



Medford City Council Meeting

Agenda

April 19, 2018

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.

30.1 OSHA SHARPS Award for Water Reclamation Division

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 A public hearing to consider a lease with one of the two non-profit organizations that responded to the Solicitation of Interest for the lease of the Carnegie Building located at 413 W. Main Street.

40.2 COUNCIL BILL 2018-29 – RESET FROM APRIL 5, 2018 - An ordinance approving a minor amendment to the General Land Use Plan (GLUP) Map of the Medford Comprehensive Plan by changing the land use designation of 3 acres located at 503 Airport Road from General Industrial (GI) to Commercial (CM). (CP-17-154) Land Use, Quasi-Judicial

40.3 COUNCIL BILL 2018-32 An ordinance amending sections 4.405, 4.718, 4.761, 4.807, and 4.1200 of the Medford Municipal Code pertaining to Sanitary Sewer, Storm Drain, and Street Utility fees.

40.4 COUNCIL BILL 2018-33 An ordinance making certain determinations and findings relating to and approving the Medford City Center Revitalization Plan Substantial Amendment No. 6 and directing that notice of approval be published.

50. **Approval or Correction of the Minutes of the March 15, 2018 Regular Meeting (Note: there were no minutes for April 5 as there was no quorum)**

60. **Consent Calendar**

60.1 COUNCIL BILL 2018-31 – RESET FROM APRIL 5, 2018 - An ordinance authorizing an Agreement with the Oregon Department of Land Conservation and Development (DLCD) accepting a \$40,000 technical assistance grant for the hiring of a consultant to assist in code amendments and economic incentive programs identified by the Housing Advisory Committee.

- 60.2 COUNCIL BILL 2018-34 An ordinance awarding a contract in an amount of \$137,390.00 to JRT Construction LLC to perform storm drain improvements on Hillcrest Road between Mariposa Terrace and McAndrews Road.
- 60.3 COUNCIL BILL 2018-35 An ordinance awarding a contract in an amount of \$858,430.00 to Knife River Materials to perform asphalt overlays on various city streets.
- 60.4 COUNCIL BILL 2018-36 An ordinance awarding a contract in an amount of \$219,505.47 to Peterson Power Systems, Inc. to perform the Cogeneration Engine Rebuild and Overhaul at the Regional Water Reclamation Facility.
- 60.5 COUNCIL BILL 2018-37 An ordinance authorizing the execution of an Agreement granting Neighborhood Stabilization Program 1 funds in the amount of \$223,051.00 to Rogue Valley Habitat for Humanity for acquisition and rehabilitation of a foreclosed home at 2516 Gould Avenue in the City of Medford.
- 60.6 COUNCIL BILL 2018-38 An ordinance authorizing the execution of an Agreement granting Neighborhood Stabilization Program 1 funds in the amount of \$235,000.00 to Rogue Valley Habitat for Humanity for acquisition and rehabilitation of a foreclosed home at 915 Newtown Street in the City of Medford.
- 60.7 COUNCIL BILL 2018-39 An ordinance approving Change Order #3 to a contract with Roxy Ann Rock, Inc. for installation of concrete bench slabs in various City parks, in the amount of \$9,736.60, bringing the total value of the contract to \$103,774.75.

70. Items Removed from Consent Calendar

80. Ordinances and Resolutions

- 80.1 COUNCIL BILL 2018-30 – RESET FROM APRIL 5, 2018 - A resolution adopting a recommendation from the Parks and Recreation Commission to change the name of the playground located at Bear Creek Park to The Olsrud Family Community Playground in honor of the Olsrud family.
- 80.2 COUNCIL BILL 2018-14 – RESET FROM APRIL 5, 2018 - SECOND READING – An ordinance vacating an approximately 25 foot wide strip of public right-of-way, being a portion of Evergreen Street, running north-south from West Third Street to West Fourth Street, 300 feet in length. (SV-17-106)

90. Council Business

- 90.1 Proclamations issued:
 - Arbor Month – April 2018
 - Fair Housing Month – April 2018
 - Water Conservation Month – April 2018
 - Administrative Professionals Day – April 25, 2018
- 90.2 Social Media Policy
- 90.3 Committee Reports and Communications

100. City Manager and Staff Reports

100.1 Livability Team

100.2 Past due Parking Tickets – Kelly Madding

100.3 Further reports from City Manager

110. Adjournment



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.1

www.ci.medford.or.us

DEPARTMENT: City Manager's Office
PHONE: (541) 774-2009
STAFF CONTACT: Kelly Madding, Deputy City Manager

AGENDA SECTION: Public Hearings
MEETING DATE: April 19, 2018

SUMMARY AND BACKGROUND

The City Council is being asked to direct staff to enter into a lease with one of the two non-profit organizations that responded to the Solicitation of Interest (SOI) for the lease of the Carnegie Building located at 413 W. Main Street. The two respondents to the SOI are Kid Time and Southern Oregon Historical Society (SOHS). This meeting includes a public hearing.

PREVIOUS COUNCIL ACTIONS

On August 3, 2017 the City Council directed staff to proceed with a SOI for the leasing of the Carnegie Building.

On January 11, 2018 the City Council held a study session and heard presentations from Kid Time and SOHS. Staff has attached the SOI and the two responses.

ANALYSIS

A mandatory pre-proposal walk-through was held on October 26 and November 1, 2017. Representatives from Kid Time, SOHS, the Valley School, and Compassion Highway Project attended the walk-throughs. Only Kid Time and SOHS submitted responses to the SOI. Staff has prepared and attached a summary of their responses to the SOI.

The Council put forward the following City goals to be included in the SOI:

- The use(s) in the Carnegie Library will serve a broad community need.
- The successful proposer will be in a financial position to pay for maintenance of the Carnegie Library and the property.
- The entire building would be utilized.

The City's facilities maintenance staff developed an assessment of the structural and mechanical elements of the building. The assessment is attached and highlights repairs/improvements to the building that are needed. The most significant repair is a new roof. The estimated cost for a full roof replacement is \$60,000. This information has been provided to both respondents. By providing this information to the City Council and the respondents, staff is not making a recommendation as to who should be responsible for the costs of the repairs. Staff is simply alerting both the City Council and the respondents that future repairs/improvements are needed and that costs for the repairs will be discussed during the lease negotiations.

The public hearing will begin with the SOI respondents making a presentation. The respondents will present in alphabetical order: first Kid Time, second SOHS. Each respondent will have a maximum of 10 minutes to make their presentation. The general public will then have an opportunity to speak for no more than four minutes. As this is not a land use hearing, there will be no rebuttal from any of those that testify.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

See attached "Summary of Responses" for lease payment revenue.

TIMING ISSUES

Not applicable.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.1

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COUNCIL OPTIONS

Approve the motion as presented.

Modify the motion as presented.

Deny the motion and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends that the City Council direct staff to enter into a lease agreement with one of the non-profit organizations that responded to Solicitation of Interest. The City Council can authorize the City Manager to sign the negotiated lease agreement or can require that the lease agreement come back to them for approval.

SUGGESTED MOTION

I move to approve the motion directing staff to enter into a lease agreement for the Carnegie Building located at 413 W. Main Street with _____ and that the City Manager is authorized to execute the lease agreement.

OR

I move to approve the motion directing staff to enter into a lease agreement for the Carnegie Building located at 413 W. Main Street with _____ and that the lease agreement come back to the City Council for approval.

EXHIBITS

Solicitation of Interest;

Solicitation of Interest response from Kid Time and related documents

Solicitation of Interest response from Southern Oregon Historical Society and related documents

Building Assessment; and

Staff prepared summary of responses.



**SOLICITATION OF INTEREST (SOI)
#17-018 CM
The City of Medford**

LEASING OF THE HISTORIC CARNEGIE BUILDING LOCATED AT 413 W. MAIN STREET
MAP 372W25DA TAX LOT 8700

Issued: October 17, 2017

Submittal Deadline: FRIDAY, NOVEMBER 17, 2017 at 4:30 P.M.
NO LATE PROPOSALS WILL BE ACCEPTED

Contact: Kelly Madding, Deputy City Manager
541-774-2009
kelly.madding@cityofmedford.org



The list below is in no particular order.

- The use(s) in the Carnegie will serve a broad community need.
- The use(s) in the Carnegie will be available to citizens seven days a week and the grounds would be utilized.
- The successful proposer will be in a financial position to pay for maintenance of the Carnegie.
- The entire building would be utilized.
 - Due to the size of the building there may be more than one proposer that wants to utilize only a portion of the building. The City Council may consider leasing to one Interested Party that will utilize the entire space, or may consider leasing to more than one Interested Party that will each utilize a portion of the space.

IV. REQUIREMENTS

1. Each interested party must attend the scheduled, mandatory site visit. Each Interested Party must sign in to record attendance at the mandatory site visit.
2. Each interested party will make a presentation of their proposal during the January 11, 2017 City Council meeting.
3. The terms of the offer and any negotiated agreements will be incorporated into the lease agreement. Lessee will be permitted to operate the Carnegie only as described in the agreement.
4. Lessee will be responsible for costs and liabilities related to the use, operation, and security of the Carnegie, except those activities specified in #5 below.
5. The City will perform building maintenance, which includes HVAC maintenance. Lessee will be responsible for contributing to the cost of said activities.
6. Proposed use, operation, security, and maintenance of the Carnegie must be financially sustainable.
7. Lessee must comply with local, state, and federal laws, ordinances, codes and regulations.

V. SPECIAL PROVISIONS

1. Lessee will have exclusive rights to operate the Carnegie, conduct activities, and generate revenue from their approved use.
2. The parking lot for the Carnegie has been designed to accommodate a total of 10 spaces with one space being ADA compliant. Lessee must define the parking requirements for the proposed use(s).

VI. FORM OF SUBMISSION

Section I – Executive Summary

In this section provide:

- A concise narrative summary of the proposal explaining how it meets the City's goals and objectives.
- A table of contents.

Section II – Organization or Company Profile

Overview

Provide a brief overview and history of the organization or company. Address its structure, size, and number of years in operation. Discuss your experience in operating similar type of facility or activities.

Personnel

Provide resumes of key personnel.

Financial Statements

Provide audited financial statements and audit opinions for the organization or company for the past three years. If audited statements are not available, submit compiled financial statements for the same period.

Litigation History

Provide a ten-year litigation history, for the company or organization and its principals, describing the nature of all claims and the disposition of each.

References

Provide references for the organization or company that are relevant in demonstrating your ability to successfully operate the Carnegie. References may be contacted by the City.

In addition the City may use data obtained from other sources as well as data provided in this Section in the evaluation of past and present performance of the organization or company.

Section III – Proposed Use, Activities, Operation and Schedule

Proposed Uses and Activities

Submit information about the intended use of the Carnegie and the Grounds, including anticipated users and participants, anticipated days/hours of operation, and public and private uses.

Lease Term

Specify the lease term that you are seeking.

Section IV – Financial Information

Financial or Funding Capacity

Provide evidence of financial or funding capacity.

Provide evidence of future financial support to pay for operations and maintenance of the Carnegie

Revenue to the City

Propose a lease payment amount and provide information regarding revenue from the operation of the Carnegie and Grounds that would be shared with the City.

VI. SELECTION CONSIDERATIONS

The City will select the proposal that is determined to be most advantageous to the City. The interested parties' submissions will be evaluated based on the list of considerations below, however it is not an exhaustive list. As the City Council deliberates, there may be other factors that they will consider when making their decision. The City Council will have final discretion in selecting one or more interested parties.

- The degree to which the organization or company serves a broad community need;
- The degree to which the Interested Party shows an understanding of the City's goals and objectives for the operations and activities planned for the Carnegie;
- Lease payments; and
- The likelihood of continued operation.

VIII. SUBMISSION, SCHEDULE AND QUESTIONS

Mandatory Pre-proposal Walk Through: Thursday, October 26, 2017 at 2:30 p.m.

Submissions are due on or before: Friday, November 17, 2017 at 4:30 p.m.

Presentation of Proposal to City Council: Thursday, January 11, 2017 at 6:00 p.m.

All questions must be directed to the contact below.

Submission packages shall be:

- 10 pages maximum in length;
- Delivered as 9 bound copies and 1 electronic (.PDF) to:

CARNEGIE SOLICITATION OF INTEREST
Ms. Kelly Madding
Deputy City Manager
City of Medford
411 W. 8th Street
Medford, OR 97501

(541) 774-2009

kelly.madding@cityofmedford.org

CITY OF MEDFORD GENERAL TERMS AND CONDITIONS APPLY TO ANY PROCUREMENT OF PRODUCTS OR SERVICES BY THE CITY OF MEDFORD (CITY).

1. **SOI NOTIFICATION:** The City utilizes the following procedures for notification of SOI opportunities: the Medford Mail Tribune: www.mailtribune.com. These are the only forms of notification authorized by the City. The City shall not be responsible for receipt of notification and information from any source other than those listed. It shall be the Interested Party's responsibility to verify the validity of all SOI information received by sources other than those listed.
2. **REQUIRED INFORMATION:** The City SOI packet contains various sections requiring completion. The SOI packet must be completed prior to the date and time set for SOI opening or the Interested Party may be found non-responsive.
3. **MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE INTERESTED PARTIES:** The City of Medford may request other information sufficient to determine Interested Party's ability to meet these minimum standards including but not limited to:
 - a. Have adequate financial resources, or the ability to obtain such resources as required;
 - b. Have satisfactory record of performance; and
 - c. Have a satisfactory record of integrity and ethics.
4. **PREPARATION COST:** the City will not be liable for any costs associated with the preparation, transmittal, or presentation of any SOIs or materials submitted in response to any SOI, quotation, or proposal.
5. **SOI WITHDRAWAL:** any SOI may be withdrawn at any time prior to the time fixed for receipt of responses, by providing written request to Kelly Madding at Medford City Hall located at 411 W. 8th St., Medford, OR 97501. The Interested Party or a duly authorized representative must execute the request. Withdrawal of a response will not prejudice the right of the Interested Party to file a new response. All responses shall be irrevocable for 30 calendar days from the day of the opening.
6. **NOTICE OF PUBLIC DOCUMENTS:** Any and all materials initially or subsequently submitted as part of the SOI process shall become the property of the City, and shall be treated as City documents subject to typical practice and applicable laws for public records. The Interested Party shall not copyright, or cause to be copyrighted, any portion of any said documents submitted to the City as a result of this SOI.
7. **PUBLIC INTEREST:** The City reserves the right to reject any response to the SOI not in compliance with the SOI documents, or all prescribed public solicitation procedures and requirements, and the right to reject any or all SOI when it is in the public's best interest to do so. Written notice of rejection of all responses shall be sent to all Interested Parties.
8. **ADDENDA:** Any interpretations, corrections or changes to this SOI packet will be made by addenda. Sole issuing authority shall be vested in the City. Addenda will be sent to all who are known to have received a copy of this SOI packet. Interested Parties shall acknowledge receipt of all addenda or they may be declared non-responsive. After SOI closing date, any claims or misunderstanding in regard to the nature, quality or description of the item(s) to be supplied by this SOI will be considered waived.

9. **REVISED SOIS**: The SOI that is submitted last will supersede any previous versions.
10. **INSURANCE**: The City requires Lessee(s) to carry the minimum insurance as required by state laws, and insurance requirements.
11. **CLARIFICATION/PROTEST**: Any respondent requiring clarification or protesting any of the SOI requirements must submit specific questions in writing which must be received by Kelly Madding, Deputy City Manager at least five calendar days prior to the SOI opening date. Submit request in writing either by email, or delivery with envelope to the Kelly Madding, Deputy City Manager.
12. **PRESENTATION OF SOI- PAPER SUBMISSION**: Complete SOI packets must be presented to the City Manager's Office in a sealed envelope unless otherwise indicated.
13. **ALTERING SOS- PAPER SUBMISSION**: SOI prices cannot be altered or amended after submission deadline. Any inter-lineation, alteration, or erasure made before opening time must be initialed by the signer of the SOI, guaranteeing authenticity.
14. **LATE SOI - PAPER SUBMISSION**: SOI packets received in the City Manager's Office after submission deadline shall be returned unopened and will be considered void and unacceptable. The City is not responsible for the lateness of mail carrier, weather conditions, etc.
15. **SOI SUMMARY SHEET**: SOI summary results will be made available forty-eight (48) hours after SOI opening. Interested Parties desiring a copy of the SOI summary sheet may view the results forty-eight hours (48) hours after the SOI opening at City Hall located at 411 W. 8th St., Medford, OR 97501, Room 310.
16. **EVALUATION**: SOIs/proposals will be evaluated as outlined in this SOI document.
17. **REJECTION OR ACCEPTANCE OF SOI**: The City reserves the right to waive technical defects, discrepancies, and minor irregularities, or not to award a contract when it finds such action to be in the public interest. Bids may be rejected if they show any alteration of form, additions not called for, conditional bids, incomplete bids, erasures, or irregularities of any kind. ALL UNSIGNED BIDS MAY BE REJECTED.
18. **SPLIT AWARD**: The City reserves the right to enter into multiple leases such that the Carnegie will be fully occupied.
19. **PROTESTS**: All protests regarding the SOI solicitation process must be submitted in writing to the Purchasing Manager within four (4) working days following the opening of SOIs. This includes all protests relating to advertising of SOI notices, deadlines, SOI opening, and all other related procedures under the local government code, as well as any protests relating to alleged improprieties or ambiguities in the specifications.

Section I – Executive Summary

This proposed partnership between the City of Medford and Kid Time Discovery Experience (dba Kid Time Children’s Museum) **would bring 90,000+ visitors to downtown Medford** by utilizing the city owned Carnegie Library Building and surrounding grounds to expand current Kid Time programs to create a prominent, collaborative indoor/outdoor world class Children’s Museum in Downtown Medford.



Many communities select children’s museums as anchor projects to revitalize distressed neighborhoods. Kid Time is an ideal choice for the Carnegie Building as it brings a great deal of activity 7 days a week, and serves the citizens of Medford with much needed early learning programs, family activities, arts programs, and collaborative educational and community resources.

We are proposing a long term partnership that will bring a permanent resource to the citizens of Medford. Decades of research supports the idea that this proposed project will yield:

- *Downtown Revitalization*
- *Youth & Education Programs*
- *A Popular Travel Destination*
- *Improved Graduation Rates*
- *Decreased Crime*
- *Workforce & Economic Development*
- *Cost Savings & Service Collaboration*
- *Cultural and Recreational Opportunities*



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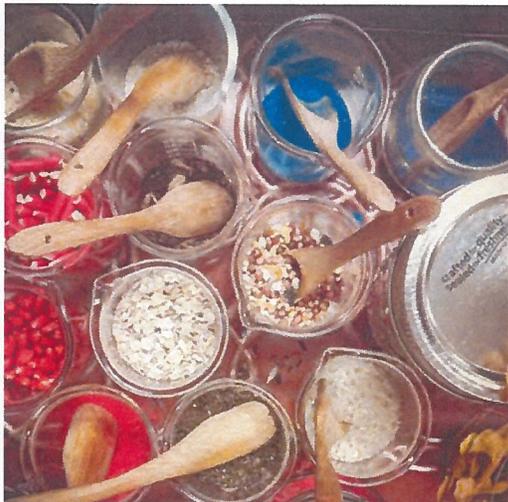
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Attachments:
 Financials
 Key Personnel Resumes
 Letters of Support
 Ruth Shelly, Executive Director/Portland Children's Museum
 District Attorney Beth Heckert
 Medford School District Superintendent Brian Schumate
 Southern Oregon Early Learning Services, Rene Brandon
 Family Nurturing Center, Lisa O'Connor



“
Every time I come here my imagination comes out and soars!
”
Lily, age 5



Section II – Organization or Company Profile

ur mission is to encourage all children to learn and grow through play.

Overview

Kid Time Children’s Museum is located in Medford, Oregon. It is a popular and exciting destination for children and families that offers a safe, nurturing environment filled with interactive exhibits, educational programs and daily activities. Kid Time facilitates family and social engagement, fosters creativity, and encourages healthy development through thoughtful play.



“Kid Time is a forward thinking program which provides a critical service in the city of Medford. As a well-established non-profit, they are indeed a worthy choice to occupy the Carnegie Building, a real Medford treasure.”

Brad Russell
CEO/Executive Director
Rogue Valley Family YMCA

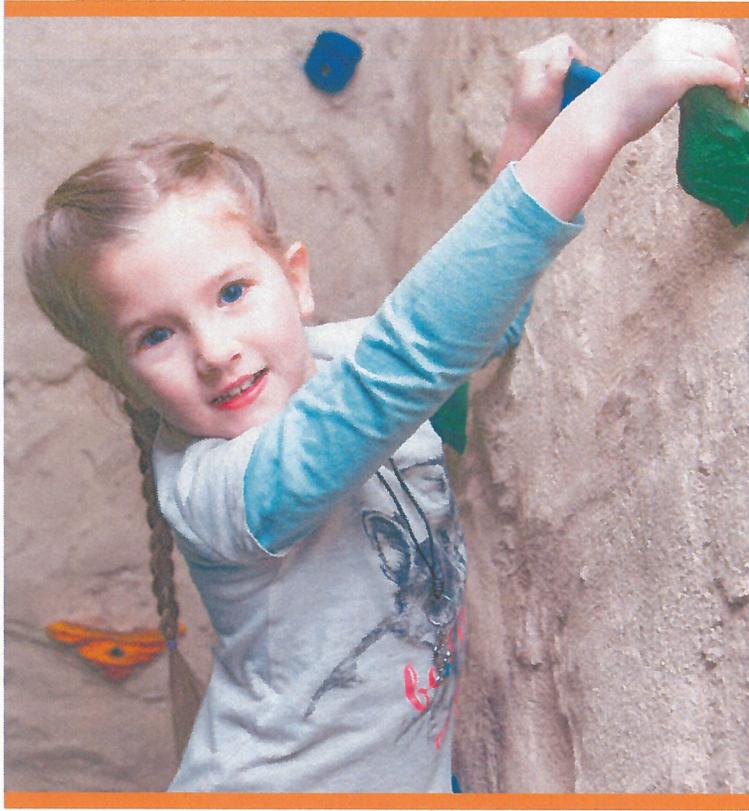
Economic Impact of Kid Time

- 33 Full & Part-time employees
- \$1.4 M Annual Budget and growing
- 90,000+ Annual Visitors
- 95 Preschool Students
- 1,600 member families

Created in 1998, Kid Time operated as a “museum without walls” until opening it’s first location in 2005. Seeking a more central location, Kid Time relocated in 2011 to downtown Medford to expand on its commitment to Rogue Valley children and families as well as other service providers located in West Medford. In 2013 the Learning Loft @ Kid Time was opened as a new, in-house tuition-based preschool program that grew in 2014 to become a fully licensed preschool serving families with a much-needed program while providing a new revenue stream for Kid Time. Today in 2017, Kid Time has a loyal following of families, a strong network of partners, the respect of regional funders and a reputation for providing high quality programs. Behind only Portland, Kid Time has the second highest children’s museum attendance in the state of Oregon.

“ Kid Time is a visionary program which provides a vital service in the city of Medford and all of Jackson County. In this day and age of so much technology, the vital hands-on aspect of play and learning which they provide is needed more than ever in our community. ”

Eileen Micke-Johnson
Department Chair, Early Childhood & Elementary Education
Rogue Community College



Kid Time has the potential to improve economic growth in the region for the following reasons:

- Cultural, recreational and educational resources such as children's museums are a significant consideration for young families looking to reside in a community.
- Access to quality preschools near business centers helps retain employees, and improve attendance and overall job performance.
- Children's museums are among the top family travel destinations, bringing economic value to surrounding businesses.

Kid Time is an integral part of the Southern Oregon community.

We partner with numerous organizations serving children faced with high risk conditions and adverse childhood experiences (DHS, Family Nurturing Center, OnTrack, Rose Circle, etc.) but are also well known in the community as a resource for the many families that otherwise fall through the cracks. Kid Time is the place grandmothers bring their grandchildren when it's not safe for them to be at home. Kid Time is an oasis for families to visit when they are living in their car, or their children have no place to play or engage in visitation with their parents - a much healthier alternative than a fast food restaurant. Traveling families will also visit Kid Time, bringing family tourism to downtown Medford. Open 7 days a week, Kid Time is the only resource of its kind readily available to all, offering instructed early learning activities (music, art therapy, movement, literacy) taught by highly trained educators; family mentoring; parent education; a quality learning environment; and family engagement, all available for pennies a day.

“ Kid Time offers a range of experiential, hands-on, fun activities and learning opportunities in music, art, drama and history that are not available to underserved children in any other venue. ”

Mary Wolf
Child Care Resource Network Manager

Investments in early learning have among the highest societal returns

- Public investments in early learning yield a wide array of significant benefits to children, families and society as a whole.
- Children who participate in quality early learning opportunities have higher test scores, need fewer remedial resources, and drop out less frequently, regardless of whether they are from low, middle or upper income families.
- Children from high risk families who attend preschool programs are less likely to be victims of child abuse or neglect, or to need welfare assistance.
- When these children become juveniles and adults they are far less likely to engage in substance abuse and criminal activity. They are more successful in high school and attend college at higher rates.
- Once these children enter the labor force their incomes are higher, and so are the taxes they pay back to society.
- As adults, they are likely to have better health and less depression.
- Kid Time efficiently and effectively offers a bridge to early learning programs to those who otherwise would go without – a service unlike any other in our community.

Personnel

Kid Time is fortunate to have a team of experienced personnel, including highly qualified educators, to manage the organization, facilitate programs, educate, and provide community outreach. Resumes for select key personnel are attached..



Sunny Spicer
Executive Director



Shannon Young
Roberts
Assistant Director



Britt Zimmerman
Preschool Director



Connor Reese
Program Director



Pam Mein
Finance Director



Ed Grant
Facilities/Exhibit
Manager

Financial Statements

Kid Time does not have audited financials, however financials for 2015, 2016, and 2017 to date are attached.

Litigation History

Kid Time has not been involved in any litigation.

References

Rene Brandon
Southern Oregon Early Learning Services
541-858-6731
Rene.brandon@soesd.k12.or.us

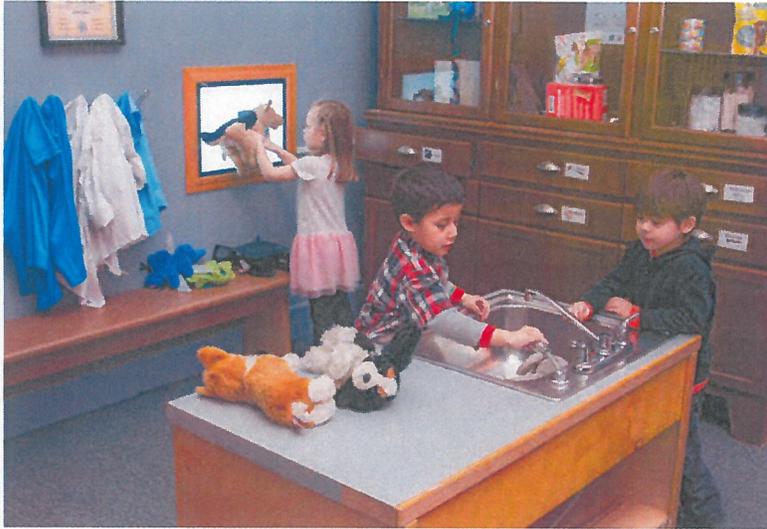
Lisa O'Connor
Family Nurturing Center
541-664-2161
Lisa@familynurturingcenter.org

Andy Batzer
(Board Member and former landlord)
JB Steel Inc.
541-773-7553
Andy@jbsteelinc.com

Section III – Proposed Use, Activities, Operation and Schedule

Proposed Uses and Activities

Over the last century, Carnegie Libraries have had the greatest impact on literacy for women and children. Kid Time will continue the vision of the Carnegie Foundation and honor the Carnegie Legacy by continuing and building upon that effort. Of the remaining Carnegie Libraries, more than half still operate as libraries. Of those repurposed, approximately 1/3 have become children’s museums, community centers or other cultural resource.



Kid Time provides an extremely valuable service to the children of the Rogue Valley and the opportunity secure a central location such as the Carnegie Building, would put these essential services right where they are needed the most.

Shae Johns
President/CEO
Southern Oregon Goodwill

We offer high quality educational exhibits for families and children of all socio-economic backgrounds to come together and grow our community through play. Kid Time has become a well-known and desirable place for families and friends to meet for play dates, for screen-free alternatives to entertainment, as a refuge from inclement weather, and as a place to encourage growth of ideas.

We partner with numerous organizations serving children faced with high risk conditions and adverse childhood experiences, and create a safe refuge for those in need. For families with limited means Kid Time provides scholarships, tools, and resources to improve their child’s success at Kid Time and in the home environment. Our goal is to continue our growth plan, promote tourism, and reach an ever growing population with increased programs and creative exhibits.

Kid Time is open 7 days a week, with early preschool drop off starting at 7:30 AM, general museum hours 10:00 – 5:00, and after-hours activities through the evening. A typical day would see 200-400+ visitors coming and going throughout the day, taking part in the many activities found at Kid Time including:



Children’s Museum Activities

Hands-On Exhibits

- Interactive hands-on exhibits based on imaginative play promote family interaction and build essential skills
- Sherm’s Food 4 Kids Grocery Store presents grown-up concepts like nutrition, math and budgeting, work and responsibility
- Dr. Pearl E. White’s Dentist Office teaches about dental health, medical careers, social interaction
- Water Works is a multi-sensory area that helps build brain connections, teaches early scientific concepts, demonstrates cause and effect

Instructed Programs

- Toddler Music introduces instrumental music
- Sound Painting brings live music and art concepts together
- Super Hero Training teaches the concepts of being a hero while being physically fit
- Master Builders brings out the budding architect in every child while building social skills
- Bilingual Story Time introduces classroom activities and language
- 700-1000 participants each month

Field Trips

Kid Time is a frequent field trip destination for regional schools, child care centers and nonprofit organizations

Outdoor Adventures

- Child-friendly gardening
- Water play
- Natural playground installations
- Art and music activities
- Outdoor science

Kid Time is seeking to move into the old Carnegie Library... This could be a win-win for the city to have a permanent tenant in this valuable historic property, for the community to have greater access to the museum, and for the museum to have a greater variety of indoor and outdoor programming.

Brian Shumate, Ph.D.
Superintendent, Medford School District 549C



Learning Loft Preschool

- 30+ Full and part-time private pay preschool students – an essential part of a successful local economy is access to quality preschool programs for working families
- 14 part-time early intervention students needing additional support in order to transition in to kindergarten
- 43+ Preschool Promise Students
 - Universal preschool program funded by the state of Oregon
 - Full-day preschool 4 days per week for children 3-5 years old
 - Available to families at or below 200% of the federal poverty guidelines
 - Preschool Promise can make the difference between homelessness and successful employment for many families – a key factor in breaking the intergenerational cycle of poverty

Community Partnerships

- The Kid Time facility is made available to many regional social service and nonprofit organizations serving families. It is the perfect setting for parent education, family activities, community events, family visitation, behavior modeling, trauma therapies, and much more.
- Kid Time educators provide an array of services, mentoring, community support, and other collaborative efforts to efficiently serve families in our region.

“As tourism promoters, we’ve reviewed the architectural concept drawings and spoken to the staff at Kid Time and see the potential that this new facility will have on our residents as well as be a tourism asset in Downtown Medford. We fully back this project and hope the Medford City Council sees this proposal as attractive as we do.”

Brad Niva
Executive Director
Travel Southern Oregon

“Our region is constantly in a battle to recruit healthcare professionals. We engage in this effort on a continuous basis and have to compete with markets with more appealing offerings. When we as a community choose to place children at the center—literally and figuratively in this case—of our daily lives, this value will be apparent to those considering the Rogue Valley as an option for where to bring their talents and revenues.”

Susan Fischer, M.Ed.
Health & Education Integration Coordinator
AllCare Health

Final Phase Kid Time Expansion Concept as seen from Main Street and Oakdale Avenue




THE ABELL ARCHITECTURAL GROUP, INC.
2 EAST MAIN STREET, SUITE 300
MEDFORD, OREGON 97501
TELEPHONE: (541) 750-9606
WWW.ABELLGROUP.COM

Lease Term

Kid Time seeks to have a generational impact on the community. Following the standard set by other similar collaborations, and the fact that we would be making significant capital investments, we are seeking a 25 year lease with the potential to renew. At this time, we are not proposing specific monetary lease payments, with deference given to investments in community improvements, early childhood outcomes, and societal returns from our organizations efforts.

With such a lease term, Kid Time would ultimately like to explore the possibility of a capital campaign to expand the Carnegie Building to become not only a highly beneficial local resource but a significant tourist destination with the added financial impact that could bring to the local economy as well.

This idea is similar to what is found in many successful collaborations between municipalities and children's museums across the country. Most communities have found such arrangements to be a win-win situation, given the benefit to the community, and the long term societal cost savings found in early learning programs, particularly given the minimal investment. Kid Time would commit significant resources to professional staff for interior and landscape maintenance. Additionally, we would contract with the City for HVAC maintenance and other specific or necessary requirements, and dedicate monthly payments in escrow for future building improvements or expenses for an amount to be determined after seeding that account with \$50,000 upon possession.

Final Phase Kid Time Expansion Concept as seen from Oakdale Avenue and 8th Street




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Section IV – Financial Information



Suggested "Age of Dinosaurs" Interactive Exhibit

Financial or Funding Capacity

As seen in our financial reports, Kid Time revenue has been steadily growing. Unlike most nonprofit organizations we have a strong earned revenue component in our overall financial forecast. Our goal has been to diversify our revenue streams with an emphasis on earned revenue while also building our donor base. Interest in family membership continues to grow. Our preschool consistently has a waiting list. We are building a growing partnership of business sponsors eager to share their industries with children through our interactive exhibits. Regional foundations and funders regularly support our projects with enthusiasm. All the while, the need for our services continues to grow.

By incorporating earned revenue from museum memberships and admission, special events, and a small gift shop, tuition from our preschool, contracts for preschool services, contracts for professional development, a solid history of grant funding, a steady and growing donor base, dedicated business sponsors, and other creative fundraising efforts we anticipate being a lasting resource for generations to come.

Revenue to the City

At this time we are not proposing a lease payment beyond maintenance costs. In many communities across the country a similar arrangement is found between the nonprofit children's museum and the city/county they reside in. Children's museums tend to be a prominent community resource, one that helps the community thrive. When such organizations make use of available resources and collaborate with their local governments, the return on investment is felt at many levels.



April 2, 2018

Mayor Wheeler and Medford City Council
411 W 8th Street
Medford, OR 97501

Dear Mayor Wheeler and City Councilors:

Thank you for the opportunity to present at the April 19th City Council Meeting. I have attached a copy of our planning documents related to the proposed relocation. Additionally, there are a few points I'd like to clarify.

It is my understanding that there has been some confusion on the part of the Council relating to an alleged purchase agreement between Kid Time and Sothern Oregon Historical Society for Kid Time's purchase of the existing SOHS building. This misunderstanding was based on an incorrect assertion in the packet submitted to the Council by SOHS. This was simply a mistake by SOHS, which their Board President corrected during SOHS's oral presentation. There is no such purchase agreement. There were discussions between SOHS and Kid Time concerning an option to purchase giving Kid Time the right to purchase the SOHS building but no final agreement was ever reached.

We understand there is some concern around the concept drawings that were submitted regarding the addition we hope to build. Those drawings are just one concept of many potential ideas. Any final design will meet all Historic Commission requirements, will be similar yet distinguished from the original building and will be continue to serve the community for many more generations.

Numerous mentions have been made regarding the distressed condition of the Carnegie Building along with questions about our capacity to maintain a historic building. We have been operating out of historic building for 7 years and have been responsible for the ongoing maintenance of that building for most of that time. We have an experience builder/contractor on staff who manages the daily maintenance requirements. We also rely on Andy Batzer, a long-time board member who provides expertise and resources. We are aware that there are many deferred maintenance issues with the Carnegie Building. Some minimal – no different that we are used to. Some will require a greater investment of resources. We are prepared to make reasonable ongoing investments as detailed in our business plan, and work with the City for greater preservation efforts. We believe that by using the resources available to us, combined with City personnel for other regular maintenance issues, we can most efficiently preserve the Carnegie Building while also providing important opportunities to the community.

Another question that has been raised is whether there would be a continued demand for our services if we were to move. I have detailed the demographic information of our region in our business plan the demonstrates the un-met need for early childhood programs, and also listed our own attendance numbers that continue to rise.

Again, thank you for your consideration.

Sunny Spicer
Executive Director



SUNNY J. SPICER

2655 Eastover Terrace
Medford, OR 97504
sunny@kid-time.org

PROFESSIONAL EXPERIENCE

- **2002 to Present: Executive Director, Kid Time Discovery Experience dba Kid Time Children's Museum (Medford, OR)**
Responsible for the creation, development, and operation of the region's premier nonprofit children's discovery museum from initial concept to the popular family learning facility it is today. Served as a consultant for 3 years prior to becoming the Executive Director, conducting research and development, fundraising, significant grant writing, community outreach and administration, and spearheading the efforts to transition from an emerging museum to a fully operational, popular facility serving 5,000 – 9,000 visitors per month. Duties include all aspects of fundraising and development planning; development of business and community partners; creation and coordination of collaborative projects with social service, government and education systems; staff management of up to 33 employees and 100 volunteers; volunteer recruitment and coordination, including development of volunteer training and recognition programs; financial oversight, management and budgeting and reporting; board and staff development; development and implementation of communication and marketing plans; creation and delivery of presentations to community organizations; community outreach and efforts to increase community awareness, participation and attendance; design and creation of exhibits and activities; program creation related to early childhood development, family interaction, brain development, and community building; ongoing and efficient communication with Board of Directors, various advisory groups, members, and the community at large; event management including highly successful community events with over 1000 attendees
- **1996 – 2010: Communications and Development Consultant, Spicer Communications (Medford, OR)**
Duties included fundraising and development, public relations, community outreach, marketing and promotions, project administration (with an emphasis on non-profit organizations), government relations and campaign management.
- **1996 – 1998 Assistant to the Executive Director/Communications Coordinator, ACCESS, Inc. (Medford, OR)**
Assisted in all functions as Assistant to the Executive Director, including direct involvement with the Board of Directors; public relations efforts; grant writing; inter-agency communications; resource development and donor tracking; budgeting; document design and publication; and hiring/supervision of front office staff
- **1995 – 1996: Associate Account Executive, McHenry & Associates Public Relations (Central Point, OR)**

Duties included coordination of product launches; media release writing; coordination of events; editorial contacts and database development; media research; client relations

- **1995 – 1996: Marketing Assistant, The Chamber of Medford/Jackson County (Medford, OR)**
Served as a Marketing Assistant through a Southern Oregon State College student internship program. Duties included prioritization of sales prospects; membership sales; scheduling; organization of archived advertising; organization and execution of annual membership drive; publication layout; and participation in Chamber functions.

EDUCATION

- **Southern Oregon University**
Bachelor of Science in Communications with an emphasis on Business/Public Relations

INTERESTS/ORGANIZATIONS

- Active involvement with a number of organizations through the years including Special Olympics, Shriner's Hospital, STARS, Storytelling Guild, Jackson County Save the Libraries, Medford public schools, various community events and projects including the Jackson County Fair, and the Medford Rogue Rotary Club.
- Served as publisher of the Rogue Valley Parent Magazine (a free, family oriented publication partnering with multiple community service and nonprofit organizations.)

AWARDS

- 2007: The Jefferson Award for Outstanding Community Service
- 2006: Soroptomist International Women Helping Women



SHANNON YOUNG ROBERTS

2668 Dellwood Ave.,
Medford, OR 97504
shannon@kid-time.org

PROFESSIONAL EXPERIENCE

- **September 2016 to Present: Assistant Director, Kid Time Discovery Experience dba Kid Time Children's Museum (Medford, OR)**
Duties include marketing/public relations, communications, development
- **April 2015 – September 2016: Office Manager/Sales/Customer Relations Manager, Morrison's Rogue Wilderness Adventures (Merlin, OR)**
Duties included: Selling/booking trips, hiring/managing office staff, customer relations, maintaining relationships with wineries, marketing
- **April 2015 – September 2016: Manager, Wine Hopper Tours (Merlin, OR)**
Duties include: Selling/booking trips, hiring/managing guides, customer relations, maintaining relationships with wineries
- **November 2010 – April 2015: On-air talent, Radio Medford (Medford, OR)**
Duties included: interviewing, dee-jaying, public appearances
- **November 2010 - November 2014: On-Air Spokesperson, Butler Automotive Group (Ashland, OR)**
Duties included: helping conceptualize and create television/radio commercials, on-air talent, public relations
- **November 2010 - November 2014: Marketing Coordinator / Social Media Manager / Public Relations, Butler Automotive Group (Ashland, OR)**
Duties included social media, blogging, SEO, customer/public relations, some graphic design
- **April 2009- November 2010: Financial Advisor, Morgan Stanley Smith Barney (Medford, OR)**
Duties included finding, serving, and retaining clients, knowledge of financial markets, knowledge of investing
- **December 2005 - April 2009: Main Anchor/Producer, KTVL Channel 10 (Medford, OR)**
Duties included being informed about local events, organizing newscasts, writing newscasts, anchoring newscasts, cultivating and maintaining relationships with sources, public appearances
- **August 2000 - November 2005: Main Anchor/Reporter/Weathercaster, WDBJ7 (Roanoke, VA)**
Duties included finding, writing, and reporting stories, anchoring newscasts, cultivating and maintaining relationships with sources, public appearances

- **May 1991 – July 2000: Main Anchor/Producer, KTVL Channel 10 (Medford, OR)**
Duties included being informed about local events, organizing newscasts, writing newscasts, anchoring newscasts, cultivating and maintaining relationships with sources, public appearances

EDUCATION

- **Southern Oregon State College, Ashland, OR**
Bachelor of Science, Interpersonal Communication
- **University of Oregon, Eugene, OR**
Pre-Law with an emphasis on Speech / Communication

SPECIAL SKILLS/TRAINING: Microsoft Word, Excel, Adobe Photoshop, Adobe Illustrator, Adobe Audition, Roxio, Publisher, PowerDirector, PremierePro, trained in Graphic Recording, public speaking, copy editing

INTERESTS/ORGANIZATIONS: Volunteer with The Studio at Living Opportunities, amateur photographer, avid kayaker/hiker/runner, dabbler at banjo, guitar, ukulele



PAMELA MEIN

767 Lenella Lane
Grants Pass, OR 97526
pam@kid-time.org

PROFESSIONAL EXPERIENCE

- **September 2016 to Present: Finance Manager, Kid Time Children’s Museum (Medford, OR)**
- **April 2016 – September 2016: Chief Financial Officer, Morrison’s Rogue River Raft Trips and Lodge (Merlin, OR)**
- **April 2014 – April 2016: Budget Specialist/Accounting Technician, Josephine County Public Health, (Grants Pass, OR)**
Duties included: Preparing annual budget, producing reports to monitor budget and expense. Federal and State grant funds A/R, grant reporting, client billing A/R, update bookkeeping processes. Fiscal Department Lead, Vital Records Deputy Registrar.
- **July 2012 – April 2014: Accounting Specialist, Josephine County Treasury (Grants Pass, OR)**
Duties included: All functions of Accounting Tech as previous position and cross training other personnel.
- **June 2009 – July 2012: Accounting Technician, Josephine County Treasury (Grants Pass, OR)**
Duties included: Maintaining accounting and other fiscal records, preparing office correspondence and detailed fiscal reports. posting payments, maintaining cash drawer, handling treasury deposit receipts, collecting delinquent taxes, maintaining warrants; bankruptcy files, and maintaining and utilizing multiple data bases. Continually gathered and processed delinquent personal property tax data for annual tax cancellation or transferred to real property account.
- **January 2007 – June 2009: Accounting Specialist, Josephine County Treasury (Grants Pass, OR)**
Duties included: Providing customer service, balancing cash payments, treasury receipting process, preparing bank deposits, delinquent tax accounts, maintaining warrant files, comprehensive spreadsheets.
- **November 2006 – Present: F/C Bookkeeper, Caveman Travel (Grants Pass, OR)**
- **Prior to 2006: F/C Bookkeeper, Brian Mein, Contractor (Grants Pass, OR)**
- **Prior to 1986: Accounting Assistant, Southern Oregon State Bank, NKA Bank of America**

EDUCATION

- **Rogue Community College, Grants Pass, Oregon**
A.S. Business
- **Southern Oregon University, Ashland, Oregon**

B.S. Degree

- Major: Accounting Management
- Minor: Accounting Information Systems

SPECIAL SKILLS/TRAINING: QuickBooks Pro, Word, Excel, Trams (Travel Agency Accounting Management Systems), SAGE, Springbrook, Helion, PrimeSuite

ASSOCIATIONS/ORGANIZATIONS

- Phi Theta Kappa Honor Society
- Thrivent Chapter Leadership Board
2003 – 2004: Team Director
2004 – 2009: financial Director/Grant Writer
- Green Mountain Ministries
2000 – PRESENT: Board Member



BRITTAIN ZIMMERMAN

630 South 3rd St.
Jacksonville, OR
Britt@kid-time.org

PROFESSIONAL EXPERIENCE

- **2013 – Present: Director, The Learning Loft Preschool at Kid Time (Medford, OR)**
As the Director of a large early childhood education center I am responsible for the enrollment of over 90 students. I am responsible for licensing, immunization reports, parent communication, social media, teacher support, behavioral support, attending IFSP meetings, attending grant related meetings, planning curriculum, supporting other early childhood programs as part of our “lab school” model and most importantly working with children to help prepare them for the next steps in their life. I also have the ability to share the wonder of the preschool with an even larger community by doing programming in the museum once a week. I have taught a mommy and me play group, a story time and a creative arts program in the museum for the last 5 years.
- **2012 – 2013: Private Academic Tutor (Medford, OR)**
As a private tutor I supported the academic needs of students in Southern Oregon. I used developmentally appropriate practices to help them with the high expectations of the public school system.
- **2006 – 2012: Director/Head Teacher, Little Pioneers Schoolhouse (Jacksonville, OR)**
As the Director of the school I was responsible for creating the curriculum, enrolling students, supporting and managing staff, and all other administrative duties. I also developed, managed and wrote curriculum for all extracurricular programming including the Chinese and Spanish Language Classes, Beginner Reading Programs and School Age Creative Writing Classes
- **2005: Volunteer Teacher, Heredia School District (Costa Rica)**
My duties included teaching English to students and supporting staff.

EDUCATION

- **2011 Southern Oregon University (Ashland, OR)**
BS Early Childhood Development

LANGUAGES

- **English** – native language
- **Spanish** – conversational

ORGANIZATIONS

- National Association for the Education of Young Children



EDWARD F. GRANT

6921 Pinehurst
Central Point, OR 97502
ed@kid-time.org

PROFESSIONAL EXPERIENCE

- **2010 to Present: Facilities and Exhibit Manager, Kid Time Discovery Experience dba Kid Time Children's Museum (Medford, OR)**
Duties include building maintenance and repair; and exhibit design, construction, creation, maintenance, and repair; vehicle maintenance; building security; insuring the building and safety systems are up to code; purchasing of café, school, and museum supplies; acting as liaison to Medford Building Department; coordinating employee parking
- **March 2001 – January 2009: Home Builder, David Grant Construction (Central Point, OR)**
Duties included studying specifications in blueprints, sketches and building plans to prepare project layout and determine dimensions and materials required; shaping/cutting to specified measurements using hand tools, machines or power saws; installing structures and fixtures such as windows, frames, floorings, trim and hardware using hand and power tools; removing damages or defective parts or sections of structures and repairing using hand tools; supervising, coordinating, and scheduling the activities of construction or extractive workers; ordering of requisition materials and supplies; locating, measuring, and marking site locations and placement of structures and equipment; assigning work to employees based on material and worker requirements of specific jobs; measuring, marking, and recording openings and distances to lay out areas where construction work will be performed; loading, unloading, and identifying building materials, machinery and tools, and distributing them to the appropriate locations; building and positions forms for pouring concrete, and dismantling forms after use, using saws, hammers, nails, or bolts

EDUCATION

- **1983 Crater High School (Central Point, OR)**
Graduated with High School Diploma

Portfolio available upon request.



CONNOR REESE

649 Royal Avenue, Apt. 308

Medford OR 97504

connor@kid-time.org

PROFESSIONAL EXPERIENCE

- **Program Director, Kid Time Discovery Experience dba Kid Time Children’s Museum / The Learning Loft Preschool at Kid Time (Medford, OR)**
Duties included being the lead educator in the children’s museum and music teacher in preschool, helping design exhibits, curriculum, and events
- **Volunteer Supervisor/ Tutor and Music Teacher, West End House (Boys and Girls Club) (Allston, MA)**
Duties included helping coordinate student performances and maintaining musical equipment
- **Guitarist/Band Leader, The Hillary Reynolds Band**
Duties included touring the Midwest in the summer of 2013 and 2014
- **Sales Associate/Repair Technician/Inventory Specialist/Music Teacher, Rockland Music Center (Nanuet, NY)**
- **Childcare worker, Mimi’s Place Daycare Center (Pearl River, NY)**
Duties included: working with children, ages ranging from 3 month old to 16 years old. Required detailed knowledge of childcare techniques

EDUCATION

- **Berklee College of Music**
Degree in Professional Music. Classes included coursework in Music Education, Songwriting, Music Business, and Performance. Classes of interest taken included: “Music & Literature for Children” and “The Philosophy of Education”

Kid Time! Discovery Experience Organizational Chart 2018

Board of Directors

Eric Dames, President, Jeanne Pickens, Vice President,
Andy Batzer, Alicia Welder, MD, Sharon Schaefer, Eric Torrey, Sally Densmore, Jeremy Markiewicz

Executive Director

Sunny Spicer

Preschool Director

Brittain Zimmerman

Preschool Staff

Autumn Correa
Michelle Don
Sasha Cunningham
Staci Ratkovich
Alex Lukaris
Kristal Weber
Martina Walston
Xane Buckingham
Craig Schneider
Caitlin Write

Program Director

Connor Reese

Museum Educators

Carolyn Huft
Dennis Huft
Alice Migliore
Norma Montano
Larissa Meany
Robbie Ross (Bus Driver)

Assistant Director

Shannon Young

Guest Experience Manager

Erika Kingslein
Tami Vold
Taylor Schneider
Ivonne Polio

Finance Manager

Pamela Mein

Exhibits & Facilities Manager

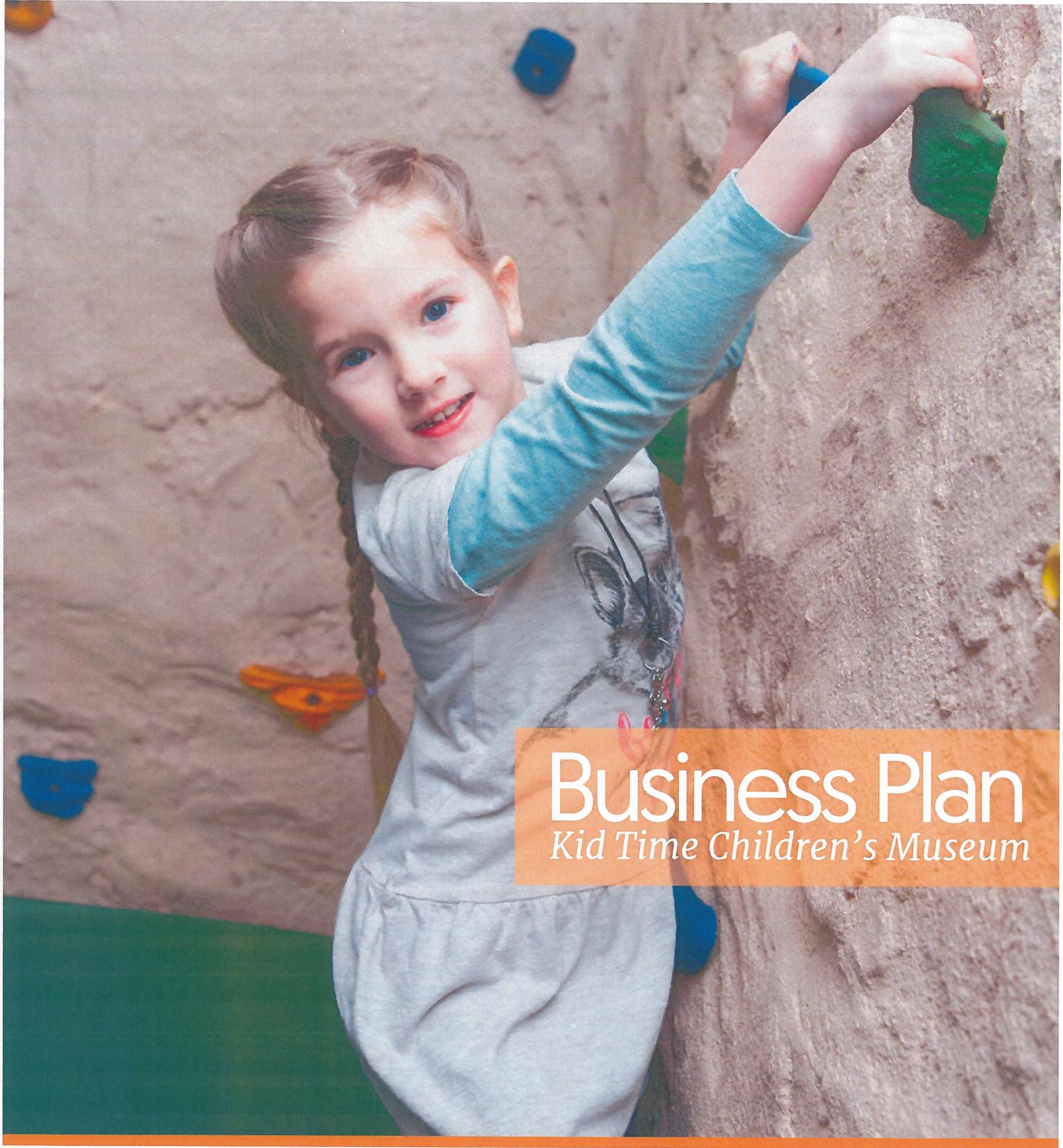
Ed Grant

Facility

Edith Villa-Martinez

Design Consultant

Jennifer Davis



Business Plan

Kid Time Children's Museum



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- 3.2 Mission, Vision & Values
- 3.3 Objectives
- 3.4 Current Programs
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4. Visitation, Programming, Preschool and Other Revenue

- 4.2 Admission Rates
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- 4.7 School Groups and Home Schooling
- 4.8 Fundraising

5. Operations

- 5.1 Staff
- 5.2 Board of Directors
- 5.3 Building Committee
- 5.4 Development Committee
- 5.5 Parent/Community Advisory Committee

6. Marketing and Development

- 6.1 Capital Campaign
- 6.2 Ongoing Marketing & Development

7. Financial Projections and Funding Sources

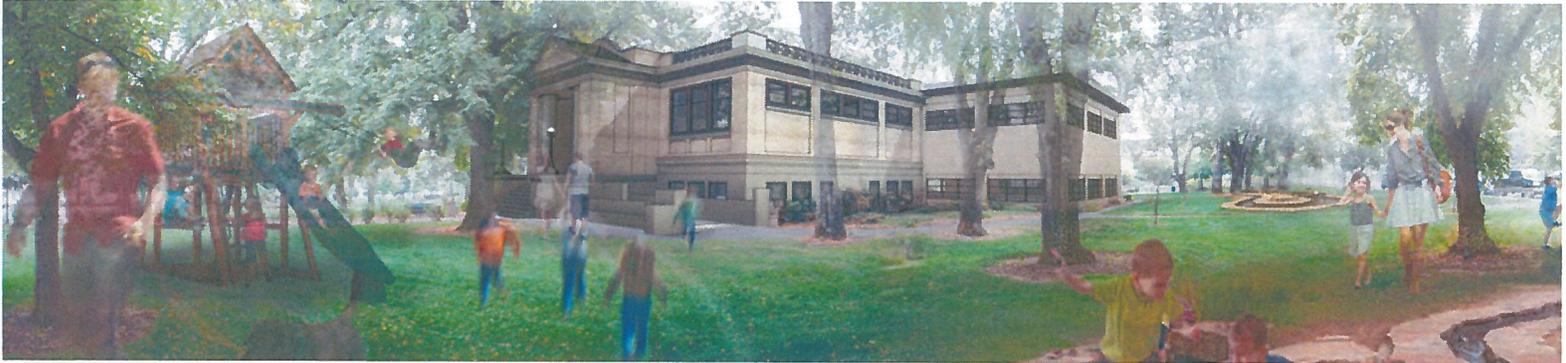
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1. Executive Summary



The proposed partnership between the City of Medford and Kid Time Children's Museum utilizes the city owned Carnegie Library Building and surrounding grounds to house and expand current Kid Time programs to create a prominent, world class, collaborative, indoor/outdoor children's museum in Downtown Medford.



Many communities select Children's Museums as anchor projects to revitalize distressed neighborhoods. Kid Time is an ideal choice for the Carnegie Building as it brings a great deal of activity 7 days a week, and serves the citizens of Medford with much needed early learning programs, family activities, arts programs, and collaborative educational and community resources.

We are proposing a long-term partnership that will bring a permanent resource to the citizens of Medford. Decades of research supports the idea that this proposed project will yield:

- *Downtown Revitalization*
- *Youth & Education Programs*
- *A Popular Travel Destination*
- *Improved Graduation Rates*
- *Decreased Crime*
- *Workforce & Economic Development*
- *Cost Savings & Service Collaboration*
- *Cultural and Recreational Opportunities*
- *90,000+ Annual Visitors to Downtown Medford*

2. Project Overview

2.1 History of Kid Time

Created in 1998, Kid Time operated as a "museum without walls" until opening its first location in 2005. Seeking a more central location, Kid Time relocated in 2011 to downtown Medford to expand on its commitment to Rogue Valley children and families as well as other service providers located in West Medford. In 2013, the Learning Loft at Kid Time opened as a new, in-house tuition-based preschool program that grew in 2014 to become a fully licensed preschool. The Learning Loft serves families with a much-needed preschool program while providing a new revenue stream for Kid Time. In 2015, drop-in instructed museum programs were expanded to 7 days a week, providing a unique early learning resource to those who otherwise could not access traditional preschool. Now, in 2018, Kid Time has a loyal following of families, a strong network of partners, the respect of regional funders, and a reputation for providing high quality programs, not to mention the second highest children's museum attendance in the state of Oregon.

2.2 Needs Statement and Target Market

Like most children's museums, Kid Time is a vibrant hub where people of different generations, socio-economic backgrounds, and varying abilities come together for meaningful learning and social experiences. Kid Time provides critical educational and nurturing opportunities during the formative years that develop essential foundational skills, spark creativity, foster curiosity and build future success. Kid Time differs from most children's museums in that we act as a social service organization as well as a play attraction. Our unique model allows us to pull programming from our preschool and make it available in the museum, thereby providing components of a preschool education to children who could not otherwise afford a traditional preschool experience.

Local Demographics

The population of children ages birth to six years in Jackson and Josephine Counties is 19,075. (U.S. Census Bureau, American Fact Finder 2012-2016 American Community Survey 5-Year Estimates for Jackson and Josephine Counties). Jackson County alone has 12,085 children under the age of 5, and 44,669 under the age of 17. (Children First County Data Book 2017)

17,133 children in this age group are determined to be furthest from opportunity due to conditions of poverty, abuse, neglect, and other challenges. (Oregon DHS SNAP Data 2016)

Jackson and Josephine Counties rank 30th and 33rd, respectively, in terms of counties with the most homeless students. The child poverty rate in Jackson County is 25.2% and 34.4% in Josephine County. (Children First for Oregon County Data Book, Jackson and Josephine Counties, 2017)

Only 29% of children in Josephine County and 35% in Jackson County have access to high quality early learning prior to kindergarten. (Children First for Oregon, 2017 County Data Book)

Percent of Eligible Children Served in Oregon Programs (State level data provided by Children's Institute 2018):

- Home visiting 15%
- Child Care subsidy 16%
- Early Head Start 9%
- Head Start, Oregon Pre-K & Preschool Promise 36%

Reasons:

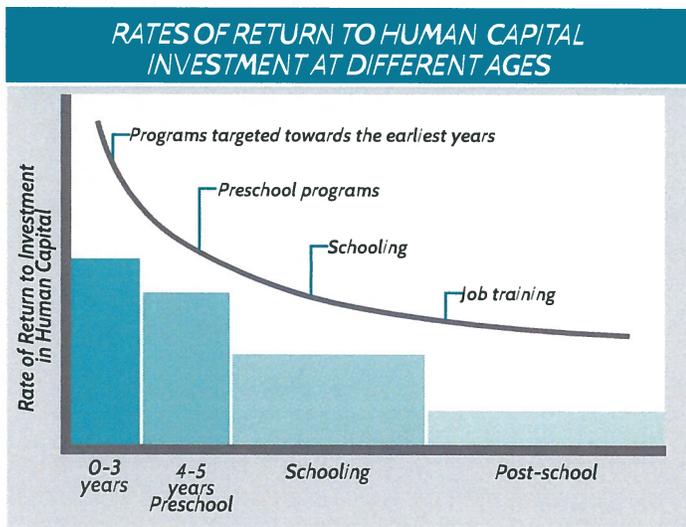
- Waitlists for subsidized programs are long
- Many programs have low student turnover and, therefore, fewer openings
- Oregon's minimum wage has increased to the point of raising families out of the 100% Federal Poverty Guideline but not high enough to be able to pay for child care or preschool. This fact is resulting in program openings that cannot be filled.

Kid Time provides early learning programs and a preschool experience that incorporates the child and parent/caregiver, a service no other local organization can deliver as efficiently or effectively. We know our model works because of the rapid growth of Kid Time program popularity, and the results of developmental and academic evaluations. While traditional preschool programs like our Learning Loft are essential, they aren't feasible for all.

By taking the curriculum and activities available in our Learning Loft Preschool, and making them available on a drop-in basis through our Kid Time Museum Programs:



- parents/caregivers can engage with their children in the learning process
- parents/caregivers learn important tools to take the learning experience home
- many children can be served at a fraction of the cost
- more children are ready for school and ready to learn
- there is a decreased need for remedial efforts
- there is a decrease in the number of school dropouts and an increase in graduation rates
- there is a decrease in crime spending over the long term



SOURCE: J.J. Heckman, "Skill formation and the economics of investing in disadvantaged children." *Science*, 312 (5782):1900-2, (June 20016)

\$1 
INVESTED IN EARLY CHILDHOOD YIELDS A \$16 RETURN

INCREASED

- High School Graduation
- College Matriculation
- Economic Development & Personal Income

DECREASED

- Special Education Remediation
- Dependence of Social Welfare
- Crime-related Costs & Incarceration Rate

2.3 Current Project Background

Kid Time is an integral part of the Southern Oregon community. We partner with numerous organizations serving children facing high risk conditions and adverse childhood experiences (DHS, Family Nurturing Center, OnTrack, Rose Circle, etc.). We are also well known in the community as a resource for the many families that otherwise fall through the cracks. Kid Time is the place grandmothers bring their grandchildren when it's not safe for them to be at home. Kid Time is an oasis for families to visit when they are living in their car, or their children have no place to play or engage in visitation with their parents - a much healthier alternative than a fast food restaurant. And, Kid Time is the place traveling families will visit, thereby bringing family tourism to downtown Medford. Open 7 days a week, Kid Time is the only resource of its kind readily available to all, offering early learning activities (music, art therapy, movement, literacy) taught by highly trained educators; family mentoring; parent education; a quality learning environment; and family engagement, all available for pennies a day.

2.4 Overview of Current Facilities at 106 N. Central Ave., Medford OR 97501

Kid Time's current facility at 106 N. Central Ave. is comprised of 19,500 square feet which includes:



- 16 Interactive hands-on exhibits based on imaginative play which promote family interaction and build essential skills
- Instructed Program Space -
 - 950 sq. ft. gross motor designated area
 - 750 sq. ft. creative arts classroom
 - 300 sq. ft. STEM classroom
 - 300 sq. ft. multi-purpose room
- 4 Preschool Classrooms allowing for full-time enrollment of 68 students

Additionally, because of our lack of outdoor space we currently lease 5 parking spaces from the City of Medford in the lot at the corner of 5th and Central Ave. We have turned that 600 square foot area into outdoor play space capable of serving 17 children at a time. The State of Oregon requires each child attending preschool have access to a certain amount of outdoor space. Without that space our preschool would not meet state guidelines and would, therefore, have to close.

2.5 Proposed Move to Carnegie Building

Once Kid Time is awarded the Carnegie Building fundraising and community awareness plans will begin. Renovations would begin approximately May 2019. Kid Time will continue operations in the current facility through December 2019, with the Learning Loft Preschool moving a few months prior for the beginning of the 2019/20 school year.

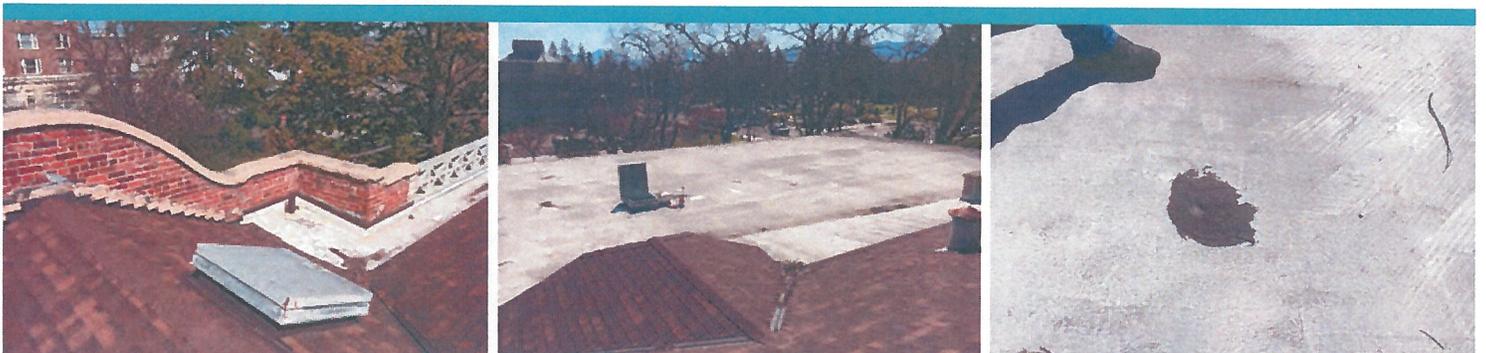
Kid Time has proposed a \$1 annual lease of the Carnegie Building for 50 years. Kid Time will pay utility and basic maintenance costs, tenant improvements, and costs associated with the proposed addition to the building. We will ask the City to continue to maintain the HVAC system, electrical and plumbing. Kid Time will create an account for other maintenance with a \$50,000 initial deposit upon possession of the building in May 2019, and continue to deposit \$2500 per month in the account to be drawn from for maintenance expenses. We will also employ a maintenance and construction professional to manage the facility.

There are a number of deferred maintenance issues with the Carnegie Building, including a roof repair and long neglected masonry work.

Current estimates to address the most urgent needs are:

- Flat Roof Replacement - \$32,400 (immediate, or minimal deferment with some patching)
- Composition Roof Replacement - \$24,000 (5 years left on current roof)
- Tooling and Sealing of Exterior Masonry - \$55,000

Kid Time will address these above maintenance issues during the first 5 years, pulling from the maintenance account.

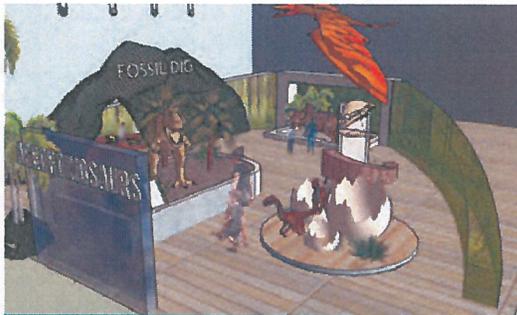


PHASE I - September/December 2019

The Historic Carnegie Library Building will be transformed into a world class Children's Museum featuring indoor and outdoor activities and a full service preschool. The proposed facility will help drive local tourism, revive the downtown core, drive economic development at numerous levels through investments in early learning and as an efficient community resource, and provide a much needed family destination.

At 13,000 square feet the Carnegie Building offers less indoor space than Kid Time's current facility but also offers expansive outdoor areas which Kid Time currently lacks. The grounds around the Carnegie building would allow for new and exciting multi-sensory activity opportunities. To efficiently utilize the new location we plan to use indoor and outdoor spaces in two phases as follows:

PHASE I - September/December 2019



Suggested "Age of Dinosaurs" Exhibit



Suggested "Toddlers & Wobblers" Exhibit



Suggested "Brain Forest" Exhibit

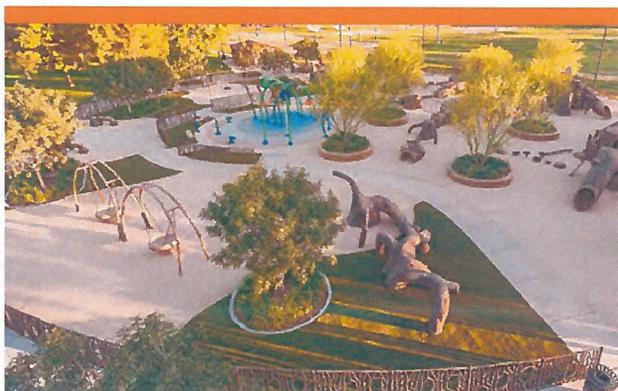
Indoor, Upper Level:

- Interactive Exhibits sponsored by community and business partners, and featuring numerous learn through play opportunities
- Children's Literacy Corner
- Creative Arts and Reggio Learning Center
- STEM Program Classroom
- Music and Movement Center

Indoor, Lower Level:

- 4 Reggio-inspired classrooms
- 80 full-time enrollment opportunities or a combination of full/part-time to serve a larger number of children
- Commercial Kitchen

Outdoor Area:

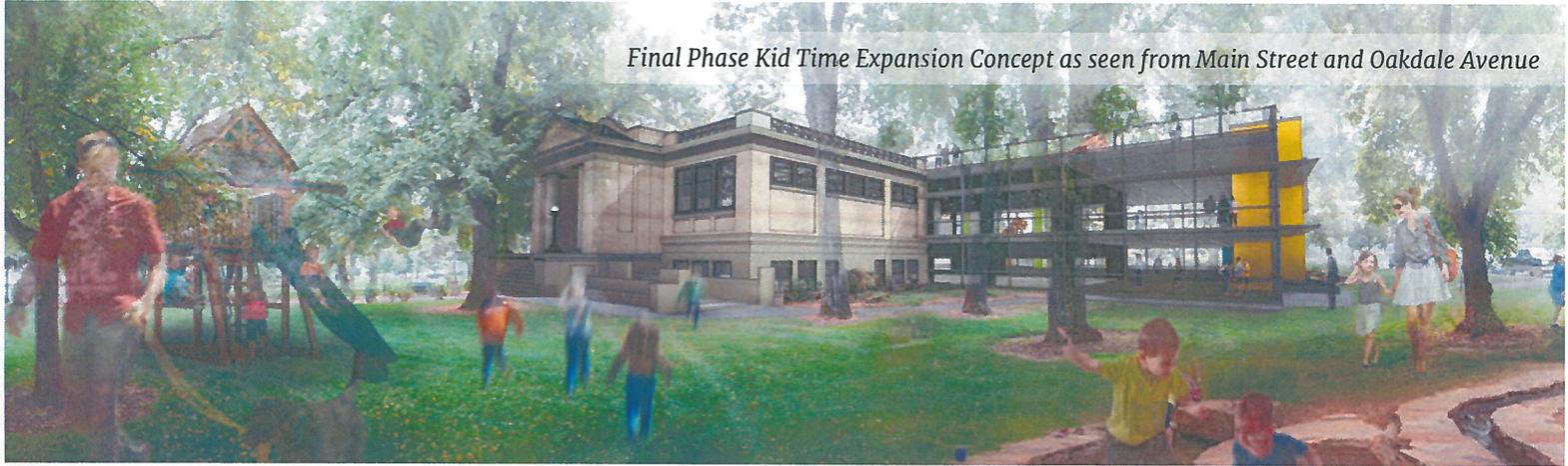


Example of natural playground

- Close Ivy Street to through traffic and work with City to design plan for additional parking
- Temporarily add a small portable office and meeting space to be used until addition is complete
- Add fence to Preschool playground area to meet state regulations and incorporate natural playground features (grass mounds for climbing, logs, and boulders, etc).
- Enclose museum play space, paying careful attention to child safety while also respecting the historic visual appeal of the property. The play space will focus on multi-sensory learning, gardens, natural play-scapes, art and water features.

PHASE II - Building expansion

The addition will meet the guidelines set forth by the Historic Commission, and will be easily distinguished from the original Carnegie Library building. We anticipate the final design being 2-3 stories constructed to meet the needs of the community for several decades. The addition will include:



- New Program Space
- Music Department
- Teaching Kitchen
- Multi-Purpose Community Meeting/Education Room
- Meeting and Office Space
- School and Community Resource Center
- New Elevator and Entrance (allowing original Carnegie Library entryway to be restored)
- Additional exhibit space including:
 - Traveling Exhibits
 - Water Play Area

Once construction is complete the outdoor space will be enhanced to include additional natural play-scapes, outdoor learning centers, family gathering places, and more.

3. Organization Overview

3.1 Organizational Structure (**Please see Addendum A - Kid Time Organizational Chart*)

Kid Time is a nonprofit 501©3 organization. The legal name of the entity is the Rogue Valley Children's Discovery Museum. It is governed by a board of directors that meets monthly, with an Executive Director, Sunny Spicer, running daily operations.

Kid Time is not a membership organization. While families do purchase "memberships", these memberships are a sales tool that grants them unlimited admission to the facility for a period of time, and not official membership to any voting organization.

3.2 Vision, Mission, and Values

Kid Time's vision is that all children have access to the opportunities they need to be happy and healthy; to thrive.

Kid Time's mission is to encourage and empower all children to learn and grow through creative play. We pursue that mission while relying on our core values of creativity, caring, community and respect.

3.3 5 Year Strategic Objectives

Kid Time's goals for the next 5 years include:

- Expanding community awareness and outreach
- Improving and expanding museum programs and exhibits
- Expanding community partnerships
- Assuring a sufficient, desirable, and permanent location for Kid Time exhibits and classes and The Learning Loft at Kid Time's preschool classes and programs
- Partnering with the City of Medford to meet Kid Time's needs including:
 - A permanent location and enhanced visibility for Kid Time
 - Cost savings and service collaboration
 - Outdoor space
- Partnering with the City of Medford to meet Medford's needs including:
 - Downtown revitalization
 - Improved graduation rates
 - Decreased crime
 - Homeless population relocation
 - Workforce and economic development
 - Cultural and recreational opportunities
 - A financially stable and responsible tenant in the historic Carnegie Library building, a much-loved and respected community gem
 - An additional tourist attraction in the heart of downtown
 - Community meeting space

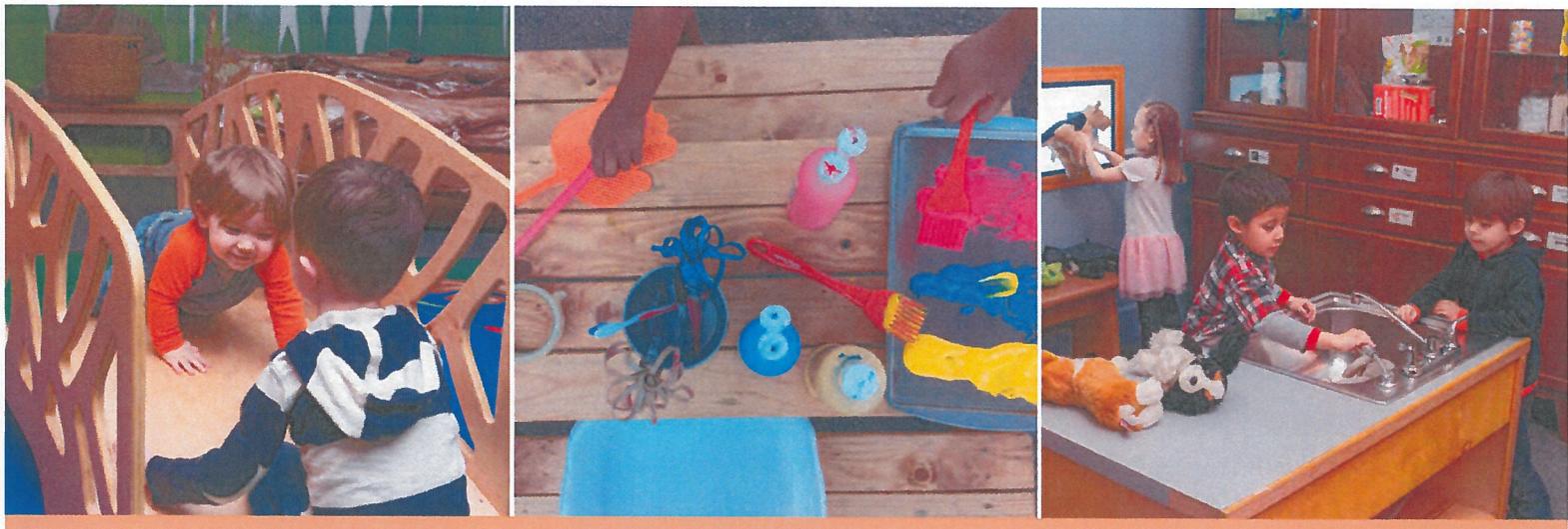
3.4 Program Specifics

Kid Time is a children's museum but it is not your typical children's museum. It exists to serve an important community need during a time when it is most effective and cost efficient – while the child's brain is still developing.

Building upon what is already in place, Kid Time will become the destination in Medford for family learning, early childhood development, educational recreation, and arts and culture, all in one convenient downtown location.

Children's Museum

Kid Time's hands-on exhibits offer children and families a way to learn about the world through interactive play. The new facility will offer more opportunities for local businesses to engage with the community and participate in the education process by representing their industry in a playful, child-friendly environment. Exhibits will be expertly designed, multi-sensory, and full of wonder, and amazement for all.



In the new facility, exhibits will continue the emphasis on early childhood development, but will also offer a new layer of engagement for older children. Considerable community feedback has shown the need for families with children of varying ages to be able to participate together. Older children have also expressed a desire to continue their Kid Time experience.

Once in the new facility Kid Time will continue its relationship with the Medford School District whose exhibit will allow parents to learn:

- which school their child will attend in kindergarten
- important upcoming registration dates
- how to use Kid Time for kindergarten readiness
- how best prepare their child and family for the transition into kindergarten

Kid Time's exhibits are not just fun; They offer a vital learning and development experience not found elsewhere locally. As family members become more isolated from each other due to smartphones and increased screen time, the need

Learning Loft Preschool

The Learning Loft Preschool is a full-time, Reggio-Emilia inspired preschool that has received the highest quality rating awarded by the state, among many other accolades. The preschool serves children from all socio-economic backgrounds, and all levels of learning abilities.



We anticipate continuing to offer approximately 50% of all our enrollment opportunities through Preschool Promise, a state funded program that allows families at or below 200% of the federal poverty level to participate in the program at no cost. Preschool Promise differs from HeadStart which requires families to be at or below 100% of the poverty level. The distinction is important in that Preschool Promise reaches many working families who don't qualify for HeadStart. Additionally, the fact that The Learning Loft at Kid Time is – and will continue to be – located downtown makes it convenient for many parents working in the vicinity. Additional enrollments include private pay students and those assisted through scholarships (grant or donation funded) or other collaborative efforts like Early Intervention.

The new location will allow us to increase the size of our preschool by 12 full time enrollments.

Partnerships/Bus Program

Many organizations use the Kid Time facility to provide activities for the families they serve. Because Kid Time does not feel like an “agency” it is easy to get high levels of participation. Partnering organizations use Kid Time for play groups, parent education classes, to increase parent/child interaction or improve bonding, decrease the effects of adverse childhood experiences, etc.

To better serve the community the planned Carnegie Library expansion will include a multi-purpose meeting and education space that will be available to partners during and after hours.

Another successful program that will expand upon relocation is the Kid Time Bus Program. Children currently in home daycare facilities, or other situations where the educational opportunities could be improved upon, are brought to Kid Time in the Kid Time bus to participate in drop-in programs. The children get quality educational experiences while their caregivers receive mentoring and professional development from Kid Time instructors to help improve the activities they provide on a daily basis. With additional program space and designated bus parking, this program will have the opportunity to expand. We already know the need is there: We currently serve 12 providers and approximately 150 children and already have an extensive waitlist.

Drop-in Educational Programs

Because nearly 70% of the children in our community are unable to access traditional preschool Kid Time works to provide an alternative that will give them quality learning experiences without the obstacles that prevent participation. Our drop-in museum programs feature the same curriculum, educational standards, teaching tools, and many of the same educators found in our preschool.

Our drop in programs currently have a participation rate of 3,000 – 4,000 participants per month, representing on average 800-1100 children. Whereas fulltime preschool comes with a hefty price tag (\$1000 per month), families engaging in museum drop-in programs can do so for less than \$10 per month. Many classes are offered in both English and Spanish since Latino families make up a large percentage of those who cannot afford traditional preschool.

Kid Time programs frequently utilize volunteer groups, including those from the Rogue Valley Manor, the Valley School, various local high schools, and community volunteers. Upon relocation we expect to capitalize on the visibility and convenient location and expand volunteer recruiting efforts and opportunities.

Kid Time programs target our core age group of children, birth through 6 years, and their parents/caregivers while also allowing room for improvisation should slightly older children attend. Program instructors play to the children while also modeling behaviors for parents/caregivers. Program calendars are distributed monthly and all activities are free with paid/scholarshipped museum admission. Examples include (but are not limited to):

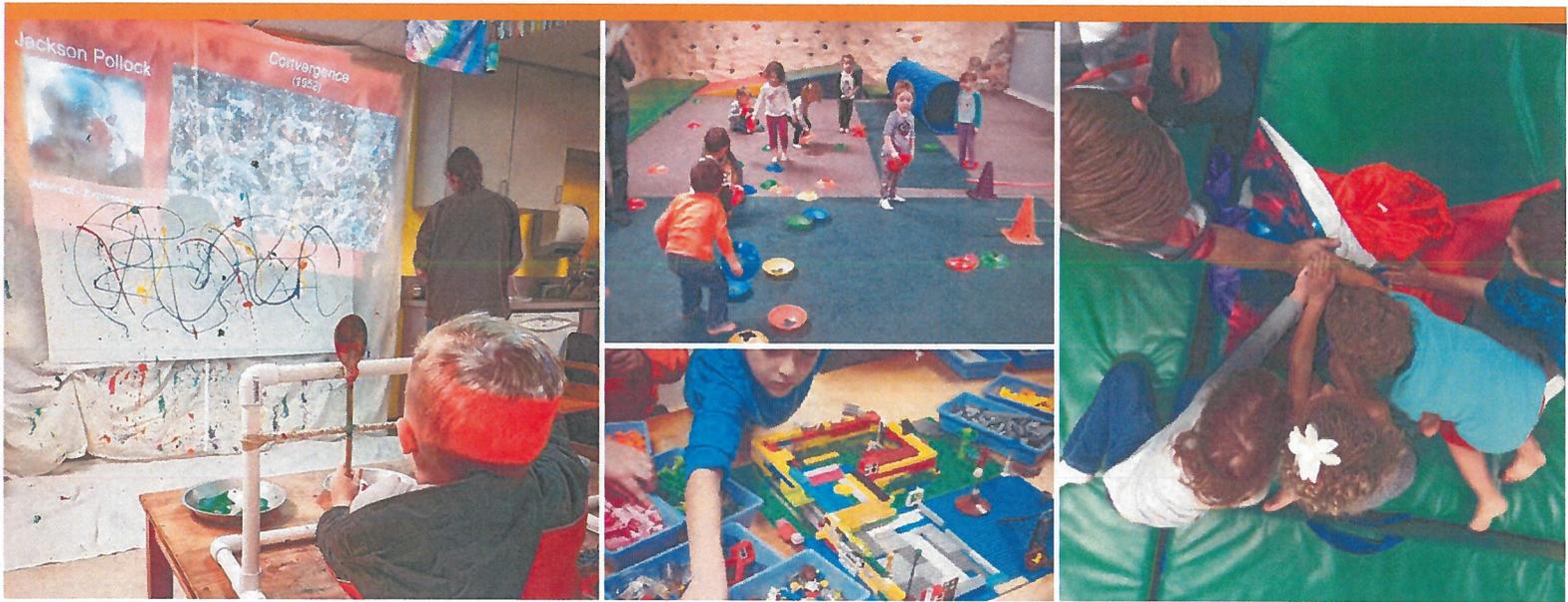


- Art Room – The Kid Time Art Room is a magical place in which kids are encouraged to explore, imagine, get creative and make a mess. We don't believe in requiring kids to color inside the lines so you'll find no coloring books in our art materials. What you will find is a wide and often unusual assortment of tools, like fly swatters, potato mashers, tall grasses and reeds, and catapults for kids to paint with, and "provocations" and instructor questions designed to get kids thinking outside the box. Art Room is by far our most popular program seeing between 3- and 4,000 visitors a month.

The Art Room is also host to a couple other programs including:

- Sound Painting – A musician, frequently from The Manor, plays live music (usually violin or guitar) while kids paint and the instructor asks provocative questions like, "What does loud look like?" and "What color is a slow tempo?" Kids learn to visually represent what they hear.

- Art History – A look back at some of the defining artists and eras in history. Kids get to create in the style of the artist(s) they learn about that day.



- Super Hero Training – is a gross motors skills class that emphasizes physical activity and being a good citizen. Children don their favorite super hero capes and run the “city scape” of obstacles.

Other similar classes include:

- Bilingual PE
- Super Hero Yoga
- Ninja Academy
- Music Time – our professionally trained musician/program director offers a number of age-appropriate music classes that introduce children to the brain-building wonders of music.
- Master Builder – an entire room dedicated to building masterful creations with Legos. Promotes social skills, problem solving, creativity and parent/child engagement.

Other program examples:

Alchemy * Read & Create * Play-n-Learn Play Groups * Bilingual Family Craft Time * Bilingual Craft Time * Have No Fear, We're Engineers

3.5 Educational Program Growth Plan

The planned addition will include specific spaces designed to meet the needs of educational programs. With participation rates rapidly growing, the need has outpaced the capabilities of our current location. The new areas allocated will be flexible, and designed to incorporate storage space for educational materials as well as handle the needs of both early childhood and school age children. We anticipate up to a 50% growth in participation.

New opportunities will include:

- Enhanced music & performing arts department
- STEM Education
- Larger art & creativity room
- Teaching kitchen and gardens
- Business Collaborative (Introduce industry and career opportunities)

4. Visitation, Programming, Preschool And Other Revenue

4.1 Visitation

Kid Time attendance often fluctuates with the weather. The addition of outdoor installations will increase attendance during nicer weather (a time that is often slower for Pacific NW children's museums) while increasing educational opportunities.

Visitation at Kid Time has been steadily increasing thanks to the addition of drop-in programs and an ever-changing roster of exhibits.

In 2017 Kid Time had 85,625 visitors (including preschool students).

Based on the experience of similar organizations we estimate a 20% increase in museum visitation the first year after relocation, and a conservative 3-5% annual growth in subsequent years. Additional "bumps" in visitation can be expected with the installation of special exhibits, events, or program enhancements.

Of those who visit, approximately half require some sort of financial assistance through membership scholarships, tuition assistance, government funded preschool program for families at risk, one of our many partnerships with community social service programs, or other measures to serve families in need. This effort will continue in the new location as we strive to serve those most vulnerable in an area of Medford most populated with children at risk.

4.2 Admission Rates

Regular admission ticket prices are as follows:

- FREE for children up to 1-year old
- \$10 per child 1 – 12 years old
- \$6 per adult

Kid Time admission rates tend to increase modestly about every 4-5 years. We have no plans to increase prices at the time of relocation or within the first few years.

4.3 Membership

Should a family visit, pay full admission, and fall in love with Kid Time, they can apply the full cost of their admission to a membership as long as they purchase the membership the same day. Memberships prices are as follows:

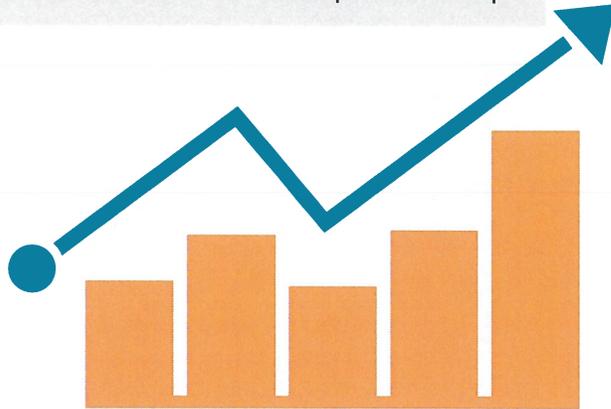
- \$45 for a 3-month membership
- \$75 for a 6-month membership
- \$105 for a 1-year membership

Memberships allow a family of 4 (2 adults, 2 children) free entry to the museum any time it's open. Additional family members can be added to a membership for a small fee.

We understand that admission prices may be cost prohibitive to many in our target demographic, therefore we offer generous reduced cost memberships and scholarships. Approximately half of the families we serve receive some sort of scholarship.

In 2017 Kid Time sold 2,290 family memberships representing approximately 1650 families

- 1,133 3 month memberships
- 166 6 month memberships
- 448 12 month memberships
- 543 6 month scholarship memberships



Upon relocation we anticipate steady growth in these numbers: initially a 20% increase followed by 3-5% growth in subsequent years based on population trends. We will continue to provide scholarships and financial assistance to those in need, as serving ALL children is a priority, regardless of their ability to pay.

To encourage membership we will also implement:

- Corporate membership opportunities for business partners
- Homeschool membership programs
- Enhanced nonprofit organization partnerships with (but not limited to) the following:
 - o Family Nurturing Center Outreach Program
 - o LISTO
 - o HeadStart
 - o DHS
 - o Southern Oregon Early Learning Services
 - o Medford School District
 - o YMCA
 - o Early Intervention
 - o Jackson Care Connect & AllCare
 - o Kids Unlimited

4.4 Paid Programming

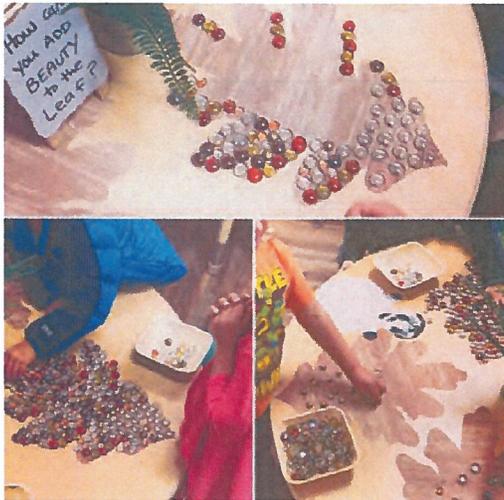
While most Kid Time programs are free with paid admission, we also offer expanded programming in the form of summer camps. Camps run 3 days a week, are built around a theme, and cost \$75 per camper.

Summer Camp Revenue will increase with additional museum and outdoor space. We anticipate running 10 weeks of camps, with a combination of half and full day camps, and the addition of camps for older age groups.

The new and expanded facility will also create additional opportunities for paid workshops, winter/spring break camps and other revenue generating activities.

4.5 Preschool

The Learning Loft Preschool currently has 68 full-time enrollment opportunities. With a mixture of full and part-time students The Learning Loft currently serves 102 children and is at full capacity. We also have a waitlist for the next school year consisting of 47 families. That number doesn't include at least 40 families expecting to return after this year. It is unlikely that we'll be able to serve all of those currently on the waitlist.



Upon relocation we will have the capacity to serve 80 full time enrollments (an increase of 12) and expect at least 60% of all children to receive financial help.

As a high quality, 5 star program, our fees are comparable to other 5 star programs, but higher than lower rated programs. Our tuition prices reflect the education and training required from our teachers, the curriculum and quality of materials we use, the food program we provide, the added music program, etc. Full-time, 5 day per week preschool currently costs \$1025 per month for the 10 month school year. Part-time schedules range from \$250 a month for a 2 day half-day program and go up from there.

4.6 Partners

Kid Time partners with many local organizations serving children and families, as well as regional and national organizations to bring best practices and unique resources to our community. Kid Time is an organization built *by* the community, *for* the community and, as such, it reflects the industries, resources, and opportunities found here while striving to meet the needs of a diverse population.

We have partners that rely on us to provide support services, professional development, and of course a welcoming facility. We have partners that provide many resources to us and make our efforts possible. We are a collaborative entity and will continue to build new partnerships while nurturing our current ones to create destination we can all be proud of.

Partners include but are not limited to:

- Rogue Credit Union
- Family Nurturing Center
- JB Steel
- Rogue Valley YMCA
- Rogue Community College
- Medford School District 549C
- LISTO
- Southern Oregon Early Learning Services
- AllCare
- Jackson Care Connect
- DHS
- Central Point Family Dentistry
- Oregon Community Foundation
- Douglas ESD Early Intervention Services
- WinterSpring Center for Loss & Grief
- Child Care Resource Network
- Oregon Early Learning Division

4.7 School Groups and Home Schooling

Kid Time is a frequent destination for field trips and home schooling groups. With the relocation, plans will be made to expand on these opportunities using new program and classroom space and enhanced coordination with school district curriculum.

5. Operations

5.1 Staff

Kid Time is fortunate to have a team of experienced personnel, including highly qualified educators, to manage the organization, facilitate programs, educate, and provide community outreach.



Sunny Spicer
Executive Director

*Shannon Young
Roberts*
Assistant Director

Britt Zimmerman
Preschool Director

Connor Reese
Program Director

Pam Mein
Finance Director

Ed Grant
Facilities/Exhibit
Manager

See attached resumes of Management Staff

The remaining staff includes:

- **8 Preschool teachers** – Preschool teachers are responsible for teaching classes in the Learning Loft Preschool. Lead teachers have at least a Bachelor’s degree and both lead and assistant teachers go through extensive annual training to incorporate best practices and the highest quality educational experiences for students. Preschool Teachers also teach at least one drop-in museum program per week to make available the quality learning experiences found in the preschool to those who otherwise wouldn’t have access.
- **2 Teaching Aides** – Teaching aids provide support in the Learning Loft Preschool
- **4 Program Teachers** – Program teachers teach a wide variety of classes (see above) designed to enhance social emotional development, cognitive development, school readiness, fine and gross motor skills, and more. Instructors provide resources, assist parents/caregivers with a variety of questions and concerns, and help model skills and useful approaches to challenges.
- **1 Bilingual Educator** –Our Bilingual Educator is tasked with the same duties as program teachers but teaches in both English and Spanish, providing a much needed service to local Latino families hesitant to seek out traditional preschool and declining to participate in HeadStart in recent years.
- **4 Guest Services associates** – These staff members help monitor the safety of guests, provide resources, manage check-in and paperwork, and maintain a happy environment suitable for the learning-through-play process.
- **1 Facilities Assistant** – The Facilities Assistant provides maintenance and janitorial services throughout the building, keeping activities clean and orderly.
- **1 Bus driver** – The Bus Driver transports children participating in the Bus Program to and from other partnering entities to participate in our educational programs.

5.2 Board of Directors

The Kid Time Board of Directors is comprised of the following:

- *President:* Eric Dames, Attorney
- *Vice President:* Jeanne Pickens, Chief Operations Office, Rogue Credit Union
- *Secretary/Treasurer:* Sharon Schaefer, retired RN
- Andy Batzer, President, J.B. Steel
- Alicia Welder, M.D., Emergency Medicine, Asante Rogue Regional Medical Center
- Jeremy Markiewicz, Chief Deputy District Attorney of Jackson County
- Eric Torrey, Small Business Specialist, US Bank
- Sally Densmore, Retired Insurance Agent

5.3 Building Committee

A building committee will be appointed to help direct construction and major repair endeavors. Committee members will include:

- Andy Batzer, Kid Time Board Member and Construction Company Owner
- Ed Grant, Kid Time Facilities & Maintenance Manager
- Sunny Spicer, Kid Time Executive Director
- 2-3 community members with relevant expertise TBD

5.4 Development Committee

Well-connected community members with a passion for education and early childhood development are currently being approached for participation on a Capital Campaign Development Committee. Once a decision regarding the Carnegie Building is made, a formal ask will be made to the proposed committee members and a committee will be formed consisting of approximately 12 members including a few Kid Time Board Members, Sunny Spicer, Kid Time Executive Director and Shannon Young, Kid Time lead development team member.

5.5 Parent/Community Advisory Committee

An advisory committee of preschool parents, museum members, and community members is currently being organized to provide input on exhibits, programs, partnerships, and other important issues pertaining to the relocation and ongoing operation of Kid Time.

6. Marketing And Development

6.1 Capital Campaign

Kid Time staff members have been diligently researching successful capital campaign efforts for some time and engaging local experts in the process. Following the lead of many similar projects who have found success with municipality/nonprofit children's museum partnerships, we anticipate private, public, and foundation support for this exciting proposed project.

EXAMPLE 1: Hands-On Children's Museum, Olympia WA



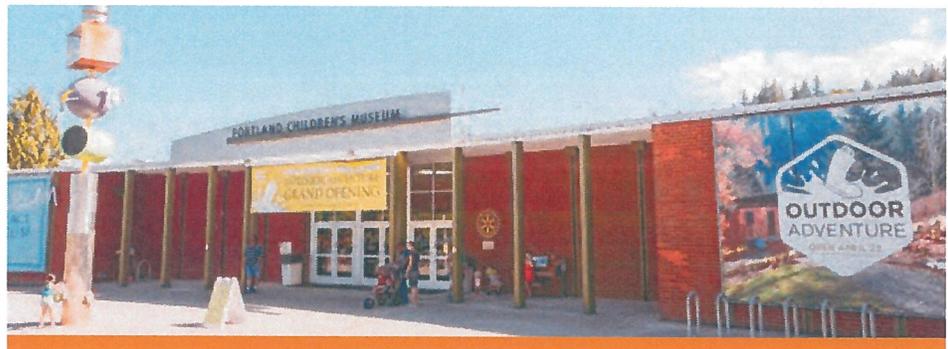
“ The City of Olympia has been a proud partner in the growth of the Hands-On Children's Museum over the years. We sincerely value the impact it's had on our efforts to draw tourists and attract investment downtown.”

Olympia Mayor Cheryl Selby ”

The Hands On Children's Museum in Olympia WA represents an \$18M project funded by individual contributions, corporate, foundation and public grants, business sponsorships, Public Facilities District (PFD) funds and City of Olympia Tourism funds.

EXAMPLE 2: Portland Children's Museum, Portland OR

The Portland Children's Museum is located in a building owned by the City of Portland Parks and Recreation. The city supplies the building, all utilities, and all building maintenance. The museum has raised the funding for improvements, including the recent \$4M “Outdoor Adventure”.



Excerpt from the attached letter from Portland Children's Museum Executive Director

“ From Portland Parks and Recreation's point of view, the Museum was able to keep a historic building alive and vital with a mission aligned with Parks' desire to provide an opportunity for learning through play. The Museum enhances Washington Park with a cultural amenity that draws people to the park and provides a much beloved family-friendly activity. In our 1.3-acre Outdoor Adventure, we promote nature play that particularly aligns with Parks' mission to get children and families out-of-doors. By repurposing an existing structure, the Museum is a shining example of the City's creative reuse. Portland cites the children's museum as part of its reputation for being a great place to raise a family, and businesses note our presence as an asset when recruiting new employees with young families to the area.”

Ruth Shelley, Executive Director, Portland Children's Museum ”

Kid Time is developing a formal campaign plan to be finalized once a decision is made. A basic outline with informal cost estimates, consistent with capital campaign size amounts that have been successful in the region, is as follows:

Capital Campaign Estimates	
Preschool/Lower Level	\$ 310,000.00
Main Building Upper Level	\$ 440,000.00
Phase 1 Exterior plus Modular Office	\$ 255,000.00
Move Costs	\$ 50,000.00
Addition	\$2,000,000.00
Addition Exhibits	\$ 500,000.00
Contingency	\$ 50,000.00
Paving	\$ 30,000.00
Outdoor Space	\$ 350,000.00
18 month Building Costs	\$ 90,000.00
Fundraising & Events	\$ 50,000.00
Total	\$ 4,125,000.00

Phase I 2017

- Complete strategic plan
- Update website
- Update marketing materials
- Update donor database
- Research grant funding opportunities
- Identify priority funding opportunities
- Enhance social media efforts
- Begin community awareness
- Begin Rotary and other service club presentations

Phase II 2018/19

- Goal \$1,100,000
- Finalize Development Committee
- Identify 3 grant opportunities per quarter
- Conduct 2-3 donor meetings per week
- Identify corporate exhibit sponsors
- Present sponsorship opportunities
- Hold one mini event bi-monthly
- Conduct monthly donor tours
- Hold one large scale event
- Send quarterly mailings
- Conduct bi-annual crowd funding campaigns
- Increase social media campaign
- Continue service club presentations

Phase III 2020-2023 - Goal \$3,000,000

Launch extensive campaign for the addition to the Carnegie Building, exhibits to fill the building, and complete outdoor installations. Efforts will be similar to Phase I but on a larger scale and will mark the completion of the vision set forth at the beginning of the project. Phase III will yield a world-class children's museum that will be a fruitful destination for many generations to come.

6.2 Ongoing Marketing & Development

Kid Time will continue to build upon marketing efforts currently underway, utilizing traditional public relations efforts, social media (our social media accounts are widely followed and very popular, and have even garnered enough attention to get paid corporate sponsorship as a brand ambassador for educational materials suppliers), paid advertising, etc. Shannon Young, an experienced media professional, is responsible for all communications, and Jennifer Davis, our long-time designer, manages artwork and images.

7. Financial Projections And Funding Sources

7.1 Financial Projections

Budget Projections	2020	2021	2022	2023	2024
Revenue					
Total Contributed Support	\$ 300,000.00	\$ 320,000.00	\$ 330,500.00	\$ 341,275.00	\$ 352,338.75
Total Earned Museum revenues	\$ 288,500.00	\$ 346,200.00	\$ 363,510.00	\$ 363,510.00	\$ 363,510.00
Learning Loft Preschool Revenue					
Learning Loft Tuition	\$ 300,000.00	\$ 309,000.00	\$ 318,270.00	\$ 327,818.10	\$ 337,652.64
Preschool Promise Contract	\$ 510,000.00	\$ 510,000.00	\$ 561,000.00	\$ 561,000.00	\$ 589,050.00
Total Learning Loft/Preschool Income	\$ 810,000.00	\$ 819,000.00	\$ 879,270.00	\$ 888,818.10	\$ 926,702.64
Total Earned Revenue	\$ 1,098,500.00	\$ 1,165,200.00	\$ 1,242,780.00	\$ 1,252,328.10	\$ 1,290,212.64
Total Income	\$ 1,398,500.00	\$ 1,485,200.00	\$ 1,573,280.00	\$ 1,593,603.10	\$ 1,642,551.39
Expense					
Total Personnel & Contracted Services	\$ 922,000.00	\$ 1,014,200.00	\$ 1,054,768.00	\$ 1,091,684.88	\$ 1,124,435.43
Total Non-Personnel Expenses	\$ 145,500.00	\$ 152,775.00	\$ 160,413.75	\$ 168,434.44	\$ 171,803.13
Total Non-Personnel Expenses Preschool Expenses	\$ 109,000.00	\$ 112,270.00	\$ 115,638.10	\$ 119,107.24	\$ 122,680.46
Reserve Fund	\$ 75,000.00	\$ 55,555.00	\$ 88,573.15	\$ 56,912.18	\$ 62,496.80
Contingency	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Occupancy expenses					
Utilities	\$ 30,000.00	\$ 30,900.00	\$ 31,827.00	\$ 32,781.81	\$ 33,765.26
Misc. Maintenance	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Maintenance Fund	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Landscaping	\$ 12,000.00	\$ 13,000.00	\$ 14,000.00	\$ 15,000.00	\$ 16,000.00
Insurance	\$ 25,000.00	\$ 25,750.00	\$ 26,522.50	\$ 27,318.18	\$ 28,137.72
Janitorial	\$ 15,000.00	\$ 15,750.00	\$ 16,537.50	\$ 17,364.38	\$ 18,232.59
Total Occupancy expenses	\$ 122,000.00	\$ 125,400.00	\$ 128,887.00	\$ 132,464.36	\$ 136,135.58
Total Expense	\$ 1,398,500.00	\$ 1,485,200.00	\$ 1,573,280.00	\$ 1,593,603.10	\$ 1,642,551.39
Net Ordinary Income	-	-	-	-	-

7.2 Earned Revenues

Current earned revenue sources include:

- membership sales
- daily admission
- field trips
- special events
- gift shop and refreshments
- preschool tuition
- Summer camps

Future earned revenue opportunities with an enhanced facility will include:

- paid programming
- outdoor events
- expanded programs for older children
- music education
- professional development
- parent education
- increased special events
- increased partnership opportunities
- expanded business collaborations

In keeping with our mission to make sure our activities are accessible, efforts will continue to keep scholarships in place for those who are unable to afford fee-based activities.

Membership and admission currently account for about 20% of our earned revenue. We expect that number to increase after the relocation. Contracts and private tuition for the preschool account for the largest portion of the budget (approximately 55%), however preschool costs (staffing and related expenses) also account for the largest portion of the operating budget.

7.3 Contributed Revenues

Contributed revenues have historically been a smaller part of our operating budget (20-30%), and we will continue to rely primarily on earned revenues for basic operating costs. We expect that free programs and scholarships will still need community support, and expect the enhanced visibility and prominence of the new location to help encourage future funders.

We will also seek business sponsors and donors for special projects and capital improvements including new exhibits, the proposed expansion, improvements to the outdoor space, and the required renovations.

7.4 Expenses

By partnering with the City of Medford we will decrease ongoing occupancy costs so that our programs can remain affordable and accessible to all.

Of the remaining costs approximately 65% is related to staffing, as to be expected when offering educationally rich programs that require significant instructor participation.

(see above breakdown of expenses)



“
Every time I come here my imagination comes out and soars!
”
Lily, age 5



MUSEUM

November 2, 2017

Dear Medford City Council,

Please accept this letter of support for Kid Time Discovery Museum to enter into an arrangement with the City of Medford to transform the Carnegie Library and grounds into a new children's museum as Kid Time's permanent home.

portland
children's
Museum

Since 2001, Portland Children's Museum has occupied a building owned by Portland Parks and Recreation, the former Oregon Museum of Science and Industry. Moving into a Portland Parks building was a natural extension of the Museum having been founded in 1946 as a Portland Parks program. Now an independent private nonprofit, we have a generous 30-year lease for this property, which has benefited both the Museum and the City.

From the Museum's point of view, we appreciate the stability of a long-term home with our landlord, Portland Parks, continuing to provide capital maintenance and baseline utilities. We enjoy a central location in Portland's beautiful Washington Park, which brings us visibility and drop-in traffic. Our visitors enjoy a relationship with our building that often spans generations, as parents and grandparents remember coming to our facility as children when it was OMSI.

portlandcm.org

P. 503.223.6500
F. 503.223.6600

4015 SW
Canyon Road
Portland, OR
97221

From Portland Parks and Recreation's point of view, the Museum was able to keep a historic building alive and vital with a mission aligned with Parks' desire to provide an opportunity for learning through play. The Museum enhances Washington Park with a cultural amenity that draws people to the park and provides a much beloved family-friendly activity. In our 1.3-acre Outdoor Adventure, we promote nature play that particularly aligns with Parks' mission to get children and families out-of-doors. By repurposing an existing structure, the Museum is a shining example of the City's commitment to creative reuse. Portland cites the children's museum as part of its reputation for being a great place to raise a family, and local businesses note our presence as an asset when recruiting new employees with young families.

In a world where collaboration is the key to success, a joint partnership between Kid Time and the City of Medford follows the path that many cities have already taken to embrace a new cultural amenity that not only enhances local quality of life, but also drives economic development. A fully activated city center with the Carnegie Library transformed into Kid Time will attract new Medford residents, drive tourism dollars, provide fulfilling employment, and encourage young families to stay in the area.

Thank you for considering my enthusiastic support for this potential agreement with Kid Time Discovery Museum!

Sincerely,

Ruth G. Shelly

Ruth G. Shelly
Executive Director

the museum that doesn't act like a museum

November 14, 2017

City of Medford
411 West 8th Street
Medford, Oregon 97501

To Whom It May Concern:

I am writing on behalf of the Kid Time Children's Museum to advocate for the change in venue for the Museum. I have been in Medford for 3.5 years as the Superintendent of the Medford School District and have visited the Kid Time Museum several times. The Kid Time mission to serve young children and their families to support the academic, intellectual and physical growth of children is outstanding. I believe the students who are exposed to these types of activities become more confident and inquisitive learners and ultimately perform better in our schools.

As I understand it, the Kid Time Museum is seeking to move into the old Carnegie Library located next to Alba Park. This seems to be a perfect move for the Museum due to its current situation with sharing space, and due to the physical space of the Carnegie Library and the proximity to Alba Park for outdoor activities. This could be a win-win for the city to have a permanent tenant in this valuable historic property, for the community to have greater access to the Museum and for the Museum to have a greater variety of indoor and outdoor programming.

As always, thanks for your continued partnership.

Sincerely,



Brian Shumate, Ph.D.
Superintendent



JACKSON COUNTY

Oregon

**District Attorney
Criminal**

Beth Heckert
District Attorney

815 W. 10th
Medford, OR 97501
Phone: 541 608-2905
Fax: 541 608-2982
heckerbe@jacksoncounty.org

TTY: (541) 774-8186
www.jacksoncounty.org

November 14, 2017

City of Medford
411 W. 8th
Medford, OR 97501

RE: Carnegie Library for Kid Time

Dear Council Members:

Thank you for allowing me to weigh in on this important proposal. Kid Time is a very effective resource in our community providing both structured and free play opportunities for children who might not otherwise get that experience. I believe that by investing in early childhood education opportunities for children in our community we can reduce the social costs that come from poverty and crime. When a child is in this critical time of brain development, providing experiences in a discovery museum and early learning center is vital. The educational experience promotes positive relationships in families that are struggling. That positive influence helps parents in everyday issues they face with their children. Kid Time has been a proven community partner for many years and I believe they would be an asset to downtown and bring more families into the downtown core area where Carnegie Library is located.

Sincerely,

Beth Heckert
District Attorney



Southern Oregon
Early Learning Services

Pam Thompson Arbogast
EI/ECSE of Southern Oregon ESD

Scott Beveridge
Southern Oregon Education Service District

Amy Buehler
Jackson County Mental Health

Susan Fischer
AllCare Health Plan

Michelle Gallas
Imagine that...Creative Children's Center

Hannah Ancel
Jackson Care Connect

Martha Ibarra
City of Medford Police Department

Jennifer Johnstun
Primary Health of Josephine County

Rosemary Jernigan
Department of Human Services, District 8

Karla McCafferty
Options of Southern Oregon Inc.

Eileen Micke-Johnson
Rogue Community College

Lee Murdoch
Retired Pediatrician

Nancy Nordyke
Southern Oregon Head Start

Lisa O'Conner
The Family Nurturing Center

Kelly Soter
Jackson Elementary School

Mary Wolf
Child Care Resource Network

Susan Zottola
Grants Pass School District No.7

René Brandon
SOELS Hub Director

November 7, 2017

Medford City Council
411 W 8th Street, Room 310
Medford, OR 97501

Members of the Medford City Council,

The Southern Oregon Early Learning Services (SOELS) Hub enthusiastically supports Kid Time's proposal to seek a permanent home within the Carnegie Building in Medford.

Southern Oregon Early Learning Services Hub is this regions' early learning hub, serving Jackson and Josephine Counties. There are sixteen hubs in Oregon and each one works with local partners in the fields of K-12 education, early learning, health, social services, private sector businesses, and with parents to strengthen our region's partner collaboration within the early childhood system, and to improve services to children and families so they are healthy, stable and attached, and children reach kindergarten prepared to succeed.

The Hub has invested funding into Kid Time programming over the last two years because we see the amazing return on investment this organization provides to our children and families. We also engage Kid Time leadership in many hub initiatives because they offer a unique service in our region and have shown themselves to be very collaborative with other early learning partners and strive to reach as many children and families as possible with high quality services. Kid Time, with Sunny Spicer as the Executive Director and champion for the families in our region, is a shining example of what a committed partner can contribute to the community. Literally, thousands of children have benefitted from the hands-on exhibits, teacher-led art, music and tumbling classes as well as the preschool opportunities provided at Kid Time.

SOELS is especially eager to see this move supported because it will improve access for many families. The Carnegie Building is located near the new Jackson County Health and Human Services building, which provides many family services including WIC, Maternal Child Health, Immunizations, Family Planning Clinic and Developmental Disabilities Services. Families are already in the neighborhood for

Southern Oregon Early Learning Services
101 N. Grape Street · Medford, OR 97501 · 541-858-6731

these services and bringing Kid Time into the neighborhood makes a lot of sense and will strengthen that area of Medford in a family-friendly way.

Located within a couple of blocks of the Carnegie Building is the Family Nurturing Center, our region's relief nursery serving our most at-risk families, and the Rogue Valley YMCA, a long-standing oasis for family-centered activities, as well as OnTrack, whose families receive substantial support from Kid Time. These organizations are strong community partners with Kid Time. Having each partner in such close proximity will greatly enhance opportunities for more joint activities.

Additionally, this move puts Kid Time in closer proximity to West Medford, one of the most impoverished areas of Medford. It will allow our city's most vulnerable children and families better access to a very supportive learning and play environment that provides the foundational skills necessary for children to arrive at kindergarten prepared and supported for success and provides families with a venue to enhance social connections with other parents, removing the isolation that is so common for young families. It is well-known that children in poverty arrive at kindergarten less prepared for success than their more affluent peers. Kid Time is one organization that helps to level the playing field for these children.

By selecting Kid Time to move into the Carnegie Building, the City of Medford will be collaborating with the early learning community as we strive to move the needle in increasing the number of early learning opportunities available to children prior to kindergarten and in increasing the number of healthy, thriving families who grow up here and stay here. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "René Brandon". The signature is fluid and cursive, with a long horizontal line extending to the right.

René Brandon
Director
Southern Oregon Early Learning Services Hub



November 10, 2017

Dear Medford City Council,

It is a pleasure to write a letter supporting Kid Time Children's Museum's proposal to relocate their facilities to the historic Carnegie Library. Kid Time is highly regarded throughout Southern Oregon for creating exceptional community learning environments and engagement opportunities for the community at large. As a long-term collaborator with Kid Time, and a frequent user of the facility, the Family Nurturing Center is delighted at the prospect of having Kid Time closer to our facilities, the Health Department, and the courts, so that it can continue to support families across all socioeconomic backgrounds. Kid Time is a beautiful environment for family growth and bonding. For many of the families we serve, it is the one place they can enjoy their family time in a warm, safe, engaging learning environment that doubles as respite. Parents can take a well-deserved break and watch their kids play, or use the opportunity to engage and grow with their child. Many of our families working to overcome major obstacles in their life have shared with us how much they appreciate the opportunity to visit Kid Time.

Kid Time has a history of working closely with agencies throughout the community. The administration and board have been willing to make the facility and programs available for reduced or no cost to other nonprofit agencies, particularly ones like the Family Nurturing Center that serve high-risk, low-income families. The staff members at Kid Time have done an incredible job creating dynamic learning environments that are appropriate for children from varied backgrounds and with unique characteristics and needs, while incorporating the principles of Trauma Informed Care. Kid Time is progressive in its program delivery and has created a multitude of pathways for parents to get involved: by providing transportation to families and childcare providers, offering culturally specific programs to children of color, and by partnering with Early Intervention to identify and refer kids who show signs of developmental delays.

Kid Time's community-based approach offers an invaluable asset for the immediate Medford community and broader region. The belief that parents and children can strengthen their relationships and improve outcomes through positive, healthy engagement, in safe and enriched environments has always been a driving force at Kid Time, and aligns perfectly with our mission at FNC. Their work is also ideally suited to assisting the City of Medford in building a safe and healthy community. Medford would benefit from partnering with Kid Time in providing reciprocal services, like offering kids on scholarship at the city the ability to use Kid Time facilities, or by creating multigenerational opportunities for seniors to engage with children. Such services can help reduce isolation and build protective factors in the broader community, ultimately reducing the likelihood of child maltreatment.

On behalf of the Family Nurturing Center, I offer my enthusiastic support for Kid Time's proposal and pledge our continued support and collaboration with them as we work to improve the lives of all children in our community.

With kind regards,

Lisa O'Connor, CEO



Changing healthcare to work for you

November 17, 2017

Medford City Council
411 W. 8th St., Room 310
Medford, OR 97501

Re: Kid Time Children's Museum Proposal to Lease the Medford Carnegie Library Building

To Whom It May Concern:

It is a great honor to send this letter in support of Kid Time's proposal to move into the Carnegie Library building, turning it back into a place of relevance and growth for the Rogue Valley. While the building itself is remarkable to see, for those of us that have grown up in Southern Oregon it has always been the activities that take place inside its walls that set it apart. As a child I remember visiting the building with my mother and grandparents for summer reading activities, visiting with my YMCA camp, and even doing some of my first research projects at its computers. The vision created by Kid Time for renewing the building as a resource for learning, discovery, and family connection is impeccable and unmatched.

The heart of downtown Medford is a special place and, 18-years into my career as an educator and early childhood systems leader, I can think of no better resource to place in its center than a Children's Museum. When we look at communities around the world, those that flourish lend special attention and resources to lifting up their youngest members and seeking to empower those who care for them through social connections, an understanding of childhood development, and concrete support in times of need. Kid Time provides for all of these best practices in a way that is aesthetically pleasing with regard to their exhibits, of the highest quality by industry standards for their education programs, and impactful according to practices of Children's Museums worldwide.

As a health care company, AllCare Health of course seeks to provide for the immediate and ongoing medical needs of our members. We recognize, though, that this is not enough. If we want to see our members reached with better care, resulting in better outcomes at lower costs, then a more proactive model of prevention and promotion is needed. We are moving upstream and Kid Time is a partner that we are proud to stand beside in their process. Education, social supports, and access to baseline health care screenings are all Social Determinants of Health that the organization is able to offer to a population that may not otherwise be reachable. This proposal ultimately results in the improvement of our population's health, which translates directly into cost saving for our community.

1701 NE 7th St.
Grants Pass, OR 97526
Phone (541) 471-4106
Fax (541) 471-3791
Toll free 1 (888) 460-0185
TTY/TDD 1 (800) 735-2900
allcarehealth.com



Changing healthcare to work for you.

One final aspect that I would put forth in this recommendation is that our region is constantly in a battle to recruit healthcare professionals. We engage in this effort on a continuous basis and have to compete with markets with more appealing offerings. When we as a community choose to place children at the center—literally and figuratively in this case—of our daily lives, this value will be apparent to those considering the Rogue Valley as an option for where to bring their talents and revenues.

I wish the Council all the best in their deliberation of this matter and am available to speak further about this recommendation as it may best serve our community.

With Highest Regards,

A handwritten signature in black ink, appearing to read "Susan Fischer", written in a cursive style.

Susan Fischer, M.Ed.
Health & Education Integration Coordinator
susan.fischer@allcarehealth.com

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Grants Pass, OR 97526
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allcarehealth.com



November 13, 2017

Letter of Support for Kid Time Children's Museum

As Manager of Child Care Resource Network, the Resource and Referral Agency for Jackson and Josephine Counties, I extend full support to the proposal for Kid Time Children's Museum to have a permanent home in the Carnegie Building in downtown Medford.

Kid Time is a valuable resource for children and parents in our area. Many children have do not have the opportunity for high quality early learning experiences that are so important to building early learning skills and that support social emotional development.

Kid Time fills this role is an exemplary way, offering a range of experiential, hands-on, fun activities and learning opportunities in music, art, drama, and history that are not available to underserved children in any other venue.

Locating Kid Time permanently in downtown Medford would give children farthest from opportunity the chance to take advantage of this great benefit. All children love coming to Kid Time; it is important to ensure that all children have that opportunity.

Sincerely,



Mary Wolf
Child Care Resource Network Manger

CHILD CARE RESOURCE NETWORK
A PROGRAM OF SOUTHERN OREGON EDUCATION SERVICE DISTRICT



CCRA Office
35 S. Bartlett Street, Medford OR 97501

CCRN Mailing Address
Southern Oregon ESD, 101 N. Grape Street, Medford OR 97501

Circuit Court of the State of Oregon for Jackson County



Jackson County Justice Building – 100 S. Oakdale, Medford, OR 97501

Telephone (541) 776-7171

FAX (541) 776-7057

Lisa C. Greif, Judge

April 2, 2018

Medford City Council
411 West 8th Street, Room 310
Medford, OR 97501

Re: Kid Time

Dear Members of the Medford City Council:

It is critical for young children and their families in our community to have a safe, nurturing environment like Kid Time where they can benefit from high quality, interactive educational exhibits. Kid Time also provides wonderful opportunities for instructional programming and outdoor adventures in addition to the play areas within its indoor space.

I currently have one of the children in my Community Family Court (CFC) session who attends the Learning Loft Preschool at Kid Time. CFC is our treatment court designed for parents who are involved with DHS Child Welfare who have substance abuse as one of their primary issues. This youngster has not only been exposed to parental substance abuse, but his father was a significant perpetrator of domestic violence against his mother. He was in need of early intervention services and additional support in his preschool setting. Kid Time has been providing him with these things and he is really benefitting from the Learning Loft Program. In addition, many of the children who I have had in both my past CFC and juvenile court caseloads have enjoyed hours of fun play time at Kid Time with their families and friends.

Kid Time is an asset to our community and I would urge the City Council to grant Kid Time's application to lease the Carnegie Library Building.

Very truly yours,

A handwritten signature in black ink, appearing to read "Lisa C. Greif".

Lisa C. Greif
Circuit Court Judge

January 8, 2018

Members, Medford City Council
411 West 8th Street, Room 310
Medford, OR 97501

Dear Councilors,

The application you have before you from Kid Time for use of the Carnegie Library gives you the opportunity to make history, change lives and strengthen the economy in a way that will show your foresight well into the future.

This is because there is undisputed evidence that the earlier children experience "play" in a safe, stimulating environment, the greater chance they have to stay away from drugs and criminal activity, to graduate from high school, to break the cycle of poverty, to live engaged, productive lives. When this "play" is in the company of a parent or another trusted adult, the bonds that form strengthen the chance of those positive outcomes occurring even further.

You have a "perfect storm" of an opportunity that will impact generations:

- * You have a city-owned facility in an optimum location that, as it reverts to the original purpose of learning that Andrew Carnegie had in mind, would become a popular downtown destination for both residents and visitors.
- * You have an experienced staff of professionals who have managed Kid Time so successfully that it is in critical need of more room, especially one with both indoor and outdoor spaces, and who have given you a compelling plan, enthusiastically supported by community leaders and partner organizations.
- * You have KOBI-TV about to embark, in partnership with the Oregon Community Foundation, on a year-long focus on the importance of early childhood programs that will bring wide-spread awareness to the needs that exist and the benefits of programs such as Kid Time provides.
- * You have hundreds, if not thousands, of kids in need.

I join other advocates for young children who may not be able to speak for themselves, in encouraging you to give favorable consideration to the Kid Time plan for the Carnegie Library.

Thank you,



Lyn Hennion

Note to those who may not know me: I am a former board member of the Oregon Community Foundation and was the first chair of the Reed and Carolee Walker Fund Advisory Committee of OCF, which grants close to \$2 million/year to non-profit organizations in Jackson County.

I am a currently a board member of the Children's Institute, the mission of which is "To move research to action by promoting cost-effective public and private investments in our youngest children, prenatal through third grade."

Through service with these organizations and others, I have learned, without a doubt, that dollars spent on early childhood programs are the best investments that can be made for the future economic health of a community.

And no, I haven't moved into town from Buncom, but I do pay Medford utility fees at my "mailing address" (on page one) here in Medford!



Rogue Community College
EARLY CHILDHOOD & ELEMENTARY EDUCATION
114 S. Hartlett Sr.
Medford, OR 97501

November 13, 2017

To whom it may concern,

I am writing in support of the proposal for Kid Time Discovery Experience to have a permanent location in the Carnegie Building. Kid Time is such a worthy organization and provides such a vital service in downtown Medford.

Not only do they provide a wonderfully enriching experience for all children, but they have a high-quality early learning center as well. Within this program they serve at-risk children, providing them the opportunity to gain vital skills in order to be able to enter kindergarten ready to succeed. These are children whose families would not be able to access quality preschool experiences otherwise. Kid Time also reaches out to family home child care providers, including Spanish-speaking providers, to enrich those programs by providing hands-on experiences at Kid Time.

Kid Time is a very visionary program which provides a vital service in the city of Medford and all of Jackson County. In this day and age of so much technology, the vital hands-on aspect of play and learning which they provide is needed more than ever in our community.

I highly recommend the selection of Kid Time. As a well-established non-profit, I think they are indeed a worthy choice to occupy the Carnegie Building, a treasure.

Please feel free to contact me should you require additional information.

Sincerely,

Eileen Micke-Johnson
Department Chair, Early Childhood & Elementary Education
Rogue Community College
RVC-HEC201B
541-245-7553
emicke@roguecc.edu



City of Medford
411 West 8th St.
Medford, OR 97501

November 9, 2017

To Whom It May Concern:

As the President/CEO of Southern Oregon Goodwill® I am writing in support of Kid Time Children's Museum and their need for a permanent location. More importantly, their need for a permanent location that is in proximity to the people who need, and benefit from, the services they provide the children of our community.

Currently, they help support the natural growth, education, exploration and creativity of our youth – those members of our community who will be responsible for picking up where we leave off. They do this by providing self-directed, hands on opportunities, organized classes and camps. For children, the structure is such that they learn much more than the specific task, role or activity they are participating in – they learn how to play, share, problem solve and communicate with each other – valuable skills at any age.

Kid Time provides an extremely valuable service to the children of the Rogue Valley and the opportunity to secure a central location such as the Carnegie Building, would put these essential services right where they are needed the most. This downtown location would ensure access to Kid Time services for community members who don't always have resources available to help develop the foundational skills needed for success later in life.

By supporting Kid Time with a permanent home at the Carnegie Building, the City of Medford will show the community that it values the contributions of an organization that benefits the community and provides foundational services to future generations.

Sincerely,

Shae Johns
President/CEO
Southern Oregon Goodwill
541-973-4349
Shae.johns@sogoodwill.org



November 8, 2017

Medford City Council
411 W. 8th St. Room 310
Medford, OR 97501

Dear Medford City Council,

I am writing in support of the fantastic idea that the City of Medford would host Kid Time Children's Museum at the Carnegie Library Building. In our tourism landscape we recognize a shortage of family friendly venues in the Rogue Valley and can't help but get excited about the potential of this future project.

As tourism promoters, we've reviewed the architectural concept drawings and spoken to the staff at Kid Time to see the potential that this new facility will have on our residence as well as be a tourism asset in Downtown Medford. We fully back this project and hope the Medford City Council sees this proposal as attractive as we do.

We heartily support this proposal and hope the Medford City Council can make this opportunity a reality.

Sincerely,

A handwritten signature in black ink, appearing to read "BN", is written over the word "Sincerely,".

Brad Niva
Executive Director
Travel Southern Oregon
100 East Main
Medford, OR 97501
Cell: 541-287-3047

United Way
of Jackson County



January 22, 2018

City of Medford
411 W. 8th St.
Medford, OR 97501

To Whom It May Concern:

United Way of Jackson County is proud to write a letter of support for Kid Time Children's Museum's proposal for the Carnegie Library. The proposal to add this dynamic organization to downtown revitalization efforts bringing youth and education programs, a travel destination, jobs, and collaborations all in one opportunity is strong.

Kid Time has grown and become solid with a dedicated board and staff, along with strong community support. While there are many options to use the Carnegie Library, bringing young life and energy to re-energize downtown brings not just a surviving downtown but a thriving one.

We hope this proposal receives your ultimate support. If we can offer any other information, I hope you'll contact me directly at 541.773.5339 or email me at deeanne@unitedwayofjacksoncounty.org. Thank you!

Regards,

A handwritten signature in black ink that reads "Dee Anne Everson".

Dee Anne Everson
CEO/Executive Director

community compassion empowerment vision integrity community compassion empowerment vision integrity

1457 East McAndrews, Medford, OR 97504-6107 • 541.773.5339 • fax: 541.773.7042



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

November 13, 2017

To whom it may concern,

It is my pleasure to support the proposal for Kid Time Discovery Experience to have a permanent location in the Carnegie Building. Kid Time is such an important organization for the development of our youth and provides such a critical service in downtown Medford.

Not only do they provide an enriching experience for all children, but they have a high-quality early learning center as well. Within this program they serve at-risk children, providing them the opportunity to gain vital skills in order to be able to enter kindergarten ready to succeed.

Similar to the YMCA, the children come from families would not be able to access quality preschool experiences otherwise. Kid Time also reaches out to family home child care providers, including Spanish-speaking providers, to enrich those programs by providing hands-on experiences at Kid Time.

Kid Time is a forward thinking program which provides a critical service in the city of Medford and all of Jackson County. I applaud their hands-on aspect of play and learning which is needed more than ever in our community.

I strongly recommend the selection of Kid Time. As a well-established non-profit, I think they are indeed a worthy choice to occupy the Carnegie Building, a real Medford treasure. Please feel free to contact me if you need additional information.

Sincerely,

Brad Russell
CEO/Executive Director

Rogue Valley Family YMCA



522 West Sixth Street, Medford, OR 97501 – 541.772.6295 – fax 541.772.8427 - www.rvymca.org



To the City of Medford, Oregon:

RE: Carnegie Solicitation of Interest #17-018

The Southern Oregon Historical Society (SOHS) appreciates the opportunity to submit our response to the City of Medford’s Solicitation of Interest #17-018 CM for leasing the historic Carnegie Library Building.

We propose returning the building in part to its original usage by housing SOHS’s extensive library and archives on the ground floor, incorporating a media room for sharing selections from our historic film collection. The library and archives would be accessible to the public seven days a week with some evening hours a possibility.

Over time, we propose adapting the second floor as a public museum with exhibits from the million plus Southern Oregon artifacts in our collection; a children’s area that brings history to life for youngsters and parents alike; and a multi-purpose area. The latter might house rotating exhibits, be a venue for public talks such as “Tales from the Collection” or our current “Windows in Time” series, provide exhibit opportunities for the 15 other historical societies in Jackson County, and/or be used by other non-profits for special events.

We also envision developing and installing a series of interpretive signs about Medford history on the Carnegie grounds that would provide a “point-of-interest” stop for residents and visitors alike. The grounds would continue to be available for community events.

We believe these proposed activities would not only maintain and enhance community livability (Strategic Goal 8.4B), they would also provide recreational activities and opportunities that would improve the lives of Medford residents (Goal 1.5C). Moreover, ready and convenient access to our library resources which are used by local cities and developers in land use planning would be a public service enhancing and potentially expediting the development application review process improving economic development (Goal 5.1B).

We have elaborated on these ideas in our attached proposal. Specific information can be found on the following pages:

Organization Profile

Overview -----2

Personnel -----3

Financial Statements -----4

Litigation History -----6

References -----6

Proposed Uses, Activities, Operation and Schedule

Proposed Uses and Activities -----6

Lease Term -----9

Financial Information

Financial or Funding Capacity -----9

Revenue to the City -----9

We look forward to discussing our proposal in greater detail with the City Council in January.

Sincerely,

Douglas M. McGeary
President

SOHS Organization Profile

Overview

The Southern Oregon Historical Society was formed in March of 1946 by members of the Pioneer Society, the Sons of the American Revolution and the Daughters of the American Revolution. Its initial focus was the restoration of the abandoned 1883 Jackson County courthouse in Jacksonville to serve as a museum.

In 1948, the State passed legislation allowing a ballot measure to be presented to Jackson County citizens to fund the work of the Society. This "history" tax passed in November 1948, and SOHS filed articles of incorporation the following May.

Work began on the courthouse restoration the summer of 1949 and the building and museum were opened to the public in February 1950. Soon a request was made to help restore the Beekman Bank. Although Peter Britt's estate was offered to SOHS, the gift was declined; however, SOHS has conserved and managed Britt's studio contents and archives since 1954. In 1957, the University of Oregon placed the paintings of Dorland Robinson with SOHS on indefinite loan. In 1980, Mary Hanley, the museum's first curator, offered the Hanley Farm to the Society. In 1986, SOHS purchased the old J.C. Penney building in Medford, which allowed the Society to properly house its extensive archives and some Jackson County Records. The Society now curates and has responsibility for several hundred thousand artifacts and records of the history of Southern Oregon.

Until 1997, funding came from membership dues and nominal exhibit charges, but primarily from the voter approved "history tax." However, in that year Oregon voters passed a law that allowed counties to absorb special levy funds into the general fund, and by 2007, SOHS had lost its tax funding. In 2010, the Jacksonville Museum was closed.

Without a public facility, SOHS began outreach programs such as "History Made by You", a portable, circulating, award-winning exhibit program done in partnership with community organizations. "Windows in Time," a lunch-time program in conjunction with Jackson County Library Services, is another popular outreach effort that continues to grow.

In 2012, SOHS negotiated the transfer of the historic Jacksonville courthouse, St. Joseph's Catholic Rectory and the Cornelius Beekman house and bank to the city of Jacksonville. In 2016, SOHS and the county negotiated the transfer of SOHS interest in the U.S. Hotel to the County.

When a Heritage District ballot measure that would have provided sustained funding to SOHS and 15 other historical societies failed to pass, some people thought that would be the end of SOHS. Instead, SOHS found a resiliency it had perhaps forgotten it had. It tapped into the pioneer spirit and self-reliance that had created the organization; volunteers stepped up their efforts; trustees became a hands-on working board, and SOHS reinvented itself into the viable organization it is today.

In the past year, SOHS has renewed and updated its membership and increased it by 10%. Volunteers have staged eight major public events at Hanley Farm that have attracted some 4,000 visitors. Hanley Farm has also been the venue for one or two weddings almost every weekend from May through mid-October. We've reopened our research library and continued the partnerships cited above. We've insured the care and maintenance of the artifacts in our collection, continuing to share them through the Research Library, Hanley Farm, and the Beekman House and Bank. We've resumed accessioning items on a selective basis and have expanded access to the community for special projects. And we've undertaken major capital improvements to our infrastructure that will allow us to build on current programs and activities and expand on current offerings.

In short, we have operated a museum and we continue to operate a library and a living history farm while making our collection of hundreds of thousands of regional artifacts selectively available to the public. We believe our experience can bring the Carnegie to life through these programs, events, and activities that will make it a major enhancement to downtown Medford.

Personnel

Doug McGeary, President SOHS Board, is a Medford lawyer whose private practice emphasizes municipal and business law. Current clients include the cities of Ashland, Phoenix, Gold Hill and RVCOG. He previously served as Senior and Deputy District Attorney for Jackson County and Senior and Assistant County Counsel for Jackson County. He has also served as Budget Chairman of the Jacksonville Highway Board of Directors and has served on a variety of local non-profit boards. Doug was born and raised in Southern Oregon and he and his wife, Debbie, have raised their family here.

William Gates, Vice President SOHS Board, is a retired financial and marketing executive who worked with Fortune 500 companies and served as Vice-President for a lumber manufacturing company before co-founding and operating an educational services company for twelve years. He has been a member of numerous Chambers of Commerce and served on various boards including the Amigo Club of Ashland, soccer boards, and Tacoma schools as well as having served on the Ashland's Citizens Budget Committee. In addition to SOHS, he has volunteered with ACCESS, Oregon Shakespeare Festival, ScienceWorks and Osher Lifelong Learning Institute.

Dr. Phil Long, Immediate Past President SOHS Board, served the Medford School District for 30 years in a variety of roles, including middle and high school teacher, high school administrator, curriculum director, elementary education director and, for nine years, as superintendent. He came out of retirement for two years to serve as principal of Cascade Christian High School during that school's expansion process. He continues to work part-time as an educational consultant, lending his expertise to local school districts.

Paden Voget, Secretary SOHS Board, is a licensed Professional Engineer with over 15 years of experience in environmental and civil engineering consulting. She currently manages all weddings at SOHS's Hanley Farm. She offers expertise in environmental management; skills in event planning; and a working knowledge of local, state, and federal regulatory requirements and agencies, as well as a passion for preserving the knowledge of the past.

Scott Henselman, Treasurer SOHS Board, is owner-broker of Henselman Realty & Management which manages commercial and residential projects in Southern Oregon. A native of Medford, he has worked as an investment manager for over 22 years. Scott has served on the Medford Parking Commission, the Medford Downtown Revitalization Committee, the City's Urban Renewal Agency Ad Hoc Study Committee, and the Chamber's Transportation Committee.

Pat Harper, SOHS Archivist, has served in that position since 2010, added the position of SOHS webmaster in 2015, and served a stint as SOHS interim Executive Director in 2011-2012. Prior to joining SOHS, Pat was the Marin County Library Administrator in San Rafael, CA for 3 years and the Siskiyou County Library Administrator in Yreka for 11 years. She served an additional 14 years as a Reference Librarian. She holds a Master of Science in Library Science from the University of Illinois at Urbana-Champaign.

Stephanie Butler, SOHS Curator, is Coordinator of Southern Oregon University's Pre-College Youth Programs. She has served as volunteer SOHS Curator since 2016, and functioned as Assistant Collections Curator for the C.C. Beekman House and Hanley Farm for six years prior. From 2007 to 2009, she worked as Interim Executive Director for SOHS while also managing the Jacksonville Museum and Children's Museum. She has also served as Education and Programs Coordinator for SOHS's museums and other properties.

Financial Statements

A 3-year SOHS balance sheet and profit and loss statements appear on the next 2 pages (removable for public access purposes) along with an explanation of yearly variations. Additional commentary appears in our section on Financial/Funding Capacity on page 10.

Litigation History

Neither SOHS nor its principals have any litigation history within the past 10 years.

References

Oregon Historical Society
Kerry Tymchuk, Executive Director
(503) 306-5203
kerry.tymchuk@ohs.org
(See attached letter of support)

Jackson County Heritage Association
Maureen Smith, Secretary
(541) 821-9112
maureenas@charter.net

Historic Jacksonville, Inc.
Carolyn Kingsnorth, President
(541) 245-3650
info@historicjacksonville.org

We are also supported by the Jackson County Library Services District and KidTime. However, since we are in contractual negotiation with both these organizations, both of which affect and are partially dependent on the City's determination concerning occupation of the Carnegie Library Building, our boards did not feel that discussions with the City would be appropriate at this time.

Proposed Use, Activities, Operation, and Schedule

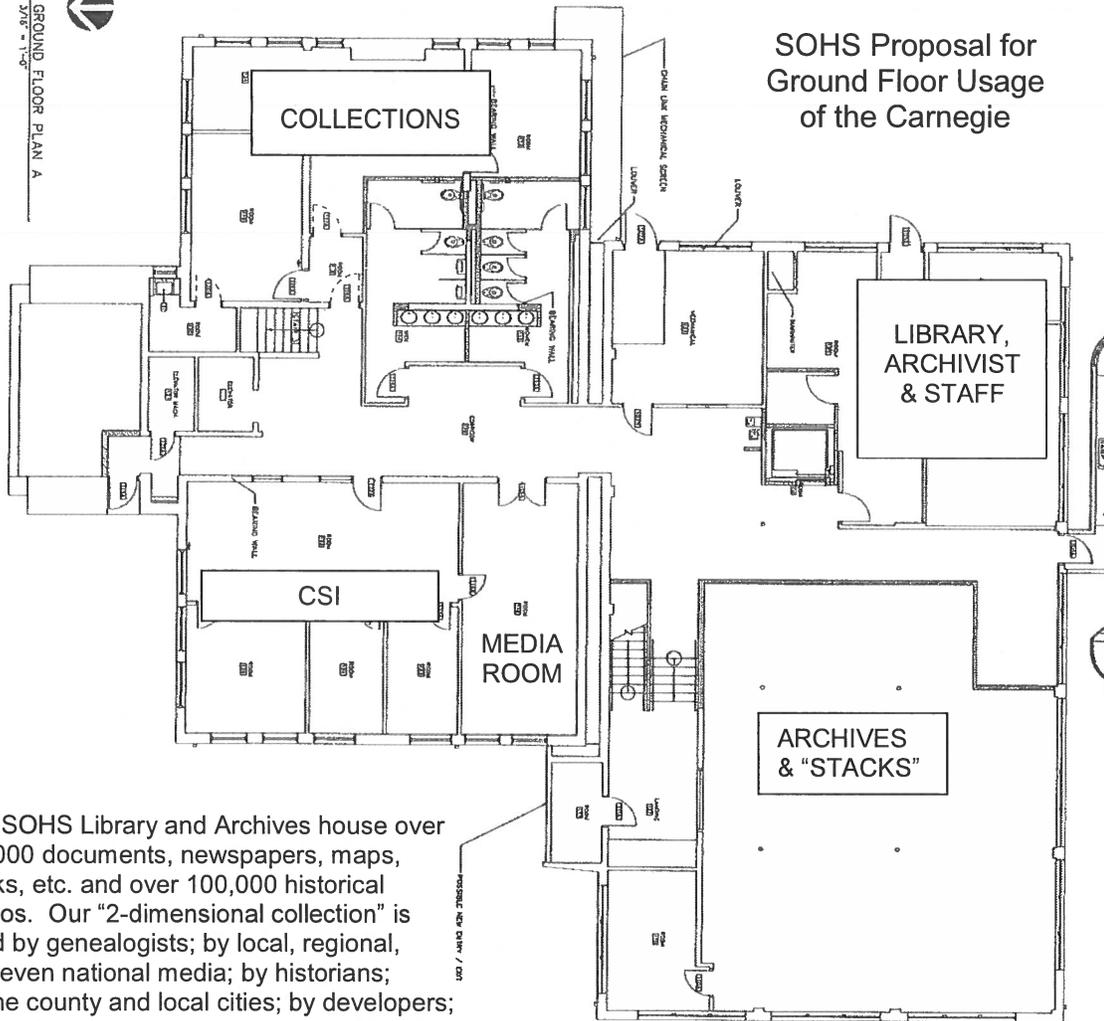
Proposed Uses and Activities

SOHS perceives our proposed uses and activities as an opportunity for the City to address a number of its 2015-20 Strategic Plan Goals and Objectives. As noted in our Executive Summary, we believe our proposed usages would maintain and enhance community livability (Goal 8.4B), provide recreational activities and opportunities that would improve the lives of Medford residents (Goal 1.5C), and potentially expedite the development application review process (Goal 5.1B) through enhanced and convenient access to our library resources used by local cities and developers in land use planning.

Our proposed Carnegie Building usage is addressed in more detail on the next two (2) pages. However, we are pleased that the SOI also includes the Carnegie's lovely grounds. We recognize that the grounds are a current concern of the City given the popularity of public parks with the region's growing homeless population. We propose to keep the grounds open for public events and activities in conjunction with the City's Parks and Recreation Department, nearby businesses, and with organizations such as the Multi-Cultural Festival.

We also see an opportunity to capitalize on existing Alba Park historical memorials such as the World War II Japanese mountain gun, and the statue, fountain, and benches honoring "Charley" Palm, one of Medford's first residents and largest early real estate holders in the city, through additional interpretive offerings of Medford's history on the Carnegie site. We propose a series of permanent, vandal-resistant signs, compatible with the site, that would share aspects of Medford's history and provide a potential tourist "point of interest," promoted by the Medford Chamber, the Medford Visitors Centers, and the Southern Oregon Visitors Association.

01
A2.2
GROUND FLOOR PLAN A



SOHS Proposal for
Ground Floor Usage
of the Carnegie

The SOHS Library and Archives house over 25,000 documents, newspapers, maps, books, etc. and over 100,000 historical photos. Our "2-dimensional collection" is used by genealogists; by local, regional, and even national media; by historians; by the county and local cities; by developers; and by the general public, to name part of our extensive "constituency." Our research library is considered to be one of the "finest and largest historical research libraries and archives in the state."

We currently have staffing to open the SOHS Library and Archives 3 days a week to the public. A partnership currently being negotiated with the Jackson County Library Services District will enable us to have the library and archives accessible 7 days a week with some evening hours being a future possibility. Existing parking should prove adequate for these needs supplemented by on-street parking.

SOHS also boasts an extensive collection of historic films which we are in the process of digitizing, courtesy of grant funding. These include such films made by Pinto Colvig, the original Bozo the Clown, who became a Walt Disney animator and voiced Goofy, Pluto, and 2 of Snow White's 7 dwarfs; and a 1915 movie titled "Grace's Visit to the Rogue Valley" that was shown in the Oregon pavilion at the 1915 Panama-Pacific Exposition. We propose converting the existing "dark room" into a media room where we can show some of these films and possibly host periodic special movie nights.

A2.2	Scale: As Shown	SHEET NO.	Project Name	Date	Drawn	Title	Revision	DOUGLAS SNIDER ARCHITECT, P.C. ARCHITECTURE PLANNING INTERIOR DESIGN FACILITIES MANAGEMENT MEMBER AMERICAN INSTITUTE OF ARCHITECTS 413 WEST MAIN STREET MEDFORD, OR	FACILITY STUDY THE CARNEGIE BUILDING 413 WEST MAIN STREET MEDFORD, OR

Lease Term

SOHS is asking the City of Medford for a 10-year lease with four 10-year renewable options.

Financial Information

Financial or Funding Capacity

Following its transformation to a volunteer-based organization, the Southern Oregon Historical Society has arrived at a stable, positive financial position continuing into the foreseeable future. Labor costs have been reduced by 85% and overall operating costs cut by 36%. At the same time, the organization has not reduced its commitment to the public. SOHS is now a sustainable organization in solid financial condition with the ability to meet its expenses while maintaining a minimum \$300,000 fund balance in reserves.

Moreover, we are currently in discussions with the Jackson County Library Services District to form a partnership that would provide their patrons access to SOHS's library and archives with its 25,000+ documents and 100,000+ photos. This arrangement would address what is currently an underserved aspect of JCLS's mission. It would also provide more than sufficient funding for SOHS to move its library and archives to the Carnegie and maintain a year-round, 7-day a week operation there.

SOHS currently has a revolving line of credit secured by the History Center building (formerly J.C. Penney's), which we own. The building is a major SOHS asset, the sale of which would not only erase any outstanding debt but also provide significant funding for an endowment, operations, staffing, etc. In fact, SOHS has a purchase offer pending our ability to lease the Carnegie.

Therefore, we feel that SOHS is in a position to operate from new space in the Carnegie, meet all of the City's goals and requirements for this historic building, and enhance the heart of Medford in the process.

Revenue to the City

As noted above, SOHS is asking for a minimum 10-year lease with four 10-year renewable options. We propose paying the City \$100 a year. We also propose reimbursing the City up to \$500 per month for structural repairs and HVAC and grounds maintenance. SOHS would cover all other utilities and services within the building including repairs and maintenance.

Based on a review of the terms and conditions of the CIS lease agreement with the City, we would also propose CIS continue their payments directly to the City until such time as SOHS would need to absorb that space. At that time, we would expect CIS payments to the City to cease and that current space occupied by CIS would come under any existing lease agreement between the City and SOHS.

Revenue sharing from use of the property or building by other organizations or individuals would be subject to negotiation.



THE OREGON
HISTORICAL
SOCIETY
FOUNDED 1898

City of Medford
411 West 8th Street
Medford, Oregon 97501
Attention: Kelly Madding, Deputy City Manager

Dear Ms. Madding:

We are writing to express our strong support of the Southern Oregon Historical Society's proposal to become a lease-holder of Medford's historic Carnegie Library. Under SOHS, this building would offer much to Medford and to its visitors in terms of historic preservation, as well as historical research, interpretation, and selected display of some of the Society's incredible collection of artifacts.

As you may know, in recent years the Oregon Historical Society -- headquartered in downtown Portland (and founded in 1898) -- has faced its own financial challenges, but thankfully we have successfully weathered that crisis and are now in a stable financial position. We understand that SOHS is working diligently towards a similar outcome and, given the strong motivation and commitment of its members, are confident that it will succeed.

We are especially supportive of the SOHS's proposal to use part of the Carnegie Building for the Society's Research Library -- they possess one of the finest and largest local historical-research libraries and archives in the state.

We also believe that the Carnegie facility could, *some day in the future when financing permits it*, make for an excellent history museum, one that would tell the fascinating stories of Medford and of the wider Southern Oregon region. We find it notable that although Josephine, Klamath, Douglas, and Curry counties all have history museums open to the public, Jackson County does not. Heritage tourism is a growing part of Oregon's tourist economy. These museums help to bring visitors into cities like Roseburg and Klamath Falls; downtown Medford could also benefit from such an establishment.

Thank you for the opportunity to express OHS's support for the Southern Oregon Historical Society's Carnegie Building proposal.

Sincerely,


Kelly Tynchuk
Executive Director


Carl Christoferson
President, OHS Board of Directors



January 19, 2018

Ms. Kelly Madding
Deputy City Manager
City of Medford
411 W. 8th Street
Medford, OR 97501

ATTN: City Council and Mayor

RE: Q & A Resulting From January 11, 2018 Council Study Session

Dear City of Medford,

This letter is in response to those questions Council members had of the Southern Oregon Historical Society's (SOHS) proposal to lease the Carnegie Library building. Some of the main questions were why the Society is choosing to leave the JC Penney building and how it intends to finance the tenant's obligations to maintain, repair and even improve the building. Council members had other concerns and we hope the following will answer most any important question you may have.

Question: Why is SOHS interested in moving from the JC Penney Building?

Answer: SOHS intends to sell the JC Penney Building, located on Central Avenue, which it presently uses for its archives and business operations. The JC Penney Building was purchased at a different time before Oregon's tax laws changed and voided the SOHS's primary source of tax revenue. The building no longer makes financial sense, is not practically located, is too large, and cannot be operated in a manner that allows the Society to utilize its space as originally intended to fulfill its mission, which is to provide the community access to the wonderful and colorful history of this region. With its sale, SOHS intends to retire its debt and increase its reserves to more than a million dollars.

Question: How can the Society afford to operate the Carnegie Library Building?

Answer: SOHS has present liquid reserves in excess of \$300,000. Having its own history of financial sea changes in the last 20 years, Southern Oregon Historical Society instituted fundamental changes to its organization in 2017 that are not yet widely understood. From the end of 2016 through 2017, SOHS terminated the employment of essentially all its personnel. Its trustees and the major SOHS stakeholders gathered to review the Society's pathways into the future; to develop strategies; and to plan, budget and execute its complete reorganization into

106 N. Central Avenue • Medford, OR 97501
(541) 773-6536 • fax (541) 858-1095 • www.sohs.org

primarily a volunteer-based operation. In this manner, the SOHS has operated throughout the 2017 fiscal year without dipping into its reserves to achieve a balanced budget.

Furthermore, SOHS has entered an agreement with Kid Time for an option to buy the JC Penney building that fulfills their space requirements and for a price approximating its market value according to County assessment records historically conservative in the marketplace. As stated above, with its sale, SOHS intends to retire its debt and increase its reserves to more than a million dollars.

Finally, SOHS continues to perform its core mission comprising a full variety of diverse activities that include maintaining its three-dimensional collection of artifacts, its library and archives, the Hanley Farm operations and events, and its many other programming projects with volunteers. SOHS is increasing its membership and it has hired back only necessary employees that it has determined will improve its revenue stream. With its new financial and fiscally responsible operating practices, SOHS has established control over its financial future. It has established a strategic plan that maintains this direction and accounts for establishing a business partnership with the Jackson County Library, the Family Nurturing Center and potentially other financially beneficial relationships throughout the region.

Question: **What about anticipated improvements that may be required for SOHS to operate in the building and major issues of the building, such as roof and HVAC replacements?**

Answer: Although the SOHS proposal is to fully maintain the building, it actually is one of the few capable entities that has the expertise to maintain the building as the true historical artifact that it is. After our presentation, SOHS contacted Medford building staff and determined that major renovation such as upgrades to elevators, handicap accessibility or seismic strengthening is not necessary under our proposal. We would hope the Council does not require the proposer to obligate themselves to such a responsibility, but it is one SOHS is willing to discuss and make appropriate accommodation should that be a final decision.

Question: **How do you propose to use the grounds of the site and whom do you see visiting and using the building?**

Answer: Unlike other proposals for the Carnegie site, SOHS intends to maintain the integrity and historical nature and authenticity of the building and grounds. Our proposal contains a low impact and informative trail that encircles the grounds and provides the visitor with historic information showing off the site itself as well as interesting aspects of the streets and buildings that surround it and facts about Medford and the Southern Oregon region. This approach requires no fencing of the area or artificial props, but instead invites visitors of all ages and interests. It in no way excludes the public, instead welcoming them and giving them access to the grounds and the historic building.

Question: How do you propose to staff the building and what hours are you prepared to operate with?

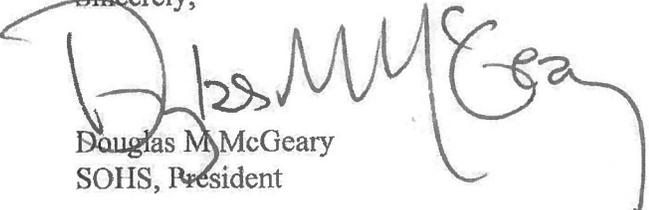
Answer: Staffing for the facility and hours of operation are contained in our proposal, but SOHS is flexible. We excel in utilizing volunteers to fulfill operations in all of the SOHS's many activities. In addition, SOHS is in negotiations with the Jackson County Library with the expectation of having a paid position working Tuesdays through Saturdays. Overall, SOHS anticipates staffing the Carnegie seven day a week through a combination of volunteers and paid staffing, offering library services, exhibits, events, and other activities.

Question: When can you take possession and move into the facility?

Answer: SOHS is ready today to begin the process of moving its archive and operations into the Carnegie Library Building today. SOHS has no plans for build outs or significant renovations to make the building and grounds which may not be compatible with the building's history or limit access to the public. Clearly, we will continue operations in the JC Penney building during this transition, but we are considering months and not years to complete the entire move.

To conclude, the Southern Oregon Historical Society stands by its proposal and believes that its use is still the best use for the Carnegie Library building. The Society is prepared to discuss how its operations and use of the Carnegie Building can create the most public good and meet the conditions and requirements of the City of Medford. If Council has further questions, we will be happy to discuss our proposal.

Sincerely,


Douglas M. McGeary
SOHS, President



April 5, 2018

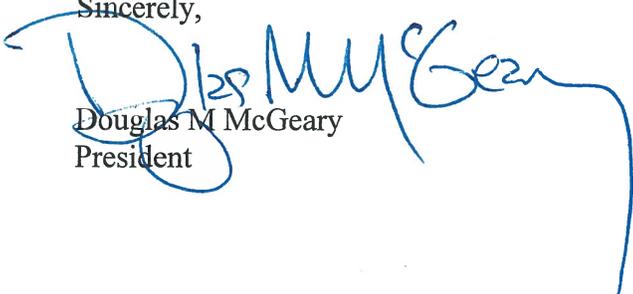
Dear Mayor and City Council Members,

This letter accompanies the latest edition of the Southern Oregon Historical Society Quarterly, one of our Society's publications. I hope you find it as enriching and enlightening as I do with its articles about the history of the people and places that have made our region what we know today. The Southern Oregon Historical Society is comprised of many such ventures, outreach efforts, programs, and activities. This Quarterly is a simple example of the professionalism with which our organization brings relevant historical content to this community.

The Southern Oregon Historical Society prides itself on being the recognized voice of the community in historical matters, and our ability to share our region's historic heritage is a measure of both the state of our organization and interest of our community. We would be honored and privileged to join the City of Medford as partners in sharing our region's history with the historic Carnegie Building as our venue, and in so doing, enhancing both our organization and the City.

Please enjoy the SOHS Quarterly with our compliments. And, while you read it, imagine what this area was like in the past...and what wonderful potential there is for its and our future.

Sincerely,


Douglas M McGear
President



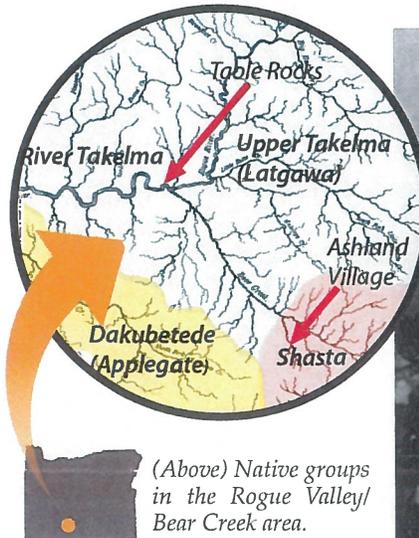
LIVING WITH THE LAND: NATIVE PEOPLES OF SOUTHERN OREGON

By Dennis Gray and Jeff LaLande

When the first miners and farmers came to the Rogue Valley they occupied lands that Native inhabitants, whose ancestors had come to North America 15,000 years (or more) earlier, long claimed as their own. These indigenous groups included members of the Shasta who lived in the southern part of the Bear Creek Valley (including a main village where the Ashland Plaza is today), the River Takelma, who lived in winter villages along the Rogue River downstream from the Table Rocks, and the Upland Takelma (or Latgawa), who mainly ranged from the Table Rocks upstream and along such tributaries as Little Butte Creek, Elk Creek, and lower Bear Creek. Each of these groups had similar cultural traits.

Although they regularly used low-intensity fire to enhance the productivity of food-gathering areas, neither the Takelma nor Shasta practiced what we know as agriculture, apart from growing tobacco from seed. Instead they made their living in a "seasonal round" all across the landscape: hunting game, gathering a wide variety of edible plants, catching and storing large quantities of salmon.

To the west, in the Applegate Valley, lived the Dakubetede; like groups living along the lower Rogue River and the Coast, the Dakubetede spoke a dialect of the Athapascan language family. These Athapascan speakers are thought to be among the most recent arrivals to our area and apparently originated from somewhere



(Above) Native groups in the Rogue Valley/Bear Creek area.

(Right) Jennie Jane, was the last Takelma Indian to live in Jacksonville. Prior to her passing in 1893 she prepared the elaborate Indian burial robe shown here, a buckskin dress to which was attached colored beads, sea shells, and transparent pebbles.

SOHS #1165



in present-day Alaska or northwestern Canada and migrated southward within the past one thousand years or so.

The Takelma, Shasta, and Dakubetede were organized into small groups that, during the winter, lived in wood-plank lodges in semi-permanent villages along the river and major streams; in the warmer months they then resumed their yearly round to seasonal base camps in the uplands. An extended family might have certain places, such as a favorite acorn-gathering oak grove or a particular fishing

spot, which they considered their own "private" property -- that is, special places that could be used by others only with permission. Each group tended to have its own "head man" (generally the wealthiest older male), and was basically independent of each other in terms of political allegiance and control. Only later, in the face of

(Continued on page 2)

Masthead: Fifteen year-old Mae Nealon, one of four sisters featured in the story on page 10.

SOHS #20879

White invasion, did Native people appear to develop the role of “chiefs” holding wider influence over a number of villages.

A man customarily married a woman not from his own village, but from some other village -- even the village of a completely different language group. This practice helped forge bonds of mutual assistance between groups -- something particularly valuable during times of food shortage or other stress. After the groom had paid a hard-bargained “bride price” to her family, the woman would come to reside in her husband’s village. Child-rearing and many other tasks -- which included weaving beautiful (and even water-tight) baskets; digging up immense quantities of camas bulbs and slow-cooking them in rock-heated “ovens” beneath the ground; grinding bushels of acorns into powdery flour and then laboriously using water to leach out the flour’s bitter tannic acid -- were the province of women. Men hunted, fished, made certain tools, traded, and fought enemies; in the winter, men spent much of their time in each other’s company at the village’s sweat lodge.

Takelma, Shasta, and Dakubetede people believed that their earthly world was inhabited by countless unseen spirits, including spirits that inhabited certain mountains, rock outcrops, trees, animals, river eddies. The spirits could be very powerful, and

Native American Baskets:
These woven baskets from the Collections department Native American collection are representative of various tribes from northern California and southern Oregon. These pieces date from around 1900, and were most likely used as trade baskets.

SOHS Collection



their power might be either beneficial or harmful to an individual person. Having spirit power on one’s side could enhance a person’s hunting success, make for an easy childbirth, or inflict ill health/injury upon an enemy. Channeling the power of various spirits, for good or for ill, was the *goyo* (the Takelma term for a shaman) -- a specially endowed man or woman whom we might today consider to be part healer, part seer, and part magician. Being a *goyo* could be profitable (i.e., they were paid in return for their healing powers). It could also be dangerous: an unsuccessful shaman might be blamed by a family for an ill relative’s death, and then be killed by them.

There was a strong focus on an in-

dividual’s social rank and acquisition of material wealth (often in the form of exotic dentalia shells, traded from hundreds of miles away on the northern Northwest Coast). But this seeming “materialistic” outlook was more an expression of how much spirit power one possessed, that power made manifest through success and wealth.

The Takelma and other Native people had many wonderful stories. As with so many Native stories, Coyote was a favorite of such tales. Coyote’s impatience, as well as his frequent lustful or gluttonous escapades (which often ended with unfortunate consequences for him) became life lessons to a story’s listeners about the necessity for self-control and proper behavior. Among the many fascinating Takelma legends is that of Alwilamchaldis, the culture hero who, long ago, had come up the Rogue River, “making things better.” But, alas, he became an unruly sort, causing much conflict among the people. Thus, the spirit world turned Alwilamchaldis into Mt. McLoughlin, so that he could no longer provoke disagreement and hostility. On top of Mt. McLoughlin lived the mythic figure of Talsunne, or “Acorn Woman.” Each spring she came down from the snowy summit into the valley’s oak groves,



Descendants of Southern Oregon Indians dressed in ceremonial regalia participating at the 1917 Siletz Indian Fair.

Confederated Tribes of Siletz Indians

(Continued on page 3)

flinging pieces of her flesh onto the trees' branches -- magical flesh that grew into that year's crop of acorns. The huge vertical grooves visible near the base of the east face of Lower Table Rock (noticeable to west-bound travelers on Table Rock Road when approaching the lower Rock) were left by Beaver's gigantic incisor teeth, when he tried to gnaw down Table Rock as a favor to the people.

Much about the language, social structure, and religious beliefs of these cultures is lost to us. What we do know comes from the accounts given by elders during the early twentieth century. Thus, what we do know is owed to a few Takelma, Shasta, and Dakubetede elders who shared their still-acute memories with anthropologists a century ago. It is truly precious information for us today to learn from and appreciate.



A Note: In recent decades, the term "American Indian" or "Indian" came to be considered "politically incorrect" or "insensitive" by some people, who prefer to use the term "Native American." However, many members of federally recognized Indian Tribes (note that word Indian there) still prefer to be called "Indians," in part because that is the term that was used in the treaties that established their reservations and reserved to them various hunting and fishing rights. To them, the word "Indian" is an important diplomatic and legal term that they still honor. In Oregon, for example, there are the Confederated Tribes of Siletz Indians as well as the Cow Creek Band of the Umpqua Tribes of Indians; they wear the name Indian proudly. (Although the term "Indian" came from Christopher Columbus's mistaken belief that the people he encountered in 1492 and later were inhabitants of what he believed to be the Indian and or East Indies, do remember that the term "American" is also a European invention; it is derived from the name of an Italian explorer, Amerigo Vespucci.) The term "First Nations" is used in Canada, but, unlike the term "Indian," it has no formal legal/traditional use in the United States.

TECUMTUM: THE CHIEF WHO NEVER GAVE UP

Tecumtum ranks alongside other great Native American resistance figures such as Tecumseh, Sitting Bull, Crazy Horse, and Geronimo. But few have ever heard of him



Tecumtum in his final years

Known in the language of the Chasta Costa people as "Elk Killer" -- American settlers and miners called him "Chief John," "Old John," and "Tyee [chief] John" -- Tecumtum was the leader of one of a number of Athapascan-speaking groups that occupied the Illinois Valley, lowermost Rogue River, and coastal areas of southwestern Oregon; he saw his homeland along Deer Creek (near present-day Selma) overrun with miners in the early 1850s. Between 1851 and 1854 he signed three separate treaties with the US Government in hopes of peace. With violence unabated, Tecumtum moved his band for a brief period to the Table Rock Reservation, across the Rogue River from the mouth of Bear Creek.

On October 7, 1855, White militia-men attacked a band of peaceful Upland Takelmas camped near the mouth of Little Butte Creek, bringing about the third and final Rogue River War. In response Tecumtum is said to have vowed to "fight till he died." He successfully stood off U.S. Army and pioneer-militia troops, postponing defeat until late Spring of 1856.

In late October 1855, a number of lower Rogue and Illinois Valley Indians soundly defeated militia volunteers and Army soldiers at the Battle of Hungry Hill, on upper Grave Creek. Having relocated his men, women, and children down into remote canyons of the lower Rogue River River country, Tecumtum led his warriors into battle at Big Bend in May 1856, nearly defeating the Army troops until a large rescue party of soldiers arrived on the scene. Without

ammunition, and with his followers now exhausted and starving, he was then forced to surrender.

Tecumtum and his Chasta Costa band were then removed to the Coast (Siletz) Indian Reservation where he challenged violations of treaty promises that were not being honored and demanded to return to his beloved Deer Creek.

When one of Tecumtum's sons was shot dead by the government agent during an arrest attempt, the old chief roused his followers and threatened revenge. He was then arrested and then, together with another son, condemned to imprisonment at the Army's San Francisco Presidio and put aboard a southbound ship. Both men were subsequently wounded during an unsuccessful attempt to take over the ship.

Tecumtum remained imprisoned till 1862, when appeals from his daughters led to his return to Oregon, this time to the Grand Ronde Reservation. But later that same year, he was once again jailed for inciting former Rogue River country inhabitants to return to their homeland.

The elderly chief died on the Grand Ronde Reservation in 1864.

J.M.L.

IMAGINE: THE VISIONARY IDEAS OF JOHN BEESON

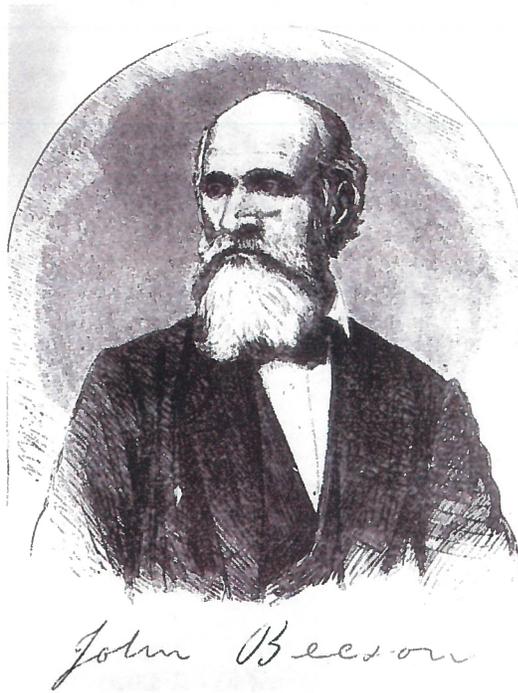
By Jan Wright

As the Superintendent of Indian Affairs in Oregon during the Rogue River Indian wars of the 1850s, Joel Palmer received many letters from private citizens, business men, military and political leaders. Most of those letters were asking for favors, airing grievances, making status reports, and detailing conflicts between the races. One letter to Palmer from John Beeson, written in June of 1856, stands out as an extraordinarily different document.

Starting with missionaries, peace treaties, volunteer armies, and military forts, Oregon Indian policy had followed the pattern set in other times and places in the states. Under Palmer, extermination fever led to the removal the Indians of southern Oregon from their ancient homes. In order to protect Native populations, Palmer selected as reserves two spots on the Oregon map far from the Rogue River and its tributaries. As the Indians “surrendered” or were defeated in battle, they were taken to either Siletz or Grand Ronde.

Some whites, especially those who lived on or near the lands proposed as reservations, expressed a “not in my backyard” mentality. Others objected to government money being spent on housing, clothing, and feeding Indians who could just as well be annihilated to save the expense.

For many Oregonians Indian removal was an exercise in forgetting, a curtain drawn on their own consciences. Once the Indians left the Rogue Valley, many whites continued to bilk public funds for their “service” in the war, stake their livelihoods and political campaigns on the glory of it, and virtually erase the memory of a people who had occupied that piece of earth for thousands of years. There was little thought given to how the Indians would live, how they would recover from their losses, or what could be



John Beeson was one of the few settlers who spoke out against Pioneer abuses of Native Americans.

SOHS #4381

done about their future.

The letter, written by John Beeson as the removal policies were implemented, shows that he had no intention of forgetting the Indians once they were tucked away on reservations. Although Beeson reluctantly accepted the reality of the reservation system for Native Peoples, he envisioned it as more than just a place for them to disappear.

He communicated a full spectrum of topics on how to initiate healing and maintain sensitivity to the Indians in their new settings. He blueprinted a fundamentally humane structure on the reserve that would cater to their wants and needs and prove to the white world that Indians were human and capable of advancement.

Beeson had reason to feel compassion for the Indians. He too had been exiled from his Oregon home at about the same time as the Natives of the Rogue Valley. Placing the blame for the Indian war squarely on white

shoulders had incurred the wrath of his neighbors. After repeated death threats against him, he fled his Oregon home and went on to become a national spokesperson for Native Peoples. Nearly a month after his expulsion from home Beeson wrote to Palmer. He began with an apology for his presumptive offerings admitting that his theories about Indians came from “nature and cause and effect” rather than from face to face observations or experiences. He believed that the original state of Indian culture was moral and “sublime” but that contact with the vices and violence of the whites, had “lowered them from their original standard.” Restoring their bodies, minds, and environment would take not only “science and intellect” but would also require attention to art and beauty.

As a vegetarian and water cure practitioner, Beeson had strong opinions on what the Indians should eat and how they should “recover the sick and preserve ... health.”

(Continued on page 5)

Beeson (Continued from page 4)

He suggested that they be allowed to maintain their traditional diets as much as possible, consuming "simple and unconcentrated" roots, fish, and berries. No tobacco, whiskey, pork, coffee, or tea should be given. Beeson declared that fine flour was constipating and should be avoided. To prevent a dependency on greedy white millers for their flour, he proposed that each Native household grind just enough coarse flour for its daily bread. To prove that point, Beeson included with the letter an 1855 Water Cure Journal



Oregon Superintendent of Indian Affairs, Joel Palmer

Oregon. Hist. Soc Research Lib., Orhi362

article on that very topic.

Beeson had very specific ideas not only about what to teach the Indian children but how to teach them. Reading was to be taught by the phonetic system. Skilled teachers should teach music, dance, painting, sculpture, engraving, printing, and mechanical arts. Agricultural courses were necessary, but horticultural courses focused on flowers and fruits, would also satisfy their need for beauty. Good tailors and seamstresses would be needed to introduce dressmaking and clothing production. Manikins were to be utilized to teach human "anatomy and the laws of health." Celestial and terrestrial sciences, history, geography, mapmaking, and philosophy were all equally important.

Beeson believed that all instruction on the reservation would be wasted if the right teachers were not chosen for the task. According to Beeson, finding the best "pure minded persons of both sexes" required phrenological readings of each applicant.

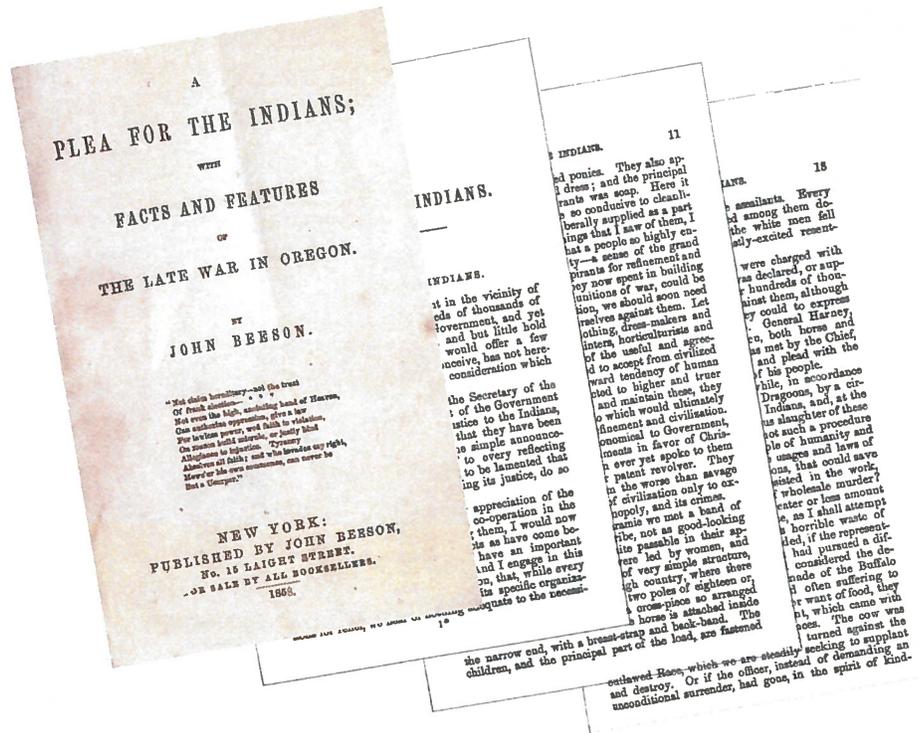
He thought that housing on the reservation should be "cheap but affordable" dwellings with rose bushes and various flowers and shrubbery surrounding each one. Indians could wean themselves from chasing their food once the roots and fruits were cultivated and ready to be harvested close to home. Rather than using the reservation as a form of punishment, John Beeson outlined his wish list and explored possibilities that would integrate Natives into the ever-changing future.

It is doubtful that any other letter

that came into Palmer's office had such a far-reaching and paternalistic vision for the ancient tribes. However, the letter was likely unanswered as shortly after it was received, Palmer himself was ousted by the governor and the people of Oregon. Palmer was also considered too protective of the Indians and was suspected of being a part of an unacceptable fringe political group.

A year later, while living in New York, Beeson published the first edition of *A Plea for the Indians* which chronicles his journey from Oregon and his own observations about the Indian wars. One wonders today how things might have been different if even a fraction of the ideas expressed in his letter had been implemented.

All quotes are from: Letter: John Beeson to Joel Palmer, 22 June 1856. University of Oregon, Knight Library, Special Collections AX57 Bx2 F2.



John Beeson's *A Plea for the Indians* developed themes set down in his June 1856 letter to Superintendent Palmer. Written one year later, the 143-page treatise is described by Oregon Historian William L. Lang as "arguably the most eloquent defense of Oregon Indians published in the nineteenth century."

University of Minnesota Library

“WHAT’S IN A NAME?”

Today, we have familiar names for most of the streams and mountains of the Rogue River Valley: for example, Bear Creek, Mount Ashland, Pilot Rock, and so forth. So did our Native predecessors, but, of course, those were very different names. And most of the Natives’ place names have become lost to us.

Fortunately, Molly Orton, an Upland Takelma elder who’d been a young girl when her people still lived near the Table Rocks, remembered some of them as told to her by her father. In the early 1930s, anthropologist John Peabody Harrington brought Molly Orton down from the reservation in the northern Oregon Coast Range back to her original homeland. They toured the area by automobile and Molly told Harrington the geographic place names that she could recall. Unfortunately, the meaning of many of those ancient names was not given. Nevertheless, here are a few of them -- it is a precious legacy:

Rogue River: “Dagelam” (simply means “the river”).

Agate Desert/White City area: “Sa’th-kawkh” (meaning unknown, but this vicinity was very important because of its dense patches of edible roots and bulbs).

Roxy Ann Butte: “Alwiya” (meaning unknown).

Bear Creek: “Si-ku-ptat” (means “dirty water,” almost certainly for the turbidity caused by the volcanic-clay soils found on the northeast side of the Bear Creek Valley).

Grizzly Peak: “Lath’kawkh” (means “front of person”; this major mountain faces the Ashland area, dominates the skyline to the northeast of Bear Creek).

Jackson Hot Springs: “Ta’kaw” (means “poison lake”; originally, the thermal springs formed a wide pond close to Bear Creek, later, when Pacific Highway was built, much of its water was drained with ditches; the term “poison” may have indicated that the place was considered to be spiritually powerful [and, hence, potentially dangerous]).

Mt. Ashland/Wagner Butte: “Alke-takh” (meaning unknown, but it refers to the snowy mountains “be-



HANLEY FARM ANNUAL HERITAGE PLANT SALE

Saturday April 28-29

10am-3pm

[SOHS Members Only: Sat. 9-10am]

The annual Heritage Plant Sales features over 50 varieties of heritage plants from flowering quince to purple lilacs. Iris, peonies, old roses, daylilies, hellebores, herbs and more will be on sale.



Visit a Shakespeare Garden and faerie gardens. Take a wagon ride, and enjoy lunch refreshments and more. Raffle: Your own Shakespeare Garden!

**For additional information go to
www.sohs.org**

Hanley Farm, 1053 Hanley Road, Central Point, OR



**IN 2018,
ADD SOME
HISTORY
TO YOUR
GARDEN!**



A MESSAGE FROM THE PRESIDENT: BUILDING THE COMMUNITY

Today more than ever, the vitality of the Southern Oregon Historical Society is a product of community partnerships. In recent years the society has begun or considered an impressive number of joint ventures with the community.

Particularly exciting is the new cooperative arrangement with Jackson County Library Services. This arrangement, that goes into effect March 13, allows our outstanding Research Library to be accessible to Jackson County residents at no cost five days a week. This agreement builds upon the partnership between SOHS and the Jackson County Library Services that has produced the monthly Windows in Time history talks, offered free of charge at Medford and Ashland Public Libraries for the past ten years.

In 2018, an expanded contract with Family Nurturing Center (FNC) ensures that Hanley Farm will continue with agricultural production for the next several years. We are so proud to be a part of FNC's work helping families recover from addiction. The farm also hosts Central Point Community Gardens. Using Hanley's rich soil, the City of Central Point provides low-cost garden plots to residents who otherwise would not have the opportunity to grow their own vegetables and flowers.

Our partnership with Jefferson Public Radio (JPR) continues. In the past 13 years, JPR has run more than 3000 episodes of *As It Was*, historic vignettes written and produced by SOHS volunteers. Select episodes of *As It Was* are published weekly in the Ashland Daily Tidings.

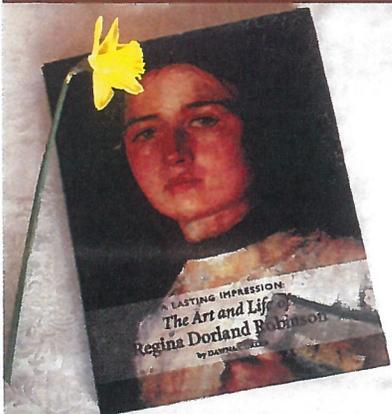
We partner closely with our schools. Crater High School puts on the play for our annual Haunted Field Walk. This year thirty elementary school classes will participate in Children's Heritage Fair and another ten will take part in Children's Harvest Fair. Major archaeological work at Hanley Farm is done with the professional help of Southern Oregon University Lab of Anthropology (SOULA).

Numerous businesses, organizations and individuals regularly donate to projects and events of the society from Clouser Well drilling that installed a new water system at Hanley Farm, to Hillcrest Orchards that provides apples and pumpkins for our annual Scarecrow Festival. Special thanks to the Cascade Civil War Society Reenactors for their participation in the Living History Days event.

With all these wonderful partnerships, what greater partnership does the Southern Oregon Historical Society have than with YOU, our members, our first and most important supporters! Thank you and please continue to be our partner. Help us expand upon our community partnering; encourage groups, businesses and individuals to join us. Be part of our annual Spring Membership Drive.

With Gratitude,
Doug McGeary, SOHS Board President

Spring Membership Drive



SOHS membership is a gift that keeps on giving. If you enroll an individual or a family, the gift of membership provides early announcements of events, reduced ticket prices, and an opportunity to meet others interested in our rich regional heritage.

As a spring bonus, new members who enroll by June 1 will receive a copy of Dawna Curler's beautiful coffee table book, *A Lasting Impression: The Art and Life of Regina Dorland Robinson*. Before her untimely death, this talented young painter indelibly captured the life and spirit of early 1900s Jacksonville.



MEMBERSHIP

Membership in Southern Oregon Historical Society entitles you to:

- The SOHS Quarterly Newsletter
- Advanced notices of events and volunteer opportunities
- Discounted Member Rates
- Free admission to the SOHS Research Library
- A 10% discount on gift shop purchases at the Research Library and Hanley Farm

ENROLLING ON LINE IS EASY!

www.sohs.org/membership

OR ENROLL BY MAIL WITH THE FOLLOWING FORM:

- Individual** - \$35.00: All of the above benefits for one person
- Family** - \$50.00: All of the above benefits for one family
- Business** - \$75.00: Free Library access for all employees for business-related projects, plus up to 5 free scans of SOHS photographs (a \$75.00 value)
- Patron** - \$100.00: All of the above benefits and 10% off Hanley Farm rentals
- Curator** - \$250.00
- All of the benefits at the Patron level plus private tour of the Research Library
- Director** - \$500.00: All of the benefits of a Curator membership plus guest privileges for six additional people
- Historian's Circle** - \$1,000.00: All of the benefits of a Director membership plus a private tour of the collection
- Lifetime** - \$3,000.00: All of the benefits of the Historian's Circle membership plus one free rental at Hanley Farm

Name _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email _____

Check enclosed Bill my Credit Card: Visa Master Card Discover Am Ex

Card #: _____ Exp. Date: _____ Security Code: _____

Signature: _____

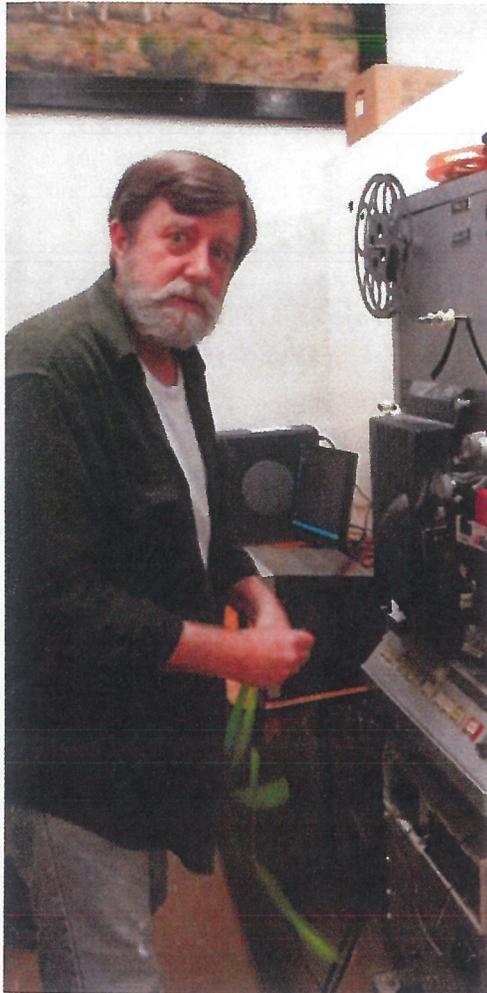
Mail Membership Form with check made out to SOHS or with credit card information to:

Southern Oregon Historical Society, 106 N. Central Avenue, Medford, OR 97501



SPOTLIGHT ON MEMBERS

BEN TRUWE: BRINGING OLD NEWS CLIPS BACK TO LIFE



From the 1960s through the early 1980s local Medford TV stations KOB1 and KTLV shot their news stories on 16-millimeter film. Over ten years ago, the stations donated their thousands of old film clips to the SOHS library archives where they were stored away, waiting for a new purpose in life. Years passed, and the film waited patiently in its cans in the SOHS archive, carefully cataloged but unseen.

A grant from the Jackson County Cultural Coalition made all the difference. In 2015 the Coalition provided SOHS the means to purchase a solid state camera that would convert the images to a video signal so they could be loaded onto a computer and brought back to life. So far, Ben Truwe has transferred over a thousand news clips, and has only gotten to the year 1967.

The solid-state camera is not much bigger than a large match box, compared to the old RCA telecine that projects the film. The telecine is about six feet tall and three feet wide, and the camera is attached to it like a tiny mechanism in a grandfather clock. Each film clip only takes an average of two minutes to transfer, but cleaning, splicing and cataloging can easily add another ten minutes.

Each film is a mystery. The film clips are stored in canisters that haven't been opened for 50 years. No one

knows what is in them. There are dates, but no titles on many canisters; the contents are not identified, and there is no sound track on the earlier films.

Not only does Truwe transfer the news clips onto a computer, but also tries to identify who is in them! There are five easy steps to the transfer process: 1) Taking the film out of the can, 2) threading and splicing, 3) winding the film onto a reel, 4) wiping off the dust, and 5) threading the film onto the telecine machine. He then writes a description based on what appears on the screen as the film scrolls through the projector.

Two recent clips dated July 7, 1967 depict the demolition of the Phipps Auto Court in Medford and a strike of airline workers at Medford Airport. One mysterious news clip from 1965 depicts a group of people surrounded by hundreds of coconut shells. A notation on the film can says "Free Coconut Meat." How's that for a mystery? Does anyone know what that was all about?

Truwe would welcome any volunteers who would like to help complete the project. He says that anyone who can operate a sewing machine or drive a stick shift can learn to do it. He adds, "We also need longtime residents to just watch the films and identify the people in them. I'd really like to know why local people were shucking coconuts in the Sixties for fun."

Sharon Bywater

SOHS volunteer Ben Truwe at the telecine. The transfer system allows SOHS to digitally preserve and archive invaluable 16-millimeter films.



Windows In Time

Windows in Time talks are free monthly lectures held at the Medford Library and Ashland Library on the 1st and 2nd Wednesdays from noon to 1pm.

April 4 & 11 — *Goldmines to Woodland Trails: Protecting Historic Jacksonville's Natural Heritage* — Larry Smith

May 2 & 9 — *The Civil War (With its*

Effects) Comes to Southern Oregon — Paul Christy

June 6 & 13 — *Lost Beneath the Waters: Lost Creek Lake Villages* — Dennis Ellingson

July 11 (Ashland) & 18 (Medford) — *State of Jefferson 1920s Auto Tour* — Todd Keppel

August 1 & 8 — *Newswatch 5: Rogue Valley TV News from 1965* — Ben Truwe

September 5 & 12 — *Stories of Southern Oregon: Landscape Changed* — Maureen Battistella

For the full year-long schedule go to our website at sohs.org

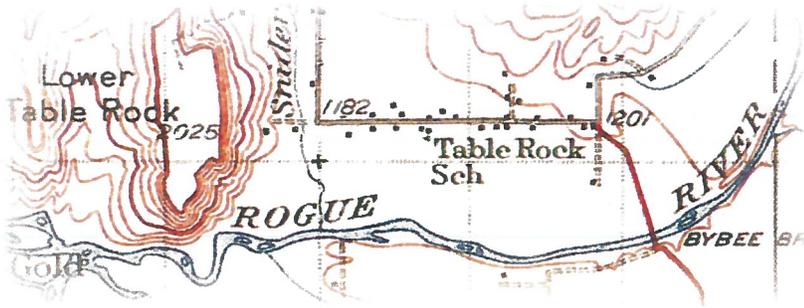
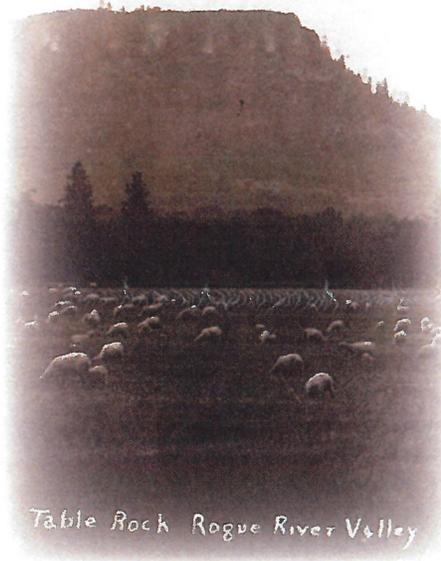


Table Rock Chronicles, 1901: Harry's Appendicitis

On the north side of the Rogue River between Upper and Lower Table Rock, some 15 families farmed a township known as Table Rock. In 1901 these farms with their fertile bottom lands were still remarkably isolated. Children were born and grew up in homes that had no running water electricity or telephones. Horses were ridden to school, and medical help was a half-day away. This is the setting for Mary Nealon's account of what transpired the winter of 1901 when her 20-year-old brother Harry came down with appendicitis.

Once my older brother Harry came home from a trip to town feeling very ill. He had gone to sell a load of wood and had eaten sardines for lunch. They apparently hadn't agreed with him Mother gave him a dose of podophyllum, a bitter cathartic...thinking this would cure him. The next morning he was worse instead of better ... so father decided to take him ...into Medford to see Dr. Wait, who pronounced his trouble as appendicitis and said he would have to stay in town. There was no hospital in Medford so Father took to the home of George Jackson, an old family friend.

Dr. Wait called in Dr. Pickel, who said Harry must be operated on at once, as his appendix had burst. Harry positively refused and Father would not have it done against his will—so Harry was kept in bed at



Sheep grazing below Table Rock
SOHS #33338

Mr. Jackson's home from more than a month. Father stayed with him and... that left 18-year-old brother Emmett to keep the place going and as he was carry the mail three times a week, a lot of work fell upon us [four] girls: getting in the wood for the stove and fireplace, feeding the fattening hens, and milking the cows.

It was fun for me, as I liked the outside work – until the snow came; then we really had it rough. The poor hogs had no shelter and the corn we threw would sink into the snow. Wheeling in the wood was hard work with an old

wheelbarrow slipping in the snow.

Father set to worrying about the wood and came home driving Nellie, to see how we were faring. He got Emmett to cut down a big oak tree from the yards. This made my mother think about all the wood they had burned when clearing the land when they first settled there. They would set fire to it and burn it in the fields.

When Father came home that time he told us we couldn't expect any Santa Claus. Harry wouldn't be able to leave the Jackson home and Father, of course, would stay with him there. I couldn't see why Santa Claus wouldn't come anyway, as I still had faith in the old man with the whiskers. We didn't hang up our stockings that year. When Christmas came there was a box of cookies for my 16-year-old brother John. I thought Santa did remember until Mae said, "It was so nice of Mrs. Pendleton to think of Johnny."

It was my classmate/schoolmate Verne Pendleton who came down to tell us that his father had been to Medford and said that Harry had had a relapse. As there were no telephones in those days, and with mail only three times a week, we were dependent on neighbors who went to town to bring us information.

We were out in the smokehouse when Verne came and Mae was cutting into a big ham. I wondered what a relapse was, and knew it wasn't good when I saw how white Mae's face became and she wondered about telling Mother. I can see Mother now sitting by the fireplace with little Katherine on her lap. I think she was told and Grandmother also.

Emmett was still going to school but he had to miss the days that he carried the mail to Sam's Valley. The snow was so deep that it was hard on him, and our Jess floundered through it with him and the mailbags on her back.

Finally, the snow melted. The worst part of the winter was over.

(Continued on page 11)

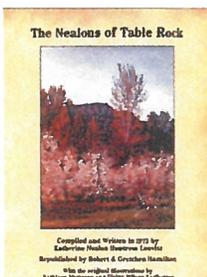


The Nealon sisters in their school dresses taken about the time of the story. Left to right: Rose, age 9; Margaret, age 14; Mae, age 15; Mary, age 10, who later wrote the story of "Harry's Appendicitis" All the sisters but Mary worked as elementary school teachers. Mary preferred farm life, married and mothered. 5 children.

SOHS #20153

Harry's Appendicitis (Continued from page 10)

Harry survived the relapse and was able to come home although he looked like a ghost, and it was months before he was well. With Father and Harry home, we went back to live our normal lives. The spring brought more sunshine, baby lambs, baby chicks, calves, and pussy willows bursting out down by the old mudhole.



This story is taken from Family Stories from *The Nealons of Table Rock*, compiled and written in 1973 by Katherine Nealon Huntress Leavitt. The delightful account of Jackson County farm life in the early 1900s was republished in 2017 and is available at Amazon.com.



Above: Bringing in the hay crop in the Table Rock area circa, 1900 (Gold Hill Historical Society photo). Below: A summertime fishing picnic along the Rogue River in this same period. (SOHS #11863)



106 N. Central Ave., Medford, OR 97501

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Medford OR



*Spring bursting into life at Hanley Farm
Photo compliments of Pam Sasseen*



CURRENT RESIDENT OR

From the SOHS Research Library

ACCESSING THE ARCHIVES

By Pat Harper

SOHS staff and volunteers who love historical research also love to share their discoveries. Whether the SOHS Library volunteers are answering a question, writing for this quarterly, or creating an *As It Was* story to be shared on Jefferson Public Radio, their reward is in revealing forgotten facts.

SOHS's new contract with Jackson County Library District (JCLD) is based on enhancing access to the SOHS Archives by increasing the hours to Noon to 4, Tuesday through Saturday, and waiving use fees for Jackson County residents. This exciting development

(Right) Library Volunteers Hazel Smith and Jennifer Laughlin research to find answers to patron questions.

Vicki Bryden Photo

includes improving website access to SOHS materials.

In 1981, the Society began the *Table Rock Sentinel*. Over the years the magazine went from black and white to col-



or, and from monthly to quarterly. It changed its name several times, even trying just "*Oregon Heritage*" briefly in 1994, before it became *Southern Oregon Heritage Today*. All the issues are now available online at <http://sohs.org/magazines-all>. The index to the magazines includes links to the correct issue for each entry.

Many articles are based on research and artifacts in the SOHS collection. Others are the result of interviews with people such as Eugene Bennett, prominent Jacksonville resident and artist.

Over time, SOHS will add thousands more scanned photos and full text documents to its website. Thanks to the JCLD and SOHS Boards for their support!

Carnegie Building



January 2018

413 W. Main Street
Medford, OR 97501

**Carnegie Building
413 W. Main Street
Medford, OR 97501**

1. Property Data Information
2. Tax Lot Map
3. Aerial View

1

Carnegie Building
413 W. Main Street
Medford, OR 97501
January 2018

Estimated Fair Market Value: \$590,800.00

Estimated Replacement Cost: \$7,328,000.00

Approximate Square Footage: 23,320

Tax Lot Number: 372W25DA

Lot Size: 1.48 Acres

Year Built: 1911

Building History -

The Medford Carnegie Library at 413 W. Main Street is now called the Carnegie Building and is under the management of Medford Parks and Recreation Department.

Finished in 1912, the historic Carnegie Building was constructed thanks to a gift from steel industry tycoon and philanthropist Andrew Carnegie, who helped communities across the nation build libraries.

After 2004, it was no longer used as a library after a levy approved by voters paid for the construction of a large new library in Medford as well as libraries in other towns in Jackson County.

Throughout 2009, the building was occupied by various city offices while renovations were being completed on the existing Medford City Hall building. To date nearly \$1 million in renovations have been made to the building. The construction money came from various Oregon Department of Energy grants and federal stimulus dollars.

Carnegie Building
413 W. Main Street
Medford, OR 97501
January 2018

Current Condition of Facility –

The building currently appears to be structurally sound. The most recent renovations and remodeling focused on interior finishes and mechanical systems. Overall interior conditions are very good with nicely painted walls, adequate lighting, upgraded HVAC system, and newer thermal windows. The first floor consists of high ceilings and large open areas with lots of natural lighting. The lower level of the building has several smaller office area configurations and also contains the mechanical and electrical areas. The lower level is partially below grade but still provides windows for natural lighting.

The exterior and grounds of the building are in need of some upgrades to preserve the integrity of the structure and everyday safety needs. The exterior envelope of the building has the greatest need for upgrades and repairs at this time.

The flat roof section of the building is in poor condition, gutters and soffit boards are in need of repair/replacement. The exterior brick siding sections of the original building need to have missing mortar replaced and sealed. Nearly all sidewalk areas are deteriorated to the point of needing full replacement; some areas are lifted due to tree roots. The building has a small parking area on the southeast side that is in need of asphalt replacement.

Immediate Recommendations –

The flat roof area of the building is currently in need of replacement, if funding is not currently available to replace the entire flat roof areas of the building in 2018 then at minimum there should be some patching to hold this over for a year. This roof should be evaluated yearly until such time the entire flat roof is replaced.

Carnegie Building
413 W. Main Street
Medford, OR 97501
January 2018

Gutters are currently full of debris and there is a section of gutter that has been damaged from falling tree branches. All gutters should be cleaned and repaired. Soffit board areas are in need of replacement, this work should be incorporated with gutter and flashing repairs at the roof line. As a note to the cleaning of the gutters, there are no roof safety tie offs at this time. Currently gutters would have to be cleaned by use of ladders or some type of lift. Safety tie-offs should be installed either prior to or during roof replacement.

Moss should be removed from the roof of the old restroom building on the South/East side of complex. Installation of copper strips at the top section of roof could eliminate the future need to continually clean off the moss.

The masonry section of the original building is in current need of grout filling and sealer to keep water from infiltrating the exterior walls.

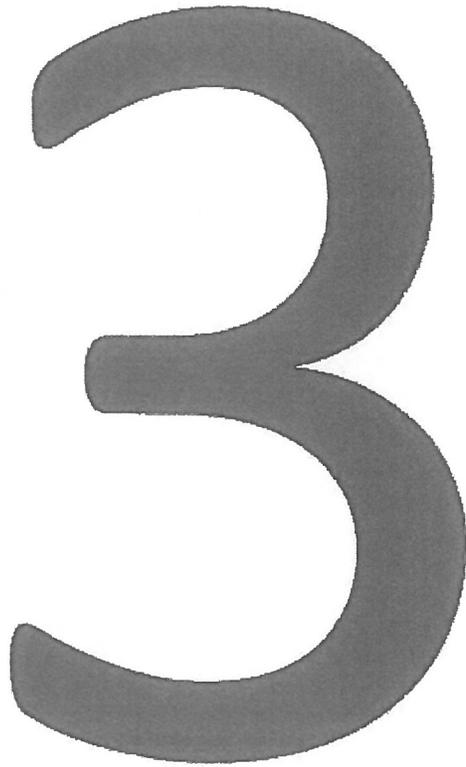
Sidewalks are currently deteriorated and cracked to the point of needing almost full replacement around complete building to avoid any safety concerns.

The parking lot area is deteriorated and should be replaced. The parking lot and areas around the original public restroom building has several trip hazards.

There are clear signs of water infiltration in the lower level exterior walls. This could be the result of several items including the exterior envelope items mentioned. After such time that the roof, gutters and walls are sealed to keep water from entering the envelope of the building, re-evaluation of the interior walls that are below grade should take place to see if there is further work needed to rectify this situation, such as excavation of soils around the walls on the exterior areas of the building to seal and possibly install a drainage system to help remove any standing water in these areas.

This building is not equipped with any emergency power source such as a generator. Recommend the installation of battery operated egress lighting. During the inspection of this building we discovered several new in the box exit light with battery operated egress lighting. Installation of these lights will correct current backup egress lighting concerns.

2



**SUMMARY OF RESPONSES
SOLICITATION OF INTEREST
CARNEGIE LIBRARY**

BROAD COMMUNITY NEED

Kid Time Discovery Experience (Kid Time): Provides services to approximately 95 preschool students and 1,600 families. Approximately one-half of the preschool students are from families at or below 200 percent of the federal poverty guidelines. It is the second highest attended children’s museum in Oregon. Kid Time offers instructed early learning activities, family mentoring, and parent education. Operates a children’s museum that attracts 200-400 visitor daily.

Southern Oregon Historical Society (SOHS): Initially, SOHS will house and operate a library including historical archives and a media room for sharing selections from their historic film collection. SOHS will install interpretive signs about Medford history on the Carnegie grounds. The Carnegie grounds will continue to be open to the public for events and activities in conjunction with the City’s Parks and Recreation Department, nearby businesses and organizations such as the Multi-Cultural Festival. Future plans include a public museum, a children’s area and a multi-purpose area.

	Kid Time (KT)	Southern Oregon Historical Society (SOHS)
Uses	Children’s museum: provides hands on exhibits (Sherm’s Food 4 Kids, Dr. Pearl E. White’s Dental Office, etc.) and instructed programs (toddler music, bilingual story time, etc.) with between 700 & 1,000 participants monthly. Preschool w/ 95 students. Operates 7 days a week. Preschool drop-off at 7:30. Museum hours 10 a.m. to 5 p.m.	Operate library and archives housing over 25k documents, newspapers, maps, books, etc. and over 100k historical photos. Media room to provide showings of extensive collection of historic films and possibly host periodic special movie nights. Future uses include a museum showcasing SOHS’s over 1 million artifacts, a children’s museum and a multi-purpose area.
Organization’s Length of Operation	Created 20 years ago. Services provided in a building - 13 years.	72 years
Staff on-site	33 Full & Part-Time employees	Staffing for 3 days/week of operation of the library and archives. Negotiations with Jackson County Library Services District to allow library and archives open 7 days/week.

Solicitation of Interest-
Old Fire Station #2 Summary

	Kid Time (KT)	Southern Oregon Historical Society (SOHS)
Length of Lease	25 year, with renewal option	10 years w/ four 10 year renewal options.
Lease Payments	KT pays for all interior and landscaping maintenance. KT to contract with COM for HVAC maintenance. KT to dedicate monthly funds in escrow account and seed that account with \$50k at time of possession.	\$100/year. Reimburse COM up to \$500/month for structural repairs, HVAC and grounds maintenance. Revenue sharing from events to be negotiated. CIS to remain as tenant paying \$653/month to COM
Financial Stability	In 2015 KT has a negative total net income. In 2016 and 2017 KT had a positive total net income of \$10,704 and \$116,169 respectively.	In 2014 SOHS has a negative total net income. In 2015 and 2016 SOHS had a positive total net income of \$19,695 and \$107,250 respectively.
Litigation History	None	None

COM=City of Medford



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.2

www.ci.medford.or.us

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

AGENDA SECTION: Public Hearings
MEETING DATE: April 19, 2018

COUNCIL BILL 2018-29

Reset from April 5, 2018 - An ordinance approving a minor amendment to the General Land Use Plan (GLUP) Map of the Medford Comprehensive Plan by changing the land use designation of 3 acres located at 503 Airport Road from General Industrial (GI) to Commercial (CM). (CP-17-154)

SUMMARY AND BACKGROUND

Columbia Care submitted an application to change the General Land Use Plan map designation on 503 Airport Road from General Industrial to Commercial. This three acre property is located on the north side of Airport Road, just west of Biddle Road. The Planning Commission recommended approval by an 8-0 vote on February 22, 2018 (file. no. CP-17-154).

PREVIOUS COUNCIL ACTIONS

None.

ANALYSIS

Review of the proposed GLUP map designation change reveals a reasonable proposal that can be supported by 1) the most recent use of the property, 2) the proximity to properties with a commercial designation, and 3) and the need for more commercial land in the City. The most recent use of the property was for a bank branch and associated bank offices. Although banks are permitted in the existing Light Industrial zone, the use is generally more commercial than industrial. In addition, two properties to the east of the subject property currently have the Commercial General Land Use Plan map designation. Another factor in this analysis is that the City has identified a need for more commercial land as part of the Urban Growth Boundary expansion process.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

None.

TIMING ISSUES

None.

COUNCIL OPTIONS

- Approve the ordinance as presented
- Modify the ordinance as presented
- Decline to approve the ordinance as presented and direct staff regarding further action

STAFF RECOMMENDATION

Staff recommends approval of the ordinance.

SUGGESTED MOTION

I move to adopt the ordinance authorizing the change of the General Land Use Plan map designation from General Industrial to Commercial for the three acre property located at 503 Airport Road as recommended by the Planning Commission.

EXHIBITS

Ordinance
City Council Report, including Exhibits A-M

ORDINANCE NO. 2018-29

AN ORDINANCE approving a minor amendment to the General Land Use Plan (GLUP) Map of the *Medford Comprehensive Plan* by changing the land use designation of 3 acres located at 503 Airport Road from General Industrial (GI) to Commercial (CM).

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. That a minor amendment to the GLUP Map of the *Medford Comprehensive Plan* to change the land use designation of 3 acres located at 503 Airport Road from General Industrial (GI) to Commercial (CM) is hereby approved.

Section 2. The approval is based upon the Findings of Fact and Conclusions of Law included in the Staff Report dated March 29, 2018, attached as Exhibit A and incorporated herein.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2018.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2018.

Mayor



CITY COUNCIL REPORT

for Class-B and Class-C quasi-judicial decisions: **Minor Comprehensive Plan (General Land Use Plan Map) Amendment**

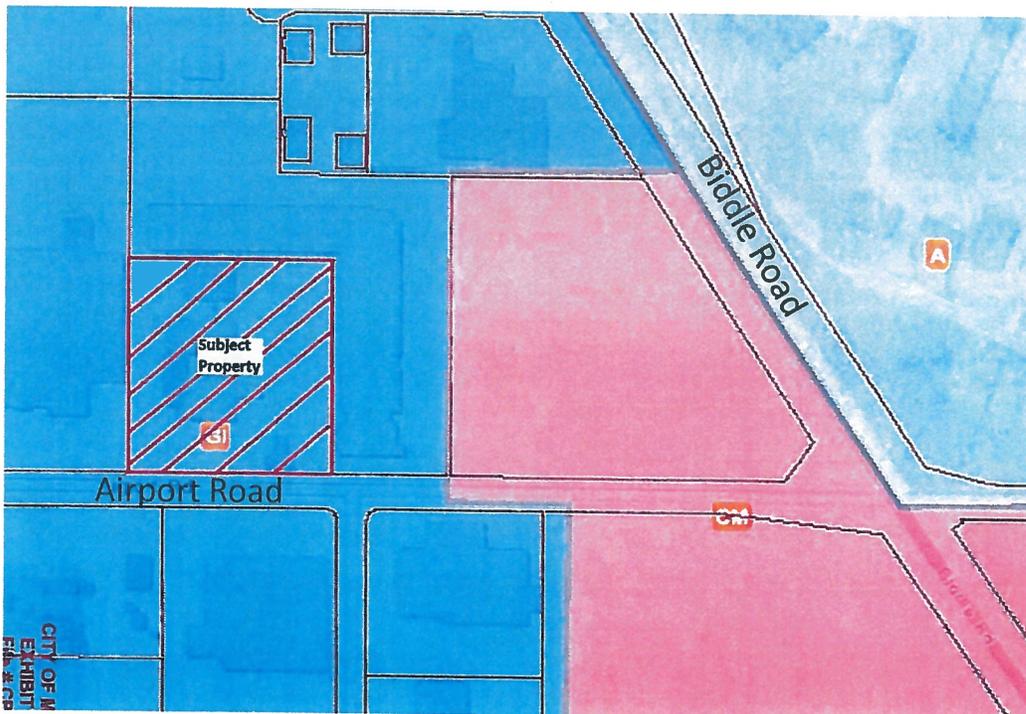
Project Columbia Care GLUP Map Amendment
File no. CP-17-154
To City Council for April 5, 2018 hearing
From Sarah Sousa, Planner IV
Reviewer Carla Angeli Paladino, Principal Planner
Date March 29, 2018

BACKGROUND

Proposal

A minor General Land Use Plan amendment to reclassify a 3.0 acre property located at 503 Airport Road from General Industrial (GI) to Commercial (CM).

General Land Use Plan Map



Overview

The subject property, located at 503 Airport Road, consists of one parcel totaling 3.0 acres. The property is developed with three buildings of approximately 30,000 square feet. It was used as a bank with associated offices previously, but is currently vacant.

Columbia Care has requested to change the General Land Use Plan designation on the subject property from General Industrial to Commercial. The purpose of this change is to allow the applicant to purchase the property and use the existing buildings for their mental health care services and programs. This use is not permitted in the existing Light Industrial zoning but is allowed in the commercial zones.

Due to the proximity to Biddle Road, Table Rock Road, and the Rogue Valley Medford International Airport, the area has a mix of commercial and industrial uses. Adjacent to the west is a wholesale beverage distributor and adjacent to the east is a vacant building previously used for a manufacturing company. To the south across Airport Road there is a retail tire business and another wholesale beverage distributor. Approximately a quarter mile from the subject property, is the new location of the Costco building within the City of Central Point.

The subject property and surrounding area is all zoned Light Industrial; however, within approximately 200 feet to the east, there are two large vacant properties adjoining Biddle Road designated as Commercial on the General Land Use Plan map.

Authority

This proposal includes a Class-B quasi-judicial Comprehensive Plan Amendment. The Planning Commission is authorized to recommend, and the City Council to approve, amendments to the Comprehensive Plan under Medford Municipal Code Sections 10.102–122, 10.165, and 10.185.

ANALYSIS

Review of the proposed GLUP map designation change reveals a reasonable proposal that can be supported by 1) the most recent use of the property, 2) the proximity to properties with a commercial designation, and 3) and the need for more commercial land in the City. The most recent use of the property was for a bank branch and associated bank offices. Although banks are permitted in the existing Light Industrial zone, the use is generally more commercial than industrial. In addition, two properties to the east of the subject property currently have the Commercial General Land Use Plan map designation. Another factor in this analysis is that the City has identified a need for more commercial land as part of the Urban Growth Boundary expansion process.

RECOMMENDED ACTION

Based upon the Findings and Conclusions that all of the approval criteria are met or are not applicable, adopt the ordinance for approval of CP-17-154 per the City Council Report dated March 29, 2018, including Exhibits A through M.

EXHIBITS

- A Findings of Fact (prepared by staff)
- B General Land Use Plan Map received November 21, 2017
- C Applicant's Findings of Fact received November 21, 2017
- D Attachment to Applicant's Findings received November 21, 2017
- E Letter from Southern OR Transportation Engineering, LLC received Nov. 21, 2017
- F Public Works Staff Report received January 24, 2018
- G Medford Fire Department Report received January 22, 2018
- H Medford Water Commission Memo received January 24, 2018
- I Rogue Valley Sewer Services Letter received January 12, 2018
- J Jackson County Roads Letter received January 19, 2018
- K Jackson County Assessor's Map received November 21, 2017
- L Letter from Raul Warner of CSA Planning received February 22, 2018
- M Planning Commission Minutes (excerpt) from February 22, 2018
Vicinity map

CITY COUNCIL AGENDA:

APRIL 5, 2018

Exhibit A

Findings of Fact (prepared by staff)

Applicable Criteria – Minor Comprehensive Plan Amendment

For the applicable criteria the Medford Municipal Code Section 10.184(1) redirects to the criteria in the “Review and Amendments” chapter of the Comprehensive Plan. The applicable criteria in this action are those for map amendments. The criteria are set in *italics* below; findings and conclusions are in roman type.

Comprehensive Plan, Review and Amendments chapter: Amendments [to Map Designations] shall be based on the following [criteria 1–7]:

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

Findings

The City has completed an Urban Growth Boundary amendment to accommodate future land need and is waiting for formal adoption by the State. The analysis done through that process has provided information regarding the need for commercial land.

Conclusions

The proposed change is consistent with pertinent Comprehensive Plan policies and implementation strategies that seek to provide an adequate supply of commercial land.

2. *Demonstrated need for the change to accommodate unpredicted population trends, to satisfy urban housing needs, or to assure adequate employment opportunities.*

Findings

The City’s Urban Growth Boundary amendment (adopted by both the City and County, but not yet approved by the State) provides for additional residential and employment land to accommodate future need. Based upon the existing land and future growth projections, the City determined a need for 97 acres of General and Heavy Industrial land and a need for 318 acres of commercial land. This produced a surplus of one acre of industrial land and a deficit of 18 acres of commercial land when compared to the determined need. Although the projected need numbers are estimates and are not intended to be precise mathematical determinations (as allowed in OAR 660-024-0040(1)), the proposal provides an opportunity to balance the small commercial deficit without significantly impacting the City’s industrial lands base.

The Housing Element of the Comprehensive Plan has determined that there is a need for additional housing units in the City of Medford. Although the land need for residential land has been accommodated in the Urban Growth Boundary amendment, there is anticipation that higher density residential will continue to develop within some of the commercial properties to help meet this need. Currently, industrial zoned properties do not allow residential units, other than one caretaker residence per property. However, commercially zoned properties (other than Neighborhood Commercial), allow residential development to the Multi-Family Residential – 30 dwelling units per gross acre densities. Although the planned use of the site is for commercial, this doesn't prohibit residential units in the future.

Conclusions

The proposal responds to a demonstrated need for adequate employment opportunities by balancing the deficit of commercial land.

In addition, the proposed designation and subsequent future commercial zoning provides an opportunity for needed residential units. The subject property is developed with commercial buildings that could be converted to or replaced with residential units.

3. *The orderly and economic provision of key public facilities.*

Findings

Water, storm drainage, and sewer utilities are available to the site and are adequate to serve the changes without upgrading the facilities.

In regards to transportation, the change from Light Industrial to a Regional Commercial zone on the subject property would typically trigger a traffic impact analysis. However, the applicant has instead proposed a maximum trip stipulation based upon the existing zoning plus 249 additional average daily trips. This will be monitored based upon the future use of the site.

Conclusions

Sufficient facilities exist to accommodate the proposed classification change. Also, a trip cap stipulation helps to ensure there will be no significant impact to the transportation system.

4. *Maximum efficiency of land uses within the current urbanizable area.*

Findings

The Commercial designation allows for high-density residential in addition to permitted commercial uses. A designation change would not eliminate possible residential use of the site.

Conclusions

A designation change would mean the land could be used for both commercial and residential uses; it is a more efficient use of land within the current City limits.

5. *Environmental, energy, economic, and social consequences.*

Findings

Environmental: The subject area is already within the Urban Growth Boundary, thus has already met the test concerning environmental impacts, change of designation does not affect suitability for urbanization.

Energy: No energy consequences are discernable.

Economic: The designation change would help address a need for more employment land.

Social: The subject site has remained vacant possibly due to its commercial building setup. The proposed change will allow the reuse of the commercial buildings onsite. The proposed future use of the buildings will be for a mental health facility that will serve a public benefit.

Conclusions

Environmental: Since the subject property is not in a natural state and has long been developed, no adverse environmental impacts are anticipated.

Energy: There are no energy consequences.

Economic: By addressing an employment land deficit, there is an economic benefit.

Social: The Commercial designation is appropriate for the subject site that is developed with commercial buildings. The future mental health facility will also benefit the public.

6. *Compatibility of the proposed change with other elements of the City Comprehensive Plan.*

Findings

Economic Element

Policy 1-5: The City of Medford 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.

Implementation 1-5-b: Reduce projected deficits in employment lands by changing GLUP Map designations within the existing Urban Growth Boundary.

Conclusions

This proposed change does supply a small amount of the projected need for Commercial land.

7. *All applicable Statewide Planning Goals.*

Goal 1—Citizen Involvement

Findings

Goal 1 requires the City to have a citizen involvement program that sets the procedures by which affected citizens will be involved in the land use decision process, including participation in the quasi-judicial revision of the Comprehensive Plan. The City of Medford has an established citizen-involvement program consistent with Goal 1 that includes public review of proposed Comprehensive Plan amendments by the Planning Commission and City Council.

Conclusions

By following the standard notification and comment procedure, the City provided adequate opportunities for citizen input.

Goal 2— Land-use Planning

Findings

The City has a land use planning process and policy framework in the form of a Comprehensive Plan and development regulations in Chapter 10 of the Municipal Code that comply with Goal 2. These are the bases for decisions and actions.

Conclusions

There is an adequate factual basis for the proposed designation change.

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

Findings

The allowable uses in the Commercial designation generally produce less discharges than those in the General Industrial designation. There are no streams on the property

that would be impacted. The subject property is not classified as a resource in terms of agriculture because it is classified as urbanizable.

Conclusions

The proposed change will have no greater effect on the production of pollutants. There are no water or land resource quality impacts.

Goal 7—Areas Subject to Natural Hazards does not apply in this case.

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

Goal 9—Economic Development

Findings

Goal 9 outlines that Comprehensive Plans shall “provide for at least an adequate supply of sites of suitable sizes, types, locations, and service levels for a variety of industrial and commercial uses consistent with plan policies.”

Conclusions

The proposed change will provide additional commercial land in the existing urban area.

Goal 10—Housing

Findings

The goal requires that “plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type, and density.” Although not proposed at this time, the change to the Commercial designation would allow the potential for high-density housing units.

Conclusions

Although the property is currently developed with commercial buildings, there is a potential for multi-family units on the subject property either through a total redevelopment or conversion of the existing buildings on the site.

Goal 11—Public Facilities and Services

Findings

Refer to findings under Criterion 3, above.

Conclusions

Refer to conclusions under Criterion 3, above.

Goal 12—Transportation

Findings

The “Transportation Planning Rule” (OAR 660-012) requires cities to have plans to accommodate anticipated transportation system needs. The change from Light Industrial to a Regional Commercial zone on the subject property would typically trigger a traffic impact analysis. However, the applicant has instead proposed a maximum trip stipulation based upon the existing zoning plus 249 additional average daily trips.

Conclusions

The trip cap stipulation will ensure there will be no significant impact to the transportation system based upon the change in designation from General Industrial to Commercial.

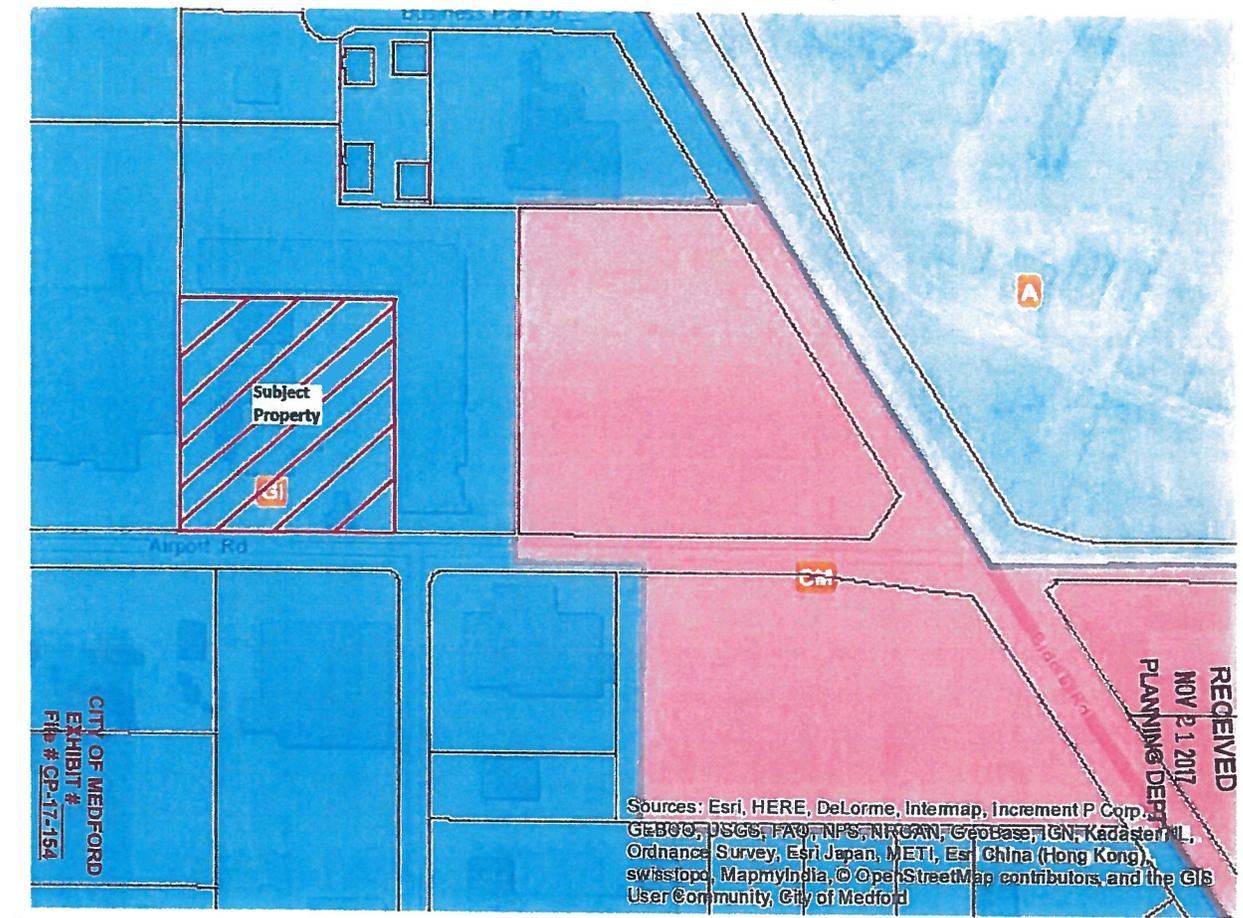
Goal 13—Energy Conservation does not apply in this case.

Goal 14—Urbanization does not apply in this case.

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

Exhibit B

General Land Use Plan Map



3



Exhibit C

Applicant's Findings of Fact

**BEFORE THE PLANNING COMMISSION
FOR THE CITY OF MEDFORD, OREGON:**

IN THE MATTER OF AN APPLICATION FOR)
A CHANGE IN GENERAL LAND USE PLAN)
(GLUP) MAP DESIGNATION FROM GI TO)
CM FOR 3 ACRES OF LAND, LOCATED)
ON THE NORTH SIDE OF AIRPORT ROAD,) FINDINGS OF FACT
BETWEEN TABLE ROCK ROAD AND)
BIDDLE ROAD; COLUMBIA CARE,)
APPLICANTS; RICHARD STEVENS &)
ASSOCIATES, INC.; AGENTS)

I. RECITALS PERTAINING TO THE PROPERTY:

APPLICANTS: Columbia Care
3587 Heathrow Way
Medford, OR 97504

AGENTS: Richard Stevens & Associates, Inc.
P.O. Box 4368
Medford, OR 97501
(541) 773-2646

PURPOSE OF APPLICATION:

The applicant is requesting a change of General Land Use Plan (GLUP) map designation from GI (General Industrial) to CM (Commercial) for 3 acres of land located at 503 Airport Road and described as T-37 R-2W SEC-12A, Tax Lot 502, within the Medford city limits. The proposed change will help to address a deficit in available CM lands resulting from the recently approved Urban Growth Boundary (UGB) expansion; it will help to balance the supply of available industrial and CM lands; it will increase the efficiency of land uses in the area; and it will lead to a more economical and efficient use of existing public facilities in the vicinity.

II. APPLICABLE CRITERIA:

Comprehensive Plan Amendments to change General Land Use Plan (GLUP) Map Designation must be based on information and findings addressing the Criteria for Plan Amendments in the Goals, Policies, and Implementation Element of the Medford Comprehensive Plan, as follows:

1. A significant change in one or more Goals, Policies, or Implementation Strategies of the *Medford Comprehensive Plan*.
2. A demonstrated need for the change to accommodate unpredicted population trends to satisfy urban housing needs, or to assure adequate employment opportunities.
3. The orderly and economic provision of key public facilities.
4. The maximum efficiency of land uses within the urbanizable area.
5. The environmental, energy, economic, and social (ESEE) consequences.
6. The compatibility of the proposed change with other elements of the *Medford Comprehensive Plan*.
7. All applicable Statewide Planning Goals.

III. FINDINGS IN COMPLIANCE WITH THE CRITERIA FOR PLAN AMENDMENTS TO CHANGE GENERAL LAND USE PLAN MAP DESIGNATION, IN THE MEDFORD COMPREHENSIVE PLAN:

The Criteria for Plan Amendments, found in the Goals, Policies, and Implementation Element of the Medford Comprehensive Plan, establishes different sets of criteria for various categories of Comprehensive Plan amendments, noting:

"Because of the important functional difference among various Comprehensive Plan components, no common set of criteria can be used to assess all proposed Plan amendments."

The section goes on to note that:

"While all of the criteria may not apply to each proposed amendment, all must be considered when developing substantive findings supporting final

action on the amendment, and those criteria which are applicable must be identified and distinguished from those which are not."

General Land Use Plan Map Designations; Amendments Shall be Based on the following:

- 1. A significant change in one or more Goals, Policies, or Implementation Strategies of the Medford Comprehensive Plan.*
- 2. A demonstrated need for the change to accommodate unpredicted population trends to satisfy urban housing needs, or to assure adequate employment opportunities.*
- 3. The orderly and economic provision of key public facilities.*
- 4. The maximum efficiency of land uses within the urbanizable area.*
- 5. The environmental, energy, economic, and social (ESEE) consequences.*
- 6. The compatibility of the proposed change with other elements of the Medford Comprehensive Plan.*
- 7. All applicable Statewide Planning Goals.*

A significant change in one or more Goals, Policies, or Implementation Strategies of the Medford Comprehensive Plan:

The City of Medford continues to have a goal of providing land to accommodate its 20-year land need for housing and employment as required under Oregon Revised Statute (ORS) 197.296. While the City has not recently changed Goals, Policies, or Implementation Strategies relevant to the proposed change in GLUP map designation, the recent analysis completed through the process of expanding the City's UGB demonstrates an imbalance in the number of acres of available land for industrial (both GI and HI GLUP designations) and Commercial (CM GLUP) designations. As discussed in detail below, the proposed GLUP map amendment will help to adjust this imbalance.

FINDING:

The recent analysis of available lands completed through the UGB amendment process demonstrates an imbalance between the available industrial and CM land categories. The City of Medford's

Goal of providing land to accommodate its 20-year land need has not changed, however, the understanding of what exactly that need is, as it relates to each of the GLUP map designations is now better understood thanks to the UGB amendment process. The proposed change of GLUP map designation will help the City in meeting its goal of providing land to accommodate its 20-year land need.

A demonstrated need for the change to accommodate unpredicted population trends to satisfy urban housing needs, or to assure adequate employment opportunities:

The City of Medford is in the final stages of expanding its UGB to provide an adequate land supply for both residential and employment growth over the next 20 years. During that process, the City investigated its land supply, compared it against growth projections, and determined how much land was needed. According to the City's projections, there was a need for a total of 97 acres of industrial land (both GI & HI) and a total of 318 acres of Commercial (CM) land¹. The final area for UGB expansion, selected by the City Council and approved by the Jackson County Board of Commissioners, included a total of 98 buildable acres of industrial land and a total of 300 buildable acres of CM land². As shown in Table 1.1 below, the area added to the UGB created a 1-acre surplus of industrial land and left an 18-acre deficit in the supply of CM land.

Table 1.1 Industrial and Commercial Land Supply Before Amendment

	Acres of Additional Land Needed	Acres of Land Provided	Acres in Surplus (Deficit)
Industrial (GI & HI)	97	98	1
Commercial (CM)	318	300	(18)

The proposed Comprehensive Plan Amendment will change 3 net acres (approximately 3.24 gross acres) from the GI to the CM GLUP map designation. As shown in Table 1.2 below, the proposed change will help to address the existing deficit in CM land and help to balance the supply of industrial and CM lands in the urban area. In this way, the application will help to assure adequate employment opportunities across a larger spectrum of uses.

¹ Page 101 of the City of Medford Planning Commission Staff report for file no. CPA-14-114 (attached for reference)

² Page 45 of the Jackson County Planning Commission packet for file no. 439-16-00008-LRP (attached for reference)

Table 1.2 Industrial and Commercial Land Supply After Amendment

	Acres of Additional Land Needed	Acres of Land Provided	Acres Added (Subtracted) by Proposed Amendment	Acres in Surplus (Deficit)
Industrial (GI & HI)	97	98	(3)	(2)
Commercial (CM)	318	300	3	(15)

FINDING:

The proposed change in GLUP map designation will help to assure adequate employment opportunities by decreasing the existing deficit in CM land supply and by helping to balance the supply of industrial and CM lands.

The orderly and economic provision of key public facilities:

The subject property is located between Table Rock Road (a minor arterial street) to the west, and Biddle Road (a major arterial street) to the east. The Rogue Valley International–Medford Airport is located across Biddle Road from the subject property. The property was developed in 1990 with approximately 30,827 square feet of office space in three buildings which were used for years as a branch location, executive office space, and data hub for a bank.

Over the past several years this area (generally bound by Biddle Road to the north, the airport to the east, Lone Pine Creek to the south, and Table Rock Road to the west) has been developing with predominately commercial uses, some of which are permitted in the industrial zone (e.g. banks and business offices) and others that are only permitted in commercial zone or through an approved Planned Unit Development (PUD) (e.g. hotels and medical offices). Commercial development in this area is an obvious fit given the availability of major transportation routes (Table Rock Road and Biddle Road) and the proximity to the airport. A portion of this area, primarily along Biddle Road, has already been designated for commercial development, but the demand for commercial land has outpaced the supply³. The recent approval of a new Costco store approximately one-quarter of a mile from the site, on Table Rock Road in Central Point, helps to solidify this trend toward commercial development in the vicinity. While it is important to maintain a supply of industrial land near the airport it is also important to provide an adequate supply of commercial land in the same vicinity. As discussed individually below, the area is currently served with existing key public facilities that can be utilized most efficiently by accommodating both commercial and industrial uses in this area.

³ See discussion above regarding land availability by plan designation.

By appropriately locating a mix of both commercial and industrial lands in this area, the City will have an opportunity to attract new business and infill development in this crucial location; an area of existing development near the airport. The alternative would be to force a larger portion of future commercial development into areas recently added to the UGB, many of which are not well suited, currently, for large-scale commercial development. Infill development, and the intensification of existing development, use existing facilities rather than requiring the construction of new facilities. This will not change the demand for commercial development, it will only have the effect of accommodating that demand using existing infrastructure rather than forcing it to be met with the addition of new greenfield development outside of the existing urban area which requires the extension of facilities and services and leads to less orderly and more expensive provisions for key public facilities.

Sanitary Sewer:

Sanitary sewer service is provided by Rogue Valley Sewer Service. There is an 8-inch line in Airport Road adjacent to the subject property. The line flows to the west and then north, eventually connecting to a 54-inch sewer line located in Biddle Road. The site is fully developed with 30,827 square feet of office space which will be reused/repurposed with commercial uses permitted in the Commercial GLUP map designation. The sanitary sewer collection system is adequate to accommodate the types of uses permitted in both the existing industrial designation and the proposed commercial designation. The sewer system is available in condition, capacity and location for the continued use of the system for commercial uses.

Water Service:

Water service is provided by the Medford Water Commission, which is currently serving the subject property and vicinity. There is an existing 6-inch main line and an existing 10-inch main line along the south end of the subject property in Airport Road. The site is fully developed with 30,827 square feet of office space which will be reused/repurposed with commercial uses permitted in the Commercial GLUP map designation. Adequate water service lines are available to continue to serve future commercial uses on the subject site.

Water service for fire protection is also currently available on the site.

Storm Drainage:

The subject property and surrounding area have been developed to urban standards and have improved urban storm drain facilities. There is an existing 18-inch stormwater mainline to the south on Airport Road. The property is already fully improved and developed to urban standards and the proposed change in GLUP map designation will have no greater impact on the availability of stormwater facilities in the

vicinity. There is sufficient capacity in the existing storm water drainage system to serve the subject property.

Any future development of the site will require an integrated storm sewer system, with the construction drawings prepared and the engineering to provide the storm sewer system in accordance with the City of Medford, at the time any new development is proposed.

Transportation:

A traffic analysis letter has been submitted with this application. According to the analysis performed by Southern Oregon Transportation Engineering, LLC., the requested change in GLUP map designation, and eventual zone change from I-L to C-R, would result in a net increase of 3,600 Average Daily Trips (ADT) to the transportation system. The analysis also showed that an additional 45 p.m. peak hour trips would reach the intersection of OR 62 and Poplar Drive. Impacting this intersection with 25 or more peak hour trips would require some form of mitigation to meet facility adequacy requirements. In the alternative, the applicant has chosen to pursue the option of requesting a trip cap stipulation.

When unconditional approval is not possible without some form of mitigation to maintain an adequate level of service, the City of Medford Land Development Code, Section 10.461(1) allows trip stipulations to reduce traffic. For this application, the maximum trip stipulation would include the base zoning ADT (I-L) plus up to 249 ADT, which is 1,149 ADT (or an equivalent 114 p.m. peak hour trips). A trip cap stipulation of 1,149 ADT (or an equivalent 114 p.m. peak hour trips) is, therefore, proposed for this application.

FINDING:

Based upon the information contained herein, including the requested trip cap stipulation, the City of Medford finds that the key public facilities necessary to reuse/redevelop the existing 30,827 square feet of office space with uses permitted in the Commercial GLUP map designation, which includes: sanitary sewer, water service, storm sewer, and transportation infrastructure, are available in the vicinity and immediately adjacent to the site. With the trip cap stipulation, it is demonstrated that there will be no significant impact to these facilities for the proposed uses. The ability to use existing infrastructure for the reuse/redevelopment of this property to meet a portion of the City's commercial land need will lead to the orderly and economical use of existing key public facilities.

The maximum efficiency of land uses within the urbanizable area:

As discussed above, per the recently approved UGB amendment process, the City has identified a small surplus of available industrial land and an approximately 18-acre deficit in the amount of available CM land. This is not to say that there was an error in the UGB amendment process, but rather, the UGB amendment process operated on a very large scale, with a vast number of rules and other considerations that needed to be navigated. Now that the UGB amendment has been approved the City can look at opportunities to fine-tune the availability of the different GLUP designations as needed to achieve the best balance of available land types.

Given this small discrepancy in the available industrial and CM land supply, the City can consider the benefits associated with approving the proposed GLUP map amendment and providing for a mix of both commercial and industrial development in the vicinity of the airport. The application will not only help to improve the balance of available employment land types, it will also help to promote commercial infill and redevelopment in an established portion of the urban area. Both of which will have an effect in maximizing the efficiency of land uses within the urbanizable area.

FINDING:

The City of Medford finds that the requested change in GLUP map designation from GI to CM will help to maximize the efficiency of land use within the urbanizable area by providing a better balance of available employment GLUP types in the UGB and by providing a better mix of industrial and commercial uses around the airport. The mix of commercial and industrial uses around the airport is consistent with existing facilities and development patterns in the vicinity.

The environmental, energy, economic, and social (ESEE) consequences:

As discussed throughout these findings, the City of Medford recently approved a boundary expansion for its UGB. The approved expansion was the second phase of a two-step UGB amendment process. The first phase of the process was the "ISAs" or internal study areas. The first phase was done consistent with ORS 197.296(6)(b), which requires that cities, before considering expanding their UGBs must consider changes to existing land use designations for the purpose of efficiently utilizing lands within the current urban area. The proposed GLUP map amendment, like Phase I of the UGB amendment process, will help to more efficiently utilize lands within developed portions of the UGB. The proposed change in GLUP map designation from GI to CM will help to facilitate the reuse and/or redevelopment of the existing 30,827 square feet of office space on the subject property, for commercial uses.

There continues to be a demand for new commercial development in and around Medford. This demand can either be met by developing/redeveloping lands within the existing urbanizable area, nearer the core of the city, or it can be met by adding new areas into the city along the edges of the existing urban area.

Environmental: Infill/reuse development, in general, is much less impactful on the environment as it occurs in areas with existing urban development and it does not require the conversion of resource lands or natural areas. Infill/reuse development and a development pattern with a mix of uses also reduce pollution by reducing vehicle miles traveled.

Energy: Infill/reuse development, in general, is more energy efficient as it occurs in areas nearer the core of the city, helping to reduce energy consumption by reducing vehicle miles traveled. In addition, it requires less energy to reuse existing infrastructure than it does to develop new infrastructure to serve development occurring beyond the current extent of urbanization.

Economic: Infill/reuse development, in general, is more economical as it uses/reuses existing infrastructure and services rather than requiring these services to be extended. As discussed in greater detail above, there is existing infrastructure for water, sanitary sewer, storm sewer, and transportation available to this property. There is a cost associated with the development of all these existing facilities that had to be paid when these utilities and this property were developed. Now that these facilities are in place, it is much more economical to use this existing site and buildings rather than construct a new facility that would require the extension of these services.

Social: The environmental, energy, and economic benefits discussed above are all social benefits as well. That is, there are social benefits realized by reducing environmental impacts, reducing energy consumption, and by reducing costs. The additional social benefit that Infill/reuse development provides is the reduction in dilapidated or blighted buildings in the community. When buildings are left vacant and unused, their condition quickly deteriorates and it is not long before these unused assets can become liabilities for the community. By repurposing existing development, the City can help attract new investment in older portions of the community rather than pushing a disproportional share of new investment into new development along the periphery of the urban area.

FINDING:

The City of Medford finds that by promoting infill development and the reuse of existing development, the proposed change in GLUP map designation will have positive ESEE consequences overall. The benefits of infill development and the reuse of existing development include, but are not limited to: reduced cost by

utilizing existing infrastructure, using less land and preserving open space and resource lands, and less energy consumption and less pollution based on reduced vehicle miles travelled.

The compatibility of the proposed change with other elements of the Medford Comprehensive Plan and all Applicable Statewide Planning Goals:

One purpose of the Medford Comprehensive Plan is to implement the Statewide Planning Goals. This creates a large amount of overlap between various elements of the Comprehensive Plan and the corresponding Statewide Goals, for example, since the Economic Element of the Comprehensive Plan implements Goal 9, a finding of consistency with the Economic Element will also demonstrate consistency with Statewide Planning Goal 9. This being the case, the corresponding Comprehensive Plan elements and State Goals will be discussed together.

Goal #1: Citizen Involvement (Citizen Involvement Element):

The City of Medford has adopted a comprehensive citizen involvement program, involving the CCI (Committee for Citizen Involvement (the Planning Commission is also the CCI)), citizen recommendations, communications involving questionnaires and public notice for all land use actions that is consistent with state law, and in compliance with this goal. The proposed GLUP map amendment is being processed consistent with the process and procedures in place regarding citizen involvement.

FINDING:

The City of Medford, by and through the public notification program and Committee for Citizen Involvement, has provided adequate notice and has allowed for adequate citizen participation of all facets of the planning process. This application, by virtue of complying with the notice program administered by the City, is consistent with this Goal.

Goal #2: Land Use Planning (Implementation Element):

The City of Medford has adopted a long-range Comprehensive Plan and implementation strategy (The Medford Land Development Code) that is consistent with the requirements of Goal #2. The policy and framework for the land use decisions in Medford must comply with the Comprehensive Plan. The City, in reviewing this application under the provisions of the Criteria for Plan Amendments in the Goals,

Policies, and Implementation element of the Comprehensive Plan, are demonstrating compliance with Goal 2.

FINDING:

The City of Medford will review this application for a Comprehensive Plan Amendment (change of GLUP map designation) consistent with the Criteria for Plan Amendments in the Goals, Policies, and Implementation element of the Comprehensive Plan, demonstrating compliance with Goal 2.

Goal #3: Agricultural Lands:

Not applicable.

FINDING:

This property is urbanizable land within the city limits of the City of Medford and is not agricultural land.

Goal #4: Forest Lands:

Not applicable.

FINDING:

This property is urbanizable land within the city limits of the City of Medford and is not forest land.

Goal #5: Open Space, Scenic and Historic Areas; Natural Resources (Environmental and Implementation Elements):

Not applicable.

FINDING:

This property is not identified as being open space, a scenic or historic area or resource, and it is not identified as either a natural resource or an area contributing to natural resource protection. The proposed change in GLUP map designation from GI to CM for this single piece of currently

developed property will have no effect on open space, scenic and historic areas, or natural resources.

Goal #6: Air, Water and Land Resource Quality (Environmental and Implementation Elements):

The purpose of this goal is to maintain and improve the quality of air, water and land resources of the state.

The subject property is located within the Bear Creek/Larson Creek sub-watershed, a portion of the larger Bear Creek water shed. All development in the City of Medford is required to provide storm water detention and water quality controls. The Subject property will be required to adhere to applicable drainage and water quality controls at the time of development, if it is redeveloped. The property, if redeveloped, will be subject to criteria in the Comprehensive Plan and Land Development Code that are designed to provide for adequate levels of service and to protect air, water, and land resource quality.

FINDING:

Since the subject property, if redeveloped, will be subject to criteria in the Comprehensive Plan and Land Development Code that are designed to provide for adequate levels of service and to protect the air, water, and land resource quality, the City of Medford can find that conformance with the specific implementing ordinances will demonstrate compliance with this Goal.

Goal #7: Areas Subject to Natural Hazards (Environmental and Implementation Elements):

Generally, not Applicable; the site is not located in any floodway or flood hazard zone based upon a review of the FEMA mapping available through Medford GIS data. The site is not subject to mudslide, landslide, wildfire, or any other natural hazard.

FINDING:

Not Applicable: The subject property is not in any floodway, flood hazard, mudslide, landslide, wildfire, or other natural hazard area.

Goal #8: Recreational Needs (Public Facilities and Implementation Elements):

Parks, Recreation, and Leisure Services are included in the Public Facilities Element of the Medford Comprehensive Plan. The most current planning document for Medford's parks and recreation system is the 2016-2025 Medford Leisure Services Plan. The plan describes and maps the various recreational areas and facilities that are available or can be made available for the recreational needs of the people and visitors to the city. This site is not identified as either an existing or future park site and there are no additional park land needs identified near this property.

FINDING:

Not Applicable: The subject property is not identified in the 2016-2025 Medford Leisure Services Plan as an existing or future park site and there are no additional park land needs identified near this property.

Goal #9: Economic Development (Population, Land Use, Economic, and Public Facilities Elements):

The City of Medford has an adopted and acknowledged Economic Element which is intended to implement Goal 9. The City is required to provide an adequate supply of land to accommodate employment growth over the next 20 years. The City is in the final stages of expanding its UGB to provide the required supply of employment land. During the UGB amendment process, the City investigated its land supply, compared it against growth projections, and determined how much land was needed. According to the City's projections, there was a need for a total of 97 acres of industrial land (both GI & HI) and a total of 318 acres of Commercial (CM) land. The final area for UGB expansion, selected by the City Council and approved by the Jackson County Board of Commissioners, included a total of 98 buildable acres of industrial land and a total of 300 buildable acres of CM land. The area added to the UGB created a 1-acre surplus of industrial land and left an 18-acre deficit in the supply of CM land.

The proposed Comprehensive Plan Amendment will change 3 net acres (approximately 3.24 gross acres) from the GI to the CM GLUP map designation. The proposed change will help to address the existing deficit in CM land and help to balance the supply of industrial and CM lands in the urban area. In this way, the application will help to assure adequate employment opportunities across a larger spectrum of uses.

The proposed amendment is also consistent with the following Goals, Policies, and Implementation Strategies of the Economic Element:

Goal: To actively stimulate economic development and growth that will provide opportunities to diversify and strengthen the mix of Economic activity in the City of Medford.

Policy 1-1: The City of Medford shall strengthen its role as the financial, medical, tourist, government, and business hub of Southern Oregon and shall build on its comparative advantages in the local and regional marketplace.

Implementation 1.1(a): Partner with business, medical, and educational communities to advance common objectives.

Implementation 1-1(d): Participate in joint public/private business development programs to identify opportunities for growth of existing businesses and the attraction of new firms.

Policy 1-2: The City of Medford shall encourage the redevelopment of underutilized employment sites.

Policy 1-3: The City of Medford shall, as appropriate under the Goal above, support the retention and expansion of existing businesses.

Implementation 1-3(a): Adopt code amendments that encourage the development of existing sites.

Policy 1-5: The City of Medford 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.

Implementation 1-5(b): Reduce projected deficits in employment lands by changing GLUP Map designations within the existing Urban Growth Boundary.

Policy 1-9: The City of Medford shall re-evaluate existing industrial and commercial GLUP map designations to better fit current business practices.

FINDING:

This property is currently designated for employment uses and will continue to be designated for employment uses. The proposed change in GLUP map designation will help to assure adequate employment opportunities by decreasing the existing deficit in CM land supply and by helping to balance the supply of industrial and Commercial lands. By encouraging the reuse of an existing site, increasing the supply of medical facilities in the City, and aiding in the retention and expansion of

an existing business, the proposed amendment is also consistent with several Comprehensive Plan Goals, Policies, and Implementation Strategies.

Goal #10: Housing (Environmental, Population, Land Use, and Housing Elements):

The purpose of this goal is to provide for the housing needs of the citizens of the state.

This subject property is not designated for residential use.

FINDING:

Not Applicable: The property is not currently designated for residential use and the proposed change in GLUP map designation from GI to CM will not change the availability of lands for residential development.

Goal #11: Public Facilities and Services (Public Facilities Element):

The purpose of this goal is 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.

Sanitary sewer service is provided by Rogue Valley Sewer Service. There is an 8-inch line in Airport Road adjacent to the subject property. The line flows to the west and then north, eventually connecting to a 54-inch sewer line located in Biddle Road. The site is fully developed with 30,827 square feet of office space which will be reused/repurposed with commercial uses permitted in the Commercial GLUP map designation. The sanitary sewer collection system is adequate to accommodate the types of uses permitted in both the existing industrial designation and the proposed commercial designation. The sewer system is available in condition, capacity and location for the continued use of the system for commercial uses.

Water service is provided by the Medford Water Commission, which is currently serving the subject property and vicinity. There is an existing 6-inch main line and an existing 10" mainline along the south end of the subject property in Airport Road. The site is fully developed with 30,827 square feet of office space which will be reused/repurposed with commercial uses permitted in the Commercial GLUP map designation. Adequate water service lines are available to continue to serve future commercial uses on the subject site.

Water service for fire protection is also currently available on the site.

The subject property and surrounding area have been developed to urban standards and have improved urban storm drain facilities. There is an existing 18-inch stormwater mainline to the south on Airport Road. The property is already fully developed and the proposed change in GLUP map designation will have no impact on the availability of stormwater facilities in the vicinity. There is sufficient capacity in the existing storm water drainage system to serve the subject property.

Any future development of the site will require an integrated storm sewer system, with the construction drawings prepared and the engineering to provide the storm sewer system in accordance with the City of Medford, at the time the development is proposed.

FINDING:

The application will not place a burden on public agencies to provide or extend public services. Based upon the information contained herein, the City of Medford finds that there is available infrastructure for sanitary sewer, water service, and storm sewer in the vicinity and immediately adjacent to the site. The City of Medford also finds that future zoning of the site will require a demonstration of the availability of Category A urban services to adequately serve the subject property with the permitted used allowed under the proposed zoning.

Goal #12: Transportation (Public Facilities Element):

A traffic analysis letter has been submitted with this application. According to the analysis performed by Southern Oregon Transportation Engineering, LLC., the requested change in GLUP map designation, and eventual zone change from I-L to C-R, would result in a net increase of 3,600 Average Daily Trips (ADT) to the transportation system. The analysis also showed that an additional 45 p.m. peak hour trips would reach the intersection of OR 62 and Poplar Drive. Impacting this intersection with 25 or more peak hour trips would require some form of mitigation to meet facility adequacy requirements. In the alternative, the applicant has chosen to pursue the option of requesting a trip cap stipulation.

When unconditional approval is not possible without some form of mitigation to maintain an adequate level of service, the City of Medford Land Development Code, Section 10.461(1) allows trip stipulations to reduce traffic. For this application, the maximum trip stipulation would include the base zoning ADT (I-L) plus up to 249 ADT, which is 1,149 ADT (or an equivalent 114 p.m. peak hour trips). A trip cap stipulation of 1,149 ADT (or an equivalent 114 p.m. peak hour trips) is, therefore, proposed for this application.

FINDING:

The City of Medford finds that with the requested trip cap stipulation, the proposed GLUP change will not result in an addition of more than 249 ADT to the transportation system. Per the Medford Land Development Code, an increase of 249 ADT or less does not require traffic analysis and is viewed as being consistent with the City's Transportation System Plan.

Goal #13: Energy Conservation (Environmental Element):

The goal is simply to "Conserve Energy".

The proposed change in GLUP map designation from GI to CM will help to facilitate the reuse and/or redevelopment of the existing 30,827 square feet of office space on the subject property, for commercial uses. The net ESEE impact of the proposed GLUP map designation, and the reuse of existing development, is positive. There continues to be a demand for new commercial development in and around Medford. This demand can either be met by developing/redeveloping lands within the existing urbanizable area, nearer the core of the city, or it can be met by adding new areas into the city along the edges of the existing urban area.

Infill/reuse development, in general, is much less impactful on the environment, it is more energy efficient, it is more economical, and it has positive social consequences as it occurs in areas with existing urban development. Development near the core of the city allows for the use of existing infrastructure rather than requiring infrastructure to be extended, thus reducing the overall cost of development. Infill/reuse reduces pollution by reducing vehicle miles traveled, and it reduces environmental impacts by preserving rural lands for open space and resource uses.

FINDING:

The City of Medford finds that by promoting infill development, the proposed change in GLUP map designation will help to conserve energy. The benefits of infill development and the reuse of existing development include, but are not limited to: Reduced cost by utilizing existing infrastructure, using less land and preserving open space and resource lands, and less energy consumption and less pollution based on reduced vehicle miles travelled.

Goal #14: Urbanization (Population, Land Use, Housing, Economic, Public Facilities, GLUP, and Implementation Elements):

The goal is to "Provide for an orderly and efficient transition from rural to urban land use."

Goal 14 provides that urban growth boundaries shall be established to identify and separate urbanizable from rural land. Consistent with ORS 197.296(6)(b), cities, before considering expanding their UGBs must consider changes to existing land use designations for the purpose of efficiently utilizing lands within the current urban area. During Phase I of its Urban Growth Boundary (UGB) amendment process, the City identified lands which could be re-designated to more efficiently meet future needs for residential development and employment.

The proposed GLUP map amendment, like Phase I of the UGB amendment process, will help to more efficiently utilize lands within developed portions of the UGB. The proposed change in GLUP map designation from GI to CM will help to facilitate the reuse and/or redevelopment of the existing 30,827 square feet of office space on the subject property, for commercial uses.

The City of Medford is in the final stages of expanding its UGB to provide an adequate land supply for both residential and employment growth over the next 20 years. During that process, the City investigated its land supply, compared it against growth projections, and determined how much land was needed. According to the City's projections, there was a need for a total of 97 acres of industrial land (both GI & HI) and a total of 318 acres of Commercial (CM) land. The final area for UGB expansion, selected by the City Council and approved by the Jackson County Board of Commissioners, included a total of 98 buildable acres of industrial land and a total of 300 buildable acres of CM land. The area added to the UGB created a 1-acre surplus of industrial land and left an 18-acre deficit in the supply of CM land.

The proposed Comprehensive Plan Amendment will change 3 net acres (approximately 3.24 gross acres) from the GI to the CM GLUP map designation. The proposed change will help to address the existing deficit in CM land and help to balance the supply of industrial and Commercial lands in the urban area. In this way, the application will help to assure adequate employment opportunities across a larger spectrum of uses.

FINDING:

The application does not include a change to an urban growth boundary but rather it provides for the efficient use of land already within the UGB.

CONCLUSIONARY FINDING:

Reviewing the above discussion and findings, the City of Medford can find that the application for a GLUP map designation change from GI to CM can be found to be consistent with the applicable Statewide Planning Goals and Comprehensive Plan elements regarding citizen involvement; land use planning; air, water and land resource quality; economic development; public facilities and services; transportation; energy conservation; and urbanization, and that Statewide Planning Goals 3, 4, 5, 7, 8 & 10 do not apply to this application.

IV. SUMMARY AND CONCLUSIONS:

In order for a Comprehensive Plan Amendment to change General Land Use Plan (GLUP) Map Designation to be approved, the Planning Commission must find that the request is supported by information and findings addressing the Criteria for Plan Amendments in the Goals, Policies, and Implementation Element of the Medford Comprehensive Plan.

A review of the application and these Findings of Fact demonstrates that this application complies with the applicable standards of the Medford Comprehensive Plan. This application is for a change in GLUP map designation, from GI to CM.

With this information provided, the applicants respectfully request that the City of Medford designate the subject property, (37-2W-12A, Tax Lot 502), as Commercial (CM) on the General Land Use Plan (GLUP) map for the City of Medford, Oregon.

Respectfully Submitted,



RICHARD STEVENS & ASSOCIATES, INC.

Exhibit D

Attachment to Applicant's Findings

Exhibit E
 Staff Report

RECEIVED
NOV 21 2017
PLANNING DEPT

Table 9.7. Employment Land Need after UGBA Phase 1 (net acres)

	Supply Before SALs	Supply After SALs	Demand	Deficit
SC	172	174	352	177
GI & HI	641	519	597	78
CM	265	443	697	254
Total				509

The number of net acres needed is then converted to gross acres in order to account for roads and other infrastructure resulting in a total employment land need of 637 gross acres.

Table 9.8. Net-to Gross Conversion of Employment Land Need after UGBA Phase 1

	Deficit in Net Acres	Deficit in Gross Acres
SC	177	222
GI & HI	78	97
CM	254	318
Total		637

UGBA Council Report

File no. CP-14-114

August 18, 2015

The Planning Commission also used the public hearings process to more fully develop findings for Goal 14 locational factor 3, which requires the City to consider the comparative environmental, social, economic, and energy (ESEE) consequences of different boundary location alternatives. Based on these findings, and the revised land need figures, the Commission chose to alter staff's recommendation by removing the land recommended in staff's "Alternative 1" and most of the land recommended in staff's "Alternative 2". The Commission also chose to add approximately 180 gross acres south of Cherry Lane, north of Barnett Road, and east of the current UGB, to the recommendation.

The Council received testimony that convinced it to reverse the Planning Commission's recommendation. After reviewing four restoration options at a February 25, 2016 study session and at its regular meeting on March 17, the Council selected the option presented by CSA Planning.

In addition to expanding the urban growth boundary and assigning GLUP map designations to the areas added to the UGB, the City proposes to amend the Street Functional Classification Plan of the Transportation Element of the Comprehensive Plan to include the expansion areas and portions of the Urbanization and GLUP Elements of the Comprehensive Plan to accommodate the UGB amendment. The recommended changes are shown in Exhibit A.

MAP AMENDMENT SUMMARY

		Number of Acres
Total Expansion Proposal		4,046
Developed or Unbuildable Land		511
Prescott Park and Chrissy Park		1,877
Land for Future Development (Residential + Employment)		1,658
Residential Land Amount		1,039
Low-Density Residential	UR	891
Medium-Density Residential	UM	27
High-Density Residential	UH	121
Employment Land Amount		618
Service Commercial	SC	220
Commercial	CM	300
General Industrial	GI	92
Heavy Industrial	HI	6

-45-

Exhibit E

Letter from Southern Oregon Transportation Engineering

SOUTHERN OREGON TRANSPORTATION ENGINEERING, LLC NOV 1 2017
319 Eastwood Drive - Medford, Or. 97504 - Phone (541) 941-4148 - Email: Kim.parducci@gmail.com PLANNING DE

November 1, 2017

Karl MacNair, Transportation Manager
City of Medford
Public Works/Engineering Division
200 South Ivy Street, Lausmann Annex
Medford, Oregon 97501

RE: GI and I-L to CM and C-R Comprehensive Plan Map Amendment and Zone Change Analysis

Dear Karl,

Southern Oregon Transportation Engineering, LLC evaluated trip generations for a proposed comprehensive plan map amendment (GI to CM) and subsequent zone change (I-L to C-R) on 3.00 acres at Township 37S Range 2W Section 12A tax lot 502. The subject parcel is located west of Avion Drive along the north side of Airport Road in Medford.

Background

The subject parcel is estimated to generate 900 average daily trips (ADT) under I-L (Light Industrial) zoning (using the City of Medford I-L trip generation of 300 ADT/net acre) with 90 trips occurring during the p.m. peak hour. Regional Commercial (C-R) is estimated (using the City of Medford C-R trip generation of 1,500 ADT/net acre) to generate 4,500 ADT, with 450 trips occurring during the p.m. peak hour. This results in a net increase of 3,600 ADT to the transportation system. The City's land development code requires a traffic impact analysis for any proposed land use action which generates a net increase of 250 ADT or more to the transportation system. Based on this, a traffic analysis is shown to be required.

Analysis and Recommendations

For the analysis, 10% of the City's 1,500 ADT/net acre trip generation rate for C-R was used to determine an equivalent volume of p.m. peak hour trips. This produced 450 p.m. peak hour trips with 225 inbound and 225 outbound. Existing traffic patterns and volumes along Airport Road, Table Rock Road, Biddle Road, and Lawnsdale Road were used to determine trip distributions to and from the subject parcel. This resulted in approximately 14% to/from the northwest on Biddle Road and Table Rock Road, 45% to/from the southwest on Table Rock Road, and 41% to/from the southeast on Biddle Road and Lawnsdale Road (Bullock Road). From here roughly 11% reached OR 62 at Bullock Road and Poplar Drive. These percentages resulted in 45 p.m. peak hour trips at the intersection, which is considered a "substantial amount" of peak hour trips. The intersection of OR 62 and Poplar Drive is shown under adjusted year 2017 conditions to exceed the City and State's operational performance standard during the p.m. peak hour. Impacting this intersection with 25 or more peak hour trips will require some form of mitigation to meet facility adequacy requirements. Since this is known up front, the applicant would like to pursue the alternate option of requesting a trip cap stipulation.

When an unconditional approval is not possible without some form of mitigation to maintain an adequate level of service, the City of Medford Municipal Land Development Code (MLDC) 10.461(1) allows trip stipulations to reduce traffic. For this application, the maximum trip stipulation would include the base zoning ADT (I-L) plus up to 249 ADT, which is 1,149 ADT (or an equivalent 114 p.m. peak hour trips). A trip cap stipulation of 1,149 ADT (or an equivalent 114 p.m. peak hour trips) is, therefore, proposed for this application.

If you have any questions or concerns please feel free to contact me.

Sincerely,



Kimberly Parducci PE, PTOE

SOUTHERN OREGON TRANSPORTATION ENGINEERING, LLC

Attachments: Parcel Vicinity Map
Trip Distributions and Assignments
Synchro Output
Medford Land Development Code
Scoping Letter

Cc: Peter Mackprang, Medford Engineering
Joe Slaughter, Richard Stevens & Associates, Inc.
Client



Exhibit F

Public Works Staff Report



Medford – A fantastic place to live, work and play

CITY OF MEDFORD

RECEIVED

JAN 24 2018

PLANNING DEP.

LD Date: 1/24/2018
File Number: CP-17-154

PUBLIC WORKS DEPARTMENT STAFF REPORT

General Land Use Map Amendment

504 Airport Road

ColumbiaCare Services

Project: Consideration of a Minor General Land Use Plan Map amendment to reclassify a 3.0 acre property.

Location: Located at 503 Airport Road from General Industrial to Commercial.

Applicant: Applicant: Columbia Care, Agent: Richard Stevens & Associates, Planner: Sara Sousa.

I. Sanitary Sewer Facilities

This site lies within the Rogue Valley Sewer Service (RVSS) area. The Applicant shall contact RVSS to see if sanitary sewer services and facilities are available and have capacity to serve this property under the proposed zoning.

II. Storm Drainage Facilities

This site lies within the Lone Pine Creek Drainage Basin. The City of Medford has existing storm drain facilities in the area. This site is currently developed, and if redeveloped would be able to connect to these facilities. This site will be required to provide stormwater quality and detention at time of redevelopment in accordance with MLDC, Section 10.729 and/or 10.486.

III. Transportation System

Public Works received a Traffic Impact Report from Southern Oregon Transportation Engineering, dated November 1, 2017 and titled, "GI and I-L to CM and C-R Comprehensive Plan Map Amendment and Zone Change Analysis" for the property Identified as 372W12A502. The report studies the impact of a Zone Change from I-L Light Industrial to Regional Commercial on 3.0 acres.

The report shows that the intersection of Crater Lake Hwy 62 and Poplar Dr / Bullock Dr is currently exceeding both City of Medford and ODOT operational performance standards and that 25 or more peak hour trips would reach this intersection from the property. This would constitute significant impact to the intersection per Medford Municipal Code section 10.461.

The developer proposes a trip cap consisting of the allowable trips under the existing I-L Zoning on a 3.0 acre parcel; 900 ADT (average daily trips), plus the maximum allowable trips per code prior to onset of significant impact to a failing intersection; 249 ADT. The trip cap would be for a maximum of 1149 ADT.

Public Works recommends that the following condition be imposed on the Zone Change:

Trip generation on the property shall not exceed 1149 ADT. The developer shall submit a trip accounting with any subsequent development applications showing that trip generation from the proposal will not cause the total trip generation of the subject three acres to exceed 1149 ADT.

Prepared by: Doug Burroughs

Exhibit G

Medford Fire Department Report



Medford Fire Department

200 S. Ivy Street, Room #180
Medford, OR 97501
Phone: 774-2300; Fax: 541-774-2514;
E-mail www.fire@ci.medford.or.us

LAND DEVELOPMENT REPORT - PLANNING

To: Sarah Sousa

LD Meeting Date: 01/24/2018

From: Fire Marshal Kleinberg

Report Prepared: 01/22/2018

File #: CP - 17 - 154

Site Name/Description:

Consideration of a Minor General Land Use Plan Map amendment to reclassify a 3.0 acre property located at 503 Airport Road from General Industrial to Commercial. Applicant: Columbia Care, Agent: Richard Stevens & Associates, Planner: Sara Sousa

DESCRIPTION OF CORRECTIONS	REFERENCE
<u>Approved as Submitted</u> Meets Requirement: No Additional Requirements	

Development shall comply with access and water supply requirements in accordance with the Fire Code in affect at the time of development submittal.
Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (hydrants) is required to be installed prior to construction when combustible material arrives at the site.
Specific fire protection systems may be required in accordance with the Oregon Fire Code.
This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on the information provided only.
Design and installation shall meet the Oregon requirements of the IBC, IFC, IMC and NFPA standards.

Exhibit H

Medford Water Commission Memo



BOARD OF WATER COMMISSIONERS

Staff Memo

TO: Planning Department, City of Medford

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

SUBJECT: CP-17-154

PARCEL ID: 372W12A TL 502

PROJECT: Consideration of a Minor General Land Use Plan Map amendment to reclassify a 3.0 acre property located at 503 Airport Road from General Industrial to Commercial.

DATE: January 24, 2018

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

CONDITIONS

1. No Conditions

COMMENTS

1. There is an existing fire hydrant near the southwest property corner along Airport Road, and also at the southeast corner of the intersection Airport Road and Avion Drive.
2. MWC-metered water service does exist to this property. There is a 2-inch water meter that serves the large building located at 503 Airport Road. There is also a 1-inch water meter that serves the small building near the southeast property corner.
3. Access to MWC water lines is available. There is an existing 6-inch water line located just south of the north right-of-way line of Airport Road, and there is an existing 24-inch water transmission line along the south right-of-way line.

Exhibit I

Rogue Valley Sewer Services Letter



ROGUE VALLEY SEWER SERVICES

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

July 14, 2015

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

Re: CP-17-154, 503 Airport Road

ATTN: Sarah,

The subject property is served by a 4 inch service connection to an existing 8 inch sewer main along Airport Road. An additional 10 inch sewer main currently runs south to north along the west property line. The proposed planning action will have no adverse impacts on RVSS service.

Future sewer or building improvements must be submitted to RVSS for approval and/or determination of SDC fees.

Sincerely,

Nicholas R. Bakke

Nicholas R Bakke, PE
District Engineer

Exhibit J

Jackson County Roads Letter



JACKSON COUNTY
Roads

**Roads
Engineering**

Kevin Christiansen
Construction Manager

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

January 17, 2018

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

RE: Minor General Land Use Plan Map Amendment off Airport Road – a county maintained road.

Planning File: CP-17-154.

Dear Sarah:

Thank you for the opportunity to comment on the consideration of a Minor General Land Use Plan Map Amendment to reclassify a 3.0 acre property located at 503 Airport Road from I-G (General Industrial) to I-L (Light Industrial). Jackson County Roads has the following comments:

1. Any new or improved road approaches off Airport Road shall be permitted and inspected by the City of Medford.
2. The applicant shall submit construction drawings to Jackson County Roads and obtain county permits if required.
3. Airport Road is a County Minor Collector and is county-maintained. The Average Daily Traffic Count between Table Rock Road and Biddle Road was 3,100 on the Medford 2016 Traffic Volumes Map
4. If frontage improvements are required, they shall be permitted and inspected by the City of Medford.
5. We would like to be notified of future development proposals, as county permits may be required.
6. Jackson County's General Administration Policy #1-45 sets forth the County's position as it relates to the management of County roads located within existing or proposed city limits or Urban Growth Boundaries (UGB). The County has no current plans for

January 17, 2018
Page 2 of 2

improvements to Airport Road. Jackson County Roads recommends that the city request road jurisdiction.

7. Storm water should meet City of Medford requirements that also include water quality.
8. Jackson County Roads would like to review and comment on the hydraulic report including the calculations and drainage plan. Capacity improvements or on site detention, if necessary, shall be installed at the expense of the applicant. Upon completion of the project, the developer's engineer shall certify that construction of the drainage system was constructed per plan and a copy of the certification shall be sent to Jackson County Roads.

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

Sincerely,

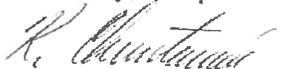

Kevin Christiansen
Construction Manager

Exhibit L

Letter from CSA Planning



Memorandum

To: Clark Stevens - Richard Stevens & Associates, Inc.
Date: February 20, 2018
Subject: Commercial GLUP/Zoning Applications - Airport Road Parcels

CSA Planning, Ltd

4497 Brownridge, Suite 101
Medford, OR 97504

Telephone 541.779.0569
Fax 541.779.0114

Raul@CSAplanning.net

Clark:

This memo is provided to confirm that CSA Planning, Ltd. has been engaged by the owners of property identified as Tax Lots 500 and 503 (MAPID 372W12A) to prepare an application to rezone both parcels to the City of Medford's Community Commercial (C-C) Zone. A change to the General Land Use Plan (GLUP) Map from GI to CM will also be sought for Tax Lot 500 in conjunction with the proposed C-C zoning. Tax Lot 503 is already designated as Commercial Land. We are completing the facility adequacy studies in support of the applications now and should be able to file with the City soon.

If approved, the both the CM GLUP Map designations and the C-C zoning district would extend east from Biddle Road (a City arterial street) over our clients' property to the common property line with Tax Lot 502, which your client owns. Our clients are supportive of your client's pending application to change the GLUP Map to CM for Tax Lot 502 and a future re-zone to Community Commercial (C-C).

Very truly yours,

CSA Planning, Ltd.

A handwritten signature in blue ink, appearing to read 'Raul', is written over a horizontal line.

Raul G. Woerner
Principal

RGW/m

Exhibit M

Planning Commission Minutes Excerpt – February 22, 2018



Planning Commission

Minutes

From Public Hearing on **February 22, 2018**

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

Patrick Miranda, Chair
David McFadden, Vice Chair
David Culbertson
Joe Foley
Bill Mansfield
E.J. McManus
Alex Poythress

Staff Present

Kelly Akin, Assistant Planning Director
Carla Paladino, Principal Planner
Eric Mitton, Deputy City Attorney
Terri Rozzana, Recording Secretary
Sarah Sousa, Planner IV
Dustin Severs, Planner III

Commissioners Absent

Mark McKechnie, Excused Absence
Jared Pulver, Excused Absence

50. Public Hearings – New Business

50.1 CP-17-154 Consideration of a Minor General Land Use Plan Map amendment to reclassify a 3.0 acre property located at 503 Airport Road from General Industrial (GI) to Commercial (CM). (Columbia Care, Applicant; Richard Stevens & Associates, Agent; Sarah Sousa, Planner).

Chair Miranda inquired whether any Commissioners have a conflict of interest or ex-parte communication they would like to disclose. Chair Miranda disclosed that a close family friend works for Columbia Care. Also, Columbia Care is a majority holder in the Homeowner's Association of his property. It will not affect his decision regarding this application.

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

Sarah Sousa, Planner IV, stated that the General Land Use Plan Map amendment criteria can be found in the Medford Land Development Code Section 10.192. The applicable criteria were included in the staff report and hard copies are available at the entrance of Council Chambers for those in attendance. Ms. Sousa gave a staff report.

Vice Chair McFadden asked, are all health care classifications in the SIC Code excluded from industrial zones? Ms. Sousa reported that occupational health facilities are included in industrial zones. No medical offices are allowed in light industrial zones. Vice Chair McFadden asked if Ms. Sousa knew why that was. Ms. Sousa did not.

The Public Hearing was opened.

a. Joe Slaughter, Richard Stevens and Associates, P. O. Box 4368, Medford, Oregon, 97501-0168. Mr. Slaughter reported that he does not exactly why medical offices are not allowed in the light industrial zones. There are differences in industrial uses and commercial uses. There has to be a line drawn somewhere. Traffic could be one of the considerations. The applicant is comfortable with the interpretation that this facility is not allowed under the General Land Use Plan map designation and zone. Therefore, the reason for them going through this process.

There is approximately 30,000 square feet of existing building on the site. The property will be used for sixty percent administrative office use and forty percent clinic or medical use. There are no plan changes to the building.

There is an intervening property that was a manufacturing facility that is vacant. It is not comprehensive planned for commercial yet. Mr. Slaughter presented into the record a letter from Raul Woerner, CSA Planning Ltd., representing clients that own the properties that are intervening between the subject property and Biddle Road. Their plans are to submit a comprehensive plan amendment for one of the properties and a zone change for both the properties.

Vice Chair McFadden asked, is this a facility that will require additional fencing? Why should this facility be in an industrial area changing it to commercial? Mr. Slaughter stated that the use of the property will not be limited to mental health. There will be physical health. It is general medical office space.

Mr. Slaughter reserved rebuttal time.

Commissioner Foley asked, the rezoning of this property will be contingent upon the rezoning of the adjacent properties because doesn't it have to touch a commercial property to be zoned commercial? Ms. Sousa reported that the applicant is requesting regional commercial zoning that has to front an arterial or collector street. Biddle Road is the nearest higher order street. It is necessary that the two properties to the east have the same zone.

Commissioner Culbertson asked, does Columbia Care have a facility on Juanipero that was approved and an Alzheimer facility on Poplar? Kelly Akin, Assistant Planning Director,

reported that staff has received several applications from Columbia Care. One was on Juanipero and a residential facility off Swing Lane.

Commissioner Poythress wanted clarification that the property owner is planning to apply for commercial rezoning of the property to the east of the vacant manufacturing building. He wants to be clear that rezoning a manufacturing facility for commercial at which point it cannot be used for light industrial. Ms. Sousa reported that she could not answer that question other than the proximity. If it is under the same ownership and the proximity to Biddle Road it could have the potential for a commercial operation.

The Public Hearing was closed.

Motion: The Planning Commission contingent on the rezoning of the neighboring properties to commercial based on the Findings and Conclusions that all of the approval criteria are met or are not applicable, forwards a favorable recommendation for approval of CP-17-154 to the City Council per the staff report dated February 15, 2018, including Exhibits A through K.

Moved by: Vice Chair McFadden

Commissioner Foley stated that it is not a zoning it is a General Land Use Plan map amendment. He does not believe Vice Chair McFadden had the motion worded the correct way.

Mr. Mitton reported that the contingent language is not appropriate at this time.

Vice Chair McFadden withdrew that motion.

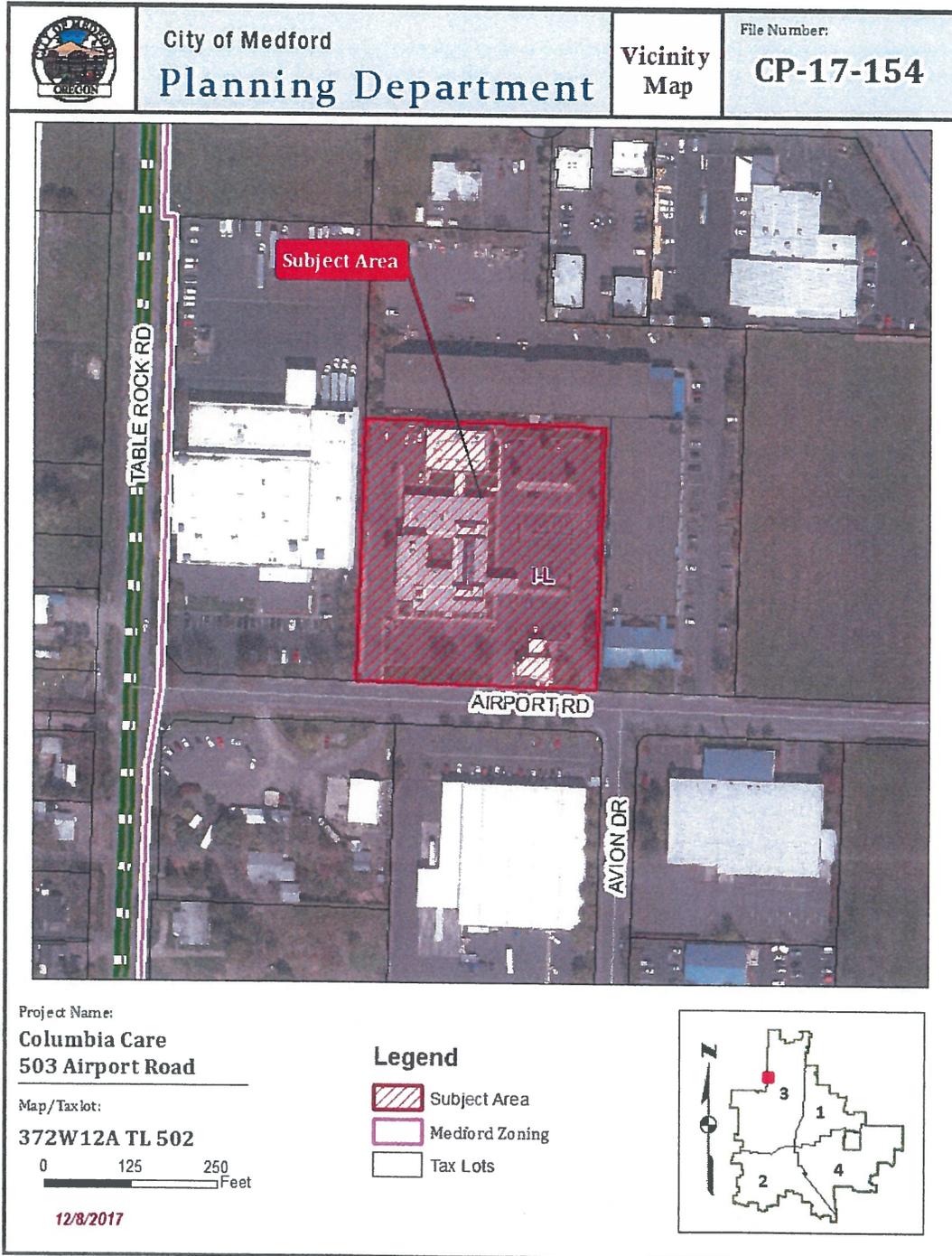
Motion: The Planning Commission based on the Findings and Conclusions that all of the approval criteria are met or are not applicable, forwards a favorable recommendation for approval of CP-17-154 to the City Council per the staff report dated February 15, 2018, including Exhibits A through K.

Moved by: Vice Chair McFadden

Seconded by: Commissioner Culbertson

Roll Call Vote: Motion passed, 7-0.

Vicinity Map





CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.3

www.ci.medford.or.us

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

AGENDA SECTION: Public Hearings
MEETING DATE: April 19, 2018

COUNCIL BILL 2018-32

An ordinance amending sections 4.405, 4.718, 4.761, 4.807 and 4.1200 of the Medford Municipal Code (MMC) pertaining to Sanitary Sewer, Storm Drain and Street Utility fees.

SUMMARY AND BACKGROUND:

The City contracted with the FCS Group to review Sewer Collection, Storm Drain and Street utility fees, and provide recommended actions. This proposed ordinance includes utility fee adjustments for the next three years consistent with the FCS Group recommendations.

The Pedestrian Street Light fee was raised in March, 2008; the increase was not reflected in Code.

The City offers a “vacancy certification” to non-residential customers that removes the street and parks utility fees when a property or portion thereof is vacant. Vacancy certifications are valid for three months and the property owner or manager is required to notify the City to extend the certification. Customers often forget to notify the City and want fees credited to the date the suite became vacant. Currently the MMC limits the retroactive credit to three months. City Utility Billing Services staff now contacts customers in advance of the vacancy certificate expiration date to remind them to renew. Because responsible parties now receive a renewal reminder it is proposed to eliminate the retroactive credit.

PREVIOUS COUNCIL ACTIONS

On November 20, 2014, Council approved Council Bill 2014-144 amending sanitary sewer, storm drain and street utility fees.

On November 9, 2017, the FCS Group presented the results of its financial study and recommended rate adjustments at a Council Study Session.

ANALYSIS

Utility Rate Adjustments (Sections 4.405, 4.718 and 4.761)

This ordinance will adjust the Sanitary Sewer, Storm Drain and Street utility fees in phases over the next three years. The proposed utility rates will fund maintenance and capital improvement projects that will maintain or improve existing infrastructure at the lowest life-cycle cost. The proposed rates are the result of a 20-year projection of revenue and expenses; increased costs of construction and maintenance are included in the rate analysis. The proposed rates are consistent with the Council’s direction provided during the Study Session on November 9, 2017.

Specific impacts for each Public Works utility fee are as follows:

Sanitary Sewer

This ordinance will increase the sewer collection portion of the monthly Sanitary Sewer utility bill by 11% per year in July 2018 and July 2019, and 10% in July 2020. The dollar impact varies by customer; sample impacts are shown below.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.3

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Customer Class	Current Sewer	Proposed 2018	Proposed 2019	Proposed 2020
Single Family	\$20.47	\$21.92	\$23.53	\$25.15
Multi-Family – 5 units	\$40.50	\$44.51	\$48.87	\$52.27
McDonalds Equivalent	\$128.66	\$142.45	\$155.66	\$164.37
Wal-Mart Equivalent	\$324.74	\$356.59	\$389.15	\$409.47

The City charges a \$0.03 billing fee to the Regional Treatment Plant to recover costs of including their fees on the utility bill, which is added to the rates charged to customers. This rate has been in effect since 2012. The current utility billing software is unable to split the Regional Rate Committee portion of the rate from the billing fee portion. In order for the City to receive its revenue, the \$0.03 billing fee has been added to the City of Medford sewer rates in the billing system and deducted from the Regional Rate Committee rate. There is no impact to customers as a result of this change.

Storm Drain

This ordinance will increase the monthly Storm Drain utility bill by 1% in July 2018, with no further changes proposed in 2019 or 2020. The dollar impact varies by customer; sample impacts are shown below.

Customer Class	Current Storm Drain	Proposed 2018	Proposed 2019	Proposed 2020
Single Family	\$10.15	\$10.25	\$10.25	\$10.25
Multi-Family – 5 units	\$16.33	\$16.48	\$16.48	\$16.48
McDonalds Equivalent	\$55.99	\$56.51	\$56.51	\$56.51
Wal-Mart Equivalent	\$1,640.63	\$1,656.30	\$1,656.30	\$1,656.30

Code is clarified to remove unnecessary rounding when calculating Equivalent Residential Units (ERUs).

Street

This ordinance will increase the monthly Trip End fee by 9% each year for three years beginning in July 2018. The proposed increases are considerably less than those proposed at the study session (28%, 23% and 23%) due to additional staff analysis. The dollar impact varies by customer; sample impacts are shown below.

Customer Class	Current Street	Proposed 2018	Proposed 2019	Proposed 2020
Single Family	\$7.35	\$8.01	\$8.73	\$9.52
Multi-Family-5 units	\$25.92	\$28.25	\$30.78	\$33.55
McDonalds Equivalent	\$200.00	\$217.84	\$237.34	\$258.51
Wal-Mart Equivalent	\$2,716.77	\$2,959.14	\$3,224.05	\$3,511.51

Total

The total impact of the three proposed fee increases are shown below.

Customer Class	Current Public Works Fees	Proposed 2018	Proposed 2019	Proposed 2020
Single Family	\$37.97	\$40.18	\$42.51	\$44.92
Multi-Family	\$82.75	\$89.24	\$96.13	\$102.30
McDonalds Equivalent	\$384.65	\$416.80	\$449.51	\$479.39
Wal-Mart Equivalent	\$4,142.14	\$4,972.03	\$5,269.50	\$5,577.28



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.3

www.ci.medford.or.us

Other Changes (Sections 4.405(9), 4.807 and 4.1200)

Section 4.405(9) is clarified to state that utility rate changes are effective July 15.

Section 4.807 is revised to show the Pedestrian Street Light rate change which incorporates the 2018 increase. Section 4.809 permits the rate to be adjusted each year by the Portland, Oregon MSA Consumer Price Index (CPI). The December 31, 2017 CPI increased 3.9%, which is a \$0.21 per month increase for customers who have a Pedestrian Street Light.

Section 4.1200(3) (a) is revised to eliminate the retroactive three month vacancy certification credit when customers fail to notify the City in a timely manner that a suite is vacant. City Utility Billing Services staff contact customers who have vacancy certificates in advance of the certificate's expiration to remind them of the need to renew. The MMC is clear that customers are responsible for notifying the City that a unit is vacant. Given that customers receive a reminder in advance of the certificate's expiration and that they are responsible for notifying the City, a three-month retroactive credit should not be necessary.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Total revenue is anticipated to increase by the following amounts each year compared to fiscal year 17/18:

	FY18/19	FY19/20	FY20/21
Sanitary Sewer Utility Fund (502):	\$440,000	\$530,000	\$530,000
Storm Drain Utility Fund (501):	\$ 57,500	\$ 5,300	\$0
Street Utility Fund (500):	\$590,000	\$645,000	\$705,000

TIMING ISSUES

None

COUNCIL OPTIONS

- Approve the ordinance.
- Modify the ordinance.
- Deny the ordinance and provide direction to staff regarding level-of-service adjustments to meet available resources.

STAFF RECOMMENDATION

Approve the ordinance adjusting Public Works' utility fees and eliminating the retroactive vacancy certification credit.

SUGGESTED MOTION

I move to approve the ordinance amending sections 4.405, 4.718, 4.761, 4.807 and 4.1200 of the Medford Municipal Code (MMC) related to the Sanitary Sewer, Storm Drain and Street Utility fees and other clarification language.

EXHIBITS

Ordinance

ORDINANCE NO. 2018-32

AN ORDINANCE amending sections 4.405, 4.718, 4.761, 4.807, and 4.1200 of the Medford Municipal Code pertaining to Sanitary Sewer, Storm Drain, and Street Utility fees.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

SECTION 1. Section 4.405 of the Medford Municipal Code is amended to read as follows:

4.405 Sewer Rates.

(3) Single-Family Residential Sewer Service.

The rate per account per month shall be a flat rate.

	<u>2013</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
City of Medford	\$10.01	\$11.51	\$12.32	\$13.18	\$13.21	\$13.18	\$14.86
Reg. Rate Com.	\$5.84	\$6.31	\$6.78	\$7.29	\$7.26	\$7.83	\$7.81
						\$8.42	\$8.39
							\$8.39

(4) Multiple-Family Residential Sewer Service.

The rate per account per month shall be the total of the Base and Gallonage charges as follows. The rates per month in (a) and (b) shall also include each mobile home space in a mobile home park.

(a) Base Charge - The rate per month shall be:

	<u>2013</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
City of Medford	\$13.74	\$15.80	\$16.91	\$18.09	\$18.12	\$18.09	\$20.11
Reg. Rate Com.	\$2.11	\$2.30	\$2.47	\$2.65	\$2.62	\$2.85	\$2.82
						\$3.05	\$3.02
							\$3.02

(b) Gallonage Charge - For each 1,000 gallons of water delivered to the premises as determined in (c), the rate shall be:

	<u>2013</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
City of Medford	\$0.57	\$0.66	\$0.70	\$0.75	\$0.78	\$0.75	\$0.95
Reg. Rate Com.	\$0.60	\$0.67	\$0.72	\$0.77	\$0.74	\$0.83	\$0.89
						\$0.86	\$0.86
							\$0.86

(5) Non-Residential Service.

The rate per account per month shall be total of Base and Gallonage charges as follows:

(a) Base Charge – The rate per month shall be:

	<u>2013</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
City of Medford	\$13.74	\$15.80	\$16.91	\$18.09	\$18.12	\$18.09	\$20.11
Reg. Rate Com.	\$2.11	\$2.30	\$2.47	\$2.65	\$2.62	\$2.85	\$2.82
						\$3.05	\$3.02
							\$3.02

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(b) Gallonage Charge - For each 1,000 gallons of water delivered to the premises with the exceptions described in (d) below, the rate shall be:

	<u>2013</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
City of Medford	\$0.57	\$0.66	\$0.70	\$0.75 \$0.78	\$0.75 \$0.86	\$0.75 \$0.95	\$1.04
Reg. Rate Com.	\$0.60	\$0.67	\$0.72	\$0.77 \$0.74	\$0.83 \$0.80	\$0.89 \$0.86	\$0.86

(6) Extra Strength Commercial, Hospital and Industrial Sewer Service Surcharge.
The rate per sewer service per month shall be as follows:

	<u>2013</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
City of Medford	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reg. Rate Com.	\$0.23	\$0.28	\$0.30	\$0.32	\$0.34	\$0.36	\$0.36

(7) Recreation Vehicle Waste Dumping Station.
The rate for each recreational vehicle waste dumping station shall be as follows:

	<u>2013</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
City of Medford	\$20.86	\$23.99	\$25.67	\$27.47 \$27.50	\$27.47 \$30.52	\$27.47 \$33.87	\$37.25
Reg. Rate Com.	\$23.88	\$25.70	\$27.63	\$29.70 \$29.67	\$31.93 \$31.90	\$34.32 \$34.29	\$34.29

per dumping facility per month, in addition to other sewer charges as prescribed in Subsection (6) above, for commercial or industrial sewer service to the location.

SECTION 2. Section 4.718 of the Medford Municipal Code is amended to read as follows:

4.718 Basis for Determining Storm Drain Fee.

(1) The basis for determining the monthly Storm Drain fee is as follows:

(a) Single family residential properties will be charged 1 ERU per month.

(b) Mobile Home Parks will be charged 6 ERUs per acre per month.

(c) The number of ERUs to be charged for all other properties not included in (a) or (b) above will be determined by measurement of the impervious area divided by 3,730 ~~and carried to two decimals, with the third decimal truncated.~~ Area measurements may be determined from City building permit applications or aerial mapping records.

(2) Effective July 15 of each year below, the rate per ERU for accounts with no runoff control measures shall be as follows:

<u>2013</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
\$7.71	\$8.87	\$9.49	\$10.15	\$10.25	\$10.25	\$10.25

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(3) Effective July 15 of each year below, the rate per ERU for accounts with runoff control measures shall be as follows:

<u>2013</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
\$5.41	\$6.22	\$6.66	\$7.12	\$7.19	\$7.19	\$7.19

SECTION 3. Section 4.761 of the Medford Municipal Code is amended to read as follows:

4.761 Imposition of Utility Fee.

(d) Effective July 15 of each year below, except as noted, the rates shall be as follows:

	2015	03/15/2016	2016	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Residential	\$0.960	\$0.670	\$0.727	\$0.768	\$0.837	\$0.912	\$0.994
Non-Residential	\$0.601	\$0.420	\$0.456	\$0.482	\$0.525	\$0.572	\$0.623

SECTION 4. Section 4.807 of the Medford Municipal Code is amended to read as follows:

4.807 Imposition of Pedestrian-Scale Street Light Fee.

There is hereby imposed upon the responsible party for each and every City utility account of a single-family residential subdivision or for each pedestrian street light in a multi-family or commercial development that meets the criteria for a benefiting property, as described in Section 4.803, ~~an initial pedestrian scale street light fee of Four Dollars and fifty cents (\$4.50) per month.~~ This fee is deemed reasonable and is necessary to pay for the operations and maintenance of pedestrian-scale street lights within the City. ~~The effective starting date of this fee will be March 1, 2003, and will first appear on utility bills delivered in April 2003.~~

<u>3/1/2008</u>	<u>7/15/2018</u>
\$5.34	\$5.55

SECTION 5. Section 4.1200 of the Medford Municipal Code is amended to read as follows:

4.1200 Billing, Collection and Enforcement of Utility Fees.

(3) Street, sewer and parks utility fees shall not be assessed during any period when the account is closed and the premises are unoccupied and unused.

(a) Street and park fees will not be assessed to a vacant unit within a commercial, non-residential property provided the property owner has notified the City that the unit is vacant. ~~If the property owner fails to notify the City, fees may be waived retroactively from the date notice is received for a period not to exceed three (3) months.~~ Vacancy certifications are valid for three (3) months; if the unit remains vacant, the property owner shall be responsible for renewing the

vacancy certification. The responsible party shall notify the City within 10 days of the property or unit becoming occupied again.

PASSED by the Council and signed by me in authentication of its passage this ____ day of _____, 2018.

ATTEST: _____
City Recorder

Mayor

APPROVED: _____, 2018.

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: 40.4

www.ci.medford.or.us

DEPARTMENT: City Manager's Office
PHONE: (541) 774-2000
STAFF CONTACT: Kelly A. Madding, Deputy City Manager

AGENDA SECTION: Public Hearings
MEETING DATE: April 19, 2018

COUNCIL BILL 2018-33

An ordinance making certain determinations and findings relating to and approving the Medford City Center Revitalization Plan Substantial Amendment No. 6 and directing that notice of approval be published.

SUMMARY AND BACKGROUND

The Medford City Council is being asked to review the proposed City Center Revitalization Plan Amendment No. 6 (Amendment) and to decide whether to adopt the Amendment. This agenda item will be a public hearing.

The Amendment has been reviewed by both the Medford Urban Renewal Agency (MURA) on March 1 and the City's Planning Commission on March 8, 2018. Each body recommended approval of the Amendment. In addition, on March 20, 2018 the MURA Board President and City staff presented the Amendment to the Jackson County Board of Commissioners.

The Amendment is designed for the City Center Revitalization Area, an area of 605.60 acres that includes the downtown core and the Liberty Park area. The reason for utilizing urban renewal is to provide a financing mechanism to fund improvements to allow for development of the Area, including the following project categories: Seismic Upgrading in the City Center (up to 10 percent maximum), and the following projects in the Liberty Park area: Street Improvements, a Sewer Lateral Replacement Program, Housing Assistance and a Liberty Park Neighborhood Master Plan Projects Placeholder.

The MURA Board began considering a substantial amendment to the City Center Revitalization Plan and prior to making a decision held three public hearings between June and August, 2017. The purpose of the public hearings was to elicit testimony on the proposed increase in the district's indebtedness and the continuation of Medford Urban Renewal Agency. The testimony was positive on both counts.

The MURA Board then directed city staff to establish an Advisory Committee with the direction to develop and consider projects only in the Liberty Park area, with an additional set allocation of funds for seismic retrofitting within the City Center Boundary. The Advisory Committee met three times to discuss potential projects and finances of the substantial amendment. One of the meetings held by the Advisory Committee was a neighborhood community input meeting. The neighborhood community input meeting was attended by 35 to 40 citizens. Citizens were briefed on Advisory Committee recommended projects and encouraged to add projects of their own on the community-added projects poster. The Advisory Committee analyzed the neighborhood community input meeting data prior to issuing their preliminary recommendation to MURA.

The Advisory Committee unanimously decided to issue a general, rather than specific, project category recommendation. There were many factors that led to the approach of the Advisory Committee's preliminary recommendation. First, it is known by the Advisory Committee that there is a Liberty Park Neighborhood Master Plan in the works. The Advisory Committee stated it should not make recommendations too specific when a specific neighborhood master plan is being developed. Second, any housing assistance provided, will likely require a brand-new program administered by either MURA or a body of MURA's choosing (for example the Housing Authority). Even if this program is administered by a separate body, MURA would still have to vet the programs, procedures and bylaws. Any recommendation beyond general housing assistance for single-family and multifamily housing is really beyond the scope of this Advisory Committee. Third, it was clear from the Liberty Park citizens attending the Community Input



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.4

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Meeting that there is a strong desire for more public input in the planning process for whatever improvements happen in their neighborhood. From comments relayed to the Advisory Committee members directly to the comment cards, it seems clear that the Liberty Park citizens want to make sure that not only is their input heard, but that MURA regards it highly when making its decisions.

PREVIOUS COUNCIL ACTIONS

Adopted by Medford City Council Ordinance No. 6213, October 20, 1988

Substantial Amendment No. 1 by Medford City Council Ordinance No. 6962, August 15, 1991

Substantial Amendment No. 2 by Medford City Council Ordinance No. 7480, September 16, 1993

Substantial Amendment No. 3 by Medford City Council Ordinance No. 7716, August 18, 1994

Substantial Amendment No. 4 by Medford City Council Ordinance No. 1998-74, May 26, 1998; and

Substantial Amendment No. 5 by Medford City Council Ordinance No. 2006-82, May 6, 2006

ANALYSIS

The Amendment would be administered by the Medford Urban Renewal Agency (MURA). Once the Liberty Park Neighborhood Master Plan is fully developed and MURA has made its decisions about what types of housing assistance it would like to provide, the urban renewal plan can be altered by a minor amendment, which is accomplished by a resolution from MURA, to reflect these changes. Minor amendments are a much less involved process than substantial amendments and can typically be accomplished in a matter of weeks as opposed to a substantial amendment being accomplished in 6 to 8 months.

The specific sections of the Plan to be amended are:

- Section 402 – Goals and Objectives - The goals of the Plan are updated to include the new projects.
- Section 404 – Consistency with the City’s Comprehensive Plan – this section is updated to address the new projects which include Street Improvements, a Sewer Lateral Replacement Program, Housing Assistance and a Liberty Park Neighborhood Master Plan Projects Placeholder.
- Section 501 – Land Use Designations – This section is updated to identify the zoning code designations in the Area.
- Section 600 – Urban Renewal Activities – This section is updated to allow for grants under project 18 – Property Rehabilitation Loans, add a new Project 24 for improvements to the Liberty Park area, and add a new Project 25 for seismic retrofitting/rehabilitation in the city center.
- Section 602 – Identifies that other properties may be acquired in the improvement to the Liberty Park area and that they will be specifically identified once that information is known.
- Section 700 - Maximum Amount of Indebtedness and Financing of Urban Renewal Maximum Amount of Indebtedness – This section is updated as follows:

The proposed maximum indebtedness, the limit on the amount of funds that may be spent on administration, projects and programs in the Area is \$87,233,058. The proposed amendment increases it from \$67,307,013 by \$19,926,045. This increase is below the indexed 20% of original maximum indebtedness threshold and does not require concurrence from the overlapping taxing districts. The maximum indebtedness does not include interest paid on any borrowing by the urban renewal agency. There is a proposed financing plan on page 21 of the Report that shows that the Plan is financially feasible. It is understood that the Agency may make changes to the financing plan as needs and opportunities arise, typically during the annual budgeting process.

- Sections 700 and 701 – Maximum Amount of Indebtedness and Financing of Urban Renewal Maximum Amount of Indebtedness - These sections are updated to include the new maximum indebtedness and new timeline.
- Sections 800 and 801- Annual Financial Statement Required - This section is updated to meet new ORS timelines.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.4

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- Section 1203 – Substantial Changes – This section is updated to conform to requirements of ORS for substantial amendments. All other amendments in this category are now in a new section called “Council Approved Changes.”
- Section 1204 – Council Approved Changes – This is a new section to incorporate types of amendment in the substantial changes section that are not required to be substantial changes. They are put in a new section to indicate a higher level of scrutiny than minor changes.
- Section 1300 – Duration and Validity of Approved Urban Renewal Plan – The duration provision is deleted and duration is not a requirement of urban renewal plans. The validity section is re-numbered.

The process for approval of the Amendment has included the following steps, in accordance with ORS 457.

1. Preparation of a plan including opportunity for citizen involvement.
There was an Advisory Committee that reviewed potential projects to be undertaken in the Area. There was an Open House in the Area and there was opportunity for testimony at the MURA meeting, the Planning Commission and the City Council hearing.
2. Medford Urban Renewal Agency March 1, 2018 review of the proposed Amendment and accompanying Report and recommendation to forward through the public review process.
3. Review and recommendation by the Medford Planning Commission. The Planning Commission reviewed the Amendment on March 8, 2018 and voted unanimously that the Medford City Council adopt the Amendment and accompanying Report.
4. Notice to all citizens of Medford of a hearing before the City Council. Notice was provided by mailing to property owners through the City’s utility billing insert on March 21, 2018.
5. Forwarding a copy of the proposed Amendment and the Report to the governing body of each taxing district. The formal taxing districts letters were sent out on March 2, 2018.
6. Presentation of the Amendment to the Jackson County Commission including review of the maximum indebtedness. This meeting occurred on March 20, 2018.
7. Hearing by City Council and adoption of the proposed Amendment and accompanying Report by a non-emergency ordinance. The hearing by City Council will be held on April 19, 2018. The ordinance must be a non-emergency ordinance, which means that the ordinance does not take effect until 30 days after its approval and during that period of time may be referred to Medford voters if a sufficient number of signatures are obtained on a referral petition.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The proposed MURA Substantial Amendment would increase MURA’s maximum indebtedness from \$67,307,058 to \$87,233,058. This is an increase of \$19,926,045. In the financial projections sections of the Substantial Amendment Report a pay-as-you-go program is used, as opposed to bonding, however this is just for illustrative purposes. The Substantial Amendment is written in a manner that pay-as-you-go is simply an option. Financing MURA programs is purposefully left open to allow for maximum flexibility in the future. For example MURA could utilize the pay-as-you-go option for the first three years to pay for MURA Board approved programs. However in the fourth year an opportunity could present itself that cost more than the City collects in one year. At that time the MURA Board may want to issue a bond. The proposed substantial amendment would likely not require an amendment at that point.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

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Based upon the projects that are outlined in the substantial amendment staff believes that the pay-as-you-go program will yield sufficient annual funding to carry out the programs and will save over \$100,000 in bonding costs. MURA anticipates receiving at a minimum \$3.4 million a year in tax increment financing funds. It is anticipated that, based upon the revenue projections, the District would expire within seven years. Again, if the MURA Board chooses to bond for program/project funding at any time, the substantial amendment would not preclude that.

Should the pay-as-you-go financing option be utilized, Staff recommends borrowing revenue from the City in an amount equal to the annual tax increment funds and paying it the same day. This helps to ensure that MURA's maximum indebtedness amount is documented and makes tracking easier.

TIMING ISSUES

If the City Council approves the MURA Substantial Amendment and the MURA Board chooses to bond for the tax increment financing, the Substantial Amendment must be decided on in April, 2018. Should the City Council decide on the pay-as-you-go the decision to move ahead with the substantial amendment is not as urgent.

COUNCIL OPTIONS

Approve the ordinance as presented.

Modify the ordinance as presented.

Deny the ordinance (or motion) and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the ordinance.

SUGGESTED MOTION

I move to approve the ordinance adopting the City Center Revitalization Plan Substantial Amendment No 6.

EXHIBITS

Ordinance including Exhibits A-C

Exhibit A: Medford City Center Urban Renewal Plan – Substantial Amendment No. 6;

Exhibit B: Report Accompanying the Medford City Center Revitalization Plan Amendment No. 6;

Exhibit C: Planning Commission minutes of March 8, 2018 meeting, and

MURA minutes of March 1, 2018 meeting

ORDINANCE NO. 2018-33

AN ORDINANCE making certain determinations and findings relating to and approving the Medford City Center Revitalization Plan Substantial Amendment No. 6 and directing that notice of approval be published.

WHEREAS, the Urban Renewal Agency of the City of Medford (the “MURA”), as the duly authorized and acting urban renewal agency of the City of Medford, Oregon, is proposing to undertake certain urban renewal activities in a designated area within the City pursuant to ORS Chapter 457; and

WHEREAS, MURA, pursuant to the requirements of ORS Chapter 457, has caused the preparation of the Medford City Center Revitalization Plan Amendment attached hereto as Exhibit A (the “Amendment”). The Plan and Amendment authorize certain urban renewal activities within the Medford Downtown Urban Renewal Area (the “Area”); and

WHEREAS, MURA has caused the preparation of a certain Report on the Medford City Center Revitalization Amendment dated April 19, 2018 attached hereto as Exhibit B (the “Report”) to accompany the Amendment as required under ORS 457.085(3); and

WHEREAS, MURA forwarded the Amendment and Report to the City’s Planning Commission (the “Commission”) for review and recommendation. The Planning Commission considered the Amendment and Report on March 8, 2018 and adopted a finding that the Amendment conformed with the Medford Comprehensive Plan and further recommended adoption of the Amendment, attached hereto as Exhibit C; and

WHEREAS, the Amendment and the Report were forwarded on March 2, 2018 to the governing body of each taxing district affected by the Amendment, and MURA has therefore consulted and conferred with each taxing district; and

WHEREAS, on March 20, 2018 the City met with representatives of Jackson County to review the Amendment, including proposed maximum indebtedness for the Amendment; and

WHEREAS, the City Council has not received written recommendations from the governing bodies of the affected taxing districts; and

WHEREAS, on March 21, 2018, the City caused notice of the hearing to be held before the Council on the Amendment, including the required statements of ORS 457.120(3), to be mailed to property owners within City’s incorporated limits through the City’s utility billing insert; and

WHEREAS, on April 19, 2018 the City Council held a public hearing to review and consider the Amendment, the Report, the recommendation of the Medford Planning Commission and the public testimony received on or before that date and to receive additional public

testimony; and

WHEREAS, The City Council found that the Amendment conforms with all applicable legal requirements; and

WHEREAS, after consideration of the record presented through this date, the City Council does by this Ordinance desire to approve the Amendment; now, therefore,

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. The Amendment complies with all applicable requirements of ORS Chapter 457 and the specific criteria of 457.095(1) through (7), in that, based on the information provided in the Report, the Medford Planning Commission Recommendation, and the public testimony before the City Council:

1. The process for the adoption of the Amendment, has been conducted in accordance with the applicable provisions of Chapter 457 of the Oregon Revised Statutes and all other applicable legal requirements;
2. The area designated in the Amendment as the Medford City Center Revitalization Area (“Area”) is blighted, as defined by ORS 457.010(1) and is eligible for inclusion within the Amendment because of conditions described in the Report in the Section “Existing Physical, Social, and Economic Conditions and Impacts on Municipal Services”, including the existence of inadequate streets and other rights of way, open spaces and utilities and underdevelopment of property within the Area (ORS 457.010(1)(e) and (g));
3. The rehabilitation and redevelopment described in the Amendment to be undertaken by MURA is necessary to protect the public health, safety or welfare of the City because absent the completion of urban renewal projects, the Area will fail to contribute its fair share of property tax revenues to support City services and will fail to develop and/or redevelop according to the goals of the City’s Comprehensive Plan;
4. The Amendment conforms to the Medford Comprehensive Plan and provides an outline for accomplishing the projects described in the Amendment, as more fully described in the Amendment and in the Medford Planning Commission Recommendation;
5. No residential displacement will occur as a result of the acquisition and disposition of land and redevelopment activities proposed in the Amendment and therefore the Amendment does not include provisions to house displaced persons;
6. The acquisition of real property provided in the Amendment is necessary for the development of infrastructure improvements, and the development of housing in the Area because MURA does not own all the real property interests (e.g., rights-of-way, easements, fee

ownership, etc.) that will be required to undertake and complete these projects as described in Section 600 of the Amendment and Section IV of the Report; and

7. Adoption and carrying out the Amendment is economically sound and feasible in that eligible projects and activities will be funded by urban renewal tax revenues derived from a division of taxes pursuant to section 1c, Article IX of the Oregon Constitution and ORS 457.440 and other available funding as more fully described in the Sections VI and VII of the Report;

8. The City shall assume and complete any activities prescribed it by the Amendment; and

9. MURA consulted and conferred with affected overlapping taxing districts prior to the Amendment being forwarded to the City Council.

Section 4: The Medford Downtown Amendment is hereby approved based upon review and consideration by the City Council and the Medford Planning Commission Recommendations, each of which is hereby accepted, and the public testimony in the record.

Section 5: The City Manager shall forward forthwith to MURA a copy of this Ordinance.

Section 6: MURA shall thereafter cause a copy of the Amendment to be recorded in the Records of Jackson County, Oregon.

Section 7: The City Manager, in accordance with ORS 457.115, shall publish notice of the adoption of the Ordinance approving the Amendment including the provisions of ORS 457.135, in the Medford Mail Tribune no later than four days following adoption of this Ordinance.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2018.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2018.

Mayor

Attachments: Exhibit A – Medford Downtown Urban Renewal Plan Amendment
Exhibit B – Report on the Medford Downtown Urban Renewal Plan Amendment
Exhibit C – Medford Planning Commission Report and Recommendation on the Medford Downtown Plan Amendment

Medford City Center Revitalization Plan – Substantial Amendment –Amendment No. 6

The following changes are made to the Medford City Center Revitalization Plan. Deletions are shown in ~~crossout~~ and additions are shown in *italics*. Sections of the Amendment that came directly from the Medford Comprehensive Plan are shown in **bold italics**.

SECTION 400: MISSION STATEMENT, GOALS AND OBJECTIVES OF THE MEDFORD URBAN RENEWAL AGENCY FOR THE CITY CENTER REVITALIZATION PLAN.

401 – No changes

402. GOALS AND OBJECTIVES

O. Provide assistance to the Liberty Park area, including, but not limited to improving the safety and functionality of the transportation system, assisting in the upgrading of sewer laterals, and providing housing development and rehabilitation assistance.

P. Provide assistance for rehabilitation and seismic upgrading to buildings in the downtown core.

404. CONSISTENCY WITH THE CITY’S COMPREHENSIVE PLAN

This section of the Plan is deleted in its entirety and replaced with the following:

*Sections of the Amendment that came directly from the Medford Comprehensive Plan are shown in **bold italics**.*

Citizen Involvement Goal

Statewide Planning Goal 1:

Maintain a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.

City of Medford Strategic Plan 2014-2019:

Objective:

Provide adequate opportunities for public input.

Action:

Provide and promote various methods of communication to enhance opportunities for citizen education and interaction.

Finding: The Medford Urban Renewal Plan conforms to the Medford Comprehensive Plan because there has been a significant public outreach campaign. During the months of June through August, 2017 the MURA Board held three public hearings. The purpose of the public hearings was to elicit testimony on the proposed increase in the indebtedness and the continuation of Medford Urban Renewal Agency. The testimony was positive on both counts. In addition, the Medford Urban Renewal Agency asked city staff to establish an Advisory

EXHIBIT A 1

Committee to help review the amendment. The Advisory Committee met three times to discuss projects and finances concerning the substantial amendment. The Advisory Committee held a neighborhood community input meeting at Kids Unlimited, located in the heart of the Liberty Park neighborhood. The neighborhood community input meeting was attended by 35 to 40 citizens. Attendees were asked to provide input on project prioritization and the Advisory Committee reviewed the neighborhood community input meeting data prior to providing their preliminary recommendation to the Medford Urban Renewal Agency. Citizens also had a chance to participate in public hearings at the Medford Urban Renewal Agency meeting, the Medford Planning Commission meeting concerning the substantial amendment, and the hearing concerning the adoption of the substantial amendment in front of Medford City Council.

***Natural Resources – Air Quality
Goals, Policies and Implementation Measures***

Goal 3: To enhance the livability of Medford by achieving and maintaining compliance with National Ambient Air Quality Standards (NAAQS).

Policy 3-B:

The City of Medford shall continue to require a well-connected circulation system and promote other techniques that foster alternative modes of transportation, such as pedestrian-oriented mixed-use development and a linked bicycle transportation system.

Finding: The Medford Urban Renewal Plan conforms to the Medford Comprehensive Plan because project categories include multimodal transportation improvements and incentives for mixed use housing developments.

***Natural Resources – Water Quality, Wetlands and Wildlife Habitat
Goals, Policies and Implementation Measures***

Goal 5: To achieve and maintain water quality in Medford’s waterways

Policy 5-B:

The City of Medford shall implement measures to reduce polluted surface water runoff into the storm drainage system.

Finding: The Medford Urban Renewal Plan conforms to the Medford Comprehensive Plan because project categories include a program to incentivize replacements of deteriorating citizen-owned sewer laterals.

***Natural Resources – Energy
Goals, Policies and Implementation Measures***

Goal 10: To assure that urban land use activities are planned, located, and constructed in a manner that maximizes energy efficiency.

Policy 10-A:

The City of Medford shall plan and approve growth and development with consideration to energy efficient patterns of development, utilizing existing capital infrastructure whenever possible, and incorporating compact and urban centered growth concepts.

Policy 10-B:

The City of Medford shall encourage energy conservation, including the adoption and implementation of programs leading to improved weatherization/insulation of new and existing structures.

Implementation 10-B (1): Continue to participate in residential and non-residential weatherization programs.

Policy 10-C:

The City of Medford shall encourage the use of energy efficient building materials and techniques in new public and private construction and remodeling, in accordance with building safety standards.

Finding: The Medford Urban Renewal Plan conforms to the Medford Comprehensive Plan because it includes project categories for housing improvements of all kinds: existing single-family housing stock, existing multifamily housing stock, and new mixed-use/multifamily housing stock. These broad project categories include improvements to existing housing stock for energy efficiency and weatherization.

Archaeological and Historic Resources Goals, Policies and Implementation Measures

Goal 11: To preserve and protect archaeological and historic resources in Medford for their aesthetic, scientific, educational, and cultural value.

Policy 11-D:

The City of Medford shall support and promote seismic retrofit of vulnerable historic buildings, as well as modification of historic buildings for accessibility to disabled persons

Policy 11-E:

The City of Medford shall continue to recognize the downtown City Center as the historic core of the city, and its historic attributes shall be a factor when developing programs for the downtown area.

Finding: The Medford Urban Renewal Plan conforms to the Medford Comprehensive Plan because the project categories include a project for the seismic retrofitting of buildings in within Medford's downtown City Center Boundary area.

Economic Opportunities Goals and Policies

GOAL: To actively stimulate economic development and growth that will provide opportunities to diversify and strengthen the mix of economic activity in the city of Medford.

Finding: The Medford Urban Renewal Plan conforms to the Medford Comprehensive Plan because it contains not only projects which will improve and expand the existing Medford affordable housing stock, but will provide employment opportunities in the Medford area for local contractors and laborers to provide said improvements to the local housing stock.

Housing Goals Policies and Implementation Strategies

GOAL: To provide for the housing needs of citizens of Medford.

Policy 5:

The City of Medford shall provide opportunities for alternative housing types and patterns, such as planned unit developments, mixed-uses, and other techniques that reduce development costs, increase density, and achieve projects that are flexible and responsive to the site and

surroundings, including the conservation and enhancement of areas having special scenic, historic, architectural, or cultural value.

Policy 6:

The City of Medford shall plan for multi-family residential development encouraging that which is innovative in design and aesthetically appealing to both the residents and the community.

Policy 7:

The City of Medford shall promote preservation of the existing housing stock and existing neighborhoods through continued support of programs related to housing rehabilitation and neighborhood revitalization.

Policy 8:

The City of Medford shall assist regional housing agencies, nonprofit organizations, private developers, and other entities in their efforts to provide affordable housing, opportunities for minorities, low- and moderate-income people, and people in protected classes to gain access to housing

Implementation 8-A:

Evaluate and support affordable housing programs, such as:

- a) A fair housing program that includes enforcement procedures and promotional activities;*
- b) Preservation and/or rehabilitation of special needs and affordable housing;*
- c) Identifying public land suitable for affordable housing and land banking;*
- d) Inclusionary housing required as a condition of approval for authorizations such as annexations, density bonuses, and zone changes.*

Implementation 8-B:

Cooperate with the Housing Authority of Jackson County and other agencies to preserve and increase their portfolio of assisted housing.

Finding: The Medford Urban Renewal Plan conforms to the Medford Comprehensive Plan because it includes the project category housing assistance. Housing assistance could include a single-family residential improvement program for renter- and owner-occupied residences, authorization for use of funds to partner with a private developer for mixed use or multifamily housing development, and a program to improve existing mixed-use or multifamily housing developments in the area. The goal of these programs is to improve the quality of the housing stock, be it existing or new.

General Public Facilities Goals, Policies, and Implementation Measures

Goal 1: To 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.

Policy 1-A:

The City of Medford shall provide, where feasible and as sufficient funds are available from public or private sources, the following facilities and services at levels appropriate for all land use types within the City:

- Water service;*
- Sanitary sewers;*
- Stormwater management facilities;*
- Fire and emergency services;*
- Law enforcement;*
- Parks and recreation;*

•Planning, zoning, and subdivision control.

Finding: The Medford Urban Renewal Plan conforms to the Medford Comprehensive Plan because it includes project categories for street improvements and a sewer lateral replacement program. The streets that may be improved would be brought up to city standards, which would mean all utilities would be improved in the process. The sewer lateral replacement program authorizes funds to be used for a potential incentive program for citizens to replace damaged citizen-owned portions of sewer laterals.

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.

Policy 1-C:

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.

Finding: The Medford Urban Renewal Plan conforms to the Medford Comprehensive Plan because it includes a project category for a sewer lateral replacement program. In the Liberty Park area there are many leaking and damaged sewer laterals that are allowing stormwater runoff into the sewer system. The sewer laterals are citizen owned and maintained. The program would offer an undetermined incentive to replace these sewer laterals.

Stormwater

Goal 1: To protect the citizens of Medford from the potential damage caused by flooding.

Policy 1-A: The City of Medford shall maintain a relevant storm water management plan for all drainage basins within the Urban Growth Boundary, and implement through upgrading existing facilities and providing facilities identified in the plan through public and private development.

Finding: The Medford Urban Renewal Plan conforms to the Medford Comprehensive Plan because it includes the project category Street Improvements. The Public Works Director of the City of Medford has stated that both of the streets that are being considered for improvement would need to have their stormwater systems reconstructed as part of the improvement in order for the streets to meet city standards.

Schools Goals, Policies, and Implementation Measures

Goal 1: To support excellent public education for Medford's citizens.

Implementation 1-B(5): Provide notice to school districts when considering a proposed plan, amendment, or development that may impact school capacity.

Implementation 1-B(7): Work with school districts to identify barriers and hazards to children walking or bicycling to school and to develop plans for funding improvements designed to

reduce such barriers and hazards.

Finding: The Medford Urban Renewal Plan conforms to the Medford Comprehensive Plan because it includes Street Improvements as a project category. Of the streets that may be improved in the plan, one is adjacent to Kids Unlimited, a local charter school.

***Medford Transportation System Plan
Goals, Policies and Implementation Strategies***

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

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

Policy 2-C:

The City of Medford shall design the street system to safely and efficiently accommodate multiple travel modes within public rights-of-way.

Policy 2-D:

The City of Medford shall balance the needed street function for all travel modes with adjacent land uses through the use of context-sensitive street and streetscape design techniques.

Policy 2-E:

The City of Medford shall design to enhance livability by assuring that aesthetics and landscaping are a part of Medford's transportation system.

Policy 2-F:

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

Policy 2-I:

The City of Medford shall promote transportation safety.

Finding: The Medford Urban Renewal Plan conforms to the Medford Comprehensive Plan because it has both Street Improvements and Liberty Park Neighborhood Master Plan Projects Placeholder as project categories. Any improvement to streets done by the City of Medford must bring the street up to city standards, which includes sidewalks and utilities. The Liberty Park Neighborhood Master Plan Projects Placeholder will serve as a reminder and a placeholder for funds for projects that come out of said master plan, which could include transportation improvements throughout the Liberty Park area.

Bicycle System

GOAL 4: To facilitate the increased use of bicycle transportation in the Medford planning area, as bicycle facilities are a measure of the quality of life in a community.

Policy 4-B:

The City of Medford shall undertake efforts to increase the percentage of Arterial and Collector street miles in Medford having bicycle facilities, consistent with the targeted benchmarks in the "Alternative Measures" of the Rogue Valley Regional Transportation Plan(RTP).

Policy 4-C:

The City of Medford shall encourage bicycling as an alternative mode of transportation as well as a recreational activity.

Finding: The Medford Urban Renewal Plan conforms to the Medford Comprehensive Plan because it includes the categories Street Improvements. Of the streets being considered to be improved, bike lanes may be added.

Pedestrian System

GOAL 5:

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

Policy 5-A:

The City of Medford shall develop a connected, comprehensive system of pedestrian facilities that provides accessibility for pedestrians of all ages, focusing on activity centers such as Downtown, other Transit Oriented Districts (TODs), commercial centers, schools, parks/greenways, community centers, civic and recreational facilities, and transit centers.

Policy 5-B:

The City of Medford's first priority for pedestrian system improvements shall be access to schools; the second priority shall be access to transit stops.

Policy 5-D:

The City of Medford shall undertake efforts to increase the percentage of Collector and Arterial street miles in Medford's adopted Transit Oriented District (TODs) having sidewalks, consistent with the targeted benchmarks in the "Alternative Measures" of the 2001-2023 Rogue Valley Regional Transportation Plan(RTP)

Policy 5-E:

The City of Medford shall promote pedestrian safety and awareness. (finding: ADA, street lighting)

Finding: The Medford Urban Renewal Plan conforms to the Medford Comprehensive Plan because it has both Street Improvements and Liberty Park Neighborhood Master Plan Projects Placeholder as project categories. Any improvement to streets done by the City of Medford must bring the street up to city standards, which includes sidewalks and utilities. The Liberty Park Neighborhood Master Plan Projects Placeholder will serve as a reminder and a placeholder for funds for projects that come out of said master plan, which could include multimodal transportation improvements throughout the Liberty Park area.

Transportation and Land Use

GOAL 8: To maximize the efficiency of Medford's transportation system through effective land use planning.

Policy 8-A:

The City of Medford shall facilitate development or redevelopment on sites located where best supported by the overall transportation system that reduces motor vehicle dependency by promoting walking, bicycling and transit use. This includes altering land use patterns through changes to type, density, and design.

Policy 8-B:

The City of Medford shall undertake efforts to increase the percentage of dwelling units and employment located in Medford's adopted Transit Oriented Districts (TODs),

consistent with the targeted benchmarks in the “Alternative Measures” of the 2001-2023 Rogue Valley Regional Transportation Plan (RTP).

Finding: The Medford Urban Renewal Plan conforms to the Medford Comprehensive Plan because it has both Street Improvements and Liberty Park Neighborhood Master Plan Projects Placeholder as project categories. Any improvement to streets done by the City of Medford must bring the street up to City Standards, which includes sidewalks and utilities. In addition, while Liberty Park is not designated a Transit Oriented Development (TOD) the neighborhood is one quarter of a mile from two major shopping centers, two City parks, and is served by transit. The Liberty Park Neighborhood Master Plan Projects Placeholder will serve as a reminder and a placeholder for funds for projects that come out of said master plan, which could include multimodal transportation improvements throughout the Liberty Park area.

404. CONSISTENCY WITH ECONOMIC DEVELOPMENT POLICY

Please see above section on the Economic Opportunities Goals and Policies. There is no separate Economic Development Policy.

SECTION 500: LAND USE PLAN

501. LAND USE DESIGNATIONS

This section of the Plan is deleted in its entirety and replaced with the following:

The land use designations of the City's Zoning Ordinance which affect the Urban Renewal Plan Area are delineated on Exhibit 3 of Part 1 of this Plan and are described in full in Chapter 10 of the City's Land Development Code and are generally as follows:

Zoning Ordinance

Section No.

Use and Designation

RESIDENTIAL

10.3101

Single Family Residential: SFR-10

In SFR-10, the maximum number of dwelling units (DU) permitted per gross acre, or fraction thereof, shall fall within the following range: Minimum and Maximum Density Factor (df)... 6.0 to 10.0 DU/gross acre.

10.311

Multiple Family Residential: MFR-20

This urban residential district provides for higher density townhouses and multiple family dwellings, includes duplexes and apartments, and group quarters. It is suitable and desirable for locations near neighborhood and activity centers or mass transit.

In MFR-20, the maximum number of dwelling units open (DU) permitted per gross acre, or fraction thereof, shall fall within the following range: minimum and maximum density factor (df)... 15.02 20.0 DU/gross acre.

COMMERCIAL

10.326

Service Commercial and Professional Office: C-S/P

The C-S/P district provides land for professional offices, hospitals, and limited service commercial uses. This district is intended to be customer-oriented, however, retail uses are limited. Development in this zone is expected to be suitable for locations adjacent to residential neighborhoods.

10.327

Neighborhood Commercial: C-N

The C-N district provides land for the development of small integrated commercial centers servicing the frequent and daily convenience requirements and service needs of adjacent residential neighborhoods. Development in this zone is intended to be pedestrian-oriented and compatible with the scale and character of surrounding residential areas. All uses, except as noted in section 10.337, do not exceed 2,500 square feet of gross floor area.

10.328 Community Commercial: C-C
The C-C district provides land for the development of commercial facilities servicing the shopping needs of the community and is typically comprised of community shopping centers. All uses, except as noted in section 10.337, do not exceed 50,000 square feet of gross floor area.

10.328-1 Regional Commercial: C-R
The C-R zone provides land for the development of those service and commercial uses which serve shoppers from the surrounding region as well as from the local community. The C-R zone shall be located in areas served by adequate regional and local street systems to avoid the impact of regional traffic using neighborhood streets.

10.329 Heavy Commercial: C-H
The C-H district provides lands for those heavier commercial and service commercial uses which typically may produce a greater degree of noise, vibration, air pollution, and glare than residential or other commercial zones. All uses, excepting those customarily conducted outdoors, shall be conducted wholly within an enclosed building.

10.330 **INDUSTRIAL**
Light Industrial District: I-L
The I-L district provides land for warehouse, office, and low intensity industrial uses in areas near residential and commercial zones. It is intended for industrial uses which involve the lowest level of noise, vibration, air pollution, radiation, glare, or fire and explosive hazards. This district is not intended to be retail customer-oriented, and retailing shall be permitted as an accessory use only or as specifically allowed. Because of the locational character and proximity of the I-L district to residential lands, restrictive performance standards shall be imposed to limit the physical effects of industrial activities to levels as per the performance standards set forth in Article V.

10.332 Heavy Industrial: I-H
The I-H district provides land for industrial uses in which production and processing activities involve the highest expected amounts of noise, vibration, air pollution, radiation, glare, and fire and explosive hazards.

OVERLAY DISTRICTS

10.384

Greenways, Special Design and Development Standards: S-E

For full details of this overlay district please consult sections 10.384(A)-(D) of the City of Medford Municipal Code

10.355

Airport Area of Concern Overlay District: A-C

Purpose of the A-C: The Airport Area of Concern is intended to reduce risks to aircraft operations and land uses within close proximity to the airport. This is accomplished by forwarding land use applications located within the A-C to the Federal Aviation Administration (FAA), Oregon Department of Aviation (ODA) and/or the airport for review as referral agencies. These agencies shall submit comments to the Planning Department if further action is necessary regarding the proposed land use.

10.358

Central Business: C-B

For full details of this overlay district please consult sections 10.358(1)-(3) of the City of Medford Municipal Code

10.365

Freeway

Purpose of Freeway Overlay District: It is the purpose of the freeway overlay district to allow and regulate the use of freeway signage.

10.401-407

Historic Preservation Overlay

The Medford Historic Preservation Overlay is a zoning designation that may be applied to properties, public or private, within the City. It is the purpose of the Historic Preservation Overlay to protect, enhance, perpetuate, and improve those buildings, structures, objects, sites, and districts that are of local, regional, statewide, or national historic significance. The Historic Preservation Overlay is a critical element of Medford's residential and commercial revitalization strategy, and a keystone in the broader economic and community development strategy. For more information please consult sections 10.401-407 of the City of Medford Municipal Code.

10.410

Downtown Parking

Purpose: For tracking and mapping parcels within the Downtown Parking District.

SECTION 600: URBAN RENEWAL ACTIVITIES

18. PROPERTY REHABILITATION LOANS.

With funds available to it, the Board may establish below market interest rate loan *or grant* programs for the rehabilitation of buildings within the Urban Renewal Area that are determined to be economically habitable. Prior to making any loans *or grants*, the Board shall prepare and adopt a comprehensive rehabilitation loan plan which sets forth:

- a. Criteria for eligibility;
- b. Interest rates and terms of various type loans;
- c. Procedures for recycling the funds as loan obligations are paid;
- d. Procedures where loan payments are not paid or paid in an untimely manner;
- e. Procedures and conditions for which deferred payment loans may be offered;
- f. Procedures for administering and servicing the loan program; and
- g. Such other procedures and conditions which the Board deems necessary.

24. IMPROVEMENTS TO THE LIBERTY PARK AREA

MURA will pursue improvements in the Liberty Park area. The Liberty Park area is bounded by Biddle Road, Jackson Street, Court/Central Avenue and Riverside Avenue. The projects to be pursued include:

- *Street Improvements – Street improvements to Manzanita and Edwards to bring them up to city standards. Other improvements may be added into this category as the Liberty Park Neighborhood Master Plan evolves. As public input emphasized safety, it should be considered in these improvements*
- *Sewer Lateral Replacement Program - The sewer laterals in the area are currently letting stormwater into the sewer system and overburdening the sewer system. Also, there have been reports to the city that residents need to have the sewer line between their house and the city’s main line cleaned on a regular basis. Replacing the laterals will greatly reduce the need for sewer lateral maintenance by homeowners and help the city reduce the amount of stormwater in the sanitary sewer system. This program would offer an underdetermined incentive to homeowners to replace their sewer laterals.*
- *Housing Assistance – Projects in this category could include a single-family residential housing improvement program for renter- and owner-occupied residences, authorization for use of funds to partner with a private developer for a single-family, mixed-use or multifamily housing development, and a program to improve existing mixed-use or multifamily housing developments in the area.*
- *Liberty Park Neighborhood Master Plan Projects Placeholder – This project category is to serve as a place holder for projects that evolve from the planning process around the Liberty Park Neighborhood Master Plan. As this master plan is just beginning at the time of the 2018 MURA Substantial Amendment, the recommendation would be to amend the Medford City Center Revitalization Plan to include certain projects from the master plan at a later date.*

25. SEISMIC RETROFITTING/REHABILITATION

With funds available to it, the Board may establish below market interest rate loan or grant programs for the seismic retrofitting of buildings within the City Center Boundary that are determined to be economically habitable. The City Center Boundary area is bordered by Orange and N. Oakdale Streets to the west, Hawthorne Street to the east, 10th Street to the south and Jackson Street to the North. Prior to making any loans or grants, the Board shall prepare and adopt a comprehensive rehabilitation loan plan which sets forth:

- a. Criteria for eligibility;*
- b. Interest rates and terms of various type loans;*
- c. Procedures for recycling the funds as loan obligations are paid;*
- d. Procedures where loan payments are not paid or paid in an untimely manner;*
- e. Procedures and conditions for which deferred payment loans may be offered;*
- f. Procedures for administering and servicing the loan program; and*
- g. Such other procedures and conditions which the Board deems necessary.*

SECTION 602: ACQUISITION OF REAL PROPERTY

C. PROPERTY WHICH MAY BE ACQUIRED

14. OTHER PROPERTIES WHICH MAY BE ACQUIRED.

e. Project 24, Improvements to the Liberty Park Area. The precise location of property that could be purchased to create the opportunity for new housing has yet to be determined. Accordingly, the specific numbered tax lots to be acquired are not herein designated. The provisions of Section 603 shall apply.

SECTION 700 – MAXIMUM AMOUNT OF INDEBTEDNESS AND FINANCING OF URBAN RENEWAL MAXIMUM AMOUNT OF INDEBTEDNESS

In accordance with ORS 457.190(3)(c)(A) the maximum amount of indebtedness that may be incurred throughout the remaining duration of this Plan, ~~commencing with fiscal year 1998-99 through fiscal year 2024-2025,~~ shall not exceed \$87,233,058 ~~\$67,307,013.~~

701. SELF LIQUIDATION OF COST OF URBAN RNEWAL INDEBTEDNESS (TAX INCREMENT FINANCING)

~~The tax increment financing process, pursuant to ORS 457.420 through 457.460, shall be terminated no later than Fiscal Year 2024-2025. However,~~ ~~†~~The tax increment collection process may be terminated prior to Fiscal Year ~~2024-25~~ 2023-2024 should debts of the Agency be retired earlier.

Based on the most accurate estimates of Board costs and income which are possible to make during the preparation of this Plan, the tax increment process commencing in Fiscal Year 1998-

99 may be terminated in Fiscal Year ~~2024-2025~~ 2023-2024, following ~~twenty-seven~~ six (27 6) years of tax increment collection of ~~\$67,307,013~~ \$87,233,058 which represents the maximum amount of indebtedness of this Plan as approved by the City Council in Ordinance No. 1998-128 on June 5, 1998 *and by substantial amendment by City Council Ordinance No. [REDACTED] on April 4, 2018.*

Should the terminal year of tax increment proceeds collection be greater than the amount of debt to be retired, the surplus amount of such tax increment proceeds shall be prorated back to the affected taxing bodies as required by subsection (3) of ORS 457.450.

SECTION 800 – ANNUAL FINANCIAL STATEMENT REQUIRED

801. REQUIRED FINANCIAL STATEMENT

ORS Section 457.460 required that the Board, by ~~August 1~~ *January 31* of each year, prepare a statement containing:

F. If the ~~August 1~~ *January 31* deadline to meet the provisions of ORS Section 457.460 is changed by the legislature, the Agency will conform to the new date to prepare the required statement.

802. STATEMENT FILED AND PUBLISHED

The statement required by subsection 801 shall be filed with the City Council and notice shall be published in the —Medford Mail Tribune, a newspaper of general circulation in the City, that the statement has been prepared and is on file with the City and with the Urban Renewal Agency and the information contained in the statement is available to all interested persons. The notice shall be published once a week for not less than two successive weeks before ~~September 1~~ *March 1* of the year for which the statement is required. The notice shall summarize the information required under paragraphs A through D of subsection 801 and shall set forth in full the information required under paragraph E of subsection 801.

SECTION 1200 – PROCEDURES FOR CHANGES OR AMENDMENTS IN THE APPROVED PRIVATE INVESTMENT INCENTIVE PLAN (URBAN RENEWAL PLAN)

1203. SUBSTANTIAL CHANGES

Such substantial changes, if any, shall be approved by the City Council in the same manner as the Council's approval of the original plan and in compliance with the provisions of ORS 457.095 and ORS 457.220.

Substantial changes shall include the following:

~~A. Extension of the time period for collecting tax increment proceeds as provided in Subsection 701 of this Plan;~~

~~B A. An increase or decrease of land area to the boundaries of this Urban Renewal Plan including that contemplated increased land area considered in Section 601 C 1 f of not more than 1% of the existing land area;~~

~~C. Any change in any provision of this Plan which would modify the goals and objectives or the basic procedural, planning or engineering principals of this Plan; and~~

~~D. As set forth in Section 604, any acquisition undertaken in connection with projects or activities not identified in Sections 601 or 602 of this Plan.~~

~~E. An increase in the effective period of this Plan as set forth in Section 1301.~~

B. Increasing the maximum indebtedness that can be issued or incurred under the Plan.

1204. COUNCIL APPROVED CHANGES

A. Extension of the time period for collecting tax increment proceeds as provided in Subsection 701 of this Plan;

B. Any change in any provision of this Plan which would modify the goals and objectives or the basic procedural, planning or engineering principals of this Plan; and

C. As set forth in Section 604, any acquisition undertaken in connection with projects or activities not identified in Sections 601 or 602 of this Plan.

D. A Council approved amendment is approved by the MURA Board by resolution and City Council by resolution.

~~SECTION 1300—DURATION AND VALIDITY OF APPROVED URBAN RENEWAL PLAN~~

~~1301. DURATION OF URBAN RENEWAL PLAN~~

~~This Plan shall remain in full force and effect until October 20, 2024, or until the maximum amount of indebtedness as set forth in Section 700 has been reached and all related debt service retired, whichever comes first.~~

Section 1302. Validity is renumbered as Section 1301.

Report Accompanying the Medford City Center Revitalization Plan Amendment

Adopted by the City of Medford

April 19, 2018

Ordinance No. _____

Consultant Team

Elaine Howard Consulting, LLC

Elaine Howard
Scott Vanden Bos

Tiberius Solutions LLC

Nick Popenuk
Ali Danko
Rob Wyman

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I. INTRODUCTION

The Report on the Medford City Center Revitalization Plan Amendment (Report) contains background information and project details that pertain to the Medford City Center Revitalization Plan Amendment (Amendment). The Report is not a legal part of the Amendment but is intended to provide public information and support the findings made by the City Council as part of the approval of the Amendment.

The Report provides the analysis required to meet the standards of ORS 457.085(3), including financial feasibility. The format of the Report is based on this statute. The Report documents the existing conditions in the Medford City Center Revitalization Plan Area (Area) as they relate to the proposed projects in the Plan.

The Report provides guidance on how the urban renewal plan might be implemented. As the Medford Urban Renewal Agency (MURA) reviews revenues and potential projects each year, it has the authority to make adjustments to the implementation assumptions in this Report. MURA may allocate budgets differently, adjust the timing of the projects, decide to incur debt at different timeframes than projected in this Report, and make other changes as allowed in the amendments section of the Amendment.

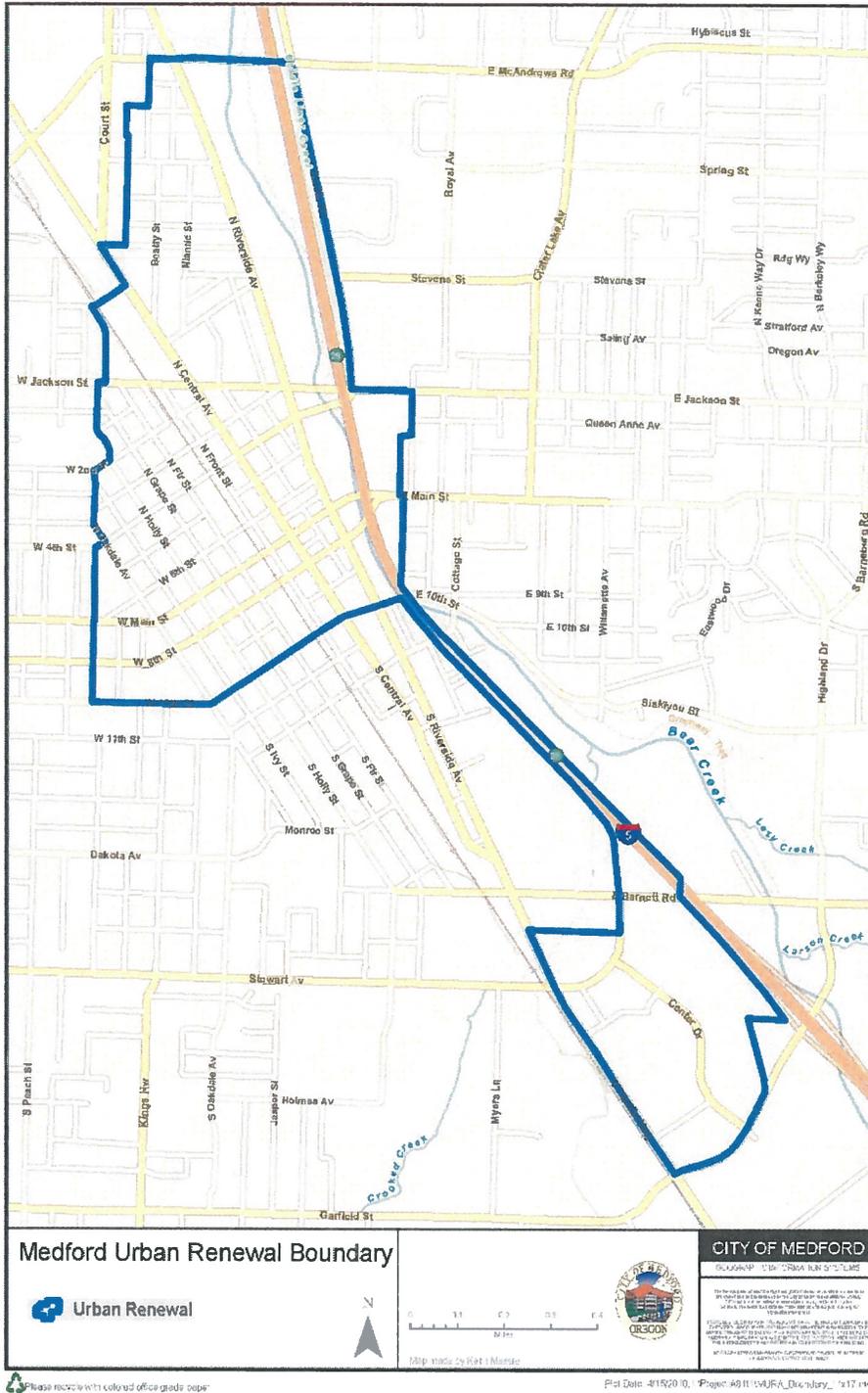
During the months of June through August 2017 the MURA Board held three public hearings. The purpose of the public hearings was to elicit testimony on the proposed increase in the indebtedness and the continuation of Medford Urban Renewal Agency. The testimony was positive on both counts. In addition, the 2018 City Center Revitalization Plan Amendment has been prepared with many opportunities for public input. MURA directed city staff to establish an Advisory Committee with the direction to consider projects only in the Liberty Park area, with an additional set allocation of funds for seismic retrofitting within the City Center Boundary. The Advisory Committee met three times to discuss potential projects and finances of the substantial amendment. Part of the Advisory Committee's own public input process was holding a neighborhood community input meeting. The neighborhood community input meeting was attended by 35 to 40 citizens. The neighborhood community input meeting was to be a place where citizens could provide their input by placing sticky dots next to projects of their choice on posters. Citizens were briefed on Advisory Committee recommended projects and encouraged to add projects of their own on the community-added projects poster. The Advisory Committee analyzed the neighborhood community input meeting data prior to issuing their preliminary recommendation to MURA.

The Advisory Committee unanimously decided to issue a general, rather than specific, project category recommendation. There were many factors that led to the approach of the Advisory Committee's preliminary recommendation. First, it is known by the Advisory Committee that there is a Liberty Park Neighborhood Master Plan in the works. The Advisory Committee stated it should not make recommendations too specific when a specific neighborhood master plan is being developed. Second, any housing assistance provided, whether it be single-family or multifamily, new development or existing development, will likely require a brand-new program administered by either MURA or a body of MURA's choosing (for example the housing authority). Even if this program is administered by a separate body, MURA would still have to vet the programs, procedures and bylaws. Any

recommendation beyond general housing assistance for single-family and multifamily housing is really beyond the scope of this Advisory Committee. Third, it was clear from the Liberty Park citizens attending the Community Input Meeting that there is a strong desire for more public input in the planning process for whatever improvements happen in their neighborhood. From comments relayed to the Advisory Committee members directly to the comment cards, it seems clear that the Liberty Park citizens want to make sure that not only is their input heard, but that MURA regards it highly when making its decisions.

Finally, once the Liberty Park Neighborhood Master Plan is fully developed and MURA has made its decisions about what types of housing assistance it would like to provide, the urban renewal plan can be altered by a minor amendment, which is accomplished by a resolution from MURA, to reflect these changes. Minor amendments are a much less involved process than substantial amendments and can typically be accomplished in a manner of weeks as opposed to a substantial amendment being accomplished in 6 to 8 months.

Figure 1 - Medford Urban Renewal Boundary



Source: City of Medford

II. EXISTING PHYSICAL, SOCIAL, AND ECONOMIC CONDITIONS AND IMPACTS ON MUNICIPAL SERVICES

This section of the Report describes existing conditions within the Area and documents the occurrence of “blighted areas,” as defined by ORS 457.010(1).

A. Physical Conditions

1. Land Use

The Area measures 605.60 total acres in size, 988 individual parcels encompassing 384.28 acres, and an additional 221.32 acres in public rights-of-way. An analysis of FYE 2018 property classification data from the Jackson County Department of Assessment and Taxation database was used to determine the land use designation of parcels in the Area. By acreage, Commercial accounts for the largest land use within the Area (56.25%). This is followed by Exempt (29.09%), and Residential (9.17%). The total land uses in the Area, by acreage and number of parcels, are shown in Table 1.

Table 1 - Existing Land Use in Area

Land Use	Tax Lots	Acreage	Percent of Acreage
Commercial	467	216.16	56.25%
Exempt (non-tax payers)	205	111.79	29.09%
Residential	248	35.24	9.17%
Multi-Family	36	12.71	3.31%
Centrally Assessed*	24	5.02	1.31%
Industrial	8	3.35	0.87%
Total	988	384.28	100.00%

Source: Compiled by Tiberius Solutions LLC with data from the Jackson County Department of Assessment and Taxation (FYE 2018)

*Centrally assessed are utility properties or industrial properties assessed by the State of Oregon.

2. Zoning and Comprehensive Plan Designations

As illustrated in Table 2, the most prevalent zoning designation of the Area by acreage is Community Commercial (42.79%). The second most prevalent zoning designation is Regional Commercial, representing 24.36% of the Area. The Comprehensive Plan designations are shown in Table 3.

Table 2 - Existing Zoning Designations

Zoning/ Plan Designation	Tax Lots	Acres	Percent of Acres
Community Commercial	524	164.42	42.79%
Regional Commercial	33	93.62	24.36%
Service Commercial and Professional Office	86	42.02	10.93%
Heavy Commercial	93	35.09	9.13%
Single-Family Residential - 10 Units	123	21.58	5.62%
Multiple-Family Residential - 20 Units	106	17.30	4.50%
Light Industrial District	14	2.15	0.56%
General Industrial	4	7.56	1.97%
Neighborhood Commercial	5	0.53	0.14%
Total	988	384.28	100.00%

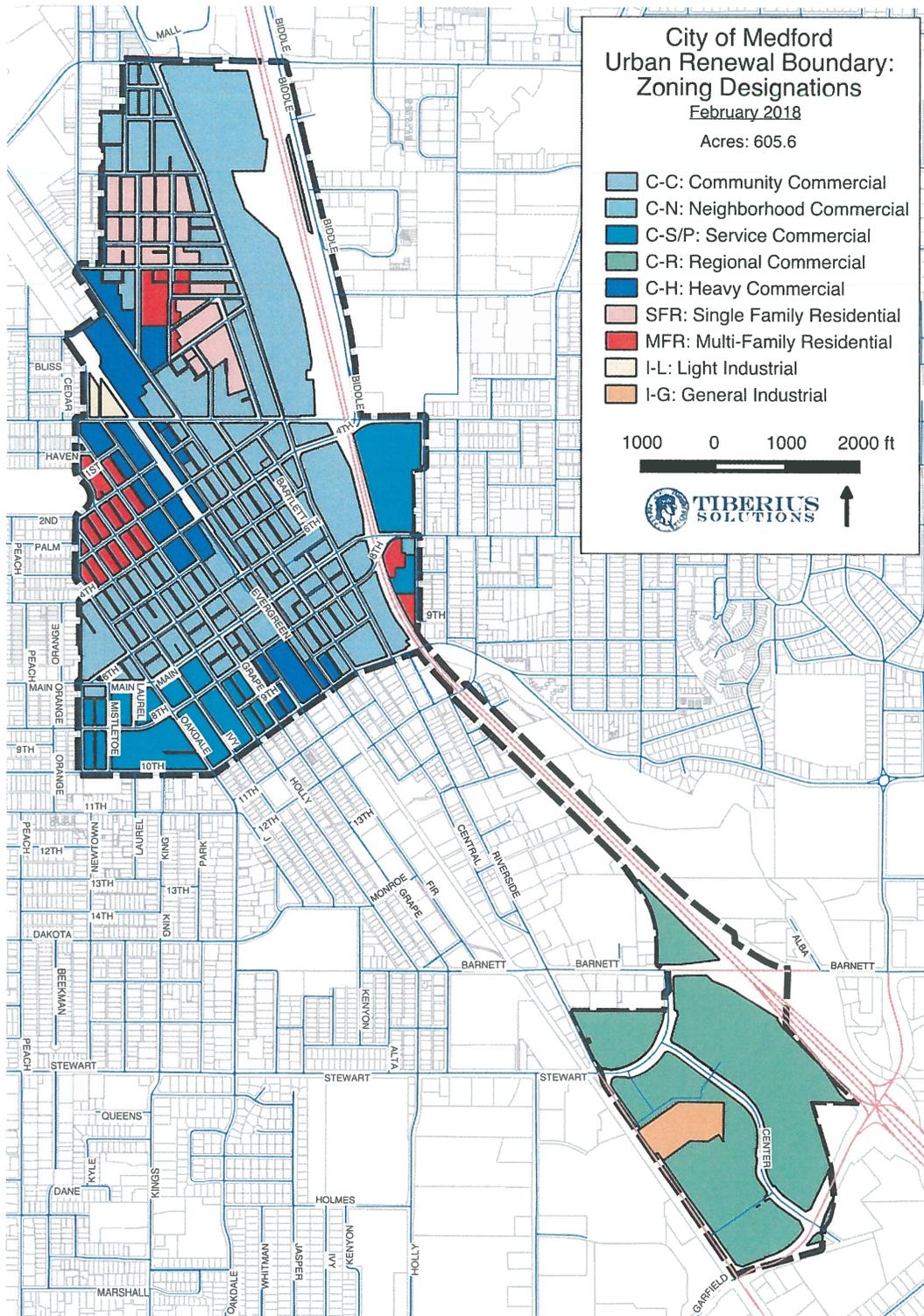
Source: Compiled by Tiberius Solutions LLC with data from the Jackson County Department of Assessment and Taxation (FYE 2018)

Table 3 – Existing Comprehensive Plan Designations

Comprehensive Plan Designations
Commercial
Service Commercial
Urban Residential
Urban Medium Density Residential
Urban High Density Residential
Heavy Industrial
Parks and Schools
Greenway

Source: City of Medford

Figure 2 - Area Zoning Designations



Source: Tiberius Solutions, LLC

B. Infrastructure

This section identifies the existing conditions in the Area to assist in **establishing and making a finding of blight in the ordinance adopting the Plan Amendment.** There are projects listed in several City of Medford infrastructure master plans that relate to these existing conditions. **This does not mean that all of these projects are included in the Plan.** The specific projects that are included in the Plan are listed in Sections IV and V of this Report.

1. Transportation

The City is working on an update to the Transportation System Plan (TSP). The projects listed in 4 and 5 are proposed capital projects in the Area from the City of Medford Transportation System Plan 2018-2038 update. The current TSP (2004-2023) identifies projects within the Area as listed in Table 6:

Table 4 - Transportation System Plan Projects - Proposed

Location	Project Type	Description	Cost
Edwards Street, Court Street/Central Avenue to Riverside Avenue	Urban Upgrade	Upgrade to minor collector standard including one lane in each direction, bike facilities, and sidewalks	\$1,665,000
Manzanita Street, extension from Riverside Avenue to Spring Street and crossing Interstate 5	New Roadway	Construct new minor collector roadway (includes one lane in each direction, bike facilities, and sidewalks) and new crossing of I-5 at Manzanita	\$100,000,000
South Pacific Highway & Stewart Avenue	Intersection	Intersection improvements such as second southbound left and second eastbound left-turn lanes, or an alternative intersection configuration with displaced lefts on the north and south legs.	\$960,000
Biddle Road & Stevens Street	Intersection	Replace/upgrade traffic signal	\$400,000
McAndrews Road & Riverside Avenue	Intersection	Intersection improvements such as re-striping westbound approach to one through, a shared through/right, and a right-turn lane, signal modifications, and second westbound right-turn lane when needed	\$245,000
Medford Viaduct Shoulder	ODOT	Add a 12-foot right side shoulder by reconstructing and widening the existing viaduct structure.	\$\$ ¹
Expanded Medford Viaduct	ODOT	Expand or replace the existing viaduct structure to accommodate three lanes and minimum shoulders in both directions.	\$\$ ¹
Expanded Medford Viaduct	ODOT	Expand or replace the existing viaduct structure to accommodate three lanes and standard shoulders in both directions.	\$\$\$\$ ¹

Source: Medford Transportation System Plan – proposed update

Table 5 - Transportation System Plan Projects – Proposed, Continued

Location	Project Type	Description	Cost
Expanded Medford Viaduct	ODOT	Expand or replace the existing viaduct structure to accommodate three lanes and standard shoulders in both directions stacked vertically.	\$\$\$\$ ¹
Garfield Street & South Medford I-5 Interchange	ODOT	Intersection to be studied as a part of an update to ODOT's Exit 27 IAMP - intersection may need alternative mobility target if no solution identified	NA
Center Drive & Garfield Street	ODOT	Intersection to be studied as a part of an update ODOT's Exit 27 IAMP - intersection may need alternative mobility target if no solution identified	NA
Beatty Street, Manzanita Street, Niantic Street, Maple Street, Bartlett Street from McAndrews Road to Jackson Street	Bicycle	Sign and Stripe Neighborhood Bikeway	\$24,420
Holly Street, Jackson Street to Monroe Street	Bicycle	Sign and Stripe Neighborhood Bikeway	\$23,500
Main Street, Oakdale Drive to Almond Street	Bicycle	Reconfigure/Reconstruct to provide bike facilities	\$\$ ¹
Jackson Street, Central Avenue to East of Pearl Street	Bicycle	Reconfigure/Reconstruct to Provide Bike Facilities	\$\$ ¹
Central Avenue, McAndrews Road to Jackson Street	Bicycle	Reconfigure/Reconstruct to Provide Bike Facilities	\$\$ ¹
Riverside Avenue, Rossanley Drive to Stewart Avenue	Bicycle	Reconfigure/Reconstruct to Provide Bike Facilities	\$\$ ¹

Source: Medford Transportation System Plan – proposed update

Table 6 – Projects from 2004-2023 Transportation Systems Plan

Location	Project Type	Description	Cost
4 th at Oakdale	Intersection	Install new traffic signal (MURA/City) Project No.: 426	\$225,000
4 th at Central	Intersection	Install WBL; convert WB approach to left, left through (City/MURA) Project No.: 505	\$440,000
4 th at Riverside	Intersection	Extend NBR land (City/MURA) Project No.: 506	\$450,000
Biddle at Stevens	Intersection	Add right-turn overlap on WB approach Project No.: 513	\$15,000
4 th Street	Road Reconfiguration	Remove on-street parking and stripe for bicycle lanes, add bicycle signage Project No.: 543	\$41,000
10 th Street Bridge at Bear Creek	Bridge	Repair bridge (assume 80% federal share/20% city share – city share shown) Project No.: 534 (Complete?)	\$1,000,000
6 th at Central	Intersection	Signal upgrade (MUR/City) Project No.: 434	\$130,000
McAndrews at Biddle	Intersection	Add EBR lane and WBTL lane Project No.: 512	\$1,800,000
Highway 99 at Stewart	Intersection	Add third SB through lane Project No.: 31	\$1,000,000
Biddle at Jackson	Intersection	Add WBR Lane Project No.: 510	\$450,000
8 th at Central	Intersection	Signal Upgrade Project No.: 435	\$130,000
Main at Oakdale	Intersection	Signal upgrade Project No.: 438 (Complete?)	\$100,000
S. Medford Interchange	Interchange	Construct new interchange – Medford/Developer/MURA share (Complete) Project No.: 3	\$15,000,000

Source: Medford Transportation System Plan – 2004-2023

2. Water

There are no capital projects in the Area from the City of Medford's Water Master.

3. Stormwater

The projects listed in 7 are projects in the Area from the 1996 City of Medford's Storm Drain Master Plan. City of Medford staff has noted that all projects may not be necessary as the 1996 Storm Drain Master Pan has proved to be very conservative.

Table 7 - Storm Drain Master Plan Projects

Projects from 1996 Storm Drain Master Plan		
BW1A1 – project complete		
BW1A2 - project complete		
BW1A2A – project complete		
BW1B1 – 320' of 24"	\$65,000	
BW1B2 – 440' of 21"	\$82,000	
BW1C3 – 420' of 30"	\$98,000	
BW1G1 – 1610' of 30"	\$375,000	Approximately 500 ' of this 2110' project is complete
BW1H1 – 1340' of 36"	\$345,000	
BW1H2 - 880' of 27"	\$190,000	
BW1P1 – project complete		
BW1P2 – 700' of 27"	\$150,000	Approximately 2790 ' of this 3490' project is complete
BW1J1 – 180' of 24'	\$37,000	
BW1J2 – 1000' of 27"	\$215,000	
BW1K1 – 640' of 27"	\$140,000	
BW1K2 – 220' of 24"	\$45,000	
BW1K3 – 400' of 42"	\$110,000	
BW1K4 – 1980' of 30"	\$460,000	990' run, 2 parallel 30" pipes
BW1K5 – 1690' of 30"	\$390,000	845' run, 2 parallel 30" pipes
CR1A3 – 70' widening	\$160,000	widen existing box culvert
CR2A1 – 2100' of 36"	\$540,000	700' run, 3 parallel 36" pipes
CR2A2 – 70' of 10x3	\$160,000	Box Culvert
CR2B1 – 600' of 24"	\$125,000	200' run, 3 parallel 24" pipes
CR1S4 – 250' of 30"	\$60,000	
CR1S5 – 300' of 30"	\$70,000	
Total	\$3,817,000	

Source: City of Medford 1996 Storm Drain Master Plan

4. Sanitary Sewer

Currently the Sanitary Sewer Master Plan is being revised. However, the projects listed in 8 are projects in the Area from the current City of Medford’s Sanitary Sewer Master Plan:

Table 8 - Sanitary Sewer Master Plan Projects

Project	
P-3 - 250' of 21"	North Riverside Avenue between Crater Lake and Highway 62 and Madrona Street
P-2 - 1950' - 15"	Beatty Street, Court Street, North Central Avenue, and East Clark Street between Madrona Street and West Clark Street
P-6 - 740' of 24"	East Jackson Street between North Bartlett Street and North Riverside Avenue
P-4 - 1400' of 15"	East Jackson Street between North Holly Street and North Central Avenue
P-5 - 2820' of 18"/15"	East 2nd Street between East Jackson Street and North Grape Street/North Grape Street between East 2nd Street and West 4th Street and along West 4th Street between North Oakdale Avenue and North Grape Street.
P-10 - 3580' of 21"/18"/15"	South Riverside Avenue between East Jackson Street and East 9th Street and along East 9th Street between South Riverside Avenue and South Grape Street

Source: City of Medford Sanitary Sewer Master Plan

5. Parks and Open Space

The following was obtained from the Medford Leisure Services Plan. This document is formatted a bit differently than an infrastructure master plan, as it contains Design Opportunities and Management Considerations instead of master plan projects. These Design Opportunities and Management Considerations can indicate potential deficiencies in the parks.

Hawthorne Park

Design Opportunities

- Park orientation could benefit from wayfinding signage system to identify Hawthorne Park as part of Medford P&R as well as communicate what and where to find amenities within the park and its context along the Bear Creek Greenway.
- Potential recreation center site being considered for southeast corner of property. Additional parking will be needed to support facility.
- A pedestrian bridge connection between the Riverside parking lot and Hawthorne Park (west of the small dog park) has been discussed. It would provide additional parking needed for new park facilities. It would also provide an important pedestrian/bike route to the City Center from the Bear Creek Greenway and Hawthorne Park, increasing public presence in a portion of the park that remains less developed.

Management Considerations

- Park staff has identified the need for major irrigation updates: replacement of the aging lateral line, sprinkler head replacement, and replacement of the irrigation main line in the south and northwest portion of the park.
- Add park signage at key park entry points.
- Continue with addressing park security improvement.
- Continue the addition of art murals on highway overpass pylons.

Alba Park

Design Opportunities

- If Ivy Street could be dedicated for pedestrian use only, a more cohesive site design could be developed for both Alba Park and the Carnegie building block that can also highlight and preserve historical features.
- Consider installation of public art.
- Consider irrigation upgrades and additional picnic pads with tables.

Management Considerations

- Park staff have identified the need for irrigation system upgrades and the management of tree canopy.
- Central fountain needs major renovation.
- New, updated LED lamps are needed.
- Gazebo may need renovation over next ten years. Consideration should be given to its foundation, which is rumored to be on top of old well.
- Continue management efforts to plan for tree canopy.
- Create separate reservable areas.

Liberty Park

Design Opportunities

- New small neighborhood park appears fully functional.

Management Considerations

- Park staff have identified the need to add irrigation central control.

Veterans Park

Design Opportunities

- Park staff has identified the need to upgrade lighting and signs.
- Park could benefit from provision of small loop trail for contemplative walk with park benches.

Management Considerations

- Parking by memorial appears to be shared with hotel. Signage could clarify parking designation and assure ADA accommodation for park visitors. Drainage system improvements need for northwest corner.

- Park staff has identified the need for irrigation central control upgrades and new restroom fixtures

Vogel Plaza

Design Opportunities

- Urban plaza amenities could benefit from addition of covered shelter structure and picnic table improvements.
- Trees have had to be replaced due to the lack of soil under the brick paving. Develop a comprehensive plan to address tree replacement in a manner that will result in a long-lived and healthy tree stand in the park.

Management Considerations

- Park staff has identified need for amending soil in planter beds to sustain desirable plant growth.

C. Social Conditions

Data from the US Census Bureau is used to identify social conditions in the Area. The geographies used by the Census Bureau to summarize data do not strictly conform to the Plan Area. As such, the Census Bureau geographies that most closely align to the Plan Area are used, which, in this case, is Block Group 1 and 2, Census Tract 1 and Block Group 3 Census Tract 2.01. Within the Area, there are 248 tax lots shown as Residential use and 36 tax lots shown as Multi-Family. According to the US Census Bureau, American Community Survey (ACS) 2010-14, the block groups have 3,558 residents, 90% of whom are white.

Table 9 - Race in the Area

Race	Number	Percent
White alone	3,209	90%
Black or African American alone	59	2%
American Indian and Alaska Native alone	90	3%
Asian alone	-	0%
Native Hawaiian and Other Pacific Islander alone	-	0%
Some other race alone	121	3%
Two or more races	79	2%
Total	3,558	100%

Source: American Community Survey 2012-2016 Five Year Estimates

The largest percentage of residents are between 25-34 years of age (18%).

Table 10 - Age in the Area

Age	Number	Percent
Under 5 years	360	10%
5 to 9 years	310	9%
10 to 14 years	208	6%
15 to 17 years	67	2%
18 to 24 years	359	10%
25 to 34 years	629	18%
35 to 44 years	575	16%
45 to 54 years	512	14%
55 to 64 years	376	11%
65 to 74 years	104	3%
75 to 84 years	37	1%
85 years and over	21	1%
Total	3,558	100%

Source: American Community Survey 2012-2016 Five Year Estimates

In the block groups, 10% of adult residents have earned a bachelor’s degree or higher. Another 29% have some college education without a degree, and another 27% have graduated from high school with no college experience.

Table 11 - Educational Attainment in the Area

Education	Number	Percent
Less than high school	771	34%
High school graduate (includes equivalency)	615	27%
Some college	560	25%
Associate's degree	80	4%
Bachelor's degree	170	8%
Master's degree	43	2%
Professional school degree	4	0%
Doctorate degree	11	0%
Total	2,254	100%

Source: American Community Survey 2012-2016 Five Year Estimates

In the block groups, 22% of commuters drove less than 10 minutes to work, and another 43% of commuters drove 10 to 19 minutes to work.

Table 12 - Travel Time to Work in the Area

Travel time to work	Number	Percent
Less than 10 minutes	249	22%
10 to 19 minutes	490	43%
20 to 29 minutes	187	16%
30 to 39 minutes	157	14%
40 to 59 minutes	37	3%
60 to 89 minutes	7	1%
90 or more minutes	16	1%
Total	1,143	100%

Source: American Community Survey 2012-2016 Five Year Estimates

Of the means of transportation used to travel to work, the majority, 56%, drove alone with another 14% carpooling.

Table 13 - Means of Transportation to Work

Means of Transportation to Work	Number	Percent
Drove alone	675	56%
Carpooled	163	14%
Public transportation (includes taxicab)	38	3%
Motorcycle	-	0%
Bicycle	42	4%
Walked	214	18%
Other means	11	1%
Worked at home	54	5%
Total	1,197	100%

Source: American Community Survey 2012-2016 Five Year Estimates

D. Economic Conditions

1. Taxable Value of Property within the Area

The estimated total assessed value of the Area calculated with data from the Jackson County Department of Assessment and Taxation for FYE 2018, including all real, personal, manufactured, and utility properties, is estimated to be \$356,207,883 of which \$106,696,724 is frozen base and \$249,511,159 is excess value above the frozen base.

2. Building to Land Value Ratio

An analysis of property values can be used to evaluate the economic condition of real estate investments in a given area. The relationship of a property's improvement value (the value of buildings and other improvements to the property) to its land value is generally an accurate indicator of the condition of real estate investments. This relationship is referred to as the "Improvement to Land Value Ratio," or "I:L." The values used are real market values. In urban renewal areas, the I:L is often used to measure the intensity of development or the extent to which an area has achieved its short- and long-term development objectives.

4 below shows the improvement to land ratios (I:L) for properties within the Area. As in the Land Use Table there is a Centrally Assessed category. This is because the way these properties are currently assessed does not allow them to be generalized with the other properties in the I:L calculations. Due to technical difficulties, the Assessor's Office was unable to resolve this discrepancy prior to the publication of this document. Four hundred and sixty-six parcels in the area (43.27% of the acreage) have I:L ratios of less than 1.0. In other words, the improvements on these properties are worth less than the land they sit on. A reasonable I:L ratio for properties in the Area is 2.0. Only 144 of the 988 parcels in the Area, totaling 7.04% of the acreage have I:L ratios of 2.0 or more in FYE 2018. In summary, the Area is underdeveloped and not contributing significantly to the tax base in Medford.

Table 14 - I:L Ratio of Parcels in the Area

Improvement/Land Ratio	Tax Lots	Acres	% of Total Acres
Centrally Assessed	24	5.02	1.31%
Exempt	205	111.79	29.09%
No Improvement Value	75	30.67	7.98%
0.01-0.50	206	67.43	17.55%
0.51-1.00	185	68.17	17.74%
1.01-1.50	100	42.99	11.19%
1.51-2.00	49	31.14	8.10%
2.01-2.50	31	5.64	1.47%
2.51-3.00	20	4.25	1.11%
3.01-4.00	26	7.31	1.90%
> 4.00	67	9.86	2.57%
Total	988	384.28	100.00%

Source: Calculated by Tiberius Solutions LLC with data from Jackson County Department of Assessment and Taxation (FYE 2018)

E. Impact on Municipal Services

The fiscal impact of tax increment financing on taxing districts that levy taxes within the Area (affected taxing districts) is described in Section IX of this Report. This subsection discusses the fiscal impacts resulting from potential increases in demand for municipal services.

The projects being considered for future use of urban renewal funding are projects to improve the conditions in the Liberty Park area and provide funding for seismic retrofitting in the downtown. The use of urban renewal funding for these projects allows the city to concentrate considerable funding in an area where significant blight exists and to match other funding sources to construct the improvements. It also allows the city to tap into different funding sources besides the City of Medford general fund or system development charges (SDC) funds to complete improvements for the area.

The financial impacts from tax increment collections will be countered by providing improved infrastructure to serve an area of the city that the city officials have identified as needing investment to improve the living conditions in the area.

III. REASONS FOR SELECTION OF EACH URBAN RENEWAL AREA IN THE PLAN

The reason for selecting the Area has not changed since inception of the urban renewal plan: to cure blight within the Area.

IV. THE RELATIONSHIP BETWEEN URBAN RENEWAL PROJECTS AND THE EXISTING CONDITIONS IN THE URBAN RENEWAL AREA

The projects identified for the Area are described below, including how they relate to the existing conditions in the Area.

A. Liberty Park Improvements

1. **Street Improvements** – Street improvements to Manzanita and Edwards to bring them up to city standards. Other improvements may be added into this category as the Liberty Park Neighborhood Master Plan evolves. As public input emphasized safety, it should be considered in these improvements.

Existing Conditions: Currently Manzanita and Edwards are not up to city standards. Manzanita has little or no sidewalks while Edwards has a sidewalk on one side. Both street surfaces need to be improved, and both, if improved, would need to have their stormwater infrastructure redone.

2. **Sewer Lateral Replacement Program** - This program would offer an underdetermined incentive to homeowners to replace their sewer laterals.

Existing Conditions: The sewer laterals in the area are currently letting stormwater into the sewer system and overburdening the sewer system. Also, there have been reports to the city that residents need to have the sewer line between their house and the city's main line cleaned on a regular basis. Replacing the laterals will greatly reduce the need for sewer lateral maintenance by homeowners and help the city reduce the amount of stormwater in the sanitary sewer system.

3. **Housing Assistance** – Projects in this category could include a single-family residential housing improvement program for renter- and owner-occupied residences, authorization for use of funds to partner with a private developer for a single family, mixed-use or multifamily housing development, and a program to improve existing mixed-use or multifamily housing developments in the area.

Existing Conditions: Currently much of the single-family residential housing stock in the Liberty Park neighborhood needs upgrading. Many homes are in need of weatherization, foundation repairs, or even more simple treatment such as exterior painting and windows. There is a lack of clean, safe affordable housing in the Liberty Park area.

4. **Liberty Park Neighborhood Master Plan Projects Placeholder** – This project category would serve as a place holder for projects that evolve from the planning process around the Liberty Park Neighborhood Master Plan. The recommendation is to amend the urban renewal plan to include certain projects from the Liberty Park Neighborhood Master Plan at a later date.

Existing Conditions: Currently there is an outdated Liberty Park Neighborhood Master Plan and little or no funding to accomplish any projects identified in the updated master plan.

5. **Seismic Retrofitting/Rehabilitation** – With funds available to it, the Board may establish below market interest rate loan or grant programs for the seismic retrofitting of buildings within the City Center Boundary that are determined to be economically habitable. The City Center Boundary area is bordered by Orange and N. Oakdale Streets to the west, Hawthorne Street to the east, 10th Street to the south and Jackson Street to the North. Prior to making any loans or grants, the Board shall prepare and adopt a comprehensive rehabilitation loan plan which sets forth:

- a. Criteria for eligibility;
- b. Interest rates and terms of various type loans;
- c. Procedures for recycling the funds as loan obligations are paid;
- d. Procedures where loan payments are not paid or paid in an untimely manner;
- e. Procedures and conditions for which deferred payment loans may be offered;
- f. Procedures for administering and servicing the loan program; and
- g. Such other procedures and conditions which the Board deems necessary.

Existing Conditions: Currently there are many buildings in the defined City Center Boundary that are in need of seismic retrofitting/rehabilitation.

V. THE ANTICIPATED COMPLETION DATE FOR EACH PROJECT

ORS 457.085 (3)(d) requires an estimate of costs for each project in a plan amendment. Table 15 fulfills that requirement for the 2018 substantial amendment. However, as the project categories in the 2018 substantial amendment are general and will be specified at a later date by minor amendments, the funding allocations to these projects are also general and will be specified at a later date. The revenue in this Report has been equally distributed to each of the proposed projects in the Liberty Park area, with 10% allocated to Downtown Seismic Retrofitting. These allocations are temporary and will be altered by minor amendments as more public outreach is conducted and the MURA's project priorities become clearer.

The schedule for construction of projects will be based on the availability of funding. The projects will be ongoing and will be completed as directed by MURA. Expenditures for project administration and finance fees are also shown. All costs shown in Table 1 are in year-of-expenditure dollars, which are adjusted by 3% annually to account for inflation. MURA may change the completion dates in their annual budgeting process or as project decisions are made in administering the Plan.

The Area is anticipated to complete all projects and have sufficient tax increment finance revenue to terminate the district in FYE 2024. The projections in the financial model assume 3.0% annual growth in the assessed value of real property and a 2.0% change in personal property, and no change in manufactured property or utility property.

The Amendment assumes that the city will seek out other funding sources to pay for many of the urban renewal projects listed and use urban renewal funds as leverage. These sources include City of Medford general funds and system development charges. The city may also pursue regional, county, state, and federal funding, private developer contributions, and other sources of funds.

MURA will be able to review and update fund expenditures and allocations on an annual basis when the annual budget is prepared.

Table 15 - Projects and Costs in Year of Expenditure Dollars

URA PROJECTS FUND	Total	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024
Resources							
Beginning Balance		\$ 1,663,250	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Interest Earnings	\$ 33,316	\$ 8,316	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Transfer from TIF Fund	\$ 19,892,729	\$ 1,760,375	\$ 2,122,862	\$ 3,632,160	\$ 3,769,608	\$ 3,911,032	\$ 2,633,442
Bond/Loan Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -						
Total Resources	\$ 19,926,045	\$ 3,431,941	\$ 3,127,862	\$ 4,637,160	\$ 4,774,608	\$ 4,916,032	\$ 3,638,442
Expenditures (YOE \$)							
Downtown Seismic Retrofitting	\$ (1,998,750)	\$ (309,000)	\$ (318,270)	\$ (327,810)	\$ (337,650)	\$ (347,790)	\$ (358,230)
Street Improvements	\$ (3,715,574)	\$ (427,735)	\$ (346,308)	\$ (718,068)	\$ (746,690)	\$ (776,131)	\$ (700,643)
Sewer Lateral Replacement Program	\$ (3,715,574)	\$ (427,735)	\$ (346,308)	\$ (718,068)	\$ (746,690)	\$ (776,131)	\$ (700,643)
Housing Assistance	\$ (3,715,574)	\$ (427,735)	\$ (346,308)	\$ (718,068)	\$ (746,690)	\$ (776,131)	\$ (700,643)
Liberty Park Neighborhood Master Plan Projects	\$ (3,715,574)	\$ (427,735)	\$ (346,308)	\$ (718,068)	\$ (746,690)	\$ (776,131)	\$ (700,643)
	\$ -						
Financing Fees	\$ -						
Administration	\$ (3,065,000)	\$ (412,000)	\$ (424,360)	\$ (437,080)	\$ (450,200)	\$ (463,720)	\$ (477,640)
Total Expenditures	\$ (19,926,045)	\$ (2,431,941)	\$ (2,127,862)	\$ (3,637,160)	\$ (3,774,608)	\$ (3,916,032)	\$ (3,638,442)
Ending Balance		\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -

Source: Tiberius Solutions LLC

VI. THE ESTIMATED AMOUNT OF TAX INCREMENT REVENUES REQUIRED AND THE ANTICIPATED YEAR IN WHICH INDEBTEDNESS WILL BE RETIRED

Table 17 shows the allocation of tax increment revenues to debt service and transfers to the project fund.

It is anticipated that all existing debt will be retired by FYE 2020. The total maximum indebtedness is \$87,233,058 increased from \$67,307,013 by \$19,926,045. The following paragraph details the methods used to calculate the allowed maximum indebtedness increase without needing concurrence.

The 1988 Medford Downtown Report used Seattle Engineering News Report (ENR) rates to inflate project costs. According to ORS 457, MURA must use this method to inflate the original maximum indebtedness to calculate the size of the increase that can be achieved without concurrence. Under ORS 457 that amount is 20% of the original maximum indebtedness as indexed for inflation, in this case using the Seattle ENR rates. Below is a chart detailing the indexing of the original maximum indebtedness and the 20% calculation. As shown in Table 16, an increase of \$19,926,045 is allowable without concurrence.

Table 16 - Maximum Indebtedness Indexing and Calculation

Year	March Seattle ENR Points	Seattle ENR Point Change	Seattle Inflation Rate	Seattle MI Index
1999	7137.00			\$67,307,013
2000	7368.00	231.00	3.24%	\$69,485,508
2001	7335.00	-33.00	-0.45%	\$69,174,295
2002	7562.00	227.00	3.09%	\$71,315,067
2003	7867.00	305.00	4.03%	\$74,191,435
2004	7910.00	43.00	0.55%	\$74,596,956
2005	8162.86	252.86	3.20%	\$76,981,606
2006	8448.93	286.07	3.50%	\$79,679,451
2007	8626.73	177.80	2.10%	\$81,356,232
2008	8621.47	-5.26	-0.06%	\$81,306,627
2009	8713.49	92.02	1.07%	\$82,174,441
2010	8647.10	-66.39	-0.76%	\$81,548,336
2011	8736.22	89.12	1.03%	\$82,388,801
2012	9054.40	318.18	3.64%	\$85,389,466
2013	9425.52	371.12	4.10%	\$88,889,393
2014	10135.65	710.13	7.53%	\$95,586,427
2015	10403.58	267.93	2.64%	\$98,113,198
2016	10581.15	177.57	1.71%	\$99,787,810
2017	10564.44	-16.71	-0.16%	\$99,630,223

2017 Indexed MI	20% of Indexed MI
\$99,630,223	\$19,926,045

Of the \$87,233,058 maximum indebtedness \$67,307,013 has been used to date. The estimated total amount of tax increment revenues required to service the new maximum indebtedness of \$19,926,045 is \$19,926,045 as the assumptions used in the financing plan are “pay as you go”, with no borrowings anticipated and therefore no interest payments required. This does not preclude MURA from changing these financing assumptions at some point in the future.

The time frame of urban renewal is not absolute; it may vary depending on the actual ability to meet the maximum indebtedness. If the economy is slower, it may take longer; if the economy is more robust than the projections, it may take a shorter time period. MURA may decide to issue bonds or take on loans on a different schedule, and that will alter the financing assumptions. These assumptions show one scenario for financing and that this scenario is financially feasible.

Table 17 - Tax Increment Revenues and Allocations to Debt Service

TAX INCREMENT FUND	Total	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024
Resources							
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Earnings	\$ 12,965	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TIF: Current Year	\$ 21,395,989	\$ 3,341,250	\$ 3,469,487	\$ 3,563,160	\$ 3,698,608	\$ 3,838,032	\$ 2,558,442
TIF: Prior Years	\$ 482,925	\$ 65,000	\$ 67,000	\$ 69,000	\$ 71,000	\$ 73,000	\$ 75,000
Total Resources	\$ 21,891,879	\$ 3,406,250	\$ 3,536,487	\$ 3,632,160	\$ 3,769,608	\$ 3,911,032	\$ 2,633,442
Expenditures							
<i>Debt Service</i>							
2011C	\$ (4,592,150)	\$ (1,645,875)	\$ (1,413,625)				
Total Scheduled Debt Service	\$ (4,592,150)	\$ (1,645,875)	\$ (1,413,625)	\$ -	\$ -	\$ -	\$ -
<i>Debt Service Coverage Ratio</i>		2.03	2.45				
Transfer to URA Projects Fund	\$ (19,892,729)	\$ (1,760,375)	\$ (2,122,862)	\$ (3,632,160)	\$ (3,769,608)	\$ (3,911,032)	\$ (2,633,442)
Total Expenditures	\$ (24,484,879)	\$ (3,406,250)	\$ (3,536,487)	\$ (3,632,160)	\$ (3,769,608)	\$ (3,911,032)	\$ (2,633,442)
Ending Balance		\$ -					

Source: Tiberius Solutions LLC

VII. FINANCIAL ANALYSIS OF THE PLAN

The estimated tax increment revenues through FYE 2024, as shown in Table 1, are based on projections of the assessed value of development within the Area and the consolidated tax rate that will apply in the Area. The assumptions include assumed growth in assessed value of 3% for real property and 2% for personal property. No change in value for utility or manufactured property is assumed.

Table 18 shows the projected incremental assessed value, tax rates and tax increment revenues each year, adjusted for discounts, delinquencies, and compression losses. These projections of increment are the basis for the projections in Table 15 and Table 16. The first year of tax increment collections due to the 2018 substantial amendment is FYE 2019. Gross TIF is calculated by multiplying the tax rate times the excess value. The tax rate is per thousand dollars of value, so the calculation is “tax rate times excess value divided by one thousand.” The consolidated tax rate includes permanent tax rates only and excludes general obligation bonds and local option levies which would not be impacted by this Plan.

Table 18 - Projected Incremental Assessed Value, Tax Rates, and Tax Increment Revenues

FYE	Total	Assessed Value		Tax Rate	Tax Increment Finance		
		Frozen Base	Increment		Gross	Adjustments	Net
2019	\$ 365,953,627	\$ 106,696,724	\$ 259,256,903	\$ 13.5661	\$ 3,517,105	\$ (175,855)	\$ 3,341,250
2020	\$ 375,985,299	\$ 106,696,724	\$ 269,288,575	\$ 13.5620	\$ 3,652,092	\$ (182,605)	\$ 3,469,487
2021	\$ 386,311,348	\$ 106,696,724	\$ 279,614,624	\$ 13.4138	\$ 3,750,695	\$ (187,535)	\$ 3,563,160
2022	\$ 396,940,474	\$ 106,696,724	\$ 290,243,750	\$ 13.4138	\$ 3,893,272	\$ (194,664)	\$ 3,698,608
2023	\$ 407,881,635	\$ 106,696,724	\$ 301,184,911	\$ 13.4138	\$ 4,040,034	\$ (202,002)	\$ 3,838,032
2024	\$ 419,144,056	\$ 106,696,724	\$ 312,447,332	\$ 13.4138	\$ 4,191,106	\$ (209,555)	\$ 3,981,551

Source: Tiberius Solutions LLC

Notes: TIF is tax increment revenues. Tax rates are expressed in terms of dollars per \$1,000 of assessed value. The TIF revenues shown in 2023 are the maximum amount the Area could levy, however, the Area is projected to underlevy in FYE 2024 in order to reach, but not exceed, its maximum indebtedness.

Revenue sharing is part of the 2009 legislative changes to urban renewal and means that, at thresholds defined in ORS 457.470, the impacted taxing jurisdictions will receive a share of the incremental growth in the area. The share is a percentage basis dependent upon the tax rates of the taxing jurisdictions. The first threshold is 10% of the original maximum indebtedness. At the 10% threshold, MURA will receive the full 10% of the initial maximum indebtedness plus 25% of the increment above the 10% threshold and the taxing jurisdictions will receive 75% of the increment above the 10% threshold. The second threshold is set at 12.5% of the maximum indebtedness. If this threshold is met, revenue for the district would be capped at 12.5% of the maximum indebtedness, with all additional tax revenue being shared with affected taxing districts. No revenue sharing is projected for the Amendment.

VIII. IMPACT OF THE TAX INCREMENT FINANCING

This section describes the impact of tax increment financing of the NEW maximum indebtedness, both until and after the indebtedness is repaid, upon all entities levying taxes upon property in the Area.

The impact of tax increment financing on overlapping taxing districts consists primarily of the property tax revenues foregone on permanent rate levies as applied to the growth in assessed value in the Area. These projections are for impacts estimated through FYE 2024 and are shown in Table 19 and Table 20. Note that in FYE 2024 there is an under-levy, taking a smaller portion of tax increment proceeds than available as the maximum indebtedness will be reached that year. The sum total of the "impact of amendment" is nearly the same amount as the increase in maximum indebtedness, but slight discrepancies due to (1) GO bond rates, and (2) a small fraction of project funding that comes from interest earned on the tax increment revenues, as opposed to direct tax increment revenue.

The Medford School District and the Education Service District are not *directly* affected by the tax increment financing, but the amounts of their taxes divided for the urban renewal plan are shown in the following tables. Under current school funding law, property tax revenues are combined with State School Fund revenues to achieve per-student funding targets. Under this system, property taxes foregone, due to the use of tax increment financing, are substantially replaced with State School Fund revenues, as determined by a funding formula at the State level.

Table 19 and Table 20 show the projected impacts to permanent rate levies of taxing districts as a result of this Plan. Table 19 shows the general government levies, and Table 20 shows the education levies.

General obligation bonds and local option levies are impacted by urban renewal only if they were originally approved by voters in an election prior to October 6, 2001. There is one general obligation bond approved prior to October 6, 2001 that will still be in effect in the Area at the time that tax increment revenues begin to be collected for the substantial amendment. It will be in effect through FYE 2019-2020. The impact will be on the property tax payer and is estimated over the life of the amendment to be a total of \$2.90 per \$100,000 of assessed value.

Table 19 - Projected Impact on Taxing District Permanent Rate Levies - General Government

FYE	Jackson County Permanent	City of Medford Permanent	4-H Extension Service District Permanent	Vector Control Permanent	Rogue Valley Transit District Permanent	Jackson Soil & Water Conservation Permanent	Jackson County Library District Permanent	Subtotal Gen. Govt.
2019	\$ (359,626)	\$ (947,475)	\$ (7,336)	\$ (7,676)	\$ (31,706)	\$ (8,947)	\$ (93,042)	\$ (1,455,808)
2020	\$ (523,814)	\$ (1,380,045)	\$ (10,685)	\$ (11,180)	\$ (46,181)	\$ (13,031)	\$ (135,521)	\$ (2,120,457)
2021	\$ (543,937)	\$ (1,433,060)	\$ (11,096)	\$ (11,610)	\$ (47,955)	\$ (13,531)	\$ (140,727)	\$ (2,201,916)
2022	\$ (564,532)	\$ (1,487,320)	\$ (11,516)	\$ (12,050)	\$ (49,771)	\$ (14,044)	\$ (146,055)	\$ (2,285,288)
2023	\$ (585,722)	\$ (1,543,149)	\$ (11,948)	\$ (12,502)	\$ (51,639)	\$ (14,571)	\$ (151,538)	\$ (2,371,069)
2024	\$ (394,291)	\$ (1,038,801)	\$ (8,043)	\$ (8,416)	\$ (34,762)	\$ (9,809)	\$ (102,011)	\$ (1,596,133)
Total	\$ (2,971,922)	\$ (7,829,850)	\$ (60,624)	\$ (63,434)	\$ (262,014)	\$ (73,933)	\$ (768,894)	\$ (12,030,671)

Source: Tiberius Solutions LLC

Table 20 - Projected Impact on Taxing District Permanent Rate Levies - Education

FYE	ESD Permanent	Rogue Community College Permanent	Medford School District 549C Permanent	Subtotal Education	Total All
2019	\$ (63,054)	\$ (91,754)	\$ (789,482)	\$ (944,290)	\$ (2,400,098)
2020	\$ (91,841)	\$ (133,644)	\$ (1,149,920)	\$ (1,375,405)	\$ (3,495,862)
2021	\$ (95,370)	\$ (138,778)	\$ (1,194,095)	\$ (1,428,243)	\$ (3,630,159)
2022	\$ (98,981)	\$ (144,033)	\$ (1,239,307)	\$ (1,482,321)	\$ (3,767,609)
2023	\$ (102,696)	\$ (149,440)	\$ (1,285,827)	\$ (1,537,963)	\$ (3,909,032)
2024	\$ (69,132)	\$ (100,598)	\$ (865,580)	\$ (1,035,310)	\$ (2,631,443)
Total	\$ (521,074)	\$ (758,247)	\$ (6,524,211)	\$ (7,803,532)	\$ (19,834,203)

Source: Tiberius Solutions LLC

Please refer to the explanation of the schools funding in the preceding section

Table 21 shows the projected increased revenue to the taxing jurisdictions after tax increment proceeds are projected to be terminated. These projections are for FYE 2025.

Table 21 - Additional Revenues Obtained after Termination of Tax Increment Financing

Taxing District	Type	Tax Rate	Tax Revenue in FYE 2025 (year after)		
			From Frozen Base	From Excess Value	Total
General Government					
Jackson County	Permanent	2.0099	\$ 214,450	\$ 651,289	\$ 865,739
City of Medford	Permanent	5.2953	\$ 564,991	\$ 1,715,892	\$ 2,280,883
4-H Extension Service District	Permanent	0.0410	\$ 4,375	\$ 13,286	\$ 17,661
Vector Control	Permanent	0.0429	\$ 4,577	\$ 13,901	\$ 18,478
Rogue Valley Transit District	Permanent	0.1772	\$ 18,907	\$ 57,420	\$ 76,327
Jackson Soil & Water Conservation	Permanent	0.0500	\$ 5,335	\$ 16,202	\$ 21,537
Jackson County Library District	Permanent	0.5200	\$ 55,482	\$ 168,501	\$ 223,983
<i>Subtotal</i>	<i>Gen. Govt.</i>	<i>8.1363</i>	<i>\$ 868,117</i>	<i>\$ 2,636,491</i>	<i>\$ 3,504,608</i>
Education					
ESD	Permanent	0.3524	\$ 37,600	\$ 114,192	\$ 151,792
Rogue Community College	Permanent	0.5128	\$ 54,714	\$ 166,168	\$ 220,882
Medford School District 549C	Permanent	4.4123	\$ 470,778	\$ 1,429,764	\$ 1,900,542
<i>Subtotal</i>	<i>Education</i>	<i>5.2775</i>	<i>\$ 563,092</i>	<i>\$ 1,710,124</i>	<i>\$ 2,273,216</i>
Total		13.4138	\$ 1,431,209	\$ 4,346,615	\$ 5,777,824

Source: Tiberius Solutions LLC

IX. COMPLIANCE WITH STATUTORY LIMITS ON ASSESSED VALUE AND SIZE OF URBAN RENEWAL AREA

State law limits the percentage of both a municipality’s total assessed value and the total land area that can be contained in an urban renewal area at the time of its establishment to 15% for municipalities over 50,000 in population. As noted below, the frozen base (assumed to be FYE 2017 values), including all real, personal, manufactured, and utility properties in the Area, is projected to be \$106,696,724. The total assessed value of the City of Medford less urban renewal excess is \$7,257,639,383. The percentage of assessed value in the Urban Renewal Area is 1.47%, below the 15% threshold.

The Area contains 605.60 acres, including public rights-of-way, and the City of Medford contains 16,843.4 acres. This puts 3.67% of the City’s acreage in an Urban Renewal Area when including the City’s other urban renewal areas, which is below the 15% threshold.

Table 3 - Urban Renewal Area Conformance with Assessed Value and Acreage Limits

	Acreage	Assessed Value
In URA	605.6	\$106,696,724
In City	16,483.4	\$7,257,639,383
Percent in URA	3.67%	1.47%

Source: Compiled by Elaine Howard Consulting, LLC with data from City of Medford and Jackson County Department of Assessment and Taxation (FYE 2018)

X. RELOCATION REPORT

There is no relocation report required for the Plan. No specific acquisitions that would result in relocation benefits have been identified, however, there may be acquisition which may trigger relocation benefits in the future in the Area. If so, they will comply with relocation laws.



Minutes

From Public Hearing on **March 8, 2018**

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

Patrick Miranda, Chair
David McFadden, Vice Chair
David Culbertson
Joe Foley
Bill Mansfield
Mark McKechnie
E.J. McManus

Staff Present

Kelly Akin, Assistant Planning Director
Carla Paladino, Principal Planner
Eric Mitton, Deputy City Attorney
Alex Georgevitch, City Engineer
Greg Kleinberg, Fire Marshal
Terri Rozzana, Recording Secretary
Steffen Roennfeldt, Planner III

Commissioners Absent

Alex Poythress, Excused Absence
Jared Pulver, Excused Absence

Guest

Elaine Howard

10. Roll Call

20. Consent Calendar/Written Communications.

20.1 LDS-17-155 Final Order of a request for tentative plat approval of a proposed two-lot partition on a 1.5-acre parcel located at 914 Ross Lane within the SFR-10 (Single-Family Residential, ten dwelling units per gross acre) zoning district (372W23DD 4400). (Billy Hogue, Applicant; Scott Sinner Consulting, Inc., Agent; Dustin Severs, Planner).

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

Moved by: Vice Chair McFadden

Seconded by: Commissioner Foley

Voice Vote: Motion passed, 7-0.

30. Minutes

30.1. The minutes for February 22, 2018, were approved as submitted.

40. Oral and Written Requests and Communications. None.

Eric Mitton, Deputy City Attorney, read the Quasi-Judicial Statement.

50. Public Hearings – **New Business**

50.1 GF-18-022 Medford Urban Renewal Agency Substantial Amendment No. 6. (City of Medford, Applicant).

Kelly Madding, Deputy City Manager, reported that he Medford Urban Renewal Agency has moved forward with a substantial amendment to the City Center Revitalization Plan. Our consultant is present tonight and will review the Planning Commission's role which is to determine whether the substantial amendment conforms to City of Medford's Comprehensive Plan.

Ms. Madding spoke to the Planning Commission at their Monday, February 26, 2018, study session regarding urban renewal 101. She discussed where City staff has been with the substantial amendment and where they are going. The Planning Commission public hearing was the next step. She asked that the Planning Commission make a recommendation to the City Council who will hear this for action on Thursday, April 19, 2018.

Ms. Madding introduced Elaine Howard who is the consultant that has been working on this substantial amendment.

Elaine Howard, 4763 SW Admiral Street, Portland, Oregon, 97221. Ms. Howard has a consulting firm that focuses solely on urban renewal. Ms. Howard has been in business for the last thirteen years.

Urban Renewal is governed by Oregon Revised Statute (ORS) 457. The statute prescribes a lot of things about urban renewal so that one can look at the statute and know exactly what to do at different times. The requirement for a substantial amendment is to take it to Planning Commission. When City Council adopts the amendment they are required to make a finding that it conforms to the Comprehensive Plan.

The role of the Planning Commission to determine whether the 6th Substantial Amendment to the City Center Revitalization Plan is in conformance with the Medford Comprehensive Plan and to forward a recommendation to the City Council.

The Amendment increases the maximum indebtedness of the plan (the total amount of money that can be spent of projects, programs, and administration). The existing maximum indebtedness is approximately \$67 million. The amount it can be increased is approximately \$20 million. The new maximum indebtedness is approximately \$87 million. The amendment also adds projects, eliminates the duration clause, changes the projected termination date to Fiscal Year 2023/2024 and does general updating including Comprehensive Plan conformance findings.

The Medford Urban Renewal Agency (MURA) did an initial evaluation of an amendment to the City Center Revitalization Plan to increase the maximum indebtedness and duration, with allocation of funds as 90% to be spent on improvements in Liberty Park area and 10% to be spent on seismic retrofitting in downtown Medford area.

Formation of an Advisory Committee was tasked with creating an initial Liberty Park improvement project list and gathering public input on said list. The Advisory Committee had two meetings prior to community input. The first meeting was urban renewal 101, City Center Revitalization Plan 101 and initial project discussion. The second meeting was further project discussion and finalization of recommended projects for input at community input meeting.

The community input meeting was attended by 35-40 residents. Attendees were engaged and participation level was high. Common themes from comment cards included a want for more public input opportunities, a need for better neighborhood safety and a desire for neighborhood beautification.

The formal recommendation was presented to MURA on February 1, 2018 in the Advisory Committee Summary memo. The Advisory Committee unanimously decided to issue a general, rather than specific, recommendation regarding project and funding allocations. The Committee felt a general recommendation allowed for more flexibility for MURA and for more public input opportunities for the neighborhood. The Advisory Committee recommended that the project categories be added to the Plan are street improvements on Manzanita and Edwards; Sewer Lateral Replacement Program; Housing Assistance – assistance for existing single family residential and both existing and new multifamily/mixed use; Liberty Park Neighborhood Master Plan projects placeholder, and downtown seismic retrofitting.

As Planning staff was reviewing the findings that were put together by the consultant they found minor changes that need to be made. Ms. Madding reviewed those with the Planning Commission.

The Public Hearing was opened.

a. Robert Shand, 406 Beatty Street, Medford, Oregon, 97501. Mr. Shand is hoping the infrastructure, thought process for current, past needs and future tie in with the rest of Medford and the community around it happens. The Liberty Park Neighborhood Association is slowly getting reconstituted.

The Public Hearing was closed.

Motion: The Planning Commission finds that based on the information provided in the staff report and attached amendment the 6th Substantial Amendment to the City Center

Revitalization Plan conforms to the Medford Comprehensive Plan and further recommends that the City Council adopt the proposed amendment to the City Center Revitalization Plan as per the staff report dated March 1, 2018, including Exhibits A and B, with the corrections presented by staff.

Moved by: Vice Chair McFadden

Seconded by: Commissioner McKechnie

Roll Call Vote: Motion passed, 7-0.

50.2 LDS-17-170 Consideration of a request for tentative plat approval for PDK Village Subdivision, a 15-lot residential subdivision on approximately 1.61 acres located southeast of the intersection of Lozier Lane and Lozier Court within an SFR-10 (Single Family Residential – 10 dwelling units per gross acre) zoning district. (PDK Properties; Scott Sinner Consulting, Inc., Agent; Steffen Roennfeldt, Planner).

Chair Miranda inquired whether any Commissioners have a conflict of interest or ex-parte communication they would like to disclose. Commissioner McKechnie reported that Scott Sinner is his neighbor but that would not affect his decision.

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

Steffen Roennfeldt, Planner III, stated that the land division criteria can be found in the Medford Land Development Code Section 10.270. The applicable criteria were included in the staff report, property owner notices and hard copies are available at the entrance of Council Chambers for those in attendance. Mr. Roennfeldt gave a staff report. Mr. Roennfeldt stated that he received an exhibit right before tonight's meeting and the applicant's agent will review that with the Planning Commission during his presentation.

Vice Chair McFadden stated that the extension of Lozier Court exceeds the developer's requirement. Mr. Roennfeldt agreed.

Commissioner McKechnie asked, what was the exception with the development on the north side of Lozier Court? Mr. Roennfeldt stated there was an existing residence at the intersection of Lozier Lane and Lozier Court and there was not enough space for a full right-of-way width. No planter strip will be required. Mr. Roennfeldt deferred the question to the applicant's agent.

Commissioner McKechnie asked, if the developer builds single story units will the setback from the side lot line be 6 feet and if it is two stories it would be 14 feet? Mr. Roennfeldt stated it would be 4 feet and 6 feet.

Commissioner McManus stated that in the Fire Department's memorandum there is a comment regarding parking is prohibited on one side of Lozier Court. Is that on the north or south side? Mr. Roennfeldt reported that is up to the applicant.

The Public Hearing was opened.

a. Scott Sinner, Scott Sinner Consulting, Inc., 4401 San Juan Drive, Suite G, Medford, Oregon, 97504. Mr. Sinner reported that during the zone change there were two comments. One written comment from an adjoining property owner and public testimony from another property owner. PDK Village is the southerly portions of Lozier Court that is currently unimproved. West View Village Planned Unit Development was approved in 2016. It set the street location and the exception was for a three and a half or four foot planter strip instead of the seven or eight foot planter strip. The applicant has purchased lots from West View Village.

Commissioner McFadden asked about which side of the street parking will be on. Mr. Sinner that is a condition that the applicant will work out with the Medford Fire Department. The applicant is not sure which side but they will comply.

Mr. Sinner reserved rebuttal time.

The Public Hearing was closed.

Motion: The Planning Commission adopts the findings as recommended by staff and directs staff to prepare a Final Order for approval of LDS-17-170, per the staff report dated February 27, 2018, including Exhibits A through O.

Moved by: Vice Chair McFadden

Seconded by: Commissioner Foley

Roll Call Vote: Motion passed, 7-0.

60. Reports

60.1 Site Plan and Architectural Commission.

Commissioner Culbertson reported that the Site Plan and Architectural Commission did not have a meeting Friday, March 2, 2018.

60.2 Report of the Joint Transportation Subcommittee.

Chair Miranda reported that the Joint Transportation Subcommittee met Wednesday, February 28, 2018. Chair Miranda did not have his notes but will give a report at the next Planning Commission meeting. The meetings are getting more interesting and informative. The information is becoming more finite. They are now dealing with specific questions and issues, primarily what projects are being considered.

60.3 Planning Department

Kelly Akin, Assistant Planning Director, reported that the next Planning Commission study session is scheduled for Monday, March 12, 2018. Carla Paladino, Principal Planner will give a Citizen Involvement report and discuss the Transportation System Plan policies.

Thursday, March 29, 2018, there will be a joint study session with the City Council and Planning Commission to be held in the Prescott Room at the Police Department at 6:00 p.m. Dinner will be served at 5:30 p.m. Discussion will be on the Transportation System Plan. Commissioner Foley will not be able to attend.

The Planning Commission has business scheduled for Thursday, March 22, 2018, Thursday April 12, 2018 and Thursday, April 26, 2018.

At the last City Council meeting they continued the Evergreen street vacation to the Thursday, March 15, 2018, public hearing. They will also hear the Springbrook roundabout application.

70. Messages and Papers from the Chair. None.

80. Remarks from the City Attorney. None.

90. Propositions and Remarks from the Commission. None.

100. Adjournment

The meeting was adjourned at 6:15 p.m. The proceedings of this meeting were digitally recorded and are filed in the City Recorder's office.

Submitted by:

Terri L. Rozzana
Recording Secretary

Patrick Miranda
Planning Commission Chair

Approved: March 22, 2018



Medford Urban Renewal Board Meeting

Minutes

March 1, 2018

AFTER COUNCIL 6PM MEETING
Medford City Hall, Council Chambers
411 West 8th Street, Medford, Oregon

The meeting was called to order at 7:45 p.m. in Council Chambers, City Hall, 411 W. 8th Street, Medford with the following members and staff present.

Boardmembers Kay Brooks, Tim D'Alessandro, Dick Gordon, Tim Jackle, Kevin Stine, Kim Wallan, Gary Wheeler, Michael Zarosinski

Boardmember Clay Bearnson was absent.

Executive Director Brian Sjothun; City Attorney Lori Cooper; City Recorder Karen Spoons

20. Approval or Correction of the Minutes of the February 1, 2018 Regular Meeting

There being no corrections or amendments, the minutes were approved as presented.

30. Oral Requests and Communications from the Audience

30.1 Bob Shand, 406 Beatty Street, stated he had a meeting with Deputy City Attorney Kelly Madding and City Manager Brian Sjothun about Liberty Park.

40. Consent calendar

None.

50. Items removed from consent calendar

None.

60. Resolutions

60.1 RESOLUTION 2018-001 A resolution recommending approval of a certain substantial amendment to the City Center Revitalization Plan and Report of the City of Medford, Oregon as amended (Substantial Amendment No. 6).

Deputy City Manager Kelly Madding presented the staff report. She noted this was the 26th amendment and the 6th substantial amendment to the Medford Urban Renewal Agency's (MURA) City Center Revitalization Plan.

Elaine Howard of Elaine Howard Consulting, LLC outlined the process, noting the next step is to obtain public review. On March 8, 2018, the Planning Commission will review the amendment to ensure conformance with the Comprehensive Plan and then it will move forward for City Council approval April 19, 2018. If the amendment is approved, it will increase the maximum indebtedness (the amount of money the agency is allowed to spend on projects) of the Urban Renewal Plan. Ms. Howard explained that project ideas were gathered from public meetings and input from the neighborhood and citizens throughout the City. The recommendation from the Advisory Committee was to spend 90% of the funding in the Liberty Park area and 10% on seismic retrofitting. To complete the substantial amendment, MURA would then send a letter to all taxing districts advising of the substantial amendment, followed by a briefing to Jackson County.

In the event that MURA decides not to obtain a bond, MURA projects would be limited to the funding on hand.

The Board discussed the 10% designated to the seismic retrofitting. Ms. Madding clarified that up to 10% was designated toward retrofitting; 10% is the maximum percentage and it can be changed at any time through the budget process.

Public Works Director Cory Crebbin explained the sewer laterals; the sewer pipes are old and have cracks/holes that allow groundwater to infiltrate. He explained that during a storm, the water reclamation plant can receive water that is 1 part sewage to 14 parts ground water. Mr. Crebbin advised that Public Works Department does not have the funds to replace the laterals and MURA funds could be used as part of street improvements with the curbs, gutters and sidewalks.

Boardmember Gordon stated we could add additional land into MURA and questioned adding land on Manzanita, Edwards and Court Streets. Ms. Madding clarified MURA can add up to 1% more land with a minor amendment; the land did not need to be included as part of this substantial amendment.

Motion: Adopt the resolution.

Moved by: Kevin Stine

Seconded by: Kay Brooks

The Board noted this substantial amendment created a structure and would be revised as projects were added and approved. Boardmember Wheeler stated that increment funding will most likely not be received from the Beatty/Liberty Park area.

Roll Call: Boardmembers unanimously approved.

Resolution 2018-001 was duly adopted.

70. Board Business

70.1 MURA Budget Committee Appointments

Motion: Appoint Rick Bennett and Barbara Laskin to the Medford Urban Renewal Agency Budget Committee with terms beginning immediately and ending January 31, 2021.

Moved by: Kim Wallan

Seconded by: Kay Brooks

Roll Call: Boardmembers unanimously approved.

Motion carried and so ordered.

80. Director and other staff reports

80.1 Proposed Urban Renewal Director position

Executive Director Brian Sjothun noted they developed the job description and placed in the E35 salary schedule. The position would report to Ms. Madding and coordinate with the Public Works Department; the City could provide administrative staff. The MURA budget has funding for the position. The Board discussed the limited duration of the position.

Motion: Direct staff to finalize the job description as modified by the Board and move forward with advertising and filling the Urban Renewal Director position.

Moved by: Kevin Stine

Seconded by: Tim D'Alessandro

Roll Call: Boardmembers unanimously approved.
Motion carried and so ordered.

90. Propositions and remarks from the Boardmembers
None.

100. Adjournment
There being no further business the meeting adjourned at 8:46 p.m.

The proceedings of the 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. Spoonts, MMC
City Recorder



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.1

www.ci.medford.or.us

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

AGENDA SECTION: Consent Calendar
MEETING DATE: April 19, 2018

COUNCIL BILL 2018-31

Reset from April 5, 2018 - An ordinance authorizing an Agreement with the Oregon Department of Land Conservation and Development (DLCD) accepting a \$40,000 technical assistance grant for the hiring of a consultant to assist in code amendments and economic incentive programs identified by the Housing Advisory Committee.

SUMMARY AND BACKGROUND

An ordinance authorizing the acceptance, recognizing the revenue, and authorizing the expenditure of a grant from the Department of Land Conservation and Development (DLCD). The Planning Department was awarded a Technical Assistance Grant in the amount of \$40,000 from DLCD on December 11, 2017. With the funds, the Planning Department will hire a consultant(s) to draft code amendments and evaluate economic programs related to housing and land use changes identified by the Housing Advisory Committee. The City Council is being asked to authorize the City Manager to sign and accept the grant agreement provided by DLCD and authorize the Planning Department to expend the funds. Receipts of specific purpose grants, gifts or donations can be expended after the enactment of an ordinance under ORS 294.338. (GF-18-032)

PREVIOUS COUNCIL ACTIONS

On November 2, 2017, the Council supported a motion authorizing the Mayor to sign a letter of support for the grant application submitted on October 13, 2017.

ANALYSIS

On March 9, 2018, the Planning Department received DLCD's grant agreement. The City is provided approximately one month to sign and return the agreement and accept the award. The grant will provide the Planning Department with the funds to hire a consultant(s) to assist with code amendments and economic incentive programs identified by the Housing Advisory Committee (HAC). The HAC identified nineteen regulatory changes and seventeen economic programs for the City to evaluate that promotes more housing in the City and modify development standards to simplify and clarify the development process. The assistance of a consultant will enable Planning staff to more effectively address the HAC recommendations in a timely manner.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The Planning Department did not anticipate these grant funds as part of the biennial budget. The \$40,000 can be absorbed into the Department's budget and will be adjusted through a supplemental budget process. The grant funds will be reimbursed back to the Planning Department from DLCD. The Planning Department will contract directly with the chosen consultant. A consultant has not yet been selected. (Contract #C0000281)

TIMING ISSUES

The first eight pages of the agreement must be signed by the City and returned to DLCD by April 8, 2018.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends approval of the ordinance.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.1

www.ci.medford.or.us

SUGGESTED MOTION

I move to approve the ordinance authorizing the acceptance and expenditure of grant funds in the amount of \$40,000 awarded from DLCD.

EXHIBITS

- Ordinance
- DLCD 2017-2019 Technical Assistance Grant Agreement
- Housing Advisory Committee recommendations

ORDINANCE NO. 2018-31

AN ORDINANCE authorizing an Agreement with the Oregon Department of Land Conservation and Development (DLCD) accepting a \$40,000 technical assistance grant for the hiring of a consultant to assist in code amendments and economic incentive programs identified by the Housing Advisory Committee.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That an Agreement with the Oregon Department of Land Conservation and Development (DLCD) accepting a \$40,000 technical assistance grant for the hiring of a consultant to assist in code amendments and economic incentive programs identified by the Housing Advisory Committee, which agreement 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 _____, 2018.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2018.

Mayor

STATE OF OREGON
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT



2017-2019 TECHNICAL ASSISTANCE GRANT

AGREEMENT COVER SHEET	
This cover sheet is informational and not a part of the agreement	
Offer Date: March 9, 2018	
Grantee City of Medford 200 South Ivy Street Medford, Oregon 97501	Grant No. TA-19-173
Project Title: Help us House Medford through Better Code Regulations and Programs	
Grantee Representative Carla Angeli Paladino, Principal Planner 541-774-2395 carla.paladino@cityofmedford.org	DLCD Grant Manager Josh LeBombard 541-414-7932 josh.lebombard@state.or.us
GRANT AMOUNT: \$40,000	PROJECT END DATE: May 31, 2019
Last day to amend agreement: March 1, 2019	

Signature

Grantee shall return a signed agreement to DLCD by e-mail within thirty (30) days of the Offer Date. If not signed and returned without modification by Grantee within thirty (30) days of the Offer Date, the DLCD Grant Program Manager may terminate this offer of the grant award.

List of Products

Preliminary report: Project staff with contact information, advisory committee membership, and refinement of scope by May 1, 2018 (Project Requirement 8)

Signed agreement: between the Grantee and consultant, no later than three business days after both parties have signed the agreement. (Project Requirement 7)

Task 1: Hearings-ready draft code amendments to allow needed housing

Task 2: Hearings-ready draft economic/incentive program to encourage needed housing

Task 3: Notice of Proposed Change; Notice of Adopted Change

Grantee and the consultant will provide all draft and final Products, including memos, reports, and maps produced by this grant agreement in a digital media format. The term “digital media” means a compact disc, digital video disc, USB flash drive, e-mail, or FTP submittal authorized by DLCD.

STATE OF OREGON
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT

2017-2019 TECHNICAL ASSISTANCE GRANT
AGREEMENT

DLCD Grant Number: TA-19-173

City of Medford

This agreement (“Agreement”) is made and entered into by and between the **State of Oregon, acting by and through its Department of Land Conservation and Development**, hereinafter referred to as “DLCD,” and **City of Medford**, hereinafter referred to as “Grantee,” and collectively referred to as the “Parties.”

1. **Effective Date and Availability of Grant Funds.** This Agreement is effective on the date on which every party has signed this Agreement and all required State approvals have been obtained (“Effective Date”). Grant Funds under this Agreement are available for eligible costs as defined in Sections 4 and 6 incurred beginning on the Effective Date and ending on the earlier of the termination of this Agreement or the Project End Date provided in Attachment A. DLCD’s obligation to disburse Grant Funds under this Agreement ends 60 days after the earlier of termination of this Agreement or the Project End Date.
2. **Agreement Documents.** The Agreement consists of this agreement (without any attachments) and the following Attachments, all of which are attached hereto and incorporated by reference:

Attachment A: **Project Description and Budget**

Attachment B: **DLCD Contact Names and Addresses**

Attachment C: **Request for Product Reimbursement Form and Instructions**

Attachment D: **Form 1, Notice of Proposed Change (35-day Notice)**

Attachment E: **Form 2, Notice of Adopted Change**

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows: this Agreement without Attachments; Attachments as listed, in descending order of precedence.

3. **Grant Funds.** The maximum, not-to-exceed, grant amount that the DLCD will pay to Grantee is **\$40,000** (the “Grant Funds”). Disbursements will be made only in accordance with the schedule and requirements contained in this Agreement, including Attachment A.
4. **Project.** The Project is described in Attachment A. Grant Funds may be used solely for the Project described in Attachment A and may not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless such changes are approved by DLCD by amendment pursuant to Section 9 hereof. Grantee agrees to implement the Project in accordance with the terms and conditions of this Agreement and complete the Project no later than the Project End Date.

5. **Reports.** Grantee shall submit the reports required by this section to the DLCD Grant Manager and Grants Administrative Specialist in writing by personal delivery, e-mailing, or mailing at the address or number set forth in Attachment B or to such other addresses or numbers as DLCD may specify by notice to Grantee in accordance with Section 8 heretof.
 - a. **Progress Reports.** Grantee will submit a written status report at the request of the DLCD Grant Manager or as required in the Project Requirements in Attachment A.
 - b. **Financial Reimbursement Reports.** In order to receive reimbursement, Grantee must submit to DLCD requests for reimbursement of eligible costs incurred in producing Product(s), as provided in Attachment A, on the form provided in Attachment C. Grantee shall submit a closeout report to DLCD within 30 days after the termination of the Agreement or the Project End Date, whichever is earlier. Reimbursements for products will be reduced or withheld if Progress or Closeout Reports have not been timely submitted or are incomplete.

6. **Disbursement and Recovery of Grant Funds.**
 - a. **Disbursement Generally.** DLCD will disburse the Grant Funds as reimbursement for eligible costs incurred to produce Products in carrying out the Project, up to the amount provided in Section 3, and subject to the timelines and limits for each Task, as specified in Exhibit A. Grantee may request a reimbursement after completion of a Product. Reimbursements will be made by DLCD within 30 days of DLCD's approval of a request for reimbursement. Eligible costs are the reasonable and necessary costs incurred by Grantee, during the period specified in Section 1, in performance of the Project and that are not excluded from reimbursement by DLCD, either by this Agreement or by exclusion as a result of financial review or audit.
 - b. **Conditions Precedent to Disbursement.** DLCD's obligation to disburse Grant Funds to Grantee is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:
 - i. DLCD has received funding, appropriations, limitations, allotments or other expenditure authority sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to make the disbursement.
 - ii. Grantee is in compliance with the terms of this Agreement.
 - iii. Grantee's representations and warranties set forth in Section 7 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
 - iv. Grantee has provided to DLCD a request for reimbursement in accordance with Section 5.b hereof. Grantee must submit its final request for reimbursement no later than 30 days after the earlier of termination of this Agreement or the Project End Date. Grantee will not disburse Grant Funds in response to reimbursement requests submitted after that date.

7. **Representations and Warranties of Grantee.** Grantee represents and warrants to DLCD as follows:
- a. **Organization and Authority.** Grantee is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Grantee has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Grantee of this Agreement (1) have been duly authorized by all necessary action of Grantee and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Grantee's organizational documents, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Grantee is a party or by which Grantee or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Grantee of this Agreement.
 - b. **Binding Obligation.** This Agreement has been duly executed and delivered by Grantee and constitutes a legal, valid and binding obligation of Grantee, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

8. **Notices.** Except as otherwise expressly provided in this Agreement, any notices to be given hereunder shall be given in writing by personal delivery, e-mailing, or mailing the same by registered or certified mail, postage prepaid, to the Grantee's Grant Representative or DLCD's Grant Manager, as the case may be, at the address or number set forth in Attachment B, or to such other addresses or numbers as either party may indicate pursuant to this section. Any notice delivered by e-mail shall be effective on the day the party receives the transmission if the transmission was during normal business hours of the receiving party, or on the next business day if transmission was outside normal business hours of the receiving party. Any notice given by personal delivery shall be effective when actually delivered. Any notice given by mail shall be effective three days after deposit in the mail.
9. **Amendments.** The terms of this Agreement will not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by the Parties (or in the case of a waiver, by the party against whom the waiver is sought to be enforced). If the Grantee wishes to amend the Agreement, the Grantee must submit a written request, including a justification for any amendment, to the DLCD Grant Manager at least 90 calendar days before the Project End Date.
10. **Default.** Reimbursements to Grantee may be withheld or reduced if DLCD determines that Project performance under this Agreement is unsatisfactory, or if one or more terms or conditions of this Agreement have not been met. The amount of Grant Funds withheld will be based on the best professional judgment of the DLCD Grant Manager and Grant Program Manager.

11. Ownership of Product(s).

- a. **Definitions.** As used in this Section 11 and elsewhere in this Agreement, the following terms have the meanings set forth below:
- i. **“Grantee Intellectual Property”** means any intellectual property owned by Grantee and developed independently from the Project.
 - ii. **“Third Party Intellectual Property”** means any intellectual property owned by parties other than DLCD or Grantee.
 - iii. **“Product(s)”** means every invention, discovery, work of authorship, trade secret or other tangible or intangible item and all intellectual property rights therein that Grantee is required to deliver to DLCD or create pursuant to the Project, including but not limited to any Product(s) described in Attachment A.
- b. **Non-Exclusive License.** Grantee hereby grants to DLCD, under Grantee Intellectual Property and under intellectual property created by Grantee pursuant to the Project, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Product(s) for governmental purposes, and to authorize others to do the same on DLCD’s behalf. If a Product(s) created by Grantee pursuant to the Project is a derivative work based on Third Party Intellectual Property, or is a compilation that includes Third Party Intellectual Property, Grantee shall secure on DLCD’s behalf and in the name of DLCD an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the pre-existing elements of the Third Party Intellectual Property employed in the Product(s), and to authorize others to do the same on DLCD’s behalf. If a Product(s) is Third Party Intellectual Property, Grantee shall secure on DLCD’s behalf and in the name of DLCD, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the Third Party Intellectual Property, and to authorize others to do the same on DLCD’s behalf.

12. Indemnity.

- a. **GENERAL INDEMNITY.** SUBJECT TO THE LIMITS OF THE OREGON CONSTITUTION AND STATE OF OREGON TORT CLAIMS ACT, IF APPLICABLE TO GRANTEE, GRANTEE SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS DLCD, THE STATE OF OREGON AND THEIR AGENCIES, SUBDIVISIONS, OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEY FEES, ARISING OUT OF, OR RELATING TO THE ACTS OR OMISSIONS OF GRANTEE OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS AGREEMENT.

b. **CONTROL OF DEFENSE AND SETTLEMENT.** GRANTEE SHALL HAVE CONTROL OF THE DEFENSE AND SETTLEMENT OF ANY CLAIM THAT IS SUBJECT TO SECTIONS 12.a; HOWEVER, NEITHER GRANTEE NOR ANY ATTORNEY ENGAGED BY GRANTEE SHALL DEFEND THE CLAIM IN THE NAME OF THE STATE OF OREGON OR ANY AGENCY OF THE STATE OF OREGON, NOR PURPORT TO ACT AS LEGAL REPRESENTATIVE OF THE STATE OF OREGON OR ANY OF ITS AGENCIES, WITHOUT FIRST RECEIVING FROM THE OREGON ATTORNEY GENERAL, IN A FORM AND MANNER DETERMINED APPROPRIATE BY THE ATTORNEY GENERAL, AUTHORITY TO ACT AS LEGAL COUNSEL FOR THE STATE OF OREGON. NOR SHALL GRANTEE SETTLE ANY CLAIM ON BEHALF OF THE STATE OF OREGON WITHOUT THE APPROVAL OF THE ATTORNEY GENERAL. THE STATE OF OREGON MAY, AT ITS ELECTION AND EXPENSE, ASSUME ITS OWN DEFENSE AND SETTLEMENT IN THE EVENT THAT THE STATE OF OREGON DETERMINES THAT GRANTEE IS PROHIBITED FROM DEFENDING THE STATE OF OREGON, OR IS NOT ADEQUATELY DEFENDING THE STATE OF OREGON'S INTERESTS, OR THAT AN IMPORTANT GOVERNMENTAL PRINCIPLE IS AT ISSUE AND THE STATE OF OREGON DESIRES TO ASSUME ITS OWN DEFENSE.

13. **Recovery of Grant Moneys.** Any Grant Funds disbursed to Grantee under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement ("Misexpended Funds") or that remain unexpended on the earlier of termination of this Agreement or the Project End Date must be returned to DLCD. Grantee shall return all Misexpended Funds to DLCD promptly after DLCD's written demand and no later than fifteen (15) days after DLCD's written demand. Grantee shall return all Unexpended Funds to DLCD within fifteen (15) days after the earlier of termination of this Agreement or the Project End Date.

14. **Termination:**

- a. **DLCD's Right to Terminate at its Discretion.** At its sole discretion, DLCD may terminate this Agreement:
- i. **For its convenience** upon thirty (30) days' prior written notice by DLCD to Grantee;
 - ii. **Immediately upon written notice** if DLCD fails to receive funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to continue to make disbursement under this Agreement; or
 - iii. **Immediately upon written notice** if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.

- b. **DLCD's Right to Terminate for Cause.** In addition to any other rights and remedies DLCD may have under this Agreement, DLCD may terminate this Agreement immediately upon written notice by DLCD to Grantee, or at such later date as DLCD may establish in such notice, after the occurrence of any of the following events:
 - i. **Grantee is in default** because Grantee institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis;
 - ii. **Grantee is in default** because Grantee commits any material breach or default of any covenant, warranty, obligation or agreement under this Agreement, fails to perform any of its obligations under this Agreement within the time specified herein or any extension thereof, or so fails to pursue its work hereunder as to endanger Grantee's performance under this Agreement in accordance with its terms, and such breach, default or failure is not cured within fourteen (14) calendar days after DLCD's notice, or such longer period as DLCD may specify in such notice.
 - c. **Grantee's Right to Terminate for Cause.** Grantee may terminate this Agreement by written notice to DLCD if DLCD is in default because DLCD fails to pay Grantee any amount due pursuant to the terms of this Agreement, and DLCD fails to cure such failure within thirty (30) calendar days after Grantee's notice or such longer period as Grantee may specify in such notice; or
 - d. **Termination** under Section 14 shall be without prejudice to any claims, obligations, or liabilities either party may have incurred prior to such termination.
15. **Accounting and Fiscal Records:** Grantee shall maintain its fiscal records related to this Agreement in accordance with generally accepted accounting principles. The Grantee shall maintain records of the receipt and expenditure of all funds subject to this Agreement for a period of six (6) years after the Project End Date, or for such longer period as may be required by applicable law or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later. Accounting records related to this Agreement will be separately maintained from other accounting records.
16. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between DLCD (or any other agency or department of the State of Oregon) and Grantee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.
17. **Audit.** The Oregon Secretary of State, Attorney General of the State of Oregon and the Director of DLCD or any other duly authorized representative of DLCD shall have access to

and the right to examine any records of transactions related to this Agreement for six (6) years after the final disbursement of Grant Funds under this Agreement is authorized by DLCDC.

18. **Counterparts.** This Grant Agreement may be executed in any number of counterparts, and any single counterpart or set of counterparts signed, in either case, by all the parties hereto shall constitute a full and original instrument, but all of which shall together constitute one and the same instrument.
19. **Survival.** All agreements, representations, and warranties of Grantee shall survive the execution and delivery of this Agreement, any investigation at any time made by DLCDC or on its behalf and the making of the Grant.
20. **Successors and Assigns.** Recipient may not assign this Agreement or any right hereunder or interest herein, in whole or in part, without the prior written consent of DLCDC. This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective permitted successors and assigns.
21. **Validity and Severability.** If any provision of this Agreement is held to be invalid, such event shall not affect, in any respect whatsoever, the validity of the remainder of this Agreement and the remainder shall be construed without the invalid provision so as to carry out the intent of the parties to the extent possible without the invalid provision.
22. **Relationship of the Parties.** Nothing contained in this Agreement or any acts of the parties hereto shall be deemed or construed to create the relationship of principal and agent, or of partnership, or of joint venture or of any other association other than that of independent contracting parties.
23. **No Third Party Beneficiary Rights.** No person not a party to this Agreement is an intended beneficiary of this Agreement, and no person not a party to this Agreement shall have any right to enforce any term of this Agreement.

24. By signing this Agreement the Parties each represents and warrants that it has the power and authority to enter into this Agreement and that the Agreement is executed by its duly authorized representative. By signing the document, Grantee agrees to comply with the terms of this Agreement.

Grantee: City of Medford

Grant No. TA-19-173

Print Name of Authorized Official For the Grantee	Title	Date
Signature of Authorized Official For the Grantee		

Grantor: State of Oregon, acting by and through its Department of Land Conservation and Development

Print Name of DLCD Grant Program Manager Gordon Howard	Title Community Services Division Manager	Date
Signature of DLCD Grant Program Manager		

PROJECT PURPOSE STATEMENT

The goal of the Project is to draft and adopt a set of regulations and economic/incentive programs that will increase housing (number of units, different types, and that accommodate all income spectrums) and help improve the overall well-being and livability of the residents of Medford.

Medford, like many other communities in Oregon, and throughout the country, is facing a housing shortage that affects virtually every segment of the housing market. The availability of owner and renter occupied housing is relatively low. Shortages are particularly acute for housing that is affordable to households at or below the median family income for Medford. Twenty-three percent of the population in Medford is living in poverty.

The Project will better enable the city to complete code changes and efficiently implement programs. Some of the changes contemplated address off street parking standards, legalizing “missing middle housing,” lot size and density review, and residential design standards. Other considerations include a construction excise tax to fund affordable housing initiatives, a review of system development charges, and establishment of a community land trust.

The right policies related to housing reform will change Medford over the coming decades. The city anticipates that, if the right mix of code changes and development incentives are paired, new development and growth will occur in the city’s downtown and surrounding neighborhoods, thus supporting the city’s goal of revitalizing its urban core. More efficient land utilization and site design, parking standard reduction or alternatives, and infill and mixed-use and mixed-income developments will increase housing options, increase economic opportunity and make Medford an even more “fabulous place to live, work, and play” (the city’s vision statement). By promoting more mixed-use neighborhood centers where people can walk, bike, and take transit and access services, these changes will support other efforts to improve land development patterns in a way that will, on a larger city and region-wide scale, utilize land more efficiently by reducing the need for new urban infrastructure while reinvesting in existing vacant or under-developed sites.

PROJECT OVERVIEW AND MANAGEMENT

Overall management of the Project will be the responsibility of the Grantee as assisted by the DLCD Grant Manger. Specific Project management duties of Grantee will include:

- a. Organizing and managing the advisory committee;
- b. Selecting a consultant and contracting for consultant services;
- c. Overseeing consultant work described in this Project Description;
- d. Scheduling and managing meetings, including activities such as, preparing and distributing meeting notices, agendas, and summaries; and assisting the consultant with meeting facilitation.

Advisory Committees

The Project will employ a housing advisory committee (HAC) composed of local government and state agency staff and others identified by the HAC.

The role of the HAC is to review Project materials and advise on technical issues throughout the project. HAC members shall generally consist of representatives from the City of Medford, the housing industry, DLCDC, and the Project consultant. Additional representatives from other affected agencies and organizations may serve as recommended by HAC members.

The HAC will meet on a regular basis to review technical analysis and recommendations prepared by Grantee and the consultant. Individual HAC members will be responsible for communicating with officials from their respective jurisdictions and to assure that policy issues are incorporated into technical work at the appropriate time and in the most effective way.

The Project will not use a separate policy advisory committee. Instead, members of the HAC will be responsible for reviewing technical analysis with their respective planning commissions and elected officials. HAC members must also inform other Project participants (HAC, consultant, agency contract administrator) of policy issues and implications raised by local decision-makers that may affect the technical analysis or assumptions used in the analysis.

Agency Role

DLCDC will provide financial, administrative and technical assistance to the Project.

Consultant Role

The Project will use consultant services to perform technical analysis related to the project. The consultant is expected to perform the tasks listed in the work program. The consultant is expected to attend regular meetings of the TAC and to assist local planning staff in presentations to planning commissions and elected officials.

Project Meeting Materials

Grantee shall distribute meeting materials electronically to project committee members at least five (5) days prior to any scheduled meeting.

Project Schedule

The schedule identified in “Schedule, Products, and Budget” section of this Project Description will be observed. DLCDC may require an amendment to this Agreement if the timeframes in the schedule are not satisfied. The Project End Date is May 31, 2019.

Expectations for All Written and Graphic Products

All reports and Products will be delivered to the DLCDC Grant Manager according to the schedule provided in this Project Description.

All reports, studies, and other documents produced under the Project must bear the statement in Project Requirement 3, below.

Grantee and the consultant will provide all draft and final Products, including memos, reports, and maps produced by this Agreement in a digital media format. The term “digital media” means a compact disc, digital video disc, USB flash drive, e-mail, or FTP submittal authorized by DLCDC.

PROJECT REQUIREMENTS

Grantee agrees to carry out the Project and submit Products in accordance with the requirements in this section.

1. Grantee will produce and submit to DLCD those Products as specified in this Agreement and this Project Description and Budget.
2. Grantee will provide copies of all final Product(s) produced under this Agreement to DLCD in the manner described in this Project Description.
3. All reports, studies, and other documents produced under the Project must indicate on the cover or the title page an acknowledgement of the financial assistance provided by DLCD by bearing the following statement: "This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon."
4. Grantee will identify the location of the originals of any Product(s) if a copy is submitted to DLCD or if the product is one-of-a-kind document.
5. Grantee will provide all letters, memos, reports, charts, products and maps produced under this Agreement in a digital media format.
6. Grantee will obtain DLCD approval of any chosen facilitator, contractor, or consultant before signing an agreement or contract to perform all or a portion of the Project.
7. Grantee will provide a legible copy of the signed agreement between the jurisdiction and the contractor no later than three business days after both parties have signed the agreement.
8. Grantee will complete the following by May 1, 2018:
 - a. Identify the name, address, telephone number, and e-mail address of those persons who will be completing the project and which of tasks listed under the Project Description for this Agreement they will work on.
 - b. Identify the name, address, telephone number, and e-mail address of those persons who are members of the PAC or other committee formed to carry out work on this Agreement.
 - c. List the steps that will be taken to complete each Task and any Product(s) delivered in connection with the Task(s).
9. Grantee will, in performing the Project under this Agreement, ensure consistent, coordinated use of population, employment, housing, and land needs projections associated with any post-acknowledgment plan and land use regulation amendments proposed by the Grantee.
10. Any final product must be proposed under Attachment D, Form 1, "Notice of Proposed Change," at least 35 days before the first evidentiary hearing as set forth in ORS 197.610 and

OAR 660-018-0020, -0021, and -0022, or the online equivalent. The products must be adopted by the governing body and submitted under Attachment E, Form 2, "Notice of Adoption" as set forth in ORS 197.615 and OAR 660-018-0040 or the online equivalent.

11. Grantee will consult closely with the DLCDC Grant Manager to ensure that adoption of Product(s) under the post-acknowledgment plan amendment process is completed on or before the Project End Date.
12. A draft Product may be accepted for approval instead of an adopted Product when requested in writing and received in the DLCDC Salem office at least 60 days prior to Project End Date. The request will be reviewed and approved in writing by DLCDC if substantial progress has been made toward adoption and adoption is scheduled to occur on or before the date that is 120 days after the Project End Date.
13. Any final draft product (e.g., ordinances, maps, websites, databases, supporting documents, and photographs) shall be a hearings-ready draft and shall be accompanied by a report detailing why the product was not adopted and a timeframe for the future adoption of the product.
14. Any notice issued by Grantee that is eligible for reimbursement under ORS 227.186 – Notice to city property owners for costs incurred for Measure 56 – is not reimbursable under this Agreement.
15. Grantee will consult with the DLCDC Grant Manager in the development of Products and provide an opportunity for timely review of all draft Products.
16. Grantee will not use or charge grant funds provided under this Agreement for consultant(s) trip expense(s), lodging, or any other expense submitted by consultant(s), except for the initial consultant(s) trip to Grantee. Grantee may use grant funds to pay for Product(s) produced by consultant(s).
17. Grantee will not use grant funds provided under this Agreement for any regularly scheduled or other scheduled meetings and hearings. Grantee must use its own funds, or in-kind contributions for all regularly scheduled or other scheduled meetings and hearings.
18. If a new comprehensive map or zoning map is created or an existing map is revised or updated, the Product(s) must be submitted in an electronic form compatible with Environmental Systems Research Institute's (Esri) file formats (coverage, shapefile or geodatabase).
19. Geospatial data should be free of topological errors and metadata must comply with the current State of Oregon Metadata Standards accessible at <http://www.oregon.gov/geo/Pages/standards.aspx>, "Oregon GIS Data Standards and Best Practices." The projection of the data may be determined by the jurisdiction. All data should have the projection defined with the dataset and must be documented in the metadata.
20. DLCDC may display appropriate Product(s) on its web interface including corporate GIS data generated under this Agreement and any additional data provided that is not specifically restricted into state agency databases, acknowledging that Grantee and agents of Grantee are

not responsible for the accuracy of such data. DLCD may also share the data specifically generated under this Agreement with other agencies and organizations, as this is data that DLCD owns as Product(s) under Grant Agreement Section 11.

21. If GIS capability is not available to the Grantee, map Product(s) on digital media will be accepted with the written approval of the DLCD Grant Manager.

SCHEDULE, PRODUCTS, AND BUDGET

Pre-Task Submittals

The contract in Project Requirement 7 and the report in Project Requirement 8 in this Project Description and Budget will be submitted.

Timeline: By the dates specified in those requirements.

Pre-task report budget: \$0

Task 1: Housing Code Amendments

This task will result in identification of code amendments to pursue from the priority list created by the HAC and recommendations from the Regional Housing Strategy document. The Grantee, with consultant assistance, will:

- Research code topics and identify best practices in other Oregon cities and nationwide; review the state's model code for examples
- Incorporate changes into the city's Land Development Code
- Review the code changes with the planning and housing commissions as appropriate based on the subject matter
- Finalize the draft document that identifies the proposed code changes

Product: Hearings-ready draft code amendments to allow needed housing

Timeline: Project start through July 2018

Task 1 budget: \$20,000

Task 2: Economic/incentive program

This task will identify economic/incentive programs to target from a priority list (examples may include SDC reductions, construction excise tax, or fee-in-lieu options for affordable housing). The Grantee, with consultant assistance, will:

- Research other cities who implement such programs; contact staff in other jurisdictions to discuss how the program works (benefits vs. challenges)
- Draft proposal to implement program
- Review program with city council
- Finalize the document for adoption

Product: Hearings-ready draft economic/incentive program to encourage needed housing

Timeline: Project start through July 2018

Task 2 budget: \$20,000

Task 3 – Adoption

Grantee will adopt code amendments and an economic/incentive program.

Submit 35-day notice. Prepare and submit hearings-ready Products from Task 1 and 2 online at https://db.lcd.state.or.us/PAPA_Online/Account/Login?ReturnUrl=%2fPAPA_Online, or via e-mail with Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation, and at least 35 days before first evidentiary hearing. If the notice is submitted online, send an e-mail to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information providing notification of the submittal. If submitting via e-mail, send Task 1 and 2 Product(s) in a digital media format to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment E, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation.

Submit Notice of Adoption. Prepare and submit signed ordinance(s) adopting the Products from Tasks 1 and 2 online at https://db.lcd.state.or.us/PAPA_Online/Account/Login?ReturnUrl=%2fPAPA_Online, or via e-mail with Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation, according to the instructions on the form. If the notice is submitted online, send an e-mail to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information providing notification of the submittal. If submitting via e-mail, send the notice on digital media to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation.

Products:

- a. Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation, and the draft code amendments and economic/incentive program
- b. Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation, and signed ordinances, any findings, and the participation list

Timeline: August through December 2018

Task 3 budget: \$0

Payment

Reimbursement of **up to \$40,000** upon submittal of Product(s) listed in Tasks 1 and 2. Submit the Product(s) and a signed Attachment C, Final Closeout Form acceptable to DLCD on digital media to the Grant Manager and the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information **no later than May 31, 2019.**

Budget Summary

Task 1 – Housing code amendments	\$20,000
Task 2 – Economic/incentive program	\$20,000
Task 3 – Adoption	\$0
TOTAL	\$ 40,000

DLCD TA Grant Agreement
Contact Information

For questions regarding your grant, please contact:

Grant Manager:

Josh LeBombard
Southern Oregon Regional Solutions Center
100 East Main Street, Suite A
Medford, Oregon 97501

Mobile: 541-414-7932

E-mail: josh.lebombard@state.or.us

OR

Grant Program Manager:

Gordon Howard
DLCD Salem Office
635 Capitol Street N.E., Suite 150
Salem, Oregon 97301-2540

Office: 503-934-0034

E-mail: gordon.howard@state.or.us

Payment requests should be sent to:

Grants Administrative Specialist

Tabatha Hoge
DLCD Salem Office
635 Capitol Street N.E., Suite 150
Salem, Oregon 97301-2540

Office: 503-934-0054

E-mail: DLCD.GFGrant@state.or.us

Attachment C

**Department of Land Conservation and Development (DLCD)
2017-2019 Request for Interim Reimbursement / Final Closeout**

Grantee Name City of Medford		Grant No. assigned by DLCD TA-19-173	Final Reimbursement Yes No
Grant Agreement Start Date From: Execution	Project End Date To: May 31, 2019	Period covered by this Reimbursement From:	Period covered by this Reimbursement To:
<i>DLCD Grant Expenditures</i>	<i>DLCD Grant Expenditures</i>	<i>DLCD Grant Expenditures</i>	<i>DLCD Grant Expenditures</i>
Transactions	Previously Reported	This Reimbursement	Cumulative
1. Salaries and Benefits			
2. Supplies and services			
3. Contracts (see instructions)			
4. Other (provide list & explain)			
5. Total (add lines 1-4)			
<i>Local Contributions (if applicable)</i>			
6. Salaries and Benefits			
7. Supplies and services			
8. Contracts			
9. Other			
10. Total (add lines 6-9)			
11. Reimbursement requested (from line 5)	DO NOT WRITE IN THIS SPACE		DO NOT WRITE IN THIS SPACE
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures are for the purposes set forth in the award document. I further certify that all records are available upon request, and the financial records will be retained for six years after the final reimbursement.			
13. Typed or Printed Name and Title		14. Address where reimbursement is to be sent	
15. Signature of Authorized Certifying Official		16. Date Reimbursement Submitted	

Do Not Write Below This Line FOR DLCD USE ONLY Do Not Write Below This Line

DLCD CERTIFICATION			
I certify as a representative of the Department of Land Conservation and Development (DLCD), that the Grantee:			
_____ Has met the terms and conditions of the grant and that reimbursement in the amount of \$_____ should be issued			
_____ Has not met the terms and conditions of the grant for the reasons stated on the attached sheet, and reimbursement in the amount of \$_____ should be issued.			
Signature of DLCD Grant Manager		Date	
Signature of DLCD Program Manager		Date	
BATCH #	DATE	VOUCHER#	DATE
PCA#	OBJECT #	VENDOR #	AMOUNT

Attachment C – Instructions

Department of Land Conservation and Development 2017-2019 Planning Technical Assistance Grant Agreement Interim Reimbursement and Closeout Form Instructions

General and line-by-line instructions for completing the Request for Interim Reimbursement/Final Closeout form are provided herein.

General Instructions and Reminders

- This form may be completed by hand or typed on paper or completed in Microsoft Word. If you need a Word file, please contact the Grants Administrative Specialist at DLCD.GFGrant@state.or.us. In any case, submit the form with the grant Product(s) electronically, as called for in the Agreement.
- This form is used for all reimbursement requests – interim or final.
- It is important that you retain documentation of expenditures as provided in paragraph 16 of the Agreement, which provides that records be maintained for at least six years after the final reimbursement has been received by the grantee.
- Interim and final reimbursement requests must not include work performed prior to the Effective Date of this Agreement (generally the date the Agreement is signed by DLCD) and not after the Closing Date of this Agreement.

Completing the Form

Please show *total actual expenditures only* of DLCD grant award and local contributions.

First row: DLCD will complete the Grantee Name and Grant Number. In the Final Reimbursement box, highlight or circle “No” for interim reimbursements and “Yes” for final closeouts.

Second row: DLCD will complete Agreement start and close dates. Complete the “Period covered by this reimbursement” The form includes separate boxes for “from” and “to.” Please complete both. These dates must accurately depict the dates the work for the reimbursable expenditure was incurred. If there are any applicable limits on these dates, they will be provided in the reimbursement descriptions in the “Schedule, Products, and Budget” section of the Agreement.

The next section of the form includes columns for itemizing each expense category:

- **“DLCD Grant Expenditures, Previous Reported”** column -- should be blank if the submission is Reimbursement 1. If the request is for a second or later interim reimbursement or final closeout, enter the sum of previous reimbursements in this “Previously Reported” column.
- **“DLCD Grant Expenditures, This Reimbursement”** column – captures and identifies expenditures for the products that are currently being submitted for review and reimbursement.
- **“DLCD Grant Expenditures, Cumulative”** column – simply the total of the two previous columns.
- **“DLCD Grant Expenditures, Transactions”** – Complete items 1–4 as applicable and item 5, total in the “Previously Reported” column if applicable and in the “This Reimbursement” column. Complete previous and current local contributions in items 6–9 and the total on line 10 if applicable. Local contribution does not include expenses reimbursed by the grant. It is included to provide DLCD with accurate information regarding the cost of projects and/or products completed in compliance with this grant. This category includes both in-kind and cash contributions.
 - **1. Salary and Benefits** includes the grantee’s staff time, including Other Personnel Expenses. Receipts are not required with this report submission.

- **2. Supplies and Services** include allowable grantee supplies used for completion of grant products. Receipts are not required with this report submission.
- **3. Contracts** include consultants, attorneys, and any company or individual hired by the grantee to conduct grant work. This category does not include employees of the grantee, but rather an individual or entity that invoices the grantee for services rendered. Information required for the closeout report includes name, address, phone number, and e-mail address of the payee. If there are multiple entities, please provide the amount of grant funds allocated for the reimbursement of each.
- **4. Other** - Provide a brief explanation and cost breakdown for amounts listed as “Other.” Receipts are not required. Note: Grantee travel expenses are not eligible for reimbursement.
- **5. Totals** – Sum the categories of grant expenditures in the Previously Reported, This Reimbursement, and Cumulative columns. The Total reimbursements at closeout cannot exceed the maximum amount in paragraph 3 of the Agreement.
- Re-enter the reimbursement request from line 5 “DLCD Grant Expenditures This Reimbursement” on line 11.

Certification: Be sure to read and understand the information in item 12 prior to signing the form.

- A legible name and title is required in cell 13.
- A mailing address, including city and zip code, where reimbursement should be sent must be provided in cell 14.
- The signature under “Signature of Authorized Certifying Official” must be of the person taking responsibility for the accuracy of the information contained in the form.

Before a reimbursement can be issued, *all grant products, required documentation, and the signed reimbursement request form* must be received, accepted, and reviewed by the grant manager and grant program manager, subject to the requirements contained in the Agreement.

Please follow the reimbursement schedule as identified in the Grant Agreement when submitting a request for reimbursement or closeout.

A **signed cover letter**, completed and signed **reimbursement request form**, and completed **Products** can be submitted in one of the following ways: (1) the preferred method – an e-mail with PDF files sent to the Grants Administrative Specialist at DLCD.GFGrant@state.or.us, or (2) via the DLCD FTP site (contact Grants Administrative Specialist for instructions) or (3) a CD or DVD mailed to the address for the Grants Administrative Specialist in Attachment B of the Agreement. If none of these options are possible, mail the relevant documents to:

Grants Administrative Specialist
 Department of Land Conservation and Development
 635 Capitol St. NE Suite 150
 Salem, OR 97301

DLCD FORM 1



NOTICE OF A PROPOSED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FOR DLCD USE
File No.:
Received:

Local governments are required to send notice of a proposed change to a comprehensive plan or land use regulation at least 35 days before the first evidentiary hearing. (See OAR 660-018-0020 for a post-acknowledgment plan amendment and OAR 660-025-0080 for a periodic review task). The rules require that the notice include a completed copy of this form.

Jurisdiction:

Grant No.:

Local file no.:

Please check the type of change that best describes the proposal:

- Urban growth boundary (UGB) amendment including more than 50 acres, by a city with a population greater than 2,500 within the UGB
Urban growth boundary (UGB) amendment including equal to or less than 50 acres
UGB amendment over 100 acres by a metropolitan service district
Urban reserve designation or amendment including over 50 acres, by a city with a population greater than 2,500 within the UGB
Periodic review task - Task no.:
Any other change to a comp plan or land use regulation (e.g., a post-acknowledgement plan amendment)

Local contact person (name and title):

Phone: E-mail:

Street address: City: Zip:

Briefly summarize the proposal in plain language. Please identify all chapters of the plan or code proposed for amendment (maximum 500 characters):

Date of first evidentiary hearing:

Date of final hearing:

This is a revision to a previously submitted notice. Date of previous submittal:

Check all that apply:

- Comprehensive Plan text amendment(s)
Comprehensive Plan map amendment(s) - Change from to
Change from to
New or amended land use regulation
Zoning map amendment(s) - Change from to
Change from to
An exception to a statewide planning goal is proposed - goal(s) subject to exception:
Acres affected by map amendment:

Location of property, if applicable (site address and T, R, Sec., TL):

List affected state or federal agencies, local governments and special districts:

NOTICE OF A PROPOSED CHANGE – SUBMITTAL INSTRUCTIONS

1. Except under certain circumstances,¹ proposed amendments must be submitted to DLCD's Salem office at least 35 days before the first evidentiary hearing on the proposal. The 35 days begins the day of the postmark if mailed, or, if submitted by means other than US Postal Service, on the day DLCD receives the proposal in its Salem office. **DLCD will not confirm receipt of a Notice of a Proposed Change unless requested.**

2. A Notice of a Proposed Change must be submitted by a local government (city, county, or metropolitan service district). DLCD will not accept a Notice of a Proposed Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of a Proposed Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 1 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available

here: <http://www.oregon.gov/LCD/forms.shtml>

4. **Electronic submittals** of up to 20MB may be sent via e-mail. Address e-mails to plan.amendments@state.or.us with the subject line "Notice of Proposed Amendment."

Submittals may also be uploaded to DLCD's FTP site at http://www.oregon.gov/LCD/Pages/papa_submittal.aspx.

E-mails with attachments that exceed 20MB will not be received, and therefore FTP must be used for these electronic submittals. **The FTP site must be used for all .zip files** regardless of size. The maximum file size for uploading via FTP is 150MB.

¹ 660-018-0022 provides:

- (1) When a local government determines that no goals, commission rules, or land use statutes apply to a particular proposed change, the notice of a proposed change is not required [a notice of adoption is still required, however]; and
- (2) If a local government determines that emergency circumstances beyond the control of the local government require expedited review such that the local government cannot submit the proposed change consistent with the 35-day deadline, the local government may submit the proposed change to the department as soon as practicable. The submittal must include a description of the emergency circumstances.

Include this Form 1 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of a Proposed Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-934-0017 or plan.amendments@state.or.us.

6. **Text:** Submittal of a Notice of a Proposed Change for a comprehensive plan or land use regulation text amendment must include the text of the amendment and any other information necessary to advise DLCD of the effect of the proposal. "Text" means the specific language proposed to be amended, added to, or deleted from the currently acknowledged plan or land use regulation. A general description of the proposal is not adequate. The notice may be deemed incomplete without this documentation.

7. **Staff report:** Attach any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained.

8. **Local hearing notice:** Attach the notice or a draft of the notice required under ORS 197.763 regarding a quasi-judicial land use hearing, if applicable.

9. **Maps:** Submittal of a proposed map amendment must include a map of the affected area showing existing and proposed plan and zone designations. A paper map must be legible if printed on 8½" x 11" paper. Include text regarding background, justification for the change, and the application if there was one accepted by the local government. A map by itself is not a complete notice.

10. **Goal exceptions:** Submittal of proposed amendments that involve a goal exception must include the proposed language of the exception.

If you have any questions or would like assistance, please contact your DLCD regional representative or the DLCD Salem office at 503-934-0017 or e-mail plan.amendments@state.or.us.

Notice checklist. Include all that apply:

- Completed Form 1
- The text of the amendment (e.g., plan or code text changes, exception findings, justification for change)
- Any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained
- A map of the affected area showing existing and proposed plan and zone designations
- A copy of the notice or a draft of the notice regarding a quasi-judicial land use hearing, if applicable
- Any other information necessary to advise DLCD of the effect of the proposal

DLCD FORM 2



NOTICE OF ADOPTED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FOR DLCD USE
File No.:
Received:

Local governments are required to send notice of an adopted change to a comprehensive plan or land use regulation no more than 20 days after the adoption. (See OAR 660-018-0040). The rules require that the notice include a completed copy of this form. This notice form is not for submittal of a completed periodic review task or a plan amendment reviewed in the manner of periodic review. Use Form 4 for an adopted urban growth boundary including over 50 acres by a city with a population greater than 2,500 within the UGB or an urban growth boundary amendment over 100 acres adopted by a metropolitan service district. Use Form 5 for an adopted urban reserve designation, or amendment to add over 50 acres, by a city with a population greater than 2,500 within the UGB. Use Form 6 with submittal of an adopted periodic review task.

Jurisdiction: Grant No.

Local file no.:

Date of adoption: Date sent:

Was Notice of a Proposed Change (Form 1) submitted to DLCD?

- Yes: Date (use the date of last revision if a revised Form 1 was submitted):
No

Is the adopted change different from what was described in the Notice of Proposed Change? Yes No
If yes, describe how the adoption differs from the proposal:

Local contact (name and title):

Phone: E-mail:

Street address: City: Zip:

PLEASE COMPLETE ALL OF THE FOLLOWING SECTIONS THAT APPLY

For a change to comprehensive plan text:

Identify the sections of the plan that were added or amended and which statewide planning goals those sections implement, if any:

For a change to a comprehensive plan map:

Identify the former and new map designations and the area affected:

- Change from to . acres. A goal exception was required for this change.
Change from to . acres. A goal exception was required for this change.
Change from to . acres. A goal exception was required for this change.
Change from to . acres. A goal exception was required for this change.

Location of affected property (T, R, Sec., TL and address):

- The subject property is entirely within an urban growth boundary
The subject property is partially within an urban growth boundary

If the comprehensive plan map change is a UGB amendment including less than 50 acres and/or by a city with a population less than 2,500 in the urban area, indicate the number of acres of the former rural plan designation, by type, included in the boundary.

Exclusive Farm Use – Acres:	Non-resource – Acres:
Forest – Acres:	Marginal Lands – Acres:
Rural Residential – Acres:	Natural Resource/Coastal/Open Space – Acres:
Rural Commercial or Industrial – Acres:	Other: – Acres:

If the comprehensive plan map change is an urban reserve amendment including less than 50 acres, or establishment or amendment of an urban reserve by a city with a population less than 2,500 in the urban area, indicate the number of acres, by plan designation, included in the boundary.

Exclusive Farm Use – Acres:	Non-resource – Acres:
Forest – Acres:	Marginal Lands – Acres:
Rural Residential – Acres:	Natural Resource/Coastal/Open Space – Acres:
Rural Commercial or Industrial – Acres:	Other: – Acres:

For a change to the text of an ordinance or code:

Identify the sections of the ordinance or code that were added or amended by title and number:

For a change to a zoning map:

Identify the former and new base zone designations and the area affected:

Change from	to	. Acres:
Change from	to	. Acres:
Change from	to	. Acres:
Change from	to	. Acres:

Identify additions to or removal from an overlay zone designation and the area affected:

Overlay zone designation: . Acres added: . Acres removed:

Location of affected property (T, R, Sec., TL and address):

List affected state or federal agencies, local governments and special districts:

Identify supplemental information that is included because it may be useful to inform DLCD or members of the public of the effect of the actual change that has been submitted with this Notice of Adopted Change, if any. If the submittal, including supplementary materials, exceeds 100 pages, include a summary of the amendment briefly describing its purpose and requirements.

NOTICE OF ADOPTED CHANGE – SUBMITTAL INSTRUCTIONS

1. A Notice of Adopted Change must be received by DLCD no later than 20 days after the ordinance(s) implementing the change has been signed by the public official designated by the jurisdiction to sign the approved ordinance(s) as provided in [ORS 197.615](#) and [OAR 660-018-0040](#).

2. A Notice of Adopted Change must be submitted by a local government (city, county, or metropolitan service district). DLCD will not accept a Notice of Adopted Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of Adopted Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 2 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available

here: <http://www.oregon.gov/LCD/forms.shtml>

4. **Electronic submittals** of up to 20MB may be sent via e-mail. Address e-mails to plan.amendments@state.or.us with the subject line "Notice of Adopted Amendment."

Submittals may also be uploaded to DLCD's FTP site at http://www.oregon.gov/LCD/Pages/papa_submittal.aspx.

E-mails with attachments that exceed 20MB will not be received, and therefore FTP must be used for these electronic submittals. **The FTP site must be used for all .zip files** regardless of size. The maximum file size for uploading via FTP is 150MB.

Include this Form 2 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of Adopted Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-934-0017 or plan.amendments@state.or.us.

6. **Content:** An administrative rule lists required content of a submittal of an adopted change ([OAR 660-018-0040\(3\)](#)). By completing this form and including the materials listed in the checklist below, the notice will include the required contents.

Where the amendments or new land use regulations, including supplementary materials, exceed 100 pages, include a summary of the amendment briefly describing its purpose and requirements.

7. Remember to notify persons who participated in the local proceedings and requested notice of the final decision. ([ORS 197.615](#))

If you have any questions or would like assistance, please contact your DLCD regional representative or the DLCD Salem office at 503-934-0017 or e-mail plan.amendments@state.or.us.

Notice checklist. Include all that apply:

- Completed Form 2
- A copy of the final decision (including the signed ordinance(s)). This must include city *and* county decisions for UGB and urban reserve adoptions
- The findings and the text of the change to the comprehensive plan or land use regulation
- If a comprehensive plan map or zoning map is created or altered by the proposed change:
 - A map showing the area changed and applicable designations, and
 - Electronic files containing geospatial data showing the area changed, as specified in [OAR 660-018-0040\(5\)](#), if applicable
- Any supplemental information that may be useful to inform DLCD or members of the public of the effect of the actual change

Housing Advisory Committee Regulatory Code Amendment Recommendations

	Strategy	High Priority	Medium Priority	Low Priority
1.	Minor Lot Partition reviewed as Director's Decision	x		
2.	Residential Design Standards with streamlined process	x		
3.	Review different ways to achieve density/adjust density numbers	x		
4.	Review lot sizes for Multi-family Residential	x		
5.	Allow cottage housing	x		
6.	Review duplex standards and where permitted/allow duplexes, triplexes, and 4-plexes in SFR zones	x		
7.	Increase building height in Multi-Family Residential zones	x		
8.	Reduce Parking Standards	x		
9.	Allow Residential Care Facilities in over 15 residents in the Multi-family Residential zones	x		
10.	Modify zone change locational criteria	x		
11.	Prioritize review of building permits for Affordable Housing projects	x		
12.	Allow pad lot development for Multi-family Residential	x		
13.	Modify Minimum Access Easement standards	x		
14.	Allow conversion of Single Family Residential in commercial zones to easily convert back and forth from residential to commercial uses	x		
15.	Expand where Accessory Dwelling Units are permitted		x	
16.	Build in flexibility for site design and lot layout (allow minor adjustments)		x	
17.	Density bonus to avoid closure of mobile home parks			x
18.	Allow pre-fabricated small or tiny homes with standards			x
19.	Residential Street Design Standards			x

Housing Advisory Committee Recommendations

	Strategy	High Priority	Medium Priority	Low Priority
1.	Minor Lot Partition reviewed as Director's Decision	×		
2.	Residential Design Standards with streamlined process	×		
3.	Review different ways to achieve density/adjust density numbers	×		
4.	Review lot sizes for Multi-family Residential	×		
5.	Allow cottage housing	×		
6.	Review duplex standards and where permitted/allow duplexes, triplexes, and 4-plexes in SFR zones	×		
7.	Increase building height in Multi-Family Residential zones	×		
8.	Reduce Parking Standards	×		
9.	Allow Residential Care Facilities in over 15 residents in the Multi-family Residential zones	×		
10.	Modify zone change locational criteria	×		
11.	Prioritize review of building permits for Affordable Housing projects	×		
12.	Allow pad lot development for Multi-family Residential	×		
13.	Modify Minimum Access Easement standards	×		
14.	Allow conversion of Single Family Residential in commercial zones to easily convert back and forth from residential to commercial uses	×		
15.	Expand where Accessory Dwelling Units are permitted		×	
16.	Build in flexibility for site design and lot layout (allow minor adjustments)		×	
17.	Density bonus to avoid closure of mobile home parks			×
18.	Allow pre-fabricated small or tiny homes with standards			×
19.	Residential Street Design Standards			×

	Strategy	High Priority	Medium Priority	Low Priority
1.	Construction Excise Tax	× February 2018		
2.	Multi-Unit Property Tax Exemption	×		
3.	Establish a Housing Advisory Committee	× May 2018		
4.	System Development Charges Deferral and/or Exemption Program	× May 2018		
5.	Finance Permit Fees (Building Permit and SDCs)	×		
6.	Incentivize construction of Accessory Dwelling Units (ADU)	×		
7.	Amend and promote the Vertical Housing Tax Credit Program	×		
8.	Incentivize Mixed Use Development (exempt SDCs for residential units above commercial)	×		
9.	Identify and use all relevant Federal and State housing programs	×		
10.	Local investment pool		×	
11.	HOME Investment Partnership Program		×	
12.	Revolving Loan Fund		×	
13.	Establish a Community Development Foundation		×	
14.	Final Plat Escrow Account		×	
15.	Density Transfers			×
16.	Fund Exchange Program			×
17.	Brownfield Redevelopment			×



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.2

www.ci.medford.or.us

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

AGENDA SECTION: Consent Calendar
MEETING DATE: April 19, 2018

COUNCIL BILL 2018-34

An ordinance awarding a contract in an amount of \$137,390.00 to JRT Construction LLC to perform storm drain improvements on Hillcrest Road between Mariposa Terrace and McAndrews Road.

SUMMARY AND BACKGROUND

The City Council is requested to consider awarding a contract in the amount of \$137,390.00 to JRT Construction LLC to perform storm drain improvements on Hillcrest Road between Mariposa Terrace and McAndrews Road in the City of Medford. The existing storm drain pipe is failing structurally and needs to be replaced prior to the scheduled asphalt overlay. This project will place a new storm drain pipe within the street section. The existing pipe, which is under the edge of the pavement, will be backfilled with a highly-flowable cement slurry mix.

PREVIOUS COUNCIL ACTIONS

One June 15, 2017, the Council approved Council Bill 2017-57 adopting the Biennial Budget 2017/2019 which includes this project on page 8-37.

ANALYSIS

Six bids were received with JRT Construction LLC being the apparent low bidder at \$137,390.00. The other five bids were:

- Knife River Materials - \$156,543.21.00
- Central Pipeline Inc. - \$172,227.00
- KOGAP Enterprises Inc. - \$178,576.00
- Copeland Construction LLC - \$279,454.00
- Siskiyou Cascade Construction LLC - non-responsive.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Expenditure of \$137,390.00, which is included on page 8-37 of the 2017/2019 Biennium Budget.

TIMING ISSUES

The construction phase of this project will begin following authorization of the contract by Council. The work is scheduled to be completed by July 2018. The overlay of Hillcrest Road will not start until this storm drain work is complete.

COUNCIL OPTIONS

- Approve the ordinance as presented.
- Modify the ordinance.
- Deny the ordinance and provide direction to staff regarding the failing storm drain.

STAFF RECOMMENDATION

Approve the ordinance for a contract with JRT Construction LLC.

SUGGESTED MOTION

I move to approve the ordinance for a contract in the amount of \$137,390.00 to JRT Construction LLC for Hillcrest Road storm drain Improvements.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.2

www.ci.medford.or.us

EXHIBITS

Ordinance

Bid Tabulation

Existing SD facility pictures and map

Contract documents are available in the City Recorder's office

ORDINANCE NO. 2018-34

AN ORDINANCE awarding a contract in an amount of \$137,390 to JRT Construction LLC to perform storm drain improvements on Hillcrest Road between Mariposa Terrace and McAndrews Road.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That a contract in an amount of \$137,390.00 to perform storm drain improvements on Hillcrest Road between Mariposa Terrace and McAndrews Road, which is on file in the City Recorder's office, is hereby awarded to JRT Construction.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2018.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2018.

Mayor

Project: Hillcrest Road Storm Drain Improvements

Location: Mariposa Terrace To McAndrews Road

Project No: SD988

Date of Bid Opening: March 22, 2018

Proj Mgr: D. Hart / M. Lundberg



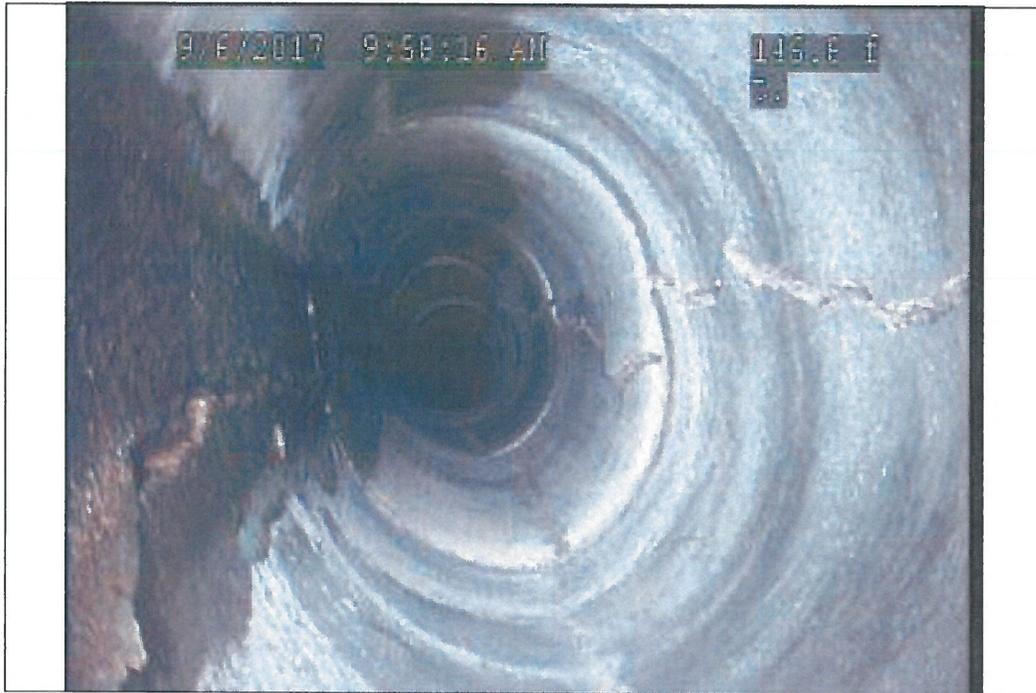
CITY OF MEDFORD

				Lowest Bidder		Knife River	Central	KOGAP	Copeland	Siskiyou Cascade
				JRT Construction, LLC		Materials	Pipeline, Inc.	Ent, Inc.	Const, LLC	Const, LLC
No.	Item	Unit	Quantity	Unit Bid	Amount	Unit Bid	Unit Bid	Unit Bid	Unit Bid	Bid Rejected
1	MOBILIZATION	LS	1	\$13,000.00	\$13,000.00	\$14,909.21	\$15,657.00	\$30,000.00	\$32,000.00	
2	TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC	LS	1	\$1,500.00	\$1,500.00	\$4,500.00	\$2,500.00	\$3,000.00	\$25,000.00	
3	TEMPORARY SIGNS	SQFT	600	\$15.00	\$9,000.00	\$15.00	\$18.00	\$3.00	\$22.00	
4	TEMPORARY BARRICADES, TYPE III	EACH	12	\$95.00	\$1,140.00	\$160.00	\$175.00	\$125.00	\$300.00	
5	TEMPORARY PLASTIC DRUMS	EACH	55	\$35.00	\$1,925.00	\$50.00	\$60.00	\$30.00	\$90.00	
6	PORTABLE CHANGEABLE MESSAGE SIGNS	EACH	3	\$1,600.00	\$4,800.00	\$1,500.00	\$2,400.00	\$700.00	\$2,200.00	
7	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	\$2,500.00	\$2,500.00	\$8,000.00	\$2,400.00	\$6,800.00	\$2,000.00	
8	ROCK EXCAVATION	CUYD	60	\$60.00	\$3,600.00	\$160.00	\$150.00	\$150.00	\$300.00	
9	12 INCH STORM SEWER PIPE, 5 FT DEPTH	FOOT	201	\$60.00	\$12,060.00	\$52.00	\$92.00	\$93.00	\$125.00	
10	12 INCH STORM SEWER PIPE, 10 FT DEPTH	FOOT	57	\$85.00	\$4,845.00	\$83.00	\$126.00	\$127.00	\$300.00	
11	15 INCH STORM SEWER PIPE, 5 FT DEPTH	FOOT	276	\$65.00	\$17,940.00	\$55.00	\$96.00	\$84.00	\$129.00	
12	15 INCH STORM SEWER PIPE, 10 FT DEPTH	FOOT	112	\$115.00	\$12,880.00	\$88.00	\$130.00	\$185.00	\$250.00	
13	CONCRETE CLOSURE COLLARS	EACH	1	\$700.00	\$700.00	\$1,000.00	\$450.00	\$640.00	\$900.00	
14	CONCRETE STORM SEWER MANHOLES	EACH	3	\$3,500.00	\$10,500.00	\$4,300.00	\$4,200.00	\$2,900.00	\$3,900.00	
15	CONCRETE INLETS, TYPE 2 1/2 A WITH 3.5 FT GALLERY	EACH	2	\$2,200.00	\$4,400.00	\$3,000.00	\$3,200.00	\$3,000.00	\$3,200.00	
16	CONNECT TO EXISTING STRUCTURES	EACH	3	\$750.00	\$2,250.00	\$800.00	\$500.00	\$1,200.00	\$875.00	
17	CONCRETE MANHOLES OVER EXISTING SEWER	EACH	3	\$3,500.00	\$10,500.00	\$4,300.00	\$4,500.00	\$3,100.00	\$6,500.00	
18	FILLING ABANDONED STRUCTURES	CUYD	34	\$300.00	\$10,200.00	\$200.00	\$110.00	\$200.00	\$150.00	
19	TRENCH RESURFACING	SQYD	350	\$35.00	\$12,250.00	\$50.00	\$37.50	\$46.00	\$57.00	
20	CONCRETE CURBS, CURB AND GUTTER	FOOT	35	\$40.00	\$1,400.00	\$47.00	\$35.00	\$50.00	\$60.00	
Total					\$137,390.00	\$156,543.21	\$172,227.00	\$178,576.00	\$279,454.00	



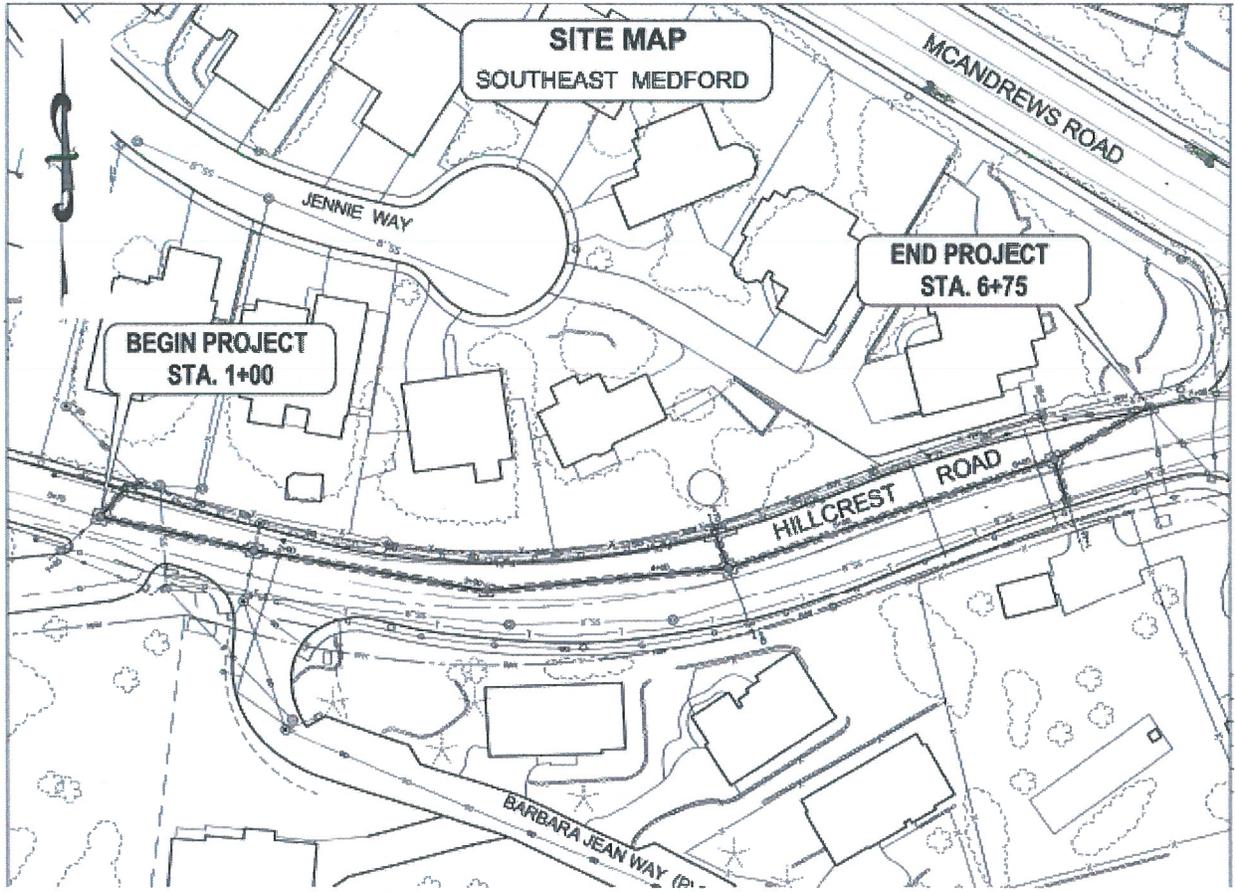
\\MEDGRANITE1\GraniteNet\Media\Photos\LAZY CREEK-Manhole '66970'-Root-in-Joint at 452.0 ft..JPG

Still Image Report



\\MEDGRANITE1\GraniteNet\Media\Photos\LAZY CREEK-Manhole '66970'-Collapsed at 146.8 ft..JPG







CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.3

www.ci.medford.or.us

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

AGENDA SECTION: Consent Calendar
MEETING DATE: April 19, 2018

COUNCIL BILL 2018-35

An ordinance awarding a contract in an amount of \$858,430 to Knife River Materials to perform asphalt overlays on various city streets.

SUMMARY AND BACKGROUND

The City Council is requested to consider awarding a contract in the amount of \$858,430.00 to Knife River Materials to perform asphalt pavement overlays on various streets in the City of Medford. The City contracts for a large portion of pavement maintenance because it is seasonal work that exceeds the capacity of Public Works crews.

Timely repair of streets decreases long-term maintenance costs by postponing the need for more costly reconstructions and produces a smoother ride for the traveling public. This contract includes overlays of failed pavement areas. Overlays are a cost-effective option for restoring structural integrity to an otherwise sound street section.

PREVIOUS COUNCIL ACTIONS

On April 20, 2017, Council approved Council Bill 2017-36 awarding a contract to Knife River Materials for asphalt repairs and overlays on streets in the city.

On June 15, 2017, the Council approved Council Bill 2017-57 adopting the Biennial Budget 2017-2019 which includes funds for this work on page 8-34.

ANALYSIS

One bid was received from Knife River Materials in the amount of \$858,430.00.

This work will be on four street sections that include S. Central Avenue, Court Street, Hillcrest Road, and E. McAndrews Road. The existing pavement condition has been analyzed and has been determined that this maintenance option will produce a smoother and safer ride for the traveling public at the lowest life-cycle cost. The City's Pavement Management Analysis Report is used to determine which pavements will receive asphalt overlays.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Expenditure of \$858,430.00 which is included on page 8-34 of the 2017/2019 Biennium Budget.

TIMING ISSUES

Work will start after July 9, 2018, and is scheduled to be complete by September 28, 2018.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Approve the ordinance for a contract with Knife River Materials.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.3

www.ci.medford.or.us

SUGGESTED MOTION

I move to approve the ordinance for a contract in the amount of \$858,430.00 to Knife River Materials for asphalt pavement overlays.

EXHIBITS

Ordinance

Bid Tabulation

Work to be Done

Contract documents are on file in the City Recorder's office

ORDINANCE NO. 2018-35

AN ORDINANCE awarding a contract in an amount of \$858,430 to Knife River Materials to perform asphalt overlays on various city streets.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That a contract in an amount of \$858,430 to perform asphalt overlays on various city streets, which is on file in the City Recorder's office, is hereby awarded to Knife River Materials.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2018.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2018.

Mayor

BID TABULATIONS Overlay Various Streets in the City of Medford

Project; Overlay Various Streets in the City of Medford
Location: Various Streets in the City of Medford 2018
Project No: MST-1903
Date of Bid Opening: March 22, 2018

CITY OF MEDFORD
PUBLIC WORKS - OPERATIONS



Peter Brown
Public Works Operations
Engineering Tech IV

Item No.	Item Description	Unit of Measure	Estimated Quantity	Low Bidder Knife River Materials		Unit Bid	Unit Bid
				Unit Bid	Amount		
1	MOBILIZATION	LS	1	\$45,000.00	\$45,000.00		
2	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	1	\$72,000.00	\$72,000.00		
3	EROSION CONTROL	LS	1	\$300.00	\$300.00		
4	MINOR ADJUSTMENT OF MANHOLES	EACH	23	\$1,100.00	\$25,300.00		
5	MINOR ADJUSTMENT OF MANHOLES CAST IRON	EACH	1	\$300.00	\$300.00		
6	COLD PLANE PAVEMENT REMOVAL, 0 - 4 INCHES DEEP	SQYD	49580	\$2.25	\$111,555.00		
7	LEVEL 3, 1/2 INCH DENSE HMAC	TON	5355	\$65.00	\$348,075.00		
8	LEVEL 3, 3/8 INCH DENSE HMAC IN LEVELING	TON	1095	\$76.00	\$83,220.00		
9	FIBER REINFORCEMENT IN HMAC	POUND	5355	\$10.00	\$53,550.00		
10	4 INCH ASPHALT CONCRETE PAVEMENT REPAIR	SQYD	3810	\$23.00	\$87,630.00		
11	EXTRA FOR ASPHALT APPROACHES	EACH	2	\$500.00	\$1,000.00		
12	LOOP DETECTOR INSTALLATION LOOPS	EACH	59	\$250.00	\$14,750.00		
13	LOOP DETECTOR INSTALLATION HOMERUNS	FOOT	1050	\$15.00	\$15,750.00		
14	LOOSEN WATER VALVES	T & M	0				
				Total Bid =	\$858,430.00	\$0.00	\$0.00

SPECIAL PROVISIONS

WORK TO BE DONE

The Work to be done under this Contract consists of asphalt repairs, cold plane removal of pavement and overlay of various streets, manhole adjustments and other appurtenances, etc. on four (4) street sections, in the City of Medford, Oregon.

1. Minor Adjustment of Manholes & Minor Adjustment of Manholes Cast Iron.
2. Cold Plane Removal of Pavement.
3. 4 inch Asphalt Concrete Repairs.
4. Place Level 3, 3/8 Dense HMA or WMA in Leveling.
5. Place Level 3, 1/2 Dense HMA or WMA.
6. Install Traffic Loops & Home Runs.
7. Perform additional and incidental Work as called for by the Specifications and Plans.

This project includes work at the following locations:

Street Section	From	To	4 Inch Asphalt Concrete Repair	Cold Plane Removal of Pavement	Phase
S CENTRAL AV	E 10TH ST	BANK ST	1,055 SY	10,011.1 SY	I
COURT ST	OHIO ST	EDWARDS ST	1,275 SY	13,461.9 SY	I
HILLCREST RD	BEL AIR CT	BARBARA JEAN WY	780 SY	12,236.7 SY	II
E MCANDREWS RD	COURT ST	BIDDLE RD	700 SY	13,869.4 SY	I

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.

APPLICABLE SPECIAL PROVISIONS

The Special Provisions booklet applicable to the above-described work, for which Bids will be opened at the time and place stated above, is that which contains the exact information as shown above on this page.

Bidders are cautioned against basing their Bids on a booklet bearing any different description, date(s), class of project, or class of work.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.4

www.ci.medford.or.us

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

AGENDA SECTION: Consent Calendar
MEETING DATE: April 19, 2018

COUNCIL BILL 2018-36

An ordinance awarding a contract in an amount of \$219,505.47 to Peterson Power Systems, Inc. to perform the Cogeneration Engine Rebuild and Overhaul at the Regional Water Reclamation Facility.

SUMMARY AND BACKGROUND

The City Council is requested to consider awarding a contract in the amount of \$219,505.47 to Peterson Power Systems, Inc. to perform the Cogeneration Engine Rebuild and Overhaul at the Regional Water Reclamation Facility (RWRF). The project objective is to perform the scheduled rebuild and overhaul of the cogeneration engine that provides 50% of the electrical power needed to operate the RWRF.

PREVIOUS COUNCIL ACTIONS

On June 15, 2017, the Council approved Council Bill 2017-57 adopting the Biennial Budget 2017-2019 which includes this maintenance in the Materials and Services Budget on page 13-44.

ANALYSIS

Peterson Power System, Inc. was the only bid received with a total of \$219,505.47. The staff estimate on this project was \$230,000.00

The cogeneration engine burns methane gas from the sewage treatment process to generate electricity used by the RWRF.

The purpose of this project is to perform the manufacturer's recommended maintenance to ensure continued reliability of the cogeneration engine at the RWRF. The project consists of disassembling the cogeneration engine and replacing worn moving parts and bearing surfaces. Preventative maintenance is due every 35,000 hours of run time and this engine was purchased new in 2012 and currently has 32,000 hours or run time. Performing preventative maintenance in accordance with the manufacturer's recommendations ensures the engine will perform over its expected 20 year lifecycle, thereby providing reliable power at the lowest lifecycle cost.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Expenditure of \$219,505.47, which is included on page 13-44 under Professional and Contract Services of the 2017/2019 budget.

TIMING ISSUES

The work will begin in May 2018 and is scheduled to be complete by July 2018.

COUNCIL OPTIONS

- Approve the ordinance as presented.
- Modify the ordinance.
- Deny the ordinance and provide direction to staff regarding procurement of contract services for maintenance of the RWRF cogeneration engine.

STAFF RECOMMENDATION

Approve the ordinance awarding a contract to Peterson Power Systems, Inc.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.4

www.ci.medford.or.us

SUGGESTED MOTION

I move to approve the ordinance for a contract in the amount of \$219,505.47 to Peterson Power Systems, Inc., to perform the work of the Cogeneration Rebuild and Overhaul.

EXHIBITS

Ordinance

Work To Be Done

Contract on file in the City Recorder's Office.

ORDINANCE NO. 2018-36

AN ORDINANCE awarding a contract in an amount of \$219,505.47 to Peterson Power Systems, Inc. to perform the Cogeneration Engine Rebuild and Overhaul at the Regional Water Reclamation Facility.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That a contract in an amount of \$219,505.47 to perform the Cogeneration Engine Rebuild and Overhaul at the Regional Water Reclamation Facility, which is on file in the City Recorder's office, is hereby awarded to Peterson Power Systems, Inc.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2018.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2018.

Mayor

Exhibit "A"

Work to be performed

Removal from service

- 1.0 Isolate, lockout and tag out the engine and generator in coordination with the City's personnel and safety procedures. Review Lockout and Tag Out Procedure with City of Medford staff to verify all personnel, energy sources, and equipment have been assessed.

Engine disassembly and inspection

- 2.0 Disconnect engine control and instrumentation wiring, verifying all cabling and wiring identifying tags and replacing as needed, while performing inspections, to include, but not limited to, the following:
 - Insulation wear or damage to any engine wiring, harnesses, connectors, terminals, terminal strips and junction boxes.
 - Verify instrumentation calibration and replace as required.
 - Inspect ignition primary harness, governor actuator Amphenol connector/cable assembly, and magnetic/hall-effect pickups Amphenol connectors/cable assemblies and exhaust thermocouples and determine if replacements recommended.
 - Inspect flexible conduits for overheated covering or connector damage.
 - Evaluate engine wiring and control systems serviceability and report any discrepancies and recommendations.

Note single conductor control wiring to be replaced shall be MTW equal to OEM with 130 °C rating; shielded cables to be replaced shall be type equal to OEM with particular attention to routing and standoff's in high temperature areas.

Liquid tight flexible conduit to be replaced shall be type ATX used with Thomas & Betts 5300HT series of liquid tight connectors.

2.1 Inspect all piping, flex connectors and tubing for wear and report any discrepancies, corrosion issues and recommendations.

3.0 Remove cylinder heads. Inspect, measure and record, to include:

- Cross bar internal diameter.
- Cross bar guide outside diameter.
- Cross bar seat thickness.
- Cross bar's must be installed in original location

3.1 Inspect, measure and record all rocker assemblies, to include:

- Rocker arm shaft outside diameter and rocker arm bearing inside diameter
- Rocker ball sockets.

4.0 Remove piston and rod assemblies

4.1 Remove piston cooling jets, noting installation position of each, to prevent possible damage.

4.2 Cover crankshaft before removing cylinder sleeves to prevent any moisture or debris from falling onto crankshaft then measure and record all crankcase counter bores to verify within specification.

4.3 Inspect crankshaft connecting rod journals.

4.4 Remove main bearings and inspect journals; report any abnormalities.

4.5 Verify specified crankshaft end play.

4.6 Inspect all connecting rods, to include small end bushing condition then measure and record inside diameters, crankshaft bearing condition then measure and record large end inside diameters.

Report any discrepancies, issues and recommendations to City of Medford Maintenance Supervisor.

Engine Bottom End Assembly

5.0 Install new sleeve kits

5.1 Measure and record installed sleeves inside diameters in counter bore areas to verify within specification.

5.2 Measure and record all piston ring end gaps in installed new sleeve then install on new piston and measure and record side clearances.

5.3 Install piston and connecting rod assemblies, verify each connecting rod side clearance measurement and record.

5.4 Install piston cooling jets in original position and measure clearance to connecting rod is as specified.

Cylinder Head Replacement

6.0 Provide 16 new cylinder heads and return used heads for core charge

6.1 Verify the valve heads are at the specified 0.059" to 0.079" below the head deck for use with high temperature head gasket p/n 300000D; reference Waukesha VGF Repair & Overhaul Manual; record the measurements on data sheets and provide this information to the Maintenance Supervisor.

6.2 Measure the installed valve stem height above the valve cover deck and record measurements on data sheets.

Engine Top End Assembly

7.0 Install cylinder heads then install rocker arm assemblies.

7.1 Rebuild jacket water pump, to include: all new bearings, ceramic faced seal, shaft, impeller and hardware.

7.3 Remove oil cooler bundle from shell. Clean shell and bundle, rod tubes and reassemble using new seals and gaskets. Pressure test after reassembly.

7.4 Disassemble intercooler, inspect rod tubes and reassemble using new seals and gaskets. Pressure test after assembly.

7.5 City to provide (2) rebuilt turbocharger assemblies for installation.

7.6 Rebuild the waste gate with a new valve and seat; grind as with cylinder head seats and valves referencing the Waukesha VGF Repair & Overhaul Manual.

- 7.7 Rebuild the waste gate actuator assembly, replacing any worn parts.
- 8.0 Rebuild throttle valves to include new seals for hand controlled butterfly valves and shafts, bushings and seals for governor controlled butterfly valves; replace governor linkage rod ends.
- 9.0 Install the "customer supplied 3/4" balance lines between the Fisher 66 regulator and the fuel inlet piping" described in Waukesha Service Bulletin 9-2708C; include valved test ports for gas/air manometer connections with flex lines between manifold and piping mounted regulators.
- 10.0 Replace all filters including air, oil, Micro-spin, crankcase breather and clean jacket water strainer.
- 11.0 Clean remaining engine components (i.e. brackets, tubes, guards, etc.) and complete assembly of the engine.

Generator

- 12.0 Replace outboard bearing(s) on generator

Exclusions

The following work is excluded from the scope of these specifications:

- Repair of the crankshaft, camshaft, cylinder block or any other major engine component, unless otherwise specified herein.
- Used coolant, lube oil and lube oil filter elements will be disposed of by the City.
- Repair or replacement of any engine part or component, unless otherwise specified herein.

Warranty

All parts, material and labor shall be guaranteed for a period of 1 year in writing, including successful emissions source testing following one year in service (consumable items such as spark plugs, oil, filters, coolant and other routine maintenance items excluded).

Installation, Final Assembly and Testing

13.0 Rebuild the (2) Fisher model 66 gas regulators ensuring the appropriate Waukesha approved trim is used.

13.1 Reconnect all piping with all flex connectors aligned, within manufactures axial and offset limits, offset for growth into plumb alignment at operating temperatures.

13.2 City to provide Waukesha specified lube oil and coolant.

13.3 Check the alignment of the generator to the engine using the Waukesha Alignment Manual Form 1091 specified cold offset (following break-in and after >24-hour run contractor must perform hot alignment check to confirm offset and correct as required).

13.4 Reconnect all engine conduits; terminate previously labeled wiring correctly; ensure that wiring is isolated from mechanical abrasion using plastic conduit fitting bushings and cable ties as appropriate with particular emphasis on generator output cables, adding any insulating material required inside junction box to prevent abrasion through full movement of unit spring isolators.

13.5 Replace the ignition coils, spark plug assembly connections, spark plug tube covers, spark plug boots and spark plugs

14.0 Start-up unit following procedure for new equipment and carburetor adjustment per Waukesha Service Bulletin 9-2708C; continue with AFM set-up per Waukesha manual then Autocal DSM.

14.1 Verify no-load governor stability and smooth cold synchronization following set-up.

TESTING

Contractor shall confirm set-up conforming to Waukesha SAA-0190A that achieves DEQ emissions compliance standards on digester gas and provide independent source testing to confirm results. Refer to City of Medford's exiting air permit for emissions compliance requirements.

The final test shall consist of running the engine under normal plant operational conditions, generating power for a minimum of seventy-two (72) continuous hours. This test must be run between 8:00 a.m. on Monday and 1:00 p.m. on Friday.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.5 & 60.6

www.ci.medford.or.us

DEPARTMENT: Planning Department
PHONE: (541) 774-2390
STAFF CONTACT: Angela Durant, Principal Planner - Housing and Community Development

AGENDA SECTION: Consent Calendar
MEETING DATE: April 19, 2018

COUNCIL BILL 2018-37

An ordinance authorizing the execution of an Agreement granting Neighborhood Stabilization Program 1 funds in the amount of \$223,051 to Rogue Valley Habitat for Humanity for acquisition and rehabilitation of a foreclosed home at 2516 Gould Avenue in the City of Medford.

COUNCIL BILL 2018-38

An ordinance authorizing the execution of an Agreement granting Neighborhood Stabilization Program 1 funds in the amount of \$235,000 to Rogue Valley Habitat for Humanity for acquisition and rehabilitation of a foreclosed home at 915 Newtown Street in the City of Medford.

SUMMARY AND BACKGROUND

On January 31, 2018, the Planning Department received an email funding notice from Oregon Housing and Community Services (OHCS) announcing the availability of Neighborhood Stabilization Program (NSP) funds totaling \$1,015,775. These funds represent returned NSP1 program income from target areas of other jurisdictions that OHCS provided down payment assistance loans in 2010. The returning jurisdictions were not able to expend these funds, resulting in a statewide program income surplus.

OHCS is only offering these funds to established NSP1 grantees for homeowner down payment assistance and purchase/rehabilitation activities. These funds are available on a first-come, first-served basis and will only be reserved upon OHCS receiving a completed reservation request including a fully executed purchase agreement, proof of foreclosure and proof the property is in an eligible NSP target area. Reservations will be held for 60 days.

Planning Department staff has been working with Habitat for Humanity to identify eligible foreclosed properties suitable for acquisition and rehabilitation under these NSP1 guidelines. Reservation requests have been submitted to and approved by OHCS on the following properties:

Address	City Reservation Request Date	OHCS Reservation Approval Date
2516 Gould Avenue Medford, Oregon 97501	March 9, 2018	March 29, 2018
915 Newtown Medford, Oregon 97504	March 9, 2018	March 23, 2018

PREVIOUS COUNCIL ACTIONS

On June 4, 2009, City Council approved Ordinance 2009-103 authorizing acceptance and expenditure under the original NSP1 grant agreement #1091 to the City of Medford to provide citizen assistance for acquisition and redevelopment of foreclosed properties. This action qualifies the City of Medford to request reservation of available state program income funds referenced herein.

ANALYSIS

Approval of these developer agreements between the City of Medford as Grantee and Rogue Valley Habitat for Humanity as Developer will increase the availability of affordable homeowner housing for two income eligible households. One household will be considered income eligible at or below 50% of the Medford Area Median Income (AMI) and the other will be eligible up to 120% AMI.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.5 & 60.6

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FINANCIAL AND/OR RESOURCE CONSIDERATIONS

915 Newtown Street: The total grant from OHCS NSP1 program income is \$235,000. Acquisition and closing costs totaling \$220,000 will be wired to the title company direct from OHCS. The remaining \$15,000 will be budgeted through a future supplemental budget. Of this budgeted amount, \$10,000 will be allocated to rehabilitation of the housing unit and \$5,000 to activity delivery costs including environmental studies and assessments.

2516 Gould Avenue: The total grant from OHCS NSP1 program income is \$223,051. Acquisition and closing costs totaling \$183,051 will be wired to the title company direct from OHCS. The remaining \$40,000 will be budgeted through a future supplemental budget. Of this budgeted amount, \$35,000 will be allocated to rehabilitation of the housing unit and \$5,000 to activity delivery costs including environmental studies and assessments.

TIMING ISSUES

Council action is required on April 19, 2018, in order to complete the HUD mandated environmental review process and to meet the scheduled closing dates for each acquisition prior to the OHCS 60-day reservation deadline.

COUNCIL OPTIONS

Approve the ordinances to authorize the execution of the developer agreements as presented.

Modify the ordinances to authorize the execution of the developer agreements.

Deny the ordinance to authorize execution of the developer agreements and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the ordinances to authorize the execution of the developer agreements as presented.

SUGGESTED MOTION

I move to approve the ordinances authorizing NSP1 developer agreements with Rogue Valley Habitat for Humanity to purchase and rehabilitate 915 Newtown Street and 2516 Gould Avenue for resale to NSP1 income eligible households.

EXHIBITS

Ordinance 2018-37

Ordinance 2018-38

Developer Agreement for 915 Newtown Street on file in the City Recorder's Office

Developer Agreement for 2516 Gould Avenue on file in the City Recorder's Office

ORDINANCE NO. 2018-37

AN ORDINANCE authorizing the execution of an Agreement granting Neighborhood Stabilization Program 1 funds in the amount of \$223,051 to Rogue Valley Habitat for Humanity for acquisition and rehabilitation of a foreclosed home at 2516 Gould Avenue in the City of Medford.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That execution of an Agreement granting Neighborhood Stabilization Program 1 funds in the amount of \$223,051 to Rogue Valley Habitat for Humanity for acquisition and rehabilitation of a foreclosed home in the City of Medford, 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 _____, 2018.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2018.

Mayor

ORDINANCE NO. 2018-38

AN ORDINANCE authorizing the execution of an Agreement granting Neighborhood Stabilization Program 1 funds in the amount of \$235,000 to Rogue Valley Habitat for Humanity for acquisition and rehabilitation of a foreclosed home at 915 Newtown Street in the City of Medford.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That execution of an Agreement granting Neighborhood Stabilization Program 1 funds in the amount of \$235,000 to Rogue Valley Habitat for Humanity for acquisition and rehabilitation of a foreclosed home in the City of Medford, 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 _____, 2018.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2018.

Mayor



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.7

www.ci.medford.or.us

DEPARTMENT: Parks, Recreation, Facilities
PHONE: (541) 774-2483
STAFF CONTACT: Rich Rosenthal, Director

AGENDA SECTION: Consent Calendar
MEETING DATE: April 19, 2018

COUNCIL BILL 2018-39

An ordinance approving Change Order #3 to a contract with Roxy Ann Rock, Inc. for installation of concrete bench slabs in various City parks, in the amount of \$9,736.60, bringing the total value of the contract to \$103,774.75.

SUMMARY AND BACKGROUND

The Parks, Recreation and Facilities Management Department requests approval of Change Order No. 3 with Roxy Ann Rock, Inc. in the amount of \$9,736.60 for installation of concrete bench slabs in various City parks.

PREVIOUS COUNCIL ACTIONS

On August 18, 2016, Council approved Council Bill 2016-102, adopting the Parks ADA Transition Plan.

On June 15, 2017, Council approved Council Bill 2017-57 adopting the Biennial Budget 2017-2019 and making appropriations thereunder, including funds for implementation of the Parks ADA Transition Plan.

ANALYSIS

The Parks, Recreation and Facilities Department seeks Council approval of a change order increase with Roxy Ann Rock, Inc. in the amount of \$9,736.60 for installation of concrete bench slabs in various City parks. The net increase causes the overall contract amount, including two previous change orders, to exceed the City Manager's \$100,000 signing authority and consequently requires Council approval.

On February 7, 2018, following a competitive bid process, the City awarded a construction contract to Roxy Ann Rock in the amount of \$83,352 to implement projects identified in the Parks ADA Transition Plan. Since then, there have been two approved change orders reflecting the City's request for additional bench slabs.

Change Order No. 1 increased the overall contract value an additional \$8,548.92 for four additional concrete bench slabs at Jackson and Union parks.

Change Order No. 2 increased the overall contract value an additional \$2,137.23 to add an additional bench slab at Alba Park in order to comply with ADA requirements regarding accessibility of park amenities at that park.

The overall project is now complete, and Change Order No. 3 reflects the amount needed by the contractor to cover higher-than estimated excavation, rock and concrete costs related to the entire project, bringing the contract value to \$103,774.75, which is in excess of the City Manager's signing authority.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The base contract amount and Change Orders 2 and 3 are funded through the Parks Safety Improvements capital improvement project, RZZ1007630, page 5-39 of the biennial budget binder.

TIMING ISSUES

None.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.7

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COUNCIL OPTIONS

Approve the ordinance.

Deny the ordinance and provide staff with direction.

STAFF RECOMMENDATION

Staff recommends approval of the ordinance.

SUGGESTED MOTION

I move to approve the ordinance approving Change Order No. 3 in the amount of \$9,736.60 with Roxy Ann Rock, Inc., for installation of concrete bench slabs identified in the Parks ADA Transition Plan.

EXHIBITS

Ordinance

Roxy Ann Rock contract and Change Order No. 3 available in the City Recorder's office

ORDINANCE NO. 2018-39

AN ORDINANCE approving Change Order #3 to a contract with Roxy Ann Rock, Inc. for installation of concrete bench slabs in various City parks, in the amount of \$9,736.60, bringing the total value of the contract to \$103,774.75.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That Change Order #3 to the contract with Roxy Ann Rock, Inc., is hereby approved.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2018.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2018.

Mayor



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 80.1

www.ci.medford.or.us

DEPARTMENT: Parks, Recreation, Facilities **AGENDA SECTION:** Ordinances and Resolutions
PHONE: (541) 774-2483 **MEETING DATE:** April 19, 2018
STAFF CONTACT: Rich Rosenthal, Director

COUNCIL BILL 2018-30

Reset from April 5, 2018 - A resolution adopting a recommendation from the Parks and Recreation Commission to change the name of the playground located at Bear Creek Park to The Olsrud Family Community Playground in honor of the Olsrud family.

SUMMARY AND BACKGROUND

The Parks, Recreation and Facilities Management Department requests approval to change the name of the Bear Creek Park Community Playground to "The Olsrud Family Community Playground" to honor the longtime community philanthropy of Sherm and Wanda Olsrud, and their family.

PREVIOUS COUNCIL ACTIONS

On December 5, 2002, Council approved Council Bill 2002-212, adopting the policy for naming or renaming facilities or areas within the Medford parks and recreation system.

On November 4, 2004, Council approved Council Bill 2004-219, adopting a naming-rights policy for parks, facilities and programs.

On June 15, 2006, Council approved Council Bill 2006-140, revising the naming-rights policy.

ANALYSIS

The Parks, Recreation and Facilities Department seeks Council authorization to re-name the Bear Creek Park Community Playground to recognize the longtime philanthropy of Sherm and Wanda Olsrud. If approved, and when construction of the new playground is complete, the playground name would change to "The Olsrud Family Community Playground."

The Olsruds, who lived across Siskiyou Boulevard from the Bear Creek playground for decades, were heavily engaged in the community efforts that resulted in the construction of the wildly popular, unique castle-like play structure in 1988. In addition to making a major financial contribution to help pay for the playground, the Olsruds helped feed the hundreds of volunteers during the four-day construction process.

The now-retired founders of Sherm's Thunderbird Markets and Food 4 Less are prolific supporters of numerous local causes, particularly those benefiting youths including Kids Unlimited, Boy Scouts of America, the Maslow Project, St. Mary's School and Southern Oregon University. In addition to funding major capital campaigns, the Olsruds are longtime contributors to the ACCESS nutrition program.

City Council Resolution 2006-140 pertaining to naming or renaming parks facilities stipulates the Parks and Recreation Commission must recommend the proposed name for City Council consideration. The resolution states naming or re-naming facilities or areas within parks is permissible "when a person is determined to have played an essential role in the evolution of the facility or area" and that "Names should express appreciation, educate or provide a link with the past."

The Parks and Recreation Commission reviewed the proposed playground name change at its Feb. 28, 2018 regular meeting and unanimously recommends City Council approval.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 80.1

www.ci.medford.or.us

Rejuvenating the fort-like Bear Creek Park playground with a similar style using modern materials was identified as a high-priority capital improvement project for the 2017-19 funding cycle. The City teamed with JWA Public Affairs, the Medford Parks and Recreation Foundation, the Medford School District, and original playground manufacturer Leathers Inc. to replicate the original community design-and-build process and to galvanize fundraising and community engagement. If fundraising efforts succeed on schedule, the new playground would be installed this October.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

None.

TIMING ISSUES

The name change would coincide with the opening of the new playground, scheduled for October 2018.

COUNCIL OPTIONS

Approve the resolution.

Deny the resolution and provide staff with direction.

STAFF RECOMMENDATION

Staff recommends approval of the resolution.

SUGGESTED MOTION

I move to approve renaming the Bear Creek Park Community Playground to "The Olsrud Family Community Playground" to honor the philanthropy of Sherm and Wanda Olsrud, and their family.

EXHIBITS

Resolution

RESOLUTION NO. 2018-30

A RESOLUTION adopting a recommendation from the Parks and Recreation Commission to change the name of the playground located at Bear Creek Park to *The Olsrud Family Community Playground* in honor of the Olsrud family.

WHEREAS, Sherm and Wanda Olsrud were heavily engaged in community efforts that resulted in the construction of the original playground located at Bear Creek Park in 1988; and

WHEREAS, in accordance with the City's procedure for providing naming rights associated with parks, facilities, and programs contained in Resolution No. 2006-140, the Parks and Recreation Commission recommends approval of naming recognition for the Olsrud family; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON, That the recommendation from the Parks and Recreation Commission to change the name of the playground located at Bear Creek Park to *The Olsrud Family Community Playground* in honor of the Olsrud Family is hereby adopted.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2018.

ATTEST: _____
City Recorder

Mayor



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 80.2

www.ci.medford.or.us

DEPARTMENT: Planning Department **AGENDA SECTION:** Ordinances and Resolutions
PHONE: (541) 774-2380 **MEETING DATE:** April 19, 2018
STAFF CONTACT: Matt Brinkley, AICP, CFM, Planning Director

COUNCIL BILL 2018-14

Reset from April 5, 2018 - **SECOND READING** – An ordinance vacating an approximately 25 foot wide strip of public right-of-way, being a portion of Evergreen Street, running north-south from West Third Street to West Fourth Street, 300 feet in length. (SV-17-106)

SUMMARY AND BACKGROUND

On September 14, 2017 Linda Donovan submitted an application by petition to vacate a portion of Evergreen Street right-of-way. The portion of Evergreen Street proposed to be vacated is located between West Third and West Fourth Street, bordering the railroad tracks.

At the Planning Commission hearing on January 11, 2018, the Commission couldn't come to a decision as the votes were tied at three. Commissioner McFadden, however, recused himself and submitted an email stating his opposition prior to the public hearing (Exhibit M of Staff Report). (SV-17-106)

PREVIOUS COUNCIL ACTIONS

On January 4, 2018 – Resolution No. 2018-03 – Council approved a resolution establishing a hearing date of February 15, 2018 for consideration of the matter.

At the February 15, 2018, Council discussed this application. During the hearing, a question regarding the potential future ownership of the vacated right-of-way was raised. Staff needed time to research the answer and Council decided to continue the public hearing to March 1, 2018.

At the March 1, 2018 meeting, the City Council continued the public hearing to March 15, 2018.

On March 15, 2018, the City Council voted to approve the vacation of the westerly 25 feet by a vote of 5 – 3. The Council requested an opinion from the City Surveyor on how the ownership of the vacated area will revert.

ANALYSIS

In order for a city to vacate right-of-way it must be determined that local and state requirements are met. Per MLDC 10.202, the applicable criteria for the subject vacation request requires that the proposal comply with the Public Facilities Element of the City of Medford's Comprehensive Plan, including the Transportation System Plan. In addition, since the application was initiated by petition under ORS 271.080, the applicant must receive signed Consent to Vacation documentation from 100% of all abutting real property owners and two-thirds of all affected real property owners.

In regards to the proposal's compliance with the City's Comprehensive Plan and Transportation System Plan, the goals and policies of the Comprehensive Plan are silent on right-of-way vacations. No pedestrian and/or bicycle projects are included in the proposed update to the Transportation System Plan Element.

In the spring of 2003, the Medford City Council approved the Downtown 2050 Plan. "Evergreen Way" was shown as a proposed Secondary Pedestrian Corridor. The project was described as "Evergreen Way's function should be restricted to that of a minor local street serving as a major pedestrian link between the In-Town Village and the City Center core area." and "Evergreen Way provides an attractive pedestrian corridor reaching from the In-Town Village and Southside to Downtown Central."

In regards to the proposal's compliance with ORS 271.080, the applicant's submitted vacation application included signed *Consent to Vacation* documentation from 100 percent of all abutting real property owners and signed *Consent to Vacation* documentation from over two-thirds of all affected real property owners, consistent with the requirements found in ORS 271.080.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 80.2

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Staff has determined both City and State requirements are met.

As noted above, the potential future ownership of the vacated right-of-way was discussed at the February 15 City Council meeting. Staff recommended that the language requiring reservation of a utility easement be stricken from the draft ordinance. At the March 15 meeting staff failed to repeat the request and it was not part of the motion. Staff is requesting that the City Council approve the ordinance without the easement reservation.

Also at the February 15 meeting, staff indicated that ownership of the entire 50 feet of Evergreen Street might become the applicant's. After further research, it appears that the ownership may revert at the centerline, which means 25 feet would become the applicant's and the other 25 feet would become part of the railroad property. Staff requested an opinion on future ownership from the applicant's title company but had not received one at the time of publication. Staff will forward any additional information to the Council as it is received.

After the City Council hearing on February 15, 2018, staff asked the applicant to reach out to their title company for an opinion on where the ownership would revert. The title company responded after the report was published, saying, "...What the City is asking for, an opinion as to whom the property should be given when the easement or right-of-way is vacated, is us to interpret Oregon Statute, which we cannot do as that would be practicing law."

At the City Council meeting of March 15, 2018, the City Council requested an opinion on the future ownership from Jon Proud, the City Surveyor. Mr. Proud provided the information below in response to a counter question in September 2017 where Planning staff asked for assistance in determining possible ownership. The excerpt below was provided to Ms. Akin in response to the Council's request via email on March 16, 2018.

From a cursory review, that portion of Evergreen Street was dedicated to the public per the "Town of Medford Plat", so the right-of-way in question would be under City jurisdiction, as opposed to fee ownership. After the vacation process there is a good chance the fee ownership of the easterly half of the street would attach to the railroad property (note: there is case law and maybe ORS statutes that deal with vacated right-of-way abutting a railroad that I am aware of but am by no means an authority on). Ultimately a title company will insure ownership of the vacated street (depending on insurance purchased). If I were the customer I would start my due diligence with a good title agent or a good land surveyor with experience in dealing with vacated right-of-way.

In my opinion, the City's part of the vacation process is no more than to relinquish the public's right to use the street. This is done by noticing the public so all parties can be heard as part of the process. The underlying ownership is a private property issue that the City should have no part of. I would advise against Planning "researching" for the customer unless you have someone on staff who is an authority on vacated streets abutting a railroad owned in fee.

To specifically answer your question, Evergreen Street between 3rd and 4th Streets is within the City's jurisdiction and procedurally should be vacated by the vacation process as it was done on the northwest end of street in question in 1988 per JCOR 1988-27430. Anything else dealing with fee ownership is for others to answer in my opinion.

On March 16, 2018, Mr. Proud wrote:

Until the time a title insurance company will insure the title to vacated property, I would not opine on who the vacated property belongs to. If the title company will not insure title they should be able to advise their client on how to get clear title, such as action to quiet title, in a court of law.



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FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The vacated area would become taxable property. It is the applicant's intention to develop the area.

TIMING ISSUES

None.

COUNCIL OPTIONS

- Approve the ordinance as presented
- Modify the ordinance as presented
- Decline to approve the ordinance as presented and direct staff regarding further action.

STAFF RECOMMENDATION

Adopt the ordinance vacating the westerly 25 feet of Evergreen Street between 3rd and 4th Streets.

SUGGESTED MOTION

I move to adopt the ordinance authorizing the vacation of a portion of Evergreen Street.

EXHIBITS

Ordinance

ORDINANCE NO. 2018-14

AN ORDINANCE vacating an approximately 25 foot wide strip of public right-of-way, being a portion of Evergreen Street, running north-south from West Third Street to West Fourth Street, 300 feet in length.

WHEREAS, the City Council of the City of Medford, Oregon, by Resolution No. 2018-03 accepted the petition initiating the vacation; and

WHEREAS, the City Council fixed 6:00 p.m. on February 15, 2018, in the Medford City Council Chambers, 411 W. 8th St., Medford, Oregon, as the time and place for hearing any objections to the proposed vacation of said area; and

WHEREAS, the date for hearing any objections to the proposed vacation of said area was continued to 6:00 p.m. on March 1, 2018, in the Medford City Council Chambers, 411 W. 8th St., Medford, Oregon, as the time and place for hearing any objections to the proposed vacation of said area;

WHEREAS, the date for hearing any objections to the proposed vacation of said area was continued to 6:00 p.m. on March 15, 2018, in the Medford City Council Chambers, 411 W. 8th St., Medford, Oregon, as the time and place for hearing any objections to the proposed vacation of said area;

WHEREAS, the City Recorder has given notice of the time and place for said hearing as required by law; and

WHEREAS, at the time and place set for hearing the City Council heard all objections to the proposed vacation; and

WHEREAS, on the basis of the facts and conclusions stated in the Staff Report dated January 4, 2018, on file in the Planning Department, the City Council has deemed it to be in the public interest that said area be vacated; now, therefore,

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. That an approximately 25 foot wide strip of public right-of-way, being a portion of Evergreen Street, running north-south from West Third Street to West Fourth Street, 300 feet in length, described in Exhibit "A" and "B" attached hereto and incorporated herein, is hereby vacated, and the ownership of the said area hereby vacated shall become vested as provided by law; and

applicant shall provide six vehicle parking spaces, located either on the vacated area or elsewhere on applicant's property, with location to be determined at the time of development.

Section 2. The Council finds and determines that written objections were not received from the owners of a majority of the area affected by the vacation.

Section 3. The Council finds and determines that the vacation of said area in the City of Medford is in the public interest and does not damage or cause a deterioration of the market value of any real property of non-consenting owners (if any) abutting the same or any portion thereof and that no damage on account thereof shall be allowed.

Section 4. The City Recorder is hereby directed to cause a certified copy of this ordinance, together with any map, plat, or other record showing the area, to be filed with the County Surveyor of Jackson County, Oregon.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2018.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2018.

Mayor

State of Oregon)
County of Jackson)

On this _____ day of _____, 2018, Gary H. Wheeler, as Mayor for the City of Medford, personally appeared before me and is known to me to be the person whose name is signed to this document, and acknowledges that he signed the document.

Notary Public for Oregon
My Commission expires:

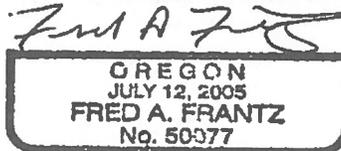
EXHIBIT 'A'

A vacation description for a portion of Evergreen Street right of way as shown on the Map of the Town of Medford, recorded May 4, 1888 now of record, located in the Northeast Quarter of Section 25, Township 37 South, Range 2 West of the Willamette Meridian, in the City of Medford, Jackson County, Oregon, more particularly described as follows:

BEGINNING AT the most easterly corner of Block 34 of the City of Medford according to the Official Map thereof, now of record, located in the Northeast Quarter of Section 25, Township 37 South, Range 2 West of the Willamette Meridian, Jackson County, Oregon; thence North 35°30' West, along the northeasterly line of said block, a distance of 225.00 feet, to the most southerly corner of that tract described in Instrument Number 88-27430 of the Official Records of Jackson County, Oregon; thence North 54°30' East, along the southeasterly line of said tract, a distance of 10.00 feet, to the most easterly corner thereof; thence North 35°30' West, along the northeasterly line of said tract, a distance of 75.00 feet, to the most northerly corner thereof; thence North 54°30" East, 30.00 feet southeasterly of and parallel with the center line of Third Street, a distance of 15.00 feet; thence South 35°30' East, a distance of 300.00 feet, to a point 30.00 feet northwesterly of, when measured at right angles from, the center line of Fourth Street; thence South 54°30' West, 30.00 feet northwesterly of and parallel with said center line a distance of 25.00 feet, to the POINT OF BEGINNING.

Basis of Bearing used in this description is based on the Map of the Town of Medford, according to the Official Plat thereof, now of record.

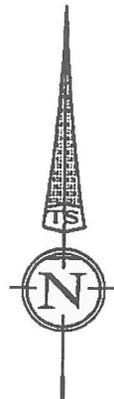
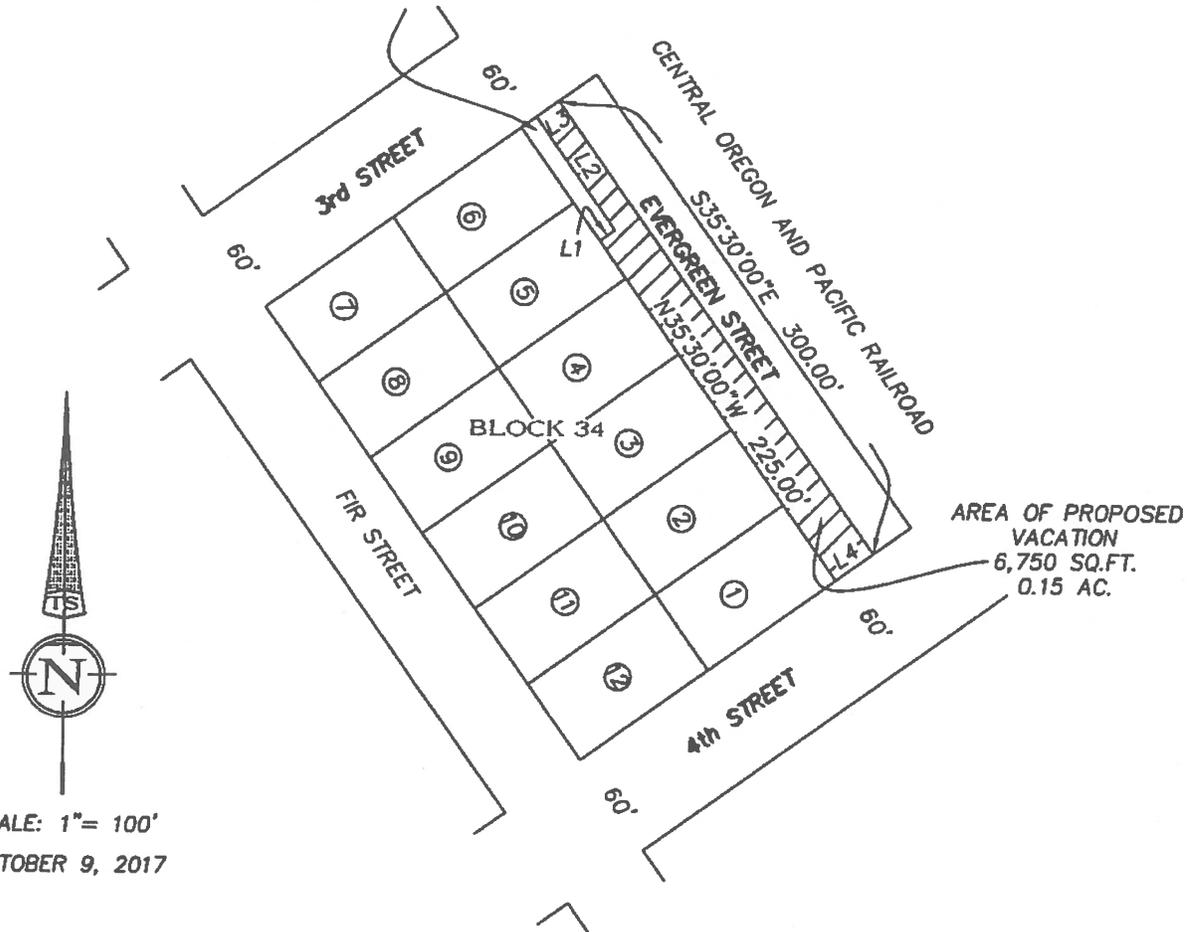
Prepared by:
Terrasurvey, Inc.
274 Fourth Street
Ashland, Oregon 97520



Renewal 12-31-19

EXHIBIT 'B'
FOR
VACATION OF A PORTION OF EVERGREEN STREET
LOCATED IN THE NORTHEAST QUARTER OF SECTION 25, TOWNSHIP 37 SOUTH,
RANGE 2 WEST, IN THE CITY OF MEDFORD, JACKSON COUNTY, OREGON

PORTION OF EAVERGREEN STREET
VACATED BY CITY OF MEDFIORD ORDINANCE No. 6262
AND RECORDED AS INSTRUMENT No. 88-27430



SCALE: 1" = 100'
 OCTOBER 9, 2017

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Fred A. Frantz
OREGON
JULY 12, 2005
FRED A. FRANTZ
No. 50077

Renewal 12-31-19

LINE TABLE		
LINE	BEARING	LENGTH
L1	N54°30'00"E	10.00'
L2	N35°30'00"W	75.00'
L3	N54°30'00"E	15.00'
L4	S54°30'00"W	25.00'

TERRASURVEY, INC.
PROFESSIONAL LAND SURVEYORS
274 FOURTH STREET
ASHLAND, OREGON 97520
JOB NO. 1142-17



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 90.2

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DEPARTMENT: City Council

AGENDA SECTION: Council Business

PHONE:

MEETING DATE: April 19, 2018

STAFF CONTACT: Council Officers Mike Zarosinski and Tim D'Alessandro

SUMMARY AND BACKGROUND

Reset from April 5, 2018 - Given the widespread use of social media by the public and elected officials, it is advisable to establish a City Council social media use policy. This policy is intended to mitigate risks from use of this technology where possible.

PREVIOUS COUNCIL ACTIONS

A Council study session to discuss the need for a social media policy was held on January 11, 2018.

ANALYSIS

With the rapid growth of social media use by the public, as well as many local, state, and federal governmental entities, it is apparent that social media can be used effectively to enhance communication with the public. The use of social media presents opportunity and risk to individual City Councilors, as well as the City as a whole.

The proposed policy establishes a formal process for the use of social media by individual City Councilors in their capacity as elected officials. As social media creates personal contacts between individuals, this presents a new set of challenges in a professional environment.

Many governmental entities across the nation, including Oregon, have recently adopted social media policies for elected officials. The attached draft policy is modeled after the City of Bend's policy. The policy covers definitions, compliance with public records and open meetings act laws, political advocacy and campaigning, limits on blocking social media used in an official capacity, and a recommended notice to be used by elected officials when communicating their personal opinions.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

N/A

TIMING ISSUES

Given the widespread use of social media by the public and by elected officials, it would be helpful to have a policy adopted soon.

COUNCIL OPTIONS

- Approve the policy as presented.
- Modify the policy as presented.
- Do not adopt a policy at this time.

STAFF RECOMMENDATION

Staff makes no recommendation.

SUGGESTED MOTION

I move to adopt the social media policy for elected officials.

EXHIBITS

Draft Social Media Policy for Elected Officials.

Social Media Policy for Elected Officials

1. Purpose. The City maintains an official City website and other official social media, and has adopted a policy related to such media, which does not apply to Elected Officials. This policy outlines the roles, responsibilities, and best practice recommendations for use of social media by the City's elected officials ("Council members"), when they may be using personal or professional social media to communicate in their official capacity, including as a means to disseminate information or provide for engagement with constituents. It is primarily each Council member's responsibility to ensure compliance with this Policy.

2. Definitions:

Social media: Any digital platform that allows the user to create and share information, ideas or questions with other users or audiences. Social media channels include but are not necessarily limited to Facebook, Twitter, Instagram, Pinterest, and others.

Post: Any content generated or shared on social media presences. Posts can include, but are not limited to, messages, links, images, maps, videos and emoticons.

Content: The text, messages, maps, links, photos, images, or videos used in a post.

Comment: A post made in response to a post or another comment.

Political Advocacy: Only that political advocacy restricted by ORS 260.432 - supporting or opposing ballot measures, candidates, recalls, political committees, or petitions. Supporting or opposing political issues which do not fall into any of these categories is not restricted by the statute or this policy.

3. Public Records Act Compliance. Any content maintained in social media format that is related to City business, including communication between an individual Council member and constituents or the general public, or a site's listing of "friends" or "followers," may be considered a public record subject to disclosure under the Oregon Public Records Act. The Council member is responsible for maintaining records for any required retention periods.

4. Open Meetings Act Compliance. Communication between Council members via social media, as with email, may constitute a "meeting" under the Open Public Meetings Act if it involves the discussion of public business subject to open meetings laws. For this reason, Council members are discouraged from commenting or posting on each other's social media pages.

In addition, receiving or making comments regarding quasi-judicial matters via social media may violate rules for quasi-judicial proceedings. Councilors are encouraged to exercise caution in inviting any comments related to land use proceedings that may include a quasi-judicial matter, and to refrain from making comments on any pending application. Council members should also be cognizant that any statements they make on an issue that involves

or eventually involves a quasi-judicial proceeding could be raised as evidence of bias, prejudgment, or personal interest that the Council member would then be obligated to address in response to a challenge on that basis.

5. Link to City Website. A social media site used by a Council member to communicate with a constituent on City business should include a link back to the City's official website for detailed information if relevant to the specific discussion.

6. Political Advocacy and Campaigning. Council members who use social media for political advocacy may not request public employees on the job or in an official capacity to engage in political advocacy, including by editing, reviewing, or creating political advocacy content.

7. Blocking. If a Council member uses social media in their official capacity for communication with constituents, they may be creating a limited public forum subject to First Amendment speech protections. Therefore, Council members shall not deny access to social media to any individual based in whole or in part on content or viewpoint, which includes disagreement with or opposition to the Council member or their viewpoints.

8. Notice. Any Council member who uses social media for City business should include a notice on his or her platform stating the following:

This page expresses the personal opinions of the Councilor. It is not the official page for the City of Medford and does not represent the position of the City of Medford.

All content submitted by members of the public may be subject to public disclosure to third parties under Oregon Public Records law.

Comments should relate to the post and issue being discussed. Once comments are posted, the Elected Official reserves the right to determine which submissions are unacceptable for its page and delete them, including those that contain profane or obscene language, personal attacks of any kind, or language or content that targets, disparages, or discriminates against individuals or groups based on race, ethnicity, religion, color, gender, age, sexual orientation, mental or physical disability, gender identity, national origin, or other protected status under applicable law. Further, the Elected Official reserves the right to delete comments, when possible, that: (i) are spam or include links to other sites; (ii) are clearly off topic; (iii) advocate illegal activity; (iv) promote particular services, products or political organizations; (v) infringe on copyrights or trademarks; (vi) are comments in support of or opposition to current political campaigns, candidates, or ballot measures; or (vii) contain solicitations of commerce or charitable or other contributions, except for official City-sponsored activities.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 100.1

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DEPARTMENT: City Manager's Office
PHONE: (541) 774-2000
STAFF CONTACT: Brian Sjothun, City Manager

AGENDA SECTION: City Manager's Report
MEETING DATE: April 19, 2018

SUMMARY AND BACKGROUND

Reset from April 5, 2018 - On October 5, 2017, a motion was made by Council to direct staff to develop and present an action plan to enforce City Code in the downtown Medford area and the Bear Creek Greenway, with special emphasis on eliminating intimidation and bullying. The plan will recommend funding options for all new assets and new personnel.

Councilmember Dick Gordon commented that Medford Police is stretched and we need to find out how we can cure the problem.

PREVIOUS COUNCIL ACTIONS

On December 7, 2006, City Council approved Council Bill 2006-274 authorizing an ordinance for the creation of a Public Safety Fund for the purpose of providing funding for public safety.

ANALYSIS

As a result of the Council directive of October 5, the following staff members were assigned to review current programs and practices in place and to develop recommendations for consideration:

- Brian Sjothun – City Manager
- Kelly Madding – Deputy City Manager
- Randy Sparacino – Police Chief
- Scott Clauson – Deputy Police Chief
- Brian Fish – Fire Chief
- Matt Brinkley – Planning Director
- Rich Rosenthal – Parks & Recreation Director
- Sam Barnum – Building Safety Director
- Cory Crebbin – Public Works Director

The group detailed efforts the City currently has underway to enhance the safety of the downtown area along with the Bear Creek Greenway:

- **Health and Safety Operations on the Greenway (Police)**
 - Enforcement of no camping ordinance along the Bear Creek Greenway
 - Ability to link violators to services including Veteran's
 - Cost of \$11,300 per year through combined efforts of Police and Parks & Recreation
- **Greenway Patrols and Maintenance (Parks & Recreation)**
 - Bear Creek Greenway Joint Powers Agreement
 - Jackson County provides patrols and some maintenance along the 7 miles that are within the City jurisdiction
 - Cost of \$68,000 per year and is within the Parks & Recreation budget
 - Extensive vegetation removal along the Greenway and Bear Creek corridor
- **Enhanced Police Patrol (Police)**
 - Police department provided extra patrols within the downtown core from August to November 2017 at a cost of \$11,500 through overtime



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➤ **Exclusionary Zone (Police & Municipal Court)**

- Though somewhat controversial, enforcement data from Police indicate that unwanted activities within this zone have decreased since the area expansion.

Staff discussed potential new programs for Council consideration. The team reviewed programs from other cities in developing a recommendation based on the direction provided by Council.

Creation of a Livability Team

After reviewing other similar options that have been established, staff is proposing in to create a Livability Team that is modeled closely to what is in existence in Corvallis. In 2015 the Corvallis Police Department implemented the Community Livability Unit (CLU) which was developed to address chronic criminal behaviors which negatively impact the community and to improve livability. The team was developed out of a voter approved tax levy in 2013 and was expanded in 2017 from a \$400,000 annual grant for three years from Oregon State University.

CLU focuses on addressing neighborhood and community concerns which have a negative impact on livability. The staff work in collaboration with other units within the police department, community groups, and Oregon State University to provide a safe and secure environment for all community members. The team conducts directed foot and bicycle patrols while taking a proactive approach to enforcement.

- 3 Police Officers
- 1 Code Enforcement Officer
- 1 Records Specialist
 - Total Cost = \$560,000 per year

There is an opportunity for the City to apply for funding of the police officer positions through the federal Community Oriented Policing Services (COPS) Grant program. This is a three year partial funding option, and if funded would allow for an evaluation on the effectiveness of the program before deciding on how to continue with this option.

Other Potential Programs

The following ideas are either expansion of current programs or new ideas that could be part of an effort that could be included with the Livability Team concept:

- **Additional Police Patrol** – Provided through an increase in overtime. Specific to areas and only when needed for short durations. Funding could come from an increase to the Police Utility Fee.
- **Health and Safety Operations on Greenway** – Expand to twice per month.
- **Downtown Clean-ups** – Modeled after other cities where funds are provided to non-profits or other business improvement associations to provide clean-up of trash and have a presence in the area during key days and times. Costs for this program have not been developed, but other cities have developed similar programs in the \$200K-\$300K range.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Livability Team Option = \$560,000 per year. Based on the current 38,500 billable units that have been verified by Utility Billing, the annual cost would equal \$14.52 per year or \$1.21 cents per month.

Other financial considerations for the Livability Team is to apply for a federally funded COPS Grant that would provide funding at \$125,000 per year for three years. This would reduce the cost to \$435,000 per year or equal \$11.28 per year or \$.94 cents per month on the Public Safety Fund.



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TIMING ISSUES

There is no immediate timing issue. If Council directs staff to apply for funding this program via COPS Grant and an application would be submitted in the third quarter of 2018.

COUNCIL OPTIONS

- Options A: Direct staff to move forward with preparing the necessary items to increase the Police Public Safety Fund in order to establish a Livability Team.
- Options B: Place on hold all options, but direct staff to apply for COPS Grant funding. If awarded, Council would then increase the Police Public Safety Fund by the necessary amount to cover the entire cost of the program.
- Option C: Refer all matters of discussion to a future study session and provide direction to staff on other information that Council would like to review.
- Option D: Refer program to the Budget Committee for review as a budget issue for the 2019-21 biennial budget.

STAFF RECOMMENDATION

Staff is recommending Option B as CFM Strategic Communications, contract lobbying firm, has indicated that such grant application for COPS Grant funding should score highly and addresses many of the priority areas for the program.

SUGGESTED MOTION

Based on the discussion and direction provided by Council to staff.

EXHIBITS

None