

PLANNING

PLANNING (5101)

MISSION STATEMENT

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

OVERALL GOAL

The City of Medford's Planning Department has two key functions: Comprehensive Planning and Current Planning. In carrying out these functions, the department coordinates the use of land in accordance with policies of the *Comprehensive Plan* and requirements of the *Development Code*.

The role of Comprehensive or Long-range Planning is to assist the Council in developing goals and policies for the City, which are adopted into the *Comprehensive Plan*. Comprehensive Planning also is responsible for developing language for the *Land Development Code*, which is the implementation tool of the *Comprehensive Plan*. The role of Current Planning is to process land use applications in accordance with the *Comprehensive Plan* and *Land Development Code*.

COMPREHENSIVE PLANNING KEY OBJECTIVES

Key objectives of Comprehensive Planning are to maintain an up-to-date *Comprehensive Plan* and *Land Development Code* in response to the City's needs and desires and to changes at the State level.

COMPREHENSIVE PLANNING KEY PERFORMANCE MEASURES

For each *Comprehensive Plan* or *Land Development Code* amendment, the measures of success include whether:

- The desired outcomes of the project were clearly established prior to beginning the project.
- A timeline was developed that included all necessary steps for attaining the desired goal prior to beginning the project
- The public and affected parties were given adequate time to review and comment on the proposed legislation
- The written and oral presentations provided to the Council, Commissions and public were clear and concise so that it was easy to understand the key issues upon which decisions were to be made.
- The outcome of the project met the desired goal

CURRENT PLANNING KEY OBJECTIVES

Key objectives of Current Planning are to process land use applications in conformance with the *Medford Comprehensive Plan*, *Land Development Code* and applicable State and Federal law and to assist customers in understanding those regulations

CURRENT PLANNING KEY PERFORMANCE MEASURES

In assisting customers, the measures of success include whether:

- The customer's phone call was returned the same day, either with an answer or with a time/cost estimate for providing an answer
- The customer's question was answered clearly and understandably

In processing land use applications, the measures of success include whether:

- The application was deemed complete, or a letter identifying deficiencies was sent to the applicant within 15 days (for simple applications) or within 30 days (for complex applications) of receiving the application

- An initial public hearing was held before the approving authority within 65 days of deeming an application complete, unless the applicant requested an extension
- Oral and written reports were clear, concise and easily understood by the public and approving authority
- All required notifications were made within the time frames and in the manner required by the *Land Development Code* and State law

CAPITAL OUTLAY – FY 2014

None

CAPITAL OUTLAY – FY 2015

None

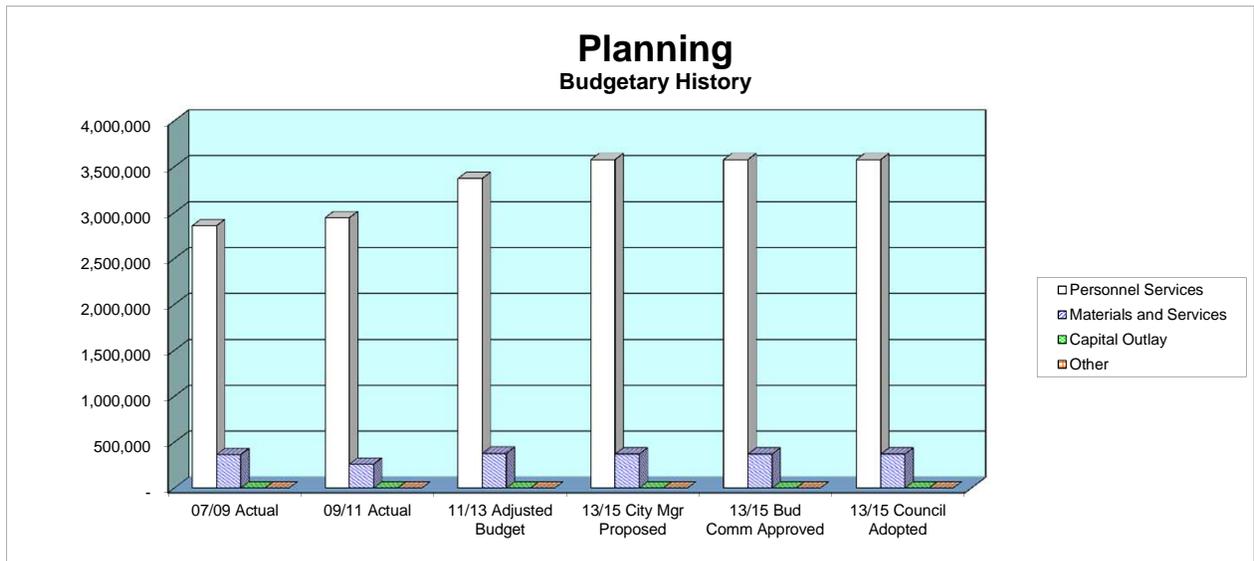


- ✓ SE Plan Implementation Advisory Committee completed its work. Code amendments moving through legislative process toward City Council approval.
- ✓ Regional Problem Solving Plan approved by Land Conservation and Development Commission.
- ✓ Over 20 Housekeeping Amendments to Development Code approved by Council.
- ✓ Fine tuning processes at the new front counter to promote better customer service to users.
- ✓ iPads now being used by Commissions to reduce paper waste and become more efficient.
- ✓ With grant dollars, Landmarks and Historic Preservation Commission is conducting a survey of historic resources in the west Medford area.

Planning

Planning (5101)

Classification	07/09 Actual	09/11 Actual	11/13 Adjusted Budget	13/15 City Mgr Proposed	13/15 Bud Comm Approved	13/15 Council Adopted
Personnel Services	2,857,904	2,944,410	3,371,510	3,576,900	3,576,900	3,576,900
Materials and Services	364,411	259,328	377,980	370,630	370,630	370,630
Capital Outlay	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	3,222,315	3,203,738	3,749,490	3,947,530	3,947,530	3,947,530



STAFFING

Classification	07/09 Actual	09/11 Actual	11/13 Adjusted	13/15 Cty Mgr Proposed	13/15 Council Adopted
116 Planning Director	1.00	1.00	1.00	1.00	1.00
117 Senior Planner	2.00	2.00	1.00	-	-
185 Secretary	-	-	-	-	-
250 Office Administrator	1.00	1.00	1.00	1.00	1.00
264 Administrative support Technician	3.00	3.00	3.00	3.00	3.00
266 Principal Planner	-	-	1.00	2.00	2.00
301 Assistant Planning Director	1.00	1.00	1.00	1.00	1.00
305 Planner I	3.00	3.00	1.00	1.00	1.00
306 Planner II	6.00	6.00	5.00	5.00	5.00
307 Planner III	2.00	2.00	1.00	1.00	1.00
308 Planner IV	2.00	2.00	2.00	2.00	2.00
TOTAL FULL-TIME POSITIONS	21.00	21.00	17.00	17.00	17.00
FTE EQUIVALENCY - TEMPORARY LABOR	0.40	0.40	-	-	-
TOTAL POSITIONS	21.40	21.40	17.00	17.00	17.00

BUILDING

BUILDING (5301)

OVERALL GOAL

Our mission is to ensure the community's safety and health, contribute to a vibrant economy, and protect the environment through effective management of the building permit process. This effective management includes responsive, timely, and predictable delivery of quality customer service.

KEY OBJECTIVES

- Continue effectively enforcing residential housing standards
- Maintain high level of Building Codes administration
- Improve the flow of communication between the community and the City
- Implement program and activities to provide public education regarding emergency preparedness
- Increase public awareness of floodplain hazards and Fire and Life Safety
- Assist applicants in submitting thorough and complete development applications

KEY PERFORMANCE MEASURES

- Complete the transition of Housing Code enforcement to Code Enforcement officers
- Revise Uniform Housing Code or develop and implement best practices and code standards for residential housing
- Update/ Rewrite the seismic retrofit portion of Medford Municipal Code Chapter 9
- Hold annual public outreach event related to floodplain hazards
- Reduce development application cycle time
- Develop a faster process for specific commercial redevelopment project types
- Develop an over-the-counter process for residential remodels and additions
- Develop a simplified process for review of remodels of schools and hospitals
- Develop a set of rules to facilitate storage lots for shipping containers
- Create flow charts outlining application process per Horizon Centre Study
- Improve application checklist

CAPITAL OUTLAY – FY 2014

None

CAPITAL OUTLAY – FY 2015

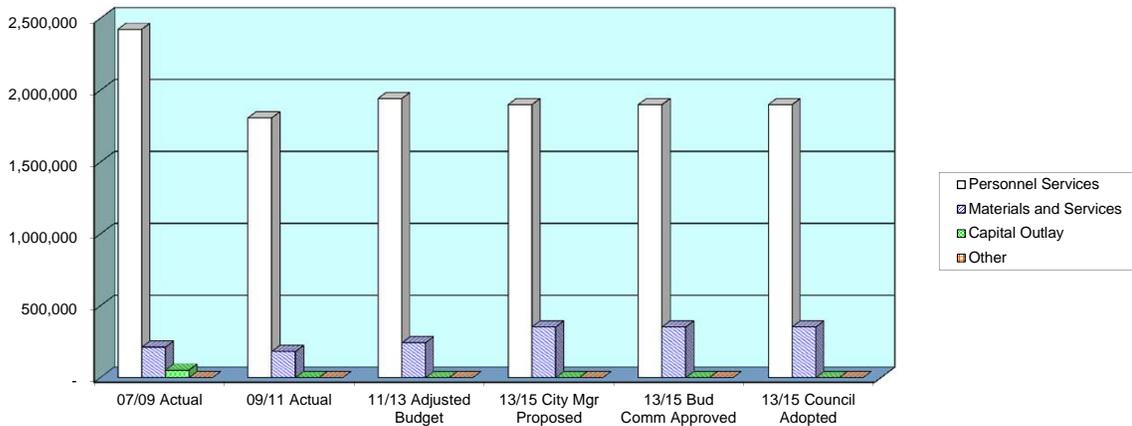
None

Building Safety

Building Safety (5301)

Classification	07/09 Actual	09/11 Actual	11/13 Adjusted Budget	13/15 City Mgr Proposed	13/15 Bud Comm Approved	13/15 Council Adopted
Personnel Services	2,423,568	1,807,881	1,942,530	1,899,810	1,899,810	1,899,810
Materials and Services	212,196	182,715	243,080	353,250	353,250	353,250
Capital Outlay	52,170	-	-	-	-	-
Other	-	-	-	-	-	-
Total	2,687,935	1,990,596	2,185,610	2,253,060	2,253,060	2,253,060

Building Safety Budgetary History



STAFFING

Classification	07/09 Actual	09/11 Actual	11/13 Adjusted	13/15 Cty Mgr Proposed	13/15 Council Adopted
115 Building Safety Director	1.00	1.00	1.00	1.00	1.00
140 Plans Examiner II	1.00	1.00	-	-	-
145 Electrical Inspector	2.00	2.00	1.00	1.00	1.00
152 Plumbing Inspector	1.00	1.00	-	-	-
159 Plans Examiner I	1.00	1.00	1.00	1.00	1.00
175 Structural/Mech. Inspector	2.00	2.00	1.00	1.00	1.00
213 Associate Building Official	-	-	-	-	-
254 Development Services Specialist	1.00	1.00	1.00	1.00	1.00
258 Data Base Technician	-	-	-	-	-
292 Development Services Support Technician	2.00	2.00	1.00	1.00	2.00
300 Development Services Manager	1.00	1.00	1.00	1.00	1.00
302 Senior Inspector	1.00	1.00	-	-	-
310 Assistant Building Safety Director	1.00	1.00	1.00	1.00	1.00
324 Development Services Administrator	1.00	1.00	-	-	-
TOTAL FULL-TIME POSITIONS	15.00	15.00	8.00	8.00	9.00
FTE EQUIVALENCY - TEMPORARY LABOR	1.50	1.50	-	2.00	0.25
TOTAL POSITIONS	16.50	16.50	8.00	10.00	9.25

