

MEMORANDUM

CITY OF SPRINGFIELD

DATE OF HEARING: October 7, 2008

TO: Springfield Planning Commission

**PLANNING COMMISSION
TRANSMITTAL
MEMORANDUM**

FROM: Gary M. Karp, Planner III

SUBJECT: Springfield Development Code (SDC) Amendments Case Number LRP 2008-00011,
City of Springfield, Applicant

ISSUE

The proposed SDC amendments address the following topics: Streamlining the Master Plan review process (Section 5.13-100); updating Fire regulations in the Drinking Water Protection (DWP) Overlay District (Section 3.3-200); and addressing additional Scrivener's errors found in various sections after adoption of the reformatted SDC.

DISCUSSION

The proposed Master Plan amendments address staff's concerns regarding the current Master Plan review process by: better defining this process which allows long term phasing of development proposals; requiring an initial Type II rather than a Type III review procedure for smaller development proposals or those proposals which limit impacts on adjacent properties and infrastructure – the Development Services Director has the authority to raise any Type II review application to a Type III; requiring a neighborhood meeting hosted by the applicant to inform the neighbors of the applicant's proposal prior to formal application submittal; assuring application completeness by requiring a Pre-Submittal Meeting prior to formal application submittal; requiring specific Preliminary and Final Master Plan review processes; and redefining the categories of the Master Plan Modification process. The proposed amendments to the DWP Overlay District, due to updated Fire regulations, were proposed jointly by the City's Fire and Life Safety Department and the Springfield Utility Board. The proposed amendment of Scrivener's errors is the second, and hopefully last, SDC amendment of this type regarding the Development Code reformatting process adopted last year.

Staff distributed a copy of the proposed Master Plan amendments to private sector planners who have submitted past Master Plan applications for comment. The proposed text includes responses to comments submitted to date and comments from the Planning Commission's September 16, 2008 work session (see Attachment 1).

RECOMMENDATION/ACTION REQUESTED

Advise the City Council, by motion and signature of the attached order and recommendation by the Planning Commission Chairperson, to approve the proposed amending Ordinance at their public hearing on November 17, 2008.

ATTACHMENTS

Attachment 1: Preliminary Master Plan Review Procedure Discussion

Attachment 2: SDC Amendment Staff Report

Attachment 3 Recommendation to City Council

Attachment 4: SDC Section 5.13-100 Master Plans

Attachment 5: SDC Section 3.3-200 Drinking Water Protection Overlay District

Attachment 6: Various Sections – Scrivener's Errors