
AGENDA ITEM SUMMARY**SPRINGFIELD
CITY COUNCIL**

Meeting Date: 10/1/2018
Meeting Type: Work Session
Staff Contact/Dept.: Mark Rust
Staff Phone No: 541-726-3654
Estimated Time: 50 min.
Council Goals: Encourage Economic Development and Revitalization through Community Partnerships

ITEM TITLE: DEVELOPMENT CODE DRAFT WORK PLAN AND CODE ADVISORY COMMITTEE PARTICIPANTS

ACTION REQUESTED: Staff is requesting Council provide input on the participant positions list for the Code Advisory Committee. Staff is also asking Council for feedback on having a Council liaison on the Advisory Committee.

ISSUE STATEMENT: The City Council recognizes that the Development Code is difficult to use, understand, and implement. Resolving the complexities and outdated nature of the code will help achieve the economic and housing goals for our community. The Council has directed staff to complete a full Development Code Update.

ATTACHMENTS: Attachment 1 – Council Briefing Memo
Attachment 2 – Development Code Update Draft Work Program

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

On September 10, 2018 Council was introduced to the project manager and the preliminary project concepts. At this meeting the project manager will discuss the draft work plan including community involvement and advisory committee participants as well and a more detailed project timeline.

MEMORANDUM**City of Springfield****Date:** 9/20/2018**To:** Gino Grimaldi, City Manager**COUNCIL****From:** Tom Boyatt, Interim DPW Director**BRIEFING**Sandy Belson, Interim Community Development
Manager**MEMORANDUM**

Mark Rust, Senior Planner

Subject: Development Code Draft Work Program and
Code Advisory Committee Participants

ISSUE

The City Council recognizes that the Development Code is difficult to use, understand, and implement. Resolving the complexities and outdated nature of the code will help achieve the economic and housing goals for our community. The Council has directed staff to complete a full Development Code update.

**COUNCIL GOALS/
MANDATE**

Encourage Economic Development and Revitalization through Community Partnerships

BACKGROUND

In February of 2017 the City Council started discussing with staff ideas around updating the Springfield Development Code. At the time the Council began to articulate the city's goals for updating the code and endorsed a complete rewrite of the code. In June of 2017 the Council adopted the Fiscal Year 2018 budget that included funding for a project manager for the development code update project. The City was unable to recruit a project manager at that time.

In November of 2017 the City Council worked with staff to identify the priorities for the project and establish guiding principles. The Council provided input on expectations for the project.

On September 10, 2018 Council was introduced to the project manager, selected from in-house staff, and reviewed the preliminary project concepts including the Project Objectives and the Project Purpose.

DISCUSSION

A Community Engagement Plan is being created for the Development Code Update project. In addition to the broad community outreach that will be outlined in the Community Engagement Plan, staff intends to form a Code Advisory Committee at the outset of the project to gather critical input from interested parties and stakeholders. A draft list of participant positions for the Advisory Committee is included in the attached project Work Program.

Staff is requesting Council provide input on the participant positions list for the Advisory Committee. Staff is also asking Council for feedback on having a Council liaison on the Advisory Committee.

The Advisory Committee positions list will be incorporated into the Community Engagement Plan. We anticipate that additional positions could be added to the Advisory Committee if interest is high. The Community Engagement Plan will be reviewed by the Committee for Citizen Involvement and approved through that standard process.

It is anticipated that the Community Engagement Plan will include creation of a project website,

a social media campaign, E-updates, newsletter articles, factsheets, frequently asked questions, online open house events, presentations, mailings, one on one meetings as necessary, and other methods as opportunities present themselves. The community engagement efforts will be initiated at the beginning of the project to inform and engage the broad community of the project objectives and purpose. Community engagement will be ongoing throughout the project. At critical stages of the project, including when draft code sections are available for review, the community engagement efforts will increase to provide opportunities for public input and feedback.

There will be additional opportunities for the public to be involved throughout the adoption process. Public notices will be mailed to affected property owners and interested parties, open houses will take place, and work sessions and public hearings will be held that will provide opportunities for public input.

NEXT STEPS

Staff plans to proceed with creation of the Community Engagement Plan for this project including formation of the Advisory Committee both of which would be approved by the Committee for Citizen Involvement.

We will continue to keep the Council updated on the progress of the project with at least quarterly communications/work sessions.

RECOMMENDED ACTION

Provide input on the Draft Work Program, including the participant positions list for the Code Advisory Committee. Staff is also asking Council for feedback on having a Council liaison on the Advisory Committee.

City of Springfield

Development Code Update

Draft Work Program



Overview

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

Project Objectives

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

Project Purpose

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

Participants and Roles

ELECTED AND APPOINTED OFFICIALS

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

1. City Council
2. Planning Commission
3. Committee for Citizen Involvement (same people as the Planning Commission)

PROJECT MANAGER AND CODE DRAFTER

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

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

OVERSIGHT TEAM

Role: Provide City management leadership and guidance for the project:

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

Members - City Staff:

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

PROJECT CORE TEAM

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

Members - City Staff:

1. Project Manager
 - Performs audit of the existing code.
 - Drafts new code language.
 - Provides day to day oversight of project.
 - Coordinates with the State of Oregon Department of Land Conservation and Development staff.
 - Acts as project advocate to communicate the project objectives and progress updates to other key members inside and outside the organization.
 - Coordinates Project Core Team and other City staff on Advisory Committee (assigns tasks, follows-up on assignments, sets agendas).
 - Serves as communication link between Oversight Team and Project Core Team and Advisory Committee.
 - Ensures project goals, schedule, and deliverables are attained.
 - Presents information and recommendations to elected and appointed officials.
 - Directs development and implementation of community engagement plan in coordination with Project Core Team.
2. City Attorney
 - Provides legal review and support of draft code language.
 - Ensures the successful nexus of state law with new code text and standards.
 - Assists with drafting code language.
3. Development and Public Works Communication Coordinator
 - Provides departmental communication related advice and support.

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

CODE ADVISORY COMMITTEE

Role: Provides the Project Core Team with support necessary to develop code revisions by:

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

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

Elected and Appointed Officials liaison:

1. City Council liaison
2. Planning Commission liaison

Housing participants:

1. Home Builders Association of Lane County
2. Residential developer
3. Residential contractor
4. Non-profit housing developer
5. Consultant
6. Residential realtor

Economic development participants:

1. Springfield Chamber of Commerce
2. Commercial Industrial Developer
3. Commercial/industrial contractor
4. Business owner
5. Consultant
6. Commercial realtor
7. Commercial appraiser

Special district participants:

1. Willamalane Park and Recreation District
2. Springfield School District

Transportation related participants:

1. Lane Transit District
2. Oregon Department of Transportation

Utility provider participants:

1. SUB Water
2. SUB Electric
3. Rainbow Water District
4. Comcast
5. Charter
6. EWEB
7. Sanipac
8. NW Natural Gas

Oregon Department of Land Conservation and Development participant:

1. South Willamette Valley Regional Representative

City participants (as needed on a topic specific basis):

1. Building program
2. Fire Marshalls Office
3. Economic development
4. Emergency management
5. Engineering program
6. Transportation engineering
7. Transportation planning
8. Current planning
9. Comprehensive planning

Work Tasks and Timeline

