



Planning Highlights

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Special points of interest:

- Current Planning projects continue to increase.
- UGB Amendment is coming to a close.
- Medford responds to legalization of marijuana.

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Urban Growth Boundary Amendment Project

Every city in Oregon has a boundary line enclosing lands that are eligible for urban development. These urban growth boundaries (UGBs) separate urbanizable land from rural land and are intended to provide a 20-year supply of buildable land to accommodate growth.

Medford is working on an amendment to its UGB to comply with the supply requirement. In order to identify the 20-year demand, the City adopted an updated Economic Element and an up-

dated Housing Element into its *Comprehensive Plan*; these demonstrate the estimated demand for commercial, industrial and for resi-



State of Oregon Certificate, March 1981, stating Medford's Comprehensive Plan and Implementing Ordinances comply with State Statutes and Statewide

dential land over the next two decades. In 2007 the City conducted a Buildable Lands Inventory (BLI), which shows land in the UGB that is vacant and land that is underutilized or ready for redevelopment. Taken together, these studies indicate that Medford does not have a full 20-year land supply.

The General Land Use Plan Map was adopted in December 2014. The expansion of the boundary is currently being considered. More information is available on the [Planning website](#).

Public Hearings

Section 10.161 of the Medford *Land Development Code* regulates the conduct of public hearings before an approving authority.

In 2015, the City of Medford held 74 public hearings.

The Planning Department is responsible for exclusively staffing the Planning Commission (PC), Site Plan and Architectural Commission (SPAC) and Landmarks and

Historic Preservation Commission (LHPC) and presents at City Council meetings as necessary.

Before public hearings can take place, various noticing requirements must first be met. The amount of public notification varies per project. Some long range planning projects that involve notice to both affected and surrounding properties require notice to hundreds of owners. Notification for current planning projects can vary from less than twenty to several hundred.

APPROVING AUTHORITY	PUBLIC MEETINGS IN 2015
City Council	23
PC	22
SPAC	17
LHPC	12
TOTAL	74

Mind your Bees and Hues!



Bee friendly!
Plant bee attracting
vegetation.

In May 2015, the Mayor broke the tie vote approving beekeeping in the City limits of Medford. The topic of beekeeping was raised on two separate occasions by residents of Medford wanting to keep bees. A formal request was submitted by resident Jesse Bortens to have the Medford code amended to allow for the use. After a study session with the Planning Commission to initiate the amendment, staff

began researching and drafting the language to allow for beekeeping. The new law permits beekeeping in the single family residential, commercial, and industrial zoning districts. A maximum of three hives are allowed on property less than one acre in size and up to six hives for properties between one and two acres. The new provisions outline the responsibilities of the beekeeper. Citizens keeping

bees are required to register with the City of Medford through a no cost registration form. Planning staff is working on an on-line map that will identify the location of bee hives throughout the city. During October National Planning month, staff attended the Thursday Growers Market at the Medford Armory informing the public about the City's new bee-friendly amendment.

Greyhound Portal Ceremony



On June 27, 2015, a new interpretative sign was unveiled on the Greyhound Portal located in Pear Blossom Park. The Pacific Greyhound Bus Depot operated for over 60 years at the corner of Fifth and Bartlett Streets serving Rogue Valley travelers and others. Today, the main entrance to the building still remains as a reminder of the City's transportation history. Mayor Wheeler and

George Kramer were honored speakers at the ceremony providing some insights into the importance of the Portal. George Reed, a long time employee of Greyhound and dressed in uniform, was also in attendance to celebrate the unveiling. The City's Landmarks and Historic Preservation Commission formally recognized the structure for excellence in historic preservation at their

annual award ceremony in May. The new sign explains the history of the structure, includes photographs of the former building, and honors its significance.



Southern Oregon Planners

On September 16 and 17, 2015, The Department of Land Conservation and Development (DLCD), the Oregon Chapter of the American Planning Association (OAPA), the Oregon City Planning Director's Association (OCPDA), and the Asso-

ciation of Oregon County Planning Directors (AOCPD) partnered with local city and county planning departments for a networking and training meeting.



October National Planning Month



On October 8, 2015, Medford Planning staff set up a booth at the Thursday Farmers' Market at the Medford Armory. They provided an opportunity for citizens to express their thoughts and aspirations for the community by completing the following phrase, "Downtown Medford should...".

Below are ideas and thoughts from citizens on what should be downtown:

- Grocery store
- Recreation center with pool
- Better signage
- More housing options
- Crosswalks
- Green bike lanes & additional lanes
- Angled parking
- Clean up Bear Creek
- More pedestrian friendly



Marijuana in Medford

Effective December 1, 2015 – Commercial and Industrial Zones: Production (growing), processing, wholesaling, laboratory testing and medical marijuana dispensaries are permitted in specific commercial and industrial zones. Retail sales are not permitted. Retail sales will be brought to the voters in November 2016.

Special Use Regulations

There are special use regulations for marijuana related businesses in Medford Land Development Code Section 10.839. Briefly:

- All operations must be conducted indoors.
- No offensive odors may emanate from a structure or property.
- Lighting must be controlled so that it does not travel beyond the property line.
- Hazardous fence and wall provisions in Medford Municipal Code Section 9.560 apply.
- Marijuana items may not be displayed in a manner externally visible to the public.
- State licenses are required and the business must comply with the applicable state laws and regulations.

- Processors using high-heat extraction methods are allowed only in the I-G and I-H zoning districts.

Relevant Municipal Code sections:

- 5.650–5.654 Nuisance Regulations
- 8.001–8.900 Business Licenses
- 9.560 Hazardous Fencing
- 10.012 Definitions
- 10.337 Commercial/Industrial Uses
- 10.839 Marijuana Special Use Regulations

Recreational - OLCC Website:

<http://www.oregon.gov/olcc/marijuana>

Medical - OHA Website:

<http://public.health.oregon.gov>

Current Planning

Our Mission:

Working with the community to shape a vibrant and exceptional city.

The Current Planning Division of the Planning Department is responsible for all Class “C” appli-

cations. Class “C” are quasi-judicial actions decided by Planning Commission, Site Plan and Architectural Commission, or the Landmarks and Historic Preservation Commission. These quasi-judicial actions may be appealed to the City Council. All Class “C” applications are required to receive final action within 120 days from the date the application is deemed complete. The decisions of Planning Commission, Site Plan and Architectural Commission, or

the Landmarks and Historic Preservation Commission are based upon applicable criteria, staff analysis, comments from the referral agencies, public testimony, and any other evidence that may be provided. The 120 days may be extended at the request of the applicant, but in no case may the total extensions exceed 245 days. See table below for types of Class “C” applications and totals processed in 2014 and 2015.

Statistics

CLASS “C” APPLICATIONS	APPLICATIONS SUBMITTED IN 2014 & 2015		City of Medford Building Permits Issued (Units)			
	Year	Single Family Houses	Multifamily Units	Total		
Zone Changes	5	13				
Preliminary Planned Unit Developments	3	2 (revisions)	2005	569	250	819
Conditional Use Permits	5	9	2006	394	196	590
Exceptions	8	15	2007	282	166	448
Site Plan and Architectural Review	19	26	2008	115	82	197
Land Divisions, Tentative Plats: Partitions	11	5	2009	125	0	125
Subdivisions	13	14	2010	102	79	181
Historic Review	17	23	2011	93	140	233
TOTAL	81	105	2012	141	119	260
			2013	262	116	378
			2014	239	111	350
			2015	241	138	379
			10-year Total	2563	1397	3960

Citizen Involvement & The Medford Land Use Process

The City of Medford *Land Development Code* establishes the process by which land-use applications comply with the [Citizen Involvement Program](#). These steps include the following: posting of signs on all properties with a current land-use proposal; availability to the public of submitted proposals; notice to all property owners within 200-feet of any proposed land-use application, or a minimum of 75 properties for Planned Unit Developments (PUD); neighborhood meetings prior to submittal of a land use application (for PUDs); except for LHPC, broadcast of public hearings on local television; the recording of minutes of each public meeting; and mailing decision letters to all citizens and affected parties who testified orally or in writing to a proposed land-use application, including an explanation of their appeal rights.

Long-Range Planning

The City of Medford adopted the following Comprehensive Plan Amendments and Code Amendments in 2015: Other public involvement projects include:

1.Planning staff held two open houses regarding the Wetland Inventory Project in the Urban Reserve. 2. Unveiling of the Greyhound Portal Sign (see pg 2.) 3.

Staffed a booth at the Farmer’s Market during Community Planning Month (October) and installed a display at the library to bring awareness to the Planning profession (see pg. 3) 4. Several staff participated as speakers or panelist in different community workshops and trainings including the Planners Network Meeting, AARP Livability Forum, Designing Active & Healthy Communities, Oregon Land Use Law Seminar.

PROJECT	DATE ADOPTED
Plan Authorization Amendments	March 19, 2015
Beekeeping	May 7, 2015
Spring Cleaning Amendments	July 2, 2015
Portable Storage Containers	September 3, 2015
Marijuana related businesses	October 1, 2015
Housekeeping Amendments	December 17, 2015

*The City of Medford’s Vision:
We envision Medford as an outstanding community – a vibrant place for people to live, work, and play.*

.....more Statistics

The Comprehensive Planning Division of the Planning Department is responsible for all Class “A” and Class “B” land use actions. Class “A” proposals are legislative. Class “B” applications are quasi-judicial actions. The PC provides a recommendation to the City Council who then makes the final decision. The Council decision is based upon applicable criteria of the Comprehensive Plan and Land Development Code, compliance with the Statewide Planning Goals and Guidelines, staff analysis, comments from the referral agencies, public testimony, and any other evidence that may be provided.

CLASS “A” APPLICATIONS	APPLICATIONS ADOPTED IN 2014 & 2015	
Major Comprehensive Plan Amendments	3	0
Major Zoning Map Amendments	0	1
Code Amendments	8	4
TOTAL	11	5

CLASS “B” APPLICATIONS	APPLICATIONS APPROVED IN 2014 & 2015	
GLUP Map Amendments	2	2
Annexations	0	1
Street Vacations	2	3
Transportation Facilities	1	1
TOTAL	5	7

Promotions, Retirements, New Hires



**Retirement—Cheryl Adams
Office Administrator**



**New— Liz Conner
Planner I**



**Tracy Carter
Planner II**



**Jennifer Jones
Planner III**



**Desmond McGeough
Planner III**



**Carla Paladino
Planner IV**



**John Adam
Principal Planner**



**New—Donna Holtz
Office Administrator**



Medford Planning Dept.

2016 public meetings calendar

January						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Day	2
3	4	5 LHPC	6	7 CC	8	9
10	11 BPAC/PCSS	12	13	14 PC	15 SPAC	16
17	18 MLK	19	20	21 CC	22	23
24	25 PCSS	26	27 JTS	28 PC	29	30

February						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 LHPC	3	4 CC	5 SPAC	6
7	8 BPAC / PCSS	9	10	11 PC	12	13
14	15 Presidents Day	16	17	18 CC	19 SPAC	20
21	22 PCSS	23	24	25 PC	26	27
28	29					

March						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 LHPC	2	3 CC	4 SPAC	5
6	7	8	9	10 PC	11	12
13	14 BPAC/PCSS	15	16	17 CC	18 SPAC	19
20	21	22	23	24 PC	25	26
27	28 PCSS	29	30	31		

April						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 SPAC	2
3	4	5 LHPC	6	7 CC	8	9
10	11 BPAC/PCSS	12	13	14 PC	15 SPAC	16
17	18	19	20	21 CC	22	23
24	25 PCSS	26	27 JTS	28 PC	29	30

May						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 LHPC	4	5 CC	6 SPAC	7
8	9 BPAC/PCSS	10	11	12 PC	13	14
15	16	17	18	19 CC	20 SPAC	21
22	23 PCSS	24	25	26 PC	27	28
29	30 Memorial Day	31				

June						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 CC	3 SPAC	4
5	6	7 LHPC	8	9 PC	10	11
12	13 BPAC/PCSS	14	15	16 CC	17 SPAC	18
19	20	21	22	23 PC	24	25
26	27 PCSS	28	29	30		

July						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 SPAC	2
3	4 Independence Day	5 LHPC	6	7 CC	8	9
10	11 BPAC/PCSS	12	13	14 PC	15 SPAC	16
17	18	19	20	21 CC	22	23
24	25 PCSS	26	27 JTS	28 PC	29	30

August						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 LHPC	3	4 CC	5 SPAC	6
7	8 BPAC / PCSS	9	10	11 PC	12	13
14	15	16	17	18 CC	19 SPAC	20
21	22 PCSS	23	24	25 PC	26	27
28	29	30	31			

September						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 CC	2 SPAC	3
4	5 Labor Day	6 LHPC	7	8 PC	9	10
11	12 BPAC/PCSS	13	14	15 CC	16 SPAC	17
18	19	20	21	22 PC	23	24
25	26 PCSS	27	28	29	30	

October						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 LHPC	5	6 CC	7 SPAC	8
9	10 BPAC/PCSS	11	12	13 PC	14	15
16	17	18	19	20 CC	21 SPAC	22
23	24 PCSS	25	26 JTS	27 PC	28	29
30	31					

November						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 LHPC	2	3 CC	4 SPAC	5
6	7	8	9	10 PC	11	12
13	14 BPAC/PCSS	15	16	17 CC	18 SPAC	19
20	21	22	23	24 Thanksgiving	25	26
27	28 PCSS	29	30			

December						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 CC	2 SPAC	3
4	5	6 LHPC	7	8 PC	9	10
11	12 BPAC/PCSS	13	14	15 CC	16 SPAC	17
18	19	20	21	22 PC	23	24
25 Christmas	26 Holiday	27	28	29	30	31

- Key
- BPAC Bicycle/Pedestrian Advisory Committee
 - CC City Council
 - JTS Joint Transportation Subcommittee
 - LHPC Landmarks and Historic Preservation Commission
 - PC Planning Commission
 - PCSS "PCSS" indicates a study session
 - SPAC Site Plan and Architectural Commission
 - Holiday City holiday



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