



CITY OF MEDFORD

PLANNING DEPARTMENT

CITIZEN INVOLVEMENT PROGRAM

YEAR END REPORT 2014

January 2015

CITY OF MEDFORD VISION STATEMENT

We envision Medford as an outstanding community – a vibrant place for people 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.

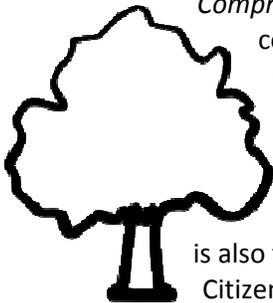
HISTORY

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, serving the community for over thirty years.



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;

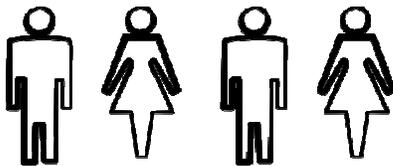
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- (2) Communication to assure effective two-way communication with citizens;
- (3) Citizen influence to provide the opportunity for citizens to be involved in all phases of the planning process;
- (4) Technical information to assure that technical 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 developing plans. 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 Inventory and Assessment* 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, 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 and 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 PM. 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, while 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 5:45 PM.

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 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 to 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 three types of land-use applications: Class “A,” “B,” and “C.”

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 2013 and 2014

CLASS “A” APPLICATIONS	APPLICATIONS ADOPTED IN 2013	APPLICATIONS ADOPTED IN 2014
Major Comprehensive Plan Amendments	0	3
Major Zoning Map Amendments	1	0
Code Amendments	7	8
TOTAL	8	11

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 2013 and 2014

CLASS "B" APPLICATIONS	APPLICATIONS APPROVED IN 2013 & 2014	
GLUP Map Amendments	1	2
Annexations	1	0
Street Vacations	1	2
Transportation Facilities	0	1
TOTAL	3	5

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 Received in 2013 and 2014

CLASS "C" APPLICATIONS	APPLICATIONS SUBMITTED IN 2013 & 2014	
Zone Changes	5	5
Preliminary Planned Unit Developments	2 (Revised Plans)	3
Conditional Use Permits	11	5
Exceptions	7	8
Site Plan and Architectural Review	18	19
Land Divisions, Tentative Plats:		
Partitions	5	11
Subdivisions	10	13
Historic Review	25	17
TOTAL	83	81

PUBLIC HEARINGS

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

In 2013, the City of Medford held 73 public hearings and 77 in 2014. The Planning Department is responsible for exclusively staffing the Planning 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 2013 & 2014

APPROVING AUTHORITY	PUBLIC MEETINGS IN 2013 & 2014	
City Council	25	23
PC	19	20
SPAC	17	22
LHPC	12	12
TOTAL	73	77

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 require notice to over 1,000 owners. A recent example is the Internal Study Area/ Proposed Amendment Location for the Urban Growth Boundary Amendment.

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 2012-2014.

MEDFORD PERMITS ISSUED (2012-2014)	
Housing Types	Number of Units
2012	
ADU	11
Duplex	2
Manufactured Units	0
Multi-Family	117
Single-Family Attached	0
Single-Family	141
Total	271
2013	
ADU	10
Duplex	0
Manufactured Units	2
Multi-Family	116
Single-Family Attached	0
Single-Family	262
Total	390
2014	
ADU	10
Duplex	3
Manufactured Units	0
Multi-Family	111
Single-Family Attached	0
Single-Family	239
Total	363

ACCOMPLISHMENTS IN 2013 and 2014

The City of Medford adopted the following Comprehensive Plan Amendments and Code Amendments in 2013 and 2014:

PROJECT	DATE ADOPTED
Canine Daycare Setbacks	June 6, 2013
Landscaping and Irrigation Requirements	June 6, 2013
Commission Residency Requirements	November 21, 2013
Electronic Message Signs in C-S/P	December 5, 2013
Medford School District 549C Long Range Facilities Plan	January 16, 2014
Alterations to Structures within Historic Overlay	May 15, 2014
Temporary Signs	May 15, 2014
Schools in Commercial Zones	May 15, 2014
Portable Storage Containers	August 21, 2014
Updated Citizen Involvement Element	September 4, 2014
Modifications to CPAC	September 4, 2014
ISA/PAL Amendment	December 4, 2014
Commercial Center Core Master Plan SE Plan	December 18, 2014
Housekeeping Amendments	December 22, 2014

Other accomplishments include:

- (1) The Water Conservation Site Development Committee completed their work.
- (2) Planning staff held an open house regarding the Urban Growth Boundary project with approximately 150 people in attendance.
- (3) The Planning Department staffed a booth at the Farmer's Market during Community Planning Month (October) to bring awareness to the community and answer questions about land use planning



in Medford. Staff posed the question, "I want Medford to be..." to citizens. (See below for responses.)

- (4) Planning staff hosted high school students from Crater High School during October Planning Month to view the documentary *If You Build It*.
- (5) Planning staff attended the fourth grade class at Abraham Elementary to teach students about the creation and use of maps and the Geographical Information Service (GIS) program.
- (6) The City of Medford and the University of Oregon partnered in the University's Sustainable City Year Program and worked on sixteen projects including two that involved outreach to minority communities.
- (7) Planning staff attended the Career Rotation Fair at South Medford High School to meet with students and discuss the profession of Planning.

FARMERS' MARKET BOOTH - CITIZEN INPUT

On October 30, 2014, Medford Planning staff set up a booth at the Thursday Farmers' Market at the Medford Armory. We provided an opportunity for citizens to express their thoughts and aspirations for the community by completing the following phrase, "I want Medford to be...". Below are some sample responses of what citizens want Medford to be:

- Compact and vibrant
- An exciting city for people of all ages
- A city with an Olympic sized covered swimming pool with smaller pools for seniors and small kids
- Not divided by Hwy 5
- A city with sidewalks
- More aesthetically pleasing
- Kind and giving
- More open and encouraging to small local businesses and farms
- More youthful – more young people
- An entertainment hub with bigger name bands and artists or for NFL or MLB

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- A state leader in addressing climate change
- A place where you are encouraged to spend some time without parking concerns
- More responsible fiscally and to rethink Hawthorne Park

RECOMMENDATIONS FOR 2015

The City of Medford works hard to encourage



meaningful citizen involvement. In addition to some of the efforts and practices already described areas for improvement include the following:

- (1) Review the University of Oregon reports related to engaging minority groups in the community & identify ways we can further those goals.
- (2) Conduct open houses in neighborhoods affected by specific plans;
- (3) Continue use of social media for public awareness and participation;
- (4) Partner with the school district to educate students about the planning process and projects;
- (5) Continue to staff a booth at the Medford Farmer's Market;
- (6) Consider open forum meetings in each ward of the city to listen to citizens' issues and concerns;
- (7) Find new ways to educate the public on planning topics (examples include: presentations at the Planning Commission meetings, presentations to schools or public service organizations, or talk on the air (public radio or television); Look at citizen format based organization called Warm Cookies of the Revolution.org;
- (8) Create some "easy buttons" on the homepage of the City website (identifying where to watch hearings and what to expect at a hearing).

QUESTIONS OR COMMENTS?

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