



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
Isaac Rhoads-Dey, Vice-Chair
Andrew Buck
Seth Thompson
Steven Schmunk
Alan Stout

Join Zoom Meeting or Attend in Person

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

Meeting ID: 410 741 8327 Passcode: 5417263653

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To view agenda packet materials or view a recording after the meeting, go to
SpringfieldOregonSpeaks.org

October 17th, 2023

**6:00 p.m. Planning Commission in its role as the Committee for Citizen Involvement
Library Meeting Room (City Hall) & via Zoom**

The Library Meeting Room is ADA accessible.

CALL TO ORDER

ATTENDANCE

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

ITEM(S)

- **Community for Citizen Involvement: Annual Report**
Staff: Sandy Belson
50 Minutes

7:00 p.m. (approx.) Planning Commission Regular Session

CALL TO ORDER

ATTENDANCE

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

PLEDGE OF ALLEGIENCE

APPROVAL OF THE MINUTES:

- June 21st, 2023
- August 15th, 2023
- September 5th, 2023

BUSINESS FROM THE AUDIENCE

REPORT ON COUNCIL ACTION

BUSINESS FROM THE PLANNING COMMISSION

BUSINESS FROM THE DEVELOPMENT AND PUBLIC WORKS DEPARTMENT

ADJOURNMENT



Draft Joint Planning Commission Minutes September 5th, 2023



Joint Springfield & Lane County Planning Commission **Draft Minutes for Tuesday, September 5th, 2023** **Public Hearing 7:00 pm**

Meeting held in Conference Room 616, Development Center (City Hall),
the Lane County Goodpasture Room, Customer Service Center,
and via Zoom

Springfield Planning Commissioners Present: Chair Matt Salazar, Andrew Buck, Seth Thompson, and Steven Schmunk

Absence: Alan Stout, Isaac Rhoads-Dey

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

Lane County Planning Commissioners: Vice Chair Jeff Choate, Christian Wihtol, Bruce Hadley, Steven Snider, Stephen Dignam, Markus Lay, Charlcie Kaylor

Absence: Jonnie Peacock, Eliza Kashinsky

Lane County Staff: Amber Bell, Planning Manager; Rachel Serslev, Senior Planner; Louranah Janeski, Stormwater Permitting Specialist

1 – Welcome / Introduction to Topic

Chair Salazar welcomed the Commissioners to the Joint Public Hearing and outlined the role of the Planning Commission and its Commissioners.

2 – Open the hearing

Chair Salazar: called for a statement of potential conflict of interest from the Springfield Planning Commissioners:

Chair Salazar: stated he had two potential conflicts of interest since he is a homeowner in Springfield and he works for Homes for Good which is a real estate developer in the area.

Commissioner Buck: stated that he had two potential conflicts of interest since he is a homeowner in Springfield and is an insurance agent with business in the area.

Commissioner Schmunk: stated he has no bias or undisclosed conflicts.

Commissioner Thompson: stated he has a potential conflict of interest since he is a homeowner in Springfield.

Vice Chair Choate called for a statement of actual or potential conflict of interest from the Lane County Planning Commissioners:



Draft Joint Planning Commission Minutes September 5th, 2023



Choate: has a potential conflict of interest since he works for Jerry's Home Improvement Store, which has a store in Springfield.

Wihtol – None

Hadley – None

Snider – None

Dignam – None

Kaylor – None

Lay – None

3 – Staff report

1) Stormwater Post Construction Requirements

Springfield Chair Salazar: stated the applicable criteria for the Public Hearing Item are: Springfield Development Code – Section 5.6.115 and 5.14.135 and the Statewide Planning Goals/ Oregon Administrative Rules.

Lane County Vice Chair Choate: stated the applicable criteria for the Public Hearing Item are: Lane Code – Chapters 10.600-15 (Applicable Land Use Regulations), 12.100.050 (Method of Adoption and Amendment) and the Statewide Planning Goals/ Oregon Administrative Rules.

Springfield Chair Salazar: called to reopen the Public Hearing of the Planning Commission.

Lane County Vice Chair Choate: called to reopen the Public Hearing of the Planning Commission.

Haley Campbell / Springfield Staff: gave a PowerPoint presentation on the Stormwater Post Construction Requirements, with proposed changes to the Springfield Development Code Sections 4.3.110 Stormwater Management, i.e., various sections that encourage the use of stormwater facilities and Section 6.1.100 Definitions. Staff is looking for the Commission to recommend to Council that they adopt the Stormwater Post Construction Requirements during its deliberations at tonight's meeting.

Haley Campbell / Springfield Staff: addressed the public comment submitted to Springfield Oregon Speaks from Michael Koivula, who expressed concerns about disposal of stormwater in a dry well by residents and the use of non-toxic moss control products. She confirmed that the City has tools and programs that address these concerns that are not currently regulated in the Springfield Development Code. First, Springfield does not allow open dry wells and they must be covered so that the only entrance is the pipe carrying the water. Therefore, frequent use of dry wells is not a concern for the City at this time. Furthermore, Springfield Municipal Code 4.370 – 4.372 prohibits illicit discharges into the City stormwater system. This prohibition applies to over-use or misuse of products like moss killer in residential areas, if it poses a threat to the water quality of the City's stormwater system.



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In addition, the Environmental Services Department “Stream Team”, with the help of Eugene and Lane County, provides information to Springfield residents through their SUB bills several times a year.

Rachel Serslev / Lane County Staff: confirmed that Lane County has reviewed the amendments and staff have worked with their stormwater team at Lane County to ensure that the code amendments conform with their MS4 permit. She informed the Commissioners that their stormwater permitting specialist, Louranah Janeski, is present to answer any questions they may have.

4 – Testimony from interested parties – None

5 – Clarifying questions from Commissioners

Commissioner Snider / Lane County: requested to have more information about the public comment provided in Springfield Oregon Speaks. Was the nature of the public comment in favor or against the proposed code amendments? Would it also be possible to read the comments?

Haley Campbell / Springfield Staff: shared the public comment from Michael Koivula. The comment was concerned with discharges into dry wells and if this would be an issue for residential areas. He also raised another issue which concerned the toxic use of moss treatments on Springfield’s developments and whether there was a potential way to regulate this. Staff confirmed that the Springfield Development Code does not provide for regulation of moss treatments. She then read the public comment to the commissioners, which was submitted through the website Springfield Oregon Speaks (see Staff response to comments below).

“The City has some tools and programs that address these concerns that are not currently regulated through the Springfield Development Code:

1. First, Springfield does not allow open drywells. They must be covered so that the only entrance is the pipe carrying the water. The most frequently used type of drywell is a soakage trench which does not have any openings above ground except for the pipe that connects to the roof drains and typical installations do not have an easy entry point to dispose of liquids. Therefore, frequent use of drywells for residential use is not a concern at this time. Furthermore, Springfield Municipal Code 4.370 – 4.372 prohibits illicit discharges into the City Stormwater system. This prohibition applies to over-use or misuse of products like moss killer in a residential area if it is posing a threat to the water quality of the city’s storm system. If there was an open stormwater facility, it also applies to using that facility as a dump/to dispose of items. The Environmental Services Department staff do take enforcement action when they become aware that someone is discharging substances into a stormwater facility that are not stormwater.
2. Second, the MS4 permit also requires the City to provide education and outreach related to water quality. The Environmental Services Department “Stream Team” provides information to Springfield residents through their SUB bills several times a year and with the help of Eugene and Lane County, are actively working on a handout for moss control best practices specifically



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for Springfield. The handout and future outreach campaign will be based on resources from regional municipalities and the Northwest Center for Alternatives to Pesticides”.

5 – Close the Hearing

Chairs Salazar and Vice Chair Choate called to close the public hearing and the record. Any written comment submitted after the hearing has been closed and will be forwarded to the Lane County Board of Commissioners and the Springfield City Council.

Sandy Belson / Springfield Staff: informed the commissioners that the public comment and Staff’s response should be included in the motion and added to the Staff Report.

Commissioner Schmunk / Springfield: moved to approve the Order and Recommendation to the Springfield City Council that is in the agenda packet as Attachment 1 with the change to include the public comment and Staff’s response as shared on the screen and would be included in the Staff Report.

Commissioner Thompson / Springfield: seconded the motion.

Commissioner Snider / Lane County: moved to forward the Order and Recommendation to the Lane County Board of Commissioners and adopt the code amendments as presented. Since the public comment will be forwarded to the Commissioners as is, he did not feel it was necessary to add the comments and Staff response to the Staff Report.

Commissioner Lay / Lane County: seconded the motion.

Vice Chair Choate / Lane County: stated that since the National Coalition to Alternatives to Pesticides was explicitly referenced about researching moss control options, he suggested that the OSU Extension and the National Pesticide Information Center, both housed at Oregon State University, be used as a resource.

Chair Salazar / Springfield: called for a Springfield Planning Commission roll call vote:

Salazar – Aye
Buck – Aye
Schmunk – Aye
Thompson – Aye

Motion passes: 4 / 0 / 2 Absent

Vice Chair Choate / Lane County: called for a Lane County Planning Commission roll call vote:

Choate – Aye
Dignam – Aye
Hadley – Aye



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Snider – Aye
Wihtol – Aye
Kaylor – Aye
Ley – Aye

Motion passes: 7 / 0 / 2 Absent

Information Update from Staff – Update on Minor Code Amendments
Mark Rust / Current Planning Manager

Chair Salazar / Springfield: stated that since the hearing for on Minor Code Changes was closed on August 1st, this meeting will be part of the legislative “record”, but no actions will be taken by the Planning Commissioners. These amendments were missed during the first draft review, so Staff are providing an update for clarification and the opportunity to answer any question or concerns.

Mark Rust / Springfield Staff: explained that he is bringing a few of the minor code amendments that were discovered after the last hearing to the attention of the Commissioners for informational purposes since the Springfield Attorney’s office confirmed that they could be discussed during the City Council public hearing and did not have to be deliberated by both Planning Commissions. The majority of the updates are very minor, for the most part incorrect citations to code sections that no longer exist or the code reference had changed slightly. One section is more substantial, which has to do with the setbacks for commercial zones, but through the last major Development Code Update it was established that leaving out the setbacks was an oversight. Staff are proposing that they be added back into the same schedule of setbacks that existed in the Development Code, previously. Staff are adding them to the packet for the Lane County Board of Commissioners and Springfield City Council for their review.

Rachel Serslev / Lane County: confirmed that she had nothing further to add to this item.

Adjourned by the Springfield and Lane County Planning Commission Chair and Vice Chair, respectively – 7:39 pm.

ADJOURNMENT – 7:39 PM

Draft Planning Commission Minutes – August 15th, 2023

Springfield Planning Commission

Draft Minutes for Tuesday, August 15th, 2023

Regular Session 7:00 pm

Meeting held in the Library Meeting Room (City Hall) and via Zoom

Planning Commissioners Present: Chair Matt Salazar, Vice Chair Isaac Rhoads-Dey, Andrew Buck, Seth Thompson, and Steven Schmunk

Excused Absence: Alan Stout

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

Chair Salazar called the Regular Session of the Planning Commission to order at 7:00 p.m.

PLEDGE OF ALLIAGENCE – Led by Chair Salazar.

APPROVAL OF THE MINUTES

- July 18th, 2023 – Approved
- August 1st, 2023 – Approved with corrections

BUSINESS FROM THE AUDIENCE

Raymond Sheppard, 1728 Minda Drive, Eugene, OR 97402: introduced himself to the Commissioners as a representative of the Carpenters Union, expressing interest in development activities in Springfield.

REPORT OF COUNCIL ACTION

Commissioner Rhoads-Dey reported on City Council's June 5th meeting.

Commissioner Buck: reported on the City Council's June 12th meeting.

BUSINESS FROM THE PLANNING COMMISSION – None

BUSINESS FROM THE DEVELOPMENT AND PUBLIC WORKS DEPARTMENT

Sarah Weaver / Staff: reported on the Planning Commission vacancy's recruitment process. Applications for boards, committees, and commissions will be accepted until 5 pm on September 1st. She sent out emails to community partners and city agencies, which included the press release issued by the City. She reported that they received a robust response from our community partners who have been posting the press release in their newsletters and announcement boards.

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Sandy Belson / Staff: added that there are several boards, committees and commissions recruiting and one planning commission vacancy.

Chair Salazar: also requested that the Commissioners spread the word to their colleagues and community partners to reach the widest audience possible.

Sandy Belson / Staff: informed the Commissioners that the Planning Commission will meet next on September 5th at 7 pm for a Joint Public Hearing with Lane County on the Stormwater Post-Construction Requirements Update. There are currently no other meetings scheduled in September for the Planning Commission.

There is an opportunity for more joint Planning Commission meetings. The Planning Department has been working on updating the Eugene/ Springfield Public Facilities and Services Plan, which would require all three jurisdictions to adopt it. This Joint Session is tentatively planned for the beginning of December. This Joint Session could also include information gathered by Lane County on the Goshen / Landfill Metro Plan Amendment. It is possible that we will meet before then on the Capital Improvement Program, which is updated every two years. There could also be a meeting held on Climate Friendly and Equitable Communities in the Fall.

ADJOURNMENT – 7:17 PM

Draft Planning Commission Minutes – June 21st, 2023

Springfield Planning Commission

Draft Minutes for Wednesday, June 21st, 2023

Work Session 6:00 pm

Meeting held in the Council Chambers and via Zoom

Planning Commissioners Present: Chair Matt Salazar, Vice Chair Grace Bergen, Seth Thompson, Steven Schmunk, Alan Stout, and Isaac Rhoads-Dey

Excused Absence: Andrew Buck

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

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

Adjustments to the Agenda: Chair Salazar moved that the Work Session Item “Committee Assignments” be moved to the first agenda item of the meeting.

Roll call vote:

Salazar – Aye

Bergen – Aye

Thompson – Aye

Stout – Aye

Rhoads-Dey – Aye

Schmunk – Aye

6 / 0 – 1 absent Motion passes

WORK SESSION ITEM(S)

1) Committee Assignments

The Commissioners discussed the various committee assignments and who might be interested in serving on the Development Code Governance Committee, which is currently hibernating but may become active again, and the Bicycle Pedestrian Advisory Committee (BPAC).

Commissioner Bergen announced that she would be resigning from the Planning Commission after this meeting. The position of Vice Chair will also need to be filled during the Regular Session.

2) Planning Commission Protocols

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The Commissioners discussed the protocols that were put in place during the pandemic and concluded that they are still appropriate.

3) Reports on Council Action:

The Commissioners discussed the format of the Reports on Council Action and concluded that only information relevant to the Commissioners needed to be relayed.

ADJOURNMENT – 6:35 p.m.

7:00 p.m. Planning Commission Regular Session City Council Chambers and via Zoom

Planning Commissioners Present: Chair Salazar, Vice Chair Bergen, Seth Thompson, Steven Schmunk, Alan Stout, and Issac Rhoads-Dey

Excused Absence: Andrew Buck

Staff: Sandy Belson, Comprehensive Planning Manager; Mark Rust, Current Planning Manager; Andy Limbird, Senior Planner; Michael Liebler, Transportation Planning Engineer; Sarah Weaver, Community Development Administrative Assistant; Kristina Kraaz, Assistant City Attorney

Chair Salazar called the Regular Session of the Planning Commission to order at 7:04 p.m.

PLEDGE OF ALLIAGENCE – Led by Vice Chair Bergen.

APPROVAL OF THE MINUTES –

- June 6th, 2023 approved with change to the name of the high school referenced

BUSINESS FROM THE AUDIENCE – None

PUBLIC HEARING ITEM

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

Chair Salazar opened the public hearing.

Kristina Kraaz, City Attorney, read a brief statement regarding conflicts of interest.

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Potential Conflicts of Interest:

- Salazar – stated that he has a potential conflict of interest since he works for Homes for Good, which has projects with the applicant. For this reason, he has ex parte contact with the applicant. He has no bias that would influence his vote on the matter.
- Bergen – has a potential conflict of interest. She is an active real-estate broker in the community. She has no ex parte contact or independent knowledge.
- Thompson – has no conflict of interest, no ex parte contact or independent knowledge.
- Schmunk – has no conflict of interest, no ex parte contact or bias. He did visit the site, but this would not influence his judgement in the matter.
- Rhoads-Dey – has no bias, ex parte contact or independent knowledge, but has a potential conflict of interest since he is an active real-estate broker in the community.
- Stout – has no conflict of interest, bias, or ex parte contact.

Chair Salazar: asked if there were any challenges as to the Commission's impartiality or the jurisdiction about the item before it. Hearing none, he called on Staff to present the staff report.

Andy Limbird / Staff: presented additional information on the Discretionary Use Permit that the Commission requested concerning traffic enforcement and accident statistics. There was nothing to relate regarding an elevated risk.

Michael Liebler / Staff: informed the commissioners about the traffic study he completed about G-Street traffic speeds and the methodology that was used. He also provided an overview of traffic calming measures requested by persons providing testimony and the reasons for such measures not being recommended for this proposed development.

Chair Salazar called on the Commissioners to pose questions to Staff.

Andy Limbird / Staff: explained to the Commissioners that if a different party were to operate at the site, depending on the type of application, a minimum of a site review would have to take place. The site review might not necessitate the application going before the Commission again. He confirmed that the Commission could revisit traffic measures for the street at a later date.

Kristina Kraaz / Staff: explained that the City has an independent legal authority to modify the flow of traffic within the right-of-way, if it deems necessary.

Public Testimony

Julie Quelch / Applicant Representative: Thanked the Commission for allowing her the opportunity to speak, but she had no additional information to share.

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In Favor

- None

Neutral

- None

In opposition

- None

Vice Chair Bergen moved to close the hearing and the public record. Commissioner Rhoads-Dey seconded the motion.

Roll call vote:

Salazar – Aye

Bergen – Aye

Thompson – Aye

Stout – Aye

Rhoads-Dey – Aye

Schmunk – Aye

6 / 0 – 1 Absent

Commissioner Stout: moved to adopt the Order that is in the agenda packet as Attachment 3 for this item. Commissioner Rhoads-Dey seconded the motion.

The Commissioners decided to add an additional finding to the Discretionary Use report.

Commissioner Stout: moved to add the amendment to the finding: “Should traffic or pedestrian safety issues arise after the proposed development is completed, the City retains authority under the Springfield Charter and Springfield Municipal Code to install additional traffic safety measures within the public right of way” (add to page 12 under traffic safety). Commissioner Thompson seconded the motion.

Roll call vote on amending the Discretionary Use report to add the finding:

Salazar – Aye

Bergen – Aye

Thompson – Aye

Rhoads-Dey – Aye

Stout – Aye

Schmunk – Aye

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6 / 0 – Absent 1 Motion passes

Roll call vote on the Discretionary Use Permit as amended:

Salazar – Aye
Bergen – Aye
Thompson – Aye
Rhoads-Dey – Aye
Stout – Aye
Schmunk – No

5 / 1 – Absent 1 Motion passes

REPORT OF COUNCIL ACTION

Commissioner Salazar: reported on the City Council's June 12th meeting.

BUSINESS FROM THE PLANNING COMMISSION

Commissioner Rhoads-Dey nominated himself for the role of Vice Chair. Commissioner Thompson seconded the motion.

Roll call vote:

Salazar – Aye
Bergen – Aye
Thompson – Aye
Stout – Aye
Schmunk – Aye
Rhoads-Dey - Abstain

5 / 0 – 1 Abstention / 1 Absent

Commissioner Rhoads-Dey nominated Commissioner Stout for the role of BPAC Liaison. Commissioner Stout seconded the motion.

Roll call vote:

Salazar – Aye
Bergen – Aye
Thompson – Aye
Rhoads-Dey – Aye
Stout – Aye
Schmunk – Aye

Draft Planning Commission Minutes – June 21st, 2023

6 / 0 – 1 Absent

Commissioner Bergen nominated Commissioner Buck for the role of the Governance Committee liaison. Chair Salazar seconded the motion.

Roll call vote:

Salazar – Aye
Bergen – Aye
Thompson – Aye
Rhoads-Dey – Aye
Stout – Aye
Schmunk – Aye

6 / 0 – 1 Absent motion passes

Chair Salazar nominated himself for the role of Governance Committee liaison. Commissioner Rhoads-Dey seconded the motion.

Roll call vote:

Bergen – Aye
Thompson – Aye
Rhoads-Dey – Aye
Stout – Aye
Schmunk – Aye
Roll call vote:
Salazar – Abstain

5 / 0 – 1 Abstain / 1 Absent motion passes

BUSINESS FROM THE DEVELOPMENT AND PUBLIC WORKS DEPARTMENT

Sandy Belson / Staff: informed the Commissioners that there is another Joint Planning Commission meeting with both Lane County and Eugene Planning Commissions on the Public Facilities and Services Plan. It is tentatively scheduled for September 26th.

There is no meeting scheduled for the first Tuesday in July – July 4th. The next Planning Commission meeting is scheduled for July 18th. The Joint Lane County and Springfield Planning Commission Work Session and Public Hearing will focus on the Comprehensive Plan Map and corresponding land use element, which will replace the Metro Plan Diagram and Metro Plan land use descriptions for the City of Springfield.

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The subsequent meeting on August 1st is a joint meeting with the Lane County Planning Commission as well. It is encouraged that the Commissioners meet remotely for both the July and August meetings. Staff will be meeting in the Jesse Maine Room for those who want to meet in person. The August 1st meeting with the Lane Country Planning Commission will be focused on Development Code Amendments, which include stormwater, parking, and other miscellaneous amendments.

ADJOURNMENT – 8:20 PM

AGENDA ITEM SUMMARY

Meeting Date: 10/17/2023
Meeting Type: Regular Meeting
Staff Contact/Dept.: Sandy Belson/DPW
Staff Phone No: 541-736-7135
Estimated Time: 50 min
Council Goals: Foster an Environment that Values Diversity and Inclusion

**SPRINGFIELD
COMMITTEE FOR CITIZEN INVOLVEMENT**

ITEM TITLE: Annual Review of Community Engagement Activities

ACTION REQUESTED: Review the draft report and add or modify any of the reflections on outreach that has occurred this past year.

ISSUE STATEMENT: The Committee for Citizen Involvement (CCI) has the same members as the Springfield Planning Commission. Per the City's adopted Citizen Involvement Program, the CCI's role is to ensure adequate opportunity for citizens to be involved in all phases of the land use planning process.

This meeting of the CCI is an opportunity to present an annual report that summarizes community engagement in land use planning over the past year. The CCI may review, analyze, and evaluate processes used to encourage citizen involvement during the formation and adoption of major policies, legislation, and subsequent involvement when those policies or legislation are implemented.

ATTACHMENTS: ATT 1 – Annual Report
ATT 2 – Comprehensive Plan Map Clarification Project
ATT 3 – Stormwater Post-Construction Requirements Update
ATT 4 – Parking Regulation under CFEC
ATT 5 – Housing Programs

DISCUSSION: Staff have continued to make use of new technologies that allow for virtual participation to expand access to the public process. Funding for citizen involvement efforts, including staff time, is incorporated into the Community Development Division's program and project budgets. The Community Development Division funds a 0.5 FTE Communications Coordinator position to enable communications/public affairs staff to support community engagement for comprehensive planning projects and development code updates, as well as other Division communications.

This work session is an opportunity to assess what has worked well this past year, identify areas for improvement, and determine priorities for use of limited financial and staff resources to provide people the opportunity to shape comprehensive land use planning decisions. Staff will make edits to the annual report based on CCI guidance and then share this report with the City Council in a communication packet memorandum.

Annual Review of Community Engagement in Land Use Planning

2023 Draft



Committee for Citizen Involvement

The Committee for Citizen Involvement (CCI) has the same members as the Springfield Planning Commission. Per the City's adopted Citizen Involvement Program, the CCI's role is to ensure adequate opportunity for citizens to be involved in all phases of the land use planning process.

Planning Commission/CCI Meetings

The Planning Commission/CCI continues to hold meetings in a hybrid environment, offering opportunities to attend both in person and through Zoom. The Planning Commission/CCI and other committees supported by the Community Development Division continue to utilize Springfield Oregon Speaks as the platform for meeting materials, including pre-recorded videos for certain projects, posting of meeting recordings, and as a venue for public comments.

Purpose of Annual Report

This annual report summarizes citizen involvement in land use planning over the past year. The purpose of the review is to help the CCI review, analyze, and evaluate processes used to encourage citizen involvement during the formation and adoption of major policies and legislation, as well as subsequent involvement when those policies or legislation are implemented. This approach is consistent with Council's goal to Foster an Environment that Values Diversity and Inclusion.

Comprehensive Planning Projects

Over the past year, the Planning Section of the Community Development Division has managed large and small comprehensive planning projects and processed numerous land use applications that provide opportunities for the public to engage and comment. For each planning project, the CCI approves Community Engagement Plans that identify tactics that will provide the opportunity for the public to participate in the development of technical information, and the preparation and adoption of policies, plans, and implementing ordinances, including amendments to the Springfield Development Code.

This report features the outreach and engagement efforts for comprehensive planning projects over the past year (December 2023 through September 2023). See attached tables for each of the following projects that identify the target audience, tactics used, and participation levels:

- **Comprehensive Plan Map Clarification Project**
- **Stormwater Post-Construction Requirements Update**
- **Parking Regulations under the Climate Friendly and Equitable Communities (CFEC) Rules**

Staff also included a table focused on outreach efforts of the **Housing Team**. Although this work is not under the purview of the CCI, it may be helpful to become familiar with the outreach efforts around federally funded housing and community development projects. This information may be useful as the CCI starts to think about how to engage the public when undertaking Springfield's Housing Capacity Analysis and Housing Production Strategy in the next few years.

The following projects did not include a focus on community engagement over the past year and therefore are included here rather than described in a summary table like the other projects that are going through the adoption process at this time.

Wastewater Master Plan

The Wastewater Master Plan's Community Engagement Plan, reviewed by the CCI in April 2022, describes activities the City of Springfield will implement to assure that interested and affected parties, together with the project team, have adequate opportunities to provide meaningful input and feedback to one another.

In 2023, the project team (City staff and consultants) focused on technical analysis. While no formal community outreach occurred, staff updated and maintained the project webpage and continued preparations for community engagement anticipated for early 2024.

Public Facilities and Services Plan

The Eugene-Springfield Public Facilities and Services (PFSP) Community Engagement Plan, adopted by the CCI in May 2022, describes activities the jurisdictions and Lane Council of Governments (LCOG) will implement to inform the public of the project and provide opportunities for their input.

In 2023, the project team (staff from Eugene, Springfield, Lane County and LCOG) focused on refining recommended updates and drafting findings documents. While no formal community outreach occurred, LCOG updated and maintained the project webpage, and the project team drafted notices in preparation for anticipated initiation of public hearings in early 2024.

Natural Resource Inventories & Protections for Springfield's UGB Expansion Areas

Since the State's acknowledgement of Springfield's urban growth boundary (UGB) expansion in 2019, Springfield has been putting plans into action for its UGB expansion areas. One of the first steps is to identify, evaluate, and protect locally significant natural resources in these areas. In 2020, this project set out to inventory and protect locally significant wetlands and riparian corridors. The scope broadened in 2021 to include wildlife habitat assessments and Water Quality Limited Watercourses. The project's Community Engagement Plan provides a framework for: learning from experts with local and technical knowledge and from the general community; and incorporating that input into work products and decisions as appropriate.

In 2023, the project team (City staff, LCOG, consultants) concentrated on finalizing inventory results, evaluating protection options, and drafting updates to the Springfield Natural Resources Study.

- Winter - City and Willamalane staff met to digest the final Tribal Community Dialogue report and discuss next steps.

- Spring - project communication and engagement focused on sharing wetland, riparian, and wildlife habitat inventory results, and confirming protection approaches for locally significant natural resources with elected and appointed officials to inform project next steps:
 - April: Webpage and Email Updates
 - Webpage – 20 users (45 views)
 - [E-Update](#) – 55 recipients (31 opened)
 - May: Work Sessions
 - Planning Commission – [materials and discussion](#)
 - City Council – [materials](#), [discussion](#)

Climate Friendly Areas

Through 2023, the City, with technical support from LCOG, studied potential Climate Friendly Area locations that meet State requirements and align with the City’s existing plans and policies. For each of these locations, the project team sought to understand the level of risk each has of people needing to move elsewhere because of rising housing costs and will identify possible solutions for addressing this concern. The City will share the results from this study in early 2024. With the study complete, the City will start a decision-making process to select Climate-Friendly Areas with our community and Springfield’s appointed and elected officials. This work will eventually lead to action by City Council to adopt these areas.

Throughout the process and in line with Climate-Friendly and Equitable Communities requirements, the City will center the voices of historically marginalized community groups, especially those who have been harmed by past planning, climate, and transportation decisions. Towards that end, in Winter 2022-2023, Kearns & West (consultants working on behalf of Eugene and Springfield) interviewed community leaders to gather input on how to best engage historically marginalized community groups in local transportation and housing planning projects.

The feedback from these ten interviews will guide how the Springfield community can engage with this project and with future planning efforts. General suggestions that emerged from these interviews were shared with the City Council as part of a [2/27/23 Memo](#) and with the Planning Commission as part of a [3/21/23 Memo](#). A full compilation and categorization of feedback is available for City staff to reference for guidance on future planning efforts.

The feedback shared through these interviews was also considered as the project team prepared for community engagement as part of the Climate Friendly Area decision-making process in 2024-2025 by developing a Community Engagement Plan Toolkit, including drafting and refining project Key Messages based on Council feedback. Springfield will appropriately scale its plan for stakeholder engagement into relevant Climate Friendly Area decision-making tasks and refine the Community Engagement Plan for consideration and adoption by the CCI in early 2024.

New Uses of Technology

Project Pages on Springfield Oregon Speaks

This year, instead of creating webpages on the City website for the relatively short projects to update the Springfield Development Code, we used the Project feature on Springfield Oregon Speaks to orient people to the project, post documents and videos, and provide a convenient location to provide public comments. We maintain a general webpage about Springfield Development Code Updates on the City's website that directs readers to the project pages on Springfield Oregon Speaks for more detailed information.

Story Map

We again had support of our talented Geographic Information Systems (GIS) team to create a story map for use in an on-line open house. This year's [Story Map](#) features the Comprehensive Map Clarification Project. The Story Map features an interactive map where viewers can zoom into specific places to see the plan designation for a property. It also includes a property look-up tool.

Achievement in Community Engagement Award

It was great to be recognized by the Oregon Department of Land Conservation and Development (DLCD) for efforts to engage with the American Indian/Alaskan Native community. In July, the DLCD's Citizen Involvement Advisory Committee presented the Most Outstanding Project award to the conversation facilitated by Stephanie Tabibian in October 2022. The outcomes of this work are informing Willamalane's Comprehensive Plan and short-term action plans, as well as updates to the City of Springfield's inventories of wetlands, riparian corridors, and wildlife habitats in the UGB expansion areas. Conversations led by community elders at several roundtables, as captured in a report by Ms. Tabibian and co-edited by attendees, helped planners understand the lived experience of American Indians and Alaska Natives and how public policies, planning processes, public spaces, natural areas, programs, and communication can support or diminish American Indian and Alaska Native participation and representation in these many aspects.

These relationships are spawning other events beyond the land use planning realm, such as the Painted Sky performance at Island Park as part of the Library's Summer Reading outdoor multicultural program and Dr. David Lewis' presentation on Tribal Histories of the Willamette Valley at Wildish Theater.

Reflections on the Past Year

Key Takeaway

This year's community engagement underscored what we have known: *We need to tailor the type and scale of outreach to fit the project topic and questions as well as make best use of limited resources.*

Coming out the pandemic, there was a desire to resume in-person events so the Community Engagement Plan for the Comprehensive Plan Map Clarification Project included an open house at Thurston High School. The in-person event also addressed concerns about access for those who may not be "on-line". Only four people attended. In retrospect, this open house was not an effective tactic. What did work well for this technical, research-focused project was the on-line

open house and direct mailings to property owners to ask questions about specific properties and if the draft maps were easy to use. Also, the Comprehensive Plan Map Clarification Project Advisory Committee and Technical Resource Group allowed for focused, informative discussions. It was helpful to have a community-based group of people and separate group of agency partners who regularly work with Springfield staff and use map products to conduct property research and prepare land use applications. These groups had expertise to discuss key questions about mapping approaches and information display, which informed project outcomes.

Another example of success at matching the type and scale of outreach to the project needs were the on-line workshops held for the Stormwater Post-Construction Requirements Update. Staff held two virtual workshops at which they played a video and then answered questions from the attendees. Twenty people attended, mostly professionals in the development community who will need to incorporate the changes into their projects starting in 2024.

What Worked Well

- Establishing key messaging with the Community Engagement Plan led to easier, consistent communication throughout the project to explain its purpose and benefits.
- Scheduling outreach communications in coordination with existing opportunities increases efficiencies and likelihood of participation. It also reduces the burden on the public who may not have capacity to engage in multiple activities.
- Inviting people who participated in conversations/events to review and edit summary documents or notes demonstrates we are genuinely listening, value their time and perspectives, and gives community members ownership in the process.
- Making use of existing Interested Parties lists to communicate about projects lowers redundancies and community member frustration.
- Holding regular check-ins with decision-makers at key steps in the process to share updates and seek guidance on project approaches – early guidance on mapping approaches informed the Comprehensive Plan Map adoption approach and how the draft map was created, which ensured the project was aligned with decision-makers’ expectations and desired outcomes.
 - Early and regular check-ins can help the adoption process go more smoothly by building trust and a shared understanding.

Lessons Learned

- Local elected/appointed officials have different expectations for layperson communications than hired consultants.
- There may be a disconnect between what the community desires for meaningful engagement and the resources the City has at its disposal to meet those needs.
- Recruitment for project advisory groups – balance finding people with topic-specific knowledge/expertise with finding people who we do not typically hear from and may represent varied perspectives (this can be challenging with a more technical topic that is not exploring visioning or policy changes).
- Locations for in-person events – if looking for meeting spaces outside of City Hall, work with Willamalane early to book rooms at their facilities due to their many programs (e.g., Bob Keefer Center has a central location but books up quickly). School facilities are another option. Consider a central location or multiple locations or opportunities to be able to meet community members and stakeholders where they are at.

Staffing Considerations

- Having sufficient resources dedicated to drafting, revising, and refining documents results in more effective understanding of technical analysis for communication with the community
- Consultant support to schedule, facilitate, capture notes, and communicate with interviewees opens staff resources to focus on understanding and applying input
- Include Communications staff early and often while also recognizing their limited capacity. Need to understand how project needs and timing fit into Communications team's capacity (spring is busy time for Public Works). Identify a point person in Communications for each project.
- Dedicated resources are necessary to routinely ensure web updates occur.
- Helpful to have Spanish-language FAQ and Spanish-speaking staff contact listed on project materials but would be ideal to have a more consistent approach with Spanish translation across all projects – make more information accessible throughout a project.

Considerations Going Forward

Some of our upcoming projects, such as establishing Climate Friendly Areas and engaging in housing-focused planning, will require concerted efforts to center the voices of historically marginalized community groups.

- For these groups as well as the general public, we need to be able to answer their questions of: Why/how does my voice matter? and How will what I say influence the outcome?
- Show how we have responded to input.
- Test our messaging to ensure that it is approachable and understandable.
- Establish and build on relationships with marginalized communities so we can coordinate outreach efforts with them in a way that values their time.
- Consider whether to reach out to service providers or directly to populations being served.
- Accommodate children in activities or provide childcare.
- Compensate people for their time if we are relying on their participation/expertise.
- Continue to be mindful of equitable access to engagement opportunities.
- Take into account the level of effort involved in letting people know about engagement opportunities.
- Reflect on what weight should be given to the responses we receive. How do we account for the voices we have not heard? When are surveys or open-ended questionnaires helpful, and when do we need to conduct a statistically valid survey?

The Committee for Citizen Involvement approved the Community Engagement Plan on March 1, 2022. In 2023, community engagement focused on direct outreach to owners of properties with ambiguous plan designations identified during property research, broad community outreach to share draft maps (PDF and web-based interactive version) and seek feedback, final discussions with the project’s advisory groups, and work sessions and public hearings for the formal adoption process.

Target Audience	Tactic	Outreach	Participation	Notes
Property Owners	Direct mailings	50 early letters for properties with questions (Winter '22-'23)	16 responses to early letters	In the winter, mailed early project introductions to owners of properties where various resources for research did not confirm plan designations. Staff sought owners’ understandings of their plan designations based on what staff found during property research. The letters offered options to respond in writing on a response form with prepaid postage or online via SurveyMonkey. Letters also noted the Spanish-speaking City staff contact. In Spring 2023, new letters went to owners of all properties that were reviewed to notify them about opportunities to provide feedback on the draft map with the in-person and online open houses.
		243 letters to all reviewed properties	-	
Broader Community	Project webpage	Updates ongoing	298 users, 794 views	Usage data is general and includes staff who also use the site.
	Media	1 news release 2 notices of joint public hearings	-	Spring news release to announce in-person and online open houses. Public notices were published in the Chronicle and Register-Guard (summer and fall) with information about the joint City and County public hearings.
	Project Advisory Committee (PAC)	2 meetings	7 members	Reviewed and provided feedback on initial draft maps to inform refinements prior to broader community outreach. Final meeting to share summary of outreach and to discuss updates to draft maps and the adoption approach.
	Technical Advisory Group (TRG)	1 meeting	11 members	Reviewed and provided feedback on initial draft maps to inform refinements prior to outreach. Information from the final PAC meeting was shared with the TRG via email since this group was more technical in nature but wanted to stay informed.
	In-person and online open houses	1 in-person event (May 4) Online open house (April 18-May 11)	4 in-person attendees 60 separate webpage viewers	An in-person open house was held at Thurston High School and printed materials were available at Springfield’s Development Center counter. The online open house included an interactive storyboard that provided context for the draft materials and an online comment form to ask questions or provide feedback. Comments/questions focused on understanding the project purpose with some interest in any future opportunities to explore changing plan designations.
Planning Commissions / Council and Board	Springfield and Lane County Planning Commissions	2 meetings	7 members on 4/18/23 11 members on 7/18/23	4/18/23 Springfield Work Session provided feedback on draft maps and adoption approach. 7/18/23 Springfield and Lane County Joint Work Session and Public Hearing made recommendations on proposed amendments for adoption of a Springfield Comprehensive Plan Map and Land Use Element.
	City Council and Lane County Board of Commissioners	3 upcoming meetings	TBD – varies based on each meeting	10/16/23 City Council and Lane County Board of Commissioners Joint Work Session and Public Hearing to consider Ordinance for proposed amendments. 11/20/23 Council Regular Session to adopt Ordinance for proposed amendments (Board to adopt Ordinance in early 2024).

The Community Engagement Plan for the **Stormwater Post-Construction Requirements Update** was approved on April 18, 2023. Staff engaged with development professionals, homeowners, and environmental organizations and with the general public through the project page on Springfield Oregon Speaks. The adoption process launched in August 2023 with the first public hearing and the estimated co-adoption is scheduled for December 2023.

Target Audience	Tactic	Outreach	Participation	Notes
PC/Council & Board	Planning Commission (PC)	2 joint public hearings	6 members Springfield PC 9 members Lane Co. PC 2 members of the public testified	8/1/23 Joint (with Lane County PC) Work Session and Public Hearing 8/1/23 Continued Joint deliberations until September 5, 2023 to allow for Ballot Measure 56 Notice 9/5/23 Springfield and Lane County PC final deliberations and recommendation
	City Council (CC) and Board of County Commissioners (BCC)	1 joint public hearing scheduled	6 City Councilors 5 County Commissioners	10/17/23* BCC Work Session and First Reading 11/6/23* Joint BCC/CC Public Hearing 11/20/23* CC continued deliberations and adoption 12/4/2023* BCC adoption *Scheduled
Affected property owners near wellfields	Public Hearing/BM56 Notice Mailer	10 mailed notices	1 phone call received from property owner asking about notice and impact of amendments on their property	8/11/23 mailer announced continued Planning Commission public hearing. Property owners were notified that the code amendments would prohibit stormwater infiltration facilities within 100 feet of any drinking water wellhead.
Broader Community	Project page on Springfield Oregon Speaks	Ongoing	2 members of the public provided testimony on Springfield Oregon Speaks	Managed and updated project information with opportunities to communicate with project team (was on-going through project).
	Fact Sheets	1 fact sheet	Available to the public online	Information focused on the purpose of municipal separate storm sewer systems (MS4), the compliance requirements in the permit, impact of the code updates on development, and the new code requirements.
	Notice of public hearing	2 notices (1 for each public hearing)		2 notices published in the Chronicle Posted on the city website and at City Hall
Interested Parties	Workshops	2 on-line workshops	25 participants	Provided notice to developers, homeowners, and environmental organizations with key project information and upcoming hearings.
	Notice of public hearing	Email/mail	273 emailed recipients and 176 mailed recipients	Emailed and mailed to 449 people on the interested parties' group for the Development Code Update project.

The Community Engagement Plan for the Climate Friendly and Equitable Communities (CFEC) Parking Rules Implementation was approved on April 18, 2023. Staff engaged with the public through the project page on Springfield Oregon Speaks, the creation of a Frequently Asked Questions sheet and code amendment handout, and at the public hearings. The adoption process launched in August 2023 with the first public hearing and the estimated co-adoption is scheduled for December 2023.

Target Audience	Tactic	Outreach	Participation	Notes
PC/Council & Board	Joint Planning Commissions (Springfield and Lane County)	1 joint public hearing	6 members Springfield PC 9 members Lane Co. PC No public testimony	8/1/23 Joint (with Lane County PC) Work Session and Public Hearing – final deliberations and recommendation
	City Council (CC) and Board of County Commissioners (BCC)	1 joint public hearing scheduled	6 City Councilors 5 County Commissioners	10/17/23* BCC Work Session and First Reading 11/6/23* Joint BCC/CC Public Hearing 11/20/23* CC continued deliberations and adoption 12/4/2023* BCC adoption *Scheduled
Broader Community	Project page on Springfield Oregon Speaks	Ongoing	Available on-line	Managed and updated project information with opportunities to communicate with project manager (was on-going through project).
	Overview and Frequently Asked Questions	2 fact sheets		Information focused on explaining the parking requirements and answering general questions about the project.
	Notice of public hearing	2 notices (one for each public hearing)	105 notices sent out for each of the two public hearings	2 notices published in the Chronicle Posted on the city website and at city hall Emailed and mailed to people on the interested parties group for the Development Code Update project and the TSP implementation project.

The Housing Team engages with the community on how to utilize funds received to support income-qualified housing, and on programs and projects to support the supply and affordability of housing in Springfield.

Target Audience	Tactic	Outreach	Participation	Notes
General Outreach regarding Housing				
Broader Community	Housing Webpages	10 webpages	-	Reorganized, updated, and added content to the City's webpages on housing programs in March 2023. Made changes to increase navigability for users and added new info, including linking past newsletters, info on manufactured home parks, and resources for people experiencing homelessness. Webpages are organized into: Housing (overview), Accessory Dwelling Units, Fair Housing, Homelessness, Home Repair Program, HUD Funds, Housing Incentive Programs, Manufactured Home Parks, RV Occupancy, and Springfield Homeownership Program.
Housing Developers and Service Providers	Informational Interviews	14 meetings	Approximately 22 participants	Interviews with local affordable and small-scale private housing developers, and with service providers who house clients experiencing homelessness and/or with low incomes. Goal was to understand the types of development they are interested in, and their requirements for land to build new income-qualified housing. The City is using this information to inform its search for land to bank for affordable housing development.
Broader Community	Housing Newsletter	5 emails	Dec '22- 317 recipients Feb '23- 324 recipients April '23- 327 recipients June '23- 332 recipients Sept. '22- 333 recipients	Quarterly newsletter to interested parties, includes updates on the City's current housing projects, development data, affordable housing funding, other related information.
City Council, Broader Community	Housing Strategy Handout	1 handout	-	The handout, which was updated in fall 2023, summarizes the work the City is currently doing to address housing needs and includes data highlighting aspects of Springfield's housing market. The handout was shared with City Council and is available online and in print for staff and Council use in outreach to partners and the public.
Broader Community	City Club Presentation	1 presentation	Approximately 30 participants	Presented on the City's Housing Strategy to community members involved in City Club during February 2 nd meeting. Updated attendees on housing needs and challenges in Springfield, and City's work to address these.

Project Specific Work: Temporary RV Occupancy Allowance				
Broader Community	Press Release	1 release	3 Articles (Register Guard, KMTR, KVAL) 1 Interview (KLCC)	Since fall 2020, the City has temporarily allowed people to occupy RVs on private property so long as occupants and property owners follow guidelines. In December 2022, Council adopted updated guidelines requiring registration to help understand how the allowance is being used. Outreach was conducted to service providers and community members who have interacted with the City regarding RV occupancy to educate them on the additional requirement.
	Newsletter	1 article in Housing Newsletter	Approximately 300 recipients	
	Targeted Outreach	Emails, Calls, Letters	Approximately 30 recipients – community members, service providers	
Project Specific Work: Housing Diversity Tax Exemption				
Developers, Taxing Districts, Other Cities	Interviews	5 meetings with cities 4 meetings with taxing districts 8 meetings with developers	Approximately 14 participants	Springfield’s City Council is considering adopting a property tax exemption to incentivize development of multiple-unit housing in certain transit-served areas of Springfield. Staff conducted interviews with other cities to solicit technical assistance on development of an exemption program. Staff interviewed developers and other taxing districts to solicit input on potential program criteria for the tax exemption.
Project Specific Work: Home Repair Program				
Broader Community	Targeted Mailing	Letters	Approximately 400 recipients	The City has a program to provide home repair services to very low-income Springfield homeowners. Help is available to correct conditions that create a threat to the health and safety of the occupants or pay for accessibility improvements. Staff is mailing out information on the program to potentially eligible homeowners, prioritizing low-income areas of Springfield.
Community Development Advisory Committee (CDAC)				
CDAC Members, Broader Community	Public Meetings	3 Meetings/Public Hearings	5-6 CDAC members 1 public comment	CDAC advises City Council on priorities and funding decisions regarding housing and community development needs. CDAC includes Council and Planning Commission representatives and 6 at-large community members. During 2023, the CDAC met three times in February, March, and May. These meetings included a public hearing on the draft annual action plan for allocating federal CDBG funds. In the May meeting, the committee recommended a substantial amendment to the action plan to reallocate unspent funds to support Relief Nursery with the purchase of land to expand its service center’s operations.