

# Planning Commission Agenda

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Online at www.springfield-or.gov

**Planning Commissioners:** 

Sophie McGinley, Chair Andy Landen, Vice Chair Michael Koivula Grace Bergen Kuri Gill Matt Salazar Open Position

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From your computer, tablet or smartphone https://zoom.us/j/92014521651?pwd=UWl1eGdpVzBlSUkrZDdXcnVjdDFlZz09

Meeting ID: 920 1452 1651; Passcode: 154185

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		March 16, 2021		
	_	6:00 p.m. Work Session		
CALL TO ORDER				
ATTENDANCE:	Chair McGinley_ Bergen and	, Vice Chair Landen Salazar	, Koivula	, Gill,
WORK SESSION ITI	EM(S)			
1. Developm	nent Code Update P	roject- Quarterly Check Ir	1	
Staff: Mark 50 M	c Rust inutes			
ADJOURNMENT				

1 480 -		March 16, 2021		
	7:00 p.m.	Committee for Citizen In	volvement	
CONVENE AND CA	LL TO ORDER THE	COMMITTEE FOR CITIZ	ZEN INVOLVEI	<u>MENT</u>
ATTENDANCE:	Chair McGinley Bergen and S	, Vice Chair Landen alazar	, Koivula	, Gill
PLEDGE OF ALLEG	<u>IANCE</u>			
BUSINESS FROM TE	HE AUDIENCE			

# DEVELOPMENT CODE UPDATE – REVISIONS OF COMMUNITY ENGAGEMENT PLAN

 Revised Development Code Project Schedule Staff: Mark Rust

Comments are limited to 3 minutes per person

# REPORT OF COUNCIL ACTION

# **BUSINESS FROM THE PLANNING COMMISSION/CCI**

• Upcoming meetings, committee reports, or other business

# BUSINESS FROM THE DEVELOPMENT AND PUBLIC WORKS DEPARTMENT

# **ADJOURNMENT**

3/16/2021 AGENDA ITEM SUMMARY **Meeting Date:** 

> **Meeting Type:** Work Session **Staff Contact/Dept.:** Mark Rust/DPW **Staff Phone No:** 541-726-3654 **Estimated Time:** 50 minutes

**Encourage Economic SPRINGFIELD** Council Goals:

Development and Revitalization through

Community Partnerships

**ITEM TITLE:** DEVELOPMENT CODE UPDATE PROJECT - QUARTERLY CHECK IN

**ACTION REQUESTED:** 

PLANNING COMMISSION

No formal action is needed or requested. This meeting is an opportunity for staff to report to the Planning Commission on the City Council direction received at the March 15, 2021 meeting and for the Planning Commission to provide input and feedback on the Development Code Update Project process.

**ISSUE STATEMENT:** 

Staff will give the Planning Commission an update on the Development Code Update Project.

The Purpose of the Development Code Update Project is to change the Springfield Development Code to support efficient, timely, and clear development review. The updated Development Code will support Springfield's economic development priorities and will honor Springfield's hometown feel now and in the future.

**ATTACHMENTS:** Attachment 1: Communication Memo

Attachment 2: Presentation Slides

Attachment 3: Spectrum of options for Siting and Design Standards

Attachment 4: Draft Revised Project Schedule (3/16/21)

**DISCUSSION: Background** 

> Staff last presented to the Planning Commission on this project on October 6, 2020. At this meeting staff gave the Planning Commission an update on the progress of both Phase 1, Housing, and Phase 2, Employment Lands, of the Development Code Update Project. A Communication memo was sent on January 19, 2021 summarizing the final rule making adoption for middle housing that directly impacts the Phase 1 Housing portion of the Development Code Update Project.

#### Discussion

Staff reengaged with the Housing Technical Advisory Committee for the Housing phase of the project. Staff, together with the feedback from the Housing Technical Advisory Committee, has revised the draft housing code sections to be in conformance with the new state middle housing rules and is working to finalize the code sections for public review. Staff plans to release these draft code sections for public review in June 2021.

Staff is working on the code revisions for the Phase 2, Employment Lands, of the Development Code Update Project. Staff is working with other city staff and the appointed Employment Lands Technical Advisory Committee on draft employment lands code sections that will also be ready for public release in June 2021.

### **Next Steps**

Staff will continue making progress on the Development Code Update Project. Staff anticipates releasing draft public review sections of the code in June 2021. Staff will provide the next regularly planned quarterly check in in June 2021.

#### COMMUNICATION MEMORANDUM

Meeting Date: 3/16/2021
Meeting Type: Work Session
Staff Contact/Dept.: Mark Rust/DPW
Staff Phone No: 541-726-3654
Estimated Time: 50 Minutes

S P R I N G F I E L D PLANNING COMMISSION **Council Goals:** Encourage Economic

Development and Revitalizati

through Community

Partnerships

#### **ITEM TITLE**

### DEVELOPMENT CODE UPDATE PROJECT – QUARTERLY CHECK IN

#### **BACKGROUND**

Staff last presented to the Planning Commission on this project on October 6, 2020. At this meeting staff gave the Planning Commission an update on the progress of both Phase 1, Housing, and Phase 2, Employment Lands, of the Development Code Update Project. A communication memo was sent to the Planning Commission on January 19, 2021 summarizing the final rule making adoption for middle housing that directly impacts the Phase 1 Housing portion of the Development Code Update Project.

Staff has continued to meet with the Housing Technical Advisory Committee and the Employment Lands Technical Advisory Committee. Additionally, staff met with the Governance Committee on January 20, 2021 to get feedback and direction on how to ensure the development code amendments would be consistent with the Springfield Comprehensive Plan. The issue of consistency with the Comprehensive Plan was discussed in the January 19, 2021 communication memo including a flowchart specifying different options for addressing the consistency question. The direction received from the Governance Committee, which is the same as the input also received from the Housing Technical Advisory Committee on this issue, is to proceed with adopting bridge language into the Comprehensive Plan in the interim, until a comprehensive update to the Residential Land and Housing Element is completed in the future.

### DISCUSSION

#### Phase 1 – Housing code

The housing phase of the Development Code Update Project is nearing the public review draft step. As you may recall we released a public review draft of housing code sections in February of 2020. Since the adoption of the new Oregon Administrative Rules (OARs or rules) implementing House Bill (HB) 2001 included provisions that were not anticipated when we released the previous draft code, staff has revised the housing code to be in conformance with the new OARs. Even though the draft rules are fairly prescriptive in detailing the manner in which a city must implement the new middle housing legislation, there are some areas of flexibility allowed. The main areas for local decisions around flexible implementation are discussed below.

As discussed in more detail in the January 19, 2021 communication memo, there are two major options for cities in implementing the new adopted rules. A city can choose to adopt the state Model Code or adopt their own regulations under the Minimum Compliance Standards.

• The state Model Code is available for cities to adopt wholesale if a city doesn't want to or doesn't have the capacity to go through the process of modifying/amending their code to be in conformance with the Middle Housing regulations. The Model Code also will be directly applied to a city if that city does not adopt its own code changes by June 30, 2022.

• The Minimum Compliance Standards in the rules are fairly prescriptive and are therefore likely to have a significant influence on the approach to middle housing regulations. The Minimum Compliance Standards establish the standards that a city must meet to be deemed compliant with the provisions of HB 2001. The standards constitute the range of reasonable Siting and Design Standards that local governments may adopt to regulate the development of middle housing. These standards are intended to allow cities more flexibility than the standards included in the Model Code.

#### Density and lot size

One area of flexibility centers around lot sizes (or density) for triplexes and fourplexes. There are two main paths to choose within the rules, the Minimum Compliance Standards and the Model Code provisions.

- The Minimum Compliance Standards allow a city to limit triplexes to 5000 square foot lots and larger and fourplexes to 7000 square feet and larger. These are the largest lot minimum sizes that a city can require.
- The Model Code provisions do not have any limitation on minimum lot size for these two middle housing types. Rather under the Model Code provisions triplexes and fourplexes would be allowed on the same size lot that allows a detached single-family home.

In discussions with the Housing Technical Advisory Committee (TAC) it was generally agreed that Springfield should pursue implementing the minimum lot sizes as allowed in the Minimum Compliance Standards. Staff intends to propose this option in the new public review draft code while explaining that this is an area that flexibility could be provided.

One potential option for providing flexibility in the lot size, or density is around affordable housing. A "deeper affordability" option would allow a density bonus for a housing project if a certain number of the units were committed to being provided at a defined affordability threshold. An example might be that instead of being limited to a triplex or a fourplex, up to six units could be allowed if half (or all) of the units were affordable to households earning nor more than 60% of the area median income. This concept has not been fully vetted and could be considered further through the public outreach step of the project.

#### **Defining Housing Types (attached vs. detached)**

A second area of flexibility in the rules is in how certain housing types are defined. The Model Code requires duplex, triplex and fourplex units to be attached. The Minimum Compliance Standards allow a city to define "plexes" to include detached units in addition to attached units.

Similarly, for the cottage cluster housing type the Model Code only allows multiple cottages on one lot. But a city could choose to also allow each cottage being on their own lot (similar to our current cluster subdivision provision). This option could provide additional opportunity for fee simple ownership of a dwelling.

Staff will present some figures representing some potential different configurations illustrating these differences in the presentation slides (Attachment 2).

#### **Parking**

Parking is a topic that generates a lot of input. The Minimum Compliance Standards specify a maximum amount of parking that a city can require.

- The Minimum Compliance Standards allow a city to require <u>no more than 1 space per unit</u> for triplexes and fourplexes, or 3 total off-street spaces for a triplex and 4 total off-street spaces for a fourplex.
- In contrast the Model Code specifies that a <u>total of only one</u> off-street parking space is required for a triplex or fourplex.

The OARs give a city the ability to allow for on street parking credits as well as reducing the parking requirement to zero if desired. Based on the discussion with the TAC, staff has included the maximum parking requirement, together with allowing on street parking credit that is already allowed the development code. Staff anticipates that this will be a topic of debate through the public outreach and hearing process.

### Siting Standards and Design Standards

The OARs allow a city to require Siting Standards and Design Standards. Both terms are defined in the rules.

- Siting Standards relate to the position, bulk, and scale of the housing on the lot. Examples include such things as setbacks, lot coverage standards, height, parking requirements, utility standards, and access.
- Design Standards relate to the arrangement, orientation, materials, appearance, articulation, or aesthetics of the housing.

The standards allowed through the rules and Model Code are considered "safe harbor" rules that meet the statutory test of not causing unreasonable cost or delay to permit middle housing.

For Siting Standards, the rules allow three options:

- 1. Require the standards provided in the rules or Model Code. The rules specify minimum compliance provisions related to triplexes or fourplexes. For the other middle housings types the Model Code is relied upon for the Siting Standards that are acceptable as not causing unreasonable cost or delay.
- 2. Implement standards that are less restrictive than what is in the rules or Model Code.
- 3. Go through the Alternative process and make findings for each standard that is different from what is in the rules or Model Code.

For Design Standards there are four options:

- 1. Require what is allowed in the Model Code.
- 2. Implement standards that are less restrictive than what is in the Model Code.
- 3. Use the same clear and objective standards that are applicable to detached single family structures in the same zone.
- 4. Go through the Alternative process and make findings for each standard that is different from what is in the Model Code.

Through consideration of the input from the TAC on these standards, staff in planning to include a combination of the Minimum Compliance Standards and Model Code standards in the public review draft code. Generally, the Siting Standards are proposed at the minimum compliance standard level and the Design Standards are proposed at the Model Code level of standards. See Attachment 3 for a table illustrating the spectrum of options for the Siting and Design Standards.

### **Alternative Siting or Design Standards Process**

The alternative option for including additional Siting or Design Standards that are outside of the safe harbor provisions specifically allowed by rule is to pursue the alternative standards process. This process would include writings findings based on the established set of criteria in the rules to justify to the state that the additional standards should be allowed and would not individually or cumulatively cause unreasonable cost or delay to the development of Middle Housing. Staff has not contemplated pursuing this option at this point. However, discussions around standards such as solar setbacks may warrant further conversation and consideration of this option.

#### Phase 2 – Employment Lands (commercial and industrial) code

The Employment Lands Technical Advisory Committee for Phase 2 has convened four times and will continue meeting to discuss new draft code for employment lands chapters of the Development Code. The Employment Lands phase of the project includes Site Plan Review, Infrastructure Standards, and Development Standards that are also applicable to housing development.

Planning staff is working integrally with other city staff on the infrastructure standards sections, as well as the other sections. The infrastructure standards are proving to be technically complex considering state law requirements for clear and objective standards for housing. Specifically related to stormwater management there are competing requirements to meet state and federal regulations that complicate the drafting of standards.

### Phase 3 – Other Code Sections ("Everything else")

Staff has not yet begun Phase 3 of the project. See the discussion below under the Timeline heading below. When Phase 3 is initiated it will include many sections of Development Code that are not being amended during Phases 1 and 2. Examples of some of the sections that have been highlighted for needed updates include the following:

5.7-100 - Annexations 5.13-100 - Master Plans

5.19-100 - Tree Felling Permits

3.3-500 - Hillside Development Overlay District

### **Project Schedule**

According to the overall project schedule as revised (Attachment 4, revised version 3/16/21) staff is on track with the project phases. Staff will proceed with Phase 3 in the fall of 2021. Phases 1 and 2 will move into public outreach and the public hearings process in the spring and summer of 2021.

#### **NEXT STEPS**

Staff will also be meeting with the Planning Commission in its capacity as the Committee for Citizen Involvement (CCI). Staff is asking the CCI for approval of the revised project timeline (11/16/20 version), as part of the project Community Engagement Plan, that was previously discussed with the Council at the October 5, 2020 work session.

Staff will continue to work on Phase 1, Housing, and Phase 2, Employment Lands, of the Development Code Update Project. The city's Technical Advisory Committee for Phase 2 has been meeting virtually and will continue meeting to review new draft code for employment lands.

Staff will continue working on planning for the public outreach efforts to engage the community to receive feedback and input on the draft code sections. Staff is considering combining the community engagement efforts on both the housing and employment lands phases. Staff anticipates releasing public review drafts of the code sections for Phase 1 and Phase 2 in June 2021. As part of the public outreach staff is planning a virtual open house that will provide information and receive input from the community. Additionally, staff is working on other public outreach efforts.

Staff will provide the next regularly planned quarterly check in to the Planning Commission in June 2021.

# RECOMMENDED ACTION

No formal action is needed or requested. This meeting is an opportunity for staff to report to the Planning Commission on the City Council direction received at the March 15, 2021 meeting and for the Planning Commission to provide input and feedback on the Development Code Update Project process.

# **Quarterly Check In Code Update Project**



Planning Commission Work Session



March 16, 2021

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# **Purpose**

 The purpose of the Development Code Update project is to change the Springfield Development Code to support efficient, timely, and clear development review. The updated Development Code will support Springfield's economic development priorities and will honor Springfield's home town feel now and in the future.

# **Objectives**

- 1. Quick review of development applications
- 2. Easy to understand, clear, and user-friendly format
- 3. Straight forward processing path
- 4. Supports/furthers economic development
- 5. Beautiful city, encourage investment, and improve image
- 6. Complies with mandatory regulatory requirements
- 7. Implement the City's adopted policies

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# House Bill (HB) 2001- Middle Housing

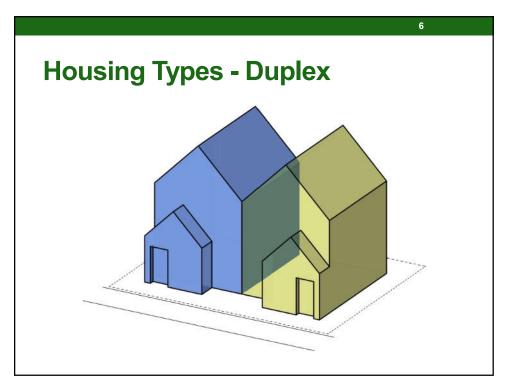
- Bill passed in 2019
- Department of Land Conservation and Development (DLCD) – Rule advisory committee (RAC), drafted rules (2020)
- Land Conservation and Development Commission (LCDC) – Adopted new rules December 9, 2020

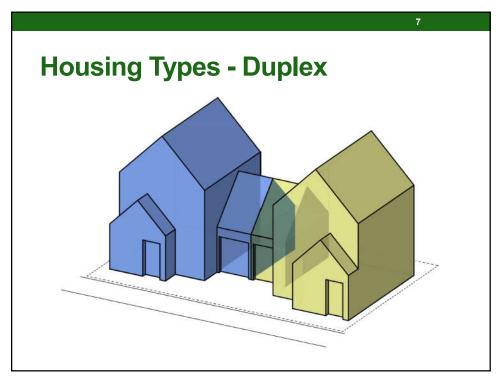
# What is Middle Housing

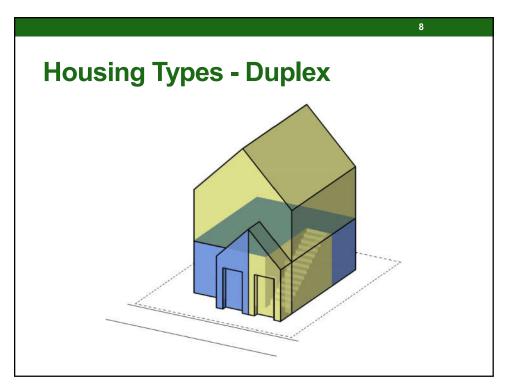
 Duplex, Triplex, Fourplex, Townhomes, and Cottage Clusters

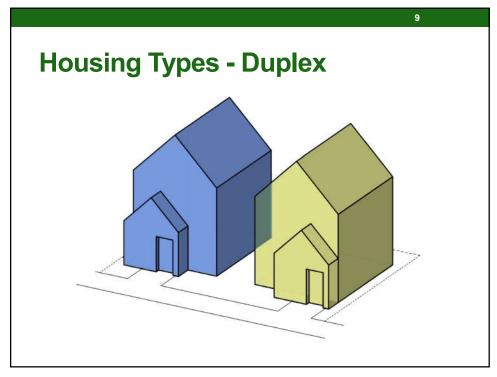
 <u>Large City</u> – must allow duplexes on every lot and allow the other middle housing types "in areas".

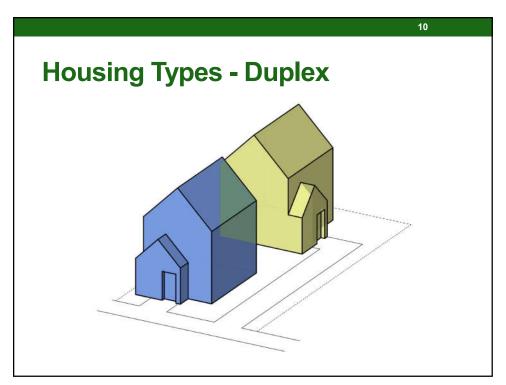
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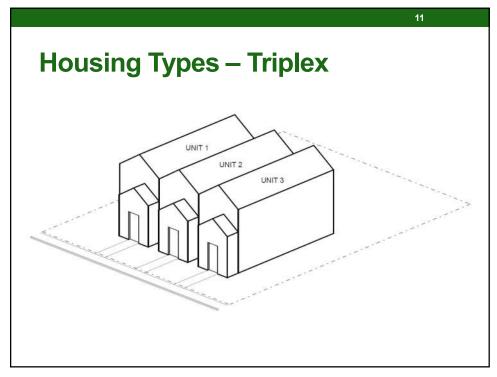


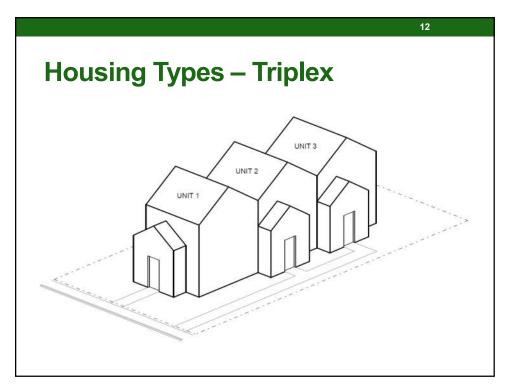


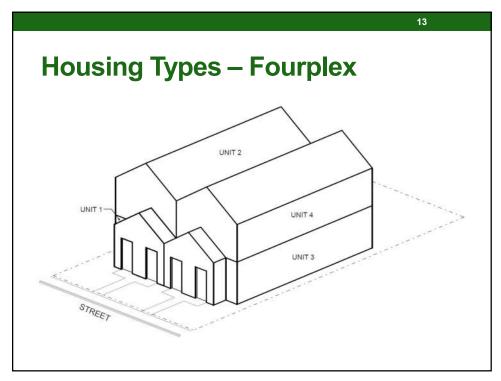


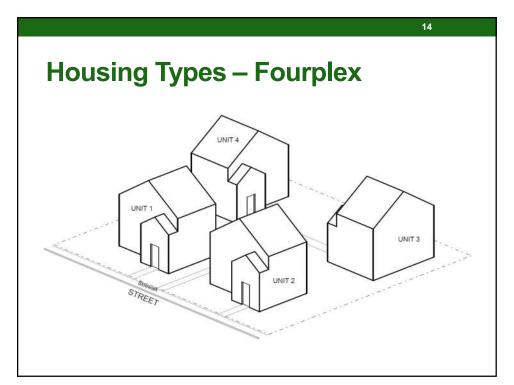


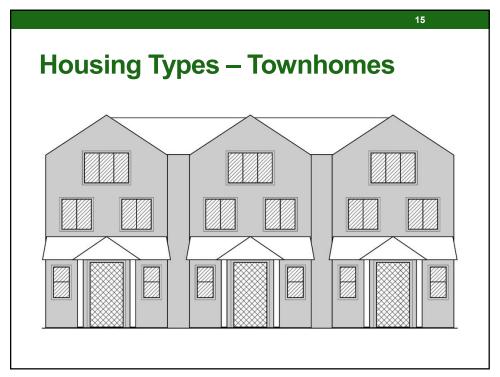


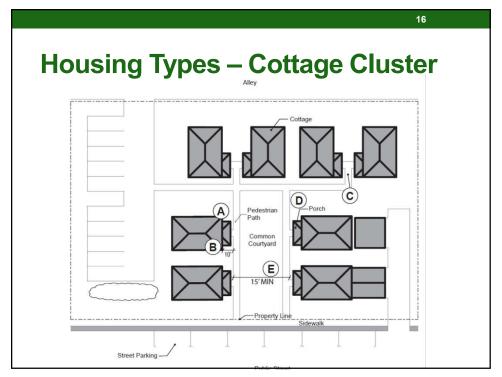












# **Minimum Compliance Standards**

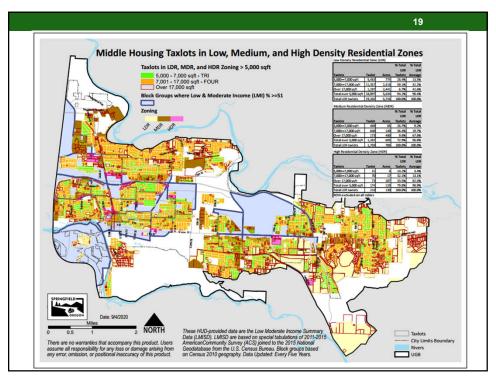
- Large Cities must allow duplexes on every residentially zoned lot that a single-family home is allowed.
- Large Cities must allow triplex, fourplex, townhomes, and cottage clusters on all lots that single-family homes are allowed, except:
  - Goal protected lands (floodplain, landslide hazard, etc.)
  - Master Planned communities
  - Federally regulated lands

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# **Performance Standards**

- Allows analysis by cities
  - Triplexes 80% of lots
  - Fourplexes 70% of lots
  - Townhomes 60% of lots
  - Cottage Clusters 70% of lots
- Equitable distribution test
  - Allowed on 75% or more of all lots in each census tract



# **Model Code**

- · Stand alone code that cities can adopt.
- Will be directly applied if a large city doesn't adopt its own standards by June 30, 2022.

# **Siting Standards**

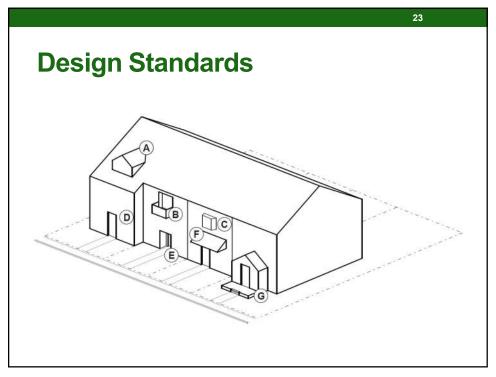
- Related to position, bulk, scale
  - Setbacks
  - Bulk/scale (FAR)
  - Lot coverage
  - Height
  - Parking requirements
  - Utilities
  - Public Facilities

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# **Design Standards**

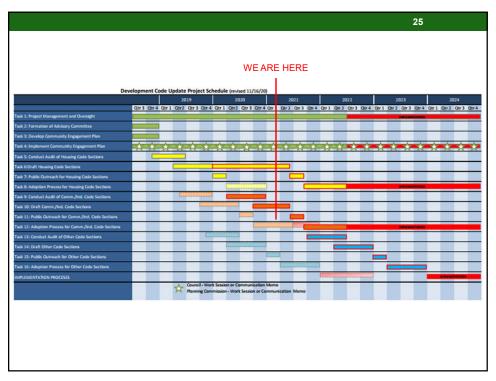
- Related to arrangement, orientation, materials, appearance, articulation, or aesthetics
  - Entry treatment
  - Façade orientation
  - Window coverage
  - Driveways

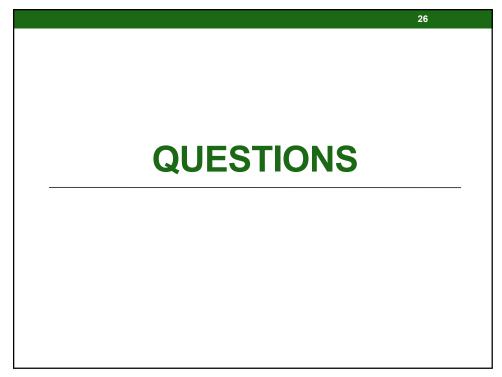


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# **Alternative Siting or Design Standards**

- Must not individually or cumulatively cause unreasonable cost or delay to the development of middle housing
  - The total time and cost of construction.
  - The total cost of the land.
  - The availability and acquisition of land.
  - The total time and cost of permitting and fees.
  - The cumulative livable floor area that can be produced.
  - The proportionality of cumulative time and cost of the proposed standard in relationship to the public need or interest the standard fulfills.





# **Spectrum of Options for Implementation of Siting and Design Standards**

	More Restrictive		More Permissive	
Standard	Option 1 Allow	Option 2 Encourage	Option 3 Incentivize	
Defining Housing T	ypes			
Duplex, Tri/fourplex	Limit to attached only		Allow attached or detached	
Cottage Cluster	Only allow multiple units on one lot		Allow individual units on lots	
Siting Standards				
Lot sizes	Use OAR minimums	Lesser minimum	No minimum	
Triplex	5,000 sq. ft. lot	Lesser minimum	No min.	
Fourplex	7,000 sq. ft. lot	Lesser minimum	No min.	
Townhome	1,500 sq. ft. lot	Lesser minimum	No min.	
Cottage Cluster	7,000 sq. ft. lot	Lesser minimum	No. min.	
Building Height	Use OAR maximum	Higher maximum	No maximum	
Tri/fourplex	25 feet or 2 stories	30-50 feet (depending on zone)	No max. (certain zones)	
Townhomes	Same as SFD (30 ft.) or 2 stories	35-50 feet (depending on zone)	No max. (certain zones)	
Cottage Cluster	None specified			
Lot Coverage/FAR	Use OAR standard	Higher maximum	No maximum*	
Tri/fourplex	Same as SFD (45%)	50-60% (depending on zone)	No max.	
Townhomes	Same as SFD (45%)	50-60% (depending on zone)	No max.	
Cottage Cluster	No limit/not allowed			
*Limited by other development standards (ex. stormwater, setbacks, parking, etc.)				

# **More Restrictive**

Design Standards	Use OAR standards	Lesser standards	No Standards
Duplex	None allowed (or same as SFD)		
Tri/fourplex	Entry orientation, windows, garage width, driveway.	Lesser standards	No standards
Townhomes	Entry orientation, unit definition, windows, driveway access and parking	Lesser standards	No standards
Cottage Cluster	Cottage orientation, courtyard design, community building, pedestrian access, windows, parking design, screening, garages and carports, accessory structures, existing structure.	Lesser standards	No standards
	•		
Parking	Use OAR standards	Lesser standards (ex. Allow on street parking credit)	No parking standard (along corridors?)
Triplex	3 spaces total	Ex. 1-2 spaces total	No requirement
Fourplex	4 spaces total	Ex. 1-3 spaces total	No requirement
Townhome	1 space per unit		No requirement
Cottage Cluster	1 space per unit	.5 space per unit	No requirement
Solar Setbacks	Require Solar Setbacks for only SD-D and Duplex	Require Solar Setbacks only for SD-D	No Solar Setbacks

**Development Code Update Project Schedule** (revised 3/16/21) 2019 2020 2021 2022 2023 2024 Qtr 3 Qtr 4 Qtr 1 Qtr 2 Qtr 3 Qtr 4 Qtr 3 Task 1: Project Management and Oversight Task 2: Formation of Advisory Committee Task 3: Develop Community Engagement Plan Task 4: Implement Community Engagement Plan Task 5: Conduct Audit of Housing Code Sections Task 6:Draft Housing Code Sections Task 7: Public Outreach for Housing Code Sections \*\*\*\*\*\*\*\*\*\*\* Task 8: Adoption Process for Housing Code Sections . ------Task 9: Conduct Audit of Comm./Ind. Code Sections Task 10: Draft Comm./Ind. Code Sections Task 11: Public Outreach for Comm./Ind. Code Sections Task 12: Adoption Process for Comm./Ind. Code Sections IMPLEMENTATION Task 13: Conduct Audit of Other Code Sections Task 14: Draft Other Code Sections Task 15: Public Outreach for Other Code Sections Task 16: Adoption Process for Other Code Sections IMPLEMENTATION PROCESES ..... IMPLEMENTATION Council - Work Session or Communication Memo Planning Commission - Work Session or Communication Memo NOTE: The dashed lines and shadowed colored bars are the original timeline. The brighter colored bars and bars outlined in red represent the revised timeline.

# AGENDA ITEM SUMMARY Meeting Date: 3/16/2021

Meeting Type: Regular Meeting
Staff Contact/Dept.: Mark Rust/DPW
Staff Phone No: 541-726-3654
Estimated Time: 30 minutes

S P R I N G F I E L D COMMITTEE FOR CITIZEN INVOLVEMENT

Development and Revitalization through Community Partnerships

Encourage Economic

ITEM TITLE:	DEVELOPMENT CODE UPDATE PROJECT
ACTION REQUESTED:	Approve a revised project schedule as part of the Community Engagement Plan for the Development Code Update Project.

# ISSUE STATEMENT:

The progress on the Development Code Update Project is continuing. However due to unforeseen circumstances the project is not on track with the project schedule. Staff is requesting approval of revision to the project Community Engagement Plan to modify the project schedule.

Council Goals:

# **ATTACHMENTS:** Attachment 1: Draft Revised Community Engagement Plan

Attachment 2: Revised (3/16/21) Development Code Project Schedule

#### **DISCUSSION:**

A key component of the Community Engagement Plan is the project schedule. The project schedule is part of the Community Engagement Plan that was originally approved by the Committee for Citizen Involvement (CCI) on December 18, 2018 and subsequently revised on October 1, 2019 to amend the project schedule to adjust to the new House Bill 2001 legislation that was added into the project scope, necessitating a project schedule revision.

Staff discussed revising the project schedule with the City Council and Planning Commission in October 2020. At that time staff was not on track with the project schedule. Staff asked for permission from Council to delay the start of Phase 3 to focus on concurrently processing Phase 1 Housing and Phase 2 Employment Lands to get these phases of the project to an adoption ready state to begin the public hearings process. Staff will then proceed with Phase 3 as Phases 1 and 2 move towards completion. Council supported the project schedule extension at that time.

The project schedule needs to be revised due to the current global COVID pandemic causing unforeseen delays in proceeding on schedule with the project tasks, and the lengthy rules making process at the state for implementing House Bill 2001. The final rules that were adopted in December 2020 require revisions to the previously released draft housing code sections.

Staff is bringing the proposed project schedule revision to the CCI for approval.

# OPTIONS FOR APPROVAL

Staff is asking the CCI to approve the revised project schedule. Potential options for approving the members include:

- 1. Approve the revised project schedule. (recommended)
- 2. Not approve the revised project schedule.
- 3. Direct staff to make other changes to the project schedule.



# **Community Engagement Plan**

Approved by the Committee for Citizen Involvement: Revisions approved: Revision approved (project schedule only) December 18, 2018 October 1, 2019 March 16, 2021

The Community Engagement Plan will serve as a guide for outreach and community engagement activities for the Development Code Update Project.

#### I. Introduction

The Community Engagement Plan describes activities that the City of Springfield will implement to ensure that interested and affected parties have adequate opportunities to provide meaningful input to the Development Code Update Project. The Community Engagement Plan highlights the expected outcomes, and is designed with the general public, decision makers, technical advisory committee members, and the project team in mind as the intended audience.

The Purpose of the Development Code Update Project is to change the Springfield Development Code to support efficient, timely, and clear development review. The updated Development Code will support Springfield's economic development priorities and will honor Springfield's home town feel now and in the future.

# **II. Community Engagement Goals**

Throughout this project, we are committed to sharing information and gathering input.

The Community Engagement goals are to:

- Ensure the Springfield community has opportunities to be informed about the project
- Ensure the Springfield community has opportunities to provide input on the project.
- Ensure the community understands the key issues related to the Development Code.
- Foster and sustain a collaborative and mutually respectful process while completing the Development Code Update Project.
- Communicate complete, accurate, understandable, and timely information to the community and partners throughout the Development Code Update Project including explanation of potential impacts from the proposed changes.
- Demonstrate how input has influenced the process and is incorporated into the final Development Code update.

• Adhere to the City of Springfield community engagement guiding principles.

# **III. Project Objectives**

The established project objectives were developed in conjunction with the Springfield City Council and Planning Commission. The Project objectives are to:

- 1. Enable quick review of development applications.
- 2. Provide easy to understand code language presented in a clear and user-friendly format.
- 3. Provide a straight-forward processing path to development decisions.
- 4. Support/further economic development in all sectors.
- 5. Protect and enhance the beauty of our city to boost or stabilize property values, encourage investment, and improve the image of the community.
- 6. Comply with mandatory regulatory requirements including implementation of HB 2001.
- 7. Implement the City's adopted policies.

# **IV. Key Messages**

The use of key messages throughout project communications is helpful in maintaining consistent messaging about the project goal and project objectives. These messages are to be used both on written communications and as talking points.

Key messages within the Community Engagement Plan can be updated to include feedback and themes from the various phases of the project.

- The City of Springfield is committed to:
  - Reducing development barriers to allow for efficient utilization of the available land supply inside the Urban Growth Boundary.
  - Encouraging and facilitating development of more attached and clustered single-family housing in the low density and medium density residential zones.
  - Providing a variety of housing options for all income levels in both existing neighborhoods and new residential areas.
  - Enhancing the quality and affordability of new development within existing neighborhoods and of multi-family housing.
  - o Promoting compact, orderly, and efficient urban development.
  - o Making development decisions predictable, fair, and cost-effective.
  - Promoting efficient and economical patterns of mixed land uses and development densities.
  - o Broadening, improving, and diversifying the Springfield economy.
  - Maintaining or enhancing environmental qualities and Springfield's natural heritage.
- There will be multiple ways and opportunities for the Springfield community to receive project information and provide input on the project.

# V. Community Engagement Strategies

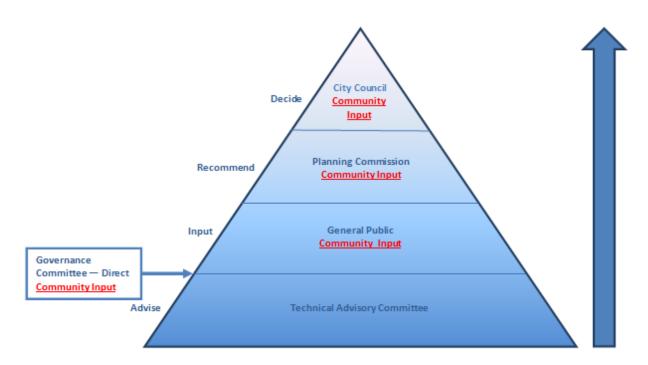
The activities listed below highlight the specific communication strategies that are anticipated to be used throughout the Development Code Update Project. These strategies will include explanation of the potential impacts from the proposed changes where applicable. Specific efforts will be made as part of the strategies to reach out to and engage the Spanish-speaking community. These efforts will include targeted efforts to involve and collaborate with the Spanish-speaking community members.

Community Engagement Strategies	Purpose	Timeline	Level of Community Engagement
Project webpage	Provides project information in one location.	Established 11/2018	Inform
E-Newsletter article(s)	Provide project information on specific topics or issues.	Edition(s) TBD	Inform
E-update(s)	Establish online sign up mechanism and share periodic project updates	Established 11/2018	Inform
Social Media Campaign (ex. LinkedIn, Facebook, Twitter, etc.)	Build overall awareness and promote project activities and findings.	On-going/as needed	Inform
Factsheet/FAQ's	Provide information about project and answer common questions.	Develop and update as needed	Inform
Open House – Online or in person (possible video)	Introduce project, present existing conditions and gather feedback	Date(s) based on project timeline	Consult, gather feedback
Key messages	Convey main points of project	As needed	Inform
Media release	Announce timely information	As needed	Inform
Presentations/Events/ Focus Groups (possible video)	Provide project information and receive feedback	As opportunities arise	Inform and gather feedback
Mailings/postcards	Provide information, invite to participate, request feedback	Create based on project timeline, update as needed	Inform
One-on-One meetings	Provide information, gather feedback	As appropriate	Inform and gather information
Technical Advisory Committee	Provide input and feedback on options to consider for code updates	Establish 12/2018 then throughout the project	Consult, gather input and feedback
Survey	To gather information and feedback	At the end of the project	Gather feedback
Analytics	Evaluate effectiveness of outreach	On-going	Analysis
Debrief meetings	After key project milestones	As needed	Analysis

# **VI. Community Involvement Process**

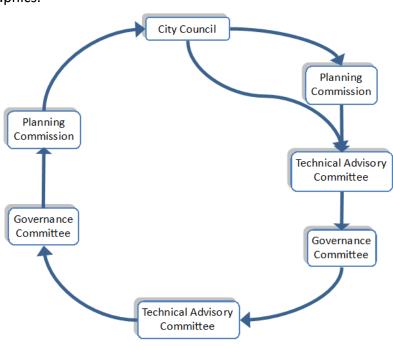
### **Advisory Bodies & Decision-Making Structure**

The decision making structure is represented by the graphics below. The structure is designed to ensure that the community is engaged and consulted, and that the Springfield City Council and committees have the benefit of that community input at major milestones of the project.



Each phase of the project, Housing, Commercial/Industrial, and Other, will go through a similar process as represented in these graphics.

- The Technical Advisory Committee will perform an analysis of the existing code and new code concepts and provide technical advice on how changes could be made and why the changes are proposed based on the Project Objectives.
- The Governance Committee will identify key issues and provide direction on areas of focus and opportunities at a policy level.

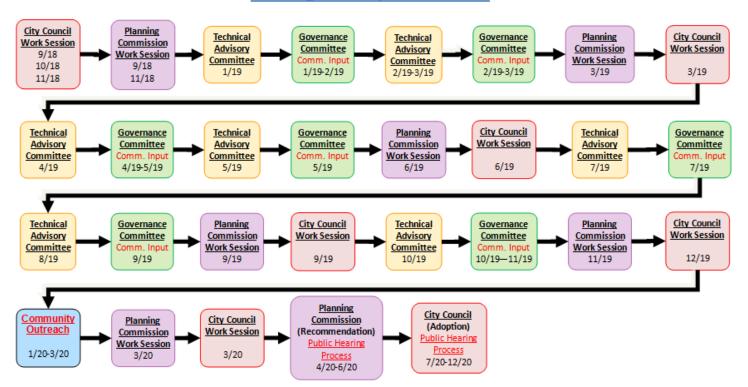


• The public will be engaged throughout the project as highlighted above in the engagement strategies. A concerted community outreach effort will seek input from the community on concepts and draft code language that is developed during each phase of the Project. All of this input will feed into a public hearing draft code that will be presented to the Planning Commission. The Planning Commission will conduct a public hearing process and make a recommendation to the City Council. The City Council will conduct a second public hearing process and take into consideration the Planning Commission recommendation as well as additional public input to make a final decision.

#### **Process**

The following diagram represents an example of how the dynamic process of the decision making between the different participants might look for the housing portion of the code update process.

# **Housing Code Update Process**



### **Decision-Making Groups**

**Springfield City Council:** The Springfield City Council has oversight and decision making responsibilities for the Project. The project team will provide briefings to the City Council and solicit feedback and guidance at regular check in meetings, either quarterly or on an as needed basis. The Springfield City Council holds the ultimate local authority on the approval and adoption of the final Development Code.

**Governance Committee:** A Governance Committee will be established to provide informed direction on the Project to the Project Core Team. The Governance Committee will be comprised of two City Councilors and two Planning Commissioners. One role of the Governance Committee

will be to provide an additional opportunity for the community to provide input. The committee members will provide updates to their respective bodies (Planning Commission and Council).

**Planning Commission:** The Springfield Planning Commission will provide recommendations to the City Council on the draft project materials. The Planning Commission will act in its capacity as the Committee for Citizen Involvement (CCI) to approve the Community Engagement Plan. Throughout the process the Planning Commission will conduct meetings and a public hearing that will provide opportunity for community input.

### **General Public Input**

Springfield community members will have multiple opportunities to provide input at key points throughout the project as outlined in the Community Engagement Strategies. The Decision Making Structure and Process diagrams above also identify points where community members can provide input and comments for consideration.

#### **Advisory Group**

**Technical Advisory Committee (TAC):** The role of the Technical Advisory Committee is to provide the Project Core Team with support necessary to develop code revisions by:

- Establishing a forum to identify, discuss, and resolve technical issues and concerns.
- Establishing a forum to maintain interdepartmental and interagency communication.
- Providing data and information, as requested.
- Reviewing and providing feedback on draft work products in a timely manner.

**Membership:** Upon formation, the TAC will be comprised of various interests from within the community. The Project Core Team will actively reach out to potential participants to invite them to the TAC. There will be multiple compositions of the Technical Advisory Committee over the life of the project. At the outset of the Project a Housing related TAC will be formed. Later on a TAC focused on Economic Development, and finally a TAC to address many other areas of the Development Code. It is also anticipated that focus groups related to specific topic areas may be formed to address identified areas of the Development Code.

Part of the TAC will include City staff, other government agencies staff, and utility provider participants on a topic specific basis. TAC meetings will be open to the public for observation. The list of proposed TAC member representatives is below.

Members of the TAC will be invited to representative the following areas:

### **Housing participants:**

- 1. Home Builders Association of Lane County
- 2. Residential developer
- 3. Residential contractor
- 4. Non-profit housing developer
- 5. Consultant (land use, engineering, architect, etc.)
- 6. Springfield Board of Realtors residential realtor
- 7. Historic Commission
- 8. Housing/low cost housing advocate
- American Disabilities Act (ADA) representative
- 10. Insurance/financing representative
- 11. Property management/multi-family housing developer
- 12. Springfield resident
- 13. Springfield youth

### **Economic development participants:**

- 1. Springfield Chamber of Commerce
- 2. Commercial Industrial Developer
- 3. Commercial/industrial contractor
- 4. Business owner
- 5. Consultant (land use, engineering, architect, etc.)
- 6. Commercial realtor
- 7. Commercial appraiser
- 8. Springfield consumer

#### Utility participants (on a topic specific basis):

- 1. SUB Water
- 2. SUB Electric
- 3. Rainbow Water District
- 4. Comcast
- 5. Charter
- 6. EWEB
- 7. Sanipac
- 8. NW Natural Gas

### **Government agencies:**

- Oregon Department of Land Conservation and Development (DLCD) - South Willamette Valley Regional Representative
- 2. Lane County Land Management
- 3. Lane County Engineering, Transportation Planning
- 4. Lane County Health and Human Services
- 5. Willamalane Park and Recreation District
- 6. Springfield School District
- 7. Lane Transit District
- 8. Oregon Department of Transportation

### City participants (on a topic specific basis):

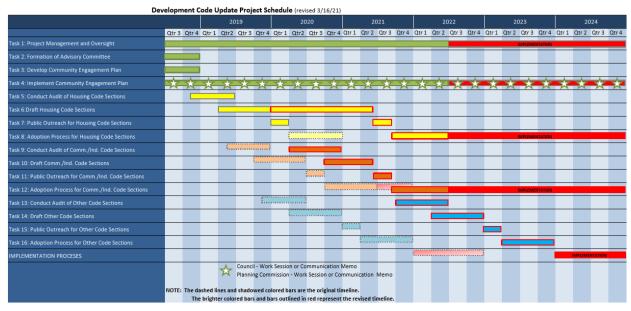
- 1. Building program
- 2. Fire Marshalls Office
- 3. Economic development
- 4. Emergency management
- 5. Civil engineering program
- 6. Transportation engineering
- 7. Transportation planning
- 8. Current planning
- 9. Comprehensive planning
- 10. Storm water Program
- 11. Housing

### VII. Measures of Success

Measures of success will help determine the effectiveness of community involvement efforts. Measures are based on the established Community Engagement Goals specified in Section II of this plan. The City will evaluate the effectiveness of the community engagement throughout and at the end of the Project. The following factors can be used to assess the engagement efforts in addition to or in relation to the Community Engagement Goals.

- Number of participants attending meetings or events.
- Number of responses received to a survey.
- Number of website views during a specific time period.
- Number of people who sign up for the project mailing list.
- Number of people who opened and clicked through on e-updates.
- Number of project comments received (phone, email, comment cards, online).
- How project decisions have been modified as a result of public input.
- Whether the comments received are relevant to the project (project understanding).
- Was the Project executed as planned, or did changes support the goals.
- Level of acceptance of Project outcomes.
- Survey participants to assess the level of understanding of process and changes.

### **Project Timeline**



This high level project timeline shows and demonstrates how the project is intended to be phased.

**Development Code Update Project Schedule** (revised 3/16/21) 2019 2020 2021 2022 2023 2024 Qtr 3 Qtr 4 Qtr 1 Qtr 2 Qtr 3 Qtr 4 Qtr 3 Task 1: Project Management and Oversight Task 2: Formation of Advisory Committee Task 3: Develop Community Engagement Plan Task 4: Implement Community Engagement Plan Task 5: Conduct Audit of Housing Code Sections Task 6:Draft Housing Code Sections Task 7: Public Outreach for Housing Code Sections \*\*\*\*\*\*\*\*\*\*\* Task 8: Adoption Process for Housing Code Sections ....... Task 9: Conduct Audit of Comm./Ind. Code Sections Task 10: Draft Comm./Ind. Code Sections Task 11: Public Outreach for Comm./Ind. Code Sections Task 12: Adoption Process for Comm./Ind. Code Sections IMPLEMENTATION Task 13: Conduct Audit of Other Code Sections Task 14: Draft Other Code Sections Task 15: Public Outreach for Other Code Sections Task 16: Adoption Process for Other Code Sections IMPLEMENTATION PROCESES ..... IMPLEMENTATION Council - Work Session or Communication Memo Planning Commission - Work Session or Communication Memo NOTE: The dashed lines and shadowed colored bars are the original timeline. The brighter colored bars and bars outlined in red represent the revised timeline.