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**AGENDA ITEM SUMMARY**

**Meeting Date:** 5/26/2015  
**Meeting Type:** Work Session  
**Staff Contact/Dept.:** Linda Pauly DPW  
**Staff Phone No:** (541) 726-4608  
**Estimated Time:** 20 minutes  
**Council Goals:** Promote and Enhance our Hometown Feel while Focusing on Livability and Environmental Quality

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**SPRINGFIELD  
CITY COUNCIL**

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<b>ITEM TITLE:</b>	DOWNTOWN DISTRICT DESIGN STANDARDS PROJECT UPDATE AND CONSULTANT SCOPE OF WORK
<b>ACTION REQUESTED:</b>	Staff will provide Council with an overview of the design standards to be developed, as identified in the Consultant Scope of Work (Attachment 1).
<b>ISSUE STATEMENT:</b>	This is the second phase of a public planning process that will produce a set of coherent and consistent design standards to improve Downtown's overall image, attractiveness and economic vitality. Council has directed staff to prepare Downtown District Design Standards to ensure that development projects, new uses and new public improvements will make positive contributions to improve the look, feel and functionality of Downtown.
<b>ATTACHMENTS:</b>	1. Consultant Scope of Work
<b>DISCUSSION/ FINANCIAL IMPACT:</b>	<p>At two previous work sessions (May 12 and June 23, 2014) Council reviewed the overall scope of work for a project that will amend the Downtown Refinement Plan and update all of the design standards applicable in the Downtown District. Council provided early input and direction to staff on Phase One: Building Façade and Property Maintenance Standards.</p> <p>Subsequently, staff applied for and was successful in receiving a Code Assistance grant from the State's TGM program to provide consultant resources to complete Phase Two of the project. A consultant has been selected and will begin work this month. The consultant is tasked with preparing new form-based design standards that will be applicable to new Downtown development and public improvements in the right-of-way (ATT1). Careful consideration of the interface between Downtown development and the adjacent residential neighborhoods including the Washburn Historic District and East Kelly Butte is an important aspect of the design standards to be addressed.</p> <p>The consultant will work with the City project team, the Downtown Citizen Advisory Committee, and a Technical Advisory group to propose a set of coherent and consistent design standards to improve Downtown's image, attractiveness and economic vitality. A series of work sessions with the Planning Commission and Council will be scheduled in the months ahead to review and provide input on the Phase Two draft design standards and code amendments and a coordinated strategy to implement the Phase One Building Façade and Property Maintenance Standards. Public involvement activities will be conducted to highlight the importance of good design and property maintenance standards and to solicit input on the proposals.</p> <p>These actions support the outcomes envisioned in the Council's adopted <i>Downtown Urban Design Plan and Implementation Strategy</i> consistent with Council Goals.</p>

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**EXHIBIT A – STATEMENT OF WORK**

**Oregon Transportation and Growth Management Program  
City of Springfield Downtown and Public Realm Design Standards**

**A. CONTACTS**

**Project Management Team**

**Consultant – Urbsworks**

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**City – City of Springfield**

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**Transportation and Growth Management (TGM)  
Code Assistance Program**

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**Agency Contacts**

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**Department of Land Conservation and Development  
(DLCD)  
Regional Representative**

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## **B. PROJECT BACKGROUND AND OBJECTIVES**

### **Background**

The City of Springfield (“City”) has about 60,000 residents and is immediately east of Eugene, in the southern Willamette Valley. The City is working to improve the vibrancy and pedestrian-friendly nature of its downtown core and has requested code assistance for Springfield’s Public Realm Design Standards, Downtown Streetscape Plan, and Downtown Design Standards. The City Council has adopted a vision for the Downtown District; this Project will help to implement that vision.

### **Project Objectives and Major Deliverables**

The objective of this Project is to update City’s code and design standards to support economic revitalization and active transportation (i.e., biking and walking) in Springfield’s Downtown District. The standards will ensure that each new development contributes to an inviting and safe public realm that is accessible and attractive to persons arriving by all modes of travel, with an emphasis on creating a vibrant and viable pedestrian-oriented business district.

In order to achieve this objective, Consultant shall work collaboratively with the Springfield staff Project Team and Downtown Advisory Committees, using the recommendations in the Springfield Downtown District Urban Design Plan, Consultant’s expertise, and current smart development best practices to produce three work products, detailed as follows.

#### *Work Product 1 - New Adoption-ready Downtown District Streetscape Chapter for the Engineering Design Standards and Procedures- Manual*

The chapter must include standards for the items listed below. Standards for c) through l) will include location and placement requirements, minimum standards (e.g., minimum clear width for alleys), and a menu of illustrated design options. The standards must be organized by street type.

- a) Designs for typical cross sections for four different street classifications within the Downtown Refinement Plan area, with sidewalk zones, parking, travel lanes, and bike facilities (including option for protected bikeways):
  1. Highway couplet, traditional downtown (e.g., Main Street)
  2. Highway couplet, other (e.g., South A)

3. Two local, or side, streets
- b) Typical Streetscape concept schematic design for each street cross section from item a). (plan view)
- c) Private café seating on public sidewalks
- d) Pedestrian-friendly and Americans with Disabilities Act compliant intersection treatments, including curb extensions/bulb-outs, raised intersections, curb radii, and decorative paving materials
- e) General location, design, and conditions for installation (i.e., standards for establishing when planters may be installed) of stormwater planters and other planted areas in the streetscape
- f) Paving materials and treatments for future sidewalk replacement and new improvements (including update of the current exposed aggregate standard)
- g) Placement for way-finding signage (in consultation with the Oregon Department of Transportation)
- h) Street tree placement, including addressing flexibility for vision clearance triangles, lighting, spacing, species, tree-well requirements, and any other necessary element
- i) Streetscape furniture, including type, color, finish, material, location, and installation requirements, for benches, planters, trash receptacles, bollards, bike racks, etc.
- j) On-street bike parking corrals and on-street parklets
- k) Development and use of alleys, including, but not limited to, drainage, clearance, appearance, pavement quality, loading, back-of-store activities, and pedestrian accessibility
- l) Public art, general locations, and appropriate placement

*Work Product 2 - New Adoption-ready Downtown District Chapter for the Springfield Development Code*

The chapter must synthesize existing code requirements into a new hybrid form-based code with approximately 1/3 graphics, 1/3 text, 1/3 tables and must include standards for the items listed below. The standards may be organized by street type in order to coordinate with Work Product 1.

- a) Building heights
- b) Building setbacks/build to lines
- c) Building façade articulation
- d) Building transparency/"active edges" (following best practices for retail district design)
- e) Building orientation/entrances
- f) Exterior building and sign illumination
- g) Weather protection
- h) Bike parking

- i) Plazas and public spaces (using evidence-based urban design standards to create public spaces that get used)
- j) Parking lot, parking structure design, and loading (considering recommendations from the 2010 Downtown Parking Plan)
- k) Screening of mechanical equipment
- l) Improved interface between Downtown and the adjacent Washburne Historic District, a residential neighborhood north of downtown
- m) Pedestrian orientation of signs
- n) Other existing development standards applicable in Downtown District

Work Product 3 – Downtown District Design Standards Guide

Combine and format Work Products 1 and 2 into one stand-alone document that combines all applicable downtown design standards into a user-friendly, color-illustrated Downtown District Design Standards Guide.

**Purpose of Contract - Transportation and Land Use Relationships and Benefits**

The TGM Program is a joint effort of ODOT and DLCD. The purposes of TGM are to strengthen the capability of local governments to effectively manage growth and comply with the Transportation Planning Rule, to integrate transportation and land use planning, and to encourage transportation-efficient land uses that support modal choice and the efficient performance of transportation facilities and services. Specifically, TGM supports efficient use of land and resources; human-scaled, walkable communities; good connections between local destinations; and pedestrian, bicycle, and transit-oriented development.

At all work sessions and meetings, Consultant shall advocate for Smart Development principles and the removal of obstacles to them, and make persuasive arguments for code amendments that encourage Smart Development as identified in the TGM Program's *Smart Development Code Handbook* and in accordance with current Smart Development best practices.

**C. GENERAL PROVISIONS**

**Project Management**

Project management tasks are integrated into each of the tasks in this Project, but are described here to establish a framework for managing this Project. A Project Management Team ("PMT"), comprising a City Project Manager, Agency Project Manager, and Consultant, shall provide overall guidance for this Project. PMT shall meet as specified in individual tasks to coordinate logistics of this Project and to give feedback to Consultant. PMT shall meet by telephone conference or in person; the duration of each meeting is not expected to exceed two hours.

City shall lead Planning Commission and City Council Work Sessions and Public Hearings as described in this SOW. City shall provide all staff reports, necessary public notices, and notifications.