

# Jefferson Westside Neighbors

A City-Chartered Neighborhood Association  
[www.jwneugene.org](http://www.jwneugene.org)

November 22, 2013

**Eugene Planning Commission**

RE: Proposal for former Naval Reserve site planning process

Dear Commissioners:

On behalf of the Jefferson Westside Neighbors (JWN) Executive Board and members, I'm pleased to provide you our proposal for planning for future development of the former Naval Reserve site on W. 13th Ave.

We believe the Planning Team and process we've proposed will produce an exceptional outcome that has solid community support and can serve as a positive example of community engagement.

The board would be happy to work with commissioners and staff to improve the plan, and we are ready to begin as soon as possible.

Thank you for your support of our neighborhood community members.

Respectfully,



Stephen Heider, Chair

**Jefferson Westside Neighbors**

[Chair@jwneugene.org](mailto:Chair@jwneugene.org)

CC: Mayor Kitty Piercy  
Ward 1 Councilor George Brown  
Jon Ruiz, City Manager  
Carolyn Burke, Interim Planning Director

## JWN 2014 Planning Team

### Proposed Organization and Operating Procedures

Proposal Approved by the JWN Executive Board on November 19, 2013

#### **I. Purpose**

Develop a specific use plan for the former “Naval Reserve” site which is located within the **Jefferson Westside Neighbors (JWN)** at approximately the 1500 block between W. 13th and 14th Avenues.

#### **II. Goals**

The primary focus of the team is to produce a recommendation for amending the land use designations, policies and zoning applicable to the old “Naval Reserve” site.

In establishing this team, the JWN Executive Board desires a “best outcome” for this site that accomplishes the following objectives:

- A. Results in development that is a positive contribution to the livability and diversity of the JWN.
- B. Demonstrates a “model” process for community-driven planning that furthers neighborhood and Eugene goals.
- C. Models a successful “opportunity siting” process that results in medium- or high-density residential development, based on neighborhood community values.
- D. Supports affordable housing (including subsidized housing) that is attractive to families.

#### **III. Deliverables and action items**

The team’s work is intended to accomplish the following:

- A. Produce a recommendation to the Planning Commission that is strongly supported by a vote of JWN members. The recommendation will comprise the following elements:
  - 1. Proposed amendments to the Jefferson/Far West Refinement Plan to establish appropriate plan designation, policies, goals, objectives and implementation priorities for future use of the site
  - 2. Proposed amendment to the *Metro Plan Diagram* to establish the appropriate plan designation, consistent with the *Jefferson/Far West Refinement Plan*
  - 3. Proposed amendment to the Eugene Zoning Map to establish the appropriate zone that’s consistent with the *Jefferson/Far West Refinement Plan*

- B. Adoption of these plan amendments and zone change by City Council
- C. Initiation of implementation actions consistent with the *Jefferson/Far West Refinement Plan*

## IV. Process context

### A. Oregon Statewide Planning Goal 1: Citizen Involvement

*“To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.”*

**Implementation Element 3. Citizen Influence – To provide the opportunity for citizens to be involved in all phases of the planning process.**

*“Citizens shall have the opportunity to be involved in the phases of the planning process as set forth and defined in the goals and guidelines for Land Use Planning, including Preparation of Plans and Implementation Measures, Plan Content, Plan Adoption, Minor Changes and Major Revisions in the Plan, and Implementation Measures.”*

### B. *Eugene-Springfield Metropolitan Plan: Citizen Involvement Element*

#### **Policy K.3**

*“Improve and maintain local mechanisms that provide the opportunity for residents and property owners in existing residential areas to participate in the implementation of policies in the Metro Plan that may affect the character of those areas.”*

### C. *Jefferson/Far West Refinement Plan*

#### **Land Use Element – General Policies**

- 1.0 Recognize the need for partnerships between different segments of the community involved in or affected by change in the area.
- 4.0 Encourage the involvement of citizens in land use decisions that may affect them.

#### **Neighborhood Commons Element – General Policies**

*“The purpose of the Neighborhood Commons Element is to identify, maintain, and develop the life and landscape of the neighborhood. ...”*

- 1.0 Support “grass roots” planning efforts.
- 5.0 Review land use application and referral processes in an effort to increase citizen participation.
- 15.0 Explore the possibility of Joint City and neighborhood involvement in the development of City-owned public land for uses other than parks.

## **Neighborhood Economic Development Policies**

2.0 Encourage the collaboration of neighborhood and community groups, public agencies and businesses, and public and private lenders and investors in devising specific projects for the physical, social and economic revitalization of the area.

## **Plan Implementation – Plan Evaluation and Update Process**

Periodic review of the plan should be conducted with minor amendments made to reflect the changing needs or aspirations of the community or a better understanding of problems and opportunities. Within five years of adoption of the plan, the City and neighborhood groups will evaluate whether a major update to the plan is necessary.

## **D. Neighborhood Organization Recognition Program (NORP) Policies**

Eugene City Council Resolution No. 3746

Section 3. The following sections one through five, which comprise this Neighborhood Organization Recognition Policy, are adopted as policy statements and are to be used to affirm and govern the relationship between the city and recognized neighborhoods as they participate in the decision-making processes of the city:

### Section 2. Function and Responsibilities of Neighborhood Organizations.

(a) Neighborhood organizations will be advisory to the City Council, Planning Commission, and other city boards, commissions, and officials on matters affecting their neighborhoods. With the assistance of professional staff, subject to their availability, the neighborhood organization may develop neighborhood plans and proposals with respect to land use, zoning, parks, open space and recreation, annexation, housing, community facilities, transportation and traffic, public safety, sanitation, and other activities and public services which affect their neighborhoods.

...

(e) Neighborhood organizations shall continue the planning process by reevaluating the goals, objectives, and recommendations contained within the neighborhood plan.

## **E. Eugene Land Use Code (Chapter 9)**

The recommendations to be produced will be for concurrent applications to be processed under Type V procedures, which require Planning Commission review and recommendation and approval by City Council.

#### **F. International Association for Public Participation (IAP)**

The proposed organization and process falls within the IAP2 “Collaborate” category:

*“To partner in the public in each aspect of decision including the development of alternatives and the identification of the preferred solution.*

### **V. Key activities**

- A. Appoint and organize the Planning Team
- B. Create and distribute a document that provides basic information regarding the process and the site. Provide this document to all households, businesses and organizations in the area bounded by: Chambers Street, W. 18th Ave., Van Buren Street and W. 11th Ave.
- C. Create a website and/or Facebook page with basic information regarding the process and the site, as well as updates from the Planning Team and community events.
- D. Conduct a minimum of two community workshops for JWN members and other interested parties to
  - 1. Become well-informed about relevant aspects of the site, its context, land use policies and regulations and potential uses
  - 2. Propose and consider potential uses, including their benefits, impacts and feasibility
- E. Conduct a printed and on-line survey regarding issues and recommendations.
- F. Mail or hand-deliver notices of all events, the web and/or Facebook site(s), surveys and other resources to all households, businesses and organizations in the area bounded by: Chambers Street, W. 18th Ave., Van Buren Street and W. 11th Ave.
- G. Provide regular progress reports on the development of the recommendations to the JWN Executive Board and members, the Planning Commission and other interested parties.
- H. Regularly review recommendations under consideration with City Planning Division staff.
- I. Solicit information on potential uses from organizations and other parties with relevant experience and/or expertise, and make this information available to the public through the website and/or Facebook.
- J. Organize a presentation and discussion of a tentative draft recommendation at a JWN General Membership meeting. Use the feedback to revise the recommendation, as appropriate.
- K. Organize a presentation and deliberation of a final draft recommendation at a JWN General Membership meeting.

- L. Organize a workshop for City Councilors, Planning Commissioners, staff and other interested parties to present and discuss the recommendations adopted by the JWN.
- M. Provide testimony and support the recommendation through the formal approval process.

## **VI. Process timeline (tentative)**

- A. Planning Team appointed and approved by January 6, 2014.
- B. Basic information and notices distributed and on-line by January 31, 2014
- C. Community workshops February and March 2014
- D. Presentation and discussion of tentative draft recommendation at April 8, 2014 JWN General Membership meeting.
- E. Deliberation and vote on recommendation at May 13, 2014 JWN General Membership meeting.
- F. Submit recommendation to Planning Commission and conduct workshops May and June 2014.
- G. Following the submission of the recommendation, conduct the required Type V process for adoption of the plan amendments and zone change.

## **VII. Organizational structure**

The Planning Team's organization will closely follow the structure and process that was established for the Jefferson/Far West Planning Team that produced the recommendation for the 1983 *Jefferson/Far West Refinement Plan*, which was subsequently adopted by City Council.

- A. The Planning Team positions will comprise:
  - 1. Nine voting members:
    - a) The JWN Chair or, if the Chair declines, another JWN member designated by the JWN Executive Board to serve as the board's representative
    - b) Two JWN residents designated by the JWN Executive Board that live in separate households. For one position, preference shall be given to a resident that lives within the area bounded by: Chambers Street, W. 16th Ave./Fern Ridge Bike Path, Polk Street and W. 12th Ave.
    - c) The Principal of Caesar Chavez Elementary School or her designated representative
    - d) An owner of the Springtree Apartments or a resident of the Springtree Apartments designated by the owners to represent the owners

- e) A representative of the Faith Center designated by the managing board of the Faith Center
- f) A representative, designated by the JWN Executive Board, of a business within the JWN, preferably a business abutting the east side of Chambers Street between Broadway and W. 18th Ave.
- g) A representative, designated by the JWN Executive Board, of an organization involved in development of subsidized housing. Preference shall be given to a resident of the JWN.
- h) A representative, designated by the JWN Executive Board, of an organization involved in senior housing issues. Preference shall be given to a resident of the JWN.
- i) If no person meets the requirements and is willing to serve for positions (c) through (h), the JWN Executive board may, at its discretion, designate a JWN member to occupy the respective position.

2. Non-voting members:

- a) If the Planning Commission so desires, one planning commissioner
- b) If the City Manager so desires, one city employee from either Neighborhood Services, Planning Division or Public Works Department
- c) A professionally-qualified planner, designated by the JWN Executive Board, who has substantial knowledge and experience in urban housing and land use areas

B. With the exception of the positions in VII.A.2.a (Planning Commissioner) and 2.b (city employee), Team Members will be nominated by the JWN Executive Board and approved by the Planning Commission. If the Planning Commission doesn't approve the nomination(s) for a required position, the City Council will be requested to appoint a person to the position. If the City Council does not appoint a person to the position, the position shall remain vacant.

C. One alternate for each position may be appointed and approved by the necessary body(ies) as stated above. Only when a member is absent is the alternate for that position entitled to participate in deliberations and voting.

D. Vacancies will be filled in the same manner as initial appointments. While a vacancy exists, the alternate (if any) will serve in the respective position.

E. If an individual no longer meets the qualifications for the position he or she occupies, the person shall no longer serve unless approved by votes of both the JWN Executive Board and the other voting members of the Planning Team.

F. All decisions on the final recommendations of the planning team shall have the support of at least a majority of the occupied voting positions. (E.g, if all nine positions are occupied, five votes are required to approve a final recommendation.)

G. The Planning Team shall elect a Chair and any other officers as the team chooses. Officers shall serve at the pleasure of the team.

H. Planning Team Meetings

1. The Planning Team will meet at least monthly and at other times decided by the team.
2. Planning Team meetings shall be publicized in advance and open to the public.
3. The Planning Team shall follow the parliamentary procedures in the most recent edition of *Robert's Rules of Order, Newly Revised (RONR)* and may adopt such special rules as are allowed by RONR and that do not conflict with the provisions herein.
4. Summary minutes shall be recorded for all Planning Team meetings and made available to the public in a timely manner.