

## MINUTES

Springfield Planning Commission  
Work Session  
Springfield City Hall  
Jesse Main Room  
225 Fifth Street, Springfield

November 4, 2003  
6 p.m.

PRESENT: Steve Moe, Chair; Gayle Decker, Jim Burford, David Cole, commissioners; Mel Oberst, Greg Mott, Kay Bork, Rod Lathrop, Bill Grile, City of Springfield staff; Joe Leahy, City Attorney.

ABSENT: Greg Shaver, William Carpenter, Lee Beyer, commissioners.

### 1. Information Technology (IT) Update

Mr. Lathrop presented an overview of the IT Department. He said the department was divided into a network team, which maintained the infrastructure, and the application team, which worked with PeopleSoft, database applications, and programming. He said oversight of the department was provided by a strategic planning committee composed of representatives from all City departments. He said the IT Department's current strategic goals, updated every two years, were:

- provide and maintain effective business applications, which meet our customer's business needs
- provide and maintain a secure, reliable, and effective IT infrastructure
- increase public access to information and City service through the Internet
- provide a high quality working environment where all staff have opportunities to contribute, develop and excel

Mr. Lathrop highlighted the Development Services Department's Tidemark Systems business application, which was implemented in October, 2002. He said that Tidemark integrated land use, building permits, and code enforcement to improve the department's ability to process applications more quickly and produce better management reports. He said the system had significant expansion capability and could eventually offer customers the opportunity to conduct their business online without the need to come down to City offices during the work day. He said that building plans would still need to be permitted in person, but he hoped that eventually that would be possible.

Commissioner Burford asked if customers would be able to track the status of their building permits online. Ms. Bork said it would be possible for a customer to log on to the system and determine where the project was in the planning or construction process.

Commissioner Decker asked if the system was encrypted so that credit card payments could be made. Mr. Lathrop said that the City used a third party secured link to assure the security of transactions.

Mr. Lathrop identified other features not purchased as part of the initial implementation, but available as later options, including wireless communication with inspectors in the field that could greatly increase the efficiency of inspections by eliminating the need for inspectors to return to the office.

Mr. Lathrop said that staff had developed a "wish list" of desirable system features and in response to a comment from Mr. Grile, agreed that it would be helpful to have similar information from potential customers such as contractors and developers.

Mr. Lathrop commented that the City's IT infrastructure was high performance and data was backed up each night. In response to a question from Commissioner Cole, he said that data was transferred to off-site storage on a monthly basis. He added that many documents were available electronically to reduce paper usage and enhance availability, and the system included a geographic information system (GIS) mapping application.

According to Mr. Lathrop, other future enhancements included:

- updated and integrated public safety management environment
- conversion to Microsoft Outlook and Exchange Server
- PeopleSoft employee self-service feature
- new ambulance billing system
- new Public Works Department interface project to integrate with GIS mapping
- new phone system

Ms. Bork said that staff was also interested in a feature that would allow the public to comment online on a development proposal.

Commissioner Burford suggested that the City's website and available online services should be more publicized to the community.

Mr. Oberst said the development code and applications were online and the next step was to put staff reports online for items that came before the commission.

## **2. Medium Density Residential (MDR) Code Amendments**

Ms. Bork stated the proposed code amendment to Article 31 – Site Plan Review, was initiated by staff to correct an unintended outcome of site plan review requirements for single family and duplex dwellings on MDR and High Density Residential (HDR) lots. She said the intent was to allow an exemption for site plan review for single family and duplex developments that were proposing to construct an addition or remodel to the home. She said that site plan review would still be required for MDR and HDR lots that were proposed to be built below density.

In response to a question from Commissioner Burford, Ms. Bork clarified that density meant the actual number of dwelling units required on a parcel of land. In response to a question from Commissioner Cole, she said that, for example, a single family home was one unit regardless of the number of bedrooms, a duplex was two units, and an apartment building was the number of apartments contained in the structure. She said that ten units per acre was the minimum required density for MDR.

Referring to the issue of square footage of a lot compared to the square footage of a house footprint, Commissioner Burford said he had seen developments that appeared to exceed the allowable square footage footprint. He asked if there was a possibility that an addition to a home would exceed the square footage provision.

Ms. Bork said that any proposed addition would go through the building permitting process and planning staff would review the application for setbacks, lot coverage, height standards, and other requirements.

Mr. Leahy suggested several modifications to the proposed amendment language. Commissioners concurred with the suggestions and Ms. Bork agreed to provide updated language for the commission's regular meeting.

The work session adjourned at 6:35 p.m.

(Recorded by Lynn Taylor)