



City of Medford

Planning Department

Working with the community to shape a vibrant and exceptional city

CITIZEN INVOLVEMENT PROGRAM YEAR END REPORT 2016

January 2017

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 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

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 2015 and 2016

CLASS “A” APPLICATIONS	APPLICATIONS ADOPTED IN 2015	APPLICATIONS ADOPTED IN 2016
Major Comprehensive Plan Amendments	0*	3*
Major Zoning Map Amendments	1	0
Code Amendments	6	5
TOTAL	7	8

**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.

Citizen Involvement Program Year End Report 2016

Number of Class "B" Applications Approved in 2015 and 2016

CLASS "B" APPLICATIONS	APPLICATIONS APPROVED IN 2015 & 2016	
	GLUP Map Amendments	2
Annexations	1	0
Street Vacations	3	2 1-denied
Transportation Facilities	1	1
TOTAL	7	4

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 2015 and 2016

CLASS "C" APPLICATIONS	APPLICATIONS SUBMITTED IN 2015 & 2016	
	Zone Changes	13
Preliminary Planned Unit Developments	2 (revisions)	9
Conditional Use Permits	9	10
Exceptions	15	11
Site Plan and Architectural Review	26	25
Land Divisions, Tentative Plats:		
Partitions	5	5
Subdivisions	14	15
Historic Review	23	13
TOTAL	107	100

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 2016.

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 and 73 in 2016. The Planning Department is responsible for staffing the Planning

Citizen Involvement Program Year End Report 2016

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 2015 & 2016

APPROVING AUTHORITY	PUBLIC MEETINGS IN 2015 & 2016	
City Council	23	23
PC	22	22
SPAC	17	20
LHPC	12	9
TOTAL	74	74

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 2014–2016.



MEDFORD PERMITS ISSUED (2014–2016)	
Housing Types	Number of Units
2014	
ADU	10
Duplex	3
Manufactured Units	0
Multi-Family	111
Single-Family Attached	0
Single-Family	239
Total	363
2015	
ADU	3
Duplex	3 (6 units)
Manufactured Units	2
Multi-Family	6 (132 units)
Single-Family Attached	16
Single-Family	225
Total	384
2016*	
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
Total	364

ACCOMPLISHMENTS IN 2016

The City of Medford adopted the following Comprehensive Plan Amendments and Code Amendments in 2016:

PROJECT	DATE ADOPTED
Airport Master Plan	February 2, 2016
School District Master Plan	February 2, 2016
Airport Overlays Amendment	March 2, 2016
Corona/Covina GLUP Amendment (UR-SC)	March 17, 2016
Residential Site Development Standards Amendment	May 19, 2016
Marijuana Retail Sales Amendment	December 1, 2016
Portable Signs in Central Business Overlay Amendment	December 15, 2016
Craft Alcohol Production Amendment	December 15, 2016

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) The Planning Department staffed a booth at the Farmer’s Market during Community Planning Month (October) (national theme was Civic Engagement) to bring awareness to the community and answer questions about land use planning in Medford. Staff showcased our commissions/committee and the projects approved throughout the year. We conducted a transportation survey and asked citizens what code amendments staff



- should be working on. (See below for responses)
- (4) The Pear Blossom Festival was nominated to the Oregon Heritage Commission and was recognized as an Oregon Heritage Tradition.
 - (5) The Elks Lodge was added to Restore Oregon’s Most Endangered Places list for 2017.
 - (6) Planning staff became a participant in the Jackson County Homeless Task Force.
 - (7) The Department purchased five bike racks based on a request sent to the BPAC. Two will be installed at the Rogue Workforce building on Bartlett. Three additional locations downtown will also be chosen in 2017.
 - (8) Co-sponsored the RecFest Event at Hawthorne Park with the Parks Department
 - (9) Participated in the James A. Redden U.S. Courthouse Centennial Celebration

FARMERS MARKET BOOTH—CITIZEN INPUT

On October 13, 2016, Medford Planning staff set up a booth at the Thursday Farmers’ Market at Hawthorne Park. We provided an opportunity for citizens to express what code changes are of interest to them. Below are the responses provided:

- Food Truck changes
- Increase downtown parking to two (2) hours
- Placement of cigarette disposal containers around the city
- Require open space/park development as part of subdivision requirements
- Homeless housing in downtown

We also conducted a transportation survey asking folks to rank their priorities for transportation infrastructure. Sidewalks, bike lanes, and bus routes/stops were the top choices from those surveyed. We had 17 people participate in the survey.

RECOMMENDATIONS FOR 2017

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) Planning staff brainstormed ideas of interest that think outside of our normal application processing responsibilities. We voted on the ideas and the top three ideas chosen include:
 - a) Medford Land Information (MLI) Training: Outreach to the development community to educate them on the public mapping resource available to them.
 - b) Employee Transportation Survey: Develop and implement a survey that looks at analyzing transportation habits within the City of Medford staff. Create a survey that can be easily replicated for the broader community.
 - c) Community Input Board at Vogel Plaza: Host a public outreach event to get feedback on what the needs of downtown are and what activities may help invigorate this space.

QUESTIONS OR COMMENTS?

Contact Us:

Planning Department
200 South Ivy Street, Lausmann Annex
Room 240
Medford, Oregon 97501

planning@ci.medford.or.us

541-774-2380 (office)
541-618-1708 (facsimile)