

CITY COUNCIL REVISED AGENDA (SECOND REVISION)



MEDFORD
OREGON

March 19, 2020

6:00 P.M.

Medford City Hall, Council Chambers

411 W. 8th Street, Medford, Oregon

This meeting may be viewed via livestream at www.cityofmedford.org. Click on COUNCIL MEETINGS at the bottom of the first page. From there click on LIVE STREAM GOVERNMENT CHANNEL.

10. **Roll Call**

20. **Recognitions, Community Group Reports**

None.

30. **Oral Requests and Communications from the Audience**

Due to restrictions with public gatherings, no in-person public comments are being allowed at this time. We encourage comments be submitted via email at council@cityofmedford.org.

40. **Approval or Correction of the Minutes of the March 5, 2020 Regular Meeting**

50. **Consent Calendar**

50.1 **COUNCIL BILL 2020-26**

An ordinance authorizing exemption from competitive bidding and awarding a five-year contract to RedFlex Traffic Systems, Inc., to provide photo traffic enforcement services.

50.2 **COUNCIL BILL 2020-27**

An ordinance awarding a contract in the amount of \$197,630.00 to VSS International, Inc. to perform slurry seal on various streets within the City of Medford.

50.3 **COUNCIL BILL 2020-28**

A resolution approving a Jurisdictional Transfer Agreement between the City of Medford and the State of Oregon for Crater Lake Highway and the Crater Lake Avenue frontage road, south of Delta Waters Road to the north City limits.

50.4 **COUNCIL BILL 2020-29**

A resolution approving a Jurisdictional Transfer and Financial Aid Agreement between the City of Medford and Jackson County for Foothill Road and North Phoenix Road.

60. **Items Removed from Consent Calendar**

Meeting locations are generally accessible to persons with disabilities. To request interpreters for hearing impaired or other accommodations for persons with disabilities, please contact the ADA Coordinator at (541) 774-2074 or ada@cityofmedford.org at least three business days prior to the meeting to ensure availability. For TTY, dial 711 or (800) 735-1232.

70. Ordinances and Resolutions

70.1 COUNCIL BILL 2020-30

A resolution denying the appeal of a "Notice of Sidewalk Abatement Assessment" regarding sidewalks at Wolf Run Drive/Highcrest, Oregon and affirming the lien assessment in the amount of \$21,800 (contractor cost plus 25% administrative fee).

70.2 COUNCIL BILL 2020-31

A resolution approving one additional full time employee for the Building Safety Program.

70.3 COUNCIL BILL 2020-32

A resolution approving the addition of a new position in the Public Works Department, Engineering Division: Deputy City Engineer.

70.4 COUNCIL BILL 2020-33

A resolution adopting the fourth Supplemental Budget for the 2019-21 biennium.

70.5 COUNCIL BILL 2020-36

A resolution ratifying the Mayor's Administrative Order dated March 16, 2020 declaring a Local State of Emergency in the City of Medford as a Result of COVID-19 Pandemic.

70.6 COUNCIL BILL 2020-37

A resolution approving the increase of the signing authority limit for the City Manager to \$250,00, and the creation of an Executive Committee to approve emergency purchases greater than \$250,000, through the duration of the City's state of emergency, but not to exceed June 30, 2020.

80. Public Hearings

Comments are limited to a total of 30 minutes for applicants and/or their representatives. You may request a 5-minute rebuttal time. Appellants and/or their representatives are limited to a total of 30 minutes and if the applicant is not the appellant they will also be allowed a total of 30 minutes. All others will be limited to 4 minutes. PLEASE SIGN IN.

YOU ARE ENCOURAGED TO SUBMIT WRITTEN COMMENTS INSTEAD OF TESTIFYING IN PERSON. IF YOU PROVIDE TIMELY WRITTEN TESTIMONY BY 4PM OF THE DATE OF THE MEETING, YOU NEED NOT TESTIFY IN PERSON.

80.1 COUNCIL BILL 2020-34

A resolution authorizing the Foothill Road improvement project as recommended by the Planning Commission. (TF-19-001) Land Use, Legislative

80.2 COUNCIL BILL 2020-35

A resolution authorizing the South Stage extension project as recommended by the Planning Commission. (TF-20-015) Land Use, Legislative

90. Council Business

90.1 Proclamations issued:

Welcome Home Vietnam Veterans Day - March 29, 2020

90.2 Committee Reports and Communications

a. Council Officers Update

100. City Manager and Staff Reports

110. Adjournment



DEPARTMENT: Police
PHONE: (541) 772-2272
STAFF CONTACT: Trevor Arnold, Lieutenant

AGENDA SECTION: Consent Calendar
MEETING DATE: March 19, 2020

COUNCIL BILL 2020-26

An ordinance authorizing exemption from competitive bidding and awarding a five-year contract to RedFlex Traffic Systems, Inc., to provide photo traffic enforcement services.

SUMMARY AND BACKGROUND

Council is requested to consider approving the contract for photo traffic enforcement services with Redflex Traffic Systems, Inc.

The City of Medford utilizes Redflex Traffic Systems, Inc. as its provider for photo traffic enforcement services. The City has been using Redflex Traffic Systems, Inc. for this service since 2004. The photo traffic enforcement program includes fixed site intersection monitoring for speed and red light violations, as well as mobile photo radar vans for monitoring speed violations at locations throughout the City.

There are currently four fixed site intersections within the City monitored under this program: Biddle /McAndrews, Barnett/Stewart, Central/4th, and Riverside/8th. The City owns two Medford Police Department photo radar vans which are deployed daily around the City to monitor speeding vehicle complaints.

PREVIOUS COUNCIL ACTIONS

On February 7, 2008 Council Bill 2008-23 was approved, authorizing an exemption from competitive bidding and awarded a three-year contract with two (2) additional two-year extensions to Redflex Traffic Systems, Inc. to provide photo traffic enforcement services.

On February 5, 2015 Council Bill 2015-07 was approved, authorizing an exemption from competitive bidding and awarded a five-year contract to Redflex Traffic Systems, Inc. for providing photo traffic enforcement services.

ANALYSIS

This contract agreement outlines the fees and services provided by Redflex Traffic Systems, Inc. over the duration of the agreement, which is five (5) years.

An exemption from competitive bidding for this contract agreement is requested under Medford Municipal Code 2.613 Sections 2 (a) and (d). Section 2 (a) of 2.613 states, "It is unlikely that such exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts". This contract agreement applies to the listed exemption as there are only two vendors in the state of Oregon currently operating in photo enforcement program management.



Additionally, an exemption is requested under 2.613 (2) (d) "Efficient utilization of existing equipment or supplies requires acquisition of compatible equipment or supplies." Redflex Traffic Systems, Inc. installed and owns the equipment at the four fixed site intersections currently being monitored for speed and red light violations. If another vendor was selected, all existing equipment would have to be removed and new equipment would need to be installed at a significant expense. These four fixed site intersections would be unmonitored for speed and red light violations for an extended period of time, up to six months.

The City of Medford owns the two photo enforcement radar vans currently being used for this program. Redflex Traffic Systems, Inc. owns the equipment installed in the vans used to monitor traffic and detect speed violations. Switching to a new vendor would require the City to remove the existing equipment and install new equipment. This would effectively halt the photo enforcement radar van program for up to six months.

Selection of a new vendor for the photo enforcement program system would result in significant downtime due to the removal of exiting equipment, installation of new equipment, program implementation and staff training. As a result, selecting a new vendor would not be an efficient utilization of existing equipment and would add additional costs.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The photo enforcement program is self-sufficient and this agreement has no direct cost to the City. Redflex Traffic Systems, Inc. is paid a portion of the fully paid fines collected by the Municipal Court for violations captured by the photo enforcement program equipment. The previous contract agreement used a variable payment schedule which resulted in an average of \$69 paid to Redflex Traffic Systems, Inc. for each citation fully paid by the violator. Under this agreement, the vendor fee paid to Redflex Traffic Systems, Inc. is \$57.50 for each citation fully paid by the violator, a 21% discounted rate.

In 2019, 12,001 traffic citations were issued through the photo enforcement program for speed and red light violations. Of those, the fines on 8,465 citations were paid in full to the Municipal Court. This resulted in \$569,327 paid to Redflex Traffic Systems, Inc. in vendor fees and another \$655,483 paid to the City by the violators.

TIMING ISSUES

The current contract agreement with Redflex Traffic Systems, Inc. will expire on April 4, 2020.

COUNCIL OPTIONS

- Approve the ordinance as presented.
- Deny the ordinance as presented and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the ordinance.



SUGGESTED MOTION

I move to approve the ordinance authorizing the agreement with Redflex Traffic Systems, Inc. for photo enforcement.

EXHIBITS

Ordinance

City of Medford and Redflex Traffic Systems, Inc. agreement on file with the City Recorder.

ORDINANCE NO. 2020-26

AN ORDINANCE authorizing exemption from competitive bidding and awarding a five-year contract to RedFlex Traffic Systems, Inc., to provide photo traffic enforcement services.

WHEREAS, this exemption is not likely to encourage favoritism in awarding public contracts or substantially diminish competition for public contracts; now, therefore,

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. An exemption from competitive bidding is granted and a five-year contract is hereby awarded to RedFlex Traffic Systems, Inc., to provide photo traffic enforcement services, which is on file in the City Recorder's office.

Section 2. This exemption is granted under the provisions of Medford Code Section 2.613(a) and (d) as discussed in the agenda item commentary for the City Council meeting of March 19, 2020.

PASSED by the Council and signed by me in authentication of its passage this ____ day of March, 2020.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2020.

Mayor



AGENDA ITEM COMMENTARY

DEPARTMENT: Public Works
PHONE: (541) 774-2100
STAFF CONTACT: Cory Crebbin, Public Works Director

AGENDA SECTION: Consent Calendar
MEETING DATE: March 19, 2020

COUNCIL BILL 2020-27

An ordinance awarding a contract in the amount of \$197,630 to VSS International, Inc. to perform slurry seal on various streets within the City of Medford.

SUMMARY AND BACKGROUND

Council is requested to consider awarding a contract in the amount of \$197,630.00 to VSS International, Inc. to perform Slurry Seal on various streets in the City of Medford. A large portion of pavement maintenance is contracted because the City does not have the specialized equipment or expertise to perform this work.

The City of Medford pavement management strategy shows that timely maintenance of streets decreases long-term costs by postponing the need for more costly reconstructions and produces a smoother ride for the traveling public. Slurry Seal is a cost-effective option for preserving the structural integrity of a sound street section.

PREVIOUS COUNCIL ACTIONS

On April 4, 2019, Council approved Council Bill 2019-27 awarding a contract with Blackline, Inc. for 113,026.3 square yards of Slurry Seal that was installed during the period of May through June 2019.

On June 6, 2019, Council approved Council Bill 2019-45 adopting the budget for the City of Medford for the biennium commencing July 1, 2019, and making appropriations thereunder.

ANALYSIS

Three bids were received, and VSS International, Inc. is the apparent low bidder with a bid of \$197,630.00. The other two bids which were submitted were: Intermountain Slurry Seal - \$220,210.00 and Blackline, Inc. - \$276,838.70.

This project will be located on 20 street sections within the City of Medford and will total approximately 82,486.8 square yards of a Type II latex modified slurry. The existing pavement condition has been analyzed and it has been determined that this maintenance action will preserve the existing pavement and produce a smoother and safer ride for the traveling public at the lowest life-cycle cost.

A Slurry Seal is a mixture of water, asphalt emulsion, small crushed rock and additives (e.g. latex). Streets chosen to be treated with a Slurry Seal generally have low to moderate pavement distress and narrow cracks. Application of slurry seals the pavement and restores lost flexibility to the pavement surface, helping to preserve the underlying pavement structure.



FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Expenditure of \$197,630.00, which is included on page 9-27 of the 2019-2021 adopted Biennial Budget. This contract will be paid for from the Street Utility Fund.

TIMING ISSUES

The work will start after May 12, 2020 and is scheduled to be complete by the end of June 2020.

COUNCIL OPTIONS

- Approve the ordinance as presented.
- Modify the ordinance.
- Deny the ordinance and provide direction to staff regarding pavement maintenance.

STAFF RECOMMENDATION

Approve the ordinance for a contract with VSS International, Inc.

SUGGESTED MOTION

I move to approve the ordinance for a contract in the amount of \$197,630.00 to VSS International, Inc. for Slurry Seal.

EXHIBITS

Ordinance

Bid Tabulation

Schedule of Items

Maps

Work to Be Done

Contract documents are available in the City Recorder's office

ORDINANCE NO. 2020-27

AN ORDINANCE awarding a contract in an amount of \$197,630.00 to VSS International, Inc. to perform slurry seal on various streets within the City of Medford.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That a contract in an amount of \$197,630.00 to perform slurry seal on various streets within the City of Medford, which is on file in the City Recorder's office, is hereby awarded to VSS International, Inc.

PASSED by the Council and signed by me in authentication of its passage this ___ day of March, 2020.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2020.

Mayor

SPECIAL PROVISIONS

WORK TO BE DONE

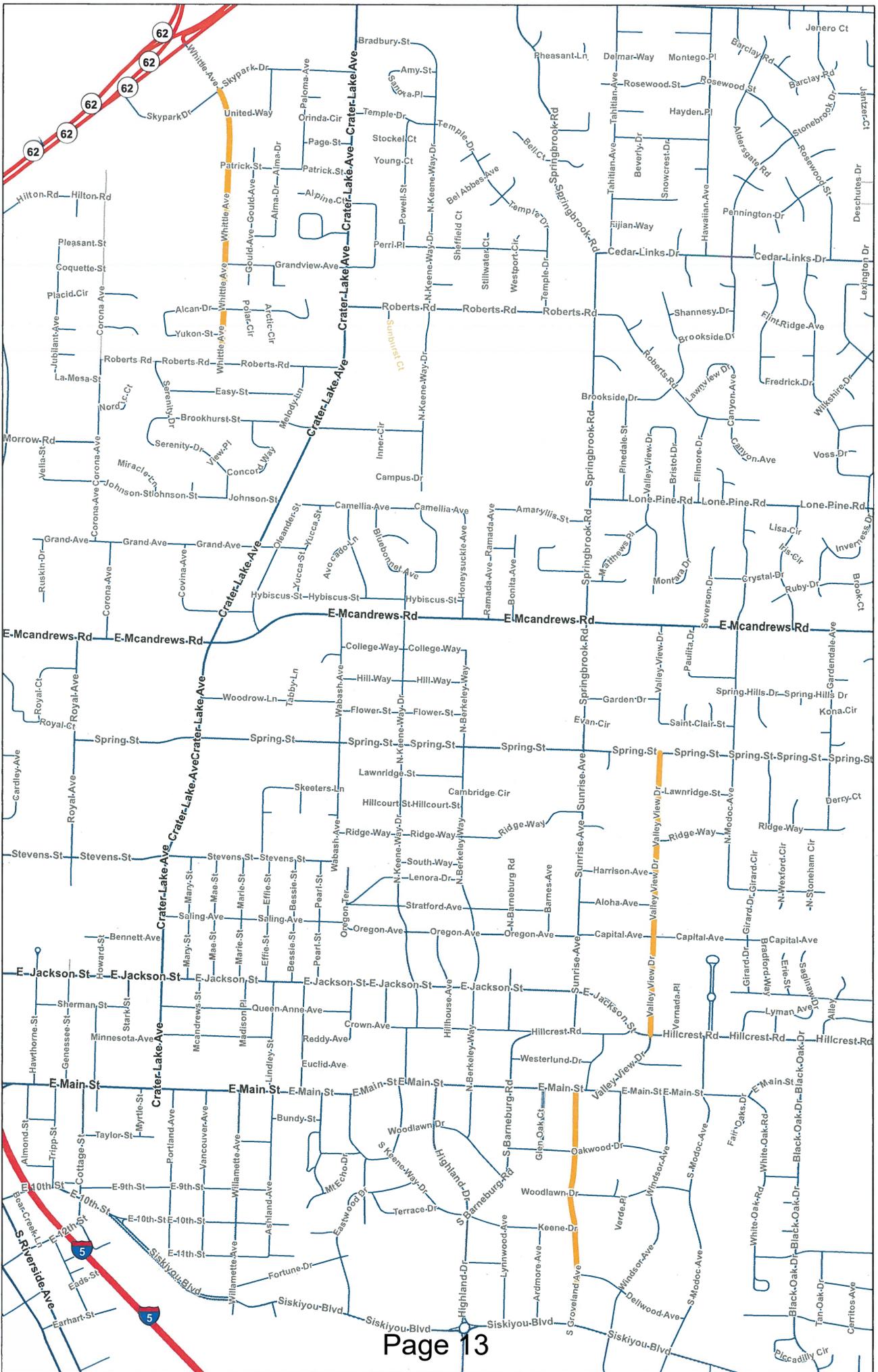
The Work to be done under this Contract consists of the following all materials, labor, and equipment necessary to place a Type II latex modified Slurry Seal as specified; on twenty (20) residential street sections in the City of Medford, to total approximately 82,486.8 S.Y.

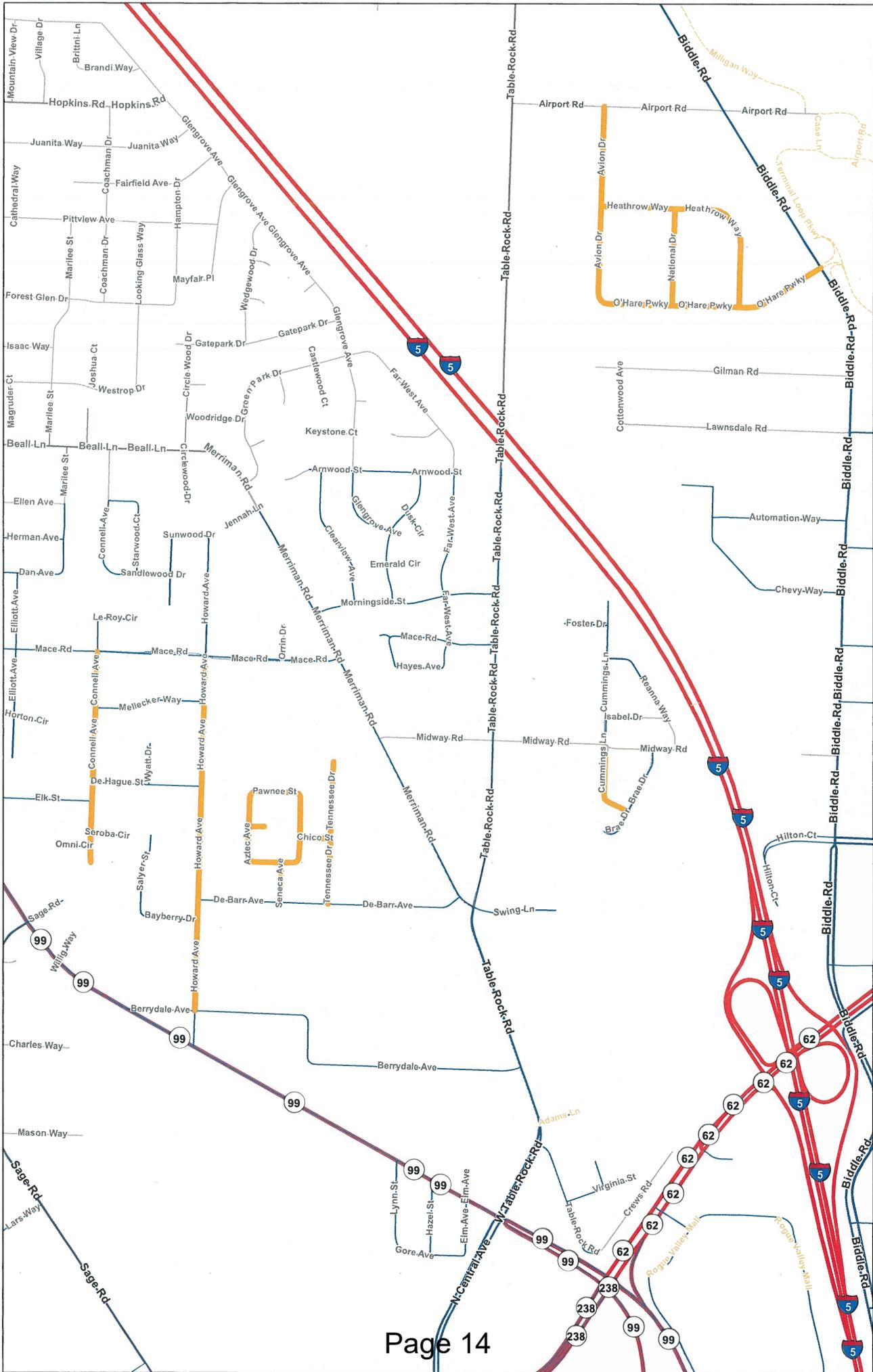
1. Remove vegetation from cracks
2. Sweep Street prior to Slurry Seal
3. Install Type II Latex Modified Slurry Seal
4. Perform additional and incidental Work as called for by the Specifications.

This project includes work at the following locations:

Slurry Seal 2020

	Street Name	From Street	To Street	SY
1	AVION DR	OHARE PARKWAY	AIRPORT RD	5500.0
2	AZTEC CIR	AZTEC AVE	Cul-de-sac	678.9
3	AZTEC AVE	CHEYENNE ST	PAWNEE ST	2090.0
4	BEATTY ST	CENTRAL AV	EDWARDS ST	3226.7
5	CUMMINGS LN	MIDWAY	BRAE DR	1666.7
6	CHICO ST	SENECA AVE	TENNESSEE DR	843.3
7	CHEYENNE ST	AZTEC AVE	SENECA AVE	1503.3
8	CONNELL AVE	MACE RD	South End	6013.3
9	S GROVELAND AV	SISKIYOU BLVD	E MAIN ST	9258.3
10	HEATHROW WAY	AVION DR	OHARE PARKWAY	6196.7
11	HOWARD AVE	BERRYDALE AVE	MACE RD	7500.0
12	NATIONAL DR	HEATHROW WAY	OHARE PARKWAY	2676.7
13	OHARE PARKWAY	BIDDLE RD	AVION DR	6600.0
14	PAWNEE ST	AZTEC AVE	SENECA AVE	1503.3
15	SENECA AVE	DE BARR AVE	CHEYENNE ST	1026.7
16	SENECA AVE	PAWNEE ST	CHEYENNE ST	2126.7
17	TENNESSEE DR	DE BARR AVE	N END	2805.6
18	VALLEY VIEW DR	SPRING ST	HILLCREST RD	6028.3
19	WESTERN AVE	SUNSET AVE	W MAIN ST	4565.0
20	WHITTLE RD	SKYPARK DR	ROBERTS RD	10677.3
				82,486.8









AGENDA ITEM COMMENTARY

DEPARTMENT: Public Works
PHONE: (541) 774-2100
STAFF CONTACT: Cory Crebbin, Public Works Director

AGENDA SECTION: Consent Calendar
MEETING DATE: March 19, 2020

COUNCIL BILL 2020-28

A resolution approving a Jurisdictional Transfer Agreement between the City of Medford (City) and the State of Oregon for Crater Lake Highway and the Crater Lake Avenue frontage road, south of Delta Waters Road to the north City limits.

SUMMARY AND BACKGROUND

Council is requested to consider the approval of a Jurisdictional Transfer Agreement between the City of Medford and the State of Oregon for Crater Lake Highway and the Crater Lake Ave frontage road. The segment to be transferred to the City is from just south of Delta Waters Road to the north City limits.

PREVIOUS COUNCIL ACTIONS

On March 5, 2020, the Council heard testimony from Public Works Director Cory Crebbin regarding this jurisdictional transfer.

ANALYSIS

The Oregon Highway Plan requires that when a parallel state transportation facility is built (a bypass), the State is required to work with the local city and/or county to jurisdictionally exchange the right-of-way of the existing highway for maintenance and operations. City staff have been in discussions with the Oregon Department of Transportation (ODOT) regarding the disposition of Highway 62 since the Highway 62 bypass project was funded.

The proposed payment from ODOT to the City is \$6,450,000. This amount was calculated based on the pavement condition and maintenance costs for a 20-year period. This included a new pavement overlay for a significant amount of the roadway in question as well as signs, traffic signals, ADA considerations, and building a turnaround (potential cul-de-sac) on Commerce Drive. These funds will be placed in the Street Improvement Fund and their only limitations are to be spent on roadway projects which can include maintenance or capacity enhancement.

Jackson County is being asked by ODOT to accept jurisdiction of Crater Lake Highway North of the Medford City limit.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

\$6,450,000 will be deposited in the Street Improvement Fund (Fund 550).

TIMING ISSUES

None.



COUNCIL OPTIONS

- Approve the resolution as presented.
- Modify resolution as presented.
- Deny resolution and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the resolution.

SUGGESTED MOTION

I move to approve the resolution authorizing the Jurisdictional Transfer Agreement between the City of Medford and the State of Oregon for Crater Lake Highway and Crater Lake Ave.

EXHIBITS

- Resolution
- Map (Exhibit B of the Agreement)
- Agreement on file in the City Recorder's Office.

RESOLUTION NO. 2020-28

A RESOLUTION approving a Jurisdictional Transfer Agreement between the City of Medford (City) and the State of Oregon for Crater Lake Highway and the Crater Lake Avenue frontage road, south of Delta Waters Road to the north City limits.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON, that:

The Jurisdictional Transfer Agreement between the City of Medford (City) and the State of Oregon for Crater Lake Highway and the Crater Lake Avenue frontage road, south of Delta Waters Road to the north City limits, as described in Exhibit A attached and incorporated herein, on file in the City Recorder's office, is hereby approved.

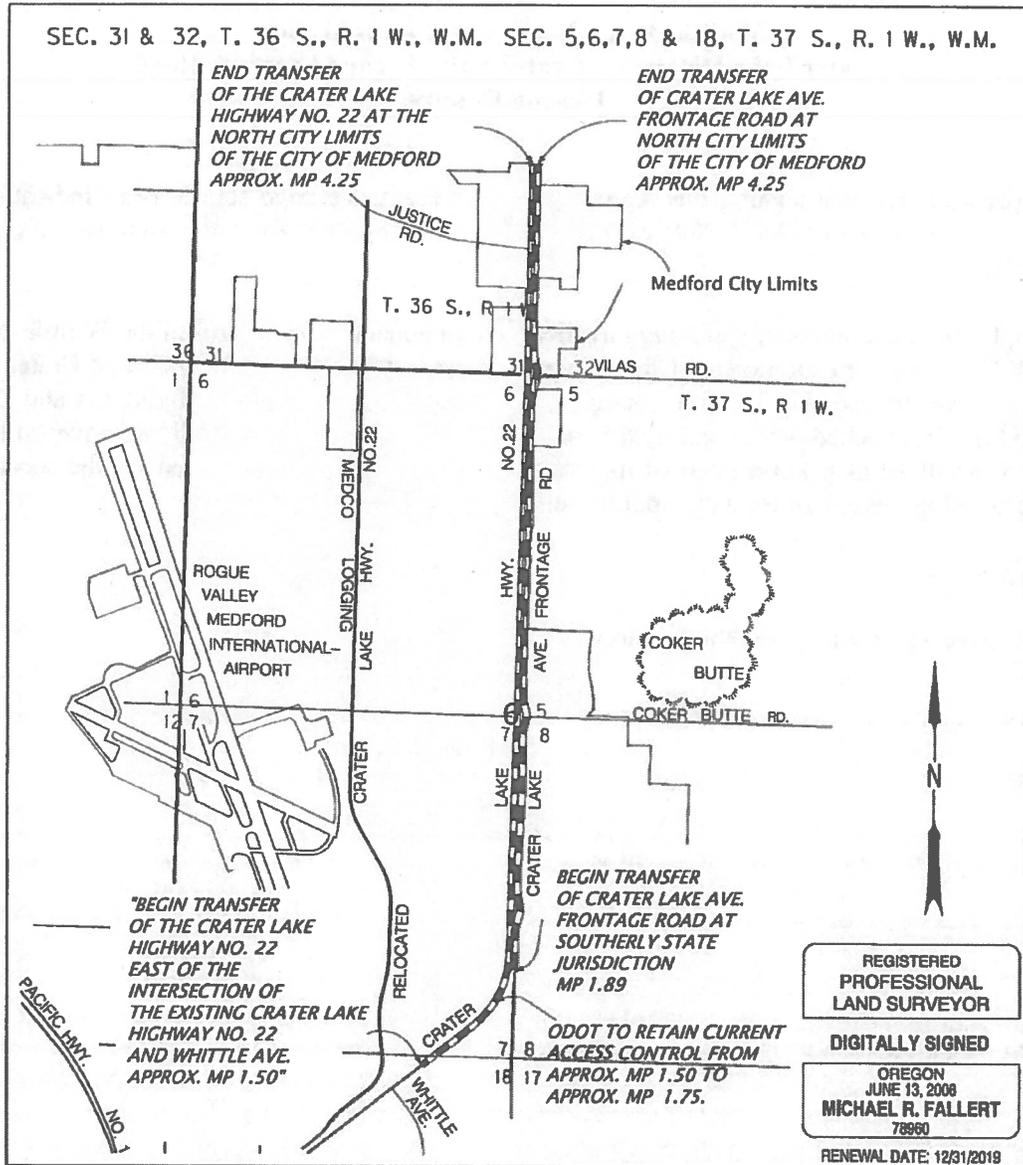
PASSED by the Council and signed by me in authentication of its passage this ____ day of March, 2020.

ATTEST: _____
City Recorder

Mayor

EXHIBIT B

Unit A



REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

 DIGITALLY SIGNED

 OREGON
 JUNE 13, 2008
 MICHAEL R. FALLERT
 78960

RENEWAL DATE: 12/31/2019

OREGON DEPARTMENT OF TRANSPORTATION  JURISDICTIONAL TRANSFER NO. 823 EXHIBIT B	Section	WHITTLE AVE. - NORTH CITY LIMITS		
	Highway	CRATER LAKE		
	County	JACKSON	Scale	1" = 2000'
	Purpose	JURISDICTIONAL TRANSFER	Date	JUNE, 2019
	SEE DRAWINGS 8B-32-12 & 8B-32-13			



AGENDA ITEM COMMENTARY

DEPARTMENT: Public Works
PHONE: (541) 774-2100
STAFF CONTACT: Cory Crebbin, Public Works Director

AGENDA SECTION: Consent Calendar
MEETING DATE: March 19, 2020

COUNCIL BILL 2020-29

A resolution approving a Jurisdictional Transfer and Financial Aid Agreement between the City of Medford (City) and Jackson County for Foothill Road and North Phoenix Road.

SUMMARY AND BACKGROUND

Council is requested to consider the approval of a Jurisdictional Transfer and Financial Aid Agreement between the City of Medford and Jackson County for Foothill Road and North Phoenix Road. "Jurisdiction" identifies the agency responsible for operations and maintenance of a transportation facility. In this case, jurisdiction will be transferred from the County to the City.

On Nov 15, 2019, the Oregon Department of Transportation (ODOT) announced that the City of Medford had been selected for a U.S. Department of Transportation (USDOT) Better Utilizing Investments to Leverage Development (BUILD) grant. This proposed exchange includes the County roads that are within the City limits and the scope of the BUILD grant.

The proposed payment for the jurisdictional transfer is \$250,000. The segment of Foothill Road to be transferred to the City is from Hillcrest Road to 250 feet north of Delta Waters Road. The segment of North Phoenix Road to be transferred to the City is from East Barnett Road to Coal Mine Road.

The agreement also includes financial aid for the City's Foothill Road BUILD grant project. If the City issues a Notice to Proceed (NTP) for construction of the City's Foothill Road project prior to July 1, 2022, the proposed payment from the County to the City will be \$3,000,000. This is in addition to the \$250,000 for the jurisdictional transfer.

The payments from this agreement will be used as local match for the BUILD grant.

PREVIOUS COUNCIL ACTIONS

On August 18, 2016, Council passed Resolution No. 2016-104 supporting the continued improvement of the Foothill Road/North Phoenix Corridor.

On June 20, 2019, Council passed Resolution No. 2019-64 authorizing the City to provide \$20,500,000 in non-federal funding for improvements to the North Phoenix/Foothill Corridor should a BUILD grant be awarded.

ANALYSIS

The BUILD grant project is a joint project between the City and Jackson County with an estimated cost of \$39.37M. The BUILD grant will provide \$15.5M of federal funds. The City's section of the project is Foothill Road from Hillcrest Road to Delta Waters Road and South Stage Road from North Phoenix



AGENDA ITEM COMMENTARY

Road to 1,000 feet west. The County's section of the project is Foothill Road from Delta Waters Road to Dry Creek Road. The match for the project includes the budgeted \$13M Foothill project and \$3M for the section north of Delta Waters Road being constructed by the County. The remaining local match total is \$7.87M.

This jurisdictional transfer with Jackson County will provide an additional \$3.25M for the project.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

\$3,250,000 will be deposited in the Street Improvement Fund (Fund 550) and used for the BUILD grant project.

TIMING ISSUES

This jurisdictional transfer is a high priority as it relates to the BUILD grant.

COUNCIL OPTIONS

- Approve the resolution as presented.
- Modify resolution as presented.
- Deny resolution and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the resolution.

SUGGESTED MOTION

I move to approve the resolution authorizing the Jurisdictional Exchange and Financial Aid Agreement between the City of Medford and Jackson County for Foothill Road and North Phoenix Road.

EXHIBITS

- Resolution
- Map of the Jurisdictional Transfer for Foothill and North Phoenix Roads
- Agreement on file in the City Recorder's Office

RESOLUTION NO. 2020-29

A RESOLUTION approving a Jurisdictional Transfer and Financial Aid Agreement between the City of Medford (City) and Jackson County for Foothill Road and North Phoenix Road.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON, that:

The Jurisdictional Transfer and Financial Aid Agreement between the City of Medford (City) and Jackson County for Foothill Road and North Phoenix Road, as described in Exhibit A attached and incorporated herein, on file in the City Recorder's office, is hereby approved.

PASSED by the Council and signed by me in authentication of its passage this ____ day of March, 2020.

ATTEST: _____
City Recorder

Mayor



AGENDA ITEM COMMENTARY

DEPARTMENT: Legal Department

AGENDA SECTION: Ordinances and Resolutions

PHONE: (541) 774-2020

MEETING DATE: March 19, 2020

STAFF CONTACT: Eric B. Mitton, Deputy City Attorney

COUNCIL BILL 2020-30

A resolution denying the appeal of a "Notice of Sidewalk Abatement Assessment" regarding sidewalks at Wolf Run Drive/Highcrest, Oregon and affirming the lien assessment in the amount of \$21,800 (contractor cost plus 25% administrative fee).

SUMMARY AND BACKGROUND

An appeal of a "Notice of Sidewalk Abatement Assessment" regarding the sidewalks at Wolf Run Drive/Highcrest, Oregon - Parcel 371W23CC 2600 was considered by City Council on March 5, 2020.

PREVIOUS COUNCIL ACTIONS

On May 18, 2017, Council scheduled an appeal hearing related to a Public Works administrative decision that the sidewalks in the common area of the development at Wolf Run Drive and Eagle Trace Drive are defective and need to be repaired. The hearing was continued.

On June 15, 2017, Council held an appeal hearing related to a Public Works administrative decision that the sidewalks in the common area of the development at Wolf Run Drive and Eagle Trace Drive are defective and need to be repaired. After extensive testimony, the hearing was tabled.

On May 17, 2018, Council held the continued hearing related to the Public Works administrative decision. Council denied Appellants' appeal, finding that David and Elahe Young were personally liable for the repairs and necessarily finding that the repairs were necessary.

On June 7, 2018, Council approved Resolution 2018-60, memorializing the May 17, 2018 decision.

On January 16, 2020, City Council continued this appeal hearing at the request of Appellants. The purpose of the continuance was to allow Appellants time to finalize a reported settlement with neighboring property owners.

On March 5, 2020, City Council voted to affirm the lien assessment and deny the appeal.

ANALYSIS

Since Council's decision on May 17, 2018, no progress was made on repairing the sidewalks at issue. Ultimately, in October 2019, the City (through a contractor) repaired the sidewalks itself. Because the Young's have taken the position that the May 17, 2018 decision is not binding on them, future legal action may be needed to secure repayment. That was not the issue for the March 5th proceeding, however.

For the March 5th appeal hearing, the only question is whether the lien placed on the real property itself is appropriate. Appellants' notice of appeal did not articulate a challenge to the existence of a



AGENDA ITEM COMMENTARY

lien on the real property, nor did it articulate a challenge to the magnitude of the lien on the real property. Appellants did not appear at the appeal hearing, either personally or through their attorney.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The lien will be in the amount of \$21,800.00 (contractor cost plus 25% administrative fee).

TIMING ISSUES

None.

COUNCIL OPTIONS

Approve the resolution.

Modify the resolution.

Deny the resolution and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approving the resolution memorializing the March 5, 2020 Council action.

SUGGESTED MOTION

I move to approve the resolution affirming the lien assessment and denying the appeal.

EXHIBITS

Resolution

RESOLUTION NO. 2020-30

A RESOLUTION denying the appeal of a "Notice of Sidewalk Abatement Assessment" regarding sidewalks at Wolf Run Drive/Highcrest, Oregon and affirming the lien assessment in the amount of \$21,800 (contractor cost plus 25% administrative fee).

WHEREAS, a public hearing was held on May 17, 2018, and the City Council denied Appellants' appeal, finding that David and Elahe Young were personally liable for the repairs and necessarily finding that the repairs were necessary; now therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON:

Section 1. The appeal is hereby denied.

Section 2. A lien in the amount of \$21,800 (contractor cost plus 25% administrative fee) is approved.

PASSED by the Council and signed by me in authentication of its passage this ___ day of March, 2020.

ATTEST: _____
City Recorder

Mayor



AGENDA ITEM COMMENTARY

DEPARTMENT: Building Safety

PHONE: 541-774-2362

STAFF CONTACT: Sam Barnum, Building Safety Director

AGENDA SECTION: Ordinances and Resolutions

MEETING DATE: March 19, 2020

COUNCIL BILL 2020-31

A resolution approving one additional full time employee for the Building Safety Program.

SUMMARY AND BACKGROUND

Council is requested to consider one (1) additional Full Time Equivalent (FTE) Development Services Support Technician to the Building Safety Department. This would allow the Development Services Support Technician II to be fully dedicated to Building Safety (rather than split .5 licensing and .5 permitting), thereby allowing for three (3) FTE to support permitting (Building Safety). The additional FTE would manage projects and reporting for Business Licenses, back-up the Business License counter, provide administrative support for the department, and back-up the Building Safety Department permit counter in times of overlapping leave (vacation, sick-leave, and/or training).

There are currently 2.5 full time equivalent (FTE) Development Services Support Technicians to support the permitting function and 1.5 FTE to support the Business License program that are co-located at the front counter. Currently there is no administrative support for the department.

The Business License program assumed full responsibility for the Rental Registration program on March 4, 2019 with no additional staff to support this function. It is estimated that this function adds 33% additional volume to that body of work.

With the expansion of the Urban Growth Boundary, we are beginning to see an increase in residential development. Asante has submitted plans for a 79,000 square foot cancer center and soon to submit for a larger project (\$460,000,000 total). This development is anticipated to be done over a five year period. It is the single largest development that Medford has seen in many years.

The additional FTE will help to support the influx of development currently and over the next several years, allow for provision of departmental administrative support, and help to support the additional workload generated from the Rental Registration Program. It is also anticipated that this will allow for more cross training to deepen support levels at the front counter.

PREVIOUS COUNCIL ACTIONS

February 19, 20 & 21, 2020: G3 meetings where the addition of staff was discussed.

ANALYSIS

A common thread in Building Safety's Performance Measures is that which promotes a framework that supports responsive, timely, and predictable delivery of quality customer service. It is determined that five FTE are required to provide adequate coverage at the permitting and licensing front counters and to also provide a minimum level of administrative support for the department.



AGENDA ITEM COMMENTARY

Currently there are 2.5 FTE dedicated to permitting and 1.5 FTE dedicated to licensing. This does not allow for cross training, adequate coverage during vacations and sick leave, proactive measures, and appropriate maintenance of programs. The department does not currently have an Administrative Assistant to support clerical functions. Currently this function is assumed primarily by the Development Services Manager.

This addition will be fully funded by Building Safety (fund 400) as the Development Services Support Technician II will now fully support Building Safety (formerly .5 Business License) and the addition of a .5 FTE for administrative support will be housed in Building Safety. The administrative function will include but not be limited to tasks such as ordering office supplies, travel and training arrangements, back-up to the Building Safety front counter, and projects as assigned.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Building Safety is a dedicated fund (Fund 400). There is \$500,000 budgeted in the Contingency Fund (Page 11-17 Adopted Biennial Budget 2019-2021). Adding an additional FTE will require a transfer of \$90,000 from Contingency to Personnel Services (Page 13-40 Adopted Biennial Budget 2019-2021) to cover the total cost of salary and benefits (See Supplemental Budget 4).

TIMING ISSUES

It is anticipated that the position could be filled as early as April 2020.

COUNCIL OPTIONS

- Approve the resolution as presented.
- Modify the resolution as presented.
- Deny the resolution and provide guidance to staff.

STAFF RECOMMENDATION

Staff recommends approval of the resolution.

SUGGESTED MOTION

I move to approve the resolution authorizing the addition of one full time employee for the Building Safety Department.

EXHIBITS

- Resolution
- Exhibit A Current Organizational Chart
- Exhibit B Proposed Organizational Chart

RESOLUTION NO. 2020-31

A RESOLUTION approving one additional full time employee (FTE) for the Building Safety Program.

WHEREAS, the Building Safety Department is requesting authorization to add one (1) FTE Development Services Support Technician to support additional program administration, administrative support, allow for cross training, and gaps left by the reclassification of one Development Services Support Technician.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON:

That adding one (1) FTE Development Services Support Technician to the Building Safety Department, is hereby approved.

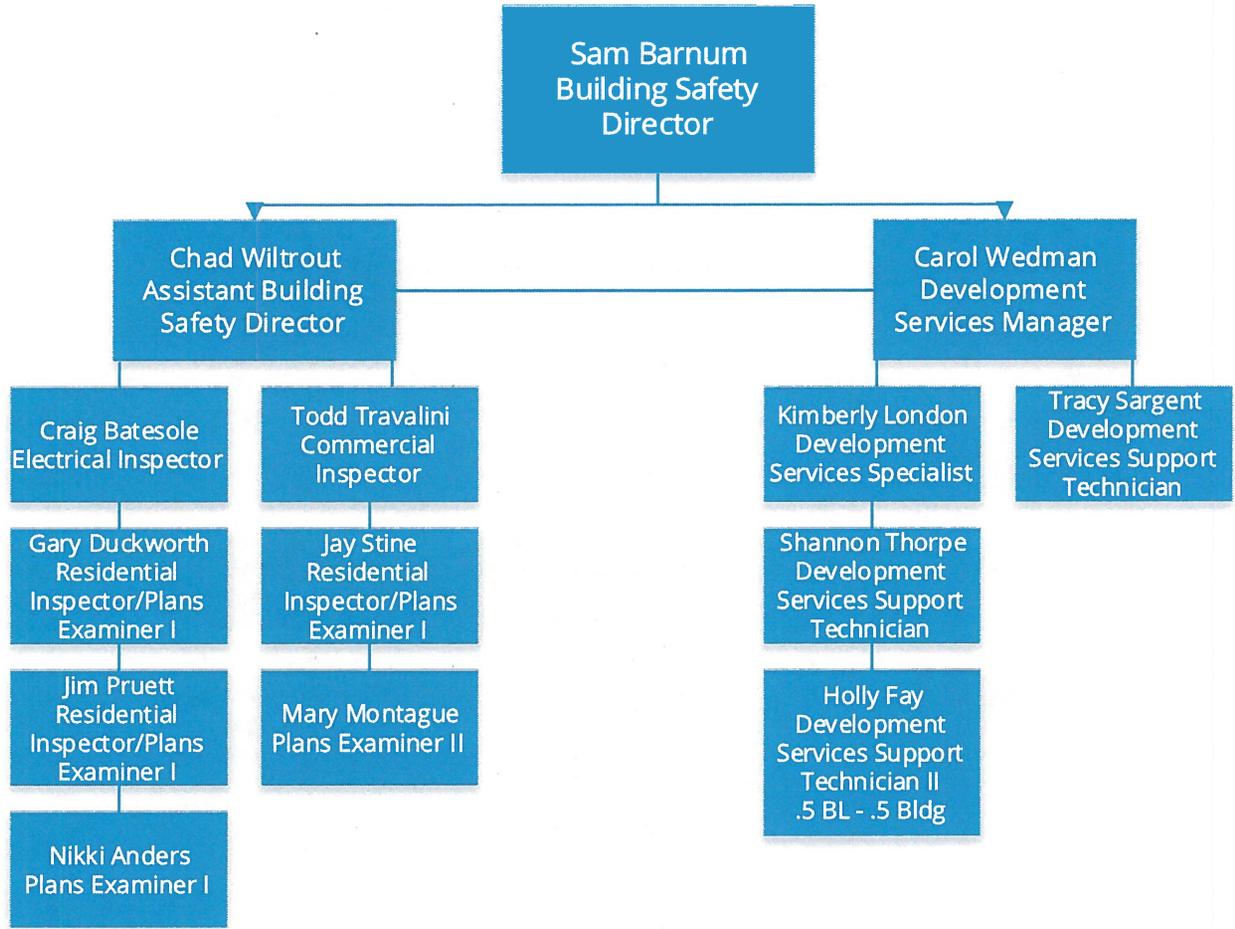
PASSED by the Council and signed by me in authentication of its passage this ____ day of March, 2020.

Attest: _____
City Recorder

Mayor

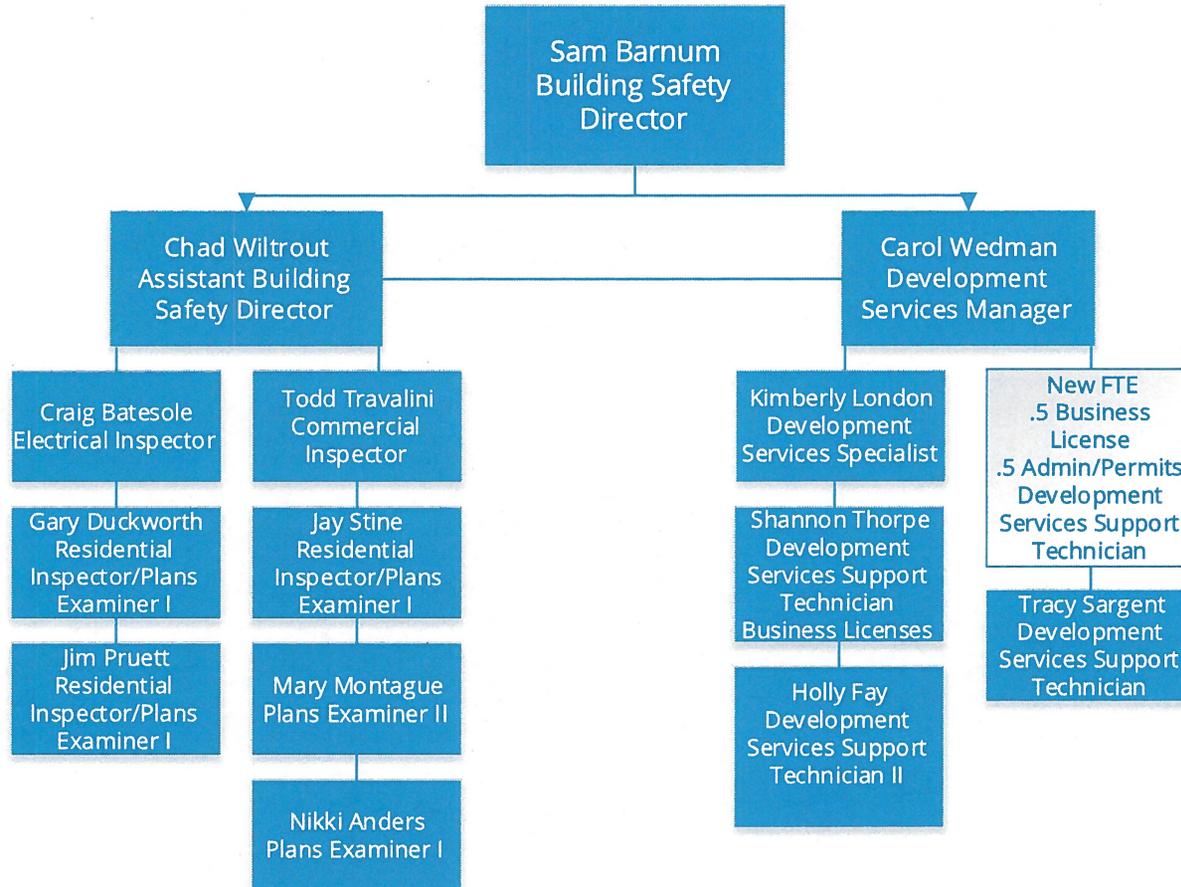
BUILDING SAFETY DEPARTMENT

City of Medford
March 2020



BUILDING SAFETY DEPARTMENT

City of Medford
Proposed





AGENDA ITEM COMMENTARY

DEPARTMENT: Public Works
PHONE: (541) 774-2100
STAFF CONTACT: Cory Crebbin, Public Works Director

AGENDA SECTION: Ordinances and Resolutions
MEETING DATE: March 19, 2020

COUNCIL BILL 2020-32

A resolution approving the addition of a new position in the Public Works Department, Engineering Division: Deputy City Engineer.

SUMMARY AND BACKGROUND

Council is requested to consider approval of a new position in the Public Works Department Engineering Division: Deputy City Engineer (DCE). The DCE will provide leadership and support for developer projects and City capital improvement projects. The Engineering Division of Public Works is reorganizing to better support the needs of the development community and efficiently complete City infrastructure projects. This new position is critical to accomplish these outcomes.

PREVIOUS COUNCIL ACTIONS

Council reviewed this item during G-3 meetings in February.

ANALYSIS

The Engineering Division has set the goal of continuously reducing plan review time for development applications. Over the past 15 years the average plan review time has been reduced from an average of 29 days to 15 days. Process improvements will continue to be implemented, but currently additional progress is difficult due to existing staff having many competing priorities, such as grant applications, design and construction of City projects, various master plans and increasing regulatory reporting. It is intended that the DCE will be primarily involved in development plan review to ensure this important area receives appropriate emphasis and customer service is maintained.

The combination of the hiring of a DCE and the reorganization of Public Works will ensure that the increasing capital improvement project workload will be delivered on schedule. By moving certain tasks from existing staff to this new position, focus on important capital project timelines will improve. Not all project elements, such as outside agency review of environmental permit applications, can be expedited. However, tasks such as creating contracts and reviewing environmental applications will be completed more quickly if the staff responsible do not also need to complete higher-priority development plan reviews.

Public Works is endeavoring to become fully certified to deliver federal aid projects. The Department has been partially certified for a number of years. The Oregon Department of Transportation (ODOT) has changed the program to no longer permit partial certification. Therefore, in order for the City to administer federally funded projects in the future, full certification is required. Local administration of federal funded projects results in significantly reduced project costs to the City and more rapid project completion, but full certification is labor-intensive. ODOT is on record as opining that Medford Public Works has insufficient staff to achieve full certification. The addition of the DCE position will



AGENDA ITEM COMMENTARY

improve the prospects for the City to become fully certified. Full certification has the added benefits of improving the competitiveness of City transportation grant applications and creates opportunities to administer federal projects for other agencies if the capacity to do so exists in the future.

Summary of new Deputy City Engineer position benefits and outcomes:

- Average developer plan review time average of 13 days in first year and 11 days in second year.
- Allow the Department to become fully federally certified through ODOT.
- Project costs savings (through federal certification).
- Capital improvement projects will be started in the biennium for which they are budgeted.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

It is anticipated that the DCE will be an S23 payscale classification with the full personnel costs of approximately \$150,000 per year for the first two years. A future supplemental budget will include funding for this position from various Public Works-related funds if this action is approved.

TIMING ISSUES

There has been an increase of both City and developer projects within the City of Medford which exceeds the capacity of existing staff. Design work can be contracted, but the administration and plan review of such contracts require significant staff time. This position is needed soon if delays of projects and risks of not meeting grant deadlines are to be avoided.

COUNCIL OPTIONS

- Approve the resolution as presented.
- Modify the resolution as presented.
- Deny the resolution and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the new position for a Deputy City Engineer.

SUGGESTED MOTION

I move to approve the resolution authorizing the creation of a new position in Public Works for a Deputy City Engineer.

EXHIBITS

Resolution

RESOLUTION NO. 2020-32

A RESOLUTION approving the addition of a new position in the Public Works Department, Engineering Division: Deputy City Engineer (DCE).

WHEREAS, the Public Works Department, Engineering Division is requesting the addition of a new position, Deputy City Engineer (DCE). The DCE will provide leadership and support for develop projects and City capital improvement projects.

WHEREAS, the Engineering Division of Public Works is reorganizing to better support the needs of the development community and efficiently complete City infrastructure projects. This new position is critical to accomplish these outcomes.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON:

The addition of a new position in the Public Works Department, Engineering Division: Deputy City Engineer (DCE), is hereby approved.

PASSED by the Council and signed by me in authentication of its passage this ____ day of March, 2020.

ATTEST: _____
City Recorder

Mayor



AGENDA ITEM COMMENTARY

DEPARTMENT: Finance

AGENDA SECTION: Ordinances and Resolutions

PHONE: (541) 774-2030

MEETING DATE: March 19, 2020

STAFF CONTACT: Ryan Martin, CFO/Deputy City Manager

COUNCIL BILL 2019-33

A resolution adopting the fourth Supplemental Budget for the 2019-21 biennium.

SUMMARY AND BACKGROUND

Council is requested to consider a fourth Supplemental Budget for the 2019-21 biennium which will affect five departments and ten funds.

The total impact is a \$366,846 increase in appropriations for the 2019-21 biennium. ORS 294.471 provides for a Supplemental Budget process.

PREVIOUS COUNCIL ACTIONS

On June 6, 2019, City Council approved Resolution 2019-45 adopting the 2019-21 Biennium Budget.

On August 1, 2019, City Council approved Resolution 2019-78 adopting the first Supplemental Budget for the 2019-21 Biennium.

On September 19, 2019, City Council approved Resolution 2019-105 adopting the second Supplemental Budget for the 2019-21 Biennium.

On December 19, 2019, City Council approved Resolution 2019-132 adopting the third Supplemental Budget for the 2019-21 Biennium.

ANALYSIS

Public Works

Appropriations Transfer

Engineering is requesting an appropriation transfer of \$150,000 to fund a new Deputy City Engineer position. The position will review plans and manage either the Construction section or the Development section of Engineering, which will increase overall construction project output. There is an increase of both City and Developer projects within the City, which has had an impact on existing staff. Additional increase in work related to Federal Grant administration requirements, along with increasing the urban growth boundaries pose a significant risk to timely project review and approval. As the City grows, so do the Committees, work groups and associated requirements on this role. This funding request is only necessary if Council approves the additional position.

Public Works Operations is requesting an appropriation transfer of \$80,000 to replace a Ford F-350 dual rear wheels truck with service body and programmable folding message board that has 136,547 miles. The truck is used as the emergency response vehicle for the Quick Response Team and is assigned to the on-call Technician. Examples of calls the vehicle is used for include traffic control for



motor vehicle accidents, fires, removal of debris blocking the right-of-way, emergency locates, severe weather events, trees down in the right-of-way, sewer and storm conveyance system concerns and other similar types of requests. The existing truck has had a high level of repair over the past 13 months; it recently suffered a major transmission failure and is now inactive. Fleet Services is recommending this vehicle be replaced with a more fuel efficient, Emissions Green, occupant safer vehicle.

Financial Impact to Budget:

- \$37,500 increase to Street Utility Personnel Services (Fund 500)
- \$37,500 increase to Storm Drain Utility Personnel Services (Fund 501)
- \$37,500 increase to Sewer Collection Utility Personnel Services (Fund 502)
- \$37,500 increase to Gas Tax Personnel Services (Fund 530)
- \$40,000 increase to Street Utility Capital Outlay (Fund 500)
- \$20,000 increase to Storm Drain Utility Capital Outlay (Fund 501)
- \$20,000 increase to Sewer Collection Utility Capital Outlay (Fund 502)
- \$77,500 decrease to Street Utility Contingency (Fund 500)
- \$57,500 decrease to Storm Drain Utility Contingency (Fund 501)
- \$57,500 decrease to Sewer Collection Utility Contingency (Fund 502)
- \$37,500 decrease to Gas Tax Contingency (Fund 530)

Police

Supplemental Budget

The Police Department is requesting a supplemental budget to appropriate unanticipated revenue from several sources as follows:

- The 2017 and 2018 Edward Byrne Memorial Justice Grants. Both grants were recently approved by the U.S. Department of Justice, as the current administration had put a temporary freeze on such approvals. Both grants are joint awards with the Jackson County Sheriff's Office (JCSO) and the Medford Police Department (MPD). The 2017 grant awarded \$85,599 to improve interoperable communications with the purchase of portable radio equipment for both agencies (\$25,182 for JCSO and \$60,417 for MPD). This purchase will improve emergency communications equipment inventory by replacing aging radio equipment. The 2018 grant awarded \$83,247, and the focus of that award is to increase usage of Automated License Plate Reader systems (ALPRs). The grant will be used to purchase additional ALPRs for both agencies (\$26,599 for JCSO and \$56,648 for MPD). The ALPRs will boost our ability to locate stolen vehicles, criminal suspects, missing persons and vehicles associated with various other crimes, as well as enhance officer and community safety.
- Unanticipated Federal forfeiture revenue in the amount of \$9,000 for FARO technology renewal and upgrade. In 2017 the Medford Police Department purchased the FARO 3D measurement and imaging system for crime scene documentation and investigations. The Medford Area Drug and Gang Enforcement (MADGE) Board approved the use of forfeiture



AGENDA ITEM COMMENTARY

funds for future FARO upgrades and license renewals. The upgrades to the system will further enhance its effectiveness.

- 2020 HIDTA Grant funding award of \$130,000. The Oregon-Idaho High Intensity Drug Trafficking Area (HIDTA) program is a drug-prohibition enforcement program run by the U.S. Office of National Drug Control Policy. These funds will be used by the MADGE task force to reduce drug and gang related crime in the Jackson County area through cooperative efforts, enforcement and intelligence sharing by local, state and federal law enforcement agencies. These efforts have proven to be effective in the disruption and/or dismantling of large scale methamphetamine, heroin, cocaine and illegal marijuana drug trafficking and money laundering organizations in Jackson County.
- Unanticipated Federal forfeiture funds in the amount of \$34,000 for purchase of two Conex boxes. Police is requesting to appropriate unanticipated Federal forfeiture funds received since July 1, 2019 for the purchase of two large Conex storage containers for MADGE to be used for drying and long-term storage of seized illegal marijuana. The MADGE Board approved the use of forfeiture funds for the purchase of these boxes, which are fully insulated to ensure the continued viability of seized marijuana throughout adjudication of the associated investigations. The containers are secure, weatherproof and durable, and will be housed at the secure evidence facility of the Jackson County Sheriff's Office (JCSO). The existing storage methods unnecessarily expose JCSO property and evidence employees to very strong and potentially unhealthy marijuana odor on a daily basis. Purchase and use of the storage boxes would eliminate this exposure and create a healthier working environment.

Financial Impact to Budget:

- \$168,846 increase to Revenue-LLEBG/JAG Grant (Fund 100)
- \$43,000 increase to Revenue-Federal Forfeiture (Fund 201)
- \$130,000 increase to Revenue-MADGE/HIDTA Reimbursement (Fund 100)
- \$29,800 increase to Job Ledger Personnel Services (Overtime) (Fund 100)
- \$185,799 increase to Job Ledger Materials & Services (Fund 100)
- \$83,247 increase to Job Ledger Capital Outlay (Fund 100)
- \$9,000 increase to Job Ledger Materials & Services (Fund 201)
- \$34,000 increase to Job Ledger Capital Outlay (Fund 201)

Planning

Supplemental Budget

The Planning Department is requesting a supplemental budget to appropriate funding from MURA. MURA and the Planning Department collaborated on a contract with Johnson Economics to conduct a Residential Market Study. At their December 2019 meeting, the MURA Board approved contributing \$25,000 to the cost of this project.



Appropriations Transfer

The Planning Department is requesting an appropriations transfer from Contingency to fund the following initiatives:

- On November 7, 2019, City Council approved Council Bill 2019-118, a resolution adopting the Housing Opportunity Fund (HOF) 2019 funding awards. Columbia Care Stewart Avenue Apartments was awarded funding in the amount of \$250,000 to develop 16 units of permanent supportive housing for low-income veterans, located at 1319 W. Stewart Avenue. Additionally, Hearts With A Mission was awarded funding in the amount of \$150,000 to complete construction of a 12-bed homeless youth shelter. These requests allow for funding agreements to be executed with the recipients.
- On February 15, 2018, City Council approved Council Bill 2018-15 adopting an Affordable Housing Construction Excise Tax (CET). Oregon Revised Statute 320.195 allows the City to retain an amount not to exceed four percent as an administrative fee to recoup the expenses of the City incurred in complying with the statute. This request allocates the four percent of CET revenue received for the period of August 2018 through January 31, 2020 (\$15,960) to an expense account.

Financial Impact to Budget:

\$25,000 increase to MURA Transfers to General Fund (Fund 100)

\$415,960 increase to CET Job Ledger M&S (Fund 120)

\$25,000 decrease to MURA Contract Services (Fund 901)

\$415,960 decrease to CET Contingency (Fund 120)

Parks, Recreation and Facilities

Appropriations Transfer

The Parks, Recreation and Facilities Department is requesting an appropriations transfer to move money from Contingency to Capital Improvement Projects in the amount of \$472,100. The expenditures were originally budgeted in the Aquatics Reserve and Community Parks Reserve funds and transferred to the Park Improvement fund during the budget process. The funds were placed in Contingency until they were ready to be spent.

Financial Impact to Budget:

\$472,100 increase to Park Improvement Capital Improvement Projects (Fund 630)

\$472,100 decrease to Park Improvement Contingency (Fund 630)



Building

Appropriations Transfer

The Building Department is requesting an appropriations transfer of \$90,000 to fund one new position to support additional program administration, administrative support and to allow for cross training. This funding request is only necessary if Council approves the additional position.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The proposed resolution will increase appropriations. Transfers between funds are as follows:

Fund	Existing Appropriations	New Appropriations
100		\$323,846
120	\$415,960	
201		\$43,000
400	\$90,000	
500	\$77,500	
501	\$57,500	
502	\$57,500	
530	\$37,500	
630	\$472,100	
901	\$25,000	

TIMING ISSUES

None.

COUNCIL OPTIONS

- Approve the resolution as presented.
- Modify the resolution as presented.
- Deny the resolution as presented and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the resolution.

SUGGESTED MOTION

I move to approve the resolution (as outlined in the attached exhibit).

EXHIBITS

- Resolution
- Supplemental Budget Request

RESOLUTION NO. 2020-33

A RESOLUTION adopting the fourth Supplemental Budget for the 2019-21 biennium.

WHEREAS, a supplemental budget is required to change appropriations in certain circumstances under ORS 294.471; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON:

SECTION 1. The City Council hereby adopts the fourth Supplemental Budget for the 2019-21 biennium.

SECTION 2. The City Council hereby makes the new appropriations and transfers of appropriations for the 2019-21 biennium in the amounts and for the purposes shown on the Supplemental Budget Adjustment form which is attached hereto as Exhibit A and incorporated herein by reference.

PASSED by the Council and signed by me in authentication of its passage this ___ day of March, 2020.

ATTEST:

City Recorder

Mayor

CITY OF MEDFORD

SUPPLEMENTAL BUDGET REQUEST PER ORS 294.471

Requesting Department: Finance

Biennium **BN2019-21**

Date of Proposed Council Action: March 19, 2020

Date **March 4, 2020**

Explanation of Requested Transfer: See AIC

Account Number	Description	Project Number	Debit	Credit
5003310-6101001	Salaries and Wages		37,500.00	
5013310-6101001	Salaries and Wages		37,500.00	
5023310-6101001	Salaries and Wages		37,500.00	
5303310-6101001	Salaries and Wages		37,500.00	
5003120-6404004	Motive Equipment		20,000.00	
5003121-6404004	Motive Equipment		20,000.00	
5013122-6404004	Motive Equipment		20,000.00	
5023123-6404004	Motive Equipment		20,000.00	
5001590-6909099	Contingency			77,500.00
5011590-6909099	Contingency			57,500.00
5021590-6909099	Contingency			57,500.00
5301590-6909099	Contingency			37,500.00
1000000-4310105	LLEBG/Jag/Byrne Revenue			168,846.00
1002110-6302214	Job Ledger M&S	PJB0017100-2432	85,599.00	
1002110-6404100	Job Ledger Capital Outlay	PJB0018100-4006	83,247.00	
2010000-4310109	Federal Forfeiture Grant	PFM0071201-4109		43,000.00
2012122-6302214	Job Ledger M&S	PFM0071201-4109	9,000.00	
2012122-6404100	Job Ledger Capital Outlay	PFM0072201-4006	34,000.00	
1000000-4310112	MADGE/HIDTA Reimb.			130,000.00
1002122-6101002	Overtime	PHI0089100-1002	29,800.00	
1002122-6302214	Job Ledger M&S	PHI0089100:	100,200.00	
		2101: \$9,800		
		2207: \$3,000		
		2212: \$2,100		
		2430: 3,100		
		2432: \$9,900		
		2457: \$6,000		
		2475: \$9,800		
		2502: \$6,000		
		2458: 50,500		
1000000-4716901	Transfer from MURA			25,000.00
1001810-6302214	Job Ledger M&S	DPL039100-2101	25,000.00	
9016210-6707100	Transfer to General Fund 100		25,000.00	
9016210-6302101	MURA Contract Services			25,000.00

Continued Next Page

Account Number	Description	Project Number	Debit	Credit
1201810-6302214	Job Ledger M&S	DPL0044120-2705	250,000.00	
1201810-6302214	Job Ledger M&S	DPL0042120-2101	15,960.00	
1201810-6302214	Job Ledger M&S	DPL0043120-2705	150,000.00	
1201590-6909099	Contingency			415,960.00
6305180-6505100	CIP General		472,100.00	
6301590-6909099	Contingency			472,100.00
4002310-6101001	Salaries and Wages		90,000.00	
4001590-6909099	Contingency			90,000.00
TOTALS			1,599,906.00	1,599,906.00

Ryan Martin
 Chief Financial Officer

Approved by

Ben [Signature]
 City Manager



MEDFORD
OREGON

cityofmedford.org

Item No: 70.5

AGENDA ITEM COMMENTARY

DEPARTMENT: Mayor & Council
PHONE: (541) 774-2000
STAFF CONTACT: Gary Wheeler, Mayor

AGENDA SECTION: Ordinances and Resolutions
MEETING DATE: March 19, 2020

RESOLUTION NO. 2020-36

A RESOLUTION ratifying the Mayor's Administrative Order dated March 16, 2020 Declaring a Local State of Emergency in the City of Medford as a Result of COVID-19 Pandemic.

WHEREAS, the Mayor of the City of Medford declared a local state of emergency on March 16, 2020,

WHEREAS, declarations of emergency by the Mayor must be ratified by City Council pursuant to Medford Municipal Code 12.050, and

WHEREAS, City Council is in full agreement with the Declaration and all the contents thereof,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON:

SECTION 1. The Mayor's Administrative Order dated March 16, 2020 Declaring a Local State of Emergency in the City of Medford as a Result of COVID-19 Pandemic, attached hereto as Exhibit 1, is ratified.

PASSED by the Council and signed by me in authentication of its passage this ____ day of March, 2020.

ATTEST: _____
City Recorder

Mayor



ADMINISTRATIVE ORDER DATED MARCH 16, 2020
of the
Mayor of the City of Medford, Oregon

**DECLARING A LOCAL STATE OF EMERGENCY IN THE
CITY OF MEDFORD AS A RESULT OF COVID-19 PANDEMIC**

The Mayor of the City of Medford finds that:

- A. The following conditions have resulted in the need for a local state of emergency declaration.
- B. COVID-19 (novel coronavirus) was declared a pandemic by the World Health Organization on March 11, 2020.
- C. Coronavirus are a group of viruses that can cause respiratory disease, with the potential to cause serious illness or loss of life for individuals with underlying health conditions.
- D. COVID-19 requires a significant amount of resources at the local level to keep the public and community informed and as safe as possible.
- E. On March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1). Governor Brown also issued guidance regarding group gatherings and social distancing to minimize potential opportunities for the COVID-19 to spread (Executive Order No. 20-05).
- F. The unknown duration of the COVID-19 pandemic will have significant financial impact to the community.
- G. I have been in regular contact with local agency leaders and public health experts, including the Jackson County Health Services Director for countywide information and updates. The City has been closely monitoring updated information for the state through the Oregon Health Authority (OHA), and the Centers for Disease Control (CDC) for U.S. updates. The primary focus at the City is to restrict the spread of COVID-19 and to maintain the health of our workforce so the City can continue to provide crucial City services.

H. Pursuant to ORS 401.309(1), the governing body of a city may declare, by ordinance or resolution, that a state of emergency exists within the city.

I. Pursuant to MMC Chapter 12, if the Mayor determines that a state of emergency exists, the City may declare a state of emergency when there exists “any human caused or natural event or circumstances causing or threatening loss of life, injury to person or property, human suffering or financial loss, and includes, but is not limited to, fire, explosion, flood, severe weather, earthquake, spills or releases of oil or hazardous material, contamination, disease, civil disturbance, terrorism, riot, or the interruption of essential public services..” MMC 12.060 sets out the actions the City can take, which include appropriate financial and procurement procedures and take various actions to address human suffering and financial loss resulting from emergencies.

J. Pursuant to MMC 12.050(1), the City Council shall consider ratification of the Declaration of a State of Emergency at its next council meeting. The next meeting of the City Council is scheduled for March 19, 2020.

Now, therefore, based on the above findings, THE MAYOR OF THE CITY OF MEDFORD ORDERS THAT:

1. A Local State of Emergency is declared to exist throughout the City of Medford.
2. This Declaration of Local State of Emergency is effective immediately and shall remain in effect until April 30, 2020, but may be extended in two-week increments so long as COVID-19 continues to pose an ongoing, immediate, and substantial threat to life, safety, health, or property in the City of Medford.

The declaration by the Mayor of a state of emergency shall:

- (a) State the nature of the emergency;
- (b) Designate the geographical boundaries of the area subject to the emergency procedures;
- (c) State the duration of time during which the area so designated shall remain an emergency area; and
- (d) State any special regulations imposed as a result of the state of emergency.

3. To protect the health and safety of City employees, with input from the City Human Resource department, IT, legal and other city department heads, I have and will continue to develop emergency policies and guidance on the use of sick leave, vacation leave, telecommuting, meeting protocol, identification of essential and non-essential staff for ongoing presence at City facilities, and other policies that will be in effect for the duration of the emergency.

4. To eliminate exposure to and spread of COVID-19, and in support of state and federal guidelines for social distancing, the City of Medford is cancelling a number of programs and public meetings through April 30, at which time the City will review the

information from the CDC and Jackson County Health for updated decisions.

- At this time, scheduled City Council meetings will continue to occur, but with social distancing modifications including reduced meeting length and encouragement of livestreaming options.

5. To respond to the COVID-19 Pandemic, the City may procure needed goods and services in accordance with ORS 279B.080 and without compliance with normal procurement procedures, redirect any necessary City funds for emergency purposes, and take any other action set forth in MMC 12.060, including any actions necessary for the protection of health and safety.

6. All permitted special events of more than 50 persons are cancelled during this emergency.

7. The City will take all necessary steps authorized by law to coordinate the response and recovery of this emergency, including but not limited to, requesting assistance from the State of Oregon and Jackson County.

Dated this 16th day of March 2020

Mayor, City of Medford

Ratified by City Council action on March 19, 2020

Attest:

City Recorder, City of Medford



AGENDA ITEM COMMENTARY

DEPARTMENT: Finance
PHONE: (541) 774-2030
STAFF CONTACT: Lorraine Peterson, Acting CFO

AGENDA SECTION: Ordinances and Resolutions
MEETING DATE: March 19, 2020

COUNCIL BILL 2020-37

A resolution approving the increase of the signing authority limit for the City Manager to \$250,000, and the creation of an Executive Committee to approve emergency purchases greater than \$250,000, through the duration of the City's state of emergency, but not to exceed June 30, 2020.

SUMMARY AND BACKGROUND

Council is requested to consider a motion modifying the City Manager's signing authority limit and creating an Executive Committee to approve certain purchases through the duration of the City's state of emergency, but not to exceed June 30, 2020.

PREVIOUS COUNCIL ACTIONS

None

ANALYSIS

On Monday, March 16, 2020, Mayor Wheeler issued a local state of emergency declaration for the City of Medford. During a declared emergency, the City Manager may redirect City funds for emergency use and suspend standard City procurement procedures (Medford Municipal Code 12.060(6)). To ensure timely approvals of emergency purchases, staff recommends the following process:

- Increasing the City Manager's approval authority to \$250,000.
- Creating an Executive Committee made up of the Mayor, Council President and Council Vice President that will approve contracts greater than \$250,000. The Executive Committee would approve purchases via email communication; this documentation would be attached to the contract in OneSolution.
- Creating a new "Emergency" contract status in OneSolution that bypasses normal workflow and goes directly to the City Manager for approval for all contracts greater than \$100,000.
- Creating a system-generated report that is distributed to the Acting Chief Financial Officer, Purchasing Manager and Deputy City Attorney that lists all contracts approved by the City Manager under the Emergency Status, regardless of dollar amount. This is for internal control purposes.
- Staff will include these approvals in the weekly contract reporting that is sent to Council.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Emergency purchases would be made within existing appropriations. Any purchases outside existing appropriations would be brought to City Council for approval through a Supplemental Budget.

TIMING ISSUES

The City is currently in a state of emergency; timing of this motion is critical.



MEDFORD

OREGON

cityofmedford.org

Item No: 70.6

AGENDA ITEM COMMENTARY

COUNCIL OPTIONS

Approve the motion as presented.

Modify the motion as presented.

Deny the motion as presented and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the motion.

SUGGESTED MOTION

I move to approve the motion increasing the City Manager's signing authority limit to \$250,000 and creating an Executive Committee to approve emergency purchases greater than \$250,000 through the duration of the City's state of emergency, but not to exceed June 30, 2020.

EXHIBITS

Resolution

RESOLUTION NO. 2020-37

A RESOLUTION approving the increase of the signing authority limit for the City Manager to \$250,000, and the creation of an Executive Committee to approve emergency purchases greater than \$250,000, through the duration of the City's state of emergency, but not to exceed June 30, 2020.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON:

The increase of the signing authority limit for the City Manager to \$250,000, and the creation of an Executive Committee to approve emergency purchases greater than \$250,000, through the duration of the City's state of emergency, but not to exceed June 30, 2020, is hereby approved.

PASSED by the Council and signed by me in authentication of its passage this ___ day of March, 2020.

ATTEST: _____
City Recorder

Mayor



AGENDA ITEM COMMENTARY

DEPARTMENT: Planning

AGENDA SECTION: Public Hearings

PHONE: (541) 774-2380

MEETING DATE: March 19, 2020

STAFF CONTACT: Matt Brinkley, AICP CFM, Planning Director

COUNCIL BILL 2020-34

A resolution authorizing the Foothill Road improvement project as recommended by the Planning Commission. (TF-19-001)

SUMMARY AND BACKGROUND

The City of Medford Public Works Department proposes to improve Foothill Road between Delta Waters Road and McAndrews Road to regional arterial standards which include: two travel lanes in each direction, bike lanes and sidewalks, medians, and planter strips.

The Bicycle and Pedestrian Advisory Committee and the Transportation Commission recommended approval of the proposal. The Planning Commission voted 7-0 to forward a favorable recommendation at its February 27, 2020, public hearing, also recommending that the proposed cross-walk at Lone Pine Road and Foothill Road be reviewed for an alternative location further west on Lone Pine Road for reasons of safety. (File No. TF-19-001)

PREVIOUS COUNCIL ACTIONS

On August 18, 2016, City Council approved Resolution No. 2016-104, supporting improvement of Foothill Road/North Phoenix Road corridor and designating it the City's top transportation priority.

On December 6, 2018, Council approved the 2018-2038 Transportation System Plan (TSP) with Ordinance No. 2018-126. The current proposal is for the construction of Project #609 in the TSP.

On June 20, 2019, Council approved Council Bill 2019-64 authorizing the City to provide \$20,500,000 in non-federal funding towards identified improvements to the North Phoenix/Foothill Road corridor should a grant from the Better Utilizing Investments to Leverage Development (BUILD) grant be awarded. A \$15,500,000 (estimated) BUILD grant was subsequently awarded to the City in November 2019.

ANALYSIS

Foothill Road provides one of the only major arterial connections linking the northern and southern portions of Medford's Urban Growth Boundary (UGB) east of Interstate 5, and it therefore provides a bypass for Highway 62 and Interstate 5 around the east side of Medford. The section of Foothill Road within East Medford is a two-lane County road with narrow shoulders and no bicycle or pedestrian facilities. The corridor currently carries traffic volumes exceeding 11,000 average daily trips (ADT) within the Medford UGB. The proposal will widen and improve approximately 6,450 feet (1.22 miles) of Foothill Road between Delta Waters Road and McAndrews Road, and provide approximately 14,000 linear feet of bike lanes and sidewalks where none currently exist.



Exceptions

The Transportation Facility Development process allows City Council to authorize deviations to the adopted road standards without applying for a formal exception application. The shaded cells in the following table identify where the proposal deviates from the road standards in the Transportation System Plan. Where deviations are present, they are largely a factor of physical constraints posed by the proximity of PP&L substations located on both sides of Foothill Road, immediately north of Lone Pine Road.

	Features / Dimensions (Each Direction)					Left or Center Turn Lane /Median	Total Paved Width	Total Right-of-Way Width
	Travel Lanes	Bike Lane	On-Street Parking	Sidewalk	Planter Strip			
Major Arterial/ Regional Arterial (TSP Exhibit 4)	11' 12'	6'	None	6' & 3' Buffer	5'	6'-14'	52'-60'	92'-100'
Foothill Road Cross Section 'A'-A' & 'E'-E'	11' 12.5'	6'	None	6' & 0' Buffer	5'	6' (E'-E') 14' (A'-A')	53' (E'-E') 61' (A'-A')	88' (E'-E') 96' (A'-A')
Foothill Road Cross Section 'C'-C'	11' 11'	5.5' East 0' West	None	5' East 0' West	0'	4'	54.5'	63.5'
Foothill Road Cross Section 'F'-F'	11' 11'	6' & 3' Buffer	None	7' East 10' West	0'	14'	76'	96'
Major Collector (TSP Exhibit 8)	11'	5'	None	5'	10'	12'	44'	74'
Delta Waters Road Cross Section 'B'-B'	11'	5'	None	7'	0'	12'	44'	63'-71'
Lone Pine Road Cross Section 'D'-D'	13'	6'	None	10' North 7' South	0'	0'	38'	56'
Indicates variance from Medford Transportation System Plan								

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

In addition to the \$20.5 million in non-federal funding authorized by City Council, the project is also supported by \$15.5 million in BUILD grant funds, and \$3.4 million from the Gas Tax Fund 530. The project is included in the current City of Medford 2019-2021 Biennial Budget on Page 9-46.



TIMING ISSUES

The BUILD grant funds are contingent on the City of Medford and Oregon Department of Transportation completing final plans, specifications, and estimate by August 2021. Failure to deliver on this timeline will result in a loss of the \$15.5 million grant.

COUNCIL OPTIONS

- Approve the resolution as presented.
- Modify the resolution as presented.
- Decline to approve the resolution and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the resolution.

SUGGESTED MOTION

I move to approve the resolution authorizing the Foothill Road improvement project (TF-19-001) as recommended by the Planning Commission.

EXHIBITS

Resolution

Council Report, including Exhibits A through Q (Exhibits A, B, and K-Q are attached, all other exhibits can be found at the link below)

[http://www.ci.medford.or.us/SIB/files/TF%2D19%2D001_CC%20Report%20w%20Exhibits\(1\).pdf](http://www.ci.medford.or.us/SIB/files/TF%2D19%2D001_CC%20Report%20w%20Exhibits(1).pdf)

RESOLUTION NO. 2020-34

A RESOLUTION authorizing the Foothill Road improvement project as recommended by the Planning Commission. (TF-19-001)

WHEREAS, the City of Medford proposes to improve Foothill Road between Delta Waters Road and McAndrews Road to regional arterial standards, which include: two travel lanes in each direction, bike lanes and sidewalks, medians, and planter strips.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON:

The Foothill Improvement project, as recommended by the Planning Commission, is hereby authorized.

PASSED by the Council and signed by me in authentication of its passage this ___ day of March, 2020.

ATTEST:

City Recorder

Mayor



COUNCIL REPORT

for a Type-IV legislative decision: **Transportation Facility Development**

Project Foothill Road Improvements – Delta Waters Rd. to McAndrews Rd.
Applicant City of Medford
File no. TF-19-001
To Mayor & City Council *for 03/19/2020 hearing*
From Planning Commission via Seth Adams, AICP, Planner III
Reviewer Carla Angeli Paladino, Principal Planner
Date March 12, 2020

BACKGROUND

Proposal

The City of Medford Public Works Department proposes to improve Foothill Road between Delta Waters Road and McAndrews Road to regional arterial standards which include: two travel lanes in each direction, bike lanes and sidewalks, medians, and planter strips (Exhibit A). Due to roadway constraints, the cross section is being modified in certain locations along the project.

Authority

This proposed plan authorization is a Type IV legislative approval for the development of a transportation facility. The Planning Commission is authorized to recommend and the City Council to approve transportation facilities under Medford Municipal Code Sections 10.106 and 10.226.

Applicable Criteria

Medford Municipal Code §10.226, Transportation Facility Development

(1) Transportation facility development projects shall be consistent with the Transportation Goals and Policies of the Comprehensive Plan.

- (2) Transportation facility projects should not prevent development of the remainder of the property under the same ownership or development of adjoining land.*
- (3) If the project includes the creation of new streets, such streets should be laid out to conform with the plats of land divisions already approved for adjoining property.*
- (4) All transportation projects must be consistent with the adopted Transportation System Plan (TSP).*

ISSUES AND ANALYSIS

Background

Foothill Road provides one of the only major arterial connections linking the northern and southern portions of Medford's Urban Growth Boundary (UGB) east of Interstate 5, and it therefore provides a bypass for Highway 62 and Interstate 5 around the east side of Medford. The section of Foothill Road within East Medford is a two-lane County road with narrow shoulders and no bicycle or pedestrian facilities. The corridor currently carries traffic volumes exceeding 11,000 average daily trips (ADT) within the Medford UGB. As population increases in East Medford and the Bear Creek Valley, traffic volumes, congestion, and delays will also increase along Foothill Road.

In August 2016, Medford City Council passed a resolution supporting improvement of the Foothill Road/North Phoenix corridor and designating it the City's top transportation priority. City Council has committed \$20,500,000 in non-federal funding towards the Foothill Road/North Phoenix improvement project, and in November 2019 the City was selected for a \$15,500,000 USDOT BUILD Grant to assist with project costs. The Foothill Road/North Phoenix corridor project was the only project in the State of Oregon to be awarded funds from the BUILD Grant program.

As described in the proposed project narrative (Exhibit B), the proposal will widen and improve approximately 6,450 feet (1.22 miles) of Foothill Road between Delta Waters Road and McAndrews Road, and provide approximately 14,000 linear feet of bike lanes and sidewalks where none currently exist.

Project Details

The following list summarizes the proposed road improvements.

Foothill Road

- 53 to 76 foot wide street improvements (curb to curb) from Delta Waters Rd. to McAndrews Rd.
- 5 to 7 foot wide sidewalk (each side)
- 10 foot wide multi-use path on west side of road between Lone Pine Rd. and McAndrews Rd.
- 12 foot wide multi-use path following existing irrigation canal around PP&L electrical substation "lower yard"
- Left turn lanes at intersections except for Eucalyptus Dr. and Lone Pine Rd.
- 4 travel lanes (two each way) and center turn lane
- 5.5 to 6 foot separated bike lanes (each side)
- Underground storm drain improvements
- Traffic signal at Delta Waters Rd. intersection (if supported by traffic analysis)
- Traffic signal modification at Cedar Links Dr. intersection
- Street lighting
- 5 foot wide planter strip (each side), where applicable
- Street trees within the planter strip at 50 foot spacing
- Median island to match previously approved Foothill Road improvements from Hillcrest Rd. to McAndrews Rd. (herringbone stamp with terra cotta color)

Delta Waters Road

- 44 foot wide street improvements (curb to curb) from Foothill Rd. to 650 feet west
- 5 to 7 foot wide sidewalk (south side of road)
- 7 foot wide sidewalk (north side of road)
- 10 foot wide planter strip (south side of road)
- 2 travel lanes (one each way) and center turn lane
- 5 foot bike lanes (each side)
- Underground storm drain improvements
- Street lighting

Lone Pine Road

- 38 foot wide street improvements (curb to curb) from Foothill Rd. to 550 feet west
- 5 to 7 foot wide sidewalk (south side of road)
- 10 foot wide multi-use path (north side of road)
- 10 foot wide planter strip on south side of road, east of Foothill Rd.

- 2 travel lanes (one each way)
- 6 foot bike lanes (each side)
- Underground storm drain improvements
- Street lighting

Exceptions

The shaded cells in the following table identify where the proposed project deviates from the Transportation System Plan.

	Features / Dimensions (Each Direction)						Total Paved Width	Total Right-of-Way Width
	Travel Lanes	Bike Lane	On-Street Parking	Sidewalk	Planter Strip	Left or Center Turn Lane /Median		
Major Arterial/ Regional Arterial (TSP Exhibit 4)	11' 12'	6'	None	6' & 3' Buffer	5'	6'-14'	52'-60'	92'-100'
Foothill Road Cross Section 'A'-A' & 'E'-E'	11' 12.5'	6'	None	6' & 0' Buffer	5'	6' (E'-E) 14' (A'-A)	53' (E'-E) 61' (A'-A)	88' (E'-E) 96' (A'-A)
Foothill Road Cross Section 'C'-C'	11' 11'	5.5' East 0' West	None	5' East 0' West	0'	4'	54.5'	63.5'
Foothill Road Cross Section 'F'-F'	11' 11'	6' & 3' Buffer	None	7' East 10' West	0'	14'	76'	96'
Major Collector (TSP Exhibit 8)	11'	5'	None	5'	10'	12'	44'	74'
Delta Waters Road Cross Section 'B'-B'	11'	5'	None	7'	0'	12'	44'	63'-71'
Lone Pine Road Cross Section 'D'-D'	13'	6'	None	10' North 7' South	0'	0'	38'	56'
Indicates variance from Medford Transportation System Plan								

Utility Impacts

Portions of the Medford Irrigation District (MID) canal will be realigned with underground pipes. Staff has helped MID with placement and sizing of the proposed irrigation facilities. In addition, staff is coordinating with Pacific Power & Lighting

(PP&L) to determine the impacts to their substation access points and fencing located on both sides of Foothill Road at the intersection of Lone Pine Road. The roadway within this segment of the project has been minimized to reduce physical and financial impacts to the substation, and staff is coordinating with PP&L on the relocation of 33 transmission poles currently located within the proposed street improvements. Staff is also coordinating with other affected utilities to determine facility impacts.

Access Management

Existing driveways along the project route will have standard driveway approaches and transitions matching the existing width and material. All driveways will be right-in/right-out due to the concrete median along Foothill Road. To avoid conflict with the proposed signal and intersection at Foothill Road and Delta Waters Road, two driveways are proposed to be combined and relocated to the intersection. On the east side of Foothill Road at Cedar Links Drive, three driveways are proposed to be combined and relocated to the signalized intersection to eliminate the conflict of having residential driveways too close to a signalized intersection. The proposal also calls for combining the driveways for 2565 and 2615 North Foothill Road due to increased grade changes and road widening that will make the existing driveway transitions too steep.

Right-of-Way Acquisition

The proposed street improvements will require right-of-way acquisition from 24 tax lots, totaling approximately 154,000 square feet.

Agency and Department Comments

Project plans were sent to referral agencies for comments, including utilities, city and county departments, and other quasi-governmental agencies.

Building Department: The Building Department has no comments on the proposal (Exhibit C).

Fire Department: The Fire Department commented that three new fire hydrants will be required along Foothill Road (Exhibit D).

Public Works Department: The Public Works Department has no comments on the proposal (Exhibit E).

Jackson County Roads: Jackson County Roads commented that it supports the proposed improvements, and that the City of Medford is required to request jurisdiction of the road facilities prior to beginning construction (Exhibit F).

Medford Water Commission: The Medford Water Commission submitted a memorandum listing eight conditions of approval that the City will need to comply with throughout the final design and construction phases of the project (Exhibit G).

Parks Department: The Medford Parks Department commented that it supports the project, and that it would also support implementation of the proposed 'A'-A' cross-section on the length of Foothill Road south of McAndrews Road to Hillcrest Road, noting that a revision to that earlier transportation facility project may not be feasible (Exhibit H).

Committee & Commission Comments

Bicycle & Pedestrian Advisory Committee: The proposal was discussed at the Bicycle and Pedestrian Advisory Committee (BPAC) meeting of February 10, 2020, and the proposed project is supported by BPAC (Exhibit I).

Transportation Commission: The proposal was discussed at the Transportation Commission (TC) meeting on February 26, 2020. The TC voted unanimously to recommend approval of the proposal.

Planning Commission: The Planning Commission asked a number of clarifying questions of staff at the public hearing on February 27, 2020, ultimately voting 7-0 to forward a favorable recommendation to the City Council. The Planning Commission also recommended that the proposed cross-walk at Lone Pine Road and Foothill Road be reviewed for an alternative location further west on Lone Pine Road for reasons of safety (Exhibit J).

Public Process & Comments

Staff from the Engineering Division of the Public Works Department sent out notices to all residences within 200-feet of the entire project length. Engineering staff also met directly with some of the property owners whose property would be directly affected by the project. In addition, an informational open house was held at North Medford High School on February 3, 2020 to allow area residents to view preliminary design plans and discuss the project with staff from the Public Works Department.

Prior to the Planning Commission hearing, public notice signs were posted every 600 feet along the proposed project length, and notices were sent to property owners

adjoining and within 200 feet of the project. Notices to the same property owners were sent out again prior to the City Council hearing. The hearing information related to the project was also published in the local newspaper ten days prior to the Planning Commission and City Council hearings.

At the open house held on February 3, 2020, staff received a total of 15 written comments (Exhibit K). Prior to the Planning Commission hearing, three members of the public submitted written comments on the proposal (Exhibits L – N). At the Planning Commission hearing, oral testimony on the proposal was received from eight members of the public (Exhibit J), and two letters were also presented to the Commissioners (Exhibits O – P). After the Planning Commission hearing, a formal written response from the Planning Department (Exhibit Q) was sent to Mr. Bittner in response to the comments in his letter which is Exhibit N.

FINDINGS AND CONCLUSIONS

The approval criteria that apply to Transportation Facility Developments are in Medford Municipal Code §10.226. The criteria are rendered in *bold italics*, findings and conclusions in roman type.

The Planning Commission shall base its recommendation and the City Council its decision on the following criteria:

- (1) Transportation facility development projects shall be consistent with the Transportation Goals and Policies of the Comprehensive Plan.*

Findings

The transportation facility project is consistent with various transportation goals and policies identified in the Comprehensive Plan. The relevant statements are identified below and are further explained about how they relate to this project.

Goal 1: To provide a multi-modal transportation system for the Medford planning area that supports the safe, efficient, and accessible movement of all people and goods, and recognizes the area's roles as the financial, medical, tourism, and business hub of Southern Oregon and Northern California.

Policy 1-B: The City of Medford shall use the Transportation System Plan as the legal basis and policy foundation for decisions involving transportation issues.

Policy 1-C: The City of Medford's top priority for the use of transportation funds shall be to address the maintenance, operational, and safety needs of the transportation system.

Policy 1-E: The City of Medford's third priority for the use of transportation funds shall be to fund capital improvements that add capacity to the transportation system. These improvements shall be prioritized based on availability of funds, reducing reliance on the automobile, improving safety, relieving congestion, responding to growth, and system- wide benefits.

Goal 1 – Analysis

The improvements to Foothill Road will encourage multi-modal transportation while enhancing vehicular capacity and safety to the overall transportation system. The project will include sidewalks along both sides of the street where none exist currently, and will provide safe pedestrian travel for adjacent businesses and residential neighborhoods. Bicycle lanes will be constructed with the project, where none exist currently, and when completed will provide approximately 4 miles of continuous bike lanes along North Phoenix/Foothill roads from Juanipero Way to Delta Waters Road. The Transportation System Plan was used to establish the proposed roadway dimensions with variances to the planter strip, sidewalk, bike lanes, and travel lane widths. These variances are needed due to existing physical constraints along this segment of roadway.

Goal 2: To provide a comprehensive street system that serves the mobility and multi-modal transportation needs of the Medford planning area.

Policy 2-E: The City of Medford shall design to enhance livability by assuring that aesthetics and landscaping are a part of Medford's transportation.

Policy 2-F: The City of Medford shall bring Arterial and Collector streets up to full design standards where appropriate, and facilitate improving existing local streets to urban design standards where appropriate.

Policy 2-1: The City of Medford shall promote transportation safety.

Goal 2 – Analysis

The improvements to Foothill Road will encourage multi-modal transportation with construction of sidewalks and bicycle lanes along both sides of the street where none exist currently, and will provide safe pedestrian travel for adjacent businesses and residential neighborhoods. New street lights will be installed as part of the project which will provide illumination for vehicles, pedestrians,

and bicyclists. The planter strips will be enhanced with trees and bark ground cover.

Overall, the implementation of the typical Major Arterial/Regional Arterial Street standards with the proposed variances will provide a safer and enhanced roadway that will benefit vehicular traffic, bicyclists, and pedestrians.

Goal 5: To facilitate the increased use of pedestrian transportation in the Medford planning area.

Goal 5 – Analysis

The construction of sidewalks along both sides of the street, where none exist currently, will provide safe pedestrian travel for adjacent businesses and residential neighborhoods. This project will also need to construct a 12 foot wide multi-use path westerly around the PP&L substation in order to minimize the physical and financial impacts to the substation.

Conclusions

The transportation facility project implements the Transportation System Plan and fulfills identified goals and policies of the Comprehensive Plan. The project satisfies Criterion 1.

(2) Transportation facility projects should not prevent development of the remainder of the property under the same ownership or development of adjoining land.

Findings

The transportation facility improvements modify an existing roadway and abut single family residential and commercial properties that have the potential to develop in the future.

Conclusions

The proposal does not prevent development of the remainder of the property under the same ownership or development of adjoining land. This criterion is found to be satisfied.

- (3) If the project includes the creation of new streets, such streets should be laid out to conform with the plats of land divisions already approved for adjoining property.***

Findings

The proposal does not create any new streets. The proposed improvements will be installed along existing roadways.

Conclusions

As no new streets are proposed, the criterion is not applicable.

- (4) All transportation projects must be consistent with the adopted Transportation System Plan (TSP).***

Findings

The transportation facility improvements on Foothill Road will implement the typical cross section as shown in Exhibit 4 – Major Arterial/Regional Arterial with Separated Bicycle Lanes (Low Stress for 40mph and Higher) with variances to travel lane, sidewalk and sidewalk-bike buffer widths from Delta Waters Road to Eucalyptus Road.

The segment of Foothill Road between Eucalyptus Road and Lone Pine Road will need variances to the median, travel lane, bike, sidewalk and sidewalk-bike buffer widths. These variances are needed to best fit the Section 'C'-'C', as shown on the plans, between the east and west substation. A 12 foot wide multi-use path is proposed to provide pedestrian and bicycle access westerly around the substation due to the elimination of those facilities adjacent to the road.

The segment of Foothill Road between Lone Pine Road and McAndrews Road will implement the cross section used for the Council-approved Transportation Facility Application (TF-17-012) for Foothill Road – Hillcrest Road to McAndrews Road.

Delta Waters Road will implement the typical cross section as shown for a Major Collector in Exhibit 8 – Major Collector with variances to sidewalk width and elimination of the planter strip.

Lone Pine Road will not be able to meet the typical cross section for a Major Collector due to the reduced width between existing improvements (PP&L substation to the north and the Lone Pine Square development to the south).

Conclusions

The proposal is consistent with the adopted Transportation System Plan. This criterion is found to be satisfied.

RECOMMENDED ACTION

Based on the findings and conclusions that all of the applicable criteria are satisfied, adopt the resolution authorizing the Foothill Road improvement project (TF-19-001) as recommended by the Planning Commission.

EXHIBITS

Note: Exhibits A, B, and K – Q are attached. The full set of exhibits can be obtained from the Planning Department and at the link below.

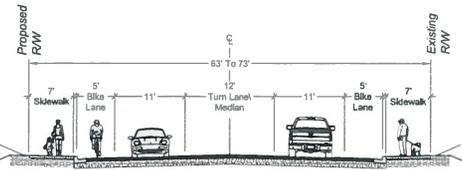
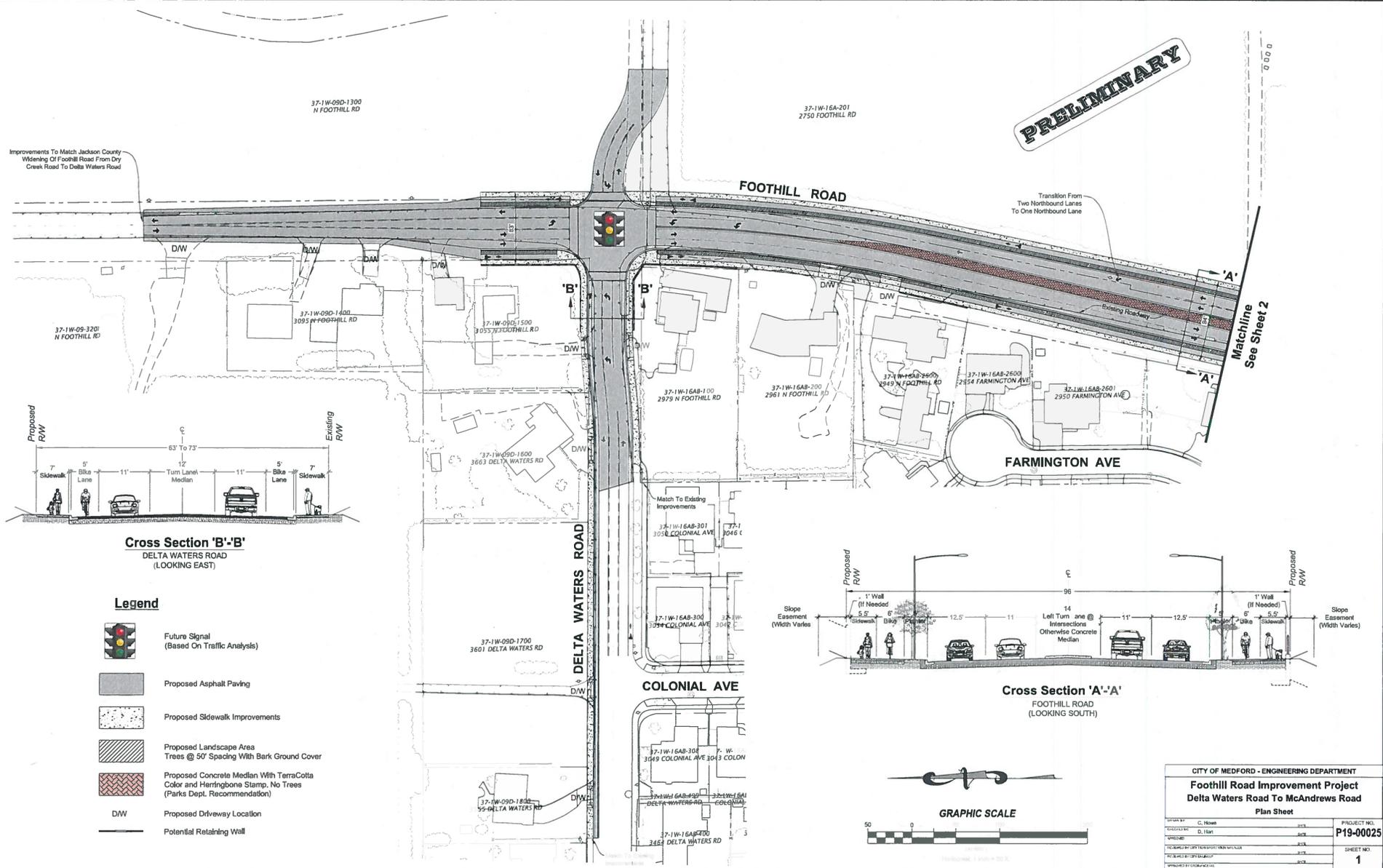
[http://www.ci.medford.or.us/SIB/files/TF%2D19%2D001_CC%20Report%20w%20Exhibits\(1\).pdf](http://www.ci.medford.or.us/SIB/files/TF%2D19%2D001_CC%20Report%20w%20Exhibits(1).pdf)

- A Project Plans
- B Project Narrative
- C Building Department Comments – February 5, 2020
- D Fire Department Comments – January 27, 2020
- E Public Works Department comments – February 5, 2020
- F Jackson County Roads comments – January 17, 2020
- G Medford Water Commission comments – February 5, 2020
- H Parks Department comments – February 20, 2020
- I Bicycle & Pedestrian Advisory Committee comments – February 13, 2020
- J Draft Planning Commission hearing minutes – February 27, 2020
- K Open House Public comments – February 3, 2020
- L E-mail from Victoria Brown – February 26, 2020
- M Letter from Brenda Brannon – February 26, 2020
- N Letter from Harlan Bittner – February 26, 2020
- O Letter from Brandon Hall – February 27, 2020
- P Letter from Frank Kinney – February 27, 2020
- Q Response letter to Exhibit N from Planning Department – March 4, 2020
Vicinity Map

CITY COUNCIL AGENDA:

MARCH 19, 2020

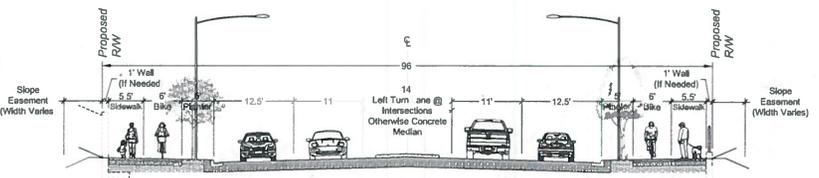
PRELIMINARY



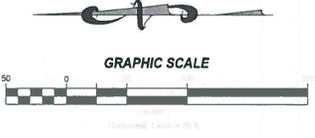
Cross Section 'B'-B'
DELTA WATERS ROAD
(LOOKING EAST)

Legend

- Future Signal (Based On Traffic Analysis)
- Proposed Asphalt Paving
- Proposed Sidewalk Improvements
- Proposed Landscape Area
Trees @ 50' Spacing With Bark Ground Cover
- Proposed Concrete Median With TerraCotta Color and Herringbone Stamp. No Trees (Parks Dept. Recommendation)
- Proposed Driveway Location
- Potential Retaining Wall



Cross Section 'A'-A'
FOOTHILL ROAD
(LOOKING SOUTH)



CITY OF MEDFORD - ENGINEERING DEPARTMENT		PROJECT NO.	P19-00025
Foothill Road Improvement Project		SHEET NO.	1
Delta Waters Road To McAndrews Road		DATE	
Plan Sheet			
DESIGNED BY	C. Howe	DATE	
CHECKED BY	D. Han	DATE	
IN CHARGE BY	DR. TRAVIS	DATE	
APPROVED BY		DATE	
DATE		DATE	

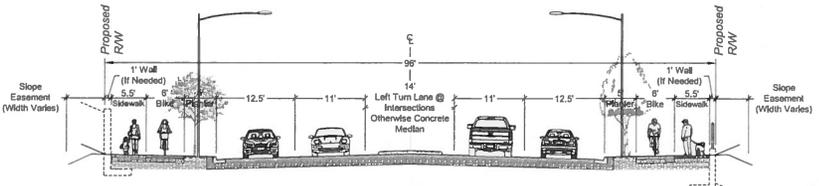
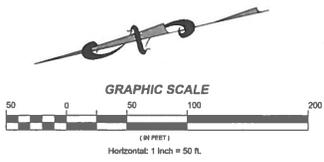
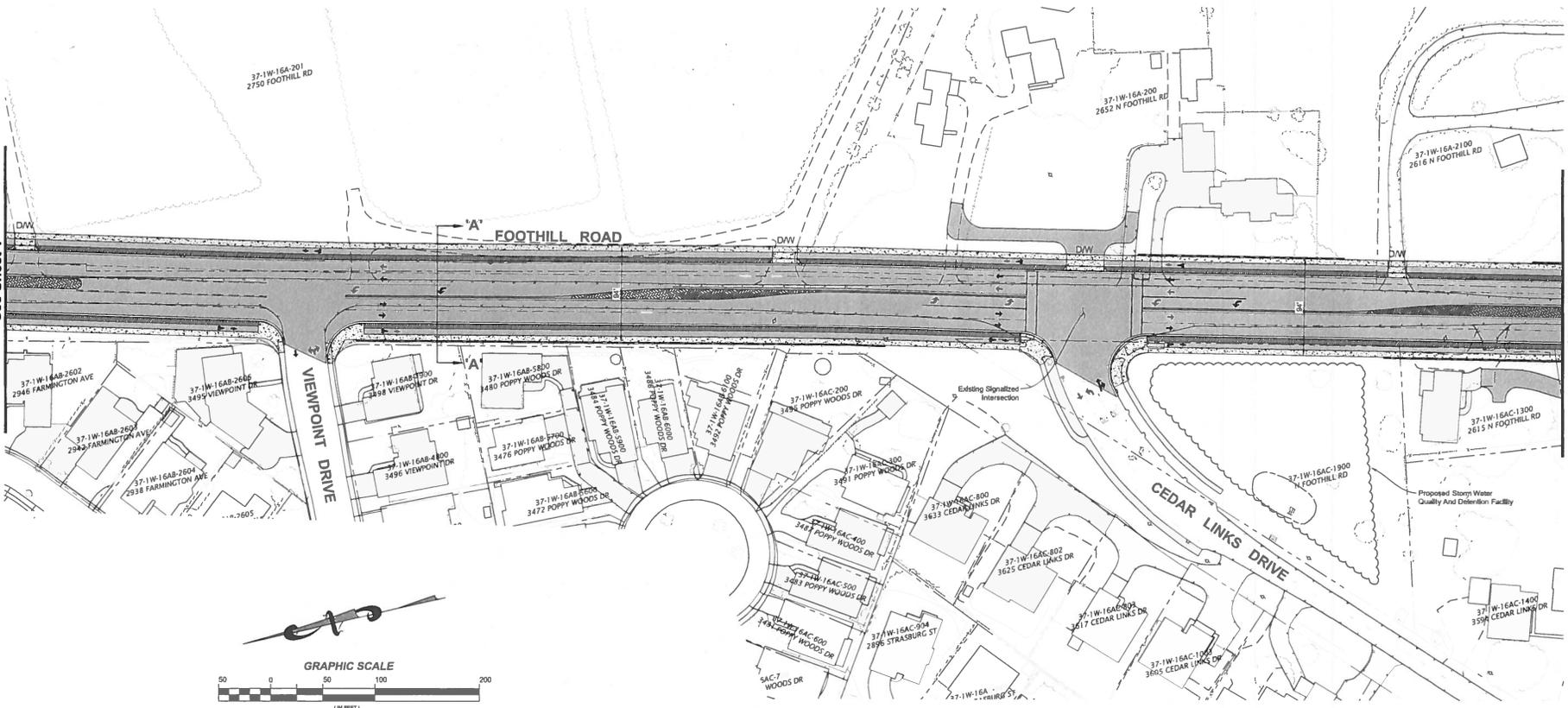
EXHIBIT A

EXHIBIT A

Drawing number: P19-00025; Foothill Rd - McAndrews to Delta Waters/Preparatory Planning/19.05.17; Date: 05.17.19; File: 2020-814em

Matchline
See Sheet 1

Matchline
See Sheet 3



Cross Section 'A'-A'
FOOTHILL ROAD
(LOOKING SOUTH)

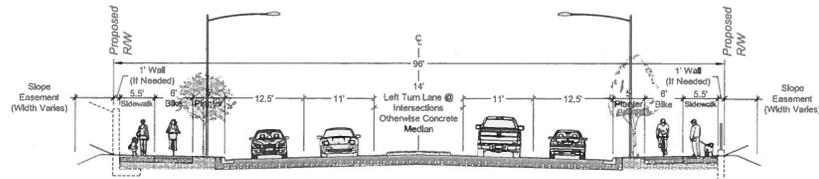
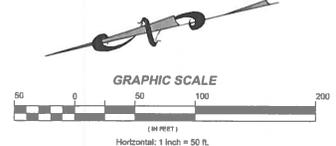
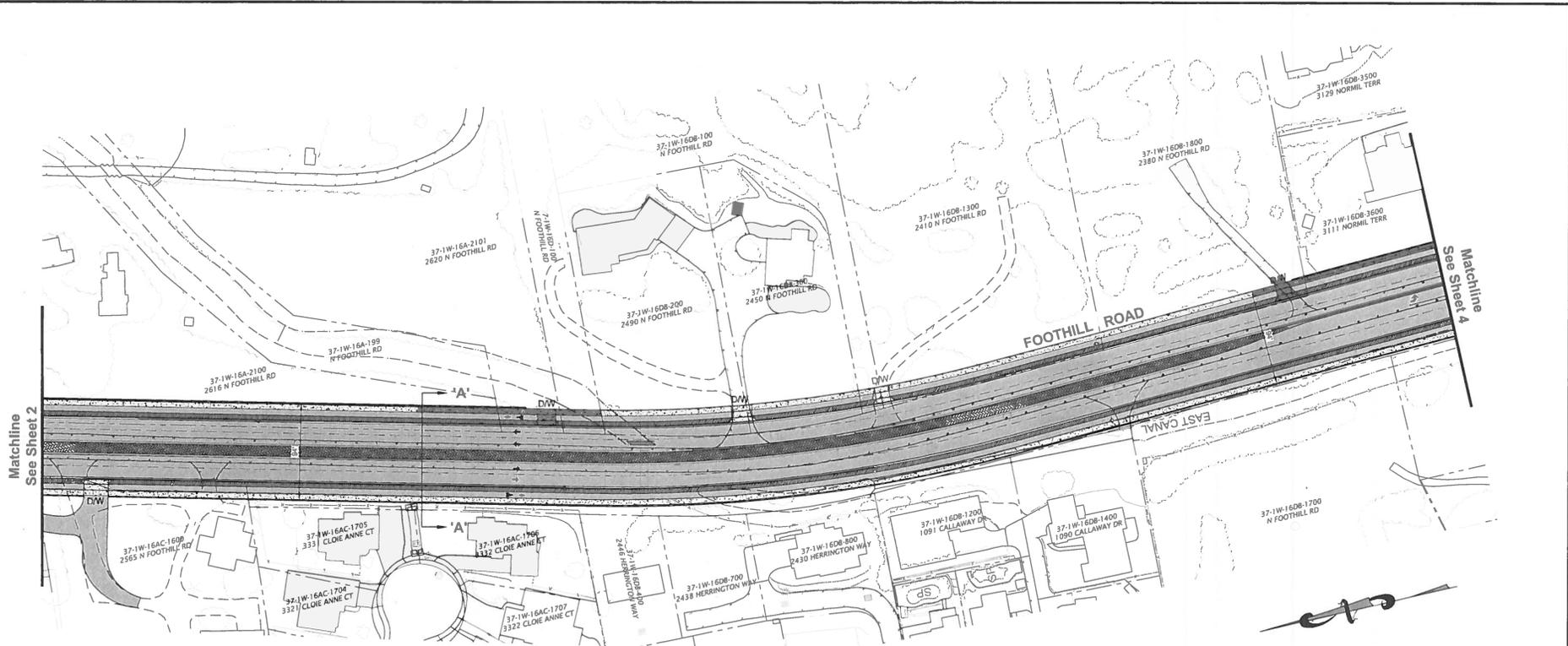
Legend

- Proposed Asphalt Paving
- Proposed Sidewalk Improvements
- Proposed Landscape Area
Trees @ 50' Spacing With Bark Ground Cover
- Proposed Concrete Median With TerraCotta
Color and Herringbone Stamp. No Trees
(Parks Dept. Recommendation)
- D/W Proposed Driveway Location
- Potential Retaining Wall

PRELIMINARY

CITY OF MEDFORD - ENGINEERING DEPARTMENT			
Foothill Road Improvement Project			
Delta Waters Road To McAndrews Road			
Plan Sheet			
DESIGNED BY	C. Howe	DATE	02/24/2019
DESIGNED BY	D. Han	DATE	02/24/2019
DESIGNED BY	DAVID WOODS	DATE	02/24/2019
DESIGNED BY	DAVID WOODS	DATE	02/24/2019
DESIGNED BY	DAVID WOODS	DATE	02/24/2019
PROJECT NO.			P19-00025
SHEET NO.			2

Drawing number: P19-00025-Foothill Rd - McAndrews to Delta Waters/Preliminary/PlanSheet/25 TT Drawing.dwg File: 19_0220_22.dwg



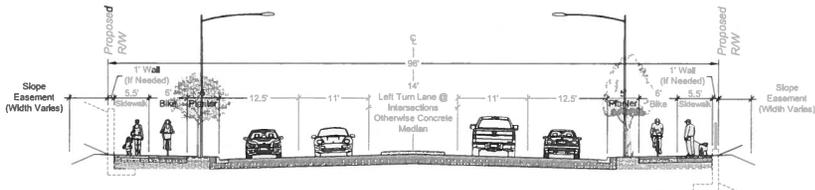
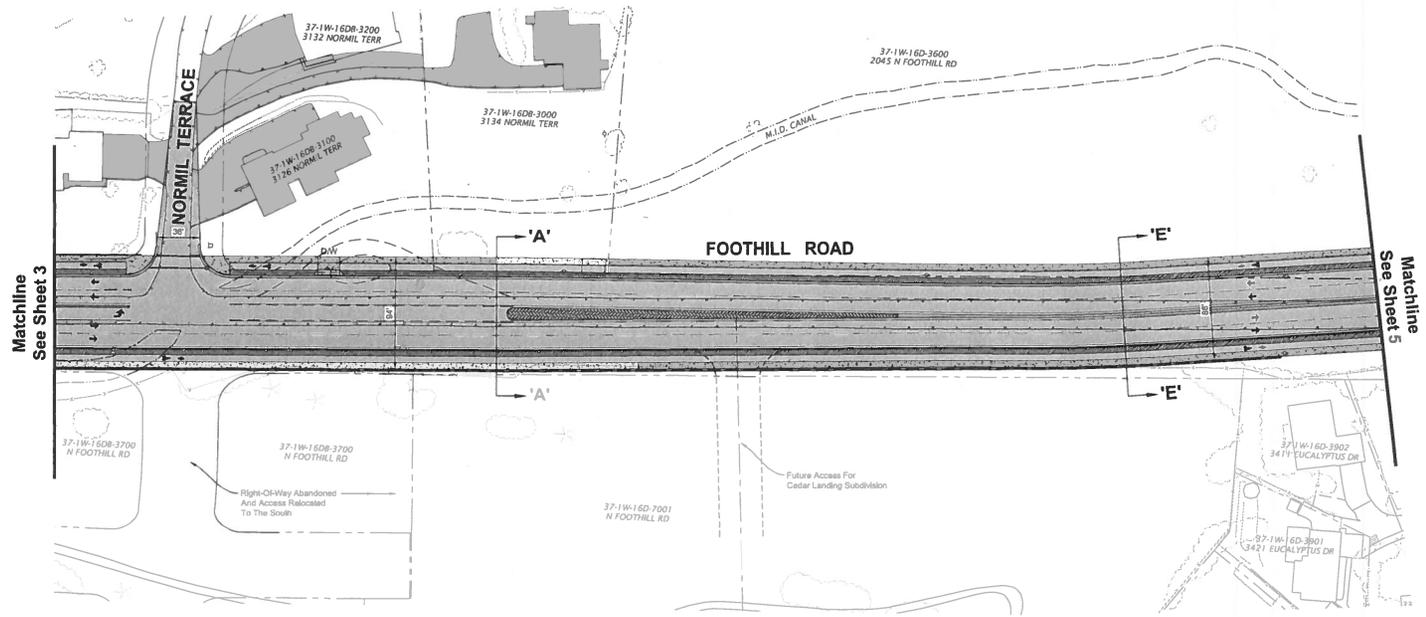
Cross Section 'A-A'
 FOOTHILL ROAD
 (LOOKING SOUTH)

- Legend**
- Proposed Asphalt Paving
 - Proposed Sidewalk Improvements
 - Proposed Landscape Area
Trees @ 50' Spacing With Bark Ground Cover
 - Proposed Concrete Median With TerraCotta
Color and Herringbone Stamp. No Trees
(Parks Dept. Recommendation)
 - Proposed Driveway Location
 - Potential Retaining Wall

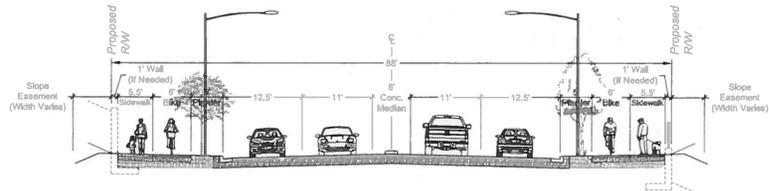
PRELIMINARY

CITY OF MEDFORD - ENGINEERING DEPARTMENT			
Foothill Road Improvement Project			
Delta Waters Road To McAndrews Road			
Plan Sheet			
DESIGNED BY	C. Howe	DATE	PROJECT NO.
DRAWN BY	D. Han	DATE	P19-00025
CHECKED BY		DATE	SHEET NO.
APPROVED BY		DATE	3

Drawing number: P19-00025 Foothill Rd - McAndrews to Delta Waters Preliminary Plan Sheet 30 of 30



Cross Section 'A-A'
FOOTHILL ROAD
(LOOKING SOUTH)

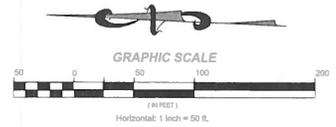


Cross Section 'E-E'
FOOTHILL ROAD
(LOOKING SOUTH)

Legend

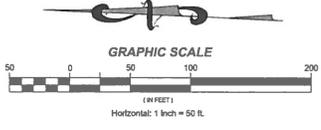
-  Proposed Asphalt Paving
-  Proposed Sidewalk Improvements
-  Proposed Landscape Area
Trees @ 50' Spacing With Bark Ground Cover
-  Proposed Concrete Median With TerraCotta
Color and Herringbone Stamp. No Trees
(Parks Dept. Recommendation)
-  D/W Proposed Driveway Location
-  Potential Retaining Wall

PRELIMINARY

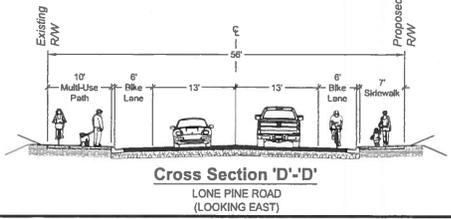
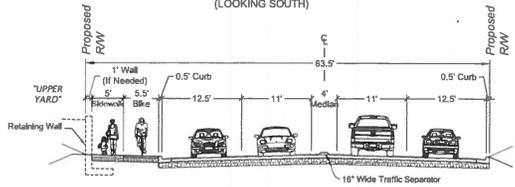
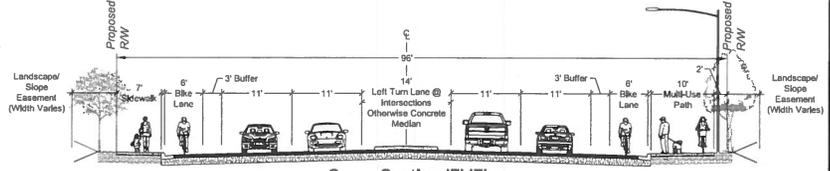
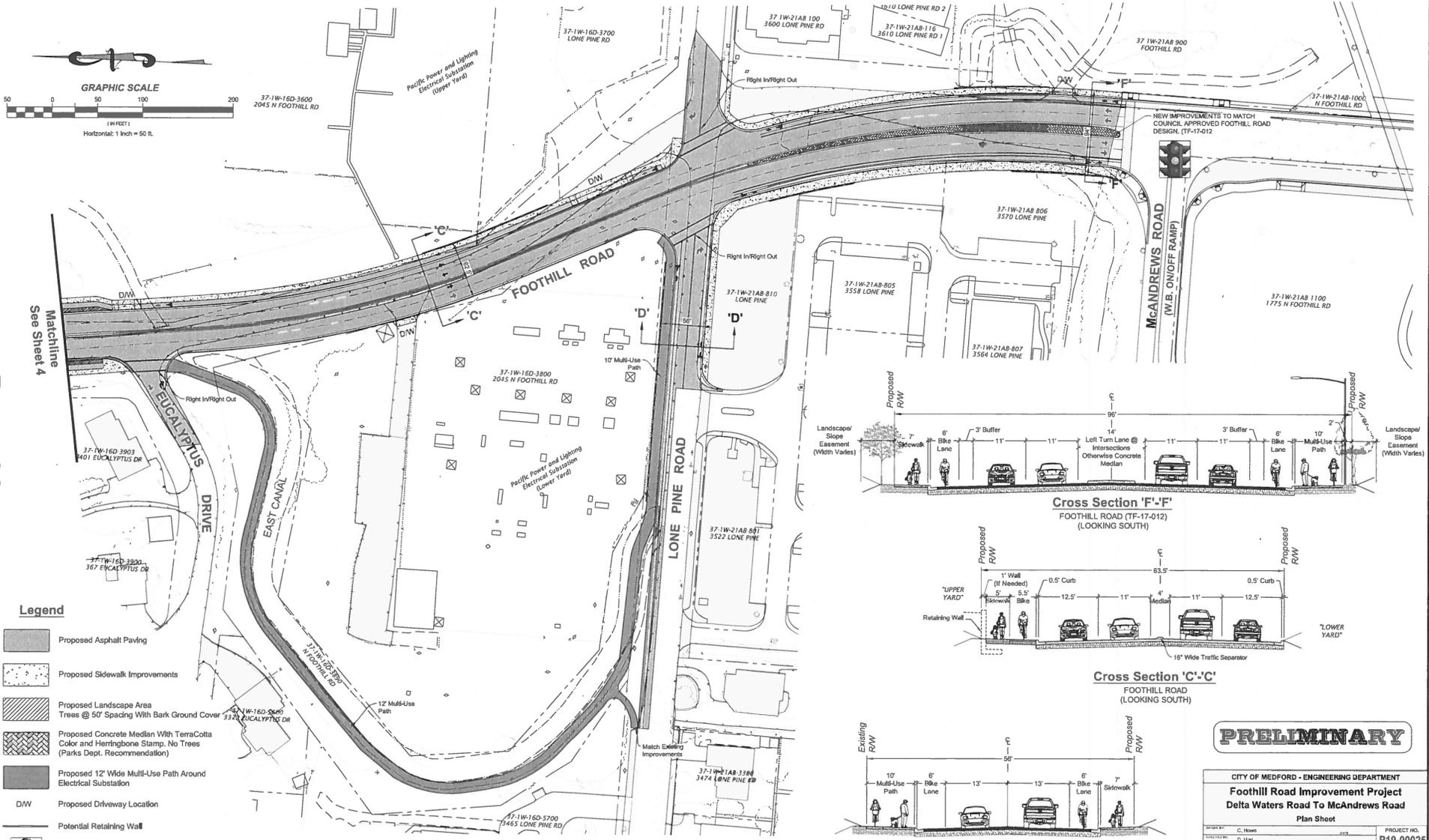


CITY OF MEDFORD - ENGINEERING DEPARTMENT			
Foothill Road Improvement Project			
Delta Waters Road To McAndrews Road			
Plan Sheet			
DESIGNED BY	C. Hoan	DATE	PROJECT NO.
CHECKED BY	D. Han	DATE	P19-00025
IN CHARGE BY	PROJECT MANAGER	DATE	SHEET NO.
APPROVED BY	DATE	DATE	4
DATE	DATE	DATE	DATE

Drawing created by: C:\Users\Public\Documents\Projects\19-00025\Foothill Rd - McAndrews to Delta\19-00025-Preliminary\PlanSheet\19-00025-23.dwg 19-01-2025 2:39pm



- Legend**
- Proposed Asphalt Paving
 - Proposed Sidewalk Improvements
 - Proposed Landscape Area
Trees @ 50' Spacing With Bark Ground Cover (Parks Dept. Recommendation)
 - Proposed Concrete Median With TerraCotta Color and Herringbone Stamp. No Trees (Parks Dept. Recommendation)
 - Proposed 12' Wide Multi-Use Path Around Electrical Substation
 - DW Proposed Driveway Location
 - Potential Retaining Wall
 - Proposed Signal Approved With TF-17-012



PRELIMINARY

CITY OF MEDFORD - ENGINEERING DEPARTMENT
Foothill Road Improvement Project
 Delta Waters Road To McAndrews Road
 Plan Sheet

DESIGNED BY	C. Howe	PROJECT NO.	P19-00025
DRAWN BY	D. Han	SHEET NO.	5
CHECKED BY	J. M. ...		
APPROVED BY	J. M. ...		
DATE	...		

Drawing name: P:\Land Projects\301\Medford\Foothill Rd - McAndrews to Delta Waters\ Preliminary\PlanSheet\19-00025-11-Drawings.dwg File: 18_2020-04-09.dwg



MEMORANDUM

To: Planning Department

From: Craig Howe, Engineering Technician IV

CC:

Date: February 19, 2019

Subject: Foothill Road Improvements – Delta Waters Rd to McAndrews Rd (BUILD Grant)

Executive Summary

This project will improve Foothill Road between Delta Waters Road and McAndrews Road to regional arterial standards which includes: travel lanes, bike lanes, sidewalks, a median, and planter strips. The number of travel lanes within the proposed section of Foothill Road will be increased from two to four lanes (two each way) and are proposed to be separated by a varied-width, colored and stamped concrete median down the center. This project will also deliver road-separated bike lanes, sidewalks, planter strips, storm drain improvements and street lighting on Foothill Road.

Project length is approximately 6,450 feet and will provide approximately 14,000 feet of bike lanes and sidewalks. On the north end of the project, Delta Waters is proposed to be widened to accommodate a sidewalk on the north side and create a standard major collector street section. A signal at the intersection of Delta Waters Rd and Foothill Rd will be installed if supported by the traffic analysis.

In order to construct the improvements between the existing Pacific Power substations, the center turn lane is proposed to be removed from the Foothill Rd cross-section and traffic turns onto Foothill Rd from both Lone Pine Rd and Eucalyptus Dr will be limited to right-in/right-out. The project impacts Medford Irrigation Canal facilities at various locations and the City will work with this utility to mitigate and minimize these impacts. In summary, the Engineering Division of Public Works recommends constructing the following in accordance with the City of Medford Transportation System Plan (TSP) with variances as shown herein and on the plans.



- Foothill Road from Delta Waters Rd to McAndrews Road (approximately 6,450 feet) as a regional arterial.
- Delta Waters Road from Foothill Rd to 650 feet west as a major collector
- Lone Pine Road from Foothill Rd to 550 feet west as a major collector in accordance with the City of Medford Transportation System Plan (TSP) with variances as shown herein and on the plans.

Project Background

Foothill Road currently provides one of the only major arterial connections linking the northern and southern portions of the UGB area east of Interstate 5. It extends N. Phoenix Road northward from Hillcrest Rd to Delta Waters Rd where it continues northward into Jackson County. It therefore provides a bypass for Hwy 62 and I-5 around the east side of Medford. As population increases in the Bear Creek Valley and Medford area, Foothill Road will experience increased traffic volumes, congestion, and delays. This project is identified in the TSP as Project #609 as shown in Table 5.

The section of Foothill Road within East Medford is currently a two-lane County road with very narrow shoulders and no bicycle or pedestrian facilities. The corridor speed is posted at 45 MPH, except between the McAndrews Rd west bound onramp and Eucalyptus Drive where the speed is posted at 35 MPH, and it currently carries traffic volumes that exceed 11,000 ADT within the Medford UGB.

On August 18, 2016, Medford City Council passed Resolution No. 2016-104 supporting improvement of the Foothill Road/North Phoenix Corridor and considered it the top transportation priority for the City of Medford, see Exhibit A.

On June 20, 2019, Medford City Council passed Resolution No. 2019-64 that will provide \$20,500,000 in non-federal funding towards the project should the BUILD grant be awarded, see Exhibit B.

On Nov 15th, 2019, Oregon Department of Transportation (ODOT) announced Oregon / City of Medford was successful in being selected for a USDOT BUILD Grant. Grant funding towards the Foothill Road project could be as high as \$15,500,000. This project was the only project in the State of Oregon to be awarded funds.

Federal Announcement:

42. Southern Oregon Corridor Resiliency and Congestion Relief Project - Medford, Oregon



Estimated Grant Funding: \$15,500,000

Estimated Total Project Costs: \$39,370,000

This project will expand approximately 3.97 miles of roadway along the Foothill Road/North Phoenix Road Corridor from a two-lane arterial to a four-lane arterial with center turn lane, sidewalks, and bike lanes. The project extends approximately 5.5 miles of improvements completed or underway in the corridor. This award is less than the \$20.5 million requested because the Department believes that the project will deliver sufficient benefits under a reduced scope. To accommodate a reduced award, the Department concurred with the applicant's proposal to eliminate the North Phoenix – Coal Mine to Barnett section of the project scope.

The project aligns well with the Department's criteria related to safety, economic competitiveness, and state of good repair. By constructing an additional lane in each direction and a center turn lane, the project seeks to eliminate safety hazards, including backups behind turning vehicles and abrupt breaking, associated with one lane of travel in each direction. The project also improves safety by creating dedicated space for pedestrians and bicyclists to minimize vehicle conflicts for vulnerable road users. Similarly, the added capacity and turn lane improves economic competitiveness by reducing congestion and delays, and by increasing access to two Opportunity Zones and employment destinations. The project supports state of good repair by providing an alternative to the congested Interstate 5, improving the overall efficiency of the larger transportation network.

This project will provide the following:

Foothill Road:

- 53 to 76 foot wide street improvements (curb to curb) from Delta Waters Rd to McAndrews Rd.
- 5 to 7 foot wide sidewalk on each side of road
- 10 foot wide multi-use path on west side of road between Lone Pine & McAndrews
- 12 foot wide multi-use path following existing irrigation canal around PP&L electrical substation "lower yard"
- Left turn lanes at intersections except for Eucalyptus Dr. and Lone Pine Road
- 4 travel lanes (two each way) and center turn lane
- 5.5 to 6 foot bike lanes each side.
- Underground storm drain improvements
- Traffic Signal at Delta Waters Rd intersection (if supported by traffic analysis)
- Traffic Signal modification at Cedar Links Dr. intersection



- Street lighting
- 5 foot wide planter strip on each side of road
- Street trees within the planter strip at 50 foot spacing.
- Median island style will match Foothill Road improvements from Hillcrest Rd. to McAndrews Rd. (herringbone stamp with terra cotta color).

Delta Waters Road:

- 44 foot wide street improvements (curb to curb) from Foothill Rd to 650 feet west
- 5 to 7 foot wide sidewalk on south side of road
- 7 foot wide sidewalk on north side of road
- 10 foot wide planter strip on south side of road
- 2 travel lanes (one each way) and center turn lane
- 5 foot bike lanes each side
- Underground storm drain improvements
- Street lighting

Lone Pine Road:

- 38 foot wide street improvements (curb to curb) from Foothill Rd to 550 feet west
- 5 to 7 foot wide sidewalk on south side of road
- 10 foot wide multi-use path on north side of road
- 10 foot wide planter strip on south side of road, east of Foothill Road
- 2 travel lanes (one each way)
- 6 foot bike lanes each side
- Underground storm drain improvements
- Street lighting



Proposed variance to Transportation System Plan:

	Features / Dimensions (Each Direction)						Total Paved Width	Total Right-of-Way Width
	Travel Lanes	Bike Lane	On-Street Parking	Sidewalk	Planter Strip	Left or Center Turn Lane /Median		
Major Arterial/ Regional Arterial (TSP Exhibit 4)	11' 12'	6'	None	6' & 3' Buffer	5'	6'-14'	52'-60'	92'-100'
Foothill Road Cross Section 'A'-A' & 'E'-E'	11' 12.5'	6'	None	6' & 0' Buffer	5'	6' ('E'-E') 14' ('A'-A')	53' ('E'-E') 61' ('A'-A')	88' ('E'-E') 96' ('A'-A')
Foothill Road Cross Section 'C'-C'	11' 11'	5.5' East 0' West	None	5' East 0' West	0'	4'	54.5'	63.5'
Foothill Road Cross Section 'F'-F'	11' 11'	6' & 3' Buffer	None	7' East 10' West	0'	14'	76'	96'
Major Collector (TSP Exhibit 8)	11'	5'	None	5'	10'	12'	44'	74'
Delta Waters Road Cross Section 'B'-B'	11'	5'	None	7'	0'	12'	44'	63'-71'
Lone Pine Road Cross Section 'D'-D'	13'	6'	None	10' North 7' South	0'	0'	38'	56'
Indicates variance from Medford Transportation System Plan								



Utility impact:

Portions of the Medford Irrigation District (MID) canal will be realigned with underground pipes. These improvements are needed to eliminate conflicts between the road widening and the existing canal. Staff has been in contact with MID and have helped with placement and sizing of the proposed irrigation facilities.

Staff is coordinating with Pacific Power & Lighting (PP&L) to determine the impacts to the substation access points and minor fence relocation. The roadway within this segment has been minimized to reduce the substantial physical and financial impacts to the substation. Staff is also coordinating the relocation of 33 transmission poles currently located within the proposed street improvements.

Staff is coordinating with other affected utilities to determine facility impacts.

Access management:

Existing driveways will have a standard driveway approach and transition matching the existing width and material (i.e. concrete, asphalt). The proposed location of driveways is shown on the submitted plan sheets labeled "D/W". All driveways are proposed to be right-in/right-out due to the concrete median along Foothill Road.

Staff is proposing to combine and relocate the driveways for 3014 and 3034 Foothill Rd, located on the east side of Foothill Rd at Delta Waters Rd., to the proposed intersection. Staff is proposing to combine and relocate the driveways for 2650, 2652, and 2654 Foothill Rd, located on the east side of Foothill Rd at Cedar Links Dr., to the east leg of proposed signalized intersection. Staff recommends constructing a private asphalt driveway from the relocated driveway apron at the intersection to the existing driveways as shown on the submitted plans.

Due to effects of increased grade changes and road widening to 2565 and 2615 N. Foothill Rd, Staff is working to construct a shared driveway approach that is suitable for both landowners.



Right-of-Way Acquisition:

Currently, the majority of Foothill Road right of way is 60 feet wide. Proposed street improvements for Foothill Road will require a total footprint width between 63 feet and 96 feet. Right of way acquisition will be needed from 24 tax lots (see table below) totaling approximately 154,000 square feet. Permanent Slope Easements and Temporary Construction Easements will be needed along Foothill Road for a combined total of approximately 90,000 square feet.

NAME	TAX MAP	TAX LOT
Edward & Evelyn Guerrero	371W09D	1500
Naumes Inc.	371W09D	1300
Corp of Presiding Bishop	371W16A	201
KI	371W16AB	100
Shaun Marshall / Kim Youngs	371W16AB	200
Brenda Brannon	371W16A	200
Buonocore Clan LLC	371W16A	2100
Brandon S. Hall	371W16AC	1300
Frank D. / Joan M. Kinney	371W16AC	1600
Thomas G. Wicklund Trust	371W16A	2101
Naumes Inc.	371W16D	100
Michael Squire Trust	371W16DB	200
Jeanne Grazioli-Krieg	371W16DB	100
Rebal Family Trust	371W16DB	1300
Rebal Family Trust	371W16DB	1800
Gary Howarth / Patricia Prange	371W16DB	3600
Dean T. Fichtner Trust	371W16DB	3100
Darrell J. / Boteilho Brockamp	371W16DB	3000
Pacific Power & Light Company	371W16D	3600



MEDFORD

PUBLIC WORKS

NAME	TAX MAP	TAX LOT
Pacific Power & Light Company	371W16D	3700
Pacific Power & Light Company	371W16D	3800
Peoples Bank Commerce	371W21AB	810
Peoples Bank Commerce	371W21AB	806
Arthur R. Dubs Foundation	371W21AB	900



Transportation Facility Development Findings & Conclusions:

Compliance with Criteria

Criterion (1): Transportation facility development projects shall be consistent with the Transportation Goals and Policies of the Comprehensive Plan.

Findings: Satisfied. The transportation facility project is consistent with various transportation goals and policies identified in the Comprehensive Plan. The relevant statements are identified below and are further explained about how they relate to this project.

Goal 1: To provide a multi-modal transportation system for the Medford planning area that supports the safe, efficient, and accessible movement of all people and goods, and recognizes the area's roles as the financial, medical, tourism, and business hub of Southern Oregon and Northern California.

Policy 1-B: The City of Medford shall use the Transportation System Plan as the legal basis and policy foundation for decisions involving transportation issues.

Policy 1-C: The City of Medford's top priority for the use of transportation funds shall be to address the maintenance, operational, and safety needs of the transportation system.

Policy 1-E: The City of Medford's third priority for the use of transportation funds shall be to fund capital improvements that add capacity to the transportation system. These improvements shall be prioritized based on availability of funds, reducing reliance on the automobile, improving safety, relieving congestion, responding to growth, and system-wide benefits.



Goal 1 Criteria – Analysis

The improvements to Foothill Road will encourage multi-modal transportation while enhancing vehicular capacity and safety to the overall transportation system. The project will include sidewalks along both sides of the street where none exist currently and will provide safe pedestrian travel for adjacent businesses and residential neighborhoods. Bicycle lanes will be constructed with the project, where none exist currently, and when completed will provide approximately 4 miles of continuous bike lanes along North Phoenix/Foothill roads from Juanipero Way to Delta Waters Road. The Transportation System Plan was used to establish the proposed roadway dimensions with variances to the planter strip, sidewalk, bike lane and travel lane widths. These variances are needed due to existing physical constraints along this segment of roadway.

Goal 2: To provide a comprehensive street system that serves the mobility and multi-modal transportation needs of the Medford planning area.

Policy 2-E: The City of Medford shall design to enhance livability by assuring that aesthetics and landscaping are a part of Medford's transportation.

Policy 2-F: The City of Medford shall bring Arterial and Collector streets up to full design standards where appropriate, and facilitate improving existing local streets to urban design standards where appropriate.

Policy 2-1: The City of Medford shall promote transportation safety.

Goal 2 Criteria – Analysis

The improvements to Foothill Road will encourage multi-modal transportation with construction of sidewalks and bicycle lanes along both sides of the street where none exist currently and will provide safe pedestrian travel for adjacent businesses and residential neighborhoods. New street lights will be installed as part of the project which



will provide illumination for vehicles, pedestrians, and bicyclists. The planter strips will be enhanced with trees and bark ground cover.

Overall, the implementation of the typical Major Arterial/Regional Arterial Street standards with the proposed variances will provide a safer and enhanced roadway that will benefit vehicular traffic, bicyclists, and pedestrians.

Goal 5: To facilitate the increased use of pedestrian transportation in the Medford planning area.

Goal 5 Criteria – Analysis

The construction of sidewalks along both sides of the street, where none exist currently, will provide safe pedestrian travel for adjacent businesses and residential neighborhoods. This project will also need to construct a 12 foot wide multi-use path westerly around the PP&L substation in order to minimize the physical and financial impacts to the substation.

Criterion (1) Conclusion: The transportation facility project implements the Transportation System Plan and fulfills identified goals and policies of the Comprehensive Plan. The project satisfies Criterion 1.

Criterion (2): Transportation facility projects should not prevent development of the remainder of the property under the same ownership or development of adjoining land.

Findings: Satisfied. The transportation facility improvements modify an existing roadway and abut single family residential and commercial properties that have the potential to develop in the future.



Criterion (2) Conclusion: The proposal does not prevent development of the remainder of the property under the same ownership or development of adjoining land. This criterion is found to be satisfied.

Criterion (3): If the project includes the creation of new streets, such streets should be laid out to conform with the plats of land divisions already approved for adjoining property.

Findings: Not applicable. The proposal does not create any new streets. The proposed improvements will be installed along an existing roadway.

Criterion (3) Conclusion: As no new streets are proposed, the criterion is not applicable.

Criterion (4): All transportation projects must be consistent with the adopted Transportation System Plan (TSP).

Findings: Satisfied. The transportation facility improvements on Foothill Road will implement the typical cross section as shown in Exhibit 4 – Major Arterial/Regional Arterial With Separated Bicycle Lanes (Low Stress for 40mph and Higher) with variances to travel lane, sidewalk and sidewalk-bike buffer widths from Delta Waters Road to Eucalyptus Road.

The segment of Foothill Road between Eucalyptus Road and Lone Pine Road will need variances to the median, travel lane, bike, sidewalk and sidewalk-bike buffer widths. These variances are needed to best fit the Section 'C'-'C', as shown on the plans, between the east and west substation. A 12 foot wide multi-use path is proposed to provide pedestrian and bicycle access westerly around the substation due to the elimination of those facilities adjacent to the road.

The segment of Foothill Road between Lone Pine Road and McAndrews Road will implement the cross section used for the Council-approved Transportation Facility Application (TF-17-012) for Foothill Road – Hillcrest Road to McAndrews Road.



Delta Waters Road will implement the typical cross section as shown for a Major Collector in Exhibit 8 – Major Collector with variances to sidewalk width and elimination of the planter strip.

Lone Pine Road will not be able to meet the typical cross section for a Major Collector due to the reduced width between existing improvements (PPL substation to the north and Lone Pine Square Development to the south).

Criterion (4) Conclusion: The proposal is consistent with the adopted Transportation System Plan. This criterion is found to be satisfied.



FOOTHILL RD. IMPROVEMENTS

(P19-00025)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Walter Jones 3452 Pluton View Way (541) 816-8499

Comments:

Need to have Normil a three lane going up + down the hill.

* Need at least a dedicated right turn lane for @ 5 cars

Projected another 300+ homes in 10 years at the top of cadet drive.

* Need the signage and reduce speed from Cedar Links Drive to Lone Pine reduce to 35 mph due to 3-4 bus stop and the blind drive ways.



FOOTHILL RD. IMPROVEMENTS

(P19-00025)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

John O'Boyle 3421 Eucalyptus Dr. 541-944-
5721

Comments:

1. * Need Sound Barrier @ Cedars Landing Area/Section
2. * Need an option for a U Turn to get back to Eucalyptus @ Cedar Links.



FOOTHILL RD. IMPROVEMENTS

(P19-00025)

COMMENT SHEET

<u>NAME</u>	<u>ADDRESS</u>	<u>PH. NUMBER</u>
Trudy Brockamp	3134 Normil Terr	541 7794728

Comments: Street lights now @ Normil Terrace please
Need wider opening at Normil Terrace to accomodate 3 lanes to give coming down hill (R) turn lane.

Speed Limit 45 please

light at Delta Waters is needed for a major highway



MEDFORD
PUBLIC WORKS

FOOTHILL RD. IMPROVEMENTS

(P19-00025)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Linda Wion 3289 Annapolis 541-773-1097

Comments:

Appreciate the info on new road.

PLEASE consider another road besides Normal Tr. ~~for~~
Our concern is fire & lack of timely access to Foothills.



FOOTHILL RD. IMPROVEMENTS

(P19-00025)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Residents up Wornit Terrace

Comments:

Please consider an evacuation route to get out of development up Wornit Terrace in case of fire.



FOOTHILL RD. IMPROVEMENTS

(P19-00025)

COMMENT SHEET

<u>NAME</u>	<u>ADDRESS</u>	<u>PH. NUMBER</u>
R. G. Howell	3277 Annapolis Dr	5413269273

Comments:

There needs to be less median in the area a Normil left turn to foothill. Perhaps a lane to get into to then merge to traffic flow toward here Pine.

Normil needs to be considered during snow potential so upper residents don't slide through intersection.



MEDFORD
PUBLIC WORKS

FOOTHILL RD. IMPROVEMENTS

(P19-00025)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Comments:

WOULD LIKE CENTER TURN LANE OFF
NORMIL ONTO FOOTHILL GOING SOUTH



MEDFORD
PUBLIC WORKS

FOOTHILL RD. IMPROVEMENTS

(P19-00025)

COMMENT SHEET

<u>NAME</u>	<u>ADDRESS</u>	<u>PH. NUMBER</u>
Pat Kr. Korian	3277 Annapolis Dr.	559-360-0093

Comments:

turning left from Normil Terrace to Foothill - would be nice to have a center turn lane rather than solid median



MEDFORD
PUBLIC WORKS

FOOTHILL RD. IMPROVEMENTS

(P19-00025)

COMMENT SHEET

<u>NAME</u>	<u>ADDRESS</u>	<u>PH. NUMBER</u>
Lucy Gloria Jackson	3250 Annapolis	541-773-3123

Comments:

We would like to see a center turn lane from Normil Terrace turning to the left.

Currently, it is already difficult to make a left-turn from Normil to Foothill.

This will help alleviate the number of cars that are projected to be coming down Normil.



MEDFORD
PUBLIC WORKS

FOOTHILL RD. IMPROVEMENTS

(P19-00025)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Mike Spurge 2490 N Foothill 541 440 4073

Comments:

I have a steep driveway, which I share with my neighbor. I'm hoping there will be an area ~~at~~ at the bottom of the driveway for stopping when its icy.



MEDFORD
PUBLIC WORKS

FOOTHILL RD. IMPROVEMENTS

(P19-00025)

COMMENT SHEET

NAME

Alice Lema

ADDRESS

Lone Pine lots
@ Intersection of
Foothill &
Lone Pine

PH. NUMBER

541-301-7980

Comments:

(3600 -3610
Lone Pine)

Appreciate the info!



FOOTHILL RD. IMPROVEMENTS

(P19-00025)

COMMENT SHEET

<u>NAME</u>	<u>ADDRESS</u>	<u>PH. NUMBER</u>
Duane Wallace	3430 CADET DR	541-944-2444

Comments:

A RIGHT TURN LANE AND A LEFT TURN LANE FROM
NORMIL TERRACE ONTO FOOTHILLS WOULD REDUCE A
LARGE BACKUP OF ~~VEHICLE~~ VEHICLES TURNING ONTO FOOTHILLS.

—
Since the City has taken over control of Normil
Terrace when it snows the street is not or
at least has not been snowed or plowed. The
County always took care of it.



MEDFORD
PUBLIC WORKS

FOOTHILL RD. IMPROVEMENTS

(P19-00025)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Susan Osterman 3185 Normil Terrace (541) 848-4301

Comments:

With 270+ more homes above Normil Terrace,
we need traffic controls at ^{the} Normil and
Foothill intersection also!



FOOTHILL RD. IMPROVEMENTS

(P19-00025)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

FRANK Kinvey

2565 Foothill Rd

(541) 821-0340

Comments:

Concerned about driveway being too high to get trailer in & out. Camp trailer (33ft) of driveway. Won't be able to turn left. Concerned about the sound because the road will be so close to our house. Concerned about the driveway situation being used on our property from neighbors also.



FOOTHILL RD. IMPROVEMENTS

(P19-00025)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Ki

2999 N Foothill Rd

(541) 858-4081

Comments:

- * Must Have apt. Before coming onto property as we have dogs AND WORK things
- 1) Concerned about being driveway into property from Foothill, this will create hardship for wheelchair.
- 2) Have person in wheelchair who needs access to Handicap Van and have the ability to turn around in the driveway. His plan takes away our ability to be able to load & unload handicap person and enter & exit driveway.
- 3) Home is on septic system & field is drain field makes parking for field area not practical.
- 4) Concerned about having large shrubs which is all privacy and fence for property to help keep sensitive animal safe.
- 5) Concerned about safety of Building "shop" it would need a wall to protect it.
- 6) Concerned about noise
- 7) Concerned about Dumpster site since we will be losing its current spot

OVER
↓

78.) Neighbor's private septic access is on an easement on our property. What happens with that easement off of Foothill.

9.) Concerned that water drainage off of Foothill onto property will be adequately addressed.

→ 10.) Not showing driveway off of Foothill onto our property (by rear of shop Building)

From: [Victoria Brown](#)
To: [Seth A. Adams](#)
Subject: Plan for improvements on Foothill Road between McAndrews and Cedar Links
Date: Wednesday, February 26, 2020 9:22:21 AM

<EXTERNAL EMAIL **Click Responsibly!**>

I am a member of the Jackson County Bicycle Advisory Committee and I support the proposed plan for improvements of the section of Foothill Road between McAndrews Rd and Cedar Links Dr. consistent with the TSP. Placing a vegetation buffer between the lanes of 45 mph traffic and a multi-use, non- motorized path provides a much safer facility for cyclists and pedestrians and a more pleasant experience for the user. Improving this section adds another link in the growing network of roads with appropriate bicycle/ped facilities. We envision a future with a seamless connection between Medford and White City via Foothill Road.

Victoria Brown
Jackson County Bicycle Advisory Committee

Brenda Brannon

Property Owner of:

2652, 2650, 2654 N Foothill Road
Medford, OR 97504
(503) 816-6654
bbbrannon@aol.com

RECEIVED

FEB 26 2020

PLANNING DEPT.

24th February 2020

City of Medford

Matt Brinkley, AICP
Planning Director
411 W. 8th Street
Medford, OR 97501

Dear Mr. Brinkley,

I look forward to working closely with you and the City of Medford with the improvements on Foothill Road that involve my property.

This letter is to hereby inform you that I want full involvement of any and all changes and proposed changes to my property.

I appreciate all notifications of upcoming meetings and/or hearings in the process of the Foothill Road improvement.

I am currently researching and working on a second letter that will contain items of interest for my property with the intent to negotiate with the City of Medford.

Sincerely,



Brenda Brannon

EXHIBIT M

To: Medford Planning Commission

From: Harlan Bittner, president, Siskiyou Velo

Date: Feb 26, 2020

Subject: Revised plans for Foothill Road Improvement Project

I have reviewed the modified cross sections, dated Feb 20, 2020, for the Foothill Road Improvement Project. I applaud the Medford Planning and Engineering Departments for most of the proposed modifications with regard to bicycle facilities. The bicycle facilities as indicated in cross section A-A provide physical separation between cyclists and motor vehicles, and are therefore safe for people of all ages and abilities. Such facilities have been shown to attract significantly greater numbers of cyclists.

However, the cross section shown north of Lone Pine Road (adjacent to the power substation) does not comply with design principles for people of all ages and abilities. Cross section F-F shows a buffered bike lane, which is not safe given the high speed and volume of traffic on Foothill (per the NACTO document "Designing for All Ages and Abilities"). Cross section C-C indicates a substandard bike lane (5.5') with no separation from traffic on the northbound lane. There is no bike lane indicated for the southbound lane—rather, a multi-use path is intended to carry both pedestrians and cyclists around the south end of the power substation. Though the multi-use path will separate south-bound bicyclists from traffic, a significant safety factor, sharing a 12' path between cyclists and pedestrians is not ideal.

I also comment that it appears that the indicated width of the unseparated bike lanes in this section (both buffered and not buffered) includes the gutter pan, which is not rideable.

Given the significant investment in this project, as well as its impact on the community, I would encourage the city to find a solution to the shortcomings in the area around the substation. The Foothill Improvement Project could be a model design for motorists and cyclists alike. I strongly recommend adhering to the A-A cross section or a suitable alternative that provides for safe cycling along the entire length from McAndrews to Delta Waters.

Finally, I would also strongly urge the city to modify in the future the section of Foothill south all the way to Hillcrest according to the A-A cross section design.

EXHIBIT N

50.2

February 27, 2020

**2615 N. Foothill Road,
Medford Oregon 97504**

To: City of Medford Planning Commission and City Council
From: Brandon Hall
CC: City of Medford Planning Commission and City Council
Re: NOTICE OF PUBLIC HEARING – PLANNING COMMISSION
Foothill Road Improvements

Thank you for the opportunity and consideration to make comments in regard to the impacts to my property and home (Tax Lot 1300).

This home is where I reside with my family, and my wife Larrisa, who was not able to attend this evening due to our nephew, who is 9 months old, was sick with breathing problems last night. Our nephew, Koda is our foster child as well we have had him for 7 months now but isn't feeling well. He is a welcomed part of our family in addition to my three children Aydin, Kaydence and Kessie.

This is our home, and we are all happy with the way it functions currently. Safety for my family is my top priority during this process.

I would like to formally request that you please take into consideration the impacts this project will take on our families lives and day to day activity.

I would like to also formally object to the layout and access proposed to my property in this staff report and proposal by Public Works Engineering.

Per the letter sent to my residence I would like to be given the opportunity to provide evidence sufficient enough to the Commission and Council in regard to the design and specifics to the Medford Land Development Code.

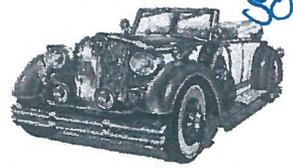
I would like to ask the Commission and Council to accept this letter and any other exhibits (at your request) as evidence for standing for the duration of this project.

Respectfully,

Brandon Hall

EXHIBIT O

Submitted @ 2-27-19
Planning Commission
meeting.



Frank Kinney
2565 N Foothill Rd
Medford, OR 97504

TO: PLANNING Commission
ATTN: MATT BRINKLEY, AICP

OUR MAIN CONCERN IS ABOUT THE DRIVEWAY CHANGE. WE DON'T WANT TO GIVE UP ANYMORE OF OUR PROPERTY THAN NECESSARY, WHICH WOULD HAPPEN IF WE GAVE BRANDON HALL AN EASEMENT TO GET INTO HIS HOUSE.

ALSO THAT DRIVEWAY IS GOING TO BE TOO STEEP AND TOO NARROW FOR US TO GET OUR R.V. OUT OF. SEEMS IT WOULD BE MORE FEASIBLE TO HAVE A DRIVEWAY COMING OFF OF CEDAR LINKS RD. INTO OUR PLACE.

SINCE THE ROAD WILL BE CLOSER TO OUR HOUSE, WE FEEL THERE SHOULD ALSO BE A SOUND BARRIER WALL INSTALLED. THERE IS A LOT OF TRAFFIC NOISE.

I'M SURE THAT WE WILL BE FAIRLY COMPENSATED FOR THE LAND AND TREES THAT WE WILL LOSE WHEN WIDENING THE ROAD.

THANK YOU FOR TAKING THESE CONCERNS INTO CONSIDERATION.

Frank O. Kinney

EXHIBIT P

*presented @ 2-27-19
pc meeting - 50.2
Exhibit n*



March 4, 2020

Harlan Bittner
President, Siskiyou Velo

Subject: TF-19-002 (Transportation Facility Project for Foothill Road (McAndrews to Delta Waters))

Dear Mr. Bittner:

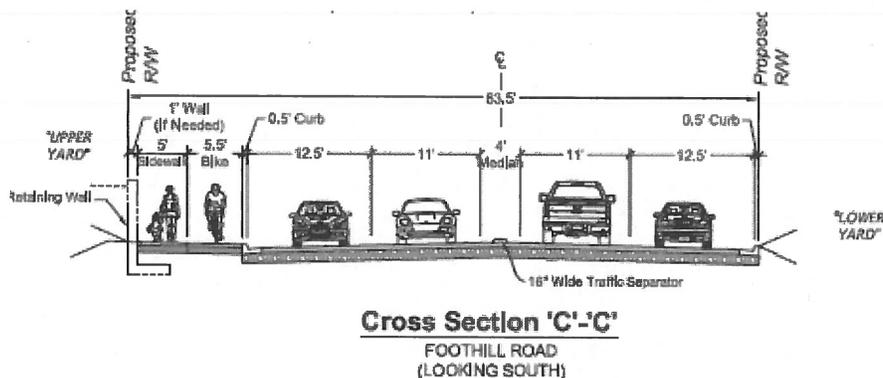
Thank you for providing comments on the above project related to transportation improvements along Foothill Road. This letter is in response to your memorandum dated February 26, 2020.

The Engineering Department has been working diligently to align the proposed roadway improvements with the recently adopted Transportation System Plan while contending with the physical constraints imposed by existing development that surround this project, particularly the Pacific Power & Light substation. There are several different cross sections being proposed with the project in order to address the existing constraints.

Cross Section F-F between McAndrews Road and Lone Pine Road is a continuation of the cross section approved by City Council in August 2017 used for the portion of Foothill Road between Hillcrest and McAndrews Road. It is being used to provide continuity for the length of roadway between Lone Pine Road and Hillcrest. This cross section does not adhere to the recently adopted Transportation System Plan standards that identify a separated bicycle lane cross section as the preferred model for arterial streets. **City Council has the ability to direct staff to modify this cross section to adhere as closely as possible with the preferred cross section for the segment of roadway between McAndrews Road and Lone Pine Road.** The 96 feet of right-of-way can provide for the re-organization of the cross section elements to separate the bicycle facilities off of the roadway.

Cross Section C-C between Lone Pine Road and Eucalyptus Drive has a narrower cross section due to the development constraints of the substation and is proposed at 63.5 feet in width. The cross section does provide for off road bicycle lanes on the east side of the street. The bicycle lane is grade separated from the roadway, but does not include an additional physical barrier, such as a planter strip to further separate it from vehicle traffic. This is similar to placing a sidewalk curb tight to the street. The separation of modes is achieved and the bicyclist is separated from the vehicle travel lanes increasing the level of comfort for

the user compared with being on the roadway. The narrower right-of-way and curve of the road may aid in reducing vehicle speeds so that the discomfort of the pedestrians and bicyclists is further reduced.



The modification of the cross section through this segment of the project is proposed in order to work outside the existing fence line of the PP&L substation. Due to time and environmental review constraints, the proposed cross section allows the project to continue progressing forward on the mandated grant schedule without having to acquire additional land from the power company, move fences, and relocate utility infrastructure.

The west side of the street in Cross Section C-C is proposed to include a twelve foot wide multi-use path to accommodate walking and bicycling. This proposed path is two feet wider than the Bear Creek Greenway trail and is consistent with the recommended widths for shared use paths in the AASHTO Guide to Bicycle Facilities. The drawings do not currently specify the type of surface to be used for the multi-use path. In speaking with Engineering staff, it may be difficult to use different materials due to slope requirements that must be met to comply with the Americans with Disabilities Act (ADA) requirements, however, there are opportunities to distinguish between users by using signage or paint. **These details can be clarified by Engineering Staff and Council can direct changes be made to help facilitate this concern.**

The Engineering Division does include the gutter pan in the measurement of the bicycle lane for on-road facilities. In most of the cross sections proposed with Delta Waters as the exception (5 feet (3.5 feet minus the gutter pan)), the bicycle lanes are proposed at six feet in width or 4.5 feet excluding the gutter pan which exceeds the four foot minimum *recommended* by AASHTO standards. While the gutter pan is not intended to be a traveled surface, it does provide additional separation between the outside edge of the bike lane and the face of the curb.

The cross section of Foothill Road from Hillcrest to McAndrews was previously reviewed and approved by City Council in 2017. Your request to extend the new separated bicycle facility cross section to this segment of the project is shared among Parks staff and members of the Bicycle and Pedestrian Advisory Committee. Planning staff is also in favor of extending this cross section for the full length of the project. The project before Council does not include this section however and so it would not be appropriate for Council to make changes at this time. **However, if Council is interested in evaluating this change to the cross section then Planning and Engineering staff can collaborate on what the changes would entail. Staff could then report back to Council providing clarity from the Engineering staff's perspective as to what the process and timeline would look like. Council would then have the ability to provide further direction and action for staff.**

As you have noted, this project has community wide impact and will showcase what the Transportation System Plan envisioned for this regional arterial. Thank you again for taking the time to provide your comments to this very important project.

If you have any questions regarding this matter, please contact me at 541-774-2395 or via e-mail at carla.paladino@cityofmedford.org.

Respectfully,

CPaladino

Carla Angeli Paladino, Principal Planner



AGENDA ITEM COMMENTARY

DEPARTMENT: Planning

AGENDA SECTION: Public Hearings

PHONE: (541) 774-2380

MEETING DATE: March 19, 2020

STAFF CONTACT: Matt Brinkley, AICP CFM, Planning Director

COUNCIL BILL 2020-35

A resolution authorizing the South Stage extension project as recommended by the Planning Commission. (TF-20-015)

SUMMARY AND BACKGROUND

The City of Medford Public Works Department proposes to construct a new segment of South Stage Road from North Phoenix Road to a point 1,000 feet west. The road is proposed to be constructed as a minor arterial with one travel lane in each direction, separated bike lanes and sidewalks, a median, planter strips, landscaping and street lighting.

The Bicycle and Pedestrian Advisory Committee and the Transportation Commission recommended approval of the proposal, with the Transportation Commission also noting that the three foot buffers between the bike lanes and sidewalks could be removed to reduce costs; however, this suggestion is not supported by staff as the proposed buffer is per the specifications of the Transportation System Plan. The Planning Commission voted 7-0 to forward a favorable recommendation at its February 27, 2020, public hearing. The Planning Commission did not support the Transportation Commission's suggestion that the three foot bike/ped buffers should be removed from the proposal. (File No. TF-20-015)

PREVIOUS COUNCIL ACTIONS

On August 18, 2016, City Council approved Council Bill 2016-104, supporting improvement of the Foothill Road/North Phoenix and designating it the City's top transportation priority.

On December 6, 2018, Council adopted the 2018-2038 Transportation System Plan (TSP) with Council Bill 2018-126. The current proposal is for the construction of a portion of Project #537b in the TSP.

On June 20, 2019, Council approved Council Bill 2019-64 authorizing the City to provide \$20.5 million in non-federal funding towards identified improvements to the North Phoenix/Foothill Road corridor should a grant from the Better Utilizing Investments to Leverage Development (BUILD) grant be awarded. A \$15.5 million (estimated) BUILD grant was subsequently awarded to the City in November 2019.

ANALYSIS

The proposed project accommodates a future extension of South Stage Road from the west, and supports the Foothill Road/North Phoenix corridor that will provide access to a future employment campus. In addition to providing access to future employment lands, the project has been planned to provide a connecting point for the future South Stage Overcrossing that will connect the Foothill Road/North Phoenix corridor to the west side of Interstate 5. The South Stage Overcrossing project



has been identified by the City, the Oregon Department of Transportation, and in local planning efforts as being a high priority.

Exceptions

The proposal does not include any deviations from the Medford Transportation System Plan.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

In addition to the \$20.5 million in non-federal funding authorized by City Council, the project is also supported by \$15.5 million in BUILD grant funds, and \$3.4 million from the Gas Tax Fund 530. The project is included in the current City of Medford 2019-2021 Biennial Budget on Page 9-46.

TIMING ISSUES

The BUILD grant funds are contingent on the City of Medford and Oregon Department of Transportation completing final plans, specifications, and estimate by August 2021. Failure to deliver on this timeline will result in a loss of the \$15.5 million grant.

COUNCIL OPTIONS

- Approve the resolution as presented.
- Modify the resolution as presented.
- Decline to approve the resolution and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the resolution.

SUGGESTED MOTION

I move to approve the resolution authorizing the South Stage Road extension project (TF-20-015) as recommended by the Planning Commission.

EXHIBITS

- Resolution
- Council Report, including Exhibits A through K

RESOLUTION NO. 2020-35

A RESOLUTION authorizing the South Stage extension project as recommended by the Planning Commission. (TF-20-15)

WHEREAS, the City of Medford proposes to construct a new segment of South Stage Road from North Phoenix Road to a point 1,000 feet west. The road is proposed to be constructed as a minor arterial with one travel lane in each direction, separated by bike lanes and sidewalks, a median, planter strips, and landscaping and street lighting.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON:

The South Stage extension project, as recommended by the Planning Commission, is hereby authorized.

PASSED by the Council and signed by me in authentication of its passage this ___ day of March, 2020.

ATTEST:

City Recorder

Mayor



COUNCIL REPORT

for a Type-IV legislative decision: Transportation Facility Development

Project South Stage Road Extension
Applicant City of Medford
File no. TF-20-015
To Mayor & City Council *for 03/19/2020 hearing*
From Planning Commission via Seth Adams, AICP, Planner III
Reviewer Carla Angeli Paladino, Principal Planner
Date March 12, 2020

Proposal

The City of Medford Public Works Department proposes to construct a new segment of South Stage Road from North Phoenix Road to a point 1,000 feet west. The road is proposed to be constructed as a minor arterial with one travel lane in each direction, separated bike lanes and sidewalks, a median, planter strips, landscaping and street lighting (Exhibit A).

Authority

This proposed plan authorization is a Type IV legislative approval for the development of a transportation facility. The Planning Commission is authorized to recommend and the City Council to approve transportation facilities under Medford Municipal Code Sections 10.106 and 10.226.

Applicable Criteria

Medford Municipal Code §10.226, Transportation Facility Development

- (1) Transportation facility development projects shall be consistent with the Transportation Goals and Policies of the Comprehensive Plan.*
- (2) Transportation facility projects should not prevent development of the remainder of the property under the same ownership or development of adjoining land.*

- (3) *If the project includes the creation of new streets, such streets should be laid out to conform with the plats of land divisions already approved for adjoining property.*
- (4) *All transportation projects must be consistent with the adopted Transportation System Plan (TSP).*

ISSUES AND ANALYSIS

Background

In August 2016, the Medford City Council passed a resolution supporting improvement of the Foothill Road/North Phoenix corridor and designating it the City's top transportation priority. The City Council has committed \$20,500,000 in non-federal funding towards the Foothill Road/North Phoenix improvement project, and in November 2019 the City was selected for a \$15,500,000 USDOT BUILD Grant to assist with project costs. The Foothill Road/North Phoenix corridor project was the only project in the State of Oregon to be awarded funds from the BUILD Grant program.

As described in the proposed project narrative (Exhibit B), the project accommodates a future extension of South Stage Road from the west, and supports the Foothill Road/North Phoenix corridor that will provide access to a future employment campus. In addition to providing access to future employment lands, the project has been planned to provide a connecting point for the future South Stage Overcrossing that will connect the Foothill Road/North Phoenix corridor to the west side of Interstate 5. The South Stage Overcrossing project has been identified by the City, the Oregon Department of Transportation, and in local planning efforts as being a high priority.

Project Details

The following list summarizes the proposed road improvements.

- 38 foot wide street improvements (curb to curb) from North Phoenix Road to 1,000 feet west
- 2 travel lanes (one each way) and center turn lane/median
- 5 foot wide planter strip with future landscaping (each side)
- 6 foot wide separated bike lane (each side)
- 3 foot wide bike lane/sidewalk separation buffer (each side)
- 6 foot wide sidewalk (each side)
- Underground storm drain improvements

- Street lighting

Exceptions

The proposal does not include any deviations from the Medford Transportation System Plan.

Utility Impacts

Minimal impacts to existing utilities are expected. The existing utility poles on the north side of the roadway are expected to remain, and staff is coordinating with other utilities to determine facility impacts.

Access Management

There is an existing gravel road along the alignment of the proposed South Stage Road which has access onto North Phoenix Road. The project will construct the roadway over the existing gravel road, and the remaining portion will be connected to the temporary turn-around as shown on the plan.

Right-of-Way Acquisition

Right-of-way is needed to construct the proposed segment of South Stage Road. The City has received a letter of support from Harry & David (Bear Creek Orchards Inc.) which commits to the donation of property from their tax lot as needed to build the roadway. The needed right-of-way is split between two tax lots and totals nearly 80,000 square feet. Permanent Slope Easements and Temporary Construction Easements will also be needed.

Agency and Department Comments

Project plans were sent to referral agencies for comments, including utilities, city and county departments, and other quasi-governmental agencies.

Building Department: The Building Department has no comments on the proposal (Exhibit C).

Fire Department: The Fire Department commented that new fire hydrants will be required when water mains are installed along the new portions of South Stage Road, and that parking shall be posted as prohibited in the fire department turn-around area (Exhibit D).

Public Works Department: The Public Works Department has no comments on the proposal, other than the proposed section of road will be named East South Stage Road (Exhibit E).

Jackson County Roads: Jackson County Roads requested that, per the Urban Reserve Management Agreement (URMA) between the City and County, the City expand the necessary annexation for the proposed project to include North Phoenix right-of-way, and to request jurisdiction of that portion of North Phoenix Road following annexation. Without jurisdictional transfer of North Phoenix Road, the County specified a number of requirements that the City will need to comply with (Exhibit F).

Medford Water Commission: The Medford Water Commission commented that while they have no conditions that must be met at this time, there are “developer driven” water line improvements that will need to be built in the future when development does occur in the area (Exhibit G).

Parks Department: The Medford Parks Department commented that the proposed off-street bike lane configuration substantially meets the shared-use pathway specified in the Leisure Services Plan for this road alignment. The Parks Department also noted that, as the City department responsible for maintaining right-of-way landscaping, they would advise on plant selection and irrigation components. For this arterial corridor they recommended decorative concrete medians with planted buffers that can be reached from the off-street pathways (Exhibit H).

Rogue Valley Sewer Services: RVSS commented that the proposed roadway is within its service boundary, and that future sewer location should be considered in the design and timing of roadway construction (Exhibit I).

Committee & Commission Comments

Bicycle & Pedestrian Advisory Committee: The proposal was discussed at the Bicycle and Pedestrian Advisory Committee (BPAC) meeting of February 10, 2020, and the Committee supports the proposed road design (Exhibit J).

Transportation Commission: The proposal was discussed at the Transportation Commission (TC) meeting on February 26, 2020. The Transportation Commission voted unanimously to recommend approval of the proposal, noting that the three foot buffers between the bike lanes and sidewalks could be removed from the project to reduce costs; however, this suggestion is not supported by staff as the proposed buffer is per the specifications of the Transportation System Plan.

Planning Commission: The Planning Commission asked some clarifying questions of staff at the public hearing on February 27, 2020, and voted 7-0 to forward a favorable recommendation to the City Council. The Planning Commission did not echo the Transportation Commission's suggestion that the three foot bike/ped buffers should be removed from the proposal (Exhibit K).

Public Process & Comments

Staff from the Engineering Division of the Public Works Department sent out notices to all residences within 200-feet of the entire project length. Engineering staff also met directly with some of the property owners whose property would be directly affected by the project. In addition, an informational open house was held at North Medford High School on February 5, 2020 to allow area residents to view preliminary design plans and discuss the project with staff from the Public Works Department.

Prior to the Planning Commission hearing, public notice signs were posted every 600 feet along the proposed project length, and notices were sent to property owners adjoining and within 200 feet of the project. Notices to the same property owners were sent out again prior to the City Council hearing. The hearing information related to the project was also published in the local newspaper ten days prior to the Planning Commission and City Council hearings.

At the Planning Commission hearing on February 27, 2020, Mr. Mike Montero spoke in favor of the project on behalf of his clients that own the lands on which the current proposal and the future South Stage Road overcrossing project will be built (Exhibit K).

FINDINGS AND CONCLUSIONS

The approval criteria that apply to Transportation Facility Developments are in Medford Municipal Code §10.226. The criteria are rendered in *bold italics*, findings and conclusions in roman type.

The Planning Commission shall base its recommendation and the City Council its decision on the following criteria:

- (1) Transportation facility development projects shall be consistent with the Transportation Goals and Policies of the Comprehensive Plan.*

Findings

The transportation facility project is consistent with various transportation goals and policies identified in the Comprehensive Plan. The relevant statements are identified below and are further explained as to how they relate to this project.

Goal 1: To provide a multi-modal transportation system for the Medford planning area that supports the safe, efficient, and accessible movement of all people and goods, and recognizes the area's roles as the financial, medical, tourism, and business hub of Southern Oregon and Northern California.

Policy 1-B: The City of Medford shall use the Transportation System Plan as the legal basis and policy foundation for decisions involving transportation issues.

Policy 1-C: The City of Medford's top priority for the use of transportation funds shall be to address the maintenance, operational, and safety needs of the transportation system.

Policy 1-E: The City of Medford's third priority for the use of transportation funds shall be to fund capital improvements that add capacity to the transportation system. These improvements shall be prioritized based on availability of funds, reducing reliance on the automobile, improving safety, relieving congestion, responding to growth, and system-wide benefits.

Goal 1 – Analysis

The improvements to South Stage Road will provide multi-modal transportation while enhancing vehicular capacity and safety to the overall transportation system. The project will include separated sidewalks and bicycle lanes along both sides of the street and will provide safe travel to the future employment campus. The new left-turn lane treatment at North Phoenix Road will also provide additional safety for vehicles entering onto South Stage Road. The Transportation System Plan was used to establish the proposed roadway dimensions which have no variances.

Goal 2: To provide a comprehensive street system that serves the mobility and multi-modal transportation needs of the Medford planning area.

Policy 2-E: The City of Medford shall design to enhance livability by assuring that aesthetics and landscaping are a part of Medford's transportation.

Policy 2-F: The City of Medford shall bring Arterial and Collector streets up to full design standards where appropriate, and facilitate improving existing local streets to urban design standards where appropriate.

Policy 2-1: The City of Medford shall promote transportation safety.

Goal 2 - Analysis

The improvements to South Stage Road will encourage multi-modal transportation with construction of separated sidewalks and bicycle lanes along both sides of the street and will provide safe pedestrian travel to the future employment campus. New street lights will be installed as part of the project which will provide illumination for vehicles, pedestrians, and bicyclists. The planter strips and median will be enhanced with landscaping where feasible.

Overall, the implementation of the typical Minor Arterial Street standards with no variances will provide a safer and enhanced roadway that will benefit vehicular traffic, bicyclists, and pedestrians.

Goal 5: To facilitate the increased use of pedestrian transportation in the Medford planning area.

Goal 5 - Analysis

The construction of sidewalks along both sides of the street, where none exist currently, will provide safe pedestrian travel to the future employment campus.

Conclusions

The transportation facility project implements the Transportation System Plan and fulfills identified goals and policies of the Comprehensive Plan. The project satisfies Criterion 1.

(2) Transportation facility projects should not prevent development of the remainder of the property under the same ownership or development of adjoining land.

Findings

The transportation facility improvements create a new roadway that will abut commercial properties that have the potential to develop in the future.

Conclusions

The proposal does not prevent development of the remainder of the property under the same ownership or development of adjoining land. This criterion is found to be satisfied.

- (3) If the project includes the creation of new streets, such streets should be laid out to conform with the plats of land divisions already approved for adjoining property.*

Findings

The proposal creates a new street based on the current Transportation System Plan. The proposed improvements also conform to the conceptual business campus master plan located on the south side of the new roadway.

Conclusions

The proposal conforms to the plats of land divisions already approved for adjoining properties. This criterion is found to be satisfied.

- (4) All transportation projects must be consistent with the adopted Transportation System Plan (TSP).*

Findings

The transportation facility improvements will implement the typical cross-section as shown for Minor Arterials in Exhibit 7 – Minor Arterial with Separated Bicycle Lanes (low Stress for 40 mph and Higher) with no variances.

Conclusions

The proposal is consistent with the adopted Transportation System Plan. This criterion is found to be satisfied.

RECOMMENDED ACTION

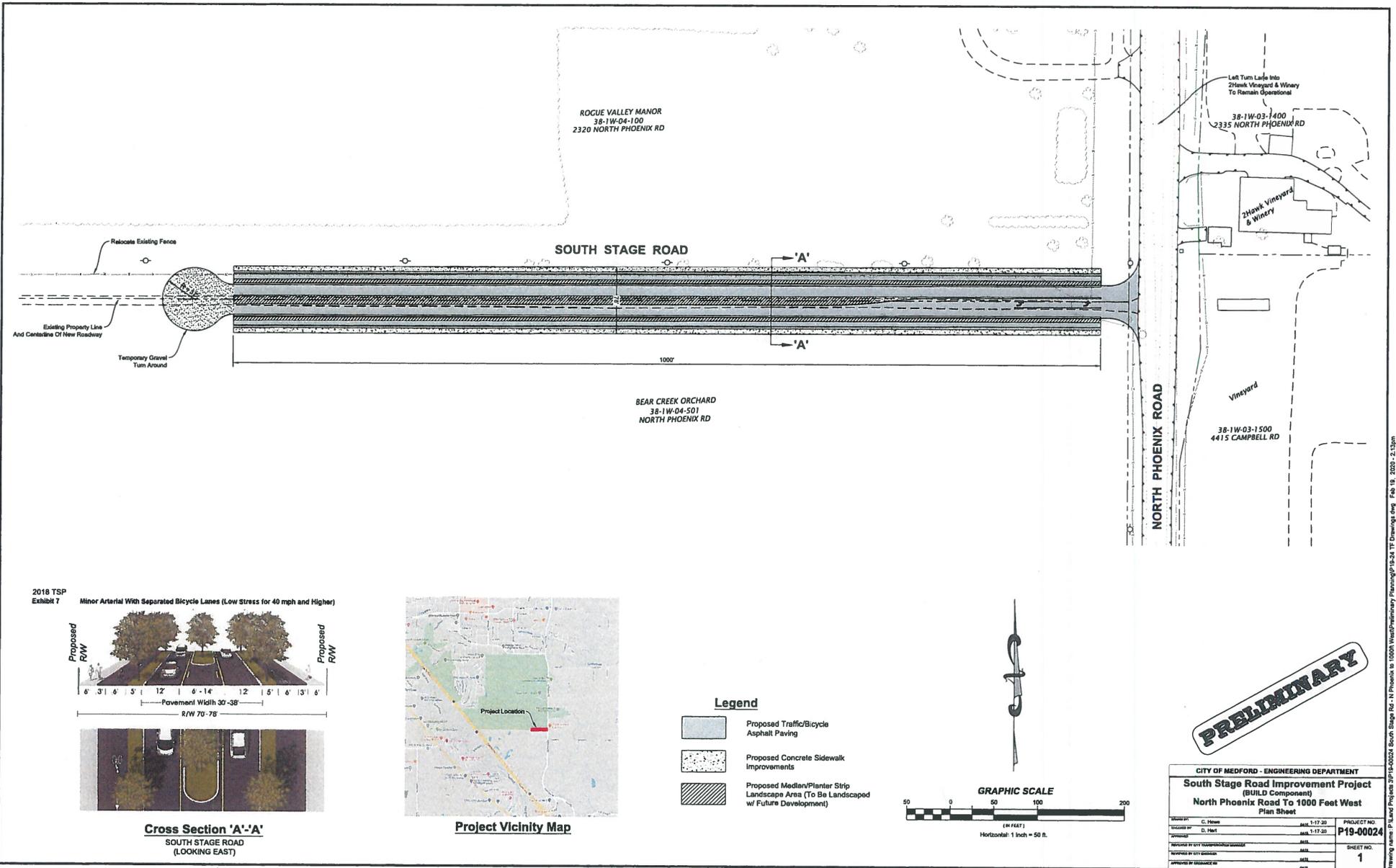
Based on the findings and conclusions that all of the applicable criteria are satisfied, adopt the resolution authorizing the South Stage Road Extension project (TF-20-015) as recommended by the Planning Commission.

EXHIBITS

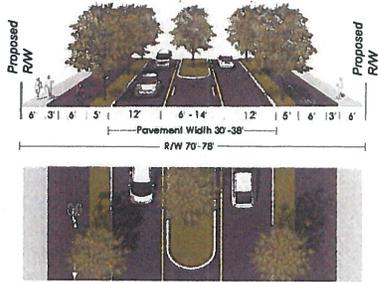
- A Project Plans
- B Project Narrative
- C Building Department comments - February 11, 2020
- D Fire Department comments - February 12, 2020
- E Public Works Department comments - February 12, 2020
- F Jackson County Roads comments - February 4, 2020
- G Medford Water Commission comments - February 12, 2020
- H Parks Department comments - February 12, 2020
- I Rogue Valley Sewer Services comments - February 3, 2020
- J Bicycle & Pedestrian Advisory Committee comments - February 13, 2020
- K Draft Planning Commission hearing minutes - February 27, 2020

CITY COUNCIL AGENDA:

MARCH 19, 2020



2018 TSP Exhibit 7 Minor Arterial With Separated Bicycle Lanes (Low Stress for 40 mph and Higher)



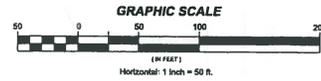
Cross Section 'A-A'
SOUTH STAGE ROAD
(LOOKING EAST)



Project Vicinity Map

Legend

-  Proposed Traffic/Bicycle Asphalt Paving
-  Proposed Concrete Sidewalk Improvements
-  Proposed Median/Planter Strip Landscape Area (To Be Landscaped w/ Future Development)



PRELIMINARY

CITY OF MEDFORD - ENGINEERING DEPARTMENT			
South Stage Road Improvement Project (BUILD Component) North Phoenix Road To 1000 Foot West Plan Sheet			
DESIGNED BY:	C. Howe	DATE:	1-17-20
DRAWN BY:	D. Hart	DATE:	1-17-20
REVIEWED BY CITY ENGINEER/PLANNING:		DATE:	
APPROVED BY CITY MANAGER:		DATE:	
APPROVED BY SIGNATURE:		DATE:	
PROJECT NO.			P19-00024
SHEET NO.			1

Drawing name: P:\Land Projects\3819-00024\Borin Stage Rd - N Phoenix to 1000 West\Preliminary Planning\19-24 TP Drawings.dwg File 18, 2020 - 2:13pm

Exhibit A



MEMORANDUM

To: Planning Department

From: Craig Howe, Engineering Technician IV

CC:

Date: February 19, 2020

Subject: South Stage Road Extension – North Phoenix Road to 1000 feet west (component of BUILD Grant)

Executive Summary

This project will construct a new segment of South Stage Road from North Phoenix Road to 1,000 feet west. South Stage Road is proposed to be constructed as a minor arterial with separated bike lanes in accordance to the City of Medford Transportation System Plan (TSP). This section includes travel lanes, bike lanes, sidewalks, a median, planter strips and street lighting. The project length is approximately 1,000 feet and will provide approximately 2,000 feet of bike lanes and sidewalks.

Project Background

This project accommodates a future extension of South Stage Road from the west and supports the North Phoenix/Foothill Road Corridor that provides access to a future employment center. This project will construct a portion of Project #537b as shown in Table 7 of the TSP.

The City recently completed an Urban Growth Boundary expansion that includes land specifically targeted for the employment center. Development of the adjacent industrial land will support a range of innovative and large-scale companies, and assist job creation in our area. Federal funds from the BUILD Grant will be used to construct the 1,000 foot South Stage extension that ultimately provides transportation access for employees and freight trucks traveling in and out of the future employment center.



Moreover, the extension is planned to provide a connection to North Phoenix Road for the future South Stage Overcrossing, which will connect the Corridor to the west side of Interstate 5. Because the east and west sides of Medford are divided by Interstate 5 and Bear Creek without a connection for three miles along this area, this future project is identified by Medford, the Oregon Department of Transportation, and local planning organizations as a high priority.

On August 18, 2016, Medford City Council passed Resolution No. 2016-104 supporting improvement of the Foothill Road/North Phoenix Corridor and considered it the top transportation priority for the City of Medford, see Exhibit A.

On June 20, 2019, Medford City Council passed Resolution No. 2019-64 that will provide \$20,500,000 in non-federal funding towards the project should the BUILD grant be awarded, see Exhibit B.

On Nov 15th, 2019, Oregon Department of Transportation (ODOT) announced Oregon / City of Medford was successful in being selected for a USDOT BUILD Grant. Grant funding towards the Foothill Road project could be as high as \$15,500,000. This project was the only project in the State of Oregon to be awarded funds.

Federal Announcement:

42. Southern Oregon Corridor Resiliency and Congestion Relief Project - Medford, Oregon

Estimated Grant Funding: \$15,500,000

Estimated Total Project Costs: \$39,370,000

This project will expand approximately 3.97 miles of roadway along the Foothill Road/North Phoenix Road Corridor from a two-lane arterial to a four-lane arterial with center turn lane, sidewalks, and bike lanes. The project extends approximately 5.5 miles of improvements completed or underway in the corridor. This award is less than the \$20.5 million requested because the Department believes that the project will deliver sufficient benefits under a reduced scope. To accommodate a reduced award, the Department concurred with the applicant's proposal to eliminate the North Phoenix – Coal Mine to Barnett section of the project scope.

The project aligns well with the Department's criteria related to safety, economic competitiveness, and state of good repair. By constructing an additional lane in each direction and a center turn lane, the project seeks to eliminate safety hazards, including backups behind turning vehicles and abrupt breaking, associated with one lane of travel in



each direction. The project also improves safety by creating dedicated space for pedestrians and bicyclists to minimize vehicle conflicts for vulnerable road users. Similarly, the added capacity and turn lane improves economic competitiveness by reducing congestion and delays, and by increasing access to two Opportunity Zones and employment destinations. The project supports state of good repair by providing an alternative to the congested Interstate 5, improving the overall efficiency of the larger transportation network.

There are no exceptions to the Standard minor arterial section requested with this application and provide the following:

- 38 foot wide street improvements (curb to curb) from North Phoenix Rd to 1,000 feet west
- 2 travel lanes (one each way) and center turn lane/median
- 5 foot wide planter strip with landscaping (each side)
- 6 foot wide bike lane (each side)
- 3 foot wide aggregate bike lane- sidewalk separation buffer (each side)
- 6 foot wide sidewalk (each side)
- Underground storm drain improvements
- Street lighting

	Features / Dimensions (Each Direction)					Left or Center Turn Lane /Median	Total Paved Width	Total Right-of-Way Width
	Travel Lanes	Bike Lane	On-Street Parking	Sidewalk	Planter Strip			
Minor Arterial (Exhibit 7)	12'	6'	None	6' & 3' Buffer	5'	6'-14'	30'-38'	70'-78'
South Stage Road Cross Section 'A'-'A'	12'	6'	None	6' & 3' Buffer	5'	14'	38'	78'



Utility impact:

Minimal impacts to existing utilities is expected with the construction of the proposed segment of South Stage Road. The existing utility poles on the north side of the roadway are expected to remain. Staff is coordinating with other utilities to determine facility impacts.

Access management:

Currently there is a gravel road along the alignment of the proposed South Stage Road and has access onto North Phoenix Road. This gravel road provides access to two (2) open fields and PacifiCorp's Campbell electrical substation. The project will construct the roadway over the existing gravel road with the remaining portion being connected to the temporary turn-around as shown on the plan.

No other access in the improvement footprint will be affected by the project.

Right-of-Way Acquisition:

Currently, right-of-way is needed to construct this segment of South Stage Road. The City has received, through the BUILD grant application, a letter of support from Harry & David (Bear Creek Orchards Inc.). The letter commits to donate property from their tax lot as needed to build the roadway, see exhibits C and D. The right of way needed is approximately split evenly between two tax lots (see table below) totals nearly 80,000 square feet. Permanent Slope Easements and Temporary Construction Easements will also be needed.

NAME	TAX MAP	TAX LOT
Rogue Valley Manor	381W04	100
Bear Creek Orchards Inc.	371W04	501



Transportation Facility Development Findings & Conclusions:

Compliance with Criteria

Criterion (1): Transportation facility development projects shall be consistent with the Transportation Goals and Policies of the Comprehensive Plan.

Findings: Satisfied. The transportation facility project is consistent with various transportation goals and policies identified in the Comprehensive Plan. The relevant statements are identified below and are further explained about how they relate to this project.

Goal 1: To provide a multi-modal transportation system for the Medford planning area that supports the safe, efficient, and accessible movement of all people and goods, and recognizes the area's roles as the financial, medical, tourism, and business hub of Southern Oregon and Northern California.

Policy 1-B: The City of Medford shall use the Transportation System Plan as the legal basis and policy foundation for decisions involving transportation issues.

Policy 1-C: The City of Medford's top priority for the use of transportation funds shall be to address the maintenance, operational, and safety needs of the transportation system.

Policy 1-E: The City of Medford's third priority for the use of transportation funds shall be to fund capital improvements that add capacity to the transportation system. These improvements shall be prioritized based on availability of funds, reducing reliance on the automobile, improving safety, relieving congestion, responding to growth, and system-wide benefits.



Goal 1 Criteria – Analysis

The improvements to South Stage Road will provide multi-modal transportation while enhancing vehicular capacity and safety to the overall transportation system. The project will include separated sidewalks and bicycle lanes along both sides of the street and will provide safe travel to the future employment campus. The Transportation System Plan was used to establish the proposed roadway dimensions with no variances.

Goal 2: To provide a comprehensive street system that serves the mobility and multi-modal transportation needs of the Medford planning area.

Policy 2-E: The City of Medford shall design to enhance livability by assuring that aesthetics and landscaping are a part of Medford's transportation.

Policy 2-F: The City of Medford shall bring Arterial and Collector streets up to full design standards where appropriate, and facilitate improving existing local streets to urban design standards where appropriate.

Policy 2-1: The City of Medford shall promote transportation safety.

Goal 2 Criteria – Analysis

The improvements to South Stage Road will encourage multi-modal transportation with construction of separated sidewalks and bicycle lanes along both sides of the street and will provide safe pedestrian travel to the future employment campus. New street lights will be installed as part of the project which will provide illumination for vehicles, pedestrians, and bicyclists. The planter strips and median will be enhanced with landscaping where feasible.

Overall, the implementation of the typical Minor Arterial Street standards with no variances will provide a safer and enhanced roadway that will benefit vehicular traffic, bicyclists, and pedestrians.



Goal 5: To facilitate the increased use of pedestrian transportation in the Medford planning area.

Goal 5 Criteria – Analysis

The construction of sidewalks along both sides of the street, where none exist currently, will provide safe pedestrian travel to the future employment campus.

Criterion (1) Conclusion: The transportation facility project implements the Transportation System Plan and fulfills identified goals and policies of the Comprehensive Plan. The project satisfies Criterion 1.

Criterion (2): Transportation facility projects should not prevent development of the remainder of the property under the same ownership or development of adjoining land.

Findings: Satisfied. The transportation facility improvements create a new roadway that will abut commercial properties that have the potential to develop in the future.

Criterion (2) Conclusion: The proposal does not prevent development of the remainder of the property under the same ownership or development of adjoining land. This criterion is found to be satisfied.

Criterion (3): If the project includes the creation of new streets, such streets should be laid out to conform with the plats of land divisions already approved for adjoining property.

Findings: Satisfied. The proposal does create a new street based on the current Transportation System Plan. The proposed improvements also conform to the conceptual business campus master plan located on the south side of the new roadway.



Criterion (3) Conclusion: The proposal does conform to the plats of land divisions already approved for adjoining properties. This criterion is found to be satisfied.

Criterion (4): All transportation projects must be consistent with the adopted Transportation System Plan (TSP).

Findings: Satisfied. The transportation facility improvements will implement the typical cross section as shown for Minor Arterials in Exhibit 7 – Minor Arterial With Separated Bicycle Lanes (Low Stress for 40mph and Higher) with no variances.

Criterion (4) Conclusion: The proposal is consistent with the adopted Transportation System Plan. This criterion is found to be satisfied.



MEMORANDUM

To: Seth Adams, Planning Department
From: Chad Wiltrout, Building Department (541) 774-2363
CC: City of Medford, Public Works, Applicant
Date: February 11, 2020
Subject: TF-20-015; South Stage Road Extension

Please Note:

This is not a plan review. Unless noted specifically as Conditions of Approval, general comments are provided below based on the general information provided; these comments are based on the 2019 Oregon Structural Specialty Code (OSSC) unless noted otherwise. Plans need to be submitted and will be reviewed by a commercial plans examiner, and there may be additional comments.

Fees are based on valuation. Please contact Building Department front counter for estimated fees at (541) 774-2350 or building@cityofmedford.org.

For questions related to the Conditions or Comments, please contact me, Chad Wiltrout, directly at (541) 774-2363 or chad.wiltrout@cityofmedford.org.

General Comments:

1. For list of applicable Building Codes, please visit the City of Medford website: www.ci.medford.or.us Click on "City Departments" at top of screen; click on "Building"; click on "Design Criteria" on left side of screen and select the appropriate design criteria.
2. All plans are to be submitted electronically. Information on the website: www.ci.medford.or.us Click on "City Departments" at top of screen; click on "Building"; click on "Electronic Plan Review (ePlans)" for information.
3. Work is in the right-of-way and does not appear to reflect any building requirements.

Medford Fire-Rescue Land Development Report

Review/Project Information

Reviewed By: Kleinberg, Greg

Review Date: 2/4/2020
Meeting Date: 2/12/2020

LD File #: TF20015

Planner: Seth Adams

Applicant: City of Medford, Public Works

Site Name: n/a

Project Location: South Stage Road from North Phoenix Road to 1,000 feet west.

ProjectDescription: The City proposes to construct a new segment of South Stage Road from North Phoenix Road to 1,000 feet west. The new segment is proposed to be constructed as a minor arterial with two travel lanes (one each way), separated bike lanes, sidewalks, median, planter strips, landscaping, and street lighting.

Specific Development Requirements for Access & Water Supply

Reference	Comments	<u>Conditions</u> Description
OFC 508.5	<p>When water mains are installed along the new portions of S Stage Road, fire hydrants shall be provided according to the following requirement:</p> <p>Oregon Fire Code Appendix C Table C102.1 states: Where new water mains are extended along streets where hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided at spacing not to exceed 1,000 feet to provide for transportation hazards.</p>	<p>When fire hydrants are required, the approved water supply for fire protection (hydrants) is required to be installed prior to construction when combustible material arrives at the site. In addition, blue reflective fire hydrant markers are required to be installed on the road surface to identify fire hydrant locations at night.</p> <p>Plans and specifications for fire hydrant system shall be submitted to Medford Fire-Rescue for review and approval prior to construction. Submittal shall include a copy of this review (OFC 501.3).</p>
OFC 503.5	<p>Parking shall be posted as prohibited in the fire department turn-around area.</p>	<p>Where parking is prohibited on public roads for fire department vehicle access purposes, NO PARKING signs shall be spaced at minimum 50' intervals along the fire lane (minimum 75' intervals in 1 & 2 family residential areas) and at fire department designated turn-around areas. The signs shall have red letters on a white background stating "NO PARKING".</p> <p>Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths (20' wide) and clearances (13' 6" vertical) shall be maintained at all times (OFC 503.4; ORS 98.810-12).</p> <p>Fire apparatus access roads 20-26' wide shall be posted on both sides as a fire lane. Fire apparatus access roads more than 26' to 32' wide shall be posted on one side as a fire lane (OFC D103.6.1).</p> <p>This restriction shall be recorded on the property deed as a requirement for future construction.</p> <p>Contact Public Works Transportation Manager Karl MacNair 541-774-2115 for further information.</p>

Construction General Information/Requirements

Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in affect at the time of development submittal. Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (fire hydrants) is required to be installed prior to construction when combustible material arrives at the site.

Specific fire protection systems may be required in accordance with the Oregon Fire Code. This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on information provided only.

Design and installation shall meet the Oregon requirements of the International Fire, Building, Mechanical Codes and applicable NFPA Standards.

Medford Fire-Rescue, 200 S Ivy St. Rm 180, Medford OR 97501 541-774-2300

www.medfordfirerescue.org



PUBLIC WORKS DEPARTMENT STAFF REPORT

South Stage Road – New Segment City of Medford

Project: The City proposes to construct a new segment of South Stage Road from North Phoenix Road to 1,000 feet west. The new segment is proposed to be constructed as a minor arterial with two travel lanes (one each way), separated bike lanes, sidewalks, median, planter strips, landscaping, and street lighting.

Applicant: City of Medford, Public Works Department

Planner: Seth Adams, Planner III – Long Range Division

Public Works has no comments on the proposed Transportation Facility project.

Prepared by: Jodi K Cope
Reviewed by: Doug Burroughs

EXHIBIT E



MEMORANDUM

To: Seth Adams

From: Jennifer Ingram

Date: February 12, 2020

Subject: TF-20-015

The existing road segment to which this proposed segment will eventually connect is named *East South Stage Road*. Therefore, this segment, as well as any other segment(s) east of South Pacific Highway which would connect to this existing segment, should be named *East South Stage Road*.



JACKSON COUNTY

Roads

Roads
Engineering

Chuck DeJanvier
Construction Engineer

200 Antelope Road
White City, OR 97503
Phone: (541) 774-6255
Fax: (541) 774-6295
dejanvca@jacksoncounty.org
www.jacksoncounty.org

February 4, 2020

Attention: Seth Adams
Planning Department
City of Medford
200 South Ivy Street, Lausmann Annex, Room 240
Medford, OR 97501

RE: Proposed a new segment of South Stage Road - a proposed City maintained road.
Planning File: TF-20-015

Dear Seth:

Thank you for the opportunity to comment on a proposal to construct a new segment of South Stage Road from North Phoenix Road to 1,000 feet west. The new segment is proposed to be constructed as a minor arterial with two travel lanes (one each way), separated bike lanes, sidewalks, medians, planter strips, landscaping, and street lighting. Jackson County Roads has the following comments:

1. As provided in the Urban Reserve Management Agreement (URMA) between City and County, please expand the annexation to include North Phoenix Road right-of-way. Then, following annexation, City is required to request jurisdiction of this portion of North Phoenix Road. As provided in the URMA, the request for jurisdiction shall conform to ORS 373.270, except that conditions and compensation allowed by ORS 373.270(6) are not allowed.
2. Without a jurisdictional transfer of North Phoenix Road to the City of Medford, Jackson County will require the following:
 - a. Upon development, all existing road approaches from the property to North Phoenix Road will be closed. New approaches to North Phoenix Road will only be allowed if a traffic impact study, as required below, can demonstrate that new or replacement approaches will operate safely and effectively. Additional access to the site should be considered from Juanipero Way or the proposed extension of South Stage Road.
 - b. Prepare a traffic impact study to be reviewed and approved by the County. This study shall address the safety aspects of new or altered road approaches to North Phoenix Road and impacts to North Phoenix Road including stopping sight distance, traffic queuing, storage lengths, need for dedicated turn lanes or a median turn lane, and impacts to the North Phoenix Road and Juanipero Way intersection. The study shall also address impacts to Coal Mine Road and

Campbell Road or other lesser order public roads if access is provided to these facilities. Mitigation measures for each identified issue should be provided and will be reviewed and approved by Jackson County.

- c. As provided in the URMA, storm drain management within the annexed areas (including road right-of-way) become the responsibility of the City upon annexation.
3. Any new or improved roads inside the Urban Growth Boundary or expanded Urban Growth Boundary shall be permitted, inspected and become the sole jurisdiction of the City of Medford.
4. If county storm drain facilities are to be utilized, the applicant's registered Engineer shall provide a hydraulic report and plans for review and approval by Jackson County Roads. Storm drainage runoff is limited to that area currently draining to the County storm drainage system. Upon completion of the project the developer's Engineer shall certify that the construction of the drainage system was constructed per the approved plan. A copy of the certification shall be sent to Chuck DeJanvier at Jackson County Roads.
5. North Phoenix Road is a County Minor Arterial road and is maintained by the County. The Average Daily Traffic count was 10,529 on September 5, 2018, 225' south of Coal Mine Road.
6. ADA curb ramps must be located wherever there are curbs or other barriers to entry from a pedestrian walkway or sidewalk, including any intersection where it is legal for a pedestrian to cross the street, whether or not there is any designated crosswalk.
7. The radius for road intersection along a Minor Arterial road shall be a thirty-foot radius. The road approach shall be perpendicular to North Phoenix Road.
8. The applicant shall submit construction plans to Jackson County Roads, so we may determine if county permits will be required.
9. We would like to be notified of future development proposals, as county permits may be required.

If you have any questions or need further information feel free to call me at 774-6255.

Sincerely,



Chuck DeJanvier, PE
Construction Engineer



Staff Memo

TO: Planning Department, City of Medford

FROM: Rodney Grehn P.E., Water Commission Staff Engineer

SUBJECT: TF-20-015

PARCEL ID: 372W12A TL 800

PROJECT: The City proposes to construct a new segment of South Stage Road from North Phoenix Road to 1,000 feet west. The new segment is proposed to be constructed as a minor arterial with two travel lanes (one each way), separated bike lanes, sidewalks, median, planter strips, landscaping, and street lighting. Applicant, City of Medford, Public Works; Planner, Seth Adams.

DATE: February 12, 2020

I have reviewed the above plan authorization application as requested. Conditions for approval and comments are as follows:

CONDITIONS

1. No Conditions at this time.

FUTURE CONDITIONS

1. At the time of Site Development south of Juanipero Way the installation of a "Developer Driven" 16-inch water line will be required to be installed on the west side of N Phoenix Road. This water line installation shall start at the existing 16-inch water line which is currently stubbed to the south right-of-way of Juanipero Way on the west side of N Phoenix Road. The "proposed" 16-inch water line will be required to be installed along the west side of N Phoenix Road and shall "Ultimately" terminate at the South Stage Road extension. Total approximate water line length of 4800-feet from Juanipero Way to the South Stage Road Extension project. All future development south of Juanipero Way will be conditioned for the installation of a projects "fair share" portion of 16-inch water line across individual properties along both sides of the N Phoenix Road street frontage.
2. The installation of a future "Developer Driven" 12-inch water line will be required to be installed in the South Stage Road extension project. Water line will be installed in a paved road and/or path section.

COMMENTS

1. Off-site water line installation is required. (See Future Condition 1 and 2)
2. On-site water facility construction is not required at this time.
3. MWC-metered water service does not exist to this property.
4. Access to MWC water lines is available. There is an existing 16-inch water line (Zone 1A) that is currently stubbed to the south side of Juanipero Way.



MEDFORD PARKS & RECREATION FACILITIES MANAGEMENT

HEALTHY LIVES | HAPPY PEOPLE | STRONG COMMUNITY

TO: Seth Adams - Planning Department
FROM: Haley Cox – Parks Planner
SUBJECT: South Stage Road Improvements TF-20-015
DATE: February 12, 2020

The Parks, Recreation and Facilities Department has reviewed the application for South Stage Road Improvements and has the following comments:

The proposed cross section is consistent with the recently adopted Transportation System Plan. The Leisure Services Plan also indicates a shared-use pathway along this alignment, which is substantially achieved through the off-street bike lane configuration.

The Parks Department would be responsible for maintaining ROW landscaping, and would advise on plant selection and irrigation components. We recommend minimal landscaping in these locations, particularly in the median, where maintenance activities are difficult to accomplish without impacting transportation circulation. For this arterial corridor, the Department would recommend installation of decorative concrete medians, with planted buffers that can be reached from the off-street pathways.

EXHIBIT H



CONTINUOUS IMPROVEMENT | CUSTOMER SERVICE
701 N. COLUMBUS AVE. | MEDFORD, OR 97501 | 541.774.2400
WWW.PLAYMEDFORD.COM | PARKS@CITYOFMEDFORD.ORG



COMMUNITY ENRICHMENT EXCELLENCE EXCEPTIONAL CUSTOMER SERVICE INNOVATION



ROGUE VALLEY SEWER SERVICES

Location: 138 West Vilas Road, Central Point, OR - Mailing Address: P.O. Box 3130, Central Point, OR 97502-0005
Tel. (541) 664-6300, Fax (541) 664-7171 www.RVSS.us

February 3, 2020

City of Medford Planning Department
200 S. Ivy Street
Medford, Oregon 97501

Re: TF-20-015, Foothill Road South Stage Extension, 381W04 TL100, 371W04 TL501
Ref: PA-19-070

ATTN: Seth,

The proposed roadway corridor is within the RVSS sewer service boundary. However, RVSS does not currently have sewer facilities near the area. Future sewer location should be considered in the design and timing of roadway construction. Please note, sewer planning and construction will be largely developer driven and will require coordination with multiple stakeholders.

RVSS requests that consideration be made for sewer main crossings prior to full buildout of the South Stage Road connection.

Please feel free contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nick Bakke', written over a horizontal line.

Nicholas R. Bakke, P.E.
District Engineer



MEMORANDUM

To: Seth Adams, Planning Department
From: Joseph Smith, Bicycle and Pedestrian Advisory Committee Chair
CC: Chris Olivier, Planning; Christina Charvat, Public Works
Date: Thursday, February 13, 2020
Subject: BPAC Comments for South Stage (TF-20-015) and Foothill (TF-19-001) Projects

Here are the following comments from the City of Medford Bicycle and Pedestrian Advisory Committee's February 10th, 2020 Meeting:

South Stage (TF-20-015)

- BPAC supports the road design for this project. It is in accordance with the Medford Transportation System Plan (TSP).

Foothill Project (TF-19-001)

- Due to the fact that the original proposal does not match with the TSP, BPAC passed a unanimous motion (6-0) that supports the alternative cross-section design that was shown during Seth's Foothill presentation.
- BPAC passed a unanimous motion (6-0) recommending the Hillcrest to McAndrews stretch of Foothill (which has not been rebuilt yet) have the same alternative cross-section design as the Foothill Project from McAndrews to Delta Waters (TF-19-001).
- BPAC strongly recommends the Foothill Project includes signalization with Delta Waters.
- Providing adequate lighting for the bicycle and pedestrian facilities, by either installing dedicated light poles or adding/modifying fixtures to the cobra poles is another recommendation.
- BPAC recommends where feasible, a reduction of the width of the median and increasing the width of the planter strips (which would aid adequate sizing for stormwater runoff and tree health).

To: Seth Adams, Planning Department
Re: BPAC Comments for South Stage and Foothill TF Projects
File No: TF-20-015, TF-19-001
Date: February 13, 2020

- BPAC supports healthy trees in the planter strips. Trees provide much needed shade and adds a buffer for cyclists and pedestrians from the predicted increase of freight traffic on this upgraded road. Thoughtful selection of tree species for the planter strips are encouraged. The City is encouraged to maintain the health of the trees.
- BPAC recommends the City provide routine pavement maintenance for the bike paths and sidewalks.

PLANNING COMMISSION MINUTES



February 27, 2020

5:30 P.M.

Medford City Hall, Council Chambers
411 West 8th Street, Medford, Oregon

The regular meeting of the Planning Commission was called to order at 5:30 PM in the Medford City Hall, Council Chambers, 411 West 8th Street, Medford, Oregon on the above date with the following members and staff in attendance:

Commissioners Present

Mark McKechnie, Chair
Joe Foley, Vice Chair
David Culbertson
David Jordan
Bill Mansfield
David McFadden
Jeff Thomas

Staff Present

Kelly Evans, Assistant Planning Director
Madison Simmons, Senior Assistant City Attorney
Doug Burroughs, Development Services Manager
Karl MacNair, Transportation Manager
Dennis Hart, Design and Construction Manager
Craig Howe, Engineering Technician IV
Greg Kleinberg, Fire Marshal
Terri Richards, Recording Secretary
Dustin Severs, Planner III
Seth Adams, Planner III
Carla Angeli Paladino, Principal Planner

Commissioners Absent

Jared Pulver, Excused Absence
E.J. McManus, Excused Absence

10. Roll Call

20. Consent Calendar / Written Communications (voice vote).

20.1 **LDS-19-076** Final Order of tentative plat approval for the Medford Center, a proposed commercial pad-lot subdivision in order to separate 11 buildings on their own legal tracts of land. The property is located on a single 24.42-acre parcel located east of Biddle Road between Stevens and E Jackson Street in the C-R (Regional Commercial) zoning district (371W19CD 1000); Applicant, LBG Medford, LLC; Agent, Neathamer Surveying, Inc.; Planner, Steffen Roennfeldt.

20.2 **Written Communication:** City of Medford Planning Commission Rules of Order.

Motion: The Planning Commission adopted the consent calendar as submitted.

Moved by: Vice Chair Foley

Seconded by: Commissioner McFadden

EXHIBIT K

Moved by: Vice Chair Foley

Seconded by: Commissioner McFadden

Chair McKechnie is encouraged that Public Works has agreed to meet with all the affected property owners and feels comfortable their needs will be addressed as is humanly possible.

Commissioner McFadden commented that City staff will continue to work on this project making improvements as they work it all out. This is a recommendation to the City Council. The audience will have another opportunity to voice their concerns at one of the Council's meetings.

Roll Call Vote: Motion passed, 7-0-0.

50.3 TF-20-015 The City proposes to construct a new segment of South Stage Road from North Phoenix Road to 1,000 feet west. The new segment is proposed to be constructed as a minor arterial with two travel lanes (one each way), separated bike lanes, sidewalks, median, planter strips, landscaping, and street lighting. Applicant, City of Medford Public Works; Planner, Seth Adams.

Chair McKechnie inquired whether any Commissioners have a conflict of interest or ex-parte communication they would like to disclose. None were disclosed.

Chair McKechnie inquired whether anyone in attendance wishes to question the Commission as to conflicts of interest or ex-parte contacts. None were disclosed.

Seth Adams, Planner III reported that the Transportation Facility approval criteria can be found in the Medford Land Development Code Section 10.226. The applicable criteria were addressed in the staff report, included in the property owner notices and hard copies are available at the entrance of Council Chambers for those in attendance. Mr. Adams gave a staff report.

Commissioner McFadden commented that at one time he heard recommendation that this road would not terminate where it is terminating on North Phoenix Road. It would terminate south at the intersection of Campbell Road to form a standard intersection rather than a T-intersection at the top of an elevated rise in North Phoenix Road. What is the reason it was down routed south to Campbell Road? Mr. MacNair responded that the TSP calls for South Stage Road in this alignment. Commissioner McFadden commented that the City appears to be building a road to nowhere. He questions the timing of doing it now when it does not do anything. Mr. MacNair reported it was included in the grant application because of the plan for a future employment campus in the area. The 1,000 feet does not go anywhere now, but the plan is for it to keep going west and eventually connect at South Stage Road which will be an important connection.

Commissioner Thomas commented that in order to get the money the City has to do it. It is a benefit to build the road.

Chair McKechnie asked, how far off the intersection of Campbell is it? Is it creating a problem at some point in the future?

Commissioner McFadden is wondering if this is the southwest corner of the new proposed urban growth boundary. South of Campbell is proposed to be a part of City of Phoenix. Is that field south of that line also proposed to be in the City of Phoenix?

Mr. MacNair stated that the distance between the two roads is approximately 600 feet. Minimum intersection spacing is 200 feet. The City would not signalize both intersections that close.

Chair McKechnie asked, would Public Works consider making Campbell right-in / right-out? Mr. MacNair responded it is undetermined at this time.

Mr. MacNair commented that the area south of Campbell is not within the City or its urban growth boundary, but the area south of the project is within the urban growth boundary. It is planned as commercial and industrial.

Chair McKechnie asked, if and when commercial development comes in, will they be required to share in the cost of the roadway? Mr. MacNair stated that this, 1000 feet will be built and they would not have to pay into that 1,000 feet. They will have to build their frontage improvements unless the City comes in with the full connection project to cross at some point in the future.

The public hearing was opened.

Mr. Burroughs reserved rebuttal time.

a. Mike Montero, 4497 Brownridge Terrace, Suite 101, Medford, Oregon, 97504. Mr. Montero stated that he is in support of this project. He represents the Harry and David Holdings owned by 1-800-Flowers, which is one of the parcels of land that Commissioner McFadden questioned, in addition to Mahar Dukes South Stage Property which is the abutting property owner. In regards to his client's participation on this project, they have letters in the record providing their commitment to donate without reimbursement, all of the right-of-way on their property. One of the discretionary sources of funding that the City will have for funding future sections of this regional corridor will be Systems Development fees. He characterizes this section of 1,000 feet as a critical installment. One of the elements in the build grant application was that it demonstrates that it would provide future freight facilities for users. Among those freight users is Harry & David. Harry & David looks at it as being an alternative freight route once it is completely constructed across Interstate 5 to allow them to have access out of their campus. Members of the City of Medford and City of Phoenix met with the US Department of Economic and Development Administration and the US Department of Agriculture today to look at future funding for portions of this project.

Mr. Hart reported there is no landscaping proposed of this segment. Water is 5000 feet away. Landscaping would come with future development.

Chair McKechnie asked, is water and sewer going under this segment or will we wait until later and rip it up to put it in? Mr. Hart responded storm drain only is proposed. Chair McKechnie asked, where are they going to treat water and sewer? Mr. Hart replied that is what is 5000 feet away and will be put in at the time of development in the future.

The public hearing was closed

Motion: The Planning Commission, based on the findings and conclusions that all of the applicable criteria are satisfied, forwards a favorable recommendation for approval of TF-20-015 to the City Council per the staff report dated February 20, 2020, including Exhibits A through J.

Moved by: Vice Chair Foley

Seconded by: Commissioner McFadden

Roll Call Vote: Motion passed, 7-0-0.

60. Reports

60.1 Site Plan and Architectural Commission.

Commissioner Culbertson reported that the Site Plan and Architectural Commission met on Friday, February 21, 2020. They discussed construction of two multi-family apartment buildings located at the corner of Stewart Avenue and S. Columbus for Columbia Care Services to house veterans. A testifier requested to continue the item to the next meeting.

60.2 Transportation Commission.

Kelly Evans, Assistant Planning Director reported that the Transportation Commission met on Wednesday, February 26, 2020. Staff was not present but they discussed two TF applications.

60.3 Planning Department

Ms. Evans reported there is a Planning Commission study session scheduled for Monday, March 9, 2020. Discussion will be on Flexible Design Standards and the yearly Citizen Involvement report.

There will be a short Planning Commission meeting on Thursday, March 12, 2020. There is business scheduled for Thursday, March 26, 2020 and Thursday, April 9, 2020.

City Council at their last meeting adopted Southeast Plan updates, Annexation code amendments, Residential Administrative Review.

At the next City Council meeting they will consider the vacation for McDonald's on Barnett.