High Density residential units should medium/high density proposals deviate in implementation. Estimated total equity: \$196,000.

2345 G st. will later be refinanced for reconstruction of either ADU, Duplex, OR Medium/High Density residential units. Estimated Total: \$113,246.40

2353 G st. will later be refinanced for reconstruction of either ADU, Duplex, OR Medium/High Density residential units
765 23rd St. will later be refinanced for reconstruction of either ADU, Duplex, OR Medium/High Density residential units. Estimated Total: \$178,400

Equity can also be borrowed from Primary home on 193 S. 46th St. Springfield OR 97478. Estimated Total: \$193,600.

Grant total of equity available for future reconstruction: \$681,246.40



City of Springfield, Oregon

FORM B – BUDGET FORM

PROJECT BUDGET:

Project Activities	CDBG Funds Requested	Other Public Funds*	Private Funds**	Project Total
<i>Acquisition of housing</i>				
<i>2345 G St.</i>	<i>125,000</i>	<i>/</i>	<i>/</i>	<i>125,000</i>
<i>2353 G St.</i>	<i>250,000</i>	<i>/</i>	<i>/</i>	<i>250,000</i>
<i>765 23rd St.</i>	<i>175,000</i>	<i>/</i>	<i>/</i>	<i>175,000</i>
<i>2325 G St.</i>	<i>21,400</i>	<i>/</i>	<i>/</i>	<i>21,400</i>
TOTAL	571,400			571,400

*OTHER PUBLIC FUNDS:

5bd (\$7k x .8 x .3)
1bd (\$46.2k x .8 x .3)
1bd (\$51k x .8 x .3)
2bd

Source	Amount of Funding			Use of Funds <i>manage taxes, insurance, repair, maintain</i>
	Secured	Committed	Applied For	
<i>2353 G St. Rent</i>	<i>\$1026/mo</i>			<i>M.T.I.R.M</i>
<i>2345 G St. Rent</i>	<i>\$924/mo</i>			<i>M.T.I.R.M</i>
<i>2325 G St. Rent</i>	<i>\$7026/mo</i>			<i>M.T.I.R.M.</i>
<i>765 23rd St. Rent</i>	<i>\$924/mo</i>			<i>M.T.I.R.M</i>
TOTAL	3,900/mo			M.T.I.R.M

**PRIVATE FUNDS:

Source	Amount of Funding			Use of Funds
	Secured	Committed	Applied For	
TOTAL				

Transitional Housing for Homeless Families with Children, Catholic Community Services

City of Springfield, Oregon

1. FORM A – PROJECT SUMMARY FORM

Project Name: Transitional Housing for Homeless Families with Children

Project Location: Existing residential sites within the City of Springfield TBD

Population served: Homeless families with children

Number of units: Five (5)

Project Description:

CDBG funds will be used to incentivize and subsidize the development of Accessory Dwelling Units (ADUs) as transitional housing for homeless families with children in Springfield. Each participating property owner will receive \$25,000 to develop an ADU that meets Section 8 rental standards, in return for giving CCS exclusive five-year access to the ADU. CCS will place homeless families in the unit and provide case management to help the families transition to more permanent housing. At the end of five years, the owner will be free to rent or use the ADU as they choose.

CDBG Funds Requested:

Grant: \$150,000

Loan: \$0

Applicant: Catholic Community Services of Lane County

Mailing Address: 1025 G Street

City, State & Zip: Springfield, OR 97477

Website: www.ccslc.org

DUNS number: 036468619

Contact Person

(name/title): Tom Mulhern, Executive Director

Phone Number: 541-345-3628 ext 318

Email Address: tmulhern@ccslc.org

2. Project Description

This project will use CDBG funds to provide transitional housing units for homeless families with children for a minimum five-year period of benefit per unit. Beyond the five-year period of benefit, the units will increase the supply of affordable housing in Springfield for the remaining life of the unit.

CDBG funds will be used to incentivize and subsidize the development of Accessory Dwelling Units (ADUs) as transitional housing for homeless families with children in Springfield. Each participating property owner will receive \$25,000 to develop an ADU that meets Section 8 rental standards for a family of 3 or more persons. The property owner will be responsible for developing and financing the ADU on their property. The ADU can be a new structure or rehab of an existing structure.

CCS will provide the property owner with \$25,000 in CDBG funds to be applied toward financing the ADU. In return, the property owner will give CCS exclusive five-year access to the ADU. Details for awarding the \$25,000 have yet to be determined. The \$25,000 investment could be structured as a zero-interest loan that converts to a grant on a straight-line basis (\$5,000 per year) over the five-year period of participation.

Working through the G Street OASIS program, CCS will place homeless families in the unit and provide case management to help participating families transition to more permanent housing. At the end of five years, the owner will be free to rent or use the ADU as they choose.

CCS plans to use Section 8 rental vouchers to generate rental income for the property owner during the five-year transitional housing period. Homes for Good recently approved CCS and the G Street OASIS program for up to twenty Section 8 rental vouchers per year. As we develop the rental structure for this program, CCS will explore the feasibility of charging the property owner a “management fee,” to help cover part of the ongoing cost to provide family placement and case management. However, the primary goal will be to make the program work in a positive manner for the property owner, key to making this strategy replicable.

We are proposing to develop agreements with property owners for five units in the first year. Through outreach, interested property owners will be invited to apply to participate in the program. Working in consultation with the City of Springfield, we will develop a screening and selection process to use as needed to select property owners.

CDBG funds will be used to pay for a part-time Project Manager during the first year.

3. Population Served

As noted, this program targets homeless families with children who are participants in the collaborative G Street OASIS program. This program uses the McKinney-Vento

definition of homelessness, not the HUD definition of homelessness. However, all participating households will have incomes below the HUD low or moderate income level.

The proposed five units will initially serve five households with an average household size of three persons per household. We anticipate that each participating family will stay in their ADU for a minimum of 6 months, with 12 or more months possible, but such projections are speculative at this point. The goal will be to help each family transition to more permanent housing, freeing up the ADU to provide transitional housing for another family.

4. Project Schedule

Task	Timeline
Obtain funding	Month 1
Hire part-time Project Manager	Month 2
Finalize project operating procedures, with legal review and Board review	Month 4
Outreach and solicitation of applications from property owners	Month 5-6
Select property owners and negotiate preliminary agreements	Month 6-7
Property owners plan development of their ADU	Month 8-11
CCS finalize agreements with property owners and provide the \$25,000 grant/forgivable loan	Month 12
Property owners build ADUs	Month 13-24
First families placed in ADUs	Month 13-24

5. Financing

We propose using \$125,000 for grants/forgivable loans for the five ADUs, and \$25,000 for the part-time Project Manager position, all funded with CDBG funding. In addition, we anticipate that each property owner will invest at least \$25,000 per unit from other sources obtained by the property owner. It is our hope that the City of Springfield will consider extending the waiver of system development charges for these ADUs.

City of Springfield, Oregon

FORM B – BUDGET FORM

Project Budget:

Project Activities	CDBG Funds Requested	Other Public Funds*	Private Funds**	Project Total
\$25,000 grants/forgivable loans to property owners for 5 ADUs	125,000			125,000
Project Manager (0.5 FTE)	25,000			25,000
Property owners investment in ADUs (estimated)			125,000	125,000
City of Springfield waiver of system development charges		???		
TOTAL	150,000	???	125,000	275,000

*Other Public Funds:

Only applicable if City of Springfield waives system development charges.

**Private Funds:

No private funds secured, committed or applied for at this point. We estimate that the property owners will invest at least \$25,000 per ADU (and probably more) from private sources, but that is simply an estimate at this point.

AGENDA ITEM SUMMARY

Meeting Date: 4/22/2019
Meeting Type: Work Session
Staff Contact/Dept.: Monica Sather/DPW
Staff Phone No: 541.736.1038
Estimated Time: 60 minutes
Council Goals: Encourage Economic Development and Revitalization through Community Partnerships

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE:	DOWNTOWN SIGN CODE UPDATE
ACTION REQUESTED:	Continue review and discussion of the proposed amendments to the sign code for the Downtown Sign District. Direct staff to: (1) prepare the proposed amendments in Attachments 1-4 for first reading and public hearing; (2) recommend alternate language; or, (3) request more information from staff and another Work Session.
ISSUE STATEMENT:	Staff will bring forth the items that were unaddressed at the 3/25/2019 Work Session to ensure that updates to the sign code are consistent with the purpose of signs as stated in Springfield Municipal Code (SMC) 8.200. SMC 8.200 recognizes that an aesthetically pleasing and safe community contributes to its economic prosperity and to the welfare of its residents and visitors. The City's signage requirements applicable to downtown reside in SMC 8.250.
ATTACHMENTS:	<ol style="list-style-type: none">1. Legislative version of the proposed code language with staff commentary2. Clean version of the proposed code language3. Table comparing the proposed (draft) code with the original code4. Map: proposed amendment to the Downtown Sign District boundary5. Downtown Citizen Advisory Committee (CAC) discussion and recommendation (11/9/2017 meeting minutes)
DISCUSSION/ FINANCIAL IMPACT:	<p>With an active focus specifically on downtown, Council identified recent momentum in downtown's redevelopment and potential efficiencies in staffs' efforts by directing staff to update requirements for downtown signage as part of the Downtown Design Standards project.</p> <p>The updates provide measures for the design and placement of signage that will promote sense of place, a pedestrian-oriented environment, and downtown vitality as recommended by the CAC; and incorporate revisions in response to Council's previous comments and questions. Council held Work Sessions on this item on 2/4/2019 and 3/25/2019. The proposed amendments reflect the feedback staff received from Council at both Work Sessions. Council's willingness to provide time for this third Work Session will allow staff to discuss the items where the need for direction remains (action items c through h, Attachment 1).</p> <p>Clear themes emerged from previous Work Sessions: the importance of a code that is clear to those navigating requirements, and for a code that balances greater specificity for implementing a vision with being realistic and responsive to business perspectives.</p> <p>Consistent with Council's Goal: Encourage Economic Development and Revitalization through Community Partnerships, staff will have participated in Discover Downtown Springfield's 4/16 Downtown Business Meetup to present the proposed code amendments to enable the business community to provide informed comment at the Council's public hearing.</p>

42 also provide enjoyment for Springfield’s visitors and residents through enlivening the street with
43 cohesive, creative design and ensuring that needs for public safety are met—the importance of such
44 signage for Springfield’s downtown is no exception. The Council recognizes that downtown Springfield
45 has unique qualities and characteristics, which should be reinforced by standards that support the above-
46 stated objectives while being specific and appropriate to the area.

47
48 **8.234 Exempt Signs.**

49 (6) Window Signs. In all areas outside the Downtown Sign District (8.250), signs that are
50 permanently or temporarily attached to the interior of a window or exterior door or that consist of
51 adhesive vinyl film applied to either side of a window or exterior door. Within the Downtown
52 Sign District, signs that do not exceed 10% of the gross glass area of windows and exterior doors
53 along each street frontage.

54
55 **8.250 Downtown Sign District.**

56 *Commentary: To implement the Code consistently on both sides of South A Street, the CAC*
57 *recommended amending Map No. 1 for the Downtown Sign District to include sites within the Downtown*
58 *Mixed-Use Plan District boundary, which front the south side of South A Street.*

59
60 (1) **The Downtown Sign District is shown on Map No.1.** In cases where the sign standards of the
61 Downtown Sign District conflict with standards found in other sections of this code, the stricter
62 standard will prevail unless there is a specific reference to another section of this code. In that
63 case, the referenced section’s standards will prevail.

64
65 [Placeholder for Map No. 1]

66
67 (2) **Sign Limit.** Except for signs permitted according to 8.250(3) and (6), each business in this
68 District shall be limited to three (3) signs. This limit includes a maximum of one (1) freestanding,
69 projecting, or roof sign allowed per building in accordance with the standards at 8.250(5) below.
70 These limits apply to pedestrian-oriented signs that exceed the standards at 8.250(3)(a) and to
71 window signs that exceed the maximum area of coverage at 8.250(6).

72
73 *Commentary: The proposed amendments require Downtown businesses that request permits for new*
74 *signs to provide at least one sign that is pedestrian-oriented. The draft language provides several*
75 *options to address this requirement. To encourage pedestrian-oriented signage, the signs specified at*
76 *8.250(3) do not count toward the limit of three signs per business.*

77
78 *Commentary: The proposed amendments specifically identify “blade sign” blade signs have become*
79 *popular in Springfield and other walkable downtowns. Blade signs have a pedestrian-oriented look, feel,*
80 *and function due to their scale, lettering font size, materials, and mounting brackets —often contributing*
81 *distinctive artistic elements to the streetscape. Blade signs are encouraged but are not required. Within*
82 *existing Code, blade signs fall under the definition of “wall sign” and can also be interpreted as a type of*
83 *“projecting sign” depending on how far the sign extends from the exterior wall from which it is affixed.*

The intent of describing a blade sign is two-fold: **(1)** to more clearly communicate that Springfield permits this sign type; and, **(2)** to assist those who interpret and implement the Code.

Commentary: At the March 25, 2019 Work Session, Council provided clear direction on:

- (1) Which aspects of sign measurements to specify (or not); and
- (2) Encouraging pedestrian-oriented signage as opposed to leveraging this type of signage through a regulatory-based approach.

Accordingly, staff removed specifications for lettering height, defined the maximum square footage allowed for blade signs based on existing signage downtown (i.e., the Hearts for Hospice sign), clarified that these signs do not require permit fees, and removed reference to “required” pedestrian-oriented signage throughout the draft text. The draft code also incorporates a revised structure for clarity and emphasizes flexible options for pedestrian-oriented signage.

(3) Pedestrian-oriented Signs. Pedestrian-oriented signs that meet the following limits and standards do not count toward the sign limit in 8.250(2) and will not be charged a permit fee:

(a) Pedestrian-Oriented Sign Limits:

- (i) For businesses that front only one public street or that do not front any public street, one pedestrian-oriented sign per business; or
- (ii) For businesses that front more than one public street, either: one pedestrian-oriented sign per business per building wall that fronts a public street; or, one pedestrian-oriented sign at the corner of a building where two street frontages intersect.

(b) Pedestrian-Oriented Sign Standards:

- (i) Window and Wall Signs. Signs placed on an entry door, storefront window, wall, or building column visible from the sidewalk that are no larger than nine (9) square feet and are installed within an area between four (4) and six (6) feet high above the grade of the abutting sidewalk.
- (ii) Double-Faced Blade Signs. Double-faced blade signs attached to the building face at a 90-degree angle or at a 135-degree angle when installed at a building corner (plus or minus a maximum of 15 degrees), less than one (1) inch thick, and no larger than nine (9) square feet. These signs may be mounted from an ornamental bracket sign structure.

ACTION ITEMS

STATUS: COUNCIL DIRECTION ADDRESSED

- a- Topic addressed: Signs on entry doors, storefront windows, walls, or building columns
- b- Topic addressed: Blade signs

Commentary: Staff request^{ed} Council input on whether to amend the existing requirements for wall signs (8.250(4)). The CAC and Council did not provide comments specific to wall signs. However, Council and the CAC share interests in limiting sign clutter and in providing a Code that is user-friendly. Existing Code regulates wall signs on a per-business basis. Under existing Code, businesses that do not face a public street (i.e., have no street frontage) cannot have an individual wall sign but can make

126 arrangements with the building owner and/or other businesses to share sign space (e.g., a business
127 directory). Without changing this section of Code, businesses without street frontage would have
128 options for other sign types (e.g., blade sign).

129 A second option would be to add language to account for non-street-facing businesses.

130 Another option would be to modify the language in a way that does not account for individual businesses
131 but instead considers an entire building. For example, signage could be based on the number of stories
132 or building height. For buildings with multiple tenants, it would be up to the building owner to work with
133 tenants to allocate signage to each business within the overall building limit.

134

135 (4) **Wall Signs.** Each business facing a public street shall be allowed the following, in addition to
136 any pedestrian-oriented signs under Section 8.250(3):

137 (a) **First Story Businesses.** First story businesses facing a public street shall be permitted
138 signage of three (3) square feet per lineal foot of building wall.

139 (b) **Second Story Businesses and Above.** Businesses above the first story that face a public
140 street shall be permitted signage of 1 ½ square feet per lineal foot of building wall.

141

ACTION ITEM

STATUS: COUNCIL DIRECTION NEEDED

Options regarding wall signs:

- 145 -c.1- Leave the existing text at Subsections (a) and (b) as-is (no additional changes);
- 146 -c.2- Modify the language to account for businesses that do not face a public street;
- 147 -c.3- Modify the language to regulate wall signs on a per-building basis; or,
- 148 -c.4- Direct staff to conduct further review to inform the amendments and to return to Council.

149

150 *Commentary: The proposed amendments restrict the placement and size of large, freestanding pole or*
151 *monument (“highway-type”) signs to support a transition to a pedestrian-oriented downtown and to*
152 *reduce sign clutter as called for in the Downtown Refinement Plan. Existing Code allows pole signs to be*
153 *twenty (20) feet tall. The Springfield Development Code requires buildings to be built up to the sidewalk,*
154 *so restricting placement of signs within the front setback is consistent with the desired development*
155 *pattern. On “transitioning” arterial streets in Downtown (South A and Pioneer Parkway) where walkable*
156 *storefronts are not currently the norm, the proposed amendments would continue to allow larger signs.*

157

158 *Commentary: Staff added text to clarify that pedestrian-oriented, projecting signs (i.e., blade signs) are*
159 *not subject to 8.250(5) and modified the Code structure to break up continuous text to instead read like a*
160 *set of options. The limited time at the Work Session did not provide an opportunity for Council to inform*
161 *staff about whether it wishes to reduce the scale and presence of freestanding, projecting, or roof signs.*
162 *Methods to reduce scale and presence include limiting square footage and/or height and prohibiting*
163 *signs in certain locations as drafted below.*

164

165 (5) **Freestanding, Projecting, or Roof Signs.** Each building shall be permitted one (1) freestanding
166 sign, one (1) projecting sign (not including any pedestrian-oriented blade signs), or one (1) roof
167 sign which in accordance with the following standards:

168 (a) Roof signs and projecting signs shall be limited to a maximum area of eighty (80) square
169 feet for one face and one hundred and sixty (160) square feet for two or more faces. When
170 installed at a corner building, projecting signs must be attached to the building at a 135-
171 degree angle (plus or minus a maximum of 15 degrees). ~~The maximum height for free~~
172 ~~standing signs shall be 20 feet above grade.~~

173 (b) Freestanding signs along Main Street between Mill and 8th Streets are not permitted.

174 (c) Freestanding signs along South A Street and Pioneer Parkway W and E:

175 (i) Sign faces must be no larger thirty-two (32) square feet for one face and sixty-four (64)
176 square feet for two or more faces.

177 (ii) Post- or pole-mounted signs must be no higher than twelve (12) feet above grade with at
178 least eight (8) feet clearance from grade to the bottom of the sign.

179 (iii) Monument signs must be no higher than five (5) feet above grade.

180 (d) Freestanding signs in all other areas:

181 (i) Sign faces must be no larger than twenty-four (24) square feet for one face and forty-
182 eight (48) square feet for two or more faces.

183 (ii) Post- or pole-mounted signs must be no higher than twelve (12) feet above grade with at
184 least eight (8) feet of clearance from grade to the bottom of the sign.

185 (iii) Monument signs must be no higher than five (5) feet above grade.

186

187 **ACTION ITEM**

188 **STATUS: COUNCIL DIRECTION NEEDED**

189 Options regarding the design and location of freestanding, projecting, and roof signs:

190 **-d.1-** Proceed to first reading with the proposed language as drafted;

191 **-d.2-** Modify the language to another specified square footage, height, and/or allowable locations; or,

192 **-d.3-** Direct staff to conduct further review to inform the amendments and to return to Council.

193

194 *Commentary: Recent updates to the citywide Sign Code (Ordinance 6389) defined “window signs” and*
195 *codified the City’s longstanding practice of exempting these signs from permits. Proposed language*
196 *below limits this exemption for Downtown by exempting window signs that cover up to 10% of the gross*
197 *glass area. Signs covering more than 10% of the gross glass area would be considered wall signs.*

198

199 *Commentary: Staff added: “unless the sign counts as a required pedestrian-oriented sign (see 8.250(1))”*
200 *to account for businesses that want to provide a window sign as the required pedestrian-oriented sign*
201 *but may have to use a small window. Staff also recognize that visibility in and out of buildings offers*
202 *safety and a welcoming environment for commercial activity—both values expressed by Council.*
203 *Accordingly, an option would be to prohibit a business to choose the window sign option as a way to*
204 *meet pedestrian-oriented requirements if the sign covers more than 10% of the glass area; in this case, a*
205 *blade or wall sign would be required.*

206

207 *Commentary: At the February 4, 2019 Work Session, Council emphasized the importance of providing a*
208 *safe and attractive downtown. Relatedly, the amount and height of signage allowed on windows was a*
209 *point of discussion. Input is requested as to whether Council wishes to reduce the allowable coverage of*

210 a window to below 10% and/or specify the allowable placement of window signs, such that window signs
211 would not be allowed within the glass area that is four (4) to six (6) feet above adjacent grade. The
212 height restriction would not affect “pedestrian-oriented signs” as the description is currently drafted.

213
214 *Commentary: At the February 4, 2019 Work Session, Council expressed interest in accounting for painted*
215 *windows during the fall and winter months—particularly to account for a wide variety of signs places in*
216 *windows during the holiday season. To address this issue, staff considered three approaches: adding*
217 *“exception” language to allow for more window coverage during a specific date range but in a content-*
218 *neutral way (shown below as **option g.2**); treating these paintings as “temporary signs” (**option g.3**); or,*
219 *revising the current definition of “mural” to include “window” as opposed to limiting the definition to a*
220 *wall surface (option g.4). **Option g.3** may impact internal and business operations given the need to*
221 *modify and/or create new permit review procedures. **Option g.4** appears to be a straightforward*
222 *approach, though a revised definition of “mural” would apply city-wide.*

223
224 **(6) Window Signs.** Notwithstanding the exception in Section 8.234(6), window signs that do not
225 exceed 10% of the gross glass area of windows and exterior doors along each street frontage do
226 not require a sign permit. Window signs that exceed 10% of the gross glass area of windows and
227 exterior doors per street frontage are subject to the limits of Section 8.250(2) and the parameters
228 for wall signs at 8.250(4) unless the sign counts as a pedestrian-oriented sign (see 8.250(3)).
229 Window signs, including those that count as pedestrian-oriented signs, must not entirely obstruct
230 the view into the business from the abutting sidewalk.

ACTION ITEMS

STATUS: COUNCIL DIRECTION NEEDED

Options regarding window signage that counts as pedestrian-oriented signage:

- 235 -e.1- Proceed to first reading with the proposed language as drafted;
- 236 -e.2- Do not allow window signs to count as pedestrian-oriented signage under 8.250(3) if the sign
237 would cover more than 10% of the gross glass area along the street frontage; or,
- 238 -e.3- Direct staff to conduct further review to inform the amendments and to return to Council

Options regarding the allowable placement of window signs:

- 240 -f.1- Proceed to first reading with the proposed language as drafted;
- 241 -f.2- Modify the language to prohibit window signs (not pedestrian-oriented signs) on the glass area
242 that is located between four (4) and six (6) feet above the grade of the sidewalk; or,
- 243 -f.3- Direct staff to conduct further review to inform the amendments and to return to Council

Options regarding the use of windows for hand-generated paintings during certain times of the year:

- 245 -g.1- Proceed to first reading with the proposed language as drafted;
- 246 -g.2- Modify the language to add a date range during which window coverage can exceed 10%;
- 247 -g.3- Consider painted windows as “temporary signs”;
- 248 -g.4- Revise the definition of “mural” to include windows; or,
- 249 -g.5- Direct staff to conduct further review to inform the amendments and to return to Council.

251 *Commentary: The definition of “Projecting Sign” at 8.202 (applicable City-wide) allows a projecting sign*
252 *to extend within two (2) feet of the curb line, and defines “Curb Line” as “The line at the face of the curb*
253 *nearest to the street or roadway.” Where constructed as such, projecting signs can create an imposing*
254 *feel and visual obstruction over the sidewalk, block illumination from adjacent street lights, and interfere*
255 *with maintenance of street trees within the Downtown sidewalk zone. After examining this issue, the*
256 *CAC recommended limiting the allowed encroachment to four (4) feet from the building wall.*

257
258 *Commentary: Staff modified the Code structure to clarify which requirements apply to freestanding signs*
259 *and to signs that are affixed to the wall of a building. Also in response to Council’s direction to ensure*
260 *that the Code is clear, staff added language to clarify that the requirements of this subsection do not*
261 *apply to banners or A-frame signs.*

262
263 **(7) Encroachment and Clearance.**

- 264 (a) The minimum vertical clearance for all permanent signs encroaching in the public right of
265 way shall be eight (8) feet measured from grade to the bottom of the sign. When affixed to a
266 building, signs must not:
267 (i) Encroach into the public right of way by more than four (4) feet from the building wall as
268 measured in a perpendicular line between the building wall and the outermost edge of the
269 sign or sign structure; nor,
270 (ii) Encroach within two (2) feet of any curb or driveway line.
271 (b) This section does not apply to A-frame signs as defined in Section 8.234(14), nor to banners
272 or signs as defined in Section 3.223(1).

273
274 **(8) Illumination From Signs on Non-Residential Property.** External illumination shall be shielded
275 so that the light source elements are not directly visible from property in a residential zone which
276 is adjacent to or across a street from the property in the non-residential zone.

277 *Commentary: Where abandoned signs, abandoned sign structures, and certain non-conforming signs*
278 *represent the majority of signage in an area, this condition can contribute to the perception of blight.*
279 *Observable blight in Springfield’s Downtown District has the potential to impede its commercial vitality.*
280 *The CAC recommended incremental removal of non-conforming signs and structures to reduce visual*
281 *clutter, ensure safety, and improve aesthetics in support of Downtown’s revitalization. Establishing a*
282 *new effective date for the new design standards for signs within the Downtown Sign District will provide*
283 *clarity to property owners and businesses regarding the extent to which previously permitted signs are*
284 *allowed to remain. The date of the Ordinance will be inserted as the effective date.*

285
286 *Commentary: At the February 4, 2019 Work Session, Council noted that the discretion offered to the*
287 *Director would result a highly subjective interpretation as to whether and how an existing sign*
288 *contributes to the character of downtown (see last clause of the paragraph beginning with: “except that*
289 *the Development and Public Works Director...”). Though the text remains unchanged in this draft, staff*
290 *identified several possibilities that may address this concern as presented in the action item below the*
291 *draft Code. Potential implications are as follows:*

- 292 ▪ *Should Council elect to remove the exception language (option h.2), a Variance or Modification*
- 293 *procedure is available under which the City could consider allowing the non-conforming sign to*
- 294 *remain. However, the criteria state that the need for such requests may not be self-imposed.*
- 295 ▪ *Staff procedures, fees, and clear and objective requirements will need to be established if Council*
- 296 *elects to modify the language to allow for a formalized review process (option h.3).*
- 297 ▪ *Should Council elect to modify the exception language to include a list of specific signs or sign*
- 298 *characteristics (option h.4), objective parameters must be identified (e.g., identifying specific signs*
- 299 *by name, age, etc.).*
- 300 ▪ *For options h.1 and h.3, updating Section 8.238 (Appeals) would be required to account for existing*
- 301 *signage. The current language states: "Those who wish to erect a sign..."*

302 *Council also discussed whether bringing non-conforming signs into compliance should be required prior*
 303 *to issuance of a new sign permit. If Council is not concerned about ongoing use of non-conforming signs,*
 304 *it could remove that requirement as indicated in option h.5.*

305 (9) Non-Conforming Signs. A non-conforming sign within the Downtown Mixed-Use Plan District
 306 shall be defined as a legal sign existing on the effective date of [month, day, 2019], but which
 307 does not fully comply with the current sign regulations. Notwithstanding Section 8.232 of this
 308 Code, when a business submits an application for a new sign and the business has existing non-
 309 conforming signs, no permit will be issued for the new sign(s) unless the existing non-
 310 conforming signs are removed or altered subject to the standards of this Code, except that the
 311 Development and Public Works Director may allow continuance of non-conforming signs that
 312 contribute to the character of the Downtown Sign District and that meet the safety requirements
 313 of this Code.

ACTION ITEM	
STATUS: COUNCIL DIRECTION NEEDED	
Options regarding non-conforming signs:	
-h.1-	Proceed to first reading with the proposed language as drafted;
-h.2-	Remove the last clause beginning at "except that ...";
-h.3-	Modify the language to allow for a formalized review procedure;
-h.4-	Modify the language to identify existing signage that contributes to downtown's character;
-h.5-	Not require removal/alteration of a non-conforming sign in order to approve a request for a sign permit; or
-h.6-	Direct staff to conduct further review to inform the amendments and return to Council.

42 minus a maximum of 15 degrees), less than one (1) inch thick, and no larger than nine (9)
43 square feet. These signs may be mounted from an ornamental bracket.

44
45 (4) **Wall Signs.** Each business facing a public street shall be allowed the following, in addition to
46 any pedestrian-oriented signs under Section 8.250(3):

47 (a) **First Story Businesses.** First story businesses facing a public street shall be permitted
48 signage of three (3) square feet per lineal foot of building wall.

49 (b) **Second Story Businesses and Above.** Businesses above the first story that face a public
50 street shall be permitted signage of 1 ½ square feet per lineal foot of building wall.

51
52 (5) **Freestanding, Projecting, or Roof Signs.** Each building shall be permitted one (1) freestanding
53 sign, one (1) projecting sign (not including any pedestrian-oriented blade signs), or one (1) roof
54 sign in accordance with the following standards:

55 (a) **Roof signs and projecting signs** shall be limited to a maximum area of eighty (80) square
56 feet for one face and one hundred and sixty (160) square feet for two or more faces. When
57 installed at a corner building, projecting signs must be attached to the building at a 135-
58 degree angle (plus or minus a maximum of 15 degrees).

59 (b) **Freestanding signs along Main Street between Mill and 8th Streets** are not permitted.

60 (c) **Freestanding signs along South A Street and Pioneer Parkway W and E:**

61 (i) Sign faces must be no larger than thirty-two (32) square feet for one face and sixty-four
62 (64) square feet for two or more faces.

63 (ii) Post- or pole-mounted signs must be no higher than twelve (12) feet above grade with at
64 least eight (8) feet clearance from grade to the bottom of the sign.

65 (iii) Monument signs must be no higher than five (5) feet above grade.

66 (d) **Freestanding signs in all other areas:**

67 (i) Sign faces must be no larger than twenty-four (24) square feet for one face and forty-
68 eight (48) square feet for two or more faces.

69 (ii) Post- or pole-mounted signs must be no higher than twelve (12) feet above grade with at
70 least eight (8) feet of clearance from grade to the bottom of the sign.

71 (iii) Monument signs must be no higher than five (5) feet above grade.

72
73 (6) **Window Signs.** Notwithstanding the exception in Section 8.234(6), window signs that do not
74 exceed 10% of the gross glass area of windows and exterior doors along each street frontage do
75 not require a sign permit. Window signs that exceed 10% of the gross glass area of windows and
76 exterior doors per street frontage are subject to the limits of Section 8.250(2) and the parameters
77 for wall signs at 8.250(4) unless the sign counts as a pedestrian-oriented sign (see 8.250(3)).

78 Window signs, including those that count as pedestrian-oriented signs, must not entirely obstruct
79 the view into the business from the abutting sidewalk.

80
81 (7) **Encroachment and Clearance.**

82 (a) The minimum vertical clearance for all permanent signs encroaching in the public right of
83 way shall be eight (8) feet measured from grade to the bottom of the sign. When affixed to a
84 building, signs must not:

- 85 (i) Encroach into the public right of way by more than four (4) feet from the building wall as
86 measured in a perpendicular line between the building wall and the outermost edge of the
87 sign or sign structure; nor,
88 (ii) Encroach within two (2) feet of any curb or driveway line.
89 (b) This section does not apply to A-frame signs as defined in Section 8.234(14), nor to banners
90 or signs as defined in Section 3.223(1).

91
92 (8) **Illumination From Signs on Non-Residential Property.** External illumination shall be shielded
93 so that the light source elements are not directly visible from property in a residential zone which
94 is adjacent to or across a street from the property in the non-residential zone.
95

96 (9) **Non-Conforming Signs.** A non-conforming sign within the Downtown Mixed-Use Plan District
97 shall be defined as a legal sign existing on the effective date of [month, day, 2019], but which
98 does not fully comply with the current sign regulations. Notwithstanding Section 8.232 of this
99 Code, when a business submits an application for a new sign and the business has existing non-
100 conforming signs, no permit will be issued for the new sign(s) unless the existing non-
101 conforming signs are removed or altered subject to the standards of this Code, except that the
102 Development and Public Works Director may allow continuance of non-conforming signs that
103 contribute to the character of the Downtown Sign District and that meet the safety requirements
104 of this Code.



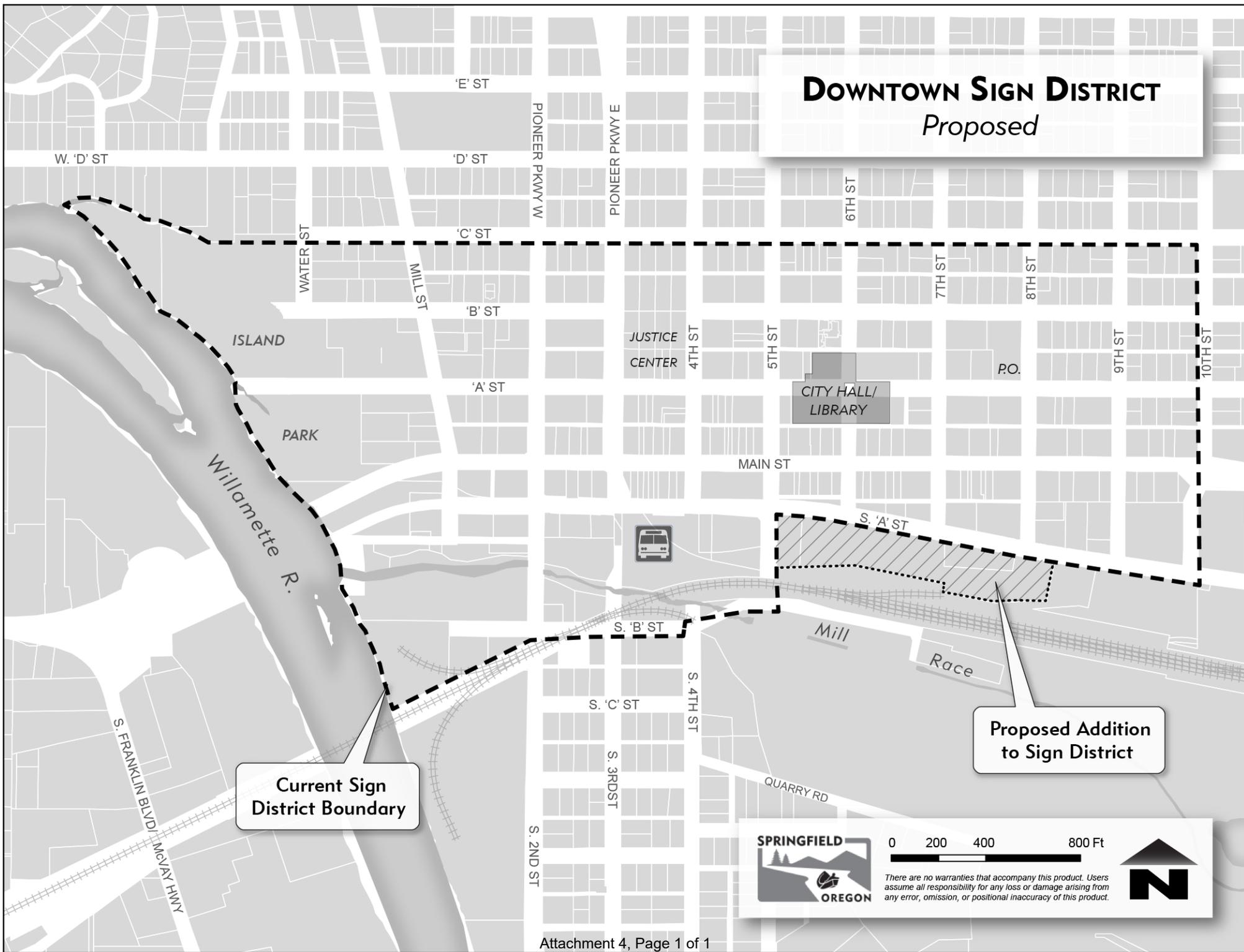
DOWNTOWN SIGNAGE: PROPOSED AMENDMENTS TO SPRINGFIELD MUNICIPAL SIGN CODE

PROPOSED CITATION	PROPOSED LANGUAGE	CURRENT CITATION	CURRENT LANGUAGE	STAFF NOTES
8.234(6)	<u>Window Signs.</u> In all areas outside the Downtown Sign District (8.250), signs that are permanently or temporarily attached to the interior of a window or exterior door or that consist of adhesive vinyl film applied to either side of a window or exterior door. Within the Downtown Sign District, signs that do not exceed 10% of the gross glass area of windows and exterior doors along each street frontage.	8.234(6)	<u>Window Signs.</u> Signs that are permanently or temporarily attached to the interior of a window or that consist of paint or adhesive vinyl film applied to either side of a window.	Revised language at 8.250(6) references 8.234(6) within the “Exempt Signs” section. The amendments to “Window Signs” at 8.234(6) provide consistency when cross-referencing sections of the code.
8.250(1)	The Downtown Sign District is shown on Map No.1. In cases where the sign standards of the Downtown Sign District conflict with standards found in other sections of this code, the stricter standard will prevail unless there is a specific reference to another section of this code. In that case, the referenced section’s standards will prevail.	N/A	The Downtown Sign District is shown on Map No. 1.	Revised language. To implement the Code consistently on both sides of South A Street, the CAC recommended amending Map No. 1 to include sites within the Downtown Mixed-Use Plan District boundary. At Work Sessions, Council expressed the need to ensure that the Code language is clear and consistent. The text specifies when the standards of the Downtown Sign District apply to development projects as opposed to more general standards.
8.250(2)	Sign Limit. Except for signs permitted according to 8.250(3) and (6), each business in this District shall be limited to three (3) signs. This limit includes a maximum of one (1) freestanding, projecting, or roof sign allowed per building in accordance with the standards at 8.250(5) below. These limits apply to pedestrian-oriented signs that exceed the standards at 8.250(3)(a) and to window signs that exceed the maximum area of coverage at 8.250(6).	N/A	Each business in this district shall be limited to three signs.	Revised language. No change other than incorporating new language for optional pedestrian-oriented signs.
8.250(3)	Pedestrian-oriented Signs. Pedestrian-oriented signs that meet the following limits and standards do not count toward the sign limit in 8.250(2) and will not be charged a permit fee:	N/A	N/A	New language. The draft language provides options. As noted, these signs are encouraged but are not required. They are exempt from permit fees and do not count toward the 3-sign limit.
8.250(3)(a)	Pedestrian-Oriented Sign Limits: (i) For businesses that front only one public street or that do not front any public street, one pedestrian-oriented sign per business; or (ii) For businesses that front more than one public street, either: one pedestrian-oriented sign per business per building wall that fronts a public street; or, one pedestrian-oriented sign at the corner of a building where two street frontages intersect.	N/A	N/A	New language added after the 2/4/19 Work Session to account for corner buildings.
8.250(3)(b)	Pedestrian-Oriented Sign Standards: (i) Window and Wall Signs. Signs placed on an entry door, storefront window, wall, or building column visible from the sidewalk that are no larger than nine (9) square feet and are installed within an area between four (4) and six (6) feet high above the grade of the abutting sidewalk. (ii) Double-Faced Blade Signs. Double-faced blade signs attached to the building face at a 90-degree angle or at a 135-degree angle when installed at a building corner (plus or minus a maximum of 15 degrees), less than one (1) inch thick, and no larger than nine (9) square feet. These signs may be mounted from an ornamental bracket.	N/A	N/A	New language added after the 3/25/19 Work Session to specify maximum size and thickness of blade signs based on signage that Council pointed to that is currently downtown. The area between 4 ft. and 6 ft. above adjacent grade draws the attention of pedestrians who are already close to the building. While the physical presence of any signage causes some obstruction of views into and out of businesses, the intent is to maintain transparency for reasons of economic success and safety.
8.250(4)	Wall Signs. Each business facing a public street shall be allowed the following, in addition to any pedestrian-oriented signs under Section 8.250(3):	8.250(1)	<u>Wall Signs.</u> Each business shall be allowed the following:	Revised language intends to clarify that these limits do not apply to signage provided to satisfy pedestrian-oriented requirements.
8.250(4)(a)	First Story Businesses. First story businesses facing a public street shall be permitted signage of three (3) square feet per lineal foot of building wall.	8.250(1)(a)	<u>First Story Businesses.</u> First story businesses facing a public street shall be permitted signage of three (3) square feet per lineal foot of building wall.	No change shown at this time (see Council Packet, Attachment 1).
8.250(4)(b)	Second Story Businesses and Above. Businesses above the first story that face a public street shall be permitted signage of 1 ½ square feet per lineal foot of building wall.	8.250(1)(b)	<u>Second Story Businesses and Above.</u> Second story businesses facing a public street shall be permitted signage of 1 ½ square feet per lineal foot of building wall.	No change shown at this time (see Council Packet, Attachment 1).

PROPOSED CITATION	PROPOSED LANGUAGE	CURRENT CITATION	CURRENT LANGUAGE	STAFF NOTES
<p>8.250(5)</p> <p>8.250(5)(a)</p> <p>8.250(5)(b)</p> <p>8.250(5)(c)</p> <p>8.250(5)(d)</p>	<p>Freestanding, Projecting, or Roof Signs. Each building shall be permitted one (1) freestanding sign, one (1) projecting sign (not including any pedestrian-oriented blade signs), or one (1) roof sign in accordance with the following standards:</p> <p>Roof signs and projecting signs shall be limited to a maximum area of eighty (80) square feet for one face and one hundred and sixty (160) square feet for two or more faces. When installed at a corner building, projecting signs must be attached to the building at a 135-degree angle (plus or minus a maximum of 15 degrees).</p> <p>Freestanding signs along Main Street between Mill and 8th Streets are not permitted. Freestanding signs along South A Street and Pioneer Parkway W and E:</p> <p>(i) Sign faces must be no larger than thirty-two (32) square feet for one face and sixty-four (64) square feet for two or more faces. (ii) Post- or pole-mounted signs must be no higher than twelve (12) feet above grade with at least eight (8) feet clearance from grade to the bottom of the sign. (iii) Monument signs must be no higher than five (5) feet above grade.</p> <p>Freestanding signs in all other areas:</p> <p>(i) Sign faces must be no larger than twenty-four (24) square feet for one face and forty-eight (48) square feet for two or more faces. (ii) Post- or pole-mounted signs must be no higher than twelve (12) feet above grade with at least eight (8) feet of clearance from grade to the bottom of the sign. (iii) Monument signs must be no higher than five (5) feet above grade.</p>	<p>8.250(2)</p>	<p><u>Freestanding, Projecting or Roof Signs.</u> Each building shall be permitted one freestanding sign, projecting sign or roof sign which shall be limited to a maximum area of 80 square feet for one face and 160 square feet for two or more faces. The maximum height for freestanding signs shall be 20 feet above grade.</p>	<p>Revised language does not change the limit of signs per building but proposes changes to the max. size and height of freestanding signs (see below).</p> <p>Revised language does not change the max. allowable size of projecting signs but provides options for new projecting signs at corner buildings.</p> <p>New language prohibits (permanent) freestanding signs.</p> <p>New language and revised language reduces the max. allowable size and height. New language identifies monument signs as a specific sign. Under current code, all freestanding signs have a max. height of 20 ft.</p> <p>New language and revised language reduces the max. allowable size and height. New language identifies monument signs as a specific sign. Under current code, all freestanding signs have a max. height of 20 ft.</p>
<p>8.250(6)</p>	<p>Window Signs. Notwithstanding the exception in Section 8.234(6), window signs that do not exceed 10% of the gross glass area of windows and exterior doors along each street frontage do not require a sign permit. Window signs that exceed 10% of the gross glass area of windows and exterior doors per street frontage are subject to the limits of Section 8.250(2) and the parameters for wall signs at 8.250(4) unless the sign counts as a pedestrian-oriented sign (see 8.250(3)). Window signs, including those that count as pedestrian-oriented signs, must not entirely obstruct the view into the business from the abutting sidewalk.</p>	<p>N/A</p>	<p>N/A</p>	<p>New language. The code for the Downtown Sign District does not regulate window signs. Window signs are currently exempt according to 8.234(6).</p>
<p>8.250(7)</p> <p>8.250(7)(a)</p> <p>8.250(7)(b)</p>	<p>Encroachment and Clearance.</p> <p>The minimum vertical clearance for all permanent signs encroaching in the public right of way shall be eight (8) feet measured from grade to the bottom of the sign. When affixed to a building, signs must not:</p> <p>(i) Encroach into the public right of way by more than four (4) feet from the building wall as measured in a perpendicular line between the building wall and the outermost edge of the sign or sign structure; nor, (ii) Encroach within two (2) feet of any curb or driveway line.</p> <p>This section does not apply to A-frame signs as defined in section 8.234(14) of this code, nor to banners or signs as defined in section 3.223(1).</p>	<p>8.250(3)</p>	<p><u>Encroachment.</u> The minimum height for all signs encroaching in the public right-of-way shall be eight feet above grade. The maximum encroachment into the public right-of-way shall be six feet, provided that no sign shall encroach within two feet of any curb or driveway line.</p>	<p>Revised language to note clearance and to clarify that min. clearance (not height) is the focus of this section and to clarify that this section applies to freestanding signs affixed to buildings. New language added for clarification and to account for specific requirements for signs affixed to buildings. Existing code only specifies that signs cannot project within 2 ft. of a curb line along a street, which can create visual obstructions and interfere with maintenance. The CAC recommended limiting allowable encroachment to 4 ft. from the wall.</p>
<p>8.250(8)</p>	<p>Illumination From Signs on Non-Residential Property. External illumination shall be shielded so that the light source elements are not directly visible from property in a residential zone which is adjacent to or across a street from the property in the non-residential zone.</p>	<p>8.250(4)</p>	<p><u>Illumination from Signs on Non-Residential Property.</u> External illumination shall be shielded so that the light source elements are not directly visible from property in a residential zone adjacent to or across a street from property in the non-residential zone.</p>	<p>Revised language. No change other than grammatical.</p>
<p>8.250(9)</p>	<p>Non-Conforming Signs. A non-conforming sign within the Downtown Mixed-Use Plan District shall be defined as a legal sign existing on the effective date of [month, day, 2019], but which does not fully comply with the current sign regulations. Notwithstanding Section 8.232 of this Code, when a business submits an application for a new sign and the business has existing non-conforming signs, no permit will be issued for the new sign(s) unless the existing non-conforming signs are removed or altered subject to the standards of this Code, except that the Development and Public Works Director may allow continuance of non-conforming signs that contribute to the character of the Downtown Sign District and that meet the safety requirements of this Code.</p>	<p>N/A</p>	<p>N/A</p>	<p>New language. Where abandoned and non-conforming signs are the majority of signage in an area, this condition can contribute to the perception of blight. The CAC recommended incremental removal of non-conforming signs according to an effective date on which the new standards apply (date of the Ordinance). Attachment 1 of the Council Packet notes options for determining which signs contribute to downtown's character (text remains unchanged since the 2/4/19 Work Session).</p>

DOWNTOWN SIGN DISTRICT

Proposed



Current Sign District Boundary

Proposed Addition to Sign District



0 200 400 800 Ft

There are no warranties that accompany this product. Users assume all responsibility for any loss or damage arising from any error, omission, or positional inaccuracy of this product.



Downtown District Design

Downtown Citizen Advisory Committee

Meeting Minutes

November 9, 2017 – 5:30 to 7:00 pm

Springfield City Hall Jesse Maine Room, 225 5th Street, Springfield

Attendance

Staff: Linda Pauly, Jolynn Barker, David Bowlsby

Assistant City Attorney: Kristina Schmunk Kraaz

CAC members: Shannon Mudge, Steve Moe, Karen Hageman, John Tuttle,
Kip Amend, Tiffany Washington

This document provides a very brief summary of the meeting. Comprehensive recorded minutes are posted as an audio file on the project website:

<http://www.springfield-or.gov/dpw/DowntownPlanning.htm>

CALL TO ORDER.

Meeting was called to order at 5:30p.m. by Chairman Steve Moe.

AGENDA REVIEW.

No changes to the agenda were proposed.

APPROVAL OF MINUTES.

Shannon Mudge moved to approve the minutes.

Kip Amended seconded the motion.

Minutes were approved for the 5/25/17 and 6/22/17 meeting

PUBLIC COMMENT.

No public comments.

Downtown Design Standards: Downtown Sign Code Amendments

Linda Pauly provided materials on the screen and gave a recap of the information provided at the last meeting to summarize Committee's input on sign design standards from the previous meetings. Handouts with comments made by committee members and comments received via email from Philip Farrington (6-22-17) and Eric Adams (6-6-17) were distributed. She reviewed the issues that the Committee discussed.

Linda introduced David Bowsby, the City of Springfield's Building Official, who is in charge of the city's sign code.

Linda also introduced Kristina Schmunk Kraaz, the Assistant City Attorney; she is working on the code language and will answer any legal questions.

Linda mentioned that Committee members indicated they would like to see the code require permanent materials for signs.

David Bowsby responded that the sign code already requires that the material used be approved by the building code, and that has to do with the proximity to the structure. The goal is to protect signs from the elements and to address public safety.

Linda asked Kristina Schmunk Kraaz if they are allowed to require signs be professionally designed and manufactured.

Kristina answered that prohibiting handwritten signs could be a legal grey area.

Shannon Mudge added that he designed his own sign but had it professionally made.

Karen Hageman said the A-frame signs are useful and important but thought that when the city allowed each business two A-frame signs that is when they got out of hand. It created more clutter.

David added that he recommended one sign but City Council decided on allowing two A-frame signs.

Shannon suggested allowing one per door.

David said one A-frame per business is more common. He mentioned that because they cannot regulate sign content, Main Street businesses were allowing others to advertise with an A-frame sign. The viewscape on Main now includes signs for businesses not on Main. There is no tool to prevent that from happening.

Kristina said that the Committee could recommend only one A-frame per business in just the Downtown area.

John Tuttle also raised the concern that signs on the sidewalk limit mobility. There is limited space.

Kip Amend said that because traffic is moving slower downtown they might not need two signs.

Shannon said having more than one sign dilutes the effectiveness of a sign.

Linda asked Karen, a former Downtown business owner, if she would have been okay with only one A-frame sign, and she replied that she said one is plenty as long as you have your other fixed signs.

Shannon said one per side if business is on a corner (e.g. Planktown).

David asked if the committee's review of sign code is addressing the "Open" flag sidewalk signs. They are not in the sign code.

Kristina said that they are technically government signs because the City provides them, so they are exempt. A-frame signs are exempt from the total business sign limit, as well as signs that are located in a window. She stated that the City is also reviewing the City-wide sign regulations. Linda concluded her summary of the issues discussed, put the draft code language on the screen, and asked Kristina to present the proposed draft code amendments.

Kristina went over the proposed changes in the draft sign code with the committee. She stated the intent is to provide clear and objective standards that do not involve discretion and thus do not require a land use decision process.

One of the first things proposed is adding the definition and dimensions of a "blade sign." Language has been added to encourage businesses to use "ornamental" hanging hardware. It is not a requirement.

David said the language "plants a seed" to provide a mental picture of the City's intent for the design standard. He described other code provisions addressing permanence of sign materials.

Kip asked where the 90 degree sign hanging requirement came from. Also, is a blade sign just one piece?

Kristina said if they kept the sign under the pedestrian sign limit and projection requirements they could use other shapes.

Kristina pointed out language that has been added to require one pedestrian-oriented sign at the time a sign permit is requested. These signs will not be included in the business sign limit. Several choices are provided to meet the pedestrian-oriented sign requirement.

Linda said most businesses already include such signs.

Shannon Mudge thinks they are giving businesses a lot of leniency so it will work.

John Tuttle asked if a blade sign and A-frame sign would be interchangeable for a pedestrian required sign.

Kristina replied that an A-frame sign will not meet the pedestrian-oriented sign as drafted.

Kristina said the proposal does not change the existing wall sign regulation.

Linda said this issue did not come up in the Committee's review, so it was left "as is."

John mentioned that the size limit for wall signs is quite large.

Kristina clarified that the limit includes all signs, except those that are exempt.

David clarified that signs on the vertical wall plane are considered "wall signs."

Kristina went over the draft of the standards for free-standing, roof, or projection signs.

Karen Hageman asked if business on a corner are only allowed one free-standing, roof or projection sign.

Kristina replied that they are still only allowed one.

Kip asked for clarification about freestanding signs occupying the sidewalk on Main Street.

Kristina answered that they are allowed but there is a draft proposal to prohibit them from Mill to 8th Streets.

Kip asked about non-conforming signs and new businesses.

Kristina answered that they drafted that businesses applying for a new sign permit will have to remove or change all non-conforming signs first but does not know if that provision extends to new business licenses. The committee can either accept the new draft's standards or continue with the current code that only requires signs getting a permit to be conforming.

Karen asked why free-standing signs will be prohibited from Mill to 8th Streets.

Linda replied that Main Street from Mill to 8th Streets is the Downtown Mixed-use Plan District where the Design Standards will apply. Buildings are built up to the sidewalk. The proposed design standards in the sign code are intended to provide pedestrian-oriented signs in the district. Other streets, such as South A or Pioneer Parkway are transitioning from highway orientation to pedestrian orientation, thus larger signs would be allowed. John said the few existing non-conforming free standing signs would be removed over time.

Shannon Mudge commented that he sees a property rights issue with the proposed draft and non-conforming free-standing signs.

Kristina replied that it is a good fairness argument but she has done the research and thinks both options are legally sound.

Kip Amend asked if sign issues are usually simple "over the counter."

David Bowsby answered that they are not.

Without this code change, the non-conforming signs could remain indefinitely. They go away when damaged or when owner chooses to remove them or when they are abandoned.

David asked if the abandonment period of signs could be reduced from 90 days to 30 days.

Shannon added that he thinks 90 days is better because of things like contract negotiations or safety and electrical issues.

Kip commented that he would like to see simple language that will clean up the area.

Shannon said that he thinks the effective date is too soon.

Kristina asked Committee for specific feedback.

Kip said he wants to clean up the non-conforming signs.

Kristina replied that the effective date will be the day it is adopted by the City Council.

Kristina pointed out that window signs are not currently regulated. She recommends addressing them and recommends that signs not exceed 10% of the total windows without a permit. Excess signage over the 10% minimum will then be considered a wall sign. the 10% is based on a model sign code.

Linda said this allows a business to get something up right away when they open, without a sign permit, in response to the input from business owners on the Committee.

John Tuttle asked if it restricts it to a specific portion of the window.

Kristina replied that it does not. They can use any of the area.

David added that most sign permits are smaller than the maximum allowed.

Karen Hageman asked if that includes banners on the window a business might hang.

David answered that any copy is considered a sign and it would apply.

Linda said Mezzaluna is a good example of this that meets the standard.

Karen asked what could be done about businesses that have a lot of posters taped in their windows. She thinks it's an eyesore.

Kristina replied that anything that is copy, graphics and images is considered a sign. It could be a flyer or a menu, etc. Enforcement of the code is complaint driven.

Karen thinks that it should be 10% of frontage rather than total window area. Safety is an issue when windows are blocked.

Shannon added that lights used to be turned on in a business at night to provide safety for pedestrians and too many posters can interrupt that.

Kristina suggested adding positional standards.

Kip asked if a window is transparent material versus a glass block.

Kristina replied that it is and she will make the clarification in the code standards.

David Bowsby asked if there is a limit to the amount of window that can be covered.

Kristina Schmunk Kraaz replied that any sign that takes up more than 10% of area will be held to the wall sign standards.

Karen Hagman asked about windows that are covered with things like a sheet of paper.

Kristina answered that it doesn't fall under the sign code but may apply to the development code. Under

current code, it is acceptable.

The final change that Kristina told the committee about was adding a 4' wall projection limit for signs in the right-of-way.

Kristina said that illuminated signs have not changed, but if the committee would like to, they should give Linda Pauly specific changes that they would like to see in the code.

John Tuttle asked the committee if they liked the changes to the free-standing signs.

Shannon Mudge replied that he did like that it gave businesses a choice. He is absolutely satisfied.

Steve Moe asked the committee if they had a consensus.

The committee members raised no other objections to the proposed codes.

Linda Pauly showed the committee a map of the potential boundary revision of the Downtown Sign District and asked if they approved.

John asked if there will be another for the overlay boundary for the Washburn District.

Kristina replied that the Washburn District is a historic sign district already but if there is any overlapping of the two boundaries the more strict control will be followed.

Kip Amend said that current industrial area south of A St has so much potential but there is no sign control over it. That is where the most intrusions could affect the City entrance.

David added that if the boundary were to expand to include that area then it would have more restrictive sign controls while the other side of the street will not have the same restrictions. Expanding the Sign District boundary to include the South A piece makes sense.

The committee members agreed with Kip and David's point.

The map will be updated for the ordinance to expanding the Sign District boundary to include the property south of South A.

Meeting was adjourned at 7:10 pm.

Next meeting: TBD