



AGENDA

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

Meeting Location:
Sloat Room—Atrium Building
99 W. 10th Avenue
Eugene, OR 97401

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, JUNE 25, 2018 – REGULAR MEETING (11:30 a.m. to 1:30 p.m.)

A. ACTION: APPROVE PUBLIC INVOLVEMENT PLAN - URBAN RESERVES PLANNING

Staff: Rebecca Gershow, 541-682-8816

B. WORK SESSION: OVERVIEW OF NEEDED HOUSING (CLEAR & OBJECTIVE) LEGAL REQUIREMENTS

Staff: Lauren Sommers, City Attorney's Office

C. ACTION: APPROVE PUBLIC INVOLVEMENT PLAN - CLEAR & OBJECTIVE UPDATE

Staff: Jenessa Dragovich, 541-682-8385

D. ITEMS FROM COMMISSION AND STAFF

1. Other Items from Staff
2. Other Items from Commission
3. Learning: How are we doing?

Commissioners: Steven Baker; John Barofsky (Chair); John Jaworski; William Randall; Kristen Taylor

AGENDA ITEM SUMMARY
June 25, 2018

To: Eugene Planning Commission

From: Rebecca Gershow, City of Eugene Planning Division

Subject: Urban Reserves Planning, Public Involvement Plan Approval

ISSUE STATEMENT

Staff requests that the Planning Commission, as the City's committee for citizen involvement, approve the Urban Reserves Public Involvement Plan and recommend one Commissioner to participate on the Envision Eugene Technical Advisory Committee.

BACKGROUND

Eugene is growing, but our future rate of population growth is uncertain and our best predictions are likely to be wrong. If we grow faster than anticipated, we want to be prepared with a plan to grow in the best places and in the ways that best align with our community values. State law provides a possible solution by allowing cities to designate land as urban reserves. This is a special designation for land outside the UGB that can be considered a first priority if and when a city needs to expand its UGB for a growing population. Cities can plan for up to 50 years of projected population growth through urban reserves, meaning up to 30 years beyond the adopted (20-year) UGB. Designating urban reserves in advance of future UGB expansions will allow the City to more effectively and efficiently consider growing into areas that best serve our community's needs.

On July 20, 2015, as part of the City Council's direction on the urban growth boundary, Council directed staff to begin urban reserves planning, and to bring a proposed urban reserve area back for City and County consideration within two years of UGB acknowledgement. As the UGB was acknowledged by the state of Oregon in January 2018, staff is planning to bring forward an urban reserves proposal for City Council and Board of Commissioners consideration by January 2020. If directed by decision makers at that time to begin the formal adoption process, staff will prepare a complete adoption package and schedule the first formal public hearings by fall 2020.

On [November 27, 2017](#) staff provided the Planning Commission with an introduction and overview of urban reserves planning. In January 2018, new staff was hired to manage the project, and work has been underway developing the project, including the draft Project Charter and Public Involvement Plan, which the Planning Commission reviewed on [May 8, 2018](#). Since that time, staff has presented the project to the Lane County Planning Commission twice, on May 15, 2018 and June 5, 2018, and to the Eugene City Council on [June 11, 2018](#).

PUBLIC INVOLVEMENT PLAN

The Public Involvement Plan (PIP) is included as **Attachment A**. It includes a summarized work plan focusing on the public engagement strategies at each milestone in urban reserves planning. While the Project Charter outlines the work program and timeline for the planning process, the Public Involvement Plan describes the outreach strategies for each phase of the planning process. There are five major phases in the project, and community engagement takes place during all phases. We are currently in Phase 1, project initiation. A key component of project initiation is the development of these project planning tools and the initial project feedback from agency decision-makers. This is shown graphically in the Draft Urban Reserves Outreach Process that illustrates when key engagement opportunities take place, how they are sequenced, and how they help shape the project.

The project's timeline includes holding community meetings (or groups of meetings) three-four times. The bulk of the engagement will occur prior to the two-year timeline for delivering a proposal to Council, although there will also be engagement to communicate and refine the proposal, as necessary, through the formal adoption process. In-person engagement opportunities will be coordinated with online engagement opportunities, to allow us to hear from a wide-range of participants including those not interested or able to attend public meetings. We will also send out regular project updates through a variety of methods, including email, city newsletters and social media.

AGENCY INPUT

Staff met with the Eugene Planning Commission on May 8, the Lane County Planning Commission on May 15 and June 5, and the Eugene City Council on June 11. We are meeting with the Lane County Board of Commissioners on June 19.

Agency input was mostly general in nature; not related to the Public Involvement Plan specifically. The Eugene Planning Commission had questions and input on the project planning horizon, rural reserves, and the project's interface with the Comprehensive Plan update. One commissioner suggested further highlighting the project assumptions and approach, especially regarding density and housing mix, to ensure it is understood and agreed to by Council. The Lane County Planning Commission had questions about whether the Board of Commissioners was supportive of the urban reserves concept; how the urban reserves process relates to future urban growth boundary analysis work; and how the urban reserves area will be managed and regulated. The City Council had questions on housing affordability and rural reserves, among others. In addition, we provided written responses to questions from two Lane County Planning Commissioners which we copied to the Eugene Planning Commission.

The following questions or comments related directly to the Public Involvement Plan. Staff will be prepared to respond to these questions at the work session as needed:

- Add University of Oregon to the stakeholder list
- How will outreach be done for County residents?
- How will the Triple Bottom Line Sounding Board function?
- What are we looking for in the composition of the Envision Eugene Technical Advisory Committee?

PLANNING COMMISSION ROLE AND DECISION-MAKING

The Planning Commission's role in this early stage of project development includes reviewing and approving the Public Involvement Plan and recommending members for participation on two project committees:

The **Envision Eugene Technical Advisory Committee (EETAC)** was established through policy with the recent adoption of our UGB to provide technical advice to staff on growth management issues. The draft EETAC bylaws created with the Envision Eugene Technical Resource Group (TRG) call for one member to be a sitting Planning Commissioner. Meetings will be held approximately monthly, and terms are for four years. EETAC members will focus on urban reserves planning and the growth monitoring program. More information from our project website is included as **Attachment B**.

The Planning Commission will also designate a member to serve on the **Triple Bottom Line (TBL) Sounding Board**, which will be tasked with advising staff and decision makers on balancing the City's diverse policies on economic prosperity, social equity, and environmental health. The TBL sounding board will meet approximately three times. Both committees are further described in the PIP.

The Eugene Planning Commission also has **project resources** assigned to urban reserves planning. They are Commissioners Barofsky and Randall, with Taylor serving as the alternate.

As described in the project charter, the Eugene and Lane County Planning Commission's decision-making roles in the urban reserves project includes the following:

- Approve the Public Involvement Plan (Eugene Planning Commission)
- Receive updates and provide input on draft documents throughout the process
- Make final recommendations to adopting bodies, Eugene City Council and Lane County Board of Commissioners.

PLANNING COMMISSION ACTION

The Planning Commission is requested to approve the Urban Reserves Public Involvement Plan with one addition (adding University of Oregon as a stakeholder), and recommending one Commissioner to serve on the EETAC.

NEXT STEPS

Staff will discuss the project with the Lane County Board of Commissioners on June 19. At the same time, we are continuing to move the project forward. We are working with consultants on the land demand analysis and establishing project committees and groups that will begin meeting in phase 2. Our [project website](#) is being updated regularly, and our first public meeting will be held in the Fall.

ATTACHMENTS

- A. Urban Reserves Planning Draft Public Involvement Plan
- B. Envision Eugene Technical Advisory Committee Information

FOR MORE INFORMATION

Staff Contact: Rebecca Gershow, Senior Planner Urban Reserves

Telephone: 541-682-8816

Email: Rebecca.F.Gershow@ci.eugene.or.us

Urban Reserves Planning

Draft Public Involvement Plan



June 2018

The Public Involvement Plan (PIP) includes a summarized work plan focusing on the public engagement strategies at each milestone in the Urban Reserves project. The PIP:

- describes multiple opportunities and different ways people can engage in the planning process;
- details how individuals and organizations with a stake in the outcome of Urban Reserves can effectively participate and help shape the plan; and
- is consistent with the City's Public Participation Guidelines and Statewide Planning Goal 1.

The best plans adapt to new information and opportunities, so at key points in the process, the Public Involvement Plan should be reviewed and updated as needed. Along with the Project Charter, staff will take the Public Involvement Plan to the City and County Planning Commissions, City Council and Board of County Commissioners for their review, discussion and input. Both documents will be refined, and the Eugene Planning Commission, as the City's public involvement committee, will approve the Public Involvement Plan.

Goals of the Public Involvement Plan

The Project Management Team, made up of City and County staff, is committed to a public engagement process that is:

- **Meaningful:** We will use the input received to help craft the urban reserves proposal
- **Accountable:** We will respond to ideas, critique, comments, and praise
- **Inclusive:** We will strive to communicate with all stakeholders, including under-represented groups, in ways that people understand and can relate to
- **Transparent:** We will make decisions public and share information in a variety of ways
- **Realistic:** We will inform people about the project's constraints, scope and timeline
- **Outcome-oriented:** We will create a community-supported and City/County-adopted Urban Reserve

The City of Eugene's [Public Participation Guidelines](#) will guide the project from start to finish, including the Values for Public Engagement:

- Careful Planning and Preparation
- Inclusion and Demographic Diversity
- Collaboration and Shared Purpose
- Transparency and Trust
- Impact and Action
- Sustained Engagement and Participatory Culture

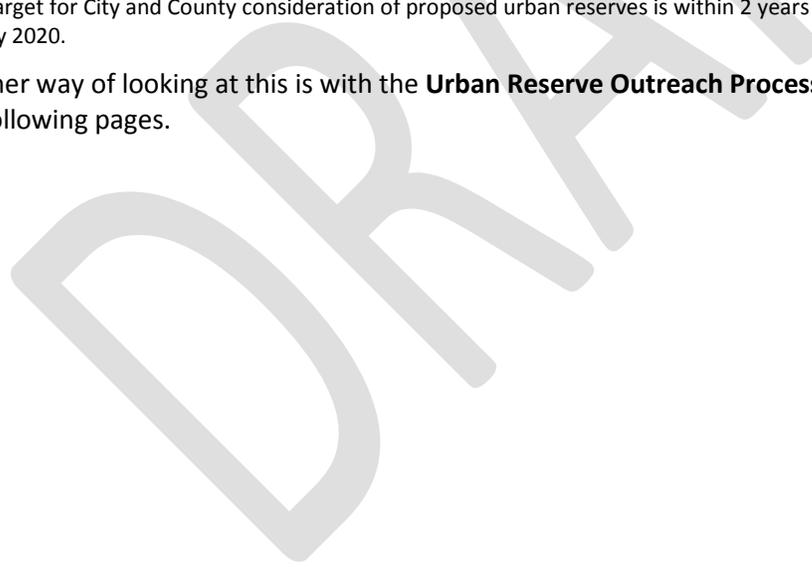
Public Involvement Process

The Project Charter outlines the work program and timeline for the planning process; the Public Involvement Plan describes in more detail the outreach strategies for each phase of the planning process. As shown in the graphic below, there are five major phases in the project, and community engagement takes place during all phases.

Urban Reserves Planning Process Summary Timeline											
2018				2019				2020			
Winter	Spring	Summer	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer	Fall
Project Initiation											
		Technical Analysis									
						Develop Options					
								*UR Proposal			
									IGA & Adoption Process		
Community Engagement											

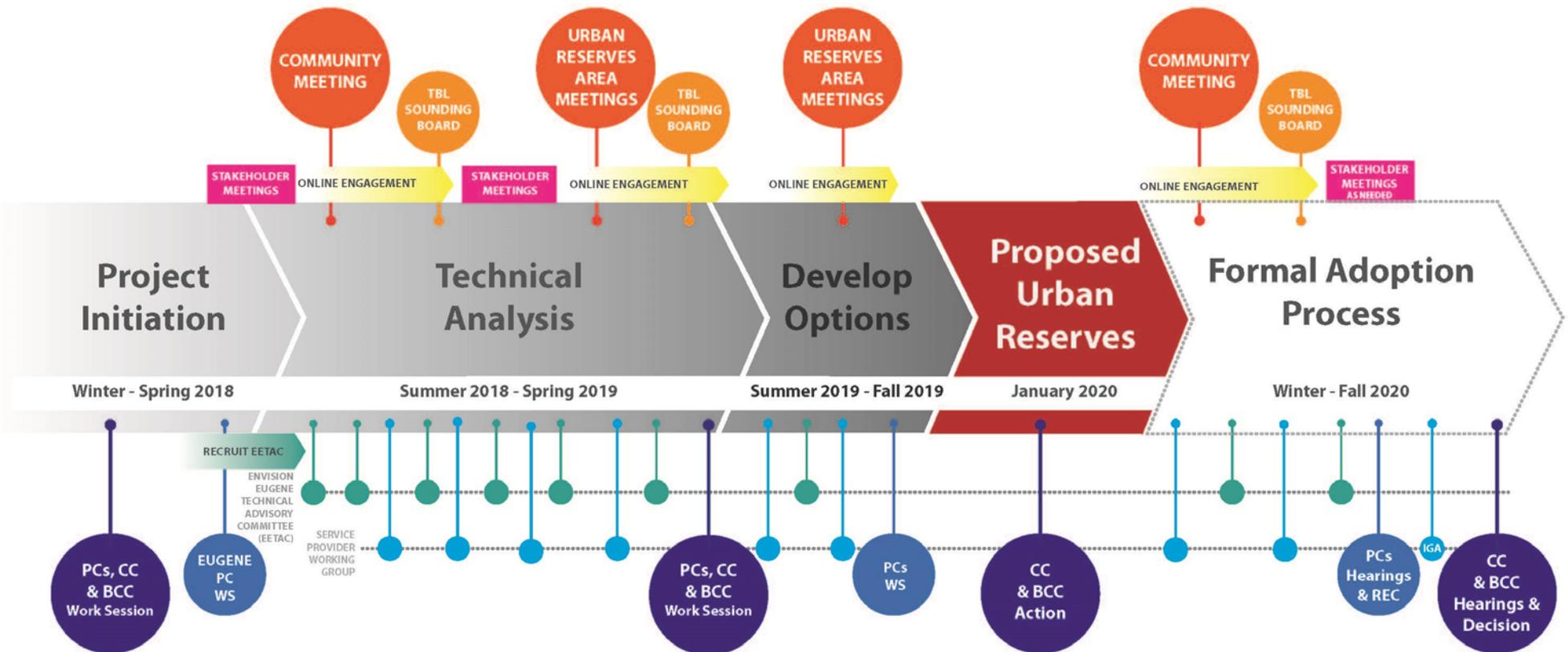
*The target for City and County consideration of proposed urban reserves is within 2 years of UGB acknowledgement, or January 2020.

Another way of looking at this is with the **Urban Reserve Outreach Process** illustrated and described on the following pages.



URBAN RESERVES OUTREACH PROCESS

DRAFT



ABBREVIATION KEY:

- TBL = Triple Bottom Line
- PCs = Lane County and City of Eugene Planning Commissions
- CC = City of Eugene City Council
- BCC = Lane County Board of Commissioners
- EETAC = Envision Eugene Technical Advisory Committee
- IGA = Intergovernmental Agreements
- WS = Work Session
- REC = Recommendation

1. PROJECT INITIATION, WINTER-SPRING 2018

In the first phase, we will develop the Project Charter, Public Involvement Plan, detailed work plan and project budget. We will also receive input on the planning process from decision makers: City and County Planning Commissions and City Council and County Board of Commissioners.

Following this initial input, we will introduce the broader public to the project and build a strong base of participation. We will use images, graphics, and words to describe the vision, goals and benefits of Urban Reserves. Following is an overview of major communication methods for the project, which will be implemented during project initiation, and used throughout the planning process:

Communications Plan: Working with the PDD Public Information Officer, the project will develop a plan that includes guidelines for communicating with the media and other key communications outlets, and intra-departmental and inter-agency project coordination.

Interested Parties List: The project will build off of the Envision Eugene interested parties list, and it will be added to throughout the project. It will contain information including people's contact information, preferred communication method, and relevant project interests.

Project Website: The website will be simple, accurate, up-to-date and uncluttered. It will include regularly updated project updates and frequently asked questions. It will be interactive as much as possible, using mapping and survey tools. The website will link to other communication methods, such as the e-updates, Envision Eugene Facebook page, and project and community events.

We will send out regular **project updates** through a variety of methods:

- **Email Updates:** The project will communicate regularly with a wide variety of individuals about upcoming events and project outcomes. Email will be a major method of communication.
- **City Newsletters:** The project will use existing City E-Newsletters to provide regular project updates and add to the interested parties list, including: Envision Eugene, City Council Newsletter, Neighborly News and others.
- **Social Media:** The project will use existing City accounts on Nextdoor.com, Facebook, Twitter and YouTube to get messages out and advertise engagement opportunities. We will evaluate the effectiveness of different methods and adapt as we proceed.

Establish Project Committees and Groups: We will begin establishing three inter-jurisdictional committees comprised of community volunteers, leaders and staff that will advise staff. The three committees will have specific roles related to technical review, policy review, and service provision. They will begin meeting in Phase 2.

Envision Eugene Technical Advisory Committee (EETAC)--The scope of the EETAC will include City-wide growth management initiatives related to growth monitoring, including Urban Reserve Planning. The EETAC will review project assumptions, technical analysis, and development of options. They will provide feedback to staff on technical-related issues, maintain institutional memory regarding assumptions and analysis related to long-term growth management-related efforts (monitoring, urban reserves, expansion), and will review technical information used to inform policy decisions. EETAC members will be asked to think about long-term community-wide growth implications, and will represent their areas of interest and/or organizations around Eugene as well as the interests of the community as a whole. EETAC members will be appointed by the City Manager. They will represent varied voices from across the community with diverse

interests and areas of expertise, and will include Planning Commission, Sustainability Commission and City Council representation. County representation will be encouraged.

Triple Bottom Line (TBL) Sounding Board--To promote consistency among diverse policy directives and ensure representation of broader community perspectives in the Urban Reserves project, a Triple Bottom Line Sounding Board will be charged with employing a metro area-wide perspective to provide advice, feedback, and critical review of policies and project ideas; provide input on how best to reach community members and their topic-specific constituencies; and act as liaisons to the boards, committees and commissions they represent. The TBL Sounding Board will be comprised of representatives of at least the following:

- City of Eugene Human Rights Commission
- City of Eugene Planning Commission
- City of Eugene Sustainability Commission
- Eugene Area Chamber of Commerce Local Government Affairs Council
- Eugene Water and Electric Board
- Housing Policy Board
- Lane County Planning Commission
- Lane County Transportation Advisory Committee
- Lane Transit District Strategic Planning Committee

Service Provider Working Group--Technical staff and leadership of urban reserve-area service providers will work together on development of cost analysis and service provision agreements, while acting as liaisons to their agency leadership. They will be tasked with collaboratively developing Intergovernmental Agreements pertaining to the provision of land use regulations, building code administration, sewer, water, fire protection, parks, transportation and stormwater within the urban reserve area.

2. TECHNICAL ANALYSIS: SUMMER 2018-SPRING 2019

In phase 2, work gets underway to answer the question, *how much will we need to grow?* The approach has three steps, with associated public involvement activities following each step:

- i. *Update the Envision Eugene Land Sufficiency Model to determine land need projections between 10 and 30 years after 2032 (Eugene's UGB horizon year), or as late as 2062:*
 - Continue building stakeholder list; project updates to stakeholders through e-newsletters, project website, social media, calls and meetings.
 - After the Eugene Planning Commission approves the PIP, the City manager appoints the EETAC.
- ii. *Determine the study area size necessary for evaluation of land for possible inclusion in urban reserves, based on land need projections:*
 - First project meetings will be held with the EETAC, TBL Sounding Board, and Service Provider Working Group.
 - Urban Reserve Study Area residents will be mailed information on the project, with links to the project page, contact information, and meeting notification.

- Community Meeting #1 – At this first meeting, community members and project stakeholders will review the proposed project study area. Materials will include things such as a project overview, FAQ's, study area maps, project timeline, contact information, and a project video.

iii. Perform technical analysis of lands within the urban reserve study area for potential inclusion in urban reserves, as described in the project charter:

We will incorporate input and continue reporting out on work progress during this phase. A wide-range of topic-related stakeholders will assist with the study area evaluation. Public input will help develop and refine the urban reserve study area evaluation report findings. Actions include:

- Website updates and online engagement, including an online interactive map for place-based comments
- E-newsletters and social media
- Meetings with stakeholders on different urban reserve-related topic areas , such as:
 - Parks, Open Space, and Natural Resources
 - Climate and Hazard Resiliency
 - Agriculture and Forest Resources
 - Utilities and Infrastructure (water and electricity, transportation, wastewater, stormwater)
 - Fire and public safety
 - Schools
 - Housing
 - Economic development/Jobs
- Service Provider Working Group meetings to discuss the cost of servicing potential urban reserve areas, and providing background materials for agency leadership (approx. 3)
- EETAC meetings to review technical analysis (approximately bi-monthly)
- Urban Reserve area-specific meetings targeted to neighbors and property owners (1-3)
- Triple Bottom Line Sounding Board meeting
- City and County Planning Commission work sessions
- City Council and Board of Commissioners works sessions

3. **DEVELOP URBAN RESERVE AREA OPTIONS:** SUMMER-FALL 2019

Using the results of the technical analysis, we will develop two or more growth scenario alternatives within the study area that will identify the additional land that Eugene is likely to need between 10 and 30 years after 2032, or as late as 2062. We will engage community members, service providers, public agencies, community groups and our elected and appointed officials to determine the preferred planning period, location and size of an urban reserve and preliminary intergovernmental agreement content. We will refine draft urban reserve options with broad community engagement, including:

- New project video explaining growth scenario alternatives

- Urban Reserve area-specific workshops targeted to neighbors and property owners (1-3)¹
- Meetings with interested stakeholder groups, as identified
- Online questionnaire, giving people an at-home way to provide input
- Service Provider Working Group meetings (approximately 3)
- Envision Eugene Technical Advisory Committee meeting
- Ongoing web updates, social media updates, e-newsletters
- City and County Planning Commission input sessions on their preferred urban reserve planning period, location and size

4. **URBAN RESERVE PROPOSAL: JANUARY 2020**

In this phase, an urban reserve proposal incorporating the above input will be brought forward to the Eugene City Council and Lane County Board of Commissioners for their consideration. The decision makers will have the opportunity to take action on one or more options by giving direction to staff on the urban reserve timeframe, area, and preparation of an adoption package. Public involvement will include:

- Web updates, social media updates, e-newsletters, and interested party emails in addition to required public meeting noticing

5. **FORMAL ADOPTION PROCESS AND IGA DEVELOPMENT: FEBRUARY-DECEMBER 2020**

In the final phase, the project will wrap up with development of service provider intergovernmental agreements, proposal refinement, ordinance development, metro plan and comprehensive plan amendments (including metro plan boundary review), and a complete Urban Reserves adoption package with findings. Intergovernmental agreements are required to be finalized prior to urban reserve adoption. Public engagement in this phase will focus on communicating the City and County direction on urban reserves to the community. Engagement activities include:

- New project video explaining direction from the City Council and Board of Commissioners
- Ongoing web, e-newsletter, social media updates
- Community meeting to communicate the Council and County direction and answer questions, as needed
- Triple Bottom Line Sounding Board meeting
- Service Provider Working Group (approximately 3 meetings to develop IGAs)
- Envision Eugene Technical Advisory Committee (approximately 2 meetings to review technical findings)
- Meetings with interested stakeholder groups, as requested
- City and County Planning Commission public hearings with recommendations
- City Council and County Board of Commissioners public hearing on adoption of Urban Reserves

¹ Meetings or other engagement activities will be added to the PIP as needed. Any interested person can request a meeting, and we will work to adjust our engagement strategies to respond to how well they are working.

Decision Making

In all public communications, it is important to be clear who is making decisions for the project and how public input will be considered and incorporated. Prior to each major decision point, the project team will communicate with stakeholders about:

- Who will make the decisions,
- How stakeholders can influence the decisions,
- When stakeholders will have opportunities to participate, and
- How stakeholder input will be considered

The decision-making process is described more fully in the Project Charter (pgs. 9-12).

The International Association of Public Participation (IAP2)'s spectrum of public participation, Figure 1, shows varying levels of engagement based on the level of public impact. Because the level of public impact of the Plan is high, the public and stakeholders will be engaged at the "inform", "consult", "involve", and "collaborate" levels. It is important to note that members of the public will be encouraged to be as active in the project as they wish, and given a variety of different opportunities and ways of doing so.

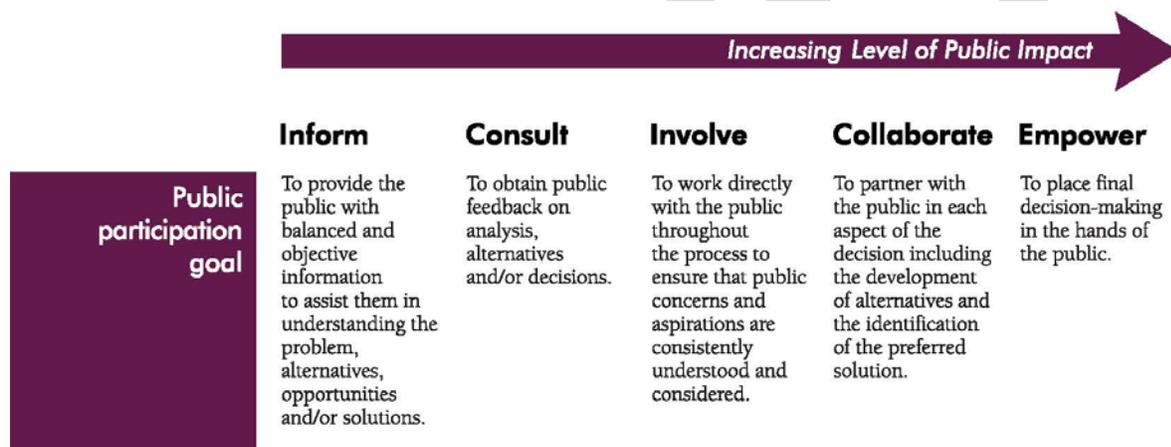


Figure 1. IAP2 Spectrum of Public Participation (source: www.iap2.org)

How this translates to Urban Reserves planning:

- Empower: Eugene City Council and Lane County Board of Commissioners (elected to decide) and Planning Commission (appointed by elected officials to review and recommend)
- Collaborate: Envision Eugene Technical Advisory Committee, Service Provider Working Group
- Involve: Property owners and neighbors, active community members, Triple Bottom Line Sounding Board, subject-area experts, other key stakeholders
- Inform and Consult: Interested Public

Coordination with other Projects

The Project Team will coordinate with other projects underway for project efficiencies, workload overlap, and contact lists. Existing projects identified to date include:

- River Road Santa Clara Neighborhood Plan
- Climate and Energy Action Plan Update
- Comprehensive Plan development
- Clear and Objective Standards for Housing
- Growth Monitoring Program Development
- Cost Analysis of Serving Different Development Patterns/Economic Cartography
- Moving Ahead

Public Involvement Documentation

The project team will prepare a public involvement summary of all activities after each key milestone in the project. Project summaries will be published online, and all participants and interested parties will be notified and invited to review the documents and provide comment.

Project Stakeholders

Pro-active outreach to a diverse array of stakeholders is essential. Materials will be easy to understand, with clear methods for input. See the following pages for a beginning list of project stakeholders:

PROJECT STAKEHOLDERS

Neighborhoods:

- City of Eugene-recognized neighborhood organizations abutting the UGB:
 - Active Bethel Citizens
 - West Eugene Community Organization
 - Churchill Area Neighbors
 - Southwest Hills Neighborhood Association
 - Southeast Neighbors
 - Laurel Hill Valley Citizens
 - Northeast Neighbors
 - Santa Clara Community Organization
 - Industrial Corridor Community Organization
- Neighborhood Leaders Council & land use subcommittee
- Other City neighborhood groups as interested
- County neighborhood groups
- Nextdoor.com
- Neighborhood Watch Groups

Residents and Property Owners, General:

- Property owners (large and small, residential and commercial, City/ annexed and County/ un-annexed)
- Renters

Youth/Families, Libraries, Community Centers & Granges:

- Kidsports
- YMCA
- Head Start
- Safe Routes to School
- School Districts – Bethel, 4J Eugene, Junction City (some Santa Clara students)
- Amazon Community Center
- Eugene Public Library-Downtown; Sheldon and Bethel branch libraries
- River Road-Santa Clara Volunteer Library
- Petersen Barn Community Center
- Granges (for holding meetings and membership communication): Spencer Creek, Mohawk-McKenzie, Santa Clara, Irving

Seniors and Persons with Disabilities:

- AARP Oregon
- Reality Kitchen

- Goodwill
- Campbell Senior Center
- Hilyard Community Center
- Lane Independent Living Alliance

Low-Income Housing and Food Assistance:

- St Vincent De Paul
- Food for Lane County:
 - Family Resource Coordinator at each school
 - Maxwell Road Food Pantry
 - Summer food distribution locations
- Cornerstone Community Housing
- Homes for Good Housing Agency (formerly HACSA)
- Neighborhood Economic Development Corporation (NEDCO)

Multicultural Outreach:

- Huerto De La Familia garden at St. Matthews in Santa Clara
- Food for Lane County Multicultural Outreach Coordinator
- NAACP
- League of United Latin American Citizens of Lane County
- Centro Latino Americano

Service Clubs:

- Rotary
- Lions
- Kiwanis
- Soroptomist
- League of Women Voters
- Veterans of Foreign Wars (VFW)

Churches:

- Church bulletins: Trinity, RR Baptist, Our Redeemer Lutheran
- Develop a complete list of churches

Eugene & Lane County-Area Organizations:

- 1000 Friends of Oregon
- 350 Eugene
- AIA Southwestern Oregon
- Better Eugene-Springfield Transportation (BEST)
- Better Housing Together
- Eugene Association of Realtors

- Eugene Chamber of Commerce
- Friends of Eugene
- Greater Eugene Area Riders (GEARS)
- Habitat for Humanity
- Homebuilders Association of Lane County
- Land Watch Lane County
- Lane County Farm Bureau
- McKenzie River Trust
- Oregon Trucking Association
- OSU Extension Service, Master Gardeners
- The Nature Conservancy
- Our Children's Trust/YouCAN Eugene
- Union Pacific Railroad
- United Way of Lane County
- Walkable Eugene Citizen's Advisory Network (WE CAN)
- WeBikeEugene
- Willamette Farm and Food Coalition
- Willamette Riverkeepers

E-Newsletter lists:

- Envision Eugene
- InMotion
- Neighborly News
- News to Build On
- AIA Thursdays @ Three
- Hult Center
- Library
- City Council

City and County Committees and Commissions:

- Eugene and Lane County Planning Commissions
- Lane County Parks Advisory Committee
- Lane County Transportation Advisory Committee
- City of Eugene Human Rights Commission
- City of Eugene Sustainability Commission
- City of Eugene Budget Committee
- Housing Policy Board

Major Institutions Outside of the UGB:

- Lane Community College
- Eugene Airport

Service Providers and Local Governments in or Adjacent to the Potential Urban Reserves Area:

Staff and leadership from service providers in the urban reserves study area will be active participants, collaborating on the technical analysis and intergovernmental agreement development. Potential agencies include:

Utilities:

- Blachly Lane Electric
- Comcast
- Emerald People's Utility District
- Eugene Water and Electric Board
- Glenwood Water District
- Junction City Water Control District
- Lane Electric Cooperative
- Metropolitan Wastewater Management Commission
- Northwest Natural Gas
- Qwest
- Rainbow Water District
- River Road Water District
- Santa Clara Water District
- Springfield Utility Board
- Willamette Water Company
- Williams Natural Gas

Emergency:

- Bailey-Spencer Rural Fire Protection District
- Eugene Rural Fire Protection District #1
- Eugene Airport
- Eugene-Springfield Fire and EMS
- Goshen Pleasant Hill Fire Districts
- Junction City Rural Fire Protection District
- Lane Fire Authority
- Lane Rural Fire Rescue
- Santa Clara Rural Fire Protection District
- Willakenzie/Eugene Rural Fire Protection District
- Zumwalt Rural Fire Protection District

Other:

- Lane Community College
- Lane Education Service District
- Lane Council of Governments/ Central Lane Metropolitan Planning Organization

- Lane Transit District, Board and Strategic Planning Committee
- Lane Regional Air Protection Agency
- River Road Park and Recreation District
- School Districts (4j, Bethel, Junction City, Springfield Public Schools, Creswell)
- University of Oregon
- Upper Willamette Soil and Water Conservation District
- Willamalane Park and Recreation District

Neighboring Jurisdictions:

- Springfield
- Coburg
- Junction City
- Creswell

State Agencies:

Besides the Department of Land Conservation and Development, which will be consulted with throughout the project, and will need to acknowledge the adopted Urban Reserve area before it is finalized, other state agencies may be consulted with, including:

- Oregon Department of Transportation
- Oregon Department of Environmental Quality
- Oregon Department of Fish and Wildlife
- Oregon Department of Forestry
- Oregon Department of State Lands
- Oregon Parks and Recreation Department
- Oregon Economic and Community Development Department
- Oregon Department of Energy
- Oregon Department of Agriculture
- Oregon Housing and Community Services
- Oregon Sustainability Board

Envision Eugene Technical Advisory Committee (EETAC)



The Envision Eugene Technical Advisory Committee (EETAC) will play a key role in two Envision Eugene implementation projects—the Growth Monitoring program and Urban Reserves planning. During the Envision Eugene process a group of highly-involved volunteers, called the Technical Resource Group (TRG), provided guidance and reviewed data. Though the EETAC has been developed out of the Technical Resource Group, it will be a new committee with its own structure and work plan.

The EETAC will review technical information used to inform policy decisions, provide feedback to staff on technical-related issues, and maintain institutional memory regarding assumptions and analysis related to long-term growth management-related efforts (specifically related to the urban reserves and growth monitoring programs). The early focus of the EETAC will be urban reserves planning and will shift to growth monitoring, with a period of time focusing on both projects.

EETAC Application Deadlines

Sunday, July 15th

Week of July 23rd

Early August

Early September

Completed applications due

Interviews

EETAC members appointed

First meeting

Roles and Responsibilities:

- EETAC member duties include, but are not limited to:

Select Language ▼

- Learning about and understanding the factors for monitoring Eugene’s growth;
 - Providing guidance to staff related to the technical aspects of urban reserves planning and growth monitoring; and
 - Serving as liaisons--connecting the general public, key community members, community groups and organizations to the urban reserves and growth monitoring work, and encouraging participation in both processes.
- Meetings will be on a standing monthly basis, but will only be scheduled when there is material to review. Our expectation is that the EETAC will meet 6-12 times per year.
 - The term of office of committee members will be four years.

Composition:

- The EETAC will consist of 10-15 interested citizens.
- Members may represent themselves and/or organizations, and should represent a diverse range of interests, expertise and qualities, including but not limited to:
 - Community planning, land use, housing, economic development, sustainability, active transportation/transit, and parks and open space, and natural resources.
- We will also make an effort to seek out and include members with diverse gender and ethnicity backgrounds, geographies such as City and County residents, and demographics such as paid and unpaid, young and retired.
- In addition, members should be:
 - Comfortable analyzing quantitative information
 - Interested in long-term, community-wide growth implications
 - Able to commit adequate time to understanding and evaluating complex issues
 - Able to work cooperatively in a group setting
- Members will include one City Councilor, one Sustainability Commissioner and one Eugene Planning Commissioner. A Lane County Planning Commissioner is encouraged to participate.
- The City Manager will appoint the members of the EETAC.

Apply for the EETAC!

Applications are available online [here](#). **The deadline to submit completed applications is Sunday, July 15th at midnight.** For more information about the application process or to request a paper copy, contact Audrey Stuart at Audrey.V.Stuart@ci.eugene.or.us.

If you would like to learn more about the Growth Monitoring program, contact Heather O’Donnell at Heather.M.ODonnell@ci.eugene.or.us. To learn more about Urban Reserves, contact Rebecca Gershow at Rebecca.F.Gershow@ci.eugene.or.us.

AGENDA ITEM SUMMARY
June 25, 2018

To: Eugene Planning Commission
From: Alissa Hansen, City of Eugene Planning Division
Subject: Overview: Needed Housing (Clear & Objective) Legal Requirements

ACTION REQUESTED

This work session is an opportunity to provide the Planning Commission with an overview of Needed Housing (Clear & Objective) legal requirements. Lauren Sommers from the City Attorney's Office will provide information on the legal framework surrounding needed housing, including what is needed housing and what housing is entitled to clear and objective standards.

BACKGROUND

The "needed housing" statutes are found at ORS 197.303-197.307. Handouts of relevant excerpts will be provided at the work session.

FOR MORE INFORMATION

For questions, contact Alissa Hansen at 541-682-5508 or alissa.h.hansen@ci.eugene.or.us

ATTACHMENTS

None

AGENDA ITEM SUMMARY
June 25, 2018

To: Eugene Planning Commission

From: Jenessa Dragovich, City of Eugene Planning Division

Subject: Clear & Objective Housing: Approval Criteria Update, Public Involvement Plan Approval

ISSUE STATEMENT

Staff requests that the Planning Commission, as the City's committee for citizen involvement, approve the Clear & Objective Housing: Approval Criteria Update Public Involvement Plan.

BACKGROUND

Eugene's existing clear and objective approval criteria need to be reevaluated and updated to meet these goals: accommodate growth on lands available within our current urban growth boundary (UGB), provide a clear and objective path to land use approval for all housing as required by State law, and guide future development in a way that reflects our community's values.

The Clear & Objective Housing: Approval Criteria Update is framed by the pillars of Envision Eugene. The project will identify land use approval criteria and procedures that need to be updated, added, or removed to ensure compliance with State requirements for clear and objective regulations, while still effectively addressing development impacts.

In July 2015, as part of the City Council's direction on the UGB, Council specifically directed staff to begin an update to the City's procedures and approval criteria for needed housing applications (the Clear & Objective Housing: Approval Criteria Update), and to bring proposed updates back for their consideration within one year of UGB acknowledgement. The UGB was acknowledged by the State in January 2018. Our target is to request City Council action on a staff proposal for updated approval criteria in January 2019. If so directed, staff will then move forward with the formal adoption process.

On [May 8, 2018](#), staff provided the Planning Commission with an introduction and overview of the Clear & Objective Housing: Approval Criteria Update. Since that time, staff presented the project to the Eugene City Council on [May 30, 2018](#).

PUBLIC INVOLVEMENT PLAN

The Public Involvement Plan is included as **Attachment A**. It includes the public involvement goals and a summarized work plan focusing on the public engagement strategies at each phase and milestone in project. The Public Involvement Plan:

- Describes meaningful opportunities and different ways people can engage in the planning process;
- Details how individuals and organizations can effectively participate, consistent with the City's Public Participation Guidelines and Statewide Planning Goal 1.

While the Project Charter outlines the work program and timeline for the planning process, the Public Involvement Plan describes the outreach strategies for each phase of the planning process. The project's timeline includes holding stakeholder listening sessions and interviews and working group meetings. The bulk of the engagement will occur during Phases 1 and 2, with follow up consultation in Phase 3, and then opportunity to provide testimony in Phase 4. We will also send out regular project updates through a variety of methods, including email, City newsletters and the project web page. A list of initial project stakeholders is included in the Public Involvement Plan; this list will evolve throughout the project.

PLANNING COMMISSION/CITY COUNCIL INPUT

Staff met with the Eugene Planning Commission on May 8, 2018 and the Eugene City Council on May 30, 2018.

Several planning commissioners expressed concern about the timeline, and questioned if it was too ambitious to complete within one year. Other commissioners voiced that the timeline is ambitious but doable.

Council input was generally supportive of the project as laid out in the draft Project Charter and Public Involvement Plan and presented to them. Staff responded to comments and questions related to the expected project outcomes; the importance of including neighborhood livability; Eugene's Buildable Lands Inventory; clarification on the role of the consultant performing the external code audit; recognizing the connection between this project and the other projects addressing housing policy; and the timeline for Phase 1 public involvement. No comments required amending either of the draft documents.

In addition, staff has heard from some interested parties that the timeline does not allow for enough time for the public process. Other interested parties have expressed frustration that the project has not been done sooner. Additionally, some interested parties have requested additional tools to help navigate the related code criteria. In response, staff is putting together information and launched the project website with links to resources last week.

PLANNING COMMISSION ROLE AND DECISION-MAKING

The Planning Commission's role in this early stage of project development includes reviewing and approving the Public Involvement Plan.

PLANNING COMMISSION ACTION

The Planning Commission is requested to approve the Clear & Objective Housing Approval Criteria Update Public Involvement Plan.

NEXT STEPS

Stakeholder focus group sessions were held on June 11 and June 12 to gather input on identifying key issues with the existing approval criteria. The consultant led the focus groups and the feedback received is being compiled and will be used in putting together the external code audit that will inform the Summary of Key Issues report. Staff will be sending an email to interested parties, both who attended the focus group sessions and those who did not, requesting that any additional comments or concerns related to identifying key issues be received by July 2, 2018. Target for the Summary of Key Issues is mid-July. Staff will submit a memo update to Planning Commission and City Council when the summary report is complete. The next step will be to move forward with Phase 2, the Concepts and Evaluation phase.

Phase 2 will involve working group sessions where diverse stakeholders will help generate concepts for addressing the key issues identified in Phase 1. Each concept will be evaluated based on the criteria that it is clear and objective, does not add unreasonable cost and delay, protects neighborhood livability, and is consistent with the City's Triple Bottom Line framework. This engagement process will identify solutions to be included in the Preferred Concepts Report that staff will bring to City Council for approval to proceed with drafting proposed code amendment language.

Our [project website](#) will be updated regularly with information about where we are in the process as well as resources as they are available.

ATTACHMENTS

- A. Clear & Objective Housing Approval Criteria Update Draft Public Involvement Plan

FOR MORE INFORMATION

Staff Contact: Jenessa Dragovich, Senior Planner

Telephone: 541-682-8385

Email: jenessa.l.dragovich@ci.eugene.or.us



Clear & Objective Housing: Approval Criteria Update

Public Involvement Plan

DRAFT 2018

Clear & Objective Housing: Approval Criteria Update

Public Involvement Plan

Overview

Through the Envision Eugene adoption process, the need to accommodate approximately 15,000 new homes within our urban growth boundary (UGB) over the next 20 years was identified. A diverse mixture of housing types and affordability levels is anticipated as our community's needs will change over this period. A key objective as we accommodate this growth will be to balance the community's values regarding livability, public health and safety, and natural resource protection—as expressed through the Envision Eugene pillars—with the need to mitigate existing barriers to housing development.

Oregon's Statewide Planning Goal 10 (Housing) requires that local governments adopt and apply only clear and objective standards, conditions, and procedures regulating the development of housing. The standards, conditions, and procedures may not discourage needed housing through unreasonable cost or delay.

A number of legal challenges have occurred, through appeals of land use decisions, where applicants asserted that our approval criteria violated the State requirements to be clear and objective, increased cost and uncertainty, or were otherwise difficult to meet on specific sites. Several existing clear and objective housing approval criteria are perceived by some as barriers to providing the housing our community needs. Two approval criteria we previously relied on can no longer be applied after being determined that they were not clear and objective.

Given our need to accommodate growth, the state requirement to provide a clear and objective path to land use approval, and the clear mandate to ensure that future development reflects our community's values; it is a worthwhile exercise to reevaluate and possibly update the City's clear and objective approval criteria to meet these goals. The Eugene City Council directed an update to the City's procedures and approval criteria for housing applications, with a target for bringing proposed updates before them within 1 year of the State's acknowledgement of the baseline UGB—which occurred January 2018.

Goals of the Public Involvement Plan

The purpose of this plan is to guide stakeholder and public involvement in updating the clear and objective approval criteria for housing. The project will include reaching out to identify development barriers, potential legal vulnerabilities, and gaps in our criteria that might hinder achieving our community vision. The Project Management Team is committed to a public engagement process that is:

- ◆ **Meaningful:** We will use the input received to help draft clear and objective land use approval criteria for housing.
- ◆ **Accountable:** We will respond to ideas, critique, comments, and praise.
- ◆ **Inclusive:** We will strive to communicate with all stakeholders, including under-represented groups, in ways that people understand and can relate to.
- ◆ **Transparent:** We will make decisions public and share information in a variety of ways.
- ◆ **Realistic:** We will inform people about the project's constraints, scope, and timeline.
- ◆ **Outcome-oriented:** We will create community-supported clear and objective policies and procedures.

The City of Eugene [Values and Principles for Public Participation](#) will guide the project from start to finish. The **core values for public engagement** include:

- ◆ Careful Planning and Preparation
- ◆ Inclusion and Demographic Diversity
- ◆ Collaboration and Shared Purpose
- ◆ Transparency and Trust
- ◆ Impact and Action
- ◆ Sustained Engagement and Participatory Culture

Public involvement goals specific to this project include, but are not limited to, the following:

- ◆ Identify needed changes or improvements to existing clear and objective criteria
- ◆ Provide early and ongoing opportunities for stakeholders to raise issues and concerns
- ◆ Ensure that stakeholder contributions are considered in drafting new standards and the subsequent decision making process
- ◆ Balance the needs of the development community with the values of the overall community as identified through Envision Eugene
- ◆ Simultaneously streamline the review process while improving the quality of development outcomes (as measured by consistency with community values)

Public Involvement Process

The Clear & Objective Housing: Approval Criteria Update will culminate with a decision from the Eugene City Council, and there will be many opportunities along the way for stakeholders and the public to be involved.

The International Association of Public Participation (IAP2)'s spectrum of public participation, Figure 1, shows varying levels of engagement based on the level of public impact. Based on the moderate level of anticipated impact, the general applicability (vs. area or site-specific), the technical nature of the work, and the timeline given by the City Council, the public and stakeholders will primarily be engaged at the "consult" and "involve" levels. The Eugene Planning Commission, as at-large citizen volunteers appointed by elected representatives, will be engaged at the "collaborate" level to craft a recommendation for the Eugene City Council to consider. As the Eugene City Council is an elected body, the public will collectively be represented at the "empower" level. Throughout the process, we will keep the public informed about the status of the project and the outcomes.

	INCREASING IMPACT ON THE DECISION				
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Figure 1. IAP2's Public Participation Spectrum (source: www.iap2.org)

Decision Making

The decision-making process is described in the Project Charter. In all public communications, it is important to be clear who is making decisions for the project and how public input will be considered and incorporated. Prior to each major decision point, the project team will communicate with stakeholders about:

- ◆ Who will make the decisions
- ◆ How stakeholders can influence decisions
- ◆ When there are opportunities to participate
- ◆ How input will be considered

Project Participation Levels:

Empower: Eugene City Council
(elected to decide)

Collaborate: Eugene Planning Commission
(recommendation)

Involve: Stakeholder Working Groups (selected to advise)

Consult: Stakeholders and Public (welcomed and encouraged to give opinion)

Communications

Throughout the project the Project Management Team will employ a variety of communication strategies to inform the public, key stakeholders, the planning commission and city council. Possible communication methods include:

Interested Parties List: The project manager will create and maintain an interested parties list for the project, including names, addresses, email addresses, phone numbers, and participation information.

Email Updates: The project will communicate periodically with key stakeholders (working groups) about upcoming events and project outcomes.

Newsletters: The project will use existing City E-Newsletters to provide regular project updates and add to the interested parties list, including: Envision Eugene, City Council Newsletter, Neighborly News and others.

Social Media: The project may use existing City accounts on Nextdoor.com, Facebook, Twitter and YouTube to get messages out and advertise engagement opportunities. We will evaluate the effectiveness of different methods and adapt as we proceed.

Stakeholders and Key Concerns

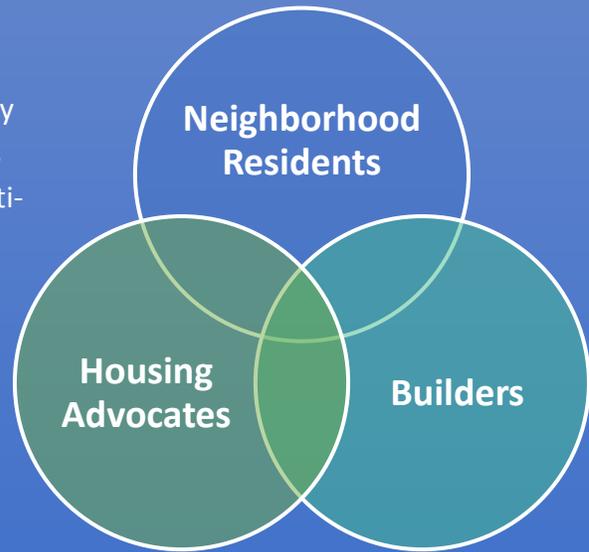
Key stakeholder groups and the general public will be offered multiple opportunities to engage the planning process through varied means, both formal and informal. While the list will evolve over time, the following key stakeholders are identified as having an important role in the proposed update:

Community Stakeholders:

- ◆ Home Builders Association of Lane County
- ◆ Neighborhood associations and residents
- ◆ Housing developers (both single and multi-family)
- ◆ Housing Policy Board
- ◆ Chamber of Commerce
- ◆ 1000 Friends of Oregon
- ◆ Local land use consultants
- ◆ Design professionals (planners, architects, engineers, etc.)
- ◆ Sustainability Commission
- ◆ Subsidized housing providers (St. Vincent DePaul, NEDCO, Homes for Good, Cornerstone, etc.)
- ◆ Tree preservation & natural resource advocates
- ◆ Transportation advocates
- ◆ Eugene Realtors Association
- ◆ WE CAN (Walkable Eugene Citizens Advisory Network)
- ◆ Better Housing Together

Technical Resources

- ◆ Eugene Water & Electric Board (EWEB)
- ◆ City of Eugene Public Works (Engineering, Transportation, Parks, and Maintenance)
- ◆ City of Eugene Community Development
- ◆ Eugene/Springfield Fire/EMS
- ◆ 4J Safe Routes to School



Project Phases

The project will be completed in four phases, with each phase using a variety of public engagement strategies and resulting in a deliverable product.

Phase 1: Survey Issues (March – June)

Phase 1 will involve information gathering. The project manager will conduct listening sessions with stakeholders to introduce the project, gain input on what the existing barriers to housing are in terms of criteria and process, what community values could be addressed better, and find out what diverse interests see as the best and worst outcomes from the project. In addition to the listening sessions, the project will also be announced by an EE Newsletter article and a new webpage on the Planning Division website. The project manager will schedule work session check-ins to review the Draft Charter and Draft Public Involvement Plan with Planning Commission and City Council.

As part of identifying key issues, a land use code audit, performed by an external consultant, will evaluate our existing land use code approval criteria and procedures related to housing. The code audit will help determine the specific range of potential land use code changes. The consultant may also conduct independent stakeholder interviews to get in-depth feedback on problematic code requirements. Finally, Phase 1 will also include a legal survey by the City Attorney's Office. The legal survey will identify what amendments are required in response to changes in State law and recent case law. Along with the code audit and stakeholder feedback, the legal survey will inform the Summary of Key Issues report that will guide Phase 2 work. At the end of this phase, the project manager will provide a memo update, along with a copy of the Summary of Key Issues report, to both Planning Commission and City Council, as well as interested parties. Feedback will be requested on corrections or additions to the key issues identified.

Phase 2: Concepts and Evaluation (June – September)

The Summary of Key Issues report produced during Phase 1 will direct our engagement with key stakeholders in working group meetings during Phase 2. The working groups will involve stakeholders in generating a range of practical ideas for addressing each of the identified key issues. Staff will request representatives from key stakeholder groups to make up the working groups. Subject to availability, the composition of the groups may vary over the course of multiple working group meetings. For each key issue identified in the report, multiple concepts for how to address the issue will be generated, including a review of approaches used in other communities. Each concept will then be evaluated through several lenses, or criteria, such as whether the concept is clear and objective, creates added cost or delay, protects livability, and is consistent with the City's Triple Bottom Line framework. Stakeholder groups and the general public will be invited to comment on draft concepts, suggest additional concepts, and to weigh in on which concepts best address various interests. Through this engagement process, staff will identify the solutions to be included in the Preferred Concepts Report produced at the end of Phase 2.

General updates will be provided using the EE Newsletter, website, and email(s) to Interested Parties. The Planning Commission will be asked to review and refine the draft Preferred Concepts Report. A City Council work session will be scheduled to present the report and request approval to proceed with drafting proposed code amendments will occur at the end of Phase 2.

Phase 3: Draft Code (September – January)

Phase 3 will culminate with proposed land use code language for consideration by Council to proceed with formal adoption. In this phase, the project management team will work with an outside consultant to draft code language consistent with the preferred concepts identified in the Preferred Concepts Report produced

in Phase 2. Working groups will again be consulted upon completion of the first draft of code amendments. Project status updates will be communicated in the EE newsletter, on the website, and through direct email to Interested Parties.

The project manager will bring the proposed land use code changes before the Planning Commission for review, resulting in a preliminary recommendation to the City Council. Depending on the level of input, this may be an iterative process that may require multiple work sessions. Upon Planning Commission's recommendation, staff will proceed to a City Council work session where Council will have an opportunity to act on the Planning Commission recommendation, providing direction on the amendments that will proceed through the formal adoption process.

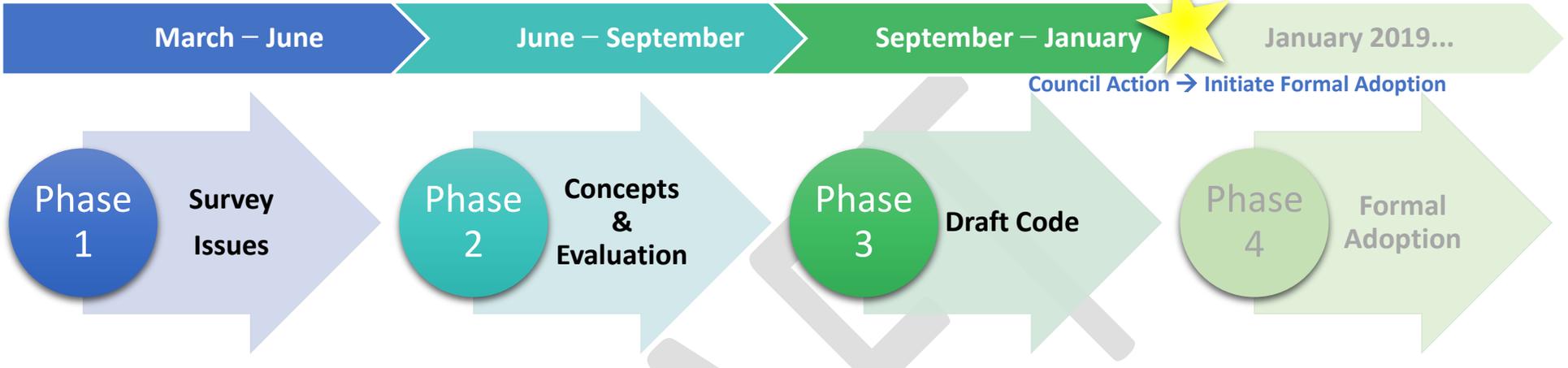
Phase 4: Formal Adoption: (January - Summer 2019)

The final phase of the project will be to bring the proposed land use code changes through the formal adoption process. The formal adoption process for a change to the City's land use code is a Type V (legislative) land use process, which provides for multiple opportunities for public involvement. This process requires notice to the Oregon Department of Land Conservation and Development, mailed notice of the public hearings to interested parties, and placement of a legal ad. We also plan for additional outreach, including webpage updates, EE Newsletter updates and emails to interested parties. As part of the formal adoption process, a public hearing before the Planning Commission will take place, giving an opportunity for interested parties to provide written or spoken testimony. Following the hearing, Planning Commission will provide a final recommendation to the City Council on the proposed code amendments. Next, a public hearing will be held before the City Council, providing for additional opportunities for written or spoken testimony. Following the public hearing, City Council will act on the proposed code amendments.

The diagram on the following page provides an estimated timeline and an overview of the project phases, and the public engagement strategies for each phase.



Clear & Objective Housing Standards Project Timeline



Public Engagement Strategies



End of Phase Products



Coordination with other Projects

The Project Team will coordinate with other projects underway for discussion of meeting coordination, workload overlap, and contact lists. Existing projects identified to date include:

- ◆ River Road Santa Clara Neighborhood Plan
- ◆ Climate and Energy Action Plan Update
- ◆ Comprehensive Plan Phase 2
- ◆ Urban Reserves Planning
- ◆ Growth Monitoring Program Development
- ◆ Cost Analysis of Serving Different Development Patterns/Economic Cartography
- ◆ Moving Ahead

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