



City Council Agenda

Mayor
Christine Lundberg

City Council
Sean VanGordon, Ward 1
Hillary Wylie, Ward 2
Sheri Moore, Ward 3
Dave Ralston, Ward 4
Marilee Woodrow, Ward 5
Bob Brew, Ward 6

City Manager:
Gino Grimaldi
City Recorder:
Amy Sowa 541.726.3700

City Hall
225 Fifth Street
Springfield, Oregon 97477
541.726.3700
Online at www.springfield-or.gov

The meeting location is wheelchair-accessible. For the hearing-impaired, an interpreter can be provided with 48 hours notice prior to the meeting. For meetings in the Council Meeting Room, a "Personal PA Receiver" for the hearing impaired is available. To arrange for these services, call 541.726.3700.

Meetings will end prior to 10:00 p.m. unless extended by a vote of the Council.

All proceedings before the City Council are recorded.

November 12, 2013
TUESDAY

5:30 p.m. Work Session
Jesse Maine Room

CALL TO ORDER

ROLL CALL - Mayor Lundberg ____, Councilors VanGordon ____, Wylie ____, Moore ____, Ralston ____, Woodrow ____, and Brew ____.

1. Mobile/Manufactured Home Parks.
[Courtney Griesel/Jeff Towery] (20 Minutes)
2. City of Springfield Voters' Guide or Pamphlet.
[Amy Sowa/Lauren King] (40 Minutes)
3. Downtown Demonstration Project.
[Brian Barnett] (20 Minutes)

ADJOURNMENT

AGENDA ITEM SUMMARY

Meeting Date: 11/12/2013
Meeting Type: Work Session
Staff Contact/Dept.: Courtney Griesel, Economic Development
Jeff Towery, Assistant City Manager
Staff Phone No: 736-7132, 726-3627
Estimated Time: 20 minutes
Council Goals: Community and Economic Development and Revitalization

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE: MOBILE/MANUFACTURED HOME PARKS

**ACTION
REQUESTED:** None at this time.**ISSUE
STATEMENT:** Earlier this year, staff met with area housing advocates to further explore a united effort in anticipating the needs of those residents potentially affected by future park closures or related issues. As no park closures are currently anticipated, staff is working to explore different options and resources from a broad perspective.**ATTACHMENTS:** Attachment 1 – Mobile/Manufactured Home Park Council Briefing Memo, November 2013
Attachment 2 – South Willamette Valley Regional Solutions Team Mobile Home Park Issue Paper**DISCUSSION/
FINANCIAL
IMPACT:** While no park closures in Springfield are currently identified, City staff continues to explore possible issues facing mobile home parks in the area. Some issues are related to impacts of potential redevelopment, while others are related to aging park infrastructure and aging residential structures. Because of these issues, staff continues to engage with area and state housing advocates in an effort to generate reliable resources and information for citizens concerned with, or impacted by, park closure. Near and future efforts proposed by City staff and state partners are discussed in further detail in Attachment 1 and include;

- **Formation of a statewide working taskforce.**
On November 8th, City and State staff presented concerns and requested support from the Regional Solutions Team Advisory Committee. Attachment 2 is the Issue Paper presented during the November 8th meeting.
- **Investigation of land-banking opportunities and partnerships.**

Next Steps: Staff will continue to work on fostering partnerships and developing resources to support citizens impacted by park closures in the future. Council will be updated as to the progress of the working task force as well as land-banking exploration.

MEMORANDUM**City of Springfield**

Date: 11/12/2013
To: Gino Grimaldi
From: CMO, Courtney Griesel
CMO, Jeff Towery
Subject: Mobile/Manufactured Home Parks

BRIEFING**MEMORANDUM**

ISSUE: Earlier this year, Staff met with area housing advocates to further explore a united effort in anticipating the needs of those residents potentially affected by future park closures or related issues. As no park closures are currently anticipated, Staff is working to explore different options and resources from a broad perspective.

COUNCIL GOALS/**MANDATE:**

Encourage Economic Development and Revitalization through Community Partnerships

DISCUSSION:

While no park closures in Springfield are currently identified, City staff continues to explore possible issues facing mobile home parks in the area. Some issues are related to impacts of potential redevelopment, while others are related to aging park infrastructure and aging residential structures. Because of these issues, staff continues to engage with area and state housing advocates in an effort to generate reliable resources and information for citizens concerned with, or impacted by, park closure. Described below are near future efforts proposed by City staff and state partners.

- **Formation of a statewide working taskforce.** The South Willamette Valley Regional Solutions Team is assembled by Governor Kitzhaber to allow regional leaders and citizens to leverage all available funding to complete the highest priority projects. With the recommendation from the Solutions Team Advisory Committee to make development of resources for communities impacted by mobile/manufactured park closure a priority and under the leadership of the State of Oregon Housing and Community Services Department, a working task force could be convened and charged with identifying and defining the pertinent issues impacting residents and their needs and solutions.

The City of Springfield has been asked to take a leadership role on this Advisory Committee. If recommended as a priority by the Committee, possible resource development might include resident and community education and compensation options as well as assistance with relocation, establishing home ownership and exploring alternative housing development. This work would be used to help guide cities around Oregon, including legislators and policy makers. By creating a statewide set of identified issues and needs, policy makers can be included in conversations regarding needed policy and programs to assist impacted communities and residents.

- **Investigation of land-banking opportunities and partnerships.** The process of land-banking can be described as the assembly of property by a single entity for the purpose of future sale or development. City staff will begin to examine opportunities for acquiring property in Springfield for the purpose of incentivizing housing development for impacted residents. Part of the exploration might include;
 - Identification of specific parcels, areas of opportunity, and housing types.
 - Communication with area housing development partners to better understand their

- interest and potential roles in housing development for impacted populations.
- Clarity on level of incentive necessary to make development successful and beneficial to the intended partners, impacted residents, and community as a whole.

These are only some of the many details to be explored by staff.

REQUESTED ACTION: None at this time. The intent of this memo is to inform leadership and Council of the progress and direction of City efforts related to supporting community members impacted negatively by mobile/manufactured home park closure.

Manufactured Home Parks in Glenwood

The Glenwood Refinement Plan Update project was initiated by the City Council for the City of Springfield in 2008, as a way of furthering the Council Goal to “Facilitate the redevelopment of Springfield.” The planning project has two phases with the first completed and adopted. Updating this first phase included extensive citizen involvement with 18 Citizen Advisory Committee Meetings between March of 2009 and September of 2011. These meetings resulted in the recommended adoption of Phase 1 of the Glenwood Refinement Plan Update – Riverfront Area as follows:

- 6/18/2012 - Ordinance Adopted by City Council
- 9/5/2012 – Ordinance Adopted by Lane County Board of Commissioners
- 9/5/2012 – Final Refinement Plan Adopted

In Glenwood’s Phase 1 area, there are seven parks totaling approximately 470 individual spaces and 260 tax records. The differentiation between known individual spaces and individual tax records is an important indicator of a mix of vacant spaces and units not recognized by the assessor’s office as mobile homes (possibly RVs or camper trailers). The Phase 1 area encompasses the bulk of impacted mobile homes, but there are additional units within the residential core anticipated to remain LDR, either on single family lots or in a larger park.

Mobile home parks across the State of Oregon wrestle with a number of issues ranging from aging structures and park infrastructure, resident health and safety , ground water contamination, environmental concerns, energy cost and consumption, and impacts of encroaching redevelopment. These parks often represent the most affordable housing options currently available to low- and very-low-income residents. The redevelopment of Glenwood provides the City of Springfield with an opportunity to create a tool kit of development options and resources for MH park residents, owners and developers within the context of the refinement plan and regional housing goals. These problems are not unique to Springfield, but exist throughout Oregon and require strategic and innovative solutions.

The Springfield City Council has instructed city staff to develop tools for assisting residents faced with relocation when their park is impacted by redevelopment. The following questions need to be explored and the South Willamette Valley Regional Solutions Team would like to assist with this process. The City of Springfield welcomes this support and assistance:

- What, if any, additional relocation assistance can be provided?
- How can we best engage the residents and community to gain a mutual understanding of the types of housing needed or desired?
- How can we engage the development community in understanding the limitations and constraints to developing new housing types?
- Where can we best work with the professional design and development communities to explore different and innovative types of housing solutions?
- What, if any, alternative housing development incentives might be created and provided to assist transitions caused by redevelopment?
- How do we best incorporate social justice issues, health, safety, ability to ‘age in place’, asset building for tenants, and helping maintain the residents’ sense of community in all solutions?

If these issues can be addressed and a tool kit developed this model could be replicated in other cities within the State of Oregon.

Today we are asking the Advisory Committee to adopt this as a priority project for the South Willamette Valley Regional Solutions Team.

AGENDA ITEM SUMMARY

Meeting Date: 11/12/2013
Meeting Type: Work Session
Staff Contact/Dept.: Amy Sowa/CMO
Lauren King/CAO
Staff Phone No: 541.726.3700
541.746.9621
Estimated Time: 40 Minutes
Council Goals: Provide Financially
Responsible and
Innovative Government
Services

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE:

CITY OF SPRINGFIELD VOTERS GUIDE OR PAMPHLET

ACTION

REQUESTED: Discuss feasibility of offering a Municipal Voters' Guide or Pamphlet for local candidates and measures in Springfield.

ISSUE

STATEMENT: During the December 10, 2012 Council Goal Setting, the following was suggested as a two-year goal:

- Explore the viability of a voter's guide for Springfield.

This topic was brought up again during the February 4, 2013 Council Work Session and Council asked for a separate work session to discuss this topic further.

ATTACHMENTS: Attachment 1: Council Briefing Memorandum

**DISCUSSION/
FINANCIAL
IMPACT:**

Council expressed a desire for the City to prepare a voters' guide or pamphlet for local candidates and measures that could be more affordable to candidates and political action committees than the State Voters' Pamphlet, and would provide important information to Springfield residents.

ORS Chapter 521, which governs voters' pamphlets and the requirements for both state and county distribution of voters' pamphlets, is silent as to the production of a municipal voters' pamphlet. Currently, Eugene and Beaverton are the only two cities in Oregon who produce their own voters' pamphlet. The City of Cottage Grove does not normally create a voters' pamphlet, but did produce one for the March 13, 2012 Special Election. In checking with those cities, we learned that producing a paper voters' pamphlet that is mailed to residents requires considerable staff time and can cost anywhere from \$12,000- \$15,000 (printing and mailing costs) for a city our size.

Another option would be to create an online voters' pamphlet. This would reduce the cost of printing and mailing, while still providing a venue for citizens to access information on local candidates and measures. It is suggested that a postcard be mailed to every postal address in the Springfield jurisdiction with directions to access the online guide or pamphlet to ensure equal access to all citizens. The cost of such a mailing would be approximately \$5,900.

MEMORANDUM

City of Springfield

Date: 11/1/2013
To: Gino Grimaldi **COUNCIL**
From: Amy Sowa, City Recorder **BRIEFING**
Lauren King, City Attorney
Subject: CITY OF SPRINGFIELD VOTERS GUIDE **MEMORANDUM**
OR PAMPHLET

ISSUE: Discuss feasibility of offering a Municipal Voters’ Guide or Pamphlet for local candidates and measures in Springfield.

COUNCIL GOALS/

MANDATE:

Provide Financially Responsible and Innovative Government Services

Providing a municipal voters’ guide or pamphlet would allow local candidates and measures an affordable venue for getting information out to the citizens of Springfield on local issues.

BACKGROUND: Council expressed a desire for the City to prepare a voters’ guide or pamphlet for local candidates and measures that could be more affordable to candidates and political action committees than the State Voters’ Pamphlet, and would provide important information to Springfield residents.

ORS Chapter 521, which governs Voters’ Pamphlets and the requirements for both state and county distribution of Voters’ Pamphlets, is silent as to the production of a municipal voters’ pamphlet. Currently, Eugene and Beaverton are the only two cities in Oregon who produce their own voters’ pamphlet. The City of Cottage Grove does not normally create a voters’ pamphlet, but did produce one for the March 13, 2012 Special Election. In checking with those cities, we learned that producing a paper voters’ pamphlet that is mailed to residents requires considerable staff time and can cost anywhere from \$12,000- \$15,000 (printing and mailing costs) for a city our size.

Another option would be to create an online voters’ pamphlet. This would reduce the cost of printing and mailing, while still providing a venue for citizens to access information on local candidates and measures.

The City Attorney’s Office recommends that whichever option is chosen, the City take the following steps:

1. Adopt a process for including information in the voters’ guide or pamphlet that matches State voters’ pamphlet guidelines
2. Amend the Municipal Code allowing for creation and production of a voters’ guide or pamphlet.
3. Engage stakeholders that may have an interest in the municipal voters’ guide or pamphlet.

4. Consider titling the City of Springfield's voters' guide or pamphlet in such a way as to distinguish it from the State Voters' Pamphlet.
5. If an online guide or pamphlet is created, consider mailing a simple postcard to every postal address in the Springfield jurisdiction that includes directions to access the website, as well as information as to where a paper copy is located should a resident not have internet access. This would help ensure equal access to all citizens.

RECOMMENDED ACTION: Discuss feasibility of offering a Municipal Voters' Guide or Pamphlet for local candidates and measures in Springfield. Provide staff direction on whether or not to move forward with the process to implement a Municipal Voters' Guide pamphlet, an online Voters' Guide, or neither.

AGENDA ITEM SUMMARY

Meeting Date: 11/12/2013
Meeting Type: Work Session
Staff Contact/Dept.: Brian Barnett, DPW
Staff Phone No: 726.3681
Estimated Time: 20 Minutes
Council Goals: Maintain and Improve Infrastructure and Facilities

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE: DOWNTOWN DEMONSTRATION PROJECT

ACTION REQUESTED: Affirm phasing plan or redirect to a new phasing plan for street lighting and crosswalk treatment in the downtown area.

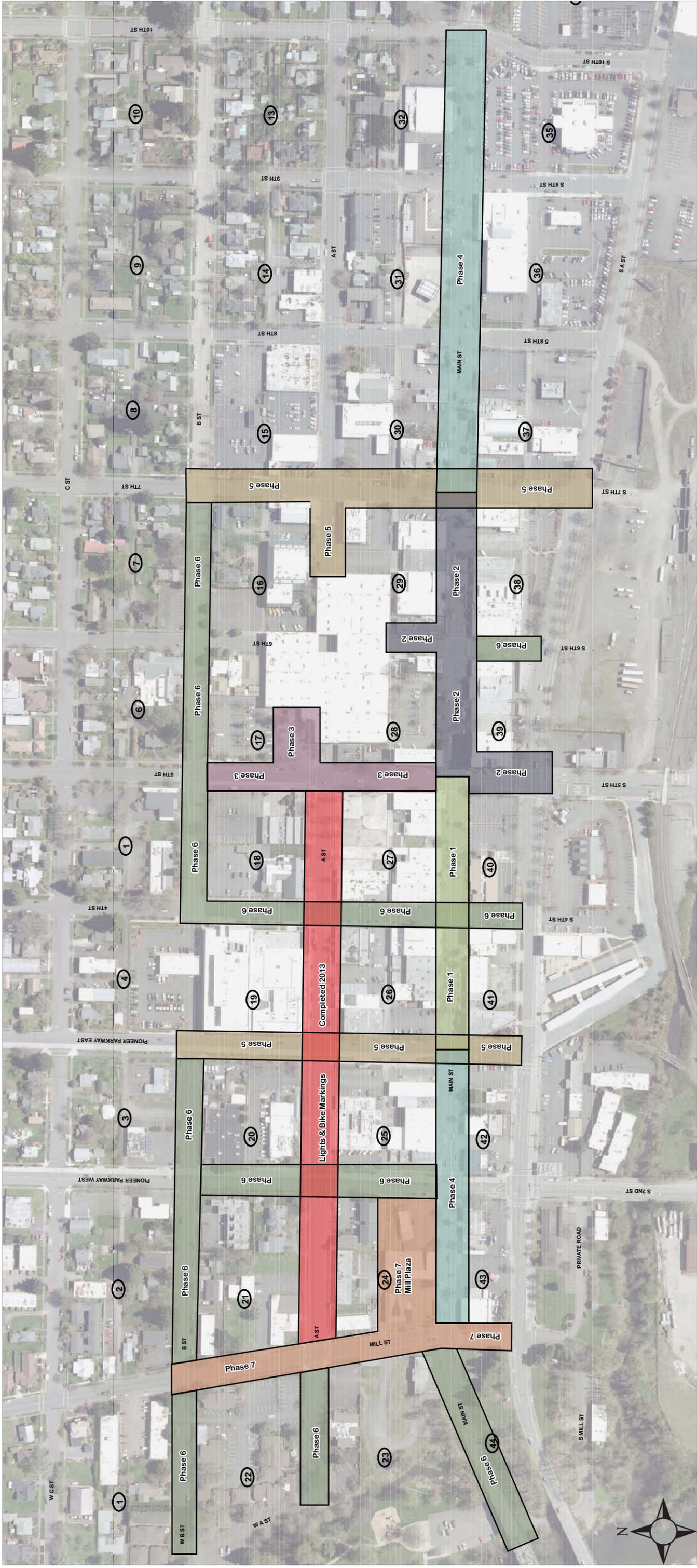
ISSUE STATEMENT: Lighting needs in downtown have been identified as a top priority by Council, citizens, and consultants responsible for the *Downtown Circulation Study*. Department staff in consultation with City Manager's Office developed a phasing plan for street lights and enhanced crosswalk treatments in the downtown area from S. A Street to B Street and the Willamette River to 10th Street. The proposed plan broadly outlines the priority order of installation along various streets, subject to available funding.

ATTACHMENTS: 1. Phasing Map

**DISCUSSION/
FINANCIAL
IMPACT:** The projects considered in this phasing plan include pedestrian scale lighting similar to the lighting installed on A Street from Mill Street to 5th Street in Summer of 2013 and adding a thermoplastic brick pattern between crosswalk stripes. Project phasing is shown geographically on Attachment 1 and is described below with anticipated costs included.

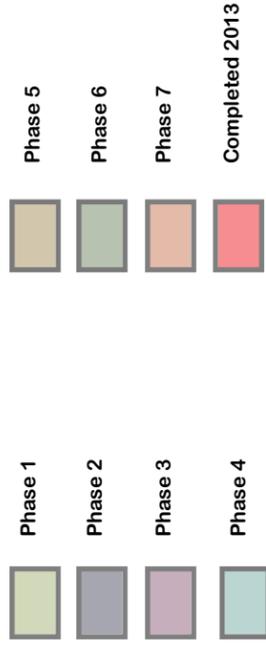
- Phase 1 = **Main St.**, Pioneer Parkway East to 5th St. \$270,000
- Phase 2 = **Main St.**, from 5th to 7th St. and **5th St.** from S. A St. to Main St. and **6th St.** from Main St. to City Hall \$415,000
- Phase 3 = **5th St.**, from Main St. to B St. and City Hall Fountain Plaza \$380,000
- Phase 4 = **Main St.** from Mill to Pioneer Parkway East and from 7th St. to 10th St. \$465,000
- Phase 5 = **Pioneer Parkway East** from S. A St. to B St. and **7th St.** from S. A St. to B St. and **A St.** from City Hall to 7th St. \$780,000
- Phase 6 = All Streets not included in Phases 1-5 and Phase 7 west of 7th St. from S. A St. to B St. \$2,200,000
- Phase 7 = **Mill Street** from S. A St. to B St. and Mill Plaza \$620,000
- All streets east of 7th St. to 10th St. from S. A St. to B St. and S. A St. from Willamette River to 7th St. not included in Phases 1 – 7 \$3,000,000 (these streets should be improved as developed under a land use decision)
- Completed Phase = Street lights and bike markings on A St. from Mill St. to 5th St. completed in 2013.

Phases 1 through 5 could occur one each year if a consistent funding source is identified. About \$500,000 in Urban Renewal funds are available over the course of a three year period. Funding is reserved for other anticipated urban renewal projects including the Façade Improvement Program, Downtown Manager Funding, Initial Way-finding Signage Placement, Parking Enforcement Contract (possibly shifting to other agency) or Bike Parking. Urban Renewal funds should allow completion of Phase 1 and a portion of Phase 2. The Mill St. portion of Phase 7 is anticipated to be funded by Federal STP-U and will occur upon funding.



Aerial photo flown Spring 2013

There are no warranties that accompany this product. User assume all responsibility for loss or damage arising from any error, omission, or positional inaccuracy of this product. Springfield DPW/TSD, November 2013



Attachment 1: Downtown Demonstration Project