



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.

March 24, 2014

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

*(Council work sessions are reserved for discussion between Council, staff and consultants;
therefore, Council will not receive public input during work sessions.
Opportunities for public input are given during all regular Council meetings)*

CALL TO ORDER

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

1. Library Advisory Board Candidate Interview.
[Rob Everett] (15 Minutes)
2. Downtown Parking Advisory Committee Applicant Interviews.
[Courtney Griesel] (45 Minutes)
3. NEDCO Downtown Mobile Food Vendor Program.
[Kevin Ko] (30 Minutes)
4. Moratorium on Medical Marijuana Facilities (Dispensaries).
[Jeff Towery/Lauren King] (15 Minutes)

ADJOURNMENT

AGENDA ITEM SUMMARY

Meeting Date: 3/24/2014
Meeting Type: Work Session
Staff Contact/Dept.: Rob Everett/Library
Staff Phone No: 726-3756
Estimated Time: 15 min
Council Goals: Mandate

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE: LIBRARY ADVISORY BOARD CANDIDATE INTERVIEW

ACTION

REQUESTED: Review application and interview one candidate for a position on the Library Advisory Board.

ISSUE

STATEMENT: The Library Board has one vacancy due to the expired term of Jody Anderson (12/2013). One candidate, Dwight Dzierzek applied for the position and was interviewed by the Board at its March 4, 2014 meeting. The Board is forwarding their recommendation to the Council to interview Mr. Dzierzek as a finalist for the position. If appointed Mr. Dzierzek's 4-year term would run until 12/31/2017.

ATTACHMENTS: Attachment I: Library Board Charge
Attachment II: Application of Dwight Dzierzek
Attachment III: Library Board Member Profiles
Attachment IV: Interview Questions

DISCUSSION/**FINANCIAL
IMPACT:**

In response to a January 2014 posting, the Library Advisory Board received one application to fill the seat of departing Board member, Jody Anderson. The Board interviewed candidate Dwight Dzierzek at its March 4, 2014 meeting and is forwarding its recommendation to Council to interview him as a finalist for the position.

Mr. Dzierzek is a 25 year resident of Springfield and works in banking for Northwest Community Credit Union. He lives in Ward 4 of the city and in the past he has served as a member of the City's Budget Committee. He is actively involved in his community as a board member of the March of Dimes, Forests Today & Forever, and the Springfield Chamber of Commerce Greeters.

The Library Advisory Board believes this candidate is eligible and qualified to serve on the board. Council is requested to review the candidate's application and interview him prior to appointing him to the Board.

Library Board

CHARGE

The Library Board acts in an advisory capacity for the City Manager and City Council with respect to opinions and recommendations for future Library development, expansion of Library service, and Library policy.

Source of Existence	Council/State of Oregon/Charter
Bylaws:	Yes
Code:	Springfield City Code, Chapter I, Article 9
Sunset Date:	Council/Mandatory
Membership	
Number:	7
In City:	6
Out of City:	1 – one board member may be a non-resident of the City if an owner of real property or tangible personal property subject to assessment and taxation situated within the city.
Term (2 max):	4 Years
Ward:	No
Qualifier:	Yes, 4 in City of Springfield
Appointed By:	Council application
Meeting Time	Monthly – First Tuesday – 5:30-7:00 p.m. – City Hall Meeting Room 3 (Except July, August and December).
Funding Source:	General Fund
Staff Liaison:	Rob Everett, Library Director, 726-3756
Council Liaison:	Sean VanGordon, Ward 1



APPLICATION

for a
City of Springfield

Citizen Advisory Board / Commission / Committee

City Manager's Office
225 Fifth Street
Springfield, OR 97477

Please print or type:

Board / Commission / Committee applying for:

LIBRARY BOARD

(A separate application must be completed for each board / commission / committee)

Name: Dwight H. DZIERZEK
First Middle Initial Last

Home address: 398 38th PLACE Springfield 97478
Street City Zip

Day Phone: 541-953-2019 Evening phone: 541-741-0115

Email Address: dhdzierzek@gmail.com

Do you live within the Springfield city limits? Yes No
If yes, how long? 25 yrs
If no, do you live inside Springfield's Urban growth boundary? Yes No

Ward number (City residents only): 4

Are you a Springfield property owner? Yes No

Are you a Springfield business owner? Yes No

Are you a registered voter? Yes No

Occupation: BANKER Place of employment: Northwest Community CU

Business address: 3660 GATEWAY ST

Education: 2 yrs COLLEGE

(Over, please)



Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

SERVE ON SEVERAL BOARDS. HAVE TAKEN LEADERSHIP TRAINING

2. What specific contribution do you hope to make?

Leadership - connecting to the community

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

BOARD MBR - MARCH OF DIMES BOARD MEMBER FOREVER TODAY & FOREVER - TREASURER OF BOTH SPRINGFIELD & EUGENE GOLFERS (CHAMBER)

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

I THINK THE LIBRARY IS SUCH AN ASSET TO ANY COMMUNITY THAT IT NEEDS TO BECOME A FOCUS TO ITS PEOPLE IT SERVES

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. It is highly recommended you attend a meeting before submitting the application. Check the times when you could attend meetings.

Early morning (6:30-8:30 am) Noontime (noon-1:30 pm) Late afternoon (4-6 pm) Evenings
(IF KNOWN IN ADVANCE)

6. How did you hear about the above vacancy?

Newspaper ad Newspaper article Radio/TV Mail notice Word of mouth
 Board / commission / committee member Internet

Dustin H. Denny
Applicant's signature

2/5/14
Date

Return this application to the City Manager's Office, 225 Fifth Street, Springfield, OR 97477
For more information please call the City Manager's Office at 541.726.3700



SPRINGFIELD PUBLIC LIBRARY

2013 LIBRARY ADVISORY BOARD

March 17, 2014

Janice Friend - Is a seven-year resident, small business owner (Friend Court Reporting and Real Time Captioning), and avid library user. She is interested in helping the library make the most effective use of new technologies while retaining its family friendly emphasis on community and literacy.

Term Expires – 12/31/15

Jocelyn Harley – A teacher in the 4J School District, Jocelyn and her family; live within walking distance of the Library. She has been an articulate and effective member of the Board since the autumn of 2008.

Term Expires – 12/31/14

Laura Madsen – An educator and school librarian in the Springfield School District, Laura lives in east Springfield. She is active in many reading initiatives including Gift of Literacy and Oregon Battle of the Books. She is also serves on the Executive Board of the Oregon Library Association.

Term Expires – 12/31/15

Gary Ross - Mr. Ross is a former teacher / librarian who oversaw library service for Springfield Public Schools and held a similar post at the Lane Education Service District prior to his retirement. He is also currently a member of the Willamalane Board of Directors. He is a resident of the Thurston area. He is very interested in the overall improvement of library services in Springfield and in extending the library's reach into the eastern portion of the city.

Term Expires – 12/31/16

Robyn Sattler – Currently serves as the Board Chair. She has also been active in library fund-raising activities for several years through both the Friends and the Foundation. In addition she has served on Springfield's Community Development Block Grant Advisory Committee and the Downtown Urban Renewal Citizen Advisory Committee.

Term Expires – 12/31/15

Barbara Stramler – Is the Board Chair and a seven-year resident who has been an active volunteer at her children's schools (Thurston HS, Briggs MS, and Page Elementary). She is also active in the local Camp Fire Girls organization. She and her children are regular visitors to the library and one of her priorities is to retain and, some day, expand, current library operating hours and services.

Term Expires – 12/31/15

City Council Liaison – Sean VanGordon, Ward 1

Springfield Public Library
Citizen Advisory Board

Board Candidate City Council Interview
March 24, 2014 Work Session

QUESTIONS

1. Please tell us why you are interested in serving on the Library Board?
2. Describe your professional and personal experience as it relates to your desire to become a Library Board member.
3. What do you see as the Library's role in the community?
4. Are there any services or enhancements that you would like to see the Library provide?
5. What initiatives are you interested in pursuing as a Library Board member?
6. Given your other work & community commitments will you be able to actively serve on the Library Board as well?
7. Have you attended a Library Board meeting? If so, what were your impressions?
8. Is there anything further you would like to tell us or do you have any questions that we might answer?

AGENDA ITEM SUMMARY

Meeting Date: 3/24/2014
Meeting Type: Work Session
Staff Contact/Dept.: Courtney Griesel/CMO
Staff Phone No: 541-736-7132
Estimated Time: 45 Minutes
Council Goals: Promote and Enhance our Hometown Feel while Focusing on Livability and Environmental Quality

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE: DOWNTOWN PARKING ADVISORY COMMITTEE APPLICANT INTERVIEWS

ACTION REQUESTED:

1. Interview eight applicants for the seven positions on the Downtown Parking Advisory Committee
2. Recommend applicants for appointment to the Downtown Parking Advisory Committee; 3 – 1 year terms and 4 – 2 year terms.

The City of Springfield is looking to fill positions on a newly formed Downtown Parking Advisory Committee. Between the initial advertisement for available positions on February 25th and the final date to submit applications, March 14th, staff received a total of eight applications, all of which appear to meet the eligibility requirements as outlined in the application. Staff is requesting Council interview applicants and recommend preferred candidates for appointment to the Committee. Staff is looking for a committee of seven members.

ATTACHMENTS:

- Attachment 1 – Draft Parking Advisory Committee Charge
- Attachment 2 – Summary List of eligible applicants for Downtown Parking Advisory Committee
- Attachment 3 – Individual applications as submitted by eligible applicants
- Attachment 4 – Interview Schedule and Questions

**DISCUSSION/
FINANCIAL
IMPACT:**

On February 25th, staff advertised for open positions on the Downtown Parking Advisory Committee. The Committee’s formation stems from the recommendation included in the 2010 adopted Downtown Parking Plan (Rick Williams, 2010) to assure representation of affected private and public constituents from within the community to inform decision-makers.

Committee members will be tasked with, among other related topics;

- Assisting City staff in the implementation of the adopted Downtown Parking Management Plan.
- Reviewing parking issues anticipated to develop over time.
- Advising City Council and the Springfield Economic Development Agency on strategy implementation based on the guiding principles for parking management, as identified in the adopted Downtown Parking Management Plan.

Staff believes, upon first review, all candidates included here are eligible to serve on the Downtown Parking Advisory Committee. Council is requested to review each candidate’s application, interview them, and recommend applicants for appointment to the seven member Downtown Parking Advisory Committee.

Downtown Parking Advisory Committee

CHARGE

The purpose of the Downtown Parking Advisory Committee is to: assist the City staff in the implementation of the parking management plan; review parking issues over time; and advise City Council and the Springfield Economic Development Agency on strategy implementation based on the Guiding Principles for parking management, using dynamics identified in the adopted Downtown Parking Management Plan for specific downtown parking areas. Committee objectives will be to: enhance transparency of decision-making and outcomes; provide an avenue for ongoing stakeholder input and involvement in parking decisions which affect the public; help to inform the public about parking issues; provide suggestions for enhancement of downtown parking systems; and make downtown more convenient and accessible for the customers and visitors. The Committee will meet on a schedule established by the members and staff but so that decisions on key issues can be made in a timely manner. All recommendations of the Committee will be advisory and will be provided to the City Council and Springfield Economic Development Agency for final action. The Community Development Manager or his/her designee will be the primary staff support for this committee.

Source of Existence:	City Council
Bylaws:	Yes
Code:	No
Sunset Date:	None
Membership #:	7
In City:	Yes
Out of City:	No
Terms:	2 Years (2 consecutive terms max)
Ward:	No
Qualifier:	Yes
	Applicants must be one or more of the following: City residents or property owners, business owners, or an officer, partner, or employee of a business located in the downtown area.
Appointed By:	City Council
Meeting Time:	Monthly
Funding Source:	SEDA, Downtown Urban Renewal
Staff Liaison:	Courtney Griesel, 541-736-7132
Council/SEDA Liaison:	

SUMMARY LIST OF ELIGIBLE APPLICATIONS RECEIVED FOR THE
SPRINGFIELD DOWNTOWN PARKING ADVISORY COMMITTEE

Applicant Name	Springfield Resident	Springfield Property Owner	Springfield Business Owner	Downtown Officer/Partner/Employee	Notes/Other
Deanna Czarnecki		X	X	X	Kevin Czarnecki Advisory Services
Tracy Ellis	X	X			Point2Point at Lane Transit District
Pamela Freeman	X	X			Knowledge of Accessibility Issues, Volunteer at SPD
Karen Hageman	X	X	X	X	Haven, Member of Downtown Parking Advisory Planning SubCommittee
Bethe Hayes			X	X	US Bank
Marilou Heriot			X	X	The Washburne Café
Paul Sandland		X		X	Emerald Art Center
James Yarnall	X	X			Member of Downtown Parking Advisory Planning SubCommittee



APPLICATION

for a
City of Springfield

MAR 14 REC'D @ 2:33 pm
ASR

Citizen Advisory Board / Commission / Committee

City Manager's Office
225 Fifth Street
Springfield, OR 97477

Please print or type:

Board / Commission / Committee applying for:

Parking Advisory Committee
(A separate application must be completed for each board / commission / committee)

Name: Deanna J Czarnecki
First Middle Initial Last

Home address: 410 Cherry Dr Eugene 97401
Street City Zip

Day Phone: 541-743-8134 Evening phone: 916-803-8785

Email Address: deanna@czarnecki-financial.com

Do you live within the Springfield city limits? Yes No
If yes, how long? _____
If no, do you live inside Springfield's Urban growth boundary? Yes No

Ward number (City residents only): _____

Are you a Springfield property owner? Yes No
Are you a Springfield business owner? Yes No
Are you a registered voter? Yes No

Occupation: Assistant Place of employment: Kevin Czarnecki Advisory Services

Business address: 341 Main Street, Springfield

Education: BA



Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

I have been a business owner on main Street for two years.

2. What specific contribution do you hope to make?

Input to improve downtown Springfield.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

Most of my volunteer hours currently go towards my children's schools. I am on the board of the Sheldon Little League and have completed the Master Gardener program through the OSU extension office.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

Improvement of downtown Springfield. I want to be an involved business member.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings Generally last one and one-half hours. It is highly recommended you attend a meeting before submitting the application. Check the times when you could attend meetings.

Early morning (6:30-8:30 am) Noontime (noon-1:30 pm) Late afternoon (4-6 pm) Evenings

6. How did you hear about the above vacancy?

Newspaper ad Newspaper article Radio/TV Mail notice Word of mouth
 Board / commission / committee member Internet

Reema Gach
Applicant's signature

3/13/14
Date

Return this application to the City Manager's Office, 225 Fifth Street, Springfield, OR 97477
For more information please call the City Manager's Office at 541.726.3700



MAR 12 RECD



APPLICATION

for a
City of Springfield

Citizen Advisory Board / Commission / Committee

City Manager's Office
225 Fifth Street
Springfield, OR 97477

Please print or type:

Board / Commission / Committee applying for:

Downtown Parking Advisory Committee

(A separate application must be completed for each board / commission / committee)

Name: TRACY L ELLIS
First Middle Initial Last

Home address: 1597 Lawncridge Ave Springfield 97477
Street City Zip

Day Phone: 541-682-6183 Evening phone: 541-206-8118

Email Address: TRACY.ELLIS@LTDI.ORG

Do you live within the Springfield city limits? Yes If yes, how long? 2010

No If no, do you live inside Springfield's Urban growth boundary?

Yes No

Ward number (City residents only): _____

Are you a Springfield property owner? Yes

No

Are you a Springfield business owner? Yes

No

Are you a registered voter? Yes

No

Occupation: Rideshare Prog Spec Place of employment: Point2point at Lane Transit

Business address: PO Box 7070, Springfield OR 97475

Education: B.A. University of Oregon 1995
A.A. Riverside CC 1991



Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

I have worked in Transportation Options for 8 years. I currently manage the carpool, vanpool, carshare, and Park + Ride programs at LTD.

2. What specific contribution do you hope to make?

I would like to contribute to the revitalization of downtown and improving access for all visitors, focusing on a multi-modal approach. Parking is an extremely important factor in vibrant downtowns.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

I have participated in various public forum processes, but have not served on any committee. I am currently a Board Member on the Transportation Options Group of Oregon (TOGO)

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

I have lived in this area for over 20 years and in Springfield for four years. I would love to see a vibrant downtown with thriving businesses and pedestrian activity.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings Generally last one and one-half hours. It is highly recommended you attend a meeting before submitting the application. Check the times when you could attend meetings.

- Early morning (6:30-8:30 am) Noontime (noon-1:30 pm) Late afternoon (4-6 pm) Evenings

6. How did you hear about the above vacancy?

- Newspaper ad Newspaper article Radio/TV Mail notice Word of mouth
- Board / commission / committee member Internet

Mary Gills
Applicants signature

3/12/14
Date

Return this application to the City Manager's Office, 225 Fifth Street, Springfield, OR 97477
For more information please call the City Manager's Office at 541.726.3700





APPLICATION

for a
City of Springfield

Citizen Advisory Board / Commission / Committee

City Manager's Office
225 Fifth Street
Springfield, OR 97477

MAR 14 REC'D @ 2:50 PM
AJR

Please print or type:

Board / Commission / Committee applying for:

Downtown Parking Advisory Committee
(A separate application must be completed for each board / commission / committee)

Name: Pamela J Freeman
First Middle Initial Last

Home address: 352 South 43rd Pl. Springfield 97478
Street City Zip

Day Phone: 541-726-5912 Evening phone: 726-5912

Email Address: wolfgirl1949@yahoo.com

Do you live within the Springfield city limits? Yes No
If yes, how long? since 1949 (-15 years)
If no, do you live inside Springfield's Urban growth boundary?
 Yes No

Ward number (City residents only): 5

Are you a Springfield property owner? Yes No
Are you a Springfield business owner? Yes No
Are you a registered voter? Yes No

Occupation: Disabled Counselor Place of employment: _____

Business address: _____

Education: UofO Graduate; Seattle Central Community College; Lane Community College (Drug & Alcohol Counselor)
Siga Long. Int.



Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

As a long-time resident of Springfield, a driver and disabled person, realize the many facets, problems, and issues regarding parking in downtown areas.

2. What specific contribution do you hope to make?

Knowledge of the parking history and present conditions - reasons why it changed downtown when malls opened & why we better not chase off patrons now that businesses are returning to the area.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

Was a member of Springfield Christian Church until it became Nedco & a parking lot. Now volunteer at Police Dept & on Neighborhood Watch Board so there 2-3 days/week. Disabled parking is big issue for me.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

To offer "disability" feedback & past/present solutions

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings Generally last one and one-half hours. It is highly recommended you attend a meeting before submitting the application. Check the times when you could attend meetings.

- Early morning (6:30-8:30 am)
- Noontime (noon-1:30 pm)
- Late afternoon (4-6 pm)
- Evenings

6. How did you hear about the above vacancy?

- Newspaper ad
- Newspaper article
- Radio
- TV
- Mail notice
- Word of mouth
- Board / commission / committee member
- Internet

Pamela Freeman

Applicants signature

March 14, 2014

Date



Return this application to the City Manager's Office, 225 Fifth Street, Springfield, OR 97477

For more information please call the City Manager's Office at 541.726.3700



MAR 06 REC'D



APPLICATION

for a
City of Springfield

Citizen Advisory Board / Commission / Committee

City Manager's Office
225 Fifth Street
Springfield, OR 97477

Please print or type:

Board / Commission / Committee applying for:

Downtown Parking Advisory Comm.

(A separate application must be completed for each board / commission / committee)

Name: Karen J. Hageman
First Middle Initial Last

Home address: 773 S. 57th St. Springfield, OR 97478
Street City Zip

Day Phone: 541-746-9961 Evening phone: 541-517-5335

Email Address: Karen2106@msn.com

Do you live within the Springfield city limits? Yes No
If yes, how long? 8+ years
If no, do you live inside Springfield's Urban growth boundary?
 Yes No

Ward number (City residents only): 5

Are you a Springfield property owner? Yes No

Are you a Springfield business owner? Yes No

Are you a registered voter? Yes No

Occupation: store owner Place of employment: Haven

Business address: 349 Main Street

Education: 2 years college



Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

Currently serve on downtown advisory committee since it's inception, served on an earlier parking subcommittee

2. What specific contribution do you hope to make?

As a business owner on Main St, I feel I have valuable input as I witness pedestrian + car traffic everyday - Improvements to downtown parking need to be made as downtown gets busier + attracts more people

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

See above - also am a Board member of SRDC, and a committee co-chair with the Main Street Program. Previously owned the Washburne cafe + now have another retail business

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

I hear almost daily from my customers that they feel there is not enough parking (close to my business), parking has become more difficult w/ the newer businesses on Main St.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings Generally last one and one-half hours. It is highly recommended you attend a meeting before submitting the application. Check the times when you could attend meetings.

Early morning (6:30-8:30 am) Noontime (noon-1:30 pm) Late afternoon (4-6 pm) Evenings

6. How did you hear about the above vacancy?

Newspaper ad Newspaper article Radio/TV Mail notice Word of mouth
 Board / commission / committee member Internet

Karen Hageman
Applicants signature

March 1, 2014
Date

Return this application to the City Manager's Office, 225 Fifth Street, Springfield, OR 97477
For more information please call the City Manager's Office at 541.726.3700





APPLICATION

MAR 07 REC'D

for a
City of Springfield

Citizen Advisory Board / Commission / Committee

City Manager's Office
225 Fifth Street
Springfield, OR 97477

Please print or type:

Board / Commission / Committee applying for:

PAC

(A separate application must be completed for each board / commission / committee)

Name: Bethe B Hayes
First Middle Initial Last

Home address: 4882 Scenic Dr Eugene OR 97404
Street City Zip

Day Phone: 736-5111 Evening phone: 968-9830

Email Address: bethehayes@usbank.com

Do you live within the Springfield city limits? Yes ⇨ If yes, how long? _____
 No ⇨ If no, do you live inside Springfield's Urban growth boundary?
 Yes No

Ward number (City residents only): _____

Are you a Springfield property owner? Yes No
Are you a Springfield business owner? Yes No
Are you a registered voter? Yes No

Occupation: manager Place of employment: US Bank

Business address: 437 Main St. Spfld OR 97477

Education: yes



Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

Lived in area 51 years and have seen parking changes throughout my life

2. What specific contribution do you hope to make?

my business does not have a parking issue so I will provide a unique point of view.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

Board member, Redevelopment of downtown main St program

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

My unique view of parking in downtown

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings Generally last one and one-half hours. It is highly recommended you attend a meeting before submitting the application. Check the times when you could attend meetings.

Early morning (6:30-8:30 am) Noontime (noon-1:30 pm) Late afternoon (4-6 pm) Evenings

6. How did you hear about the above vacancy?

Newspaper ad Newspaper article Radio/TV Mail notice Word of mouth
 Board / commission / committee member Internet Email

Crane
Applicants signature

3-7-14
Date

Return this application to the City Manager's Office, 225 Fifth Street, Springfield, OR 97477
For more information please call the City Manager's Office at 541.726.3700



APPLICATION

for a
City of Springfield

Citizen Advisory Board / Commission / Committee

City Manager's Office
225 Fifth Street
Springfield, OR 97477

MAR 05 REC'D AOR
MAR 05 REC'D

Please print or type:

Board / Commission / Committee applying for:

Downtown Parking Advisory Committee

(A separate application must be completed for each board / commission / committee)

Name: Marilyn Heriot
First Middle Initial Last

Home address: 2150 Providence Street Eugene OR 97401
Street City Zip

Day Phone: 541-746-7999 Evening phone: 541-729-0747

Email Address: mgheriot@gmail.com

Do you live within the Springfield city limits? Yes \Rightarrow If yes, how long? _____
 No \Rightarrow If no, do you live inside Springfield's Urban growth boundary?
 Yes No

Ward number (City residents only): _____

Are you a Springfield property owner? Yes No
Are you a Springfield business owner? Yes No
Are you a registered voter? Yes No

Occupation: Cafe owner/mgr. Place of employment: The Washburne Cafe

Business address: 326 Main Street, Springfield OR.

Education: High school diploma



Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

downtown business owner for 2 1/2 years, served on
on committees (advisory) in governmental setting -
Elected officials compensation committee for Lane County

2. What specific contribution do you hope to make?

Provide business owner perspective to council, staff
and the EDA to help them make decisions that
are in best interest of the city, business's and residents

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

Board of Director of Women's Space, President of Lane
County human resource association, Lane County Elected
Officials Compensation Board

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

Make sure business owner perspective is
understood by decision makers.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings Generally last one and one-half hours. It is highly recommended you attend a meeting before submitting the application. Check the times when you could attend meetings.

Early morning (6:30-8:30 am) Noontime (noon-1:30 pm) Late afternoon (4-6 pm) Evenings

6. How did you hear about the above vacancy?

Newspaper ad Newspaper article Radio/TV Mail notice Word of mouth

Board / commission / committee member Internet email from Courtney

Applicants signature

3/4/2014
Date

Return this application to the City Manager's Office, 225 Fifth Street, Springfield, OR 97477
For more information please call the City Manager's Office at 541.726.3700



MAR 06 REC'D



APPLICATION

for a
City of Springfield

Citizen Advisory Board / Commission / Committee

City Manager's Office
225 Fifth Street
Springfield, OR 97477

Please print or type:

Board / Commission / Committee applying for:

DOWNTOWN PARKING ADVISORY COMMITTEE

(A separate application must be completed for each board / commission / committee)

Name: PAUL NMI SANDLAND
First Middle Initial Last

Home address: 85510 McCumber Ln Springfield 97478
Street City Zip

Day Phone: 541 726 1894 Evening phone: 541 726 1894

Email Address: paulsandland@gmail.com

Do you live within the Springfield city limits? Yes If yes, how long? _____

No If no, do you live inside Springfield's Urban growth boundary?

Yes No JASPER?

Ward number (City residents only): _____

Are you a Springfield property owner? Yes
 No

Are you a Springfield business owner? Yes
 No

Are you a registered voter? Yes
 No

Occupation: RETIRED ENGINEER Place of employment: HOME- REAL ESTATE, LOANS,

Business address: 85510 McCumber Ln Springfield OR 97478

Education: BSEE Ms Physics



Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

I have no direct experience in parking options;
however I have good communication skills and business
management and financial management.

2. What specific contribution do you hope to make?

To try to improve the facilities and make
downtown a magnet for visits and business
use and cultural activity.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

I am on the board of Emerald Art Center responsible
for finance as Treasurer.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

To represent the Art Center and the needs of
the cultural element in Springfield and ensure that
it is possible to continue to expand cultural activities at
low cost for local residents.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings Generally last one and one-half hours. It is highly recommended you attend a meeting before submitting the application. Check the times when you could attend meetings.

Early morning (6:30-8:30 am) Noontime (noon-1:30 pm) Late afternoon (4-6 pm) Evenings

6. How did you hear about the above vacancy?

Newspaper ad Newspaper article Radio/TV Mail notice Word of mouth
 Board / commission / committee member Internet

[Signature]
Applicants signature

3/5/2014
Date

➡ Return this application to the City Manager's Office, 225 Fifth Street, Springfield, OR 97477
For more information please call the City Manager's Office at 541.726.3700





APPLICATION

MAR 13 REC'D
Cables

for a
City of Springfield

Citizen Advisory Board / Commission / Committee

City Manager's Office
225 Fifth Street
Springfield, OR 97477

Please print or type:

Board / Commission / Committee applying for:

Downtown parking advisory committee

(A separate application must be completed for each board / commission / committee)

Name: James E Yarnall
First Middle Initial Last

Home address: 632 West D Street Springfield 97477
541 Street City Zip

Day Phone: (503)746-2298 Evening phone: Same

Email Address: yarnalls@comcast.net

Do you live within the Springfield city limits? Yes \Rightarrow If yes, how long? 70 Years

No If no, do you live inside Springfield's Urban growth boundary?
 Yes No

Ward number (City residents only): Ward 2

Are you a Springfield property owner? Yes
 No

Are you a Springfield business owner? Yes
 No

Are you a registered voter? Yes
 No

Occupation: Retired Place of employment: N/A

Business address: N/A

Education: High School and 5 years building trades apprenticeship



Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?
The 55 years, as a certified journeyman working nation wide, has provided the understanding about the way other cities have chosen to develop.

My personal and professional experience have developed a need to collaborate and explore concepts.

2. What specific contribution do you hope to make?

To foster strong leadership and focus on creative basics, with the support of staff, to earn the respect of our citizens who must understand that Springfield needs managed parking.

Member of the first parking CAC (Rick Williams consultant and I retained guide documentation).

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

Springfield Parking (CAC), Springfield Urban Renewal (CAC), Member of Central Lane MPO (CAC)
Springfield Museum Board Of Directors (past) Coast Village (Florence, OR) Board of Directors (past)

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

Urban Renewal and Parking. However, it is equally important to determine the affect decisions may have on bicycle use, pedestrian routes, disability wheel chair and delivery of commodities to be distributed, because our citizens are dependent upon the trucking industry.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings Generally last one and one-half hours. It is highly recommended you attend a meeting before submitting the application. Check the times when you could attend meetings.

[X] Early morning (6:30-8:30 am) [X] Noontime (noon-1:30 pm) [X] Late afternoon (4-6 pm) [X] Evenings

6. How did you hear about the above vacancy?

[] Newspaper ad [X] Newspaper article [] Radio/TV [] Mail notice [] Word of mouth

[] Board / commission / committee member [] Internet

James Zarnall
Applicants signature

3/13/14
Date

Return this application to the City Manager's Office, 225 Fifth Street, Springfield, OR 97477
For more information please call the City Manager's Office at 541.726.3700



PARKING ADVISORY COMMITTEE APPLICANT INTERVIEW SCHEDULE/QUESTIONS

Interview Schedule

5:30 P.M. – Council preparation of interview questions

5:35 P.M. – Deanna Czarnecki

5:40 P.M. – Tracy Ellis

5:45 P.M. – Pamela Freeman

5:50 P.M. – Karen Hageman

5:55 P.M. – Bethe Hayes

6:00 P.M. – Marilou Heriot

6:05 P.M. – Paul Sandland

6:10 P.M. – James Yarnall

6:15 P.M. – Council deliberation

Interview Questions

1. Please tell us why you are interested in serving on the Downtown Parking Advisory Committee.
2. What do you see as the role of parking enforcement in Downtown?
3. Is there anything else you would like to share with us related to your desire to serve on the Downtown Parking Advisory Committee?
4. Do you have any questions of the City Council?

AGENDA ITEM SUMMARY

Meeting Date: 3/24/2014
Meeting Type: Work Session
Staff Contact/Dept.: Kevin Ko/DPW
Staff Phone No: 541-726-2302
Estimated Time: 30 minutes
Council Goals: Encourage Economic Development and Revitalization through Community Partnerships

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE: NEDCO DOWNTOWN MOBILE FOOD VENDOR PROGRAM

ACTION REQUESTED: Review the draft NEDCO Downtown Mobile Food Vendor Program Guidelines. Provide guidance to staff regarding Council's vision for the management and administration of the program, discuss how closely the proposed guidelines reflect Council's vision, and propose any changes and modifications to the guidelines Council deems appropriate.

ISSUE STATEMENT: On July 22, 2013, Council adopted Ordinance 6298 which authorized a Food Cart Program on City-owned street, sidewalks, rights-of-way and public open spaces in the downtown core. The City Manager is the administrator of the program and may delegate the administration of the program to another agency. The Neighborhood Economic Development Corporation (NEDCO) received a 2012 CDBG allocation to develop a Food Cart Program and provide micro-business incubation services. NEDCO is proposing to administer and manage the Food Cart Program on behalf of the city, and has submitted draft program guidelines for review. Upon satisfactory review, the City Manager and NEDCO may enter into an agreement to delegate administration of the program to NEDCO. The anticipated launch date for the program is May 1, 2014.

ATTACHMENTS:

1. Food Cart Program Overview by NEDCO
2. Draft NEDCO Downtown Mobile Food Vendor Guidelines
3. City Ordinance No. 6298.
4. Map of Downtown Redevelopment Area (Food Cart Program Zone)

DISCUSSION/FINANCIAL IMPACT: NEDCO's proposed Food Cart Program covers only activities occurring on its property and on City owned streets, sidewalks, rights-of-ways and public open spaces within the Downtown Food Cart Program Zone (see map). It does not cover activities occurring on privately owned property, or on properties outside of the identified zone. Except for the 2012 CDBG allocation, NEDCO will not receive any payment from the City to administer and manage the program. NEDCO's proposed monthly fee schedule is 6% of sales up to a maximum of \$100 (\$50 in winter months). For comparison, Eugene's Food Cart Program fees are 6% of sales or \$100 (\$50 in winter months) whichever is greater. The fee will be paid to and retained by NEDCO. See attachment 2, pages 8-9 for fee schedule details. The NEDCO fee schedule is significantly different from the \$35 annual fee currently proposed for mobile food carts operating as Transient Merchants under Section 7.470 of the Municipal Code.

Staff has reviewed the draft Downtown Mobile Food Vendor Guidelines, and met with NEDCO staff to discuss our comments and concerns. What is being presented in this packet is a revised draft, incorporating input from City staff. NEDCO staff will be present to answer questions from Council about the draft guidelines.



Downtown Springfield Mobile Food Vending Program Overview

NEDCO's Mobile Food Vending Program supports public food vending in and on behalf of the City of Springfield, specifically within the Downtown Core. NEDCO proposes to provide facilitation and management of permits and placements for mobile food vendors desiring to vend on City property.

This program seeks to understand applicants' interests, goals, and capacity, issue permits based on an analysis of these elements, and offer services to help remove barriers toward entrepreneurial growth. This includes verifying that vendors have the necessary licensing and insurance to serve and sell prepared food to the public, processing permit fee payments, and ensuring that vendors are operating to the standards according to program guidelines.

These program guidelines have been developed, taking into account best practices as implemented by similar programs in other communities with regard to fee structure, location selection, health & safety considerations, and aesthetics.

More specifically, fees have been structured to meet the unique economics of mobile food vending, especially at the launch of a new program in the Springfield community. NEDCO's Mobile Food Vending Program is designed to provide increased sales opportunities for new and developing entrepreneurs within the overall context of our microenterprise development and support programs. Program fees, as structured, are directly adapted for this purpose from Eugene Food Cart Vending guidelines. Fees, as proposed, are adequate to cover the cost of program administration while remaining affordable for vendors. Additionally, they provide ownership and commitment on the part of the vendor, which is a principle maintained through NEDCO's programming.

The process of allocation of vending locations is adapted from Eugene's Food Cart Program. A key differentiation in our proposal is our invitation to the vendor to play an active role in identifying an ideal vending location that is suited to their business goals. Similarly to our fee structure, this has been designed to double as a microenterprise development tool, engaging the entrepreneur in an intentional process of market analysis and customer engagement strategizing. According to our program guidelines, a vendor's selection will be reviewed by NEDCO staff and considered in conjunction with direct feedback from neighboring Downtown businesses with consideration to existing business activities.

NEDCO, in partnership with the City of Springfield, seeks to create a vibrant environment for consumers and vendors alike. Our goal is to promote a collaborative Downtown business environment that is rich in culture and variety. We appreciate the City of Springfield staff and Council partnership on this and many other projects to make Downtown Springfield a lively commercial district.

418 A Street
Springfield, OR 97477

T (541) 345-7106
F (541) 345-9584

sproutfoodhub.org



Downtown Springfield

Mobile Food Vendor Guidelines



**Downtown Springfield Mobile Food Vending Program
NEDCO (Neighborhood Economic Development Corporation)**

212 Main St.

Springfield, OR 97477

Phone: 541-345-7106

Fax: 541-345-9584

Email: sprout@nedcocdc.org

1. WHAT IS SPROUT!

Sprout! is a community food hub that increases local food consumption and impacts the local food economy. Fresh local foods fuel our bodies and bring people together. They also improve our economy and create jobs. Even just increasing local consumption by 1% will keep millions of dollars circulating in Lane County every year.

- We provide communities with dependable access to a diverse palette of artisan foods, contributing to a vibrant Downtown Springfield.
- We provide entrepreneurs with production capacity and business resources, cultivating a strong local food industry.
- We provide food businesses with local distribution outlets and the facility to create new products, building a more sustainable food system.

NEDCO (Neighborhood Economic Development Corporation), a private, non-profit Community Development Corporation founded in 1979, manages Sprout! Regional Food Hub and its related programs.

NEDCO collaboratively builds human and capital assets to strengthen neighborhoods and broaden participation in community ownership and governance. Toward this end, **Sprout! Regional Food Hub** is a regional gathering place for producers and consumers of local food - a commissary **Kitchen** where food entrepreneurs can access a certified preparation facilities reliably and affordably - a **Marketplace** where consumers can come together year-round to purchase locally grown and prepared food - a business incubator program that offers a comprehensive slate of entrepreneurial development services to help small businesses in the food industry **Hatch** their most innovative ideas.

2. MOBILE FOOD VENDING PROGRAM

NEDCO's Mobile Food Vending Program supports public food vending in and on behalf of the City of Springfield, specifically within the Downtown Core (as outlined in the "Vending Zone Definition" section of these guidelines), through facilitation and management of requisite permitting for mobile food vendors.

This program seeks to understand applicants' interests, goals, and capacity, issue permits based on an analysis of these elements, and offer services to help remove boundaries toward entrepreneurial growth. This includes verifying that vendors have the necessary licensing and insurance to serve and sell prepared food to the public, processing applicable fee payments, and ensuring that vendors are operating to the standards outlined in these general guidelines.

Mobile food vending is permissible on a **year-round basis**. In order to address the unique circumstances and opportunities encountered at different times of the year, each vending year will be divided into two seasons.

VENDING SEASONS

- **Spring/Summer – May 1 – October 31**
- **Autumn/Winter – November 1 – April 30**

NEDCO reserves the right to refuse any prospective vendor’s application. Additionally, **NEDCO** reserves the right to modify these guidelines to clarify issues or circumstances that may not be addressed directly in these guidelines. **NEDCO**, along with all related programs, does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation and any other protected groups or classes covered under law or disability.

NEDCO reserves the right to prohibit anyone from selling and to prohibit any product from being sold through the Mobile Food Vending Program.

All food products sold must be grown or prepared in compliance with Oregon Department of Agriculture (ODA), Lane County Environmental Health, and **NEDCO’s Mobile Food Vending Guidelines** to ensure high quality offerings and consumer safety.

NEDCO, in partnership with the City of Springfield, seeks to provide a welcoming, vibrant environment for consumers. A significant part of this atmosphere is due to the enthusiasm of our vendors to provide creative, delicious offerings in a manner that is aesthetically engaging, informative, and unique.

VENDING ZONE DEFINITIONS

The Mobile Food Vending Program permits public food vending within Springfield’s Downtown Core. This includes the area encompassed within and including the following four street boundaries:

- **Southern border:** South A street
- **Eastern border:** 10th St
- **Northern border:** B St
- **Western border:** Mill St.

Vending is only allowed from specific, permitted locations within this area. Vending locations are approved or denied based on the following criteria, in no particular order:

- Identified preference of the Mobile Food Vendor
- Impact on existing, brick-and-mortar businesses within the Vending Zone
- Aesthetic, safety, and public access considerations

Mobile Food Vendors are encouraged to identify locations within the Vending Zone that are uniquely suited to their offerings, intended market, and hours of operation. These preferences will be reviewed by **NEDCO** staff as part of the vendor application process. Any vendor wishing to change or add a

location outside of the seasonal application renewal process must do so in writing and pending approval. Additionally, approved vending locations may be assigned where necessary.

Vending may occur from public parking spaces and on other public grounds within the identified Vending Zone and as permitted. Posted parking limits do not apply to food carts that are actively vending, however Mobile Food Vendors are required to submit intended hours of operation, as outlined below.

HOURS

Mobile Food Vendors may request to actively vend to the public at any hour of the day. Hours of operation are to be submitted and evaluated as part of the vendor application process.

Each vendor is expected to operate a minimum of **five hours a day -- five days a week during the summer season** and **three hours a day -- five days a week in the winter season**. Vendors must operate a minimum of 20 days per month. Mobile Food Vendors are expected to abide within these guidelines and their approved hours of operation unless written permission is granted by NEDCO.

MENU OFFERINGS

Mobile Food Vendor Applications shall indicate a complete accounting of intended products to be sold. Vendors intending to have a seasonal or rotating menu of products available must state this intent in writing upon application, describe the theme and/or defining characteristic of their changing offerings, and provide an explanation of how products will change over time. Sales shall be limited to approved offerings. Vendors wishing to amend their menu are expected to notify NEDCO in writing, pending approval.

Duplication of offerings sold by other Mobile Food Vendors or adjacent Downtown businesses is discouraged and will be reviewed upon application.

Mobile Food Vendors are expected maintain a level of quality and quantity commensurate with that expected of any commercial business establishment.

NEDCO encourages the use of Oregon-grown/produced ingredients whenever possible. Please contact Sprout! staff for support toward local sourcing of ingredients where needed.

HEALTH AND SANITATION STANDARDS

Mobile Food Vending Units shall conform to all City and County standards for production and sale of prepared food to the public. Any unit selling food to the public must be inspected and licensed by:

Lane County Health and Human Services:
151 W. 7th Avenue, Eugene, OR (541) 682-4051 (Se habla Español)
www.lanecounty.org/HHS

NUMBER OF UNITS PER BUSINESS/VENDOR

Vendors wishing to operate more than one Mobile Food Unit are expected to indicate such in writing upon application. Individual vendors may apply to operate multiple units, however priority will be given to a diverse landscape of vending businesses and offerings.

3. FOOD UNIT REQUIREMENTS

INSURANCE

All Mobile Food Vendors are required to have liability insurance coverage with a face amount of \$2,000,000 and \$3,000,000 aggregate. NEDCO and the City of Springfield must be named as additionally insured (see specific verbiage below). Check with your insurance carrier for vendor coverage. Once you have verified that you have the required level of liability coverage, please provide either a current certificate of insurance or your agent's contact information along with the Vendor Application. For referrals to agencies that can provide this type of insurance, please contact Sprout! Staff.

The City, its employees, officials and agents will be named as an Additional Insured where operations are being conducted related to this contract, on the General Liability policy as respects to work or services performed under this agreement to the extent that the death or bodily injury to persons or damage to property arises out of the fault of the Independent Contractor or the fault of the Independent Contractor's agents, representatives or subcontractors. This insurance will be primary over any insurance the City may carry on its own.

LICENSES

Vendors must submit copies of all required licenses and certifications with their application packet and are required to have them available for inspection during vending hours. Please see the Resources section of this packet for contact information. Vendors are expected to pay any fees related to all regulatory permits and appropriate licensing.

Vendors are responsible for maintaining compliance with all state and federal licensing regulations regarding the production, sale, and sampling of their products. This includes food handler's license, Lane County Environmental Health Mobile Food Unit license, commissary kitchen verification (where appropriate) and others. Vendors who do not comply with applicable state and local regulations may be excluded from vending and forfeit any assessed fees. It is the vendor's responsibility to ensure that they are operating their business in compliance.

All Mobile Food Vendors must:

- Possess and submit a valid Oregon food handler's card or ServSafe certification
- Possess a Lane County Environmental Health Mobile Food Unit license
- Be at least 16 years old.

UNIT SPECIFICATIONS

The mobile unit shall be a single, self-contained unit on wheels, so that the operator is capable of storing, preparing, and serving all items on or in the food cart. **All mobile units must be readily mobile.**

Mobile unit designs must be submitted and should be scale-drawn or photographed in detail. Structural integrity of the unit must be highlighted with special attention to overturning and rolling resistance. Mechanical and electrical heaters and lights, such as those powered by propane, butane, and electricity must be installed and operated in accordance with adopted mechanical and electrical codes. Electrical appliances and equipment must be of a type approved for use in exterior locations with shielding and grounding appropriate for such use.

A building permit is not required for a mobile food unit as defined in the Oregon Vehicle Code, as long as:

- The vehicle is on wheels at all times. (That it be *able* to be moved)
- It is not enclosed by a structure, attached to a structure, or otherwise restricted from being able to be moved at all times.
- It does not require a special permit from the Oregon Department of Transportation to be moved.
- Connection to onsite electrical is via a flexible cord plugged into a receptacle; no hard-wired connection allowed.
- There is no piped connection to water service or wastewater piping.

The Mobile Food Vending Program exists to enhance and contribute to the economic and aesthetic value of Downtown Springfield. Mobile Unit designs will be reviewed upon application and will include the following considerations:

- Aesthetic impact of design materials and colors.
- Thorough application surface finishes including paint or varnish, sanded or otherwise corners, edges and details.
- Well-fitting, thorough installation of all awnings, umbrellas and canopies.
- Clear, aesthetically pleasing and appropriate business branding/signage. All signage and graphics are expected to be of professional quality.

The above mentioned details shall be submitted upon application. Photographs, brochures or other items that illustrate proposed design are encouraged. All items are non-returnable.

Vendor shall assume all costs associated with the construction, transportation, operation, and maintenance of the cart.

MOBILITY OF UNIT

“Mobile Food Unit” means “a wheeled vehicle of such size and weight that it may be readily wheeled, moved, towed or driven to and from a location”. Vehicles delivering and picking up a unit may not enter a downtown pedestrian area unless pre-approved by NEDCO.

AMPLIFIED MUSIC

Vendors may use amplified music to establish ambiance and enliven the vending environment. All music

played must be family-appropriate, free of vulgarity, and played at a volume appropriate for easy verbal conversation, food ordering, and service. NEDCO reserves the right to limit this privilege at any time relating to, but not limited to, any concerns and/or complaints that may be submitted.

4. OPERATIONS

VENDOR SIGNAGE

Business Name: Each vendor must display attractive signage identifying their operation. The sign must be legible and easy to see. Promoting your locality to Springfield is encouraged. Any major signage that is updated *after* the initial application process must be presented and approved by NEDCO for use in Downtown Springfield.

Ingredients and Sourcing: Vendors are encouraged to list and advertise ingredients that are sourced locally. Additionally, where appropriate, vendors are required to list product ingredients according to Health Dept. regulations.

SMOKING

While smoking in a food service environment is not encouraged, Springfield does not prohibit smoking in Downtown, outdoor public spaces. Vendors must comply with all related state regulations.

WASTE REMOVAL/CLEANUP

Vendors are expected to keep the area around their vending location clean and free of litter generated by their operation, and dispose of waste in a container/receptacle provided by the vendor. Use of the city trash receptacles for vendor trash is prohibited. Each vendor is expected to provide adequate waste containers for both customer and vendor use.

DISPLAY OF PERMITS

Vendor shall obtain and display as required all necessary permits or licenses including, but not limited to, Food Handler's Cards, Lane County Health permits and Mobile Vending Permit. Vendor shall pay for all permits and appropriate licensing.

COMPLIANCE WITH LAWS

Vendor activities shall comply with all Federal, State and local laws where applicable.

VENDOR AUTONOMY

Each Mobile Food Vendor is an independent contractor, free from the direction and control of the City of Springfield and NEDCO except for the provisions of the applicable guidelines outlined in this document and City laws and ordinances.

5. APPLICATION PROCESS

Prospective Mobile Food Vendors must complete a Mobile Food Vending Application and provide proof of current food handler's card, appropriate liability insurance, and appropriate licensing as outlined above. See the Mobile Food Unit Requirements section of these guidelines for more details. NEDCO may also request other business planning documents to aid in the review process. Applications will be considered submitted upon complete delivery of all required documentation and materials.

The Mobile Food Vending Program is designed to enhance and increase economic activity in downtown Springfield. Applications will be evaluated based on, but not limited to the following aspects:

- Current menu offering and cart aesthetics.
- Potential direct impact on other Downtown businesses operating within proximity of proposed vending location(s).
- Vendor's ability to demonstrate viable and unique business idea that supports a positive and vibrant community in downtown Springfield.

PRE-SEASON APPLICATIONS

Please allow at least 2 weeks for processing vendor applications. Vending locations are limited, so vendors will be considered based on vending readiness, uniqueness of product offering, timely application submission, and locality to Springfield area.

A non-refundable **\$30** application fee must be included with the application. This fee will serve as a participation fee for the vendor and will help defray administrative costs NEDCO.

ONGOING APPLICATIONS

Ongoing seasonal applications are accepted based on vending location availability. Please allow at least 2 weeks for processing vendor applications.

APPLICATION DECISIONS

The integrity of the Mobile Food Vending Program is the responsibility of NEDCO, on behalf of the City of Springfield. NEDCO reserves the right to reject or accept any or all applications, to waive any formalities of the program, to change any of the specifications or requirements, and/or to accept the application deemed to be in the best interests of the City of Springfield. Any application decision is final unless otherwise noted. Once the application is received with the application fee, along with all required licenses, certifications, and insurance information, the vendor will be notified if they are approved or declined to vend.

6. PROGRAM PERMITTING AND CONTRACTS

Vending Permits along with the signed Mobile Food Vendor Compliance Agreement will serve as a vending contract for the seasonal term identified. Permits are valid on a seasonal basis, to be renewed each season.

Once a vending permit is approved and provided by NEDCO, the permit shall not be transferable to another contractor or subcontractor without full and written consent from NEDCO. The applying vendor's responsibility for compliance with all rules and regulations herein shall remain if NEDCO agrees to assignment of a subcontractor.

7. FEES AND PAYMENTS

FEES AND RATES

Each vendor is expected to submit a non-refundable **\$30** application fee with their application.

Vending location rental is available on a monthly basis at the following rates per unit:

- **Spring/Summer (5/1 -10/31):** 6% of the gross monthly sales up to a maximum of \$100 per month
- **Autumn/Winter (11/1 -4/30):** 6% of the gross monthly sales up to a maximum of \$50 per month

Other Fees

- **Attorney's Fees:** Vendor shall pay any attorney fees and court costs incurred by NEDCO for the purpose of enforcing the terms of this agreement.

PAYMENTS

Fee and rental payments must be made by check or money order, made out to NEDCO.

Each vendor must pay the first and last month's base rent per unit, prior to starting their operation. This rate is equal to the seasonally applied maximum cap as stated above. The first month begins on the 10th of the month immediately following a vendor's application approval. Subsequent fee payments are due by the 10th of each month. All or part of the last month's rental payment may be withheld to cover fees or late payments where applicable. The last month's rent is non-refundable if the vendor chooses to operate less than one month.

LATE PAYMENTS AND RETURNED CHECKS

Permitted vendors will incur a late fee of \$50 for payments made after the 10th of the month.

A \$15.00 returned check charge, over and above the amount of the check, is levied on all returned checks. If more than two returned checks are received from any business or entity, only a cashier's check or money order will be accepted from that party for the remainder of the season. **Returned checks constitute nonpayment and thus other penalties including loss of vending privileges may apply.**

Excessively late payments and/or repetitive late payments may result in loss of vending privileges.

RECORDS AND REPORTING

Vendors shall maintain complete, detailed, and accurate records of all business transactions and shall make those records available to the City of Springfield or NEDCO for audit upon request.

Failure to maintain and submit accurate sales records and make payments when due may result in a late fees or cancellation of the Mobile Food Vending permit.

8. PROGRAM EVALUATION

Vendors are expected to cooperate with efforts on behalf of NEDCO staff, interns and volunteers to evaluate and analyze the economic impact of the Mobile Food Vending program and related activities. This may include periodic questionnaires and reporting related to production and/or sales. Consistent with the stated mission of NEDCO, this data serves to develop a better understanding of the economic impact of the Mobile Food Vending Program on vendors, their customers, surrounding businesses, Downtown Springfield and the region.

9. RESOURCES

Lane County Health and Human Services

151 W. 7th Avenue, Eugene, OR
Phone: (541) 682-4051 (Se habla Español)
www.lanecounty.org/HHS

Lane County Food Handlers Permits

151 W. 7th Avenue, Eugene, OR 97401
Phone: (541) 682-4051

Oregon Department of Agriculture

Food Safety Division

635 Capitol Street NE , Salem, OR
Phone: 503-986-4720

10. PROGRAM ADMINISTRATION/NEDCO STAFF

NEDCO has a full-time professional staff that sets policy and coordinates Sprout! programs. NEDCO staff directly involved with the Mobile Food Vending Program include:

- Dave Johnson, Food Hub Operations Supervisor
- Ross Kanaga, Kitchen Coordinator
- Aaron Rourke, Sprout! Program Assistant
- Sarai Johnson, NEDCO Assistant Director

In addition to NEDCO staff, designated interns and volunteers to be named may act as a conduit of information between vendors, customers, and NEDCO.

**Please visit www.sproutfoodhub.org to download your
Mobile Food Unit Vendor Application**

ORDINANCE NO. 6298 (GENERAL)

AN ORDINANCE AMENDING SECTION 7.804 "VENDING ON CITY STREETS" AND THE ADDITION OF A NEW SECTION, SECTION 7.810 "DOWNTOWN FOOD CART PROGRAM," ADOPTING A SEVERABILITY CLAUSE, AND DECLARING AN EMERGENCY

The City Council of the City of Springfield finds that:

WHEREAS, the establishment of a City Food Cart Program on Downtown City streets, sidewalks, rights-of-ways and open spaces will stimulate economic development and encourage pedestrian traffic; and

WHEREAS, the City has available parking spaces on Downtown City streets, sidewalks, rights-of-ways and open spaces that may be used for the establishment of Food Carts; and

WHEREAS, the City recognizes the need to implement and administer the Food Card Program for the mutual benefit of Food Cart vendors and Downtown businesses.

NOW, THEREFORE, THE CITY OF SPRINGFIELD DOES ORDAIN, AS FOLLOWS:

Section 1: Section 7.804 "Exceptions" of the Springfield Municipal Code is hereby amended to read as follows:

"7.804 Exceptions. Section 7.802 shall not apply to:

- (1) The vending of merchandise by persons having a legal permit to do so.
- (2) The personal sale of newspapers or other reading material upon the streets or sidewalks.
- (3) The sale of merchandise from stands and mechanical vending machines.
- (4) Food Carts licensed under the City of Springfield Downtown Food Cart Program as set forth in Section 7.810."

Section 2: Section 7.810 "Downtown Food Cart Program" is hereby added to the Springfield Municipal Code as follows:

"7.810 Downtown Food Cart Program. Food Carts may operate on Downtown City of Springfield streets, sidewalks, rights-of-way and open spaces if the following requirements are met:

- (1) Food Carts are limited "mobile units" as defined in ORS 624.310(8), any vehicle on which food is prepared, processed or converted or which is used in selling and dispensing food to the ultimate consumer on locations specified in subsection (6) and for which no overnight parking is permitted.
- (2) Food Carts may be located only within the Downtown Food Cart Program zone which shall be bounded by the same boundaries and within the Downtown Redevelopment Zone (bounded by South A Street, Mill Street, B Street and 10th Street).
- (3) All signage must conform to City of Springfield sign code requirements.
- (4) No permanent structures are permitted, tables, chairs, café seating may be permitted in accordance with subsection (10). Any tables, chairs, or café seating must be provided outside of the food cart so as to prevent customers from entering the structure.
- (5) In the event alcohol sales occur, a special events permit must be obtained from the City of Springfield and the vendor must comply with OLCC requirements.
- (6) Vendors are limited to predetermined designated locations on city-owned streets,

sidewalks, rights-of-ways and open spaces. Vending spaces will be identified and assigned by the Food Cart Program administrator. No change from the designated space is permitted without City approval.

(7) Vendors may not reserve parking spaces and must be actively vending when parked.

(8) A permit shall be required. A permit fee will be required.

(9) The City Manager is the administrator of the Downtown Food Cart Program. The City Manager may delegate the responsibility for the administration of the Downtown Food Cart Program as set forth in this Section 7.810 to a for profit or non-profit entity. The City Manager is authorized to enter into contracts for such delegation.

(10) The City may establish the following requirements for vendors participating in the Food Cart Program: insurance requirements, hold harmless requirements, adherence to city, state, county, health safety and sanitation regulations, including but not limited to ORS Chapter 624, times of operation and scheduling of vendors, a time limit on the maximum duration allowed between parking and the commencement of vending activities, the total number of carts, regulations designed to encourage a diversity of products and prices, the encouragement of space separation of carts from competing restaurants, as well as other requirements necessary to implement and administer the Downtown Food Cart Program.

(11) The City Manager is authorized and directed to promulgate such rules and regulations as may be deemed necessary or proper to carry out the purposes of provisions of Section 7.810 Downtown Food Cart Program.

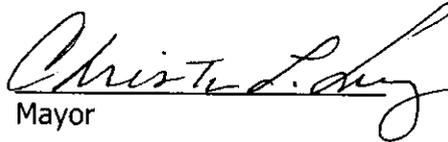
(12) The location or operation of a Food Cart in downtown Springfield as defined in Section 7.810(2) in violation of any of the requirements set forth in Section 7.810 or any rules or regulations promulgated by the City Manager pursuant to Section 7.810(12) shall constitute a civil infraction pursuant to the Springfield Municipal Code and is punishable pursuant to SMC Sections 5.600 to 5.626."

Section 3: Severability Clause. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and individual provision and such holding shall not affect the validity of the remaining portion hereof.

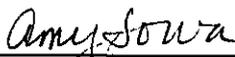
Section 4: Effective Date of Ordinance. It is hereby found and determined that the matters relating to the adoption of this program are matters affecting the public health, safety and welfare and that an emergency therefore exists, and this Ordinance shall therefore take effect immediately upon its passage by the Council and approval by the Mayor.

ADOPTED by the Common Council of the City of Springfield this 22 day of July, 2013, by a vote of 5 for and 1 against. (Ralston)

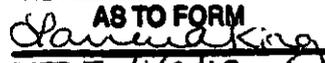
APPROVED by the Mayor of the City of Springfield this 22nd day of July, 2013.

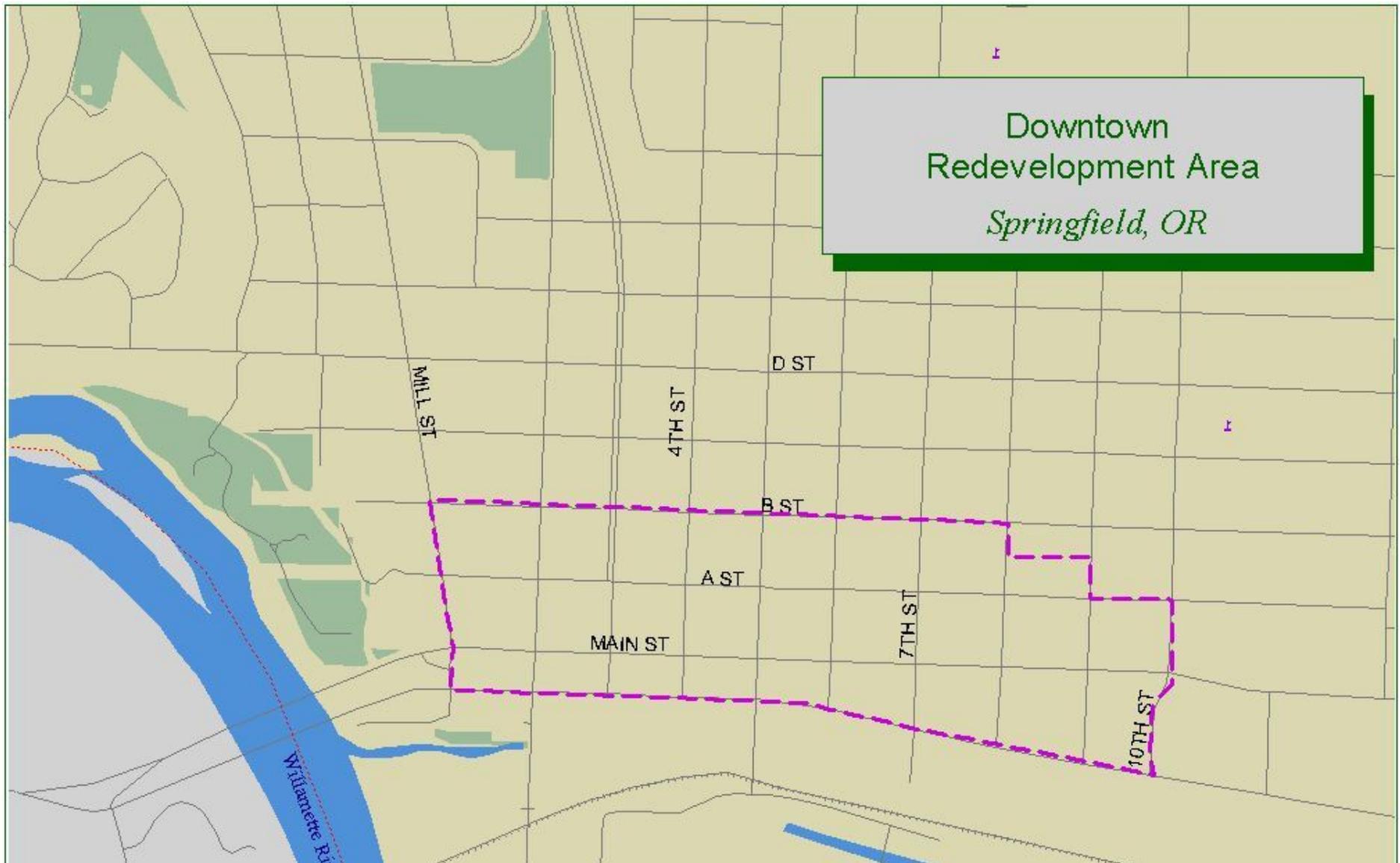

Mayor

ATTEST:



City Recorder

REVIEWED & APPROVED
AS TO FORM

DATE 3/16/13
OFFICE OF CITY ATTORNEY



DOWNTOWN FOOD CART PROGRAM COVERAGE – Includes all city-owned streets, sidewalks, open spaces and rights-of-ways within the area outlined. Includes the sidewalks on both sides of Mill Street, South A Street, 10th Street and B Street. Vending is only allowed from specific permitted locations within this area as authorized by NEDCO and the City of Springfield.

AGENDA ITEM SUMMARY

Meeting Date: 3/24/2014
Meeting Type: Work Session
Staff Contact/Dept.: Jeff Towery
Lauren King
Staff Phone No: 541.726.3627
541.746.9621
Estimated Time: 15 Minutes
Council Goals: Strengthen Public Safety
by Leveraging
Partnerships and
Resources

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE: MORATORIUM ON MEDICAL MARIJUANA FACILITIES (DISPENSARIES)

ACTION REQUESTED: To provide direction as to whether the City seeks to adopt a moratorium on medical marijuana dispensaries.

ISSUE STATEMENT: Obtain guidance from Council about adopting a moratorium on medical marijuana facilities until May 1, 2015 to allow for the time make necessary adjustments to City Code that provide for reasonable regulations of the facilities.

ATTACHMENTS: Attachment 1: Council Briefing Memorandum

**DISCUSSION/
FINANCIAL
IMPACT:** The 2013 Oregon Legislature passed House Bill 3460, directing the Oregon Health Authority (OHA) to establish and regulate a medical marijuana facility (dispensary) registration system. Under that law, registered medical marijuana dispensaries are authorized to sell medical marijuana beginning March 1, 2014.

To better clarify a local government's ability to regulate the facilities, the 2014 Oregon Legislature passed Senate Bill 1531. SB 1531 provides that cities may only impose "reasonable regulations" on the hours of operation; limitations on where the facility may be located in the authorized zones; and reasonable conditions on the manner in which a facility may dispense medical marijuana.

Additionally, Senate Bill 1531 permits local governments to adopt an ordinance declaring a moratorium on the operation of registered medical marijuana dispensaries until May 1, 2015. The moratorium must be adopted by May 1, 2014.

We recommend that the City take action and enact a moratorium before the May 1, 2014 deadline. The moratorium gives the City a mechanism to prevent the development of medical marijuana dispensaries while the City gives further consideration as to what reasonable regulations are appropriate for the community and consistent with the law. Additionally, it is likely that the legalization of recreational marijuana will be on the 2014 ballot. During the one-year moratorium, the City will be able to consider reasonable regulation of medical marijuana dispensaries, as well as identify local regulations of the sale and use of recreational marijuana, if the voters approve any such measure.

Although not required, the Council may choose to hold a public hearing on a proposed ordinance for a moratorium in order to receive public testimony.

MEMORANDUM

City of Springfield

Date: 3/17/2014
To: Gino Grimaldi **COUNCIL**
From: Jeff Towery **BRIEFING**
Lauren King
Subject: Moratorium on Medical Marijuana Facilities **MEMORANDUM**
(Dispensaries)

ISSUE: Obtain guidance from Council about adopting a moratorium on medical marijuana facilities until May 1, 2015 to allow for the time make necessary adjustments to City Code that provide for reasonable regulations of the facilities.

COUNCIL GOALS/**MANDATE:**

Strengthen Public Safety by Leveraging Partnerships and Resources

BACKGROUND:

The 2013 Oregon Legislature passed House Bill 3460, directing the Oregon Health Authority (OHA) to establish and regulate a medical marijuana facility (dispensary) registration system. Under that law, codified as ORS 475.314, registered medical marijuana facility systems are authorized to sell medical marijuana beginning March 1, 2014.

The qualify for registration, facilities must be located in an area that is zoned for commercial, industrial, mixed-use, or agricultural; not locate at the same address as a marijuana grow site; not locate within 1,000 feet of a public or private school; and not locate within 1,000 feet of another medical marijuana facility. Currently, Springfield's Development Code does not contain medical marijuana dispensaries as a listed use, nor are there any comparable uses. Accordingly, other than the limitations stated above, the City has little ability to regulate the dispensaries.

On March 1, 2014, OHA began collecting applications for registered facilities. To date, it is unknown if any registrations have been issued. As of March 1, 2014, more than a dozen callers contacted the City to request information regarding locating a dispensary within the City limits. Additionally, the OHA reported that more than 40 applicants were received for registering a dispensary within Lane County.

To better clarify a local government's ability to regulate the facilities, the 2014 Oregon Legislature passed Senate Bill 1531. SB 1531 provides that cities may only impose "reasonable regulations" on the hours of operation; limitations on where the facility may be located in the authorized zones; and reasonable conditions on the manner in which a facility may dispense medical marijuana. Until such regulations are identified and adopted by the City Council, however, the City has not ability to regulate other than the general limitations stated in the statute.

Senate Bill 1531 also permits local governments to adopt an ordinance declaring a moratorium on the operation of registered medical marijuana dispensaries until May 1, 2015. The moratorium must be adopted by May 1, 2014. The moratorium allows local governments to give further consideration as to what "reasonable regulations" may be appropriate for the community.

RECOMMENDED ACTION:

We recommend that the City take action and enact a moratorium before the May 1, 2014 deadline. The moratorium gives the City a mechanism to prevent the development of medical marijuana dispensaries while the City gives further consideration as to what reasonable regulations are appropriate for the community and consistent with the law. Additionally, both the House and Senate Judiciary Committees have been charged with holding a work group to make further changes to the dispensary system and the issue of long-term local bans will be taken up in those Committees. The moratorium allows the City to “freeze” any development of medical marijuana dispensaries while the legislators consider the matter further.

Additionally, it is likely that the legalization of recreational marijuana will be on the 2014 ballot. After the one-year moratorium, City will know if recreational marijuana is legal and will have been able to consider what local regulations of the sale and use of recreational marijuana are appropriate.

We recommend that the City take action and enact a moratorium before the May 1, 2014 deadline.
