



Medford City Council Meeting

Agenda

March 7, 2019

6:00 P.M.

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

10. Roll Call

20. Recognitions, Community Group Reports

30. Oral Requests and Communications from the Audience

Comments will be limited to 4 minutes per individual, group or organization. PLEASE SIGN IN.

40. Public Hearings

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

40.1 COUNCIL BILL 2019-13 An ordinance approving a major legislative amendment to the Public Facilities Element of the Medford Comprehensive Plan to incorporate the 2019 Sanitary Sewer Master Plan. CP-18-185 (Land Use, Legislative)

40.2 COUNCIL BILL 2019-14 An ordinance approving a minor legislative amendment to the Neighborhood Element of the Medford Comprehensive Plan to include standards pertaining to pedestrian scale lighting. CP-19-011 (Land Use, Legislative)

40.3 COUNCIL BILL 2019-15 An ordinance amending section 10.380 of the Medford Municipal Code pertaining to pedestrian scale lighting. DCA-19-005 (Land Use, Legislative)

50. Approval or Correction of the Minutes of the February 21, 2019 Regular Meeting

60. Consent Calendar

60.1 COUNCIL BILL 2019-16 An ordinance authorizing Change Order #1 to a contract with Insituform Technologies, LLC, in the amount of \$179,135.53 for additional installation of Cured in Place Pipe lining of deteriorating storm drain pipes.

60.2 COUNCIL BILL 2019-17 An ordinance authorizing exemption from competitive bidding and awarding a contract in the amount of \$184,500.00 to Berrichoa Construction to erect a pre-fabricated building at Fire Station #4 Training Grounds.

60.3 COUNCIL BILL 2019-18 A resolution revising the appointment of representatives to voting positions as the City representatives on boards and commissions to include Eric Stark.

70. Items Removed from Consent Calendar

80. Ordinances and Resolutions

90. Council Business

90.1 Proclamations issued: None

90.2 Committee Reports and Communications

100. City Manager and Staff Reports

100.1 Further reports from City Manager

110. Adjournment



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.1

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DEPARTMENT:	Planning	AGENDA SECTION:	Public Hearings
PHONE:	(541) 774-2380	MEETING DATE:	March 7, 2019
STAFF CONTACT:	Matt Brinkley, AICP CFM, Planning Director		

COUNCIL BILL 2019-13

An ordinance approving a major legislative amendment to the Public Facilities Element of the Medford Comprehensive Plan to incorporate the 2019 Sanitary Sewer Master Plan. CP-18-185

SUMMARY AND BACKGROUND

Council is requested to consider a legislative, major comprehensive plan amendment to incorporate the 2019 Sanitary Sewer Master Plan (SSMP) into the Public Facilities Element of the Comprehensive Plan.

The SSMP documents the status of the City's sewer system collection facilities, analyzes the system for existing operations and anticipates needs for the next 20 years. The current SSMP was completed in April 2005, with the last plan adopted in 1990. The plan needs to be updated to verify current conditions as well as plan for growth areas due to the expanded Urban Growth Boundary (UGB). Over the past three years, the Public Works Department has coordinated the preparation of the SSMP with Carollo Engineering and a Technical Advisory Group (TAG) to revise the existing SSMP. The proposed plan replaces the current SSMP and will be contained within the Public Facilities Element of the Comprehensive Plan.

The Planning Commission unanimously recommended adopting CP-18-185 based on the analysis, findings and conclusions per the Council Report dated February 27, 2019, including Exhibits A through E. Planning Commission did not recommend a funding option contained within the plan nor does the adoption of the SSMP raise System Development Charges (SDC). Adjustments to SDC's will be considered in a future Council action.

PREVIOUS COUNCIL ACTIONS

On June 4, 2015, City Council approved Council Bill 2015-57 adopting the biennial budget which contained the appropriations for the SSMP update.

On November 12, 2015, City Council approved Council Bill 2015-118 approving the contract with Carollo Engineering, Inc., to prepare the new SSMP.

On November 9, 2017, City Council had a study session for the SSMP where Carollo Engineering presented the draft SSMP to Council. Council directed further coordination with the TAG.

On March 8, 2018, City Council had a study session for the SSMP where staff presented the status of the meeting with the TAG and next steps to complete the SSMP. Council directed that the SSMP be brought forward for consideration of adoption after the final TAG comments were incorporated in the document.

December 6, 2018 City Council initiated a major comprehensive plan amendment to incorporate the SSMP per Council Bill 2018-134.

ANALYSIS

The SSMP is a long range, comprehensive planning document that assists the City and the development community in making decisions, analyzing or taking action on maintaining an adequate sanitary sewer collection system. As mentioned previously, the growth of Medford has necessitated an update to this plan to address sanitary sewer collection needs to the end of the planning horizon (2036). One of the requirements for annexing and developing the newly expanded UGB lands is to have an updated public facilities element in the Comprehensive Plan. Lands being developed, whether in the newly expanded



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.1

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UGB or not, are required to maintain what is defined as “Category A Facilities;” sanitary sewer collection facilities are considered a Category A facility. The SSMP establishes specific criteria, goals, objectives, recommendations and actions to maintain a sanitary sewer collection within Medford based on engineering principals, industry best standards and practices, and collaboration with the TAG.

Much like the Transportation System Plan (TSP), the SSMP has several sections that combine to analyze current conditions and capacity, anticipate future growth, plan for needed projects, and estimate the financial needs of the sanitary sewer collection system. A complete SSMP document can be found here: http://www.ci.medford.or.us/SIB/files/Medford_Final_SSMP_Jan2019_Reduced.pdf

The various sections include:

- **Executive Summary:** Summarizes each individual section
- **1-Introduction:** Summarizes resources and methods used, SSMP objectives and the general outline of the document
- **2-Basis of Planning:** Contains land use, environmental, and planning horizon considerations as well as goals and policies
- **3-Existing System:** Overview of existing wastewater collection system
- **4-Hydraulic Model Development:** Reviews use of model to determine impact of storms on system to identify deficiencies
- **5-Capacity Evaluation:** Conveys the capacity of the existing system and identifies projects to correct deficiencies for existing and future users
- **6-Infiltration & Inflow Reduction Program:** Summarizes the current in-flow and infiltration estimates, reviews options for reduction and assesses cost compared to projects recommended in chapter 5
- **7-Capital Improvement Plan (CIP):** Recommended projects as discussed in previous chapters to meet service goals for existing and future users
- **8-Financial Analysis:** Assesses cost associated with funding the CIP; potential funding options include bonds, loans and increasing sewer fees and system development charges (SDCs)

The SSMP includes several funding options to support the development of sanitary sewer collection infrastructure. The TAG recommended adoption of funding Option 1A. The funding options are summarized as follows:

- **Option 1A:** This option assumes the City would not issue debt, and instead fund the City's operating expenses and CIP through rate revenue and system development charges (SDCs would increase from \$716.95 to \$1,036 per Equivalent Residential Unit (ERU)).
- **Option 1B:** Like Option 1A, this option would not rely on debt to fund needed improvements. However, projects required in and for areas of expansion (EXP projects) are assumed to be funded by other means as discussed below in the SSMP and are therefore excluded from the CIP, SDC calculation and Option 1B financial forecast scenarios (SDCs would increase from \$716.95 to \$1,033 per Equivalent Residential Unit (ERU)).
- **Option 2:** This option assumes that the City would issue debt to fund the CIP and offset user rate impacts. Rate increases would occur every other year and debt would be issued every three years. The EXP projects would be included in this scenario.

The proposed increase of SDCs requires a 90-day notice to the public and, as previously mentioned, would require subsequent Council action separate from the major comprehensive plan amendment (CP-18-185). Public notice has been issued for a public hearing to adjust the sanitary sewer collection SDC as identified



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.1

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in Option 1A. A public hearing to adjust the sanitary sewer collection SDC will be scheduled no earlier than 90 days after the public notice is published and is scheduled for June 6, 2019.

Existing conditions throughout the City and future needs within the expansion areas are considered in the updated SSMP. The plan provides a summary table of the estimated cost to construct the collection system and other projects needed to develop the sanitary sewer collection system through the year 2036. The proposed CIP for the City's SSMP is presented in the proposed text of Exhibit A and is directly from Table 7.6 of the SSMP.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Total cost for all recommended improvement projects is \$31.4 million. This amounts to approximately \$1.3 million annually. Approximately \$16.5 of the \$31.4 million is for future development and is SDC eligible; the remainder of the projects would be funded by City utility fees.

TIMING ISSUES

A new Sanitary Sewer Master Plan is one of the necessary steps required before lands within the newly expanded UGB can be annexed and developed. Additionally, the plan provides direction for developers on needed improvements to allow for approval of zone changes and guides staff on projects needed to prevent sanitary sewer overflows and the needed capacity enhancement to meet the demands of future development.

COUNCIL OPTIONS

- Approve the ordinance as presented
- Modify the ordinance as presented by adopting alternatives as presented or as offered by Council
- Deny the ordinance as presented, and direct staff regarding further action.

STAFF RECOMMENDATION

Staff recommends approval of the ordinance as presented.

SUGGESTED MOTION

I move to approve the ordinance authorizing the Major Comprehensive Plan Amendment as described in the Council Report dated February 27, 2019.

EXHIBITS

Ordinance

Council Report, including Exhibits A – E

ORDINANCE NO. 2019-13

AN ORDINANCE approving a major legislative amendment to the Public Facilities Element of the *Medford Comprehensive Plan* to incorporate the 2019 Sanitary Sewer Master Plan.

WHEREAS, the City Council has determined that the 2019 Sanitary Sewer Master Plan satisfied the applicable criteria as demonstrated by the Findings and Conclusions which are on file in the City of Medford Planning Department and incorporated herein by reference and which are adopted as the findings and conclusions of the City Council; now, therefore,

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. That the 2019 Sanitary Sewer Master Plan, by reference, is hereby adopted as part of the *Medford Comprehensive Plan*.

Section 2. The approval is based upon the Findings and Conclusions included in the Council Report dated February 27, 2019, attached as Exhibit A and incorporated herein.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2019.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2019.

Mayor



COUNCIL REPORT

for a Type IV legislative decision: Major Comprehensive Plan Amendment

Project Sanitary Sewer Collection System Master Plan (2016-2036) – Public Facilities Element

File no. CP-18-185

To City Council *for 03/07/2019 hearing*

From Planning Commission via Kyle Kearns, Planner II

Reviewer Carla Angeli Paladino CFM, Principal Planner

Date February 27, 2019

BACKGROUND

Proposal

CP-18-185 is a Major Comprehensive Plan amendment to update the Public Facilities Element of the Medford Comprehensive Plan (Exhibit A) to reflect the updated 2019 *Sanitary Sewer Collection System Master Plan* (SSMP) as initiated by City Council on December 6, 2018, per Council Bill 2018-134.

Note: It is important to note that this update to the public facilities element of the Comprehensive Plan pertains only to sanitary sewer collection, not treatment, facilities. The SSMP referenced throughout this report can be found at the following link: http://www.ci.medford.or.us/SIB/files/Medford_Final_SSMP_Jan2019_Reduced.pdf

History 2015-2018

The creation of the SSMP began on November 12, 2015, upon the hiring of the consultant, Carollo Engineering, Inc., to prepare the SSMP. In September 2017, staff formed a Technical Advisory Group (TAG) to review the draft SSMP and provide input on the plan. From September 2017 through November 14, 2018, the TAG met a total of five times to provide comments, input and guide final formation of the SSMP. On December 6, 2018, City Council initiated a Major Comprehensive Plan Amendment, per Council Bill 2018-134 (Minutes Exhibit B), to include the Sanitary Sewer Collection System Master Plan (SSMP) into the comprehensive plan. The previous SSMP was completed in 2005. In order to verify current conditions as well as plan for growth in areas due to the expanded Urban Growth Boundary (UGB) that was approved in the summer of 2018, the SSMP needed to be updated as well.

Planning Commission Study Session January 28, 2019 (Minutes Exhibit C)

Staff from both Planning and Public Works presented to the Planning Commission to inform of the forthcoming comprehensive plan amendment for the public facilities element. Discussion on the 28th focused primarily on the issues of removing restricted zoning from certain parcels, the proposed raise in System Development Charges (SDCs) and the request of Planning Commission in regards to CP-18-185. Below are further details regarding the recommended funding option to supplement discussion from January 28, 2019. It was noted by Kelly Evans, Assistant Planning Director, that the Planning Commission was being asked to forward a favorable recommendation to the City Council for the inclusion of the comprehensive plan element and adoption of the SSMP, as directed by resolution.

Planning Commission Hearing February 14, 2019 (Minutes Exhibit E)

On February 14, 2019, Planning Commission reviewed the proposed comprehensive plan amendment (Exhibit A) to the Public Facilities Element as it pertains to the SSMP. Much of the discussion surrounded whether or not Planning Commission should recommend funding options, as staff had requested. Public Works staff had directed the inclusion of funding Option 1A into the recommendation provided in the Staff Report dated February 7, 2019; subsequently the Planning Commission opted to not recommend the funding option as they felt this policy item was best left determined by City Council. Planning Commission voted unanimously to forward a favorable recommendation to the City Council removing any recommendation for a particular funding option identified in the Sanitary Sewer Master Plan.

ANALYSIS

Medford is the largest city in the region and strives to meet the housing, employment, and recreational needs of residents and visitors alike. As such, the City must ensure efficient flows for various forms of congestion, including sanitary sewer collection facilities. The *Sanitary Sewer Collection System Master Plan* is needed to address future growth and provide direction on the improvement and capacity growth (specifically the newer UGB lands) of the sanitary sewer collection system over the next 20 years (planning horizon in 2036).

One of the requirements of annexing and developing the newly expanded UGB lands is to have an updated public facilities element in the Comprehensive Plan. Lands being developed, whether in the newly expanded UGB or not, are required to maintain what is defined as "Category A Facilities;" sanitary sewer collection facilities are considered a Category A facility. An update to the SSMP was necessary to analyze and define what is needed to maintain sanitary sewer collection facilities. Much like the Transportation System Plan (TSP) the SSMP has several sections that combine to analyze current conditions and capacity, anticipate growth areas, plan for future projects and determine

the financials needed to grow the sanitary sewer collection system. Items relating to sanitary sewer treatment are not addressed in this comprehensive plan amendment; they will be addressed in a subsequent update upon completion of the applicable plans (which is anticipated to be another 2 or more years). Text related to treatment facilities in Exhibit A is existing comprehensive plan language, not proposed language.

SSMP Sections

A complete SSMP document can be found here:

http://www.ci.medford.or.us/SIB/files/Medford_Final_SSMP_Jan2019_Reduced.pdf

The various sections include:

- **Executive Summary:** Summarizes each individual section
- **1-Introduction:** Summarizes resources and methods used, SSMP objectives and the general outline of the document
- **2-Basis of Planning:** Contains land use, environmental, and planning horizon considerations as well as goals and policies
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- **6-Infiltration & Inflow Reduction Program:** Summarizes the current inflow and infiltration estimates, reviews options for reduction and assesses cost compared to projects recommended in chapter 5
- **7-Capital Improvement Plan (CIP):** Recommended projects as discussed in previous chapters to meet service goals for existing and future users
- **8-Financial Analysis:** Assesses cost associated with funding the CIP; potential funding options include bonds, loans and increasing sewer fees and system development charges (SDCs)

Financial Scenarios and Sanitary Sewer Development

Generally, there are three scenarios available to the City to fund the SSMP CIP; they can be summed up into options of issuing no debt or issuing debt. Historically, the City has not issued debt to pay for sanitary sewer and maintains a no-debt policy. Public Works staff recommends the use of Option 1A.

The three scenarios are as follows:

- **Option 1A:** This option assumes the City would not issue debt, and instead fund the City's operating expenses and CIP through rate revenue and system

development charges (SDCs increase to \$1,036 per Equivalent Residential Unit (ERU)).

- **Option 1B:** This option is the same scenario as Option 1A in terms of debt issuance and revenue strategy. However, projects required in and for areas of expansion (EXP projects) are assumed to be funded by other means as discussed below [in the SSMP] and are therefore excluded from the CIP, SDC calculation, and Option 1B financial forecast scenarios (SDCs increase to \$1,033 per Equivalent Residential Unit (ERU)).
- **Option 2:** This option assumes the City would issue debt to fund the CIP and offset user rate impacts. Rate increases would occur every other year and debt would be issued every three years. The EXP projects would be included in this scenario.

Existing conditions throughout the City and future needs within the expansion areas are considered in the updated SSMP. The plan provides a summary table of the estimated cost to construct pipes and general projects as it relates to the sanitary sewer collection system through the year 2036. The proposed CIP for the City's SSMP is presented in the proposed text of Exhibit A and is directly from Table 7.6 of the SSMP. Total cost for all recommended improvement projects is \$31.4 million. Annually, this can be expressed as approximately \$1.3 million per year. Approximately \$16.5 of the \$31.4 million is for future development and is SDC eligible.

Looking at historical revenue and expenses, the City has maintained an adequate amount of revenue from sanitary sewer fees to cover their operating and maintenance expenses, and the City maintains a no-debt policy. The City's current sewer system development charges are well below the average SDC when compared to other Oregon cities, and are proposed to increase to \$1,036 per Equivalent Residential Unit (ERU) (as identified in Option 1A).

FINDINGS AND CONCLUSIONS

Applicable criteria

For the applicable criteria the Medford Municipal Code §10.220 redirects to the criteria in the "Review and Amendments" chapter of the Comprehensive Plan. The applicable criteria in this action are those for conclusions, goals and policies, and implementation strategies. The criteria are set in *italics* below; findings and conclusions are in roman type.

Comprehensive Plan, Review and Amendments chapter: Amendments to Conclusions shall be based on the following:

1. *A change or addition to the text, data, inventories, or graphics which substantially affects the nature of one or more conclusions.*

Findings

The updated Sanitary Sewer Collection System Master Plan for the plan years 2016-2036 is proposed to replace the existing plan adopted in 1990 and a subsequent plan completed in 2005. Development of the plan over the years is reflective of several factors including adoption of the Regional Plan in 2012, the approved expansion of the City's Urban Growth Boundary recognized by the Department of Land Conservation and Development in 2018, and updated modeling that anticipates future population growth and capacity needs. The plan summarizes the projects needed to ensure population growth and the sanitary sewer collection capacity keep pace with each other; the plan looks to existing lands within the City as well as areas not developed in Jackson County in considering capacity needs.

The new plan will replace the old document in its entirety. The applicable sections of the Comprehensive Plan including the Public Facilities element and the Goals, Policies, and Implementation Strategies section of the plan will be updated.

Conclusions

Criterion 1: Satisfied. An updated Public Facilities element is needed to reflect changing conditions and future growth within the City limits and Urban Growth Boundary. The plan outlines the City's sanitary sewer capacity needs and projected areas of population and commercial growth to serve the future needs of the community. It also estimates the funding sources that will pay for the priority projects in the Capital Improvement Plan (CIP) (contained in Exhibit A). Three funding scenarios exist for consideration in ensuring the CIP comes to fruition. Public Works staff has recommended Option 1A which includes no issuance of debt and the raising of both SDCs and sewer rates. The new plan will supersede the existing plan.

Comprehensive Plan, Review and Amendments chapter: Amendments to Goals and Policies shall be based on the following [criteria 1–6]:

1. *A significant change in one or more Conclusion.*

Findings

The various elements (e.g. Public Facilities, Economic, and Housing) of the Comprehensive Plan include summary conclusions related to each particular topic. The existing Conclusions section identified in the Public Facilities Element – Sanitary Sewage Collection Conclusions include five conclusions, all of which are still relevant and/or changed to reflect the 2019 SSMP.

Conclusions

Criterion 1: Satisfied. The Conclusions section has been revised to reflect the most recent update of the Sanitary Sewer Collection System Master Plan.

2. *Information reflecting new or previously undisclosed public need.*

Findings

The City recently received State approval to expand its Urban Growth Boundary. This expansion of approximately 4,000 acres will accommodate additional growth for the next two decades and will require new and upgraded sanitary sewer collection facilities as well as other public facilities.

Existing conditions throughout the City and future needs within the expansion areas are considered in the 2019 SSMP. The plan provides a summary table of estimated cost to construct pipes and general projects as it relates to sanitary sewer collection through the year 2036. The proposed CIP for the City's SSMP is presented in the proposed text of Exhibit A and is directly from Table 7.6 of the SSMP. Total cost for all recommended improvement projects is \$31.4 million. Annually, this can be expressed as approximately \$1.3 million per year. Approximately \$16.5 million of the \$31.4 million is for future development and is SDC eligible.

Generally, there are three scenarios available to the City to pay for the SSMP CIP; they can be summed into options of issuing no debt or issuing debt. As discussed above in the Analysis portion of the report staff is recommending Option 1A, which is:

- **Option 1A:** This option assumes that the City would not issue debt, and instead fund the City's operating expenses and CIP through rate revenue and system development charges.

Given historical revenue and expenses, the City has maintained an adequate amount of revenue from sanitary sewer fees to cover their operating and capital expenses, and the City maintains a no-debt policy. The City's current sewer system development charges are well below the average SDC when compared to other Oregon cities, and are proposed to increase to \$1,036 per Equivalent Residential Unit (ERU), depending on funding options for the EXP projects. The proposed increase would increase the City's SDC revenue and, assuming the annual growth continues, would help reduce rate increases beyond Fiscal Year (FY) 2027.

Conclusions

Criterion 2: Satisfied. The City is projected to grow and develop especially in the new Urban Growth Boundary expansion areas. The need to plan for future growth requires the City to select key projects that will strategically aid in maintaining a functioning

sanitary sewer collection system that will accommodate users across the entire community.

3. *A significant change in community attitudes or priorities.*

Findings

For nearly two decades, the City worked toward the goal of expanding its Urban Growth Boundary. Several key factors including adoption of the Regional Plan in 2012 helped to move that goal one step closer to reality. In 2016, the City Council adopted a proposal to expand its UGB and by 2018 the State acknowledged it. Updating the Public Facilities Element of the Comprehensive Plan and evaluating how the sanitary sewer collection system will be affected by future growth in the expansion areas and throughout the City is a community priority.

In order to ensure a broad spectrum of reviewers, staff formed a Technical Advisory Group (TAG) in 2017 to review the draft SSMP and provide input on the plan; the TAG consisted of nine members. The TAG roster consisted of Roger Thom and Alex Georgevitch (City of Medford Public Works), Brandon Hall and Tony Bakke (CEC Engineering), Randy Jones (Mahar Homes), Mike Savage (CSA Planning), Mike Montero (Montero Associates), Mike Zarosinski (Adkins Engineering) and Dan Mahar (Pacific Trend). From September 2017 to November 14, 2018, the TAG met a total of five times to provide comments, input and guide final formation of the SSMP. Staff has now prepared an amendment to the Public Facilities Element (Exhibit A) of the Comprehensive Plan, including language incorporating the full SSMP by reference as guided by the TAG.

Conclusions

Criterion 3: Satisfied. The City successfully completed the expansion of the Urban Growth Boundary amendment in 2018. In order to ensure orderly development and to meet the needs of future growth, a revised Public Facilities Element must be adopted. The document outlines these new factors and provides guidance into how the system will be improved and expanded upon over the next twenty years.

4. *Demonstrable inconsistency with another Plan provision.*

Findings

Sanitary Sewer is a Category "A" facility in the Comprehensive Plan. Category "A" facilities are key physical facilities necessary for urban development. The topic is identified in several of the Comprehensive Plan elements including the Environment, Housing, Public Facilities, and Transportation elements. Generally, sanitary sewer is

linked in some way to these other elements. Minor changes are being sought within the Public Facilities element to update the text consistent with the SSMP.

The updated Sanitary Sewer Collection System Master Plan will replace the existing plan and guide the update in the Public Facilities element. Policies and text still applicable to the sanitary sewer system have been carried forward into the proposed text of CP-18-185. For example, items pertaining to sanitary sewer treatment are still relevant and not proposed to change. Any conflicts found within the various elements have been amended or completely replaced to resolve any inconsistencies within the Comprehensive Plan.

Conclusions

Criterion 4: Satisfied. Changes to text or replacement portions of the Public Facilities Element are proposed in order to maintain consistency within the Comprehensive Plan document.

5. *Statutory changes affecting the Plan.*

Findings

Staff reviewed the Oregon Administrative Rules pertinent to the updated SSMP (OAR 660-011 – Public Facilities Planning). The findings and summary of this review can be found in Exhibit D.

Conclusions

Criterion 5: Satisfied. The City's plan must adhere to applicable federal and state regulations related to public facilities planning. There are no administrative rule changes related to the OAR 660-011. The City's plan will show compliance with the existing applicable rules.

6. *All applicable Statewide Planning Goals.*

The City is proposing to update the Comprehensive Plan, which includes an update to the Public Facilities Element and adoption of the SSMP. This action will effectively amend the City's state-acknowledged Comprehensive Plan. The findings below explain that the updated SSMP is found to be consistent with the relevant Statewide Land Use Planning Goals.

Goal 1—Citizen Involvement

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Findings

The review of the SSMP was guided by the Technical Advisory Group (TAG) formed in 2017 to review the draft SSMP and provide input on the plan; the TAG consisted of nine members as identified above. Various disciplines were represented including planning, engineering, residential development and other development firms. From September 2017 to November 2018 the TAG met a total of five times to provide comments, input and guide final formation of the SSMP. In addition, CP-18-185 was noticed to the public using traditional noticing methods identified in the MLDC. Public input will be provided, ultimately, through two public hearings in addition to the City Council meeting in which the comprehensive plan amendment was initiated on December 6, 2018 (Exhibit B)

Conclusions

Goal 1: Satisfied. The development included broad representation from the development community as well as the hearing process which provided additional opportunities for citizen involvement.

Goal 2—Land-use Planning

Goal 2 requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.

Findings

The SSMP reviewed future and current conditions as outlined within the Medford Comprehensive Plan which includes the Regional Plan Element and the General Land Use Plan Element. Generally, the sanitary sewer collection system is related to lands within the Medford UGB. Goal 5 and policies 5-A and 5-B support the inclusion of outside agencies and the support and participation in regional planning as it relates to sanitary sewer collection facilities (Exhibit A).

Conclusions

Goal 2: Satisfied. The City has effectively coordinated the development of the SSMP document with the applicable state, regional, and local partners and will continue to do so into the future.

Goal 3—Agricultural Lands does not apply in this case.

Goal 4—Forest Lands does not apply in this case.

Goal 5 – Natural Resources, Scenic & Historic Areas, and Open Spaces does not apply in this case.

Goal 6 – Air, Water, and Land Resources Quality

Goal 6 requires cities to maintain and improve the quality of the air, water and land resources of the state.

Findings

The SSMP identifies Goal 3 to address environmental concerns, in which it states in reference to the City “Ensure a sanitary sewer collection system that is environmentally sound and adaptive to a changing environment,” (Exhibit A).

Conclusions

Goal 6: Satisfied. Goal 3 has several policies that relate to wastewater overflow, siting infrastructure away from streams, wetlands and other similar environmental features while also considering peak storm flows.

Goal 7—Areas Subject to Natural Hazards

Goal 7 requires local governments to adopt comprehensive plans to reduce risk to people and property from natural hazards.

Findings

The SSMP identifies Goal 3 to address environmental concerns, in which it states in reference to the City “Ensure a sanitary sewer collection system that is environmentally sound and adaptive to a changing environment,” (Exhibit A).

Conclusions

Goal 7: Satisfied. Goal 2 & 3, within the policies, identify follow up items to address an Emergency Response Plan as well as a Vulnerability Assessment & Hazard Mitigation Plan as well as to ensure the security and longevity of the system are maintained.

Goal 8—Recreation Needs does not apply in this case.

Goal 9—Economic Development

Goal 9 requires local comprehensive plans and policies contribute to a stable and healthy economy in all regions of the state.

Findings

With the recent acceptance of the expanded urban growth boundary, the City’s lands available for prime commercial and residential development need public facilities planned in order to appropriately allow for the levels of development projected. The City’s Economic Element states that the City, “...shall assure that adequate commercial and industrial lands are available to accommodate the types and amount

of economic development needed to support the anticipated growth in employment in the City of Medford and the region,” (Policy 1-5); and that the City shall, “...balance the efficient use of public facilities...” (Policy 1-8). In order to ensure these policies are met, the City needs an up-to-date Public Facilities element to ensure adequate capacity for all facilities is provided throughout the City.

Conclusions

Goal 9: Satisfied. The SSMP is aligned with the City’s goals for economic development.

Goal 10—Housing

Goal 10 requires local jurisdictions to provide for the housing needs of its citizens and provide for the appropriate type, location and phasing of public facilities and services sufficient to support housing development in areas developed or undergoing development or redevelopment.

Findings

The amount and mix of land planned to be developed in the new UGB lands, and the type of land uses, have a direct impact on the how the sanitary sewer collection system will be used in the future. As proposed, the CIP within the SSMP would accommodate projected growth in the newly adopted UGB lands as well as within the interior parcels within the City as projects are planned for all parts of Medford.

Conclusions

Goal 10: Satisfied. The development of the SSMP was based on modeling future growth to accommodate all land uses including housing. The projects outlined support residential development within the City and Urban Growth Boundary.

Goal 11—Public Facilities and Services

Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."

Findings

Sanitary sewer collection facilities are identified as Category “A” facilities in the Comprehensive Plan. Given the recent adoption of the new UGB lands and with more than 20 years of time having passed since the last update to the Public Facilities Element regarding sanitary sewer, the SSMP update is necessary. The SSMP uses modeling software with inputs based on land uses identified in the comprehensive plan to identify system deficiencies and projected areas where growth is expected to occur. Additionally, the consulting firm hired (Carollo Engineers) to perform the

analysis did so under the guidance of a registered Professional Engineer (PE NO. 81417). The various sections of the SSMP include:

- **Executive Summary:** Summarizes each individual section
- **1-Introduction:** Summarizes resources and methods used, SSMP objectives and the general outline of the document
- **2-Basis of Planning:** Contains land use, environmental, and planning horizon considerations as well as goals and policies
- **3-Existing System:** Overview of existing wastewater collection system
- **4-Hydraulic Model Development:** Reviews use of model to determine impact of storms on system to identify deficiencies
- **5-Capacity Evaluation:** Conveys the capacity of the existing system and identifies projects to correct deficiencies for existing and future users
- **6-Infiltration & Inflow Reduction Program:** Summarizes the current inflow and infiltration estimates, reviews options for reduction and assesses cost compared to projects recommended in chapter 5
- **7-Capital Improvement Plan (CIP):** Recommended projects as discussed in previous chapters to meet service goals for existing and future users
- **8-Finacial Analysis:** Assesses cost associated with funding the CIP; potential funding options include bonds, loans and increasing sewer fees and system development charges (SDCs)

Conclusions

Goal 11: Satisfied. The updated Public Facilities Element outlines the types of infrastructure projects and improvements needed to provide sanitary sewer collection systems for a growing City.

Goal 12—Transportation does not apply in this case

Goal 13—Energy Conservation does not apply in this case

Goal 14—Urbanization

Goal 14 requires the orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.

Findings

The update to the Public Facilities Element, as it pertains to sanitary sewer collection facilities, is directly related to the City's expansion of its Urban Growth Boundary and to provide for the transition from rural lands to urban lands. Provisions outlined in

the Regional Plan help to ensure these new lands are served by adequate public facilities and developed in a manner that makes efficient use of land. An evaluation of the public facility impacts and needs to serve these new areas is necessary and appropriate in order to ensure a smooth transition of these lands. The City, through Carollo Engineers, conducted analysis from 2015 until 2018 of what the impacts of the future development of rural lands to urban lands would be on the sanitary sewer collection system.

Conclusions

Goal 14: Satisfied. Provisions are in place to ensure coordination between sanitary sewer collection facilities and the transition of lands from rural to urban uses.

Goals 15–19 do not apply to this part of the State.

Comprehensive Plan, Review and Amendments chapter: Amendments to Implementation Strategies shall be based on the following criteria 1–6:

1. *A significant change in one or more Goal or Policy.*

Findings

The updated plan includes a new set of goals and policies to provide guidance on how to implement the SSMP for a growing community. Several of the goals and policies are being carried forward from the previous plan; this includes proposed Goal 1 (Policies 1-A & 1-B) and Goal 4 (Policies 4-A & 4-B). New goals and policies include policies 1-C through 1-E and Goals 2, 3 and 5 and the associated policies. All of these items were derived directly from the SSMP. However, by adopting the SSMP by reference all policies and procedures identified within the plan will also be applicable to sanitary sewer collection facilities. The bulk of policies identified in the SSMP pertain to items either already in the municipal code, comprehensive plan or are procedures related to the physical construction or inspection of collection facilities not needed within the comprehensive plan.

Conclusions

Criterion 1: Satisfied. The plan outlines the City’s new goals and policies needed to implement the SSMP. This element of the plan was developed based on input from the Technical Advisory Group (TAG) and then refined by the members of the City Council prior to initiation of CP-18-185. The provisions assist in meeting the first goal of the public facilities element which states, “The city shall assure that development is guided and supported by appropriate types and levels of urban facilities and services, provided in a timely, orderly, and efficient arrangement.”

2. *Availability of new and better strategies such as may result from technological or economic changes.*

Findings

The development of the City's public facilities, including sanitary sewer, is highly dynamic. The maintenance, improvement, and construction of sanitary sewer collection infrastructure is a collaborative effort among City, County, and State agencies as well as private and public entities. The plan anticipates new population growth through the year 2036. Serving current and future residents will require new and enhanced sanitary sewer collection facilities. The City has identified its financial ability to construct projects identified in the CIP over the next two decades and has selected Option 1A as the funding scenario as identified in the SSMP. Rate revenues and SDCs are identified in this option.

Medford plays the role as the major urban center in the region and will grow and change over time as new development occurs. The plan takes into consideration these factors and will serve the community as conditions change related to public facilities.

Conclusions

Criterion 2: Satisfied. The plan is a blue print to help ensure the sanitary sewer collection system for the City is maintained and improved over time. By adhering to the rate increases and SDCs identified in Option 1A the City of Medford can construct all of the projects identified in the CIP.

3. *Demonstrable ineffectiveness of present strategy(s).*

Findings

The SSMP was last adopted in 1990 and updated in 2005. The City has grown and changed over the past 20+ years and is preparing to serve approximately 20,000 more people in the next two decades. In order to plan for this growth, the sanitary sewer collection needs of the community need to be evaluated and planned for. There is no finding that the present strategy is ineffective, but growing demands of existing facilities require routine evaluation and, where necessary, improvement, expansion, or augmentation.

Conclusions

Criterion 3: Satisfied. The sanitary sewer collection facility master plan was effectively used over the last 10+ years to serve the community. Future growth necessitates an update to the plan to ensure the City's ability to provide unobstructed and free flowing sanitary sewer collection systems and to prioritize the needed projects.

4. *Statutory changes affecting the Plan.*

Findings

This same criterion has been addressed in Criterion 5 above. No statutory changes are found to effect the new SSMP.

Conclusions

Criterion 4: Satisfied. Detailed responses are provided in Criterion 5 above. The proposal complies with existing administrative rules that govern such plans.

5. *Demonstrable budgetary constraints in association with at least one of the above criteria.*

Findings

The SSMP has estimated its projected expenditures and has identified three scenarios to pay for the expenditures (detailed above). Public Works staff, per the direction of Council, is recommending Option 1A; this option raises SDCs to \$1,036 per Equivalent Residential Unit (ERU) and proposes sewer utility rate increase until 2025 and then proposes no more increases due to the increased capacity from projects constructed.

Total cost for all recommended improvement projects is \$31.4 million. Annually, this can be expressed as approximately \$1.3 million per year. Approximately \$16.5 of the \$31.4 million is for future development and is SDC eligible.

Conclusions

Criterion 5: Satisfied. All projects within the CIP of the Sanitary Sewer Collection System Master Plan can be funded through the use of funding Option 1A.

6. *All applicable Statewide Planning Goals.*

Findings

The Statewide Planning Goals identified as relevant to the Sanitary Sewer Collection System Master Plan have been addressed in detail in Criterion 6 above.

Conclusions

Criterion 6: Satisfied. The updated SSMP is compliant with the applicable Statewide Planning Goals.

RECOMMENDED ACTION

Based on the findings and conclusions that all of the applicable criteria are either satisfied or not applicable, adopt the ordinance for approval of CP-18-185 per the Council Report dated February 27, 2019, including Exhibits A through E.

EXHIBITS

- A Proposed Amendment CP-18-185
- B City Council Hearing Minutes – December 6, 2018
- C Planning Commission Study Session Minutes – January 28, 2019
- D OAR Conformance Memo
- E Planning Commission Hearing Minutes – February 14, 2019

PLANNING COMMISSION AGENDA: MARCH 7, 2019

Exhibit A

Proposed Amendment CP-18-185

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Medford Comprehensive Plan Chapter 8

Public Facilities

Amd Pub. Fac. Element, Ord. No. 2003-134, April 17, 2003;
Amd Parks, Recreation and Leisure Services Section, Ord. No. 2010-240, November 4, 2010;
Amd Schools Section, Ord. No. 2014-16, January 16, 2014;
Amd Pub. Fac. Element, Ord. No. 2016-08, January 7, 2016
Amd Pub. Fac. Element, Ord. NO. 2019-XX Month Day, 2019

* * *

List of Tables & Figures

* * *

Table B-1 Sanitary Sewer Collection System Capital Improvements.....XX

* * *

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Introduction

The fundamental purpose of the Public Facilities Element is to establish and maintain a general but timely view of where, when, and how public facilities and services will be provided to support planned urban growth within Medford's Urban Growth Boundary. Each year, decisions are made to commit considerable funds for acquisition, construction, expansion, and repair of public facility systems. One important role of this *Comprehensive Plan* element is to describe the principles and criteria underlying these decisions and to integrate them with the overall land use planning process.

Public facilities elements are required by state law (ORS 197.175 and OAR 660-011) for all cities with a population greater than 2,500. The Public Facilities Element implements Statewide Planning Goal 11, which is intended to assure that cities plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban development. This element was written in accordance with Oregon Administrative Rules (OAR) 660-011 (Public Facilities Planning).

PUBLIC FACILITIES CATEGORIES

Public facilities and services are divided into two categories.

Category "A" includes:

- Water Service
- Sanitary Sewer and Treatment
- Storm Drainage

These are the key minimum physical facilities necessary for urban development and are those for which specific documentation is required by state rule.

Category "B" include:

- Fire Protection
- Law Enforcement
- Parks and Recreation
- Solid Waste Management
- Schools
- Health Services

Category "B" public facilities and services enhance and protect development within the city and are provided in response to development that occurs. Because of this they will generally be discussed in less intensive detail than Category "A" facilities. The division of public facilities into these two categories is useful when determining facility adequacy prior to development. Creation of these two categories complies with OAR 660-011. This document identifies Category "A" facilities and the improvements to city infrastructure and services that are necessary to support land uses allowed by the *Comprehensive Plan*. Because this plan element also describes potential funding mechanisms, the plan is

essential to long range financial planning of capital facilities, and provides general guidance for the cost and location of future facilities.

EXISTING PLANS

Medford has a number of separate plans for parks, streets, drainage, water, etc. These separate plans generally utilize similar future economic and population growth trends for the community and the region. However, some of them differ markedly in terms of their planning periods. They have varying lead times from original planning to construction dates. Some of the facilities, such as water and sewer systems, are expected to be operational in advance of population growth; while others that are not directly critical to health or safety are staged to coincide with or follow urban growth, for example, parks. One purpose of the "Public Facilities Element", therefore, is to review these various plans in relation to each other, and to Statewide Planning Goal 11. Key information, as well as policy direction contained in these existing plan documents is also summarized in this plan element.

The information for this element comes from existing facility plans. In addition, interviews were conducted with the respective service providers and the information from the facility plans was updated, where appropriate. The facility plans used for this element are listed below.

- Water Service - Medford Water Commission Water System Facility Plan, 1999.
- Water Service - Medford Water Commission Water System Final Budget, 1998.
- Water Service - Robert A. Duff Water Treatment Facility Plan, 1997.
- Water Service - *Water Curtailment Plan*, 1992.
- Sanitary Sewer Treatment - City of Medford Facilities Plan, Water Quality Control Plant, 1992.
- Sanitary Sewer Collection - ~~City of Medford Sewer Master Plan~~ Sanitary Sewer Collection System Master Plan, 1999-2019
- Sanitary Sewer Collection - Bear Creek Valley Sanitary Authority (now Rogue Valley Sanitary Sewer Services) Comprehensive Plan, 1990.
- Storm Drainage - Comprehensive Medford Area Drainage Master Plan, 1996.
- Parks and Recreation – Parks, Recreation & Leisure Services Plan, 2016.
- Schools - Medford School District Long-Range Facilities Plan, ~~May 12, 2012~~ Update, 2016
- Solid Waste Management – Solid Waste Management Plan, Jackson/Josephine Counties, 1994.

These plans are, hereby, incorporated into this document and officially acknowledged upon adoption of the "Public Facilities Element".

* * *

SANITARY SEWER SERVICE

COLLECTION

Sanitary sewer facilities are a key concern of state and local policies relating to the management of urban growth. The acknowledged joint City-County Urban Growth Boundary and Urbanization Policies ~~(1990)~~ set forth policies governing extension of sewers both within and outside of the City and its UGB. These policies can be found in the Urbanization Element of Medford's *Comprehensive Plan*.

Existing Planning and Facilities

The majority of the sanitary sewer collection system within the UGB is owned and maintained by the City. ~~The Bear Creek Valley Sanitary Authority (BCVSA)~~ Rogue Valley Sewer Services (RVSS) provides sanitary sewer interceptors for the UGB area and collection service to some areas. The City of Medford, along with White City, Central Point, Eagle Point, Jacksonville, Phoenix, and Talent discharge into the ~~BCVSA-RVSS~~ operated interceptor system, which transports the wastewater to the Regional Water Reclamation Facility (RWRF) located adjacent to the Rogue River outside Medford's UGB.

A Regional Sewer Agreement (RSA) allows for a division of responsibility for wastewater collection and treatment. ~~BCVSA-RVSS~~ operates and maintains the Interceptor System and the City operates and maintains the Regional Water Reclamation Facility. The participants in the RSA pay monthly wastewater treatment charges to the City and contribute, based on percentages set out in the agreement, to the operation and maintenance of the ~~BCVSA-RVSS~~ Interceptor System. ~~BCVSA-RVSS~~ and the City jointly agree upon the party responsible for the collection of wastewater for new developments.

The City of Medford's collection system consists of ~~eight-five~~ pump stations and approximately ~~2170~~ miles of pipeline ranging from 6 to 33 inches in diameter, and ~~BCVSA RVSS~~ operates approximately 18 miles of trunk and interceptor pipeline and approximately 33 miles of collection lines within the UGB. This does not include the Lower Bear Creek Interceptor, the Upper Bear Creek Interceptor or the White City Trunk Sewer, all of which are operated by ~~BCVSA-RVSS~~ and extend beyond the UGB boundary.

The Medford collection system has been constructed in stages, as the populated area grew, with some sewers in the original town-site of Medford being over 100 years old. The original town site is the area west of Interstate 5 to Oakdale Avenue and between Jackson and Twelfth Streets. For years the City has maintained the sewer collection system as needed. Starting in 2010, the City significantly increased replacement and relining of the collection system to ~~approach~~ extend anticipated life expectancy of ~~our~~ the aging infrastructure. Between 1990 and 1999, 5,200 feet of existing collection lines have been replaced. Of the replaced lines, over 2,400 feet have been replaced in the original section of town. The majority of the remaining, replaced line is in the southwestern portion of the City.

The two major interceptors include the Upper Bear Creek Interceptor that transports wastewater from the southern UGB area, through town, past the airport and to the RWRF entirely by gravity. The existing line should handle the planned flows for the UGB ~~through 2015~~ with possible upgrades just south of the airport where grades are relatively flat. The Lower Bear Creek Interceptor picks up flow from the west side of town and the city of Central Point and transfers it down the Bear Creek Valley to Kirkland Road where a pump station pumps it to the RWRF.

Level of Service

The City of Medford has little flexibility in terms of the level of sanitary sewer collection it provides. City Code prohibits new on-site septic facilities. Hence, piped collection systems are installed with all new construction. Pump stations are required to service some areas, however, these are kept to a minimum to reduce operation and maintenance costs. Level of service minimums for a property to be considered for an unconditional zone change is that all downgradient pipes must show the hydraulic grade line is a minimum of three feet below manhole rims. Replacement pipe criteria when a new or replacement pipe is installed is based on depth over diameter (d/D) criteria. For pipes 12" and smaller, the d/D ratio shall be lower than 0.65, for pipes 15" and larger, the d/D ratio shall be lower than 0.75. Parcels having on-site facilities that are annexed to the City must connect to the system if they are within 300 feet of a collection line.

Capacity for Growth

The City of Medford does have some flexibility in terms of the amount of growth for which it can provide. Sewers are normally built with sufficient capacity to serve an area developed to the maximum density allowed by zoning. There is flexibility in terms of how far those sewers are extended. Sewers can be installed only in developed areas or they can be extended to undeveloped areas to provide for future growth. In 2014, the sanitary sewer collection system was at capacity in many portions of the City. In 2018, a Sanitary Sewer Master Plan was adopted to address collection system capacity needs to buildout of the Urban Growth Boundary and Urban Reserves. The citizens of the City have the option to decide, based on their goals for population growth and economic development, how much capacity for growth will be built into the sanitary sewer collection system.

TREATMENT

Existing Planning and Facilities

The Regional Water Reclamation Facility (RWRF) is located on the former Camp White treatment plant site, which was acquired from the federal government in 1948. The site is located adjacent to the Rogue River approximately one mile downstream from Touvelle Park, and is confined on the north by the River and on the south by Kirkland Road. With the exception of the old White City lagoons directly to the west and potential wetlands mitigation sites, there are no neighbors, structures, or other features in the vicinity of the plant that would constrain plant expansion. The City owns approximately 1,100 acres at the facility site; of that, approximately 350 acres is for future expansion.

The RWRP preliminary treatment facility is designed for a peak wet weather flow (PWWF) of 60 million gallons per day (mgd). The system currently consists of both primary and secondary treatments. A detailed description of the treatment process and the associated equipment is available in the *City of Medford Sewer Master Plan, 1990*.

Level of Service

The RWRP has a long history of producing an effluent that is cleaner than the discharge permit requirements. The current National Pollution Discharge Elimination System (NPDES) permit requires a summer discharge of 10 parts per million (ppm) of biochemical oxygen demand (BOD) and suspended solids (SS) and a winter discharge of 30 ppm of BOD and SS. The plant summer discharge averages 5-7 ppm BOD and SS, and the winter discharge averages approximately 8-10 ppm of BOD and SS.

Capacity for Growth

The RWRP has sufficient capacity to handle forecasted ~~five-year~~ population growth. Most equipment is designed for an average daily weather flow (ADWF) of 20 mgd and PWWF of 60 mgd. The average daily dry weather flow for 1997 was 16.7 mgd - about 84 percent of the ADWF capacity for most of the plant. In early January 1997, the area experienced a five-year storm event. During the storm, the plant handled flows that averaged 45 mgd, which is about 75 percent of the PWWF capacity for most of the plant. Recent wet winters have prompted investigation into projects that would further expand the capacity to accommodate higher peak wet weather flows.

Funding

Approximately 66 percent of the of the RWRP influent is due to customers in the Medford UGB. Hence, approximately 66 percent of the costs of improvements are the responsibility of the customers within the Medford UGB. The sanitary sewer collection and treatment system is funded with specific funds and user fees.

Sanitary Sewer Utility Fee – This “user fee” funds maintenance of the sanitary sewer main lines, manholes, and pump stations.

System Development Charges - These charges are collected when new customers are added to the system. This is used to generate funds to build and maintain treatment plant facilities.

SANITARY SEWAGE COLLECTION CONCLUSIONS

1. Medford’s sanitary sewer facility plans are coordinated with ~~Jackson County and the Rogue Valley Sewer Services (RVSS). Bear Creek Valley Sanitary Authority (BCVSA).~~–The City of Medford and ~~BCVSA–RVSS~~ coordinate sewage collection efforts.
2. All areas within the City of Medford are served where possible with gravity sewers.
3. There is a low level of water inflow and infiltration into the newer sections of Medford’s sewage collection system. The inflow and infiltration, however, is higher in the older sections of the collection system.

4. Medford's monthly "Sewer Utility Fee" provides funding for the maintenance of sanitary sewer lines, manholes, and pump stations.
5. A Sanitary Sewer Collection System Development Charge (SDC) helps pay for new sanitary sewage collection facilities.

SANITARY SEWAGE TREATMENT CONCLUSIONS

1. The City of Medford has sole responsibility for the operation of the Regional Water Reclamation Facility (RWRF) for regional sanitary sewage treatment.
2. The Medford urban growth area is responsible for approximately two-thirds of the Regional Water Reclamation Facility (RWRF) inflow.
3. The 1992 *Facilities Plan for the Water Quality Control Plant* developed a long-range capital improvement program to upgrade and expand the Regional Water Reclamation Facility (RWRF) to meet needs into the twenty-first century.
4. As of Spring 2000, the Regional Water Reclamation Facility (RWRF) had a dry weather flow capacity of 20 million gallons per day (MGD).
5. Ongoing capital improvements at the Regional Water Reclamation Facility (RWRF) are designed to maintain a three-year growth cushion to accommodate development throughout the region.

SANITARY SEWER—GOALS, POLICIES, AND IMPLEMENTATION MEASURES

Sanitary Sewage Collection

Goal 1: To provide appropriate sanitary sewage collection facilities to serve the Medford Urban Growth Boundary.

~~Policy 1-A: The City of Medford shall plan the sanitary sewage collection system to serve all new development within the City. Existing on-site septic systems shall not be permitted to remain in use if sewage collection facilities are available within 300 feet.~~

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Policy 1-~~BA~~: The City of Medford shall extend the sanitary sewage collection system within the City as development approvals occur, consistent with the Land Development Code and Engineering Division standards. Sewers outside the City but within the Urban Growth Boundary are constructed pursuant to the Joint Urbanization Policies and cooperative agreements with the Bear Creek Valley Sanitary Authority (now Rogue Valley Sanitary Sewer Services).

Policy 1-~~CB~~: The City of Medford shall maintain and improve the existing sanitary sewage collection system through preventative maintenance and on-going replacement or rehabilitation of deteriorated lines.

Policy 1-C: Unincorporated property shall be required to annex into the City prior to receipt of City sanitary sewer service, or as set forth below. Each of the

following conditions must be met to provide unincorporated property with sanitary sewer service prior to annexation:

- 1) The property shall be located within the Urban Growth Boundary;
- 2) Existing sanitary sewer line operated by the City to which connection can be made in accordance with subsection (4) below is within 300 feet of the property;
- 3) The County has found that the septic system serving the property is failing and the County has required connection to a sanitary sewer system;
- 4) The extension of a sanitary sewer line to be connected to the City sanitary sewer line shall be subject to acceptance of an approved plan by the City Engineer.

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Policy 1-D: When appropriate, the City shall assess the applicable codes and policies for clarification of the difference between an inspection fee and a system development charge; including reference to established system development charges.

Policy 1-E: The City shall operate sewer collection facilities to meet or exceed federal, state and local standards.

Goal 2: Protect the security and longevity of the sewer collection system.

Policy 2-A: The City shall make reasonable attempts to protect the security of its sewer collection system. The City shall determine what information about the system should remain unavailable to the general public.

Policy 2-B: The City shall manage the sewer collection system through developing design standards, overseeing construction, operating, and maintaining the system such that service to areas in the Urban Services Boundary is adequate and reliable. Whenever possible, the City shall anticipate system interruptions, such as power outages, and design and operate the system to minimize the impact of such interruptions on its customers and the environment.

Policy 2-C: Unless specifically directed otherwise by the City Council, all facilities and equipment shall be maintained in accordance with manufacturers' specifications. The City shall adhere to maintenance and replacement schedules for all facilities and equipment.

Policy 2-D: The City shall maintain a complete inventory of all City-owned equipment, supplies, parts, and service vehicles used for maintenance of sewer

facilities. The inventory should include planned replacement dates as applicable.

Goal 3: Ensure a sanitary sewer collection system that is environmentally sound and adaptive to a changing environment.

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Policy 3-A: On a regular basis, the City shall update an Emergency Response Plan that focuses on problems created by major disasters (such as earthquakes, floods, or windstorms). The plan should ensure that adequate emergency provisions and procedures are in place to provide sewer services to the extent possible during an emergency event.

Policy 3-B: The City shall prepare and maintain a Vulnerability Assessment & Hazard Mitigation Plan addressing risks associated with natural and human-made hazards on the sewer. The plan should identify how the public and environment may be damaged by such a hazard, and provide detailed procedures for responding to such an act to minimize harm to the public. The Vulnerability Assessment shall not be made available to the public.

Policy 3-C: The City shall develop and maintain a Fats, Oils, and Grease (FOG) Control Program to address excessive buildup of FOG in the sewer.

Policy 3-D: The City will manage the sewer collection system, including monitoring and adapting plans, policies, and practices to collect and convey wastewater from its customers in a safe and sustainable manner in accordance with the City's Environmental element of the Comprehensive Plan.

Policy 3-E: Programs shall be implemented to prevent overflows of wastewater in the existing system, and requires all new construction to convey peak flows and storm events without overflowing the sewer during the design storm event.

Policy 3-F: New wastewater infrastructure will be sited outside of stream corridors, wetlands, and significant tree groves whenever feasible.

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Sanitary Sewage Treatment

Goal 14: To provide appropriate sanitary sewer treatment facilities to serve the Medford Urban Growth Boundary.

Policy 14-A: The City of Medford shall continue to operate the regional sewage treatment facilities according to the 1969 interagency agreement with Bear Creek Valley Sanitary Authority (now Rogue Valley Sanitary Sewer Service), Jackson County, and other participating cities, until such time as a new agreement is adopted.

Policy 14-B: The City of Medford shall continue expansion of the Regional Water Reclamation Facility (RWRF) capacity sufficient to provide for continued urban

growth. Facility expansion should be given a high priority in capital improvement programming. In the event that necessary funding is not forthcoming, all options, including an appropriate interagency growth management program, should be explored in a timely manner, and implemented as necessary.

Sanitary Sewage Service

Goal 5: Coordinate with other agencies and municipalities to provide adequate sewer service when applicable.

Policy 5-A: The City shall support and participate in regional planning of sewer service with neighboring jurisdictions and sewer districts.

Policy 5-B: The City shall work closely with adjacent jurisdictions to coordinate sewer service issues related to regional growth, regulatory requirements and changes, and opportunities for regional projects.

Category “A” Capital Improvement Program Summary

INTRODUCTION

* * * **Note:** Tables A and C not pertinent to CP-18-185 * * *

Included in this section are **Tables A, B, B-1** and **C**, which describe the planned category “A” public facilities, projects for water, stormwater management, and sanitary sewer collection and treatment. These tables include information relating to general project location, project construction timing, estimated capital costs, provider, and funding sources, as required by Oregon Administrative Rules (OAR 660-11). The following tables are the applicable Capital Improvement Plans for aforementioned category “A” facilities. is an explanation of the information in these tables.

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- ~~Project~~ — A short descriptive name for the planned project.
- ~~Area/Drainage Basin Served~~ — The area(s) primarily benefited by the project are listed. See **Figure 2**. Many projects will benefit a larger section of the community to some degree. The drainage basins listed in this column are only those that receive the most direct benefit from the project. “Regional” means the project serves the entire UGB, or is spread throughout large sections of the UGB.

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~~• *Estimated Capital Cost*—The approximate capital cost, including construction, engineering, legal and administrative costs, as estimated by the pertinent facility plan, is presented. Where known, the date of the estimate is given as short term (1-5 years) or long term (6-10 years). In almost all cases the timing is an estimate. In general, projects are built on an as-needed basis when development occurs. The capital cost for sanitary sewer and domestic water treatment projects are the proportion that the UGB is responsible for paying.~~

~~• *Provider*—The agency or utility responsible for the proposed project.~~

~~• *Funding Source*—The probable source(s) of funds for the project.~~

* * *

SANITARY SEWER COLLECTION AND TREATMENT

~~The 1990-2019 City of Medford Sewer Master Plan Sanitary Sewer Collection System Master Plan outlined ~~near~~short-term replacement of ~~over 19,000~~34,500 feet of existing pipe to increase capacity for growth. The replacement pipe ranges in size from 12 to 24 inches, and has ~~an~~estimated cost of ~~approximately \$2.129~~ million. ~~Many of these lines have already been replaced. In addition~~Additionally, the plan identifies ~~long-term expansion needs for new interceptors~~expansion areas ~~sewer pipes~~ to accommodate growing areas in the newly expanded Urban Growth Boundary (UGB) areas. See **Table B** for the Sanitary Sewer System Capital Improvements Plan through 2020. See **Table B-1** for the Sanitary Sewer Collection System. For a map of the planned projects, see **Figure 7.3** in the SSMP. ~~The Regional Water Reclamation Facility (RWRF) is completing several tasks. Funding for RWRF improvements comes from regional sewer fees and System Development Charges (SDCs).~~~~

* * *

Table B: Sanitary Sewer System Capital Improvements

Area Served	Project	Estimated Capital Cost		Provider	Funding Source
		Short Term 2000–2005	Long Term 2006–2020		
Collection					
Regional	Piping Improvements	\$115,000		City	Bond, SDC, Sewer Rates
	Non-Treatment Facility Improvements	\$120,000		City	Bond, SDC, Sewer Rates
Treatment					
Regional	Aeration Systems Improvements	\$196,000	\$1,400,000	City	Bond, SDC, Sewer Rates
	Drying Bed Improvements	\$4,780,000	\$0	City	Bond, SDC, Sewer Rates
	Secondary Clarifier Improvements	\$436,772	\$4,100,000	City	Bond, SDC, Sewer Rates
	Digester Improvements	\$6,000	\$2,000,000	City	Bond, SDC, Sewer Rates
	Grit System Improvements	\$850,000	\$550,000	City	Bond, SDC, Sewer Rates
	Headworks/Inlet Improvements	\$500,000	\$0	City	Bond, SDC, Sewer Rates
	Instrumentation Systems	\$0	\$100,000	City	Bond, SDC, Sewer Rates
	Cogeneration Facility Improvements	\$203,000	\$305,000	City	Bond, SDC, Sewer Rates
	Sludge Storage Lagoon Improvements	\$1,400,000	\$2,600,000	City	Bond, SDC, Sewer Rates
	Primary Treatment Facility Improvements	\$1,440,000	\$900,000	City	Bond, SDC, Sewer Rates
	Sludge Thickening Facility Improvements	\$6,000	\$2,000,000	City	Bond, SDC, Sewer Rates
	Research Projects	\$25,000	\$125,000	City	Bond, SDC, Sewer Rates
	Solids Disposal Systems	\$0	\$200,000	City	Bond, SDC, Sewer Rates
	Trickling Filter Improvements	\$0	\$1,750,000	City	Bond, SDC, Sewer Rates
	Disinfection Systems	\$0	\$2,000,000	City	Bond, SDC, Sewer Rates
	Miscellaneous Improvements	\$500,000	\$1,500,000	City	Bond, SDC, Sewer Rates
	Advanced Treatment System (ATS)	\$22,582,000		City	Bond, SDC, Sewer Rates
Estimated 1–5 year Capital Cost		\$33,159,772			
Estimated 6–20 year Capital Cost		\$19,530,000			
Total Long Term Estimated Capital Cost		\$52,689,772			

Exhibit B

City Council Hearing Minutes – December 6, 2018

MINUTES

December 6, 2018

6:00 p.m.

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

The regular meeting of the Medford City Council was called to order at 6:00 p.m. in the Medford City Hall Council Chambers on the above date with the following members and staff present:

Mayor Gary Wheeler; Councilmembers Clay Bearnson, Kay Brooks, Tim D'Alessandro, Dick Gordon, Tim Jackle, Kevin Stine, Kim Wallan, Michael Zarosinski>(*joined via phone as noted)

City Manager Brian Sjothun; City Attorney Lori Cooper; City Recorder Karen Spoons

* * *

40.3 COUNCIL BILL 2018-134 A resolution initiating a minor amendment to the Medford Comprehensive Plan to include the updated 2018 Sanitary Sewer Master Plan.

Deputy Public Works Director Alex Georgevitch presented the staff report and noted the major changes to the plan. There are several projects per ward; Wards 2 and 3 are only partially served by Medford as the remainder is served by Rogue Valley Sewer. He read into the record a letter just received from CSA Planning, who were a member of the Technical Advisory Group (TAG), and recommended support of the plan.

Public hearing opened.

Mike Montero, Montero & Associates, supported the Sanitary Sewer Master Plan.

Randy Jones, Mahar Homes, and member of TAG, strongly encouraged Council to approve the plan.

Public hearing closed.

Motion: Approve the resolution.

Moved by: Kevin Stine

Seconded by: Kay Brooks

Roll call: Councilmembers Bearnson, Brooks, D'Alessandro, Gordon, Jackle, Stine, and Wallan voting yes.
Resolution #2018-134 was duly adopted.

* * *

110. Adjournment

There being no further business, this Council meeting adjourned at 8:57 p.m.

The proceedings of the City Council meeting were recorded and are filed in the City Recorder's Office. The complete agenda of this meeting is filed in the City Recorder's Office.

Karen M. Spoons, MMC
City Recorder

Exhibit C

Planning Commission Study Session Minutes – January 28, 2019

The study session of the Medford Planning Commission was called to order at 12:00 p.m. in the Lausmann Annex Room 151-157 on the above date with the following members and staff in attendance:

Commissioners Present

David McFadden, Vice Chair
David Culbertson
Joe Foley
Bill Mansfield
Mark McKechnie
E. J. McManus
Jared Pulver
Jeff Thomas

Staff Present

Kelly Evans, Assistant Planning Director
Carla Paladino, Principal Planner
Eric Mitton, Deputy City Attorney
Alex Georgevitch, City Engineer
Kyle Kearns, Planner II
Roger Thom, Utilities Manager

Commissioners Absent

Patrick Miranda, Chair, Excused Absence

Subject:

20.1 CP-18-185 Sanitary Sewer Collection Master Plan

Kyle Kearns, Planner II reported that staff is updating the Comprehensive Plan in order to incorporate the Public Facilities element with the Sanitary Sewer Collection System Master Plan.

In November 2015 the City contracted Carollo Engineering to begin the Sanitary Sewer Collection System Master Plan update. In September 2017 staff formed the Technical Advisory Group lead largely by Public Works. In 2017 and 2018 the Technical Advisory Group met five times to provide comment, input and guide information of the Sanitary Sewer Collection System Master Plan. On December 6, 2018 the City Council initiated a Major Comprehensive Plan Amendment to incorporate the Sanitary Sewer Collection System Master Plan into the Public Facilities element of the Comprehensive Plan.

In order to enable the annexation of newly approved Urban Growth Boundary lands the City must plan for category A facilities that include:

- Water Service
- Sanitary sewer collection and treatment
- Storm Drainage
- Transportation facilities

The focus of the Sanitary Sewer Collection System Master Plan is sanitary sewer collection facilities. Treatment facilities will be analyzed in a forthcoming plan.

Items used to produce a comprehensive plan element:

- Executive Summary
- Introduction
- Basis of Planning
- Existing System
- Hydraulic Model Development
- Capacity Evaluation
- Infiltration and Inflow Reduction Program
- Capital Improvement Plan
- Financial Analysis

Staff reviewed the applicable state Oregon Administrative Rules and determined the following elements are necessary in the Comprehensive Plan element:

- Statement adopting the Sanitary Sewer Collection System Master Plan by reference
- List of planned public facility projects
- Map or description of projects
- Policies or Urban Growth Management Agreements stating providers

In addition to the elements needed by Oregon Administrative Rule 660, staff included:

- Goals and policies from the Sanitary Sewer Collection System Master Plan (focused on items relevant to plan development and land use reviews)

This is scheduled to go Planning Commission public hearing on Thursday, February 14, 2019 and their recommendation to the City Council on Thursday, March 7, 2019.

Vice Chair McFadden stated that the study session can be left open for seven days for further comments. If there was a change it would be nice to do today but how much longer could staff go before they could not make changes to what is going to be presented to the Planning Commission on February 14, 2019? Mr. Kearns stated the Planning Commission could propose changes on February 14, 2019.

The proposed policies are on pages 13 through 16 of the study session agenda packet. A lot already exist in the code or help with any particular land use action that could arise out of this new plan. They are directly derived from what has already been a two to three year process.

Commissioner McKechnie asked, is this a study that has limitations on all development? Roger Thom, Utilities Manager reported yes. He is the project manager for the Sanitary Sewer Collection System Master Plan. He has been the person that puts conditions on development for the last thirteen or fourteen years. For instance, in the southeast area the City is not doing zone changes because there is no sanitary sewer capacity to allow the zone change. In the last four to five years on the northeast side of town, Delta Waters area, because of the sanitary sewer that runs south of the airport has become maxed out, the City has discontinued an unconditional zone change for the properties that are served by the terminals. Everything on Hillcrest going north to the airport is served by that sewer. It impacts any development in that area. This plan does not make it any better but it identifies where the issues are and what pipes need to be replaced to facilitate development.

Alex Georgevitch, City Engineer stated that the plan does not fix any of the pipes in the ground. Through analysis and empirical data collecting rain data shows some of the areas that the previous master plan showed failing, this one does not show a failing. Through this process they will see some zone changes that previously had conditions limiting them and one right next to it could have no conditions limiting them because the analysis shows they are operating acceptably. Public Works has changed some criteria. Right now the pipe itself can be built and the manhole can backup within 3 feet of the rim.

There is a recommendation for Public Works to raise the System Development Charges for the collection system. That was supported by the Technical Advisory Group. The Technical Advisory Group is made up of engineers, developers and planners that supported the increase. The increase is critical to Public Works because they will be able to start building out some of the infrastructure needed to allow development to move forward.

Commissioner Mansfield asked, is there any organizing opposition to the increase of the System Development Charges from the building industry or real estate brokerage industry? Mr. Georgevitch stated that Randy Jones represented the building industry as well as Dan Mahar, engineers and planners representing developers that were all supportive of the increase.

It is difficult to ask for more money but the reality is if Public Works does not do this they are going to have moratoriums with no way out. It is a non-sustainable system.

Anytime Public Works upsizes a pipe they are also considering the next urban reserve areas. They are considering all of the RPS lands when they install a pipe. The cost of the pipe is one-twentieth of the cost of installation, cutting the road, patching, excavation, and traffic control is far more than the plastic pipe they put in the ground. Upsizing it to accommodate future development is important.

Commissioner Foley asked, assuming this gets adopted by the City Council on March 7, 2019, what happens to the people that have restrictions now. Can they come back and apply to get it lifted? Mr. Georgevitch replied yes. The code requires they go to the Planning Director and he will seek guidance from Public Works. Public Works will verify if there is adequate facilities. Just because there is capacity in areas does not mean they will get full development rights.

Commissioner McKechnie asked, are they having capacity issues with the treatment plants? Mr. Georgevitch replied they are not having any capacity issues now. They are getting ready to start a master plan within the next two years. They will do the same update. The bigger issue is the interceptor line owned by Rogue Valley Sewer Services going to the treatment plant. All of Medford flows into this interceptor line. This master plan is for the collection facilities that the City controls. The City serves approximately two-thirds and Rogue Valley Sewer Services serves the other one-third. Rogue Valley Sewer Services has their own area in southwest and northwest Medford.

Vice Chair McFadden asked, has the City urged Rogue Valley Sewer Services to do a similar master plan of their facilities to include in the City's plan? Mr. Thom stated that it would not necessarily be included in the City's plan. They have a master plan for their collection system. Vice Chair McFadden stated that the City has included the airport master plan, Rogue Valley Manor master plan, master plans from different entities. If they have one then the City could refer to it at some point. Mr. Thom has never been left with the impression Rogue Valley Sewer Services has any capacity issues in their interceptor lines.

Commissioner Pulver asked, what projects does this undertake? Is the funding source in place or with the approval of the increase in SDC fees? Mr. Thom reported that the master plan has identified a funding plan that if everything came together perfectly with SDCs, rates and homes being built, a slow controlled rate in the right spot, they have this perfect thing that works out where the funding comes together and everything pays for itself through time and SDCs over the twenty years it takes to do this. The reality is there needs to be a funding plan that identifies projects specifically to get capacity where needed and the developments bring in SDCs faster. Without building the lines and doing another analysis of the system they do not know where they really are. It is a progressive system.

Commissioner Mansfield asked, are any of these projects going to be financed with SDCs or assessment districts? Mr. Thom stated there are no assessment districts mentioned in

the plan. Mr. Georgevitch reported that the City collects SDCs now. Assessment districts were used previous to SDCs. It could be challenging to do both. If the SDCs are not adequate they are supposed to raise the SDCs through creating a master plan showing project needs and a financial statement showing projected revenue.

It is important to understand there is no way to know what pipe to fix next. It is developer driven. One moment there is a lot of development happening in one part of town and the next application can be in a completely different part of the community. They do not want to be project specific but meet the needs of development. Currently, there is not enough revenue. This is a twenty year plan that looks at the number of homes projected and the need. It is calculated by multiplying the number of homes being developed times the SDCs to figure out if there is enough funding assuming there is some commercial. If there is no commercial then they bump up the funding. If the City does not create capacity then development cannot occur to give the SDCs to build the capacity. They have some money banked that will seed some projects now. There is a good chance that they will have to borrow from their gas tax as opposed to a general obligation bond.

Commissioner Mansfield asked, can they borrow from the highway fund? Mr. Georgevitch replied yes. They are responsible for paying it back. There is a limitation to all the SDC fees. Storm drain SDCs cannot be spent on sewer but if they borrow against it with means of paying it back it is no different than doing a general obligation bond.

Commissioner Pulver asked, is the increase in SDCs on new development or in the general tax payer monthly charges or both? Mr. Georgevitch stated they are both being increased but the monthly fees go towards operations and maintenance and SDC's goes towards capacity increases. In the plan they are programming to spend both dollars. If there is a pipe in the ground it needs maintenance. So they can spend some maintenance dollars and some SDC dollars to replace it. The increase in the plan is SDCs for new development only.

Commissioner Pulver stated that the Planning Commission has talked a lot about affordable housing and continues to. One of the ideas is to eliminate or minimize barriers for development. If building in east Medford where there is capacity issues he assumes there will be healthy SDC costs if the capacity of that line needs to be increased. There needs to be a balance. Mr. Georgevitch commented that for a single family residential unit for System Development Charges per sanitary sewer collection system is approximately \$730 and they are increasing to the \$1040 range. They are increasing approximately \$300 for a single family unit. It is not that much in the big picture. Transportation and Parks are the big ones.

Commissioner Pulver stated those are all additional costs. Everything has to line up for it to work. To fund a major line, capacity increase has to be huge dollars that are probably not covered by a dozen homes in some areas of town. He does not know how the capacity

issue is solved. He believes that as a resident not doing any development they are still having to foot the bill for having a functional sewer system. It cannot just be operations and maintenance. Sometimes capacity has to be increased if one wants to live in the City of Medford because of growth. He does not know if those dollars and fees are being allocated accordingly but it is an issue. The City will not get any development if the developers have to pay expansion throughout. Mr. Georgevitch commented that they would not be paying the bill for those types of things.

Commissioner Pulver asked, how does the math work? Mr. Georgevitch stated that the projects in the plan is approximately \$30 million.

Commissioner Pulver stated that all the new projects is where the City gets the SDCs with increasing the expansion and new development funds all expansion increases. Mr. Georgevitch replied that is the way it is supposed to work under SDCs.

Mr. Georgevitch reported that these are good discussion topics to have. It is important to understand that the City Council has approved Public Works to move forward with approximately \$300 increase per unit. Randy Jones spoke with the Builders Association and everyone was in support. When staff notices their 90 day notice of the SDC fee increase that is when they will find out if there are concerns.

Commissioner Pulver understands no one wants increased fees. It is his opinion that if it is all on new development the math will not let up. Mr. Georgevitch stated that there is \$30 million in projects, there is only \$15.5 million in SDCs that goes towards that. The rest is from monthly fees.

Commissioner McKechnie asked, are there any pipes that are both sanitary and storm? Mr. Thom reported none that they know of.

Commissioner Foley stated that the study indicated a lot of that happening downtown. Mr. Thom stated that there are some sanitary sewer systems that the manholes line up with storm drain systems. They use the same manhole for the sanitary sewer system. The top of the sanitary sewer pipe was cut off in some of those so the pipe was backing up and overflowing into the storm drain below. As far as they know all of those have been corrected. They are not using the storm system for sanitary disposal except in very rainy events.

Commissioner Foley thought what he read was the reverse; more of the rain water getting into the sanitary system. Mr. Thom stated that is what they call inflow and infiltration. Inflow is a direct connect to the roof drain or parking lot drain that is connected directly to the sanitary sewer. Public Works has done what they can to eliminate those. Infiltration is a broken pipe.

Mr. Georgevitch commented that he is sure there are some out there. The question is how big of an impact versus disconnect all of them. They are having a challenge with I and I. I and I was a huge issue in this study. North of downtown there is a pipe that flows heavy and it is primarily due to I and I. Is it cheaper to line the pipe? Does that do anything with all the laterals that the City does not control past the right-of-way? If there is a broken lateral going into a home it may be working fine but could be letting in tons of ground water. It would cost approximately \$90M to provide capacity for the entire City of Medford. That is a challenge. It is more of a challenge for the interceptor and the treatment plant. Currently, the treatment plant is processing storm drain water and that is not what it is designed for. There are some jurisdictions that have a combined system. Someday depending on environmental laws the City may be doing the same thing. In the meantime the City does not want to be processing storm drain water.

Commissioner Mansfield stated that Mr. Georgevitch mentioned several times lining the pipe. Is that to eliminate leakage or extend the life of the pipe? What does it do? Mr. Thom reported that it does both. They do not say it is to eliminate leakage. They are not trying to keep the sewer from going out. They are trying to keep rain from coming in. It is a quarter-inch typical lining in an eight-inch sewer. They say it is as strong as putting in a new PVC pipe. It should last another one hundred years. Mr. Georgevitch stated that it is cheaper to line a pipe. The dilemma is that there is no capacity increase.

Commissioner Pulver asked Kelly Evans, Assistant Planning Director, what is the Planning Commission really being asked on Thursday, February 14, 2019? To forward a favorable recommendation for inclusion of this master plan into the Comprehensive Plan? Is the criteria consistent with the State goals? Ms. Evans replied yes.

Commissioner Pulver asked, is the Planning Commission being asked to review the amendment? Ms. Evans stated that at this point the City is just adopting the master plan into the Comprehensive Plan.

Vice Chair McFadden commented that it is high level because it has not been in the Comprehensive Plan before. It will help in time giving them a basis to work from.

30. Adjournment

The meeting was adjourned at 12:44 p.m.



Submitted by:

Terri L. Richards

Recording Secretary

Exhibit D

OAR Conformance Memo

MEMORANDUM

Subject OAR Conformance – Chapter 660 Division 11 (660-011)
File no. CP-18-185
To Alex Georgevitch, Roger Thom *for December 21, 2018 meeting*
From Kyle Kearns, Planner II – Long Range Division
Date December 11, 2018

SUMMARY

On December 6, 2018 the Medford City Council approved Ordinance 2018-134 that initiated the Major Comprehensive Plan amendment to incorporate the SSMP. This memorandum, and associated attachments, review the requirements of Oregon Administrative Rules (OARs), Chapter 660 Division 11 – Public Facilities Planning, as it relates to 2018 Sanitary Sewer Collection Master Plan (SSMP). Below are the elements of the SSMP that need to be incorporated into the City's Comprehensive Plan.

NEEDED COMPREHENSIVE PLAN ELEMENTS

To comply with State law, staff had determined the following to be needed in the comprehensive plan element in regards to the SSMP:

- Adopt SSMP by reference (policy stating such)
- Sections explaining the City's:
 - Treatment facilities system
 - Primary Collection System
- Items contained within 660-011-0010 (may be incorporated by reference)
 - Inventory and general assessment of condition of public facilities
 - List of significant public facility projects
 - Rough cost estimates
 - Map or description of each project's location/service area

- Policy statements or UGMA stating who provider is
- Estimate of when projects are needed
- Discussion of existing and projected funding for projects
- Items needed directly in comp. plan element:
 - List of public facility projects, excluding (if chosen) descriptions
 - Map or description of public facility projects location/service area
 - Policies or UGMA stating who provider is

Desired Comp. Plan Elements

Planning staff would encourage the inclusion of all the elements referenced in 660-011-0010 (see above). This will allow for a clearer public facilities plan, for the public to access, as sanitary sewer items can be difficult to grasp for the general public.

OAR 660-11 PUBLIC FACILITIES PLANNING IN BRIEF

Each portion of Chapter 660, Division 11 has been reviewed to understand what is needed to be brought into the City's Comprehensive Plan, they are summarized as follows:

660-011-0000 - Purpose

States the purpose of implementing Division 11, Public Facilities Planning is to "...aid in achieving the requirements of Goal 11 [of the Statewide Planning Goals]." No pertinent information was evident.

660-011-0005 - Definitions

Broad section defining terms relevant to Division 11. One definition worth noting is *public facilities plan* which states:

"A public facility plan is a support document or documents to a comprehensive plan."

660-011-0005(1)

Adoption of the 2018 Sanitary Sewer Collection Master Plan will need to accompany the adoption of the comprehensive plan element as a "supporting document." The SSMP will not need to be adopted directly into the Comprehensive Plan. Additionally, 0005 further defines public facility systems. The two pertinent items to sanitary sewers are the treatment facilities system and primary collection system. Both will need to be referenced in the comprehensive plan element.

660-011-0010 – The Public Facility Plan

This is largely the SSMP. Portions of this will need to be referenced within the Comp. Plan element, to what detail is important to determine, those sections include:

- Inventory and general assessment of the condition of all the significant public facility systems which support the land uses designated;
- A list of the significant public facility projects which are to support the land uses designated;
- Rough cost estimates of each public facility project;
- A map or written description of each public facility project's general location or service area;
- Policy statement(s) or urban growth management agreement identifying the provider of each public facility system;
- An estimate of when each facility project will be needed; and
- A discussion of the provider's existing funding mechanisms and the ability of these and possible new mechanisms to fund the development of each public facility project or system

660-011-0015 – Responsibility for Public Facility Plan Preparation

Specifies the responsibilities of who is to prepare the public facility plan. The urban growth management agreement relevant to the SSMP will need to be included with the submission of the SSMP and Comp. Plan element.

660-011-0020 – Public Facility Inventory and Determination of Future Facility Projects

To comply with these provisions the Comp. Plan element will need to reference the inventory of the significant public facility systems or the inventory will need to be brought directly into the City's Comp. Plan. Adopting this portion by reference should suffice.

660-011-0025 – Timing of Required Public Facilities

Highlights the requirements of the OAR to set a general estimate of the timing for planned public facility projects in a short (1-5 years) and long (6+ years) term time frame. Timing of project may be based on:

- Population growth (e.g. expansion of treatment facility)
- Level of service (e.g. increased capacity needs)

- More long term in nature (e.g. sewer projects to correct infiltration problems)

Projects identified as short term shall have an approximate year for development; projects determined to be long term shall provide a general estimate as to the need for the project (i.e. population growth, level of service, etc.).

660-011-0030 – Location of Public Facility Projects

Codifies the requirements to identify the location of public facility projects, appropriate for the particular facility. Short term projects may be detailed more precisely.

660-011-0035 – Determination of Rough Cost Estimates for Public Facility Projects and Local Review of Funding Mechanisms for Public Facility Systems

Requires that public facility projects be estimated to understand the fiscal requirements of the City while supporting the acknowledged land uses in the Comp. Plan. In addition to cost estimates the facility plan shall include a discussion of the providers existing and potential funding mechanisms and how they will fund future improvements identified in the plan. Funding mechanisms may be described in general guidelines or local policies.

660-011-0040 – Date of Submittal of Public Facility Plans

Requires the completion and adoption within the jurisdictions/providers periodic review time.

660-011-0045 – Adoption and Amendment Procedures for Public Facility Plans

This section highlights the need to “...adopt the plan as a supporting document to the jurisdiction’s comprehensive plan [and the jurisdiction] shall also adopt as a part of the comprehensive plan,” the following:

- List of public facility project titles (may exclude project specifications)
- Map or written description of public facility projects’ location/service area
- Policies or UGMA designating providers
 - If more than one provider within public facility plan area then the provider for each project shall be designated

In addition to the above requirements 660-011-0045 builds in allowances for modifications to the public facility projects, without an amendment to the plan, that meet the following:

- Administrative changes that do not impact the project's general description, location, sizing, capacity or other general characteristics
- Technical and Environmental changes made pursuant to "final engineering" whether it be through:
 - National Environmental Policy Act (NEPA)
 - Environmental Impact Statements
 - State and Federal project development regulations

660-011-0050 – Standards for Review by the Department

DLCD will evaluate the public facility plan according to:

- Those items as specified in OAR 660-011-0010(1);
- Whether the plan contains a copy of all agreements required under OAR 660-011-0010 and 660-011-0015; and
- Whether the public facility plan is consistent with the acknowledged comprehensive plan.

660-011-0060-65 – Sewer Service to Rural Lands

Only pertinent if the City of Medford provides sewer service to rural lands. Will need to be determined.

Exhibit E

Planning Commission Hearing Minutes – February 14, 2019

From Public Hearing on **February 14, 2019**

The regular meeting of the Planning Commission was called to order at 5:30 PM in the City Hall Council Chambers on the above date with the following members and staff in attendance:

Commissioners Present

David McFadden, Vice Chair
Joe Foley
Mark McKechnie
E.J. McManus
Jeff Thomas

Staff Present

Kelly Evans, Assistant Planning Director
Carla Paladino, Principal Planner
Eric Mitton, Deputy City Attorney
Alex Georgevitch, City Engineer
Debbie Strigle, Recording Secretary
Kyle Kearns, Planner II

Commissioner Absent

Patrick Miranda, Chair, Excused Absence
David Culbertson, Excused Absence
Bill Mansfield, Excused Absence
Jared Pulver, Excused Absence

10. **Roll Call**

* * *

50.4 CP-18-185 A Major Comprehensive Plan amendment to update the Public Facilities Element of the Medford Comprehensive Plan to reflect the updated 2018 Sanitary Sewer Collection System Master Plan as initiated by City Council on December 6, 2018 per Resolution 2018-134. Applicant: City of Medford; Planner: Kyle Kearns.

Kyle Kearns, Planner II stated that the Major Comprehensive Plan amendment approval criteria can be found in the Medford Land Development Code Section 10.220(B). The

applicable criteria were addressed in the staff report and hard copies are available at the entrance of Council Chambers for those in attendance. Mr. Kearns reported that the City Council did not initiate the updated 2018 Sanitary Sewer Collection System Master Plan by an Ordinance it was by a Resolution. Mr. Kearns gave a staff report and noted that the Planning Commission does not need to recommend a financing option, as proposed in the recommendation language of the February 7, 2019 Staff report.

Commissioner Foley asked, if the Planning Commission considers funding should they not have a presentation on what that would entail or ignore the funding in their recommendation? Mr. Mitton reported that if there is going to be a debate it should be done after closing the public hearing. The Planning Commission can ask staff for the funding information.

The public hearing was opened and there being no testimony the public hearing was closed.

Vice Chair McFadden commented that usually the Planning Commission does not get involved too much with the funding. It is more for the Budget Committee and City Council.

Commissioner McKechnie is uncomfortable recommending a funding option.

Motion: The Planning Commission, based on the findings and conclusions that all of the approval criteria are satisfied or not applicable, forwarded a favorable recommendation for approval of CP-18-185, without a recommendation to select a funding option, to the City Council per the staff report dated February 7, 2019, including Exhibits A through D.

Moved by: Commissioner Foley

Seconded by: Commissioner McKechnie

Roll Call Vote: Motion passed, 5-0.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.2 & 40.3

www.ci.medford.or.us

DEPARTMENT: Planning
PHONE: (541) 774-2380
STAFF CONTACT: Matt Brinkley, AICP CFM, Planning Director

AGENDA SECTION: Public Hearings
MEETING DATE: March 7, 2019

COUNCIL BILL 2019-14

An ordinance approving a minor legislative amendment to the Neighborhood Element of the Medford Comprehensive Plan to include standards pertaining to pedestrian scale lighting. CP-19-011

COUNCIL BILL 2019-15

An ordinance amending section 10.380 of the Medford Municipal Code pertaining to pedestrian scale lighting. DCA-19-005

SUMMARY AND BACKGROUND

Council is requested to consider two legislative amendments. One is a development code amendment (DCA-19-005) which is an update to the Southeast Zoning Overlay standards pertaining to pedestrian scale lighting. The second is a minor comprehensive plan amendment (CP-19-011) to reflect the aforementioned changes but in the Southeast Plan, Neighborhood Element of the Comprehensive Plan.

The Planning Commission unanimously recommended adopting both DCA-19-005 and CP-19-011 based on the analysis, findings and conclusions per the Council Report dated February 27, 2019, including Exhibits A through D (DCA-19-005 and CP-19-011).

PREVIOUS COUNCIL ACTIONS

On June 20, 2002, the previous pedestrian scale lighting standards were created and added to the Medford Land Development Code (Council Bill 2002-94).

ANALYSIS

Since 2002, the technology and capabilities of modern lights have changed greatly, especially with the increased efficiency and use of LED lights. The new lights identified by Public Works staff are a 46 Watt LED light fixture that consume 50% less power than the current 100W high pressure sodium fixture. In addition, the new lights for pedestrian scale lighting will be affixed to steel poles that are more durable than the current extruded aluminum poles. With the changes in pedestrian scale lights comes a 10% increase in initial cost; thus the development community has asked for a change to the pedestrian scale lighting spacing standards to help alleviate this additional cost. The new poles at the new spacing will meet the illuminance standards specified in Medford Municipal Code section 10.495.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The new 46 Watt LED lights will realize a 50% reduction in power consumption.

TIMING ISSUES

Public Works will be releasing an updated Street Light Standards and Specifications document to specify the new types of street lights to coincide with these amendments.

COUNCIL OPTIONS

- Approve the ordinance(s) as presented
- Modify the ordinance(s) as presented by adopting alternatives as presented by Council
- Deny the ordinance(s) as presented and direct staff regarding further action

STAFF RECOMMENDATION

Staff recommends approval of the ordinance(s) as presented.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.2 & 40.3

www.ci.medford.or.us

SUGGESTED MOTION

I move to approve the ordinance(s) authorizing the Land Development Code Amendment and Minor Comprehensive Plan Amendment as described in the Council Report dated February 27, 2019.

EXHIBITS

Ordinances

Council Report, including Exhibits A – D

ORDINANCE NO. 2019-14

AN ORDINANCE approving a minor legislative amendment to the Neighborhood Element of the *Medford Comprehensive Plan* to include standards pertaining to pedestrian scale lighting.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. That an amendment to the Neighborhood Element, by reference, is hereby adopted as part of the *Medford Comprehensive Plan*.

Section 2. The approval is based upon the Findings and Conclusions included in the Council Report dated February 27, 2019, attached as Exhibit A and incorporated herein.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2019.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2019.

Mayor



COUNCIL REPORT

for a Type IV legislative decision: **Development Code Amendment & Minor Comprehensive Plan Amendment**

Project Lighting Standards Update
File no. DCA-19-005 & CP-19-011
To City Council *for 03/07/2019 hearing*
From Planning Commission via Kyle Kearns, Planner II
Reviewer Carla Angeli Paladino, Principal Planner
Date February 27, 2019

BACKGROUND

Proposal

DCA-19-005 is an update to the Land Development Code to reflect recent changes to lighting standards in the Southeast Overlay. CP-19-011 is a legislative amendment to the Comprehensive Plan that is identical to the development code amendment to update the same text, but in the Neighborhood Element, Southeast Plan of the Comprehensive Plan.

History

The Public Works department has been investigating the use of LED streetlights over the past two years. Through this process a different street light for pedestrian scale lighting has been identified. Staff selected a new light (Exhibit C) made by Visionaire Lighting. The Visionaire pole and light are more durable and use less energy but have an initial cost that is about 10% more than the current light standard. Outreach to the development community was performed in the summer of 2017 by Public Works staff. In order to make the changed standard cost neutral, the development community requested that the lights be spaced further apart. Staff verified that the lighting levels can meet the standards in the Medford Municipal §§ 10.495 with the larger spacing by using a pole that is 16-feet tall instead of matching the 12-foot height of the current standard. The request to space the poles farther apart is driving the changes proposed in Exhibits A and B.

On February 14, 2019, the Planning Commission met at a regularly scheduled hearing to review the proposed amendments (Exhibits A and B); the minutes of the hearing are contained within Exhibit D. The Planning Commission voted unanimously to recommend adoption of both DCA-19-005 and CP-19-011.

Authority DCA-19-005

This proposed plan authorization is a Type IV legislative amendment of Chapter 10 of the Municipal Code. The Planning Commission is authorized to recommend, and the City Council to approve, amendments to Chapter 10 under Medford Municipal Code §§10.110 and 10.218

Authority CP-19-011

This proposal is a Type IV land use action to amend the Comprehensive Plan. The Planning Commission is authorized to recommend, and the City Council to approve, amendments to the Comprehensive Plan under Medford Municipal Code §§10.214 and 10.220.

ANALYSIS

Previous standards regarding pedestrian scale lighting were created and added to the Medford Land Development Code (MLDC) in 2002 (Ordinance No. 2002-94). Since 2002 the technology and abilities of modern lights have changed greatly, especially with the increased efficiency and use of LED lights. The new lights identified by Public Works staff are a 46 Watt LED light fixture that consume 50% less power than the current 100Wm high pressure sodium standard. In addition the new lights being used for pedestrian scale lighting will be affixed to a steel pole that is more durable than the current extruded aluminum. With the changes in lighting standards comes a 10% increase in initial cost; thus the development community has asked for a change to the pedestrian scale lighting spacing standards to help alleviate the new cost burden.

Staff determined that the only changes needed to update the MLDC would be standards consistent with the request of the development community. The new lights meet the lighting standards outlined within §§10.495, Street Lighting and Pedestrian Scale Street Lighting; these standards set the quantity & spacing, illuminance (footcandle measurement) and shielding standards for lighting and pedestrian scale lighting city-wide. Through staff's review of the MLDC it was determined that the only standard that needed to be updated is the section in the Southeast Overlay, 10.380 Street Lighting Standards, S-E. The changes in the S-E Overlay, as proposed (Exhibit A), are consistent with the general standards as established in 10.495.

FINDINGS AND CONCLUSIONS – DCA-19-005

The criteria that apply to code amendments are in Medford Municipal Code §10.218. The criteria are rendered in italics; findings and conclusions in roman type.

10.218 Land Development Code Amendment Approval Criteria.

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

(A) Explanation of the public benefit of the amendment.

Findings

Although not directly relatable to the general public, the new standards proposed within Exhibit A do benefit the development community. As proposed, the new standards are more consistent with other pedestrian scale lighting standards throughout the code (specifically 10.495). In addition the LED light chosen by Public Works consumes 50% less energy and is sturdier than the preceding light standard. Since the new light is more expensive, in order to offset this cost to the public, the changes in DCA-19-005 have been drafted to offset the aforementioned cost.

Conclusions

In looking to the application of DCA-19-005 to the broader public, the effects will be minuscule. The development community provided input on the increased cost due to the newly selected LED lights; in response staff prepared broader and less restrictive standards to lower development cost. The criterion has been satisfied.

(B). The justification for the amendment with respect to the following factors:

(1) Conformity with goals and policies of the Comprehensive Plan considered relevant to the decision.

Findings

The following policies are from the comprehensive plan and in support of DCA-19-005 as proposed.

Environmental Element – Policy 10-E

The City of Medford shall strive to make all city facilities and operations as energy efficient as possible.

Public Facilities Element-General Public Facilities – Policy 2-B

The City of Medford shall strive to ensure that new development does not create public facility demands that diminish the quality of services to current residences and businesses below established minimum levels.

Conclusions

With a 50% reduction in power consumption of the new LED lights, the proposed light and the associated standards will be in direct support of the Medford Comprehensive Plan. The criterion has been satisfied.

(2) Comments from applicable referral agencies regarding applicable statutes or regulations.

Findings

Public Works staff provided a memorandum (Exhibit C) directing the changes to the MLDC. The changes of DCA-19-005 were directed by this memo.

Conclusions

Staff prepared changes consistent with the Public Works Direction. The criterion has been satisfied.

(3) Public comments.

Findings

No public comment has been provided to date.

Conclusions

The criterion is satisfied.

(4) Applicable governmental agreements.

Findings & Conclusions

Staff could find no applicable governmental agreement. This criterion does not apply.

FINDINGS AND CONCLUSIONS – CP-19-011

For the approval criteria, Section 10.220 of the Medford Municipal Code redirects to the “Review and Amendment section of the Comprehensive Plan.” The applicable criteria in this action are those for the review and amendments procedure. The criteria are set in *italics* below; findings and conclusions are in roman type.

Comprehensive Plan, Review and Amendments chapter: Amendments to review and amendment procedures shall be based on the following criteria: Amendments shall be based on Statewide Goal 2 and any other applicable Statewide goals.

Findings

The changes proposed in CP-19-011 (Exhibit B) are intended to reflect the language changes proposed within DCA-19-005. Staff has reviewed the Comprehensive Plan and the associated land use goals and has found that the majority of the criteria are not applicable to the proposed changes within CP-19-011. Additionally, staff has reviewed Statewide Planning Goal 2, Land Use

Planning, per the listed criteria and has found that CP-19-011 is supported by language within Goal 2.

The intent of Goal 2 is “To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.”¹ With the changes reflected in DCA-19-005, the need for CP-19-011 is needed to “...assure an adequate factual base for such decisions and actions.” If the Comprehensive Plan were not changed concurrently with DCA-19-005 it would no longer be factual.

Conclusions

If the proposed text within CP-19-011 was not amended the Comprehensive Plan would be referencing text that was no longer factual or relevant. This would be in direct conflict with the intent of creating “...a land use planning process and policy framework...to assure an adequate factual base for such decisions and actions.” Thus, the changes are necessary; the criterion has been satisfied.

RECOMMENDED ACTION

The Planning Commission recommends adopting DCA-19-005 and CP-19-011 based on the analysis, findings and conclusions per the Council Report dated February 27, 2019, including Exhibits A through D.

EXHIBITS

- A Proposed Amendment DCA-19-005
- B Proposed Amendment CP-19-011
- C Public Works Memorandum – January 14, 2019
- D Planning Commission Hearing Minutes – February 14, 2019

CITY COUNCIL AGENDA:

MARCH 7, 2019

¹ United States. State of Oregon. Department of Land Conservation and Development. Oregon's Statewide Planning Goals & Guidelines GOAL 2: LAND USE PLANNING. Salem: n.p., 2010. Web. 19 July 2017

Exhibit A

Proposed Amendment DCA-19-005

(Deleted text is ~~struck through~~, new text is underlined, ~~moved text/~~ moved text)

10.380 Street Lighting Standards, S-E.

1. Public Streets.

For public streets within the S-E Overlay District, street lighting and pedestrian-scale street lighting meeting the design and improvement standards specified for the S-E Overlay District

within the *City of Medford Street Lighting Standards and Specifications*, a copy of which is on file in the Medford Public Works Department, shall be installed as follows:

- a. At least one streetlight shall be installed at each street intersection and at any pedestrian street crossing other than at street intersections.
- b. Pedestrian-scale street lights shall be installed on both sides of lower-order streets ~~at least~~ approximately every ~~80-100~~ feet within the planter strips, or, where planter strips are not required, located within the street right-of-way at locations agreed upon by the Director of the Medford Public Works Department or designee. For Collector and Arterial streets, the use and location of pedestrian scale streetlights shall be as determined by the approving authority in the development review process.
- c. Streetlights and pedestrian-scale streetlights shall be designed or shielded so as to prevent light from being emitted above the fixture.
- d. The location of streetlights and pedestrian-scale streetlights shall be coordinated with streetscape and planter strip or street tree planting plans where required or utilized.
- e. The operation and maintenance costs for the pedestrian-scale street lighting shall be charged to the benefiting property owners through establishment of a utility fee.

2. Private Streets.

For private streets within the S-E Overlay District, street lighting and pedestrian-scale street lighting shall be installed in accordance with (1), unless the PUD approval authorizes a modification. Legal documents shall be submitted in a form acceptable to the City Attorney prior to recording in the official records of Jackson County that assure that the street lighting and pedestrian-scale street lighting systems will be perpetually maintained and operated by individual property owners, an association of property owners, or other non-public entity.

Exhibit B

Proposed Amendment CP-19-011

(Deleted text is ~~struck through~~, new text is underlined, ~~moved text~~, moved text)

Medford Comprehensive Plan Chapter 10

Neighborhoods

Introduction

The divisions of this chapter are special area plans that have been adopted by the Council. One plan is incorporated by reference; two others are incorporated into this document.

* * *

Street Lighting

Medford Land Development Code Section 10.495 permits the use of pedestrian-scale street lighting (used to light the sidewalk) except on collector and arterial streets. In addition, a standard streetlight (used to light the roadway) is required to be installed at each street intersection and at any other pedestrian street crossings. The operation and maintenance costs of pedestrian-scale street lighting are charged to the benefiting property owners through a utility fee.

Such lighting is required in the S-E Overlay District on both sides of the street ~~at least~~ approximately every ~~100~~ 80 feet. They are placed within the planter strips where there are planter strips. Where there are no planter strips, they are placed on abutting private property or within extra wide sidewalks. They will be essential on certain collector and arterial streets as well, to provide the continuity and where there will be high pedestrian activity, especially in the Southeast Village Center TOD, including a portion of Barnett Road. The Code should be clarified to allow pedestrian-scale streetlights to be required where needed in the S-E Overlay District, including on collectors and arterial streets.

* * *

Exhibit C

Public Works Memorandum – January 14, 2019

MEMORANDUM

Date January 14, 2019
To Kyle Kearns, Planner II
From Karl MacNair, Transportation Manager
Subject Development Code Streetlight Spacing Change (MLDC Section 10.380)

This memorandum serves to inform why the change to the development code is being requested.

Public Works has been investigating LED streetlights for the last 2-3 years. As part of this investigation, we have identified a different desired street light for pedestrian scale lighting that is required in the SE overlay area. The new light is made by Visionaire Lighting and is about 10% more expensive than the old light.

In order to make the change closer to cost neutral, the development community requested that the lights be spaced farther apart. Public Works has confirmed that the light level requirements in Medford Land Development Code (MLDC) Section 10.495 can be met with the new lights at an approximate 100-foot spacing on-center. This includes lights on both sides of the street, consistent with the current standard.

MLDC Section 10.495 sets the city-wide lighting standards, which measured in footcandles. However, MLDC Section 10.380 specifies that lights be installed at a *maximum* 80-foot on-center in the SE overlay. This is a very restrictive requirement. Public Works requests the code language be modified to allow the change to the new pole standard.

Below are some photos and information about the new poles.

Key Statistics:

- 46W LED replaces 100W High Pressure Sodium (approx. 50% power consumption)
- Steel pole is more durable than current extruded aluminum.



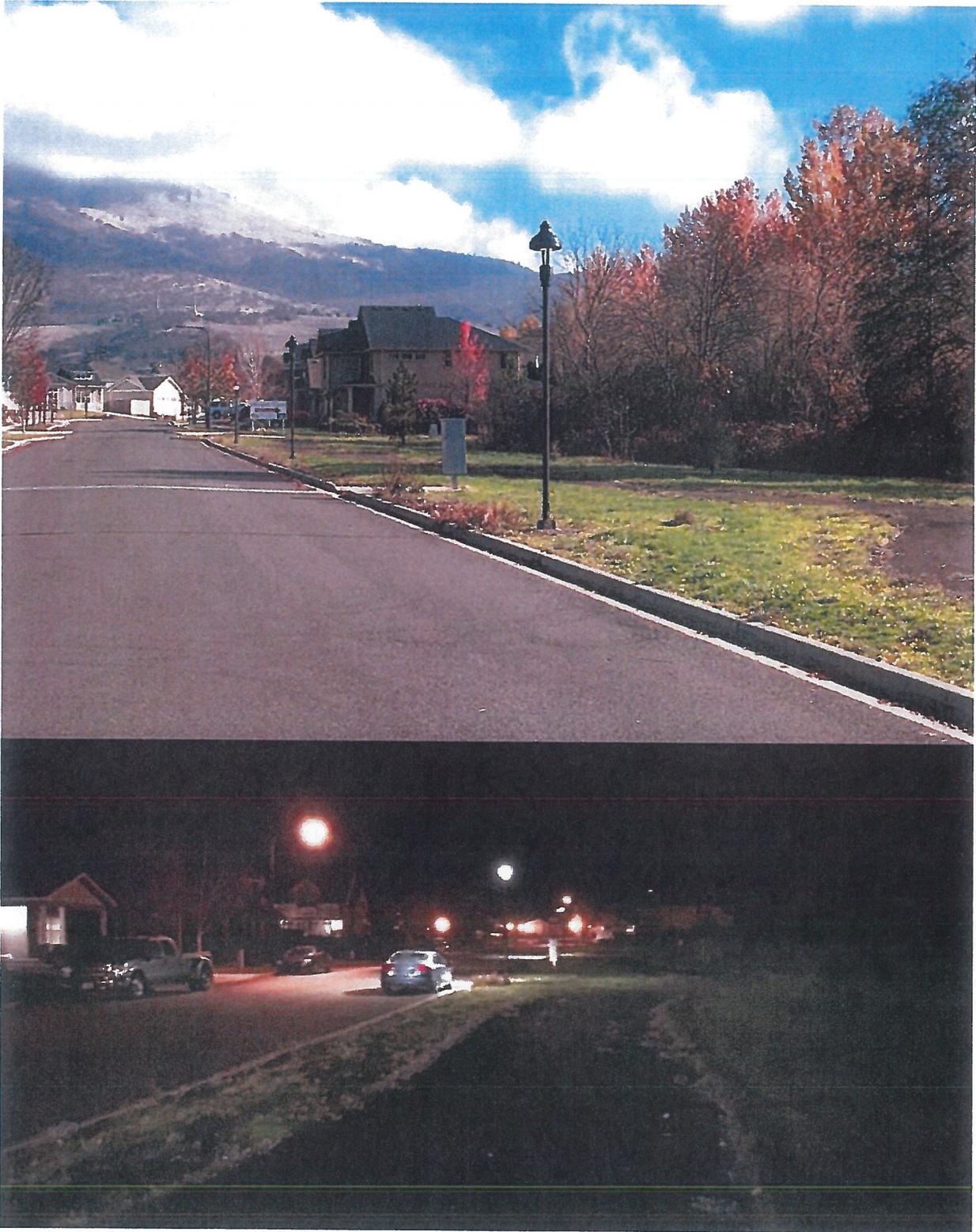


Exhibit D

Planning Commission Hearing Minutes – February 14, 2019

From Public Hearing on **February 14, 2019**

The regular meeting of the Planning Commission was called to order at 5:30 PM in the City Hall Council Chambers on the above date with the following members and staff in attendance:

Commissioners Present

David McFadden, Vice Chair
Joe Foley
Mark McKechnie
E.J. McManus
Jeff Thomas

Staff Present

Kelly Evans, Assistant Planning Director
Carla Paladino, Principal Planner
Eric Mitton, Deputy City Attorney
Alex Georgevitch, City Engineer
Debbie Strigle, Recording Secretary
Kyle Kearns, Planner II

Commissioner Absent

Patrick Miranda, Chair, Excused Absence
David Culbertson, Excused Absence
Bill Mansfield, Excused Absence
Jared Pulver, Excused Absence

10. **Roll Call**

* * *

New Business

50.3 DCA-19-005 / CP-19-011 An update to the Land Development Code to reflect recent changes to lighting standards in the Southeast Overlay. Applicant: City of Medford; Planner: Kyle Kearns.

Kyle Kearns, Planner II stated that the Land Development Code Amendment approval criteria can be found in the Medford Land Development Code Section 10.218. The Comprehensive Plan amendment criteria can be found in the Medford Land Development

Code Section 10.220(B). The applicable criteria were addressed in the staff report and hard copies are available at the entrance of Council Chambers for those in attendance. Mr. Kearns reported that in the staff report dated February 7, 2019 there was an error in the criteria applicable to the Comprehensive Plan criteria. It was listed as Code Section 10.218 and should have been Code Section 10.220. Mr. Kearns gave a staff report.

Commissioner McKechnie commented that LED lighting is more energy efficient and lasting longer compared to other lighting. They give better light. Spreading them out makes perfect sense. It is a good idea.

Vice Chair McFadden stated that he finds that LED lighting has a narrow beam. Mr. Kearns reported there are pictures of the lighting in the staff report if the Planning Commission wants to see what they look like. Vice Chair McFadden stated that if the City has looked at the spread of the lighting and feels they have adequate lighting between them he has no concerns. He did not see that in the proposal. Mr. Kearns reported that the Public Works memorandum provided indicates the lighting meets the footcandle requirements as well as all the other lighting standards.

Commissioner McKechnie asked, is this lighting just for the Southeast Overlay and not the entire City? Mr. Kearns replied that is correct.

The public hearing was opened and there being no testimony the public hearing was closed.

Motion: The Planning Commission, based on the findings and conclusions, that all of the approval criteria are either met or not applicable, initiated the amendment, and forwarded a favorable recommendation for adoption of DCA-19-005 and CP-19-011 to the City Council per the staff report dated February 7, 2019, including Exhibits A through C with the correction of the Code Sections.

Moved by: Commissioner Foley

Seconded by: Commissioner McKechnie

Roll Call Vote: Motion passed, 5-0.

ORDINANCE NO. 2019-15

AN ORDINANCE amending section 10.380 of the Medford Municipal Code pertaining to pedestrian scale lighting.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

SECTION 1. Section 10.380 of the Medford Municipal Code is amended to read as follows:

10.380 Street Lighting Standards, S-E.

1. Public Streets.

For public streets within the S-E Overlay District, street lighting and pedestrian-scale street lighting meeting the design and improvement standards specified for the S-E Overlay District within the *City of Medford Street Lighting Standards and Specifications*, a copy of which is on file in the Medford Public Works Department, shall be installed as follows:

- a. At least one streetlight shall be installed at each street intersection and at any pedestrian street crossing other than at street intersections.
- b. Pedestrian-scale street lights shall be installed on both sides of lower-order streets ~~at least~~ **approximately** every ~~80~~ **100** feet within the planter strips, or, where planter strips are not required, located within the street right-of-way at locations agreed upon by the Director of the Medford Public Works Department or designee. For Collector and Arterial streets, the use and location of pedestrian scale streetlights shall be as determined by the approving authority in the development review process.

PASSED by the Council and signed by me in authentication of its passage this ____ day of _____, 2019.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2019.

Mayor

NOTE: Matter in bold is new. Matter ~~struck out~~ is existing law to be omitted. Three asterisks (***) indicate existing law which remains unchanged by this ordinance but was omitted for the sake of brevity.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.1

www.ci.medford.or.us

DEPARTMENT: Public Works
PHONE: (541) 774-100
STAFF CONTACT: Cory Crebbin, Public Works Director

AGENDA SECTION: Consent Calendar
MEETING DATE: March 7, 2019

COUNCIL BILL 2019-16

An ordinance authorizing Change Order #1 to a contract with Insituform Technologies, LLC, in the amount of \$179,135.53 for additional installation of Cured in Place Pipe lining of deteriorating storm drain pipes.

SUMMARY AND BACKGROUND

Council is requested to approve a contract change order in the amount of \$179,135.53 to Insituform Technologies, LLC, for installation of Cured in Place Pipe (CIPP) lining in deteriorated storm drainage pipes at various locations in the City of Medford. The Council must approve this change order because the amount exceeds the authority granted to the City Manager in Medford Municipal Code (MMC) 2.503.

PREVIOUS COUNCIL ACTIONS

On January 17, 2019, Council approved Council Bill 2018-07 awarding a contract to Insituform Technologies, LLC, in the amount of \$819,211.90 for the lining of 18,842 feet of sewer pipe.

On January 18, 2018, Council approved Council Bill 2018-07 awarding a contract to Michels Corporation in the amount of \$577,970.05 for the lining of 12,101 feet of sewer pipe.

On June 15, 2017, Council approved Council Bill 2017-57 adopting the City of Medford Budget for the biennium commencing July 1, 2017, and making appropriations thereunder.

ANALYSIS

The original contract is for work on the sewer collection system. Subsequently, eight storm drain pipes needing immediate repair have been identified. Public Works recently acquired a TV van to inspect storm drain pipes in order to more effectively schedule preventative maintenance, but it will be some time before the City's 180 miles of storm drain pipe have been inspected. Currently high rainfall events reveal storm drain pipes needing such repairs. Recent rains demonstrated that eight storm drain pipes require immediate action to prevent further damage due to storm water flows. A change order to add the storm drain pipe repair work to this contract is the most expeditious and cost effective way to complete this work. One price quote for additional pipe lining was received from Insituform Technologies, LLC, in the amount of \$179,135.53. The change order price for 12-inch pipe is \$61.00 per foot, which is the same unit price as the original contract. The change order price for 15-inch pipe is \$90.00 per foot. There is no 15-inch pipe in the original contract. This work will be on eight storm drainage pipes totaling 2,148 feet as shown on exhibits "Pipe Segment Location Map Index", Pipe segment detail, and maps. Rehabilitation of deteriorated storm drainage pipes maintains flow and reduces potential for failures in the future. Trenchless technologies such as CIPP are less disruptive for citizens and have minimal impact on street pavement life.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Expenditure of \$179,135.53 which is included on page 8-37 of the 2017/2019 biennium budget.

TIMING ISSUES

The work will start after Council approval, and is scheduled to be complete by June 6, 2019.

COUNCIL OPTIONS

- Approve the ordinance as presented.
- Modify the ordinance.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.1

www.ci.medford.or.us

- Deny the ordinance and provide direction to staff regarding rehabilitation of the storm drain system.

STAFF RECOMMENDATION

Approve the ordinance for a contract change order with Insituform Technologies, LLC.

SUGGESTED MOTION

I move to approve the ordinance for a contract change order in the amount of \$179,135.53 with Insituform Technologies, LLC, to line eight storm drainage pipes with CIPP.

EXHIBITS

Ordinance

Change Order

Special Provisions: Work To Be Done

Pipe Segment Location Map Index

Pipe Segment Detail

Maps

Contract on file in the City Recorder's Office

ORDINANCE NO. 2019-16

AN ORDINANCE authorizing Change Order #1 to a contract with Insituform Technologies, LLC, in the amount of \$179,135.53 for additional installation of Cured in Place Pipe lining of deteriorating storm drain pipes.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That Change Order #1 to a contract with Insituform Technologies, LLC, for additional installation of Cured in Place Pipe lining of deteriorating storm drain pipes in an amount of \$179,135.53, 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 _____, 2019.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2019.

Mayor

City of Medford
PUBLIC WORKS DEPARTMENT

CHANGE ORDER

Project: 2019 Wastewater Collection System Rehabilitation Project in the City of Medford

Project No.: MSC-1902

Location: Various Storm Drain Pipes

Change Order: #1

Contractor: Insituform Technologies

THE CHANGE IN THE PLANS OR SPECIFICATIONS DESCRIBED BELOW IN SECTION 1 IS NECESSARY DUE TO CONDITIONS UNFORESEEN AT THE TIME THE PLANS AND SPECIFICATIONS WERE PREPARED. THIS CHANGE WILL BE PERFORMED BY THE CONTRACTOR AT THE PRICES SHOWN IN SECTION 2 HEREIN FOR WHICH THE CONTRACTOR WILL ACCEPT PAYMENT FOR THE WORK PERFORMED AND THE MATERIAL FURNISHED IN ACCORDANCE WITH THE INSTRUCTIONS OF THE ENGINEERS. THIS CHANGE ORDER WILL BECOME A PART OF THE CONTRACT DOCUMENTS AND THE PARTIAL AND FINAL ESTIMATES. SECTION 3 SHALL INDICATE THE ADDITIONAL NUMBER OF CALENDAR DAYS NECESSARY FOR THE COMPLETION OF THE CONTRACT BY REASON OF THIS CHANGE ORDER.

Section 1. Description of Work

This change order is written for the following work: all labor, equipment and materials needed to accomplish the items below including mobilizations and traffic control.

1. To install 1350.2' of CIPP Liner 12", to install 798.3' of CIPP Liner 15" and Internal Service Reinstatements of 9 Laterals on eight additional storm drain pipes and point repairs if needed.
2. Increase all Lump Sum items to cover the additional work.

Section 2. Estimated Quantities and Agreed Prices

Item	Unit	Quantity	Unit Prices	Amount
Mobilization	LS	1	\$1,710.35	\$1,710.35
Temporary Work Zone Traffic Control, Complete	LS	1	\$5,052.57	\$5,052.27
Erosion Control	LS	1	\$57.01	\$57.01
Pollution Control Plan	LS	1	\$57.01	\$57.01
Mainline Video Inspection	LS	1	\$7,204.69	\$7,204.69
Internal Service Reinstatement	EA	9.0	\$205.00	\$1,845.00
CIPP Liner 12"	FOOT	1350.2	\$61.00	\$82,362.20
CIPP Liner 15"	FOOT	798.3	\$90.00	\$71,847.00
Trenchless Point Repair (as needed)	EA	3	\$3,000.00	\$9,000.00

Amount of This Change Order: \$179,135.53
 Total Amount Previous Orders: \$0.00
TOTAL AMOUNT OF REVISED CONTRACT: \$998,347.33

Section 3. Extension of Time

Total number of additional working days added to date. 5
 Number of additional working days required for this work. 5
 New contract deadline date. 06/11/2019

Prepared by: [Signature] Date: 2-5-19 Signed: [Signature]
CONTRACTOR

Submitted by: [Signature] Date: 2/13/19 By: [Signature]

Recommended by: [Signature] Date: 2/14/19 Date: 2/13/19
F.S.L. PUBLIC WORKS DIRECTOR

Authorized by: _____ Date: _____
CITY MANAGER

SPECIAL PROVISIONS

WORK TO BE DONE

The Work to be done under this Contract consists of rehabilitating existing pipes by furnishing and installing cured-in-place lining as shown, in the City of Medford, Oregon.

1. Cleaning of pipes.
2. Mainline video Inspection.
3. Install cured-in-place lining
4. Internal service reinstatement
5. Perform additional and incidental work as called for by the specifications and plans.

APPLICABLE SPECIFICATIONS

The Specification that is applicable to the work on this project is the 2008 edition of the "Oregon Standard Specifications for Construction".

All number references in these Special Provisions shall be understood to refer to the sections and subsections of the Standard Specifications and Supplemental Specifications bearing like numbers and to sections and subsections contained in these Special Provisions in their entirety.

CLASS OF PROJECT

This is a City of Medford Project.

PIPE SEGMENT LOCATION MAP INDEX

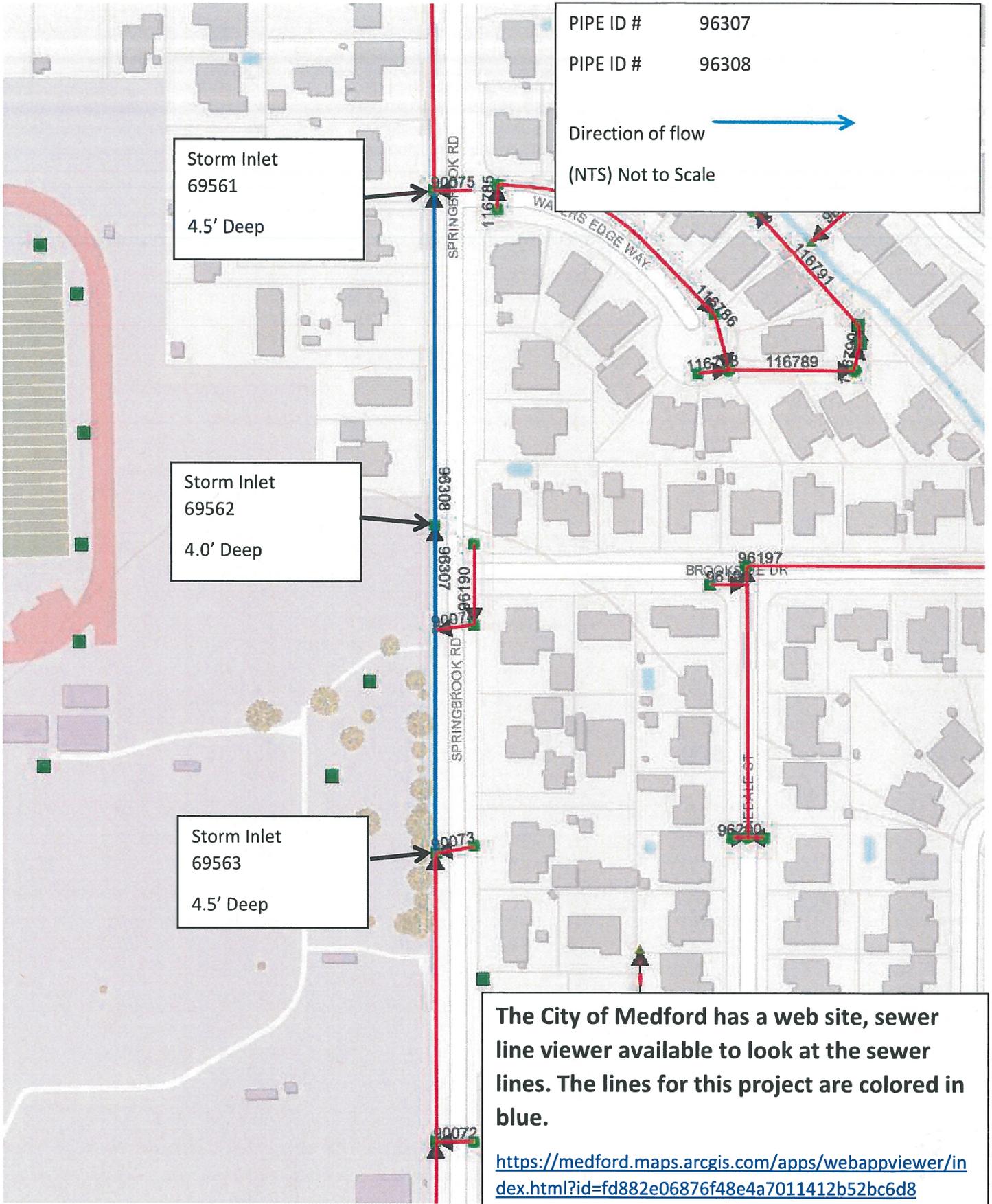
PipeID #	Map Page#	Pipe Segment Page#	Diameter / Length						Upstream Manhole	Depth	Downstream Manhole	Depth	Pipe Type	Laterals to Reinstale	Protruding Laterals	
			6"	8"	10"	12"	15"	24"								
1	92211	CO#7	CO#1				245.0		62932	3.5'	82583	3.5'	CP	1	0	Chico St At Seneca Av to Chico St at Tennessee Dr
2	94593	CO#4	CO#1				276.0		66856	4.0'	66864	2.5'	PVC	0	0	Cloudcrest Dr 500' N of Mission Hills Dr to Easment 4720
3	95096	CO#3	CO#1				327.0		67495	1.0'	67534	2.0'	CP	4	0	Spring St 150' E of Wabash Av to Lawnridge St
4	95606	CO#2	CO#1				101.7		68333	1.5'	68320	3.5'	CP	0	0	Biddle Rd 200' S of Progress Dr
5	97035	CO#6	CO#1				31.3		71336	2.5'	70563	2.5'	CP	0	0	Lear Wy 240' N of Aero Wy
6	99481	CO#5	CO#2				369.2		74597	8.0'	74599	3.0'	N-12	1	0	Southview Tr 400' W of Mary Bee Ln to Cherry Ln at Lone Oak Dr
7	96307	CO#1	CO#2				394.8		69563	4.5'	69562	4.0'	CP	3	0	Springbrook Rd 300' S of Brookside Dr to 100' N of Brookside Dr
8	96308	CO#1	CO#2				403.5		69562	4.0'	69561	4.5'	CP	0	0	Springbrook Rd 100' N of Brookside Dr to 500' N of Brookside Dr
							12"	15"								
							1350.2	798.3						9	0	

PIPE SEGMENT DETAILS PROJECT MSC-1902

CCO#1						
LOCATION						
Chico St At Seneca Av to Chico St at Tennessee Dr						
		MANHOLE ID		PIPE TYPE CP		
Pipe ID		UPSTREAM	DOWNSTREAM			
92211		62932	82583	INSTALL 12" CIPP 245.0 FT		
DISTANCE		CLOCK		COMMENTS	LATERALS	
0.0	Manhole			MANHOLE 82583	3.5' Deep	
173.0	Lateral	9		REINSTATE STORM LATERAL		1
245.0	END OF RUN			MANHOLE 62932	3.5' Deep	
						1
LOCATION						
Cloudcrest Dr 500' N of Mission Hills Dr to Easment 4714 Cloudcrest Dr						
		MANHOLE ID		PIPE TYPE PVC		
Pipe ID		UPSTREAM	DOWNSTREAM			
94593		66856	66864	INSTALL 12" CIPP 276.0 FT		
DISTANCE		CLOCK		COMMENTS	LATERALS	
0.0	Manhole			MANHOLE 66856	4.0' Deep	
276.0	END OF RUN			MANHOLE 66864	2.5' Deep	
						0
LOCATION						
Spring St 150' E of Wabash Av to Lawnridge St						
		MANHOLE ID		PIPE TYPE CP		
Pipe ID		UPSTREAM	DOWNSTREAM			
95096		67495	67534	INSTALL 12" CIPP 327.0 FT		
DISTANCE		CLOCK		COMMENTS	LATERALS	
0.0	Manhole			MANHOLE 67534	2.0' Deep	
105.5	Lateral	2		REINSTATE STORM LATERAL		1
106.4	Lateral	3		REINSTATE STORM LATERAL		1
173.6	Lateral	2		REINSTATE STORM LATERAL		1
266.9	Lateral	10		REINSTATE STORM LATERAL		1
327.0	END OF RUN			MANHOLE 67495	1.0' Deep	
						4
LOCATION						
Biddle Rd 200' S of Progress Dr						
		MANHOLE ID		PIPE TYPE CP		
Pipe ID		UPSTREAM	DOWNSTREAM			
95606		68333	68320	INSTALL 12" CIPP 101.7 FT		
DISTANCE		CLOCK		COMMENTS	LATERALS	
0.0	Manhole			MANHOLE 68320	3.5' Deep	
101.7	END OF RUN			MANHOLE 68333	1.5' Deep	
						0
LOCATION						
Lear Wy 240' N of Aero Wy						
		MANHOLE ID		PIPE TYPE CP		
Pipe ID		UPSTREAM	DOWNSTREAM			
97035		71336	70563	INSTALL 12" CIPP 31.3 FT		
DISTANCE		CLOCK		COMMENTS	LATERALS	
0.0	Manhole			MANHOLE 71336	2.5' Deep	
31.3	END OF RUN			MANHOLE 70563	2.5' Deep	

PIPE SEGMENT DETAILS PROJECT MSC-1902

					0
LOCATION					
Southview Tr 400' W of Mary Bee Ln to Cherry Ln at Lone Oak Dr					
		MANHOLE ID		PIPE TYPE N-12	
Pipe ID		UPSTREAM	DOWNSTREAM		
99481		74597	74599	INSTALL 12" CIPP 369.2 FT	
DISTANCE					
		CLOCK		COMMENTS	LATERALS
0.0	Manhole			MANHOLE 74597	8.0' Deep
4.4	Lateral	12		REINSTATE STORM LATERAL	1
369.2	END OF RUN			MANHOLE 74599	3.0' Deep
					1
LOCATION					
Springbrook Rd 300' S of Brookside Dr to 100' N of Brookside Dr					
		MANHOLE ID		PIPE TYPE CP	
Pipe ID		UPSTREAM	DOWNSTREAM		
96307		69563	69562	INSTALL 15" CIPP 394.8 FT	
DISTANCE					
		CLOCK		COMMENTS	LATERALS
0.0	Manhole			MANHOLE 69562	4.0' Deep
127.7	Lateral	9		REINSTATE WW LATERAL	1
202.1	Lateral	3		REINSTATE WW LATERAL	1
315.8	Lateral	3		REINSTATE WW LATERAL	1
394.8	END OF RUN			MANHOLE 69563	4.5' Deep
					3
LOCATION					
Springbrook Rd 100' N of Brookside Dr to 500' N of Brookside Dr					
		MANHOLE ID		PIPE TYPE CP	
Pipe ID		UPSTREAM	DOWNSTREAM		
96308		69562	69561	INSTALL 15" CIPP 403.5 FT	
DISTANCE					
		CLOCK		COMMENTS	LATERALS
0.0	Manhole			MANHOLE 69561	4.5' Deep
403.5	END OF RUN			MANHOLE 69562	4.0' Deep
					0



PIPE ID # 96307
 PIPE ID # 96308
 Direction of flow 
 (NTS) Not to Scale

Storm Inlet
 69561
 4.5' Deep

Storm Inlet
 69562
 4.0' Deep

Storm Inlet
 69563
 4.5' Deep

The City of Medford has a web site, sewer line viewer available to look at the sewer lines. The lines for this project are colored in blue.
<https://medford.maps.arcgis.com/apps/webappviewer/index.html?id=fd882e06876f48e4a7011412b52bc6d8>

PIPE ID # 95606

Direction of flow



(NTS) Not to Scale

PROGRESS DR

359' 30" RCP

95695

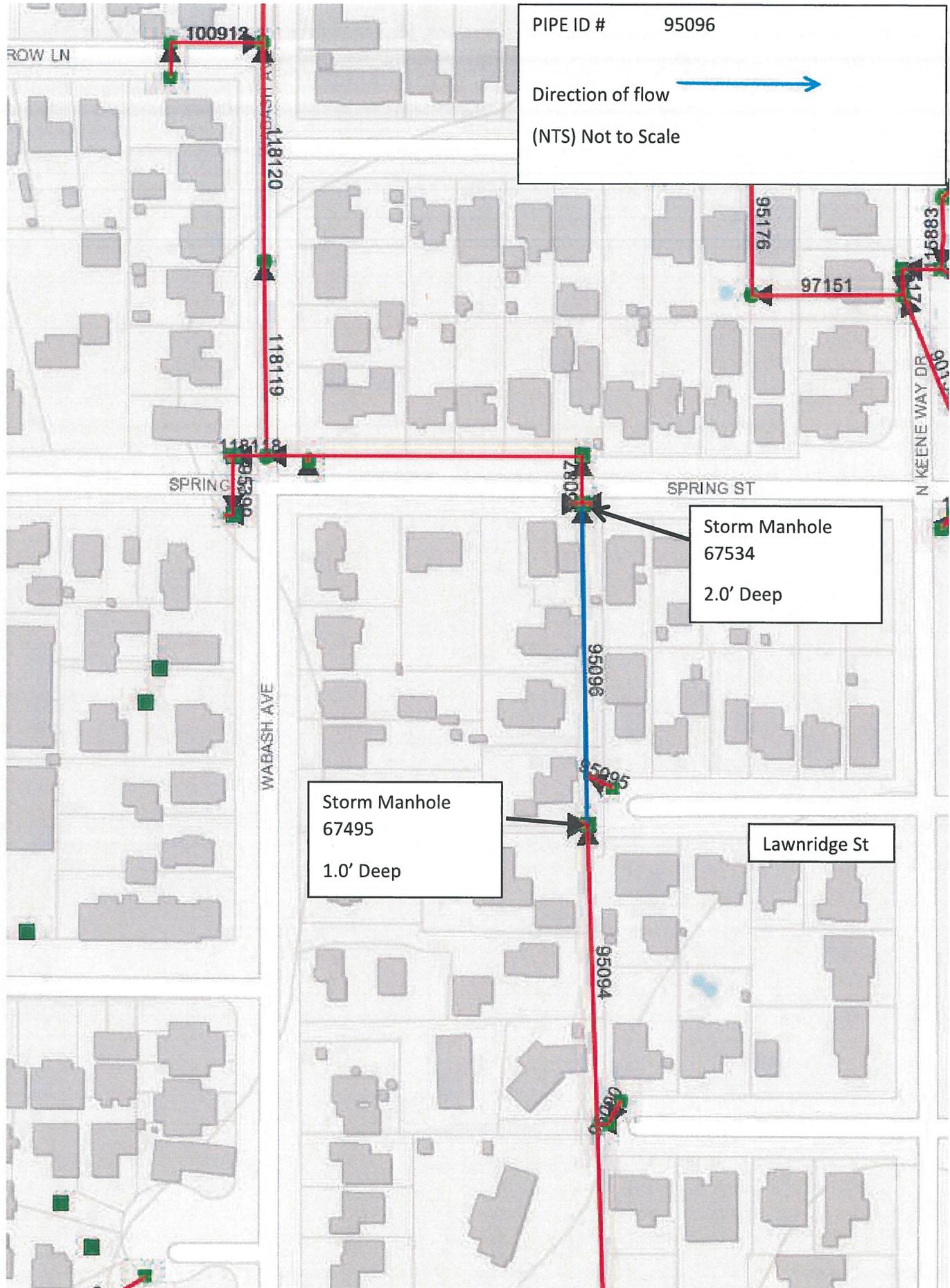
BIDDLE RD

Storm Outfall
Access no manhole
68320
3.5' Deep

Storm Inlet
68333
1.5' Deep

CULVERT

95606



PIPE ID # 95096

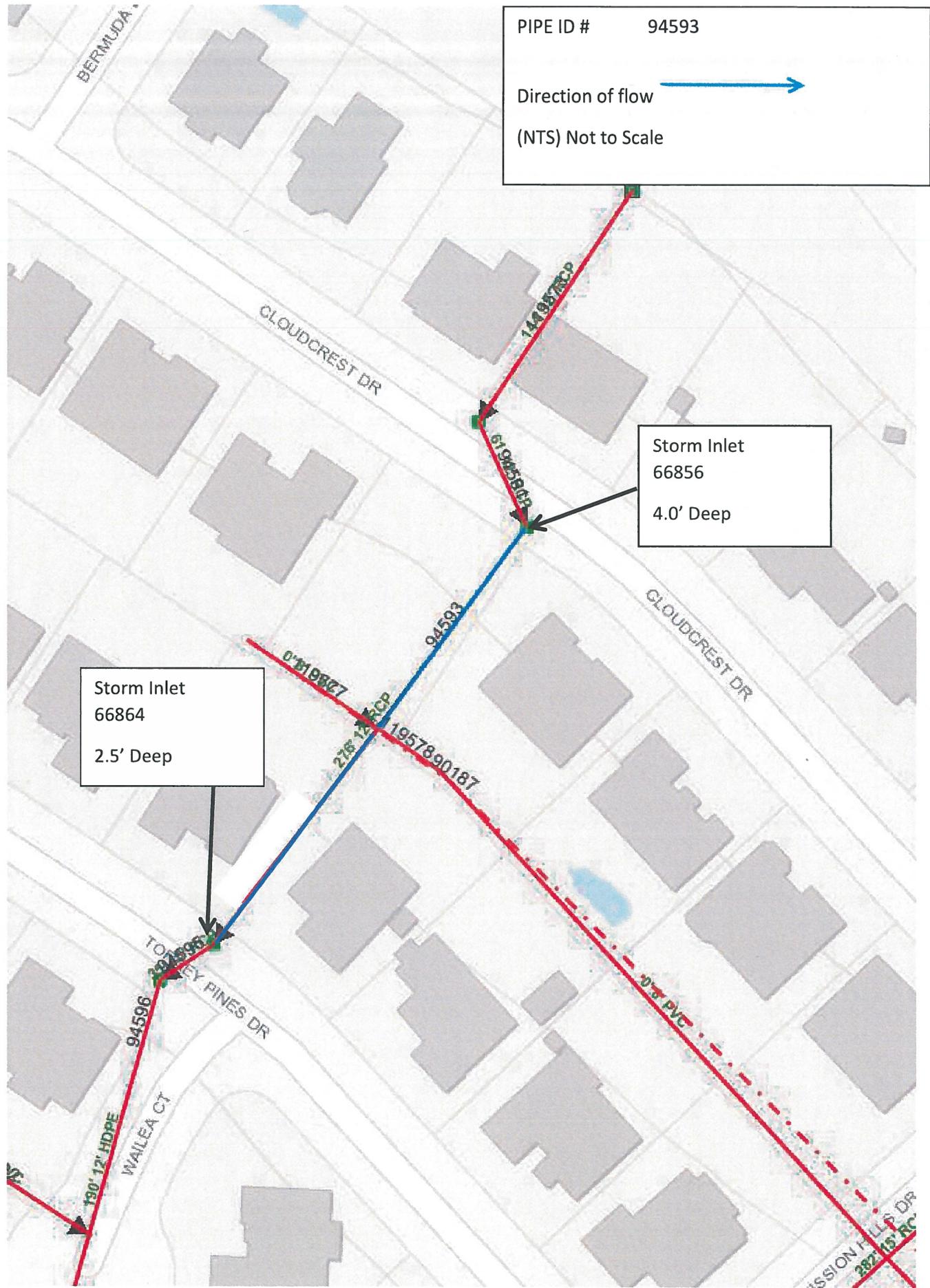
Direction of flow 

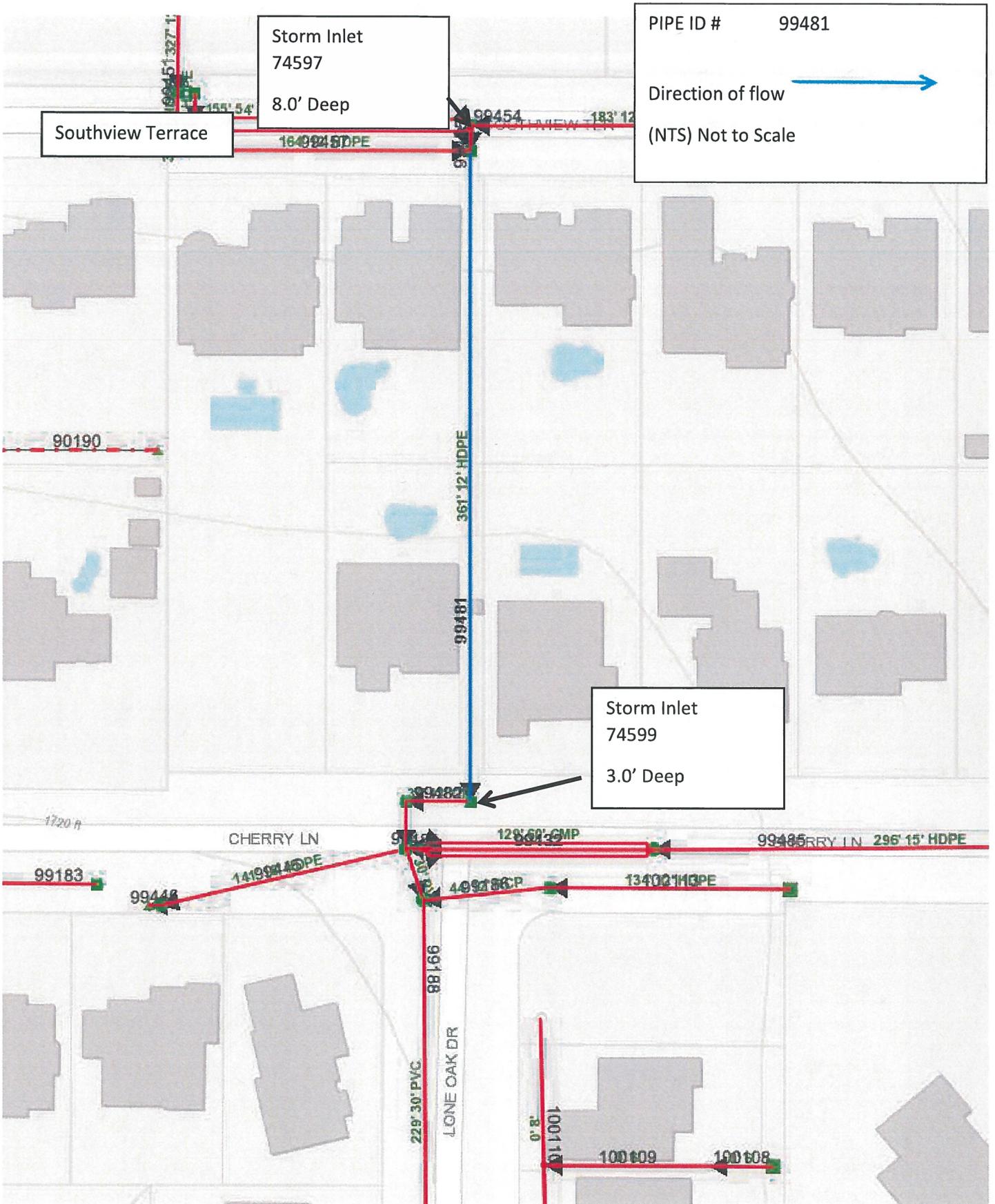
(NTS) Not to Scale

Storm Manhole
67534
2.0' Deep

Storm Manhole
67495
1.0' Deep

Lawnridge St





PIPE ID # 99481

Direction of flow 

(NTS) Not to Scale

Storm Inlet
74599
3.0' Deep

Southview Terrace



PIPE ID # 97035

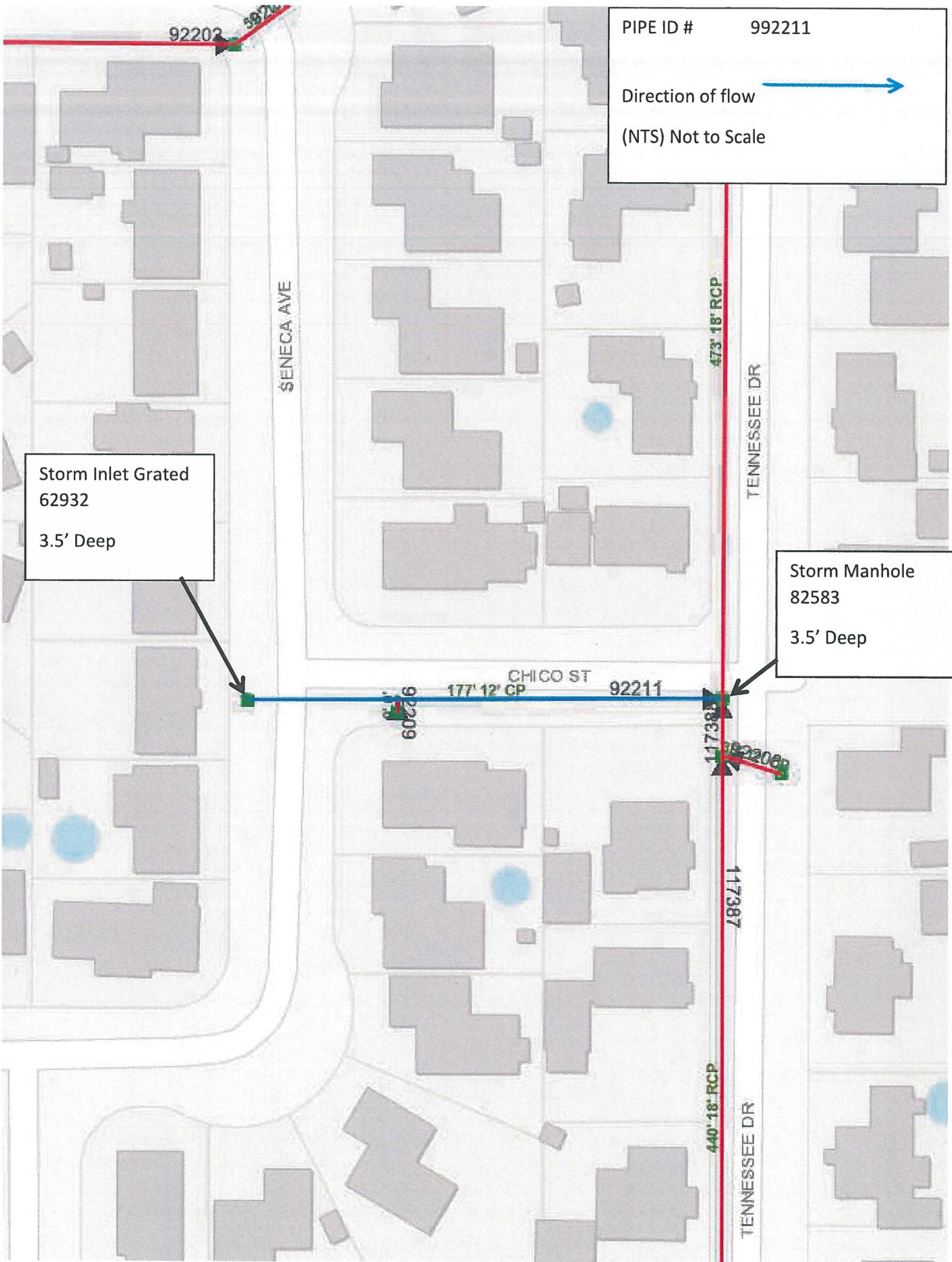
Direction of flow 

(NTS) Not to Scale

Storm Inlet
71336
2.5' Deep

Storm Manhole
70563
2.5' Deep

97035



PIPE ID # 992211

Direction of flow 

(NTS) Not to Scale

Storm Inlet Grated
62932
3.5' Deep

Storm Manhole
82583
3.5' Deep



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.2

www.ci.medford.or.us

DEPARTMENT: Fire Department
PHONE: (541) 774-2301
STAFF CONTACT: Brian Fish

AGENDA SECTION: Consent Calendar
MEETING DATE: March 7, 2019

COUNCIL BILL 2019-17

An ordinance authorizing exemption from competitive bidding and awarding a contract in the amount of \$184,500 to Berrichoa Construction to erect a pre-fabricated building at Fire Station #4 Training Grounds.

SUMMARY AND BACKGROUND

Council is requested to consider authorizing an exemption from competitive bidding and awarding a contract in the amount of \$184,500 to Berrichoa Construction to erect a budgeted pre-fabricated building at the Fire Station #4 Training Grounds.

In 2009 Medford Fire-Rescue developed a Training Facility Grounds plan that included the construction of a structure that would simulate single and two family dwellings for the purpose of Fire and Police training. The building is a two-story 3,000 square foot structure specifically designed for public safety training. It contains movable walls, doors and windows for an infinite number of floor configurations.

The structure will allow training for a variety of scenarios without live-fire risk of injury. Training scenarios include a first alarm response for search, hose advancement, ladder usage, thermal image cameral use, positive pressure ventilation, air management, rescuing a firefighter who becomes lost or trapped, and self-rescue techniques for firefighters.

The Medford Rural Fire Protection District #2 (MRFPD2) partnered with the City by committing \$250,000 to the project. The pre-fabricated building was purchased by MRFPD2 in the amount of \$128,868 and is currently stored at Fire Station #4 in preparation for the construction. The balance of the MRFPD2 funding will be utilized toward engineering, ground preparation and erection of the structure in partnership with the City of Medford. This is confirmed with Exhibit MRFPD2 Budget Form, LB-10, line 20 with a remaining balance of \$121,132.

This type of facility is a specialized project, and Berrichoa Construction is the only contractor qualified to build a facility of this nature and of the quality required. Given the unique nature of this project, this exemption would not encourage favoritism or diminish competition in City of Medford public improvement contracts. This exemption from competitive bidding is requested under Medford Code 2.613(2)(a) and (2)(c).

PREVIOUS COUNCIL ACTIONS

The Fire Station #4 training grounds were dedicated in 1974. On June 7, 2007, Council Bill 2007-126 was approved for Phase 1 in the amount of \$192,000 for the 2007-2009 Biennial budget. The project included drainage repairs and the replacement of deteriorated asphalt on the South side of the old Fire Station #4.

On June 4, 2009, Council Bill 2009-113 was approved to award a contract in the amount of \$159,599 to Johnny Cat to replace asphalt and concrete on the north side of the old Fire Station #4.

On June 15, 2017, Council Bill 2017-57 adopted the biennial budget for the City of Medford commencing July 1, 2017 and included \$175,000 Fire Station #4 grounds preparation and Phase 2 improvements. Phase two includes the construction of the training building and further grounds repair.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.2

www.ci.medford.or.us

ANALYSIS

The training building will provide the consistency and availability of a one/two-family dwelling to utilize for both in-service and specialized training events without the challenges that are associated with occasionally donated structures. Challenges include determining asbestos levels, unusual hazards, and coordinating with the owner's demolition plans.

Nationwide, residential structures account for approximately 76% of all structure fires annually with civilian fire deaths in residential structures accounting for approximately 97% of all structure fire deaths each year. The ability for Medford Fire-Rescue to safely train in this type of building at our convenience will assist us in the performance of firefighting duties.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

\$175,000 is budgeted in the Parks, Facilities Management, Capital Improvement Projects, page 9-38 of the Adopted Biennial 2017-2019 Budget. MRFPD2 committed the balance of \$250,000 to the completion of the project.

TIMING ISSUES

By awarding this contract, the project will move forward as anticipated beginning April 15, 2019.

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.

SUGGESTED MOTION

I move to approve the Resolution authorizing an exemption from competitive bidding and awarding the \$184,500 contract to Berriochoa Constructions, Inc to erect the Fire Training Building at Fire Station #4.

EXHIBITS

Resolution
MRFPD2 Budget Form LB-10
Photo of Structure
Aerial photo of training grounds
Street Map
Contract on file with City Records Office

ORDINANCE NO. 2019-17

AN ORDINANCE authorizing exemption from competitive bidding and awarding a contract in the amount of \$184,500 to Berrichoa Construction to erect a pre-fabricated building at Fire Station #4 Training Grounds.

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

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. An exemption from competitive bidding is granted and a contract is hereby awarded to Berrichoa Construction, to erect a pre-fabricated building at Fire Station #4 Training Grounds, which is on file in the City Recorder's office.

Section 2. This exemption is granted under the provisions of Medford Code Section 2.613(2)(a) as discussed in the agenda item commentary for the City Council meeting of March 7, 2019.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2019.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2019.

Mayor

SPECIAL FUND
RESOURCES AND REQUIREMENTS
CAPITAL RESERVE
(Fund)

Medford Rural Fire Protection D #2
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	2018 - 2019		
Actual		2017 - 2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
2015 - 2016	2016 - 2017					
1			1	RESOURCES		1
2	1,534,508.00	1,200,138.00	2	Cash on hand * (cash basis), or	1,545,536.00	2
3	0	0	3	Working Capital (accrual basis)	0	3
4	0	0	4	Previously levied taxes estimated to be received	0	4
5	5,726	12,490	5	Interest	24,000	5
6	300,000	350,000	6	Transferred IN, from other funds	350,000	6
7			7			7
8			8			8
9			9			9
10	1840234	1562628	10	Total Resources, except taxes to be levied	1919536	0
11			11	Taxes estimated to be received	0	
12			12	Taxes collected in year levied		
13	1840234	1562628	13	TOTAL RESOURCES	1,919,536.00	0
14			14	REQUIREMENTS **		14
15			15	Org Unit or Prog & Activity	Object Classification	Detail
16	150	120	16			Bank Maintenance Fee
17	13,151	60,558	17			Misc Equipment/Supplies
18	626,796	60,438	18			Fire Fighting Apparatus
19	0	0	19			AED Extended Warranty
20	0	0	20			2 Story Training Building
21	0	0	21			UTV Slip in Fire Unit
22	0	0	22			Breathing Apparatus
23			23			Turnouts (3)
24			24			Turnout Extractor
25			25			Radio Batteries / Charger
26			26			Electric Smoke Machine
27			27			Video Larengoscope
28			28			
29			29	Ending balance (prior years)		
30			30	UNAPPROPRIATED ENDING FUND BALANCE		1,342,954.00
31	640097	1,158,830	31	TOTAL REQUIREMENTS		1,919,536.00

Page 87

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.



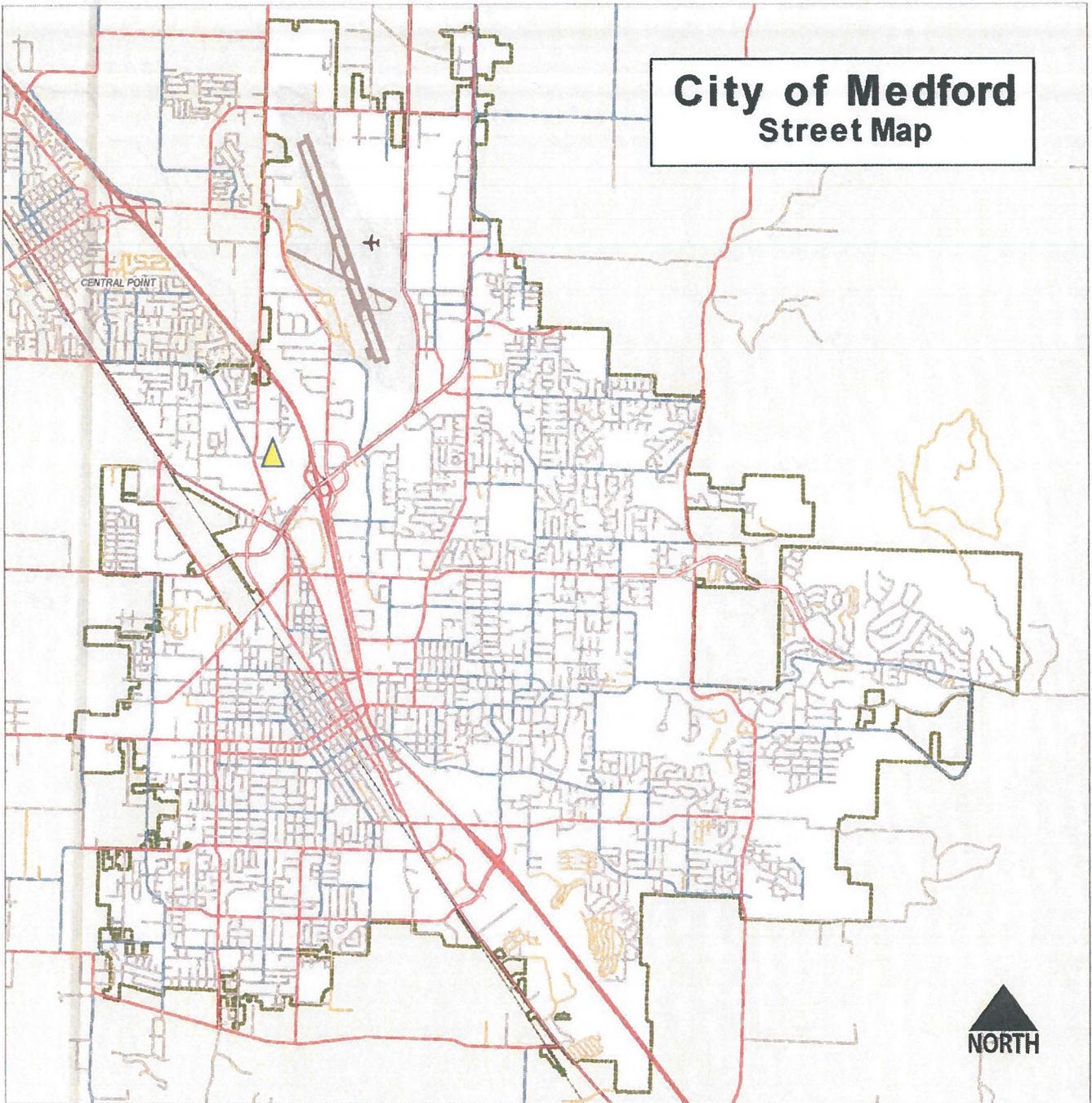
City of Medford, Fire Station #4
2208 Table Rock Road



— Proposed site of the
Training Building



City of Medford Street Map



 Fire Station #4 – 2208 Table Rock Road



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.3

www.ci.medford.or.us

DEPARTMENT: Mayor and Council

AGENDA SECTION: Consent Calendar

PHONE: (541) 774-2000

MEETING DATE: March 7, 2019

STAFF CONTACT: Donna Holtz, Chief Administrative Officer

COUNCIL BILL 2019-18

A resolution revising the appointment of representatives to voting positions as the City representatives on boards and commissions to include Eric Stark.

SUMMARY AND BACKGROUND

Council is requested to consider approval of a resolution authorizing appointment of Eric Stark to fill the vacancies on the Hospital Facilities Authority Board and Rogue Valley Council of Governments as an alternate City representative to vote on behalf of the City of Medford per Municipal code 2.436 (6).

PREVIOUS COUNCIL ACTIONS

On January 17, 2019, the Council adopted resolution 2019-03 to designate Councilmembers and/or citizens as representatives of outside organizations giving authorization to those appointed to vote on behalf of the City of Medford. Two positions were left vacant due to the Ward 4 councilmember vacancy.

ANALYSIS

Appointments are made by the Council President. Boards and commissions listed below are not City of Medford boards and commissions, but instead include a member from the governing body of the City as a voting member of the board or commission. In these instances, the council member may act as a voting member of the Board, not as a council liaison. Those council members, when appropriate, should obtain direction from the entire council prior to voting on a matter.

Appointed Voting Members of Boards 2019

<u>Organization</u>	<u>Member</u>	<u>Alternate</u>
Hospital Facilities Authority	Dick Gordon	Vacant (Eric Stark)
Rogue Valley Area Commission on Transportation (RVACT)	Mike Zarosinski	Eric Zimmerman
Rogue Valley Council of Governments (RVCOG)	Dick Gordon	Vacant (Eric Stark)
Rogue Valley Metropolitan Policy Organization (MPO)	Al Densmore	Eric Zimmerman
Regional Rate Committee (Regional Sewer)	Tim D'Alessandro & Mike Zarosinski	Kevin Stine
Southern Oregon Regional Economic Development, Inc. (SORED)	Kay Brooks	Alex Poythress

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

N/A

TIMING ISSUES

N/A

COUNCIL OPTIONS

Approve the resolution as presented.

Modify the resolution as presented.

Deny the resolution and provide direction to staff.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.3

www.ci.medford.or.us

STAFF RECOMMENDATION

Staff makes no recommendation

SUGGESTED MOTION

I move to approve the resolution to appoint Eric Stark to fill the vacancies as an alternate City representative to vote on behalf of the City of Medford on the Hospital Facilities Authority Board and Rogue Valley Council of Governments.

EXHIBITS

Resolution

RESOLUTION NO. 2019-18

A RESOLUTION revising the appointment of representatives to voting positions as the City representatives on boards and commissions to include Eric Stark.

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

That the Mayor and City Council hereby appoint the following representatives to voting positions as the City representative on the following boards and commissions:

Hospital Facilities Authority Board	Dick Gordon; Eric Stark Alternate
Rogue Valley Area Commission on Transportation	Mike Zarosinski; Eric Zimmerman Alternate
Rogue Valley Council of Governments	Dick Gordon; Eric Stark Alternate
Rogue Valley Metropolitan Policy Organization	Al Densmore; Eric Zimmerman Alternate
Regional Rate Committee	Mike Zarosinski & Tim D'Alessandro; Kevin Stine Alternate
Southern Oregon Regional Economic Development, Inc.	Kay Brooks; Alex Poythress Alternate

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2019.

ATTEST: _____
City Recorder

Mayor