

**MEMORANDUM****CITY OF SPRINGFIELD****DATE OF HEARING:** March 7, 2006**TO:** Committee for Citizen Involvement**TRANSMITTAL  
MEMORANDUM****FROM:** Greg Mott, Planning Manager**SUBJECT:** Springfield Development Code Edit and Reformat Project

**ISSUE:** In May 2005, the Planning Commission recommended proceeding with a major reformatting and editing of the Springfield Development Code. In response, staff prepared a work program for the project and is proceeding with start up activities. The work program calls for reformatting and editing the Code, but not for changing development standards or policies. The purpose of the project is to recast the Development Code in a more contemporary and user-friendly format. It is largely a technical process, since no policy changes are planned. At issue is the level of public participation that should be included in the project.

**DISCUSSION:** In early 2005, the City contracted with Eaton Planning Services to perform an audit of the Springfield Development Code (SDC). The project was funded by DLCD with a Technical Assistance Grant. Chris Eaton presented the results of the audit to the Commission at its May 17, 2005 work session. Ms. Eaton's report examined various problems with the Code and proposed a series of options ranging from a wholesale revision of the Code and its policies to a more cosmetic fix that avoided policy changes. The Planning Commission recommended a scope of work that would include major reformatting and editing to make the Code more user-friendly, but would not make policy changes. The Planning Commission's recommendation was endorsed by the City Council and the task was added to the Development Services Work Program.

The City is contracting for the reformatting work. To keep costs down, the formats for the Model Development Code for Small Cities (DLCD) and the recently revised Bend Development Code are being used as examples to follow in reworking the Springfield code. Their organization and layout, but not their standards, will be used for the project. The work program and target dates are shown in the table below.

**Springfield Development Code Edit and Reformat Project**

<b>Task</b>	<b>Timing</b>
1. Review the project steps and deliverables with City staff.	Month 1
2. Develop a draft structure for the Development Code and present it for staff review.	Month 2
3. Conduct a thorough review of the Code to identify redundancies and discrepancies and other problems for correction. Suggest language changes to make the Code clearer.	Months 3-5
• Facilitate meetings with interest groups (Chamber of Commerce, Homebuilders, Developer's Task Force, consulting firms, etc.) to	

Task	Timing
receive input on the new Code.	
<ul style="list-style-type: none"> <li>• Post draft versions of the reformatted Code on the City website</li> </ul>	
<ul style="list-style-type: none"> <li>• Hold one or more workshops to gather broader community input</li> </ul>	
4. Present the revised Development Code to the Planning Commission and City Council for review and formal adoption.	Months 5-6

As noted in the table, there are opportunities built into the work program for both consultation with interested parties and for workshops to solicit broader public input. The project is largely a technical one. It is not likely that the project will be of interest to the general public, since Code policies will not be changed. The work program does not propose the formation of a formal oversight or advisory committee. The parties who will work with the new document are included in an advisory role in the reformatting process and will be consulted without the use of a formal committee structure. Staff is seeking comment from the Planning Commission regarding the adequacy of this less formal approach to securing input.

**ACTION REQUESTED:** The Committee for Citizen Involvement is requested to advise staff on how formal a structure to establish for review and comment during the reformatting of the Springfield Development Code.