



City Council Agenda

City Manager:

Nancy Newton

City Recorder:

Allyson Pulido
541-726-3700

City Hall
225 Fifth Street
Springfield, Oregon 97477
541-726-3700

Online at www.springfield-or.gov

Mayor

Sean VanGordon

City Council

Michelle Webber, Ward 1

Steve Moe, Ward 2

Kori Rodley, Ward 3

Beth Blackwell, Ward 4

Victoria Doyle, Ward 5

Alan Stout, Ward 6

These meetings will be available via phone, internet using Zoom and in person. Members of the public wishing to attend these meetings electronically can call in or attend virtually by following the directions below. This information can also be found on the City's website.

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, as well as an Induction Loop for the benefit of hearing aid users.

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.

April 7, 2025
Monday

6:00 p.m. Work Session
Council Meeting Room

or

Virtual Attendance

Registration Required:

Attend from your computer, tablet or smartphone:

Zoom

Meeting ID: 854 1492 8528

https://us06web.zoom.us/webinar/register/WN_Y0d1L-HARCuv8s4SBANc1A

To dial in using your phone in Listen Only Mode:

Dial 1 (971) 247-1195

Toll Free 1 (877) 853-5247

Oregon Relay/TTY: 711 or 800-735-1232

(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 VanGordon____, Councilors Webber____, Moe____, Rodley____, Blackwell____, Doyle____, and Stout____.

1. Budget Committee Interviews
[Jessica Mumme] (30 mins)
2. Historic Commission Interviews
[Tom Sievers] (10 mins)
3. Bike Share Check-in
[Drew Larson] (20 mins)

ADJOURNMENT

7:00 p.m. Regular Meeting
Council Meeting Room
or
Virtual Attendance
Registration Required:
Attend from your computer, tablet or smartphone:
Zoom
Meeting ID: 854 1492 8528
https://us06web.zoom.us/webinar/register/WN_Y0d1L-HARCuv8s4SBANc1A
To dial in using your phone in Listen Only Mode:
Dial 1 (971) 247-1195
Toll Free 1 (877) 853-5247
Oregon Relay/TTY: 711 or 800-735-1232

CALL TO ORDER

ROLL CALL -- Mayor VanGordon ___, Councilors Webber ___, Moe ___, Rodley ___, Blackwell ___, Doyle ___, and Stout ___.

PLEDGE OF ALLEGIANCE

SPRINGFIELD UPBEAT

1. Fair Housing Month Proclamation 2025
[Mayor VanGordon] (5 Minutes)
2. 2025 National Library Week Proclamation
[Mayor VanGordon] (5 Minutes)

CONSENT CALENDAR

1. **Claims**
2. **Minutes**
 - a. September 3, 2024 City Council Regular Session Minutes
 - b. September 9, 2024 City Council Work Session Minutes
 - c. September 16, 2024 City Council Work Session Minutes
 - d. September 16, 2024 City Council Regular Session Minutes
3. **Resolutions**
 - a. Acceptance of Project P31087, Oxwood Subdivision.
4. **Ordinances**
5. **Other Routine Matters**
 - a. Metropolitan Wastewater Management Commission Pretreatment Program Reporting Obligations for Pretreatment Activities Outside of Urban Growth Boundaries Intergovernment Agreement.

MOTION: APPROVE/REJECT THE CONSENT CALENDAR

ITEMS REMOVED FROM THE CONSENT CALENDAR

PUBLIC HEARINGS - Please limit comments to 3 minutes. Request to speak cards are available at the entrance. Please present cards to City Recorder. Speakers may not yield their time to others.

1. Ordinance Adopting Administrative Civil Penalties and Public Nuisance Code Amendments.
[Charlie Kent] (15 mins)

Ordinance No. 1- An Ordinance Amending Springfield Municipal Code Chapter 5 Regarding Public Nuisances and Adopting Standards and Procedures For Administrative Civil Penalties.

FIRST READING ONLY, NO ACTION REQUESTED

2. Liquor license endorsements for the renewal period of 2025-2026.
[Robin Holman and Jeff Paschall] (10 mins)

MOTION: Provide/Not Provide a recommendation to Oregon Liquor & Cannabis Commission (OLCC)

BUSINESS FROM THE AUDIENCE - Limited to 20 minutes. Please limit comments to 3 minutes. Request to speak cards are available at the entrance. Please present cards to City Recorder. Speakers may not yield their time to others.

COUNCIL RESPONSE

CORRESPONDENCE AND PETITIONS

BIDS

ORDINANCES

1. Glenwood Riverfront Annexation - Second Reading
[Tom Sievers] (10 mins)

Ordinance No. 2 - An ordinance annexing certain territory in the Glenwood Riverfront (Map 17-03-34-41, TLs 400, 500, 700, 800, 900, 1000, 1300, & 1500; MAP 17-03-34-42, TLs 100, 200, 300, 400, 500, 501, 502, 503, 504, 600, 700, 800, 900, 1000, 1200, 1300, 1400, 1500, 1600, 1700, 1800, 1900, 2000, & 2100) to the City of Springfield; withdrawing the same territory from the Glenwood Water District; adopting a severability clause; and providing an effective date (second reading).

MOTION: Approve/Not approve an Ordinance annexing certain territory in the Glenwood Riverfront (Map 17-03-34-41, TLs 400, 500, 700, 800, 900, 1000, 1300, & 1500; MAP 17-03-34-42, TLs 100, 200, 300, 400, 500, 501, 502, 503, 504, 600, 700, 800, 900, 1000, 1200, 1300, 1400, 1500, 1600, 1700, 1800, 1900, 2000, & 2100) to the City of Springfield; withdrawing the same territory from the Glenwood Water District; adopting a severability clause; and providing an effective date (second reading).

RESOLUTIONS

BUSINESS FROM THE CITY COUNCIL

BUSINESS FROM THE CITY MANAGER

1. HOME-ARP Applications
[Katie Carroll] (10 mins)

MOTION: Recommend both projects for HOME-ARP funding to the HOME Governing Board with a priority on DevNW's Laura Apartments proposal.

OR

MOTION: Recommend both projects for HOME-ARP funding to the HOME Governing Board with a priority on Porch House LLC's Laura Street Homes proposal.

AND

MOTION: Authorize/Not Authorize the City Manager to negotiate and execute all necessary documents to transfer the City-owned property at 1577 Laura Street (map and tax lot # 17-03-27-41-05200) to the applicant awarded HOME-ARP funds by the HOME Governing Board.

BUSINESS FROM THE CITY ATTORNEY

ADJOURNMENT

AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	04/07/2025
	Meeting Type:	Work Session
	Staff Contact/Dept:	Jessica Mumme/Finance
	Staff Phone No:	
	Estimated Time:	20 Minutes
	Council Goals:	Financially Responsible and Stable Government Services

ITEM TITLE:

Budget Committee Interviews

ACTION REQUESTED:

Conduct interviews for one vacancy on the Budget Committee for Ward 6.

ISSUE STATEMENT:

Three candidates have applied to fill one Budget Committee vacancy. Applicants were sought to represent Ward 6 on the Budget Committee. The vacancy was the result of the term expiration of the prior appointee Paul Selby.

DISCUSSION/FINANCIAL IMPACT:

Recruitment for this vacancy opened on January 17, 2025 and closed on March 21, 2025.

Outreach efforts for this recruitment included the following: the City Manager's Office shared these opportunities multiple times on the City's social media, news releases, posting to the News section of the City website, and posting to the dedicated Boards, Commissions, and Committees webpage.

The appointee will serve a three-year term that will expire on December 31, 2027. Any appointive member may be reappointed for an additional term with no individual allowed to be appointed to more than two consecutive full terms. One may re-apply after being off the Budget Committee for one year.

The City's Bylaws for the Budget Committee (Attachment 5) state the Budget Committee consists of all members of the City Council and a like number of electors, totaling 12 members. Citizen members may not be officers, agents, or employees of the City, per ORS 294.336(4). Though it has been past practice of the City Council to prefer one Budget Committee citizen member per ward, this is not a requirement of State Law nor the City's Bylaws.

Attachments

1. Budget Committee Interview Questions
2. Current Budget Committee Roster
3. Joseph Wible Application
4. Veronique Deam Application
5. Bob Brew Application
6. Budget Committee Bylaws

Budget Committee Interview Questions

1. Why are you interested in serving on the Budget Committee?
2. While all of the Springfield services seem to have strong support from different areas of the community, it is often necessary to prioritize services for budgetary reasons. How would you go about the task of establishing priorities among services?
3. If you were on the Budget Committee and were looking at one of the City's services to decide how much should be funded through general taxes and how much through specific fees on customers, what questions would you want to have answered in order to make your decision?
4. How do you think the work of the Budget Committee will improve our community?

City Budget Committee Roster

	First Name	Last Name	Ward	First Appointed	Term Expires	Term Limit = 2 Terms (Each Term is 3 Years)
1	Jason	Miller	W1	4/3/2023	12/31/2025	Term 1 of 2
2	Devin	Marche-Duncan	W2	4/3/2023	12/31/2025	Term 1 of 2
3	Michael	Roemen	W3	5/6/2024	12/31/2026	Term 1 of 2
4	Ruth	Linoz	W4	4/3/2023	12/31/2025	Term 1 of 2
5	Arthur	Ayre	W5	4/3/2023	12/31/2025	Term 1 of 2
6	Vacant		W6		12/31/2027	



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

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

PLEASE NOTE:

- When possible, council will not appoint people currently serving on another governing body to the Planning Commission or Budget Committee.
- When appointing people to any of the other city boards, commissions or committees, the Council shall take into account whether that person is being reappointed for a subsequent term, is currently serving on another governing body or currently appointed to another city board, commission or committee.
- When possible, the Council will appoint people to serve on one City board, commission or committee only.

Top Three Board / Commission / Committee applying for:

1. _____ 2. _____ 3. _____

Name: _____
First Middle Initial Last

Home address: _____
Street City Zip

Mailing address: _____
Street City Zip

Day Phone: _____ Evening phone: _____

Email Address: _____

Preferred Form of Contact: _____

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: _____ Place of employment/School: _____

Business address: _____

Education: _____

Are you currently serving on any other board, committee, or commission? If so, please list them here:

How did you hear about the above vacancy?

Newspaper ad

Newspaper article

Radio/TV

Mail notice

Word of mouth

Board/Commission/Committee member

Internet

(Over, please)

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

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



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?
2. What specific contribution do you hope to make?
3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)
4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a 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.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at <http://www.springfield-or.gov/city/newsroom/news-room-articles/>. Are you available to attend meetings on the dates listed for this committee?

Yes No

Comments: _____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: Joseph Wible Date: _____

For more information please call the City Manager's Office 541.726.3700
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- When possible, the Council will appoint people to serve on one City board, commission or committee only.

Top Three Board / Commission / Committee applying for:

1. _____ 2. _____ 3. _____

Name: _____
First Middle Initial Last

Home address: _____
Street City Zip

Mailing address: _____
Street City Zip

Day Phone: _____ Evening phone: _____

Email Address: _____

Preferred Form of Contact: _____

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?

Ward number (City residents only): _____ Yes No

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

Occupation: _____ Place of employment/School: _____

Business address: _____

Education: _____

Are you currently serving on any other board, committee, or commission? If so, please list them here:

How did you hear about the above vacancy?

Newspaper ad	Newspaper article	Radio/TV	Mail notice
Word of mouth	Board/Commission/Committee member	Internet	

(Over, please)

For more information please call the City Manager's Office 541.726.3700
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Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?
2. What specific contribution do you hope to make?
3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)
4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a 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.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at <http://www.springfield-or.gov/city/newsroom/news-room-articles/>. Are you available to attend meetings on the dates listed for this committee?

Yes No

Comments: _____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: _____ Date: _____

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- When possible, the Council will appoint people to serve on one City board, commission or committee only.

Top Three Board / Commission / Committee applying for:

1. Budget Committee 2. - 3. -

Name: Robert (Bob) K. Brew
First Middle Initial Last

Home address: [REDACTED]
Street City Zip

Mailing address: Same
Street City Zip

Day Phone: [REDACTED] Evening phone: [REDACTED]

Email Address: [REDACTED]

Preferred Form of Contact: e-mail, phone, or text

Do you live within the Springfield city limits? ☒ Yes ☐ No ➡ If yes, how long? Six years, most rec
If no, do you live inside Springfield's
Urban Growth Boundary? ☐ Yes ☐ No

Ward number (City residents only): 6 ☐ Yes ☐ No

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 State Executive Place of employment/School: State of Oregon Higher Education

Business address: [REDACTED]

Education: BA - Economics, MS - Business, Post-graduate Certificate in Public Administration

Are you currently serving on any other board, committee, or commission? If so, please list them here:
No

How did you hear about the above vacancy?

☐ Newspaper ad ☐ Newspaper article ☐ Radio/TV ☐ Mail notice
☐ Word of mouth ☐ Board/Commission/Committee member ☒ Internet

(Over, please)

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Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

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

I have 35 years of government experience, primarily in finance. I am the former Budget Director for Springfield, as well as the Oregon Secretary of State, the Eugene Airport, and elsewhere. I was a Certified Government Finance Official and have an MBA. Former Planning Commission and City Council member.

2. What specific contribution do you hope to make?

I believe I can get up to speed quickly, ask relevant questions, and negotiate mutually acceptable solutions where there is disagreement.

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

None, other than as described in Answer 1. See resume' attached. I am running for the Springfield School Board, but that election is not until after the Springfield Budget Committee has complete their work.

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

I would like to become a member because I believe I could offer sound opinions with no preconceived personal agenda. I have valued living in Springfield, and would like to continue to contribute to the community in my retirement.

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.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at <http://www.springfield-or.gov/city/newsroom/news-room-articles/>. Are you available to attend meetings on the dates listed for this committee?

☒ Yes ☐ No

Comments: _____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: _____

Date: _____

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

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City of Springfield

Budget Committee Bylaws

ARTICLE I. Establishment

The Budget Committee is established pursuant to ORS 294.414 in accordance with Local Budget Law.

ARTICLE II. Purpose and Objectives

The Budget Committee acts as a fiscal policy and budget review committee for the City of Springfield as follows:

- a) Conducts a review of the City Manager's proposed budget and makes a recommendation to City Council regarding the proposed funding, service level, and configuration.
- b) Reviews the Capital Improvement Program and forwards comments to the City Council.
- c) Responds to ad hoc requests by the City Council.

ARTICLE III. Membership, Terms of Office and Voting.

Section 1. The Budget Committee consists of all members of the City Council and a like number of electors, totaling 12 members. Each member has an equal vote.

Section 2. Citizen members of the Budget Committee are appointed as follows:

- a) In or before March of each year, City Council appoints citizen members to fill vacancies in the appointive membership of the Budget Committee.
- b) Appointive members of the Budget Committee serve three-year terms. The terms are staggered such that one-third of the appointive members' appointments end each year.
- c) Any appointive member may be reappointed for an additional term with no individual allowed to be appointed to more than two consecutive full terms. One may re-apply after being off the Budget Committee for one year.

Section 3. Budget Committee decisions are made by an affirmative vote of a majority of the Committee members.

Section 4. Committee members do not receive compensation, but may be reimbursed for duly authorized expenditures.

ARTICLE IV. Officers' Duties

Section 1. The Budget Committee elects two officers at the first meeting: a Chairperson and a Vice-Chairperson. The officers serve a one-year term.

Section 2. The Chairperson presides at all meetings and is eligible to vote on all matters.

Section 3. The Vice-Chairperson performs all the duties of the Chairperson in the event the Chairperson is absent.

Section 4. The Committee shall be staffed by the City Manager or his/her designee.

ARTICLE V. Meetings of Committee

Section 1. The Chairperson calls the Budget Committee meetings to order.

Section 2. A majority of the present Committee members constitutes a quorum.

Section 3. Budget Committee members are expected to attend all regular meetings and standing subcommittee meetings. If a member is unable to attend a meeting, said member is expected to notify Budget Office staff. A position shall be vacated by the Council when the appointee has two or more consecutive unexcused absences. The Chairperson, in consultation with City staff, may recommend to the Council that a member be removed from the Committee if said member is found not to meet the Guidelines.

Section 4. All appointees of the Budget Committee serve at the pleasure of the Council and are expected to abide by the City of Springfield BCC Guidelines for Meeting Conduct.

Section 5. All Budget Committee members are given at least 24 hours' notice of any meeting called. Study materials and agenda will be delivered at least 24 hours prior to a meeting.

ARTICLE VI. Subcommittees

Section 1. The Chairperson shall appoint subcommittees as needed.

Section 2. The Chairperson of the Budget Committee may appoint a chairperson for each subcommittee.

ARTICLE VII. Amendment of the Bylaws

These bylaws may be amended by an affirmative vote of a majority of the membership of the Budget Committee at any regular meeting. Prior notice of such amendment must be given at a preceding regular meeting, or in an agenda packet, unless all Committee members are present.

Adopted by City Council on March 21, 2016

Christa L. Long
Mayor

Attest:

OT Ripley AIC
City Recorder

Last Revised: March 15, 2016.

AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	04/07/2025
	Meeting Type:	Work Session
	Staff Contact/Dept:	Thomas Sievers/Community Development
	Staff Phone No:	
	Estimated Time:	20 Minutes
	Council Goals:	Community and Economic Development and Revitalization

ITEM TITLE:

Historic Commission Interviews

ACTION REQUESTED:

Conduct interviews to fill vacancies on the Historic Commission

ISSUE STATEMENT:

There are four open vacancies on the nine-member Historic Commission due to term limits and resignations. The recruitment for these vacancies opened on February 25, 2025, and closed on March 21, 2025. The city received two applications during the recruitment period from Gary Jones and Charlotte Helmer.

DISCUSSION/FINANCIAL IMPACT:

The Historic Commission has had four vacancies since December of last year as Commissioners Wood and Shannon resigned, and Commissioners Boe and Helmer termed out. In response, the city has received applications from Gary Jones and Charlotte Helmer, the latter of whom is reapplying to their former post.

Qualifications for membership on the Historic Commission include expertise in the fields of architecture, history, architectural history, planning, or archeology; residency within the Metro Plan boundaries; or as residents, electors, or property owners within Springfield.

State and Federal funding of the City's historic preservation activities stipulate that a majority of the commissioners have professional qualifications in a field related to historic preservation. The current composition of the Historic Commission satisfies this requirement and both applicants also meet this requirement.

Council Operation Policies state in Section IX, Subsection 1.3, "Springfield's boards, commissions, committees, and task forces bring together citizen viewpoints which might not otherwise be heard. Persons of wide-ranging interests who want to participate in public service but not compete for public office may choose to be involved in advisory boards, commissions, committees, and task forces instead. These bodies also serve as a training ground or steppingstone for qualified persons who are interested in seeking elected public office. They also help fulfill the goals of the City's adopted Citizen Involvement Program to have an informed and involved citizenry."

Springfield Municipal Code Section 2.506 states that any vacancy shall be filled for the unexpired portion of the term of the member creating the vacancy, and Section 2.504 states that appointed members shall hold office for four years with the terms staggered to provide overlapping continuity.

Attachments

1. Historic Commission Roster
2. Interview Schedule and Questions
3. Gary Jones Application
4. Charlotte Helmer Application

HISTORIC COMMISSION ROSTER

Volunteer	Contact	Assignment From	Assignment To
VACANT			
Fibley, Jenna		04/01/2023	12/31/2026
Josephson, Elise (Chair)		01/01/2025	12/31/2029
Donavin, Kirkwood (Vice- Chair)		01/01/2025	12/31/2029
VACANT			
VACANT		03/01/2022	03/31/2026
Swenson-Harris, Celine		01/01/2023	12/31/2026
Howard, Adam		01/01/2023	12/31/2026
VACANT		04/01/2023	12/31/2026
Tom Sievers **Staff Liaison**	tsievers@springfield-or.gov		
Victoria Doyle **Council Liaison**	vdoyle@springfield-or.gov		

***Historic Commission* Interview Schedule & Questions**

Interview Schedule:

- 1- Gary Jones
- 2- Charlotte Helmer

Interview Questions for applicant

1. What strengths or skills would you bring to the *Historic Commission*?
2. How do you think the work of the *Historic Commission* improves our community?
3. If you could make one positive change in Springfield, what would it be?



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- When possible, the Council will appoint people to serve on one City board, commission or committee only.

Top Three Board / Commission / Committee applying for:

1. Historic Commission 2. - 3. -

Name: Gary T. Jones

First

Middle Initial

Last

Home address: [REDACTED]

Street

City

Zip

Mailing address: SAME

Street

City

Zip

Day Phone: [REDACTED] Evening phone: SAME

Email Address: [REDACTED]

Preferred Form of Contact: email

Do you live within the Springfield city limits? ☒ Yes ☐ No ☐ If yes, how long? 8 months

If no, do you live inside Springfield's
Urban Growth Boundary?

Ward number (City residents only): 2 ☐ Yes ☐ No

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/School:

Business address: N/A

Education: Bachelor of Arts Whitman College, Juris Doctor University of Washington

Are you currently serving on any other board, committee, or commission? If so, please list them here:

No

How did you hear about the above vacancy?

- ☐ Newspaper ad ☐ Newspaper article ☐ Radio/TV ☐ Mail notice
☒ Word of mouth ☐ Board/Commission/Committee member ☐ Internet

(Over, please)

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



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

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

Legal work for cemetery and building preservation nonprofit corporations, applying Town of La Conner Historic District zoning designation, and risk management for special purpose districts in Skagit County Washington. Research and writing preliminary to historic preservation at Fort Lawton in Seattle.

MAR 11 REC'D
2025

2. What specific contribution do you hope to make?

Promote the organizational health of the Historic Commission and its allied organizations by use of experience. Assist staff with projects to raise public awareness of local history

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

My wife and I moved to Springfield July 1, 2024 and would like to know more about the community. I have attended the December 13, 2024 open house / Illumination event featuring local tribal communities and received help researching historic flooding in Springfield-Eugene from Madeline McGraw.

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

The knowledge to history helps to formulate land use policies, avoid the worst consequences of natural disasters, and give recognition to good citizenship and people who contribute to the public good.

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.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at <http://www.springfield-or.gov/city/newsroom/news-room-articles/>. Are you available to attend meetings on the dates listed for this committee?

☒ Yes ☐ No

Comments: _____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: *Sandy T. Jones* Date: 3/10/2025

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



Rec'd 03/12/25

jz

Application for a City of Springfield Citizen Advisory Board/Commission/Committee

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

PLEASE NOTE:

- When possible, council will not appoint people currently serving on another governing body to the Planning Commission or Budget Committee.
- When appointing people to any of the other city boards, commissions or committees, the Council shall take into account whether that person is being reappointed for a subsequent term, is currently serving on another governing body or currently appointed to another city board, commission or committee.
- When possible, the Council will appoint people to serve on one City board, commission or committee only.

Top Three Board / Commission / Committee applying for:

1. Historic Commission ☒ 2. - 3. -Name: Charlotte M Helmer
First Middle Initial Last

Home address: Street City Zip

Mailing address: same
Street City Zip

Day Phone: Evening phone: same

Email Address:

Preferred Form of Contact: email

Do you live within the Springfield city limits? ☒ Yes ☐ No ☐ If yes, how long? 10 years
If no, do you live inside Springfield's Urban Growth Boundary? ☐ Yes ☐ No

Ward number (City residents only): 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: Architectural Historian Place of employment/School

Business address:

Education: Masters of Science, Historic Preservation, University of Oregon

Are you currently serving on any other board, committee, or commission? If so, please list them here:

I am currently serving on the historic commission. My term ends at the end of this year.

How did you hear about the above vacancy?

☐ Newspaper ad ☐ Newspaper article ☐ Radio/TV ☐ Mail notice
☐ Word of mouth ☒ Board/Commission/Committee member ☐ Internet

(Over, please)

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

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

Printed on Recycled Paper



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

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

I am a historic preservation professional with 10 years of experience in preservation projects, historic trades, educational programming, and cultural resource management. I have worked with non-profit organizations, private contractors, and government agencies (local, state, and federal). I also own a historic house in Springfield. In my day job, I help adapt historic places to meet accessibility standards.

2. What specific contribution do you hope to make?

I hope to contribute by being a resource and supporting collaborative projects. Historic preservation is a set of tools to help manage change in thoughtful, collaborative, and innovative ways. I hope to help the City of Springfield access those tools and apply them as opportunities arise.

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

I was a tenant in the Washburne neighborhood from 2016-2019 and have owned a home in the neighborhood since July 2023. I volunteer with the Egan Warming Centers in Springfield, the Mount Pisgah Arboretum, the Nature Conservancy, and the U.S. Forest Service. I also volunteer with the University of Oregon as a guest instructor for architecture and landscape studios, field trips, and workshops to support students who are interested in historic preservation.

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

As I reach the end of my first term on this commission, I'm particularly interested in helping Springfield leverage our SHPO funds to host free public events and complete professional survey and inventory projects in neighborhoods beyond the Washburne. Commissioners have a great opportunity to serve the Springfield community by planning and implementing these activities to make the most of our CLG status. I have enjoyed working with a great team of city staff and commissioners and would love to help keep that momentum going.

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.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at <http://www.springfield-or.gov/city/newsroom/news-room-articles/>. Are you available to attend meetings on the dates listed for this committee?

☒ Yes ☐ No

Comments: _____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: Charlotte Helmer Digitally signed by Charlotte Helmer
Date: 2024.10.22 17:34:30 -07'00'

Date: _____

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

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

Printed on Recycled Paper

AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	04/07/2025
	Meeting Type:	Work Session
	Staff Contact/Dept:	Andrew Larson/Community Development
	Staff Phone No:	
	Estimated Time:	20 Minutes
	Council Goals:	Promote and Enhance our Hometown Feel while Focusing on Livability and Environmental Quality

ITEM TITLE:

Bike Share Check-in

ACTION REQUESTED:

Discuss the PeaceHealth Rides bike share program, including Springfield trip data and the proposed 2025 operating budget, and explore plans for years two and three of the pilot, which include Lane Transit District's (LTD) efforts to improve the service.

ISSUE STATEMENT:

The City Council approved a three-year pilot expansion of the PeaceHealth Rides bike share service into downtown Springfield in 2024. As part of this initiative, Council requested annual check-ins with staff to review Springfield's bike share trips and the ongoing operating budget.

PeaceHealth Rides launched in Springfield on April 19, 2024, and by the end of the year, there were 769 trips (Attachment 1) that started and/or ended in the Springfield Service Area. Of these, 285 trips started and ended within Springfield, while the remaining two-thirds of trips were between Springfield and the Eugene Service Areas (Attachment 2).

The 2025 Proposed Operating Budget (Attachment 1) estimates \$1,050,000 to operate the Eugene/Springfield bike share service. Funding will come from partnerships with the City of Eugene, University of Oregon, LTD, ridership revenue, and grants. It's important to note that the proposed 2024 budget was \$1 million, with actual expenses totaling \$886,776.

DISCUSSION/FINANCIAL IMPACT:

LTD has agreed to assume responsibility for years two and three of the pilot and provide the necessary funding.

LTD has committed to the following:

- Contributing \$50,000 per year for the remaining two years.
- Expanding the number of bikes available in Springfield.
- Extending the Gateway service area, with at least one docking/locking station at the Gateway EmX/Route 12 Station near the Gateway Mall, and to evaluate the current service area to make adjustments that improve service for Springfield residents.
- Assigning specific marketing and valet bike parking responsibilities to Cascadia Mobility to support both Springfield and LTD needs.

In addition, to LTD's short-term goals for Springfield's bike share service, LTD recently completed the Mobility Management Strategy, a planning effort which helps identify the best ways to serve the community with new transportation options like bike share. To support this new effort, LTD has requested the allocation of approximately \$1.8 million from the Statewide Transportation Improvement Fund (STIF*) for capital investments in the future of PeaceHealth Rides. Furthermore, Cascadia Mobility, the bike share operator, in partnership with LTD, has received an Oregon Department of Transportation Innovative Mobility Program (IMP) grant to study the potential future expansion of PeaceHealth Rides, including fleet electrification and the development of new docking hubs (Attachment 3).

* The Statewide Transportation Improvement Fund (STIF) program was established in Section 122 of House Bill 2017 (2017) to provide a dedicated source of funding for improving, maintaining, and expanding public

transportation for all users. STIF funding supports access to jobs, improved mobility, congestion relief, and reductions in greenhouse gas emission across Oregon.

Attachments

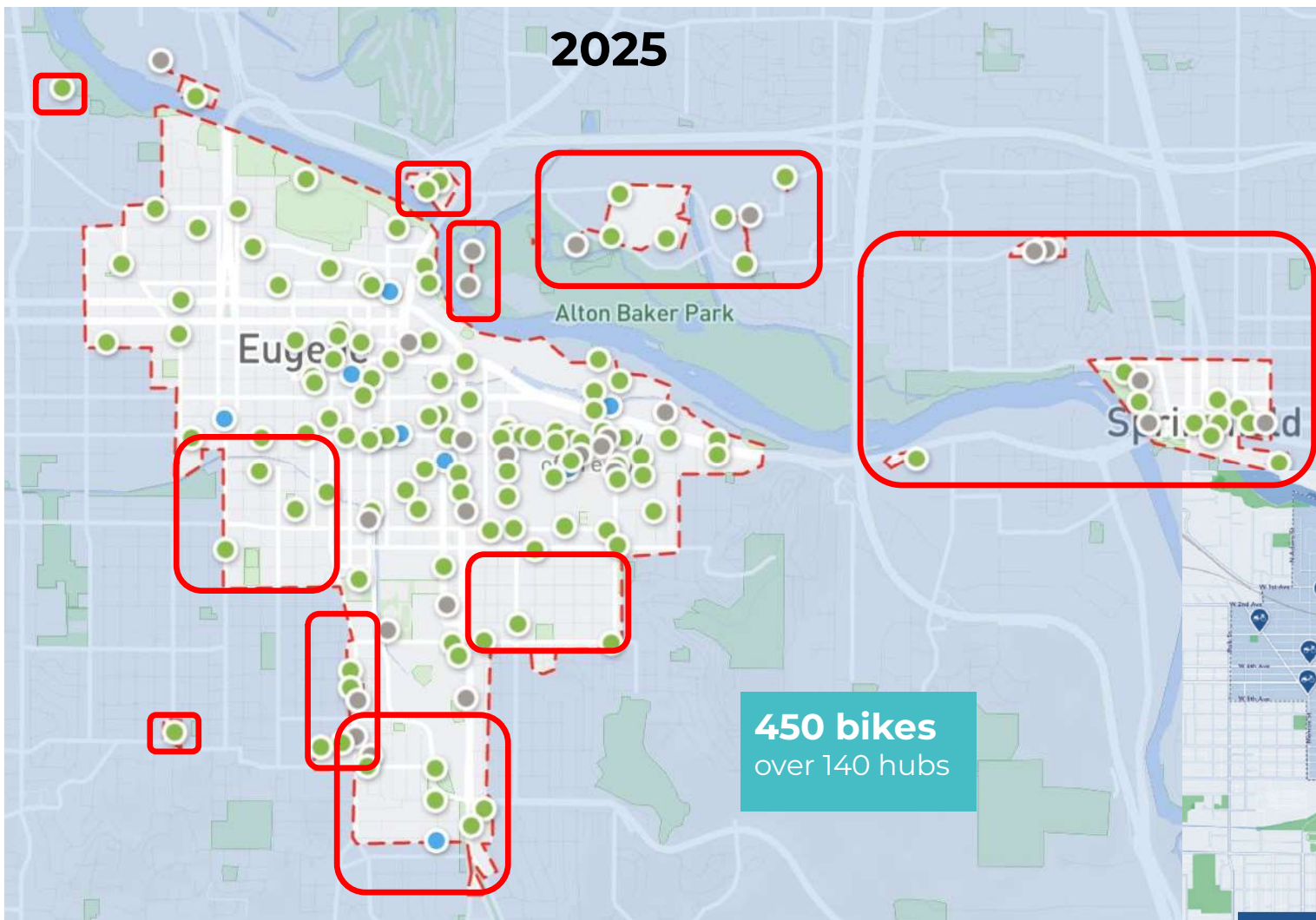
1. Bike Share Operating Budget and Springfield Trips
2. Eugene Springfield Service Areas
3. LTD Bike Share Memo

PeaceHealth Rides 2022-2025

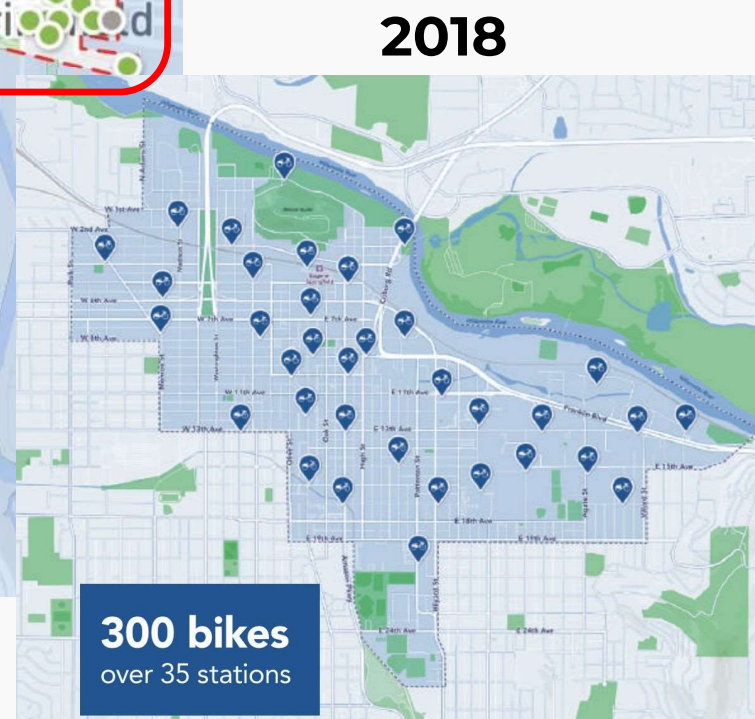
	2022	2023	2024	2025 - Projected
Bikes	300	350	450	450
Trips	168,370	154,830	201,058	220,000
Proposed Budget	\$850,000	\$865,000	\$1,000,000	\$1,050,000
Operating Budget	\$775,279	\$814,275	\$886,776	

2024 Springfield Trips

	Within Springfield	Start Only	End Only	Total
April 19-30	16	6	36	58
May	51	31	31	113
June	48	32	36	116
July	39	28	34	101
August	60	36	32	128
September	29	32	31	92
October	17	39	31	87
November	12	17	18	47
December	12	7	7	26
Total	284	228	256	768



PeaceHealth Rides



DATE: 3/26/2025

TO: Andrew Larson, Senior Transportation Planner, City of Springfield
FROM: Dave Roth, Director of Mobility Planning and Policy, LTD
RE: Eugene-Springfield Bikeshare & Transit Integration

The purpose of this memo is to provide information on Lane Transit District (LTD)'s plans to modernize and integrate the Eugene-Springfield regional bikeshare system into its portfolio of mobility services.

Background

In operation in Eugene since 2018 and later expanded to Springfield in spring of 2024, the regional bikeshare system is a partnership between the Cities of Eugene and Springfield, Cascadia Mobility, the University of Oregon, and LTD, and is currently sponsored by PeaceHealth.

LTD has served as a bikeshare program and funding partner from the beginning. LTD staff provide support to Cascadia Mobility and other program partners through the established Shared Mobility Work Group (SMWG) whose members meet quarterly to ensure effective and efficient delivery of services. The SMWG works to coordinate on supporting operational funding needs and various marketing and programmatic initiatives.

Today, shared bikes are available to use for community members, visitors, and students anywhere within the system boundaries in Eugene and Springfield. Rentals cost \$1 to unlock plus 10-cents per minute, however an available membership program allows for cost savings to frequent users. Through funding made available from the Oregon Health Authority, bikeshare memberships are free for qualifying members.

Looking to the Future

As the mobility manager for Lane County, LTD delivers public transit through the fixed-route bus system, on-demand services, and serves as a coordinator of transportation services through a variety of partnerships and programs. "Mobility Management" is a customer-centered approach to delivering coordinated multimodal services by integrating strategies, policies, and technologies to optimize how people travel ensuring a seamless customer experience. Ultimately, this approach is designed to reduce transportation barriers and to create more choices for how people move about in urban and rural Lane County.

Throughout its existence, LTD has demonstrated the ability to create and implement impactful innovations in mobility services, ranging from early adoption of accessible vehicles to EmX, the nation's first bus rapid transit system. As the mobility manager for Lane County, LTD seeks to bring new innovations that continue to reduce transportation barriers and to better connect different modes of travel through coordination and technology adaptation.

One such initiative is the planned investment and integration of bikeshare with transit within LTD's portfolio of mobility services. Benefits of integrating the regional bikeshare system with transit include:

- Increased access to and opportunities for funding, particularly for capital investments such as replacement and expansion of the shared bike fleet,
- Extending the reach of LTD's existing fixed-route bus network by leveraging shared public bikes for first- and last-mile trips to transit stops,
- Improving system legibility through the use of cohesive marketing, branding, and graphic design treatments,
- Reducing 'friction' for users of transit and bikeshare through the use of a single trip planning and booking application, and
- Reducing transportation costs by integrating fare payment systems and aligning fare policy to allow free transfers between bike and bus, for example.

Over the past year, LTD has taken significant steps toward this new initiative:

- *Regional Bikeshare 2.0 Study – ODOT Innovative Mobility Program (IMP) Funding*
 - With support from LTD, Cascadia Mobility applied for and was awarded \$138,000 in funding to develop a strategic plan for the next iteration of transit-integrated Eugene-Springfield regional bikeshare system. LTD staff will participate in the project and will use findings and recommendations to inform future investments and goals and policies during the update of LTD's Long Range Mobility Plan project.
- *FY26-FY27 Statewide Transportation Improvement Fund (STIF) Formula Plan*
 - LTD has set aside nearly \$1.8 million in the FY26-FY27 STIF Formula Plan to fund a portion of the capital costs needed to replace and modernize the Eugene-Springfield regional bikeshare fleet.
- *FY26 Community Project Funding request*
 - LTD has submitted a congressional Community Project Funding request for \$1.3 million to leverage planned STIF formula spending on the capital costs associated with replacing and modernizing the Eugene-Springfield bikeshare fleet.

LTD looks forward to continued partnership with the City of Springfield and all members of the Shared Mobility Work Group in service of improved mobility options throughout the Eugene-Springfield area.

AGENDA ITEM SUMMARY**Meeting Date:****04/07/2025****S P R I N G F I E L D
C I T Y C O U N C I L**

SUBJECT:

Fair Housing Month Proclamation 2025

[Mayor VanGordon]

(5 Minutes)

Attachments

Fair Housing Month Proclamation 2025

Fair Housing Month Proclamation

April 1-30, 2025

WHEREAS, April 2025 marks the 57th Anniversary of the signing of the Federal Fair Housing Act under the Civil Rights Act of 1968; and

WHEREAS, the Fair Housing Act prohibits discrimination in the sale, rental and financing of housing; and

WHEREAS, fundamentally, fair housing means that every person has the right to live where they choose, free from housing discrimination and hostility; and

WHEREAS, this means that each one of us, regardless of race, color, religion, national origin, sex, familial status, and disability, has access to neighborhoods of opportunity, where our children can attend quality schools, our environment allows us to be healthy, and economic opportunities are provided; and

WHEREAS, the City of Springfield is committed to equal opportunity and affirmatively furthers fair housing.

NOW, THEREFORE, be it resolved that I, Sean VanGordon, Mayor of Springfield do hereby proclaim April 2025 to be

FAIR HOUSING MONTH

And encourage all Springfield residents to learn more about their rights and responsibilities under the Fair Housing Act and encourage residents to visit the Springfield History Museum's exhibit "Housing in Springfield and Beyond," which is open through June, to learn more about 130 years of housing history in Springfield and Oregon.



A handwritten signature in black ink, appearing to read "Sean VanGordon", is written over a horizontal line.

Sean VanGordon, Mayor

AGENDA ITEM SUMMARY

Meeting Date: 04/07/2025

**S P R I N G F I E L D
C I T Y C O U N C I L**

SUBJECT:

2025 National Library Week Proclamation
[Mayor VanGordon]

(5 Minutes)

Attachments

2025 National Library Week Proclamation

National Library Week April 6-12, 2025

WHEREAS, libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life;

WHEREAS, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all;

WHEREAS, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships;

WHEREAS, libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs;

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all;

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

NOW, THEREFORE, be it resolved that I Mayor Sean VanGordon proclaim National Library Week, April 6-12, 2025. During this week, I encourage all residents to visit their library to explore the wealth of resources available.



A handwritten signature in black ink, appearing to read "Sean VanGordon", with a long, sweeping flourish extending to the right.

Sean VanGordon
Mayor

AGENDA ITEM SUMMARY**Meeting Date:****04/07/2025****S P R I N G F I E L D
C I T Y C O U N C I L**

SUBJECT:September 3, 2024 City Council Regular Session Minutes

Attachments

September 3, 2024 City Council Regular Session Minutes

MINUTES OF THE MEETING OF THE
SPRINGFIELD CITY COUNCIL
HELD MONDAY SEPTEMBER 3, 2024

The Springfield City Council met in person and via Zoom on Tuesday, September 3, 2024 at 7:00p.m., Mayor VanGordon presiding.

CALL TO ORDER

Mayor VanGordon called the City Council meeting to order at 7:00 p.m.

ATTENDANCE

Present were Mayor VanGordon, Councilors Michelle Webber, Steve Moe, Kori Rodley, Beth Blackwell, and Victoria Doyle. Council President, Pishioneri was absent.

STAFF PRESENT

City Manager Nancy Newton, Assistant City Manager Niel Laudati, City Attorney Mary Bridget Smith, City Recorder Allyson Pulido, Andy Limbird, Jeremy Shearer, and Chaim Hertz

CONSENT CALENDAR

1. Claims
2. Minutes
3. Resolutions
4. Ordinances
5. Other Routine Matters
 - a. Purchase of Two (2) Ford Closed Circuit TV Inspection- Transit T-350Vans with Rover X Pro Truck System
 - b. Police Department Vehicle Uplift Contract

MOTION: Councilor Rodley moved, seconded by Councilor Webber, to approve the consent calendar. The motion was approved unanimously. 5 for, 0 against, 1 absent (Pishioneri)

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Ab

ITEMS REMOVED FROM THE CONSENT CALENDAR – None

PUBLIC HEARINGS

1. Request for Springfield Comprehensive Plan Map Amendment and Zone Change for 26.73 Acres of Property Located at 5230 High Banks Road.

first reading only, no action requested:

Ordinance No. 1: an ordinance amending the Springfield comprehensive plan map by redesignating approximately 25.14 acres of land from sand and gravel to light medium industrial; redesignating approximately 1.59 acres of land from low density residential to light medium industrial; amending the Springfield zoning map

by rezoning the same 25.14 acres of land from quarry & mining operations to light medium industrial; and amending the Springfield zoning map by rezoning the same 1.59 acres of land from r-1 residential to light medium industrial; adopting a severability clause and providing an effective date.

City Attorney Mary Bridget Smith advised that this particular public hearing would be treated as a quasi-judicial hearing and Oregon law required members of the City Council to disclose any conflicts of interest. She explained the conditions under which a conflict existed. She stated that the item had been presented to the Springfield Planning Commission.

Individually, all members of the City Council present stated they had no ex parte contacts on the matter or any conflict of interest.

Andy Limbird, Senior Planner, described the property location near a business park and said the nature of the planned development was industrial but there was a residual residential element on the property. He stated the applicant sought a rezoning of the property, which was once a quarry, now depleted and reclaimed from the former mining operation. Mr. Limbird added that the application was reviewed by the Oregon Fair Housing Board, which submitted a letter in support of the rezoning, and which stated the property was not conducive to the placement of housing.

Mr. Limbird stated that the application had received unanimous approval of the Springfield Planning Commission, and he had received no comment from the public other than the letter from the Oregon Fair Housing Board. He said a representative of the applicant was present to respond to any questions.

Mayor VanGordon opened the public hearing.

Zach Galloway from TBG Architects and Planners stated that he represented the applicant, Shawn Hyland, and described the steps taken in the annexation application.

There were no questions from members of the City Council.

Mayor closed the public hearing and closed the record.

2. Annexation of Territory to the City of Springfield - Annex Approximately 4.71 Acres of Vacant Residential Property Located at the Southeast Corner of 19th Street and Hayden Bridge Road (Map 17-03-24-42, Tax Lot 5202) and Concurrently Annex an Approximately 70-Foot Wide by 294-foot Long Segment of Undeveloped Hayden Bridge Road Public Right-of-way.

First reading only, no action requested:

Ordinance No. 2: an ordinance annexing certain territory (unaddressed property at the southeast corner of 19th street and Hayden bridge road and identified as assessor's map 17-03-24-42, tax lot 5202, and an approximately 70-foot wide by 294-foot long segment of Hayden bridge road right-of-way) to the city of Springfield and Willamalane park & recreation district; withdrawing the same territory from the rainbow water district; adopting a severability clause; and providing an effective date.

Mr. Limbird provided a slide of an aerial view of the location and stated the site as an apple orchard in the Hayden Bridge area. He said the applicant requested annexation of the property to obtain sewer service in anticipation of the construction of a single dwelling unit, as new dwelling units of this nature must be connected to sewer systems under Oregon law. He added that the applicant had no current plan to divide the parcel at this time. He advised that if the applicant desired to divide the property, a different set of approvals would be triggered under

Oregon law. He stated he received one phone call about the nature of the annexation, and he responded to the caller's questions. He stated he did not receive any written comments on the matter.

There were no questions from members of the City Council.

Mayor VanGordon opened the public hearing. There was one request to comment.

Joyce Roeman commented that she lived in the area and was concerned about whether there would be a traffic increase from the annexation, and whether there were any restrictions on additional homes to be built on the land parcel, especially apartments.

Mayor VanGordon closed the public hearing.

Mr. Limbird stated that the annexation request pertained to a single dwelling unit but under Oregon law 4 dwelling units could be constructed in the R1 zoning area, such as two duplexes or one fourplex. He added that he anticipated no significant increase in traffic related to a single dwelling unit nor would there be any plans to extend any of the current roads. He opined that if a subdivision were developed, there would be appropriate public notice which would include proposed impacts such as those relating to traffic.

Councilor Doyle stated she perceived little impact on traffic or parking related to this particular annexation request.

3. Annexation of Territory to the City of Springfield-Annex Approximately 2.44 Acres of Industrial Property in Glenwood Located at 3331 Franklin Boulevard (Map 17-03-34-33, Tax Lot 100).

Mr. Limbird stated that the public record was still open on this matter and that if approved, the transportation network was in place to ensure that the frontage would be developed similar to that of hotel properties. He advised that staff recommended approval of this request.

There were no questions from member of the City Council.

Mayor VanGordon opened the public hearing. There were no requests to comment. Mayor VanGordon closed the public hearing.

MOTION: TO ADOPT AN ORDINANCE ANNEXING CERTAIN TERRITORY (PROPERTY ADDRESSED AS 3331 FRANKLIN BOULEVARD AND IDENTIFIED AS ASSESSOR'S MAP 17-03-34- 33, TAX LOT 100) TO THE CITY OF SPRINGFIELD AND WILLAMALANE PARK & RECREATION DISTRICT; WITHDRAWING THE SAME TERRITORY FROM THE GLENWOOD WATER DISTRICT; ADOPTING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Councilor Rodley moved, seconded by Councilor Webber, to approve the consent calendar. The motion was approved unanimously. 5 for, 0 against, 1 absent (Pishioneri).

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Ab

4. Surplus Land - Designate City Owned Land as Surplus

Jeremy Shearer, City Surveyor, stated this agenda item had been before the City Council four times and referred to information in the meeting packet. He described the property as a flag lot and stated that the applicant desired to connect the Woodland Ridge subdivision to the Pine Crest subdivision which would necessitate a realignment of one of the streets. He said a provision of the sales offer agreement would require the applicant to make the connection and realign the streets. He added that the City had already vacated the public rights of way and the next steps would be to declare the property as surplus, then to accept the offer.

There were no questions from members of the City Council.

Mayor VanGordon opened the public hearing. There were no requests to comment. Mayor VanGordon closed the public hearing.

MOTION: TO ADOPT A RESOLUTION DECLARING CERTAIN REAL PROPERTY OWNED BY THE CITY OF SPRINGFIELD SURPLUS AND DIRECTING THE CITY MANAGER TO ACCEPT OFFER FROM HAYDEN HOMES IN EXCHANGE FOR STREET RIGHT OF WAY.

MOTION: Councilor Rodley moved, seconded by Councilor Webber, to approve the consent calendar. The motion was approved unanimously. 5 for, 0 against, 1 absent (Pishioneri).

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Ab

BUSINESS FROM THE AUDIENCE

Mayor VanGordon reiterated the Public Comment process. He added that while speakers may refer to issues relating to closed public hearings, the City Council could not consider the comments as testimony when acting on the respective agenda item.

Speaker 1: Mary Sharon Moore stated she lived in Ward Four and requested the City Council address the need for *no fireworks zones* within the city limits of Springfield.

Speaker 2: Curtis Blankenship stated he lived in Springfield and had paid Lane County taxes since 1985. He urged the City Council to review undeveloped and unoccupied properties such as those owned by banks. He stated he would like to see the unoccupied properties used for housing or removed. He added that he would like the City Council to seek additional funding from the federal government to meet the needs of the homeless.

COUNCIL RESPONSE

Councilor Doyle commented that many unoccupied properties are privately owned, and the City is required to comply with laws regarding property rights. She agreed that discussing the use of unoccupied properties may be appropriate, but the City cannot take the properties and reuse them for another purpose.

CORRESPONDENCE AND PETITIONS - None

BIDS - None

BUSINESS FROM THE CITY COUNCIL -

Councilor Rodley stated she participated in a Labor Day AFL-CIO sponsored barbecue in Springfield which was well attended. She added it was a great opportunity to celebrate workers.

BUSINESS FROM THE CITY MANAGER

1. Ratification of Contract with American Federation of State, County, and Municipal Employees (AFSCME)

Chaim Hertz, Director of Human Resources, referred to information included in the meeting packet and stated that the three-year contract would primarily impact City Hall security and Street Maintenance staff. He said the contract reflected a base wage strategy with built-in CPI's and that the costs had been budgeted. Mr. Hertz also discussed changes that were agreed upon between the City of Springfield and AFSCME including an in-house training program.

There were no questions from members of the City Council.

MOTION: TO AUTHORIZE CITY MANAGER TO RATIFY COLLECTIVE BARGAINING AGREEMENT WITH AFSCME.

MOTION: Councilor Rodley moved, seconded by Councilor Webber, to approve the consent calendar. The motion was approved unanimously. 5 for, 0 against, 1 absent (Pishioneri).

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Ab

BUSINESS FROM THE CITY ATTORNEY

1. Springfield Election Information (Voters' Pamphlet) for 2024 General Election

City Attorney Mary Bridget Smith requested that the City Council decide if they want to authorize the production of a Springfield specific Voters Pamphlet. She said preparation of the pamphlet would require 8 to 10 hours of staff time, and the City Council could request it be printed even if there was no intent to mail it.

Councilor Doyle affirmed that the positions open for election were Lane County positions and Springfield Utility Board positions, which would be included in the State of Oregon guide as well.

MOTION: TO NOT APPROVE THE PREPARATION OF EITHER A PRINT OR ELECTRONIC VOTERS' PAMPHLET (OR BOTH) FOR THE 2024 GENERAL ELECTION FOR THE SPRINGFIELD UTILITY BOARD POSITIONS

MOTION: Councilor Rodley moved, seconded by Councilor Webber, to approve the consent calendar. The motion was approved unanimously. 5 for, 0 against, 1 absent (Pishioneri).

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Ab

ADJOURNMENT

Mayor VanGordon adjourned the Springfield City Council meeting at 7:39 p.m.

(Minutes prepared by Pam Berrian, LCOG)

Sean VanGordon
Mayor

Attest:

Allyson Pulido
City Recorder

AGENDA ITEM SUMMARY**Meeting Date:****04/07/2025****S P R I N G F I E L D
C I T Y C O U N C I L**

SUBJECT:September 9, 2024 City Council Work Session Minutes

Attachments

September 6, 2024 City Council Work Session Minutes

**MINUTES OF THE WORK SESSION
OF THE SPRINGFIELD CITY COUNCIL
HELD MONDAY, SEPTEMBER 9, 2024**

The Springfield City Council met in person and via Zoom on Monday, September 9, 2024 at 6:00 p.m., Mayor VanGordon presiding.

CALL TO ORDER

Mayor VanGordon called the work session to order at 6:00 p.m.

ATTENDANCE

Present were Mayor VanGordon, Councilors Michelle Webber, Steve Moe, Kori Rodley, Beth Blackwell, Victoria Doyle, and Joe Pishioneri

STAFF PRESENT

City Manager Nancy Newton, Assistant City Manager Niel Laudati, City Attorney Mary Bridget Smith, City Recorder Allyson Pulido, Emily David, Mark Rust and Jeff Paschall

GUESTS

Four Springfield Library Advisory Board members

- Myra Breen – Voting Member
- Heather Huerta – Voting Member and Past Chair
- Robyn Loudon – Voting Member and Current Vice Chair
- Rebekah Weed – Voting Member and Current Chair

1. Library Advisory Board Update

Emily David, Library Director, stated that Rebekah Weed, Chair of the Springfield Library Advisory Board, would introduce three Library Advisory Board members to provide an update on library operations.

Myra Breen, library board member, highlighted the financial and in-kind support provided to the library and its programs by the Springfield School District and NW Community Credit Union. She described the FESAL (For Every Student a Library Card) program. She said the library had also received Information Technology grants from the Oregon State Library and there was a commitment for FY22-FY25 support from a local credit union. She added that much of the support subsidized the cost of library cards to out-of-district patrons who found the purchase of the cards cost prohibitive. She discussed the library's change to "fine-free." She stated the positive impact on patrons and their relationship with the library. She lauded the improvement of the *virtual library*, which enabled materials to be accessed outside of business hours, materials reserved, and patrons could review upcoming special events. She said she was especially appreciative of support for new programs such as *SpringShare*.

Heather Huerta, library board member, said she had been on the Library Advisory Board since 2019 and highlighted the library's response to calls for action such as being a place of respite during the January ice storm whereby library hours were extended so that families without power could have a place of activity and shelter. She said the response was like that experienced during the COVID pandemic. She said puzzles and games were added at the library because they are educational tools, and she highlighted the Children's Program, the Film Program, and summer reading programs in partnership with the Springfield schools. She provided examples improvements in outreach, especially with the library share program and the receipt of a grant which provided a van for library pop-up events where library cards can be issued, books can be checked out, and storytelling events can occur in both English and Spanish. She said the library had also received a special grant that enabled the

distribution of over 200 Spanish language books. She also emphasized many other Spanish language programs through the library including Dia de los Muertos and Noche Cultural.

Robyn Loudon, Vice Chair of the Library Board, discussed additions to the library strategic plan that involved the Springfield Museum where special events were made possible due to funding provided by Friends of the Library and the Library Foundation. She said that with those grants, library staffing had increased and that last year the library brought 105,000 visitors into the downtown core. She thanked the City Council for making possible the remodel of the library to improve circulation operations, expand its store, expand the teen center area, and create additional event space. She invited the City Council to attend the remodel celebration on September 19.

Mayor VanGordon invited questions and comments from members of the City Council.

Councilor Pishioneri asked if staff knew which book was checked out the most, and if that information could be placed on the website. Ms. David replied that was a great question and with their technology, yes, they could obtain that information.

Councilor Rodley thanked the board members for their presentation and cited her great appreciation for their work.

Councilor Webber remarked that she heard many compliments about the Springfield library, including from Eugene residents.

Councilor Blackwell said she appreciated the growth of the Springfield Library, which was one of her favorite places to visit as a child and especially appreciated the growth of the library and the increase in programs and activities.

Mayor VanGordon said that for some time he had wanted to see the return of updates from Springfield's boards and commissions, and he was excited about the library remodel. He added that having the library in City Hall was a benefit.

2. Annexation Comprehensive Planning Fee Update

Mark Rust, Planning Manager and Jeff Paschall, Community Development Director, introduced this agenda item and referenced budget information in the meeting packet.

Mr. Rust stated the focus of the agenda item was the *Annexation Comprehensive Planning Fee*, a fee assessed in addition to the annexation application fee, and which was suspended over a year ago. He said he would appreciate feedback about whether the suspension should continue or be reinstated. He said that City's Comprehensive Plan (Comp Plan) staff work on many projects that ultimately become part of the City's Comp Plan and provided several examples, including the Willamalane Park Plan, the Transportation System Plan, and Neighborhood Refinement Plans, with a Comp Plan review before the City Council occurring every two years to address additional State land use mandates. He added the Comp Plan and Comp Plan Map were an adjunct to the City's Zoning map, all of which were referenced when land was annexed.

Mr. Rust described the Comp Plan team as 8 FTE, and most staff supported by other Funds and fees, including grants for outside consultant work on state mandated processes, but approximately 3 FTE were General Fund (about 50%) supported. He made two numerical corrections to the budget provided in the meeting packet. He said the agenda item focused on the General Fund portion of program funding and the Annexation Planning Fee had offset approximately 4% of the costs.

Mayor VanGordon invited questions and comments from members of the City Council.

Councilor Pishioneri recalled the City's policy push in 2009 to ensure 100% cost recovery from fees. He said he was generally in support of that policy, but there had been an outcry from developers. He asked staff about the cost of a simple annexation request, for example for those who have septic tanks that fail and must connect to the City's sewer system. He said that he does not want the fees to hurt people in these situations.

Mr. Rust described the services provided to applicants such as meetings with developers, sending required public notices, and conducting site reviews. He referenced page two of the material in the meeting packet which contained a list of all annexation requests since the Annexation Planning Fee suspension was instituted. He highlighted the three smallest fees on the list that involved single lots, although those annexation requests may not have been septic related. He said the Annexation Application Fee remains in place. He added he planned to return to the City Council to discuss a broader range of fees but was seeking feedback from the City Council about the Annexation Planning Fee and whether to maintain the suspension or eliminate that fee entirely.

Councilor Pishioneri asked about the typical time period the City realized property tax revenue from an annexation. Mr. Rust replied two years, for a situation where a home was constructed.

Councilor Doyle remarked that the Comp Plan Map was well done and thanked staff for the improvement. She acknowledged that State land use mandates impacted Springfield and resulted in more staff time spent on compliance procedures. Mr. Rust added that an additional challenge was that the remaining lands left for development and annexation were the more difficult to develop, requiring more intense staff work. The state mandates have created more requirements which require more staff time.

Councilor Doyle asked for an affirmation of the staff costs for the 3 FTE reflected in the budget attachments in the meeting packet. Mr. Paschall replied that while there may be some variation in the 3 FTE during a budget cycle, there are additional indirect costs associated with an employee salary. City Manager Newton affirmed the indirect costs and added that the City Planner compensation is at middle of the market and less expensive than that in the private sector. Finance Director, Nathan Bell explained the breakdown of the salaries and cost to the City for employee salaries.

Councilor Doyle stated she hoped the City Council could develop alternative options for the fees to be spread among other applicants that benefit from the comp plan. Councilor Rodley agreed about the need to recoup staff costs from fee and the need to facilitate development. Mayor VanGordon said he was open to recouping staff costs from fees but would like to see options that facilitated development. Councilor Webber agreed.

Councilor Blackwell asked if Springfield's fees were comparable to Eugene's fees. Mr. Rust replied they are not comparable because Eugene's programs and fee structures were different.

Councilor Webber said she would like to see a system that will help the City recoup fees but not discourage development.

City Manager Newton remarked that the City anticipated the need for the same amount of staffing in the future given anticipated Oregon land use processes resulting from State legislation. She said while the fee system may not be comparable to the City of Eugene, cost recovery was a common practice for municipalities.

Councilor Doyle asked staff about whether a portion of the work by City planning staff and costs could be placed on the developer. Mr. Rust replied that in the past, developers had not wanted to do it, but it was an option to explore.

Mayor VanGordon opined that the challenge was recovering upfront costs, but the Annexation Planning Fee was created by decisions that preceded the current members of the City Council. He said he believed some annexations of small properties could be set apart from others and was open to a review of an Annexation Planning Fee that protected small landowners. He credited Councilor Doyle with a suggestion to look at the work regionally, not citywide, and would be open to staff suggestions about such a review.

Mr. Rust replied that while he be returning to the City Council for a presentation regarding fees in October, a request for options regarding the Annexation Planning Fee would not be part of that presentation but considered later.

ADJOURNMENT

Mayor VanGordon adjourned the meeting at 7:06 p.m.

(Minutes prepared by Pam Berrian, LCOG)

Sean VanGordon
Mayor

Attest:

Allyson Pulido
City Recorder

AGENDA ITEM SUMMARY

Meeting Date:

04/07/2025

**S P R I N G F I E L D
C I T Y C O U N C I L**

SUBJECT:

September 16, 2024 City Council Work Session Minutes

Attachments

September 16, 2024 City Council Work Session Minutes

MINUTES OF THE MEETING OF THE
SPRINGFIELD CITY COUNCIL WORK SESSION
HELD SEPTEMBER 16, 2024

The Springfield City Council met in person and via Zoom on Monday, September 16, 2024 at 5:30 p.m., Mayor Sean VanGordon presiding.

CALL TO ORDER

Mayor VanGordon called the work session to order at 5:30 p.m.

ATTENDANCE

Present were Mayor VanGordon, Councilors Michelle Webber, Steve Moe, Kori Rodley, Beth Blackwell, and Victoria Doyle, Joe Pishioneri.

STAFF PRESENT

City Manager Nancy Newton, Assistant City Manager Niel Laudati, City Attorney Mary Bridget Smith, City Recorder Allyson Pulido, Planning Manager Mark Rust, Comprehensive Planning Manager Sandy Bellson, Senior Planner Haley Campbell, Budget and Procurement Manager Jessica Mumme, and Finance Director Nathan Bell.

1. Springfield Development Code Amendments

Senior Planner Haley Campbell introduced the topic of Springfield Development Code Amendments for annexations via PowerPoint presentation.

Ms. Campbell explained that the project would amend the annexation section of the Springfield Development Code (SDC) to enable efficient and timely review aligning with state law. The amendments would clarify the application and initiation types, amend SDC 5.7.15 for initiation method requirements and application requirements to clarify which documents are required for various annexation applications, improve efficiency and timeliness for staff to process applications, and expand instances when annexations would not require a public hearing.

She further explained that annexation is the process by which properties outside the city limits become incorporated into the City and thus can receive city services. She noted that City Council makes the final decision on whether to approve an annexation request.

Ms. Campbell provided a brief history of annexation in the City of Springfield, highlighting the fact that the City has not actively annexed properties since the 1970s. She said that annexation was and is driven by property owners' requests to be included within the city limits. She provided definitions for the three main types of initiation methods for annexation: owner consent, triple majority, and double majority. She added that City Council may also initiate annexations regarding public right of ways and other public land contiguous to the city limits.

Ms. Campbell introduced SDC 5.7.115 annexation review. The section was amended by adding owner consent annexation which does not require a public hearing, unless City Council chooses to defer action until after holding a public hearing; a review process for double and triple majority annexations; and, for clarity, moving two standards to the section. She mentioned a discrepancy between current practices and the minimum state requirements for public hearings: in the current practice, practically everything goes to a public hearing because nothing meets the exception in the code.

Ms. Campbell highlighted a series of options for City Council consideration:

- Option 1.A. offers no hearing for owner consent annexations and includes an option for City Council to call for a public hearing.
- Option 1.B. offers no hearing for owner-consent annexation unless property includes natural resources or natural hazards.
- Option 2.A. offers no hearing for owner consent annexation with failing septic on small lot.
- Option 2.B. offers no hearing for owner consent annexation on a small lot or with a failing septic.
*Planning Commission recommendation

Ms. Campbell introduced SDC 5.7.125 annexation review. The section was amended by revising the initiation requirements to break them down by application type.

Ms. Campbell noted a series of options for public hearing notices for City Council consideration:

- Option 1 offers the minimum required by law: property owners within 100 feet of the affected territory will be noticed.
- Option 2 offers the existing code: property owners within 300 feet of the affected territory will be noticed. *Planning Commission recommendation.
- Option 3 offers other potential alternatives.

Councilor Moe made a point that tenants vote, and that property owners do not always vote. He said that is a problem in some cases.

Councilor Doyle stated that for SDC 5.7.115 she prefers Option 1.A. and for SDC 5.7.125 she prefers Option 1.

Councilor Pishioneri proposed a hybrid of the options presented for SDC 5.7.115.

Councilor Rodley stated that for SDC 5.7.115 she prefers Option 2.B. yet supports aspects of 1.B. She supports notifying both the owners and the occupants.

Mayor VanGordon expressed for SDC 5.7.115 he prefers 1.B. He supports notifying both the owners and the occupants.

Councilor Pishioneri asked if there is a process for cases where an annexation without an automatic public hearing is flagged by a citizen or resident; for example, a trigger for a public hearing to ensure that the concern is addressed.

City Attorney Mary Bridget Smith said she will follow up regarding Mr. Pishioneri's question.

Planning Manager Mark Rust elaborated on their process for mapping natural hazard areas. Responding to Mr. Pishioneri's previous question, he noted that a public hearing may be initiated by the City's Director of Planning and/or by City Council members themselves. He added that even if there is not a public hearing for said annexations, they all come before City Council for adoption, thereby allowing for input during the public comment period.

Regarding Springfield Development Code amendments, there was consensus to direct staff to bring back a recommendation reflecting a hybrid with the specifications as outlined by City Council. The recommendation will be reviewed for adoption at a public hearing scheduled for Monday, October 7, 2024.

1. General Fund Structural Imbalance

Finance Director Nathan Bell and Budget and Procurement Manager Jessica Mumme provided a PowerPoint presentation about the City's general fund structural imbalance.

Mr. Bell invited City Council to provide guidance on addressing the structural imbalance and growing deficit in the City's general fund. He described potential reductions in outward facing services, new revenue generating strategies, or a combination of both.

Mr. Bell brought City Council's attention to the general fund five-year forecast, pointing out that the scale of the deficit is different than in the past. He said up until this time, the scale of the deficit has been addressed with small adjustments. He explained that the structural imbalance has been a reality for decades and is primarily the result of voter approved initiatives in the 1990s that put caps on the City's primary revenue for general fund services. Historically low inflation has allowed the City to adjust each successive year to balance the budget. He said that has never adequately addressed the long-term structural imbalance. He noted that personnel make up 80% of the general fund budget. He also cited PERS increases.

Mayor VanGordon recommended that the Finance Department bring back a charge sheet for forming a mayor-appointed committee to brainstorm holistic strategies with a goal of restoring structural balance.

Ms. Rodley shared her perspective that it is helpful to examine both core services and growing revenue. She urged that the mayor-appointed committee should examine both.

Mr. Pishioneri voiced general support for forming a mayor-appointed committee.

Councilor Rodley and Councilor Doyle were both in support of the mayor-appointed committee looking at revenue options not just budget cuts.

City Manager Nancy Newton remarked that the general fund five-year forecast document is continually being updated as new information becomes available. She also discussed the low staffing levels in the city as well as the need for deferred maintenance on City owned buildings.

Staff committed to providing a scope for a mayor-appointed committee at an upcoming meeting scheduled for Monday, October 21, 2024.

ADJOURNMENT

Mayor VanGordon adjourned the Springfield City Council meeting at 6:32 p.m.

(Minutes prepared by Terah Van Dusen, LCOG)

Sean VanGordon
Mayor

Attest:

Allyson Pulido
City Recorder

AGENDA ITEM SUMMARY**Meeting Date:****04/07/2025****S P R I N G F I E L D
C I T Y C O U N C I L**

SUBJECT:September 16, 2024 City Council Regular Session Minutes

Attachments

September 16, 2024 City Council Regular Session Minutes

MINUTES OF THE MEETING OF
THE
SPRINGFIELD CITY COUNCIL MEETING
HELD SEPTEMBER 16, 2024

The Springfield City Council met in person and via Zoom on Monday, September 16, 2024 at 7:00 p.m., Mayor Sean VanGordon presiding.

CALL TO ORDER

Mayor VanGordon called the regular meeting to order at 7:00 p.m.

ATTENDANCE

Present were Mayor VanGordon, Councilors Michelle Webber, Steve Moe, Kori Rodley, Beth Blackwell, Joe Pishioneri, and Victoria Doyle.

STAFF PRESENT

City Manager Nancy Newton, Assistant City Manager Neil Laudati, City Attorney Mary Bridget Smith, City Recorder Allyson Pulido, Senior Planner Andy Limbird, Community Development Director Jeff Paschall, Chief of Police Andrew Shearer, and City Surveyor Jeremy Sherer.

GUESTS

Kelly Wood
Josh Smith
Ben Wilkinson
Trudy Bauchery
Maria Maragni
Marjory Marshall Watts

PLEDGE OF ALLEGIANCE

SPRINGFIELD UPBEAT

1. Mayor's Recognition

- a. Mayor VanGordon read a National Diaper Need proclamation and declared September 23-29, 2024, National Diaper Awareness Week.
- b. Chief of Police Andrew Shearer reported on the Oregon Retail Theft Grant. In early 2024, the Springfield Police Department (SPD) applied and on August 1, 2024, they were awarded \$586,850.

CONSENT CALENDAR

1. Claims
2. Minutes
3. Resolutions
 - a. Acceptance of Project P21165 Gateway to Kruse Intersection Improvements
 - b. Acceptance of Project P21180; Jasper Road, Dondea Street, Filbert Lane School Crossings
 - c. Wastewater Master Plan
4. Ordinances
 - a. Annexation of Territory to the City of Springfield- Annex Approximately 4.71 Acres of Vacant Residential Property Located at the Southeast Corner of 19th Street and Hayden Bridge Road

(Map 17-03-24-42, Tax Lot 5202) and Concurrently Annex an Approximately 70-foot Wide by 294-Foot Long Segment of Undeveloped Hayden Bridge Road Public Right-of-Way.

b. Request for Springfield Comprehensive Plan Map Amendment Zone Change for 26.73 Acres of Property Located at 5230 High Banks Road

5. Other Routine Matters

a. Liquor license Application for a New License for Bhaghi Inc., DBA: Spark by Hilton

MOTION: Councilor Pishioneri moved, seconded by Councilor Webber, to approve the Consent Calendar.

The motion was approved unanimously 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Y

ITEMS REMOVED FROM THE CONSENT CALENDAR – None

PUBLIC HEARINGS

1. Request for Springfield Comprehensive Plan Map Amendment and Zone Change for 2.92 Acres of Property Located on Newman Street in Glenwood

Senior Planner Andy Limbird introduced a comprehensive plan map amendment and zone change via PowerPoint presentation.

ORDINANCE NO 1: AN ORDINANCE AMENDING THE SPRINGFIELD COMPREHENSIVE PLAN MAP BY REDESIGNATING APPROXIMETLY 2.92 ACRES OF LAND FROM GLENWOOD EMPLOYMET MIXED USE TO LIGHT-MEDIUM INDUSTRIAL, AMENDING THE SPRINGFIELD ZONING MAP BY REZONING THE SAME 2.92 ACRES OF LAND FROM GLENWOOD EMPLOYMENT MIXED USE TO LIGHT-MEDIUM INDUSTRIAL, ADOPTING A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE. (FIRST READING ONLY)

Mr. Limberd, Senior Planner explained that in May 2024, City Council adopted a motion to initiate the redesignation and rezoning. After providing some specifics about the site, he mentioned that the request would facilitate the expansion of the existing Atkore Pipe manufacturing facility. The Planning Commission unanimously recommended the redesignation. He added that staff did not receive any public testimony regarding the proposal.

Mayor VanGordon opened the public hearing.

Wildish Land Company Safety and Land Manager Kelly Wood thanked the City Council for their consideration of the redesignation and offered her general support of the project.

Atkore Human Resources Manager Josh Smith explained that the manufacturing company is experiencing limited space to grow their business.

Mayor VanGordon closed the public hearing.

BUSINESS FROM THE AUDIENCE

Ben Wilkinson and Art Director Trudy Bauchery, spoke about the success of the Springfield Block Party. 10,000 people attended the Springfield Block Party.

Maria Maragni spoke to poor conditions in a public right of way located between A and B streets behind her home. She urged immediate action.

Marjorie Marshall Watts described the conditions of in a public right of way located between A and B streets—an alleyway adjacent to her property. Ms. Marshall Watts urged action be taken to resolve the issue.

COUNCIL RESPONSE

Mayor VanGordon directed the Public Works Department to follow-up with Ms. Maragni and Ms. Marshall Watts.

Regarding Ms. Maragni and Ms. Marshall Watts' public comments, Councilor Rodley agreed that there should be a conversation regarding alleyways, specifically in the downtown area.

Councilor Doyle expressed her general support of the annual Springfield Block Party and suggested, based on community feedback, providing more seating for elderly guests.

1. Resolution of Necessity: Daisy Street & S. 42nd Street Roundabout (P21159)

City Surveyor Jeremy Sherer presented a resolution of necessity concerning the Daisy Street and S. 42nd Street roundabout project. The right of way acquisition is a critical path for project scheduling. The success of the project requires that all right of ways be acquired with no hold outs. The resolution of necessity ensures that the needed rights are required and that landowners are treated fairly under the law.

Councilor Doyle expressed her disdain for imminent domain and described having strong feelings regarding personal property rights.

Councilor Pishioneri asked for clarification that the project conception was intended to move bicycle traffic off Main Street and onto Daisy Street.

Mr. Sherer responded affirmatively.

Councilor Pishioneri asked about the project cost for the City and the grant contribution amount.

Director of Community Development Jeff Paschall said the grant is roughly \$900,000. He explained that the Virginia Daisy Project started out as the entire block length, but costs kept increasing, so they parsed it out into phases. The first phase (51st Street) has been completed. He explained that the identified intersection is both a bicycle corridor and vehicle safety project. He said sight distance is poor at the stop signs and there is a tendency for near misses and collisions. The project is to address the sight distance issue with a roundabout. He mentioned an upcoming phase located on Virginia Avenue between 32nd and 42nd Streets. The City's total cost is expected to be in the \$5,000,000 to \$6,000,000 range.

Councilor Pishioneri requested information about how many bicycles use the corridor per day.

Mr. Paschall committed to following up with the information Mr. Pishioneri requested.

MOTION: Councilor Pishioneri moved, to adopt a resolution exercising the power of eminent domain pursuant with ORS 35.600 through 35.625 concerning acquisition of permanent right of way and temporary construction easements necessary for the Daisy Street South 42nd Roundabout Capital Improvement Project (P21159). Seconded by Councilor Rodley.

The motion was approved unanimously 5 for and 1 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	N
Pishioneri	Y

CORRESPONDENCE AND PETITIONS – None

BIDS – None

BUSINESS FROM THE CITY COUNCIL – None

BUSINESS FROM THE CITY MANAGER – None

BUSINESS FROM THE CITY ATTORNEY – None

ADJOURNMENT

Mayor VanGordon adjourned the Springfield City Council meeting at 7:49 p.m.

(Minutes prepared by Terah Van Dusen, LCOG)

Sean VanGordon
Mayor

Attest:

Allyson Pulido
City Recorder

AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	04/07/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Mariah Kimpton/Community Development
	Staff Phone No:	
	Estimated Time:	Consent Calendar
	Council Goals:	Maintain and Improve Infrastructure and Facilities

ITEM TITLE:

Acceptance of Project P31087, Oxwood Subdivision.

ACTION REQUESTED:

Adopt or reject the following resolution:

A Resolution Accepting Public Improvements for Oxwood Subdivision, P31087

ISSUE STATEMENT:

The work on this project has been completed by Oxwood Properties A St. LLC and their Contractor, J.T.'s Excavation, Inc. The City Staff and developer's consulting engineer, A&O Engineering, LLC, have completed a final inspection, paperwork, and approval. The project is now ready for formal City Council acceptance.

DISCUSSION/FINANCIAL IMPACT:

The Oxwood Subdivision project consists of site work (within right-of-way), striping, grading, installing pavement, sanitary and stormwater facilities, sidewalks, landscaping and streetlights required for the new subdivision. All construction work has been paid for by the developer, Oxwood Properties A Street, LLC, and constructed by JT's Excavation, Inc. All work done under the permit project has been completed and inspected by the City Engineer or designee and has been found to be satisfactory. This project has no final construction cost, as it was privately engineered, built, and financed. There is no financial impact to the City other than typical future maintenance responsibilities for public infrastructure.

Attachments

1. P31087 - Oxwood Subdivision Resolution
2. P31087 - Oxwood Subdivision Map

**CITY OF SPRINGFIELD, OREGON
RESOLUTION NO. _____**

ACCEPTANCE

WHEREAS, work on the improvement described below has been fully completed and has been duly inspected by the City Engineer of the City of Springfield: P31087, Oxwood Subdivision;

WHEREAS, said work was found to be in conformance with the terms of the Public Improvement Permit and plans submitted by the Engineer of Record and approved by the City Engineer; and

WHEREAS, it is the recommendation of the City Engineer that this Public Improvement Project be accepted and permanently included in the improvement maintenance program of the City of Springfield.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SPRINGFIELD:

Section 1: The Common Council of the City of Springfield does hereby accept for future maintenance the above-described project and accepts said improvement from the Developer involved.

Section 2: This Resolution will take effect upon adoption by the Council and approval by the Mayor.

ADOPTED by the Common Council of the City of Springfield this 7th day of April, 2025, by a vote of _____ for and _____ against.

ATTEST:

City Recorder

**REVIEWED & APPROVED
AS TO FORM**

Kristina Kraaz

DATE: **Feb. 9, 2021**
SPRINGFIELD CITY ATTORNEY'S OFFICE

Attachment #2 – P31087, Oxwood Subdivision



AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	04/07/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Kristina Kraaz/City Attorney's Office
	Staff Phone No:	541-744-4061
	Estimated Time:	Consent Calendar
	Council Goals:	Financially Responsible and Stable Government Services

ITEM TITLE:

Metropolitan Wastewater Management Commission Pretreatment Program Reporting Obligations for Pretreatment Activities Outside of Urban Growth Boundaries Intergovernment Agreement.

ACTION REQUESTED:

Authorize the City Manager to execute the Intergovernmental Agreement (IGA) for Metropolitan Wastewater Management Commission (MWMC) Pretreatment Program reporting obligations for pretreatment activities outside of urban growth boundaries.

ISSUE STATEMENT:

Oregon DEQ is requiring MWMC and the cities of Springfield and Eugene to enter a formal agreement regarding reporting obligations for industrial pretreatment of wastewater outside the urban growth boundaries of Springfield and Eugene.

DISCUSSION/FINANCIAL IMPACT:

Oregon DEQ is requiring this IGA to document which party would report to DEQ on industrial pretreatment activities if an industrial user is connected to the regional wastewater system from outside the urban growth boundary (UGB) of Springfield or Eugene. DEQ approved the final draft of the pretreatment IGA by letter dated March 5, 2025 (Attachment 2).

This agreement will have no immediate effects because industrial users cannot connect to wastewater system outside the UGB without a Metro Plan amendment approved by the cities of Springfield and Eugene and Lane County and other prerequisites. The attached memorandum from MWMC legal counsel to the MWMC governing body from February 6, 2025 (Attachment 3) provides more information about the need for this agreement. Because this IGA does not authorize any changes to the current industrial pretreatment program or new connections to the wastewater system from outside the UGB, this IGA has no financial impact on the City of Springfield.

The City Council is recommended to approve the IGA so that MWMC will remain in compliance with its DEQ permit.

Attachments

1. IGA-MWMC Pretreatment Program
2. Letter of Approval from DEQ
3. Memo to MWMC

INTERGOVERNMENTAL AGREEMENT
Metropolitan Wastewater Management Commission Pretreatment Program
Reporting Obligations for Pretreatment Activities Outside of Urban Growth Boundaries

THIS INTERGOVERNMENTAL AGREEMENT for the Metropolitan Wastewater Management Commission Pretreatment Program (the “Agreement”) is made as of this ____ day of _____, 2025 (the “Effective Date”), by and between the Metropolitan Wastewater Management Commission (“MWMC”), City of Springfield, an Oregon municipal corporation (“Springfield”), City of Eugene, an Oregon municipal corporation (“Eugene”), and Lane County, a political subdivision of the State of Oregon (“County”). Springfield, Eugene, and the County are collectively referred to herein as the “Local Governments.” Springfield and Eugene are collectively referred to herein as the “Cities.” The Local Governments and the MWMC collectively are the “Parties” and individually a “Party.”

RECITALS

- A.** The Local Governments entered into an Intergovernmental Agreement to establish the MWMC, an intergovernmental entity, effective February 9, 1977 (the “IGA”), which has been amended from time to time. The MWMC was created to construct and operate regional wastewater facilities for the Eugene-Springfield area. More specifically, one of the MWMC’s functions pursuant to the IGA is to adopt a Pretreatment Program.
- B.** Under the Local Governments’ Charters and the Oregon Revised Statutes, the Cities and County may cooperate in providing sewerage and may enter into contracts to carry on that function jointly or by transferring the function to one of the governmental units. The MWMC and the Cities have each adopted sewer use ordinances that are equally stringent and contain identical local limits applicable to industrial dischargers. The Cities operate as the “Control Authorities,” pursuant to 40 CFR Part 403, in only their respective jurisdictions, by and through the organizational structure of the MWMC. More specifically, the Cities, within their respective jurisdictions, vis-à-vis the MWMC: (1) issue control mechanisms for those industrial users located; (2) provide the MWMC with records related to their pretreatment activities, and have the authority to enter, inspect, and sample the facilities of industrial users; and (3) enforce their respective ordinances and determine remedies for breach.
- C.** The State of Oregon Department of Environmental Quality (“DEQ”) issued a National Pollutant Discharge Elimination System Waste Discharge Permit no. 102486 (the “Permit”) to the MWMC and the Cities, effective November 1, 2022. The MWMC and the Cities jointly conduct and enforce a DEQ-approved Pretreatment Program in accordance with the requirements of the Permit and General Pretreatment Regulations (40 CFR part 403). Under the Permit, the MWMC and the Cities must update their inventory of industrial users subject to Pretreatment requirements at least annually. Section 13 of Schedule E of the Permit requires the submittal of an annual report to DEQ on or before March 31 each year that “describes the pretreatment program activities during the previous calendar year pursuant to 40 CFR 403.12(i)” (the “Annual Report”). The MWMC provides the Annual Report to DEQ for pretreatment activities within the Cities’ Urban Growth Boundaries (“UGB”), and for those facilities described in Recitals E and F.
- D.** The purpose of this Agreement is to satisfy a requirement from DEQ that the Parties memorialize which of them is responsible for including in the Annual Report to DEQ any wastewater pretreatment activities subject to the Permit that occur outside of the Cities’ UGB.
- E.** The Local Governments are bound by Oregon law and by the policies of the Eugene-Springfield Metropolitan Area General Plan (the “Metro Plan”), both of which substantially limit the Parties’ ability to extend wastewater service to serve areas outside of a UGB. Metro Plan Policy G.26 provides that wastewater service shall not be provided outside a UGB except to the following areas:

- a. “The area of the Eugene Airport designated Government and Education on the Metro Plan Diagram, the Seasonal Industrial Waste Facility, the Regional Wastewater Biosolids Management Facility, and agricultural sites used for land application of biosolids and cannery byproducts. These sites serve the entire metropolitan area.” With respect to these sites:
1. The Eugene Airport contains a single Non-Discharging Categorial Industrial User (“NDCIU”) owned by the Weyerhaeuser NR Company. The MWMC, pursuant to the City of Eugene’s sewer use ordinance, conducts inspections and reports on this NDCIU in the Annual Report. The City of Eugene, vis-à-vis the MWMC, issues the control mechanism for this NDCIU.
 2. The MWMC owns and operates the Biosolids Management Facility (formerly the Regional Wastewater Management Facility). The City of Eugene, vis-à-vis the MWMC, conducts sampling and analysis at the Biosolids Management Facility (“BMF”) and reports these activities as specified in the Permit, which information is also included the Annual Report.
 3. The MWMC owns and operates the Beneficial Reuse Site (formerly the Seasonal Industrial Waste Facility). MWMC does not conduct any pretreatment activities at the Beneficial Reuse Site (“BRS”). The BRS is regulated under the Permit.
- F. Short Mountain Landfill is a Non-Hazardous Municipal Solid Waste Landfill that is permitted to discharge leachate as a Significant Industrial User under a City of Springfield Wastewater Discharge Permit issued to Lane County Waste Management. The permittee is authorized to haul leachate from Short Mountain and discharge into the Publicly Owned Treatment Works (“POTW”) within Springfield’s UGB, where it is monitored for Permit compliance. Short Mountain Landfill is not connected to the POTW.
- G. There are currently no industrial users (except for Short Mountain Landfill) and no connections to the POTW, subject to the Permit and outside a UGB and none shall be permitted to connect to POTW without prior notification and approval from the Cities and the MWMC, and entering into a new agreement addressing implementation and enforcement of the pretreatment program. Further, there are currently no connections to the POTW for wastewater services, subject to the Permit, and outside of the UGB. Pursuant to Statewide Planning Goal 11, implementing administrative rules, and the Metro Plan, the Parties do not have authority to extend wastewater service outside of a UGB unless certain prerequisites are satisfied, including but not limited to the following: An area that is outside the UGBs of Eugene and Springfield could connect to the MWMC wastewater service if (1) it is annexed to Eugene or Springfield; or (2) the Metro Plan is amended to allow extension to that area, consistent with Goal 11 and relevant administrative rules; and Lane County adopts its own sewer use ordinance in conformance with the MWMC’s EPA-approved Model Ordinance.

AGREEMENT

The Parties hereby agree as follows:

1. **Annual Report for Pretreatment Activities Outside Either City's UGB.** The MWMC shall be responsible for providing the Annual Report to DEQ for any pretreatment activities subject to the Permit that occur outside of either City's UGB. The Local Governments agree to promptly provide the MWMC with any information regarding pretreatment activities outside of either City's UGB and, further, to perform such other acts and things as the MWMC may reasonably request in order to carry out the intent and purpose of this Section, including but not limited to cooperate in order to ensure timely submittal of such Annual Report to the DEQ.
2. **No Duty to Investigate Outside the Cities' Jurisdictions.** The Cities shall only be responsible for monitoring, surveying and reporting on those industrial users that request connection and receive approval for discharging to the POTW and shall not be responsible for enforcing pretreatment standards against any facilities outside of a City's UGB that have not requested connection to the POTW.
3. **Modification; Termination.** This Agreement may not be modified or terminated without the prior written consent of the DEQ. Any modification to any condition or provision of this Agreement must be in writing and signed by the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed as of the Effective Date.

CITY OF SPRINGFIELD, a municipal
corporation of the State of Oregon

CITY OF EUGENE, a municipal
corporation of the State of Oregon

By: _____
Nancy Newton, City Manager

By: _____
Sarah Medary, City Manager

Date: _____

Date: _____

[Signatures continued on following page]

LANE COUNTY, a political
subdivision of the State of Oregon

**METROPOLITAN WASTEWATER
MANAGEMENT COMMISSION**, an
intergovernmental entity

By: _____
Steve Mokrohisky, County Administrator

By: _____
Matt Stouder, Executive Officer

Date: _____

Date: _____



Oregon

Tina Kotek, Governor

Department of Environmental Quality

Agency Headquarters

700 NE Multnomah Street, Suite 600

Portland, OR 97232

(503) 229-5696

FAX (503) 229-6124

TTY 711

March 5, 2025

Kristen Denmark
Cities of Springfield & Eugene
Shareholder; Thorp, Purdy, Jewett, Urness & Wilkinson, P.C.
410 River Avenue
Eugene, OR 97404
Sent via email on: March 5, 2025

Re: Multijurisdictional Agreement
Cities of Springfield & Eugene
NPDES Permit No.: 102486 File No.: 55999
Lane County

Dear Kristen Denmark,

The Oregon Department of Environmental Quality is in receipt of the Multijurisdictional Agreement (also known as the Intergovernmental Agreement) between Lane County, MWMC, Eugene and Springfield. The submission was first received by DEQ Pretreatment on August 1, 2024, and corrected copies were received on February 11, 2025, and March 5, 2025.

This change does not relax Publicly Owned Treatment Works (POTW) legal authorities, relax local limits, change the POTW's control mechanism, decrease the frequency of self-monitoring or reporting required of industrial users, decrease in the frequency of industrial user inspections or sampling by the POTW, or change the POTW's confidentiality procedures; therefore, DEQ has determined that this change is non-substantial.

This letter serves as a final approval of the Multijurisdictional Agreement (also known as the Intergovernmental Agreement) between Lane County, MWMC, Eugene and Springfield.

Thank you for your work in revising your Multijurisdictional Agreement.

Sincerely,

Nicole Morris
Oregon DEQ Pretreatment Coordinator

cc: Brad Eagleson, Western Region Inspector

Shawn Krueger, City of Springfield

Diane Lloyd, Oregon Department of Justice

Megan Withroder, Thorp, Purdy, Jewett, Urness & Wilkinson, P.C.

Matt Stouder, City of Springfield

Brenda Stewart, Thorp, Purdy, Jewett, Urness & Wilkinson, P.C.

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age, sex, religion, sexual orientation, gender identity, or marital status in the administration of its programs and activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).

Translation or other formats

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800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

Metropolitan Wastewater MANAGEMENT COMMISSION



partners in wastewater management

MEMORANDUM

DATE: February 6, 2025

TO: Metropolitan Wastewater Management Commission (MWMC)

FROM: Megan Withroder, General Counsel
Kristin Denmark, General Counsel

SUBJECT: Pretreatment Intergovernmental Agreement

ACTION REQUESTED: Informational and Discussion

ISSUE

As a condition of the MWMC's current discharge permit, the MWMC is required to institute an Intergovernmental Agreement (IGA) regarding certain industrial pretreatment program responsibilities. At the February 14, 2025, MWMC meeting, legal counsel will present an update on the new IGA between the MWMC, the Cities of Springfield and Eugene, and Lane County regarding pretreatment activities (the "Pretreatment IGA").

BACKGROUND

The requirement for the parties to draft a Pretreatment IGA stems from a 2015 audit of the MWMC by the EPA and subsequent correspondence from the EPA¹. This issue was not resolved prior to DEQ's issuance of the National Pollution Discharge Elimination System Permit (NPDES) No. 102486 (the "Permit") to the MWMC on October 10, 2022. Specifically, Schedule E, Section 2 of the MWMC's Permit states:

"The permittee must also establish, where necessary, contracts or agreements with contributing jurisdictions. These contracts or agreements must identify the agency responsible for all implementation and enforcement activities to be performed by the contributing jurisdictions. MWMC is responsible for ensuring that all aspects of the pretreatment program are fully implemented and enforced."

¹ The requirement for an intergovernmental agreement addressing pretreatment activities was not listed in the Corrective Action Items in the 2015 audit; however, it was addressed in subsequent email correspondence from the EPA that was later incorporated into MWMC's Permit.

It is important to note that the Pretreatment IGA will not change anything in practice. It simply documents our current practice and, at its most basic level, the Pretreatment IGA specifies that MWMC will report annually to DEQ for any pretreatment activities subject to the Permit² that occur outside of the Cities' urban growth boundaries ("UGBs").

A concern of both DEQ and EPA has been who is monitoring areas outside of the Eugene and Springfield UGBs but within Lane County for pretreatment activities subject to the Permit. In conversations with counsel at the Oregon Department of Justice ("DOJ"), counsel for MWMC explained that the Cities do not have the authority to expand the connections to the Publicly Owned Treatment Works ("POTW") outside of the UGBs without multiple, significant changes in the law and other required prerequisites, including, but not limited to: (1) amendment to the Metro Plan; (2) annexation of the area by the applicable City or adoption of a sewer use ordinance by Lane County; (3) receipt of notice and request for connection from the proposed user; and (4) approval of the connection to the POTW.

Counsel for DOJ explained that while she understood those prerequisites, there would be no way for DEQ to know if any of those events took place. Therefore, both DEQ and EPA needed assurance – through this Pretreatment IGA – that there is a party contractually obligated to report any such connections to DEQ³. Once the Pretreatment IGA is executed, MWMC will only need to report to DEQ that there have been no changes to the industrial users outside of the Cities' UGBs and connected to the POTW.

DISCUSSION

Legal counsel for MWMC, the Cities of Eugene and Springfield, and Lane County previously agreed upon a draft Pretreatment IGA, which was submitted to DEQ for review in May 2024. DEQ provided additional comments and direction to MWMC's legal counsel, which necessitated certain revisions to the Pretreatment IGA, mostly in the form of Recitals designed to explain to DEQ that: (1) the Cities have all the legal authority necessary to implement and enforce the pretreatment program within their jurisdictions; (2) there are specific exceptions to the Metro Plan that allow wastewater service to certain facilities (such as the airport, Biosolids Management Facility, and Beneficial Reuse Site) and those facilities are regulated by the pretreatment program or the Permit; and (3) there cannot be any additional connections to the POTW unless numerous prerequisites are met.

Concurrent with delivery of this memo to the Commission, the Pretreatment IGA is being submitted to DEQ for final review and approval. Once approved by DEQ, we will return to the Commission for authorization to enter into the Pretreatment IGA. Once executed by the parties, the requirement under Schedule E, Section 2 of the Permit will be satisfied.

ACTION REQUESTED

This memo is presented for informational purposes; no specific actions or decisions are requested

² As used herein, "subject to the Permit" means a user is connected to the Publicly Owned Treatment Works. This is important because Lane County is geographically vast and many areas of Lane County are not connected to the POTW.

³ Regardless of this Pretreatment IGA, should any significant industrial user connect to the POTW, it would *have* ^{to} be reported in the annual Pretreatment Report submitted to DEQ pursuant to MWMC's NPDES permit.

AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	04/07/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Charlie Kent/Community Development
	Staff Phone No:	5417263775
	Estimated Time:	15 Minutes
	Council Goals:	Enhance Public Safety

ITEM TITLE:

Ordinance Adopting Administrative Civil Penalties and Public Nuisance Code Amendments.

ACTION REQUESTED:

Conduct a public hearing and first reading of the repeal and replacement of SMC 5.000, 5.002, 5.004 and 5.602. and adoption of the following ordinance: AN ORDINANCE AMENDING SPRINGFIELD MUNICIPAL CODE CHAPTER 5 REGARDING PUBLIC NUISANCES AND ADOPTING STANDARDS AND PROCEDURES FOR ADMINISTRATIVE CIVIL PENALTIES.

ISSUE STATEMENT:

Code violations are currently enforced through a one-size fits all, labor-intensive approach. Administrative Civil Penalties (ACP) provide a more efficient and effective response to community complaints to address minor violations. The current nuisance code neglects some current community issues, namely dangerous structures and other public health/safety issues. Additionally, certain language within the current nuisance code requires clarification to identify specific conditions which create a nuisance.

DISCUSSION/FINANCIAL IMPACT:

At the January 6, 2025 work session Council had some questions, proposed no changes to the draft code changes, and directed staff to move forward with a public hearing. Specific questions are addressed in the Council Briefing Memo.

Effective code enforcement is critical to maintaining the health, safety, and quality of life in Springfield. Current enforcement mechanisms serve an important role. However, the absence of an ACP process limits the City's ability to efficiently address code violations. An ACP process is a widely adopted enforcement tool that provides a more effective and equitable alternative to judicial processes. ACPs enable timely resolution of minor violations before they become chronic or significant issues.

The presence of Dangerous, Abandoned, and Derelict Structures poses significant risks to public safety, community well being, and property values within Springfield. These structures often become hubs for illegal activities, pose fire hazards, and undermine the appeal of our neighborhoods and community at large. To address these issues comprehensively, the draft code adds provisions targeting specific conditions and cures for Dangerous, Abandoned, and Derelict Structures.

The financial impact of the proposed ordinance is unknown. Staff anticipate a higher recovery rate of ACP fines, offsetting inspection costs for Dangerous, Abandoned, and Derelict Structure registration and abatement, and an overall reduction in administrative costs by removing a significant percentage of court proceedings.

Attachments

1. Council Briefing Memo
2. Ordinance re Nuisances and ACPs
 - 2a. Municipal Nuisance Code
 - 2b. Administrative Civil Penalties

MEMORANDUM

City of Springfield

Date: 4/7/2025

To: Nancy Newton

COUNCIL

From: Charlie Kent, Code Enforcement Officer (AIC)
Jeff Paschall, Community Development Director

BRIEFING

Subject: Ordinance Adopting Administrative Civil Penalties and
Public Nuisance Code Amendments

MEMORANDUM

ISSUE: Code violations are currently enforced through a one-size fits all, labor-intensive approach. Administrative Civil Penalties (ACP) provide a more efficient and effective response to community complaints to address minor violations. The current nuisance code neglects some current community issues, namely dangerous structures and other public health/safety issues. Additionally, certain language within the current nuisance code requires clarification to identify specific conditions which create a nuisance.

BACKGROUND:

Code enforcement involves the prevention, detection, investigation, and enforcement of violations related to public health, safety, and welfare, as well as public works, business activities, consumer protection, building standards, land use, and municipal affairs.

During a January 6, 2025, Council work session, staff presented draft code language and received direction to proceed with a public hearing regarding the adoption of Administrative Civil Penalties (ACP) and amendments to the Springfield Municipal Nuisance Code through an ordinance. At that time, the Council was generally supportive and requested further clarification on certain program guidelines. This memo summarizes the proposed code changes and addresses key discussion points raised during the work session. At the January 6th work session Council directed staff to move forward with a public hearing.

An ACP process is commonly used within code compliance programs across the state and nation as an effective enforcement tool. The ACP process provides a clearer, more equitable environment for potential forfeiture than judicial alternatives. The process is simpler and more efficient. Staff time is utilized more effectively as a community partner through onsite interactions, educational outreach is prioritized, and the total time to case resolution is dramatically reduced. Effectively, ACP's prevent long-term or chronic issues by addressing violations in a timely manner when they are relatively minor. On the street, the ACP process will provide for a more individualized and violation-appropriate approach to compliance by removing legal barriers which could be reserved for significant, chronic, or complex violations.

Given the significant risks posed by dangerous, abandoned, or derelict structures to public safety, adopting modern best enforcement practices for this nuisance code is paramount. These structures not only undermine the aesthetic appeal of our neighborhoods but also serve as magnets for criminal activity, fire hazards, and health risks. By revising and strengthening regulations, we can establish clear criteria for identifying and addressing such properties promptly.

Modernizing enforcement practices involves leveraging data analytics and geographic information systems (GIS) to prioritize inspections based on factors such as structural integrity, occupancy status, and proximity to sensitive locations like schools or parks. Implementing proactive measures, such as routine property assessments and targeted outreach to absentee owners, will help mitigate the proliferation of hazardous structures and ensure compliance with safety standards.

The proposed additions and updates to the Springfield Municipal Code will enhance public safety, streamline enforcement procedures, and address abandoned and derelict structures more effectively.

DISCUSSION:

In response to Council's inquiries from the January 6, 2025, work session, staff have provided the following clarifications:

Efficiency and Cost Effectiveness

Question: Will the increased investment in Abatement/ACP provide an efficient return?

Response: Yes. The administrative abatement costs are typically recovered through property liens, while ACP costs are offset by a higher fine recovery rate. The ACP process reduces the burden on the general fund by decreasing court-related costs and expediting resolution of code violations. The ACP process will also enhance efficiency for both community members and City staff by eliminating the need to go to court, providing a more straightforward resolution path while still including an appeal process. This streamlined approach reduces delays, ensures faster compliance, and minimizes the administrative burden on all parties involved.

Complaint-Driven Enforcement & Tenant/Landlord Responsibilities

Question: Will the program continue to be complaint-driven?

Response: Yes. Code enforcement staff do not proactively seek out violations but respond to complaints, prioritizing public health and safety concerns.

Question: How will staff equitably enforce code violations on rental properties?

Response: Staff follow a defined process to identify responsible parties. The Springfield Municipal Code (Section 5.000) assigns responsibility to the property owner, the person in charge of the property, or the individual who caused the violation. Notifications are sent to all relevant parties, including tenants and property owners, using verified Lane County tax records. Additionally, staff are exploring new tools such as the Accurant database to improve accuracy in locating responsible parties.

Role of the Hearings Officer

Question: Does the Hearings Officer replace the Council in ACP or abatement decisions?

Response: Yes, in part. The Hearings Officer will oversee appeals related to ACPs and abatement. However, fiscal matters such as lien assessments will still be heard by the Council. This division ensures timely resolution of enforcement actions while preserving Council oversight of financial decisions.

Fine Recovery Mechanisms

Question: How can the City of Springfield improve fine recovery?

Response: By implementing liens. While fines are currently pursued through collections, the ACP process will allow staff to transition fines to liens following established abatement procedures, increasing recovery rates.

Notification of Property Owners

Question: Will property owners be surprised by liens resulting from ACP fines?

Response: No, not any more than they would be by a civil citation. Notifications are sent to property owners listed in Lane County tax records or otherwise identified through the course of an investigation. Staff make diligent efforts to reach property owners and go beyond the minimum code requirements to ensure proper notification.

Allocation of Recovered Fines

Question: Will ACP fine revenue fund officer positions?

Response: No. Abatement recoveries will be allocated to an abatement-specific fund, while ACP recoveries will be dedicated to public education, training, and sanitation initiatives.

RECOMMENDED ACTION: The proposed changes could strengthen enforcement efforts, improve public safety, and enhance operational efficiency while ensuring the fair and equitable application of code compliance measures. Implementing ACPs could allow for a more effective resolution of minor violations while preserving judicial processes for more significant or chronic issues. Amending the public nuisance code will update, clarify, and modernize the public nuisance code allowing staff to address current community issues through a right-sized lens.

Staff recommends that the Council conduct a first reading and public hearing, and adopt the repeal and replacement of SMC 5.000, 5.002, 5.004 and 5.602, attached ordinance.

CITY OF SPRINGFIELD, OREGON
ORDINANCE NO. _____ (GENERAL)

**AN ORDINANCE AMENDING SPRINGFIELD MUNICIPAL CODE CHAPTER 5 REGARDING
PUBLIC NUISANCES AND ADOPTING STANDARDS AND PROCEDURES FOR
ADMINISTRATIVE CIVIL PENALTIES**

WHEREAS, Springfield Municipal Code sections 5.000 through 5.062 and 5.600 through 5.638 provide authority to the City Manager or designee to obtain compliance with certain city ordinances through inspection, notification, and where appropriate, citation for civil infractions, with the intent of protecting the health, safety and welfare of the citizenry (the “code enforcement program”);

WHEREAS, the code enforcement program is responsible for resolving general and particular nuisance complaints, with a strong policy in favor of gaining voluntary compliance;

WHEREAS, the city’s public nuisance code has not been comprehensively updated in over thirty years and the amendments to sections 5.000 through 5.004 are intended to update, clarify, and modernize the public nuisance code;

WHEREAS, the current code enforcement program does not comprehensively address dangerous, abandoned, or derelict structures, which contribute to neighborhood decline, place an undue burden on City resources, and pose a threat to public health and safety;

WHEREAS, it is in the public interest to adopt standards and procedures for the code enforcement program to require dangerous, abandoned, or derelict structures to be registered, and repaired or demolished;

WHEREAS, code enforcement officials and community members have experienced challenges with timeliness and the level of fines imposed under the current provisions for civil enforcement of code infractions in SMC 5.600 through 5.626 through Springfield Municipal Court;

WHEREAS, the adoption of administrative civil penalties and procedures is in the public interest to address the challenges with the current procedures, while still allowing use of these municipal court procedures as necessary;

WHEREAS, a public hearing on the proposed code amendments was held on April 7, 2025; and

WHEREAS, the Common Council finds that the proposed code amendments will improve public health, safety, and welfare; enhance community well-being; and support neighborhood revitalization,

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF SPRINGFIELD ORDAINS AS FOLLOWS:

Section 1. The existing Springfield Municipal Code sections 5.000, 5.002, 5.004, and 5.602 are repealed; new sections 5.000 through 5.004 are adopted as set forth in Exhibit A, attached hereto and incorporated by this reference.

Section 2. The following existing Springfield Municipal Code sections in Chapter 5 are hereby renumbered as set forth below. The City Attorney is hereby specifically authorized to edit the code to change references to these renumbered sections to agree with this Ordinance, as provided in section 1.145.

<i>Section Title</i>	<i>Existing Section</i>	<i>Renumbered Section</i>
Imposition of Nuisance Liens	5.625	5.640
Other Relief Preserved	5.626	5.642
Access to Property for Inspection and Abatement – Administrative Warrants	5.630	5.650
Grounds for Issuing an Administrative Warrant	5.632	5.652
Procedure for Issuing an Administrative Inspection Warrant	5.634	5.654
Execution of an Administrative Inspection Warrant	5.636	5.656
Emergency Inspection or Abatement without Warrant	5.638	5.658

Section 3. Existing Springfield Municipal Code sections 5.008 and 5.600 through 5.624 are amended as set forth in Exhibit B, attached hereto and incorporated by this reference.

Section 4. New Springfield Municipal Code sections 5.630 through 5.638 are adopted as set forth in Exhibit B, attached hereto and incorporated by this reference.

Section 5. Savings Clause. Except as specifically provided herein, Chapter 5 shall continue in full force and effect. The prior code repealed or amended by this Ordinance remain in full force and effect to authorize prosecution of persons in violation thereof prior to the effective date of this Ordinance.

Section 6. 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 independent provision and such holding shall not affect the validity of the remaining portion hereof.

Section 7. Effective date of Ordinance. This Ordinance shall take effect 30 days after its adoption by the Council and approval by the Mayor.

ADOPTED by the Common Council of the City of Springfield this ____ day of _____, _____, by a vote of ____ for and ____ against.

APPROVED by the Mayor of the City of Springfield this _____ day of _____, _____.

Mayor

ATTEST:

City Recorder

REVIEWED & APPROVED
AS TO FORM

Kristina Kraaz
DATE: 3/27/2025
SPRINGFIELD CITY ATTORNEY'S OFFICE

EXHIBIT A

5.000 General Provisions.

(1) Definitions. For the purposes of sections 5.000 through 5.018 and 5.600 through 5.6, the following mean:

Enforcing Officer. The city manager or his or her designee.

Nuisance. A condition that unreasonably interferes with the common right of public to use and enjoyment of property, including public health nuisances; attractive nuisances; dangerous, abandoned or derelict structures; inoperable vehicles and automobile wrecking as provided in section 5.000 through 5.004, and all other conditions identified as a nuisance under the provisions of this code.

Occupancy. The purpose for which a building or portion thereof is used or intended to be used.

Occupant. Any person living or sleeping in a building; or having possession of a space within a building or premises.

Owner. Any legal owner or any person having charge, care or control of a premises.

Person. Any individual or entity.

Person in Charge of Property. An agent, occupant, lessee, tenant, contract purchaser, or other person having possession or control of property or the supervision of any construction project.

Premises. An area of land including any structures on the land.

Vermin. Any animals detrimental to humans or human concerns including but not limited to insects and rats or other rodents.

(2) Person Responsible. The person responsible for abating a nuisance includes:

- (a) The owner of record.
- (b) The person in charge of property as defined above.
- (c) The person who caused a nuisance to come into or continue in existence.

(3) Nuisances Prohibited. No person responsible for public or private property shall cause or permit a nuisance. Causing, or permitting, or failing to abate a nuisance constitutes an offense under this code.

5.001 Public Health Nuisances.

Nuisances affecting the public health include:

(1) Garbage and Refuse. An accumulation of garbage, debris, rubbish, junk or other refuse that is not removed within a reasonable time and that affects the health or livability of adjacent residents. All such garbage and refuse shall be managed in accordance with the following:

EXHIBIT A

- (a) All household waste shall be stored in leakproof containers with close-fitting covers.
- (b) Every person who generates or produces garbage and refuse shall remove or have removed all putrescent wastes at least every seven days. More frequent removal may be required to protect the public health. Provided, however, this subsection does not apply to garbage and refuse removed through a City-approved removal program that is less frequent than seven days.
- (2) Stagnant Water. Stagnant water that affords a breeding place for mosquitoes and other insect pests.
- (3) Water Pollution. Pollution of a body of water, well, spring, stream or drainage ditch by sewage, industrial wastes, or other substances placed in or near the water in a manner that will cause harmful material to pollute the water.
- (4) Odors. Maintaining premises or keeping animals in such a state or condition as to cause an offensive odor or that are in an unsanitary condition.
- (5) Offensive Drainage. Drainage of liquid wastes from private premises.
- (6) Conditions attracting Vermin. Conditions that allow, attract, or are likely to attract, feed, or harbor vermin.
- (7) Odors. Premises in such a state or condition as to cause an offensive odor or in an unsanitary condition.
- (8) Privies, etc. A privy, vault, cesspool, septic tank or drain which emits a noisome and offensive smell, or which is prejudicial to public health.
- (9) Stagnant water. An accumulation of stagnant or impure water which affords or might afford a breeding place for mosquitoes or other insects.
- (10) Vegetation. Any vegetation on public or private property that:
 - (a) Is a hazard to pedestrian or vehicular use of a sidewalk or street by obstructing free passage or vision, including but are not limited to vegetation that encroaches upon or overhangs a pedestrian way or adjacent curb strip, and vegetation that obstructs the view of traffic, traffic signs and signals, street lights and name signs, or other safety fixtures or markings located in the public way.
 - (b) Is a hazard to the public or to persons or property on or near the property where the vegetation is located.
 - (c) Is an obstruction of access to and use of any public facilities.
 - (d) Is an obstruction to the free functioning of drainage facilities in the public way, including but not limited to roadside ditches, street curbs and gutters, catch basins and culverts.

EXHIBIT A

- (11) Sidewalk accumulation. An accumulation of leaves, snow, ice, rubbish and other litter or any other obstruction upon or of a sidewalk.
- (12) Sidewalks. Sidewalks fronting on a property that are in disrepair or otherwise in violation of applicable city sidewalk design standards.
- (13) Structure interiors. Failing to maintain the interior of a structure in a clean and sanitary condition and free from any accumulation of debris, rubbish, or garbage so as not to breed insects and rodents; produce dangerous or offensive gases, odors and bacteria, or create other unsanitary conditions; or create a fire hazard.
- (14) Other Nuisances. Any other thing, substance, condition, or activity prohibited by state law, common law, this code, other ordinances, or which is determined by the council to be injurious or detrimental to the public health, safety, or welfare of the city.

5.002 Attractive Nuisances

(1) Attractive nuisances include:

- (a) Machinery, equipment, or other devices that are dangerous, accessible, and pose a reasonable risk of injury to children.
- (b) Lumber, logs, pilings, or materials placed or stored in a manner so as to be dangerous, accessible and pose a reasonable risk of injury to children.
- (c) An excavation that remains open for an unreasonable length of time without adequate barriers.
- (d) A cistern, well, or any other similar type of hole that is dangerous, accessible, and poses a reasonable risk of injury to children.
- (e) An abandoned refrigerator or other appliance with an air-tight door that has a space large enough that a child or infant may be enclosed.
- (f) Off-street vehicle parking between the street and primary building, except for approved or permitted driveways and parking lots.
- (g) Storage or parking of vehicles in a residential zone which require a commercial license to operate.

(2) This section does not apply to permitted construction projects with reasonable safeguards to prevent injury or death to children.

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5.003 Dangerous, Abandoned, or Derelict Structures

(1) Definitions. The definitions in the State Structural, Plumbing, Electrical and Mechanical Codes apply to terms not defined in this section. The words dwelling unit, dwelling, premises, structure, or building shall be construed as though they were followed by the words "or any part thereof." For the purpose of this section, the following shall mean:

Abandoned Structure. A structure that has been left vacant for a significant period of time, showing no signs of active use or occupancy, and is considered to be in a state of disrepair or posing a potential hazard to the public due to its condition,

Boarded Building. An unoccupied building that has been secured against entry by material such as plywood, boards, or other similar material placed over openings designed for access or which may permit access.

Partially Constructed. A structure that has been left in a state of partial construction for more than six months or after the expiration of any building permit or that has not had a required permit inspection within any six-month period.

Skilled Manner. Executed in a manner that is generally plumb, level, square, in line, undamaged, without marring adjacent work and completed in conformance with generally accepted construction and maintenance practices.

Unfit for Human Habitation. A structure is unfit for human habitation whenever the City Manager finds that such structure is in disrepair, lacks maintenance, is unsanitary, is pest infested, contains filth and contamination, or lacks ventilation, illumination, sanitation or heating facilities to the extent that habitation would be injurious to the health and safety of the occupants.

Unsafe structures. An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

Unoccupied. Not being used for a lawful occupancy.

(2) Dangerous, Abandoned, or Derelict Structures Prohibited. No structure shall be occupied if it is:

- (a) A boarded building;
- (b) Partially constructed;
- (c) Abandoned;
- (d) Unfit for human habitation;

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- (e) An unsafe structure; or
 - (f) Ordered to be vacated as declared by the City Manager as provided in this section.
- (3) Closing of Structures. The City Manager may order that a structure be vacated for violation of this section. The order shall be posted on the structure and shall contain the information required in this chapter.
- (4) Termination of Order. The City Manager shall authorize termination of the order when the violation has been eliminated. No person shall deface or remove a posted order authorized in this chapter without the approval of the City Manager.
- (5) Temporary Safeguards. In case of an immediate imminent danger to public health, and safety, or welfare, the City Manager may summarily order boarding up of openings or other work to make a structure temporarily safe without following the procedures of this chapter, consistent with summary abatement in section 5.018 of this Code.
- (6) Registration of Structures. The person responsible for a structure ordered vacated shall register the structure within 10 calendar days of the posting of the order by submitting a completed City registration form. The registration form shall include information relating to the location and ownership of the structure, the expected period of its vacancy, a plan for regular maintenance during the period of vacancy, and a plan for its re-occupancy and use, or its demolition. Any change in the information provided pursuant to this section shall be given to the City Manager within 30 days. When all violations have been corrected, the owner shall contact the City Manager or designee and request an inspection to determine compliance.
- (7) Fees Imposed. Every owner of a registered dangerous, abandoned, or derelict structure shall pay a nonrefundable quarterly fee for each identified structure. The fee is for each calendar quarter or portion of a quarter. The fee for the current quarter shall be paid with the submission of the registration form. Any payment of the fee that is more than 30 days past due is subject to a penalty of \$100.00. The fee per quarter shall be \$150.00 or other higher amount set by Council resolution. Fees must be paid prior to the issuance of any permit for the demolition, alteration, or repair of a structure.
- (8) Fee Waivers. The City Manager may waive all or a portion of the fees imposed under this chapter, if the City Manager finds that following conditions are met:
- (a) All delinquent fees and penalties have been paid in full;
 - (b) A timeline for the repair or demolition of the structure has been submitted by the owner and approved by the City Manager;
 - (c) All appropriate permits have been obtained for the repair or demolition of the structure;
 - (d) The City Manager is satisfied that the repairs or demolition of the structure are being undertaken and will be prosecuted to completion in a timely fashion; and

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(e) The person responsible for the structure provides written authorization for the City to enforce all applicable trespass laws.

(9) Abatement by Demolition.

(a) In addition to the abatement remedies and procedures provided in sections 5.006 through 5.018, the City Manager may apply to the Municipal Court for an order requiring the person responsible for a dangerous, abandoned, or derelict structure to demolish said structure as provided herein.

(b) Upon receipt of an application by the City Manager, the Municipal Court Clerk shall set the matter for prompt hearing before the Municipal Court and give the person responsible, and the owner of the property if different, notice of the date and time set for the hearing by personal delivery or certified mail. Notice shall also be posted on or near the dangerous, abandoned, or derelict structure. Failure of the person responsible or owner to receive such notice or an error in the name or address of the person responsible or owner shall not render the notice void.

(c) The Municipal Court may authorize the demolition of the structure if the City Manager shows by a preponderance of the evidence that demolition would be in the public interest. The burden of proof shall be upon the City.

(d) In determining whether a structure is so derelict as to require the person responsible to demolish the structure, the Municipal Court may consider the number and extent of the following factors:

- (i) Dilapidation;
- (ii) Disrepair;
- (iii) Structural defects noted by the Building Official or fire hazard noted by the Fire Marshal;
- (iv) Defects increasing the hazards of fire, accident or other calamity, such as parts standing or attached in such manner as to be likely to fall and cause serious damage or injury;
- (v) Uncleanliness;
- (vi) Lawful operation of sanitary facilities;
- (vii) The presence of a public nuisance; and
- (viii) The history of unlawful activity in or around the derelict structure.

(e) The person responsible must commence demolition within 30 days of the court order authorizing the demolition. If the person responsible fails to do so, the City Manager may demolish the structure and assess the costs of the demolition as provided in section 5.014.

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5.004 Inoperable Vehicles, Motor Vehicle Dismantling, and Storage Yards.

- (1) Except where permitted under the Springfield Development Code, no person, not being duly licensed by the state of Oregon, shall engage in the business of wrecking, dismantling, permanently disassembling, or substantially altering the form of any motor vehicle within the city.
- (2) No person, firm or corporation shall dismantle or wreck, in whole or in part, any motor vehicle body, or portions thereof, to remain upon any public or private property, and leaving of such dismantled motor vehicle body upon any public or private property within the city.
- (3) No person shall store or permit the storing of an inoperable, abandoned, or discarded vehicle, or parts thereof, on private property unless it is completely enclosed within a building.
- (4) This section shall not apply to the following: duly licensed motor vehicle dismantlers who are not otherwise in violation of city ordinances or state law; motor vehicle bodies stored or kept in a garage so that the bodies cannot collect water, cannot be accessible to children, and cannot otherwise become a public nuisance; and motor vehicles stored upon property consistent with a lawfully permitted use under the Springfield Development Code.

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5.008 Abatement by a Person Responsible.

- (1) Within 10 days after the posting and serving or mailing of the notice required by section 5.006, a person responsible shall remove the nuisance, show that no nuisance exists, or file a written protest in compliance with this section.
- (2) If the person responsible protests that no nuisance exists, the person responsible shall file with the enforcing officer a written statement specifying the basis for protesting.
- (3) A person may show that a vehicle is not a nuisance as defined by section 5.004 by submitting current proof of vehicle insurance and current vehicle registration within 10 days of the posting and serving or mailing of the notice to abate.
- (4) A written protest shall be referred to the hearings officer. The objector shall be given at least seven days prior written notice of the time set to consider the abatement. The council shall take oral or written testimony at the time and place specified in the notice of the hearing. The council shall adopt written findings of fact and conclusions of law when determining whether a nuisance exists. The council's determination shall be final.
- (5) If the hearings officer determines that a nuisance exists, a person responsible shall abate the nuisance within 10 days after the hearings officer's decision becomes final or within another time set by the hearings officer in writing.
- (6) All appeals from the hearings officer's final decision under this section shall be by writ of review to the Lane County Circuit court pursuant to ORS chapter 34.

5.600 Intent.

It is the intent of sections 5.600 through 5.642 to encourage voluntary compliance with certain city ordinances through inspection, notification, and where appropriate, by granting reasonable time for compliance. When voluntary compliance is not obtained or it is not appropriate to grant more time for compliance, sections 5.600 to 5.642 establish and implement a civil infraction procedure and scheduled forfeitures and administrative civil penalties for violation of certain ordinances. This ordinance is further intended to protect public health, safety, and welfare.

5.604 Application and Amendment.

A violation of the following ordinances by any person is punishable as an infraction under these sections 5.600 to 5.642:

- (1) Springfield Municipal Code
 - (a) Chapter 3, Public Improvements:
 - Streets, sections 3.200 to 3.232
 - Curbs and Driveways, sections 3.250 to 3.260;
 - Sidewalks, sections 3.300 to 3.306

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Sanitary Sewers, sections 3.350 to 3.382;

(b) Chapter 4, Utilities:

Industrial Pretreatment Program, Public Nuisances, section 4.080;

Septic Tanks and Privies, sections 4.300 to 4.308;

Illicit Discharge, sections 4.370 to 4.372;

Garbage and Refuse, sections 4.410 to 4.418 and sections 4.426 to 4.432;

Public Health and Sanitation, section 4.450;

Fountains, section 4.452;

(c) Chapter 5, Public Protection:

Nuisances in General, sections 5.000 to 5.002;

Miscellaneous Particular Nuisances, sections 5.050 to 5.056;

Public Safety, Ice, Snow on Sidewalks, section 5.124;

Public Safety, Bicycle Operation or Storage within City Hall, section 5.134;

General Welfare, sections 5.272 to 5.276;

(d) Chapter 7, Business;

(e) Chapter 8, Building:

Temporary Emergency Shelters for Persons Experiencing Homelessness,
sections 8.000 to 8.015;

Signs, sections 8.200 to 8.268;

Land Drainage and Alteration Program, sections 8.400 to 8.436;

(2) The Springfield Development Code;

(3) The state building codes and requirements as administered by the City of Springfield under ORS 455.148, subject to the requirements of ORS 455.157; and

(4) The Oregon Fire Code as amended and adopted by the City of Springfield.

5.606 Infraction Procedure.

(1) Except where explicitly provided otherwise in this code, all reports of infractions covered by this ordinance shall be made to the city manager. When an infraction is of a continuing nature, a separate infraction will be deemed to occur on each calendar day the infraction continues to exist, and a separate citation may be filed for each such infraction.

(2) The civil enforcement procedures described by sections 5.612 to 5.624 and the administrative enforcement procedures described by sections 5.630 to 5.638 are alternative

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procedures for enforcing the laws and ordinances of the City as provided in section 5.604. No person shall be cited for the same infraction under both procedures simultaneously, nor shall any person be subject to forfeitures and administrative penalties for the same infraction. However, nothing in this section prohibits the City from electing to use to different procedures for continuing or subsequent infractions by the same party, or arising from the same property. Furthermore, this section shall not be read to prohibit in any way any other alternative remedies set out in any other section of the code or in any other applicable law that is intended to abate or alleviate violations of city ordinances; nor shall the city be prohibited from recovering, in a manner prescribed by law any expense incurred by it in abating any infraction or nuisance pursuant to the code.

5.608 Prior Written Notice.

(1) When the infraction of an ordinance or code listed in section 5.604 is brought to the attention of the city manager, the city manager may determine that the responsible party be given written notice of the infraction. The notice shall contain the following information:

- (a) Sufficient description of the activity in violation to identify the recipient of the notice as being a person responsible for the alleged infraction;
- (b) A statement that the activity in question has been found to be an infraction with a brief and concise description of the nature of the infraction;
- (c) A statement of the action required to remedy the infraction and a date by which the remedy must be completed; and
- (d) A statement advising that if the required abatement of the infraction is not completed within the time specified, a civil citation may be issued for the person to appear in court, that a complaint may be issued and filed with the municipal court, and that a forfeiture in the maximum amount scheduled could be imposed. Alternatively, the notice may include a statement that if the infraction is not completed within the time specified, it may be subject to an administrative penalty under 5.632, and the maximum amount of administrative penalty that could be imposed.

(2) The city manager may dispense with the requirement of written notice under this section under any of the following circumstances:

- (a) If successive or ongoing violations occur at the same site, or the same party is responsible for more than one violation even if at different sites, such that the responsible party was previously provided notice of the nature of the infraction and remedy required;
- (b) If public health, safety, or welfare require immediate citation or assessment of a civil penalty;
- (c) If the city manager otherwise has reasonable cause to believe that the person responsible knowingly or intentionally caused the infraction.; or
- (d) If the amount of forfeiture or administrative penalty imposed is no greater than \$100 per infraction.

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5.612 Civil Enforcement – Warning Citation.

In addition to, or as an alternative to the prior written notice allowed by section [5.608](#), the city manager may issue a warning uniform infraction citation prior to filing a complaint under section 5.614. The warning citation may be issued together with, or separate from, the notice contemplated by section [5.608](#). Failure to provide a prior written notice or a warning citation will not invalidate the uniform infraction citation and complaint. The warning citation shall include the information set forth in section [5.608](#) and must impose a deadline for compliance or abatement of the violation.

5.614 Civil Enforcement – Uniform Infraction Citation - Filing.

(1) Upon expiration of the time provided for compliance or abatement of a violation as provided in section 5.608 or 5.612, or when no prior written notice is required under section 5.608(2), the code enforcement officer may file a uniform infraction citation with the municipal court, charging the person responsible with a civil infraction and setting a date for the person to appear before the municipal court to answer the charge.

(2) The uniform infraction citation must include a complaint that contains at least the following:

- (a) The name of the person being cited as the person responsible for the infraction;
- (b) A statement or designation of the infraction that can be readily understood by a person making a reasonable effort to do so and the date, time, and place at which the infraction is alleged to have been committed;
- (c) A certificate signed by the enforcement that the officer has reasonable grounds to believe, and does so believe, that the person cited is the person responsible for the cited infraction; and
- (d) The date and time at which the person cited is directed to appear before the municipal court as provided in section 5.618(1), or else file a written answer as provided in section 5.618(2) or (3).

(3) The city manager shall prescribe the form of the uniform infraction citation. Additional parts may be inserted for administrative purposes by the code enforcement officer or as ordered by the presiding judge of the Springfield Municipal Court.

5.616 Civil Enforcement – Service.

Service of the warning citation or of the uniform civil infraction citation may be made cited by personal delivery to the person cited, or by certified mail return receipt requested and simultaneously by regular mail at the last known address of the person cited. Where service by certified mail is not accepted by the person cited, notice shall be deemed received on the date of attempted delivery. In addition, service in any manner provided for service of summons in Rule 7 of the Oregon Rules of Civil Procedure shall be deemed adequate.

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5.618 Civil Enforcement – Answer.

(1) A person cited shall answer by personally appearing to answer at the time and place specified therein; except an answer may be made as provided in subsections (2) and (3) of this section by mail or personal delivery within 10 days of the date of the receipt of the citation.

(2) If the person cited desires to avoid that court appearance the person may within 10 days of the date of receipt of the citation admit the infraction, complete and sign the appropriate answer on the back of each citation and forward the citation to the municipal court together with check or money order in the amount of the forfeiture for the infraction alleged as shown on the face of the citation. The citation and forfeiture must reach the court prior to the scheduled court appearance. Upon receipt of the citation and forfeiture, an appropriate order shall be entered in the municipal court records. The burden of insuring delivery of the citation and forfeiture to the court pursuant to this subsection is entirely and exclusively upon the person cited.

(3) If the person cited denies part or all of the infraction prior to the time set for appearance, he or she may request a hearing by completing the appropriate answer on the back of the citation and forwarding to the municipal court the citation, together with bail in the amount of the scheduled forfeiture. Upon receipt, the answer shall be entered and a hearing date established by the municipal court. The municipal court shall notify the person cited by return mail of the date of the hearing. Any such application must be submitted to the court within 10 days of receipt of the citation. The burden of insuring delivery of the application to the court pursuant to this subsection is entirely and exclusively upon the person cited.

5.620 Civil Enforcement – Municipal Court Hearing.

(1) A hearing requested under section 5.618(3) shall be held before the municipal court without a jury.

(2) The hearing shall be limited to production of evidence only on the infraction alleged in the complaint.

(a) Oral evidence shall be taken only on oath or affirmation.

(b) Hearsay evidence may be used for the purpose of supplementing, or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions in courts of competent jurisdiction in this state.

(c) Irrelevant and unduly repetitious evidence shall be excluded.

(3) The person cited shall have the right to present evidence and witnesses in his or her favor and to cross examine witnesses who testify against him or her.

(4) If the person cited desires that witnesses be ordered to appear by subpoena, the person must so request in writing from the court by mail at any time at least 10 days prior to the scheduled hearing. A deposit for each witness to be subpoenaed shall accompany the request, such deposit to be refunded if no forfeiture is assessed by the court. The deposit shall

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be in the amount of equal to the witness fee allowed by statute for witnesses in circuit court. Subject to the same 10-day limitation, the code enforcement officer may also request the court that certain witnesses be ordered to appear by subpoena. In addition, subpoenas may be issued by the city prosecutor or the city attorney. If a forfeiture is ordered by the court, the order shall also provide that the person ordered to forfeit shall pay all witness fees incurred by the city in connection with the hearing.

(5) The defendant may be represented by counsel, but counsel shall not be provided at public expense. Counsel must file a notice of representation of the person cited with the municipal court five business days prior to the hearing date.

(6) The city shall have the burden of proving the alleged ordinance civil infraction by a preponderance of the evidence.

(7) After due consideration of the evidence and arguments presented at the hearing, the court shall determine whether the civil infraction as alleged in the complaint has been established. When the infraction has not been established, an order dismissing the complaint shall be entered in the municipal court records. When a determination is made that the civil infraction alleged has occurred, an appropriate order shall be entered in the municipal court records. A copy of the order shall be delivered to the person named in the order personally in open court, or the order may be sent to said person by mail. When a civil infraction has been determined established, and upon written request by a party to the hearing, the order shall include a brief statement of the necessary findings of fact to establish the infraction alleged. The written request for findings must be presented to the municipal court prior to trial.

(8) Upon a finding that a civil infraction has occurred, the court shall assess a forfeiture pursuant to the schedule established in section 5.624, plus court costs and witness fees.

(9) The court shall maintain a transcript of its proceedings. The transcript must contain a copy of all material entries relating to the proceedings together with all the original paper relating to the proceedings filed with the court.

(10) The determination of the municipal court shall be final. Any party to the litigation may appeal the court's order in accordance with ORS 221.350 and ORS 53.010 through ORS 53.130 to the district court within 30 days of entry of the municipal court ordering the forfeiture. If no appeal is taken to the district court within the 30-day time limit as required, the court may purge its record of all exhibits.

5.622 Civil Enforcement – Judgment and Forfeitures.

(1) If a cited person fails to answer the citation or appear at a scheduled hearing as provided in section 5.620, a default judgment shall be entered for the scheduled forfeiture applicable for the alleged civil infraction. In addition, the court shall assess costs and witness fees, with any security posted to be credited first to costs, then to witness fees and the balance, if any, to the forfeiture. Nothing in this subsection shall be construed to limit in any way the contempt powers of the municipal judge granted by the Springfield city charter or state law, and the judge may exercise those powers deemed necessary and advisable in conjunction with any matter arising under the procedures set forth in sections 5.612 to 5.624.

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(2) Any forfeiture assessed is to be paid no later than 10 days after the issuance of the court's order declaring that forfeiture. The period may be extended upon order of the municipal judge for good and substantial cause supported by clear and convincing evidence.

(3) Delinquent forfeitures, whether resulting from a default judgment or otherwise, which were assessed for infractions which occurred on real property or for improper use of real property, shall constitute a lien against the real property that shall be imposed on the real property pursuant to section 5.640 (imposition of nuisance liens). When posted in the city lien docket, nuisance liens may be collected in the same manner as other docketed lien debts owing to the city.

(4) Nothing in this section shall limit the city from revoking or denying any city license or permit held or desired by a person owing a forfeiture to the city.

5.624 Civil Enforcement - Schedule of Forfeitures.

(1) Civil infractions are classified for the purpose of determining forfeitures under a uniform infraction citation into the following categories:

(a) Class 1 civil infractions.

(b) Class 2 civil infractions.

(2) Class 1 Civil Infractions. The following are Class 1 civil infractions:

(a) Failure to comply with any term of any voluntary compliance agreement as provided in section 5.610(5).

(b) If any person violates section 5.604 more than once in any 365 day period, the second violation, and each subsequent violation occurring within any 365-day period, constitutes a separate Class 1 violation.

(c) If section 5.604 is violated on any tax lot more than once in any 365-day period, the second violation, and each subsequent violation occurring within any 365-day period, constitutes a separate Class 1 violation.

(3) Class 2 Civil Infractions. The first violation in any 365-day period of section 5.604 by a person, or on any tax lot, constitutes a Class 2 violation.

(4) An assessment of a forfeiture for a civil infraction is an assessment to pay an amount not exceeding:

(a) \$1,000.00 for a Class 1 civil infraction;

(b) \$500.00 for a Class 2 civil infraction.

(5) For purposes of determining whether a person or property is a repeat violator for purposes of subsections (2)(b) and (c), the following shall give rise to a rebuttable presumption of a prior violation of section 5.604, which presumption may be overcome only by a showing of clear and convincing evidence:

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- (a) A voluntary compliance agreement;
- (b) An order assessing an administrative penalty;
- (c) A prior order entered by the municipal court assessing a civil infraction forfeiture; or
- (d) Any civil judgment or criminal verdict entered in a court of competent jurisdiction which in the judgment of the judge of the municipal court reflects a violation of section 5.604. In making the determination, the judge may take into consideration any competent and relevant explanatory information, including but not limited to taking judicial notice of the court file and any record of the proceeding.

5.630 Administrative Enforcement – Citation

- (1) In lieu of filing a citation and complaint with the municipal court on the conditions provided in section 5.614(1), the code enforcement officer may serve the person responsible with an administrative citation under these sections 5.630 to 5.638.
- (2) The administrative citation shall either be served by personal service, posted at the location of the code violation in a clear and conspicuous location, or by certified mail return receipt requested.
- (3) The administrative citation shall include:
 - (a) The name of the person being cited as the person responsible for the infraction;
 - (b) A statement or designation of the infraction that can be readily understood by a person making a reasonable effort to do so, and the date, time, and place at which the infraction is alleged to have been committed;
 - (c) A certificate signed by the enforcement officer that the officer has reasonable grounds to believe, and does so believe, that the person cited is the person responsible for the cited infraction; and
 - (d) The date on which prior written notice of violation was issued under section 5.608(1), and the date by which correction was to be made; or, if the citation is issued without prior written notice under section 5.608(2), a sufficient description and statement of the evidence supporting the citation;
 - (e) The amount of the administrative penalty that is assessed;
 - (f) When applicable, a statement that abatement is required and that failure to abate the infraction may result in continued administrative penalties, accruing daily, at the stated amount until proof of abatement is received; and
 - (g) A statement that the person cited has the right to appeal the administrative citation to a hearings officer for the City of Springfield.

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5.632 Administrative Enforcement - Penalties.

(1) When assessing an administrative penalty under this code, the City Manager or code enforcement officer shall consider the following factors:

- (a) The past history of the person cited in taking all feasible steps or procedures necessary or appropriate to correct the infraction or failure to comply;
- (b) Any prior violations of or failures to comply with statutes, rules order and permits, by the person cited or arising upon the same property;
- (c) The gravity and magnitude of the infraction;
- (d) Whether the infraction was inadvertent, negligent, or an intentional act;
- (e) The cooperativeness of the person cited, and any efforts correct the infraction; and
- (f) Whether the infraction involves commercial or financial gain, or avoidance of a financial detriment, by the person cited.

(2) The City Manager may adopt guidelines for the assessment of administrative penalties, provided that the City Manager reserves the right to modify the assessment of penalties considering the factors provided in subsection (1) above.

(3) Unless a Notice of Protest is timely filed pursuant to section 5.634, all penalties assessed by administrative citation are due to the city no later than 5:00 p.m. local time, 14 days from the date of the administrative citation.

5.634 Administrative Enforcement – Notice of Protest

Any person who is issued an administrative citation may protest the citation and penalty. The Notice of Protest shall be in writing and specify each and every reason for the protest, and provide accurate information. A Notice of Protest is timely only if received by the city no later than 5:00 p.m. local time, 14 days from the date of the administrative citation.

5.636 Administrative Enforcement – Protest Hearing

(1) Referral of Protests to Hearings Officer.

- (a) Upon receipt of a timely and complete Notice of Protest under section 5XXX, the City will refer the protest to a hearings officer designated by the city manager, who shall conduct a hearing and make all decisions concerning the protest. An untimely protest shall be summarily dismissed.
- (b) The hearings officer shall set a date and time for the hearing at the earliest possible opportunity. The city shall promptly notify the person requesting the hearing, using the contact information provided in the Notice of Protest, of the time and place for hearing. Notice may be by any means of giving actual notice. Notice may also be given to any person determined to be an interested party in the matter.
- (c) The hearings officer may reschedule the hearing for good cause shown. A request to reschedule must be in writing and received by the hearings officer no later

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than three business days prior to the scheduled hearing date. In deciding whether to reschedule a hearing, the hearings officer may consider medical necessity; the potential harm caused by a delay in the hearing; the number of requests made to date; and such other matters as the hearings officer deems relevant. If the request is granted, the hearings officer shall set a new hearing date and notify the city. The city shall notify the person requesting a hearing as provided in subsection (b).

(2) Conduct of Hearing.

(a) The code enforcement officer and the person requesting the hearing may submit testimony, cross-examine witnesses, submit rebuttal evidence on the pertinent issues, make arguments, and may choose to be represented by an attorney at their own expense.

(b) The hearing shall be recorded in a manner that allows for written transcription to be made; the city shall retain all materials submitted at the hearing as required by state law.

(c) The City bears the burden of proving the cited infraction(s), by preponderance of the evidence.

(d) If the person cited fails to appear at the hearing or rescheduled hearing, the person cited waives the right to a hearing.

(3) Final Decision.

(a) If the hearings official concludes that the City has not met its burden of proof, the hearings officer shall dismiss the administrative citation with prejudice.

(b) If the hearings officer concludes that the City has met its burden of proof, the hearings officer shall uphold the administrative citation and assess the administrative penalty. The hearings officer shall further direct the person cited to correct the infraction(s) and pay any monetary amount owed within 14 calendar days after the hearings officer issues the order, or another period of time ordered by the hearings officer.

(c) If the hearings officer determines that the basis for protest was unreasonable or designed only for purposes of delay, or the person cited does not appear at the scheduled hearing, the person requesting the hearing may be assessed the costs of the hearing, including the cost of the hearings officer. Any such costs imposed by the hearings officer shall constitute a cost of abatement and collectable under section XXX

(d) The hearings officer shall mail or otherwise delivery a copy of the order stating the hearings officer's decision to the person cited, and to the city manager, care of the code enforcement officer.

(3) Finality of Decision, Appeals.

(a) The hearings officer's decision is the final decision of the City.

EXHIBIT B

(b) Judicial review of a decision of the hearings officer shall be on the record by writ of review pursuant to ORS Chapter 34 and not otherwise.

5.638 Adjustments to Penalties.

(1) The city manager or designee may establish criteria to grant a temporary waiver of enforcement action, which will give a period of time, but no longer than six months to correct the violation(s) cited without being subject to enforcement action. The criteria shall include factors such as the extent and cost of repairs, seriousness of the condition, medical condition of the person, financial capacity of the person, the time of year, or other mitigating factors.

(2) The manager may revoke the waiver if any of the conditions that allowed the owner to qualify for a waiver change. The waiver is not transferable.

AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	04/07/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Robin Holman/Community Development
	Staff Phone No:	541-726-3662
	Estimated Time:	10 Minutes
	Council Goals:	Mandate

ITEM TITLE:

Liquor license endorsements for the renewal period of 2025-2026.

ACTION REQUESTED:

Conduct a public hearing on liquor license endorsements for the 2025-2026 renewal period and at the conclusion of the public hearing; provide a recommendation to the Oregon Liquor & Cannabis Commission (OLCC) as appropriate.

ISSUE STATEMENT:

The attached list of 186 businesses will likely be applying to the Development and Public Works Department for their 2025-2026 liquor license endorsements.

DISCUSSION/FINANCIAL IMPACT:

On December 19, 1994, Council approved Ordinance No. 5768 that established specific criteria to be used when reviewing an application for a liquor license endorsement. Council may recommend denial based upon reliable, factual information as it relates to any of the criteria listed in Section 7.302 of the Springfield Municipal Code.

Some of the required information for liquor license renewal, i.e., ownership of the establishment, cannot be determined until staff receives the actual application. However, some determination about meeting the listed criteria can be made now since the criteria relates to the level of police activity associated with the establishment. In the Police Report, police noticed a decrease of calls comparable to the same time from the previous year.

The public hearing this evening is scheduled for Council to receive community testimony relative to the liquor license renewal endorsement. At the conclusion of the public hearing, Council is requested to provide one of the following recommendations to the Oregon Liquor & Cannabis Commission for the license renewal of the listed establishments: 1. Grant; 2. No Recommendations; 3. Do Not Grant Unless (applicant demonstrates commitment to overcome listed concerns); or 4. Deny. At this time, staff has no information that would tend to support negative recommendations on these renewals. Accordingly, subject to any public input received at the hearing, and final submission of applications meeting all of the criteria, staff recommends that the Council provide a positive recommendation for renewal to the Oregon Liquor & Cannabis Commission.

Attachments

1. Liquor License Renewals
2. Police Activity Summary Report
3. Section 7.300 through 7.304 of the SMC

2025 Liquor License Renewals

	<u>Business Name</u>	<u>Physical Address</u>
1	7-ELEVEN #16908E	5808 MAIN ST
2	7-ELEVEN STORE #18092D	1396 MAIN ST
3	14TH & MAIN ST MARKET	1408 MAIN ST
4	42TH MARKET CORPORATION	316 N 42ND ST
5	A STREET PUB	720 S A ST
6	ABBY'S LEGENDARY PIZZA	2053 OLYMPIC ST
7	ALBERTSON'S #570	2000 MARCOLA RD
8	ALBERTSON'S #574	5755 MAIN ST
9	ALIBI TAVERN	2422 MAIN ST
10	ALL IN ONE MARKET	5095 MAIN ST
11	ALL IN ONE SMOKE SHOP	1350 MOHAWK BLVD
12	APPLEBEE'S NEIGHBORHOOD GRILL & BAR	3024 GATEWAY ST
13	ARCO AMPM #7203	4202 MAIN ST
14	ASHLEY'S	4027 MAIN ST
15	BAO BAO HOUSE	3342 GATEWAY ST
16	BARTOLOTTI'S	330 MAIN ST STE B
17	BENEDETTI'S MEAT MARKET & DELI	533 W CENTENNIAL BLVD
18	BI-MART #603	1521 MOHAWK BLVD
19	BI-MART #627	5744 MAIN ST
20	BRIGHT OAK MEATS	660 MAIN ST
21	BUFFALO WILD WINGS GRILL & BAR	2770 GATEWAY ST
22	BUY2 002	1111 MOHAWK BLVD
23	BUY2 019	4124 MAIN ST
24	BUY2 020	5737 MAIN ST
25	CAFE YUMM! - #100005	3340 GATEWAY ST
26	CANDLEWOOD SUITES EUGENE SPRINGFIELD	3005 FRANKLIN BLVD
27	CENTENNIAL STEAK HOUSE	1300 MOHAWK BLVD
28	CHICKEN BONZ	1815 PIONEER PKWY E
29	CHIPOTLE MEXICAN GRILL	2860 GATEWAY ST STE 200
30	CHOPSTIX CHINESE CUISINE	631 W CENTENNIAL BLVD
31	CHOW	471 S A ST STE A-B
32	CINEMARK 17 SPRINGFIELD	2900 GATEWAY ST
33	CJ'S EATERY 1	2152 MARCOLA RD
34	CJ'S EATERY 3	5721 MAIN ST
35	COBURG PIZZA COMPANY	1710 CENTENNIAL BLVD
36	COHO DISTRIBUTING/COLUMBIA DISTRIBUTING COMPANY	4011 INDUSTRIAL AVE
37	CONWAY'S RESTAURANT AND LOUNGE	5658 MAIN ST
38	CORNUCOPIA MAIN ST	521 MAIN ST
39	COURTYARD BY MARRIOTT	3443 HUTTON ST
40	DARI MART STORE #1	1554 M ST

2025 Liquor License Renewals

	<u>Business Name</u>	<u>Physical Address</u>
41	DARI MART STORE #16	1243 RAINBOW DR
42	DARI MART STORE #17	6890 MAIN ST
43	DARI MART STORE #30	1191 HARLOW RD
44	DARI MART STORE #34	220 B ST
45	DARI MART STORE #36	456 HARLOW RD
46	DARI MART STORE #37	610 Q ST
47	DARI MART STORE #38	1950 MOHAWK BLVD
48	DARI MART STORE #39	1875 MAIN ST
49	DARI MART STORE #40	3185 GATEWAY ST
50	DARI MART STORE #48	995 HAYDEN BRIDGE RD
51	DENNY'S #6363	987 KRUSE WAY
52	DRAGON'S HEAD MEAD	5108 FORSYTHIA DR
53	EAGLES LODGE #3597 SPRGFLD MCKENZE	1978 MAIN ST
54	EIRINN'S BISTRO	639 W CENTENNIAL BLVD
55	EL ANGEL AUTHENTIC MEXICAN RESTAURANT	2120 MAIN ST
56	EL CHARRO MEXICAN RESTAURANT	495 HARLOW RD
57	ELKS LODGE #2145 SPRINGFIELD	1701 CENTENNIAL BLVD
58	EUGENE SPRINGFIELD CAT LOUNGE	537 W CENTENNIAL BLVD
59	EVEN STEVENS	117 S 14TH ST STE B
60	EVERYONE'S MARKET #1	1128 5TH ST
61	EVERYONE'S MARKET #2	7095 MAIN ST
62	EZ MARKET 1	651 W CENTENNIAL BLVD
63	FAIRFIELD INN & SUITES EUGENE SPRINGFIELD	3003 FRANKLIN BLVD
64	FAR MAN RESTAURANT	3111 GATEWAY ST
65	FPW MEDIA	4660 MAIN ST STE 160
66	FRED MEYER #328	650 Q ST
67	GATEWAY LIQUOR STORE	812 BELTLINE RD
68	GEORGE & VIOLET'S STEAKHOUSE	305 MAIN ST
69	GET N GO GROCERY - 3	3444 MAIN ST
70	GET N GO GROCERY / DELI	150 & 152 28TH ST
71	GET N GO GROCERY-5	30 E ST
72	GIANT BURGER	3760 MAIN ST
73	GRIDIRON GRILL AND TAPHOUSE	2816 MAIN ST
74	GRIDIRON STADIUM PUB	563 W CENTENNIAL BLVD
75	GROCERY OUTLET SPRINGFIELD	160 S 14TH ST
76	HACIENDA AMIGO MIO	3344 GATEWAY ST
77	HAYDEN BRIDGE DELI	2454 10TH ST
78	HILTON GARDEN INN EUGENE / SPRINGFIELD	3528 GATEWAY ST
79	HOLE IN THE WALL BBQ	1807 OLYMPIC ST
80	HOLIDAY INN EXPRESS EUGENE-SPRINGFIELD	919 KRUSE WAY

2025 Liquor License Renewals

	<u>Business Name</u>	<u>Physical Address</u>
81	HOP VALLEY BREWING CO	980 KRUSE WAY
82	INTERNATIONAL ARCO	3521 GATEWAY ST
83	IRIS VINEYARDS	322 MAIN ST
84	JACKSONS FOOD STORES #112	3375 GATEWAY ST
85	JASPER'S	5608 MAIN ST
86	JASPER'S DELI	1665 18TH ST
87	JASPER'S FAST TRACK	3181 GATEWAY ST
88	JAX DELI	134 S 32ND ST
89	JAZZIES BAR & GRILL	1869 PIONEER PKWY E
90	JOEY'S PIZZA PARLOR	1498 S A ST
91	JOHN'S GAS & GROCERIES	5390 MAIN ST
92	JX POP	525 W CENTENNIAL BLVD
93	KICK CITY	1650 28TH ST
94	KIRIN CITY RESTAURANT	1875 MOHAWK BLVD
95	LANI MOKU CHILL	4425 MAIN ST
96	LANI MOKU GRILL	5547 MAIN ST
97	LEE'S MONGOLIAN GRILL	215 MAIN ST
98	LOS FAROLES	355 S A ST
99	LOVELY	111 MAIN ST
100	LUCKY LIL'S DELI	1330 MOHAWK BLVD
101	LUCKY LIZARD	1979 MOHAWK BLVD
102	LUCKY LOU'S DELI	4215 B & C MAIN ST
103	MADE BY YOU	715 MAIN ST
104	MAHALO CIDER CO	1411 OKSANNA ST
105	MAIN STREET MARKET	330 MAIN ST
106	MCKENZIE CREST WINES	6112 MAIN ST APT 5
107	MCKENZIE NAILS & SPA	5725 MAIN ST
108	MCKENZIE RIVER TAP HOUSE	5818 MAIN ST
109	MEMOS MEXICAN RESTAURANT	737 MAIN ST
110	MEZZA LUNA PIZZERIA	115 5TH ST
111	MOD PIZZA	1820 OLYMPIC ST
112	MOHAWK INN TAVERN	1501 MOHAWK BLVD
113	MOOSE LODGE #1726 SPRINGFIELD	2011 LAURA ST
114	MSM 526	5733 MAIN ST
115	NAILS NOW	3266 GATEWAY ST STE 102
116	NAILS UNCORKED	3000 GATEWAY ST STE 204
117	NAILS UNCORKED MOHAWK	1934 MARCOLA RD
118	NAYA'S TAQUERIA	1835 PIONEER PKWY E
119	NEW CHINA SUN	3260 GATEWAY ST
120	NOODLE N THAI RESTAURANT	553 MAIN ST

2025 Liquor License Renewals

	<u>Business Name</u>	<u>Physical Address</u>
121	O'BRIENS PLACE	1509 MOHAWK BLVD
122	OAKSHIRE COMMONS	416 MAIN ST
123	OAKWAY CATERING	123 INTERNATIONAL WAY
124	OCEAN GARDEN RESTAURANT	5676 MAIN ST
125	OISHII SUSHI	1817 PIONEER PKWY E
126	OREGON AXE	303 S 5TH ST STE 147
127	ORIGINAL ROADHOUSE GRILL	3018 GATEWAY ST
128	OUTBACK STEAKHOUSE EUGENE	3463 HUTTON ST
129	PAPA'S PIZZA PARLOR #3	4011 MAIN ST
130	PATTY'S CAFE	2327 OLYMPIC ST
131	PIEOLOGY PIZZERIA	2860 GATEWAY ST STE 202
132	PLANKTOWN BREWING CO	346 MAIN ST
133	PRIME TIME SPORTS BAR & GRILL	1360 MOHAWK BLVD
134	PRO NAILS	1813 PIONEER PKWY E
135	PUBLICHOUSE	418 A ST
136	RANCHITO GRILL	1537 MOHAWK BLVD
137	RITE AID #5383	2130 MARCOLA RD
138	ROCKET #5468	5720 MAIN ST
139	ROMMY'S MARKET	701 W M ST
140	ROYAL PIZZA	1406 MOHAWK BLVD
141	RS MARKET OREGON	1279 35TH ST
142	SAFEWAY STORE #1094	1891 PIONEER PKWY E
143	SECRET LOUNGE	1195 MAIN ST
144	SHARI'S OF NORTH SPRINGFIELD	900 BELTLINE RD
145	SHARI'S OF SPRINGFIELD	1807 PIONEER PKWY E
146	SHARKY'S PUB	4221 MAIN ST
147	SIZZLER	1010 POSTAL WAY
148	SONNY'S TAVERN	533 Q ST
149	SPARK BY HILTON	3315 GATEWAY ST
150	SPRINGFIELD BEVERAGE	1408 MOHAWK BLVD
151	SPRINGFIELD CONOCO PHILLIPS	4095 MAIN ST
152	SPRINGFIELD DRIFTERS BASEBALL CLUB	326 CENTENNIAL BLVD
153	SQUACHO'S BAR & GRILL	471 S A ST
154	STEVE'S BKFST & MORE	117 S 14TH ST STE A
155	SWALLOWTAIL SPIRITS	5250 Highbanks Rd Ste 300
156	SWEET ILLUSIONS	1836 S A ST
157	TA RA RIN THAI CUISINE	1410 MOHAWK BLVD
158	TALL FIRS CAFE AND EVENTS	1486 18TH ST
159	TARGET STORE T-0612	2750 GATEWAY ST
160	TAVERN ON MAIN	338 MAIN ST

2025 Liquor License Renewals

<u>Business Name</u>	<u>Physical Address</u>
161 TERRA PACEM	5942 F ST
162 THE GATEWAY GRILL	3198 GATEWAY ST
163 THE MONKEY'S PAW	420 MAIN ST
164 THE PEDALER	416 MAIN ST
165 THE POUR HOUSE TAVERN	444 N 42ND ST
166 THE PUMP CAFE	710 MAIN ST
167 THE RUSTY PORCH	2134 MAIN ST
168 THE TWISTED DUCK	529 W CENTENNIAL BLVD
169 THE WASHBURNE CAFE	326 MAIN ST
170 THURSTON MARKET	6590 THURSTON RD
171 TIME OUT TAVERN	5256 MAIN ST
172 TORERO'S RESTAURANT #2	5705 MAIN ST
173 TRU BY HILTON EUGENE	3111 FRANKLIN BLVD
174 TWISTED RIVER SALOON	1444 MAIN ST
175 US MARKET 222	4213 MAIN ST
176 VFW POST #3965 SPRINGFIELD	5344 MAIN ST
177 VICTORICOS SPRINGFIELD	3491 HUTTON ST
178 VILLAGE SQUARE LIQUOR STORE #1196	5511 MAIN ST
179 WALGREENS #07975	5807 MAIN ST
180 WALGREENS #09258	1210 MOHAWK BLVD
181 WALGREENS #10812	6 W Q ST
182 WALMART #3239	2659 OLYMPIC ST
183 WALMART MARKET #4178	2730 GATEWAY ST
184 WILDFANG'S GRILL HOUSE	1414 MOHAWK BLVD
185 WILLAMALANE ADULT ACTIVITY CENTER	215 W C ST
186 WINCO FOODS #34	1920 OLYMPIC ST



SPRINGFIELD POLICE DEPARTMENT

MEMORANDUM

DATE: March 28th, 2025

TO: Robin Holman, Management Support Technician

CC: Springfield Police Command Staff

FROM: Lily Wick, Strategic Analyst

RE: Liquor Dispensing Establishments, Police Calls for Service Summary

Per your request, I have compiled the following information regarding police activity associated with on-premise liquor-dispensing establishments within the City of Springfield for the period of July 1st, 2024 through February 28th, 2025. Please note that the referenced police activity is associated to the establishments based on address and business name, and the listed incidents may have been located inside of, outside of, or in close proximity to the actual businesses. 124 Springfield businesses had either limited on-premises liquor sales or full on-premises liquor sales within the eight-month reporting period. These establishments allow people to purchase **and** consume alcohol on the property. 95 of these businesses (77%) had at least one call for service located on or near the establishment's address.

Police received 818 calls for service at on-premise liquor-dispensing establishments between July 2024 and February 2025. Table 1 displays the top 20 most common types of police calls for service.

Call Type	Count
Criminal Trespass	67
Traffic Stop	63
Audible Alarm	57
Check Welfare	52
Assist Public	46
Dispute	36
Warrant Service	34
Person Stop	32
Vehicle Check	28
Disorderly Subject	23
Incomplete Call	22
Patrol Check	21
Suspicious Subject	21
Theft	20
Follow Up	20
Attempt To Locate Drunk Driver	19
Suspicious Conditions	16
Hit and Run	14
Driving While Suspended	12
Alarm	11

Table 1. Call Types and Occurrences

Table 2 lists liquor dispensary establishments with 20 or more police calls for service during the eight-month reporting period. Establishments are listed in descending order of the number of calls for police service to the premises. Included are the total number of calls to each establishment, the number of arrests resulting from the calls for service, the number of fight/assault calls at each establishment, and the number of calls occurring between midnight and 6:00am.

Business	Address	Number of Calls	Arrests	Fight/Assault Calls	Calls Between 0000-0600
Denny's Restaurant	987 Kruse Way	42	3	0	17
Centennial Steakhouse	1300 Mohawk Blvd	34	4	0	10
Jasper's Fast Track Pizza	3181 Gateway St	25	2	0	4
Holiday Inn Express	919 Kruse Way	25	2	1	10
Hop Valley Brewing	980 Kruse Way	23	1	0	9
Even Steven's	117 S 14 th St	22	2	0	5
Coburg Pizza Company	1710 Centennial Blvd	20	2	0	4
O'Brien's	1509 Mohawk Blvd	20	2	1	11
Total	-----	211	18	2	70

Table 2. Call Breakdown by Establishment

There were eight calls for service at downtown liquor-dispensing establishments that resulted in arrest or CLC (Table 3). Downtown establishments were determined to be those located on Main Street, A Street, or South A Street between Mill Street and 19th Street.

Business	Address	Call Date/Time	Call Nature
Even Steven's	117 S 14 th St	7/5/2024 16:05	Criminal Trespass
Even Steven's	117 S 14 th St	10/4/2024 18:16	Warrant Service
The Twisted Saloon	1444 Main St	9/6/2024 13:50	Theft
The Twisted Saloon	1444 Main St	9/6/2024 15:05	Theft
The Twisted Saloon	1444 Main St	11/8/2024 1:01	Theft
Plank Town Brewing	346 Main St	2/17/2025 19:50	Warrant Service
Cornucopia	521 Main St	9/30/2024 16:55	DUII
Pump Cafe	710 Main St	2/7/2025 10:22	Warrant Service

Table 3. Arrests at Downtown Liquor-Dispensing Establishments

Table 4 displays downtown liquor-dispensing establishments that had at least one call for service during the eight-month reporting period.

Downtown Business	Address	Number of Calls	Arrests (including CLCs)	Fight/Assault Calls	Calls Between 0000-0600
Even Steven's	117 S 14 th St	22	2	0	5
Gryff's Pub	720 S A St	11	0	0	1
The Twisted Saloon	1444 Main St	10	3	0	2
Plank Town Brewing	346 Main St	10	1	0	0
Swallowtail Spirits Distillery	111 Main St	9	0	0	2
Sweet Illusions Tavern	1836 S A St	9	0	0	1

Swallowtail Spirits Distillery	111 Main St	9	0	0	2
Washburne Cafe	326 Main St	7	0	0	3
Secret Lounge	1195 Main St	6	0	0	2
Joeys Pizza	1498 S A St	6	0	0	1
Public House	418 A St	5	0	0	1
Iris Vineyards Wine Bar	322 Main St	4	0	0	0
Made By You	715 Main St	4	0	1	0
Monkeys Paw	420 Main St	4	0	0	0
Chow Restaurant	471 S A St	3	0	0	0
Cornucopia	521 Main St	3	1	0	0
Memo's Mexican Restaurant	737 Main St	3	0	0	0
Los Faroles Restaurant	355 S A St	2	0	0	0
Main Street Market	330 Main St	2	0	0	1
Pump Cafe	710 Main St	2	1	0	0
George And Violet's	305 Main St	2	0	0	0
Los Faroles Restaurant	355 S A St	2	0	0	0
Spring Garden Restaurant	215 Main St	1	0	0	0
The Pedaler	416 Main St	1	0	0	0
TOTAL	-----	137	8	1	24

Table 4. Calls for Service at Downtown Liquor-Dispensing Establishments

Springfield Municipal Code

Chapter 7 BUSINESS

LIQUOR LICENSE RECOMMENDATION

7.300 Recommendation Required.

The Oregon Liquor Control Commission requires every applicant for a license to sell spirits, wines, beers, and other alcoholic liquors to obtain a recommendation in writing from the city council.

7.302 Council Action.

- (1) The council shall provide a written recommendation for each applicant. The council may recommend denial of the license based upon reliable, factual information related to any of the following criteria:
 - (a) Disturbances, lewd or unlawful activities or noise in or on the immediate vicinity or the premises that are related to the sale or service of alcoholic beverages.
 - (b) Applicant has a history or arrest record of alcohol abuse or other controlled substance use.
 - (c) The licensed premises has a history of serious or persistent problems with unlawful activities, noise or disturbances resulting in the need to provide extraordinary police or other city services.
 - (d) Applicant proposes to locate near a licensed child care facility or elementary or secondary school; a church; a hospital, nursing care facility or convalescent care facility; a park or child oriented recreational facility; an alcohol or other drug treatment or rehabilitation facility.
 - (e) Applicant fails to provide complete information on city application.
 - (f) Applicant provides false or misleading information.
- (2) Prior to each annual liquor license renewal period, the city council shall hold a public hearing to allow interested persons the opportunity to provide testimony to be considered by the city council in making their decision to recommend approval or denial of any specific renewal applications. Notice of this public hearing shall be advertised in a local newspaper at least four days before the hearing. This requirement applies to renewal applications and does not apply to original, change in ownership, location or privilege applications.

7.304 License Fee.

Each licensee shall be required to pay the applicable license fee as set by council resolution.

AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	04/07/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Thomas Sievers/Community Development
	Staff Phone No:	
	Estimated Time:	5 Minutes
	Council Goals:	Community and Economic Development and Revitalization

ITEM TITLE:

Glenwood Riverfront Annexation - Second Reading

ACTION REQUESTED:

Conduct a second reading and adopt/not adopt the following ordinance: An ordinance annexing certain territory in the Glenwood Riverfront (Map 17-03-34-41, TLs 400, 500, 700, 800, 900, 1000, 1300, & 1500; MAP 17-03-34-42, TLs 100, 200, 300, 400, 500, 501, 502, 503, 504, 600, 700, 800, 900, 1000, 1200, 1300, 1400, 1500, 1600, 1700, 1800, 1900, 2000, & 2100) to the City of Springfield; withdrawing the same territory from the Glenwood Water District; adopting a severability clause; and providing an effective date (second reading).

ISSUE STATEMENT:

The City Council is requested to consider an ordinance to annex 21.11 acres of property zoned and designated Glenwood Residential Mixed-Use and Glenwood Commercial Mixed-Use, which are located in west Springfield in the Glenwood area north of Franklin Boulevard. The proposed annexation was initiated by Council Resolution 2024-22 and is requested by SEDA to facilitate economic revitalization.

DISCUSSION/FINANCIAL IMPACT:

The City Council is authorized by Oregon Revised Statutes (ORS) Chapter 222 and Springfield Development Code (SDC) Section 5.7.100 to act on annexation requests. In accordance with SDC 5.7.155 and ORS 222.040, 222.180 and 222.465, if approved the annexation will become effective on the day following the general election, November 4, 2025, or upon acknowledgment by the State, whichever date is later.

The territory requested for annexation is a group of 32 tax lots between Franklin Boulevard and the Willamette River. The properties are zoned and designated for Glenwood Residential Mixed-Use and Glenwood Commercial Mixed-Use with an Urbanizable Fringe Overlay (UF-10), and are located inside the City's Urban Growth Boundary (UGB). The UF-10 overlay will no longer apply upon annexation.

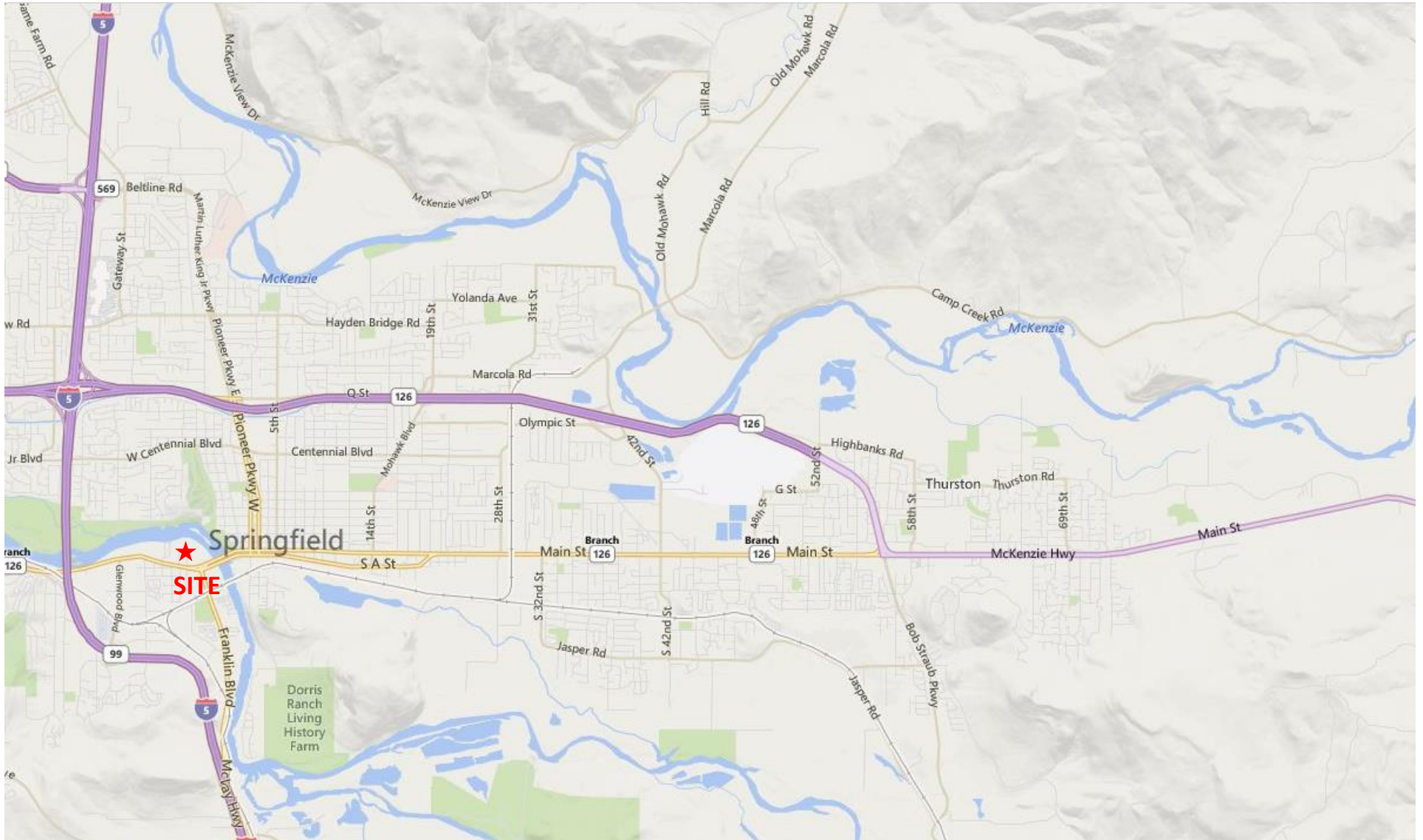
As outlined in the attached staff report (Exhibit D), the annexation area can be served with the minimum level of key urban facilities and services as required in the Springfield 2030 Comprehensive Plan - Urbanization Element. The staff report also confirms the request meets the criteria of approval for annexations established in SDC 5.7.140.

Recommendation: The subject properties comply with the standards and provisions of the SDC and applicable ORS for annexation; Council is requested to conduct the first reading and public hearing of the ordinance annexing this property to the City and withdrawing from the Glenwood Water District.

Attachments

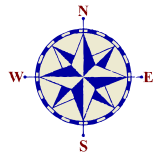
1. Location Maps
2. Ordinance
 - 2a. Site Map and Legal Description
 - 2b. Resolution 2024-22
 - 2c. Annexation Petition
 - 2d. Staff Report
3. Annexation Application Packet
4. Presentation

LOCATION OF PROPERTY SUBJECT TO ANNEXATION



**811-24-000310-TYP4 – PROPOSED ANNEXATION OF THIRTY-TWO (32) MIXED-
USE RESIDENTIAL MIXED-USE COMMERCIAL LOTS (MAP 17-03-34-41, TLs: 400,
500, 700-1000, 1300 & 1500; MAP 17-03-34-42, TLs: 100-500, 501-504, 600-1000, &
1200-2100)**

SITE CONTEXT MAP



**CITY OF SPRINGFIELD, OREGON
ORDINANCE NO. (SPECIAL)**

AN ORDINANCE ANNEXING CERTAIN TERRITORY IN THE GLENWOOD RIVERFRONT (MAP 17-03-34-41, Tls 400, 500, 700, 800, 900, 1000, 1300, & 1500; MAP 17-03-34-42, Tls 100, 200,300, 400, 500, 501, 502, 503, 504, 600, 700, 800, 900, 1000, 1200, 1300, 1400, 1500, 1600, 1700,1800, 1900, 2000, & 2100) TO THE CITY OF SPRINGFIELD; WITHDRAWING THE SAME TERRITORY FROM APPLICABLE SPECIAL DISTRICTS; ADOPTING A SEVERABILITY CLAUSE;AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council is authorized by Springfield Development Code (SDC) Article 5.7.100 and Oregon Revised Statutes (ORS) Chapter 222 to accept, process, and act upon annexations to the City;

WHEREAS, Council Resolution 2024-22 (**Exhibit B**) initiated annexation of certain territory on July 1, 2024, said territory being Assessor's Map Township 17 South, Range 03 West, Section 34, Map 41, Tax Lots 400, 500, 700, 800, 900, 1000, 1300, & 1500 and Assessor's Map Township 17 South, Range 03 West, Section 34, Map 42, Tax Lots 100, 200, 300, 400, 500, 501, 502, 503, 504, 600, 700, 800, 900, 1000, 1200, 1300, 1400, 1500, 1600, 1700, 1800, 1900, 2000, & 2100, which are commercially developed with some vacant lots, and is generally depicted and more particularly described in **Exhibit A** to this Ordinance;

WHEREAS, in accordance with SDC 5.7.125(A) and ORS 222.111, the annexation was initiated by City Council Resolution 2024-22 (**Exhibit B**) and the property owners subsequently submitted petitions for annexation attached hereto as **Exhibit C** to this Ordinance;

WHEREAS, this annexation has been initiated in accordance with SDC 5.7.125(A) and ORS 222;

WHEREAS, the territory proposed for annexation is within the Springfield Comprehensive Plan Urban Growth Boundary and is contiguous to the city limits. (SDC 5.7.140(A));

WHEREAS, the annexation is consistent with the *Springfield 2030 Comprehensive Plan – Urbanization Element* requiring annexation to the City of Springfield as the highest priority for receiving urban services;

WHEREAS, the City Council of the City of Springfield has determined that the provision of City services to the subject area is necessary to serve the site;

WHEREAS, in accordance with SDC 5.7-150(A), upon annexation the Urbanizable Fringe Overlay District (UF-10) will cease to apply to the property and the underlying Glenwood Residential Mixed-Use and Glenwood Commercial Mixed-Use District zoning will be retained;

WHEREAS, a Staff Report (**Exhibit D**) was presented to the City Council with the Director's recommendation to withdraw the subject territory from the Glenwood Water District as the Springfield Utility Board will provide water service and the Cities of Eugene and Springfield will provide emergency response services directly to the area after it is annexed to the City;

WHEREAS, this action is consistent with the intergovernmental agreement between Lane County and Springfield regarding boundary changes dated May 21, 2008; and

WHEREAS, on March 3, 2025, the Springfield Common Council conducted a public hearing and is now ready to take action on this application based on the recommendation and findings in support of approving

the annexation request as set forth in the aforementioned Staff Report to the Council, incorporated herein by reference, and the evidence and testimony presented at this public hearing held in the matter of adopting this Ordinance,

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF SPRINGFIELD ORDAINS AS FOLLOWS:

Section 1. The Common Council of the City of Springfield does hereby approve annexation of the following described territory to the City of Springfield, said territory being generally depicted and more particularly described in **Exhibit A** to this Ordinance.

Section 2. The Common Council of the City of Springfield does hereby approve withdrawal of the following described territory from the Glenwood Water District, said territory being generally depicted and more particularly described in **Exhibit A** to this Ordinance.

Section 3. The City Manager or the Development & Public Works Director or their designee shall send copies of this Ordinance to affected State and local agencies as required by SDC 5.7.155.

Section 4. 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 independent provision and such holding shall not affect the validity of the remaining portion hereof.

Section 5. Effective Date of Ordinance. In accordance with SDC 5.7.155 and ORS 222.040, 222.180 and 222.465, if approved the annexation will become effective 30 days following Ordinance adoption and signature by the Mayor, or upon receipt by the Secretary of State, whichever date is later.

ADOPTED by the Common Council of the City of Springfield, this ____ day of _____, 2025, by a vote of ____ for and ____ against.

APPROVED by the Mayor of the City of Springfield this ____ day of _____, 2025.

Mayor

ATTEST:

City Recorder

REVIEWED & APPROVED
AS TO FORM
Kristina Kraaz
DATE: 3/26/2025
SPRINGFIELD CITY ATTORNEY'S OFFICE

ANNEXATION DESCRIPTION OF A PORTION OF GLENWOOD

14 OCTOBER 2024

LEGAL DESCRIPTION

A PORTION OF THE GLENWOOD AREA CONSISTING OF 35 TRACTS OF LAND, LOCATED IN THE SOUTHEAST QUARTER OF SECTION 34, TOWNSHIP 17 SOUTH, RANGE 3 WEST, WILLAMETTE MERIDIAN, LANE COUNTY, OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF FRANKLIN BLVD. (STATE WHY 126) AND THE SOUTHWEST CORNER OF PARCEL 1 AS DESCRIBED IN WARRANTY DEED TO ROTH & ROTH, LLC, AN OREGON LIMITED LIABILITY COMPANY IN RECEPTION NUMBER 2000005337, LANE COUNTY DEEDS AND RECORDS, SAID POINT BEARS SOUTH 70°34'01" WEST 311.24 FEET, MORE OR LESS FROM THE NORTHWEST CORNER OF THE DON MCVAY DLC NO. 82; THENCE ALONG THE FOLLOWING NUMBER COURSES:

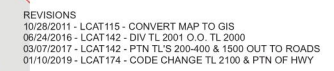
- 1.) NORTH 00°00'52" WEST 211.13 FEET, MORE OR LESS ALONG THE WESTERLY LINE OF SAID ROTH & ROTH PARCEL 1;
- 2.) THENCE NORTH 84°31'02" EAST 7.87 FEET, MORE OR LESS;
- 3.) THENCE NORTH 00°17'58" WEST 24.78 FEET, MORE OR LESS;
- 4.) THENCE NORTH 87°53'01" WEST 5.95 FEET MORE OR LESS;
- 5.) THENCE NORTH 01°20'41" WEST 898.90 FEET MORE OR LESS TO THE CENTER OF THE WILLAMETTE RIVER;
- 6.) THENCE ALONG THE CENTER OF SAID WILLAMETTE RIVER NORTH 71°58'24" EAST 559.15 FEET MORE OR LESS;
- 7.) THENCE SOUTH 77°28'59" EAST 423.10 FEET MORE OR LESS;
- 8.) THENCE LEAVING SAID CENTER OF WILLAMETTE RIVER SOUTH 00°03'57" WEST 853.18 FEET MORE OR LESS;
- 9.) THENCE SOUTH 89°55'45" EAST 80.39 FEET MORE OR LESS;
- 10.) THENCE SOUTH 00°03'57" WEST 369.29 FEET MORE OR LESS;
- 11.) THENCE SOUTH 89°56'05" EAST 19.91 FEET MORE OR LESS;
- 12.) THENCE SOUTH 06°17'32" EAST 25.12 FEET MORE OR LESS TO THE NORTHERLY RIGHT-OF-WAY LINE OF FRANKLIN BLVD. (STATE WHY 126);

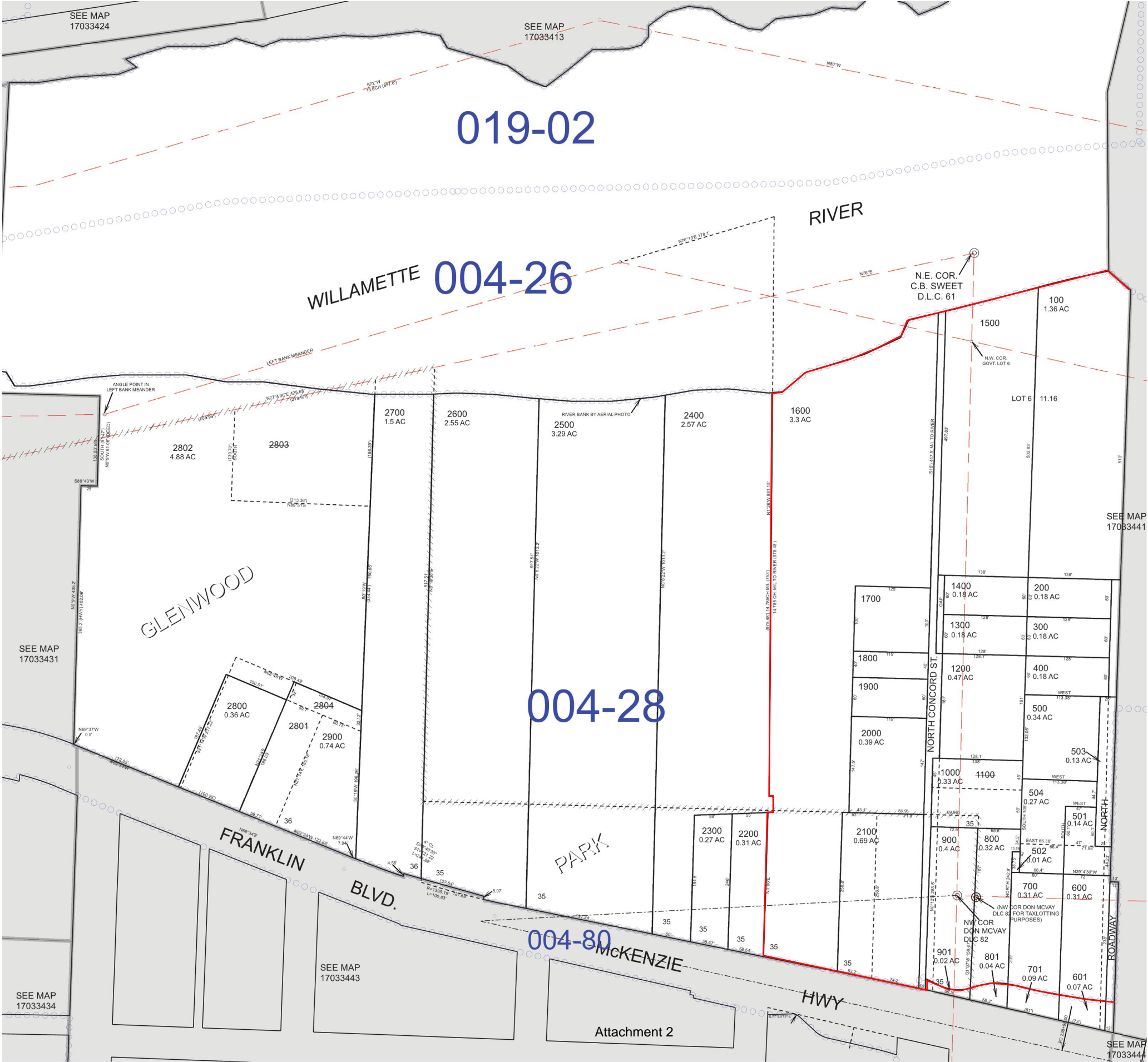
- 13.) THENCE ALONG SAID NORTHERLY RIGHT-OF-WAY LINE SOUTH $70^{\circ}30'31''$ WEST 53.74 FEET MORE OR LESS;
- 14.) THENCE ALONG THE ARC OF A 100.00 FOOT RADIUS CURVE CONCAVE NORTHERLY THROUGH A CENTRAL ANGLE OF $17^{\circ}40'01''$ (THE LONG CHORD OF WHICH BEARS SOUTH $79^{\circ}20'31''$ WEST 30.71 FEET) AN ARC DISTANCE OF 30.83 FEET MORE OR LESS;
- 15.) THENCE SOUTH $88^{\circ}10'32''$ WEST 86.10 FEET MORE OR LESS;
- 16.) THENCE ALONG THE ARC OF A 107.00 FOOT RADIUS CURVE CONCAVE SOUTHERLY THROUGH A CENTRAL ANGLE OF $21^{\circ}50'08''$ (THE LONG CHORD OF WHICH BEARS SOUTH $77^{\circ}15'28''$ WEST 40.53 FEET) AN ARC DISTANCE OF 40.78 FEET MORE OR LESS;
- 17.) THENCE ALONG THE ARC OF A 488.13 FOOT RADIUS CURVE CONCAVE NORTHERLY THROUGH A CENTRAL ANGLE OF $03^{\circ}13'23''$ (THE LONG CHORD OF WHICH BEARS SOUTH $67^{\circ}58'01''$ WEST 27.46 FEET) AN ARC DISTANCE OF 27.46 FEET MORE OR LESS;
- 18.) THENCE ALONG THE ARC OF A 139.49 FOOT RADIUS CURVE CONCAVE NORTHERLY THROUGH A CENTRAL ANGLE OF $08^{\circ}02'14''$ (THE LONG CHORD OF WHICH BEARS SOUTH $73^{\circ}34'50''$ WEST 19.55 FEET) AN ARC DISTANCE OF 19.57 FEET MORE OR LESS;
- 19.) THENCE SOUTH $77^{\circ}35'31''$ WEST 31.00 FEET MORE OR LESS;
- 20.) THENCE ALONG THE ARC OF A 82.00 FOOT RADIUS CURVE CONCAVE NORTHERLY THROUGH A CENTRAL ANGLE OF $38^{\circ}33'18''$ (THE LONG CHORD OF WHICH BEARS NORTH $83^{\circ}07'50''$ WEST 54.14 FEET) AN ARC DISTANCE OF 55.18 FEET MORE OR LESS;
- 21.) THENCE NORTH $63^{\circ}51'11''$ WEST 33.69 FEET MORE OR LESS;
- 22.) THENCE ALONG THE ARC OF A 60.00 FOOT RADIUS CURVE CONCAVE SOUTHERLY THROUGH A CENTRAL ANGLE OF $06^{\circ}18'30''$ (THE LONG CHORD OF WHICH BEARS NORTH $67^{\circ}00'26''$ WEST 6.60 FEET) AN ARC DISTANCE OF 6.61 FEET MORE OR LESS;
- 23.) THENCE LEAVING SAID NORTHERLY RIGHT-OF-WAY LINE OF FRANKLIN BLVD. (STATE WHY 126) NORTH $00^{\circ}10'05''$ EAST 451.91 FEET MORE OR LESS;
- 24.) THENCE NORTH $89^{\circ}49'57''$ WEST 128.70 FEET MORE OR LESS TO A LINE THAT IS AN EXTENSION OF THE CENTERLINE OF NORTH BROOKLYN STREET;
- 25.) THENCE ALONG SAID CENTERLINE SOUTH $00^{\circ}10'05''$ WEST 449.48 FEET MORE OR LESS TO SAID NORTHERLY RIGHT-OF-WAY LINE OF FRANKLIN BLVD. (STATE WHY 126)
- 26.) THENCE ALONG SAID NORTHERLY RIGHT-OF-WAY LINE ALONG THE ARC OF A 835.00 FOOT RADIUS CURVE CONCAVE NORTHERLY THROUGH A CENTRAL ANGLE OF $09^{\circ}49'14''$ (THE LONG CHORD OF WHICH BEARS NORTH $81^{\circ}51'03''$ WEST 142.94 FEET) AN ARC DISTANCE OF 143.12 FEET MORE OR LESS;

- 27.) THENCE ALONG THE ARC OF A 100.00 FOOT RADIUS CURVE CONCAVE SOUTHERLY THROUGH A CENTRAL ANGLE OF $35^{\circ}04'50''$ (THE LONG CHORD OF WHICH BEARS SOUTH $85^{\circ}31'09''$ WEST 60.28 FEET) AN ARC DISTANCE OF 61.23 FEET MORE OR LESS;
- 28.) THENCE ALONG THE ARC OF A 70.00 FOOT RADIUS CURVE CONCAVE NORTHERLY THROUGH A CENTRAL ANGLE OF $46^{\circ}06'34''$ (THE LONG CHORD OF WHICH BEARS NORTH $88^{\circ}57'59''$ WEST 54.83 FEET) AN ARC DISTANCE OF 56.33 FEET MORE OR LESS;
- 29.) THENCE NORTH $65^{\circ}54'42''$ WEST 22.76 FEET MORE OR LESS;
- 30.) THENCE SOUTH $00^{\circ}10'00''$ WEST 16.68 FEET MORE OR LESS;
- 31.) THENCE NORTH $80^{\circ}17'19''$ WEST 252.85 FEET MORE OR LESS TO THE **POINT OF BEGINNING**.

THE BASIS OF BEARINGS IS THE OREGON COORDINATE REFERENCE SYSTEM, EUGENE ZONE.

THE TRACT OF LAND IS SHOWN ON THE ATTACHED EXHIBIT MAP AND BY THIS REFERENCE MADE A PART THEREOF.





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CITY OF SPRINGFIELD, OREGON
RESOLUTION NO. 2024-22

**INITIATING ANNEXATION OF APPROXIMATELY 30 ACRES OF TERRITORY IN THE
GLENWOOD URBAN RENEWAL AREA, NORTH OF FRANKLIN BOULEVARD TO THE
WILLAMETTE RIVER, TO THE CITY OF SPRINGFIELD PURSUANT TO SECTION 5.7 OF THE
SPRINGFIELD DEVELOPMENT CODE**

WHEREAS, the City Council is authorized by Section 5.7.125 of the Springfield Development Code to initiate annexation of contiguous property to the City of Springfield;

WHEREAS, the property proposed to be annexed is depicted in Exhibit A, and includes property along the Glenwood Riverfront, north of Franklin Boulevard, which is owned by the City of Springfield, Springfield Economic Development Agency, Homes for Good Housing Authority, Lane County, and additional private parties;

WHEREAS, the territory to be annexed is within the Springfield Urban Growth Boundary, and is contiguous to the Springfield city limits along Franklin Boulevard and along the Willamette River;

WHEREAS, the owners of the subject territory have agreed to jointly cooperate in development of a Glenwood Riverfront Master Plan who are engaged jointly in an effort to develop a Master Plan that will govern future mixed-use development of the Glenwood Riverfront area, anticipated over the next five to ten years;

WHEREAS, the City Council finds that initiating annexation of the subject territory is in the best interest of the City to facilitate efficient adoption of the Master Plan and related amendments to the Springfield Comprehensive Plan diagram, Springfield Zoning Map, and Glenwood Refinement Plan; and

WHEREAS, the annexation initiated herein will proceed as provided in SDC 5.7.100 only as to real property for which the City receives written consent of the owner(s), and no annexation election is authorized herein,

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SPRINGFIELD:

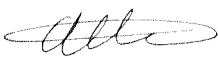
Section 1: The Common Council of the City of Springfield does hereby announce its intention to conduct a public hearing to consider annexation of certain property as generally depicted on Exhibit A attached hereto.

Section 2: The City Manager or designee is directed to review the territory depicted in Exhibit A for any potential survey gaps and, if any exist, to close such gaps to create contiguous annexation territory.

Section 3: This Resolution will take effect upon adoption by the Council.

ADOPTED by the Common Council of the City of Springfield this 1st day of July, 2024, by a vote of 6 for and 0 against.

ATTEST:



City Recorder

REVIEWED & APPROVED
AS TO FORM

DATE: 7/1/2024
SPRINGFIELD CITY ATTORNEY'S OFFICE

N.W. 1/4 S.E. 1/4 SEC. 34 T.17S. R.3W. W.M.
Lane County
1" = 100'

N.E. 1/4 S.E. 1/4 SEC. 34 T.17S. R.3W. W.M.
Lane County
1" = 100' MAP
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FOR ASSESSMENT AND
TAXATION ONLY

REVISIONS
1. CORRECTIONS TO
BOUNDARY LOCATIONS
2. CORRECTIONS TO
BOUNDARY BEARINGS
3. CORRECTIONS TO
BOUNDARY DISTANCES
4. CORRECTIONS TO
BOUNDARY AREA
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SEE MAP
17033413

019-02

RIVER

WILLAMETTE
004-26

WILLAMETTE
RIVER

019-99

004-28

004-26

004-28

PARK

FRANKLIN

BLVD.

004-80
McKENZIE

SEE MAP
17033443

HWY

004-80

SEE MAP
17033444

HIGHWAY

BRIDGE (WES)




FORM 1

PETITION/PETITION SIGNATURE SHEET

Annexation by Individuals

[SDC 5.7.125(2)(b)(i)/ORS 222.170(1) or ORS 222.127]

We, the following property owners of the following territory, consent to the annexation to the City of Springfield and concurrent annexation to Willamalane Parks and Recreation District, as deemed necessary:

Signature	Date Signed m/d/y	Print Name	Residence Address (street, city, zip code)	Map and Tax Lot Number (example: 17-04-03-00-00100)	✓ Land Owner	Acres (qty)
1. 	11/12/24	City of Springfield/SEDA	225 5th Street, Spfld, OR 97477	See Tax Lot Inventory	X	12.83
2. 	11/12/2024	Lane County	125 East 8th Ave, Eug, OR 97401	See Tax Lot Inventory	X	0.13
3. 	11-7-24	Roth & Roth LLC	Po Box 70468, Spfld, OR 97475	See Tax Lot Inventory	X	8.14
4.						
5.						

Note: With the above signature(s), I am attesting that I have the authority to consent to annexation on my own behalf or on behalf of my firm or agency. (Attach evidence of such authorization when applicable.)

I, Alison Campbell (printed name of circulator), hereby certify that every person who signed this sheet did so in my presence.

X  (signature of circulator)

CERTIFICATION OF OWNERSHIP

The total landowners in the proposed annexation are 3 (qty). This petition reflects that 3 (qty) landowners (or legal representatives) listed on this petition represent a total of 100 (%) of the landowners and 100 (%) of the acres as determined by the map and tax lots attached to the petition. A&T is not responsible for subsequent deed activity that may not yet be reflected on the A&T computerized tax roll.



Lane County Department of Assessment and Taxation

11/14/24

Date Signed and Certified

TYPE 4 – ANNEXATION STAFF REPORT AND FINDINGS OF FACT

File Name: Glenwood Riverfront Annexation

Applicant: City of Springfield – Springfield Economic Development Agency (SEDA)

Case Number: 811-24-000310-TYP4

Proposal Location: Various. Assessor's Map 17-03-34-41, TLs: 400, 500, 700, 800, 900, 1000, 1300, & 1500; Assessor's Map 17-03-34-42, TLs: 100, 200, 300, 400, 500, 501, 502, 503, 504, 600, 700, 800, 900, 1000, 1200, 1300, 1400, 1500, 1600, 1700, 1800, 1900, 2000, & 2100



Current Zoning & Comprehensive Plan Designation:

Glenwood Residential Mixed-Use, Glenwood Commercial Mixed-Use with Urbanizable Fringe Overlay (UF-10)

Applicable Comprehensive Plan: *Springfield 2030 Comprehensive Plan*

Application Submittal Date: December 17, 2024

Associated Applications:

811-24-000119-PRE (Development Issues Meeting); 811-24-000281-PRE (Completeness Check)

CITY OF SPRINGFIELD'S DEVELOPMENT REVIEW COMMITTEE:

POSITION	REVIEW OF	NAME	PHONE
Project Manager	Planning	Tom Sievers	541-726-2333
Transportation Planning Engineer	Transportation	Michael Liebler	541-736-1034
Public Works Civil Engineer	Streets and Utilities	Clayton McEachern	541-726-1036
Deputy Fire Marshal	Fire and Life Safety	Gilbert Gordon	541-726-2293
Building Official	Building	Chris Carpenter	541-744-4153

Review Process (Springfield Development Code (SDC) 5.7.115): The subject annexation request is being reviewed under Type 4 procedures, as a legislative matter, without Planning Commission consideration.

Development Issues Meeting (SDC 5.7.120): A Development Issues Meeting (DIM) is required of all public agency and private landowner-initiated annexation applications, unless waived by the Director.

Finding 1: A Development Issues Meeting for the subject annexation request was held on May 30, 2024 (Case 811-24-000119-PRE).

Conclusion: The requirement in SDC 5.7.120 is met.

Annexation Initiation and Application Submittal (SDC 5.7.125): In accordance with SDC 5.7.125(A), an annexation application may be initiated by Council resolution or by written consents from electors or property owners.

Finding 2: On July 1, 2024, the City Council adopted Resolution 2024-22 (Attachment 2, Exhibit B) which initiated the annexation of the proposed area detailed in this report. Acting upon the Council resolution, the property owners (SEDA and Roth & Roth, LLC) who own all the land and real property, and full assessed value of real property in the contiguous territory, filed an official application and petition requesting annexation to the City of Springfield (Attachment 2, Exhibit C).

Finding 3: In addition to the petition, the submitted application includes the required documents listed under SDC 5.7.125(B). This includes a Verification of Property Owners signed by the Lane County Department of Assessment and Taxation, the Ownership Worksheet, and a Waiver Form in accordance with ORS 222.173 (all within Attachment 2, Exhibit C).

Conclusion: The application requirements in SDC 5.7.125 have been met.

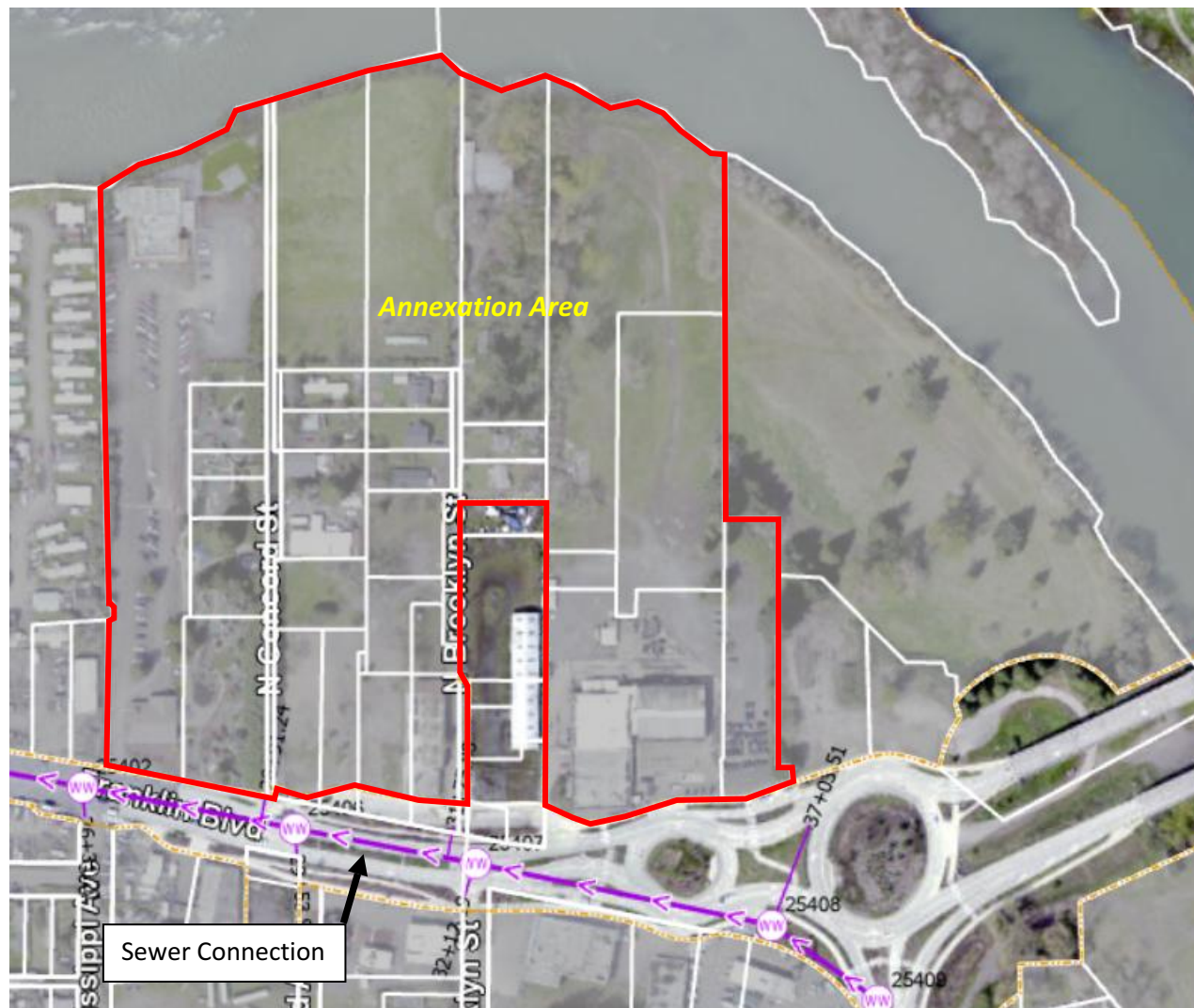
Site Information: The subject annexation is comprised of 32 lots for a total of approximately 21.11 acres. These lots are owned by SEDA and Roth & Roth LLC and are a mix of vacant and developed. The subject site is inside the Springfield Urban Growth Boundary (UGB) and is contiguous to the Springfield city limits primarily along its southern boundary.

Zoning for the property is Glenwood Residential Mixed-Use (GRMU) and Glenwood Commercial Mixed-Use (GCMU) district with an Urbanizable Fringe Overlay (UF-10) applied according to the City's Zoning Map. Based on the applicants' submittal, the primary purpose of the annexation request is to facilitate future master plan redevelopment. A public sanitary sewer line is already available at the site's southern property line in Franklin Boulevard, which can be extended to serve future development, as shown in the image below (the purple lines and circles show the existing sanitary sewer system). An annexation agreement is not applicable in this instance as there will be a Master Plan adopted in the future for the redevelopment of the annexation area. The Master Plan will set out obligations for infrastructure improvements once adopted and the property owners will be responsible for the cost of constructing the public improvements necessary to serve the area.

Existing public services are provided to the annexation area as follows: police (Lane County Sheriff), schools (Eugene School District), roads (City of Springfield and Lane County), and ambulance services (Eugene/Springfield Fire)¹. The applicant currently receives water service and fire protection from the Glenwood Water District. SUB operates the existing electric service and will continue to after annexation. Upon annexation, the City of Springfield will be responsible for all urban services, including sewer, water (retained through SUB), electricity (retained through SUB), and police/fire response (through Eugene/Springfield Fire) to the subject area.

¹ The subject property currently receives emergency services from Eugene/Springfield Fire through long-standing contractual agreements. The standards of coverage can be found here: https://www.eugene-or.gov/DocumentCenter/View/56636/Standards-of-Response-Coverage_FY-2020?bidId=

The approximately 919,550 square foot annexation area consists of the 21.11-acre set of 32 lots.



Notice Requirements (SDC 5.7.130): Consistent with SDC 5.7.130, notice was provided as follows:

Mailed Notice. Notice of the annexation application was mailed on February 14, 2025, which was at least 14 days prior to the public hearing date, to the affected property owner(s); owners and occupants of properties located within 300 feet of the perimeter of the proposed annexation territory; affected special districts (Eugene/Springfield Fire) and all other public utility providers (Springfield Utility Board, CenturyLink Telecommunications); and the Lane County Land Management Division, Lane County Elections, and the Lane County Board of Commissioners. The list of recipients of the mailed notice is included with the Affidavit of Mailing for this annexation application and is retained as part of the public record for Planning Case 811-24-000310-TYP4.

Newspaper Notice. Notice of the March 3, 2025, public hearing was published in *The Chronicle*, running for two consecutive weeks on February 6th and February 13th prior to the hearing.

Posted Notice. A total of seven (7) notices were posted for the March 3rd public hearing. Two (2) digital notices were posted on both the City of Springfield website on February 14th and the Department of Public Works' Digital Display in City Hall on February 14th. One (1) notice was posted on the physical display board in the City Hall lobby on February 14th and four (4) notices were posted at the subject property along the Franklin Boulevard frontage on February 14th.

Finding 4: Staff did not receive written comments from the public at the time of this writing (2/21/25).

Conclusion: Notice of the public hearing was provided consistent with SDC 5.7.130.

Recommendation to City Council (SDC 5.7.135): The Director shall forward a written recommendation on the annexation application to the City Council based on the approval criteria specified in SDC 5.7.140, which are provided as follows with the SDC requirements, findings, and conclusions. The Director's recommendation follows SDC 5.7.140, Criteria.

Criteria of Approval

Criteria (SDC 5.7.140): The application may be approved only if the City Council finds that the proposal conforms to the following criteria:

A. The affected territory proposed to be annexed is within the City's urban growth boundary; and is

1. Contiguous to the city limits; or

2. Separated from the City only by a public right of way or a stream, lake, or other body of water.

Finding 5: The subject annexation territory is located within the City of Springfield's acknowledged urban growth boundary (UGB). The properties requested for annexation abut the Springfield city limits primarily along the southern boundary. Therefore, this annexation application meets the statutory definition of contiguity as found in ORS 222.111(1).

Conclusion: The proposal meets and complies with Criterion A(1), Subsection 5.7.140.

B. The proposed annexation is consistent with applicable policies in the Metro Plan and in any applicable refinement plans or Plan Districts;

Finding 6: The annexation area is located within the acknowledged Springfield UGB and as more specifically delineated by the *Springfield 2030 Comprehensive Plan*. Territory within the delineated UGB ultimately will be within the City of Springfield.

Finding 7: The *Springfield 2030 Comprehensive Plan* amends the Eugene-Springfield Metropolitan Area General Plan (*Metro Plan*) through adoption of ordinances since 2011. Volume 1 of the *Springfield 2030 Comprehensive Plan* includes the following elements: Economic, Residential Land Use & Housing, Recreation, Transportation, and Urbanization. In December 2016, Springfield adopted the Urbanization Element in compliance with Statewide Planning Goal 14, Urbanization. The *Urbanization Element* explicitly retains the *Metro Plan*'s long-standing urbanization policy criteria for approving annexations.

Finding 8: The territory requested for annexation is within an area that is zoned Glenwood Residential Mixed-Use (GRMU) and Glenwood Commercial Mixed-Use (GCMU) districts and is designated for Residential and Commercial Mixed-Use in the Springfield Comprehensive Plan (which became effective March 1, 2024, replacing the Metro Plan Diagram within the Springfield UGB). The adopted elements of the *Springfield 2030 Comprehensive Plan* apply to areas within the Springfield UGB, particularly the *Urbanization Element* adopted by Ordinance 6361. There are no proposed changes to the current zoning or plan designation for the property, although the Urbanizable Fringe (UF-10) overlay will be removed upon annexation.

Finding 9: The continued annexation of properties to the City of Springfield is consistent with Policies 27 and 29 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, which will result in the elimination of special districts within the urbanizable area. The *Metro Plan* and the *Springfield 2030 Comprehensive Plan – Urbanization Element* recognize that as annexations to the City occur, the special district service areas within the UGB will diminish incrementally and eventually will be dissolved.

Finding 10: The territory requested for annexation is currently within the service area of the Glenwood Water District for water and fire protection service. After the public hearing and upon Council adoption of the Annexation Ordinance, the annexation area will remain in the combined fire and life safety departments of the Cities of Eugene & Springfield for fire protection and emergency medical service directly to the annexation area.

Finding 11: In accordance with Policy 33 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, SUB is the exclusive water service provider within the Springfield City Limits. The annexation area is currently served by the Glenwood Water District. As discussed below in more detail under Finding 19, water services provided by SUB for the Glenwood Riverfront are planned for future development.

Finding 12: In accordance with Policy 34 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, when unincorporated territory within the UGB is provided with any new urban service, that service shall be provided by one of the following methods in this priority order: (a) Annexation to City; or (b) Contractual annexation agreements with City. If this annexation request is approved and executed, the subject property will be provided with new urban services such as public sanitary sewer through the adoption of a master plan.

Finding 13: In accordance with Policy 35 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, the City shall not extend water or wastewater service outside city limits to serve a residence or business without first obtaining a valid annexation petition, a consent to annex agreement, or when a health hazard abatement annexation is required. In conjunction with Council Resolution 2024-22 (Attachment 2, Exhibit B), the property owners applied for annexation to the City (Attachment 2, Exhibit C), and an annexation agreement is not applicable in this instance as there will be a Master Plan adopted in the future for the redevelopment of the annexation area.

Finding 14: The annexation area is located within the Glenwood Refinement Plan and designated Residential Mixed-Use and Commercial Mixed-Use.

Finding 15: The Glenwood Refinement Plan does not contain any specific policies to guide annexation other than by referring to the Springfield Development Code annexation process.

Conclusion: The proposal meets and complies with Criterion B, SDC 5.7.140.

C. The proposed annexation will result in a boundary in which the minimum level of key urban facilities and services as defined in the Metro Plan can be provided in an orderly efficient and timely manner; and

Finding 16: In accordance with Policy 29 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, annexation shall continue to be a prerequisite for urban development and the delivery of City services in accordance with the Springfield Comprehensive Plan and Springfield Development Code.

Finding 17: In accordance with Policy 31 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, key urban facilities and services are defined as wastewater service; stormwater service; transportation; solid waste management; water service; fire and emergency medical services; police protection; citywide park and recreation programs; electric service; land use controls; communication facilities; and public schools on a districtwide basis.

Finding 18: In accordance with Policy 32 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, urban services provided by the City upon annexation to Springfield include storm and sanitary sewer; water; transportation systems; police and fire protection; planning, building, code enforcement and library services; and public infrastructure maintenance of City owned or operated facilities.

Finding 19: The territory requested for annexation is contiguous with the City Limits primarily along its southern boundary. Urban utilities including sanitary sewer, electricity, and water service, are located within the Franklin Boulevard ROW and can be extended to serve the subject property, adjacent properties, and areas beyond the annexation territory if needed to provide more convenient sewer connection to such properties. Therefore, the urban service delivery systems are already available and in place or can be logically extended from points in the vicinity to

serve the annexation area and future development. In addition to urban utilities, the following facilities and services are either available or can be extended to this annexation area in a timely, orderly, and efficient manner:

Water – As noted above, SUB is the exclusive water service provider for properties within the City limits. The annexation area currently receives water from the Glenwood Water District. In an email dated December 26, 2024, SUB Water stated that there are no concerns with providing water service to the annexation area and plans to extend the existing water system as future development occurs.

Electricity – SUB provides electric service to the neighborhoods within incorporated areas of Springfield. SUB owns and maintains electrical system infrastructure in neighborhoods they serve. SUB electric services are present in the area and service needs will be evaluated through the Master Plan at the time of development.

Police Services – Springfield Police Department currently provides service to areas of Springfield that are already inside the City limits. The annexation territory is currently within the jurisdiction of the Lane County Sheriff's Department. Upon annexation, this area will receive Springfield Police services on an equal basis with other properties inside the City.

Fire and Emergency Services – Fire protection is currently provided to the annexation area by the Glenwood Water District. Upon annexation, the Eugene/Springfield Fire Department will provide fire and emergency services directly to the subject territory. Per the Fire Marshal's Office, both access and water supply evaluations will take place at the time of future development of the Master Plan. Concerning response time, the subject property is within the 5 minute time of travel of Fire Station 4 located at 1475 5th Street in Springfield.

Emergency medical transport (ambulance) services are provided on a regional basis by the Eugene/Springfield Fire Department. The annexation area will continue to receive this service consistent with the adopted ambulance service area (ASA) plan. Mutual Aid Agreements have been adopted by the three regional ASA providers to provide backup coverage for each other's jurisdictions.

Parks and Recreation – Park and recreation services are provided by the Willamalane Park & Recreation District. The park district operates several indoor recreation facilities, such as the Willamalane Park Swim Center, Lively Park Swim Center, Bob Keefer Center for Sports and Recreation, and Willamalane Adult Activity Center. The park district offers various after-school and other programs for children at schools and parks throughout the community. Also available are pathways and several categories of parks, including community parks, sports parks, special use parks, and natural area parks. The subject property is currently within the special district territory of Willamalane and will remain that way upon annexation.

Library Services – Upon annexation to the City of Springfield, the subject area's residents will be served by the Springfield Public Library.

Schools – Based on the provision of the Glenwood Residential Mixed-Use zoning district, the annexation territory could generate a school-age population. At the time of future development or redevelopment, the School District would be referred any development plans including proposals. In an email dated January 29, 2025, the Eugene 4J District stated that there should be no issues with the possible enrollment impact of the future redevelopment of the Glenwood Riverfront.

Sanitary Sewer – An existing public sanitary sewer system is located in Franklin Boulevard along the annexation area frontage. The public line will be extended into the annexation area at the time of future development and execution of the Master Plan. The sewer line has a depth of approximately 14.5-feet.

Stormwater – An existing public storm sewer system is located in parts of Franklin Boulevard. The stormwater system will be further developed as the Master Plan activates properties in the annexation area. Individual site needs will be determined at the time of development.

Streets – The annexation area has legal and physical access to Franklin Boulevard along the southern boundary. The frontage of Franklin Boulevard is currently unimproved with paving, curb, and sidewalk. There are street trees present along the eastern portion of the annexation area along Franklin Boulevard. The western part of the annexation area frontage with Franklin Boulevard is also heavily impacted with existing overhead powerlines and poles. The future Master Plan will extend the road network internal to the annexation area.

Solid Waste Management – The City and Sanipac have an exclusive franchise arrangement for garbage service inside the City limits. Upon annexation, solid waste disposal service would be provided by Sanipac.

Communication Facilities – Various providers, such as CenturyLink, offer both wired and wireless communication services in the Eugene-Springfield metropolitan area. Existing providers and those entering the market have the capability to provide service to this area.

Land Use Controls – The annexation area is within Springfield's urban growth boundary (UGB). Through an intergovernmental agreement between Lane County and the City of Springfield, the City already has planning and building jurisdiction for unincorporated areas of Springfield. The City will continue to administer land use controls after annexation.

Finding 19: The minimum level of key urban facilities and services, as outlined in the adopted *Metro Plan* and the *Springfield 2030 Comprehensive Plan – Urbanization Element* are immediately available and have the capacity to serve the site at the time of development.

Conclusion: Based on the findings above, the proposed annexation, if approved, will result in a boundary in which the minimum level of key urban facilities and services can be provided in an orderly efficient and timely manner because of their availability and capacity levels meet the City's requirements. The proposal complies with Criterion C, SDC 5.7.140.

D. Where applicable, fiscal impacts to the City have been mitigated through an Annexation Agreement or other mechanism approved by the City Council.

Finding 20: This annexation has been initiated by the City Council on behalf of the City, SEDA, and Roth and Roth LLC for the purpose of facilitating urban renewal of the Glenwood Riverfront. The annexation area is part of a proposed urban renewal project that also includes 1.35 acres already annexed property along the east side of Brooklyn Avenue north of Franklin Blvd, owned by Homes for Good Housing Agency. As an urban renewal project, it is expected that SEDA will bear at least part of the fiscal impacts associated with future development, consistent with the Glenwood Urban Renewal Plan. These fiscal impacts include costs of constructing public infrastructure internal to the site, such as public streets and paths, stormwater, water, sewer, and electricity. A future Master Plan will set out obligations for these infrastructure improvements and the property owners or SEDA will be responsible for the cost of constructing the public improvements necessary to serve the area. The property owners in the urban renewal project area have entered a Joint Planning Agreement that requires the parties to cooperate toward creation and adoption of the Master Plan. The Joint Planning Agreement is sufficient to ensure fiscal impacts to the City will be mitigated through the future Master Plan and obviates the need for a separate annexation agreement.

Conclusion: The proposal meets and complies with Criterion D, Subsection 5.7.140.

Withdrawal from Special Service Districts (SDC 5.7.160): Withdrawal from special districts may occur concurrently with the approved annexation Ordinance or after the effective date of the annexation of territory to the City. The Director shall recommend to the City Council for consideration of the withdrawal of the annexed territory from special districts as specified in ORS 222. In determining whether to withdraw the territory, the City Council shall determine whether the withdrawal is in the best interest of the City. Notice of the withdrawal shall be provided in the same manner as the annexation notice in SDC 5.7.150.


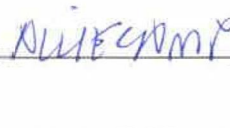

Finding 21: The annexation area is within the delineated service territory of SUB (electric), Glenwood Water District (Water & Fire). The Cities of Eugene/Springfield will directly provide fire and emergency services after annexation,

and the City of Springfield by and through the Springfield Utility Board will provide water service after annexation. SUB will also retain electric service upon annexation. Consistent with SDC 5.7.130, posted notice in City Hall and the City of Springfield webpage was provided for the public hearing on February 14, 2025, and mailed notice on February 14, 2025. Withdrawal from the Glenwood Water District concurrently with annexation of the territory to the City of Springfield is in the best interest of the City. The withdrawal from the Glenwood Water District is necessary to implement Policies 31 and 32 of the Springfield 2030 Comprehensive Plan – Urbanization Element whereby annexation is prioritized for the City of Springfield to provide urban services to its incorporated territory, and existing special service districts within the City’s UGB are to be dissolved over time.

DIRECTOR’S RECOMMENDATION: The proposal complies with the annexation criteria of approval listed in SDC 5.7.140, and Council is within its authority to approve annexation of the subject territory to the City of Springfield and withdrawal of the subject territory from the Glenwood Water District.



Annexation Application Type 4

Application Type		(Applicant: Check one)	
Annexation Application Completeness Check:		<input checked="" type="checkbox"/>	
Annexation Application Submittal:		<input checked="" type="checkbox"/>	
Required Proposal Information		(Applicant: Complete This Section)	
Property Owner:	Multiple Owners - See Applicant List	Phone:	
Address:	See Applicant List	E-mail:	
Owner Signature:			
Owner Signature:			
Agent Name:	Lorri Nelson	Phone:	541-485-1003
Company:	Rowell Brokaw Architects	Fax:	
Address:	1203 Willamette Street, Suite 210, Eugene, OR 97401	E-mail:	lorri@rowellbrokaw.com
Agent Signature:			
If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his or her behalf, except where signatures of the owner of record are required, only the owner may sign the petition.			
ASSESSOR'S MAP NO:	Two Maps - See Inventory	TAX LOT NO(S):	See Inventory
Property Address:	Some are addressed, some are not - See Tax Lot Inventory		
Area of Request:	Acres: 21.11	Square Feet:	
Existing Use:	Various - Residential, Commercial, Vacant		
Proposed Use:	Residential/Commercial Mixed-Use Master Planned Development		
Required Property Information		(City Intake Staff: Complete This Section)	
Case No.:		Date:	
Project No.:		Reviewed By: (initials)	
Application Fee:		Placard:	
Postage Fee:		Total Fee:	

APPLICANTS SHOULD COMPLETE THE FOLLOWING STEPS PRIOR TO SUBMITTING AN APPLICATION. APPLICATIONS NOT HAVING ALL BOXES CHECKED WILL BE RETURNED TO THE APPLICANT AND WILL THEREFORE DELAY THE APPLICATION REVIEW PROCESS.

☑ Application Fee [SDC 5.7.125(B)(15)]

Refer to the Development Code Fee Schedule for the appropriate fee calculation formula. Fees are based upon the area of land being annexed. Copies of the fee schedule are available at the Development & Public Works Department. Fees are payable to the City of Springfield.

☑ Petition/Petition Signature Sheet [SDC 5.7.125(B)(2)]

To initiate an annexation by consents from property owners as explained below, complete the attached *Petition Signature Sheet* (refer to Form 1). ***(Photocopies may be submitted at completeness check, with original copies at time of application submittal).***

Consent by Property Owners [ORS 222.127 and 222.170(1)]

If the proposal is to be initiated by the *owners of at least one-half of the land area, land value, and land ownership*, complete Form 2. To give consent for a particular piece of property, persons who own an interest in the property, or who are purchasers of property on a contract sale that is recorded with the county, must sign the annexation petition. Generally, this means that both husband and wife should sign. In the case of a corporation or business, the person who is authorized to sign legal documents for the firm may sign the annexation petition. *Please provide evidence of such authorization.* To ensure that the necessary signatures are obtained, please complete the attached worksheet (Form 2). ***(Photocopies may be submitted at completeness check, with original copies at time of application submittal).***

☑ Certification of Ownership [SDC 5.7.125(B)(5)]

After completing the attached *Petition Signature Sheet* (Form 1), have the Lane County Department of Assessment and Taxation certify the ownerships within the proposed annexation area. ***(Photocopies may be submitted at completeness check, with original copies at time of application submittal).***

☑ Owners Worksheet

Information on the *Petition Signature Sheet* can also be found on Form 2, Owners and Electors Worksheet. ***(Photocopies may be submitted at completeness check, with original copies at time of application submittal).***

☑ Supplemental Information Form [SDC 5.7.125(B)(1) and (11)]

Form 3 (attached) provides additional information for the proposed annexation that is not requested on the Annexation Application Type 4 form, such as special districts that currently provide services to the proposed annexation area. ***(Photocopies may be submitted at completeness check, with original copies at time of application submittal).***

☑ Copy of the Deed (required at application submittal)

☑ Copy of Preliminary Title Report (required at application submittal)

Title Report must be dated within the past 30 days documenting ownership and listing all encumbrances.

☑ **Annexation Description** [SDC 5.7.125(B)(9)]

A metes and bounds legal description of the territory to be annexed or withdrawn must be submitted electronically in Microsoft Word or a compatible software program. A legal description must consist of a series of courses in which the first course must start at a point of beginning. Each course must be identified by bearings and distances and, when available, refer to deed lines, deed corners and other monuments. A lot, block and subdivision description may be substituted for the metes and bounds description if the area is platted. The Oregon Department of Revenue has the authority to approve or disapprove a legal description. A professionally stamped legal description does not ensure Department of Revenue approval.

☑ **Cadastral Map** [SDC 5.7.125(B)(10)]

One (1) full-size paper copies and one (1) digital copy (in .pdf format) of the Lane County Assessor's tax map that shows the proposed annexation area in relationship to the existing city limits. Paper copy maps must be printed to scale. On all submitted maps the annexation area must be outlined in redline with survey courses and bearings labeled for cross-reference with the metes and bounds legal description. If the annexation area extends across more than one tax map, sufficient copies of each affected tax map must be provided. Please be aware that annexation redline closures must avoid creating gaps or overlaps, and may not necessarily correspond with the property legal description. Cadastral maps can be obtained from the Lane County Assessment and Taxation Office.

☑ **ORS 222.173 Waiver Form** [SDC 5.7.125(B)(8)]

The waiver form (Form 4) signed by each owner within the proposed annexation area as allowed by ORS 222.173.

☑ **Public/Private Utility Plan** [SDC 5.7.125(B)(12)]

A plan describing how the proposed annexation area can be served by key facilities and services must be provided with the Annexation Agreement. Planning and public works staff will work with the applicant to complete the Annexation Agreement.

☑ **Written Narrative** addressing approval criteria as specified below. All annexation requests must be accompanied with a narrative providing an explanation and justification of response with the criteria stated in the application (also stated below). [SDC 5.7.125(B)(13) and (14)]

- A. The affected territory proposed to be annexed is within the City's portions of the urban growth boundary and is contiguous to the city limits or separated from the City limits only by a public right-of-way or a stream lake or other body of water;
- B. The proposed annexation is consistent with applicable policies in the Metro Plan and in any applicable refinement plan or Plan Districts;
- C. The proposed annexation will result in a boundary in which the minimum level of key urban facilities and services as defined in the Metro Plan can be provided in an orderly efficient and timely manner; and
- D. Where applicable fiscal impacts to the City have been mitigated through a signed Annexation Agreement or other mechanism approved by the City Council.

☑ **One (1)** copy of the previously required information.

ALL PLANS AND ATTACHMENTS MUST BE FOLDED TO 8½" BY 11" AND BOUND BY RUBBER BANDS.

Owner Signatures

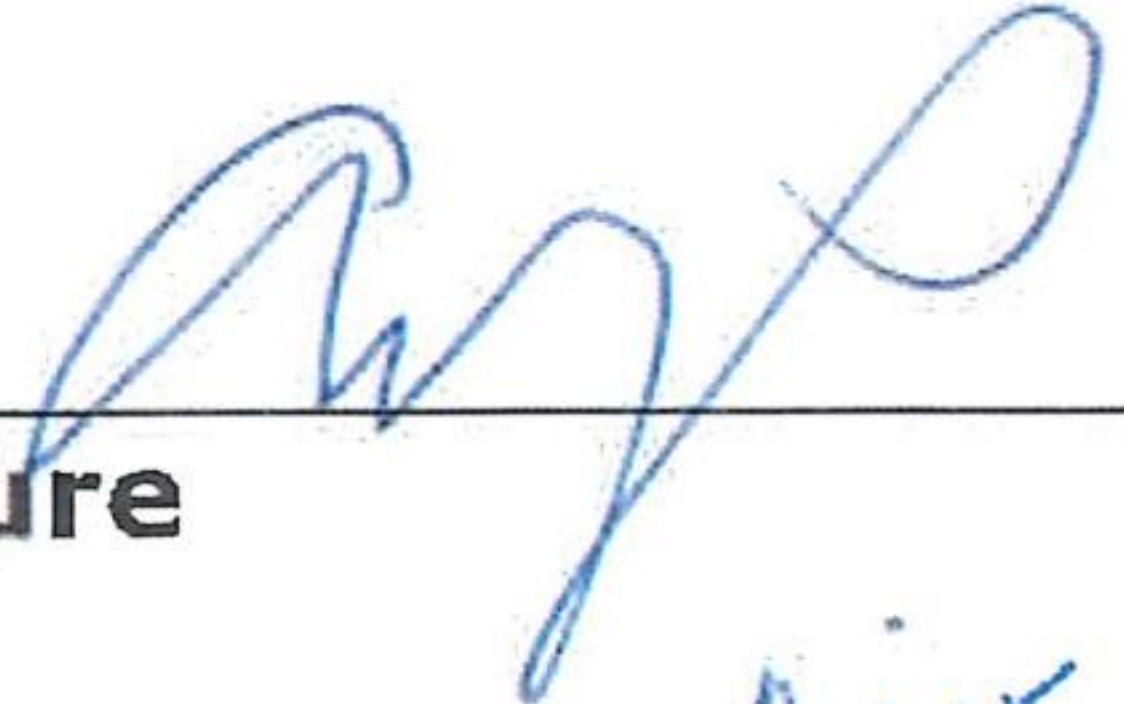
This application form is used for both the required completeness check meeting and subsequent complete application submittal. Owner signatures are required at both stages in the application process.

An application without the Owner's original signature will not be accepted.

Completeness Check

The undersigned acknowledges that the information in this application is correct and accurate for scheduling of the Completeness Check Meeting. If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf. I/we do hereby acknowledge that I/we are legally responsible for all statutory timelines, information, requests and requirements conveyed to my representative.

Owner:


Signature

Date:

6/12/24


Print

Submittal

I represent this application to be complete for submittal to the City. Consistent with the completeness check performed on this application at the Completeness Check Meeting, I affirm the information identified by the City as necessary for processing the application is provided herein or the information will not be provided if not otherwise contained within the submittal, and the City may begin processing the application with the information as submitted. This statement serves as written notice pursuant to the requirements of ORS 227.178 pertaining to a complete application.

Owner:


Signature

Date:

12/10/24


Print




FORM 1

PETITION/PETITION SIGNATURE SHEET

Annexation by Individuals

[SDC 5.7.125(2)(b)(i)/ORS 222.170(1) or ORS 222.127]

We, the following property owners of the following territory, consent to the annexation to the City of Springfield and concurrent annexation to Willamalane Parks and Recreation District, as deemed necessary:

Signature	Date Signed m/d/y	Print Name	Residence Address (street, city, zip code)	Map and Tax Lot Number (example: 17-04-03-00-00100)	✓ Land Owner	Acres (qty)
1. 	11/12/24	City of Springfield/SEDA	225 5th Street, Spfld, OR 97477	See Tax Lot Inventory	X	12.83
2. 	11/12/2024	Lane County	125 East 8th Ave, Eug, OR 97401	See Tax Lot Inventory	X	0.13
3. 	11-7-24	Roth & Roth LLC	Po Box 70468, Spfld, OR 97475	See Tax Lot Inventory	X	8.14
4.						
5.						

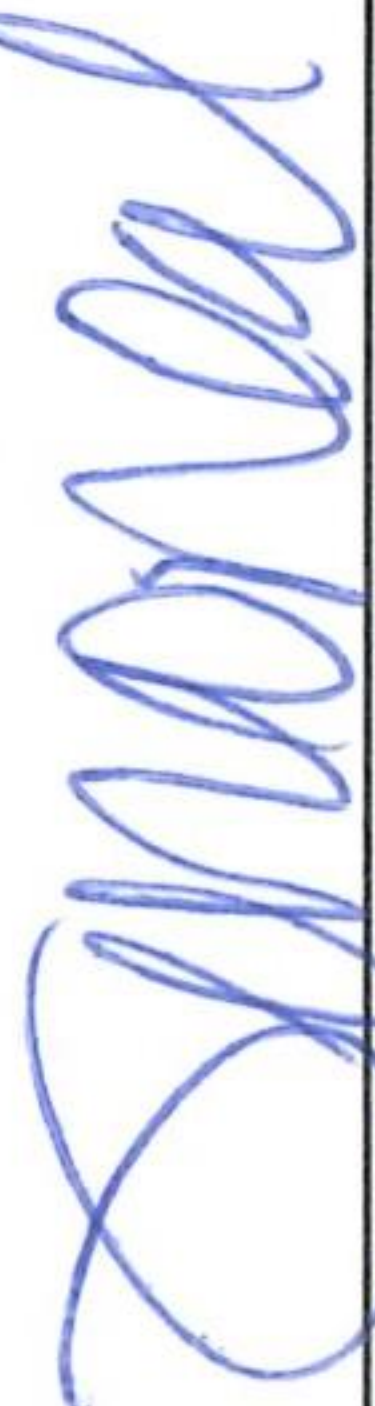
Note: With the above signature(s), I am attesting that I have the authority to consent to annexation on my own behalf or on behalf of my firm or agency. (Attach evidence of such authorization when applicable.)

I, Alison Campbell (printed name of circulator), hereby certify that every person who signed this sheet did so in my presence.

X  (signature of circulator)

CERTIFICATION OF OWNERSHIP

The total landowners in the proposed annexation are 3 (qty). This petition reflects that 3 (qty) landowners (or legal representatives) listed on this petition represent a total of 100 (%) of the landowners and 100 (%) of the acres as determined by the map and tax lots attached to the petition. A&T is not responsible for subsequent deed activity that may not yet be reflected on the A&T computerized tax roll.



Lane County Department of Assessment and Taxation

11/14/24

Date Signed and Certified

FORM 2

OWNERSHIP WORKSHEET

(This form is **NOT** the petition)

(Please include the name and address of ALL owners regardless of whether they signed an annexation petition or not.)

OWNERS

Property Designation (Map/lot number)	Name of Owner	Acres	Assessed Value	Imp. Y / N	Signed Yes	Signed No
See Tax Lot Inventory	City of Springfield/SEDA	12.83	\$3,898,499.	Some	Yes	
See Tax Lot Inventory	Lane County	0.13	\$969.	N	Yes	
See Tax Lot Inventory	Roth & Roth LLC	8.14	\$2,577,643.	Y	Yes	
TOTALS:		21.11	\$6,477,111.			

TOTAL NUMBER OF OWNERS IN THE PROPOSAL	3
NUMBER OF OWNERS WHO SIGNED	3
PERCENTAGE OF OWNERS WHO SIGNED	100%
TOTAL ACREAGE IN PROPOSAL	21.11
ACREAGE SIGNED FOR	21.11
PERCENTAGE OF ACREAGE SIGNED FOR	100%
TOTAL VALUE IN THE PROPOSAL	\$6,477,111.
VALUE CONSENTED FOR	\$6,477,111.
PERCENTAGE OF VALUE CONSENTED FOR	100%

FORM 3

SUPPLEMENTAL INFORMATION FORM

(Complete **all** the following questions and provide all the requested information. Attach any responses that require additional space, restating the question or request for information on additional sheets.)

Contact Person: Lorri Nelson
E-mail: Lorri@rowellbrokaw.com

Supply the following information regarding the annexation area.

- Estimated Population (**at present**): soon to be none
 - Number of Existing Residential Units: 10, soon to be vacant
 - Other Uses: Commercial
 - Land Area: 21.11 total acres
 - Existing Plan Designation(s): Commercial Mixed-Use, Residential Mixed-Use
 - Existing Zoning(s): Glenwood Commercial Mixed-Use, Glenwood Residential Mixed-Use
 - Existing Land Use(s): Commercial, Residential (soon to be vacant), Vacant
 - Applicable Comprehensive Plan(s): Springfield Comprehensive Plan
 - Applicable Refinement Plan(s): Glenwood Refinement Plan
 - Provide evidence that the annexation is consistent with the applicable comprehensive plan(s) and any associated refinement plans. See application written statement
-
- Are there development plans associated with this proposed annexation?
Yes ☒ No ☐
If yes, describe.
Master planned residential/commercial mixed-use development
-
- Is the proposed use or development allowed on the property under the current plan designation and zoning?
Yes ☒ No ☐
 - Please describe where the proposed annexation is contiguous to the city limits (non-contiguous annexations cannot be approved under 5.7-140, Criteria).
The area included in the proposed annexation is contiguous along it's south boundary which abuts the north boundary of the Franklin Blvd ROW which is inside the city limits

Does this application include all contiguous property under the same ownership?

Yes ☒ No ☐

If no, state the reasons why all property is not included:

- Check the special districts and others that provide service to the annexation area:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Glenwood Water District | <input type="checkbox"/> Rainbow Water and Fire District |
| <input checked="" type="checkbox"/> Eugene School District | <input type="checkbox"/> Pleasant Hill School District |
| <input type="checkbox"/> Springfield School District | <input type="checkbox"/> McKenzie Fire & Rescue |
| <input type="checkbox"/> Pleasant Hill RFPD | <input type="checkbox"/> Willakenzie RFPD |
| <input type="checkbox"/> EPUD | <input checked="" type="checkbox"/> SUB |
| <input checked="" type="checkbox"/> Willamalane Parks and Rec District | <input type="checkbox"/> Other _____ |

- Names of persons to whom staff notes and notices should be sent, in addition to applicant(s), such as an agent or legal representative.

Lorri Nelson, Rowell Brokaw Architects

(Name)

1203 Willamette Street, Suite 210

(Address)

Eugene, OR 97401

(City)

(Zip)

(Name)

(Address)

(City)

(Zip)

Rick Satre, The Satre Group

(Name)

375 West 4th Avenue, Suite 201

(Address)

Eugene, OR 97401

(City)

(Zip)

(Name)

(Address)

(City)

(Zip)

FORM 4

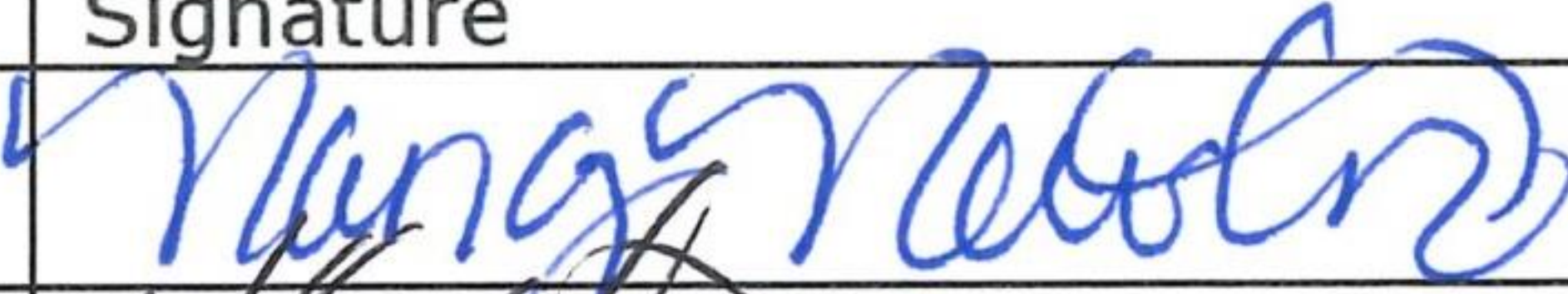


WAIVER OF ONE YEAR TIME LIMIT
FOR ANNEXATION PURSUANT TO ORS 222.173

This waiver of the time limit is for the following described property:

See Tax Lot Inventory	See Tax Lot Inventory
Map and Tax Lot Number assigned)	Street Address of Property (if address has been assigned)

ONE WAIVER OF TIME LIMIT FOR EACH PARCEL, PLEASE
We, the owner(s) of the property described above understand the annexation process can take more than one year but desire to annex to have City services. Therefore, we agree to waive the one-year time limitation on this petition to annex established by Oregon Revised Statutes 222.173, and further agree that this contract shall be effective [☒] indefinitely or [☐] until _____.
Date

Signatures of Legal Owners

Please print or type name	Signature	Date Signed
City of Springfield/SEDA		11/12/24
Lane County		11/12/2024
Roth & Roth LLC		11-7-24



AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	04/07/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Katherine Carroll/Community Development
	Staff Phone No:	
	Estimated Time:	10 Minutes
	Council Goals:	Promote and Enhance our Hometown Feel while Focusing on Livability and Environmental Quality

ITEM TITLE:

HOME-ARP Applications

ACTION REQUESTED:

1. Make a recommendation to the HOME Governing Board on the use of HOME-ARP funds to develop City-owned property at 1577 Laura Street.
2. Authorize the City Manager to negotiate and execute all necessary documents to transfer the City-owned property at 1577 Laura Street (map and tax lot # 17-03-27-41-05200) to the applicant awarded HOME-ARP funds by the HOME Governing Board.

ISSUE STATEMENT:

The Eugene-Springfield HOME Consortium received two applications to develop a City of Springfield-owned property at 1577 Laura Street using federal HOME-ARP funding through a Request for Proposals (RFP) process. An evaluation committee scored the applications and found both proposals are suitable for funding. Staff is seeking a recommendation from the Council on which proposal the Council wants to prioritize for funding. The intergovernmental HOME Governing Board will make the final decision to award HOME-ARP funds based on the evaluation committee and Council recommendations. Staff is also seeking authorization to transfer the Laura Street property to the chosen applicant for development.

DISCUSSION/FINANCIAL IMPACT:

Springfield is a member of the Eugene-Springfield HOME Consortium which receives federal HOME funds annually to support the development of income-qualified rental housing. The Consortium received additional one-time HOME-ARP funding in 2021 for this purpose through the American Rescue Plan Act (ARPA). Separately, the City of Springfield took ownership of a small tax-foreclosed property at 1577 Laura Street in 2023. Council directed staff to make the property available with the City's HOME-ARP funding through the HOME-ARP RFP process.

The City of Eugene, as the lead entity for the Consortium, is running the HOME-ARP RFP. The RFP opened in August 2024 and applications to develop the Laura Street property in Springfield using HOME-ARP funds were due in January 2025. The Consortium received two applications. An evaluation committee scored the proposals in March 2025 and found both proposals were suitable for funding.

The Council is being asked to make a recommendation to the HOME Governing Board on whether it would like to recommend both proposals to the Governing Board for funding, and if so, which proposal to prioritize for funding. The Governing Board will make the final decision to award funds based on the recommendation of the evaluation committee and Council. The Council is also being asked to authorize transfer of the Laura Street property for development.

Attachments

1. HOME-ARP Applications Briefing Memo
2. HOME-ARP Proposal Comparison Table and Scores
3. HOME-ARP Proposals Slides

MEMORANDUM

City of Springfield

Date: 3/27/2025

To: Nancy Newton

COUNCIL

From: Katie Carroll, Housing Analyst
Erin Fifield, Community Development Analyst
Jeff Paschall, Community Development Director

BRIEFING

Subject: HOME-ARP Applications

MEMORANDUM

ISSUE: The Eugene-Springfield HOME Consortium received two applications to develop a City of Springfield-owned property at 1577 Laura Street using federal HOME-ARP funding through a Request for Proposals (RFP) process. An evaluation committee scored the applications and found both proposals are suitable for funding. Staff is seeking a recommendation from the Council on which proposal the Council wants to prioritize for funding. The intergovernmental HOME Governing Board will make the final decision to award HOME-ARP funds based on the evaluation committee and Council recommendations. Staff is also seeking authorization to transfer the Laura Street property to the chosen applicant for development.

COUNCIL GOALS/

MANDATE:

Promote and Enhance our Hometown Feel While Focusing on Livability and Environmental Quality

BACKGROUND:

HOME-ARP Funding

Congress approved a one-time source of HOME funds through the American Rescue Plan Act of 2021 called HOME-ARP. These funds have some similarities and differences to the annual allocation of HOME funds the Eugene-Springfield HOME Consortium¹ receives from the U.S. Department of Housing and Urban Development (HUD). The primary difference is that HOME-ARP funds must serve specific vulnerable Qualifying Populations (QPs) including people experiencing homelessness, people at risk of homelessness, people fleeing or attempting to flee domestic violence and people with greatest housing instability with attention to veterans meeting the eligibility criteria of one or more QPs. The HOME-ARP compliance period is 15 years.

HUD approved the Governing Board's HOME-ARP Allocation Plan in 2022 which established the use of HOME-ARP funds for rental housing development, supportive services, and non-profit operating assistance. The Consortium offered rental housing and supportive services funds to housing developers and service providers through an RFP process. Any non-profit organization that is awarded a direct HOME-ARP award in Eugene and Springfield through the RFP will be eligible for HOME-ARP non-profit operating assistance.

City-Owned Property at 1577 Laura Street

In its June 20, 2023 meeting, Council directed staff to pursue acquisition of a 0.17 acre tax-foreclosed residential property at 1577 Laura Street through a transfer process allowed by State and County law. Through the process, the County can transfer tax-foreclosed properties to the City for a nominal fee for uses that benefit the public for at least 20 years, including for income-

¹ The Cities of Eugene and Springfield have received federal HOME funding as a unified HOME Consortium since 1992. Eugene receives the funds on behalf of the Consortium and is responsible for administration and oversight of the funds.

qualified housing development to serve households with incomes below 80% of the area median income (AMI, generally considered low-income). Council directed staff to request transfer of the property for development with income-qualified rental housing using HOME-ARP funds, and the Board of County Commissioners approved the transfer.

Evaluation and Selection Process

The 2024 HOME-ARP RFP offered \$745,728 for rental housing development and \$200,000 for supportive services in Springfield, and \$236,432 in non-profit operating assistance (split between chosen proposals in Eugene and Springfield). The RFP opened in August 2024 and proposals to develop the Springfield property were due in January 2025. The Consortium received two applications, both requesting all funds available for Springfield. Both applications are available on the [City of Eugene's webpage](#).

Prior to the close of the RFP, Springfield staff held a neighborhood meeting in December 2024 to provide an opportunity for interested applicants and neighbors to discuss the site and proposals. Staff mailed notice to residents and property owners within 300 feet of the property and both applicants for HOME-ARP funds and their selected social services partners attended the meeting.

An evaluation committee reviewed and scored the applications to make a recommendation as to whether each proposal is suitable for funding. The committee was comprised of Eugene City Councilor Eliza Kashinsky, Springfield City Councilor Korey Rodley, Dan Straub who is the President of Tokatee Capital Management LLC (real estate investment and development), and Savannah Olsen from the Springfield Community Development Advisory Committee (CDAC). Ahead of the evaluation committee's meeting, staff from both cities and evaluation committee members reviewed the applications and sent clarifying questions to each applicant. Both applicants provided written responses in advance of the meeting.

The evaluation committee met on March 11th with both applicants in attendance to answer any additional questions. The committee scored proposals in seven areas: 1) project concept and design 2) site feasibility² 3) qualifying population 4) supportive services 5) cost benefit 6) financial feasibility, and 7) organizational experience and performance. Each area had ten points available. To be acceptable, each proposal had to score at least 4 points for required criteria. The evaluation committee found both applications suitable for funding, with DevNW's proposal scoring higher overall (see Attachment 2 for score details). No public comments were received.

Next Steps

The Council will make a funding recommendation to the HOME Governing Board which will tentatively award HOME-ARP funding at its May 13th meeting based on the recommendations of the evaluation committee and Council. The Governing Board is made up of the mayors of Eugene and Springfield and one councilor from each city (Councilor Rodley represents Springfield). The Council will make the decision to award the Laura Street property for development in this meeting.

Additional steps are needed before the property is transferred and funds can be used. The chosen developer will need to secure any other development financing and meet all HUD regulations as a condition of the HOME-ARP award. After all conditions are met, the City of Eugene would execute a HOME-ARP loan agreement to provide funding, and the City of Springfield would simultaneously execute the land transfer agreement.

The evaluation process for awarding HOME-ARP funds is stringent and detailed because the

² Springfield proposals automatically scored full points in this area because proposals were only accepted for the City-owned property.

City of Eugene has liability for HOME-ARP funds over the required 15-year compliance period. If the development does not comply with the program requirements and other federal regulations, Eugene must pay back the funds to HUD. Eugene will monitor the development through construction and for the first 15 years of operations. Springfield will monitor the development for years 16-20 of operations to comply with the land transfer requirements.

SUMMARY OF PROPOSALS:

Each application is briefly summarized below. A comparison of the proposals is available as Attachment 2.

Laura Apartments (DevNW)



Rendering of three attached units.

DevNW proposes building 3 attached homes. Each two-story home would have 3 bedrooms, 1.5 bathrooms, and laundry facilities. The homes include rear patios and a shared backyard greenspace. Two onsite parking spaces would be provided.

DevNW requested \$945,728 in HOME-ARP rental housing development funds.³ DevNW would fund the remainder of the project with a small permanent loan. The proposal would not qualify for a Low Income Rental Housing Property Tax Exemption (LIRHPTE) because it is fewer than four units. The proposal has a higher per unit cost than other recent small income-qualified housing projects in the area, but lower per bedroom costs. The higher per unit cost is understandable due to a larger unit size than other recent projects. DevNW provided a letter from Summit Bank showing anticipated loan terms.

The population (QP) to be served would be survivors of domestic violence with a preference for families with children (up to 80% AMI). In the evaluation committee meeting DevNW shared that it would be willing to explore restricting incomes to 60% AMI if the City or Governing Board had interest. Keeping the income limit at 80% AMI would give more flexibility, but in general the population tends to have very low incomes. The pro forma assumed rents at 60% AMI. DevNW would partner with Hope and Safety Alliance (formerly Womenspace), giving their clients priority, but would accept referrals from other agencies meeting the population requirements if Hope and Safety Alliance could not fill a unit in a timely manner. The RFP

³ This would require the HOME Governing Board to choose to use the \$200,000 planned for HOME-ARP Supportive Services to instead be used for development. This would be allowed by decision of the Governing Board.

requested proposals of 4 units. DevNW prioritized creating fewer but larger units to accommodate larger households based on feedback from Hope and Safety Alliance that they have a hard time finding larger units for their clientele. The application also mentioned collaborating with Hope and Safety Alliance to incorporate trauma-informed design elements.

Hope and Safety Alliance would provide supportive services without using the HOME-ARP supportive services funds. They receive annual noncompetitive State funding and County funding they would use. Hope and Safety Alliance provides services such as case management, housing search, counseling, safety planning, referrals to community resources, and basic needs support. Hope and Safety Alliance would provide temporary rent assistance for two years and work with clients to secure Section 8 vouchers. DevNW would also have an operating reserve to cover rent and other property expenses as necessary. DevNW included a memorandum of understanding with Hope and Safety Alliance in its application clarifying each organization's roles over the compliance period.

DevNW has over 60 years of experience, including extensive experience developing and managing income-qualified housing, including with HOME funding. DevNW would act as the developer and property manager. Hope and Safety Alliance has almost 50 years of experience serving survivors of domestic violence.

Laura Street Homes (Porch House LLC)



Left image is from applicant's completed project to demonstrate appearance of three attached units. Right image is a rendering demonstrating appearance of two detached units.

Porch House LLC proposes building 5 one-bedroom, one-bath homes using a cottage cluster design. Three homes would be attached 2-story units, and two homes would be detached single-story units. All would include laundry facilities and would be situated around a common courtyard. There would be four onsite parking spaces provided, including a van service lane.

Porch House LLC requested the full allocation of HOME-ARP rental housing development and supportive services funds. They intend to fully finance the development without additional resources but would apply for a LIRHPTE. Porch House LLC's proposal includes using Lane Community College students participating in the Building Construction class as laborers on parts of the development. Students would be unpaid but would receive coursework credit. Porch House LLC was asked about what seem to be low estimated costs as compared to other recent small income-qualified housing projects in the area and responded that they thought the total development cost was more than adequate compared to past similar projects they completed in Springfield. The pro forma shows a positive cash flow that could potentially support a bank loan or operating reserve if needed.

The population (QP) to be served in four of the units would be individuals at greatest risk of housing instability (up to 50% AMI), and the fifth unit would be a HOME-ARP low income unit

(allowed by HOME-ARP guidelines to serve up to 80% AMI⁴). All units would serve people living with HIV/AIDS. Porch House LLC would partner with HIV Alliance, and HIV Alliance would be the exclusive referral agency. Porch House LLC proposed more than the 4 units requested in the RFP because HIV Alliance recommended prioritizing small units to serve their clientele.

HIV Alliance would provide services such as case management, mental health care, substance abuse treatment, employment training, and access to financial support (including rent assistance) for the first 15 years as outlined in a memorandum of understanding included in the application. In the evaluation committee meeting, HIV Alliance shared that it intended to leverage existing resources to continue providing services to residents for years 16-20 of the compliance period.

Porch House LLC does not have experience with income-qualified housing or federal HOME funds but does have experience developing similar middle housing projects in Springfield. HIV Alliance has over 30 years of experience supporting individuals living with HIV and other vulnerable populations. Porch House LLC has selected a property management company, Jennings Group, with 47 years of experience locally, including experience managing federally funded income-qualified housing (but not any local HOME projects).

COUNCIL ACTION:

Staff seeks Council direction on whether it would like to recommend both proposals to the HOME Governing Board for funding, and if so, which proposal the Council wants to prioritize for funding. The evaluation committee scores indicate that both proposals are viable based on available information. Development of income-qualified housing, especially using federal funding, is complex. Additionally, HOME-ARP is a new funding source for the applicants and the Consortium. Both applications have been thoroughly reviewed based on the information currently available, but it is possible that either proposal may encounter financial issues or other complications making the proposal no longer viable. The benefit to recommending both proposals is that if the priority proposal cannot move forward, the Governing Board would have flexibility to move forward with the other proposal.

If the Council is comfortable recommending both proposals to the Governing Board with one identified as the priority, staff recommends making a general motion to authorize transfer of the land to the chosen applicant. If Council chooses to only recommend one proposal to the Governing Board, it should make a more specific motion to authorize transfer of the land to the selected applicant.

Question: Does Council want to recommend both proposals for funding to the HOME Governing Board? If so, which proposal does Council want to prioritize for funding?

RECOMMENDED ACTION:

1. **Motion:** Recommend both projects for HOME-ARP funding to the HOME Governing Board with a priority on _____ proposal.

Options

A: DevNW's Laura Apartments

B: Porch House LLC's Laura Street Homes

2. **Motion:** Authorize the City Manager to negotiate and execute all necessary documents to transfer the City-owned property at 1577 Laura Street (map and tax lot # 17-03-27-41-05200) to the applicant awarded HOME-ARP funds by the HOME Governing Board.
-

⁴ To be eligible for a LIRHPTE on all five units, the applicants would need to limit incomes to 60% AMI.

2024 HOME-ARP Springfield Proposals Comparison Table

Proposal	Laura Apartments	Laura Street Homes
Applicant	DevNW	Porch House LLC
Units	<ul style="list-style-type: none"> three 3-bed, 1.5 bath units <ul style="list-style-type: none"> 9 total bedrooms 	<ul style="list-style-type: none"> five 1-bed, 1-bath units <ul style="list-style-type: none"> 5 total bedrooms
Compliance Period	<ul style="list-style-type: none"> 20 years 	<ul style="list-style-type: none"> 20 years
Project Overview	<ul style="list-style-type: none"> Attached 2-story homes In-unit laundry Rear patios, shared backyard 2 onsite parking spaces Trauma-informed design 	<ul style="list-style-type: none"> Cottage cluster – 3 townhouse-style 2-story homes, 2 detached single-story homes In-unit laundry Common courtyard 4 onsite parking spaces, van service lane
Unit Accessibility	Federal Section 504 requirements not applicable, no accessible units included, but all 1 st floors visitable (including bathroom)	Exceeds federal Section 504 requirements by including two units designed for mobility accessibility
HOME-ARP Request	<ul style="list-style-type: none"> \$945,728 total HOME-ARP request <ul style="list-style-type: none"> \$945,728 for rental housing development¹ 	<ul style="list-style-type: none"> \$945,728 total HOME-ARP request <ul style="list-style-type: none"> \$745,728 for rental housing development \$200,000 for supportive services
Total Estimated Project Cost	\$1,215,728 – Applicant would use small permanent loan to fill gap	\$745,728 – Applicant does not plan to seek any additional funding
Per Unit Cost	<ul style="list-style-type: none"> \$405,243 overall \$315,243 HOME-ARP subsidy 	<ul style="list-style-type: none"> \$149,146 overall \$149,146 HOME-ARP subsidy
Services Partner	Hope and Safety Alliance	HIV Alliance
Population Served	<ul style="list-style-type: none"> Survivors of Domestic Violence* <ul style="list-style-type: none"> Prioritizing families with children All units <80%AMI <p><i>*This population was identified as a preferred population by the Governing Board.</i></p>	<ul style="list-style-type: none"> Individuals at greatest risk of housing instability <ul style="list-style-type: none"> Serving people living with HIV/AIDS 4 units <50% AMI and 1 unit <80% AMI
Supportive Services Provided	Yes- Hope and Safety would not use HOME-ARP funds, instead would use annual noncompetitive State funds and County funds to provide services	Yes- HIV Alliance would use HOME-ARP funds (available through 2030) then would fundraise or apply for grants for remaining years
Organizational Experience	<ul style="list-style-type: none"> DevNW has over 60 years of experience, including developing and managing income-qualified housing and use of HOME funds Hope and Safety Alliance has almost 50 years of experience 	<ul style="list-style-type: none"> Porch House LLC developer does not have income-qualified housing experience but has experience with similar construction projects in Springfield HIV Alliance has over 30 years of experience Jennings Group (property manager) has 47 years of experience in area and works with HUD funded projects (but not any local HOME projects)

¹ This would require the HOME Governing Board to choose to use the \$200,000 planned for HOME-ARP Supportive Services to instead be used for development. This would be allowed by decision of the Governing Board.

2024 HOME-ARP Springfield Proposals Evaluation Committee Scores

Criteria		DevNW						Porch House LLC				
		Score 1-10				Average		Score 1-10				Average
1. Project Concept & Design		9	7	9	9	8.50		9	8	9	10	9.00
2. Site Feasibility		10	10	10	10	10.00		10	10	10	10	10.00
3. Qualifying Population		8	7	10	8	8.25		7	7	9	8	7.75
4. Supportive Services		8	7	9	9	8.25		9	6	8	8	7.75
5. Cost Benefit		8	7	7	8	7.50		9	9	6	8	8.00
6. Financial Feasibility		7	6	6	7	6.50		7	5	7	6	6.25
7. Organizational Experience & Performance		9	9	10	10	9.50		8	5	7	7	6.75
Total					Rank	Score					Rank	Score
					1	58.50					2	55.50

SPRINGFIELD HOME-ARP PROPOSALS

April 7, 2025

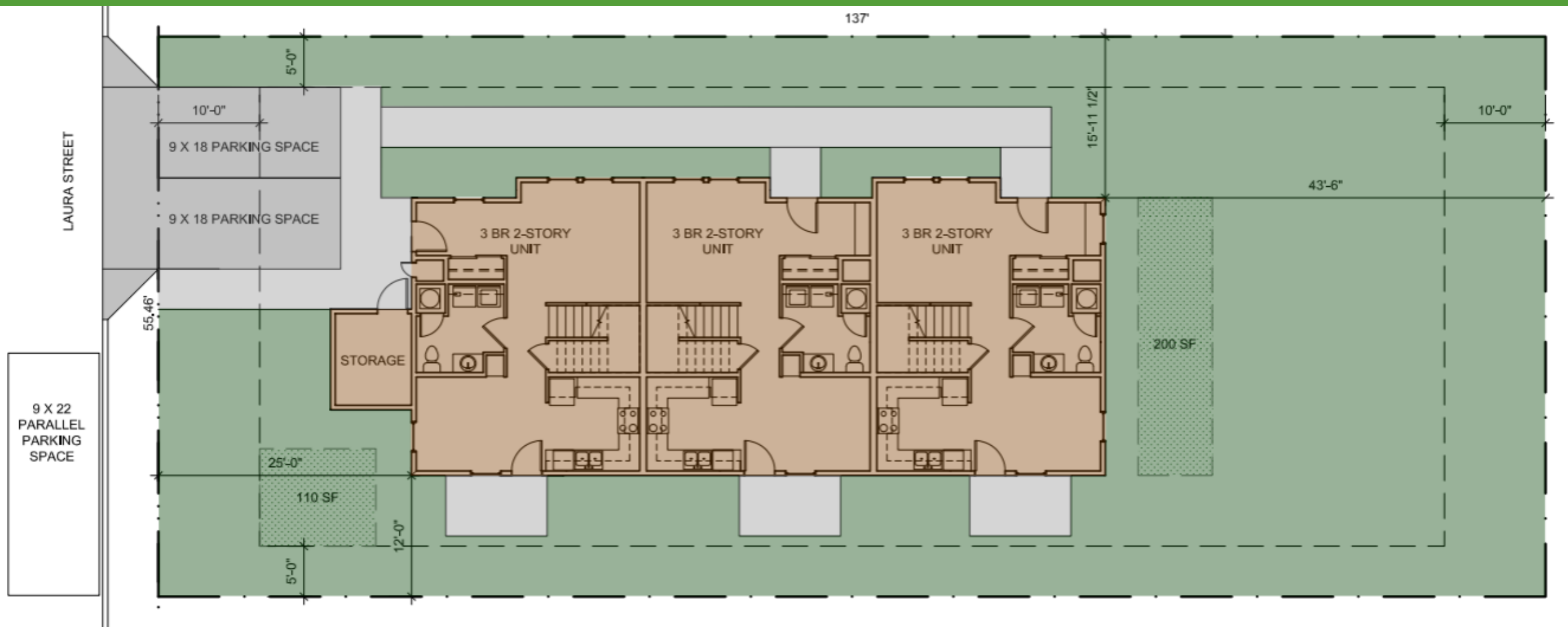


-  LTD Stops
-  LTD Routes
-  Bike and Pedestrian Paths
-  1577 Laura Street

**1577
Laura St**

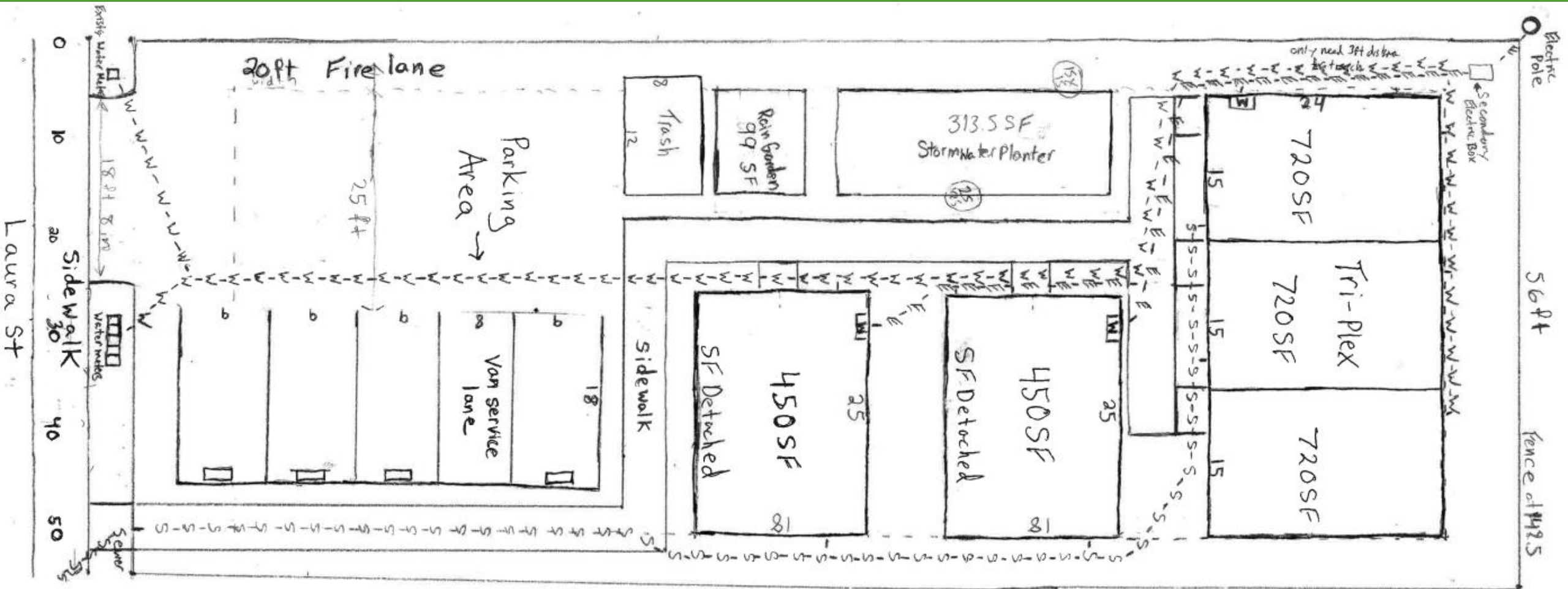
Laura Apartments – DevNW





Laura St. Homes – Porch House LLC





Laura Apartments

- **Developer:** DevNW (non-profit)
- **Number:** 3 attached units
- **Type:** 3 x 3 bed, 1.5 baths (9 total bedrooms)
- **Request:** \$945,728 total
 - \$945,728 for development
- **Other Funds:** Small permanent loan
- **Population:** Survivors of domestic violence, prioritizing families with children
 - Income: <80% AMI
- **Partner:** Hope & Safety Alliance, referrals and supportive services provided

Laura Street Homes

- **Developer:** Porch House LLC (private)
- **Number:** 5 units, 3 attached & 2 detached
- **Type:** 5 x 1 bed, 1 bath (5 total bedrooms)
- **Request:** \$945,728 total
 - \$745,728 for development
 - \$200,000 for supportive services
- **Other Funds:** None needed
- **Population:** Individuals at greatest risk of housing instability, serving people living with HIV/AIDs
 - Income: 4 @ <50% AMI, 1 @ <80% AMI (60% with LIRHPTE)
- **Partner:** HIV Alliance, referrals and supportive services provided

Council Action

Motion: Recommend both projects for HOME-ARP funding to the HOME Governing Board with a priority on _____ proposal.

A: DevNW's Laura Apartments

B: Porch House LLC's Laura Street Homes

Motion: Authorize the City Manager to negotiate and execute all necessary documents to transfer the City-owned property at 1577 Laura Street (map and tax lot # 17-03-27-41-05200) to the applicant awarded HOME-ARP funds by the HOME Governing Board.