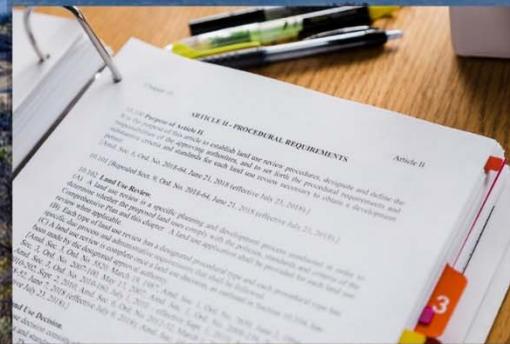




Planning Department Biennial Budget 2019/21



Eighteen staff members comprise the Planning Department, with three key areas of responsibility:

- Long Range (Comprehensive) Planning
- Current Planning
- Housing and Community Development

Working together, these divisions implement the City's Comprehensive Plan and Land Development Code, administer its Community Development Block Grant program, and manage a range of housing initiatives.

Long Range, or Comprehensive, Planning manages the production and implementation of the City's Comprehensive Plan and other long range plans including the City's Transportation System Plan and Housing Element. Long Range Planning is also primarily responsible for developing implementation policy for these plans (for example, Medford's Land Development Code). The division also has a GIS Coordinator, who provides geographic information analysis, cartographic production and data maintenance service to the Department and other internal and external customers (including other City departments).



Current Planning is responsible for processing land use permits such as site plan review, land divisions, planned unit developments, conditional use permits, historic preservation, sign permits, etc. Current planners also provide guidance to the general public on land use-related issues.

The Housing and Community Development Division was added to the department during FY17-19. This division administers the City's Community Development Block Grant (CDBG) program, Neighborhood Stabilization Program (NSP) and Construction Excise Tax (CET) program. The division oversees affordable housing initiatives and supports developers and nonprofit agencies primarily serving low- and moderate-income residents.

In addition to these functions, the Department's multidisciplinary staff also collaborate with the Medford Urban Renewal Agency on redevelopment and economic development initiatives. The Department also manages the City's floodplain program, processing floodplain permits and maintaining the City's Community Rating System status.

Planning Department staff also procure and administer a wide range of grants including ODOT Transportation and Growth Management (TGM), DLCD Technical Assistance (TA), and Certified Local Government (CLG).

The department provides staff support to:

- The Planning Commission
- Site Plan and Architecture Commission
- Landmarks and Historic Preservation Commission
- Bicycle and Pedestrian Advisory Committee
- Housing Advisory Commission
- Community Development Grants Commission
- City Council
- Continuum of Care

Planning staff also are available at the Development Services front counter from 8:00 a.m. to 5:00 p.m., Monday through Friday, to assist in the permit process and accept land use applications.

ACCOMPLISHMENTS

A. Land Development Applications Submitted

Application Type	Number Received
• Site Plan and Architectural Review	37
• Conditional Use Permit	14
• Exception	15
• Comprehensive Plan Amendment	10
• Land Development Code Amendment	22
• Historic Review	34
• Partition	20
• Subdivision	21
• Pre-Application Conference	79
• Property Line Adjustment	44
• Planned Unit Development	10
• Transportation Facility Proposal Review	2
• Zone Change	32
• General Land Use Plan Map Amendment	4
• General File	18
• Street Name Change	1
• Street Vacation	5
• Annexation	2
Total Land Development Applications	370

B. Average Land Use Application Processing Times

Year	Number of Applications*	Days to Deem Complete from Submittal	Days Submittal to Hearing	Days Complete to Hearing	Days Complete to Final Order	Total Processing Time
2014	129	28.14	70.33	40.13	58.15	87.15
2015	169	32.92	74.31	41.00	60.13	93.37
2016	155	32.81	74.83	42.01	62.33	95.49
2017	167	33.44	76.62	43.18	72.89	106.74
2018	181	19.33	66.77	47.44	61.46	79.42

* Combined current and long range planning permits & projects

C. Building & Sign Permits Reviewed

Permit Type	Number Reviewed
• Commercial Permits	901
• Residential Building Permits	599
• Sign Permits	427
Total Permits Reviewed	1,927

D. Customers Assisted

Contact Type	Total
• Dedicated staff time at front counter assisting customers (in hours)	4,316
• Express permits issued	358

E. Meetings Staffed by Planning Department

Committees and Commissions	Type of Meeting	Number of Meetings
• Planning Commission	Public Hearing	44
• Planning Commission	Study Session	25
• Site Plan and Architectural Commission	Public Hearing	38
• Site Plan and Architectural Commission	Study Session	3
• Landmarks and Historic Preservation Commission	Public Hearing	18
• Landmarks and Historic Preservation Commission	Study Session	2
• Land Development Committee	Review Process	93
• Bicycle and Pedestrian Advisory Committee	Public Meeting	18
• Joint Transportation Subcommittee	Public Meeting	15
• Housing and Community Development Commission	Public Meeting	24
• Housing and Community Development Commission	Study Session	4
• Community Development Grants Commission	Public Meeting	3
Total Meetings		287

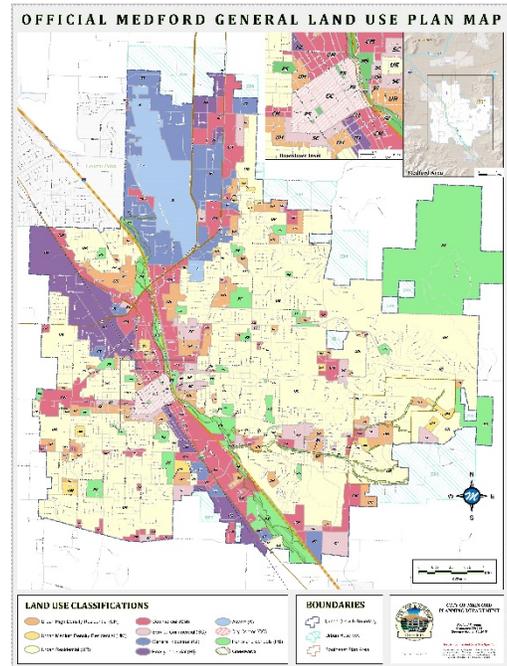
F. Major Comprehensive Plan Amendments

- Urban Growth Boundary Amendment approved by Jackson County and the State of Oregon
- Completed a re-organization of Article II in Chapter 10 of the Medford Municipal Code
- Incorporated the Natural Hazards Mitigation Plan into the Comprehensive Plan
- Adopted an Urbanization Planning process for lands within the new UGB
- Adopted a new Transportation System Plan 2018-2038
 - Hosted 9 open houses
 - Conducted 5 public surveys; analyzed and incorporated results
- Incorporated the 2016 Urban Reserve Local Wetland Inventory into the Comprehensive Plan



G. Land Development Code Amendments Adopted

- Established a new Public Parks (P-1) zoning district
- Adopted a number of Municipal Code Amendments related to:
 - Chickens
 - Parks Development Review
 - Partitions as a Director’s Decision
 - Wireless Small Cell Facilities
 - Temporary Multi-Family Residential Design standards
 - Modifications to the Accessory Dwelling Unit standards
 - Housing and Housekeeping Amendments
 - Temporary Shelters
 - Marijuana Residential Grows
 - Landmarks and Historic Preservation Commission quorum and membership adjustments
 - Land use permit procedures and processes (Article II)
 - Interim multifamily design standards



H. General Land Use Plan (GLUP) Amendments

- The City approved the following GLUP amendments:
 - 7.36 acres from General Industrial to Commercial
 - 2.35 acres from Urban High Density to Service Commercial
 - 26.96 acres from various designations to Parks and Schools

I. Floodplain

- The Planning Department assumed administration of floodplain permitting and the Community Rating System (CRS) from the Building Department; successfully maintained the City's Class 6 rating with the CRS program

J. Historic Preservation

- A 160 sq. ft. addition to the building at 101 S. Riverside Avenue (formerly Goodyear Tavern)
- Substantial modifications to the existing building and site at 275 E. Fifth Street (for new Lithia Motors offices)
- A new bed and breakfast within the Geneva-Minnesota Residential Historic District
- New fencing and site improvements at the C.E. "Pop" Gates house on Queen Anne Ave.
- Multiple commercial signs including, but not limited to, Howiee's on Front, Thirteen Design, The Rogue Grape, Lady Geneva B&B, Collier Creative Center, and Hornecker Cowling, LLP.



K. Transportation Facility Approvals (Street Improvement Projects)

- Springbrook Transportation Facility project & Belknap R-O-W vacation approved
- Foothill Transportation Facility project
- Lozier Lane project completed

L. Housing & Community Development

- Established a Housing Advisory Commission (HAC)
- Established a Community Development Grants Commission (CDGC)
- Implemented a Construction Excise Tax program
- Implemented a System Development Charge Deferral program
- Completed two substantial amendments to the 2017/18 Action Plan
- Completed 13 environmental reviews for HUD-assisted projects in compliance with the National Environmental Policy Act (NEPA)
- Assisted with the reorganization of the regional Continuum of Care (CoC)
- Organized a department employee volunteer project with Habitat for Humanity
- Conducted a public meeting on Rent Burden – HB 4006
- Facilitated acquisition of three foreclosed homes to rehabilitate for new homeowners
- Provided CDBG financial resources and/or technical assistance to:
 - Rehabilitate one (1) rental and 35 homeowner housing units
 - Maintain or secure housing for 76 residents through rental assistance
 - Modernize an 86-unit affordable housing complex
 - Develop or improve public infrastructure, facilities, or parks and open space for 6,692 persons or households

- Address 11 blighted homes through code enforcement or demolition
- Help 2,729 low- and moderate-income residents become self-sustaining through public services
- Acquire property for the redevelopment of three new townhouse-style homeowner units
- Acquire property to renovate a building for vocational training and transitional housing
- Complete a study on housing strategies

M. Partnered With and Participated In

- Organized and participated in the PARKing Day event downtown 2018
- Participated in Parks and Recreation Department's RecFest 2017 & 2018
- Partnered with the Bicycle/Pedestrian Advisory Commission and Public Works to purchase and install eight (8) bike racks downtown and a bike fix-it station in Hawthorne Park
- Partnered with RVTD and hosted two (2) bike breakfasts during *Bike to Work Week*
- Participated in the Neighborhood Livability Partnership (NLP) to develop solutions for chronic nuisance properties and blighted houses
- Participated on the inter-departmental team to administer the Receivership Program
- Collaborated with the Housing Authority of Jackson County to reduce environmental review barriers to the development of housing

N. Grants

- Awarded a \$40,000 Technical Assistance (TA) Grant to review regulatory and economic incentive programs related to housing
- Awarded a \$100,000 Transportation and Growth Management (TGM) grant for a neighborhood plan for Liberty Park
- Secured \$21,000 EPA funding for Phase I and II ESA for potential downtown redevelopment site
- Administered \$1,351,663 in CDBG entitlement funds to carry-out the City's 2015-19 Consolidated Plan
- Secured \$720,000 in state pass-through NSP funds to acquire and rehabilitate three foreclosed homes

O. Notable Development Projects

- Stewart Meadows residential development
- Housing Authority of Jackson County Newbridge Place development



- Cultivated a multi-sector community partnership with Hayden Homes, four City departments, four nonprofits and 20 private businesses to rebuild a veteran's condemned home



- Public-private partnership with PeopleFirst Properties, ACCESS and First Presbyterian Church to rehabilitate one blighted property for permanent supportive rental housing for individuals recovering from addiction

P. Miscellaneous Items

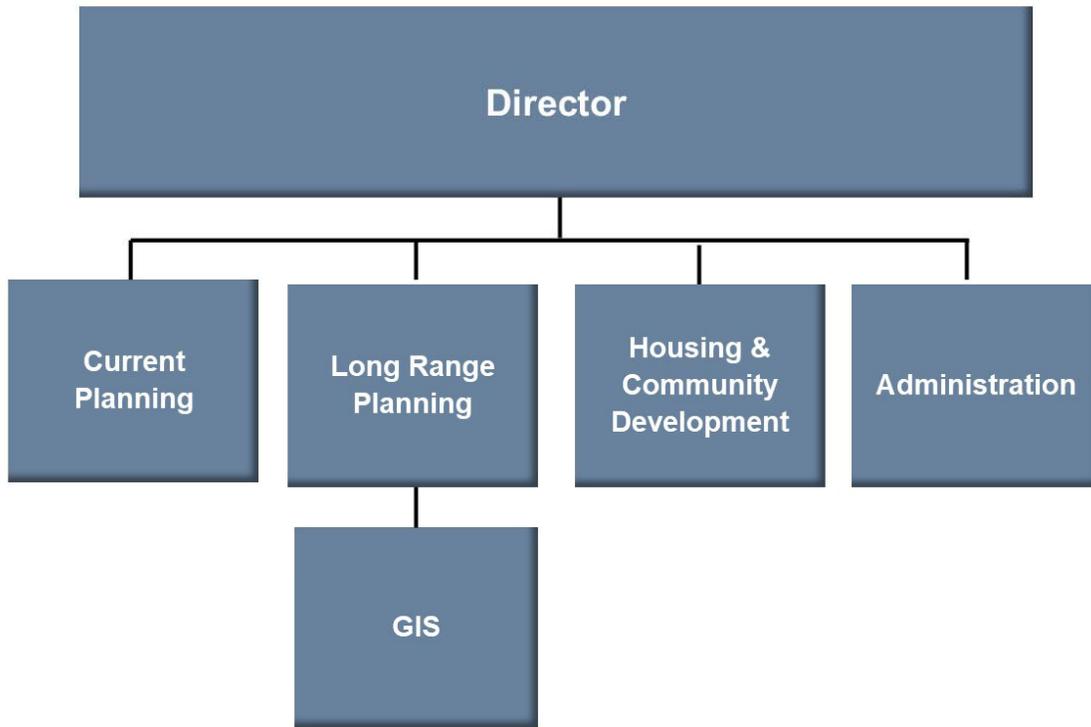
- The City received approval from the Department of State Lands for our Local Wetland Inventory in the Urban Reserve
- Continued public outreach efforts including celebrating National Planning Month by staffing a booth at the PARKing Day event, setting up display at the downtown library, and presence at various community events

FUND DESCRIPTIONS

- 100 – General Fund
- 731 – CDBG – The overall goal of the Community Development Block Grant (CDBG) program is to develop viable urban communities through allocation of financial resources and technical assistance to build suitable living environments, provide decent housing, and expand economic opportunities.

ORGANIZATION

**PLANNING DEPARTMENT
ORGANIZATION CHART**



Position Listing

Position	13-15 Biennium Actual	15-17 Biennium Actual	17-19 Adjusted Budget	19-20 City Mgr Proposed	20-21 City Mgr Proposed	19-21 City Mgr Proposed
Planning Director	1	1	1	1	1	1
Assistant Planning Director	1	1	1	1	1	1
Principal Planner	1	2	2	2	2	2
Planner I	1	1	2	2	2	2
Planner II	5	4	2	2	2	2
Planner III	1	1	3	3	3	3
Planner IV	2	2	1	1	1	1
Grant Support Technician	-	-	1	1	1	1
GIS Coordinator	-	1	1	1	1	1
Office Administrator	1	1	1	1	1	1
Administrative Support Technician	3	3	3	3	3	3
Senior Planner	1	-	-	-	-	-
Deputy City Manager	1	-	-	-	-	-

OBJECTIVES AND PERFORMANCE MEASURES

Planning

The Planning Department is a dynamic team working with the community to shape a vibrant and exceptional city. The department is responsible for the review and issuance of land use permits, preparation and implementation of long range plans for the City, administering Community Development Block Grant program, and overseeing affordable housing initiatives.

Key Objectives

- Objective #1: Cultivate the depth and breadth of our skills and professional talent
- Objective #2: Improve the level of service to the communities we serve
- Objective #3: Maintain long range plans that achieve excellence in the design and experience of the built environment; protect and responsibly manage natural resources and systems for generations to come; ensure a high quality of life for the residents of Medford; and welcome new people, businesses and ideas
- Objective #4: Continually improve the built environment
- Objective #5: Foster a productive work environment that encourages balance between life and work and encourages collegial, interpersonal relationships
- Objective #6: Improve the quality and availability of decent, affordable housing for households of all income levels

Performance Measures

	Target 2019-20	Target 2020-21
#1 – AICP Certification for eligible staff	6 (total)	9 (total)
#1 – Participate in conferences and distance learning	1/conference/yr 1 DL/quarter	1/conference/yr 1 DL/quarter
#2 Reduce permit processing time		5%
#2 5-8-5 counter service	5-8-5	5-8-5
#3 Neighborhood plan		min. 1 completed
#3 Long plans implementation report		completed
#3 Consolidated Plan update	completed	
#4 – Maintain CRS 6 Designation		

	Target 2019-20	Target 2020-21
#4 – Evaluate and develop plan to update Land Development Code		completed
#4 – Conduct focused parking study	completed	
#5 – Retain senior management staff	100% retention	100% retention
#5 – Reduce turnover of staff planners to regularly expected intervals of 1 every 4 years		
#6 – Implement HSIP recommendations		completed
#6 – Successfully complete affordable housing RFP	1	1

Equipment Purchases (Capital Outlay)

- None.

Capital Improvement Projects

- None.

BUDGET SUMMARY – PLANNING

PLANNING (18)

DEPARTMENT-WIDE - GENERAL FUND (100)

	13-15	15-17	17-19	19-21	19-21	19-21
	BIENNIUM	BIENNIUM	ADJUSTED	CITY MGR	BUD COMM	COUNCIL
EXPENSE DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES	3,337,612	3,149,367	3,727,000	3,973,580	3,973,580	3,973,580
MATERIALS & SERVICES	388,498	279,933	507,910	419,400	419,400	419,400
CAPITAL OUTLAY	-	-	-	-	-	-
CAPITAL IMPROVEMENT	-	-	-	-	-	-
Grand Total	\$ 3,726,109	\$ 3,429,300	\$ 4,234,910	\$ 4,392,980	\$ 4,392,980	\$ 4,392,980

COMMUNITY PROMOTIONS (61)

DEPARTMENT-WIDE - ALL FUNDS

EXPENSE DESCRIPTION	13-15	15-17	17-19	19-21	19-21	19-21
	BIENNIUM ACTUAL	BIENNIUM ACTUAL	ADJUSTED BUDGET	CITY MGR PROPOSED	BUD COMM APPROVED	COUNCIL ADOPTED
PERSONNEL SERVICES	118,094	129,658	187,330	258,490	258,490	258,490
MATERIALS & SERVICES	3,523,334	3,265,898	5,675,930	4,431,700	4,533,550	4,533,550
CAPITAL OUTLAY	-	-	-	-	-	-
CAPITAL IMPROVEMENT	-	-	-	-	-	-
Grand Total	\$ 3,641,428	\$ 3,395,556	\$ 5,863,260	\$ 4,690,190	\$ 4,792,040	\$ 4,792,040

GENERAL FUND (100)

EXPENSE DESCRIPTION	13-15	15-17	17-19	19-21	19-21	19-21
	BIENNIUM ACTUAL	BIENNIUM ACTUAL	ADJUSTED BUDGET	CITY MGR PROPOSED	BUD COMM APPROVED	COUNCIL ADOPTED
PERSONNEL SERVICES	-	-	-	-	-	-
MATERIALS & SERVICES	541,903	605,778	1,341,160	672,200	774,050	774,050
CAPITAL OUTLAY	-	-	-	-	-	-
CAPITAL IMPROVEMENT	-	-	-	-	-	-
Grand Total	\$ 541,903	\$ 605,778	\$ 1,341,160	\$ 672,200	\$ 774,050	\$ 774,050

COMMUNITY PROMOTION FUND (730)

EXPENSE DESCRIPTION	13-15	15-17	17-19	19-21	19-21	19-21
	BIENNIUM ACTUAL	BIENNIUM ACTUAL	ADJUSTED BUDGET	CITY MGR PROPOSED	BUD COMM APPROVED	COUNCIL ADOPTED
PERSONNEL SERVICES	-	-	-	-	-	-
MATERIALS & SERVICES	1,560,777	1,922,565	2,213,000	2,224,500	2,224,500	2,224,500
CAPITAL OUTLAY	-	-	-	-	-	-
CAPITAL IMPROVEMENT	-	-	-	-	-	-
Grand Total	\$ 1,560,777	\$ 1,922,565	\$ 2,213,000	\$ 2,224,500	\$ 2,224,500	\$ 2,224,500

CDBG FUND (731)

EXPENSE DESCRIPTION	13-15	15-17	17-19	19-21	19-21	19-21
	BIENNIUM ACTUAL	BIENNIUM ACTUAL	ADJUSTED BUDGET	CITY MGR PROPOSED	BUD COMM APPROVED	COUNCIL ADOPTED
PERSONNEL SERVICES	118,094	129,658	187,330	258,490	258,490	258,490
MATERIALS & SERVICES	1,420,654	737,555	2,121,770	1,535,000	1,535,000	1,535,000
CAPITAL OUTLAY	-	-	-	-	-	-
CAPITAL IMPROVEMENT	-	-	-	-	-	-
Grand Total	\$ 1,538,748	\$ 867,213	\$ 2,309,100	\$ 1,793,490	\$ 1,793,490	\$ 1,793,490