



# AGENDA

Phone: 541-682-5481  
www.eugene-or.gov/pc

**Meeting Location:**  
Sloat Room—Atrium Building  
99 W. 10<sup>th</sup> Avenue  
Eugene, Oregon 97401

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The Eugene Planning Commission welcomes your interest in these agenda items. Feel free to come and go as you please at any of the meetings. This meeting location is wheelchair-accessible. For the hearing impaired, FM assistive-listening devices are available or an interpreter can be provided with 48 hour notice prior to the meeting. Spanish-language interpretation will also be provided with 48 hour notice. To arrange for these services, contact the Planning Division at 541-682-5675.

## **MONDAY, OCTOBER 10, 2016 – REGULAR MEETING (11:30 a.m.)**

### **11:30 a.m. I. PUBLIC COMMENT**

The Planning Commission reserves 10 minutes at the beginning of this meeting for public comment. The public may comment on any matter, **except for items scheduled for public hearing or public hearing items for which the record has already closed.** Generally, the time limit for public comment is three minutes; however, the Planning Commission reserves the option to reduce the time allowed each speaker based on the number of people requesting to speak.

### **11:40 a.m. II. WORK PLAN UPDATE AND PLANNING COMMISSION BUSINESS**

Lead Staff: Robin Hostick, 541-682-5507  
[robin.a.hostick@ci.eugene.or.us](mailto:robin.a.hostick@ci.eugene.or.us)

### **12:40 p.m. III. PUBLIC INVOLVEMENT COMMITTEE**

Lead Staff: Heather O'Donnell, 541-682-5488  
[robin.a.hostick@ci.eugene.or.us](mailto:robin.a.hostick@ci.eugene.or.us)

### **1:20 p.m. IV. ITEMS FROM COMMISSION AND STAFF**

- A. Other Items from Commission
- B. Other Items from Staff
- C. Learning: How are we doing?

Commissioners: Steven Baker; John Barofsky (Vice Chair); John Jaworski; Jeffrey Mills; Brianna Nicolello; William Randall; Kristen Taylor (Chair)

**AGENDA ITEM SUMMARY**  
**October 10, 2016**

**To:** Eugene Planning Commission

**From:** Robin Hostick, City of Eugene Planning Division

**Subject:** Eugene Planning Division – Work Plan Update 2016-2018

**ISSUE STATEMENT**

This work session is an opportunity for the Planning Commission to hear an update on the Planning Division’s in-progress work plan for 2016 through 2018. In addition, we will be discussing other Planning Commission business including subcommittee assignments and follow-up to the Planning Commission retreat.

**BACKGROUND**

The Eugene Planning Division implements a wide variety of programs and projects, including compliance with many federal, state and local regulations, as well as the directives of the Eugene City Council. For the past few years, the Planning Division’s work has been largely driven by review of land use applications and related project coordination, and implementing the Envision Eugene recommendations as directed by Council since 2012. We anticipate this framework for prioritizing work will continue.

This work session is an opportunity for the Commission to hear an update on the expected priorities over the next couple of years, as well as better understand the changing needs, expectations and resource levels we anticipate will affect our work.

The City organization as a whole has experienced changes and a re-sizing of the “organizational footprint” since the 2008 economic crisis. The financial impact on local government was delayed by a couple of years due to the funding cycle of taxes and other revenues. Similarly, achieving stability in the City’s budget has also followed behind the recovery of the economy as a whole. While FY15 was the first budget cycle since 2010 that did not require creative solutions to address a multi-million dollar shortfall, the City is not expected to return to previous levels of funding or staffing. This is essential to maintaining a healthy, stable budget. Rather, the City will be working to develop a new, more efficient model of service delivery in coming years.

For the Planning Division, the changes have been significant: a review showed a 45% reduction in regular work hours from 2010 to 2015. In addition, staff turnover has required us to seek temporary arrangements and recruit and train several new staff to fill the gaps. This has been an ongoing process for the past couple of years and will continue into 2017.

The scope of the Envision Eugene work plan and resurgence of development activity will continue to challenging the capacity of the Planning Division. Many of the proposed activities are complex and affect a broad range of interests. The Eugene community and leadership place high expectations on the depth of public engagement and level of analysis for all local planning activities.

To achieve these goals within the time horizon of Envision Eugene, multiple projects will need to be undertaken concurrently. In addition, several initiatives are expected to create a need for ongoing support, for example monitoring, analyzing and vetting key indicators related to growth in jobs and housing, and carrying out implementation of current and proposed plans.

One key change during the past year resulted from Council's new direction for the South Willamette area planning effort. Since the fall of 2015, staff shifted from adoption of the SW-SAZ to supporting ongoing process discussions for planning in the South Willamette area. The change in direction also led to a major re-assessment of options for how to handle Eugene's multifamily housing need, including technical analysis, discussion with the Envision Eugene Technical Resource Group, public engagement, and seeking direction from the City Council. This work is still underway. As a result, the timing of long-range work plan items dependent on the UGB adoption process has been extended.

Continuing the pattern of last year, we have seen a further increase in land use applications, and a surge in appeal processes due to the complexity and/or high levels of controversy associated with some applications. Because we are required by law to meet certain time lines for application review and related processes such as appeals, continued increases in demand for application review has and may continue to require a re-allocation of staff time to cover these needs. This may reduce staff capacity to carry out the larger project initiatives of Envision Eugene. As the land supply narrows to more challenging sites, including redevelopment proposals, a greater percentage of complex and controversial applications is expected. Providing high levels of technical rigor and service, in addition to new services such as design review and consultation, will require staff and project work to be adaptable and flexible.

Despite these realities, the Planning Division is fortunate to have a highly adaptable, resilient, and experienced staff, and supportive leadership in the City and the community. In partnership with the Planning Commission, we will continue to learn, lead, innovate, and work toward achieving the community's best outcomes.

These outcomes are embedded in the 2016-2018 DRAFT work plan (**Attachment A**). Overall, the draft work plan consists of both long-range and short-range commitments and initiatives, based on legal imperatives and Council direction. The work plan

combines these efforts in broad categories, which reflects the Planning Division's transition to working as a single team with variable emphasis.

#### **NEXT STEPS**

While the draft work plan reflects our most current, comprehensive view of pending work, each item will need to be further scoped and reviewed for staffing needs. As future work items are refined and current work items evolve, we anticipate that some adjustments in the work list and time line will need to be made.

#### **ATTACHMENTS**

- A. DRAFT Planning Team Work Plan 2016 – 2018
- B. Current Planning Commission Subcommittee assignments

#### **FOR MORE INFORMATION**

Contact Robin Hostick at 541-682-5507, [robin.a.hostick@ci.eugene.or.us](mailto:robin.a.hostick@ci.eugene.or.us)

# Eugene Planning Team

## DRAFT 2016-2018 Work Plan

October 2016

All time lines are estimated and subject to change

	2016	2017	2018
<b>Ongoing Planning Programs and Projects</b>			
<b>Communication and Public Involvement</b>			
Develop and implement system improvements			
<b>Planning Commission</b>			
Administration and support			
<b>Historic Review Board</b>			
Administration and support			
<b>Land Use Applications</b>			
Review land use applications consistent with community values and state law			
Coordinate with and provide info to applicants, representatives and neighbors			
<b>Land Use Code Implementation</b>			
Public inquiries / project consultations /project assistance & facilitation			
Intrdepartmental coordination (city wide initiatives)			
<b>Code Maintenance Program</b>			
Annual or semi-annual cleanups, legal updates, etc.			
<b>Corridor Planning</b>			
MovingAhead coordination and support			
<b>Monitoring Program</b>			
Program and database development/adoption			
Envision Eugene Technical Advisory Committee (EETAC) admin/support			
<b>Special Projects</b>			
State Projects (reporting, legislative review, rule making)			
City Council /Manager assignments e.g. cell tower regulations			
<b>Community Design</b>			
Design guidelines, W2W, TT2021, downtown open space, missing middle housing			
<b>Envision Eugene UGB Adoption Process</b>			
<b>UGB Adoption Package</b>			
UGB Location, Plan and Code Amendments			
Multi-family Housing Strategies			
Comprehensive Plan Phase 1: UGB, Jobs, Monitoring, & Housing Policy, TSP			
<b>Envision Eugene Implementation Projects</b>			
<b>Comprehensive Plan Future Phases</b>			
Chapters on livability, compact devel, natural resources, public facilities, etc.			
Parcel-specific land use diagram			
<b>Envision Eugene Vision to Action (Non-regulatory components)</b>			
I. Community Vision			
III. Urban Form Plan and Community Design Handbook			
IV. Action Plan			
<b>Urban Reserves Planning</b>			
Develop and implement urban reserve project work plan			
<b>Area Planning</b>			
Downtown Riverfront (EWEB) plan implementation	TBD		
South Willamette area planning	TBD		
River Road / Santa Clara area plan	TBD		
University area plan			
Area Plan project evaluation and future scoping			
<b>Code Improvement Program</b>			
Needed housing update			
Zone transitions (citywide), flood plain regulations			
<b>Development Readiness</b>			
Clear Lake: Update Local Wetland Inventory			
Clear Lake Implementation: Wetland mitigation, stormwater, EcoDevo Plan, CIP			
Crow Road Implementation: Zone and Code amendments			
Investment Program: Enterprise Zone, SDC Re-Structuring, New Tools			

 = timing dependent on UGB adoption process  
 TBD = To Be Determined

<b>PLANNING COMMISSION SUBCOMMITTEES, August 2015</b>						
<b>On-going Standing Committees</b>				<b>2015 / 2016 Assignments</b>		
Community Development Block Grant (CDBG)				Barofsky		
Historic Review Board (HRB)				Baker		
UO Community Liaison				Barofsky		
<b>Liaisons to other Commissions</b>						
Sustainability Commission*				Taylor		
Human Rights Commission*				Randall		
Housing Policy Board*				Taylor		
<b>Project Specific Committees</b>						
EE Technical Advisory Committee (name, format TBD)				Interested (assignments TBD): Barofsky, Jaworski, Nicoletto, Taylor		
Moving Ahead				Jaworski, Mills, Nicoletto (alternate: Randall; interest list: Baker)		
Urban Reserves				Barofsky, Nicoletto, Randall (alternate: Taylor; interest list: Baker)		
<b>Project Specific Resources (Envision Eugene Implementation)</b>						
Clear Lake Employment Area Implementation				Barofsky, Mills, Taylor		
Monitoring Program				Jaworski, Mills, Nicoletto (alternate: Barofsky)		
Incentives/ Investment Program				Baker, Barofsky, Jaworski (alternate: Taylor; interest list: Nicoletto)		
EE Plan/ Comprehensive Plan				Jaworski, Nicoletto, Taylor		
Comprehensive Plan Diagram				Baker, Barofsky		
Community Design Guide				Jaworski, Randall, Taylor, (alternate: Baker)		
River Rd. / Santa Clara Area Planning				Jaworski, Nicoletto		
Near-University Neighborhood Area Planning				Baker, Barofsky, Nicoletto (alternate: Taylor)		
Baker	Barofsky	Jaworski	Mills	Nicoletto	Randall	Taylor
4 (1)	7	6 (1)	3	6	3 (1)	5(3)
<i>Note: tally does not include the EE TAC (assignments are still pending for this group)</i>						

**AGENDA ITEM SUMMARY**  
**October 10, 2016**

**To:** Eugene Planning Commission

**From:** Heather O'Donnell, City of Eugene Planning Division

**Subject:** Public Involvement Subcommittee DRAFT Guidelines

**ISSUE STATEMENT**

This work session is an opportunity for the Planning Commission to hear an update on the work of the Public Involvement Subcommittee, including reviewing draft guidelines.

**BACKGROUND**

At the November 2015 Planning Commission retreat, commissioners discussed areas of focus for the coming year. Two key areas related to communication emerged, including improving collaboration and communication with the Eugene City Council, and working on process improvements for public engagement. To make progress on the latter of these goals, in early 2016 the Planning Commission formed a Public Involvement Subcommittee (PIC). Since then, the subcommittee has met a number of times and, at the request of the broader Commission, developed a set of draft guidelines to clarify the operating agreements of the subcommittee.

Article II, Section (g) of the Planning Commission bylaws states the purpose and objectives of the Planning Commission shall be:

“To serve as the committee for citizen involvement as described in Statewide Planning Goal 1, responsible for assisting the city council with the development of a program that promotes and enhances citizen involvement in land use planning, assisting in the implementation of the citizen involvement program, and evaluating the process being used for citizen involvement.”

This objective came to the forefront for the Commission in the context of the South Willamette Special Area Zone, which generated controversy about how public engagement for land use planning efforts should be conducted. That process remains the subject of discussion at the City Council. The efforts of the Public Involvement Subcommittee are more generally aimed at improving outcomes for any future land use planning projects, including those identified in the 2016-2018 DRAFT Eugene Planning Team Work Plan.

**NEXT STEPS**

Based on input from the broader Commission, the PIC will refine the guidelines and continue to develop process recommendations. The Commission may then choose to review those recommendations and, in conjunction with staff, activate processes in the context of ongoing work as needed.

**ATTACHMENTS**

- A. DRAFT PC-PIC Guidelines

**FOR MORE INFORMATION**

Contact Heather O'Donnell at 541-682-5488, [heather.m.odonnell@ci.eugene.or.us](mailto:heather.m.odonnell@ci.eugene.or.us)

## GUIDELINES OF THE EUGENE PLANNING COMMISSION PUBLIC INVOLVEMENT SUBCOMMITTEE

(Drafted August 12, 2016; edited October 7, 2016)

### Mission

The mission of the Public Involvement Subcommittee of the Eugene Planning Commission (PC-PIC) is to create a more welcoming and accessible public process for those interested in land use issues and the work of the Planning Commission.

### Role and Duties

In accordance with the City of Eugene Planning Commission bylaws, the PC-PIC will:

- Help the Planning Commission carry out its duties as the committee for citizen involvement.
- Bring forward recommendations to improve public engagement to the larger Planning Commission.
- At the discretion of the Planning Commission, serve as a “sounding board” for specific public engagement efforts.
- At the discretion of the Planning Commission, evaluate specific public engagement efforts.
- Produce a work plan to improve public involvement for Planning Commission approval.

**Commented [BN7]:** Need Planning Commission feedback on if this matches expectations of the subcommittee. If not, what kind of work would you like us to do?

The PC-PIC will bring recommendations to the Planning Commission, where the decision will be made by the full Planning Commission whether or not to move forward.

### Membership

The PC-PIC will consist of three members appointed by the Planning Commission.

A member of the PC-PIC shall not speak on behalf of the PC-PIC subcommittee without approval of the Planning Commission. The representative shall support the Commission’s majority view, if any, and neutrally present the recommendations of the PC-PIC. This extends to all public forums, including neighborhood meetings, meetings of other Eugene citizen advisory bodies, and City Council.

### PC-PIC Chair

The Chair is selected to a one-year term by the PIC-PC and shall serve at the pleasure of the PC-PIC.

### Meetings

The PC-PIC will meet on a regular basis. Meeting agendas and notes, after approval by the PC-PIC, shall be placed under the Planning Commission webpage. The PC-PIC shall provide verbal updates to the Planning Commission.

**Commented [BN25]:** Need Planning Commission feedback on preference for communicating with PC and Public. Do you want to receive a copy of the notes before it is placed on the webpage? Just verbal updates? Both?

**Commented [BN26]:** Need Planning Commission feedback on amendment of guidelines. Would you prefer a simple majority vote or at least four members (meaning all Commissioners are present for the vote)?

### Changes to Guidelines

These guidelines and any future amendments must be approved by the Planning Commission. They may be amended by an affirmative vote of at least four (4) members at any regular meeting.

**Commented [s27]:** I don't think this sentence is needed, based on the words I inserted in the first sentence. Also, I don't think we should require a vote of 4 Planning Commissioners since even quasi-Judicial votes only require a quorum present for the vote.

The above guidelines were approved by a majority vote of the Eugene Planning Commission on \_\_\_\_\_, 2016, to become effective \_\_\_\_\_, 2016.

**Eugene Planning Commission**

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Vice – Chair**

DRAFT

