

PLANNING COMMISSION

SEPTEMBER 24, 2020



MEDFORD

OREGON

Commission Members

David Culbertson

Joe Foley

David Jordan

Bill Mansfield

David McFadden

Mark McKechnie

E. J. McManus

Jared Pulver

Jeff Thomas

Regular Planning Commission
meetings are held on the second and
fourth Thursdays of every month

Meetings begin at 5:30 PM

City of Medford

City Council Chambers

411 W. Eighth Street, Third Floor

Medford, OR 97501

541-774-2380

PLANNING COMMISSION AGENDA



MEDFORD OREGON

September 24, 2020

5:30 P.M.

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

10. Roll Call

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

20.1 LDS-20-201 Final Order of tentative plat approval for Phases 22C and 22D for Summerfield at South East Park Subdivision, a proposed 14-lot residential subdivision and one reserve acreage tract on five parcels totaling 16.16 acres located south of Cherry Lane and east of Calle Vista Drive in the SFR-4 (Single Family Residential - 2.5 to 4 dwelling units per gross acre) zoning district and the Southeast Plan Overlay (371W27AD100 & 200, and 371W27DA400, 500 & 600); Applicant: Mahar Homes; Agent: Neathamer Surveying; Planner: Steffen Roennfeldt.

20.2 LDS-20-207 / CUP-20-208 Final Orders of tentative plat approval for a six-lot subdivision, along with a request for Conditional Use Permit in order to construct a driveway crossing, as well as locate a multi-use path and drainage facilities within the riparian corridor of Lone Pine Creek. (The proposed requests are running concurrent with AC-20-205, a proposed 84-unit multi-family development.) The property consists of a single parcel totaling 4.76 acres, and is located at the corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive). The property is zoned MFR-15 (Multiple Family Residential, 15 dwelling units per gross acre) (371W18AA TL 2300). Applicant: Windy Creek LLC; Agent: Slaughter Consulting; Planner: Dustin Severs.

30. Approval or Correction of the Minutes from September 10, 2020 hearing.

40. Oral Requests and Communications

COMMENTS WILL BE LIMITED TO 3 MINUTES PER INDIVIDUAL OR 5 MINUTES IF REPRESENTING A GROUP OR ORGANIZATION. **PLEASE SIGN IN.**

50. Public Hearings

COMMENTS ARE LIMITED TO A TOTAL OF 10 MINUTES FOR APPLICANTS AND/OR THEIR REPRESENTATIVES. YOU MAY REQUEST A 5-MINUTE REBUTTAL TIME. ALL OTHERS WILL BE LIMITED TO 3 MINUTES PER INDIVIDUAL OR 5 MINUTES IF REPRESENTING A GROUP OR ORGANIZATION. **PLEASE SIGN IN.**

Continuance Requests

50.1 LDS-20-219 Consideration of tentative plat approval for Cherry Meadows Subdivision Phase II a 15-lot residential subdivision with reserve acreage on a 2.68 acre parcel located on the west side of Cherry Street approximately 400 feet north of Stewart Avenue within an SFR-10 (Single Family Residential - 10 units per acre 372W35AA819) zoning district. Agent: Angela Hibbard; Planner: Liz Conner. **The applicant requests this item be continued to the Thursday, October 8, 2020 Planning Commission meeting.**

50.2 ZC-20-216 / LDS-20-218 Consideration of a zone change from SFR-00 (Single Family Residential, one dwelling unit per lot/parcel) to SFR-10 (Single Family Residential, 6 to 10 dwelling units per gross acre) and consideration of tentative plat for an eight-lot subdivision on a 1.21 acre parcel located at 1210 Sweet Road approximately 400 feet west of the intersection of West McAndrews Road and Sweet Road. Applicant: Sweet Homes Development LLC; Agent: Jay Harland, CSA Planning Ltd; Planner: Liz Conner. **The applicant requests this item be continued to the Thursday, October 22, 2020 Planning Commission meeting.**

Old Business

50.3 CUP-20-232 Request for a Conditional Use Permit (CUP) in order to implement several minor modifications as well as a 345,000 square foot hospital tower addition to the Rogue Valley Medical Center Campus within the C-S/P (Service Commercial and Professional Offices) zoning district (371W28CC109, 110, 111, 112, 113, 114, 116, 200, 302, 309 & 401). Applicant, PKA Architects; Agent, Jacobs; Planner, Steffen Roennfeldt.

New Business

50.4 DCA-20-243 A legislative amendment to modify the Temporary Shelter provisions in Chapter 10 and add provisions for (permanent) Shelters. Planner: Carla Angeli Paladino.

60. Reports

- 60.1 Site Plan and Architectural Commission
- 60.2 Transportation Commission
- 60.3 Planning Department

70. Messages and Papers from the Chair

80. City Attorney Remarks

90. Propositions and Remarks from the Commission

100. Adjournment

**BEFORE THE MEDFORD PLANNING COMMISSION
STATE OF OREGON, CITY OF MEDFORD**

IN THE MATTER OF TENTATIVE PLAT APPROVAL OF SUMMERFIELD AT SOUTH EAST)
PARK SUBDIVISION PHASES 22C AND 22D [LDS-20-2011]) **ORDER**

ORDER granting approval of a request for tentative plat for *Summerfield at South East Park Subdivision Phases 22C and 22D*, described as follows:

A 14-lot residential subdivision and one reserve acreage tract on five parcels totaling 16.16 acres located south of Cherry Lane and east of Calle Vista Drive in the SFR-4 (Single Family Residential - 2.5 to 4 dwelling units per gross acre) zoning district and the Southeast Plan Overlay (371W27AD100 & 200, and 371W27DA400, 500 & 600).

WHEREAS:

1. The Planning Commission has duly accepted the application filed in accordance with the Medford Land Development Code, Section 10.202; and
2. The Medford Planning Commission has duly held a public hearing on the request for tentative plat for *Summerfield at South East Park Subdivision Phases 22C and 22D*, as described above, with the public hearing a matter of record of the Planning Commission on September 10, 2020.
3. At the public hearing on said tentative plat, evidence and recommendations were received and presented by the developer and Planning Department Staff; and
4. At the conclusion of said hearing, after consideration and discussion, the Medford Planning Commission, upon a motion duly seconded granted tentative plat for *Summerfield at South East Park Subdivision Phases 22C and 22D*, as described above and adopted the final order with all conditions and findings set forth for the granting of the tentative plat approval.

THEREFORE LET IT BE HEREBY ORDERED that the tentative plat for *Summerfield at South East Park Subdivision Phases 22C and 22D*, stands approved per the Staff Report dated September 3, 2020, and subject to compliance with all conditions contained therein.

AND LET IT FURTHER BE OF RECORD, that the action of the Planning Commission in approving this request for tentative plat approval is hereafter supported by the findings referenced in the Staff Report dated September 3, 2020.

BASED UPON THE ABOVE, the Planning Commission determined that the tentative plat is in conformity with the provisions of law and Section 10.202(E) Land Division Criteria of the Land Development Code of the City of Medford.

Accepted and approved this 24th day of September, 2020.

CITY OF MEDFORD PLANNING COMMISSION

Planning Commission Vice-Chair

ATTEST:

Planning Department Representative

**BEFORE THE MEDFORD PLANNING COMMISSION
STATE OF OREGON, CITY OF MEDFORD**

IN THE MATTER OF TENTATIVE PLAT APPROVAL OF CREEKSIDE VILLAGE)
SUBDIVISION _____ (LDS-20-2071) **ORDER**

ORDER granting approval of a request for tentative plat for *Creekside Village Subdivision*, described as follows:

A six-lot subdivision, a proposed 84-unit multi-family development. The property consists of a single parcel totaling 4.76 acres, and is located at the corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive). The property is zoned MFR-15 (Multiple Family Residential, 15 dwelling units per gross acre) (371W18AA TL 2300).

WHEREAS:

1. The Planning Commission has duly accepted the application filed in accordance with the Medford Land Development Code, Section 10.202; and
2. The Medford Planning Commission has duly held a public hearing on the request for tentative plat for *Creekside Village Subdivision*, as described above, with the public hearing a matter of record of the Planning Commission on September 10, 2020.
3. At the public hearing on said tentative plat, evidence and recommendations were received and presented by the developer and Planning Department Staff; and
4. At the conclusion of said hearing, after consideration and discussion, the Medford Planning Commission, upon a motion duly seconded granted tentative plat for *Creekside Village Subdivision*, as described above and adopted the final order with all conditions and findings set forth for the granting of the tentative plat approval.

THEREFORE LET IT BE HEREBY ORDERED that the tentative plat for *Creekside Village Subdivision*, stands approved per the Planning Commission Report dated September 10, 2020, and subject to compliance with all conditions contained therein.

AND LET IT FURTHER BE OF RECORD, that the action of the Planning Commission in approving this request for tentative plat approval is hereafter supported by the findings referenced in the Planning Commission Report dated September 10, 2020.

BASED UPON THE ABOVE, the Planning Commission determined that the tentative plat is in conformity with the provisions of law and Section 10.202(E) Land Division Criteria of the Land Development Code of the City of Medford.

Accepted and approved this 24th day of September, 2020.

CITY OF MEDFORD PLANNING COMMISSION

Planning Commission Vice-Chair

ATTEST:

Planning Department Representative

**BEFORE THE MEDFORD PLANNING COMMISSION
STATE OF OREGON, CITY OF MEDFORD**

IN THE MATTER OF PLANNING COMMISSION FILE CUP-20-208 APPLICATION FOR A)
CONDITIONAL USE PERMIT SUBMITTED BY WINDY CREEK LLC) **ORDER**

ORDER granting approval of a request for a conditional use permit for *Creekside Village Subdivision*, described as follows:

To construct a driveway crossing, as well as locate a multi-use path and drainage facilities within the riparian corridor of Lone Pine Creek. The property consists of a single parcel totaling 4.76 acres, and is located at the corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive). The property is zoned MFR-15 (Multiple Family Residential, 15 dwelling units per gross acre) (371W18AA TL 2300).

WHEREAS:

1. The Planning Commission has duly accepted the application filed in accordance with the Land Development Code, Section 10.184; and,
2. The Medford Planning Commission has duly held a public hearing on the matter of an application for a conditional use permit for *Creekside Village Subdivision*, as described above, with a public hearing a matter of record of the Planning Commission on September 10, 2020.
3. At the public hearing on said application, evidence and recommendations were received and presented by the applicant's representative and Planning Department staff; and,
4. At the conclusion of said public hearing, after consideration and discussion, the Medford Planning Commission, upon a motion duly seconded, granted a conditional use permit for *Creekside Village Subdivision*, as described above.

THEREFORE LET IT BE HEREBY ORDERED that the application for *Creekside Village Subdivision*, as described above, stands approved in accordance per the Planning Commission Report dated September 10, 2020.

AND LET IT FURTHER BE OF RECORD that the action of the Planning Commission in approving this request for *Creekside Village Subdivision*, as described above, is hereafter supported by the findings referenced in the Planning Commission Report dated September 10, 2020.

Accepted and approved this 24th day of September, 2020.

CITY OF MEDFORD PLANNING COMMISSION

Planning Commission Chair

ATTEST:

Planning Department Representative



PLANNING COMMISSION REPORT

for a type-III quasi-judicial decisions: Land Division & Conditional Use Permit

Project Creekside Village
Applicant: Windy Creek, LLC; Agent: Joe Slaughter Consulting

File no. LDS-20-207/CUP-20-208

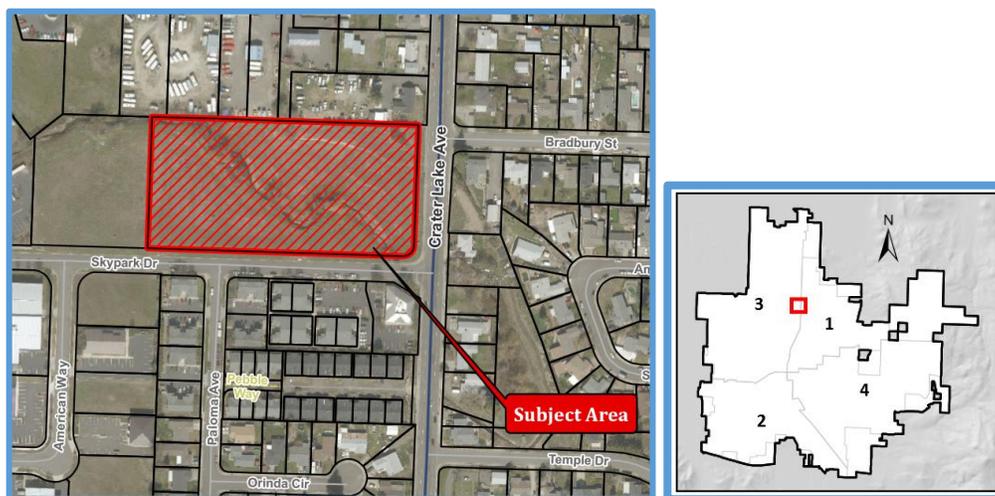
Date September 10, 2020

BACKGROUND

Proposal

Consideration of tentative plat approval for a six-lot subdivision, along with a request for Conditional Use Permit in order to construct a driveway crossing, as well as locate a multi-use path and drainage facilities within the riparian corridor of Lone Pine Creek. (The proposed requests are running concurrent with AC-20-205, a proposed 84-unit multi-family development.) The property consists of a single parcel totaling 4.76 acres, and is located at the corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive). The property is zoned MFR-15 (Multiple Family Residential, 10 – 15 dwelling units per gross acre) (371W18AA TL 2300).

Vicinity Map



Subject Site Characteristics

Zoning: MFR-15
GLUP: UM (Urban Medium Density Residential)
Overlay(s): None
Use(s): vacant

Surrounding Site Characteristics

North Zone: SFR-6 & I-L
Use(s): Residential

South Zone: MFR-20
Use(s): Residential

East Zone: SFR-4
Use(s): Residential

West Zone: I-L
Use(s): Vacant

Related Projects

CP-99-120 GLUP amendment from UH to UM
AC-00-173 Multi-family project (expired)
PUD-07-078 Multi-use PUD (terminated in 2008)
AC-07-285 Creekside Village (expired)
AC-09-008 Creekside Village Apartments (expired)
AC-20-205 SPAC application running concurrent with subject request

Applicable Criteria

MLDC 10.202(E): Land Division Criteria

The Planning Commission shall not approve any tentative plat unless it first finds that, the proposed land division together with the provisions for its design and improvement:

- (1) Is consistent with the Comprehensive Plan, any other applicable specific plans thereto, including Neighborhood Circulation Plans, and all applicable design standards set forth in Article IV and V;*
- (2) Will not prevent development of the remainder of the property under the same ownership, if any, or of adjoining land or of access thereto, in accordance with this chapter;*
- (3) Bears a name that has been approved by the approving authority and does not use a word which is the same as, similar to, or pronounced the same as a*

word in the name of any other subdivision in the City of Medford; except for the words "town", "city", "place", "court", "addition", or similar words; unless the land platted is contiguous to and platted by the same applicant that platted the land division bearing that name; or unless the applicant files and records the consent of the party who platted the land division bearing that name and the block numbers continue those of the plat of the same name last filed;

- (4) If it includes the creation of streets or alleys, that such streets or alleys are laid out to be consistent with existing and planned streets and alleys and with the plats of land divisions already approved for adjoining property unless the approving authority determines it is in the public interest to modify the street pattern;*
- (5) If it has streets or alleys that are proposed to be held for private use, that they are distinguished from the public streets or alleys on the tentative plat, and reservations or restrictions relating to the private streets or alleys are set forth;*
- (6) Will not cause an unmitigated land use conflict between the land division and adjoining agricultural lands within the EFU (Exclusive Farm Use) zoning district.*

Medford Municipal Code §10.184(C) Conditional Use Permit Approval Criteria.

- (1) The Planning Commission must determine that the development proposal complies with either of the following criteria before approval can be granted.*
 - (a) The development proposal will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.*
 - (b) The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the approving authority (Planning Commission) to produce a balance between the conflicting interests.*
- (2) In authorizing a conditional use permit the approving authority (Planning Commission) may impose any of the following conditions:*
 - (a) Limit the manner in which the use is conducted, including restricting the time an activity may take place, and restraints to minimize such environmental effects as noise, vibration, air pollution, glare and odor.*
 - (b) Establish a special yard or other open space or lot area or dimension requirement.*
 - (c) Limit the height, size, or location of a building or other structure.*
 - (d) Designate the size, number, location, or nature of vehicle access points.*

- (e) Increase the amount of street dedication, roadway width, or improvements within the street right-of-way.*
- (f) Designate the size, location, screening, drainage, surfacing, or other improvement of parking or truck loading area.*
- (g) Limit or otherwise designate the number, size, location, height, or lighting of signs.*
- (h) Limit the location and intensity of outdoor lighting, or require its shielding.*
- (i) Require screening, landscaping, or other facilities to protect adjacent or nearby property, and designate standards for installation or maintenance thereof.*
- (j) Designate the size, height, location, or materials for a fence.*
- (k) Protect existing trees, vegetation, water resources, wildlife habitat, or other significant natural resources.*

Medford Municipal Code §10.184(D) Conditional Use Permits, Mitigation of Impacts.

A conditional use requiring the mitigation of impacts under Subsection (C)(1)(b) above must do one of the following:

- (1) Preserve unique assets of interest to the community.*
- (2) Provide a public facility or public nonprofit service to the immediate area or community.*
- (3) Otherwise provide a use or improvement that is consistent with the overall needs of the community in a location that is reasonably suitable for its purpose.*

Approval Authority

This is a Type III land use decision. The Planning Commission is the approving authority under MLDC 10.110(D).

Corporate Names

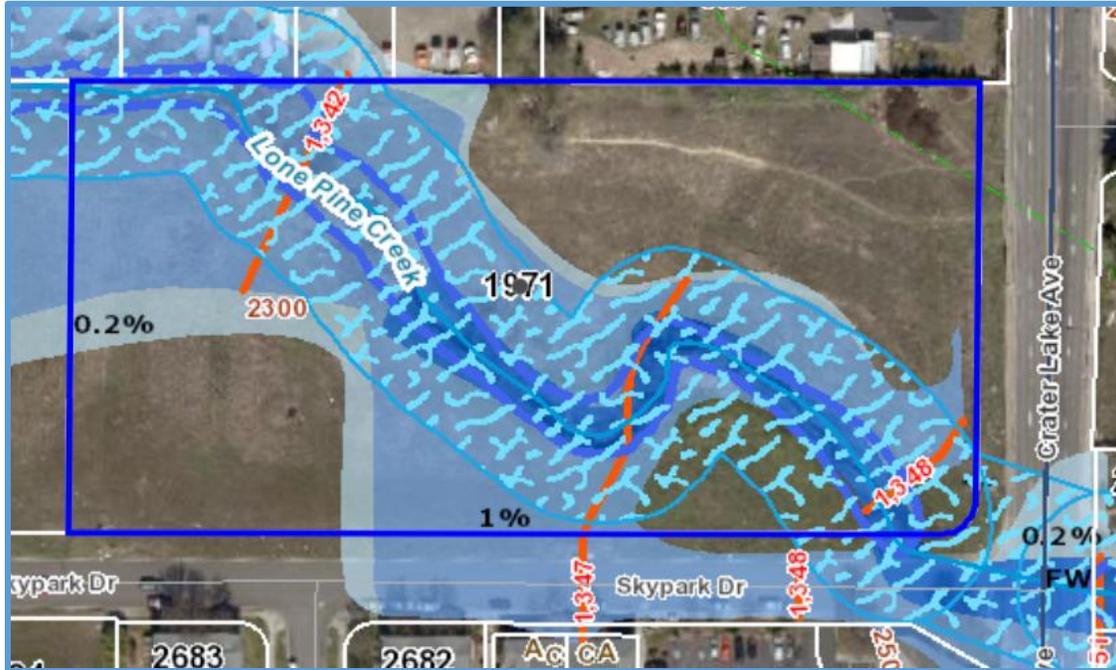
According to the Oregon Secretary of State Business Name Registry, the principal place of business of Windy Creek LLC. is located in Ashland, Oregon, and its registered agent is Laura Knapp.

ISSUES AND ANALYSIS

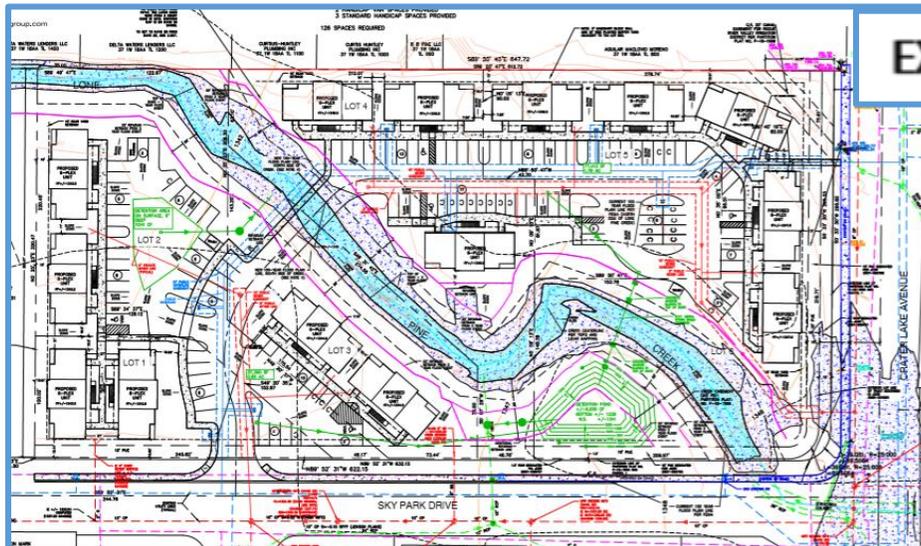
Project Summary

The subject site consists of a single, vacant parcel totaling 4.76 acres. The parcel has two street frontages: Skypark Drive, a Standard Residential street, along its southerly

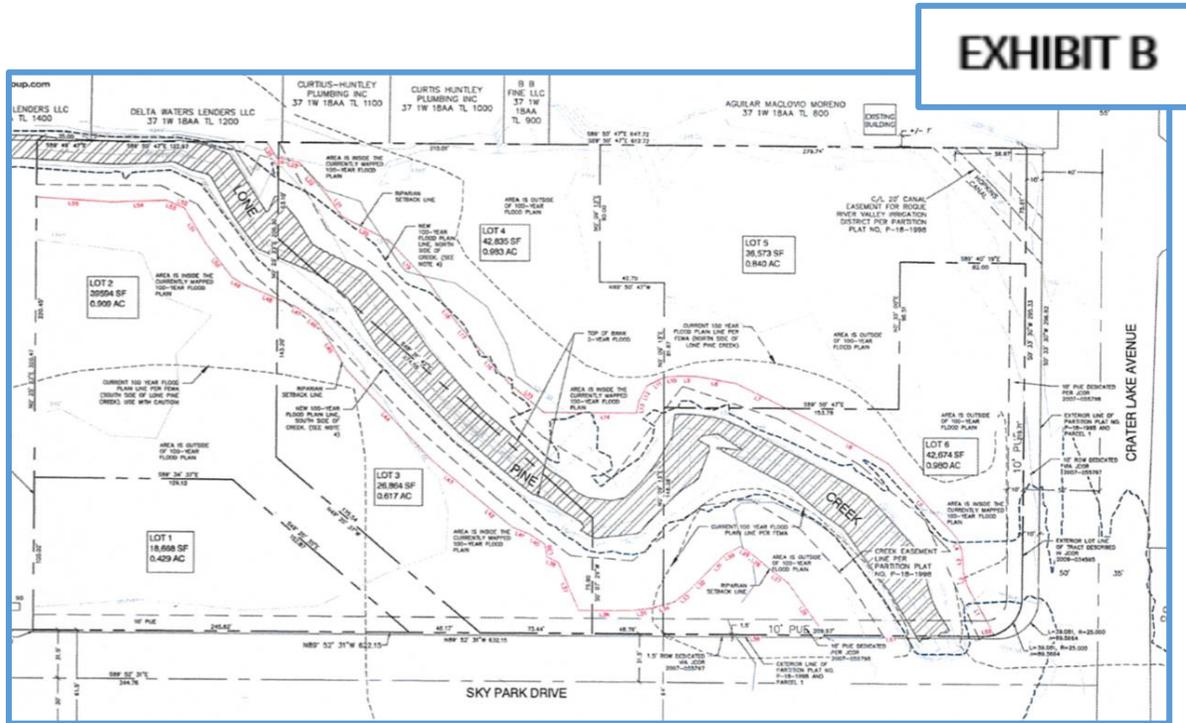
boundary; and Crater Lake Avenue, a Major Arterial street, along its easterly boundary. The parcel includes significant environmental constraints: Lone Pine Creek, a protected waterway classified as a Riparian Corridor, traverses the parcel east to west; and a substantial portion of the parcel is located within a 1% floodplain.



Despite these challenges, it is the applicant's intent to develop the property with a multi-family development, consisting of 14 six-plex buildings. The applicant has submitted an application for Site Plan & Architectural Commission (SPAC) review for the proposed development. The SPAC application is running concurrent with the subject requests, and is scheduled to be heard before SPAC on September 18, 2020. The approval of the SPAC application will be contingent on approval of the subject requests.



With the subject requests, the applicant is proposing to divide the property, creating a six-lot subdivision, Creekside Village; as well as a requesting a Conditional Use Permit (CUP), in order to construct a driveway crossing, storm drain utilities, and a multi-use path within the Riparian Corridor of Lone Pine Creek.



Development Standards

Site Development Table

MFR-15	Lot Area	Lot Width (Interior)	Lot Width (Corner)	Lot Depth	Lot Frontage
Required (minimum)	9,000 S.F.	80 ft.	90 ft.	100 ft.	30 ft.
Lot 1	18,668 S.F.	187 ft.	NA	100 ft.	245 ft.
Lot 2	39,594 S.F.	80 ft.	NA	390 ft.	46 ft.
Lot 3	26,864 S.F.	107 ft.	NA	274 ft.	73 ft.
Lot 4	42,835 S.F.	131 ft.	NA	300 ft.	46 ft.
Lot 5	36,573 S.F.	172 ft.	NA	279 ft.	75 ft.
Lot 6	42,674 S.F.	NA	235 ft.	148 ft.	235 ft.

As shown in the Site Development Table above, it can be found that the six lots shown on the tentative plat meet all the dimensional standards for the MFR-15 zoning district as found in Article V of the Medford Land Development Code.

Block Length

The block surrounding the subject parcel exceeds both the maximum block perimeter length and maximum block perimeter as outlined in MLDC 10.426(1). The Planning Commission may approve block length and/or perimeter lengths that exceed the maximum required—as outlined in MLDC 10.426(C)(2), shown below—contingent on the applicant's findings effectively demonstrating that certain constraints exist, making a street connection impractical or inappropriate.

The applicant is requesting relief to exceed both the maximum block and perimeter standards of the Code.

MLDC 10.426(C)(2)

2. The approving authority may find that proposed blocks that exceed the maximum block and/or perimeter standards are acceptable when it is demonstrated by the findings that one or more of the constraints, conditions or uses listed below exists on, or adjacent to the site:
 - a. Topographic constraints, including presence of slopes of 10% or more located within the boundary of a block area that would be required by subsection 10,426 C.1.,
 - b. Environmental constraints including the presence of a wetland or other body of water,
 - c. The area needed for a proposed Large Industrial Site, as identified and defined in the Medford Comprehensive Plan Economic Element, requires a block larger than provided by section 10.426 C.1.e. above. In such circumstances, the maximum block length for such a Large Industrial Site shall not exceed 1,150 feet, or a maximum perimeter block length of 4,600 feet,
 - d. Proximity to state highways, interstate freeways, railroads, airports, significant unbuildable areas or similar barriers that make street extensions in one or more directions impractical,
 - e. The subject site is in SFR-2 zoning district,
 - f. Future development on adjoining property or reserve acreage can feasibly satisfy the block or perimeter standards,
 - g. The proposed use is a public or private school, college or other large institution,
 - h. The proposed use is a public or private convention center, community center or arena,
 - i. The proposed use is a public community service facility, essential public utility, a public or private park, or other outdoor recreational facility.
 - j. When strict compliance with other provisions of the Medford Land Development Code produce conflict with provisions in this section.

It is staff's view that the construction of a public street is impractical, and the request for relief complies with MLDC 10.426(C)(2)(d) above. The parcels adjoining the subject property are built-out and are largely fragmented, factors which serve as barriers and make street extensions in one or more directions impractical.

The applicant is also requesting relief from constructing an accessway in lieu of a roadway, as required per MLDC 10.464. The submitted findings state that the applicant plans to reserve space for a multi-use path—as required per the City's adopted Leisure Services Plan—along the Lone Pine Creek corridor. The multi-use path will provide both pedestrian and bicycle access through the property, providing similar connectivity as required with an accessway.

Staff concurs with the applicant's findings, as the construction of a public street and/or a public accessway—pursuant to MLDC 10.426(1) and 10.464, respectively—are impractical and/or unnecessary, as the existing development and layout of the surrounding area act as barriers making street extensions in one or more directions impractical. Additionally, the future location of a multi-use path—as required per the City Leisure Services Plan—will provide both pedestrian and bicycle connectivity to adjoining properties.

Floodplain

A significant portion of the property is located within a 1% flood Hazard Area. Prior to the issuance of building permits, the applicant will be required to comply with all requirements outlined in the Floodplain report (Exhibit M).

Flag Lots

The tentative plat shows Lots 2 and 4 proposed as flag lots. Per MLDC 10.450, Cul-de-sacs, Minimum Access Easements, and Flag Lots require discretionary approval through the approving authority. Additionally, MLDC 10.450(3) applies specific design standards for flag lots if the approving authority finds the flag lots are necessary.

MLDC 10.450(1)

(1) Cul-de-sacs, minimum access easements and flag lots shall only be permitted when the approving authority finds that any of the following conditions exist:

- (a) One or more of the following conditions prevent a street connection: excess slope (15% or more), presence of a wetland or other body of water which cannot be bridged or crossed, existing development on adjacent property, presence of a freeway or railroad.
- (b) It is not possible to create a street pattern which meets the design requirements for streets.
- (c) An accessway is provided consistent with the standards for accessways in Section 10.464 through Section 10.466.

MLDC 10.450(3)

- (3) If a flag lot is necessary, then the following standards shall apply:
- (a) The access drive, or flag pole, shall have a minimum width of twenty (20) feet.
 - (b) The minimum lot frontage for a flag lot shall be twenty (20) feet.
 - (c) The required front yard setback shall be measured from the lot frontage property line.
 - (d) The minimum driveway throat width shall be determined as per Section 10.550.

It is the applicant's intent to create lots for individual ownership. The Code requires each lot to have street frontage, and flag lots provide flexibility to design subdivisions in challenging areas constrained by surrounding development, such as the subject plat. Staff is supportive of the applicant's request for the creation of two flag lots, as the barriers which make street extensions though the property impractical also makes it challenging to design a plat with conventional lots.

The Commission can find that the creation of two flag lots (Lot 2 and 4) meet the criteria outlined in MLDC 10.450(1)(b) and all the standards outlined in MLDC 10.450(3)(a-d).

Conditional Use Permit (Riparian Corridor)

A significant portion of the site is encumbered by the riparian corridor of Lone Pine Creek. Per MLDC 10.922, Lone Pine Creek is identified as a protected waterway. As such, a 50-foot riparian corridor—measured horizontally from the top-of-bank on both sides of the creek—is applied to the section of Lone Pine Creek located within the subject site. Development is not allowed within this established corridor.

Space intentionally left blank



Per MLDC 10.925, shown below, water-related or water-dependent uses—including drainage facilities, crossings, and multi-use paths—are allowed within a riparian corridor subject to the approval of a Conditional Use Permit.

10.925 Conditional Uses within Riparian Corridors.

The following activities, and maintenance thereof, are allowed within a riparian corridor if compatible with Section 10.920, “Riparian Corridors, Purposes,” and if designed to minimize intrusion. Such activities shall be subject to approval of a Conditional Use Permit, which may be considered separately or in conjunction with another land use review. The approving authority must determine that the proposal complies with at least one of the Conditional Use Permit criteria. Applicable permits, if any, from the Oregon Department of State Lands and the U.S. Army Corps of Engineers shall subsequently be obtained. All development and improvement plans shall be submitted to the Oregon Department of Fish and Wildlife for a habitat mitigation recommendation pursuant to O.A.R. 635-415 “Fish and Wildlife Habitat Mitigation Policy.”

- (1) Water-related or water-dependent uses, such as drainage facilities and irrigation pumps.
- (2) Utilities or other public improvements.
- (3) Streets, roads, or bridges where necessary for access or crossings.
- (4) Multi-use paths, accessways, trails, picnic areas, or interpretive and educational displays and overlooks, including benches and outdoor furniture.

The applicant is requesting a CUP in order to construct a driveway crossing, drainage utilities, and a multi-use path within the riparian corridor of Lone Pine Creek. Consistent with the requirements found in MLDC 10.925, the applicant has submitted a Planting Plan (Exhibit C) and a Site Work & Protection Plan (Exhibit D), showing the planting of rows of trees along both sides of the creek.

The subject request was forwarded to the Oregon Department of Fish and Wildlife (ODFW) along with the applicant’s plans. Staff received a report from ODFW (Exhibit

K) on August 12, 2020. In the report, it is stated that “ODFW supports the need of a creek crossing as the City’s Partition Plat P-18-1998, does not allow for vehicular access from Crater Lake Avenue onto the parcel.” The report also recommends that the stream crossing avoid the removal of any large established trees adjacent to Lone Pine Creek, and to avoid burying utilities below the creek bed.

In addition to the CUP request, the applicant has requested—pursuant to MLDC 10.927—a 25-foot reduction in order to construct the proposed buildings within the outer 25-feet of the required 50-foot riparian corridor. A request to reduce or deviate from a riparian corridor boundary, however, is a Type-I ministerial decision rendered by the Planning Director, and is a separate from the subject CUP request. The applicant is currently working with ODFW concerning the proposed 25-foot reduction. At the time of this writing, however, a formal request has not been forwarded to the Planning Director. It is important to note that the 25-foot reduction request is not part of the subject CUP request, which is limited to the proposed driveway crossing, drainage utilities, and a multi-use path.

The applicant has also been working with the Parks Department concerning the future installation of the multi-use path identified in the City’s Leisure Services Plan. The applicant did not show the path on the plan, as it was not clear at the time what the Parks Department desired for the path. On September 3, 2020, staff received a memo from the Parks Department (Exhibit N), stating that the applicant will install a soft-surface trail within the riparian corridor. As a condition of approval, the applicant will be required to submit revised plans identifying the pathway and dimensions of the multi-use path.

Staff is supportive of the CUP request. It is staff’s view that the submitted Planting Plan will provide adequate protection of the riparian corridor and will improve its current condition. Further, the granting the CUP request can be made in keeping with the purpose and intent of the *Medford Land Development Code*, will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.

All conditions of approval pertaining to the installation of the riparian landscaping will be required prior to the issuance of building permits, and, therefore, will be tied to the site’s development and included with the SPAC review.

Facility Adequacy

Per the agency comments submitted to staff, (Exhibits H-J), it can be found that there are adequate facilities to serve the future development of the site.

Committee Comments

No comments were received from a committee, such as BPAC.

Neighbor Comments

Staff received a letter on August 27, 2020, from a neighboring business, Winkelman-Bruce & Traux, LLP, an accounting firm located at 2732 American Way. In the letter, Ms. Winkelman-Bruce requests that parking be disallowed on Skypark Drive on one side of the street, and that parking be disallowed the last few feet leading to the corner of Skypark Drive and Crater Lake Avenue.

Citizen requests pertaining to traffic matters—including requests to eliminate public on-street parking spaces—are heard by the Traffic Coordinating Committee (TCC), which provides recommendations to the Public Works Department. The subject letter has been forwarded to the Public Works Department for processing.

DECISION

At the public hearing held on September 3, 2020, the Commission voted unanimously to approve the request. A revised Public Works report was added into the record (Exhibit H-1), and the Commission added a discretionary condition of approval (Condition #4), requiring that the applicant record a public reservation for the multi-use path—a path required per the City's adopted Leisure Services Plan—stating that the path will become public at the time that a connection from the adjoining property is available.

FINDINGS AND CONCLUSIONS

Land Division

Staff finds the subdivision plat consistent with the Comprehensive Plan and all applicable design standards set forth in Article IV and V. Furthermore, the subdivision will not prevent development of the remainder of the property under the same ownership or of adjoining land; bears a name (Creekside Village), which has been reviewed and approved by the City's Address Technician; the plat does not include the creation of public streets; and criteria 5 and 6 are inapplicable.

Conditional Use Permit

The approving authority (Planning Commission) must determine that the development proposal complies with either of the following criteria before approval can be granted.

- (1) The development proposal will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.*

The Commission can find that the submitted Planting Plan will provide adequate protection of the riparian corridor; and that the granting of the CUP to allow the

applicant to construct a driveway crossing, drainage utilities, and a multi-use path within the riparian corridor of Lone Pine Creek can be made in keeping with the purpose and intent of the *Medford Land Development Code*, and will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.

This criterion is satisfied.

(2) The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the approving authority (Planning Commission) to produce a balance between the conflicting interests.

This criterion is inapplicable.

Staff recommends that the Commission adopt the Findings of Fact as recommended by staff.

ACTION TAKEN

Adopted the findings as recommended by staff and directed staff to prepare a Final Order for approval of LDS-20-207 & CUP-20-208 per the Planning Commission report dated September 10, 2020, including:

- Exhibits A-1 through N.
- The granting of relief from constructing a public street and a public accessway, pursuant to MLDC 10.426(C)(2) and 10.464(1), respectively.
- Approval of Lots 2 and 4 to be created as flag lots, pursuant to 10.450(1) and 10.450(3).
- **Addition of a discretionary condition of approval (condition #4), requiring that the applicant record a public reservation for the multi-use path—a path required per the City's adopted Leisure Services Plan—stating that the path will become public at the time that a connection from the adjoining property is available.**

EXHIBITS

- A-1 Conditions of Approval (Revised), drafted September 10, 2020.**
- B Applicant's Tentative Plat, submitted July 13, 2020.
- C Applicant's Planting Plan, submitted July 13, 2020.
- D Applicant's Site Work and Protection Plan, submitted July 13, 2020.
- E Applicant's SPAC Site Plan, submitted July 13, 2020.
- F Applicant's Findings (LDS), submitted July 13, 2020.
- G Applicant's Findings (CUP), submitted July 13, 2020.
- H-1 Public Works Report, received September 10, 2020.**

- I Fire Department Report, received August 19, 2020.
- J Medford Water Commission report/map, received August 19, 2020.
- K Oregon Department of Fish and Wildlife report, received August 12, 2020.
- L Neighbor Letter, received August 27, 2020.
- M Floodplain report, received September 2, 2020.
- N Parks Department report, received September 3, 2020.
Vicinity Map

PLANNING COMMISSION AGENDA:

SEPTEMBER 10, 2020
SEPTEMBER 24, 2020

Joe Foley, Vice Chair

EXHIBIT A-1

Creekside Village Subdivision
LDS-20-207 / CUP-20-208
Conditions of Approval
September 10, 2020

CODE REQUIRED CONDITIONS:

Prior to the approval of the final plat, the applicant shall:

1. Comply with all applicable conditions stipulated by the Medford Public Works Department (Exhibit H)
2. Comply with all applicable conditions stipulated by the Medford Water Commission (Exhibit J).
3. Submit revised plans identifying the location and dimensions of the multi-use path.

DISCRETIONARY CONDITIONS:

Prior to the approval of the final plat, the applicant shall:

4. Provide documentation of a public reservation, recorded in the official records of Jackson County, stating that the multi-use path—a path required per the City's adopted Leisure Services Plan—will become public at the time that a connection from the adjoining property is available.



LD DATE: 8/19/2020

Revised Date: 9/9/2020

File Number: LDS-20-207/CUP-20-208

PUBLIC WORKS DEPARTMENT STAFF REPORT

Creekside Village Subdivision 1971 Skypark Drive (TL 2300)

Project: Consideration of tentative plat approval for a six-lot subdivision, along with a request for Conditional Use Permit in order to construct a driveway crossing, as well as locate a multi-use path and drainage facilities within the riparian corridor of Lone Pine Creek. (The proposed requests are running concurrent with AC-20-205, a proposed 84-unit multi-family development.) The property consists of a single parcel totaling 4.76 acres.

Location: Located at the corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive). The property is zoned MFR-15 (Multiple Family Residential, 15 dwelling units per gross acre), and located within the Lone Pine Village PUD (371W18AA TL 2300).

Applicant: Applicant: Windy Creek LLC; Agent: Slaughter Consulting; Planner: Dustin Severs.

The following items shall be completed and accepted prior to the respective events under which they are listed:

- Approval of Final Plat:
 - Right-of-way, construction and/or assurance of the public improvements in accordance with Medford Land Development Code (MLDC), Section 10.666 & 10.667 (Items A, B & C)

A. STREETS

1. Dedications

Crater Lake Avenue and Skypark Drive are considered Legacy Streets per Medford Land Development Code (MLDC) 10.427(D). Proposed conditions of approval for land use actions which contain legacy streets shall be subject to review and recommendation by the City Engineer. The applicant shall be required to have a conference with the City Engineer prior to submitting



land use applications containing legacy streets; the City Engineer shall produce a memorandum summarizing the meeting and legacy street standards that would apply to the land use application and this memorandum shall be submitted as an exhibit with the land use application. If a deviation from the City Engineer's recommendation is requested by the applicant, the applicant shall provide written findings (see criteria under MLDC 10.427(D)(1)(a-e).

Crater Lake Avenue is classified as a Major Arterial street within the MLDC, Section 10.428 and requires a total right-of-way width of 100-feet. The developer shall dedicate for public right-of-way, sufficient width of land along the frontage of this development to comply with the half width of right-of-way for a Major Arterial street, which is 50-feet, unless otherwise recommended through the Legacy Street Memorandum. **The Developer's surveyor shall verify the amount of additional right-of-way required.**

The Developer will receive SSDC (Street System Development Charge) credits for the public right-of-way dedication on higher order streets, per the methodology established by the MLDC 3.815. **Should the Developer elect to have the value of the land be determined by an appraisal, a letter to that effect must be submitted to the City Engineer within sixty (60) calendar days of the date of the Final Order of the Planning Commission. The City will then select an appraiser, and a cash deposit will be required as stated in Section 3.815.**

Skypark Drive is classified as Standard Residential street within the MLDC, Section 10.430. The Developer shall dedicate for public right-of-way, sufficient width of land along the frontage to comply with the half width of right-of-way, which is 31.5-feet, unless otherwise recommended through the Legacy Street Memorandum. **The Developer's surveyor shall verify the amount of additional right-of-way required.**

In accordance with MLDC 10.471, **the property owner shall dedicate a 10-foot wide public utility easement (PUE)** adjacent to the right-of-way line along this Developments frontage.

The right-of-way and easement dedications shall be submitted directly to the Engineering Division of the Public Works Department. The submittal shall include: the right-of-way and easement dedication, including an exhibit map; a copy of a current Lot Book Report, Preliminary Title Report, or Title Policy; a mathematical closure report (if applicable), and the Planning Department File Number; for review and City Engineer acceptance signature prior to recordation by the applicant. Releases of interest shall be obtained by holders of trust deeds or mortgages on the right-of-way and PUE area.

2. Public Improvements

a. Public Streets

Crater Lake Avenue – All street section improvements have been completed including

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pavement, curb and gutter, sidewalks and street lights. **No additional street improvements are required.**

Skypark Drive – All street section improvements have been completed including pavement, curb and gutter, partial sidewalks and partial street lights. **No additional street improvements are required, aside from 5-foot sidewalk with planter strip and the street light noted below.**

b. Street Lights and Signing

The Developer shall provide and install in compliance with Section 10.495 of the Medford Municipal Code (MMC). Based on the preliminary plan submitted, the following number of street lights and signage will be required:

Street Lighting – Developer Provided & Installed:

- A. 1 – Type R-150 LED (Skypark Drive)

Note - Power shall come out of existing pole #3505. Existing conduit would need to be spliced into with a new JB.

Traffic Signs and Devices – City Installed, paid by the Developer:

- A. None

Numbers are subject to change if changes are made to the plans. Public Works will provide preliminary street light locations upon request. All street lights shall be operating and turned on at the time of the final inspection by the Public Works Department.

The Developer shall be responsible for the preservation and re-installation of all signs removed during demolition and site preparation work. The Developer's contractor shall coordinate with the City of Medford Public Works to remove any existing signs and place new signs provided by Medford Public Works Department.

c. Pavement Moratoriums

There is a pavement cutting moratorium in effect along this frontage to Crater Lake Avenue, which is set to expire July 20th, 2025. There is a no pavement cutting moratorium currently in effect along this developments frontage to Skypark Drive.

d. Access to Public Street System

Driveways shall be per MLDC 10.550.

Replace any unused driveway approaches with full height curb and gutter.

Public Works takes no exception to the applicant's findings regarding MLDC 10.426.

e. Easements

All public sanitary sewer or storm drain mains shall be located in paved public streets or within easements. A 12-foot wide paved access shall be provided to any public manholes or other structures which are not constructed within the street section, in these locations the paved access shall be located within a 15-foot easement.

Easements shall be shown on the final plat for all sanitary sewer and storm drain mains or laterals which cross lots, including any common area, other than those being served by said lateral. The City requires that easement(s) do not run down the middle of two tax lot lines, but rather are fully contained within one tax lot.

3. Section 10.668 Analysis

To support a condition of development that an applicant dedicate land for public use or provide a public improvement, the Medford Code requires a nexus and rough proportionality analysis which is essentially a codification of the constitutional provisions in Nollan and Dolan cases.

10.668 Limitation of Exactions

Notwithstanding any other provisions of this Chapter 10, an applicant for a development permit shall not be required, as a condition of granting the application, to dedicate land for public use or provide public improvements unless:

(1) the record shows that there is an essential nexus between the exaction and a legitimate government purpose and that there is a rough proportionality between the burden of the exaction on the developer and the burden of the development on public facilities and services so that the exaction will not result in a taking of private property for public use, or

(2) a mechanism exists and funds are available to fairly compensate the applicant for the excess burden of the exaction to the extent that it would be a taking.

1. Nexus to a legitimate government purpose

The purposes for these dedications are found throughout the Medford Code, the Medford Transportation System Plan, and the Statewide Planning Rule, and supported by sound public policy. Those purposes and policies include, but are not limited to: development of a balanced transportation system addressing all modes of travel, including motor vehicles, transit, bicycles, emergency services and pedestrians. Further, these rights-of-way are used to provide essential services such as sanitary sewer, domestic water and storm drains to serve the developed parcels. It can be found that the listed right-of-way dedications and improvements have a nexus to these purposes and policies.

2. Rough proportionality between the dedications and improvements, and the impacts of development.

No mathematical formula is required to support the rough proportionality analysis. Furthermore, benefits to the development resulting from the dedication and improvements when determining “rough proportionality” have been considered, including but not limited to: increased property values, intensification of use, as well as connections to municipal services and the transportation network.

As set forth below, the dedication recommended herein can be found to be roughly proportional to the impacts reasonably anticipated to be imposed by this development.

Crater Lake Avenue & Skypark Drive:

The additional right-of-way on Crater Lake Avenue will provide the needed width for a future planter strip and sidewalk. Crater Lake Avenue is currently a 35 mile per hour facility, which currently carries approximately 14,900 vehicles per day. The planter strip moves pedestrians a safe distance from the edge of the roadway. Crater Lake Avenue will be the primary route for pedestrians traveling to and from this development.

The City assesses System Development Charges (SDCs) to help pay for acquisition of right-of-way and construction of additional Arterial & Collector Street capacity (including street lights) required as a result of new development. Because a mechanism exists in the form of SDC credit for right-of-way dedication and street improvements in accordance with Medford Municipal Code (MMC) 3.815 and other applicable parts of the Code, to fairly compensate the applicant, the conditions of MLDC, Section 10.668 are satisfied.

The additional right-of-way on Skypark Drive will provide the needed width for a future planter strip and sidewalk. Skypark Drive is currently a 25 mile per hour facility, which currently carries approximately 900 vehicles per day. The planter strip moves pedestrians a safe distance from the edge of the roadway. Skypark Drive will be the primary route for pedestrians traveling to and from this development.

Local street right-of-way dedication and construction requirements identified by the Public Works Department and required by the City are the minimum required to protect the public interest and are necessary for additional or densification of development in the City without detracting from the common good enjoyed by existing properties. Developments are required to provide all internal local streets and half-street improvements to abutting streets, including associated right-of-way dedications, to ensure that new development and density intensification provides the current level of urban services and adequate street circulation is maintained.

Dedication of the Public Utility Easement (PUE) will benefit development by providing public utility services, which are out of the roadway and more readily available to each lot or building being served. The additional traffic of all modes of travel generated by this proposed development supports the dedication and improvements for all modes of travel

and utilities. As indicated above, the area required to be dedicated for this development is necessary and roughly proportional to that required in similar developments to provide a transportation system that meets the needs for urban level services.

The additional street lighting on Skypark Drive will provide the needed illumination to meet current MLDC requirements.

B. SANITARY SEWERS

The proposed development is situated within the Medford sewer service area. The Developer shall ensure that sanitary sewer is available to each buildable lot prior to approval of the Final Plat.

C. STORM DRAINAGE

1. Drainage Plan

Future development shall provide a comprehensive drainage plan showing the entire project site with sufficient spot elevations to determine direction of runoff to the proposed drainage system, and also showing elevations on the proposed drainage system, shall be submitted with the first building permit application for approval.

With future development, the Developer shall provide copies of either a Joint Use Maintenance Agreement or a private stormdrain easement for any stormwater draining onto or from adjacent private property.

A Site/Utility Plan shall be submitted with the future building permit application to show the location of the existing or proposed stormdrain lateral/s for the site.

All private storm drain lines shall be located outside of the public right-of-way and/or any public utility easements (PUE).

2. Grading

Future development shall provide a comprehensive grading plan showing the relationship between adjacent property and the proposed development. Grading on this development shall not block drainage from an adjacent property or concentrate drainage onto an adjacent property without an easement. The Developer shall be responsible that the final grading of the development shall be in compliance with the approved grading plan.

3. Detention and Water Quality

Provide stormwater quality and detention facilities in accordance with MLDC Sections 10.481 and 10.729 and 10.486, as required.

4. Mains and Laterals

With future development, all roof drains and foundation drains shall be connected directly to a storm drain system.

Easements shall be shown on the Final Plat for storm drain laterals crossing property other than the one being served by the lateral. If a private storm drain system is being used to drain this site, the applicant shall provide a joint use maintenance agreement.

5. Erosion Prevention and Sediment Control

All development that disturbs 5,000 square feet or greater shall require an Erosion Prevention and Sediment Control Plan. Developments that disturb one acre and greater shall require a 1200C permit from the Department of Environmental Quality (DEQ). Erosion Prevention and Sediment Control Plans shall be submitted to the Building Department with the project plans for development. All disturbed areas shall be covered with vegetation or properly stabilized prior to certificate of occupancy.

6. Flood Control Maintenance Condition

The Developer shall provide flood control maintenance of Lone Pine Creek through the property.

D. SURVEY MONUMENTATION

All survey monumentation shall be in place, field-checked, and approved by the City Surveyor prior to approval of the final plat.

E. GENERAL CONDITIONS

1. Phasing

The proposed tentative plat does not show any phasing.

2. Permits

Concrete or block walls built within a PUE, or within sanitary sewer or storm drain easements require review and approval from the Engineering Division of Public Works. Walls shall require a separate permit from the Building Department and may also require certification by a professional engineer.

3. System Development Charges (SDCs)

Buildings in this development are subject to SDC fees. These SDC fees shall be paid at the time individual building permits are taken out.

This development is also subject to storm drain system development charges, the Developer is eligible for storm drain system development charge credits for the installation of storm drain pipe which is 24-inches in diameter or larger and is not used for storm drain detention in accordance with Medford Municipal Code (MMC), Section 3.891. The storm drain system development charge shall be collected at the time of the approval of the final plat.

4. Construction and Inspection

Contractors proposing to do work on public streets (including street lights), sewers, or storm drains shall 'prequalify' with the Engineering Division prior to starting work. Contractors shall work off a set of public improvement drawings that have been approved by the City of Medford Engineering Division. Any work within the County right-of-way shall require a separately issued permit from the County.

For City of Medford facilities, the Public Works requires that public sanitary sewer and storm drain mains be inspected by video camera prior to acceptance of these systems by the City.

Where applicable, the Developer shall bear all expenses resulting from the adjustment of manholes to finish grades as a result of changes in the finish street grade.

Prepared by: Jodi K Cope
Reviewed by: Doug Burroughs
Revised by: Jodi K Cope

SUMMARY CONDITIONS OF APPROVAL

Creekside Village Subdivision

1971 Skypark Drive (TL 2300)

LDS-20-207/CUP-20-208

A. Streets

1. Street Dedications to the Public:

- **Crater Lake Avenue & Skypark Drive** – Dedicate additional right-of-way unless otherwise recommended through the Legacy Street Memorandum.
- Dedicate 10-foot public utility easements (PUE).

2. Improvements:

Public Streets

- **Crater Lake Avenue** – No improvements are required at this time.
- **Skypark Drive** – No improvements are required at this time, aside from sidewalks and streetlights.

Lighting and Signing

- Developer supplies and installs all street lights at own expense.
- City installs traffic signs and devices at Developer's expense.

Access to Public Street System

- Driveways shall be per MLDC 10.550.
- Replace any unused driveway approaches with full height curb and gutter.
- Public Works takes no exception to the applicant's findings regarding MLDC 10.426.

Other

- **There is a pavement cutting moratorium in effect along this frontage to Crater Lake Avenue, which is set to expire July 20th, 2025.** There is a no pavement cutting moratorium currently in effect along this developments frontage to Skypark Drive.

B. Sanitary Sewer:

- Have sanitary sewer available for each lot.
- Provide easements as necessary.

C. Storm Drainage:

- Provide an investigative drainage report.
- Provide a comprehensive grading plan.
- Provide water quality and detention facilities, if required by code.
- Provide Erosion Control Permit from DEQ.
- The Developer shall provide flood control maintenance of Lone Pine Creek through the property.

D. Survey Monumentation

- Provide all survey monumentation.
- = City Code Requirement
- = Discretionary recommendations/comments

The above summary is for convenience only and does not supersede or negate the full report in any way. If there is any discrepancy between the above list and the full report, the full report shall govern. Refer to the full report for details on each item as well as miscellaneous requirements for the project, including requirements for public improvement plans (Construction Plans), design requirements, phasing, draft and final plat processes, permits, system development charges, pavement moratoriums and construction inspection.

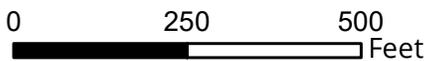


Project Name:

Creekside Village

Map/Taxlot:

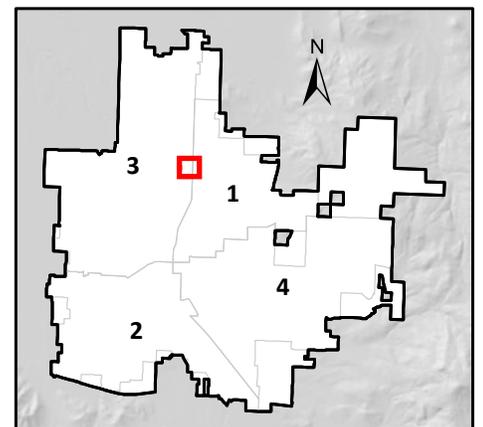
371W18AA TL 2300



Legend

-  Subject Area
-  Tax Lots

7/22/2020



PLANNING COMMISSION MINUTES



September 10, 2020

5:30 P.M.

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

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

Commissioners Present

Mark McKechnie, Chair
David Jordan
Bill Mansfield
David McFadden
Jared Pulver

Staff Present

Kelly Evans, Assistant Planning Director
Katie Zerkel, Senior Assistant City Attorney
Alex Georgevitch, City Engineer
Chase Browning, Deputy Fire Marshal
Terri Richards, Recording Secretary
Dustin Severs, Planner III

Commissioner Absent

David Culbertson, Excused Absence
Joe Foley, Vice Chair, Excused Absence
E.J. McManus, Excused Absence
Jeff Thomas, Excused Absence

10. **Roll Call**

20. **Consent Calendar / Written Communications.** None.

30. **Approval or Correction of the Minutes from August 27, 2020 hearing**

30.1 The minutes for August 27, 2020, were approved as submitted.

40. **Oral Requests and Communications from the Public.** None.

Katie Zerkel, Senior Assistant City Attorney read the Quasi-Judicial statement.

50. **Public Hearings.**

Continuance Request

50.1 CUP-20-232 Request for a Conditional Use Permit (CUP) in order to implement several minor modifications as well as a 345,000 square foot hospital tower addition to the Rogue Valley Medical Center Campus within the C-S/P (Service Commercial and Professional Offices) zoning district (371W28CC109, 110, 111, 112, 113, 114, 116, 200, 302, 309 & 401). Applicant, PKA Architects; Agent,

Jacobs; Planner, Steffen Roennfeldt. **The applicant requests this item be continued to the Thursday, September 24, 2020 Planning Commission meeting.**

Chair McKechnie stated that if there are members in the audience that have come to testify on this agenda item and cannot attend the September 24th hearing, please come forward to the podium and the Planning Commission will hear your testimony at this time. Please keep in mind that it is possible that your questions may be answered when staff presents their staff report on September 24th. There will be no decisions made this evening on this agenda item.

Motion: The Planning Commission continued CUP-20-232 per the applicant's request to the Thursday, September 24, 2020 Planning Commission meeting.

Moved by: Commissioner McFadden

Seconded by: Commissioner Pulver

Roll Call Vote: Motion passed, 5-0-0.

50.2 LDS-20-201 Consideration of tentative plat approval for Phases 22C and 22D for Summerfield at South East Park Subdivision, a proposed 14-lot residential subdivision and one reserve acreage tract on five parcels totaling 16.16 acres located south of Cherry Lane and east of Calle Vista Drive in the SFR-4 (Single Family Residential – 2.5 to 4 dwelling units per gross acre) zoning district and the Southeast Plan Overlay (371W27AD100 & 200, and 371W27DA400, 500 & 600); Applicant: Mahar Homes; Agent: Neathamer Surveying; Planner: Steffen Roennfeldt.

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

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

Kelly Evans, Assistant Planner Director reported that the Land Division approval criteria can be found in the Medford Land Development Code Section 10.202(E). The applicable criteria were addressed in the staff report, included in the property owner notice and hard copies are available at the entrance of Council Chambers for those in attendance. Ms. Evans gave a staff report.

The public hearing was opened.

a. Bob Neathamer, Neathamer Surveying, Inc., 3126 State Street, Suite 203, Medford, Oregon, 97504. Mr. Neathamer stated that based on the application, staff report and presentation it has been demonstrated that it meets the approval criteria and requests approval.

Commissioner McFadden asked, is the applicant aware that there could be interruptions to utility services on the reserve acreage during development? Mr. Neathamer replied yes. Part of the conditions of approval is that the current water source will be rerouted through the new street at that time.

Chair McKechnie asked, has the connection at Cherry Lane been approved or comes in later? Mr. Neathamer stated that the reserve acreage is Phase 18 which is in the future. Phases 19 and 22D are under construction currently. Phase 22C-1 and the rest will be with Phase 18. There will be a connection at that time.

Chair McKechnie asked, does Autumn Leaf connect to an east/west street? Mr. Neathamer reported Autumn Leaf is under construction now as part of Phase 19 and connects at Shamrock.

Mr. Neathamer reserved rebuttal time.

The public hearing was closed.

Motion: The Planning Commission adopts the findings as recommended by staff and directs staff to prepare the Final Order for approval of LDS-20-201 per the staff report dated September 3, 2020, including Exhibits A through I and; authorizing the maximum 5 year approval period.

Moved by: Commissioner McFadden

Seconded by: Commissioner Pulver

Roll Call Vote: Motion passed, 5-0-0.

50.3 LDS-20-207 / CUP-20-208 Consideration of tentative plat approval for a six-lot subdivision, along with a request for Conditional Use Permit in order to construct a driveway crossing, as well as locate a multi-use path and drainage facilities within the riparian corridor of Lone Pine Creek. (The proposed requests are running concurrent with AC-20-205, a proposed 84-unit multi-family development.) The property consists of a single parcel totaling 4.76 acres, and is located at the corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive). The property is zoned MFR-15 (Multiple Family Residential, 15 dwelling units per gross acre) (371W18AA TL 2300). Applicant: Windy Creek LLC; Agent: Slaughter Consulting; Planner: Dustin Severs.

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

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

Dustin Severs, Planner III reported that the Land Division approval criteria can be found in Medford Land Development Code Section 10.202(E). The Conditional Use Permit approval criteria can be found in the Medford Land Development Code Section 10.184(C). The applicable criteria were addressed in the staff report, included in the property owner notice and hard copies are available at the entrance of Council Chambers for those in attendance. Mr. Severs reported that staff received a new exhibit that is a revised Public Works Department Staff Report. This was forwarded to the Planning Commissioner's by email and will be submitted into the record as Exhibit H-1 replacing Exhibit H. It clarifies the extension of the utilities will be required at the time of development not at final plat. Mr. Severs gave a staff report.

Commissioner Pulver asked, how many units are in this development? Mr. Severs replied 84 units.

Commissioner Pulver stated that a neighbor submitted a letter with concerns about parking along Sky Park. Is that within the Planning Commission's jurisdiction? Mr. Severs reported that it is not. He reached out to the neighbor and forwarded him to the Parking Committee.

Commissioner McFadden asked, does the private streets and bridge crossing have to be designed to City standards? Mr. Severs responded the applicant is not proposing private streets. The driveway will be across the riparian corridor and will have to meet City standards.

Commissioner McFadden stated that in the presentation of the flag lots it appears to the north someone planned a street to Delta Waters. He assumes staff has reviewed that on whether or not that was started as a street. His concern is from the beginning of the driveway to the end of the cul-de-sac that many people accessing the bridge during an emergency. It would be nice to have a secondary access. Mr. Severs deferred the comments to the applicant.

The public hearing was opened.

a. Joe Slaughter, Slaughter Consulting, 280 Stanford Avenue, Medford, Oregon, 97504. Mr. Slaughter addressed Commissioner McFadden's, comments stating there are no streets being extended into the development. It will be driveways shared through an easement. It is being developed as a single project.

Commissioner McFadden asked, is Mr. Slaughter saying that parcel showing on the maps is of insufficient size to act as a driveway to the north? Mr. Slaughter replied that the property adjacent to the flag piece that made findings it was not an appropriate place to put a street through from Delta Waters to Sky Park. This is a continuation from those findings that it is not an appropriate location for a street. There is a fire turn around at the far end of the project. There is also access along the perimeter of the project.

The applicant is concerned with the path through the project. He thinks it appropriate to leave it as private at this time. It has to do with camping and transient activity along the Lone Pine Creek corridor and the current property line. Making it public would invite people into this residential development that may be difficult to remove. Private property would make it simpler to have them removed. The path could be made public in the future.

Commissioner Pulver asked, is the path on the south side of the creek and runs to the property on the west? Mr. Slaughter replied yes. There is undeveloped property on the west then runs along the creek to Lava Lanes. If they could get it through to the north it would connect to Crater Lake Highway. There is not an appropriate destination for the path.

Commissioner McFadden asked, how is the frontage going to be treated? What is envisioned there? Mr. Slaughter responded that he imagines it will be fenced. They would have to look at the standard for fencing. They would want to add privacy to the residents since it will be their back yard. They will have to look at it and have a better answer for the Site Plan and Architectural Commission on October 2, 2020. Commissioner McFadden commented that the properties to the south have a fence line that in his opinion is unfriendly.

Chair McKechnie suggested hedges with a lower fence would provide separation from the street and privacy for the back yards.

Chair McKechnie asked, is the intent of the multi-use path to leave undeveloped? Mr. Slaughter replied that there will be a path. The condition from the Parks Department is that there will be a soft surface path provided. The applicant is determining the layout of the path that has already been laid out by the landscape architect. There will be a developed private path that may not connect to Sky Park Drive.

Chair McKechnie asked, what is the applicant doing to address flooding? The applicant has submitted a letter map amendment through FEMA for the property. The property is included in two different flood studies. One of them used two different data and is off by three feet. The current map is not accurate. The property does not flood. The applicant is also working with ODFW addressing their concerns with flooding by providing an area for flood water possibly using the detention area.

Mr. Slaughter reserved rebuttal time.

Commissioner Pulver asked, is the path a requirement of the development? Alex Georgevitch, City Engineer stated that as he understands it is part of the Parks Department Leisure Services Master Plan. Public Works has nothing to do with this.

Commissioner Pulver agrees with the applicant's sentiment that the path does not go anywhere and could become more of a hindrance than a benefit if abused by unwanted parties. He would like the City to have the ability in the future to utilize the path for multi-use transportation.

Kelly Evans, Assistant Planning Director responded that the path is shown in the Leisure Services Plan that is part of the Comprehensive Plan. That is one of the criteria for a subdivision. This is the time to address whether or not the path is public or private. She suggested a public reservation with language that states when the path extends to the west it would then become public at that time. She agrees that it is not ideal to have the path public at this time.

Commissioner Pulver asked, would that be an additional condition of approval. Ms. Evans replied yes.

Commissioner Jordan asked, why does Ms. Evans think it should not be public at this time? Ms. Evans responded that safety is an issue and it is fair. It may not be an appropriate burden at this time. In some point in time it would be when the connection is made. It would act as a private facility until it connects to the west.

Mr. Slaughter reported that Ms. Evans' suggestion is a reasonable solution.

The public hearing was closed.

Motion: The Planning Commission adopts the findings as recommended by staff and directs staff to prepare the Final Orders for approval of LDS-20-207 and CUP-20-208 per the staff report dated September 3, 2020, including Exhibits A through N; Replacing Exhibit H with Exhibit H-1; The granting of relief from constructing a public street and a public access way; Approval of Lots 2 and 4 to be created as flag lots; and include in the conditions of approval a public reservation that when the multi-use path extends to the west it would then become public.

Moved by: Commissioner McFadden

Seconded by: Commissioner Pulver

Chair McKechnie thinks this is a creative solution to a difficult piece of property. He sees the logic behind putting the bridge in. He shares their concern of creating a dead-end path and the security.

Roll Call Vote: Motion passed, 5-0-0.

60. Reports

60.1 Site Plan and Architectural Commission.

Chair McKechnie reported that the Site Plan and Architectural for Friday, September 4, 2020 was canceled due to no business items.

60.2 Transportation Commission.

Commissioner Pulver reported that the Transportation Commission has not met since the last meeting.

60.3 Planning Department

Kelly Evans thanked the Commissioner's for attending this evenings meeting due to a stressful time of the Valley. She appreciates them taking time away from their families to do City business,

There is a Planning Commission study session scheduled for Monday, September 14, 2020. Discussions will be on temporary shelters.

There is business scheduled for Thursday, Thursday, September 24, 2020, Thursday, October 8, 2020 and Thursday, October 22, 2020.

Last week City Council approved the Public Utility Easement Amendment, fee for Public Utility Easement Application.

Next week City Council will hear the Annexation and Urbanization Plan for MD-5e.

Commissioner Pulver asked, if an application is submitted for an Urbanization Plan and Annexation do they get reassessed on their taxes upon Annexation or do improvements have to be made? Ms. Evans responded it is a two-step. She thinks that at Annexation the property taxes change because of the different district. Adopting an urbanization plan would not affect property taxes. She honestly does not know. Chair McKechnie commented that if it goes from County to City jurisdiction the tax base rate changes.

70. Messages and Papers from the Chair. None.

80. City Attorney Remarks. None.

90. Propositions and Remarks from the Commission. None.

100. Adjournment

100.1 The meeting was adjourned at approximately 7:02 p.m. The proceedings of this meeting were digitally recorded and are filed in the City Recorder's office.

Submitted by:

Terri L. Richards
Recording Secretary

Joe Foley
Planning Commission

Approved: September 24, 2020



STAFF REPORT – CONTINUANCE REQUEST

for a Type-C quasi-judicial decision: Land Division

Project Cherry Meadows Phase II
Applicant: RD Properties Oregon LLC; Agent: Angela Hibbard

File no. LDS-20-219

To Planning Commission *for September 24, 2020 hearing*

From Liz Conner CFM, Planner II

Reviewer Kelly Evans, Assistant Planning Director

Date September 17, 2020

BACKGROUND

Proposal

Consideration of tentative plat approval for Cherry Meadows Subdivision Phase II a 15-lot residential subdivision with reserve acreage on a 2.68 acre parcel located on the west side of Cherry Street approximately 400 feet north of Stewart Avenue within an SFR-10 (Single Family Residential - 10 units per acre 372W35AA819) zoning district.

Request

The applicant has requested that the item be continued to October 8, 2020, in order to address General Land Use Plan designation.

EXHIBITS

- A Continuance request received September 16, 2020
Vicinity map

PLANNING COMMISSION AGENDA:

SEPTEMBER 24, 2020

From: [David Hibbard](#)
To: [Liz A. Conner](#)
Subject: Re: Continuation request LDS-20-219
Date: Wednesday, September 16, 2020 3:23:47 PM

<EXTERNAL EMAIL **Click Responsibly!**>

Please continue until October 8th

On Wed, Sep 16, 2020, 1:26 PM Liz A. Conner <Elizabeth.Conner@cityofmedford.org> wrote:

Hi Dave, Could you please ask Jay to send over the case law he has in mind for this application? With that information we will be able to determine if it applies to your property.

Thank you,

Liz Conner, CFM | *Planner II*

City of Medford, Oregon

200 S, Ivy St., Medford, OR 97501

Ph: 541-774-2380

[Website](#) | [Facebook](#) | [Twitter](#)

From: David Hibbard [mailto:dave@daveshomesupply.com]
Sent: Wednesday, September 16, 2020 11:57 AM
To: Liz A. Conner <Elizabeth.Conner@cityofmedford.org>
Subject: Re: Continuation request LDS-20-219

<EXTERNAL EMAIL **Click Responsibly!**>

Can we 14 continuance. Jay Harland with csa planning want yo set up a meeting Monday or Tuesday. He says has a solution. And those are the days he has available. Give me a call

On Wed, Sep 16, 2020, 8:00 AM Liz A. Conner <Elizabeth.Conner@cityofmedford.org> wrote:

I will call first thing after my morning meeting. Who is Dave Patterson?



Liz Conner, CFM | *Planner II*

City of Medford, Oregon

200 S, Ivy St., Medford, OR 97501

Ph: 541-774-2380

[Website](#) | [Facebook](#) | [Twitter](#)

From: David Hibbard [mailto:dave@daveshomesupply.com]

Sent: Tuesday, September 15, 2020 6:39 PM

To: Liz A. Conner <Elizabeth.Conner@cityofmedford.org>

Subject: Re: Continuation request LDS-20-219

<EXTERNAL EMAIL **Click Responsibly!**>

Don't do anything yet. Call Dave Patterson 5418903300 he said he has everything you need. it meets the minimum requirements

On Tue, Sep 15, 2020, 4:11 PM David Hibbard <dave@daveshomesupply.com> wrote:

October 22 for the continuation please

On Tue, Sep 15, 2020, 3:59 PM Liz A. Conner
<Elizabeth.Conner@cityofmedford.org> wrote:

Please reply this email with your continuation request.

October 8, 2020

October 22, 2020

Are the next Planning Commissions meetings.

Liz Conner, CFM | *Planner II*

City of Medford, Oregon

200 S, Ivy St., Medford, OR 97501

Ph: 541-774-2380

[Website](#) | [Facebook](#) | [Twitter](#)



Project Name:

Cherry Meadows

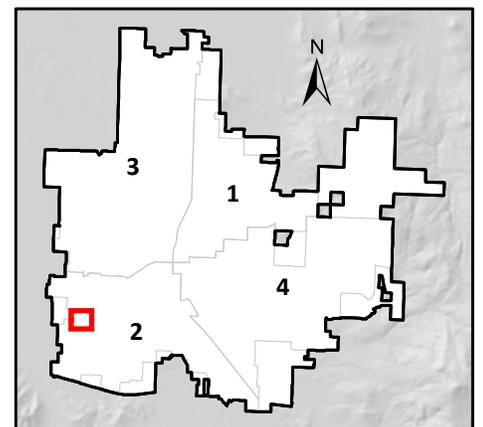
Map/Taxlot:

372W35AA TL 819



Legend

-  Subject Area
-  Tax Lots





STAFF REPORT – CONTINUANCE REQUEST

for a Type-C quasi-judicial decision: **Type (e.g., land division, site plan review, etc)**

Project Sweet Homes Subdivision
Applicant: Sweet Homes Development LLC; Agent: CSA Planning Ltd

File no. LDS-20-218/ ZC-20-216

To Planning Commission *for September 24, 2020 hearing*

From Liz Conner, CFM Planner II

Reviewer Kelly Evans, Assistant Planning Director

Date September 17, 2020

BACKGROUND

Proposal

Consideration of a zone change from SFR-00 (Single Family Residential, one dwelling unit per lot/parcel) to SFR-10 (Single Family Residential, 6 to 10 dwelling units per gross acre) and consideration of tentative plat for an eight-lot subdivision on a 1.21 acre parcel located at 1210 Sweet Road approximately 400 feet west of the intersection of West McAndrews Road and Sweet Road.

Request

The applicant has requested that the item be continued to October 22, 2020, in order to work through additional details prior to the hearing.

EXHIBITS

- A Continuance request received September 9, 2020
Vicinity map

PLANNING COMMISSION AGENDA:

SEPTEMBER 24, 2020

Continuance Request

To: Landmarks and Historic Preservation Commission
 Planning Commission
 Site Plan and Architectural Commission

RE: Project Name: Sweet Home Subdivision/Zone Change

File No(s): LDS-20-218 & ZC-20-216

I am the applicant authorized agent for the above referenced project. Please continue the public hearing for the above referenced file to the following date:

October 22, 2020

Reason for request: Applicant request continuance to work through additional details
before the hearing.

This request is made pursuant to ORS 222.178(5):

The 120-day period set in subsection (1) of this section may be extended for a specified period of time at the written request of the applicant. The total of all extensions, except as provided in subsection (11) of this section for mediation, may not exceed 245 days.

I understand that this request extends the 120-day period equal to the number of calendar days between hearings (i.e., April 10 to May 8 = 28 days).


Signature

September 10, 2020
Date

Jay Harland, CSA Planning Ltd

Print Name





Project Name:
Sweet Home Development LLC

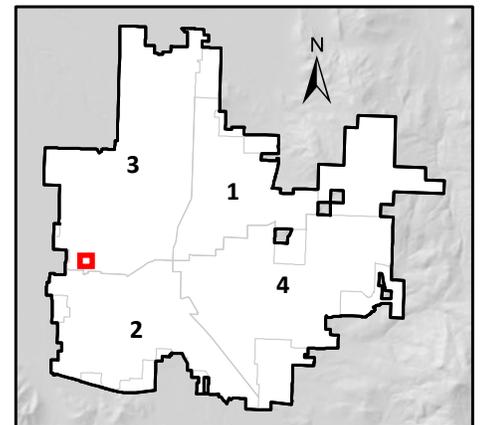
Map/Taxlot:
372W26AA TL 300



Legend

-  Subject Area
-  Tax Lots

Date: 8/3/2020



**BEFORE THE MEDFORD PLANNING COMMISSION
STATE OF OREGON, CITY OF MEDFORD**

IN THE MATTER OF PLANNING COMMISSION FILE CUP-20-232 APPLICATION FOR A)
CONDITIONAL USE PERMIT SUBMITTED BY PKA ARCHITECTS) **ORDER**

ORDER granting approval of a request for a conditional use permit for the *Rogue Valley Medical Center Campus*, described as follows:

To implement several minor modifications as well as a 345,000 square foot hospital tower addition to the Rogue Valley Medical Center Campus within the C-S/P (Service Commercial and Professional Offices) zoning district (371W28CC109, 110, 111, 112, 113, 114, 116, 200, 302, 309 & 401).

WHEREAS:

1. The Planning Commission has duly accepted the application filed in accordance with the Land Development Code, Section 10.184; and,
2. The Medford Planning Commission has duly held a public hearing on the matter of an application for a conditional use permit for *Rogue Valley Medical Center Campus*, as described above, with a public hearing a matter of record of the Planning Commission on September 24, 2020.
3. At the public hearing on said application, evidence and recommendations were received and presented by the applicant's representative and Planning Department staff; and,
4. At the conclusion of said public hearing, after consideration and discussion, the Medford Planning Commission, upon a motion duly seconded, granted a conditional use permit for *Rogue Valley Medical Center Campus*, as described above.

THEREFORE LET IT BE HEREBY ORDERED that the application for *Rogue Valley Medical Center Campus*, as described above, stands approved in accordance per the Revised Staff Report dated September 17, 2020.

AND LET IT FURTHER BE OF RECORD that the action of the Planning Commission in approving this request for *Rogue Valley Medical Center Campus*, as described above, is hereafter supported by the findings referenced in the Revised Staff Report dated September 17, 2020.

Accepted and approved this 24th day of September, 2020.

CITY OF MEDFORD PLANNING COMMISSION

Planning Commission Vice-Chair

ATTEST:

Planning Department Representative



REVISED STAFF REPORT

for a Type-III quasi-judicial decision: **Conditional Use Permit**

Project Asante
Applicant: PKA Architects
Agent: Jacobs

File no. CUP-20-232

To Planning Commission *for 09/24/2020 hearing*

From Steffen Roennfeldt, Planner III

Reviewer Kelly Evans, Assistant Planning Director

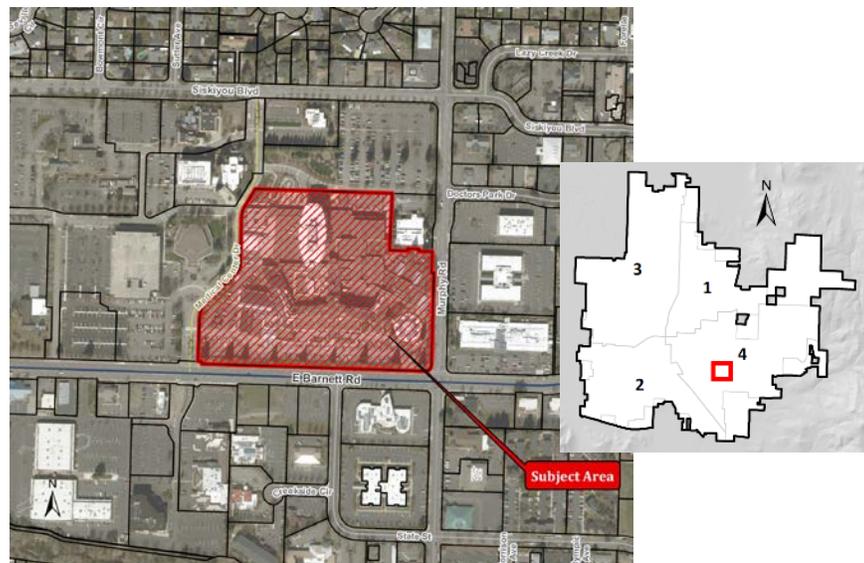
Date September 17, 2020

BACKGROUND

Proposal

Request for a Conditional Use Permit (CUP) in order to implement several minor modifications as well as a 345,000 square foot hospital tower addition to the Rogue Valley Medical Center Campus within the C-S/P (Service Commercial and Professional Offices) zoning district.

Vicinity Map



Subject Site Characteristics

GLUP	SC	Service Commercial
Zoning	C-S/P	Service Commercial and Professional Offices
Overlays	None	
Use	Rogue Regional Medical Center	

Surrounding Site Characteristics

<i>North</i>	Zone:	SFR-4 (Single-Family Residential - 2.5 to 4 dwelling units per gross acre) & C-S/P
	Use:	Low Density Residential & Medical Offices
<i>South</i>	Zone:	C-C (Community Commercial) & C-S/P
	Use:	Medical Offices
<i>East</i>	Zone:	MFR-30 (Multiple Family Residential – 20 to 30 units per gross acre) & C-S/P
	Use:	Medical Offices
<i>West</i>	Zone:	SFR-4 & MFR-20 (Multiple Family Residential – 15 to 20 dwelling units per gross acre)
	Use:	Low & Medium Density Residential

Related Projects

CUP-82-386	Rogue Regional Medical Center Campus CUP
AC-97-056	
CUP-02-011	RRMC Modification to CUP
CUP-02-158	Addition to CUP
AC-03-039	Site Plan Review for Hospital Addition
CUP-05-146	Sign Program for Campus
AC-20-123	Hospital Tower Expansion

Applicable Criteria

Medford Land Development Code §10.184(C) Conditional Use Permit Approval Criteria

(1) The Planning Commission must determine that the development proposal complies with either of the following criteria before approval can be granted.

(a) The development proposal will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.

(b) The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the Planning Commission to produce a balance between the conflicting interests.

(2) In authorizing a conditional use permit the approving authority (Planning Commission) may impose any of the following conditions:

(a) Limit the manner in which the use is conducted, including restricting the time an activity may take place, and restraints to minimize such environmental effects as noise, vibration, air pollution, glare and odor.

(b) Establish a special yard or other open space or lot area or dimension requirement.

(c) Limit the height, size, or location of a building or other structure.

(d) Designate the size, number, location, or nature of vehicle access points.

(e) Increase the amount of street dedication, roadway width, or improvements within the street right-of-way.

(f) Designate the size, location, screening, drainage, surfacing, or other improvement of parking or truck loading area.

(g) Limit or otherwise designate the number, size, location, height, or lighting of signs.

(h) Limit the location and intensity of outdoor lighting, or require its shielding.

(i) Require screening, landscaping, or other facilities to protect adjacent or nearby property, and designate standards for installation or maintenance thereof.

(j) Designate the size, height, location, or materials for a fence.

(k) Protect existing trees, vegetation, water resources, wildlife habitat, or other significant natural resources.

A conditional use requiring the mitigation of impacts under Subsection (C)(1)(b) above must do one of the following:

(1) Preserve unique assets of interest to the community.

(2) Provide a public facility or public nonprofit service to the immediate area or community.

(3) Otherwise provide a use or improvement that is consistent with the overall needs of the community in a location that is reasonably suitable for its purpose.

Corporate Names

Philip M. Kennedy is listed as President and Secretary for PKA Architects according to the Oregon Secretary of State Business Registry. Capitol Corporate Services, Inc. is listed as the Registered Agent.

Cheryl Roberts is listed as President and John Robinson is listed as Secretary for Capitol Corporate Services, Inc. Unisearch, Inc. is listed as Registered Agent.

Janice Hopton is listed as President and Scott Vogt is listed as Secretary for Unisearch, Inc. Cogency Global Inc. is listed as the Registered Agent.

Adria Kaminsky is listed as President and Joan Wagner is listed as Secretary for Cogency Global Inc. Unisearch Inc. is listed as the Registered Agent.

No information was found in the Oregon Secretary of State Business Registry for Jacobs out of Medford, OR.

ISSUES AND ANALYSIS

Revised Staff Report

This project was scheduled for public hearing on September 10, 2020. Because of the Almeda fire, the applicant elected to continue the application to the next meeting. No changes to the report were made other than correcting the dates. Staff has prepared a Final Order for the Commission's consideration.

Summary

Asante Rogue Valley Medical Center (RVMC) is currently developing significant additions to the medical campus. This Conditional Use Permit (CUP) application is not for a new conditional use but rather is needed to update and modify the previously approved CUP by implementing, for example, new TDM measures, several minor modifications to the campus, updating the site's master plan, etc.

Background

The RVMC operates under a conditional use permit (CUP-82-386) that was revised and approved in August 1989 to include additional medical buildings on the campus.

In 2002, the applicant applied for a revision to the CUP to expand the hospital building to include a two-story emergency facility, a six-story patient bed tower, and a two-story surgery unit. Also included was a four-story parking structure for 625 parking spaces, relocation of the existing helipad, and relocation of the existing parking area dedicated for recreational vehicles.

In 2005, the Planning Commission approved a Sign Master Plan for the medical campus that allowed for some variation of the City's sign ordinance.

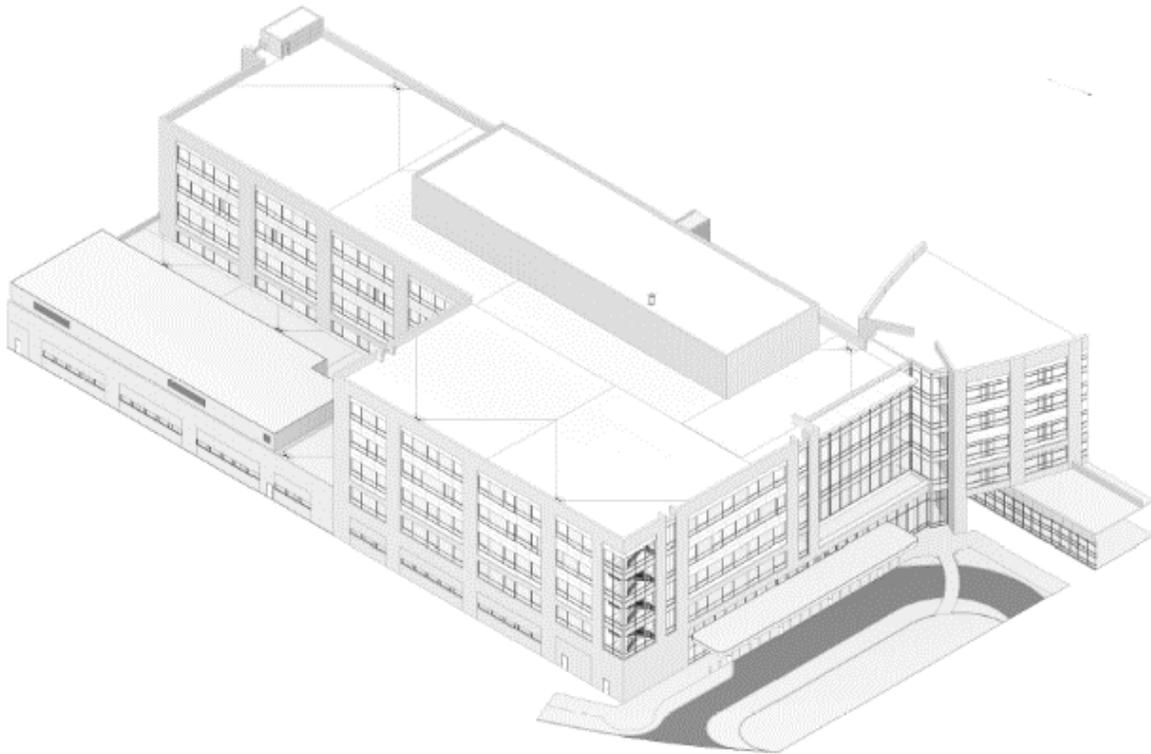


Figure 1 - Approved Hospital Tower Addition (AC-20-123)

Lastly, on August 7 of this year, the Site Plan and Architectural Commission (SPAC) approved an approximately 350,000 square foot expansion to the existing primary hospital complex (AC-20-123). SPAC approval is required for each phase of the medical campus expansion.

The recently approved pavilion consists of a double height podium, a full basement below, and a four-story bed tower with mechanical penthouse and equipment enclosure above. All floors will be continuous and connected with the existing building. Expansion of the podium is anticipated on the east side of the building in the future.

A new, approximately 7,600 square foot Central Utility Plant structure is also part of this application. It will replace the Asante Imaging structure between the hospital tower and Murphy Road.

Since 2002, several minor revisions to the conditional use permit were submitted and approved administratively by staff, including:

- To allow unscreened HVAC equipment on the westerly side of the Cardiovascular Institute building in 2018.

TDM and for coordinating with the City and RVTD for the ongoing development of a TDM program for the RVMC Campus.'

Later that same year (CUP-02-158), the applicant submitted another revision for the Rogue Valley Medical Center campus conditional use permit in order to remove the condition for the installation of a median on Barnett Road.

As part of the current application, the Public Works Department did receive a Traffic Impact Analysis which shows that the trip generation of the 41.60 acres campus including all facilities is 14,362 Average Daily Trips (ADT) (see Exhibit G for summary). Per the Public Works Report (Exhibit H), the development meets the CUP approval criteria of causing no significant adverse impact when compared to the impacts of permitted development that is not classified as conditional.

The Public Works Report recommends the following conditions from the TIA and TDM Plan to be placed on the CUP approval:

- The eastern most driveway on Barnett Road shall be closed;
- Sight lines at all driveways shall be maintained in accordance with MLDC Section 10.735;
- The City's Transportation Manager would like to see the western most driveway on Barnett Road close due to its proximity to Black Oak Drive but this is not a code requirement. (...);
- Asante shall continue to provide an on-campus Employee Transportation Coordinator (ETC) that oversees and monitors the implementation and effectiveness of TDM strategies;
- Asante shall implement the TDM Plan as outlined on page 9 of the submitted TDM Plan including establishing targets for future mode splits. The City supports Asante's TDM efforts and will participate in the implementation. The TDM shall consider the following measures at a minimum:
 - o Providing information about RVTD transit service at the main entrance, the Emergency entrance, and in the Human Resources office;
 - o Providing subsidized transit passes for employees and volunteers;
 - o Promoting biking and walking to/from work to improve employee health;
 - o Participating in local and nationwide bike commute challenges;
 - o Providing an on-campus bicycle tune-up program and/or self-service bike repair areas;
 - o Providing bicycle racks at all main entrances to the campus and provision of secured and covered bicycle parking;
 - o Providing bicycle lockers and shower locations on-campus;

- Providing carpool matching for all employees and volunteers through the Human Resources department;
 - Disseminating education and availability of SOV reduction efforts through an employee newsletter and email;
 - Providing teleworking opportunities to employees whose jobs can be completed from home as well as compressed work weeks for employees whose shifts can be scheduled on a 10-12 hour per day basis rather than 8 hours per day;
- As part of the ongoing management and reporting outlined in the TDM Plan, Asante shall give an annual report to the Medford Planning Commission.

Parking

Vehicular Parking

The submitted Parking Plan (Exhibit C) shows a total of 3,135 vehicular parking spaces for the entire campus. The recent addition of the parking structure at the northeast corner of the campus added 873 parking stalls to the overall total.

The Parking Plan was approved by SPAC as part of the Hospital Tower expansion project (AC-20-123) and the Commission found that the applicant's detailed description of the proposed use demonstrated that the number of needed parking spaces is less than the minimum required or more than the maximum allowable based upon an analysis providing parking data. The applicant used MLDC Section 10.743(3)(a) to justify the required and proposed number of parking spaces. The conclusions of the Parking Study and Analysis (Exhibit J) are that the peak parking demand was between 11 am and noon on Tuesdays and that the demand for the hospital is at 1.62 spaces per 1,000 square feet, 3.43 spaces for the medical office buildings, and 2.13 spaces for the office buildings. Campus-wide, a total 1.86 spaces per 1,000 square feet is required.

Including the new 350,000 square foot addition, the analysis determined that 2,921 stalls (including a 5% safety factor) will be required. With the recently completed parking structure, a surplus of 214 stalls exist.

According to the analysis, the applicant is *'confident that the supply is sufficient because:*

- *We have a 214-stall surplus based on the parking study and subsequent analysis;*
- *The total square footage includes 37,566 square feet of space that is unlikely to ever require the same parking density as the remainder of the addition;*
- *We will vacate 70,055 square feet of space that we are unlikely to ever be fully occupy in the future, decompressing the facility; and*

- *We are moving to a much higher percentage of private patient rooms, increasing the square footage per patient and decompressing the facility.'*

Bicycle Parking

Bicycle parking was also included in the Parking Study and Analysis and the study concluded that there will be 144 bike parking spaces on campus.

Agency Comments

Rogue Valley Transportation District (Exhibits L & M)

RVTD is requesting an easement needed to accommodate the bus pullout along the frontage of Murphy Road and requests that the developer designs and constructs the bus pullout expansion, as indicated on the drawing, below.

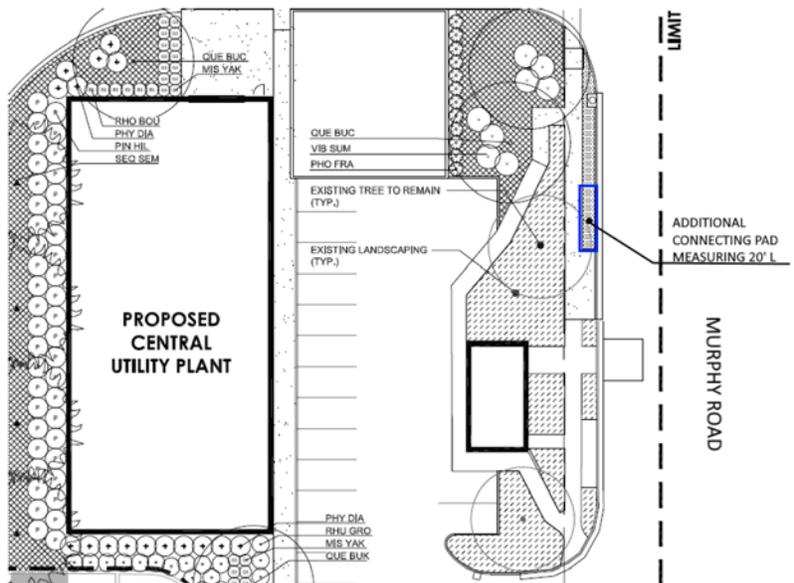


Figure 3 - RVTD Bus Pullout Expansion

Committee Comments

No comments were received from a committee, such as BPAC.

No other issues were identified by staff.

FINDINGS OF FACT

The approving authority (Planning Commission) must determine that the development proposal complies with either of the following criteria before approval can be granted.

(1) The development proposal will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.

The Commission can find that there is sufficient evidence contained in the applicant's narrative and findings of fact, and the Staff Report, to determine that the existing hospital use can be made to comply with the provisions of the Code with the imposition of conditions of approval contained in Exhibit A, and therefore, will not have an adverse impact on the surrounding area. This criterion is satisfied.

(2) The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the approving authority (Planning Commission) to produce a balance between the conflicting interests.

The Commission can find that there is sufficient evidence contained in the applicant's narrative and findings of fact and the Staff Report to determine that the existing hospital use is clearly in the public interest and conditions will be imposed by the Commission to produce a balance between the conflicting interests.

FINDINGS AND CONCLUSIONS

Staff has reviewed the applicant's findings and conclusions (Exhibit D) and recommends the Commission adopt the findings as recommended by staff.

RECOMMENDED ACTION

Adopt the findings as recommended by staff and adopt the final order for approval of CUP-20-232 per the Revised Staff Report dated September 17, 2020, including Exhibits A through M.

EXHIBITS

- A Conditions of Approval, dated September 3, 2020
 - B Master Site Plan, dated May 1, 2020
 - C Parking Plan, dated April 20, 2020
 - D Applicant's Narrative and Findings of Fact, dated July 28, 2020
 - E Parking Study, dated May 5, 2020
 - F TDM Measures, dated April 2020
 - G TIA Summary, dated May 4, 2020
 - H Public Works Report, dated August 26, 2020
 - I Medford Water Commission Report, dated August 20, 2020
-

- J Fire Department Report, dated August 17, 2020
- K Building Department Memo, dated August 26, 2020
- L RVTD Letter, dated February 10, 2020
- M RVTD Letter, dated August 20, 2020
Vicinity map

PLANNING COMMISSION AGENDA:

SEPTEMBER 10, 2020
SEPTEMBER 24, 2020

EXHIBIT A

Asante CUP
CUP-19-017
Conditions of Approval
September 3, 2020

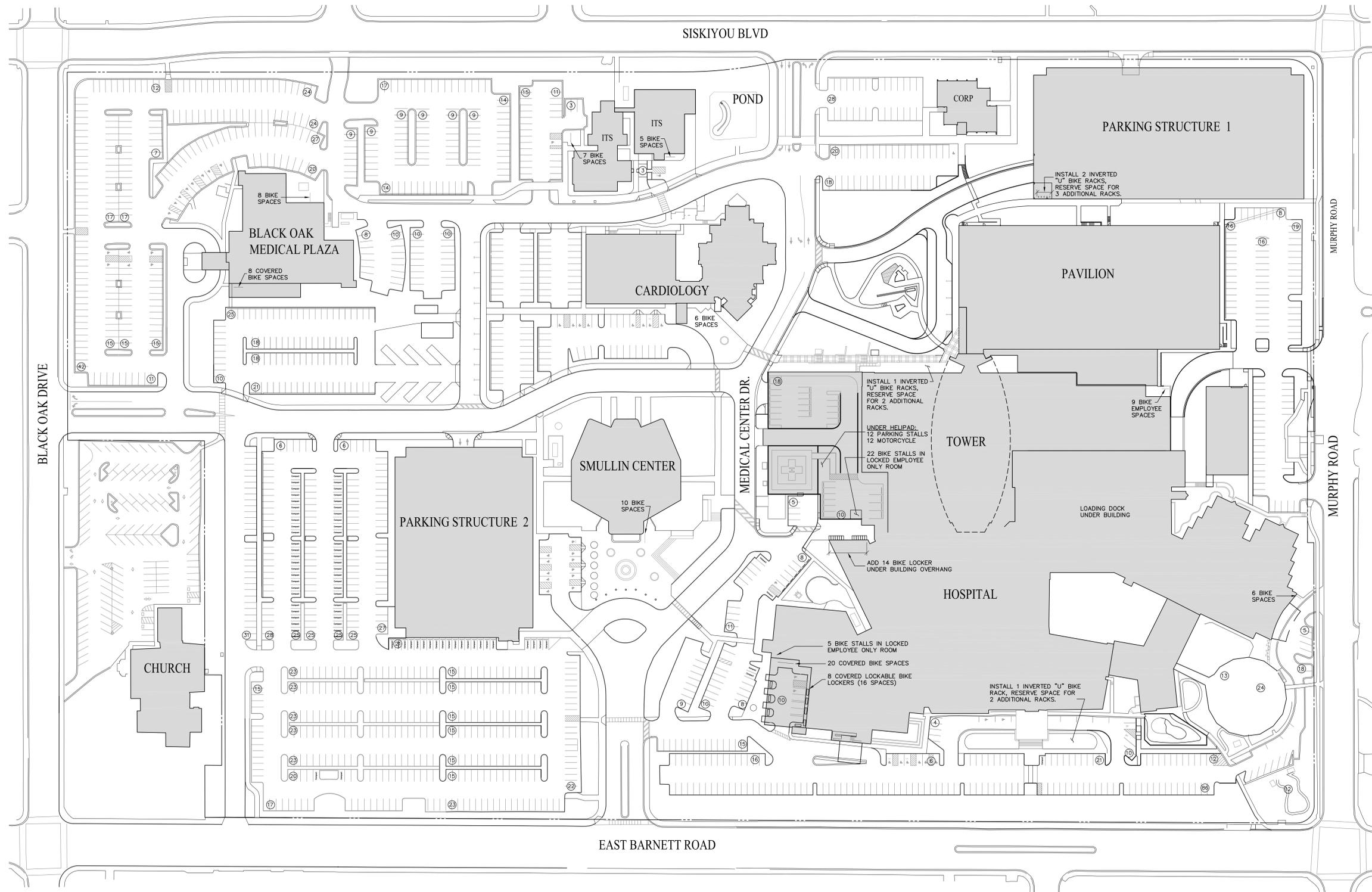
CODE REQUIRED CONDITIONS

Prior to the issuance of building permits for vertical construction, the applicants shall:

1. Comply with all requirements of the Public Works Department (Exhibit H) except for the ones listed below under number three;
2. Comply with all requirements of the RVTD letters (Exhibit L & M)

The following ongoing conditions shall be continuously monitored by staff and the applicant:

3. All TIA and TDM measures as spelled out in the Public Works Report under the 'Transportation System' Section (Exhibit H).



1 **CAMPUS PARKING PLAN**
SCALE: 1"=60'
60'



CAMPUS PARKING TABLE

AREA	STANDARD	COMPACT	HANDICAP	MOTORCYCLE	VANPOOL	TOTAL
NON-HOSP.						
BOMP	461	0	14	0	0	475
CARDIO	102	0	8	0	0	110
ITS	30	0	2	0	0	32
CORP	65	0	1	0	0	66
SUBTOTAL						683
HOSPITAL						
STRUCTURE 1	676	131	30	32	4	873
EAST LOTS	109	0	0	0	0	109
SOUTH LOTS	159	1	10	0	0	170
ED/DUBS	96	4	2	12	0	114
STRUCTURE 2	494	124	2	29	4	653
SW LOTS	448	73	0	0	0	521
SMULLIN	1	0	11	0	0	12
SUBTOTAL	1988	333	55	73	8	2457
CAMPUS TOTAL						3135

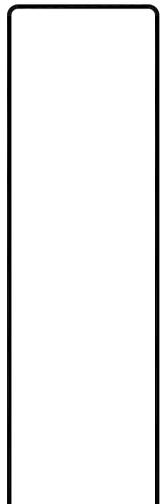
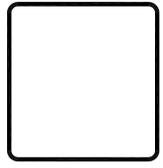
CAMPUS BIKE PARKING

USER	SECURED PROVIDED	COVERED PROVIDED	COVERED RESERVED	OPEN PROVIDED	OPEN RESERVED	TOTAL
NON-HOSP.						
BOMP	0	8	0	8	0	16
CARDIO	0	0	0	6	0	6
ITS	0	0	0	12	0	12
SMULLIN	0	0	0	10	0	10
SUBTOTAL						44
HOSPITAL						
EMPLOYEE ONLY	57	9	0	0	0	66
PATIENT/VISITOR	0	0	0	4	8	12
ANYONE	0	24	6	6	0	36
SUBTOTAL						114
CAMPUS TOTAL						158

EMPLOYEE ONLY - KEY REQUIRED TO ENTER STORAGE ROOM, LOCKER OR ENTRANCE DOOR.
 PATIENT/VISITOR ONLY - BIKE PARKING SPACES AT PUBLIC ENTRANCES THAT ARE OBVIOUS & APPARENT.
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REVISIONS

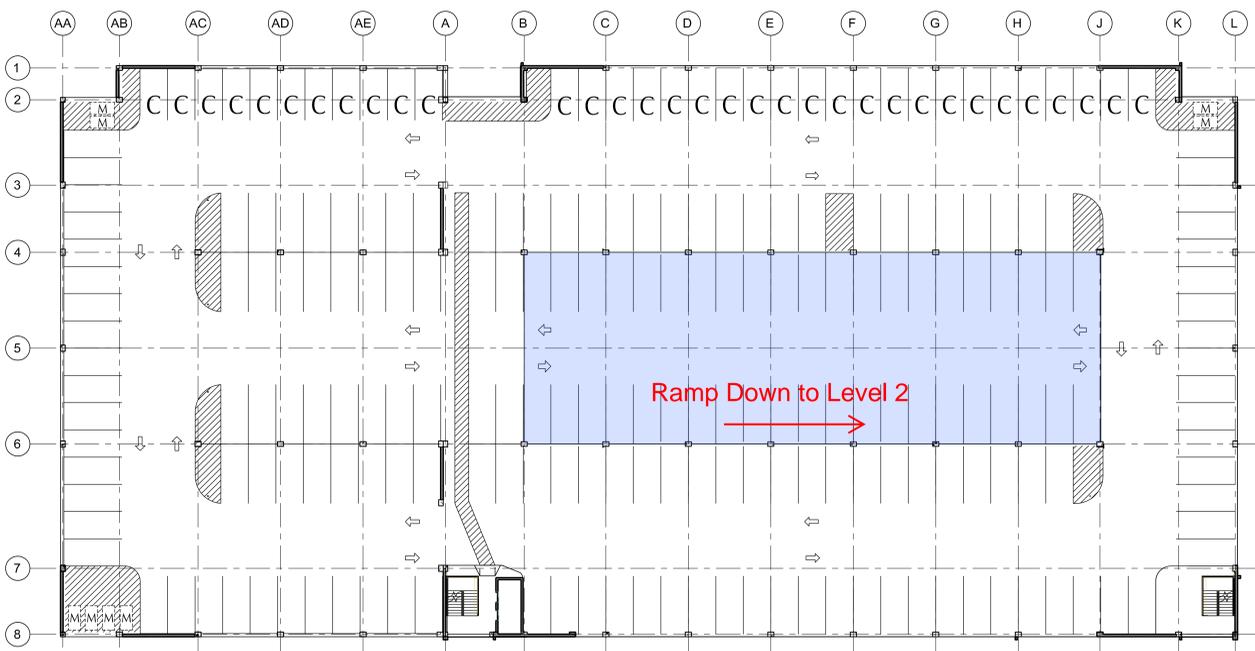
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315 BENNETT AVENUE
SEASIDE, OREGON 97138
PHONE 541/772-1999
FAX 541/772-1915



CAMPUS PARKING PLAN
ASANTE ROGUE REGIONAL MEDICAL CENTER

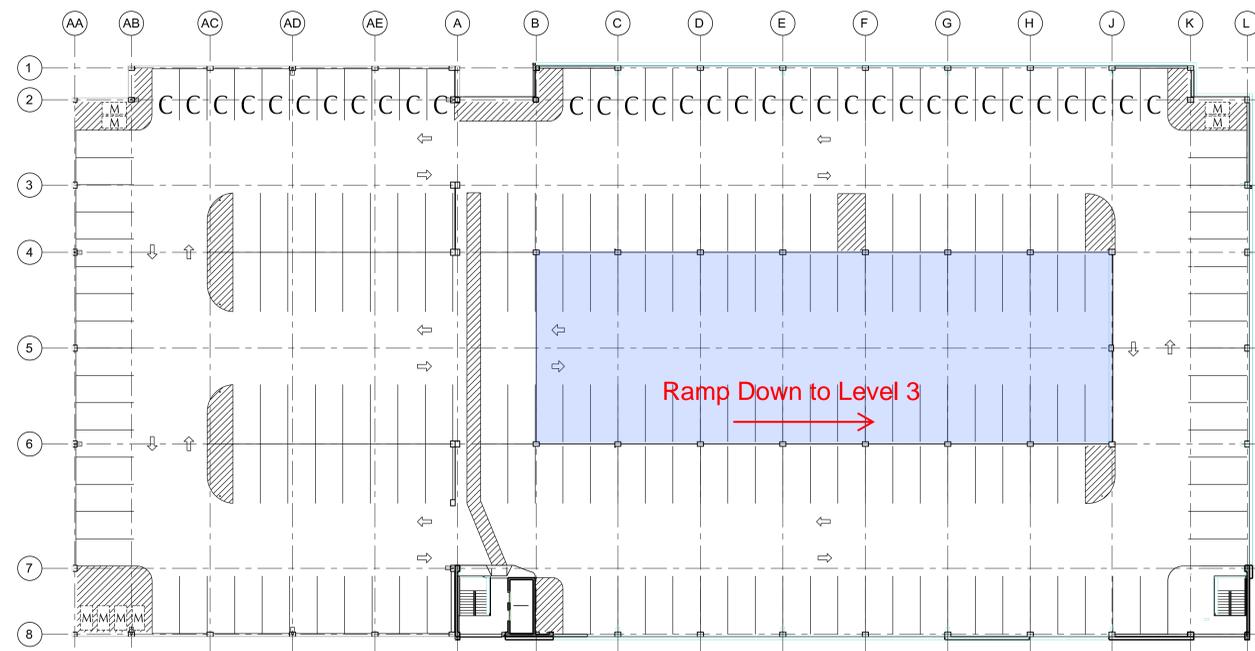
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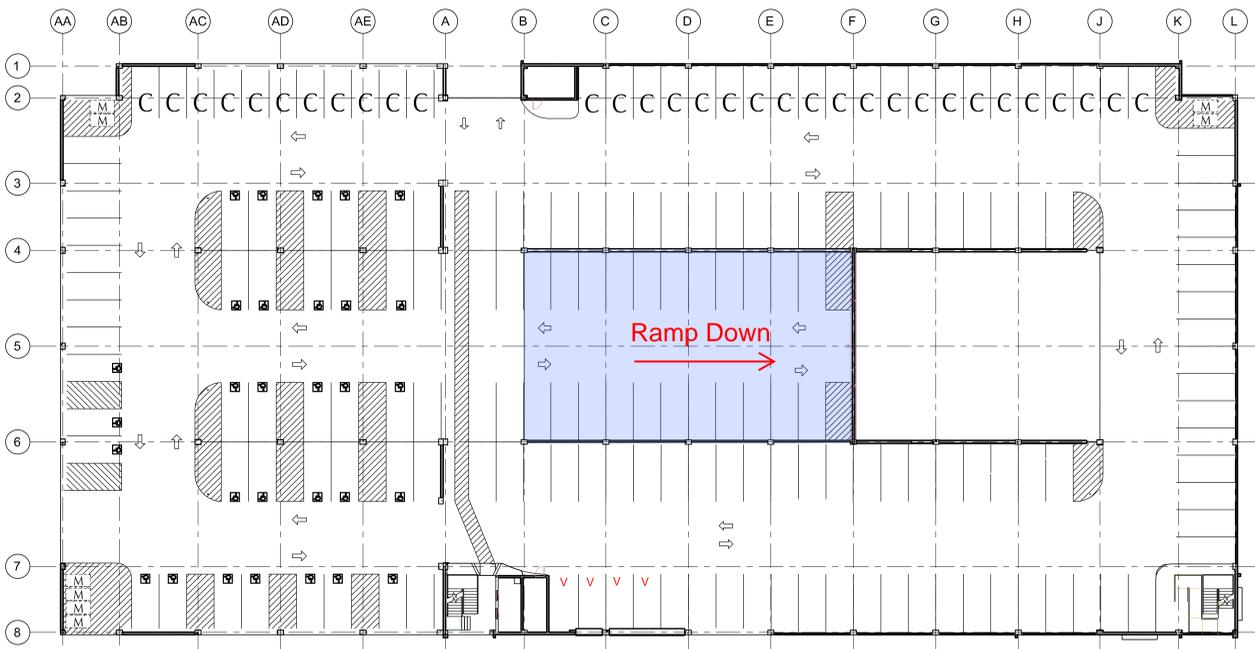
Level 3

- 187 Standard Parking Stalls
- 8 Motorcycle Parking Stalls
- 33 Compact Parking Stalls
- 228 Total # Parking Stalls



Level 4

- 186 Standard Parking Stalls
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- 227 Total # Parking Stalls

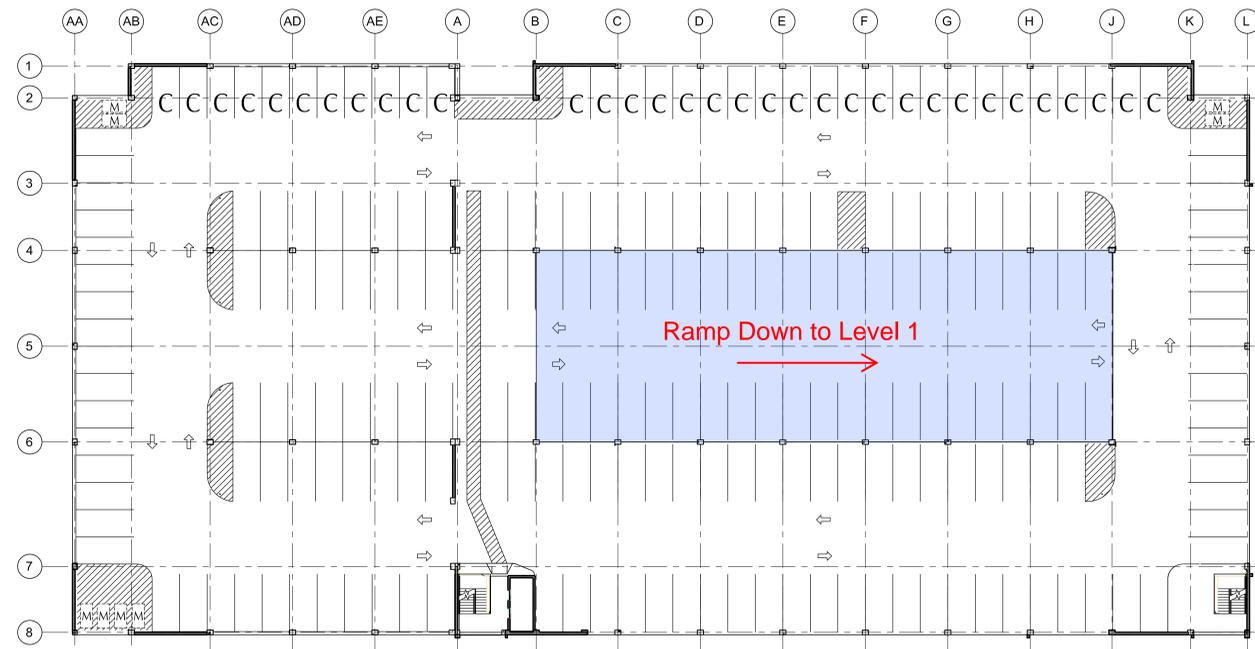


Level 1

- 30 ADA Parking Stalls
- 120 Standard Parking Stalls INCLUDING 4 VAN SPACES
- 8 Motorcycle Parking Stalls
- 32 Compact Parking Stalls
- 190 Total # Parking Stalls

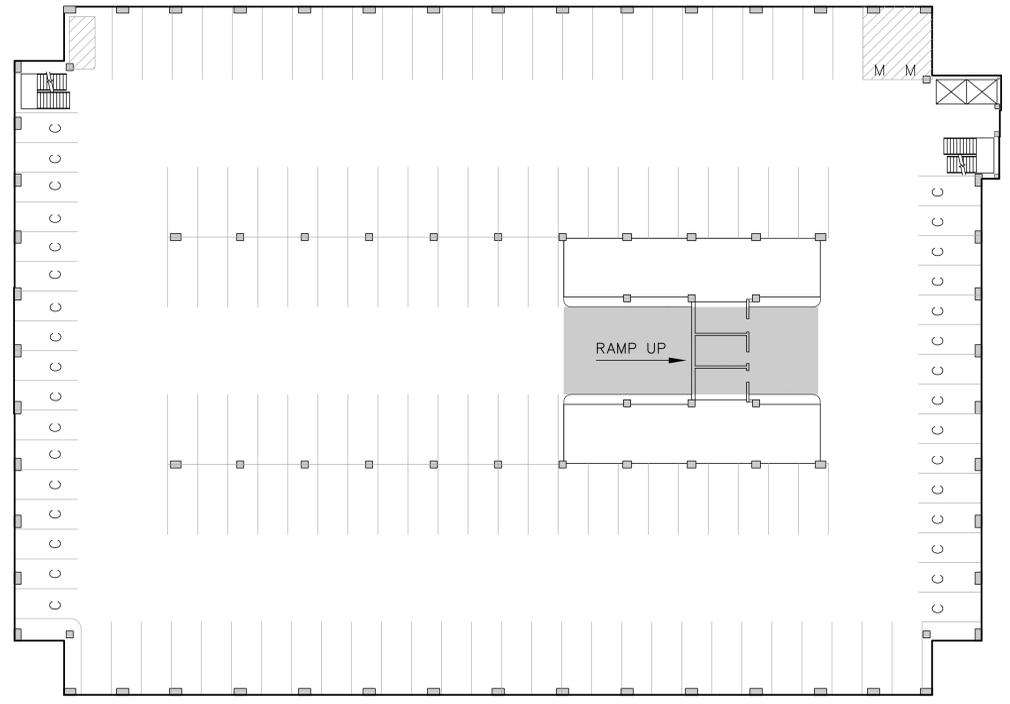
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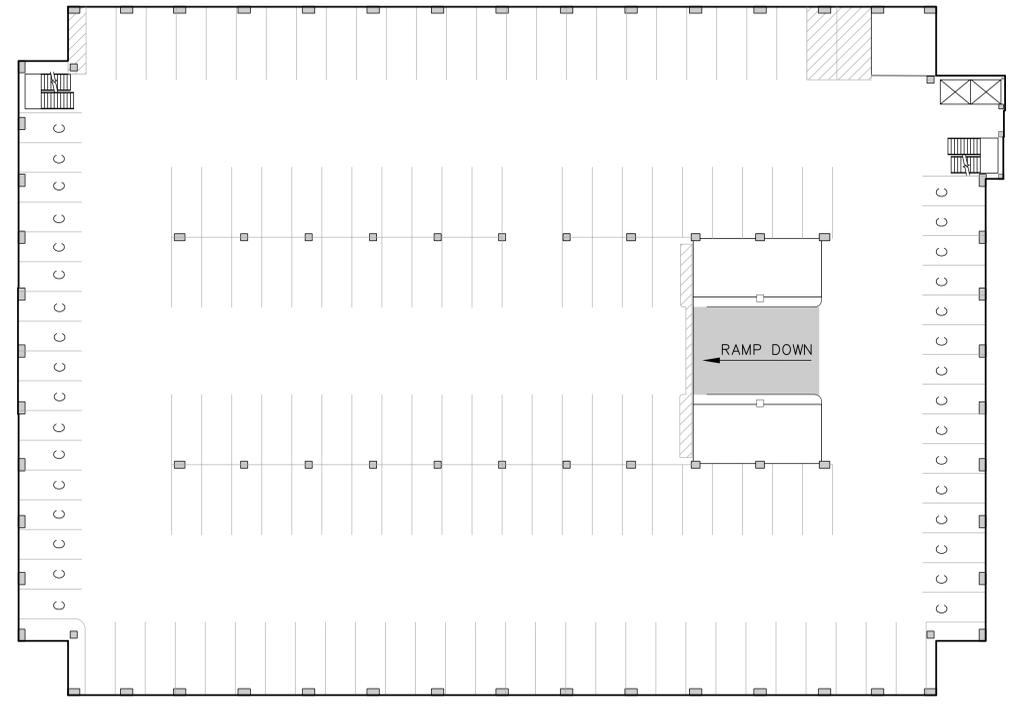
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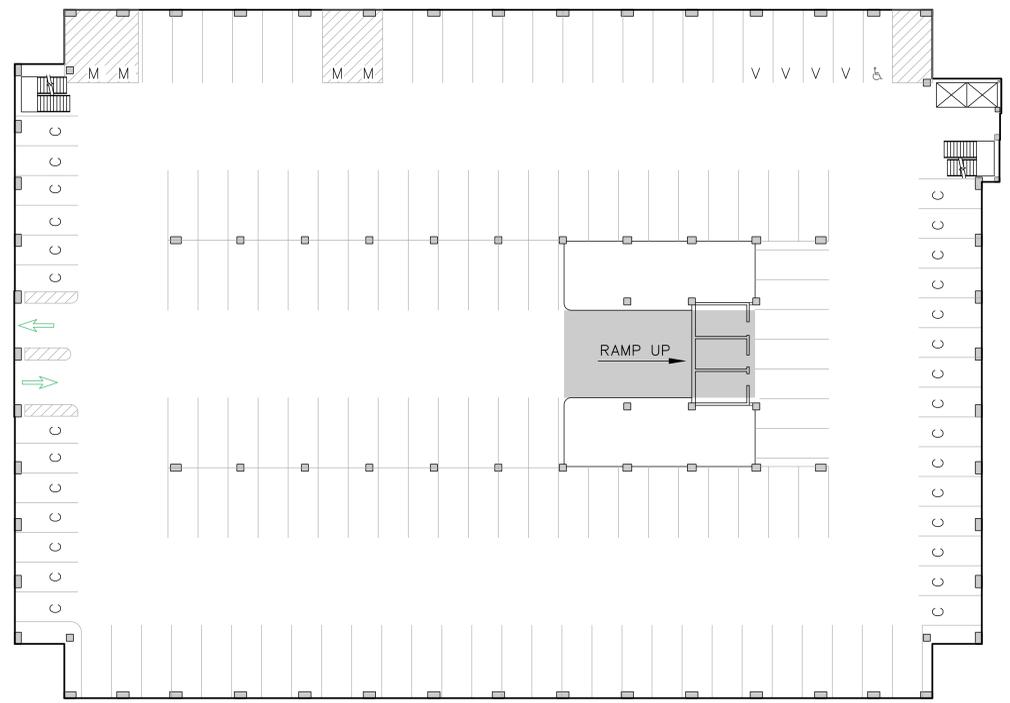
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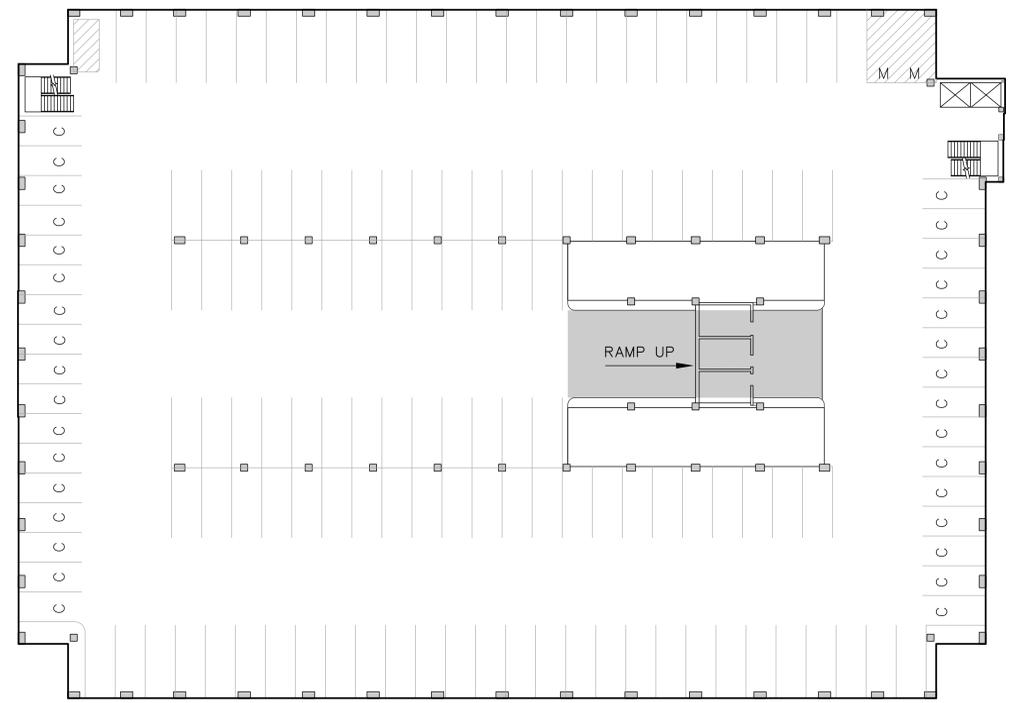
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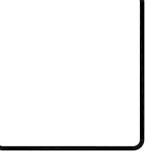
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OVERALL PARKING COUNT

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- 653 TOTAL PARKING STALLS

REVISIONS

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CAMPUS PARKING PLAN
 ASANTE ROGUE REGIONAL MEDICAL CENTER

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**Conditional Use Permit Application
Findings of Fact**

Asante Rogue Regional Medical Center – Forward Pavilion Addition

July 28, 2020

Owner:

Mick Zdeblick
Asante Rogue Regional Medical Center
2825 E Barnett Rd., Medford, OR 97504
Mick.zdeblick@asante.org
541.789.4700

Agent:

Gary Adams
Jacobs (Client Representative)
2825 E Barnett Rd., Medford, OR 97504
Gary.adams2@jacobs.com
541.789.2491

Applicant:

Josh Kolberg
PKA Architects
6969 SW Hampton Ave., Portland, OR 97214
josh@pkaarchitects.com
503.968.6800

Site Address:

2825 E Barnett Rd., Medford, OR 97504

Summary of Request:

Approval for Conditional Use Permit and associated Type II Review for the Asante Rogue Regional Medical Center Pavilion Addition. SPAC associated with project is currently under review under AC-20-123. Requirements for submission based on application dated 07/01/19.

NARRATIVE

Asante Rogue Regional Medical Center (ARRMC) is currently developing a significant new addition to their campus. As a part of that process, ARRMC wishes to replace all existing conditional use permits (CUPs) with a new CUP, with updated requirements.

The new Pavilion at ARRMC is an approximately 345,000-square-foot addition to the existing hospital, located directly north of the 2005 addition. A new vehicular approach for drop-offs and arrivals connects the new building to Medical Center Drive. The parking structure at the corner of Siskiyou Boulevard and Murphy Road is in the process of expanding to the west. The arrival area will provide a larger, accessible drop-off and pick-up zone and accommodate more vehicles. Provisions for fire-fighting access at the west drop-off area and the east side of the new building are provided. A large wellness garden with a new water feature will be included for patient, visitor, and staff use, directly adjacent to the new main entrance.

The Pavilion consists of a double-height podium, which includes interstitial space above the ground-floor interventional platform, with a full basement below, and a four-story bed tower and mechanical penthouse above. In the northeast corner, a secondary mechanical penthouse will be located above the lower roof of the podium. The basement level contains non-public mechanical and support services. All floors will be connected to the existing building, with a seismic separation, and code-required fire and life-safety provisions. Future expansion of the podium is anticipated on the east side of the building. A new central utility plant will be constructed in the location of the existing Women’s Imaging Center.

The project will also renovate 62,000 square feet in the existing hospital. The overall project will include:

- Level 1 expansion of surgery, renovation of the emergency department, a new entrance lobby, arrival and drop-off, admitting and surgery waiting area;
- Level 2 - interstitial space, only accessible to building maintenance;
- Levels 3 and 4 - intensive care units (ICUs). The north half of level 3 will be shelled and will accommodate 16 additional ICU beds;
- Level 5 - the mother-baby floor including labor and delivery and the neonatal intensive care unit; and
- Level 6 - pediatrics and maternity.

During construction, the original entrance on the south side of the hospital will temporarily become the primary entrance to the hospital.

The Pavilion is designed in harmony with the 2005 tower addition. It utilizes the same materials while accommodating new façade articulation and massing necessary for the new room configuration and function. The overall intent is to provide continuity of image and a timeless appearance. Patient rooms occupy most of the tower perimeter. New architectural features, such as stairways waiting areas on each floor recall the multi-floor glazed curtain wall appearance of the 2005 addition. Views of the surrounding region will be celebrated, providing large unobstructed vistas at each level.

SUBMITTED EVIDENCE

Exhibit 1. Findings of Fact (this document) addressing Medford Land Development Code Section 10.184 (C)

Exhibit 2. Vicinity Map – See SPAC AC-20-123

Exhibit 3. Assessor’s Map – See SPAC AC-20-123

Exhibit 4. Site Plan - See SPAC AC-20-123

Exhibit 5. SPAC Application and Narrative (previously sent to City, AC-20-123)

Exhibit 6. Transportation Demand Management Plan (TDM)

Exhibit 7. Transportation Impact Analysis (TIA)

Exhibit 8. Landscape Plans per the Medford Land Development Code Section 10.184 (G)(6), 10.486 (B), and 10.729 (B); and 10.184 (G)(7) and 10.780

Exhibit 9. Completed Application

FINDINGS OF FACT

Property Location: The project will be constructed on the combined tax lots 302, and 401 located at 2825 E Barnett Rd., Medford, OR 97504, within the Asante Rogue Regional Medical Center (ARRMC) campus. The lot line between tax lots 109 and 401 will also be adjusted. The campus has Siskiyou Boulevard to the north, Murphy Road to the east, Barnett Road to the south, and Black Oak Road to the west. Medical Center Drive runs through the middle of the campus. More specific parcel information is provided in the SPAC Application AC-20-123. The campus is within the City of Medford Urban Growth Boundary.

Property Description: Tax lots 302 and 401 on Map # 371 W28 CC, are zoned C-S/P.

Ownership: The property is owned by Asante.

Existing Land Use: The site is the existing ARRCM Campus, which is home to the hospital, two parking structures, and two medical office buildings, two administrative buildings and the Smullin Health Education Center. The main hospital building is comprised of a series of interconnected buildings constructed between the years of 1958 and 2005. The second parking structure is being expanded at the time of this application.

Proposed Land Use: There is no change in use of the land as a medical campus. The intent of this CUP is to replace the existing CUP with one that better reflects the modern state of the campus. This project expand the hospital to the north of the 2005 patient tower addition, and will be connected at all floors.

Parking: A parking study was included in the SPAC application. See Exhibits 5 through 8.

GLUP Map Designation: The existing GLUP designation is service commercial (SC).

Existing Zoning: The existing zoning for the entire ARRCM Campus is commercial service/professional (C-S/P). There are no zoning overlays.

Adjacent Zoning: The adjacent properties are SRF-4 (Single Family – 4 Units/Acre) and C-S/P to the north, C-S/P, and MFR-30 (Multi-Family – 30 Units/Acre) to the east C-S/P and C-C (Commercial Community) to the south and SRF-4 and MFR-20 (Multi-Family – 20 Units/Acre) to the west.

Historic District: The property is not within a historic district.

Surrounding Land Uses: The adjacent uses are: single-family homes, and medical office buildings to the north; medical office buildings to the east; medical office buildings, retail, and office space to the south; and single- and multi-family residential to the west.

Summary of Traffic Impacts: Impacts to traffic are outlined in Exhibits 6 and 7 to the SPAC application – the TDM and TIA.

CONCLUSIONS

Conclusions regarding the Conditional Use Permit are listed below, along with the section from the Medford Land Development Code Section 10.184 (C) that they respond to.

(C) *Conditional Use Permit Approval Criteria.*

(1) *The Planning Commission must determine that the development proposal complies with either of the following criteria before approval can be granted.*

(a) *The development proposal will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.*

(b) *The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the Planning Commission to produce a balance between the conflicting interests.*

Conclusion: There is no proposed change to the zoning of the property, and development has been designed to minimize adverse impacts to the adjacent properties. There are no anticipated impacts to livability, value, or ability to develop the adjacent properties. Any concerns regarding increased traffic have been addressed in Exhibits 6 and 7 – the TDM and TIA. As the largest hospital in the city of Medford, which is the regional referral center offering services unavailable elsewhere in Southern Oregon and Northern California, including a Level 2 trauma center, the development of the Pavilion provides life-saving medical care to the community of Medford and Asante’s nine-county service area and is therefore in the public interest. The project will cement ARPMC’s status as a primary economic driver of the community and supportive of Medford’s standing as a retirement destination.

(D) *Conditional Use Permits, Mitigation of Impacts.*

A conditional use requiring the mitigation of impacts under Subsection (C)(1)(b) above must do one of the following:

(1) *Preserve unique assets of interest to the community.*

(2) *Provide a public facility or public nonprofit service to the immediate area or community.*

(3) *Otherwise provide a use or improvement that is consistent with the overall needs of the community in a location that is reasonably suitable for its purpose.*

Conclusion: Although constructing a hospital on the subject site, if it were vacant, could cause adverse impacts to some of the adjoining properties, further development of the campus will have no incremental impact to those properties. Therefore, this project could be considered to fall under criterion C(1)(a). If the project is adjudged to fall under C(1)(b) then, as the principal hospital in the City of Medford, ARPMC is a unique asset of the community, it provides a public service to Medford and surrounding areas and acts as an economic driver of the community.

Asante Rogue Regional Medical Center Hospital Expansion Parking Study and Analysis

As an enabling project to the ARMMC Expansion, Asante began work with a new parking structure. The project started with a parking study to determine the end-state parking requirements and those at each stage of construction. Kittelson & Associates performed the study and prepared a report dated February 12, 2018, based on detailed parking counts taken on five consecutive weekdays starting on December 8, 2017.

That report produced two main conclusions:

- peak demand was between 11:00 am and noon on Tuesdays; and
- demand in stalls per 1,000 square feet, for each type of space was:
 - hospital: 1.62;
 - medical office buildings (MOBs) (BOMP, CVI): 3.43;
 - office buildings (corporate, ITS): 2.13; and
 - campus-wide: 1.86.

Asante designed the new parking structure to ensure a maximum of 85 percent occupancy, at all times, during and after construction, resulting in a 544-stall parking structure. That conclusion was predicated on the assumption that the design of the hospital expansion would follow that in an earlier strategic plan. After more detailed analysis and design, the total square footage of the expansion and the footprint of the building were both larger than earlier contemplated. Also, in order to fit the larger building in the budget, demolition of most of the seismically noncompliant portions of the hospital was removed from the current project.

The new design calls for a 351,852-square-foot addition, including 37,566 square feet of basement shell space that is highly unlikely to ever require the same parking density as the remainder of the addition. We will also demolish the existing 11,601-square-foot Asante Imaging building, in order to make room for a new central utility plant. We have updated that parking analysis, to reflect these figures.

The revised analysis started with the above demand requirements. Because there will be a slightly higher percentage outpatient space in the addition than previously planned, we added a 5 percent safety factor to the hospital demand number. We also applied an 85 percent occupancy factor to each statistic to determine the new parking demand resulting in the following:

- hospital: $1.62 \times 105\% / 85\% = 2.20$;
- MOBs: $3.43 / 85\% = 4.04$; and
- office: $2.13 / 85\% = 2.51$.

Applying these factors to each type of space we arrived at a demand of:

- hospital: $2.20 \times 1,178,651 / 1,000 = 2,358$ stalls;
- MOBs: $4.04 \times 123,098 = 497$ stalls;
- office: $2.51 \times 26,319 = 66$ stalls; and
- campus-wide: $2,358 + 497 + 66 = 2,921$ stalls.

We determined the most efficient way to meet the revised demand, would be to add on to the just-completed parking structure, expanding the capacity to 873 stalls. This expansion and other site changes provide the following:

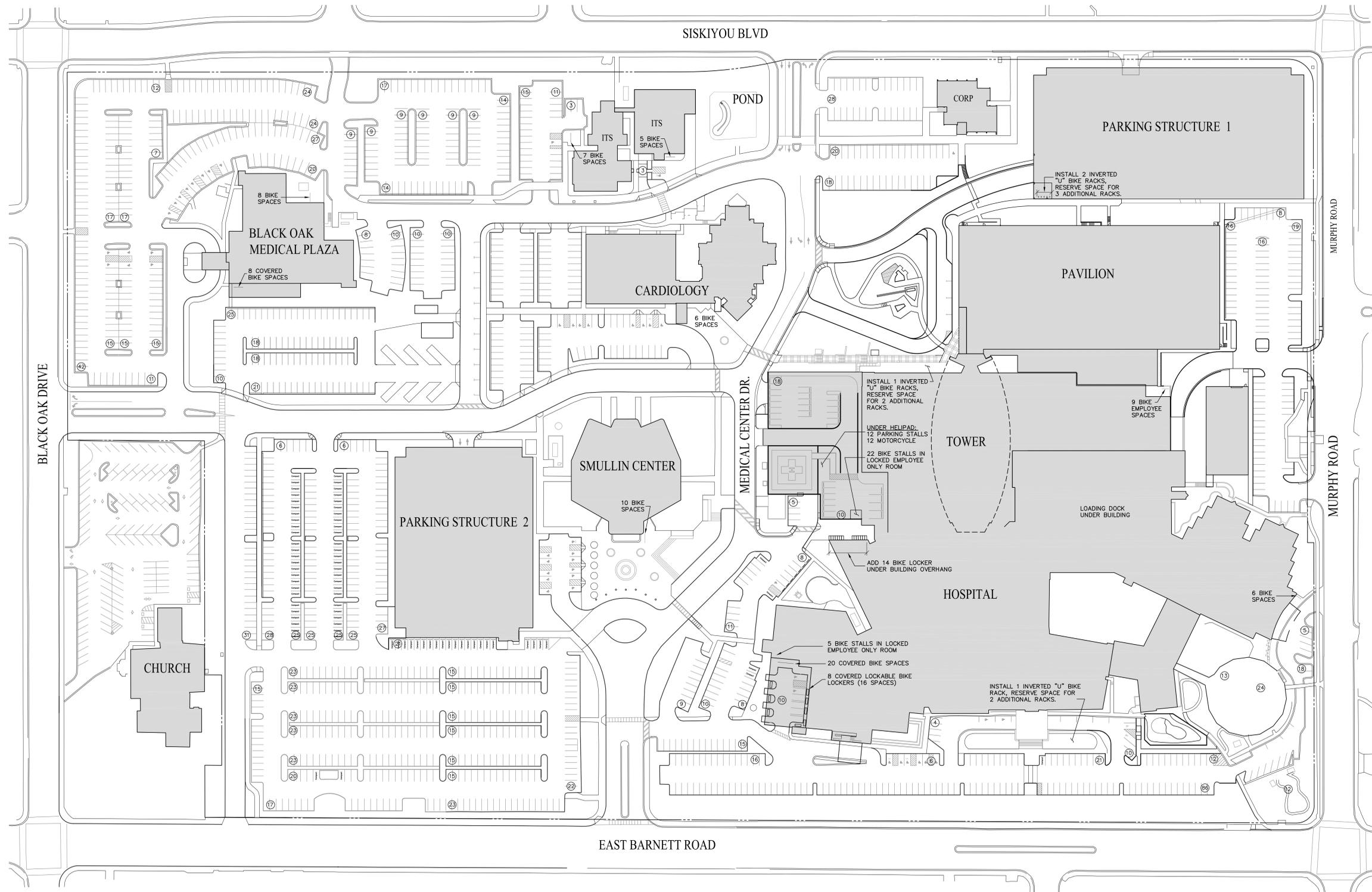
- hospital: 2,452 stalls supply - 2,358 stalls demand = 94 stalls surplus;
- MOB: 585 stalls supply - 497 stalls demand = 88 stalls surplus;
- office: 98 stalls supply - 66 stalls demand = 32 stalls surplus; and
- campus-wide: 3,135 stalls supply - 2,921 stalls demand = 214 stalls surplus.

The new parking supply is detailed on the attached exhibit.

Asante is confident that the supply is sufficient because:

- we have a 214-stall surplus based on the parking study and subsequent analysis;
- the total square footage includes 37,566 sf of space that is unlikely to ever require the same parking density as the remainder of the addition;
- we will vacate 70,055 sf of space that we are unlikely to ever be fully occupy in the future, decompressing the facility; and
- we are moving to a much higher percentage of private patient rooms, increasing the square footage per patient and decompressing the facility.

In addition to the above parking, we have or will supply 144 bicycle parking spaces on campus. Of those, 57 are secured, 41 are covered and 46 are open. We have also immediately identified space for 14 additional bicycles and will add additional bicycle parking spaces whenever demand rises to 85 percent of supply.



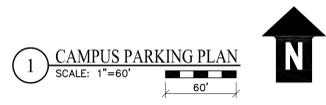
SISKIYOU BLVD

BLACK OAK DRIVE

EAST BARNETT ROAD

MURPHY ROAD

MURPHY ROAD



1 CAMPUS PARKING PLAN
SCALE: 1"=60'

CAMPUS PARKING TABLE

AREA	STANDARD	COMPACT	HANDICAP	MOTORCYCLE	VANPOOL	TOTAL
NON-HOSP.						
BOMP	461	0	14	0	0	475
CARDIO	102	0	8	0	0	110
ITS	30	0	2	0	0	32
CORP	65	0	1	0	0	66
SUBTOTAL	658					683
HOSPITAL						
STRUCTURE 1	676	131	30	32	4	873
EAST LOTS	109	0	0	0	0	109
SOUTH LOTS	159	1	10	0	0	170
ED/DUBS	96	4	2	12	0	114
STRUCTURE 2	494	124	2	29	4	653
SW LOTS	448	73	0	0	0	521
SMULLIN	1	0	11	0	0	12
SUBTOTAL	1988	333	55	73	8	2457
CAMPUS TOTAL						3135

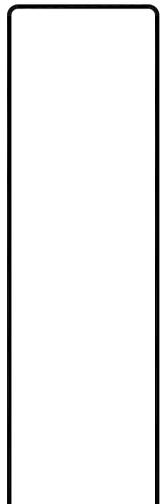
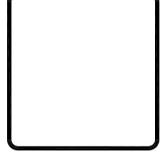
CAMPUS BIKE PARKING

USER	SECURED PROVIDED	COVERED PROVIDED	COVERED RESERVED	OPEN PROVIDED	OPEN RESERVED	TOTAL
NON-HOSP.						
BOMP	0	8	0	8	0	16
CARDIO	0	0	0	6	0	6
ITS	0	0	0	12	0	12
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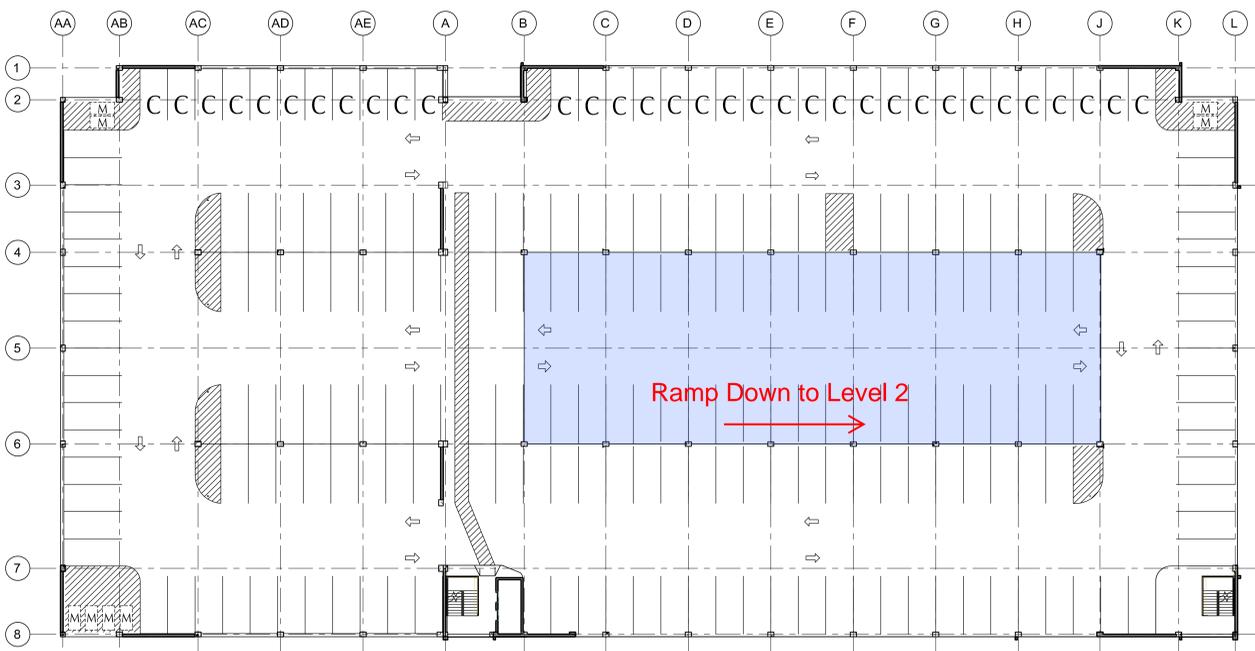
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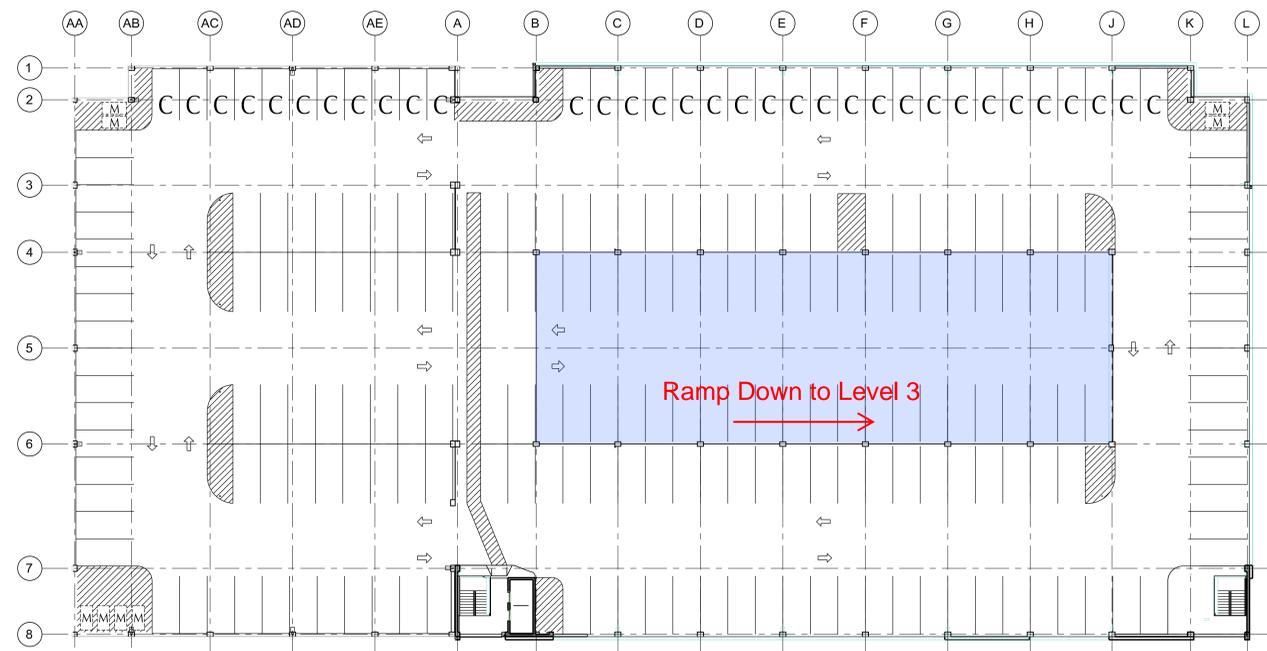
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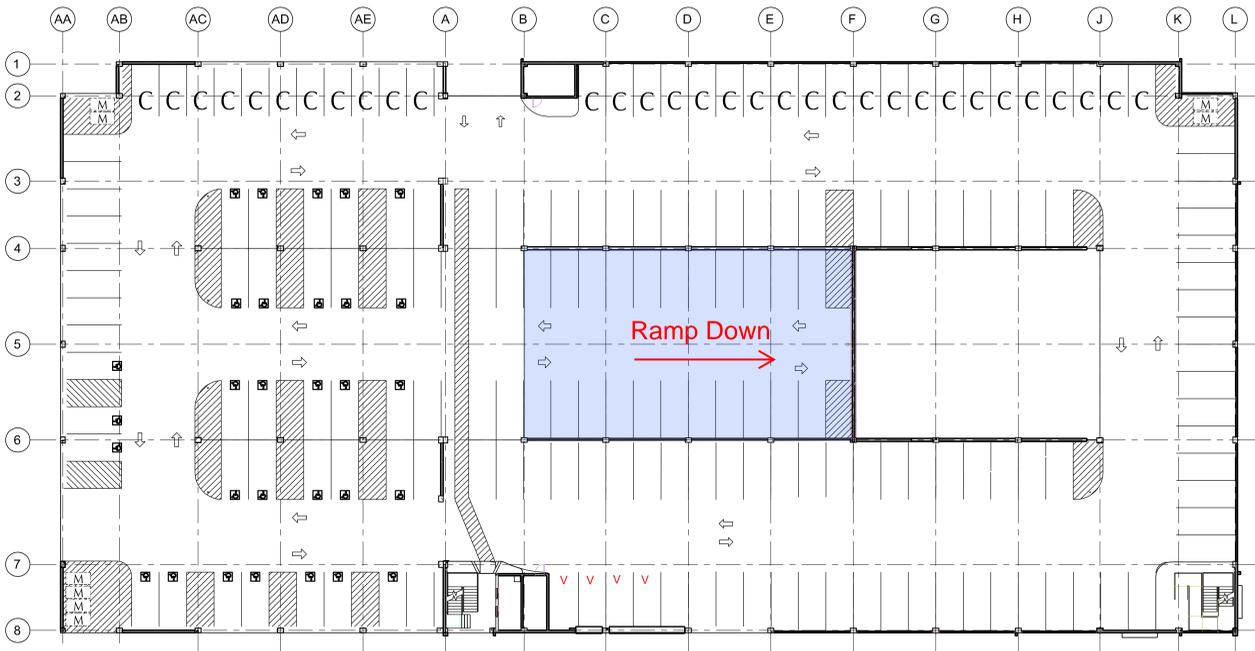
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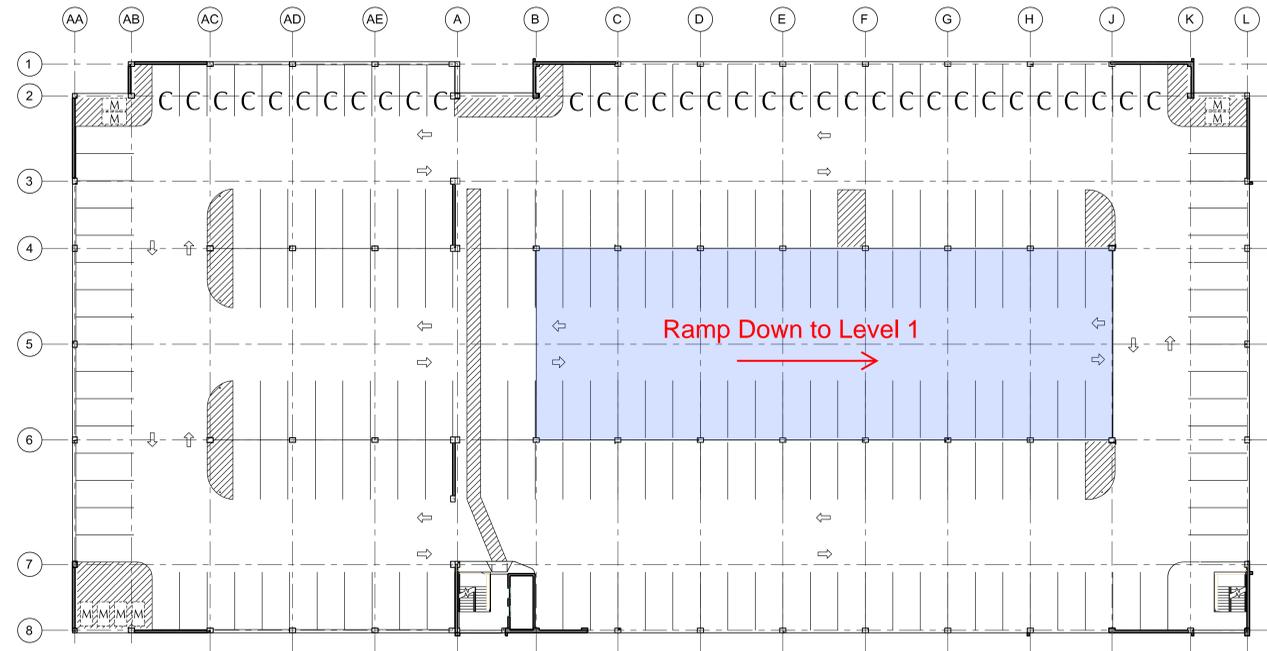
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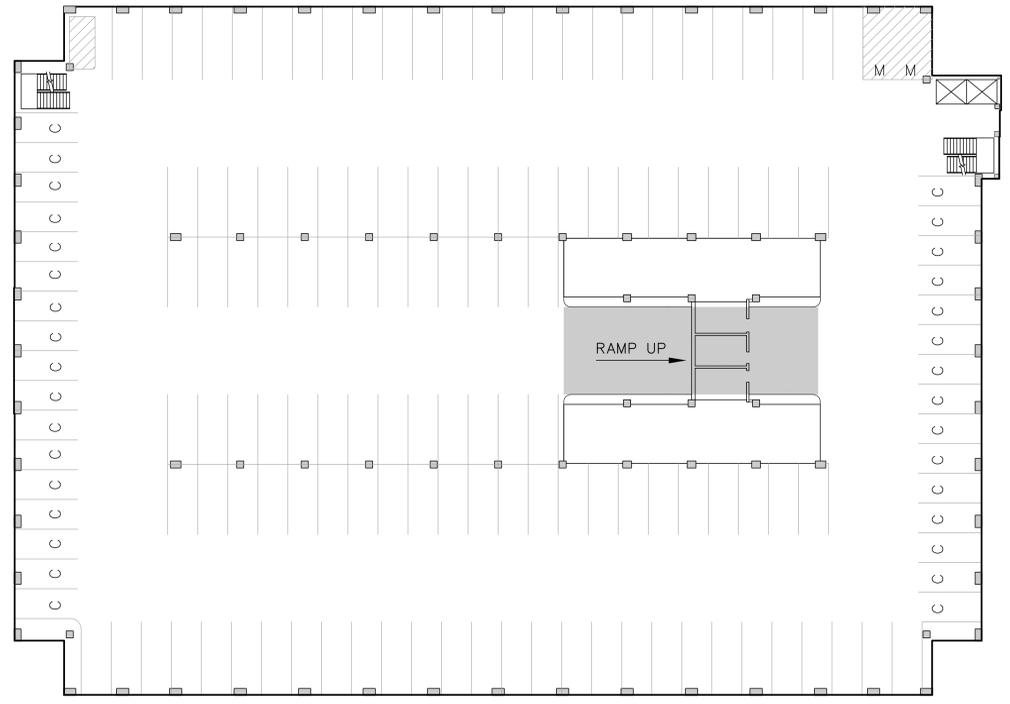


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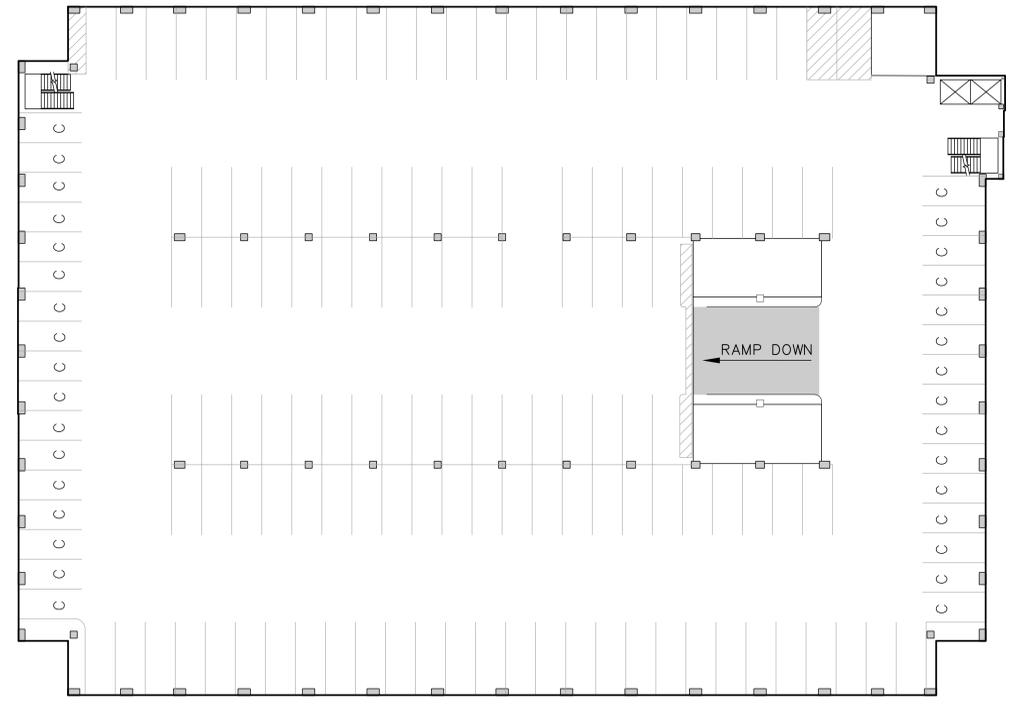
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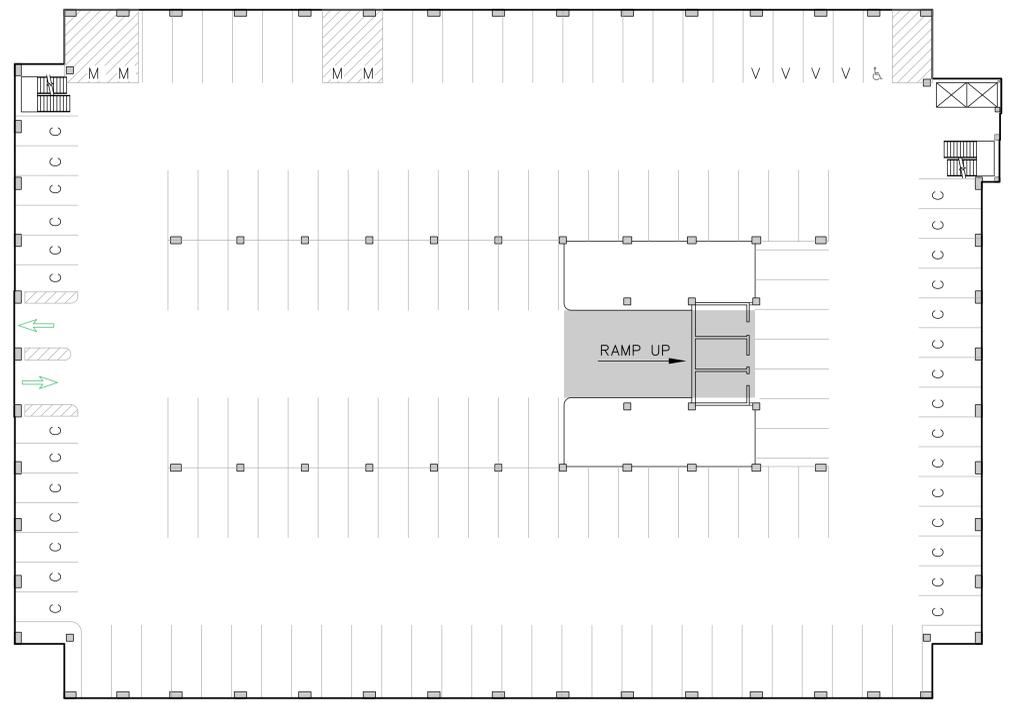
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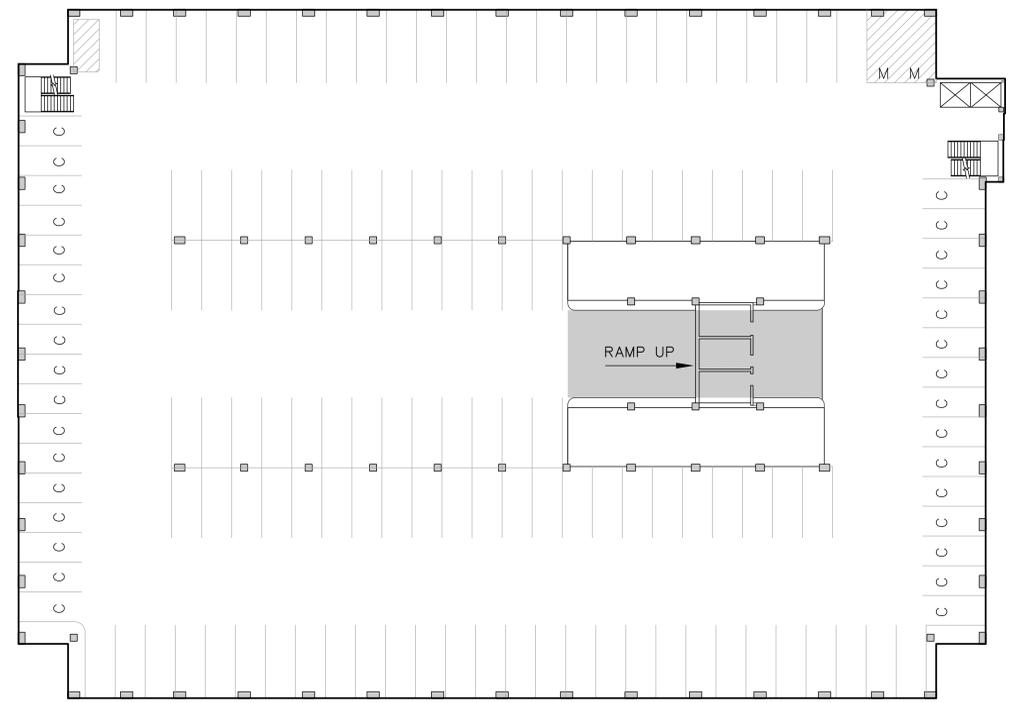
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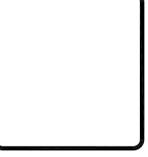
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MEMORANDUM

Date: February 12, 2018 Project #: 21909.0

To: Keith Russel and Mark Powell, Asante Rogue Valley Medical
Josh Kolberg, Steve Kolberg, Paul Borowick, PKA Architects
John Williamson, Skanska

From: Matt Bell and Marc Butorac, PE, PTOE, PMP

Project: Asante Parking Study

Subject: Parking Study

INTRODUCTION

This memorandum summarizes the results of a parking study conducted at the Asante Rogue Valley Medical Center in Medford, Oregon. The purpose of the study was to evaluate existing and projected future parking conditions within the core area of Asante's Rogue Valley campus assuming construction of a new parking structure and a new tower, and demolition of a portion of the south hospital. The study involved a detailed inventory of the parking supply, a field survey of parking demand, and analysis of the supply and demand data to determine the potential impacts of the proposed changes. In addition, the study identified potential measures that Asante could implement over time to improve parking conditions for faculty/staff and the overall hospital experience for patients and visitors.

The results of the study indicate that while the overall parking supply is sufficient to accommodate overall parking demand, there are several areas throughout the campus where parking demand exceeds the effective capacity of the parking supply. Parking in these areas can be a challenge today and will continue to be a challenge in the future. Also, while construction of the parking structure will increase the parking supply, construction of the tower will increase parking demand. The impacts associated with the construction of these facilities (prior to construction, during construction, and following construction) suggest that Asante will need to implement strategies that both increase the supply as well as improve the efficiency of the supply. This memorandum identifies several strategies for consideration by Asante.

STUDY AREA

The study area includes the Asante Rogue Valley Medical Center facilities located with the core area of the campus, which is generally bounded by Siskiyou Boulevard to the north, Barnett Road to the south, Murphy Road to the east, and Black Oak Drive to the west. Figure 1 illustrates the study area. Access to the core area is provided by multiple driveways, including two driveways along Siskiyou Boulevard;

three driveways along Barnett Road; two driveways along Murphy Road, and one driveway along Black Oak Drive. Several of the driveways provide direct access to the campus surface parking lots while others provide access to the internal campus circulation network. The internal circulation network connects the driveways to the campus facilities, including the campus surface parking lots and parking garage. Medical Center Drive is the primary street that travels north-south through the campus and continues south across Barnett Road to additional medical facilities. The study includes an evaluation of all parking facilities within the core area.

There is approximately 988,973 square-feet of building space within the core area, of which 839,634 square-feet is dedicated to hospital uses (Hospital). This includes the Smullin Health Education Center, which is a 20,000 square-foot auditorium that utilizes hospital parking. The remaining uses include the Black Oak Medical Plaza (BOMP) located in the northwest corner of the campus, the Cardiovascular Institute (CVI) located in the center of the campus, and the Asante corporate offices (Corporate) and Information Technology Service (ITS) located along the northern boundary of the campus.

Figure 1: Study Area



STUDY METHODOLOGY

Parking supply and demand data was collected at the Asante Rogue Valley Medical Center over five consecutive days (Monday through Friday) in December 2018. The data was collected manually by individuals circulating throughout the campus. The supply data was collected at the start of each day, before the majority of people arrived to work – it can be difficult to collect supply data when the lots are full as some vehicles may be parked illegally (e.g., vehicles located in no parking zones or at the end of parking aisles) and some vehicles may block pavement marking or signs that indicate stall type [this

method of collecting supply data can attest to potential differences in counts conducted as part of this study and counts conducted as part of previous studies]. The demand data was collected on an hourly basis between 6:00 AM and 6:00 PM on each day of the study.

The parking supply data includes the total number and type of stalls located within the surface parking lots and the parking garage. The parking demand data includes the total number of vehicles parked within the study area by lot and by stall type during each hour of the study. The parking supply and demand data is summarized below by the overall campus and by use (i.e., Hospital, BOMP/CVI, Corporate/ITS). *Attachment A contains the parking supply and demand data collected at Asante over the five-day period.*

EXISTING PARKING CONDITIONS

This section documents existing parking conditions within Asante’s core campus area. The existing parking supply and demand data described below is based on data collected at Asante in December 2017 as well as discussions with Asante staff.

Parking Supply

Parking supply data was collected within the core campus area in December 2017. The data includes total number and type of stalls located within the surface parking lots and the parking garage. The data shows that the overall parking supply consists of 18 surface parking lots and one parking garage with a total of 2,332 parking stalls, including 2,248 general use (non-ADA) parking stalls. A majority of stalls are designated for specific use (i.e., ADA, patient, doctor, staff, regular, permit, valet, etc.). The stalls located adjacent to the BOMP, CVI, Corporate, and ITS are generally considered to be dedicated to those uses, while the remaining stalls are dedicated to Hospital uses. Table 1 summarizes Asante’s parking supply by use, by lot, and by stall type.

As shown in Table 1, the patient designated stalls represent the highest percentage of the overall parking supply (35.2 percent). The patient designated stalls are relatively spread out throughout the campus, which provides patients with full access to all of Asante’s facilities. The non-designated regular and compact stalls also represent a relatively high percentage of the overall parking supply (29.9 percent); however, these stalls are located in only a few surface parking lots (i.e., Lots C, D, E, Q, and R) and the garage. Doctor and staff stalls represent the next highest percentage of designated stalls (22.6 percent combined). The doctor and staff designated stalls are also spread out similar to the patient stalls. Other parking observations include:

- There are several stalls designated as “apple sticker only”, “permit only”, “valet only”, and “reserved”;
- There are no specifically designated visitor stalls; visitors must share the non-designated regular and compact stalls with patients, doctors, staff, and all other users;
- There is lack of carpool stalls or other travel demand management based stalls that may serve as incentives for faculty/staff to reduce single occupancy vehicle use; and,

- There are no electric vehicle stalls/charging stations that may serve as incentives for faculty/staff to drive low emission vehicles.

Table 1: Parking Supply

Lot	Stall Type								Total
	ADA	Patient ¹	Doctor ²	Staff ³	Regular	Permit	Valet	Other ⁵	
BOMP									
A	15	151		5		75		4	250
B					85			6	91
C			38						38
D			100						100
Total	15	151	138	5	85	75		10	479
CVI									
E	8	48	22		32				110
Corporate									
M				28					28
ITS									
O	1			28					29
Hospital									
F				108	19			10	137
G		180			17			5	202
H	12								12
I + J	13	148	10	28				5	204
K			8					1	9
L	12	204	5	16				6	243
N	4		47	14	1			13	79
P	2			10			39		51
Q		62		58					120
R	14						30		44
S	1	17							18
Garage	2	12			544			9	567
Subtotal	60	623	70	234	581	0	69	49	1,686
Total	84	822	230	295	698	75	69	59	2,332
% of Total	3.6%	35.2%	9.9%	12.7%	29.9%	3.2%	3.0%	2.5%	100%

- Patient stalls include 810 patient stalls and 12 "CVI Patient Only" stalls located in the garage.
- Doctor stalls include 222 doctor stalls and 8 doctor motorcycle stalls.
- Staff stalls include 215 staff stalls, 42 "Apple Sticker Only" stalls, and 38 corporate stalls.
- Regular stalls include 525 non-designated regular stalls, 155 compact stalls, 8 motorcycle stalls, and 10 street parking stalls.
- Other stalls include 7 short-term stalls, 1 auxiliary stall, 2 carpool stalls, 10 contractor stalls, 14 courier stalls, 1 law enforcement stall, 1 maintenance stall, 4 MRI stalls, 12 reserved stalls, 6 RV stalls, and 1 sidewalk stall.

It is important to note that while parking supply and demand data was collected for the ADA designated stalls, this report is generally focused on the general use (non-ADA) parking stalls.

Parking Supply Ratio

The parking supply data was combined with building sizes to develop parking supply ratios for the campus as a whole as well as the individual uses within the core campus area. The following summarizes the parking supply ratios:

- Campus wide: 2.27 stalls per 1,000 square-feet ($2,248 / 988.973 = 2.27$)
- BOMP/CVI: 4.45 stalls per 1,000 square-feet ($566 / 127.294 = 4.45$)
- Corporate/ITS: 2.54 stalls per 1,000 square-feet ($56 / 22.045 = 2.54$)
- Hospital: 1.94 stalls per 1,000 square-feet ($1,626 / 839.634 = 1.94$)

Medford’s Municipal Code does not provide parking supply ratios for hospitals, medical office buildings, or related uses per 1,000 square-feet; therefore, the parking supply ratios shown above were compared to national standards.

Standard Reference Manual

The standard reference manual, *Parking Generation, 4th Edition*, published by the Institute of Transportation Engineers (ITE), provides parking generation rates for a wide variety of land uses including hospitals, medical office buildings, and related uses, such as general office buildings. The 85th percentile rates provided by ITE are generally used to determine the appropriate number of parking stalls needed to support average peak parking demand for a given use. Table 2 summarizes the 85th percentile rates provided by ITE and compares them to the calculated rates at Asante.

Table 2: Parking Supply Ratio comparison

Land Use	ITE Code	85 th Percentile Rate	Calculated Rate	Difference
Campus Wide	610	3.42	2.27	-1.14
Hospital	610	3.41	1.94	-1.47
Medical Office	720	4.27	4.45	+0.18
Office Building	701	3.45	2.54	-0.91

As shown in Table 2, the 85th percentile rates provided by ITE are higher than the calculated rates for the campus, hospital, and general office uses and lower for medical office use.

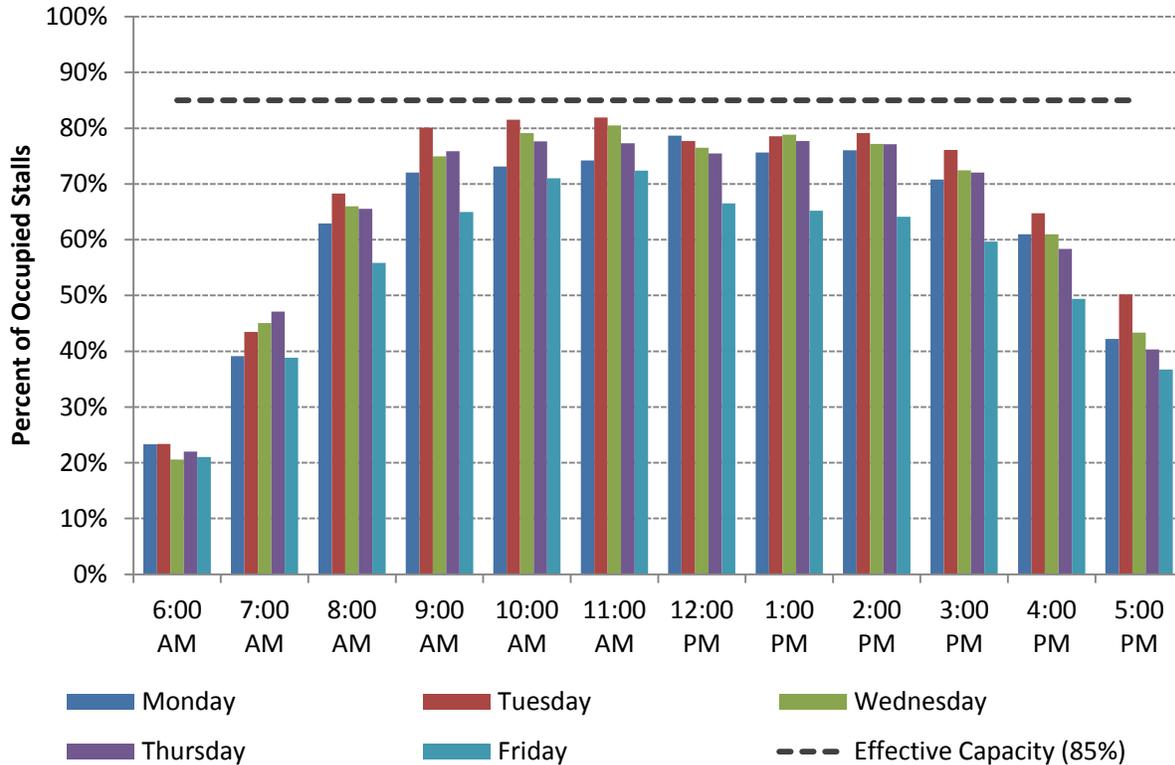
Local Standards

Per Medford Municipal Code Section 10.743 (Off-Street Parking Standards), hospitals must provide a minimum of 2.0 spaces per 3.3 patient beds, plus 1.0 space per staff doctor and each other employee on the largest shift; hospitals must provide a maximum of 2.0 spaces were 2.6 patient beds, plus 1.0 space per staff doctor and each other employee on the largest shift. Supplemental information provided by the hospital about the total number of beds (340) and the total employees during the largest shift (2,878) suggest that the hospital should provide a minimum of 3,084 stalls and a maximum of 3,140 stalls to accommodate demand. As indicated above, Asante’s current parking supply is significantly below the minimum; however, as indicated in the following sections, the parking supply is sufficient to accommodate overall parking demand.

Parking Demand

Parking demand data was collected within the core campus area over five consecutive days in December 2017. The data includes the total number of vehicles parked within the surface parking lots and the parking garage between 6:00 a.m. and 6:00 p.m. during each day of the study. The data shows that parking demand is generally consistent throughout the week; however, parking demand is highest on Tuesday. Chart 1 illustrates the parking demand data collected over the five day period.

Chart 1: Daily Parking Demand



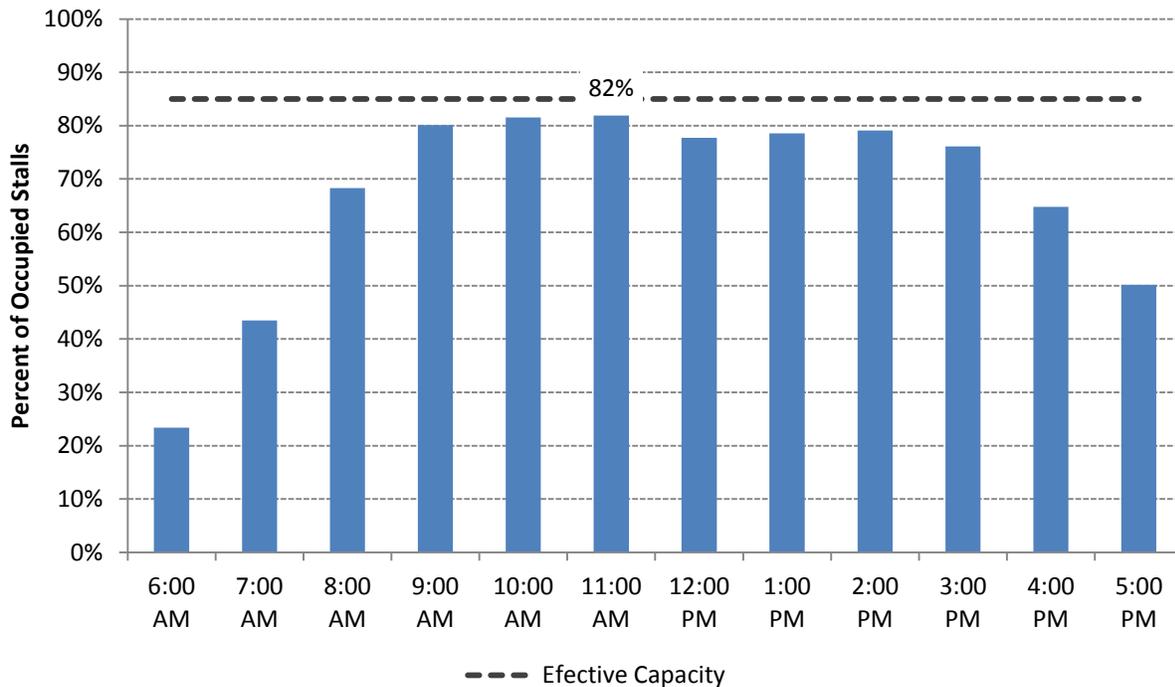
As shown in Chart 1, parking demand increases each day from approximately 20 percent at 6:00 a.m. to approximately 80 percent at 9:00 a.m.; parking demand then remains relatively flat from 9:00 a.m. to 3:00 p.m. before it drops to approximately 40 percent at 5:00 p.m. Also shown in Chart 1, peak parking demand occurs on Tuesday at 11:00 a.m. Further review of the peak parking demand data from Tuesday is summarized below.

The parking demand data summarized below is described in terms of occupancy. Occupancy refers to the total number of occupied stalls within a given area and is most commonly shown as a percentage. A parking system is generally considered to be full or at its *effective capacity* when occupancies reach or exceed 85% in the peak hour. Where more than 85% of parking stalls are occupied, patients, visitors, and others may have trouble finding the few remaining stalls.

Core Campus Area

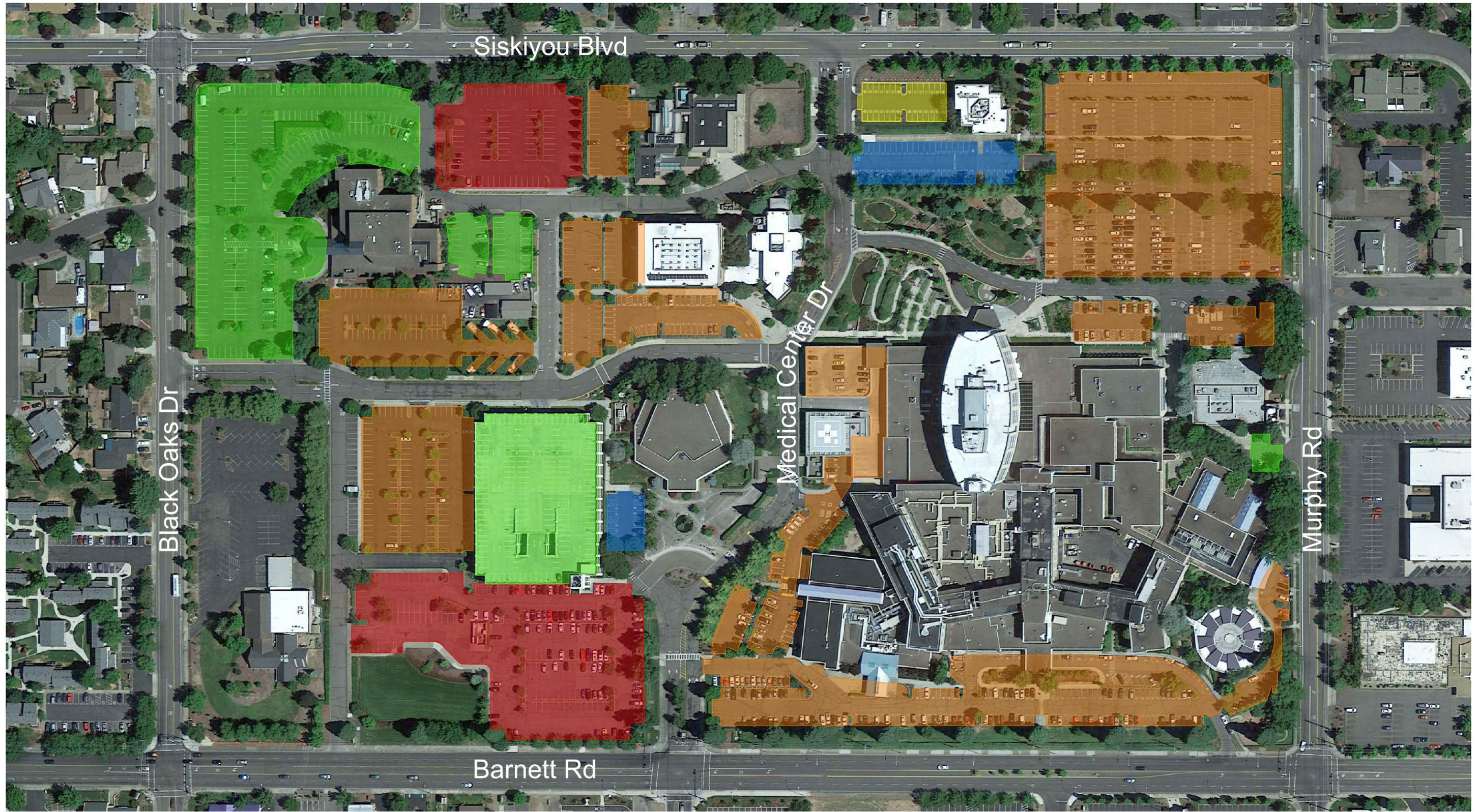
Parking demand within the core campus area is generated from a mix of uses, including the Black Oaks Medical Plaza (BOMP), the Cardiovascular Institute (CVI), the Asante corporate offices (Corporate) and Information Technology Services (ITS), and the hospital (Hospital). This section summarizes parking demand data for the core campus area. The following sections summarize parking demand data for the individual uses. Chart 2 illustrates the hourly parking occupancy rates that occurred within core campus area on Tuesday.

Chart 2: Core Campus Hourly Parking Occupancy (Tuesday)



As shown in Chart 2, peak parking occupancy occurred within the core campus area at 11:00 a.m. on a Tuesday with an overall occupancy rate of approximately 82 percent. This occupancy rate is below the *effective capacity* of the parking supply, which suggests that the overall parking supply is sufficient to accommodate overall parking demand. However, further review of the data indicates that there are several surface parking lots where parking demand exceeded the *effective capacity* of the parking supply.

Figure 2 illustrates the peak parking occupancy rates within the core campus area, including each of the surface parking lots and the parking garage. As shown, several of the lots that surround the BOMP, CVI, Corporate, and ITS buildings as well as the Hospital are at or above the effective capacity of the parking supply. Further review of the lots associated with each of these uses is provided below.



- - 95-100%
- - 85-94%
- - 75-84%
- - 50-74%
- - <50%

Peak Parking Demand (11:00 AM)
Asante Rogue Valley Medical Hospital - Medford, OR

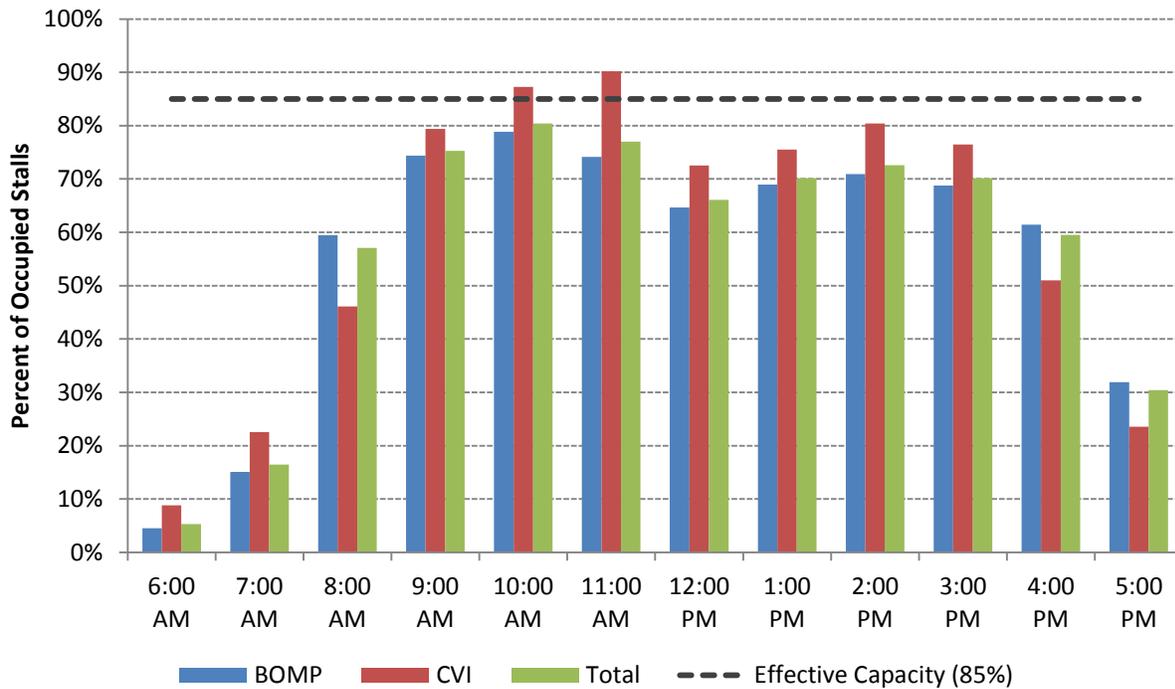
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BOMP/CVI

This section summarizes parking demand data for the Black Oaks Medical Plaza (BOMP) and the Cardiovascular Institute (CVI), which are generally considered to be medical office buildings. The BOMP is supported by Lots M, N, O, and R, and the CVI is supported by Lot Q. The CVI is also supported by a small number of stalls in the parking garage that are designated as “CVI Patient Only”. Chart 3 illustrates the hourly parking occupancy rates that occurred within the lots that support the BOMP and CVI on a Tuesday.

Chart 3: BOMP/CVI Hourly Parking Occupancy (Tuesday)



As shown in Chart 3, peak parking occupancy occurred within the lots that support the BOMP at 10:00 a.m. with an overall occupancy rate of approximately 79 percent. This occupancy rate is below the *effective capacity* of the parking supply. However, further review of the data indicates that Lots M and R were above the *effective capacity* of the parking supply during the peak time period; Lot M primarily includes doctor stalls and had a peak occupancy rate of 91 percent, while Lot R primarily includes non-designated stalls and had a peak occupancy rate of 86 percent. Lots N and O primarily include patient and permit stalls and had a combined occupancy rate of 69 percent. Lots N and O could provide opportunities to address future parking demand; however, they are in the far northeast corner of the campus.

Also shown in Chart 3, peak parking occupancy occurred within the lot that supports the CVI at 11:00 a.m. (consistent with the overall campus) with an occupancy rate of approximately 90 percent. This occupancy rate is above the *effective capacity* of the parking supply. During the same time period, the few stalls located in the garage that support the CVI have an occupancy rate of 75 percent.

Table 3 summarizes detailed information on parking occupancy within the lots that support the BOMP and CVI by stall type.

Table 3: BOMP/CVI Parking Occupancy by Stall Type

Type of Stall	# of Stalls	# of Vehicles	Peak Occupancy	Stalls Available
BOMP				
Overall	464	366	79%	98
<i>Usage by stall type</i>				
Doctor/Staff	143	130	91%	13
Patient	151	100	66%	51
Permit	75	57	76%	18
Regular	85	73	86%	12
Other ¹	10	6	60%	4
CVI				
Overall	102	92	90%	10
<i>Usage by stall type</i>				
Doctor	22	19	86%	3
Patient	48	46	96%	2
Regular (Non-Designated)	32	27	84%	5

1. The other stalls include courier stalls, maintenance stalls, and recreational vehicles (RV) stalls.

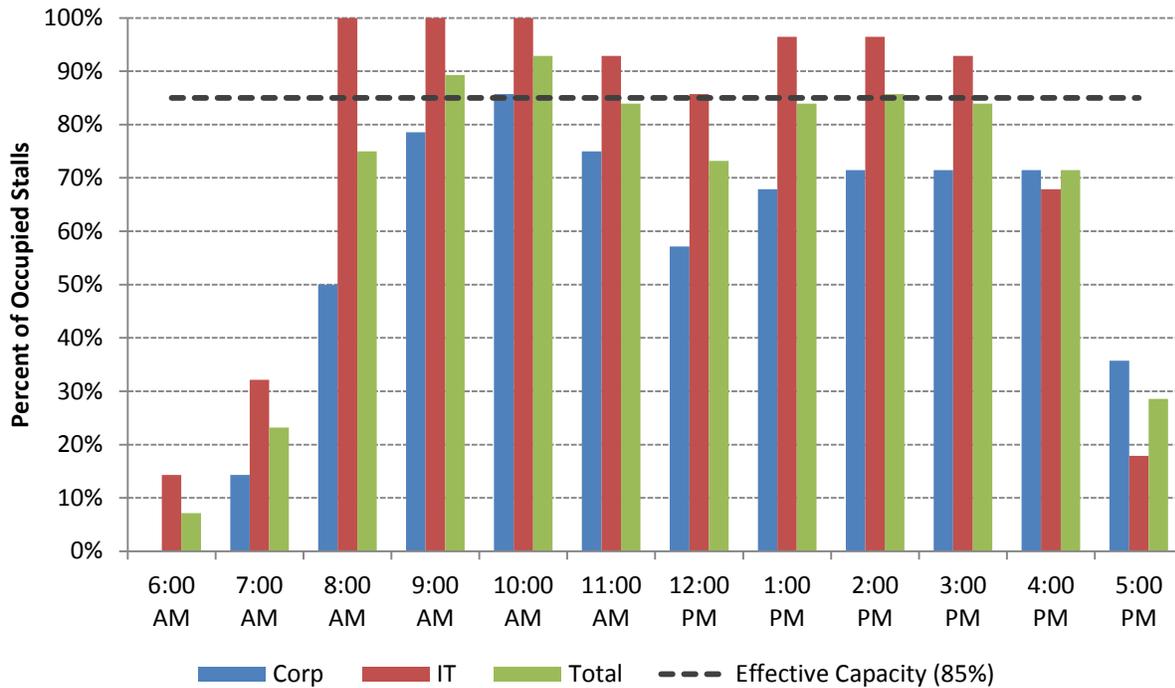
As shown in Table 3, the patient, permit, and other stalls that support the BOMP have capacity; however, the permit and other stalls are generally reserved for specific uses. Thus, only the patient stalls have capacity to support potential future uses. Also shown in Table 3, the regular (non-designated) stalls that support the CVI have capacity; however, given the relatively small number of regular (non-designated stalls), it may not support potential future uses.

Corporate/ITS

This section summarizes parking demand data for Asante’s corporate office (Corporate) and Information Technology Services (ITS), which are generally considered to be general office buildings. The lot that supports Corporate is lot S while the lot that supports ITS is lot L. Corporate is also supported by a small number of stalls in lot K located to the south.

Chart 4 illustrates the hourly parking occupancy rates that occurred within the lots that support Corporate and ITS on Tuesday.

Chart 4: Corporate/ITS Hourly Parking Occupancy (Tuesday)



As shown in Chart 4, peak parking occupancy occurred within the lot that supports Corporate at 10:00 a.m. with an overall occupancy rate of approximately 86 percent. This occupancy rate is slightly above the *effective capacity* of the parking supply. During the same time period, the few stalls to the south that support Corporate had an occupancy rate of approximately 50 percent. Also shown in Chart 4, peak parking occupancy occurred within the lot that supports ITS at multiple times throughout the day, including 8:00 a.m., 9:00 a.m., and 10:00 a.m. with an occupancy rate of 100 percent. This occupancy rate is significantly above the *effective capacity* of the parking supply.

Table 4 summarizes detailed information on parking occupancy within the lots that support Corporate and ITS by stall type.

Table 4: Corp/ITS Parking Occupancy by Stall Type

Type of Stall	# of Stalls	# of Vehicles	Peak Occupancy	Stalls Available
Corporate				
Corporate	28	24	86%	4
ITS				
Staff	28	28	100%	0

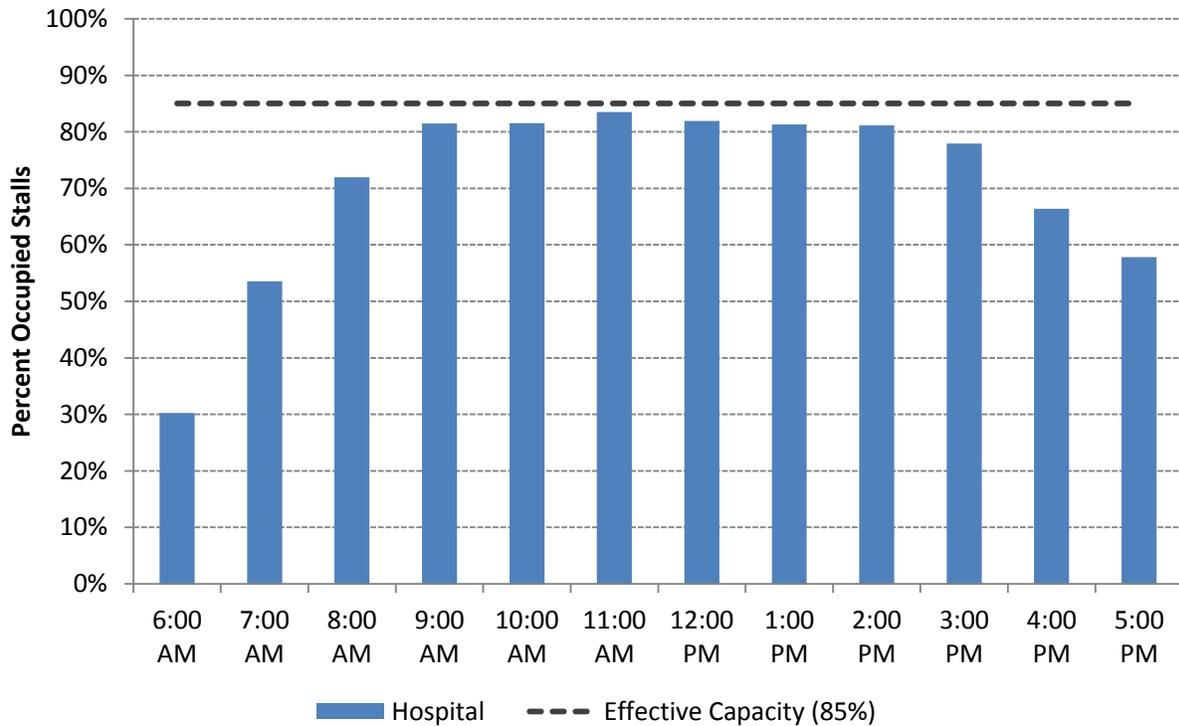
1. The other stalls include stalls designated for couriers, maintenance, and recreational vehicles (RV) of which only the RV's were occupied.

As shown in Table 4, none of the stalls that support Corporate or ITS have capacity to support potential future uses. However, the few stalls located to the south in Lot P that are designated as corporate stalls could be re-designated as regular stalls to support a wider variety of potential future uses (including corporate office).

Hospital

This section summarizes parking demand data for the Hospital. The lots that support the Hospital include Lots B, C, D, E, F (the garage), I, J, and K (lot H also supports the hospital; however, it consists of all ADA stalls, therefore it is not included in the analysis). Chart 5 illustrates the hourly parking occupancy rates that occurred within the lots that support the Hospital on a Tuesday.

Chart 5: Hospital Parking Occupancy (Tuesday)



As shown in Chart 5, peak parking occupancy occurred within the lots that support the hospital at 11:00 a.m. with an overall occupancy rate of approximately 84 percent. This occupancy rate is slightly below the *effective capacity* of the parking supply. However, further review of the data indicates that Lots B, C, D, E, H, I, and J were at or above the *effective capacity* of the parking supply during the peak time period; these lots primarily consist of doctor stalls, patient stalls, and non-designated (regular) stalls each of which were well above the *effective capacity* of the parking supply during the peak time period. The remaining lots, Lot F (the garage) and Lot K, have capacity to support potential future uses. Lot F primarily includes non-designated (regular) and compact stalls and had an occupancy rate of approximately 70 percent during the peak time period. Lot K primarily includes Valet and Corporate stalls and had an occupancy rate of 41 percent during the peak time period.

Table 5 summarizes detailed information on parking occupancy within the lots that support the hospital by stall type.

Table 5: Hospital Parking Occupancy by Stall Type

Type of Stall	# of Stalls	# of Vehicles	Peak Occupancy	Stalls Available
Hospital				
Overall	1,626	1,358	84%	268
Usage by stall type				
Regular	581	417	72%	164
Doctor/Staff	303	272	90%	31
Patient	623	587	94%	36
Valet	69	49	71%	10
Other ¹	50	33	66%	17

1. The other stalls include stalls designated for couriers, maintenance, and recreational vehicles (RV) of which only the RV's were occupied.

As shown in Table 5, the regular (non-designated) stalls, valet stalls, and other stalls that support the hospital have capacity; however, the other stalls are generally reserved for specific uses; therefore, only the regular (non-designated) stalls, valet stalls have capacity to support potential future uses.

Parking Demand Ratio

The parking demand data provided above was combined with building sizes to develop parking demand ratios for the campus as a whole as well as the individual uses within the core campus area. The following summarizes the parking demand ratios.

- Campus wide: 1.86 stalls per 1,000 square-feet (1,841 / 988.973 = 1.86).
- BOMP/CVI: 3.43 stalls per 1,000 square-feet (436 / 127.294 = 3.43)
- Corporate/ITS: 2.13 stalls per 1,000 square-feet (47 / 22.045 = 2.13)
- Hospital: 1.62 stalls per 1,000 square-feet (1,358 / 839.634 = 1.62)

The Parking demand ratios shown above were compared to national standards as described below.

Standard Reference Manual

As indicated above, ITE provides parking generation rates for a wide variety of land uses including hospitals, medical office buildings, and related uses such as general office buildings. The average parking generation rates provided by ITE are generally used to determine how many vehicles to expect during the peak time period for a given use. Table 4 summarizes the average peak parking generation rates provided by ITE and compares them to the calculated rates at Asante.

Table 4: Parking Demand Ratio comparison

Land Use	ITE Code	Average Peak Parking Generation Rate	Calculated Rate	Difference
Campus Wide	610	2.50	1.86	-0.64
Hospital	610	2.50	1.62	-0.88
Medical Office	720	3.20	3.43	+0.23
Office Bulding	701	2.84	2.13	0.71

As shown in Table 2, the average peak parking generation rates provided by ITE are higher than the calculated rates at Asante for the hospital and general office uses and lower than rate for medical office. The parking demand ratios are used below to estimate future parking conditions associated with the future development scenarios.

FUTURE PARKING CONDITIONS

This section documents future parking conditions within Asante’s core campus area. This section includes a summary of future parking supply and demand and is based on an evaluation of potential future development scenarios and discussions with Asante staff.

Future Development Scenarios

Per discussions with Asante staff, three potential future development scenarios could impact parking conditions within the core campus area. The scenarios include construction of a new parking structure, construction of a new tower, and demolition of a portion of the south hospital. The following summarizes the future development scenarios and identifies the impacts to parking conditions within the core campus area and potential strategies to minimize the impacts.

New Parking Structure

Asante is proposing to construct a new 535 stall parking structure in the northeast corner of the core campus area. The parking structure will support Asante’s existing operations and provide additional capacity for future expansion of the hospital. Access to the parking structure will be provided by a new driveway located along Siskiyou Boulevard approximately 400 feet west of Murphy Road as well as through the existing surface parking lots located south of the corporate office and north of the hospital. The following summarizes parking conditions prior to, during, and following construction of the new parking structure.

As indicated previously in this report, prior to construction of the parking structure, the total parking supply within the core campus area is 2,248 stalls while peak parking demand is 1,841 stalls, or an overall occupancy rate of 81.9 percent. During construction of the parking garage the total parking supply will be reduced by 262 stalls; 162 stalls for the parking structure footprint and 130 stalls for the temporary laydown for construction. During this time period, the overall occupancy rate is expected to increase to 94.1 percent, which could be a challenge given that several of Asante’s existing parking facilities operate well below 94.1 percent. *Potential opportunities to increase the parking supply as well as improve the efficiency of the existing parking supply during construction of the new parking structure are described below.*

Table 5: New Parking Structure Phasing Analysis

	Change in Supply	Parking Supply	Parking Demand	Parking Occupancy	Notes
Prior to Construction					
Current parking supply	0	2,248	1,841	81.9%	Campus wide

During Construction					
Parking Structure footprint	(162)	2,086	1,841	88.3%	Removal of 162 stalls
Temporary laydown for construction	(130)	1,956	1,841	94.1%	Temporary removal of 130 stalls
Following Construction					
Removal of temporary laydown	130	2,086	1,841	88.3%	Replacement of 130 stalls
New Parking Structure Complete	535	2,621	1,841	70.2%	Net increase to campus of 373 stalls

As shown in Table 1, following construction of the parking structure, removal of the temporary laydown, and activation of the parking structure, the total parking supply within the core campus area will be 2,621 stalls (a net increase of 373 stalls), while peak parking demand will remain the same at 1,841 stalls, or an overall occupancy rate of 70.2 percent (substantially within the maximum 85th percentile occupancy threshold).

New Tower

Asante is proposing to construct a new 294,000 square-foot tower in the northeast corner of the hospital. The following summarizes parking conditions prior to, during, and following construction of the new tower.

As indicated above, prior to construction of the new tower, the total parking supply within the core campus area will be 2,621 stalls, while peak parking demand will continue to be 1,841 stalls, or an overall occupancy rate of 70.2 percent. During construction of the tower the total parking supply will be reduced by 189 stalls; 19 stalls for the tower footprint and 170 stalls for the temporary laydown for construction. During this time period, the overall occupancy rate is expected to increase to 71.6 percent.

Table 6: New Tower Phasing Analysis

	Change in Supply	Parking Supply	Parking Demand	Parking Occupancy	Notes
Prior to Construction					
Future parking supply (with structure)	0	2,621	1,841	70.2%	Campus wide
During Construction					
Tower Footprint	(19)	2,602	1,841	70.8%	Removal of 19 stalls (12 ADA)
Temporary laydown for construction	(170)	2,432	1,841	71.6%	Temporary removal of 170 stalls
Following Construction					
Removal of temporary laydown with new access road	140	2,572	1,841	71.6%	Replacement of 140 stalls after building back new access road
New Tower Complete	0	2,572	2,388	92.8%	Net increase in peak parking demand associated with new tower

As shown in Table 2, following construction of the tower, removal of the temporary laydown, and activation of the tower, the total parking supply within the core campus area will be 2,572 stalls (a net decrease of 49 stalls), while peak parking demand will be 2,388 stalls (a net increase of 547 stalls), or an overall occupancy rate of 92.8 percent of the parking supply. This increase reflects the net increase in

parking demand associated with the new tower, which was determined by multiplying the parking demand ratio discussed previously in this report (1.86 stalls per 1,000 square-feet) by the 294,000 square-feet of new space, or $1.86 \times 294 = 547$.

Per discussions with hospital staff, the new space will be occupied, at least in part, by existing uses within the hospital. Therefore, the overall occupancy rate of 92.8 percent may not provide an accurate representation of future parking demand. If, for example, 25 percent of the south hospital were vacated, the overall occupancy rate would drop to 88.9 percent; if 50 percent of the south hospital were vacated, the overall occupancy rate would drop to 81.1 percent. Therefore, the need for potential strategies to address demand associated with the new tower depends on the amount of space (if any) that is vacated from the south hospital. The following section describes the impacts associated with vacating and demolishing the south hospital.

South Hospital

Asante is proposing to demolish 216,065 square-feet of the existing south hospital and reconfigure the adjacent surface parking lot. The following summarizes parking conditions prior to, during, and following demolition of the south hospital.

As indicated above, prior to demolition of the south hospital, the total parking supply within the core campus area will be 2,572 stalls, while peak parking demand will be 2,388 stalls (assuming full utilization of the hospital), or an overall occupancy rate of 92.8 percent. During demolition of the south hospital the total parking supply will decrease by 125 stalls for the temporary laydown for construction; however, peak parking demand will decrease by 402 stalls. This decrease reflects the net decrease in parking demand associated with demolition of the south hospital, which was determined by multiplying the parking demand ratio discussed previously in this report (1.86 stalls per 1,000 square-feet) to the 216,065 square-feet of space to be demolished, or $1.86 \times 216.065 = 402$. During this time period the overall occupancy rate is expected to be 81.2 percent.

Table 7: South Hospital Phasing Analysis

	Change in Supply	Parking Supply	Parking Demand	Parking Occupancy	Notes
Prior to Demolition					
Future parking supply (with tower)	0	2,572	2,388	92.8%	Campus wide
During Demolition					
Temporary laydown for construction	(125)	2,447	2,388	97.6%	Temporary removal of 125 stalls
Demolition of south hospital	0	2,447	1,986	81.2%	Net decrease in parking demand associated with demolition
Following Demolition					
Removal of temporary laydown with redevelopment of adjacent parking lot	175	2,622	1,986	75.7%	Replacement of 140 stalls after building back new access road

As shown in Table 3, following demolition of the south hospital, removal of the temporary laydown, and redevelopment of the adjacent parking lot, the total parking supply within the core campus area

will be 2,622 stalls (an increase of 175 stalls) while peak parking demand will be 1,986 stalls, or an overall occupancy rate of 75.7 percent (substantially within the maximum 85th percentile occupancy threshold).

POTENTIAL PARKING MANAGEMENT STRATEGIES

As indicated above, there are several times throughout the construction of the new parking garage, the new tower, and demolition of the south hospital when parking demand is expected to exceed the *effective capacity* of the parking supply (85 percent occupancy). During these time periods, it may be necessary for Asante to increase the parking supply or implement strategies to better manage the parking supply. The following provides a summary of several potential parking management strategies that could be implemented by Asante.

Lease off-site parking

Asante could consider leasing a portion of the Ascension Lutheran Church parking lot during construction to increase the parking supply. The church is located in the southwest corner of the core campus area and has up to 118 stalls available for lease (Monday through Friday). If the stalls were available during construction of the parking structure, the overall occupancy rate would decrease from 94.1 percent to 88.8 percent. Similarly, if the stalls were available during demolition of the south tower, the overall occupancy rate would decrease from 97.6 percent to 93.1 percent, in which case additional management strategies would be needed to further reduce parking demand. To fully leverage these off-site parking spaces, Asante would need to likely assign doctors and staff to these spaces as visitors and patients may not be aware of the ability to utilize this parking area.

Develop a new surface parking lot

Asante could consider development of a new surface parking lot within the southwest corner of the core campus area to increase the parking supply. Preliminary estimates of the new surface parking lot indicate that it could provide up to an additional 110 parking stalls. If the stalls were available during construction of the parking structure, the overall occupancy rate would decrease from 94.1 percent to 89.1 percent. Similarly, if the stalls were available during demolition of the south tower, the overall occupancy rate would decrease from 97.6 percent to 93.4 percent, in which case additional management strategies would be needed to further reduce parking demand.

Reallocate space to different user groups

Asante could consider reallocating space within the existing surface parking lots and garage as well as the new parking structure to increase the efficiency of the parking supply. Based on the parking supply and demand data there are several lots that currently exceed the effective capacity of the parking supply and several others that are well below. The lots that are below capacity include the following:

- Lot F (the garage) has an occupancy rate of 70 percent during the peak time period. The majority of the stalls that are available within Lot F are non-designated (regular) and compact stalls. Combined, there are 158 stalls available during the peak time period, the

majority of which area available on the top two floors. Therefore, the first two floors could be re-designated as patient stalls while the top two floor could remain as non-designated (regular) and compact stalls or as visitor stalls.

- Lot H currently has an occupancy rate of 42 percent during the peak time period. While this lot is small and consists of 12 ADA stalls, half of the stalls could be re-designated as reserved or other stalls that are designated for a specific use (i.e. carpool, vanpool, electric vehicle).
- Lot K has an occupancy rate of approximately 41 percent during the peak time period. The majority of stalls that are available within Lot K are designated as valet and corporate stalls. Combined, there are 28 stalls available within Lot K. A significant portion of the valet stalls and all of the corporate stalls could be re-designated as non-designated stalls to support other uses.
- Lots N and O have a combined occupancy rate of 62 percent during the peak time period. The majority of stalls that area available within Lot N and O are patient stalls and permit stalls; however, the permit stalls are designated for specific uses. Therefore, there are 73 patient stalls available during the peak time period. This is one of the only locations within the core campus area where the patient stalls are below the *effective capacity* of the parking supply. Given the proximity of these stalls to other uses within the core campus area, these stalls will likely need to be re-designated as staff stalls.
- Lot S has an occupancy rate of 75 percent during the peak time period. However, if the demand associated with the corporate stalls in Lot K were relocated to Lot S, the occupancy rate would be 82 percent.

Asante could also consider reconfiguring several of its existing parking facilities to increase the number of stalls that area available. Reconfiguring parking facilities can provide incremental improvements to parking capacity. Many times, a designer can find inefficiencies in parking layouts, either in aisle width, turning radii, or landscaping, that can be minimized to create additional supply. Similarly, Asante could consider reconfiguring the east-west roadway that connects Black Oaks Drive to Medical Center Drive to provide on-street parking.

Implement Transportation Demand Management Strategies

Asante could consider implementation of any number of Transportation Demand Management Strategies to reduce the number of people commuting by single occupancy vehicle. The strategies include:

- Parking cash out means that commuters who are offered subsidized parking are also offered the cash equivalent if they use alternative travel modes.
- Travel allowance are a financial payment to employees to cover commuting costs instead of unpriced parking. Commuters can use this money to pay for a parking space or for another travel mode.
- Transit and rideshare benefits are free or discounted transit fares provided by employers. The Rogue Valley Transit District (RVTD) offers two bus pass programs for employers: U-Pass program and Fare Share program. Both programs offer substantial discounts for employers that provide passes for employees (<http://www.rvtd.org/Page.asp?NavID=14>).

- Provide preferential parking for carpool and vanpool vehicles. Placing the stalls in highly desired parking areas (i.e. closest to building entrances) serve to encourage users to “pool” passengers rather than driving alone.
- Providing enhanced bicycle parking facilities (i.e. bike lockers) near business entrances and in any parking structure or lot will encourage bicycle use as a daily form of transportation. Other end of trip facilities (i.e. locker rooms, showers) can also encourage bicycle use.

FINDINGS AND RECOMMENDATIONS

The results of this analysis indicate that Asante’s existing parking supply is sufficient to accommodate existing parking demand; however, there are several areas where parking demand exceeds the effective capacity of the parking supply. In addition, any future development will require changes to the existing parking supply in order to accommodate construction activities as well as the demand associated with the new facilities. The following provides a summary of the findings and recommendations:

Parking Supply

- The overall parking supply consists of 18 surface parking lots and one parking garage with a total of 2,332 parking stalls, including 2,248 general use (non-ADA) parking stalls.
- A majority of stalls are designated for specific use (i.e., ADA, patient, doctor, staff, regular, permit, valet, etc.).
- The campus wide parking supply ratio is 2.27 stalls per 1,000 square-feet; this ratio is well below the national standard rate provided by ITE for suburban hospitals (3.42).

Parking Demand

- Parking demand is generally consistent throughout the week; however, parking demand is highest on Tuesday.

The overall parking supply is sufficient to accommodate overall parking demand; however, there are several areas where parking demand exceeds the *effective capacity* of the parking supply.

- Parking occupancy within the majority of lots that support the BOMP and CVI are at or above the *effective capacity* of the parking supply; however, Lots N and O operate well below capacity.
- Parking occupancy with the lots that support Corporate and ITS are above the *effective capacity* of the parking supply; however, the corporate stalls in Lot K operate well below capacity.
- Parking occupancy within the majority of lots that support the Hospital are at or above the *effective capacity* of the parking supply; however, lots F (the garage) and Lot K operate well below capacity
- The campus wide parking demand ratio is 1.86 stalls per 1,000 square-feet; this ratio is well below the rate found in ITE for a suburban hospital (2.50 stalls per 1,000 square-feet).

Future Parking Conditions

- Development of a new parking structure will increase the parking supply within the core campus area. The resulting occupancy rate will be 70.2 percent. However, during construction of the garage, overall occupancy will increase to 94.1 percent.
 - Potential strategies to address parking demand during construction of the new parking structure are described below
- Development of a new 294,100 square-foot tower will increase parking demand within the core area. The resulting occupancy rate will be 92.8 percent (with the new parking structure completed)
 - Potential strategies to address parking demand following construction of the new tower are described below.
- Demolition of the south hospital will decrease parking demand within the core campus area. The resulting occupancy rate will be 75.7 percent (with the new parking structure and tower completed). However, during demolition of the south hospital, overall occupancy will increase to 97.6 percent.
 - Potential strategies to address parking demand during demolition of the south hospital are described below.

Recommendations

The following recommendations area organized into two categories: strategies to address existing parking conditions and strategies to address parking conditions during construction.

Strategies to address existing parking conditions

As indicated above, the existing parking supply is sufficient to accommodate existing parking demand; however, there are some areas where parking demand exceed the effective capacity of the parking supply. Therefore, one strategy is to reallocate space within the existing surface parking lots to different user groups to increase the efficiency of the parking supply. Asante could consider the following changes to its existing parking lots:

- Re-designate half of the stalls in Lot H to reserved or other stalls that are designated for a specific use (i.e. carpool, vanpool, electric vehicle).
 - Re-designating the stalls to carpool or vanpool stalls could correspond to increased efforts to promote reductions in single occupancy vehicle trips to the campus.
 - Re-designating the stalls to electric vehicle stalls and installing charging station could correspond to increased efforts to provide low emission vehicles
- Re-designate the stalls in Lot K to non-designated (regular) stalls. The stalls could continue to be used by Corporate and/or Valet; however, they could also be used by other as well.
- Re-designate a portion of the stalls within Lots N and O to non-designated (regular stalls)
 - Lots N and O are two of the only lots where occupancy within the patient stalls is below the effective capacity of the parking supply and the non-designated (regular stalls) is above.

- Re-designate the first two floor of the parking garage to patient parking and the top two floors to non-designated (regular) or visitor parking
- Identify opportunities to reconfigure the existing surface parking lots to increase the number of stalls available.
- Reconfigure the east-west connector between Black Oaks Drive and Medical Center Way to provide on-street parking.
- Increase way-finding and signage throughout the campus to direct motorists to available parking by user group.

In addition to these strategies, Asante could consider implementation of any number of Transportation Demand Management Strategies to reduce the number of people commuting by single occupancy vehicle. The strategies include:

- Establish a parking cash out program that offers faculty/staff the cash equivalent to parking on campus if they use alternative travel modes.
- Provide travel allowances to employees to cover the cost of commuting costs if they use alternative travel modes.
- Provide transit and rideshare benefits to faculty/staff. The benefits could include free or discounted transit fares on RVTD (<http://www.rvtd.org/Page.asp?NavID=14>).
- Provide preferential parking for carpool and vanpool vehicles to reduce the number of single occupancy vehicle trips to the campus.
- Provide electric vehicle charging station to encourage the use of low emission vehicles.
- Providing enhanced bicycle parking facilities and end of trip facilities to encourage bicycle use.

Strategies to address parking conditions during construction

The strategies identified above should increase the efficiency of the parking supply to accommodate some fluctuations in parking demand during construction of the new parking structure and the new tower as well as demolition of the south hospital. However, based on the analysis additional measures may be needed. Asante could consider the following strategies to address parking conditions during construction:

- Lease off-site parking at the Ascension Lutheran Church during. To fully leverage these off-site parking spaces, Asante would need to likely assign doctors and staff to these spaces as visitors and patients may not be aware of the ability to utilize this parking area.
- Develop a new surface parking lot within the southwest corner of the core campus area. Given the location of the new surface parking lot, Asante would need to likely designate the lot as staff parking.
- Implement several of the Transportation Demand Management strategies recommended above.

Attachment A Parking Data



7409 SW Tech Center Dr, Ste B150
 Tigard, OR 97223
 (503) 620-4242

Day
Friday, 12/8/17
Monday, 12/4/17
Thursday, 12/7/17
Tuesday, 12/5/17
Wednesday, 12/6/17

Row Labels	Sum of Inventory	Sum of 6:00	Sum of 7:00	Sum of 8:00	Sum of 9:00	Sum of 10:00	Sum of 11:00	Sum of 12:00	Sum of 13:00	Sum of 14:00	Sum of 15:00	Sum of 16:00	Sum of 17:00
A													
ADA	15	1	0	5	7	9	13	9	12	13	13	7	1
Courier	3	0	0	0	2	0	0	0	1	0	0	1	1
Maintenance	1	0	0	0	0	0	0	0	1	1	1	0	0
Patient	151	4	5	58	81	87	84	70	78	75	78	62	29
Permit	75	5	14	48	54	51	59	63	54	52	49	45	27
Staff	5	2	5	5	5	4	4	4	5	5	5	5	3
A Total	250	12	24	116	149	151	160	146	151	146	146	120	61
B													
Regular	85	11	17	46	63	62	64	60	67	62	60	49	28
RV	6	4	4	4	4	4	4	5	5	5	5	5	5
Illegal	0	0	0	1	1	0	2	0	0	0	0	0	0
B Total	91	15	21	51	68	66	70	65	72	67	65	54	33
C													
Doctor	38	1	4	17	24	27	24	23	25	26	26	23	15
C Total	38	1	4	17	24	27	24	23	25	26	26	23	15
D													
Doctor	100	6	14	88	100	100	100	91	98	98	98	86	29
Illegal	0	0	0	0	0	0	1	0	0	0	0	0	0
D Total	100	6	14	88	100	100	101	91	98	98	98	86	29
E													
ADA	8	0	1	3	7	8	7	5	8	8	7	3	2
Doctor	22	2	6	12	14	16	15	15	13	14	14	13	12
Patient	48	4	6	12	33	46	41	22	30	32	32	18	4
Regular	22	0	2	5	17	18	20	10	14	16	13	12	6
Street Parking	10	3	10	10	9	10	9	9	7	7	7	7	4
E Total	110	9	25	42	80	98	93	61	74	77	73	53	28
F													
Compact	19	3	4	12	14	15	16	15	18	17	15	14	7
Contractor	10	0	0	1	4	4	4	4	4	4	4	4	3
Staff	108	9	25	66	63	69	74	73	70	67	57	48	44
F Total	137	12	29	79	81	88	94	92	92	88	76	66	54
G													
Compact	17	3	13	17	17	17	17	16	16	16	15	15	14
Courier	5	4	5	5	5	3	3	4	4	3	2	3	2
Patient	180	45	118	164	172	171	174	175	178	172	172	140	99
Illegal	0	0	0	0	1	1	2	0	0	0	0	0	0
G Total	202	52	136	186	195	192	196	195	198	191	189	158	115
Garage													
ADA	2	0	0	0	0	1	0	1	2	0	0	1	0
Compact	118	50	64	64	43	40	41	114	75	64	77	84	45
CVI Patient Only	12	3	3	6	5	6	7	9	9	7	7	8	8
Motorcycle	8	2	2	2	2	2	2	5	6	6	5	6	4
Regular	418	149	173	278	264	236	254	330	240	270	220	167	99
Reserved	9	3	7	4	6	5	6	9	9	9	6	6	7
Garage Total	567	207	249	354	320	290	310	468	341	356	315	272	163
H													
ADA	12	0	0	3	4	8	9	5	8	6	5	3	0
H Total	12	0	0	3	4	8	9	5	8	6	5	3	0
I + J													
15 Min	2	0	2	2	2	1	2	2	2	2	2	2	0
ADA	13	1	2	2	4	7	10	9	9	10	7	4	8
Apple Sticker	28	9	11	9	19	24	23	25	25	27	26	24	24
Doctor	10	8	6	10	10	10	10	10	10	10	10	10	8
Patient	148	45	107	125	146	147	141	145	147	144	140	118	111
Reserved	3	3	3	2	3	2	2	2	1	2	1	1	2
I + J Total	204	66	131	150	184	191	188	193	194	195	186	159	153
K													
Doctor	7	7	3	7	5	5	4	5	5	5	6	5	5
Dumpster	1	0	0	0	1	1	1	1	1	1	1	1	1
Sidewalk space	1	0	0	0	1	1	0	1	1	1	1	1	1
K Total	9	7	3	7	7	7	5	7	7	7	8	7	7

L													
ADA	12	4	5	8	8	9	11	8	9	12	9	10	7
Auxiliary	1	0	0	1	1	1	1	1	1	1	1	1	1
Car Pool	2	1	2	2	2	2	2	2	2	1	1	1	1
Doctor	5	0	4	4	5	5	5	3	5	5	5	5	4
Patient	204	48	98	129	184	187	183	187	191	200	176	164	127
Short Term	2	0	0	0	0	0	0	0	0	0	0	0	0
Staff	16	12	16	16	16	16	16	15	15	16	13	8	6
Law Enforcement	1	0	0	0	0	0	0	1	1	1	1	0	0
L Total	243	65	125	160	216	220	218	217	224	236	206	189	146
M													
Corporate	28	1	8	16	22	23	22	12	16	22	22	19	6
M Total	28	1	8	16	22	23	22	12	16	22	22	19	6
N													
ADA	4	4	1	3	3	3	2	4	4	4	2	3	2
Apple Sticker	14	7	2	7	10	12	12	10	9	10	12	9	5
Compact	1	1	1	1	1	1	1	1	1	1	1	1	1
Courier	6	6	5	4	5	2	4	5	4	6	3	3	5
Doctor	39	16	26	32	33	33	36	33	37	38	36	34	30
Doctor Motorcycle	8	1	3	1	1	1	1	2	2	2	2	2	4
MRI	4	2	3	2	3	1	3	3	2	4	4	4	4
Short Term	3	1	2	1	1	2	1	3	2	1	2	2	2
N Total	79	38	43	51	57	55	60	61	61	66	62	58	53
O													
ADA	1	0	0	0	0	0	0	0	0	0	0	1	0
Staff	28	3	9	25	28	28	25	23	28	28	26	25	3
O Total	29	3	9	25	28	28	25	23	28	28	26	26	3
P													
ADA	2	0	0	0	0	0	0	0	0	0	0	0	0
Corporate	10	0	0	1	1	4	2	0	3	1	0	0	0
Valet	39	5	5	2	3	6	8	12	20	16	14	10	7
P Total	51	5	5	3	4	10	10	12	23	17	14	10	7
Q													
Patient	62	7	12	19	26	37	40	42	46	46	38	29	32
Staff	58	14	39	51	57	54	54	52	50	50	46	37	29
Q Total	120	21	51	70	83	91	94	94	96	96	84	66	61
R													
ADA	14	1	2	7	8	12	13	13	12	10	10	7	8
Valet	30	5	4	10	19	29	26	28	29	24	16	18	18
R Total	44	6	6	17	27	41	39	41	41	34	26	25	26
S													
ADA	1	1	1	1	1	1	1	1	1	1	1	1	1
Patient	17	9	7	10	11	15	15	17	16	16	17	16	17
S Total	18	10	8	11	12	16	16	18	17	17	18	17	18
Grand Total	2332	536	891	1446	1661	1702	1734	1824	1766	1773	1645	1411	978



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Row Labels	Sum of Inventory	Sum of 6:00	Sum of 7:00	Sum of 8:00	Sum of 9:00	Sum of 10:00	Sum of 11:00	Sum of 12:00	Sum of 13:00	Sum of 14:00	Sum of 15:00	Sum of 16:00	Sum of 17:00
A													
ADA	15	2	1	8	12	14	14	8	11	12	14	9	1
Courier	3	0	0	0	2	1	0	0	0	0	0	1	2
Maintenance	1	0	0	0	0	0	0	0	0	1	1	0	0
Patient	151	2	4	66	85	100	78	51	57	73	70	53	26
Permit	75	1	13	40	54	57	58	51	59	52	51	46	26
Staff	5	1	5	5	5	5	5	5	5	5	5	5	3
A Total	250	6	23	119	158	177	155	115	132	143	141	114	58
B													
Regular	85	5	15	52	69	73	73	68	70	70	67	61	32
RV	6	5	5	5	5	5	5	5	5	5	5	5	5
B Total	91	10	20	57	74	78	78	73	75	75	72	66	37
C													
Doctor	38	2	5	15	25	27	26	24	25	26	25	23	22
C Total	38	2	5	15	25	27	26	24	25	26	25	23	22
D													
Doctor	100	5	23	93	100	98	99	96	99	97	95	91	32
D Total	100	5	23	93	100	98	99	96	99	97	95	91	32
E													
ADA	8	0	3	3	6	8	8	5	4	7	5	2	0
Doctor	22	1	6	14	18	19	19	18	17	17	17	15	9
Patient	48	6	6	17	39	44	46	28	30	39	36	19	8
Regular	22	0	2	6	14	16	17	18	21	16	16	11	3
Street Parking	10	2	9	10	10	10	10	10	9	10	9	7	4
E Total	110	9	26	50	87	97	100	79	81	89	83	54	24
F													
Compact	19	2	7	19	19	19	19	16	18	17	16	13	8
Contractor	10	0	0	1	2	3	2	2	3	3	3	3	2
Staff	108	6	29	99	95	96	100	95	87	89	82	65	48
F Total	137	8	36	119	116	118	121	113	108	109	101	81	58
G													
Compact	17	6	17	17	17	17	17	17	17	17	16	12	9
Courier	5	1	4	5	5	4	4	3	3	2	2	4	3
Patient	180	64	141	176	178	178	176	178	176	179	171	132	116
Illegal	0	0	0	5	7	3	3	0	0	0	0	0	0
G Total	202	71	162	203	207	202	200	198	196	198	189	148	128
Garage													
ADA	2	0	0	0	0	0	0	0	0	0	0	1	0
Compact	118	32	43	72	82	88	89	87	91	88	82	72	51
CVI Patient Only	12	5	1	6	7	9	10	10	7	12	9	9	6
Motorcycle	8	2	2	2	2	1	2	6	6	6	6	4	4
Regular	418	161	250	296	336	280	289	277	272	271	258	207	235
Reserved	9	4	5	5	5	3	7	7	7	8	7	5	4
Garage Total	567	204	301	381	432	381	397	387	383	385	362	298	300
H													
ADA	12	0	1	6	6	6	5	3	3	3	2	2	1
H Total	12	0	1	6	6	6	5	3	3	3	2	2	1
I + J													
15 Min	2	2	2	2	2	1	2	2	2	2	2	2	2
ADA	13	2	2	5	6	6	8	4	7	11	7	7	6
Apple Sticker	28	12	15	15	23	25	26	27	27	25	25	23	19
Doctor	10	1	3	9	10	10	10	0	10	9	10	9	8
Patient	148	55	95	99	108	134	141	141	142	148	142	127	110
Reserved	3	1	3	1	0	2	0	0	1	2	2	2	1
I + J Total	204	73	120	131	149	178	187	174	189	197	188	170	146
K													
Doctor	7	0	1	7	3	5	5	5	4	7	6	6	4
Dumpster	1	0	0	0	0	0	0	1	1	1	1	1	1
Sidewalk space	1	0	0	0	0	0	0	0	0	0	0	0	0
K Total	9	0	1	7	3	5	5	6	5	8	7	7	5
L													
ADA	12	4	5	5	12	12	11	10	11	11	10	7	6

Auxiliary	1	0	0	1	1	1	1	1	1	0	0	0	1
Car Pool	2	2	2	2	2	2	2	2	2	2	2	0	0
Doctor	5	1	3	5	4	3	3	3	5	5	5	3	3
Patient	204	45	102	153	193	190	188	196	192	186	182	161	128
Short Term	2	0	0	2	1	0	1	0	0	0	1	0	0
Staff	16	15	16	16	16	16	16	16	16	15	12	10	2
Law Enforcement	1	1	1	1	1	0	0	0	1	1	1	1	0
L Total	243	68	129	185	230	224	222	228	228	220	213	182	140
M													
Corporate	28	0	4	14	22	24	21	16	19	20	20	20	10
M Total	28	0	4	14	22	24	21	16	19	20	20	20	10
N													
ADA	4	1	1	3	3	3	4	4	4	4	2	1	3
Apple Sticker	14	1	1	6	11	13	13	11	12	13	13	12	9
Compact	1	1	1	1	0	1	1	1	1	0	0	1	1
Courier	6	4	5	4	5	2	4	5	4	5	4	4	6
Doctor	39	20	26	30	37	39	39	36	37	38	39	34	31
Doctor Motorcycle	8	2	2	0	0	0	0	2	2	2	2	2	2
MRI	4	3	2	3	3	4	4	4	4	4	4	4	3
Short Term	3	2	2	2	1	2	1	3	3	2	2	3	1
Illegal	0	0	0	0	0	2	2	0	0	0	0	0	0
N Total	79	34	40	49	60	66	68	66	67	68	66	61	56
O													
ADA	1	0	0	0	0	0	0	0	0	0	0	0	0
Staff	28	4	9	28	28	28	26	24	27	27	26	19	5
Illegal	0	0	0	0	0	0	0	1	1	1	1	1	1
O Total	29	4	9	28	28	28	26	25	28	28	27	20	6
P													
ADA	2	0	0	0	0	1	0	0	0	0	0	0	0
Corporate	10	0	0	0	0	5	2	2	1	3	2	1	1
Valet	39	5	5	1	3	8	19	18	14	12	12	9	8
P Total	51	5	5	1	3	14	21	20	15	15	14	10	9
Q													
Patient	62	6	17	28	54	59	56	60	55	52	56	52	43
Staff	58	16	54	57	58	56	58	57	58	55	54	48	38
Q Total	120	22	71	85	112	115	114	117	113	107	110	100	81
R													
ADA	14	3	5	5	9	11	11	11	10	13	11	9	7
Valet	30	5	5	12	22	29	30	25	23	22	22	21	17
R Total	44	8	10	17	31	40	41	36	33	35	33	30	24
S													
ADA	1	1	1	1	1	1	1	1	1	1	1	1	1
Patient	17	9	9	10	12	16	16	16	17	16	14	17	15
S Total	18	10	10	11	13	17	17	17	18	17	15	18	16
Grand Total	2332	539	996	1571	1856	1895	1903	1793	1817	1840	1763	1495	1153



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Day
Friday, 12/8/17
Monday, 12/4/17
Thursday, 12/7/17
Tuesday, 12/5/17
Wednesday, 12/6/17

Row Labels	Sum of Inventory	Sum of 6:00	Sum of 7:00	Sum of 8:00	Sum of 9:00	Sum of 10:00	Sum of 11:00	Sum of 12:00	Sum of 13:00	Sum of 14:00	Sum of 15:00	Sum of 16:00	Sum of 17:00
A													
ADA	15	2	1	6	8	11	13	10	7	12	6	3	1
Courier	3	0	0	1	1	1	0	0	1	1	1	0	0
Maintenance	1	0	0	0	0	0	0	0	0	0	0	0	0
Patient	151	8	16	57	65	62	60	48	49	70	63	45	18
Permit	75	4	23	36	48	47	52	47	52	47	41	28	9
Staff	5	2	5	5	5	4	5	5	5	5	5	3	1
A Total	250	16	45	105	127	125	130	110	114	135	116	79	29
B													
Regular	85	11	27	65	67	66	71	64	63	64	57	56	30
RV	6	5	5	5	5	5	5	5	5	6	6	6	6
Illegal	0	0	0	0	0	0	0	0	2	1	0	0	0
B Total	91	16	32	70	72	71	76	69	70	71	63	62	36
C													
Doctor	38	2	6	17	23	25	25	20	20	18	20	18	8
C Total	38	2	6	17	23	25	25	20	20	18	20	18	8
D													
Doctor	100	8	39	99	100	100	98	90	97	95	95	80	26
D Total	100	8	39	99	100	100	98	90	97	95	95	80	26
E													
ADA	8	0	0	2	8	8	7	7	8	6	6	1	1
Doctor	22	3	13	22	19	18	19	16	19	19	18	12	7
Patient	48	6	6	16	36	44	48	36	45	37	31	14	7
Regular	22	0	4	18	21	22	21	17	21	20	12	8	4
Street Parking	10	8	10	10	10	9	10	10	9	8	8	6	4
E Total	110	17	33	68	94	101	105	86	102	90	75	41	23
F													
Compact	19	0	3	15	18	19	19	19	19	17	15	14	5
Contractor	10	0	0	1	1	2	1	1	1	1	2	2	1
Staff	108	4	24	48	75	85	94	84	91	91	77	68	56
F Total	137	4	27	64	94	106	114	104	111	109	94	84	62
G													
Compact	17	3	15	17	17	17	17	17	17	17	17	16	12
Courier	5	4	4	5	5	5	5	4	4	5	5	4	3
Patient	180	53	129	176	179	179	174	177	178	180	173	135	85
Illegal	0	0	0	4	5	5	5	5	5	5	4	4	0
G Total	202	60	148	202	206	206	201	203	204	207	199	159	100
Garage													
ADA	2	0	0	0	0	0	0	0	0	0	0	0	0
Compact	118	21	45	72	78	81	87	85	87	86	82	70	46
CVI Patient Only	12	3	3	10	10	11	10	8	8	8	8	5	3
Motorcycle	8	0	0	0	0	0	0	0	0	2	2	1	1
Regular	418	97	197	252	250	269	277	265	273	268	256	210	183
Reserved	9	6	7	7	7	7	7	6	6	6	5	3	3
Garage Total	567	127	252	341	345	368	381	364	374	370	353	289	236
H													
ADA	12	0	0	4	5	5	5	6	5	5	3	3	1
H Total	12	0	0	4	5	5	5	6	5	5	3	3	1
I+J													
15 Min	2	1	1	0	2	2	2	2	2	1	1	0	0
ADA	13	1	2	1	9	8	8	10	10	10	7	5	6
Apple Sticker	28	9	13	12	24	27	26	25	26	23	22	23	24
Doctor	10	0	5	8	10	10	10	10	9	10	10	7	7
Patient	148	34	107	111	139	141	145	142	135	142	129	121	113
Reserved	3	1	1	0	1	2	3	2	2	2	3	3	2
Illegal	0	0	0	0	0	1	1	3	2	1	1	1	1
I+J Total	204	46	129	132	185	190	195	194	186	189	173	160	153
K													
Doctor	7	0	5	7	5	7	5	5	3	5	4	5	7
Dumpster	1	1	1	1	1	1	1	1	1	1	1	1	0
Sidewalk space	1	0	0	1	1	1	1	1	1	1	1	1	1
K Total	9	1	6	9	7	9	7	7	5	7	6	7	8

L													
ADA	12	2	3	5	6	12	10	8	8	5	7	7	8
Auxiliary	1	0	0	1	1	1	1	0	0	1	1	1	1
Car Pool	2	2	2	2	2	2	2	2	2	2	2	0	0
Doctor	5	1	2	2	3	2	2	4	4	3	4	2	2
Patient	204	61	124	154	181	199	191	195	199	169	172	152	115
Short Term	2	0	0	1	1	1	1	1	0	0	0	0	0
Staff	16	13	16	16	16	16	15	16	16	13	13	12	7
Law Enforcement	1	1	1	0	0	0	0	1	1	1	1	0	0
L Total	243	80	148	181	210	233	222	227	230	194	200	174	133
M													
Corporate	28	0	5	18	18	22	19	16	20	23	23	17	1
M Total	28	0	5	18	18	22	19	16	20	23	23	17	1
N													
ADA	4	1	2	1	4	3	3	4	3	3	0	1	2
Apple Sticker	14	3	3	2	5	9	12	10	11	14	11	11	7
Compact	1	1	1	1	1	1	1	1	1	1	1	1	1
Courier	6	4	4	4	4	3	4	5	6	5	2	5	3
Doctor	39	19	21	33	36	35	33	31	36	37	38	36	30
Doctor Motorcycle	8	2	2	2	0	0	0	0	0	0	0	0	0
MRI	4	3	4	1	4	4	4	4	4	3	4	3	4
Short Term	3	2	1	0	2	2	2	1	3	1	1	0	2
Illegal	0	0	0	0	1	0	0	0	2	1	2	1	0
N Total	79	35	38	44	57	57	59	56	66	65	59	58	49
O													
ADA	1	0	0	0	0	0	0	0	0	0	0	0	0
Staff	28	5	14	28	28	27	22	23	27	28	26	17	4
O Total	29	5	14	28	28	27	22	23	27	28	26	17	4
P													
ADA	2	0	0	0	0	1	1	1	0	0	0	0	0
Corporate	10	0	0	1	1	3	3	1	1	5	7	7	1
Valet	39	9	3	3	4	11	30	28	22	19	16	10	9
P Total	51	9	3	4	5	15	34	30	23	24	23	17	10
Q													
Patient	62	12	31	30	50	61	61	62	60	52	47	44	42
Staff	58	18	49	58	58	58	58	57	57	56	49	44	33
Q Total	120	30	80	88	108	119	119	119	117	108	96	88	75
R													
ADA	14	3	3	6	13	12	10	13	13	12	10	8	6
Valet	30	4	6	15	24	30	29	29	25	22	21	21	22
R Total	44	7	9	21	37	42	39	42	38	34	31	29	28
S													
ADA	1	0	0	0	1	1	1	1	1	1	1	1	1
Patient	17	9	10	13	17	16	15	12	17	16	13	17	17
Illegal	0	0	0	0	0	1	0	0	0	0	0	0	0



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Wednesday, 12/6/17

Row Labels	Sum of Inventory	Sum of 6:00	Sum of 7:00	Sum of 8:00	Sum of 9:00	Sum of 10:00	Sum of 11:00	Sum of 12:00	Sum of 13:00	Sum of 14:00	Sum of 15:00	Sum of 16:00	Sum of 17:00
A													
ADA	15	1	1	6	7	12	8	9	11	12	8	4	3
Courier	3	0	0	1	1	1	1	1	1	1	1	0	1
Maintenance	1	0	0	0	0	0	0	0	0	1	0	0	0
Patient	151	4	12	61	74	85	61	50	64	78	75	48	16
Permit	75	1	21	62	54	53	50	43	48	49	47	33	15
Staff	5	2	5	5	5	5	5	5	5	5	5	3	1
A Total	250	8	39	135	141	156	125	108	129	146	136	88	36
B													
Regular	85	12	28	60	70	69	66	66	66	66	58	49	29
RV	6	6	6	6	6	6	6	6	6	6	6	6	5
Illegal	0	0	0	0	0	0	0	1	2	1	0	1	0
B Total	91	18	34	66	76	75	72	73	74	73	64	56	34
C													
Doctor	38	1	7	17	21	21	22	19	20	20	19	17	14
C Total	38	1	7	17	21	21	22	19	20	20	19	17	14
D													
Doctor	100	6	42	99	99	99	97	98	99	99	91	71	30
D Total	100	6	42	99	99	99	97	98	99	99	91	71	30
E													
ADA	8	0	3	5	7	7	8	5	7	7	2	1	1
Doctor	22	3	8	16	18	18	19	16	17	18	16	13	9
Patient	48	3	5	12	36	39	41	24	34	43	36	27	17
Regular	22	0	5	15	17	20	16	16	17	15	15	6	4
Street Parking	10	5	10	10	9	9	9	8	7	8	7	6	3
E Total	110	11	31	58	87	93	93	69	82	91	76	53	34
F													
Compact	19	0	4	14	19	17	17	16	16	15	15	12	4
Contractor	10	0	0	1	3	3	2	2	3	6	5	5	3
Staff	108	4	27	51	91	72	73	76	78	75	67	56	48
F Total	137	4	31	66	113	92	92	94	97	96	87	73	55
G													
Compact	17	8	17	17	17	16	16	16	16	16	16	13	9
Courier	5	2	3	5	5	4	5	5	5	5	4	5	4
Patient	180	54	128	180	178	172	171	172	176	174	168	127	85
Illegal	0	0	0	5	7	4	5	4	5	5	5	4	0
G Total	202	64	148	207	207	196	197	197	202	200	193	149	98
Garage													
ADA	2	0	0	0	0	0	0	0	0	0	0	0	0
Compact	118	25	41	62	75	81	84	81	83	82	78	77	42
CVI Patient Only	12	8	4	9	1	4	8	6	7	6	5	4	1
Motorcycle	8	0	0	0	0	0	0	0	0	0	0	0	0
Regular	418	120	207	213	243	260	261	263	266	260	238	189	162
Reserved	9	7	5	5	7	9	8	8	8	8	7	3	2
Garage Total	567	160	257	289	326	354	361	358	364	356	328	273	207
H													
ADA	12	0	1	5	5	2	3	4	5	5	3	3	1
H Total	12	0	1	5	5	2	3	4	5	5	3	3	1
I+J													
15 Min	2	2	2	0	2	1	0	0	0	2	0	0	1
ADA	13	1	2	2	5	8	8	9	10	10	9	6	4
Apple Sticker	28	7	10	12	21	23	24	26	27	24	25	22	21
Doctor	10	2	6	7	10	10	10	10	9	9	10	8	6
Patient	148	61	98	107	139	138	145	144	142	138	139	117	101
Reserved	3	2	3	3	3	3	3	3	3	3	3	1	2
Illegal	0	0	0	0	0	1	1	2	2	2	2	2	2
I+J Total	204	75	121	131	180	184	191	194	193	188	188	156	137
K													
Doctor	7	0	0	4	6	4	4	3	4	4	2	4	4
Dumpster	1	0	1	1	1	1	1	1	1	1	1	1	1
Sidewalk space	1	0	0	1	1	1	1	1	1	1	1	1	1
K Total	9	0	1	6	8	6	6	5	6	6	4	6	6

L													
ADA	12	1	6	7	10	8	10	10	11	10	10	7	9
Auxiliary	1	0	0	1	1	1	1	0	0	0	0	0	0
Car Pool	2	2	2	2	2	2	2	2	2	2	2	2	2
Doctor	5	1	3	4	5	4	5	5	3	3	3	2	1
Patient	204	48	164	164	184	191	200	200	196	188	177	144	109
Short Term	2	0	0	0	0	0	1	0	0	0	0	0	0
Staff	16	14	15	16	15	16	15	16	16	13	16	10	9
Law Enforcement	1	0	0	0	0	0	0	1	1	0	0	0	0
L Total	243	66	190	194	217	222	234	234	229	216	208	165	130
M													
Corporate	28	1	7	18	20	21	21	16	22	21	23	16	2
M Total	28	1	7	18	20	21	21	16	22	21	23	16	2
N													
ADA	4	1	2	3	4	4	4	4	4	4	3	4	3
Apple Sticker	14	5	6	4	6	12	10	10	10	9	6	8	4
Compact	1	1	1	1	1	0	0	1	1	1	1	1	1
Courier	6	6	5	5	3	3	4	5	5	5	4	5	4
Doctor	39	17	30	30	35	34	36	39	38	36	34	31	25
Doctor Motorcycle	8	2	2	2	0	0	0	0	1	1	1	1	1
MRI	4	3	4	2	2	3	4	3	2	3	4	4	3
Short Term	3	2	2	3	2	2	3	2	1	3	2	3	2
Illegal	0	0	0	1	2	1	1	1	1	1	1	2	1
N Total	79	37	52	51	55	59	64	65	63	63	56	59	44
O													
ADA	1	0	0	0	0	0	0	0	0	0	0	0	0
Staff	28	4	15	28	25	28	23	26	28	24	25	15	5
Illegal	0	0	0	1	1	1	1	1	1	1	0	0	0
O Total	29	4	15	29	26	29	24	27	29	25	25	15	5
P													
ADA	2	0	0	0	0	0	0	0	0	0	0	0	0
Corporate	10	1	1	2	3	4	4	2	5	6	2	3	1
Valet	39	5	1	3	6	9	10	14	18	22	15	12	5
P Total	51	6	2	5	9	13	14	16	23	28	17	15	6
Q													
Patient	62	10	26	36	57	59	61	60	57	52	47	45	26
Staff	58	11	52	58	58	58	58	58	58	58	51	43	29
Q Total	120	21	78	94	115	117	119	118	115	110	98	88	55
R													
ADA	14	4	4	5	13	11	9	13	11	12	11	9	11
Valet	30	6	7	17	24	30	27	28	29	25	22	18	17
R Total	44	10	11	22	37	41	36	41	40	37	33	27	28
S													
ADA	1	0	1	1	1	1	1	1	1	0	1	0	1
Patient	17	11	11	14	15	17	16	14	14	14	17	16	17



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Day
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Row Labels	Sum of Inventory	Sum of 6:00	Sum of 7:00	Sum of 8:00	Sum of 9:00	Sum of 10:00	Sum of 11:00	Sum of 12:00	Sum of 13:00	Sum of 14:00	Sum of 15:00	Sum of 16:00	Sum of 17:00
A													
ADA	15	0	0	3	10	8	8	4	9	8	5	4	2
Courier	3	0	0	1	1	3	0	0	1	1	0	1	0
Maintenance	1	0	0	0	0	0	0	0	0	0	0	0	0
Patient	151	5	5	46	57	55	55	44	49	51	47	27	13
Permit	75	1	12	24	24	31	32	22	23	28	24	17	7
Staff	5	1	5	5	4	5	5	5	4	5	4	3	1
A Total	250	7	22	79	96	102	100	75	86	93	80	52	23
B													
Regular	85	11	19	42	40	45	56	44	41	42	35	29	12
RV	6	5	5	5	5	5	5	5	5	4	4	4	5
Illegal	0	0	0	1	1	1	1	1	1	1	1	1	0
B Total	91	16	24	48	46	51	62	50	47	47	40	34	17
C													
Doctor	38	0	2	7	14	15	15	20	14	14	11	7	9
C Total	38	0	2	7	14	15	15	20	14	14	11	7	9
D													
Doctor	100	5	17	86	88	92	94	83	88	84	75	66	24
D Total	100	5	17	86	88	92	94	83	88	84	75	66	24
E													
ADA	8	0	0	4	6	8	8	4	6	3	3	3	0
Doctor	22	1	6	13	16	17	17	16	15	13	12	11	10
Patient	48	4	3	14	34	44	40	27	32	26	29	23	8
Regular	22	1	3	7	10	17	17	13	14	8	8	5	2
Street Parking	10	4	9	10	10	10	10	9	9	8	8	5	3
E Total	110	10	21	48	76	96	92	69	76	58	60	47	23
F													
Compact	19	1	4	10	11	12	12	11	14	14	12	11	4
Contractor	10	0	0	1	1	1	1	1	1	1	1	1	0
Staff	108	3	25	23	38	47	55	48	49	46	44	40	45
F Total	137	4	29	34	50	60	68	60	64	61	57	52	49
G													
Compact	17	5	14	17	17	17	17	17	17	17	15	12	10
Courier	5	4	5	5	5	4	3	3	3	2	2	1	1
Patient	180	44	98	139	150	155	158	153	158	160	145	110	80
G Total	202	53	117	161	172	176	178	173	178	179	162	123	91
Garage													
ADA	2	0	0	0	0	0	0	0	0	0	0	0	0
Compact	118	27	40	55	71	72	75	70	71	72	67	64	46
CVI Patient Only	12	8	3	4	6	7	8	7	7	6	7	4	1
Motorcycle	8	1	1	0	0	0	1	1	1	1	1	1	1
Regular	418	114	185	230	263	274	277	268	213	203	179	139	114
Reserved	9	5	6	5	9	8	9	8	8	7	6	4	5
Garage Total	567	155	235	294	349	361	370	354	300	289	260	212	167
H													
ADA	12	0	0	4	4	4	5	6	5	4	2	2	0
H Total	12	0	0	4	4	4	5	6	5	4	2	2	0
I + J													
15 Min	2	0	1	1	1	0	0	0	1	1	1	1	1
ADA	13	0	2	7	9	10	10	9	9	8	8	4	3
Apple Sticker	28	15	20	18	21	27	25	23	24	23	25	21	21
Doctor	10	1	4	5	8	9	8	8	9	10	10	9	4
Patient	148	67	101	109	129	140	146	136	137	143	129	122	116
Reserved	3	1	1	0	2	2	2	3	3	3	2	2	2
Illegal	0	0	0	0	0	0	0	1	2	1	1	1	1
I + J Total	204	84	129	140	170	188	191	180	185	189	176	160	148
K													
Doctor	7	1	1	5	6	6	5	4	4	3	4	3	4
Dumpster	1	0	1	1	1	1	1	1	1	1	1	1	0
Sidewalk space	1	0	0	0	0	0	1	0	0	0	0	0	0
K Total	9	1	2	6	7	7	7	5	5	4	5	4	4
L													

ADA	12	5	9	11	9	10	9	9	9	8	8	9	8
Auxiliary	1	0	0	1	1	1	1	1	0	0	0	0	0
Car Pool	2	2	2	2	2	2	2	2	2	1	1	0	0
Doctor	5	0	3	4	4	5	4	5	4	4	5	4	2
Patient	204	45	105	151	166	183	187	178	187	168	177	154	115
Short Term	2	0	0	0	0	1	0	1	0	0	1	0	0
Staff	16	9	16	16	16	16	16	16	15	14	16	11	11
Law Enforcement	1	0	0	0	0	1	1	0	0	0	0	0	0
L Total	243	61	135	185	198	219	220	212	217	195	208	178	136
M													
Corporate	28	0	4	16	21	20	19	11	18	17	19	18	1
M Total	28	0	4	16	21	20	19	11	18	17	19	18	1
N													
ADA	4	1	1	3	4	4	4	4	4	4	4	4	3
Apple Sticker	14	6	8	5	9	14	13	7	10	10	12	13	6
Compact	1	0	1	1	1	1	1	1	1	1	0	0	0
Courier	6	5	5	5	4	3	4	4	4	5	4	3	5
Doctor	39	19	23	28	34	33	33	32	34	36	35	33	25
Doctor Motorcycle	8	2	2	2	0	0	0	1	1	1	1	1	1
MRI	4	3	3	2	1	4	2	3	4	4	2	4	2
Short Term	3	2	1	2	1	2	0	1	0	3	2	2	1
Illegal	0	0	0	1	1	1	3	1	1	1	1	1	2
N Total	79	38	44	49	55	62	60	54	59	65	61	61	45
O													
ADA	1	0	0	0	0	0	0	0	0	0	0	0	0
Staff	28	4	11	25	28	26	24	16	20	24	20	11	3
O Total	29	4	11	25	28	26	24	16	20	24	20	11	3
P													
ADA	2	0	0	0	0	0	0	0	0	0	0	0	0
Corporate	10	0	1	0	1	1	2	0	0	1	0	0	0
Valet	39	3	1	2	4	8	9	12	12	11	10	8	7
P Total	51	3	2	2	5	9	11	12	12	12	10	8	7
Q													
Patient	62	10	27	28	37	49	56	49	48	48	45	37	28
Staff	58	14	46	56	56	57	56	57	55	55	45	38	29
Q Total	120	24	73	84	93	106	112	106	103	103	90	75	57
R													
ADA	14	0	4	9	9	13	12	14	12	12	12	13	10
Valet	30	9	10	13	23	30	27	29	20	22	21	14	22
R Total	44	9	14	22	32	43	39	43	32	34	33	27	32
S													
ADA	1	0	0	0	1	1	1	0	1	0	0	1	1
Patient	17	5	8	6	8	16	16	16	11	15	14	12	16
Illegal	0	0	0	0	0	0	0	0	0	1	0	0	0
S Total	18	5	8	6	9	17	17	16	12	16	14	13	17



Transportation Demand Management Plan

April 2020

Acknowledgements

Asante Focus Committee

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Transportation Demand Management Plan (TDM)

April 2020

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1 INTRODUCTION

a. Asante Overview

Locally-owned, Asante is a not-for-profit health organization that serves Southern Oregon and Northern California. In the 1950s, the Medford community raised funding for the three-story, 80-bed hospital. Asante Rogue Regional Medical Center now serves nine counties in Southern Oregon, with patients coming from over 200 miles away and is rapidly expanding its provider network and capacity to serve this community. Below is a list of our facilities:

Asante Rogue Regional Medical Center
Medford, Oregon
Number of beds: 178

Asante Three Rivers Medical Center
Crants Pass, Oregon
Number of beds: 125

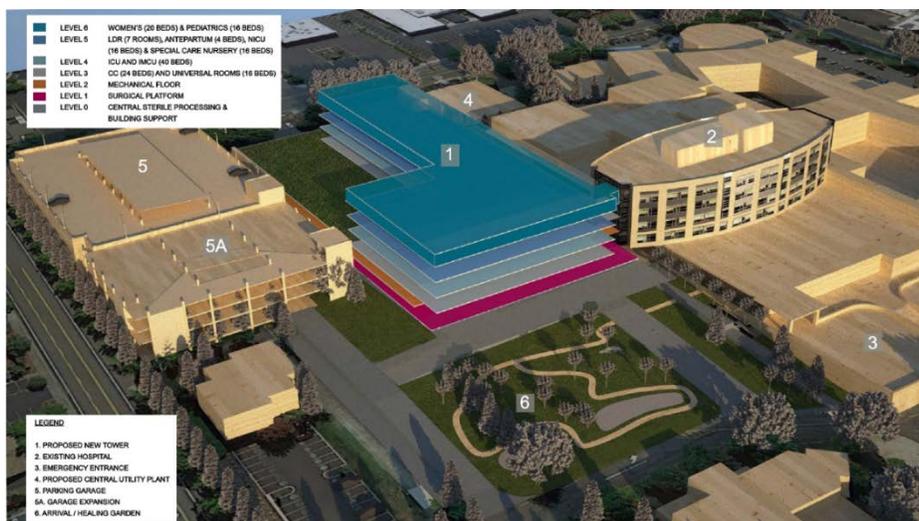
Asante Ashland Community Hospital
Ashland, Oregon
Number of beds: 48



Asante Physician Partners Hospital Departments in Outbuildings
2 locations in Medford, Ashland, Talent, White City and Crants Pass, Oregon

Asante Work Health
Medford and Crants Pass

Asante Rogue Regional Medical Center is currently planning the construction of a new patient bed pavilion, with a series of renovations and departmental moves focused on enhancing clinical capabilities and improving overall campus flow.



b. Community Values and Goals

Asante's current work and long-term vision prioritizes further innovation and transformation of our health system and the communities that we serve. In addition to providing industry-leading health care services, Asante is the region's largest employer with roughly 14,000 employees.

The Asante Transportation Demand Management (TDM) Plan builds on Asante's 10-year Strategic Plan to reinforce and enhance the vision, values, and culture of the institution. Recommendations in the TDM Plan align with the overall Asante Mission, Vision and Values.

c. Commitment to Sustainability

Our Mission, Vision and Values are the key elements that define Asante. These principles guide the decisions we make about who to hire, what technology to invest in, how to design our facilities and what kind of care we ultimately provide.

Our employees embrace these statements every day.

Our Mission - Asante exists to provide quality health care services in a compassionate manner, valued by the communities we serve.

Our Vision - To be your trusted health partner for life — every person, every time.

To support this vision, the TDM Plan will improve access for employees, patients, students, contracted healthcare professionals, and visitors. The TDM Plan also reflects and upholds the institution's core values:

Excellence, in everything we do

Respect, for all

Honesty, in all our relationships

Service, to the community and each other

Teamwork, always.

The TDM Plan sets ambitious, yet realistic targets that will require all Asante affiliates to work together. Leveraging the Asante culture and the power of **Teamwork** will allow the institution to have a long-standing positive impact on local and regional mobility.

d. Specific Mitigation Plan for Barnett Corridor

In a 2019 Case Study titled "Reboot Your Commute - The Oregon Department of Transportation (ODOT) and Rogue Valley Transportation District (RVTD) partnered to provide outreach, education, and encouragement about the suite of transportation options already available in the area.

The project team partnered with three major employers and one school in the rapidly growing East Barnett Road area: Asante Rogue Regional Medical Center, the Medical Eye Center, Rogue Valley Manor, and St. Mary's School. Analysis showed that the peak of the I-5 bottleneck backup was largely due to employees commuting to work between 7:45 am and 8 am. Initial interviews with employers identified administrative staff as the primary target for outreach, as their work schedules generally correlated with the peak commute hour.



Interviews also indicated that there was a large supply of free parking in the area, little knowledge of carpooling or vanpooling among employees, and a lack of awareness of RVTD service levels, which combined to reinforce a workplace culture where driving alone to work in a single-occupancy vehicle (SOV) is an accepted norm. For the project team, this was an opportunity to promote transportation options, including RVTD's recent service enhancements and the City of Medford's recent bicycle path investments.

From September 2018 to January 2019, the team worked with designated program liaisons at each partner employer to reach administrative staff. Key program strategies included:

- Providing ready-to-use resources to employer program liaisons to help them reach their colleagues (e.g. newsletter content, posters, and event flyers)
- Hosting outreach events (e.g. benefit fairs, lunch-time outreach, and food truck events)
- Launching an encouragement program website at RebootYourCommute.org, which included transportation options information, personalized trip-planning, and opt-in resources for anyone who lived or worked in the area (i.e. free transit passes, a bi-weekly e-newsletter, monthly prizes, and prizes for sharing a personal transportation options story).
- Integrating the Reboot Your Commute campaign into regional outreach for ODOT's annual Get-There Challenge and RVTD's social media posts.

Communications from the campaign included two core message types:

- Education-focused messages which emphasized avoiding the morning back-up (e.g. "Did you know traffic on I-5 southbound at Exit 27 backs up onto the freeway from 7:45 am to 8:00 am nearly every morning? Arrive to work early or try an alternate route to lower your stress and avoid the hassle.")
- Encouragement-focused messages that emphasized starting your day in a better way (e.g. "Save time and money while adding some fun and activity to your commute by biking, carpooling, or taking transit.")

The program reached an estimated 19,000 people via digital communications (including monthly employer emails to over 8,000 people, and bi-weekly program emails to 100 participants), 100,000 people via print communications (including 100 print materials in the project area and 15,800 via the statewide ODOT Moving Ahead publication), and 700 people at program events.

The program helped build positive and ongoing relationships between the major employers in the project area and RVTD, paving the way for a longer-term collaboration to reduce SOV travel. Since the end of the program Asante Rogue Regional Medical Center, the target area's largest employer, assigned an employee with employee transportation coordinator duties to help increase awareness of transportation options among employees.

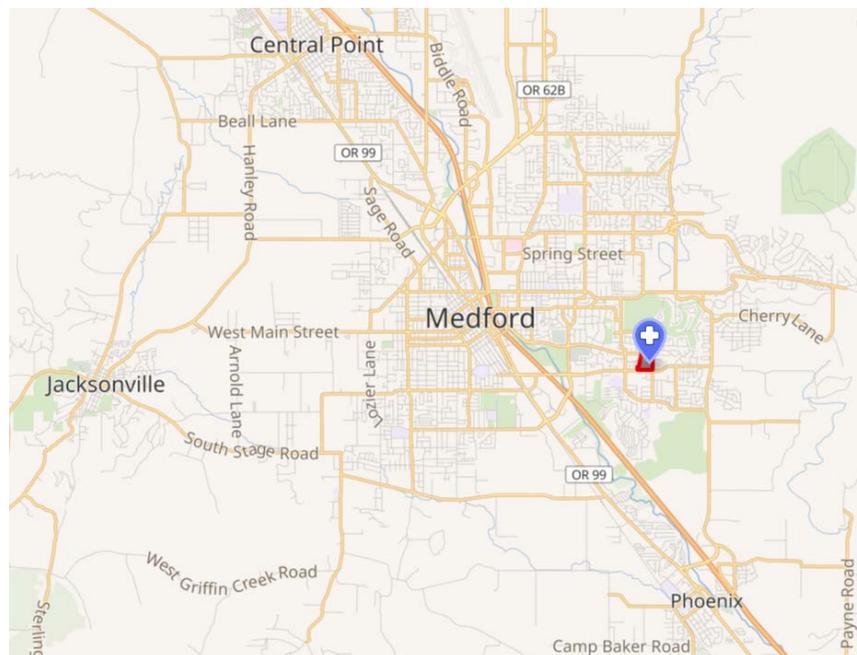


2. Transportation Demand Management Planning

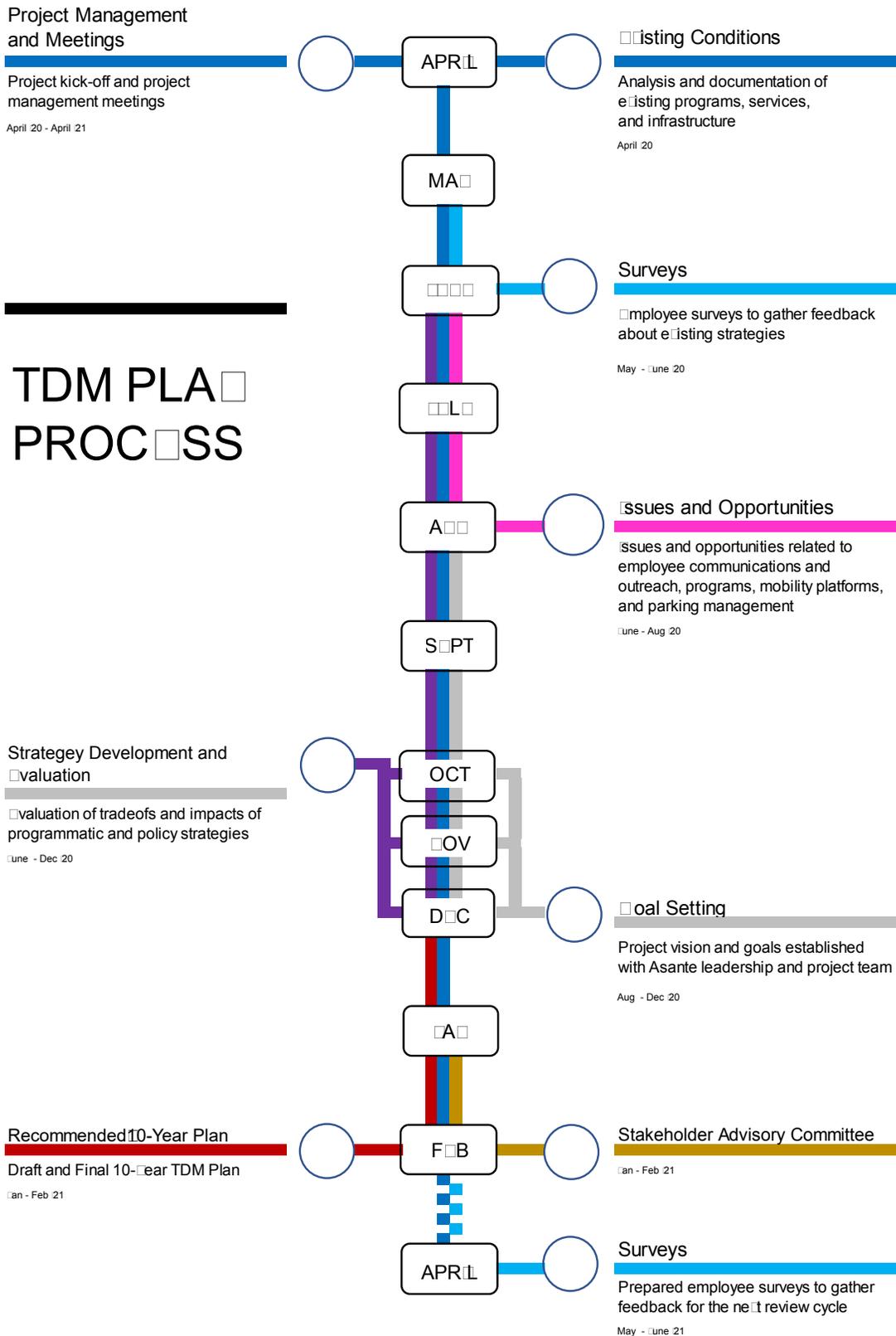
The TDM Plan is Asante's mobility roadmap for the next decade. It comes at a pivotal moment for Asante. Asante's comprehensive study will address its current and future transportation and parking challenges head-on, knowing that it must innovate if it wants to continue to grow, provide high-quality medical care, attract and retain the best talent, and ensure a positive and rewarding work environment for its valued employees.

Using a data-driven approach, informed by input from a diverse group of Asante leaders, employees, and stakeholders, this Plan provides a strategic, flexible, and actionable framework that will help Asante:

- support campus development and allow Asante to meet growing demands
- manage a complex transportation system with tools that are dynamic, user-friendly, and cost-effective
- satisfy the unique needs of employees, students, contracted healthcare professionals, patients, visitors, and nearby neighborhoods
- exceed mobility expectations of employees, students, contracted healthcare professionals, patients, and visitors
- offer convenient travel options for employees throughout the region
- support Asante's values - **Excellence, Respect, Honesty, Service, Teamwork** and
- recognizes that the time for action is now. The Plan provides recommended strategies and includes actionable next steps that sets Asante up for immediate progress and long-term success.



Following is a timeline for implementation.



□ TDM Strategy for Area

The Process

As outlined above the process will culminate with a final plan, to be agreed to between Asante and the City of Medford, and will consider each of the following demand management tools

Transit Service Improvements

□ ork with RVTD to provide more e□press and fre□uent bus service to the Asante Rogue Regional Medical Center campus.

More direct and fre□uent service could capture some of the e□isting Asante employees who still find driving to be the most convenient commute mode. A new □□press RVTD service and operating plan will be essential during construction, yet should include a long-term vision to respond to Asante growth. □ ays to encourage use of RVTD:

- make bus route information more available□and
- offer free or discount bus passes.

Pedestrian Access Improvements

□ ork with local and regional agencies and partners to complete pedestrian network gaps to, from, and within campus. Continue to invest in a connected street network and roadway improvements that prioritie safety, comfort, and access for all pedestrians.

Priorities should include high-collision corridors and e□isting walking paths on and off campus, such as the Bear Creek Corridor and pedestrian bridge over Barnett Road. Such improvements will greatly improve pedestrian flow and safety on campus, as well as set the stage for increased walking activity. □ ays to encourage employees to walk to work:

- include walking to□from work as an employee health promotion.

Bike Access Improvements

□ ork with local and regional agencies and partners to complete gaps in the bicycle network to, from, and within campus where feasible. Continue to invest in a connected network of bike facilities that is comfortable and accessible for a range of bike riders.

□ mphasie to staff the designated secure bike parking in the employee garage off Siskiyou Blvd. as a way to encourage use of Siskiyou Blvd., which provides continuous bike lanes to campus. Other ways to encourage employee to bike to work:



- participate in nationwide bike commute challenges□
- provide an on-campus bicycle tune-up program and□or self-service bike repair area.

Bike Parking Improvements

Continue to invest in a diverse and high-□uality bike parking program at Asante. Prioritie e□pansion of bike parking to meet increasing demand. Consider investment in new facilities,

such as expanded bike valet and a bike station. Few facilities should provide a safe, secure space for parking, and provide access to showers and locker rooms. Specifically:

- initially, Asante will provide 144 bike spaces on campus, including 57 secured spaces, 41 covered spaces and 46 open spaces
- Asante will monitor demand for bike parking. Whenever demand consistently reaches 85 percent, add additional bike parking spaces and
- consider providing access to showers for all employees that wish to bike to work.

Employee and Patient Uber/Lyft Program

Explore a partnership with Uber and Lyft to implement an employee rideshare solution that partially subsidizes certain trip types. Enhance the patient experience by partnering with Uber and Lyft to subsidize a portion of non-emergency medical trips. Streamline rideshare loading on campus by designating and developing pick-up, drop-off, and vehicle staging policies and locations throughout the campus.

Internal and Dynamic Carpooling Program

In September 2019, RVTD initiated programs specific to Asante on the website [getThereOregon.org](https://getthere.oregon.gov). Employees who sign-up using their asante.org email will automatically be registered to the Asante employee network. There is also a link that can automatically register them as well: <https://getthere.rideamigos.com/s/asante>.

4. Survey Assessment

Asante is committed to process to include periodic feedback and assessment through surveys. Surveys will focus the potential for employee use alternate travel programs including:

- bike to work
- subsidized bus passes or van pools
- cash or other rewards programs
- education programs used to promote and inform staff and visitors of alternate travel options
- the possible implementation of staggered Shifts and
- the possible implementation of telecommuting for limited staff.

A draft annual survey form is attached as Appendix A.

This process will start with an initial

MODE	2020 SURVEY		2030 - TARGET
Drive Alone	%		%
Carpool	%		%
Bike	%		%
Walk	%		%
Transit	%		%
Dropped off	%		%
Rideshare	%		%
Telecommute	%		%

survey to determine the current state, which will be documented in this table. From which Asante will establish the 2020 target.

5. Management & Reporting

The Asante TDM Plan proposes a comprehensive package of strategies to reduce SOV rates and parking demand and improve the overall travel experience to, from, and within Asante. Ultimately, the TDM should be viewed as a useful and ongoing tool, building on the Pilot 27: Reboot our Commute case study to evaluate the goals and tradeoffs to arrive at the preferred path forward. The TDM Plan is a living document, geared for ongoing revision and recalibration.



Asante is committed to maintaining and growing our partnerships with RVTD and the City of Medford to enhance service to this community, including travel. Annual surveys will be employed to consistently monitor the TDM impact on the campus and the surrounding infrastructure. Asante will continue to innovate to meet the challenges during construction and throughout the next decade.

MEMORANDUM

Date: May 4, 2020

Project #: 25031.0

To: Peter Mackprang & Karl McNair, City of Medford
Keith Russell, Asante

From: Matt Bell & Julia Kuhn, PE

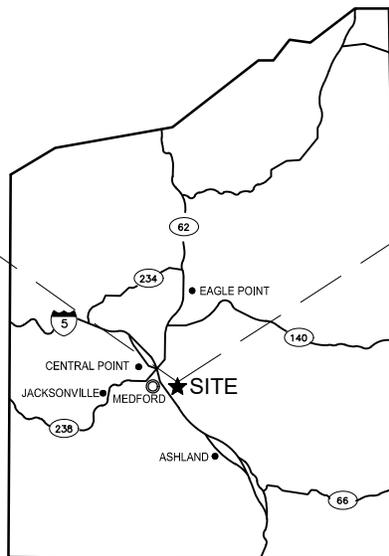
Project: Asante Forward Pavilion and Renovations Conditional Use Permit

Subject: Transportation Impact Analysis

Asante Rogue Regional Medical Center (ARRMC) is pursuing revision to or replacement of their existing Conditional Use Permit to enable changes to their campus. The AARRMC campus is located at 2825 E Barnett Road and is generally bounded by Siskiyou Boulevard, E Barnett Road, Murphy Road and Black Oak Drive in Medford. Figure 1 provides the project vicinity map. As proposed, the campus modifications would include construction of the Pavilion on the northside of the hospital and demolition of the existing Imaging building. Figure 2 provides the campus plan.

The proposed expansion of the Conditional Use Permit and the campus changes trigger the preparation of a Transportation Impact Analysis (TIA) per Sections 10.184 and 10.461 of the Medford Land Development Code (MLDC). Per scoping direction provided by agency staff, this memorandum presents the findings of a TIA that addresses MLDC policy guidance. As will be discussed herein, no capacity-based needs were identified at the study intersections. Per the enclosed findings:

- The proposed conditional use would generate fewer trips than a permitted use. Therefore, the proposed expansion of the Conditional Use Permit is not anticipated to create transportation-related impacts on the surrounding area when compared to the impacts of permitted uses.
- ARRMC should consider implementation of a variety of TDM strategies to reduce single-occupancy vehicle trips to the campus.
- Site landscaping, above-ground utilities, and site signage should be maintained at the existing vehicular access points as well as all internal intersections within the campus such that they provide minimum required sight lines per MLDC requirements.



- ★ - SITE LOCATION
- # - STUDY INTERSECTION

Site Vicinity Map
Medford, Oregon

Figure
1

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CONDITIONAL USE PERMIT

The ARRCM campus is currently comprised of approximately 999,418 gross square feet of building space, which includes the main hospital located in the southeast corner of the campus, the Smullin Health Education Center, the Black Oak Medical Plaza (BOMP), the Cardiovascular Institute (CVI), Asante Imaging and Pediatrics, the Asante corporate office (Corporate), and the Information Technology Service (ITS) building. The campus area proposed for modifications is 41.60 acres in size and is zoned Service Commercial Professional Offices (C-S/P). Per Section 10.337 of the MLDC, hospitals are considered a conditional use under this zoning. The ARRCM currently operates under a conditional use permit that has been re-approved by the City over the years to accommodate various campus modifications. Section 10.184.C of the MLDC identifies the following approval criteria for conditional use applications:

(C) Conditional Use Permit Approval Criteria.

(1) The Planning Commission must determine that the development proposal complies with either of the following criteria before approval can be granted.

(a) The development proposal will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.

(b) The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the Planning Commission to produce a balance between the conflicting interests.

Further, the City’s September 2019 Development Policy Statement provides a trip rate of 500 daily vehicular trips per acre for C-S/P zoning to assess the impacts of conditional uses.

Per the Conditional Use Permit (CUP) criteria and City Policy statements, Table 1 provides a trip generation comparison of the permitted uses within the C-S/P zoning (using a rate of 500 trips per day with peak hour rates assumed to be 10 percent of the average daily trips) and the proposed conditional use. The trip generation estimate for the proposed conditional use is based on information provided in the standard reference, *Trip Generation Manual, 10th Edition*, published by the Institute of Transportation Engineers (ITE, Reference 1).

Table 1. Trip Generation Comparison

Zoning/Land Use	ITE Code	Size	Daily Trips	AM			PM			
				Total	In	Out	Total	In	Out	
Permitted Use										
C-S/P	N/A	41.60 Acres	20,800	2,080	1,414	666	2,080	666	1,414	
Proposed Conditional Use										
Hospital	610	1,339,669 Square-foot	14,362	1,192	811	381	1,299	416	883	
Net Difference (Proposed Conditional Use – Permitted Use)				-6,438	-888	-603	-285	-781	-250	-531

As shown in Table 1, the proposed conditional use would generate fewer trips than a permitted use per the City's policy direction. Therefore, the proposed expansion of the CUP is not anticipated to create transportation-related impacts on the surrounding area when compared to the impacts of permitted uses. As such, the remainder of the TIA address the transportation-related impacts associated with the proposed campus modifications at the intersections located adjacent to the campus and the campus driveways.

DESCRIPTION OF THE PROPOSED CAMPUS MODIFICATIONS

As proposed, a 351,852 square-foot Pavilion will be constructed on the north side of the existing hospital within the ARRCM campus boundary. The Pavilion will include a Women and Children Center, an Intensive Care Unit, operating rooms, and support services. Of the 351,852 square-feet, 52,059 square-feet will be shelled space, including 14,439 square-feet on the third floor of the Pavilion and 37,566 square-feet in the basement. At the same time, the 11,601 square-foot Asante Imaging building will be demolished. In addition, the northernmost campus driveway on Murphy Road will be relocated to the south and the easternmost campus driveway on E Barnett Road will be closed. Upon completion of the campus modifications, there will be a net increase of 340,251 square-feet and the total campus will include 1,339,669 square feet, including 52,059 square feet of shelled space in the Pavilion. Construction of the Pavilion is expected to occur by 2023; ARRCM does not have foreseeable plans to occupy the shelled space in the basement of the Pavilion.

SCOPE OF THE REPORT

This report identifies the transportation-related impacts associated with the proposed campus modifications. The study intersections and scope were selected per the requirements outlined in Section 10.461 of the MLDC as well as guidance provided by City and Oregon Department of Transportation (ODOT) staff. A copy of the scoping letter and City response are included in *Appendix A*. Per the policy and staff direction, weekday PM peak hour operations were evaluated at the following off-campus intersections (numerical identification refers to figures in this report):

1. Black Oak Drive/Siskiyou Boulevard;
2. Murphy Road/Siskiyou Boulevard;
3. Black Oak Drive/Barnett Road;
4. Barnett Road/Medical Center Drive; and,
5. Barnett Road/Murphy Road.

This report evaluates the following transportation issues:

- Existing land use and transportation system conditions within the site vicinity during the weekday PM peak period;
- Crash data analysis for a recent five-year period;
- Forecast year 2023 background traffic conditions during the weekday PM peak period, considering developments and transportation improvements planned in the study area;

- Trip generation and distribution estimates for the proposed campus modifications;
- Forecast year 2023 total traffic conditions during the weekday PM peak period, assuming the proposed campus modifications are complete;
- On-site access and circulation;
- Transportation Demand Management strategies; and
- Conclusions and recommendations.

ANALYSIS METHODOLOGY

Per MLDC, all intersection operational analyses were conducted using the procedures outlined in the *Highway Capacity Manual, 6th Edition* (Reference 2).

City Intersection Operational Standards

Per MLDC 10.462.A, the applicable intersection peak hour mobility targets are level-of-service “D” for all study intersections. MLDC 10.462.B provides guidance if transportation facilities do not comply with the mobility targets under existing or background conditions.

EXISTING CONDITIONS

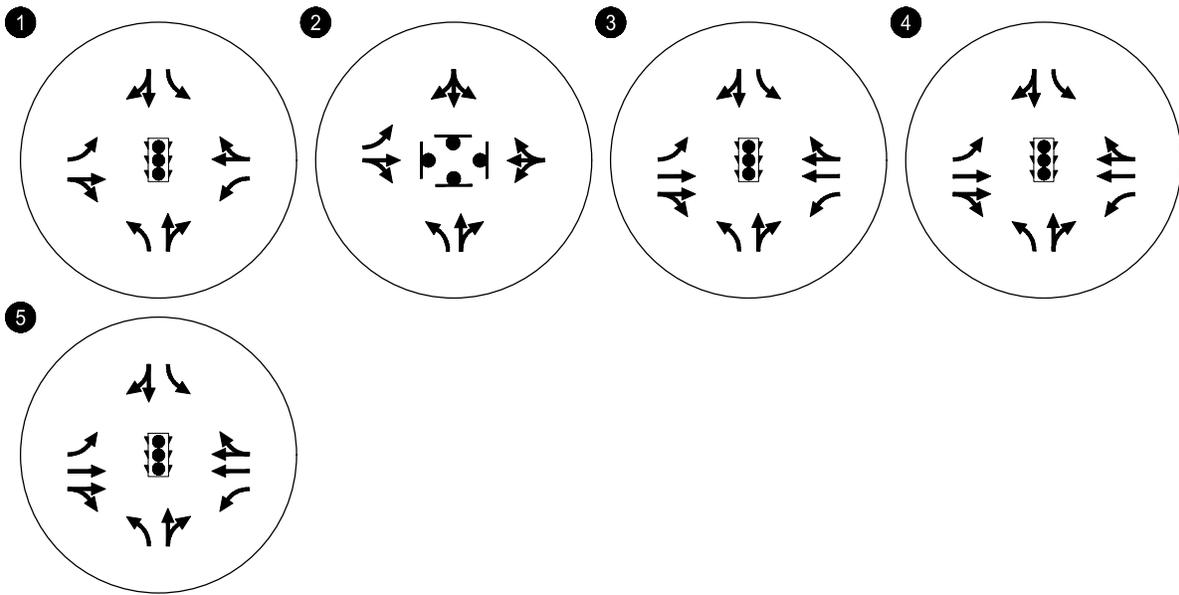
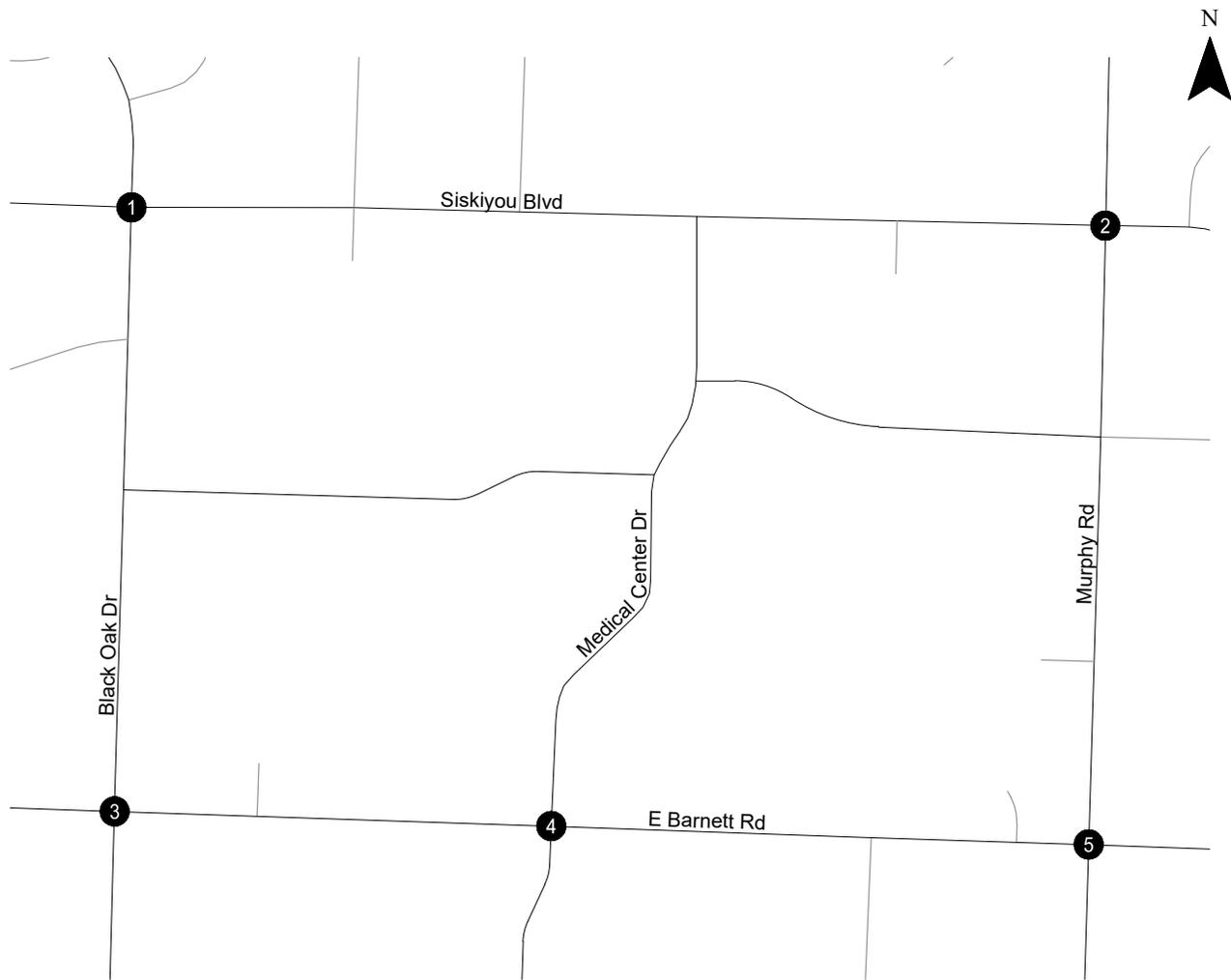
This section summarizes the existing characteristics of the transportation system and adjacent land uses near the existing building as well as an evaluation of existing intersection operations for motor vehicles at the study intersections.

Site Conditions and Adjacent Land Uses

The existing campus is bordered by residential uses to the north and west and commercial uses to the south and east. As noted previously, the campus operates under a Conditional Use Permit within the Service Commercial Professional Offices (C-S/P) zoning.

Transportation Facilities

Table 2 identifies the characteristics of key roadways located within the vicinity of the campus. Figure 3 identifies the existing lane configurations and traffic control devices at the study intersections.



-  - STOP SIGN
-  - TRAFFIC SIGNAL

Existing Lane Configurations and
Traffic Control Devices
Medford, Oregon

Figure
3

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Table 2. Existing Transportation Facilities

Roadway	Functional Classification ¹	Motor Vehicle Travel Lanes	Posted Speed (mph)	Sidewalks	Striped Bicycle Lanes	On-Street Parking
Siskiyou Boulevard	Major Collector	3	25	Yes	Yes	No
Black Oak Drive	Major Collector	3	25	Yes	Yes	No
Murphy Road	Major Collector	3	25	Yes	Yes	No
Barnett Road	Major Arterial	5	35	Yes	No	No

¹ Source: Medford Transportation System Plan (TSP)

Pedestrian and Bicycle Facilities

Pedestrian access near and to/from the campus is provided by a sidewalk system that connects patients, visitors, caregivers and employees to the nearby commercial and residential areas as well as to transit stops on all four roads surrounding the campus.

Local cycling access to/from the campus is facilitated by bike lanes along three of the four perimeter streets whereas cyclists share the road with motorists along E Barnett Road.

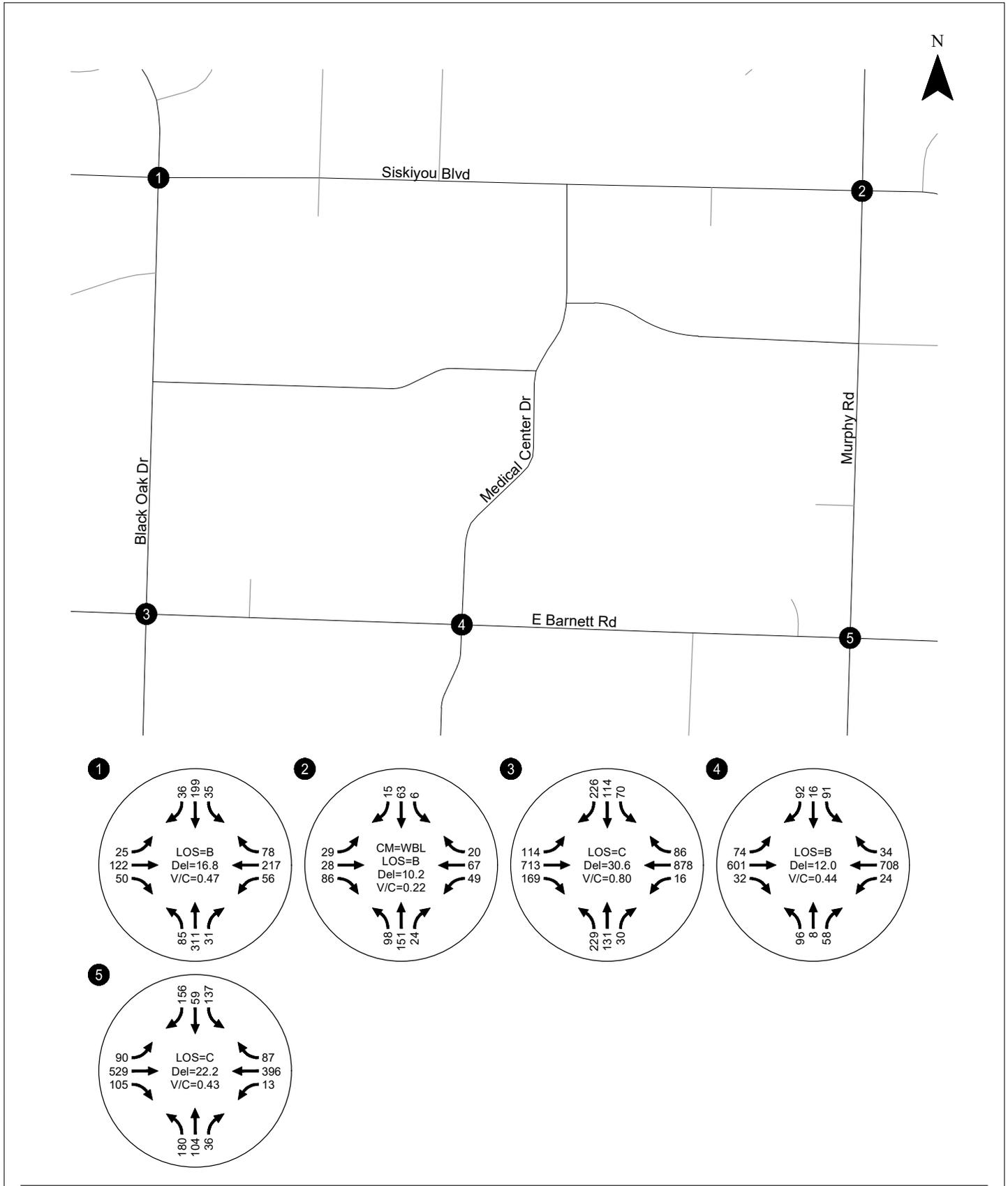
Transit Facilities

Rogue Valley Transportation District provides transit service to the campus and the surrounding neighborhoods. Prior to COVID-19 changes, the campus was served by Route 24 and Route 26. Route 24 provided service every 20 minutes from 6:15 AM to 8:35 PM during the weekdays and every 35 minutes on Saturdays from 7:15 AM to 6:25 PM. Route 26 provided service every 30 minutes from 6:05 AM to 8:05 PM during the weekdays and every hour on Saturdays from 7:05 AM to 6:50 PM. There are bus stops adjacent to the campus on each of the four perimeter roadways.

Existing Traffic Volumes and Peak Hour Operations

At the time the study was prepared, traffic conditions were atypical due to the COVID-19 pandemic. To reflect conditions that occur when schools are in-session, businesses are open, and people are not working from home, historic traffic counts were used as the basis for estimating traffic volumes that could reflect typical conditions in 2020. The historic traffic counts, which were provided by the City of Medford, were conducted at the study intersections in October 2015 and July 2019. The counts show an average annual growth rate of approximately three percent per year, or 12 percent over the four-year period. The growth rate was applied to the study intersections to reflect year 2020 traffic conditions. *Appendix “B” contains the traffic count worksheets.*

Figure 4 provides a summary of existing volumes during the weekday PM peak hour as well as the intersection operations. As shown, all of the study intersections meet the applicable operating standards under PM peak hour conditions. *Appendix “C” contains the existing conditions intersection analysis worksheets.*



CM = Critical Movement
 TWSC = Two-way-stop-control
 AWSC = All-way-stop-control
 LOS = Level of Service (Intersection LOS, Signalized/AWSC / CM LOS, TWSC)
 Del = Delay (Intersection Del, Signalized/AWSC / CM Del, TWSC)
 V/C = Volume-to-Capacity (Intersection V/C, Signalized/AWSC / CM V/C, TWSC)

Existing Traffic Conditions
 Weekday PM Peak Hour
 Medford, Oregon

Figure
 4

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Crash Data

The Oregon Department of Transportation (ODOT) provided crash records at the study intersections for the period from January 1, 2013 through December 31, 2017. The crash type classifications at each intersection were reviewed to assess whether crash patterns might be identifiable. Table 3 shows the reported crashes by type and severity.

Table 3. Intersection Crash History (January 1, 2013 through December 31, 2017)

Location		Collision Type					Severity			Total Crashes
ID	Name	Rear-End	Turn	Angle	Fixed Obj	Other	PDO ¹	Injury	Fatality	
1	Black Oak Dr/Siskiyou Blvd	4	0	4	0	0	3	5	0	8
3	Murphy Rd/Siskiyou Blvd	0	1	0	1	0	2	0	0	2
5	Black Oak Dr/E Barnett Rd	10	4	3	0	0	10	7	0	17
7	Medical Center Dr/E Barnett Rd	5	12	0	0	1	5	13	0	18
9	Murphy Rd/E Barnett Rd	2	13	4	1	1	9	12	0	21

¹ PDO – Property damage only

Appendix “D” contains the detailed crash summary worksheets.

Critical Crash Rate

Critical crash rates were calculated for the study intersections following the analysis methodology presented in ODOT’s *SPR 667 Assessment of Statewide Intersection Safety Performance* (Reference 3). SPR 667 provided average crash rates at a variety of intersection configurations in Oregon based on the number of approaches and traffic control types. The average crash rate represents the approximate number of crashes that are “expected” at a study intersection. This average crash rate is used to calculate the critical crash rate for each study intersection, based on the *Highway Safety Manual* methodology (Reference 4) and is shown in Table 4.

Table 4. Intersection Crash Rate Assessment

ID	Study Intersection	Total Crashes	Critical Crash Rate by Intersection Type	Critical Crash Rate by Volume	Observed Crash Rate at Intersection	Observed Crash Rate > Critical Crash Rate?
1	Black Oak Dr/Siskiyou Blvd	8	0.76	0.40	0.41	No
3	Murphy Rd/Siskiyou Blvd	2	0.46	0.37	0.17	No
5	Black Oak Dr/E Barnett Rd	17	0.65	0.56	0.35	No
7	Medical Center Dr/E Barnett Rd	18	0.70	0.45	0.58	Yes by Volume
9	Murphy Rd/E Barnett Rd	21	0.69	0.45	0.64	Yes by Volume

Table 4 shows that none of the study intersections exceed the critical crash rate by intersection type. Two of the intersections exceeded the crash rate by volume: Medical Center/E Barnett Road and Murphy Road/E Barnett Road. At the Medical Center Drive/E Barnett Road intersection, seven of the twelve turning movement collisions recorded over the five years involved eastbound left turning vehicle and a westbound through vehicle. All left-turn signal heads at this intersection allow for protected-permitted signal phasing. No other patterns were observed at this intersection. The majority

of the recorded crashes at the Murphy Road/Barnett Road intersection were also turning-related; however, these occurred across each of the approaches and movements. No discernable trends were identified through the data.

Based on the available ODOT crash data, no safety-based mitigations are recommended at the study intersections in conjunction with the campus changes.

TRANSPORTATION IMPACT ANALYSIS

This transportation impact analysis identifies how the study intersections will operate in the buildout year 2023 when the campus modifications are completed. The impact of traffic generated by the changes in the campus during the weekday PM peak hour was examined as follows:

- In-process developments and funded transportation improvements in the site vicinity were identified.
- Year 2023 background traffic volumes (prior to campus modifications) were developed assuming continued growth.
- Year 2023 background traffic conditions were assessed at each of the study intersections.
- Site-generated trips associated with the proposed campus modifications were added to the 2023 background traffic conditions to establish the total traffic volumes.
- Intersection improvement needs were identified to mitigate impacts where appropriate.

Year 2023 Background Traffic Conditions

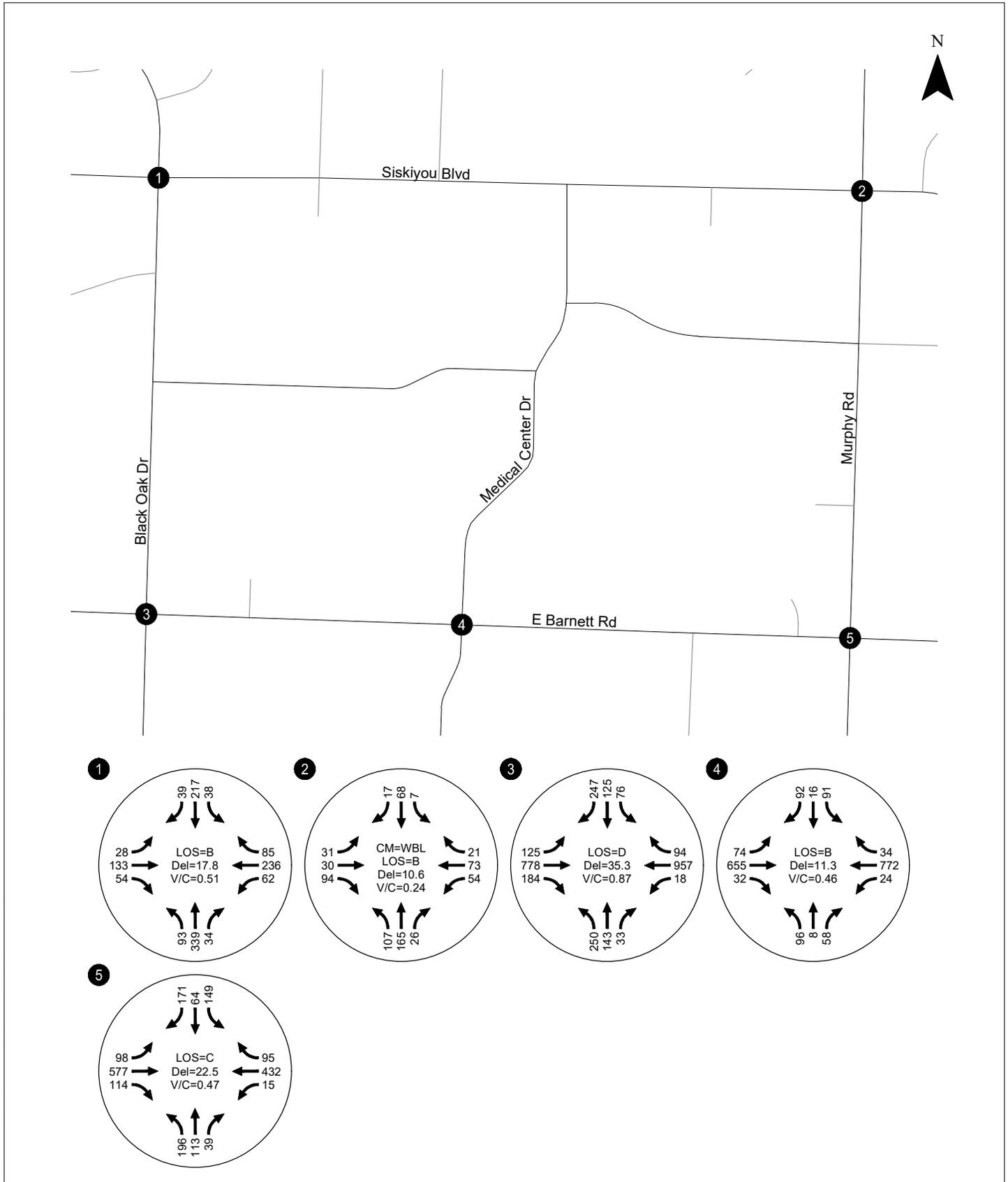
The year 2023 background traffic conditions analysis identifies how the study intersections will operate prior to the proposed campus modifications. This analysis includes traffic attributed to planned developments within the study area and to general growth in the region but does not include traffic from the proposed campus changes.

Planned Developments & Transportation Improvements

No in-process developments were identified by City staff for use in the study. As indicated previously a three percent annual growth rate was developed for the study area based on historical traffic counts conducted at the study intersections. The growth rate was applied to the existing traffic volumes to account for continued growth in regional traffic.

No planned improvements were identified at the study intersections that are currently considered funded.

Figure 5 shows the projected 2023 turning movements for the weekday PM peak hour and the resultant intersection operations. As shown, all the study intersections continue to meet the applicable operating standards under weekday PM peak hour conditions. *Appendix "E" contains the year 2023 background traffic analysis worksheets.*



CM = Critical Movement
 TWSC = Two-way-stop-control
 AWSC = All-way-stop-control
 LOS = Level of Service (Intersection LOS, Signalized/AWSC / CM LOS, TWSC)
 Del = Delay (Intersection Del, Signalized/AWSC / CM Del, TWSC)
 V/C = Volume-to-Capacity (Intersection V/C, Signalized/AWSC / CM V/C, TWSC)

Year 2023 Background Traffic Conditions
 Weekday PM Peak Hour
 Medford, Oregon

Figure
 5

H:\2525031 - Asante Rogue Regional Campus Expansion\report\figs\25031_fig1.dwg May 03, 2020 - 10:04am - mbell Layout Tab: Fig05

Proposed Campus Modifications and Trip Generation

As described previously, the proposed Asante Forward Pavilion & Renovations development plan includes construction of a 351,852 square-foot Pavilion on the north side of the existing hospital. Of the 351,852 square-feet, 52,059 square-feet will be shelled space, including 14,493 square-feet on the third floor of the Pavilion and 37,566 square-feet in the basement. At the same time, the 11,601 square-foot Asante Imaging building will be demolished. Upon completion of the campus modifications, there will be a net increase of 340,251 square-feet and the total campus will include 1,339,669 square feet, including 52,069 square feet of shelled space in the Pavilion.

The anticipated change in trip generation associated with the campus modifications is shown in Table 6. The trip generation estimates were prepared based on rates included in the standard reference, *Trip Generation Manual, 10th Edition*, published by ITE.

Table 6. Anticipated Change in Campus Trip Generation

Land Use	ITE Code	Size (sq ft)	Daily Trips	PM		
				Total	In	Out
Hospital	610	340,251*	3,648	330	106	224

*Reflects construction of the Pavilion (including 52,059 square feet of shelled space) and demolition of the existing Asante Imaging building.

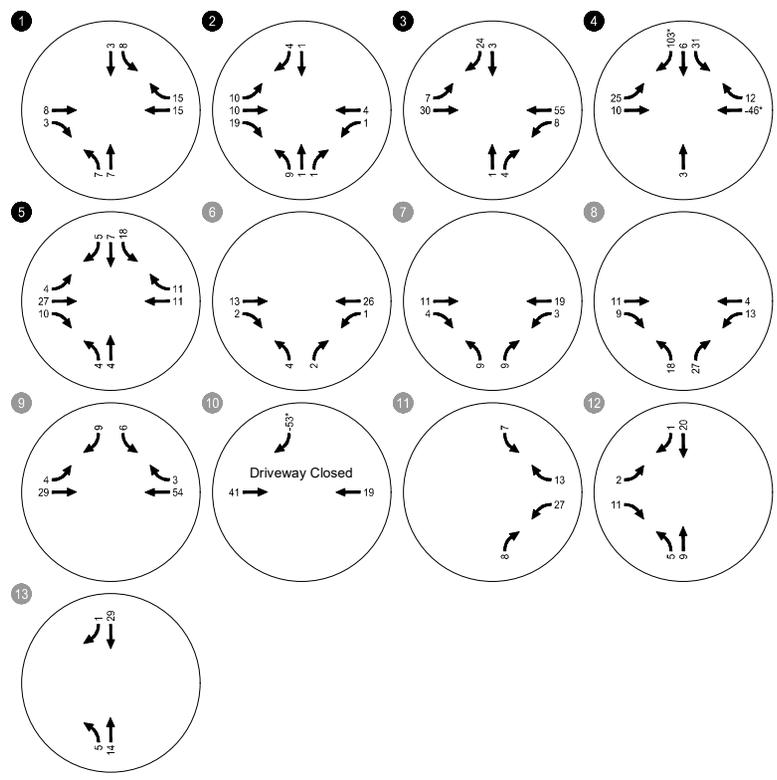
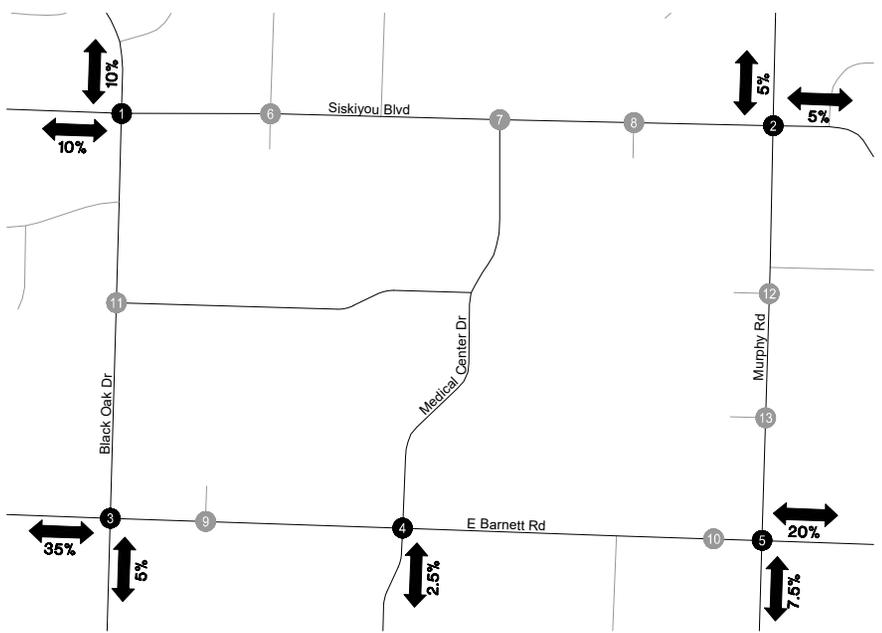
Trip Distribution and Assignment

The distribution of site-generated trips was estimated based on a review of existing traffic patterns as well as the location of regional residential areas. Figure 6 illustrates the estimated trip distribution pattern and assignment of the new trips associated with the campus modifications, as reflected in Table 6.

YEAR 2023 TOTAL TRAFFIC CONDITIONS

The total traffic conditions analysis forecasts how the study intersections will operate with the traffic associated with the proposed campus modifications. The increase in site-generated trips shown in Figure 6 were added to the 2023 background traffic volumes reflected in Figure 5 to arrive at the 2023 total traffic volumes and resultant intersection operations shown in Figure 7.

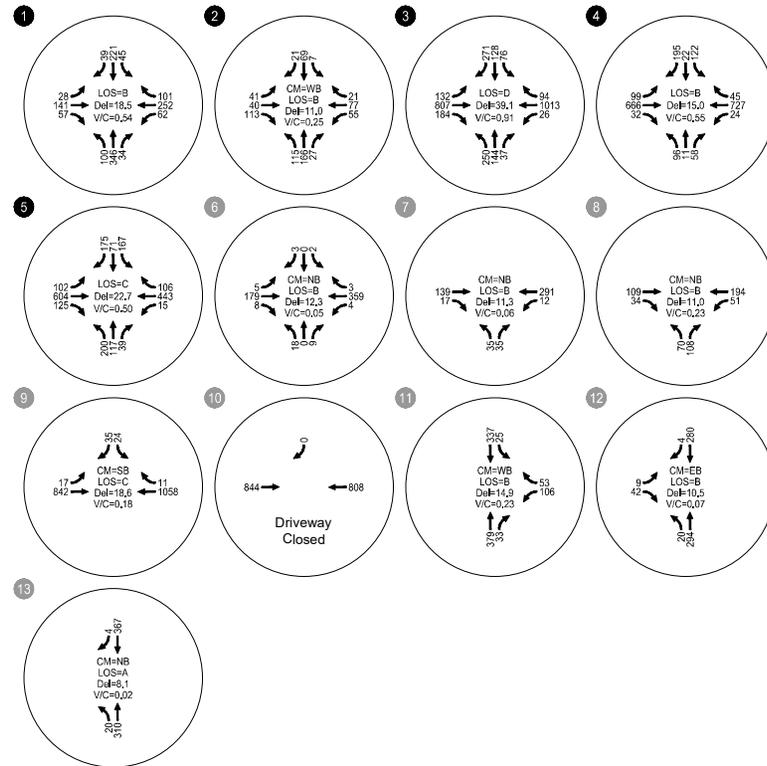
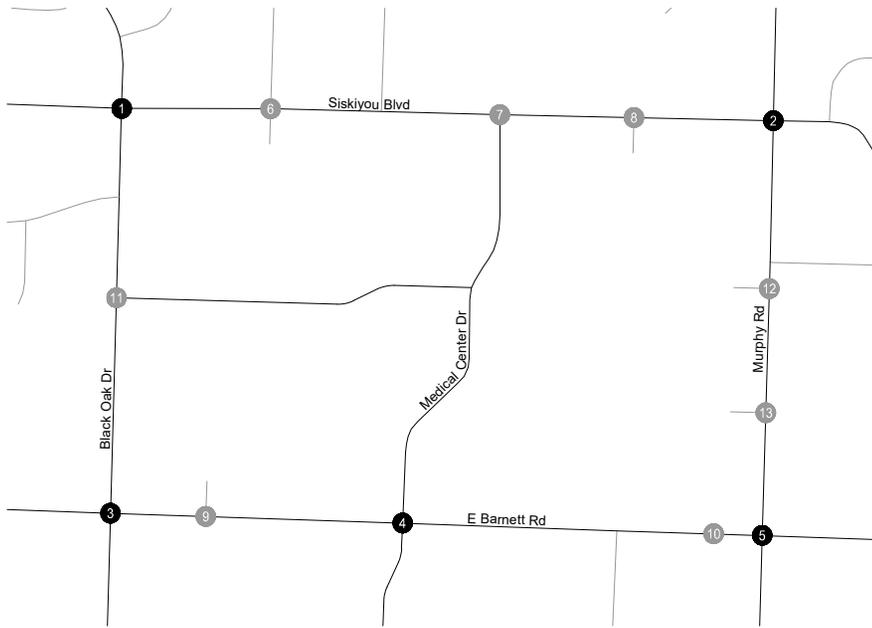
As shown, all of the study intersections continue to meet the applicable operating standards under weekday PM peak hour conditions upon completion of the campus changes. All campus driveways are also expected to meet applicable operating standards. Additional information on the campus driveways is provided below. *Appendix "F" contains the year 2023 total traffic analysis worksheets.*



* Includes re-routed trips

Estimated Trip Distribution Pattern & Site-Generated Trips
 Weekday PM Peak Hour
 Medford, Oregon

Figure
 6



CM = Critical Movement
 TWSC = Two-way-stop-control
 AWSC = All-way-stop-control
 LOS = Level of Service (Intersection LOS, Signalized/AWSC / CM LOS, TWSC)
 Del = Delay (Intersection Del, Signalized/AWSC / CM Del, TWSC)
 V/C = Volume-to-Capacity (Intersection V/C, Signalized/AWSC / CM V/C, TWSC)

Year 2023 Total Traffic Conditions
 Weekday PM Peak Hour
 Medford, Oregon

Figure
 7

Queuing Analysis

A queuing analysis was conducted at the signalized study intersections under background and total traffic conditions using Synchro 10. Table 7 summarizes the storage lengths (measured in Google Earth as the striped storage of the turn lanes or the distance between intersections) and the 95th percentile queues associated with each movement rounded to the nearest 25 feet. Table 7 also indicates if the storage lengths are adequate to accommodate the queues.

Table 7. Queuing Analysis

ID	Intersection	Movement	Storage Length (Feet)	95 th Percentile Queue (Feet)		Adequate?
				Background Traffic Conditions	Total Traffic Conditions	
1	Black Oak Drive/Siskiyou Boulevard	EBL	75	50	50	Yes
		EBTR	845	150	175	Yes
		WBL	80	100	100	Yes ¹
		WBTR	365	250	300	Yes
		NBL	100	125	125	Yes ¹
		NBTR	200	300	325	Yes ²
		SBL	100	75	75	Yes
3	Black Oak Drive/E Barnett Road	SBTR	175	225	225	Yes ²
		EBL	70	200	225	Yes ¹
		EBTR	170	525	600	Yes ²
		WBL	85	50	50	Yes
		WBTR	225	725	800	No
		NBL	100	325	325	No
		NBTR	90	175	175	Yes ²
4	Medical Center Drive/E Barnett Road	SBL	105	75	75	Yes
		SBTR	80	375	400	Yes ²
		EBL	100	50	125	Yes ¹
		EBTR	365	175	350	Yes
		WBL	105	25	25	Yes
		WBTR	815	225	300	Yes
		NBL	40	150	125	No ³
5	Murphy Road/E Barnett Road	NBTR	150	75	75	Yes
		SBL	135	125	175	Yes ¹
		SBTR	135	75	125	Yes
		EBL	120	75	75	Yes
		EBTR	355	275	450	Yes ²
		WBL	75	25	25	Yes
		WBTR	300	225	225	Yes
5	Murphy Road/E Barnett Road	NBL	75	300	300	No
		NBTR	85	150	150	Yes ²
		SBL	100	175	200	Yes ¹
		SBTR	300	175	175	Yes

¹Additional storage is available in the tapered section of the turn lane or in the center two-way left-turn lane.

²Sufficient storage is available, but queue blocks upstream driveway or minor street intersection.

³Queue is expected to extend onto private property.

As shown, the 95th percentile queues for the northbound left turns at the Black Oak Drive/E Barnett Road and Murphy Road/E Barnett Road intersections are expected to exceed their available storage under background and total traffic conditions; however, the queues are not expected to increase with the proposed modifications. Also, the westbound through queues at the Black Oak Drive/E Barnett Road intersection are expected to extend to the Medical Center Drive/E Barnett Road intersection. However, as a coordinated signal system, the queues are not expected to disrupt traffic flow along the corridor.

CAMPUS PLANNING CONSIDERATIONS

Internal circulation was evaluated to ensure that the site provides sufficient on-site circulation for pedestrian movements and campus vehicular traffic. Figure 2 illustrates the campus site plan with the proposed modifications. As shown sidewalks are provided along both sides of all streets that surround the campus and along both sides of all internal streets. There are several additional sidewalks and pedestrian pathways throughout the campus that connect the internal and external streets to campus facilities. The proposed modifications appear to maintain the same level of connectivity for pedestrians.

As mentioned earlier, access to the campus is currently provided by the main signalized driveway along E Barnett Road as well as nine additional unsignalized driveways, including three on Siskiyou Boulevard, two on E Barnett Road, one on Black Oak Drive, and three on Murphy Road; given the limited capacity of the central driveway along Murphy Road, the driveway was not included in this analysis. The proposed modifications will include relocation of the northernmost driveway on Murphy Road to the south and closure of the easternmost driveway along E Barnett Road. All other driveways will remain the same.

As indicated by the year 2023 total traffic conditions analysis, all the driveways are expected to operate acceptably with the proposed modifications during the weekday PM peak hour. Further review of the unsignalized driveways indicates that vehicle queues are not expected to exceed one vehicle entering the site. Sight distance is also currently adequate at all the driveways and is expected to be adequate at the northernmost driveway along Murphy Road when it is relocated further to the south. The following activities are recommended to ensure sight distance will continue to be adequate in the future:

- Site landscaping, above-ground utilities, and site signage should be maintained such that they provide minimum required sight lines within the site as well as at the vehicular access locations on the adjacent streets per City of Medford Land Development Code.

TRANSPORTATION DEMAND MANAGEMENT STRATEGIES

ARRMC should consider implementation of a TDM program with a set of tools and resources to promote the use and effectiveness of the program to maximize the number of trips made to the campus by active transportation modes. To that end, there are several measures that may help reduce the auto trip rate in the future. A comprehensive review of the measures described below as well as additional measures is provided under separate cover.

- Provision of an on-campus Transportation Coordinator that oversees and monitors the implementation and effectiveness of TDM strategies.
- Provision of information about RTD transit service at the main entrance, the Emergency entrance and in the Human Resources office.
- Provision of a subsidized transit pass for employees and caregivers.

- Promotion of walking to/from work to improve employee health.
- Participation in local and Nationwide Bike Commute Challenges.
- Provision of an on-campus bicycle tune-up program and/or self-service bike repair areas.
- Provision of bicycle racks at all main entrances to the campus and provision of secured and covered bicycle parking.
- Provision of bike lockers and shower locations on-campus.
- Provision of carpool matching for all through the Human Resources department.
- Dissemination of education and availability of auto reduction efforts through an employee newsletter and email.
- Providing teleworking opportunities to employees whose jobs can be completed from home as well as compressed work weeks for employees whose shifts can be scheduled on a 10 – 12 hour per day basis rather than 8 hours per day.

Each of these has an associated cost and/or policy implication for the ARRCM administration and need to be considered thoughtfully prior to implementation. The trade-offs need to be balanced against the various “costs” and benefits provided.

RECOMMENDATIONS

Subject to approval by the City of Medford, the study recommendations are summarized below.

- Consider implementation of TDM strategies to reduce auto-trip making to campus.
- Site landscaping, above-ground utilities, and site signage should be maintained such that they provide minimum required sight lines within the site as well as at the vehicular access locations on the adjacent streets per City of Medford Land Development Code.

Please let us know if you have any questions regarding our analyses or findings.

REFERENCES

1. Institute of Transportation Engineers. *Trip Generation, 10th Edition*. 2017.
2. Transportation Research Board. *Highway Capacity Manual, 6th Edition*.
3. Oregon Department of Transportation. *SPR 667 Assessment of Statewide Intersection Safety Performance*. June 2011.
4. American Association of State Highway and Transportation Officials. *Highway Safety Manual*. 2010.

LIST OF APPENDICES

- A. Scoping Memorandum
- B. Traffic Counts Worksheets
- C. Existing Conditions Analysis Worksheets
- D. ODOT Crash Data
- E. Year 2023 Background Traffic Conditions Analysis Worksheets
- F. Year 2023 Total Traffic Conditions Analysis Worksheets

Appendix A Scoping Memorandum

March 31, 2020

Project #: 25031.0

Karl MacNair
City of Medford
411 West 8th Street
Medford, OR 97501

RE: Asante Forward Pavilion & Renovations – Transportation Impact Analysis Scoping

Dear Karl,

For the purposes of City Transportation Impact Analysis (TIA) Scoping direction, this letter includes background information and a trip generation estimate for the proposed Asante Forward Pavilion & Renovations. The information provided herein is based on a review of the proposed changes to the campus, discussions with the project team, a review of the pre-application notes, and direction provided by City of Medford (City) staff.

Background

The Asante Rogue Regional Medical Center (ARRMC) is located at 2825 E Barnett Road. The campus is generally bounded by Siskiyou Boulevard to the north, E Barnett Road to the south, Murphy Road to the east, and Black Oak Drive to the west. Campus access is provided along all four streets. An internal street network provides connections to the campus uses and surface parking lots and parking garages. Medical Center Drive is the primary street that travels north-south through the campus and continues south across E Barnett Road to other medical facilities. See Figure 1 below.

The ARRMC is currently comprised of approximately 999,418 gross square feet of building space, which includes the main hospital located in the southeast corner of the campus, as well as the Smullin Health Education Center, the Black Oak Medical Plaza (BOMP), the Cardiovascular Institute (CVI), Asante Imaging and Pediatrics, and the Asante corporate offices (Corporate) and Information Technology Service (ITS). The campus area proposed for modifications is 41.60 acres and is zoned Service Commercial Professional Offices (C-S/P). Per Section 10.337 of the Medford Land Development Code (MLDC), hospitals are considered a conditional use under this zoning. The ARRMC currently operates under a conditional use permit that has been re-approved by the City over the years to accommodate various campus modifications. Section 10.184.C of the MLDC identifies the following approval criteria for conditional use applications:

(C) Conditional Use Permit Approval Criteria.

(1) The Planning Commission must determine that the development proposal complies with either of the following criteria before approval can be granted.



PUBLIC WORKS DEPARTMENT STAFF REPORT

Asante Rogue Regional Medical Center Modifications & Campus Expansion 2825 East Barnett Road (TL 401)

Project: Request for a Conditional Use Permit (CUP) in order to implement several minor modifications as well as a 345,000 square foot hospital tower addition to the Rogue Valley Medical Center Campus.

Location: Located on the south side of Siskiyou Boulevard, west of Murphy Road and north of East Barnett Road, within the C-S/P (Service Commercial and Professional Offices) zoning district (371W28CC109, 110, 111, 112, 113, 114, 116, 200, 302, 309 & 401).

Applicant: Applicant: PKA Architects; Agent: Jacobs; Planner: Steffen Roennfeldt.

NOTE: The items listed here shall be completed and accepted prior to the respective issuances of permits and certificates:

Prior to issue of the first building permit, the following items shall be completed and accepted:

- Submittal and approval of plans for site grading and drainage, and detention, if applicable.
- Completion of all public improvements, if required. The Applicant may provide security for 120% of the improvements prior to issuance of building permits. Construction plans for the improvements shall be approved by the Public Works Engineering Division prior to acceptance of security.
- Items A – D, unless noted otherwise.

Prior to issue of Certificate-of-Occupancy for completed structures, the following items shall be completed and accepted:

- Paving of all on-site parking and vehicle maneuvering areas
- Verification by the design Engineer that the stormwater quality and detention system was constructed per the approved plan, if applicable.
- Completion of all public improvements, if applicable.

A. STREETS

1. Dedications

On April 8, 2020 the City of Medford and Keith Russell (representative for Asante RRMCM) had a Legacy Street conference with Alex Georgevitch (City Engineer) to discuss the future tower expansion application and what dedications will be required along East Barnett Road and Murphy Road.

East Barnett Road is classified as a Major Arterial street within the Medford Land Development Code (MLDC), Section 10.428. A legacy street definition is supported for this section of roadway per MLDC 10.427(D). **East Barnett Road shall have a dedication to support a 10-foot sidewalk, approximately 3-feet in width, to be verified by the Developer’s surveyor prior to dedication.**

Murphy Road is classified as a Major Collectors street within the MLDC, Section 10.428. A legacy street definition is supported for this section of roadway per MLDC 10.427(D). **In order to meet the context sensitive design for this neighborhood no additional right-of-way is required along Murphy Road.**

The Developer will receive SSDC (Street System Development Charge) credits for the public right-of-way dedication on higher order streets, per the methodology established by the MLDC 3.815. **Should the Developer elect to have the value of the land be determined by an appraisal, a letter to that effect must be submitted to the City Engineer within sixty (60) calendar days of the date of the Final Order of the Planning Commission. The City will then select an appraiser, and a cash deposit will be required as stated in Section 3.815.**

In accordance with MLDC 10.471, **the property owner shall dedicate a 10-foot wide public utility easement (PUE)** adjacent to the right-of-way line along this Developments frontage.

The right-of-way and easement dedications shall be submitted directly to the Engineering Division of the Public Works Department. The submittal shall include: the right-of-way and easement dedication, including an exhibit map; a copy of a current Lot Book Report, Preliminary Title Report, or Title Policy; a mathematical closure report (if applicable), and the Planning Department File Number; for review and City Engineer acceptance signature prior to recordation by the applicant. Releases of interest shall be obtained by holders of trust deeds or mortgages on the right-of-way and PUE area.

2. Public Improvements

a. Public Streets

East Barnett Road and Murphy Road – All street section improvements have been completed including pavement, curb and gutter, sidewalks and street lights. **However,**

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additional public improvements are required as outlined in the Transportation System requirements.

NOTE: Asante Rogue Regional Medical Center has elected to voluntarily widen Murphy Road (west side, south of an existing entrance opposite of Doctor's Park Drive) with Public Improvement Plans P20-00081. Plans have not yet been approved, and are currently in review with City of Medford.

NOTE: All projects subject to Site Plan and Architectural Review shall be required per MLDC 10.501 (6), as a condition of approval, to repair all frontage sidewalks as determined by the Engineering Division. When attached as a condition of approval of a Site Plan and Architectural. Review application the sidewalk maintenance procedures set forth in Chapter 3, Section 3.025, Notice on Hearing of City Repair of Sidewalks, through 3.035, Notice of Sidewalk Repair, are hereby superseded.

b. Street Lights and Signing

No additional street lights or signs are required.

The Developer shall be responsible for the preservation and re-installation of all signs removed during demolition and site preparation work. The Developer's contractor shall coordinate with the City of Medford Public Works, Maintenance and Operations Division to remove any existing signs and place new signs provided by Medford Public Works Department and paid for by the Developer.

c. Pavement Moratoriums

There is a street cutting moratorium currently in effect along this frontage to Murphy Road, which is set to expire July 16th, 2024. There is no pavement cutting moratorium currently in effect along this developments frontage to East Barnett Road.

d. Transportation System

Public Works received a Transportation Impact Analysis (TIA) from Kittelson and Associates dated May 4, 2020 for a Conditional Use Permit (CUP) modification for changes to the Asante Rogue Regional Medical Center (ARRMC) located at 2825 E Barnett Rd including a new Pavilion Tower.

The project will add a 351,852 square foot pavilion to the site, which is an existing hospital campus. The report shows that the trip generation of the 41.60 acre campus including the pavilion and all existing facilities is 14,362 Average Daily Trips (ADT) based on the Institute of Transportation Engineers (ITE) *Trip Generation Manual 10th Edition*. The City's policy on trip generation rates for various zones provides a trip generation of 20,800 ADT based on the underlying C-S/P zoning. Therefore the development meets the CUP approval criteria of causing no significant adverse impact when compared to the impacts of permitted

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development that is not classified as conditional.

Transportation Demand Management (TDM) is by nature part of the operation of a medical facility because of shift work inherent in the operation of a large medical facility. The TIA proposes a variety of TDM strategies to reduce single-occupancy vehicle (SOV) trips to the campus and includes a TDM Plan as an appendix. Public Works supports these efforts by Asante and recommends the following conditions from the TIA and TDM Plan be placed on the CUP approval:

1. The eastern most driveway on Barnett Rd shall be closed;
2. Sight lines at all driveways shall be maintained in accordance with Medford Land Development Code section 10.735;
3. The City's Transportation Manager would like to see the western most driveway on Barnett Rd close due to its proximity to Black Oak Drive but this is not a code requirement. The TIA shows that cars queued from Black Oak Drive block this driveway in the PM peak but does not show any crash history associated with the driveway. As such, Public Works is not recommending closure at this time, but Asante should plan for the western most driveway on Barnett Rd to be closed as the ARRCM campus continues to expand in the future due to the proximity to Black Oak Drive;
4. Asante shall continue to provide an on-campus Employee Transportation Coordinator (ETC) that oversees and monitors the implementation and effectiveness of TDM strategies;
5. Asante shall implement the TDM Plan as outlined on page 9 of the submitted TDM Plan including establishing targets for future mode splits. The City supports Asante's TDM efforts and will participate in the implementation. The TDM shall consider the following measures at a minimum:
 - a. Providing information about RVTD transit service at the main entrance, the Emergency entrance, and in the Human Resources office;
 - b. Providing subsidized transit passes for employees and volunteers;
 - c. Promoting biking and walking to/from work to improve employee health;
 - d. Participating in local and nationwide bike commute challenges;
 - e. Providing an on-campus bicycle tune-up program and/or self-service bike repair areas
 - f. Providing bicycle racks at all main entrances to the campus and provision of secured and covered bicycle parking;
 - g. Providing bike lockers and shower locations on-campus;
 - h. Providing carpool matching for all employees and volunteers through the Human Resources department;
 - i. Disseminating education and availability of SOV reduction efforts through an employee newsletter and email;
 - j. Providing teleworking opportunities to employees whose jobs can be completed from home as well as compressed work weeks for employees

whose shifts can be scheduled on a 10-12 hour per day basis rather than 8 hours per day;

6. As part of the ongoing management and reporting outlined in the TDM Plan, Asante shall give an annual report to the Medford Planning Commission.

3. Section 10.668 Analysis

To support a condition of development that an Applicant dedicate land for public use or provide a public improvement, the Medford Code requires a nexus and rough proportionality analysis which is essentially a codification of the constitutional provisions in Nollan and Dolan cases.

10.668 Limitation of Exactions

Notwithstanding any other provisions of this Chapter 10, an Applicant for a development permit shall not be required, as a condition of granting the application, to dedicate land for public use or provide public improvements unless:

(1) the record shows that there is an essential nexus between the exaction and a legitimate government purpose and that there is a rough proportionality between the burden of the exaction on the Developer and the burden of the development on public facilities and services so that the exaction will not result in a taking of private property for public use, or

(2) a mechanism exists and funds are available to fairly compensate the Applicant for the excess burden of the exaction to the extent that it would be a taking.

1. Nexus to a legitimate government purpose

The purposes for these dedications and improvements are found throughout the Medford Code, the Medford Transportation System Plan, and the Statewide Planning Rule, and supported by sound public policy. Those purposes and policies include, but are not limited to: development of a balanced transportation system addressing all modes of travel, including motor vehicles, transit, bicycles, emergency services and pedestrians. Further, these rights-of-way are used to provide essential services such as sanitary sewer, domestic water and storm drains to serve the developed parcels. It can be found that the listed right-of-way dedications and improvements have a nexus to these purposes and policies.

2. Rough proportionality between the dedications and improvements, and the impacts of development.

No mathematical formula is required to support the rough proportionality analysis. Furthermore, benefits to the development resulting from the dedication and improvements when determining “rough proportionality” have been considered, including but not limited to: increased property values, intensification of use, as well as connections to municipal services and the transportation network.

As set forth below, the dedications and improvements recommended herein can be found to be roughly proportional to the impacts reasonably anticipated to be imposed by this development.

East Barnett Road:

The additional right-of-way on East Barnett Road will provide the needed width for a future planter strip and sidewalk. East Barnett Road is currently a 35 mile per hour facility, which currently carries approximately 25,700 vehicles per day. The planter strip moves pedestrians a safe distance from the edge of the roadway. East Barnett Road will be the primary route for pedestrians traveling to and from this development.

The City assesses System Development Charges (SDCs) to help pay for acquisition of right-of-way and construction of additional Arterial & Collector Street capacity (including street lights) required as a result of new development. Because a mechanism exists in the form of SDC credit for right-of-way dedication and street improvements in accordance with Medford Municipal Code (MMC) 3.815 and other applicable parts of the Code, to fairly compensate the applicant, the conditions of MLDC, Section 10.668 are satisfied.

Dedication of the Public Utility Easement (PUE) will benefit development by providing public utility services, which are out of the roadway and more readily available to each lot or building being served. The additional traffic of all modes of travel generated by this proposed development supports the dedication and improvements for all modes of travel and utilities. As indicated above, the area required to be dedicated for this development is necessary and roughly proportional to that required in similar developments to provide a transportation system that meets the needs for urban level services.

B. SANITARY SEWERS

The proposed development is situated within the Medford sewer service area. The Developer shall provide one separate individual service lateral to the site or ensure that the site is served by an individual service lateral. All unused laterals adjacent and stubbed to the development shall be capped at the main.

C. STORM DRAINAGE

1. Drainage Plan

A comprehensive drainage plan showing the entire project site with sufficient spot elevations to determine direction of runoff to the proposed drainage system, and also showing elevations on the proposed drainage system, shall be submitted with the first building permit application for approval.

The Developer shall provide copies of either a Joint Use Maintenance Agreement or a

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private stormdrain easement for any stormwater draining onto or from adjacent private property.

A Site/Utility Plan shall be submitted with the building permit application to show the location of existing or proposed stormdrain lateral/s for the site.

All private storm drain lines shall be located outside of the public right-of-way and/or any public utility easements (PUE).

2. Grading

A comprehensive grading plan showing the relationship between adjacent property and the proposed development will be submitted with the improvement plans for approval. Grading on this development shall not block drainage from an adjacent property or concentrate drainage onto an adjacent property without an easement. The Developer shall be responsible that the final grading of the development shall be in compliance with the approved grading plan.

3. Detention and Water Quality

Stormwater quality and detention facilities shall be required in accordance with MLDC Section 10.481 and 10.729.

4. Verification

Upon completion of the project, and prior to certificate of occupancy of the building, the Developer's design Engineer shall verify that the construction of the stormwater quality and detention system was constructed per plan. Verification shall be in writing and submitted to the Engineering Division of Public Works. Reference Rogue Valley Stormwater Quality Design Manual, Appendix I, Technical Requirements.

5. Erosion Prevention and Sediment Control

All development that disturbs 5,000 square feet or greater shall require an Erosion Prevention and Sediment Control Plan. Developments that disturb one acre and greater shall require a 1200C permit from the Department of Environmental Quality (DEQ). Erosion Prevention and Sediment Control Plans shall be submitted to the Building Department with the project plans for development. All disturbed areas shall be covered with vegetation or properly stabilized prior to certificate of occupancy.

D. GENERAL CONDITIONS

1. Construction and Inspection

The Developer or Developer's contractor shall obtain appropriate right-of-way permits

City of Medford | 200 S. Ivy Street, Medford, OR 97501 | (541) 774-2100 | cityofmedford.org

from the Department of Public Works prior to commencing any work within the public right-of-way.

Contractors proposing to do work on public streets (including street lights), sewers, or storm drains shall 'prequalify' with the Engineering Division prior to starting work.

For City of Medford facilities, the Public Works Maintenance Division requires that public sanitary sewer and storm drain mains be inspected by video camera prior to acceptance of these systems by the City.

Where applicable, the Developer shall bear all expenses resulting from the adjustment of manholes to finish grades as a result of changes in the finish street grade.

2. Site Improvements

All on-site parking and vehicle maneuvering areas related to this development shall be paved in accordance with MLDC, Section 10.746, prior to issuance of certificate of occupancy for any structures on the site. Curbs shall be constructed around the perimeter of all parking and maneuvering areas that are adjacent to landscaping or unpaved areas related to this site. Curbs may be deleted or curb cuts provided wherever pavement drains to a water quality facility.

3. System Development Charges (SDC)

Buildings in this development are subject to system development charges (SDCs). All SDC fees shall be paid at the time individual building permits are issued

Prepared by: Jodi K Cope

Reviewed by: Doug Burroughs

SUMMARY CONDITIONS OF APPROVAL
Asante Rogue Regional Medical Center Modifications & Campus Expansion
2825 East Barnett Road (TL 401) CUP-20-232

A. Streets

1. Street Dedications to the Public:

- **East Barnett Road** – Dedicate additional right-of-way.
- **Murphy Road** – No additional right-of-way required.
- Dedicate 10-foot Public Utility Easement (PUE) along the respective frontages.

2. Improvements:

Public Streets

- **East Barnett Road and Murphy Road** – No additional improvements are required at this time.

Lighting and Signing

- No additional street lights are required.

Transportation System

- See Transportation System comments outlined above.

Other

- **There is a street cutting moratorium currently in effect along this frontage to Murphy Road, which is set to expire July 16th, 2024.** There is no pavement cutting moratorium currently in effect along this developments frontage to East Barnett Road.

B. Sanitary Sewer:

- Ensure or construct separate individual sanitary sewer connection.
- Cap remaining unused laterals at the main.

C. Storm Drainage:

- Provide a comprehensive grading and drainage plan.
- Provide water quality and detention facilities, calculations and O&M Manual.
- Provide engineers verification of stormwater facility construction.
- Provide copy of an approved Erosion Control Permit (1200C) from DEQ for this project.

- = City Code Requirement
- = Discretionary recommendations/comments

The above summary is for convenience only and does not supersede or negate the full report in any way. If there is any discrepancy between the above list and the full report, the full report shall govern. Refer to the full report for details on each item as well as miscellaneous requirements for the project, including requirements for public improvement plans (Construction Plans), design requirements, phasing, draft and final plat processes, permits, system development charges, pavement moratoriums and construction inspection.



Staff Memo

TO: Planning Department, City of Medford

FROM: Brian Runyen, P.E.(TX), Water Commission Staff Engineer

SUBJECT: CUP-20-232

PARCEL ID: 371W28CC109, 110, 111, 112, 113, 114, 116, 200, 302, 309 & 401

PROJECT: Project Name: Asante Rogue Regional Medical Center
Request for a Conditional Use Permit (CUP) in order to implement several minor modifications as well as a 345,000 square foot hospital tower addition to the Rogue Valley Medical Center Campus within the C-S/P (Service Commercial and Professional Offices) zoning district (371W28CC109, 110, 111, 112, 113, 114, 116, 200, 302, 309 & 401). Applicant: PKA Architects; Agent: Jacobs; Planner: Steffen Roennfeldt.

RELATED CASE: PA-20-020

MEMO DATE: August 20, 2020

LAND DEVELOPMENT COMMITTEE DATE: August 26, 2020

I have reviewed the above project application as requested. Comments and Conditions for approval are as follows:

COMMENTS

1. Previously provided Comments and Conditions from File No PA-20-020 shall apply.
2. The water facility planning/design/construction process will be done in accordance with the Medford Water Commission (MWC) "Regulations Governing Water Service" and "Standards For Water Facilities/Fire Protection Systems/Backflow Prevention Devices."
3. The applicant's Civil Engineer shall coordinate with MWC engineering Staff for approval of water facility plans. Expect additional comments once water construction plans are submitted.

-END COMMENTS-



Medford Fire-Rescue Land Development Report

Review/Project Information

Reviewed By: Browning, Chase

Review Date: 8/17/2020

Meeting Date: 8/26/2020

LD File #: CUP20232

Planner: Steffen Roennfeldt

Applicant: PKA Architects

Site Name: Asante RRMC Forward Pavilion Addition

Project Location: Rogue Valley Medical Center Campus

Project Description: Request for a Conditional Use Permit (CUP) in order to implement several minor modifications as well as a 345,000 square foot hospital tower addition to the Rogue Valley Medical Center Campus within the C-S/P (Service Commercial and Professional Offices) zoning district (371W28CC109, 110, 111, 112, 113, 114, 116, 200, 302, 309 & 401).

Additional Project Consideration

Notes: See comments made in AC-20-00123 by G. Kleinberg

Construction General Information/Requirements

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

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

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

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

www.medfordfirerescue.org



MEMORANDUM

To: Stephen Roennfeldt, Planning Department
From: Chad Wiltrout, Building Department (541) 774-2363
CC: PKA Architects, Applicant; Jacobs, Agent
Date: August 26, 2020
Subject: CUP-20-232_Asante RRMC Forward Pavilion Addition

Please Note:

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

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

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

General Comments:

1. For list of applicable Building Codes, please visit the City of Medford website: www.ci.medford.or.us Click on "City Departments" at top of screen; click on "Building"; click on "Design Criteria" on left side of screen and select the appropriate design criteria.
2. All plans are to be submitted electronically. Information on the website: www.ci.medford.or.us Click on "City Departments" at top of screen; click on "Building"; click on "ProjectDox" for information.
3. A site excavation and grading permit will be required if more than 50 cubic yards is disturbed.



4. A separate demolition permit will be required for demolition of any structures not shown on the plot plan.

Comments:

5. The design team has been in ongoing consultation with the building department concerning this project. There are no additional building department comments at this time.



Rogue Valley Transportation District

From the Desk of Sean Eisma, Planning Technician

3200 Crater Lake Avenue • Medford, Oregon 97504-9075

Phone (541) 608-2421 • Fax (541) 773-2877

Visit our website at: www.rvtd.org

TO: Steffen Roenfeldt
FROM: Sean Eisma
DATE: February 10, 2020
RE: PA-20-020 (2825 E. Barnett Road – Asante Hospital Campus Expansion)

Rogue Valley Transportation submits the following comments:

Referencing the civil drawings for the proposed development of 371W28CC401,302,109 located at 2825 East Barnett Road, the southeast portion of the property along the frontage of Murphy Road includes plans to move the intersection, located across from Doctors Park Drive, south to accommodate the development of the new facility. We request the opportunity to work with the developer to include an expansion northward of the bus pullout area, located to the south of the proposed intersection. The expanded bus pullout area will make a safer transfer point for the Routes 24 and 26 by allowing enough frontage for bus driver to get tight to the curb, minimizing passenger fall hazards and allow the buses to be fully out of the travel lane.

RVTD would like to work with the property owner to get an easement for the private property needed to accommodate the bus pullout and request the developer to design and construct the bus pullout expansion.

Thank you for this opportunity to comment. Please do not hesitate to contact me with questions.

Sincerely,

Sean Eisma



Rogue Valley Transportation District

From the Desk of Sean Eisma, Planning Technician

3200 Crater Lake Avenue • Medford, Oregon 97504-9075

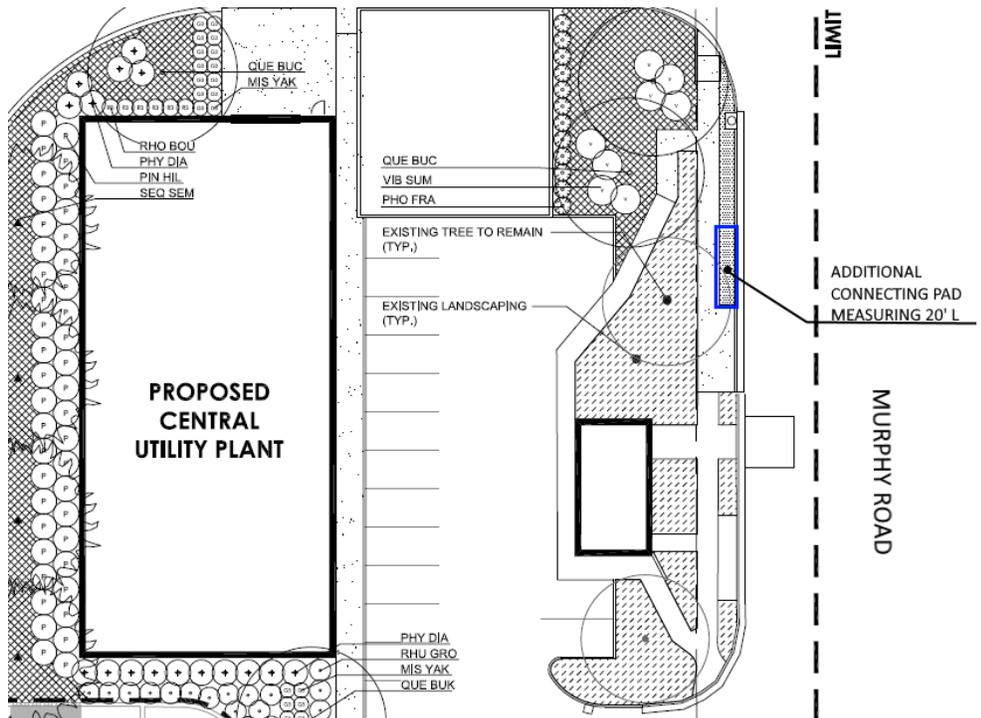
Phone (541) 608-2421 • Fax (541) 773-2877

Visit our website at: www.rvtd.org

TO: Steffen Roenfeldt
FROM: Sean Eisma
DATE: August 20, 2020
RE: CUP-20-232 (2825 E. Barnett Road – Asante Hospital Campus Expansion)

Rogue Valley Transportation submits the following comments:

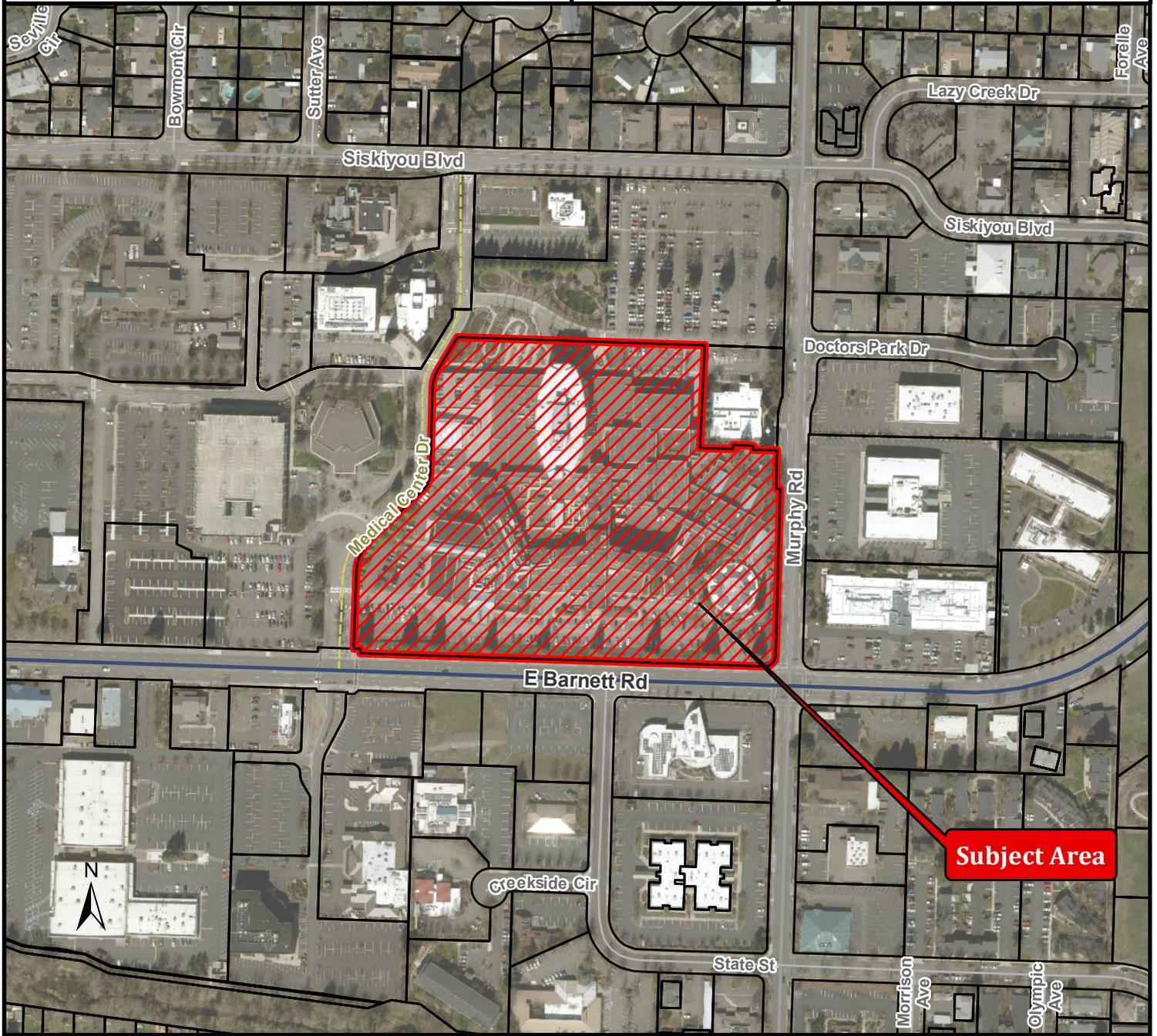
Referencing CUP-20-232 civil drawings for the proposed development of 371W28CC371W28CC109, 110, 111, 112, 113, 114, 116, 200, 302, 309 & 401 located at 2825 East Barnett Road, RVTD requests the opportunity to work with the developer to include in the civil drawings an additional 20 feet long concrete pad connecting curb to sidewalk within the new bus pullout area (Reference Image Below). The expanded concrete pad will accommodate safe back door alighting for two transit vehicles.



Thank you for this opportunity to comment. Please do not hesitate to contact me with questions.

Sincerely,

Sean Eisma



Project Name:

**Asante Rogue Regional Medical Center
- Forward Pavilion Addition**

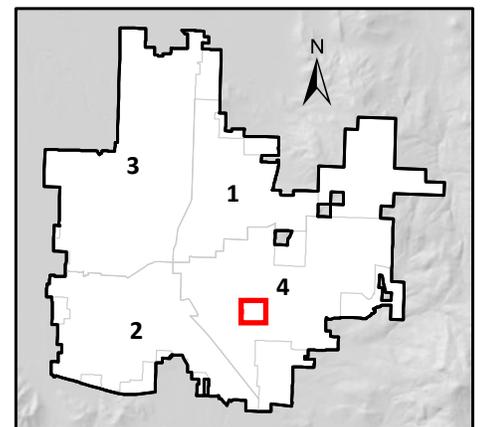
Map/Taxlot:

371W28CC TL 401



Legend

-  Subject Area
-  Tax Lots





STAFF REPORT

for a Type IV legislative decision: **Development Code Amendment**

Project Temporary and Non-Temporary Shelters
File no. DCA-20-243
To Planning Commission *for 09/24/2020 hearing*
From Carla Angeli Paladino, Principal Planner, Long Range
Date September 17, 2020

BACKGROUND

Proposal

A legislative code amendment to modify the Temporary Shelter provisions in Chapter 10 and add provisions for Non-Temporary Shelters. (See Exhibit A)

History

Over the course of the past few years, the City has actively been pursuing actions to address homelessness in the City of Medford. Examples include the designation of Hope Village, amendments to Chapter 10 to allow new land uses (i.e. temporary and emergency shelters), the hiring of Lesar Development Consultants to prepare the Homeless System Action Plan, direct participation in the Jackson County Continuum of Care (CoC) and other outreach efforts to the City's faith based and non-profit community. Early in 2019 Council directed staff to begin drafting policies and procedures in regards to declaring emergencies and providing emergency shelters.

At the March 14, 2019 Council study session staff reviewed the current ordinances, policies and procedures in place for providing temporary and emergency shelters. Staff identified current barriers that exist, one barrier being the requirement for a conditional use permit (CUP) for temporary shelters. It was at this time that Council directed staff to prepare provisions for emergency shelters (subsequently named "Severe Event Shelters), that would not require a conditional use permit.

On November 7, 2019 Council adopted land use ordinances to allow for severe event shelters to operate during declared severe weather events. Through this process, and in particular at the October 24, 2019 City Council study session, the usefulness

and benefit of the CUP for temporary shelters was discussed. At the study session, the need for an alternative for this process was identified. However, it was determined by staff that the CUP for temporary shelters was not within the scope of the severe event shelter code amendment (DCA-19-004, Ord. 2019-119), and provided Council with the option to direct staff to follow up with a subsequent review of temporary shelters and the conditional use permit.

On December 12, 2019 Council held a study session to discuss proposed changes to the temporary shelter provisions. Of the options outlined by staff, Council concurred with making updates to the temporary shelter standards as reflected in the Temporary Shelter Policy (**See Exhibit B**), and modifying the land use process for temporary shelters located in commercial and industrial zones from a conditional use permit to a use permitted by right with standards. To a lesser degree, questions were raised about modifying the provisions for temporary shelters (as accessory uses to institutional uses) in residential zones for those with 15 or fewer guests from a conditional use permit to a use permitted by right with special standards.

On August 13, 2020 Council reviewed draft language proposed by staff (**See Exhibit C** for minutes). Council requested feedback from the Planning Commission and Housing Advisory Commission regarding the proposed changes, with particular interest in the Commissions thoughts on allowing non-temporary shelters in the general industrial and heavy industrial zoning districts and modifying the land use process for temporary shelters in residential zones with 15 or fewer guests.

On September 8, 2020 a meeting was held among city staff (Building, Legal, Fire, and Planning) and community partners (Rogue Retreat) to discuss the draft. A copy of the draft and an invitation to the meeting was e-mailed to staff and 16 community partners on August 31, 2020. Comments were received prior to and after the meeting from Connie Wilkerson, Jackson County Continuum of Care, Rick Whitlock (City Attorney) and Tanner Fairrington (Deputy Fire Marshal).

A Land Development meeting was held on September 16, 2020 to receive additional staff input. Comments from two of the community partners supported allowing non-temporary shelters in the general industrial and heavy industrial zones if the operator can describe how transportation needs and access to social services would be provided to guests. Comments from Fire staff suggested leaving fire and building code requirements within the Temporary Shelter Policy and not including them in the code. This allows for more flexibility and eliminates the requirement to revise Chapter 10 when changes occur to building and fire codes such as amendments to definitions or other provisions. Items such as definitions, inspection requirements, number of representatives, and operation plans in the code or proposed to be in the code have been removed.

On September 14, 2020 Planning Commission met during a study session to discuss the proposal (**See Exhibit D** for minutes). Of the five commissioners in attendance, 3 agreed with modifying the land use process for temporary shelters in residential zones for 15 or fewer guests. Four of the commissioners indicated that adding non-temporary shelters in the general industrial and heavy industrial zones was not an appropriate use based on conflicting uses, lack of public transportation options, and distance to needed services for the guests.

Comments received from service providers (Rogue Retreat and County CoC) suggested adding non-temporary uses in those two zones and requiring providers show how transportation and needed services will be provided to guests.

The Housing Advisory Commission is scheduled to review the proposal at their September 23, 2020 meeting.

Related projects

DCA-17-062 Temporary Shelters amendment

DCA-19-004 Emergency Shelters (Severe Event Shelters)

Authority

This proposed plan authorization is a legislative amendment of Chapter 10 of the Municipal Code. The Planning Commission is authorized to recommend, and the City Council to approve, amendments to Chapter 10 under Medford Municipal Code Sections 10.214 and 10.218.

ANALYSIS

In 2018, the Municipal Code was amended to outline land use requirements for the establishment of temporary shelters to house the homeless. Currently, in residential zones, temporary shelters (as accessory uses to institutional uses (e.g. churches, schools, etc.) must be approved through a conditional use permit (CUP). Likewise, temporary shelters proposed in commercial and industrial zones also must be approved through the same process. A set of standards outlines requirements such as shelter operations, inspections, reporting, and closure procedures.

In early 2019, discussions began about creating a different category of shelters to assist with severe weather events or other calamities that would necessitate a quicker response to house persons in need of shelter. The severe event shelter provisions were created in Chapter 10 that were accompanied by a Temporary Shelter Policy to

outline building and fire code regulations and procedures to ensure safety and compliance prior to operating. Conversations related to severe event shelters led to discussions about the existing temporary shelter regulations and possible changes to sync up provisions within the Policy and the code. Adding regulations related to non-temporary shelters were also raised.

The proposed amendment seeks to accomplish several different objectives:

1) Revise the land use process for temporary shelters located within residential zones for 15 or fewer guests and shelters located in commercial or industrial zones by allowing them as permitted uses with special standards rather than as a conditional use permit.

2) Separately categorize non-temporary shelters within the use table as a standalone use in the commercial and light industrial zoning districts and incorporate the use into the special standard provisions.

3) Original drafts also included adding definitions and provisions from the Temporary Shelter Policy into the code. Discussions with Fire Department staff involved in the creation of the Policy suggest against this action. The Policy provides for an outline of building and fire code provisions that can easily be adapted or changed in order to address different circumstances that may arise. The document is more easily amended because it is not located with the code and can be modified and approved by signature of the City Manager. The need to add building and fire code regulations into the land use chapter is unnecessary as those are separate regulations already in place and required to be met. The proposed draft removes these provisions from the temporary shelter section.

FINDINGS AND CONCLUSIONS

The criteria that apply to code amendments are in Medford Municipal Code §10.184(2). The criteria are rendered in italics; findings and conclusions in roman type.

Land Development Code Amendment. The Planning Commission shall base its recommendation and the City Council its decision on the following criteria:

10.184 (2) (a). Explanation of the public benefit of the amendment.

Findings

Over the past several years, the City of Medford has prioritized working with community partners to find solutions to house those experiencing homelessness. Recent examples of legislation include adoption of severe event shelter provisions and adoption of the Homeless System Action Plan. In addition, the City approved the Livability Team, dedicated police and code enforcement officers dedicated to downtown and the Bear Creek Greenway, who aid in finding solutions to help those who are homeless, address issues of blight, and chronic nuisance houses. This summer, property was leased and an urban campground established in close proximity to the greenway to assist with relocating homeless individuals.

Based on information from the Jackson County Continuum of Care website, 719 individuals were identified in 2019 (point in time data) as being homeless throughout the county. Having shelters and safe places to house the homeless are important needs in the community. Non-profits and faith based organizations who run these important facilities benefit when regulations are streamlined in order to get shelters up and running in a timely manner.

The temporary shelter regulations were adopted in 2018. Two conditional use permits for temporary shelters were approved in early 2019 and a new non-temporary shelter opened in late 2019.

The proposal will amend the existing temporary shelter provisions by modifying the land use process when located within commercial and industrial zones and when located in residential zones for 15 or fewer guests. Non-temporary shelter provisions will be added and requirements specific to building and fire code will remain in a separate policy document in order to provide flexibility and allow adjustments as needed.

Conclusions

Satisfied. As noted in prior findings (DCA-17-062), providing shelter to otherwise unsheltered individuals has larger implications for the public benefit most immediately being the improved quality of life for shelter users, improved quality

of life for the community as a whole, and cost savings of tax dollars (e.g. less emergency service calls).

The proposal makes modest adjustments to provide for a streamlined land use process without sacrificing any building and safety regulations that are essential to operating a shelter.

This criterion is found to be satisfied.

10.184 (2) (b). The justification for the amendment with respect to the following factors:

- 1. Conformity with goals and policies of the Comprehensive Plan considered relevant to the decision.*

Findings

The following goals, policies, and implementation measures:

Housing Element:

Policy 8: The City of Medford shall assist regional housing agencies, nonprofit organizations, private developers, and other entities in their efforts to provide affordable housing, opportunities for minorities, low- and moderate income people, and people in protected classes to gain access to housing.

Population Element:

Goal 1: To accept the role and responsibilities of being the major urban center in a large and diverse region that includes portions of southwest Oregon and northern California.

Public Facilities Element:

Health Services Goals, Policies, and Implementation Measures

Goal 1: To support the provision of adequate health services and facilities to meet the needs of the people within the Medford Urban Growth Boundary and the region.

Policy 1-B: The City of Medford shall encourage cooperation among local, state, federal, and private agencies in planning and providing for health and related social services.

Conclusions

Satisfied. Homelessness is tied in most directly with the Housing and Population Elements of the Comprehensive Plan and addressing the housing needs of the residents of the community. The need for services (health, social, or other) are necessary and important complimentary provisions that go along with providing assistance to those experiencing homelessness. The Comprehensive Plan goals and policies identified are broad strokes at addressing this topic.

Most recent efforts to address homelessness directly are outlined within the action items of the Homeless System Action Plan adopted by Council in November 2019 and the overall plan approved this summer. Though not directly adopted into the Comprehensive Plan, it is a current and detailed analysis of homelessness within the City and a blue print of implementation strategies to confront this issue. The 2020-2024 Consolidated Plan for Housing and Community Development is another approved document that addresses housing and homelessness. Support for regulatory reforms to help in this arena are identified actions in both plans.

This criterion is found to be satisfied.

- 2. Comments from applicable referral agencies regarding applicable statutes or regulations.*

Findings

The proposal has been distributed to internal and external agencies for review and comment. A draft was provided to 16 service providers and community partners directly interested in this topic and a meeting was held to discuss the amendment with staff and the service providers on September 8, 2020. A member from Rogue Retreat attended the meeting.

Comments were received by e-mail from Jackson County Continuum of Care staff, Connie Wilkerson (**See Exhibit E**). A final draft of the amendment will be re-sent to those originally contacted regarding this proposal.

Comments have been received by Building, Fire (**See Exhibit F**), Legal, and Planning, as well as official no comments from Public Works-Engineering, Medford Water Commission, and Jackson County Roads. Changes to the proposal have been made based on those comments.

The City Council has held two study sessions on the topic (December 2019 and August 2020). The Planning Commission held a study session on September

14th and the Housing Advisory Commission is scheduled to discuss the topic on September 23rd.

Conclusions

Satisfied. Meetings, e-mails, and conversations have taken place or been received regarding updates to this proposal. Modifications have been made to the text based on that feedback.

This criterion is found to be satisfied.

3. Public comments.

Findings

See Criterion 2 above.

Conclusions

Satisfied. Staff contacted service providers directly involved with this topic and provided opportunities for comments and discussion on the topic. Additional public comments may be received prior to or during the public hearings.

This criterion is found to be satisfied.

4. Applicable governmental agreements.

Findings

There are no known governmental agreements that relate to this amendment.

Conclusions

Not Applicable. This criterion is found to be not applicable as no known governmental agreements are impacted by this proposal.

RECOMMENDED ACTION

Based on the findings and conclusions that all of the approval criteria are either satisfied or not applicable, forward a favorable recommendation for adoption of DCA-20-243 to the City Council per the staff report dated September 17, 2020, including Exhibits A through F.

EXHIBITS

- A Proposed amendment – Draft #4
- B Temporary Shelter Policy
- C City Council Study Session Minutes, August 13, 2020 (Add when available)
- D Planning Commission Study Session Minutes, September 14, 2020
- E E-mail from Connie Wilkerson, Jackson County Continuum of Care, September 4, 2020
- F E-mail from Tanner Fairrington, Deputy Fire Marshal, September 15, 2020

PLANNING COMMISSION AGENDA: SEPTEMBER 24, 2020

Shelters and Temporary Shelter Provisions

10.012 Definitions, Specific.

Non-Temporary Shelters. A permanent use within a building or buildings, meant to provide overnight sleeping accommodations and related services for individuals or groups who are homeless.

10.108 Land Use Review Procedure Types.

Table 10.108-1. Land Use Review Procedures				
Land Use Review Type	Procedural Type	Applicable Standards	Approving Authority	Subject to 120 Day Rule (ORS 227.178)?
<u>Non-Temporary Shelters (Use of Existing Building)</u>	I	<u>10.819(A)</u>	<u>Planning Director</u>	<u>No</u>
<u>Non-Temporary Shelters (New Construction)</u>	III	<u>10.819(A)</u>	<u>SPAC</u>	<u>Yes</u>
<u>Temporary Shelters as Accessory Uses (16 or more guests) in Residential Zones</u>	III	<u>10.184; 10.819(A)</u>	<u>Planning Commission</u>	<u>Yes</u>
<u>Temporary Shelters as Accessory Uses (15 or fewer guests) in Residential Zones</u>	I	<u>10.819(A)</u>	<u>Planning Director</u>	<u>No</u>

<u>Temporary Shelters in Commercial/Industrial Zones</u>	<u>I</u>	<u>10.819(A)</u>	<u>Planning Director</u>	<u>No</u>
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Section 10.110

(Q) Planning Director Authority. The Planning Director is hereby designated as the approving authority for Type I and II land use reviews as well as issuance of the Development Permit. This includes the following land use reviews:

Land Use Review

De Minimis Revision(s) to Approved PUD Plan

Final PUD Plan

Final Plat, Partition/Subdivision

Major Modifications to Site Plan and Architectural Review

Minor Historic Review

Minor Modification to Conditional Use Permit

Minor Modification to a Park Development Review

Minor Modification to Site Plan and Architectural Review

Nonconformities

Pre-Application

Property Line Adjustment

Riparian Corridor Reduction or Deviation

Non-Temporary Shelters (in existing building)

Sign Permit

Temporary Shelter (15 or fewer guests in Residential Zones; or when located in Commercial and Industrial Zones)

Tentative Plat, Partition

Wireless Communication Facilities in Public Right-of-Way

10.314 Permitted Uses in Residential Land Use Classification.

PERMITTED USES IN RESIDENTIAL ZONING DISTRICTS	SFR 00	SFR 2	SFR 4	SFR 6	SFR 10	MFR 15	MFR 20	MFR 30	Special Use or Other Code Section(s)
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6.
NONRESIDENTIAL
SPECIAL USES

(c) Institutional Uses	Cs	10.815- 817							
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(c)(i) Temporary Shelters <u>as</u> Accessory Uses <u>(16</u> <u>or more guests)</u>	Cs	10.816- 817 & 10.819A							
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<u>(c)(ii) Temporary</u> <u>Shelters as</u> <u>Accessory Uses (15</u> <u>or fewer guests)</u>	<u>Ps</u>	<u>10.816-</u> <u>817 &</u> <u>10.819A</u>							
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(c)(iii) Severe Event Shelters, Accessory Uses	Ps	10.825							
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10.817 Community Buildings, Social Halls, Lodges, Fraternal Organizations, and Clubs in a Residential District.

(4) Temporary shelters (for 16 or more guests) shall be conditionally permitted as an accessory use to all community buildings, social halls, lodges, fraternal organizations, and clubs as permitted per Section 10.314(6)(c)(i) of this Code. Temporary shelters (for 15 or fewer guests) shall be permitted with special use regulations as an accessory use to all community buildings, social halls, lodges, fraternal organizations, and clubs as permitted per Section 10.314(6)(c)(ii).

10.819A Temporary and Non-Temporary Shelters.

(A) Purpose and Intent.

~~Temporary s~~Shelters provide ~~short-term~~ relief for homeless individuals and families, as well as those without adequate protection during times of extreme weather, within an existing or newly constructed building. It is the intent of these standards to ensure that any conflicts with temporary or non-temporary shelters and the surrounding land uses are mitigated through the special regulations set forth in this Section 10.819A.

(B) Definitions Pertaining to Temporary and Non-Temporary Shelters.

When used in Chapter 10 in reference to temporary or non-temporary shelters, the following terms shall have the meanings as herein ascribed:

- (1) Access Point: The main point of entry and exit for a ~~temporary~~ shelter where users, visitors, and other persons must sign in and out to maintain security within a shelter.
- (2) Client(s): Person or persons who receive services from an operator of a ~~temporary~~ shelter which shall include overnight sleeping, and may include other items established per the shelter’s operations plan. ~~as required in Section 10.819A(D)(1)(b).~~
- (3) Operator: The organization in charge of daily operations of a ~~temporary~~ shelter. The operator shall be a civic, non-profit, public, religious, membership based, or otherwise competent organization and shall be the applicant for the applicable land use review of a ~~temporary~~ shelter.
- (4) Operational Period: An operator’s established days of operations.
- ~~(5) Operations Plan: The guiding document for an operator to use in determining the standards clients must adhere to in a shelter.~~
- ~~(6)~~ User(s): See 10.819A(B)(2) client(s).

(C) Temporary Shelter Permit Requirements

- (1) The conditional use permit (CUP) as required by Sections ~~10.314(6)(c)(i) and 10.337~~ of this Code shall run with the lot(s), tract(s), or parcel(s) of land on which a temporary shelter was conditionally permitted. Unless modifications to the original CUP are made, a new CUP shall not be required for each new operational period.
- (2) Prior to submitting a Type I land use action as required by Section 10.314(6)(c)(ii),

the applicant shall conduct a neighborhood meeting in accordance with Section 10.194.

~~(32)~~ An operator of a temporary shelter shall comply with all applicable local, state, and federal laws, rules, and regulations (e.g. Building and Fire Department approvals) unrelated to land use applications/reviews, unless waived by the appropriate approving authority/official.

~~(43)~~ Upon request by the applicant, the Planning Director may reduce or waive the land use application fees and any other fees required by the Planning Department. In evaluating such a re-quest, the Director will consider the financial hardship to the applicant and other information relevant to the cost of processing the application and/or the applicant's ability to pay the fees.

~~(54)~~ In order to begin operating a temporary shelter, an operator shall apply for and receive an approved ~~Temporary Shelter~~ Operational Permit from the Medford Fire-Rescue Department for each operational period. The applicant shall request a Business Safety Checklist for common fire hazards.

~~(65)~~ Shelters operating with extensions, granted per Section 10.819A(D)(2)(e), shall be required to perform all improvements, acquire all permits, and fulfill all other requirements of the Medford Municipal Code, unless waived by the appropriate approving authority.

~~(76)~~ All applicable permits must be approved prior to the initial date start of operations.

~~(87)~~ Each temporary shelter shall adhere to the Temporary Shelter Policy (Administrative Regulation #708) as established by the City.

~~(9) Inspection and approval from a fire code official and building code official is required prior to opening.~~

(D) General Standards for Temporary and Non-Temporary Shelters

The following general standards ~~of subsection 10.819A(D)~~ shall apply to temporary and non-temporary shelters. The words operator and applicant may be used interchangeably in this subsection as they are one and the same. The requirements are as follows:

(1) Operational Requirements. The operator shall be required to meet the following standards as it pertains to shelter operations:

(a) Conformance. It shall be the duty of the operator to ensure and maintain compliance with applicable local, state, and federal regulations relating to the operations of temporary and non-temporary shelters. Temporary and non-temporary shelters shall comply with all applicable building, fire, health, life, and safety codes. ~~as they pertain to temporary shelters.~~ Compliance with this section requires the Operator to maintain an ~~Temporary Shelter~~ Operational Permit.

~~(b) Operations Plan. An operations plan shall be required for a temporary shelter. An operations plan shall include, at a minimum, items addressing client interaction, rules for shelter use, facility operations and maintenance, safety and security provisions, signage that complies with the Medford Municipal Code, and the dates of the operational period.~~

(c) Supervision. There shall be a minimum of ~~threetwo~~ on-duty representatives of the temporary shelter at any time, unless approved otherwise. The representative(s) contact information shall be clearly posted at the shelter's access point each day. The representative may be a volunteer, hired employee, or otherwise competent and responsible adult.

i. ~~When required by Medford Fire-Rescue, A person dedicated to F~~ire ~~W~~atch shall be in place in addition to any on-duty representative(s).

ii. On-duty representatives shall monitor all areas of a temporary shelter, in order to ensure that all applicable rules are being followed.

(d) Shelter Capacity. Shelter capacity shall be determined by applicable Building and Fire Codes.

(be) Areas for Sleeping. Temporary or non-temporary shelters may have individual areas separate and designated areas for sleeping or shelter for the comfort of clients by separating clients into male only, female only, and family only sleeping areas.

(cf) Shelter queuing. During times of shelter intake, lines or queues of people awaiting admittance shall not obstruct any public space or right of way. A minimum three foot clearance shall be maintained on all sidewalks.

(dg) Written proof of compliance with requirements of this Section shall be available in hard copy at the temporary shelter's access point and shall also be made available to the Fire Code Official, upon request.

(eh) Operational Requirements stated in this Section may be conditions of approval as deemed necessary by the approving authority.

(2) Operational Period for Temporary Shelters.

(a) The use of a temporary shelter shall not exceed 90 days within a 12 month period, unless otherwise permitted by this code. The operational period shall start on the first day of operations in which individuals were provided shelter and shall end once shelter has been provided for 90 days within a 12 month period or 12 months after the first day of operations, whichever occurs sooner.

(b) The intended timeframe in which an operational period is to take place shall be clearly stated in the land use application. an operations plan. This shall include one of the following:

i. Operations based on local weather events such as, but not limited to, temperature extremes, persistent smoke or fog, and other acts of nature that are hazardous to human health. Conditions for opening and closing based on weather events shall be clearly stated in the land use application. operations plan.

ii. Specific dates in which operations are to occur, not exceeding 90 days in a 12 month period as identified in this Section, subject to the 180 day limitation for Temporary Uses described in 10.819A(D)(2)(e) below.

(c) The operator shall notify the Medford Fire-Rescue Department each time the shelter is closing.

(d) The operator shall notify the Medford Fire-Rescue Department a minimum

of four business days prior to each re-opening of the shelter and shall provide the opportunity for inspection prior to re-opening the shelter. In times of emergency the operator shall coordinate with the Medford Fire-Rescue Department if it is not possible or prudent to give four days' notice.

(e) The operational period may be extended for a temporary shelter by the City if local conditions warrant an extension. Extensions may be granted for a total of 30, 60, or 90 calendar days. Extensions shall be approved by the City Manager. The total operational period, including extensions, shall not exceed a total of 180 ~~consecutive~~ days, in a 12 month period recognizing overlap into the next permitting cycle may occur. Extensions are subject to the following conditions:

i. Operators must request to extend the operational period a minimum of 14 business days prior to the first anticipated day of extended operations.

ii. An extension of the operational period for a temporary shelter may require additional conditions that were not previously required. Additional conditions shall be consistent with applicable Building and Fire Codes, unless otherwise waived by the appropriate approving authority or the City Manager.

(f) The limitations on the length of operational periods shall apply to the lot(s), tract(s), or parcel(s) of land on which a temporary shelter operates.

(3) Reporting Requirements. Within 30 days ~~after of~~ the end of the operational period, and/or upon application for an extension to the operational period pursuant to Ssection 10.819A(D)(2)(e) for temporary shelters and annually for non-temporary shelters, the operator shall submit a report to the Housing Advisory Commission (HAC). At a minimum, the report shall include the following information:

i. Number of clients served at the ~~temporary~~ shelter ~~during the operational period~~

ii. Number of public service calls to the ~~temporary~~ shelter and reason for each call

iii. Services provided to the clients of the ~~temporary~~ shelter, if applicable

iv. Number of nights spent at full capacity (if applicable)

v. Number of clients ~~from the operational period~~ who were provided with more permanent or transitional housing

The operator shall coordinate the reporting requirement with the Medford, Ashland/Jackson County Continuum of Care using the industry standard software (e.g. Homeless Management Information System) in place at the time of reporting.

(4) Standards for Closing/~~Suspending Temporary~~ Shelters

~~The City shall consider the reports submitted by operators to the HAC in determining whether to close or suspend a temporary shelter.~~ A shelter may be closed ~~or suspended~~ in accordance with the following procedures and criteria.

(a) The City may close ~~or suspend~~ a ~~temporary~~ shelter ~~use~~ if:

- i. The City Manager has determined that it would be in the public interest to do so.
 - ii. More than 2040 valid emergency service calls within 30 calendar days are made regarding activity in or associated with near the temporary shelter.
 - iii. Any safety issues are identified during an inspection, including, but not limited to fire and life safety issues that warrant closure.
 - iv. Any violation of the Medford Municipal Code and/or state or federal law occurs.
 - (b) Any day on which the temporary shelter is closed ~~or suspended~~ due to non-compliance with applicable codes, laws, or rules shall not count as a day of the operational period. Closing of a temporary shelter under this section invalidates all temporary shelter permits for the tax lot(s) on which the shelter is located, including temporary shelters in other buildings on the same tax lot, but does not invalidate a conditional use permit issued pursuant to Section 10.184 of this Code.
 - (c) When a temporary shelter is closed ~~or suspended~~ due to violation of the standards outlined in this Section, it shall not be allowed on the same tax lot(s) for a time period of one year (365 days) from the final day of operations, unless otherwise approved by the City Council.
 - (d) Clients of a ~~temporary~~ shelter, the operator, and the property owner shall be given seven calendar days ~~for the operator and owner~~ to remove ~~temporary~~ shelter components, and for clients to vacate the location of the shelter. in which a shelter operates, once the use has been terminated. In cases of emergency or threat to human health or life safety, less than seven days' notice may be given. The owner or operator shall not be required to remove components utilized for the ~~temporary~~ shelter that are also part of the owner or operator's routine operations.
 - (e) The City Manager's decision to close/evolve a ~~temporary~~ shelter's permits shall be effective immediately. Appeals shall be made to the City Council.
- (5) Consent to Inspection of Temporary Shelter(s)
- (a) Temporary shelters are subject to inspection at any time by the City to verify safe operation of a shelter.
 - i. Inspections by the City may include inspections of all portions of a temporary shelter. Inspections shall be in conformance with all applicable local, state, and federal laws.
 - ii. Areas used for bathrooms and showers shall be subject to inspections by the City, but any users of the facilities shall be given ten minutes notice prior to inspection to allow for the privacy needs of individuals who may be using the facilities.
 - (b) ~~Inspections shall be required prior to each opening of a temporary shelter. All violations of applicable codes found through an inspection shall be resolved prior to commencing operations of a temporary shelter. Shelters shall be~~

approved prior to opening. Inspections may be required by the following City departments to verify conformance with applicable codes, prior to operations commencing:

- i. Building Department
- ii. Planning Department
- iii. Police Department
- iv. Fire-~~Rescue~~ Department

(c) Each ~~operator~~~~user~~ of temporary shelter must sign a waiver and give consent to inspections from the departments listed in this Section for reasons deemed necessary to ensure safe operations of a temporary shelter. This waiver shall include consent to walk-through inspections of sleeping areas as well as inspections of the facility. This shall be a part of the operations plan and may differ from shelter to shelter.

(d) Signage stating "Inspection by the City of Medford officials, including the Medford Fire-~~Rescue Department~~ and Medford Police Department, may occur without notice" shall be prominently posted in the sleeping units, shower areas, and toilet areas of the temporary shelter.

(E) Site Standards for Temporary Shelters

The following standards shall apply to the development and use of temporary shelters.

(1) Temporary shelters in residential zoning districts must be at least 500 feet, measured from any property line, from any other temporary shelter's closest property line. This Section applies to temporary shelters during their operational period, not for land use approvals.

(2) Temporary shelters shall be an accessory use in residential zones.

(3) In commercial and industrial zones, temporary shelters may be an accessory or primary use.

(4) A site plan depicting how the standards of Section 10.819A of this Code have been met shall be submitted, ~~as a part of the application submittal~~. A site plan shall, at a minimum, include the following:

(a) Building footprint(s) of the primary and accessory uses on the site in which the temporary shelter will be located.

(b) A floor plan, with square footage measurements labeled clearly for:

i. The location and size of the temporary shelter and areas intended for sleeping

ii. Location and size of other areas used in conjunction with the warming shelter (e.g. common area(s), kitchen(s), bathroom(s), and similar spaces).

iii. Total client capacity within the temporary shelter and areas intended for sleeping

(c) Location of buildings access point(s)

(d) Location(s) of trash receptacle(s)

(e) Location(s) of lighting for site and building(s)

(5) Adequate space shall be provided for client's personal items and shall not

displace required parking per Sections 10.741-10.751.

(6) Access points shall have a trash receptacle that does not block the public right of way and is large enough for trash disposal during times of intake.

(7) Adequate access shall be given for emergency vehicles and personnel, where applicable.

(8) Documentation that a neighborhood meeting was conducted in accordance with Section 10.194.

(9) Tents, yurts, and similar temporary structures are not allowed to be used for the temporary shelter land use.

Title: Temporary Shelters

Purpose:

These policies have been established in coordination with other City of Medford departments including Building, Planning, Police, and Fire to provide a safe solution for providing shelters for sleeping purposes. Many of these policies are based on the Oregon State Fire Marshal's Technical Advisory for Temporary Shelters (OSFM TA 14-12). These policies allow a building not normally designated as a Residential "R" Occupancy to be used as a shelter (Residential use of a building, or a portion thereof, for temporary living and sleeping purposes). **These requirements apply to *Temporary Shelters* and *Severe Event Shelters*, unless noted otherwise.** These requirements are intended to be a starting point. Every shelter will be different, and these requirements are intended to provide a reasonable level of life safety. Therefore, some requirements will be on a case-by-case basis and **may be modified, if approved.**

City of Medford municipal code requirements for Temporary and Severe Event Shelters shall take precedence when in conflict with these requirements.

Application:

This policy will be applied by multiple departments and stakeholders, including:

- City Management will declare a Severe Event
- The Building Safety Department, Fire Department, Planning Department and other City of Medford departments to review and approve the use of shelters
- Stakeholders in the community dedicated to or affected by providing shelters for those in need.

Definitions:

Incapable of Self-Preservation (OFC Section 202): Persons who because of age, physical limitation, mental limitations, chemical dependency, or medical treatment cannot respond as an individual to an emergency situation.

Individual Area: An individual space or area provided per person (occupant) for sleeping purposes. Unless approved otherwise, the minimum dimensions shall be as follows:

- **4 ft x 7 ft if no storage area is provided.** The occupants and operators shall be responsible for maintaining egress paths free of obstructions.
- **3 ft x 7 ft if a separate storage area is provided.** This area does not include area required for means of egress. This is the minimum individual area to be provided when adequate storage space is provided for storage of personal belongings. The occupants may have small items within their individual space, such as a purse or small bag. The occupants and operators shall be responsible for maintaining egress paths free of obstructions.

Limited Assistance: Persons who because of age, physical limitation, mental limitations, chemical dependency, or medical treatment require limited verbal or physical assistance while responding to an emergency situation.

Marking of Sleeping Area: Markings, such as tape or another approved method, shall be provided to designate and define the exit access including aisles, and exits. Markings may also be used, and are encouraged, for *Individual Areas*. The purpose of these markings is to maintain clear egress paths at all times

Severe Event: from City of Medford Municipal Code Section 10.012 – An act of nature or unforeseen circumstance that constitutes an uninhabitable living experience for individuals or groups.

Severe Event Shelter: from City of Medford Municipal Code Section 10.012 – A temporary use within a building, typically not used as a residence, meant to provide relief during a Severe Event to individuals or groups who are homeless or are at risk of exposure to a severe event.

Note: Rather than overwhelm Temporary Shelter resources, the intent of allowing Severe Event Shelters is to supplement Temporary Shelters by providing respite during Severe Events.

Sleeping Area: Space or area that includes, but is not limited to, exit access including aisles, and a row or rows of *Individual Areas*.

Temporary Shelter: from City of Medford Municipal Code Section 10.012 – A temporary use within a building, typically not used as a residence, meant to provide overnight sleeping accommodations and related services for individuals or groups who are homeless.

- Note: a Temporary Shelter is a place or area within a building that includes, but is not limited to, exit access including aisles, and a row or rows of *Individual Areas*.

Policy:

USE OF SHELTERS:

Approval Requirements:

Prior to approval for use of a shelter, the following items are required:

- All Shelters (Temporary Shelters and Severe Event Shelters)
 - Approval from the Medford Building Department
 - An approved Operational Permit through Medford Fire-Rescue
 - If not included in the application, please request a Business Safety Checklist for common fire hazards.
 - Note: **Consultations/inspections for pre-approval will generally be provided at no cost. Fees may be required if a significant number of consultations or inspections are requested.**
 - Inspection and approval from a fire code official and building code official prior to opening.
- Temporary Shelters:
 - Approval from the Planning Department for use of a location, including a Conditional Use Permit (CUP)
- Severe Event Shelters:
 - **Conditional Use Permit (CUP) is not required**
 - Locations are subject to zoning regulations
 - Shall only be operated during a declared Severe Event

Severe Event Declarations:

The Mayor or City Manager, or their designee, may consider declaring a Severe Event based on the following factors and criteria:

- Cold Weather
 - Forecasted low temperatures of 25 degrees Fahrenheit or less.
 - Forecasted temperatures at 32 degrees Fahrenheit or less, and additional factors and considerations that would reasonably cause a person to be at increased risk of exposure to cold, including:
 - Precipitation
 - Wind
 - Humidity, including dense fog
 - Sustained temperature, including during the day
 - Consecutive days (cumulative effects)
 - Overall weather patterns (e.g. precipitation, then drop in temperature)
 - Special alert such as warning or watch
- Hot Weather
 - Forecasted high temperature of 102 degrees Fahrenheit or more

- Forecasted temperatures of 80 Fahrenheit degrees or more, and additional factors and considerations that would reasonably cause a person to be at increased risk of exposure to heat, including:
 - Precipitation
 - Humidity
 - Wind
 - Duration and potential for cumulative effects (hours per day, consecutive days)
 - Overall weather patterns
- Air Quality
 - Air Quality index of “very unhealthy” or more
- Other conditions that result in a Severe Event, such as:
 - Chemical spill or release

LOCATION PLANNING AND REQUIREMENTS:

Occupancy Requirements:

How each occupant responds during an emergency can affect the risk of all occupants. Considerations that can influence the ability to respond correctly to an emergency include, but are not limited to, mental and physical abilities. For this reason, there are more strict requirements for locations where some of the occupants require physical or verbal assistance to respond to an emergency including fire protection, staffing, training, etc. As such, the following requirements apply to all shelters:

- (OFC 1101.1) Persons who are Incapable of Self-Preservation shall not be permitted to stay at a shelter.
- (OFC 104.8, 1101.1) Shelters may allow persons requiring Limited Assistance to sleep at the shelter when approved. Considerations for approval include, but are not limited to:
 - The number of persons requiring limited assistance.
 - The presence of fire protection systems such as an automatic sprinkler system
 - Staffing
 - Staff training
 - Modifications to the Emergency Evacuation Plan.
 - Provisions for moving individuals who require limited assistance to a different location when the maximum number is exceeded.
- Locations may be approved to shelter persons who are Incapable of Self-Preservation and/or require Limited Assistance when sufficient fire and life safety features are provided. Approval will be on a case-by-case basis.
- Shelter Operations Plans shall include procedures for moving persons who are incapable of self-preservation to a location that can safely meet their needs.

Fire Protection Requirements:

The following life-safety requirements apply to buildings used as a shelter:

- (OFC 1101.1, 104.8) Automatic Sprinkler System. Buildings used as shelters shall be protected throughout with an approved Automatic Sprinkler System, with the following exceptions:
 - Temporary Shelters: Approval through Medford Fire-Rescue and the Building Department is required in order to locate a Temporary Shelter in a building not protected throughout with a fire sprinkler system. **For shelters not protected throughout to be approved, the sleeping areas and shelter operations shall be limited to the ground floor with a minimum of two (2) exits directly to the outside at ground level.**
 - Severe Event Shelters: **An automatic fire sprinkler system is not required for Severe Event Shelters that are located on the ground floor with a minimum of two (2) exits** directly to the outside at ground level. Severe Event Shelters shall meet the other requirements of this Policy.
- Fire extinguishers with a minimum rating of 2-A:10-B:C shall be provided within 75 feet of travel, and within 10 feet of exits. A minimum of 2 fire extinguishers shall be provided unless approved otherwise.

Means of Egress (Exiting – OFC Chapter 10):

The following requirements apply to all shelters, unless noted otherwise. All means of egress (exit) paths shall be maintained free of obstructions at all times.

- Exits from sleeping areas within buildings protected throughout by an automatic sprinkler system shall be as follows;
 - Sleeping areas located on the ground floor of a shelter with an occupant load of 49 (i.e. persons using shelter) or less shall have at least one (1) exit and at least one (1) window qualifying as an escape or rescue window as defined by the building code.
 - All other floor levels (other than the ground floor) used as Temporary Shelter sleeping areas that have an occupant load of 10 or more shall have two (2) exits from the area.
 - The exits serving the areas shall be separated by a distance equal to at least 1/3 of the longest diagonal distance of the area.
- Exits from sleeping areas within buildings NOT protected throughout by an automatic sprinkler system:
 - For *Temporary Shelters* and *Severe Event Shelters* that are approved without an automatic fire suppression system, the sleeping areas shall only be located on the ground floor, and a minimum of 2 exits shall be provided for occupant loads of 10 or more.

- Shelters approved without a fire suppressions system with an occupant load of nine (9) or less shall have at least one (1) exit and at least one (1) window qualifying as an escape or rescue window as defined by the building code.
- The exits serving the areas shall be separated by a distance equal to at least 1/2 of the longest diagonal distance of the area.
- Doors shall operate properly. The intent of this is that doors are easily opened and closed, even for people with limited strength and mobility.
- **Emergency egress lighting shall be provided.** This lighting may be the plug-in type with battery backup.
- Egress for *Sleeping Areas*:
 - *Sleeping areas* shall be grouped in single (1) or double (2) rows of *Individual Areas*.
 - The total number of *Individual Areas* provided shall not exceed the maximum occupant load minus the minimum staffing.
 - A **36" min. aisle (OFC 1017.5) shall be provided** on both sides of rows of *Individual*, except that:
 - An aisle may be provided on one side of a single row of *Individual Areas* against a wall.
 - Egress paths shall be marked (such as with tape on the floor) and shall be maintained clear at all times.
- (OFC 1007.1) Accessibility: An accessible egress path shall be provided, unless approved otherwise.

Maximum Number of Occupants Allowed:

(OFC 104.8, 1004.1.2) The maximum number of allowable shelter occupants will be approved by both a building code official and a fire code official on a case-by-case basis.

An occupant load sign shall be posted in a clear and obvious location near the entrance showing the maximum number of occupants in the shelter.

PLEASE NOTE: Additional requirements will apply when the occupant load exceeds 49 people in sprinklered shelters, and 9 people in unsprinklered shelters.

Smoke Alarms and Detection (OFC 907.2):

- **All shelter sleeping areas shall be provided with approved smoke alarms or a complete approved smoke detection system.**
- All other areas of the building used for shelter operations shall be equipped with smoke alarms or a smoke detection system as required by the local fire code official.
- **Smoke alarms may be battery-powered.**

Carbon Monoxide (CO) Alarms and Detection (OFC 908.7):

- All shelter sleeping areas shall be provided with approved carbon monoxide alarms or an approved Carbon Monoxide detection system
- Carbon monoxide alarms may be battery-powered.

Cooking Facilities:

(OFC 609.1 and 904.11) Shelters where food is provided may have to meet requirements for new construction for cooking equipment. This will be determined on a case-by-case basis.

Storage:

(OFC Section 315, Chapter 10) Provisions for storage shall be provided in order to maintain egress paths and allow storage of items that are not permitted within the shelter.

Sanitation:

Toilets, hand washing, and trash disposal shall be provided. Provisions for bathing are typically recommended, but not required.

OPERATIONAL (USE) REQUIREMENTS:

Operational Permit:

An Operational Permit through Medford Fire-Rescue will be required. A plan / layout shall be submitted as part of operation permit. The following shall be shown on the plan:

- Location, size and occupant load for all areas including sleeping areas, kitchen, bathroom, storage, etc.
- Access points
- Trash cans
- Lighting
- Emergency vehicle access
- Etc.

These items may be shown on the building floor plan required as part of the Emergency Evacuation Plan as long as the plan is legible and reasonably useful. A separate building floor plan may be required as part of the Emergency Evacuation Plan in order to provide only critical information needed during an emergency.

Staffing:

A minimum ratio of staff per occupants shall be provided as follows:

- **Unless approved otherwise in rare circumstances, a minimum of 3 people shall staff a shelter at all times:**
 - A **minimum of 1 staff per 25 occupants, but not less than 2**
 - A **person dedicated to Fire Watch** in addition the staffing required for the occupants

Recommended Staff:

- Shelter Liaison – Represents the owner(s) of the shelter location
- Shelter Coordinator – Directs and leads the shelter operation.
 - Shelter Host – Responsible for operations under the direction of the Shelter Coordinator
 - Meal Coordinator – Arranges meals, if provided
 - Logistics Coordinator – Necessities, transportation, etc.

Notification:

Temporary Shelters:

- First Opening: A fire inspection shall be completed and final approval shall be received prior to opening a shelter for the first time.
- Subsequent Openings: The fire code official (Fire Marshal or Deputy Fire Marshal) shall be notified 48 hours minimum prior to each anticipated non-consecutive use of a shelter. The fire code official may require a fire inspection prior to the shelter being used.

Severe Event Shelters:

- Pre-Authorization: **a location shall be approved by a building code official and fire code official prior to use as a Severe Event Shelter** A fire inspection should be requested a minimum of 2 months prior to anticipated use. The shelter shall not be used until a final inspection has been completed and approval has been provided.
- Approval Prior to Opening: **The fire code official and operators will work together to schedule/conduct a fire inspection prior to use of a Severe Event Shelter** This is intended to be a follow-up inspection in addition to the fire inspection required prior to approval of a *Severe Event Shelter* location.

Time limits:

Temporary Shelters:

- A building may be used as a *Temporary Shelter* for a maximum of ninety days (90) within any twelve (12) month period of time beginning on the first (1st) day of occupancy or as approved by the local authority having jurisdiction.
- Additionally, Temporary uses exceeding a six month (180 day) time period beginning on the first (1st) day of occupancy require approval from the Building Code Official.

Severe Event Shelters:

- *Severe Event Shelters* shall only be operated during a *Severe Event*.

Emergency Evacuation Plan (OFC Chapter 4):

An approved emergency evacuation plan addressing the evacuation of all occupants in an emergency event shall be available at all times at the shelter location (not a remote location). The plan shall be reviewed a minimum of once per year, and shall be revised when needed. At a minimum, the emergency evacuation plan shall contain the following:

- Emergency Response Plan: complete and review with a fire code official
- Occupant log: A log of all occupants for each night must be maintained and made available to the emergency personnel in the event of a fire or incident.
- Building floor plans: Building floor plans for each floor of the shelter shall be posted throughout the shelter, and shall include:
 - *Sleeping Areas* clearly identified.
 - Room size: the square footage of all rooms within the shelter.
 - Evacuation Routes: the primary and secondary egress (exit) paths from all areas of the shelter shall be shown.
 - Accessible egress routes: locations shall be shown on the building floor plans.
 - Life-safety systems: include locations for fire sprinkler system including riser room, fire alarm panel and controls, etc.
 - Manual Fire Alarm Pull Boxes, if present
 - Fire Extinguishers
 - AED (Automated External Defibrillator), if present

Documentation:

Documentation of all fire safety requirements including copies of an Emergency Plan and a Shelter Operational Plan shall be maintained on site and shall be immediately available for review if requested by the fire code official.

Fire Watch:

A fire watch shall be maintained continuously. See fire watch packet for additional requirements. A fire watch shall be maintained during sleeping hours at a minimum, and may be required at other times. This means at least one responsible person shall be awake and assigned this responsibility. The intent is that if one person cannot survey all areas of the shelter, then additional persons will be required. Fire watch personnel are dedicated to this task and shall not be responsible for other duties such as serving food. This duty may be rotated among a number of responsible adults. The fire watch personnel shall be familiar with the building, the emergency plan, and shall be trained on procedures during an emergency. They have the responsibility for a continuous patrol of the shelter for the purpose of detecting fire or other emergencies and transmitting an immediate alarm to the Fire Department and occupants. If a fire alarm system is not present, fire watch personnel shall have a manual device such as a whistle or bell for alerting occupants and a cell phone for alerting the fire department and other Fire Watch personnel.

General Safety Requirements:

- Alcohol and drugs shall not be in possession or used
- (OFC 310) No smoking inside. Outside smoking, if allowed, shall be in designated locations and non-combustible containers filled with water shall be provided. Smoking shall be a minimum of 10 ft away from entrances, exits, windows, ventilation intakes, etc.
- (OFC 305) Potential fire ignition sources such as lighters and candles shall not be allowed in shelters, unless stored in supervised or locked storage areas.
- Use of portable heaters or unvented fuel-fired heaters shall be prohibited inside. Outside use may be approved.
- Separate locations or areas for different populations including families, single men, etc. shall be required, unless approved otherwise.

Responsibilities:

The Building Safety Department, Fire Department, Planning Department and other City of Medford departments will be responsible for:

- Review of shelters
- Approval of shelters
- Developing and maintaining a Shelter Team with stakeholders from City departments and the community

The City of Medford will not be responsible for:

- Providing staffing for Temporary Shelters or Severe Event Shelters
- Providing locations for Temporary Shelters or Severe Event Shelters

The Shelter Team will be responsible for:

Temporary Shelters

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Revised:

- Developing partnerships within the community
- Revising policies and practices related to shelters

For Severe Events, The Mayor or City Manager, or their designee, will be responsible for:

- Ensuring the procedures are followed where possible
- Declaring a Severe Event
- Providing early warning of a Severe Event Declaration as soon as possible (ideally 48 hours) by:
 - Communicating Severe Events to Provider Network and City Departments,
 - Conducting media out reach

Severe Event Procedures:

- Prepare for Severe Events:
 - Engage and partner with stakeholders to
 - Share information
 - Pre-authorize shelter locations
 - Develop processes and policies ahead of events
- Identify a Severe Event threat
 - Communicate that a warning that a Severe Event may be declared
 - Notify stakeholders as soon as possible (48 hours is preferred)
 - Coordinate with providers and stakeholders to:
 - Estimate need (# of beds, population type etc.)
 - Identify available resources
- Declare Severe Event
 - Communicate resources and shelter locations (media, provider network, 211info, etc.)
- Monitor the event
 - Communicate anticipated end of Severe Event
- Declare and end to the Severe Event
 - Communicate end of Severe Event
 - Shelter Team Review event and communicate ways to improve

Approved:



 Brian Sjothun, City Manager

11/07/2019
 Date

Legal Reference(s):

[Oregon Fire Marshal's Technical Advisory 14-12](#)
[Oregon Fire Marshal's Technical Guidelines \(OFC\)](#)
[Medford Municipal Code 10.012](#)

PLANNING COMMISSION STUDY SESSION MINUTES



September 14, 2020

12:00 P.M.

Zoom Webinar, Medford, Oregon

The study session of the Planning Commission was called to order in a Zoom webinar at 12:00 p.m. in Medford, Oregon on the above date with the following members and staff in attendance:

Commissioners Present

Mark McKechnie, Chair
David Culbertson
David Jordan (arrived at 12:11 p.m.)
David McFadden
Jared Pulver

Staff Present

Kelly Evans, Assistant Planning Director
Carla Paladino, Principal Planner
Eric Mitton, Deputy City Attorney
Terri Richards, Recording Secretary

Commissioner Absent

Joe Foley, Vice Chair, Excused Absence
Bill Mansfield, Unexcused Absence
E.J. McManus, Excused Absence
Jeff Thomas, Unexcused Absence

20. Subject

20.1 Permanent and Temporary Shelters

Carla Paladino, Principal Planner reported that on September 20, 2018 the City Council adopted the code amendment for temporary shelters. November 19, 2019 the City Council adopted the code amendment for severe event shelters to operate during declared severe weather events. Staff had a study session with the City Council in December 2019 regarding changes for temporary shelters. The draft language is based on the City Council's recommendation.

The code summary is four parts: 1) Carry over "Temporary Shelter Policy" requirements into code; 2) Make temporary shelters a permitted use by right with special standards in commercial and industrial zones rather than a Conditional Use Permit; 3) Add special standards for permanent shelters; and 4) Allow temporary shelters serving 15 or fewer individuals in residential zones with special standards.

There will be new terms in the code. Currently the code does not define shelters related to permanent uses. Definitions added from the Temporary Shelter Policy will be incapable of self-preservation, individual area, limited assistance, marking of sleeping area, sleeping areas and temporary shelter (updated).



Land use review options for permanent shelters within commercial and light industrial zones using existing building would be a Type I procedure with the approving authority of the Planning Director. New construction of permanent shelters would be a Type III procedure with Site Plan and Architectural Commission review. Temporary shelters would be a Type I procedure with the approving authority of the Planning Director.

Temporary shelters in residential zones with 16 or more guests would be a Type III Conditional Use Permit procedure with the Planning Commission as the approving authority. Fifteen or fewer guests would be a Type I procedure with the Planning Director as the approving authority with a neighborhood meeting. There was discussion at the City Council level on whether or not to allow temporary shelters in General and Heavy Industrial zones.

Temporary shelters with fifteen or fewer guests in residential zones would require a neighborhood meeting and submit documentation only for Type I applications. Request that a business safety checklist with inspections and approvals from Fire and Building officials prior to opening. Also, only require a 500 foot distance between shelters in residential zones.

Staff and community partners discussed this draft last week. Some items to update are: Rename Permanent Shelters to Non-Temporary Shelters; Move temporary shelters SIC code with permanent shelters; Modify definitions adding reference to building code and; Merge standards for temporary and permanent shelters.

Staff will work on final edits to the language and send out revised draft to staff and community partners. On September 23, 2020 review with the Housing Advisory Commission will occur. Hearing scheduled for the Planning Commission on September 24, 2020 and City Council on October 15, 2020.

Staff would like the Planning Commission's thoughts on separating out temporary shelters (as accessory uses to institutional uses) in residential zones with less than 15 versus 16 plus guests. Thought on allowing permanent shelters in I-G and I-H zoning districts.

Chair McKechnie asked, are temporary shelters allowed anywhere without a Conditional Use Permit? Ms. Paladino responded no, not temporary shelters.

Chair McKechnie asked, are the definitions going to define temporary shelters versus non-temporary shelters? Ms. Paladino replied yes. Temporary is a time frame. It is 90 days or with an extension up to 180 days.

Chair McKechnie asked, is the 90 days for the occupants? Ms. Paladino stated it is for the days of operation.

Chair McKechnie suggested that it would be good to get Commissioner's Foley input on the definitions since he works in this realm.

Eric Mitton, Deputy City Attorney clarified that Chair McKechnie asked whether temporary referred to the occupants. It refers to the shelter's operation being temporary not that the occupant is there temporarily. Ms. Paladino replied that is correct. It is 90 days of temporary use for that site.

Chair McKechnie asked, if it is extended past the 90 days or even the 180 day extension would it be a non-temporary shelter? Ms. Paladino responded that is correct. Temporary shelters are limited to 180 days, non-temporary shelters are approved to be open year round.

Chair McKechnie asked, is there a definition that defines what a shelter is compared to single family house, apartment or any other permanent style of living per the building code requirements for residential? Ms. Paladino replied there is a specific definition for temporary shelters housing people that are currently homeless and providing them services. The other definitions are separate.

It sounds to Chair McKechnie that a shelter is a shelter and is either temporary or non-temporary depending on how long it is in existence. There needs to be a definition that defines shelter specifically more in building code terms as opposed to what the building code requires residences to have. Like running water, temperature control, electricity, sewer, etc. versus what a shelter may or may not need. Ms. Paladino reported that the current definition of temporary shelter is a temporary use within a building typically not used as a residence meant to provide overnight sleeping accommodations and related services to individuals or groups who are homeless. Staff was not planning on diving into types of services that are there. That is part of the standards. Chair McKechnie is more concerned about the physical structure. There needs to be language that the shelter meets the requirements of the Oregon Specialty Code. Ms. Paladino reported that the Oregon Specialty Code will be brought into one of the definitions.

All the dots do not connect for Commissioner Pulver. The temporary shelters were put in place to manage homelessness in extreme weather events and the smoke situation would qualify. Shelters to him is a bigger picture. He is going to have a hard time getting on board with that until there is a more comprehensive plan. There could be some real deterrent of loitering or congregating of those types of folks. There has been a major issue with it at Hawthorne Park. He does not know if there is a huge demand to open a lot of shelters. There is a huge need for them. He is uncomfortable with what is being proposed. He is not in favor of Planning Director approval and limiting the Conditional Use Permit requirements. He would be more in favor with shelters being allowed in heavier industrial uses potentially but there is an issue of security for neighboring properties. He has concerns on the lower commercial spectrum as well. Neighborhood commercial and C-S/P zones are intended to be reasonably better neighbors to residential and if this is an outright permitted use next door there will be a ton of uproar from neighbors. He has a lot of reservations.

Commissioner Culbertson echoes Commissioner Pulver's comments. His commercial building is on the corner of Oakdale and Main Street. There are two shelters close by. He is constantly having agents call him (as principal brokers) saying that there is someone sleeping at the front door and they have clients that are trying to come in or they are using faucets on the outside of the building to shower. The question is after they are displaced from the shelter the loitering or what they bring back to that neighborhood is a concern. He is all for someone getting out of the heat, cold, smoke, food but he does not know how to tackle the balance. It is a poor situation at his office and he is only a block from City Hall.

It feels to Commissioner McFadden that they are putting the cart before the horse. With all the fires there could be a real need for these shelters. Are there applications coming in that are waiting for this change? He agrees with what everyone is saying. He does not have an answer. He thinks it is out of the realm for the Planning Commission.

Chair McKechnie likes the idea of requiring a neighborhood meeting anytime there is a Planning Director decision on these. He also likes the idea of the 500 feet separation. It should be a requirement of every zone. The only types of housing downtown are either temporary or low income. It is not what citizens want downtown. That is the best way to kill a downtown. In fact the separation should be 1000 feet. There should be a limitation on where these shelters can go. He does not have an issue with the 15 guests as long as it is an accessory to an institutional use in a residential zone. He does not think they should be put in the I-G and I-H zoning. Doing other limitations like the 1000 feet and requiring a neighborhood meeting will help.

Commissioner Pulver asked, was the Police Department involved in staff's phone call last week? Ms. Paladino commented that they are included on the routing for Wednesdays Land Development Committee meeting but they were not on last week's phone call. Police has been working hard helping with all of this. They have been spearheading along with the City Manager's Office the new urban campground off Biddle and Midway. They are a part of getting a solution started.

Commissioner Pulver thinks there are different categories of homeless people in the community. There are some down on their luck and need help and others that have a range of issues that need more than a roof over their head to deal with their problems. He falls back on what is the bigger picture solution? Then there are the ones that are incapable of help. Members of the Police Department that he talks to know these guys by name, they break the law, they take them to the Police station process them, they are out and back on the street the same day and the Police see them again for another issue the same day if not the same week. There is a fine line between providing too much support for homelessness and not enough. We do not want to encourage more homeless people to come here.

Ms. Paladino clarified that the 500 foot rule is currently in place. It is required that shelters be 500 feet regardless of zone. The proposed change would be that the 500 feet would only be required in residential zones.

Ms. Paladino commented that temporary shelters are all Conditional Use Permits. The Planning Commission is involved in reviewing them. These are real issues that staff is trying to make code around that will help the situation. Most of this is in the books. This is tweaking some of the things that are allowed. She is hearing that some of the Commissioner's do not want to change allowing them outright. There are requirements to allow these shelters. It is being directed by the City Council to make these changes.

Commissioner McFadden asked, does staff want the Commission to give their thoughts regarding separating out temporary shelters (as accessory uses to institutional uses) in residential zones less than 15 guests versus 16 or more guests and; allowing Permanent Shelters in I-G and I-H zoning districts? Ms. Paladino commented that would be great.

Commissioner McFadden thinks the less than 15 versus 16 plus guests makes sense. He gets nervous about the residential zone. He would separate them out depending on size. He agrees with Chair McKechnie that in the I-G and I-H zones there are large trucks, traffic patterns and far from where the homeless want to be. He does not see at this point to include those zoning districts in this discussion.

Commissioner Culbertson concurs with Commissioner McFadden.

Commissioner Jordan concurs with Commissioner Culbertson and Commission McFadden.

Ms. Paladino asked, is September 24, 2020 doable to bring this to Planning Commission public hearing? Chair McKechnie commented that it is her call.

100. Adjournment

101. The meeting was adjourned at approximately 12:38 p.m.

Submitted by:

Terri L. Richards
Recording Secretary

From: [Connie Wilkerson](#)
To: [Carla G. Paladino](#)
Subject: Feedback on Shelter and Temporary Shelter Code Amendment
Date: Friday, September 4, 2020 10:50:18 AM
Attachments: [image003.jpg](#)

Hi Carlea,

I thank you and the Planning Department for your diligence and expertise. The document looks thorough; I only have a few comments/questions.

On page 1, the individual area is stated as 4 feet x 7 feet or 3 feet x 7 feet, this spacing does not allow for the recommended social distancing during COVID. The most recent recommendations from the Center for Disease Control (updated August 5th) still stipulate 6 feet between each mat/bed and for clients to be aligned to sleep head to toe. Scroll down to “facility layout considerations” in this link for more detail:

<https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/plan-prepare-respond.html>

I realize that you are making generic space requirements, but I believe even when COVID is no longer a looming reality, the mat/bed space for health and hygiene purposes should be at least six feet apart. In conversations with others around the state, many shelters have stated that they are planning to maintain the 6 foot distancing when it is no longer mandated.

I think the recommendations to distinguish between 15 or fewer people and 16 or more people is helpful.

Can you speak to why the number of on-duty representatives was raised from 2 to 3? (Page 7). I know that some of the temporary shelters now operate with only 2 reps during sleep hours (one of which keeps fire watch). I don't know if organizations will have the staff or volunteer base to always have 3 persons available during sleep hours. Many of the organizations utilize more staff or volunteers during certain times of the day, such as meal prep and assistance with laundry and showers, but they operate with a reduced crew starting at 8 pm or 9 pm and running until around 6 am when breakfast prep begins.

In your email, you asked for feedback on modifying the standards to allow for permanent shelters in General Industrial and Heavy Industrial zoning districts. When siting shelters, it is always important to think about proximity to bus lines and social service agencies and health facilities. Many of the shelter residents will need to rely on public transportation or walking to access support. If the support services provided by the social service agencies are not located nearby, the clients may perceive their distance as too great of a barrier to overcome. I think that allowing shelters in General Industrial and/or Heavy Industrial needs to be allowed with the caveat that barriers to accessing employment, public transportation and social services is addressed prior to the shelter becoming operational.

Page 14 – the CoC will train new shelter providers and their staff on the HMIS software and set up their software licenses, etc. The CoC does not have funds available to cover the cost of the software, so each shelter must have the funds to cover those fees on its own behalf. The CoC does not receive any portion of the software fees, it passes all those to the agency that oversees the statewide implementation of HMIS. (Carla, I'm just providing this brief background in case the cost of the software is raised. I'm happy to provide cost estimates for shelters and help the shelters come on-

line with HMIS.)

Please reach out if you have questions or what to discuss any of these items in more detail. I'm sorry I have a scheduling conflict and can't attend your zoom meeting on Tuesday.

All the best,

Connie

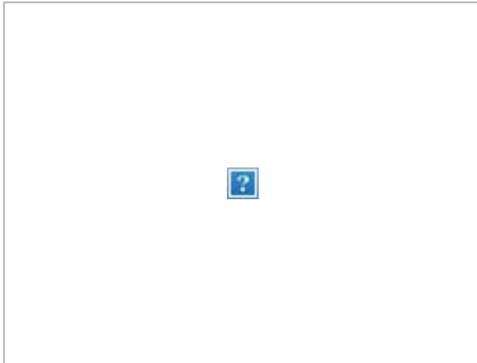
Constance S. Wilkerson

Continuum of Care Manager

P: (541) 414-0306

www.jacksoncountycoc.org

ACCESS is the CoC's lead agency. To better serve our community, effective July 1, 2020, ACCESS is changing its operating hours to 7:30 am to 6:00 pm Monday through Thursday. ACCESS will be open regular hours on Fridays from 8:00 am to 4:30 pm.



Carla G. Paladino

From: Tanner R. Fairrington
Sent: Tuesday, September 15, 2020 9:35 AM
To: Carla G. Paladino
Cc: Chase A. Browning
Subject: Fire Comments for 9-16-20 LD Meeting - PA-20-00246
Attachments: DCA-20-243 LDC Fire Comments TF.PDF

Carla,

Here are fire's comments for the subject meeting and LD File.

This document as updated comments, including additional comments for Section 10.819B for shelters.

One new comment for both the temporary shelter section and the shelter section includes removing the requirement for an inspection prior to commencing operations. This should be a policy, but not a strict code requirement. There are limited circumstances where it would be helpful to have the flexibility to allow a shelter to open without all violations being completed and/or be able to open and delay the required inspection. I recommended changing the requirement for the shelter to be "approved" prior to opening, and then we can decide what "approved" means functionally on a case by case basis.

Also, as requested, we are summarizing the intent behind the request to remove items from the municipal code, and place them in a policy. Based on previous coordination with stakeholders, including city council, shelter operators, and city staff, there was a general understanding and agreement to limit the requirements in the code to allowing shelters to occur, and placing specific operational requirements in a policy rather than code. The purpose of this was to be able to adapt the policies quickly to the changing needs of shelters. City council was supportive of this concept based on the agreement that we would form a shelter committee or work group that would include stakeholders including shelter operators and the city. The current team includes one of the city councilors. As an example, if a shelter operator identifies and requests a change from a minimum area of 3 ft x 7 ft for a sleeping area to 3 ft x 6.5 ft, this could require a 2 to 3 month process to amend the municipal code. However, a policy change could be discussed by the shelter team, and a revised version would need to be signed by the city manager. The intent of that process would not be to exclude city council. There will always be an opportunity for city council to be represented on the shelter team, and for the city manager to coordinate with city council members prior to signing a revised policy.

Hopefully this helps!

Thank you,

Tanner Fairrington, P.E. | *Deputy Fire Marshal*
City of Medford, Oregon | *Medford Fire-Rescue*
200 S. Ivy Street, Rm. #180, Medford, OR 97501
Ph: 541-774-2318
[Website](#) | [Facebook](#) | [Twitter](#)





Medford Fire-Rescue Land Development Report

Review/Project Information

Reviewed By: Fairrington, Tanner

Review Date: 9/15/2020

Meeting Date: 9/16/2020

LD File #: DCA20243

Planner: Carla Paladino

Applicant: City of Medford

Site Name: Muni Code - Shelters

Project Location: n/a

ProjectDescription: A legislative amendment to modify the Temporary Shelter provisions in Chapter 10 and add provisions for (permanent) Shelters.

Specific Development Requirements for Access & Water Supply

Conditions

Reference	Comments	Description
Other	Please see attached Fire Comments and markups related to the proposed municipal code language for shelters.	.

Construction General Information/Requirements

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

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

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

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

www.medfordfirerescue.org

Shelters and Temporary Shelter Provisions

10.012 Definitions, Specific.

 ²¹ Incapable of Self-Preservation (OFC Section 202). Persons who because of age, physical limitation, mental limitations, chemical dependency, or medical treatment cannot respond as an individual to an emergency situation.

Individual Area. An individual space or area provided per person (occupant) for sleeping purposes. Unless approved otherwise, the minimum dimensions shall be as follows:

- 4 feet by 7 feet (if no storage area is provided) The occupants and operators shall be responsible for maintaining egress paths free from obstructions.
- 3 feet by 7 feet (if a separate storage area is provided) This area does not include areas required for means of egress. This is the minimum individual area to be provided when adequate storage space is provided for storage of personal belongings. The occupants may have small items within their individual space, such as a purse or small bag. The occupants and operators shall be responsible for maintaining egress paths free of obstructions.

Limited Assistance. Persons who because of age, physical limitation, mental limitations, chemical dependency, or medical treatment require limited verbal or physical assistance while responding to an emergency situation.

Marking of Sleeping Area. Markings, such as tape or another approved method, shall be provided to designate and define the exit access including aisles, and exits. Markings may also be used, and are encouraged, for *Individual Areas*. The purpose of these markings is to maintain clear egress paths at all times.

Shelters. A permanent use within a building or buildings, meant to provide overnight sleeping accommodations and related services for individuals or groups who are homeless.

 ⁴³ Sleeping Areas. Space or area that includes, but is not limited to, exit access including aisles, and a row or rows of *Individual Areas*.

Temporary Shelters. A temporary use within a building, typically not used as a residence, meant to provide overnight sleeping accommodations and related services for individuals or groups who are homeless. ⁵ A Temporary Shelter is a place or area within a building that

 ⁶ includes, but is not limited to, exit access including aisles, and a row or rows of *Individual Areas*.

Summary of Comments on DCA-20-243 LDC Fire Comments TF.pdf

Page: 4

 Number: 1 Author: trfairrington Subject: Highlight Date: 9/15/2020 10:59:09 AM

 Number: 2 Author: trfairrington Subject: Sticky Note Date: 9/15/2020 10:59:32 AM
Suggest removing these items, and maintain as part of the Policy. Based on previous coordination with stakeholders including shelter operators and city council, keeping these items in policies rather than code allows us to quickly adapt the requirements to changing shelter needs quickly rather than a potentially long delay for the code amendment process. Additionally, some of these items are based on building codes that are subject to change as codes change.

 Number: 3 Author: trfairrington Subject: Highlight Date: 9/15/2020 10:59:31 AM

 Number: 4 Author: trfairrington Subject: Sticky Note Date: 9/15/2020 10:59:59 AM
Suggest removing these items, and maintain as part of the Policy.

 Number: 5 Author: trfairrington Subject: Highlight Date: 9/15/2020 11:00:09 AM

 Number: 6 Author: trfairrington Subject: Sticky Note Date: 9/15/2020 11:00:05 AM
Suggest removing from code, and possibly placing in policy.

194.

(32) An operator of a temporary shelter shall comply with all applicable local, state, and federal laws, rules, and regulations (e.g. Building and Fire Department approvals) unrelated to land use applications/reviews, unless waived by the appropriate approving authority/official.

(43) Upon request by the applicant, the Planning Director may reduce or waive the land use application fees and any other fees required by the Planning Department. In evaluating such a re-quest, the Director will consider the financial hardship to the applicant and other information relevant to the cost of processing the application and/or the applicant's ability to pay the fees.

(54) In order to begin operating a temporary shelter, an operator shall apply for and receive an approved ~~Temporary Shelter~~ Operational Permit from the Medford Fire-Rescue Department for each operational period. ¹ The applicant shall request



a Business Safety Checklist for common fire hazards.

(65) Shelters operating with extensions, granted per Section 10.819A(D)(2)(e), shall be required to perform all improvements, acquire all permits, and fulfill all other requirements of the Medford Municipal Code, unless waived by the appropriate approving authority.

(76) All applicable permits must be approved prior to the initial date of operations.

(87) Each temporary shelter shall adhere to the Temporary Shelter Policy as established by the City.



³ Inspection and approval from a fire code official and building code official is required prior to opening.

(D) General Standards for Temporary Shelters

The following standards of subsection 10.819A (D) shall apply to temporary shelters. The words operator and applicant may be used interchangeably in this subsection as they are one and the same. The requirements are as follows:

(1) Operational Requirements. The operator shall be required to meet the following standards as it pertains to shelter operations:

(a) Conformance. It shall be the duty of the operator to ensure and maintain compliance with applicable local, state, and federal regulations relating to the operations of temporary shelters. Temporary shelters shall comply with all applicable building, fire, health, life, and safety codes as they pertain to temporary shelters. Compliance with this section requires the Operator maintain a Temporary Shelter Operational Permit.



⁵ (b) Operations Plan. An operations plan shall be required for a temporary shelter. An operations plan shall include, at a minimum, items addressing client interaction, rules for shelter use, facility operations and maintenance, safety and security provisions, signage that complies with the Medford Municipal Code, and the dates of the operational period.



⁷ (c) Supervision. There shall be a minimum of ~~threetwo~~ on-duty representatives of the temporary shelter at any time, unless approved otherwise. The representative(s) contact information shall be clearly posted at the shelter's

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-  Number: 1 Author: trfairrington Subject: Highlight Date: 9/15/2020 11:00:36 AM
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-  Number: 2 Author: trfairrington Subject: Sticky Note Date: 9/15/2020 11:00:26 AM
Suggest removing from code. This requirement is sometimes but not always applied as part of the operational permit process.
-
-  Number: 3 Author: trfairrington Subject: Highlight Date: 9/15/2020 11:00:48 AM
-
-  Number: 4 Author: trfairrington Subject: Sticky Note Date: 9/15/2020 11:00:38 AM
Suggest removing this language. We ready require the permits to be approved (item 6 above) and that typically requires an inspection. Placing a retirement for an inspection in the code would not allow for rare situations where an inspection may not be needed or may be delayed.
-
-  Number: 5 Author: trfairrington Subject: Highlight Date: 9/15/2020 11:00:55 AM
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-  Number: 6 Author: trfairrington Subject: Sticky Note Date: 9/15/2020 8:39:36 AM
Suggest removing from code, and placing in policy.
-
-  Number: 7 Author: trfairrington Subject: Highlight Date: 9/15/2020 11:01:00 AM
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-  Number: 8 Author: trfairrington Subject: Sticky Note Date: 9/15/2020 11:01:53 AM
Suggest removing from code. This is covered in the policy.



1 access point each day. The representative may be a volunteer, hired employee, or otherwise competent and responsible adult.

i. ~~When required by Medford Fire-Rescue, A~~ person dedicated to Ffire Wwatch shall be in place in addition to any on-duty representative(s).

ii. On duty-representatives shall monitor all areas of a temporary shelter, in order to ensure that all applicable rules are being followed.



3 (d) Shelter Capacity. Shelter capacity shall be determined by applicable Building and Fire Codes.

(e) Areas for Sleeping. Temporary shelters may have separate and designated areas for sleeping or shelter for the comfort of clients by separating clients into male only, female only, and family only sleeping areas.

(f) Shelter queuing. During times of shelter intake lines or queues of people awaiting admittance shall not obstruct any public space or right of way. A three foot clearance shall be maintained on all sidewalks.

(g) Written proof of compliance with requirements of this Section shall be available in hard copy at the temporary shelter's access point and shall also be made available to the Fire Code Official, upon request.

(h) Operational Requirements stated in this Section may be conditions of approval as deemed necessary by the approving authority.

(2) Operational Period.

(a) The use of a temporary shelter shall not exceed 90 days within a 12 month period, unless otherwise permitted by this code. The operational period shall start on the first day of operations in which individuals were provided shelter and shall end once shelter has been provided for 90 days within a 12 month period or 12 months after the first day of operations, whichever occurs sooner.

(b) The intended timeframe in which an operational period is to take place shall be clearly stated in an operations plan. This shall include one of the following:

i. Operations based on local weather events such as, but not limited to, temperature extremes, persistent smoke or fog, and other acts of nature that are hazardous to human health. Conditions for opening and closing based on weather events shall be clearly stated in the operations plan.

ii. Specific dates in which operations are to occur, not exceeding 90 days in a 12 month period as identified in this Section, subject to the 180 day limitation for Temporary Uses described in 10.819A(D)(2)(e) below.

(c) The operator shall notify Medford Fire-Rescue each time the shelter is closing.

(d) The operator shall notify Medford Fire-Rescue a minimum of four business days prior to each re-opening of the shelter and shall provide the opportunity for inspection prior to re-opening the shelter. In times of emergency the operator shall coordinate with Medford Fire-Rescue if it is not possible or prudent to give four days' notice.

 Number: 1 Author: trfairrington Subject: Highlight Date: 9/15/2020 11:01:50 AM

 Number: 2 Author: trfairrington Subject: Sticky Note Date: 9/15/2020 11:02:10 AM
Continuation of previous comment:
Suggest removing from code. This is covered in the policy.

 Number: 3 Author: trfairrington Subject: Highlight Date: 9/15/2020 11:02:31 AM

 Number: 4 Author: trfairrington Subject: Sticky Note Date: 9/15/2020 11:02:28 AM
Suggest removing from code. This is covered in the policy.

iv. Any violation of the Medford Municipal Code and/or state or federal law occurs.

(b) Any day on which the temporary shelter is closed or suspended due to non-compliance with applicable codes, laws, or rules shall not count as a day of the operational period. Closing of a temporary shelter under this section invalidates all temporary shelter permits for the tax lot(s) on which the shelter is located, including temporary shelters in other buildings on the same tax lot, but does not invalidate a conditional use permit issued pursuant to Section 10.184 of this Code.

(c) When a temporary shelter is closed or suspended due to violation of the standards outlined in this Section, it shall not be allowed on the same tax lot(s) for a time period of one year (365 days) from the final day of operations, unless otherwise approved by the City Council.

(d) Clients of a temporary shelter, the operator, and the property owner shall be given seven calendar days for the operator and owner to remove temporary shelter components, and for clients to vacate the location in which a shelter operates, once the use has been terminated. In cases of emergency or threat to human health or life safety, less than seven days' notice may be given. The owner or operator shall not be required to remove components utilized for the temporary shelter that are also part of the owner or operator's routine operations.

(e) The City Manager's decision to revoke a temporary shelter's permits shall be effective immediately. Appeals shall be made to the City Council.

(5) Consent to Inspection of Temporary Shelter(s)

(a) Temporary shelters are subject to inspection at any time by the City to verify safe operation of a shelter.

i. Inspections by the City may include inspections of all portions of a temporary shelter. Inspections shall be in conformance with all applicable local, state, and federal laws.

ii. Areas used for bathrooms and showers shall be subject to inspections by the City, but any users of the facilities shall be given ten minutes notice prior to inspection to allow for the privacy needs of individuals who may be using the facilities.



¹ (b) Inspections shall be required prior to each opening of a temporary shelter. All violations of applicable codes found through an inspection shall be resolved prior to commencing operations of a temporary shelter. Inspections may be required by the following City departments to verify conformance with applicable codes, prior to operations commencing:

- i. Building Department
- ii. Planning Department
- iii. Police Department
- iv. Fire-Rescue Department



(c) Each ³operator~~user~~ of temporary shelter must sign a waiver and give

 Number: 1 Author: trfairrington Subject: Highlight Date: 9/15/2020 11:02:52 AM

 Number: 2 Author: trfairrington Subject: Sticky Note Date: 9/15/2020 8:49:34 AM
Requiring an inspection in the code limits our flexibility in special circumstances. Recommend changing the language to something similar to: "Shelters shall not open unless approved. Inspections may be required by the following City departments..."

 Number: 3 Author: trfairrington Subject: Highlight Date: 9/15/2020 11:02:59 AM

 Number: 4 Author: trfairrington Subject: Sticky Note Date: 9/15/2020 11:02:56 AM
In the original discussions, legal (Eric) recommended that the users sign this, not just the operators. It may be worth asking legal if this requirement should apply to the operator or the users.

the temporary shelter land use.

10.819B Shelters

(A) Purpose and Intent.

Shelters are permanent locations that provide homeless individuals and families with sleeping accommodations and other services within a building or buildings. It is the intent of these standards to mitigate any conflicts associated with shelters and the surrounding land uses through special use regulations set forth in this section.

(B) Definitions.

When used in Chapter 10 in reference to shelters, the following terms shall have the meanings as herein ascribed:

(1) Access Point: The main point of entry and exit for a shelter where users, visitors, and other persons must sign in and out to maintain security within a shelter.

(2) Client(s): Person or persons who receive services from an operator of a shelter which shall include overnight sleeping, and may include other items established per the shelter's operations plan as required in Section 10.819B(D)(1)(b).

(3) Operator: The organization in charge of daily operations of a shelter. The operator shall be a civic, non-profit, public, religious, membership based, or otherwise competent organization and shall be the applicant for the applicable land use review of a shelter.

(4) Operations Plan: The guiding document for an operator to use in determining the standards clients must adhere to in a shelter.

(6) User(s): See 10.819B(B)(2) client(s).

(C) Permit Requirements.

(1) Shelters are permitted as primary or accessory uses with special regulations in the commercial zones and the Light-Industrial (I-L) zone. The use of an existing building or buildings shall be reviewed as a Type I land use action. The construction of a new building or buildings shall be reviewed as a Type III land use action.

(2) Prior to submitting a Type I land use action, the applicant shall conduct a neighborhood meeting in accordance with Section 10.194.

(3) An operator a shelter shall comply with all applicable local, state, and federal laws, rules, and regulations (e.g. Building and Fire Department approvals) in addition to the land use applications/reviews, unless waived by the appropriate approving authority/official.

(4) Upon request by the applicant, the Planning Director may reduce or waive the land use application fees and any other fees required by the Planning Department. In evaluating such a request, the Director will consider the financial hardship to the applicant and other information relevant to the cost of processing the application and/or the applicant's ability to pay the fees.

(5) In order to begin operating a shelter, an operator shall apply for and receive an approved ¹shelter Operational Permit from the Medford Fire-Rescue Department.

(6) All applicable permits and conditions of approval must be approved prior to the



 Number: 1 Author: trfairrington Subject: Highlight Date: 9/15/2020 11:03:30 AM

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Remove for consistency?

initial date of operations.

(7) Each shelter shall adhere to the Temporary Shelter Policy as [CGP2] established by the City.

(D) General Standards.

The following standards shall apply to shelters. The words operator and applicant may be used interchangeably in this subsection as they are one and the same. The requirements are as follows:

(1) Operational Requirements. The operator shall be required to meet the following standards as it pertains to shelter operations:

(a) Conformance. It shall be the duty of the operator to ensure and maintain compliance with applicable local, state, and federal regulations related to shelters. Shelters shall comply with all applicable building, fire, health, life, and safety codes. Compliance with this section requires the operator to maintain a Shelter Operational Permit.

 ² ¹ (b) Operations Plan. An operations plan shall be required for a shelter. An operations plan shall include, at a minimum, items addressing client interaction, rules for shelter use, facility operations and maintenance, safety and security provisions, and signage that complies with the Medford Municipal Code.

 ⁴ ³ (c) Supervision. There shall be a minimum of three on-duty representatives of the shelter at any time, unless approved otherwise. The representative(s) contact information shall be clearly posted at the shelter's access point each day. The representative may be a volunteer, hired employee, or otherwise competent and responsible adult.

i. A person dedicated to Fire Watch shall be in place in addition to any on-duty representative(s).

ii. On duty-representatives shall monitor all areas of a shelter, in order to ensure that all applicable rules are being followed.

 ⁶ ⁵ (d) Shelter Capacity. Shelter capacity shall be determined by applicable Building and Fire Codes.

(e) Areas for Sleeping. Shelters may have separately designated areas for sleeping categorized by groups such as male only, female only, and family only sleeping areas.

(f) Shelter queuing. During times of shelter intake lines or queues of people awaiting admittance shall not obstruct any public space or right of way. A three foot clearance shall be maintained on all sidewalks.

(g) Written proof of compliance with requirements of this Section shall be available in hard copy at the shelter's access point and shall also be made available to the Fire Code Official, upon request.

(h) Operational Requirements stated in this Section may be conditions of approval as deemed necessary by the approving authority.

 Number: 1	Author: trfairrington	Subject: Highlight	Date: 9/15/2020 11:03:37 AM
 Number: 2	Author: trfairrington	Subject: Sticky Note	Date: 9/15/2020 8:44:48 AM
Suggest removing from code, and placing in policy.			
 Number: 3	Author: trfairrington	Subject: Highlight	Date: 9/15/2020 11:03:42 AM
 Number: 4	Author: trfairrington	Subject: Sticky Note	Date: 9/15/2020 8:45:14 AM
Suggest removing from code. This requirement is already in the policy.			
 Number: 5	Author: trfairrington	Subject: Highlight	Date: 9/15/2020 11:03:46 AM
 Number: 6	Author: trfairrington	Subject: Sticky Note	Date: 9/15/2020 8:45:31 AM
Suggest removing from code. This requirement is already in the policy.			

minutes notice prior to inspection to allow for the privacy needs of individuals who may be using the facilities.



1

(b) Inspections shall be required prior to opening of a shelter. All violations of applicable codes found through an inspection shall be resolved prior to commencing operations of a shelter. Inspections may be required by the following City departments to verify conformance with applicable codes, prior to operations commencing:

- i. Building Department
- ii. Planning Department
- iii. Police Department
- iv. Fire-Rescue Department

(c) Each operator of a shelter must sign a waiver and give consent to inspections from the departments listed in this section for reasons deemed necessary to ensure safe operations. This waiver shall include consent to walk-through inspections of sleeping areas as well as inspections of the facility. This shall be a part of the operations plan and may differ from shelter to shelter.

(d) Signage stating "Inspection by the City of Medford officials, including Medford Fire-Rescue and Medford Police Department, may occur without notice" shall be prominently posted in the sleeping units, shower areas, and toilet areas of the shelter.

(E) Site Standards for Shelters

The following standards shall apply to the development and use of shelters.

(1) A written narrative outlining how the standards of Section 10.819B will be met.

(2) A scaled site plan shall be submitted depicting the following:

(a) Building footprint(s) of the building or buildings on the site in which the shelter will be operated.

(b) A floor plan, with square footage measurements labeled identifying:

- i. The total size of the shelter;
- ii. Label the location and size of other areas used in conjunction with the shelter (e.g. common areas, kitchens, bathrooms, client's personal items or offices).
- iii. Total client capacity within the shelter and areas intended for sleeping

(c) Location of building(s) access point(s) and queuing areas that do not block public right of way

(d) Location(s) of trash receptacle(s) on site and during times of intake

(e) Location(s) of lighting for site and building(s)

(f) Required parking spaces in accordance with Sections 10.741-10.751

(g) Vehicular access points

(3) Documentation that a neighborhood meeting was conducted in accordance with Section 10.194.

(4) Tents, yurts, and similar pliable structures are not allowed to be used as shelters.

 Number: 1 Author: trfairrington Subject: Highlight Date: 9/15/2020 11:03:59 AM

 Number: 2 Author: trfairrington Subject: Sticky Note Date: 9/15/2020 11:04:02 AM

Requiring an inspection in the code limits our flexibility in special circumstances. Recommend changing the language to something similar to:"Shelters shall not open unless approved. Inspections may be required by the following City departments...