

# Planning Commission Minutes

Approved 11/01/22  
Attested by S. Weaver

## Springfield Planning Commission

Minutes for Tuesday, September 20<sup>th</sup>, 2022

Work & Regular Session

Meeting held in Council Chambers and via Zoom

Planning Commissioners Present: Chair Matt Salazar, Vice Chair Grace Bergen, and Andrew Buck

Excused Absence: Michael Koivula, Kuri Gill

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

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

### 1. Training: Land Use Planning - Overview

**Staff: Monica Sather, Senior Planner**  
**20 Minutes**

- **Staff Report**  
Monica Sather (see video presentation on SOS)

Chair Salazar: wanted to know how the State's more activist role in land use planning and decisions is impacting local decision making.

Staff / Monica Sather: With relation to the State's Climate Friendly and Equitable Communities initiative (CFEC), the City will have to work with the State closely on the transportation element. The City is interested in adding land use as a chapter to the comprehensive plan. The State has previously spoken more to the methodology of how to expand such things as the urban growth boundary and housing but in this case they have more specificity on guiding the outcomes.

Staff / Kristina Kraaz: One of the critiques that the city governments dissatisfied with the rule-making process are making is that the State did not honor the legislative direction given to set the general framework and then to allow the individual cities determine the policies and specific implementation strategies. The State should create the goals and guidelines and then let the cities determine the specific implementation according to their own needs and community interests. With regard to the Climate Friendly and Equitable Communities initiative, there was no legislative direction given and the State created a detailed rulemaking on their own, which the City is currently trying to clarify with the State.

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Chair Salazar: wanted to know in which ways the Comprehensive Plan is a cooperative process between the City of Springfield and the City of Eugene.

Staff / Monica Sather: In drafting the Comprehensive Plan, the City of Springfield chose to work piece by piece on topics where we could actively analyze and implement parts of a Comprehensive Plan instead of waiting until a complete plan was drafted, which would potentially take years to approve. Over the years, Springfield has made a clear distinction as to how it treats economic development and residential goals and polices. The residential element supplements/ compliments the Eugene / Springfield Metro Plan. The Eugene / Springfield Metro Plan is still valid but since Eugene and Springfield now have different urban growth boundaries the two cities analyze their population needs differently.

Staff / Sandy Belson: added that the cities of Eugene and Springfield send each other referrals on land use applications or amendments going through the process. This gives both cities an opportunity to comment on each other's plans. Transportation is another area where Eugene and Springfield coordinate with each other since they are both part of the Metropolitan Planning Organization, which is a federal designation. It includes Lane County and the city of Coburg as well due to their proximity to the metro area. There is a regional transportation plan for funding purposes that allows for federal monies to support the plan. There is still a lot of overlap in the areas of water resources, utilities and transportation between Eugene / Springfield that will continue to require coordination on a regional level.

## **2. Training: Making Findings for a Legally Defensible Decision**

**Staff: Kristina Kraaz, Assistant City Attorney**  
**30 Minutes**

- **Staff Report**  
Kristina Kraaz (see presentation in SOS)

Commissioner Salazar: wanted to know what signature meant in the era of Zoom meetings.

Staff / Kristina Kraaz: When the Chair needs to sign final orders or other documents, they can be signed digitally through Adobe Acrobat Pro or the Chair can authorize the Admin to provide a signature on file, send a wet signature via email, or sign in person, if they are in Council Chambers.

ADJOURNMENT

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

Chair Salazar called the meeting to order at 7:00 pm.

Planning Commissioners Present: Chair Matt Salazar, Vice Chair Grace Bergen, and Andrew Buck

Excused Absence: Michael Koivula, Kuri Gill

**Pledge of Allegiance** – Led by Chair Salazar

**Approval of the Minutes** – Approved

- February 15<sup>th</sup>, 2022
- July 19<sup>th</sup>, 2022

**Business from the Audience** – None

### **Business from the Planning Commission**

Commissioner Bergen: attended the September 12<sup>th</sup> City Council training session. The training session informed the Councilors about their new status as mandatory reporters. There was a segment on child abuse and other crimes as well as the procedures for reporting. The recording was very instructive and she recommended everyone watch it. The City Council also deliberated about the SDC (system development charge) waiver for affordable housing.

Staff / Sandy Belson: informed the Commissioners that there were two agenda items foreseen for the Council meeting but due to lack of time they were only able to deliberate on one – the SDC waivers for low-income families to purchase homes. This waiver was limited to those community members earning 80% of the area's median income and would be offered to for-profit and non-profit developers. This topic will be continued in a work session in October.

Staff / Kristina Kraaz: the next meeting was a SEDA meeting – first an executive session and then a regular session where they discussed properties in the riverfront Glenwood area that will be included in the master plan. It is likely that the master plan will come before the Planning Commission for approval at some point.

Chair Salazar: informed those attending the meeting that the City Council will be interviewing applicants for the two vacant Planning Commission positions at their next meeting and suggested that all persons interested in seeing the candidates attend the meeting.

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## **Business from the Development and Public Works Department**

Staff / Sandy Belson: informed the Commissioners that she will be presenting on the Climate Friendly and Equitable Communities initiative at the next meeting. She proposed to cancel the October 4<sup>th</sup> Planning Commission meeting since there are currently no land use applications to review and meet next on October 18<sup>th</sup> when the new Commissioners will be attending for the first time. The City Council will be discussing parking which falls under the CFEC on the 10<sup>th</sup> of October. She will be able to report about their discussion at that time.

DPW has employment offers out for new planners, but they have not received confirmations yet. There are still a couple of planner positions that have not been filled. The City will be readvertising a senior transportation planner position to fill Emma Newman's position in the near future.

ADJOURNMENT – 7:18 p.m.