



MEDFORD BUILDING SAFETY



MONTHLY UPDATE SEPTEMBER 2025

BUILDING DEPARTMENT

- Plan Review
- Permits
- Inspections

BUSINESS LICENSE

- Commercial & Home Based
- Mobile Food Vendor
- Vacation Rental



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MEDFORD BUILDING SAFETY

City Manager Information

- ❖ Home based business licenses have grown exponentially in the past several years. Out of 6,779 licenses, 2,560 are home-based businesses. 756 are contractors, 100 are vacation rentals and approximately 1,600 are a variety of other types of businesses. It is in the “other types of businesses” where things get complicated. Business owners are getting more creative in the types of businesses that are operated from their home. Program staff field a variety of neighbor complaints about nearby home-based businesses. In the near future, staff will pull together a group to review how to mitigate some of the issues that have arisen with the evolution of home-based businesses.
- ❖ Sam Barnum met with a potential buyer for 123 W. Main Street, the former site of the Downtown Market. Consultation was provided on developing second floor apartments and a first-floor restaurant.
- ❖ Sam met with Terry Buntin, Buntin Construction to discuss developing multi-family homes in the Addysen Park development in West Medford.
- ❖ Sam met with management of the Oasis Center of the Rogue Valley (E. Main), an organization that serves families with substance abuse issues. They would like to expand into all four spaces that are connected to their existing office. They are also working with Planning to change zoning to accommodate the enhancement.
- ❖ Sam met with Robb Mayers, Outlier Construction to consult on underground infrastructure for the new Element Hotel on N. Bartlett Street.

Information for Council

There were 82 new City of Medford business licenses in the month of March. A detailed list can be found on [the Business License website](#).



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BUILDING SAFETY

SET GOALS

- 1.
- 2.
- 3.



Council Goal Related Initiatives

TASK	GOAL(S)	DEPARTMENT STAFF ASSIGNED	ANTICIPATED COMPLETION DATE
Community Development Liaison to the Downtown Medford Association monthly meetings	Community Engagement & City Center Revitalization	Carol Wedman	Ongoing
Consult and meet regularly with local developers to assure that Community Development processes are working to efficiently and effectively support development	Housing & Community Engagement	Sam Barnum Todd Travalini Chad Wilttrout	Ongoing
Serve as a member of the EID Steering Committee	Community Engagement & City Center Revitalization	Sam Barnum	TBD
Project Manager: Fire Station #15	Health & Safety	Sam Barnum	2026
Creekside Ad Hoc Committee participation	City Center Revitalization	Sam Barnum	TBD
Destination Downtown Program	City Center Revitalization	Sam Barnum Todd Travalini Chad Wilttrout	Ongoing

BUDGET AND COUNCIL ITEMS

Budget	None
Potential Study Session & G3 Topics	None
Potential Council Agenda Items	None



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September 2025 Building Safety Development Statistics

- ❖ Developers submitted 20 new single family residential (SFR) permit applications; project valuation \$6,067,491
- ❖ Developers submitted 13 new commercial permit applications; project valuation \$16,514,441
- ❖ 284 Building permits were generated; project valuation \$36,596,797

Permit Applications for Significant Developments

- ❖ U. S. Federal Court House, Rossanley Drive; project valuation \$14,645,342
- ❖ Ollie's East Pizza, Hillcrest Road; project valuation \$888,364
- ❖ Coffee Shop, Hillcrest Road; project valuation \$661,635

Acquisition of Permits for Significant Developments

- ❖ Northgate apartments, phase 2, Building 9 - 48 units, E. McAndrews Rd.; project valuation \$6,672,057

2025-2027 QUARTERLY UPDATE

Plan Review Turnaround Time

Average initial commercial plan review turnaround time for Building Safety

- First quarter FY'26: 3.77 Days - Department policy: 15 business days

Average initial residential plan review turnaround time for Building Safety

- First quarter FY'26: 1.35 Days - State requirement: 10 business days





MEDFORD BUILDING SAFETY

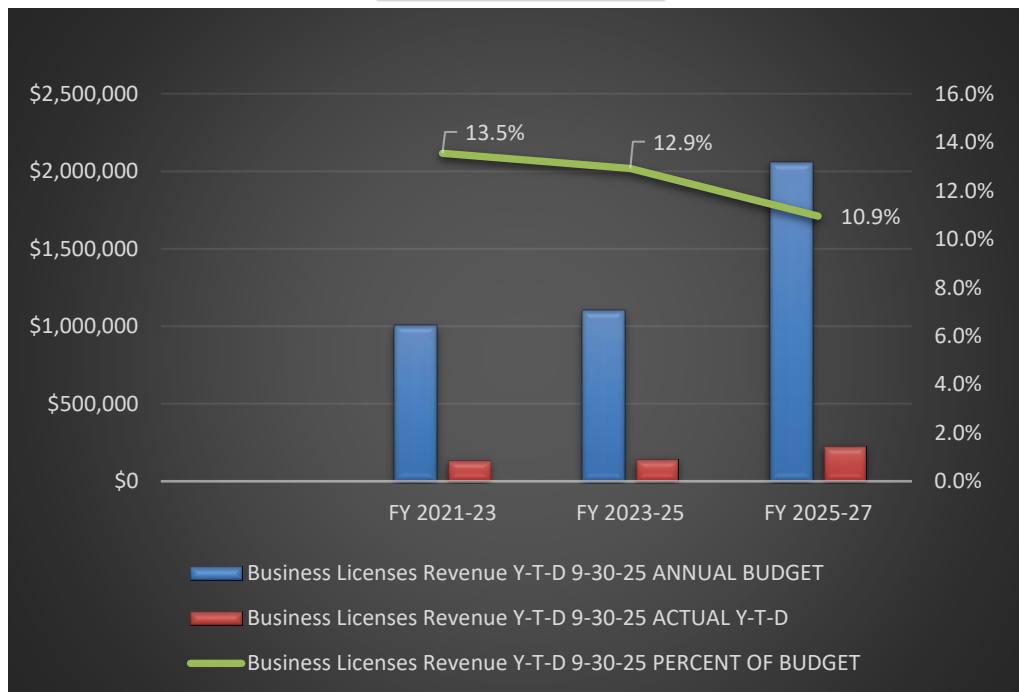
BUDGET Y-T-D SEPTEMBER 30, 2025 **12.5% OF THE BUDGET YEAR TRANSPIRED**

BUILDING SAFETY-LICENSING EXPENDITURES Biennial Comparison							
FUND/DIVISION	FY 21-23	FY 23-25	FY25-27		FY 21-23	FY 23-25	FY 25-27
	Personnel Services				Materials & Services / Capital Outlay		
BUSINESS LICENSE (100)	Building Expense	Building Expense	Building Expense		8.6%	9.6%	23.6%
BUILDING SAFETY (400)	8.9%	10.9%	10.4%		2.5%	5.5%	15.2%

NOTES:

- 25-27 has a software charge erroneously posted to BL causing the percentage expended to be over. Without error, expenditures are at 16%. Will be corrected in the next quarterly report.
- 25-27 Building Department expense percentage exceeds the time of the biennium that has transpired due to assuming responsibility for the Ordinance Compliance Program. It was unknown at the time of budget development that this program would be under the Building Department budget, therefore start-up costs and operating costs were not budgeted.

Business License Revenues **Fund 100 Revenues**

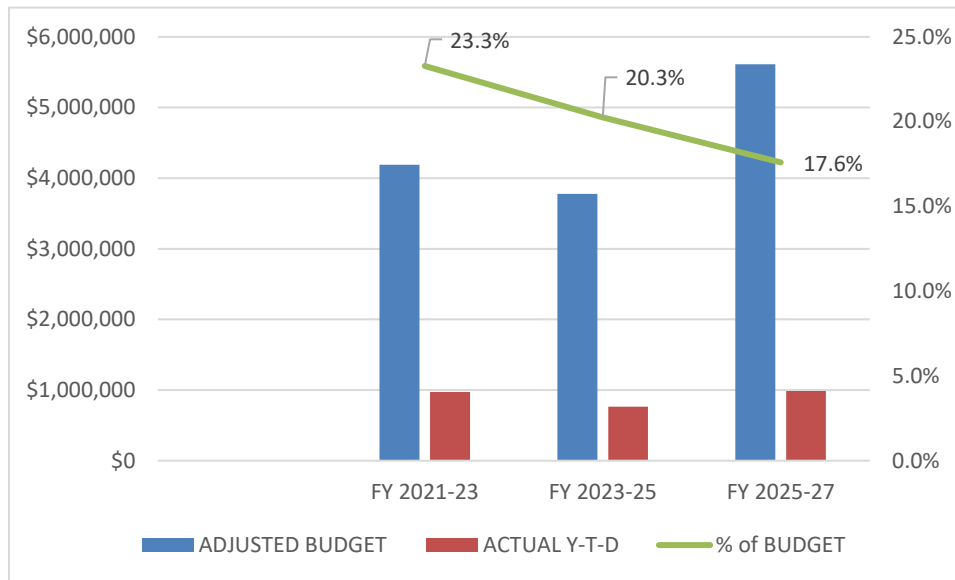


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MEDFORD BUILDING SAFETY

Building Safety Revenues **Fund 400 Revenues**



Fiscal Year 2025-2027 Performance Measure Statistics - September 30, 2025

	Target	Y-T-D
Consult w/ downtown businesses/property owners to promote development in downtown spaces	1x/mo	4
Lead Town Halls with the development community and hold Citizens' Academy: educational & informational	2x/yr	0
Lead Real Estate training courses	2x/yr	1
Maintain state standards for initial plan review turnaround times-Residential	10 days	100%
Maintain state standards for initial plan review turnaround times-Commercial	15 days	100%
Meet w/ local jurisdictions to ensure consistent processes and to reduce regulatory barriers	2x/yr	0
Develop Ordinance Compliance Program & bring blighted properties into compliance	Establish baseline	Determined by first year statistics



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