

Minor Report for Springfield

For the 2023 reporting year

This report was submitted by Springfield to meet the requirements of OAR 660-012-0900(6) for the 2023 reporting year. The department has reviewed the submittal as provided in OAR 660-012-0915(1) and deemed it complete. This document was generated by the department using information submitted by Springfield.

OAR 660-012-0900(6)(a)

(a) A narrative summary of the state of coordinated land use and transportation planning in the planning area over the reporting year, including any relevant activities or projects undertaken or planned by the city or county;

Parking Reform: City Council and Board of Commissioners adopted Springfield Development Code Amendments that removed requirements for on-site vehicle parking in Springfield and its Urban Growth Boundary.

Climate-Friendly Areas Study: In 2023, staff completed an initial study of potential Climate-Friendly Areas (CFAs) and identified four potential locations in Springfield. These areas are: Downtown, Glenwood Riverfront, Gateway/Riverbend, and Mohawk. Springfield's required deadline to complete this work is December 2026.

Scenario Planning: The City of Springfield, Lane County, City of Eugene, and City of Coburg have been working together to refresh the 2015 Preferred Scenario using new climate modeling software.

Housing Diversity Tax Exemption: The City continued to create the Housing Diversity Tax Exemption in 2024 to incentivize development of new multiple-unit housing in transit-served areas of Springfield including Downtown, Glenwood, Mohawk Q Street, and East Main Street.

OAR 660-012-0900(6)(b)

(b) The planning horizon date of the acknowledged transportation system plan, a summary of any amendments made to the transportation system plan over the reporting year, and a forecast of planning activities over the near future that may include amendments to the transportation system plan;

TSP planning horizon date: 2035

Summary of amendments to the TSP:

No amendments took place in 2023.

Forecast of future planning activities:

No amendments are anticipated in 2024 or 2025

OAR 660-012-0900(6)(c)

(c) Copies of reports made in the reporting year for progress towards centering the voices of underserved populations in processes at all levels of decision-making as provided in OAR 660-012-0130 and a summary of any equity analyses conducted as provided in OAR 660-012-0135; and

Any included reports are attached to this document.

Summary of equity analyses:

This Annual Review of Community Engagement in Land Use Planning report (attached) summarizes citizen involvement in land use planning over the past year including efforts for Climate Friendly Areas. The purpose of the review is to help the Committee for Citizen Involvement review, analyze, and evaluate processes used to encourage citizen involvement during the formation and adoption of major policies and legislation, as well as subsequent involvement when those policies or legislation are implemented.

OAR 660-012-0900(6)(d)

(d) Any alternatives reviews undertaken as provided in OAR 660-012-0830, including those underway or completed.

No alternative review occurred in 2023

Annual Review of Community Engagement in Land Use Planning

*Approved by the Committee for Citizen Involvement
October 17, 2023*



Committee for Citizen Involvement

The Committee for Citizen Involvement (CCI) has the same members as the Springfield Planning Commission. Per the City's adopted Citizen Involvement Program, the CCI's role is to ensure adequate opportunity for citizens to be involved in all phases of the land use planning process.

Planning Commission/CCI Meetings

The Planning Commission/CCI continues to hold meetings in a hybrid environment, offering opportunities to attend both in person and through Zoom. The Planning Commission/CCI and other committees supported by the Community Development Division continue to utilize Springfield Oregon Speaks as the platform for meeting materials, including pre-recorded videos for certain projects, posting of meeting recordings, and as a venue for public comments.

Purpose of Annual Report

This annual report summarizes citizen involvement in land use planning over the past year. The purpose of the review is to help the CCI review, analyze, and evaluate processes used to encourage citizen involvement during the formation and adoption of major policies and legislation, as well as subsequent involvement when those policies or legislation are implemented. This approach is consistent with Council's goal to Foster an Environment that Values Diversity and Inclusion.

Comprehensive Planning Projects

Over the past year, the Planning Section of the Community Development Division has managed large and small comprehensive planning projects and processed numerous land use applications that provide opportunities for the public to engage and comment. For each planning project, the CCI approves Community Engagement Plans that identify tactics that will provide the opportunity for the public to participate in the development of technical information, and the preparation and adoption of policies, plans, and implementing ordinances, including amendments to the Springfield Development Code.

This report features the outreach and engagement efforts for comprehensive planning projects over the past year (December 2023 through September 2023). See attached tables for each of the following projects that identify the target audience, tactics used, and participation levels:

- **Comprehensive Plan Map Clarification Project**
- **Stormwater Post-Construction Requirements Update**
- **Parking Regulations under the Climate Friendly and Equitable Communities (CFEC) Rules**

Staff also included a table focused on outreach efforts of the **Housing Team**. Although this work is not under the purview of the CCI, it may be helpful to become familiar with the outreach efforts around federally funded housing and community development projects. This information may be useful as the CCI starts to think about how to engage the public when undertaking Springfield's Housing Capacity Analysis and Housing Production Strategy in the next few years.

The following projects did not include a focus on community engagement over the past year and therefore are included here rather than described in a summary table like the other projects that are going through the adoption process at this time.

Wastewater Master Plan

The Wastewater Master Plan's Community Engagement Plan, reviewed by the CCI in April 2022, describes activities the City of Springfield will implement to assure that interested and affected parties, together with the project team, have adequate opportunities to provide meaningful input and feedback to one another.

In 2023, the project team (City staff and consultants) focused on technical analysis. While no formal community outreach occurred, staff updated and maintained the project webpage and continued preparations for community engagement anticipated for early 2024.

Public Facilities and Services Plan

The Eugene-Springfield Public Facilities and Services (PFSP) Community Engagement Plan, adopted by the CCI in May 2022, describes activities the jurisdictions and Lane Council of Governments (LCOG) will implement to inform the public of the project and provide opportunities for their input.

In 2023, the project team (staff from Eugene, Springfield, Lane County and LCOG) focused on refining recommended updates and drafting findings documents. While no formal community outreach occurred, LCOG updated and maintained the project webpage, and the project team drafted notices in preparation for anticipated initiation of public hearings in early 2024.

Natural Resource Inventories & Protections for Springfield's UGB Expansion Areas

Since the State's acknowledgement of Springfield's urban growth boundary (UGB) expansion in 2019, Springfield has been putting plans into action for its UGB expansion areas. One of the first steps is to identify, evaluate, and protect locally significant natural resources in these areas. In 2020, this project set out to inventory and protect locally significant wetlands and riparian corridors. The scope broadened in 2021 to include wildlife habitat assessments and Water Quality Limited Watercourses. The project's Community Engagement Plan provides a framework for: learning from experts with local and technical knowledge and from the general community; and incorporating that input into work products and decisions as appropriate.

In 2023, the project team (City staff, LCOG, consultants) concentrated on finalizing inventory results, evaluating protection options, and drafting updates to the Springfield Natural Resources Study.

- Winter - City and Willamalane staff met to digest the final Tribal Community Dialogue report and discuss next steps.

- Spring - project communication and engagement focused on sharing wetland, riparian, and wildlife habitat inventory results, and confirming protection approaches for locally significant natural resources with elected and appointed officials to inform project next steps:
 - April: Webpage and Email Updates
 - Webpage – 20 users (45 views)
 - [E-Update](#) – 55 recipients (31 opened)
 - May: Work Sessions
 - Planning Commission – [materials and discussion](#)
 - City Council – [materials](#), [discussion](#)

Climate Friendly Areas

Through 2023, the City, with technical support from LCOG, studied potential Climate Friendly Area locations that meet State requirements and align with the City’s existing plans and policies. For each of these locations, the project team sought to understand the level of risk each has of people needing to move elsewhere because of rising housing costs and will identify possible solutions for addressing this concern. The City will share the results from this study in early 2024. With the study complete, the City will start a decision-making process to select Climate-Friendly Areas with our community and Springfield’s appointed and elected officials. This work will eventually lead to action by City Council to adopt these areas.

Throughout the process and in line with Climate-Friendly and Equitable Communities requirements, the City will center the voices of historically marginalized community groups, especially those who have been harmed by past planning, climate, and transportation decisions. Towards that end, in Winter 2022-2023, Kearns & West (consultants working on behalf of Eugene and Springfield) interviewed community leaders to gather input on how to best engage historically marginalized community groups in local transportation and housing planning projects.

The feedback from these ten interviews will guide how the Springfield community can engage with this project and with future planning efforts. General suggestions that emerged from these interviews were shared with the City Council as part of a [2/27/23 Memo](#) and with the Planning Commission as part of a [3/21/23 Memo](#). A full compilation and categorization of feedback is available for City staff to reference for guidance on future planning efforts.

The feedback shared through these interviews was also considered as the project team prepared for community engagement as part of the Climate Friendly Area decision-making process in 2024-2025 by developing a Community Engagement Plan Toolkit, including drafting and refining project Key Messages based on Council feedback. Springfield will appropriately scale its plan for stakeholder engagement into relevant Climate Friendly Area decision-making tasks and refine the Community Engagement Plan for consideration and adoption by the CCI in early 2024.

New Uses of Technology

Project Pages on Springfield Oregon Speaks

This year, instead of creating webpages on the City website for the relatively short projects to update the Springfield Development Code, we used the Project feature on Springfield Oregon Speaks to orient people to the project, post documents and videos, and provide a convenient location to provide public comments. We maintain a general webpage about Springfield Development Code Updates on the City's website that directs readers to the project pages on Springfield Oregon Speaks for more detailed information.

Story Map

We again had support of our talented Geographic Information Systems (GIS) team to create a story map for use in an on-line open house. This year's [Story Map](#) features the Comprehensive Map Clarification Project. The Story Map features an interactive map where viewers can zoom into specific places to see the plan designation for a property. It also includes a property look-up tool.

Achievement in Community Engagement Award

It was great to be recognized by the Oregon Department of Land Conservation and Development (DLCD) for efforts to engage with the American Indian/Alaskan Native community. In July, the DLCD's Citizen Involvement Advisory Committee presented the Most Outstanding Project award to the conversation facilitated by Stephanie Tabibian in October 2022. The outcomes of this work are informing Willamalane's Comprehensive Plan and short-term action plans, as well as updates to the City of Springfield's inventories of wetlands, riparian corridors, and wildlife habitats in the UGB expansion areas. Conversations led by community elders at several roundtables, as captured in a report by Ms. Tabibian and co-edited by attendees, helped planners understand the lived experience of American Indians and Alaska Natives and how public policies, planning processes, public spaces, natural areas, programs, and communication can support or diminish American Indian and Alaska Native participation and representation in these many aspects.

These relationships are spawning other events beyond the land use planning realm, such as the Painted Sky performance at Island Park as part of the Library's Summer Reading outdoor multicultural program and Dr. David Lewis' presentation on Tribal Histories of the Willamette Valley at Wildish Theater.

Reflections on the Past Year

Key Takeaway

This year's community engagement underscored what we have known: *We need to tailor the type and scale of outreach to fit the project topic and questions as well as make best use of limited resources.*

Coming out the pandemic, there was a desire to resume in-person events so the Community Engagement Plan for the Comprehensive Plan Map Clarification Project included an open house at Thurston High School. The in-person event also addressed concerns about access for those who may not be "on-line". Only four people attended. In retrospect, this open house was not an effective tactic. What did work well for this technical, research-focused project was the on-line

open house and direct mailings to property owners to ask questions about specific properties and if the draft maps were easy to use. Also, the Comprehensive Plan Map Clarification Project Advisory Committee and Technical Resource Group allowed for focused, informative discussions. It was helpful to have a community-based group of people and separate group of agency partners who regularly work with Springfield staff and use map products to conduct property research and prepare land use applications. These groups had expertise to discuss key questions about mapping approaches and information display, which informed project outcomes.

Another example of success at matching the type and scale of outreach to the project needs were the on-line workshops held for the Stormwater Post-Construction Requirements Update. Staff held two virtual workshops at which they played a video and then answered questions from the attendees. Twenty people attended, mostly professionals in the development community who will need to incorporate the changes into their projects starting in 2024.

What Worked Well

- Establishing key messaging with the Community Engagement Plan led to easier, consistent communication throughout the project to explain its purpose and benefits.
- Scheduling outreach communications in coordination with existing opportunities increases efficiencies and likelihood of participation. It also reduces the burden on the public who may not have capacity to engage in multiple activities.
- Inviting people who participated in conversations/events to review and edit summary documents or notes demonstrates we are genuinely listening, value their time and perspectives, and gives community members ownership in the process.
- Making use of existing Interested Parties lists to communicate about projects lowers redundancies and community member frustration.
- Holding regular check-ins with decision-makers at key steps in the process to share updates and seek guidance on project approaches – early guidance on mapping approaches informed the Comprehensive Plan Map adoption approach and how the draft map was created, which ensured the project was aligned with decision-makers’ expectations and desired outcomes.
 - Early and regular check-ins can help the adoption process go more smoothly by building trust and a shared understanding.

Lessons Learned

- Local elected/appointed officials have different expectations for layperson communications than hired consultants.
- There may be a disconnect between what the community desires for meaningful engagement and the resources the City has at its disposal to meet those needs.
- Recruitment for project advisory groups – balance finding people with topic-specific knowledge/expertise with finding people who we do not typically hear from and may represent varied perspectives (this can be challenging with a more technical topic that is not exploring visioning or policy changes).
- Locations for in-person events – if looking for meeting spaces outside of City Hall, work with Willamalane early to book rooms at their facilities due to their many programs (e.g., Bob Keefer Center has a central location but books up quickly). School facilities are another option. Consider a central location or multiple locations or opportunities to be able to meet community members and stakeholders where they are at.

Staffing Considerations

- Having sufficient resources dedicated to drafting, revising, and refining documents results in more effective understanding of technical analysis for communication with the community
- Consultant support to schedule, facilitate, capture notes, and communicate with interviewees opens staff resources to focus on understanding and applying input
- Include Communications staff early and often while also recognizing their limited capacity. Need to understand how project needs and timing fit into Communications team's capacity (spring is busy time for Public Works). Identify a point person in Communications for each project.
- Dedicated resources are necessary to routinely ensure web updates occur.
- Helpful to have Spanish-language FAQ and Spanish-speaking staff contact listed on project materials but would be ideal to have a more consistent approach with Spanish translation across all projects – make more information accessible throughout a project.

Considerations Going Forward

Some of our upcoming projects, such as establishing Climate Friendly Areas and engaging in housing-focused planning, will require concerted efforts to center the voices of historically marginalized community groups.

- For these groups as well as the general public, we need to be able to answer their questions of: Why/how does my voice matter? and How will what I say influence the outcome?
- Show how we have responded to input.
- Test our messaging to ensure that it is approachable and understandable.
- Establish and build on relationships with marginalized communities so we can coordinate outreach efforts with them in a way that values their time.
- Consider whether to reach out to service providers or directly to populations being served.
- Accommodate children in activities or provide childcare.
- Compensate people for their time if we are relying on their participation/expertise.
- Continue to be mindful of equitable access to engagement opportunities.
- Take into account the level of effort involved in letting people know about engagement opportunities.
- Reflect on what weight should be given to the responses we receive. How do we account for the voices we have not heard? When are surveys or open-ended questionnaires helpful, and when do we need to conduct a statistically valid survey?

Reflections of the Committee for Citizen Involvement

- Springfield Oregon Speaks is a great resource. It is a lot more intuitive than the city's website. Would love to see it become more of a one-stop shop for people. Would like a button to Springfield Oregon Speaks from the City's home page. See if there's a way to add a search function to Springfield Oregon Speaks.
- For a project, provide the background (e.g. why are we here, what are we doing, where did we come from) in a simple, concise manner so people can readily determine if they are interested in a topic. They can then decide if they want to look at the various documents or engage further.

- People are interested in development activities like new stores, or new businesses going into existing buildings. Issuing press releases about these developments could allow the news media to determine what would be of interest to the people and these articles could be a hook to get people interested in community development.
- As we move forward with implementation of the Climate Friendly and Equitable Communities Rules, we need to think about how we present them to the public given that they are a wonky and confusing set of rules. We should explain the reason(s) for doing this work – including that it is mandated by the state. Consider preparing a guide with links to Council and Planning Commission discussions about these rules over the past year.