



Comprehensive Plan Map Clarification Project

Project Advisory Committee
Meeting 1 via Zoom
July 26, 2022 | 4:00 PM - 5:30 PM

AGENDA RECAP

- I. Orient / Introductions
- II. Project Overview Presentation
- III. Virtual Tour of Project Research
- IV. Bylaws Discussion
- V. Look Ahead

ATTENDANCE

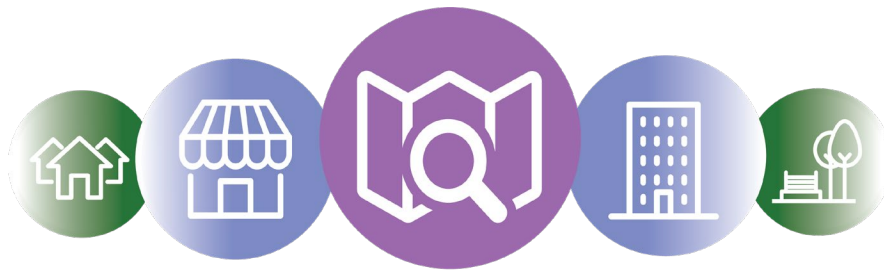
PROJECT ADVISORY COMMITTEE

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|---|---|
| <input checked="" type="checkbox"/> Alexis Biddle | <input checked="" type="checkbox"/> Phil Farrington |
| <input checked="" type="checkbox"/> Morgan Driggs | <input checked="" type="checkbox"/> Rick Satre |
| <input checked="" type="checkbox"/> Earl McElhany | <input checked="" type="checkbox"/> Sean Maxwell |
| <input checked="" type="checkbox"/> Katie Keidel | <input checked="" type="checkbox"/> Zach Galloway |

STAFF

Monica Sather, City of Springfield
Mike Travess, City of Springfield
Kristina Kraaz, City of Springfield
Mike Engelmann, City of Springfield
Arva Hussain, City of Springfield
Jacob Callister, Lane Council of Governments
Rachel Dorfman, Lane Council of Governments





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MEETING SUMMARY

ORIENT / INTRODUCTIONS

Monica and Jacob welcomed Project Advisory Committee members. Meeting attendees introduced themselves and provided an example of how land use affects their lives.

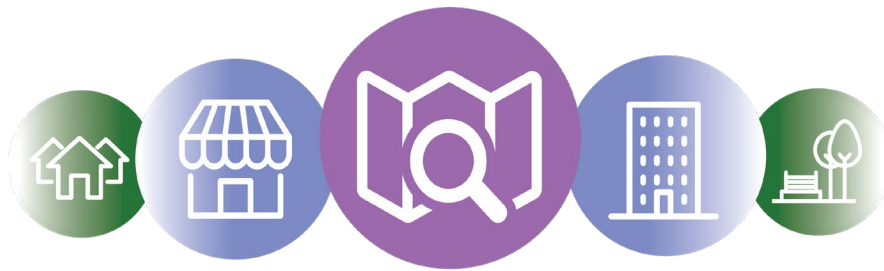
PROJECT OVERVIEW PRESENTATION

PRESENTATION

- Monica provided a brief overview of the Comprehensive Plan Map Clarification Project:
 - The purpose of the project is to develop a property-specific Comprehensive Plan Map to add greater certainty to plan designations for individual properties. The property-specific Comprehensive Plan map is intended to replace the existing Metro Plan Diagram, which is not property-specific.
 - This will be a fact-finding project to interpret existing information. The property-specific Comprehensive Plan map will:
 - Become part of the Land Use element of Springfield's Comprehensive Plan,
 - Streamline property research and increase certainty,
 - Be a step toward a Buildable Lands Inventory and Housing Needs Analysis, and
 - Identify a list of plan designation-zoning conflicts.
 - The presentation concluded with a review of the estimated timeline for each major project task, including a few example questions regarding information display on the property-specific Comprehensive Plan map that the Project Advisory Committee may be asked to review and discuss at a future meeting.

DISCUSSION

- **Question from Committee member:** Is there a requirement to do a Measure 56 mailing to everybody in town notifying them that this is happening?
 - **Staff response:** This project should not trigger a citywide Measure 56 notice. It could be possible that individual properties require notice on a case-by-case
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basis. We plan to communicate with property owners early on before legal notice goes out at the time of proposed adoption so that they're aware of the project and of our specific questions for them and that we've sought their input. We want to make sure we communicate well and in an approachable way before the required legal language comes out so people aren't alarmed.

VIRTUAL TOUR OF PROJECT RESEARCH

PRESENTATION

- Mike T. provided a tour of the research tool used by City staff to assign draft plan designations to individual properties based on the Metro Plan Diagram and walked through several examples of properties where the plan designation was unclear or there were discrepancies that needed further research and review.

DISCUSSION

- **Question from Committee member:** Do we have access to this map already?
 - **Staff response:** This is our staff tool to research what eventually will become the draft map. Our goal is to make information like this available on the City's website in the future for property lookup and research (not currently possible).
- **Comment from Committee member:** It looks like you have dialed in the heritage research (historic approvals, etc.).
 - **Staff response:** Yes, we have captured a lot of past ordinances and property-specific decisions (e.g., staff reports) and carried a lot of it forward.

BYLAWS DISCUSSION

- Jacob provided a brief overview of the Draft Project Advisory Committee bylaws and asked for Committee feedback, questions, and concerns.
 - The Committee discussed the fact that meetings would be recorded and how those recordings could be made available to Committee members and/or the public. Specifically, Committee members discussed whether or when the recordings should be posted on the project webpage.
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- Staff indicated that the Project Advisory Committee was free to choose what they were comfortable with.
- There was discussion around transparency in the decision-making process, and it was suggested that posting the recordings online would be a responsible action.
- A different perspective was offered from a Committee member that the group could post the recordings to the public after the project has wrapped to avoid providing disjointed information as the project is in progress.
- Staff clarified that a typical approach is to post results from each meeting in process and noted that the recordings would not be posted to Springfield's main page, but that they would be available on the project page if someone interested in the project went looking for them. Staff also suggested that the meeting notes could be made available immediately, and the project recording could be posted later.
- Staff offered that the discussion about how and when the recordings would be available could carry over into the next Committee meeting.
- The bylaws as written only specify that the meetings will be recorded and provided to Committee members who miss a meeting, not how the recording will be provided.
- The Committee decided to vote on the bylaws as written.

Action: Bylaws approved unanimously.

LOOK AHEAD

- Jacob reminded the Committee that there will be a Technical Resource Group working in parallel to provide a technical lens looking at some of the same questions as the Project Advisory Committee.
 - The plan is for the next Project Advisory Committee meeting to follow the Technical Resource Group's meeting.
 - Staff will send out a poll for late August/early September to gauge Committee member availability. There was a request to align timing with fall school schedules. Staff offered that the poll will include lots of options.
 - The next meeting will be more substantive with a dive into the questions. Materials will be sent well in advance to give Committee members time to review.
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