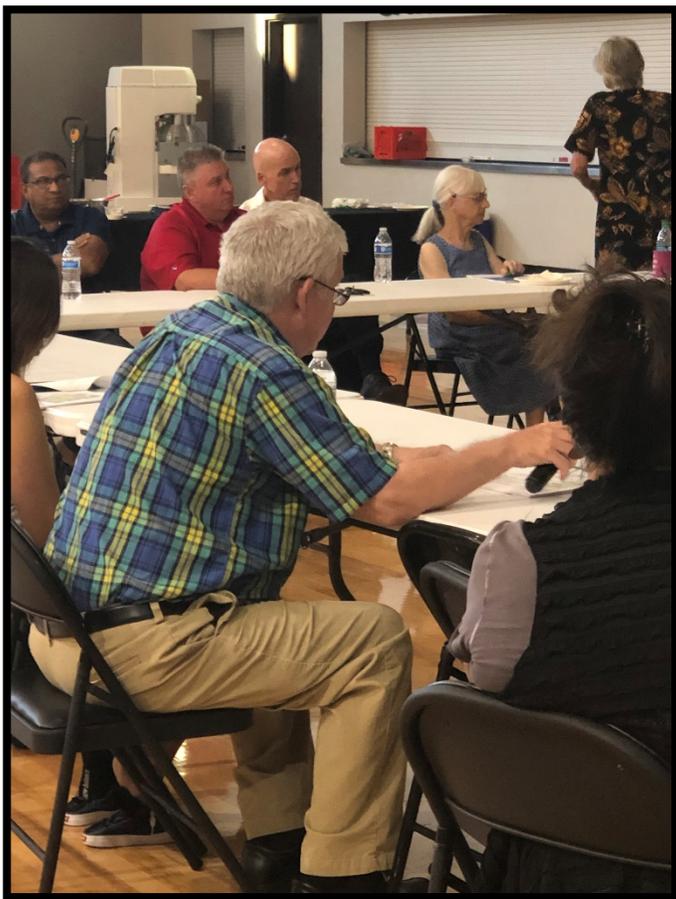


City of Medford Citizen Involvement Program Year-end Report 2019

Planning Department
March 2020





CITIZEN INVOLVEMENT PROGRAM YEAR END REPORT 2019

March 2020

CITY OF MEDFORD VISION STATEMENT

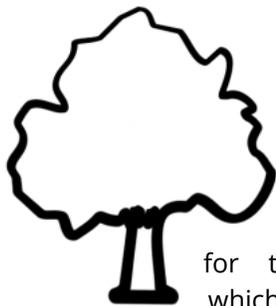
We envision Medford as an outstanding community – a fantastic place to live, work, and play.

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 *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 (PC) 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;

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- (2) To assure effective two-way communication with citizens;
- (3) 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) Assure feedback mechanisms so 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 PC 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 PC 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, on-line

surveys, 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.

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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 (PC), Site Plan and Architectural Commission (SPAC), the Landmarks and Historic Preservation Commission (LHPC), and the Planning Director. The outcomes of Commission hearings and Director decisions 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. Some recent committees have included the Joint Transportation Subcommittee/Citizen Advisory Committee (JTS/CAC), the Housing Advisory Committee, and the Neighborhood Advisory Committee for the Liberty Park Neighborhood Plan.

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, Bicycle and Pedestrian Advisory Committee, the Community Development Grants Commission, the Housing Advisory Commission, and Transportation Commission meet one time each month unless a study session is scheduled. 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.

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TRANSPORTATION COMMISSION

The Transportation Commission is an eight member body appointed by the City Council. The Commission works with the BPAC and the Traffic Coordinating Committee to advise the City Council and the Planning Commission on all matters affecting transportation policy in the City and surrounding areas. The Commission may submit testimony and evidence in a land use matter in the same manner as any other party, but their meetings are not considered part of the land use process. This Commission meets on the fourth Wednesday of each month at 12:30 p.m.

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

The purpose of the Bicycle and Pedestrian Advisory Committee is to advise Medford City Council through the Transportation Commission 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.

COMMUNITY DEVELOPMENT GRANTS COMMISSION

Council appointed the new nine-member Community Development Grants Commission (CDGC) in November 2018 to administer the City's Community Development Block Grant (CDBG) and General Fund Grant programs. The CDGC holds one public meeting per month, on the first Wednesday at 5:30 p.m. Study sessions are held as needed on the third Wednesday of the month. Like PC and SPAC, position openings are posted on the City's website and in City Hall.

HOUSING ADVISORY COMMISSION

Council appointed the new nine-member Housing Advisory Commission in June 2018 to administer the City's affordable housing program, advise on matters related to the City's housing stock and development, administer the construction excise tax funds also known as the Housing Opportunity Fund (HOF). The HAC holds one public meeting per month, on the second Wednesday at noon. Study sessions are held on the fourth Wednesday of the month as needed.

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 2017 Housing Advisory Committee is a recent example of such a committee. It was formed to identify how to increase housing opportunities through review of regulatory barriers and economic incentives. The Committee forwarded 36 recommendations for staff and Council to evaluate. The City has completed twelve of the recommendations to date.

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

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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: Type I, II, III, and IV.

TYPE I

Type I applications are Administrative decisions. The Planning Department Director or designee is the designated approving authority for this type of application. These types of decisions do not require public notice, a public comment period, or a public hearing.

Such applications include:

- (1) Minor Historic Reviews
- (2) Final Plats for Subdivisions and Partitions

Type II

Type II applications are also administrative decisions decided on by the Planning Director or designee. Decisions are rendered based on applying clear and objective approval criteria and standards while using limited discretion to determine impacts on adjacent properties. These decisions include public notice and a public comment period but do not include a public hearing.

Such applications include:

- (1) Partitions
- (2) Portable Storage Containers
- (3) SPAR-Type II (new as of 2020)

Type III

Type III applications are quasi-judicial actions decided by the 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 Type III applications are required to receive final action within 120 days from the date the application is deemed complete unless an extension is granted. The decisions of the Planning Commission, Site Plan and Architectural Commission, or the Landmarks and Historic Preservation Commission require the application of clear, objective criteria and standards and a degree of discretion to determine compliance. These decisions include public notice and a public hearing.

Type III applications include:

- (1) Conditional Use Permits;
- (2) Exceptions;
- (3) Historic Reviews;
- (4) Tentative Plats; Subdivisions;
- (5) Park Development Review
- (6) Planned Unit Developments;
- (7) Site Plan and Architectural Reviews;
- (8) Zone Changes.

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Number of Type III Applications Approved 2018 and 2019

TYPE III APPLICATIONS	APPLICATIONS APPROVED	
	2018	2019
Conditional Use Permits	8	3
Exceptions	8	8
Historic Review	17	21
Land Divisions, Partition	12	8
Land Division, Subdivisions	12	11
Preliminary Planned Unit Developments	5	2
Site Plan and Architectural Review	17	19
Zone Changes	19	15
TOTAL	98	87

Number of Type IV Applications Adopted 2018 and 2019

TYPE IV APPLICATIONS	APPLICATIONS ADOPTED	
	2018	2019
Major Comprehensive Plan Amendments	4	1
Minor Comprehensive Plan Amendments	0	0
Major Zoning Map Amendments	1	0
Code Amendments	10	8
GLUP Map Amendments	4	6
Annexations	1	3
Street or PUE Vacations	1	5
Transportation Facilities	1	0
TOTAL	22	23

Type IV

Type IV applications are typically legislative decisions that establish policies and regulations. In some cases, the actions may be quasi-judicial. In most cases, 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.

Type IV applications include:

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

PUBLIC HEARINGS/MEETINGS

Section 10.130 of the Medford *Land Development Code* regulates the conduct of public hearings before an approving authority.

In 2018 and 2019, the identified Commissions held a combined total of 210 public meetings. The Planning Department is responsible for staffing the Planning Commission, Site Plan and Architectural Commission, Landmarks and Historic Preservation Commission, Community Development Grants Commission and the Housing Advisory Commission. Staff also presents at City Council meetings as necessary.

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Number of Public Meetings 2018 and 2019

APPROVING AUTHORITY	PUBLIC MEETINGS	
	2018	2019
City Council	24	24
PC	24	22
SPAC	19	21
LHPC	11	11
CDGC	2	17
HCDC	14	-
HAC	-	19
TOTAL	94	114

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.

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 and Urbanization Plans, neighborhood meetings are required 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

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BUILDING PERMITS

The table below shows the number of permits issued for new dwelling units in the years 2017-2019.

MEDFORD PERMITS ISSUED (2017-2019)	
Housing Types	Number of Units
2017	
Accessory Dwelling Units	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 (Building Dept. web data)	291
Total	333 permits/ 438 units
2018	
Accessory Dwelling Units	20
Duplex	2 (4 units)
Manufactured Units -In Park/On Parcel	10/3
Multi-Family	15 structures/146 units
Single-Family Attached	0
Single-Family Detached	302
Total	352 permits/ 485 units
2019	
Accessory Dwelling Units	18
Duplex	3 structures/6 units
Manufactured Units -In Park/On Parcel	6
Multi-Family	49
Single-Family Attached	3
Single-Family Detached	290
Total	372 units

AMENDMENTS COMPLETED

The City of Medford adopted the following Comprehensive Plan and Land Development Code Amendments in 2019:



COMPREHENSIVE AMENDMENTS	PLAN	MONTH ADOPTED
Sanitary Sewer Master Plan		March

DEVELOPMENT AMENDMENTS (CHAPTER 10)	CODE	MONTH ADOPTED
Lighting Standards		March
Cross Sections, Legacy Streets, & TIA		May
Minor Historic Review		August
Cottage Housing		August
Housekeeping		August
Food Pods and Street Vending		September
Concurrency		October
Emergency Shelters		November

HOUSING & COMMUNITY DEVELOPMENT

Planning expanded its impact on the community by incorporating the Housing & Community Development division into the department in 2017. This Division works directly to address community development, homelessness and housing issues. It administers the Community Development Block Grant (CDBG), Neighborhood Stabilization Program (NSP), Construction Excise Tax (CET), the Homeless System Action Plan implementation funds, General Fund Grant dollars; and works with other City Departments and community partners to address blight and problem properties throughout the City along with other housing related programs.

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OTHER ACCOMPLISHMENTS IN 2019

- (1) The Land Use Board of Appeals affirmed the City's position on the Transportation System Plan
- (2) Finalized the Draft Liberty Park Neighborhood Plan
- (3) Successfully recertified as a Class 6 community through the CRS program which provides residents 20% and 10% discounts on flood insurance premiums
- (4) Planning and Parks staff won the City's first Innovation Competition and successfully commissioned a mural at Vogel Plaza
- (5) Staffed a flood awareness booth at the Preparedness & Safety Fair in September
- (6) Spear headed a new community event with RVTD called Open Streets
- (7) Partnered with Jackson County Library to promote a community book read on Jeff Speck's book *Walkable City Rules: 101 Steps to Making Places Better*
- (8) Hosted a community forum about Jeff Speck's book through the Oregon Humanities Think and Drink series
- (9) Co-sponsored the RecFest Event at Hawthorne Park with the Parks Department
- (10) Secured a Community Planning Assistance for Wildfires grant to assist with review of vegetation and ignition zone regulations
- (11) Hosted a bicycle breakfast with Public Works & RVTD for Bike to Work Week at Hawthorne Park
- (12) Installed a bicycle fix it station in Hawthorne Park
- (13) Completed a downtown residential market study with Johnson Economics
- (14) Awarded \$400,000 in loans through the Housing Opportunity Fund (HOF) to



Hearts with a Mission and Columbia Care

- (15) Conducted the second annual meeting on Rent Burden – HB 4006
- (16) Completed the Homeless System Action Plan
- (17) Planning and Police were awarded \$50,000 from Providence; money will help rent a home to provide temporary supportive housing for homeless individuals transitioning from emergency shelter

RECOMMENDATIONS FOR 2020

Some of the upcoming projects for this year include:

- (1) Adopting an implementation plan for the Liberty Park Neighborhood Plan
- (2) Updating the Downtown City Center 2050 plan
- (3) Revising the Downtown Historic Building Inventory
- (4) Urbanization Plans and Annexations will be processed for properties included in the 2018 UGB expansion areas
- (5) Developing a Climate Adaptation and Resiliency Plan
- (6) Increasing the City's floodplain rating through the Community Rating System to a Class 5
- (7) Updating the 2020-2024 Consolidated Plan for Housing and Community Development
- (8) Implementing the Homeless Reunification Program
- (9) Modifying code regulations related to HB 2001, middle housing changes



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QUESTIONS OR COMMENTS

Contact Us:

Planning Department
200 South Ivy Street, Lausmann Annex
Medford, Oregon 97501

planning@cityofmedford.org
541-774-2380 (office)