



## Medford City Council Meeting

# Agenda

September 21, 2017

6:00 P.M.

Medford City Hall, Council Chambers  
411 West 8<sup>th</sup> Street, Medford, Oregon

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10. **Roll Call**

20. **Recognitions, Community Group Reports**

20.1 Employee Recognition

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 Proclamations

Childhood Cancer Awareness Month – September 2017

Ethan Frank Day – September 22, 2017

Jim Hutchins Day – October 1, 2017

40. **Public Hearings**

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

40.1 COUNCIL BILL 2017-97 - CONTINUED - An ordinance vacating a portion of Belknap Road, located south of the intersection of Garfield Street and Center Drive. (SV-17-039) Land Use, Quasi-Judicial

50. **Approval or Correction of the Minutes of the August 17, 2017 Regular Meeting**

60. **Consent Calendar**

60.1 COUNCIL BILL 2017-110 A resolution accepting the petition initiating the vacation of a portion of Myers Lane and the adjacent public utility easements located within the Stewart Meadows Planned Unit Development. (SV-17-069)

60.2 COUNCIL BILL 2017-111 An ordinance awarding a contract in an amount of \$235,854.92 to Upper Rogue Excavation to construct sidewalk improvements for the Neighborhood Infrastructure Improvement Project.

60.3 COUNCIL BILL 2017-112 A resolution adopting amendments to the Street Materials Standards List.

60.4 COUNCIL BILL 2017-113 An ordinance awarding a contract in an amount not to exceed \$418,046.88 to Diamond Parking Services, LLC, for parking enforcement services in the Downtown Business District.

**70. Items Removed from Consent Calendar**

**80. Ordinances and Resolutions**

- 80.1 COUNCIL BILL 2017-114 An ordinance authorizing execution of an Agreement with Medford Parks and Recreation Foundation, Crystal Springs Development Group, and the City of Medford for development, reimbursements, and conveyance of Village Center Park.
- 80.2 COUNCIL BILL 2017-115 A resolution adopting a Vision and Mission Statement for the City of Medford.
- 80.3 COUNCIL BILL 2017-116 A resolution adopting Core Values for the City of Medford.
- 80.4 COUNCIL BILL 2017-117 A resolution adopting 2017-19 Biennial Goals for the City of Medford.

**90. Council Business**

- 90.1 Proclamations issued:
  - Medford Sports Hall of Fame Day - September 23, 2017
- 90.2 Cemetery Commission Appointment

**100. City Manager and Staff Reports**

- 100.1 Quarterly Financial Report by Alison Chan
- 100.2 Further reports from City Manager

**110. Adjournment**



# CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.1

www.ci.medford.or.us

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

**AGENDA SECTION:** Public Hearing  
**MEETING DATE:** September 21, 2017

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## **COUNCIL BILL 2017-97 - CONTINUED**

An ordinance vacating a portion of Belknap Road, located south of the intersection of Garfield Street and Center Drive. (SV-17-039)

### **SUMMARY AND BACKGROUND**

The applicant (C.A.Galpin) submitted an application to vacate a portion of right-of-way located on Belknap Road just west of Center Drive and southeast of Garfield Street. The Planning Commission held a hearing on this matter on July 13, 2017. A letter was submitted by an adjacent property owner's attorney the day of the Commission hearing stating their objection to the vacation and potential financial damages. The letter indicated the adjacent owner had a majority of the frontage to be vacated. The statute (Oregon Revised Statute 271.080) provides the language to calculate the extent of the real property affected by the vacation. Staff was unable to indicate at the hearing, with certainty, if the property owner who filed the objection did have a majority of the frontage based on the statute. Staff requested a continuance of the matter to the following Planning Commission meeting.

Upon review of the statute and the City's noticing requirements, staff also identified a noticing error. The extent of the noticing boundary did not extend far enough to inform other property owners of the application. Because of this noticing error, Planning staff requested a second continuance from the Planning Commission until August 24, 2017, in order to re-notify adjacent property owners and research the items raised with the objections.

As a result of the objections received, the applicant submitted a revised proposal to vacate a smaller area of Belknap Road. The original proposal consisted of 0.96 acres while the revised proposal is 0.38 acres. The objector's attorney submitted a letter supporting the revised proposal and eliminating the prior objections and claims of damages.

At the Planning Commission meeting on August 24, 2017, the Commission forwarded a favorable recommendation to the City Council for the proposed street vacation. (SV-17-039)

### **PREVIOUS COUNCIL ACTIONS**

On June 1, 2017 – Resolution No. 2017-048 – Council approved a resolution initiating the vacation application and establishing a hearing date of August 17, 2017, for consideration of the matter. Staff asked for a continuance from the August 17, 2017 meeting date to September 21, 2017, in order to correct a procedural error in the noticing and finalize the Planning Commission proceedings.

### **ANALYSIS**

In order for a city to vacate right-of-way it must be determined that local and state requirements are met. The proposal must comply with the City of Medford's Comprehensive Plan, including the Transportation System Plan. In regards to this proposal, this portion of Belknap Road is an unimproved local access road that is not needed as part of any current or future transportation purposes. The other components necessary for approval relate to Oregon Revised Statute 271.130. If it is determined that the owners of the majority of an affected area object in writing or if the vacation will substantially affect the market value of an affected property, a street vacation cannot be approved unless the City pays for damages. In this case, the applicant revised the proposal by reducing the area to be vacated. By doing so, the only objector submitted a letter in support of the vacation. Staff has determined both City and State requirements are met.



# CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.1

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The Planning Commission held three hearings on the matter between July and August of 2017. At their meeting on August 24, 2017, the Commission forwarded a favorable recommendation to the City Council for approval of the proposed street vacation.

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

None.

## **TIMING ISSUES**

None.

## **COUNCIL OPTIONS**

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

## **STAFF RECOMMENDATION**

Staff recommends approval of the street vacation.

## **SUGGESTED MOTION**

I move to adopt the ordinance authorizing the vacation of a portion of Belknap Road as recommended by the Planning Commission.

## **EXHIBITS**

Ordinance

Planning Commission Report, including Exhibits A-S

ORDINANCE NO. 2017-97

AN ORDINANCE vacating a portion of Belknap Road, located south of the intersection of Garfield Street and Center Drive.

WHEREAS, the City Council of the City of Medford, Oregon, by Resolution No. 2017-48 initiated proceedings for the vacation; and

WHEREAS, the City Council fixed 7:00 p.m. on August 17, 2017, 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 City Recorder has given notice of the time and place for said hearing as required by law; and

WHEREAS, the date for hearing any objections to the proposed vacation of said area was continued, to 6:00 p.m. on September 21, 2017, in the Medford City Council Chambers, 411 W. 8<sup>th</sup> St., Medford, Oregon, as the time and place for hearing any objections to the proposed vacation of said area; 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 Commission Report dated September 21, 2017, 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 a portion of Belknap Road, located south of the intersection of Garfield Street and Center Drive, described in Exhibit "A" and Exhibit "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 an easement retained for any existing public utilities.

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 \_\_\_\_\_, 2017.

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

\_\_\_\_\_  
Mayor

APPROVED \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor

State of Oregon     )  
County of Jackson    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, 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:

TELEPHONE  
541-772-2782

JAMES E. HIBBS, PLS



L.J. FRIAR & ASSOCIATES P.C.

CONSULTING LAND SURVEYORS

P.O. BOX 1947  
PHOENIX, OR 97535

FAX  
541-772-8465

ljfriar@charter.net

RECEIVED

AUG 21 2017

PLANNING DEPT.

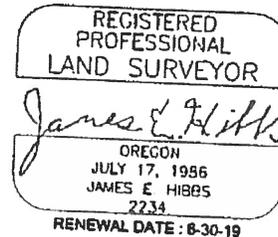
LEGAL DESCRIPTION  
City of Medford File #SV-17-039

Commencing at the Northeast corner of Donation Land Claim No. 46, Township 37 South, Range 1 West, Willamette Meridian, Jackson County, Oregon; thence South 72°35'51" West (record South 72°54' West), 41.80 feet; thence South 50°57'13" West, 1358.02 feet (record South 51°16' West, 1360.2 feet) to the Southwest corner of Parcel 2 per Volume 365, Page 352, Jackson County Deed Records; thence along the West line thereof, North 15°26'46" West (record North 15°09' West), 541.83 feet to the Northeast corner of Belknap Road; thence along the Northerly line thereof, South 72°37'00" West, 310.08 feet; thence South 72°29'36" West, 92.53 feet to the Southwesterly line of Center Drive set forth in Document No. 2006-013916, Official Records of Jackson County, Oregon; thence continue along said Northerly line, South 72°37'22" West, 118.24 feet to the Westerly line of Parcel 1 per Volume 365, Page 352, said Deed Records and the true point of beginning; thence South 72°37'22" West, 305.95 feet to the Southeasterly right of way line of Garfield Street as monumented and shown on Survey No. 21255 in the Office of the Jackson County Surveyor; thence along said right of way line along the arc of a 761.81 foot radius curve to the left having a central angle of 11°56'25", a distance of 158.76 feet (the long chord of which bears North 46°52'42" East, 158.47 feet) to the South line of Lot 17 of SOUTH GATEWAY CENTER SUBDIVISION, according to the official plat thereof, now of record, in Jackson County, Oregon; thence along the South line thereof, North 72°34'49" East, 184.97 feet to the Southeast corner of said Lot 17; thence along the East line of said SOUTH GATEWAY CENTER SUBDIVISION, South 00°07'49" West, 72.32 feet to the true to the true point of beginning. Containing 16470 square feet or 0.38 acres, more or less.

Basis of Bearings: Survey No. 21982.

See also Exhibit Map.

PORTION OF BELKNAP ROAD  
TO BE VACATED  
371W32B  
Galpin Gang, LLC  
15-217  
August 21, 2017

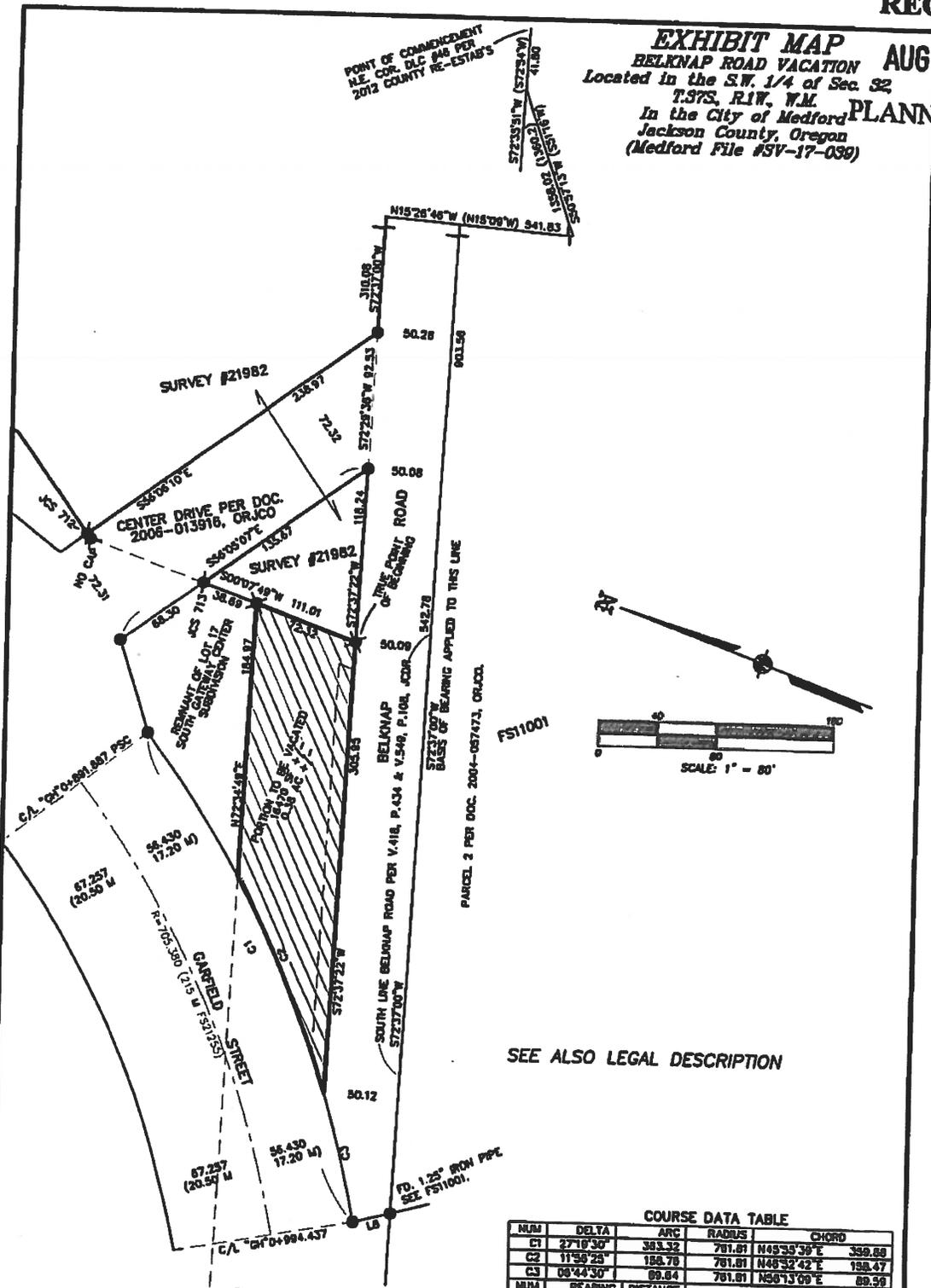


RECEIVED

**EXHIBIT MAP**  
**BELKNAP ROAD VACATION**  
 Located in the S.W. 1/4 of Sec. 32  
 T.37S, R.1W, W.M.  
 In the City of Medford  
 Jackson County, Oregon  
 (Medford File #SV-17-039)

AUG 16 2017

PLANNING DEPT.



FS11001

SEE ALSO LEGAL DESCRIPTION

COURSE DATA TABLE

NUM	DELTA	ARC	RADIUS	CHORD
C1	27°10'30"	383.32	781.81	N49°39'39"E 338.68
C2	11°56'28"	186.78	781.81	N48°32'42"E 188.67
C3	03°44'30"	89.64	781.81	N66°13'09"E 89.59
NUM	BEARING	DISTANCE		

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REGISTERED PROFESSIONAL LAND SURVEYOR  
*James E. Hibbs*  
 OREGON  
 JULY 17, 1988  
 JAMES E. HIBBS  
 2234  
 RENEWAL DATE: 8-30-19

TITLE: PORTION OF BELKNAP TO BE VACATED  
 ASSESSOR'S MAP #: 371W32B  
 FOR: GALPIN GANG, LLC  
 744 CARDLEY, SUITE 100  
 MEDFORD, OR 97504

L.J. FRIAR & ASSOCIATES P.C.  
 CONSULTING LAND SURVEYORS  
 P.O. Box 1947, Phoenix, OR 97535  
 Phone: (541) 772-2782  
 Email: ljfriar@charter.net

DATE: 17 JULY 2017  
 SCALE: 1 inch = 80 feet  
 DRAWN BY: JDI  
 CHK BY:  
 ORIGIN:  
 ROTATION: 290°  
 JOB#: 18217M  
 Sheet 1 of 1.



## CITY COUNCIL REPORT

for a Class-B decision: Street Vacation

Project Belknap Street Vacation  
Applicant: Southside Center, LLC

File no. SV-17-039

To City Council for September 21, 2017 hearing

From Sarah Sousa, Planner IV

Reviewer Carla Angeli Paladino, Principal Planner

Date September 21, 2017

### BACKGROUND

#### Proposal

Consideration of a request to vacate a portion of Belknap Road, located south of the intersection of Garfield Street and Center Drive



### History

The segment of Garfield Street, east of South Pacific Highway, was known as Belknap Road until after the South Interchange project in 2009. The only portion remaining of Belknap Road is an unimproved segment off of Garfield Street, approximately 900 linear feet in length.

### Authority

This proposal is a Class-B application for vacation of public right-of-way. The Planning Commission is authorized to recommend, and the City Council to approve vacations under Medford Municipal Code Sections 10.102–122, 10.165, and 10.185.

## **ISSUES AND ANALYSIS**

### Background

An application to vacate a portion of Belknap Road was submitted in March of 2017. The submittal included a letter requesting that City Council initiate the vacation process. The City Council initiated the vacation on June 1, 2017 by Resolution No. 2017-048.

### Jurisdiction

The City Surveyor questioned the jurisdiction of this portion of Belknap Road during his review of the proposal since there is no record of a jurisdictional transfer from Jackson County to the City of Medford. However, local access roads do not generally go through the jurisdictional transfer process. It is the position of Jackson County Roads Department that per ORS 368.031, the County no longer has jurisdiction. Oregon Revised Statute 368.031 describes local access roads outside any city limits as under the jurisdiction of the governing county. The subject road is within the city limits, therefore, no longer under county jurisdiction, according to the interpretation by Jackson County Roads. **Exhibit M**

### Ownership

Another item of concern by the City Surveyor was that a portion of the road may be owned in fee by Jackson County. This was confirmed by the Property Manager at the Jackson County Clerk's Office. If there is a portion owned in fee by Jackson County, they may sell the subject portion of right-of-way after the vacation process is complete. Ultimately, the Jackson County Assessor's office will review the vacated portion of right-of-way and determine how the land will be distributed to abutting properties.

### Planning Commission Hearing

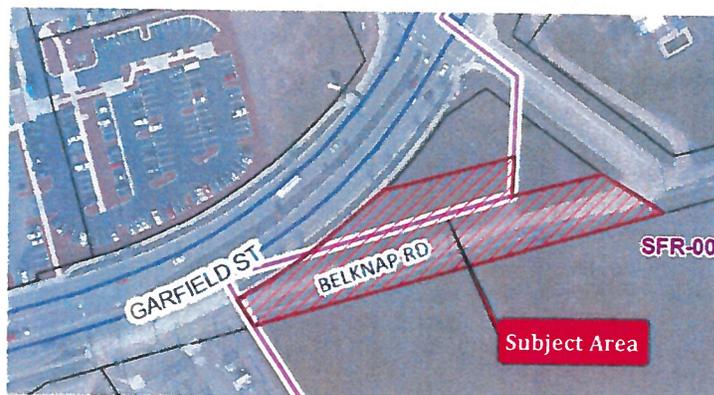
On the day of the first Planning Commission hearing on July 13, 2017, a letter of objection was submitted by the attorney of property owners adjacent to the proposed vacation. The letter explains the Kolln property (Tax Lot 200 of the Jackson County Assessor's map 371W32C) would be substantially damaged by the vacation of Belknap Road as it would reduce development opportunities. **Exhibit L**

The original staff report recommended approval of the street vacation. However, with the new objection, staff needed time to evaluate whether the proposal met the approval criteria in regards to Criterion #2 and ORS 271.130. The Planning Commission granted a continuance in order to give time for this analysis.

### Affected Area and Market Value (original proposal)

ORS 271.130 describes the process in which right-of-way can be vacated when initiated by a city. A city cannot vacate right-of-way if the property owners of the majority of the affected area object in writing. Planning staff created a map to show the affected area as described in ORS 271.080. Based upon the affected area, the Kolln's property encompasses approximately 42.7 percent, which is less than the majority. However, it should be noted that the Kolln's property does have the most frontage on the right-of-way to be vacated as the property abuts all 900 feet of Belknap Road. **Exhibit N**

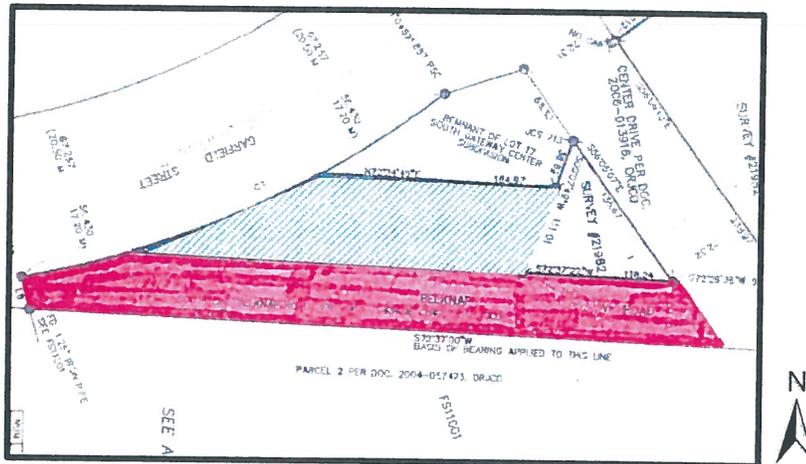
The letter of objection stated the Kolln property could be substantially damaged by the proposed vacation and described the value of the property loss. ORS 271.130 requires cities to pay for such damages if a street vacation substantially affects the market value of any affected property. Although it may be argued that the Kolln's property may actually benefit from the right-of-way vacation due to the possibility of gaining land and not having to pay to improve the road as part of any future development, the City does not want to pay for damages as part of vacating right-of-way. Therefore, it couldn't be determined that Criterion #3 was met with the original proposal.



Original proposal

### New Proposal

The applicant submitted a letter on July 20, 2017 and a new proposal as a result of the Kolln's objection. The proposal still allows for a 50-foot wide portion of Belknap Road to remain along the Kolln's property and requests a vacation of the northernmost portion of right-of-way totaling approximately 0.38 acres. The exhibit map below shows the new proposed area to be vacated in the hatched section. **Exhibit P**



The Kolln's attorney submitted a new letter on August 14, 2017 supporting the revised proposal and eliminating the prior objections and claims of damages. **Exhibit Q**

### Agency Comments

The following agencies did not have any concerns or issues with the proposal: Medford Fire Department, Medford Building Department, Medford Parks & Recreation Department, Medford Police Department, Avista Gas, Charter Communications, Centurylink, Rogue Disposal, Rogue Valley Transit District, Oregon Department of Transportation (ODOT), and Jackson County Roads.

Comments, including conditions of approval, were submitted by Medford Public Works Department, Medford Water Commission, and Pacific Power. Pacific Power and Public Works request utility easements over the existing right-of-way. As currently conditioned, utility easements would cover the entire vacated area. This means nothing could be built within the vacated area unless the applicant provides a document from each of the utilities stating the easement is not needed. **Exhibits E, G, & R**

### Committee Comments

The Bicycle and Pedestrian Advisory Committee (BPAC) reviewed the vacation application on May 8, 2017. The Committee had no comments regarding the subject request.

## **PLANNING COMMISSION RECOMMENDATION**

Based on the findings and conclusions that all of the approval criteria are met or are not applicable, the Planning Commission forwarded a favorable recommendation to the City Council for approval of the street vacation per the City Council Report dated September 14, 2017, including Exhibits A through S including the following conditions of approval:

1. Comply with the Public Works Report, related to the reservation of a public utility easement over the vacated area (Exhibit E);
2. Comply with the Medford Water Commission Memo (Exhibit G);
3. Comply with the Pacific Power email and maps, related to the reservation of a power line easement (Exhibit R).

## **EXHIBITS**

- A Staff's Findings of Fact
- B Legal description of area proposed for vacation
- C Map showing area proposed for vacation
- D Applicant's Findings of Fact received March 22, 2017
- E Medford Public Works Department Staff Report received June 7, 2017
- F Medford Fire Department Report received June 7, 2017
- G Medford Water Commission Memo and Facility Map received August 28, 2017
- H City Surveyor comments received May 5, 2017
- I Jackson County Road Department Letter received May 10, 2017
- J Aerial Photo received March 22, 2017
- K Jackson County Assessor's Map received March 22, 2017
- L Letter of objection from Stuart Foster received July 13, 2017
- M Email from Mike Kuntz at Jackson County Roads received June 12, 2017
- N Affected Area Map (original proposal)
- O Affected Area Map (revised proposal)
- P Letter from C A Galpin received July 20, 2017
- Q Letter of acceptance from Stuart Foster received August 14, 2017
- R Email and maps from Pacific Power received August 28, 2017
- S Letter from Avista Utilities received August 29, 2017  
Vicinity map

## **CITY COUNCIL AGENDA: SEPTEMBER 21, 2017**

# Exhibit A

## Findings of Fact (prepared by staff)

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The criteria that apply to vacations are in Medford Municipal Code Section 10.202.

*Vacation Criteria. A request to vacate shall be approved by the approving authority (City Council) when the following criteria have been met:*

**Criterion (1): Compliance with the Public Facilities Element of the Comprehensive Plan, including the Transportation System Plan.**

**Findings: Satisfied.** A review of the goals and policies in the Comprehensive Plan that relate to public facilities, transportation and the Transportation System Plan (TSP) do not specifically address the topic of right-of-way vacation.

The subject right-of-way is classified as a local access road and is not shown on any of Medford's circulation plans. And since the South Medford Interchange has been completed, this segment of right-of-way is not required as part of any current or future plans for street improvement projects. It is currently a dirt road that is not actively used for transportation purposes.

**Conclusion:** Since the goals and policies of the comprehensive plan are silent on right-of-way vacations, using the comprehensive plan directly for approval is unnecessary in this instance. This right-of-way is not needed as part of any current or future street circulation plan. Therefore, the criterion has been satisfied.

**Criterion (2): If initiated by petition under ORS 271.080, the findings required by ORS 271.120.**

**Findings: Not applicable.** The application was not initiated by petition per the requirements in ORS 271.080(2); therefore the findings required by ORS 271.120 are not applicable.

**Conclusion:** This criterion is not applicable to the project.

**Criterion (3): If initiated by the Council, the applicable criteria found in ORS 271.130.**

**Findings: Satisfied.** The City Council initiated the vacation on June 1, 2017. Consents have been provided by two of the three adjoining property owners. The majority of the right-of-way adjoins the Kolln's property (Tax Lot 200 of Jackson County Assessor's Map 371W32C). With the revised proposal, the Kolln's attorney submitted a letter stating it is acceptable.

It is not anticipated that the vacation will substantially affect the market value of any abutting property. They will all continue to have access to a public road from Center Drive or the remaining portion of Belknap Road.

**Conclusion:** The only objection in writing has been replaced with a letter of acceptance by an abutting property owner's attorney. There have been no other objections submitted and a substantial effect in market value positively or negatively is not likely. The criterion is satisfied.

# Exhibit B

## Legal Description

TELEPHONE  
541-772-2782

JAMES E. HIBBS, PLS



**L.J. FRIAR & ASSOCIATES P.C.**

CONSULTING LAND SURVEYORS

P.O. BOX 1947  
PHOENIX, OR 97535

FAX  
541-772-8465

*ljfriar@charter.net*

LEGAL DESCRIPTION  
City of Medford File #SV-17-039

Commencing at the Northeast corner of Donation Land Claim No. 46, Township 37 South, Range 1 West, Willamette Meridian, Jackson County, Oregon; thence South 72°35'51" West (record South 72°54' West), 41.60 feet; thence South 50°57'13" West, 1356.02 feet (record South 51°16' West, 1360.2 feet) to the Southwest corner of Parcel 2 per Volume 365, Page 352, Jackson County Deed Records; thence along the West line thereof, North 15°26'46" West (record North 15°09' West), 541.83 feet to the Northeast corner of Belknap Road; thence along the Northerly line thereof, South 72°37'00" West, 310.08 feet; thence South 72°29'36" West, 92.53 feet to the Southwesterly line of Center Drive set forth in Document No. 2006-013916, Official Records of Jackson County, Oregon; thence continue along said Northerly line, South 72°37'22" West, 118.24 feet to the Westerly line of Parcel 1 per Volume 365, Page 352, said Deed Records and the true point of beginning; thence South 72°37'22" West, 305.95 feet to the Southeasterly right of way line of Garfield Street as monumented and shown on Survey No. 21255 in the Office of the Jackson County Surveyor; thence along said right of way line along the arc of a 761.81 foot radius curve to the left having a central angle of 11°56'25", a distance of 158.76 feet (the long chord of which bears North 46°52'42" East, 158.47 feet) to the South line of Lot 17 of SOUTH GATEWAY CENTER SUBDIVISION, according to the official plat thereof, now of record, in Jackson County, Oregon; thence along the South line thereof, North 72°34'49" East, 124.97 feet to the Southeast corner of said Lot 17; thence along the East line of said SOUTH GATEWAY CENTER SUBDIVISION, South 00°07'49" West, 72.32 feet to the true to the true point of beginning. Containing 16470 square feet or 0.38 acres, more or less.

Basis of Bearings: Survey No. 21982.

See also Exhibit Map.

PORTION OF BELKNAP ROAD  
TO BE VACATED  
371WS2B  
Galpin Gang, LLC  
15-217  
August 21, 2017





## Exhibit D

### Applicant's Findings of Fact

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#### FINDINGS OF FACTS

RECEIVED  
MAR 22 2017  
PLANNING DEPT.

##### Criteria 1.

1. That the vacation complies with the Public Facilities Element of the Comprehensive plan, including the Transportation System Plan.

##### Applicants Response:

After reviewing the Public Facilities and Transportation System plans of the Comprehensive Plan, the applicant finds the following facts to be true:

- a) The vacation lies within the City of Medford's Urban Growth Boundary.
- b) The vacation is bordered on three sides by City of Medford commercial zoned land and Jackson County residential land (SFR-00) on the remaining side.
- c) The physical facilities necessary to support the vacated property, including water service, sanitary sewer collection and treatment and storm water management are in place.
- d) The vacated property has access to public services that include fire protection, law enforcement, solid waste management, schools and health services.
- e) The property has access to and complies with the City of Medford's Transportation System Plan.

##### Criteria 2.

2. If initiated by petition under ORS 271.080 per ORS 271.120, the City Council must determine the following:

- a. For a plat vacation or part thereof: that two-thirds of the affected property owners consent in writing. Affected property owners are all owners of property embraced within the plat or part thereof.

For a street or alley vacation: that 100 percent of the abutting property owners and two-thirds of the affected property owners consent in writing. Affected property owners are owners of all land lying on either side of the street or alley proposed to be vacated and extending laterally to the next street that serves as a parallel street not to exceed 200 feet, and within 400 feet of the terminus of the part of the street or alley to be vacated.

- b. That the required notice has been given.

##### Applicants Response:

The above is not applicable because the subject street vacation will not be initiated by petition as described in ORS 271.080 per ORS 271.120. Instead the vacation will be initiated by the by Council on its own motion as described in ORS 271.130 which is explained below in Criteria 3

Criteria 3:

3. If initiated by the City Council under ORS 271.130, the City Council must determine the following;
  - a. That more that 50 percent of the affected property owners do not object in writing;  
and,
  - b. That the vacation will not substantially affect the property value of any abutting property, or if the vacation will substantially affect the market value of any abutting property where the owner objects, the City will provide for paying damages.

Applicants Response:

As evidenced by the attached Written Consent of Owners, all lands to the North and East of the portion of Belknap Road to be vacated represent in excess of two thirds of the ownership of all real property deemed potentially affected by a vacation initiated by the Council under ORS 271.130. The ownership of these properties feel that the vacation will not substantially affect the market value of their property that would require the City to be responsible for any damages as required under ORS 271.130.

# Exhibit E

## Public Works Report



*Continuous Improvement Customer Service*

**CITY OF MEDFORD**

LD Date: 6/7/2017  
File Number: SV-17-039

### **PUBLIC WORKS DEPARTMENT STAFF REPORT** **Belknap Road Street Vacation**

**Project:** Consideration of a request to vacate the remaining portion of Belknap Road, located south of the intersection of Garfield Street and Center Drive.

**Applicant:** C.A. Galpin, Applicant. Sarah Sousa, Planner IV, Long Range Division.

Public Works concurs with the request to vacate the subject existing right-of-way, with the condition that an easement over the entire area shall be reserved for public utilities that exist therein. The easement shall include the right to access, maintain, and construct these utilities within the easement area. No structures shall be built over the easement area.

Prepared by: Doug Burroughs

P:\Staff Reports\SV\2017\SV 17-039 Belknap Road Street Vacation\SV-17-039 Staff Report.docx

Page 1

PUBLIC WORKS DEPARTMENT  
ENGINEERING & DEVELOPMENT DIVISION

200 S IVY STREET  
MEDFORD, OREGON 97501

TELEPHONE (541) 774-2100  
FAX (541) 774-2552

# Exhibit F

## Fire Department Report



### Medford Fire Department

290 S. Ivy Street, Room #150  
Medford, OR 97501  
Phone: 774-2300; Fax: 541-774-2514;  
E-mail [www.fire.ci.medford.or.us](http://www.fire.ci.medford.or.us)

### LAND DEVELOPMENT REPORT - PLANNING

To: Sarah Sousa

LD Meeting Date: 06/07/2017

From: Fire Marshal Kleinberg

Report Prepared: 05/26/2017

File #: SV - 17 - 39

**Site Name/Description:**

Consideration of a request to vacate the remaining portion of Belknap Road, Located south of the intersection of Garfield Street and Center Drive. Applicant; C.A. Galpin. Planner; Sarah 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 G

### Revised Medford Water Commission Memo & Facility Map



BOARD OF WATER COMMISSIONERS

### Staff Memo

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

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

**SUBJECT:** SV-17-039 (Revised)

**PARCEL ID:** 371W30AC TL 2500

**PROJECT:** Consideration of a request to vacate the remaining portion of Belknap Road, located south of the intersection of Garfield Street and Center Drive.

**DATE:** August 28, 2017 (Revised)

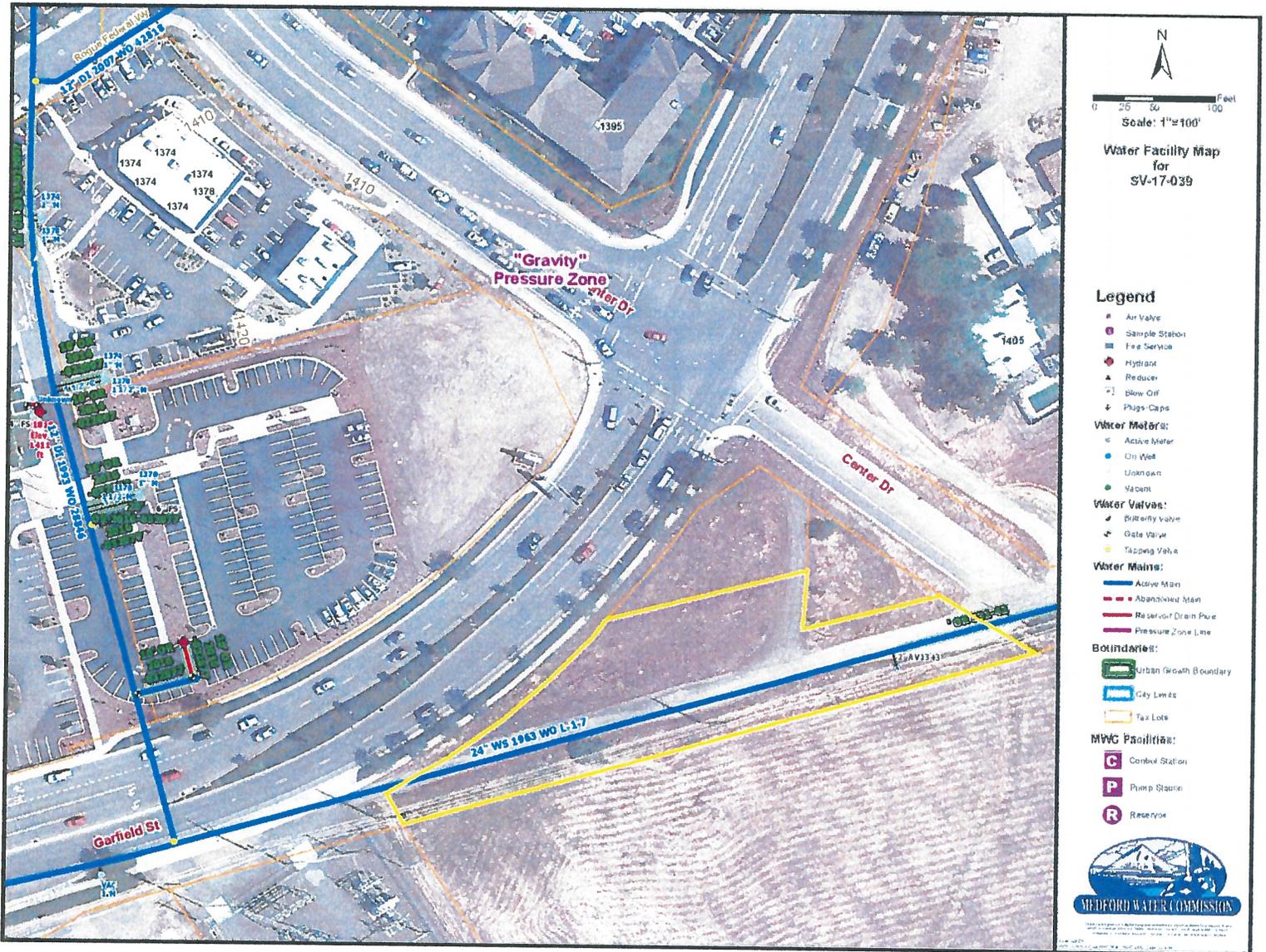
I have reviewed the above plan authorization application as requested. Conditions for approval and comments are as follows:

#### CONDITIONS

1. Applicant or applicant's civil engineer shall coordinate with MWC Engineering department for intended use within this right-of-way vacation.
2. MWC requires that in-lieu of an easement, that the remaining surplus right-of-way be designated as a "Street Vacation" for the continued utility use within this designated area.

#### COMMENTS

1. MWC-metered water service does not exist to this property.
2. Access to MWC water lines is available. There is an existing 24-inch water transmission line that exists across a portion of this "public right-of-way". The water transmission line is currently located within an easement per OR 531-42. This water transmission line shall be protected in place.



# Exhibit H

## City Surveyor Comments



### CITY OF MEDFORD MEMORANDUM

To: Jon Proud, Engineering  
From: Sarah Sousa  
Date: May 3, 2017  
Subject: Legal Description (File No. SV-17-039)

Please verify the attached legal description covering the below subject at your earliest convenience. See attached map.

1. SV-17-039 (C.A. Galpin Southside Center LLC, Applicant).

*Sarah, Please see redlines on attached DESC & EXH MAP. Please forward to applicant for revision.*

*② It is not clear to me who (City/City) has jurisdiction of this road.*

cp  
Attachments

*THE LAST VACATION WITH THESE CIRCUMSTANCES I REMEMBER IS PUM STREET JOB 2009-35035/2010-2397 IN WHICH THE STREET WAS VACATED BY CITY & COUNTY.*

*Thanks, Jon 5/5/17*

*"Working with the Community to Shape a Vibrant and Exceptional City"*

# Exhibit I

## Letter from Jackson County Roads



**JACKSON COUNTY**  
*Roads*

**Roads  
Engineering**

**Kevin Christiansen**  
*Construction Manager*

200 Antelope Road  
White City, OR 97503  
Phone: (541) 774-6228  
Fax: (541) 774-6255  
Christike@jacksoncounty.org  
[www.jacksoncounty.org](http://www.jacksoncounty.org)

May 9, 2017

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

RE: Street Vacation for Belknap Road – a city maintained section of road.  
Planning File: SV-17-039.

Dear Sarah:

Thank you for the opportunity to comment on the consideration of a request for the vacation of 41,776 square feet of surplus street right-of-way located at the southeast corner of the intersection of Garfield Street and Center Drive. Jackson County Roads has no comment.

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

Sincerely,

  
Kevin Christiansen  
Construction Manager

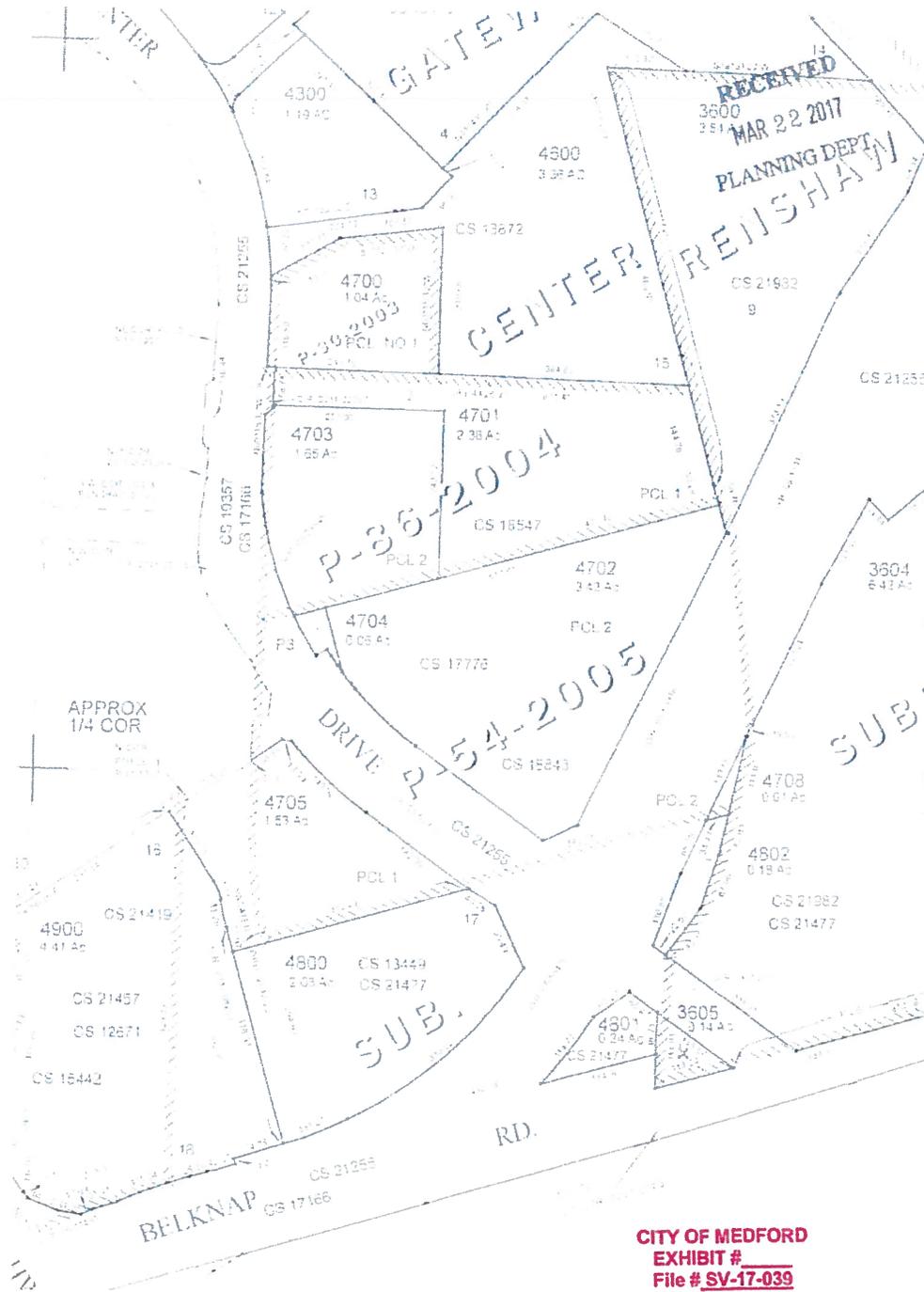
# Exhibit J

## Aerial Photograph (submitted by applicant)



# Exhibit K

## Jackson County Assessor's Map (submitted by applicant)



# Exhibit L

## Letter of objection from Kolln's Attorney Stuart Foster

KAREN C. ALLAN  
JASON M. ANDERSON  
ERIC R. FOSTER  
STUART F. FOSTER  
TIMOTHY L. JACKLE  
GERALD M. SHEAN III  
PAUL F. MCCLAY

  
FOSTER DENMAN LLP  
ATTORNEYS AT LAW  
3521 EAST BARNETT ROAD  
P.O. BOX 1667  
MEDFORD, OR 97501  
TELEPHONE 541-770-5466 FAX 541-770-6502

LISA M. RAHM  
PLANS AND PROBATE  
ADMINISTRATOR

L. ESTELA RODRIGUEZ  
STATE ACCOUNTANT

July 13, 2017

RECEIVED

JUL 13 2017

PLANNING DEPT.

**Hand Delivered**

City of Medford Planning Commission  
200 South Ivy Street  
Lausmann Annex, Room 240  
Medford, OR 97501

Re: Project: Belknap Road Vacation – File# SV-17-039

Dear Planning Commission Members:

This office represents Michael T. Kolln, trustee of the Michael T. Kolln Revocable Living Trust dated September 15, 2004 and Jennifer C. Kolln, trustee of the Jennifer C. Kolln Revocable Living Trust dated September 15, 2004 (collectively, the "Kollns"), the owners of the real property known as Tax Lot 200, Assessor's Map Number 371W32C, more particularly described in Exhibit "A" attached to and made a part of this letter (the "Kollns' Property").

The Kollns first became aware of the proposed vacation upon receiving notice of the vacation proceedings. Neither the City nor the Applicants contacted the Kollns prior to the initiation of the vacation process.

The Kollns hereby object to the vacation of Belknap Road. The Kollns' Property has a majority of the frontage on the portion of Belknap Road proposed to be vacated.

The Kolln Property will be substantially damaged by the vacation of Belknap Road. Belknap Road is adjacent to the entire northern boundary of the Kollns' Property. At a minimum, it is forty (40) feet in width and provides a public street to the Kollns' Property and contains public utilities within its right-of-way. The effect of losing a public street to a major portion of the northern boundary of the Kollns' Property will require them or future owners to provide for more roadway area within their property, thereby reducing the developable square feet by a minimum of 10,000 square feet, which currently has a value of \$16.00/sq. foot. In addition, the elimination of the public street access along the northern border of the Kollns' Property will reduce the development opportunities, thereby reducing the value of the Property. For example, the Applicants have not

City of Medford Planning Commission  
July 13, 2017  
Page 2

requested the vacation of Belknap Road east of Center Drive and their proposed development will utilize Belknap Road for access to their property.

We respectfully request that the Planning Commission recommend to the City Council that the Application for the Vacation of Belknap Road be denied.

Very truly yours,



Stuart E. Foster

SEF: cln

Cc: Clients

EXHIBIT "A"

Real property in the County of Jackson, State of Oregon, described as follows:

BEGINNING AT A POINT ON THE NORTH LINE OF THAT TRACT OF LAND DESCRIBED IN VOLUME 76, PAGE 510, JACKSON COUNTY, OREGON, DEED RECORDS, SAID POINT BEING SOUTH 72°54' WEST, 1286.99 FEET (DEED RECORD = 1288.9 FEET) FROM THE NORTHEAST CORNER OF DONATION LAND CLAIM NO. 46, IN TOWNSHIP 37 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, JACKSON COUNTY, OREGON, THENCE SOUTH 15°06'37" EAST 501.54 FEET (DEED RECORDS = SOUTH 15°09' EAST, 502.0 FEET), TO THE NORTH LINE OF EL REY SUBDIVISION, A RECORDED PLAT OF JACKSON COUNTY, OREGON; THENCE SOUTH 51°16'32" WEST, ALONG SAID NORTH LINE, 690.87 FEET; THENCE NORTH 35°13'16" WEST, 795.94 FEET (DEED RECORD = NORTH 35°13'50" WEST, 796.27 FEET); THENCE NORTH 72°56'23" EAST, 907.22 FEET TO THE POINT OF BEGINNING

SAVE AND EXCEPT THAT PART CONVEYED TO JACKSON COUNTY FOR PUBLIC ROAD DESCRIBED IN VOLUME 418, PAGE 434 AND IN VOLUME 549, PAGES 108 AND 109, JACKSON COUNTY, OREGON, DEED RECORDS.

NOTE: THIS LEGAL DESCRIPTION WAS CREATED PRIOR TO JANUARY 01, 2008

## Exhibit M

### Email from Mike Kuntz at Jackson County Roads

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**Subject:** FW: Vacation of Belknap Road

**From:** Mike Kuntz [mailto:KuntzM@jacksoncounty.org]  
**Sent:** Monday, June 12, 2017 11:56 AM  
**To:** Alex T. Georgevitch; Jon M. Proud  
**Cc:** 'crasamg@hotmail.com'; John Vial  
**Subject:** Vacation of Belknap Road

Alex and Jon,

Sam Gressett visited me this morning to discuss the vacation of Belknap Road. Sam stated he was in the middle of the Medford vacation process and there was a question by Medford as to whether Medford has jurisdiction to perform the vacation.

Belknap Road was a County local access road prior to its annexation by Medford. It is the position of Jackson County that per ORS 368.031, Jackson County no longer has jurisdiction because the road is no longer outside a city. Thus, Jackson County believes Medford has jurisdiction to vacate Belknap Road.

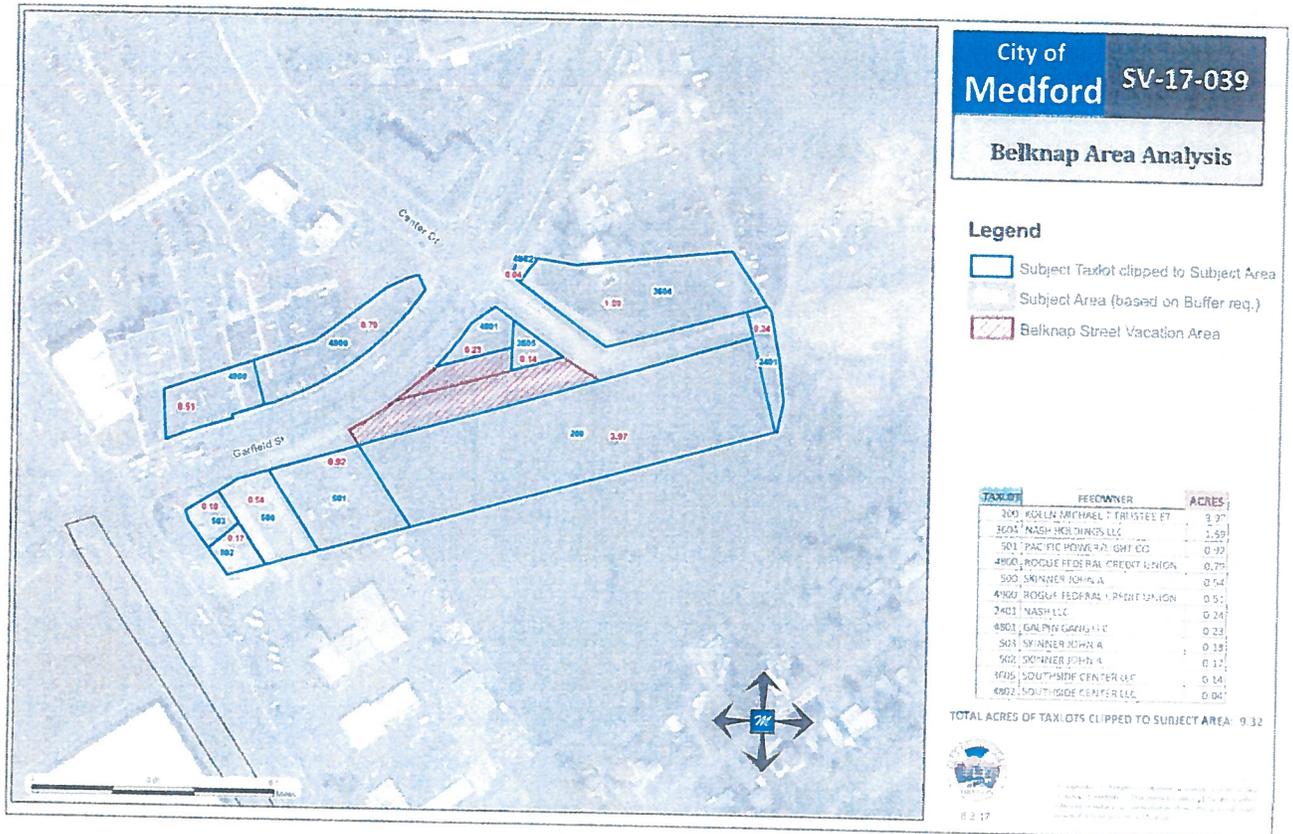
If Medford disagrees with this position, then Jackson County would be willing to process the vacation as well to avoid hanging up the development. Per ORS 368.361, both city and county would have to independently process the vacation. The County approval of the vacation would likely state that County believes County approval is unnecessary but is granted in order to remove any ambiguity.

Let me know if Medford wishes any further involvement by County in this process.

Mike

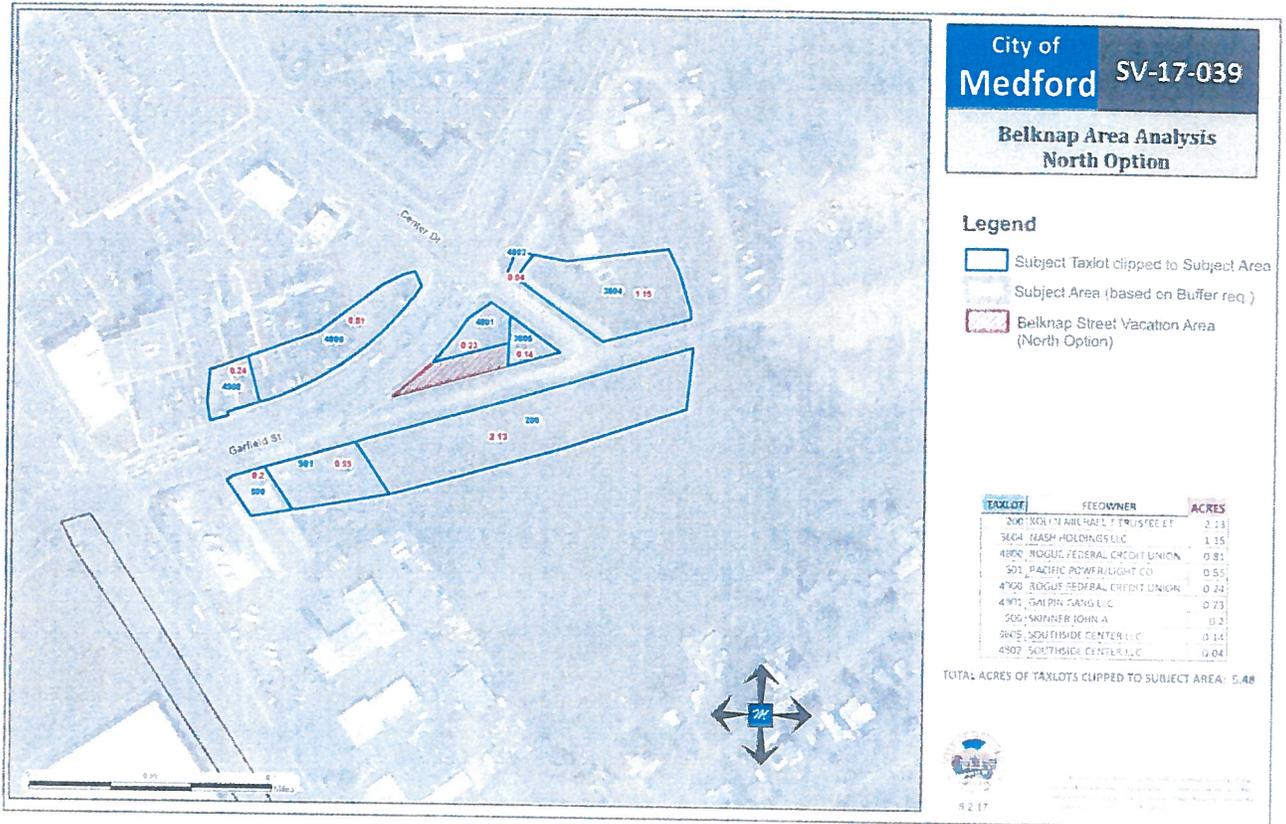
# Exhibit N

## Affected Area Map Based on ORS 271.080 (original proposal)



# Exhibit O

## Affected Area Map Based on ORS 271.080 (revised proposal)



## Exhibit P

### Letter from C A Galpin with revised proposal

RECEIVED

JUL 20 2017

PLANNING DEPT.

South Center LLC  
744 Cardley Ave, Ste 100  
Medford OR 97504

Reference: Hearing Dated 7/13/2017, 5:30 p.m. Concerning the vacation of Belknap Road.

Dear Council Members and City Staff,

Thank you for the review of the requested vacation and the continuance for the requested additional information. We have also enclosed a response to the letter of opposition that we received at the hearing. Also included is an alternative solution to the matter if you so decide.

#### A. Ownership of Property Frontage.

In the testimony given at the hearing, it was stated that the opposing property owner (Kolln) controlled in excess of 50% of the lineal frontage of the area requested for vacation, therefore, an automatic denial of the vacation was appropriate. Please find enclosed (Exhibit A) a map provided by a licensed Oregon Surveyor showing that such claim is not correct. Kolln's frontage is 542.78 feet of the 1,205.40 feet of the lineal frontage. Therefore, the matter should continue.

#### B. Future Access

A statement was made that drawings of roads onto the neighboring parcel (Kolln) were presented to staff and was considered inappropriate. Please note, it is a requirement by the City of Medford when requesting a vacation that the applicant provide to staff, proof that connectivity to all inboard properties can be provided and in a manner that is equal to or superior to the existing right-of-way's. These Exhibits are conceptual only and can be altered by a property owner and City Staff. No road design on the Kolln property was intended, other than to display to staff that there is the ability to provide connectivity. There is, however, certain roads that cannot be altered, such as the intersection of Garfield and Center Drive. This intersection is an ODOT controlled facility including the existing extension of Center Drive that was designed to provide access for the area.

When Center Drive intersects with the existing remnant of right-of-way requested to be vacated, it creates an intersecting curve of approx. 135 degrees. If not redesigned, this would require a driver to look back over their shoulder in order to see oncoming traffic traveling down a major collector. Such an intersection is not considered safe. This is precisely why South Center did not use any portion of the existing right-of-way that would interfere with the construction of a safe intersection.

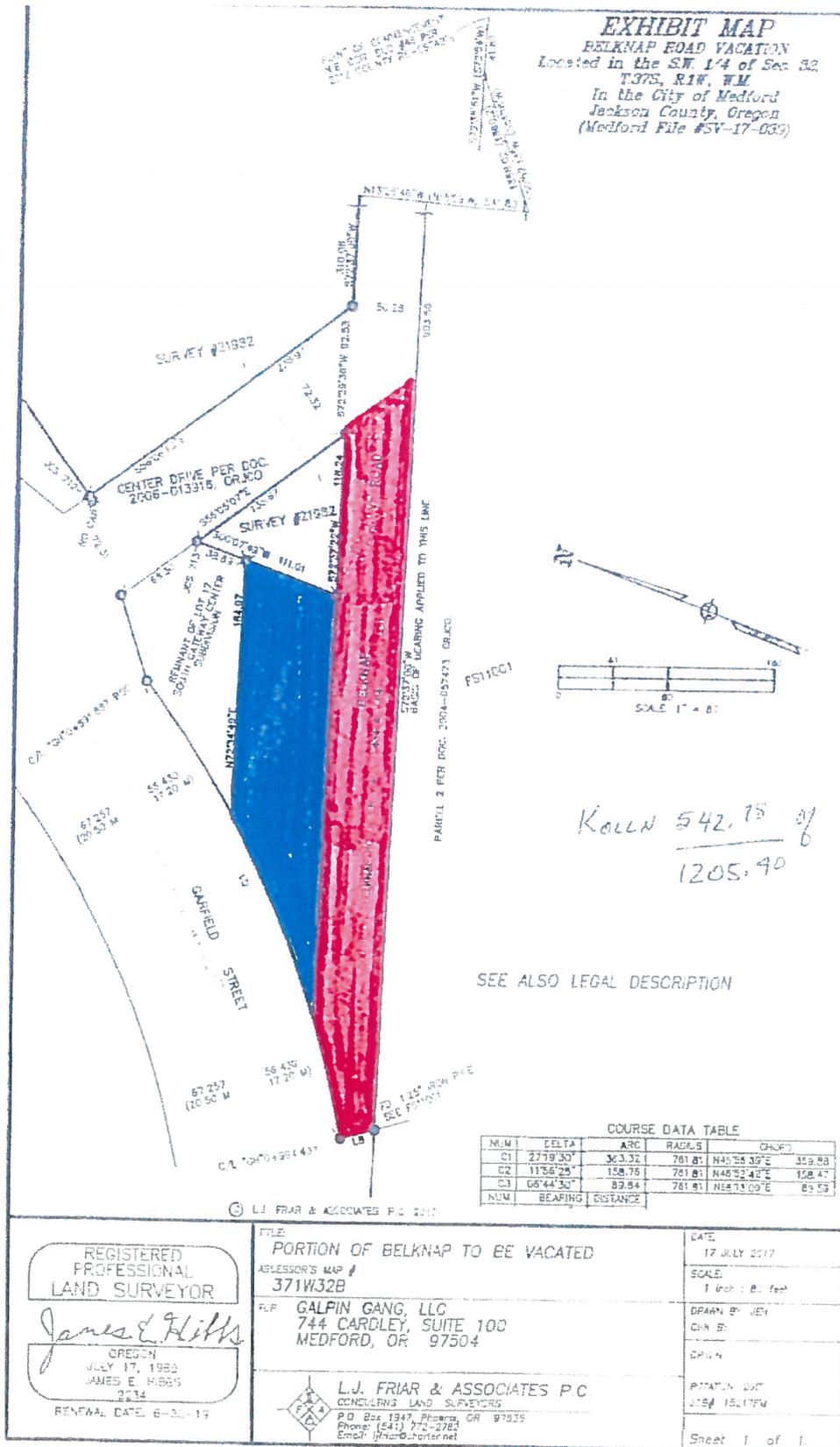
South Center and the other adjoining property owners do not want to interfere with the Kolln property if they have the desire to use the existing right-of-way as part of their access plan. This plan will need to deal with the existing easements in the old right-of-way including overhead transmission lines, City of Medford main water transmission line, (all which must remain) and the noted difficult intersection. Therefore, we would like to propose an alternate solution which would leave the existing road portion of the right-of-way in place. Included in Exhibit A, there is an area shown in **blue** that would not be needed for a future roadway. The area for a future roadway is shown in **pink**. We would request that if the vacation is not the whole then we request the vacation of the area (in **blue**). The Kolln property does not have any frontage on the remnant piece (in **blue**). It would involve only the adjoining property owners which support this alternate solution. This remnant piece (in **blue**) combined with the adjoining properties would allow for the development of this area. A large portion of this area would be for landscaping along Garfield to the existing Center Drive intersection, and then, as part of the South Center project onto the ramps of Interstate 5. This frontage is also the South entrance to our city from Interstate 5. A landscaped entrance would be much more appealing than the weed patch that currently exists. This alternative solution would satisfy all parties while leaving existing right-of-way (in **pink**) in place for whatever vision the Kolln property may have concerning the use of the old right-of way.

Thank you for your consideration,

Respectfully yours,



C.A. Galpin



## Exhibit Q

### Letter of acceptance from the Kolln's Attorney Stuart Foster

KAREN C. ALLAN  
GASON M. ANDERSON  
ERIC R. FOSTER  
STUART E. FOSTER  
TIMOTHY L. JACKLE  
GERALD M. SHEAN III  
PAUL F. McCLAY

  
FOSTER DENMAN LLP  
ATTORNEYS AT LAW  
3521 EAST BARNETT ROAD  
P.O. BOX 1667  
MEDFORD, OR 97501  
TELEPHONE 541-770-5466 FAX 541-770-6502

LISA M. RAHM  
TRUST AND PROBATE  
ADMINISTRATOR  
L. ESTELA RODRIGUEZ  
STATE ACCOUNTANT

August 14, 2017

**RECEIVED**

AUG 14 2017

PLANNING DEPT.

Via Email

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

[Sarah.sousa@cityofmedford.org](mailto:Sarah.sousa@cityofmedford.org)

Re: Concerning the Vacation of Belknap Road

Dear Sarah:

This letter confirms our conversation of August 14, 2017, which I advised you that my clients, Michael and Jennifer Kolln, are in receipt of a letter from C.A. Galpin to the City of Medford in which he proposes that the vacation of Belknap Road be limited to the portion shown in blue on the enclosed exhibit map. The portion shown in red on the exhibit map would not be vacated.

Mr. Galpin's alternate proposal of only vacating the portion identified in blue on the exhibit map is acceptable to my clients.

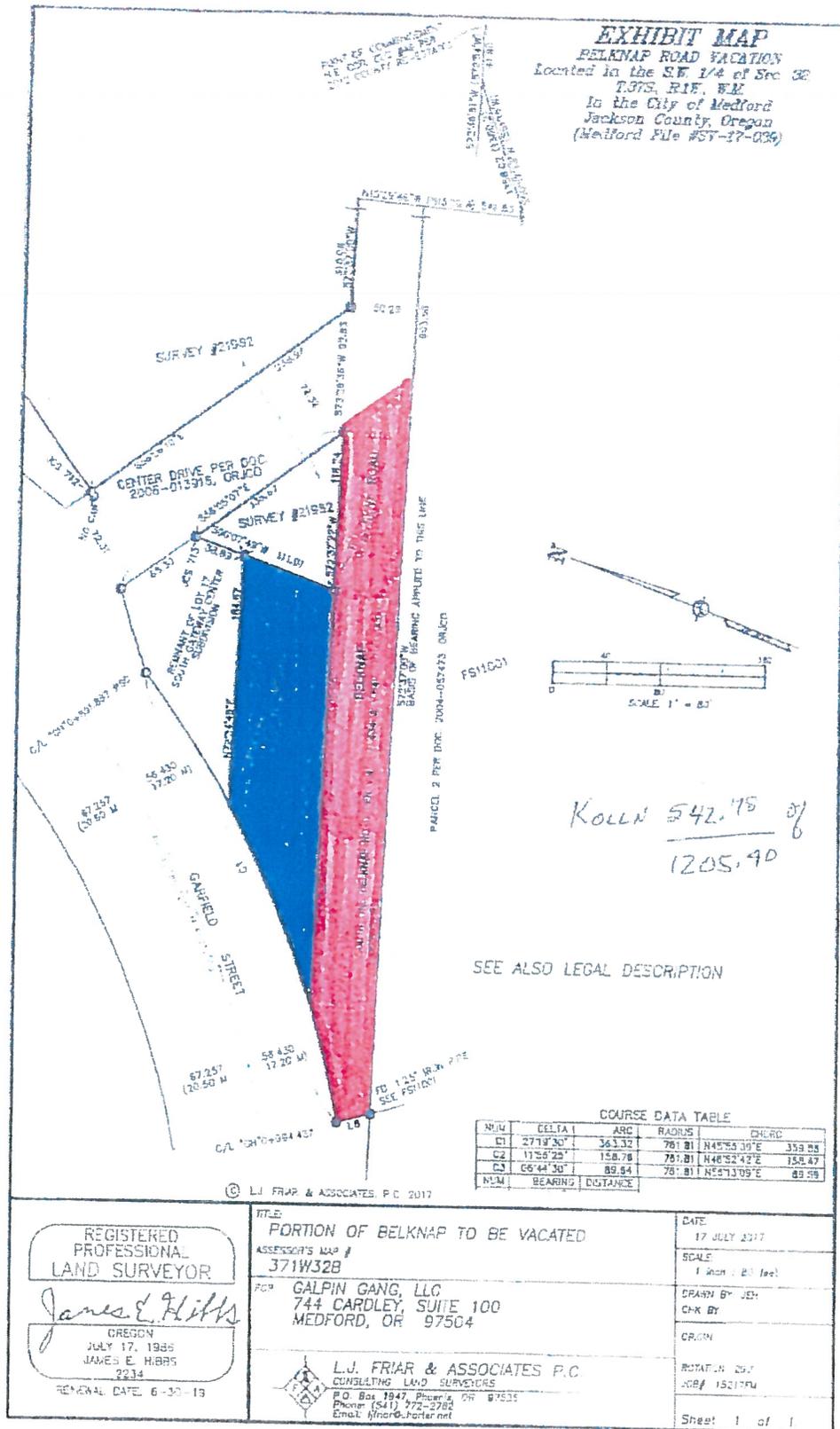
Very truly yours,



Stuart F. Foster

SEF: cln  
Enclosure

Cc: Clients



## Exhibit R

### Email and maps from Pacific Power

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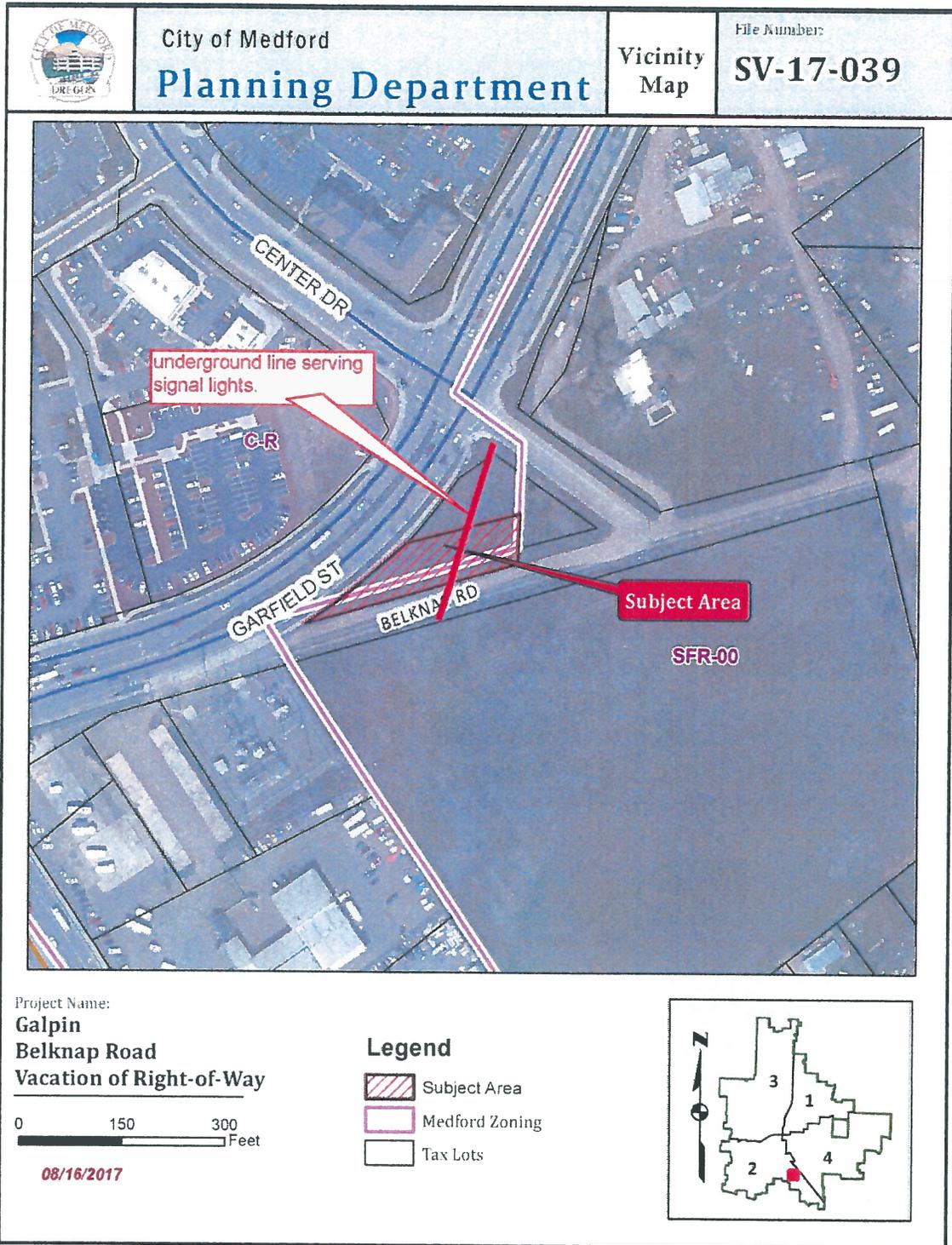
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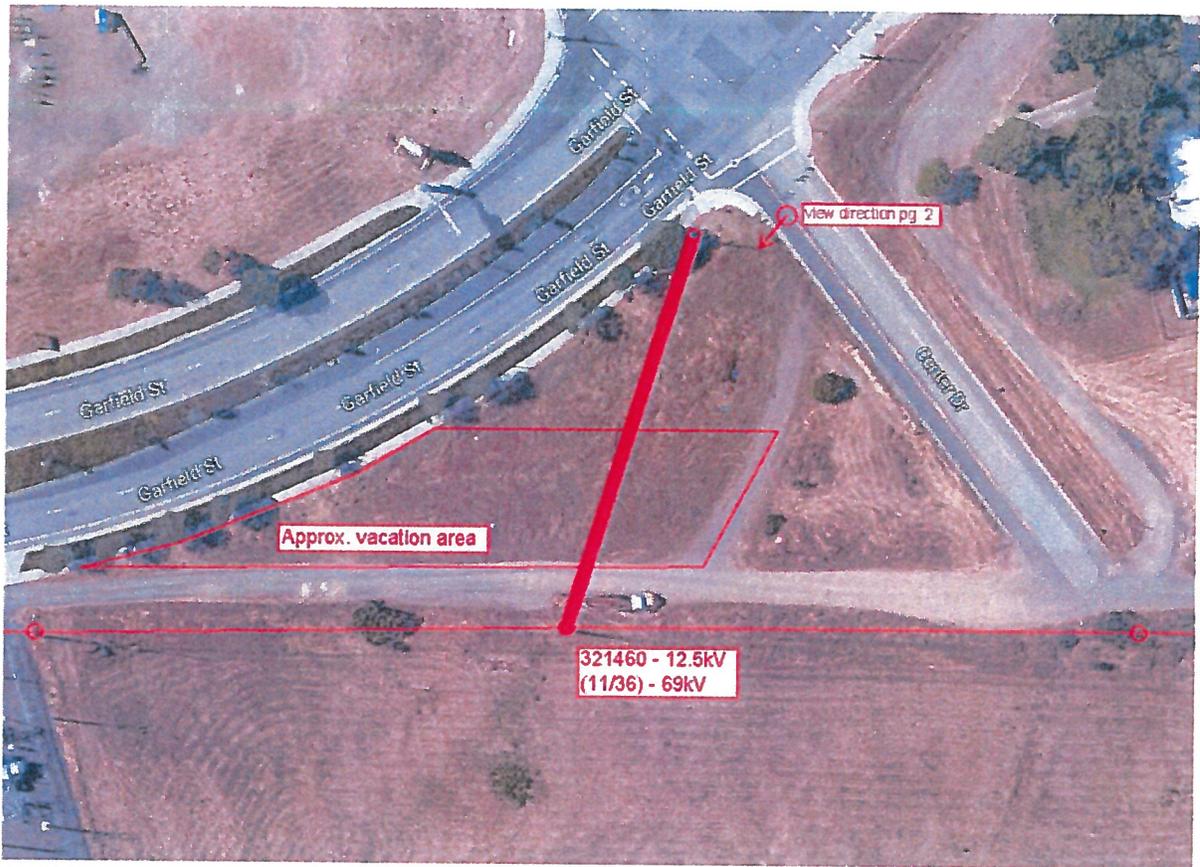
**From:** Mease, Scott <Scott.Mease@pacificorp.com>  
**Sent:** Monday, August 28, 2017 3:22 PM  
**To:** Sarah K. Sousa  
**Subject:** RE: Belknap right of way vacation  
**Attachments:** Belknap Street vacation.pdf

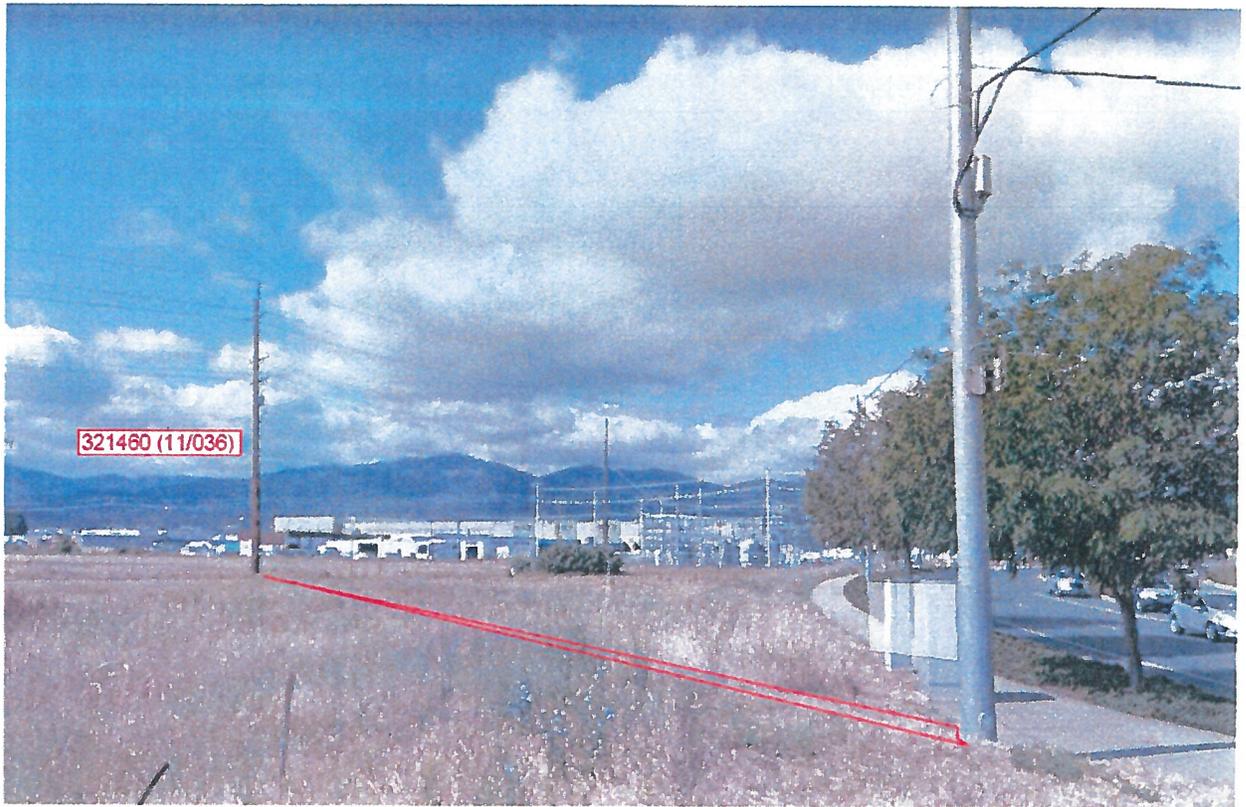
Sarah,

I am still waiting for review by field ops but in the meantime, attached is a better annotated aerial image of the vacation. PPL would ask for a 10 foot wide easement (five feet either side of center) for the underground line as well as a restriction on building in the easement area and the right to enter the property to maintain the line. Let me know if this is enough for your report. I will let you know if Medford operations has anything to add.

Scott Mease  
503.813.7115



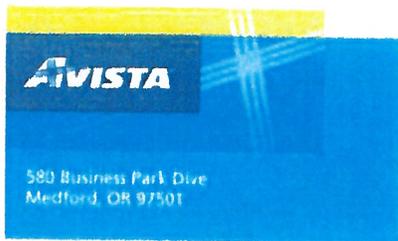




## Exhibit S

### Letter and map from Avista Utilities

---



August 29<sup>th</sup>, 2017

To

Kelly Akin, City of Medford Planning Department  
Jack Galpin, Galpin Gang LLC

From

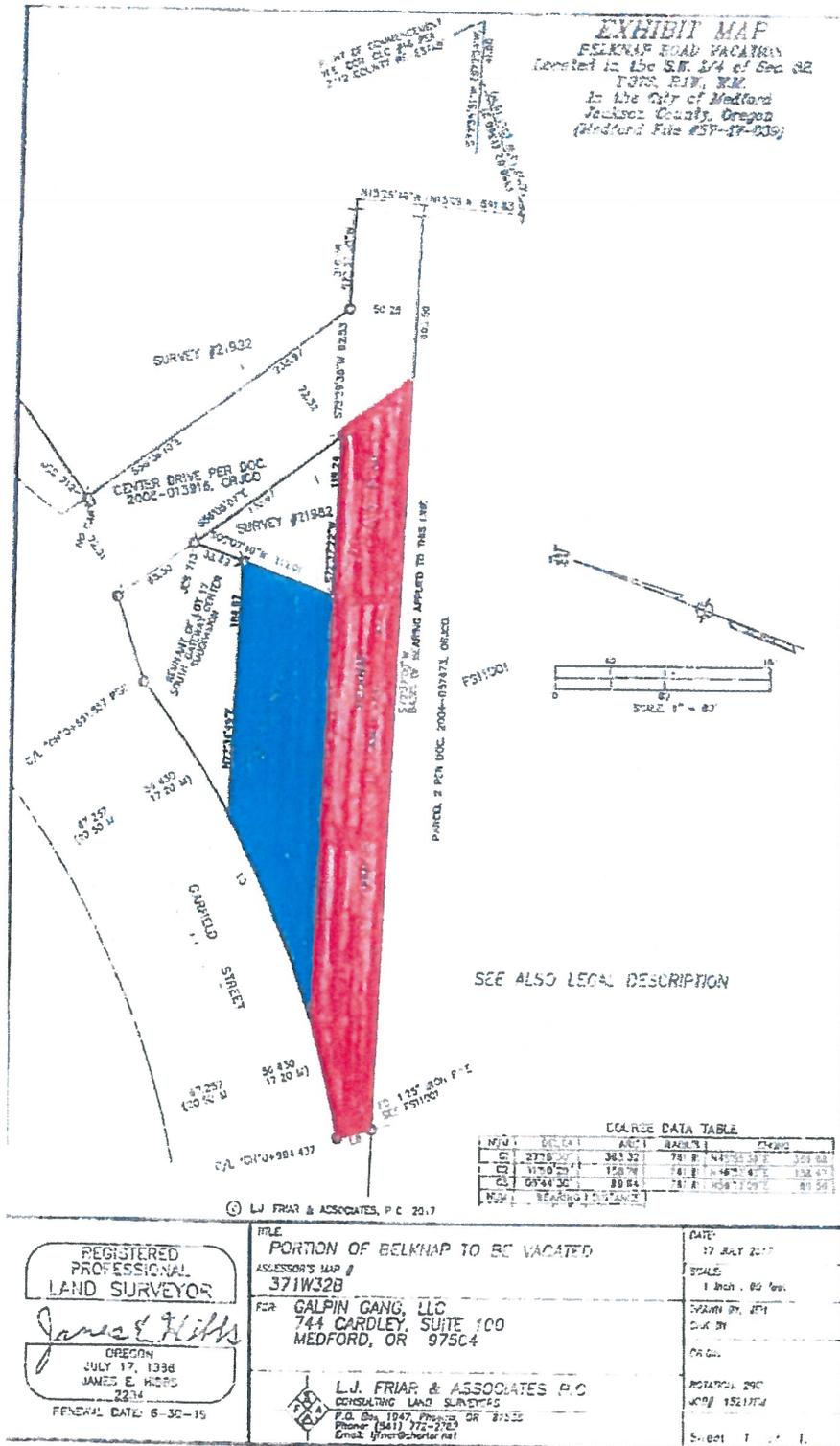
David McFadden  
Avista Utilities  
580 Business Park Drive  
Medford OR. 97504

SUBJECT Vacation of Garfield Right of Way and Easements  
within the "BLUE" area shown on the attachment.

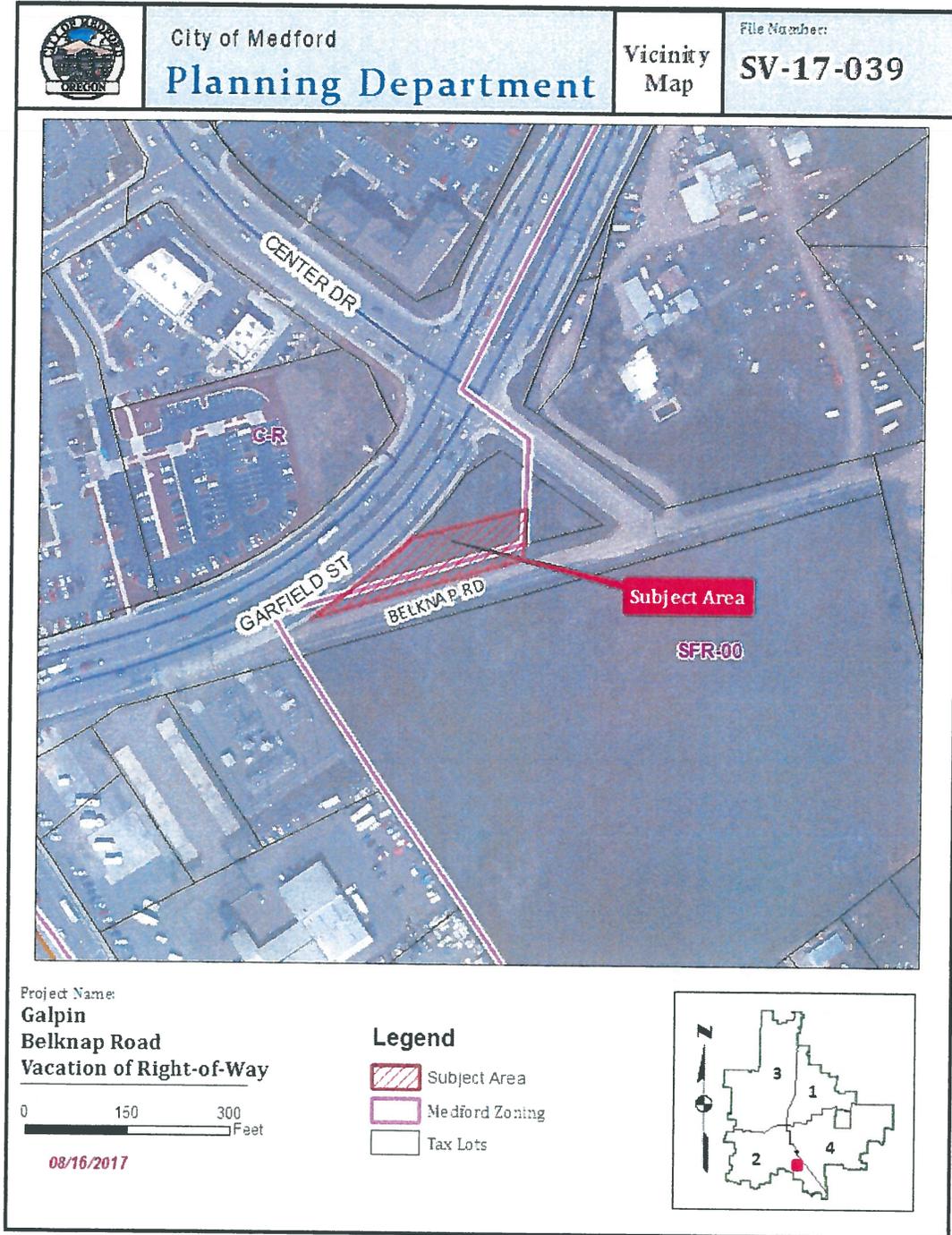
To whom it may concern:

Since Avista has no current natural gas facilities within the area in question, and has no reason to maintain any historical easement right that may exist within the area, and is confident that should Avista be asked to serve new a development in or adjacent to this area, that the owners at that time will provide any new easements as required or asked for; AVISTA declares that there is no easement required within the affected area shown in BLUE.

A handwritten signature in black ink, appearing to read "David McFadden", is written over a light blue circular stamp.



# Vicinity Map



## **EXHIBIT MAPS 11 X 17**

- EXHIBIT C**      **Map of area proposed for vacation**
- EXHIBIT N**      **Affected Area Map (original proposal)**
- EXHIBIT O**      **Affected Area Map (revised proposal)**
- EXHIBIT P**      **Map attached to letter from C A Galpin**



# 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, AICP, CFM, Planning Director

**AGENDA SECTION:** Consent Calendar

**MEETING DATE:** September 21, 2017

---

## **COUNCIL BILL 2017-110**

A resolution accepting the petition initiating the vacation of a portion of Myers Lane and the adjacent public utility easements located within the Stewart Meadows Planned Unit Development. (SV-17-069)

## **SUMMARY AND BACKGROUND**

A resolution setting a public hearing date for the vacation of a portion of Myers Lane and the adjacent public utility easements. The area to be vacated is located at Garfield Street and extends north approximately 1,743 feet.

## **PREVIOUS COUNCIL ACTIONS**

No previous Council actions have been identified for this item.

## **ANALYSIS**

KOGAP Enterprises has submitted a petition to vacate a portion of Myers Lane. The portion of Myers Lane proposed to be vacated is located within the Stewart Meadows Village Planned Unit Development (PUD), a mixed-use commercial and residential community located on the old KOGAP mill site in South Medford, originally approved in 2007. An approved revision to the PUD in 2009 included a proposed realignment of Myers Lane correcting an existing offset of the Myers Lane intersection across Garfield Street. The Site Plan and Architectural Commission (SPAC) approved the applicant's request for the development of 134 multi-family dwelling units to be located west of the new Myers Lane alignment on August 18, 2017, which included a condition of approval requiring that the applicant obtain approval for the vacation of the existing Myers Lane right-of-way prior to the issuance of building permits for the development. The existing Myers Lane has been closed throughout the construction of the new Myers Lane realignment, with construction close to completion. The approval of the subject vacation, and the subsequent completion of the new Myers Lane realignment, will allow for the reopening of this street connection between Garfield Street and Stewart Avenue after being closed for over a year.

As the applicant has initiated the request by petition, the Council need not initiate the proceedings. Under ORS 271.100, the governing body may deny the petition after notice to the petitioners, but if there appears to be no reason why the petition should not be allowed in whole or in part, a time for a formal hearing shall be fixed. As the Planning Commission has approved the realignment via a land use process, there is no apparent reason to deny the petition. This decision will simply set the public hearing date of October 19, 2017.

KOGAP owns 100% of the area affected by the vacation request. If approved, ownership of the vacated areas will revert as described in ORS 271.140. Typically, vacated lands attach to the properties that dedicated the right-of-way. The applicant owns property adjacent to the proposed vacation. The Jackson County Assessor's office makes the final decision on ownership after vacation.

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

None.

## **TIMING ISSUES**

None.

## **COUNCIL OPTIONS**

Approve, modify, or deny the resolution.



**CITY OF MEDFORD**  
**AGENDA ITEM COMMENTARY**

Item No: 60.1

[www.ci.medford.or.us](http://www.ci.medford.or.us)

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**STAFF RECOMMENDATION**

Staff recommends approving the resolution setting the public hearing date of October 19, 2017.

**SUGGESTED MOTION**

I move to approve the resolution setting the public hearing date of October 19, 2017.

**EXHIBITS**

Resolution

Consent to Vacation form with affected tax lot list and Assessor's map showing consents

Vicinity Map

RESOLUTION NO. 2017-110

A RESOLUTION accepting the petition initiating the vacation of a portion of Myers Lane and the adjacent public utility easements located within the Stewart Meadows Planned Unit Development.

WHEREAS, the City Council has determined that a portion of Myers Lane and the adjacent public utility easements located within the Stewart Meadows Planned Unit Development, more particularly described in Exhibits "A," "B," "C," "D," "E," and "F" attached hereto and incorporated herein, be considered for vacation; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON, that the City Council accepts the petition initiating vacation proceedings with regard to the vacation of a portion of Myers Lane and the adjacent public utility easements located within the Stewart Meadows Planned Unit Development, and at 6:00 p.m. on the 19<sup>th</sup> day of October, 2017, in City Hall Council Chambers, 411 W. 8th Street, Medford, Oregon, there shall be a public hearing before the City Council on the question of vacating said property and the City Recorder is directed to give notice of the hearing in accordance with ORS 271.110.

PASSED by the Council and signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

\_\_\_\_\_  
Mayor

~~EXHIBIT A~~

APPLICANT'S  
EXHIBIT  
" 10 "

Commencing at the Northeast corner of Donation Land Claim Number 45, located in Township 37 South, Range 1 West of the Willamette Meridian, Jackson County, Oregon: thence North 89°59'22" West, along the north line of said Donation Land Claim 45, a distance of 1360.48 feet to the Northwest corner of that tract described in Instrument Number 75-03262 of the Official Records of Jackson County, Oregon; thence South 0°03'00" East, along the west line of said tract, a distance of 783.76 feet, to the POINT OF BEGINNING; thence continue South 0°03'00" East, along said west line, a distance of 1743.15 feet, to a point on the north line of that tract described in Instrument Number 00-32491 of said Official Records; thence North 89°59'28" East, along said north line and its easterly extension, a distance of 60.06 feet, to a point on the west line of that tract described in Instrument Number 98-02983 of said Official Records; thence along said west line, along the arc of a curve to the right having a radius of 54.56 feet, a central angle of 2°33'08", a length of 2.43 feet and a long chord bearing and distance of North 1°29'28" West, 2.43 feet, to a point on the east line of said tract described in Instrument Number 75-03262; thence North 0°03'00" West, along said east line, a distance of 1471.75 feet; thence North 24°00'19" West, leaving said east line, a distance of 13.80 feet; thence along the arc of a curve to the right having a radius of 631.50 feet, a central angle of 23°57'19", a length of 264.03 feet and a long chord bearing and distance of North 12°01'40" West, 262.11 feet, to the POINT OF BEGINNING.

Prepared by:  
Terrasurvey, Inc.  
274 Fourth Street  
Ashland, Oregon 97520

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Fred A. Frantz*  
OREGON  
JULY 12, 2003  
FRED A. FRANTZ  
No. 50677

Renewal \_\_\_\_\_

CITY OF MEDFORD  
EXHIBIT # B of 2  
File # SV-17-069

N.W. CORNER  
INST.No.  
75-03262

# EXHIBIT 'B'

N.E. CORNER  
DLC 45

N89°59'22"W 1360.48'

CENTER LINE STEWART AVENUE

CURVE TABLE					
CURVE	RADIUS	LENGTH	DELTA	CHORD BEARING	CHORD LENGTH
C1	54.56'	2.43'	2°33'08"	N01°29'28"W	2.43'
C2	631.50'	264.03'	23°57'19"	N12°01'40"W	262.11'

LINE TABLE		
LINE	BEARING	LENGTH
L1	N89°59'28"E	60.06'
L2	N24°00'19"W	13.80'

POINT OF BEGINNING

S00°03'00"E

1743.15'

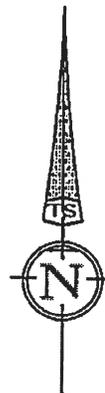
M Y E R S L A N E

N00°03'00"W 1471.75'

INDICATES  
AREA TO BE VACATED



SCALE: 1" = 300'



REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Fred A. Frantz*

OREGON  
JULY 12, 2005  
FRED A. FRANTZ  
No. 50077

Renewal 12-31-17

TERRASURVEY, INC.

PROFESSIONAL LAND SURVEYORS

274 FOURTH STREET  
ASHLAND, OREGON 97520

NORTH LINE  
INST.No. 00-32491

INST.No. 02-61939

GARFIELD

STREET

INST.No. 75-03262 INST.No. 98-02983  
N89°59'28"E 1492.60'

W.N.W. CORNER  
DLC 46

S.E. CORNER  
DLC 45

APPLICANT'S  
EXHIBIT  
"11 3/2"

PUBLIC UTILITY VACATION DESCRIPTION  
FOR INSTRUMENT No. 98-10481

This description is for the vacation of the 15 foot wide public utility easement as described in Instrument Number 98-10481 of the Official Records of Jackson, County, Oregon, being 15 feet wide the western and northern line of which is coincident with the following described line:

Commencing at the southeast corner of Donation Land Claim Number 45 in Township 37 South, Range 1 West of the Willamette Meridian, Jackson County, Oregon; thence South 89°59'28" West, a distance of 972.97 feet, to the eastern line of Myers Lane as described in Instrument Number 75-03262 of the Official Records of Jackson County, Oregon; thence along said eastern line, North 0°20'18" East, a distance of 40.00 feet; thence South 89°59'28" West, a distance of 251.94 feet; thence along the arc of a curve to the right having a radius of 84.59 feet, a central angle of 89°57'32", a length of 132.80 feet and a long chord bearing and distance of North 45°01'46" West, 119.58 feet; thence North 0°03'00" West, a distance of 1074.47 feet to the southwest corner of that tract described in Instrument Number 95-06852 of said Official Records and the POINT OF BEGINNING of the line to be described; thence North 0°03'00" West, a distance of 1409.99 feet, to a point which bears South 0°0'38" West, a distance of 40.00 feet, from the north line of said Donation Land Claim Number 45; thence South 89°59'22" East, parallel with said north line a distance of 433.40 feet, to the southwest corner of that TRACT A as described in Instrument Number 95-04268 of said Official Records; thence South 89°59'22" East, a distance of 54.98 feet to the southeast corner there of and the point of termination of the line described.

Prepared by:  
Terrasurvey, Inc.  
274 Fourth Street  
Ashland, Oregon 97520

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Fred A. Frantz*  
OREGON  
JULY 12, 2003  
FRED A. FRANTZ  
No. 50677

Renewal 12-31-17

# EXHIBIT 'B'

FOR VACATION OF INST.No. 98-10481  
A PUBLIC UTILITY EASEMENT

N.E. CORNER  
DLC 45

S00°00'38"W  
40.00'

N89°59'22"W 1300.44'

CENTER LINE STEWART AVENUE

CURVE TABLE					
CURVE	RADIUS	LENGTH	DELTA	CHORD BEARING	CHORD LENGTH
C1	84.59'	132.80'	89°57'32"	N45°01'46"W	119.58'

LINE TABLE		
LINE	BEARING	LENGTH
L1	N00°20'18"E	40.00'
L2	S89°59'28"W	251.94'
L3	S89°59'22"E	433.40'
L4	S89°59'22"E	54.98'

S00°03'00"E 1409.99'

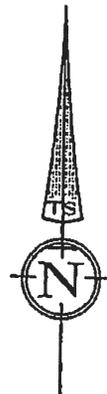
INST.No. 98-10481  
TO BE VACATED

EAST LINE MYERS  
LN. PER INST.No  
75-03262

MYERS LANE

N00°03'00"W 1074.47'

SOUTHWEST CORNER  
INSTRUMENT No. 95-06852



REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 12, 2005  
FRED A. FRANTZ  
No. 50077

SCALE: 1" = 300'    Renewal 12-31-17

**TERRASURVEY, INC.**  
PROFESSIONAL LAND SURVEYORS  
274 FOURTH STREET  
ASHLAND, OREGON 97520

W.N.W. CORNER  
DLC 46

GARFIELD

L2

STREET

S89°59'28"W 972.97'

INST.No. 75-03262  
S89°59'28"W 2002.80'

S.E. CORNER  
DLC 45

APPLICANT'S  
EXHIBIT

- 11/2 -

**PUBLIC UTILITY VACATION DESCRIPTION  
INSTRUMENT No. 95-25760  
EXHIBIT "A" AND A PORTION OF EXHIBIT "B"**

This description is for the vacation of the public utility easements for the installation and maintenance of public utilities, as described in Instrument Number 95-25760, of the Official Record of Jackson County, Oregon and includes Exhibit "A" and a portion of Exhibit "B" of said Instrument Number.

**Exhibit "A"**

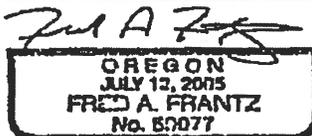
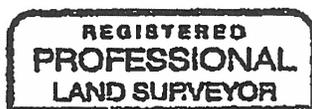
Vacation of an easement for the installation and maintenance of public utilities:  
Commencing at the northeast corner of Donation Land Claim Number 45, located in the Township 37 South, Range 1 West of the Willamette Meridian in Jackson County, Oregon: thence North 89°59'22" West, a distance of 1300.48 feet, to a point which bears North 0°03'00" West, a distance of 40.00 feet, from the Southwest corner of that tract described in Instrument Number 97-45264 of the Official Record of Jackson County, Oregon: thence South 0°03'00" East, along the west line of said tract and the East line of Myers Lane as described in Instrument Number 75-03262 of said Official Record, a distance of 1662.04 feet to the POINT OF BEGINNING; thence South 88°11'45" East, leaving said east line, a distance of 15.01 feet; thence North 0°03'00" West, a distance of 50.03 feet; thence South 88°11'45" East, a distance of 370.28 feet; thence South 78°53'49" East, a distance of 73.45 feet; thence along the arc of a curve to the left, having a radius of 15.00 feet, a central angle of 42°02'12", a length of 11.00 feet and a long chord bearing and distance of North 73°55'29" East, 10.76 feet; thence along the arc of a curve to the right, having a radius of 45.00 feet, a central angle of 30°59'53", a length of 24.35 feet and a long chord bearing and distance of North 68°24'59" East, 24.05 feet; thence North 0°15'34" East, a distance of 15.07 feet; thence along the arc of a curve to the left, having a radius of 60.00 feet, a central angle of 32°35'24", a length of 34.13 feet and a long chord bearing and distance of South 68°12'41" West, 33.67 feet; thence North 78°53'49" West, a distance of 73.05 feet; thence North 88°11'45" West, a distance of 387.20 feet, to the East line of said Myers Lane; thence South 0°03'00" East, a distance of 64.41 feet to the POINT OF BEGINNING.

**A portion of Exhibit "B"**

Vacation of an easement for the installation and maintenance of public utilities:  
Commencing at the northeast corner of Donation Land Claim Number 45, located in the Township 37 South, Range 1 West of the Willamette Meridian in Jackson County, Oregon: thence North 89°59'22" West, a distance of 1300.48 feet, to a point which bears North 0°03'00" West, a distance of 40.00 feet, from the Southwest corner of that tract described in Instrument Number 97-45264 of the Official Record of Jackson County, Oregon: thence South 0°03'00" East, along the west line of said tract and the East line of Myers Lane as described in Instrument Number 75-03262 of said Official Record, a distance of 1662.04 feet to the POINT OF

BEGINNING: thence South 88°11'45" East, leaving said east line, a distance of 15.01 feet; thence South 0°03'00" East, a distance of 861.62 feet; thence along the arc of a curve to the left, having a radius of 39.57 feet, a central angle of 63°18'20", a length of 43.72 feet and a long chord bearing and distance of South 31°41'58" East, 41.53 feet, to a point on the north line of that tract described in Instrument Number 02-61939 of said Official Records; thence along said north line through the following courses; North 89°33'55" West, a distance of 24.10 feet: thence along the arc of a curve to the right, having a radius of 54.56 feet, a central angle of 37°10'12", a length of 35.40 feet and a long chord bearing and distance of North 21°21'08" West, 34.78 feet, to a point on the East line of said Myers Lane; thence North 0°03'00" West, a distance of 862.42 feet, to the POINT OF BEGINNING.

Prepared by:  
Terrasurvey, Inc.  
247 Fourth Street  
Ashland, Oregon 97520



Renewal 12-31-17

# EXHIBIT 'B'

FOR VACATION OF INST.No. 95-25760  
A PUBLIC UTILITY EASEMENT  
EXHIBIT "A" AND A PORTION OF EXHIBIT "B"

N.E. CORNER  
DLC 45

N89°59'22"W 1300.48'

S.W. CORNER CENTER LINE STEWART AVENUE  
INSTR.No.  
97-45264

CURVE TABLE					
CURVE	RADIUS	LENGTH	DELTA	CHORD BEARING	CHORD LENGTH
C1	15.00'	11.00'	42°02'12"	N73°55'29"E	10.76'
C2	45.00'	24.35'	30°59'53"	N68°24'59"E	24.05'
C3	39.57'	43.72'	63°18'20"	S31°41'58"E	41.53'
C4	54.56'	35.40'	37°10'12"	N21°21'08"W	34.78'
C5	60.00'	34.13'	32°35'24"	S68°12'41"W	33.67'

LINE TABLE		
LINE	BEARING	LENGTH
L1	S88°11'45"E	15.01'
L2	N00°03'00"W	50.03'
L3	S88°11'45"E	370.28'
L4	S78°53'49"E	73.45'
L5	N00°15'34"E	15.07'
L6	N78°53'49"W	73.05'
L7	N88°11'45"W	387.20'
L8	S00°03'00"E	64.41'
L9	N89°33'55"W	24.10'

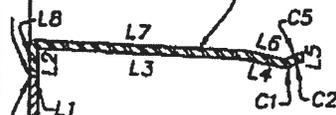
MYERS LANE

60'

S00°03'00"E 1662.04'

EAST LINE MEYERS LN. PER  
INST.No 75-03262

INST.No. 95-25760, EXHIBIT "A"  
TO BE VACATED



PORTION OF INST.No. 95-25760  
EXHIBIT "B"  
TO BE VACATED



REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Fred A. Frantz*  
OREGON  
JULY 12, 2005  
FRED A. FRANTZ  
No. 50077

SCALE: 1" = 300'

Renewal 12-31-17

NORTH LINE  
INST.No.02-61939

**TERRASURVEY, INC.**  
PROFESSIONAL LAND SURVEYORS

274 FOURTH STREET  
ASHLAND, OREGON 97520

PORTION OF INST.No.  
95-25760, EXHIBIT "B"  
SOUTH OF GARFIELD  
RIGHT OF WAY

NORTH LINE  
INST.No. 00-32491

W.N.W. CORNER  
DLC 45

GARFIELD

STREET

S.E. CORNER  
DLC 45

S89°59'28"W 2002.80'



# CITY OF MEDFORD PLANNING DEPARTMENT

## CONSENT TO VACATION

As the property owner(s) of:

Map and Tax Lots as shown on Exhibit "C" attached

APPLICANT'S  
EXHIBIT  
" 7 "

I/We hereby consent to a vacation within the city limits of Medford described as:

An approximate 60-foot by 1743-foot portion of Myers Lane right-of-way as shown on Exhibit "B" and described on Exhibit "A", attached; and abutting Public Utility Easement as shown on Exhibit "D" and described on Exhibit "E"

DATED this 24<sup>TH</sup> day of AUGUST, 20 17.

  
Owner

\_\_\_\_\_  
Owner

8-24-17  
Date

\_\_\_\_\_  
Date

STATE OF OREGON )  
                                  ) ss  
County of Jackson )

On this 24<sup>th</sup> day of August, 20 17, personally appeared

\_\_\_\_\_  
who, being duly sworn did acknowledge the foregoing instrument to be his/her/their voluntary act and deed

Jackson Co. Oregon

Sharon R Neuschwander



Notary Public for Oregon  
My Commission expires 6/25/18

*"Working with the Community to Shape a Vibrant and Exceptional City"*

**Lausmann Annex • 200 South Ivy Street • Medford OR 97501  
Phone (541)774-2380 • Fax (541)618-1708**

"C"

ABUTTING AND AFFECTED TAX LOTS OWNED BY KOGAP ENTERPRISES, INC.

37-1W-31A

2802  
3700  
3800  
3900  
4000

37-1W-31D

200  
400  
401  
500  
800  
900  
1000  
1001

JACKSON COUNTY ASSESSOR MAP  
SHOWING MYERS LANE VACATION  
and  
ABUTTING AND AFFECTED AREAS  
SHOWING CONSENTS

RECEIVED  
JUN 09 2017  
PLANNING DEPT

49-50

49-1

VACATION AREA

ABUTTING AREA

4-7

49-3

AFFECTED AREA

CITY OF MEDFORD  
EXHIBIT #  
File # SV-17-069

APPLICANT'S  
EXHIBIT  
# 5



Project Name:

**Myers Lane  
Street Vacation**

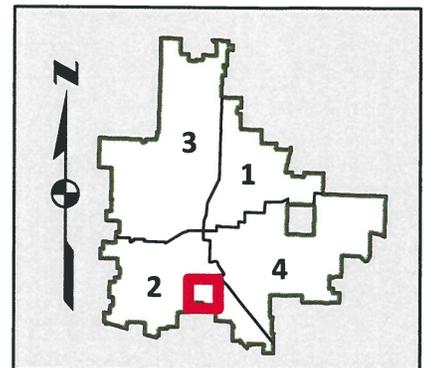
Map/Taxlot:

**371W31D**



**Legend**

-  Subject Area
-  Medford Zoning
-  Tax Lots



06/20/2017



# CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.2

www.ci.medford.or.us

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

**AGENDA SECTION:** Consent Calendar  
**MEETING DATE:** September 21, 2017

---

## **COUNCIL BILL 2017-111**

An ordinance awarding a contract in an amount of \$235,854.92 to Upper Rogue Excavation to construct sidewalk improvements for the Neighborhood Infrastructure Improvement Project.

## **SUMMARY AND BACKGROUND**

Upper Rogue Excavation is the low bidder for a contract to construct sidewalk improvements on the Neighborhood Infrastructure Improvement Project (CV0656-2015). Bids were opened on August 31, 2017. Four (4) bids were received and Upper Rogue Excavation submitted the lowest responsible bid at \$235,854.92.

The project will construct approximately 2,100 linear feet of sidewalk on Plum Street (Dakota Street to Stewart Avenue), Tennessee Drive (De Barr Avenue to 900' North) and Chico Street (Tennessee Drive to 75' West) through the Neighborhood Infrastructure Improvement Project (CV0656-2015). Sidewalk will be placed adjacent to the curb and will include Americans with Disability Act compliant driveway aprons and curb ramps.

## **PREVIOUS COUNCIL ACTIONS**

On May 5, 2016, Council Bill 2016-57 was approved for a resolution adopting the Community Development Block Grant (CDBG) 2016-2017 Action Plan which includes this sidewalk project.

On April 6, 2017, Council Bill 2017-33 was approved for an ordinance establishing the preliminary design of this sidewalk project after a Transportation Facility (TF) Public Hearing.

On June 15, 2017, Council Bill 2017-57 was approved adopting the City of Medford 2017-2019 budget which includes funding for this project.

On July 6, 2017, Council Bill 2017-76 was approved for an ordinance establishing the Resolution of Need to purchase property for this sidewalk project.

## **ANALYSIS**

The project will provide safe sidewalks for residents, with improved sidewalk connectivity to area schools and parks.

The CDBG funds for this project must be used in CDBG-eligible neighborhoods as determined by census tract data. Streets without sidewalks which serve relatively high pedestrian volumes (e.g. in the vicinity of parks and schools) were identified. The final determination of sidewalk locations was based on maximizing pedestrian route connectivity with the available funding.

Concrete work bids are high due to lack of capacity in the Rogue Valley. Staff proposes to allocate approximately \$100,000 of additional funding from a future budgeted project, STA1689 Springbrook – Cedar Links/Pheasant, to ensure that this project will be completed and CDBG funds will be spent before they expire.

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

Funding for this project was approved as part of the 2017-19 biennial budget on page 8-58. An additional \$100,000 is proposed to be used from the Sidewalk fund budgeted on page 8-45.



# CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.2

[www.ci.medford.or.us](http://www.ci.medford.or.us)

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## **TIMING ISSUES**

The contractor has 60 days to complete this project once construction is started. All work must be completed by April 27, 2018. It is desirable to have the federal CDBG funds expended by May 2018.

## **COUNCIL OPTIONS**

Approve the ordinance as presented.

Modify and approve the ordinance.

Do not approve the ordinance and provide direction on how CDBG funds are to be expended.

## **STAFF RECOMMENDATION**

Approve the ordinance for a contract with Upper Rogue Excavation.

## **SUGGESTED MOTION**

I move to approve the ordinance for a contract with Upper Rogue Excavation in the amount of \$235,854.92 to construct the Neighborhood Infrastructure Improvement Project.

## **EXHIBITS**

Ordinance

Bid Tabulation

Project Map

Contract documents are on file in the City Recorder's office

ORDINANCE NO. 2017-111

AN ORDINANCE awarding a contract in an amount of \$235,854.92 to Upper Rogue Excavation to construct sidewalk improvements for the Neighborhood Infrastructure Improvement Project.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That a contract in an amount of \$235,854.92 to construct sidewalk improvements for the Neighborhood Infrastructure Improvement Project, which is on file in the City Recorder's office, is hereby awarded to Upper Rogue Excavation.

PASSED by the Council and signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

\_\_\_\_\_  
Mayor

APPROVED \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor

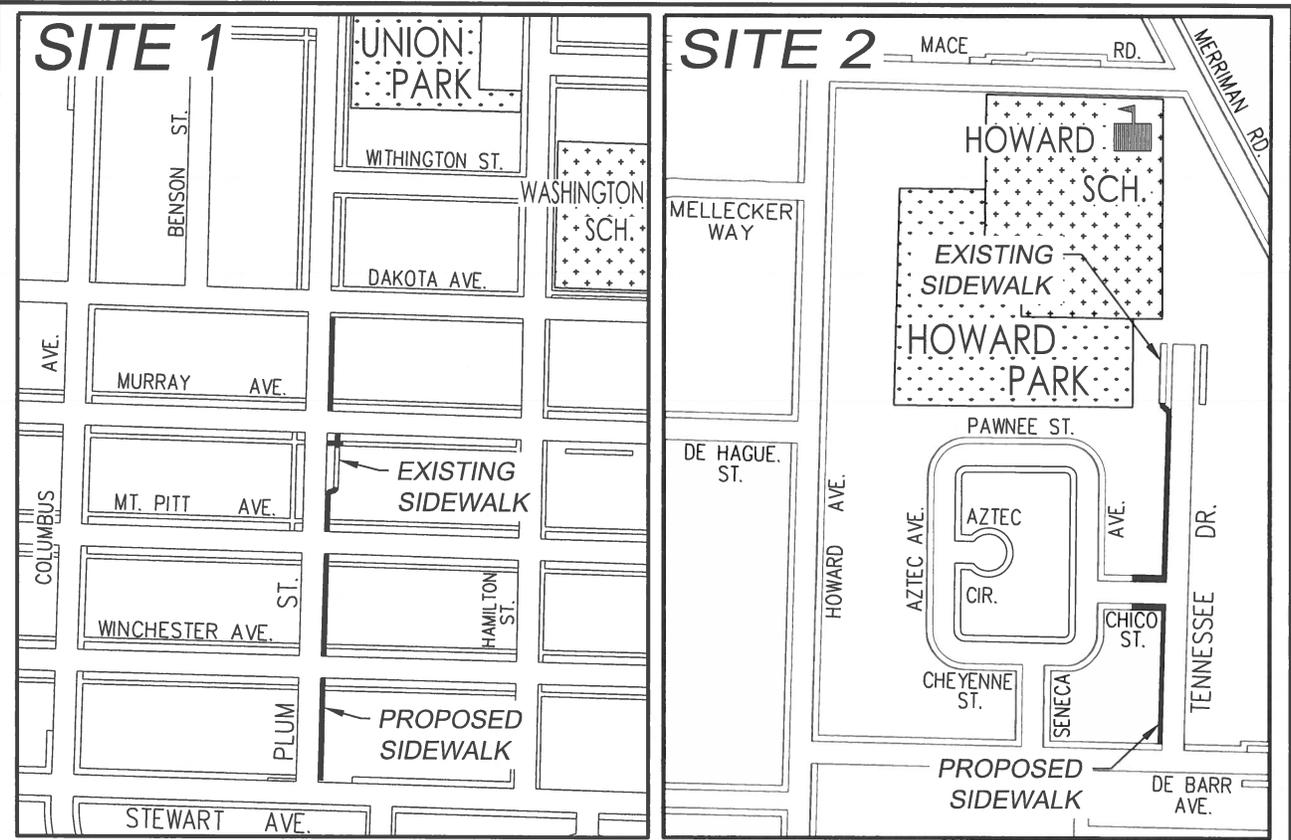
## Bid Tabulation - August 31, 2017

**CITY OF MEDFORD**

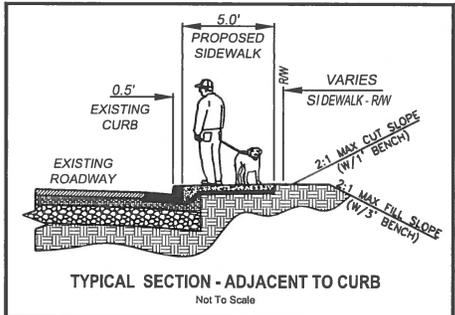


Project: Neighborhood Infrastructure Improvements Project: GCD 1005731  
 Location: Plum St. - Dakota to Stewart / Tennessee Dr. - DeBarr to 900' North  
 Project No: M-656  
 Date of Bid Opening: August 31, 2017  
 Proj Mgr: D. Hart / M. Lundberg

No.	Item	Unit	Quantity	Lowest Bidder		KOGAP	Central Pipeline	Roxyann Rock
				Upper Rogue Excavation	Amount			
1	MOBILIZATION	LS	1	\$40,000.00	\$40,000.00	\$50,000.00	\$50,000.00	\$39,604.00
2	TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC	LS	1	\$5,000.00	\$5,000.00	\$3,000.00	\$12,000.00	\$30,759.00
3	TEMPORARY SIGNS	SQFT	220	\$18.00	\$3,960.00	\$10.00	\$25.00	\$7.50
4	TEMPORARY BARRICADES, TYPE III	EACH	16	\$200.00	\$3,200.00	\$100.00	\$300.00	\$45.00
5	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	\$30,000.00	\$30,000.00	\$6,500.00	\$11,200.00	\$32,294.00
6	CLEARING AND GRUBBING	LS	1	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$12,775.00
7	GENERAL EXCAVATION	CUYD	370	\$65.00	\$24,050.00	\$100.00	\$38.00	\$79.00
8	3 INCH PVC PIPE, 5 FT DEPTH	FOOT	250	\$20.00	\$5,000.00	\$5.00	\$25.00	\$8.00
9	RETAINING WALL, PREFABRICATED MODULAR GRAVITY	SQFT	33	\$40.00	\$1,320.00	\$35.00	\$38.00	\$55.00
10	AGGREGATE BASE	TON	330	\$30.00	\$9,900.00	\$100.00	\$35.00	\$25.75
11	LEVEL 2, 1/2 INCH DENSE MHMAC MIXTURE	TON	45	\$200.00	\$9,000.00	\$330.00	\$180.00	\$192.50
12	EXTRA FOR ASPHALT APPROACHES	EACH	7	\$1,000.00	\$7,000.00	\$810.00	\$800.00	\$660.00
13	CONCRETE CURBS, CURB AND GUTTER	FOOT	656	\$22.00	\$14,432.00	\$26.00	\$42.00	\$26.00
14	CONCRETE DRIVEWAYS	SQFT	2,376	\$9.47	\$22,500.72	\$10.00	\$10.00	\$8.10
15	CONCRETE WALKS	SQFT	8,668	\$5.40	\$46,807.20	\$6.50	\$10.00	\$6.75
16	CONCRETE DRIVEWAY CONNECTIONS	SQFT	713	\$5.00	\$3,565.00	\$8.00	\$10.00	\$11.00
17	PERMANENT SEEDING, MIX NO. 1	ACRE	0.1	\$20,000.00	\$2,000.00	\$10,000.00	\$5,000.00	\$51,500.00
18	TOPSOIL	CUYD	52	\$60.00	\$3,120.00	\$100.00	\$45.00	\$225.00
<b>Total</b>					<b>\$235,854.92</b>	<b>\$267,787.00</b>	<b>\$280,776.00</b>	<b>\$292,130.60</b>



**CITY OF MEDFORD**  
 Neighborhood Infrastructure  
 Improvement Project



**Site 1 - Plum Street**

10' South of Dakota to Murray  
 Murray to 15' South  
 200' South of Murray to Mt. Pitt  
 Mt. Pitt to Winchester  
 Winchester to Stewart

**Site 2 - Tennessee Dr.**

Chico to 455' North  
 Chico to DeBarr

**Chico St.**

Tennessee to 75' West  
 Tennessee to 75' West



NOT TO SCALE

<b>CITY OF MEDFORD - ENGINEERING DEPARTMENT</b>		
<b>Neighborhood Infrastructure Improvement Project</b>		
<b>Site Map</b>		
<b>CV0656-2015</b>		
DRAWN BY:	M. LUNDBERG	DATE 09/07/17
CHECKED BY:	D. HART	DATE 09/07/17
APPROVED:		DATE
REVIEWED BY CITY TRANSPORTATION MANAGER		DATE
REVIEWED BY CITY ENGINEER		DATE
APPROVED BY ORDINANCE NO.		DATE
		PROJECT NO.
		<b>M656</b>
		SHEET NO.
		<b>SM-1</b>

Drawing name: P:\Land Projects\3M656-CDBG S\_W-W\M6-2015\TF Documents\Plum-Tennessee TF Exhibit.dwg Sep 07, 2017 - 10:19am



# 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:** September 21, 2017

## COUNCIL BILL 2017-112

A resolution adopting amendments to the Street Materials Standards List.

## SUMMARY AND BACKGROUND

The City Council indicated a desire to consider amendments to the Street Materials Standards List cited in Medford Municipal Code (MMC) 10.358(3). If the proposed amendments are adopted then minor modifications to MMC 10.358 – Streetscape Types should subsequently be adopted for consistency.

The proposed changes include allowing stamped concrete for sidewalks in lieu of pavers, updated street lights, tree grates are optional, and some street tree species are changed.

Amending the Street Materials Standards List will make streetscape improvements more durable.

## PREVIOUS COUNCIL ACTIONS

On June 8, 2017, a study session concerning this topic was held and the City Council indicated that staff should proposed amendments to the Street Materials Standards List to improve the durability of elements.

## ANALYSIS

The Street Materials Standards List was proposed by the Medford Urban Renewal Agency and adopted by the City Council in 2003. Experience has shown that some of the materials, particularly sidewalk pavers and the specified tree grates, create maintenance issues for the City and property owners that can be avoided by specifying different materials. Specifically, the pavers shift over time requiring frequent maintenance to provide an acceptable walking surface. This proposal allows stamped concrete rather than pavers. In some areas on Central Avenue there were no root barriers installed around street trees, so tree roots are causing significant problems with the tree grates. This proposal makes tree grates optional because the Americans with Disabilities Act requirements for a pedestrian path can be met without tree grates.

In addition, the current street light specifications require bulbs that typically fail in three years or less. The proposed street lights have Light Emitting Diode (LED) bulbs and will last significantly longer while using substantially less electricity. The City Arborist recommends that tree species be altered in order to provide updated and more suitable streetscape features.

During the study session on June 8, 2017, the Council expressed a concern regarding the consistency of appearance for each block face. An introductory paragraph has been added to the Street Materials Standards List which requires that block faces either be consistent or alterations be performed with a plan to achieve consistency in the future.

Certain elements of the Street Materials Standards List are reflected in other sections of the Medford Municipal Code Chapter 10. If alterations to this document are approved then staff will commence the process to bring Chapter 10 modifications to the City Council consistent with such alterations, if necessary.

## FINANCIAL AND/OR RESOURCE CONSIDERATIONS

This action will not require additional City resources.

## TIMING ISSUES

None.



**CITY OF MEDFORD**  
**AGENDA ITEM COMMENTARY**

Item No: 60.3

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**COUNCIL OPTIONS**

Approve the ordinance as presented.

Modify and approve the ordinance.

Do not approve the ordinance and provide staff with direction for modifications, if any, to the Street Materials Standards List.

**STAFF RECOMMENDATION**

Approve the ordinance.

**SUGGESTED MOTION**

I move to approve the ordinance adopting the amended Street Materials Standards List.

**EXHIBITS**

Ordinance

RESOLUTION NO. 2017-112

A RESOLUTION adopting amendments to the Street Materials Standards List.

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

That the amendments to the Street Materials Standards List, attached as Exhibit A, is hereby adopted for the City of Medford.

PASSED by the Council and signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

\_\_\_\_\_  
Mayor

# EXHIBIT A

## STREET MATERIALS STANDARDS LIST

It is the intent of the City that blocks be consistent, therefor any changes to currently conforming features shall include a plan and/or process by which the remaining length of the block will be altered to the same standard.

### Type I Streets

***Sidewalk:***

Central Avenue: Concrete Pavers, Hanover Architectural Products, Hanover Prest Paver, Matrix M2172, M1930, M2091, M1189, Tudor Finish. Size 18" x 24" or stamped concrete with similar appearance approved in advance by the City.

Main Street: Concrete pavers, Hanover Architectural Products, Hanover Prest Paver, Tudor Finish (or approved equivalent) or stamped concrete with similar appearance approved in advance by the City.

***Pedestrian Lights:***

Pole, Union Metal P807 with King Luminaire Washington LED Acorn K118R-R1-III-60-SSL-1042-120v-K13-4K-BK-2 (or Visco VI-A20-1-F/15'-61W-AVI-AS-4000K-118-22C-AB-PC-BLK (or approved equivalent) 15' high. Crook arm, Union Metal 895-53 (or approved equivalent). Banner mounting poles, Luminaire, Antique Street Lamp VG28RPCNGR33/BK M175 (for Central Avenue) and King Lumanaire K118-LAR, Washington VL-1-175 Metal Halide (for Main Street) or approved equivalents, eColor: Powder Coat Black with Antiqued Green Finish.

***Signal Poles:***

Pole, Union Metal Columbian Family (or approved equivalent) 32' high. ~~Crook arm, Union Metal 895-53 (or approved equivalent). Luminaire, Antique Street Lamp VG28RPCNGR33/BK M250 (or approved equivalent), eColor (includes ancillary equipment and cabinets): Powder Coat Black with Antiqued Green Finish.~~

***Tree Grates:***

Optional, but if installed must be Neenah Foundry R-8819 (4' x 6') (or approved equivalent). If a tree grate is not installed, then a tree well opening of 4'x6' with a surface of mulch or decomposed granite is required.

***Benches:***

Victor Stanley CR-38 (or approved equivalent), color: Victor Stanley Green.

***Trash Receptacle:***

Victor Stanley S-42 (or approved equivalent), color: Victor Stanley Green.

***Street Trees:***

See Appendix "A."

## Type II Streets

***Sidewalk:*** Scored Concrete (2' x 2' with ½" trowel score).

***Pedestrian Lights:*** Pole, Union Metal P807 with King Luminaire Washington LED Acorn K118R-R1-III-60(SSL)1042-120v-K13-4K-BK-2 (or approved equivalent) 15' high. Banner mounting poles. Crook arm, Union Metal 895 53 (or approved equivalent). Luminaire, Antique Street Lamp VG28RPCNGR33/BK MI75 (or approved equivalent), eColor: Powder Coat Black with Antiqued Green Finish.

**Signal Poles:** Pole, Union Metal Columbian Family (or approved equivalent) 32' high. ~~Crook arm, Union Metal 895 53 (or approved equivalent). Luminaire, Antique Street Lamp VG28RPCNGR33/BK M250 (or approved equivalent), eColor (includes ancillary equipment and cabinets): Powder Coat Black with Antiqued Green Finish.~~

**Tree Grates:** Optional, but if installed must be Neenah Foundry R-8819 (4' x 6') (or approved equivalent). If a tree grate is not installed, then a tree well opening of 4'x6' with a surface of mulch or decomposed granite is required.

**Benches:** Victor Stanley CR-38 (or approved equivalent), color: Victor Stanley Green.

**Trash Receptacle:** Victor Stanley S-42 (or approved equivalent), color: Victor Stanley Green.

**Street Trees:** See Appendix "A."

### Type III Streets

**Sidewalk:** Concrete pavers, Hanover Architectural Products, Hanover Prest Paver, Tudor Finish (or approved equivalent, including scored concrete).

**Pedestrian Lights:** Pole, Union Metal P807 with King Luminaire Washington LED Acorn K118R-R1-III-60(SSL)1042-120v-K13-4K-BK-2 or Visco VI-A20-1-F/15'-61W-AVI-AS-4000K-118-22C-AB-PC-BLK (or approved equivalent) 15' high. ~~Crook arm, Union Metal 895 53 (or approved equivalent). Luminaire, Antique Street Lamp VG28RPCNGR33/BK M175 (or approved equivalent), eColor: Powder Coat Black with Antiqued Green Finish.~~

**Signal Poles:** Pole, Union Metal Columbian Family (or approved equivalent) 32' high. ~~Crook arm, Union Metal 895 53 (or approved equivalent). Luminaire, Antique Street Lamp VG28RPCNGR33/BK M250 (or approved equivalent), eColor (includes ancillary equipment and cabinets): Powder Coat Black with Antiqued Green Finish.~~

**Tree Grates:** Optional, but if installed must be Neenah Foundry R-8819 (4' x 6') (or approved equivalent). If a tree grate is not installed, then a tree well opening of 4'x6' with a surface of mulch or decomposed granite is required.

**Benches:** Victor Stanley CR-38 (or approved equivalent), color: Victor Stanley Green.

***Trash Receptacle:*** Victor Stanley S-42 (or approved equivalent), color: Victor Stanley Green.

***Street Trees:*** See Appendix "A."

## Type IV Commercial Streets

- Sidewalk:** Scored Concrete (2' x 2' with ½" trowel score).
- Pedestrian Lights:** Pole, Union Metal P807 with King Luminaire Washington LED Acorn K118R-R1-III-60(SSL)1042-120v-K13-4K-BK-2 or Visco VI-A20-1-F/15'-61W-AVI-AS-4000K-118-22C-AB-PC-BLK (or approved equivalent) 15' high. ~~Crook arm, Union Metal 895-53 (or approved equivalent). Luminaire, Antique Street Lamp VG28RPCNGR33/BK M175 (or approved equivalent), color:~~ Powder Coat Black ~~with Antiqued Green Finish.~~ On Riverside, between Main and 10<sup>th</sup> only: Union Metal P807 with 895-53 Crook arm and King Luminaire K807-P4SH-V-60(SSL)8060-120V-KPL10-4K-BK or approved equivalents. Powder Coat Black.
- Signal Poles:** Pole, Union Metal Columbian Family (or approved equivalent) 32' high. ~~Crook arm, Union Metal 895-53 (or approved equivalent). Luminaire, Antique Street Lamp VG28RPCNGR33/BK M250 (or approved equivalent), eColor (includes ancillary equipment and cabinets): Powder Coat Black with Antiqued Green Finish.~~
- Tree Grates:** None (4' x 6' opening with mulch or decomposed granite).
- Benches:** None
- Trash Receptacle:** None
- Street Trees:** See Appendix "A."

## Type IV Residential Streets

- Sidewalk:** Scored Concrete (5' wide x 4' with ½" trowel score).
- Pedestrian Lights:** Pole, Union Metal P807 with King Luminaire Washington LED Acorn K118R-R1-III-60(SSL)1042-120v-K13-4K-BK-2 or Visco VI-A20-1-F/15'-61W-AVI-AS-4000K-118-22C-AB-PC-BLK (or approved equivalent) 15' high or approved equivalents. ~~Crook arm, Union Metal 895-53 (or approved equivalent). Light, Antique Street Lamp VG28RPC/VGR33/BK M175 (or approved equivalent), eColor:~~ Powder Coat Black ~~with Antiqued Green Finish.~~
- Signal Poles:** Pole, Union Metal Columbian Family (or approved equivalent) 32' high. ~~Crook arm, Union Metal 895-53 (or approved equivalent). Luminaire, Antique Street Lamp VG28RPCNGR33/BK M250 (or approved equivalent), eColor (includes ancillary equipment and cabinets): Powder Coat Black with Antiqued Green Finish.~~

***Tree Grates:*** None  
***Benches:*** None  
***Trash Receptacle:*** None  
***Street Trees:*** See Appendix "A."

## STREET TREE LIST-Appendix A

Note: All tree wells require Root Barriers as described in Medford Municipal Code 10.780 Landscaping Design Standards (10)b.

### East-West Streets (Interesting leaf color or flowering)

10 <sup>th</sup> Street	Crimean Linden (Tilia x euchlora)
9 <sup>th</sup> Street	<del>Raywood Ash (Fraxinus oxycarpa 'Raywood')</del> <u>Paperbark maple- (Acer griseum)</u>
8 <sup>th</sup> Street	<del>Hedge Maple 'Queen Elizabeth' (Acer campestre 'Evelyn')</del> <u>Chinese pistache (Pistacia chinensis)</u>
Main Street	Chanticleer Pear (Pyrus calleryana 'Glen's Form')
6 <sup>th</sup> Street	<del>Hedge Maple 'Queen Elizabeth' (Acer Campestre 'Evelyn')</del> <u>Chinese pistache (Pistacia chinensis)</u>
5 <sup>th</sup> Street	<del>Raywood Ash (Fraxinus oxycarpa 'Raywood')</del> <u>Tupelo (Nyssa sylvatica)</u>
4 <sup>th</sup> Street	Crimean Linden (Tilia x euchlora)

### North-South Streets (Interesting fall color)

Oakdale Street	Silver Linden (Tilia Tomentosa)
Ivy Street	American Hornbeam aka Ironwood (Carpinus caroliniana)
Holly Street	Lacebark Elm (Ulmus parvifolia 'allee')
Grape Street	Zelkova 'Green Vase' (Zelkova serrata 'Green Vase')
Fir Street	Ginkgo 'Autumn Gold' (Ginkgo Biloba 'Autumn Gold')
Evergreen Street	Chinese Pistache (Pistacia Chinensis)
Front Street	Ginkgo 'Autumn Gold' (Ginkgo Biloba 'Autumn Gold')
Central Avenue	Zelkova 'Green Vase' (Zelkova serrata 'Green Vase')
Bartlett Street	Lacebark Elm (Ulmus parvifolia 'allee')

Apple Street      American Hornbeam aka Ironwood (*Carpinus caroliniana*)

Riverside  
Avenue      Silver Linden (*Tilia Tomentosa*)



# CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.4

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**DEPARTMENT:** City Manager's Office

**PHONE:** (541) 774-2004

**STAFF CONTACT:** Crystal Palmerton, Assistant to the City Manager

**AGENDA SECTION:** Consent Calendar

**MEETING DATE:** September 21, 2017

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## **COUNCIL BILL 2017-113**

An ordinance awarding a contract in an amount not to exceed \$418,046.88 to Diamond Parking Services, LLC, for parking enforcement services in the Downtown Business District.

## **SUMMARY AND BACKGROUND**

The City Manager's Office is requesting Council approval of an agreement with Diamond Parking Services, LLC for parking administration and enforcement services in the Downtown Business District. All services for the proposed agreement would commence September 29, 2017, with an expiration date of June 30, 2019. The proposed agreement provides for two (2) two (2)-year extensions of the contract upon approval by both parties.

The City of Medford manages parking in the Downtown Business District, which includes administration and enforcement of the City codes, policies, and regulations. Parking enforcement in the Downtown Business District is contracted through an outside agency.

On December 27, 2011 the City of Medford entered into an agreement with Diamond Parking Services, LLC for parking enforcement services. This agreement had renewal options and was extended for two (2) additional two (2)-year terms, with the current contract due to terminate September 28, 2017.

## **PREVIOUS COUNCIL ACTIONS**

On July 1, 1999 Council Bill 1999-100 was adopted and a contract was awarded to Diamond Parking, Inc. for parking administration and enforcement services in the amount of \$89,199 per year, with an expiration date of June 30, 2001.

On August 2, 2001 Council Bill 2001-143 was adopted, approving a two-year extension with Diamond Parking, Inc. for parking administration and enforcement services in the amount of \$92,766.95 per year, with an expiration date of June 30, 2003.

On October 2, 2003 Council Bill 2003-261 was adopted and a contract was awarded to Diamond Parking, Inc. for parking administration and enforcement services in the amount of \$90,935.90 per year, with an expiration date of June 30, 2005.

On July 21, 2005 Council Bill 2005-133 was adopted, approving a two-year extension with Diamond Parking, Inc. for parking administration and enforcement services in the amount of \$109,489.59 per year, with an expiration date of June 30, 2007.

On July 19, 2007 Council Bill 2007-156 was adopted and a contract was awarded to Action Security, Inc. for parking administration and enforcement services in the amount of \$113,900 per year, with an expiration date of August 7, 2009.

On August 6, 2009 Council Bill 2009-171 was adopted, approving a 10-month extension with Action Security, Inc. (AKA Action Parking Services, Inc.) for parking administration and enforcement services in the amount of \$102,265.02, with an expiration date of June 30, 2010.

On July 1, 2010 Council Bill 2010-153 was adopted, approving a 5-month extension with Action Parking Services, Inc. for parking administration and enforcement services in the amount of \$56,950.02, with an expiration date of December 31, 2010.



# CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.4

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On December 22, 2011 Council Bill 2011-245 was adopted and a contract was awarded to Diamond Parking Services, LLC in the amount of \$136,800 per year for parking administration and enforcement services in the Central Business District. This agreement had renewal options and was extended for two (2) additional two (2)-year terms, with the current contract due to expire September 28, 2017.

On June 1, 2017 Council approved Council Bill 2017-57, adopting the 2017/19 Biennial Budget and making appropriations thereunder.

## **ANALYSIS**

Diamond Parking Services, LLC has adequately provided parking administration and enforcement services for the last six years, however the current agreement is due to expire on September 28, 2017. Approximately \$1.25 million in Parking Fund Revenue is projected to be generated from parking enforcement services for the 2017/19 biennium.

The scope of services in the proposed contract include (but are not limited to):

- Patrolling all City-owned parking facilities (lots, structures), alleys and on-street parking areas within the enforcement area of the Downtown Business District, (as shown on attached Parking Enforcement Area map).
- Issuing citations and warnings for parking violations when and where appropriate.
- Collecting of and billing for day passes within the enforcement area, on behalf of the City.
- Collecting of and billing for leased parking permit sales within the enforcement area, on behalf of the City.
- Collecting of and billing for all machine sales within the enforcement area, on behalf of the City.
- Collecting of and billing for all issued fines and collections on behalf of the City.
- Enforcing and maintaining familiarity of all parking regulations outlined in the Medford Municipal Code.

On August 17, 2017 City staff issued a Request for Proposals (RFP) for parking administration and enforcement services and received two responses: SP+ Municipal Services and Diamond Parking Services, LLC. The two bid proposals were reviewed and scored by a committee. Proposals were scored based on experience, key personnel qualification, cost of services, and client references. Diamond Parking Services, LLC received the highest score, with SP+ Municipal Services receiving the second highest score.

The committee unanimously recommends awarding the contract to Diamond Parking Services, LLC. Council is asked to approve the agreement with Diamond Parking Services, LLC for parking administration and enforcement services in the Downtown Business District.

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

The agreement cost is \$418,046.88 for the 2017/19 biennium. There are sufficient funds budgeted in the Professional and Contract Services line item of the 2017/19 Parking Fund Biennial Budget to fund this agreement, (page 13-5a in the 2017/19 approved budget document).

## **TIMING ISSUES**

The term of the current agreement with Diamond Parking Services, LLC expires September 28, 2017. Approval at this time will ensure all Oregon state law public contracting requirements are satisfied and will prevent a lapse of parking services.



**CITY OF MEDFORD**  
**AGENDA ITEM COMMENTARY**

Item No: 60.4

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**COUNCIL OPTIONS**

Approve the ordinance as presented.

Modify the ordinance.

Deny the ordinance and direct staff to initiate a new RFP.

**STAFF RECOMMENDATION**

Staff recommends the City enter into an Agreement between the City of Medford and Diamond Parking Services, LLC for parking administration and enforcement services in the Downtown Business District.

**SUGGESTED MOTION**

I move to authorize the City Manager to enter into an agreement between the City of Medford and Diamond Parking Services, LLC for parking administration and enforcement services in the Downtown Business District.

**EXHIBITS**

Ordinance

Parking Enforcement Area map

Agreement on file in the City Recorder's Office

ORDINANCE NO. 2017-113

AN ORDINANCE awarding a contract in an amount not to exceed \$418,046.88 to Diamond Parking Services, LLC, for parking enforcement services in the Downtown Business District.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. That a contract for parking enforcement services in the Downtown Business District, which is on file in the City Recorder's office, is hereby awarded to Diamond Parking Services, LLC.

Section 2. The contract shall be for a period of 21 months, with 2 two-year renewal options.

PASSED by the Council and signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

\_\_\_\_\_  
Mayor

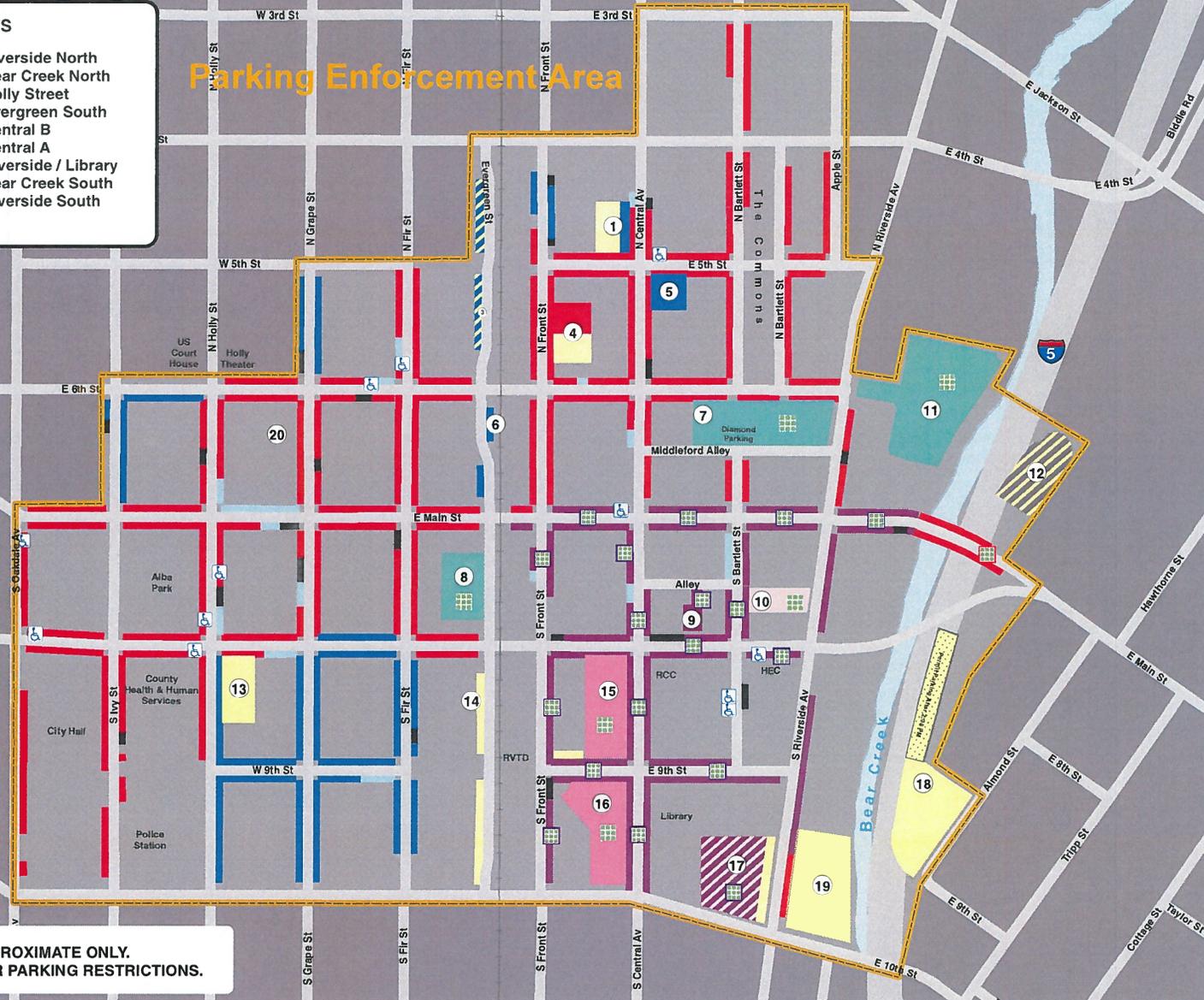
APPROVED \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor

**PARKING LOTS**

- 1 - Grand
- 2 - Unavailable
- 3 - Evergreen North
- 4 - North Front Street Lot
- 5 - Historic
- 6 - Evergreen II
- 7 - Middleford Structure
- 8 - Evergreen Structure
- 9 - Craterian
- 10 - Bartlett South
- 11 - Riverside North
- 12 - Bear Creek North
- 13 - Holly Street
- 14 - Evergreen South
- 15 - Central B
- 16 - Central A
- 17 - Riverside / Library
- 18 - Bear Creek South
- 19 - Riverside South

**Parking Enforcement Area**



**Downtown Parking**

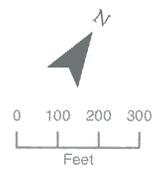
- Free On-Street**
- 15 Minutes
  - 1 Hour
  - 2 Hours
  - 3 Hours
  - Loading Zones

- Pay by Phone**
- 1 Hour Free / 1 Hour Pay by Phone (Maximum of 2 hours total)
  - 2 Hours Free / 1 Hour Pay by Phone (Maximum of 3 hours total)
  - Parking Lot Pay by Phone

- Parking Lots**
- 1 Hour Free / Pay Hourly or Daily
  - Pay Hourly, Daily
  - Pay Hourly, Daily or Weekly
  - 2 Hours Free / Monthly Permit
  - 3 Hours Free / Monthly Permit
  - \$10 - \$40 Monthly Permit
  - Permit parking after 2:00 pm
  - Offers free, pay hourly or daily, and permit parking

Parking Enforcement Area Border

Try the Medford Parking App  
[www.ci.medford.or.us/ParkingMap](http://www.ci.medford.or.us/ParkingMap)



No guarantee or warranty is expressed or implied in terms of data accuracy or legitimacy. This product is intended for use as public information and precise interpretations of the official record should be sourced from the City of Medford.

Revised July 2017

**LOCATIONS ARE APPROXIMATE ONLY.  
CHECK SIGNS & STRIPING FOR PARKING RESTRICTIONS.**



# CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 80.1

www.ci.medford.or.us

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**DEPARTMENT:** Parks, Recreation, Facilities    **AGENDA SECTION:** Ordinances and Resolutions  
**PHONE:** (541) 774-2483    **MEETING DATE:** September 21, 2017  
**STAFF CONTACT:** Rich Rosenthal, Director

---

## **COUNCIL BILL 2017-114**

An ordinance authorizing execution of an Agreement with Medford Parks and Recreation Foundation, Crystal Springs Development Group, and the City of Medford for development, reimbursements, and conveyance of Village Center Drive.

## **SUMMARY AND BACKGROUND**

City Council is asked to approve an agreement between the City of Medford, Crystal Springs Development Group and the Medford Parks and Recreation Foundation for Village Center Park development, reimbursements and conveyance.

## **PREVIOUS COUNCIL ACTIONS**

On June 4, 2015, Council approved Council Bill 2015-57, adopting the 2015-17 biennial budget and making appropriations thereunder, including funding for development of a Southeast Area neighborhood park.

On March 16, 2017, Council Bill 2017-22 was approved, authorizing a Letter of Intent with the Medford Parks and Recreation Foundation to donate 4.71 acres of parkland to the City for the development of Village Center Park.

On April 20, 2017, Council Bill 2017-39 was approved, incorporating the 2016-25 Leisure Services Plan (LSP) into the City's Comprehensive Plan. The LSP specifies the City's desired level of service pertaining to accessibility of parkland, trails, pathways and open space and identifies Village Center Park as a neighborhood park needed for the Southeast Area.

On June 1, 2017, Council approved Council Bill 2017-57, adopting the 2017-19 biennial budget and making appropriations thereunder, including carrying forward funds for development of Village Center Park.

## **ANALYSIS**

Over the past three years, the Medford Parks, Recreation and Facilities Department has worked with Crystal Springs Development Group (CSDG) on acquiring parkland in the Southeast Area and creating a City-owned neighborhood park named "Village Center Park" at the intersection of Shamrock, Lone Oak and Michael Park. In Dec. 2016, CSDG donated 4.71 acres of parkland, valued at \$564,000, to the Medford Parks and Recreation Foundation.

Since the City Council approved a Letter of Intent for the Foundation to donate the parkland to the City on March 16, 2017, staff has diligently worked with CSDG and the Foundation on a public-private park development agreement to leverage opportunities to develop the best possible neighborhood park at the lowest possible cost.

If approved, this agreement:

- Reimburses CSDG \$113,500.57 for park development expenses incurred to date, including engineering, surveying, site development, park master planning, materials, permit fees and other related professional services (Exhibit B).
- Reimburses CSDG \$40,192 for various essential utilities already installed on the parkland such as sewer and water lines, street lights, curbs, gutters, fire hydrants, conduit and trenching (Exhibit C).
- Reimburses CSDG \$146,680 for the City's portion of Shamrock Drive paving and water line installation (Exhibit D).
- Authorizes CSDG to construct the City's share of Lone Oak Drive and Michael Park Drive, which are to be situated on the property held by the Foundation.
- Acknowledges the City's intention to construct a neighborhood park at the designated location by June 30, 2019.



# CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 80.1

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Developing half of the adjacent street infrastructure is a condition of park development approval, and although the parkland is presently held by the Foundation, the agreement establishes the City as the funding source for associated street improvement costs, as well as the beneficiary of 50 percent of the designated System Development Change reimbursement (approximately \$120,000) for Lone Oak Drive.

The cost estimate for the remaining street infrastructure is approximately \$300,000. This amount is less than the City's capabilities because CSDG is not subject to state-prescribed wage requirements.

Upon completion of street development to the City's satisfaction, the Department would reimburse CSDG and request City Council acceptance of the parkland from the Foundation. The remainder of park development would be conducted through traditional public contracting methods.

Funding is budgeted and available for the reimbursements and street development needs. Itemized receipts for all requested reimbursements are on file with the City Recorder.

When finished, Village Center Park will serve 382 current households within a half-mile radius in the City's rapidly growing Southeast Area. Additionally, to meet LSP level-of-service goals based on growth estimates, the City needs to add 79 acres of neighborhood parkland by 2026.

The Foundation, an independent 501(c)3 non-profit organization, frequently serves as a pass-through for individuals and businesses wishing to receive tax benefit from charitable contributions to the City. Summerfield Park was developed and accepted by the City through a similar process utilizing the Foundation in 2007-08.

Should the City accept the parkland, the Foundation would assess a three-percent fee based on the appraised value of the land plus the direct cost of land-use actions related to the property.

The Parks and Recreation Commission approved what was known as the Southeast Area Conceptual Park Master Plan in May 2015, and it recommends approval of the agreement. The Foundation will vote on the agreement at its Sept. 19 meeting.

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

Current reimbursement cost of \$300,372.50 along with street development costs. Funding budgeted as a Parks Capital Improvement Project (RZZ1012621), page 5-42 in 2017-19 approved budget document.

## **TIMING ISSUES**

Street improvements to be completed prior to April 1, 2018.

## **COUNCIL OPTIONS**

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

## **STAFF RECOMMENDATION**

Staff recommends approval of the ordinance.

## **SUGGESTED MOTION**

I move to approve the Village Center Park agreement.

## **EXHIBITS**

- Ordinance
- Village Center Park Letter of Intent
- Maps
- Village Center Park agreement on file in the City Recorder's office.

ORDINANCE NO. 2017-114

AN ORDINANCE authorizing execution of an Agreement with Medford Parks and Recreation Foundation, Crystal Springs Development Group, and the City of Medford for development, reimbursements, and conveyance of Village Center Park.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That execution of an Agreement with Medford Parks and Recreation Foundation, Crystal Springs Development Group, and the City of Medford for development, reimbursements, and conveyance of Village Center Park, 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 \_\_\_\_\_, 2017.

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

\_\_\_\_\_  
Mayor

APPROVED \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor



OFFICE OF  
THE CITY MANAGER  
E-mail: [citymanager@ci.medford.or.us](mailto:citymanager@ci.medford.or.us)

CITY OF MEDFORD  
411 WEST 8TH STREET  
MEDFORD, OREGON 97501

TELEPHONE (541) 774-2000  
FAX: (541) 618-1700  
[www.ci.medford.or.us](http://www.ci.medford.or.us)

## LETTER OF INTENT

### Village Center Neighborhood Park Donation & Development

THIS LETTER OF INTENT is made and entered into by and among the CITY OF MEDFORD, an Oregon municipal corporation ("City"), and Medford Parks and Recreation Foundation ("Foundation").

#### RECITALS:

A. The City of Medford Parks & Recreation Department is located in Medford, Jackson County, Oregon. The City, Foundation and Crystal Springs Development Group intends to develop Summerfield at South East Park Phase 15, Reserve Acreage Future Development, in Medford, Jackson County, Oregon (the "Development").

B. The City is interested in acquiring and developing the designated public parkland to serve the Southeast Area. The City further agrees to accept the dedicated land, as depicted in the attached *Village Center Park Exhibit*, from the Foundation ("Foundation").

C. The parties will draft a park development agreement for Medford City Council approval pertaining to roles, responsibilities and terms of acceptance of Village Center Park by the City.

#### NOW, THEREFORE, IT IS AGREED AND ACKNOWLEDGED:

1. INTENT TO TRANSFER OWNERSHIP. Foundation to transfer the 4.71 acres of parkland to the City upon completion of the park development.

The parkland commences at the most southwesterly corner of Development, thence along the boundaries of Development, the following courses and distances: North 00°21'37", East, 335.44 feet; thence North 89°38'24" West, 30.14 feet; thence North 00°05'00" East, 928.51 feet to the True Point Of Beginning; thence continuing North 00°05'00" East, 278.52 feet to the southerly right-of-way of Shamrock Drive (a public street), as dedicated per Instrument Number 2016-012168, of the Official Records of Jackson County, Oregon; thence along the southerly right-of-way of Shamrock Drive the following courses and distances: North 68°23'07" East, 305.44 feet to the beginning of the tangent curve to the right having a radius of 451.00 and a central angle of 21°36'53" (the long chord of which bears North 79°11'34" East, 169.13 feet); thence along the arc of said curve, 170.14 feet; thence North 90°00'00" East, 52.97 feet; thence leaving said right-

of-way, and continuing North 90°00'00" East, 61.71 feet to the beginning of a non-tangent curve to the left, having a radius of 20.00 feet and a certain angle of 90°00'00" (the long chord of which bears South 45°00'00" West, 28.28 feet); thence along the arc of said curve 31.42 feet; thence South 00°00'00" East, 422.75 feet; thence North 90°00'00" West, 41.71 feet to a point on the easterly boundary of Development; thence leaving last said easterly boundary, continuing North 90°00'00" West, 32.29 feet to the beginning of a non-tangent curve to the left, having a radius of 20.00 feet and a central angle of 90°00'00" (the long cord of which bears North 45°00'00" West, 28.28 feet; thence North 90°00'00" West, 451.18 feet to the Point of Beginning.

- 2. Village Center Park will become part of the City Parks & Recreation inventory.
- 3. NOTICES. All notices given or required to be given pursuant to the Letter of Intent shall be in writing and personally delivered or mailed by first class mail, postage prepaid, to the individual(s) named at the addresses below, or as any party may from time to time designate in writing:

CITY: City of Medford  
411 West 8<sup>th</sup> Street  
Medford, OR 97501  
Attention: Brian Sjothun, City Manager

FOUNDATION: Medford Parks and Recreation Foundation  
701. N. Columbus Ave.  
Medford OR 97501  
Attention: Alex Modrell

IN WITNESS WHEREOF, the parties have executed the Letter of Intent as of the date set opposite their signatures

Agreed to and accepted by:

CITY OF MEDFORD

\_\_\_\_\_

\_\_\_\_\_

Title

Date: \_\_\_\_\_

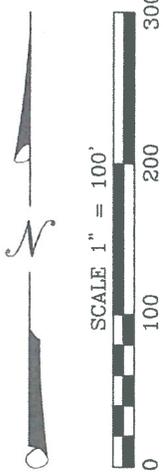
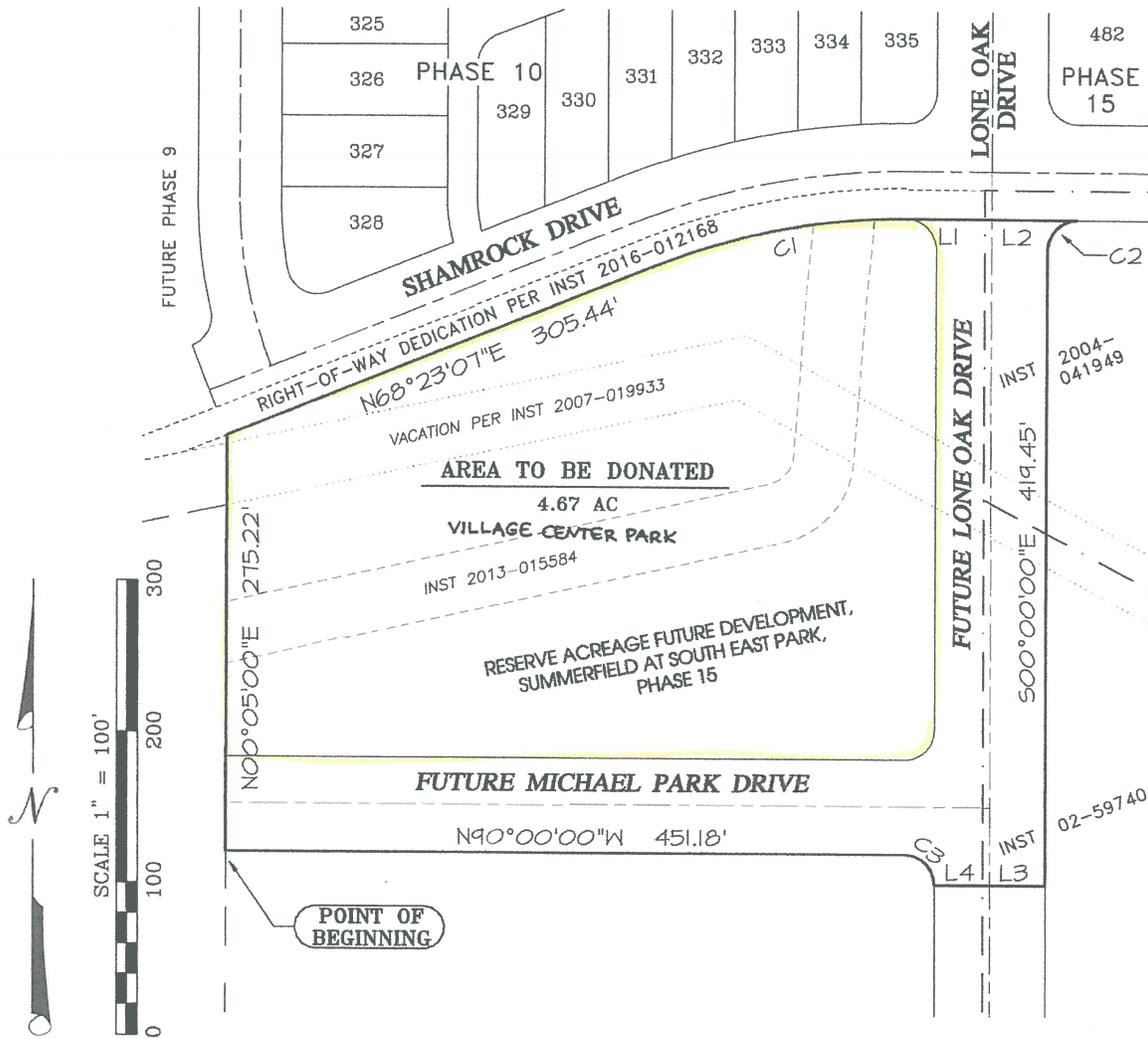
MEDFORD PARKS & RECREATION  
FOUNDATION

\_\_\_\_\_

\_\_\_\_\_

Title

Date: \_\_\_\_\_



**LINE TABLE**

LINE	BEARING	DISTANCE
L1	N90°00'00"E	52.97'
L2	N90°00'00"E	61.71'
L3	N90°00'00"W	41.71'
L4	N90°00'00"W	32.29'

**NOTE:**

THERE ARE NO PUBLIC FACILITIES OR UTILITIES WITHIN THAT AREA VACATED PER INST 2007-019933

**CURVE TABLE**

CURVE	DELTA	RADIUS	ARC	CHORD BEARING	CHORD
C1	21°36'53"	451.00'	170.14'	N79°11'34"E	169.13'
C2	90°00'00"	20.00'	31.42'	S45°00'00"W	28.28'
C3	90°00'00"	20.00'	31.42'	N45°00'00"W	28.28'

**REGISTERED PROFESSIONAL LAND SURVEYOR**

*Robert V. Neathamer*

OREGON  
JULY 19, 1994  
ROBERT V. NEATHAMER  
2675

Renewal Date 12/31/18





# CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 80.2

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**DEPARTMENT:** City Manager  
**PHONE:** (541) 774-2002  
**STAFF CONTACT:** Brian Sjothun, City Manager

**AGENDA SECTION:** Ordinances and Resolutions  
**MEETING DATE:** September 21, 2017

## COUNCIL BILL 2017-115

A resolution adopting a Vision and Mission Statement for the City of Medford.

## SUMMARY AND BACKGROUND

The purpose of this agenda item is for the Council to consider approval of the Vision and Mission Statements for the City of Medford which have been identified and discussed at the August 24, 2017 Visioning Study Session.

A Mission Statement is all about the present whereas Vision Statement talks about where the organization intends to be down the line. The Mission Statement describes what an organization does. The Vision Statement looks into the future.

## PREVIOUS COUNCIL ACTIONS

On May 11, 2017 the Council held a study session to begin a visioning process.

On June 8, 2017 the Council held a second study session regarding the development of Goals for the 2017-19 Biennium, along with a Vision, Mission and Core Values for internal operations.

On August 24, 2017 the Council held a study session to further define the Vision and Mission Statements. Direction was provided by Council to move each of these statements that were preliminary defined and agreed upon for formal adoption.

## ANALYSIS

**Vision Statement:** These statements are cleverly worded and written to serve as an inspirational tool for the employees and community. This statement is worded to act as a motivational tool for the organization to work hard in the direction suggested. These statements make use of guiding beliefs of the organization to remind the audience about the values that have to be followed while achieving the objectives of the organization.

After much discussion between Council and staff at the August 24 study session, the following Vision Statement was developed and staff was directed to bring this option forward for consideration:

### Proposed City of Medford Vision Statement

Medford will continue to be a city offering an exceptional quality of life for all generations. Residents and visitors alike will experience a vibrant community, safe and connected neighborhoods, and exemplary cultural and recreational opportunities. As the center of the Southern Oregon economy, businesses and educational institutions will find a collaborative environment encouraging partnerships, growth and innovation.

**Mission Statement:** The reason why our organization exists and what it does at present is at the core of a mission statement. These are sometimes a clever ploy used by leaders of organizations as they reflect the uniqueness of the organization and carry the message across to a broad category of stakeholders. These statements work as a guiding light for employees as they know the goals and the quality commitments of the organization.



# CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 80.2

www.ci.medford.or.us

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Discussion between Council and staff at the August 24 study session yielded two versions for consideration.

### Proposed City of Medford Mission Statement Options

- **Option A: Medford – A fantastic place to live, work and play**
- **Option B: Medford – *The* place to live, work and play**

Staff is seeking direction from Council on which of the two versions is preferred.

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

None.

### **TIMING ISSUES**

There is no immediate timing issue with this agenda item. Having established Vision and Mission Statements will help as the organization moves through the development of a new logo and branding campaign.

### **COUNCIL OPTIONS**

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

### **STAFF RECOMMENDATION**

Staff recommends the approval of the Vision Statement as presented. Staff also recommends Option B in regards to the Mission Statement.

### **SUGGESTED MOTION**

I move to approve the resolution establishing the Vision Statement for the City of Medford and Option (Council choice) for the Mission Statement.

### **EXHIBITS**

Resolution

RESOLUTION NO. 2017-115

A RESOLUTION adopting a Vision and Mission Statement for the City of Medford.

WHEREAS, on August 24, 2017 the following Vision and Mission Statement were defined and approved at a City Council study session:

**City of Medford Vision Statement**

Medford will continue to be a city offering an exceptional quality of life for all generations. Residents and visitors alike will experience a vibrant community, safe and connected neighborhoods, and exemplary cultural and recreational opportunities. As the center of the Southern Oregon economy, businesses and educational institutions will find a collaborative environment encouraging partnerships, growth and innovation.

**City of Medford Mission Statement**

Medford – *The* place to live, work, and play

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON, that the Vision and Mission Statement listed above, are hereby adopted.

PASSED by the Council and signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

\_\_\_\_\_  
Mayor



# CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 80.3

www.ci.medford.or.us

**DEPARTMENT:** City Manager  
**PHONE:** (541) 774-2002  
**STAFF CONTACT:** Brian Sjothun, City Manager

**AGENDA SECTION:** Ordinances and Resolutions  
**MEETING DATE:** September 21, 2017

## COUNCIL BILL 2017-116

A resolution adopting Core Values for the City of Medford.

## SUMMARY AND BACKGROUND

The purpose of this agenda item is for the Council to consider approval of the Core Values for the City of Medford which have been identified and discussed at the August 24, 2017 Visioning Study Session.

Core Values help both Council and staff make choices along with providing a clear commitment to how the organization is to operate.

## PREVIOUS COUNCIL ACTIONS

On May 11, 2017 the Council held a study session to begin a visioning process.

On June 8, 2017 the Council held a second study session regarding the development of Goals for the 2017-19 Biennium, along with a Vision, Mission and Core Values for internal operations.

On August 24, 2017 the Council held a study session to further define the Core Values. Direction was provided by Council to move the Core Values preliminary defined and agreed upon for formal adoption.

## ANALYSIS

Leadership is also the art of helping people change from who they're thought to be to who they ought to be. This is another element for the purpose in creating a set of core values for the organization.

- **Integrity:** Adherence to moral principles and professional ethics – sound character.
- **Caring:** Enthusiastically embracing our community through a performance culture.
- **Courage:** Have the courage to make the difficult and innovative decisions and stand by them.
- **Accountability:** We recognize our decisions and actions – as individuals and as an organization – positively impacting the community through best practices.
- **Teamwork:** Valuing our colleagues and community in working collaboratively.

## FINANCIAL AND/OR RESOURCE CONSIDERATIONS

None.

## TIMING ISSUES

There is no immediate timing issue with this agenda item. Having established Core Values will help as the organization moves through the development of a new logo and development of a branding campaign.

## COUNCIL OPTIONS

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



**CITY OF MEDFORD**  
**AGENDA ITEM COMMENTARY**

Item No: 80.3

[www.ci.medford.or.us](http://www.ci.medford.or.us)

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**STAFF RECOMMENDATION**

Staff recommends the approval of the Core Values as presented. These values were discussed at great length with both Council and management staff.

**SUGGESTED MOTION**

I move to approve the resolution establishing the Core Values for the City of Medford.

**EXHIBITS**

Resolution

RESOLUTION NO. 2017-116

A RESOLUTION adopting 2017-19 Core Values for the City of Medford.

WHEREAS, on August 24, 2017 the following Core Values were defined and approved at a City Council study session:

**Integrity:** Adherence to moral principles and professional ethics – sound character.

**Caring:** Enthusiastically embracing our community through a performance culture.

**Courage:** Have the courage to make the difficult and innovative decisions and stand by them.

**Accountability:** We recognize our decisions and actions – as individuals and as an organization – positively impacting the community through best practices.

**Teamwork:** Valuing our colleagues and community in working collaboratively.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON, that the Core Values listed above, are hereby adopted.

PASSED by the Council and signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

\_\_\_\_\_  
Mayor



# CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 80.4

www.ci.medford.or.us

**DEPARTMENT:** City Manager  
**PHONE:** (541) 774-2002  
**STAFF CONTACT:** Brian Sjothun, City Manager

**AGENDA SECTION:** Ordinances and Resolutions  
**MEETING DATE:** September 21, 2017

## COUNCIL BILL 2017-117

A resolution adopting 2017-19 Biennial Goals for the City of Medford.

## SUMMARY AND BACKGROUND

The purpose of this agenda item is for the Council to consider approval of the 2017-19 Biennial Goals for the City of Medford which were identified and discussed at the June 8 and August 24, 2017 Visioning Study Session.

The goals will assist staff in addressing priority needs as established by the Council. In addition, the approval of the goals will help narrow the focus on those priorities approved by Council. Reporting on progress on these goals will be completed semi-annually.

## PREVIOUS COUNCIL ACTIONS

On May 11, 2017 the Council held a study session to begin a visioning process.

On June 8, 2017 the Council held a second study session regarding the development of Goals for the 2017-19 Biennium, along with a Vision, Mission and Core Values for internal operations.

On August 24, 2017 the Council held a study session to further discuss the 2017-19 Biennium Goals. Direction was provided by Council to move these goals that were preliminary defined and agreed upon for formal adoption.

## ANALYSIS

During the before-mentioned study sessions, all elected officials and executive management staff participated by listing short-term goals. Staff worked with consultant Megan Davis Lightman in drafting broad based categories which would contain specific action items as follows:

### Council Goals

- **Housing Strategies:** Enhancing livability for all residents by providing and safeguarding a range of housing choices in Medford.
  - Complete Urban Growth Boundary Amendment
  - Regional Housing Strategy – As required by Regional Problem Solving
  - Develop Opportunities for Downtown Housing
    - Define Downtown area where strategies will be utilized
  
- **Community Engagement:** Bring community stakeholders together to discuss common vision for what Medford is going to strive to accomplish. Engagement includes involving and informing citizens about the Vision, Mission and Goals for the City.
  - Complete and approve an internal visioning process that includes:
    - Core Values
    - 2017-19 Council Goals
  - Develop a broad-based vision with community stakeholders
    - Medford 2050 Plan
  - Develop a branding strategy for the City
    - Create new City logo
    - Create hashtag
    - Increase social media presence



# CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 80.4

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- **Public Infrastructure:** Proactively plan for and respond to identified infrastructure needs by providing facilities essential for citizens and visitors to live, work and play in a manner that is financially and environmentally sustainable.
  - Complete vitally important plans
    - Transportation System Plan
    - Sewer Collection System Master Plan
  - Update to Pavement Management Strategy
  - Determine feasibility of a potential Event/Recreation Center
  - Aquatic facility analysis and direction
  - Citywide space needs assessment/City Hall utilization strategy
- **Economic Development:** The City will play an active role in maintaining and enhancing Medford's diverse economy with an emphasis on family wage jobs.
  - Collaborate with SOREDI in development of an economic strategy
  - Re-apply for re-designation of the current Urban Enterprise Zone
  - Provide case management approach to large industrial/commercial customers
    - Designated point person in each development services departments that will have direct access to City Manager's office to quickly resolve communication issues.
  - Training of staff in order to become more business friendly
- **Downtown & Redevelopment:** The City will seek opportunities to assist with the development and redevelopment opportunities within the downtown core area.
  - Determine future of current Urban Renewal District
    - Review need for additional new district areas
  - Seek Federal and State grants to assist with seismic retrofits for downtown properties
  - Public/Private partnerships for developing City owned downtown properties for housing and/or retail
  - Partner with established downtown organizations to set priorities and funding mechanisms for improvements
    - SPARC Central Medford
    - Chamber

## FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Most of the financial resources are within the approved 2017-19 Biennial Budget.

## TIMING ISSUES

There is no immediate timing issue with this agenda item. However, establishing goals will help staff know Council priorities as we move through this current biennium.

## COUNCIL OPTIONS

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

## STAFF RECOMMENDATION

Staff recommends the approval of the 2017-19 Biennial Goals as presented.

## SUGGESTED MOTION

I move to approve the resolution establishing the Medford City Council 2017-19 Biennial Goals.

## EXHIBITS

Resolution

## RESOLUTION NO. 2017-117

A RESOLUTION adopting 2017-19 Biennial Goals for the City of Medford.

WHEREAS, on August 24, 2017 the following Biennial Goals were defined and approved at a City Council study session:

**Housing Strategies:** Enhancing livability for all residents by providing and safeguarding a range of housing choices in Medford.

- Complete Urban Growth Boundary Amendment
- Regional Housing Strategy – As required by RPS
- Develop Opportunities for Downtown Housing
  - Define Downtown area where strategies will be utilized

**Community Engagement:** Bring community stakeholders together to discuss common vision for what Medford is going to strive to accomplish. Engagement includes involving and informing citizens about the vision, mission and goals for the City.

- Complete and approve an internal visioning process that includes:
  - Core Values
  - 2017-19 Council Goals
- Develop a broad-based vision with community stakeholders
  - Medford 2050 Plan
- Develop a branding strategy for the City
  - Create new City logo
  - Create hashtag
  - Increase social media presence

**Public Infrastructure:** Proactively plan for and respond to identified infrastructure needs by providing facilities essential for citizens and visitors to live, work and play in a manner that is financially and environmentally sustainable.

- Complete vitally important plans
  - Transportation System Plan
  - Sewer Collection System Master Plan
- Update to Pavement Management Strategy
- Determine feasibility of a potential Event/Recreation Center
- Aquatic facility analysis and direction
- Citywide space needs assessment/City Hall utilization strategy

**Economic Development:** The City will play an active role in maintaining and enhancing Medford's diverse economy with an emphasis on family wage jobs.

- Collaborate with SOREDI in development of an economic strategy
- Re-apply for re-designation of the current Urban Enterprise Zone
- Provide case management approach to large industrial/commercial customers

- Designated point person in each development services departments that will have direct access to City Manager's office to quickly resolve communication issues.
- Training of staff in order to become more business friendly

**Downtown & Redevelopment:** The City will seek opportunities to assist with the development and redevelopment opportunities within the downtown core area.

- Determine future of current Urban Renewal District
  - Review need for additional new district areas
- Seek Federal and State grants to assist with seismic retrofits for downtown properties
- Public/Private partnerships for developing City owned downtown properties for housing and/or retail
- Partner with established downtown organizations to establish priorities and funding mechanisms for improvements
  - SPARC Central Medford
  - Chamber

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON, that the 2017-19 Biennial Goals listed above, are hereby adopted.

PASSED by the Council and signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

\_\_\_\_\_  
Mayor