



City of Medford

# Planning Department

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

## MEMORANDUM

Subject Citizen Involvement Program Year End Report 2017  
To Matt Brinkley CFM AICP, Planning Director  
From Carla Angeli Paladino CFM, Principal Planner  
Date March 26, 2018

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Please find attached the Citizen Involvement Program Year End Report for 2017.

The Citizen Involvement Committee (which is the members of the Planning Commission) reviewed the report on Monday, March 19, 2018, during a Planning Commission study session. No changes were suggested during the meeting.

The report highlights the history of citizen involvement in the City of Medford and how the public process relates to land use decisions. An overview of the various citizen appointed review bodies such as the Site Plan and Architectural Commission and the Landmarks and Historic Preservation Commission and their roles and responsibilities are described in the document. A range of different statistics are presented including the number of Class A, B, C, and D applications reviewed, the number of public meetings held, and the number of residential housing units built.

The report is ready for distribution to the Planning Commission and City Council.

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# City of Medford Citizen Involvement Program Year-end Report 2017

Planning Department  
March 2018

*Working with the community to shape a vibrant and exceptional City*



City of Medford

# Planning Department

Working with the community to shape a vibrant and exceptional city

## CITIZEN INVOLVEMENT PROGRAM YEAR END REPORT 2017

March 2018

### CITY OF MEDFORD VISION STATEMENT

We envision Medford as an outstanding community – a fantastic place to live, work, and play.

### PLANNING DEPARTMENT MISSION STATEMENT

We are a dynamic team working with the community to shape a vibrant and exceptional city.

### HISTORY

Citizen involvement is a long standing tradition in Medford. The first citizens' land use committee was formed in October 1974. This committee was formed by resolution of the City Council. The purpose of the committee was to evaluate the data gathered by the Planning Commission and City Council to

form the *Comprehensive Plan*. The citizens' committee evaluated this data and formulated goals, policies, and a plan map for the *Comprehensive Plan*, which was later

adopted on October 16, 1975. This is also the date the Medford Citizens' Committee was appointed by

City Council. Membership on this citizens' committee included 25 citizens representing virtually all occupational, social, and economic groups of the region. After the adoption of the *Comprehensive Plan* Goals, Policies and Plan Map, the citizens' committee established itself into an organizational format. The Citizens' Planning Advisory Committee (CPAC) was then established and served the community for over 35 years. The CPAC was dissolved in 2014.



### PURPOSE

As required by the *Oregon Statewide Planning Goal 1*, the City of Medford is required to have a Committee for Citizen Involvement (CCI). Medford's CCI is the Planning Commission.

The Planning Commission is required to ensure implementation of the citizen involvement program in conformance with all applicable laws and regulations and to continually evaluate the success of the program. The PC is responsible for preparing a formal evaluation of the citizen involvement program at least once a year for transmittal to City Council. Suggestions are encouraged to alleviate any problem areas.

### STATEWIDE PLANNING GOAL 1

Statewide Planning Goal 1 states, "To develop a citizen involvement program that insures the opportunity for all citizens to be involved in all phases of the planning process." Goal 1 requires that cities clearly define procedures by which the general public can be involved in the on-going land use planning process and incorporate the following components:



- (1) Widespread citizen involvement;
- (2) To assure effective two-way communication with citizens;
- (3) Citizen influence to provide the opportunity for citizens to be involved in all phases of the planning process;

- (4) To assure that technical information is available in an understandable form;
- (5) Feedback mechanisms to assure that citizens will receive a response from policy-makers; and
- (6) Financial support to insure funding for the citizen involvement program.

*(1) CITIZEN INVOLVEMENT*



As noted, the CCI for the City of Medford is the Planning Commission. The Planning Commission broadly represents the geographic areas and interests of Medford as related to land use and land-use decisions. This Commission is composed of members appointed by the City Council in an open, well-publicized, public process. The Planning Commission has the ultimate responsibility of assisting with the development, implementation, and evaluation of the program that promotes and enhances citizen involvement in land-use planning.

*(2) COMMUNICATION*

The City of Medford has established mechanisms to provide for effective communication between citizens and elected and



appointed officials. The various methods used in the land use planning process include: public hearing notices, on-site signs, public hearings, mailings, posters, questionnaires, face-to-face interaction, telephone assistance, and the City of Medford website.

*(3) CITIZEN INFLUENCE*

Through the citizen involvement program, citizens have the opportunity to inventory, analyze, and evaluate elements of proposed plans and policies. The Planning Department ensures

all *Comprehensive Plan* and *Land Development Code* amendment proposals are posted to the City of Medford website with a request for public comments. This opportunity to provide comments encourages citizen involvement in the development of policies and goals by which land is conserved and developed.

All development proposals are available to the public upon request. Copies of materials are found at the Medford Planning Department. Seven days prior to all public hearings, the agenda packets for the hearing are posted to the City of Medford Planning Department webpage. These agenda packets include the proposal accompanied by the Staff Report and all recommended conditions of approval. The Staff Report contains a recommendation to the approving authority.

*(4) TECHNICAL INFORMATION*

The land use process is clearly defined in the *Medford Land Development Code* (MLDC).



The Planning Department works diligently to articulate and clarify this process to all customers through various media: front counter interaction, telephone inquiries, and at *Land Development Committee (LD)* meetings. LD meetings provide the opportunity for applicants to meet with city staff members to review land use applications, discuss requirements of the code, and discuss options and next steps. This meeting is held prior to the public hearing and is informal in nature.

Additionally, all technical information contained in plans and studies is placed on the City of Medford website. The *Comprehensive Plan*, *Transportation Plan*, and *Riparian Corridors* are some examples of the documents available.

**(5) FEEDBACK MECHANISM**

Land use decisions are made by review bodies, including the Planning Commission, Site Plan and Architectural Commission, and the Landmarks and Historic Preservation Commission. The outcomes of Commission hearings are mailed to those who testified at the public hearing or in writing, explaining the appeal process. Additionally, approved minutes of the hearings are posted on the City of Medford website.

**(6) FINANCIAL SUPPORT**

The City of Medford funds the citizen involvement program in various ways. A manager, Planning staff, and Recording Secretary attend all Commission meetings (PC, SPAC, and LHPC). Additionally, Planners prepare and present staff reports at the hearings, including the City Council. The Planning Department also staffs the Bicycle and Pedestrian Advisory Committee (BPAC) and other ad hoc committees. Such committees have included the Southeast Implementation Committee and the Water Conservation Site Development Committee.

Staffing of all these commissions and committees requires a high level of staff resources and city funds, which results in an efficient and valuable citizen involvement program.

**COMMISSIONS AND COMMITTEES**

All commission and committee members are citizen volunteers. The Planning Commission meets four times per month and the Site Plan and Architecture Commission meet twice per month, while the Landmarks and Historic Preservation Commission and Bicycle and Pedestrian Advisory Committee meet one time each month. Ad hoc committees meet as necessary.

**PLANNING COMMISSION**

Members of the Planning Commission apply to and are appointed by the City Council. Openings for the PC are announced using media such as

press releases, web site postings, and postings in City Hall. The PC holds two public hearings per month, on the second and fourth Thursday at 5:30 p.m. Two study sessions generally are held each month, on the second and fourth Monday at noon.

**SITE PLAN AND ARCHITECTURAL COMMISSION**

Like the PC, the Site Plan and Architectural Commission (SPAC) consist of members who are appointed by the City Council. Also like PC, SPAC position openings are posted on the City of Medford website and in City Hall. A press release is sent to all local media outlets. SPAC holds two quasi-judicial public hearings each month, on the first and third Friday at noon. Study sessions are held as needed.

**LANDMARKS AND HISTORIC PRESERVATION COMMISSION**

The Landmarks and Historic Preservation Commission also holds quasi-judicial public hearings. Members are appointed by the City Council. The Landmarks and Historic Preservation Commission meets on the first Tuesday of the month, starting at 5:30 p.m.

**BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

The purpose of the Bicycle and Pedestrian Advisory Committee is to advise Medford City Council on plans and issues related to non-motorized transportation. Membership requires appointment by the City Council.

All members must reside in the City of Medford throughout his/her term.



**AD HOC AND SPECIAL PROJECT COMMITTEES**

The Planning Department also staffs and facilitates ad hoc committees, groups whose purpose is directly related to a specific project, Code Amendment, or Comprehensive Plan Amendment. The Water Conservation Site Development Committee is a recent example of such a committee. It was formed to draft an

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ordinance amending provisions of the *Land Development Code* pertaining to water conservation and landscaping. Code changes recommended by this committee were adopted by City Council.

Membership on these ad hoc committees is generally through appointment by the City Council.

### 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.

### TYPES OF LAND-USE APPLICATIONS

There are four types of land-use applications: Class “A,” “B,” “C” and “D”.

#### CLASS “A”

Class “A” proposals are legislative. 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 include:

- (1) Major Comprehensive Plan Amendments;
- (2) Major Zoning Map Amendments; and
- (3) Code Amendments.

*Number of Class “A” Applications Adopted in 2016 and 2017*

CLASS “A” APPLICATIONS	APPLICATIONS ADOPTED IN 2016	APPLICATIONS ADOPTED IN 2017
Major Comprehensive Plan Amendments	3*	1
Minor Comp. Plan Amendment	0	1
Major Zoning Map Amendments	0	0
Code Amendments	5	4
<b>TOTAL</b>	<b>8</b>	<b>6</b>

*\*Planning Commission made a recommendation on the Urban Growth Boundary Amendment project in 2015. City Council adopted Ordinance 2016-99 in August 2016.*

#### CLASS “B”

Class “B” applications are quasi-judicial actions heard by the City Council who 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 “B” applications include:

- (1) General Land Use Plan Map (GLUP) Amendments;
- (2) Annexation;
- (3) Street Vacations; and
- (4) Transportation Facility Development Proposals.

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Number of Class "B" Applications Approved in 2016 and 2017

CLASS "B" APPLICATIONS	APPLICATIONS APPROVED IN 2016 & 2017	
	2016	2017
GLUP Map Amendments	2	0
Annexations	0	0
Street Vacations	2 1-denied	4
Transportation Facilities	1	2
<b>TOTAL</b>	<b>4</b>	<b>6</b>

CLASS "C"

Class "C" applications 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.

Class "C" applications include:

- (1) Zone Changes;
- (2) Planned Unit Developments, Preliminary PUD Plans;
- (3) Conditional Use Permits;
- (4) Exceptions;
- (5) Site Plan and Architectural Reviews;
- (6) Land Divisions, Tentative Plats; and
- (7) Historic Reviews.

Number of Class "C" Applications Approved in 2016 and 2017

CLASS "C" APPLICATIONS	APPLICATIONS APPROVED IN 2016 & 2017	
	2016	2017
Zone Changes	12	12
Preliminary Planned Unit Developments	9	1 2 revisions
Conditional Use Permits	10	5
Exceptions	11	4
Site Plan and Architectural Review	25	21
Land Divisions, Tentative Plats:		
Partitions	5	2
Subdivisions	15	9
Historic Review	13	9
<b>TOTAL</b>	<b>100</b>	<b>65</b>

CLASS "D"

Class "D" applications are Administrative decisions. The Planning Department Director is the designated approving authority for this type of application. The Director shall take final action within 120 days after the application is deemed complete and render a decision to approve, approve with conditions, or deny the request.

A Class "D" application includes:

- (1) Temporary Portable Storage Containers
- (2) Private Street Renaming

Two requests for Temporary Portable Storage Containers were approved in 2017.

**PUBLIC HEARINGS**

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

In 2016 and 2017, the City of Medford held 74 public hearings. The Planning Department is responsible for staffing the Planning

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Commission, Site Plan and Architectural Commission, and Landmarks and Historic Preservation Commission and presents at City Council meetings as necessary.

### Number of Public Meetings in 2016 & 2017

APPROVING AUTHORITY	PUBLIC MEETINGS IN 2016 & 2017	
City Council	23	24
PC	22	22
SPAC	20	19
LHPC	9	9
<b>TOTAL</b>	<b>74</b>	<b>74</b>

### PUBLIC HEARING NOTICES

Before public hearings can take place, various noticing requirements must first be met. As required by the *Land Development Code* and State Statute, the following methods are used to notice a public hearing. These may vary depending on the type of land use application.

- (1) The posting of signs on the subject property 21 days prior to the public hearing.
- (2) Mailed letters to all property owners within 200 feet of the subject site 20 days prior to the public hearing. PUDs are required to notice a minimum of 75 property owners;
- (3) For PUDs, neighborhood meetings prior to submittal of a land use application;
- (4) Notices printed in the local newspaper ten days prior to the public hearing;
- (5) Staff reports available seven days prior to the public hearing;
- (6) The posting of staff reports and public hearing notices on the Planning Department website seven days prior to the public hearing; and
- (7) Mailed decision notices.

The amount of public notification varies per project. Some long range planning projects that involve notice to both affected and surrounding properties may require notice to hundreds of owners.

Notification for current planning projects can vary from less than twenty to several hundred.

### BUILDING PERMITS

The table below shows the number of permits issued for new dwelling units in the years 2015–2017.



MEDFORD PERMITS ISSUED (2015–2017)	
Housing Types	Number of Units
<b>2015</b>	
ADU	3
Duplex	3 (6 units)
Manufactured Units	2
Multi-Family	6 (132 units)
Single-Family Attached	16
Single-Family	225
<b>Total</b>	<b>255 permits/384 units</b>
<b>2016*</b>	
ADU	14
Duplex	1 (2 units)
Manufactured Units -In Park/On Parcel	3/0
Multi-Family	19 (178 units)
Single-Family Attached	36
Single-Family Detached (Building Dept. web data)	291
<b>Total</b>	<b>364 permits/524 units</b>
<b>2017</b>	
ADU	23
Duplex	4 structures/8 units
Manufactured Units -In Park/On Parcel	1/0
Multi-Family	14 structures/115 units
Single-Family Attached	0
Single-Family Detached	291
<b>Total</b>	<b>333 permits/438 units</b>

**ACCOMPLISHMENTS IN 2017**

The City of Medford adopted the following Comprehensive Plan Amendments and Code Amendments in 2017:

PROJECT	DATE ADOPTED
Foothill TSP Amendment	April 6, 2017
Leisure Services Plan Update	April 20, 2017
Marijuana production in C-H	May 18, 2017
Temporary Food Trucks	June 15, 2017
Chickens	October 5, 2017
LHPC Quorum/Membership Amendment	October 19, 2017

Other projects or actions include:

- (1) Recertified the City as a Class 6 Community in the Community Rating System program.
- (2) Staffed a flood awareness booth at the Preparedness Fair in September.
- (3) Public Outreach for the Transportation System Plan, attended community events, held an open house, conducted an on-line workshop and community survey
- (4) Planning staff nominated the Monarch Building which was awarded the DeMuro Award from Restore Oregon.
- (5) Hosted a movie night for October Planning Month.
- (6) Co-sponsored the RecFest Event at Hawthorne Park with the Parks Department
- (7) Awarded \$140,000 in state grants through the Transportation and Growth Management and Technical Assistance programs
- (8) Hosted a bicycle breakfast with Public Works for Bike to Work Week
- (9) Hosted national speakers including Joe Minicozzi and Dan Parolek



- (10) Worked with several citizen committees including the Citizen Advisory Committee and Technical Advisory Committee for the transportation plan update as well as the Housing Advisory Committee related to housing policy, the Regional Housing Strategy, and the Urban Growth Boundary project.

**RECOMMENDATIONS FOR 2018**

The City of Medford works hard to encourage meaningful citizen involvement. In addition to some of the efforts and practices already described, the following projects are planned:



- (1) Adopt the Transportation System Plan
- (2) Bring forward code amendments from the Housing Advisory Committee's recommendation list
- (3) Adopt the Local Wetland Inventory for the expanded UGB and remaining Urban Reserve areas.
- (4) Adopt an Urbanization Plan process for lands in the new expanded UGB

**QUESTIONS OR COMMENTS?**

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