



Planning Commission Agenda

Comprehensive Planning Manager:
Sandy Belson 541.736.7135
Administrative Specialist:
Sarah Weaver 541.726.3653
City Attorney's Office:
Kristina Kraaz 541.744.4061

City Hall
225 Fifth Street
Springfield, Oregon 97477
541.726.3610

Planning Commissioners:

Matthew Salazar, Chair
Grace Bergen, Vice-Chair
Andrew Buck
Seth Thompson
Steven Schmunk
Alan Stout
Isaac Rhoads-Dey

Join Zoom Meeting or Attend in Person

<https://us06web.zoom.us/j/4107418327?pwd=U1lPeWJxM0gxVnNDT1pPbFl0b3pTQT09>

Meeting ID: 410 741 8327 Passcode: 5417263653

Call 971-247-1195 or 877-853-5247 toll-free

Oregon Relay/TTY: Dial 711 or 800-735-1232.

Give the Relay Operator the area code and telephone number you wish to call and any further instructions

All proceedings before the Planning Commission are recorded.
To view agenda packet materials or view a recording after the meeting, go to
SpringfieldOregonSpeaks.org

June 6th, 2023
6:00 p.m. Work Session
In the Jesse Maine Room (City Hall) & via Zoom
Jesse Maine Room is ADA accessible

CALL TO ORDER

ATTENDANCE

Chair Salazar _____, Vice Chair Bergen _____, Buck _____
Thompson _____, Schmunk _____, Stout _____ and Rhoads-Dey _____.

WORK SESSION ITEM(S)

- 1) Parliamentary Procedure and Public Hearings**
Staff: Kristina Kraaz, Assistant City Attorney
30 Minutes
- 2) Planning Commission Protocols**
10 Minutes
- 3) Reports on Council Action**

5 Minutes

**4) Committee Assignments
5 Minutes**

ADJOURNMENT

**7:00 p.m. Planning Commission Regular Session
In Council Chambers (City Hall) and via Zoom**
Council Chambers is ADA accessible

CALL TO ORDER

ATTENDANCE Chair Salazar _____, Vice Chair Bergen _____, Buck _____,
Thompson _____, Schmunk _____ Stout _____ and Rhoads-Dey _____.

PLEDGE OF ALLEGIENCE

APPROVAL OF THE MINUTES:

- April 4th, 2023
- May 2nd, 2023

BUSINESS FROM THE AUDIENCE

PUBLIC HEARING

**1) Public Hearing for Discretionary Use Permit and Site Plan Review for EC Cares
Educational Facility (811-000059TYP2 & 811-23-000060TYP3)**
Staff: Andy Limbird, Senior Planner
30 minutes

CONDUCT OF QUASI-JUDICIAL PUBLIC HEARING

- Staff explanation of quasi-judicial hearing process (ORS 197.763 and Springfield Development Code 5.1.500)
- Chair opens the public hearing
- Commission members declaration of conflicts of interest, bias, or “ex-parte” contact
- Any challenges to the impartiality of the Commissioners or objection to the jurisdiction of the Commission to hear the matter
- Staff report
- Testimony from the applicant
- Testimony in support of the application
- Testimony neither in support of nor opposed to the application
- Testimony opposed to the application
- Rebuttal from the applicant
- Staff comment
- Planning Commission questions to staff or public
- Close or continue public hearing; close or extend written record (continuance or extension by motion)

- Planning Commission Deliberations – discussion of the proposal including testimony and evidence addressing the applicable approval criteria
- Motion to approve as presented, approve with modifications, or deny the application based on the Commissions’ findings of fact contained in the staff report, oral and written testimony, and other evidence submitted into the record

REPORT OF COUNCIL ACTION

BUSINESS FROM THE PLANNING COMMISSION

BUSINESS FROM THE DEVELOPMENT AND PUBLIC WORKS DEPARTMENT

ADJOURNMENT



JOINT LANE COUNTY, CITY OF EUGENE & CITY
OF SPRINGFIELD PLANNING COMMISSION
Draft Minutes

Tuesday, April 4th, 2023
In person at the Goodpasture Room, Lane County, &
Jesse Maine Room, Springfield City Hall & via Zoom
6:00 pm Work Session

Lane County Chair Kashinsky started the joint work session of the Lane County, Eugene, Springfield Planning Commissions and each chairperson called the meeting to order at 6:05 pm.

Planning Commissioners present:

Lane County: Chair Kashinsky, Vice Chair Choate, Kaylor, Wihtol, Hadley, Snider, Lay

Absent: Commissioners Dignam, Peacock

City of Eugene: Chair Isaacson, Beeson, Edwards, Lear, Ramey

Absent: Commissioners Behling, Fragala,

City of Springfield: Chair Salazar, Vice Chair Bergen, Buck, Thompson, Schmunk, Stout, Rhoads-Dey

Absent: None

LCOG Staff: Anne Davies, Principal Attorney, Laura Ruggeri Associate Attorney

Lane County Staff: Jared Bauder, Associate Planner; Dan Hurley, DPW Director; Rob Woodard, Senior Engineer; Amber Bell, Planning Director

City of Eugene Staff: Elena Domingo, Assistant Planer; Alissa Hansen, Planning Director; Emily Jerome, Deputy City Attorney

City of Springfield Staff: Sandy Belson, Comprehensive Planning Manager; Haley Campbell, Senior Planner; Kristina Kraaz, Assistant City Attorney; Sarah Weaver, Community Development Administrative Assistant

Chair Kashinsky called for a statement of actual or potential conflict of interest from the three jurisdictions:

Lane County Planning Commissioners actual or potential conflict of interest: None

City of Eugene Planning Commissioners actual or potential conflict of interest: None

City of Springfield Planning Commissioners' roll call for actual or potential conflict of interest:

Bergen: stated that she is a realtor in Springfield and for this reason has a potential conflict of interest.

Buck: stated that he has a potential conflict of interest since he is an insurance broker with business in the area.

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Schmunk: stated he had no potential conflict of interest.

Thompson: stated he had no potential conflict of interest.

Stout: stated he had no potential conflict of interest.

Rhoads-Dey: stated he had a potential conflict of interest since he works as a realtor in the area.

WORK SESSION ITEM

- 1) **Ordinance No. PA 1389/ in the matter of amending the Eugene-Springfield Metropolitan Area Plan (Metro Plan) to allow for wastewater services to be extended to the rural unincorporated community of Goshen and for transport of Leachate for Lane County's Short Mountain Landfill.**

Lane County: Jared Bauder, Dan Hurley, and Rob Woodard

Eugene: Elena Domingo / Springfield: Haley Campbell

60 minutes

Lane County staff gave a presentation on Ordinance No. PA 1389/ In the matter of amending the Eugene-Springfield Metropolitan Area Plan (Metro Plan) to allow for wastewater service to be extended to the rural unincorporated community of Goshen and for transport of Leachate for Lane County's Short Mountain Landfill (see PowerPoint presentation).

City of Eugene staff did not add comment on the proposed ordinance.

City of Springfield staff made a brief comment on the proposed ordinance: Since this is a Type 3 Metro Plan Amendment it requires co-adoption by the City of Springfield and City of Eugene. The Springfield findings point out that the area is outside Springfield's UGB, therefore the Springfield Comprehensive Plan is not applicable. Springfield staff have found some gaps in Lane County's findings under Springfield's Development Code 5.14.135A regarding Statewide Planning Goals 11 and 14. For questions about this, please refer to Springfield's staff report or ask questions during the Q & A.

Commissioner Wihtol, Lane County:

CW: Has there been a traffic or infrastructure analysis about the impact of adding 2,000 to 3,000 jobs to the Goshen area? One of the State-wide goals is to have a sensible transportation system.

Lane County Staff: is unaware of such a study and will investigate the matter and report back to the Commissioners.

CW: Has there been a new or updated statement of economic necessity for this project? The GREAT Plan of 2011 was developed in a very different economic climate. Has there been a review of the need for expanding the job market?

Lane County Staff: is not aware of the GREAT Plan being updated or a review of need for an increase in jobs.

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CW: Are there any further details of what kind of development would take place in the Goshen area?

Lane County Staff: confirmed that they would not be guiding any development. Development would be based on private developers. Lane County does not control the properties but provides the opportunity for investment.

CW: Given that Lane Community College has problems with their wastewater, why wouldn't they automatically be included in this project?

Lane County Staff: if the amendment is adopted, they would like to bring inclusion of other entities forward for consideration using a similar process. For the four other interested parties to participate, they would need to request an exemption and that would potentially take a year. After the decision has been made in the Fall, Lane County staff will update the Commissioners about this.

Commissioner Rhoads-Dey, Springfield:

IRD: The statement on State-wide Planning Goal 10 for Housing states action of this Ordinance would not impact the Eugene / Springfield demand for residential land. The amendment states that it would generate 2,000 to 3,000 new jobs to the metro area. Why does the staff report not include a review of the impact on the housing demand in the Metro area?

Lane County Staff: looked very narrowly at what they were proposing, which was an amendment to the Metro Plan to include the landfill and the Goshen area to allow for the extension of wastewater. It is certainly the County's hope that the area will be built out, but this amendment's language only addresses the landfill and laying the pipes, which would not impact housing.

Commissioner Hadley, Lane County:

BH: had a question about the proposed amendments section C & D, which have a qualifier at the end of each sentence, whereas the amendment section A for the Eugene Airport does not. Why doesn't the amendment's section C just state Lane County Short Mountain Landfill and section D say the Rural Unincorporated Area of Goshen. Why are limits being placed on these proposed areas.

Lane County Staff: The reason that the qualifiers are include is based on the OAR which allows only for wastewater to be transported from a rural land outside of the UGB to the wastewater system inside the UGB. Therefore, the Short Mountain Landfill has a qualifier to maintain compliance with the Oregon Administrative Rules. Goshen has its own water system and only requires wastewater to be included in the MWMC system.

BH: Why should it be limited to the transport of wastewater and not water as well?

Lane County Staff: The OAR only speaks to the wastewater and Goshen already has its own water system.

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Commissioner Bergen, Springfield:

GB: There is a map that indicates that the wastewater would connect through the Springfield system. Will there be a surcharge for the use of Springfield wastewater transfer system? In future, if the capacity was exceeded or the line failed, who would be shouldering the costs?

Lane County Staff: A service charge would be part of the buy-in of joining the MWMC wastewater system and the capacity of pipe that would be used. Currently, the system has the capacity to include the level of wastewater proposed. There would be a System Development Charge as a part of the buy-in and a formal financial arrangement would be brought before the commissioners and councils in the Fall. If there are repairs required in the system, all users would be paying through their wastewater bills. Lane County would be responsible for the new line, but they would either need to engage new staff to maintain it or contract the maintenance out through a contractual arrangement.

MWMC Staff: The details of who is doing the maintenance and who will essentially own it have not been worked out yet. That is forthcoming in the County's future findings.

Springfield Staff: The line currently belongs to the City of Springfield and is not a MWMC line. If this becomes a regional line, then MWMC may need to buy it.

Commissioner Ramey, Eugene:

CR: Has there been an analysis within the UGBs that shows that there is a shortage of these type of lands? How does this land type compare with the existing lands in the UGBs? Secondly, three options were considered 1. The line, 2. A pond, and what was the third? Why was the decision made for the line and not the other options? Finally, we speak to the unincorporated area of Goshen. Is there a line drawn around Goshen as an urban growth boundary or could the service be extended beyond it? Can one restrict the usage based on gallons?

Lane County Staff: This would give the Goshen residents access to the line. In 2010 it is believed that Goshen had 1,000 – 1,500 thousand residents. Staff will find out more and get back to the commissioners.

Commissioner Beeson, Eugene:

KB: wanted to know where the DLCD lands in the approval process for this project. He commented that the proposal appears to be a twofold – A. To connect to Short Mountain Landfill and B. to provide wastewater service to the unincorporated area of Goshen.

Lane County Staff: stated that they are required by State law to give notification to the DLCD 35 days in advance of the first evidentiary hearing. The three Planning Commissions hold a Joint Hearing, then each of the Planning Commissions hold their own deliberations. The Planning Commissions make their recommendations to their City Councils/ County Commission, at which point the Councils and Commission hold their own hearings and make their final decision. After the three bodies have made their decisions, the

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appeal period opens and the DLCD is given the notification. The DLCD publishes the decision and hypothetically the DLCD could appeal the decision.

Commissioner Wihtol, Lane County:

CW: Addressed his question to City of Eugene, City of Springfield, and Lane County staff. The report submitted in the findings indicates that there is a shortage of industrial land in Eugene and Springfield, which makes this project that much more necessary. Don't the City of Eugene and Springfield have their own comprehensive land use processes that are supposed to ensure that there is adequate industrial land for future development? Why is it necessary to develop Goshen when both cities should already have planned for it?

Eugene Staff: Eugene added the Clearlake industrial area in 2017 after the report the Commissioner is referencing was drafted.

Springfield Staff: Springfield added to the Urban Growth Boundary for employment land in 2016, which was acknowledged in 2019. This was also after the report referenced in the findings. The type of industrial land available in Goshen is different than what was added in the Springfield expansion. Staff have established that the City has enough industrial land for expansion in the next 20 years.

Lane County Staff: acknowledged that the cities of Eugene and Springfield have adequate land for their industrial growth. The Goshen project is addressing the future of *regional* needs and not explicitly those of the cities of Eugene / Springfield.

Adjourned: by the Lane County, City of Eugene, and City Springfield Planning Commission Chairs – 7:01 pm.

**Tuesday, April 4th, 2023
In person at the Goodpasture Room, Lane County, &
Jesse Maine Room, Springfield City Hall & via Zoom
7:00 pm Joint Public Hearing**

1 – Welcome / Introduction to Topic

Lane County Chair Kashinsky provided a brief overview of the joint public hearing. LCOG and Lane County staff gave a presentation on Ordinance No. PA 1389/ In the matter of amending the Eugene-Springfield Metropolitan Area Plan (Metro Plan) to allow for wastewater service to be extended to the rural unincorporated community of Goshen and for transport of Leachate for Lane County's Short Mountain Landfill (see PowerPoint presentation).

2 – Open the hearing

Chairs Kashinsky, Isaacson, and Salazar each cited the applicable approval criteria and then opened the public hearing for the Lane County, Eugene, and Springfield Planning Commissions.

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3 – Testimony from interested parties

Mark Rust: 1616 Kellogg Rd, Springfield, OR 97477: emphasized that he is submitting this public comment as a private individual and not as representative of any of the three jurisdictions.

As a former Lane County employee and primary author of Lane County's GREAT Plan, he is taking this opportunity to submit public comment in favor of the project. He requested that the approximately 100-page findings for the Lane County Great Plan be entered into the record. These findings could answer some of the questions that were asked during this meeting.

With regard to one of the questions asked about a traffic impact analysis: there are multiple pages of findings in the Lane County GREAT Plan's ca. 100-page document, which address this issue. Another question raised concerned whether a sewer line will be extended to the unincorporated community of Goshen. Whether Goshen is included in the sewer service would not allow or disallow urban levels of development. It may make it easier, but it will not change the fact that urban development in Goshen is moving forward. There are potentially multiple other options to provide increased levels of sewer service to the unincorporated community of Goshen without all three jurisdictions being involved.

It is critically important to provide a sewer line to the landfill. It has been needed for over a decade. The truck traffic created by transporting the Leachate shouldn't be happening now.

There was a question whether the unincorporated community of Goshen has a quasi-urban growth boundary. One of the maps in the packet show a "bright-line" boundary around the unincorporated community of Goshen. In Lane County's GREAT Plan there is a well-defined list of all parcels that were included and not included in that area.

One of the primary reasons why the industrial land Goshen is different from the industrial land Eugene / Springfield is that there are rail and rail-served sites there. When you look at the land added to the Eugene / Springfield area since that time, none of that land is rail-served. If you look at the adopted heavy and light zoning code sections for the Land Goshen, it is very specific about the uses being heavy industrial rail-served or, on the other side of the HWY 99, alternatively rail supported uses. The presence of the rail was key to the designation of Goshen as a regionally significant area.

4 – Clarifying questions from Commissioner(s)

Commissioner Lear, Eugene:

JL: According to the State, only the leachate disposal will be served. Does this mean their office that will remain on a septic system out at that landfill?

Lane County Staff: There is a crew room for the staff out at the landfill. There are about 10 employees that work there. They are still serviced by a septic system, which is not connected to the leachate line at this time.

JL: Could their office join the line?

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Lane County Staff: There is a very specific OAR that mandates only Leachate to be transported by the line.

Commissioner Stout, Springfield:

AS: How many gallons/ truckloads of leachate are currently being transported per day/ per year to the landfill?

Lane County Staff: The leachate generation varies by how wet the year is. There is approximately 20 – 25 million gallons transported to the landfill a year. There is a lot of seasonality with the trucking numbers as well. During the summer, a day or two can sometimes be skipped. On average in the summer 7 or 8 trucks are transported daily. In the wintertime transportation of leachate spikes. Especially when there is a wet event, there can be 3 trucks running 24 hours a day. On average during the winter there are about 15 trucks running a day. Each truck transport travels 6.25 miles each run. It is preferred not to have leachate trucks on the road to prevent potential accidents. To date, there has never been an accident with any of the transports.

5 – Close the Hearing

Lane County Chair Kashinsky declared the Joint Public Hearing closed and announced that the public record will remain open for written testimony. Written testimony received before April 11th, 2023 at 5:00 pm will be forwarded to and considered by the Lane County, Eugene, and Springfield Planning Commissions. Written testimony received after that date will be forwarded to the Lane County Board of Commissioners and to the Eugene and Springfield City Councils for their consideration.

Eugene and Springfield Planning Commission chairs each closed their respective public hearings stating the record would remain open as explained by Commissioner Kashinsky.

Adjourned by the Lane County, City of Eugene, and City Springfield Planning Commission Chairs – 7:22 PM.

Draft Planning Commission Minutes

Springfield Planning Commission Draft Minutes for Tuesday, May 2nd, 2023 Work & Regular Session

Meeting held in Jesse Maine Conference Room and via Zoom

Vice Chair Bergen called the Work Session of the Planning Commission to order at 6:00 p.m.

Planning Commissioners Present: Vice Chair Bergen, Andrew Buck, Seth Thompson, Steven Schmunk, Isaac Rhoads-Dey, and Alan Stout (arriving a little late to the work session)

Excused Absence: Chair Salazar

Staff: Sandy Belson, Comprehensive Planning Manager; Molly Markarian, Senior Planner; Sarah Weaver, Community Development Administrative Assistant; Kristina Kraaz, Assistant City Attorney

LCOG Staff: Jacob Callister

WORK SESSION ITEM(S)

- 1) UGB Natural Resources Project Update**
Staff: Molly Markarian, Senior Planner
45 minutes

Molly Markarian / Staff: gave a presentation on the UGB Natural Resources Project Update (see PowerPoint Presentation) and responded to Commissioner questions. Commissioners voiced support for using the “standard” approach for protecting locally significant wetland, riparian, and wildlife habitat sites in the UGB expansion areas as the City has done everywhere else. Protections would thus rely on Springfield’s existing regulatory framework.

ADJOURNMENT – 6:38 PM

Vice Chair Bergen called the Regular Session of the Planning Commission to order at 6:39 P.M.

Planning Commissioners Present: Vice Chair Bergen, Andrew Buck, Seth Thompson, Steven Schmunk, Isaac Rhoads-Dey, and Alan Stout

Excused Absence: Chair Salazar

PLEDGE OF ALLEGIENCE: Led by Vice Chair Bergen

APPROVAL OF THE MINUTES – Approved

Draft Planning Commission Minutes

- April 18th, 2023

REGULAR SESSION ITEM(S) - None

BUSINESS FROM THE AUDIENCE – None

REPORT OF COUNCIL ACTION

Commissioner Schmunk reported on the April 3rd Council Work Session.

BUSINESS FROM THE PLANNING COMMISSION

Vice Chair Bergen explained to the new commissioners that this segment of the agenda is for the commissioners to give each other updates. If a commissioner has events of interest from their professional or volunteer lives, this segment would be the appropriate time to announce them.

BUSINESS FROM THE DEVELOPMENT AND PUBLIC WORKS DEPARTMENT

Sandy Belson / Staff: informed the Commission that there is no meeting scheduled for May 16th. There will be a public hearing during regular session of the June 6th Planning Commission meeting. During the work session, the Planning Commission has the opportunity to discuss how strict the Commission would like to adhere to “Robert’s Rules” in holding its meetings.

An Open House for the Comprehensive Plan Map Clarification Project is taking place on Thursday at the Thurston High School Library from 5:30 pm – 7:30 pm. Further details can be found on Springfield Oregon Speaks in the “for Planning Commissioners” section.

ADJOURNMENT – 6:48 pm

AGENDA ITEM SUMMARY

Meeting Date: 6/6/2023
Meeting Type: Regular Meeting
Staff: Kristina Kraaz
Staff Phone No: 541-744-4061
Estimated Time: 30 Minutes
Council Goals: Foster an Environment that Values Diversity and Inclusion

**SPRINGFIELD
PLANNING COMMISSION**

ITEM TITLE: PARLIAMENTARY PROCEDURE & PUBLIC HEARINGS

ACTION REQUESTED: Participate in training on parliamentary procedure, public hearings, government ethics, and public records.**ISSUE STATEMENT:** The City Attorney's Office provides annual training to the Planning Commission on legal topics important to the Commission.**ATTACHMENTS:**

1. PowerPoint presentation on Public Meetings & Land Use Hearing Process
2. "Cheat Sheet" for Robert's Rules
3. Hearing Rules of Procedure from Springfield Development Code

DISCUSSION: The Springfield Planning Commission is a governing body of a public body whose members are subject to the Oregon Public Meetings Law, Oregon Public Records Law, and Oregon Government Ethics Law. Commission meetings follow parliamentary procedure generally based on Roberts Rules of Order, except when specialized land use procedures apply. This work session is an opportunity to review and discuss Planning Commission meeting procedures and legal obligations of Commissioners.

This work session is also an opportunity for the Commission to discuss how strictly it wishes to follow Roberts Rules or if Commissioners want to agree to some standard modifications.

Public Meetings & Land Use Hearing Process

SPRINGFIELD PLANNING COMMISSION – TRAINING JUNE 6, 2023

A solid green horizontal bar at the bottom of the slide.

PURPOSE OF THIS TRAINING

For Planning Commissioners

1. Effectively participate in public meetings
2. Understand and comply with Oregon legal requirements for land use decisions
3. Understand and comply with Oregon public records and public meetings requirements

For the Public

1. Effectively engage in public involvement opportunities with the Planning Commission
2. Understand legal rights during land use decision-making processes

Planning Commission Bylaws

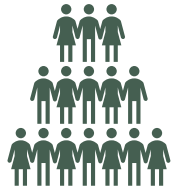
SMC 2.402-424

- 7 members
- No more than two in the same kind of business or profession
- Four-year terms
 - Per Council Operating Policies – 2-term limit, unless overridden by Council vote
- Meeting Schedule
 - At least once per month, as designated by PC.
 - Special meetings as determined by the Commission
- Scope of Authority
 - Recommendations to Council on Legislative planning decisions
 - Quasi-Judicial review of development permits
 - Acts as the Committee for Citizen Involvement (per City's acknowledged Citizen Involvement Program under Goal 1)

MEETINGS & PROCEDURES



MEETINGS OVERVIEW



Quorum required to meet

50% of current appointed members + One)



Meetings follow set agenda

Order of business set in advance by City staff

Public hearing process set by Development Code

Can be changed by motion and vote of the Commission



Meeting Minutes ORS 192.650

Identify disposition of all action items

Record votes by name

Describe the substance of any discussion (does not require precise detail or transcription of comments)

Reference to documents discussed

Oregon Public Meetings Law

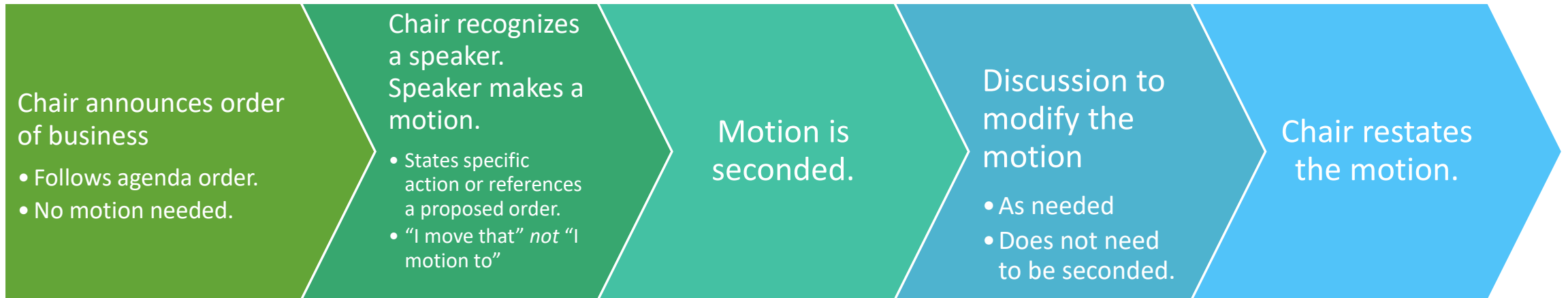
- **State Law Requirements:**
 - Quorum cannot “meet” outside a noticed public meeting
 - A “meeting” is deliberation or discussion of Planning Commission business by a quorum of the commission
 - Includes email, phone, or texting
 - Includes “serial meetings”
- **Rights of the Public:**
 - Entitled to attend all meetings (virtually and physically, post-COVID)
 - Participate during designated times (not all meetings/items)
 - Meetings to be accessible to persons with disabilities under the ADA

What and when are procedures strictly required?

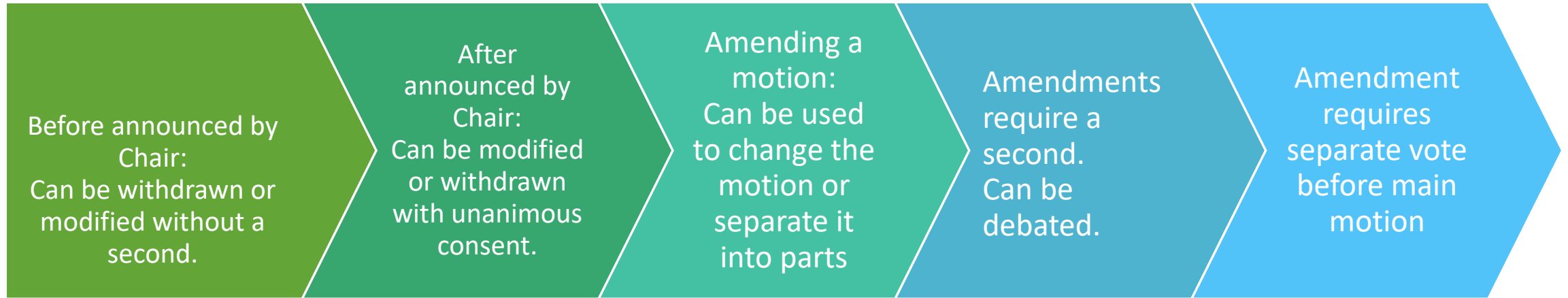
- Parliamentary procedure is not always a strict requirement
 - Most useful as a structure to guide decision-making
 - Anything goes with unanimous consent of Commission (within reason and within legal requirements)
- Important to follow Code for public hearings
 - SDC 5.2.135: Change a rule of procedure with majority vote, if rule is not required by law
 - Oregon land use law: May deviate from procedures if it does not cause prejudice to any party
- Point of Order
 - Can always stop and sidebar re: procedure
 - City Attorney's Office and Planning Manager are resources

Making a Motion

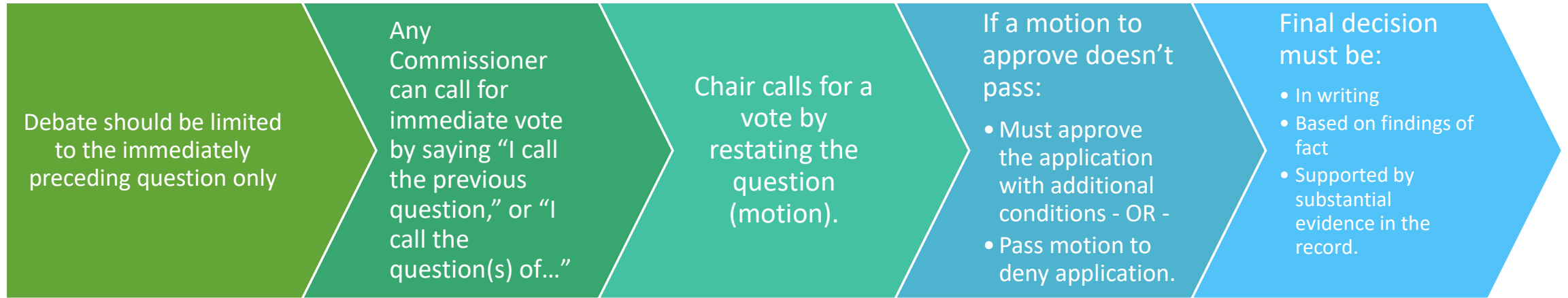
1. Chair announces order of business (following agenda – no motion needed).
2. Chair recognizes a speaker. Speaker makes a motion.
 - States specific action or references a proposed resolution or order that states specifics.
 - “I move that” *not* “I motion to”
 - Does not require movant to vote for the motion.
3. Motion is seconded.
4. As needed, discussion to modify the motion – does not need to be seconded.
5. Chair puts motion “in play” by restating it for the Commission.



Making a Motion



Changing a Motion



Making a Decision

PUBLIC HEARINGS

Duties of the Presiding Officer

SDC 5.2.130

Regulate	Regulate the course and decorum of the hearing
Rule	Dispose of procedural requests or similar matters Rule on offers of proof and relevance of evidence and testimony Rule on a challenge for bias under Section 5.1.545
Limit Time	Impose reasonable time limits on those testifying
Take Action	Take other action authorized by the Commission that is appropriate for conducting the public hearing

Order of Procedure

Quasi-Judicial SDC 5.1.550



Explain the procedural requirements.



Open the hearing.



Disclosure of conflicts, bias, or ex parte contacts



Challenges for bias or conflicts of interest.



Staff Report

Order of Procedure

Quasi-Judicial SDC 5.1.550



Applicant Testimony



Public Testimony

In Favor

Neutral

Opposed



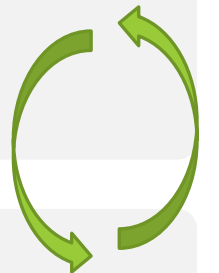
Staff Summary



Applicant Rebuttal



Questions to Staff, Applicant, members of public



Order of Procedure

Quasi-Judicial
SDC 5.1.550



Close the Public Hearing



Close the Written
Record



Deliberation and discussion of policy issues,
compliance with criteria of approval



Decision based upon findings

When to Close the Hearing & Record

Request to Continue Hearing?

- PC discretion whether to continue oral hearing.
- YES: State date, time, place of hearing.
- NO: Close the public hearing. Go to next step.

Request to Leave Record Open?

- Not discretionary for initial quasi-judicial hearing.
- YES: Extend record 7+7+7 for quasi-judicial hearings.
- NO: Go to next step.

More info needed to make decision?

- YES: Extend record at least 7+7+7 for quasi-judicial hearings.
- NO: Close written record (or reopen if closed prematurely). Deliberate and make final decision.

Order of Procedure

Legislative
SDC 5.1.610



Explanation of procedural requirements



Open the hearing



Staff report



Testimony from any interested parties



Questions from or to the Chair

Order of Procedure

Legislative
SDC 5.1.610



Close the Public Hearing



Close the Written Record
(May remain open at the Council level
after PC closes the record)



Deliberation and discussion of policy issues,
compliance with criteria of approval



Decision (Recommendation) based upon
findings

GOVERNMENT ETHICS



Ethics Obligations

- Commissioners are “Public Officials”.
- Public Officials are personally responsible for ethics violations.
- The City does not defend public officials who violate ethics law.

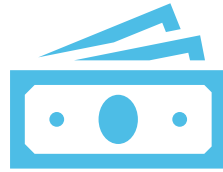




No financial gain from an official position.

Relatives are included:

- Spouse, parent, step-parent, child, sibling, step-sibling, child's spouse
- Spouse's relatives as listed above
- Someone public official is legally obligated to supports
- Someone public official provides or receives benefits arising from public official's employment



Very limited exceptions

Listed under state law

- Official compensation (Planning Commissioners are unpaid)
- Honorariums and gifts less than \$50 – defined in state law
- Reimbursement for expenses
- An unsolicited professional achievement award



Conflicts of Interest

Actual conflict would result in financial gain or avoiding a loss.

- Must recuse from discussion & voting.
- Potential conflict could result in financial gain or avoiding a loss.
- Must declare conflict before discussion.

Ethics Obligations

Ethics
Obligations

Planning Commissioners
must file annual verified
statement of economic
interest.

Due annually on April 15.

PUBLIC RECORDS



Public Records

- A “public record” is any writing that contains information related to the conduct of the public’s business, prepared, owned, used or retained by public body.



City has a duty to provide all nonexempt parts of a public record upon request and must respond within specific timeline.

Only exemptions are listed in state laws (ORS 192.345 and 192.355).

Planning Commissioner emails, notes, and texts are public records.

City is required to retain certain public records according to a retention schedule published by the Secretary of State.

Retention Examples:

- Permanent: comprehensive plan documents
- 10-year: land use appeal files
- 1-year: notes from meetings, desk notes

Public Records

Questions?

Resources

- Oregon Government Ethics Commission *Guide to Public Official Ethics (2021 Edition)* – Note that updated edition is forthcoming
 - <https://www.oregon.gov/ogec/Documents/2021%20PO%20Guide%20Final%20Adopted.pdf>
- Oregon Attorney General's *Public Meetings and Public Records Manual*
 - <https://www.doj.state.or.us/oregon-department-of-justice/public-records/attorney-generals-public-records-and-meetings-manual/>
- Oregon Department of Land Conservation and Development “Oregon Planning” page
 - <https://www.oregon.gov/lcd/OP/Pages/index.aspx>
- Oregon Chapter American Planning Association “Planning Commissioner Resources” page
 - <https://oregon.planning.org/knowledge/planningcommissioner/>
- City of Springfield City Council Operating Policies and Procedures
 - <http://laserfiche.springfield-or.gov/weblink/Browse.aspx?startid=28270>



"Cheat Sheet" for Robert's Rules

Motion	In Order When Another has the Floor?	Second Required?	Debatable?	Amendable?	Vote Required for Adoption	Can be reconsidered?
Main Motion	N	Y	Y	Y	Majority unless other spec'd by Bylaws	Y
Adjournment	N	Y	N	Y	Majority	N
Recess (no question before the body)	N	Y	N	Y	Majority	N
Recess (question before the body)	N	Y	Y	Y	Majority	N
Accept Report	N	Y	Y	Y	Majority	Y
Amend Pending Motion	N	Y	If motion to be amended is debatable	Y	Majority	Y
Amend an Amendment of Pending Motion	N	Y	See above	N	Majority	Y
Change from Agenda to Take a Matter out of Order	N	Y	N	N	Two-thirds	N
Limit Debate Previous Question / Question	N	Y	N	Y	Two-thirds	Yes, but not if vote taken on pending motion.
Limit Debate or extend limits for duration of meeting	N	Y	Y	Y	Two-thirds	Y
Division of Assembly (Roll Call)	Y	N	N	N	Demand by a single member compels division	N
Division of Ques/ Motion	N	Y	N	Y	Majority	N
Point of Information	Y	N	N	N	Vote is not taken	N
Point of Order / Procedure	Y	N	N	N	Vote is not taken	N
Lay on Table	N	Y	N	N	Majority	N
Take from Table	N	Y	N	N	Majority	N
Suspend the Rules as applied to rules of order or, take motion out of order	N	Y	N	N	Two-thirds	N
Refer (Recommit)	N	Y	Y	N	Majority	Neg. vote only

Public Hearing Procedures

From the Springfield Development Code

5.2.100 – Hearings Rules of Procedure

- [5.2.120 General Rules of Procedure.](#)
- [5.2.130 Duties of the Presiding Officer.](#)
- [5.2.135 Order of Procedure.](#)
- [5.2.145 Record of Proceedings, Evidence and Summary of Testimony.](#)
- [5.2.150 Amendments and Suspensions of Rules.](#)

5.2.120 General Rules of Procedure.

(A) Public hearings must follow the applicable rules of procedure in SDC [5.1.500](#) et seq. for quasi-judicial public hearings and SDC [5.1.600](#) et seq. for legislative public hearings.

(B) Except where provided otherwise under this code or by State statute or rule, all procedural matters will be determined by Robert's Rules of Order Newly Revised, 12th Edition. (6443)

5.2.130 Duties of the Presiding Officer.

The Chairperson of the Planning Commission is the presiding officer at all hearings before the Planning Commission. The Mayor is the presiding officer at all hearings before the City Council. In the absence of the Chairperson of the Planning Commission, the Vice-Chairperson shall act as the presiding officer at any public hearing. In the absence of the Mayor, the Council President shall be the presiding officer at all hearings before the City Council. The Hearings Officer is considered to be a presiding officer. A presiding officer has the authority to:

- (A)** Regulate the course and decorum of the hearing;
- (B)** Dispose of the procedural request or similar matters;
- (C)** Rule on offers of proof and relevance of evidence and testimony;

(D) Take other action authorized by the hearing body appropriate for conduct commensurate with the nature of the hearing;

(E) Impose reasonable time limits on those testifying; and

(F) Rule upon a challenge for bias, prejudice, or personal interest under SDC [5.1.545](#). (6443)

5.2.135 Order of Procedure.

The order of procedure is the order provided in SDC [5.1.550](#) for quasi-judicial public hearings, and SDC [5.1.610](#) for legislative hearings, unless the Hearings Authority provides otherwise by a majority vote. (6443)

5.2.145 Record of Proceedings, Evidence and Summary of Testimony.

All Public Hearings Must Be Recorded. A summary of all pertinent testimony offered at public hearings will be reduced to writing and made a part of the application file. All physical and documentary evidence presented will be marked to show the identity of the persons offering them and whether presented on behalf of proponent or opponent. These exhibits will be retained by the City until after any applicable appeal period has expired, at which time the exhibits will be released upon demand to the identified person. (6443)

5.2.150 Amendments and Suspensions of Rules.

Any rule of procedure not required by law may be amended or suspended at any hearing by majority vote of those members present and voting. (6443)

5.1.500 – Quasi-Judicial Hearings

- [5.1.505 Filing of Staff Report for Hearing.](#)
- [5.1.510 Burden of Proof.](#)
- [5.1.515 Nature of Evidence.](#)
- [5.1.520 Limitation on Oral Presentations.](#)
- [5.1.525 Standing.](#)

- [5.1.530 Record.](#)
- [5.1.535 Disclosure of Ex Parte Contacts.](#)
- [5.1.540 Disclosure of Personal Knowledge.](#)
- [5.1.545 Challenge for Bias, Prejudgment or Personal Interest.](#)
- [5.1.550 Hearings Procedure.](#)
- [5.1.555 Setting the Hearing.](#)
- [5.1.560 Close of the Record.](#)
- [5.1.565 Continuances or Record Extensions.](#)
- [5.1.570 Reopening the Record.](#)

5.1.505 Filing of Staff Report for Hearing.

(A) The Director will set a hearing date at the time an application is deemed complete as provided in SDC [5.1.560](#), if the application requires a hearing in the judgment of the Director.

(B) A staff report must be completed 7 days prior to the first hearing. If the report is not completed by such time, the hearing must be held as scheduled, but at the hearing or in writing prior to the hearing, any party may request a continuance of the hearing to a date that is at least 7 days after the date the initial staff report is complete. The Hearings Authority has discretion whether to grant a continuance under these circumstances.

(C) A copy of the staff report must be mailed to the applicant, made available at a reasonable cost to such other persons who request a copy, and filed with the Hearings Authority.

(D) Notwithstanding subsection (B) of this section, oral or written modifications and additions to the staff report must be allowed prior to or at the hearing. (6443)

5.1.510 Burden of Proof.

Throughout all local land use proceedings the burden of proof rests on the applicant. (6443)

5.1.515 Nature of Evidence.

All relevant evidence must be received according to SDC [5.1.215](#). (6443)

5.1.520 Limitation on Oral Presentations.

The Hearings Authority may set reasonable time limits on oral testimony. (6443)

5.1.525 Standing.

(A) Any interested person may appear and be heard in a Type 3 hearing, except that in appeals heard on the record, a person must have participated in a previous proceeding on the subject application.

(B) Any person appearing on the record at a hearing (including appeals) or presenting written evidence in conjunction with an administrative action or hearing has standing and is a party. A person whose participation consists only of signing a petition will not be considered a party. (6443)

5.1.530 Record.

(A) An electronic recording of the hearing must be made.

(B) All exhibits presented must be marked to show the identity of the person offering the exhibit.

(C) Exhibits must be numbered in the order presented and must be dated.

(D) When exhibits are introduced, the exhibit number or letter must be read into the record.

(E) When a digital storage device is submitted into the record, a transcript of the contents must also be submitted. (6443)

5.1.535 Disclosure of Ex Parte Contacts.

Prior to making a decision, the Hearings Authority or any member thereof must not communicate directly or indirectly with any party or their representative in connection with any issue involved in a pending hearing except upon notice and opportunity for all parties to participate. Should such communication – whether written or oral – occur, the Hearings Authority member must:

- (A) Publicly announce for the record the substance of such communication; and
- (B) Announce the parties' right to rebut the substance of the ex parte communication during the hearing.
- (C) Communication between City staff and members of the Planning Commission or City Council is not considered to be an ex parte contact. (6443)

5.1.540 Disclosure of Personal Knowledge.

- (A) If the Hearings Authority or any member thereof uses personal knowledge acquired outside of the hearing process in rendering a decision, the Hearings Authority or member thereof must state the substance of that knowledge on the record and allow all parties the opportunity to rebut such statement on the record.
- (B) For the purposes of this section, a site visit by the Hearings Authority or member thereof is deemed to fall within this rule. After the site visit has concluded, the Hearing Authority or member thereof must disclose its observations and conclusions gained from the site visit on the record and allow all parties the opportunity to rebut such observations or conclusions. (6443)

5.1.545 Challenge for Bias, Prejudgment or Personal Interest.

Prior to or at the commencement of a hearing, any party may challenge the qualification of the Hearings Authority, or a member thereof, for bias or conflict of interest. The challenge must be made on the record and be documented with specific reasons supported by facts. Should qualifications be challenged, the Hearings Authority or the member must disqualify themselves, withdraw, or make a statement on the record of their capacity to hear the matter. (6443)

5.1.550 Hearings Procedure.

A hearing must be conducted as follows:

- (A) The Hearings Authority must explain the purpose of the hearing and announce the order of proceedings, including reasonable time limits on presentations by parties.
- (B) A statement by the Hearings Authority must declare any ex parte contacts, bias, or conflicts of interest.
- (C) Any facts received, noticed, or recognized outside of the hearing must be stated for the record.

(D) Challenges to the Hearing Authority's or its member's qualifications to hear the matter must be stated and challenges entertained.

(E) At the commencement of a hearing in a quasi-judicial Type 3 decision, the Hearings Authority or their designee must make a statement to those in attendance that:

(1) Lists the applicable substantive criteria;

(2) States that testimony, arguments, and evidence must be directed toward that criteria or other criteria in the Comprehensive Plan or land use regulations which the person believes to apply to the decision;

(3) States that failure to raise an issue accompanied by statements or evidence sufficient to afford the Hearings Authority and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

(F) At the commencement of the initial public hearing, the Hearings Authority or its designee must make a statement to the applicant that the applicant's failure to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the Hearings Authority to respond to the issue precludes an action for damages in circuit court. An applicant is not required to raise constitutional or other issues relating to proposed conditions of approval unless the conditions of approval are stated with sufficient specificity to enable the applicant to respond to the conditions prior to the close of the final local hearing.

(G) An issue which may be the basis for an appeal to the Oregon Land Use Board of Appeals must be raised not later than the close of the record at or following the final hearing on the proposal before the local government. Such issues must be raised and accompanied by statements or evidence sufficient to afford the Hearings Authority and the parties an adequate opportunity to respond to each issue.

(H) Order of Presentation.

(1) Explanation of procedural requirements.

(2) Open the hearing.

(3) Statement of ex parte contacts, bias, or conflicts of interest.

(4) Challenge for bias or conflicts of interest.

(5) Staff report.

(6) Applicant testimony.

- (7) Testimony by those in favor of the application.
- (8) Testimony by those neutral.
- (9) Testimony by those opposed to the application.
- (10) Applicant rebuttal.
- (11) Staff comment.
- (12) Questions from or to the chair may be entertained at any time at the Hearings Authority's discretion prior to close of hearing.
- (13) Close the hearing.
- (14) Close of the record.
- (15) Deliberation.
- (16) Decision.

(I) In appeal proceedings, the applicant is the party who initiated the application which is under appeal. Those person(s) opposed to the application must testify under the "Testimony by those opposed to the application" portion of the appeal proceeding. Those persons in favor of the application must testify under the "Testimony by those in favor of the application" portion of the appeal proceeding.

(J) The record must be available for public review at the hearing. (6443)

5.1.555 Setting the Hearing.

(A) After an application is deemed accepted a hearing date must be set. A hearing date may be changed by the City staff, or the Hearings Authority up until the time notice of the hearing is mailed. After the notice of hearing is mailed, changes in the hearing date must be processed as a continuance in accordance with SDC [5.1.570](#), unless a new notice of hearing is provided at the City's expense.

(B) If an applicant requests that a hearing date be changed before notice of hearing is mailed, such request can be granted only if the applicant agrees that the extended time period for the hearing will not count against the 120-day time limit set forth in ORS 227.178. (6443)

5.1.560 Close of the Record.

- (A) Except as set forth herein, the record must be closed to further testimony or submission of further argument or evidence at the end of the presentations before the Hearings Authority.
- (B) If the hearing is continued or the record is held open under SDC 5.1.570, further evidence or testimony must be taken only according to the provisions of that subsection.
- (C) Otherwise, further testimony or evidence will be allowed only if the record is reopened under SDC 5.1.570, Reopening the Record.
- (D) An applicant must be allowed, unless waived, to submit final written arguments in support of its application after the written record has closed to other parties, within such time limits as the Hearings Authority sets. The Hearings Authority must allow applicant at least 7 days to submit their argument, which time is not counted against the 120-day time limit. (6443)

5.1.565 Continuances or Record Extensions.

(A) Grounds.

- (1) Prior to or at the initial hearing, an applicant must receive a continuance upon any request if accompanied by a corresponding extension of the 120-day time limit. If a continuance request is made after the published or mailed notice has been provided by the City, but at least 7 days prior to the hearing, the hearing place must be posted with notification of cancellation and a revised notice with the new hearing date, place and time must be mailed to all persons who received the original notification. The applicant is responsible for any costs for providing notice of the continuance. If a continuance request is made less than 7 days prior to the hearing, the Hearings Official must take evidence at the scheduled hearing date from any party wishing to testify at that time after notifying those present of the continuance.
- (2) Any party is entitled to a continuance of the initial evidentiary hearing or to have the record left open in such a proceeding in the following instances: upon the party's request made prior to the close of the hearing for time to present additional evidence or testimony.
- (3) Any party is entitled to a continuance of the initial evidentiary hearing where additional documents or evidence containing new facts or analysis are submitted by any party less than 7 days before the hearing, or upon a showing that denying a continuance would prejudice the party's substantial procedural rights.

(B) Except for continuance requests made under subsections (A)(1)-(3) above, the choice between granting a continuance or leaving the record open is at the discretion of the Hearings Authority. After a choice has been made between leaving the record open

or granting a continuance, the hearing is governed thereafter by the provisions that relate to the path chosen.

(C) Hearing Continuances.

(1) If the Hearings Authority grants a continuance, the hearing must be continued to a date, time, and place certain at least 7 days from the date of the initial hearing.

(2) An opportunity must be provided at the continued hearing for persons to rebut new evidence and testimony received at the continued hearing.

(D) Leaving Record Open. If the Hearings Authority leaves the record open for additional written evidence or testimony after the conclusion of the hearing, the Hearings Authority must allow for response to written evidence or testimony submitted during the period the record is held open.

(E) A continuance or record extension granted under this subsection is subject to the 120-day time limit unless the continuance or extension is requested or otherwise agreed to by the applicant. When the record is left open or a continuance is granted after a request by an applicant, the time during which the 120-day time limit is suspended includes the time period made available to the applicant and any time period given to parties to respond to the applicant's submittal. (6443)

5.1.570 Reopening the Record.

(A) The Hearings Authority may reopen the record at its discretion, either upon request or on its own initiative. The Hearings Authority must not reopen the record at the request of an applicant unless the applicant has agreed in writing to an extension or a waiver of the 120-day time limit.

(B) Procedures.

(1) Except as otherwise provided for in this section, the manner of testimony (whether oral or written) and time limits for testimony to be offered upon reopening of the record is to be at the discretion of the Hearings Authority.

(2) The Hearings Authority must give written notice to the parties that the record is being reopened, stating the reason for reopening the record and how parties can respond. The parties must be allowed to raise new issues that relate to the new evidence, testimony, or criteria for decision-making that apply to the matter at issue. (6443)

5.1.600 – Type 4 Procedures

- [5.1.605 Type 4 Legislative Application.](#)
- [5.1.610 Hearing Required, Order of Procedure.](#)
- [5.1.615 Notice.](#)
- [5.1.620 Initiation of a Legislative Change.](#)
- [5.1.625 Approval Authority.](#)
- [5.1.630 Final Decision.](#)
- [5.1.635 Corrections.](#)

5.1.605 Type 4 Legislative Application.

(A) A Type 4 application applies to a legislative matter involving the creation, revision, or large-scale implementation of public policy, including, but not limited to, adoption of land use regulations that apply to entire districts, the annexation of large areas initiated by the City, and comprehensive plan, functional plan, or refinement plan amendments that are not quasi-judicial in nature.

(B) A Type 4 legislative decision is made after public notice, public hearings, and a recommendation by the Planning Commission to the City Council, except the City Council is the sole approval authority for vacations and annexations. (6443)

5.1.610 Hearing Required, Order of Procedure.

(A) No legislative change can be adopted without review by the Planning Commission and a final public hearing before the City Council, except the City Council is the sole approval authority for vacations and annexations. Public hearings are set at the discretion of the Director, unless otherwise required by State law.

(B) Order of Presentation.

- (1) Explanation of procedural requirements.
- (2) Open the hearing.
- (3) Staff report.
- (4) Testimony from interested parties.

- (5) Questions from or to the chair may be entertained at any time at the Hearings Authority's discretion prior to close of hearing.
- (6) Close the hearing.
- (7) Close of the record.
- (8) Deliberation.
- (9) Decision. (6443)

5.1.615 Notice.

(A) Published Notice.

- (1) Notice of a Type 4 legislative change must be published in a newspaper of general circulation in the City of Springfield at least 20 days prior to each public hearing, or if more than 1 hearing is provided, at least 10 days before the first hearing.
- (2) The published notice must state the time and place of the hearing and contain a statement describing the general subject matter of the ordinance under consideration.

(B) Posted Notice. Notice must be posted at the discretion of the Director.

(C) Individual Notice. Notice must be mailed as provided in ORS 227.186 prior to the first hearing on an ordinance to rezone property or the first hearing on an ordinance to adopt or amend a comprehensive plan that would require property to be rezoned to comply with the amended or new plan.

(D) Neighborhood Associations. Notice of a Type 4 legislative change must be mailed to the designated land use chair of any neighborhood association recognized by the City of Springfield, where the legislative change affects any land within the boundary of such neighborhood association.

(E) The Director will distribute the application to the Development Review Committee or the Historic Commission for comments, where applicable. (6443)

5.1.620 Initiation of a Legislative Change.

Requests for a plan map or text amendment of the Springfield Comprehensive Plan or its implementing documents may be initiated by an individual, corporation, or public agency upon submittal of an application, supporting documentation and payment of

required fees. The City Council, Planning Commission, or Director may also initiate legislative changes. (6443)

5.1.625 Approval Authority.

(A) A Type 4 legislative change entirely within city limits must be reviewed by the Planning Commission prior to action being taken by the City Council, except the City Council is the sole approval authority for annexations and vacations.

(B) A Type 4 legislative change to a comprehensive plan that is entirely or partially outside city limits and within the Springfield Urban Growth boundary must be reviewed jointly with Lane County as provided in SDC [5.14.130](#).

(C) A Type 4 legislative change to land use regulations that apply entirely or partially outside city limits must be reviewed by the Planning Commission, and Lane County Planning Commission at Lane County's discretion, prior to action being taken jointly by the City Council and Lane County Board of Commissioners. (6443)

5.1.630 Final Decision.

(A) A Type 4 legislative change must be adopted by ordinance.

(B) The Planning Commission must make a recommendation to the City Council to approve, approve with conditions, or deny the application. The Planning Commission's recommendation must address all of the applicable approval standards and criteria and any written or oral testimony.

(C) The City Council may approve, approve with conditions, or deny the application. The City Council's decision must include findings that address all the applicable approval standards and/or development standards and any written or oral testimony.

(D) The City Council's decision is the City's final decision. The decision becomes effective 30 days after the decision is made if there is no emergency clause in the adopting ordinance, unless provided otherwise on the face of the ordinance. Notwithstanding the effective date of an ordinance as specified above, the effective date of annexations must be as prescribed in ORS 222.040, 222.180, or 222.465. Notice of decision is mailed to the applicant, property owner, those persons who submitted written or oral testimony, those who requested notice, and as required by ORS 222 State law and SDC [5.7.150](#). Where required, the notice of decision must also be mailed to the Department of Land Conservation and Development as specified in ORS 197.615 and by DLCD rule.

(E) For Metro Plan amendments that require adoption by the City, Eugene and/or Lane County, the City Council decision is final only upon concurrence of the Lane County Commissioners and the City of Eugene City Council, as appropriate.

(F) The City Council's decision may be appealed within 21 calendar days to the Land Use Board of Appeals as specified in ORS 197.830 and SDC [5.1.800](#). (6443)

5.1.635 Corrections.

The City Attorney may renumber sections and parts of sections of ordinances, change the wording of titles, rearrange sections, change reference numbers to agree with renumbered chapters, sections, or other parts, substitute the proper subsection, section, or chapter or other division numbers, strike out figures or words that are merely repetitious, change capitalization for the purpose of uniformity, and correct clerical or typographical errors. In preparing revisions described herein, the City Attorney shall not alter the sense, meaning, effect, or substance of any ordinance. (6443)

AGENDA ITEM SUMMARY

Meeting Date: 6/6/2023
Meeting Type: Regular Meeting
Staff: Sandy Belson
Staff Phone No: 541-736-7135
Estimated Time: 10 Minutes
Council Goals: Foster an Environment
that Values Diversity
and Inclusion

S P R I N G F I E L D
PLANNING COMMISSION

ITEM TITLE: PLANNING COMMISSION PROTOCOLS

ACTION REQUESTED: Discussion only

ISSUE STATEMENT: Protocols establish the expectations for how Commissioners, staff, and the public will conduct themselves and set procedures to follow for certain situations.

ATTACHMENTS: 1. Planning Commission Protocols for Meeting in the Zoom Environment

DISCUSSION: During the pandemic, the Planning Commission went to virtual meetings and developed a set of protocols for meeting in the Zoom environment (see Attachment 1). Now that the Planning Commission is holding hybrid meetings and has new members, the Commission will review these protocols and may adjust the protocols to add clarity or better address hybrid meetings.

**Planning Commission Protocols for
Meeting in a Virtual Environment with Zoom**

March 16, 2021 (edited Feb. 15, 2022)

For use with Zoom Meeting platform



Names

- Commissioners and staff will add that identifying information to their names (i.e. Commissioner ____, or _____ Staff).

Seeking Recognition

- Commissioners and staff can seek recognition by either raising their physical hand or virtual hand.
- The Chair will manage the queue of Commissioners who wish to speak or ask questions.

Videos

- Commissioners will generally share their videos so they can see each other - except when the staff or public is sharing their screen as part of a presentation. However, Commissioners may choose to not share video for personal reasons (such as kids in the room, eating dinner).
- Staff will share their video when presenting or responding to questions but will otherwise have it off.
- The public will be asked to keep their video turned off except when providing public comment or public testimony.

Emojis and Chat

- Commissioners and staff will not use emojis (other than “raise hand”).
- Commissioners should reserve the chat only for trouble shooting technology (i.e., Can you hear me?). The chat should not be used by Commissioners for substantive questions/comments unless their audio is not functioning, and a phone-in option is not available.
- Staff will use the chat to communicate instructions to the public and the public may use the chat feature to request to speak by providing their name and address for the record.

AGENDA ITEM SUMMARY

Meeting Date: 6/6/2023
Meeting Type: Regular Meeting
Staff: Sandy Belson
Staff Phone No: 541-736-7135
Estimated Time: 5 Minutes
Council Goals: Foster an Environment that Values Diversity and Inclusion

**SPRINGFIELD
PLANNING COMMISSION**

ITEM TITLE: REPORTS ON COUNCIL ACTION

**ACTION
REQUESTED:** Discussion only

**ISSUE
STATEMENT:** Planning Commissioners are assigned attendance at Council meetings on a rotating basis. This agenda item is an opportunity to discuss what type or reports the Commission expects as the Commissioner reports on Council meeting attendance.

DISCUSSION: Section. 9.6.2 Council Meeting Attendance in the Council Operating Policies and Procedures encourages the person designated as the liaison with the Council in particular, and committee members generally to attend City Council meetings to keep abreast of Council actions. It has been the Planning Commission’s tradition that Commission members attend a Council meeting on rotating basis. The schedule for attendance is posted on Springfield Oregon Speaks. Commissioners can click on the “For Planning Commissioners” text at the bottom of the page to take them to <https://springfielddoregonspeaks.org/for-planning-commissioners>

This agenda item is for the Commissioners to discuss what they’d like to hear in the reports of Council business from other Commissioners.

AGENDA ITEM SUMMARY

Meeting Date: 6/6/2023
Meeting Type: Regular Meeting
Staff: Sandy Belson
Staff Phone No: 541-736-7135
Estimated Time: 5 Minutes
Council Goals: Foster an Environment that Values Diversity and Inclusion

**SPRINGFIELD
PLANNING COMMISSION**

ITEM TITLE: COMMITTEE ASSIGNMENTS

**ACTION
REQUESTED:** Discussion only

**ISSUE
STATEMENT:** The Planning Commission provides liaisons to two committees and the City Council. For the Development Code Update Project, Council directed the formation of a Governance Committee that included the Mayor, a Councilor, and two Planning Commissioners.

DISCUSSION: **2023 Chair, Vice-Chair and Committee Assignments:**

Planning Commission Chairperson: Matthew Salazar

Planning Commission Vice-Chairperson: Grace Bergen

City Council Liaison: Stephen Schmunk

Bicycle Pedestrian Advisory Committee Liaison: Andrew Buck

Community Development Advisory Committee Liaison: Seth Thompson

The Development Code Update Governance Committee is inactive, but the Mayor did assign Councilor Moe to serve with him on this committee should it be re-activated. With staff focused on identifying code amendments to comply with state mandates¹, there has been no need for the Governance Committee to provide guidance on updates. The Planning Commission could assign two Commissioners to that committee during a future regular session.

¹ Updates for stormwater post-construction requirements are required by the Department of Environmental Quality to comply with Springfield's Municipal Separate Storm Sewer System (MS4) Permit. Updates for parking are required by the Department of Land Conservation and Development as part of compliance with the Climate Friendly and Equitable Communities rules.

AGENDA ITEM SUMMARY

Meeting Date: 6/6/2023
Meeting Type: Regular Meeting
Staff Contact/Dept.: Andy Limbird, DPW
Staff Phone No: 541-726-3784
Estimated Time: 30 Minutes
Council Goals: Encourage Economic Development and Revitalization through Community Partnerships

**SPRINGFIELD
PLANNING COMMISSION**

ITEM TITLE: REQUEST FOR DISCRETIONARY USE PERMIT FOR AN EARLY CHILDHOOD EDUCATIONAL FACILITY ON A 0.42 ACRE RESIDENTIAL PROPERTY AT THE NORTHWEST CORNER OF 8TH AND G STREETS, CASE 811-23-000060-TYP3

ACTION REQUESTED: Open a public hearing to allow development of a 2,677 ft² modular classroom building on a vacant site. Continue public hearing to regular meeting on June 21, 2023 to allow for review and response to testimony submitted at June 6 meeting.

ISSUE STATEMENT: The applicant has submitted a request for Discretionary Use Permit for two adjoining, vacant residential lots at the northwest corner of the intersection of 8th and G Streets. The applicant is requesting the Discretionary Use Permit to facilitate construction of an early childhood education facility on the site.

ATTACHMENTS:

1. Application for Discretionary Use Permit
2. Application for Site Plan Review
3. Planning Commission Draft Final Order
 - Exhibit A: Site Map and Legal Description
 - Exhibit B: Draft Staff Report and Findings for Discretionary Use Permit
 - Exhibit C: Draft Staff Report and Findings for Site Plan Review
- 4: Written comments from Michael McIlrath (Exhibits A-C), Springfield School District (Exhibit D) and EC Cares (Exhibit E)

DISCUSSION: The subject property is vacant and has not been assigned a municipal street address (Assessor's Map 17-03-35-12, Tax Lots 6700 & 6800). The applicant is requesting the Discretionary Use Permit to facilitate construction of a 2,677 ft² modular classroom building with associated driveway, parking lot, outdoor play area, stormwater management facilities and site landscaping.

The property is currently zoned R-1 in accordance with the Low Density Residential plan designation as shown on the adopted *Metro Plan* diagram. Within the R-1 Residential district, educational facilities are listed as a Discretionary Use and are subject to Site Plan Review. The applicant has submitted an accompanying Site Plan Review application that has been elevated to a Type 3 review by the Director. The Site Plan Review application is being presented to the Planning Commission for concurrent review at the public hearing meeting (File 811-23-000059-TYP2).

The Planning Commission is requested to open the public hearing on the request for Discretionary Use Permit and Site Plan Review at the regular meeting on June 6, 2023. Because it is anticipated that additional testimony and submittals will be made at the June 6 public hearing meeting the Planning Commission is requested to continue the public hearing to the next regular meeting on June 21, 2023 at 7:00 pm.

City of Springfield
 Development & Public Works
 225 Fifth Street
 Springfield, OR 97477



Discretionary Use

Required Project Information		<i>(Applicant: complete this section)</i>	
Applicant Name: EC Cares		Phone: 541-346-1000	
Company: University of Oregon		Fax:	
Address: 1585 E 13th Ave, Eugene, OR 97403			
Applicant's Rep.: Lorri Nelson		Phone: 541-485-1003	
Company: Rowell Brokaw Architects		Fax:	
Address: 1203 Willamette Suite 210, Eugene, OR 97401		lorri@rowellbrokaw.com	
Property Owner: Springfield School District 319		Phone: 541-726-3201	
Company:		Fax:	
Address: 640 A Street, Springfield OR, 97477		brett.yancey@springfield.k12.or.us	
ASSESSOR'S MAP NO: 17-03-35-12-06800	TAX LOT NO(S): 6700, 6800		
Property Address: Not Assigned - G Street, Springfield, OR			
Size of Property: 18,240		Acres <input type="checkbox"/>	Square Feet <input checked="" type="checkbox"/>
Description of Proposal: If you are filling in this form by hand, please attach your proposal description to this application. Place two-classroom modular on site with playground & extend utilities to building.			
Existing Use: UNDEVELOPED			
Signatures: Please sign and print your name and date in the appropriate box on the next page.			
Required Project Information		<i>(City Intake Staff: complete this section)</i>	
Associated Applications:		Signs: yes	
Case No.: 811-23-000060-TYP3	Date: 3/28/23	Reviewed by:	
Application Fee: \$ 4978	Technical Fee: \$ 248.90	Postage Fee: \$ 489	
TOTAL FEES: \$ 5715.90		PROJECT NUMBER: 811-22-000261-PROJ	

SPR / DISCRETIONARY USE

EARLY CHILDHOOD CARES (ECC – Springfield)

NARRATIVE

2023-03-23



The existing site is a vacant lot in a residential neighborhood, adjacent to the Springfield High School. The site is owned by the school district. All utilities are nearby for connection.

The project includes site preparation, utility connection and placement of a modular building on the site. It also includes construction of new ramps / stairs, playground area, covered play structure (Alternate #1) and 3 parking spaces on site (one ADA and two standard).


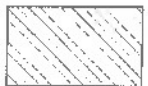
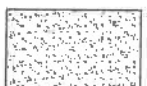



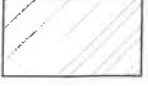
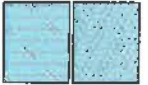


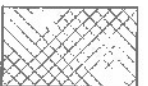

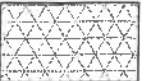


EC Cares will occupy the building. They are an organization within the University of Oregon College of Education that provides early intervention and early childhood special education to infants, toddlers and preschool age children in Lane County. Each classroom will have one full time staff members and 1-3 part time staff on site during the day with no regularly planned activities at night.

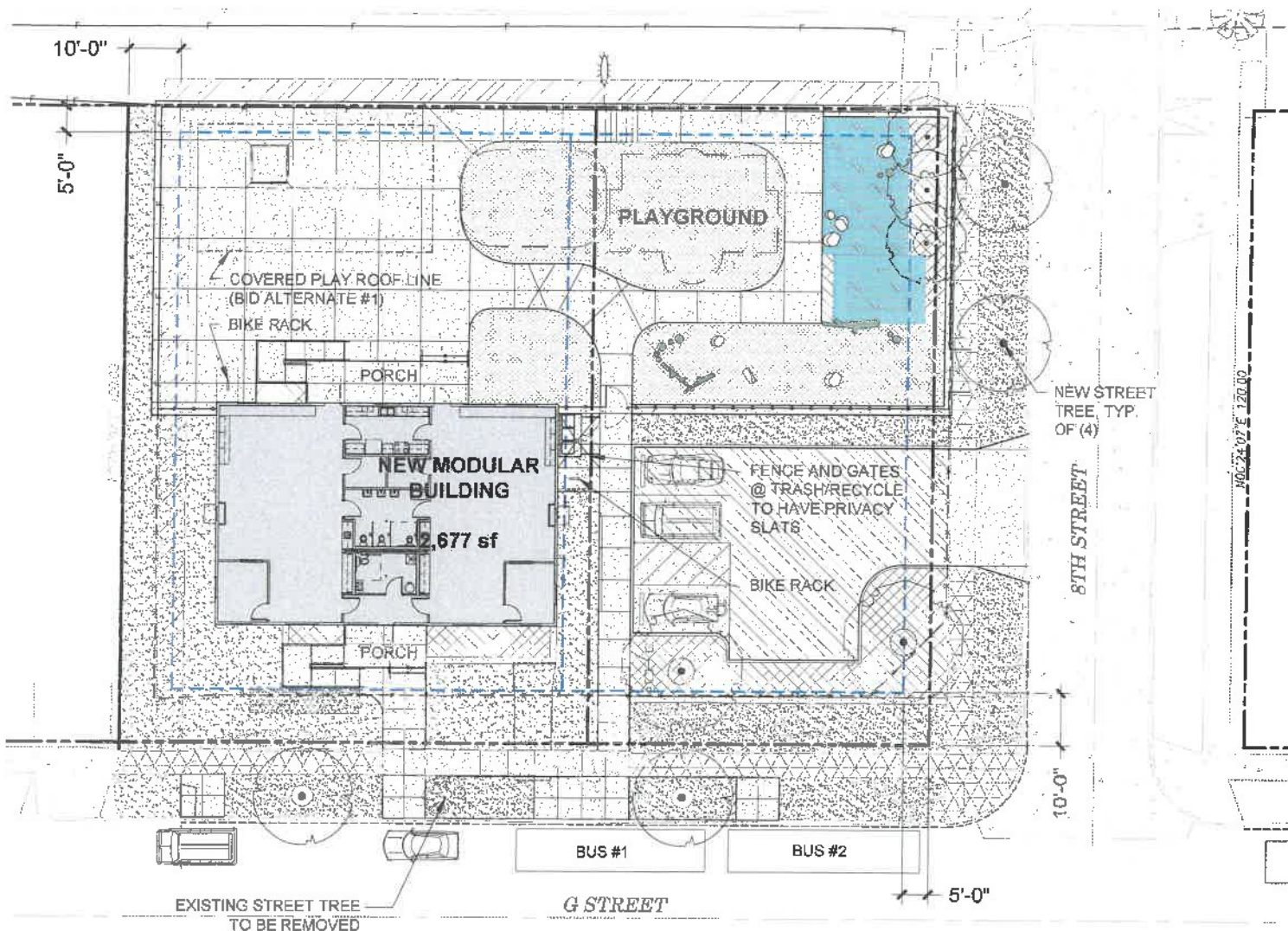
Children will be dropped off at the street curb via private vehicle or district bus. The drop-off area will be marked with signage and painted curb.

The modular building will consist of two classrooms, two offices, storage, prep kitchen for warming snacks and restrooms. The modular will not include a sprinkler system. It will have a stand alone fire alarm system.

There are no plans for expansion at this time.

LEGEND

	PROPERTY LINE		ASPHALT		LAWN - IRRIGATED
	SETBACK LINE		WOOD PLAYGROUND CHIPS		EXISTING FENCE TO REMAIN
	UTILITY EASEMENT		STORMWATER AREA IRRIGATED		EXISTING FENCE TO BE REMOVED
	CONCRETE PAVING		PLANT BED - IRRIGATED		NEW 5' TALL FENCE
	EXISTING SIDEWALK TO REMAIN				GATES
					CONCRETE MOW BAND



1" = 30'-0"



EC Cares - Springfield
2023-03-23



TRASH CAN ENCLOSURE

EARLY CHILDHOOD CARES (ECC – Springfield)

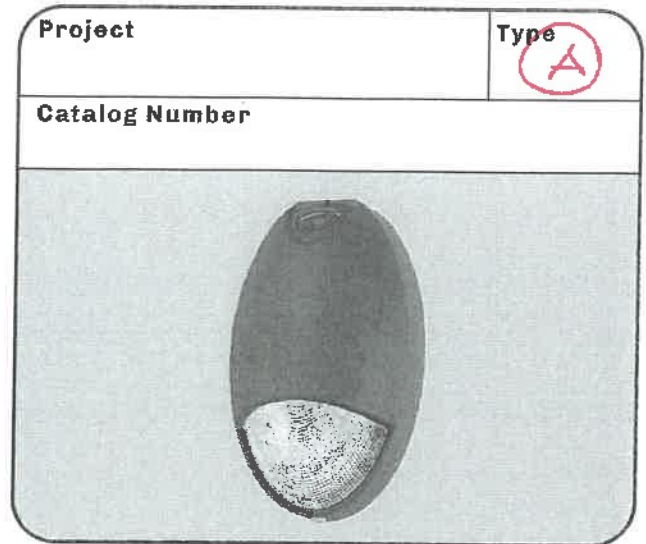
2023-03-23



Trash can enclosure will be similar to this – prefabricated metal.

LED Decorative Emergency w/PC

- Die-cast aluminum housing in dark bronze powder-coated finish
- Polycarbonate lens and mirrored reflector
- Integrated photocell standard
- Self-diagnosing, self-testing unit
- 90 minute emergency operation
- Push-to-test switch and charge indicator
- Rechargeable Ni-Cad battery
- 5-year limited warranty



SPECIFICATIONS

Input Line Frequency _____ 60Hz
 Lamp Life (Rated) _____ 50,000Hrs
 Minimum Starting Temp _____ -20°C
 Maximum Operating temp _____ 40°C
 CRI _____ ≥ 80

DIMENSIONS

LWP12BZACEMS850 _____ 6.3" x 10.4" x 3.86



WATTS	MODEL NO.	LUMENS	CCT	VOLTAGE	REPLACES
12	LWP12BZACEMS850	1,000	5000	120-277	50W MH
NOTES:					

Manufactured by



LitecoInc.com

147



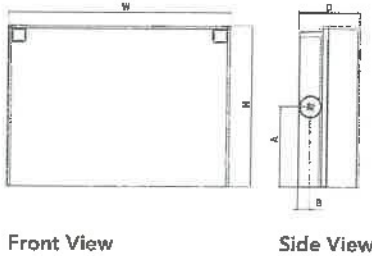
WPX LED Wall Packs



Catalog Number	(B)
Notes	
Type	

File this table by message number design to see all technical sheets.

Specifications



Luminaire	Height (H)	Width (W)	Depth (D)	Side Conduit Location		Weight
				A	B	
WPX1	8.1" (20.6 cm)	11.1" (28.3 cm)	3.2" (8.1 cm)	4.0" (10.3 cm)	0.6" (1.6 cm)	6.1 lbs (2.8kg)
WPX2	9.1" (23.1 cm)	12.3" (31.1 cm)	4.1" (10.5 cm)	4.5" (11.5 cm)	0.7" (1.7 cm)	8.2 lbs (3.7kg)
WPX3	9.5" (24.1 cm)	13.0" (33.0 cm)	5.5" (13.7 cm)	4.7" (12.0 cm)	0.7" (1.7 cm)	11.0 lbs (5.0kg)

Introduction

The WPX LED wall packs are energy-efficient, cost-effective, and aesthetically appealing solutions for both HID wall pack replacement and new construction opportunities. Available in three sizes, the WPX family delivers 1,550 to 9,200 lumens with a wide, uniform distribution.

The WPX full cut-off solutions fully cover the footprint of the HID glass wall packs that they replace, providing a neat installation and an upgraded appearance. Reliable IP66 construction and excellent LED lumen maintenance ensure a long service life. Photocell and emergency egress battery options make WPX ideal for every wall mounted lighting application.

Ordering Information

EXAMPLE: WPX2 LED 40K MVOLT DDBXD

Series	Color Temperature	Voltage	Options	Finish
WPX1 LED P1	1,550 Lumens, 11W ¹	30K 3000K	MVOLT 120V - 277V	(blank) None
WPX1 LED P2	2,900 Lumens, 24W	40K 4000K	347 347V ¹	E4WH Emergency battery backup, CEC compliant (4W, 0°C min) ²
WPX2 LED	6,000 Lumens, 47W	50K 5000K	E14WC Emergency battery backup, CEC compliant (14W, -20°C min) ²	PE Photocell ³
WPX3 LED	9,200 Lumens, 69W			

Note: The lumen output and input power shown in the ordering tree are average representations of all configuration options. Specific values are available on request.

NOTES

- All WPX wall packs come with 6kV surge protection standard, except WPX1 LED P1 package which comes with 2.5kV surge protection standard. Add SPD6kV option to get WPX1 LED P1 with 6kV surge protection. Sample nomenclature: WPX1 LED P1 40K MVOLT SPD6KV DDBXD
- Battery pack options only available on WPX1 and WPX2.
- Battery pack options not available with 347V and PE options.

FEATURES & SPECIFICATIONS

INTENDED USE

The WPX LED wall packs are designed to provide a cost-effective, energy-efficient solution for the one-for-one replacement of existing HID wall packs. The WPX1, WPX2 and WPX3 are ideal for replacing up to 150W, 250W, and 400W HID luminaires respectively. WPX luminaires deliver a uniform, wide distribution. WPX is rated for -40°C to 40°C.

CONSTRUCTION

WPX feature a die-cast aluminum main body with optimal thermal management that both enhances LED efficacy and extends component life. The luminaires are IP66 rated, and sealed against moisture or environmental contaminants.

ELECTRICAL

Light engine(s) configurations consist of high-efficacy LEDs and LED lumen maintenance of L90/100,000 hours. Color temperature (CCT) options of 3000K, 4000K and 5000K with minimum CRI of 70. Electronic drivers ensure system power factor >90% and THD <20%. All luminaires have 6kV surge protection (Note: WPX1 LED P1 package comes with a standard surge protection rating of 2.5kV. It can be ordered with an optional 6kV surge protection). All photocell (PE) operate on MVOLT (120V - 277V) input.

Note: The standard WPX LED wall pack luminaires come with field-adjustable drive current feature. This feature allows tuning the output current of the LED drivers to adjust the lumen output (to dim the luminaire).

INSTALLATION

WPX can be mounted directly over a standard electrical junction box. Three 1/2 inch conduit ports on three sides allow for surface conduit wiring. A port on the back surface allows poke-through conduit wiring on surfaces that don't have an electrical junction box. Wiring can be made in the integral wiring compartment in all cases. WPX is only recommended for installations with LEDs facing downwards.

LISTINGS

CSA Certified to meet U.S. and Canadian standards. Suitable for wet locations. IP66 Rated. DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified. International Dark Sky Association (IDA) Fixture Seal of Approval (FSA) is available for all products on this page utilizing 3000K color temperature only.

WARRANTY

5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: www.acuitybrands.com/Custom-Resources/Terms_and_Conditions.aspx.

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25°C. Specifications subject to change without notice.



COMMERCIAL OUTDOOR

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WPX LED
Rev. 03/08/22

Performance Data

Electrical Load

Luminaire	Input Power (W)	120V	208V	240V	277V	347V
WPX1 LED P1	11W	0.09	0.05	0.05	0.04	0.03
WPX1 LED P2	24W	0.20	0.12	0.10	0.09	0.07
WPX2	47W	0.39	0.23	0.20	0.17	0.14
WPX3	69W	0.58	0.33	0.29	0.25	0.20

Projected LED Lumen Maintenance

Data references the extrapolated performance projections in a 25°C ambient, based on 6,000 hours of LED testing (tested per IESNA LM-80-08 and projected per IESNA TM-21-11).

To calculate LLF, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.

Operating Hours	50,000	75,000	100,000
Lumen Maintenance Factor	>0.94	>0.92	>0.90

Lumen Output

Luminaire	Color Temperature	Lumen Output
WPX1 LED P1	3000K	1,537
	4000K	1,568
	5000K	1,602
WPX1 LED P2	3000K	2,748
	4000K	2,912
	5000K	2,954
WPX2	3000K	5,719
	4000K	5,896
	5000K	6,201
WPX3	3000K	8,984
	4000K	9,269
	5000K	9,393

Lumen Ambient Temperature (LAT) Multipliers

Use these factors to determine relative lumen output for average ambient temperatures from 0-50°C (32-122°F).

Ambient	Ambient	Lumen Multiplier
0°C	32°F	1.05
5°C	41°F	1.04
10°C	50°F	1.03
15°C	59°F	1.02
20°C	68°F	1.01
25°C	77°F	1.00
30°C	86°F	0.99
35°C	95°F	0.98
40°C	104°F	0.97

HID Replacement Guide

Luminaire	Equivalent HID Lamp	WPX Input Power
WPX1 LED P1	100W	11W
WPX1 LED P2	150W	24W
WPX2	250W	47W
WPX3	400W	69W

Emergency Egress Battery Packs

The emergency battery backup is integral to the luminaire — no external housing or back box is required. The emergency battery will power the luminaire for a minimum duration of 90 minutes and deliver minimum initial output of 550 lumens. Both battery pack options are CEC compliant.

Battery Type	Minimum Temperature Rating	Power (Watts)	Controls Option	Ordering Example
Standard	0°C	4W	E4WH	WPX2 LED 40K MVOLT E4WH DDBXD
Cold Weather	-20°C	14W	E14WC	WPX2 LED 40K MVOLT E14WC DDBXD

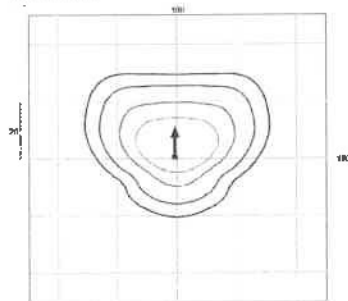
Photometric Diagrams

To see complete photometric reports or download .ies files for this product, visit the Lithonia Lighting WPX LED homepage. Tested in accordance with IESNA LM-79 and LM-80 standards

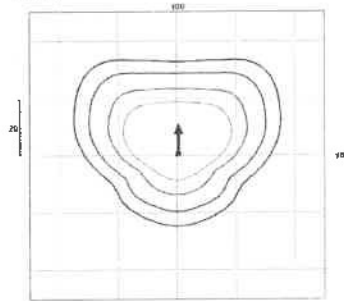
LEGEND

■	0.1 fc
■	0.2 fc
■	0.5 fc
■	1.0 fc

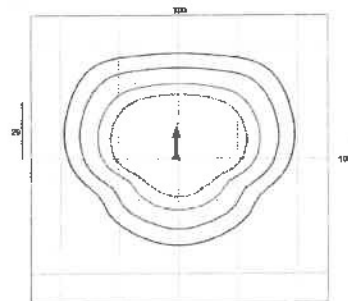
WPX1 LED P1



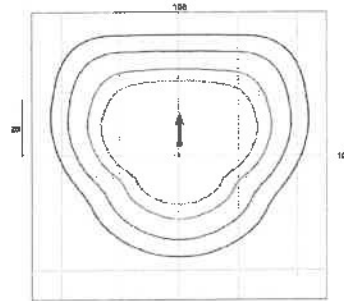
WPX1 LED P2



WPX2 LED



WPX3 LED



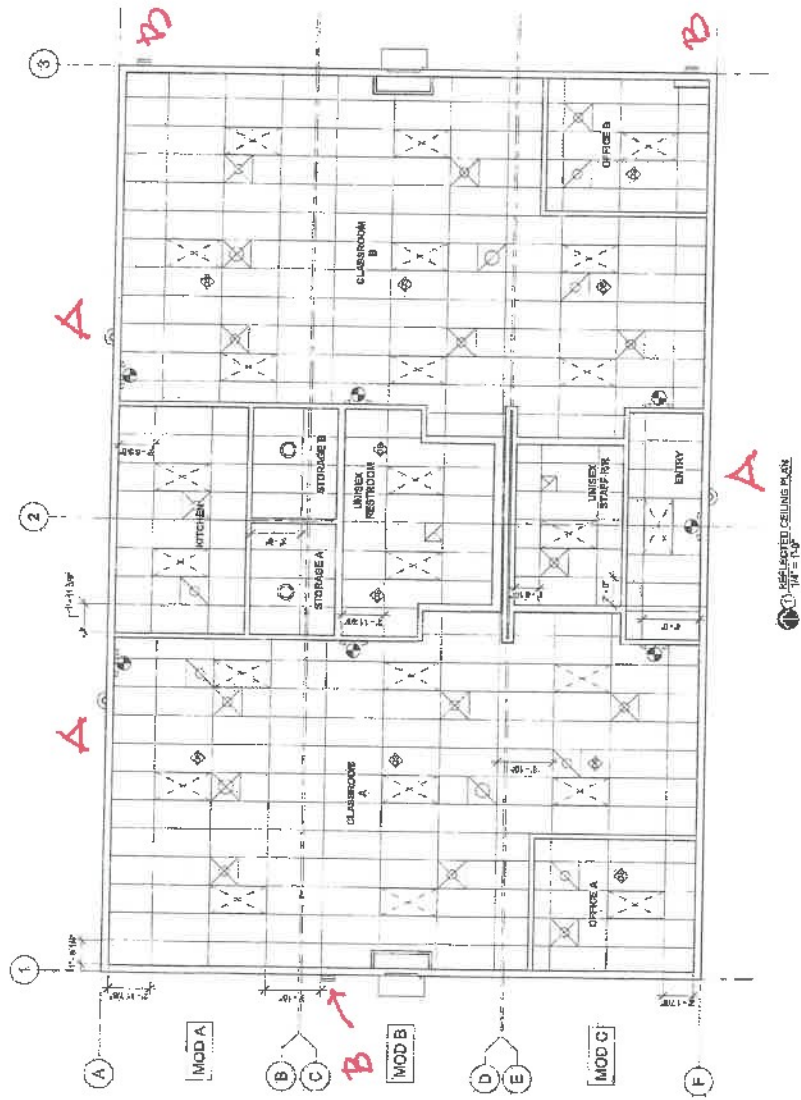
Mounting Height = 12 Feet.



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WPX LED
Rev. 03/08/22



REFLECTED CEILING PLAN NOTES
 1. MEMBERS TO LOOK WALL AND
 CEILING TO MATCH FLOOR

REFLECTED CEILING SYMBOLS LEGEND

SYMBOL	DESCRIPTION
[Symbol]	LAZY MANURE
[Symbol]	BLANKET LIGHT FIXTURE
[Symbol]	RECESSED TRACK LIGHTS/RECESSED DOWNLIGHT FIXTURE
[Symbol]	LEVEL SPRAY FIXTURE
[Symbol]	LAZY RETURN GRILLE
[Symbol]	EXHAUST FAN
[Symbol]	CENTRAL TO UNDERGRAPPLING
[Symbol]	OCCUPANT SENSOR



DATE	BY	PROJECT
		REFLECTED CEILING PLAN
		47' x 81' MODULAR PRESCHOOL
		TIPS-JO/SEC SPRINGFIELD
		ADDRESS: 810 S. SPRINGFIELD, BRENT
		DATE: 10/20/2023
		SHEET: A 1.1

City of Springfield
 Development & Public Works Department
 225 Fifth Street
 Springfield, OR 97477



SITE PLAN REVIEW COMPLETENESS REVIEW CHECKLIST

Project Name: EC Cares Site Plan Review

Project Proposal: Construction of a 2,688 ft² modular classroom building with parking lot, playground, stormwater facilities, trash enclosure, and landscaping on a vacant residential site.

Case Number: 811-23-000033-PRE

Project Address: NW corner of the intersection of 8th and G Streets

Assessors Map and Tax Lot Number(s): Map 17-03-35-12, Tax Lots 6700 & 6800

Zoning: Low Density Residential (R-1)

Overlay District(s): Drinking Water Protection (DWP)

Applicable Refinement Plan:

Refinement Plan Designation:

Metro Plan Designation:
 Low Density Residential (R-1)

Completeness Check Meeting Date: March 3, 2023

Application Submittal Deadline: August 30, 2023

Associated Applications: 811-22-000252-PRE (Development Issues Meeting)

POSITION	REVIEW OF	NAME
Project Planner	Land Use Planning	Andy Limbird 726-3784
Transportation Planning Engineer	Transportation	Michael Liebler 736-1034
Public Works Civil Engineer	Utilities, Sanitary & Storm Sewer	Clayton McEachern 736-1036
Deputy Fire Marshal	Fire and Life Safety	Gilbert Gordon 726-2293
Building Official	Building	Chris Carpenter 744-4153

APPLICANT'S DEVELOPMENT REVIEW TEAM	
Applicant EC Cares University of Oregon 1585 E. 13 th Avenue Eugene OR 97403	Applicant's Representative Lorri Nelson Rowell Brokaw Architects 1203 Willamette St., Suite 210 Eugene OR 97401

TENTATIVE SITE PLAN REVIEW APPLICATION COMPLETENESS REVIEW CHECKLIST

PLANNING

- o **Application fee** - discuss the applicable fees

- o **Copy of the Site Plan reduced to 8½"x 11"**

Complete	Incomplete	See Planning Note(s)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	8 ½" x 11" Copy of Site Plan

- o **Copy of the deed and a preliminary title report** issued within the past 30 days documenting ownership and listing all encumbrances. If the applicant is not the property owner, written permission from the property owner is required.

Complete	Incomplete	See Planning Note(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Deed and Preliminary Title Report

- o **Brief narrative** explaining the purpose of the development, the existing use of the property, and any additional information that may have a bearing in determining the action to be taken. The narrative should also include the proposed number of employees and future expansion plans, if known.

Complete	Incomplete	See Planning Note(s)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	Brief Narrative

- o **Site Plan**

Complete	Incomplete	See Planning Note(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Prepared by an Oregon Licensed Architect, Landscape Architect, or Engineer
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Proposed buildings: location, dimensions, size (gross floor area applicable to the parking requirement for the proposed use(s)), setbacks from property lines, and distance between buildings
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	Location and height of existing or proposed fences, walls, outdoor equipment, storage, trash receptacles, and signs
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Location, dimensions, and number of typical, compact, and disabled parking spaces; including aisles, wheel bumpers, directional signs, and striping
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Dimensions of the development area, as well as area and percentage of the site proposed for buildings, structures, parking and

<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	vehicular areas, sidewalks, patios, and other impervious surfaces
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Observance of solar access requirements as specified in the applicable zoning district
<input checked="" type="checkbox"/>	<input type="checkbox"/>		On-site loading areas and vehicular and pedestrian circulation
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Location, type, and number of bicycle parking spaces
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Area and dimensions of all property to be conveyed, dedicated, or reserved for common open spaces, recreational areas, and other similar public and semi-public uses
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	Location of existing and proposed transit facilities

- o **Phased Development Plan** Where applicable, the Site Plan application must include a phasing plan indicating any proposed phases for development, including the boundaries and sequencing of each phase. Phasing must progress in a sequence promoting street connectivity between the various phases of the development and accommodating other required public improvements, including but not limited to, sanitary sewer, stormwater management, water, and electricity. The applicant must indicate which phases apply to the Site Plan application being submitted.

Complete	Incomplete	See Planning Note(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Phased Development Plan

- o **Landscape Plan**

Complete	Incomplete	See Planning Note(s)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Drawn by a Landscape Architect
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Location and dimensions of landscaping and open space areas to include calculation of landscape coverage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Screening in accordance with SDC 4.4-110
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Written description, including specifications, of the permanent irrigation system
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6	Location and type of street trees
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	List in chart form the proposed types of landscape materials (trees, shrubs, ground cover). Include in the chart genus, species, common name, quantity, size, spacing and method of planting

o **Architectural Plan**

Complete Incomplete See Planning
 Note(s)

 Exterior elevations of all buildings and structures proposed for the development site, including height

 Conceptual floor plans

o **On-Site Lighting Plan**

Complete Incomplete See Planning
 Note(s)

 Location, orientation, and maximum height of exterior light fixtures, both free standing and attached

 Type and extent of shielding, including cut-off angles and type of illumination, wattage, and luminous area

 7 Photometric test report for each light source

Planning Notes:

1. Please provide a reduced size copy of the site plan with the application submittal.
2. No project narrative was included with the submittal, aside from comments on the cover plan sheet.
3. Provide building elevation details for the proposed trash enclosure. Enclosure must be covered and hydraulically isolated. A floor drain plumbed to the sanitary sewer system will be required for the trash enclosure area.
4. Add a note that the nearest transit facility is approximately 250 feet west of the site at the NW corner of 7th and G Streets.
5. A detailed site landscaping plan is required with the site plan submittal.
6. Provide the type(s) of street trees to be planted along the site frontages.
7. Provide a photometric report for the proposed wallpack lights.

Additional comments not related to the completeness of the application:

- Subject site location is misidentified on the cover zoning map.
- Subject site is not 812 G Street, which is across the street to the east. An address assignment will be provided at a later time and it will be off 8th Street based on the proposed driveway location.
- As discussed previously, site plan approval subject to a Discretionary Use permit for educational facilities in the R-1 residential district.

TENTATIVE SITE PLAN REVIEW APPLICATION PRE-SUBMITTAL CHECKLIST

Engineer: Clayton McEachern Case#: 811-23-000033-PRE

PUBLIC WORKS ENGINEERING

o **Site Assessment of Existing Conditions**

Complete	Incomplete	See PW Note(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Prepared by an Oregon licensed Landscape Architect or Engineer
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Vicinity Map
<input type="checkbox"/>	<input checked="" type="checkbox"/>		The name, location, and dimensions of all existing site features including buildings, curb cuts, trees and impervious surface areas, clearly indicating what is remaining and what is being removed. For existing structures to remain, also indicate present use, size, setbacks from property lines, and distance between buildings
<input checked="" type="checkbox"/>	<input type="checkbox"/>	n/a	The name, location, dimensions, direction of flow and top of bank of all watercourses and required riparian setback that are shown on the Water Quality Limited Watercourse Map on file in the Development Services Department
<input checked="" type="checkbox"/>	<input type="checkbox"/>	n/a	The 100-year floodplain and floodway boundaries on the site, as specified in the latest adopted FEMA Flood Insurance Rate Maps or FEMA approved Letter of Map Amendment or Letter of Map Revision
<input type="checkbox"/>	<input checked="" type="checkbox"/>		The Time of Travel Zones, as specified in SDC 3.3-200 and delineated on the Wellhead Protection Areas Map on file in the Development Services Department
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Physical features including, but not limited to trees 5" in diameter or greater when measured 4 ½ feet above the ground, significant clusters of trees and shrubs, riparian areas, wetlands, and rock outcroppings
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Soil types and water table information as mapped and specified in the Soils Survey of Lane County. A Geotechnical Report prepared by an Engineer must be submitted concurrently if the Soils Survey indicates the proposed development area has unstable soils and/or a high water table

- o **Improvement and Public Utilities Plan** must be in compliance with the regulations of SDC Sections 5.17-100, 4.1-100, 4.2-100, and 4.3-100 and must include the following information:

Complete	Incomplete	See PW Note(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Prepared by an Oregon licensed Civil Engineer
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Location and width of all existing and proposed easements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	Location of existing and required power poles, transformers, neighborhood mailbox units, and similar public facilities
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	Location and size of existing and proposed utilities on and adjacent to the site, including sanitary sewer mains, stormwater management systems, water mains, power, gas, telephone, and cable TV. Indicate the proposed connection points

- o **Grading and Paving Plan**

Complete	Incomplete	See PW Note(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Prepared by an Oregon licensed Civil Engineer
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Planting plan prepared by an Oregon licensed Landscape Architect where plants are proposed as part of the stormwater management system
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Roof drainage patterns and discharge locations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Pervious and impervious area drainage patterns
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	The size and location of stormwater management systems components, including but not limited to: drain lines, catch basins, dry wells and/or detention ponds; stormwater quality measures; and natural drainageways to be retained
<input type="checkbox"/>	<input type="checkbox"/>		Existing and proposed spot elevations and contours lines drawn at 1 foot intervals (for land with a slope over 10 percent, the contour lines may be at 5 foot intervals)
<input type="checkbox"/>	<input type="checkbox"/>		Amount of proposed cut and fill

- o **Stormwater Management System Study** - provide four (4) copies of the study with the completed **Stormwater Scoping Sheet** attached. The plan, calculations, and documentation must be consistent with the Engineering Design Standards and Procedures Manual.

Complete	Incomplete	See PW Note(s)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	Scoping Sheet and attached Stormwater Management System Study

PW Notes:

1. There is an existing driveway dip near the existing pole not shown. In the proposed plans there are several new dips to be installed along the sidewalk on G Street for loading/unloading buses. This will need to be explicitly approved by transportation. Typically ROW cannot be used for loading/unloading for adjacent private development.
2. Project is in the 20 year Time of Travel Zone (TOTZ).
3. A stormwater study is submitted with this application.
4. What is the status of the existing overhead wire crossing the site? It is shown remaining on the utility plan, this is not allowed per the development code. It appears the only service on this line is to the adjacent private property?
5. Planting/landscaping plan is required for rain garden and for the new street trees required along G Street.
6. It appears the trash enclosure does not have sanitary drain installed, this must be covered and drain to sanitary.

Additional comments not related to the completeness of the application:

- Per the general notes no pre-con meeting is required for this project as no PIP is required.

TENTATIVE SITE PLAN REVIEW APPLICATION COMPLETENESS CHECKLIST

Transportation Engineer/Planner: Michael Liebler P.E. **Case#:** 23-000033

Applicant: EC Cares

TRANSPORTATION

- o **Right-of-Way Approach Permit application** must be provided where the property has frontage on a Lane County or an Oregon Department of Transportation (ODOT) facility.

Complete	Incomplete	See Transportation	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Note(s)	
		NA	Copy of ROW Approach Permit Application

- o **Traffic Impact Study** - four (4) copies of a study prepared by a Traffic Engineer in accordance with SDC 4.2-105 A.4. Traffic Impact Studies (TIS) allow the City to analyze and evaluate the traffic impacts and mitigation of a development on the City's transportation system. In general, a TIS must explain how the traffic from a given development affects the transportation system in terms of safety, traffic operations, access and mobility, and immediate and adjoining street systems. A TIS must also address, if needed, City, Metro Plan and state land use and transportation policies and objectives.

Complete	Incomplete	See Transportation	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Note(s)	
		NA	Traffic Impact Study

- o **Site Plan**

Complete	Incomplete	See Transportation	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Note(s)	
			Access to streets, alleys, and properties to be served, including the location and dimensions of existing and proposed curb cuts and curb cuts proposed to be closed

- o **Improvement and Public Utilities Plan**

Complete	Incomplete	See Transportation	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Note(s)	
			Location and type of existing and proposed street lighting
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Location, width, and construction material of all existing and proposed sidewalks, sidewalk ramps, pedestrian access ways, and trails

Location, widths (of paving and right-of-way) and names of all existing and proposed streets, alleys, dedications, access easements or other right-of-ways within or adjacent to the proposed development, including ownership and maintenance status, if applicable

(1)

Location of existing and required traffic control devices

Transportation Notes:

7. Applicant must provide school bus zone signage in coordination with the Springfield School District transportation division requirements.

Additional comments not related to the completeness of the application:

-

TENTATIVE SITE PLAN REVIEW APPLICATION PRE-SUBMITTAL CHECKLIST

Deputy Fire Marshal: Gilbert Gordon

Case #: 23-00033-PRE

FIRE

o Site Plan

Complete	Incomplete	See Fire Note(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		On-site vehicular circulation

o Improvement and Public Utilities Plan

Complete	Incomplete	See Fire Note(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Location of existing and required fire hydrants and similar public facilities

Fire Notes:

8.

Additional comments not related to the completeness of the application:

Access and water supply pre-existing; within code requirements

ANY REQUIRED ADDITIONAL MATERIALS, APPLICATIONS OR PERMITS

IT IS THE APPLICANT'S RESPONSIBILITY TO DETERMINE IF ADDITIONAL STANDARDS OR APPLICATIONS APPLY TO THE PROPOSED DEVELOPMENT. THE APPLICANT SHOULD CONSIDER UTILIZING EITHER THE DEVELOPMENT ISSUES MEETING OR THE PRE-APPLICATION REPORT FOR MORE DETAILED INFORMATION:

Applicable	Not Applicable	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Where a multi-family development is proposed, any additional materials to demonstrate compliance with SDC 3.2-240
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Riparian Area Protection Report for properties located within 150 feet of the top of bank of any Water Quality Limited Watercourses (WQLW) or within 100 feet of the top of bank of any direct tributaries of WQLW
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A Geotechnical Report prepared by an engineer must be submitted concurrently if there are unstable soils and/or a high water table present
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Where the development area is within an overlay district, address the additional standards of the overlay district
<input type="checkbox"/>	<input checked="" type="checkbox"/>	If five or more trees are proposed to be removed, a Tree Felling Permit as specified in SDC 5.19-100
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A wetland delineation approved by the Oregon Division of State Lands must be submitted concurrently where there is a wetland on the property
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Any required federal or state permit must be submitted concurrently or evidence the permit application has been submitted for review
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Where any grading, filling or excavating is proposed with the development, a Land and Drainage Alteration permit must be submitted prior to development
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Where applicable, any Discretionary Use or Variance as specified in SDC 5.9-100 and 5.21-100
<input type="checkbox"/>	<input checked="" type="checkbox"/>	An Annexation application, as specified in SDC 5.7-100, where a development is proposed outside of the city limits but within the City's urban service area and can be serviced by sanitary sewer

THIS APPLICATION IS:

- COMPLETE FOR PROCESSING
- INCOMPLETE AND NEEDS MISSING INFORMATION NOTED ABOVE

Andy Limbird

March 3, 2023

City Planner

Date

This is not a decision on your application. Springfield Development Code Section 5.4-105 and Oregon Revised Statutes 227.178 require the City take final action on a limited land use decision within 120 days after the application is deemed complete. The 120-day processing period for this application begins when all the missing information is submitted or when you request that the City proceed without the information. You must indicate by either signing this form **or** by submitting a written response to the City within seven days of the date of this form asserting your intentions regarding the provision of the missing information. If you indicate herein or in your written response that the missing information will be submitted, then you have 180 days from the date the application was submitted for Pre-Submittal Review to provide the City with the missing information. If you refuse to submit the missing information, then upon receipt of the full application packet and processing fee, the City will deem the application complete for purposes of starting the 120-day clock and begin processing the application. No new information may be submitted after the start of the 120-day period unless accompanied by a request for an extension of the 120-day processing time. Upon receipt of a request for extension, the City may extend the 120-day period for a reasonable period of time. The City may also require additional fees if the new information is submitted after the Notification to Surrounding Property Owners is sent out and a second notification is required or if the new information substantially affects the application proposal and additional review is required.

I, the owner/applicant, intend to submit all missing items indicated herein to the City within the 180-day timeline.

Owner/Applicant's Signature

Date

City of Springfield
 Development & Public Works
 225 Fifth Street
 Springfield, OR 97477



Site Plan Review

Application Type		(Applicant: check one)	
Site Plan Review Pre-Submittal:	<input type="checkbox"/>	Major Site Plan Modification Pre-Submittal:	<input type="checkbox"/>
Site Plan Review Submittal:	<input type="checkbox"/>	Major Site Plan Modification Submittal:	<input type="checkbox"/>
Required Project Information		(Applicant: complete this section)	
Applicant Name: EC Cares		Phone: 541-346-1000	
Company: University of Oregon		Email:	
Address: 1585 E 13th Ave, Eugene, OR 97403			
Applicant's Rep.: Lorri Nelson		Phone: 541-485-1003	
Company: Rowell Brokaw Architects		Email: lorri@rowellbrokaw.com	
Address: 1203 Willamette Suite 210, Eugene, OR 97401			
Property Owner: Springfield School District 319		Phone: 541-726-3201	
Company:		Email: brett.yancey@springfield.k12.or.us	
Address: 640 A Street, Springfield OR, 97477			
ASSESSOR'S MAP NO: 17-03-35-12-06800		TAX LOT NO(S): 6700, 6800	
Property Address: Not Assigned - G Street, Springfield, OR			
Size of Property: 18,240		Acres <input type="checkbox"/>	Square Feet <input checked="" type="checkbox"/>
		Proposed No. of Dwelling Units per acre: NA	
Proposed Name of Project: EC CARES-G STREET			
Description of Proposal: If you are filling in this form by hand, please attach your proposal description to this application. Place two-classroom modular on site with playground & extend utilities to building.			
Existing Use: UNDEVELOPED			
New Impervious Surface Coverage (Including Bldg. Gross Floor Area): 11,158 sf sf			
Signatures: Please sign and print your name and date in the appropriate box on the next page.			
Required Project Information		(City Intake Staff: complete this section)	
Associated Applications:		Signs: <i>yes</i>	
Pre-Sub Case No.:	Date:	Reviewed by:	
Case No.: <i>811-23-000059-TYP2</i>	Date: <i>3/28/23</i>	Reviewed by: <i>SM</i>	
Application Fee: \$ <i>5564.27</i>	Technical Fee: \$ <i>278.21</i>	Postage Fee: \$ <i>203</i>	
TOTAL FEES: \$ <i>6045.48</i>		PROJECT NUMBER: <i>811-22-000261-Prop</i>	

Signatures

The undersigned acknowledges that the information in this application is correct and accurate.

Applicant: _____ **Date:** 2023-03-21

Lorri Nelson

Signature

Lorri Nelson

Print

If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.

Owner: _____ **Date:** 2023-03-21

Brett M. Yancy

Signature

Brett Yancy

Print

SPR / DISCRETIONARY USE

EARLY CHILDHOOD CARES (ECC – Springfield)

NARRATIVE

2023-03-23



The existing site is a vacant lot in a residential neighborhood, adjacent to the Springfield High School. The site is owned by the school district. All utilities are nearby for connection.

The project includes site preparation, utility connection and placement of a modular building on the site. It also includes construction of new ramps / stairs, playground area, covered play structure (Alternate #1) and 3 parking spaces on site (one ADA and two standard).


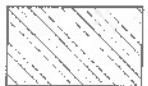
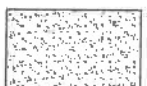



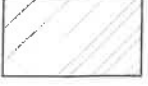
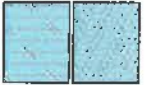


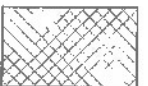

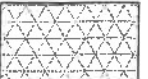


EC Cares will occupy the building. They are an organization within the University of Oregon College of Education that provides early intervention and early childhood special education to infants, toddlers and preschool age children in Lane County. Each classroom will have one full time staff members and 1-3 part time staff on site during the day with no regularly planned activities at night.

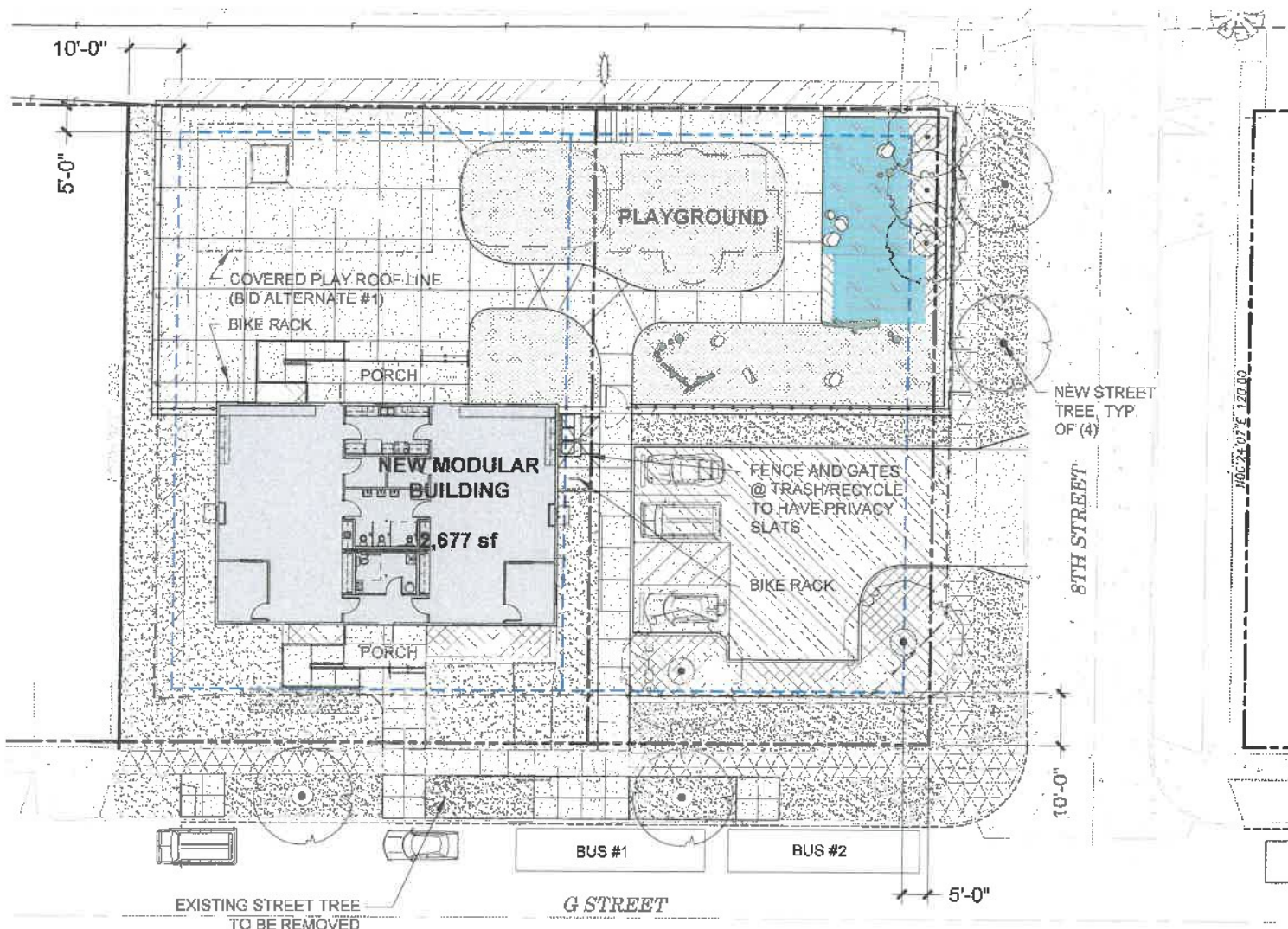
Children will be dropped off at the street curb via private vehicle or district bus. The drop-off area will be marked with signage and painted curb.

The modular building will consist of two classrooms, two offices, storage, prep kitchen for warming snacks and restrooms. The modular will not include a sprinkler system. It will have a stand alone fire alarm system.

There are no plans for expansion at this time.

LEGEND

	PROPERTY LINE		ASPHALT		LAWN - IRRIGATED
	SETBACK LINE		WOOD PLAYGROUND CHIPS		EXISTING FENCE TO REMAIN
	UTILITY EASEMENT		STORMWATER AREA IRRIGATED		EXISTING FENCE TO BE REMOVED
	CONCRETE PAVING		PLANT BED - IRRIGATED		NEW 5' TALL FENCE
	EXISTING SIDEWALK TO REMAIN				GATES
					CONCRETE MOW BAND



1" = 30'-0"



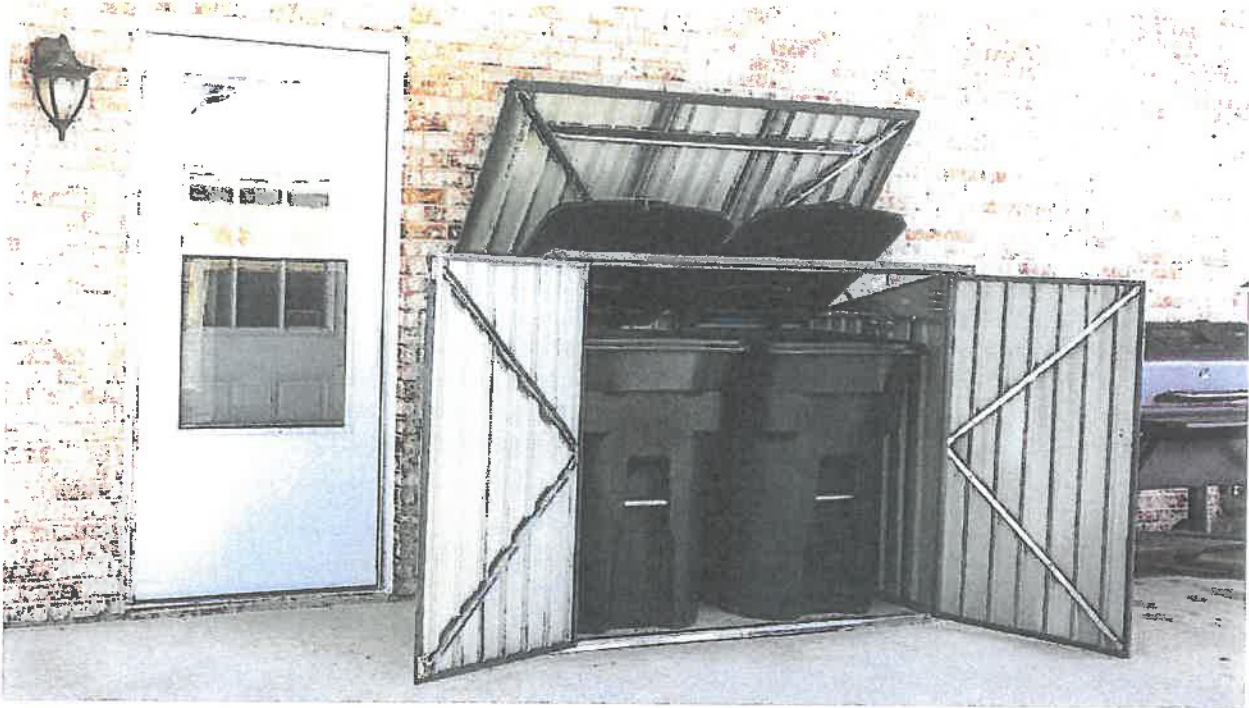
EC Cares - Springfield
2023-03-23



TRASH CAN ENCLOSURE

EARLY CHILDHOOD CARES (ECC – Springfield)

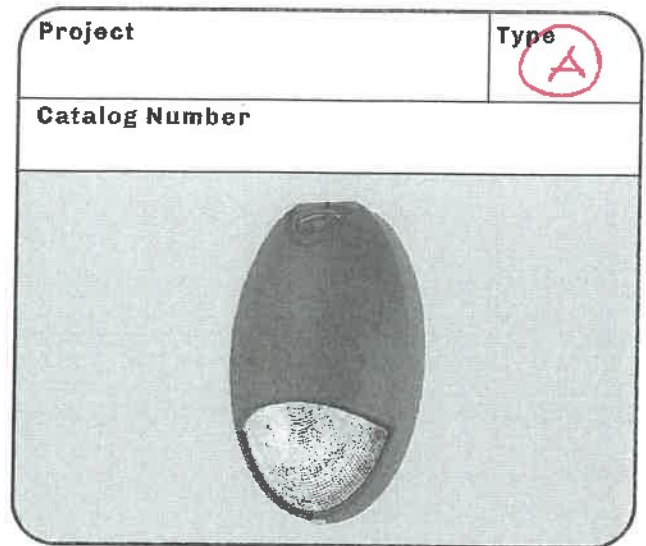
2023-03-23



Trash can enclosure will be similar to this – prefabricated metal.

LED Decorative Emergency w/PC

- Die-cast aluminum housing in dark bronze powder-coated finish
- Polycarbonate lens and mirrored reflector
- Integrated photocell standard
- Self-diagnosing, self-testing unit
- 90 minute emergency operation
- Push-to-test switch and charge indicator
- Rechargeable Ni-Cad battery
- 5-year limited warranty



SPECIFICATIONS

Input Line Frequency _____ 60Hz
 Lamp Life (Rated) _____ 50,000Hrs
 Minimum Starting Temp _____ -20°C
 Maximum Operating temp _____ 40°C
 CRI _____ ≥ 80

DIMENSIONS

LWP12BZACEMS850 _____ 6.3" x 10.4" x 3.86



WATTS	MODEL NO.	LUMENS	CCT	VOLTAGE	REPLACES
12	LWP12BZACEMS850	1,000	5000	120-277	50W MH
NOTES:					

Manufactured by



LitecoInc.com

147



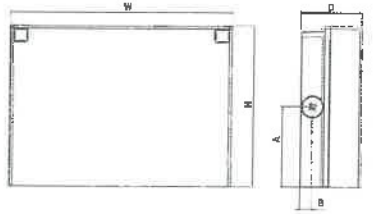
WPX LED Wall Packs



Catalog Number	(B)
Notes	
Type	

File this table by message number design to see all technical sheets.

Specifications



Front View Side View

Luminaire	Height (H)	Width (W)	Depth (D)	Side Conduit Location		Weight
				A	B	
WPX1	8.1" (20.6 cm)	11.1" (28.3 cm)	3.2" (8.1 cm)	4.0" (10.3 cm)	0.6" (1.6 cm)	6.1 lbs (2.8kg)
WPX2	9.1" (23.1 cm)	12.3" (31.1 cm)	4.1" (10.5 cm)	4.5" (11.5 cm)	0.7" (1.7 cm)	8.2 lbs (3.7kg)
WPX3	9.5" (24.1 cm)	13.0" (33.0 cm)	5.5" (13.7 cm)	4.7" (12.0 cm)	0.7" (1.7 cm)	11.0 lbs (5.0kg)

Introduction

The WPX LED wall packs are energy-efficient, cost-effective, and aesthetically appealing solutions for both HID wall pack replacement and new construction opportunities. Available in three sizes, the WPX family delivers 1,550 to 9,200 lumens with a wide, uniform distribution.

The WPX full cut-off solutions fully cover the footprint of the HID glass wall packs that they replace, providing a neat installation and an upgraded appearance. Reliable IP66 construction and excellent LED lumen maintenance ensure a long service life. Photocell and emergency egress battery options make WPX ideal for every wall mounted lighting application.

Ordering Information

EXAMPLE: WPX2 LED 40K MVOLT DDBXD

Series	Color Temperature	Voltage	Options	Finish
WPX1 LED P1	1,550 Lumens, 11W ¹	30K 3000K	MVOLT 120V - 277V	(blank) None
WPX1 LED P2	2,900 Lumens, 24W	40K 4000K	347 347V ¹	E4WH Emergency battery backup, CEC compliant (4W, 0°C min) ²
WPX2 LED	6,000 Lumens, 47W	50K 5000K	E14WC Emergency battery backup, CEC compliant (14W, -20°C min) ²	DDBXD Dark bronze
WPX3 LED	9,200 Lumens, 69W		PE Photocell ³	DWHXD White
				DBLXD Black
				Note: For other options, consult factory.

Note: The lumen output and input power shown in the ordering tree are average representations of all configuration options. Specific values are available on request.

- NOTES**
- All WPX wall packs come with 6kV surge protection standard, except WPX1 LED P1 package which comes with 2.5kV surge protection standard. Add SPD6kV option to get WPX1 LED P1 with 6kV surge protection. Sample nomenclature: WPX1 LED P1 40K MVOLT SPD6KV DDBXD
 - Battery pack options only available on WPX1 and WPX2.
 - Battery pack options not available with 347V and PE options.

FEATURES & SPECIFICATIONS

INTENDED USE
The WPX LED wall packs are designed to provide a cost-effective, energy-efficient solution for the one-for-one replacement of existing HID wall packs. The WPX1, WPX2 and WPX3 are ideal for replacing up to 150W, 250W, and 400W HID luminaires respectively. WPX luminaires deliver a uniform, wide distribution. WPX is rated for -40°C to 40°C.

CONSTRUCTION
WPX feature a die-cast aluminum main body with optimal thermal management that both enhances LED efficacy and extends component life. The luminaires are IP66 rated, and sealed against moisture or environmental contaminants.

ELECTRICAL
Light engine(s) configurations consist of high-efficacy LEDs and LED lumen maintenance of L90/100,000 hours. Color temperature (CCT) options of 3000K, 4000K and 5000K with minimum CRI of 70. Electronic drivers ensure system power factor >90% and THD <20%. All luminaires have 6kV surge protection (Note: WPX1 LED P1 package comes with a standard surge protection rating of 2.5kV. It can be ordered with an optional 6kV surge protection). All photocell (PE) operate on MVOLT (120V - 277V) input.

Note: The standard WPX LED wall pack luminaires come with field-adjustable drive current feature. This feature allows tuning the output current of the LED drivers to adjust the lumen output (to dim the luminaire).

INSTALLATION
WPX can be mounted directly over a standard electrical junction box. Three 1/2 inch conduit ports on three sides allow for surface conduit wiring. A port on the back surface allows poke-through conduit wiring on surfaces that don't have an electrical junction box. Wiring can be made in the integral wiring compartment in all cases. WPX is only recommended for installations with LEDs facing downwards.

LISTINGS
CSA Certified to meet U.S. and Canadian standards. Suitable for wet locations. IP66 Rated. DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified. International Dark Sky Association (IDA) Fixture Seal of Approval (FSA) is available for all products on this page utilizing 3000K color temperature only.

WARRANTY
5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: www.cslighting.com/Customers-Resources/Terms_and_Conditions.aspx.

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25°C. Specifications subject to change without notice.



Performance Data

Electrical Load

Luminaire	Input Power (W)	120V	208V	240V	277V	347V
WPX1 LED P1	11W	0.09	0.05	0.05	0.04	0.03
WPX1 LED P2	24W	0.20	0.12	0.10	0.09	0.07
WPX2	47W	0.39	0.23	0.20	0.17	0.14
WPX3	69W	0.58	0.33	0.29	0.25	0.20

Projected LED Lumen Maintenance

Data references the extrapolated performance projections in a 25°C ambient, based on 6,000 hours of LED testing (tested per IESNA LM-80-08 and projected per IESNA TM-21-11).

To calculate LLF, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.

Operating Hours	50,000	75,000	100,000
Lumen Maintenance Factor	>0.94	>0.92	>0.90

Lumen Output

Luminaire	Color Temperature	Lumen Output
WPX1 LED P1	3000K	1,537
	4000K	1,568
	5000K	1,602
WPX1 LED P2	3000K	2,748
	4000K	2,912
	5000K	2,954
WPX2	3000K	5,719
	4000K	5,896
	5000K	6,201
WPX3	3000K	8,984
	4000K	9,269
	5000K	9,393

Lumen Ambient Temperature (LAT) Multipliers

Use these factors to determine relative lumen output for average ambient temperatures from 0-50°C (32-122°F).

Ambient	Ambient	Lumen Multiplier
0°C	32°F	1.05
5°C	41°F	1.04
10°C	50°F	1.03
15°C	59°F	1.02
20°C	68°F	1.01
25°C	77°F	1.00
30°C	86°F	0.99
35°C	95°F	0.98
40°C	104°F	0.97

HID Replacement Guide

Luminaire	Equivalent HID Lamp	WPX Input Power
WPX1 LED P1	100W	11W
WPX1 LED P2	150W	24W
WPX2	250W	47W
WPX3	400W	69W

Emergency Egress Battery Packs

The emergency battery backup is integral to the luminaire — no external housing or back box is required. The emergency battery will power the luminaire for a minimum duration of 90 minutes and deliver minimum initial output of 550 lumens. Both battery pack options are CEC compliant.

Battery Type	Minimum Temperature Rating	Power (Watts)	Controls Option	Ordering Example
Standard	0°C	4W	E4WH	WPX2 LED 40K MVOLT E4WH DDBXD
Cold Weather	-20°C	14W	E14WC	WPX2 LED 40K MVOLT E14WC DDBXD

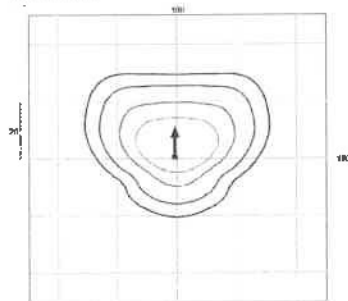
Photometric Diagrams

To see complete photometric reports or download .ies files for this product, visit the Lithonia Lighting WPX LED homepage. Tested in accordance with IESNA LM-79 and LM-80 standards

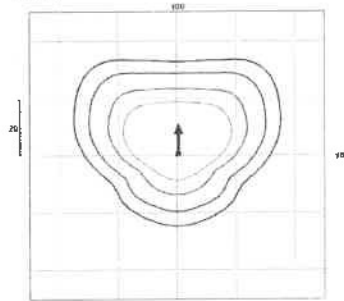
LEGEND

0.1 fc
0.2 fc
0.5 fc
1.0 fc

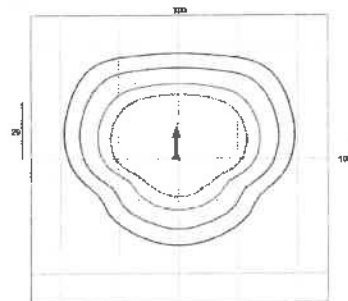
WPX1 LED P1



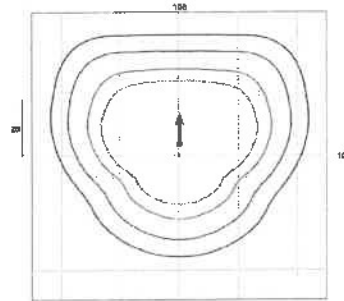
WPX1 LED P2



WPX2 LED



WPX3 LED



Mounting Height = 12 Feet.



COMMERCIAL OUTDOOR

One Lithonia Way • Conyers, Georgia 30012 • Phone: 1-800-705-SERV (7378) • www.lithonia.com
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WPX LED
Rev. 03/08/22

City of Springfield
 Development & Public Works Department
 225 Fifth Street
 Springfield, OR 97477



SITE PLAN REVIEW COMPLETENESS REVIEW CHECKLIST

Project Name: EC Cares Site Plan Review

Project Proposal: Construction of a 2,688 ft² modular classroom building with parking lot, playground, stormwater facilities, trash enclosure, and landscaping on a vacant residential site.

Case Number: 811-23-000033-PRE

Project Address: NW corner of the intersection of 8th and G Streets

Assessors Map and Tax Lot Number(s): Map 17-03-35-12, Tax Lots 6700 & 6800

Zoning: Low Density Residential (R-1)

Overlay District(s): Drinking Water Protection (DWP)

Applicable Refinement Plan:

Refinement Plan Designation:

Metro Plan Designation:
 Low Density Residential (R-1)

Completeness Check Meeting Date: March 3, 2023

Application Submittal Deadline: August 30, 2023

Associated Applications: 811-22-000252-PRE (Development Issues Meeting)

POSITION	REVIEW OF	NAME
Project Planner	Land Use Planning	Andy Limbird 726-3784
Transportation Planning Engineer	Transportation	Michael Liebler 736-1034
Public Works Civil Engineer	Utilities, Sanitary & Storm Sewer	Clayton McEachern 736-1036
Deputy Fire Marshal	Fire and Life Safety	Gilbert Gordon 726-2293
Building Official	Building	Chris Carpenter 744-4153

APPLICANT'S DEVELOPMENT REVIEW TEAM	
Applicant EC Cares University of Oregon 1585 E. 13 th Avenue Eugene OR 97403	Applicant's Representative Lorri Nelson Rowell Brokaw Architects 1203 Willamette St., Suite 210 Eugene OR 97401

TENTATIVE SITE PLAN REVIEW APPLICATION COMPLETENESS REVIEW CHECKLIST

PLANNING

- o **Application fee** - discuss the applicable fees

- o **Copy of the Site Plan reduced to 8½"x 11"**

Complete	<input type="checkbox"/>	Incomplete	<input checked="" type="checkbox"/>	See Planning Note(s)	
				1	8 ½" x 11" Copy of Site Plan

- o **Copy of the deed and a preliminary title report** issued within the past 30 days documenting ownership and listing all encumbrances. If the applicant is not the property owner, written permission from the property owner is required.

Complete	<input checked="" type="checkbox"/>	Incomplete	<input type="checkbox"/>	See Planning Note(s)	
					Deed and Preliminary Title Report

- o **Brief narrative** explaining the purpose of the development, the existing use of the property, and any additional information that may have a bearing in determining the action to be taken. The narrative should also include the proposed number of employees and future expansion plans, if known.

Complete	<input type="checkbox"/>	Incomplete	<input checked="" type="checkbox"/>	See Planning Note(s)	
				2	Brief Narrative

- o **Site Plan**

Complete	<input checked="" type="checkbox"/>	Incomplete	<input type="checkbox"/>	See Planning Note(s)	
					Prepared by an Oregon Licensed Architect, Landscape Architect, or Engineer
	<input checked="" type="checkbox"/>		<input type="checkbox"/>		Proposed buildings: location, dimensions, size (gross floor area applicable to the parking requirement for the proposed use(s)), setbacks from property lines, and distance between buildings
	<input type="checkbox"/>		<input checked="" type="checkbox"/>	3	Location and height of existing or proposed fences, walls, outdoor equipment, storage, trash receptacles, and signs
	<input checked="" type="checkbox"/>		<input type="checkbox"/>		Location, dimensions, and number of typical, compact, and disabled parking spaces; including aisles, wheel bumpers, directional signs, and striping
	<input checked="" type="checkbox"/>		<input type="checkbox"/>		Dimensions of the development area, as well as area and percentage of the site proposed for buildings, structures, parking and

<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	vehicular areas, sidewalks, patios, and other impervious surfaces
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Observance of solar access requirements as specified in the applicable zoning district
<input checked="" type="checkbox"/>	<input type="checkbox"/>		On-site loading areas and vehicular and pedestrian circulation
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Location, type, and number of bicycle parking spaces
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Area and dimensions of all property to be conveyed, dedicated, or reserved for common open spaces, recreational areas, and other similar public and semi-public uses
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	Location of existing and proposed transit facilities

- o **Phased Development Plan** Where applicable, the Site Plan application must include a phasing plan indicating any proposed phases for development, including the boundaries and sequencing of each phase. Phasing must progress in a sequence promoting street connectivity between the various phases of the development and accommodating other required public improvements, including but not limited to, sanitary sewer, stormwater management, water, and electricity. The applicant must indicate which phases apply to the Site Plan application being submitted.

Complete	Incomplete	See Planning Note(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Phased Development Plan

- o **Landscape Plan**

Complete	Incomplete	See Planning Note(s)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Drawn by a Landscape Architect
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Location and dimensions of landscaping and open space areas to include calculation of landscape coverage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Screening in accordance with SDC 4.4-110
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Written description, including specifications, of the permanent irrigation system
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6	Location and type of street trees
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	List in chart form the proposed types of landscape materials (trees, shrubs, ground cover). Include in the chart genus, species, common name, quantity, size, spacing and method of planting

o **Architectural Plan**

Complete	Incomplete	See Planning Note(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Exterior elevations of all buildings and structures proposed for the development site, including height

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Conceptual floor plans

o **On-Site Lighting Plan**

Complete	Incomplete	See Planning Note(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Location, orientation, and maximum height of exterior light fixtures, both free standing and attached

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Type and extent of shielding, including cut-off angles and type of illumination, wattage, and luminous area

<input type="checkbox"/>	<input checked="" type="checkbox"/>	7
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Photometric test report for each light source

Planning Notes:

1. Please provide a reduced size copy of the site plan with the application submittal.
2. No project narrative was included with the submittal, aside from comments on the cover plan sheet.
3. Provide building elevation details for the proposed trash enclosure. Enclosure must be covered and hydraulically isolated. A floor drain plumbed to the sanitary sewer system will be required for the trash enclosure area.
4. Add a note that the nearest transit facility is approximately 250 feet west of the site at the NW corner of 7th and G Streets.
5. A detailed site landscaping plan is required with the site plan submittal.
6. Provide the type(s) of street trees to be planted along the site frontages.
7. Provide a photometric report for the proposed wallpack lights.

Additional comments not related to the completeness of the application:

- Subject site location is misidentified on the cover zoning map.
- Subject site is not 812 G Street, which is across the street to the east. An address assignment will be provided at a later time and it will be off 8th Street based on the proposed driveway location.
- As discussed previously, site plan approval subject to a Discretionary Use permit for educational facilities in the R-1 residential district.

TENTATIVE SITE PLAN REVIEW APPLICATION PRE-SUBMITTAL CHECKLIST

Engineer: Clayton McEachern Case#: 811-23-000033-PRE

PUBLIC WORKS ENGINEERING

o **Site Assessment of Existing Conditions**

Complete	Incomplete	See PW Note(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Prepared by an Oregon licensed Landscape Architect or Engineer
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Vicinity Map
<input type="checkbox"/>	<input checked="" type="checkbox"/>		The name, location, and dimensions of all existing site features including buildings, curb cuts, trees and impervious surface areas, clearly indicating what is remaining and what is being removed. For existing structures to remain, also indicate present use, size, setbacks from property lines, and distance between buildings
<input checked="" type="checkbox"/>	<input type="checkbox"/>	n/a	The name, location, dimensions, direction of flow and top of bank of all watercourses and required riparian setback that are shown on the Water Quality Limited Watercourse Map on file in the Development Services Department
<input checked="" type="checkbox"/>	<input type="checkbox"/>	n/a	The 100-year floodplain and floodway boundaries on the site, as specified in the latest adopted FEMA Flood Insurance Rate Maps or FEMA approved Letter of Map Amendment or Letter of Map Revision
<input type="checkbox"/>	<input checked="" type="checkbox"/>		The Time of Travel Zones, as specified in SDC 3.3-200 and delineated on the Wellhead Protection Areas Map on file in the Development Services Department
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Physical features including, but not limited to trees 5" in diameter or greater when measured 4 ½ feet above the ground, significant clusters of trees and shrubs, riparian areas, wetlands, and rock outcroppings
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Soil types and water table information as mapped and specified in the Soils Survey of Lane County. A Geotechnical Report prepared by an Engineer must be submitted concurrently if the Soils Survey indicates the proposed development area has unstable soils and/or a high water table

- o **Improvement and Public Utilities Plan** must be in compliance with the regulations of SDC Sections 5.17-100, 4.1-100, 4.2-100, and 4.3-100 and must include the following information:

Complete	Incomplete	See PW Note(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Prepared by an Oregon licensed Civil Engineer
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Location and width of all existing and proposed easements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	Location of existing and required power poles, transformers, neighborhood mailbox units, and similar public facilities
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	Location and size of existing and proposed utilities on and adjacent to the site, including sanitary sewer mains, stormwater management systems, water mains, power, gas, telephone, and cable TV. Indicate the proposed connection points

- o **Grading and Paving Plan**

Complete	Incomplete	See PW Note(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Prepared by an Oregon licensed Civil Engineer
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Planting plan prepared by an Oregon licensed Landscape Architect where plants are proposed as part of the stormwater management system
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Roof drainage patterns and discharge locations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Pervious and impervious area drainage patterns
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	The size and location of stormwater management systems components, including but not limited to: drain lines, catch basins, dry wells and/or detention ponds; stormwater quality measures; and natural drainageways to be retained
<input type="checkbox"/>	<input type="checkbox"/>		Existing and proposed spot elevations and contours lines drawn at 1 foot intervals (for land with a slope over 10 percent, the contour lines may be at 5 foot intervals)
<input type="checkbox"/>	<input type="checkbox"/>		Amount of proposed cut and fill

- o **Stormwater Management System Study** - provide four (4) copies of the study with the completed **Stormwater Scoping Sheet** attached. The plan, calculations, and documentation must be consistent with the Engineering Design Standards and Procedures Manual.

Complete	Incomplete	See PW Note(s)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	Scoping Sheet and attached Stormwater Management System Study

PW Notes:

1. There is an existing driveway dip near the existing pole not shown. In the proposed plans there are several new dips to be installed along the sidewalk on G Street for loading/unloading buses. This will need to be explicitly approved by transportation. Typically ROW cannot be used for loading/unloading for adjacent private development.
2. Project is in the 20 year Time of Travel Zone (TOTZ).
3. A stormwater study is submitted with this application.
4. What is the status of the existing overhead wire crossing the site? It is shown remaining on the utility plan, this is not allowed per the development code. It appears the only service on this line is to the adjacent private property?
5. Planting/landscaping plan is required for rain garden and for the new street trees required along G Street.
6. It appears the trash enclosure does not have sanitary drain installed, this must be covered and drain to sanitary.

Additional comments not related to the completeness of the application:

- Per the general notes no pre-con meeting is required for this project as no PIP is required.

TENTATIVE SITE PLAN REVIEW APPLICATION COMPLETENESS CHECKLIST

Transportation Engineer/Planner: Michael Liebler P.E. **Case#:** 23-000033

Applicant: EC Cares

TRANSPORTATION

- o **Right-of-Way Approach Permit application** must be provided where the property has frontage on a Lane County or an Oregon Department of Transportation (ODOT) facility.

Complete	Incomplete	See Transportation	
		Note(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA	Copy of ROW Approach Permit Application

- o **Traffic Impact Study** - four (4) copies of a study prepared by a Traffic Engineer in accordance with SDC 4.2-105 A.4. Traffic Impact Studies (TIS) allow the City to analyze and evaluate the traffic impacts and mitigation of a development on the City's transportation system. In general, a TIS must explain how the traffic from a given development affects the transportation system in terms of safety, traffic operations, access and mobility, and immediate and adjoining street systems. A TIS must also address, if needed, City, Metro Plan and state land use and transportation policies and objectives.

Complete	Incomplete	See Transportation	
		Note(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA	Traffic Impact Study

- o **Site Plan**

Complete	Incomplete	See Transportation	
		Note(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Access to streets, alleys, and properties to be served, including the location and dimensions of existing and proposed curb cuts and curb cuts proposed to be closed

- o **Improvement and Public Utilities Plan**

Complete	Incomplete	See Transportation	
		Note(s)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Location and type of existing and proposed street lighting
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Location, width, and construction material of all existing and proposed sidewalks, sidewalk ramps, pedestrian access ways, and trails

Location, widths (of paving and right-of-way) and names of all existing and proposed streets, alleys, dedications, access easements or other right-of-ways within or adjacent to the proposed development, including ownership and maintenance status, if applicable

(1)

Location of existing and required traffic control devices

Transportation Notes:

7. Applicant must provide school bus zone signage in coordination with the Springfield School District transportation division requirements.

Additional comments not related to the completeness of the application:

-

ANY REQUIRED ADDITIONAL MATERIALS, APPLICATIONS OR PERMITS

IT IS THE APPLICANT'S RESPONSIBILITY TO DETERMINE IF ADDITIONAL STANDARDS OR APPLICATIONS APPLY TO THE PROPOSED DEVELOPMENT. THE APPLICANT SHOULD CONSIDER UTILIZING EITHER THE DEVELOPMENT ISSUES MEETING OR THE PRE-APPLICATION REPORT FOR MORE DETAILED INFORMATION:

Applicable	Not Applicable	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Where a multi-family development is proposed, any additional materials to demonstrate compliance with SDC 3.2-240
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Riparian Area Protection Report for properties located within 150 feet of the top of bank of any Water Quality Limited Watercourses (WQLW) or within 100 feet of the top of bank of any direct tributaries of WQLW
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A Geotechnical Report prepared by an engineer must be submitted concurrently if there are unstable soils and/or a high water table present
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Where the development area is within an overlay district, address the additional standards of the overlay district
<input type="checkbox"/>	<input checked="" type="checkbox"/>	If five or more trees are proposed to be removed, a Tree Felling Permit as specified in SDC 5.19-100
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A wetland delineation approved by the Oregon Division of State Lands must be submitted concurrently where there is a wetland on the property
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Any required federal or state permit must be submitted concurrently or evidence the permit application has been submitted for review
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Where any grading, filling or excavating is proposed with the development, a Land and Drainage Alteration permit must be submitted prior to development
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Where applicable, any Discretionary Use or Variance as specified in SDC 5.9-100 and 5.21-100
<input type="checkbox"/>	<input checked="" type="checkbox"/>	An Annexation application, as specified in SDC 5.7-100, where a development is proposed outside of the city limits but within the City's urban service area and can be serviced by sanitary sewer

THIS APPLICATION IS:

- COMPLETE FOR PROCESSING
- INCOMPLETE AND NEEDS MISSING INFORMATION NOTED ABOVE

Andy Limbird

March 3, 2023

City Planner

Date

This is not a decision on your application. Springfield Development Code Section 5.4-105 and Oregon Revised Statutes 227.178 require the City take final action on a limited land use decision within 120 days after the application is deemed complete. The 120-day processing period for this application begins when all the missing information is submitted or when you request that the City proceed without the information. You must indicate by either signing this form **or** by submitting a written response to the City within seven days of the date of this form asserting your intentions regarding the provision of the missing information. If you indicate herein or in your written response that the missing information will be submitted, then you have 180 days from the date the application was submitted for Pre-Submittal Review to provide the City with the missing information. If you refuse to submit the missing information, then upon receipt of the full application packet and processing fee, the City will deem the application complete for purposes of starting the 120-day clock and begin processing the application. No new information may be submitted after the start of the 120-day period unless accompanied by a request for an extension of the 120-day processing time. Upon receipt of a request for extension, the City may extend the 120-day period for a reasonable period of time. The City may also require additional fees if the new information is submitted after the Notification to Surrounding Property Owners is sent out and a second notification is required or if the new information substantially affects the application proposal and additional review is required.

I, the owner/applicant, intend to submit all missing items indicated herein to the City within the 180-day timeline.

Owner/Applicant's Signature

Date

*This Draft Final Order is written as if there is sufficient evidence in the record to support a conditional approval.
At this time, the staff reports DO NOT include sufficient evidence to support a conditional approval.
Staff is recommending that the Planning Commission continue the public hearing until June 21 to allow for additional evidence and analysis. The Commission will then determine if there is evidence to support a conditional approval.*

BEFORE THE PLANNING COMMISSION OF SPRINGFIELD, OREGON
DRAFT FINAL ORDER FOR:

REQUEST FOR DISCRETIONARY USE PERMIT AND SITE PLAN REVIEW FOR CONSTRUCTION OF] 811-23-000060-TYP3
AN EARLY CHILDHOOD EDUCATIONAL FACILITY ON VACANT PROPERTY ZONED R-1] 811-23-000059-TYP2
RESIDENTIAL DISTRICT AND LOCATED AT THE NORTHWEST CORNER OF 8TH AND G STREETS]
(ASSESSOR'S MAP 17-03-35-12, TAX LOTS 6700 & 6800)]

NATURE OF THE PROPOSAL

Proposed Discretionary Use Permit and Site Plan to:

- Allow for construction of a 2,677 ft² modular classroom building with on-site parking lot, outdoor play areas, vegetated stormwater facilities and site landscaping on two adjoining, vacant residential lots. The subject property is generally depicted and more particularly described in **Exhibit A** to this Order.

Timely and sufficient notice of the public hearing has been provided, pursuant to SDC 5.1.425-440.

On June 6, 2023, the Springfield Planning Commission held a public hearing which it continued to June 21. It then conducted deliberations on the proposed Discretionary Use Permit and accompanying Site Plan Review application. The staff report, written comments, and testimony of those who spoke at the public hearing meeting were entered into the record.

CONCLUSION

On the basis of this record, the proposed Discretionary Use Permit, as conditioned, is consistent with the criteria of SDC 5.9.120 This general finding is supported by the specific findings of fact, conclusions and recommended condition as stated in the staff report and findings attached hereto as **Exhibit B** to this Order.

On the basis of this record, the proposed Site Plan Review application, as conditioned, is consistent with the approval standards of SDC 5.17.125. This general finding is supported by the specific findings of fact, conclusions and recommended conditions as stated in the staff report and findings attached hereto as **Exhibit C** to this Order.

ORDER/RECOMMENDATION

It is ORDERED by the Springfield Planning Commission that Case Number 811-23-000060-TYP3, Discretionary Use Permit and Case Number 811-23-000059-TYP2, Site Plan Review, be approved with conditions as noted in Exhibits B and C. This ORDER was presented to and approved by the Planning Commission on June 21, 2023.

Planning Commission Chairperson

Date

ATTEST

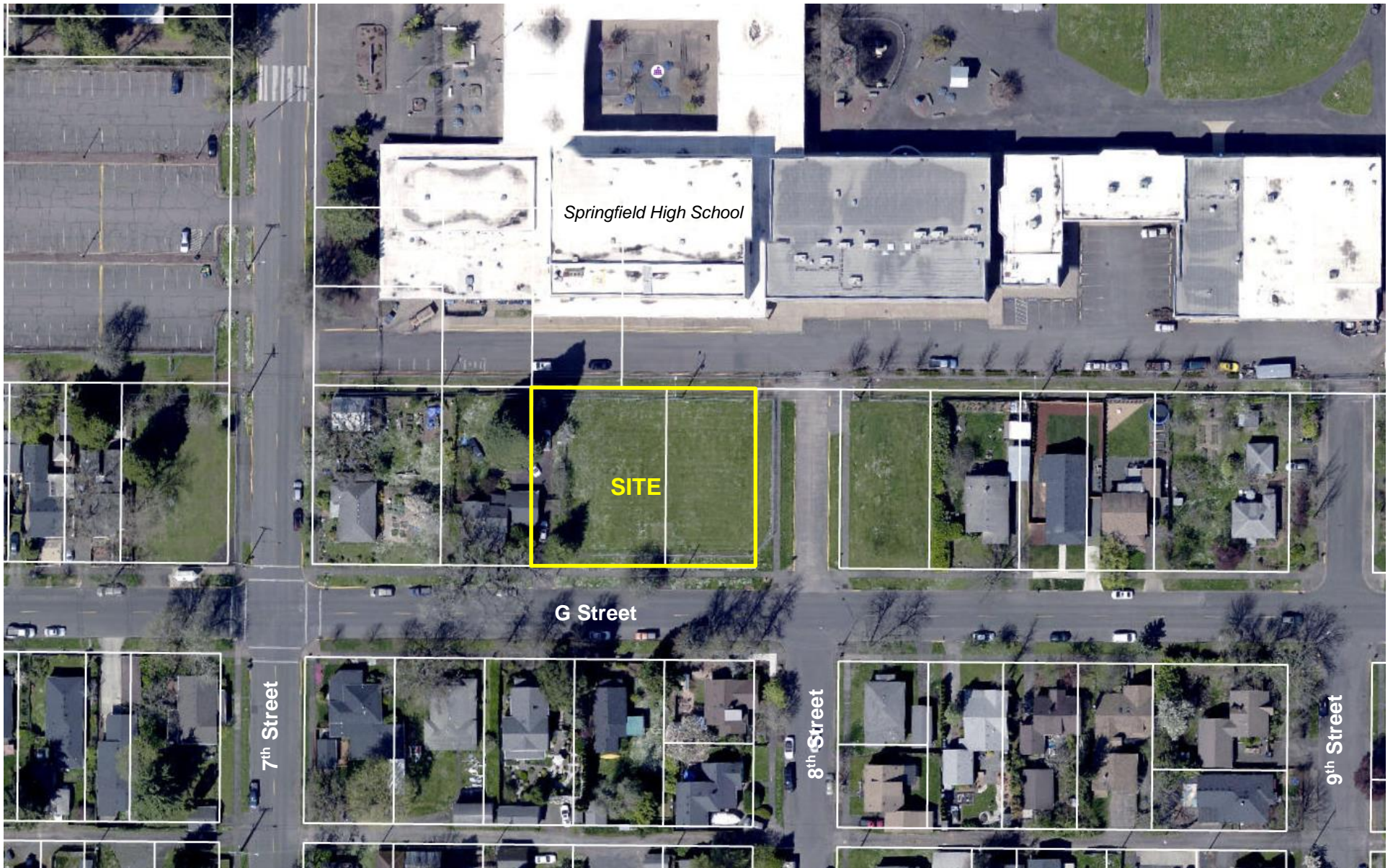
AYES:

NOES:

ABSENT:

ABSTAIN:

811-23-000060-TYP3 – DISCRETIONARY USE PERMIT FOR PROPOSED EDUCATIONAL FACILITY ON VACANT LOT
NORTHWEST CORNER OF G STREET AT 8TH STREET (MAP 17-03-35-12, TL 6700 & 6800)
SITE CONTEXT MAP



LEGAL DESCRIPTION

Tax Lot 6700:

Lots 16, 17, 18 and that portion of the vacated North 2.0 feet of G Street adjacent on the South, Block 108, Plat of WASHBURNE'S SUBDIVISION OF THE SPRINGFIELD INVESTMENT AND POWER COMPANY'S ADDITION to Springfield as platted and recorded in Book 2, Page 73, Lane County Oregon Plat Records in Lane County, Oregon.

Also Including: South ½ of alley adjacent on the North to Lots 16, 17 & 18 in Block 108, WASHBURNE'S SUBDIVISION OF THE SPRINGFIELD INVESTMENT AND POWER COMPANY'S ADDITION to Springfield, Lane County, Oregon by Vacation Ordinance #5837 & 5838 for 1998.

Tax Lot 6800:

Lots 19 and 20 and that portion of the vacated North 2.0 feet of G Street adjacent on the South, Block 108, Plat of WASHBURNE'S SUBDIVISION OF THE SPRINGFIELD INVESTMENT AND POWER COMPANY'S ADDITION to Springfield as platted and recorded in Book 2, Page 73, Lane County Oregon Plat Records in Lane County, Oregon.

Also Including: South ½ of alley adjacent on the North to Lots 19 and 20 in Block 108, WASHBURNE'S SUBDIVISION OF THE SPRINGFIELD INVESTMENT AND POWER COMPANY'S ADDITION to Springfield, Lane County, Oregon by Vacation Ordinance #5837 & 5838 for 1998.

**Staff Report and Findings
Springfield Planning Commission
Discretionary Use Request (EC Cares)**

Hearing Opened Date: June 6, 2023

Report Date: June 2, 2023

Case Number: 811-23-000060-TYP3

Applicant: EC Cares – University of Oregon

Applicant's Representative: Lorri Nelson, Rowell Brokaw Architects

Site: Northwest corner of 8th and G Streets in Springfield (Map 17-03-35-12, Tax Lots 6700 & 6800)

Request

The applicant is requesting a Discretionary Use permit to facilitate construction of a modular classroom building for a preschool.

The application was submitted on March 30, 2023 and the City conducted a Development Review Committee meeting on the Discretionary Use request and accompanying Site Plan Review on April 18, 2023.

Site Information/Background

The property that is the subject of the Discretionary Use request is located on the north side of G Street between 7th and 8th Streets. The site abuts the Springfield High School campus along the northern edge. The site is currently vacant and is zoned R-1 which is consistent with the Low Density Residential plan designation as shown on the adopted *Metro Plan* Diagram.

The property is currently vacant and has frontage on G Street along the southern boundary and a stub of 8th Street along the eastern boundary. An abandoned curb cut and driveway approach is located near the midpoint of the property frontage on G Street. The applicant has submitted a Site Plan Review application under separate cover (Case 811-23-000059-TYP2) for the proposed modular classroom building and associated site improvements including a driveway access onto 8th Street, parking lot, outdoor play areas and site landscaping.

RECOMMENDATION: This report does not include a specific recommendation for approval or denial at this time. Staff recommends the Planning Commission consider the matter in the June 6, 2023 public hearing and continue the public hearing until June 21, 2023 at 7:00 pm. For the continued public hearing meeting staff will provide a staff report with a recommendation based on the public hearing testimony, all information in the record and any initial input from the Planning Commission.

The findings below are not a complete set of findings that would support a recommendation. Staff is providing these preliminary findings to identify areas under the applicable approval standards where additional considerations may need to be made.

Staff has identified the following topics as areas that will need additional consideration and will be noted under the approval standards:

1. Parking
2. Traffic volumes, safety, and congestion

Notification and Written Comments

Notification of the June 6, 2023 public hearing for both the Discretionary Use permit and Site Plan application was sent to all property owners and residents within 300 feet of the site on May 5, 2023. Notification was also published in the legal notices section of *The Chronicle* on May 11, 2023. Public hearing notices were posted in the following public locations: on both the G Street and 8th Street frontages of the subject property; in the public notices bulletin board in the lobby of City Hall; on the City's webpage; and on the digital display in the Development & Public Works office. Public notification was also sent to all property owners and tenants/residents within 300 feet of the site on April 20, 2023 for just the Site Plan Review application submitted under separate cover (Case 811-23-000059-TYP2) as part of the standard comment period notice for a Site Plan application. Staff responded to several telephone calls and emails regarding the project and written comments were received from Sylvia Hawley, 752 F Street, Springfield; Curtis Phillips, 916 G Street, Springfield; Wanda Seamster & Mark Fryer, 729 G Street, Springfield; and Michael McIlrath, 85809 South Willamette Street, Eugene. Mr. McIlrath's written submittals are included as Attachments 1-4 to this report.

Sylvia Hawley, 752 F Street states: *"Would the project be for pre-school classrooms? Sounds fine by me. Thank you for the opportunity to comment."*

Staff Response to Ms. Hawley: No staff response because Ms. Hawley has expressed no objections or concerns with the proposal.

Curtis Phillips, 916 G Street states: *"I was recently made aware that a new childcare facility will be going in on 8th and G here in Springfield. I believe this is a good thing as we need as much support in our communities as possible so, this email is not intended to be an objection to the facility. With that said, I do have a real concern with any additional traffic in the area. I moved to 9th and G Street last fall and have observed what I consider dangerous conditions at times on the roadway. Parents and students, particularly at pick up and drop off times for the multiple schools in the area, are speeding and visibly frustrated with traffic. It is not uncommon to see people reach 40MPH within 1 block of a stop sign, with 2 young children at home this is a real concern. Any additional traffic should be mitigated with additional controls such as speed bumps or stop signs between 10th and 7th. There are 2 schools on this street now and we already have unsafe conditions. An additional facility going in will only exacerbate the current situation. The speed bump in front of Dos Rios is a perfect example of how to slow traffic in this increasingly busy area. In a perfect world people would respect speed limits and traffic safety but we all know that is not the world we live in. Therefore, additional measures should be implemented to protect the community. Thank you for considering this input to the proposed facility and make sure to reach out if I can be of any assistance."*

Staff Response to Mr. Phillips: It should be clarified that the proposed early childhood educational facility is not considered a child care facility under the definitions used by the State of Oregon. Child care facilities are classified differently than pre-schools, kindergartens and similar educational facilities under ORS 329A.250. Additionally, child care facilities are permitted in all residential districts so there would not be a requirement for a Discretionary Use permit and associated public hearing.

Regarding the issues of vehicles speeding along G Street, this is a traffic enforcement issue that has been communicated to the Springfield Police Department. At this point, there are no plans by the City to implement traffic calming (e.g. speed bumps or cushions) or traffic control (e.g. stop signs) measures between 7th and 10th Street on G Street. A discussion of traffic impacts and transportation-related issues is found in Criterion B below.

Wanda Seamster & Mark Fryer, 729 G Street state: *“This is my testimony regarding the building of a two-room modular for EC Cares (child care provider) at the intersection of G and 8th Streets in Springfield.*

- 1) *I support making childcare more accessible and available to families. If this is the goal of these modular buildings – or if they provide admin space for such services – then I have no problem.*
- 2) *Having spoken to police dispatcher and to Officer Newton, the safety officer installed at Springfield High, there is an ongoing safety issue surrounding high speed driving by students at lunch time and at school ending time. Despite the fact that the police and school officials are aware of this almost daily problem, know when it occurs, know where it occurs, and know several of the perpetrators by name and vehicle, NOTHING pass [sic] an infrequent ticket has been done to deter the speeders due to a) a lack of police personnel to direct to the problem (according to Officer Newton) and b) I believe, a lack of injuries to pedestrians that would spur decision makers to solve the problem (as evidenced by the sluggish response to make safer crosswalks on Main/126 until injuries/fatalities spurred resolve by the City decision makers).*
- 3) *Adding young children activities to this area without pedestrian protection means that you would be adding children as pedestrians to a recognized unlawful, highspeed area.*

I strongly recommend that two- or four-way stop signs be installed at the intersection of G and 8th Streets, and that crosswalk strips and pedestrian signage be added to the project. All the high speeds I have witnessed occur from the corner of 7th and G to the corner of 10th and G – because the drivers can raise a lot of speed in three straight blocks. (My neighbor sustained a hit-and-run by a student driver at the corner of 10th and G). Stop signs would slow traffic along this stretch of G Street. Failure to include pedestrian protection – whether in favor of saving money or promoting a smidgen faster bus time – will eventually lead to accidents that could devastate families and perhaps cause liability issues for Springfield.”

Staff Response to Ms. Seamster and Mr. Fryer: Staff has clarified the difference between child care facilities and the proposed use on the site, which is an educational facility (above). G Street is classified as a collector street so it does not have stop signs every block. There is no stop sign at 8th Street where the north leg of the intersection is a stub of public street that dead-ends at a gated driveway into the high school campus.

The existing schools along G Street are not “neighborhood” schools relying solely or primarily on students walking to the facility. For this reason, the existing, compact grid system of streets and crossings is not enhanced with multiple stops and striped crosswalks except where mid-block pedestrian crossings occur (i.e. Two Rivers/Dos Rios Elementary School) or at major intersections (e.g. 7th and G Street and 10th and G Street). There are existing ramps at the four corners of the 8th and G Street intersection and there are clear sight lines along G Street for pedestrians to be visible to drivers and safely cross the street. A detailed discussion of traffic impacts and transportation-related issues is found in Criterion B below.

Michael McIlrath, 89030 South Willamette Street, Eugene submitted written comments including a request for additional information from the Springfield School District. Brett Yancey, representing Springfield School District and the landowner of the subject site, provides a response in Attachment 4, Exhibit D. Written comments from Mr. McIlrath are included as Attachment 4, Exhibits A-C to the AIS. EC Cares provided a response to Mr. McIlrath's request for information from Springfield School District. The response from EC Cares is included as Attachment 4, Exhibit E to this staff report.

Staff Response to Written Comments (Attachment 4, Exhibits A-E): A discussion of traffic and transportation-related issues is found in Criterion B below. Although this information is raised in Attachment 4, Exhibit B there are no remaining open ditches or waterways in the vicinity as discussed in Criterion B(3) below. Other issues raised by Mr. McIlrath are addressed in the applicable criteria found in SDC 5.9.100(A)-(C) below.

The City was not privy to details of the lease agreement with EC Cares and other operational matters administrated by the School District, nor is this information required for the land use applications to be processed. It is appreciated that Mr. Yancey disclosed the details of the lease agreement and other information to Mr. McIlrath on behalf of the School District. For these reasons, no further response is offered herein to Attachment 4, Exhibit D.

Photo 1 – Site Air Photo

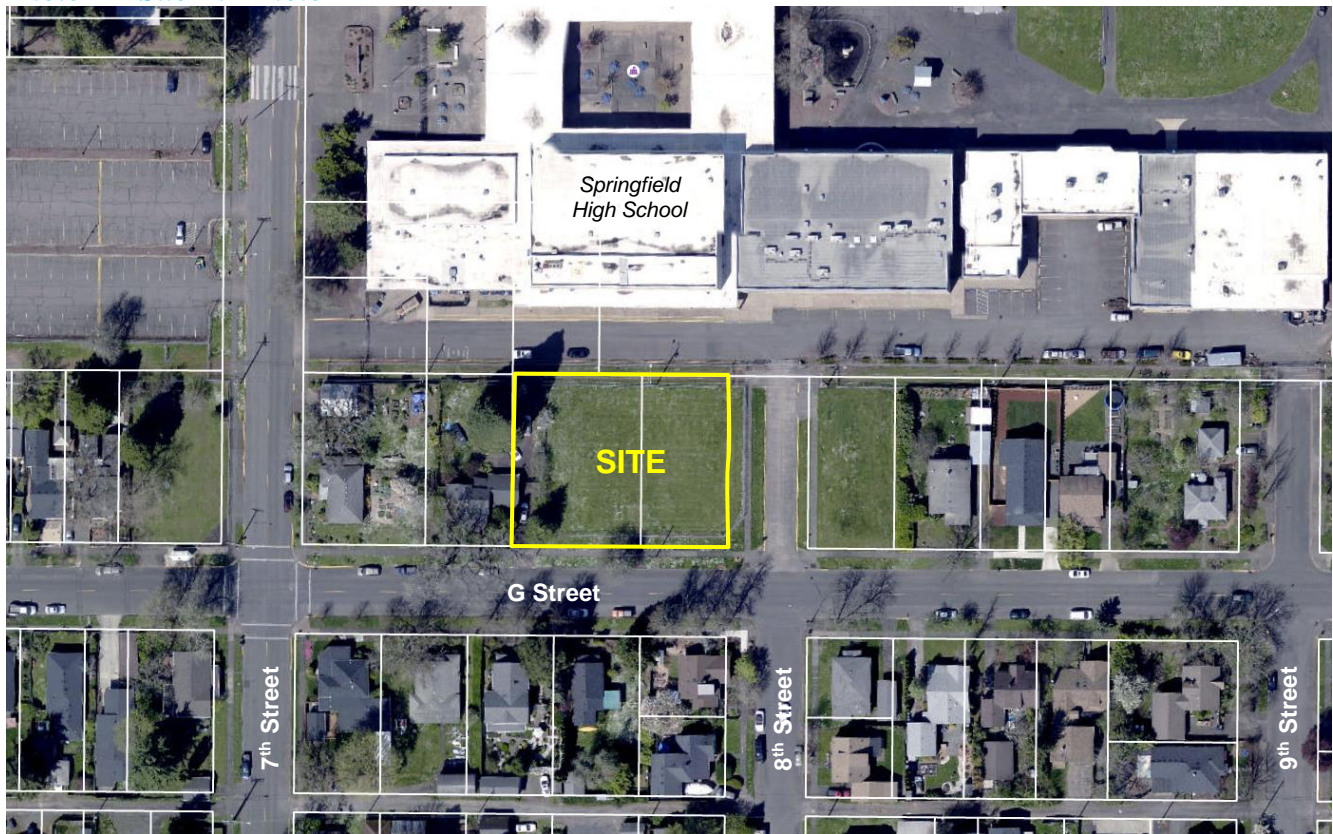
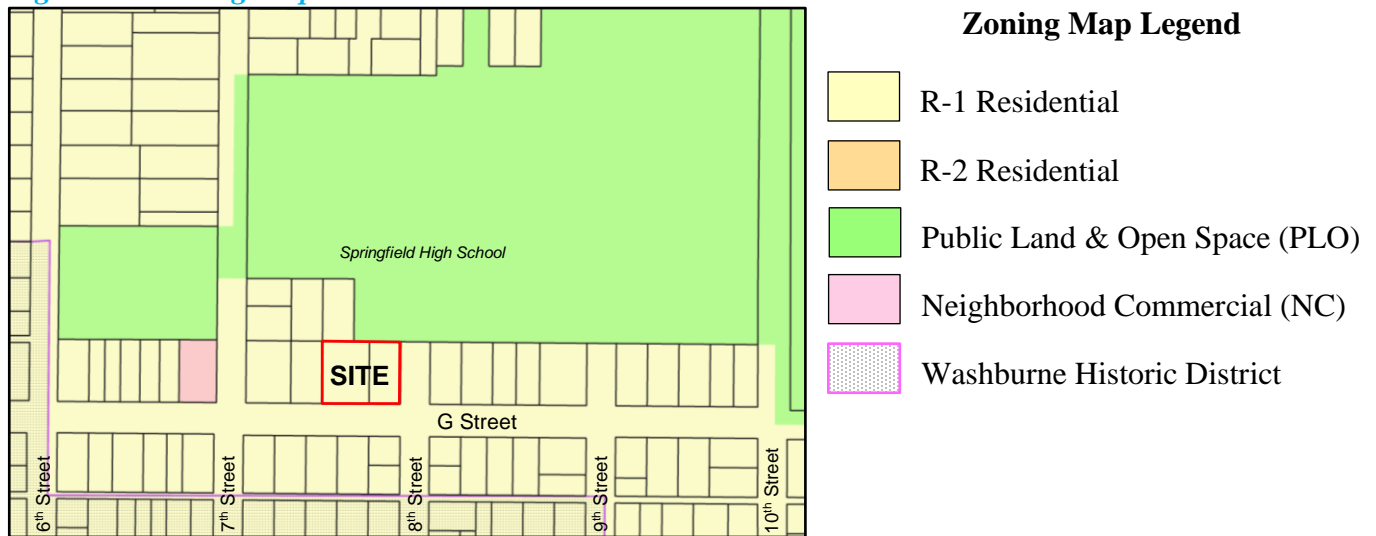


Figure 1 – Zoning Map Extract



Criteria of Approval

Section 5.9.100 of the SDC contains the criteria of approval for the decision maker to utilize during review of Discretionary Use requests; those criteria are:

SDC 5.9.120 CRITERIA

(A) *The proposed use conforms with applicable:*

- (1) *Provisions of the Metro Plan;*
- (2) *Refinement plans;*
- (3) *Plan District standards;*
- (4) *Conceptual Development Plans or*
- (5) *Specific Development Standards in this Code;*

(B) *The site under consideration is suitable for the proposed use, considering:*

- (1) *The location, size, design and operating characteristics of the use (operating characteristics include but are not limited to parking, traffic, noise, vibration, emissions, light, glare, odor, dust, visibility, safety, and aesthetic considerations, where applicable);*
- (2) *Adequate and safe circulation exists for vehicular access to and from the proposed site, and on-site circulation and emergency response as well as pedestrian, bicycle and transit circulation;*
- (3) *The natural and physical features of the site, including but not limited to, riparian areas, regulated wetlands, natural stormwater management/drainage areas and wooded areas shall be adequately considered in the project design; and*

- (4) *Adequate public facilities and services are available, including but not limited to, utilities, streets, storm drainage facilities, sanitary sewer and other public infrastructure.*
- (C) *Any adverse effects of the proposed use on adjacent properties and on the public can be mitigated through the:*
 - (1) *Application of other Code standards (including, but not limited to: buffering from less intensive uses and increased setbacks);*
 - (2) *Site Plan Review approval conditions, where applicable;*
 - (3) *Other approval conditions that may be required by the Approval Authority; and/or*
 - (4) *A proposal by the applicant that meets or exceeds the cited Code standards and/or approval conditions.*

Proposed Findings In Support of Discretionary Use Approval

Criterion: Discretionary Use criteria of approval:

A. The proposed use conforms with applicable;

1. Provisions of the *Metro Plan*;

Approval Criterion: School siting is discussed in the *Public Facilities and Services Element* of the *Metro Plan*. *Metro Plan* Policies G.22 – G.24 require coordination between the School District and the City regarding land use planning and siting of school facilities.

Finding: The property is currently zoned R-1 Residential in accordance with the Springfield Zoning Map and is designated Low Density Residential (LDR) in the adopted *Metro Plan* diagram. The applicant is not proposing to change the current zoning or designation for the subject site.

Finding: Provisions of the *Metro Plan* contemplate non-residential uses such as schools, streets, parks and government facilities in land designated for residential use. Approximately 32% of residentially-designated land is typically developed with non-residential uses (*Metro Plan* Residential Land Supply and Demand Finding #8).

Finding: The proposed modular classroom building is consistent with Policy G.22(a) of the *Metro Plan* whereby the City and School District are coordinating the need for new school facilities and sufficient land to site them. The land use planning and coordination specified by Policy G.22(a) is evidenced by the Discretionary Use permit and Site Plan review submitted by the applicant for review and approval by the City as approving authority. The proposed modular classroom building is to be located on vacant land owned by the School District and it performs a key function in addressing preschool educational needs for children within the district, as detailed in the EC Cares summary included in the AIS packet as Attachment 4, Exhibit E.

Approval Criterion: The adopted comprehensive plan applicable to the site is the *Springfield Comprehensive Plan*.

Finding: As the adopted buildable lands inventory that supports the *Springfield Comprehensive Plan - Residential Land and Housing Element*, the *Residential Housing Needs Analysis* identifies the need for new and expanded school facilities as population increases. The findings of the *Residential Housing Needs Analysis* align with earlier findings and conclusions contained in the *Metro Plan* and restated in the Springfield Comprehensive Plan regarding planning and integration of schools within residential areas and responding to changing needs as population increases. However, there are no specific policies or requirements of the adopted Springfield Comprehensive Plan that apply to the proposed development.

Finding: Respondent McIlrath asserts that the proposed busing of students to the classroom building is contrary to the provisions of TransPlan and *Metro Plan* policies which encourage neighborhood focused uses that reduce vehicle trips. While this principle might be true for certain types of commercial and mixed-use developments – especially in frequent transit corridors – the proposed classroom building does not violate any *Metro Plan* policies. The *Metro Plan* (Section III-G-10) contemplates and supports the need for flexibility in school facility use and siting due to fluctuations in student populations in different areas of the District and anticipates a reliance on busing to keep student numbers in line with facility capacity. The proposed classroom building will rely on busing of students to the facility which is consistent with School District practice and long supported by the City’s adopted comprehensive plans. Springfield has replaced the former Metropolitan Transportation System Plan or “TransPlan” with the City’s own Transportation System Plan or TSP for the local Springfield transportation system. There are no policies or recommendations arising from the City’s TSP (last updated in 2020) that affect this project. There are no regional projects or policies in TransPlan that are applicable to this site. Moreover, the proposed modular classroom building in no way violates the provisions of the City’s adopted TSP or regional policies of TransPlan.

Conclusion: The request meets this criterion.

2. Refinement plans;

Finding: The subject site is not within an adopted neighborhood refinement plan area.

Approval Criterion: Metro Plan Policies G.22 – G.24 are restated as Policies G.21 – G.23 in the adopted *Eugene-Springfield Public Facilities and Services Plan* (PFSP), which is a functional refinement plan of the *Metro Plan*.

Finding: The relationship between the *Metro Plan* and the PFSP is described on Page I-5 of the *Metro Plan*. The proposed modular classroom building is consistent with the policies of the PFSP whereby the School District and City are coordinating the land use planning and siting of school facilities. This policy has been met through the applicant’s submittal of land use applications in support of the facility on vacant property owned by the School District. The City is similarly meeting its commitment to process the applications under the provisions of the Development Code.

Conclusion: The request meets this criterion.

3. Plan District standards;

Finding: The subject site is not within an adopted Plan District.

Conclusion: This criterion is not applicable to this request.

4. Conceptual Development Plans or

Finding: There are no Conceptual Development Plans currently applicable to the subject site.

Conclusion: This criterion is not applicable to this request.

5. Specific Development Standards in this Code;

Approval Criterion: SDC Table 3.2.210 specifies that “educational facilities: elementary and middle schools” are a Discretionary Use in the R-1 district and are subject to Site Plan Review.

Finding: The use of “preschool” is not listed in the Springfield Development Code. The term Elementary school or Middle School is not defined in the SDC. The term “school” is defined in SDC 6.1.100 as “A building where individuals gather to receive educational instruction, either public or private, except as otherwise specifically defined in this code. *School* does not include a child care facility as defined in this chapter.” In accordance with SDC 6.1.105(G) where words are not defined direction is given to rely on other sources including State laws, and dictionaries in common usage. The term “preschool” as defined in the online Merriam-Websters dictionary as “a school for children usually younger than those attending elementary school or kindergarten.”

Finding: For the purpose of the proposed use, it is found that the use is a school and is allowed in the R-1 district as a discretionary use as it is an educational facility.

Finding: The requirements of SDC 4.7.195 are also evaluated in more detail in the accompanying Site Plan Review application submitted under separate cover (File 811-23-000059-TYP2). As discussed in the accompanying Site Plan Review application, those findings are incorporated by reference here, it is found that SDC 4.7.195(A)(2)-(11) only apply to schools that are 10,000 square feet or larger.

Finding: To address the land use approval requirements for an educational facility in the R-1 Residential District, the applicant has submitted this request for Discretionary Use approval. The Site Plan Review process is typically a Type 2 decision under SDC 5.17.110(A)(1)(d). However, under SDC 5.1.415(B), the Director may elevate review of a Type 2 decision to Type 3 review “due to the complexity of the application or the need for discretionary review.” The Director has determined that the Site Plan Review application is appropriate for concurrent review as a Type 3 decision given the concurrent application for Discretionary Use approval.

Approval Criterion: SDC 5.9.115(A) requires that new Discretionary Uses are reviewed and approved under Type 3 procedure concurrently with or prior to approval of a Site Plan Review.

Finding: With approval of the Discretionary Use request, the applicant will need to obtain approval for the accompanying Site Plan Review submitted under separate cover (File 811-23-000060-TYP2). The detailed site development plans, including vehicle access and parking, bus drop off zone, underground utilities, playground structures, street frontage improvements and site landscaping need to be addressed through the Site Plan Review process. After the completion of the public hearing process, the Planning Commission can concurrently approve the Site Plan Review application with the Discretionary Use request.

Finding: In his submitted comments, respondent McIlrath expresses concerns about the review and approval process for the Site Plan Review being “rushed” and “hasty”. Mr. McIlrath identified the May 4 deadline for submittal of written comments as being insufficient due to delays in mailing. The mailed notice stating a May 4 deadline was for comments specific to the Site Plan Review application (File 811-23-000059-TYP2). The subsequent mailed and published notice provided for the June 6 public hearing includes both the Site Plan Review and Discretionary Use permit (File 811-23-000060-TYP3), indicating the record on the staff reports is open until closed at or following the public hearing. All comments submitted by Mr. McIlrath between April 25 and May 10 are included with this staff report (Attachments 4, Exhibits A-D). To the extent that the first Site Plan Review notice caused any confusion regarding the deadline for submitting comments related to the proposed development, City staff recommend the Planning Commission continues the public hearing opened on June 6 until the next regular meeting on June 21 to allow additional time for public comment.

Finding: Regarding the issue of sufficient time for review and comment, the applications were submitted on March 30, 2023 and the City has met all required public notification timelines for Type 3 Site Plan Review and Type 3 Discretionary Use permit. Under Oregon state law, the City must issue a decision on a complete land use application within 120 days, including the provision for any local appeals. The public hearing date for this application is June 6, 2023 which is day 68 of the approval timeline. This is consistent with the approval timeline for similar applications. The public hearing provides additional opportunity for the public to submit comments, including the right to request continuation of the hearing or for the record to be left open for an additional period of time. The approval process for these applications is consistent with the requirements of the Springfield Development Code, and the City’s adopted and acknowledged Goal 1 Citizen Involvement Plan.

Recommended Condition of Approval:

- 1. Concurrent with or subsequent to approval of the Discretionary Use Permit, the applicant must obtain Planning Commission approval for the Site Plan Review initiated by Case 811-23-000060-TYP2.**

Conclusion: As conditioned herein, the proposal meets this criterion.

B. The site under consideration is suitable for the proposed use, considering:

- 1. The location, size, design and operating characteristics of the use (operating characteristics include but are not limited to parking, traffic, noise, vibration, emissions, light, glare, odor, dust, visibility, safety, and aesthetic considerations, where applicable);**

Finding: The proposed modular building on the property is to accommodate an early childhood education program provided by EC Cares. In response to issues raised by respondent McIlrath in his submitted comments, the Discretionary Use permit process is the approval process used to confirm that a proposed use will not be conspicuously different from – or impose adverse effects on – existing uses adjacent to the property and in the immediate vicinity. By submitting the Discretionary Use permit and having the request scheduled for public hearing before the City’s Planning Commission, the applicant has met this requirement for “conditional use permit” identified by respondent McIlrath in the April 25 comments (note that these comments were submitted before Mr. McIlrath received notice of the Discretionary Use application).

Parking

Approval Criterion: In accordance with SDC 4.6.125, the parking requirements for modular classroom buildings are one per classroom plus one per 100 ft² of assembly area.

Finding: Comments submitted by respondents describe concerns about parking issues created or exacerbated by the proposed classroom building. Currently, the property frontage along 8th Street has painted curbs that prohibit parking. There is on-street parking along G Street frontage.

Finding: There is no assembly area within the modular building, therefore the parking requirement under SDC 4.6.125 is two spaces. The parking requirement is satisfied with the proposed three-space, on-site parking lot. Additional review of the site parking is contained in Section 9 of the accompanying Site Plan Review (File 811-23-000059-TYP2).

Finding: The applicant is proposing to replace the G Street parking frontage with a dedicated school bus loading and unloading area. Approximately 88 feet of curb line will be required for two bus loading spaces as depicted on Sheet L-1.0 of the applicant’s submittal. With delineation of two bus loading spaces, there is approximately 60 feet of curb line remaining along the property frontage that could accommodate up to three parallel parking spaces at the western edge of the site. Three vehicle parking spaces are being provided on-site which approximates the impact of a two-classroom modular building. The provision of three on-site parking spaces meets the requirements under SDC 4.6.125 and therefore the proposed development will be sufficient to mitigate any potential adverse impact on the availability of on-street parking in the neighborhood.

Traffic

Finding: Comments submitted by respondent McIlrath demands a traffic impact study for the proposed modular classroom building. Respondent McIlrath points to the requirement under SDC 4.7.195(A)(11) for a Traffic Impact Study to be provided for a school. The proposed modular classroom building is being reviewed through a Type 3 process. However,

because the modular classroom building is about 2,677 ft² it does not meet the criteria for requiring the Specific Development Standards of SDC 4.7.195, therefore these standards are not applicable.

Pedestrian Safety

Finding: Comments submitted by respondents describe concerns about speeding along G Street, which represents an existing condition.

Finding: There is an absence of traffic speed data for G Street and the respondents did not request or conduct a speed study in support of these allegations. To determine whether a speeding problem exists during busy periods, the City's Traffic Operations and Engineering Section conducted a speed study on May 25, 2023 at the time of school release (2:49 pm – 3:30 pm). A radar gun was used to record vehicle speeds on G Street between 8th and 9th Streets. The entire length of G Street between 3rd Place and 14th Street is posted as a 25 mph zone. During the course of the speed study 97 passenger vehicles were recorded. The speed study found that the average speed of vehicles was 25 mph and the 85th percentile speed (i.e. speed at which at least 85% of the vehicles were under) was 29 mph.

Finding: Traffic data, including records of enforcement actions and accident reports, were requested from the Springfield Police Department for the segment of G Street between 7th and 10th Streets. According to police records, for this three-block stretch of G Street there have been 21 traffic stops and three motor vehicle accidents that generated a police report in the past three years. Additional details on these records are being sought from the Springfield Police Department and will be entered into the record when obtained.

Finding: Comments submitted by respondents recommend traffic calming or traffic control measures such as speed bumps and stop signs to mitigate speeding. Respondents point to the "speed bump" at Dos Rios/Two Rivers Elementary School as a viable measure. The "speed bump" on G Street in front of Dos Rios/Two Rivers School is an elevated pedestrian crossing that functions in part as a speed control and in part as a crosswalk. The elevated crossing was installed because it represents a mid-block pedestrian connection between the parking lot on the south side of the street and the main school entrance on the north side of the street. There is more pedestrian traffic associated with Dos Rios/Two Rivers School because hundreds of students attend the school and the parking lot served by the elevated crossing is frequently used for parent pick-up and drop-off of students from private vehicles.

Finding: Comments submitted by respondents identify speeding vehicles as hazards to pedestrian safety that warrant four-way stops and crosswalks along G Street. Under Oregon law, every intersection is a crosswalk whether it is marked/striped or not. There are existing, striped crosswalks at 7th and G Street and 10th and G Street where there are also four-way stop traffic controls. No striped crosswalks are provided on G Street at 8th or 9th Streets.

Finding: Comments submitted by respondents describe concerns about traffic congestion and safety. Respondent McIlrath points to vehicles being backed up for two blocks or more at the four-way stops at 7th and G Streets when school is just starting or has just let out.

Finding: Respondent McIlrath contends that installing a driveway for the facility on 8th Street will contribute to congestion and obstruct pedestrian travel to and from the high school. The

proposed site parking lot for the facility contains three parking spaces and the driveway is located on the lower classification street of the two street frontages in accordance with SDC 4.2.120(B). Installing a new driveway on G Street is prohibited because it is a collector street with higher traffic and pedestrian volumes. A driveway from G Street would increase congestion by creating a new traffic conflict point on G Street. Conversely, the proposed driveway on 8th Street has better sight lines, avoids conflicts with the bus loading zone and consolidates conflict points on the local street to one location which is in line with driver and pedestrian expectations. The driveway will experience very few vehicle trips because it is solely used for on-site parking, which is limited to three spaces.

Finding: Comments submitted by respondent McIlrath express concerns that the applicant's statements about busing of students, limiting vehicle trips and parking demand associated with the site and other operational matters should be considered "provisional". The characteristics of the modular classroom building and its proposed use as a pre-school is the focus of this review. If EC Cares were to abandon the facility another educational program for pre-school or elementary education could occupy the building under the provisions of the Discretionary Use permit (should it be approved). However, the Springfield High School could not expand onto the site because high schools are not allowable in the R-1 District – even with a Discretionary Use permit. A rezoning of the property would be required if high school activities were proposed – a land use action requiring another public review and comment period and a public hearing.

Finding: Operation of the classroom building will be largely consistent with the operating hours of other schools in the vicinity. Most of the students will arrive at the facility by bus, which reduces the total amount of private vehicle trips associated with the classroom building. It is not expected that the early childhood educational facility will generate vibrations, odors, emissions, glare, dust or other adverse impacts to the neighborhood.

Finding: The property requested for Discretionary Use approval is zoned R-1 and it borders an existing residential dwelling on the west boundary only. On the north the site abuts the Springfield High School campus, and on the east and south it has frontage on public streets (8th and G Streets).

Finding: There will be daytime noise and activity during construction of the new site improvements, which includes relocation of perimeter fencing, construction of a new driveway approach and parking lot, installation of utilities, and siting of the modular building. However, short duration noise spikes are not regulated through the Springfield Development Code and are mitigated by daytime and nighttime background noise from nearby school activities, traffic on G Street and public transit operations already occurring along the site frontage. Additionally, the proposed site work should not require extensive excavation or prolonged use of heavy equipment or machinery that would introduce new or excessive noise to the site. According to the response to written comments provided by EC Cares, upon completion of the classroom building the early childhood education facility will follow a specialized program of instruction based on the specific needs of students and have activities occurring both indoors and outdoors.

Finding: The accompanying Site Plan Review provides additional discussion and analysis of the parking configuration, site access and egress, bicycle parking, and other operational

considerations for the proposed modular building as it relates to specific Development Code requirements (Case 811-23-000059-TYP2).

Conclusion: Staff recommends conducting the initial public hearing and considering all of the information in the record and testimony from the public hearing. Additional findings will be prepared after the initial public hearing.

2. Adequate and safe circulation exists for vehicular access to and from the proposed site, and on-site circulation and emergency response as well as pedestrian, bicycle and transit circulation;

Finding: The site has frontage on G Street along the southern boundary and on 8th Street along the eastern boundary. The site is located on the northwest corner of a street intersection that provides for vehicle and bicycle access from nearby local and major streets that connect to the entire city and region. The segment of G Street along the property frontage is signed as a 25 mph zone because it is designed and intended as a low-speed neighborhood collector street that primarily conveys traffic to and from existing residences and educational facilities on G Street.

Finding: The subject site is less than one mile from Fire Station #4 at 1475 Fifth Street, which provides for rapid emergency response via 5th and G Streets.

Finding: Lane Transit District operates Routes 17 (5th Street/Hayden Bridge) and 18 (Mohawk) which run past the proposed development site on G Street. There are existing transit stops for both east- and west-bound riders located one block west of the subject property near the intersection of 7th and G Streets.

Finding: Between Pioneer Parkway East and 14th Street, G Street has a posted speed limit of 25 mph and has striped crosswalks at key intersections, including 7th and G Street and 10th and G Street which are proximate to the subject site. Under Oregon state law, all street intersections are crosswalks – whether marked or not – so there are pedestrian connections to the site from all directions.

Finding: Both site frontages are improved with public sidewalks. The applicant is proposing to install pedestrian walkways from G Street to the modular building allowing for students dropped off by bus or arriving on foot to access the main entrance.

Finding: The applicant is proposing to install a new driveway on 8th Street to serve the classroom building and associated parking lot. Under SDC 4.2.120(B), a site must take driveway access from the lower classification street where a site has frontage on more than one street and the streets have different functional classifications. Because G Street is classified as a collector street, the proposal meets this requirement by taking access from the local street (8th Street). In responses to written comments, the proposed driveway has been confirmed to be located on a street with sight lines in conformance with SDC 4.2.130, Vision Clearance Area, and SDC Table 4.2.4, Minimum separations between a driveway and the nearest intersection curb return on the same side of the street. The proposed driveway is expected to experience minimal traffic due to the small size of the parking lot (i.e. three spaces), and is not anticipated to interfere with pedestrian movements along the fronting sidewalk or traffic movement on 8th Street.

Conclusion: Staff recommends conducting the initial public hearing and considering all of the information in the record and testimony from the public hearing. If needed, additional findings will be prepared after the initial public hearing.

3. The natural and physical features of the site, including but not limited to, riparian areas, regulated wetlands, natural stormwater management/drainage areas and wooded areas shall be adequately considered in the project design; and

Finding: There are no regulated wetlands or riparian areas within the project area.

Finding: Respondent McIlrath provides comment about the northern edge of the proposed development site being a former natural boundary between the developed portion of Springfield and the City limits at 10th and G Streets. Drainage channels that directed runoff to the river used to run within the alley along the northern edge of the subject property. There are no remaining natural drainage features or wooded areas within the project area. Drainage in this neighborhood has been formalized through a system of catch basins within the public street system and a network of underground pipes that direct runoff to public stormwater outfalls – in this case, the Willamette River.

Finding: The project area was previously developed with residential dwellings but these were removed more than 25 years ago according to the School District. The site is currently vacant and is seeded with turf grass.

Conclusion: The proposal meets this criterion.

4. Adequate public facilities and services are available, including but not limited to, utilities, streets, storm drainage facilities, sanitary sewer and other public infrastructure.

Finding: The site is just outside the northern edge of the Washburne Historic District and was previously developed with residential dwellings. Public utilities are available on the site periphery including water, electricity, telecommunications and sanitary sewer. The applicant will be responsible for managing stormwater drainage on the site. The topic of adequate public facilities and services is addressed in more detail in the accompanying Site Plan Review (File 811-23-000059-TYP2), those findings and any conditions are incorporated by reference here.

Conclusion: As described herein and with the recommended Condition 1 requiring concurrent or subsequent approval of the Site Plan Review submitted under separate cover (Case 811-23-000059-TYP2), the proposal meets this criterion.

C. Any adverse effects of the proposed use on adjacent properties and on the public can be mitigated through the:

1. Application of other Code standards (including, but not limited to: buffering from less intensive uses and increased setbacks);

Finding: The proposed modular classroom building is not unlike a residential dwelling in terms of size and scale (i.e. approximately 2,677 ft² and single-story). The applicant is proposing to orient the building to the G Street frontage and provide driveway and parking access from 8th Street. The northern boundary abuts the Springfield High School campus and

the property on the east side of 8th Street across from the development site is a vacant lot that is also owned by the Springfield School District. Therefore, the site abuts a less intensive use on only the western boundary.

Finding: The applicant is proposing to retain an existing fence along the western boundary of the site where it adjoins a residential property. A landscaping strip is proposed along the western edge of the site and active play areas are focused on the northern and eastern edges of the site (i.e. away from the adjoining residential property). The proposed landscaping buffering and increased building and play area setbacks from the western boundary mitigates any potential impact to the adjoining residential use. The existing G Street buffers the proposed use from the residential properties to the south.

Finding: It is not expected that the proposed use will generate unusual noise, odors or emissions, aside from occasional noise and activity associated with children playing outside. The modest size of the facility combined with the anticipated number of students limits the potential for noise that is detectable from less intensive uses in the vicinity.

Finding: The proposed modular building and associated improvements meet the applicable setbacks from perimeter property lines and abutting land uses as evidenced by the findings and conclusions in the accompanying Site Plan Review application (File 811-23-000059-TYP2).

Finding: The applicant is proposing to use wall-mounted, residential-style light fixtures for the modular building. The proposed lighting should be similar to fixtures used elsewhere in the adjacent residential neighborhood. No light towers or pole-mounted lights are proposed on the site. Therefore, it is not expected there will be any adverse effects from lighting on the subject site.

Conclusion: As described herein and in the Site Plan Review submitted under separate cover (File 811-23-000059-TYP2), which is incorporated here by reference, the proposal meets this criterion.

2. Site Plan Review approval conditions, where applicable;

Finding: The applicant will be required to satisfy the conditions of approval for this Discretionary Use Permit, if any, and the Site Plan Review submitted under separate cover (Case 811-23-000059-TYP2) prior to or concurrently with obtaining Final Site Plan approval and building permits for this project. Any Site Plan Review conditions are incorporated here by reference.

Conclusion: As described herein and with the recommended Condition 1 requiring approval of the Site Plan Review submitted under separate cover (File 811-23-000059-TYP2), the proposal meets this criterion.

3. Other approval conditions that may be required by the Approval Authority; and/or

Finding: No other conditions of Discretionary Use approval are being recommended. Recommended conditions required to address specific site development and operational

issues are described in the accompanying Site Plan Review approval (Case 811-21-000168-TYP2).

Conclusion: As described herein and with the recommended Condition 1 listed above, the proposal meets this criterion.

4. A proposal by the applicant that meets or exceeds the cited Code standards and/or approval conditions.

Finding: The applicant is requesting concurrent approval of the Site Plan Review submitted for the modular classroom building (Case 811-23-000059-TYP2). However, the applicant is not requesting alternate design criteria or proposing to depart from the cited Code standards for this facility.

Conclusion: As described herein and with the recommended Condition 1 requiring approval of the Site Plan Review submitted under separate cover (Case 811-23-000059-TYP2), the proposal meets this criterion.

Conclusion: The proposal must be further considered through the public hearing process. Additional findings will be made for the continued public hearing based on the information in the record and testimony provided at the public hearing. At this time a recommendation for approval cannot be made as the applicant has not demonstrated compliance with all of the applicable approval standards. Staff is recommending continuing the public hearing to a date certain due to a notice issue.

Conditions of Approval

SDC 5.9.125 allows for the Approval Authority to attach conditions of approval to a Discretionary Use request to ensure the application fully meets the criteria of approval. The specific language from the code section is cited below:

5.9.125 CONDITIONS

The Approval Authority may attach conditions as may be reasonably necessary in order to allow the Discretionary Use approval to be granted.

The proposed modular classroom building has been reviewed and additional recommended conditions of approval are described in the companion Site Plan Review application for this development submitted under separate cover (Case 811-23-000059-TYP2). This Discretionary Use Permit will need to be approved before approval can be issued for the accompanying Site Plan Review.

SUMMARY OF RECOMMENDED CONDITION OF APPROVAL:

- 1. Concurrent with or subsequent to approval of the Discretionary Use Permit, the applicant must obtain Planning Commission approval for the Site Plan Review initiated by Case 811-23-000060-TYP2.**



TYPE 3 TENTATIVE SITE PLAN REVIEW, STAFF REPORT & RECOMMENDATIONS

Project Name: EC (Early Childhood) Cares Site Plan Review

Project Proposal: Construct a 2,677 ft² modular classroom building and associated driveway, parking lot, playground, site landscaping and stormwater management facilities for a pre-school on a vacant residential property near downtown Springfield.

Case Number: 811-23-000059-TYP2

Project Location: 700 Block of G Street (Map 17-03-35-12, Tax Lots 6700 & 6800)

Zoning: R-1 Residential

Comprehensive Plan Designation:
Low Density Residential (LDR)
(Metro Plan)

Overlay Districts:
Drinking Water Protection (DWP)

Completeness Check Meeting Date:
March 3, 2023

Application Submitted Date:
March 30, 2023

Planning Commission Meeting Date:
June 6, 2023



Associated Applications: 811-22-000252-PRE (Development Initiation Meeting); 811-23-000033-PRE (Completeness Check Meeting); 811-23-000060-TYP3 (Discretionary Use Permit)

APPLICANT’S DEVELOPMENT REVIEW TEAM

Applicant:	Applicant’s Representative:	Project Engineer:
Luke Helm EC Cares – University of Oregon 1585 E. 13 th Avenue Eugene OR 97403	Lorri Nelson Rowell Brokaw Architects 1203 Willamette Street, Suite 210 Eugene OR 97401	Anna Backus, PE KPF Consulting Engineers 800 Willamette St., Suite 400 Eugene OR 97401

CITY OF SPRINGFIELD’S DEVELOPMENT REVIEW TEAM

POSITION	REVIEW OF	NAME	PHONE
Project Manager	Planning	Andy Limbird	541-726-3784
Transportation Planning Engineer	Transportation	Michael Liebler	541-736-1034
Public Works Engineer	Utilities	Clayton McEachern	541-736-1036
Public Works Engineer	Sanitary & Storm Sewer	Clayton McEachern	541-736-1036
Deputy Fire Marshal	Fire and Life Safety	Gilbert Gordon	541-726-2293
Building Official	Building	Chris Carpenter	541-744-4153

Site Information: The proposed project site is a vacant, rectangular-shaped parcel that is located at the northwest corner of G Street and 8th Street. The subject property is comprised of two adjoining lots that are owned by the

Springfield School District. The applicant is proposing to construct a 2,677 ft² modular classroom building along with a new driveway and parking lot off 8th Street, pedestrian walkways, outdoor play areas, site landscaping, bus drop off area along G Street and vegetated stormwater management facilities on the vacant property. The subject site is located adjacent to and east of 724 G Street but the property has not yet been assigned a municipal street address (Map 17-03-35-12, Tax Lots 6700 & 6800). The property is zoned R-1 Residential in accordance with the adopted low-density plan designation in the Downtown Neighborhood Refinement Plan which is consistent with the low-density plan designation shown on the *Metro Plan* diagram. Thus current zoning is consistent with the adopted Comprehensive Plan designation. The extreme northeast corner of the property is within the mapped 5-10 year time of travel zone and the remainder of the property is within the 10-20 year time of travel zone for the Q Street drinking water wellhead.

RECOMMENDATION: This Type 2 Site Plan Review application has been elevated to a Type 3 decision at the discretion of the Director in accordance with SDC 5.1.415(B). This report does not include a specific recommendation for approval or denial at this time. Staff recommends the Planning Commission consider the matter in the June 6, 2023 public hearing and continue the public hearing until June 21, 2023 at 7:00 pm. For the continued public hearing a staff report with a recommendation will be provided based on the public hearing testimony, all information in the record and any initial input from the Planning Commission.

The findings below are not a complete set of findings that would allow a complete recommendation to be made. Staff is providing these preliminary findings to identify areas under the applicable approval standards where additional considerations may need to be made.

Staff has identified the following topics as areas that will need additional consideration and as will be noted under the approval standards:

1. Parking
2. Traffic volumes, safety, and congestion

REVIEW PROCESS: The application is being reviewed under the Site Plan Review approval standards of SDC 5.17.125. The Director has elevated this application to a Type 3 review in accordance with provisions of SDC 5.1.415(B) because the applicant has applied for a concurrent Discretionary Use permit under separate cover (File 811-23-000060-TYP3).

Procedural Finding: The subject application was submitted on March 30, 2023 and considered complete on April 18, 2023. Therefore, the public hearing is being held on June 6, 2023 which is day 49 of the 120 days mandated by Oregon Revised Statutes (ORS) 227.178.

Procedural Finding: Applications for Type 2 Land Use Decisions require the notification of property owners/occupants within 300 feet of the subject property allowing for a 14-day comment period on the application (SDC 5.1.425). The applicant and parties submitting written comments during the notice period have appeal rights and are mailed a copy of this decision (See Written Comments below and Appeals at the end of this decision). After the Type 2 notice this application was elevated to a Type 3 Land Use Decision at the discretion of the Director and is tied to the Type 3 Discretionary Use permit submitted under separate cover (File 811-23-000060-TYP3). Notification of the June 6, 2023, public hearing meeting for the Discretionary Use permit included reference to the Site Plan Review application. Based on the foregoing, two notices and opportunities to comment were provided for the subject Site Plan Review application and all comments received during both notification periods are addressed in the Discretionary Use permit report.

Requirement for Final Site Plan: As stated in SDC 5.17.130, the Final Site Plan must comply with the requirements of the Springfield Development Code and the conditions imposed by the Planning Commission in this decision. The Final Site Plan otherwise must be in conformance with the tentative plan reviewed. Portions of the proposal approved as submitted during tentative review cannot be changed during Final Site Plan approval. Approved Final Site Plans (including Landscape Plans) must not be changed during Building Permit Review without an approved Site Plan Modification.

WRITTEN COMMENTS:

Procedural Finding: In accordance with SDC 5.1.425, notice was sent to adjacent property owners/occupants within 300 feet of the subject site on April 20, 2023. Staff responded to several telephone calls and emails regarding the proposal and written comments were received from four respondents. The written comments and staff responses are addressed in the covering staff report and recommendations for Discretionary Use permit, File 811-23-000060-TYP3.

SITE PLAN APPROVAL STANDARDS:

SDC 5.17.125(A), Site Plan Approval Standards states, “The Director must approve, approve with conditions, or deny a proposed Site Plan Review application based on the following standards.” The subject application has been elevated to a Type 3 review by the Director because it has been submitted concurrently with a request for Discretionary Use permit under separate cover (File 811-23-000060-TYP3). Therefore, the Planning Commission is the approval authority for this decision.

1. The proposed land use is a permitted use or is allowed as a discretionary use in the land use district.

Approval Standard 1.1: SDC Table 3.2.210 specifies that “educational facilities: elementary and middle schools” area Discretionary Use in the R-1 district and are subject to Site Plan Review.

Finding: The use of “preschool” is not listed in the Springfield Development Code. The term Elementary school or Middle School is not defined in the SDC. The term “school” is defined in SDC 6.1.100 as “A building where individuals gather to receive educational instruction, either public or private, except as otherwise specifically defined in this code. *School* does not include a child care facility as defined in this chapter.” In accordance with SDC 6.1.105(G) where words are not defined direction is given to rely on other sources including State laws, and dictionaries in common usage. The term “preschool” as defined in the online Merriam-Websters dictionary is “a school for children usually younger than those attending elementary school or kindergarten.”

Finding: For the purpose of the proposed use, it is found that the use is a school and is allowed as a discretionary use in the R-1 district as an educational facility.

Conclusion: This proposal satisfies Standard of Approval 1.

2. If a use is allowed as a discretionary use, in addition to meeting the standards below, a Discretionary Use application must be approved in conformance with the standards in SDC 5.9.100.

Approval Standard 2.1: Prior or concurrent approval of the Discretionary Use permit is necessary for the Site Plan Review to be approved.

Finding: The applicant has submitted a Discretionary Use permit under separate cover (File 811-23-000060-TYP3).

Conclusion: As conditioned herein, this proposal satisfies Standard of Approval 2.

3. The proposal complies with the standards of the land use district of the subject property.

Finding: The subject site is comprised of two adjoining, vacant residential lots that have frontage on 8th Street along the eastern boundary and G Street along the southern boundary. The total site area is approximately 0.42 acres (18,240 ft²) and the applicant is proposing to construct a 2,677 ft² modular classroom building with associated improvements including a driveway and parking lot accessed from 8th Street; bus drop off lane on G Street; pedestrian walkways from G Street to the building entrance; outdoor play areas; vegetated stormwater management facilities; and site landscaping.

Approval Standard 3.1: SDC 3.2.215 requires that parcels within the R-1 district must be at least 1,000 ft² for townhomes; 3,000 ft² for single-unit or duplex dwellings; 5,000 ft² for tri-plex dwellings; 5,000 ft² for cottage clusters; and 7,000 ft² for fourplexes. There are no minimum lot frontage requirements.

Finding: There are no specific dimensional standards for non-residential uses in the R-1 District. However, the subject site has approximately 152 feet of frontage on G Street and 120 feet of frontage on 8th Street which exceeds the requirements for any residential use in the district.

Approval Standard 3.2: SDC 3.2.220 requires a 10-foot front and rear side yard setback for primary structures in the R-1 District. Side yard setbacks are 5 feet in the R-1 District.

Finding: The proposed modular building is set back more than 10 feet from all perimeter property lines which meets this requirement.

Approval Standard 3.3: SDC 3.2.225 limits the total building coverage to 45% for the R-1 District.

Finding: The proposed modular classroom building will occupy approximately 15% of the site, which is less than the 45% coverage requirement for residential dwellings and accessory structures as listed in SDC 3.2.225.

Approval Standard 3.4: SDC 3.2.230 limits the maximum height of buildings within the R-1 district to 35 feet.

Finding: The proposed single-story building is approximately 12 feet high as measured at the roof peak which meets this requirement.

Approval Standard 3.5: SDC 3.2.235 describes measures for determining dwelling unit density in residential districts.

Finding: The proposed modular classroom building is not designed or intended for residential occupancy. Therefore, the minimum dwelling unit density provisions of SDC 3.2.235 are not applicable to this proposal.

Approval Standard 3.6: SDC 3.2.240 describes special development standards for panhandle lots.

Finding: The proposed development site is comprised of two rectangular lots that have combined frontage on G Street and 8th Street. The development site is not classified as a panhandle lot or parcel. Therefore, the provisions of SDC 3.2.240 are not applicable to this proposal.

Approval Standard 3.7: SDC 3.2.245 – 3.2.275 describes special development standards for various dwelling unit types including middle housing forms.

Finding: The proposed modular classroom is not classified as a single-unit dwelling, accessory dwelling unit, or a form of middle housing. Therefore, the provisions of SDC 3.2.245-275 are not applicable to this proposal.

Conclusion: This proposal satisfies Standard of Approval 3.

4. The proposal complies with any applicable approved master plan, master facilities plan, refinement plan, and/or special planned district.

Finding: The subject site is not within an adopted refinement plan area. Additionally, the property is not within an approved Master Plan area and is located outside the Washburne Historic District.

Approval Standard 4.1: SDC 3.3.235 establishes development standards for sites within the mapped Time of Travel Zones for Springfield's Drinking Water wellheads.

Approval Standard 4.2: SDC 3.3.220(C)(3) states that tax lots having parts lying within more than one Time of Travel Zone are governed by the standards of the more restrictive zone. SDC 3.3.220 governs sites within the 0-1 year, 1-5 year, 5-10 year and 10-20 year Time of Travel Zones.

Finding: The subject property is within the Drinking Water Protection Overlay district (DWP). The extreme northeast corner of the site is within the 5-10 year Time of Travel Zone and the remainder of the property is within the 10-20 year Time of Travel Zone for the Q Street drinking water wellhead. For the purpose of this review, the subject property is considered to be within the 5-10 year Time of Travel Zone in accordance with SDC 3.3.220(C)(3).

Approval Standard 4.3: SDC 3.3.235(C) establishes development standards for properties within the 5-10 year Time of Travel Zone. SDC 3.3.235(C)(1) allows for the storage, handling, treatment, use, production or otherwise keeping on premises of more than 20 gallons of hazardous materials that pose a risk to groundwater in aggregate quantities not containing DNAPLs is allowed upon compliance with containment and safety standards specified by the most recent Fire Code adopted by the City.

Approval Standard 4.4: SDC 3.3.240 states that the approving authority may attach conditions of approval that will minimize negative impacts of regulated substances on groundwater and ensure that the facility or the proposed development can fully meet the standards specified in SDC 3.3.235. These conditions may include, but are not limited to: on-site monitoring wells, Wellhead Protection Area signs, special storm water facilities or other conditions to address specific risks associated with the proposed development.

Finding: The Drinking Water Source Protection Coordinator has reviewed the proposed development and determined that the proposed modular classroom building should not contain hazardous materials that, in aggregate, pose a risk to groundwater. Therefore, a Drinking Water Protection permit is not required for this proposed development.

Finding: As a water quality protection measure, SUB Drinking Water Protection recommends that a Wellhead Protection Area sign be placed at the trash enclosure in accordance with SDC 3.3.240. These signs are available from SUB Water for a nominal cost and the applicant can contact Amy Chinitz at amyc@subutil.com or call 541-744-3745.

Recommended Condition of Approval:

- 1. The Final Site Plan must provide for installation of a SUB Wellhead Protection Area sign at the outdoor trash enclosure to meet the requirements of SDC 3.3.240.**

Conclusion: As conditioned herein, this proposal satisfies Standard of Approval 4.

- 5. The proposal complies with the applicable sections of SDC 4.2, Infrastructure Standards-Transportation.**

Standard of Approval 5.1: SDC 4.2.105(B) requires a Traffic Impact Study (TIS) when certain criteria are met.

Finding: The first of the criteria in (1) is for a Peak Hour Threshold. The second in (2) is for an Average Daily Traffic Threshold. Neither of these criteria are met to trigger a TIS. A third criteria in (3) is for a Varian or Know Issues Threshold. A variance has not been submitted for this application. Comments have been submitted identifying concerns about traffic safety, and capacity. It is recommended that the information in the record and testimony provided at the public hearing is fully considered to determine if this criterion has been met.

Standard of Approval 5.2: SDC 4.2.105(G)(2) requires that whenever a proposed land division or development will increase traffic on the City's street system and that development has unimproved street frontage abutting a fully improved street, that street frontage must be fully improved to City specifications.

Finding: The subject site is currently vacant so the construction of a modular classroom building will introduce new traffic onto the City's street system.

Standard of Approval 5.3: SDC 4.2.105 , states that improvement requirements for local and collector streets include paving, curb, gutter, sidewalk, planter strip, street trees, street lighting, and stormwater management facilities.

Standard of Approval 5.4: SDC 4.2.135(C)(3) states that sidewalks must be separated from the curb by the planting strip. Alternatively, sidewalks may be proposed to not meet this standard when necessary for connectivity, safety, or to comply with street design requirements subject to approval by the approving authority.

Standard of Approval 5.5: SDC 4.2.140 state that street trees are required to be planted or replaced for every 30 feet of frontage except where required streetlights or approved driveway approaches are located.

Finding: The southern boundary of the project site has frontage on G Street, which is classified as a collector street. The public collector street abutting the subject site is developed to urban collector street standards with curb, gutter, setback sidewalk, street trees, paving and street lighting. The subject property has one street tree that has deteriorated and is proposed to be removed, so two new trees are to be installed with the project as depicted on Sheet L-1.0. The proposed street trees meet the requirements of SDC 4.2.105.

Finding: The applicant is proposing to install concrete panels within the planter strip along G Street to allow for students begin dropped off at the curb line by bus to cross the landscaping areas. The applicant is proposing the additional curbside panels to improve safety and connectivity for students being dropped at the curbside allowing them to proceed onward to the public sidewalk and connecting walkways to the school entrance. In addition to improving safety and connectivity, the curbside panels will prevent erosion of the planter strip from pedestrian traffic between the curb line and sidewalk. Staff recommends approval of the additional concrete panels within the bus zone planter strip as a suitable alternative standard as contemplated by SDC 4.2.135(C)(3).

Finding: The applicant is advised that a sidewalk permit will be required to cover the additional concrete work proposed along the G Street frontage.

Finding: The eastern boundary of the project site has frontage on a stub of 8th Street, which is classified as a local street. The public local street abutting the subject site is developed to urban standards with curb, gutter, setback sidewalk, planter strip and three new street trees that were installed by the Friends of Trees organization in Spring 2023. The applicant is proposing to construct a new curb cut and driveway approach onto 8th Street to serve the on-site parking lot. An Encroachment Permit for work within the public right-of-way will be required for this driveway construction and the permit can be obtained from the City's Development & Public Works Department. Upon completion of the work the site frontage will meet the requirements of SDC 4.2.105.

Finding: The proposed site driveway is located where a street tree was recently installed by the Friends of Trees organization. Staff recommends relocating the street tree to the G Street frontage of the property with the site development. Alternatively, the applicant can contact the Friends of Trees organization and have them remove the tree and relocate it elsewhere to prevent loss of the tree when the driveway is installed.

Conclusion: Based on the above findings, staff recommends that the Planning Commission consider testimony in the record and provided at the public hearing. These approval standards will be more fully evaluated for the continued public hearing.

6. The proposal complies with the applicable sections of SDC 4.3, Infrastructure Standards-Utilities.

Sanitary Sewer

Approval Standard 6.1: SDC 4.3.105(B) requires that sanitary sewers must be installed to serve each new development and to connect developments to existing mains. Additionally, installation of sanitary sewers must provide sufficient access for maintenance activities.

Approval Standard 6.2: SDC 4.3.105(C) requires that sanitary sewers must be designed and constructed in conformance with the *Engineering Design Standards and Procedures Manual (EDSPM)*.

Approval Standard 6.3: SDC 4.3.105(D) states the City Engineer must approve all sanitary sewer plans and proposed systems prior to development approval for an application proposing or requiring new sanitary sewer construction

Approval Standard 6.4: SDC 4.3.105(F) states the sanitary sewer system must be separated from any stormwater sewer system. Where outdoor or partially exposed floor drains are provided, Chapter 3.02.4.e of the City's *Engineering Design Standards and Procedures Manual* and Section 3.6 of the City of Eugene Stormwater Management Manual require that loading docks, material transfer areas and trash enclosures must be covered and hydraulically isolated from potential stormwater runoff and directed to the sanitary sewer system.

Finding: The applicant is proposing to connect the new building to an existing 10-inch public sanitary sewer line that runs east-west just outside the northern property line. A connection to the public sewer line is depicted on the applicant's utility plan (Sheet C4.0). The applicant will need to add a cleanout for the sanitary sewer lateral serving the proposed building in conformance with Detail 4-4a of the City's *Standard Construction Specifications*.

Finding: The proposed sewer connection location does not match City records for an existing sewer lateral serving this property. The applicant can either use the existing sewer lateral (requiring a plumbing permit) or install a new tap and lateral to the sewer main (requiring an additional encroachment permit).

Finding: The proposed building has a trash enclosure with an overhead cover and residential-style rollout bins. A floor drain is noted and depicted on Sheet C4.0 of the civil plans. The proposed trash enclosure equipped with a floor drain that is plumbed to the sanitary sewer system meets the requirements of the SDC 4.3.105(F).

Conclusion: The proposal satisfies this sub-criterion of Standard of Approval 6.

Stormwater Management

Approval Standard 6.5: SDC 4.3.110(A)(2) requires that a stormwater management system must be installed to serve each new development within the city limits.

Approval Standard 6.6: SDC 4.3.110(A)(3) states the stormwater management system must be designed and constructed in conformance with SDC 4.3.110(B) - Stormwater Study Standards.

Approval Standard 6.7: SDC 4.3.110(A)(5) states that any development that creates or replaces 5,000 square feet or more of impervious surface area and discharges to the storm system must install storm water controls that minimize the amount and rate of surface water runoff into the city stormwater system. The storm system must be constructed consistent with the City's EDSPM. Section 3.03 of the City's EDSPM requires that private stormwater facilities provide for suitable ongoing maintenance to ensure the long-term functionality of the system.

Approval Standard 6.8: SDC 4.3.110(B)(2)(b)(viii) requires that a Stormwater Study provides a hydrological site map showing existing and proposed stormwater pipes and channels including sizes and cross-section details. Finding: The existing site is vacant and seeded with turf grass so it is almost entirely pervious surface. The proposed modular building, parking lot and playground will create more than 5,000 ft² of new impervious surface so the applicant has prepared and submitted a stormwater study for the project. To meet the requirements of SDC 4.3.110(A)(2) & (B) the applicant is installing a stormwater management system to manage site drainage. Overflow from the constructed stormwater system must be directed to the nearest public system, which is located in 8th Street.

Finding: To meet the requirements of SDC 4.3.110(A)(2) & (B) the applicant is proposing to construct a rain garden and soakage trench to address typical rainfall frequency events as determined by SDC Table 4.3.1. However, there is no apparent connection to the public stormwater system for overflow. An overflow connection to a weephole in the curb line along 8th Street is hereby made a recommended condition of approval for this application.

Finding: The existing public stormwater system is just outside the northern edge of the Washburne Historic District and it has limited capacity. To meet the requirements of SDC 4.3.110(B) and the EDSPM, the applicant has prepared and submitted a hydrologic analysis and stormwater calculations showing that the proposed rain garden and soakage trench will limit the peak stormwater discharge rates to the predeveloped 2-year storm event for both the 2 and 25-year post-developed storm event.

Finding: The applicant is proposing to use vegetative treatment and infiltration of runoff from the site to address stormwater quality. These include a rain garden in the northeast corner of the site and a filter strip adjacent to the walkway at the building entrance. An overall landscaping and planting plan has been provided for the site which includes planting lists for the proposed stormwater facilities.

Finding: The applicant has provided a Stormwater Study with hydrological site map. The map shows the dimensions but not the cross-section of the proposed filter strip. To meet the requirements of SDC 4.3.110(B)(2)(b)(viii), a detailed cross-section of the filter strip must be provided. The cross-section detail must be consistent with that shown in Appendix B of the Eugene Stormwater Management Manual. Provision of the cross-sectional details for the filter strip is hereby made a recommended condition of approval for this application.

Finding: To address the requirements of SDC 4.3.110(A)(5), the applicant has provided an Operations and Maintenance Agreement for the rain garden, soakage trench and filter strip meeting the standards of EDSPM 3.03.1. Because the installed stormwater management system is intended to serve the development site in perpetuity, a notice of Operations and Maintenance Agreement that commemorates the applicant's obligations for maintaining the private drainage facilities needs to be recorded against the property. The recorded notice ensures that the maintenance obligations remain in place irrespective of changes in property ownership and/or tenancy.

Recommended Conditions of Approval:

- 2. To meet the requirements of SDC 4.3.110(A)(5), the applicant's Final Site Plan must provide an overflow connection from the rain garden to a weephole in the curb line of 8th Street.**
- 3. To meet the requirements of SDC 4.3.110(B)(2)(b)(viii), the applicant's Final Site Plan must include a cross-section detail for the vegetated filter strip. The cross section must show compliance with Appendix B of the Eugene Stormwater Management Manual.**
- 4. To meet the requirements of SDC 4.3.110(A)(5), prior to approval of the Final Site Plan the applicant must record a Notice of Operations and Maintenance Agreement consistent with Appendix 3A-1 of the City's EDSPM against the subject property and provide evidence thereof to the City.**

Conclusion: As conditioned herein, the proposal satisfies this sub-criterion of Standard of Approval 6.

Water Quality Protection

Finding: The subject site is not located near a Water Quality Limited Watercourse, or within or adjacent to a riparian protection area. Therefore, the requirements of SDC 4.3.115 are not applicable to this proposal.

Natural Resource Protection Areas

Finding: The subject site does not contain any inventoried natural resources. Therefore, the requirements of SDC 4.3.117 are not applicable to this proposal.

Underground Placement of Utilities

Approval Standard 6.9: SDC 4.3.125 requires that whenever possible, all utility structures, facilities and equipment must be placed underground.

Finding: There is an existing power pole along the G Street frontage of the property with an overhead wire that runs northward into the site. The applicant is proposing to remove the power pole, guy wires and overhead service line and install new underground utility connections to the modular building.

Finding: The proposal meets the requirements of SDC 4.3.125 for placement of utilities underground and thereby satisfies this sub-criterion of Standard of Approval 6.

Electric System

Approval Standard 6.10: SDC 4.3.127(A) and (B) requires that electrical systems are available and have the capacity to serve the proposed development.

Finding: SUB Electric advises that a new electrical service will be required for the proposed building. There is an existing power pole and transformer on G Street at the southwest corner of the property. The current design would take a power drop from the existing pole-mounted transformer and run the electrical line northward inside the western boundary of the property and then eastward along the northern edge of the site to a transformer located near the midpoint of the northern site boundary. Underground electrical service lines would run southward from the transformer to the proposed modular building as depicted on Sheet E100 of the applicant's submittal.

Conclusion: The proposal satisfies this sub-criterion of Standard of Approval 6.

Water System and Fire Protection

Approval Standard 6.11: SDC 4.3.130(A) requires that each development area must be provided with a water system having sufficiently sized mains and lesser lines to furnish an adequate water supply to the development with sufficient access for maintenance.

Finding: Springfield Utility Board (SUB) coordinates the design of the water system within Springfield city limits.

Finding: The applicant is proposing to extend a 2-inch potable water line from the existing 8-inch water main that runs along the property frontage in G Street. The applicant is not proposing to install a sprinkler system within the building. The proposed domestic water service meets the requirements of SDC 4.3.130(A).

Finding: There is an existing public fire hydrant at the southeast corner of the property at the intersection of 8th and G Streets. The fire hydrant is within the optimal distance to serve the proposed building.

Finding: The proposal satisfies the requirements of SDC 4.3.130(B).

Conclusion: The existing SUB Water facilities are adequate to serve the site and the proposed building water services satisfy this sub-criterion of Standard of Approval 6.

Public Easements

Approval Standard 6.12: SDC 4.3.140(A) states the applicant must make arrangements with the City and each utility provider for the dedication of utility easements necessary to fully service the development or land beyond the development area, as necessary.

Approval Standard 6.13: SDC 4.3.140(A) states that public utility easements must be shown on plat or in a form approved by the City Attorney.

Approval Standard 6.14: SDC 4.3.140(A)(3) requires that the minimum width of public utility easements is 7 feet.

Finding: The underground and overhead utilities outside the edges of the site are located within the public right-of-way or within existing public utility easements. The applicant is not proposing to create any other public easements along the property frontages, and none are required.

Finding: The proposed development site is already platted. In this case, to meet the requirements of SDC 4.3.140(A) any proposed utility easements must be shown on the applicant's Final Site Plan. Easements for individual utilities, such as electrical lines, can be less than the 7-foot minimum width required by SDC 4.3.140(A)(3). As an example, underground electrical service lines can be placed within a 5-foot wide easement.

Finding: Easements can affect the amount and type of development that can occur on a site. At-grade improvements such as paving and landscaping are usually acceptable within easement areas. However, buildings

and structures – including building projections such as eave lines or cantilevers – cannot encroach into or over a public easement.

Finding: The underground electrical service line for the proposed modular building may require a dedicated electric easement running inside and parallel with the western boundary of the site and a second easement for the service lines within the interior of the site. The final configuration of the easements will need to be coordinated with SUB Electric. If electrical easements are required for installation of electrical service lines to the development site these must be depicted on the Final Site Plan.

Finding: As conditioned herein, the proposal meets the requirements of SDC 4.3.140(A).

Recommended Condition of Approval:

5. The Final Site Plan must show the location and dimensions of any required electrical easements for the site.

Conclusion: As conditioned herein, the proposal satisfies Standard of Approval 6.

7. The proposal complies with the applicable sections of SDC 4.4, Landscaping, Screening, and Fence Standards.

Approval Standard 7.1: SDC 4.4.105(B)(2) requires street trees in the public right-of-way as specified in SDC 4.2.140.

Approval Standard 7.2: SDC 4.4.105(B)(3) requires curbside planter strips in the public right-of-way as specified in SDC 4.2.135.

Approval Standard 7.3: SDC 4.4.105(D)(1) states that all required setback areas and other locations required by the zoning district are to be landscaped.

Approval Standard 7.4: SDC 4.4.105(D)(2) requires parking lot planting areas.

Approval Standard 7.5: SDC 4.4.105(E) requires that at least 65 percent of each required planting area must be covered with living plant materials within 5 years of the date of installation. SDC 4.4.105(E) also requires a minimum of two trees, ten shrubs, and lawn or groundcover for each 1,000 ft² of required landscaping.

Approval Standard 7.6: SDC 4.4.105(F) requires one tree and five shrubs for each 100 ft² of parking lot planting area.

Approval Standard 7.7: SDC 4.4.105(G) requires that all new landscaping areas be provided with an irrigation system or planted with drought-tolerant species.

Approval Standard 7.8: SDC 4.4.105(H) allows for landscaped setbacks to be exempted from planting requirements where they abut required screening.

Approval Standard 7.9: SDC 4.4.105(I) allows for existing trees and landscaping to be retained on a site and for replacement of topsoil to be included in the planting installation plan.

Finding: The applicant is proposing to install two new street trees along the property frontage on G Street, which meets the requirements of SDC 4.4.105(B)(2). As previously stated herein, there are three recently-installed street trees along the 8th Street frontage of the site. One of the street trees appears to conflict with the location of the proposed driveway so it will need to be relocated. The other two street trees can be retained and satisfy these requirements for frontage improvements.

Finding: To meet the requirements of SDC 4.4.105(B)(3), the applicant is proposing to retain the existing curbside planter strips in 8th Street and G Street. However, additional concrete panels will be installed along the

G Street frontage to accommodate students dropped off by school buses and direct them to the building entrance. Because the concrete panels will increase safety and connectivity and also protect against pedestrian impacts to the planter strip, these are acceptable along the G Street frontage of the site.

Finding: The required setbacks for the R-1 Residential district are the front, side and rear yards of the property. Unless otherwise developed with structures or at-grade improvements, all setbacks are to be landscaped. To meet the requirements of SDC 4.4.105(D)(1), the applicant is proposing to landscape the front, street side yard and interior side yard of the site with turf grass, stormwater plantings and ornamental shrubs. The rear yard is proposed to be improved with structures and at-grade improvements which are allowable in the R-1 Residential District – similar in many respects to residential patios and accessory structures such as a gazebo or shed. The applicant's site plan identifies covered and tiled hard surfaces equipped with stormwater drainage facilities along with surfaces covered with wood chips. The proposed hardscape improvements and wood chip areas are to be used as outdoor play spaces for children. The proposed setback landscaping meets the requirements of SDC 4.4.105(D)(1).

Finding: According to the applicant's planting plan, there is approximately 228 ft² of planting area at the southwest and southeast corners of the parking lot. Within the parking lot planting areas, the applicant is proposing to install two trees, 28 shrubs and 15 ornamental plants. The proposed parking lot planting meets the requirements of SDC 4.4.105(D)(2) & (F).

Finding: To meet the requirements of SDC 4.4.105(E), the applicant must demonstrate that 65% of the required planning areas will have 65% coverage within 5 years of planting. This has not been provided by the applicant and must be demonstrated. The applicant's site landscaping plan provides for a total of five ornamental trees, 148 shrubs, 163 ornamental plants and manicured turf grass for all areas of the site not improved with buildings or hard surfaces. According to the applicant's site plan, approximately 4,500 ft² of the site is to be landscaped. Of this total area, about 2,986 ft² or 66.3% of the landscaping area will be turf grass which is considered to provide 100% vegetative coverage.

Finding: To meet the requirements of SDC 4.4.105(G), all new landscaping areas are to be irrigated as stated on the applicant's site landscaping plan.

Finding: There is no requirement for screening of the subject development, therefore the requirements of SDC 4.4.105(H) are not applicable.

Finding: The applicant is not proposing to retain existing trees or landscaping on the site. Therefore, the requirements of SDC 4.4.105(I) are not applicable.

Approval Standard 7.10: SDC 4.4.110(A)(4) requires screening for garbage and recycling receptacles.

Approval Standard 7.11: SDC 4.4.115 describes the style, height and location of fencing allowable in residential, commercial and industrial districts. SDC 4.4.115(C)(1) requires that fences within the front yard setback are limited to four feet high if composed of wrought iron or chain link, or three feet high if composed of sight obscuring material (such as a wood panel fence).

Finding: The applicant is proposing to keep the trash and recycling bins for the site in a covered and screened enclosure on the east side of the modular classroom building. The bins are to be screened with a slatted gate at the front of the enclosure, and solid walls on the other three sides. The proposed screening meets the requirements of SDC 4.4.110(A)(4).

Finding: The subject site is within a residential district. Therefore, the provisions of SDC 4.4.115 apply to the site.

Finding: There is existing chain link style fencing around the perimeter of the subject site. Portions of the fencing along the western boundary are inset approximately 5 feet from the actual property line. The fence along the

eastern boundary is more than 4 feet high and is not set back from the property line as required by SDC 4.4.115(C)(1).

Finding: The applicant is proposing to remove and replace sections of the existing chain link fence surrounding the site. A section of 4-foot high chain link fencing is proposed to be installed just outside and parallel with the eastern boundary of the site within the 8th Street right-of-way. A right-of-way use agreement will be required for the placement of a boundary fence within the public right-of-way.

Finding: The applicant is proposing to remove the existing chain link fence along the G Street frontage of the site and install segments of fence within the site interior to provide a secure play space in the rear of the site. The proposed interior fencing meets the requirements of SDC 4.4.115.

Conclusion: The proposal does not satisfy this condition as it is not showing that it meets SDC 4.4.105(E),

8. The proposal complies with the applicable sections of SDC 4.5, On-Site Lighting Standards.

Approval Standard 8.1: SDC 4.5.105(C)(2) states that residential-style low wattage lighting used to illuminate driveways and yards are exempt from outdoor lighting standards provided they do not shine, glare, emit direct illumination or cast a shadow onto adjacent properties.

Finding: The applicant is proposing to install building-mounted, residential-style lighting on the western, southern and eastern building facades.

Finding: The proposed lighting meets the residential low wattage lighting standards for yards and driveways. As proposed, the site lighting meets the requirements of SDC 4.5.105(C)(2).

Conclusion: The proposal satisfies Standard of Approval 8.

9. The proposal complies with the applicable sections of SDC 4.6, Motor Vehicle Parking, Loading, and Bicycle Parking Standards.

Approval Standard 9.1: SDC 4.6.110(A)(2) requires that off-street parking spaces must be provided, consistent with requirements in SDC 4.6.125 and Table 4.6.2, unless excepted as allowed herein, for changes in use or the use category of an existing building or structure.

Approval Standard 9.2: In accordance with SDC 4.6.125 and Table 4.6.2, the parking space requirement for educational facilities is one space per classroom. The proposed modular building has two classrooms.

Approval Standard 9.3: Under OAR 660-012-0440(3), cities may not enforce parking mandates for developments on a lot or parcel that includes lands within ½ mile of a corridor with bus service arriving at least four times per hour during peak service. The City may use walking distance to measure distances under that rule. However, where vehicle parking is provided by an applicant it must meet the requirements of SDC 4.6.115 and 4.6.120.

Approval Standard 9.4: SDC 4.6.145(A) requires that bicycle parking spaces and facilities must be a powder coated staple or inverted-U rack as shown in Figure 4.6-B.

Approval Standard 9.5: SDC 4.6.145(B) requires that bicycle parking spaces and facilities must be constructed and installed in accordance with SDC 4.6.150 and Figures 4.6-B and 4.6-C.

Approval Standard 9.6: SDC 4.6.145(C) states that all required long-term bicycle parking spaces must be sheltered from precipitation, in conformance with SDC 4.6.145(D)(3) and include lighting in conformance with the lighting standards in SDC 4.5.100.

Approval Standard 9.7: SDC 4.6.145(D) provides that no sheltering of short-term bicycle parking is necessary if fewer than 10 spaces are provided.

Approval Standard 9.8: SDC 4.6.145(E) requires that at least 10 percent of all bicycle parking spaces accommodate oversized bicycles.

Approval Standard 9.9: SDC 4.6.150(A)(1-8) provides standards for bicycle facility improvements to prevent conflicts between bicycle parking areas and pedestrian and vehicle movements.

Approval Standard 9.10: In accordance with SDC 4.6.155(B) and Table 4.6.3, one bicycle parking space is to be provided for every 10 students in an educational facility. A minimum of four spaces are to be provided for all principal uses that generate a requirement for bicycle parking under SDC 4.6.155(A).

Approval Standard 9.11: In accordance with SDC 4.6.155(B) and Table 4.6.3, bicycle parking spaces at schools must be at least 25% long-term (i.e. covered) and 75% short-term spaces.

Finding: The subject property is within ½ mile walking distance of both the EmX bus rapid transit line running along Pioneer Parkway and the LTD Route 11 (Thurston) bus operating along Main Street, both of which are scheduled to arrive more than four times per hour or four times per hour during peak service. Therefore, the City cannot require any off-street parking spaces for this development.

Finding: The proposed modular building has two classrooms. The applicant is proposing to construct a three-vehicle parking lot accessed via a driveway onto 8th Street. Two standard spaces and one ADA accessible space are proposed within the parking lot. The two standard parking spaces are proposed to be 9x18' and equipped with curb stops and the ADA accessible space is proposed to be 9x18' with an adjacent 8-foot accessible aisle. The parking space dimensions meet the requirements of SDC 4.6.115 and 4.6.120.

Finding: The applicant is proposing to modify the curb line on G Street to allow for school bus parking and drop-off for students. The applicant is also proposing to provide a school bus staging/waiting parking space across 8th Street to the east.

Finding: To meet the requirements of SDC 4.6.145(A) and (B), the applicant is proposing to install two inverted U-shaped bicycle racks that will be permanently affixed to the pavement. A single rack for two bicycle parking spaces is to be installed on the east side of the building near the vehicle parking area. A second single rack for two bicycle parking spaces is to be installed on the northwest edge of the building near the outdoor play area. The placement of the bicycle racks meets the requirements of SDC 4.6.150(A)(1).

Finding: The applicant is not required to or proposing to install more than 10 short-term bicycle parking spaces. Therefore, SDC 4.6.145(D) which requires the sheltering of more than 10 short-term bicycle parking spaces is not applicable to this proposal.

Finding: The applicant is proposing to install a single rack for two bicycle parking spaces on the northwest corner of the building near the staff and student entrance to the outdoor play area. The location and configuration of the bicycle parking rack would accommodate oversized bicycles, which meets the requirements of SDC 4.6.145(E).

Finding: The bicycle racks are within 50 feet of the building entrance and more than 5 feet from the nearest vehicle parking space which meets the requirements of SDC 4.6.150(A)(2) and (4).

Finding: The bicycle rack on the east side of the building is directly visible from the driveway entrance onto 8th Street and the public right-of-way on 8th Street. The bicycle rack is visible from the public right-of-way, which meets the requirements of SDC 4.6.150(A)(3). Because it is visible from the main entrance, the requirements of SDC 4.6.150(A)(5) for signage directing bicyclists to the parking rack is not required for this proposal.

Finding: The applicant is not proposing to locate bicycle parking inside a building, therefore the provisions of SDC 4.6.150(A)(6) are not applicable to this proposal.

Finding: The applicant is not proposing to place the bicycle racks within the public right-of-way or in sidewalk or walkway areas where they would conflict with pedestrians. Therefore, the provisions of SDC 4.6.150(A)(7) are not applicable.

Finding: Neither bicycle parking rack is proposed to be covered. To meet the requirements of SDC 4.6.145(C) and 4.6.155(B), at least one bicycle parking space must be sheltered from precipitation and provided with lighting. There is building-mounted exterior lighting near the interior bicycle parking rack at the northwest corner of the building. Therefore, provision of a covering roof or canopy would meet this requirement. Provision of a covered, long-term bicycle parking space is hereby made a condition of approval.

Finding: According to the applicant's submittal, fewer than 40 students will be accommodated at the proposed classroom building so it generates the minimum 4-space bicycle parking requirement under SDC 4.6.155(B) and Table 4.6.3. The applicant's proposed site plan provides for four bicycle parking spaces which meets this requirement.

Recommended Conditions of Approval:

- 6. The Final Site Plan must be revised to remove Bus #3 parking or staging on G Street to the east side of 8th Street.**
- 7. To meet the requirements of SDC 4.6.145(C) and 4.6.155(B), the Final Site Plan must provide for at least one covered, long-term bicycle parking space on the site.**

Conclusion: As conditioned herein, the proposal satisfies Standard of Approval 9.

10. The proposal complies with the applicable sections of SDC 4.7, Specific Development Standards.

Approval Standard 10.1: In accordance with SDC 4.7.195(A)(1) all new elementary and middle school facilities and additions over 10,000 square feet or those additions exceeding 50 percent of the size of the existing building must be through a Type 3 procedure concurrently with the Site Plan application. In addition to the Site Plan approval criteria, the Type 3 application must also address the standards specified in SDC 4.7.195(A)(2)-(11).

Approval Standard 10.2: SDC 4.7.195(B) states that in the Public Land and Open Space (PLO) District, public/private elementary/middle schools must be adjacent to residentially-zoned property.

Finding: The proposed modular classroom building is being reviewed through a Type 3 process. However, because the modular classroom building is about 2,677 ft² it does not meet the criteria for requiring the Specific Development Standards of SDC 4.7.195, therefore these standards are not applicable. It is found that based on 4.7.195(A)(1), the standards in 4.7.195(2)-(11) are only applicable for a new education facility, or addition, that is over 10,000 square feet in size. As use is a school, however it is not

Finding: The subject property is not within the PLO District but is adjacent to residentially-zoned property. Additionally, the proposed modular classroom building is not an elementary or middle school. Therefore, SDC 4.7.195(B) is not applicable to this proposal.

Conclusion: The proposal satisfies Standard of Approval 10.

11. The proposal complies with the applicable sections of SDC 4.8, Temporary Use Standards.

Finding: The proposed modular classroom building is not being used as a dwelling or for a temporary use as described in SDC 4.8.100.

Conclusion: Standard of Approval 11 is not applicable to the proposal.

CONCLUSION: The proposal must be further considered through the public hearing process. Additional findings will be made for the continued public hearing based on the information in the record and testimony provided at the public hearing. At this time a recommendation for approval cannot be made as the applicant has not demonstrated compliance with all of the applicable approval standards. Staff is recommending continuing the public hearing to a date certain due to a notice issue.

SUMMARY OF RECOMMENDED CONDITIONS OF APPROVAL:

1. **The Final Site Plan must provide for installation of a SUB Wellhead Protection Area sign at the outdoor trash enclosure to meet the requirements of SDC 3.3.240.**
2. **To meet the requirements of SDC 4.3.110(A)(5), the applicant's Final Site Plan must provide an overflow connection from the rain garden to a weephole in the curb line of 8th Street.**
3. **To meet the requirements of SDC 4.3.110(B)(2)(b)(viii), the applicant's Final Site Plan must include a cross-section detail for the vegetated filter strip. The cross section must show compliance with Appendix B of the Eugene Stormwater Management Manual.**
4. **To meet the requirements of SDC 4.3.110(A)(5), prior to approval of the Final Site Plan the applicant must record a Notice of Operations and Maintenance Agreement consistent with Appendix 3A-1 of the City's EDSPM against the subject property and provide evidence thereof to the City.**
5. **The Final Site Plan must show the location and dimensions of any required electrical easements for the site.**
6. **The Final Site Plan must be revised to remove Bus #3 parking or staging on G Street to the east side of 8th Street.**
7. **To meet the requirements of SDC 4.6.145(C) and 4.6.155(B), the Final Site Plan must provide for at least one covered, long-term bicycle parking space on the site.**

ADDITIONAL INFORMATION: The application, all documents, and evidence relied upon by the applicant, and the applicable criteria of approval are available for free inspection and copies are available for a fee at the Development & Public Works Department, 225 Fifth Street, Springfield, Oregon.

QUESTIONS: Please call Andy Limbird in the Development & Public Works Department at (541) 726-3784 or email alimbird@springfield-or.gov if you have any questions regarding this process.

PREPARED BY

Andy Limbird

Andy Limbird
Senior Planner

Please be advised that the following is provided for information only and is not a component of the Site Plan Review decision.

FEES AND PERMITS

Systems Development Charges:

The applicant must pay Systems Development Charges when the building permits are issued for developments within the City limits or within the Springfield Urban Growth Boundary. The cost relates to the amount of increase in impervious surface area, transportation trip rate, and plumbing fixture units.

Systems Development Charges (SDCs) will apply to the construction of buildings and site improvements within the subject site. The charges will be based upon the rates in effect at the time of permit submittal for buildings or site improvements on each portion or phase of the development.

Sanitary Sewer In-Lieu-Of-Assessment Charge:

Pay a Sanitary Sewer In-Lieu-Of-Assessment charge in addition to the regular connection fees if the property or portions of the property being developed have not previously been assessed or otherwise participated in the cost of a public sanitary sewer. Contact the Engineering Division to determine if the In-Lieu-Of-Assessment charge is applicable [Ord. 5584].

Public Infrastructure Fees:

It is the responsibility of the private developer to fund the public infrastructure.

Other City Permits:

Encroachment Permit or Sewer Hookup Permit (working within right-of-way or public easements). For example, new tap to the public storm or sanitary sewer, installation or repair of public sidewalk, or adjusting a manhole. The current rate is \$369 for processing plus applicable fees and deposits.

Land and Drainage Alteration Permits (LDAP). Contact the Springfield Development & Public Works Department at 541-726-5849 for appropriate applications/requirements.

Right-of-way Use Agreement for placement of boundary fence in the public right-of-way. Please contact the Springfield Development & Public Works Department at 541-726-5849 for application requirements.

Additional permits/approvals may be necessary:

- Plumbing Permits
- Electrical Permits
- Building Permits
- Sidewalk Permits
- Paving Permits

PUBLIC COMMENTS

Comments from Michael McIlrath Submitted April 25, 2023
in Response to Site Plan Review Notification

Andy Limbird
City of Springfield
Development and Public Works Department
225 Fifth St.
Springfield, OR 97477
(541) 726-3784

April 25, 2023

RE: Case #811-23-000059-TYP

Dear Mr. Limbird,

I received notice of the pending site plan review for the EC Cares facility April 22, notifying me, and other residents and property owners in the vicinity, of this proposed change of use.

I wish to object to the approval of the siting at this time, and in the absence of necessary and essential documents that should accompany such a proposal to alter to the neighborhood.

Procedural concerns

Although minimally proscribed, the period for comment seems substantially foreshortened, given the nature of the application and delays in US mail delivery (notice received by me April 22, written comments to be received by May 4).

Additionally, the notice should include stakeholders within 400 ft of the site, given the substantial changes proposed, and potential impacts to the neighborhood. This is especially true, given that the primary land owner within this boundary is Springfield School District (Springfield High School), to the north, although the impacts will bear primarily on residences to the south of, and along, G. St..

I attempted to read and review the application on the website you referred to, in the letter sent April 20, 2023. The instructions you provided were marginally sufficient to permit this, without significant digital skills. At this time, I lack confidence in the rigor of the preliminary review by city staff.

I have several questions and concerns related to the application.

Public documents associated with the application are very general with regard to the applicant's proposed use (narrative). More attention appears to have been given to the storm water operation and maintenance description, than for the proposed operations as a child care facility.

Brett Yancey, has responded to my inquiries regarding the relationship of EC Cares and the Springfield School District, and I expect to continue our discussion.

I understand the District is only the lessor of the parcels, and will not jointly operate the facility. It appears the facility will serve the district by potentially preparing students for ultimate admission to the District, but will not serve current Springfield students directly (since the facility serves pre-kindergarten students).

Mr. Yancey offered some assurance that students enrolled with EC Cares will be primarily transported on school buses at the designated drop-off location.

As an extension of the U of O, I assume the facility will also serve to instruct the adult educators, as well. No formal plans are in place to provide for educational opportunities for SHS students, but this is desirable.

Land Use and Zoning

Most basically, the proposed siting is not an approved use within the current land use (R-1), but is being permitted as a Discretionary Use of land zoned R-1 (single family residential).

Springfield School District made substantial investment in the neighborhood in 1997-98, in order to provide a secure perimeter at the south of Springfield High School. This included closing the east-west alley at the north of the leased parcels and the accompanying vacation of public rights of way.

The subject lots were purchased at that time, and gates were installed where the alley ways met intersecting streets. These actions created a well-defined boundary between the High School and the adjoining residential neighborhood from 7th to 10th streets.

-This parcel is the first developed use by the District in this area, south of the alley and the historic boundary of the High School. As such, it intrudes into the adjoining residential neighborhood.

-The development of the parcel, the terms of the lease, and the purpose of the facility suggest a permanent change of use.

-Educational use is permitted in R-1 under specific circumstances, among these, that the impacts of the non-conforming use are mitigated, and these uses don't adversely impact existing, principal, conforming, land uses in the zone.

For these reasons, I believe the land should be re-zoned and the site review should be Type 3.

Alternatively, if the development is permitted on land zoned R-1, a conditional use permit should accompany the site approval, including specific restrictions intended to mitigate adverse impacts.

Has the applicant submitted sufficient grounds to justify a Discretionary Use Application and receive a Type 2 application? If so, please provide the basis of planning approval for such. Is a conditional use permit contemplated for the applicant? If so, what are the terms?

The proposed activity is similar to pre-existing uses in the area, including SHS, Dos Rios, and the Brattain House. However, proximity of similar uses should only be a consideration, but not justify avoidance of appropriate land use review

Traffic

Was a traffic impact study undertaken? If so, where may I access this? If not, why not?

Has any analysis been undertaken by city staff, to ascertain the volume of clients at the facility and associated vehicle trips? Has any information of this character been submitted to accompany the application?

As mentioned previously, the function of the facility needs to be more clearly defined. Is the building to function as a synergistic satellite of the High School. Or as an adjunct to other district services? The University of Oregon has substantial land holdings elsewhere. I assume the choice of siting is intentional and is conceived as a component or contributor to other nearby Springfield School District functions.

As such, any traffic impact study should include the peak hour and average daily travel broadly along G. St. for Springfield High School, Dos Rios, as district facilities, and at intersecting streets such as 10th and 5th, and not only consider the proposed facility.

The site plan shows a total of only 3 off street parking spaces, including 2 ADA compliant. Given that the facility will employ 3-5 staff, this would seem inadequate for staff

parking during business hours. If the frontage along G St. is intended for pick up and drop off, these parking spaces will be unavailable for use by employees and staff. This seems a significant, un-addressed neighborhood impact, in addition to encumbering local traffic.

The gated egress at the north end of 8th Street is very congested at times. This includes exiting busses, pedestrians, bicycles, skateboards, and staff and student automobile traffic. Permitting a driveway at 8th Street will add to this congestion and should not be permitted without adequate evaluation and mitigation. Additionally, garbage totes placed for pick up will encumber the sidewalk or roadway, if placed at 8th Street, as proposed by the location of the garbage enclosure.

Existing adverse impacts of the existing nearby educational activities and facilities include:

- At peak times, traffic is entirely stopped for up to two blocks while automobiles take turns (or not), going through the 4-way stop at 7th and G St.
- Springfield High School students are provided a parking lot and are directed to use it. However, student drivers frequently park on adjoining streets, sometimes in violation of parking standards. Enforcement is intermittent, at best.
- During events at Silke Field, attendees park along nearby streets, including blocking driveways and encroaching on intersection corners.
- Students who work on their vehicles at the auto shop classroom drive vigorously through the gates at 8th and 9th, in both directions.
- Students leaving the school facility at lunch hour, and end of school, drive overly fast along G St., in both directions.
- Parents and students double park in traffic to load, or unload, passengers along adjoining streets.
- District buses idle while drivers wait for access to loading areas.
- The access gates at 8th and 9th were originally conceived and presented to the city, in conjunction with the improvements associated with the 1997-98 perimeter, primarily, as a one-way lane for buses. This access is currently used both ways by staff, students, parents, and for deliveries and visitors to the vocational facilities at the south side of the High School.

Additional objections

Given the incomplete evaluation and documentation available at this time, I reserve this space to include additional objections at subsequent comment periods, hearings, or land-use appeals.

The activity of Springfield High School impacts the surrounding neighborhood. Adding an additional educational facility on land zoned R-1 will contribute to the existing impacts.

Allowing this siting as a Discretionary Use, rather than changing the zoning of the underlying land elides some of the normal evaluation and public process that Oregon's land use regime is intended to regulate. For this reason, I object to the siting as proposed and presented.

Appreciatively,

Michael Mcilrath, owner 862 G St., Spfd, OR 97477

Mailing address:
85809 S. Willamette St.,
Eugene, OR 97405

Comments from Michael McIlrath Submitted April 28, 2023
in Response to Site Plan Review Notification

Email from Michael McIlrath in response to Site Plan Review notification - April 28, 2023.

Hello Mr. Limbird,

Thank you for this response.

Please integrate the following into the staff report, as appropriate.

At your suggestion, I reviewed the Discretionary Use application materials at the Laserfiche portal.

Under the Type 3 category you suggested, I found essentially the EC Cares descriptive narrative, stormwater engineering, and details regarding exterior lighting and garbage enclosure as components to the Type 3 application. Did I miss anything additionally relevant?

I appreciate the references to the Climate Friendly and Equitable Communities rules. I understand these remain in place while receiving judicial review (challenge). Can you refer me to the Springfield adopted code that governs the site, and permits the proposed use?

As a planner, you know: minimal provisions are not necessarily sufficient in all cases. Land use and building codes are adopted for prospective purposes (future cases and uses). Implementation is the art of reconciling the aspirational with the actual. Is the building plan review underway, or complete?

I didn't see conduit for future electric charging at the off street parking areas. This would seem to be a forward thinking requirement that accommodates the existing private vehicle conveyances, while providing for future uses, in line the the net-zero statewide goals.

However, this does not mitigate the likelihood that some, or all, of the proposed staff will park off site, using neighborhood street parking, if on-site parking is insufficient.

Can you clarify the criteria for provisional site approval, granted the applicant as an educational use? Is this an overlay district? Or adopted code? Where may I learn more of land use rationale used for siting such facilities, especially if this is the basis for a planning determination?

It is sensible that educational uses may occur on parcels zoned R-1, since students who may attend frequently reside at the surrounding residential properties. However, the parcel in question is not conceived to specifically serve the neighborhood students, and has historically enjoyed residential zoning and use.

This last distinction was reinforced previously, when the Springfield School District (landowner) developed the east-west alleyway in 1997-98. The effort at that time was intended to improve and maintain the residential conditions and character of the neighborhood, with special care taken, in form of: maintenance agreements for the vacated portions of the alleyway, substantial re-assurances to residential neighbors, regarding District participation in litter patrol, parking, traffic, and student behaviors and other accommodations.

Extraordinary measures were taken to allow the unconventional act of vacating a public right of way. This included providing non-compliant curb cuts for driveways, altering curb and gutter design to eliminate planting strips (integrated curbs and gutter) at some locations, outright purchase of parcels and construction of fencing around private parcels, to permit installation of secure gates, and negotiation with utility services, to obtain approval for locks at the alley ends of each affected block.

When Springfield High School was built in the 1940's, several open ditches served to move surface water toward the river. Among these was one approximately at the alley, according to my neighbor, Irene Darr, since deceased, once resident of 936 G St. This natural boundary served to contain residential development at the city's edge, at a time when the city limits ended at 10th and G Streets.

This alley and the unique historic treatment it received, argue that it is a significant boundary between land uses. As such, it should not be casually ignored, for the convenience of an applicant.

The proposed site improvements, while modest, are permanent in nature. Modular structures are easily durable for 50 years, especially if maintained by scheduled institutional staff labor. This suggests that the facility will be durable (and non-residential) for a very long time. As stated previously, it deserves to be sited only if its variant use is compatible, and doesn't adversely impact other nearby, existing, conforming uses. In any case, such a change needs thorough and deliberative review. The applicant is not a Springfield School District entity. This would argue against permitting the siting as an educational facility that deserves special consideration.

If EC Cares is a 'partner' with the School District, and its functions deserve to be allowed a siting variance for this reason, the nature of the partnership should be formalized in the application and the impacts of the facility should include evaluation of District-generated impacts, specifically, traffic flows, congestion, and hazards.

Since the June 9 Planning Commission hearing barely precedes the end of the school year, and it is essential that all parties understand the conditions at peak hours and during peak use around the proposed site, I plan to write to the Planning Commission, urging them to make a site visit for observation, in advance of the presentation of 811-23-00059-TYP2 and 811-23-000060-TYP3. If you will make an effort to insure their deliberations include accurate (if informal), evaluations of traffic contemporary with the school session, I will forgo such communication.

I expect the applicant wishes to proceed with the project (grading and construction), during the summer of 2023 (precisely because school traffic is minimal). If they wish to proceed in this timely and expedited schedule, I recommend making the effort to insure that all parties evaluate and observe the traffic at 8th and along G St. during the school year. Any effort to assess traffic impacts after the meeting will not reflect the uses of the sidewalks and roadways adjoining the site at times of peak use.

I expect making a hasty siting decision would be planning malpractice, if not appealable. Waiting until next school year to consider the traffic conditions would seem inconvenient to the applicant.

I appreciate your attention to these matters,

Gratefully,

Michael McIlrath

Comments from Michael McIlrath Submitted May 10, 2023
in Response to Site Plan Review Notification

Email from Michael McIlrath in response to Site Plan Review notification – May 10, 2023.

Hello Mr. Limbird,

Thank you for the response and for providing links and code references. From this information, and the public hearing notice I received, it appears the siting is approved as a “similar” use [per 3.2.210 (A)].

The proposed use is apparently more similar to 'Educational Facilities: Elementary and Middle Schools' than to 'Child Care Center'. I assume this is because the use is more institutional, rather than residential.

For this reason, I would re-assert that the siting deserves more involved scrutiny for adverse traffic impacts. This would be necessary, for a school siting, per 4.7.195 (A) (11).

The proposed use is currently educational and permitted, but the improvements will be permanent within the context of urban planning. In the event the applicant finds the facility does not perform as predicted, or won't attract sufficient children for it to operate, or if funding for their educational efforts becomes constrained, it is conceivable that the operation by the applicant will cease. Should this occur, the improvements will be removed, or more likely, ceded to the District per the lease agreement (as shown in the attached correspondence with Brett Yancey, COO Springfield Schools). In this event, the site will likely become an adjunct to Springfield High School, or be re-purposed for other District uses.

Any representations by the applicant regarding delivery of students by bus, limits to vehicle trips per day, or schedules for the operations that will impact (or avoid) traffic during peak use hours, should be considered provisional, subject to the duration of the tenancy and specific operation of the facility. For this reason, I urge a conditional use permit accompany approval of the application.

Additionally, I understand that EC Cares is operated to provide educational opportunities for U of O students, in addition to providing a valuable public service for children with developmental and behavioral challenges, as well as their parents. For this reason, the facility is educational in more than one sense. However, the student interns are not necessarily from the neighborhood, nor are the pre-school age children receiving special instruction at the facility.

For this reason, any justification to site the facility and permit the institutional use within R-1 under 3.2.210 is strained. The permitted use of educational facilities was conceived to provide for the surrounding residences. Permitting siting, and uses, that generate vehicle trips from afar, would seem at variance with provisions of the Trans Plan, and violative of Metro Planning that emphasizes neighborhood-focused uses that minimize vehicle trips.

It appears that the facility is being proposed in a manner that allows minimal barriers to development, and which avoids appropriate land use evaluation. This is made possible by representing an arm's length relationship (the applicant is not affiliated with the Springfield School District, avoiding a traffic study, which would be required, for example, if SHS were to annex the site), while simultaneously benefiting from association with the District (by enjoying educational facilities siting). I would ask if the U of O proposed a similar facility, for providing graduate seminars, would this be allowed?

The District obviously benefits from the activity of the facility, as implied by the very favorable lease terms, and its operation may be understood as supplementing District educational activity, albeit by a 'partner'. The ultimate use will be institutional, whoever owns the improvements. Because the property remains in the ownership of the District, and the site adjoins Springfield High School, it will likely eventually be an accession to this facility, if, and when, the current applicant vacates it.

The alley vacation I noted previously, created and affirmed a significant boundary between the residential uses and zoning of the adjoining neighborhood, and the District uses and activity. The EC Cares siting breaches this, permitting institutional uses to intrude into the residential neighborhood. Avoiding a change of zoning, by permitting a discretionary use, without attendant requirements to serve the occupants, and without generating adverse impacts, would be ill-advised. I previously referenced the vacation of public rights of way, as occurring 1997-98. This is incorrect. The alley vacation was proposed as application 96-08-155. An initial, quasi-judicial hearing was held October 1, 1996, by the Planning Commission. Ordinances 5837 and 5838 executed the transfer, and were recorded Feb. 10, 1997. Additional public rights of way were vacated on High School property, north of the alley, at 8th and 9th streets August 17, 1996.

Street improvements associated with the High School's access occurred at 9th St. in 1997, in conjunction with installation of fencing and gates at the alley between 6th and 10th. Since the current planning seems to exclude any traffic study, I intend to document the current uses of street parking along G St., at the proposed site, and traffic at peak times at the corner of 8th and G, in the coming weeks, and will present this to the Planning Commission in conjunction with the June 6 hearing.

I look forward to reading the staff report.

Can you provide me this document, or inform me how I may read it, when it is available (after May 30)?

Respectfully,

Michael Mcilrath

Questions from Michael McIlrath with Responses from
Brett Yancey of Springfield School District, April 25, 2023

From: Brett Yancey brett.yancey@springfield.k12.or.us
Subject: Re: Information request, RE: proposed EC Cares facility, application #811-23-000059-TYP2
Date: April 25, 2023 at 08:05
To: Michael McIlrath mmcilrath@epud.net

Good morning Mr. McIlrath,

I appreciate you reaching out to gather information and ask questions about the partnership the School District has with University of Oregon. I will do my best to answer your questions, however if you have additional questions please feel free to ask.

Has a contract, memorandum of understanding, or other formal document been executed, or agreed, between the U of O or EC Cares, and Springfield School District, in order to facilitate the application filed by Rowell Brokaw Architects?

Yes, the School District entered into a Land Lease Agreement with the University of Oregon, effective November 15, 2022. The agreement expires on June 30, 2028 but is renewable based on negotiated terms.

The application lists EC Cares as the applicant, but Springfield School District has granted the Architect permission to make the application on its behalf (with your signature). Precisely on whose behalf is Lorri Nelson making the application?

Lorri Nelson is the Architect/Consultant that is submitting the materials to the City of Springfield, on behalf of EC Cares (applicant) and Springfield School District (owner). This is not unusual and often happens during these types of processes. Officially, applications would not be accepted without the owner rep's signature, which we have reviewed and provided.

Early Childhood Cares is identified as an organization within the University of Oregon on their application with Springfield Development and Public Works Department. Does Springfield School District have a partnership of any kind with the entity EC Cares?

Yes, the Springfield School District has a long standing partnership/relationship with EC Cares. EC Cares currently operates classrooms at Maple Elementary School, Ridgeview Elementary School and

Absent this, I assume the U of O has leased the subject parcels (17-03-35-12 lots 6700 and 6800) from Springfield School District, or obtained an option to do so, in order to make such an application. Can you clarify the terms of any lease agreement, especially the duration of the lease, renewal terms, and lease amount(s)?

Does the agreement terminate? If so, will the proposed site improvements revert to the District at the termination of the agreement?

Duration of Lease: 11/15/2022 – 06/30/2028

Renewal Terms: Renegotiated upon expiration

Lease amount: \$100 per year beginning on January 1, 2023 (Land use only)

Site Improvements: If the agreement is terminated the School District either retains ownership of improvements or EC Cares must remove and return space to original status. All site improvements are performed at the expense of EC Cares.

Who is entitled to income generated by the facility, including operational grants, or tuition paid by attendees or student teachers?

Will any operation of the facility be undertaken jointly, with participation by Springfield School District?

This is not an income generation program, but is supported through state and federal resources. There is no tuition paid by attendees or student teachers and is a pre-kindergarten, special education program. No operation of the facility will be undertaken jointly.

Has the Springfield School District secured provision for its students to attend the facility?
Students attending this program are within the Springfield School District boundaries but are not students in the District, as this is a pre-kindergarten program. Once these students advance past the pre-k program, they are students within the School District.

Does Springfield School District view this facility as an educational opportunity for its students?

Will Springfield High School offer its students opportunity to work, or enroll in child education coursework, or take advantage of internships at the facility?

In partnership with EC Cares, students that attend this program will likely enroll in the School District once they become kindergarten students. Any education or support provided will benefit future students in our district, therefore this is a valuable program for the District to maintain a partnership with. It is our desire to allow SHS students to intern at the facility if it aligns with their curricular needs.

Alternatively, will preschool or special needs students from the District receive care, or education, therein? Significantly, is any formal provision made for this?

Answer provided above.

I expect significant impacts on the neighborhood, but understand this may be an essential trade-off with the potential benefits of such a facility.

However, the site review is being approved with what I consider haste, and in an effort to accommodate the applicant, perhaps improperly.

I wish to understand how the proposed facility will benefit our students and the community.

The School District is sensitive to the impact on the neighborhood and we are working to minimize the stress. Students enrolled in this program are primarily transported on school buses, which will have a designated drop-off area in front of the facility. On street parking and traffic should not be significantly impacted or additional to what is currently occurring. Regarding the site review, the School District continues to follow the City's timelines and required processes.

I hope this email assists in answering your questions, however if you have more please feel free to reach out.

Thank you,

Brett Yancey
Chief Operations Officer

Springfield Public Schools
640 A Street
Springfield, Oregon 97177

Springfield, Oregon 97477
541-726-3206



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Thank you.

Springfield Public Schools

Program Summary Comments from EC Cares, May 19, 2023



Quick Facts Early Childhood CARES

Who is Early Childhood CARES? Early Childhood CARES is the early intervention and early childhood special education (EI/ECSE) program for Lane County. It is a seamless birth to 5 year old system and supports a smooth transition to kindergarten. We provide educational services for birth to five-year-old children who have developmental disabilities, delays, and sensory impairments. Some examples include: Downs syndrome, autism, deafness, blindness, cerebral palsy, emotional disturbance, communication disorders

EI/ECSE services are mandated in federal and state law in the special education law (IDEA). They are entitlement services and include procedural safeguards for all eligible children and their parents. Oregon's EI/ECSE program provides a family-friendly seamless birth to 5-year-old system of services and supports as close to where the child lives as possible.

Early Childhood CARES is part of the statewide network of nine regions that provide early intervention and early childhood special education programs through Education Service Districts (ESDs) or local school districts. We are the only EI/ECSE program run through a University.

What services are provided? Examples of services include: speech and language therapy, occupational therapy, physical therapy, parent coaching, specialized preschool instruction, behavior and social skills training and evidence-based strategies for children with autism spectrum disorder (ASD). Services are individually determined based on each child's special needs and written in an Individualized Family Service Plan (IFSP).

How many children are served each year? Lane County has 16 school districts and Early Childhood CARES serves children in all of them. This year over **1700 were made eligible and served**. Over the course of each year we evaluate and serve another 400-500 children. EI/ECSE has strict timelines for evaluating and serving eligible children and cannot have wait lists are allowed by federal and state law.

Specifically in **Springfield** we are currently serving **about 465 eligible children**. We prioritize children within school district boundaries whenever possible so children can be as close to home as possible.

How is Early Childhood CARES funded?

- 83% is from state general funds in the Education Grant-in-Aide budget
- 16% is from Federal IDEA funds
- <1% is from Medicaid Fee for Service funds

Does Early Childhood CARES use practicum students and volunteers?

Early Childhood CARES works with many community partners and incorporates UO practicum students into our classrooms each term. In addition, we include community volunteers in our classrooms. When a classroom is located in a K-12 school building or on a K-12 school property, we often collaborate with the school to offer supervised volunteer opportunities to middle and high school students.

5/19/23

811-23-000060-TYP3 – DISCRETIONARY USE PERMIT FOR PROPOSED EDUCATIONAL FACILITY ON VACANT LOT
NORTHWEST CORNER OF G STREET AT 8TH STREET (MAP 17-03-35-12, TL 6700 & 6800)
SITE CONTEXT MAP

