

# REVISED CITY COUNCIL AGENDA



**MEDFORD**  
OREGON

May 7, 2020  
6:00 P.M.  
Virtual Meeting

*Office of the Governor Executive Order No. 20-16 requires that the governing body of a public body (as defined by ORS 192.610(3) and (4)) shall hold public meetings and hearings by telephone, video, or through some other electronic or virtual means whenever possible. Therefore, the public may view the City Council meeting via livestream at [www.cityofmedford.org](http://www.cityofmedford.org) or click [here](#). For Agenda Items 80.3 and 80.4 ONLY, if you received a notice of public hearing on these matters you will be allowed to speak at Council Chambers stating why you favor or oppose the proposals.*

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10. Roll Call

20. Recognitions, Community Group Reports

20.1 Kid Time Update by Sunny Spicer

30. Oral Requests and Communications from the Audience

*City Council is only accepting written comments and not verbal comments, with the exception of land use applicants, who will be given the opportunity to attend the meeting electronically. Public comments will be accepted via first class mail or email until 12:00 p.m. on Thursday, May 7, 2020. Please email comments or public hearing testimony pertaining to the agenda items to [council@cityofmedford.org](mailto:council@cityofmedford.org) and include your name, address and phone number. All comments pertaining to the Council agenda, received by noon, will be provided to the City Council at the meeting.*

40. Approval or Correction of the Minutes of the April 16, 2020 Regular Meeting

50. Consent Calendar

60. Items Removed from Consent Calendar

70. Ordinances and Resolutions

70.1 COUNCIL BILL 2020-51

An ordinance authorizing execution of a Flexible Service Maintenance Agreement between the City of Medford and the Oregon Department of Transportation for continued mutual support and coordination of roadway maintenance resources.

70.2 COUNCIL BILL 2020-52

A resolution adopting recommendations and allocating funding for the General Fund Grant program for the 2019-21 biennium.

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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](mailto:ada@cityofmedford.org) at least three business days prior to the meeting to ensure availability. For TTY, dial 711 or (800) 735-1232.

**70.3 COUNCIL BILL 2020-53**

A resolution ratifying the Mayor's Administrative Order dated April 30, 2020 extending a local state of emergency in the City of Medford as a result of COVID-19 pandemic.

**80. Public Hearings**

**80.1 COUNCIL BILL 2020-54**

A resolution adopting the 2020-24 Consolidated Plan for the purpose of fulfilling the regulatory requirements of the Community Development Block Grant (CDBG) program, as required by the U.S. Department of Housing and Urban Development.

**80.2 COUNCIL BILL 2020-55**

A resolution adopting the 2020-21 Action Plan for the purpose of fulfilling the regulatory requirements of the Community Development Block Grant (CDBG) program, as required by the U.S. Department of Housing and Urban Development.

**80.3 COUNCIL BILL 2020-56**

An ordinance approving an amendment to the Medford Comprehensive Plan to adopt an Urbanization Plan for planning unit MD-7c into the Neighborhood Element for property located at the northwest corner of Kings Highway and South Stage Road. (UP-19-003) Land Use, Legislative

**80.4 COUNCIL BILL 2020-57**

An ordinance proclaiming annexation to the City of Medford of approximately 33.68 acres of property located at the northwest corner of South Stage Road and Kings Highway and the full width of adjacent rights-of-way along the properties; changing the zoning designation of the property from Exclusive Farm Use (EFU) to Single-Family Residential (SFR-00, one dwelling unit per lot) zoning district; and removing the property from Medford Rural Fire Protection District #2. (ANNX-19-002) Land Use, Quasi-Judicial

**90. Council Business**

**90.1 Proclamations issued:**

- Kids to Park Day – May 16, 2020
- Municipal Clerks Week – May 3-9, 2020
- National Travel & Tourism Week – May 3-9, 2020
- National Public Works Week – May 17-23, 2020
- National Bike to Work Week – May 11-17, 2020
- Building Safety Month – May 2020
- National Preservation Month – May 2020

**90.2 Committee Reports and Communications**

- a. Council Officers Update
  
- b. Boards and Commissions Appointments
  
- c. COVID-19 Small Business Grant Program

**100. City Manager and Staff Reports**

- 100.1 Drive-In Movie Proposal

**110. Adjournment**



**AGENDA ITEM COMMENTARY**

**DEPARTMENT:** Public Works  
**PHONE:** (541) 774-2600  
**STAFF CONTACT:** Cory Crebbin, Public Works Director

**AGENDA SECTION:** Ordinances and Resolutions  
**MEETING DATE:** May 7, 2020

**COUNCIL BILL 2020-51**

An ordinance authorizing execution of a Flexible Service Maintenance Agreement between the City of Medford and the Oregon Department of Transportation (ODOT) for continued mutual support and coordination of roadway maintenance resources.

**SUMMARY AND BACKGROUND**

Council is requested to consider approval of a Flexible Service Maintenance Agreement with ODOT in order to provide continued mutual support and coordination of resources. This Agreement allows cooperative trading of services with counties, cities, and state agencies for performance of work on certain types of public works maintenance or improvement projects. This agreement is beneficial to the agencies and the general public.

**PREVIOUS COUNCIL ACTIONS**

On April 1, 2010, Council approved Council Bill 2010-63, a 10-year Intergovernmental Agreement between the City of Medford and ODOT for miscellaneous transportation maintenance services.

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**

A multi-jurisdictional agreement allows the City of Medford to provide and receive various services in coordination with other agencies, thereby creating a regional support network across the Rogue Valley. This allows enhanced allocation of resources and cost efficient options when unforeseen issues arise.

During the term of the current 10-year agreement, the following services were exchanged with ODOT:

Deicing provided by ODOT:	15 instances and expenditure of \$7,789.29.
Guardrail repairs by ODOT:	4 instances and expenditure of \$6,262.58.
Crackseal by ODOT:	1 instance and expenditure of \$2,230.89.
Street sweeping by Medford:	Quarterly and revenue of \$196,476.40.
Debris removal by Medford:	1 instance and revenue of \$5,961.06.

The Agreement provides services for agencies to be reimbursed at their usual and customary rates. The advantages of these exchanges of service are that agencies can assist quickly without procurement process delays and perform specialized work for which there are few contractors. This agreement also provides for inter-agency cooperation in the event of an emergency or natural disaster.



**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

This agreement is not to exceed \$500,000.00 and any net costs will be funded from the Street Utility Fund operating budget.

**TIMING ISSUES**

The existing contract expires on April 30, 2020. In an effort to maintain continuity approval of this agreement is a priority.

**COUNCIL OPTIONS**

Approve the ordinance authorizing the Agreement.

Specify changes to the Agreement, which will require ODOT concurrence and reconsideration.

Deny the ordinance and provide direction to staff.

**STAFF RECOMMENDATION**

Staff recommends approval of the ordinance.

**SUGGESTED MOTION**

I move to approve the ordinance authorizing the Flexible Maintenance Agreement.

**EXHIBITS**

Ordinance

Exhibit A - Flexible Service Maintenance Agreement, 2020

ORDINANCE NO. 2020-51

AN ORDINANCE authorizing execution of a Flexible Service Maintenance Agreement between the City of Medford and the Oregon Department of Transportation (ODOT) for continued mutual support and coordination of roadway maintenance resources.

WHEREAS, Oregon Revised Statutes (ORS) 190.110, 366.572, 366.574 and 366.576 allow the State of Oregon to enter into cooperative agreements with cities and other units of local government for the performance of work on certain types of maintenance or improvement projects, with the allocation of costs on terms and conditions mutually agreeable to the parties; and

WHEREAS, the Oregon Department of Transportation (ODOT) and the City of Medford have determined it is to their mutual benefit, and to the benefit of the public, if they jointly utilize their roadway maintenance resources, including equipment and operators; and

WHEREAS, ODOT and the City desire to enter into an agreement to share road and highway maintenance services including patching, shouldering, ditching, sweeping, vegetation control, brushing, signing, landscaping, striping, bridge repair, guardrail repair, winter maintenance activities, hazardous material spills, drainage, purchase of deicer and purchase of liquid asphalt; and

WHEREAS, the proposed agreement allows the City of Medford to provide and receive various services in coordination with other agencies, thereby creating a regional support network across the Rogue Valley and allowing enhanced allocation of resources and cost efficient options; now, therefore,

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Execution of a Flexible Service Maintenance Agreement between the City of Medford and the Oregon Department of Transportation (ODOT) for continued mutual support and coordination of roadway maintenance resources, which is on file in the City Recorder's office, is hereby authorized.

PASSED by the Council and signed by me in authentication of its passage this \_\_\_\_ day of May, 2020.

ATTEST: \_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor

APPROVED: \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

**FLEXIBLE SERVICE MAINTENANCE AGREEMENT**  
**City of Medford**

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State" or "ODOT"; and the City of Medford, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

**RECITALS**

1. By the authority granted in Oregon Revised Statute (ORS) 190.110, 366.572, 366.574 and 366.576, State may enter into cooperative agreements with the counties, cities and units of local governments for the performance of work on certain types of maintenance or improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.
2. State and Agency have determined that it is both to their mutual benefit and to the general public's benefit if they jointly utilize State and Agency highway maintenance resources, including equipment and operators.

**NOW THEREFORE**, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

**TERMS OF AGREEMENT**

1. This Agreement shall supersede and replace Agreement No. 26601 in its entirety. Agreement No. 26601 will terminate upon execution of this Agreement. Work Order Authorizations issued prior to the replacement of Agreement No. 26601 shall remain in effect. All new Work Order Authorizations shall be issued through this Agreement.
2. Under such authority, State and Agency desire to enter into this Agreement to share road and highway maintenance services including patching, shouldering, ditching, sweeping, vegetation control, brushing, signing, landscaping, striping, bridge repair, guardrail repair, winter maintenance activities, hazardous material spills, drainage, purchase of deicer and purchase of liquid asphalt..
3. The tasks associated with the highway maintenance responsibilities referred to above are as defined in the current editions of the Oregon Department of Transportation's Maintenance Guide and the Routine Road Maintenance Water Quality and Habitat Guide Best Management Practices Manual, which are herein incorporated by reference and located at the following address:

<http://www.oregon.gov/ODOT/HWY/OOM/Pages/publications.aspx>

- a. The Oregon Department of Transportation Maintenance Guide includes the Activity numbers. Other maintenance services may be included as defined on the Work Order Authorization.
4. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate upon completion of the Project and final payment or ten (10) calendar years following the date all required signatures are obtained, whichever is sooner. This Agreement may be modified by mutual consent of both Parties and upon execution of amendments to this Agreement stating said modifications.
5. The total financial obligation for both Parties will not exceed \$500,000 during the term of this Agreement.
6. If the total cost of this Agreement or individual Work Order Authorization exceeds \$150,000, the Department of Justice must review and approve any amendments and/or Work Order Authorizations prior to performance of any work.

#### **SCOPE OF WORK**

1. State's District Manager or Transportation Maintenance Manager, or designee may request maintenance services from Agency on an as-needed basis for work performed on State-owned and maintained highways and highway right of way. Maintenance service requests shall be a written request in the form of a Work Order Authorization, attached hereto as Exhibit A and made a part of this Agreement. The Work Order Authorization may be signed by State's District 8 Manager or designee. Each Work Order Authorization that is issued pursuant to this Agreement shall become a part of this Agreement. Both Parties shall sign the Work Order Authorization before commencement of work. An original signed Work Order Authorization shall be completed and returned to the originating Party within ten (10) business days.
2. Agency may request maintenance services from State on an as-needed basis for work performed on Agency-owned and maintained roads. Maintenance service requests shall be a written request in the form of a Work Order Authorization, as shown on Exhibit A. The Work Order Authorization may be signed by the Superintendent of Maintenance. Each Work Order Authorization that is issued pursuant to this Agreement shall become a part of this Agreement. Both Parties shall sign the Work Order Authorization before commencement of work. An original signed Work Order Authorization shall be completed and returned to the originating Party within ten (10) business days.
3. The original Work Order Authorization initiated by State shall be forwarded to State's Region 3 Agreement Coordinator, 3500 NW Stewart Parkway, Roseburg, Oregon 97470.

Agency/State  
Agreement No. 34021

4. State shall provide instructions to Agency employees concerning work to be performed under the Work Order Authorization, and Agency shall direct and supervise its employees who are assigned to assist State.
5. Agency shall provide instructions to State's employees concerning work to be performed under the Work Order Authorization, and State shall direct and supervise its employees who are assigned to assist Agency.

#### **REIMBURSEMENT TO STATE**

1. On a monthly basis, State shall submit invoices to Agency for actual costs incurred for work performed under this Agreement. Agency shall reimburse State for equipment and services based on the State's rates used for its internal financial management of personnel and equipment adopted and in existence at the time of work being performed. Payment shall be made within forty-five (45) calendar days from receipt of the invoice. Invoices shall be submitted to City of Medford, Public Works Director, 200 S. Ivy Street, Medford, OR 97501.
2. Under no condition shall Agency's total obligation for payments exceed \$250,000 during the term of this Agreement.

#### **REIMBURSEMENT TO AGENCY**

1. On a monthly basis, Agency shall submit invoices to State for actual costs incurred for work performed under this Agreement. State shall reimburse Agency for equipment and services based on the Agency's rates used for its internal financial management of personnel and equipment adopted and in existence at the time of work being performed. Payment shall be made within forty-five (45) calendar days from receipt of the invoice. Invoices shall be submitted to: Department of Transportation, District 8 Manager, 100 Antelope Road, White City, OR 97503.
2. Under no condition shall State's total obligation for payments exceed \$250,000 during the term of this Agreement.

#### **EXPENDITURE AUTHORIZATION**

1. State certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within State's current appropriation or limitation of the current biennial budget. State shall not be indebted or liable for any obligation created by this Agreement in excess of the debt limitation of Article XI, Section 7, of the Oregon Constitution. State shall not assume any debts of Agency in violation of Article XI, Section 8, of the Oregon Constitution.
2. Agency certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within

Agency's current appropriation or limitation of the current biennial budget. Agency shall not be indebted or liable for any obligation created by this Agreement in excess of the debt limitation of Article XI, Section 10, of the Oregon Constitution.

3. Neither State nor Agency shall be liable for any expenditure under this Agreement without proper appropriation pursuant to ORS Chapter 291 and ORS Chapter 294 respectively.
4. The Work Order Authorization form for State may be signed by State's District 8 Manager, 100 Antelope Road, White City, Or 97503, or assigned designee upon individuals absence.
5. The Work Order Authorization form for Agency may be signed by Agency's Public Works Director, 200 S. Ivy Street, Medford, OR 97501 or assigned designee upon individuals absence.

#### **EQUIPMENT AND SERVICES**

1. Each Party shall make available to the other Party vehicles, equipment, machinery, employees, related items and services in the manner and on the terms and conditions provided herein.
2. Services and equipment shall be provided upon reasonable request at mutually convenient times and locations. Each Party retains the right to refuse to honor a request if the services or equipment are needed for other purposes, if providing the equipment would be unduly inconvenient or if for any other reason the Party determines in good faith that it is not in its best interest to provide a particular item or service at the requested time. It is up to the discretion of the Party providing the equipment ("owner") whether an operator is provided with the equipment.
3. The Party receiving the equipment ("user") shall take proper precaution in its operation, storage, and maintenance. Equipment shall be used only for its intended purpose. User shall permit the equipment to be used only by properly trained and supervised operators and shall be responsible for equipment repairs necessitated by misuse or negligent operation. User shall perform and document required written maintenance checks prior to and after use and shall provide routine daily maintenance of equipment during the period in which the equipment is in user's possession. User shall not, however, be responsible for scheduled maintenance or repairs other than repairs necessitated by misuse or negligent operation.
4. If equipment requires repair while in use, a State mechanic and Agency mechanic shall assess the problem and, in consultation with each other, determine which Party is responsible for repair. In the event an agreement cannot be reached, State's District Manager or designee and Agency shall determine the responsible Party.

5. The entity providing the equipment ("provider") shall endeavor to provide equipment in good working order and to inform user of any information reasonably necessary for the proper operation of the equipment. The equipment, however, is provided "as is", with no representations or warranties as to its fitness for a particular purpose.
6. User shall be solely responsible for selecting the proper equipment for its needs and inspecting equipment prior to use. It is acknowledged by the Parties that the provider is not in the business of selling, leasing, renting, or otherwise providing equipment to others and that the Parties are acting only for their mutual convenience and efficiency.
7. The Parties shall provide equipment storage space to each other, at no charge, upon rental request when mutually convenient. It is recognized that such storage is for the benefit of the Party requesting it. The Party storing the equipment shall be responsible only for providing a reasonably safe and secure area.
8. The user is responsible for any damage to rented equipment considered to be beyond normal wear and tear.
9. Service and usage times, established for the purpose of record keeping and rental charges, will begin at the time the equipment and operator leave the owner's shop or maintenance yard, and end when the equipment and operator return to the owner's shop or maintenance yard.
10. Both Parties shall use their individual internal rental rates for labor and equipment. These rates may be adjusted only once per State fiscal year.
11. Both Parties shall maintain accurate and up-to-date records of all rentals of equipment and operators. Said records will be kept available for inspection by representatives of each Party for a period of six (6) years following termination of the Agreement.
12. Both Parties shall furnish fuel, maintenance, and insurance for their equipment; however, fuel for vehicles and equipment shall be provided by the user during the period in which the equipment or vehicle is in the user's possession.

## **GENERAL PROVISIONS**

1. **Americans with Disabilities Act Compliance:**
  - a. Each Party shall ensure that the services it provides under this Agreement ("Services") comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA"). The Parties shall use ODOT standards to assess whether the Services comply with the ADA, including, but not limited to, ODOT Maintenance Operational Notices MG 100-107 ("MG 100-107"), MG144-03 ("MG144-03"), and MG Activities-2 ("MG Activities-2").

- b. The scope of the Services performed under this Agreement is limited to maintenance activities and shall not include alteration, upgrade, or construction of sidewalks or curb ramps, or installation of pedestrian activated signals, except as otherwise expressly agreed by the Parties pursuant to Subsections d.i or d.ii below.
- c. When Agency is providing Services to ODOT under this Agreement, Agency shall:
  - i. Promptly notify ODOT of completion of Services and allow ODOT to inspect completed Services located on or along a state highway for ADA compliance, prior to acceptance of such Services and release of any Agency contractor, and
  - ii. Ensure that temporary pedestrian routes are provided through or around any work zone as provided in MG Activities-2 and Chapters 1 and 5 of the Oregon Temporary Traffic Control Handbook 2011 ("OTTCH"). For Services included in MG Activities-2 "Situations" Paragraph 2, Agency shall provide ODOT with adequate information to allow ODOT to provide advance notice of any temporary pedestrian route to the public, people with disabilities, and disability organizations. The Parties acknowledge that providing advance notice may not be possible in some such circumstances, including but not limited to, when Services are provided on an urgent or emergency basis, or where the nature and location of the Services are unknown until the beginning of the workers' shift.
- d. **When ODOT is providing Services to Agency under this Agreement:**
  - i. **Prior to Agency's issuance of a Work Order Authorization, Agency shall exercise reasonable efforts to identify if the Services may include an alteration under the ADA as set forth in MG100-107 ("Alteration") and thereby trigger additional modifications to the facility in order to comply with the ADA ("ADA Modifications"). If Agency determines that the Services may include an Alteration, Agency shall not issue the Work Order Authorization until:**
    - A. Agency has completed the ADA Modifications, or
    - B. After obtaining ODOT's concurrence, the Parties include the ADA Modifications in the Services to be provided by ODOT under the Work Order Authorization.
  - ii. After the Agency's issuance of a Work Order Authorization under this Agreement, if ODOT identifies that any Services to be performed by ODOT under the Work Order Authorization in a location under Agency's jurisdiction may include an Alteration, ODOT shall immediately notify Agency. After such notification is provided:

- A. If Agency decides to proceed with the ADA Modifications, ODOT is not obligated to perform the Services until: (a) the Parties have amended the Work Order Authorization to include the ADA Modifications in the scope of the Services, or (b) the Agency has completed the ADA Modifications.
  - B. If Agency decides not to proceed with the ADA Modifications, (a) ODOT may immediately stop work and cancel the Work Order Authorization, (b) the Parties may amend the Work Order to remove the Services that may include the Alteration, or (c) ODOT may decide, at its sole discretion, to continue to provide the Services in the original Work Order.
  - C. Notwithstanding GENERAL PROVISIONS, Paragraphs 9, 10 and 11, if Agency decides not to proceed with the ADA Modifications, and if ODOT chooses to continue to provide the Services that may include an Alteration, AGENCY SHALL INDEMNIFY AND DEFEND ODOT AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER ARISING OUT OF, OR RELATING TO THE AGENCY'S DECISION NOT TO PROCEED WITH THE ADA MODIFICATIONS AND ODOT'S PERFORMANCE OF THE SERVICES WITHOUT INCLUSION OF THE ADA MODIFICATIONS.
- iii. Any ADA Modifications performed by ODOT pursuant to Subsections d.i or d.ii above shall follow ODOT's standards and processes for design, alteration, upgrade, or construction of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, applicable ODOT Maintenance Operational Notices, and providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form.
  - iv. Agency acknowledges that it has sole responsibility for determining whether the Services may include an Alteration or may trigger other ADA requirements, and agrees to make its own independent assessment regarding compliance with the ADA.
  - v. Agency reaffirms its commitment to provide an accessible ADA-compliant transportation system and ensure that any feature or part of a feature under Agency's jurisdiction that was addressed as part of the Services ("Feature"), including ADA Modifications, is maintained in compliance with the ADA for the useful life of the Feature. This includes, but is not limited to, Agency ensuring that:
    - A. Pedestrian access is maintained as required by the ADA,

- B. Any complaints received by Agency identifying sidewalk, curb ramp, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed,
  - C. Agency, or abutting property owner, pursuant to local code provisions, performs any repair or removal of obstructions needed to maintain the facility in compliance with the ADA requirements that were in effect at the time the facility was constructed or altered,
  - D. Any future work on the Feature during the useful life of the Feature complies with the ADA requirements in effect at the time the future work is performed, and
  - E. Applicable permitting and regulatory actions are consistent with ADA requirements.
- vi. Maintenance obligations in Subsection d.v above shall survive termination of this Agreement.
- e. ODOT Maintenance Operational Notices MG 100-107, MG144-03, MG Activities-2, and the OTTCH are incorporated herein by reference.
- i. The OTTCH is available at <http://www.oregon.gov/ODOT/Engineering/Pages/OTTCH.aspx> Copies of MG 100-107, MG144-03, and MG Activities-2 are available for inspection at the ODOT District 8 Office located at 100 Antelope Road, White City, OR 97503 during regular business hours, or at the following locations online:
    - MG 100-107:  
[https://www.oregon.gov/ODOT/Engineering/DOCS\\_ADA/MG100-107\\_w-diagram.pdf](https://www.oregon.gov/ODOT/Engineering/DOCS_ADA/MG100-107_w-diagram.pdf)
    - MG 144-03:  
[https://www.oregon.gov/ODOT/Engineering/DOCS\\_ADA/MG144-03.pdf](https://www.oregon.gov/ODOT/Engineering/DOCS_ADA/MG144-03.pdf)
    - MG Activities-2:  
[https://www.oregon.gov/ODOT/Engineering/Doc\\_TechnicalGuidance/MG-Activities-2.pdf](https://www.oregon.gov/ODOT/Engineering/Doc_TechnicalGuidance/MG-Activities-2.pdf)
  - ii. All references to MG 100-107, MG144-03, and MG Activities-2 in this Section refer to the version of the policy in place at the time the Services are performed.
2. Both Parties hereby grant the other Party authority to enter onto each other's right of way for the purpose of performing the maintenance services as stated on the Work Order Authorization.

3. Both Parties will only assign personnel to work on each other's right of way that have similar experience on State and Agency right of way.
4. Both Parties acknowledge and agree that each Party, the Oregon Secretary of State's office and the federal government and their duly authorized representatives shall have access to such fiscal records and other books, documents, papers, plans and writings of each Party that are pertinent to this Agreement to perform examinations and audits and make excerpts and transcripts. Both Parties shall retain and keep all files and records for a minimum of six (6) years following termination of the Agreement.
5. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279C.505, 279C.515, 279C.520, 279C.530 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
6. Agency represents that this Agreement is signed by personnel who have been authorized to do so by Agency.
7. State personnel assigned to assist Agency shall not be considered employees of Agency. Agency personnel assigned to assist State shall not be considered employees of State. Agency and State shall each be responsible for the following items in regard to their own employees:
  - a. Payment of all wages and benefits that its employees are entitled to receive through their employment including, but not limited to, vacation, holiday and sick leave; other leaves with pay; medical, dental, life, and accident insurance; other insurance coverage; overtime; Social Security; Workers' Compensation; unemployment compensation, and retirement benefits.
  - b. Withholding Social Security, federal and state taxes, and other regular deductions from wages paid to employees.
  - c. Administration of applicable civil service statutes and rules, classification and compensation plans, collective bargaining agreements, and other laws and agreements governing personnel relations with employees.

8. The Parties to this Agreement are of equal authority. Each Party acts independently in the performance of its obligations and functions under this Agreement, and neither Party is to be considered the agent of the other.
9. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
10. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
11. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

12. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
13. All employers, including both Parties, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Both Parties shall ensure that each of their subcontractors complies with these requirements.
14. This Agreement may be terminated by mutual written consent of both Parties, or by either Party, upon thirty (30) calendar days' written notice. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
15. Neither Party shall enter into any subcontracts for any of the work scheduled under this Agreement without obtaining prior written approval from the other Party.
16. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
17. This Agreement and attached exhibit constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

Agency/State  
Agreement No. 34021

**CITY OF MEDFORD**, by and through its  
elected officials

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED AS TO FORM**

By \_\_\_\_\_  
Counsel

Date \_\_\_\_\_

**Agency Contact:**

Cory Crebbin  
Public Works Director  
200 S. Ivy Street  
Medford, OR 97501  
541-774-2100  
publicworks@cityofmedford.org

**STATE OF OREGON**, by and through its  
Department of Transportation

By \_\_\_\_\_

Highway Division Administrator

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_

State Traffic-Roadway Manager

Date \_\_\_\_\_

By \_\_\_\_\_

Region 3 Manager

Date \_\_\_\_\_

By \_\_\_\_\_

District 8 Manager

Date \_\_\_\_\_

**APPROVED AS TO LEGAL  
SUFFICIENCY**

By Matthew Shoop Via-email

Assistant Attorney General

Date 3/11/2020

**State Contact:**

Jerry Marmon  
District 8 Manager  
100 Antelope Road  
White City, OR 97503  
541-774-6355  
Jerry.marmon@odot.state.or.us

**EXHIBIT A**

**WORK ORDER AUTHORIZATION**

State Requesting to Perform Work

Requesting State to Perform Work

Agreement No. 34021 Work Order No.

Under the terms of Agreement No. 34021 between the Oregon Department of Transportation (State) and Agency, which is hereby incorporated by reference, the following Project work is authorized:

Project Name:  Flexible Maintenance Services

State District 8 Manager: Agency Public Works Director

Total Authorized Amt. this Work Order \$ Expenditure Acct. No.:

Work Order Start Date: Work Order End Date:

<b>Effective Date: No Work shall occur until signed by all Parties.</b>	<b>State Totals</b>
Expenditure Account No.	No.
A. Amount authorized for this Work Order	\$
B. Amount authorized on prior Work Orders	\$
C. Total Amount authorized for all Work Orders (A+B=C)	\$
D. Agreement Not-to-Exceed amount	\$
E. Amount remaining on Agreement (D-C=E)	\$

SCOPE OF WORK (tasks, hours per task, estimated cost per task, and staff assigned to do the work and their hourly rate. Specify the Party responsible for providing materials and the Party responsible for material costs associated with the Project or services). Work necessary to complete Project or services as described in original Agreement scope of work: (Indicate which services are to be used by checking appropriate box(es)).

Maintenance Services and Equipment Rental: *(List work shown below)*

- Patching (100-102, 107-108)  Shouldering (111-112, 119)  Ditching (120)  Sweeping (116-117)
- Vegetation Control (131)  Striping (140-141, 147)  Winter Maintenance (170-171, 179-181, 192)
- Brushing (132-133)  Signing (142-143)  Landscaping (136)  Drainage (121)  Guardrail Repair (151)  Bridge Repair (163, 169)  Hazardous Material Spills (149)  Equipment Rental (specify equipment)

General Description of Project: \_\_\_\_\_

This Work Order Authorization may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Work Order Authorization so executed shall constitute an original.

ACCEPTANCE OF TERMS AND ACTION APPROVED BY STATE: I acknowledge and certify that the work in this Work order authorization is within the scope of work of the original Agreement.

State's \_\_\_\_\_ (approp. title) Date

ACCEPTANCE OF TERMS BY LOCAL AGENCY

Name / Title Date

APPROVED AS TO LEGAL SUFFICIENCY: If work exceeds \$150,000, signature required

Asst. Attorney General Date

cc: District #8 Manager or Transportation Maint. Mgr.  
State's Work Order Coordinator  
Central Services, Procurement Office (OPO) for Agreement File

EXHIBIT A Work Order – Local Agency Rev. 04-08-2008
---



**AGENDA ITEM COMMENTARY**

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**DEPARTMENT:** Planning Department

**PHONE:** (541) 774-2390

**STAFF CONTACT:** Angela Durant, Principal Planner

**AGENDA SECTION:** Ordinances and Resolutions

**MEETING DATE:** May 7, 2020

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**COUNCIL BILL 2020-52**

A resolution adopting recommendations and allocating funding for the General Fund Grant (GFG) program for the 2019-21 biennium.

**SUMMARY AND BACKGROUND**

Council is requested to consider a resolution to adopt funding recommendations for the 2019-2021 GFG program. Since 1997, City Council has granted just under \$6 million to nonprofit agencies providing essential safety services to Medford's low-income and vulnerable residents through the GFG program. The services supported through this program are identified as services the City either cannot or does not provide due to staffing, facility, or funding limitations.

As of June 21, 2018, the Community Development Grants Commission (CDGC) serves as the advisory body to Council to administer the City's GFG program. The CDGC provides representation from sectors including education, social services, healthcare, budget, private business, workforce development, affordable housing, and homelessness.

In November 2019, City Council established the 2019-2021 biennial funding priorities for all City funding programs. Under the GFG program, 50 percent of available funds are dedicated to programs that provide essential safety net services and 50 percent to programs that provide direct assistance for housing stabilization and rapid re-housing to homeless households and low-income households at risk of becoming homeless.

Activities eligible under the Essential Safety Net Services category include:

- Emergency care;
- Rape crisis intervention;
- Substance abuse treatment;
- Medical care;
- Legal services;
- Shelter for women and children;
- Programs for the homeless;
- Support for senior citizens; and
- Childcare

Activities eligible under the Housing Stabilization and Rapid Re-housing category include:

- Rent payments;
- Utility payments;



- Mortgage payments;
- Childcare;
- Transportation costs;
- Eviction prevention services; and
- Other expenses that help households obtain or maintain stable housing

#### **PREVIOUS COUNCIL ACTIONS**

On June 21, 2018, Council approved Council Bill 2018-73 appointing the CDGC as the advisory body to administer the City's GFG program.

On May 30, 2019, Council approved Council Bill 2019-63 adopting 2019-2021 Biennial Goals for the City of Medford.

On June 6, 2019, Council Bill 2019-45 was approved adopting the City of Medford 2019-2021 Biennial Budget.

On November 21, 2019, Council approved Council Bill 2019-21 adopting the Homeless System Action Plan - Implementation Plan and City's Funding Priorities for the 2019-21 Biennium.

#### **ANALYSIS**

In February 2020, the CDGC held a meeting to discuss administration of the GFG program and directed staff to align the program's application evaluation process with the CDBG program. The City received GFG applications from 12 agencies, all of which were accepted for review. Four of the agencies requested funding from both GFG eligibility categories referenced above. The CDGC listened to presentations, and then scored and ranked each proposal using the same scoring criteria as used for the CDBG program. The CDGC developed the 2019-2021 funding recommendation on April 1, 2020, during which 10 of the 12 agencies received a funding recommendation; three agencies received a recommendation from both eligibility categories. The funding recommendation, including anticipated performance outcomes, is outlined in Exhibit A.

#### **FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

\$300,100 in social service grants budgeted in General Fund 1006120.

#### **TIMING ISSUES**

Staff requests approval of this resolution to expedite funding awards to service agencies.

#### **COUNCIL OPTIONS**

Approve the resolution as presented.

Modify the resolution as presented.

Deny the resolution and provide direction to staff.



**STAFF RECOMMENDATION**

On behalf of the CDGC, staff extends the Commission's recommendation of the resolution adopting the funding recommendations for the 2019-2021 GFG program.

**SUGGESTED MOTION**

I move to approve the resolution authorizing the funding recommendations of the Community Development Grants Commission for the 2019-2021 General Fund Grant program.

**EXHIBITS**

Resolution

Exhibit A - 2019-2021 Summary of General Fund Grant Funding Recommendations

Exhibit B - Council October 10, 2019 Study Session Presentation (Funding Priorities & HSAP IP)

Exhibit C - Council November 21, 2019 Meeting Presentation (Funding Priorities & HSAP IP)

RESOLUTION NO. 2020-52

A RESOLUTION adopting recommendations and allocating funding for the General Fund Grant (GFG) program for the 2019-21 biennium.

WHEREAS, the City of Medford has budgeted \$300,100 General Fund dollars toward funding essential safety net services for low-income and vulnerable residents within the City of Medford; and

WHEREAS, on June 21, 2018, Council approved Council Bill 2018-73 appointing the Community Development Grants Commission as the advisory body to administer the City's General Fund Grants program; the General Fund Grant Subcommittee reviews all applications, listens to presentations by all applicants, determines which applications meet essential safety net criteria, scores the applications and makes a funding recommendation to the City Council based on their findings; and

WHEREAS, the General Fund Grant Subcommittee received applications from 12 agencies, 10 of which were determined to meet the essential safety net criteria, and recommends funding the applicants in the amounts listed on Exhibit "A," attached hereto and incorporated herein, for the 2019-20 biennium; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON, that the attached recommendations for General Fund Grants for the 2019-20 biennium are hereby adopted and the General Fund Grant funding should be disbursed as recommended therein.

PASSED by the Council and signed by me in authentication of its passage this \_\_\_\_ day of May, 2020.

ATTEST:

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor

**EXHIBIT A**

**2019-2021 SUMMARY OF GENERAL FUND GRANT FUNDING RECOMMENDATIONS**

Organization	Program	Planned Activity	Anticipated Performance Outcome	Funding Request	Funding Recommendation
<b>Housing Stabilization and Rapid Re-housing</b>					
St. Vincent de Paul	Housing Move-in Program	Provide rental deposit assistance to homeless and low-to moderate-income (LMI) residents to secure stable housing	28 households	\$35,000	\$33,800
St. Vincent de Paul	Reducing Homelessness Program	Provide up to three months of rent and/or utility payments to help LMI stabilize housing	59 households	40,000	38,800
Community Works	Transitional Living Program	Provide housing and supportive services for homeless youth and their children	28 homeless youth and 17 other children	40,000	38,800
Rogue Valley Council of Governments (RVCOG)	Home-At-Last Program	Provide permanent housing support including rent, utilities, and case management for persons with disabilities	2 households	26,000	24,800
Maslow Project	Homeless to Housed	Provide rental assistance and navigation services to homeless youth (ages 0-21) and families to achieve self-sufficiency and housing stability	18 youth/families	15,000	13,850

Organization	Program	Planned Activity	Anticipated Performance Outcome	Funding Request	Funding Recommendation
Center for Nonprofit Legal Services	Meeting Basic Needs: Housing Safety and Prosperity	Provide legal services, education, and outreach (including eviction prevention and Fair Housing counseling) to minority and LMI persons, seniors, and persons with disabilities	N/A	10,000	-
Kid Time Discovery Center	Child Care Scholarship Program	Childcare scholarships for LMI families served through Kid Time Discovery Center's preschool program	N/A	25,000	-
<b>Essential Safety Net Services</b>					
Jackson County Sexual Assault Response Team (SART)	Sexual Assault Acute Response	Support victims of sexual assault with access to certified Sexual Assault Nurse Examiners (SANEs) to help navigate the physical, psychological, and economic repercussions of sexual assault and assist victims with understanding medical and legal decisions	44 sexual assault victims (duplicated from CDBG)	10,000	10,000
Hearts With A Mission	Shelter and Safety Net Services	Provide emergency shelter, after care options, support, and case management to runaway, transitional, and homeless youth in crisis	150 homeless youth (duplicated from CDBG)	25,000	25,000

Organization	Program	Planned Activity	Anticipated Performance Outcome	Funding Request	Funding Recommendation
CASA (Court Appointed Special Advocates) of Jackson County	CASA Program Expansion	Enhance the volunteer advocate program supporting abused and neglected children referred to the agency through the court system	225 children (57 volunteers)	30,000	30,000
ACCESS	Food Share Nutrition Program	Provide emergency and supplemental food assistance to LMI residents through emergency food pantries	25,500 individuals (region-wide)	60,000	30,000
Community Volunteer Network	RSVP Call-A-Ride	Provide medical transportation services to seniors residing in Medford	85 seniors	8,000	8,000
Maslow Project	Homeless to Housed	Serve homeless youth (ages 0-21) and families with intensive, integrated support services aimed towards achieving self-sufficiency and housing stability	43 youth/families	20,000	17,000
Community Works	Dunn House Shelter	Provide support for the region's only emergency shelter serving victims of domestic violence, sexual assault, and sex trafficking	216 adults and 144 children	15,000	-

Organization	Program	Planned Activity	Anticipated Performance Outcome	Funding Request	Funding Recommendation
RVCOG's Food and Friends	Food and Friends' Meals on Wheels and Senior Meals	Deliver meals to the homes of seniors and persons with disabilities who are unable to shop or prepare meals due to illness, injury, or disability	335 individuals 46,875 meals	20,000	15,000
Center for NonProfit Legal Services	Meeting Basic Needs: Housing Safety and Prosperity	Provide legal services, education, and outreach (including eviction prevention and Fair Housing counseling) to minority and LMI persons, seniors, and persons with disabilities	N/A	20,000	-
Children's Advocacy Center/Jackson County Child Abuse Task Force	Recovery and Healing Services for Child Abuse Victims	Provide evidence-based, trauma-informed therapy, services, and support to child abuse victims (ages 0-18) referred through law enforcement or the Department of Human Services Child Welfare	29 abused children (duplicated from CDBG)	5,000	5,000
<b>TOTALS:</b>				<b>\$404,000</b>	<b>\$290,050</b>
<i>Rejected Applications - reason</i>					
N/A					

Exhibit B

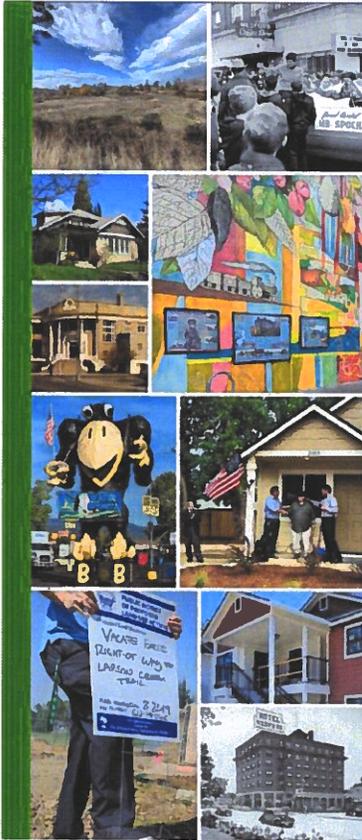
# COUNCIL STUDY SESSION “Grant Priorities”

October 10, 2019

Angela Durant, Principal Planner  
Scott Clauson, Chief of Police



**MEDFORD**  
PLANNING



## COUNCIL DIRECTION

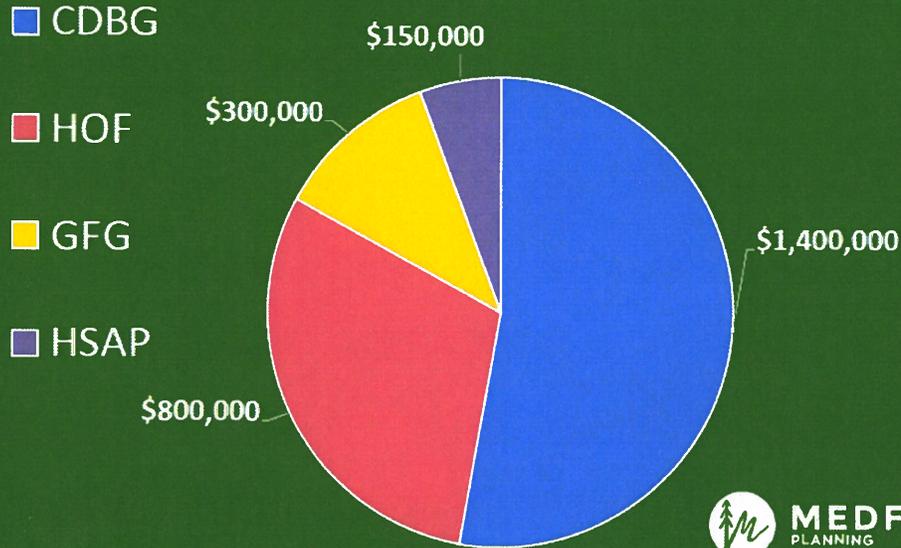
- Seek direction on the City of Medford Funding Priorities and Homeless System Action Plan (HSAP) Implementation Plan for the 2019-21 Biennium
- Seek further direction to apply for a \$50K grant through Providence Health & Services to strengthen the City's \$100K for implementation of the HSAP



**MEDFORD**  
PLANNING

# Estimated FUNDING CONSIDERATION

\$2.65 Million



## Homeless System Action Plan RECOMMENDED ACTIONS

**Exhibit A**  
**Medford Homeless System Action Plan Implementation Plan**

The following table lists the original five goals and 31 actions recommended in the Medford Homeless System Action Plan (HSAP), in order of priority, by LeSar Development Consultants. City Council added the development of a reunification program as a diversion strategy listed under Goal 5, Action 5.5. The table also serves as the HSAP Implementation Plan, which includes staff recommended implementation tasks, responsible groups, proposed resources and begin/end dates. The implementation plan is intended to serve as a roadmap for the City to develop and/or support programs, partnerships and funding priorities. All actions are proposed for consideration or implementation in some capacity during the 2019-21 Biennium. However, 16 of the 32 are identified as priority actions based on need, timing, funding and ability to implement during the targeted timeframe. Collective feedback from community stakeholders, leadership bodies and Council advisory commissions prompted focus on priority actions that seek to accomplish the following:

- Support the City's Livability Team with outreach and housing resources for individuals along the Greenway;
- Support development of permanent and transitional housing options;
- Provide assistance to rapidly rehouse homeless individuals and families;
- Coordinate distribution of services;
- Increase resources for homelessness diversion and prevention;
- Prioritize City funding programs including the Housing Opportunity Fund (HOF), Community Development Block Grant (CDBG), General Fund Grant (GFG) and HSAP implementation funds; and
- Establish City roles to address homelessness and oversee the HSAP.

**Goal #1: Increase the Supply of Affordable and Supportive Housing**

Actions	Role of the City	Proposed Implementation Task(s)	Responsible Group(s)	Proposed Resources	Begin Date - End Date
<b>Action #1.1:</b> Continue implementing ad hoc Housing Advisory Committee recommendations, through the newly appointed permanent Housing Advisory Commission including prioritizing affordable housing project review, creating developer incentives, and updating policies and standards to facilitate increased density and innovative housing models.	Maintain current role within HAC and ensure recommendations from this Action Plan are incorporated into ongoing HAC recommendations.	1) Develop Strategic Housing Plan as part of the consolidated planning process required as a CDBG entitlement jurisdiction. 2) Request Council establish funding priorities under the HOF and CDBG programs for the development of affordable housing.	1) HCDD and HAC 2) HCDD, CDGC, HAC and Council	HOF, CDBG, GFG, MURA and community leverage	9/1/17 - 6/30/22

# Driven by COLLECTIVE FEEDBACK

18



*Supported by*

City Council



*Approved by*

Housing Advisory Commission  
Community Development Grants Commission



*Presented to*

CoC, Public Managers, Homeless  
Task Force and Leadership Team



**MEDFORD**  
PLANNING

## Championed by 2019-21 COUNCIL GOALS

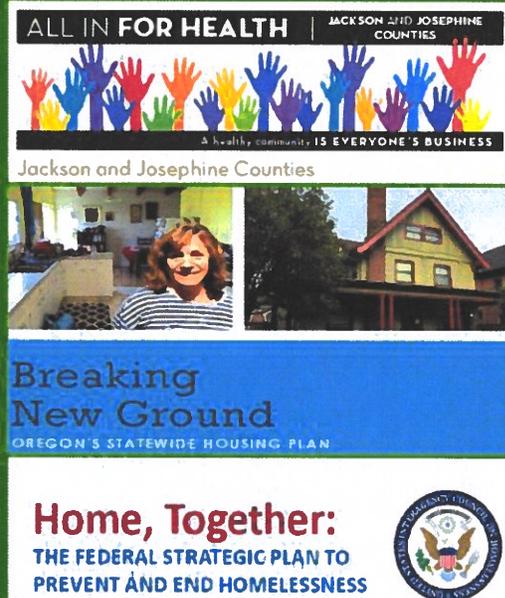
- Develop 100 affordable housing units (120% AMI)
- Increase supply of supportive housing
- Address unsheltered homelessness and encampments
- Increase temporary housing programs that lead to permanent housing placements
- Increase collaboration with nonprofits, faith-based organizations, businesses and other government agencies
- Coordinate efforts with the Continuum of Care
- Expand diversion and prevention strategies through partnerships and funding

## Aligned with STRATEGIC PRIORITIES

✓ *Local*

✓ *State*

✓ *Federal*



## Focused on CAPITAL ABSORPTION MODEL

### STRATEGIC PRIORITIES

- ✓ Implement a coherent, community endorsed vision to shape investments.

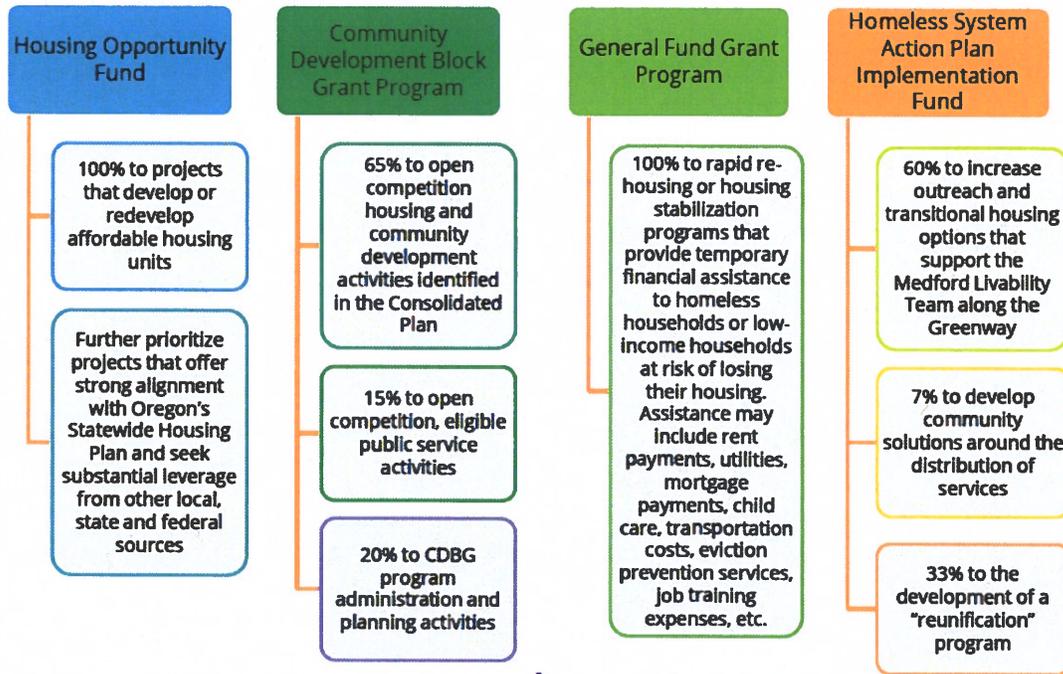
### PIPELINE

- ✓ Cultivate enough projects to realize the community's strategic priorities.

### ENABLING ENVIRONMENT

- ✓ Adopt policies, processes, mechanisms and incentives that facilitate community investment!

# 2019-21 PROGRAM FUNDING PRIORITIES

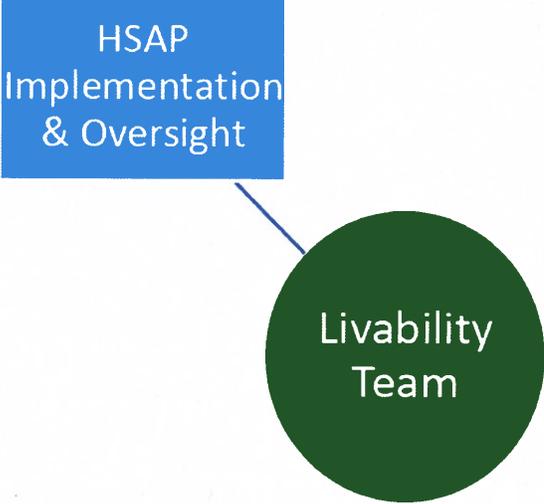


# 2019-21 HSAP IMPLEMENTATION PLAN PRIORITY ACTIONS



## Actions 2.1 & 2.6

HSAP  
Implementation  
& Oversight



Livability  
Team

### Proposed Tasks

- Amend MMC 2.441 adding implementation of HSAP and other matters associated with homelessness
- Add two members from lived experience

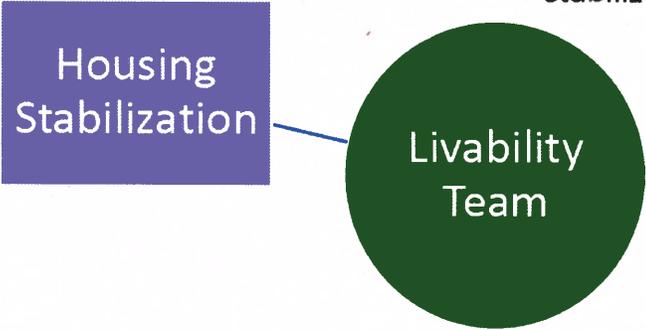
Recommended Funding: Existing Capacity

## Actions 1.5, 5.1 & 5.2

### Proposed Tasks

- Prioritize funding to rapidly rehouse or stabilize housing
- Establish performance goal 85% stabilized for  $\geq 6$  months

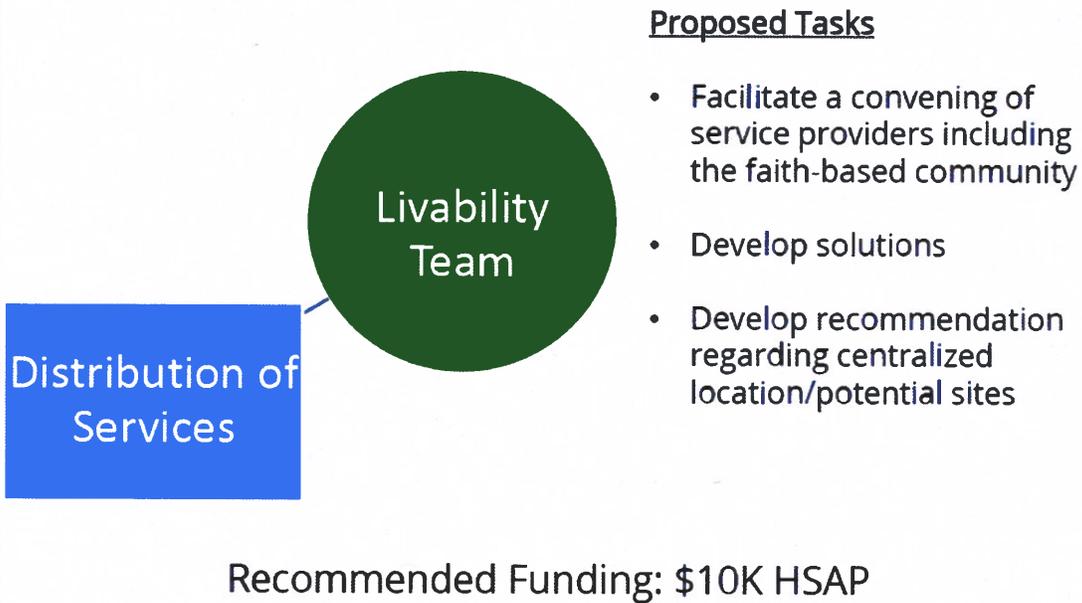
Housing  
Stabilization



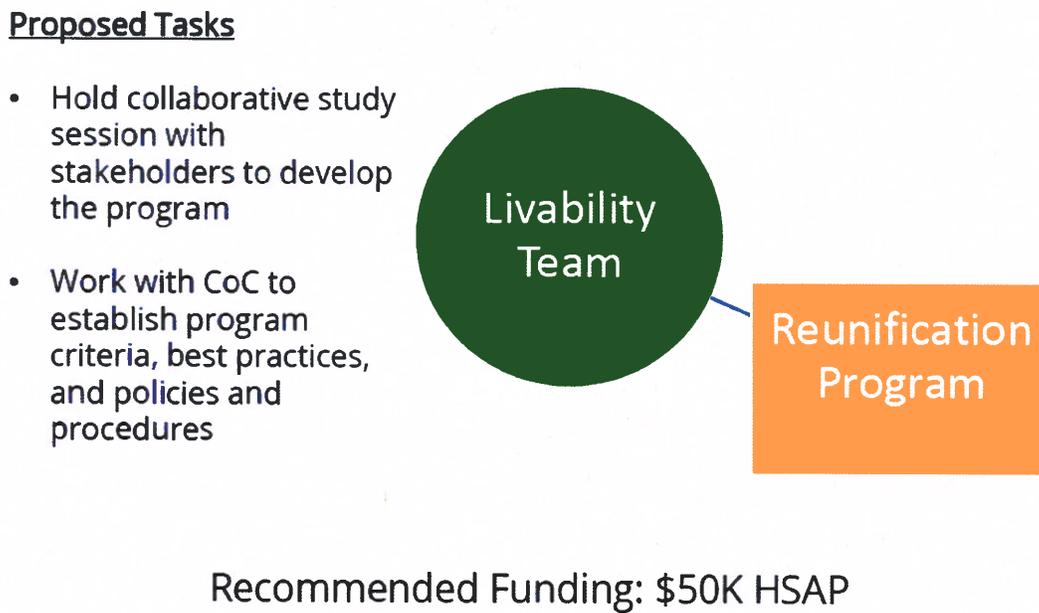
Livability  
Team

Recommended Funding: \$300K GFG

## Action 2.4



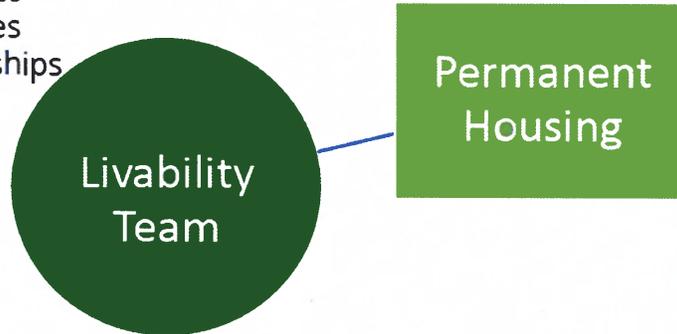
## Action 5.5



# Actions 1.1, 1.2, 1.3 & 1.9

## Proposed Tasks

- Increase development of affordable housing
  - reduce barriers
  - increase incentives
  - increase resources
  - cultivate partnerships



Recommended Funding: \$800K HOF + \$900K CDBG

# Actions 3.1 & 3.2

## Proposed Tasks

- Enhance existing outreach efforts
- Establish ad hoc committee
- Mirror Medford Neighborhood Livability Partnership model
- Strengthen volunteer partnerships to provide services/case management
- Target 10-15 chronically homeless
- Implement tracking system/report data
- Secure additional resources



Recommended Funding: \$90K HSAP

## Actions 3.3, 4.1 & 4.4

### Proposed Tasks

- Fund new year-round shelter in exchange for 5-8 dedicated beds to support the Partnership
- Lease existing unit to provide interim, co-housing for 4-8 individuals to support the Partnership
- Secure partners to support interim housing w/integrated services and case management



Recommended Funding: \$90K HSAP

## Actions 3.3, 4.1 & 4.4

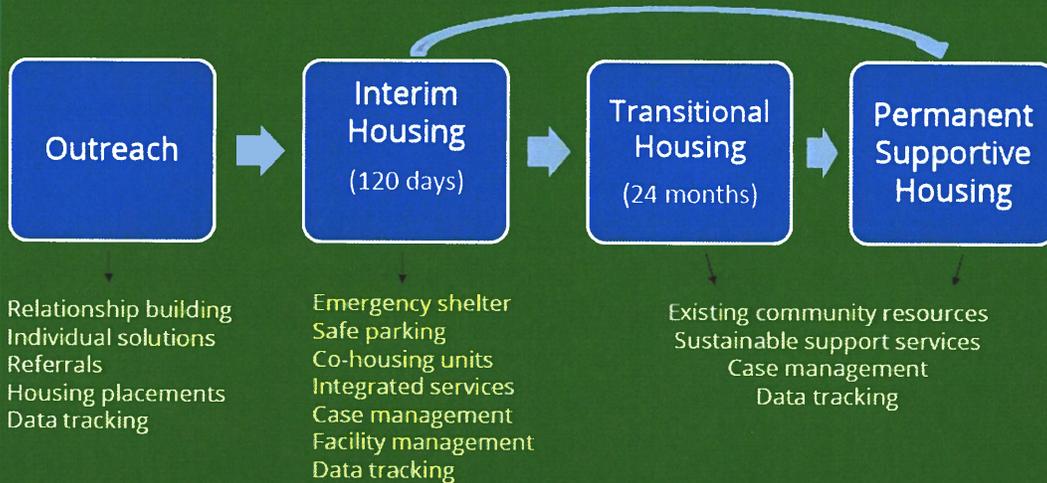
### Proposed Tasks

- Seek leverage from foundations, hospitals, CCOs and other partners
- Solicit 1-2 churches to explore safe parking program
- Consider funding rehab for program requirements
- Review MMC 5.557 to consider nonprofits

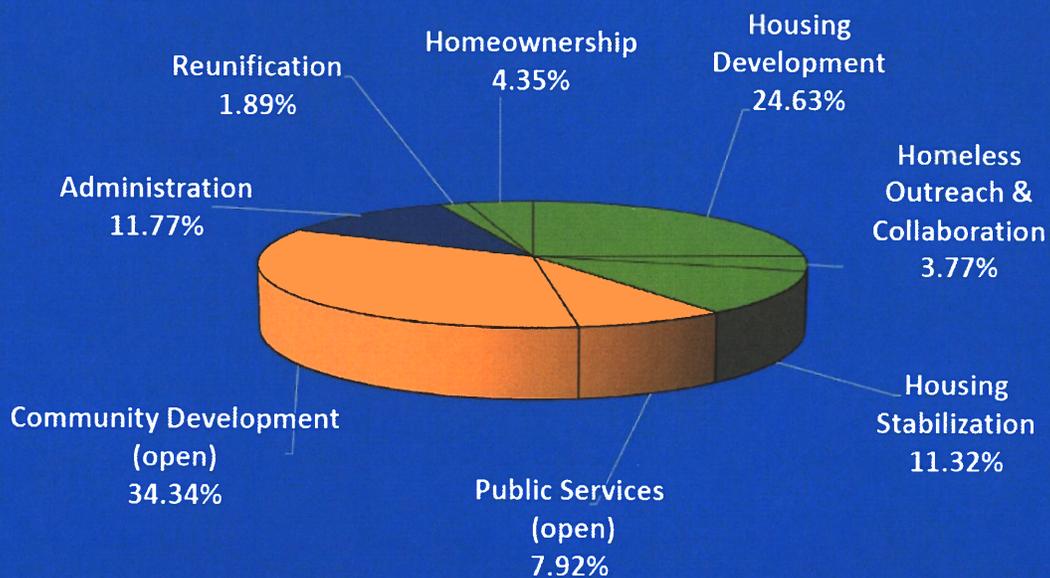


Recommended Funding: \$90K HSAP

# CHRONICALLY HOMELESS OUTREACH PARTNERHSIP



## Proposed COMMUNITY INVESTMENT ALLOCATION



## COUNCIL DIRECTION

- Seek direction on the City of Medford Funding Priorities and HSAP Implementation Plan for the 2019-21 Biennium
- Seek further direction to apply for a \$50K grant through Providence Health & Services to strengthen the City's \$100K investment in HSAP recommended actions



Due 10/31/2019



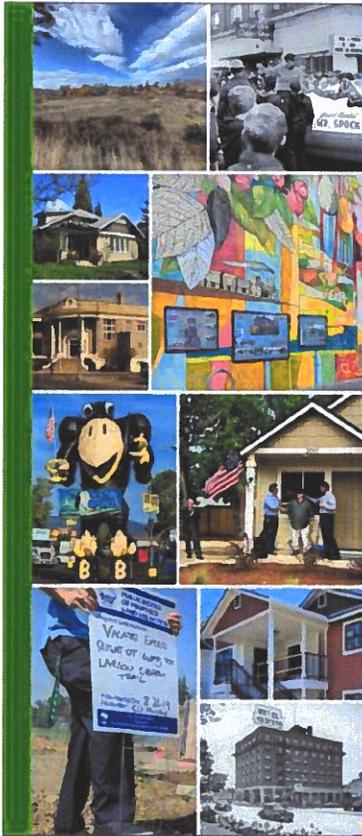


Exhibit C

# AGENDA ITEM 50.3

## City of Medford's 2019-21 Program Funding Priorities and Homeless System Action Plan Implementation Plan

Angela Durant, Principal Planner



**MEDFORD**  
PLANNING

November 21, 2019

## OBJECTIVES

Request Council approval of Resolution 2019-122 adopting:

- City of Medford's 2019-21 Program Funding Priorities
- Homeless System Action Plan (HSAP) Implementation Plan



**MEDFORD**  
PLANNING

# STAFF DIRECTION

- City Council provided staff direction on October 10, 2019
- Staff requested feedback from the Continuum of Care Manager
- Staff received additional feedback from the Kelly Shelter



# CITY OF MEDFORD'S 2019-21 PROGRAM FUNDING PRIORITIES



# CITY FUNDING PROGRAMS

- Housing Opportunity Fund
- Community Development Block Grant Program
- General Fund Grant Program
- Homeless System Action Plan Implementation Fund



## SUMMARY OF CHANGES

### General Fund Grant Program

50% to traditionally allocated essential safety net service programs

50% to rapid re-housing and housing stabilization (excluding job training)

### Homeless System Action Plan Implementation Fund

60% - 64% to outreach and housing resources that support the Chronically Homeless Outreach Partnership

3% - 7% to develop community solutions around the distribution goods and services to the homeless

33% to develop a "reunification" program



# HOMELESS SYSTEM ACTION PLAN (HSAP)

## Implementation Plan



## HSAP IMPLEMENTATION PLAN



# SUMMARY OF CHANGES

- Clarify the City will be supporting development of housing, not construction
- Expand homeless outreach area to include Downtown
- Change Greenway Outreach pilot program name to Chronically Homeless Outreach Partnership (CHOP)
- Correct all references that identify the Kelly Shelter as the central point of access to the homeless services system



# ADDITIONAL CHANGES

- Remove reference to “dedicated” as associated with Kelly Shelter beds in the Implementation Plan

Proposed Implementation Task(s)
<ol style="list-style-type: none"> <li>1) Year-round shelter completed.</li> <li>2) Request Council establish a funding priority under the HSAP to provide financial assistance to the shelter in exchange for 3-4 dedicated beds to support the LVT.</li> <li>3) Support the search for a location to maintain a temporary winter shelter in addition to the new year-round shelter.</li> </ol>

*\*Old*

Proposed Implementation Task(s)
<ol style="list-style-type: none"> <li>1) Year-round shelter completed.</li> <li>2) Request Council establish a funding priority under the HSAP to provide financial assistance to the Kelly Shelter as a resource essential to the success of the LVT.</li> <li>3) Support the search for a location to maintain a temporary winter shelter in addition to the new year-round shelter.</li> </ol>

*\*New*



# STAFF RECOMMENDATION

Resolution 2019-122:

- Approve the City of Medford's 2019-21 Program Funding Priorities, as proposed
- Approve the HSAP Implementation Plan with changes to Exhibit B





**AGENDA ITEM COMMENTARY**

<b>DEPARTMENT:</b>	Mayor & Council/Legal	<b>AGENDA SECTION:</b>	Ordinances and Resolutions
<b>PHONE:</b>	(541)774-2000/(541)774-2020	<b>MEETING DATE:</b>	May 7, 2020
<b>STAFF CONTACT:</b>	Gary Wheeler, Mayor Rick Whitlock, City Attorney		

**COUNCIL BILL 2020-53**

A resolution ratifying the Mayor’s Administrative Order dated April 30, 2020 extending a local state of emergency in the City of Medford as a result of COVID-19 pandemic.

**SUMMARY AND BACKGROUND**

Council is requested to consider ratification of a 28-day extension of the declaration of emergency related to the COVID-19 pandemic.

**PREVIOUS COUNCIL ACTIONS**

On March 19, 2020, Council Bill 2020-36 was approved, ratifying the Mayor’s declaration of a local state of emergency as a result of the COVID-19 pandemic.

**ANALYSIS**

On March 16, 2019, the Mayor declared a local state of emergency, activating the actions set forth in Medford Municipal Code 12.060, which include appropriate financial and procurement procedures and authorizing various actions to address human suffering and financial loss resulting from the emergency. That declaration carried through April 30, 2020, but contemplated potential extensions. As the month of April concludes, although protective measures have effectively reduced the local impact of the pandemic to date, the virus remains a real threat to the health and safety of citizens of the City of Medford.

The Governor of the State of Oregon is considering a three-phase process for the gradual lifting of restrictions over a period of time to more safely transition out of emergency, while protecting the safety of the public and workers. The City of Medford would also benefit from a phased transition, and this extension would allow flexibility in that respect. This need for a phased reduction in social distancing, combined with the ongoing pandemic, necessitate an extension of the City’s March 16, 2020 emergency declaration.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

While the financial impact of the pandemic itself is substantial (and cannot be precisely calculated at this time), this extension itself should have more modest economic impact. The emergency declaration includes authority to request assistance from other government entities, the value of which cannot be calculated at this time.

**TIMING ISSUES**

The Mayor’s declaration must be ratified in a City Council meeting called within 24 hours of the declaration itself. This meeting was specified within that 24-hour period as the meeting in which the matter would come before Council.



**COUNCIL OPTIONS**

Approve the resolution as written.

Modify the resolution.

Deny the resolution and provide direction to staff.

**STAFF RECOMMENDATION**

Staff recommends approval of the resolution

**SUGGESTED MOTION**

I move to approve the resolution ratifying the Mayor's extension of the local declaration of emergency.

**EXHIBITS**

Resolution

RESOLUTION NO. 2020-53

A RESOLUTION ratifying the Mayor's Administrative Order dated April 30, 2020 Extending 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 and that Administrative Order was ratified by the City Council on March 19, 2020 via Resolution 2020-36; and

WHEREAS, the Mayor signed an administrative order dated April 30, 2020 Extending a Local State of Emergency in the City of Medford as a Result of COVID-19 Pandemic; and

WHEREAS, declarations of emergency by the Mayor, including any extensions of the declaration, 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; now, therefore,

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

The Mayor's Administrative Order dated April 30, 2020 Extending 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 7th day of May, 2020.

ATTEST: \_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor

ADMINISTRATIVE ORDER DATED APRIL 30, 2020  
of the  
Mayor of the City of Medford, Oregon

**EXTENDING 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 and an extension of that 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 on March 12, 2020 regarding group gatherings and social distancing to minimize potential opportunities for COVID-19 to spread (Executive Order No. 20-05), and on March 23, 2020 she ordered citizens to stay at home, to the maximum extent possible; mandated closure of non-essential businesses where close personal contact is difficult to avoid; and required the closure of governmental offices to the public (Executive Order No. 20-12).
- F. The unknown duration of the COVID-19 pandemic has caused, and will continue to cause, 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.

Exhibit 1

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. I made such a declaration on March, 16, 2020.

J. Pursuant to MMC 12.050(1), the City Council ratified the emergency declaration at its March 19, 2020 regular meeting.

K. As the month of April concludes, although protective measures have effectively reduced the impact of the pandemic to date, the virus remains a real threat to the health and safety of our citizens.

L. The State of Oregon remains in a declared state of emergency, and the Governor is considering a three-phase process for the gradual lifting of restrictions over a period of time in order to more safely transition out of emergency, while protecting the safety of the public and our workers.

M. The City of Medford also would benefit from a phased transition and staff has been working on a phase-one plan in anticipation of the Governor implementing a phased re-opening process.

N. The ongoing pandemic and the need for a phased reduction in social distancing and other restrictions necessitate an extension of the City’s March 16, 2020 emergency declaration.

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 continue to exist throughout the City of Medford.

2. This extended Declaration of Local State of Emergency is effective immediately and shall remain in effect until June 4, 2020, but may be further extended 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.

3. The operative provisions of the March 16, 2020 declaration of emergency are adopted by reference as if fully set forth herein.

Dated this 30th day of April, 2020.

  
\_\_\_\_\_  
Mayor, City of Medford

Ratified by City Council action on \_\_\_\_\_.

Attest:

\_\_\_\_\_  
City Recorder, City of Medford



**AGENDA ITEM COMMENTARY**

**DEPARTMENT:** Planning  
**PHONE:** (541) 774-2390  
**STAFF CONTACT:** Angela Durant, Principal Planner

**AGENDA SECTION:** Public Hearings  
**MEETING DATE:** May 7, 2020

**COUNCIL BILL 2020-54**

A resolution adopting the 2020-2024 Consolidated Plan for the purpose of fulfilling the regulatory requirements of the Community Development Block Grant (CDBG) program, as required by the U.S. Department of Housing and Urban Development.

**SUMMARY AND BACKGROUND**

Council is requested to consider approval of a resolution to adopt the 2020-2024 Consolidated Plan for the purpose of fulfilling the regulatory requirements of the CDBG program. The City of Medford is an entitlement jurisdiction receiving annual CDBG funding from the U.S. Department of Housing and Urban Development (HUD). In order to maintain annual entitlement allocations, the City is required to complete the five-year consolidated planning process for the time period of July 1, 2020 – June 30, 2025. Note that the reference to 2020-2024 is the HUD program year which ends June 30, 2025, and reference to 2020-2025 is the City's fiscal year.

The Consolidated Plan is a comprehensive planning document that identifies the City's overall housing and community development needs for assisting low- to moderate-income (LMI) persons and households earning at or below 80% of the Medford Area Median Income (AMI), and for persons who are generally presumed by HUD to be principally LMI such as elderly persons, abused children, homeless, severely disabled, youth, persons living with HIV-AIDS, migrant farm workers, and victims of domestic violence. Development of the Consolidated Plan involves the completion of a citizen participation and consultation campaign, needs assessment, market analysis, and strategic plan. The Consolidated Plan specifically identifies the priority needs, goals, and strategies to provide a framework for annual funding decisions made by City Council for the next five years. The 2020-2024 Consolidated Plan is on file with the City Recorder's Office and also available on the City's website. (Please [click here](#) to access the electronic version.)

**PREVIOUS COUNCIL ACTIONS**

On May 7, 2015, Council approved Council Bill 2015-46 adopting the 2015-2019 Consolidated Plan for Housing and Community Development.

On May 30, 2019, Council approved Council Bill 2019-63 adopting the 2019-2021 Biennial Goals for the City of Medford.

On June 6, 2019, Council approved Council Bill 2019-45 adopting the City of Medford 2019-2021 Biennial Budget.

On November 21, 2019, Council approved Council Bill 2019-21 adopting the Homeless System Action Plan - Implementation Plan and the City's Funding Priorities for the 2019-21 Biennium.



**ANALYSIS**

The City contracted with ECONorthwest and Rogue Valley Council of Governments to complete the Consolidated Plan using an approach including past and current public involvement, new data and maps, and recent planning and policy research completed by the City and its valuable partners over the past 12-18 months. On March 12, 2020, Council held a study session with ECONorthwest and Planning Department staff to provide direction on using this approach. Other primary planning efforts used during this process include the 2019-21 Biennial Goals for the City of Medford; Medford Homeless System Action Plan; Jackson County Continuum of Care Strategic Plan; Jackson/Josephine County Community Health Improvement Plan; Liberty Park Neighborhood Plan; Public Housing Authority Five-Year Plan; and Medford Downtown and Residential Market Analysis.

The Consolidated Plan recommends five goals and 34 strategies to meet the city's priority needs. These goals and strategies are outlined in Exhibit A. The Strategic Plan, as part of the Consolidated Plan, identifies 33 priority needs that contributed to the development of the recommended goals and strategies. The Strategic Plan also outlines barriers to affordable housing; general strategies to address homelessness and poverty; and actions to mitigate lead-based paint hazards.

On March 18, 2020, the Community Development Grants Commission (CDGC) and Housing Advisory Commission (HAC), as advisory bodies to Council on matters related to the City's CDBG program, held a joint study session to develop the Consolidated Plan strategies and goals. The final draft of the Consolidated Plan will go before the HAC on April 29, 2020, and the CDGC on May 6, 2020, for approval prior to this public hearing. In addition to seeking advisory guidance from both commissions, the City solicited public input during the development of the Consolidated Plan. As summarized in Exhibits B and C of the Consolidated Plan, public input was collected through a community needs assessment survey and community listening session. As mandated by HUD, a 30-day public comment period was launched on April 7, 2020. This public hearing marks the completion of the public comment period. No comments have been collected to date; however, any comments received through the end of the public comment period will be reported to Council at the public hearing and included in the final submission to HUD.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The five-year resource consideration is estimated at \$4,400,635.26, which is forecasted using the 2020-2021 annual entitlement and estimated program income. CDBG funds are budgeted in Community Promotions 7316110 and adjusted through supplemental budget, as directed.

**TIMING ISSUES**

City Council's approval is requested on May 7, 2020, in order to meet HUD's submission deadline on May 15, 2020.

**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 resolution to adopt of the 2020-2024 Consolidated Plan for Housing and Community Development.

**SUGGESTED MOTION**

I move to approve the resolution to adopt the 2020-2024 Consolidated Plan for Housing and Community Development.

**EXHIBITS**

Resolution

Exhibit A - 2020-2024 Consolidated Plan Goals and Strategies

Exhibit B - Council March 12, 2020 Study Session Presentation (Consolidated Plan)

Exhibit C - Council October 10, 2019 Study Session Presentation (Funding Priorities & HSAP IP)

Exhibit D - Council November 21, 2019 Meeting Presentation (Funding Priorities & HSAP IP)

2020-2024 Consolidated Plan and 2020-2021 Action Plan on file at City Records' Office

RESOLUTION NO. 2020-54

A RESOLUTION adopting the 2020-2024 Consolidated Plan for the purpose of fulfilling the regulatory requirements of the Community Development Block Grant (CDBG) program, as required by the U.S. Department of Housing and Urban Development.

WHEREAS, the City of Medford is an entitlement jurisdiction receiving annual Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD); as a prerequisite to receiving future, annual entitlement allocations, HUD requires the City to complete a five-year, Consolidated Plan for the time period commencing July 1, 2020; and

WHEREAS, a Consolidated Plan is a comprehensive planning document that identifies the City's overall housing and community development needs for assisting low- to moderate-income persons and households; the Consolidated Plan specifically identifies the priority needs, goals, and strategies to provide a framework for annual funding decisions made by City Council for the next five years; and

WHEREAS, the final draft of the proposed Consolidated Plan was reviewed and approved by the Housing Advisory Commission (HAC) on April 29, 2020, and the Community Development Grants Commission (CDGC) on May 6, 2020; and

WHEREAS, HUD regulations require the City Council to adopt the 2020-24 Consolidated Plan before it is submitted to HUD for review; and

WHEREAS, a public hearing is required to receive citizen input, which public hearing was duly held on May 7, 2020 in accordance with HUD requirements; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON that the City of Medford's 2020-2024 Consolidated Plan, for the purpose of fulfilling the regulatory requirements of the Community Development Block Grant (CDBG) program, as required by the U.S. Department of Housing and Urban Development, which Plan is on file in the City Recorder's office, is hereby adopted.

PASSED by the Council and signed by me in authentication of its passage this \_\_\_\_ day of May, 2020.

ATTEST: \_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor

**Exhibit A**  
**2020-2024 CONSOLIDATED PLAN GOALS AND STRATEGIES**

1	Goal Name	Expand and Improve Affordable Housing Options
	Goal Description and List of Strategies	<p>Provide expanded housing options for all economic and demographic segments of Medford’s population, focusing on housing affordable to households with income at or below 80% of HAMFI, while diversifying the housing stock across the city.</p> <ul style="list-style-type: none"> <li>• Support development of housing affordable across the city by supporting development of a wider range of housing, including accessory dwelling units (ADUs), cottage housing, duplex/tri-plex/quad-plexes, townhouses, multifamily housing, manufactured housing, fully contained tiny homes and shipping containers, and other affordable housing types that support inclusion and mixed-income housing.</li> <li>• Partner with the affordable housing organizations, the development community, and local employers to support development of housing and identify, lower, or remove barriers to housing development, including infrastructure constraints that discourage residential development.</li> <li>• Create affordable housing opportunities and diversify the types of housing in downtown Medford and other areas by implementing strategies from the City Center Revitalization Plan and Liberty Park Neighborhood Plan.</li> <li>• Develop incentives to support development of a wider range of affordable housing, both market-rate affordable housing (e.g., missing middle housing), and publicly supported housing. These incentives may include tax abatements, systems development charge credits, or use of city surplus property for housing development. Incentives may be funded through the construction excise tax revenue, urban renewal funds, and other funding sources.</li> <li>• Increase accessibility of housing for people with disabilities, mental health challenges, substance abuse issues, and other challenges to accessing housing.</li> </ul>

	<ul style="list-style-type: none"><li>• Support rehabilitation efforts for housing in poor condition (including manufactured housing), housing in need of repairs (e.g., leaking roofs, failed heating systems, unsafe wiring, failed plumbing, and other eligible repairs), and housing in need of accessibility (ADA) modernization. Efforts should focus on units that are affordable to low- to moderate-income households.</li><li>• Support weatherization programs and incentives to support landlords in improving rental properties serving low- to moderate-income households.</li><li>• Increase funding and support for programs that increase the inventory of lead-safe housing units.</li><li>• Support programs to provide financial assistance to help low- to moderate-income renter households with security deposits, rent, and utility payments.</li><li>• Support programs that provide financial assistance to help low- to moderate-income prospective homeowner households with down payment and/or closing cost assistance, weatherization assistance, correction of recognized health and safety hazard assistance, financial literacy, and homebuyer education.</li><li>• To reduce barriers to affordable housing development, including reducing development costs, pursue changes to the Medford Development Code by allowing smaller lots, higher densities, more flexible lot dimension standards, and/or reduced parking requirements.</li><li>• Support programs that provide fair housing and educational services to low- to moderate-income and special needs residents.</li></ul>
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2	Goal Name	Support and Strengthen Homeless Services and Housing
	Goal Description and List of Strategies	<p>Expand access to housing and supportive services that address homelessness in Medford through collaborative action with the City's partners. Implement the goals and actions identified in the Homeless System Action Plan (HSAP).</p> <ul style="list-style-type: none"> <li>• Increase the supply of affordable and supportive housing based on City Council's biennial productions goals. Support development of housing to address homelessness through actions such as: identifying publicly-owned land that may be suitable for housing development; identifying incentives to support housing first models, rapid rehousing, and permanent supportive housing units; changing the development code to support the development of affordable housing; and other actions.</li> <li>• Increase leadership, collaboration, and funding to support development of housing and services to reduce homelessness. Continue providing leadership on issues of homelessness by strengthening capacity to implement the HSAP Implementation Plan and increase awareness of the public costs of managing homelessness. Engage stakeholders on issues of homelessness, including faith-based organizations, businesses, and other agencies. Continue to participate and provide leadership within the Continuum of Care.</li> <li>• Address unsheltered homelessness and encampments through efforts such as: continuing to support the Chronically Homeless Outreach Partnership, funding recognized non-uniformed street outreach services, and supporting evidence-based programs that serve homeless individuals experiencing mental illness and substance use disorders.</li> <li>• Increase temporary housing programs and successful placements through efforts such as: supporting the creation of navigation centers including shelters and case management services, allocating funding to the creation of additional scattered sites and year-round low barrier shelter programs, working with interested churches to create safe parking programs, increasing resources for homelessness prevention, increasing funding for legal services targeted to residents facing eviction, and increasing diversion training and activities in collaboration with the Continuum of Care.</li> </ul>

3	Goal Name	Increase Opportunities for Low- to Moderate-Income and Special Needs Residents to Become Self-Sustaining
	Goal Description and List of Strategies	<p>Support residents to become self-sustaining by increasing the availability and accessibility of essential support services to residents who are low- to moderate-income, residents with special needs, families with children, people living with disabilities, seniors, youth, and people living with mental health and substance use disorders.</p> <ul style="list-style-type: none"> <li>• Support public service agencies that assist residents in need with safety net services to overcome barriers including substance abuse, domestic violence, child abuse, physical and mental health disorders or disabilities, and homelessness.</li> <li>• Support programs that provide assistance to residents with mental health concerns, such as programs that: mitigate the effects of trauma, decrease social isolation, provide information about behavioral health support, reduce harm associated with mental health disorders, and ensure access and coordination of care for people impacted by mental health disorders.</li> <li>• Support programs that provide assistance to residents with substance use concerns, such as programs that: prevent abuse and misuse of substances, reduce harm associated with substance abuse, and ensure access and coordination of care for people impacted by substance abuse.</li> <li>• Support programs that provide basic health care services to residents in need.</li> <li>• Support programs that assist low- to moderate-income residents in need to become self-sustaining through job skills training, vocational trade school, workforce readiness programs, transportation services, and the availability and affordability of childcare and after school care.</li> <li>• Support programs that encourage volunteerism and advocacy programs for special needs populations such as seniors, youth, people living with disabilities, people living with mental health disorders, people living with substance use disorders, and people experiencing homelessness.</li> <li>• Increase funding for projects, programs, and activities that support populations that are aging and/or living with disabilities, such as programs that: support or incentivize modernizing and rehabilitating housing, support new and existing owner and rental properties that promote accessibility, remove architectural barriers, and promote other improvements that increase the supply of housing suitable for all ages and abilities.</li> </ul>

4	Goal Name	Improve Quality of Life through Neighborhood Revitalization
	Goal Description and List of Strategies	<p>Improve quality of life through neighborhood revitalization and improvements of community infrastructure and facilities. Engage the community in discussions about ways to improve Medford's public facilities and revitalize neighborhoods. Proactively plan for infrastructure needs by providing facilities necessary for the City's residents and visitors in a manner that is financially and environmentally sustainable.</p> <ul style="list-style-type: none"> <li>• Support programs that promote a community-wide culture of inclusion, such as neighborhood or outreach programs that engage low- to moderate-income households, people of color, people experiencing homelessness, people living with disabilities and/or mental health issues, seniors, and youth in community discussions.</li> <li>• Provide assistance to repair and improve public infrastructure including street improvements, sidewalks, water and sewer improvements, curbs, gutters, and lighting and street trees in low- to moderate-income neighborhoods.</li> <li>• Provide assistance to develop neighborhood facilities such as youth centers, senior centers, parks and recreation facilities, open space and community centers.</li> <li>• Support the removal of dilapidated structures and other blighting influences in low- to moderate-income areas, designated slum and blight areas, and citywide on a spot-blight basis in accordance with HUD regulations. Actively enforce City codes to improve the habitability and safety of housing and to eliminate blighting influences in neighborhoods.</li> <li>• Provide planning assistance toward the development of a Jackson School Neighborhood Plan and a Washington School Neighborhood Plan. The City identified an intention to provide similar planning assistance for the Union Park Neighborhood and the Cottage Street Neighborhood in the City's next consolidated plan.</li> </ul>

5	Goal Name	Promote Community and Economic Development Efforts that Support Economic Stability
	Goal Description and List of Strategies	<p>Pursue community and economic development efforts that support or improve housing development, economic mobility, small business ownership, economic stability, and the community's economic vitality.</p> <ul style="list-style-type: none"> <li>• Collaborate with SOREDI, private businesses, government, and educational partners to develop a regional economic development strategy.</li> <li>• Collaborate with the Chamber of Commerce to strengthen and support the local business network.</li> <li>• Support programs that provide job training and workforce readiness services by participating and strengthening relationships with local and regional schools (e.g., K-12, community colleges, and universities), supporting expanded technical education and higher education programming, and partnering with economic development and workforce development agencies.</li> <li>• Support programs that provide technical assistance to small businesses, including business incubators, by ensuring companies have the infrastructure needed to develop and bring products to market, connecting regional networks of entrepreneurs to foster collaboration, and supporting programs that increase access to capital for businesses in Medford.</li> <li>• Work with regional partners to expand the availability of startup capital by building on opportunities from the Southern Oregon Angel Investment Network, grants from federal sources (e.g., US Small Business Innovation Research or the US Small Business Technology Transfer), and City programs that provide loans to small businesses.</li> <li>• Support childcare programs that strengthen the low- to moderate-income workforce, as an economic driver within the city.</li> </ul>

# Medford 2020-2024 Consolidated Plan

March 12, 2020

**ECONorthwest**  
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## Council Direction

Staff is seeking direction on:

- The proposed approach for completion of the 2020-2024 Consolidated Plan
- Key goals and strategies for the 2020-2024 Consolidated Plan

# Plan Overview

What is the Consolidated Plan?

- Complies with HUD regulations
- Occurs once every 5 years
- Identifies the community's critical needs
- Establishes goals and strategies
- Drives funding decisions



3

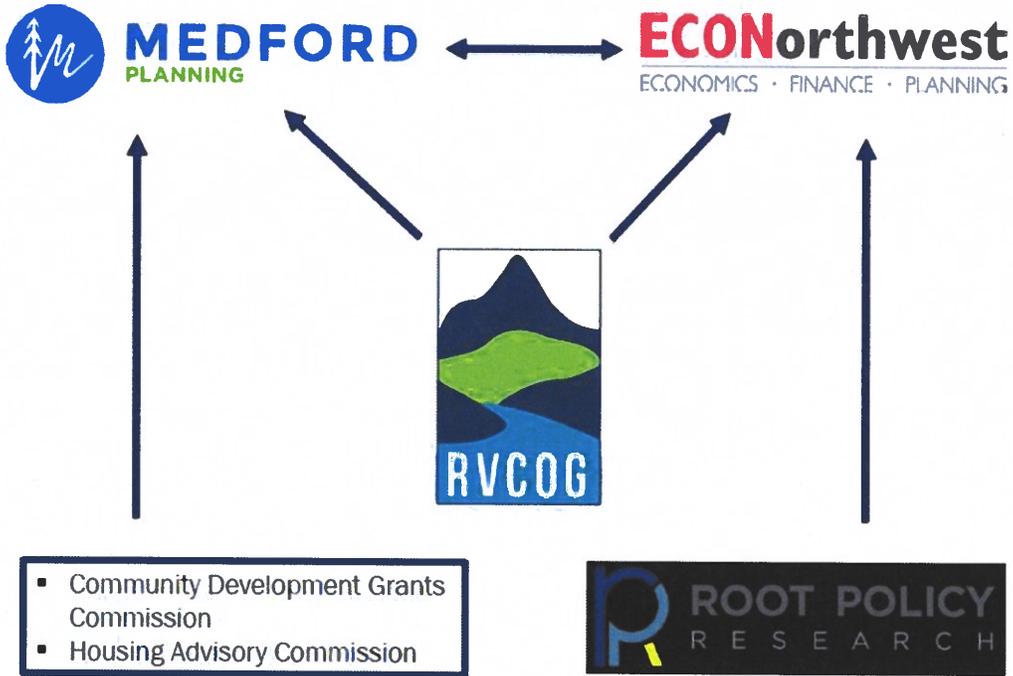
# Plan Process

What does the process look like?

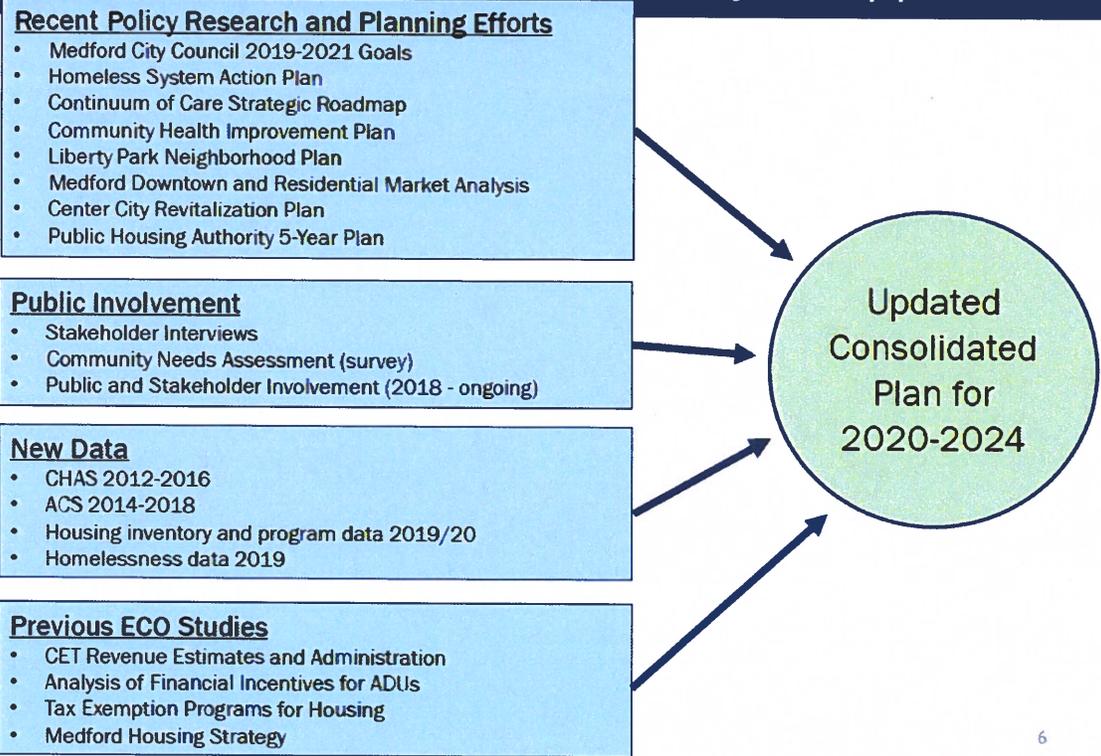


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# Project Team



# Project Approach



# Public Involvement and Consultation



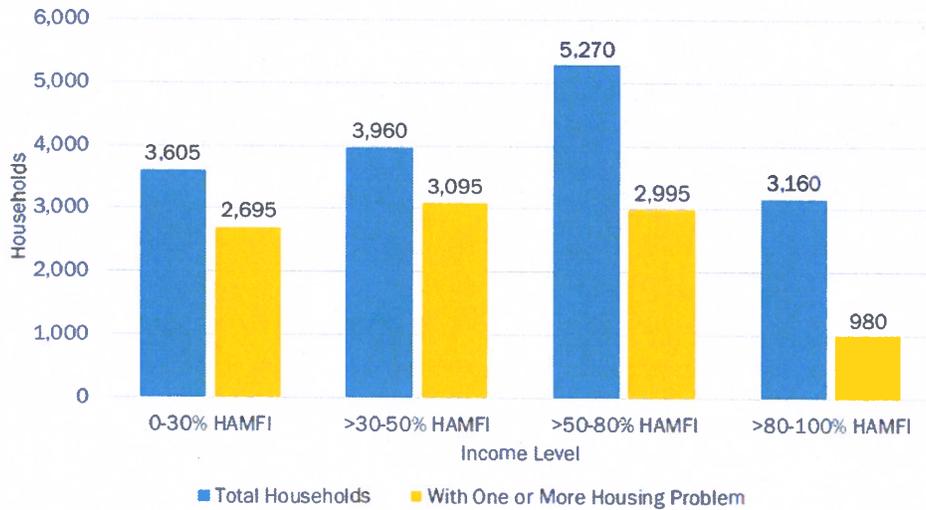
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# Housing and Community Needs in Medford

8

# Households with Housing Problems

Most common housing problem: paying more than 30% of income for housing costs.

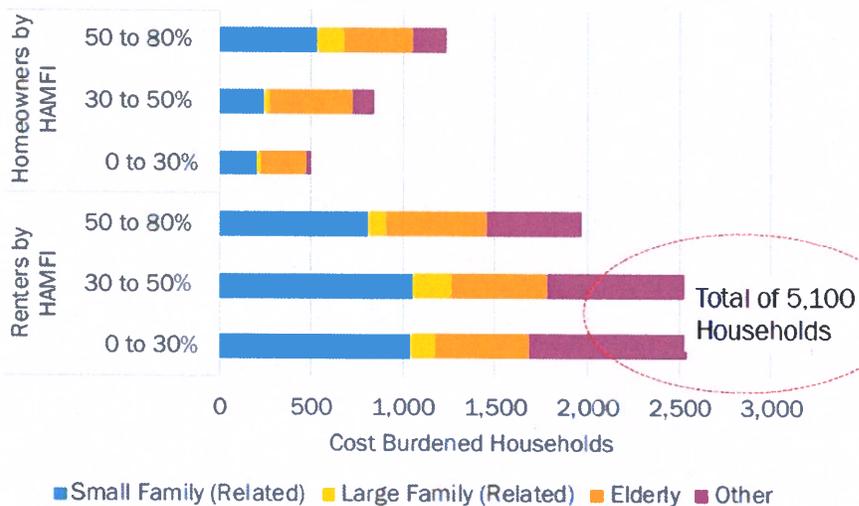


Source: CHAS 2012-2016, Table 5 and 7.

9

# Cost Burdened Households

Of the households earning less than 80% of HAMFI:  
20% are cost burdened homeowners and 55% are cost burdened renters



Source: CHAS 2012-2016, Table 7.

10

# Housing Stock

52% of households are homeowners and 48% are renters  
17% of homeowners live in units with 2 or fewer units, compared to 69% of renters



Source: ACS 2014-2018, Table B25042.

11

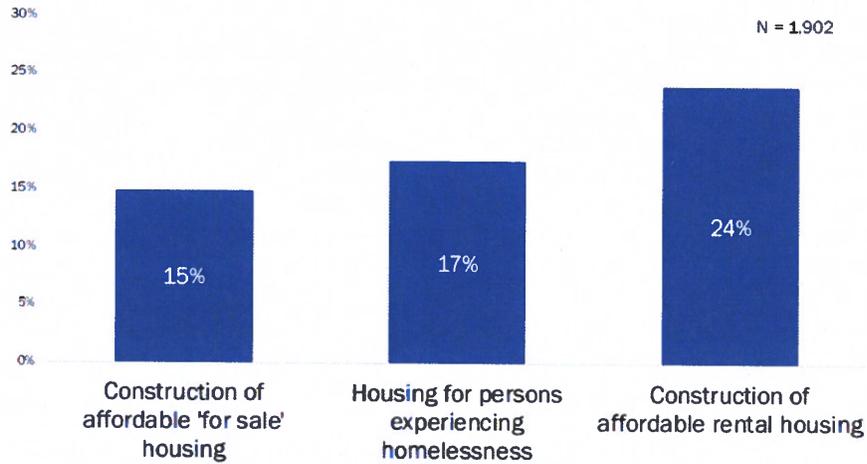
# Community Needs Assessment Survey Findings

- 28 survey questions
- Participation
  - 817 total respondents
  - 698 respondents (85%) lived and/or worked in Medford
- Survey period: February 18, 2020 through March 9, 2020

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## Survey Finding

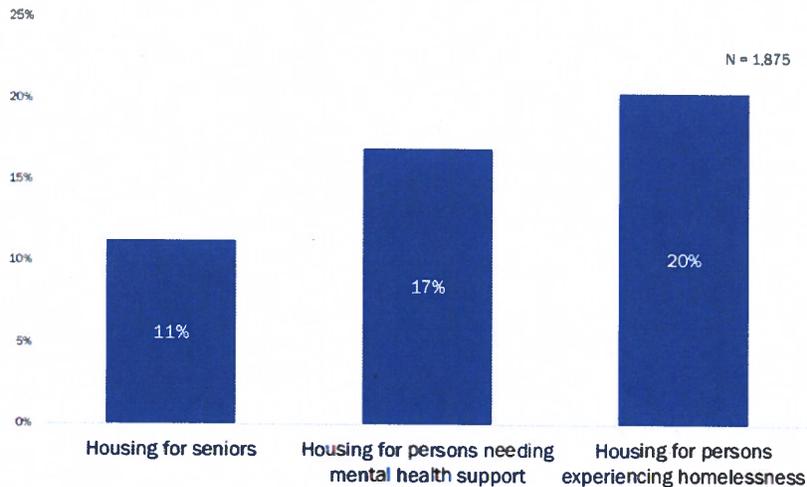
The top 3 housing needs most critical to the community are:



Source: Medford 2020 Community Needs Assessment Survey, Q9.  
Respondents could select up to three answers in this question.

## Survey Finding

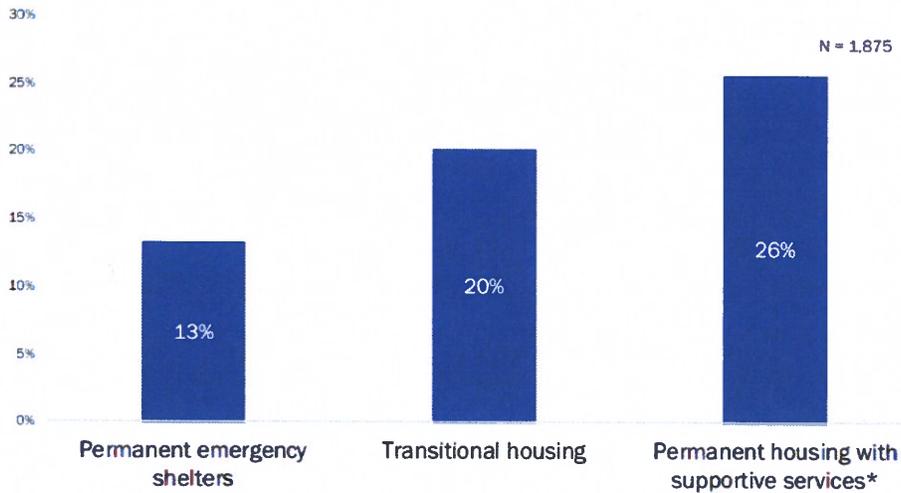
The top 3 special housing needs most critical to the community are:



Source: Medford 2020 Community Needs Assessment Survey, Q10.  
Respondents could select up to three answers in this question.

## Survey Finding

The top 3 housing options needed most for persons experiencing homelessness are:

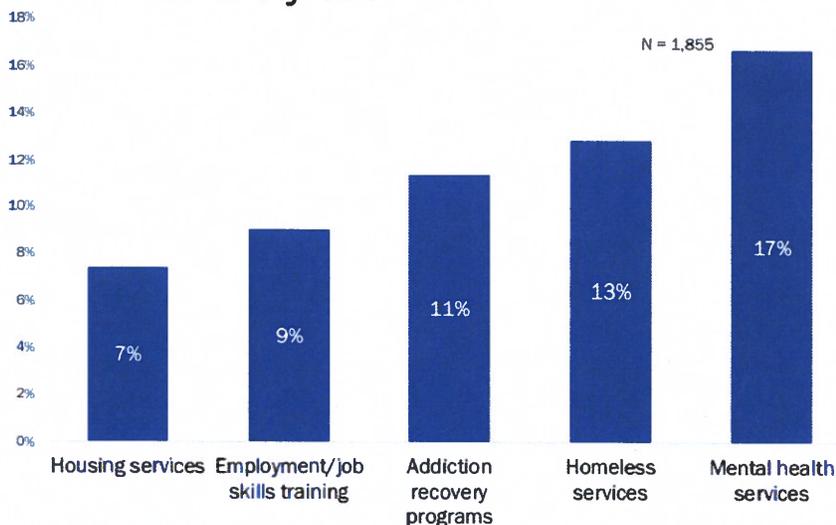


Source: Medford 2020 Community Needs Assessment Survey, Q11.

\* Permanent housing with supportive services may include rental support, mental health services, etc. Respondents could select up to three answers in this question.

## Survey Finding

The top 5 highest priority public service needs in the community are:

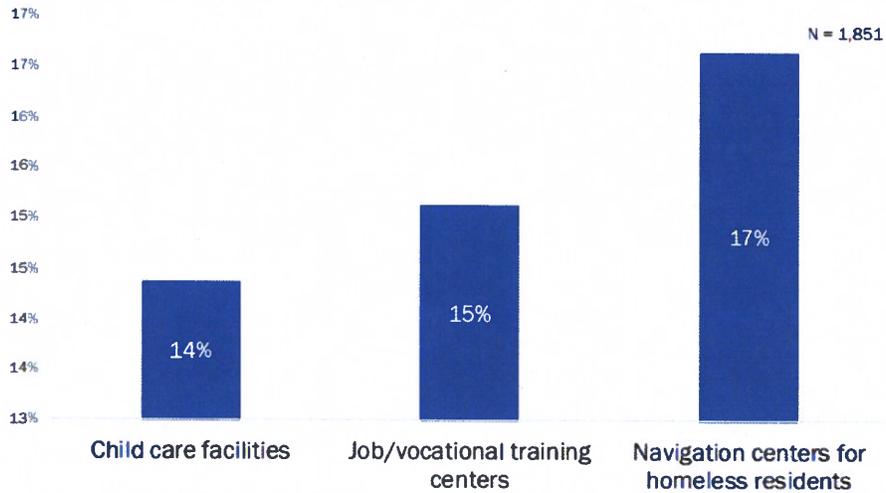


Source: Medford 2020 Community Needs Assessment Survey, Q14.

Respondents could select up to three answers in this question.

## Survey Finding

The top 3 community or neighborhood facilities most needed in the community are:



Source: Medford 2020 Community Needs Assessment Survey, Q16.  
Respondents could select up to three answers in this question.

## Strategic Plan Framework

## Actions the City has Taken

- Expanded Urban Growth Boundary
- Established streamlined review process for multi-family housing developments
- Amended Land Development Code to implement HB2001 – Middle Housing Provisions
- Implemented Construction Excise Tax

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## Actions the City has Taken

- Appointed Housing Advisory Commission and Community Development Grants Commission
- Launched Housing Opportunity Fund
- Implemented homeless actions
- Prioritized and aligned funding
- Secured additional funding

20

## Goal: Affordable Housing

### Expand and Improve Affordable Housing Options

- Wider range of housing types
- Remove barriers to affordable housing development
- Improve the condition and accessibility of housing
- Implement incentives
- Focus housing in Downtown and Liberty Park Neighborhood

21

## Goal: Homeless Services and Housing

### Support and Strengthen Homeless Services and Housing

- Supply of affordable and supportive housing
- Leadership, Collaboration and Funding
- Resources for homelessness prevention
- Funding for households at-risk of homelessness

22

## Goal: Self-Sufficiency

### Increase Opportunities for Low- to Moderate-Income and Special Needs Residents to Become Self-Sustaining

- Assistance for residents in need
- Mental health assistance
- Substance use assistance
- Seniors and youth
- Childcare or workforce readiness

23

## Goal: Neighborhood Revitalization

### Improve Quality of Life through Neighborhood Revitalization

- Promote a community-wide culture of inclusion
- Repair and improve public infrastructure
- Neighborhood facilities
- Enforce city codes

24

## Goal: Economic Development

### Promote Community and Economic Development Efforts that Support Economic Stability

- Collaborations with partners
- Job training and workforce readiness
- Technical assistance for small businesses
- Increase access to capital

25

## Next Steps

- **Schedule for the Consolidated Plan update:**
  - **Today:** Obtain Mayor and Council direction
  - **March 18:** Housing Advisory Commission and Community Development Grants Commission joint study session
  - **Beginning on April 7:** A 30-day public comment period
  - **May 7:** Presentation and public hearing to Council
  - **May 15:** Submit Plan to HUD

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Staff is seeking direction on:

- The proposed approach for completion of the 2020-2040 Consolidated Plan
- Key goals and strategies for the 2020-2040 Consolidated Plan

27

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Seattle



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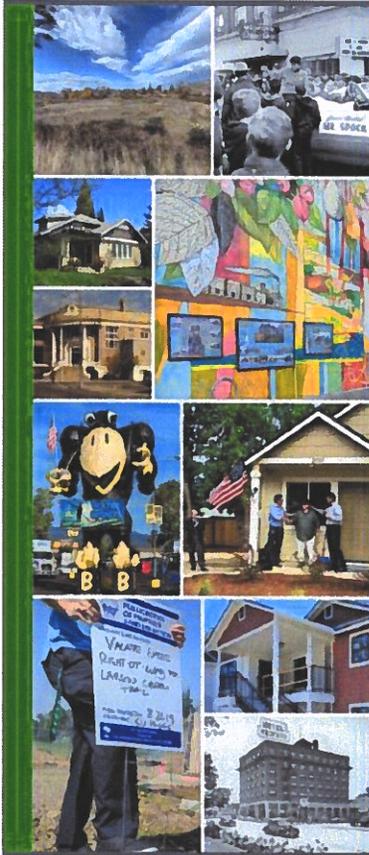


Exhibit C

# COUNCIL STUDY SESSION “Grant Priorities”

October 10, 2019

Angela Durant, Principal Planner  
Scott Clauson, Chief of Police



**MEDFORD**  
PLANNING

## COUNCIL DIRECTION

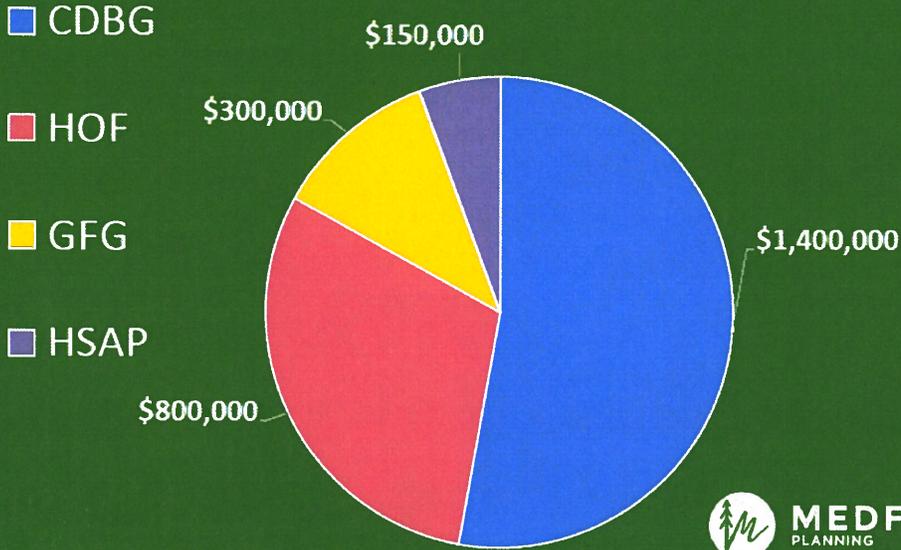
- Seek direction on the City of Medford Funding Priorities and Homeless System Action Plan (HSAP) Implementation Plan for the 2019-21 Biennium
- Seek further direction to apply for a \$50K grant through Providence Health & Services to strengthen the City's \$100K for implementation of the HSAP



**MEDFORD**  
PLANNING

# Estimated FUNDING CONSIDERATION

\$2.65 Million



## Homeless System Action Plan RECOMMENDED ACTIONS

Exhibit A  
Medford Homeless System Action Plan Implementation Plan

The following table lists the original five goals and 31 actions recommended in the Medford Homeless System Action Plan (HSAP). In order of priority, by LeSar Development Consultants. City Council added the development of a reunification program as a diversion strategy listed under Goal 5, Action 5.5. The table also serves as the HSAP implementation plan, which includes staff recommended implementation tasks, responsible groups, proposed resources and begin/end dates. The implementation plan is intended to serve as a roadmap for the City to develop and/or support programs, partnerships and funding priorities. All actions are proposed for consideration or implementation in some capacity during the 2019-21 Biennium. However, 16 of the 32 are identified as priority actions based on need, timing, funding and ability to implement during the targeted timeframe. Collective feedback from community stakeholders, leadership bodies and Council advisory commissions prompted focus on priority actions that seek to accomplish the following:

- Support the City's Livability Team with outreach and housing resources for individuals along the Greenway;
- Support development of permanent and transitional housing options;
- Provide assistance to rapidly rehouse homeless individuals and families;
- Coordinate distribution of services;
- Increase resources for homelessness diversion and prevention;
- Prioritize City funding programs including the Housing Opportunity Fund (HOF), Community Development Block Grant (CDBG), General Fund Grant (GFG) and HSAP implementation funds; and
- Establish City roles to address homelessness and oversee the HSAP

Goal #1: Increase the Supply of Affordable and Supportive Housing

Actions	Role of the City	Proposed Implementation Task(s)	Responsible Group(s)	Proposed Resources	Begin Date - End Date
<b>Action #1.1:</b> Continue implementing ad hoc Housing Advisory Committee recommendations, through the newly appointed permanent Housing Advisory Commission including prioritizing affordable housing project review, creating developer incentives, and updating policies and standards to facilitate increased density and innovative housing models.	Maintain current role within HAC and ensure recommendations from this Action Plan are incorporated into ongoing HAC recommendations.	1) Develop Strategic Housing Plan as part of the consolidated planning process required as a CDBG entitlement jurisdiction. 2) Request Council establish funding priorities under the HOF and CDBG programs for the development of affordable housing.	1) HCDD and HAC 2) HCDD, CDGC, HAC and Council	HOF, CDBG, GFG, MURA and community leverage	9/1/17 - 6/30/22

# Driven by COLLECTIVE FEEDBACK

18



*Supported by*

City Council



*Approved by*

Housing Advisory Commission  
Community Development Grants Commission



*Presented to*

CoC, Public Mangers, Homeless  
Task Force and Leadership Team



**MEDFORD**  
PLANNING

## Championed by 2019-21 COUNCIL GOALS

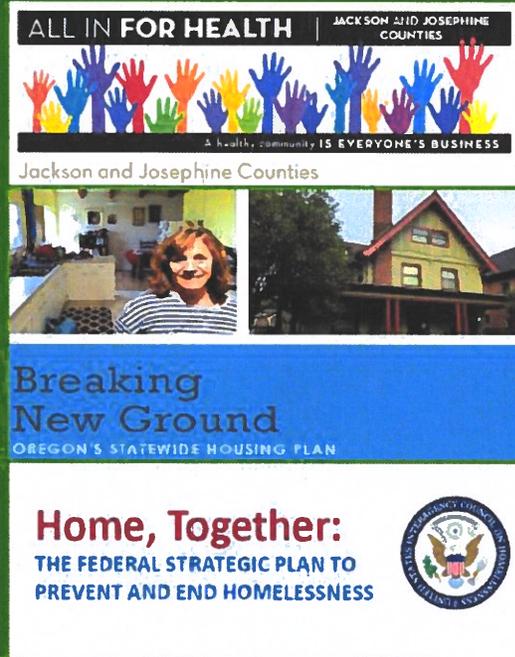
- Develop 100 affordable housing units (120% AMI)
- Increase supply of supportive housing
- Address unsheltered homelessness and encampments
- Increase temporary housing programs that lead to permanent housing placements
- Increase collaboration with nonprofits, faith-based organizations, businesses and other government agencies
- Coordinate efforts with the Continuum of Care
- Expand diversion and prevention strategies through partnerships and funding

## Aligned with STRATEGIC PRIORITIES

✓ *Local*

✓ *State*

✓ *Federal*



## Focused on CAPITAL ABSORPTION MODEL

### STRATEGIC PRIORITIES

✓ Implement a coherent, community endorsed vision to shape investments.

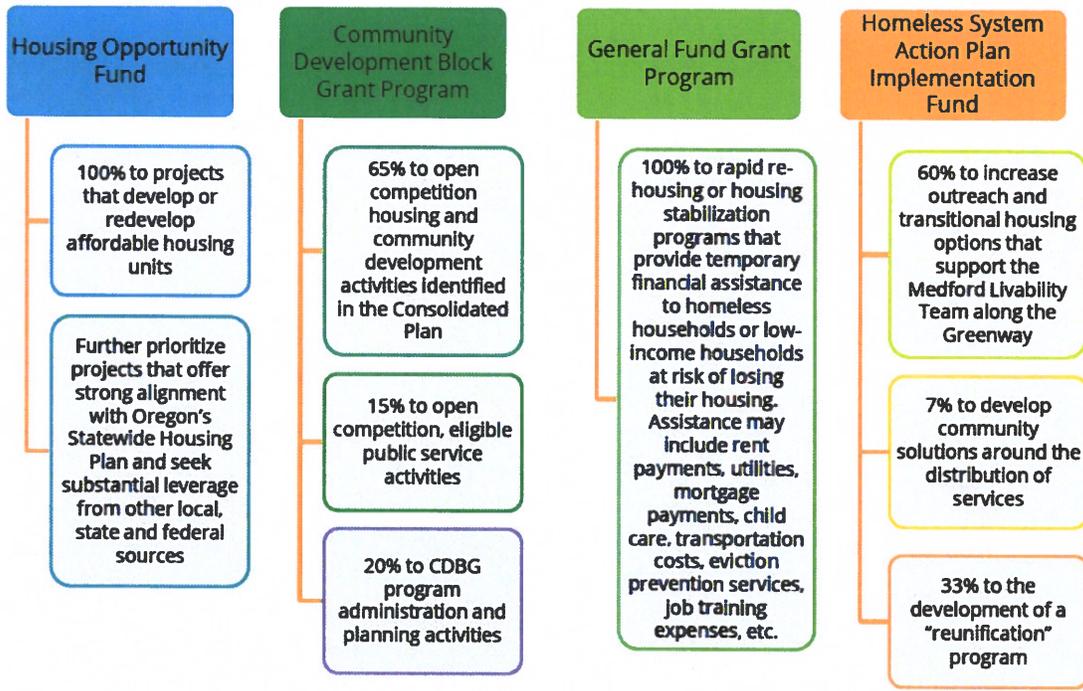
### PIPELINE

✓ Cultivate enough projects to realize the community's strategic priorities.

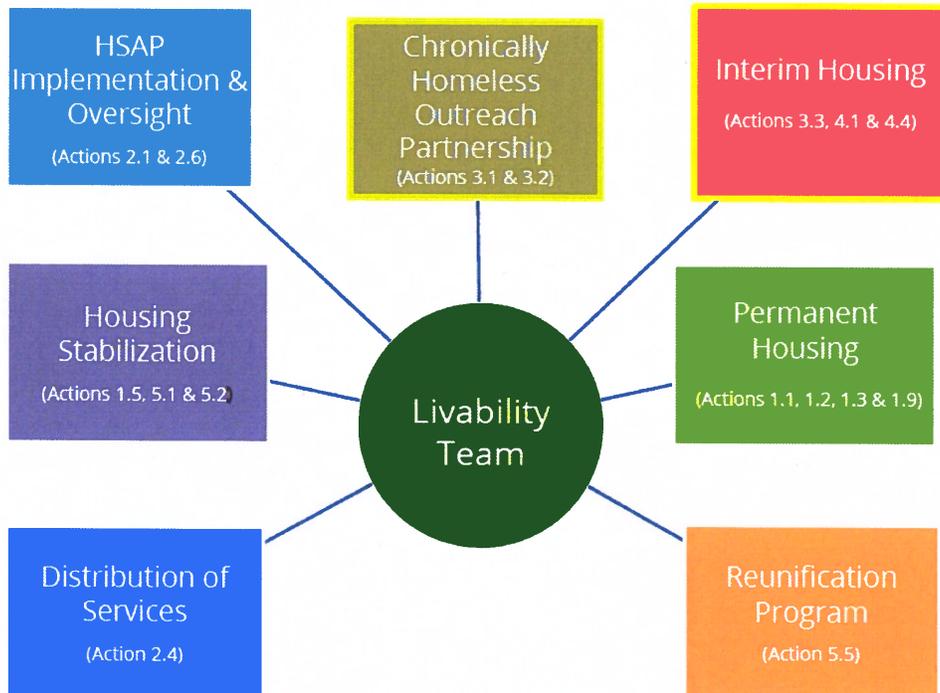
### ENABLING ENVIRONMENT

✓ Adopt policies, processes, mechanisms and incentives that facilitate community investment!

# 2019-21 PROGRAM FUNDING PRIORITIES



# 2019-21 HSAP IMPLEMENTATION PLAN PRIORITY ACTIONS



## Actions 2.1 & 2.6

HSAP  
Implementation  
& Oversight

Livability  
Team

### Proposed Tasks

- Amend MMC 2.441 adding implementation of HSAP and other matters associated with homelessness
- Add two members from lived experience

Recommended Funding: Existing Capacity

## Actions 1.5, 5.1 & 5.2

### Proposed Tasks

- Prioritize funding to rapidly rehouse or stabilize housing
- Establish performance goal 85% stabilized for  $\geq 6$  months

Housing  
Stabilization

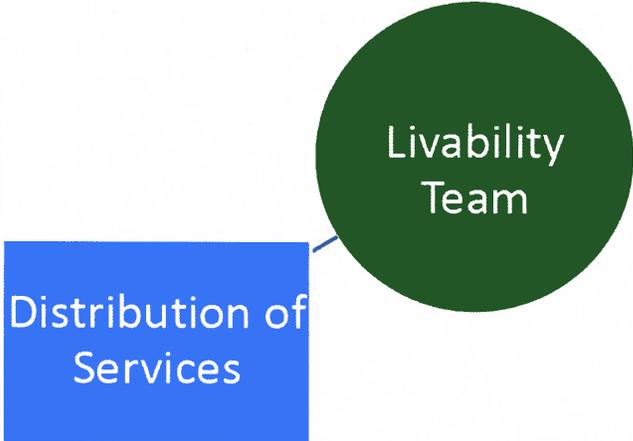
Livability  
Team

Recommended Funding: \$300K GFG

## Action 2.4

### Proposed Tasks

- Facilitate a convening of service providers including the faith-based community
- Develop solutions
- Develop recommendation regarding centralized location/potential sites



Livability Team

Distribution of Services

Recommended Funding: \$10K HSAP

## Action 5.5

### Proposed Tasks

- Hold collaborative study session with stakeholders to develop the program
- Work with CoC to establish program criteria, best practices, and policies and procedures



Livability Team

Reunification Program

Recommended Funding: \$50K HSAP

---

## Actions 1.1, 1.2, 1.3 & 1.9

### Proposed Tasks

- Increase development of affordable housing
  - reduce barriers
  - increase incentives
  - increase resources
  - cultivate partnerships

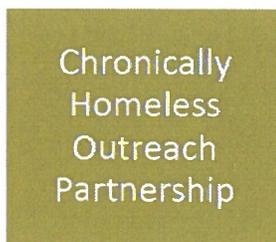


Recommended Funding: \$800K HOF + \$900K CDBG

## Actions 3.1 & 3.2

### Proposed Tasks

- Enhance existing outreach efforts
- Establish ad hoc committee
- Mirror Medford Neighborhood Livability Partnership model
- Strengthen volunteer partnerships to provide services/case management
- Target 10-15 chronically homeless
- Implement tracking system/report data
- Secure additional resources



Recommended Funding: \$90K HSAP

# Actions 3.3, 4.1 & 4.4

## Proposed Tasks

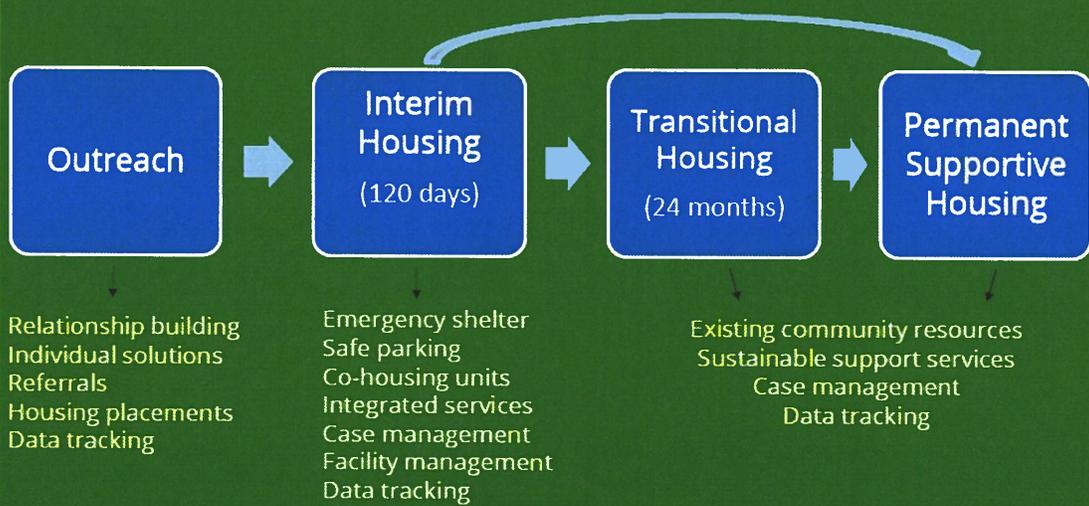
- Fund new year-round shelter in exchange for 5-8 dedicated beds to support the Partnership
- Lease existing unit to provide interim, co-housing for 4-8 individuals to support the Partnership
- Secure partners to support interim housing w/integrated services and case management



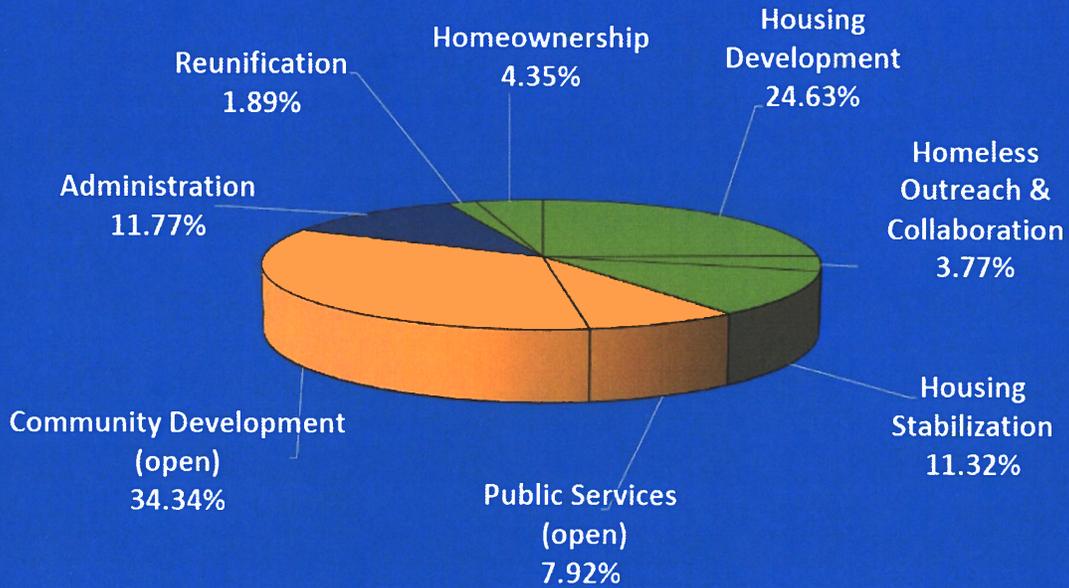
Interim Housing

Recommended Funding: \$90K HSAP

# CHRONICALLY HOMELESS OUTREACH PARTNERHSIP



# Proposed COMMUNITY INVESTMENT ALLOCATION



## COUNCIL DIRECTION

- Seek direction on the City of Medford Funding Priorities and HSAP Implementation Plan for the 2019-21 Biennium
- Seek further direction to apply for a \$50K grant through Providence Health & Services to strengthen the City's \$100K investment in HSAP recommended actions



Due 10/31/2019



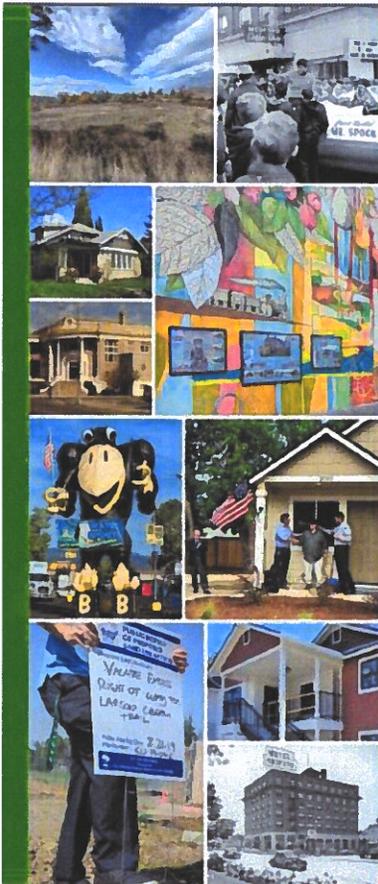


Exhibit D

## AGENDA ITEM 50.3

City of Medford's 2019-21  
Program Funding Priorities  
and  
Homeless System Action Plan  
Implementation Plan



Angela Durant, Principal Planner

**MEDFORD**  
PLANNING

November 21, 2019

## OBJECTIVES

Request Council approval of Resolution 2019-122  
adopting:

- City of Medford's 2019-21 Program  
Funding Priorities
- Homeless System Action Plan (HSAP)  
Implementation Plan



**MEDFORD**  
PLANNING

# STAFF DIRECTION

- City Council provided staff direction on October 10, 2019
- Staff requested feedback from the Continuum of Care Manager
- Staff received additional feedback from the Kelly Shelter



# CITY OF MEDFORD'S 2019-21 PROGRAM FUNDING PRIORITIES

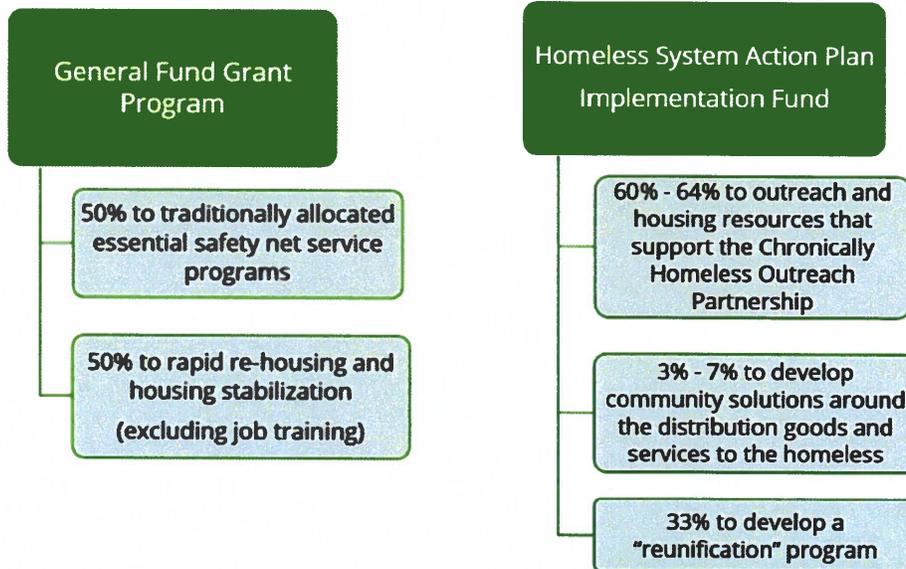


# CITY FUNDING PROGRAMS

- Housing Opportunity Fund
- Community Development Block Grant Program
- General Fund Grant Program
- Homeless System Action Plan Implementation Fund



## SUMMARY OF CHANGES

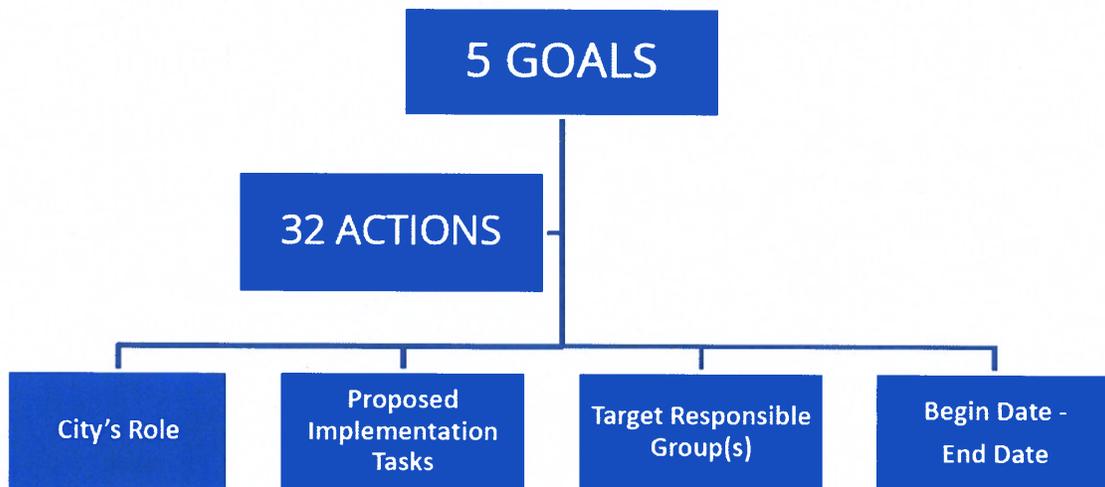


# HOMELESS SYSTEM ACTION PLAN (HSAP)

## Implementation Plan



## HSAP IMPLEMENTATION PLAN



# SUMMARY OF CHANGES

- Clarify the City will be supporting development of housing, not construction
- Expand homeless outreach area to include Downtown
- Change Greenway Outreach pilot program name to Chronically Homeless Outreach Partnership (CHOP)
- Correct all references that identify the Kelly Shelter as the central point of access to the homeless services system



## ADDITIONAL CHANGES

- Remove reference to “dedicated” as associated with Kelly Shelter beds in the Implementation Plan

Proposed Implementation Task(s)
<ol style="list-style-type: none"> <li>1) Year-round shelter completed.</li> <li>2) Request Council establish a funding priority under the HSAP to provide financial assistance to the shelter in exchange for <b>3-4 dedicated beds</b> to support the LVT.</li> <li>3) Support the search for a <b>location to maintain a temporary winter shelter</b> in addition to the new year-round shelter.</li> </ol>

*\*Old*

Proposed Implementation Task(s)
<ol style="list-style-type: none"> <li>1) Year-round shelter completed.</li> <li>2) Request Council establish a funding priority under the HSAP to <b>provide financial assistance to the Kelly Shelter as a resource essential to the success of the LVT.</b></li> <li>3) Support the search for a location to maintain a temporary winter shelter in addition to the new year-round shelter.</li> </ol>

*\*New*



# STAFF RECOMMENDATION

Resolution 2019-122:

- Approve the City of Medford's 2019-21 Program Funding Priorities, as proposed
- Approve the HSAP Implementation Plan with changes to Exhibit B





**AGENDA ITEM COMMENTARY**

**DEPARTMENT:** Planning  
**PHONE:** (541) 774-2390  
**STAFF CONTACT:** Angela Durant, Principal Planner

**AGENDA SECTION:** Public Hearings  
**MEETING DATE:** May 7, 2020

**COUNCIL BILL 2020-55**

A resolution adopting the 2020-2021 Action Plan for the purpose of fulfilling the regulatory requirements of the Community Development Block Grant (CDBG) program, as required by the U.S. Department of Housing and Urban Development.

**SUMMARY AND BACKGROUND**

Council is requested to consider approval of a resolution to adopt the 2020-2021 Action Plan for the use of annual entitlement funding received from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) program. In order to maintain annual entitlement allocations, the City is required to complete an annual action plan that outlines the programs, projects, and administration and planning activities to be implemented during the program year of July 1, 2020, through June 30, 2021. All activities are required to be eligible based on HUD regulations. In addition, funded activities must address the city's priority needs and accomplish one or more of the 2020-2024 Consolidated Plan's goals and strategies. The Action Plan also outlines other actions to be taken by the City and outside agencies during the program year to address homelessness, housing, poverty, lead-based paint hazards, institutional structure, and coordination between public and private housing and social services agencies.

The 2020-2021 Action Plan, as part of the 2020-2024 Consolidated Plan, is on file with the City Recorder's Office and also available on the City's website. (Please [click here](#) to access the electronic version.)

**PREVIOUS COUNCIL ACTIONS**

On May 7, 2015, Council approved Council Bill 2015-46 adopting the 2015-2019 Consolidated Plan for Housing and Community Development.

On May 30, 2019, Council approved Council Bill 2019-63 adopting 2019-2021 Biennial Goals for the City of Medford.

On June 6, 2019, Council approved Council Bill 2019-45 adopting the City of Medford 2019-2021 Biennial Budget.

On November 21, 2019, Council approved Council Bill 2019-21 adopting the Homeless System Action Plan-Implementation Plan and City's Funding Priorities for the 2019-21 Biennium.

**ANALYSIS**

The Community Development Grants Commission (CDGC), as the advisory body to Council on the implementation of the City's CDBG program, developed the 2020-2021 funding recommendations on



**AGENDA ITEM COMMENTARY**

---

April 1, 2020. Grants or loans are recommended through a competitive process available to nonprofit agencies and private developers that propose eligible HUD activities that also assist the City in achieving the goals outlined in the Consolidated Plan. Seventeen CDBG applications were received, of which 15 were accepted and two were rejected due to late or incomplete submission. The CDGC listened to presentations, and then scored and ranked each proposal based on established criteria recommended by HUD. Fourteen of the 15 applications are recommended for funding, as outlined in the attached Exhibit A. In addition to the funding recommendations proposed by the CDGC, CDBG staff is requesting an allocation of \$167,099, or 16.4% of the total anticipated resources, to program administration and planning activities deemed essential to administering the 2020-2021 Action Plan. Program administration and planning activities are also outlined in Exhibit B. All recommended activities are further described in the 2020-2024 Consolidated Plan/2020-2021 Action Plan under Exhibit 68 (Goal Descriptions).

The Housing Advisory Commission (HAC), as the advisory body to Council on matters affecting housing development pertaining to the CDBG program was provided an update on all housing-related applications and the initial findings of the Consolidated Plan on March 11, 2020. The final draft Action Plan will go before the HAC on April 29, 2020, and the CDGC on May 6, 2020, for approval prior to this public hearing. As mandated by HUD, a 30-day public comment period to solicit public input on the CDGC's funding recommendation was launched on April 7, 2020, and will conclude at the public hearing. No comments have been collected to date; however, any comments received through the end of the public comment period will be reported to Council at the public hearing and included in the final submission to HUD.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The 2020-2021 anticipated resource consideration is \$1,018,491.96. Included in this total is the annual CDBG entitlement allocation of \$735,536; \$56,261.58 in program income received during the 2019-2020 program year from previous CDBG programs; \$116,693.68 in program income received through the Neighborhood Stabilization Program (NSP) from satisfied homeowner liens; and \$110,000 in program income anticipated for return during the 2020-2021 program year. CDBG funds are budgeted in Community Promotions 7316110 and adjusted through supplemental budget, as directed.

**TIMING ISSUES**

City Council's approval is requested on May 7, 2020, in order to meet HUD's submission deadline on May 15, 2020. A delay in submission to HUD would result in a delay in release of funds to the agencies receiving CDBG awards.

**COUNCIL OPTIONS**

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



**STAFF RECOMMENDATION**

Staff forwards the CDGC's funding recommendations outlined in the 2020-2021 Action Plan for approval by City Council.

**SUGGESTED MOTION**

I move to approve the resolution to adopt the 2020-2021 Action Plan.

**EXHIBITS**

Resolution

Exhibit A – 2020-2021 Summary of CDBG Funding Recommendations

Exhibit B – Council October 10, 2019 Study Session Presentation (Funding Priorities & HSAP IP)

Exhibit C – Council November 21, 2019 Meeting Presentation (Funding Priorities & HSAP IP)

2020-2024 Consolidated Plan and 2020-2021 Action Plan on file at City Records' Office

RESOLUTION NO. 2020-55

A RESOLUTION adopting the 2020-2021 Action Plan for the purpose of fulfilling the regulatory requirements of the Community Development Block Grant (CDBG) program, as required by the U.S. Department of Housing and Urban Development.

WHEREAS, the City of Medford is an entitlement jurisdiction receiving annual Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, as a prerequisite to receive annual entitlement allocations for the coming fiscal year, HUD requires the City to complete an annual Action Plan that outlines the HUD-eligible programs, projects, and administration and planning activities to be implemented during the program year of July 1, 2020, through June 30, 2021; and

WHEREAS, the activities identified in the Action Plan must align with the goals and strategies set forth in the City's 2020-2024 Consolidated Plan; and

WHEREAS, the final draft of the proposed Action Plan was reviewed and approved by the Housing Advisory Commission (HAC) on April 29, 2020, and the Community Development Grants Commission (CDGC) on May 6, 2020; and

WHEREAS, HUD regulations require the City Council to adopt the 2020-2021 Action Plan before it is submitted to the HUD for review; and

WHEREAS, a public hearing is required to receive citizen input which public hearing was duly held on May 7, 2020 in accordance with HUD requirements; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON that the City of Medford's 2020-2021 Action Plan, for the purpose of fulfilling the regulatory requirements of the Community Development Block Grant (CDBG) program, as required by the U.S. Department of Housing and Urban Development, which Plan is on file in the City Recorder's office, is hereby adopted.

PASSED by the Council and signed by me in authentication of its passage this \_\_\_\_ day of May, 2020.

ATTEST: \_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor

**EXHIBIT A**  
**2020-2021 SUMMARY OF CDBG FUNDING RECOMMENDATIONS**

Organization	Project/Program	Planned Activity	Anticipated Performance Outcome	Funding Request	Funding Recommendation
Housing Authority of Jackson County (HAJC)	Homeowner Repair Program	Provide zero interest, deferred loans to low- and moderate-income (LMI) homeowners for the correction of hazards to health and safety	18 homeowners	\$200,000	\$200,000
HAJC	Homeowner Repair Program	Estimated program income from satisfied property liens	To be determined	-	110,000
Rebuilding Together Rogue Valley	Accessibility Improvements for Elders and Persons with Disabilities	Install modular ramps and hand rails, and repair steps of owner- and tenant-occupied homes to improve the accessibility and safety for seniors and persons with disabilities	9 elderly or disabled households	50,000	25,000
ColumbiaCare	Housing for Veterans	Property acquisition of one existing housing unit to be converted to permanent supportive, co-housing for homeless Veterans	6 Veterans	400,000	219,392



Organization	Project/Program	Planned Activity	Anticipated Performance Outcome	Funding Request	Funding Recommendation
OnTrack	Strengthening the Foundations	Provide zero interest, deferred loans to replace the roofs on two existing permanent supportive housing units serving households recovering from addiction	4 households	101,340	20,000
Medford Senior Center	Water Line Replacement	Replace the failing main water line inside the Medford Senior Center to continue to provide seniors with services, healthy meals, programs, resources, and referrals regarding healthcare, social services, public housing, nutrition, etc.	380 seniors	142,000	142,000
Southern Oregon University's Small Business Development Center	Hispanic and Underserved Community Business Support	Provide technical assistance to LMI individuals seeking small business and microenterprise opportunities	95 individuals	25,000	25,000
Youth 71Five Ministries	Vo-Tech Program	Provide vocational training to homeless and at-risk youth ages 16-24 in seven high-demand vocational trades	74 homeless or at-risk youth and young adults	27,000	20,000

Organization	Project/Program	Planned Activity	Anticipated Performance Outcome	Funding Request	Funding Recommendation
Jackson County Sexual Assault Response Team (SART)	Sexual Assault Acute Response	Support victims of sexual assault with access to certified Sexual Assault Nurse Examiners (SANEs) to help navigate the physical, psychological, and economic repercussions of sexual assault and assist victims with understanding medical and legal decisions	44 sexual assault victims	8,000	4,000
Rogue Retreat	Kelly Shelter Operations	Support the region's only year-round, low-barrier shelter to serve homeless individuals through trauma-informed care and connection to services and resources	240 homeless individuals	50,000	37,000
Hearts With A Mission	Shelter and Safety Net Services	Provide emergency shelter, after care options, support, and case management to runaway, transitional, and homeless youth in crisis	150 homeless youth	25,000	18,500
Maslow Project	Homeless to Housed	Serve homeless youth (ages 0-21) and families with intensive, integrated support services aimed towards achieving self-sufficiency and housing stability	59 youth/families	25,000	12,500

Organization	Project/Program	Planned Activity	Anticipated Performance Outcome	Funding Request	Funding Recommendation
Community Volunteer Network	Foster Grandparent Program	Match senior volunteers with children being served in local non-profits, public schools, after school youth facilities, and Head Start centers to provide one-on-one tutoring and guidance at critical times in the children's lives	30 seniors	12,000	6,000
Center for Nonprofit Legal Services	Meeting Basic Needs: Housing Safety and Prosperity	Provide legal services, education, and outreach (including eviction prevention and Fair Housing counseling) to minority and LMI persons, seniors, and persons with disabilities	15 individuals	28,000	6,000
Children's Advocacy Center/Jackson County Child Abuse Task Force	Recovery and Healing Services for Child Abuse Victims	Provide evidence-based, trauma-informed therapy, services, and support to child abuse victims (ages 0-18) referred through law enforcement or the Department of Human Services Child Welfare	29 abused children	20,007	6,000
Kid Time Discovery Center	Child Care Scholarship Program	Childcare scholarships for LMI families served through Kid Time Discovery Center's preschool program	N/A	50,000	-

Organization	Project/Program	Planned Activity	Anticipated Performance Outcome	Funding Request	Funding Recommendation
CDBG Program Planning	Fair Housing Trainings	Contract with Fair Housing Council of Oregon to facilitate a homeless shelter provider training and a rental housing provider/landlord training to help increase education and awareness of Fair Housing rights	Promote fair housing choice and foster an inclusive community	5,000	5,000
CDBG Program Planning	6-Step Toolkit to the Development of Affordable Housing	Partner with the Jackson County Continuum of Care to create a toolkit for the development of affordable housing	Remove barriers to the development of affordable housing	10,000	10,000
CDBG Program Planning	Environmental Review for Affordable Housing Development	Complete the environmental review process on one or more properties that have been identified by the City and/or community partners as potentially suitable for housing development	Remove barriers to the development of affordable housing	5,000	5,000

Organization	Project/Program	Planned Activity	Anticipated Performance Outcome	Funding Request	Funding Recommendation
Program Administration	Program Administration	Support expenses necessary to administer the CDBG program including staff salaries, travel, education and training, supplies, professional membership, etc.	Maintain grant compliance, support subrecipient outcomes, and foster community growth	147,099	147,099
<b>TOTALS:</b>				<b>\$1,330,446</b>	<b>\$1,018,491</b>
<b><i>Rejected Applications - reason</i></b> Set Free Ministries - incomplete proposal Habitat for Humanity - late submission					

Exhibit B

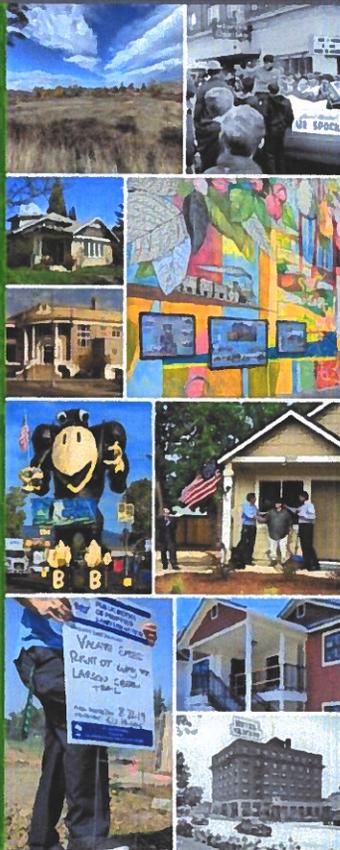
# COUNCIL STUDY SESSION “Grant Priorities”

October 10, 2019

Angela Durant, Principal Planner  
Scott Clauson, Chief of Police



**MEDFORD**  
PLANNING



## COUNCIL DIRECTION

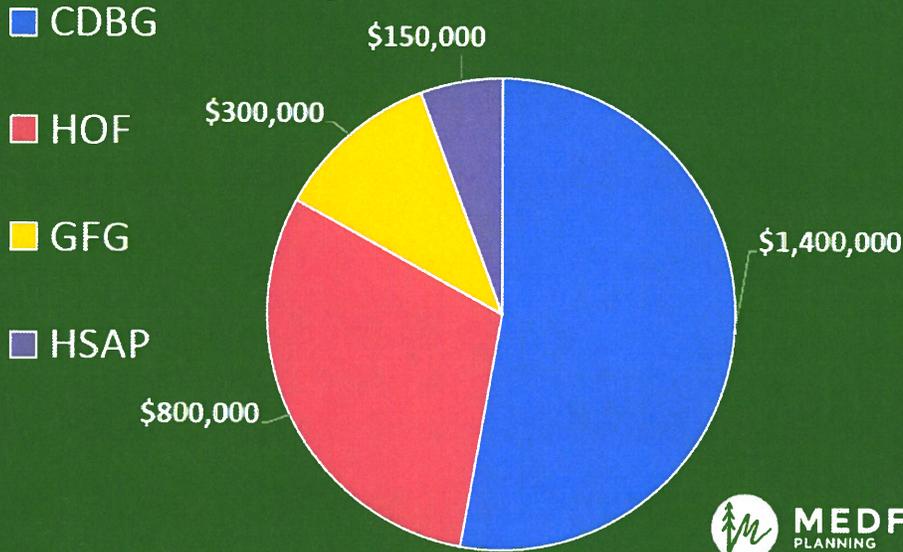
- Seek direction on the City of Medford Funding Priorities and Homeless System Action Plan (HSAP) Implementation Plan for the 2019-21 Biennium
- Seek further direction to apply for a \$50K grant through Providence Health & Services to strengthen the City's \$100K for implementation of the HSAP



**MEDFORD**  
PLANNING

# Estimated FUNDING CONSIDERATION

\$2.65 Million



## Homeless System Action Plan RECOMMENDED ACTIONS

**Exhibit A**  
**Medford Homeless System Action Plan Implementation Plan**

The following table lists the original five goals and 31 actions recommended in the Medford Homeless System Action Plan (HSAP). In order of priority, by LeSar Development Consultants. City Council added the development of a reunification program as a diversion strategy listed under Goal 5, Action 55. The table also serves as the HSAP Implementation Plan, which includes staff recommended implementation tasks, responsible groups, proposed resources and begin/end dates. The implementation plan is intended to serve as a roadmap for the City to develop and/or support programs, partnerships and funding priorities. All actions are proposed for consideration or implementation in some capacity during the 2019-21 Biennium. However, 16 of the 32 are identified as priority actions based on need, timing, funding and ability to implement during the targeted timeframe. Collective feedback from community stakeholders, leadership bodies and Council advisory commissions prompted focus on priority actions that seek to accomplish the following:

- Support the City's Livability Team with outreach and housing resources for individuals along the Greenway;
- Support development of permanent and transitional housing options;
- Provide assistance to rapidly rehouse homeless individuals and families;
- Coordinate distribution of services;
- Increase resources for homelessness diversion and prevention;
- Prioritize City funding programs including the Housing Opportunity Fund (HOF), Community Development Block Grant (CDBG), General Fund Grant (GFG) and HSAP implementation funds; and
- Establish City roles to address homelessness and oversee the HSAP.

**Goal #1: Increase the Supply of Affordable and Supportive Housing**

Actions	Role of the City	Proposed Implementation Task(s)	Responsible Group(s)	Proposed Resources	Begin Date - End Date
<b>Action #1.1:</b> Continue implementing and HCC Housing Advisory Committee recommendations, through the newly appointed permanent Housing Advisory Commission including prioritizing affordable housing project review, creating developer incentives, and updating policies and standards to facilitate increased density and innovative housing models.	Maintain current role within HAC and ensure recommendations from this Action Plan are incorporated into ongoing HAC recommendations.	1) Develop Strategic Housing Plan as part of the consolidated planning process required as a CDBG entitlement jurisdiction. 2) Request Council establish funding priorities under the HOF and CDBG programs for the development of affordable housing.	1) HCDD and HAC 2) HCDD, CDGC, HAC and Council	HOF, CDBG, GFG, MURA and community leverage	9/1/17 - 6/30/22

# Driven by COLLECTIVE FEEDBACK

18



*Supported by*

City Council



*Approved by*

Housing Advisory Commission  
Community Development Grants Commission



*Presented to*

CoC, Public Mangers, Homeless  
Task Force and Leadership Team



**MEDFORD**  
PLANNING

## Championed by 2019-21 COUNCIL GOALS

- Develop 100 affordable housing units (120% AMI)
- Increase supply of supportive housing
- Address unsheltered homelessness and encampments
- Increase temporary housing programs that lead to permanent housing placements
- Increase collaboration with nonprofits, faith-based organizations, businesses and other government agencies
- Coordinate efforts with the Continuum of Care
- Expand diversion and prevention strategies through partnerships and funding

# Aligned with STRATEGIC PRIORITIES

✓ *Local*

✓ *State*

✓ *Federal*

**ALL IN FOR HEALTH** | JACKSON AND JOSEPHINE COUNTIES  
A health, community IS EVERYONE'S BUSINESS  
Jackson and Josephine Counties

**Breaking New Ground**  
OREGON'S STATEWIDE HOUSING PLAN

**Home, Together:**  
THE FEDERAL STRATEGIC PLAN TO PREVENT AND END HOMELESSNESS

# Focused on CAPITAL ABSORPTION MODEL

## STRATEGIC PRIORITIES

✓ Implement a coherent, community endorsed vision to shape investments.

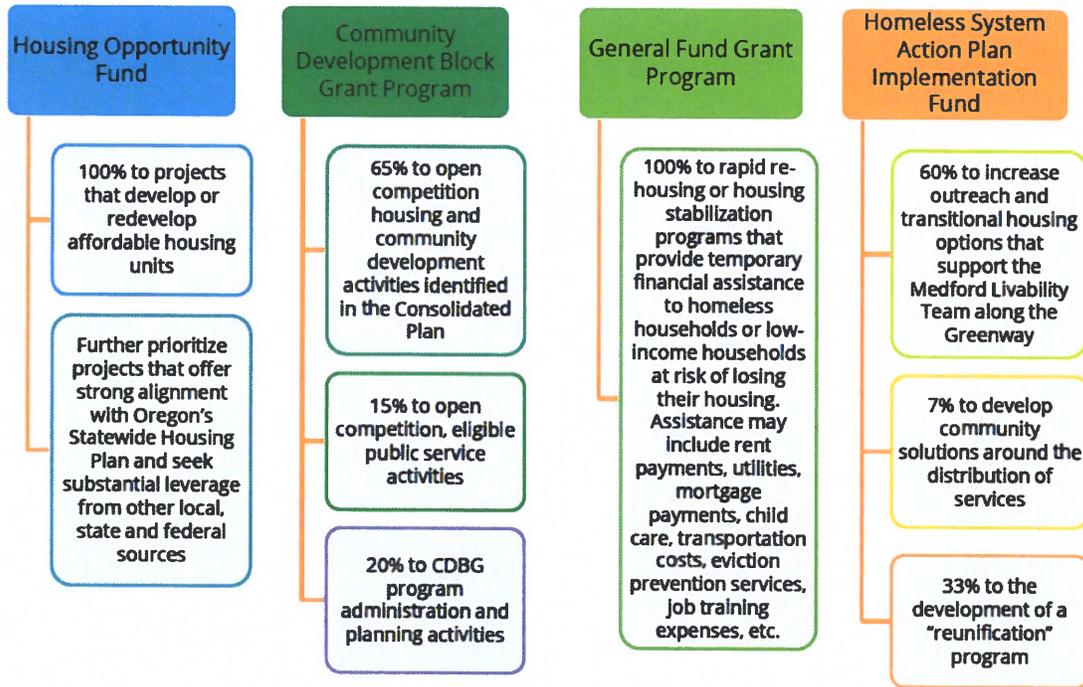
## PIPELINE

✓ Cultivate enough projects to realize the community's strategic priorities.

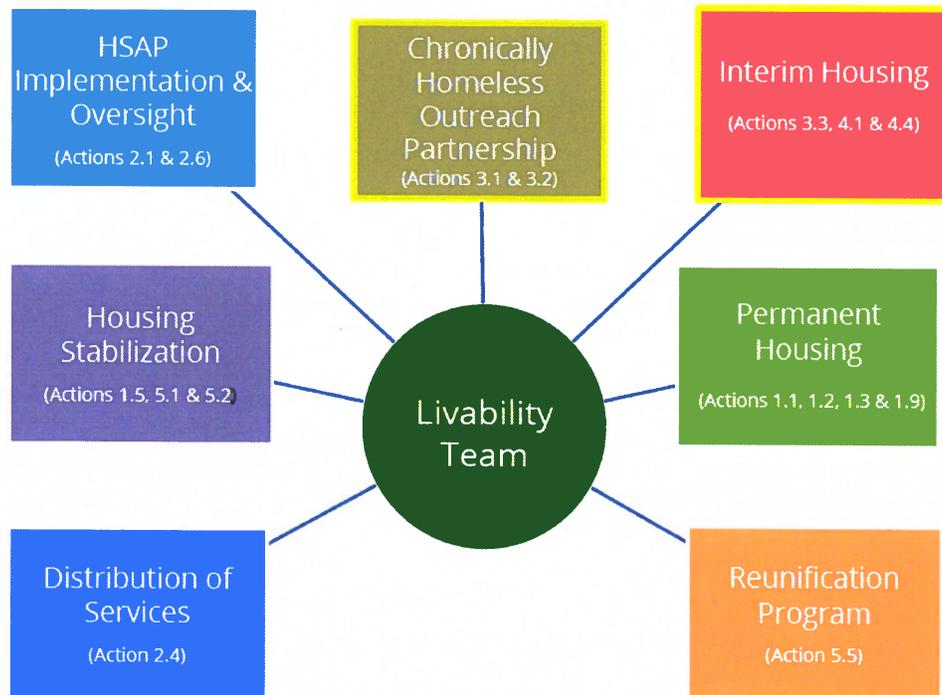
## ENABLING ENVIRONMENT

✓ Adopt policies, processes, mechanisms and incentives that facilitate community investment!

# 2019-21 PROGRAM FUNDING PRIORITIES

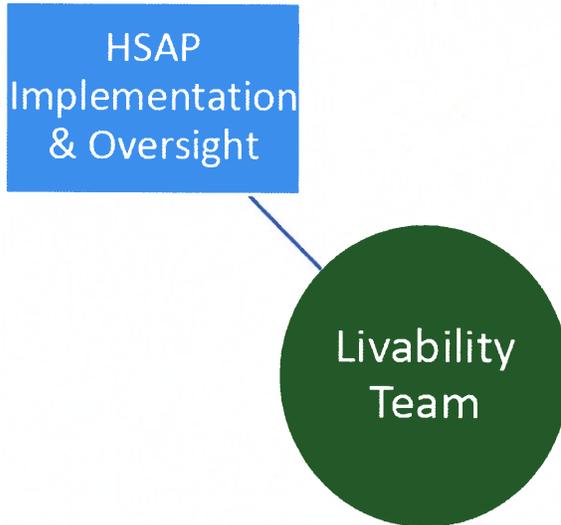


# 2019-21 HSAP IMPLEMENTATION PLAN PRIORITY ACTIONS



## Actions 2.1 & 2.6

HSAP  
Implementation  
& Oversight



Livability  
Team

### Proposed Tasks

- Amend MMC 2.441 adding implementation of HSAP and other matters associated with homelessness
- Add two members from lived experience

Recommended Funding: Existing Capacity

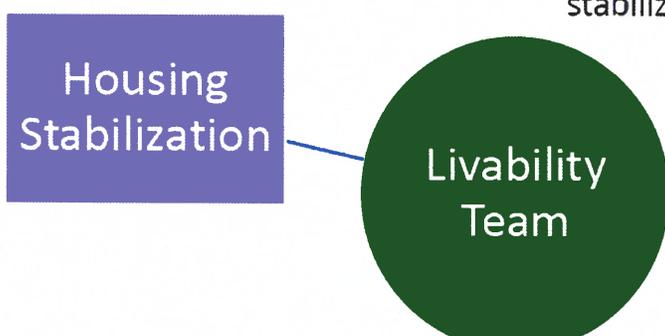
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## Actions 1.5, 5.1 & 5.2

### Proposed Tasks

- Prioritize funding to rapidly rehouse or stabilize housing
- Establish performance goal 85% stabilized for  $\geq 6$  months

Housing  
Stabilization



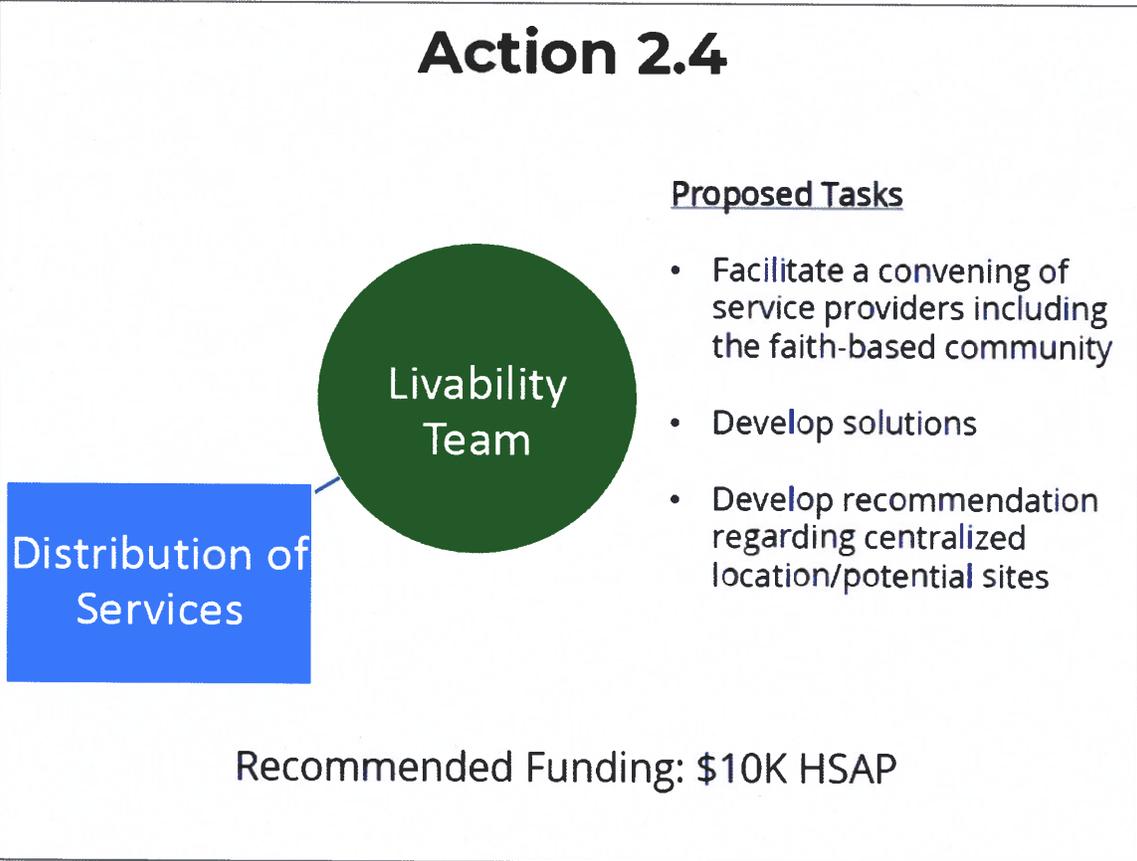
Livability  
Team

Recommended Funding: \$300K GFG

## Action 2.4

### Proposed Tasks

- Facilitate a convening of service providers including the faith-based community
- Develop solutions
- Develop recommendation regarding centralized location/potential sites



Livability Team

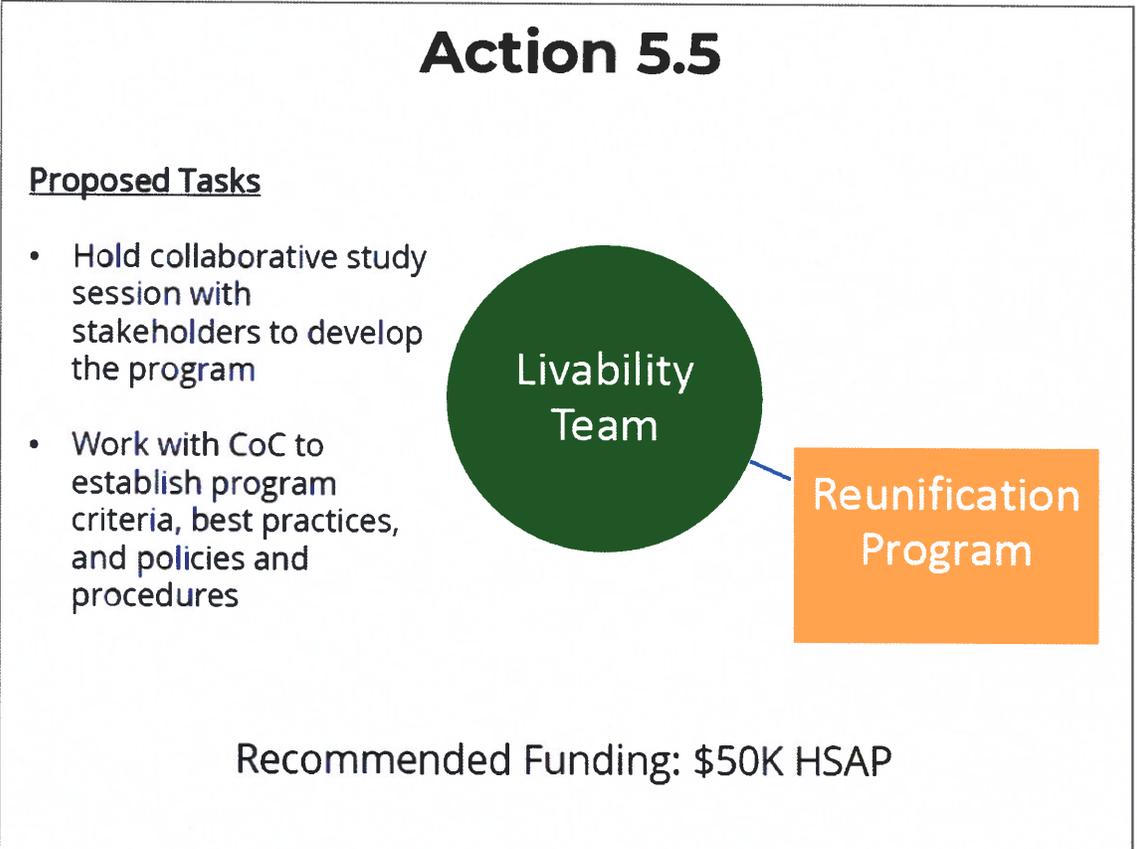
Distribution of Services

Recommended Funding: \$10K HSAP

## Action 5.5

### Proposed Tasks

- Hold collaborative study session with stakeholders to develop the program
- Work with CoC to establish program criteria, best practices, and policies and procedures



Livability Team

Reunification Program

Recommended Funding: \$50K HSAP

---

## Actions 1.1, 1.2, 1.3 & 1.9

### Proposed Tasks

- Increase development of affordable housing
  - reduce barriers
  - increase incentives
  - increase resources
  - cultivate partnerships



Permanent Housing

Recommended Funding: \$800K HOF + \$900K CDBG

## Actions 3.1 & 3.2

### Proposed Tasks

- Enhance existing outreach efforts
- Establish ad hoc committee
- Mirror Medford Neighborhood Livability Partnership model
- Strengthen volunteer partnerships to provide services/case management
- Target 10-15 chronically homeless
- Implement tracking system/report data
- Secure additional resources

Chronically Homeless Outreach Partnership



Recommended Funding: \$90K HSAP

# Actions 3.3, 4.1 & 4.4

## Proposed Tasks

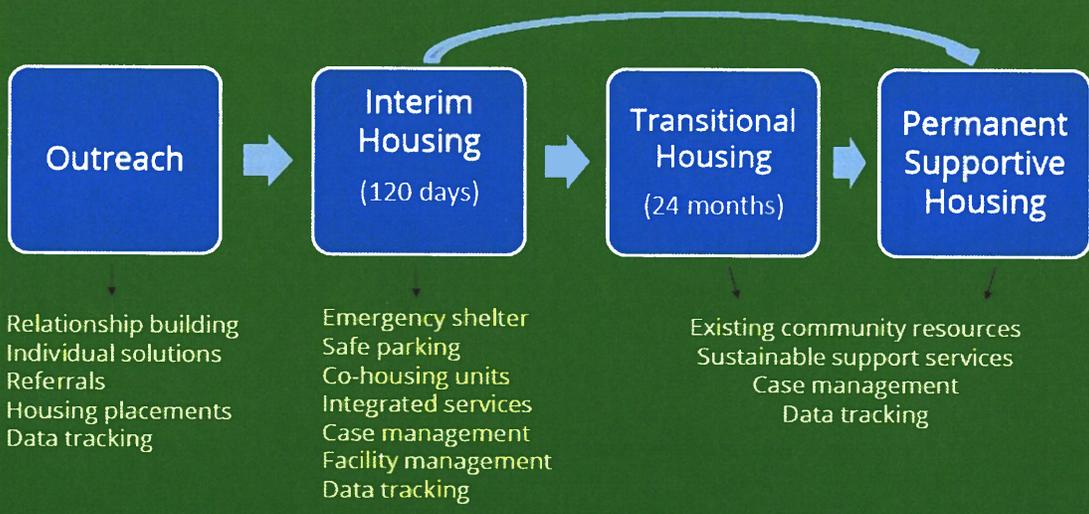
- Fund new year-round shelter in exchange for 5-8 dedicated beds to support the Partnership
- Lease existing unit to provide interim, co-housing for 4-8 individuals to support the Partnership
- Secure partners to support interim housing w/integrated services and case management



Interim Housing

Recommended Funding: \$90K HSAP

# CHRONICALLY HOMELESS OUTREACH PARTNERHSIP



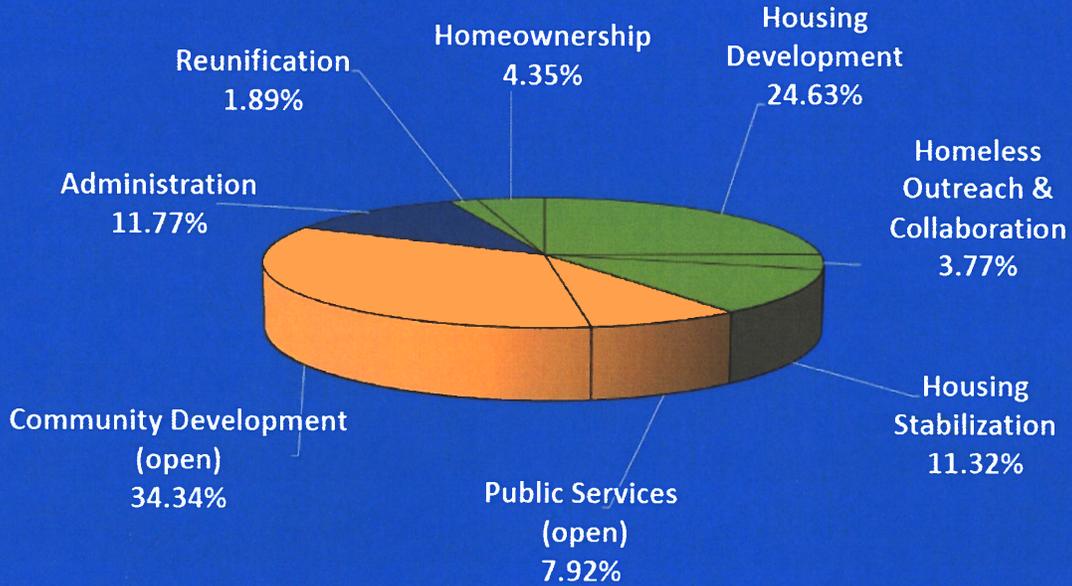
Relationship building  
Individual solutions  
Referrals  
Housing placements  
Data tracking

Emergency shelter  
Safe parking  
Co-housing units  
Integrated services  
Case management  
Facility management  
Data tracking

Existing community resources  
Sustainable support services  
Case management  
Data tracking



## Proposed COMMUNITY INVESTMENT ALLOCATION



## COUNCIL DIRECTION

- Seek direction on the City of Medford Funding Priorities and HSAP Implementation Plan for the 2019-21 Biennium
- Seek further direction to apply for a \$50K grant through Providence Health & Services to strengthen the City's \$100K investment in HSAP recommended actions



Due 10/31/2019



Exhibit C

# AGENDA ITEM 50.3

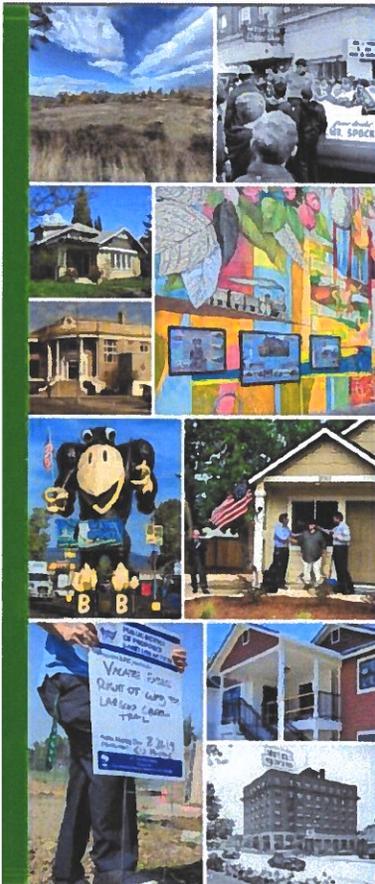
City of Medford's 2019-21  
Program Funding Priorities  
and  
Homeless System Action Plan  
Implementation Plan

Angela Durant, Principal Planner



**MEDFORD**  
PLANNING

November 21, 2019



## OBJECTIVES

Request Council approval of Resolution 2019-122 adopting:

- City of Medford's 2019-21 Program Funding Priorities
- Homeless System Action Plan (HSAP) Implementation Plan



**MEDFORD**  
PLANNING

# STAFF DIRECTION

- City Council provided staff direction on October 10, 2019
- Staff requested feedback from the Continuum of Care Manager
- Staff received additional feedback from the Kelly Shelter



# CITY OF MEDFORD'S 2019-21 PROGRAM FUNDING PRIORITIES

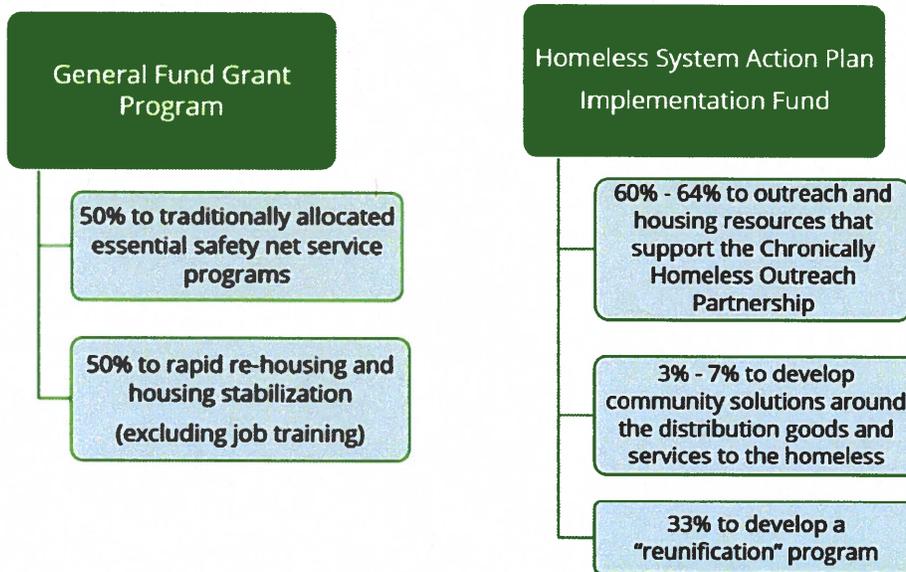


# CITY FUNDING PROGRAMS

- Housing Opportunity Fund
- Community Development Block Grant Program
- General Fund Grant Program
- Homeless System Action Plan Implementation Fund



## SUMMARY OF CHANGES



# HOMELESS SYSTEM ACTION PLAN (HSAP)

## Implementation Plan



## HSAP IMPLEMENTATION PLAN



# SUMMARY OF CHANGES

- Clarify the City will be supporting development of housing, not construction
- Expand homeless outreach area to include Downtown
- Change Greenway Outreach pilot program name to Chronically Homeless Outreach Partnership (CHOP)
- Correct all references that identify the Kelly Shelter as the central point of access to the homeless services system



## ADDITIONAL CHANGES

- Remove reference to “dedicated” as associated with Kelly Shelter beds in the Implementation Plan

Proposed Implementation Task(s)
<ol style="list-style-type: none"> <li>1) Year-round shelter completed.</li> <li>2) Request Council establish a funding priority under the HSAP to provide financial assistance to the shelter in exchange for <b>3-4 dedicated beds</b> to support the LVT.</li> <li>3) Support the search for a location to maintain a temporary winter shelter in addition to the new year-round shelter.</li> </ol>

*\*Old*

Proposed Implementation Task(s)
<ol style="list-style-type: none"> <li>1) Year-round shelter completed.</li> <li>2) Request Council establish a funding priority under the HSAP to <b>provide financial assistance to the Kelly Shelter as a resource essential to the success of the LVT.</b></li> <li>3) Support the search for a location to maintain a temporary winter shelter in addition to the new year-round shelter.</li> </ol>

*\*New*



# STAFF RECOMMENDATION

Resolution 2019-122:

- Approve the City of Medford's 2019-21 Program Funding Priorities, as proposed
- Approve the HSAP Implementation Plan with changes to Exhibit B





**DEPARTMENT:** Planning

**AGENDA SECTION:** Public Hearings

**PHONE:** (541) 774-2380

**MEETING DATE:** May 7, 2020

**STAFF CONTACT:** Matt Brinkley, AICP, CFM, Planning Director

**COUNCIL BILL 2020-56**

An ordinance approving an amendment to the Medford Comprehensive Plan to adopt an Urbanization Plan for planning unit MD-7c into the Neighborhood Element for property located at the northwest corner of Kings Highway and South Stage Road. (UP-19-003)

**SUMMARY AND BACKGROUND**

Council is requested to consider a Comprehensive Plan Amendment to adopt an Urbanization Plan for planning unit MD-7c into the Neighborhood Element for property located at the northwest corner of Kings Highway and South Stage Road (Tax lots 382W01AD 1000 and 382W01D 100).

The Planning Commission voted 6-2-1 in favor of the Urbanization Plan at their April 23, 2020 hearing. (File No. UP-19-003)

**PREVIOUS COUNCIL ACTIONS**

On November 15, 2018, Council Bill 2018-131 was approved incorporating procedural requirements into the Neighborhood Element for preparing and adopting urbanization plans for areas within the expanded Urban Growth Boundary.

On August 18, 2016, Council Bill 2016-99 was approved adopting the urban growth boundary. The property was included in the 2016 UGB expansion.

**ANALYSIS**

The subject property is approximately 29.72 acres in size (33.68 acres including right of way) and referenced as planning unit MD-7c in the Comprehensive Plan. The property was adopted into the Urban Growth Boundary in 2016 and has two General Land Use Plan (GLUP) designations of Urban Residential (UR) and Commercial (CM). The proposal is a refinement of the original plan submitted as part of the UGB process.

Urbanization plans are high level planning documents intended to show compliance with identified elements of the Regional Plan including defined land use patterns, higher order street networks, minimum density requirements, mixed-use pedestrian friendly development, and required open space.

The proposal provides all of these elements through a series of maps and written findings. The existing jagged GLUP boundary will be straightened out to provide a more uniform development pattern for the property. No higher order streets (collectors and arterials) are planned within the property. The applicant proposes to extend Lillian Avenue, a standard residential street from north to south and a second similar street from east to west to provide the framework for the interior street network. The property owner agrees to provide thirteen percent open space in the planning unit and



**AGENDA ITEM COMMENTARY**

---

is working collaboratively with the Parks, Recreation and Facilities Management Department who is considering acquiring land for a future park site on the property. The proposed zoning designation of SFR-10 will provide a minimum of 106 dwelling units on the site.

The application is filed in conjunction with an annexation request (ANNX-19-002).

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

None.

**TIMING ISSUES**

None.

**COUNCIL OPTIONS**

Approve the ordinance as presented.

Modify the ordinance as presented.

Decline to approve the ordinance as presented and provide direction to staff.

**STAFF RECOMMENDATION**

Staff recommends approval of the urbanization plan.

**SUGGESTED MOTION**

I move to adopt the ordinance incorporating the urbanization plan for planning unit MD-7c into the Neighborhood Element of the Comprehensive Plan.

**EXHIBITS**

Ordinance

UP-19-003 - Council Report, including Exhibits A through R

UP-19-003 - Vicinity Map

ORDINANCE NO. 2020-56

AN ORDINANCE approving an amendment to the *Medford Comprehensive Plan* to adopt an Urbanization Plan for planning unit MD-7c into the Neighborhood Element for property located at the northwest corner of Kings Highway and South Stage Road. (UP-19-003)

WHEREAS, Medford Municipal Code (MMC) Section 10.110(C) designates the City Council as the approving authority for Comprehensive Plan amendments; and

WHEREAS, the City of Medford received an application from KDA Homes, LLC Lazaro Ayala and Mark Knox requesting adoption of an Urbanization Plan for planning unit MD-7c into the Neighborhood Element for property located at the northwest corner of Kings Highway and South Stage Road; the application was accompanied by an annexation request (ANNX-19-002); and

WHEREAS, on April 23, 2020, the Medford Planning Commission held a public hearing, considered the application and recommended City Council approval of the application; and

WHEREAS, a public hearing was appropriately noticed and duly held before the City Council in accordance with City notice requirements for Comprehensive Plan amendments on May 7, 2020; and

WHEREAS, the City Council has determined that the proposed Urbanization Plan for Planning Unit MD-7 satisfies the applicable criteria as demonstrated by the Findings and Conclusions included in the Council Report dated April 30, 2020, incorporated herein by this reference and on file in the Planning Department; now, therefore,

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

The Findings and Conclusions regarding the applicable criteria as set forth in the Council Report dated April 30, 2020 are hereby approved and adopted and the application requesting amendment of the *Medford Comprehensive Plan* to adopt an Urbanization Plan for planning unit MD-7c into the Neighborhood Element for property located at the northwest corner of Kings Highway and South Stage Road, specifically Exhibit B-1 to the Council Report, incorporated herein by this reference and on file in the Planning Department, is hereby approved.

PASSED by the Council and signed by me in authentication of its passage this \_\_\_\_ day of May, 2020.

ATTEST: \_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor

APPROVED \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

## COUNCIL REPORT

for a Type IV legislative decision: Comprehensive Plan Amendment -  
Urbanization Plan

Project Urbanization Plan for Planning Unit MD-7c (NW corner of Kings Highway and South Stage Road)

Applicant: KDA Homes, LLC Lazaro Ayala and Mark Knox  
Agent: Scott Sinner, Scott Sinner Consulting, Inc.

File no. UP-19-003

To Mayor and City Council *for 05/07/2020 hearing*

From Carla Angeli Paladino, Principal Planner, Long Range Division

Reviewer Matt Brinkley, AICP CFM, Planning Director

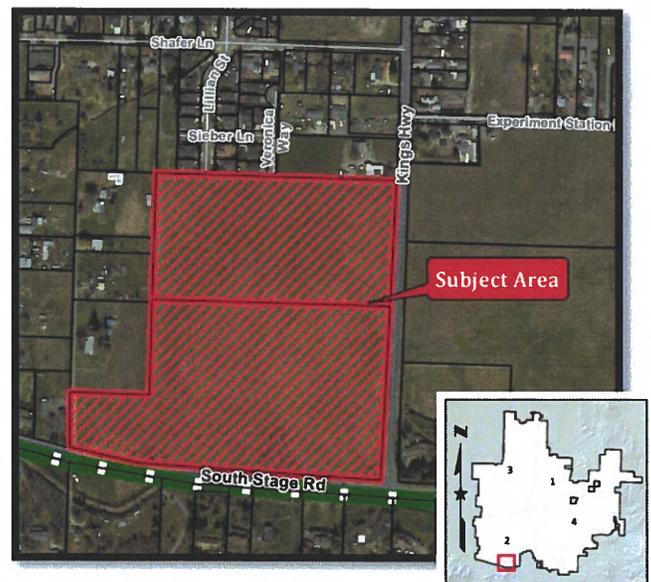
Date April 30, 2020

### BACKGROUND

#### Proposal

A legislative amendment to adopt an Urbanization Plan into the Neighborhood Element of the Comprehensive Plan (See Exhibit B-1) for property totaling approximately 29.72 acres located at the northwest corner of Kings Highway and South Stage Road (382W01AD 1000 and 382W01D 100). (See Exhibits A, B, C, and D)

The Urbanization Plan is filed in conjunction with an annexation request for the above tax lots plus adjacent right-of-way along the street frontages (ANNX-19-002).



**Urbanization Plan Details**

Open Space Requirement	Minimum Residential Density	Street Extensions
13% or 3.86 acres of the total planning unit	106 dwelling units in Urban Residential GLUP	Lillian Street  Unnamed east/west Street along Urban Residential/Commercial GLUP boundary

**Subject Site Characteristics**

Planning Unit: MD-7c

Zoning: Exclusive Farm Use (EFU)

GLUP: Urban Residential (15 acres) and Commercial (14 acres)

Uses on site: Vacant land

Acreage: 29.72 acres

**Surrounding Site Characteristics**

*North* Zone: City SFR-6 and County Rural Residential-5  
Use(s): Residential

*South* Zone: County Rural Residential- 2.5  
Use(s): Residential

*East* Zone: County Exclusive Farm Use  
Use(s): Some residences; mostly vacant

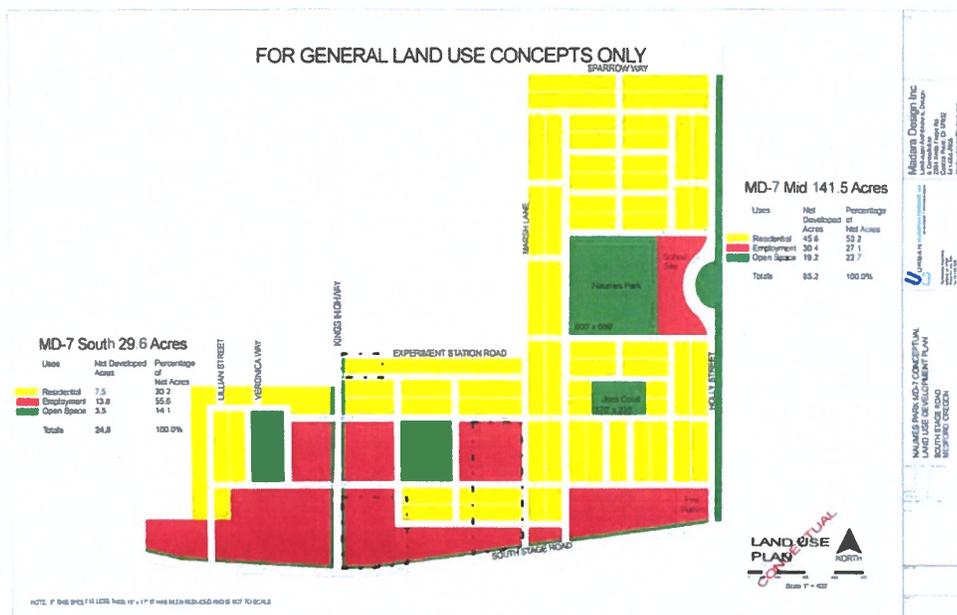
*West* Zone: County Rural Residential-5  
Use(s): Residential

### PC Recommendation

On April 23, 2020, the Planning Commission voted 6-2-1 in favor of approval of the Urbanization Plan. As the first of this type of application, there were a number of questions from the Commissioners related to density numbers, open space requirements, street extensions, street circulation, connections to higher order streets, and the incorporation of trails. (Exhibit R)

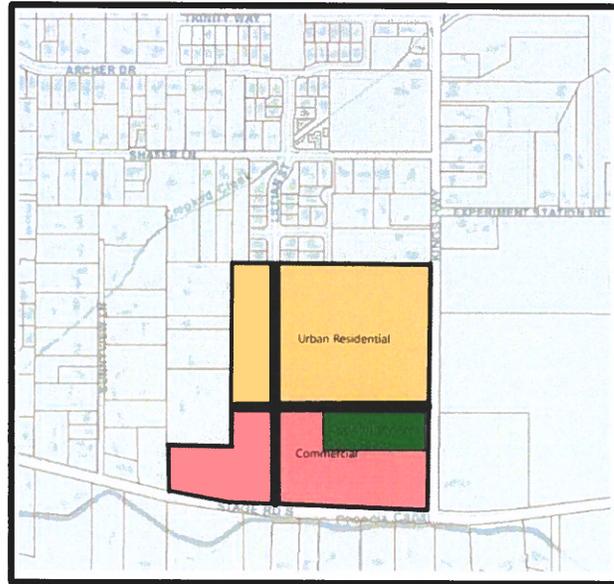
The concerns raised from the dissenting votes related to the re-arranging of the General Land Use Plan designations and the comparison between the concept plans submitted at the time of the Urban Growth Boundary process and the current proposal. As permitted through the urbanization planning process, it was contemplated that property owners may want or need to re-arrange the General Land Use Plan (GLUP) designations within the planning unit. Such change was built into the criteria and is permissible. In this case, the property has a nearly equal acreage allocation for the Urban Residential and Commercial GLUP designations. The applicants propose to reconfigure the adopted GLUP locations in a more uniform pattern (see page 26). This places slightly more commercial along the western property line and additional urban residential along Kings Highway.

The concept plan submitted as part of the Urban Growth Boundary (UGB) amendment process is provided below.



This plan provided a visualization of how each of the planning units (MD-7b on the east and the subject site MD-7c on the west) might be developed based on the GLUP designations proposed at the time of the UGB process. However as noted above, the urbanization planning process which followed the adoption of the UGB outlines the requirements and allowances to help refine each of the planning units. Specifically providing for reconfigurations with the GLUP designations. Additionally, MD-7b and MD-7c did not have specific agreements adopted as part of the UGB process locking the property owners into certain development patterns or assurances that are required in other planning units (e.g open space assessment for Rogue Valley Manor- Centennial property).

The proposed urbanization plan below for MD-7c still provides for the gridded street pattern as shown in the UGB concept above as well as designated park uses. The arrangement of these allocations, however being in different locations from what was originally proposed during the UGB process. These modifications were anticipated and are permissible as the planning units are better refined.



### Public Comment

The Commission heard testimony from two residents during the meeting. The first speaker from Marta Schulenburg who lives on the south side of South Stage Road. Her concerns were in regards to the commercial GLUP

designation along South Stage Road and her desire to have a large buffer placed between the road and the commercial designation.

The second speaker was Jay Harland with CSA Planning. He supported staff's proposal to not include the conceptual circulation plan map into the Comprehensive Plan (Exhibit C).

## History

In June 2018, the Department of Land Conservation and Development acknowledged the City of Medford's proposed Urban Growth Boundary (UGB) amendment providing for the inclusion of 1,658 acres of buildable land to be developed. Following the adoption of the UGB, the City established the Urbanization Planning process in order to provide a regulatory framework for ensuring specific development goals are met as land converts from rural to urban uses. The land included in the UGB was categorized into distinct planning units and coded with a specific numbering and lettering system (e.g. MD-7c). Each planning unit must adopt an Urbanization Plan prior to or in conjunction with a proposal for annexation. The Urbanization Plans are high level master plans intended to show conformance with the Regional Plan and transportation plan requirements.

Property owners of and within planning units are required to conduct a pre-application conference with planning staff and other internal and external review agencies to discuss the proposal prior to submitting a formal application. A pre-application review was held for the subject property on May 29, 2019.

In addition, property owners are required to hold a neighborhood meeting with surrounding neighbors and property owners in order to provide an opportunity to explain the proposal and provide for questions and answers. A neighborhood meeting was held for this project on October 19, 2019.

Planning Unit MD-7c was approved with two General Land Use Plan (GLUP) designations: Urban Residential and Commercial. The property is one legal parcel identified as two separate tax lots. The property is located in southwest Medford and is bordered by Kings Highway on the east and South Stage Road on the south. The proposal was initiated by the property owner who is the sole owner of the entire planning unit.

The property owner has requested concurrent annexation of the land. The City Council set the hearing date for annexation for May 7, 2020. The review and decision on the Urbanization Plan and Annexation will be held on the same evening.

### **Related projects**

ANNX-19-002: Annexation request for subject parcels and adjacent rights-of-way

CP-14-114: Urban Growth Boundary Amendment

CP-16-075: Urbanization Planning Comprehensive Plan Amendments

### **Authority**

This proposed plan authorization is a Type IV legislative Comprehensive Plan Amendment. The Planning Commission is authorized to recommend, and the City Council to approve, amendments to the Comprehensive Plan under Medford Municipal Code §§10.102–10.122, 10.214, and 10.220.

### **ANALYSIS**

Planning unit MD-7c was adopted into the City's Urban Growth Boundary in 2016 and acknowledged by the State in 2018 to help accommodate the needs of a growing City. The site is located in southwest Medford and provides nearly a 50/50 split of Urban Residential and Commercial land uses. The property is bordered by two minor arterials, Kings Highway on the east and South Stage Road on the south. The site is in close proximity to downtown and other nearby commercial centers making it a prime location for new urban development.

The proposal as outlined below meets the plan requirements/criteria for incorporation into the Neighborhood Element of the Comprehensive Plan. The plan provides the framework for future development of the property by establishing the minimum residential units required to be built, the percentage of open space to be provided, and the street network to be constructed. All of these elements together help show compliance with the goals of the Urban Growth Boundary amendment and Regional Plan obligations.

A letter of support for the Urbanization Plan was submitted by Mark Knox on April 15, 2020 (See Exhibit O).

## FINDINGS AND CONCLUSIONS

### Applicable criteria

For the applicable criteria the Medford Municipal Code §10.220(B)(4) redirects to the criteria in the “Review and Amendments” chapter of the Comprehensive Plan. The applicable criteria in this action are those for an Urbanization Plan found in Sections 5 and 6 in the Urbanization Planning Chapter of the Neighborhood Element. The criteria are set in *italics* below; findings and conclusions are in roman type.

The applicant’s project summary and findings of fact address each of the criteria in detail and are attached as **Exhibit E**.

### Section 5 - PLAN CONTENTS

*Criterion 5.1 RPS Density Requirements: Compliance with the Regional Element minimum gross density performance measures. The urbanization plan shall include specific zoning designations or text that assures development under the minimum densities will meet or exceed the density expected to be achieved for the planning unit(s) in the UGB Amendment residential land supply analysis. Plan techniques that can be employed to achieve this standard include but are not limited to the following:*

*5.1.1 Specify residential zoning districts for certain areas.*

*5.1.2 Commit to specific quantities of residential development in commercial areas.*

*The findings supporting the urbanization plan submittal shall include density calculations that explain how the plan complies.*

The text below also includes findings that demonstrate compliance with Goal 10 (Housing).

### Findings

The Regional Plan Element of the Comprehensive Plan was adopted in August 2012 and established the minimum residential densities each of the participating jurisdictions agreed to achieve. For Medford, the minimum target density is 6.6 dwelling units per gross acre until 2035, then the density increases to 7.6 dwelling units per gross acre. Gross acreage in the City of Medford includes the total area of the properties’ boundaries plus

any adjacent right-of-way measured to the center line multiplied by the zoning districts minimum and maximum density factors.

The subject property has two General Land Use Plan (GLUP) designations: Urban Residential and Commercial. The Urban Residential portion of the property is approximately 15 acres in size (17.56 approximately including the right-of-way). The Urban Residential General Land Use Plan designation accommodates four of the City's low density residential zoning districts. The lowest density zoning district, SFR-2, is applicable to sites with environmental constraints such as steep slopes or flood issues. Because such constraints do not exist on the subject property, this zoning designation would not be considered for this site. The zoning districts include minimum and maximum density factors at the following dwelling units per acre (du/acre):

Zoning	SFR-2	SFR-4	SFR-6	SFR-10
Minimum Density	0.8	2.5	4.0	6.0
Maximum Density	2.0	4.0	6.0	10.0

The applicant has indicated in the application that the proposed zoning district for the Urban Residential portion of the property will be Single-Family Residential 10 (SFR-10) which provides for a minimum of six dwelling units and a maximum of 10 dwelling units per acre. Based on 15 acres, the applicant has calculated a minimum of 99 dwellings units required using 6.6 as the minimum factor and 150 dwelling units using 10 as the maximum factor. The applicant describes the future housing types as a mix of single family detached and single family attached.

Using a detailed spreadsheet to standardize how residential density is calculated for each of the planning units, the Planning Department has calculated 106 dwelling units as the minimum number of dwelling units needed to meet the minimum committed residential density for the UR-designated land. **(See Exhibit F for calculation summary)** The applicant will be required to demonstrate that it can reach this target through future zoning and land division applications.

The Commercial GLUP designation accommodates the City's Commercial zoning districts. The applicant will seek Community Commercial zoning in future applications. This zone provides for a wide range of commercial and office uses as well as multi-family residential. The applicant does not propose any specific residential uses within this zoning district as a means to meeting the residential density on the property. If the applicant decides to construct residential uses on the commercial designation then additional housing units will be provided above the required minimum.

### Conclusions

**Satisfied.** The minimum residential density requirement as calculated by Planning staff for the Urban Residential portion of the property is 106 dwelling units (based on 17.56 gross acres). The applicant proposes the Single-Family Residential 10 (SFR-10) zoning district to accommodate this minimum density calculation. The re-zoning of the property and future development will be required to meet the minimum residential densities as an obligation of meeting the Regional Plan elements. The applicant has not indicated a need to use the Commercial GLUP designations in order to satisfy the minimum residential density. Additional residential units can be provided in the Commercial GLUP increasing the overall number of dwelling units on the property.

The City has an adopted Housing Element (2010) that describes the housing needs of the City through 2029. The housing mix allocations assumed roughly two thirds of the dwelling units to be constructed as single family detached homes, single-family attached homes, manufactured homes, and two-family attached homes (duplexes). The remaining one third would accommodate multi-family homes (3 or more attached units). The overall needed density in the Housing Element was calculated as 6.3 dwellings per gross acre.

The Regional Plan (2012) imposes a density standard that exceeds that outlined in the Housing Element at a minimum density of 6.6 dwelling units per gross acre. The City has committed to this density until 2035, and then the density factor increases to 7.6 dwelling units per gross acre from 2036 through 2050. Land use changes made as part of the Urban Growth Boundary Phase I (Internal Study Areas 2014) project increased the supply of medium and high density residential designations within the City limits and reallocated lower density residential into the expansion areas. The

Urbanization Planning (2018) process was established in order to establish minimum residential density standards and track housing production within each planning unit as the land develops. This process helps ensure land within the Urban Growth Boundary is being used to its maximum capacity to ensure needed housing of all types is being constructed. This criterion is satisfied.

*Criterion 5.2 Transportation Planning: A neighborhood circulation plan map showing:*

*5.2.1 Locations of higher-order streets. Locations and alignments of higher order streets should be planned in appropriate locations.*

*The plan will depict how local streets, alleys and paths could be arranged to comply with the City's applicable street connectivity requirements. Typically, a well-connected street grid is desirable both for efficient utilization of urban land and to serve the transportation needs of all modes.*

*The urbanization plan may seek approval for local street arrangements with less connectivity (fewer intersections, longer block lengths, more dead-ends, greater potential out-of-direction travel) that is otherwise allowed by the code. Such arrangements may be justified on the basis of topographical and other environmental or development constraints, access management requirements, and/or the particular needs of adjacent land uses and those of the surrounding vicinity.*

*Proposed networks with lower vehicular connectivity may also include mitigation measures including enhanced pedestrian and other active transportation facilities. An example of an active transportation facility may include off-road multi-use paths.*

*Maps depicting street functional classifications shall utilize a system that is the same as or readily convertible to the City's adopted Transportation System Plan.*

## Findings

The subject property is bordered by Kings Highway on the east and South Stage Road on the south. Kings Highway and South Stage Road are both higher order streets and are classified as minor arterial streets. There are no new proposed higher order streets (collectors and arterials) to be extended within this property as identified in Figure 18 (Roadway Functional Classification) of the 2018 Transportation System Plan.

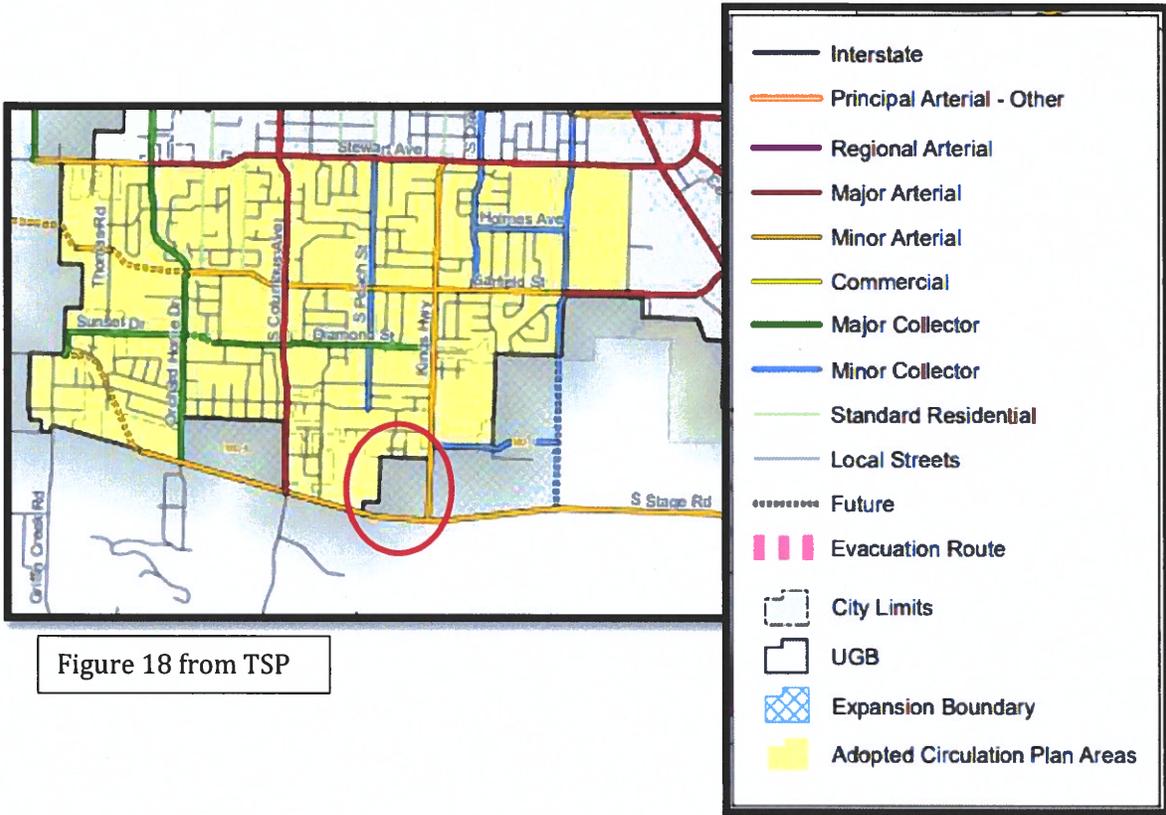
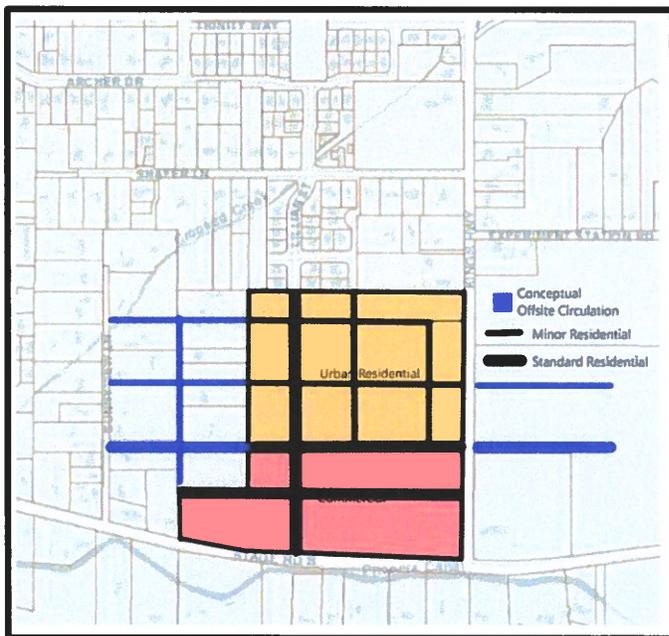


Figure 18 from TSP

The applicant proposes to extend Lillian Street (north/south), a standard residential street from its current northern terminus to South Stage Road.



Two additional east/west standard residential streets are proposed, one splits the Urban Residential and Commercial GLUP designations and the other bisects the Commercial GLUP designation. Four additional minor residential streets, two running north/south (one being the extension of Veronica Way) and two running east/west are proposed within the property to create a gridded street pattern to serve the residential, commercial, and open space uses.

## Conclusions

**Satisfied.** There are no required higher order street extensions per the Transportation System Plan that must be extended within this planning unit. The applicant proposes a gridded street pattern of standard residential and local access streets to accommodate future development of the land. This criterion is satisfied.

***Criterion 5.3 Compliance with the open space allocation for an urban reserve area. Units that contain only Industrial GLUP designations are exempt from this requirement. The following classifications count as open space for purposes of fulfilling the RPE requirements:***

***5.3.1 Parks, both public and private shall be counted as open space. Schools may be counted as open space. Where land acquisition is not complete or where specific open space dedications were not offered and accepted as part of the UGB process, park and school sites may be identified as opportunity areas on maps and the acreage planned may be described in text form that explains how the planning unit can satisfy the open space requirement. Areas where specific open space dedications were offered and accepted as part of the UGB review process shall be depicted and the acreage counted toward open space percentages.***

***5.3.2 Agricultural buffers. Proposed agricultural buffers within the UGB shall be counted as open space. Interim agricultural buffers shall not be counted toward open space percentages unless an additional legal or planning mechanism is imposed to render such areas as open space even after a future UGB amendment in the applicable MD area.***

***5.3.3 Riparian corridors shall be counted.***

***5.3.4 Areas under an "open space" tax assessment shall be counted.***

***5.3.5 Locally significant wetlands and any associated regulatory buffer shall be counted.***

***5.3.6 Slopes greater than 25 percent***

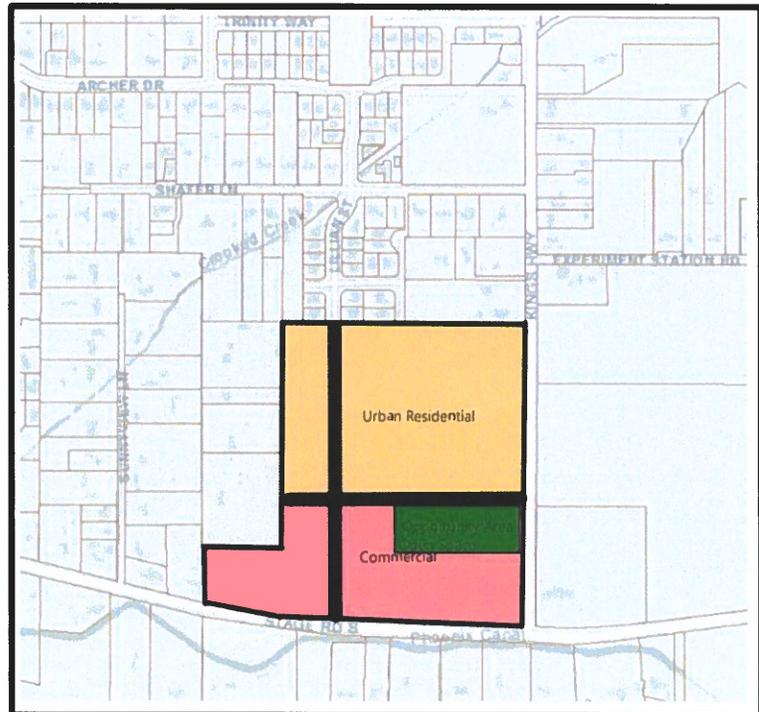
### Findings

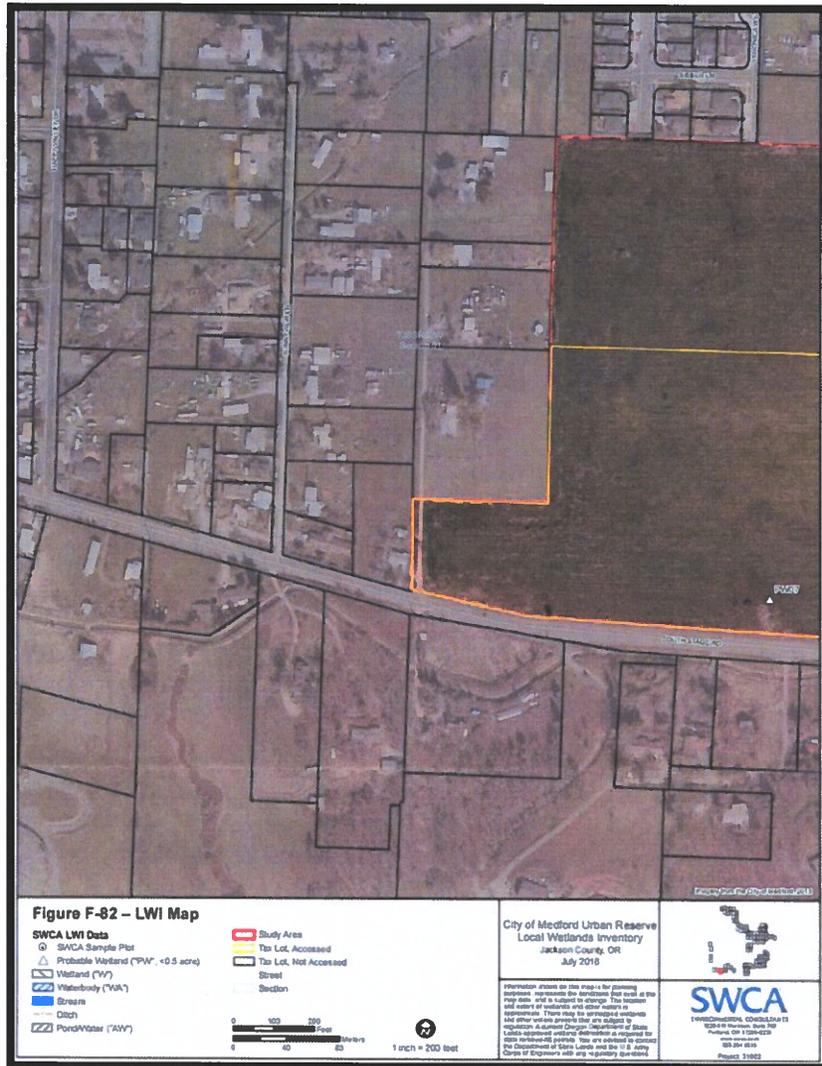
The Regional Plan allocated employment, residential and open space land use requirements within each of the planning units. In MD-7c, 13 percent of the land or 3.86 acres must be set aside for open space uses. The applicant has acknowledged this requirement and plans to meet this obligation. To date, the applicant proposes meeting the open space requirement by working with the Parks and Recreation Department to create a neighborhood park site on the property. The details on this acquisition by the City is still pending and under discussion but the proposed location of the park is identified below. Public parks are identified as acceptable forms of meeting the open space requirement.

The use of agricultural buffers is not required on this property as the land to the west, north, and east are either already within the city limits or within the Urban Growth Boundary. The properties to the south are within the County and zoned Rural Residential – 2.5 (RR-2.5) which also does not require an agricultural buffer.

The site does not contain a mapped riparian corridor and is not subject to an open space assessment.

The State approved the City's Local Wetlands Inventory for the Urban Growth Boundary expansion areas in 2017. The subject property was not identified to contain any locally significant wetlands. One probable wetland location was flagged on the site as noted in the aerial map below.





There are no slopes greater than 25 percent that can be counted as open space.

### Conclusions

**Satisfied.** The owner/applicant is subject to a 13 percent open space requirement on the property which equates to 3.86 acres of land. The potential for a public park site and the acquisition of the land by the Parks and Recreation Department is currently in discussions but is not solidified. The applicants acknowledge the requirement for meeting the open space requirement in their findings and the requirement will be identified in the Comprehensive Plan for this planning unit. This criterion is satisfied.

*Criterion 5.4 Compliance with the requirements of Regional Plan Element, Section 4.1.6, for mixed-use/pedestrian-friendly development and any specific land use performance obligation. Planning units containing only an Industrial GLUP Map designation are exempt from the mixed-use pedestrian friendly development evaluation.*

### Findings

Section 4.1.6 of the Regional Plan Element points to the 2020 benchmark targets identified in the most recent Regional Transportation Plan (RTP-2017) for number of dwelling units and new employment in mixed-use and pedestrian friendly developments or activity centers. Activity centers are defined in the RTP as:

- Areas of development that contribute to achieving mixed-use, pedestrian friendly development;
- Neighborhood commercial and employment centers, parks, and schools;
- Downtown areas;
- Transit Oriented Developments; and
- Development that is vertically or horizontally mixed-use

The 2020 target for new dwelling units in the RTP is identified as 49 percent and for new employment in activity centers is 44 percent. Data from 2001 indicated that Medford was already exceeding these targets at 61 percent and 48 percent respectfully. The City is required to continue meeting or exceeding these targets as required by the Regional Plan.

The intent of the mix of land uses distributed throughout each of the planning units within the Urban Growth Boundary Expansion areas is to continue this trend of providing housing, employment, and open space in close proximity to one another. In MD-7c, the mix of residential and commercial provides an ideal situation to create housing and employment/service opportunities in a new neighborhood setting that is close to existing schools, the downtown core, and recreational amenities on and off site.

The applicant is required to meet minimum density requirements (106 dwelling units) for the Urban Residential portion of the plan. The Commercial portion provides versatility with the type of permitted uses including multi-family residential, retail, and office uses that can be developed in order to compliment the proposed mix of residential units.

The proposed gridded street pattern provides a transportation connection to tie all of the uses together and provide multi-modal access to internal and external development.

### Conclusions

**Satisfied.** MD-7c has the necessary mix of land uses, proposed transportation network, and commercial use flexibility to help meet the Regional Plan requirements related to housing and employment in activity centers. This criterion is satisfied.

*Criterion 5.5 Preliminary coordination and discussions with public utility providers, including water, sewer, transportation, and irrigation districts.*

*5.5.1 Coordination may include identifying any existing infrastructure on or adjacent to the site and determining whether it can be maintained or needs to be moved.*

### Findings

The adoption of an urbanization plan provides a framework for the types of land uses and street network proposed within the planning unit. The applicant is responsible for coordinating and discussing public utility needs and challenges that may exist for the site in order to better prepare for the future development of the property. At this stage, no utilities are being extended to serve the property and utility provider comments are informational.

During the Land Development meeting held on February 26, 2020, comments were received from Medford Public Works (**Exhibit G**), Jackson County Roads (**Exhibit H**), Rogue Valley Sewer Services (**Exhibit I**), and the Medford Water Commission (**Exhibit J**). Medford Fire-Rescue (**Exhibit K**) provided standard comments but no specific conditions for consideration at this time. The installation of off-site and on-site utilities will be coordinated with future development phases of the property.

Generally, the property can be served by the extension of water and sewer facilities based on line sizes and pressure zone requirements. Gravity sewer to the main in South Stage Road is likely not possible due to grade differences.

Jackson County Roads provided comments related to the annexation and jurisdictional transfer of the roadways, storm drain management

becoming the responsibility of the City upon annexation, and access limitations on South Stage Road.

Medford Public Works understands that South Stage Road and Kings Highway will become the responsibility of the City upon jurisdictional transfer of the roadways. Both streets are minor arterial streets that will be upgraded to city standards upon development of the property. The future construction of the internal public roadway system will also be maintained by the City. The applicant's interior circulation map identifies a gridded network of streets. Future system development charges and utility fees will apply as construction occurs and upon annexation.

### Conclusions

**Satisfied.** Utility providers have reviewed the urbanization plan and have provided preliminary comments that the applicant can use and apply to the next stage of development for the property. This criterion is satisfied.

*Criterion 5.6 Location or extensions of riparian corridors, wetlands, historic buildings or resources, and habitat protections and the proposed status of these elements.*

### Findings

The subject property is currently vacant. The site does not contain any identified riparian corridors. The City's Local Wetlands Inventory shows a probable wetland on the south side of the property. Further investigation by a wetland professional is needed to determine the status of this probable wetland prior to development of the property.

### Conclusions

**Satisfied.** Except for the location of a probable wetland on the south side of the property, the site does not contain structures or riparian corridors that need to be addressed with the proposal. This criterion is satisfied.

*Criterion 5.7 Compliance with applicable provisions of the Urban Growth Management Agreement.*

### Findings

The property is currently within the Urban Growth Boundary and is subject to the provisions in the Urban Growth Management Agreement (UGMA).

As outlined in the UGMA amended by both the City and County in 2016 and 2017 respectively, the City agrees to request surrender of South Stage Road west of Kings Highway and along Kings Highway abutting both property frontages. Annexation shall occur for the full width of the road right-of-way along these segments as outlined in the agreement. In addition, the City shall request surrender of jurisdiction of these roadways regardless of when and how the road became a County road and transfer is taken without compensation or conditions by the City.

Because of the regional significance of South Stage Road, and the short segment of this project, the jurisdictional exchange of this roadway will come upon request by the County. At such request, the City will agree to take it over. If the extension of Lillian Street to South Stage Road occurs prior to the City taking over jurisdiction of South Stage Road, the County will limit movement from Lillian Street to right-in and right-out only.

The applicant has identified the full width rights-of-way along these street frontages to be annexed under a separate annexation application. The City Council will consider annexation at the May 7th public hearing.

Development of these lands are intended to comply with City requirements and the provisions of the Regional Plan.

### Conclusions

**Satisfied.** The applicant has proposed annexation of the full width rights-of-way along South Stage Road and Kings Highway abutting the property frontages in accordance with the Urban Growth Management Agreement. Development of the property is subject to City regulations and the requirements outlined in the Regional Plan. County review and regulations may be applicable depending on when the roadways are transferred. The Urbanization Planning process and the proposed annexation are the first steps in meeting the requirements of the UGMA. This criterion is satisfied.

*Criterion 5.8 Compliance with the terms of special agreements between the landowners and other public entities that were part of the basis for including an area in the urban growth boundary, as detailed in the Urban Growth Management Agreement.*

### Findings

The annexation policies and Urban Growth Management Agreement as outlined in the Comprehensive Plan did not include special agreements or

provisions for this planning unit. There were no stipulations included in the agreement for the inclusion of MD-7c into the Urban Growth Boundary.

### Conclusions

**Not Applicable.** The applicant is not subject to additional requirements as outlined in the annexation and Urban Growth Management Agreement policies for the inclusion land into the Urban Growth Boundary. This criterion is not applicable to this planning unit.

*Criterion 5.9 Coordination with the Parks and Recreation Department for adherence to the Leisure Service Plan related to open space acquisition and proposed trail and path locations.*

### Findings

As noted under Criterion 5.3 above, the applicant is responsible for providing 13 percent open space or 3.86 acres of land as a requirement of the Regional Plan. The applicant has discussed the possibility of the City acquiring park land on this property for the development of a future neighborhood park. Because the property is located within a park walkshed gap, as identified in the City's Leisure Services Plan, the Parks and Recreation Department will consider acquisition of parkland in this area.

The Parks Department was given a preliminary plan for the park site which included using portions of the land for storm water detention. In their comments, the Parks Department noted concerns with the applicant's concept proposal to site a storm water detention facility within the park site and suggests the applicant explore other ways to manage storm water on the site without impacting the developable area of a future park. The applicant followed up with a separate letter acknowledging this concern and indicating the park uses and storm water facilities would be separated providing for an unrestricted potential park site (**See Exhibit N**). The applicant and Parks and Recreation Department staff will continue to discuss and work through the details of this proposal (**See Exhibit L**).

In addition, the Leisure Services Plan indicates a proposed shared-use pathway along South Stage Road. The new arterial cross section adopted by the Transportation System Plan provides for off-road bicycle facilities which helps achieve the installation of a pathway system along South Stage Road and Kings Highway.

The Parks and Recreation Department will be responsible for the maintenance of the vegetation located within the planter strips along both higher order streets. The Department will require landscape and irrigation plans to be reviewed and approved at future stages of development of this property.

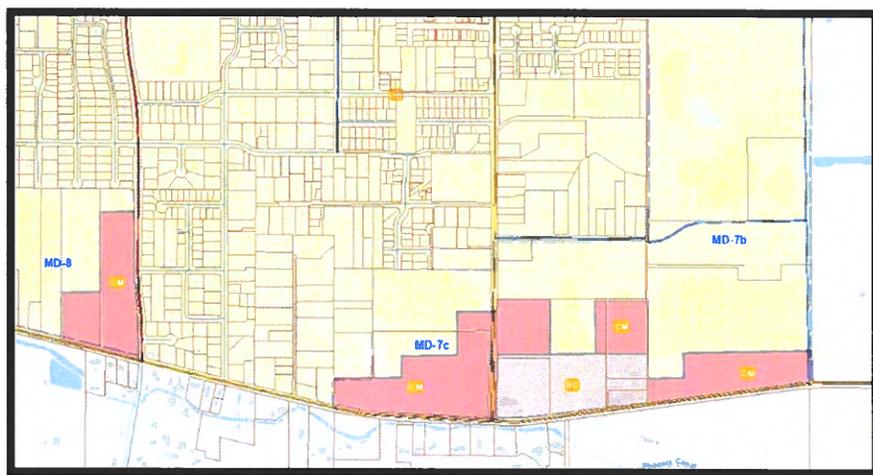
### Conclusions

**Satisfied.** The applicants are working with the Parks and Recreation Department to outline the details for the acquisition of a future park site on the property. The applicants understand their responsibility to provide for open space on the site and street improvements along South Stage Road and Kings Highway. The adopted cross section for these streets provides off road bicycle facilities which can be used to accommodate the noted trail system in the Leisure Services Plan along South Stage Road. This criterion is satisfied.

*Criterion 5.10 Vicinity map including adjacent planning units and their General Land Use Plan designations.*

### Findings

A vicinity map showing adjacent planning units and General Land Use Plan (GLUP) designations has been provided by the applicant. Land to the west and north have GLUP designations of Urban Residential. Across Kings Highway on the east, is planning unit MD-7b, which has a mix of Urban Residential, Commercial, and Service Commercial GLUP designations.



The proposed street circulation for the subject property provides for future connectivity to the west and east (see Secondary Streets with Conceptual Offsite Circulation Map under criterion 5.2 above).

### Conclusions

**Satisfied.** The applicant has provided maps showing the subject property in relationship to the adjacent and adjoining properties to the west, north, and east. This criterion is satisfied.

*Criteria 5.11 Property lines for the subject planning unit and adjacent properties, particularly where new streets are proposed.*

### Findings

The applicant has provided a map showing the property lines of the subject property and topographic survey of the site (**See Exhibit M**). The applicant's circulation plan provides for the extension of future streets to serve land to the west and align future streets to the east.

### Conclusions

**Satisfied.** The information requested has been provided by the applicant. This criterion is satisfied.

*Criteria 5.12 Existing easements of record, irrigation canals, and structures.*

### Findings

A topographic survey showing contour lines, fence lines, property lines, recorded document numbers, and existing utilities was submitted with the application. The documented easements include a recorded access easement on the western side of the property that serves four parcels located north of South Stage Road. The applicant plans to dedicate and improve the portion of the easement on the subject property into a future street segment for use by the neighboring property owners. Also noted on the plan is an easement for well and water



pipe lines, however the location of the well was not found on site.

Planning staff and the applicant's agent were invited to discuss the project with the property owner (Robert Stahler) at 914 South Stage Road. During the site visit, Mr. Stahler identified some existing open water canals (running along the northwestern property line) and other water sources along the north and south sides of the property to be aware of as future development occurs. Irrigation water is being provided to Mr. Stahler and other neighboring properties. No formal comments have been received from the irrigation district regarding this application.



Picture of open water flowing on eastern side of 914 South Stage Road

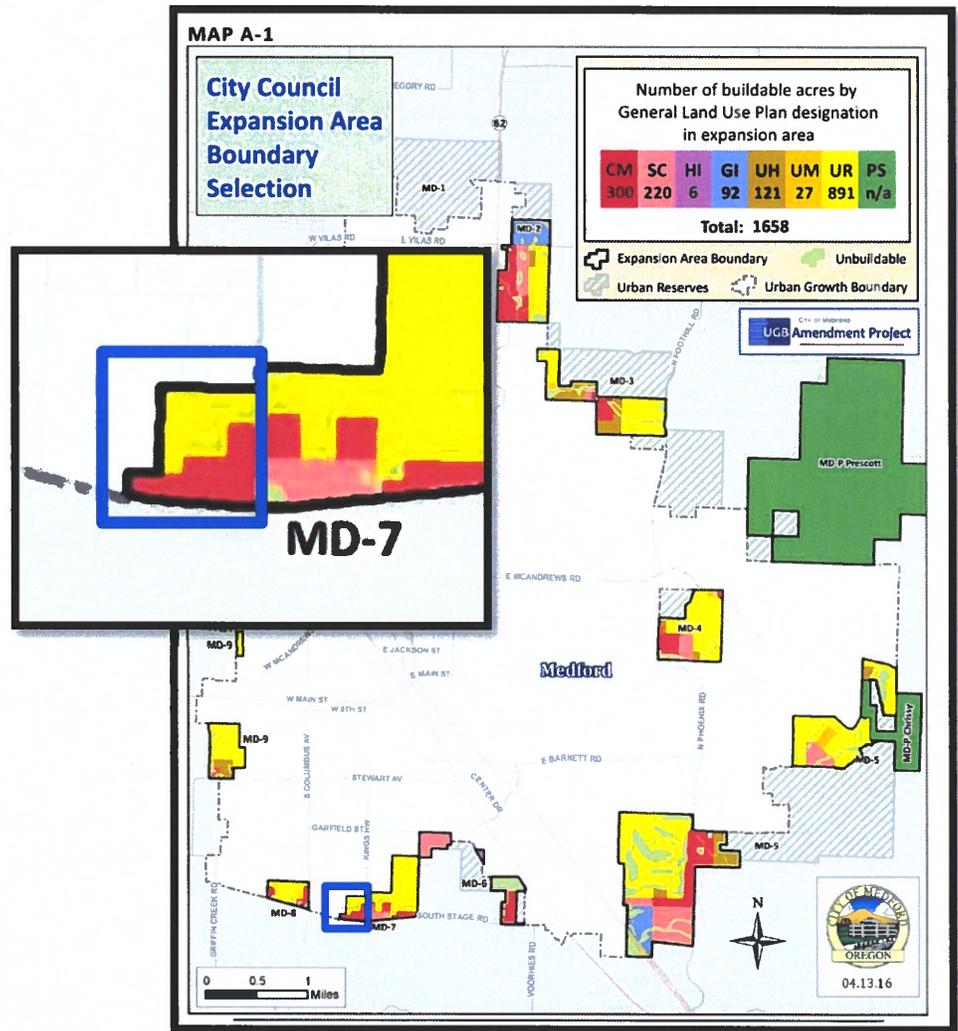
### Conclusions

**Satisfied.** The applicant has provided documentation of existing easements on the property. Discussions with the irrigation district will be needed at the next stages of development to address open water sources and access to irrigation water. There are no existing structures on the property. This criterion is satisfied.

*Criterion 5.13 Areas designated as unbuildable per the Urban Growth Boundary City Council Report dated August 18, 2016 (Map A-1), and the status of those areas, including agricultural buffers.*

Findings

Below is Map A-1 which is part of the Urban Growth Boundary Amendment project report adopted by City Council on August 18, 2016. The subject properties are outlined in the blue boxes below. The map does not reference any unbuildable areas for the subject properties. In addition, no agricultural buffers are required as the properties are adjacent to land in the Urban Growth Boundary on the west, city limits and Urban Growth Boundary on the north, future expansion areas and Urban Growth Boundary on the east, and land zoned County Rural Residential 2.5 (RR-2.5) on the south.



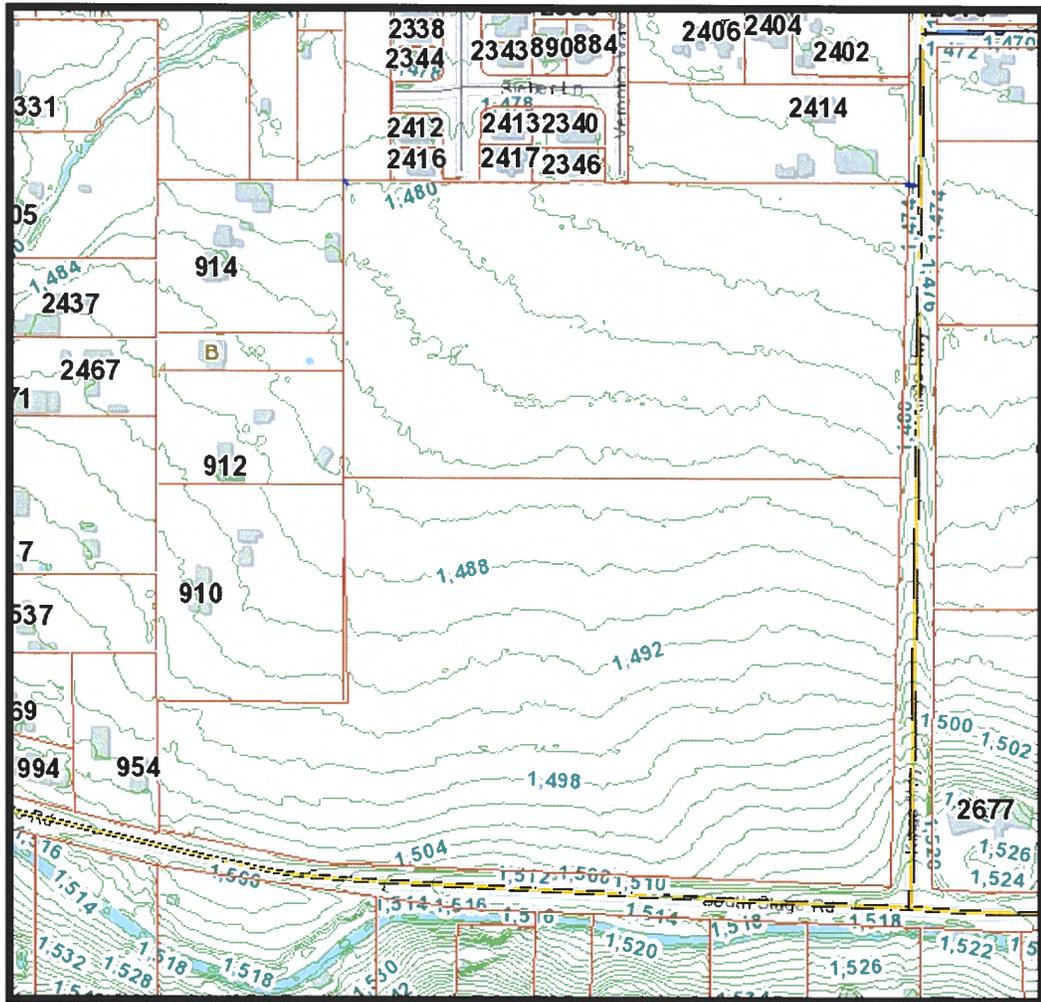
Conclusions

**Satisfied.** There are no identified unbuildable areas or required agricultural buffers within MD-7c that must be accounted for as part of the urbanization plan for this planning unit. This criterion is satisfied.

*Criterion 5.14 Contour lines and topography.*

Findings

The contour lines of the property start at 1,480 feet at the north side and increase to 1,506 feet along the southern end of the property at South Stage Road. The applicant has submitted a topographic survey of the site. The property has approximately a 2.4 percent slope from north to south with South Stage Road rising above the subject property.



### Conclusions

**Satisfied.** The applicant has provided a contour map showing the grade changes for the property. There are no identified steep slopes. South Stage Road represents the highest point of the property on the south side. This criterion is satisfied.

*Criterion 5.15 In the interest of maintaining clarity and flexibility for both the City of Medford and for landowners, no urbanization plan may be submitted with or contain the following items, which are only appropriate at the time of development:*

*5.15.1 Deviations from Municipal Code provisions, including exceptions to Chapter 10. This prohibition does not function to limit specific neighborhood circulation plan requirements hereinabove.*

*5.15.2 Limitations on development due to facility capacity shortfalls.*

*5.15.3 Architectural details.*

*5.15.4 Specifics about building types and building placement.*

*5.15.5 Access and internal circulation on prospective lots or development sites.*

### Findings

The applicant does not propose any deviations from the code, limitations on development due to capacity shortfalls, architectural details, building types or placement, or access points.

### Conclusions

**Satisfied.** The proposed urbanization plan does not contain any of the above listed deviations or details that are inappropriate at this level of the planning stage. This criterion is satisfied.

### **Section 6 - GLUP AMENDMENTS**

#### **Criteria**

*6.1.1 Minor Spatial Adjustments: If GLUP map amendments are proposed within the planning unit but the total acreage for each GLUP Map designation is not significantly changed, the urbanization plan can be the basis for GLUP amendments without the need for complex land supply analysis.*

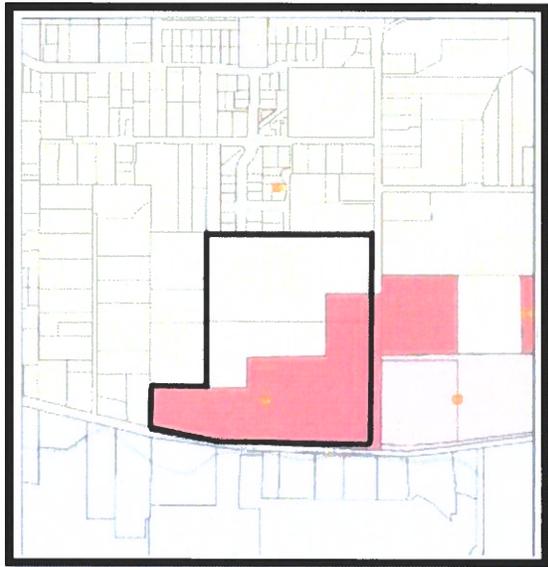
*6.1.2 Moderate Spatial Adjustments: If land supply GLUP map amendments are proposed that change the spatial arrangement of GLUP designations beyond the boundary of a particular planning unit but maintain the total acreage for each GLUP Map designation within the applicable MD area that is now inside the UGB, then the urbanization plan shall be accompanied by a mapping analysis that explains how the*

*total land use allocations are maintained by GLUP. Spatial exchanges of land use designations such as this shall be coordinated with other planning units in the MD and an analysis urban land use value equity shall be provided.*

**6.1.3 Complex Spatial Adjustments:** *More complex GLUP Map amendments that have the potential to alter the land supplies in more fundamental ways will typically require extensive city-wide and/or regional plan land supply analyses. This analysis shall demonstrate that both the urban land needs described in the City's Housing Element and Economy Element will be served and that the resulting amendment will continue to comply with all applicable provisions of the Regional Plan for the area specifically and the City as a whole.*

### Findings

The approval of the Urban Growth Boundary amendment provided a jigsaw configuration of the Urban Residential and Commercial GLUP designations on the land within this planning unit. The applicant proposes to straighten out the boundary between both of the GLUP designations in order to more efficiently develop the property. The change is considered a Minor Spatial Adjustment because the acreage of each GLUP designation is not significantly changing. The new alignment does not warrant additional analysis to evaluate its impact on the land inventory. Upon approval by City Council, the City's General Land Use Plan map will be updated to reflect this modification to the Urban Residential and Commercial boundaries.



GLUP locations per UGB approval



Applicant's Proposed GLUP changes

### Conclusions

**Satisfied.** The applicant proposes to modify the location of the GLUP designations within the planning unit as proposed in the application and the above map. The approval of the Urbanization Plan provides for this GLUP adjustment without the need for a separate GLUP Amendment process. The changes represent a Minor Spatial Adjustment that the City Council can approve with this application. This criterion is satisfied.

### **RECOMMENDED ACTION**

The Planning Commission recommends adopting the Urbanization Plan for Planning Unit MD-7c as identified in Exhibit B-1 into the Neighborhood Element of the Comprehensive Plan based upon the findings and conclusions in the Council Report dated April 30, 2020, including Exhibits A through R.

### **EXHIBITS**

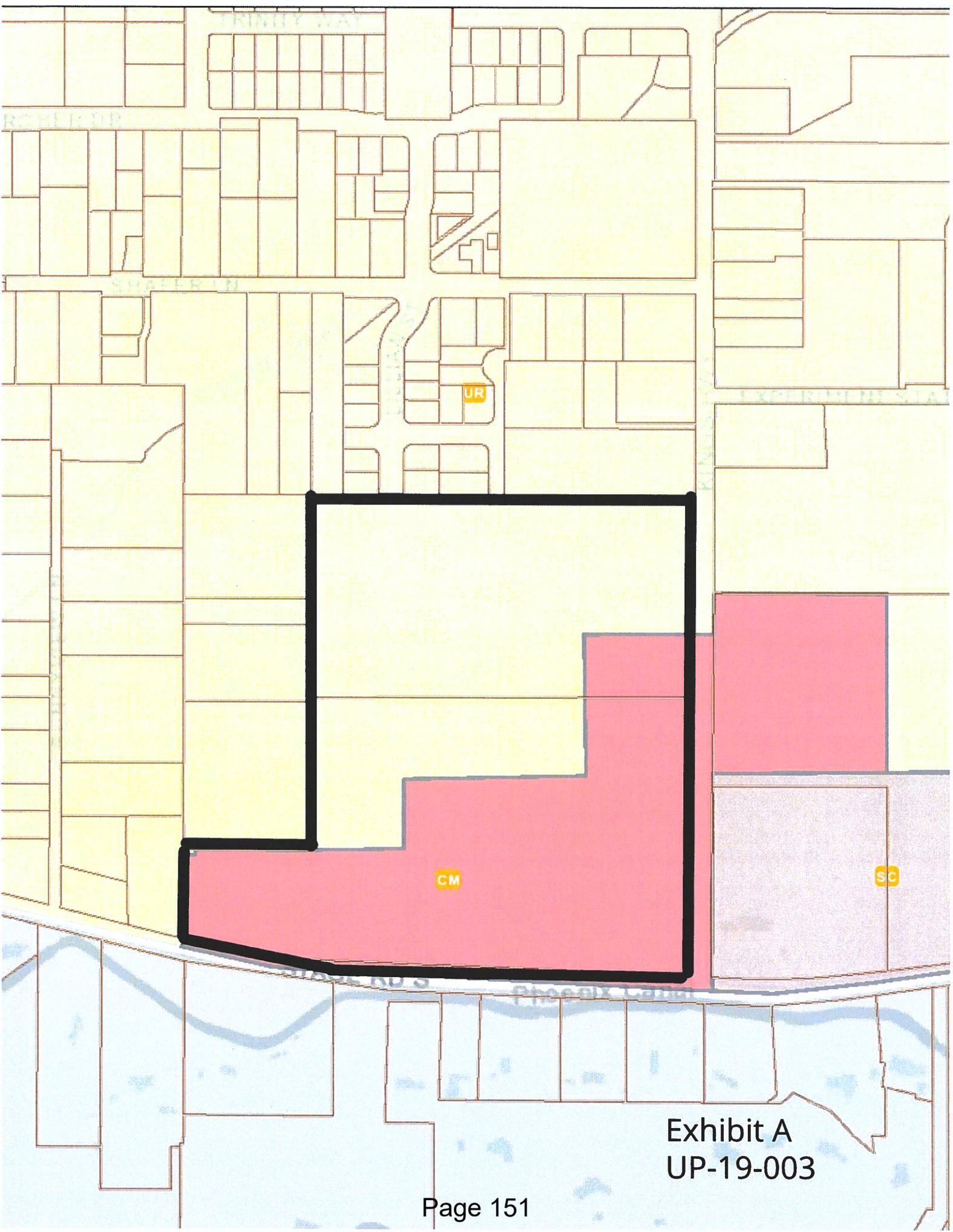
- A Current General Land Use Plan (GLUP) Map
- B Proposed GLUP and Primary Circulation Map
- B-1 Comprehensive Plan – Neighborhood Element Amendments
- C Proposed Secondary Streets with conceptual offsite circulation Map
- D Proposed Open Space opportunity area
- E Applicant’s Project Summary and Findings of Fact
- F Residential Density Spreadsheet Calculator
- G Public Works Comments dated 2/26/2020
- H Jackson County Roads Comments dated 2/4/2020
- I Rogue Valley Sewer Services Comments dated 2/3/2020
- J Medford Water Commission Comments dated 2/26/2020
- K Medford Fire-Rescue Comments dated 2/19/2020
- L Parks and Recreation Department Comments dated 2/26/2020
- M Topographic Map and Site Plan
- N Letter dated 03/09/2020 from Scott Sinner Consulting regarding park site
- O Letter from Mark Knox dated April 15, 2020
- P Letter from Haley Cox, Parks Planner dated 4/16/2020
- Q Letter from Ed Snyder dated 4/15/ 2020

Urbanization Plan for MD-7c  
UP-19-003

Council report  
April 30, 2020

- R Planning Commission meeting minutes, April 23, 2020 (not yet available)  
Vicinity map

**CITY COUNCIL AGENDA: MAY 7, 2020**

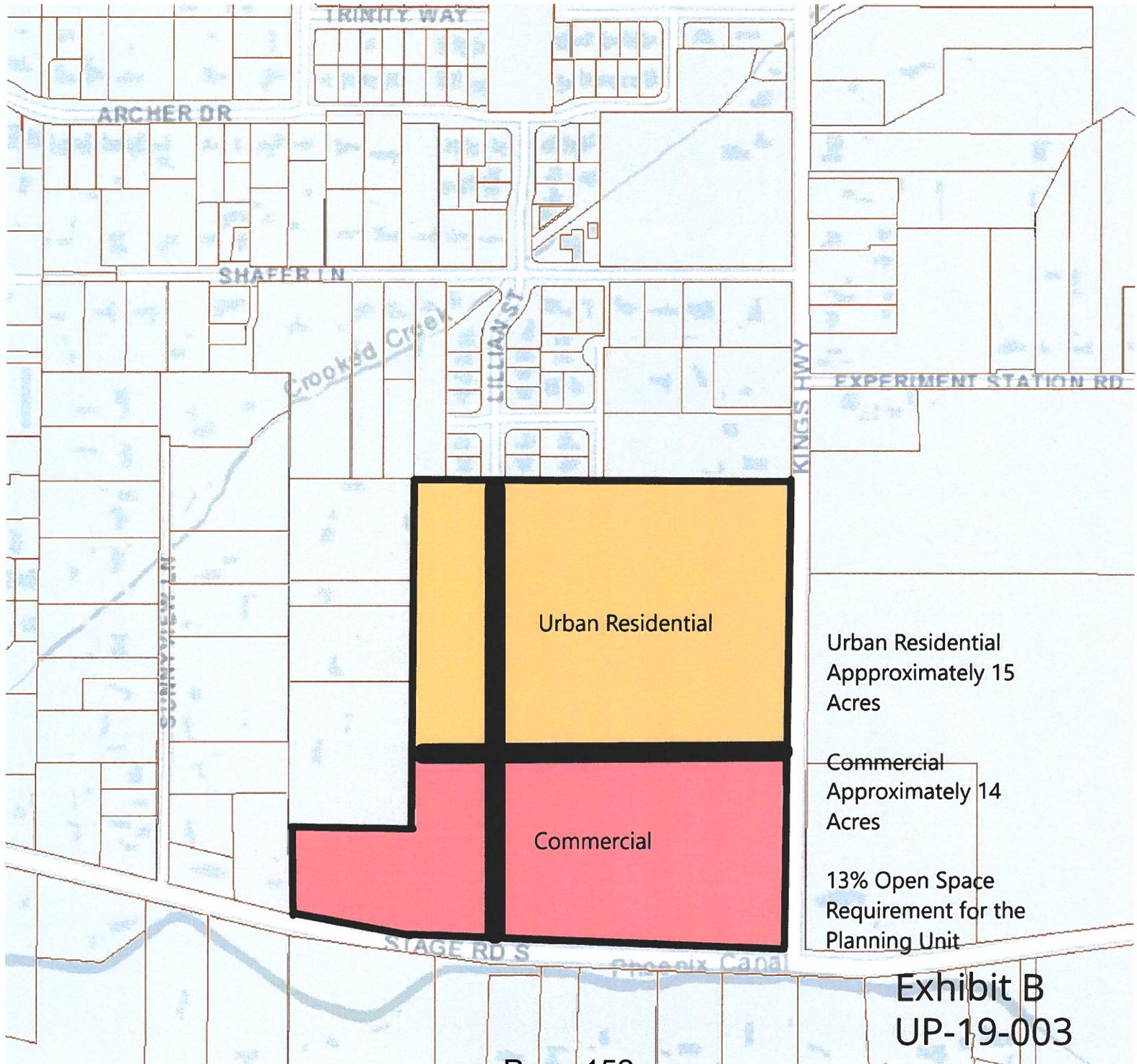


CM

UR

SC

Exhibit A  
UP-19-003



Urban Residential  
Approximately 15  
Acres

Commercial  
Approximately 14  
Acres

13% Open Space  
Requirement for the  
Planning Unit

Exhibit B  
UP-19-003

Medford Comprehensive Plan  
Chapter 10

# Neighborhood Element

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## Introduction

The divisions of this chapter are special area plans that have been adopted by the Council. Two plans are incorporated by reference; three others are incorporated into this document.

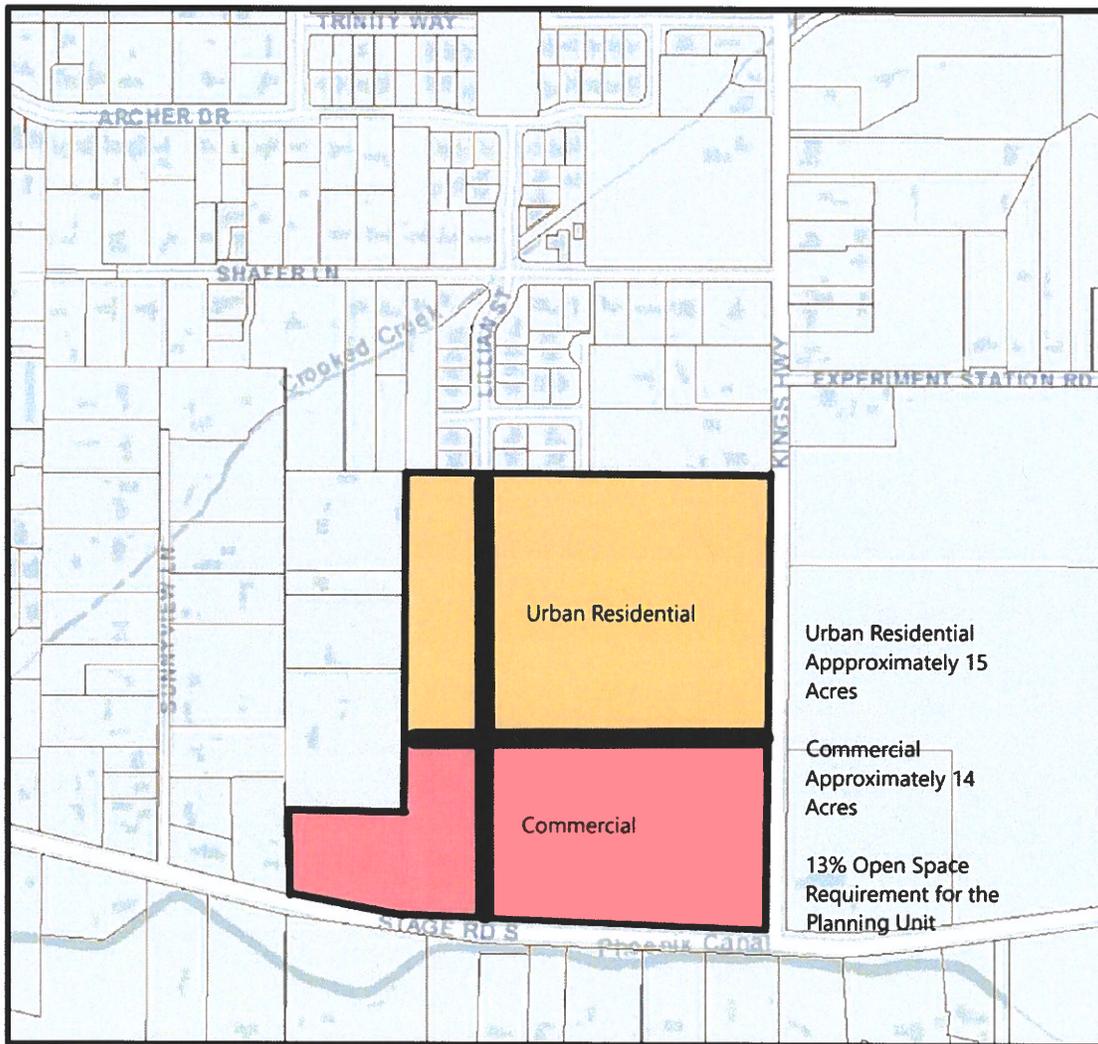
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<u>10.6 Adopted Urbanization Plans</u>	
<u>1. Planning Unit MD-7c (NW corner of South Stage Road and Kings Highway)</u>	

Exhibit B-1  
UP-19-003

Section 10.6  
ADOPTED URBANIZATION PLANS

### URBANIZATION PLAN FOR PLANNING UNIT MD-7c



#### PROJECT DETAILS:

The planning unit is approximately 29.72 acres in size located at the northwest corner of South Stage Road and Kings Highway. The property has a General Land Use Plan (GLUP) Designation of approximately 15 acres of Urban Residential (UR) and 14 acres of Commercial (CM). The open space requirement for the planning unit is 13 percent. The minimum residential density to be met in the Urban Residential GLUP is 106 dwelling units. Two standard residential streets are planned to bisect the planning unit, one is the north-south extension of Lillian Street and the other is an unnamed east-west street to be located along the Commercial and Urban Residential GLUP boundary.

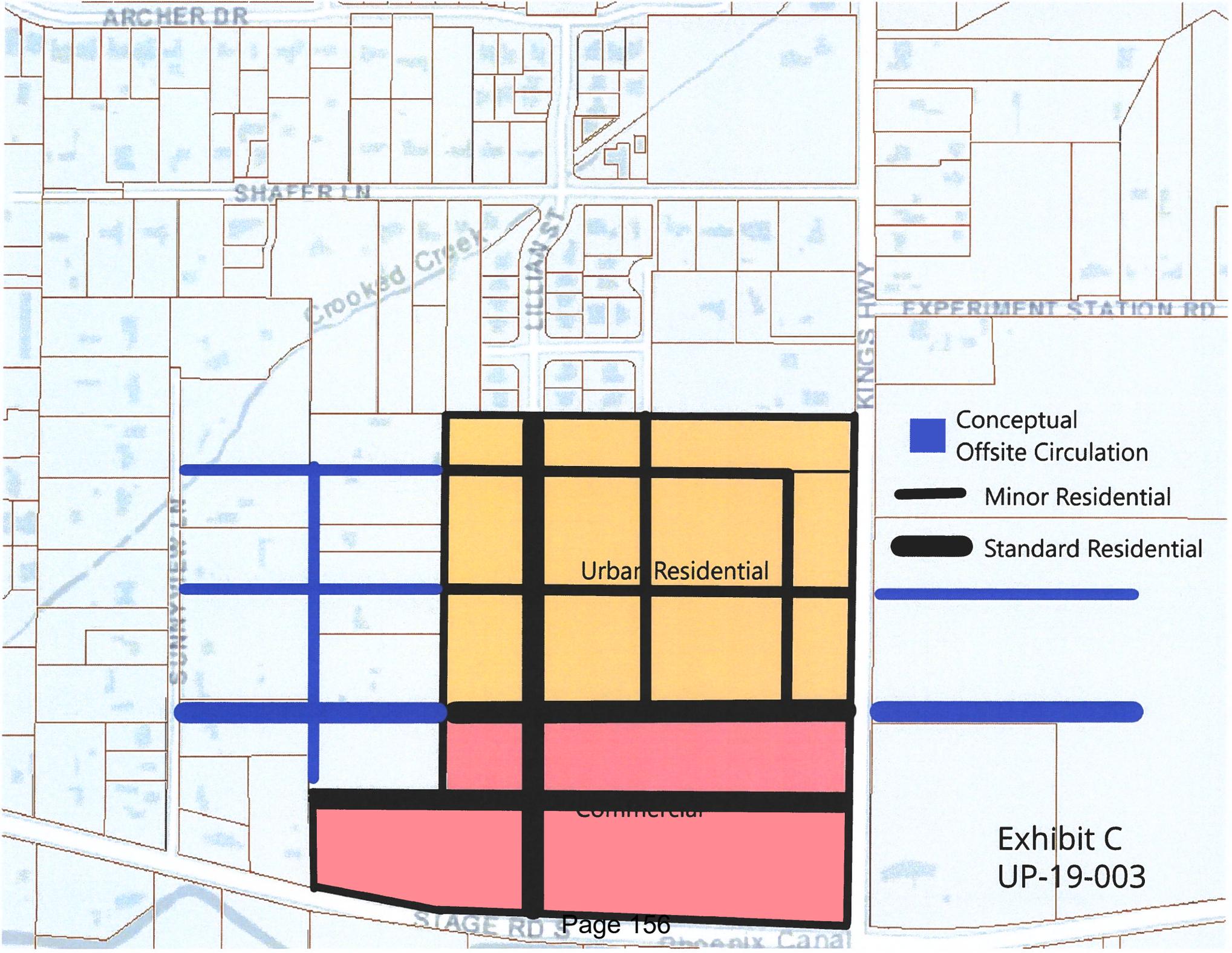
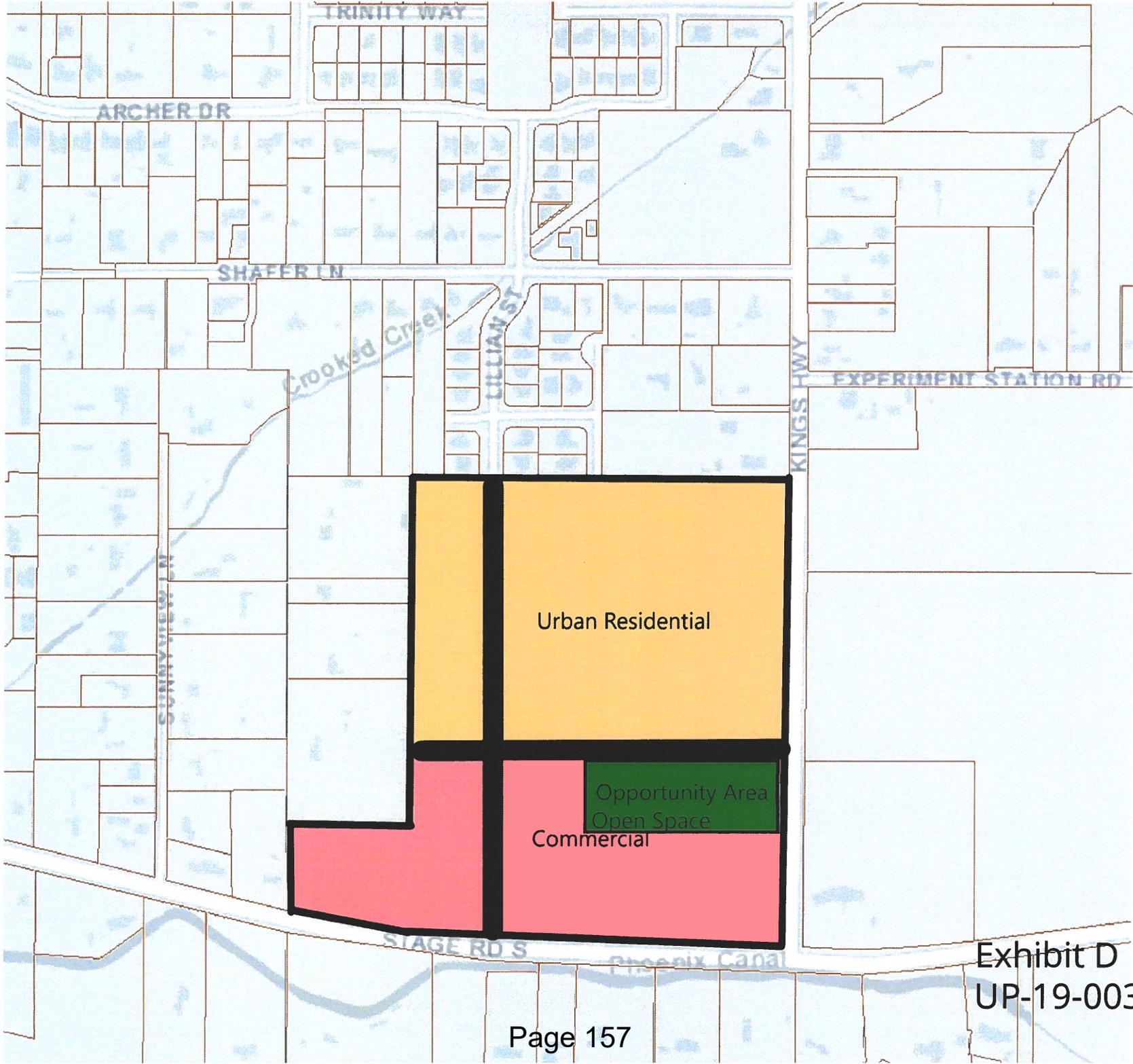


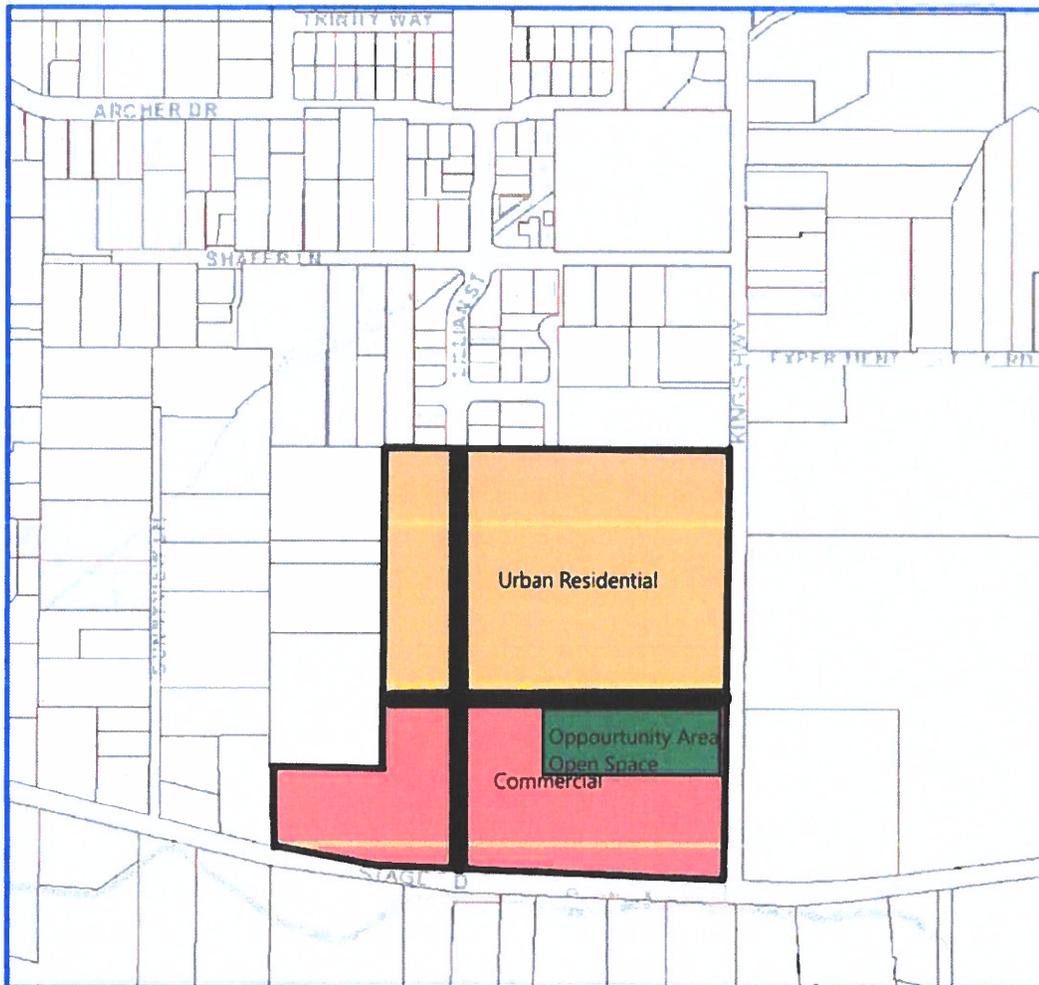
Exhibit C  
UP-19-003



## URBANIZATION PLAN FOR MD7-C

### Project Summary:

The Planning Unit is a 29.72 acre parcel located at the north west corner of South Stage Road and Kings Highway and has been identified as Planning Unit MD7c. The property has a GLUP designation of approximately 15 acres of Urban Residential (UR) and 14 acres of Commercial (CM) with an Open Space requirement of 13%.



*MD-7c GLUP Map and Circulation Plan*

This Urbanization Plan proposes a minor adjustment of the GLUP designation configuration to retain the same percentages of each designation in a layout aligned with a new east west standard residential street bisecting the property. The existing Lillian Street is proposed to continue through the development to South Stage Road.

The applicant has identified an Opportunity Area for a 3 plus acre site to meet the majority of the open space requirements of the Planning Unit. The applicant has been coordinating with City Staff to provide a public park consistent with the adopted Medford Leisure Services Plan for a Neighborhood Park. The park is configured to provide a focal point for the development in a central location for the uses allowed in both GLUP designations.

The proposed Circulation Plan will allow for a neo traditional development pattern of a grid street pattern with internal circulation for pedestrians and vehicles and connectivity and the extension of Category A Facilities to adjacent properties in the vicinity.

Future development on the site will embrace the adopted street standards designed to promote attractive pedestrian scale development with planter strips, street trees, and connected sidewalks.

The Applicant is conceptualizing a mixture of housing types in the Urban Residential designation to promote owner occupied single family detached and attached housing opportunities for the residents of the development.

The Commercial designation will be zoned Community Commercial to allow a variety of uses. The primary permitted use is anticipated to be multifamily residential development with the potential of future small scale commercial and retail uses.

The Opportunity Area indicated above will provide at least 3 acres of attractive walkable outdoor recreation space for not only the residents of this development but all residents in the vicinity.

Existing General Land Use Plan (GLUP) Designation(s)	Approximate Acres/ GLUP	Open Space % Acreage Requirement for Planning Unit	Acreage Totals(s)	% of Total GLUP	Target Residential Density Units/Acre	Anticipated Zoning Designation(s)
Urban Residential	15	13%	15	51%	6.6	SFR-10
Commercial	14	13%	14	49%	N/A	Community Commercial

This Urbanization Plan application is consolidated with an application for annexation into the City limits. The Applicant is currently preparing applications for a zone change and land division.

The UR property will be zoned SFR-10 to allow for residential development of at lease 6.6 dwelling units per acre and the Community Commercial zoning provides a wide variety of commercial, retail, and multifamily uses.

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

IN THE MATTER OF AN APPLICATION FOR	)	
AN URBANIZATION PLAN FOR THE PROPERTIES	)	FINDING OF FACT
IDENTIFIED AS T382W01AD TAX LOT 1000 AND	)	AND
T382W01D TAX LOT 100	)	CONCLUSIONS
SCOTTSINNER CONSULTING, INC. AGENT	)	OF LAW

BACKGROUND INFORMATION

Applicant:

KDA Homes, L.L.C.  
Laz Ayala, Managing Member  
Mark Knox, Member  
604 Fair Oaks Court  
Ashland, OR 97520  
Mark Knox <knox@mind.net>

Agent:

Scott Sinner Consulting, Inc.  
4401 San Juan Dr. Suite G  
Medford, OR 97504  
scottsinner@yahoo.com

Property 1:

38 2W 01AD TL 1000  
Lazaro Ayala Family Trust  
11.84 Acres

Property 2:

38 2W 01D TL 100  
Lazaro Ayala Family Trust  
17.88 Acres

Project Summary:

The subject property is identified on two assessors' maps; however, the properties are a single legal lot with the approval of a property line adjustment (439-18-00050-SUB) while under Jackson County jurisdiction.

The applicant completed the required pre application (pre app) process with PA-19-048.

**BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:**

The pre app report indicated an Urbanization Plan is a Type IV Major Comprehensive Plan Amendment and the proposed Urbanization Plan must be found to be in compliance with the Regional Plan and the Section 5, Plan Contents, of the Urbanization Planning Chapter of the Neighborhood Element of the Comprehensive Plan.

The Medford Land Development Code (MLDC) and the Comprehensive Plan indicate an application for the approval of an Urbanization plan may be consolidated with an annexation and a zone change. The applicant has prepared a consolidated application to include:

1. Urbanization Plan
2. Annexation to the City Limits of Medford

The applicant will submit these applications as a consolidated application. A zone change application will follow in a separate application.

**URBANIZAION PLAN**

**4. PROCEDURE**

*Prior to or concurrently with annexation, urbanization plans must be submitted for each planning unit added to the UGB from the urban reserve. An urbanization plan shall be submitted for the identified planning units. The individual identified planning units are the smallest geography the City will evaluate for urbanization planning. The City may review multiple planning units concurrently.*

*4.1 Pre-Applications: A pre-application meeting is required. The purpose of the meeting is for staff of various departments and agencies to convey objectives and warn of obstacles or concerns before applicant has begun significant work on plans. All property owners within the planning unit shall be notified of the pre-application conference date, time, and location.*

*4.2 Urbanization Plan Administration: Submittal of an urbanization plan is a Major Comprehensive Plan amendment application.*

*4.2.1 An urbanization plan is a special area plan that refines the existing GLUP map, therefore it is not subject to the General Land Use Plan map amendment criteria in the Review & Amendments chapter. The applicable criteria are established within sections 5 and 6, below.*

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

*4.2.2 A property owner initiated urbanization plan application must contain the written consent of at least 50 percent of the property owners representing at least 50 percent of the total property area for each planning unit. Urbanization plans that demonstrate coordination and consensus with all the property owners within a planning unit may be prioritized for review.*

*4.2.3 The urbanization plans will be adopted as appendixes to the Neighborhood Element of the Comprehensive Plan.*

*4.2.4 The submittal requirements are outlined in Chapter 10 Section 10.220(C) of the Municipal Code.*

*4.2.5 Applicants must conduct a neighborhood meeting in accordance with Section 10.194 of the Municipal Code*

*4.3 Land Supply Categories: There are alternative approaches to land supply for urbanization planning described generally below. Urbanization plans should identify which approach to land supply is being pursued:*

*4.3.1 No Spatial Changes: No significant GLUP map changes are proposed from those established for the planning unit at the time the planning unit was included in the UGB.*

*4.3.2 Minor Spatial Adjustments: GLUP map amendments are proposed within the planning unit but the total acreage for each GLUP Map designation is not significantly changed.*

*4.3.3 Moderate Spatial Adjustments: Some GLUP map amendments are proposed but the total acreage for each GLUP Map designation within the applicable MD area and inside the UGB has not changed. Spatial exchanges of land use designations proposed under 4.3.3 shall be coordinated with other planning units in the MD; it is recommended that urbanization plans proposed under 4.3.3 be reviewed in a coordinated manner.*

*4.3.4 Complex Spatial Adjustments: More complex land supply changes are proposed in the urbanization plan such as spatial exchanges of GLUP designations outside the applicable MD elsewhere within the UGB or concept plan refinements for lands not yet included in the UGB within a specific MD. Urbanization plans of this type would typically require extensive city-wide and/or regional plan land supply analyses.*

**BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:**

*4.4 Exemptions. Areas that have only industrial or open space designations are not required to develop urbanization plans. In the 2016 expansion those areas are MD2a, MD-5h, Md-6b, and Prescott and Chrissy parks.*

*5. PLAN CONTENTS In order to adopt an urbanization plan, the City Council shall be satisfied that the plan substantially conforms to the performance measures outlined in the Regional Plan Element and the submitted plan adequately demonstrates each of the following:*

*5.1 RPS Density Requirements: Compliance with the Regional Element minimum gross density performance measures. The urbanization plan shall include specific zoning designations or text that assures development under the minimum densities will meet or exceed the density expected to be achieved for the planning unit(s) in the UGB Amendment residential land supply analysis. Plan techniques that can be employed to achieve this standard include but are not limited to the following:*

*5.1.1 Specify residential zoning districts for certain areas.*

*5.1.2 Commit to specific quantities of residential development in commercial areas. The findings supporting the urbanization plan submittal shall include density calculations that explain how the plan complies.*

*5.2 Transportation Planning: A neighborhood circulation plan map showing:*

*5.2.1 Locations of higher-order streets. Locations and alignments of higher order streets should be planned in appropriate locations. The plan will depict how local streets, alleys and paths could be arranged to comply with the City's applicable street connectivity requirements. Typically, a well-connected street grid is desirable both for efficient utilization of urban land and to serve the transportation needs of all modes. The urbanization plan may seek approval for local street arrangements with less connectivity (fewer intersections, longer block lengths, more dead-ends, greater potential out-of-direction travel) that is otherwise allowed by the code. Such arrangements may be justified on the basis of topographical and other*

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

*environmental or development constraints, access management requirements, and/or the particular needs of adjacent land uses and those of the surrounding vicinity. Proposed networks with lower vehicular connectivity may also include mitigation measures including enhanced pedestrian and other active transportation facilities. An example of an active transportation facility may include off-road multi-use paths. Maps depicting street functional classifications shall utilize a system that is the same as or readily convertible to the City's adopted Transportation System Plan.*

*5.3 Compliance with the open space allocation for an urban reserve area (see land use distribution table in RPE or Table 9-1 below). Units that contain only Industrial GLUP designations are exempt from this requirement. The following classifications count as open space for purposes of fulfilling the RPE requirements:*

*5.3.1 Parks, both public and private shall be counted as open space. Schools may be counted as open space. Where land acquisition is not complete or where specific open space dedications were not offered and accepted as part of the UGB process, park and school sites may be identified as opportunity areas on maps and the acreage planned may be described in text form that explains how the planning unit can satisfy the open space requirement. Areas where specific open space dedications were offered and accepted as part of the UGB review process shall be depicted and the acreage counted toward open space percentages.*

*5.3.2 Agricultural buffers. Proposed agricultural buffers within the UGB shall be counted as open space. Interim agricultural buffers shall not be counted toward open space percentages unless an additional legal or planning mechanism is imposed to render such areas as open space even after a future UGB amendment in the applicable MD area.*

*5.3.3 Riparian corridors shall be counted.*

**BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:**

*5.3.4 Areas under an "open space" tax assessment shall be counted. 5.3.5 Locally significant wetlands and any associated regulatory buffer shall be counted.*

*5.3.6 Slopes greater than 25 percent*

*5.4 Compliance with the requirements of Regional Plan Element, section 4.1.6, for mixed-use/pedestrian-friendly development and any specific land use performance obligation. Planning units containing only an Industrial GLUP Map designation are exempt from the mixed-use pedestrian friendly development evaluation.*

*5.5 Preliminary coordination and discussions with public utility providers, including water, sewer, transportation, and irrigation districts.*

*5.5.1 Coordination may include identifying any existing infrastructure on or adjacent to the site and determining whether it can be maintained or needs to be moved.*

*5.6 Location or extensions of riparian corridors, wetlands, historic buildings or resources, and habitat protections and the proposed status of these elements.*

*5.7 Compliance with applicable provisions of the Urban Growth Management Agreement.*

*5.8 Compliance with the terms of special agreements between the landowners and other public entities that were part of the basis for including an area in the urban growth boundary, as detailed in the Urban Growth Management Agreement.*

*5.9 Coordination with the Parks and Recreation Department for adherence to the Leisure Service Plan related to open space acquisition and proposed trail and path locations.*

*5.10 Vicinity map including adjacent planning units and their General Land Use Plan designations.*

**BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:**

*5.11 Property lines for the subject planning unit and adjacent properties, particularly where new streets are proposed.*

*5.12 Existing easements of record, irrigation canals, and structures.*

*5.13 Areas designated as unbuildable per the Urban Growth Boundary City Council Report dated August 18, 2016 (Map A-1), and the status of those areas, including agricultural buffers.*

*5.14 Contour lines and topography.*

*5.15 In the interest of maintaining clarity and flexibility for both the City of Medford and for landowners, no urbanization plan may be submitted with or contain the following items, which are only appropriate at the time of development:*

*5.15.1 Deviations from Municipal Code provisions, including exceptions to Chapter 10. This prohibition does not function to limit specific neighborhood circulation plan requirements hereinabove.*

*5.15.2 Limitations on development due to facility capacity shortfalls.*

*5.15.3 Architectural details.*

*5.15.4 Specifics about building types and building placement.*

*5.15.5 Access and internal circulation on prospective lots or development sites.*

**6. GLUP AMENDMENTS**

*6.1.1 Minor Spatial Adjustments: If GLUP map amendments are proposed within the planning unit but the total acreage for each GLUP Map designation is not significantly changed, the urbanization plan can be the basis for GLUP amendments without the need for complex land supply analysis.*

**BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:**

*6.1.2 Moderate Spatial Adjustments: If land supply GLUP map amendments are proposed that change the spatial arrangement of GLUP designations beyond the boundary of a particular planning unit but maintain the total acreage for each GLUP Map designation within the applicable MD area that is now inside the UGB, then the urbanization plan shall be accompanied by a mapping analysis that explains how the total land use allocations are maintained by GLUP. Spatial exchanges of land use designations such as this shall be coordinated with other planning units in the MD and an analysis urban land use value equity shall be provided.*

*6.1.3 Complex Spatial Adjustments: More complex GLUP Map amendments that have the potential to alter the land supplies in more fundamental ways will typically require extensive city-wide and/or regional plan land supply analyses. This analysis shall demonstrate that both the urban land needs described in the City's Housing Element and Economy Element will be served and that the resulting amendment will continue to comply with all applicable provisions of the Regional Plan for the area specifically and the City as a whole.*

**FINDINGS OF FACT**

**4. PROCEDURE**

*Prior to or concurrently with annexation, urbanization plans must be submitted for each planning unit added to the UGB from the urban reserve. An urbanization plan shall be submitted for the identified planning units. The individual identified planning units are the smallest geography the City will evaluate for urbanization planning. The City may review multiple planning units concurrently.*

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

This Urbanization Plan is submitted for the Planning Unit identified as MD7c. The general location of the site is the north west corner of South Stage Road and Kings Highway.

The Planning Unit is a single tax lot identified on two assessor's maps as 382W01AD Tax Lot 1000 and 382W01D TL 100.

TL 1000 is 11.84 net acres and TL 100 is 17.88 net acres. The total acreage of MD7c is 29.72 acres.

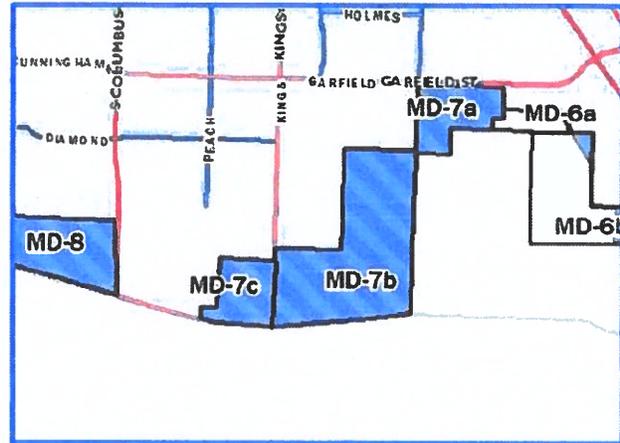


Figure 1 Medford Planning Units

The subject property is in a single ownership and the owner is the applicant.

This application includes an application for annexation into the city limits of Medford. This application is limited to MD7c and does not involve any other planning units.

The City Council is the approving authority for the Urbanization Plan and the annexation, and the Planning Commission will have the opportunity to provide a recommendation to the Council for the Urbanization Plan and the Annexation.

Conclusions of Law

The City Council can conclude this application for an Urbanization Plan is for an entire Planning Unit, MD7c, and an application for annexation is consolidated with the Urbanization Plan as provided in the Comprehensive Plan.

FINDINGS OF FACT

*4.1 Pre-Applications: A pre-application meeting is required. The purpose of the meeting is for staff of various departments and agencies to convey objectives and warn of obstacles or concerns before applicant has begun significant work on plans. All property owners within the planning unit shall be notified of the pre-application conference date, time, and location.*

The applicant submitted an application for a pre application meeting. Staff provided a summary report, including referral agencies, of the meeting under PA-19-048 dated May 29, 2019.

  
BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

The written report provided an outline of the procedures required to initiate development of the property. The applicant has submitted the required applications using the pre app summary as a framework.

The applicant is the only property owner in the MD7c Planning Unit.

Conclusions of Law

The City Council can conclude the applicant completed the required Pre application meeting prior to the submittal of this application for an Urbanization Plan.

*4.2 Urbanization Plan Administration: Submittal of an urbanization plan is a Major Comprehensive Plan amendment application.*

*4.2.1 An urbanization plan is a special area plan that refines the existing GLUP map, therefore it is not subject to the General Land Use Plan map amendment criteria in the Review & Amendments chapter. The applicable criteria are established within sections 5 and 6, below.*

*4.2.2 A property owner initiated urbanization plan application must contain the written consent of at least 50 percent of the property owners representing at least 50 percent of the total property area for each planning unit. Urbanization plans that demonstrate coordination and consensus with all the property owners within a planning unit may be prioritized for review.*

*4.2.3 The urbanization plans will be adopted as appendixes to the Neighborhood Element of the Comprehensive Plan.*

*4.2.4 The submittal requirements are outlined in Chapter 10 Section 10.220(C) of the Municipal Code.*

*4.2.5 Applicants must conduct a neighborhood meeting in accordance with Section 10.194 of the Municipal Code.*

Findings of Fact

GLUP Designations

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

This image is a detail of the existing GLUP map for the subject property. The property is highlighted in blue. The light area is the Urban Residential (UR) designation and the pink is the Commercial (CM) designation. The area of the UR is +-15 acres and the CM is +-14 acres.

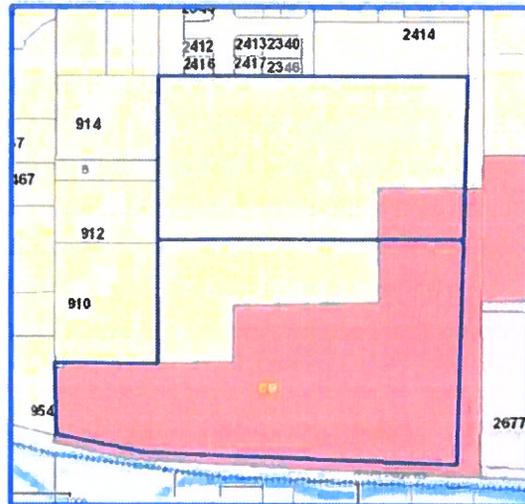


Figure 2 Existing GLUP Designations

The UR designation is suitable for the single family residential zoning districts, SFR-2, SFR-4, SFR-6 and SFR-10. The RPS process mandates a residential density of 6.6 dwelling units per acre, and the applicant intends to submit a zone change application requesting the SFR-10 zoning for the UR designated areas.

The CM designation is suitable for Neighborhood Commercial, Community Commercial, Regional Commercial and Heavy Commercial zoning districts, however the locational standards for each commercial zoning district may not allow all commercial zones at this location.

The applicant intends to submit a zone change application for the CM property to the Community Commercial zoning district.

The development applications submitted propose a minor adjustment to the current GLUP designation as presented in the next section below. The total acreage of each proposed GLUP designation are virtually the same as the existing designations.

The Medford Comprehensive Plan Urbanization Plans element discusses GLUP amendments:

**6. GLUP AMENDMENTS**

*6.1.1 Minor Spatial Adjustments: If GLUP map amendments are proposed within the planning unit but the total acreage for each GLUP Map designation is not significantly changed, the urbanization plan can be the basis for GLUP amendments without the need for complex land supply analysis.*

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

The existing GLUP designations are spatially staggered across the site. The staggered boundary between the two designations on the site result in an increased area of potential land use conflicts and mitigation requirements that are not beneficial for urban development.

The proposed adjustment to the GLUP designations is virtually the same acreage as the existing GLUP designations. The proposed adjustments are within the same Planning Unit.

The minor adjustment resulting in essentially the same GLUP designation areas, and within the same planning unit meet the requirements of 6.1.1 Minor Spatial Adjustment.

The proposed adjustment places the boundary of the GLUP designations on the primary public street for the development.

This adjustment will reduce the interface between the two GLUP designation by nearly 40% and allow for improved efficiencies for urban development with less potential for conflicts between uses.

Conclusions of Law

The City Council can conclude the adjustments to the GLUP map proposed with this application are contained the one planning Unit, and the resulting areas are essentially unchanged and the request is considered a 4.3.2 Minor Spatial Adjustment: GLUP map amendments are proposed within the planning unit but the total acreage for each GLUP Map designation is not significantly changed.

*4.4 Exemptions. Areas that have only industrial or open space designations are not required to develop urbanization plans. In the 2016 expansion those areas are MD2a, MD-5h, Md-6b, and Prescott and Chrissy parks.*

Findings of Fact

The subject property is not in an exemption area and is required to submit an Urbanization Plan.

Conclusions of Law

The City Council can conclude the subject property is not in an exemption planning unit and an Urbanization Plan is required.

*5.1 RPS Density Requirements: Compliance with the Regional Element minimum gross density performance measures. The*

**BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:**

*urbanization plan shall include specific zoning designations or text that assures development under the minimum densities will meet or exceed the density expected to be achieved for the planning unit(s) in the UGB Amendment residential land supply analysis. Plan techniques that can be employed to achieve this standard include but are not limited to the following:*

*5.1.1 Specify residential zoning districts for certain areas.*

*5.1.2 Commit to specific quantities of residential development in commercial areas. The findings supporting the urbanization plan submittal shall include density calculations that explain how the plan complies.*

**Findings of Fact**

The subject Planning Unit is comprised of two GLUP designations, Urban Residential (UR) and Commercial (CM).

Existing General Land Use Plan (GLUP) Designation(s)	# of Acres/ GLUP	Open Space % Acreage Requirement & Acreage Number	Acreage Totals(s)	% of Total GLUP	Target Residential Density Units/Acre	Anticipated Zoning Designation(s)
Urban Residential	15	0.13	15	51	6.6	SFR-10
Commercial	14	0.13	14	49	N/A	Community Commercial

The Urban Residential (UR) designation allows for appropriate low density residential development. The UR portions of the subject parcel must meet a residential density of 6.6 units per acres with a development application.

The Applicant is preparing a zone change for submission to the City. The Zone Change application will demonstrate compliance with the standards for the SFR-10 zoning district. The SFR-10 zoning district requires a residential density of 6 to 10 dwelling units per acre.

The SFR-10 zone requires a minimum of 6 units per acre and a maximum of 10 units per acre. Assuming the RPS density requirements of 6.6 units per acre as the minimum density for the development and the 15 acres proposed for the SFR-10 zone at a minimum of 6.6 units per acre results in a minimum of 99 dwelling units and at 10 units per acre the maximum density would be approximately 150 dwelling units.

**BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:**

The applicant intends to meet the density objectives of the RPS and zoning district with a combination of housing types that are permitted in the SFR-10 zoning district. Conceptual plans in development include a mixture of single family detached and attached townhouse dwellings.

The applicant understands the 6.6 units per acre density requirement and future development will comply with the density requirement for the property within the UR designation.

The Commercial GLUP designation allows multiple commercial zones and the zone change application submitted will provide finding of fact demonstrating compliance with the Community Commercial zoning district.

Existing General Land Use Plan (GLUP) Designation(s)	# of Acres/ GLUP	Open Space % Acreage Requirement & Acreage Number	Acreage Totals(s)	% of Total GLUP	Target Residential Density Units/Acre	Anticipated Zoning Designation(s)
Urban Residential	15	0.13	15	51	6.6	SFR-10
Commercial	14	0.13	14	49	N/A	Community Commercial

The Community Commercial zoning district allows for a variety of commercial uses, retail, offices, as well as multifamily development at MFR-30 standards. The versatility of the commercial GLUP Designation and permitted uses in the commercial zoning district will promote mixed uses within the planning unit.

The Applicant has commissioned a Traffic Impact Analysis and the study is underway and will be included with the separate zone change application when complete.

**Conclusions of Law**

The City Council can conclude the applicant proposes a zoning district appropriate to meet the required residential densities of the Planning Unit. The Council can also conclude the commercial GLUP designation allow for a variety of commercial, retail and high density residential uses to promote mixed use development.

*5.2 Transportation Planning: A neighborhood circulation plan map showing:*

 BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD: 

*5.2.1 Locations of higher-order streets. Locations and alignments of higher order streets should be planned in appropriate locations. The plan will depict how local streets, alleys and paths could be arranged to comply with the City's applicable street connectivity requirements. Typically, a well-connected street grid is desirable both for efficient utilization of urban land and to serve the transportation needs of all modes. The urbanization plan may seek approval for local street arrangements with less connectivity (fewer intersections, longer block lengths, more dead-ends, greater potential out-of-direction travel) that is otherwise allowed by the code. Such arrangements may be justified on the basis of topographical and other environmental or development constraints, access management requirements, and/or the particular needs of adjacent land uses and those of the surrounding vicinity. Proposed networks with lower vehicular connectivity may also include mitigation measures including enhanced pedestrian and other active transportation facilities. An example of an active transportation facility may include off-road multi-use paths. Maps depicting street functional classifications shall utilize a system that is the same as or readily convertible to the City's adopted Transportation System Plan.*

Findings of Fact

Circulation Plan / Connectivity

The property abuts Kings Highway on the east and South Stage Road on the South, both streets are classified as minor arterial streets in the adopted Medford Transportation System Plan (TSP).

The proposed annexation of the subject property will include the entire existing rights of way on the property frontage for both Kings Highway and South Stage Road. The annexation of these rights of way will allow the City of Medford Street standards to be applied in the development process.

 BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD: 

Currently the property has two improved rights of way stubbed to the north property line. Lillian Street is currently a standard residential street with a 63' right of way. Veronica Way is currently a minor residential street with a 55' right of way.

Both streets have domestic water, storm water and sanitary sewer lines stubbed to the property, these will be extended on to the subject property with future development. The sanitary sewer facilities are within the Rogue Valley Sewer Service jurisdiction.

The proposed Circulation Plan provides extensions of both existing street connections. Lillian Street is proposed as a standard residential street and is proposed to connect to South Stage Road.

The property has two General Land Use Plan Map (GLUP) designations, Urban Residential (UR) and Commercial (CM). A new east / west street is proposed at the proposed GLUP boundary between the UR and CM designations. This is the main access to the property from Kings Highway.

Lillian Street will extend from the existing stub on the north to South Stage Road. Jackson County Roads provided comments at the pre application meeting indicating Lillian would not be allowed to connect to South Stage Road. This would conflict with the requirements of the Medford Land Development Code for circulation, connectivity, and block length.

Since the South Stage Road right of way will be annexed into the City the City will have jurisdiction and the proposed circulation plan will be in conformance with the City standards.

The west property line at the South Stage frontage is currently developed with a private access serving multiple properties adjacent to the subject parcels under the attached document 1950 Volume 329 Page 391.

The future development of the subject property will provide a new public street connection to provide access to the properties served by the referenced easement to assure those affected property owners will continue to have access to their properties.

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

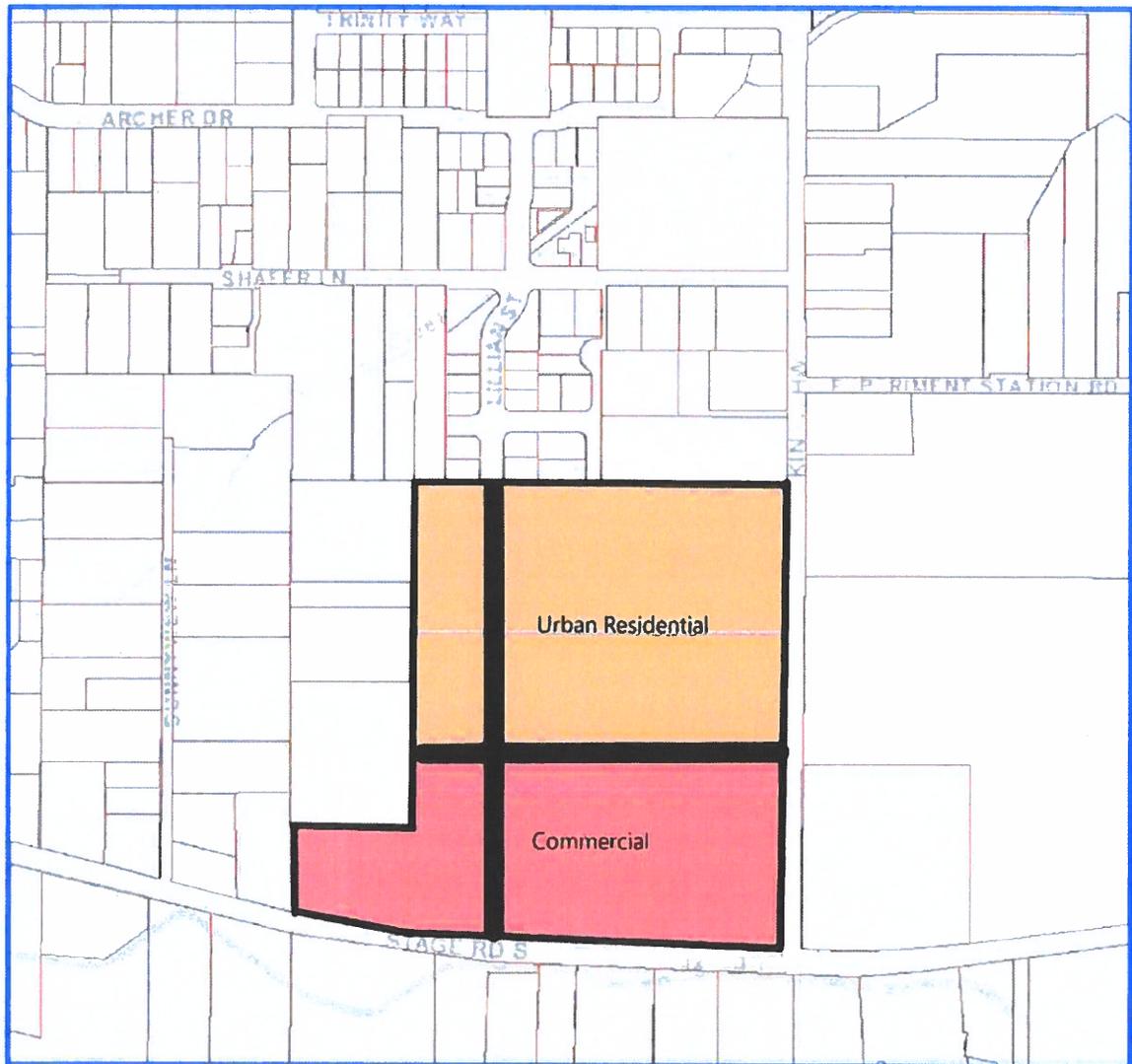


Figure 4 GLUP Map with Circulation Plan

As with the functional street Classification Map contained in the Medford Transportation System Plan, the proposed circulation plan, to be included in the Medford Comprehensive Plan, is general in nature and only shows the standard residential streets. This will allow some flexibility in locations of the minor residential streets serving as access for the future development of the property.

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

The proposed circulation plan will allow for compliance with all elements of the MLDC for block length, circulation, and connectivity with adjoining properties and will limit lower order street intersections on the higher order, minor arterial, streets.

To demonstrate the potential connectivity and block length for the development, the following image illustrates the potential minor residential street pattern to provide residential and commercial access for the property.

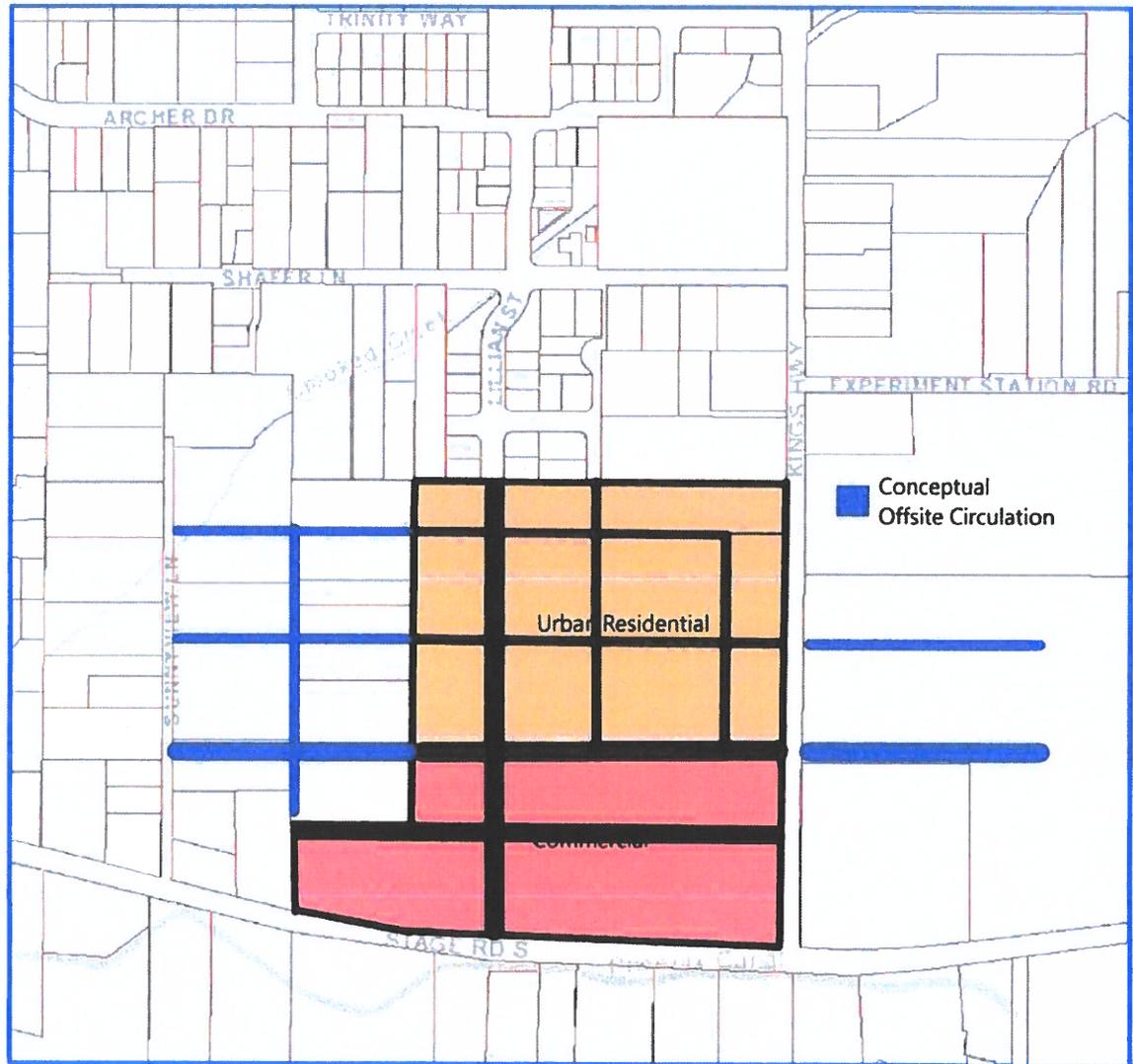


Figure 5 Conceptual Secondary Street Pattern

Conclusions of Law

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

The City Council can conclude the proposed street pattern allows for connectivity with existing street patterns and street classifications.

*5.3 Compliance with the open space allocation for an urban reserve area (see land use distribution table in RPE or Table 9-1 below). Units that contain only Industrial GLUP designations are exempt from this requirement. The following classifications count as open space for purposes of fulfilling the RPE requirements:*

*5.3.1 Parks, both public and private shall be counted as open space. Schools may be counted as open space. Where land acquisition is not complete or where specific open space dedications were not offered and accepted as part of the UGB process, park and school sites may be identified as opportunity areas on maps and the acreage planned may be described in text form that explains how the planning unit can satisfy the open space requirement. Areas where specific open space dedications were offered and accepted as part of the UGB review process shall be depicted and the acreage counted toward open space percentages.*

*5.3.2 Agricultural buffers. Proposed agricultural buffers within the UGB shall be counted as open space. Interim agricultural buffers shall not be counted toward open space percentages unless an additional legal or planning mechanism is imposed to render such areas as open space even after a future UGB amendment in the applicable MD area.*

*5.3.3 Riparian corridors shall be counted.*

*5.3.4 Areas under an "open space" tax assessment shall be counted. 5.3.5 Locally significant wetlands and any associated regulatory buffer shall be counted.*

*5.3.6 Slopes greater than 25 percent*

*5.4 Compliance with the requirements of Regional Plan Element, section 4.1.6, for mixed-use/pedestrian-friendly development and any specific land use performance obligation. Planning units containing only an Industrial*

**BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:**

*GLUP Map designation are exempt from the mixed-use pedestrian friendly development evaluation.*

**Findings of Fact**

The subject property is identified as MD-7c. The Comp Plan maps for the area indicate the UR and CM GLUP designations for the site.

Existing General Land Use Plan (GLUP) Designation(s)	# of Acres/ GLUP	Open Space % Acreage Requirement & Acreage Number	Acreage Totals(s)	% of Total GLUP	Target Residential Density Units/Acre	Anticipated Zoning Designation(s)
Urban Residential	15	0.13	15	51	6.6	SFR-10
Commercial	14	0.13	14	49	N/A	Community Commercial

The open space requirements for the development are identified in the Comp Plan as indicated below.

*9. OPEN SPACE REQUIREMENTS BY PLANNING UNIT The open space requirements for each of the designated MD areas is identified in the Regional Plan. The percentages have also been identified for each of the planning units below. It is understood that development constraints will prevent strict adherence to the exact number of acres required based on the percentages in Table 9-1. Therefore, the Open Space proposed by an Urbanization Plan may not vary more than 1 percent from the required percentage. Table 9-1 Planning Unit Number Regional Plan Open Space Percentage Planning Unit Number Regional Plan Open Space Percentage.*

**MD-7c 13%**

Existing General Land Use Plan (GLUP) Designation(s)	# of Acres/ GLUP	Open Space % Acreage Requirement & Acreage Number	Acreage Totals(s)	% of Total GLUP	Target Residential Density Units/Acre	Anticipated Zoning Designation(s)
Urban Residential	15	13%	15	51	6.6	SFR-10
Commercial	14	13%	14	49	N/A	Community Commercial

The applicant has met with the City to discuss the potential for a Public Park to meet the open space requirements for the project.

**BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:**

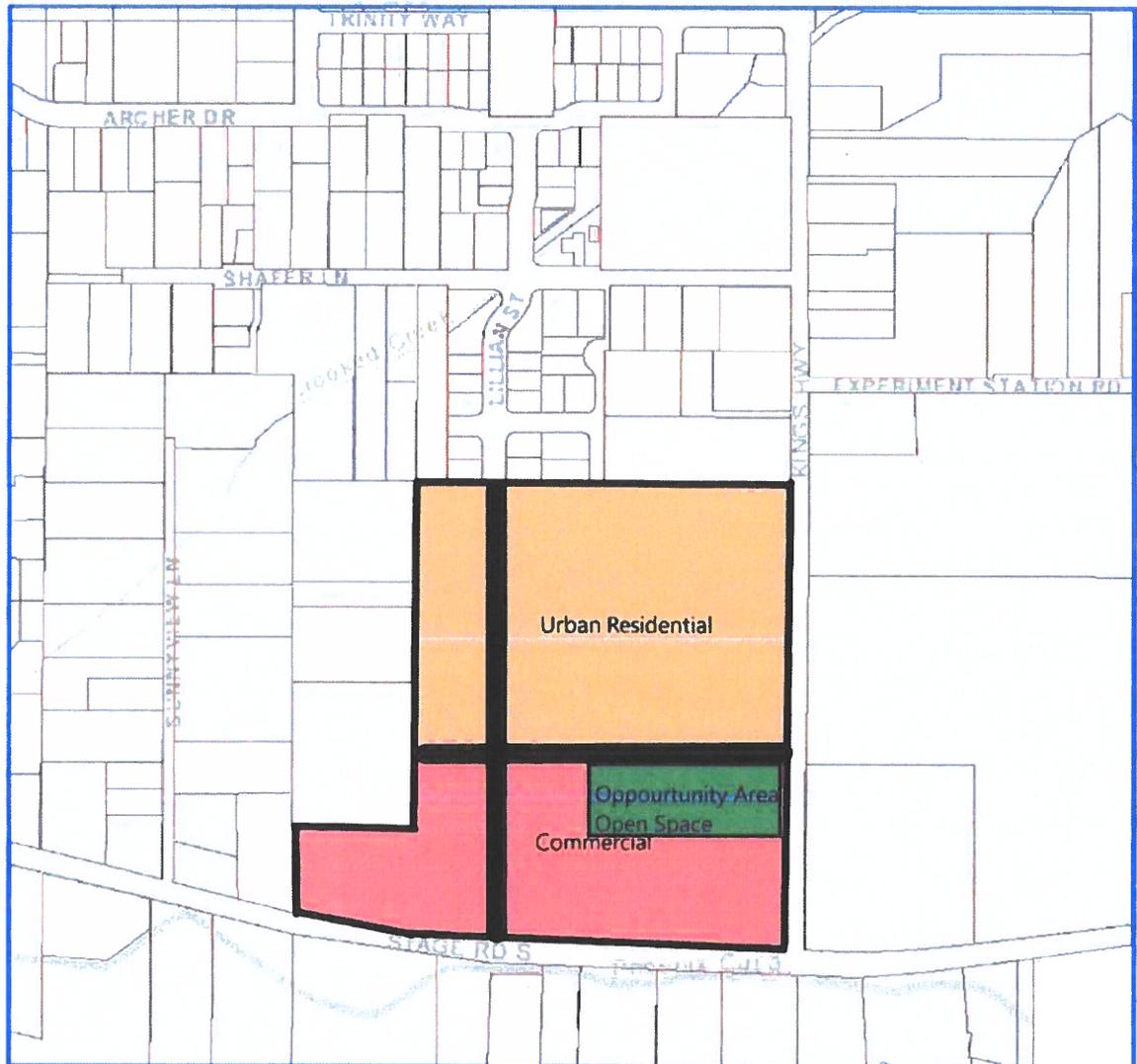


Figure 6 Potential Opportunity Area for Public Neighborhood Park

The site is a total of 29.72 acres. The 13% open space requirement is 3.86 acres. The applicant has been discussing the location of MD-7c and the Open Space requirements with the City to determine if the site is a suitable location for a public park and if a park in the approximate size required would meet the needs for a Neighborhood Park as defined by the City's adopted Leisure Plan.

As indicated in section 5.3.1 above, the following image is an Opportunity Area for a potential public community park.

This graphic is included as a potential method of meeting the Open Space requirement for the Planning Unit and is presented as one potential method of meeting the open space

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

requirements of the Planning Unit and is not the only option available to both the applicant and the City.

In the event a neighborhood park moves forward, the 13% open space is proposed to meet the requirement for both GLUP designations in this Planning Unit.

This graphic is intended to be a potential method of meeting the open space requirements for the subject property, however this option does not bind the City or the Applicant to this option as either party may determine another option is preferred for this development.

This discussion is intended to acknowledge the requirement for open space without binding either the City or the applicant to a specific plan.

*5.3.2 Agricultural buffers...*

Agricultural buffers are designed to prevent land use conflicts between active agricultural operations and urban development.

The subject property is bounded by properties either in the City limits or within the current Urban Growth Boundary (UGB) on the north east and west.

The properties to the south are outside the UGB, however these properties within the Rural Residential 2.5 (RR-2.5) zoning district and agricultural buffering is not required.

The property to the east is currently within the Urban Growth Boundary for the City of Medford, identified as Planning Unit MD-7B and is not in any form of active agricultural use. There are no requirements for buffering for the property to the east.

*5.3.3 Riparian corridors shall be counted.*

The property does not contain any Riparian Corridors.

*5.3.4 Areas under an "open space" tax assessment shall be counted.*

Not applicable.

*5.3.5 Locally significant wetlands and any associated regulatory buffer shall be counted.*

A review of the City of Medford Wetlands overlay indicates there are no locally significant wetlands on the property.

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

*5.3.6 Slopes greater than 25 percent*

The subject property does not contain any slopes greater than 25%.

*5.4 Compliance with the requirements of Regional Plan Element, section 4.1.6, for mixed-use/pedestrian-friendly development and any specific land use performance obligation. Planning units containing only an Industrial GLUP Map designation are exempt from the mixed-use pedestrian friendly development evaluation.*

From the Comp Plan:

*4.1.6. Mixed-Use/Pedestrian-Friendly Areas. For land within an urban reserve and for land currently within a UGB but outside of the existing City Limit, each city shall achieve the 2020 benchmark targets for the number of dwelling units (Alternative Measure no. 5) and employment (Alternative Measure no. 6) in mixed-use/pedestrian-friendly areas as established in the 2009 Regional Transportation Plan (RTP) or most recently adopted RTP. Beyond the year 2020, cities shall continue to achieve the 2020 benchmark targets, or if additional benchmark years are established, cities shall achieve the targets corresponding with the applicable benchmarks. Measurement and definition of qualified development shall be in accordance with adopted RTP methodology. The requirement is considered met if the city or the region overall is achieving the targets or minimum qualifications, whichever is greater. This requirement can be offset by increasing the percentage of dwelling units and/or employment in the City Limit. This requirement is applicable to all participating cities.*

The subject Planning Unit is comprised of two GLUP designations, Urban Residential and Commercial.

The Urban Residential (UR) designation allows for appropriate low density residential development. The UR portions of the subject parcel must meet a residential density of 6.6 units per acres with a development application.

The Applicant is preparing a zone change for submission to the City. The Zone Change application will demonstrate compliance with the standards for the SFR-10 zoning district. The SFR-10 zoning district requires a residential density of 6 to 10 dwelling units per acre.

**BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:**

The applicant understands the 6.6 units per acre density requirement and future development will comply with the density requirement for the property within the UR designation.

Existing General Land Use Plan (GLUP) Designation(s)	# of Acres/ GLUP	Open Space % Acreage Requirement & Acreage Number	Acreage Totals(s)	% of Total GLUP	Target Residential Density Units/Acre	Anticipated Zoning Designation(s)
Urban Residential	15	0.13	15	51	6.6	SFR-10
Commercial	14	0.13	14	49	N/A	Community Commercial

The Commercial GLUP designation allows multiple commercial zones and the zone change application submitted will provide finding of fact demonstrating compliance with the Community Commercial zoning district.

The Community Commercial zoning district allows for a variety of commercial uses, retail, offices, as well as multifamily development at MFR-30 standards. The versatility of the commercial GLUP Designation and permitted uses in the commercial zoning district will promote mixed uses within the planning unit.

The Application has commissioned a Traffic Impact Analysis and the study is underway and will be included with the zone change application when complete.

**Conclusions of Law**

The City Council can conclude the applicant has acknowledged the requirement for open space to comply with the Open Space requirements for the development and the existing GLUP designation will promote mixed use development for the planning unit.

*5.5 Preliminary coordination and discussions with public utility providers, including water, sewer, transportation, and irrigation districts.*

*5.5.1 Coordination may include identifying any existing infrastructure on or adjacent to the site and determining whether it can be maintained or needs to be moved.*

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

Findings of Fact

The applicant participated in the required pre application meeting and the subject property. The site was identified, and the City routed the pre application to the referral agencies for comments and those comments were fundamental in preparing this application.

Comments for the pre application meeting indicated Category A facilities are currently at or near the site and can be extended to serve the future development of the property.

The referral agencies will have multiple opportunities to comment and condition any approvals to assure compliance with current city standards.

There is no existing infrastructure on site. The site is bounded by Kings Highway and South stage Road. Lillian Street and Veronica way are stubbed to the north property line and services are within those public rights of way. Future development of public streets on the site will allow for the extension of public facilities to adjoining properties including the large vacant property on the east side of Kings Highway.

Conclusions of Law

The City Council can conclude the applicant is coordinating with referral agencies and utility providers to assure orderly development in the future.

*5.6 Location or extensions of riparian corridors, wetlands, historic buildings or resources, and habitat protections and the proposed status of these elements.*

Findings of Fact

The site is vacant, there are no structures, improvements, creeks with riparian corridors, wetlands, historic structures or habitat areas.

The site is ready for development.

Conclusions of Law

The City Council can conclude the site is vacant and unimproved and there are no environmental constraints.

*5.7 Compliance with applicable provisions of the Urban Growth Management Agreement.*

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

Findings of Fact

The Urban Growth Management Agreement between the City of Medford and Jackson County established a methodology for urban development in the areas surrounding the City, the Urban Growth Boundary, and the areas identified for urban expansion as Planning Units.

The agreement assures development in the urban fringe and in County jurisdiction will not inhibit future development at urban standards.

The subject property is within the Medford UGB and has been evaluated and approved as a Planning Unit for an expansion area. The process used to evaluate the property and the procedures established for Urbanization Plans and annexation was developed to comply with the Urban Growth Management Agreement.

The procedures established for the development of Planning Units and annexations of Planning Units was designed to comply with the Urban Growth Management Agreement and a complete application following all procedures and submittal requirements will be determined to comply with all requirements.

Conclusions of Law

The City Council can conclude this application complies with the requirements of the Urban Growth Management Agreement.

*5.8 Compliance with the terms of special agreements between the landowners and other public entities that were part of the basis for including an area in the urban growth boundary, as detailed in the Urban Growth Management Agreement.*

Findings of Fact

The applicant / landowner did not make any special agreements as part of the basis for including the subject property in the Urban Growth Management Agreement.

Conclusions of Law

The City Council can conclude the applicant / landowner made no special agreements as a basis of inclusion in the Urban Growth Management Agreement.

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

*5.9 Coordination with the Parks and Recreation Department for adherence to the Leisure Service Plan related to open space acquisition and proposed trail and path locations.*

Findings of Fact

The MD-7c Planning Unit has a requirement for 13% open space for both the UR and CM GLUP Designations. 13% of the 29.81 acres is 3.8 acres of required open space.

The applicant's representatives have met multiple times with staff of the Parks and Recreation, Planning, Public Works departments and the City Manager to discuss the opportunity for a neighborhood park on the site.

According to the adopted Leisure Service Plan, a neighborhood park is typically at least 3 acres and is designed to serve the public within ½ mile of the park.

The preliminary discussions with the City have been very encouraging as the possibility of a 3+ acre park on the site is within the size requirements for a neighborhood park and the location of the site would meet the locational needs for the residents in this area of the City.

Conclusions of Law

The City Council can conclude the applicant is coordinating with Staff to comply with the Leisure Services Plan.

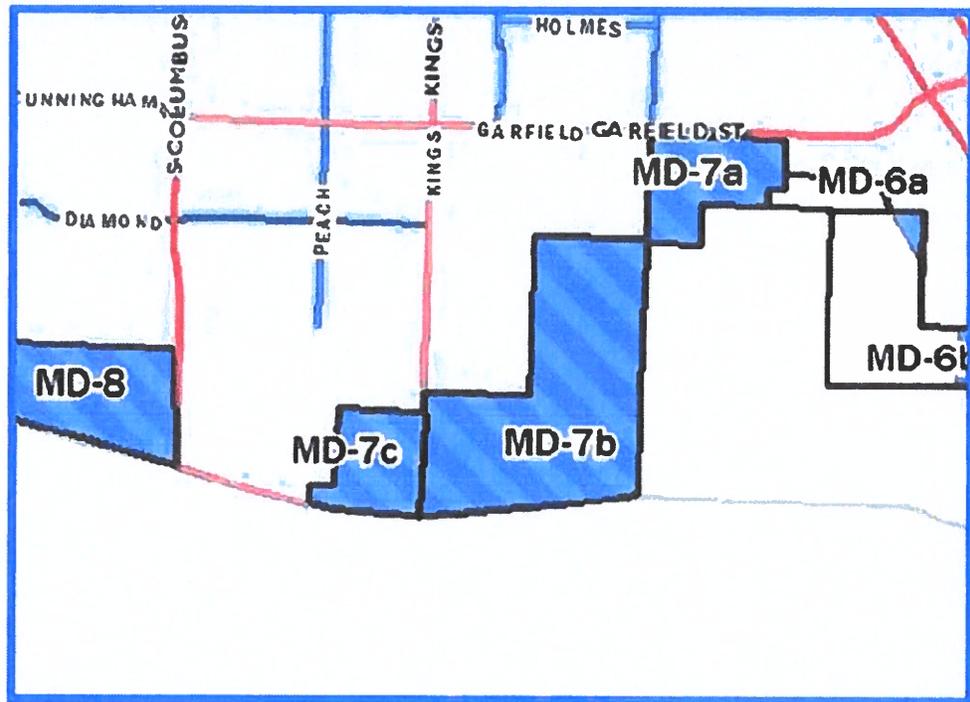
*5.10 Vicinity map including adjacent planning units and their General Land Use Plan designations.*

Findings of Fact

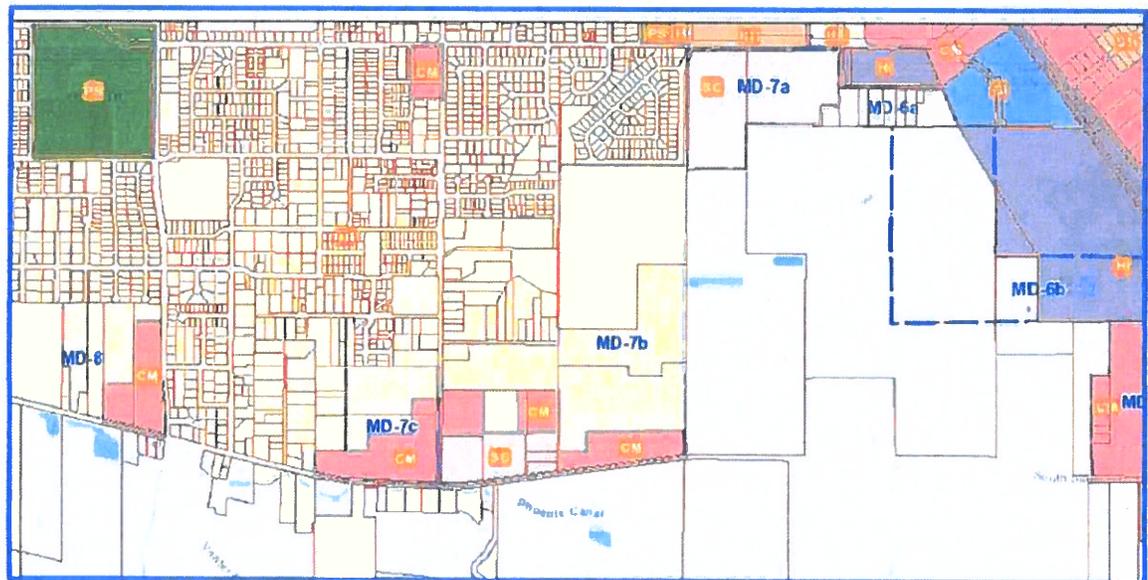
The subject property is the entire MD-7c Planning Unit. As seen in the following two figures there are several other Planning Units in the South West section of the City.

The GLUP designations in the area are generally also comprised of Urban Residential and Commercial GLUP designations with varying requirements for open space.

**BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:**



*Figure 7 Vicinity Map of Planning Units. Subject property is MD-7c*



*Figure 8 GLUP designations for vicinity Planning Units. Subject property is MD-7c*

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

*5.11 Property lines for the subject planning unit and adjacent properties, particularly where new streets are proposed.*

Findings of Fact

This application includes a large scale topographic survey exhibit of the property with property lines and the adjacent properties. The figure below provides a conceptual street circulation plan to allow for the extension of Category A services to adjacent properties.

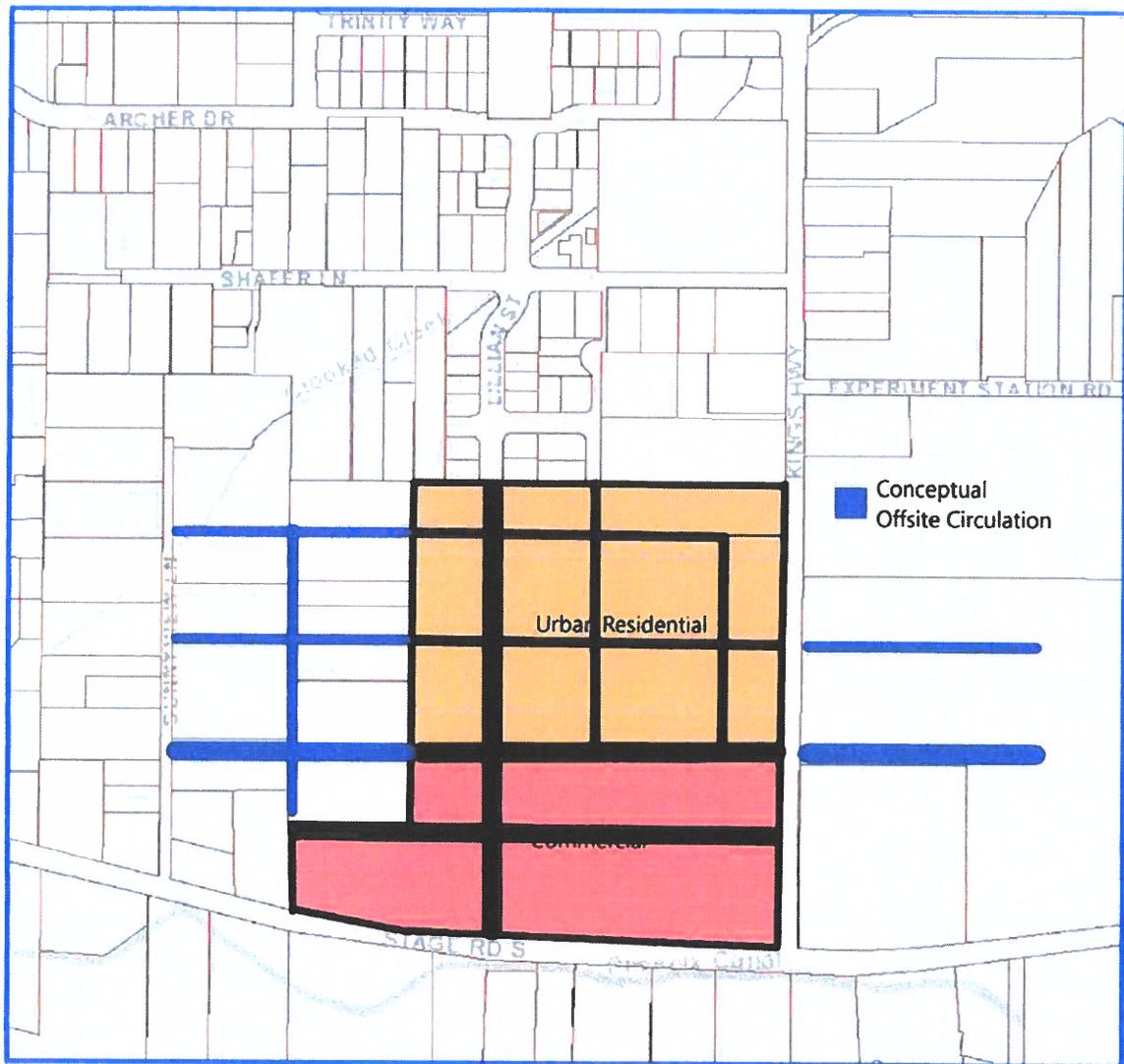


Figure 9 Conceptual Circulation with secondary streets

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

*5.12 Existing easements of record, irrigation canals, and structures.*

Findings of Fact

The required information is indicated on the large format topographic survey.

*5.13 Areas designated as unbuildable per the Urban Growth Boundary City Council Report dated August 18, 2016 (Map A-1), and the status of those areas, including agricultural buffers.*

Findings of Fact

The subject property does not contain any unbuildable areas designated in the Urban Growth Boundary City Council report. It's just a great piece of development property.

*5.14 Contour lines and topography.*

Findings of Fact

The Topographic Survey of the property is attached. The Planning Unit generally slopes from south to north and there are no steep slope areas in the property.

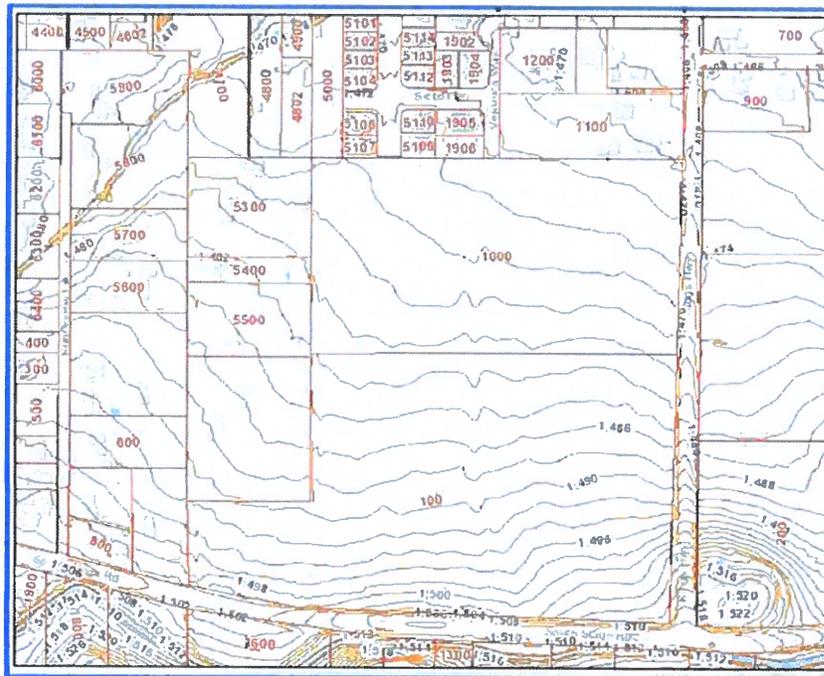


Figure 10 2' Contours

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

*5.15 In the interest of maintaining clarity and flexibility for both the City of Medford and for landowners, no urbanization plan may be submitted with or contain the following items, which are only appropriate at the time of development:*

*5.15.1 Deviations from Municipal Code provisions, including exceptions to Chapter 10. This prohibition does not function to limit specific neighborhood circulation plan requirements hereinabove.*

*5.15.2 Limitations on development due to facility capacity shortfalls.*

*5.15.3 Architectural details.*

*5.15.4 Specifics about building types and building placement.*

*5.15.5 Access and internal circulation on prospective lots or development sites.*

Findings of Fact

OK, the detail of development will be submitted in future land use applications and will be subject to review and approval by the City.

Application Summary and Conclusion:

This application for the Urbanization Plan for the subject property and is intended to provide an overview of the general development plans for the property and demonstrate consistency with the requirements of the Comprehensive Plan, the Transportation System Plan and the Medford Land Development Code.

This application is submitted with an application for the annexation of the property into the City.

This application proposes a minor adjustment to the General Land Use Plan Map as provided in the Medford Comprehensive Plan Urbanization Plans element section 6.1.1, and a circulation plan with the primary streets indicated to demonstrate connectivity and

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

for the property and surrounding properties. The circulation plan is intended to be general in nature and allows flexibility for future development.

The Planning Unit has a requirement for 13% open space and the applicant has been in discussions with the City to identify an Opportunity Area for a public neighborhood park consistent with the standards identified in the City's Leisure Services Plan.

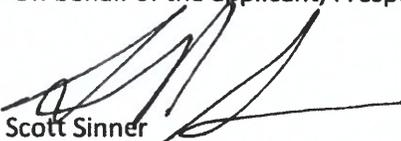
This application identifies the requirement for a target density of 6.6 dwelling units per acre and the method of achieving the required density with a future zone change to the SFR-10 zoning district. The Urban Residential designation allows for the SFR-10 zoning district and that zoning district for a density range of 6-10 dwelling units per acre and a mixture of housing types that can meet the density requirements.

The Commercial GLUP designation will allow for a zoning district that will allow various commercial uses including retail and multifamily uses to promote a mixed use development contemplated with the Comprehensive Plan.

The property is not encumbered with steep slopes or natural barriers and is not adjacent to active resource lands that would limit development potential.

The City Council can conclude this application is consistent with the requirements for approval of an Urbanization Plan for a Planning Unit as identified in the Comprehensive Plan, is consistent with the Transportation System Plan, and the the Medford Land Development Code.

On behalf of the applicant, I respectfully request the approval of this application.

  
Scott Sinner  
Scott Sinner Consulting, Inc.

**Urbanization Plan Density Calculator**

3/19/2020

**Urbanization Plan Name: Ayala**

**MD- 7c**

SCENARIO RESULTS	Dwelling Units
Supply of Dwelling Units for the Planning Area from the UGB Process from UGB_DUscalcs sheet	68
Minimum Number of Dwelling Units Regulatorily Required by the Urbanization Plan from UrbanizationPlanDUcalcs sheet	106
Density Compliance expressed as Dwelling Unit Difference (Subtract Row 3 from Row 4)	38
Urbanization Plan Density Compliance - Criterion 5.1?	Yes

Exhibit F  
UP-19-003



## **PUBLIC WORKS DEPARTMENT STAFF REPORT**

### **Urbanization Plan & Annexation Request for Planning Unit MD-7c Kings Highway at South Stage Road (TLs 100 & 1000)**

**Project:** A Comprehensive Plan Amendment to adopt an Urbanization Plan into the Neighborhood Element for approximately 29.72 acres of property located at the north-west corner of South Stage Road and Kings Highway (382W01AD1000 and 382W01D100).

**Applicant:** Applicant: Lazaro Ayala Family Trust, Agent: Scott Sinner Consulting.

**Planner:** Carla Paladino, Principal Planner – Long Range Division

The Urbanization Plan is filed in conjunction with an annexation request of the above properties plus adjacent right-of-way along South Stage Road and Kings Highway. The County zoning designation of Exclusive Farm Use (EFU) will be change to the City Single Family Residential- 1unit/acre (SFR-00) zoning district. The property will be removed from Medford Rural Fire Protection District #2.

#### **A. STREETS**

Kings Highway and South Stage Road are classified as a Minor Arterial streets and are both maintained by Jackson County. Both streets are paved without curb and gutter, sidewalks or street lights. In accordance with the City's Urban Reserve Management Agreement, the County will surrender jurisdiction of Kings Highway and South Stage Road and the City will assume jurisdiction at the time of annexation.

All other potential future Commercial and/or Minor/Standard Residential internal connection streets shall be public and will be maintained by the City of Medford.

#### **B. SANITARY SEWERS**

The area of this proposed annexation lies within the Rogue Valley Sewer Service (RVSS) area. Contact RVSS for sanitary sewer accessibility and capacity adequacy.

**C. STORM DRAINAGE**

Future development on this parcel will require stormwater detention and stormwater quality facilities, which shall comply with Medford Land Development Code (MLDC) Sections 10.486 and 10.729 and the Rogue Valley Stormwater Quality Design Manual.

**D. TRANSPORTATION SYSTEM**

The map titled, "Secondary Streets with Conceptual Offsite Circulation" shall be adopted as the circulation plan in the City of Medford Comprehensive Plan. Showing the detail will not lock in the location of streets but does make a commitment to the overall level of connectivity needed (per MLDC 10.426.B.1).

The applicant shall submit a revised circulation plan showing the locations of the higher order streets in accordance with Subsection 5.2 of Chapter 10.4 of the City of Medford Comprehensive Plan. The revised circulation plan shall also include a key identifying what types of streets the different line types on the map represent.

No comments on the annexation.

**E. SYSTEM DEVELOPMENT CHARGES**

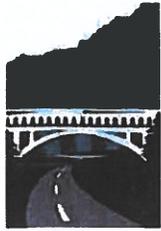
Future development/buildings within this parcel will be subject to System Development Charges (SDC). These SDC fees shall be assessed at the time individual building permits are reviewed.

This development is also subject to Storm Drain System Development Charges. A portion of the storm drain system development charge shall be collected at the time of the approval of a final plat, as applicable.

**F. UTILITY FEES**

Upon annexation, this parcel will be subject to City of Medford monthly utility fees as applicable.

Prepared by: Jodi K Cope  
Reviewed by: Doug Burroughs



# 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: Carla Paladino  
Planning Department  
City of Medford  
200 South Ivy Street, Lausmann Annex, Room 240  
Medford, OR 97501

RE: Urbanization Plan & Annexation request for Planning Unit MD-7c  
South Stage Road - a County maintained road at this location  
and Kings Highway – a County maintained road at this location  
Planning File: UP-19-003 & A-19-002

Dear Carla:

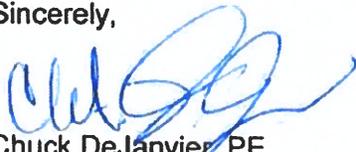
Thank you for the opportunity to comment on a Comprehensive Plan Amendment to Adopt an Urbanization Plan into the Neighborhood Element for approximately 29.72 acres located at the northwest corner of Kings Highway and South Stage Road (38-2W-01D tax lot 100 and 38-2W-01AD TL 1000). Jackson County Roads has the following comments:

1. As provided in the Urban Reserve Management Agreement (URMA) between City and County, please expand the annexation to include the remainder of Kings Highway right-of-way. Then, following annexation, City is required to request jurisdiction of this portion of Kings Highway. 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. As provided in the URMA, storm drain management within the annexed areas (including road rights-of-way) become the responsibility of City, upon annexation.
3. 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.
4. South Stage Road is a County Minor Arterial and is maintained by the County. The Average Daily Traffic count was 5,744 on July 24, 2018, 225' east of King Highway.

5. Kings Highway is a County Minor Arterial and is maintained by the County. The Average Daily Traffic count was 2,679 on July 24, 2018, 150' north of South Stage Road.
6. All access points will be from Kings Highway. No accesses will be permitted from South Stage Road.
7. The applicant shall submit construction plans to Jackson County Roads, so we may determine if county permits will be required.
8. 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



## 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: UP-19-003 & A-19-002, Urbanization Plan & Annexation (382W01AD – 1000 & 382W01D - 100)**  
**Ref: PA-19-048**

ATTN: Carla,

The subject property is within the RVSS service area. There are existing 8 inch sewer mains along Lillian St, Veronica Way, and Kings Highway extended to or very near the north property boundary of TL 1000. The existing downstream sewer system has adequate capacity to serve the proposed annexation.

Sewer service for any development on the property will require a sewer main extension from one or a combination of the existing mains north of the property. It should be noted that there is an existing 8 inch main along South Stage Road to the south. However, it appears the existing topography would prohibit a standard gravity sewer connection to this main.

Rogue Valley Sewer Services requests that any development be subject to the following conditions:

1. All sewer design and construction must be performed in accordance with RVSS standards and submitted to RVSS for review and approval.
2. The applicant must pay sewer system development charges to Rogue Valley Sewer Service prior to construction.

Please feel free contact me with any questions.

Sincerely,

Nicholas R. Bakke, P.E.  
District Engineer

K:\DATA\AGENCIES\MEDFORD\PLANNING\ANNEXATION\2019\A-19-002\_URBANIZATION PLAN\_KINGS HWY & SOUTH STAGE.DOC

Exhibit I  
UP-19-003



**BOARD OF WATER COMMISSIONERS**

**Staff Memo**

**TO:** Planning Department, City of Medford

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

**SUBJECT:** UP-19-003/ANNX-19-002

**PARCEL ID:** 382w01AD TL 1000 & 382W01D TL 100

**PROJECT:** A Comprehensive Plan Amendment to adopt an Urbanization Plan into the Neighborhood Element for approximately 29.72 acres of property located at the north-west corner of South Stage Road and Kings Highway (382W01AD1000 and 382W01D100). The Urbanization Plan is filed in conjunction with an annexation request of the above properties plus adjacent right-of-way along South Stage Road and Kings Highway. The County zoning designation of Exclusive Farm Use (EFU) will be change to the City Single Family Residential- 1unit/acre (SFR-00) zoning district. The property will be removed from Medford Rural Fire Protection District #2. Applicant: Lazaro Ayala Family Trust, Agent: Scott Sinner Consulting, Planner: Carla Paladino.

**DATE:** February 26, 2020

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

**CONDITIONS**

1. The water facility planning/design/construction process will be done in accordance with the Medford Water Commission (MWC) "Regulations Governing Water Service" and "Standards For Water Facilities/Fire Protection Systems/Backflow Prevention Devices."
2. All parcels/lots of proposed property divisions will be required to have metered water service prior to recordation of final map, unless otherwise arranged with MWC.
3. Expansion of MWC's "Southwest" Zone is required to serve the proposed Commercial portion of this project. The Applicant and their Civil Engineer shall meet with MWC engineering staff to review this pressure zone expansion project, and associated fees involved.
4. Applicants civil engineer shall submit a master plan of proposed "on-site" utilities.
5. "Off-site" water line installation is required.
  - a. Installation of a 12-inch water line is required in South Stage Road between the existing "Southwest" Pressure Zone 16-inch water reservoir fill/drain line located on the west side of S. Columbus Avenue. This 12-inch water line is required to extend to Kings Highway.
  - b. Installation of a 12-inch water shall extend northerly in Kings Highway from the above conditioned 12-inch water line in South Stage Road. This 12-inch water line shall extend north in Kings Hwy to the north boundary of the "Commercial" property.
6. "On-site" Commercial water line installation construction will be required.

*Continued to Next Page*

**Exhibit J**  
**UP-19-003**

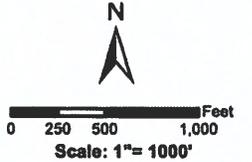
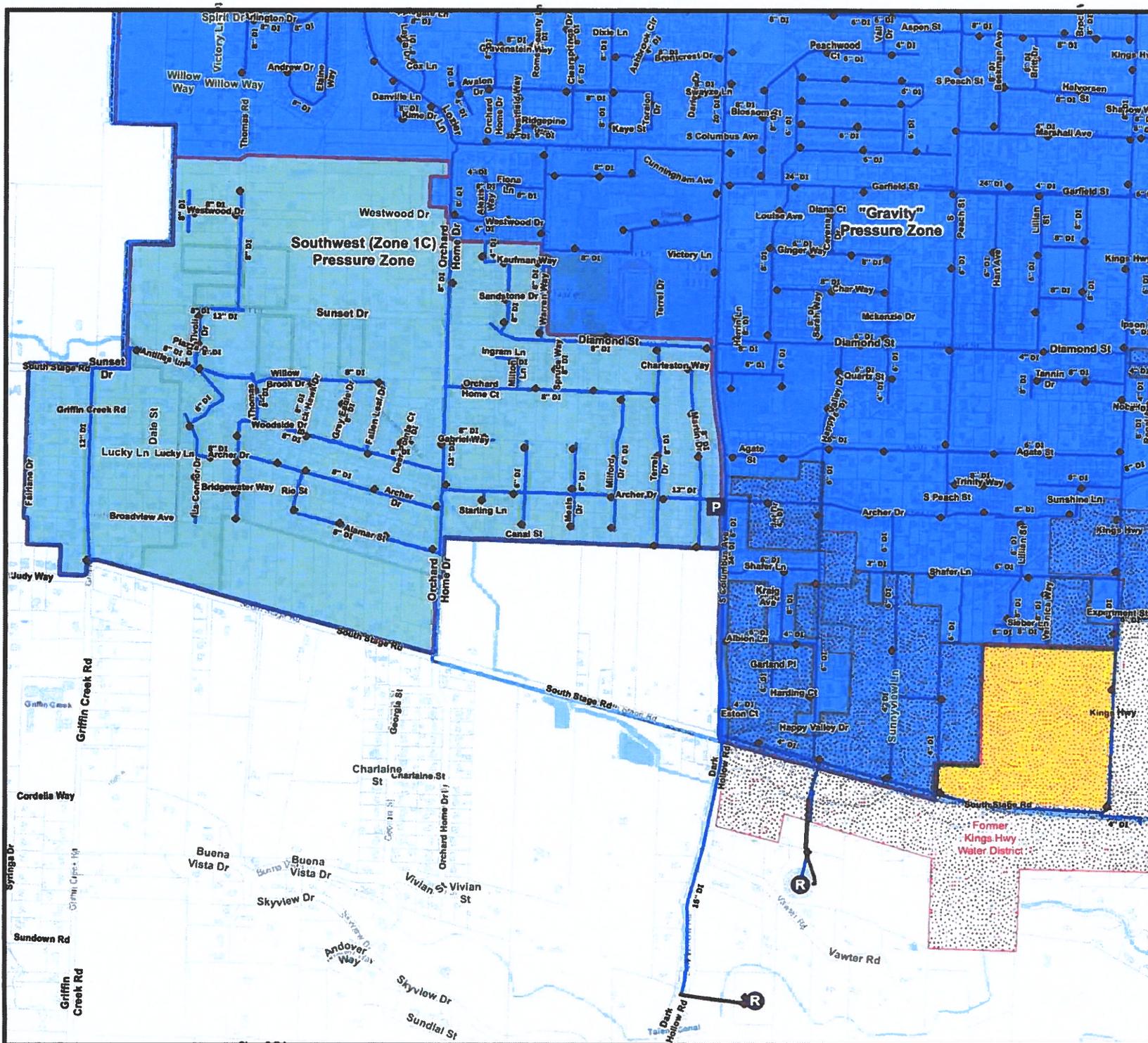


*Continued from Previous Page*

- a. Installation of a looped "on-site" 12-inch water line will be required through the "Commercial" portion of this proposed development. This 12-inch water line shall be used for "future" fire hydrants, fire services, and water meters for the proposed commercial properties.
  - b. Easements will be required for all "on-site" water facility installations.
7. "On-site" Residential water line installation is required.
- a. Installation of 8-inch water lines will be required in the proposed residential streets, including portions of Lillian Street and Veronica Way.

**COMMENTS**

1. MWC-metered water service does not exist to these properties.
2. On-site Static water pressure will be between 95 psi – 115 psi. See attached document from the City of Medford Building Department on "Policy on Installation of Pressure Reducing Valves".
3. System Development Charges (SDC's) will be required for this proposed development. A proposed Site Plan with all proposed water facilities shall be provided to MWC engineering staff for review. Medford Water Commission to review additional acreage being added to the existing Southwest Pressure Zone to determine required system development charges for this project.
4. Access to MWC water lines is available. There are existing water lines (former "Kings Hwy Water District") in these existing streets:
  - a. There is a 6-inch water line in South Stage Road between S Columbus Avenue and Kings Hwy.
  - b. There is a 6-inch water line in Kings Highway.
  - c. There is an 8-inch water line in Lillian Street.
  - d. There is an 8-inch water line in Veronica Way.
  - e. The "Private" Street located near the southwesterly property line of TL 100 has a 6-inch water line that serves the four (4) existing homes located on the east side of "private" street.



**Water Facility Map**  
 for  
**PA-19-048**  
**(MD-7C)**  
**382W01AD**  
**TL 100 & 1000**

May 7, 2019

- Legend**
- Air Valve
  - ⊙ Sample Station
  - Fire Service
  - ◆ Hydrant
  - ▲ Reducer
  - Blow Off
  - ⊕ Plugs-Caps

- Water Meters:**
- Active Meter
  - On Well
  - Unknown
  - Vacant

- Water Valves:**
- ⊙ Butterfly Valve
  - ⊙ Gate Valve
  - ⊙ Tapping Valve

- Water Mains:**
- Active Main
  - - - Abandoned Main
  - Reservoir Drain Pipe
  - Pressure Zone Line

- Boundaries:**
- ▭ Urban Growth Boundary
  - ▭ City Limits
  - ▭ Tax Lots

- MWC Facilities:**
- C** Control Station
  - P** Pump Station
  - R** Reservoir



This map is based on a digital database supplied to Medford Water Commission by a variety of entities. Medford Water Commission cannot be held responsible for errors, omissions, or incomplete data. There are no warranties, expressed or implied.



BUILDING SAFETY DEPARTMENT  
ROOM 277

CITY OF MEDFORD  
LAUSMANN ANNEX  
200 SOUTH IVY STREET  
MEDFORD, OREGON 97501

TELEPHONE (541) 774-2350  
FAX (541) 774-2575  
E-MAIL:  
bldmed@ci.medford.or.us

## **Policy on Installation of Pressure Reducing Valves**

August 5, 2014

Section 608 of the 2011 Edition of the Oregon Plumbing Specialty Code requires a pressure regulator (commonly called a Pressure Reducing Valve or PRV) where the static pressure in the water supply piping exceeds 80 psi. Although this section gives limited guidance as to installation, it does require the device to be

*"...accessibly located above ground or in a vault equipped with adequate means to provide drainage and shall be protected from freezing, and shall have the strainer readily accessible for cleaning without removing the regulator or strainer body or disconnecting the supply piping."*

"Accessible" and "readily accessible" are defined in chapter 2.

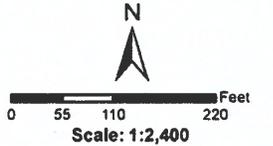
To assure uniform and appropriate installation of these devices within Medford, the following standards have been agreed to by the City of Medford Building Safety Department and the Medford Water Commission:

1. The need for these devices will be based on pressure information provided by the Medford Water Commission, and can be verified on-site with a pressure gage. While factory settings of these devices may be adjusted, MWC recommends that the regulated pressure be set no higher than 65 psi.
2. PRVs shall NOT be installed when static pressure is less than 50 psi, except for limited specific equipment-based needs.
3. The PRV shall be installed outside the street right of way as close as practical to the water meter.
4. No expansion tank is necessary.
5. No fixture, device or system is permitted between the meter and the PRV.
6. The PRV must NOT be direct buried nor installed in a crawl space.
7. PRVs shall be installed within a readily accessible valve box / vault following the same standard as used for double check backflow assemblies, as follows:

*"On new installations, at least 12-inches clearance will be required as per section 603.3.4. When replacing an existing assembly, the 12-inch clearance requirement can be waived as long as there is at least 3-inches clearance between the bottom of the assembly and the ground, and the device is tested and serviced from the top."*

***Sam Barnum***

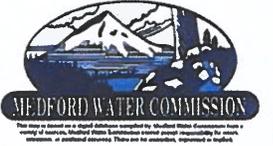
Building Safety Director



**Water Facility Map**  
**City of Medford**  
**Planning Application:**  
**UP-19-003 ANN-19-002**  
**(382W01D100,**  
**382W01AD1000)**  
**Feb 26, 2020**

**Legend**

- Air Valve
  - Sample Station
  - Fire Service
  - ⊕ Hydrant
  - ▲ Reducer
  - Blow Off
  - ⊕ Plugs-Caps
- Water Meters:**
- Active Meter
  - On Well
  - Unknown
  - Vacant
- Water Valves:**
- Butterfly Valve
  - Gate Valve
  - Tapping Valve
- Water Mains:**
- Active Main
  - - - Abandoned Main
  - Reservoir Drain Pipe
  - Pressure Zone Line
- Boundaries:**
- ▭ Urban Growth Boundary
  - ▭ City Limits
  - ▭ Tax Lots
- MWC Facilities:**
- C** Control Station
  - P** Pump Station
  - R** Reservoir



This map is intended as a general information tool. Medford Water Commission does not warrant the accuracy of the information shown on this map. Medford Water Commission cannot accept responsibility for errors, omissions, or outdated information. There are no warranties, expressed or implied.



Medford Fire-Rescue Land Development Report

Review/Project Information

Reviewed By: Kleinberg, Greg

Review Date: 2/19/2020
Meeting Date: 2/26/2030

LD File #: UP190003 Associated File ANNX19002 #1:

Planner: Carla Paladino

Applicant: Lazaro Ayala Family Trust

Site Name: N/A

Project Location: North-west corner of South Stage Road and Kings Highway (382W01AD1000 and 382W01D100)

ProjectDescription: A Comprehensive Plan Amendment to adopt an Urbanization Plan into the Neighborhood Element for approximately 29.72 acres of property located at the north-west corner of South Stage Road and Kings Highway (382W01AD1000 and 382W01D100). The Urbanization Plan is filed in conjunction with an annexation request of the above properties plus adjacent right-of-way along South Stage Road and Kings Highway. The County zoning designation of Exclusive Farm Use (EFU) will be change to the City Single Family Residential- 1unit/acre (SFR-00) zoning district. The property will be removed from Medford Rural Fire Protection District #2.

Specific Development Requirements for Access & Water Supply

Conditions

Table with 2 columns: Reference, Description. Row 1: Approved, Approved as submitted with no additional conditions or requirements.

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

Exhibit K
UP-19-003

# MEDFORD PARKS & RECREATION FACILITIES MANAGEMENT

HEALTHY LIVES | HAPPY PEOPLE | STRONG COMMUNITY

TO: Carla Paladino - Planning Department

FROM: Haley Cox – Parks Planner

SUBJECT: UP-19-003/ANNX-19-002

DATE: February 26, 2020

The Parks Department has reviewed the application for urbanization of the MD-7c parcels and has the following comments:

This project will bring almost 30 acres of developable land into the City limits of Medford, and with that over 3 acres of open space land is proposed for a public park. This “Open Space Opportunity Area” is identified in the application adjacent to Kings Highway and north of Stage Road, separated by a block of commercially zoned land. The Department has met with the applicant to discuss consistency with the Leisure Services Plan, and because this is within a park walkshed gap, the Department will consider acquisition of parkland in this area.

A park of the size proposed would be classified as a Neighborhood Park. The Department has some concern with the applicant’s proposal to site a stormwater detention facility within this parkland area, because this use is not always compatible with recreational goals, especially in an area this small. The applicant is encouraged to explore creative ways to manage stormwater in other parts of the site, so as not to impact the recreational potential of the Open Space Opportunity Area.

The Leisure Services Plan also indicates a shared-use pathway along Stage Road, which will be substantially achieved by implementing the preferred cross section for minor arterials. Kings Highway is also classified as a minor arterial, so the Department will be responsible for maintenance of the ROW vegetation along residential frontages. As such, the Department will need to approve the landscaping and irrigation plans and specifications prior to installation.

Exhibit L  
UP-19-003



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## **Scott Sinner Consulting, Inc.**

**Land Use Planning, Conservation Consulting**

---

March 9, 2020

Haley Cox  
Medford Parks Department  
701 N Columbus Avenue  
Medford, OR 97501

Haley,

Thank you for your time today to meet to discuss the potential of a park design that would also provide some stormwater component.

It is clear to us the best procedure to consider the 3 acre block for a potential neighborhood park is the separate the storm water component and move the process forward as an unrestricted property for the park.

As we are developing a neighborhood on this site, we have a vested interest in the design of the park and look forward to the opportunity to be involved in the design process.

We would like to move the process forward and let me know what you would need to continue with the acquisition process.

Thank you and feel free to call if you have any questions.

Regards,

Scott Sinner, President  
Scott Sinner Consulting, Inc.

**Exhibit N  
UP-19-003**



4401 San Juan Drive, Suite G  
Medford, Oregon 97504

Phone and Fax 541-772-1494  
Cell 541-601-0917  
Email [scottsinner@yahoo.com](mailto:scottsinner@yahoo.com)



April 15, 2020

Medford Planning Commission  
Attn: Carla Angeli Paladino, Principal Planner  
200 South Ivy Street  
Medford, OR 97501

**Subject: UP-19-003; Urbanization Plan for Planning Unit MD-7c**

This letter is written to the Medford Planning Commission in support of the subject application, UP-19-003, a request for a legislative amendment to Annex 29.72 acres into the City of Medford and for the adoption of an Urbanization Plan into the Neighborhood Element of the City's Comprehensive Plan.

As the Planning Commission is likely aware, the subject property was considered highly favorable during the City's extensive process of identifying viable candidate lands to include into the City's Urban Growth Boundary. At that time, the Council noted within their August 18<sup>th</sup>, 2016, adopted Findings of Fact, MD-7 was:

*....."well suited to provide the kinds of mixed-use/walkable neighborhoods required by the Regional Plan and to help provide needed affordable housing. The relatively close proximity of these areas to the city core, the fact that much of this area is relatively flat, and the existing network of gridded streets increase the likelihood of well integrated mixed-use/walkable neighborhoods developing in these locations. The Housing Element identified a large need for affordable housing but it did not identify a solution for meeting the need. These portions of the urban reserve can help to meet the need for affordable housing by providing land with relatively low development costs. These areas are fairly flat, they are well connected to existing development, and they score well on serviceability for water, sewer, and transportation compared to other areas."*

The Council's analysis, as well as the then Planning Commission's, was supported by a voluminous amount of evidence in the Record and supported by detailed Findings of Fact. As a

Exhibit O  
UP-19-003

Land Use Planner here in the Rogue Valley for roughly 28 years, I concurred with the Planning Commission and City Council's conclusions.

I remain supportive and contend the proposed Urbanization Plan, as well as various other stipulations and guiding policies noted in the adopted Regional Plan Element, Urbanization Element and Medford Land Use Code, provide the basic fundamentals in order to generate a desirable and healthy neighborhood in south Medford. These include a property that will:

- Provide for a range of housing opportunities and choices which include single-family detached, single-family attached, multi-family housing, cottage and mixed-use housing;
- Comfortably yield the minimum densities established under the adopted Urban Reserve Management Agreement (URMA) due to its relatively level topography;
- Be developed with a network of streets, alleys and walking paths allowing for various options of travel and interconnections with existing and future neighborhoods;
- Be developed under the City's adopted Street Standards which will produce tree canopied streets, parkrows and sidewalks;
- Integrate with the existing neighborhood for relatively straightforward infrastructure connections and a prudent use of existing public investment;
- Include open spaces that provide recreational and spatial opportunities for residents as well as neighboring areas with challenging constraints;
- Will be provide for life-long housing and relatively affordable construction opportunities due to the site's relatively level topography.

Overall, this particular property will provide for an orderly urbanization expansion and integrate seamlessly with existing neighborhoods and infrastructure systems. As such, I would respectfully request the Medford Planning Commission recommend approval of the proposed Annexation and Urbanization Plan.

Sincerely,



Mark Knox, Principal Planner  
Urban Development Services, LLC



# MEDFORD

PARKS, RECREATION AND FACILITIES

TO: Planning Department  
FROM: Haley Cox – Parks Planner  
SUBJECT: MD-7c Urbanization Plan – Park Acquisition Proposal  
DATE: April 16, 2020

---

The Parks Department has reviewed the MD-7c parkland acquisition proposal and finds it to be substantially consistent with the goals of the Leisure Services Plan. The proposed 3+ acre parcel is located within a park watershed gap and target area for parkland acquisition. A shared-use pathway is also proposed in the LSP along South Stage Road in this area.

The site could be developed with a variety of traditional neighborhood park amenities, including pathways, playgrounds, picnic areas and open fields, which have minimal development costs and maintenance requirements. The site may not be large enough to warrant the expense of sport courts and associated parking and restroom facilities; however, a dog off-leash area, community garden, natural trail network, or other more specialized amenities could potentially be included in the design depending on neighborhood desires.

Staff has met several times with the project developer to collaborate on the proposed park project. It has been agreed that the park site shall not be used for neighborhood stormwater detention and treatment. Subject to Parks Commission approval of the site feasibility study/summary report and completion of a property appraisal, the developer may be eligible to receive SDC credits for the value of land offered for City park development.

At this time, the City is under no certain obligation to develop the parkland within a certain timeframe, and SDC credits would only be dispersed through associated building permit applications after a price has been negotiated between the City and property owner. Staff will continue to coordinate these efforts with the developer.

Exhibit P  
UP-19-003

April 15, 2020

Medford Planning Commission  
411 W. 8<sup>th</sup> Street  
Medford, OR 97501

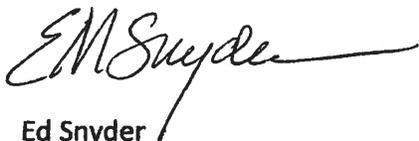
Re: File No. UP-19-003 & ANNX19-002

My wife and I own Tax Lot 382W01DB700 at 954 South Stage Road, Medford. I would like to go on record on behalf of myself and our neighbors on Tax Lots 382W01AC5300, -5400, -5500, and 382W01DB100, located at 910, 912, and 914 South Stage Road. We all share a common driveway off of South Stage Road along the west edge of the subject 29.72 acre property owned by KDA Homes located at the northwest corner of Kings Highway and South Stage Road.

While we realize the southernmost 240 feet of our access road is actually now owned by KDA Homes, we need to make sure that during the upcoming development efforts, we have continuous access to our five properties. Furthermore, we would like to request that no streets or parking lots be designed in such a way that they allow direct access to our private road. Hopefully access to the 29.72 acre property via Lillian Street and Veronica Way to the north, Kings Highway to the east, and South Stage Road to the south will be sufficient for all planned new development without requiring access to our private road to the west.

I realize the upcoming public hearing on April 23<sup>rd</sup> may not be the appropriate time and place to raise these concerns, but I wanted to take this early opportunity to express our concerns not only to the Planning Commission, but also to KDA Homes.

Thank you for your consideration.



Ed Snyder  
954 South Stage Road  
Medford, OR 97501  
541-500-1252  
[6066gmc@gmail.com](mailto:6066gmc@gmail.com)

CC: Mr. Laz Ayala  
KDA Homes  
132 West Main Street  
Medford, OR 97501

Exhibit Q  
UP-19-003

## **PLANNING COMMISSION MINUTES**

Planning Commission meeting minutes from April 23, 2020, are not yet available.



**Subject Area**

Project Name:

**KDA Homes  
Kings Hwy & S Stage Rd**

Map/Taxlot:

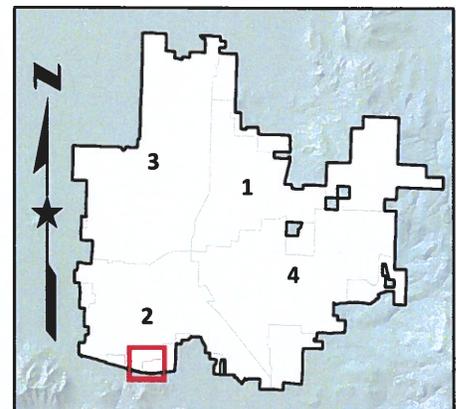
**382W01AD TL 1000 &  
382W01D TL 100**



**Legend**

-  Tax Lots selection
-  Tax Lots

12/30/2019





**AGENDA ITEM COMMENTARY**

**DEPARTMENT:** Planning  
**PHONE:** (541) 774-2380  
**STAFF CONTACT:** Matt Brinkley, AICP, CFM, Planning Director

**AGENDA SECTION:** Public Hearings  
**MEETING DATE:** May 7, 2020

**COUNCIL BILL 2020-57**

An ordinance proclaiming annexation to the City of Medford of approximately 33.68 acres of property located at the northwest corner of South Stage Road and Kings Highway and the full width of adjacent rights-of-way along the properties; changing the zoning designation of the property from Exclusive Farm Use (EFU) to Single-Family Residential (SFR-00, one dwelling unit per lot) zoning district; and removing the property from Medford Rural Fire Protection District #2. (ANNX-19-002)

**SUMMARY AND BACKGROUND**

Council is requested to consider the annexation of property to the City of Medford totaling approximately 33.68 acres. The property under consideration is located at the northwest corner of South Stage Road and Kings Highway and includes the full width of adjacent rights-of-way extending approximately 1,320 feet to the north along Kings Highway and approximately 1,380 feet to the west along South Stage Road. The County zoning designation of Exclusive Farm Use (EFU) will be changed to the City SFR-00 (Single-Family Residential, one dwelling unit per lot) zoning district. The property will be removed from Medford Rural Fire Protection District #2. (File No. ANNX-19-002)

**PREVIOUS COUNCIL ACTIONS**

On February 20, 2020, Council Bill 2020-20 was approved establishing a hearing date of May 7, 2020, for consideration of this matter.

On August 18, 2016, Council Bill 2016-99 was approved adopting the urban growth boundary. The property proposed for annexation was included in the 2016 UGB expansion.

**ANALYSIS**

The subject property (identified as two tax lots on the Assessor's maps) and adjacent rights-of-way are located within the City's Urban Growth Boundary and are contiguous with the city limits along the northern boundary of the property. The property has a General Land Use Plan designation of Urban Residential (UR) and Commercial (CM), and a County zoning designation of Exclusive Farm Use (EFU). The SFR-00 zoning district is the appropriate transition zone for the properties until a formal zone change application is submitted to consider Single Family Residential -10 units per acre (SFR-10) and Community Commercial (C-C).

The application is filed in conjunction with an Urbanization Plan. The properties are identified as planning unit MD-7c in the Urbanization Planning section of the Neighborhood Element of the Comprehensive Plan. This parcel is the first property proposed for annexation since the adoption of the Urban Growth Boundary.

Annexation of the full rights-of-way along Kings Highway and South Stage Road are outlined in the Urban Growth Management Agreement (UGMA) with the County. The agreement also indicates the



City Council will request surrender of these roads from the County upon annexation. Public Works and County Roads staff agree that jurisdictional exchange of South Stage Road will come at the request of the County in the future. Once the request is made by the County, the City will agree to take it over (per Oregon Revised Statute 373.270) regardless of the design standard used to construct the road and without compensation or conditions (ORS 373.270(6)). Because of the regional significance of South Stage Road and the short segment being annexed with this proposal, it is agreed that jurisdictional transfer may not be appropriate until additional segments of the roadway are also annexed and transferred. Per the Urban Reserve Management Agreement, upon annexation, the City is responsible for management of the public storm water within the roadway. Following jurisdictional transfer, the City assumes paving and maintenance responsibilities for the roadway.

Once the annexation is finalized, the applicant can apply for the next steps in the development of the property including zone change and land division applications.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The City collects fees for streets, parks, public safety, sewer, and storm drain maintenance. Property taxes are also adjusted based on annexation occurring. The 2020 combined assessed value for the tax lots is \$347,300. The 2019 taxes for the tax lots was \$4,177.34. An approximate estimate of taxes based solely on existing vacant land after annexation is \$4,235.95 (based on 2019 numbers). This number will change with development of the land.

**TIMING ISSUES**

None.

**COUNCIL OPTIONS**

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

**STAFF RECOMMENDATION**

Staff recommends approval of the annexation.

**SUGGESTED MOTION**

I move to adopt the ordinance authorizing the annexation of a 33.68 acre parcel and adjacent rights-of-way located at the northwest corner of Kings Highway and South Stage Road.

**EXHIBITS**

- Ordinance
- ANNX-19-002 Council Report, including Exhibits A through D
- ANNX-19-002 Vicinity Map

ORDINANCE NO. 2020-57

AN ORDINANCE proclaiming annexation to the City of Medford of approximately 33.68 acres of property located at the northwest corner of South Stage Road and Kings Highway and the full width of adjacent rights-of-way along the properties; changing the zoning designation of the property from Exclusive Farm Use (EFU) to Single-Family Residential (SFR-00, one dwelling unit per lot) zoning district; and removing the property from Medford Rural Fire Protection District #2. (ANNX-19-002)

WHEREAS, the owners of the land in the territory to be annexed have consented in writing to the annexation, said consent having been heretofore filed with the City Recorder in the manner prescribed by law; and

WHEREAS, the City Council by Resolution No. 2020-20, adopted February 20, 2020, dispensed with submitting the question of the proposed annexation to the electors of the city and set 6:00 p.m. on the 7<sup>th</sup> day of May, 2020, in the Council Chambers of the City Hall in said city as the time and place of hearing thereon, at which time and place the registered voters of the city and other interested parties were given an opportunity to be heard on the question; and

WHEREAS, notices of the public hearing were published and posted in the manner and for the time prescribed by law; the public hearing was duly held by and before the City Council as provided by law and by the terms of said resolution and the published notice; and it is in the best interests of the City and of the area involved that it be annexed to the City of Medford and the area be withdrawn from Medford Rural Fire Protection District #2; and

WHEREAS, the City Council finds and determines that the Findings and Conclusions in the Staff Report dated April 30, 2020, incorporated by this reference and on file in the Planning Department, are true and correct and are hereby adopted as the findings of the City Council; now, therefore,

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. The area described in Exhibit A, attached hereto, shall be annexed to the City of Medford, Oregon.

Section 2. The above-described property annexed to the City of Medford is hereby withdrawn from Medford Rural Fire Protection District #2.

Section 3. The City Recorder is directed a) to submit to the Secretary of the State of Oregon a copy of this Ordinance and, within ten days of the effective date of this annexation; and

b) to send copies of this Ordinance to the Jackson County Clerk, Jackson County and Medford Rural Fire Protection District #2.

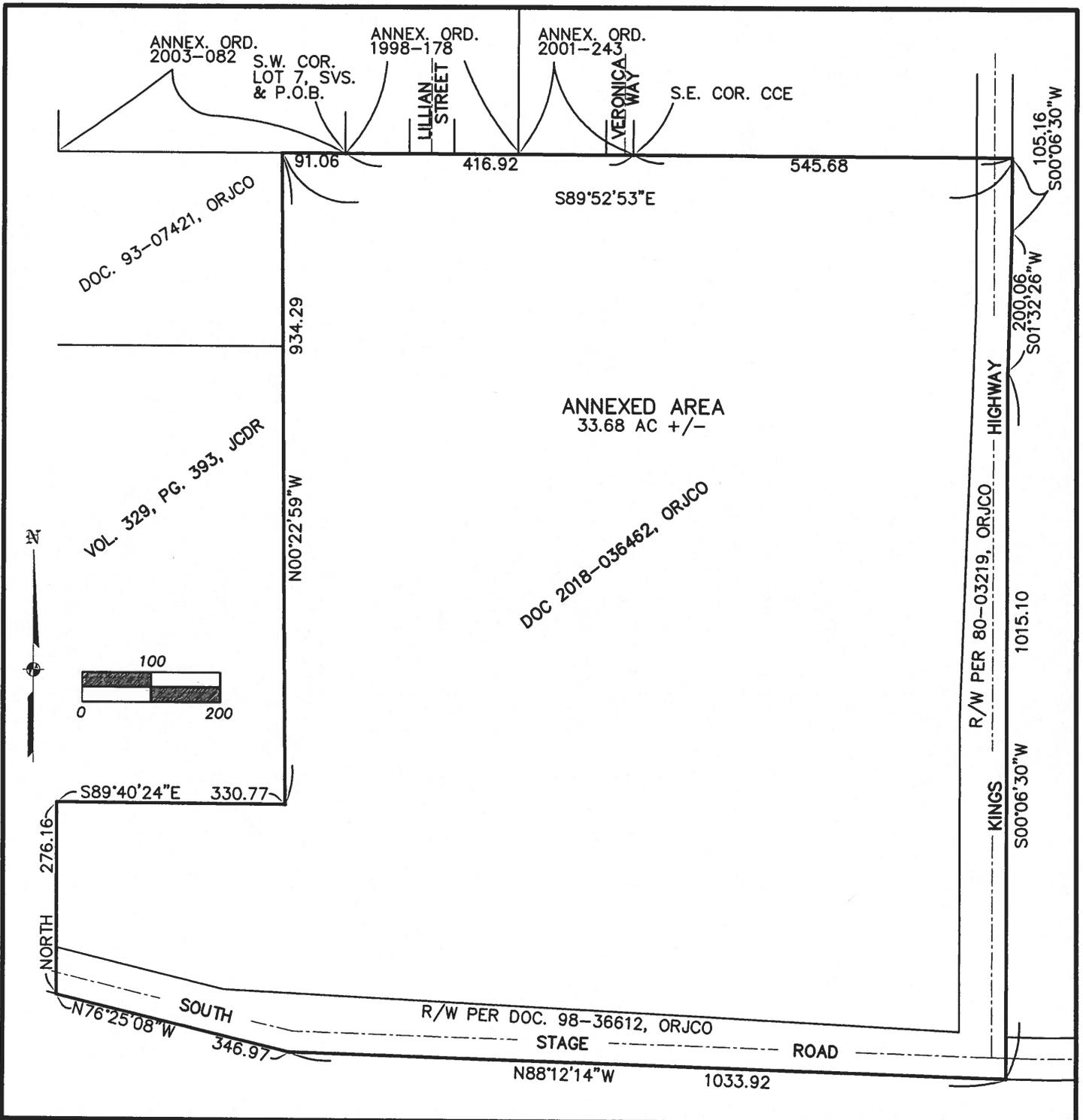
PASSED by the council and signed by me in authentication of its passage this \_\_\_\_ day of May, 2020.

ATTEST: \_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor

APPROVED: \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor



REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*James E. Hibbs*

OREGON  
JULY 17, 1986  
JAMES E. HIBBS  
2234

RENEWAL DATE: 6-30-21

TITLE:  
**ANNEXATION MAP**

ASSESSOR'S MAP #:  
**382W01AD TL1000/382W01D TL100**

DATE:  
12 JAN 2020

SCALE:  
1 inch : 200 feet

FOR: **KDA HOMES, INC.**  
**604 FAIR OAKS CT.**  
**ASHLAND, OR 97520**

DRAWN BY: **JEH**  
CHK BY:

ORIGIN:

 **L.J. FRIAR & ASSOCIATES P.C.**  
CONSULTING LAND SURVEYORS  
P.O. Box 1947, Phoenix, OR 97535  
Phone: (541) 772-2782  
ljfriarandassociates@charter.net

ROTATION: 0°  
JOB#: 19157FM

Sheet 1 of 1.

TELEPHONE  
541-772-2782



**L.J. FRIAR & ASSOCIATES P.C.**

CONSULTING LAND SURVEYORS

JAMES E. HIBBS, PLS

P.O. BOX 1947  
PHOENIX, OR 97535

*ljfriarandassociates@charter.net*

LEGAL DESCRIPTION

Beginning at the Southwest corner of Lot 7 of SHAFER VILLAGE SUBDIVISION, according to the official plat thereof, now of record, in Jackson County, Oregon, said point also being on the existing City of Medford Boundary at the Southwest corner of that property annexed per Ordinance No. 1999-178; thence along the South line of said SUBDIVISION, the South line of CROOKED CREEK ESTATES, according to the official plat thereof, now of record, in Jackson County, Oregon and along said City Boundary, South 89°52'53" East, 416.92 feet to the Southeast corner of said CROOKED CREEK ESTATES, said point also being the Southeast corner of that property annexed per Ordinance 2001-243; thence leaving said City boundary along the North line of that tract described in Document No. 2018-036462, Official Records of Jackson County, Oregon and its Easterly prolongation, South 89°52'53" East, 545.68 feet to the East line of Kings Highway; thence along said East line and Southerly prolongation the following three courses: South 00°06'30" West, 105.16 feet; thence South 01°32'26" West, 200.06 feet; thence South 00°06'30" West, 1015.10 feet to the South line of South Stage Road; thence along said South line the following two courses: North 88°12'14" West, 1033.92 feet; thence North 76°25'08" West, 346.97 feet to a point on the Southerly prolongation of the West line of that tract described in Document No. 2018-036462, said Official Records; thence along said West line and prolongation, NORTH, 276.16 feet to the Southerly Northwest corner thereof; thence along the South line thereof, South 89°40'24" East, 330.77 feet to the interior ell corner thereof; thence along the West line thereof, North 00°22'59" West, 934.29 feet to the Northerly Northwest corner of said tract, said point also being the existing City of Medford per Ordinance No. 2003-082; thence along the North line of that tract described in Document No. 2018-036462, said Official Records and also along said City Boundary, South 89°52'53" East, 91.06 feet to the point of beginning. Containing 33.68 acres, more or less.

TRACT TO BE ANNEXED & ZONE CHANGED  
382W01AD TL1000/382W01D TL100  
Ayala  
19-157  
September 10, 2019

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 17, 1986  
JAMES E. HIBBS  
2234  
RENEWAL DATE : 6-30-21

EXHIBIT A



## COUNCIL REPORT

for a Type IV Legislative decision: **Annexation**

Project Ayala Annexation  
File no. ANNX-19-002  
Applicant Lazaro Ayala Family Trust  
Agent Scott Sinner, Sinner Consulting Inc.  
To Mayor and City Council  
From Carla Angeli Paladino, Principal Planner  
Reviewer Matt Brinkley, AICP CFM, Planning Director  
Date April 30, 2020

*for May 7, 2020 hearing*

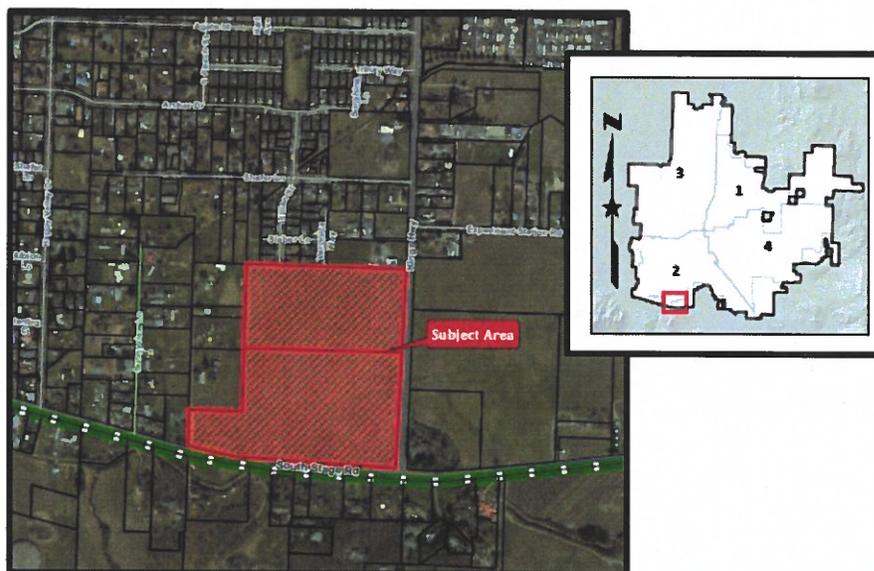
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### BACKGROUND

#### Proposal

Council is requested to consider annexing to the City of Medford a single parcel (identified as two tax lots - 382W01AD 1000 and 382W01D 100) and adjacent rights-of-way totaling approximately 33.68 acres located at the northwest corner of South Stage Road and Kings Highway (See Exhibit A). The County zoning designation of Exclusive Farm Use (EFU) will be changed to the City Single Family Residential-1 unit per lot (SFR-00) holding zone designation. The property will be removed from Medford Rural Fire Protection District #2.

#### Vicinity Map



### **History**

On February 20, 2020, Council approved Council Bill 2020-20 establishing a hearing date of May 7, 2020, for consideration of the matter.

### **Related Projects**

UP-19-003 – Urbanization Plan for MD-7c

### **Authority**

This proposed plan authorization is a Type IV Legislative decision. City Council is authorized to approve annexations under Medford Municipal Code Sections 10.214 and 10.216.

### **ANALYSIS**

The subject property was adopted into Medford's Urban Growth Boundary in 2016 and was acknowledged by the State in 2018. The site is identified as planning unit MD-7c in the Comprehensive Plan. The annexation request is filed in conjunction with an Urbanization Plan (UP-19-003), and is contingent upon adoption of that plan.

The applicant's written findings of fact are attached as **Exhibit B**.

The parcel is bordered by South Stage Road on the south and Kings Highway on the east. The City limits are contiguous along the northwest portion of the property near Lillian Avenue and Veronica Way. Urban Residential and Commercial are the General Land Use Plan (GLUP) designations on the site. The existing County zoning designation is Exclusive Farm Use (EFU), and upon annexation will be converted temporarily to the City's SFR-00 (Single Family Residential - 1 dwelling unit per lot) holding zone. A formal zone change application is needed to change the holding zone to the proposed zoning districts of SFR-10 (Single Family Residential - 10 dwelling units per acre) and Community-Commercial (C-C).

The SFR-10 zoning district provides a minimum density of 6 dwelling units per acre and a maximum of 10 dwelling units per acre. As noted in the accompanying Urbanization Plan (UP-19-003) application, the Urban Residential portion of the property (calculated at 17.56 gross acres roughly) and proposed to accommodate SFR-10 zoning can provide a minimum of 106 dwelling units and a maximum of 175 dwelling units. The applicant proposes a mix of single-family detached and single-family attached units to occupy the site. The City's Housing Element indicates 15,050 dwelling units are needed between 2009 and 2029. Of that total, the need for single-family detached (for both owners and renters) is 9,034 units, while the need for single-family attached units is identified as 384 dwelling units. The SFR-10 zone is highly versatile and can accommodate everything from single-family detached dwelling units to three or more multi-family dwelling units. The exact number of attached and detached dwelling units for this property is not known at this stage in the process. The single-

family detached housing type is identified as the greatest needed dwelling type in the Housing Element. The applicant's proposal will provide for a very small percentage of this need. The Community Commercial zoning designation also provides allowances for multi-family residential at higher minimum densities providing additional opportunities for accommodating a range of housing types in line with needs identified in the Housing Element.

As outlined in the Urban Growth Management Agreement (UGMA), the annexation of property from the Urban Growth Boundary will include the full width rights-of-way along the subject parcels. In this case, the rights-of-way include portions of South Stage Road and Kings Highway (highlighted in yellow below).



Jackson County Roads comments are attached as **Exhibit C**. The County's comments indicate that the remaining portion of Kings Highway should also be annexed (orange highlighted segment above). This topic was raised by the applicant at the time of submitting the

application and discussions with City Public Works concluded the remaining segment of Kings Highway would be annexed when the adjacent properties to the east in Planning Unit MD-7b propose annexation. The orange segment represents about 195 feet (approximately 9,400 square feet) of right-of-way. The legal description and map for the proposal only includes the yellow highlighted areas. Public Works comments are attached as **Exhibit D**.

## FINDINGS AND CONCLUSIONS

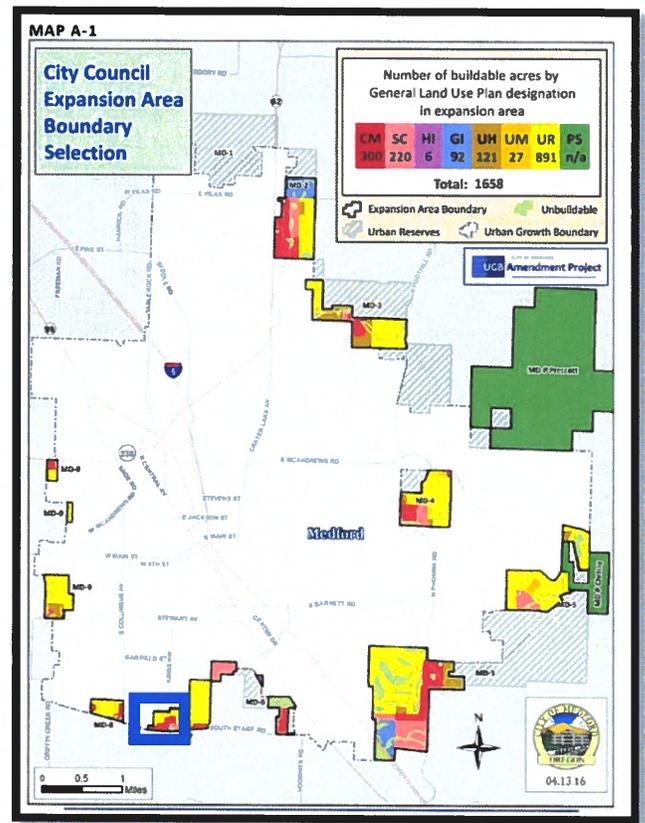
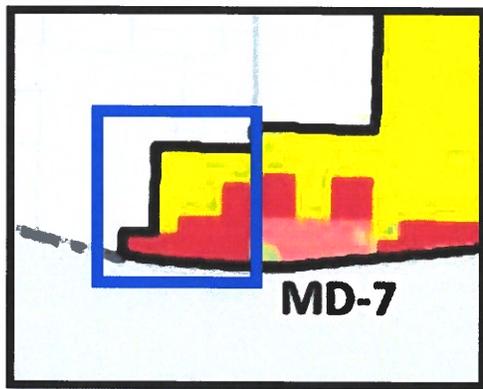
### Applicable Criteria

The applicable criteria are found in Medford Municipal Code 10.216(C). The criteria are set in *italics* below; findings and conclusions are in roman type. The City Council must find that the following State requirements are met in order to approve an annexation:

1. *The land is within the City's Urban Growth Boundary.*

### Findings

The subject property was adopted into the City's Urban Growth Boundary in 2016 (Ordinance no. 2016-99 and Ordinance no. 2017-102). The City's Urban Growth Boundary amendment was acknowledged by the Department of Land Conservation and Development in 2018. The subject property is identified as planning unit MD-7c and is located in southwest Medford at the northwest corner of Kings Highway and South Stage Road.



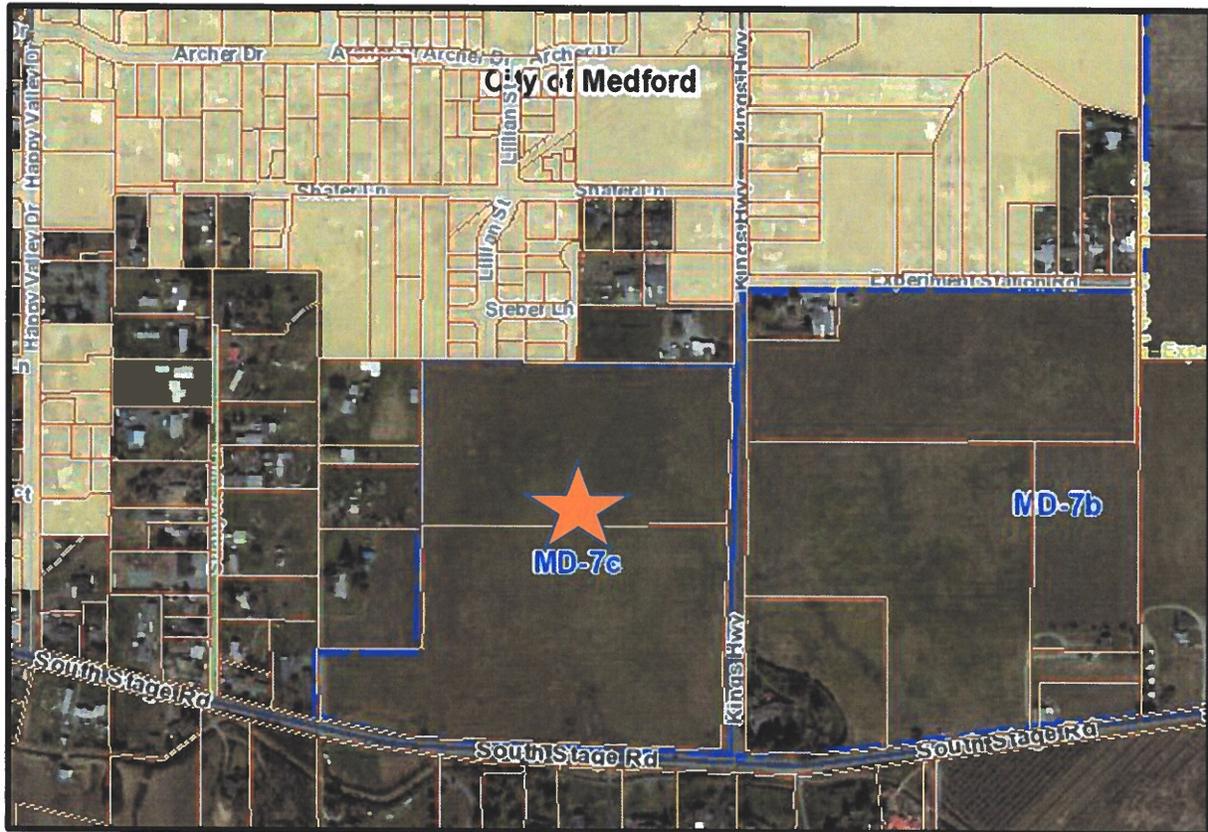
### Conclusions

The subject property became a part of the City's Urban Growth Boundary in June 2018. This criterion is satisfied.

2. *The land is contiguous to the current city limits.*

**Findings**

The northwest portion of the property is contiguous to the current city limits represented by the yellow shaded areas on the map below.



**Conclusions**

The City finds the property is contiguous to the exiting city limits along the property's northern boundary. This criterion is satisfied.

3. *Unless the land being considered for annexation is enclaved by the City or the City chooses to hold an election, a majority of the land owners and/or electors have consented in writing to the annexation per ORS 222.125 or ORS 222.170.*

**Findings**

The property is under the sole ownership of the Lazaro Ayala Family Trust and written consent forms have been signed and submitted to annex. The property is currently vacant and does not have any electors.

**Conclusions**

The applicable state statutes have been followed regarding the annexation request. The City Council can decide on the proposal without holding an election on the matter because the property owner consents to the action. This criterion is satisfied.

**RECOMMENDED ACTION**

Adopt the findings as recommended by staff and approve the ordinance for the annexation per the staff report dated April 30, 2020, including Exhibits A and F.

**EXHIBITS**

- A Legal description and Exhibit Map, dated January 12, 2020.
- B Applicant's Findings of Fact and Conclusions of Law, dated December 20, 2020.
- C Jackson County Roads letter, dated February 4, 2020.
- D Public Works report, dated February 26, 2020.  
Vicinity Map

**CITY COUNCIL AGENDA:**

**MAY 7, 2020**

TELEPHONE  
541-772-2782

JAMES E. HIBBS, PLS



**L.J. FRIAR & ASSOCIATES P.C.**

CONSULTING LAND SURVEYORS

P.O. BOX 1947  
PHOENIX, OR 97535

ljfriarandassociates@charter.net

LEGAL DESCRIPTION

Beginning at the Southwest corner of Lot 7 of SHAFER VILLAGE SUBDIVISION, according to the official plat thereof, now of record, in Jackson County, Oregon, said point also being on the existing City of Medford Boundary at the Southwest corner of that property annexed per Ordinance No. 1999-178; thence along the South line of said SUBDIVISION, the South line of CROOKED CREEK ESTATES, according to the official plat thereof, now of record, in Jackson County, Oregon and along said City Boundary, South 89°52'53" East, 416.92 feet to the Southeast corner of said CROOKED CREEK ESTATES, said point also being the Southeast corner of that property annexed per Ordinance 2001-243; thence leaving said City boundary along the North line of that tract described in Document No. 2018-036462, Official Records of Jackson County, Oregon and its Easterly prolongation, South 89°52'53" East, 545.68 feet to the East line of Kings Highway; thence along said East line and Southerly prolongation the following three courses: South 00°06'30" West, 105.16 feet; thence South 01°32'26" West, 200.06 feet; thence South 00°06'30" West, 1015.10 feet to the South line of South Stage Road; thence along said South line the following two courses: North 88°12'14" West, 1033.92 feet; thence North 76°25'08" West, 346.97 feet to a point on the Southerly prolongation of the West line of that tract described in Document No. 2018-036462, said Official Records; thence along said West line and prolongation, NORTH, 276.16 feet to the Southerly Northwest corner thereof; thence along the South line thereof, South 89°40'24" East, 330.77 feet to the interior ell corner thereof; thence along the West line thereof, North 00°22'59" West, 934.29 feet to the Northerly Northwest corner of said tract, said point also being the existing City of Medford per Ordinance No. 2003-082; thence along the North line of that tract described in Document No. 2018-036462, said Official Records and also along said City Boundary, South 89°52'53" East, 91.06 feet to the point of beginning. Containing 33.68 acres, more or less.

TRACT TO BE ANNEXED & ZONE CHANGED

382W01AD TL1000/382W01D TL100

Ayala

19-157

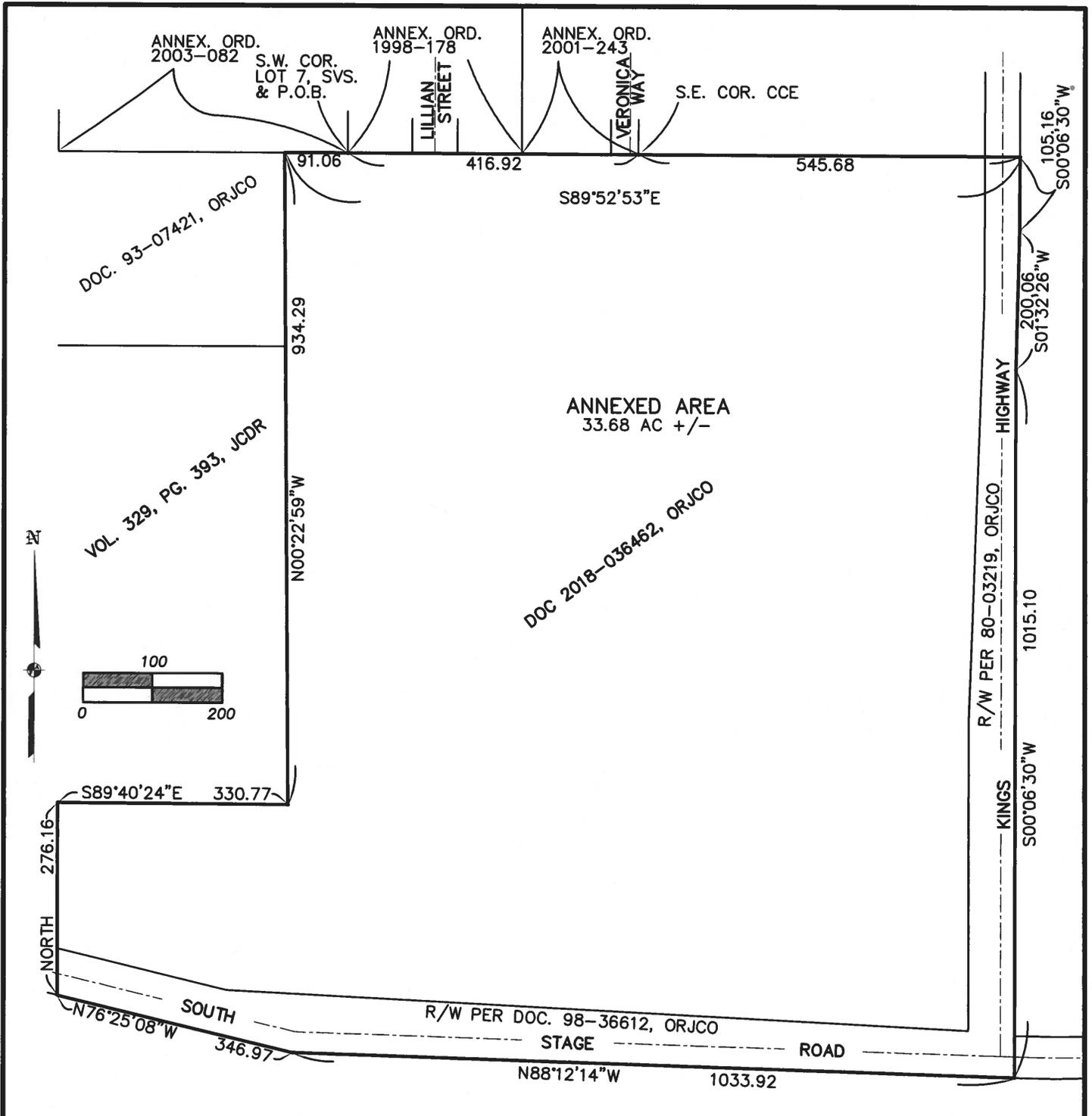
September 10, 2019

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 17, 1986  
JAMES E. HIBBS  
2234

RENEWAL DATE : 6-30-21

EXHIBIT A



<p>REGISTERED PROFESSIONAL LAND SURVEYOR</p> <p><i>James E. Hibbs</i></p> <p>OREGON JULY 17, 1986 JAMES E. HIBBS 2234</p> <p>RENEWAL DATE: 6-30-21</p>	<p>TITLE: <b>ANNEXATION MAP</b></p> <p>ASSESSOR'S MAP #: <b>382W01AD TL1000/382W01D TL100</b></p>	<p>DATE: 12 JAN 2020</p>
	<p>FOR: <b>KDA HOMES, INC.</b> 604 FAIR OAKS CT. ASHLAND, OR 97520</p>	<p>SCALE: 1 inch : 200 feet</p>
	<p style="text-align: center;">   <b>L.J. FRIAR &amp; ASSOCIATES P.C.</b>          CONSULTING LAND SURVEYORS          P.O. Box 1947, Phoenix, OR 97535          Phone: (541) 772-2782          lfriarandassociates@charter.net       </p>	<p>DRAWN BY: JEH CHK BY:</p>
	<p>© L.J. FRIAR &amp; ASSOCIATES, P.C. 2020</p>	<p>ORIGIN:</p> <p>ROTATION: 0° JOB#: 19157FM</p>
		<p>Sheet 1 of 1.</p>

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

RECEIVED  
RECEIVED  
DEC 20 2019  
PLANNING DEPT.  
PLANNING DEPT.

IN THE MATTER OF AN APPLICATION FOR )  
AN ANNEXATION PLAN FOR THE PROPERTIES ) FINDING OF FACT  
IDENTIFIED AS T382W01AD TAX LOT 1000 AND ) AND  
T382W01D TAX LOT 100 ) CONCLUSIONS  
SCOTTSINNER CONSULTING, INC. AGENT ) OF LAW

BACKGROUND INFORMATION

Applicant:

Lazaro Ayala Family Trust  
132 Main St Suite 201  
Medford, OR 97501  
Mark Knox <knox@mind.net>

Agent:

Scott Sinner Consulting, Inc.  
4401 San Juan Dr. Suite G  
Medford, OR 97504  
scottsinner@yahoo.com

Property 1:

38 2W 01AD TL 1000  
Lazaro Ayala Family Trust  
11.84 Acres

Property 2:

38 2W 01D TL 100  
Lazaro Ayala Family Trust  
17.88 Acres

Project Summary:

The subject property is identified on two assessors' maps; however, the properties are a single legal lot with the approval of a property line adjustment (439-18-00050-SUB) while under Jackson County jurisdiction.

This application will demonstrate the request is consistent with the criteria for an annexation into the City Limits of Medford. This application is consolidated with an Urbanization Plan as the subject parcels are a the MD7-C Planning Unit as described in the Medford Comprehensive Plan.

CITY OF MEDFORD  
EXHIBIT # B  
FILE # UP-19-003/  
ANNX-19-002

8

**BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:**

**Approval Criteria:**

The approval criteria and procedure for an annexation into the City Limits of Medford is found within the Medford Land development Code Section (MLDC) 10.216. An annexation is a Type IV Land use action and the City Council is the approving authority.

***10.216 Annexation***

***(A) Annexation is the action taken to incorporate land into a city. The state requires annexation of property that is contiguous to city limits and within the city's Urban Growth Boundary.***

***B) Application for Annexation. Except for the annexation of unincorporated territory surrounded by the city as provided in Subsection (E) below, applications for annexation shall, in addition to requirements contained in the application form, be subject to the provisions of ORS 222.111 to 222.180 or 222.840 to 222.915.***

***(C) Annexation Approval Criteria. The City Council must find that the following State requirements are met in order to approve an annexation:***

- (1) The land is within the City's Urban Growth Boundary,***
- (2) The land is contiguous to the current city limits, and***
- (3) Unless the land being considered for annexation is enclaved by the City or the City chooses to hold an election, a majority of the land owners and/or electors have consented in writing to the annexation per ORS 222.125 or ORS 222.170.***

**Findings of Fact:**

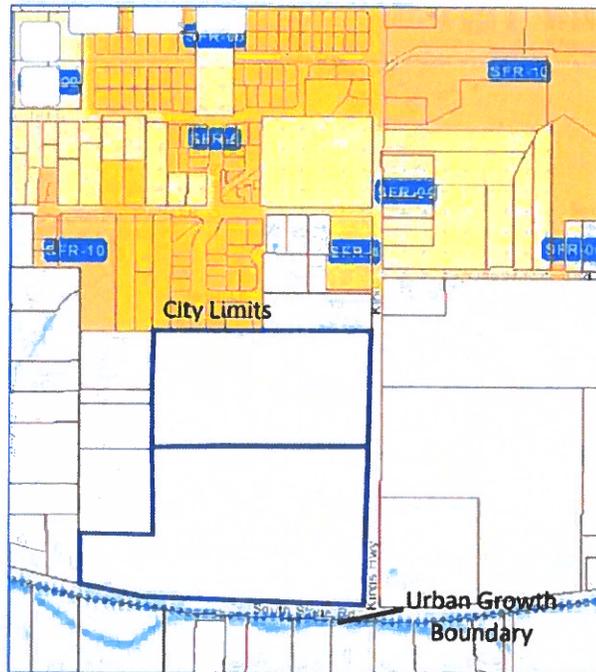
- (1) The land is within the City's Urban Growth Boundary,***
- (2) The land is contiguous to the current city limits, and***

The MLDC locational criteria for an annexation are the property must be within the Urban Growth Boundary and adjacent to the City Limits of Medford. The exhibit below demonstrates the property meets these locational criteria.

The property lies north of the Urban Growth Boundary as seen with the exhibit.

The property is contiguous with the current City Limits on the north property line.

**BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:**



**Conclusions of Law:**

The City Council can conclude the requested subject property is within the City of Medford's Urban Growth Boundary and contiguous to the existing City limits of Medford.

The locational criteria are met with this annexation request.

*(3) Unless the land being considered for annexation is enclaved by the City or the City chooses to hold an election, a majority of the land owners and/or electors have consented in writing to the annexation per ORS 222.125 or ORS 222.170.*

**Findings of Fact:**

The subject parcel is a single tax lot in a single ownership and the required consent is attached with this implementation.

**Application Summary and Conclusion:**

This application includes the required submittals on the forms provided by the City.

The subject property meets with the locational criteria, the property is within the existing Urban Growth Boundary and is also adjoining the City limits of Medford.

BEFORE THE CITY COUNCIL FOR THE CITY OF MEDFORD:

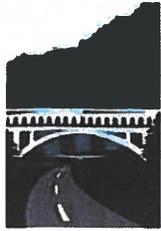
The property is in a single ownership and the required consent forms have been completed.

The City Council can conclude this application is consistent with all approval criteria for the approval of this application for annexation into the City Limits of Medford.

On behalf of the applicant, I respectfully request the approval of this application.



Scott Sinner  
Scott Sinner Consulting, Inc.



# 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: Carla Paladino  
Planning Department  
City of Medford  
200 South Ivy Street, Lausmann Annex, Room 240  
Medford, OR 97501

RE: Urbanization Plan & Annexation request for Planning Unit MD-7c  
South Stage Road - a County maintained road at this location  
and Kings Highway – a County maintained road at this location  
Planning File: UP-19-003 & A-19-002

Dear Carla:

Thank you for the opportunity to comment on a Comprehensive Plan Amendment to Adopt an Urbanization Plan into the Neighborhood Element for approximately 29.72 acres located at the northwest corner of Kings Highway and South Stage Road (38-2W-01D tax lot 100 and 38-2W-01AD TL 1000). 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 the remainder of Kings Highway right-of-way. Then, following annexation, City is required to request jurisdiction of this portion of Kings Highway. 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. As provided in the URMA, storm drain management within the annexed areas (including road rights-of-way) become the responsibility of City, upon annexation.
3. 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.
4. South Stage Road is a County Minor Arterial and is maintained by the County. The Average Daily Traffic count was 5,744 on July 24, 2018, 225' east of King Highway.

5. Kings Highway is a County Minor Arterial and is maintained by the County. The Average Daily Traffic count was 2,679 on July 24, 2018, 150' north of South Stage Road.
6. All access points will be from Kings Highway. No accesses will be permitted from South Stage Road.
7. The applicant shall submit construction plans to Jackson County Roads, so we may determine if county permits will be required.
8. 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,

A handwritten signature in blue ink, appearing to read 'Chuck DeJanvier', written over a faint circular stamp.

Chuck DeJanvier, PE  
Construction Engineer



## **PUBLIC WORKS DEPARTMENT STAFF REPORT**

### **Urbanization Plan & Annexation Request for Planning Unit MD-7c Kings Highway at South Stage Road (TLs 100 & 1000)**

**Project:** A Comprehensive Plan Amendment to adopt an Urbanization Plan into the Neighborhood Element for approximately 29.72 acres of property located at the north-west corner of South Stage Road and Kings Highway (382W01AD1000 and 382W01D100).

**Applicant:** Applicant: Lazaro Ayala Family Trust, Agent: Scott Sinner Consulting.

**Planner:** Carla Paladino, Principal Planner – Long Range Division

The Urbanization Plan is filed in conjunction with an annexation request of the above properties plus adjacent right-of-way along South Stage Road and Kings Highway. The County zoning designation of Exclusive Farm Use (EFU) will be change to the City Single Family Residential- 1unit/acre (SFR-00) zoning district. The property will be removed from Medford Rural Fire Protection District #2.

#### **A. STREETS**

Kings Highway and South Stage Road are classified as a Minor Arterial streets and are both maintained by Jackson County. Both streets are paved without curb and gutter, sidewalks or street lights. In accordance with the City's Urban Reserve Management Agreement, the County will surrender jurisdiction of Kings Highway and South Stage Road and the City will assume jurisdiction at the time of annexation.

All other potential future Commercial and/or Minor/Standard Residential internal connection streets shall be public and will be maintained by the City of Medford.

#### **B. SANITARY SEWERS**

The area of this proposed annexation lies within the Rogue Valley Sewer Service (RVSS) area. Contact RVSS for sanitary sewer accessibility and capacity adequacy.

City of Medford

200 S. Ivy Street, Medford, OR 97501

(541) 774-2100

cityofmedford.org

### **C. STORM DRAINAGE**

Future development on this parcel will require stormwater detention and stormwater quality facilities, which shall comply with Medford Land Development Code (MLDC) Sections 10.486 and 10.729 and the Rogue Valley Stormwater Quality Design Manual.

### **D. TRANSPORTATION SYSTEM**

The map titled, "Secondary Streets with Conceptual Offsite Circulation" shall be adopted as the circulation plan in the City of Medford Comprehensive Plan. Showing the detail will not lock in the location of streets but does make a commitment to the overall level of connectivity needed (per MLDC 10.426.B.1).

The applicant shall submit a revised circulation plan showing the locations of the higher order streets in accordance with Subsection 5.2 of Chapter 10.4 of the City of Medford Comprehensive Plan. The revised circulation plan shall also include a key identifying what types of streets the different line types on the map represent.

No comments on the annexation.

### **E. SYSTEM DEVELOPMENT CHARGES**

Future development/buildings within this parcel will be subject to System Development Charges (SDC). These SDC fees shall be assessed at the time individual building permits are reviewed.

This development is also subject to Storm Drain System Development Charges. A portion of the storm drain system development charge shall be collected at the time of the approval of a final plat, as applicable.

### **F. UTILITY FEES**

Upon annexation, this parcel will be subject to City of Medford monthly utility fees as applicable.

Prepared by: Jodi K Cope

Reviewed by: Doug Burroughs



**AGENDA ITEM COMMENTARY**

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**DEPARTMENT:** City Manager's Office  
**PHONE:** (541) 774-2009  
**STAFF CONTACT:** Kelly Madding, Deputy City Manager

**AGENDA SECTION:** Council Business  
**MEETING DATE:** May 7, 2020

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**COUNCIL BILL 2020-58**

A resolution authorizing creating and operation of a COVID-19 Small Business Grant program with \$250,000 from the Council Vision Fund.

**SUMMARY AND BACKGROUND**

Council is requested to consider approval of a COVID-19 Small Business Grant program. The total Vision Fund request is \$250,000. Councilors D'Alessandro, Poythress and Stine are the request's sponsors. This request is coming earlier than the normal allocation process because of the timing of the need by our local businesses.

**PREVIOUS COUNCIL ACTIONS**

On September 9, 2019 a Council motion was passed approving a process to allocate marijuana funds via Vision Fund requests. The motion outlined a process to allocate the funds which included: sponsorship by a councilmember with two council co-sponsors before it comes to the full Council. The funds were to be distributed twice per year.

**ANALYSIS**

An outline of the proposed program are below:

Size of Business: no more than 15 non-owner employees as of March 1, 2020

Eligibility

- ✓ A current City of Medford Business License is required
- ✓ Franchise businesses are not eligible
- ✓ Multiple business owners are limited to 1 grant
- ✓ No outstanding City related liens, fees or code enforcement cases
- ✓ Has not been a recipient of the Federal Paycheck Protection Program

Assistance Amount

- \$1,500 minimum
- For every non-owner employee grantee receives an additional \$500
- Total maximum grant award - \$5,000

Qualifying Expenses

- Rents or mortgage
- Payroll expenses, including sick leave, insurance
- Utilities
- Accounts payable accrued before April 1



- Childcare reimbursement
- Remote working expenses

Requirements

Complete application

Review

First come, first served

Grant Administration

The City of Medford will serve as the grant administrator. Grant recipients agree to be subject to a random audit to ensure program guidelines are met.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The request is for a total of \$250,000. The funds are budgeted within Fund 420, Council Vision Fund.

**TIMING ISSUES**

Given the economic catastrophe that Medford's businesses have experienced due to COVID-19, Councilors D'Alessandro, Poythress and Stine believe that if the Council approves these funds they should be made available as quickly as possible.

**COUNCIL OPTIONS**

Approve the resolution as presented.

Modify the resolution as presented.

Deny the resolution or motion and provide direction to staff.

**STAFF RECOMMENDATION**

Staff makes no recommendation.

**SUGGESTED MOTION**

I move to approve the resolution allocating \$250,000 of Vision Fund monies to be used for a COVID-19 Small Business Grant program.

**EXHIBITS**

Resolution

RESOLUTION NO. 2020-58

A RESOLUTION authorizing creation and operation of a COVID-19 Small Business Grant program with \$250,000 from the Council Vision Fund.

WHEREAS, the City of Medford and State of Oregon have declared emergencies as a result of the ongoing COVID-19 pandemic; and

WHEREAS, the COVID-19 pandemic has caused an economic catastrophe for many small businesses in the City of Medford; and

WHEREAS, City Council previously created the "Council Vision Fund" to utilize marijuana tax revenues for programs that further Council Goals instead of funding routine ongoing, operational expenditures. The Council Vision Fund is administered pursuant to an internal application and review process memorialized in Resolution 2019-128; and

WHEREAS, Resolution 2019-128 adopted procedures and a time line for requests for expenditures from the Council Vision Fund, commencing with a study session in June and proceeding to a regular Council meeting thereafter; and

WHEREAS, the COVID-19 pandemic and related economic catastrophe warrant a deviation from that specified time frame and procedures, now therefore:

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON allocates \$250,000 of the Council Vision Fund to create a COVID-19 Small Business Grant program, to be administered in the following manner:

Section 1. Size of business. No more than 15 non-owner employees as of March 1, 2020.

Section 2. Eligibility. A current City of Medford business license is required. Franchise businesses are not eligible. Multiple business owners are limited to one grant for the business. The business may not have outstanding City-related liens, fees, or code enforcement cases at the time of application submission. The business may not have already received relief through the Federal Paycheck Protection Program.

Section 3. Assistance Amount. The grant shall have a \$1,500 minimum per award. For every non-owner employee, the grantee will receive an additional \$500, up to a total maximum grant award of \$5,000 per business.

Section 4. Qualifying Expenses. The grant funds may be used for rents or mortgage, payroll expenses (including sick leave and insurance), utilities, and accounts payable accruing before April 1, 2020, childcare reimbursement, and remote working expenses.

Section 5. Requirements. Applicants will need to complete an application in a form to be created by City staff, and provide all requested records.

Section 6. Review. The \$250,000 shall be provided to eligible applicants on a first-come-first-serve basis based upon the date of submission of a complete application with all requested documents included.

Section 7. Grant Administration. The City of Medford will serve as grant administrator. Grant recipients agree to be subject to audit to ensure program guidelines are met.

PASSED by the Council and signed by me in authentication of its passage this \_\_\_\_ day of May, 2020.

ATTEST: \_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor

RECEIVED  
MAY 1 2020  
CITY RECORDER'S OFFICE



Project Name:

**KDA Homes  
Kings Hwy & S Stage Rd**

Map/Taxlot:

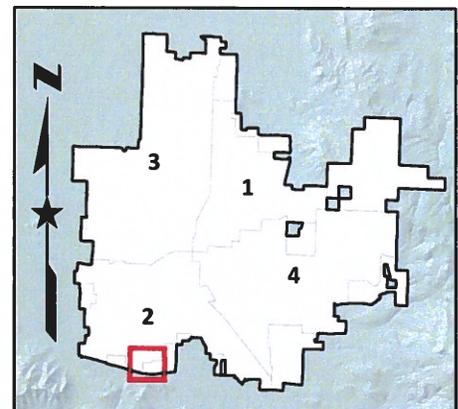
**382W01AD TL 1000 &  
382W01D TL 100**



**Legend**

-  Tax Lots selection
-  Tax Lots

12/30/2019





**MEDFORD**  
OREGON  
[cityofmedford.org](http://cityofmedford.org)

Item No: 100.1

**AGENDA ITEM COMMENTARY**

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**DEPARTMENT:** Parks/Recreation/Facilities  
**PHONE:** (541) 774-2400  
**STAFF CONTACT:** Rich Rosenthal, Director

**AGENDA SECTION:** City Manager Reports  
**MEETING DATE:** May 7, 2020

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MEMORANDUM

To: City Manager, Mayor and Council  
From: Rich Rosenthal, Director  
Date: April 30, 2020  
Subject: Drive-In Movie Proposal

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In an effort to provide a safe and positive activity for the community during stressful and challenging times, the Recreation Division seeks permission to move forward with a drive-in movie pilot program at U.S. Cellular Community Park, on Friday or Saturday evenings starting mid-May, with May 15 being the target date.

The Department has received multiple requests about a drive-in movie, and the Recreation Division conducted a survey in recent days that received 168 responses from past customers. Ninety-eight percent of respondents were supportive of the idea.

We recognize public health and safety is a top priority, and the event can be orchestrated in a manner that adheres to State of Oregon health guidelines through the following procedures and precautions:

1. The location of the event will be at U.S. Cellular Community Park, in the parking lot between Fields 6 and 7. There is a single entrance and exit to the complex; therefore, the flow of traffic can be easily controlled by Recreation staff.
2. The event would be limited to 75 cars, which allows an eight-foot parking buffer between vehicles. Participants would register online or over the phone in advance, and staff will check in each car at the point of entry.
3. At the time of registration, attendees would be notified of drive-in movie rules and procedures. Spectators must remain in their designated parking space, unless to use restroom facilities.
4. Department staff and a site security contractor will serve as "social distancing" officers, reminding people of the event rules, if necessary.
5. The sound system for the movie is an FM transmitter that will allow people to listen to audio on their car radio. Staff can communicate with all cars at once if needed over the FM signal.
6. The Department will have park bathrooms containing four men's and four women's stalls available. The restrooms will be serviced every half hour.



# MEDFORD

PARKS, RECREATION AND FACILITIES

7. The event will not have food and beverage concessions, but registrants may bring their own.
8. Staff would be equipped with masks, gloves and proper sanitation supplies.

The Department has also been approached by Rogue Credit Union as a possible partner for the event. They were a sponsor for a drive-in event in Roseburg called "Wheels N' Reels" on May 2. Sponsorship would offset the movie rental (\$600) and staff costs.

