

CITY COUNCIL MEETING AGENDA



October 21, 2026

6:00 P.M.

Medford City Hall, Council Chambers

411 W. 8th Street, Room 300

www.medfordoregon.gov

The public may view live and recorded City Council meetings through our website [HERE](#) or attend via zoom [HERE](#).

10. Roll Call

20. City Manager Reports

30. Recognitions, Community Group Reports

30.1 Employee Recognition

40. Oral Requests and Communications from the Audience

The City Council sets aside 30 minutes for in-person public comments. Comments are limited to two minutes per individual, group or organization. **Please complete a public comment form before speaking.**

The City Council encourages written comments. Please submit your comments by regular mail to City Council, 411 W. 8th Street or by email to PublicComments@cityofmedford.org. Comments must be received by noon on the date of the meeting to be noted in the record. Please include the date of the Council meeting with your comments.

50. Approval or Correction of the October 7, 2026 Meeting Minutes

60. Consent Calendar

70. Items Removed from the Consent Calendar

80. Ordinances and Resolutions

80.1 COUNCIL BILL 2026-68

A RESOLUTION authorizing the City of Medford Parks, Recreation, and Facilities Department to apply for a Federal Land and Water Conservation Grant, and a State of Oregon Local Government Grant for Prescott Park expansion.

Meeting locations are generally accessible to persons with disabilities. To request interpreters for hearing impaired or other accommodations for persons with disabilities, please contact the ADA Coordinator at (541) 774-2074 or ada@cityofmedford.org at least three business days prior to the meeting to ensure availability. For TTY, dial 711 or (800) 735-1232.

80.2 COUNCIL BILL 2026-69

AN ORDINANCE amending sections 2.005, 2.010, 2.015, 2.020, 2.025, 2.035, 2.040, 2.045, 2.050, 2.055, 2.065, 2.070, 2.080, and 2.436 of the Medford Municipal Code (MMC) pertaining to Council procedures.

80.3 COUNCIL BILL 2026-70

AN ORDINANCE amending section 3.813 of the Medford Municipal Code (MMC) related to the Street System Development Charge (SDC) – Alternate Calculations.

90. Public Hearings

The City Council encourages written comments instead of testifying in person. Please send written comments to the email in the agenda item or by regular mail to the City Manager's Office at 411 W. 8th Street, by noon on the date of the meeting to be noted in the record. Please include the hearing topic and date of City Council meeting with your comments. If you submit written comments prior to the meeting, you do not need to speak during the hearing to have standing to appeal.

To attend virtually, please contact the City Recorder at recorder@cityofmedford.org at least one business day before the meeting to make arrangements.

For land use matters and other quasi-judicial appeals: Comments are limited to a total of 30 minutes for applicants and/or their representatives. They may request a 5-minute rebuttal time. Appellants and/or their representatives are limited to a total of 30 minutes and if the applicant is not the appellant they will also be allowed a total of 30 minutes. All other participants are limited to 4 minutes.

Please complete a public comment form before speaking.

90.1 COUNCIL BILL 2026-71

A RESOLUTION authorizing a Transportation Facility for Stevens Street and Wabash Avenue, between Crater Lake Avenue and Ridge Way, using a modified Minor Collector street cross section that includes sidewalks on both sides of the street, shared travel and bike lanes, parking on one side of the street, no planter strips, a dedicated turn lane, a varied paved street width, and a reduced right-of-way width. Sidewalk improvements are also authorized for the west side of Pearl Street, between Stevens Street and Saling Avenue. (TF-25-263)

Quasi-Judicial Hearing - Email Comments to planning@cityofmedford.org

100. Council Business

100.1 Proclamations Issued

Extra Mile Day

100.2 Committee Reports and Communications

- a. Council Officers Update**
- b. Committee Reports**

110. Staff Reports

110.1 Livability Team Update

120. Adjournment



AGENDA ITEM COMMENTARY

DEPARTMENT: Parks, Recreation, Facilities **AGENDA SECTION:** Ordinances and Resolutions
PHONE: (541) 774-2483 **MEETING DATE:** October 21, 2026
STAFF CONTACT: Rich Rosenthal, Director

COUNCIL BILL 2026-68

A RESOLUTION authorizing the City of Medford Parks, Recreation, and Facilities Department to apply for a Federal Land and Water Conservation Grant, and a State of Oregon Local Government Grant for Prescott Park expansion.

SUMMARY AND BACKGROUND

Council is requested to authorize the Parks, Recreation and Facilities Department to apply for a Federal Land and Water Conservation Grant and a State of Oregon Local Government Grant for Prescott Park expansion.

PREVIOUS COUNCIL ACTIONS

On February 21, 2008, Council approved Council Bill 2008-37, authorizing the Department to apply for a Local Government Grant for Medford Sports and Community Park development.

On March 3, 2011, Council approved Council Bills 2011-28 and -29, authorizing the Department to apply for Local Government Grants for Lone Pine and Oregon Hills park development, respectively.

On February 18, 2018, Council approved Council Bills 2018-120 and -121, authorizing the Department to apply for Local Government Grants for Cedar Links Park and the Bear Creek Park playground development, respectively.

On March 3, 2022, Council approved Council Bill 2022-20, authorizing the Department to apply for a Local Government Grant for Howard School Park.

On March 17, 2022, Council approved Council Bill 2022-21, authorizing the Department to apply for a Local Government Grant for Prescott Park trail improvements.

On March 5, 2025, Council approved Council Bill 2025-17, authorizing the Department to apply for a Local Government Grant for Jackson Park renovation.

ANALYSIS

The Oregon Parks and Recreation Department is accepting applications for the 2026 Land and Water Conservation Fund (LWCF) and 2027 Local Government Grant (LGG) cycles. The Parks, Recreation and Facilities Department intends to submit grant requests of \$825,000 to each program for acquisition of approximately 96 acres immediately south of Prescott Park. City Council approval of this resolution is a requirement for both grant applications.



The City negotiated with the owners of a 167-acre parcel south of Prescott Park for a 67% ownership stake in the property at a sale price of \$1,650,000. The land partition would encompass the eastern portion of the parcel between the northern terminus of Highcrest Lane and Roxy Ann Road. The property, which had an approved-but-now-expired 800-unit Planned Unit Development in the 1990s, is zoned SFR-4.

The prospective acquisition helps the City fulfill multiple goals or objectives in the 2024 Parks and Recreation Strategic Plan:

- Goal 1-C: Acquire and development parkland necessary to serve the City's current and future population.
- Goal 2-C: Protect Prescott Park as a dynamic natural resource for the enjoyment of present and future generations.
 - Objective 2-C(2): Pursue land additions or parcel configurations for Prescott Park to enhance access or site development opportunities.
 - Objective 2-C(4): Pursue opportunities to improve trail connectivity to adjacent neighborhoods and roads.
- Goal 3-A: Develop a network of ... pedestrian and bicycle paths and trails.
 - Objective 3-A(1): Pursue development of ...natural surface trails within and connecting to parks.

The Department intends to request \$825,000 from each funding source to cover the total acquisition cost. While both grants require a 50% match, it is the city's plan to utilize the funding from one grant to provide the match for the second grant, which is allowable. . Should the City not receive one or both grants or partial amounts, acquisition funds for the entire transaction are available in Fund 620, Park System Development Charges.

Containing approximately 18 miles of trails, with an additional 15 miles envisioned in the park's master plan, the 1,780-acre Prescott Park was voted Medford's "favorite" park in the Department's 2025 park maintenance survey. With respect to park visitation, over 213,000 cell phone signals were detected in Prescott Park in 2025, according to CityDataAI.

Since 2008, the City of Medford has received over \$3.5 million in Local Government Grants for development of Lithia & Driveway Fields, Lone Pine Park, Oregon Hills Park, Cedar Links Park, the Olsrud Family Community Playground in Bear Creek Park, and Howard School Park renovation.

The LGG grants are funded from voter-approved Oregon Lottery proceeds; the City has not applied for a Federally funded LWCF grant in many years.



AGENDA ITEM COMMENTARY

COUNCIL GOALS

Council Goal and Objective: Public Infrastructure

Strategy: Plan, fund, partner and develop park and recreation facilities that meet the needs of a growing population and stimulate the local economy.

Deliverable: N/A

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Potential grant funding up to \$1,650,000. Should the City not receive one or both grants or partial amounts, acquisition funds for the entire transaction are available in Fund 620, Park System Development Charges.

TIMING ISSUES

The LWCF grant application deadline is November 16, 2026; the LGG deadline is in early 2027, to be determined. City Council approval of the resolution is required for both grant applications.

COUNCIL OPTIONS

Approve the resolution as presented.

Deny the resolution and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the resolution.

SUGGESTED MOTION

I move to approve the resolution as presented.

EXHIBITS

Resolution

Prescott Park Land Acquisition 2026

RESOLUTION NO. 2026-68

A RESOLUTION authorizing the City of Medford Parks, Recreation, and Facilities Department to apply for a Federal Land and Water Conservation Grant, and a State of Oregon Local Government Grant for Prescott Park expansion.

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the 2026 Land and Water Conservation Fund (LWCF) and 2027 Local Government Grant (LGG) cycles;

WHEREAS, the City of Medford Parks, Recreation, and Facilities Department desires to submit grant requests of \$825,000 each for acquisition of approximately 96 acres immediately south of Prescott Park. The prospective acquisition helps the City fulfill multiple goals or objectives in the 2024 Parks and Recreation Strategic Plan;

WHEREAS, the City negotiated with the owners of a 167-acre parcel south of Prescott Park for a 67% ownership stake in the property at a sale price of \$1,650,000. The land partition will encompass the eastern portion of the parcel between the northern terminus of Highcrest Lane and Roxy Ann Road. The property, which had an approved-but-now-expired 800-unit Planned Unit Development in the 1990s, is zoned SFR-4;

WHEREAS, the grant program has a requirement for a 50 percent match by the applicant, and the application strategy fulfills this requirement; and

WHEREAS, the LWCF grant application deadline is November 16, 2026, and the LGG grant application deadline is in early 2027. Council approval of this resolution is a requirement for the application; now, therefore,

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

Section 1. The City Council demonstrates its support for the submittal of a grant application for a Federal Land and Water Conservation Grant, and a State of Oregon Local Government Grant for Prescott Park expansion.

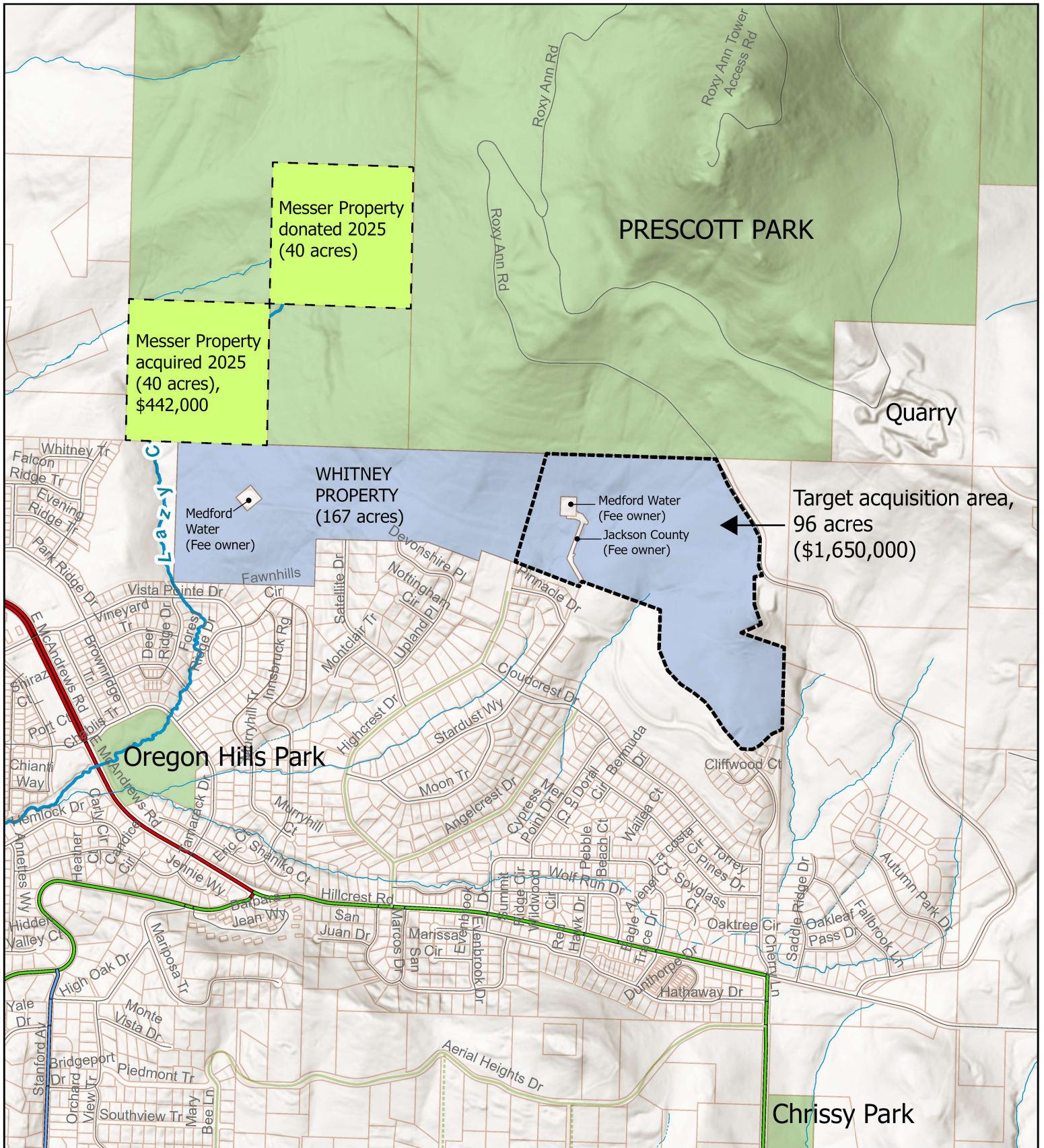
Section 2. This Resolution shall be effective following its adoption by the City Council.

PASSED by the Council and signed by me in authentication of its passage this 21st day of October, 2026.

ATTEST:

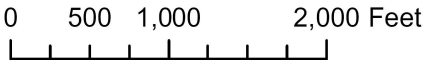
City Recorder

Mayor Michael Zarosinski



Prescott Park Land Acquisition

- Interest Zone
- Streams
- Tax Lots





AGENDA ITEM COMMENTARY

DEPARTMENT: City Recorder's Office

PHONE: (541) 774-2020

STAFF CONTACT: Winnie Shepard, City Recorder

AGENDA SECTION: Ordinances and Resolutions

MEETING DATE: October 21, 2026

COUNCIL BILL 2026-69

AN ORDINANCE amending sections 2.005, 2.010, 2.015, 2.020, 2.025, 2.035, 2.040, 2.045, 2.050, 2.055, 2.065, 2.070, 2.080, and 2.436 of the Medford Municipal Code (MMC) pertaining to Council procedures.

SUMMARY AND BACKGROUND

Council is requested to consider a Code amendment to MMC Chapter 2 Council Procedures to be consistent with the Council Rules of Procedure; these revisions are largely housekeeping in nature.

PREVIOUS COUNCIL ACTIONS

On August 19, 2021, Council Bill 2021-89 was approved, adopting and codifying Council Rules of Procedures and amending Sections 2.020, 2.050, and 2.457 of the Medford Municipal Code relating to procedures for City Council meetings.

On January 19, 2023, Council Bill 2023-06 was continued until after the February 4, 2023 study session to discuss any potential Rule changes and was approved on February 16, 2023, adopting the current Rules of Procedure.

On January 15, 2025, Council Officers requested staff review the Rules and provide proposed amendments to the Council Officers for consideration.

On March 19, 2025 Council Bill 2025-21 was approved, adopting the current Rules of Procedure.

ANALYSIS

Chapter IV, Section 13 of the City Charter decrees that the Council shall, by ordinance enacted by two-thirds vote of the whole Council, adopt rules for the government of its members and proceedings. The Council Rules are not intended to replace or supersede any applicable federal or state laws or regulations or provisions of the City Charter.

Rules of procedure for Council meetings are considered best practice and have several benefits. First, they allow for meetings to be run in an efficient and consistent manner. Second, they allow the Council and residents to debate matters of public concern in a courteous and respectful manner that lessens the likelihood of discontent and friction. Third, Rules provide guidance to Councilors regarding how to interact and engage with City employees and members of the public. Fourth, the Rules of Procedure ensure continuity and stability during transition years when new Councilors are elected to office.



AGENDA ITEM COMMENTARY

The proposed changes to the existing rules are modest and largely housekeeping. Terminology is made more consistent between various code sections. The list of Council Liaison appointments is updated to reflect current boards and commissions. The meeting order of business is now updated to match current practice. Finally, minor tweaks are made to the processes such as noticing a study session or noting lack of quorum for a meeting.

COUNCIL GOALS

Council Goal and Objective: None.

Strategy: None.

Deliverable: None.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

None.

TIMING ISSUES

None.

COUNCIL OPTIONS

Approve the ordinance as presented.

Modify the ordinance as presented.

Deny the ordinance as presented and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the ordinance.

SUGGESTED MOTION

I move to approve the ordinance as presented.

EXHIBITS

Ordinance

Redline of proposed code change

ORDINANCE NO. 2026-69

AN ORDINANCE amending sections 2.005, 2.010, 2.015, 2.020, 2.025, 2.035, 2.040, 2.045, 2.050, 2.055, 2.065, 2.070, 2.080, and 2.436 of the Medford Municipal Code (MMC) pertaining to Council procedures.

WHEREAS, on January 15, 2025, Council Officers requested staff review the Rules and provide proposed amendments to the Council Officers for consideration;

WHEREAS, on March 19, 2025 Council Bill 2025-21 was approved, adopting the current Rules of Procedure;

WHEREAS, rules of procedure for Council meetings are considered best practice and have several benefits, which include (1) allow meetings to be run in an efficient and consistent manner, (2) allow Council and residents to debate matters of public concern in a courteous and respectful manner, (3) the rules provide guidance to Councilors regarding how to interact and engage with City employees and members of the public, and (4) the rules ensure continuity and stability during transition years when new Councilors are elected to office; and

WHEREAS, the proposed changes to the existing rules are modest and largely housekeeping. Terminology is made more consistent between various code sections. The list of Council Liaison appointments is updated to reflect current boards and commissions. The meeting order of business is now updated to match current practice. Finally, minor tweaks are made to the processes such as noticing a study session or noting lack of quorum for a meeting; now, therefore,

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. Section 2.005 (Meeting Times) of the Medford Municipal Code, is hereby amended as follows (language in **bold font** is new, ~~strikethrough font~~ is existing language to be changed, and three asterisks (* * *) indicate existing language which remains unchanged by this ordinance but was omitted for the sake of brevity):

2.005 Meeting Times.

Unless the Council sets a different date and time for a particular meeting, the Council shall meet at 6:00 p.m. on the first and third Wednesday of each month. If business is not finished by 10:00 p.m., the Mayor shall adjourn the meeting, unless a majority of the Council**ors** ~~members~~ present vote to continue in session. Unfinished business shall automatically be placed on the next Council agenda, unless the Council specifies a different time for consideration of such items. ~~On holidays, the Council shall meet on the Wednesday following the holiday.~~

Section 2. Section 2.010 (Meeting Procedure) of the Medford Municipal Code, is hereby amended as follows (language in **bold font** is new, ~~strikethrough font~~ is existing language to be changed, and three asterisks (* * *) indicate existing language which remains unchanged by this ordinance but was omitted for the sake of brevity):

2.010 Meeting Procedure.

The presiding officer shall conduct all meetings of the council in accordance with Robert's Rules of Order, Revised. However, the validity of an act of the ~~€~~**Council** shall not be affected by failure to observe Robert's Rules of Order, Revised.

Section 3. Section 2.015 (Special Sessions Procedure) of the Medford Municipal Code, is hereby amended as follows (language in **bold font** is new, ~~strikethrough font~~ is existing language to be changed, and three asterisks (* * *) indicate existing language which remains unchanged by this ordinance but was omitted for the sake of brevity):

2.015 Special Sessions Procedure.

The rules of procedure for special sessions shall be the same as provided for regular sessions of the ~~€~~**Council** insofar as the provisions of **MMC** sections 2.010 to 2.075 are applicable.

Section 4. Section 2.020 (Ordinance and Resolution Procedure) of the Medford Municipal Code, is hereby amended as follows (language in **bold font** is new, ~~strikethrough font~~ is existing language to be changed, and three asterisks (* * *) indicate existing language which remains unchanged by this ordinance but was omitted for the sake of brevity):

2.020 Ordinance and Resolution Procedure.

Subject to the provisions of Sections 2.010 to 2.075, ordinances and resolutions shall be introduced and passed at regular or special sessions of the Council. Before introduction, all proposed ordinances and resolutions shall be delivered to the **City** Recorder, who shall endorse on them the Council bill number assigned to each ~~assigns the~~ **Council bill numbers**. The number shall begin with the year in which the bill was introduced followed by the consecutive number identifying each bill, beginning each year with the number ~~one~~ **01** for the first bill of that year (i.e., ~~2021-1, 2021-2~~ **YYYY-01, YYYY-02**, etc.). Proposed ordinances and resolutions shall from the time of numbering be referred to in the minutes or records of the **City** Recorder as Council bills. The proposed ordinances and resolutions then shall be introduced in open-council meeting, and the following action may be taken:

Section 5. Section 2.025 (Ordinance Recording) of the Medford Municipal Code, is hereby amended as follows (language in **bold font** is new, ~~strikethrough font~~ is existing language to be changed, and three asterisks (* * *) indicate existing language which remains unchanged by this ordinance but was omitted for the sake of brevity):

2.025 Ordinance Recording.

The **City** ~~€~~Recorder shall record all ordinances passed by the ~~€~~Council and approved by the ~~m~~Mayor in a book to be kept for that purpose.

Section 6. Section 2.035 (Quorum) of the Medford Municipal Code, is hereby amended as follows (language in **bold font** is new, ~~strikethrough font~~ is existing language to be changed, and three asterisks (* * *) indicate existing language which remains unchanged by this ordinance but was omitted for the sake of brevity):

2.035 Quorum.

The ~~m~~Mayor, or in his absence the ~~p~~President or ~~v~~Vice ~~p~~President of the ~~€~~Council, shall call the meeting to order at the hour designated for the meeting. If a quorum is not present, the Councilors present shall adjourn until a specific time or until the next regular meeting. If a quorum is not present, the recorder **Councilors present** shall ~~immediately inform the absent members, except those known to be unavoidably detained, that their presence is required to enable the council to proceed. If the absent member or members do not appear after the notice, the members present~~ **adjourn until a specific time or until the next regular meeting.**

Section 7. Section 2.040 (Agenda) of the Medford Municipal Code, is hereby amended as follows (language in **bold font** is new, ~~strikethrough font~~ is existing language to be changed, and three asterisks (* * *) indicate existing language which remains unchanged by this ordinance but was omitted for the sake of brevity):

2.040 Agenda.

The **City** ~~m~~Manager shall prepare an agenda of the business to be presented at a regular council meeting.

Agenda items should be submitted at the time determined by the ~~€~~City ~~m~~Manager per Administrative Regulation. The agenda shall be prepared in accordance with section 2.050. ~~Councilmembers~~ **Councilors** and the ~~m~~Mayor shall endeavor to have subjects they wish considered submitted in time to be placed on the agenda.

Section 8. Section 2.045 (Consent Calendar) of the Medford Municipal Code, is hereby amended as follows (language in **bold font** is new, ~~strikethrough font~~ is existing language to be

changed, and three asterisks (* * *) indicate existing language which remains unchanged by this ordinance but was omitted for the sake of brevity):

2.045 Consent Calendar.

~~In order to make more efficient use of meeting time~~ **For efficiency**, the ~~City m~~**City** Manager shall place all ordinances and resolutions which are routine in nature and concerning which no debate is expected on a "consent calendar." Any item placed on the consent calendar shall be removed at the request of the ~~m~~**Mayor** or a ~~councilmember~~ **Councilor** prior to the time a vote is taken on the consent calendar items. All remaining items on the consent calendar shall be disposed of by a single motion "to adopt the consent calendar," which shall not be debatable. Adoption of the consent calendar shall be by the affirmative vote of all ~~councilmembers~~ **Councilors** present at the time the vote is taken and shall have the same effect as a separate vote for each item. If there are dissenting votes, each item on the consent calendar shall be voted upon separately in the usual manner.

Section 9. Section 2.050 (Order of Business) of the Medford Municipal Code, is hereby amended as follows (language in **bold font** is new, ~~strikethrough font~~ is existing language to be changed, and three asterisks (* * *) indicate existing language which remains unchanged by this ordinance but was omitted for the sake of brevity):

2.050 Order of Business.

The order of business at Council meetings shall be as follows:

- (1) Roll call
- (2) **City Manager Reports**
- (3) Recognitions, community group reports
- (4) Oral request and communications from the audience
- (5) Approval or correction of the minutes of the preceding meeting
- (6) Consent calendar
- (7) Items removed from the consent calendar
- (8) Ordinances and resolutions
- (9) Public Hearings
- (10) Council Business (including propositions and remarks from the ~~m~~**Mayor** and ~~council members~~ **Councilors**)
- (11) ~~Manager and Staff r~~**Manager and Staff Reports**
- (12) Adjournment

The order of business at Council meetings is subject to change at the discretion of the presiding officer in accordance with the needs of the Council. Upon motion and second, any change in the order of business by the presiding officer may be overridden or changed by majority vote of ~~the Council Members~~ **Councilors** present.

Section 10. Section 2.055 (Voting) of the Medford Municipal Code, is hereby amended as follows (language in **bold font** is new, ~~strikethrough font~~ is existing language to be changed, and three asterisks (* * *) indicate existing language which remains unchanged by this ordinance but was omitted for the sake of brevity):

2.055 Voting.

- (1) Only a member **Councilor** who is present shall be permitted to vote when the "ayes" and "nays" on a question are called for. Presence shall be determined by the following:
 - (a) When a member's **Councilor's** name is called in the regular order, in the case of a roll call vote; or
 - (b) In any other case, when the question is put.
- (2) The president of the ~~€~~**Council** or a ~~councilmember~~ **any other Councilor** acting as president ~~pro tem~~ **presiding officer** may vote on all questions in all cases in which he might vote if not so acting.
- (3) On a motion to adopt an ordinance, or to adopt a resolution authorizing any disposition of public funds, or in the course of special assessment proceedings, there shall be a roll call vote. On all other motions it is sufficient to put the question in the following form: "All in favor say 'aye,' opposed 'nay'." If the presiding officer is then uncertain of the votes cast or if a division is called for, the presiding officer shall call for a roll call vote.
- (4) In order to carry an authorization to expend public funds, at least three ~~members of the Council~~ **Councilors** shall vote affirmatively for the proposition.

Section 11. Section 2.065 (Decorum) of the Medford Municipal Code, is hereby amended as follows (language in **bold font** is new, ~~strikethrough font~~ is existing language to be changed, and three asterisks (* * *) indicate existing language which remains unchanged by this ordinance but was omitted for the sake of brevity):

2.065 Decorum.

- (1) Except by permission of the presiding officer, a ~~councilmember~~ **Councilor** shall address any remarks to the ~~€~~**Council**, and not to the audience. Upon recognition and with permission of the presiding officer, a person in the audience may address the council relative to any matter being considered by the council at that time.
- (2) All ~~members~~ **Councilors** shall preserve order and decorum during meetings and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the ~~P~~**presiding officer**.
- (3) All members **Councilors** shall:
 - (a) confine themselves to questions or issues then under discussion;
 - (b) not engage in personal attacks;
 - (c) not impugn the motives of any speaker;
 - (d) not chastise, denigrate, or criticize anyone;
 - (e) set an example of good ethical conduct; and,

(f) at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

Section 12. Section 2.070 (Conflict of Interest) of the Medford Municipal Code, is hereby amended as follows (language in **bold font** is new, ~~strikethrough font~~ is existing language to be changed, and three asterisks (* * *) indicate existing language which remains unchanged by this ordinance but was omitted for the sake of brevity):

2.070 Conflict of Interest.

Each ~~councilmember~~ **Councilor** shall be entitled to vote when present at a regular or special meeting of the council, except that a ~~councilmember~~ **Councilor** shall not vote when he has a conflict of interest. A conflict of interest exists if the action to be taken can confer on him a significant economic benefit or impose a significant economic loss not shared by the public generally. If there is such a conflict of interest, the ~~councilmember~~ **Councilor** shall identify it before taking part in any discussion.

Section 13. Section 2.080 (Study Sessions) of the Medford Municipal Code, is hereby amended as follows (language in **bold font** is new, ~~strikethrough font~~ is existing language to be changed, and three asterisks (* * *) indicate existing language which remains unchanged by this ordinance but was omitted for the sake of brevity):

2.080 Study Sessions.

(1) Council study sessions shall be held on the second Wednesday of each month at 6:00 p.m. with the option to utilize the fourth Wednesday for special and time-sensitive subjects. Additional study sessions may be held at the request of the Council or City Manager. Any study session may be canceled ~~at the discretion of by the City Manager or~~ **Council Officers**, ~~unless the study session was specifically requested by the Council.~~ If a study session falls on a holiday, it shall not be held.

(2) A quorum is not required for a study session and ~~Councilmembers~~ **Councilors** are not under any obligation to attend.

(3) The purpose of a study session shall be for ~~Councilmembers~~ **Councilors** to informally receive background information on City business and to give ~~Councilmembers~~ **Councilors** an opportunity to ask questions and to express their individual views.

(4) Particular cases involving quasi-judicial decisions shall not be discussed at study sessions.

(5) No decision shall be made and no vote shall be taken at any study session, except on a point of order.

(6) The agenda for a study session shall be made by the City Manager and distributed at least ~~24~~ **48** hours in advance. The Council may direct the City Manager to schedule ~~appropriate matters which the Council wants discussed at study sessions.~~ However, appropriate non-agenda items may be discussed if a majority of members **Councilors** present agree.

(7) Minutes of each study session shall be kept by the City Recorder ~~or Deputy Recorder~~ and

filed in the **City** Recorder's Office. Council approval of such minutes is not required.

Section 14. Section 2.436 (Council Liaison) of the Medford Municipal Code, is hereby amended as follows (language in **bold font** is new, ~~strikethrough font~~ is existing language to be changed, and three asterisks (* * *) indicate existing language which remains unchanged by this ordinance but was omitted for the sake of brevity):

2.436 Council Liaison.

(1) At the second regular City Council session, the Council president shall appoint Council liaisons to the following City Boards and Commissions:

Hospital Facilities Authority (2 positions)
Rogue Valley Area Commission on Transportation (RVACT)
Rogue Valley Council of Governments (RVCOG)
Rogue Valley Metropolitan Planning Organization (RVMPO)
Regional Rate Committee (2 positions)
Southern Oregon Regional Economic Development Inc. (SOREDI)
~~Housing Advisory Committee~~ **Housing and Community Development Commission**
~~Parking Committee~~
Parks & Recreation Commission
Police Advisory Committee
Transportation Commission
TRADCO
Chamber Board
Travel Medford Board
Medford Water Commission

PASSED by the Council and signed by me in authentication of its passage this 21st day of October 2026.

ATTEST: _____
City Recorder

Mayor Michael Zarosinski

APPROVED: October 21, 2026

Mayor Michael Zarosinski

2.005 Meeting Times

Unless the Council sets a different date and time for a particular meeting, the Council shall meet at 6:00 p.m. on the first and third Wednesday of each month. If business is not finished by 10:00 p.m., the Mayor shall adjourn the meeting, unless a majority of the Council ~~ormembers~~ present vote to continue in session. Unfinished business shall automatically be placed on the next Council agenda, unless the Council specifies a different time for consideration of such items. ~~On holidays, the Council shall meet on the Wednesday following the holiday.~~

2.010 Meeting Procedure

The presiding officer shall conduct all meetings of the council in accordance with Robert's Rules ~~of Order, Revised~~. However, the validity of an act of the ~~c~~Council shall not be affected by failure to observe Robert's Rules ~~of Order, Revised~~.

2.015 Special Sessions Procedure

The rules of procedure for special sessions shall be the same as provided for regular sessions of the ~~c~~Council insofar as the provisions of ~~MMC sections~~ 2.010 to 2.075 are applicable.

2.020 Ordinance and Resolution Procedure

Subject to the provisions of Sections 2.010 to 2.075, ordinances and resolutions shall be introduced and passed at regular or special sessions of the Council. Before introduction, all proposed ordinances and resolutions shall be delivered to the City Recorder, who ~~assigns the shall endorse on them the~~ Council bill numbers ~~s assigned to each~~. The number shall begin with the year in which the bill was introduced followed by the consecutive number identifying each bill, beginning each year with the number ~~01~~one for the first bill of that year (i.e., ~~2021-1, 2021-2~~ YYYY-01, YYYY-02, etc.). Proposed ordinances and resolutions shall from the time of numbering be referred to in the minutes or records of the City Recorder as Council bills. The proposed ordinances and resolutions then shall be introduced in open-council meeting, and the following action may be taken:

2.025 Ordinance Recording

The City ~~r~~Recorder shall record all ordinances passed by the ~~c~~Council and approved by the ~~m~~Mayor in a book to be kept for that purpose.

2.035 Quorum

The ~~m~~Mayor, or in his absence the ~~p~~President or ~~V~~ice ~~p~~President of the ~~c~~Council, shall call the meeting to order at the hour designated for the meeting. If a quorum is not present, ~~the recorder shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required to enable the council to proceed. If the absent member or members do not appear after the notice,~~ the ~~members~~ Councilors present shall adjourn until a specific time or until the next regular meeting.

2.040 Agenda

The City ~~M~~anager shall prepare an agenda of the business to be presented at a regular council meeting.

Agenda items should be submitted at the time determined by the ~~c~~City ~~m~~Manager per Administrative Regulation. The agenda shall be prepared in accordance with section 2.050. Council ~~o~~members and the

~~m~~Mayor shall endeavor to have subjects they wish considered submitted in time to be placed on the agenda.

2.045 Consent Calendar

~~For efficiency. In order to make more efficient use of meeting time,~~ the ~~City~~ ~~m~~Manager shall place all ordinances and resolutions which are routine in nature and concerning which no debate is expected on a "consent calendar." Any item placed on the consent calendar shall be removed at the request of the ~~m~~Mayor or a ~~c~~Council~~o~~member prior to the time a vote is taken on the consent calendar items. All remaining items on the consent calendar shall be disposed of by a single motion "to adopt the consent calendar," which shall not be debatable. Adoption of the consent calendar shall be by the affirmative vote of all ~~c~~Council~~o~~members present at the time the vote is taken and shall have the same effect as a separate vote for each item. If there are dissenting votes, each item on the consent calendar shall be voted upon separately in the usual manner.

2.050 Order of Business

The order of business at Council meetings shall be as follows:

(1) Roll call

~~(2)~~ City Manager Reports

~~(23)~~ Recognitions, community group reports

~~(34)~~ Oral request and communications from the audience

~~(45)~~ Approval or correction of the minutes of the preceding meeting

~~(56)~~ Consent calendar

~~(67)~~ Items removed from the consent calendar, ~~if any~~

~~(78)~~ Ordinances and resolutions

~~(89)~~ Public Hearings

~~(910)~~ Council Business (including propositions and remarks from the ~~M~~mayor and ~~c~~Council~~o~~members)

~~(101)~~ ~~Manager and s~~Staff ~~r~~Reports

~~(142)~~ Adjournment.

The order of business at Council meetings is subject to change at the discretion of the presiding officer in accordance with the needs of the Council. Upon motion and second, any change in the order of business by the presiding officer may be overridden or changed by majority vote of the Council~~o~~members present.

2.055 Voting

(1) Only a member-Councilor who is present shall be permitted to vote when the "ayes" and "nays" on a question are called for. Presence shall be determined by the following:

(a) When a member'-Councilor's name is called in the regular order, in the case of a roll call vote; or

(b) In any other case, when the question is put.

(2) The president of the ~~c~~Council or any other -cCouncilor ~~member~~ acting as presiding officer president pro tem may vote on all questions in all cases in which he might vote if not so acting.

(3) On a motion to adopt an ordinance, or to adopt a resolution authorizing any disposition of public funds, or in the course of special assessment proceedings, there shall be a roll call vote. On all other motions it is sufficient to put the question in the following form: "All in favor say 'aye,' opposed 'nay'." If the presiding officer is then uncertain of the votes cast or if a division is called for, the presiding officer shall call for a roll call vote.

(4) In order to carry an authorization to expend public funds, at least three ~~members of the~~ councilors shall vote affirmatively for the proposition.

2.065 Decorum.

(1) Except by permission of the presiding officer, a ~~council member~~ shall address any remarks to the council, and not to the audience. Upon recognition and with permission of the presiding officer, a person in the audience may address the council relative to any matter being considered by the council at that time.

(2) All ~~Councilors members~~ shall preserve order and decorum during meetings and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the ~~P~~presiding ~~O~~fficer.

(3) All ~~members Councilors~~ shall:

(a) confine themselves to questions or issues then under discussion;

(b) not engage in personal attacks;

(c) not impugn the motives of any speaker;

(d) not chastise, denigrate, or criticize anyone;

(e) set an example of good ethical conduct; and,

(f) at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

2.070 Conflict of Interest.

Each council member shall be entitled to vote when present at a regular or special meeting of the council, except that a ~~council member~~ shall not vote when he has a conflict of interest. A conflict of interest exists if the action to be taken can confer on him a significant economic benefit or impose a significant economic loss not shared by the public generally. If there is such a conflict of interest, the council member shall identify it before taking part in any discussion.

2.080 Study Sessions

(1) Council study sessions shall be held on the second Wednesday of each month at 6:00 p.m. with the option to utilize the fourth Wednesday for special and time-sensitive subjects. Additional study sessions may be held at the request of the Council or City Manager. Any study session may be canceled ~~at the discretion of the by the~~ City Manager or Council Officers, ~~unless the study session was specifically requested by the Council~~. If a study session falls on a holiday, it shall not be held.

(2) A quorum is not required for a study session and Council members are not under any obligation to attend.

(3) The purpose of a study session shall be for Council members to informally receive background information on City business and to give Council members an opportunity to ask questions and to express their individual views.

(4) Particular cases involving quasi-judicial decisions shall not be discussed at study sessions.

(5) No decision shall be made and no vote shall be taken at any study session, except on a point of order.

(6) The agenda for a study session shall be made by the City Manager and distributed at least ~~24~~ 48 hours in advance. The Council may direct the City Manager to schedule ~~appropriate matters which the Council wants discussed at~~ study sessions. However, appropriate non-agenda items may be discussed if a majority of ~~members Councilors~~ present agree.

(7) Minutes of each study session shall be kept by the City Recorder ~~or Deputy Recorder~~ and filed in the City Recorder's Office. Council approval of such minutes is not required.

- (8) ~~The study session agenda shall be posted and made available to interested persons including news media who have requested notice at least 24 hours prior to the study session.~~
- (9) ~~The rules contained in this section may not be suspended.~~

2.436 Council Liaison

(1) At the second regular City Council session, the Council president shall appoint Council liaisons to the following City Boards and Commissions:

Hospital Facilities Authority (2 positions)
Rogue Valley Area Commission on Transportation (RVACT)
Rogue Valley Council of Governments (RVCOG)
Rogue Valley Metropolitan Planning Organization (RVMPO)
Regional Rate Committee (2 positions)
Southern Oregon Regional Economic Development Inc. (SOREDI)
~~Housing Advisory Committee~~Housing and Community Development Commission
~~Parking Committee~~
Parks & Recreation Commission
Police Advisory Committee
Transportation Commission
TRADCO
Chamber Board
Travel Medford Board
Medford Water Commission

(6) Some boards and commissions are not City of Medford boards and commissions, but instead include a member from the governing body of the City as a voting member of the board or commission. In these instances, the ~~C~~c~~ouncilor member~~ may act as a voting member of the Board, not as a ~~e~~c~~ouncil liaison~~. Those ~~e~~c~~ouncilors members~~, when appropriate, should obtain direction from the entire ~~e~~c~~ouncil~~ prior to voting on a matter. Staff appointed as representatives, including alternates, to such boards and commissions shall follow the guidelines of this subsection.



AGENDA ITEM COMMENTARY

DEPARTMENT: Public Works
PHONE: (541) 774-2100
STAFF CONTACT: Dan Worth, Public Works Director

AGENDA SECTION: Ordinances and Resolutions
MEETING DATE: October 21, 2026

COUNCIL BILL 2026-70

AN ORDINANCE amending section 3.813 of the Medford Municipal Code (MMC) related to the Street System Development Charge (SDC) – Alternate Calculations.

SUMMARY AND BACKGROUND

Council is requested to consider an ordinance amending sections 3.813 of the Medford Municipal Code (MMC) related to the Street System Development Charge (SDC) – Alternate Calculations.

PREVIOUS COUNCIL ACTIONS

On January 28, 2026, Council held a study session and directed staff to review and draft an amendment to modify this code section

ANALYSIS

MMC Section 3.813 allows an applicant who does not want to use the trip generation rates as established by the City to determine the Street SDC or Street utility fee, to request an independent traffic study to determine the proposed development's trip generation rate. If initiated, this independent study must be completed by a Professional Engineer and would be paid for solely by the applicant. Currently, in order to be applied to the development, the code requires that the resulting trip generation rates from the independent traffic study are at least twenty-five (25) percent higher or lower than the trip-generation rates found in Table 3.1. This "twenty-five percent rule" serves as a major disincentive for applicants to seek an independent study, even if they feel the city's trip generation rates are incorrect.

The proposed code amendment removes the twenty-five (25) percent requirement. Additionally, the code amendment removes references to Table 3.1 due to errors in the table and replaces this reference with the most current Institute of Traffic Engineers (ITE) Trip Generation Manual for the appropriate category-of-use for the Street SDC fee.

The proposed code amendment also adds language to clarify that if the applicant wishes to have the city issue their requested building permit prior to the completion of the independent traffic study, then the request must be accompanied with the full payment of the Street SDC fee using the standard methodology. In the event that an Alternate Calculation from the independent traffic study results in a Street SDC which is less than that derived from the standard calculation, upon approval of the Alternate Calculation by the City Traffic Engineer, the City shall refund to the applicant the excess Street SDC collected, or reduce the amount assessed on the required permit.

COUNCIL GOALS

Council Goal and Objective: Economic Development and Regional Opportunity



AGENDA ITEM COMMENTARY

Strategy: None

Deliverable: None

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

None

TIMING ISSUES

None

COUNCIL OPTIONS

Approve the ordinance as presented.

Modify the ordinance as presented.

Deny the ordinance as presented and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the ordinance.

SUGGESTED MOTION

I move to approve the ordinance as presented.

EXHIBITS

Ordinance

Code Amendment

ORDINANCE NO. 2026-70

AN ORDINANCE amending section 3.813 of the Medford Municipal Code (MMC) related to the Street System Development Charge (SDC) – Alternate Calculations.

WHEREAS, on January 28, 2026, Council held a study session and directed staff to review and draft an amendment to modify MMC section 3.813;

WHEREAS, MMC Section 3.813 allows an applicant who does not want to use the trip generation rates as established by the City to determine the Street SDC or Street utility fee, to request an independent traffic study to determine the proposed development's trip generation rate. Currently, in order to be applied to the development, the code requires that the resulting rates from the independent traffic study are at least twenty-five (25) percent higher or lower than the trip-generation rates found in Table 3.1;

WHEREAS, the proposed code amendment removes the twenty-five (25) percent requirement and removes references to Table 3.1 due to errors in the table and replaces this reference with the most current Institute of Traffic Engineers (ITE) Trip Generation Manual for the appropriate category-of-use for the Street SDC fee; and

WHEREAS, the proposed code amendment also adds language to clarify that if the applicant wishes to have the required permit issued prior to the completion of the alternate study, then the request must be accompanied with payment of the Street SDC fee using the standard methodology. In the event that the Alternate Calculation results in a Street SDC which is less than that derived from the standard calculation, upon approval of the Alternate Calculation by the City Traffic Engineer, the City shall refund to the applicant the excess Street SDC collected, or reduce the amount assessed on the required permit; now, therefore:

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. Section 3.813 (Alternate Calculations) of the Medford Municipal Code, is hereby amended as follows (language in **bold font** is new, ~~strikethrough font~~ is existing language to be changed, and three asterisks (* * *) indicate existing language which remains unchanged by this ordinance but was omitted for the sake of brevity):

3.813 Alternate Calculations

(2) Any time prior to the issuance of the required permit, an applicant may elect to use the Alternate Fee Calculation method of determining the trip generation rate for the type of development proposed. This election must be by written application to the City Engineer and ~~must be accompanied with payment of the Street SDC fee using the standard methodology and values found in Table 3.1.~~

If the applicant wishes to have the required permit issued prior to the completion of the alternate study, then the request must be accompanied with payment of the Street SDC fee using the standard methodology.

The following table shall be used in the calculation of the street development charge:

Description	Basis	Average Daily Vehicle Trips	Pass-by Factor	Trip	Calculated Vehicle Trip Rate
Automotive Parts and Service			KSF		16.60 1.00 16.60
Gasoline/Service Station			Fueling Station		172.01 0.58 99.77
Self-Service Car Wash			Wash Tunnel		108.00 1.00 108.00
Drive-In Bank			KSF		100.35 0.65 65.23
Coffee/Donut Shop With Drive-Through Window			KSF		533.57 1.00 533.57
Fast Food Restaurant With Drive-Through			KSF		467.48 0.50 233.74
High Turnover (Sit Down) Restaurant			KSF		107.20 0.57 61.10
Government Administration			KSF		22.59 1.00 22.59
Library			KSF		72.05 1.00 72.05
Military – Armor and Support			KSF		0.76 1.00 0.76
General Light Industrial			KSF		4.87 1.00 4.87
Clinic			KSF		37.60 1.00 37.60
Hospital			KSF		10.77 1.00 10.77
Nursing Care Services			Beds		3.06 1.00 3.06
Industrial Park			KSF		3.37 1.00 3.37
Manufacturing			KSF		4.75 1.00 4.75
General Office Building			KSF		10.84 1.00 10.84
Park			Acre		0.78 1.00 0.78

Recreational Community Center	KSF	28.82	1.00	28.82
Cemetery	Acre	6.02	1.00	6.02
Church	KSF	7.60	1.00	7.60
Hotels	Room	7.99	1.00	7.99
Casino	KSF	388.18	1.00	388.18
Single-Family Residential	Dwelling	9.43	1.00	9.43
Multifamily, Regular	Dwelling Unit	6.74	1.00	6.74
Mobile Home Park	Acre	39.61	1.00	39.61
Multifamily, Senior	Dwelling Unit	3.24	1.00	3.24
Shopping Plaza (up to 150 KSF)	KSF	94.49	0.66	62.36
Shopping Center > 150 KSF	KSF	37.01	0.66	24.43
Convenience Store	KSF	762.28	0.49	373.52
School	Students	2.27	1.00	2.27
Day Care Center	KSF	47.62	1.00	47.62
Intermodal Truck Terminal	KSF	14.05	1.00	14.05
Park-n-Ride Lot with Bus or Light Rail	Acre	11.66	1.00	11.66
Commercial Airport	Flights/day	10.28	1.00	10.28

*KSF = Gross Floor Area ÷ 1,000 sf

Where units are "square feet," this refers to the gross floor area of the entire building as hereinafter defined in this section. Where the units are "acres," this refers to the total improved area of the site. If a development takes direct access onto two public streets of different classification, the street of the highest order shall be used to determine the average trip length. The column labeled "Pass-by Trip Factor" sets forth the estimated percentage of "passerby trips" or "diverted link trips" to be deducted so that the chargeable trips will reflect impacts on the system caused by the development.

UNITS OF MEASURE:

(1) Gross Floor Area (GFA) The gross floor area of a building is the same (in square feet) as the area at each floor level, including cellars, basements, mezzanines, penthouses, corridors, lobbies, stores, and offices, that are included within the principal outside faces of exterior walls, not including architectural setbacks or projections. Included are all stories or areas that have floor surfaces with clear standing head room (six feet, six inches, minimum) regardless of their use. Where a ground level area, or part thereof, within the principal outside faces of the exterior wall is left unenclosed, the gross floor area of the unenclosed portion is said to be considered as a part of the overall square footage of the building. All unroofed areas and unenclosed roofed-over spaces, except as defined above, are to be excluded from the area calculations. Any roofed-over areas with three or more sides and used for storage of materials or goods shall be included in the gross floor area.

For purposes of the trip-generation calculation, the gross floor area of any parking garages within the building shall not be included within the gross floor area of the entire building.

(2) Other: There are some business establishments where the unit of measure for the particular category of use in the above table is not applicable, e.g., card-lock gas stations where there is no building area or roofed-over areas. In such cases, the City Engineer may assign a trip-generation rate based on some other unit of measure, e.g., number of pumps, acres, etc.

(3) If the developer or customer elects to use the Alternate Fee Calculation and if the trip-generation rates resulting from the independent traffic study are at least twenty-five (25) percent higher or lower than the trip-generation rates found in Table 3.1, Table of Values for Determining Attributable New Travel **the most current Institute of Traffic Engineers (ITE) Trip Generation Manual** for the appropriate category-of-use for Street SDC fee, or Table 4.1, ITE Bundles and Formulas for Determining Trip-Ends for the Street utility fee, then the values generated by the independent traffic study shall be used to compute the fee. If the study rates are within 25% of the values in the City's tables, then the City's values shall be used.

(5) The City's Traffic Engineer may approve, approve with conditions or reject the trip generation rate calculated in the report prepared under paragraph 4 above. The City Traffic Engineer shall approve the report if it conforms to generally accepted principles of traffic engineering. Upon approval, the trip rate for the proposed development shall be used to calculate the Street SDC except as described in paragraph 3 above. In the event that the Alternate Calculation results in a Street SDC which is less than that derived from the standard calculation, upon approval of the Alternate Calculation by the City Traffic Engineer, the City shall refund to the applicant the excess Street SDC collected, or reduce the amount the applicant agreed to pay **assessed on the required permit**. If the approved Alternate Calculation results in a Street SDC greater than the standard calculation, the applicant shall pay the difference to the City. In the event the applicant fails to promptly pay the difference to the City, the City may suspend the permit for the development or take other collection

action until payment is made. In the event the Alternative Calculation results in a revised street utility fee, refunds or additional charges shall be made in accordance with Section [4.1205](#), Adjustment of Bills for Billing Error.

PASSED by the Council and signed by me in authentication of its passage this 21st day of October 2026.

ATTEST: _____
City Recorder

Mayor Michael Zarosinski

APPROVED: October 21, 2026

Mayor Michael Zarosinski

3.813 Alternate Calculations.

(1) If an applicant does not want to use the trip generation rates as established by the City for determining the Street SDC or Street utility fee, the applicant may request an independent traffic study to determine the proposed development's trip generation rate. The following process applies to both the Street SDC and Street utility fee except where noted.

(2) Anytime prior to the issuance of the required permit, an applicant may elect to use the Alternate Fee Calculation method of determining the trip generation rate for the type of development proposed. This election must be by written application to the City Engineer. If the applicant wishes to have the required permit issued prior to the completion of the alternate study, then the request and must be accompanied with payment of the Street SDC fee using the standard methodology, ~~and values found in Table 3.1.~~

(3) If the developer or customer elects to use the Alternate Fee Calculation and if the trip-generation rates resulting from the independent traffic study are ~~at least twenty-five (25) percent higher or lower than the trip-generation rates found in Table 3.1, Table of Values for Determining Attributable New Travel~~ the most current Institute of Traffic Engineers (ITE) Trip Generation Manual for the appropriate category-of-use for Street SDC fee, or Table 4.1, ITE Bundles and Formulas for Determining Trip-Ends for the Street utility fee, then the values generated by the independent traffic study shall be used to compute the fee. ~~If the study rates are within 25% of the values in the City's tables, then the City's values shall be used.~~

(4) In order to be used to calculate the Street SDC for a proposed development or Street utility fee using the Alternate Fee Calculation method, the independent traffic study must meet the following standards unless the City's Traffic Engineer modifies them because of unique circumstances:

(a) The completed study must be stamped by either a licensed traffic engineer or a licensed civil engineer qualified to conduct traffic studies, who has been approved by the City's Traffic Engineer prior to beginning the study. If a civil engineer is selected, a signed and stamped statement of qualifications signifying their ability to perform such studies shall be required. The City's approval shall not be unreasonably withheld.

(b) All calculations shall be based on the average weekday traffic on the adjacent street for a general type of development similar to the proposed, and not on the average weekday

traffic on the development site itself. The purpose of the study is to determine what a typical development like the one proposed will generate in trips after it has become an established entity in the community. Traffic counts shall be at least 12-hour counts.

(c) A minimum of five local sites with comparable land use shall be used for the study and approved by the City's Traffic Engineer. If, in the sole discretion of the City's Traffic Engineer, there are insufficient local sites, the Traffic Engineer will consider alternate sites within the states of Idaho, Oregon or Washington. The sites shall all have land uses that are of comparable general description to that of the proposed development when it is completed and in use.

(d) The traffic study shall be designed in accordance with the methodology described in the Institute of Transportation Engineers Trip Generation Manual, current edition.

(e) The request to use the alternate calculation shall include a detailed description and drawing of the proposed development site, a description and drawing of each sampling site, a description of why these sites are representative of the impact likely to be generated by the proposed development and such other information as may be required by the City's Traffic Engineer.

(f) The completed report of the study shall be in a form approved by the City's Traffic Engineer and upon its completion shall be submitted to the City's Traffic Engineer for approval.

(5) The City's Traffic Engineer may approve, approve with conditions or reject the trip generation rate calculated in the report prepared under paragraph 4 above. The City Traffic Engineer shall approve the report if it conforms to generally accepted principles of traffic engineering. Upon approval, the trip rate for the proposed development shall be used to calculate the Street SDC except as described in paragraph 3 above. In the event that the Alternate Calculation results in a Street SDC which is less than that derived from the standard calculation, upon approval of the Alternate Calculation by the City Traffic Engineer, the City shall refund to the applicant the excess Street SDC collected, or reduce the amount assessed on the required permit ~~the applicant agreed to pay~~. If the approved Alternate Calculation results in a Street SDC greater than the standard calculation, the applicant shall pay the difference to the City. In the event the applicant fails to promptly pay the difference to the City, the City may suspend the permit for the development or take other collection action until payment is made. In the event the Alternative Calculation results in a revised street utility fee, refunds or

additional charges shall be made in accordance with Section 4.1205, Adjustment of Bills for Billing Error.

[Added Sec. 5, Ord. No. 6944, Jul. 18, 1991; Amd. Sec. 2, Ord. No. 7855, Apr. 6, 1995; Amd. Sec. 4, Ord. No. 2000-182, Sep. 7, 2000; Amd. Sec. 4, Ord. No. 2011-160, Aug. 18, 2011; Amd. Sec. 1, Ord. No. 2012-197, Dec. 20, 2012.]



AGENDA ITEM COMMENTARY

DEPARTMENT: Planning
PHONE: (541) 774-2380
STAFF CONTACT: Michelle King, Planning Director
Dan Worth, Public Works Director

AGENDA SECTION: Public Hearings
MEETING DATE: October 21, 2026

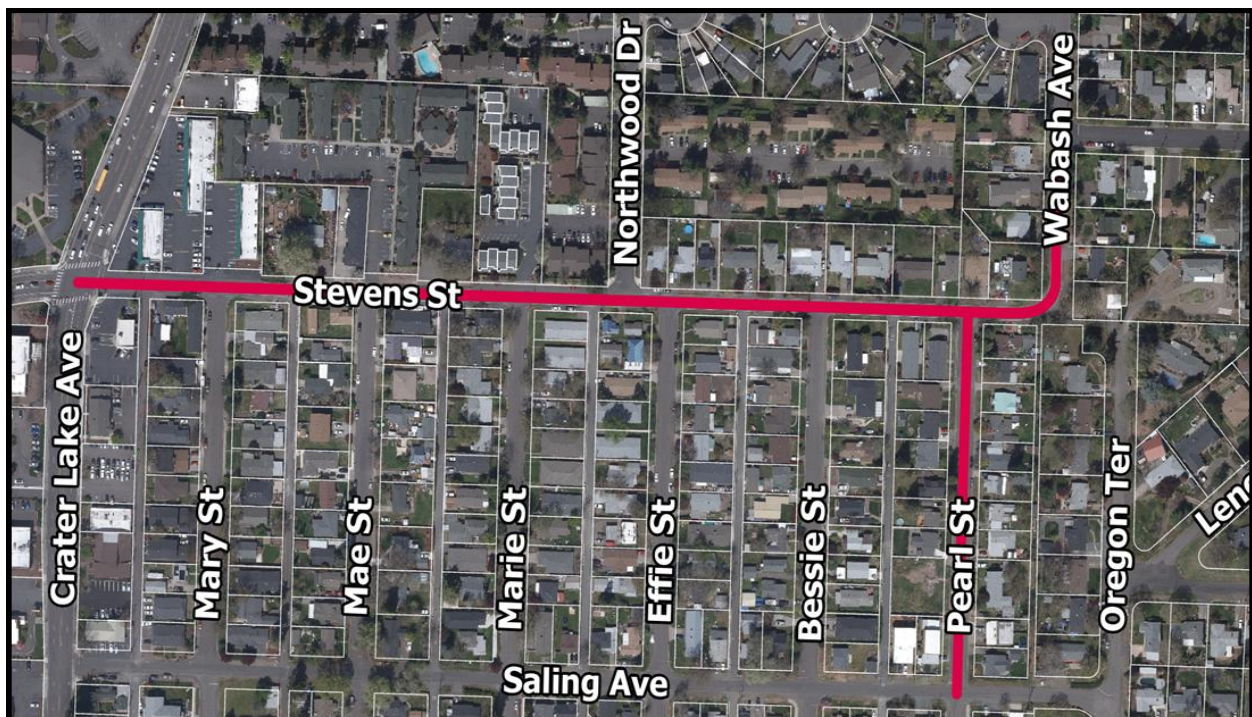
COUNCIL BILL 2026-71

A RESOLUTION authorizing a Transportation Facility for Stevens Street and Wabash Avenue, between Crater Lake Avenue and Ridge Way, using a modified Minor Collector street cross section that includes sidewalks on both sides of the street, shared travel and bike lanes, parking on one side of the street, no planter strips, a dedicated turn lane, a varied paved street width, and a reduced right-of-way width. Sidewalk improvements are also authorized for the west side of Pearl Street, between Stevens Street and Saling Avenue. (TF-25-263)

SUMMARY AND BACKGROUND

Council is requested to consider a Transportation Facility application to upgrade Stevens Street and Wabash Avenue, extending from Crater Lake Avenue to Ridge Way. The project seeks to modify the Minor Collector Street cross section within a constrained right-of-way. Sidewalk improvements are also proposed for the west side of Pearl Street from Stevens Street to Saling Avenue (TF-25-263).

Figure 1. Vicinity Map Identifying the Subject Area





AGENDA ITEM COMMENTARY

PREVIOUS COUNCIL ACTIONS

On December 15, 2022, Council Bill 2022-148 was approved, adopting revisions to the Transportation System Plan.

On June 4, 2025, Council Bill 2025-48 was approved, adopting the 2025-2027 Biennial Budget for the City of Medford and making appropriations thereunder.

ANALYSIS

The City of Medford Transportation System Plan identifies the Stevens Street improvements as Urban Upgrade Project #615. This Transportation Facility Application seeks to upgrade Stevens Street, incorporating roadway elements such as bike sharrows, sidewalks, curb and gutter, storm drain facilities, and street lighting where appropriate and as permitted within a constrained right-of-way. This project is a quasi-judicial land use action that provides Council with the ability to modify the standard cross section to better fit the existing built environment and upgrade the streets under review.

Stevens Street lies in northeast Medford and intersects Biddle Road at its western terminus and Wabash Avenue at its eastern terminus. The City has classified the western portion of Stevens Street between Biddle Road and Crater Lake Avenue as a Major Collector Street and has fully improved it to Major Collector Street standards, including pedestrian and bicycle facilities. However, this project focuses on proposed improvements to the eastern portion of Stevens Street between Crater Lake Avenue and Wabash Avenue, which the City has classified as a Minor Collector Street and has not yet fully improved to Minor Collector Street standards.

Pearl Street connects Stevens Street at its northern terminus and East Jackson Street at its southern terminus and is classified as a Standard Residential Street. This project focuses on proposed improvements to the northern segment between Stevens Street and Saling Avenue. The Transportation Facility Application proposes installing sidewalk improvements along the west side of Pearl Street to connect existing facilities at Stevens Street and Saling Avenue. Following construction, the improvements on Pearl Street would provide a continuous pedestrian access route connecting Jackson Street, Saling Avenue, and Stevens Street.

This project has been presented to the Planning Commission and City Council in numerous study sessions and public hearings, and several different design alternatives have been considered and modified prior to this public hearing. A chronology to the project's approval process is as follows.

Public Hearing of November 13, 2025

The Planning Commission held a public hearing for this project on November 13, 2025. Staff presented the project, which proposed improvements to Stevens Street from Crater Lake Avenue to approximately 250 feet north on Wabash Avenue, as well as improvements to Oregon Terrace. In response to community input and feedback from Commissioners at that meeting, the matter was



AGENDA ITEM COMMENTARY

continued to a future hearing date to allow staff time to revise the project designs to eliminate or reduce certain roadway elements to minimize impacts to adjacent properties.

Public Hearing of January 8, 2026

The Planning Commission reviewed the revised project designs on January 8, 2026, and voted 5-3 to forward a favorable recommendation to City Council.

Public Hearing of February 4, 2026

The City Council held a public hearing on February 4, 2026. Following discussion and consideration of the options, the Council continued the matter indefinitely and requested a study session. Staff was directed to consider additional design alternatives that reflect the true residential nature of the street, evaluate the feasibility of multi-use paths, and reduce or eliminate shy distance in order to minimize the overall right-of-way width.

Study Session of April 22, 2026

Staff presented a total of four (4) designs to the City Council at a Study Session on April 22, 2026. Staff was directed to further refine selected designs for additional consideration.

Public Hearing of June 17, 2026

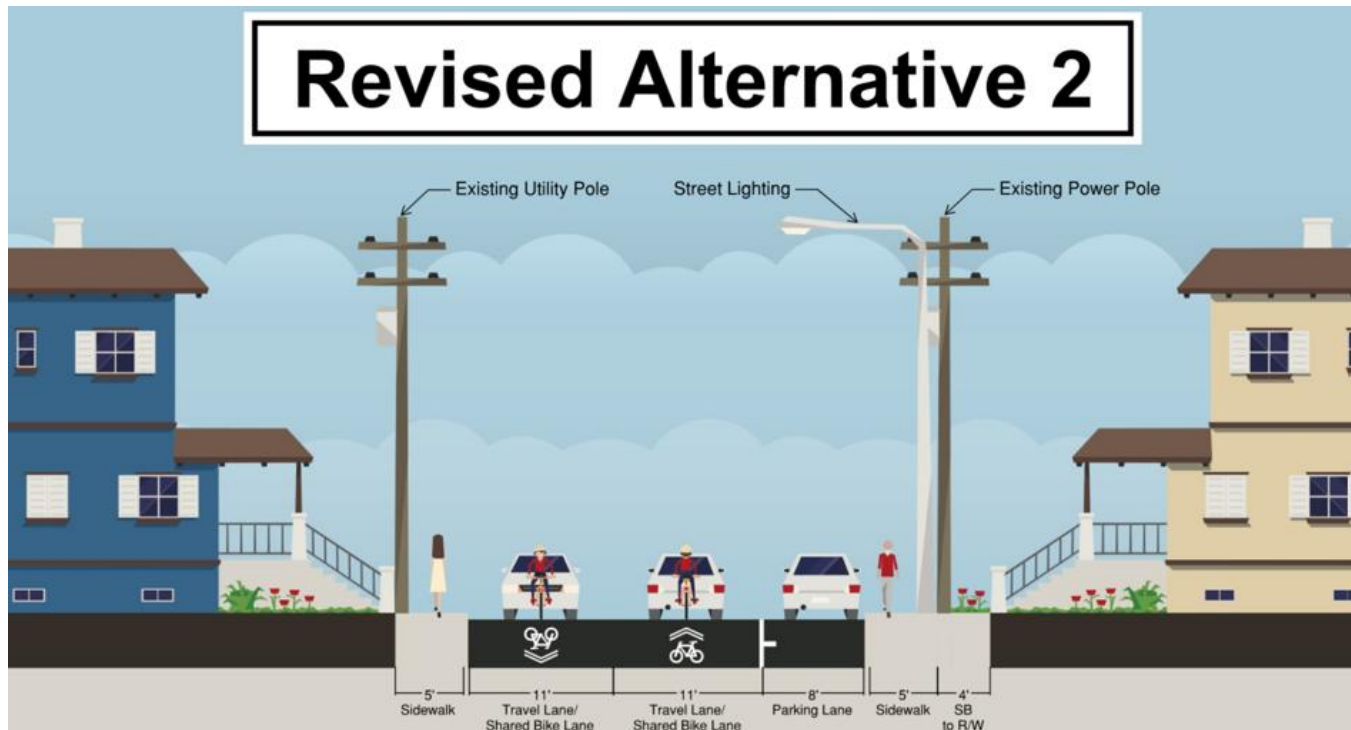
The City Council held a public hearing on June 17, 2026. Council continued the matter indefinitely to allow time for staff to complete additional refinements the alternative designs and present additional material to the Council at a future Study Session.

Study Session of August 12, 2026

Staff presented Alternatives 2 and 5 to the City Council at a study session on August 12, 2026 and received additional feedback. Staff now recommends Alternative 2.1, a modified version of Alternative 2 that reduces sidewalk and travel lane widths.



Figure 2. Cross Section of Alternative 2.1



The proposed adjustments to the cross section, which require Council approval, are reflected in the table below.

Table 1. Project-Specific Modifications to the Minor Collector Street Cross Section

	Travel Lane	Bike Lane	On-Street Parking	Sidewalk	Planter Strip	Left or Center Turn Lane/ Median	Total Paved Width	Total Right-of-Way Width
Minor Collector Street Standard Dimensions	11 ft.	6 ft.	8 ft. (Both sides)	5 ft.	8 ft.	None	34-50 ft.	60-76 ft.
Stevens Street Cross Section	11 ft.	Shared Travel/ Bike Lane	8 ft. (South side)	5 ft.	None	Turn Lane at Crater Lake Ave	Varies (22-38 ft.)	Varies (33-50 ft.)



AGENDA ITEM COMMENTARY

Wabash Avenue Cross Section	11 ft.	Shared Travel/ Bike Lane	8 ft. (East side)	5 ft.	None	None	30 ft.	45 ft.
-----------------------------	--------	-----------------------------	----------------------	-------	------	------	--------	--------

COUNCIL GOALS

Council Goal and Objective: Community Planning and Neighborhood Identity

Strategy: Continue to support and modernize infrastructure throughout the city

Deliverable: Complete capital improvement projects

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

\$4 million is budgeted in the following funds:

- \$1,891,400 in Fund 520, Street SDC Fund
- \$500,000 in Fund 530, Gas Tax Fund
- \$1,608,600 in Fund 550, Street Improvement Fund

\$2,108,577.92 has been identified through a Surface Transportation Block Grant (STBG).

TIMING ISSUES

Construction is projected to begin in spring 2028.

COUNCIL OPTIONS

Approve the resolution as presented.

Modify the resolution as presented.

Deny the resolution as presented and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the resolution.

SUGGESTED MOTION

I move to approve the resolution as presented.

EXHIBITS

Resolution

Council Report, including Exhibits A through MM

RESOLUTION NO. 2026-71

A RESOLUTION authorizing a Transportation Facility for Stevens Street and Wabash Avenue, between Crater Lake Avenue and Ridge Way, using a modified Minor Collector street cross section that includes sidewalks on both sides of the street, shared travel and bike lanes, parking on one side of the street, no planter strips, a dedicated turn lane, a varied paved street width, and a reduced right-of-way width. Sidewalk improvements are also authorized for the west side of Pearl Street, between Stevens Street and Saling Avenue. (TF-25-263)

WHEREAS, Medford Municipal Code Section 10.110(3) designates the City Council as the approving authority for Transportation Facility Developments;

WHEREAS, on November 13, 2025, the Medford Planning Commission held a public hearing, considered the application, and approved a Request for Continuance to the December 11, 2025, Planning Commission Hearing;

WHEREAS, on December 3, 2025, City Council held a public hearing, received a brief overview of the project, and approved a Request for Continuance to the February 4, 2026, City Council Hearing;

WHEREAS, on December 11, 2025, the Medford Planning Commission held a public hearing, and approved a Request for Continuance to the January 8, 2026, Planning Commission Hearing;

WHEREAS, on January 8, 2026, the Medford Planning Commission held a public hearing, considered the application, and recommended City Council approve the transportation facility based on the Findings and Conclusions included in the Staff Report dated December 31, 2025;

WHEREAS, on February 4, 2026, City Council held a public hearing, considered the application, and approved a Request for Continuance to a date uncertain;

WHEREAS, on June 17, 2026, City Council held a public hearing, received a brief update on the project, and approved a Request for Continuance to a date uncertain; and

WHEREAS, the City Council has determined the transportation facility proposal satisfies the applicable criteria as demonstrated by the Findings and Conclusions included in the Council Report dated October 14, 2026; now therefore,

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

Section 1. City Council hereby approves and adopts the Findings and Conclusions included in the Council Report dated October 14, 2026, which is on file in the Planning Department and incorporated herein by this reference.

Section 2. City Council adopts a Transportation Facility for Stevens Street and Wabash Avenue, between Crater Lake Avenue and Ridge Way, approving a modified Minor Collector street cross section that includes sidewalks on both sides of the street, shared travel and bike lanes, parking on one side of the street, no planter strips, a dedicated turn lane, a varied paved street width, and a reduced right-of-way width. Sidewalk improvements are also authorized for the west side of Pearl Street, between Stevens Street and Saling Avenue.

Section 3. This Resolution shall become effective immediately upon its passage by the Council and approval by the Mayor.

PASSED by the Council and signed by me in authentication of its passage this 21st day of October 2026.

ATTEST: _____
City Recorder Mayor Michael Zarosinski

APPROVED October 21, 2026: _____
Mayor Michael Zarosinski

COUNCIL REPORT

for a Type-IV quasi-judicial decision: **Transportation Facility Development**

Project	Stevens Street, Wabash Avenue, and Pearl Street	
File no.	TF-25-263	
To	Mayor and City Council	<i>for 10/21/26 hearing</i>
From	Kayla Parr, Planner II	
Reviewed by	Carla Angeli Paladino, Principal Planner	
Date	October 14, 2026	

PROPOSAL

A Transportation Facility application to upgrade Stevens Street and Wabash Avenue, extending from Crater Lake Avenue to Ridge Way. The project seeks to modify the Minor Collector Street cross section within a constrained right-of-way. Sidewalk improvements are also proposed for the west side of Pearl Street from Stevens Street to Saling Avenue (**See Exhibit MM**).

Applicable Criteria

The applicable criteria are found in Medford Municipal Code §10.226(2), Transportation Facility Development Approval Criteria.

- a) Transportation facility development projects shall be consistent with the Transportation Goals and Policies of the Comprehensive Plan.*
- b) Transportation facility projects should not prevent development of the remainder of the property under the same ownership or development of adjoining land.*
- c) If the project includes the creation of new streets, such streets should be laid out to conform with the plats of land divisions already approved for adjoining property.*
- d) All transportation projects must be consistent with the adopted Transportation System Plan (TSP).*

Figure 1. Vicinity Map Identifying the Subject Area



SUMMARY AND BACKGROUND

The City of Medford Transportation System Plan identifies the Stevens Street improvements as Urban Upgrade Project #615. This Transportation Facility Application seeks to upgrade Stevens Street to a modified Minor Collector Street cross section. The standard Minor Collector cross section in the Transportation System Plan (TSP) includes two travel lanes, bike lanes, on-street parking, sidewalks and a planter strip, curb and gutter, storm drain facilities and street lighting.

Staff previously proposed a design to the Planning Commission and the City Council that attempted to balance the built environment with the goals of the TSP and City code. Comments from the public, Planning Commission and Council asked staff to minimize impacts to properties adjacent to the project area. As a result, staff modified its original proposal and developed additional alternatives, including ones

that provided facilities for cyclists and pedestrians in the form of a multi-use path instead of separate bike and pedestrian facilities.

At the April 22, 2026, study session Staff presented Council with four alternatives:

- Alternative 1: Bike lanes and sidewalks on both sides of the street, no on-street parking.
- Alternative 2: Sidewalks on both sides of the street, bikes accommodated by sharrows, on-street parking on the south side of the street.
- Alternative 3: Sidewalk on south side, multi-use path on north side, no bike lanes, no on-street parking.
- Alternative 4: Same as Alternative 3, but with the multi-use path on the south side and the sidewalk on the north side.

Council did not select any of the alternatives. Instead, Council directed staff to explore a modified version of Alternative 4, with the possibility of narrowing or eliminating planter strips or shy space to create the width needed for some on-street parking.

Staff then presented two alternatives to the Council at a study session on August 12, 2026:

- Alternative 2 from the April study session: Sidewalks on both sides of the street, bikes accommodated by sharrows, on-street parking on the south side of the street.
- A new Alternative 5 incorporating Council direction from the April 26 study session: Multi-use path on the north side to accommodate bike and pedestrian users, no other bike or pedestrian facilities, and on-street parking on the south side.

Staff now recommends Alternative 2.1 (**See Exhibit MM**), which includes the same facilities as Alternative 2 from the August study session, with reduced widths for certain elements:

- Sidewalks are reduced from 7 feet to 5 feet.
- Travel lanes are reduced from 12 feet to 11 feet.
- Right-of-way acquisition is reduced from approximately 5,400 ft² to 1,363 ft².

Adopting Alternative 2.1 would also require Council to direct a reduction in the posted speed limit on this segment of Stevens Street to 20 MPH.

ISSUES AND ANALYSIS

Background

Stevens Street

Stevens Street lies in northeast Medford and intersects Biddle Road at its western terminus and Wabash Avenue at its eastern terminus. The City has classified the western portion of Stevens Street between Biddle Road and Crater Lake Avenue as a Major Collector Street and has fully improved it to Major Collector Street standards, including pedestrian and bicycle facilities. However, this project focuses on proposed improvements to the eastern portion of Stevens Street between Crater Lake Avenue and Wabash Avenue, which the City has classified as a Minor Collector Street and has not yet fully improved to Minor Collector Street standards.

Zoning in the subject area includes both commercial and residential properties. The Shamrock Square Commercial Center is located on the northeast corner of the Crater Lake Avenue-Stevens Street intersection and houses 13 different commercial service and retail businesses. A single retail business also occupies the southeast corner of the intersection. Much of the subject area east of the intersection contains a mix of residential zones from SFR-4 to MFR-30. Other key destinations adjacent to the subject area include Hedrick Middle School and the Medford Center.

Additionally, Rogue Valley Transportation District (RVTD) Bus Route 60 travels northbound and southbound through the Crater Lake Avenue-Stevens Street intersection. A northbound bus stop sits approximately 175 feet north of the intersection, and a southbound stop sits approximately 450 feet south of the intersection.

Stevens Street currently lacks consistent urban street amenities. The existing pavement provides for one travel lane in each direction within a majority 45-foot right-of-way. Throughout the subject area, Stevens Street lacks bicycle lanes, on-street parking, and planter strips—all standard elements of a Minor Collector Street. Informal parking solutions, including gravel shoulders in the public right-of-way, have been established due to lack of formal parking facilities. Lastly, only 250 feet of sidewalk currently exists on the north side of the street between Mae Street and Effie Street.

Figure 2. View of Stevens Street Looking East from Crater Lake Avenue



Figure 3. View of Stevens Street looking East at the Intersection with Marie



Figure 4. View of Stevens Street Looking East at the Curve into Wabash Avenue



Pearl Street

Pearl Street connects Stevens Street at its northern terminus and East Jackson Street at its southern terminus and is classified as a Standard Residential Street. This project focuses on proposed improvements to the northern segment between Stevens Street and Saling Avenue.

Zoning along Pearl Street is primarily residential (SFR-4, SFR-10, and MFR-20), with one commercial property zoned C-N at the East Jackson Street intersection. Additionally, the southern segment, between Saling Avenue and East Jackson Street, borders the west side of Hedrick Middle School.

Existing Conditions

Northern Segment (Stevens Street to Saling Avenue):

- Approximately 100 feet of sidewalk on the west side of the street
- Street lighting on the west side of the street
- Curb and gutter on both sides of the street

Existing Conditions

Southern Segment (Saling Avenue to East Jackson Street):

- Street lighting on the west side of the street
- Curb and gutter on both sides of the street
- Continuous sidewalk along the east side of the street
- Approximately 350 feet of non-continuous sidewalk on the west side of the street

This Transportation Facility Application proposes installing sidewalk improvements along the west side of Pearl Street to connect existing facilities at Stevens Street and Saling Avenue. Following construction, the improvements on Pearl Street would provide a continuous pedestrian access route connecting Jackson Street, Saling Avenue, and Stevens Street.

Figure 5. Locations of Existing and Proposed Sidewalks

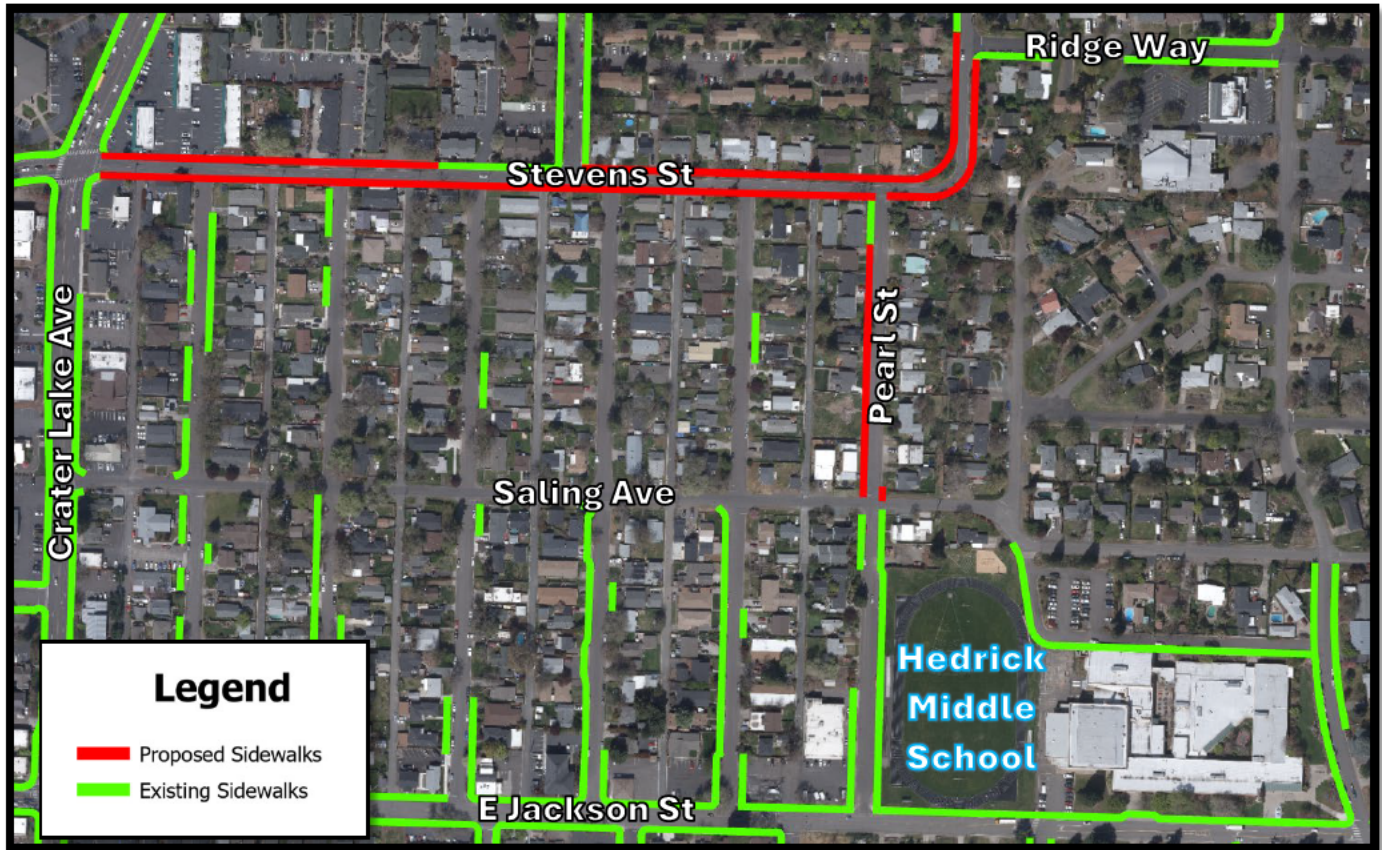


Figure 7. View of Pearl Street Looking South Between Stevens and Saling



Figure 8. View of Pearl Street and Saling Avenue Intersection, Looking South

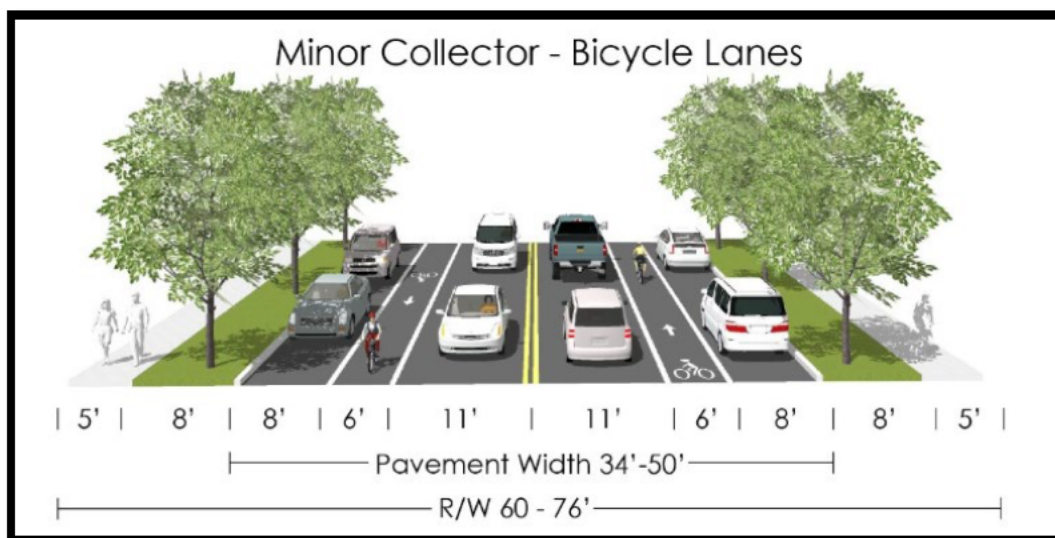


The table and diagram below list the standard cross-sectional elements and dimensions for a Minor Collector Street, as outlined in the Medford Municipal Code §10.428(4):

Table 1. Standard Minor Collector Street Cross-Sectional Element Dimensions

	Travel Lane	Bike Lane	On-Street Parking	Sidewalk	Planter Strip	Left or Center Turn Lane/ Median	Total Paved Width	Total Right-of-Way Width
<i>Standard Dimensions</i>	11 ft.	6 ft.	8 ft.	5 ft.	8 ft.	None	34-50 ft.	60-76 ft.

Figure 9. Standard Minor Collector Street Cross Section



The following tables reflect the proposed adjustments to the Minor Collector Street cross section for different segments of the project area. The roadway segment is identified above the table. The top row of the table shows the standard dimensions, and the bottom row shows the proposed dimensions for Alternative 2.1. The cross-section diagrams corresponding to each segment are also included below the table.

Table 2. Stevens Street Intersection – Crater Lake Avenue to Alley F-12

	Travel Lanes	Bike Lanes	On-Street Parking	Sidewalks	Planter Strips	Left or Center Turn Lane/ Median	Total Paved Width	Total Right-of-Way Width
Minor Collector	11 ft.	6 ft.	8 ft.	5 ft.	8 ft.	None	34-50 ft.	60-76 ft.
Alternative 2.1	11 ft.	5 ft. (South side)	None	5 ft.	None	11 ft.	38 ft.	50 ft.

Figure 10. Stevens Street Intersection Cross Section

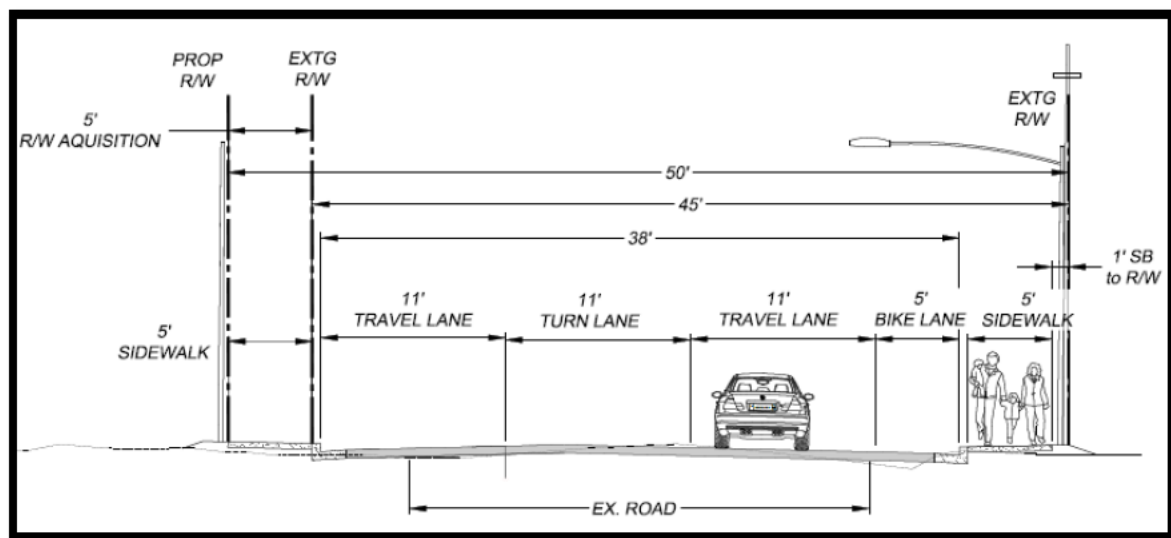


Table 3. Stevens Street Cross Section – Alley F-12 to Alley F-29

	Travel Lanes	Bike Lanes	On-Street Parking	Sidewalks	Planter Strips	Left or Center Turn Lane/Median	Total Paved Width	Total Right-of-Way Width
Minor Collector	11 ft.	6 ft.	8 ft.	5 ft.	8 ft.	None	34-50 ft.	60-76 ft.
Alternative 2.1	11 ft.	Shared Travel/Bike Lanes	8 ft. (South side)	5 ft.	None	None	30 ft.	45 ft.

Figure 11. Stevens Street Cross Section – Alley F-12 to Alley F-29

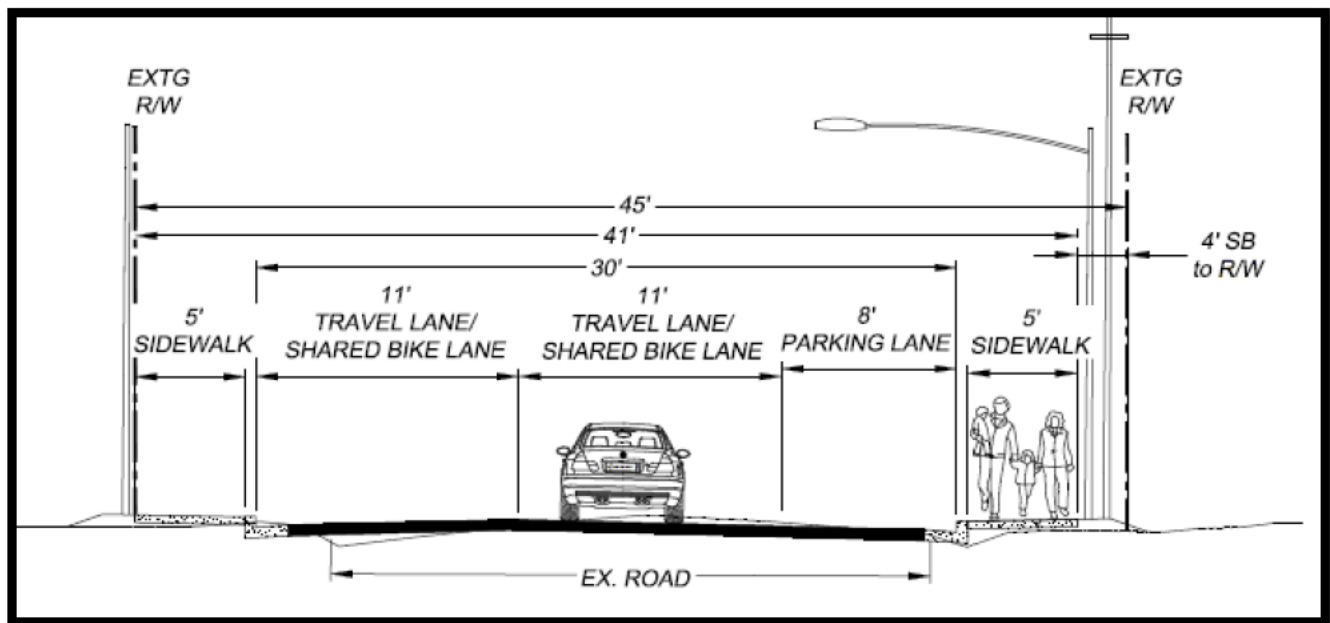


Table 4. Stevens Street Cross Section – Corner into Wabash

	Travel Lanes	Bike Lanes	On-Street Parking	Sidewalks	Planter Strips	Left or Center Turn Lane/Median	Total Paved Width	Total Right-of-Way Width
Minor Collector	11 ft.	6 ft.	8 ft.	5 ft.	8 ft.	None	34-50 ft.	60-76 ft.
Alternative 2.1	11 ft.	Shared Travel/Bike Lane	None	5 ft.	None	None	22 ft.	33 ft.

Figure 12. Stevens Street Cross Section – Corner into Wabash

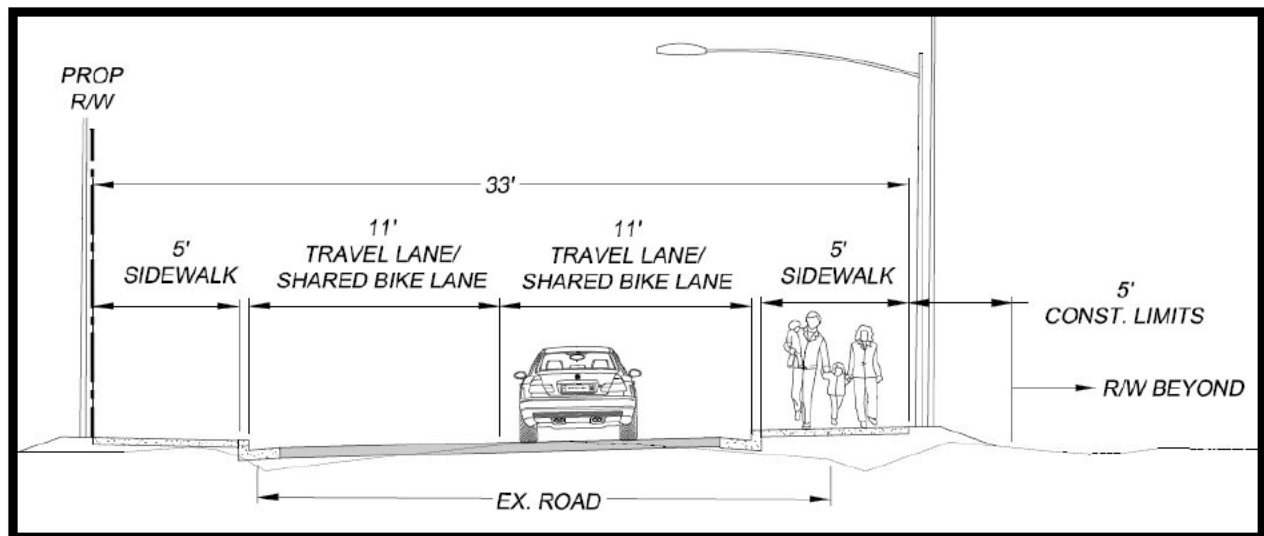
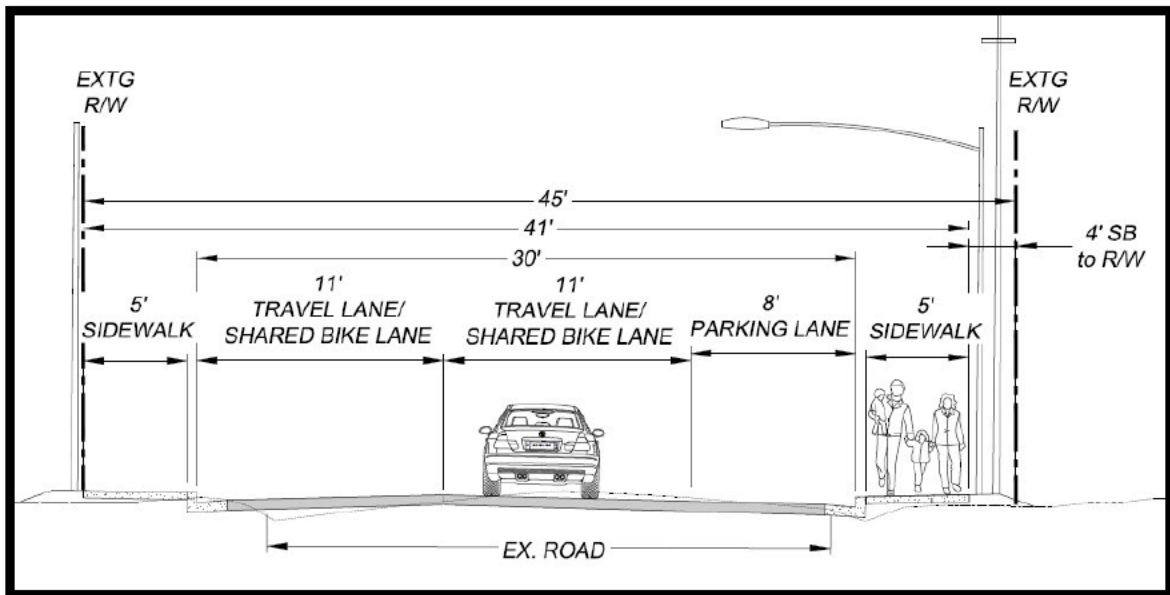


Table 5. Wabash Avenue

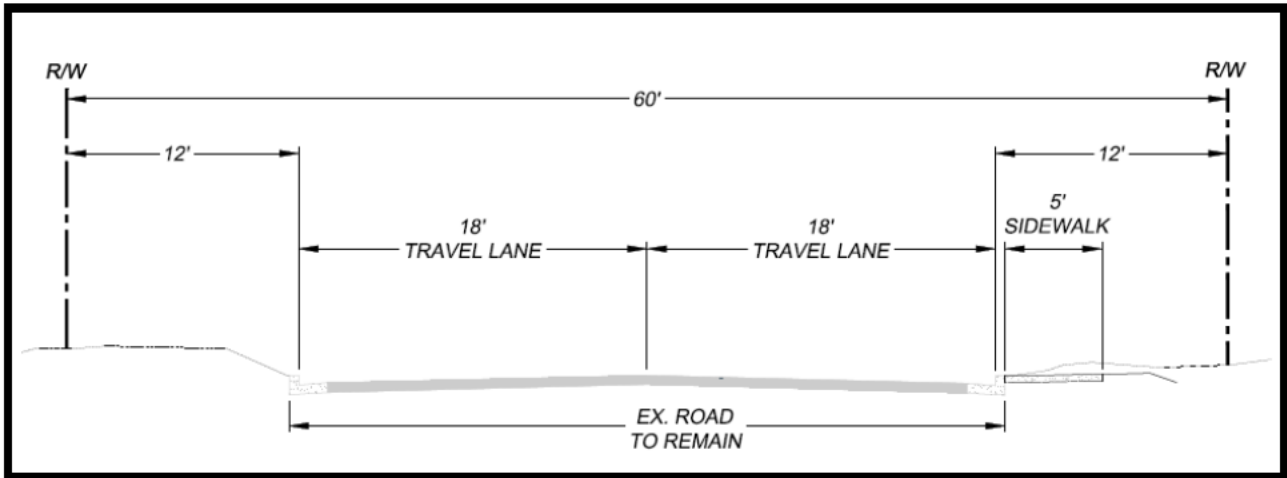
	Travel Lanes	Bike Lanes	On-Street Parking	Sidewalks	Planter Strips	Left or Center Turn Lane/ Median	Total Paved Width	Total Right-of-Way Width
Minor Collector	11 ft.	6 ft.	8 ft.	5 ft.	8 ft.	None	34-50 ft.	60-76 ft.
Alternative 2.1	11 ft.	Shared Travel/Bike Lane	8 ft. (East side)	5 ft.	None	None	30 ft.	45 ft.

Figure 13. Wabash Avenue Cross Section



The sidewalk improvements to Pearl Street will consist of a 5-foot, ADA-compliant sidewalk on the west side of the street, and an ADA curb ramp on the east side of the street at the intersection with Saling Avenue. No other roadway elements are proposed.

Figure 14. Pearl Street Cross Section



Department & Agency Comments

October 8, 2025

City staff sent the project plans to both internal and external referral agencies for comments. A Land Development Committee meeting was held on October 8, 2025, to discuss the project and receive input. The following comments were received:

Medford Fire Department staff provided oral comments during the Land Development Committee meeting. Specifically, fire personnel requested that the median at the intersection of Crater Lake Avenue and Stevens Street be designed to allow adequate turning space for emergency response vehicles. Public Works Engineering Staff responded that the turn radii throughout the project have been evaluated and designed to accommodate emergency vehicle access.

Medford Water Commission submitted written comments identifying the sizes and locations of existing water lines within the subject area, along with the potential need for relocation, right-of-way vacation, or easement creation. Water commission staff also requested direct coordination and planning between the City of Medford Engineering Staff and Medford Water Engineering Staff (**See Exhibit B**).

The following departments and agencies responded with no comments on the proposal:

- Public Works – Engineering
- Oregon Department of Transportation
- Lumen (CenturyLink)

December 23, 2025

Internal and external referral agencies were notified a second time when the project area was modified to incorporate Pearl Street. The following agencies responded with no comments on the modified proposal:

- Charter (Spectrum)
- Oregon Department of Transportation

Committee & Commission Comments

Planning Commission and Transportation Commission Joint Study Session of October 13, 2025: The Commissions reviewed the proposal at a joint study session. During the meeting, staff and the Commissions discussed the following:

- A proposal to remove the currently designed median at the intersection of Crater Lake Avenue and Stevens Street and end the westbound bike lane before the intersection to create a dedicated westbound left-turn lane.
- A proposal to reduce the bike lanes throughout the project to 5 feet and increase the parking lane on the south side of Stevens Street to 8 feet.
- The topography and potential traffic patterns at the proposed Oregon Terrace intersection.

Following the study session discussion, the Transportation Commission moved to pass the following motion **(See Exhibit C):**

Recommend implementation of the Transportation Facility Application – Stevens St. with the stipulation that staff look into widening the parking lane by removing a foot from the north side bike lane, look at options for the Crater Lake Ave intersection to provide a left turn lane, and to consider options for making the Oregon Terrace intersection.

Active Transportation Advisory Committee Meeting of October 13, 2025: The Committee reviewed the proposal with staff at its regularly scheduled meeting, and passed the following motion **(See Exhibit D):**

Recommend approval of the Stevens Street and Oregon Terrace Transportation Facility project with the following considerations,

evaluation of parking needs on Stevens Street west of Northwood Drive to Crater Lake Avenue, and consideration of the addition of crosswalks at the curve of Stevens Street and Wabash.

Planning Commission Hearing of November 13, 2025: The Planning Commission held a public hearing for this project on November 13, 2025. Staff presented the project, which proposed improvements to Stevens Street from Crater Lake Avenue to approximately 250 feet north on Wabash Avenue, as well as improvements to Oregon Terrace (**See Exhibit A**). Staff then responded to questions from both Planning Commissioners and community members affected by the proposal. Concerns regarding the proposed designs, as well as suggestions for alternative design approaches were discussed in detail.

Key concerns raised during the hearing included:

- The absence of a dedicated left-turn lane at the intersection of Crater Lake Avenue and Stevens Street.
- Impacts from Right-of-Way acquisition, including the loss of private parking, outdoor space, and landscaping.
- Limited sight distance at the junction of Wabash Avenue and Stevens Street for southbound vehicles attempting to turn left onto a potential Oregon Terrace connection.
- Overall impacts on property values.
- Effects on the amount of vehicular traffic traveling through the neighborhood.
- Effects on speeds for vehicles traveling along Stevens Street and Wabash Avenue.
- Insufficient on-street parking in the proposed designs to meet anticipated demand.
- Safety concerns related to on-street parking located in close proximity to residences.
- Strong opposition to the Oregon Terrace roadway connection in general.

Design considerations suggested by Commissioners and the public included:

- Improve the intersection at Crater Lake Avenue and Stevens Street by establishing a dedicated and protected left-turn lane.
- Preserve as much private property as possible.
- Incorporate shared travel lanes for bicycles and vehicles, marked with sharrows.
- Construct a sidewalk on only one side of Stevens Street.
- Build a sidewalk along Pearl Street instead of connecting Stevens Street to Oregon Terrace, to improve pedestrian access to Hedrick Middle School.
- Eliminate the proposed on-street parking and instead, preserve or establish private parking opportunities for residents.

Planning Commission Hearing of December 11, 2025: The Planning Commission approved a request to continue the project to the January 8, 2026, hearing. A Staff Report was not presented and there were no community members present to provide oral testimony.

Planning Commission Study Session of December 22, 2025: In response to community input and feedback from City Commissions and Committees, Engineering Staff revised the project design to eliminate or reduce certain roadway elements to minimize impacts to adjacent properties. The updated design was presented to the Planning Commission at a Study Session, where the following was discussed (**See Exhibit P**):

- Support for removal of the Oregon Terrace improvements.
- Parking impacts upon removal of the proposed on-street parking lane on Stevens Street.
- Requirements for bike lanes and sidewalks to be on both sides of Stevens Street.

Public Works Department Response to Study Session Comments:

- Public Works Engineering anticipates most parking impacts will occur along the south side of Stevens Street. An exhibit showing available on-street and off-street parking opportunities for properties on the south side of the street is included as an exhibit of this report (**See Exhibit Q**).
- Bike lanes are required on both sides of the street, consistent with ORS 366.514, the contractual obligations of the Congestion Mitigation and Air Quality (CMAQ) Grant Agreement, the Oregon Bicycle and Pedestrian Plan, and the Oregon Bicycle and Pedestrian Design Guide. A Memorandum from the City of Medford Legal Department is included as **Exhibit R** of this Council Report and addresses the legal requirements for bicycle facilities on Stevens Street and Wabash Avenue.

Planning Commission Hearing of January 8, 2026: The Commission reviewed the revised design plans, and several Commissioners expressed concern over the loss of the proposed on-street parking throughout the project area. One Commissioner asked whether the loss of on-street parking provides a legal basis to invoke the exemption in ORS 366.514(2)(b), which applies where the cost of establishing bicycle facilities would be “excessively disproportionate to the need or probable use.”

A Memorandum from the City of Medford Legal Department is included as **Exhibit W** of this Council Report and examines the application of ORS 366.514 to proposed

bicycle facilities on Stevens Street and Wabash Avenue. The conclusion is that the exemption is not applicable in this situation.

Ultimately, the Planning Commission voted 5-3 to forward a favorable recommendation to the City Council based on the findings and conclusions in the Staff Report dated December 31, 2025, including all exhibits.

Active Transportation Advisory Committee Meeting of January 12, 2026: The Committee reviewed revised designs with staff at its regularly scheduled meeting and forwarded a favorable recommendation (**See Exhibit V**).

Transportation Commission Meeting of January 28, 2026: The Commission reviewed revised designs with staff and discussed the potential loss of on-street parking, requirements for sidewalks and bike lanes on both sides of the street, speed limits, and funding requirements. The presentation was informational only, and no motion was made (**See Exhibit V-1**).

Public Process

Date	Process	Public Comments	Exhibits
10-01-25	Open House Notices Mailed	N/a	N/a
10-23-25	Public Notice Signs Posted & Hearing Notices Mailed	N/a	N/a
10-29-25	Open House at Hedrick Middle School	6 Written Comments Received	Exhibit E
11-13-25	Planning Commission Hearing	8 Residents Provided Oral Testimony 7 Written Comments Received	Exhibits G-O
11-12-25	Hearing Notices Mailed	N/a	N/a
11-20-25	Hearing Notices Mailed	N/a	N/a
12-03-25	City Council Hearing	1 Resident Provided Oral Testimony	Exhibit O-1
01-08-26	Planning Commission Hearing	3 Residents Provided Oral Testimony 2 Written Comments Received	Exhibits S and T
12-18-25	Hearing Notices Mailed	N/a	N/a
02-04-26	City Council Hearing	8 Residents Provided Oral Testimony 5 Written Comments Received	Exhibits AA-BB; DD-GG

Date	Process	Public Comments	Exhibits
04-01-26	Hearing Notices Mailed	N/a	N/a
06-17-26	City Council Hearing	No Oral Testimony No Written Comments	Exhibit KK

FINDINGS AND CONCLUSIONS

The approval criteria that apply to Transportation Facility Developments are in Medford Municipal Code §10.226 (2). The criteria are rendered in *bold italics*; findings and conclusions in roman type.

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

- (1) Transportation facility development projects shall be consistent with the Transportation Goals and Policies of the Comprehensive Plan.*

Findings

The transportation facility project is consistent with various transportation goals, objectives, and action items outlined in the Comprehensive Plan. The relevant statements are identified below and are further explained as to how they relate to this project.

Transportation System Plan (TSP) Goals and Objectives

Goal 1 – Safety and Public Health: The transportation system will improve safety for users of all modes of transportation and be a public resource that supports public health in the community.

Objective 1: Transportation improvement projects and transportation management decisions shall be evaluated to reduce risk to the travelling public, and improvement projects and management decisions shall strive to enhance safety for the travelling public.

Objective 2: Continue to remove impediments to mobility for vulnerable citizens such as those with disabilities, children, and older adults.

TSP Goal 1 Analysis

In its existing condition, Stevens Street presents safety concerns for pedestrians and bicyclists due to the lack of dedicated infrastructure. The

proposed addition of sidewalks and bike sharrows will improve travel conditions for those accessing nearby commercial, residential, and institutional uses, including Hedrick Middle School.

The project also incorporates ADA design standards, including sidewalks with a minimum clear width of 4 feet and curb ramps with detectable warning surfaces.

Goal 2 – Economic Development: The transportation system shall enhance economic development and vitality within the City and throughout the Region.

Objective 4: Provide transportation facilities that support existing and planned land uses, consistent with the City’s Comprehensive Plan.

TSP Goal 2 Analysis

The project will provide transportation infrastructure that aligns with current and planned land use intensity. Stevens Street, Wabash Avenue, and Pearl Street serve a mix of existing commercial and residential zones, including C-C (Community Commercial), C-N (Neighborhood Commercial), SFR-4, SFR-6, SFR-10 (Single-Family Residential), MFR-20 and MFR-30 (Multi-Family Residential).

By enhancing multimodal access and improving the overall street environment, the project will benefit those who live, work, and travel through the neighborhood. These conditions will also create favorable conditions for new development or redevelopment.

Goal 3 – Livability: Design and construct transportation facilities to enhance the livability of the City’s neighborhoods and business centers.

Objective 9: The City will balance transportation system objectives to improve mobility against objectives to avoid disruption of existing neighborhoods and nonresidential districts, and minimize impacts to individual properties.

Action 9-c: Incorporate context-sensitive street and streetscape design techniques in order to balance the needed street function for all users and modes with the needs of the surrounding built environment. The selected design solution should take into consideration whether the street is new or an existing “legacy” street.

Objective 10: Increase the number of walkable, bikeable, mixed-use, transit oriented and transit supportive neighborhoods while promoting connectivity to existing neighborhoods.

TSP Goal 3 Analysis

The project design prioritizes working within the existing right-of-way to the greatest extent possible and proposes right-of-way acquisition only where necessary to make needed improvements. To minimize impacts on adjacent properties, the design eliminates planter strips, bike lanes, and parking on one side of the street. These design techniques allow for the inclusion of other key urban roadway elements—such as curbs, gutters and sidewalks—while limiting disruptions to the surrounding built environment.

Goal 4 – Connectivity: Achieve connectivity appropriate for planned land uses in the area for all modes which is well connected to the regional system.

Objective 11: The City of Medford will strive to develop and maintain a well-connected transportation system for all modes and users.

Action 11-c: Implement Street design standards for existing facilities that allow for flexibility and application of alternative street designs where construction of facilities to the City's adopted design standard for new development would not be economically or physically feasible due to existing neighborhood and development constraints.

Objective 12: Improve access (on or off roadway) for people to walk and bike to public places especially schools, parks, employment centers, commercial areas, and other public facilities.

Objective 13: Improve vehicle, pedestrian, and bicycle network connections with current and planned public transportation routes and improve public transportation service.

Action 13-a: Identify and prioritize sidewalk infill projects within a quarter-mile radius of current and planned transit routes and/or stops.

TSP Goal 4 – Analysis

The City has classified the western portion of Stevens Street between Biddle Road and Crater Lake Avenue as a Major Collector Street and has fully

improved it to Major Collector Street standards, including pedestrian and bicycle facilities. The proposed improvements to the eastern portion of Stevens Street will enhance multimodal connectivity with the already improved western segment, creating a more cohesive and functional corridor.

Additionally, sidewalk improvements on Pearl Street will provide a continuous, ADA-compliant, pedestrian access route connecting Jackson Street, Saling Avenue, and Stevens Street.

These improvements will strengthen vehicle, pedestrian, and bicycle access to nearby commercial destinations such as the Medford Center and improve connections to existing RVTB bus stops along Crater Lake Avenue. The project also supports safe and convenient access to the neighborhood adjacent to Hedrick Middle School.

Conclusions

Satisfied. The transportation facility project furthers the goals, objectives, and action items outlined in the Transportation System Plan by upgrading a local street that serves both commercial and residential uses. The proposal satisfies Criterion 1.

(2) Transportation facility projects should not prevent development of the remainder of the property under the same ownership or development of adjoining land.

Findings

The proposal is intentionally designed to minimize impacts to existing property owners by working within the existing right-of-way to the extent possible and limiting the amount of right-of-way acquisition needed to accomplish the project. The proposed street upgrades are intended to enhance development opportunities along the corridor and will not restrict the ability to develop the remainder of any property under the same ownership or adjoining parcels.

Conclusions

Satisfied. The proposal does not prevent development of the remainder of the property under the same ownership or development of adjoining land. The proposal satisfies Criterion 2.

(3) If the project includes the creation of new streets, such streets should be laid out to conform with the plats of land divisions already approved for adjoining property.

Findings

The proposal does not create a new street. This criterion is not applicable to this request.

Conclusions

Not Applicable. No new streets are created with this Transportation Facility application. Criterion 3 is found not applicable.

(4) All transportation projects must be consistent with the adopted Transportation System Plan (TSP).

Findings

The City of Medford Transportation System Plan identifies the Stevens Street improvements in Table 5 as Urban Upgrade Project #615. The project describes the upgrade or construction of a minor collector roadway including one lane in each direction, bike facilities, and sidewalks. The project also supports the goals, objectives, and actions of the TSP as described in Criterion 1.

Conclusions

Satisfied. The proposed project is identified in the adopted Transportation System Plan as needed public improvements. The proposal satisfies Criterion 4.

RECOMMENDED ACTION

Staff recommends approval of Alternative 2.1 based on the findings and conclusions in the Staff Report dated October 14, 2026, including all exhibits.

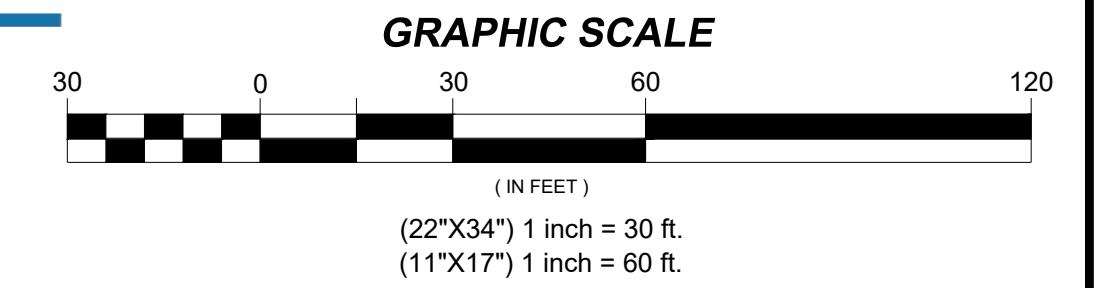
EXHIBITS

- A Original Design Plans dated October 20, 2025
- A-1 Revised Design Plans dated December 17, 2026
- A-2 Design Plans for April City Council study session dated April 15, 2026
- A-3 Design Plans for August City Council study session dated August 12, 2026
- B Medford Water Comments dated September 9, 2025
- C Joint Planning Commission & Transportation Commission Study Session Minutes dated October 13, 2025
- D Active Transportation Advisory Committee Minutes dated October 13, 2025
- E Written Public Comments from the Open House on October 29, 2025
- F Eastwood Subdivision Plat Map, recorded July 19, 1951
- G Head Email, received November 11, 2025

H Strejc Email, received November 12, 2025
I Adams Email, received November 12, 2025
J Nichols-Rinehart Email, received November 13, 2025
K Shulters Email, received November 13, 2025
L Sarsona Letter, received November 13, 2025
M Dimicele Email, received November 13, 2025
N O'Connor Email, received November 24, 2025
O Planning Commission Meeting Minutes dated November 13, 2025
O-1 City Council Meeting Minutes dated December 3, 2025
P Planning Commission Study Session Minutes dated December 22, 2025
Q Parking Exhibit dated December 30, 2025
R Legal Memorandum on Bicycle Facilities dated December 26, 2026
S Adams Public Comment, received January 8, 2026
T Strejc Public Comment, received January 8, 2026
U Planning Commission Meeting Minutes dated January 8, 2026
V Active Transportation Advisory Committee Minutes dated January 12, 2026
V-1 Transportation Commission Meeting Minutes dated January 28, 2026
W Legal Memorandum on Parking dated January 15, 2026
X Design Deviation Summary dated January 20, 2026
Y Email from Planning Commissioner Jared Pulver dated January 9, 2026
Z Stevens Street Petition, received February 3, 2026
AA Adams Email, received February 4 , 2026
BB Strejc Email, received February 3, 2026
CC Parking Exhibit dated February 3, 2026
DD Shulters Email, received February 4, 2026
EE Hardy Email, received February 4, 2026
FF Jackle Comment, received February 4, 2026
GG City Council Meeting Minutes dated February 4, 2026
HH Armstrong Email, received April 21, 2026
II Shulters Email, received April 22, 2026
JJ City Council Study Session Minutes dated April 22, 2026
KK City Council Meeting Minutes dated June 17, 2026
LL City Council Study Session Minutes dated August 12, 2026
MM Alternative 2.1 Design Plans dated September 30, 2026

CITY COUNCIL AGENDA:

OCTOBER 21, 2026

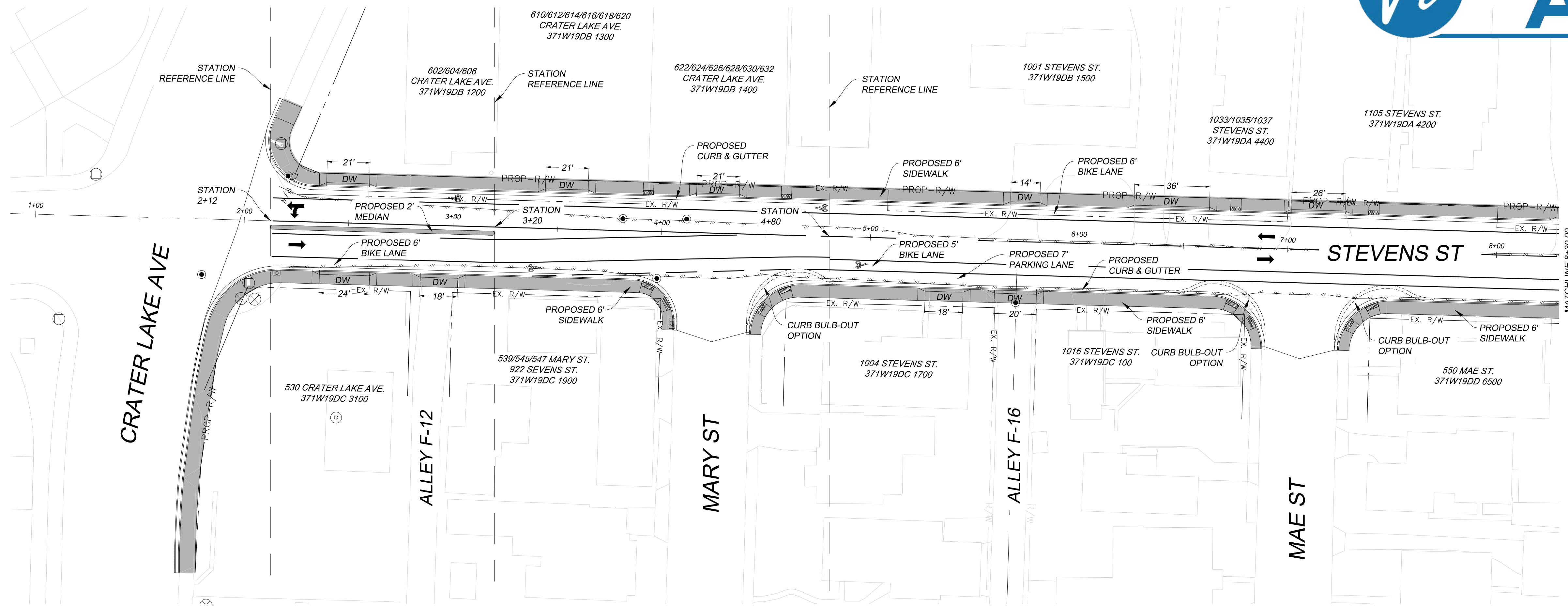
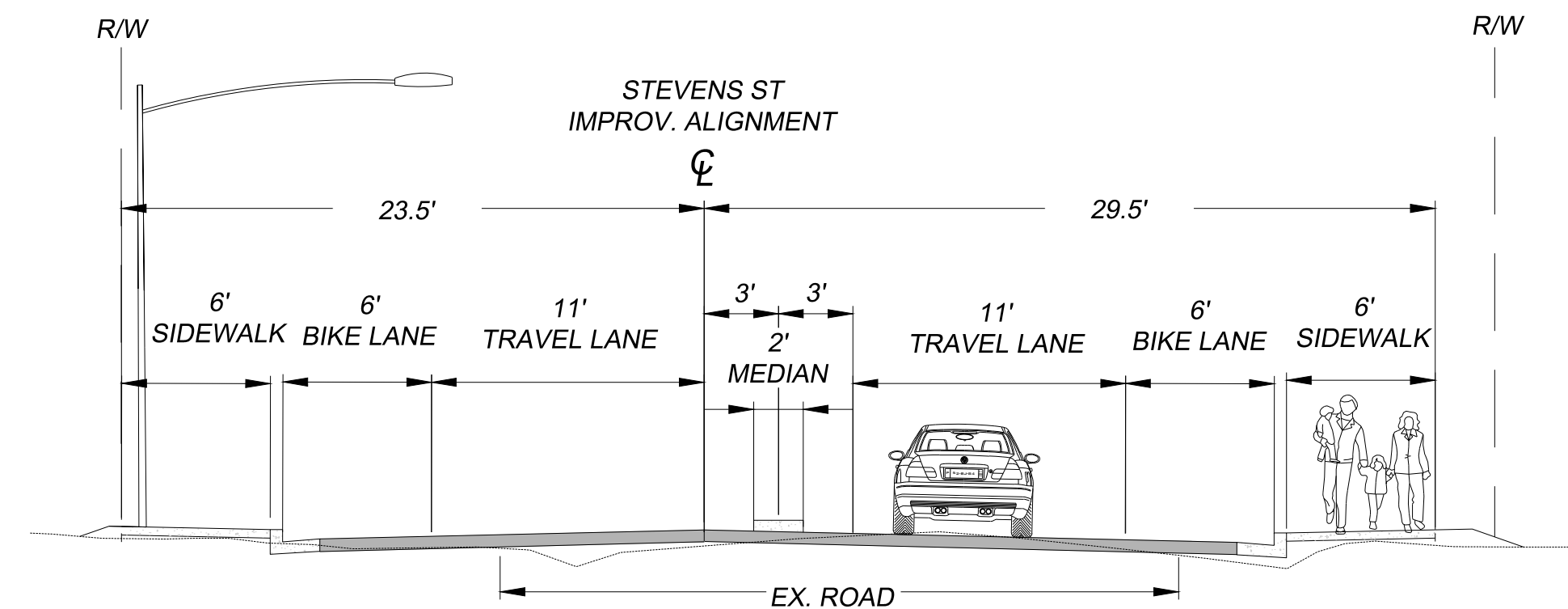


Legend

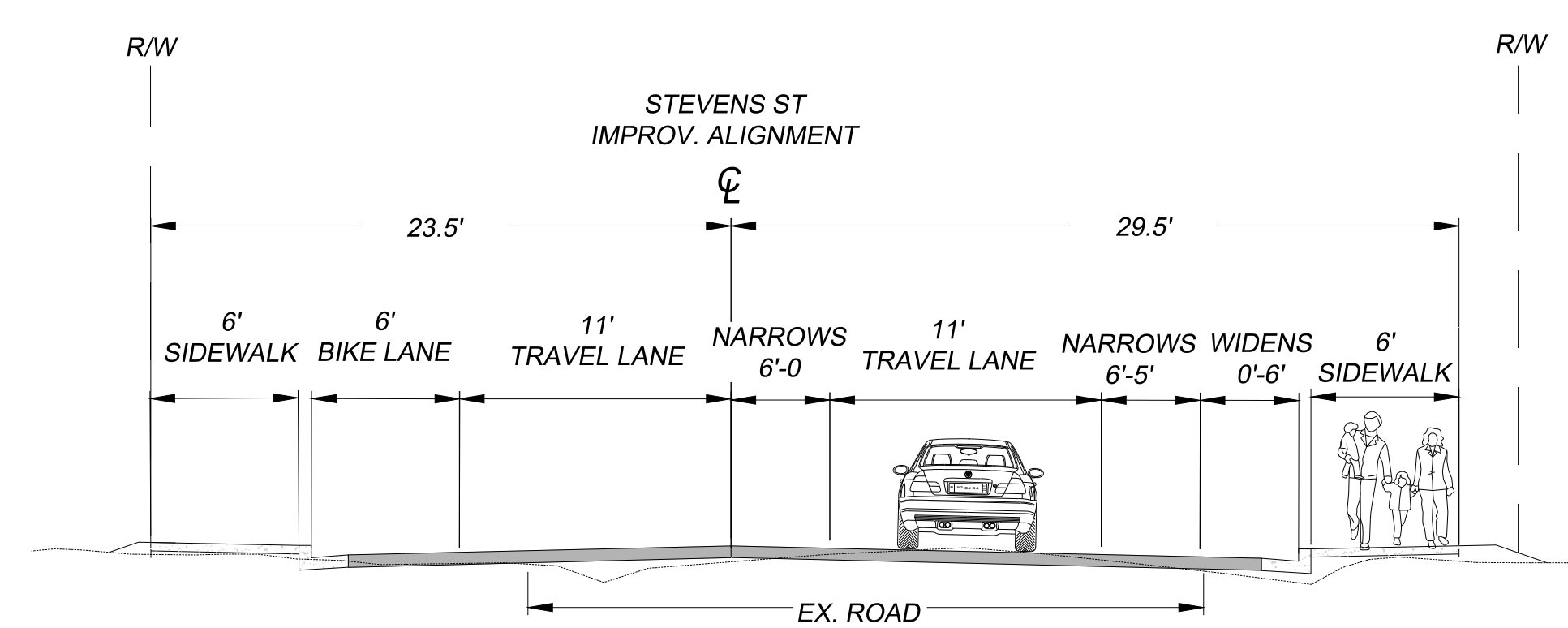
DW	<i>PROPOSED DW</i>
— EX. R/W —	<i>EXISTING RIGHT-OF-WAY</i>
— PROP-R/W —	<i>PROPOSED RIGHT-OF-WAY</i>
	<i>PROPOSED SIDEWALK IMPROVEMENTS</i>



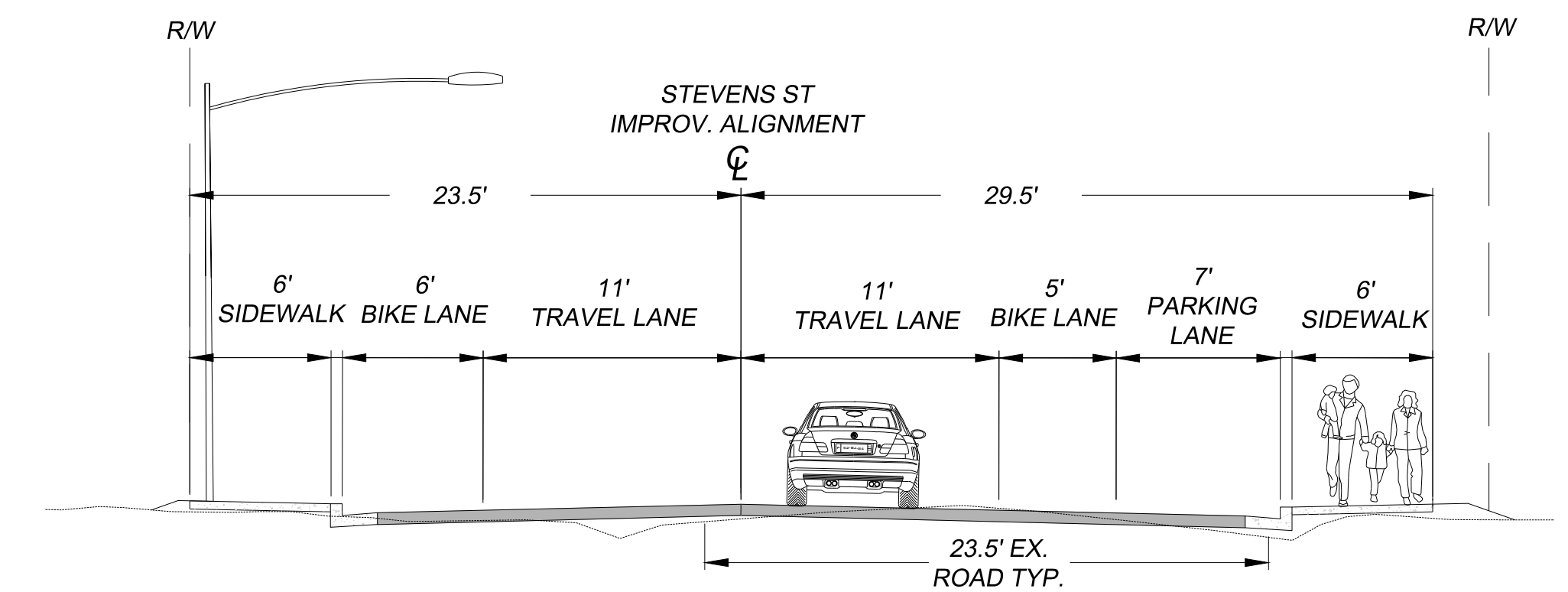
**CONCEPTUAL
DESIGN**



PROPOSED STEVENS STREET
(LOOKING EAST)
STA 2+12 - 3+20

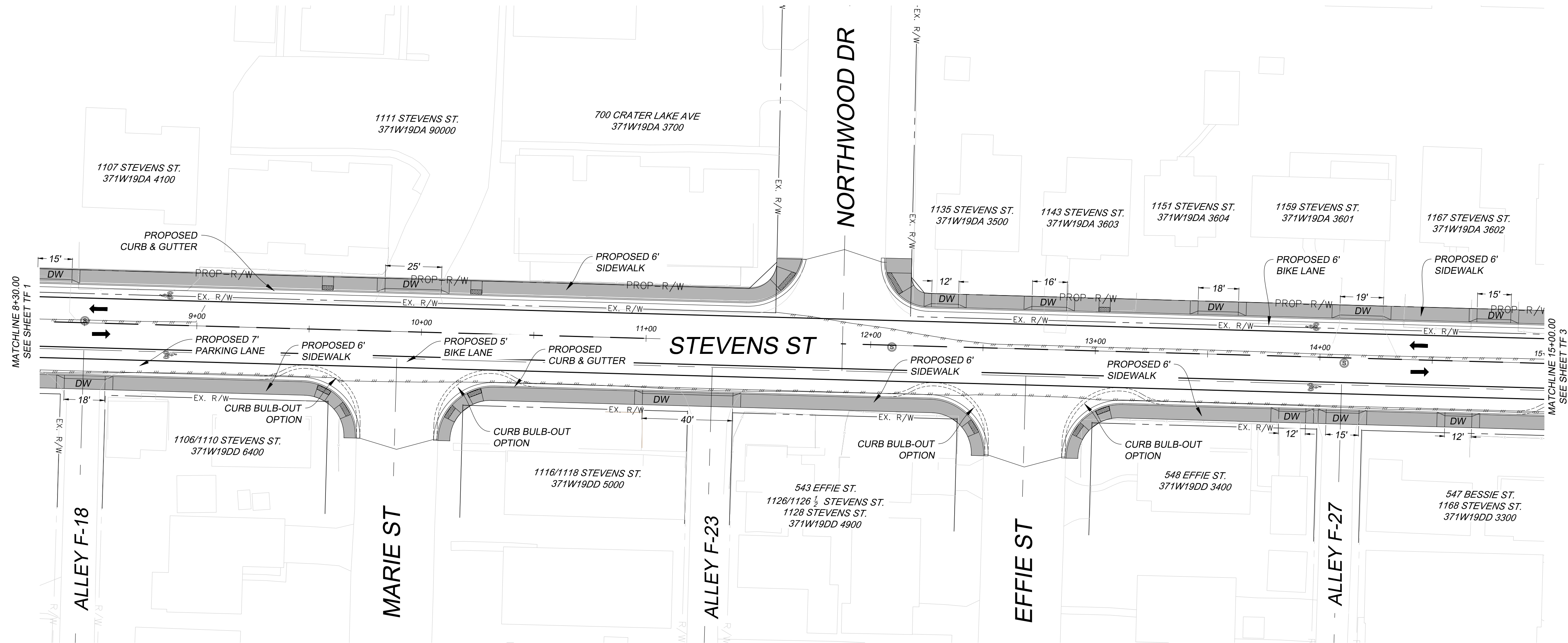
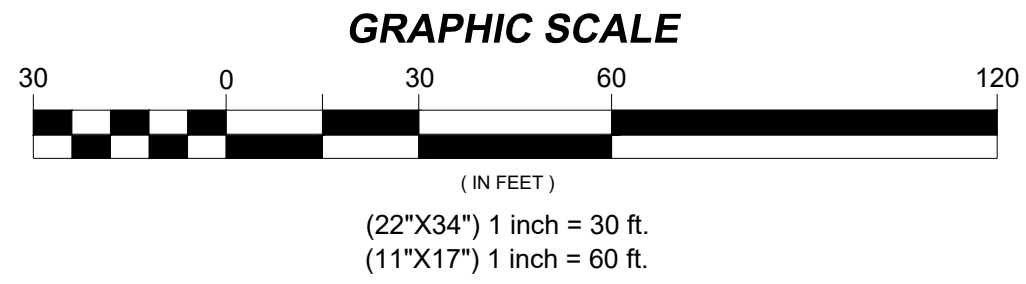


TRANSITION SECTION STA 3+20 TO 4+80
MEDIAN TO PARKING LANE
 (LOOKING EAST)



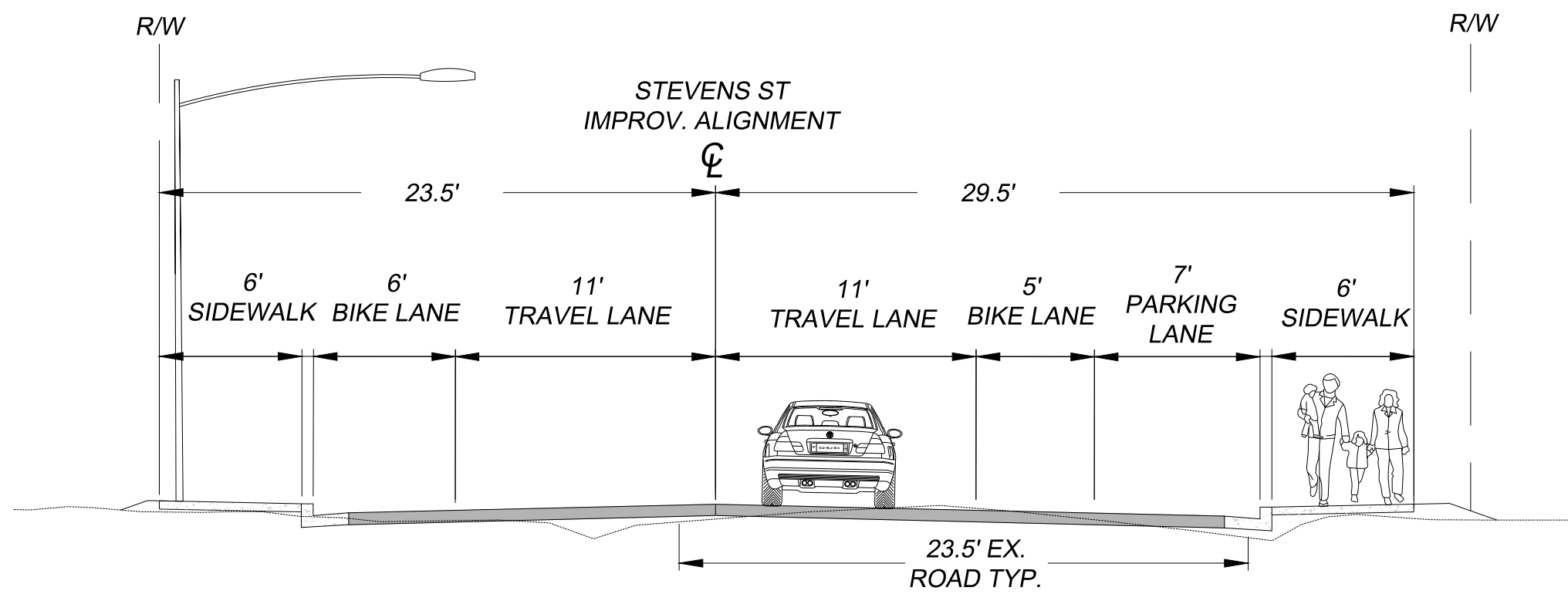
PROPOSED STEVENS STREET
(LOOKING EAST)
STA 4+80 - 8+30

NO.	REVISION	DATE	BY
	REVISED AS CONSTRUCTED BY		
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL	STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A		
	DRAWN BY: _____		PROJECT NO.
	CHECKED BY: _____		P21-00038
	APPROVED _____		
	REVIEWED BY CITY TRANSPORTATION MANAGER _____		SHEET NO.
	REVIEWED BY CITY ENGINEER _____		TF 1
	APPROVED BY ORDINANCE NO. _____		



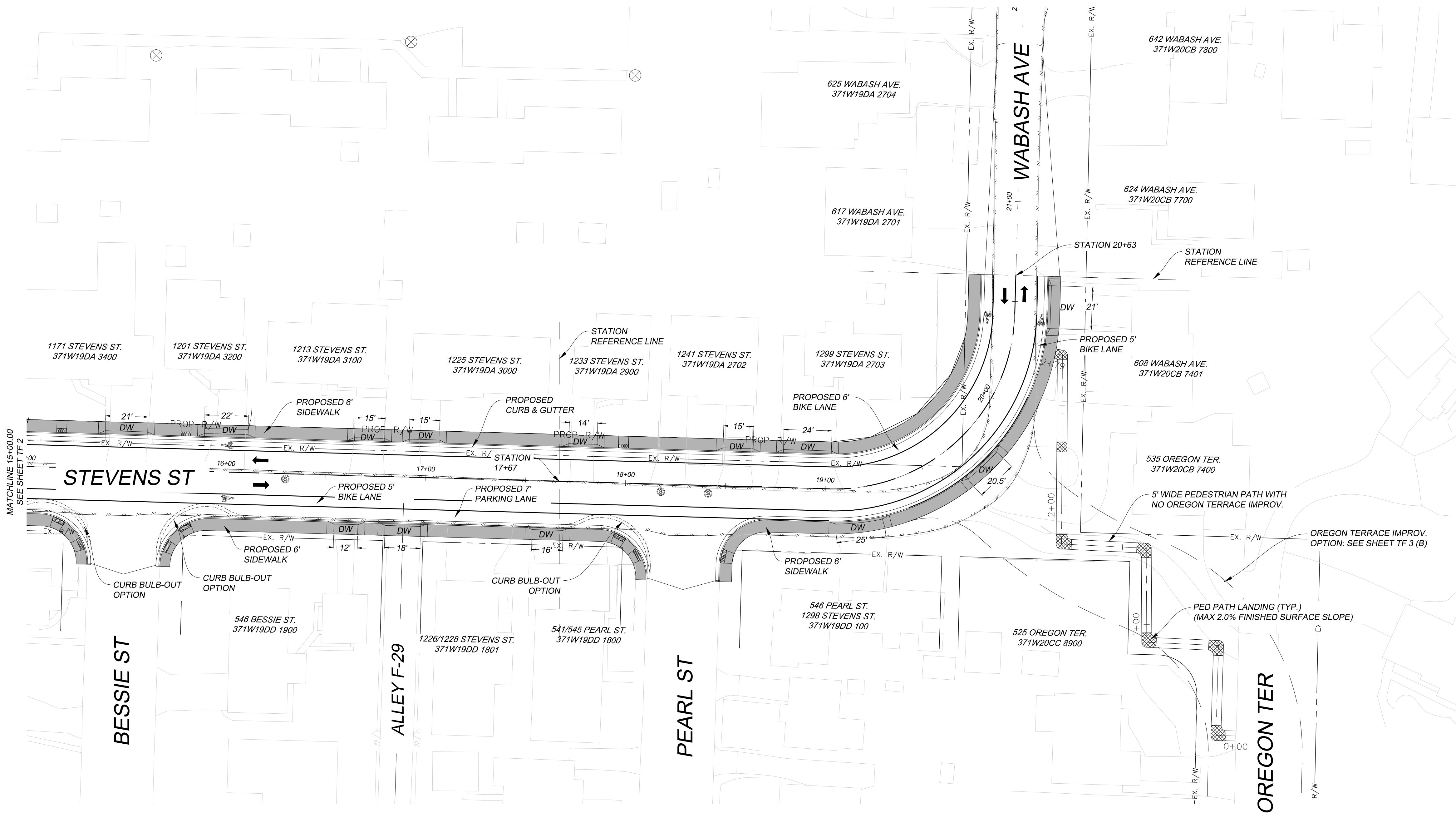
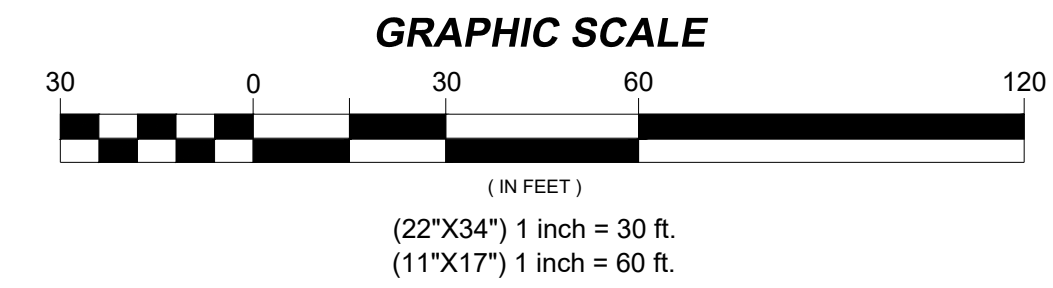
- Legend**
- DW PROPOSED DW
 - EX. R/W EXISTING RIGHT-OF-WAY
 - PROP. R/W PROPOSED RIGHT-OF-WAY
 - PROPOSED SIDEWALK IMPROVEMENTS

**CONCEPTUAL
DESIGN**



**PROPOSED STEVENS STREET
(LOOKING EAST)
STA 8+30 - 15+00**

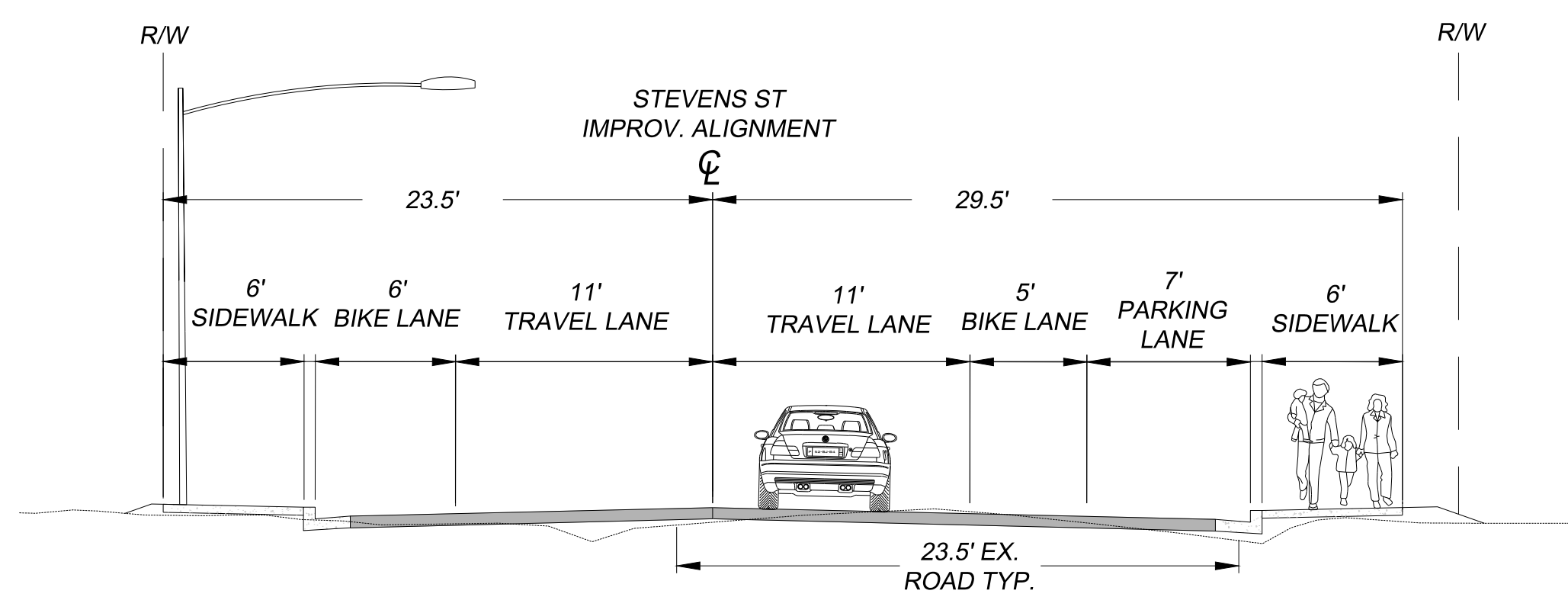
NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A	
		DRAWN BY: _____	PROJECT NO. _____
		CHECKED BY: _____	DATE: _____
		APPROVED: _____	DATE: _____
		REVIEWED BY CITY TRANSPORTATION MANAGER: _____	DATE: _____
		REVIEWED BY CITY ENGINEER: _____	SHEET NO. _____
		APPROVED BY ORDINANCE NO. _____	DATE: _____
		TF 2	



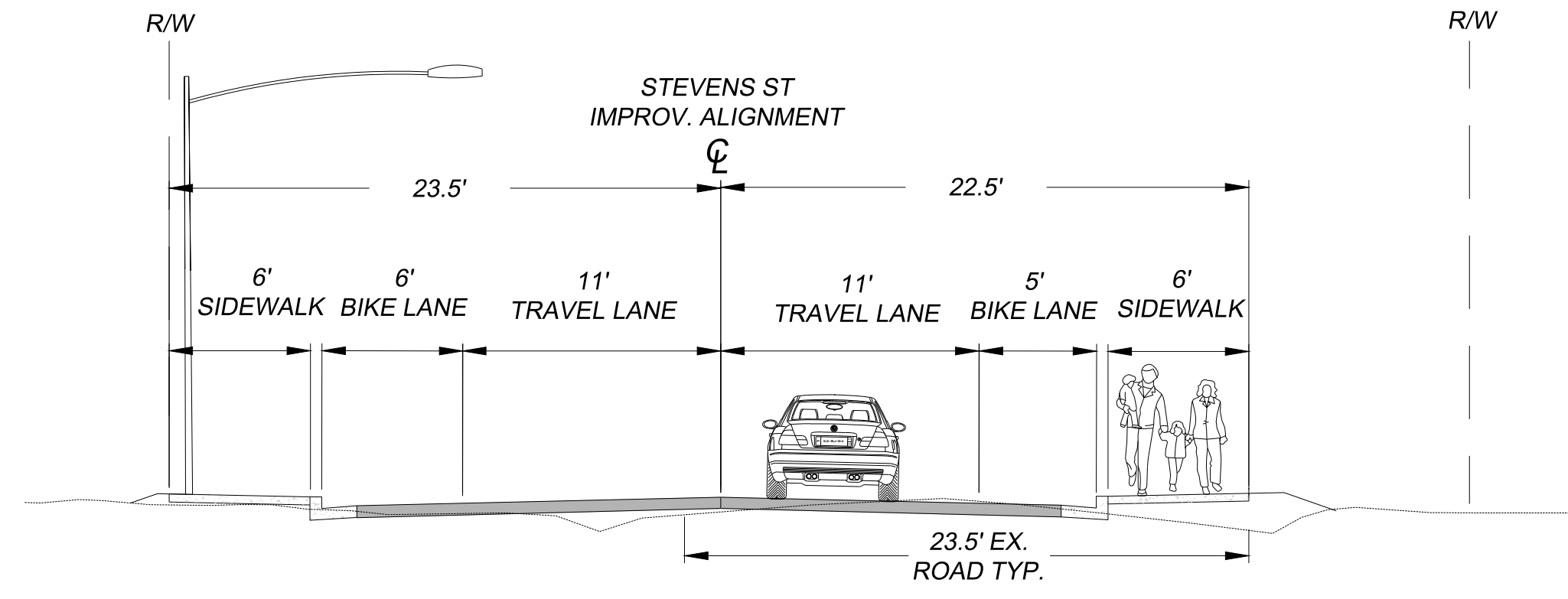
Legend

- DW PROPOSED DW
- EX. R/W EXISTING RIGHT-OF-WAY
- PROP-R/W PROPOSED RIGHT-OF-WAY
- PROPOSED SIDEWALK IMPROVEMENTS

**CONCEPTUAL
DESIGN**



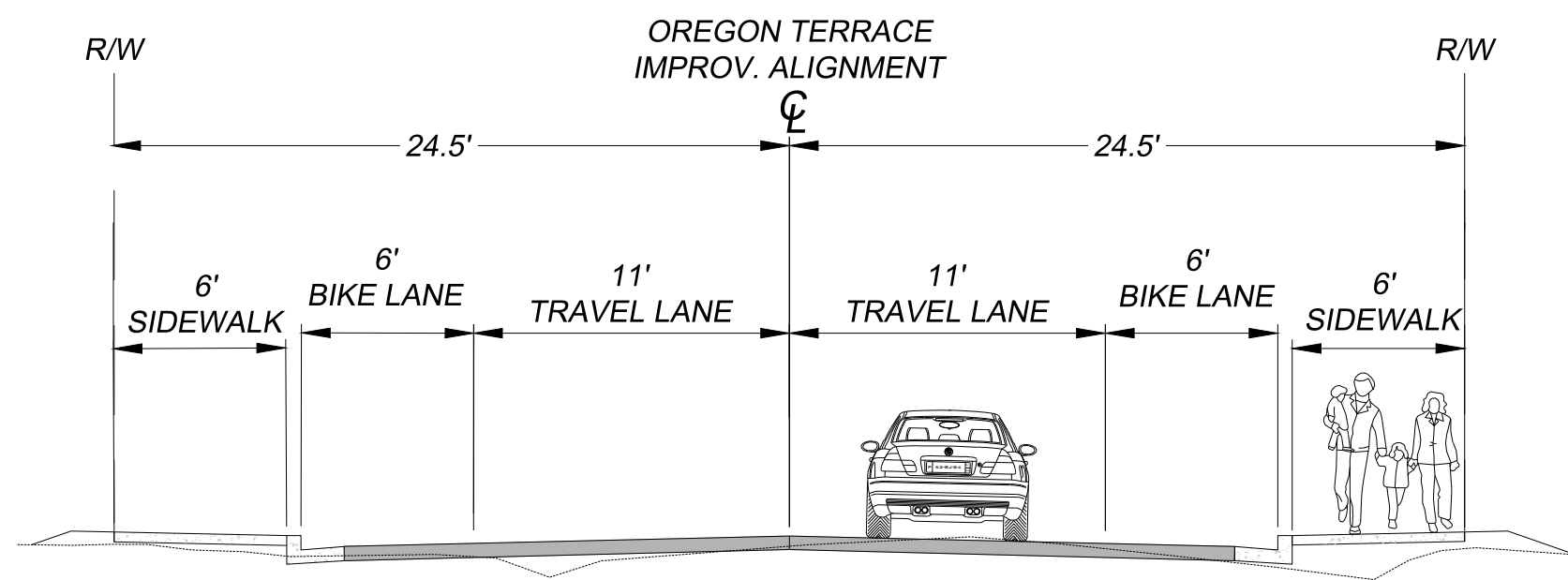
**PROPOSED STEVENS STREET
(LOOKING EAST)
STA 15+00 - 17+67**



**PROPOSED STEVENS STREET
(LOOKING EAST)
STA 17+67 - 20+63**

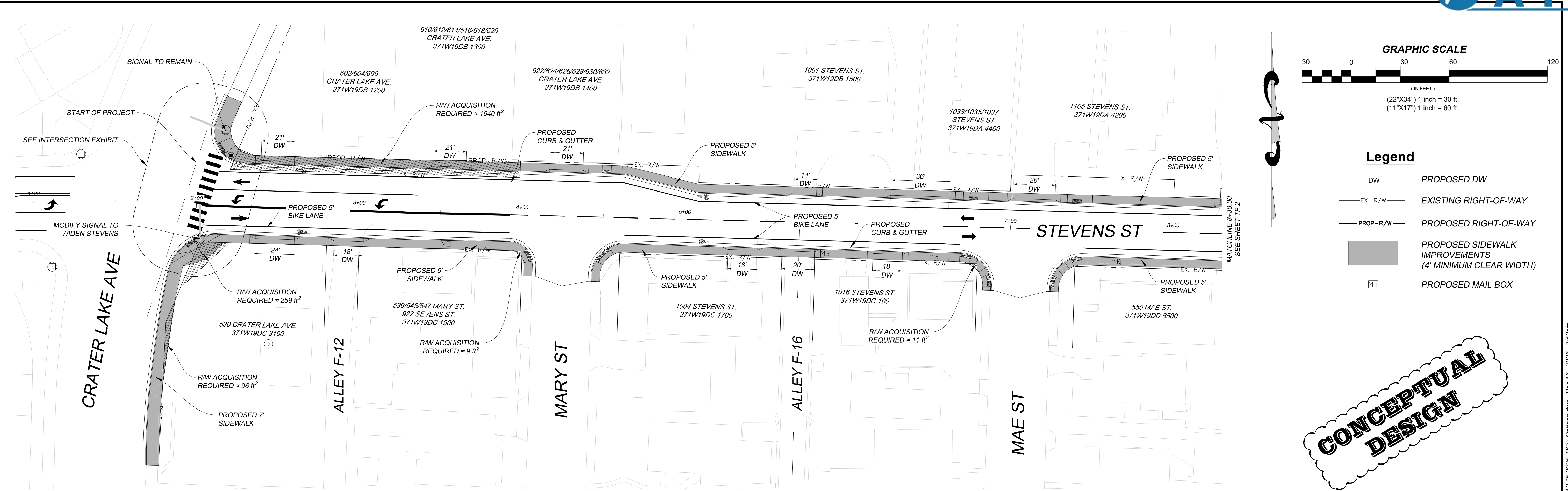
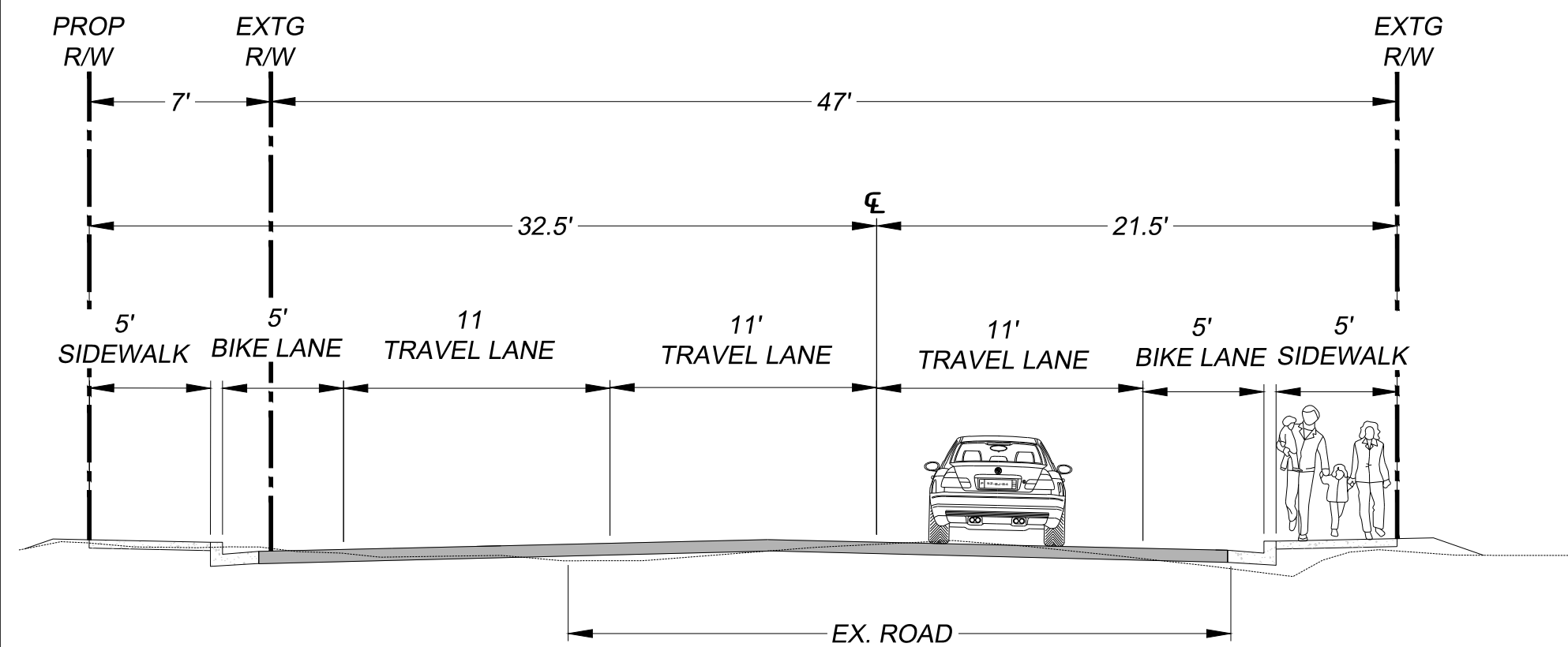
NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A			
DRAWN BY: _____ DATE: _____			PROJECT NO.
CHECKED BY: _____ DATE: _____			P21-00038
APPROVED BY: _____ DATE: _____			SHEET NO.
REVIEWED BY CITY TRANSPORTATION MANAGER _____ DATE: _____			TF 3 (A)
REVIEWED BY CITY ENGINEER _____ DATE: _____			
APPROVED BY ORDINANCE NO. _____ DATE: _____			

**PRELIMINARY
SUBMITTAL**

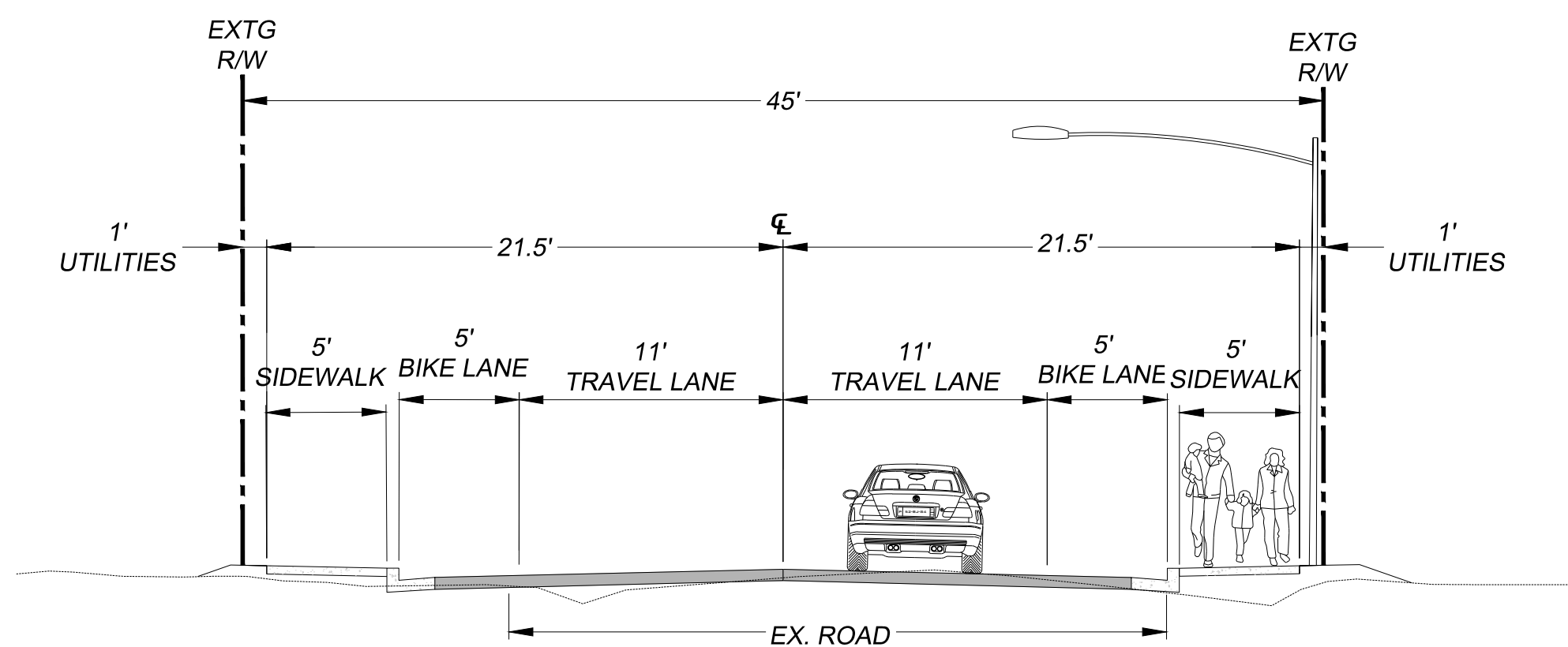


NO.	REVISION	DATE	B
	REVISED AS CONSTRUCTED BY		
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
<div style="transform: rotate(-45deg); transform-origin: left top; white-space: nowrap;"> PRELIMINARY SUBMITTAL </div>		STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT B	
		<small>DRAWN BY:</small>	<small>PROJECT NO.</small> P21-00038
		<small>CHECKED BY:</small>	<small>SHEET NO.</small> TF 3 (B)
		<small>APPROVED</small>	
		<small>REVIEWED BY CITY TRANSPORTATION MANAGER</small>	
		<small>REVIEWED BY CITY ENGINEER</small>	
		<small>APPROVED BY ORDINANCE NO.</small>	

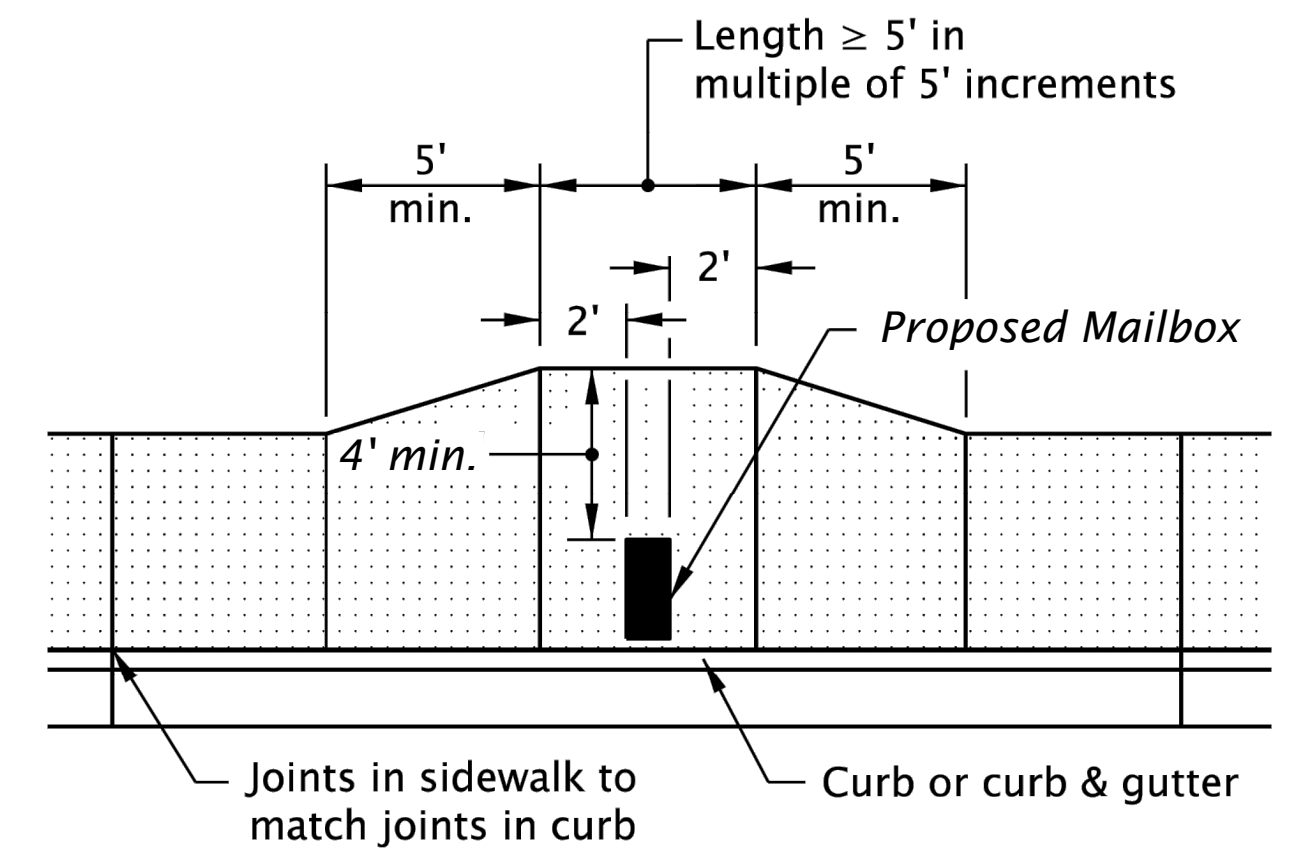
Drawing name: P:\Land Projects 3\P21-00038 Stevens Street Improvements, CLA To Wabash\Design\P21-00038 Steven Street Improvement_Working Drawing.dwg Oct 21, 2025 - 2:36pm



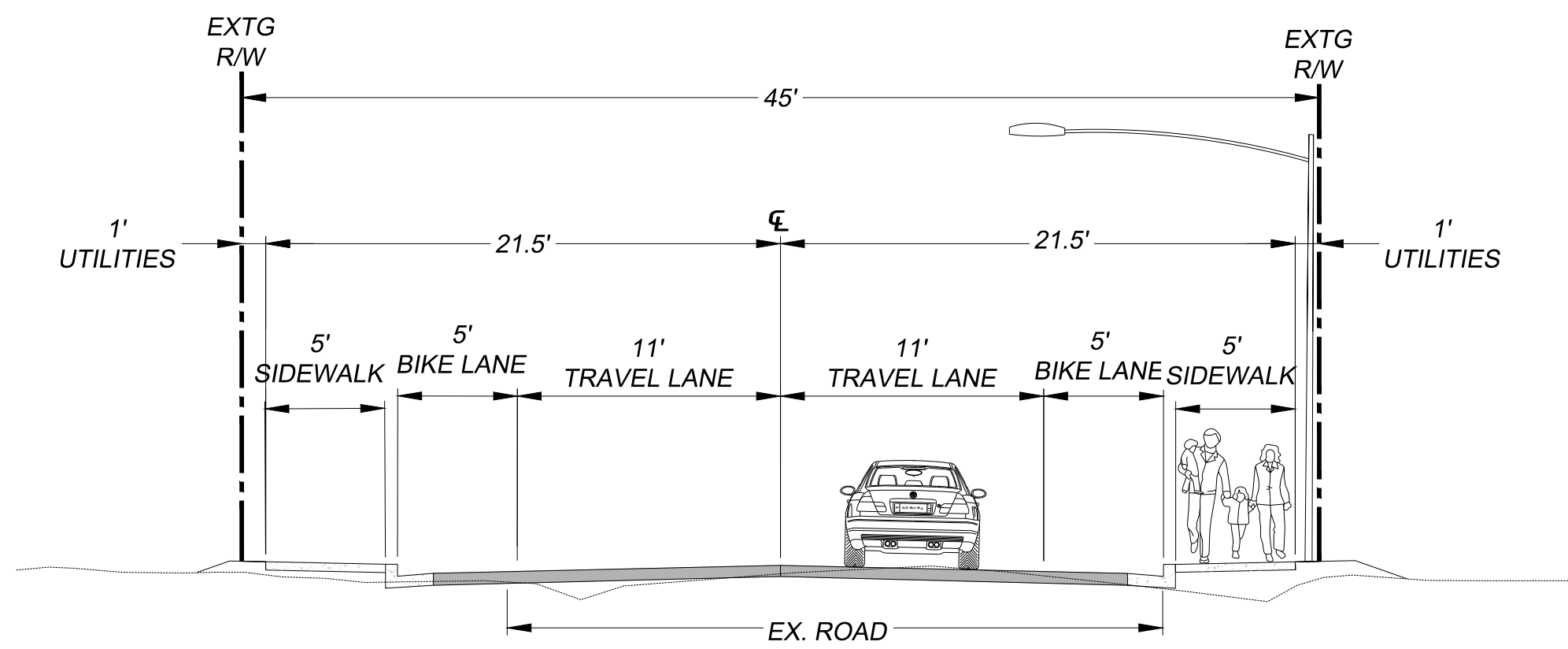
PROPOSED STEVENS STREET INTERSECTION CROSS SECTION



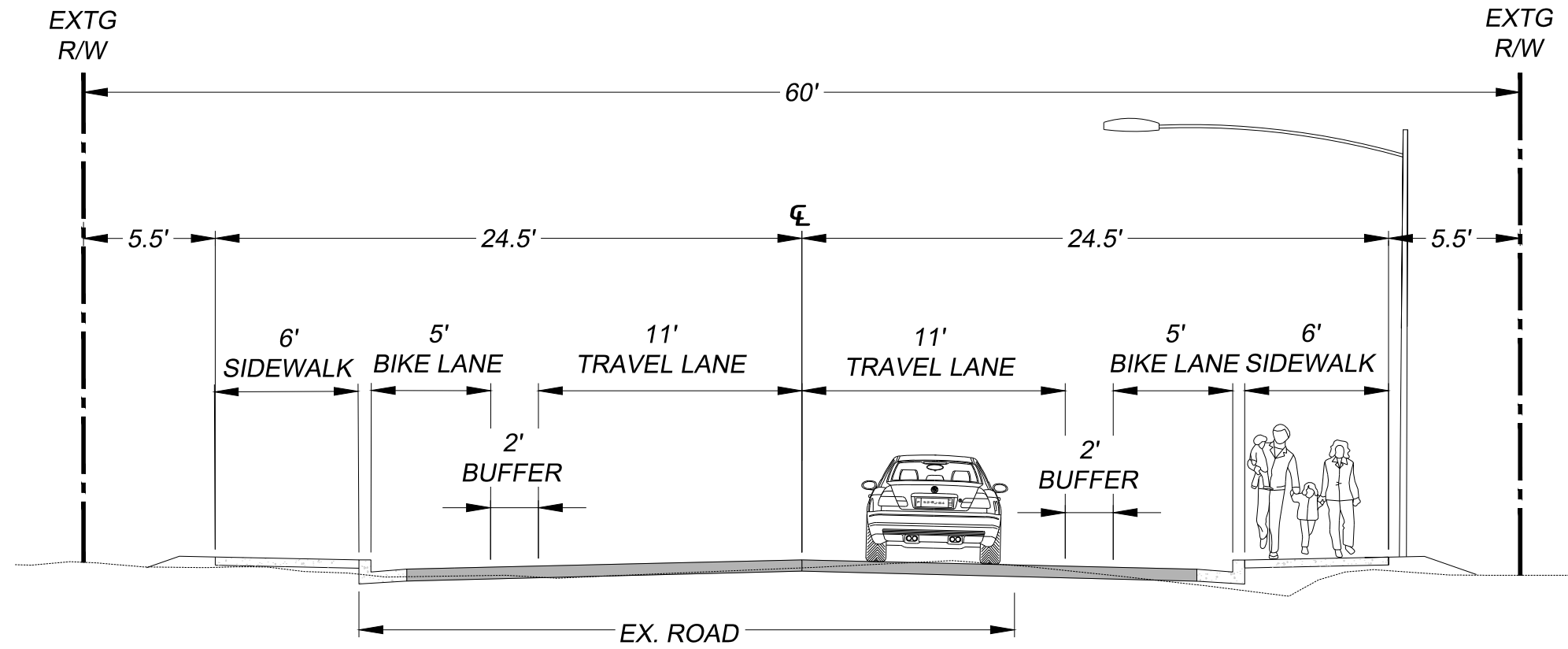
PROPOSED STEVENS STREET REDUCED-WIDTH CROSS SECTION



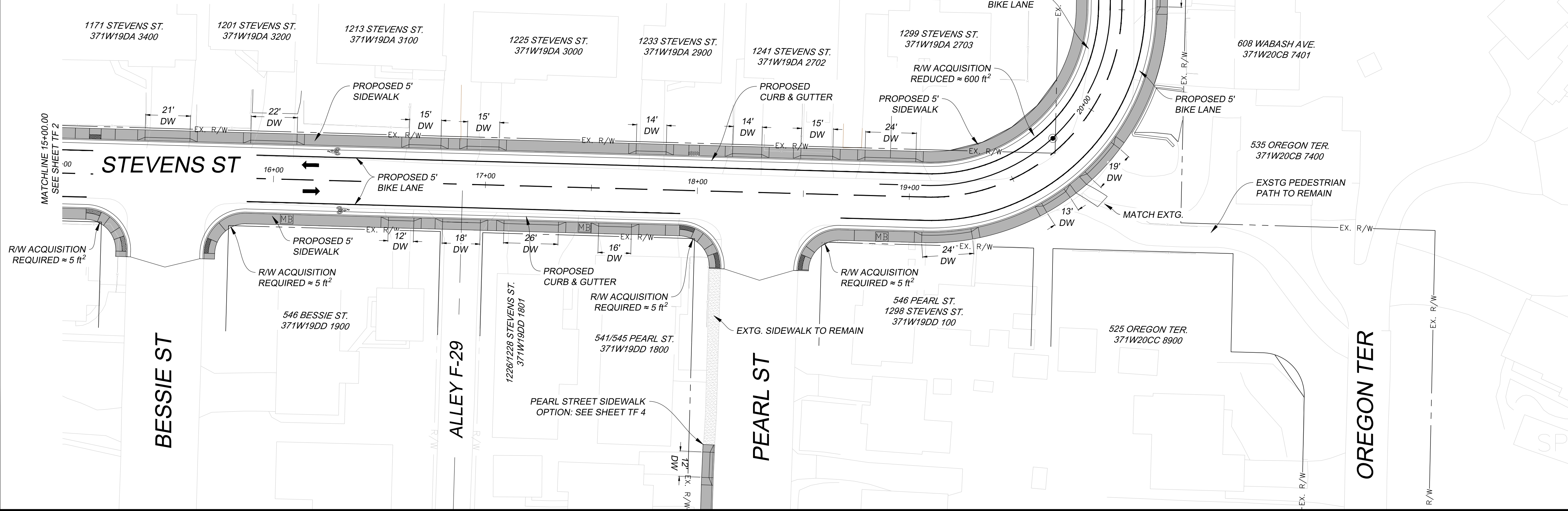
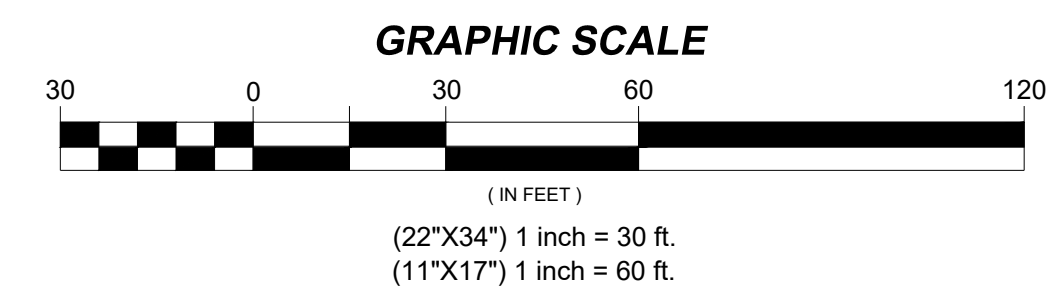
NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A			
PRELIMINARY SUBMITTAL	DRAWN BY:	DATE:	PROJECT NO.
	CHECKED BY:	DATE:	P21-00038
	APPROVED:	DATE:	SHEET NO.
	REVIEWED BY CITY TRANSPORTATION MANAGER	DATE:	TF 1
	REVIEWED BY CITY ENGINEER	DATE:	
APPROVED BY ORDINANCE NO.		DATE:	



PROPOSED STEVENS STREET
REDUCED-WIDTH CROSS SECTION



PROPOSED WABASH AVENUE
CROSS SECTION

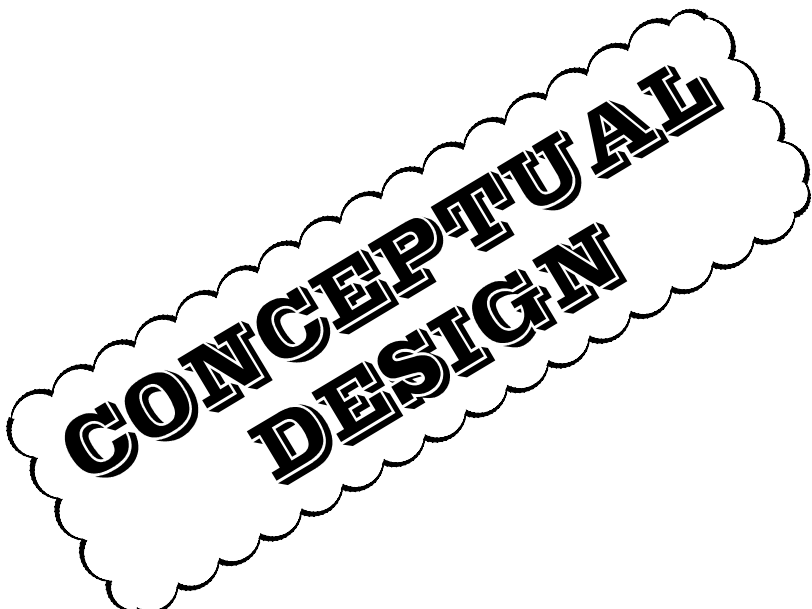
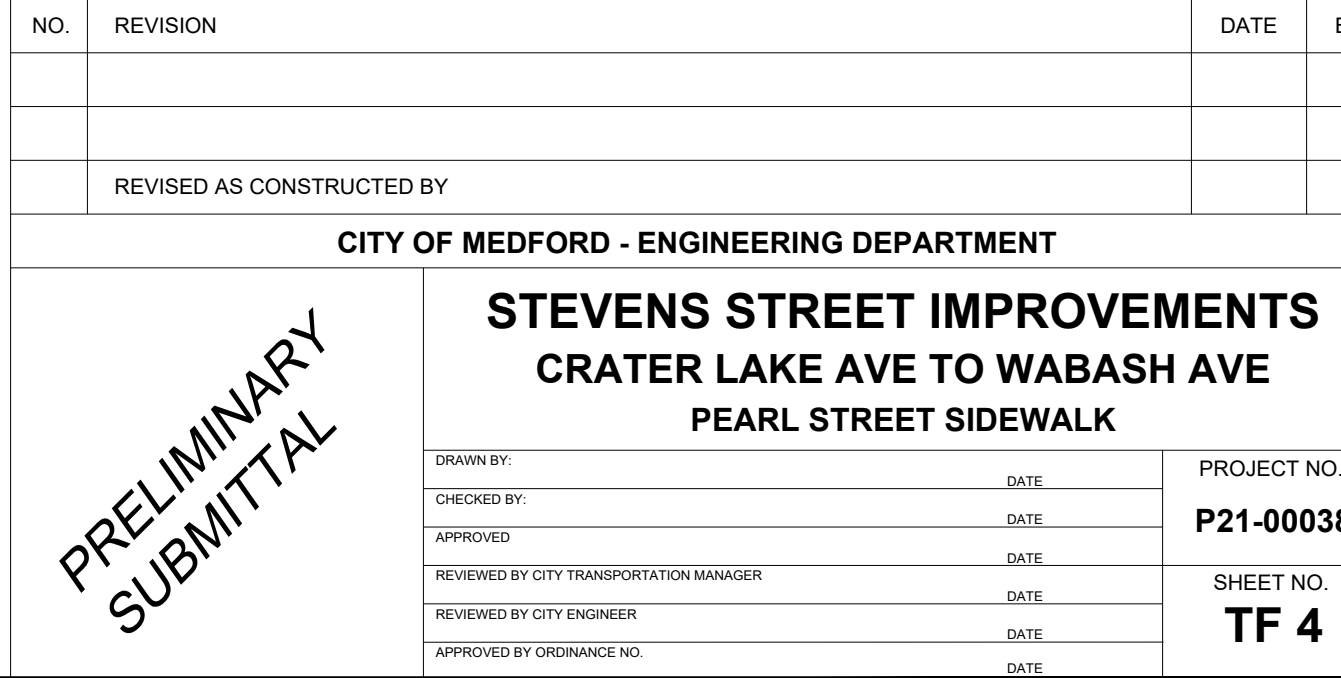


- Legend**
- DW PROPOSED DW
 - EX. R/W EXISTING RIGHT-OF-WAY
 - PROP-R/W PROPOSED RIGHT-OF-WAY
 - PROPOSED SIDEWALK IMPROVEMENTS (4' MINIMUM CLEAR WIDTH)
 - PROPOSED MAIL BOX

**CONCEPTUAL
DESIGN**

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A			
DRAWN BY:		DATE:	PROJECT NO.
CHECKED BY:		DATE:	P21-00038
APPROVED:		DATE:	SHEET NO.
REVIEWED BY CITY TRANSPORTATION MANAGER		DATE:	TF 3
REVIEWED BY CITY ENGINEER		DATE:	
APPROVED BY ORDINANCE NO.		DATE:	

PRELIMINARY
SUBMITTAL



**CONCEPTUAL
DESIGN**

SEE SHEET TF 1
FOR FURTHER DETAIL

CRATER LAKE AVE

610/612/614/616/618/620
CRATER LAKE AVE.
371W19DB 1300

602/604/606
CRATER LAKE AVE.
371W19DB 1200

STEVENS ST

MARY ST

ALLEY
F-12

539/545/547 MARY ST.
922 SEVENS ST.
371W19DC 1900

530 CRATER LAKE AVE.
371W19DC 3100

START OF PROJECT

REPLACE / RELOCATE SIGNAL POLE

REPLACE / RELOCATE
CABINET WITH (2) CABINETS
REPLACE / RELOCATE JUNCTION BOX
RELOCATE PRIVATE SIGN

5.7'

EX. SIGNAL POLE

21'

DW

21'

DW

11'

11'

11'

5'

5'

18'

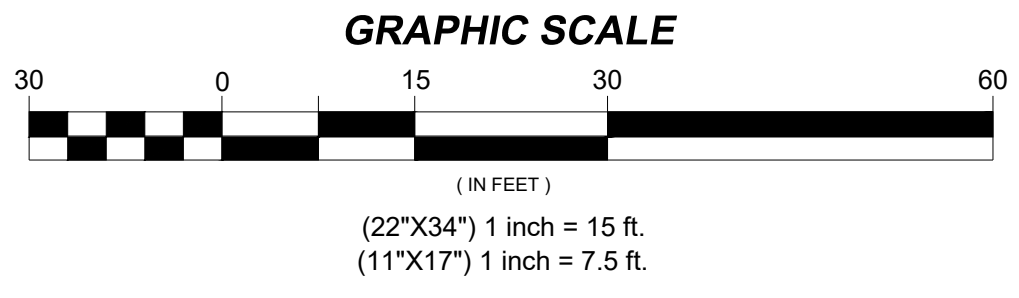
DW

24'

DW

R42.0'

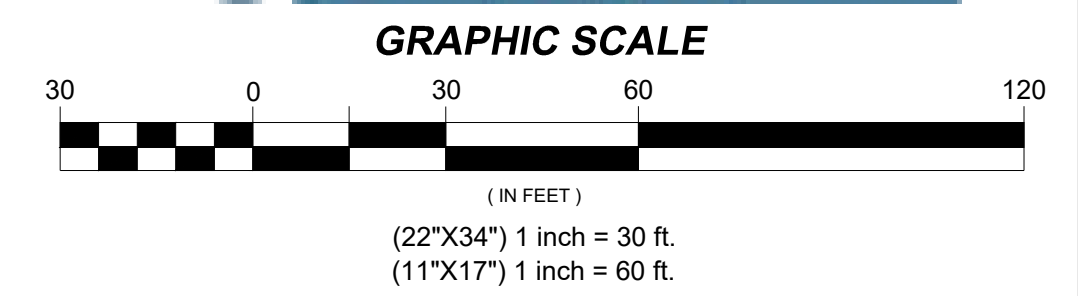
R28.7'



Legend

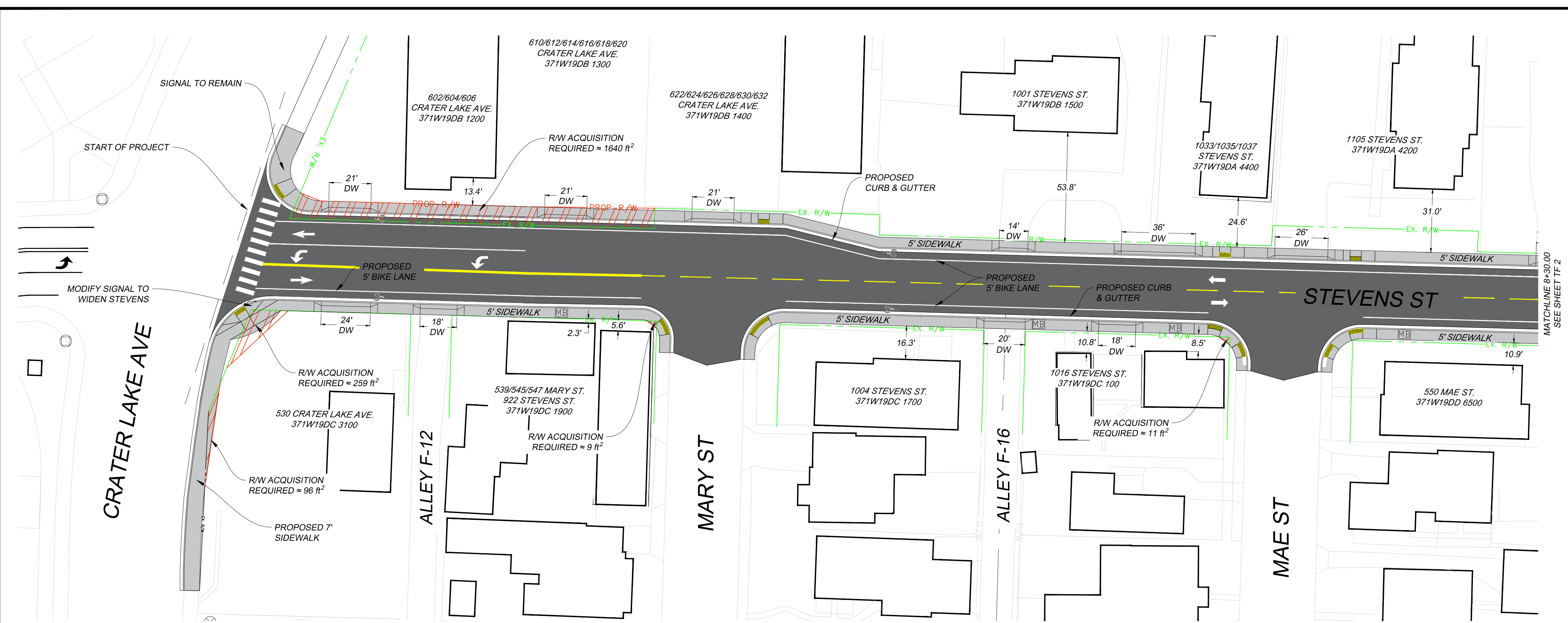
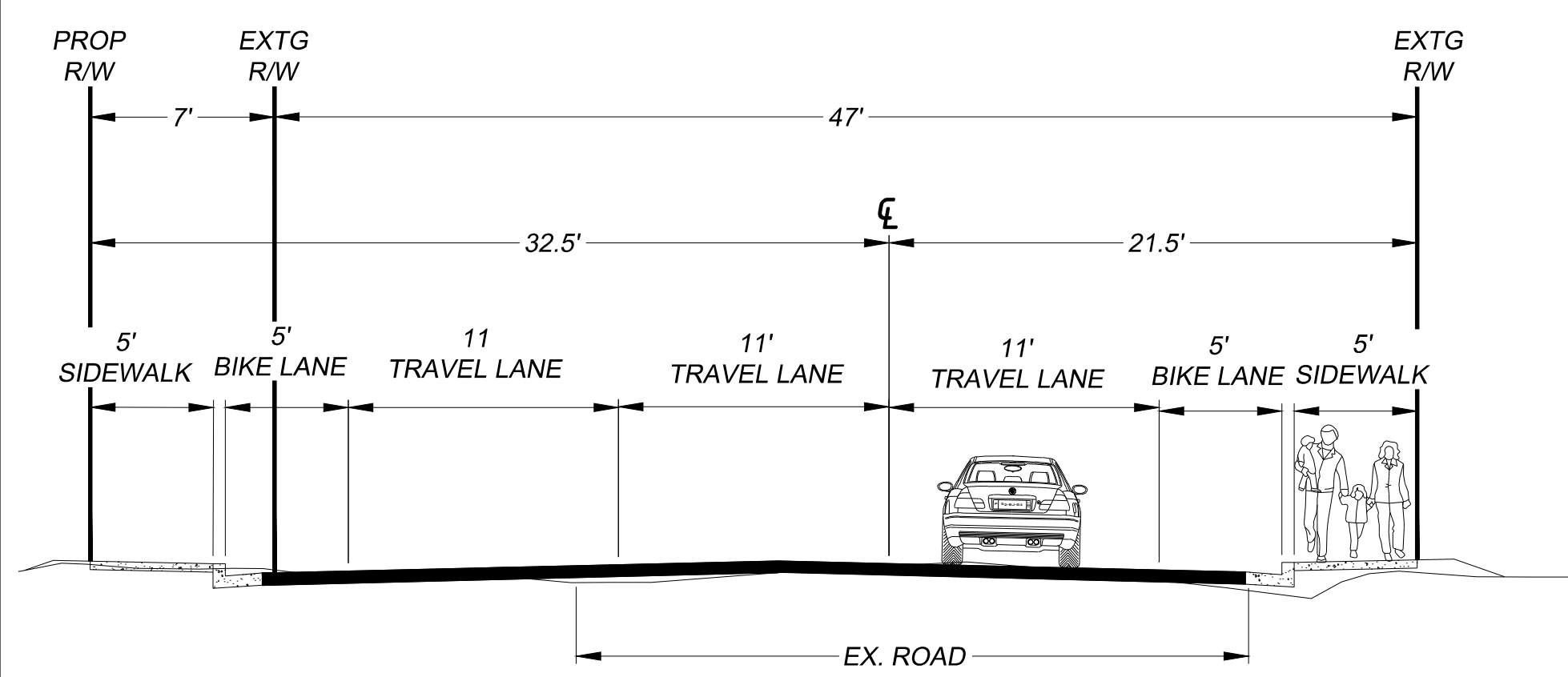
- DW PROPOSED DW
- EX. R/W EXISTING RIGHT-OF-WAY
- PROP-R/W PROPOSED RIGHT-OF-WAY
- PROPOSED SIDEWALK IMPROVEMENTS

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE INTERSECTION EXHIBIT	
		DRAWN BY: _____	PROJECT NO. _____
		CHECKED BY: _____	DATE: _____
		APPROVED _____	DATE: _____
		REVIEWED BY CITY TRANSPORTATION MANAGER _____	DATE: _____
		REVIEWED BY CITY ENGINEER _____	SHEET NO. _____
		APPROVED BY ORDINANCE NO. _____	TF 5

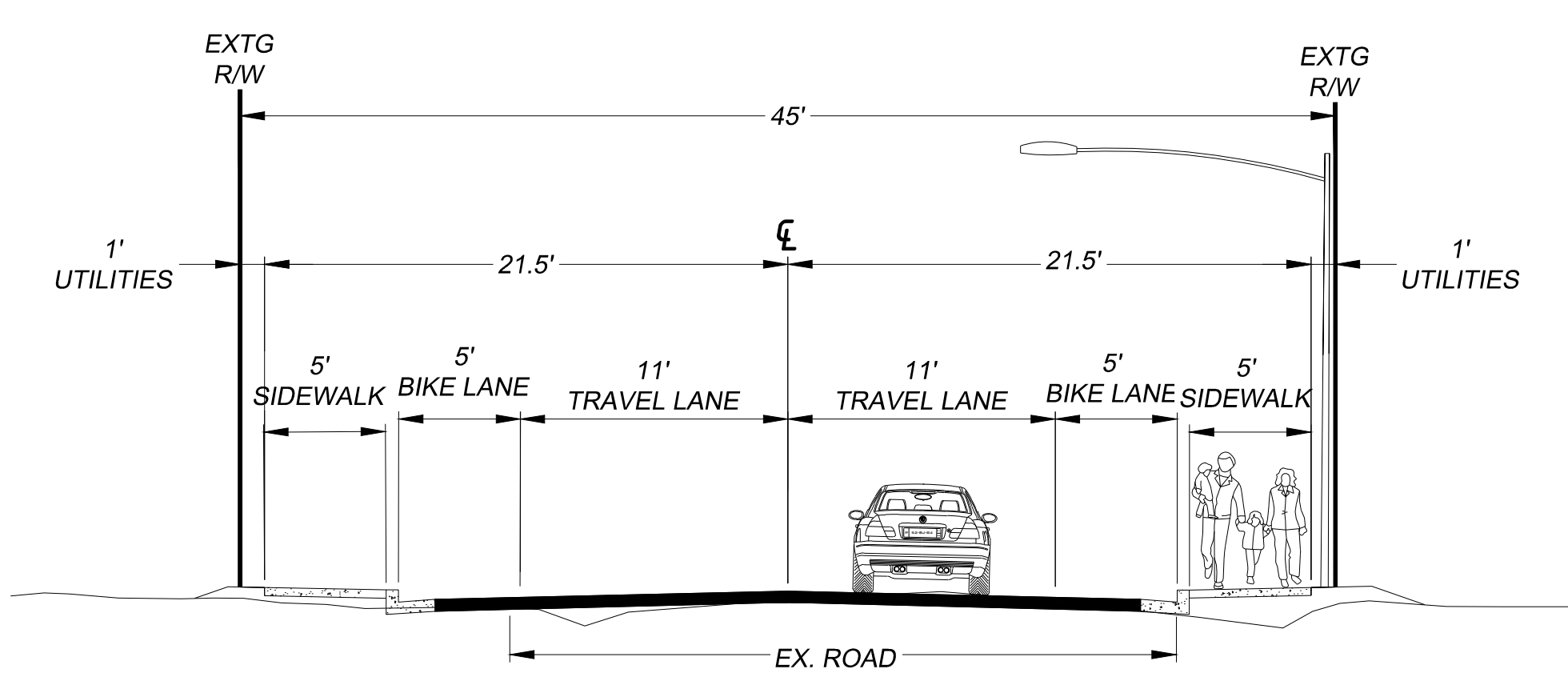


Legend

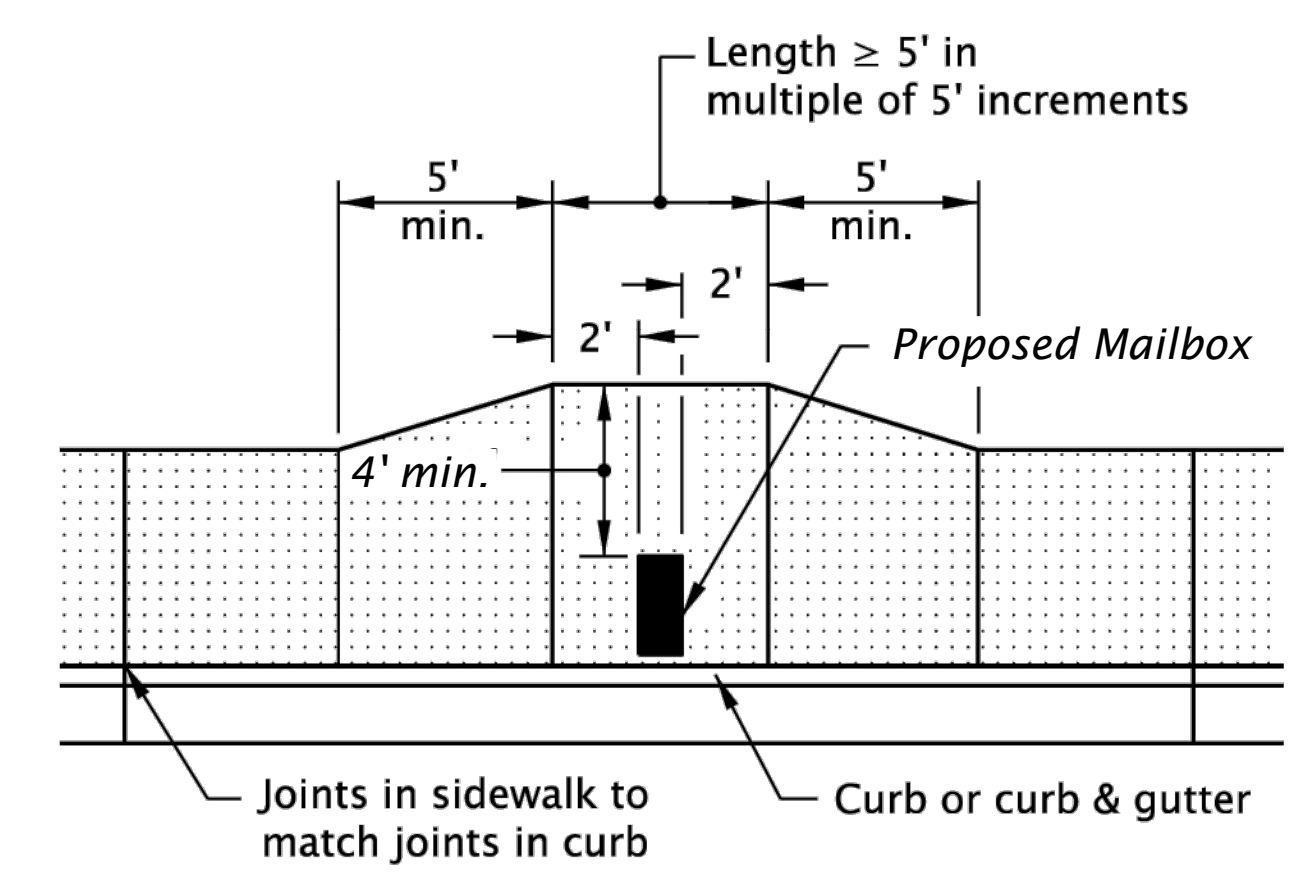
- DW PROPOSED DW
- EX. R/W EXISTING RIGHT-OF-WAY
- PROP-R/W PROPOSED RIGHT-OF-WAY
- PROPOSED SIDEWALK IMPROVEMENTS (4' MINIMUM CLEAR WIDTH)
- MB PROPOSED MAIL BOX



PROPOSED STEVENS STREET
INTERSECTION CROSS SECTION



PROPOSED STEVENS STREET
REDUCED-WIDTH CROSS SECTION

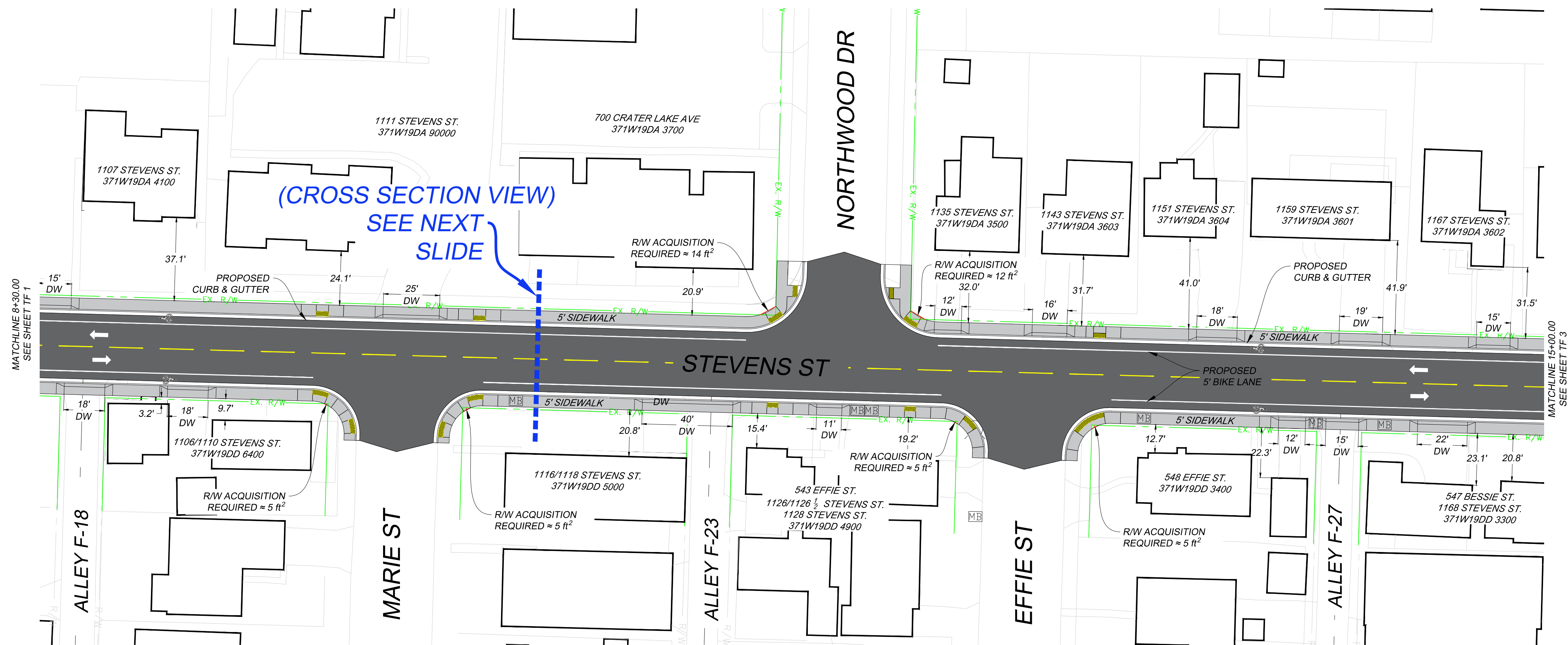
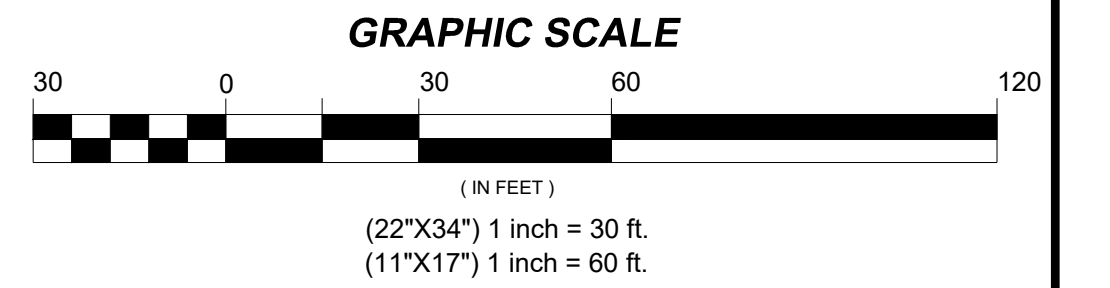


ALTERNATIVE 1 CHARACTERISTICS

- 2 TRAVEL LANES
- 2 BIKE LANES
- 2 SIDEWALKS

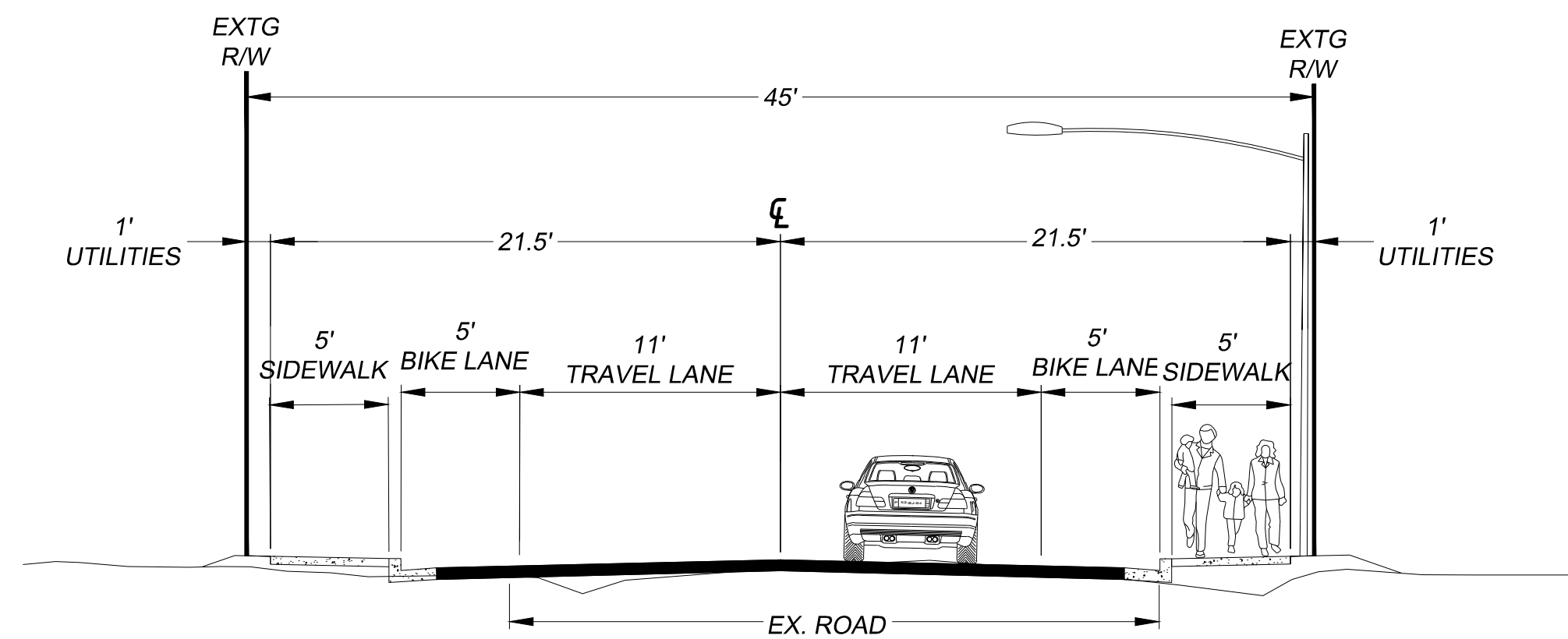
NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A			
DRAWN BY: CMC		DATE: 01/15/25	PROJECT NO.
CHECKED BY: DH		DATE: 01/05/25	P21-00038
APPROVED:		DATE:	SHEET NO.
REVIEWED BY CITY TRANSPORTATION MANAGER		DATE:	TF 1
REVIEWED BY CITY ENGINEER		DATE:	
APPROVED BY ORDINANCE NO.		DATE:	

PRELIMINARY
SUBMITTAL



Legend

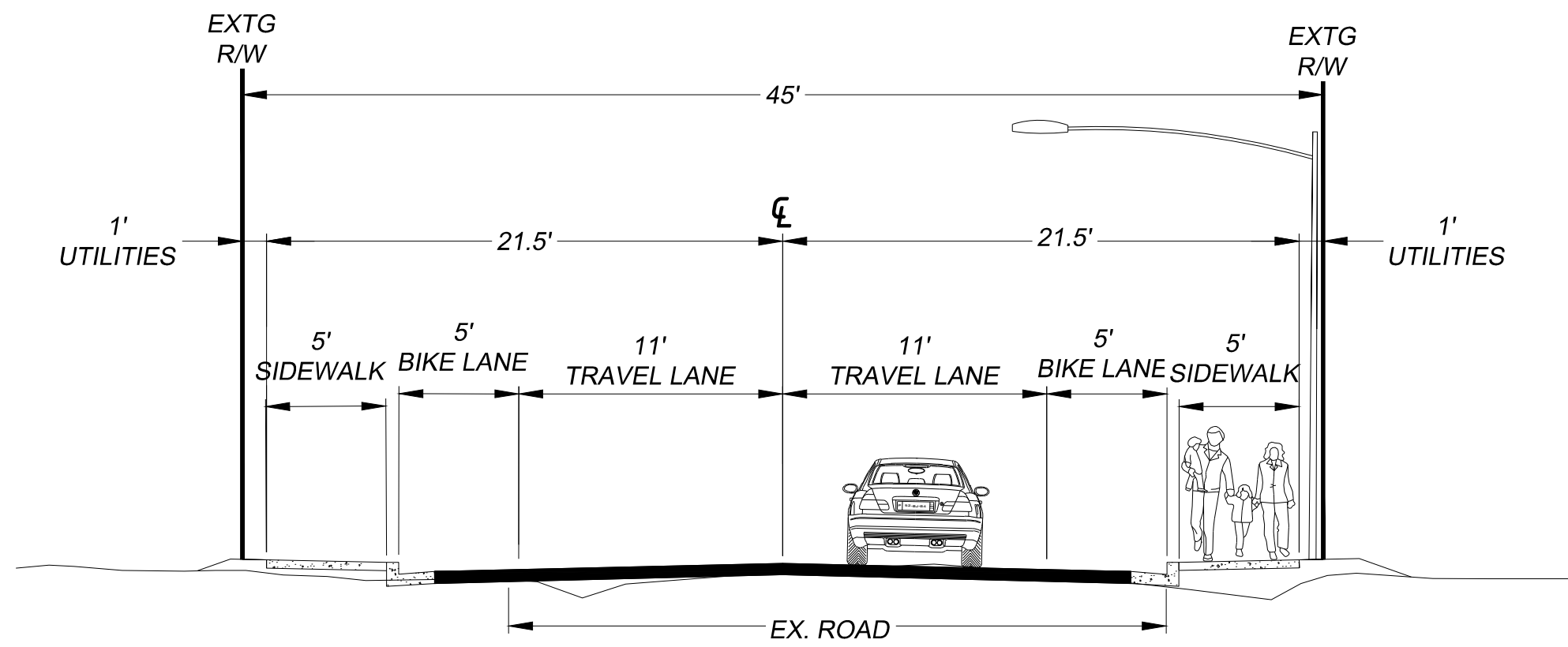
- DW PROPOSED DW
- EX. R/W EXISTING RIGHT-OF-WAY
- PROP-R/W PROPOSED RIGHT-OF-WAY
- PROPOSED SIDEWALK IMPROVEMENTS (4' MINIMUM CLEAR WIDTH)
- PROPOSED MAIL BOX



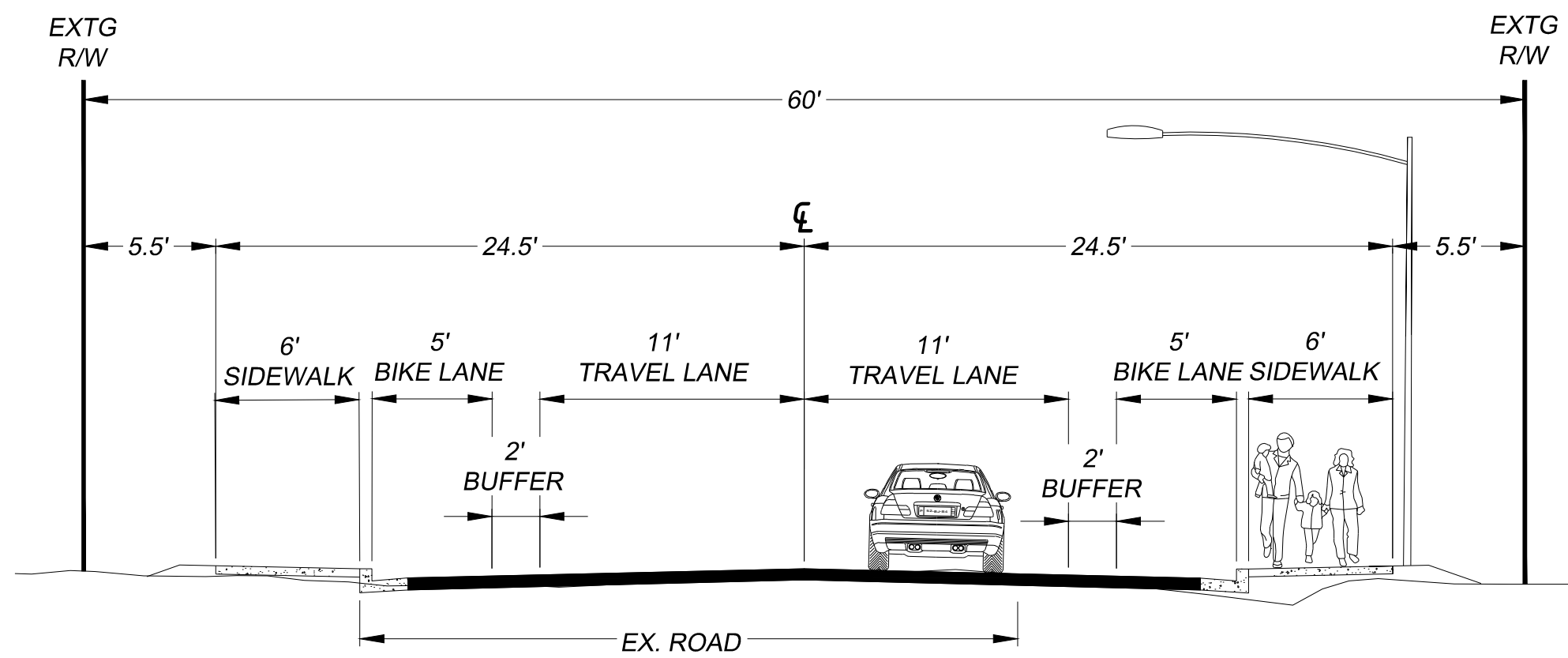
PROPOSED STEVENS STREET
REDUCED-WIDTH CROSS SECTION

- ALTERNATIVE 1 CHARACTERISTICS
- 2 TRAVEL LANES
 - 2 BIKE LANES
 - 2 SIDEWALKS

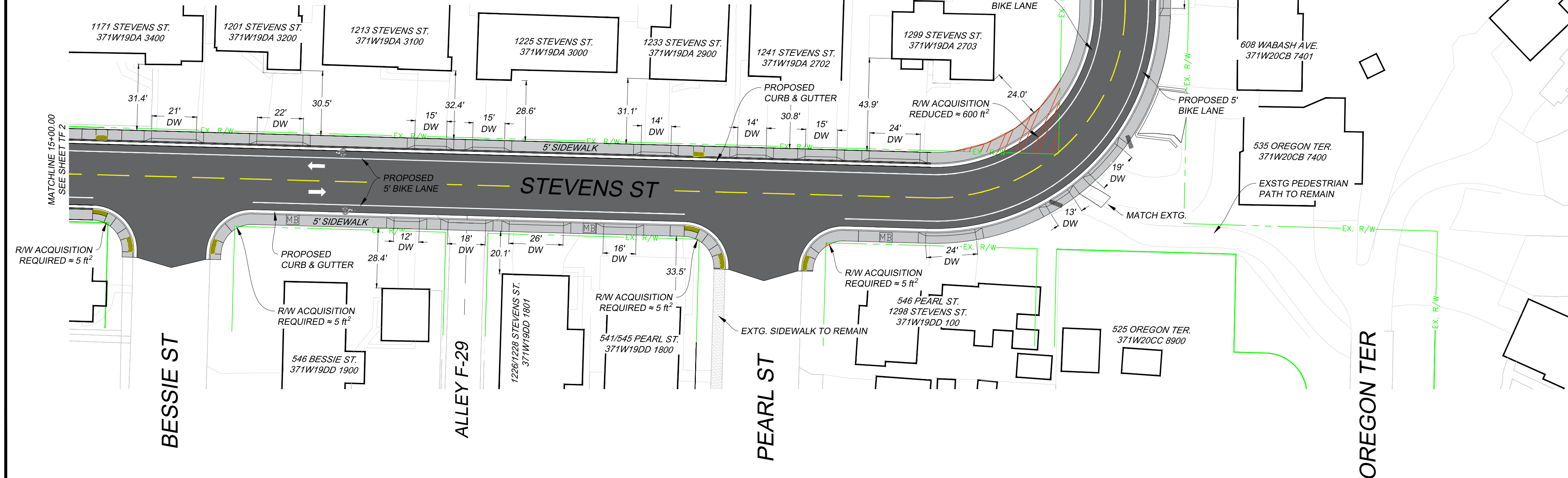
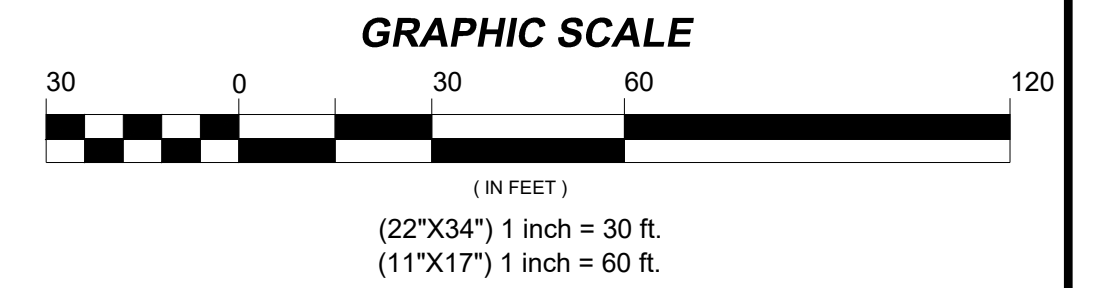
NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A			
PRELIMINARY SUBMITTAL	DRAWN BY: CMC	DATE: 01/15/25	PROJECT NO. P21-00038
	CHECKED BY: DH	DATE: 01/05/25	
	APPROVED:	DATE:	
	REVIEWED BY CITY TRANSPORTATION MANAGER	DATE:	SHEET NO. TF 2
	REVIEWED BY CITY ENGINEER	DATE:	
APPROVED BY ORDINANCE NO.		DATE:	



**PROPOSED STEVENS STREET
REDUCED-WIDTH CROSS SECTION**



**PROPOSED WABASH AVENUE
CROSS SECTION**



Legend

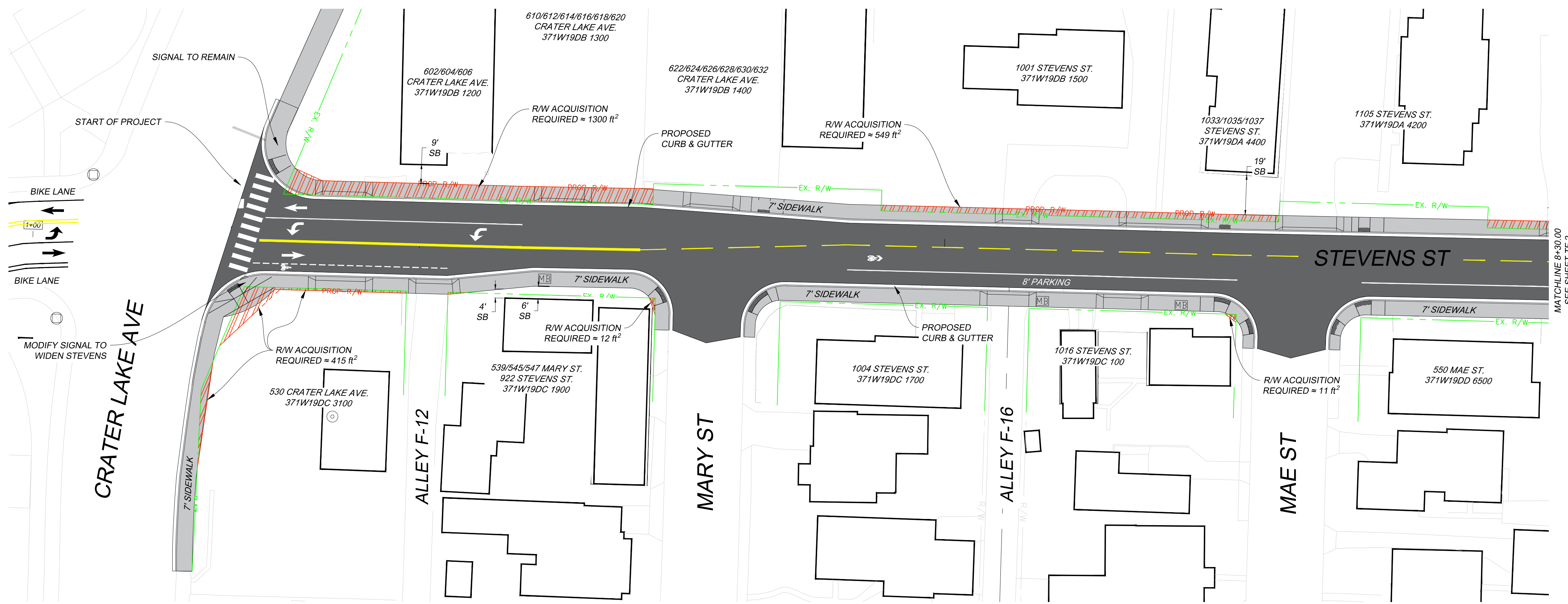
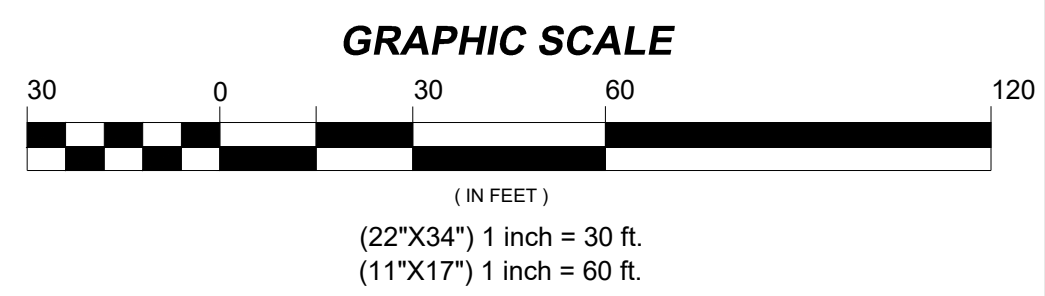
- DW PROPOSED DW
- EX. R/W EXISTING RIGHT-OF-WAY
- PROP-R/W PROPOSED RIGHT-OF-WAY
- PROPOSED SIDEWALK IMPROVEMENTS (4' MINIMUM CLEAR WIDTH)
- PROPOSED MAIL BOX

ALTERNATIVE 1 CHARACTERISTICS

- 2 TRAVEL LANES
- 2 BIKE LANES
- 2 SIDEWALKS

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A			
DRAWN BY: CMC	DATE: 01/15/25	PROJECT NO.	
CHECKED BY: DH	DATE: 01/05/25	P21-00038	
APPROVED	DATE	SHEET NO.	
REVIEWED BY CITY TRANSPORTATION MANAGER	DATE	TF 3	
REVIEWED BY CITY ENGINEER	DATE		
APPROVED BY ORDINANCE NO.	DATE		

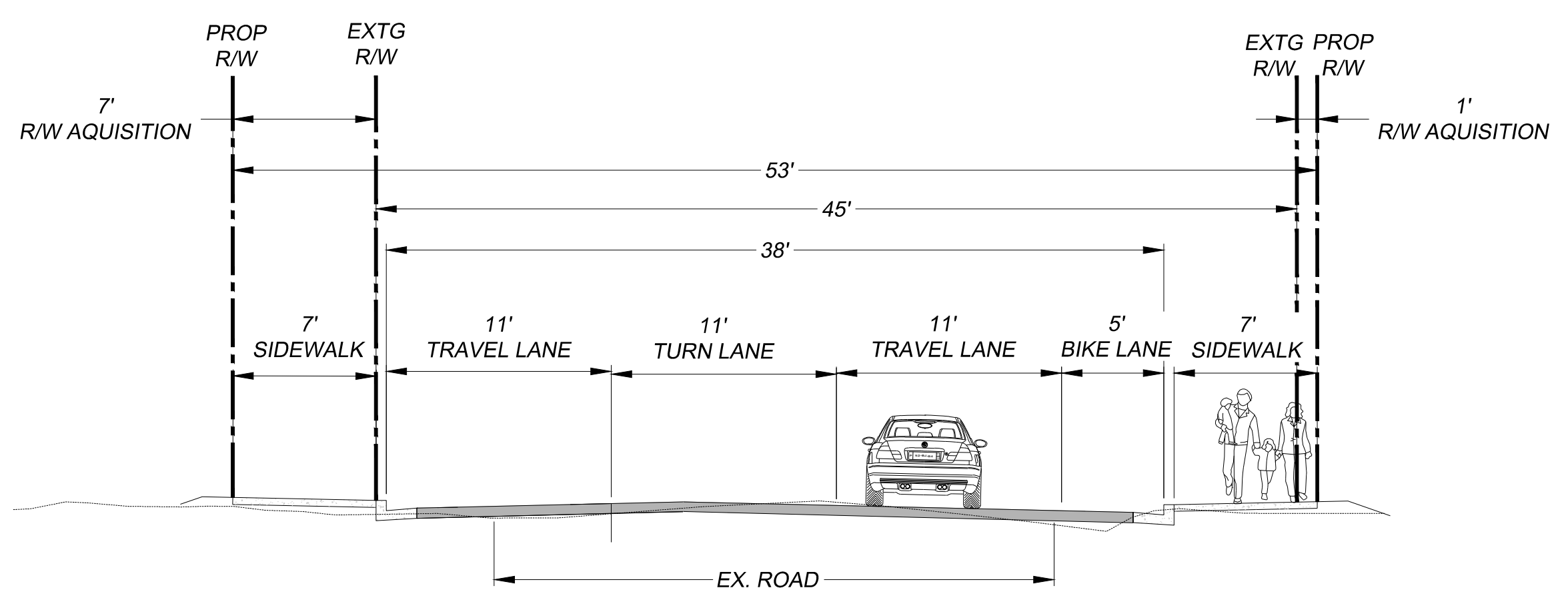
**PRELIMINARY
SUBMITTAL**



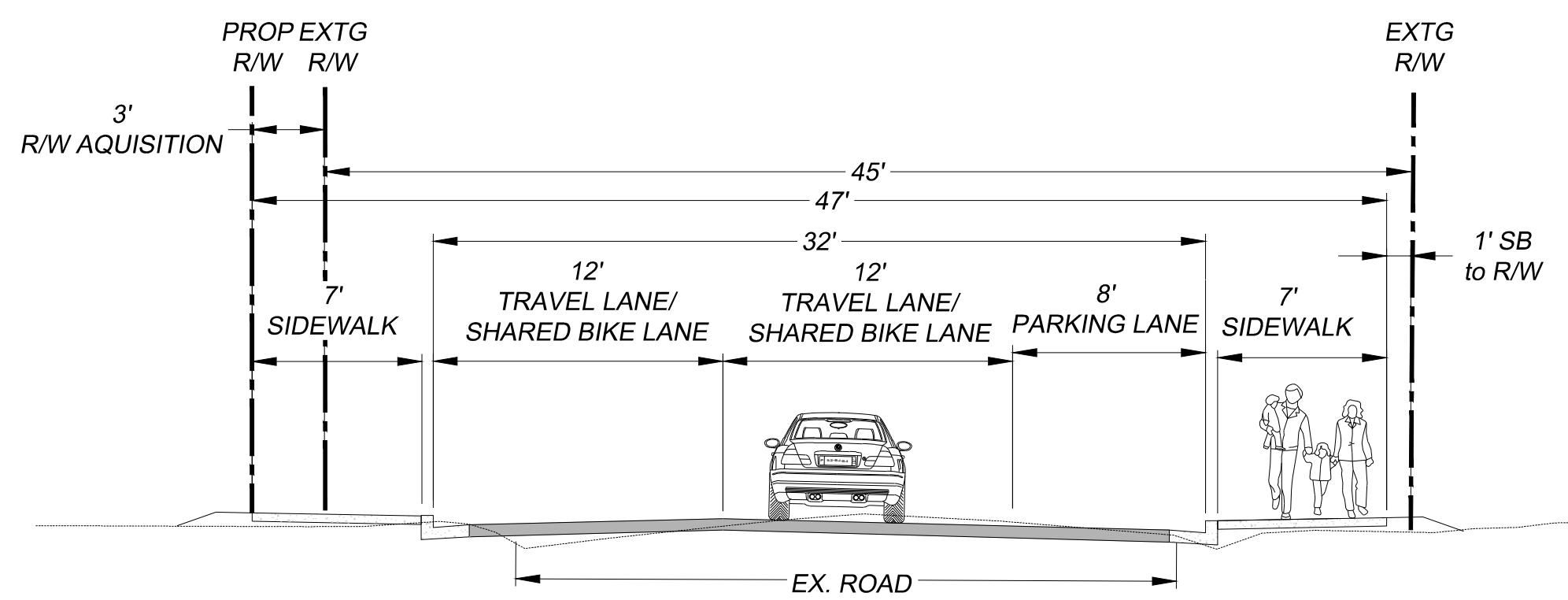
- Legend**
- DW PROPOSED DW
 - EX- R/W EXISTING RIGHT-OF-WAY
 - PROP-R/W PROPOSED RIGHT-OF-WAY
 - MB PROPOSED MAIL BOX
 - SB SET BACK DISTANCE TO STRUCTURE

ALTERNATIVE 2 CHARACTERISTICS

- 2 TRAVEL LANES
- CURB SIDE PARKING ON SOUTH
- 2 SIDEWALKS



**PROPOSED STEVENS ST
INTERSECTION LOWERED SPEED**

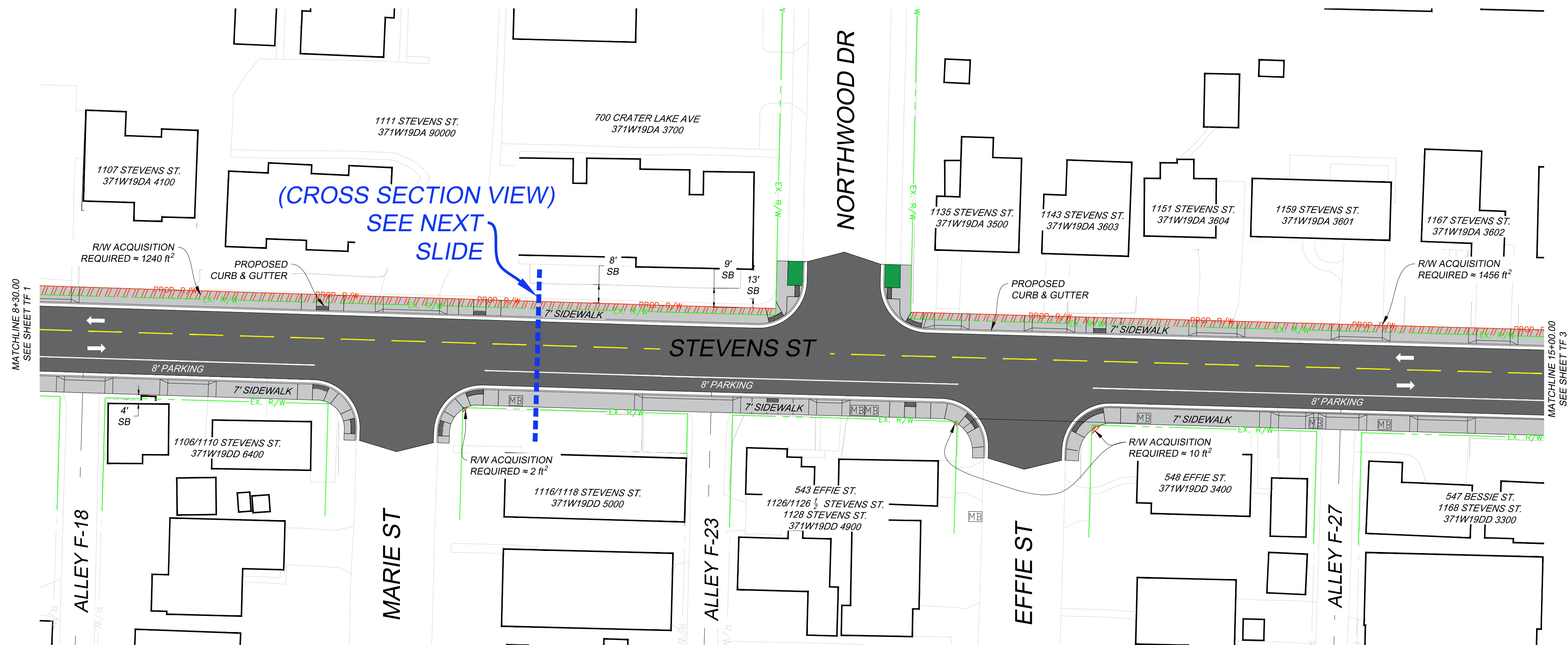
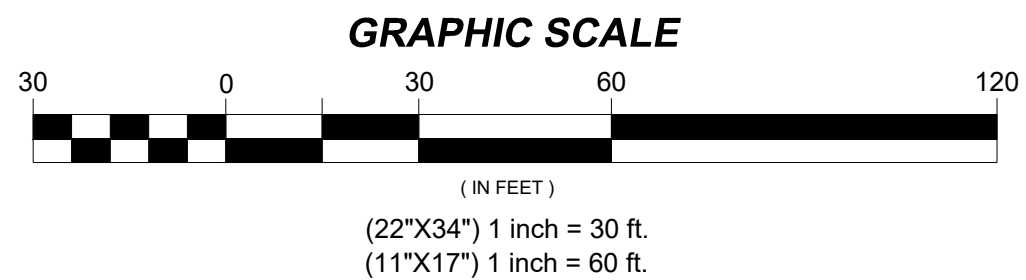


**STEVENS ST LOWERED SPEED OPTION
CROSS SECTION**

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A			
DRAWN BY: _____		DATE: _____	PROJECT NO. _____
CHECKED BY: _____		DATE: _____	P21-00038
APPROVED: _____		DATE: _____	SHEET NO. _____
REVIEWED BY CITY TRANSPORTATION MANAGER: _____		DATE: _____	TF 1
REVIEWED BY CITY ENGINEER: _____		DATE: _____	
APPROVED BY ORDINANCE NO. _____		DATE: _____	

**PRELIMINARY
SUBMITTAL**

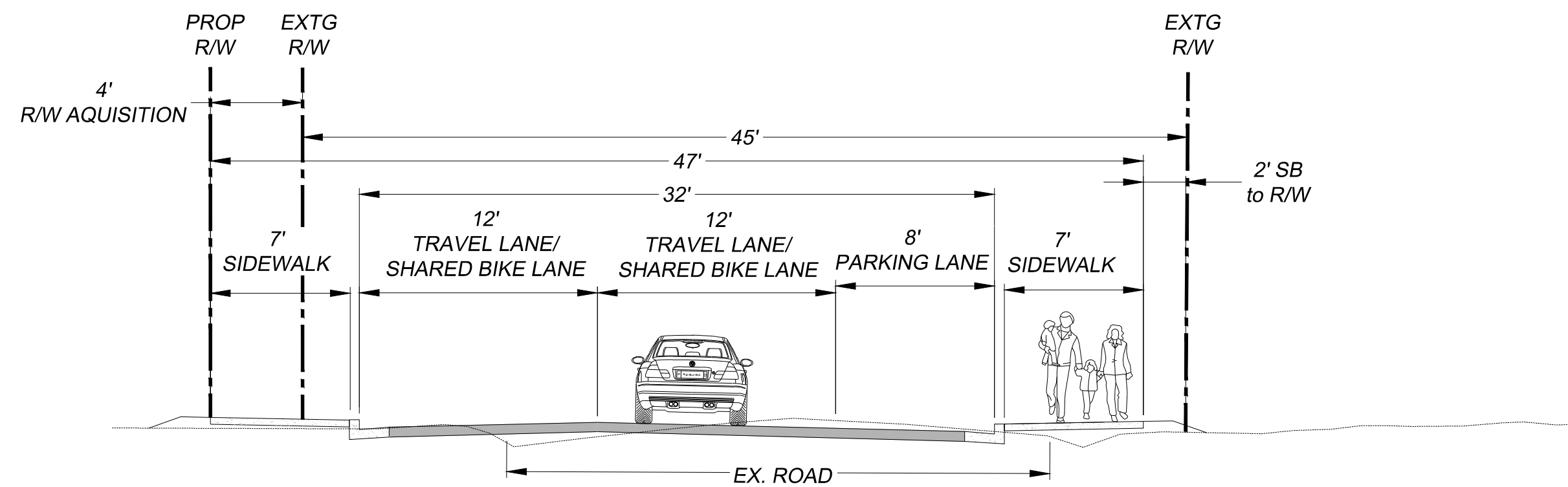
Drawing name: C:\Users\JRSmith\AppData\Local\Temp\JRS\25408\P21-00038 Stevens Street Improvement_Study Session - Alternative 2 (SW Both Sides).dwg Apr 15, 2026 - 11:57am



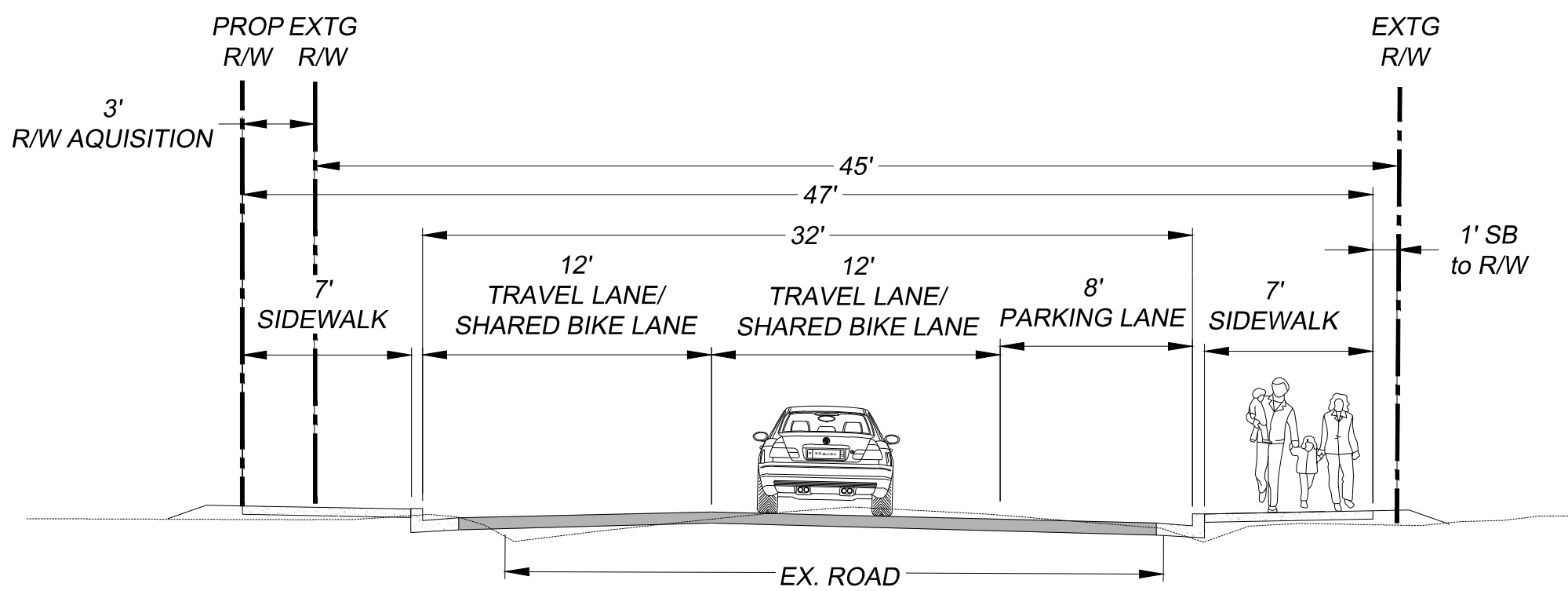
Legend

- DW PROPOSED DW
- EX. R/W EXISTING RIGHT-OF-WAY
- PROP-R/W PROPOSED RIGHT-OF-WAY
- MB PROPOSED MAIL BOX
- SB SET BACK DISTANCE TO STRUCTURE

- ALTERNATIVE 2 CHARACTERISTICS
- 2 TRAVEL LANES
 - CURB SIDE PARKING ON SOUTH
 - 2 SIDEWALKS

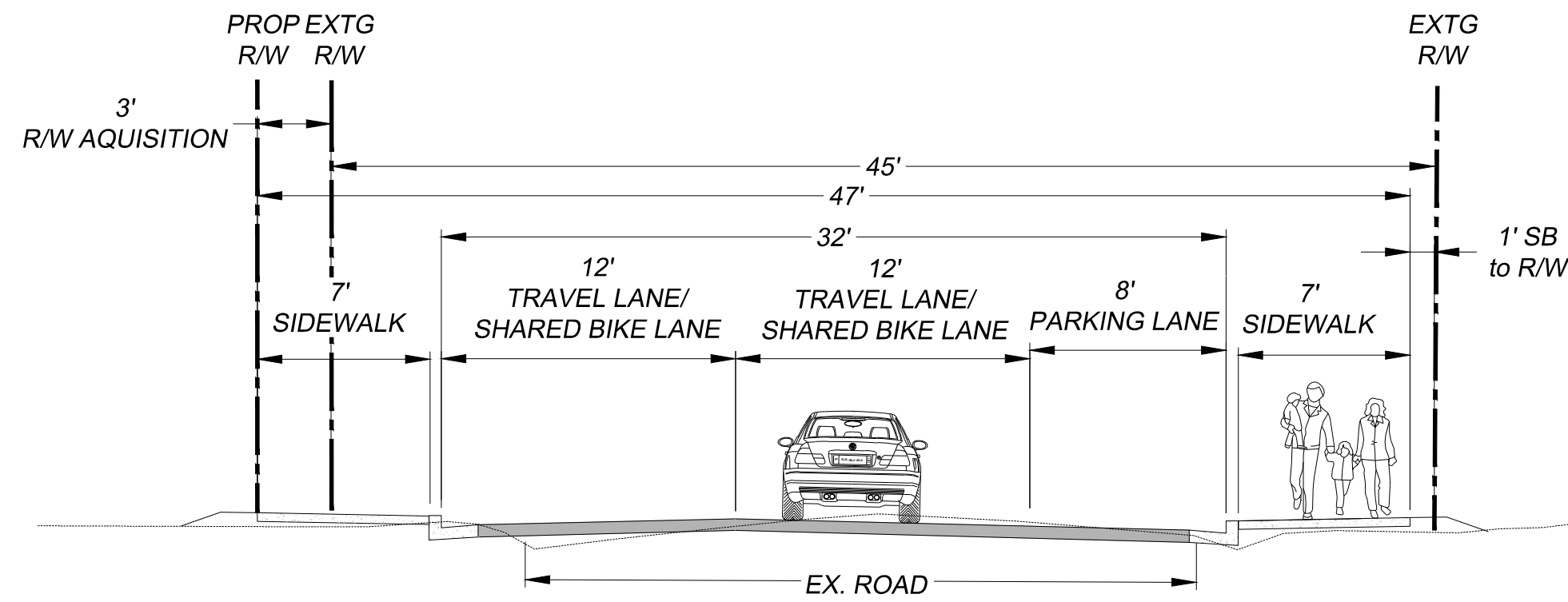


STEVENS ST LOWERED SPEED OPTION
CROSS SECTION
SECTION C-C

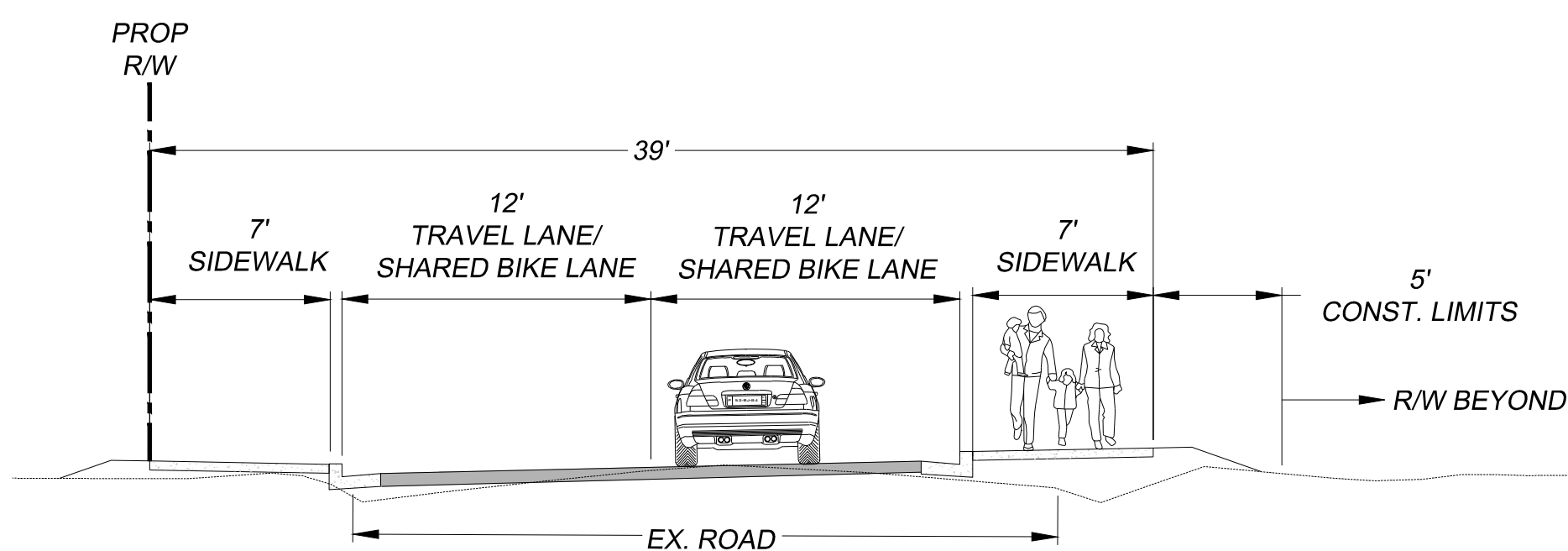


STEVENS ST LOWERED SPEED OPTION
CROSS SECTION

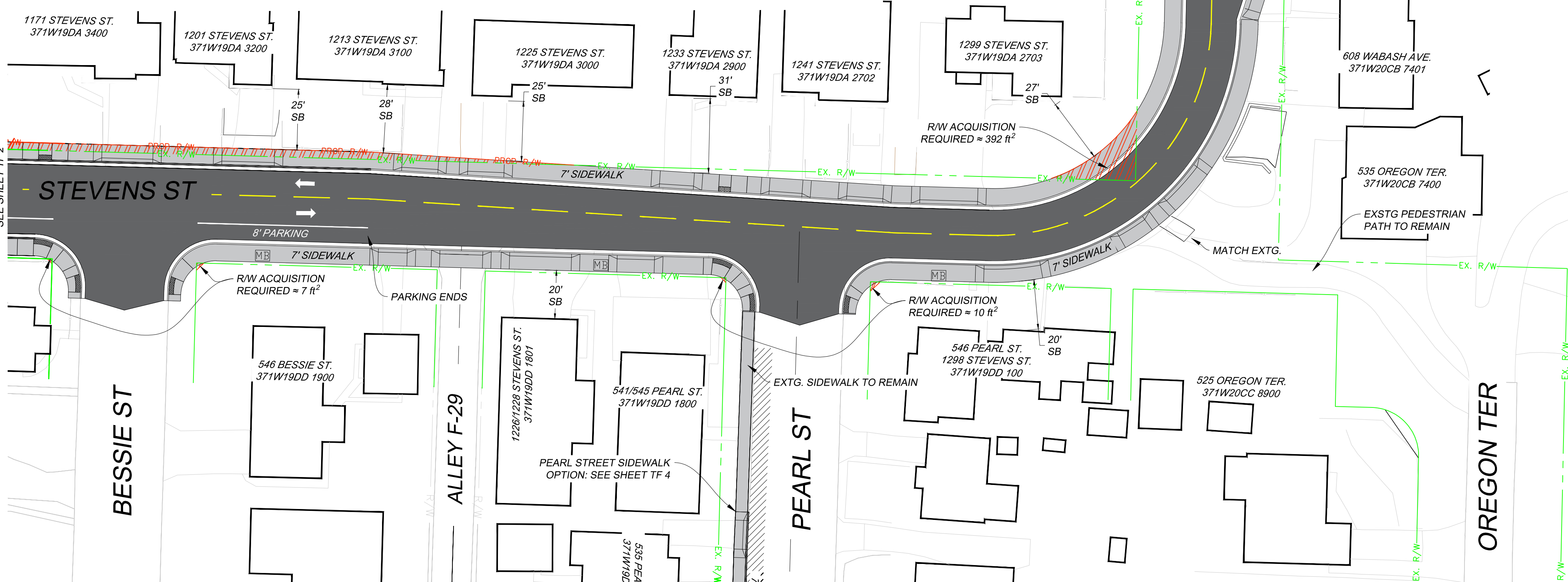
NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A	
		DRAWN BY: _____	PROJECT NO. _____
		CHECKED BY: _____	DATE _____
		APPROVED _____	DATE _____
		REVIEWED BY CITY TRANSPORTATION MANAGER _____	DATE _____
		REVIEWED BY CITY ENGINEER _____	SHEET NO. _____
		APPROVED BY ORDINANCE NO. _____	DATE _____
		TF 2	



**STEVENS ST LOWERED SPEED OPTION
CROSS SECTION**



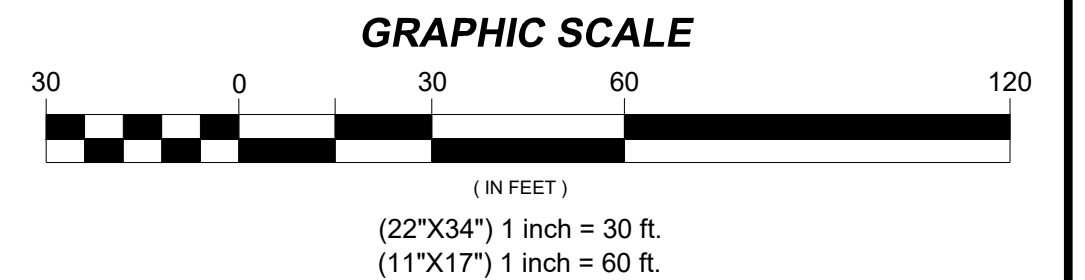
**STEVENS ST LOWERED SPEED AT CORNER
CROSS SECTION
SECTION D-D**



RIDGE WAY

**WABASH AVE SHARED LOWERED SPEED
CROSS SECTION**

- ALTERNATIVE 2 CHARACTERISTICS**
- 2 TRAVEL LANES
 - CURB SIDE PARKING ON SOUTH
 - 2 SIDEWALKS

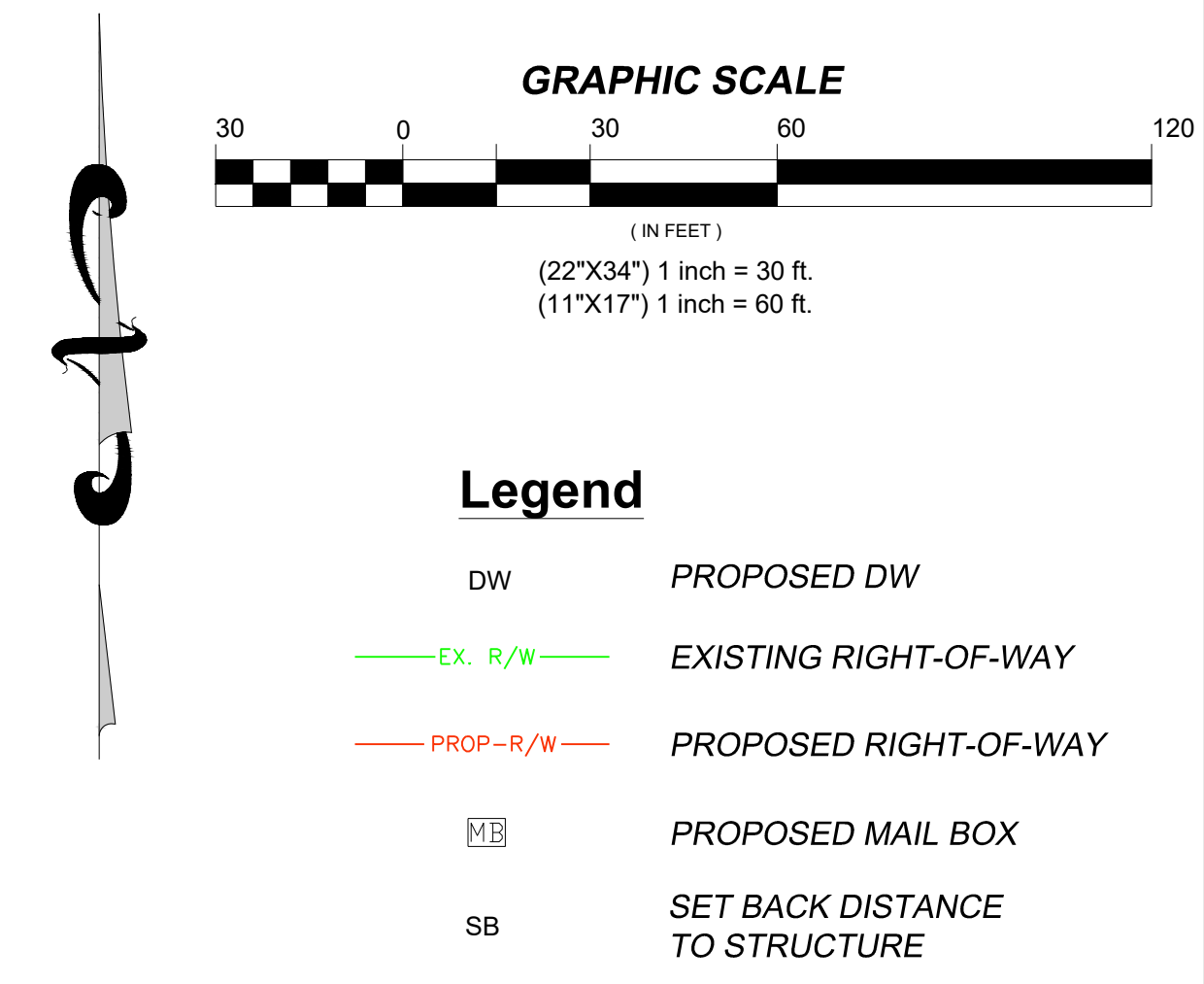


Legend

- DW PROPOSED DW
- EX. R/W EXISTING RIGHT-OF-WAY
- PROP-R/W PROPOSED RIGHT-OF-WAY
- MB PROPOSED MAIL BOX
- SB SET BACK DISTANCE TO STRUCTURE

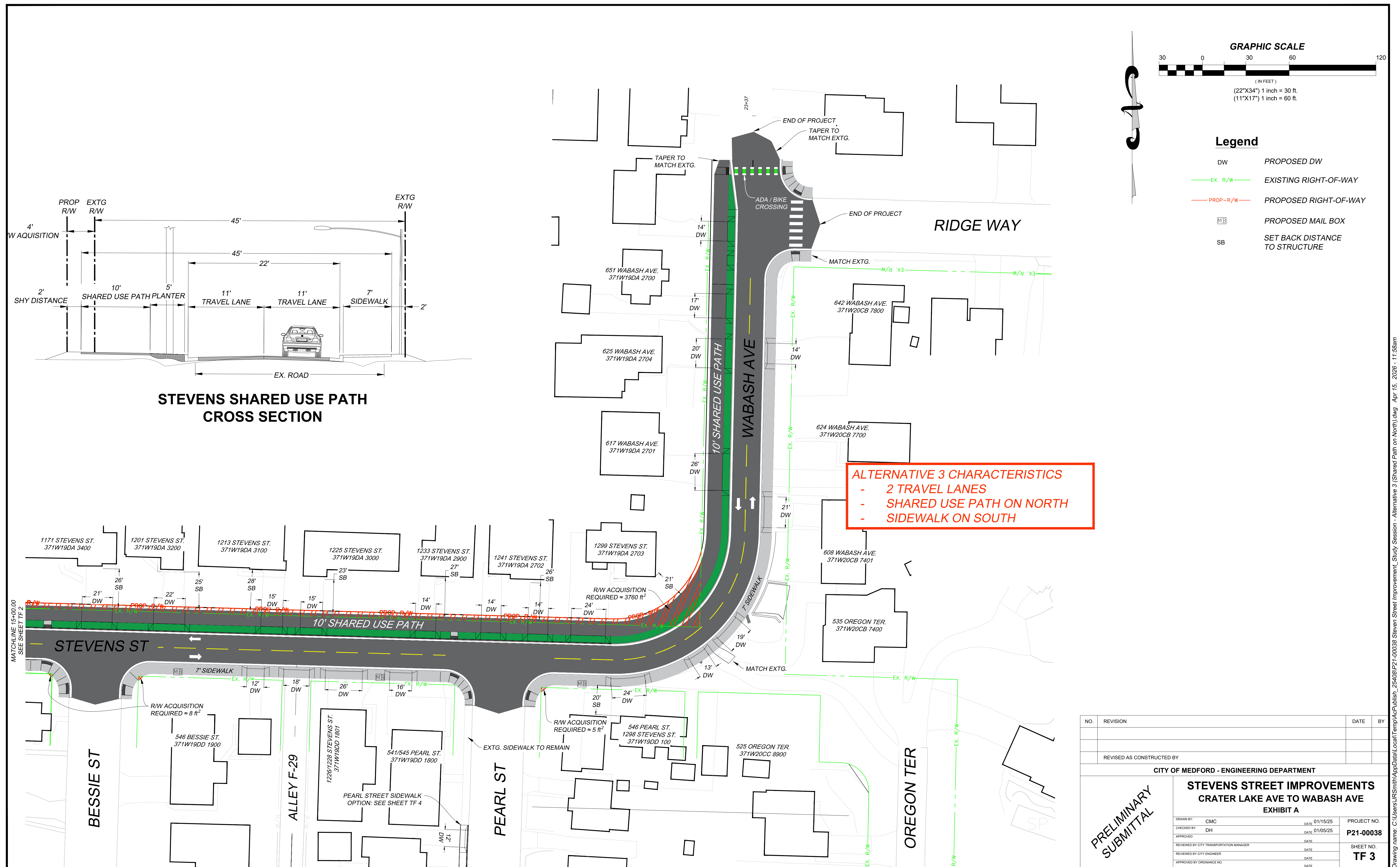
NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A			
DRAWN BY: _____		DATE: _____	PROJECT NO. _____
CHECKED BY: _____		DATE: _____	P21-00038
APPROVED: _____		DATE: _____	SHEET NO. _____
REVIEWED BY CITY TRANSPORTATION MANAGER: _____		DATE: _____	TF 3
REVIEWED BY CITY ENGINEER: _____		DATE: _____	
APPROVED BY ORDINANCE NO. _____		DATE: _____	

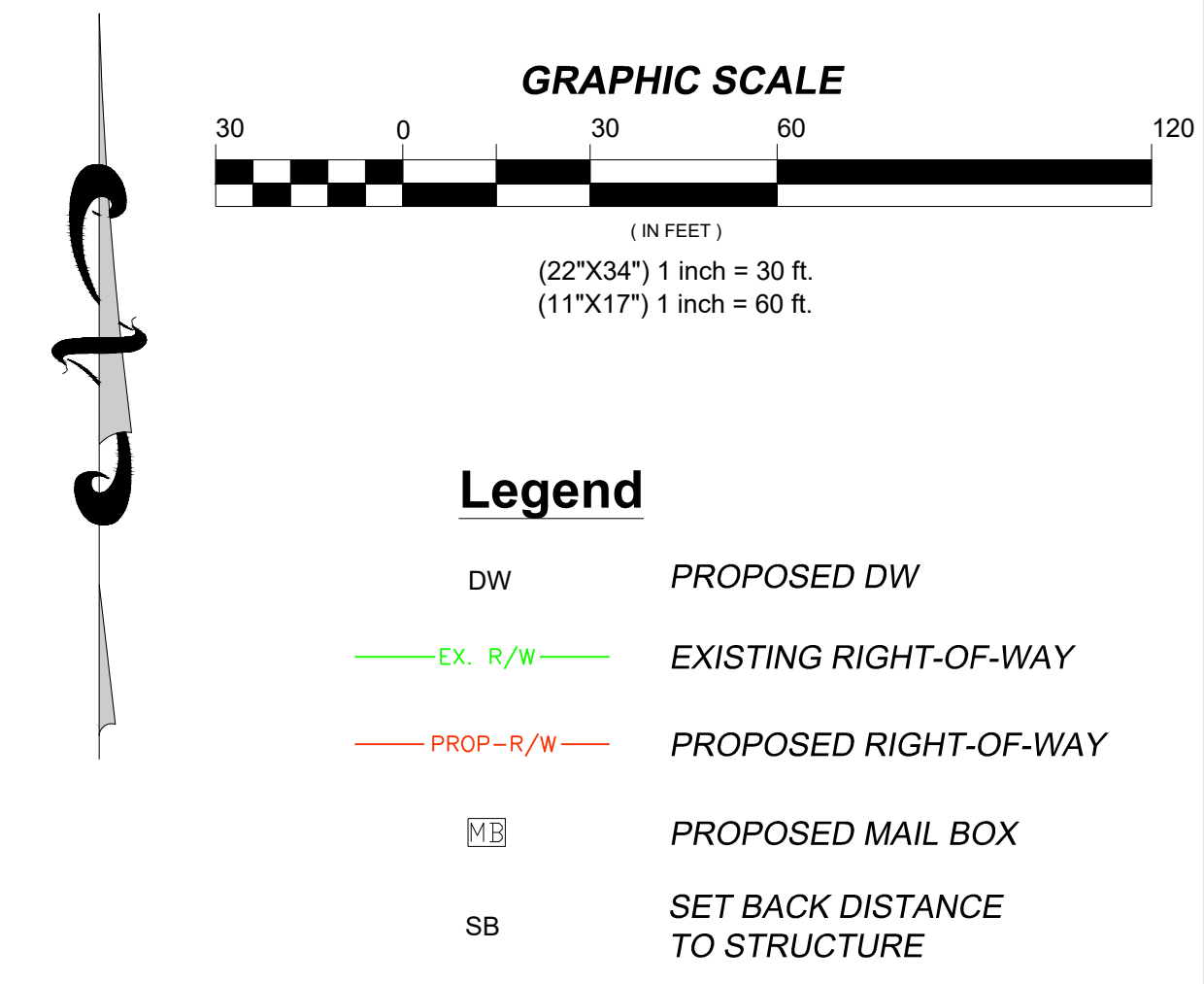
**PRELIMINARY
SUBMITTAL**



-
- The diagram illustrates a proposed street layout with the following dimensions and labels:
- Left Side (from left to right):**
 - 4' /W AQUISIION**: A dimension line indicating a 4-foot width.
 - 2' SHY DISTANCE**: A dimension line indicating a 2-foot shy distance.
 - 10' SHARED USE PATH PLANTER**: A dimension line indicating a 10-foot shared use path planter.
 - 5'**: A dimension line indicating a 5-foot width.
 - Right Side (from right to left):**
 - 2'**: A dimension line indicating a 2-foot width.
 - 7' SIDEWALK**: A dimension line indicating a 7-foot sidewalk.
 - 11' TRAVEL LANE**: A dimension line indicating an 11-foot travel lane.
 - 11' TRAVEL LANE**: A dimension line indicating an 11-foot travel lane.
 - 22'**: A dimension line indicating a 22-foot width.
 - 45'**: A dimension line indicating a 45-foot width.
 - 45'**: A dimension line indicating a 45-foot width.
 - Top Labels:**
 - PROP R/W**: Proposed Right-of-Way.
 - EXTG R/W**: Existing Right-of-Way.
 - EXTG R/W**: Existing Right-of-Way.
 - Bottom Label:**
 - EX. ROAD**: Existing Road.
- A car is shown in the center of the two travel lanes, and a street light is positioned on the right side of the road.

NO.	REVISION	DATE	BY
	REVISED AS CONSTRUCTED BY		
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
<div style="transform: rotate(-45deg); transform-origin: center;"> PRELIMINARY SUBMITTAL </div>	STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A		
	DRAWN BY: CMC	DATE: 01/15/25	PROJECT NO.
	CHECKED BY: DH	DATE: 01/05/25	P21-00038
	APPROVED	DATE	SHEET NO. TF 2
	REVIEWED BY CITY TRANSPORTATION MANAGER	DATE	
	REVIEWED BY CITY ENGINEER	DATE	
	APPROVED BY ORDINANCE NO.	DATE	

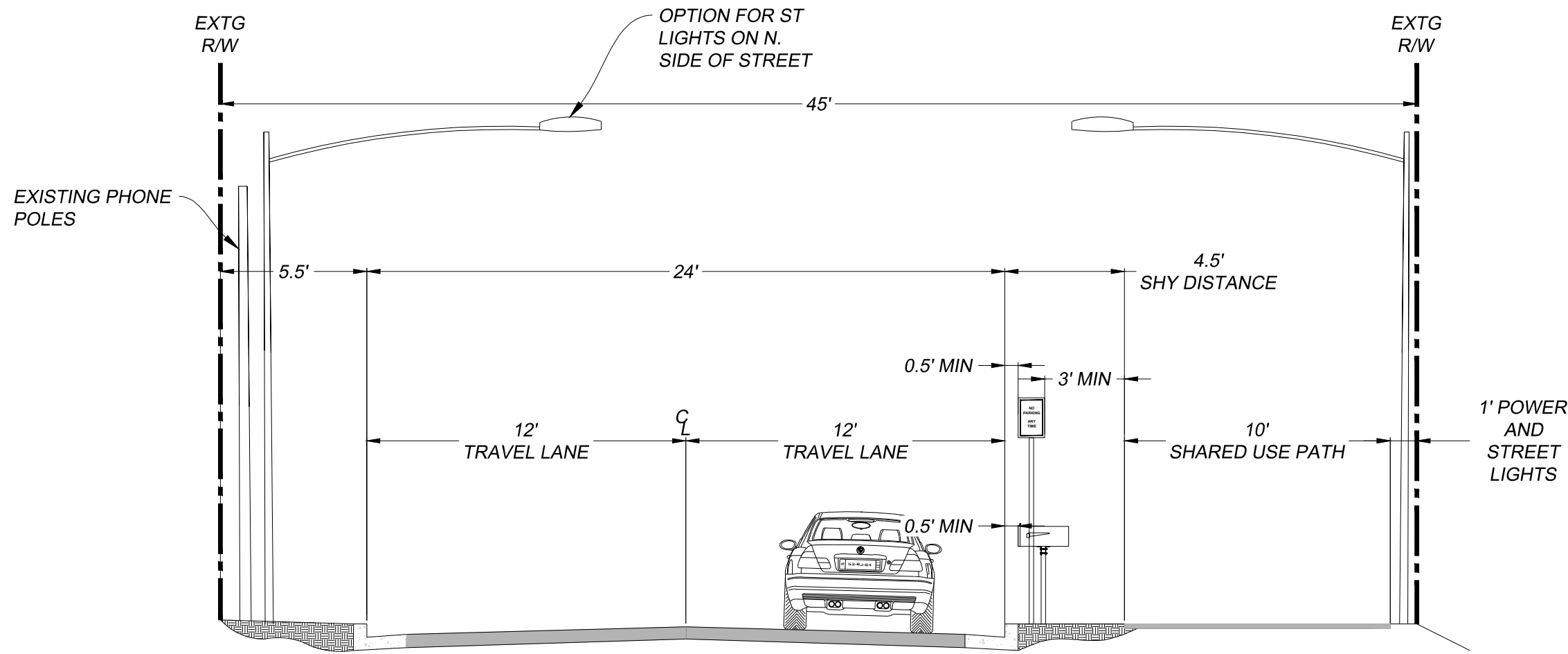




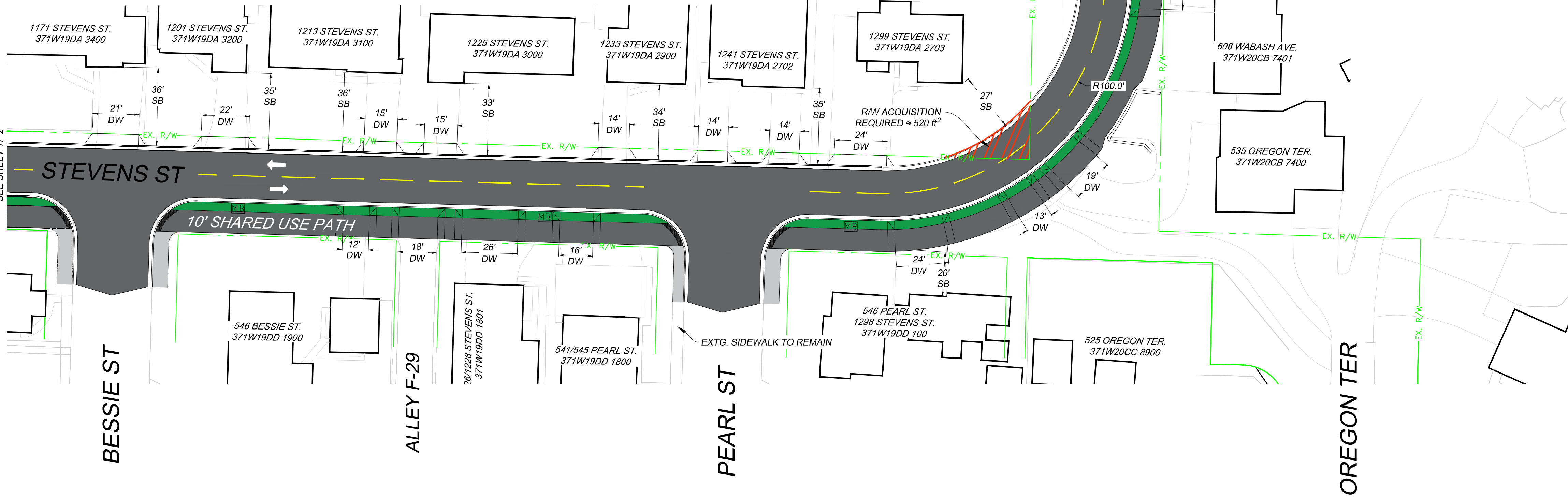
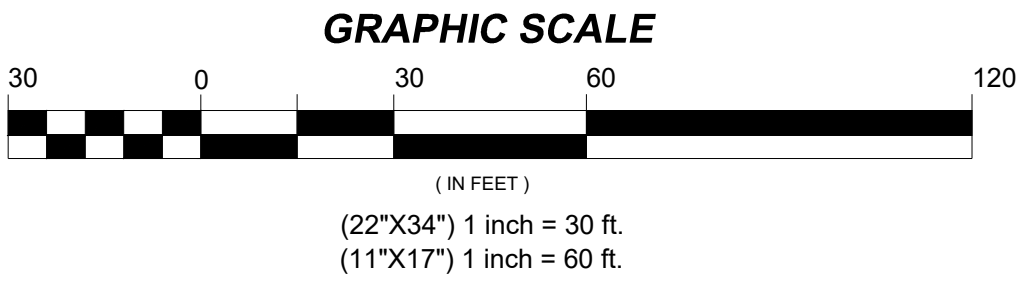
-
- Diagram illustrating the plan view of a street layout, showing dimensions and components:
- STREET WIDTH:** 45'
 - EXISTING PHONE POLES:** Located on the left side of the street.
 - OPTION FOR ST LIGHTS ON N. SIDE OF STREET:** Indicated by a curved line and arrow pointing to the left side of the street.
 - SHY DISTANCE:** 4.5'
 - TRAVEL LANE:** 12' (each side of the centerline)
 - SHARED USE PATH:** 10'
 - 1' POWER AND STREET LIGHTS:** Located on the right side of the street.
 - Dimensions:**
 - 5.5' (from existing phone poles to the start of the travel lane)
 - 24' (total width of the travel lanes and shared use path)
 - 12' (width of each travel lane)
 - 0.5' MIN (minimum clearance for the car)
 - 3' MIN (minimum clearance for the street light pole)

NO.	REVISION	DATE	BY
	REVISED AS CONSTRUCTED BY		
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
<div style="transform: rotate(-45deg); transform-origin: left top; white-space: nowrap;"> PRELIMINARY SUBMITTAL </div>	STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A		
	DRAWN BY:	CMC	DATE: 01/15/25
	CHECKED BY:	DH	DATE: 01/05/25
	APPROVED		DATE:
	REVIEWED BY CITY TRANSPORTATION MANAGER		DATE:
	REVIEWED BY CITY ENGINEER		DATE:
	APPROVED BY ORDINANCE NO.		DATE:
PROJECT NO.			P21-00038
SHEET NO.			TF 2

Drawing name: C:\Users\JRSmith\AppData\Local\Temp\AcPublish_25408\P21-00038 Steven Street Improvement_Study Session - Alternative 4 (Shared Path on South).dwg Apr 15, 2026 - 11:58am

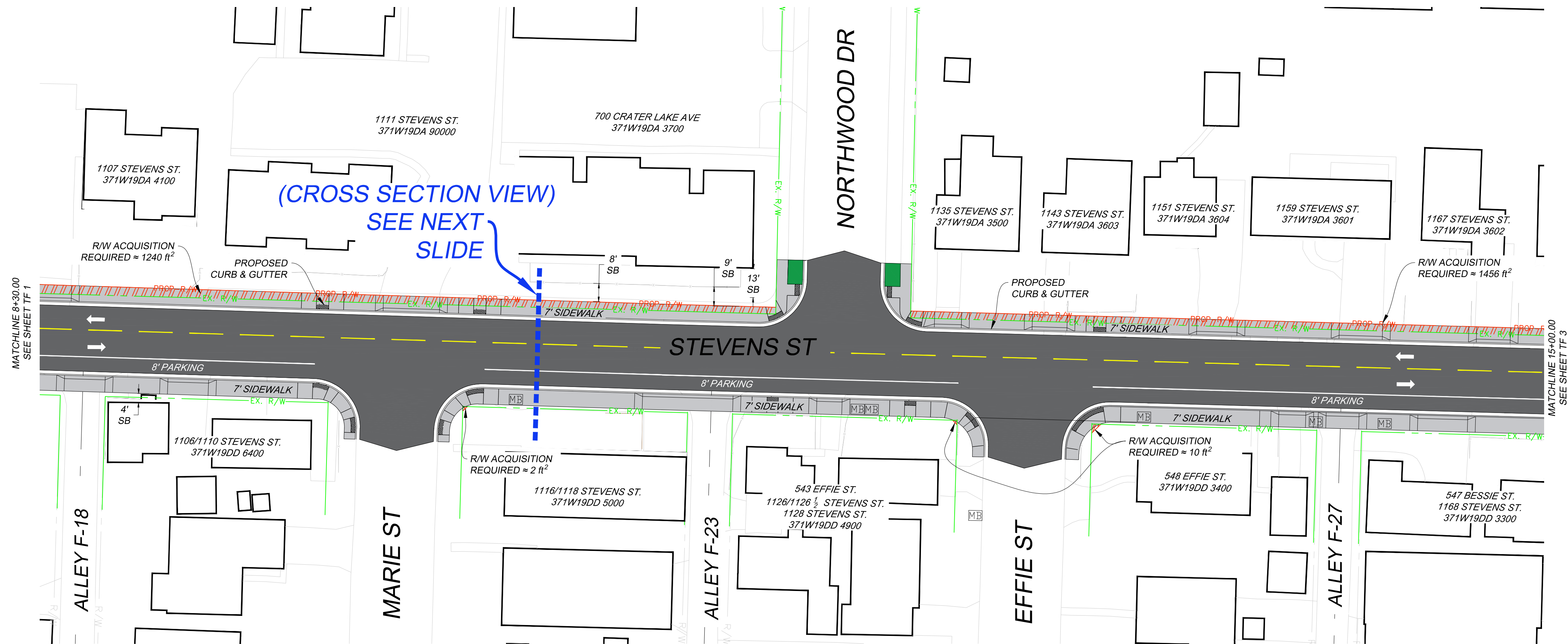
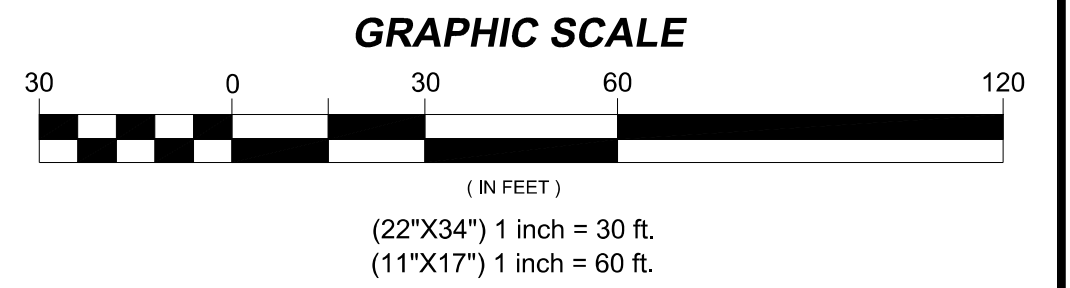


SHARED USE PATH W/ NO SIDEWALK
CROSS SECTION



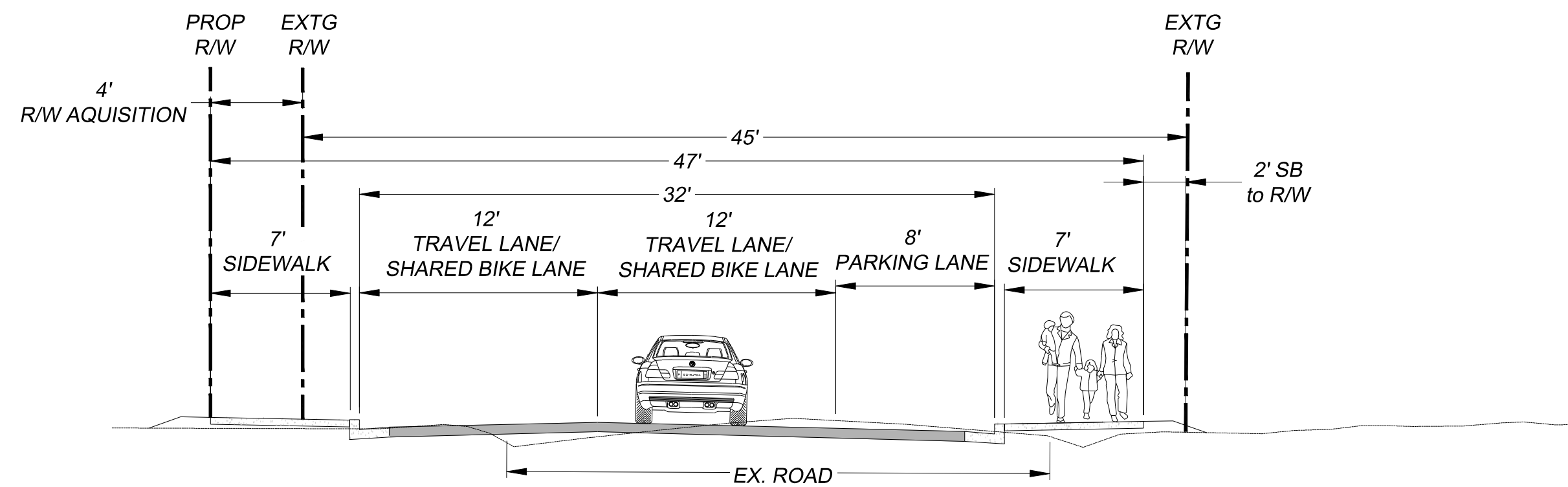
- Legend**
- DW PROPOSED DW
 - EX. R/W EXISTING RIGHT-OF-WAY
 - PROP-R/W PROPOSED RIGHT-OF-WAY
 - MB PROPOSED MAIL BOX
 - SB SET BACK DISTANCE TO STRUCTURE

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A			
PRELIMINARY SUBMITTAL	DRAWN BY: CMC	DATE: 01/15/25	PROJECT NO.
	CHECKED BY: DH	DATE: 01/05/25	P21-00038
	APPROVED:	DATE:	SHEET NO.
	REVIEWED BY CITY TRANSPORTATION MANAGER	DATE:	TF 3
	REVIEWED BY CITY ENGINEER	DATE:	
APPROVED BY ORDINANCE NO.		DATE:	

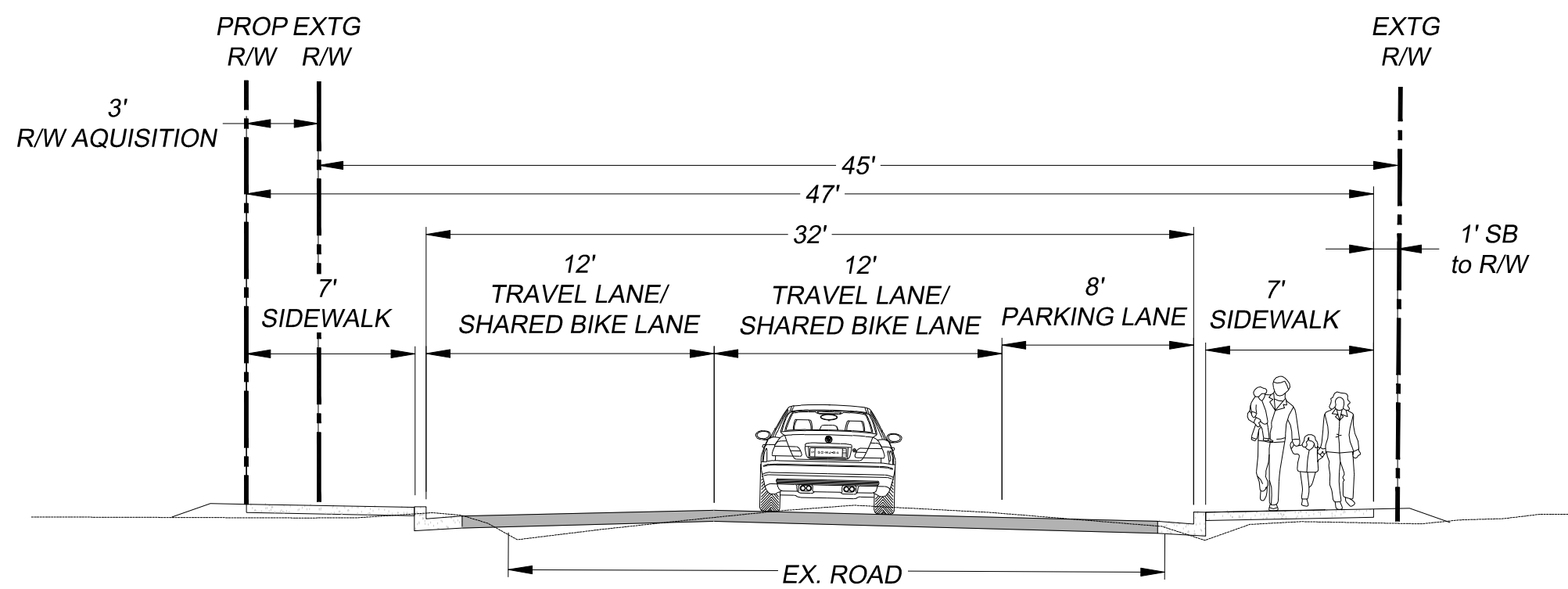


- Legend**
- DW PROPOSED DW
 - EX. R/W EXISTING RIGHT-OF-WAY
 - PROP-R/W PROPOSED RIGHT-OF-WAY
 - MB PROPOSED MAIL BOX
 - SB SET BACK DISTANCE TO STRUCTURE

- ALTERNATIVE 2 CHARACTERISTICS**
- 2 TRAVEL LANES
 - CURB SIDE PARKING ON SOUTH
 - 2 SIDEWALKS

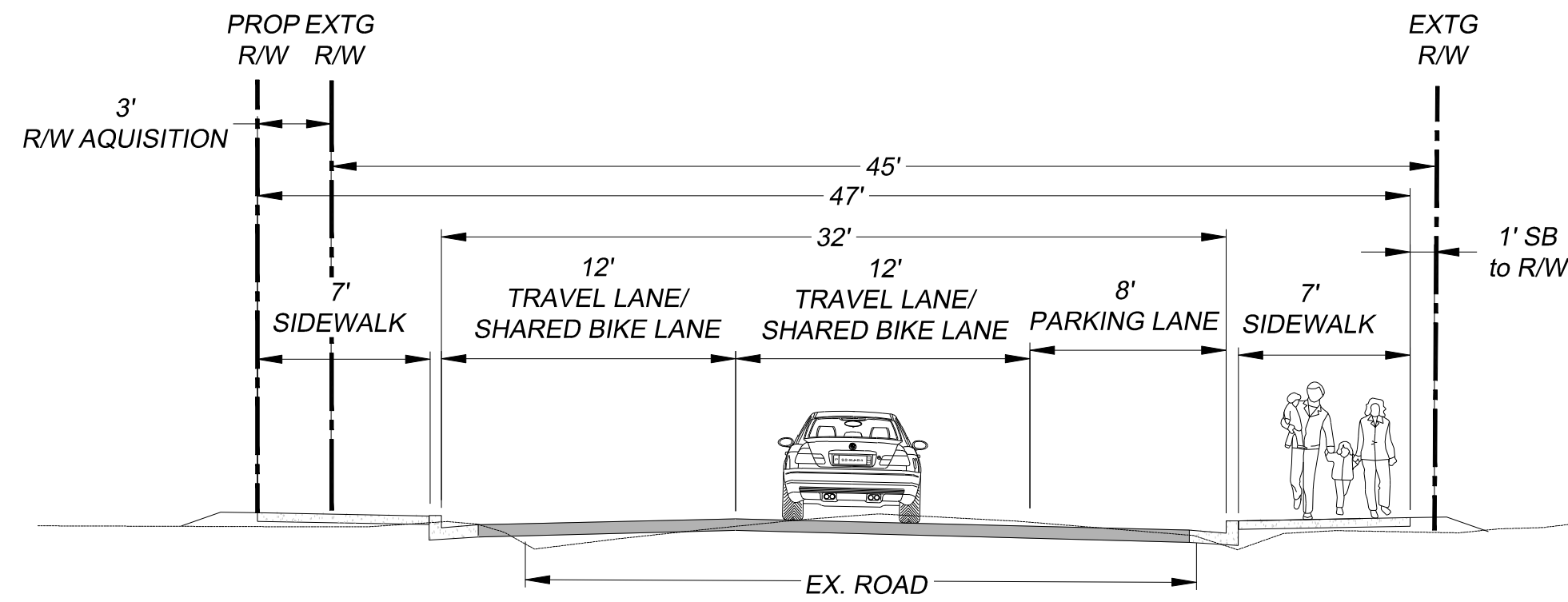


**STEVENS ST LOWERED SPEED OPTION
CROSS SECTION
SECTION C-C**

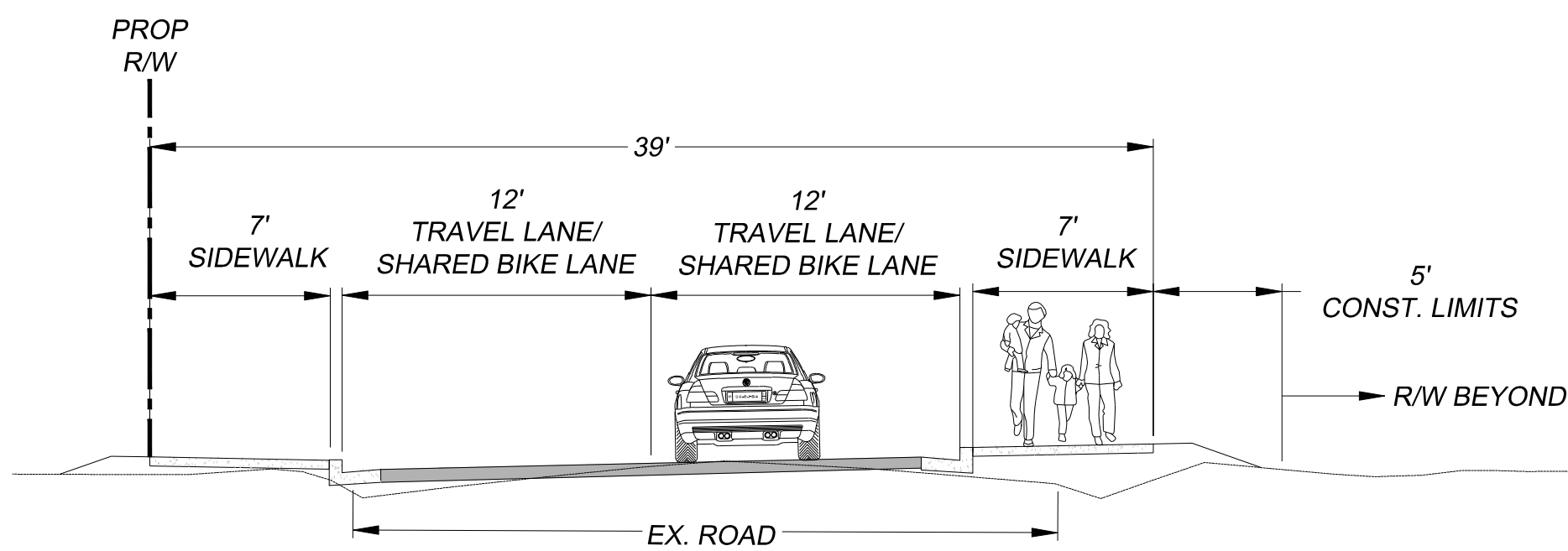


**STEVENS ST LOWERED SPEED OPTION
CROSS SECTION**

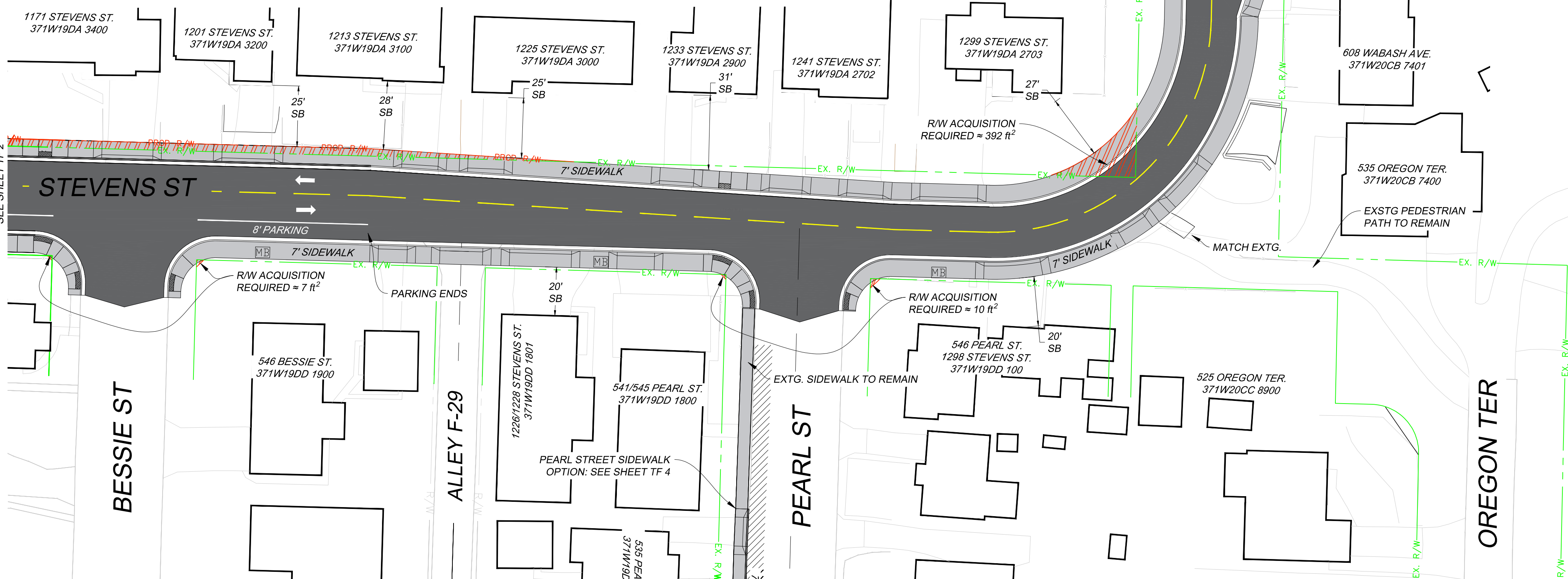
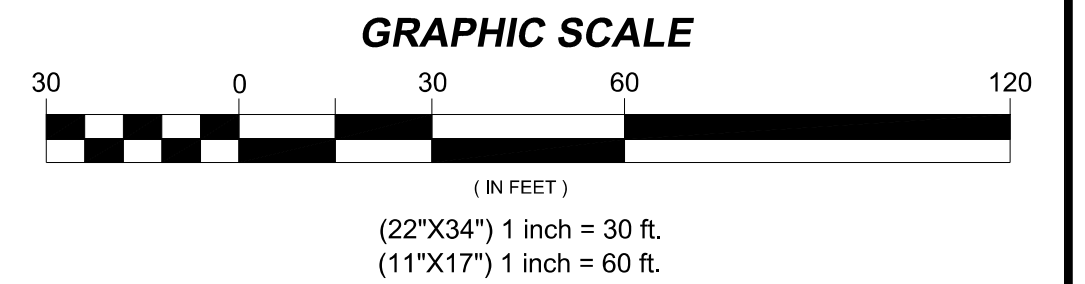
NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A			
PRELIMINARY SUBMITTAL	DRAWN BY:	DATE:	PROJECT NO.
	CHECKED BY:	DATE:	P21-00038
	APPROVED:	DATE:	SHEET NO.
	REVIEWED BY CITY TRANSPORTATION MANAGER:	DATE:	TF 2
	APPROVED BY CITY ENGINEER:	DATE:	
APPROVED BY ORDINANCE NO.			



**STEVENS ST LOWERED SPEED OPTION
CROSS SECTION**



**STEVENS ST LOWERED SPEED AT CORNER
CROSS SECTION
SECTION D-D**



Legend

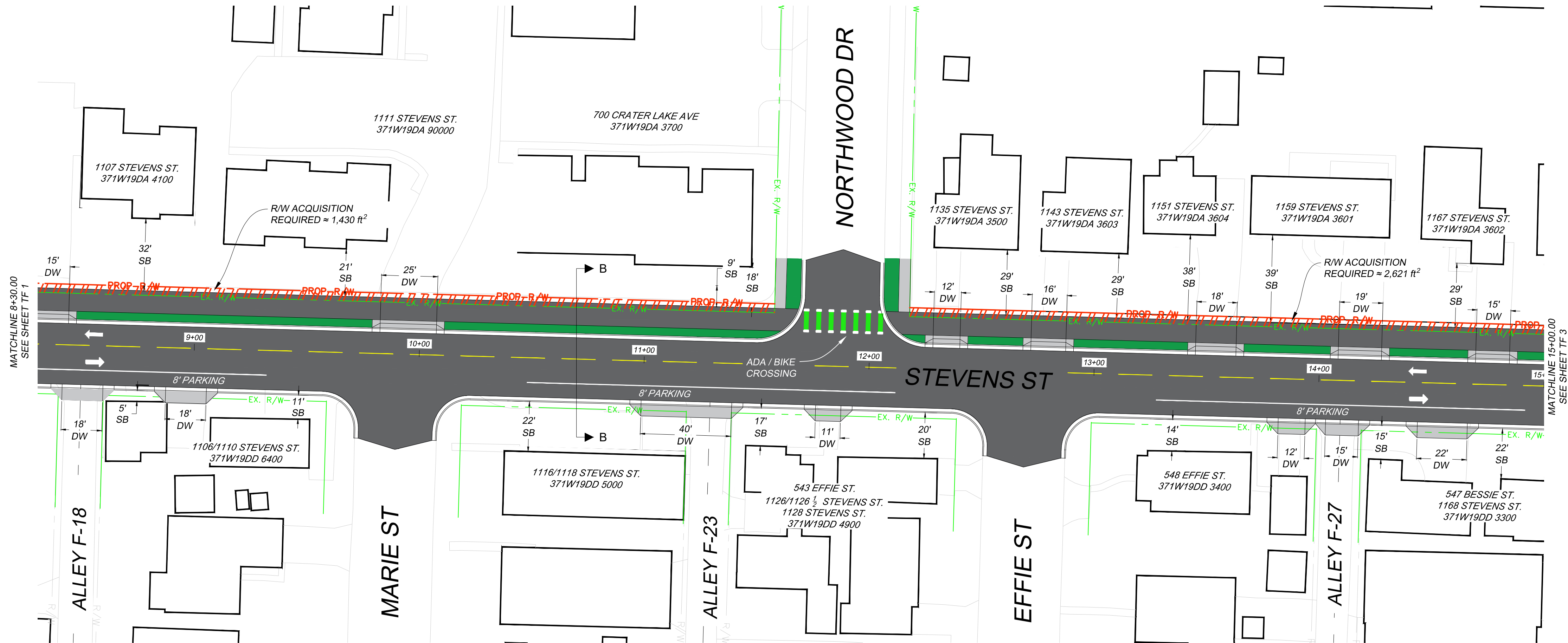
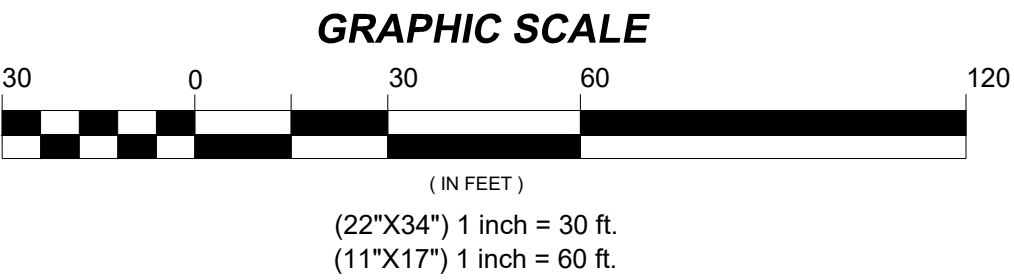
- DW PROPOSED DW
- EX. R/W EXISTING RIGHT-OF-WAY
- PROP-R/W PROPOSED RIGHT-OF-WAY
- MB PROPOSED MAIL BOX
- SB SET BACK DISTANCE TO STRUCTURE

RIDGE WAY

**WABASH AVE SHARED LOWERED SPEED
CROSS SECTION**

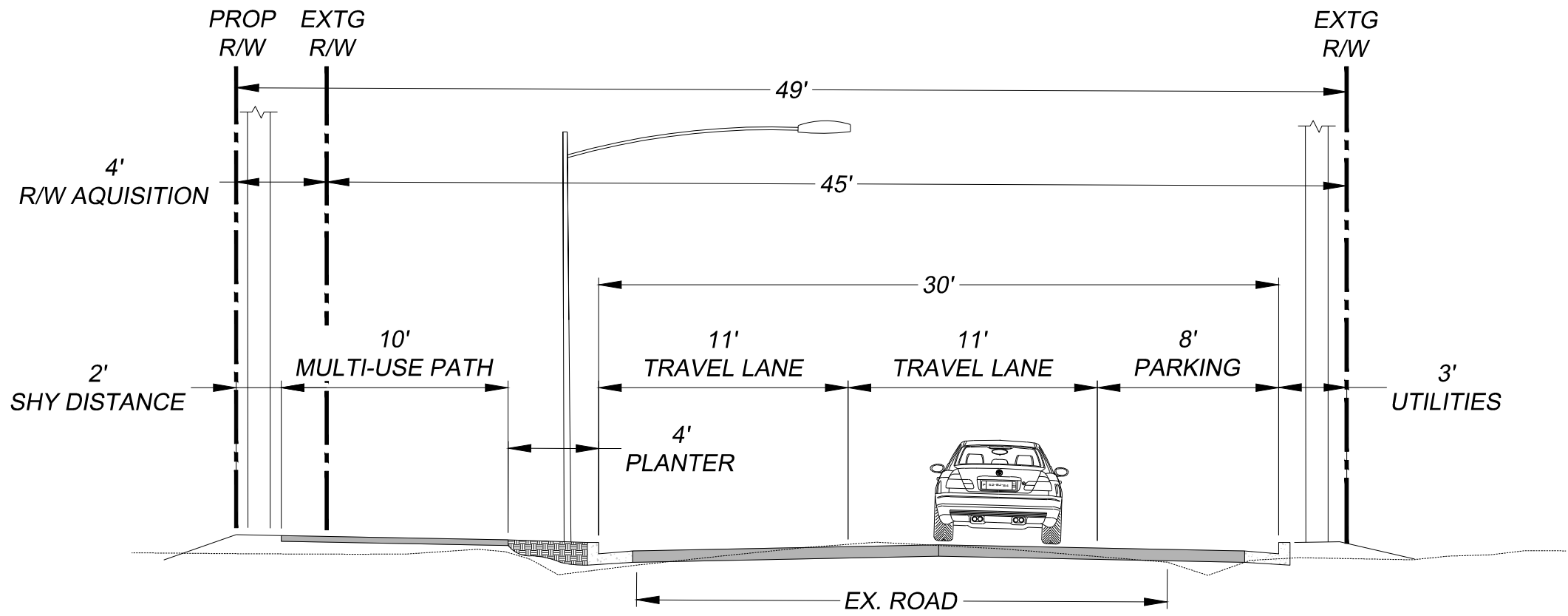
- ALTERNATIVE 2 CHARACTERISTICS**
- 2 TRAVEL LANES
 - CURB SIDE PARKING ON SOUTH
 - 2 SIDEWALKS

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A			
PRELIMINARY SUBMITTAL	DRAWN BY:	DATE:	PROJECT NO.
	CHECKED BY:	DATE:	P21-00038
	APPROVED:	DATE:	SHEET NO.
	REVIEWED BY CITY TRANSPORTATION MANAGER:	DATE:	TF 3
	REVIEWED BY CITY ENGINEER:	DATE:	
APPROVED BY ORDINANCE NO.		DATE:	



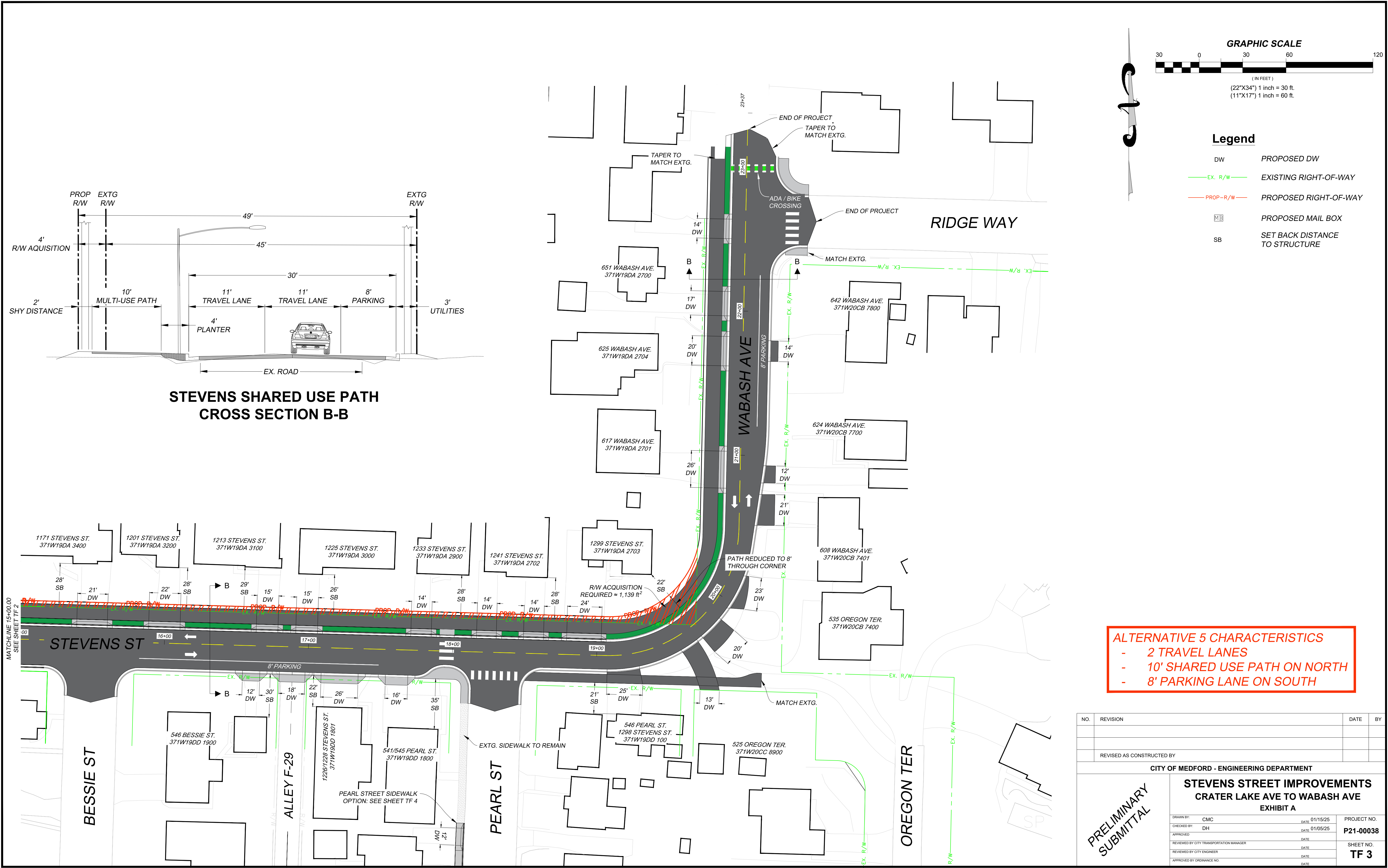
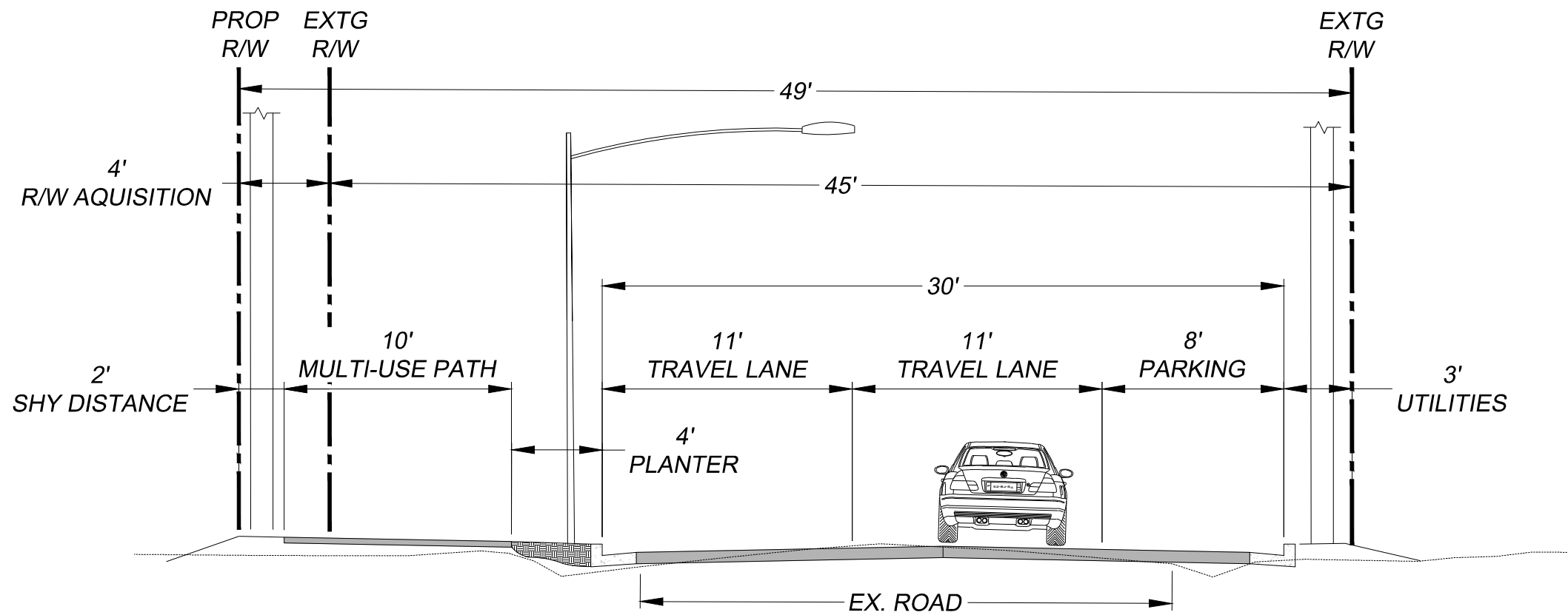
- Legend**
- DW PROPOSED DW
 - EX. R/W EXISTING RIGHT-OF-WAY
 - PROP-R/W PROPOSED RIGHT-OF-WAY
 - MB PROPOSED MAIL BOX
 - SB SET BACK DISTANCE TO STRUCTURE

- ALTERNATIVE 5 CHARACTERISTICS**
- 2 TRAVEL LANES
 - 10' SHARED USE PATH ON NORTH
 - 8' PARKING LANE ON SOUTH

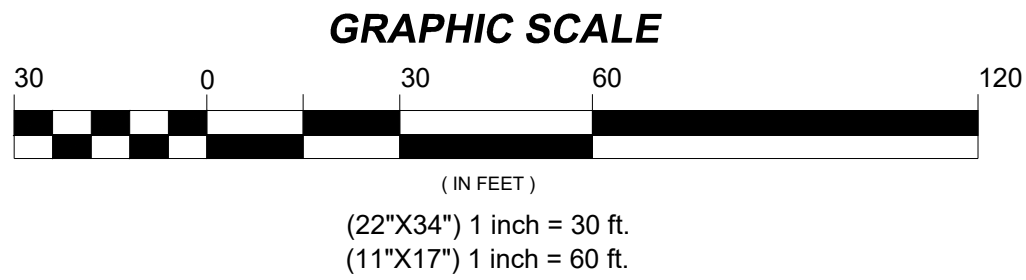


**STEVENS SHARED USE PATH
CROSS SECTION B-B**

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
<div>PRELIMINARY SUBMITTAL</div>		STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A	
		DRAWN BY: CMC	DATE: 01/15/25
		CHECKED BY: DH	DATE: 01/05/25
		APPROVED:	DATE:
		REVIEWED BY CITY TRANSPORTATION MANAGER	DATE:
		REVIEWED BY CITY ENGINEER	DATE:
		APPROVED BY ORDINANCE NO.	DATE:
		PROJECT NO.	P21-00038
		SHEET NO.	TF 2



STEVENS SHARED USE PATH
CROSS SECTION B-B



Legend

- DW PROPOSED DW
- EX. R/W EXISTING RIGHT-OF-WAY
- PROP-R/W PROPOSED RIGHT-OF-WAY
- MB PROPOSED MAIL BOX
- SB SET BACK DISTANCE TO STRUCTURE

ALTERNATIVE 5 CHARACTERISTICS

- 2 TRAVEL LANES
- 10' SHARED USE PATH ON NORTH
- 8' PARKING LANE ON SOUTH

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A			
PRELIMINARY SUBMITTAL	DRAWN BY: CMC	DATE: 01/15/25	PROJECT NO.
	CHECKED BY: DH	DATE: 01/05/25	P21-00038
	APPROVED:	DATE:	SHEET NO.
	REVIEWED BY CITY TRANSPORTATION MANAGER	DATE:	TF 3
	REVIEWED BY CITY ENGINEER	DATE:	
APPROVED BY ORDINANCE NO.		DATE:	



TO: Planning Department, City of Medford

FROM: Juston Menteer, System Development Engineering Tech.

SUBJECT: TF-25-263 (Stevens Street Transportation Facility)

PARCEL ID: NA

PROJECT: Consideration of approval of a Transportation Facility application to upgrade Stevens Street from Crater Lake Avenue to approximately 250 feet north on Wabash Avenue. A modified Minor Collector Street cross section would be applied, which would eliminate parking on the north side of the street, eliminate planter strips entirely, reduce the bike lane and parking on the south side of the street, and increase the sidewalk widths. Oregon Terrace Avenue is also being identified for optional improvements as a logical extension of this network and would apply a modified Minor Collector Street cross section that would reduce the paved street width, increase the sidewalk widths, and eliminate planter strips and parking entirely.

Agent contact: NA

City Planner: Kayla Parr, Planner II, kayla.parr@cityofmedford.org

Associated Files: None

MEMO DATE: 9-25-25

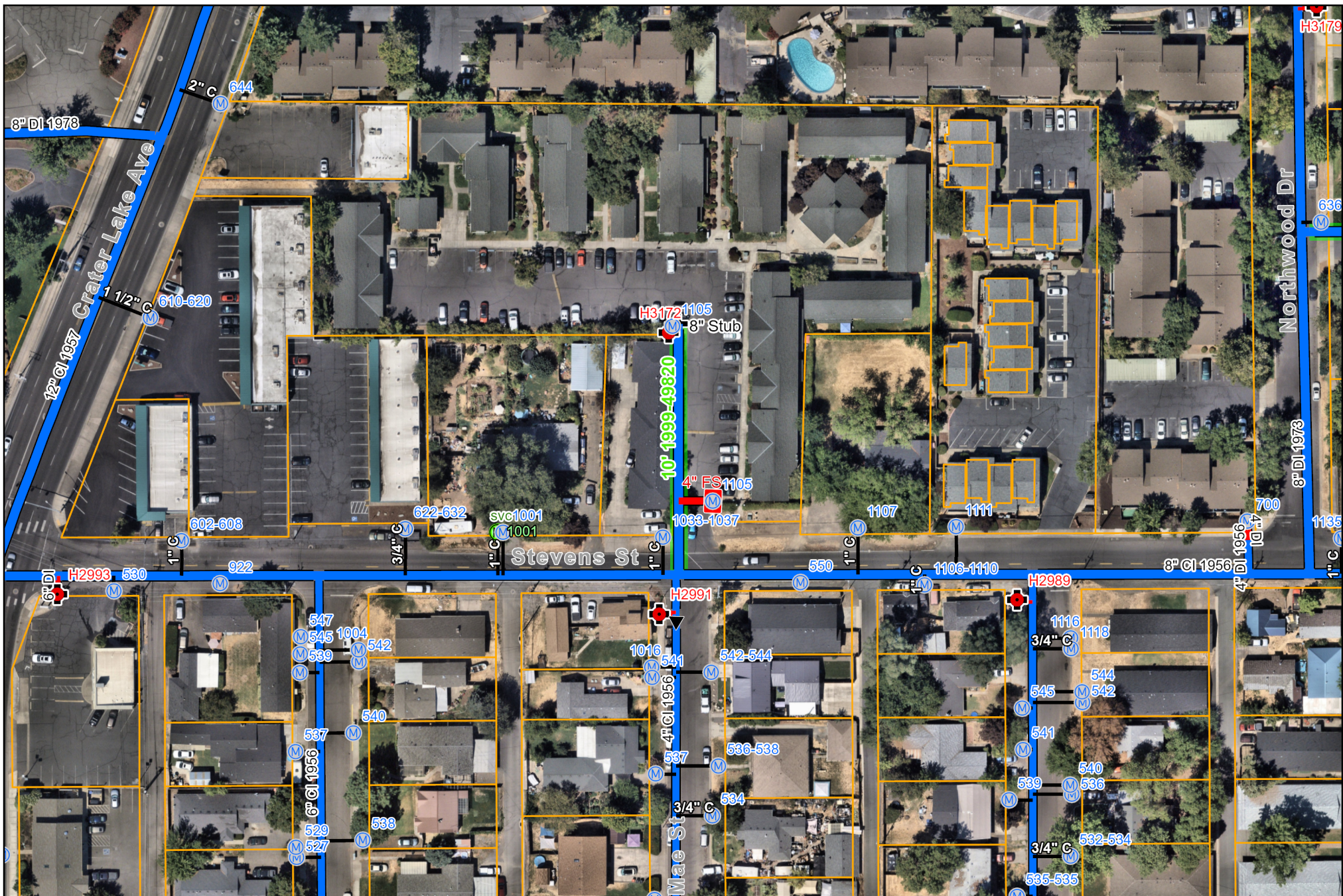
LAND DEVELOPMENT COMMITTEE DATE: 10-8-25

I have reviewed the project application provided above, as requested. The purpose of this memo is to furnish the Applicant with all pertinent information and requirements necessary for a successful approval process with Medford Water. Please take note of the following comments and conditions.

COMMENTS:

1. Medford Water has an existing 8-inch Cast Iron 1956 public water line within Stevens Street. There are approximately 62 meters and 6 Fire Hydrants that may need some kind of relocation concurrent with the proposed project (*SEE ATTACHED FACILITY MAP*).
2. Medford Water has an existing 8-inch Cast Iron 1956 public water line within Oregon Terrace Ave. There are approximately 9 water service connections that may need some kind of relocation concurrent with the proposed project (*SEE ATTACHED FACILITY MAP*).
3. The proposed realignment of Oregon Terrace to Stevens intersection may result in a portion of MWC's 8-inch water line being outside the new proposed ROW. This water line may need to be relocated, or row vacation/easements would need to be established to remain in its current location (*SEE ATTACHED FACILITY MAP*).

4. Direct coordination and planning between City of Medford Engineering staff and Medford Water Engineering Staff is recommended. All plans should be submitted directly to Medford Water for review at EngineeringReview@MedfordWater.org.



TF-25-263 (Stevens Street Transportation Facility)
STEVENS ST.
CRATER LAKE - NORTHWOOD



TRANSPORTATION & PLANNING COMMISSION “Special Meeting” MINUTES - DRAFT



MEDFORD
OREGON



EXHIBIT
C

October 13, 2025
12:30 p.m.
Virtual Zoom Meeting

The special meeting of the Transportation Commission (TC) and Planning Commission (PC) was called to order at 12:00 p.m. in a virtual Zoom meeting on the above date with the following members and staff present:

TC Commissioners Peggy Penland, Brandon Kynsi, Bruce Jackson, Jared Pulver, Edem Gomez, Jay Harland, Jason Stranberg and Wren Cable. PC Commissioners Rachel Bennett, David Culbertson, Mark McKechnie, EJ McManus, Jared Pulver, Jeff Thomas, Jim Wallan, and Larry Besco. Staff members Karl MacNair, Chris Cline, Carla Paladino; Kelly Akin; and Tanner Farrington. Consulting firm Kittelson & Associates staff Amy Griffiths and Matt Bell. Recording Secretaries Kali Ochoa and Lisa Teahan.

20. Approval or Correction of the Minutes from the Sept 24, 2025 Meeting

There being no additions or corrections, the minutes were approved as presented.

First: Jared Pulver

Second: Brandon Kynsi

30. Oral Requests & Communications from the Audience

None

40. Action Items

40.1 – Transportation Facility Application – Stevens Street

Carla Paladino presented proposed improvements to Stevens Street to add sidewalks, a parking lane, and bike lanes to the street between Crater Lake Ave and Wabash. This will go to the City Council November 13th and be voted on at the Dec 03rd City Council meeting. Several commissioners voiced their endorsement of this plan but wanted further analysis of the sidewalk width, how many feet to give the bike lane vs how many feet to give the parking lane on Stevens St, a left turn lane at the Crater Lake Avenue signal, questions on timing to close the gap between this project and Ridge Way, and intersection controls at the intersection with Oregon Terrace.

Motion: Recommend implementation of the Transportation Facility Application – Stevens St. with the stipulation that staff look into widening the parking lane by removing a foot from the north side bike lane, look at options for the Crater Lake Ave intersection to provide a left turn lane, and to consider options for making the Oregon Terrace intersection.

First: Brandon Kynsi

Second: Jared Pulver

Roll Call: Commissioners Gomez, Kynsi, Harland, Jackson, Penland, Pulver and Stranberg voted yes.

Commissioner Cable abstained.

Motion carried and so ordered.

50. Discussion Items

50.1 – Transportation Safety Action Plan

City and Kittelson & Associates staff presented on the draft strategies and treatments included in the TSAP and encouraged commissioners to provide feedback via the online open house. There were questions about the crash data that informed the emphasis areas and risk factors that the strategies and treatments are aimed at addressing and about how to address crashes on high-speed and high-volume roadways,

50.2 – November & December Meeting Date – *Wed, Dec 03rd was decided.*

60. Commission Remarks and Committee Reports

None

70. Staff Reports

None.

80. Agenda Build

80.1 – Main Street Updates

80.2 – TSAP Review

80.3 – Minor Residential Street Code Amendment

80.4 – Local Street Connections List Review and Prioritization

80.5 – Local Funding for Transportation Projects

90. Adjournment

There being no further business, this meeting adjourned at 1:27 p.m.

Next Meeting, in-person, Dec 03, 2025

The City Recorder maintains a record of these proceedings with the agenda, minutes and documentation associated with this meeting.

Lisa Teahan
Recording Secretary

ACTIVE TRANSPORTATION ADVISORY COMMITTEE MEETING MINUTES



MEDFORD
OREGON

October 13, 2025

5:15 p.m.

Lausmann Annex, Room 151

200 S. Ivy Street, Medford, Oregon

-or-

Virtual



**EXHIBIT
D**

The regular meeting of the Active Transportation Advisory Committee was called to order at 5:15 p.m. in Room 151 of the Lausmann Annex -or- virtually on the above date with the following members and staff present:

10. Roll Call

Committee members Jeff Roberts, Katherine (Wren) Cable, Jenny Gorsegrner, Mike Sowers, and Zachary White were present. Public Works Liaison Christina Charvat, and Planning Principal Planner Carla Paladino, and Transportation Manager, Karl McNair were present.

Committee members Alex Golden and Chris Wines were absent.

20. Approval or Correction of the Minutes of the August 11, 2025, Meeting

There being no additions or corrections, the minutes were approved as presented.

30. Oral Requests and Communications from the Audience

30.1 None.

40. New Business

40.1 Transportation Safety Action Plan Overview presentation by Karl McNair

The TSAP Evaluates safety issues, identifies and prioritizes solutions to guide decisions and positions the City for federal and state funding programs. Crash data, roadway data, and public input were gathered to identify crash patterns and trends to develop solutions. Safety recommendations were identified through data analysis. The Safe System Approach is focused on preventing injuries and fatalities vs. preventing crashes by removing severe conflicts, reducing vehicle speeds, managing timing conflicts, and increasing attentiveness and awareness. They are looking for public feedback through the Medford TSAP Online Open House. Link: <https://medford-safety-plan.squarespace.com>

40.2 Project Review for Stevens Street Transportation Facility presented by Carla Paladino

The project is on Stevens Street from Crater Lake Avenue to Wabash Avenue and also possibly connecting Oregon Terrace and Stevens Street pending funding and approval. Currently, curb and gutter are missing in certain sections of the street. Approximately 13,000 square feet of real estate from 35 landowners is needed to complete the project. The street would be converted to a standard cross section minor collector street, with one lane each way, bike lanes, parking, planter strip and sidewalks. There will be some modifications to include a proposed median for access management

for driveways. Public Works will work with property owners to fit a driveway approach to their property. The parking lane on the south side of Stevens Street is intended to offset impacts on reduced access. Ms. Paladino is seeking a recommendation or questions and thoughts.

Chair Roberts asked how this street was selected. Carla Paladino stated that it's a project in the Transportation System Plan. Zachary White stated it's a route used for buses and foot traffic to Hedrick Middle School and asked about special accommodation for buses. Christina Charvat indicated the school recently changed bus access to remedy traffic congestion.

Wren Cable noticed a recent trend to reduce bike lane width to increase sidewalk width. Carla Paladino stated there is a code provision for widened sidewalks in certain situations for ADA accessibility.

There was a discussion regarding street parking as many businesses in that area have parking lots. Carla Paladino indicated it's a balance to get as much of the cross section as possible, and potentially some driveway access will be removed. Zachary White asked about a protected bike line considering children would be using bike lanes to school. Mike Sowers noticed many pedestrians on the street, including those with ADA need and stated adding sidewalks is a good move. He suggested crosswalks at Stevens Street on the curve where it meets Wabash Avenue. He noticed students crossing the street at the curve in the street are not visible to oncoming traffic.

Motion: Recommend approval of the Stevens Street and Oregon Terrace Transportation Facility project with the following considerations, evaluation of parking needs on Stevens Street west of Northwood Drive to Crater Lake Avenue, and consideration of the addition of crosswalks at the curve of Stevens Street and Wabash.

Moved by: Wren Cable

Seconded by: Zachary White

Roll Call vote: 5-0-0 Chair Jeff Roberts, Wren Cable, Zachary White, Mike Sowers, and Jenny Gorseigner voted yes. Motion passes.

40.3 Ride for a Cause October Event summary by Wren Cable

Having a table at the event worked out great. In the future, it is suggested that bringing items for kids and a pamphlet or brochure holders would be helpful. There was interest in the TSAP online open house, they handed out flyers, and many scanned the QR code. Overall, it was a success and found opportunities to network with other organizations.

40.4 Ride and Walk with Leaders

The Idea was to plan and carry out a group bike ride with City leaders providing an active transportation experience. The idea has surfaced in previous ATC meetings. If committee members are still interested and willing to plan and execute the event, it is suggested that committee members create an ad-hoc committee to carry through. Zachary White and Wren Cable expressed interest, and Alex Golden expressed interest in the past. Zachary suggested meeting with Wren offline to discuss and plan for the event.

50. Continued Business

50.1 Transportation Commission Update provided by Wren Cable

Discussion topics included RVTB service reductions effective September 2nd, most routes, frequency, and service hours were reduced. Review of downtown speed limits, some areas are not clearly marked, discussed bringing speed limits in line with business district speed, which is 20 mph.

50.2 Public Works Department Topics provided by Christina Charvat

The Manzanita Street construction will potentially kick off in Summer 2026. There is a speed feedback and flashers project with Safe Routes to School grant funding. The next sidewalk bundle is on Sunrise Avenue between Spring Street and Jackson Street.

50.3 Parks & Recreation Department Topics

None.

50.4 Planning Department Topics

Edwards Street TF that was presented at a previous meeting, was approved by City Council. The Downtown Plan was presented at City Council on October 1st and continued to the October 15th City Council meeting.

50.5 RVTB Topics

None.

60. Committee Member Remarks

60.1 Wren Cable asked Public Works regarding red light cameras and speed cameras at the intersection of Crater Lake Highway and Delta Waters, and if it is possible to tune the cameras to crosswalk intrusion on a red light. The right turn lane off Delta Waters turning on to southbound Hwy 62 is concerning. Some vehicles are not stopping at the separated right turn at the crosswalk. Christina Charvat stated the cameras don't belong to Public Works, but Medford Police Department may have access. Another concern is the new multi-use path on Hwy 62 at I-5, some motorists are driving through the red turn arrow on to I-5.

70. Committee Chair Remarks

70.1 None.

80. Next Meeting Date

80.1 The next meeting will be held November 10, 2025.

90. Adjournment

There being no further business, this meeting adjourned at 6:37 p.m.

The City Recorder maintains a record of these proceedings with the agenda, minutes and documentation associated with this meeting.

Lori Briggs
Office Administrator/Recording Secretary



STEVENS STREET IMPROVEMENT PROJECT

(P21-00038)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Kristin Adams 535 Oregon Terrace



(Please see other side)

Comments:

I have many concerns about the Oregon Terrace improvements.

* property value - will decrease + quality of life

* safety of intersections

insufficient traffic control
(blind corners @ Sailing/Oregon Ave.)
no stop signs

* why a 3-way street vs a simple corner?
How is this safer for pedestrians
& cyclists?

* eminent domain - what is the law?

will owners actually be paid
Fair market value?

what about property value?

Why not just put a sidewalk??
(safer, cheaper, less impact on residents)



STEVENS STREET IMPROVEMENT PROJECT

(P21-00038)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Liz Hardy

625 Wabash Av



Comments:

I hope you guys build the sidewalks
on Stevens and in Wabash.
We need it. It is terrible to walk on
Stevens.



STEVENS STREET IMPROVEMENT PROJECT

(P21-00038)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Denise Strejc

519 Oregon Terrace



Comments:

I'm totally against a through street from Stevens St. to Oregon Terrace. I bought my house on Oregon Terrace because it was a dead end street, and quiet. Opening it up would ruin the value of my house, and increase the traffic and crime. For what reason I ask? There would be safety issues also.



STEVENS STREET IMPROVEMENT PROJECT

(P21-00038)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Ashley Ayala

1016 Stevens St



Comments: The amount of things being added to Stevens Street is more than the street can afford. This area is very small. The extra unnecessary parking lane in front of our home and driveway would leave us unsafe and our vehicles left to chance and hope that no one side swipes or hits our vehicles. ~~So~~ I'm completely against the parking lane there period.



STEVENS STREET IMPROVEMENT PROJECT

(P21-00038)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Mike Shulters

1001 Stevens St

Comments:

I think the current plan is excessive. I would like to see the Improvements Reduced down to one sidewalk, one Bike lane, No Parking, No median. One Side walk and Bike lane would be much cheaper and sufficient for the level of use. Reducing the plan down would make the Residents happy without taking away Peoples parking, yards, private spaces.

I also don't think the connection to Oregon Ter. is necessary and could be a Safety concern. Trying to turn left on a blind corner with the speeds Drivers go is asking for accidents.



MEDFORD
PUBLIC WORKS

STEVENS STREET IMPROVEMENT PROJECT

(P21-00038)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

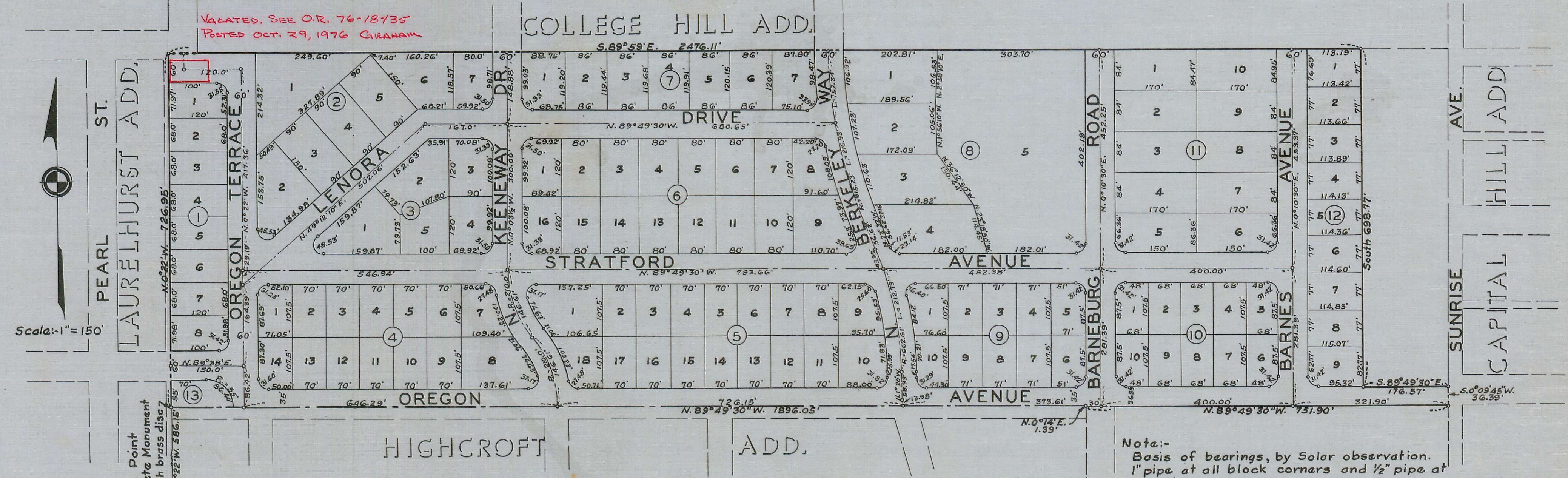
Cathy Carney 507 Oregon Terrace

Comments:

We don't want Oregon Terrace to
turn into a through street



EASTWOOD SUBDIVISION LOCATED IN SEC.20,T.37S.,R.1W.W.M. JACKSON COUNTY, OREGON



DEDICATION

KNOW ALL MEN BY THESE PRESENTS, That we, Larry B. Barnes and Lenora B. Barnes, R.C. Stratford and Vera C. Stratford, are the owners in fee simple of the lands hereon described, and that we have subdivided the same into lots, blocks and streets as shown hereon, and the number and size of the lots and lengths of all lines are plainly set forth, and that this plat is a correct representation of the said subdivision, and we do hereby dedicate to the public for public use all streets, shown hereon, and we do hereby designate said subdivision as, Eastwood Subdivision.

IN WITNESS WHEREOF we have hereunto set our hands and seals this 18th day of MAY, 1951.

Witness _____
Witness _____
Witness _____
Witness _____
Larry B. Barnes
Lenora B. Barnes
R.C. Stratford
Vera C. Stratford

State of Oregon } ss.
County of Jackson }
Personally came before me, a notary public in and for said County and State, the above named Larry B. Barnes and Lenora B. Barnes, R.C. Stratford and Vera C. Stratford of said State and County, to me personally known to be the above named, and executed the above instrument and who acknowledged to me that they did the same freely and voluntarily.

Dated this 18th day of MAY, 1951.

A.W. MacIntosh
Notary Public for Oregon

My commission expires the 22nd day of AUGUST, 1952.

Examined and approved by the City of Medford Planning Commission in regular session this the 5 day of July, 1951.

Attest: *Edward Ford* Secretary *M. J. Gray* President

ENGINEER'S CERTIFICATE

State of Oregon } ss.
County of Jackson }
I, J.H. Clabby a duly registered engineer of the State of Oregon, being first duly sworn, do hereby certify that I have correctly surveyed and marked with proper monuments the tract of land hereon shown and the said plat is a correct representation of the survey made by me on the ground; that I planted a proper monument as provided by law, a concrete monument with brass disc set six inches below the surface of the ground, indicating the initial point of said survey, and the following is an accurate description of the boundary lines of the subdivision:

Commencing at the section corner common to Sections 19, 20, 29 & 30, Township 37 South, Range 1 West, Willamette Meridian, Jackson County, Oregon; Thence North 0°22' West along the section line between Sections 19 and 20, 586.15 feet to a concrete monument for the Initial Point of Beginning; Thence North 0°22' West along said section line 726.95 feet; Thence South 89°59' East 2476.11 feet; Thence South 698.77 feet; Thence South 89°49'30" East 176.57 feet to the westerly boundary of Sunrise Avenue; Thence South 0°09'45" West along said westerly boundary 36.39 feet; Thence North 89°49'30" West 751.90 feet; Thence North 0°14' East 1.39 feet; Thence North 89°49'30" West 1896.05 feet to the point of beginning.

Subscribed and sworn to before me this 18th day of JULY, 1951.

J.H. Clabby
Engineer

My commission expires the 27th day of JULY, 1952.

Norman S. Brumber
Notary Public for Oregon

I hereby certify that this tracing is an exact copy of the original plat filed with the County Clerk.

J.H. Clabby
Engineer



Examined and approved by the Medford Irrigation District in regular session this the 10th day of June, 1951.

Attest: *Edward Ford* Secretary *Jameson* President

Examined and approved this 18 day of July, 1951.

Jameson
County Assessor

All taxes paid in full to date this the 18 day of July, 1951.

Howard Brault
County Sheriff

Examined and recommended for approval of the County Court.

Paul D. Ryan
County Surveyor

For order of the County Court approving this plat see Volume 35, Page 155, of County Commissioners' Journal of Proceedings.

W. J. Clabby
County Clerk

311026

Filed for record this the 19 day of July, 1951, at 2:30 o'clock P.M. and recorded in 6 Volume of plats at page 28 of records of Jackson County, Oregon.

W. J. Clabby
County Recorder

**EXHIBIT
G****Re: Extension of Oregon Terrace to connect with Stevens St.****From** Frances Head [REDACTED]**Date** Tue 11/11/2025 8:48 AM**To** Kayla S. Parr <Kayla.Parr@cityofmedford.org>

***WARNING! External Email. Do not** click unrecognized links or attachments. **When in doubt,** use the Phish Alert Button

P. S. to previous email from Frances Head

Dear Kayla Parr.

I don't know if there would be an out of pocket cost for the landowner when new sidewalks, etc are put in. I want you to know I'm retired and have a fixed income. There are also others in the same position on this street. Please do not impose this on us out of a whim. Again, there is no problem for those of use who use Stevens and Walbash.

Thank you, Frances Head

On Tue, Nov 11, 2025 at 7:56AM Frances Head [REDACTED] wrote:

Dear Kayla Parr,

I am writing in opposition to the proposed extension of Oregon Terrace to connect with Stevens St. There is no need for the extension because the current way of crossing over from Stevens to Sailing to get to Oregon Terrace, or Oregon Ave. via Wabash is already established and works well.. This extension will only increase traffic on our street plus taking away the country beauty of our street. The added traffic not only brings more cars, but potentially crime, too, which we currently don't have. Oregon Terrace, as is, is safe to walk and has a peaceful, country feel. Sidewalks would take that away. The extension will make our little street a thoroughfare to be traveled mindlessly, hurriedly which will make our street dangerous for those of us backing out of driveways. This extension brings no benefit to the residents of Oregon Terrace nor does it solve any problems.. It does, however, spend a lot of money and cuts into people's property and established landscape needlessly.

I respectfully ask you to reconsider and not force this on us.

Sincerely, Frances Head

44 year resident on Oregon Terrace

**File No. TF-25-263 Stevens Street Oregon Terrace hearing**

From denise strejc [REDACTED]
Date Wed 11/12/2025 4:30 PM
To Kayla S. Parr <Kayla.Parr@cityofmedford.org>

1 attachment (16 KB)
2025 letter Stevens Oregon Terrace through road.docx;

***WARNING! External Email. Do not** click unrecognized links or attachments. **When in doubt,** use the Phish Alert Button

Planning Commission,
Attached are my comments about the Stevens Street, Oregon Terrace project (File No. TF-25-263), for the hearing on November 13, 2025.

Denise Strejc
519 Oregon Terrace
Medford, OR. 97504



Virus-free. www.avast.com

I'm going to talk about the proposed plan to punch a road from Stevens Street through to Oregon Terrace. Before I do that, I want to say that it's interesting that the folks on Stevens Street have known about the Stevens Street project since January, 2025. We the people on Oregon Terrace just heard about this additional plan less than one month ago, letter "posted" October 20th, to be exact. This letter was sent by the Public Works department with a TITLE that said nothing about a proposed road from Stevens street to Oregon Terrace. A person had to read the whole letter to find this new major, and yes, I say MAJOR development. There it was, on page two, in the 2nd paragraph, one little sentence, stating a proposed road from Stevens Street to Oregon Terrace. This is something major to those of us living on Oregon Terrace, but it was slid into this letter like an afterthought. Then along comes the letter from the Planning Department stating a plan to punch a road through from Stevens Street to Oregon Terrace and states it as a "Logical Extension" of the Stevens Street project. Whether or not this is in the City of Medford's Transportation plan (and let me be clear, most Medford residents are not up on Medford's transportation plan), the proposed idea lacks intelligence and alarming disrespect for an established residential community for over 70 years. We on Oregon Terrace see absolutely no benefit to punching a road through from Stevens Street to Oregon Terrace. My question is, is the City of Medford trying to ruin neighborhoods? That's what the City will be doing with this new project. Those of us who live on Oregon Terrace bought our houses because of the location, and the quiet, dead end Street. People walk down the middle of our street, at least at the upper end, because it is safe to do so. If the City punches a road through, it will be reducing our property values and our ability to sell our houses at the premium prices that we now attain.

Beyond my personal reasons for not wanting a road pushed through from Stevens Street to Oregon Terrace, are the logical reasons, and facts. First, there are already many roads that people can take off of Stevens Street, going South, to get to Oregon Avenue. (There's Pearl, Bessie, etc., but I won't name them all). I see no logical reason why the City would want to spend money, just so people could have another choice of road going South, to Oregon Avenue. It's not going to save anybody time. Pearl Street, which runs parallel to Oregon Terrace is currently wide, with curbs, and already gets a person to Oregon Avenue sufficiently. Because of the established neighborhoods just East of Oregon Terrace, I don't see any reason why traffic would increase from what we have now. Is the City not telling us something? Second, cars that go speeding down Stevens Street will now go speeding down Oregon Terrace. Not only that, Oregon Terrace has an intersection at the bottom of the hill with four roads coming together. This is currently not a major issue because of low traffic, but why would we want to increase traffic through this intersection? Increased traffic through this intersection would be a nightmare, and cause accidents. Third, this is going to be **costly!** The City is going to have to acquire land from two of my neighbors, to punch a road through, ruining their properties. This in itself is despicable! Then there're people's driveways to think about and their safety for

getting out. Because it's a hill at the end of Oregon Terrace, it will cost the City lots of money to dig through a road. Then you have the cost of widening the road, and putting in curbs and sidewalks. You will be forced to rip out my bushes that have been there for over fifty years. You will also have to pay someone to cut down me and my neighbor's trees. I said it before and I'll say it again, it's not logical, it's unnecessary, and what's the purpose? And I mean, what's the REAL purpose.

Let me now talk about Stevens Street. Most people who come down Stevens Street do so as a cutover to get to Spring Street. It's easier for people to go this way rather than turning left onto Crater Lake Avenue, than right onto Spring Street. Let's keep it that way. How about blocking the current walkway from Stevens Street to Oregon Terrace? Although I use it, we don't need it. Oregon Terrace would be better off without it. Connect your Stevens Street sidewalk with a sidewalk on Pearl Street. After all, Pearl Street is already wide with curbs. Why not go that route? It's cheaper! Kids can walk to Hedrick just as easily this way, at least the very few that do walk to school. The only thing Stevens Street needs is a sidewalk. Anything else is overkill. There are so many streets that need sidewalks. Spring Street, Highland Avenue, Keene Way, all could use sidewalks. Stevens Street works just fine without it being widened. Put in a sidewalk on one side and be done with it. Take the rest of the money and use it for other streets that need sidewalks.

**EXHIBIT****I****Comments for 11/13 Planning Commission Meeting (File TF-25-263)****From** Kristin Adams [REDACTED]**Date** Wed 11/12/2025 7:43 PM**To** Kayla S. Parr <Kayla.Parr@cityofmedford.org>

1 attachment (3 MB)

Planning Commission Meeting 11_13 - Kristin Adams (written comments for File TF-25-263).pdf;

***WARNING! External Email. Do not** click unrecognized links or attachments. **When in doubt,** use the Phish Alert Button

Dear Kayla,

Please see attached comments for the Planning Commission Meeting on November 13, 2025. I would like to formally submit these comments in writing, since they include photos, but also plan to speak at the meeting. I would appreciate a short reply to confirm that you received this email as well as my comments, and any other relevant information that I need to know about speaking at the meeting. Thank you for your time and attention to this matter.

Kristin Adams
535 Oregon Terrace, Medford, OR 97504
[REDACTED]

Kristin Adams

535 Oregon Terrace
Medford, OR 97504
keadams81@gmail.com
[REDACTED]

Date: November 12, 2025

To: City of Medford Planning Commission

Subject: Written Comments for Planning Commission Meeting (11/13/25) – [File Number: TF-25-263]

My name is Kristin Adams, owner of the property at 535 Oregon Terrace. Our property sits at the corner of Stevens and Wabash and is adjacent to the current pedestrian path, so it would be affected by both of the proposed projects. I am very concerned that these projects would have a negative impact on residents in this neighborhood, and have doubts that they would improve safety as intended.

With the proposed Stevens Street widening, residents will lose parking, outdoor space, and landscaping. This will not only affect their quality of life but also potentially reduce their property value. The provided on-street parking will be inadequate for the number of vehicles it needs to serve, forcing more cars onto side streets and impacting those residents as well. I question whether fair market value will be paid to residents from whom the right of way must be purchased.

I also have concerns about the safety and cost of the Oregon Terrace improvement project. The corner of Stevens and Wabash has proven to be dangerous as evidenced by the multiple vehicles that have failed to make the curve and driven into the bordering properties, including ours on two occasions (Photos 1-2). Turning this into a 3-way intersection without adequate traffic control seems like an invitation for more accidents. Maintaining a simple corner would be much safer for cyclists and pedestrians. Additionally, Oregon Terrace is currently a wide, dead end street. This provides an adequately safe connection for foot and bike traffic between Stevens, Wabash, and adjoining streets, including Hedrick Middle School. Directing more vehicle traffic down Oregon Terrace sends cars into two intersections with poor traffic control and limited visibility (Photos 3-6). It would also negatively impact residents, turning what was once a quiet dead end road into a busy corridor. Adding sidewalks to Pearl Street would be a more logical alternative, as this road already connects Stevens to Oregon Avenue, as well as Jackson Street. This would also cost significantly less as compared to having to purchase property and carve out a hill to make way for a new street on Oregon Terrace.

I believe that sidewalks on one side of Stevens Street as well as Pearl Street would be adequate to accomplish the goal of pedestrian safety, at a far lower cost to taxpayers and a greatly reduced negative impact on residents. I ask that you please consider the viewpoints of the property owners who would be affected by these projects and make changes based on our feedback.

Thank you for considering my comments. I appreciate the Commission's time and commitment to community planning.

Sincerely,

Kristin Adams



Photo 1: Rollover accident into my driveway. Evidence of cars traveling at higher speeds than posted speed limit, supporting my concern for this becoming a 3-way intersection with insufficient traffic control.

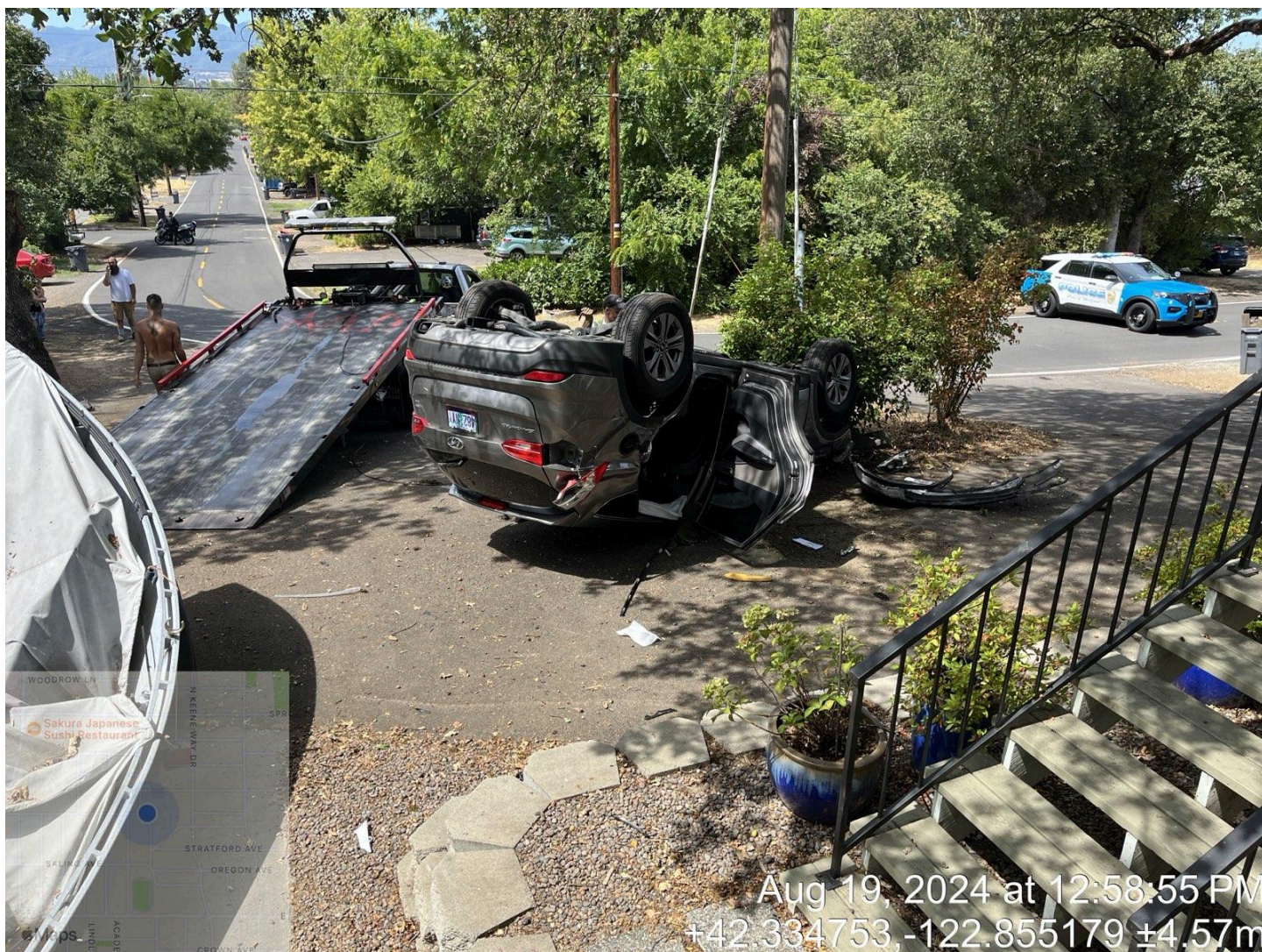


Photo 2: Rollover accident into my driveway. Evidence of cars traveling at higher speeds than posted speed limit, supporting my concern for this becoming a 3-way intersection with insufficient traffic control.



Photo 3: Dangerous intersection of Oregon Terrace with Lenora and Stratford. No traffic control, not a good intersection to potentially direct more traffic towards.



Photo 4: Blind left turn from Oregon Terrace onto Oregon Avenue.



Photo 5: Limited visibility for right-hand turn from Oregon Terrace onto Saling.



Photo 6: Improved visibility for vehicle traffic coming from Pearl Street instead of Oregon Terrace.



1241 Stevens St. Medford Or. 97504

From velma nichols-rinehart [REDACTED]
 Date Thu 11/13/2025 7:04 AM
 To Kayla S. Parr <Kayla.Parr@cityofmedford.org>

***WARNING! External Email. Do not** click unrecognized links or attachments. **When in doubt, use the Phish Alert Button**

I am thrilled at the prospect of having a safer street. I am at the intersection of Stevens and Pearl St, second house from the curve near Wabash. It's currently Very dangerous, as people don't even slow down coming around the corner. I hope there will be a stop sign as drivers approach the turn coming from Wabash onto Stevens and also a stop on Stevens before Pearl st. a crosswalk would be nice and rumble strips. I have seen too many crazy reckless drivers that forget they are in a neighborhood. I was fearful every time I had to pull out from my driveway or collect the mail across the street.

On a decorative note, I would love to see the street lights be like those in Central Point, for function and beauty. Lights that face down also protect our lovely night skies, and allow for star gazing on our many cool clear nights. Of course flower would be an extra bonus, that would make Stevens St. a true success story in urban re-vitalization, and go along with the big plans for Hawthorn park.

Please tell me how much of my front yard you will be buying. Also I have a gorgeous 50 year old Maple tree that I hope the city will save. The mature trees are worth diverting around . They add beauty as well as protect the homes from car crashes, provide shade and cooling and habitat for wildlife. I also have a picket fence 4 Arborvites and many mature roses that I hope to be re-imbursed for. All in all I am happy about these big improvements to our humble little yet vital street.

Thank You for your time

Velma J. Nichols-Rinehart

Raymond W. Rinehart

St.

1241 Stevens



Opposition to Proposed Changes for Stevens Street

From Elisa Shulters [REDACTED]

Date Thu 11/13/2025 9:03 AM

To Kayla S. Parr <Kayla.Parr@cityofmedford.org>; Mayor and Council <mayor@cityofmedford.org>

1 attachment (23 KB)

sharrow.webp;

***WARNING! External Email. Do not** click unrecognized links or attachments. **When in doubt**, use the Phish Alert Button

To: Medford Planning Commission

411 W 8th St, Medford, OR 97501

kayla.parr@cityofmedford.org

November 13, 2025

Dear Members of the Medford Planning Commission & City Council,

My name is Elisa Shulters and I reside at 1001 Stevens Street. I am writing to express my strong opposition to the changes proposed to our neighborhood.

While I understand the city's interest in improving infrastructure and traffic flow, I believe the modifications planned for Stevens Street, as well as the proposed connection of Stevens to Oregon Terrace, would significantly impact our neighborhood's character and safety in ways that outweigh any benefits.

My primary concerns are as follows:

- Although Stevens has been surveyed to have the traffic volume to justify these changes, I feel we should be deterring people from using a small residential street in this way. Drivers already speed on Stevens, widening it would make them even more comfortable to do so.
- Widening the paved area for bike lanes and parking will erode the walkable, residential feel of our neighborhood, and will reduce valuable green space and mature trees that Medford is known for.
- Stevens does not have businesses, schools, or dense housing to justify adding public parking and bike lanes, and adding them sacrifices the safety and privacy of residents in favor of traffic flow. Homes will be closer to public foot traffic, leaving unattended cars and porches vulnerable to theft and crime.
- Safety for our kids would be impacted negatively, as they currently cross Stevens to play with neighbors. I think we all agree that we want our communities to build relationships. These changes would make it less safe for our kids to cross the street and play with neighbors, and make it harder for us all to greet each other in general.

- the existing speeding issues and the sharp turn from Stevens to Wabash, I believe turning it to Oregon Terrace creates another safety concern, depending on the traffic signals that might be included.

[REDACTED] addition of sidewalks to Stevens street. To preserve as much green space as possible, [REDACTED] lanes, I believe painted bike emblems (sharrows) within the traffic lanes would be more [REDACTED] to remind drivers that they are sharing the road. Otherwise, since this project doesn't [REDACTED] more traffic, I think the priority should be to preserve as much of the private property that [REDACTED] as possible, while focusing on the only thing that residents actually want: adding

[REDACTED] taking the time to listen to the residents of this area. Please keep the voices of local [REDACTED] and families in mind as you make decisions about Stevens Street.

[REDACTED] St.





MEDFORD
PUBLIC WORKS



EXHIBIT

L

STEVENS STREET IMPROVEMENT PROJECT

(P21-00038)

COMMENT SHEET

NAME

FRANCIS SARSONA

ADDRESS

525 OREGON TERRACE
MEDFORD

PH. NUMBER



Comments:

MY NAME IS FRANCIS SARSONA AND I LIVE ON 525 OREGON TERRACE. I STRONGLY OPPOSE THE PLAN TO CONNECT OREGON TERRACE TO SPRING / WABASH STREETS.

THE CONCEPT ILLUSTRATION SHOWS A NEW SWEEPING ROAD THAT WILL CUT DEEP INTO MY YARD TAKING OUT SEVERAL MATURE TREES AND ALSO DIRECT TRAFFIC CLOSER TO MY HOUSE WHICH IS WORRISOME FROM A SAFETY PERSPECTIVE, THERE HAS ALREADY BEEN A HISTORY OF TRAFFIC INCIDENTS THAT RESULTED IN DAMAGE TO THE PROPERTY/FENCE AND MOVING TRAFFIC CLOSER TO THE HOUSE WILL BE UNSAFE.

ACCOMODATING THE GRADE DIFFERENCE BETWEEN OREGON TERRACE AND SPRING STREET WILL BE DISRUPTIVE TO ALL NEIGHBORING PROPERTIES IN TERMS OF MANAGING RAINWATER RUNOFF, THE EXTRA SPACE THAT RETAINING WALLS WILL REQUIRE, AND HOW THEY NEGATIVELY IMPACT THE VIEW OF THE SURROUNDINGS,

THE EXISTING FOOTPATH ALREADY FUNCTIONS WELL TO PROVIDE A PATHWAY FOR KIDS WALKING TO AND FROM SCHOOL WHILE LIMITING VEHICLE TRAFFIC, ADDING TRAFFIC TO CONNECT WABASH AND OREGON TERRACE WILL BE BEST A NET ZERO SOLUTION FOR PEDESTRIAN SAFETY.

I DO NOT WELCOME THE INCREASED TRAFFIC THE PROPOSED CONNECTING ROAD WILL ALONE BECAUSE

ONE OF THE REASONS FOR SELECTING THIS PROPERTY
BACK IN 1996 WAS THE SAFE AND PEACEFUL
QUALITIES OF A DEAD END STREET,

WITH THESE OBJECTIONS I STRONGLY URGE
YOU TO RECONSIDER THE PROPOSED UNION OF
OREGON TERRACE TO SPRING STREET,



No to the Stevens street/oregon terrace work

From Alice Dimicele [REDACTED]
Date Thu 11/13/2025 3:47 PM
To Kayla S. Parr <Kayla.Parr@cityofmedford.org>

***WARNING! External Email. Do not click unrecognized links or attachments. When in doubt, use the Phish Alert Button**

Dear Kayla,

I am strongly opposed to the proposed road punch through on Oregon Terrace to Oregon Ave. As a resident of Oregon Ave we already deal with school traffic and congestion. This will make life much worse for us.

We are strongly against this.

thank you,

Alice Di Micele

1524 Oregon Ave. Medford OR 97504
[REDACTED]



Fw: TF-25-263

From Kayla S. Parr <Kayla.Parr@cityofmedford.org>

Date Mon 12/1/2025 8:24 AM

To [REDACTED]

Michele,

Please see the trailing email from Engineering Staff — it does not appear that the pool at 516 Oregon Terrace would be affected by the proposed roadway improvements.

Let me know if you have any additional questions or concerns.

Thank you,

Kayla Parr | *Planner II*
City of Medford | Planning Department
200 S. Ivy Street, Medford, OR 97501
Ph: (541) 774-2329

From: Chris M. Cline <Chris.Cline@cityofmedford.org>

Sent: Wednesday, November 26, 2025 5:36 PM

To: Kayla S. Parr <Kayla.Parr@cityofmedford.org>

Subject: RE: TF-25-263

Kayla,

I reviewed the pool location relative to the potential Oregon Terrace improvements and do not see any scenario in which the pool would be impacted by the planned work.

Please let me know if you have any additional questions or need further verification.

Thank you,

Chris Cline | *Engineering Technician IV*
PH: 541-774-2116

Chris,

I just received the trailing email from a property owner on Oregon Terrace. Here's an aerial view of the property/pool:



Would there be any anticipated impacts to the pool should Oregon Terrace improvements be implemented?

Kayla Parr | *Planner II*

City of Medford | Planning Department

200 S. Ivy Street, Medford, OR 97501

Ph: (541) 774-2329

From: [REDACTED]

Sent: Monday, November 24, 2025 11:05 AM

To: Kayla S. Parr <Kayla.Parr@cityofmedford.org>

Subject: TF-25-263

***WARNING! External Email.** Do not click unrecognized links or attachments. When in doubt, use the Phish Alert Button

This email is regarding the property at 516 Oregon terrace. I want to make sure that you are aware that there is a swimming pool located on the south side of the house and in close proximity to the street. I am concerned that any roadway construction will have a negative impact on the integrity of the pool.

Please let me know if you need additional information.

Michele O'Connor
516 Oregon Terrace
Medford, Oregon 97504


PLANNING COMMISSION MEETING MINUTES



MEDFORD
OREGON



EXHIBIT



November 13, 2025

5:30 p.m.

Medford City Hall, Council Chambers

411 W. 8th Street, Medford, Oregon

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

Chair Mark McKechnie, Vice Chair Culbertson, Commissioners Rachel Bennett, Jared Pulver, James (Jim) Wallan, Larry Beskow, EJ McManus and Jeff Thomas; Assistant Planning Director Kelly Akin, City Attorney Eric Mitton, Public Works Development Services Manager Doug Burroughs, Principal Planner Carla Paladino, Transportation Manager Karl MacNair, Deputy City Engineer Dennis Hart, Planner III Steffen Roennfeldt, Planner III Liz Hamblin, Planner III Dustin Severs, Planner III Kegen Benson, Planner II Kayla Parr, and Recording Secretary Kali Ochoa.

10. Roll Call

20. Consent Calendar/Written Communications

20.1 CUP-23-266 Consideration of request for a one-year time extension of the approved Conditional Use Permit (CUP) for the operation of an animal adoption facility with reduced kennel setbacks. The subject site consists of two contiguous, vacant parcels totaling approximately 4.08 acres, located on the north side of Commerce Drive and immediately east of the Rogue Valley Expressway. The property is zoned I-L. **Applicant:** Southern Oregon Humane Society, **Agent:** CSA Planning Ltd., **Planner:** Kelly Akin.

Chair McKechnie moved to remove item 20.2 from the Consent Calendar.

Motion: Move to adopt the Consent Calendar for item 20.1 as submitted.

Moved by: Vice Chair Culbertson

Seconded by: Commissioner Pulver

Roll Call vote: 8-0-0 Chair McKechnie, Vice Chair Culbertson, Commissioners Pulver, Bennett, Beskow, Wallan, McManus and Thomas voted yes. Motion passes.

20.2 GF-25-372 Consideration of a request to allow a private family cemetery on 0.32 acres located on the north side of E Jackson Street approximately 75 feet west of N Barneburg Road (1809 E Jackson Street) in the SFR-4 zoning district. The request is made pursuant to the rules in ORS 97.460. **Applicant:** Doug O'Dell, **Planner:** Kelly Akin.

Kelly Akin, Assistant Planning Director, presented a brief staff report describing the project.

Planning Commission Meeting Minutes November 13, 2025

Commissioner Bennett requested further clarification on when the City needs to be notified if and when a family member is or is not buried on the property. Kelly Akin, Assistant Planning Director, stated within 120 days of the interment, there should be something recorded acknowledging a burial, or just let the City know if they have not buried anyone.

Commissioner Culbertson inquired if there will be any noticing period or requirements to notify the neighbors. Ms. Akin stated, there is not because there is no provision in the code requiring us to do so.

Commissioner Beskow inquired if there will be a limit on how many can be buried on the property. Ms. Akin stated if the Commission chose to, they could put a limitation on the quantity. Mr. Beskow further inquired that if down the road, the buried remains are to be exhumed, will that be addressed in the deed restriction on the process or is there state statute on that. Ms. Akin stated she believed there is statutory language on that.

Commissioner McManus inquired in regard to the conditions, what do you see long term to enforce these conditions. Ms. Akin stated she is unclear on how that will work as this is her first experience with something like this. Mr. McManus further inquired how they would make changes to ensure not having this come up again. Ms. Akin stated she is unsure but that we could possibly include this in code.

Commissioner Wallan inquired if there can be a provision made, if the family decides later to exhume whoever has been interred there, to avoid imposing on the new property owner. Ms. Akin stated that it was not included but there could be extinguishing language in the deed restriction.

Chair McKechnie inquired if there are any other private cemeteries in the City. Ms. Akin stated no, this would be the first. Mr. McKechnie further inquired if the Commission could ask questions of the property owner, Mr. O'Dell. Ms. Akin stated we have done that in the past.

The applicant, Mr. Doug O'Dell and his son, Mr. Doug O'Dell Jr., expressed their desire to each be buried on the property. Mr. O'Dell stated he just wants to follow the law and make sure he does what the City requires he and his son to do in order to accomplish their goal of eventually being laid to rest on their property.

Commissioner Beskow inquired how many people will be buried there. Mr. O'Dell explained at this time it would just be himself and his son.

Commissioner Culbertson inquired if the property is inherited and sold what the implications on the property will be. Mr. O'Dell stated he doesn't intend for the property to be sold, he expects it to stay in his family estate. He further stated it was his interpretation of the statute that if the property is sold in the future, the information needs to be disclosed.

Planning Commission Meeting Minutes November 13, 2025

Commissioner Bennett stated that there has been a lot of preparation and planning has gone into this request. Mr. O'Dell explained he just wants to follow the law and requirements the City has for him.

Eric Mitton, City Attorney, explained under the statute it requires the written consent from the Planning Commission, there is not any criteria for consent, the Planning Commission has broad discretion to approve or deny this request just based on a judgement call. Mr. O'Dell Jr. inquired about what the judgement call was, and Mr. Mitton explained the statute does not lay out specific criteria that need to be met, but that this decision can be made based on the Commission members as opposed to meeting criteria.

Commissioner Bennett inquired in the event a party would like to appeal the decision, would it be a de novo review. Mr. Mitton stated because this does not exist in chapter 10 the appeal process is less than clear cut. However, if there were to be an appeal to City Council, without criteria it is likely the Council will have broad discretion to agree or disagree with the decision.

Motion: Move to deny the applicants request, private family cemeteries are not permitted in MLDC 10.314.

Moved by: Vice Chair Culbertson

Seconded by: Commissioner Pulver

Commissioner Thomas stated he will be voting no on the motion. Mr. Thomas went on to explain the way he reads the statute, this is permitted and the Commission approves things all the time because it is permitted under the criteria or statute. Mr. Thomas stated the family just wants to continue to keep their community together, it's their property and it should be supported.

Commissioner Bennett agreed with Commissioner Thomas, stating the family seems committed to following the guidance available; as well as willing to assume the risks that come with unorthodox property use. She will vote no on the motion to deny.

Commissioner Beskow stated he will be supporting the motion to deny because there is too much uncertainty and doesn't feel comfortable.

Commissioner Culbertson explained his concerns about the marketability of the property in the future. Commissioner Thomas stated he does not feel the future marketability of the property should not be considered while making this decision. Mr. Culbertson inquired if there are any CC&R's (covenants, conditions and restrictions) on the property. Mr. Culbertson suggested looking into if there are any on the property.

Commissioner McManus stated he will be voting no on the motion denying the request. Mr. McManus went on to explain that although this is an odd request that the Commission has not

Planning Commission Meeting Minutes November 13, 2025

seen before, the property owner has expressed his willingness to comply and staff has provided a path forward; therefore, he feels the Commission should grant the request.

Roll Call vote: 4-4-0 Chair McKechnie, Vice Chair Culbertson, Commissioners Pulver and Beskow voted yes. Commissioners Bennett, Wallan, McManus and Thomas voted no. Motion fails.

Mr. Mitton explained with the split vote, the motion fails and we will need a new motion.

Motion: Move to approve applicants' request based on staff's analysis of the standards in ORS 97.460 with the following conditions of approval:

- The applicant shall record a deed restriction in the form approved by the City Attorney disclosing the location of any human remains on the property. The recorded document must be returned to the City Planning Department within 120 days from the date of the interment. In the event that no remains are placed at the location the City shall be notified in writing.
- The applicant shall record a deed restriction in the form approved by the City Attorney notifying future purchasers of the disposition and location of human remains on the property. The recorded document must be returned to the City Planning Department within 120 days from the date of interment. In the event that no remains are placed at the location the City shall be notified in writing.
- This is approved based upon there are not any existing conditions, covenants and restrictions on the property.

Moved by: Vice Chair Culbertson

Seconded by: Commissioner Bennett

Commissioner Pulver stated he voted yes to deny the original motion was there are too many unknowns that could happen in the future, and a lot of scenarios this could go in many ways, although the property owners planned are well intended, there are just so many unknowns. Mr. Pulver further stated he feels this would put the City in an awkward spot to monitor and manage something that is outside their wheelhouse in a big way.

Commissioner Beskow inquired if this could come back to the Planning Commission after the deed restrictions have been created to review what was included. Mr. Mitton explained procedurally under the statute because it is not a normal land use action, we have a lot of flexibility as to how to handle this procedurally. He went on to state the commission could table the matter and have the applicant work with the legal department in terms of a draft deed restriction, that is allowed procedurally.

Commissioner Thomas again stated the discussion continues to come back to future marketability and he feels the future marketability is of no concern to the Commission nor to the property owner. Mr. Thomas stated they meet statute and therefore they should be

Planning Commission Meeting Minutes November 13, 2025

allowed to do what they want on their property. Commissioner Beskow stated he understood Mr. Thomas' point, but he is concerned with the inability to control. Commissioner Culbertson stated he is inclined to vote yes but would feel more comfortable seeing the deed restrictions that they come up with. Mr. Thomas agrees with reviewing the deed restrictions and the property owner working with the Legal Department to come up with the terms as long as it is not going to be an additional cost to the property owner. Mr. Mitton explained the City Attorney's office does not bill people for speaking with them and coming up with a form, there would be no additional cost.

Commissioner Bennett stated she would like to point out the property is already a burial ground with the five dogs already buried on the property. However, she feels they have met the statutory foundation and we should approve.

Moved by: Vice Chair Culbertson

Seconded by: Commissioner Pulver

Roll Call vote: 5-3-0 Vice Chair Culbertson, Commissioners Thomas, Bennett, McManus and Wallan voted yes. Chair McKechnie and Commissioners Pulver and Beskow voted no. Motion passes.

30. Approval or Correction of the Minutes from the October 23, 2025, Meeting

30.1 The minutes were approved as submitted.

40. Oral Requests & Communications from the Audience

There were none.

50. Public Hearings

Eric Mitton, City Attorney, read the Quasi-Judicial statement.

Continuances:

50.1 LDS-25-290 Proposal for the development of a 5-lot residential subdivision. The site consists of a single parcel totaling approximately 1.19 acres, located east of Lozier Lane and fronted by Cherry Street along its easterly boundary and within the SFR-6 zoning district. **Applicant:** IBH Investments, Inc.; **Agent:** Metro Planning, Inc.; **Planner:** Dustin Severs. **The applicant has requested to continue this item to the December 11, 2025, Planning Commission meeting.**

Chair McKechnie inquired if any person or persons in attendance is not able to attend the December 11, 2025, Planning Commission meeting and wishes to offer testimony. There were none.

Motion: Move to continue LDS-25-290 to the December 11, 2025, Planning Commission meeting.

Planning Commission Meeting Minutes November 13, 2025

Moved by: Vice Chair Culbertson Seconded by: Commissioner Pulver

Roll Call vote: 8-0-0 Chair McKechnie, Vice Chair Culbertson and Commissioners Pulver, Beskow, Bennett, Thomas, McManus and Wallen voted yes. Motion passes.

Old Business:

50.2 CUP-25-235 Request for a Conditional Use Permit for a new public park, approximately 7.76 acres in size. The new park is located at the southeast corner of Dakota Avenue and Gaylee Avenue. The site consists of a single parcel approximately 8.26 acres in size and is within the SFR-4 zoning district. **Applicant:** City of Medford Depart of Parks, Recreation & Facilities; **Agent:** Richard Stevens & Associates; **Planner:** Steffen Roennfeldt.

Chair McKechnie inquired if any Commissioners have any ex parte communication or conflicts of interest they would like to disclose. There were none.

Chair McKechnie inquired if any person or persons in attendance wished to question the Commission as to conflicts of interest or ex parte contacts. There were none.

Chair McKechnie reminded staff and commissioners that the record was still open from the previous meeting on October 23, 2025.

Steffen Roennfeldt, Planner III, presented a brief staff report describing the project and changes made. Staff recommends approval.

Rich Rosenthal, Parks, Recreation and Facilities Director, explained the differences between the different types of parks around the City. Mr. Rosenthal addressed the lack of proposed parking, the lighting, public restrooms, as well as the availability for property owners whose property abut the park to have direct access from their homes, all concerns the Commissioners expressed on October 23, 2025.

Commissioner Thomas inquired if the ADA restroom will hold up the initial build out. Mr. Rosenthal explained it is their belief they will have the budget to include the ADA restroom during the initial phase of the park.

Commissioner Pulver inquired if there is any interior lighting within the park. Mr. Rosenthal stated there is not in Phase One but there might be a need for interior lighting at a future phase. There are 24 neighbors, and they feel it makes sense to hold off on installing permanent lights that come on every single day before knowing how the park will be used. Mr. Pulver further expressed his concern about the lack of lighting and safety concerns. Commissioner Bennett inquired if there is any ambient or low-level path lighting around the pathway. Mr. Rosenthal stated there is not at this time. Ms. Bennett inquired whether there will be in future

Planning Commission Meeting Minutes November 13, 2025

phases or is it we'll see. Mr. Rosenthal explained there might be additional need for additional lighting in the future, but it is unknown at this time.

Commissioner Culbertson inquired if they will be taking the noise abatement and hours of operations into consideration. Mr. Rosenthal stated if there is a need in the future for additional noise restrictions, they can go to the Park and Recreation Commission to enforce hours of operations. Mr. Culbertson further inquired if there are hours of operation for neighborhood parks. Mr. Rosenthal stated there are not. Mr. Mitton clarified in Chapter 10 park hours are 6am to 10:30pm. Commissioner McManus inquired about the future phasing and minimal lighting at the entrances for public safety. Mr. Rosenthal stated yes, it would make sense to add safety lighting at a later phase. Kim Trimiew, Parks Planner, further explained one of the changes made was arranged the streetlights to be closer to the entrances of the park.

The public hearing was closed.

Motion: Move to adopt the applicant's findings as recommended by staff and adopt the Final Order for approval of CUP-25-235 per the Staff Report dated November 6, 2025, including:

- Exhibits A through M as well as the revised site plan C-1.

Moved by: Vice Chair Culbertson Seconded by: Commissioner Pulver

Roll Call vote: 7-1-0 Chair McKechnie, Vice Chair Culbertson, Commissioners Bennett, Thomas, McManus, Wallan, and Beskow voted yes. Commissioner Pulver voted no. Motion passes.

New Business:

50.3 ZC-25-300 Application proposing a zone change from SFR-00 to SFR-10 for a single parcel, comprising approximately 0.87 acres, located at 1015 Maple Park Drive, between Ross Lane N and W McAndrews Rd. **Applicant**: Ezequiel Nunez and Celia Nunez; **Agent**: Valente Sosa; **Planner**: Kegen Benson.

Chair McKechnie inquired if any Commissioners have any ex parte communication or conflicts of interest they would like to disclose. There were none.

Chair McKechnie inquired if any person or persons in attendance wished to question the Commission as to conflicts of interest or ex parte contacts. There were none.

Kegen Benson, Planner III, presented a brief staff report describing the project. Staff recommends approval.

The public hearing was opened, and the following testimony was provided:

Planning Commission Meeting Minutes November 13, 2025

Valente Sosa, located at 6734 Webber Road, Medford, representing the applicant. Mr. Sosa gave a brief explanation of the project and requested approval from the Commission.

The public hearing was closed.

Motion: Adopt the findings as recommended by staff and adopt the Final Order for approval of ZC-25-300, per the Staff Report dated November 6, 2025, including:

- Exhibits A through G

Moved by: Vice Chair Culbertson Seconded by: Commissioner Pulver

Roll Call vote: 8-0-0 Chair McKechnie, Vice Chair Culbertson, Commissioners Pulver, Bennett, Thomas, Wallan, McManus and Beskow voted yes. Motion passes.

50.4 ZC-25-277 / GLUP-25-276 Consideration of a General Land Use Plan (GLUP) amendment, along with zone changes, on two parcels totaling approximately 0.65 acres in size, located at 1392 Poplar Drive. The request is to change the GLUP map designation from UH to SC and change the zoning designation from MFR-20 to C-S/P. **Applicant**: 1392 Poplar Drive LLC; **Agent**: Oregon Architecture Inc.; **Planner**: Steffen Roennfeldt.

Chair McKechnie inquired if any Commissioners have any ex parte communication or conflicts of interest they would like to disclose.

Chair McKechnie disclosed his company represents the applicant and he recused himself for this agenda item. Vice Chair Culbertson took over as Chair.

Chair Culbertson inquired if any person or persons in attendance wished to question the Commission as to conflicts of interest or ex parte contacts. There were none.

Steffen Roennfeldt, Planner III, presented a brief staff report describing the project. Staff recommends approval.

The public hearing was opened, and the following testimony was provided:

Shayne Joseph, with Oregon Architecture, located at 132 W. Main Street, Ste. 101, representing the applicant. Mr. Joseph gave a brief explanation of the project and requested approval.

Mr. Joseph reserved time for rebuttal.

The public hearing was closed.

Chair Culbertson stated we will have two motions.

Planning Commission Meeting Minutes November 13, 2025

Motion: I move to forward a favorable recommendation to City Council for approval of GLUP-25-276.

Moved by: Commissioner Pulver Seconded by: Commissioner Beskow

Roll Call vote: 7-0-0 Chair Culbertson, Commissioners Bennett, Beskow, McManus, Wallan, Thomas, Pulver voted yes. Motion passes.

Motion: Adopt the findings as recommended by staff and adopt the Final Order for approval of ZC-25-277, per the Staff Report dated November 6, 2025, including:

- Exhibits A through H.

Moved by: Commissioner Pulver Seconded by: Commissioner Beskow

Roll Call vote: 7-0-0 Chair Culbertson, Commissioners Bennett, Beskow, McManus, Wallan, Thomas, Pulver voted yes. Motion passes.

Mr. McKechnie returned to the dais and resumed as Chair.

50.5 ZC-25-289 / GLUP-25-288 Consideration of a General Land Use Plan (GLUP) amendment, along with proposed zone changes, of portions of three developed parcels totaling approximately 1.48 acres. The parcels are located east of Ross Lane, south of W. McAndrews Road, north of W. Main Street, and are fronted along their easterly boundaries by Reager Street. The requests apply to the westerly 0.78 acres of the subject parcels and include a request to change the GLUP map designation of those areas from UR to CM, and to change the corresponding zoning designation from SFR-00 to C-H. **Applicant**: Reager Street LLC; **Agent**: CSA Planning, Ltd; **Planner**: Dustin Severs.

Chair McKechnie inquired if any Commissioners have any ex parte communication or conflicts of interest they would like to disclose.

Commissioner Pulver disclosed a potential conflict of interest and recused himself.

Chair McKechnie disclosed a potential conflict of interest; his cousins own JB Steel. He does not have any financial interest in the property or company and will participate in the proceedings.

Chair McKechnie inquired if any person or persons in attendance wished to question the Commission as to conflicts of interest or ex parte contacts. There were none.

Dustin Severs, Planner III, presented a brief staff report describing the project. Staff recommends approval.

Planning Commission Meeting Minutes November 13, 2025

Commissioner Culbertson inquired if JB Steel will have access from the yard on to the proposed commercial street. Mr. Severs stated he does not believe that is the intent but deferred to the applicant.

The public hearing was opened, and the following testimony was provided:

Jay Harland, with CSA Planning, Ltd., located at 4497 Brownridge Terrace, Ste. 101, representing the applicant. Mr. Harland addressed Commissioner Culbertson's inquiry, he stated there is currently a gate that is rarely used; however, he does not foresee that changing. Mr. Harland continued and gave a brief explanation of the project and requested approval from the Commission.

Commissioner Culbertson inquired if there are any non-conformity that speaks to the industrial use going across into SFR-00 property or County owned street. Mr. Harland explained this was a pre-existing condition prior to being annexed into the City. Mr. Culbertson further inquired about how the larger steel beams will be turned onto Reager Street. Mr. Harland explained you go in one way and go out another.

Chair McKechnie inquired if the Newbridge Way vacation previously recommended to City Council is a separate land use action. Mr. Harland explained yes, it is separate.

Mr. Harland reserved time for rebuttal.

- a. Jennifer Castillo, 115 Reager Street, expressed her concerns with additional traffic, parking and safety.
- b. Glenn Adams, 82 Reager Street, expressed his concern with traffic issues and safety.
- c. Andreina Flores, 504 Barnum Drive, speaking on behalf of her parents who live at 121 Reager Street, expressed their concerns with traffic and safety.

Mr. Harland used his rebuttal time to allow Mr. Russ Batzer, one of the owners of JB Steel, to explain they have absolutely no intention of turning their steel trucks onto Reager Street. Mr. Batzer further explained they have been at this location since 1964 and have used Reager Street maybe once or twice out of emergency. Mr. Harland informed the Commissioners the traffic trips will continue to use Ross Lane as they do now.

Commissioner Culbertson inquired about how the connectivity for the commercial street came about, how it will be connected and what their timeframe is. Mr. Harland explained it started out as a City street and is now being adjusted to this, but it has been in the works for a while.

Commissioner Wallan inquired about the buffer fence and what it will look like. Mr. Harland gave a short description of the proposed gabion wall.

Planning Commission Meeting Minutes November 13, 2025

The public hearing was closed.

Motion: Based on the Finding and Conclusions that all the approval criteria are met or not applicable, I move to forward a favorable recommendation to City Council for approval of GLUP-25-288 including:

- Exhibits A through Q

Moved by: Vice Chair Culbertson Seconded by: Commissioner Beskow

Roll Call vote: 7-0-0 Chair McKechnie, Vice Chair Culbertson, Commissioners Bennett, Beskow, McManus, Wallan, and Thomas voted yes. Motion passes.

Motion: Adopt the findings as recommended by staff and adopt the Final Order for approval of ZC-25-289, per the Staff Report dated November 6, 2025, including:

- Exhibits A through Q.

Moved by: Vice Chair Culbertson Seconded by: Commissioner Beskow

Roll Call vote: 7-0-0 Chair McKechnie, Vice Chair Culbertson, Commissioners Bennett, Beskow, McManus, Wallan, and Thomas voted yes. Motion passes.

Commissioner Pulver returned to the dais.

50.6 TF-25-263 Consideration of approval of a Transportation Facility application to upgrade Stevens Street from Crater Lake Avenue to approximately 250 feet north on Wabash Avenue. The roadways will be upgraded to include sidewalks, curb and gutter, parking, bike lanes, storm drain facilities, and street lighting in designated locations. The project seeks to modify the Minor Collector Street cross section within a constrained right-of-way by eliminating parking on the north side of the street, eliminating planter strips entirely, establishing reduced parking and bike lanes on the south side of the street, and increasing sidewalk widths. Oregon Terrace is also being identified for potential improvements as a logical extension of this network. Improvements will be made to approximately 200 feet of the existing street and new construction will extend Oregon Terrace to connect with Stevens Street. A modified Minor Collector Street cross section will be applied that will increase the sidewalk widths and eliminate planter strips and parking entirely. **Applicant/Agent**: City of Medford; **Planner**: Kayla Parr.

Kayla Parr, Planner II, presented a brief staff report describing the project. Staff recommended forwarding a recommendation for approval.

Commissioner Pulver inquired if staff's recommendation is full approval of the project in its entirety. Ms. Parr stated yes. Mr. Pulver further inquired what the bike lane situation on

Planning Commission Meeting Minutes November 13, 2025

Stevens Street on the west side of Crater Lake Avenue. Ms. Parr explained there are currently bike lanes on the west side of Stevens Street across Crater Lake Avenue, but there are not any bike lanes on Crater Lake Avenue.

Commissioner Thomas inquired about the corner of Stevens and Crater Lake Avenue; he further expressed his concern with spending this kind of money to improve Stevens Street and Wabash Street. Ms. Parr deferred to Dennis Hart, Deputy City Engineer. Commissioner Thomas inquired about the difference between tier one and tier two projects. Mr. Hart stated the Transportation Committee made comments about adding a dedicated left-handed bay which would model the west side that has a dedicated left-hand turn and a through lane. Mr. Hart went on to state they are supporting that left turn bay to make things less confusing. Commissioner Pulver inquired if that is included in this project because that is not included in the staff report. Chair McKechnie confirmed with Mr. Hart that their current recommendation differs from what is in the staff report. Commissioner Culbertson inquired if they would be adding protected left turn signals. Mr. Hart stated yes. Mr. Culbertson further inquired if it would added both ways. Mr. Hart deferred to Transportation Manager, Karl MacNair. Mr. MacNair stated they believe they can add the protected lefts, but there needs to be additional investigation before they can make a final determination. Commissioner Pulver inquired about the width of road, is it different than what was presented? Mr. MacNair stated yes, what was presented was six feet for a median and a six-foot bike lane headed west bound. He went on to explain the plan would be to get rid of the median as well as getting rid of the bike lane as it approaches the intersection. Chair McKechnie inquired if there would no longer be additional right-of-way to be purchased. Mr. MacNair stated that it is correct.

Commissioner Wallan inquired if there has been a study of bike usage on that part of Stevens Street to justify eating up on street parking in exchange for having the bike lanes. Mr. Hart stated there have not been any bike studies. Commissioner Thomas expressed his concern with notifying the public about these potential updates but not having all the options provided. Chair McKechnie inquired when the neighbors will be notified if the changes on Oregon Terrace, whether it will be a roadway or an accessible ramp. Mr. Hart stated this has been in the plan since 2003 in the TSP. Mr. Thomas inquired if the Commission approves just the Stevens and Wabash connection, would we improve the ADA compliant pathway. Mr. Hart stated yes. Mr. Thomas further inquired if the Commission approves what staff is recommending constructing Stevens Street and Oregon Terrace but the pathway isn't ADA compliant, will they wait an extended period of time.

Commissioner Beskow inquired if there is enough site distance for southbound traffic on Wabash to safely make a left on to Oregon Terrace. Mr. Hart stated they have not analyzed it to determine that. Mr. Beskow inquired if they have looked at how much out of direction travel there is now because there is not the connection. Mr. Hart states they have not.

Planning Commission Meeting Minutes November 13, 2025

Commissioner Pulver inquired if they do the Stevens Street improvements and touch the pedestrian pathway, they have to make the pathway ADA compliant, is it only enough right-of-way to achieve this project. Mr. Hart stated yes. Mr. Pulver further inquired about the proposed cross sections if you have a six-foot parking lane, does that mean a foot or two is just in the bike lane. Ms. Parr explained when it says zero to six, we are starting to introduce space in that section for a parking lane. She went on to explain it just means it is gradually increasing from zero to six feet and then in the following section is when you would see the full seven-foot parking lane introduced.

Commissioner Culbertson stated he pulled up the 1974 vacation the City Council signed off to vacate the chunk of dirt and give it back to Lot One Block One. In the vacation it states vehicular traffic down here does not matter, pedestrian and bicycles are the highest and best use. They also stipulated they had to give \$1,000 to the City to build the pedestrian bike path. Mr. Culbertson went on to state connectivity to Oregon Terrace is a disastrous idea.

Mr. Hart reserved time for rebuttal.

The following testimony was given:

- a. Kristin Adams, 535 Oregon Terrace, Medford, expressed concerns with traffic and safety.
- b. Michelle O'Connor, 516 Oregon Terrace, Medford, expressed concerns with traffic issues, property values, and safety.
- c. Frank Drake 535 Oregon Terrace, Medford, expressed concerns about not having a set plan and safety.
- d. Mike Shulters, 1001 Stevens Street, Medford, expressed concerns about safety, property values and potential loss of privacy.
- e. Francis Sarsona, 525 Oregon Terrace, Medford, expressed concerns about potentially losing a large portion of property, mature trees and additional traffic.
- f. Ashley Ayala, 1016 Stevens Street, Medford, expressed concerns with additional traffic, safety for neighborhood children and loss of property.
- g. Blake Bloomquist, 1299 Stevens Street, Medford, expressed concerns with losing 90% of his front yard and two mature oak trees. Mr. Bloomquist requested the City redesign and resubmit.
- h. Nicole Barney, 1167 Stevens Street, Medford, expressed general support for the project and agrees the street does need updates, but is concerned with the potential loss of property, privacy, safety and additional traffic.

Ms. Parr thanked the community for coming and participating. Ms. Parr went on to explain the changes in the staff report.

Mr. MacNair thanked the community for expressing their concerns. Mr. MacNair addressed a couple of the community's concerns.

Planning Commission Meeting Minutes November 13, 2025

Chair McKechnie inquired if streetlights will be added. Mr. MacNair stated they will be adding streetlights. Mr. McKechnie further inquired about storm drainage, Mr. MacNair deferred to Mr. Hart. Mr. Hart stated there is minimal storm drainage, but they will be adding storm drains. Mr. McKechnie asked how much flexibility is there to vary from the standards. Mr. Hart stated they have standards and code that they are required to follow but Council can direct them to do something else.

The public hearing was closed.

Motion: Move to forward a favorable recommendation to City Council for approval of TF-25-263, per the Staff Report dated November 6, 2025, including:

- All exhibits and
- With the additional recommendation to Oregon Terrace is upgraded.

Moved by: Vice Chair Culbertson Seconded by: Commissioner Pulver

Commissioner Pulver stated the issue related to the intersection of Stevens and Crater Lake Avenue needs to be clearly highlighted, the intersection needs to be improved to mirror the West side. Mr. Pulver stated he'd rather not move forward and suggested coming back.

Commissioner Culbertson expressed his concern with the intersection. Mr. Culbertson went on state he believes this is not ready and would be more comfortable forwarding a more complete package to City Council.

Commissioner Wallan expressed his concerns that this plan is not ready to be submitted to City Council the way it is.

Commissioner Thomas stated he cannot send a favorable recommendation knowing the plan needs additional updates.

Commissioner McManus expressed he cannot support a favorable recommendation with the plan as presented.

Commissioner Bennett stated she does not support sending a favorable recommendation. It needs a little more work.

The Commission took a ten-minute recess.

Commissioner Culbertson requested to withdraw the motion on the table. Commissioner Pulver seconded the request to withdraw the current motion.

Planning Commission Meeting Minutes November 13, 2025

Ms. Parr stated after further discussion, staff has requested to continue this project to December 11, 2025, Planning Commission hearing to allow Engineering additional time to review the design plans and take into further consideration the public comments. Commissioner Culbertson inquired if this is ample time to do the research on the intersection of Stevens and Crater Lake. Ms. Parr stated yes. Ms. Parr did notify the Commission that they will not send new notices for the December 11th meeting; however, they will receive a new notice for the City Council hearing.

Mr. Hart thanked the community for sharing their input.

Commissioner Culbertson stated the record will remain open.

Motion: Move to continue TF-25-263 to the December 11, 2025, Planning Commission meeting.

Moved by: Vice Chair Culbertson Seconded by: Commissioner Pulver

Commissioner Pulver stated there was a lot of information provided by the public and would request their comments be reviewed and considered.

Mr. Mitton explained the process between City Council and the Planning Commission. He thanked the public for their involvement and patience as staff continue to work on improving their plans.

Kelly Akin, Assistant Planning Director, reminded Chair McKechnie the hearing for this project was closed, and will need to be reopened before voting on the new motion to continue.

Chair McKechnie reopened the public hearing.

Commissioner Thomas requested staff to come up with a plan that is the least impactful but improve the street design.

Roll Call vote: 8-0-0 Chair McKechnie, Vice Chair Culbertson, Commissioners Pulver, Bennett, Thomas, McManus, Wallan and Beskow voted yes. Motion passes.

Additional Old Business:

50.7 DCA-25-170 Consideration of a legislative amendment to Chapter 10 of the Medford Municipal Code related to access standards. **Applicant/Agent:** City of Medford; **Planner:** Liz Hamblin.

Chair McKechnie reminded staff and Commissioners, the record was still open from the previous meeting on October 23, 2025.

Planning Commission Meeting Minutes November 13, 2025

Liz Hamblin, Planner III, presented a brief revised staff report describing the project. Staff recommended forwarding a favorable recommendation to City Council.

The public hearing was opened.

The public hearing was closed.

Motion: Based on the findings and conclusions that all the approval criteria are either met or not applicable, forward a favorable recommendation for adoption of DCA-25-170 per the staff report dated November 6, 2025, including all exhibits.

Moved by: Vice Chair Culbertson Seconded by: Commissioner Pulver

Roll Call vote: 8-0-0 Chair McKechnie, Vice Chair Culbertson and Commissioners Pulver, Beskow, Bennett, Thomas, McManus and Wallen voted yes. Motion passes.

50.8 DCA-25-199 A legislative amendment to amend Chapter 10 of the Municipal Code related to proportionate share for transportation improvements. **Applicant**: City of Medford, **Planner**: Carla Angeli Paladino.

Chair McKechnie reminded staff and Commissioners, the record was still open from the previous meeting on October 23, 2025.

Carla Angeli Paladino, Principal Planner, presented a brief revised staff report describing the project including the additional sections to be included with Section 10.462A. Staff recommended forwarding a favorable recommendation to City Council.

Commissioner Wallan inquired how long the funds will be held before they are refunded if the upgrades are never made. Karl MacNair, Transportation Manager, stated if the development shows a future need for that improvement, it will require additional analysis to prove the improvement is no longer needed, and they will receive their money back. Chair McKechnie inquired if the developer would need to perform the analysis. Mr. MacNair stated, yes.

Commissioner McManus inquired if ODOT has any implications if they respond later. Ms. Paladino stated they have an exhibit on record, so they do have appeal rights.

Chair McKechnie stated he felt the multiplier used for the proportionate share calculations should be 1.25. Mr. McKechnie went on to state the penalty is due at the time of issuance of the building permit, but he feels developers should be given a break and require the fee to be paid prior to C of O. Mr. MacNair stated the 1.5 multiplier is to address engineering, construction management and cost escalation. We do not have a timeline of when the projects are being built; therefore, we do not know what the actual cost escalation is. We are using

Planning Commission Meeting Minutes November 13, 2025

projected traffic volumes and because of all of these uncertainties. That is how we came up with the 1.5 multiplier.

Doug Burroughs, Public Works Development Services Manager, stated a lot of people want to flag everything on the C of O; however, the Building Code requires the C of O be issued once the building gets to a certain completed status of construction. Mr. Burroughs went on to explain we can try to withhold C of O, but the reality is the Building Official is obligated to issue it once it has reached a certain completed stage. Engineering is not in favor of revising when the funds are received. Legal staff concurred.

The public hearing was closed.

Motion: Based on the findings and conclusions that all the approval criteria are either met or not applicable, forward a favorable recommendation for adoption of DCA-25-199 per the staff report dated November 6, 2025, including all exhibits.

Moved by: Vice Chair Culbertson Seconded by: Commissioner Pulver

Roll Call vote: 7-1-0 Vice Chair Culbertson and Commissioners Pulver, Beskow, Bennett, Thomas, McManus and Wallen voted yes. Chair McKechnie voted no. Motion passes.

60.1 Transportation Commission

Commissioner Pulver stated they have not met since their last meeting.

60.2 Site Plan and Architectural Commission

Commissioner Thomas stated they heard the 500-unit apartment complex off of Coal Mine Road. Mr. Thomas stated they did continue the project to clean up the plans and options, but he was happy with how well it went.

60.3 Planning Department

Ms. Akin thanked the Commissioners for coming and participating in such a long meeting. Ms. Akin notified the Commissioners their study session on November 24, 2025, is cancelled. They will also cancel the November 27, 2025, and December 25, 2025, regular Planning Commission meetings. The next meeting will be December 11, 2025.

Ms. Akin asked the Commissioners if they would be interested in participating in an in-person Planning 101 training. Majority of the Commissioners were interested, Kelly stated she will get some dates set up and communicate with the Commissioners.

Ms. Akin notified the Commissioners, City Council will hear the SPAC Membership 2.0. Commissioner Bennett requested the Planning 101 training be held in the evening rather than during the day. Ms. Akin stated she will send out some dates and times to Commissioners

**Planning Commission Meeting Minutes
November 13, 2025**

before she schedules the training. Ms. Akin went on to wish the Commissioners a Happy Thanksgiving.

70. Message and papers from the Chair

Thanks for hanging in there for the long meeting.

80. City Attorney Remarks

There were none.

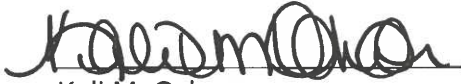
90. Propositions and Remarks from Commission

Commissioner Pulver suggested looking at changing the code or reviewing the code after hearing the family cemetery request in tonight's meeting. Mr. Pulver praised Planners, Kayla and Kegen did a great job for their first time presenting to the Commission.

100. Adjournment

There being no further business, this meeting adjourned at 9:31 p.m.

The City Recorder maintains a record of these proceedings with the agenda, minutes and documentation associated with this meeting.



Kali M. Ochoa
Recording Secretary



Mark McKechnie
Chair

CITY COUNCIL MEETING MINUTES



MEDFORD
CITY COUNCIL



December 3, 2025

6:00 P.M.

Medford City Hall, Council Chambers

411 W. 8th Street, Medford, Oregon

The public may view live and recorded City Council meetings through our website [HERE](#).

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

Mayor Michael Zarosinski, Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith, Kevin Stine and Garrett West (arrived at 6:16 p.m.); City Manager Pro Tem John Vial, City Attorney Eric Mitton, City Recorder Winnie Shepard

20. City Manager Reports

- 20.1 City Manager Pro Tem John Vial provided updates on Fire Station 15, and the Main Street Alternatives open house, the success of staff open enrollment led by HR Director Bonnie Barasch, and provided information on the upcoming Winter Lights event.

30. Recognitions, Community Group Reports

None.

40. Oral Requests and Communications from the Audience

- 40.1 Downtown Medford Association Executive Director Annie Jenkins, Medford, spoke on upcoming downtown events and additional lighting funded by foundation contributions.

50. Approval or Correction of the November 19, 2025 Meeting Minutes

There being no additions or corrections, the November 19, 2025 minutes were approved as presented.

60. Consent Calendar

60.1 COUNCIL BILL 2025-97

AN ORDINANCE ratifying the Employment Resignation Agreement and Release of Robert Field.

60.2 COUNCIL BILL 2025-98

A RESOLUTION outlining the intention to appoint the next City Manager and the path forward to do so.

Motion: Approve the consent calendar.

Moved by: Kevin Stine

Seconded by: Nick Card

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith and Kevin Stine voted yes.

Motion carried and so ordered. Council Bills 2025-97 and 2025-98 were approved.

70. Items Removed from Consent Calendar

None.

80. Ordinances and Resolutions

80.1 COUNCIL BILL 2025-99

A RESOLUTION delegating to the City Manager Pro Tem authority to make hiring and firing decisions outside of department directors and deputy department directors.

City Attorney Eric Mitton explained that the Charter prohibits the City Manager Pro Tem from making hiring or firing decisions. Without Council delegation, all routine hiring and terminations would require Council approval, potentially delaying the filling of positions, particularly for temporary employees.

This resolution grants authority to manage routine recruitment, ensuring continuity and timely staffing, especially with upcoming department head retirements.

Motion: Approve Council Bill 2025-99.

Moved by: Nick Card

Seconded by: Kevin Keating

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith and Kevin Stine voted yes.

Motion carried and so ordered. Council Bill 2025-99 was approved.

80.2 COUNCIL BILL 2025-100

An ORDINANCE authorizing execution of an intergovernmental agreement and acceptance of Neighborhood Stabilization Program One (NSP-1) funding in the amount of \$766,106.67 from Oregon Housing and Community Services (OHCS) to address the impacts of the national foreclosure crisis.

Motion: Approve Council Bill 2025-100.

Moved by: Kevin Stine

Seconded by: Nick Card

Planning Director Michelle King clarified that there is no penalty if the funds are not fully used. If a project is not identified, the City would either conduct a competitive process or return the unused funds to OHCS.

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith and Kevin Stine voted yes.

Motion carried and so ordered. Council Bill 2025-100 was approved.

90. Public Hearings

90.1 REQUEST FOR CONTINUANCE

Council is requested to consider the continuance of a public hearing related to a Transportation Facility application to upgrade Stevens Street from Crater Lake Avenue to approximately 250 feet north on Wabash Avenue.

City Attorney Mitton outlined the rules for quasi-judicial proceedings. Mayor Zarosinski requested Councilors report any ex parte communication. None was reported.

* Councilor Garrett West arrived.

Planner Carla Paladino requested a continuance of the Stevens Street transportation facility project hearing to February 4, 2026, as testimony from the November 13, 2025, Planning Commission hearing requires additional time for staff to refine project alternatives and update the staff report.

Public hearing opened.

Liz Hardy, a Wabash Street resident, spoke in support of constructing sidewalks on Stevens Street and extending them to Wabash. She noted long-standing safety concerns for pedestrians, including children walking to school and elderly residents accessing transit. She urged the City to install sidewalks on both sides of the street to avoid requiring pedestrians to cross for safe passage.

Public hearing closed.

Motion: Continue this Transportation Facility application to February 4, 2026.

Moved by: Nick Card

Seconded by: Jessica Ayres

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith, Kevin Stine and Garrett West voted yes.

Motion carried and so ordered. The Transportation Facility was continued to February 4, 2026.

90.2 COUNCIL BILL 2025-101

AN ORDINANCE amending sections 10.550 of the Medford Municipal Code (MMC), as it pertains to Access Standards (DCA-25-170).

Principal Planner Paladino and Transportation Manager Karl MacNair presented proposed amendments to Chapter 10 regarding driveway standards and cross-access

easements. The changes stem from a request from the development community and were developed with input from local developers and engineers. The revisions clarify and separate standards for arterial and collector streets, establish more specific spacing and access requirements based on zoning and street classification, and provide expanded guidance on when cross-access easements are required and when they are not. Industrial properties are exempt from cross-access requirements under certain circumstances.

The Planning Commission held hearings on October 23 and November 13 and issued a favorable recommendation. Staff requested Council adoption of the ordinance as submitted.

Discussion focused on how the proposed driveway and cross-access code amendments would apply to large commercial areas with multiple access points. Staff clarified that existing driveways would remain and that the Code continues to allow exceptions through a Traffic Impact Analysis when appropriate. Staff explained that the amendments are intended to clarify standards rather than make them more restrictive, with provisions tailored to different street types and land uses. The revisions were developed with input from the development community, which indicated support for the updated approach.

Public hearing opened.

No one spoke.

Public hearing closed.

Motion: Approve Council Bill 2025-101.

Moved by: Nick Card

Seconded by: Kevin Stine

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith, Kevin Stine and Garrett West voted yes.

Motion carried and so ordered. Council Bill 2025-101 was approved.

90.3 COUNCIL BILL 2025-102

AN ORDINANCE adding Section 10.462A to the Medford Municipal Code (MMC), as it pertains to transportation infrastructure and proportionate share mitigation (DCA-25-199).

Principal Planner Paladino reported that this ordinance was a legislative amendment to Chapter 10 establishing a proportionate-share mechanism for transportation mitigation when development impacts intersections that do not yet meet signal or roundabout warrants. The proposal creates new Section 10.462A, outlining purpose, applicability, calculation methods, and use of collected funds. Staff explained that the amendment enables developers to pay a proportional share of future intersection

improvements rather than bearing full costs when impacts contribute only partially to the need for mitigation.

The Transportation Commission reviewed the amendment over several months and the Planning Commission forwarded a favorable recommendation. Staff described coordination with the Transportation Commission, consultation with ODOT, and outreach to local development associations. One Planning Commissioner dissented based on concerns about the 1.5 multiplier and the inability to defer payment to certificate of occupancy.

During discussion, clarifications were provided regarding when warrants require full construction, how proportionate-share funds avoid placing excessive burden on small developments, how collected funds would be held, and how the mechanism differs from and interacts with SDCs and reimbursement districts. Staff confirmed there is no time limit on holding collected funds and that the amendment applies only to unfunded intersection improvements.

Public hearing opened.

No one spoke.

Public hearing closed.

Motion: Approve Council Bill 2025-102.

Moved by: Nick Card

Seconded by: Jessica Ayres

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith, Kevin Stine and Garrett West voted yes.

Motion carried and so ordered. Council Bill 2025-102 was approved.

100. Council Business

100.1 Proclamations Issued

None.

100.2 Committee Reports and Communications

a. Council Officers Update

Council Officers discussed rejecting a study session request from a soccer organization, potential budget software purchases, the city manager recruitment process, and the vacancy on the SOREDI Board following the previous city manager's departure.

Motion: Appoint John Vial to the SOREDI Board to fill the vacancy left by former City Manager Rob Field.

Moved by: Nick Card

Seconded by: Kevin Stine

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith, Kevin Stine and Garrett West voted yes.

Motion carried and so ordered. John Vial was appointed to the SOREDI Board.

b. Committee Reports

None.

c. Boards and Commissions Appointments

Motion: Appoint Marcy Pierce to the licensed architect position on the Unified Appeals Board with a term beginning February 1, 2026 and expiring January 31, 2028; reappoint Megan Ecklund to the Cemetery Committee with a term beginning February 1, 2026 and expiring January 31, 2029; and to reappoint Karl Geidans to the Tree Committee with a term beginning February 1, 2026 and expiring January 31, 2029.

Moved by: Nick Card

Seconded by: Mike Kerlinger

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith, Kevin Stine, Garrett West and Mayor Michael Zarosinski voted yes.

Motion carried and so ordered. Marcy Pierce was appointed to the licensed architect position on the Unified Appeals Board with a term beginning February 1, 2026 and expiring January 31, 2028; Megan Ecklund was reappointed to the Cemetery Commission with a term beginning February 1, 2026 and expiring January 31, 2029; and Karl Geidans was reappointed to the Tree Committee with a term beginning February 1, 2026 and expiring January 31, 2029.

Motion: Appoint James Coli as the faith-based representative, Jeanne Jensen as the Ward 1 representative, and Mason McKinney to the Ward 3 representative position on the Police Advisory Committee with terms beginning February 1, 2026 and expiring January 31, 2029.

Moved by: Nick Card

Seconded by: Zac Smith

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith, Kevin Stine and Garrett West voted yes.

Motion carried and so ordered. James Coli, Jeanne Jensen and Mason McKinney were reappointed to the Police Advisory Committee with terms beginning February 1, 2026 and expiring January 31, 2029.

Motion: Reappoint Baback Khosroadbi, Ryan Lungard, and Jim Bosworth to the Parks and Recreation Commission with terms beginning February 1, 2026 and expiring January 31, 2029 and appoint Gary Wheeler to the partial-term position with a term beginning immediately and ending January 31, 2028.

Moved by: Kevin Stine

Seconded by: Nick Card

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith, Kevin Stine, Garrett West and Mayor Zarosinski voted yes.

Motion carried and so ordered. Baback Khosroadbi, Ryan Lungard, and Jim Bosworth were reappointed to the Parks and Recreation Commission with terms beginning February 1, 2026

and expiring January 31, 2029; Gary Wheeler was appointed to the partial-term position with a term beginning immediately and ending January 31, 2028.

110. Staff Reports

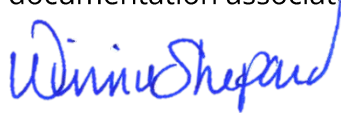
Mayor Zarosinski noted former Councilor Tim Jackle supported sidewalk improvements on Spring Street.

Councilor Stine reported that he attended the Main Street Open House with several other Councilors.

120. Adjournment

There being no further business, this Council meeting adjourned at 7:04 p.m.

The City Recorder maintains a recording of these proceedings with the agenda, minutes and documentation associated with this meeting.



Winnie Shepard, CMC
City Recorder

PowerPoints attached

PLANNING COMMISSION STUDY SESSION MINUTES



December 22, 2025

12:00 p.m.

Virtual via Zoom

The regular study session of the Planning Commission was called to order at 12:00 p.m. via Zoom and meeting on the above date with the following members and staff present:

Vice Chair David Culbertson, Commissioners Rachel Bennett, Larry Beskow, Jared Pulver, Jeff Thomas, EJ McManus, Assistant Planning Director Kelly Akin, Deputy City Attorney Allen Moreland, Principal Planner Carla Angeli Paladino, City Engineer Alex Georgevitch, Deputy City Engineer Dennis Hart, Engineer Technician IV Chris Cline, Planner II Kayla Parr and Recording Secretary Kali Ochoa. Chair Mark McKechnie and Commissioner James (Jim) Wallan were absent.

20.1 TF-25-263: Stevens Street Transportation Facility –

Carla Paladino, Principal Planner, introduced Kayla Parr to present the various updates to TF-25-263 Stevens Street Transportation Facility.

Ms. Parr provided a brief explanation to inform the Commissioners about the multiple updates and changes made to the project. She went on to explain after receiving public comments and feedback from the November 13, 2025, Planning Commission meeting, multiple design modifications have been made. Some of the modifications are sidewalk improvements, Wabash Avenue improvements have been extended, the roadway elements on Stevens Street were removed or reduced, and the improvements proposed on Oregon Terrace have been removed from the project.

Ms. Parr explained the Stevens Street intersection changes which include the introduction of a dedicated left-hand lane, bike lanes, a total of three travel lanes, sidewalks, and the existing traffic signal on the southeast corner of Crater Lake Avenue and Stevens Street will require modification or relocation. She went on to explain, some of the Wabash Avenue updates include sidewalks, only two travel lanes, the updated improvements now extend north to Ridge Way, bike lanes, and a wider curb-to-curb section within a wider right-of-way.

In addition to the previously mentioned updates to the original plan, Ms. Parr explained they are proposing to use Pearl Street as the pedestrian access route in lieu of the Oregon Terrace improvements. The improvement to Pearl Street includes adding 5-foot sidewalks on the west side of the street. She went on to explain that these sidewalks will be ADA compliant and will function as the primary pedestrian path. The revised cross sections reduce the permanent real property acquisition from approximately 16,800 square feet to 2,600 square feet. Additionally, the revised design uses less than the standard curve radius to minimize the impacts to 122 Stevens Street.

Ms. Parr further explained that Grant Funding requires compliance with ORS 366.514 (Pedestrian and Bicycle Bill), which directs construction of bike lanes and sidewalks. And Medford Municipal Code 10.500 does require sidewalks to be included on all developments and placement on both sides of the street. She

Planning Commission Study Session Minutes December 22, 2025

went on to notify the Commissioners that the updated plans for the Transportation Facility will be heard at the January 8, 2026, Planning Commission meeting and the City Council meeting on February 4, 2026.

Commissioner Pulver requested clarification on if bike lanes and sidewalks are needed on both sides of the street. Ms. Parr deferred to Deputy City Engineer, Dennis Hart. Mr. Hart stated they are required on both sides of the street. Mr. Pulver inquired if this requirement is per the Grant Funding or the Medford Municipal Code. Mr. Hart stated it is required for both the Oregon Revised Statute and Medford Municipal Code.

Commissioner Beskow inquired if without parking on the south side of the street, will there be enough room for the residents to pull into their driveway and be perpendicular to the street and not have the rear of their vehicle extending onto the sidewalk. Ms. Parr deferred to Mr. Hart. Mr. Hart explained there are numerous locations where the properties are not impacted by the current proposal, of those properties they can park their car perpendicular. The other properties will be parking curbside on the adjacent streets and a couple other residences will pull in off an alley and park parallel to their property like they currently do. Mr. Beskow further inquired if with the 90-foot radius curve on Wabash Avenue and Stevens Street, will the two residents be able to safely make a left-hand turning movement into their driveways and have enough site distance around the curve. Mr. Hart explained the site distance will be removed with the construction of the project because the vegetation wall that exists will be gone.

Chair Culbertson stated he likes this plan better than the previous plan, it addresses a lot of the concerns the Commission and neighbors had, except for the on-street parking. Commissioner Pulver stated his concerns with the elimination of the on-street parking, but feels this new plan is progress.

Commissioner Bennett inquired if the previously proposed improvements to Oregon Terrace have been removed just from this project or all together. Ms. Parr explained the improvements to Oregon Terrace have only been removed from this project.

Commissioner Thomas expressed his concerns about the parking situation but requested clarification on the requirement of bike lanes on both sides of the street.

Commissioner McManus requested an example of other improvements that include the same guardrails and that there weren't any deviations requested from City Council or other Commissions. City Engineer, Alex Georgevitch stated he is unaware of any high order street that we have put bikes lanes on only one side of the street. He went on to explain to the Commissioners it is their recommendation to City Council; therefore, they can recommend adding parking to one side and City Council can make the decision.

Commissioner Beskow inquired do sharrows qualify as a bicycle facility. Mr. Georgevitch stated they qualify for providing bike access as a means of communication to the motorist, but he doesn't believe they qualify per the Oregon Bike and Ped Plan or State law. Mr. Hart further elaborated, ORS 366.514 points to the Oregon Bike and Ped Plan and they used the skinniest bike lane they could with curbing.

**Planning Commission Study Session Minutes
December 22, 2025**

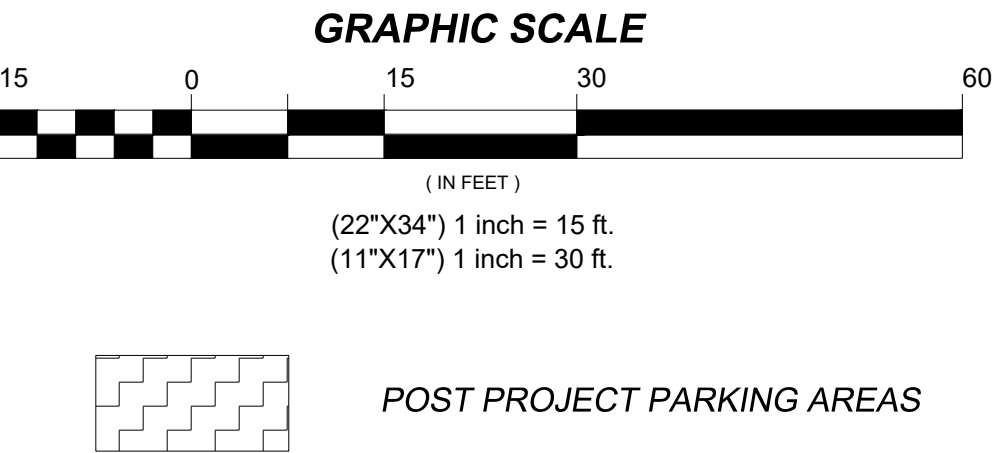
Carla Paladino asked if the Commissioners could provide Staff with any questions they might have before the January 8, 2026, Planning Commissioner meeting, to help them better prepare with answers. Ms. Parr asked the Commissioners if it would be helpful, if possible, to assess the parking impact. Mr. Culbertson stated he felt that would be very helpful. Mr. Hart stated they can give an example of where they can park after the improvements have been completed.

There being no further business, this study session adjourned at 12:32 p.m.

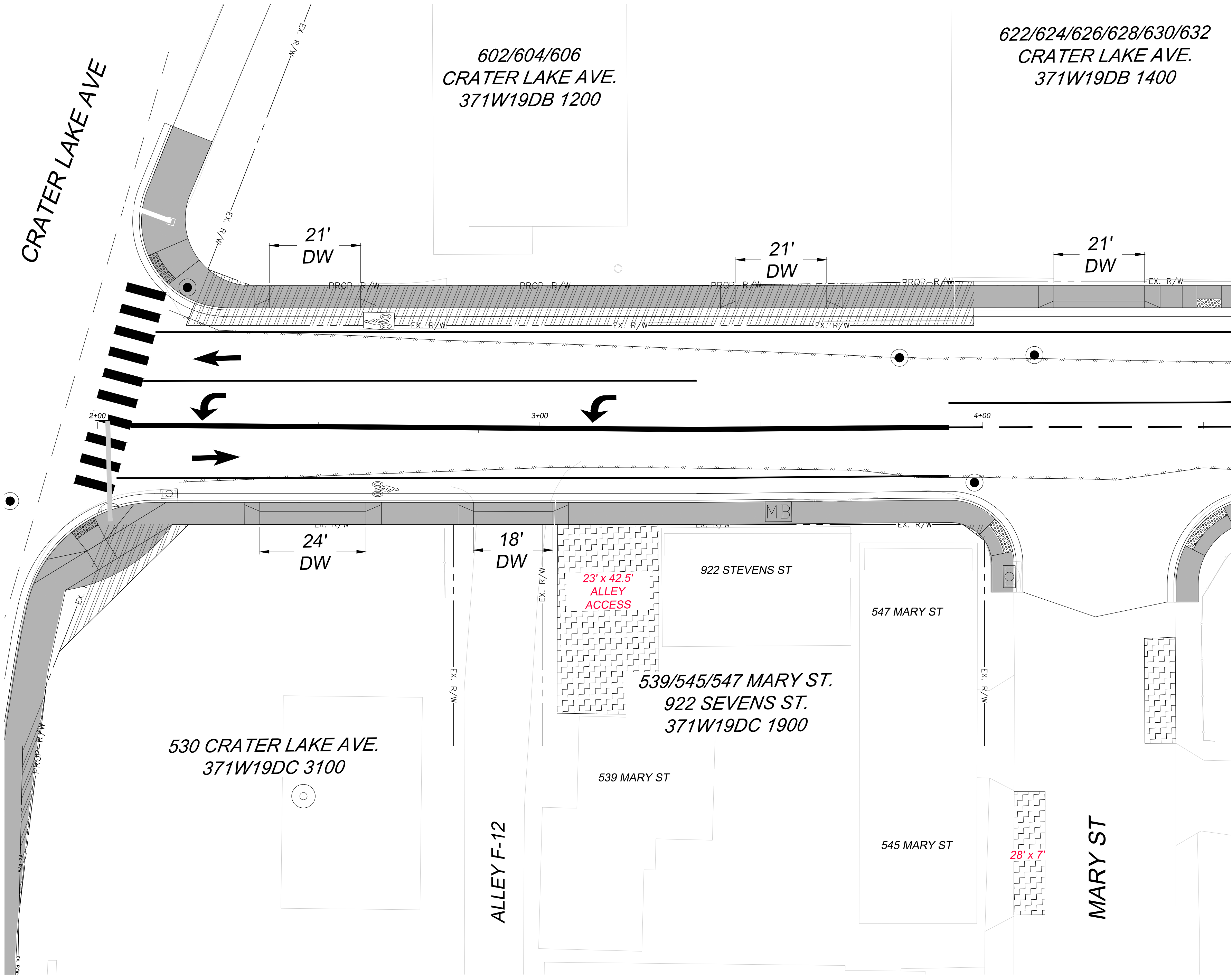
The City Recorder maintains a record of these proceedings with the agenda, minutes and documentation associated with this meeting.

A handwritten signature in black ink, appearing to read 'Kali Ochoa', written over a horizontal line.

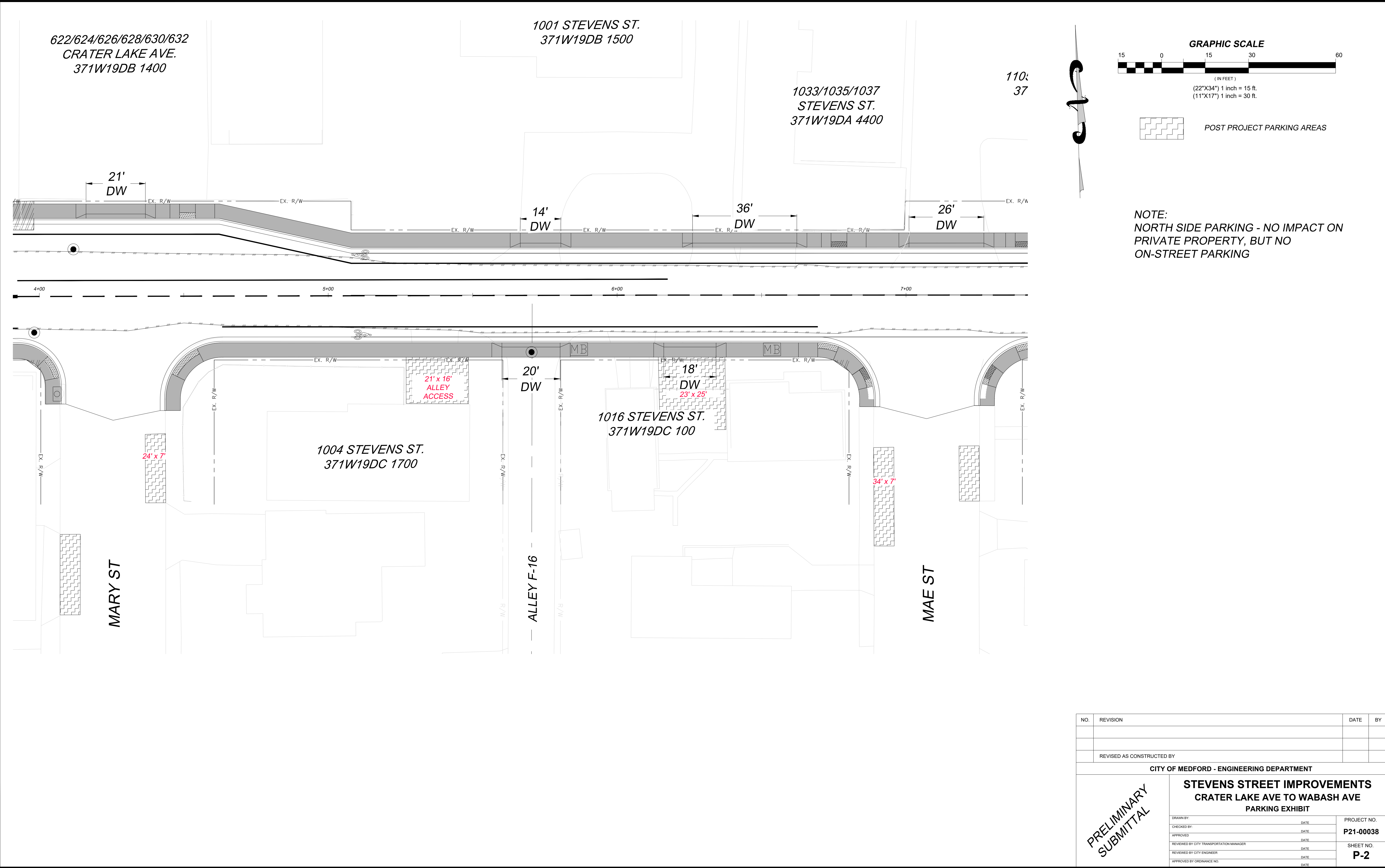
Kali Ochoa
Recording Secretary



NOTE:
NORTH SIDE PARKING - NO IMPACT ON
PRIVATE PROPERTY, BUT NO
ON-STREET PARKING

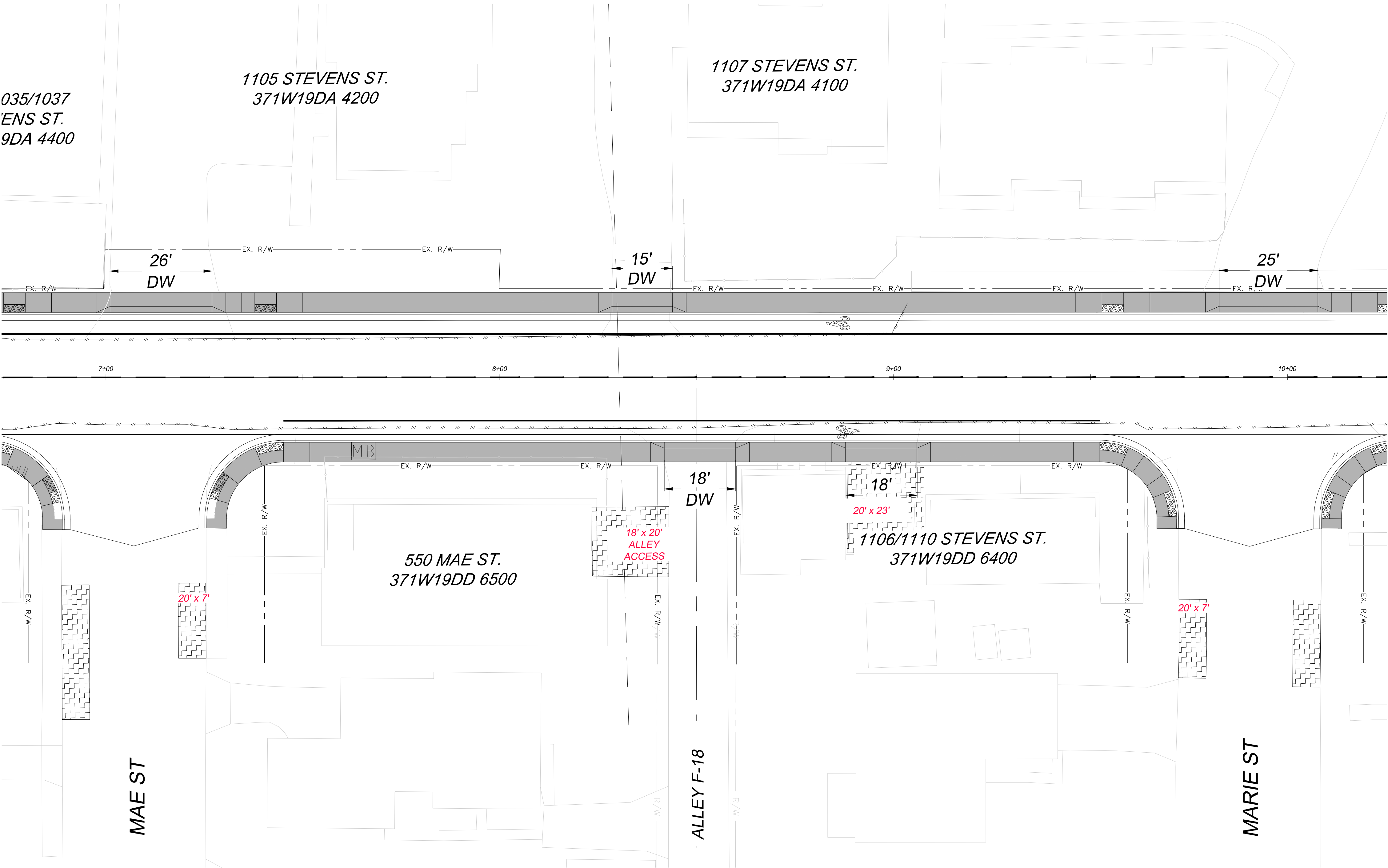
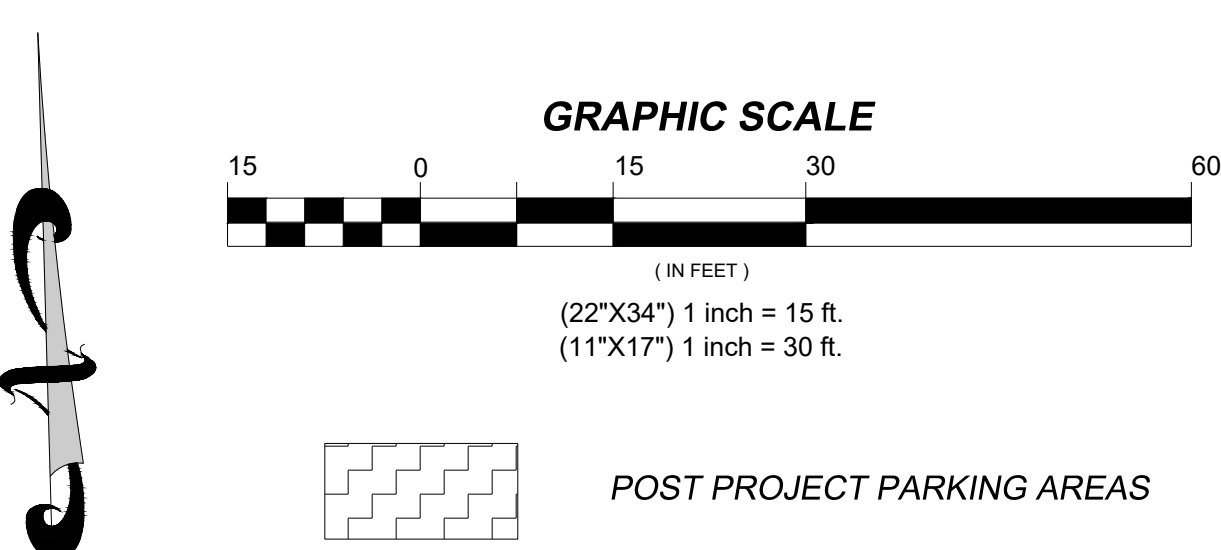


NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE PARKING EXHIBIT	
		DRAWN BY: _____ DATE: _____	PROJECT NO. _____
		CHECKED BY: _____ DATE: _____	P21-00038
		APPROVED _____ DATE: _____	SHEET NO. _____
		REVIEWED BY CITY TRANSPORTATION MANAGER _____ DATE: _____	P-1
		REVIEWED BY CITY ENGINEER _____ DATE: _____	
		APPROVED BY ORDINANCE NO. _____ DATE: _____	



NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		PROJECT NO. P21-00038	
		SHEET NO. P-2	
		DRAWN BY: _____ DATE: _____	
		CHECKED BY: _____ DATE: _____	
		APPROVED BY CITY TRANSPORTATION MANAGER _____ DATE: _____	
STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE PARKING EXHIBIT		REVIEWED BY CITY ENGINEER _____ DATE: _____	
		APPROVED BY ORDINANCE NO. _____ DATE: _____	

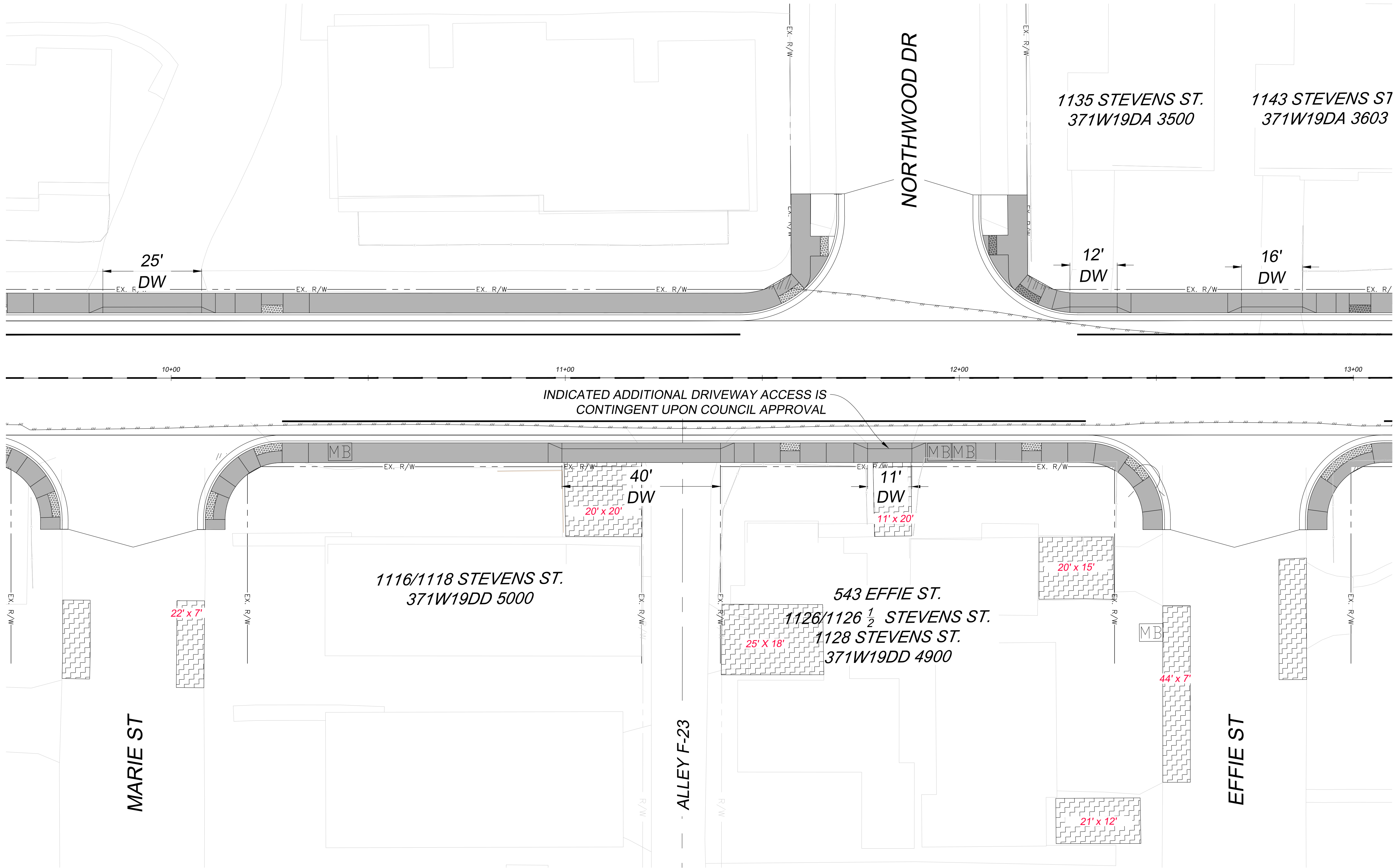
Drawing Name: P:\Land Projects 3\IP21-00038 Stevens Street Improvements, CLA To Wabash\IP21-00038 Stevens Street (Parking Impact 12-30-35).dwg Jan 15, 2026 - 5:15pm



NOTE:
NORTH SIDE PARKING - NO IMPACT ON
PRIVATE PROPERTY, BUT NO
ON-STREET PARKING

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE PARKING EXHIBIT	
		DRAWN BY: _____	PROJECT NO. _____
		CHECKED BY: _____	P21-00038
		APPROVED _____	SHEET NO. _____
		REVIEWED BY CITY TRANSPORTATION MANAGER _____	P-3
		REVIEWED BY CITY ENGINEER _____	
		APPROVED BY ORDINANCE NO. _____	

Drawing Name: P:\Land Projects 3\P21-00038 Stevens Street Improvements, CLA To Wabash\IP21-00038 Steven Street (Parking Impact 12-30-25).dwg Jan 15, 2026 - 5:15pm



GRAPHIC SCALE

15 0 15 30 60

(IN FEET)

(22"x34") 1 inch = 15 ft.
(11"x17") 1 inch = 30 ft.

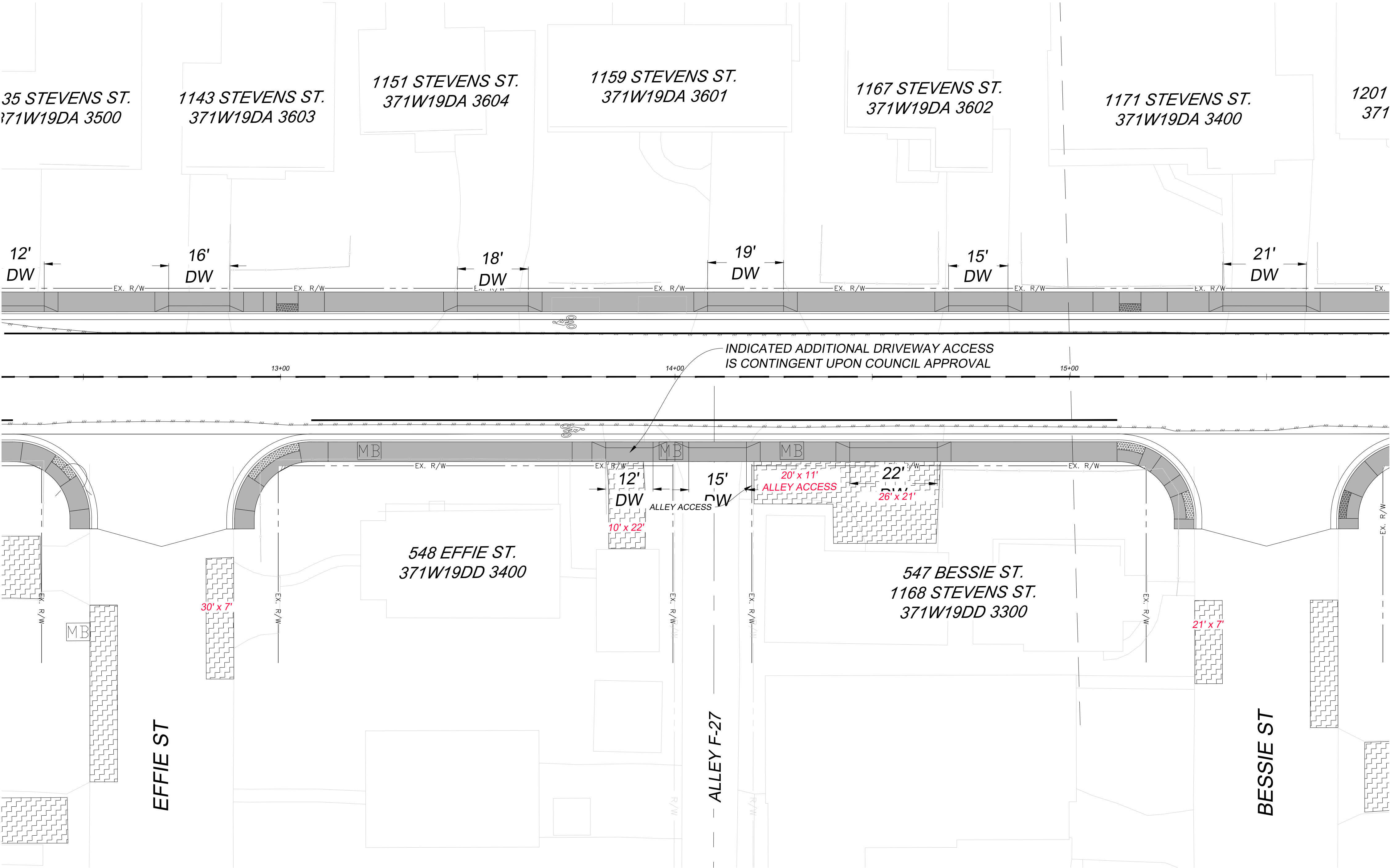
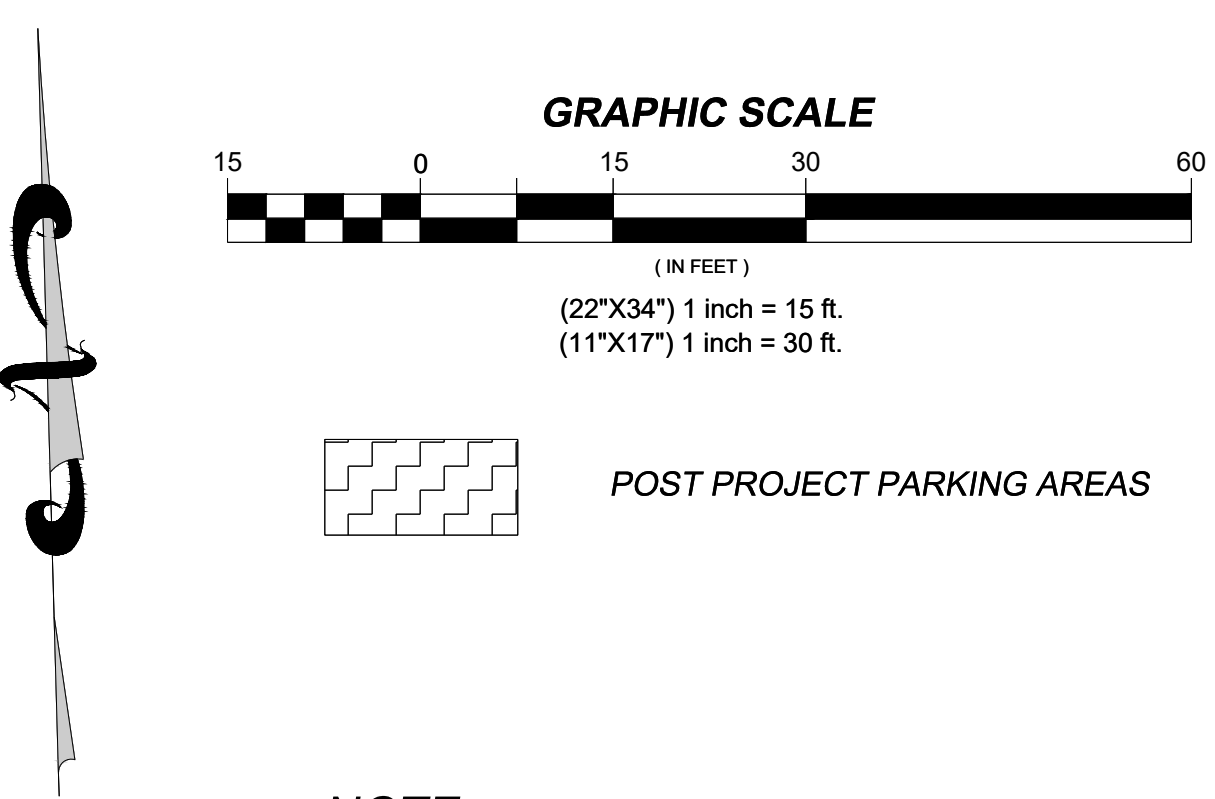
POST PROJECT PARKING AREAS

NOTE:
NORTH SIDE PARKING - NO IMPACT ON
PRIVATE PROPERTY, BUT NO
ON-STREET PARKING

INDICATED ADDITIONAL DRIVEWAY ACCESS IS
CONTINGENT UPON COUNCIL APPROVAL

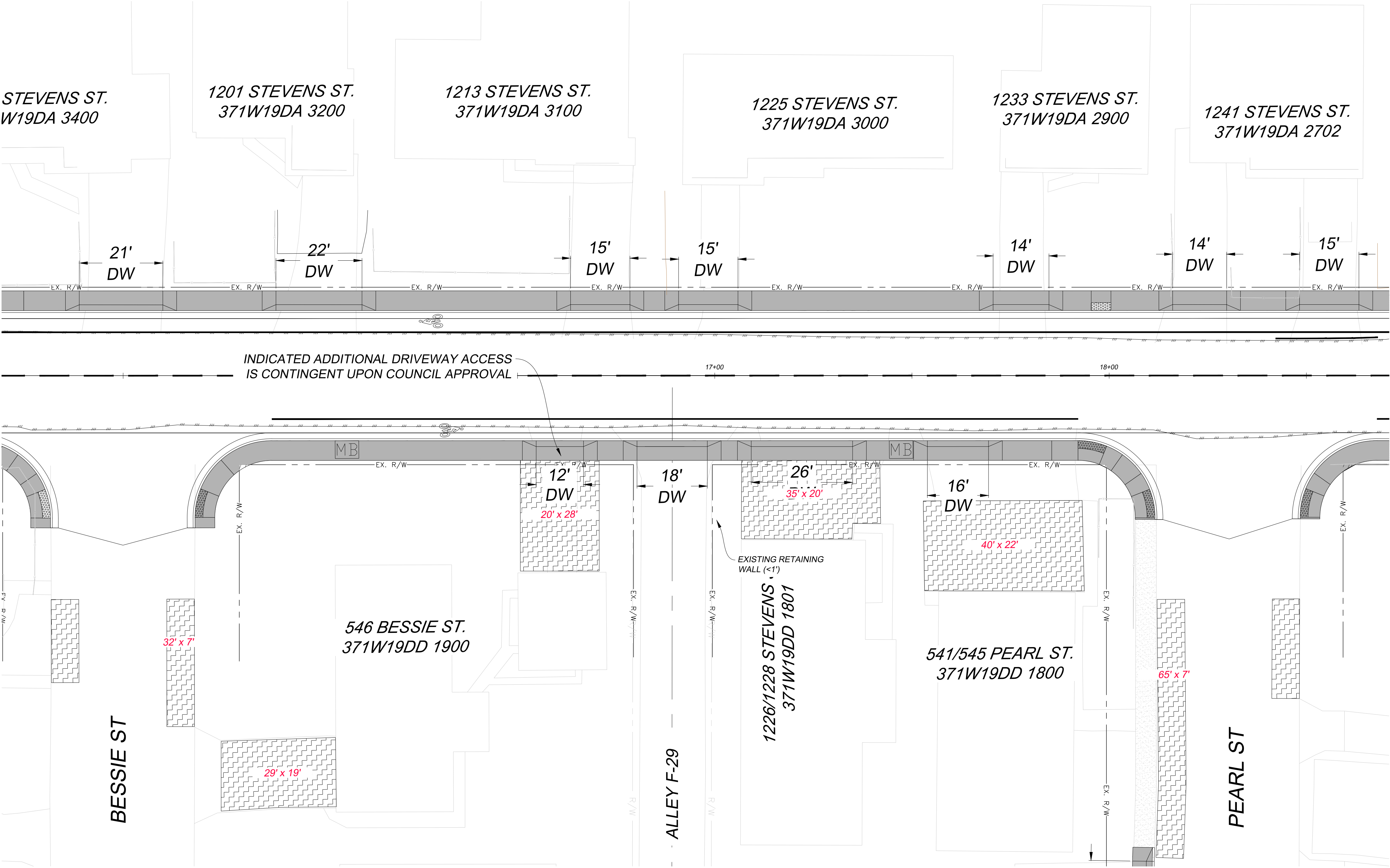
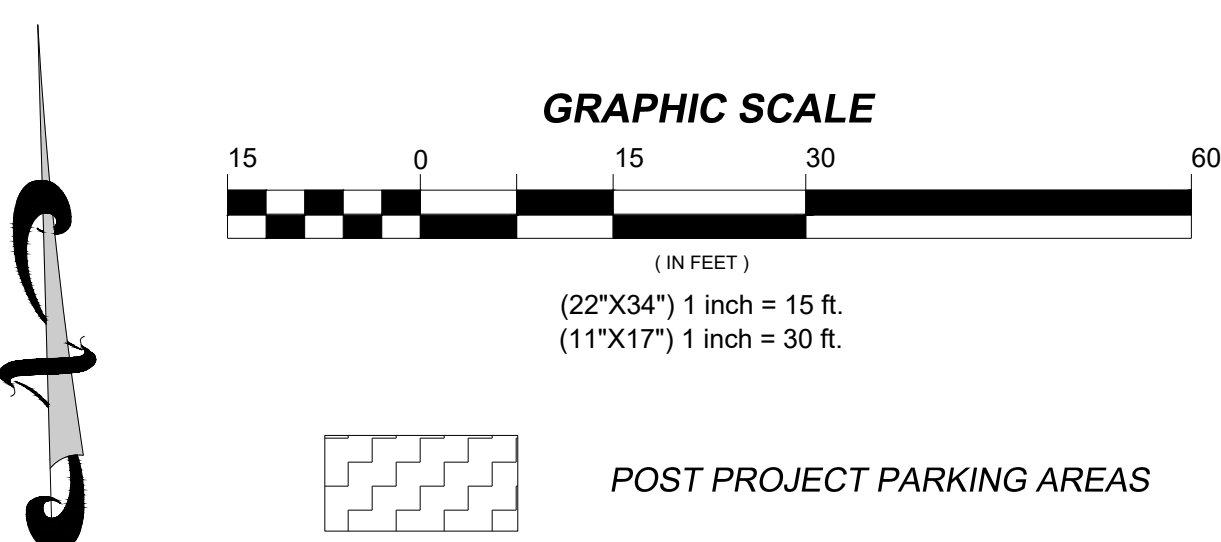
PRELIMINARY
SUBMITTAL

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		PROJECT NO.	
		P21-00038	
		SHEET NO.	
		P-4	
		DATE	
DRAWN BY:		DATE	
CHECKED BY:		DATE	
APPROVED		DATE	
REVIEWED BY CITY TRANSPORTATION MANAGER		DATE	
REVIEWED BY CITY ENGINEER		DATE	
APPROVED BY ORDINANCE NO.		DATE	



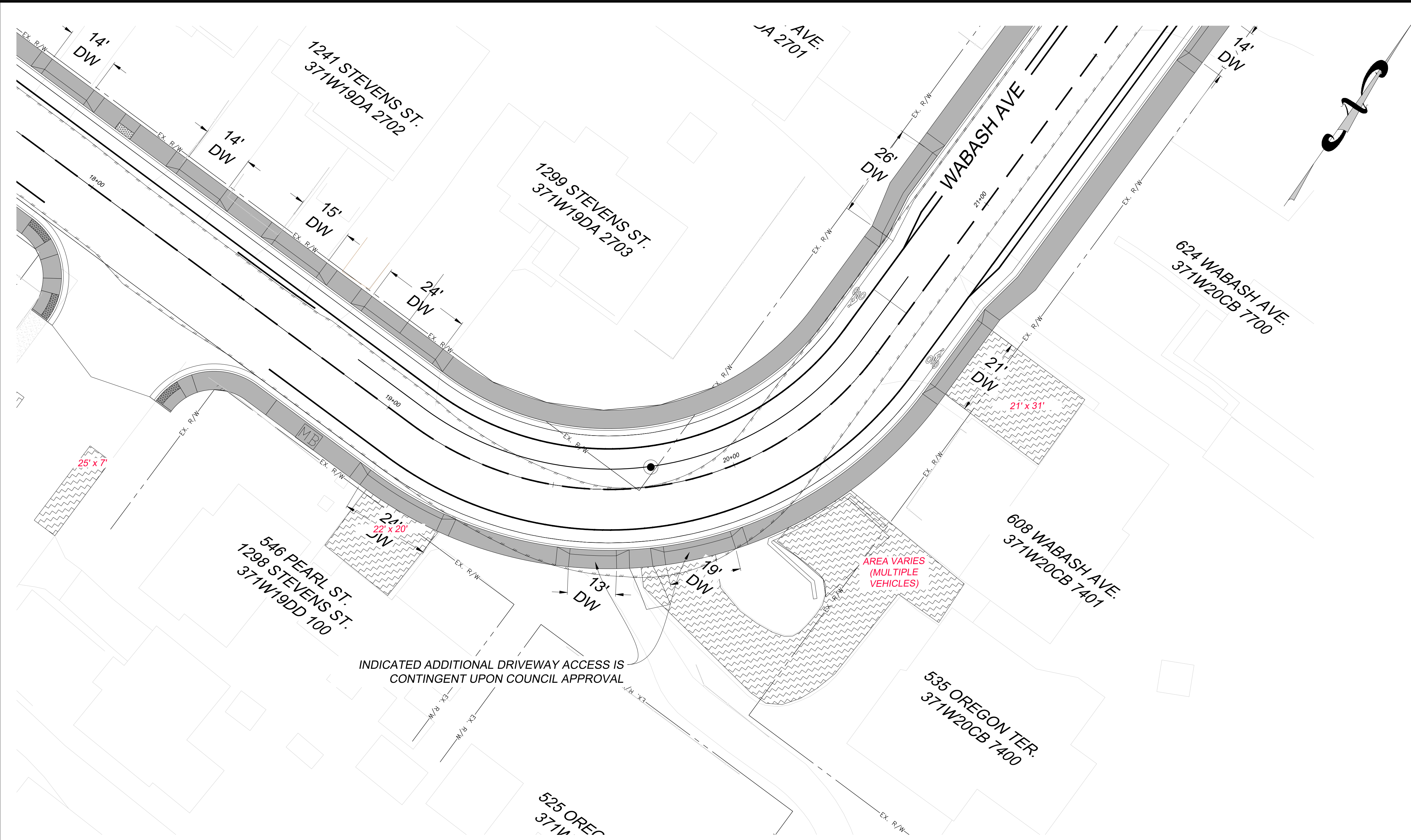
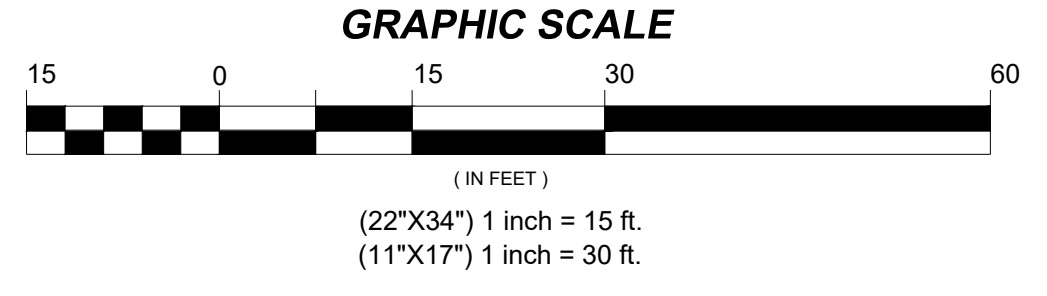
NOTE:
NORTH SIDE PARKING - NO IMPACT ON
PRIVATE PROPERTY, BUT NO
ON-STREET PARKING

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		PROJECT NO.	
		P21-00038	
		SHEET NO.	
		P-5	
		DATE	
DRAWN BY:		DATE	
CHECKED BY:		DATE	
APPROVED		DATE	
REVIEWED BY CITY TRANSPORTATION MANAGER		DATE	
REVIEWED BY CITY ENGINEER		DATE	
APPROVED BY ORDINANCE NO.		DATE	



NOTE:
NORTH SIDE PARKING - NO IMPACT ON
PRIVATE PROPERTY, BUT NO
ON-STREET PARKING

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE PARKING EXHIBIT	
		DRAWN BY: _____	PROJECT NO. _____
		CHECKED BY: _____	P21-00038
		APPROVED _____	SHEET NO. _____
		REVIEWED BY CITY TRANSPORTATION MANAGER _____	P-6
		REVIEWED BY CITY ENGINEER _____	
		APPROVED BY ORDINANCE NO. _____	



NOTE:
NORTH SIDE PARKING - NO IMPACT ON
PRIVATE PROPERTY, BUT NO
ON-STREET PARKING

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE PARKING EXHIBIT	
		DRAWN BY: _____	PROJECT NO. _____
		CHECKED BY: _____	P21-00038
		APPROVED _____	SHEET NO. _____
		REVIEWED BY CITY ENGINEER _____	P-7
		APPROVED BY ORDINANCE NO. _____	DATE _____

MEMORANDUM

TO: City Engineering and Transportation Staff
FROM: Allen Moreland, Deputy City Attorney
DATE: December 26, 2025
SUBJECT: **Legal Requirements for Bicycle Facilities:
Stevens Street and Wabash Avenue Upgrade**

I. Purpose

This memorandum addresses the legal requirements for bicycle facilities on Stevens Street and Wabash Avenue for the upcoming upgrade project extending from Crater Lake Avenue to Ridge Way. Given our contractual obligations under Congestion Mitigation and Air Quality (CMAQ) Grant Agreement No. MCA73000-00025970 and the mandates of Oregon law, we must ensure the project design provides complete, context-appropriate bicycle facilities that serve all users.

II. Mandatory Statutory Requirement (ORS 366.514)

The Oregon Bicycle and Pedestrian Bill (ORS 366.514) mandates that bicycle trails “shall be provided” whenever a road, street, or highway is constructed, reconstructed, or relocated.

- **Definition:** Under ORS 366.514(5), a “bicycle trail” is defined as “a publicly owned and maintained lane or way designated and signed for use as a bicycle route.”
- **Context-Appropriate Standards:** The Oregon Bicycle and Pedestrian Bill Screening Flow Chart (Step 4 & 5) requires “complete, context appropriate” bikeways. For urban Minor Collector streets like Stevens Street east of Crater Lake Avenue, appropriate facilities are generally bike lanes. Stevens Street west of Crater Lake Avenue is a Major Collector where buffered bike lanes are standard practice to provide greater separation from higher traffic volumes.
- **Specific Location Requirement:** Oregon case law (*Bicycle Transportation Alliance v. City of Portland*, 133 Or App 422, 891 P2d 692 (1995)) clarifies that jurisdictions cannot satisfy ORS 366.514 through general expenditures elsewhere. The statute requires bicycle facilities where the specific reconstruction occurs.
- **Presumption of Need:** Under Oregon law, “need” for bicycle facilities is legislatively presumed. If the City proposes to omit facilities, the burden of proof rests entirely on the City to rebut this presumption with well-documented evidence that the facility is either contrary to safety or excessively disproportionate in cost (ORS 366.514(2)).

III. Contractual Compliance and CMAQ Funding

Medford explicitly agreed in Grant Agreement No. MCA73000-00025970, Section 11(i), to “comply with the requirements of ORS 366.514, Use of Highway Fund for footpaths and bicycle trails.”

- **CMAQ Purpose:** The CMAQ program funds projects that reduce air pollution by encouraging zero-emission travel modes. The City’s application identified this project

as a critical connection to Hedrick Middle School, emphasizing the need to facilitate mode shift from driving to bicycling for school-aged children.

- **Grant Compliance:** To achieve the promised emission reductions, the facility must be safe and comfortable enough to encourage actual mode shift. A facility design that creates high-stress conditions for vulnerable users like children would undermine the grant's environmental objectives and potentially constitute non-compliance with grant terms.

IV. Regulatory Consistency and State Policy

Under the Transportation Planning Rule (OAR 660-012-0050), local projects must be consistent with the Oregon Bicycle and Pedestrian Plan (OBPP).

- **Prohibition of Degradation:** OBPP Strategy 3.2F explicitly states: "When an existing roadway is realigned, restriped, or a cross-section modified, pedestrian and bicycle capacity should not be degraded; the width of bike lanes or sidewalks will not measure any smaller than the original width of such facility prior to roadway realigning, restriping, or cross-section modification."
- **Complete Facilities:** For bidirectional collector streets, appropriate facilities serve users traveling in both directions. Specific facility widths and design details for the project are provided in the Conclusion section.

V. Analysis of the Bike Bill Screening Process

The Oregon Bicycle and Pedestrian Bill Screening Flow Chart provides the state's official process for determining ORS 366.514 compliance:

- **Step 3 – Triggering Event:** The project includes "construction, reconstruction, or relocation" activities, triggering ORS 366.514 requirements.
- **Step 4 & 5 – Complete Facilities:** The project must provide "complete, context appropriate" walkways and bikeways. For urban areas on collector streets, appropriate facilities are generally bike lanes or buffered bike lanes according to the Oregon Bicycle and Pedestrian Design Guide.
- **Step 6 – Exemptions:** The City may only omit bicycle facilities if it can demonstrate with well-documented evidence that the facilities would be contrary to public safety or excessively disproportionate in cost. Any such determination must undergo public review.

VI. Conclusion

The project must provide context-appropriate bicycle facilities consistent with ORS 366.514, the CMAQ Grant Agreement, the Oregon Bicycle and Pedestrian Plan and the Oregon Bicycle and Pedestrian Design Guide. On Stevens Street east of Crater Lake Avenue and Wabash Avenue, the Medford Municipal Code requires 6-foot bike lanes; however, the upgrade project proposes 5-foot bike lanes due to right-of-way constraints, as permitted by the Oregon Bicycle and Pedestrian Design Guide.

Unless the City develops a well-documented design exception that satisfies the statutory exemption criteria and passes public review, failure to provide these facilities constitutes:

- A violation of ORS 366.514;
- A breach of CMAQ Grant Agreement No. MCA73000-00025970; and
- Inconsistency with the Oregon Bicycle and Pedestrian Plan.

The project scope should be designed to ensure complete, safe, and legally compliant bicycle facilities that serve all users of these bidirectional collector streets.

Kristin Adams

535 Oregon Terrace
Medford, OR 97504
[REDACTED]
[REDACTED]

Date: January 8, 2026

To: City of Medford Planning Commission

Subject: Written Comments for Planning Commission Meeting (11/13/25) – [File Number: TF-25-263]

My name is Kristin Adams, owner of the property at 535 Oregon Terrace. The front of our property faces Wabash Street and therefore will be impacted by the Stevens Street improvement project. I attended and provided comments at the last meeting, and appreciate the Commission's response to the public concern raised at that meeting. I believe that the revised project plans represent a step in the right direction, but there may still be some adjustments that are necessary to reduce the impact to residents.

Based on the newly proposed plans (Sheet TF3) our property would lose access to a full pull through driveway. This pull through driveway is essential to make sure we can safely enter and exit the front of our property with the multiple trailers that we own, as well as access the garage. I have been told by the various contact persons for this project that engineers "will work with" property owners to find solutions, so I am hoping that promise will be upheld and that the plans for our property can be modified to include a second driveway.

It is a great relief that Oregon Terrace is no longer being considered as a connection to Stevens and Wabash. I appreciate that the Commission recognized that this proposal was unreasonable in terms of cost, safety, and impact to property owners on Oregon Terrace. I do not see any future circumstances that would necessitate this connection, especially once the upgrades to Pearl Street are installed. For this reason it is my suggestion that this project be removed from the city's master transportation plan so that residents on this street are not left in limbo with concerns that this project could pop up again in the future.

Thank you for considering the public comments and I hope that you will make the necessary changes based on our feedback.

Sincerely,

Kristin Adams

608 WABASH AVE.
371W20CB 7401

535 OREGON TER.
371W20CB 7400

EXSTG PEDESTRIAN PATH TO REMAIN

PROPOSED 5' BIKE LANE

DW 14ft

21' DW

EX. R/W

18.5%

MATCH EXTG.

20+00

PROPOSED 5' BIKE LANE

EX. R/W

QUISION ST.
4 2703

CD $\approx 600 \text{ ft}^2$

EX. R/W

4'-EX. R/W

I am against the most current Stevens Street project proposal. The Grant that has been acquired to do this project has requirements that don't work for this street. Stevens street is a street lined with mainly houses, which were built in the 50's. These houses aren't set far back, like some houses on other streets in Medford. I believe a sidewalk is all that this street can handle. I think a sidewalk would add value to these houses, plus it would be safer for people who want to walk. Putting in a sidewalk, AND a bike lane, is going to have an opposite effect. Having both a bike lane and a sidewalk is going to encroach too closely next to the residents houses. Also, the residents will lose parking. The value of these properties will go down, because who wants to live in a house with a sidewalk a couple feet from their front window. Closer access to peoples' houses will raise the risk of crime. Putting in sidewalks, AND bike lanes, will only degrade this residential area. Like Main Street, these houses will go the way of commercial, business buildings, with parking in the back. I don't want that and the City shouldn't either. At a time when there is a housing shortage, we need to keep these as residential houses. The City is spending a lot of time and effort trying to make a project work, which is not suitable for the location, all because the Grant has too many requirements. If more thought had been put into what this Grant required ahead of time, we might not be debating this project. I believe there is one choice. Don't do the project. Get funding at a later date for the things that matter, and people want.

Enclosed is a picture of a house on Stevens Street that would be adversely effected by putting in a sidewalk AND bike lane. The residents in the picture are measuring 10 feet from the street, which is the width of a bike lane and sidewalk. As you can see, the sidewalk would be within a few feet of this residences front porch. There are more houses on Stevens street that are close to the road, just like this one.

Denise Strejc



PLANNING COMMISSION MEETING MINUTES



MEDFORD
OREGON



January 8, 2026

5:30 p.m.

Medford City Hall, Council Chambers

411 W. 8th Street, Medford, Oregon

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

Chair Mark McKechnie, Vice Chair David Culbertson, Commissioners Rachel Bennett, Jared Pulver, Larry Beskow, EJ McManus, Jeff Thomas and James (Jim) Wallan; Assistant Planning Director Kelly Akin, Deputy City Attorney Allen Moreland, Public Works Development Services Manager Doug Burroughs, Principal Planner Carla Paladino, City Engineer Alex Georgevitch, Deputy City Engineer Dennis Hart, Planner III Dustin Severs, Planner III Kegen Benson, Planner II Kayla Parr, and Recording Secretary Kali Ochoa.

10. Roll Call

20. Consent Calendar/Written Communications

There were none.

30. Approval or Correction of the Minutes from the December 11, 2025, Meeting

The minutes were approved as submitted.

40. Oral Requests & Communications from the Audience

There were none.

50. Public Hearings

Allen Moreland, Deputy City Attorney, read the Quasi-Judicial statement.

Continuances:

50.1 LDS-25-057/ZC-25-058/E-25-059 Consideration of a request for tentative plat approval for a 72 lot residential subdivision consisting of single-family, duplex, triplex and cottage style units. The site consists of two parcels totaling approximately 15.07 acres and is currently zoned SFR-4 and MFR-20. The SFR-4 zoned area is proposed to be re-zoned to SFR-6. The site is located south of E McAndrews Road, west of Springbrook Road and immediately east of N Berkeley Way. **Applicant/Agent:** Berkeley, LLC; **Planner:** Steffen Roennfeldt. **Staff has requested to continue this item to the January 22, 2026, Planning Commission meeting.**

Mr. McKechnie inquired if any person or persons in attendance cannot attend the January 22, 2026, Planning Commission meeting and wishes to offer testimony. There were none.

Motion: Move to continue LDS-25-057/ZC-25-058/E-25-059 to the January 22, 2026, Planning Commission meeting.

Planning Commission Meeting Minutes January 8, 2026

Moved by: Vice Chair Culbertson Seconded by: Commissioner Pulver

Roll Call vote: 8-0-0 Chair McKechnie, Vice Chair Culbertson and Commissioners Pulver, Beskow, Bennett, Thomas, Wallan and McManus voted yes. Motion passes.

Old Business:

50.2 TF-25-263 A Transportation Facility application to upgrade Stevens Street and Wabash Avenue, extending from Crater Lake Avenue to Ridge Way. The project seeks to modify the Minor Collector Street cross section within a constrained right-of-way. Sidewalk improvements are also proposed for the west side of Pearl Street from Stevens Street to Saling Avenue.

Applicant/Agent: City of Medford; **Planner:** Kayla Parr.

Chair McKechnie reminded everyone the Public Hearing is still open.

Kayla Parr, Planner II, presented a brief staff report describing the project and changes made. Staff recommends a favorable recommendation to City Council.

Commissioner Culbertson inquired if there was any consideration to request an exception to having bike lanes on both sides of Stevens Street to help with the loss of on street parking. Ms. Parr deferred to Deputy City Engineer Dennis Hart. Mr. Hart explained there was not an analysis done, the criteria set up options where the conditions are not there to support the parking but would defer to Legal to answer how the loss of parking could be assessed. Deputy City Attorney Allen Moreland explained the way they understand the statute, Bicycle Pedestrian Plan; as well as the grant funding, bike lanes are required on both sides of the street without an exceptional circumstance to request an exception.

Commissioner Thomas expressed his concern about the bike lanes and loss of on street parking. Mr. Thomas went on to explain he is uncomfortable sending a favorable recommendation without finding out what threshold needs to be met to request an exception. Mr. Moreland stated they can look at this further and come back.

Commissioner Bennett reviewed the statute and explained there are other criteria within the statute which seem to support an analysis to determine the amount of street parking that will be lost, which was the original ask from the study session on December 22, 2025.

Commissioner Beskow thanked staff for providing the depth of the driveways that will be left after the improvements. He inquired if the driveway between the alley and Bessie Street takes access off the alley rather than Stevens Street. Mr. Hart explained there are numerous locations where there is only parking provided off the alley.

Chair McKechnie inquired if there is a reason they are not putting sidewalk on the east side of Pearl Street. Mr. Hart explained the impacts on the properties on the east side would be more

Planning Commission Meeting Minutes January 8, 2026

severe. He went on to explain there are 12-foot of right-of-way on each side, but the grade difference is substantial going west to east; therefore, retaining walls and large cuts would be needed to put a sidewalk on the east. Mr. McKechnie inquired about a public comment referring to the loss of their double driveway, and whether there were certain criteria that required that or if it was done for convenience. Mr. Hart explained the topography, when the sidewalk is in place there will be a foot and a half vertical cut to the existing driveway, which is 20 percent, so to make the driveway match it will need to be 30 percent; therefore, eliminating the driveway, raising the area for a level turnaround area so they can have a hammerhead style driveway and the resident will exit down the south driveway that exists.

Commissioner McManus requested clarification about how they came up with the updated plan and how it differed. Mr. Hart stated they heard the public comments and concerns about parking and safety; therefore, the options afforded them to eliminate the on-street parking and that was what they did.

Commissioner Wallan inquired if the mature trees on Pearl Street will be removed to add the sidewalks. Mr. Hart stated they will be removed.

City Engineer Alex Georgevitch explained they put an application in with Metropolitan Planning Organization (MPO) using Congestion Mitigation and Air Quality (CMAQ) funding, the state law has language that allows for exceptions, but our grant application showed two bike lanes to follow the code and our TSP requirements, but CMAQ requires bike and pedestrian amenities, or we would not be eligible. Mr. Georgevitch went on to explain if the commission's desire is to remove the bike lanes and/or sidewalks, the funds would likely need to be returned to MPO. Commissioner Thomas inquired how much the grant funding was. Mr. Georgevitch stated it was \$2.7 million dollars originally. Commissioner Wallan inquired what the total project budget is. Mr. Georgevitch stated the budget is approximately \$4.2 million; however, that was the previous design, this new design reduces that amount, but we have not reanalyzed the cost because we removed Oregon Terrace and added Wabash Avenue. Mr. Georgevitch informed the Commissioners, if they see a need for parking to be reintroduced, they could include parking in their recommendation to City Council.

Commissioner Pulver requested clarification if on-street parking was included the right-of-way would be acquired from the northerly properties. Mr. Georgevitch deferred to Mr. Hart. Mr. Hart explained the difference between the original 16,000 square-foot design and the modified 2,600 square-foot, the acquisition is no longer there because the on-street parking was removed. The original acquisition was solely from the northern properties for parking on the south.

Chair McKechnie inquired if there were any persons in the audience who would like to speak. The following testimony was provided:

Planning Commission Meeting Minutes January 8, 2026

Kristen Adams, 535 Oregon Terrace, supports the removal of Oregon Terrace from the project but expressed concerns with the partial loss of her driveway access, and suggested removal of this project.

Denise Stejc, 519 Oregon Terrace, expressed support for the removal of Oregon Terrace, but still had concerns about the proximity of public improvements to private property on Stevens Street.

Liz Hardy, 625 Wabash Ave, expressed support for the project, especially the addition of sidewalks on Stevens Street.

The public hearing was closed.

Motion: Based on the Findings and Conclusion that all applicable criteria are satisfied, forward a favorable recommendation for approval of TF-25-263 to the City Council, per the Staff Report dated December 31, 2025, including:

- All Exhibits

Moved by: Vice Chair Culbertson Seconded by: Commissioner Pulver

Commissioner Pulver is conflicted and supports some of the modifications but continues to be concerned with eliminating the on-street parking and how that will affect the streets around Stevens Street.

Commissioner Beskow would support a motion with parking on the north side.

Chair McKechnie stated it is impossible to please everyone but feels staff have worked diligently to stay within the right-of-way and supports the recommendation.

Commissioner Thomas supports improving the street but is concerned about eliminating parking on one street and overflowing to another street without their input.

Commissioner Wallan expressed concerns with grant funding dictating to us what we do and do not need without any sort of analysis.

Commissioner Bennett supports the project and appreciates the modifications staff have made. Ms. Bennett indicated the bike lanes are in line with the City's overall goals to have additional transportation that is not centered around vehicles for long term environmental sustainability.

Commissioner Culbertson applauded staff with how they modified the project based on public comments and the commission's suggestions. Mr. Culbertson is still concerned with the

Planning Commission Meeting Minutes January 8, 2026

elimination of on-street parking, but feels the modifications made are sufficient to go on to City Council and allow them to make the decision. Mr. Culbertson supports sending a favorable recommendation to City Council.

Roll Call vote: 5-3-0 Chair McKechnie, Vice Chair Culbertson, Commissioners Bennett, McManus, and Beskow voted yes. Commissioners Pulver, Thomas and Wallan voted no. Motion passes.

New Business:

50.3 ZC-25-370 Application proposing a zone change from SFR-00 (Single Family Residential, one dwelling unit per lot) to SFR-10 (Single Family Residential, ten dwelling units per gross acre) for a single parcel (372W35AC, TL 2200), comprising approximately 0.5 acres (Gross: 0.57 acres) located at 1320 Thomas Rd in west Medford. **Applicant:** Acrey Properties, LLC; **Agent:** Scott Sinner Consulting Inc; **Planner:** Kegen Benson.

Chair McKechnie inquired if any Commissioners have any ex parte communication or conflicts of interest they would like to disclose.

Chair McKechnie stated Mr. Sinner is his neighbor, but that will have no impact on his decision.

Chair McKechnie inquired if any person or persons in attendance wished to question the Commission as to conflicts of interest or ex parte contacts. There were none.

Kegen Benson, Planner III, presented a brief staff report describing the project including removal of conditions three and four. Staff recommends approval.

Commissioner Bennett inquired about a possible typo on the map. Mr. Benson explained he also caught the typo, and it will be updated with the Commission Report that will follow at the next meeting.

The public hearing was opened, and the following testimony was provided:

Scott Sinner, with Scott Sinner Consulting, located at 4401 San Juan Drive, Medford, representing the applicant. Mr. Sinner gave a brief explanation of the project and requested approval.

Chair McKechnie inquired if water and sewer were already connected. Mr. Sinner explained water is approximately 500-feet to the north and sewer is connected now.

Mr. Sinner reserved time for rebuttal.

The public hearing was closed.

Planning Commission Meeting Minutes January 8, 2026

Motion: Move to adopt the findings as recommended by staff and direct staff to prepare the Final Order for approval of ZC-25-370, per the Staff Report dated, December 30, 2025, including:

- Exhibits A through J
- With the removal of conditions three and four from Exhibit A

Moved by: Vice Chair Culbertson Seconded by: Commissioner Pulver

Roll Call vote: 8-0-0 Chair McKechnie, Vice Chair Culbertson, Commissioners Bennett, Beskow, McManus, Thomas, Wallan and Pulver voted yes. Motion passes.

50.4 LDS-25-374 Consideration of tentative plat approval for Phase 3 of Hidden Hills Subdivision, a proposed 16-lot (Lots 31-46) residential subdivision, consisting of ten townhouse lots and six standard lots. The property consists of a single parcel totaling approximately 2.81 acres and located south of Hidden Hills Drive and west of Wheat Ridge Drive. The property is contained within the SFR-4 zoning district and includes an RZ Administrative Mapping Overlay. **Applicant**: CLE Residential, LLC; **Agent**: Lani Hickey; **Planner**: Dustin Severs.

Chair McKechnie inquired if any Commissioners have any ex parte communication or conflicts of interest they would like to disclose.

Commissioner Thomas expressed he has a potential conflict and left the dais.

Chair McKechnie inquired if any person or persons in attendance wished to question the Commission as to conflicts of interest or ex parte contacts. There were none.

Dustin Severs, Planner III, presented a brief staff report describing the project. Staff recommends approval.

The public hearing was opened, and the following testimony was provided:

Lani Hickey, located at PO Box 785, Klamath Falls, OR 97633, representing the applicant. Ms. Hickey gave a brief explanation of the project and requested approval.

Ms. Hickey reserved time for rebuttal.

The public hearing was closed.

Motion: Move to adopt the findings as recommended by staff and direct staff to prepare the Final Order for approval of LDS-25-374, per the Staff Report dated, December 31, 2025, including:

Planning Commission Meeting Minutes January 8, 2026

- Exhibits A through N

Moved by: Vice Chair Culbertson Seconded by: Commissioner Pulver

Roll Call vote: 7-0-0 Chair McKechnie, Vice Chair Culbertson, Commissioners Bennett, Pulver, Beskow, McManus, and Wallan voted yes. Motion passes.

Commissioner Thomas returned to the dais.

60.1 Transportation Commission

Commissioner Pulver stated they have not met since their last meeting.

60.2 Site Plan and Architectural Commission

Commissioner Thomas informed the Commissioners of a new project by Rogue Valley Manor, on the ninth hole at Quail Point. Mr. Thomas explained they will be putting in more cottages and getting rid of a temporary structure that has been their clubhouse for many years and they will be building a nice new clubhouse.

60.3 Planning Department

Kelly Akin, Assistant Planning Director, reminded the Commissioners of the upcoming Boards and Commissions luncheon at Rogue-X, on January 22nd from 12:00pm to 1:30pm.

Ms. Akin went on to inform the commission of a controversial project that will be heard at their January 22, 2026, meeting. Ms. Akin explained we have received approximately 30 or so comments and expects the meeting to be a little longer than usual. She went on to notify the Commissioners they will have business through March; however, because the agenda looks fairly light on February 12, 2026, she plans on having the Planning 101 training after the hearing.

Ms. Akin provided an update on City Council business, including the re-appointment of Commissioner Beskow. She went on that City Council did approve two General Land Use Plan map amendments and they approved the street vacation on the east side of North Ross Lane where JB Steel is. City Council will be considering the Urbanization Plan the Planning Commission recommended for MD-2b between Coker Butte and Vilas at Crater Lake Avenue.

Ms. Akin reminded the Commissioners of their joint study session with City Council in March. She provided the Commissioners with some ideas to discuss with City Council. Some of the ideas she provided were Downtown Plan implementation, 2026 Planning Department work program, residential uses in commercial zones, infill strategies and cross access/shared access. Ms. Akin asked if any of the Commissioners had any ideas or items they'd like to talk about.

Planning Commission Meeting Minutes January 8, 2026

Commissioner Pulver inquired what the topic of residential uses in commercial zones entails. Ms. Akin explained there have been concerns in the past of zoning being commercial but the site being used as residential. Ms. Akin explained she wanted to provide some of these ideas and we can work with City Council to come up with an agenda.

Chair McKechnie agreed with receiving direction from City Council on infill strategies and the confusion on cross access/shared access.

Commissioner McManus requested a timeline for the upcoming projects and how it plays into everything.

Commissioner Thomas thanked Ms. Akin for including the Downtown Plan and residential uses in commercial zones because he would like more direction from City Council and at least have a conversation, so everyone is on the same page.

Commissioner Bennett suggested a discussion about the perception and reality of what information they are seeing from us or what they would like to see from Planning Commission.

Ms. Akin plans to take three or four things from the list and create an agenda for discussion.

Commissioner Pulver suggested maybe prioritizing the topics since we do not know when or if we will be able to meet with City Council. Ms. Akin stated it might be something we discuss on how often Planning Commission and City Council meet to ensure they are both on the same page.

Commissioner McManus suggested taking the top recommendations City Council has turned down and review with them, to give us a better understanding of what they are looking for.

Chair McKechnie inquired if the study session on Monday, January 12, 2026, has been cancelled. Ms. Akin stated the January 12, 2026, study session has been cancelled, but there will be business on January 26, 2026, study session.

Ms. Akin notified the Commissioners they will see a request to initiate a code amendment regarding the paint color palette in February. Ms. Akin explained the Landmarks and Historic Preservation Commission (LHPC) recently approved a motion which directs Staff to prepare an amendment to specify how to apply the base, trim and accent colors; as well as establish a minimum light reflective value for body colors on historic buildings.

70. Message and papers from the Chair

Chair McKechnie welcomed all the Commissioners back for the New Year.

80. City Attorney Remarks

**Planning Commission Meeting Minutes
January 8, 2026**

There were none.

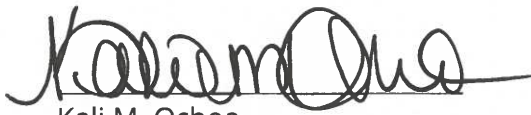
90. Propositions and Remarks from Commission

There were none.

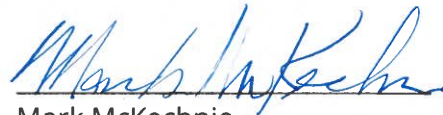
100. Adjournment

There being no further business, this meeting adjourned at 7:18 p.m.

The City Recorder maintains a record of these proceedings with the agenda, minutes and documentation associated with this meeting.



Kali M. Ochoa
Recording Secretary



Mark McKechnie
Chair

ACTIVE TRANSPORTATION ADVISORY COMMITTEE MEETING MINUTES



MEDFORD
OREGON



EXHIBIT
V

January 12, 2026

5:15 p.m.

Lausmann Annex, Room 151

200 S. Ivy Street, Medford, Oregon

-or-

Virtual

The regular meeting of the Active Transportation Advisory Committee was called to order at 5:15 p.m. in Room 151 of the Lausmann Annex -or- virtually on the above date with the following members and staff present:

10. Roll Call

Committee members Jeff Roberts, Katherine (Wren) Cable, Jenny Gorsegrner, Mike Sowers, and Zachary White were present. Transportation Manager, Karl MacNair, and Planning Staff members Carla Paladino and Kayla Parr were present.

Committee members Alex Golden and Chris Wines were absent.

20. Approval or Correction of the Minutes of the October 13, 2025, Meeting

There being no additions or corrections, the minutes were approved as presented.

30. Oral Requests and Communications from the Audience

30.1 None.

40. New Business

40.1 Updates on Stevens Street Transportation Facility project (TF-25-263). Kayla Parr presented a summary of design modifications since the last meeting. Roadway elements on Stevens Street were reduced or eliminated to minimize impacts to adjacent properties, and most improvements will stay within the public right-of-way. The intersection of Stevens Street and Crater Lake Avenue now includes a dedicated left turn lane, bike lanes, and sidewalks. The existing traffic signal on the southeast corner will require modification and relocation.

The Stevens Street Mainline section from Mary Street to Wabash Avenue eliminates on-street parking, but includes two travel lanes, bike lanes, and sidewalks on both sides of the street. Bike lanes are reduced from 6-feet to 5 feet.

Wabash Avenue improvements extend north to Ridge Way with two travel lanes, bike lanes, sidewalks, wider curb-to-curb section within a wider right-of-way. The bike lane is reduced from 6 feet to 5 feet with a 2-foot buffer.

Improvements along Pearl Street include a 5-foot sidewalk on the west side of the street. This is proposed as the primary pedestrian access route for Oregon Terrace. Improvements to Oregon Terrace were removed from the project.

Bicycle traffic counted 22 bikes moving east or west through the intersection of Crater Lake Avenue and Stevens Street on July 30, 2025.

Zac White asked if there will be bollards protecting the bike lane from the traffic lane on the inside curve of Wabash. Karl MacNair confirmed there are none.

Wren Cable asked about the design for drainage, grating and striping on Wabash Avenue.

Karl MacNair stated there will be approximately 1.5 feet of gutter, but no grated inlets. There will be traffic lane and bike lane striping from Ridge Way south.

Motion: Move to forward a favorable recommendation from the Active Transportation Advisory Committee.

Moved by: Wren Cable

Seconded by: Mike Soward

Roll Call vote: 5-0-0 Chair Jeff Roberts, Wren Cable, Jenny Gorseegner, Mike Sowers and Zachary White voted yes. Motion Passes

50. **Continued Business**

50.1 Transportation Commission update – Wren Cable

At the Transportation Commission meeting of December 3, 2025, Parking Committee and Active Transportation Advisory Committee member interviews were mentioned.

Results from Main Street configuration surveys:

- Main Street Configuration Public Online survey: 1) Repay the \$0.5M grant and revert to the original configuration; 2) Keep the current configuration; 3) Create a one-way buffered bike lane; 4) Reconfigure Main Street to a two-way street.
- Main Street Open House survey: 1) Repay the \$0.5M grant and revert to the original configuration; 2) Keep the current configuration, and create a one-way buffered bike lane (tie) 3) Reconfigure Main Street to a two-way street

Reviewed prior Stevens Street configuration.

50.2 Public Works Department Topics – Karl MacNair

Public Works presented the results mentioned by Wren Cable at a City Council Study Session. On January 21, 2026, they will present the information to City Council for a decision on the Main Street configuration.

Staff Changes: Christina Charvat moved to Eugene in a new role as a Traffic Engineer for the City of Eugene. Public Works has hired a new staff member to fill Christina's vacancy.

Transportation Safety Action Plan: Held a public open house in the fall and several meetings, provided an update to City Council and received a lot of feedback, and are currently incorporating it into a final draft of the TSAP and are hoping to adopt the new plan by April 2026.

Public Works Projects

- This year, McAndrews, Brookdale, Lone Pine area and Hillcrest all the way to Cherry Lane will see new ADA ramps installed.
- Near completion on design for the Manzanita Street project, which was approved through a TF.
- The next bundle of Safe Routes to School sidewalk projects are coming soon and one final bundle after that will need to be completed by year end.
- Public Works has become involved in parking management downtown and soon will be issuing an RFP for a parking management plan. They are coordinating with the Parking Committee and will meet with City Council to identify goals.

50.3 Parks & Recreation Department Topics

Parks staff were not in attendance, but Carla Paladino mentioned that Addyson Park is coming soon to the southwest side of town which is part of a larger subdivision development.

50.4 Planning Department Topics – Carla Paladino

Planners are working on the Transportation System Plan update and are reviewing proposals to hire a consultant for the project. Staff are working on code amendments for the 2026 legislative bundle, downtown map and code changes, and a traffic signal cabinet design wrap project that incorporates artwork. Staff will be working on a Request for Proposals for an Alley Study for downtown to identify areas that could be upgraded with lighting, connectivity and murals.

Wren Cable asked if there was a place with more information about the traffic signal cabinet artwork and how interested artists may apply. Carla indicated there will be some type of announcement to schools and local artists. The art will be converted to a vinyl wrap for the signal cabinets.

50.5 RVTB Topics

None.

60. Committee Member Remarks

60.1 Jenny Gorsegrner's last ATAC meeting expressed thanks

70. Committee Chair Remarks

70.1 Chair Jeff Roberts said he has been involved with ATAC for the last 8 years and thanked everyone for their time and energy devoted to ATAC.

80. Next Meeting Date

80.1 The next meeting will be held February 9, 2026.

90. **Adjournment**

There being no further business, this meeting adjourned at 5:44 p.m.

The City Recorder maintains a record of these proceedings with the agenda, minutes and documentation associated with this meeting.



Lori Briggs
Office Administrator/Recording Secretary

Attachments: TF-25-263 Stevens Street Transportation Facility Memo

TRANSPORTATION COMMISSION MEETING MINUTES



MEDFORD
OREGON



January 28, 2026

12:30 p.m.

Medford City Hall, Medford Room

411 W. 8th Street, Medford, Oregon

The regular meeting of the Transportation Commission was called to order at 12:30 p.m. in the Medford Room of City Hall on the above date with the following members and staff present:

Commissioners Brandon Kynsi, Jay Harland, Bruce Jackson, Kim Parducci, Peggy Penland, Jared Pulver and Jason Stranberg; Transportation Manager Karl MacNair; Public Works Director Dan Worth; Council Member Nick Card; Principal Planner Carla Paladino; and Recording Secretary Lisa Teahan were present. Commissioners Edem Gomez and Wren Cable were absent.

20. Approval or Correction of the Minutes from the December 03, 2025 Meeting

There being no additions or corrections, the minutes were approved as presented.

First: Kim Parducci Second: Bruce Jackson

30. Oral Requests & Communications from the Audience

None

40. Action Items

40.1 South Stage Extension Project – Letter of Support

Transportation Manager Karl MacNair presented information on the South Stage Road Extension Project and requested approval of the letter of support included in the agenda. Staff requested the Commission approve a letter of support for the project, which would then be presented to the City Council for consideration. Letters of support are also anticipated from the Jackson County Board of Directors, the Chamber of Commerce and other agencies. He noted the letter had been amended to remove the Oregon Department of Transportation (ODOT) and would be a letter only from the City. (See attached PowerPoint.)

Karl gave an overview of the Planning and Environment Link (PEL) study that was completed by ODOT and the City of Medford in 2024. Three overarching scenarios were studied: Existing system enhancement; South Stage overpass/underpass; and I-5 South Stage interchange. After evaluating the scenarios based on design criteria and transportation utility, operational effectiveness, technical feasibility, environmental considerations and cost, the study found that four alternatives met the requirements to move forward. The project will either be an overpass or underpass of I-5, either with or without an interchange. The cost of the project is estimated between \$160m to \$330m depending on the alternative selected.

It was noted that street circulation patterns were considered, as current traffic and anticipated changes in travel are necessary to determine future needs and could require new intersections and/or street connectivity.

The goal now is to obtain grant funding to complete additional design and the environmental review required by the National Environmental Policy Act (NEPA). There is no local match requirement.

Discussions with ODOT are ongoing to determine whether the City or ODOT would manage this project. The NEPA study will incorporate all four alternatives presented and the process should reduce the options to one ideal option.

The Commission discussed the purpose of the NEPA study and whether the interchange option would be included even if the traffic projections do not justify the construction of an interchange at this time.

Mr. MacNair explained that the primary objective is to address future traffic demands. The PEL study identified advantages to an interchange but concluded that an overpass would adequately meet projected needs. If an overpass were no longer sufficient, an interchange could be reconsidered. The PEL study showed that an interchange will result in greater Section 4(f) impacts to park land, and NEPA requires selection of the alternative with the lowest Section 4(f) impact that meets the purpose and need of the project. Commissioners also noted that traffic impacts remain uncertain until facilities are constructed and operational, as traffic patterns may shift into new areas. It was emphasized that traffic modeling relies on the best available data and, while informative, cannot fully predict future conditions.

Commissioner Stranberg emphasized that the interchange is expected to be needed at some point, so the NEPA study should be done in a way that minimizes the amount of re-work needed if it cannot be justified at this time. Councilor Card asked whether a cost-benefit analysis has been done on phased construction, expressing concern that traffic growth can exceed projections faster than expected, as seen at Exit 27.

Mr. MacNair explained that if federal grant funding is used, federal guidelines and regional traffic models must be followed. Traffic models are updated over time using real traffic counts collected by ODOT, which is an ongoing process intended to improve accuracy as conditions change.

Motion: Approve the letter of support.

First: Jared Pulver

Second: Jay Harland

Roll Call: Peggy Penland, Jay Harland, Kim Parducci, Jared Pulver, Jason Stranberg, Bruce Jackson and Brandon Kynsi voted yes.

Motion carried and so ordered. The letter of support will be brought forward for Council's consideration.

40.2 Transportation Facility Application – Stevens Street (TF-25-263)

Carla Paladino presented update designs for Stevens Street.

Planner Carla Paladino presented information regarding potential modifications to Stevens Street. (See attached PowerPoint).

The Planning Commission held two public hearings since the project was brought forward in October 2025. Following those hearings, the Planning Commission forwarded a favorable recommendation to the City Council by a 5–3 vote and will be considered by the City Council on February 4, 2026.

Stevens Street is classified as a minor collector and requires upgrades including sidewalks and bike lanes. Ms. Paladino reviewed options for street width, right-of-way (ROW) dimensions, and the overall width of the proposed improvements. Other modifications include extending improvements along Wabash Avenue to Ridge Way and adding sidewalks along the west side of Pearl Street instead of Oregon Terrace.

Discussion focused on the use and potential loss of on street parking along Stevens Street and whether bike lanes and sidewalks on both sides were required. The commission discussed education about ROW usage, speed limits, lot fit analysis and funding requirements. The proposed design prioritizes limiting ROW impacts by fitting the street within the existing right-of-way and eliminating on-street parking.

Staff pointed out that parking is happening now on shoulder on Stevens and that there are side streets where people can park on the south side of Stevens. The feedback from the residents at the Planning Commission focused on front yard taken impacts, which lead staff to propose the reduced cross-section without parking. Staff also pointed out that the grant agreement for the project requires bike lanes and sidewalks, so those could not be removed.

No motion – informational only

Goes to city council next Wednesday February 07, 2026

50. Discussion Items

50.1 – Main St update

Karl MacNair presented and said that at the January 21, 2026 Council Meeting Council voted 5 to 4 to put Main Street back to the way it was. The City will have to pay back the SRTS grant. However, staff is going to ask ODOT if they can flip the SRTS funds from this project to perhaps to a different SRTS City project.

The anticipated project cost, including grant payback is \$1M. Staff is working on the design and intends to make changes by Fall 2026.

60. Commission Remarks and Committee Reports

None

70. Staff Reports

70.1 – Karl MacNair Updates

Manzanita St in the Liberty Park neighborhood is bidding soon.

A contract has been awarded for ADA Ramps to be built in advance of pavement overlays this summer on McAndrews Road and Hillcrest Road, from Brookdale to Cherry Lane.

An SRTS project for speed feedback signs and flashers for 5-6 schools will be bidding soon.

Foothill Rd work continues and will be completed later this year.

80. Agenda Build

80.1 – Draft TSAP – February 2026

80.2 – Minor Residential Street Code Agreement

80.3 – Local Street Connections

80.4 – Transportation Funding

90. Adjournment

There being no further business, this meeting adjourned at 1:50 p.m..

The City Recorder maintains a record of these proceedings with the agenda, minutes and documentation associated with this meeting.

Lisa Teahan
Recording Secretary

MEMORANDUM

TO: Public Works Department
Planning Department

FROM: Allen Moreland, Deputy City Attorney

DATE: January 15, 2026

RE: **Stevens Street/Wabash Avenue: Whether Loss of On-Street Parking Provides Basis for ORS 366.514(2)(b) Exemption**

I. ISSUE PRESENTED

Whether anticipated loss of on-street parking associated with providing bicycle lanes on Stevens Street and Wabash Avenue provides a legally sufficient basis to invoke the exemption in ORS 366.514(2)(b), which applies where the cost of establishing bicycle facilities would be "excessively disproportionate to the need or probable use."

II. SHORT ANSWER

It does not, standing alone. ORS 366.514(2)(b) turns on a comparative assessment of bicycle facility cost versus bicycle need or probable use over the 20 to 50-year life of the project. Under ODOT's implementing guidance, on-street parking impacts are treated as common design tradeoffs in constrained corridors, not as substitutes for a supported finding of insufficient bicycle need or probable use. The burden is entirely on the City to rebut the legislatively presumed need for bicycle facilities.

Right-of-way constraints on Stevens Street, particularly limited front yard space on the south side, eliminate certain alternatives (such as a two-way cycle track requiring greater width) and make parking loss genuinely impactful to residents with limited off-street alternatives. However, these physical and community impacts do not alter the legal standard, which focuses on bicycle need over the project life. The City's preliminary engineering plans confirm that bike lanes on both sides are feasible within the constrained right-of-way with limited acquisitions and allocate no width to on-street parking lanes. (Right-of-way constraints are discussed further in Section VII, below.)

The City cannot meet its burden of proving insufficient bicycle need given that:

1. The CMAQ Grant Agreement contractually requires ORS 366.514 compliance.
2. The City's Transportation System Plan establishes reducing automobile reliance and increasing bicycle use as adopted policy objectives.
3. The CMAQ grant application emphasized bicycle access to Hedrick Middle School to reduce vehicle trips.

4. ODOT guidance treats parking loss as an expected outcome when adding bike lanes, not as evidence that costs are disproportionate to need.

III. BACKGROUND AND CONTEXT

The City is undertaking improvements to Stevens Street and Wabash Avenue from Crater Lake Avenue to Ridge Way pursuant to CMAQ Grant Agreement No. MCA73000-00025970. The corridor serves residential neighborhoods and provides access to Hedrick Middle School.

CMAQ Grant Agreement Section 11.i explicitly requires: "Recipient agrees to comply with the requirements of ORS 366.514, Use of Highway Fund for footpaths and bicycle trails." This contractual requirement is not disputed.

Under the City of Medford Transportation System Plan (2018-2038), the corridor is classified as a collector street (Minor Collector east of Crater Lake Avenue; Major Collector west of Crater Lake Avenue). The portion of these streets covered by the Plan currently lack bicycle lanes.

Providing bicycle lanes within existing right-of-way will result in the loss of some on-street parking availability. Right-of-way is constrained, particularly on the south side of Stevens Street where front yard space is limited. According to public testimony, parking loss would require residents to park on adjoining streets or adjacent blocks rather than directly in front of their homes.

The City's preliminary engineering plans (dated December 17, 2025) show existing right-of-way ranging from 45 to 47 feet along the corridor. The proposed cross-section allocates this width to sidewalks (5 feet each side), bike lanes (5 feet each side), travel lanes (11 feet each), and utilities (1 foot each side), requiring approximately 44 feet of improved width. The constrained right-of-way provides insufficient width for on-street parking. The preliminary plans show small right-of-way acquisitions (ranging from 5 to 1,640 square feet at specific locations) will be required to accommodate the facilities. The plans confirm that bike lanes on both sides are feasible within the constrained right-of-way with these limited acquisitions.

This memorandum addresses whether parking impact, by itself, provides a sufficient legal basis for an exemption under ORS 366.514(2)(b).

IV. GOVERNING LAW AND IMPLEMENTING GUIDANCE

A. Statutory Standard

ORS 366.514(1) requires that "footpaths and bicycle trails shall be provided wherever a highway, road or street is being constructed, reconstructed or relocated."

ORS 366.514(2)(b) provides a limited exemption: "Footpaths and trails are not required to be established under subsection (1) of this section... [w]here the cost of establishing such paths and trails would be excessively disproportionate to the need or probable use."

The exemption is not simply about cost. It requires proving that the cost is "excessively disproportionate to the need or probable use." This is a high standard focused on whether there will be sufficient bicycle use over the life of the project to justify the expenditure.

B. ODOT's Authoritative Interpretation

ODOT implements ORS 366.514 through the Highway Design Manual, Appendix L (Oregon Bicycle and Pedestrian Design Guide), and the Bike Bill Screening Flow Chart (updated March 27, 2020).

The Bike Bill Screening Flow Chart addresses exemption (2)(b):

"Cost of establishing a pedestrian or bicycle facility is excessively disproportionate to the need or probable use. Applies if it can be shown that there is insufficient need or probable use to justify the cost. Probable use must cover the anticipated life of project (20-50 years) if context appropriate walkways and bikeways were built, not just current usage. Low usage is often due to lack of appropriate facilities."

Critical requirements:

Burden of Proof: "For exemptions (b) and (c), 'need' is legislatively presumed, but can be rebutted. Burden is on the governing jurisdiction to show the lack of need."

The Flow Chart makes clear that bicycle need is legislatively presumed. The City bears the entire burden of rebutting that presumption by proving insufficient need or probable use over 20-50 years, assuming context-appropriate facilities were built.

C. The Role of Adopted Transportation Plans

Appendix L directs that "probable use" be evaluated over the anticipated life of the project (commonly 20-50 years) assuming context-appropriate facilities. The City's Transportation System Plan (TSP) is an adopted Comprehensive Plan element that establishes long-range transportation policy over a 20-year horizon.

The Medford TSP (2018-2038), adopted by City Council on December 6, 2018, establishes that "a fundamental issue in local and regional transportation system plans is a strategy to reduce reliance on the automobile." The TSP envisions "development of local plans that will promote changes in land use patterns and transportation systems that make it more convenient for people to walk, bicycle, use transit, and drive less to meet their daily needs."

The TSP does not function as a corridor-specific demand forecast. However, it reflects the City's adopted planning judgment that bicycle connectivity and facilities are expected components of the transportation system over the planning horizon, including on collector streets. That adopted policy context supports the conclusion that bicycle facilities on Stevens Street and Wabash Avenue have long-term need and probable use.

D. What If The City Returned The CMAQ Funds?

Returning the CMAQ funds would eliminate statutory requirements that apply by virtue of the expenditure of state highway funds. However, that step would not eliminate other relevant planning and policy considerations applicable to reconstruction of Stevens Street. The project is addressed within the City's Transportation System Plan (TSP), which is a policy element of the City's Comprehensive Plan adopted by City Council pursuant to Statewide Planning Goal 12 and the Transportation Planning Rule. The TSP is premised on development and implementation of a multimodal transportation system and contemplates incorporation of bicycle and pedestrian facilities as part of street reconstruction and upgrade projects, subject to context and constraints. Proceeding with reconstruction in a manner that does not incorporate planned multimodal elements could therefore raise issues of consistency with the City's adopted TSP and may require additional Council action, such as adoption of findings or amendment of the TSP, to ensure compliance with applicable planning requirements, including OAR 660-012-0035. In addition, departure from an acknowledged Transportation System Plan may affect the City's competitiveness for future state and federal transportation funding. Accordingly, while returning CMAQ funds would eliminate contractual and statutory funding-related obligations, it would shift—rather than eliminate—the planning and policy considerations relevant to the design and approval of the Stevens Street project.

V. ANALYSIS

A. Parking Impacts Are Design Tradeoffs, Not Evidence of Insufficient Bicycle Need

The ORS 366.514(2)(b) inquiry is whether the cost of establishing bicycle facilities is excessively disproportionate to bicycle need or probable use. The question is not whether parking loss causes inconvenience, but whether there will be insufficient bicycle use over 20-50 years to justify the construction expenditure.

There is a cost to constructing bicycle lanes: striping, signage, and potentially minor pavement modifications. ODOT Highway Design Manual, Appendix L, Chapter 1, page L1-31, Section L105.2.7 lists the types of construction costs to be evaluated: "grading, paving, drainage, fences, retaining walls, sound walls, crossings, signs and other necessary design features."

This enumeration is significant. ODOT's authoritative guidance defines 'cost' for purposes of the statutory analysis as construction expenditures—the physical work required to establish the bicycle facilities. Parking loss does not appear on this list. The omission is deliberate: Appendix L treats parking loss as a design tradeoff under Section L102.6 ('Tradeoffs: do you force bike lanes or change the context?'), not as a cost factor under Section L105.2.7. ODOT's framework thus distinguishes between construction costs (which are compared to bicycle need under ORS 366.514(2)(b)) and design choices about right-of-way allocation (which are addressed through the tradeoff analysis). Under this framework, parking impacts inform how bike lanes are implemented, but they do not transform reasonable construction costs into costs that are 'excessively disproportionate to need.'

Parking loss is a secondary impact of reallocating existing street space. The construction costs themselves are not disputed to be reasonable. The argument is that these reasonable costs become "excessively disproportionate" because of the parking impact. But the statutory test does not weigh construction costs against secondary impacts. It asks: is there insufficient bicycle need to justify spending the construction costs?

The City's preliminary engineering plans confirm these physical constraints. The cross-sections accommodate the required facilities within the available 45-foot right-of-way width: sidewalks (5 feet each side), bike lanes (5 feet each side), travel lanes (11 feet each), and utilities (1 foot each side). The constrained right-of-way provides insufficient width for on-street parking.

ODOT guidance explicitly addresses situations where providing bike lanes results in parking loss. Appendix L, Chapter 1, pages L1-7 to L1-8, Section L102.6 ("Tradeoffs: do you force bike lanes or change the context?") states:

"In some situations the only way to provide bike lanes is by removing on-street parking or a motor vehicle travel lane..."

This language assumes parking loss is a normal occurrence when implementing bike lanes. ODOT published detailed guidance on this issue because it happens regularly, not because it triggers the "excessively disproportionate cost" exemption. Appendix L treats parking removal as a common tradeoff that may accompany compliance. It is not described as an independent basis that, standing alone, demonstrates that bicycle facility costs are excessively disproportionate to need or probable use.

Accordingly, on-street parking impacts may be relevant to project design choices and community impact evaluation, but they do not, by themselves, supply the core predicate required by ORS 366.514(2)(b): a supported finding that bicycle need or probable use is insufficient over the project life.

The limited front yard space on portions of Stevens Street, particularly on the south side, means limited off-street parking alternatives for affected residents, making parking loss genuinely impactful. This is a legitimate policy concern that should inform project implementation. However, it does not alter the legal analysis under ORS 366.514(2)(b), which turns on whether there is insufficient bicycle need or probable use over 20-50 years, not on the degree of parking impact to residents.

B. The City Cannot Meet Its Burden of Proving Insufficient Need

The Bike Bill Screening Flow Chart states: "need is legislatively presumed" and the "burden is on the governing jurisdiction to show the lack of need." The Flow Chart requires evaluation over "the anticipated life of project (20-50 years)" assuming "context appropriate walkways and bikeways were built, not just current usage."

The City cannot meet this burden of proving insufficient bicycle need over 20-50 years because:

1. Medford Transportation System Plan: The City's adopted TSP (2018-2038) establishes "a strategy to reduce reliance on the automobile" and commits to making bicycling "more convenient" to meet daily needs. Increasing bicycle use is not speculation. It is adopted City policy.
2. CMAQ Grant Application: The City's grant application emphasized bicycle access to Hedrick Middle School to reduce vehicle trips and air pollution. The City cannot now claim insufficient need exists when its own grant application emphasized the need.
3. Project Purpose: The CMAQ grant's stated purpose is to encourage mode shift from driving to bicycling. A finding of "insufficient need" directly contradicts the project's stated objectives.
4. Long-Term Evaluation Standard: Current low bicycle use (due to lack of facilities) is not evidence of insufficient future need. The standard requires evaluating use assuming appropriate facilities exist.

The Bike Bill Screening Flow Chart explicitly addresses the City's burden with language that forecloses any argument based on current bicycle counts: "Probable use must cover the anticipated life of project (20-50 years) if context appropriate walkways and bikeways were built, not just current usage. Low usage is often due to lack of appropriate facilities." This requirement directly refutes claims of insufficient need based on current low bicycle use. The City cannot argue insufficient need when the lack of safe facilities causes that low use. The Flow Chart mandates projecting use assuming the required facilities exist, which is precisely what the CMAQ grant is designed to facilitate. Since the grant's core purpose is to create a mode shift for students traveling to Hedrick Middle School, the City cannot logically claim a "lack of need" for the safe route it is being funded to create.

In that setting, a conclusion of "insufficient need or probable use" would require careful documentation to explain why the corridor is meaningfully different from the conditions assumed in the City's adopted plan. Parking impacts alone do not provide that documentation.

C. The "Change the Context" Alternative on Collector Streets

Appendix L presents a binary choice when providing bike lanes results in parking loss:

"If the tradeoffs are too burdensome, then you must change the context so a shared roadway is more acceptable."

The guidance then specifies: "A common example is the acceptability of cyclists and autos sharing a lane on low speed (less than 25 mph), low volume streets."

The City's TSP classifies Stevens Street and Wabash Avenue as collector streets. That classification supports the view that the corridor is expected to perform a collection and distribution function within the network rather than operate as a low-volume local street. Collectors serve as through routes connecting neighborhoods to arterials and activity centers, with higher traffic volumes than local streets.

The less than 25 MPH shared roadway exception in Appendix L applies to "low volume streets," not just streets with posted speed limits of 25 MPH. If this exception applied to all streets with 25 MPH speed limits, it would eliminate the Bike Bill requirement on most residential streets. That cannot be the correct interpretation.

"Changing the context" refers to fundamentally altering the street's function and classification through physical design measures, not simply posting a speed limit sign. While Appendix L does not explicitly enumerate what physical changes are required, the requirement for "low volume streets" necessarily implies infrastructure measures that actually reduce traffic volumes and eliminate through traffic.

While "changing the context" may be available in concept, pursuing that approach on a planned collector street would likely require affirmative policy and design decisions that fundamentally alter the street's classification and function. The mere existence of that alternative does not, by itself, make parking loss a sufficient basis for an ORS 366.514(2)(b) exemption.

The right-of-way constraints on Stevens Street reinforce this analysis. Limited front-yard depth along portions of Stevens Street significantly constrains the ability to widen the corridor without substantial right-of-way acquisition from residential properties. While widening the corridor to accommodate both on-street parking and bicycle facilities is physically possible, staff determined that doing so would substantially increase impacts to adjacent properties. Accordingly, the design process focused on reallocating existing right-of-way to prioritize sidewalks and bicycle facilities. If those tradeoffs were deemed unacceptable, the remaining alternative would be to consider whether a fundamentally different street context would be warranted under ODOT guidance, an approach that would extend beyond routine engineering adjustments and require broader policy judgment.

D. Directional Completeness on Bidirectional Streets

Appendix L emphasizes selection of facilities that are complete and context appropriate. The Bike Bill Screening Flow Chart (Step 4) requires "complete, context appropriate" facilities.

On bidirectional streets, a context-appropriate solution typically serves bicycle travel in both directions. That can be achieved through paired one-way facilities (bicycle lanes on both sides) or, in appropriate contexts, a designed two-way bikeway on one side.

Nothing in ORS 366.514 requires a specific facility form in all circumstances. However, a two-way cycle track requires substantially more width than standard bike lanes. A two-way facility typically requires 8-12 feet of width plus buffer space, compared to 5-6 feet for a standard bike lane. Given the right-of-way constraints on Stevens Street, particularly the limited front yard space on the south side, a two-way cycle track is not a viable alternative. If ROW constraints preclude standard bike lanes on both sides, they would also preclude a wider two-way cycle track.

The City's preliminary engineering plans confirm this analysis. The plans show proposed 5-foot bike lanes on both sides of Stevens Street within the existing 45-foot right-of-way (with minor acquisitions at specific locations). The cross-sections allocate the full available width to required facilities with no room for a wider two-way cycle track. The preliminary design demonstrates that standard bike lanes on both sides are the appropriate facility form for this constrained corridor.

Additionally, Oregon law (ORS 814.400) requires bicyclists to ride with traffic flow, not against it. A single bike lane on one side would force cyclists traveling in the opposite direction to either cross the street twice, ride in the travel lane without facilities, or ride illegally against traffic.

Absent a developed two-way facility design that addresses these width and operational constraints, providing facilities that serve both directions is generally consistent with Appendix L's completeness principles. In other words, directional completeness supports the planning rationale for bicycle facilities on both sides of a bidirectional collector corridor, unless the project develops and documents an alternative facility form that comparably serves both travel directions.

E. Parallel Routes Do Not Satisfy ORS 366.514

An argument may be raised that bicycle facilities could be provided on a parallel street instead of Stevens Street itself, invoking the ORS 366.514(2)(c) exemption for "other available ways for pedestrian and bicycle traffic to safely travel to their destination."

This argument fails under ODOT's interpretation. Appendix L, Section L109 requires parallel routes to provide "equivalent direct route and access to destinations." The Bike Bill Screening Flow Chart (Step 3) explicitly rejects "encouraging use of local streets that do not include pedestrian and bicycle facilities or offer an equivalent direct route and access to destinations."

Stevens Street provides direct access to Hedrick Middle School, which is the primary destination emphasized in the CMAQ grant application. Any parallel route would require:

1. Out-of-direction travel, adding distance and complexity
2. Additional street crossings, increasing safety risks
3. Failure to serve Stevens Street residential destinations directly

The Flow Chart's reference to "out-of-direction travel" is particularly relevant for vulnerable users like students traveling to school. Routing students away from the most direct route to their destination does not satisfy the "equivalent access" standard.

In *Bicycle Transportation Alliance v. City of Portland*, 257 Or App 421 (2013), the Court of Appeals held that bike facilities must be provided "where the specific reconstruction occurs." The City cannot satisfy its Stevens Street reconstruction obligation by routing cyclists to different streets. The Bike Bill applies to the street being reconstructed, not to theoretical alternatives elsewhere in the network.

VI. CONCLUSION

On-street parking impacts do not, standing alone, provide a legally sufficient basis to invoke the ORS 366.514(2)(b) exemption. The exemption depends on a supported finding that bicycle facility costs are excessively disproportionate to bicycle need or probable use over the 20-50 year project life. The City bears the burden of rebutting the legislatively presumed need, and cannot meet this burden because:

1. The CMAQ Grant Agreement (Section 11.i) contractually requires ORS 366.514 compliance.
2. ODOT guidance treats parking loss as a common design tradeoff when adding bike lanes, not as evidence that costs are disproportionate to need.
3. The City's adopted Transportation System Plan establishes reducing automobile reliance and increasing bicycle use as policy objectives. The City cannot prove insufficient bicycle need when its own adopted plan commits to making bicycling more convenient.
4. The CMAQ grant application emphasized bicycle access to Hedrick Middle School. The City cannot claim insufficient need when its own grant application emphasized the need.
5. "Changing the context" to eliminate bike lanes on a planned collector street would require affirmative policy decisions to fundamentally alter the street's classification and function, not simply posting a speed limit sign.
6. Directional completeness on bidirectional collector streets generally requires facilities serving both travel directions, absent a developed alternative design. Right-of-way constraints eliminate the two-way cycle track alternative (see Section VII).
7. Parallel routes do not satisfy the "equivalent direct route and access to destinations" standard required by Appendix L, Section L109 and the Bike Bill Screening Flow Chart (see Section V.E).

Unless the City develops a separate, well-documented record supporting an "insufficient need or probable use" finding over 20-50 years, the project should proceed on the assumption that bicycle facilities are required on both sides of Stevens Street and Wabash Avenue notwithstanding parking impacts.

VII. SUPPLEMENTAL NOTE ON RIGHT-OF-WAY CONSTRAINTS

The limited front yard space on portions of Stevens Street, particularly on the south side, presents genuine physical and policy constraints. The City's preliminary engineering plans (dated December 17, 2025) quantify these constraints: existing right-of-way ranges from 45 to 47 feet, while the proposed facilities require approximately 44 feet of improved width. These constraints affect the analysis in two ways:

First, they eliminate certain facility alternatives that might otherwise be considered. A two-way cycle track on one side of the street would require 8-12 feet of width plus buffer space, compared

to 5-6 feet for a standard bike lane. If right-of-way constraints preclude standard bike lanes on both sides, they would also preclude a two-way cycle track alternative. Right-of-way acquisition to widen the corridor would require taking portions of residents' front yards, which presents both cost and community impact concerns. The physical constraints reinforce that the choice is binary: provide standard bike lanes (which would result in parking loss) OR fundamentally change the street context to eliminate the bike lane requirement.

Second, limited front yard space means limited off-street parking alternatives for affected residents, making parking loss genuinely impactful. Residents with small lots cannot easily accommodate additional vehicles in driveways or garages. This is a legitimate policy concern that should inform project implementation and public engagement with affected residents. However, it does not alter the legal analysis under ORS 366.514(2)(b), which turns on whether there is insufficient bicycle need or probable use over 20-50 years, not on the degree of parking impact to residents.

Stevens Street Improvement – Design Deviations from Medford Municipal Code and Applicable Standards					
Item No.	Design Element	Location	Code / Standard Requirement	Proposed Design	Deviation & Engineering Rationale
1	Horizontal Curve Radius (Stevens St – reduced radius segment)	Wabash Ave @ Stevens St	AASHTO (2018), Table 3-13: For low-speed urban streets with e = 3% and Design Speed = 25 mph , minimum radius R = 160 ft . MMC 10.448: Centerline radii shall not be less than 300 ft on arterials/collectors. Lesser radii may be used where, in the opinion of the City Engineer, the same is necessary and safe due to circumstances.	Proposed centerline radius = 90 ft (at the subject curve).	Proposed radius is below AASHTO Table 3-13 minimum for V = 25 mph (160 ft) . The reduction is proposed to minimize substantial ROW impacts to the property on the inside of curve. A radius of 90 ft is consistent with AASHTO Table 3-13 at e = 3% and V = 20 mph .
2	Additional Driveway	1126 Stevens St	MMC 10.550 (3)(a)(II): No Driveway access to a collector street shall be allowed for any parcel that abuts the right-of-way of a lower order street.	Additional driveway access on Stevens	Lot contains (4) units and proposed additional driveway maintains existing private property parking for a unit. (Note: the requested additional DW is this lot's fourth driveway)
3	Additional Driveway	548 Effie St	MMC 10.550 (3)(a)(II): No Driveway access to a collector street shall be allowed for any parcel that abuts the right-of-way of a lower order street.	Additional driveway access on Stevens	Existing driveway on Effie St; however, an existing fence blocks access via DW. Proposed additional driveway on Stevens provided access to existing garage.
4	Additional Driveway	546 Bessie St	MMC 10.550 (3)(a)(II): No Driveway access to a collector street shall be allowed for any parcel that abuts the right-of-way of a lower order street.	Additional driveway access on Stevens	Existing driveway on Bessie. Proposed additional driveway maintains existing access to garage / shop.
5	Additional Driveway	525 Oregon Terrace	MMC 10.550 (3)(a)(II): No Driveway access to a collector street shall be allowed for any parcel that abuts the right-of-way of a lower order street.	Additional driveway access on Stevens	Existing driveway on Oregon Terrace. Proposed additional driveway maintains existing southern access to property.
6	Additional Driveway	535 Oregon Terrace	MMC 10.550 (3)(a)(II): No Driveway access to a collector street shall be allowed for any parcel that abuts the right-of-way of a lower order street.	Additional driveway access on Stevens	Existing driveway on Oregon Terrace. Proposed additional driveway provides existing access to existing garage and parking area.
7	Curb Return Radii (2 returns)	Crater Lake Ave (Major Arterial) @ Stevens St (Minor Collector)	MMC 10.445(2): Arterial to Collector = 35 ft minimum curb radius	Return A: 20 ft Return B: 30 ft	Proposed curb return radii are less than the MMC minimum (35 ft) . Reduced radii are proposed to reduce ROW impacts and existing utility conflicts.
8	Curb Return Radii (2 returns)	Mary St (Residential) @ Stevens St (Minor Collector)	MMC 10.445(2): Collector to Residential = 25 ft minimum curb radius	Return A: 15 ft Return B: 20 ft	Proposed curb return radii are less than the MMC minimum (25 ft) . Reduced radii are proposed to avoid conflict with structure and reduce ROW impacts.
9	Curb Return Radii (2 returns)	Mae St (Residential) @ Stevens St (Minor Collector)	MMC 10.445(2): Collector to Residential = 25 ft minimum curb radius	Return A: 20 ft Return B: 20 ft	Proposed curb return radii are less than the MMC minimum (25 ft) . Reduced radii are proposed to avoid conflict with structure and reduce ROW impacts.
10	Curb Return Radii (2 returns)	Marie St (Residential) @ Stevens St (Minor Collector)	MMC 10.445(2): Collector to Residential = 25 ft minimum curb radius	Return A: 20 ft Return B: 20 ft	Proposed curb return radii are less than the MMC minimum (25 ft) . Reduced radii are proposed to avoid conflict with structure and reduce ROW impacts.
11	Curb Return Radii (2 returns)	Effie St (Residential) @ Stevens St (Minor Collector)	MMC 10.445(2): Collector to Residential = 25 ft minimum curb radius	Return A: 20 ft Return B: 20 ft	Proposed curb return radii are less than the MMC minimum (25 ft) . Reduced radii are proposed to avoid conflict with structure and reduce ROW impacts.
12	Curb Return Radii (2 returns)	Bessie St (Residential) @ Stevens St (Minor Collector)	MMC 10.445(2): Collector to Residential = 25 ft minimum curb radius	Return A: 20 ft Return B: 20 ft	Proposed curb return radii are less than the MMC minimum (25 ft) . Reduced radii are proposed to avoid conflict with structure and reduce ROW impacts.
13	Curb Return Radii (2 returns)	Pearl St (Residential/Local) @ Stevens St (Minor Collector)	MMC 10.445(2): Collector to Residential = 25 ft minimum curb radius	Return A: 20 ft Return B: 20 ft	Proposed curb return radii are less than the MMC minimum (25 ft) . Reduced radii are proposed to avoid conflict with structure and reduce ROW impacts.
14	Curb Return Radii (2 returns)	Ridge Way (Residential) @ Wabash Ave (Minor Collector)	MMC 10.445(2): Collector to Residential = 25 ft minimum curb radius	Return A: 20 ft Return B: 20 ft	Proposed curb return radii are less than the MMC minimum (25 ft) . Reduced radii are proposed to avoid conflict with structure and reduce ROW impacts.

From: Jared Pulver JaredPulver@pulverandleever.com

Sent: Friday, January 9, 2026 9:36:37 AM

To: John Quinn <john.quinn@medfordoregon.gov>; Garrett West <Garrett.West@medfordoregon.gov>; Nick Card <Nick.Card@medfordoregon.gov>; Kevin Keating Kevin.Keating@medfordoregon.gov

Subject: TF-25-263 (Stevens St)

Councilors-

I thought this should be on your radar, if it's not already.

This passed with a favorable recommendation to CC with a 5-3 vote.

The reasons for the favorable vote included we should support the elimination of cars from our city, let city council figure it out, and it's not the City's job to help you have a place to store more than two vehicles.

I was one of the no votes, even though I recognize this area would benefit from curb, gutters and sidewalks. I recognize that the city engineers are in a tough spot, trying to fit what they believe is needed into an area without a ton of room. I've been told that given the funding source, they must have sidewalks and bike lanes on both sides of the street.

I guess my primary issues are this:

- 1) Right or wrong, the residents of this area have been utilizing the right of way as if it was their own property for years. The addition of bike lanes and sidewalks will take that away, and force them to store things (primarily vehicles) somewhere else, presumably parking cars on neighboring streets. I would encourage the acquisition of additional right of way from the north side of the street, and adding on street parking on the South side.
- 2) I think the bigger picture is that something like this needs to happen on Spring St. The same issues will arise. Maybe worse, as I'm not sure the level of street Spring is. I support the improvement of bike infrastructure, but I think a lot of the time, we go overboard (likely we don't have a choice). To me it would make sense if we had a Westbound buffered bike all the way down Spring, and we could have an Eastbound buffered bike lane that came up Stevens, turned at Wabash, and eventually tied into an Eastbound buffered bike lane on Spring from Wabash to the East. This would lessen the impact of the Spring improvements for a ~1,500 lineal feet segment, and allow a better solution for all parties.

I recognize this isn't the easiest path, and may even result in returning some or all of the grant funds, but it seems like doing something that benefits the impacted area and the community as a whole should be a solution we're striving for.

I'm sure you will get public testimony at your meeting, if the citizens aren't worn out by this point. I would encourage you to read the minutes and **listen to the hearings** to hear the various perspectives. At a minimum, drive the area if you aren't familiar with it.

Thanks for the time and your service.

Jared Pulver, Principal Broker

Pulver & Leever Real Estate Company

1060 Crater Lake Avenue, Suite C

Medford, OR 97504

Licensed Real Estate Broker in the State of Oregon

(541) 773-5391 (Office)

(541) 773-5399 (Fax) jaredpulver@pulverandleever.com

No warranty or representation, express or implied, is made as to the accuracy of the information contained herein, and same is submitted subject to errors, omissions, prior sale, lease, change of price, rental or other conditions, withdrawal without notice, and to any special listing conditions imposed by our principals. Any information contained herein is subject to your independent verification.

PETITION

Citizens of Medford, Oregon, say "No" to the Stevens Street project, File No: TF-25-263.

We, the concerned citizens, who live on, or near, Stevens street, are against the Stevens Street project. The current project proposal is to add sidewalks and bike lanes to both sides of Stevens street. This will not work for this street. The houses, which were built in the 50's, are very close to Stevens street. The homeowners will lose 10 feet or more of frontage on both sides of the street. Ten feet is a huge amount, and the impacts are great. Multiple residences will have sidewalks within a few feet of their houses. Parking will be severely decreased for the homeowners, forcing some people to park on side streets, impacting those residences. All of this is going to diminish property values, thus degrade the community as a whole. Because of the negative major impacts two sidewalks and two bike lanes will have on this residential area, we say "No" to the Stevens Street project.

Name	Address	P
Denise Stuey	519 Oregon Terr. Medford, OR	
Justin Harrel	1171 STEVEN ST MEDFORD OR	
Lela Chavez	1159 Steven St Medford OR	
Nick Fanelli	544 Effie St. Medford OR	
Nicole Brown	1110 Stevens St. Medford	
Adam Ranche	1107 Stevens St. Medford, OR	
Elisa Shulters	1001 Stevens St. medford OR	
Erin ^M Eckert-Posch	922 Stevens St, Medford	
Dan Posch	922 STEVENS ST. MEDFORD, OR 975	
Philadelpho sexvantes	1111 STEVENS	
LALO Parra	700 Crater Lake Ave	
Treyton Sawyer	1228 Stevens St	
Shane Juarez	535 Pearl St	
Kristin Adams	535 Oregon Terrace	
Frank Drake	535 Oregon Terr	

PETITION

Citizens of Medford, Oregon, say "No" to the Stevens Street project, File No: TF-25-263.

We, the concerned citizens, who live on, or near, Stevens street, are against the Stevens Street project. The current project proposal is to add sidewalks and bike lanes to both sides of Stevens street. This will not work for this street. The houses, which were built in the 50's, are very close to Stevens street. The homeowners will lose 10 feet or more of frontage on both sides of the street. Ten feet is a huge amount, and the impacts are great. Multiple residences will have sidewalks within a few feet of their houses. Parking will be severely decreased for the homeowners, forcing some people to park on side streets, impacting those residences. All of this is going to diminish property values, thus degrade the community as a whole. Because of the negative major impacts two sidewalks and two bike lanes will have on this residential area, we say "No" to the Stevens Street project.

Name	Address	Phone Number
MICHAEL O'CONNOR	516 OREGON TERR. MEDFORD OR	
FRANCIS SARSONA	525 OREGON TERRACE MEDFORD	
ELLA BONE	412 OREGON Terr. Med	
FRANCES HEAL	408 OREGON Terr. Med	
ASHLEY AGALA	1016 Stevens St Med.	
Sean Antia	550 Mae St	4
JOHN CUDLOW	525 Pearl St	54
Andrew Laine	534 Pearl St	54

Kristin Adams

535 Oregon Terrace
Medford, OR 97504



Date: February 4, 2026

To: Medford City Council

Subject: Written Comments for City Council Meeting [File Number: TF-25-263]

My name is Kristin Adams, owner of the property of 535 Oregon Terrace, which sits on the corner of Stevens and Wabash. I have attended both prior planning commission meetings and appreciate the changes that have been made in response to public concerns. But I believe that the current proposal still has too much negative impact on neighborhood residents. While the goal of pedestrian and cyclist safety is important, the current proposal feels disconnected from the lived reality of residents in this neighborhood. Improvements should enhance quality of life, not diminish it, and many of us are struggling to see how this plan does that.

One major concern is parking, with many residents losing their current parking. This will push cars into surrounding streets, including ones whose residents have not been adequately informed about this proposal. The result will be crowded streets, increased tension between neighbors, and security concerns.

I also want to share a direct impact on my own property. The proposed changes to my front driveway will eliminate our ability to use our garage as we currently do, for parking a raft trailer, and will make parking a standard vehicle very cumbersome. This is not a minor inconvenience—it is a permanent loss of functionality to our home. Adding to this concern is the uneasy feeling of operating on what has essentially been a “handshake agreement” regarding the final plan for our property, with no clear written guarantees or finalized blueprints.

There is also a broader concern about process, priorities, and long-term impact. Are we building the best possible plan for this neighborhood, or are we simply building what the grant funding requires? These requirements will put sidewalks within just a few feet of many homes and will permanently alter the character that drew many of us to this neighborhood in the first place. These changes raise legitimate concerns about reduced property values, as homes lose green space, privacy, parking, and visual appeal. Grant money should be a tool to serve residents, not a reason to accept a less than ideal project design.

I currently walk to work at Hedrick Middle School and frequently ride my bike from the house, so I appreciate the intention to improve cyclist and pedestrian safety in this area. However, the current proposal with two bike lanes and two sidewalks would have huge repercussions on neighboring properties. I believe a single sidewalk and shared lane markings for bicycles would accomplish safety goals while minimizing the project’s overall footprint and impact on residents.

When residents are losing parking, landscaping, outdoor space, and the practical use of their property, it is reasonable to ask the council to reconsider whether this design truly reflects the needs and voices of the neighborhood. Thank you for your consideration of these concerns and your ongoing commitment to the residents of Medford.

Sincerely,

Kristin Adams



Outlook

Stevens Street project File No: TF-25-263

From denise strejc [REDACTED]
Date Tue 2/3/2026 9:08 PM
To Kayla S. Parr <Kayla.Parr@cityofmedford.org>

1 attachment (14 KB)
2026 Stevens Street letter Feb 4.docx;

***WARNING! External Email. Do not** click unrecognized links or attachments. **When in doubt,** use the Phish Alert Button

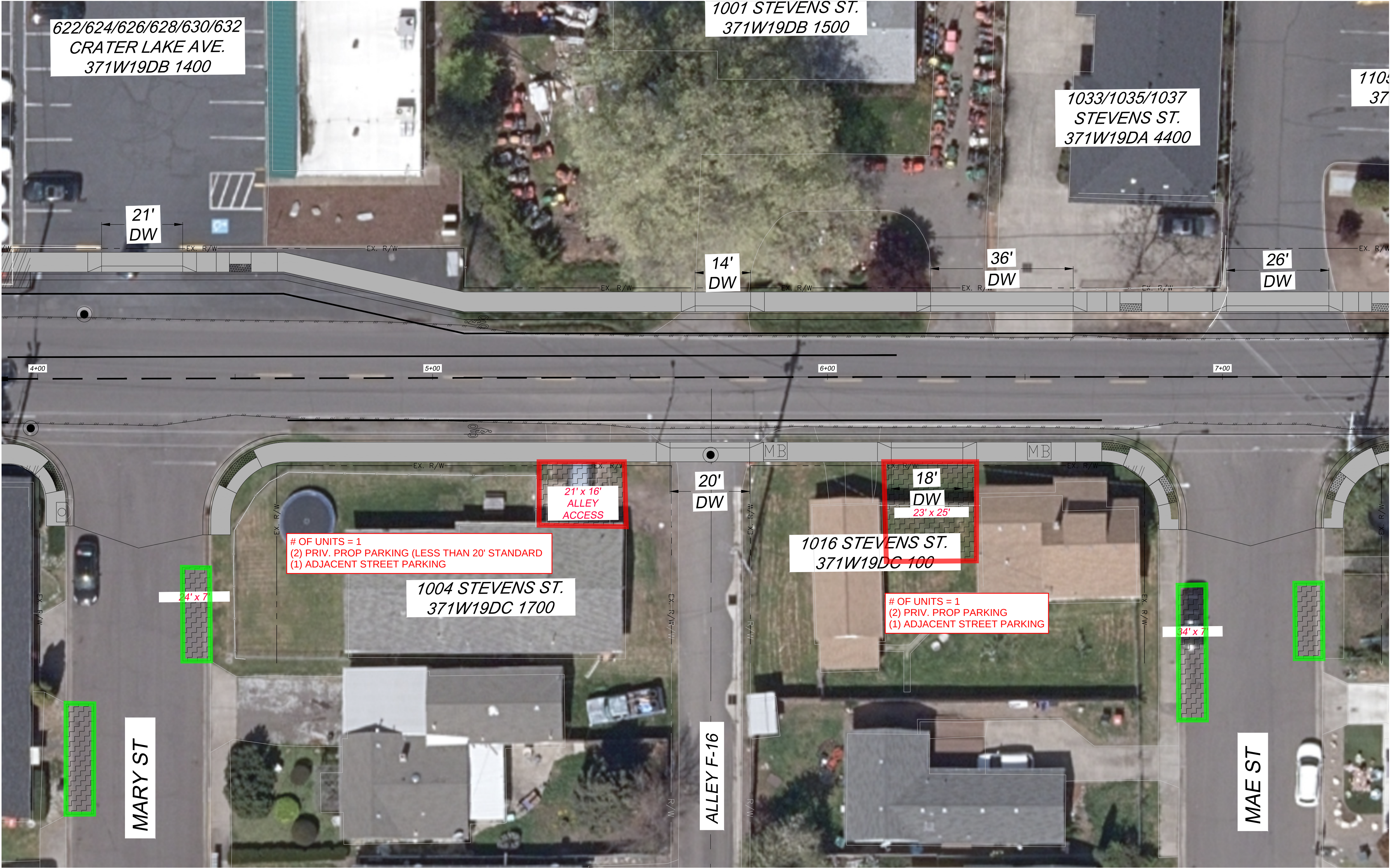
Enclosed are my comments about the Stevens Street project, for the City Council meeting, on Feb, 4th.

Denise Strejc
519 Oregon Terrace
Medford, OR. 97504
[REDACTED]

I'm against the Stevens Street project. I'm not sure who this project is for, but it's certainly not for the people who live on this street. This project started out too big, and it's still too big. Nobody wants to lose 10 feet of their setback. If this project is done, the city will be spending money to degrade this residential area. Stevens Street isn't a street with fields on both sides. Stevens Street is a residential area full of houses, where hard working people live. This project is being promoted as upgrades. Is taking 10 feet of frontage from homeowners an upgrade? Is decreasing security, decreasing home values, decreasing parking, and increasing the potential for crime, an upgrade? I don't think it is. Homeowners shouldn't have to give up so much, for two bike lanes. The amount of people that might choose to bike on a bike lane down Stevens Street is probably never going to be huge. As someone who bikes, I think biking in a bike lane is risky. There are too many distracted drivers.

Stevens Street goes through an older neighborhood, with houses very close to the road. If this project passes, some of these houses will end up having a sidewalk at their doorstep. This is unacceptable! Nobody should have to have a public sidewalk less than 5 feet from their house. There are laws that limit how close a house can be built on the side of a property. The same rule should apply to frontage projects, only these should be greater than 5 feet. I see no reason why traffic would be increasing on this fairly short street. The area around Stevens Street is already developed. What would be a reason for an increase in traffic, I ask? People who come from farther East Medford are more likely to take McAndrews road, Spring Street, or Jackson Street.

One of the goals for Medford's Transportation System Plan, is goal number 3, which is LIVABILITY. It says, design and construct transportation facilities to enhance the livability of the City's neighborhoods. I don't feel this goal is being achieved through this project.



GRAPHIC SCALE

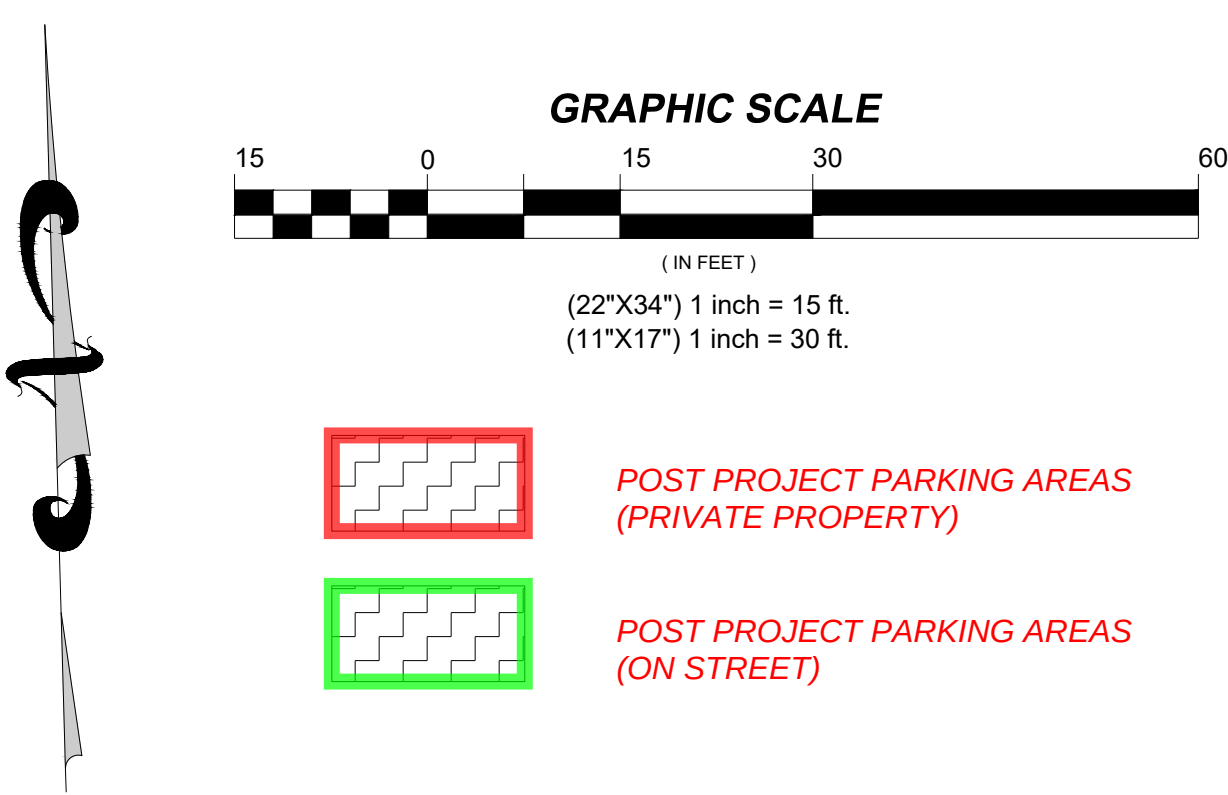
15 0 15 30 60
(IN FEET)
(22"x34") 1 inch = 15 ft.
(11"x17") 1 inch = 30 ft.

POST PROJECT PARKING AREAS (PRIVATE PROPERTY)

POST PROJECT PARKING AREAS (ON STREET)

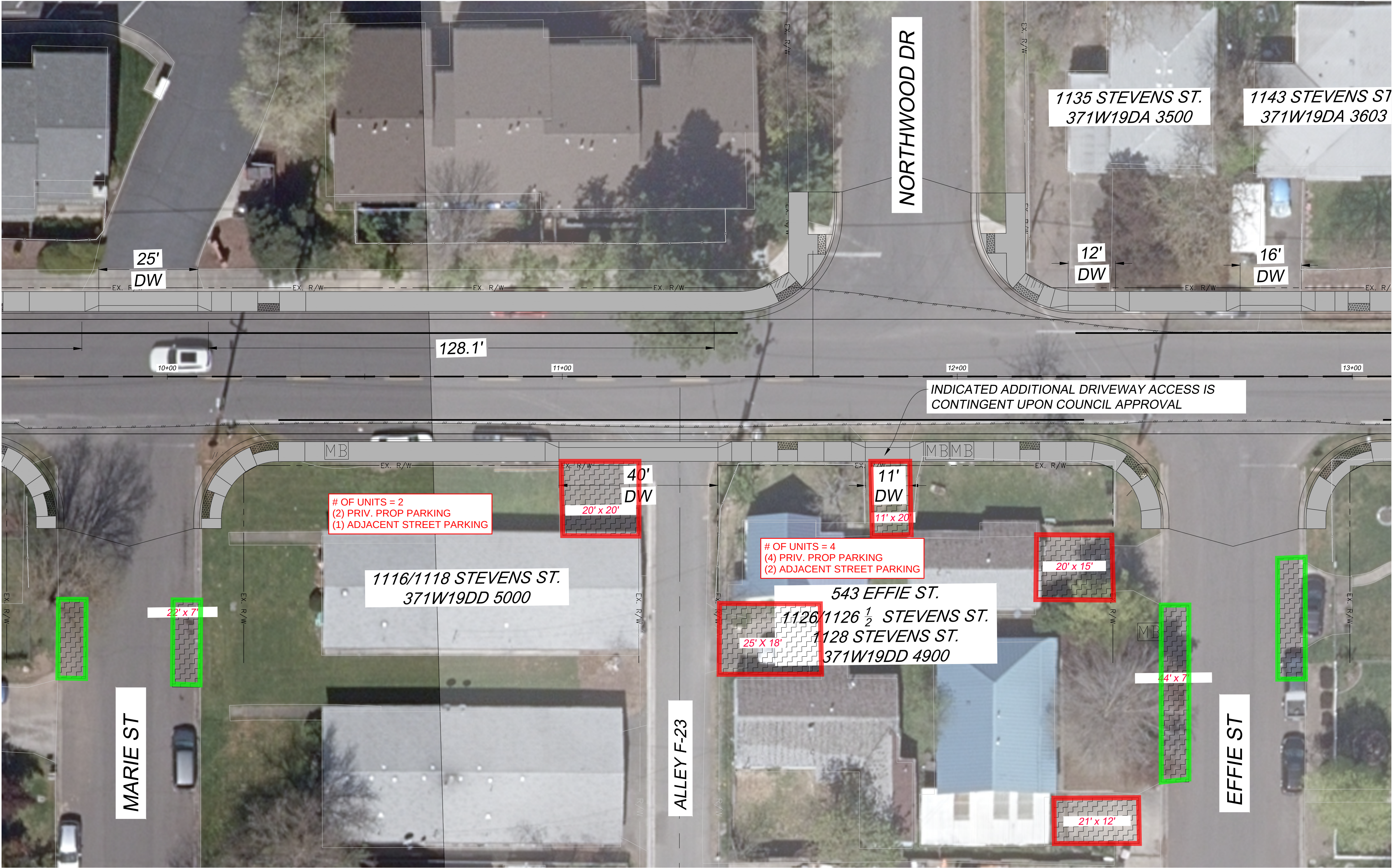
NOTE:
NORTH SIDE PARKING - NO IMPACT ON PRIVATE PROPERTY, BUT NO ON-STREET PARKING

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE PARKING EXHIBIT	
		DRAWN BY: _____ DATE: _____	PROJECT NO. _____
		CHECKED BY: _____ DATE: _____	P21-00038
		APPROVED _____ DATE: _____	SHEET NO. _____
		REVIEWED BY CITY TRANSPORTATION MANAGER _____ DATE: _____	P-2
		REVIEWED BY CITY ENGINEER _____ DATE: _____	
		APPROVED BY ORDINANCE NO. _____ DATE: _____	



NOTE:
NORTH SIDE PARKING - NO IMPACT ON
PRIVATE PROPERTY, BUT NO
ON-STREET PARKING

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE PARKING EXHIBIT	
		DRAWN BY: _____	PROJECT NO. _____
		CHECKED BY: _____	DATE _____
		APPROVED _____	DATE _____
		REVIEWED BY CITY TRANSPORTATION MANAGER _____	DATE _____
		REVIEWED BY CITY ENGINEER _____	DATE _____
		APPROVED BY ORDINANCE NO. _____	DATE _____
			SHEET NO. P-3



GRAPHIC SCALE

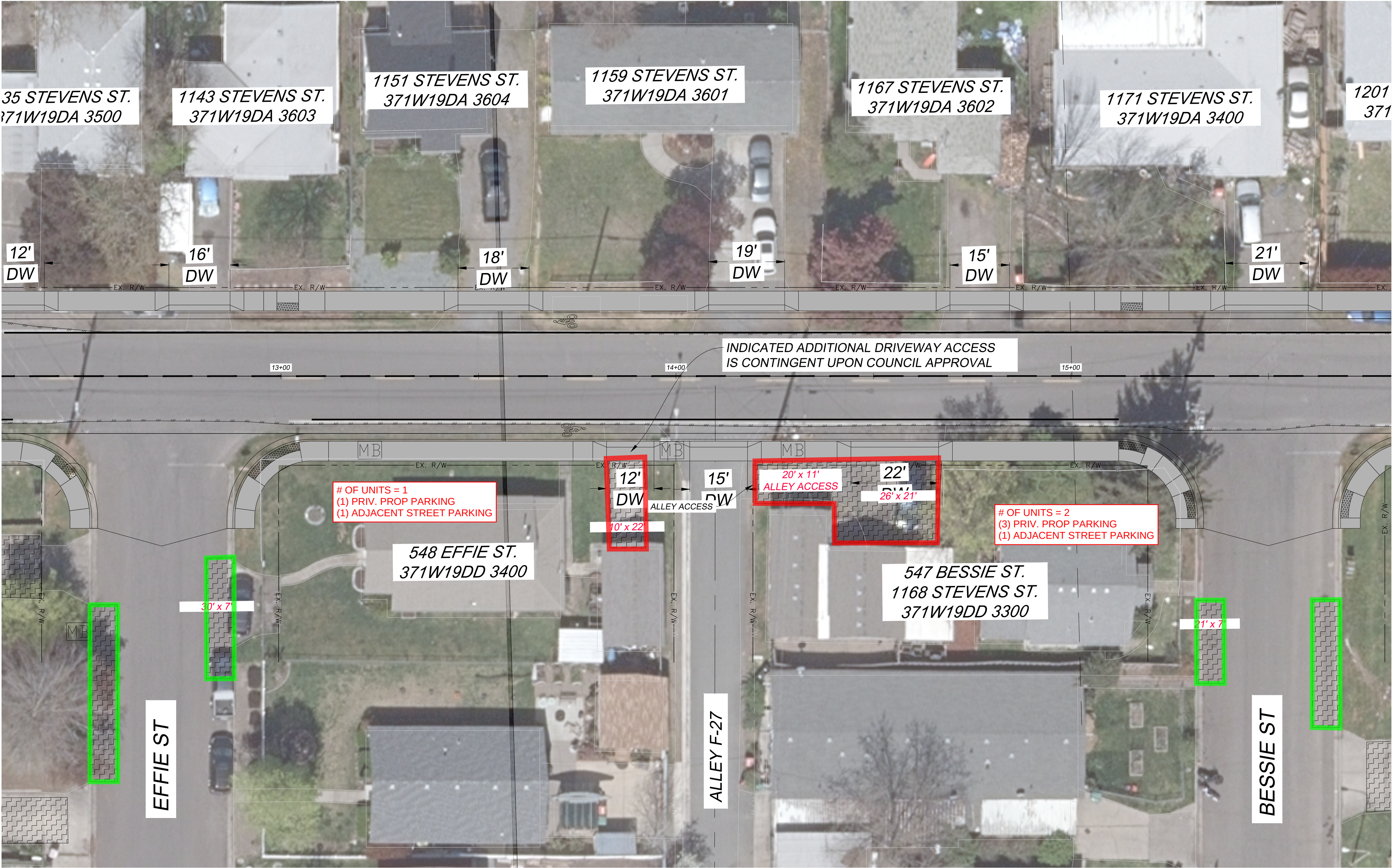
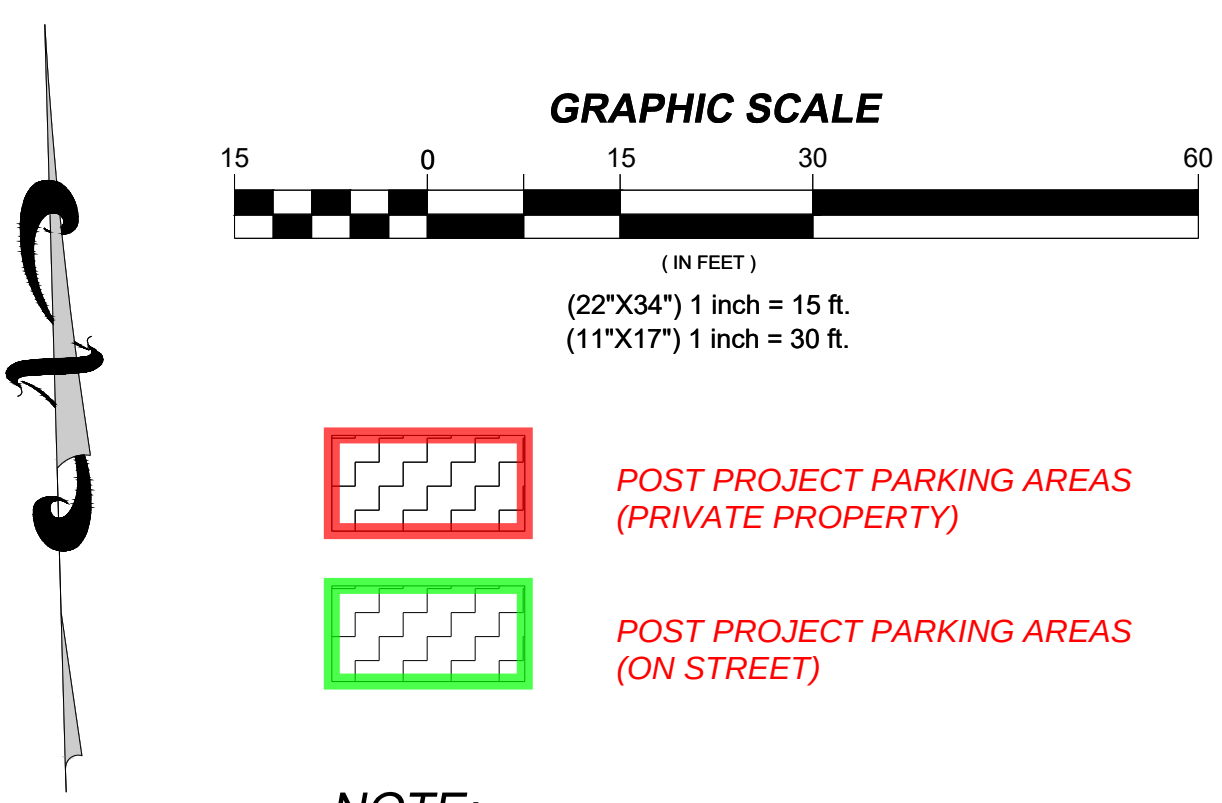
15 0 15 30 60
(IN FEET)
(22"x34") 1 inch = 15 ft.
(11"x17") 1 inch = 30 ft.

POST PROJECT PARKING AREAS (PRIVATE PROPERTY)

POST PROJECT PARKING AREAS (ON STREET)

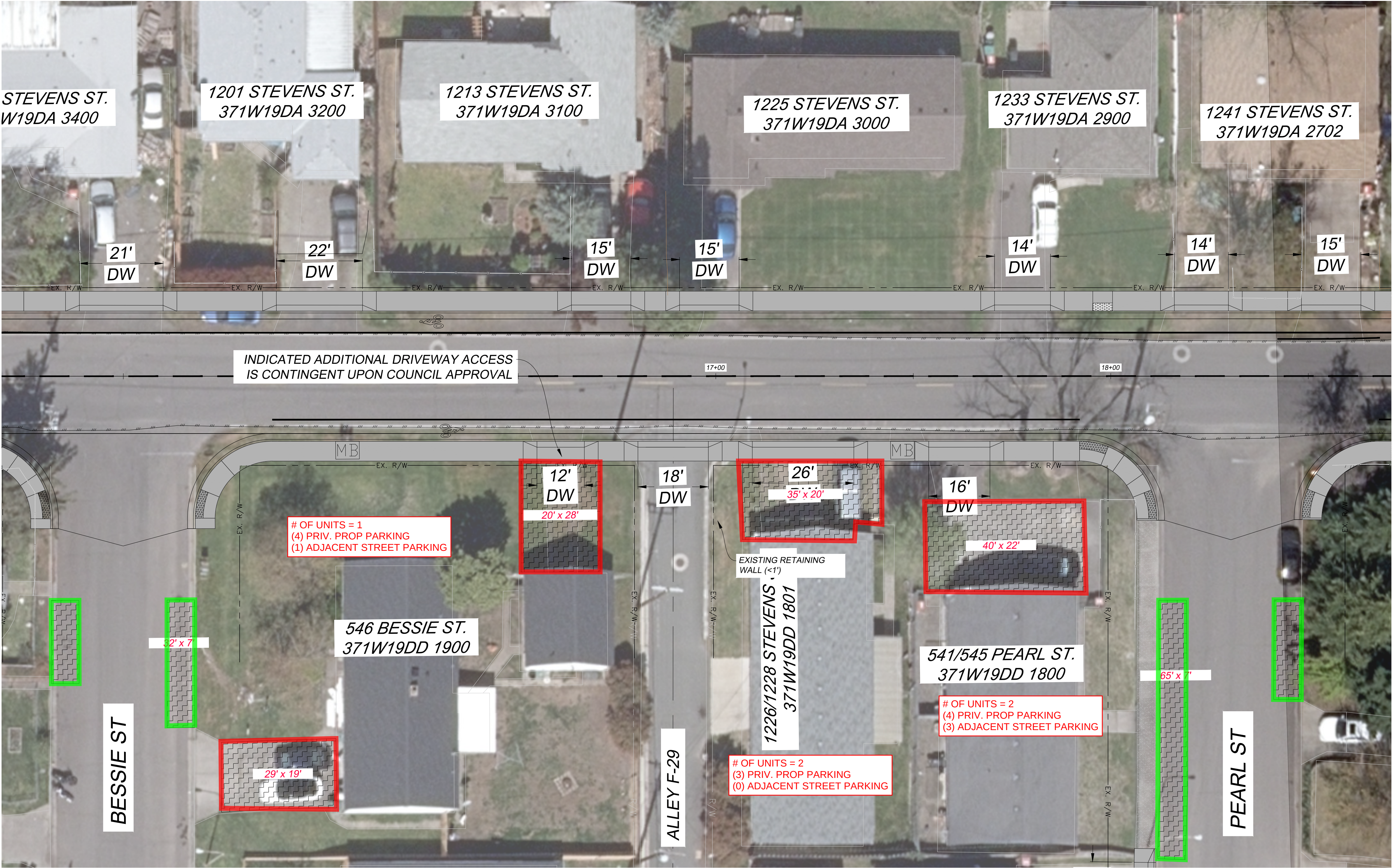
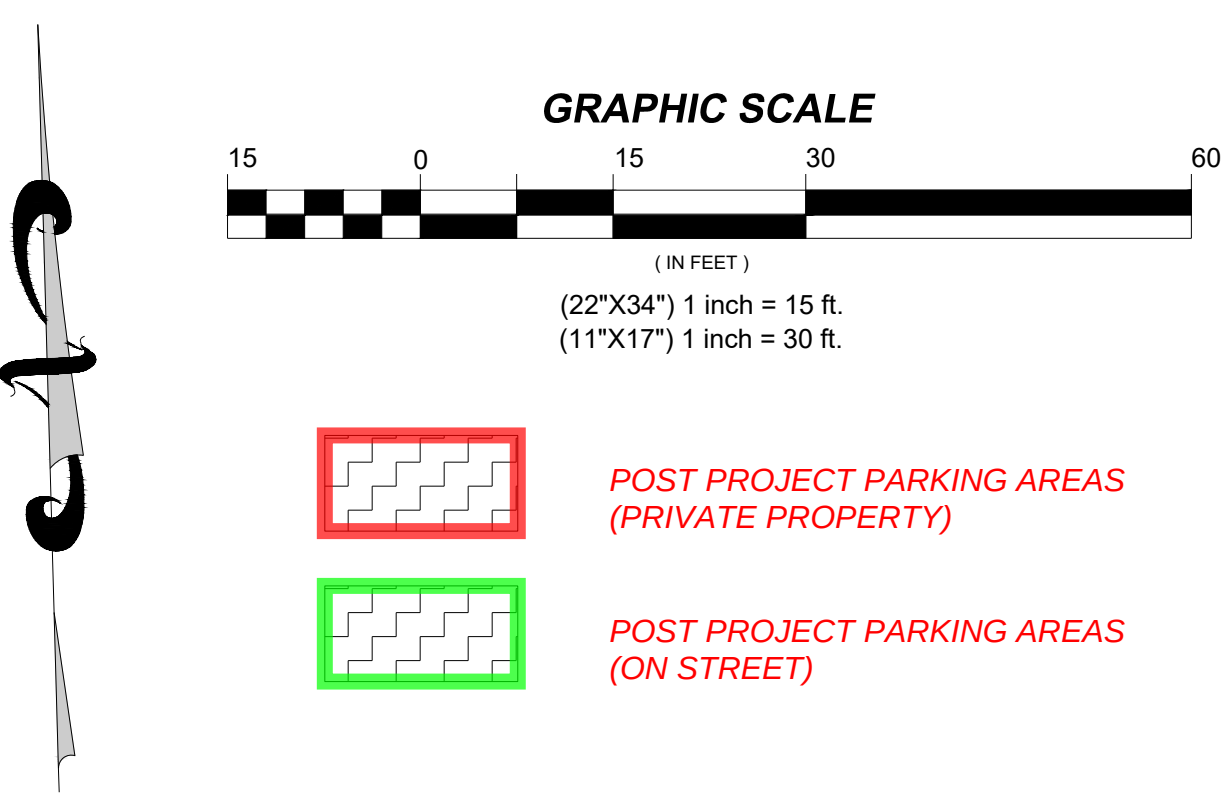
NOTE:
NORTH SIDE PARKING - NO IMPACT ON PRIVATE PROPERTY, BUT NO ON-STREET PARKING

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE PARKING EXHIBIT	
		DRAWN BY: _____ DATE: _____	PROJECT NO. _____
		CHECKED BY: _____ DATE: _____	P21-00038
		APPROVED _____ DATE: _____	SHEET NO. _____
		REVIEWED BY CITY TRANSPORTATION MANAGER _____ DATE: _____	P-4
		REVIEWED BY CITY ENGINEER _____ DATE: _____	
		APPROVED BY ORDINANCE NO. _____ DATE: _____	



NOTE:
NORTH SIDE PARKING - NO IMPACT ON
PRIVATE PROPERTY, BUT NO
ON-STREET PARKING

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE PARKING EXHIBIT	
		DRAWN BY: _____	PROJECT NO. _____
		CHECKED BY: _____	DATE: _____
		APPROVED BY: _____	DATE: _____
		REVIEWED BY CITY TRANSPORTATION MANAGER: _____	DATE: _____
		REVIEWED BY CITY ENGINEER: _____	DATE: _____
		APPROVED BY ORDINANCE NO. _____	DATE: _____
			SHEET NO. P-5



NOTE:
NORTH SIDE PARKING - NO IMPACT ON
PRIVATE PROPERTY, BUT NO
ON-STREET PARKING

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE PARKING EXHIBIT	
		DRAWN BY:	PROJECT NO.
		CHECKED BY:	P21-00038
		APPROVED:	SHEET NO.
		REVIEWED BY CITY TRANSPORTATION MANAGER	P-6
		REVIEWED BY CITY ENGINEER	
		APPROVED BY ORDINANCE NO.	



Public comment for Stevens St project (TF-25-263)

From Elisa Shulters [REDACTED]
Date Wed 2/4/2026 10:39 AM
To Kayla S. Parr <Kayla.Parr@cityofmedford.org>

***WARNING! External Email. Do not** click unrecognized links or attachments. **When in doubt**, use the Phish Alert Button

Elisa Shulters
1001 Stevens Street, [REDACTED]
Re: Stevens Street - Oregon Terrace Transportation Facility Project (TF-25-263)

Honorable Mayor and Members of the Medford City Council, thank you for the opportunity to share my perspective. I'd like to especially address those counselors who represent Ward 1, Mike Kerlinger and Jessica Ayers.

My name is Elisa Shulters and I live in the Stevens Street neighborhood. I am writing to express my concerns regarding the proposed changes to Stevens street, my home for the last 12 years.

Commissioner Rachel Bennett mentioned at the planning commission meeting on January 8 that one of Medford's goals is to create a walkable city. If that is truly the case, then pedestrians, not roadway expansion, should be the priority. Stevens street already functions as a faster road than is appropriate for such a densely populated neighborhood, which negatively impacts pedestrian safety. Widening the roadway will only encourage higher speeds and make the street less safe. A reduced speed limit or additional speed reduction measures, such as stop signs at intersections, should be part of any plan.

As a resident who walks this neighborhood daily, I believe the most effective solution would be a single, well-designed sidewalk paired with a wide landscaped median to separate pedestrians from traffic. Traffic studies show that medians reduce serious accidents, and one wider sidewalk would better serve residents while reducing the need for people to cross the street. If bike lanes must be included, many of my neighbors agree that painted emblems within the travel lane would be sufficient for the amount of bike traffic on our street. Such emblems are already being utilized all over our valley, including on much busier roadways like Pine Street in Central Point.

I question the necessity of bike lanes on East Stevens street, however. It is a very short, residential street, and there has been no clear evidence that bike use here justifies dedicating significant roadway space. If bike infrastructure is needed, it would make more sense on major corridors such as Crater Lake Avenue. Adding bike lanes here provides little benefit to cyclists while negatively impacting property owners. I would assume any serious cyclists are already using the lanes on Jackson, and adding them on Stevens won't affect them one way or another. Commissioner Bennett stated that we can't be expecting cyclists to use a road that doesn't have safe lanes, but my question is, are cyclists using the existing bike lanes? We don't know, because no studies have been done ahead of this project. Instead, commissioners (with the exception of Jared Pulver, Jim Wallan, and Jeff

Thomas - THANK YOU) moved this project forward knowing that the neighborhood has valid concerns, in a move that felt an awful lot like “we are from the government and we know what’s best for you.”

Finally, I want to raise a concern about fiscal responsibility. Medford’s Main Street project has been poorly received by the public and is now facing being redone as well as repayment. The Stevens Street project involves a large grant, but a scaled down approach could stay within budget without the grant, better serve the neighborhood, and avoid repeating past mistakes like Main Street. Please, before voting, take a moment to ask yourselves who this project is for. Is it for motorists? For checking boxes from the state?

Or is it for the people who live there every day, who walk with their pets and kids?

Please consider carefully.

Thank you for your time.

Sincerely,

Elisa Shulters



Walking on Stevens and Wabash is not safe

From Liz [REDACTED]
Date Wed 2/4/2026 11:52 AM
To Kayla S. Parr <Kayla.Parr@cityofmedford.org>

***WARNING! External Email. Do not** click unrecognized links or attachments. **When in doubt, use the Phish Alert Button**

Hi:

My name is Liz Hardy. I live at 625 Wabash Ave. I have a few testimonies to share.

-My first one is about my nephew, who visited me for Christmas in December 2025. My nephew lives in Cleveland, Ohio. He has lived there for about 5 years. He is constantly walking to college and to other places. When he was here in Medford, he decided to go for a walk on Stevens St. When he came back, he told us he felt very unsafe walking on Wabash and Stevens St. He said that while walking on Stevens, he was forced to walk on the road because there were cars parked on the dirt sidewalk. He got really scared, though, because while walking on the road, a car came, and he had no place to go to be safe. He was very scared for his life. After that day, he didn't want to go for a walk anymore. My nephew is 25 years old. I cannot imagine kids who are 4,5,6,7,8,10,12,etc walking on Stevens or Wabash to go home. It is very dangerous. I hope we can have a sidewalk on Stevens and Wabash. It is necessary.

-I was also very scared a few times while walking on Stevens St. I always have to cross the street from one side to the other to find a safe place to walk. Now, after what my nephew shared, I am trying not to walk on that street, even though I have no car, and I need to walk to Crater Lake Ave. I am very concerned about my safety.

-My mom is 83 years old, and sometimes she needs to go to Crater Lake to take the bus. She is still working, and when she has no one to bring her back home, she takes the bus, and she needs to walk on Stevens St and Wabash. I am always worried about her safety when she is walking on Stevens and Wabash. She is a senior, and it will be great if she can walk safely home on the sidewalk. I hope we can have a sidewalk on Stevens and Wabash. It is necessary.

Thank you very much for helping us to have a sidewalk on Stevens and Wabash. We really need it.

Liz Hardy
[REDACTED]
625 Wabash Ave
Medford, 97504

JASON M. ANDERSON
ERIC R. FOSTER
STUART E. FOSTER
TIMOTHY L. JACKLE

SHELBY M. PARKER

FOSTER DENMAN LLP
ATTORNEYS AT LAW
3521 EAST BARNETT ROAD
P.O. BOX 1667
MEDFORD, OR 97501

TELEPHONE 541-770-5466 FAX 541-770-6502



KAREN C. ALLAN
RETIRED

LISA M. RAHM
ESTATE ADMINISTRATOR

L. ESTELA RODRIGUEZ
STAFF ACCOUNTANT

February 4, 2026

Via E-mail

Carla G. Paladino, Principal Planner
City of Medford Oregon / Planning Department
200 S. Ivy Street
Medford, OR 97501

Carla.Paladino@cityofmedford.org

Re: TF-25-263

Dear Carla:

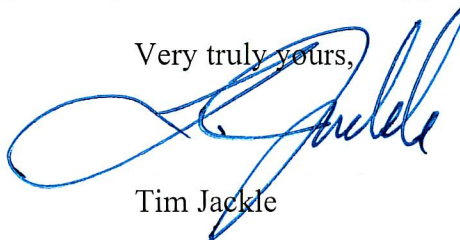
Thank you for reaching out yesterday regarding the history of the Spring Street sidewalk improvement project. You were correct that I was the one that requested it be listed as a project on our Transportation System Plan. The reason I requested that the City consider adding a sidewalk to Stevens Street was to provide a safe pedestrian connection from the Wabash/Stevens Street residents down to the Medford Center.

Attached is a picture I took showing a pedestrian walking with a cane on Stevens Street presumably because there isn't sufficient level ground on the shoulder of that street. (This picture was taken in 2021, after the inclusion of this project in the TSP, but it is a representation of what I've seen many times on that street both before and after the sidewalk proposal was made).

While I am not sure sidewalks on both sides of the street and bike lanes are necessary, I believe having at least one sidewalk on Stevens Street would improve the lives of the residents who live in the area.

Thank you for providing me the opportunity to comment on this application.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Tim Jackle', with a large, stylized loop at the end.

Tim Jackle

TLJ:cln

Attachment



CITY COUNCIL MEETING MINUTES



MEDFORD
CITY COUNCIL



EXHIBIT
GG

February 4, 2026

6:00 P.M.

Medford City Hall, Council Chambers

411 W. 8th Street, Medford, Oregon

The public may view live and recorded City Council meetings through our website [HERE](#).

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

Mayor Michael Zarosinski, Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith, Kevin Stine (via Zoom), and Garrett West; City Manager Pro Tem John Vial, City Attorney Eric Mitton, City Recorder Winnie Shepard

20. City Manager Reports

- 20.1 City Manager Pro Tem John Vial reported on the success of the Cornhole Kick Off, recent community partner meetings, completion of the Crater Lake Highway Overlay Project, and the launch of the Council Community Art Contest.

30. Recognitions, Community Group Reports

30.1 Alba Sister City Semi-Annual Update

Robin Snider, representing the Alba Sister City Committee, shared an update on Alba's White Truffle Festival and expressed appreciation for the improvements to the Alba Room and Alba Park, the return of the Taste of Alba event, and the 2026–2027 student exchange program.

40. Oral Requests and Communications from the Audience

- 40.1 Ivette Hernandez submitted written comments in support of funding for the Ivy School and Children's Museum of Southern Oregon.
- 40.2 Brooke Nielson submitted written comments in support of funding for the Ivy School and Children's Museum of Southern Oregon.
- 40.3 Jeanne Grazioli submitted written comments in support of funding for the Ivy School and Children's Museum of Southern Oregon.
- 40.4 Kathryn DeGroot submitted written comments in support of funding for the Ivy School and Children's Museum of Southern Oregon.
- 40.5 Phyllis Nelson, Medford, submitted written comments in support of returning Main Street to its previous configuration.

- 40.6 Samuel Beeler submitted written comments in support of returning Main Street to its previous configuration.
- 40.7 William Dames, Medford, requested the City work to retain the U.S. Federal Courthouse building.
- 40.8 David Browder, Jacksonville, representing Siskiyou Velo, submitted written comments and spoke in opposition to returning Main Street to the previous configuration.
- 40.9 Rebekah Bergkoetter, Medford, spoke in opposition to returning Main Street to the previous configuration.
- 40.10 Andy Whitlock, Medford, spoke in opposition to returning Main Street to the previous configuration.
- 40.11 Emily Whitlock, Medford, spoke in opposition to returning Main Street to the previous configuration.
- 40.12 Logan Bell, Medford, spoke in opposition to returning Main Street to the previous configuration.
- 40.13 Nathan Williard, Central Point, spoke in opposition to returning Main Street to the previous configuration.
- 40.14 James Matichik, Medford, spoke in opposition to returning Main Street to the previous configuration.
- 40.15 Kyna Moser, Medford, spoke in opposition to returning Main Street to the previous configuration.
- 40.16 Krissy Millner, Medford, spoke in opposition to returning Main Street to the previous configuration.
- 40.17 Mark Millner, Medford, spoke in opposition to returning Main Street to the previous configuration.
- 40.18 Logan Conner, Medford, spoke in opposition to returning Main Street to the previous configuration.
- 40.19 Marta Tarantsey, Medford, spoke in opposition to returning Main Street to the previous configuration.

- 40.20 Alex Golden, Medford, spoke in opposition to returning Main Street to the previous configuration.
- 40.21 Abigail Schilling, Medford, spoke in opposition to returning Main Street to the previous configuration.
- 40.22 Brendan Binger, Medford, spoke in opposition to returning Main Street to the previous configuration.
- 40.23 Sam Beeler, Medford, spoke in opposition to returning Main Street to the previous configuration.
- 40.24 David Wilkerson, Medford, spoke in opposition to returning Main Street to the previous configuration.
- 40.25 Sky Real of Medford spoke in support of a community musical event and the expansion of music opportunities in the area.

50. Approval or Correction of the January 7 and January 21, 2026 Meeting Minutes

There being no additions or corrections, the January 7 and January 21, 2026 meeting minutes were approved as presented.

60. Consent Calendar

60.1 COUNCIL BILL 2026-09

An ORDINANCE approving and authorizing execution of a contract in the amount of \$424,000 with Knife River Construction for installation of four pickleball courts at Roosevelt School Park.

60.2 COUNCIL BILL 2026-10

A RESOLUTION setting the public hearing date for March 4, 2026, and initiating annexation to the City of Medford of a single, undeveloped parcel totaling approximately 38.75 acres located east of Sage Road, north of Rossanley Drive, south of Mason Way, and west of Highway 99. The County zoning designation of G-I (General Industrial) will be changed to the City's I-G (General Industrial) zone with an I-OO (Limited Industrial) Overlay. The property will be removed from Medford Rural Fire Protection District No. 2. (372W24 TL 300). (ANNX-25-381).

Motion: Approve the consent calendar.

Moved by: Garrett West

Seconded by: Nick Card

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith, Kevin Stine and Garrett West voted yes.

Motion carried and so ordered. Council Bills 2026-09 and 2026-10 were approved.

70. Items Removed from Consent Calendar

None.

80. Ordinances and Resolutions

None.

90. Public Hearings

90.1 COUNCIL BILL 2026-11

A RESOLUTION authorizing a Transportation Facility for Stevens Street and Wabash Avenue, between Crater Lake Avenue and Ridge Way, using a modified Minor Collector street cross section that reduces bike lane widths, does not include planter strips or on-street parking, introduces a dedicated turn lane, varies the standard paved street width, and reduces the overall right-of-way width throughout much of the project area. Sidewalk improvements are also authorized for the west side of Pearl Street, between Stevens Street and Saling Avenue. (TF-25-263)

City Attorney Eric Mitton reviewed the rules governing quasi-judicial hearings. Mayor Zarosinski requested Councilors report any ex parte communications. Councilor Card stated that he attended the Transportation Commission meeting on January 28, 2026 when the matter was discussed. Councilor West reported that he watched the Planning Commission meeting referenced in the record, received the email included as Exhibit Y, conducted a site visit, and drove the street. Councilors Ayres and Kerlinger indicated they had done the same as Councilor West. In addition, Councilor Kerlinger noted that he spoke with two Planning Commissioners to better understand how the discussion unfolded and why the vote was split.

Planner Carla Paladino presented a Transportation Facility application for improvements to Stevens Street, Wabash Avenue, and Pearl Street in northeast Medford. She was joined by Deputy City Engineer Dennis Hart, Public Works Director Dan Worth, and City Engineer Alex Georgevitch. The project is a collaborative effort among planning, engineering, and legal staff.

Eight new exhibits (Y-FF) were entered into the record, including emails, letters, a petition with 24 signatures in opposition, and parking location maps. Five submittals expressed opposition and two supported the sidewalk improvements.

The proposal would upgrade Stevens Street east of Crater Lake Avenue, extend improvements along Wabash Avenue to Ridgeway, and add sidewalk on the west side of Pearl Street between Stevens and Salem. Stevens and Wabash are designated as minor collectors; Pearl is a standard residential street. The application requests approval of deviations from standard cross-sections, including reduced bike lane widths, elimination of planter strips, removal of on-street parking on Stevens and Wabash, and modifications to curb radii.

Key improvements include:

- A new left-turn lane at Stevens/Crater Lake Avenue.
- Five-foot bike lanes and sidewalks on both sides of Stevens and Wabash.
- A five-foot sidewalk on the west side of Pearl Street to improve connectivity to Hedrick Middle School.
- Removal of six existing on-street parking spaces on Stevens.
- Limited right-of-way acquisition, primarily at intersections and the Wabash curve.

Staff explained that sidewalks on both sides and bike lanes are required by municipal code, the Transportation System Plan (TSP), Oregon Bicycle and Pedestrian Design Guide standards, and ODOT grant obligations. Alternatives such as multi-use paths were analyzed but would require a wider footprint and additional right-of-way. Staff cited operational and safety concerns with shared-use paths, particularly driveway conflicts.

Public outreach included an open house, Planning Commission hearings, and review by the Transportation Commission and Active Transportation Advisory Committee. The Planning Commission voted 5-3 to recommend approval. Concerns raised during public testimony by some commissioners included parking impacts, right-of-way acquisition, and the necessity of bike lanes on both sides.

Council discussion focused on parking impacts to specific properties, right-of-way constraints, design standards for bike facilities, and the feasibility of shared-use path alternatives. Staff presented Exhibit CC, identifying available on- and off-street parking areas to mitigate impacts.

Public hearing opened.

1. Erin and David Posctt, residents of 922 Stevens Street, expressed concerns about the proposed design. They stated that the planned sidewalk and bike lane configuration would place pedestrian and bicycle traffic directly next to their front door, creating a risk of hitting someone when stepping out.

They indicated they support having a sidewalk and bike access but believe only one shared facility is necessary rather than bike lanes and sidewalks on both sides. They

noted that in their nearly 22 years of living there, shared use of the roadway by pedestrians and cyclists has not been problematic, and speeding vehicles are a greater concern than pedestrian or bicycle traffic.

They also raised concerns about the loss of on-street parking and the feasibility of using the adjacent alley for parking, stating that the alley is heavily used by nearby businesses and may not provide adequate access. They questioned whether the project could negatively impact their ability to remain in their home.

2. Carly Teller, owner of 651 Wabash Avenue, spoke in support of the project. She stated that she walks the neighborhood daily and described Stevens Street as dangerous for pedestrians due to vehicle traffic and lack of dedicated facilities. She expressed support for adding sidewalks, noting that the absence of infrastructure likely discourages walking and biking.

Ms. Teller indicated that while sidewalks on both sides may not be necessary, at least one sidewalk would provide a safer route for residents, including children, apartment dwellers, and individuals without other transportation options. She also supported improved connectivity in the neighborhood and stated that designated pedestrian facilities would reduce the need for people to walk through private yards.

3. Carl Bergoyne, owner at the corner of Stevens Street since 1972, spoke in opposition to the project. He stated that he does not currently live at the property but surveyed three of his tenants, who are also opposed.

He expressed concern that removal of on-street parking on Stevens would negatively impact his tenants' ability to park. He indicated that he has not observed significant bicycle traffic on the street and believes the improvements are unnecessary. He stated he does not support installation of sidewalk improvements adjacent to his property.

4. Denise Straits, a resident of Oregon Terrace, spoke in opposition to the Stevens Street project. She stated that although the proposal has been scaled back, she believes it remains too large and would negatively impact the residential character of the neighborhood.

Ms. Straits expressed concerns about loss of frontage and setbacks, reduced parking, potential decreases in home values and security, and sidewalks being located very close to homes. She questioned the need for two bike lanes, citing limited anticipated bicycle use and safety concerns related to distracted drivers.

She also questioned whether future traffic increases justify the improvements, noting that the surrounding area is already developed and that alternative routes exist. Ms.

Straits referenced the Transportation System Plan's livability goal and stated she does not believe the project enhances neighborhood livability.

5. Josh Ludlow, property owner at 525 Pearl Street, spoke in opposition to the project, particularly the proposed sidewalk on Pearl Street. He stated that he has spoken with neighbors on his street and that none support the sidewalk installation. He noted there is some differing opinion regarding improvements to Stevens Street.

Mr. Ludlow expressed concern that the project would require removal of two large cedar trees on his property and reduce his front yard, negatively impacting his home and property value. He stated he has invested significantly in remodeling the home, considers it his family's long-term residence, and is concerned that the project could affect their desire to remain there.

He indicated that one nearby neighbor has decided to sell due to the proposed improvements. Mr. Ludlow also stated that children currently use the improved alleyways to travel to school and questioned the need for additional pedestrian infrastructure. He raised concerns about property acquisition and compensation related to right-of-way impacts and urged Council to consider these issues before proceeding.

6. Liz Hardy, resident of 625 Wabash Street, spoke in support of installing sidewalks on Stevens and Wabash. She described Stevens Street as very dangerous for pedestrians, noting that her 83-year-old mother walks to work and must navigate the roadway. She also shared that a visiting family member found it unsafe due to having to walk in the street when sidewalks were obstructed by parked cars.

Ms. Hardy expressed concern for children who regularly walk in the area without sidewalks and emphasized the importance of pedestrian safety. While acknowledging space constraints for some properties, she urged Council to prioritize safety and approve the sidewalk improvements.

7. A Stevens Street resident spoke regarding the project, expressing appreciation that the plan had been reduced in scope and may require less property acquisition than initially proposed. However, the speaker stated uncertainty about potential impacts to their own property and described communication from the City as insufficient, indicating that greater resident input should have occurred earlier in the process.

The speaker objected to earlier comparisons to Jackson Street, stating that Stevens is a residential neighborhood and not suited to similar improvements. While acknowledging the need for sidewalks, the speaker questioned the necessity of

dedicated bike lanes, citing limited observed bicycle traffic and concerns about removal of on-street parking.

The speaker suggested alternatives such as a single multi-use path on one side of the street or shared roadway markings for bicycles and encouraged Council to consider a scaled-back approach more consistent with the existing residential character of the neighborhood.

8. Kristen Adams, co-owner of 535 Oregon Terrace at the corner of Stevens and Wabash, spoke in opposition to the current proposal. She acknowledged and appreciated modifications made in response to prior public input but stated the plan still has significant negative impacts on neighborhood residents.

Ms. Adams expressed concerns about loss of parking, spillover parking onto nearby streets, vehicle security, and impacts to her property, including changes to her driveway that would limit use of her garage and reduce functionality. She also cited uncertainty about final property impacts and lack of detailed written assurances.

She questioned whether the design reflects neighborhood needs or is primarily driven by grant requirements, and raised concerns about loss of green space, privacy, and potential property value impacts. While supporting pedestrian and cyclist safety improvements and noting that she walks and bikes in the area, she advocated for a reduced design, such as a single sidewalk with shared lane bicycle markings, to lessen impacts on residents.

Public hearing closed.

Staff clarified that no eminent domain is currently proposed. Approximately 2,600 square feet of right-of-way would need to be acquired at fair market value, primarily at the Crater Lake Avenue intersection, the Wabash curve, and several side street intersections. The Pearl Street sidewalk would remain entirely within existing City right-of-way. Property owners have not yet been contacted, as negotiations occur after final project design is finalized. Staff noted that most acquisitions are resolved through voluntary agreement, with eminent domain used only as a last resort. Any acquisition would be paid at fair market value in accordance with Oregon law and the Uniform Relocation Act, and the City has not exercised eminent domain for any project in more than 25 years.

Regarding funding, staff reported \$2.1 million in grant funds with a required \$600,000 local match, totaling \$2.7 million toward an estimated \$4 million project cost. The grant application was based on City code requiring sidewalks and bike lanes on both sides of

the street; however, staff indicated that modifying the design to include a multi-use path on one side may be allowable under the grant, pending confirmation with ODOT.

Councilor Kerlinger acknowledged the difficulty of applying modern street standards to an older street like Stevens and emphasized the need for compromise. He noted that changes in population, school enrollment, and transportation patterns justify safety updates, particularly for children, but expressed concern about the capacity of alleys to absorb displaced parking. He suggested the north side of Stevens may accommodate sidewalks with less neighborhood impact. While appreciative of staff's success in securing grant funding, he cautioned that if grant conditions reduce flexibility or negatively affect the neighborhood, the funding may not be worth pursuing. Overall, he supports sending the project back for consideration of a scaled-down alternative that balances sidewalk improvements with preservation of on-street parking.

Councilor West thanked residents for providing input and staff for modifying the plans based on that feedback. He emphasized the importance of safe walking and biking routes for children. He expressed concern that the proposed sidewalks near 922 and 1016 Stevens Street would be too close to homes. He mentioned being open to multi-use paths or redesigns and noted that parking impacts on Stevens Street seem minimal due to available side streets. He stated he is not prepared to approve the project and supports postponing or sending it back for further review.

Councilor Quinn urged staff to think creatively and be willing to modify City Code if needed and believed that grants do not have to be accepted if the resulting project is not well-received.

Councilor Keating emphasized the need to balance improved access and safety with protecting property values and neighborhood quality of life, questioning whether bike lanes on both sides of the street would meaningfully improve safety given potential conflicts with parked vehicles and garbage cans. He expressed support for exploring code options to allow a single bike lane along the corridor to lessen impacts on homeowners and suggested considering a design with a sidewalk on one side of the street and a bike lane on the other, or possibly incorporating a narrower sidewalk on the opposite side if it would help conserve space.

Councilor Stine pointed out that improvements on Lozier, the Bear Creek Greenway, and other streets in Medford demonstrate that well-designed multimodal facilities can function successfully within established neighborhoods, even where space is constrained, and suggested that similar design principles could be applied to the current project.

Councilor Ayres shared concerns she observed firsthand while driving on Stevens Street, including heavy trailer use and existing on-street parking. She noted that the proposed reduction in on-street parking could shift impacts into other parts of the neighborhood. She was also particularly concerned about sidewalks extending very close to homeowners' front doors and recommended returning the project for evaluation of alternative design options.

Councilor Card reflected on his first review of the Stevens Street project and emphasized the importance of adding pedestrian and bike infrastructure on this mostly built-out residential street. He recommended creatively exploring solutions that balance the City's use of right-of-way with the character of the existing neighborhood, including preserving trees and accommodating residents' needs. He recommended returning the project to the Planning Commission to explore alternatives, such as multi-use paths and to apply a flexible approach to the Code and right-of-way.

The council discussed holding a study session or referring the issue back to the Planning Commission, then reviewed continuance options, weighing a date-uncertain continuance, which requires re-noticing, against a date-certain continuance, which can be postponed if needed.

Motion: Continue this matter indefinitely and direct staff to consider alternatives that reflect the true residential nature of this street, evaluate multi-use paths, including reducing or eliminating site distance and planter strips to minimize total right-of-way, and conduct a robust public engagement process to ensure community buy-in and to assess impacts near the intersection with Crater Lake Avenue.

Moved by: Nick Card

Seconded by: Garrett West

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith, Kevin Stine and Garrett West voted yes.

Motion carried and so ordered. Council Bill 2026-11 was continued indefinitely.

Mr. Mitton advised Councilors not to discuss this topic with one another to prevent a serial meeting.

100. Council Business

100.1 Proclamations Issued

Mayor Zarosinski issued a proclamation honoring Black History Month.

100.2 Committee Reports and Communications

a. Council Officers Update

Council Officers discussed the parklets program in conjunction with Main Street reconfiguration; Parks' proposal to use Rogue X for the 250th Fourth of July celebration, including a community picnic and free activities; and the issuance of an

RFP for the City Manager search, with the search committee meeting scheduled for the 24th to review options.

b. Committee Reports

Councilor Stine reported that the Parks and Recreation Commission appointed Adrian Chavez and Stephanie Swimmer to the Public Arts Selection Committee.

Councilor Stine recommended the use of Council Initiative Funds for a Fourth of July event.

Councilor Card reported that Councilors Kerlinger, West, and he met with local hoteliers to provide an update on the Creekside Quarter project. The meeting was productive, addressing community questions and discussing the upcoming stadium meeting. Community interest in the project is high.

Councilor Card reported on the Rogue Valley Area Committee on Transportation's work to develop a state-level priority project list. Key Medford projects, including the South Stage interchange, have been identified. Further discussions with staff and subcommittees will continue to ensure important projects remain prioritized.

Councilor West reported that staff and he met with the Rogue Community College president to discuss training students for the future workforce and exploring different economic opportunities for southern Oregon.

Councilor West reported that the Medford Water Commission appointed Jason Anderson as chair, swore in Brian Sjothun as the newest board member, received a presentation from Human Resources Director Bonnie Barasch on conduct, and discussed low snowpack levels, indicating potential challenges for the year.

Councilor Ayres reported that Councilor West and she met with Medford School District staff to discuss the upcoming intergovernmental agreement deadline; updates on the Safe Routes to School project; the North Medford gym, which is nearing completion with the insurance company so construction can hopefully start soon; and ongoing false alarm activations related to construction, which staff are working to resolve with the alarm company to prevent unnecessary concern for parents and the community.

Councilor West highlighted the contributions of Wanda Olsrud, who passed away in December. She and her husband, Sherm, supported the Medford community through 4-H and FFA programs, funded the Olsrud Arena, rebuilt Bear Creek Park playgrounds, and donated food to schools and community organizations. They also

supported student activities and made major healthcare contributions in Southern Oregon, including women's and children's services, cancer treatment, and mental health programs. Councilor West emphasized that Wanda's life was defined by action, humility, and care for others, and that she will be deeply missed.

Motion: Direct staff to add a memorial stone honoring Wanda Olsrud to the Community Wall of Remembrance.

Moved by: Garrett West

Seconded by: Nick Card

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith, Kevin Stine and Garrett West voted yes.

Motion carried and so ordered. A memorial stone honoring Wanda Olsrud will be added to the Community Wall of Remembrance.

c. Boards and Commissions Appointments

None.

Mayor Zarosinski declared a brief recess at 7:45 p.m.

The meeting reconvened at 7:52 p.m. with the same members present.

110. Staff Reports

110.1 State of the Court

Municipal Court Judge Virginia Greer provided an overview of the court's activities over the past year and plans for the coming year. Case filings have increased steadily over the past decade, with approximately 3,500 cases last year, primarily involving prohibited camping, trespass, retail theft, and disorderly conduct, largely in downtown exclusion areas. Highlights included the launch of a new database in partnership with the police department to track jail bed usage and support community outreach programs, the resumption of weddings in the municipal court, and the upcoming presentation of the "Medford model" at a national co-responder conference.

The court has expanded its alternative programs, including a new recovery-focused Pathway Program, ongoing deferred sentencing, and Outreach Court, all designed to provide individualized support and early intervention for repeat or high-risk participants. Planning is underway for new initiatives, including Livability Court with high-intensity supervision and a Mental Health Court, supported by a Harvard fellow who will bring fresh perspectives on mental health and system coordination. Additional goals for the coming year include expanding the disability court, developing a roadmap for mental health court, pursuing court of record status, and completing database integrations to improve efficiency and support community engagement.

110.2 Recreation Facility Economic Impact Report

Parks and Recreation Director Rich Rosenthal presented the annual reports for Lithia and Driveway Fields and Rogue X, highlighting their ongoing contributions and

economic impact. The Sports Park, now in its 19th year, hosted 46 tournaments in 2025 with nearly equal participation from local and visiting teams, attracting about a quarter million visitors. The park has generated over \$185 million in economic impact since opening, nearly six times its construction cost, and continues to see high demand for youth baseball, fast pitch softball, and adult slow pitch tournaments. Ongoing investments in field maintenance and capital renewal support its continued success.

Rogue X, in its second year, hosted 65 events with attendance of approximately 300,000, serving more teenagers and young adults than ever. Key programs include swim lessons, youth swim teams, and school water safety classes. The facility generated nearly \$5.3 million in combined resident and visitor spending in 2025, with an estimated overall economic impact of \$9.8 million over two years. Both facilities demonstrate strong returns on investment and reinforce the City's identity as a hub for sports and recreation.

110.3 Proposed 2026 Federal Legislative Agenda

Communications and Government Relations Director Kristina Wilson presented updates to the City's 2026 Federal Legislative Agenda, which guides federal advocacy efforts and reflects the Council's goals. Key changes since the draft include adding a funding request for Midway Community Park, expanding details on the wastewater project, removing the No Surprises Act from policy priorities and including a downtown infrastructure upgrade to support potential housing projects.

Motion: Approve the 2026 Federal Legislative Agenda.

Moved by: Nick Card

Seconded by: Garrett West

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith, Kevin Stine and Garrett West voted yes.

Motion carried and so ordered. The 2026 Federal Legislative Agenda was approved.

120. Adjournment

There being no further business, this Council meeting adjourned at 9:27 p.m.

The City Recorder maintains a recording of these proceedings with the agenda, minutes and documentation associated with this meeting.



Winnie Shepard, CMC
City Recorder

PowerPoints attached



Outlook



FW: Stevens Street

From Planning Department <planning@cityofmedford.org>

Date Tue 4/21/2026 8:35 AM

To Kayla S. Parr <Kayla.Parr@cityofmedford.org>

Thank you.

Amanda Gross | Administrative Technician
City of Medford, Oregon | Planning Department
200 S. Ivy St., Medford OR 97501
Ph: 541-774-2703 | F: 541-618-1708
Email: aigross@cityofmedford.org

From: Vicky Armstrong [REDACTED]
Sent: Tuesday, April 21, 2026 5:22 AM
To: Planning Department <planning@cityofmedford.org>
Subject: Stevens Street

***WARNING! External Email. Do not** click unrecognized links or attachments. **When in doubt,** use the Phish Alert Button

Good Morning,

In regards to the proposed changes to Stevens/Wabash/Pearl streets, I would like to offer a comment. Have you considered a more holistic view of the neighborhood?

My residence is on Pearl Street, and during the six years I have lived here, I have wondered about the infrastructure improvements that have - and have not - been made. My home was built in 1923 as part of a subdivision (suggesting that the other homes in this area were originally of that same vintage), when cars were an uncommon commodity for people in this area. The original homes here were likely small cottages, and the surrounding streets were adequate for the transportation needs of the time.

Now, a full century later, the land use and neighborhood has evolved; most single-family homes have two (or more) wage-earners and probably each of those employed persons have a vehicle. Multi-family units have been added, increasing the need for parking in the same relatively small footprint. Hedrick Middle School was built bringing substantial multi-modal travel patterns to the area; many people walk/bike these streets to/from school as well as significant private car and bus traffic. All of this in a community that is largely without the safety of sidewalks.

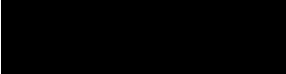
I am from a time when families walked and rode their bikes together, children played outdoors, and neighborhood streets were colored with chalk drawings and hop-scotch games. I embrace the moments when I hear kids playing at a basketball hoop or throwing a football, and have great concern when cars travel at an unsafe speed down the street. This unease is heightened when two vehicles are on the street at the same time in opposite directions, as the road is too narrow to allow easy passage (often due to the need for street parking for residents).

For several years, I have thought it would be helpful to make Pearl Street one-way, and make the next street to the west, Bessie, one-way in the opposite direction. It seems that this would allow for a sidewalk (or multi-modal path) and street parking on both sides, while still having a lane of travel appropriate for a residential neighborhood. Most significantly, this would not require the city to disrupt the ongoing efforts by homeowners to improve their properties and, by extension, the entire neighborhood.

As to Stevens Street, the very notion that trying to shoe-horn a 21st century state-mandated template into an old neighborhood seems like folly. I walk and drive that street daily and while a single sidewalk will not satisfy all, it seems to make the most sense and cause the least disruption to residents' quality of life. Perhaps a more prudent move would be to decrease the flow of traffic on the Stevens - Wabash thoroughfare, and encourage people to use the larger existing infrastructure on Spring Street. This could be aided by making Pearl one-way running south-to-north, as the Wabash - Pearl route is used as an expeditious route to Jackson from Spring (through a school zone).

Thank you for your consideration,

Vicky Armstrong
502 Pearl Street
Medford, OR 97504



FW: Study Session vens St

From Planning Depa [REDACTED] rd.org>

Date Wed 4/22/202

To Kayla S. Parr <

Thank you.

Amanda Gross | A
City of Medford, O
200 S. Ivy St., Med
Ph: 541-774-2703
Email: aigross@ci

-----Original Mess

From: Elisa Shulte

Sent: Wednesday,

To: Planning Depa

Cc: Mayor and Cou

Subject: Study Ses

ford.org>

on.gov>

*WARNING! Extern
Alert Button

gnized links or attachments. When in doubt, use the Phish

To Whom it May Concern,

As you meet this evening to discuss changes to Stevens street, I hope that these couple of thoughts may be taken into consideration:

1) Stevens is considered a minor collector due to the volume of traffic that uses it. Extensive research shows that widening roads to accommodate traffic leads to more traffic and congestion. In my opinion the primary goal of this project should be to make Stevens safer for pedestrians, that's it. Widening the road may attribute to the goal, but anything beyond that should be seriously scrutinized.

2) If at all possible, PLEASE consider adding a stop sign or crosswalk with a flashing light at some point along Stevens. As foot traffic increases we need speeds to be managed, and right now vehicles scream up and down our street. My suggestion would be a stop sign at Northwood and Effie, which are not directly across from each other, but similar to the intersection of East Main, Ashland Ave, and Lindley Street. This would kill two birds with one stone, by creating a safe crossing spot for pedestrians and likely deterring traffic from using Stevens as a "short cut" to Spring Street.

Thank you for your time.

Sincerely,

Elisa Shulters

CITY COUNCIL STUDY SESSION MINUTES



MEDFORD
CITY COUNCIL



EXHIBIT
JJ

April 22, 2026

6:00 p.m.

Medford Police Department, Prescott Room
219 S. Ivy, Medford

The public may view live and recorded Study Sessions on the City's website [HERE](#).

The regular study session of the Medford City Council was called to order at 6:00 p.m. in the Prescott Room for the Medford Police Station on the above date with the following members and staff present:

Mayor Michael Zarosinski; Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, Zac Smith, Kevin Stine, and Garrett West; City Manager Pro Tem John Vial, City Attorney Eric Mitton, City Recorder Winnie Shepard.

Transportation Facility Plan for Stevens Street

Public Works Director Dan Worth presented several street design alternatives for Stevens Street, a steep, narrow residential corridor with limited right-of-way, challenging driveway access, and homes located very close to the existing roadway. Discussion focused on the challenges of accommodating sidewalks, bicycle facilities, vehicle travel lanes, utilities, and parking within the constrained corridor while minimizing impacts to adjacent properties. One property has a steep loop driveway that cannot be reconstructed in its current configuration. To maintain garage access, the proposed design includes a turnaround that accounts for the site's steep grade and retaining wall constraints.

Alternative 1

- Dedicated bike lanes on both sides of the street.
- Required wider overall cross-section, pushing improvements closer to houses.
- Resulted in several locations where sidewalks or bike lanes were within only 2–3 feet of homes, creating major resident concern.
- Used 5-foot sidewalks, which caused issues with crowding for pedestrians, utility poles, mailboxes, and inexperienced cyclists.
- Retained the standard 25 mph speed limit, which aligns with typical bike-lane designs.
- Eliminated space for any practical on-street parking.
- Required some right-of-way acquisition due to the width needed for travel lanes + bike lanes + sidewalks + buffers.
- Served as the baseline design that Alternative 2 modifies by *removing* bike lanes to gain width for sidewalks and parking.

Alternative 2

- Included two vehicle lanes with no dedicated bike lane; bicycles use sharrows in travel lanes.
- Reduced speed limit from 25 mph to 20 mph to meet standards for bikes in car lanes.
- Allowed seven-foot sidewalks, wider than previous five-foot designs.
- Provided an eight-foot parking lane on the south side.
- Widened pedestrian space so mailboxes and utility poles do not cause crowding.
- Moved sidewalk farther from houses in some segments by ending bike lanes before Crater Lake intersection.
- Considered an acceptable “Level of Traffic Stress” (LTS 2)

Alternative 3

- Introduced a multi-use path on the north side and a sidewalk on the south side.
- Required additional right-of-way on the north side for the path.
- Required bicyclists to make multiple awkward crossings at intersections to reach the path.
- Created driveway and intersection conflicts because drivers may not expect two-way bicycle movement on the multi-use path.
- Widened the overall cross section and placed improvements very close to homes.
- Resulted in the largest right-of-way acquisition and may have required construction very near structures.

Alternative 4

- Placed a multi-use path on the south side with no sidewalk there; provided a sidewalk only on the north side.
- Included a planter strip used for utilities and separation.
- Considered mountable curbs to allow cars to cross the path and park on private frontage, but created potential safety conflicts.
- Required minimal right-of-way on the north side; remained severely constrained on the south side due to homes located close to the street.
- Viewed by some participants as the cleanest, simplest, and most economical option.
- Generated discussion about flipping the design to place the multi-use path on the north side instead, potentially gaining space for parking while avoiding conflicts near homes on the south side.

Modified / Hybrid Concept Discussed

- Combined a north-side multi-use path with limited parking pockets created by narrowing lanes and adjusting planter strips.
- Considered relocating some utilities to make space for parking.
- Maintained the south side mostly unchanged to avoid right-of-way impacts to homes located very close to the street.

- Designed to preserve bicycle comfort, improve pedestrian space, retain some parking, and minimize structural impacts.

Several members expressed interest in a hybrid version of “Alternative 4” or a modified design that retained a shared-use path, preserved some parking, avoided right-of-way acquisition on the side with homes closest to the street, and continued to provide safe facilities for bicyclists and pedestrians. There was recognition that no single option fully addressed every priority; however, a carefully modified alternative could provide a balance among the competing needs.

Councilors discussed the issue extensively, with particular focus on parking availability and the proximity of proposed improvements to homes on the south side of Stevens Street. After reviewing the design alternatives, Councilors generally supported a modified version of Alternative 4. Their preferred approach was a design that maintained a shared-use path, minimized right-of-way impacts on the more constrained south side, and explored opportunities for limited parking on the north side. The importance of balancing bicycle and pedestrian safety with residents’ parking needs were emphasized and Council directed staff to refine the design to reflect these priorities.

Car Wash Code Amendment

Carla Paladino, Planning Department< briefed the City Council on potential changes to the regulation of car washes in Medford. The discussion was exploratory, with no proposed Code language presented at this time. Staff sought direction from Councilors regarding identified issues, desired outcomes, and potential approaches for further consideration. Previously, the City updated regulations for car washes and fuel stations. Car washes are prohibited in the Neighborhood Commercial zone. In other commercial and industrial zones, car washes may be permitted but may require a conditional use permit when located adjacent to residential areas. Existing special standards primarily address landscaping, buffering, and restrictions on certain types of signage, including tall pole signs. Car washes are currently classified under an older land use category identified as “automotive services.”

There are currently nineteen car washes in Medford. Most are located in commercial zones, particularly along major transportation corridors and highly visible intersections. The average lot size is approximately one acre, and most existing car washes operate as standalone primary uses. No car washes are located within the downtown boundary area. Car washes typically locate along arterials and collectors due to their reliance on visibility and convenient customer access.

Available commercial and industrial land where new car washes could potentially be developed, including undeveloped areas and areas designated for future commercial or industrial use. Some locations near the airport and in urbanizing fringe areas may be

suitable for future car wash development; however, certain parcels, such as former mill sites, may not be realistically viable for these uses.

The following categories of potential regulatory changes were outlined:

Land Utilization

- Identified concerns that car washes can be difficult to repurpose once constructed, potentially limiting long-term property flexibility.
- Considered options that included prohibiting car washes as primary uses or restricting their location at major intersections.

Pedestrian Orientation

- Identified challenges with integrating car washes into pedestrian-focused areas due to their vehicle-oriented nature.
- Considered options that included locating car washes toward the rear of lots, limiting direct access from major streets, or prohibiting them in areas intended for walkability.

Zoning Restrictions

- Considered prohibiting car washes within the downtown boundary or within Community Commercial zones.
- Recognized that additional restrictions could create nonconforming uses for existing businesses.

Several Councilors expressed support for preventing car washes within the downtown boundary, noting that downtown land should be preserved for higher-value, pedestrian-oriented uses and long-term flexibility. Some Councilors also supported limiting car washes at major intersections; however, establishing a consistent setback distance, such as 500 feet, presented challenges due to differences in parcel configurations.

Councilors discussed several broader considerations:

- Recognized that over-regulation could limit business opportunities and economic development.
- Acknowledged that land availability will become increasingly limited as the City grows, making long-term planning more important.
- Noted that car washes can be difficult to convert to other uses, while some automotive uses, such as tire shops, may provide greater flexibility.
- Identified the potential for restrictions to unintentionally limit development without achieving desired outcomes.
- Discussed that access limitations or requirements to locate car washes toward the rear of lots could require larger parcels and create unintended impacts.

- Raised concerns that restricting car washes as primary uses could create financing or development challenges.

A strong majority of Councilors supported prohibiting car washes within the downtown boundary and expressed interest in exploring additional regulations for car washes located at major intersections. Councilors showed less support for broader restrictions on car washes as primary uses or requirements to locate them at the rear of lots. Overall, Councilors preferred an approach that first evaluates downtown and Community Commercial zone prohibitions, with potential intersection-based regulations considered separately.

Council requested staff to return with draft Code language addressing a downtown prohibition, coordinated with the broader downtown planning effort, along with a separate proposal addressing major intersection restrictions and potential zone-based prohibitions, particularly within Community Commercial zones.

Council Officers Update

Councilor Ayres reported that the City Attorney will provide biennial training on the legal requirements and procedures for public comment during an upcoming study session; Councilors confirmed a quorum for the May 6 meeting; the DMA will provide additional information regarding a potential Council liaison to its EID Committee; and Councilors interested in touring the Element Hotel and Pastabilities should notify Debbie Grady.

There being no further business, this study session adjourned at 7:29 p.m.

The City Recorder maintains a recording of these proceedings with the agenda, minutes and documentation associated with this meeting.



Winnie Shepard, CMC
City Recorder

Attachments

CITY COUNCIL MEETING MINUTES



MEDFORD
CITY COUNCIL



**EXHIBIT
KK**

June 17, 2026

6:00 P.M.

Medford City Hall, Council Chambers

411 W. 8th Street, Medford, Oregon

The public may view live and recorded City Council meetings through our website [HERE](#).

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

Mayor Michael Zarosinski, Councilors Jessica Ayres, Nick Card, Kevin Keating (arrived at 6:24 p.m.), Mike Kerlinger, John Quinn, and Garrett West; City Manager Pro Tem John Vial, City Attorney Eric Mitton, City Recorder Winnie Shepard; Councilors Zac Smith and Kevin Stine were absent.

20. City Manager Reports

- 20.1 The City Manager provided reported on the new K-9 memorial, recreation activities, new city manager recruitment and the Regional Wastewater Improvement Project.

30. Recognitions, Community Group Reports

30.1 Employee Recognition

Fire Battalion Chief – Shift Commander Sean Schmidt and Police Chief Justin Ivens were recognized for their retirements.

30.2 Team Award

Police Chief Trevor Arnold presented a team award to Sergeant Esqueda, Sergeant Boyd, Corporal Terando, Corporal Alden, Officer Borrou, Officer Harvey, Officer Schwab, Officer Boone, Officer Lowe, and Officer Newman for their outstanding response to a March 28, 2026, shooting. The officers provided life-saving aid to a 16-year-old victim, quickly organized a search, and located the suspect within ten minutes. Their teamwork, including assistance from off-duty officers who returned to help, led to the suspect's swift arrest and helped prevent further violence. The award recognized their professionalism, coordination, and commitment to public safety.

30.3 Travel Medford Update

TJ Holmes of Travel Medford congratulated retiring police personnel and praised the city's investment in recreation, including the new pickleball courts. He reported record tourism tax revenues for the second consecutive year, highlighted successful marketing campaigns and tourism promotions, and noted ongoing efforts to attract sporting events and visitors to Medford. He also shared that the recent Savor Southern Oregon wine event drew nearly 1,000 attendees from 13 states.

30.4 Multicultural Fair and Center for Nonprofit Legal Services Report

Deborah Lee, Executive Director of the Center for Nonprofit Legal Services, provided an update on services funded through the Community Development Block Grant. During the 2025–26 fiscal year, the organization assisted 60 individuals at the Kelly Shelter by providing legal advice and support related to housing, public benefits, and healthcare.

She also highlighted plans for the 33rd Annual Greater Medford Multicultural Fair, scheduled for September 26 at Pear Blossom Park. The fair, the longest-running multicultural fair in Oregon, celebrates community diversity and is free to attend thanks to support from the City of Medford, Travel Medford, and other sponsors. Councilors discussed the possibility of participating with a booth to engage attendees.

40. Oral Requests and Communications from the Audience

- 40.1 Tara Beals, Christina Charvat, Violet Rene and Kara Baylog submitted written comments in opposition to the City Council’s decision on the Main Street reconfiguration and voiced support to retain the bicycle lanes.
- 40.2 Maria Gerolaga, Medford, urged city leaders to carefully consider the long-term environmental and community impacts of proposed developments, particularly at Hawthorne Park and encouraged decision-makers to prioritize environmental stewardship.
- 40.3 Ruben (no last name), Medford, shared his opinions on homelessness programs, the proposed stadium project, and the crime rate.
- 40.4 Brendon Binger, Medford, requested the City Council reconsider its decision on the Main Street configuration and voiced support for separated bike lanes.
- 40.5 Logan Bell, Medford, expressed support for the City's Climate Friendly Areas Plan and maintaining separated bike lanes and voiced appreciation for the Public Works Department’s prompt removal of a pothole.

50. Approval or Correction of the June 3, 2026 Meeting Minutes

There being no additions or corrections, the June 3, 2026 minutes were approved as presented.

60. Consent Calendar

60.1 COUNCIL BILL 2026-43

AN ORDINANCE approving and authorizing execution of a one-year contract in the amount of \$496,250 with Univar Solutions to supply and deliver sodium hypochlorite and sodium bisulfite bulk chemicals to the Regional Water Reclamation Facility (RWRF).

60.2 COUNCIL BILL 2026-44

An ORDINANCE approving and authorizing execution of a contract in the amount of \$488,061 with Romtec, Inc. for design and installation of a public restroom at Jackson Park.

Motion: Approve the consent calendar.

Moved by: Garrett West

Seconded by: Jessica Ayres

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, and Garrett West voted yes.

Motion carried and so ordered. Council Bills 2026-43 and 2026-44 were approved.

70. Items Removed from Consent Calendar

None.

80. Ordinances and Resolutions

80.1 COUNCIL BILL 2026-45

AN ORDINANCE authorizing execution of a three-year Agreement between the City of Medford and American Federation of State, County & Municipal (AFSCME) employees, concerning wages, hours, fringe benefits, and other working conditions effective July 1, 2026 through June 30, 2029.

Human Resources Director Bonnie Barasch presented a new three-year labor agreement with AFSCME, which was reached through collaborative negotiations and ratified on June 9, 2026. The agreement includes a 6% wage increase in the first year, followed by 3–5% cost-of-living adjustments in each of the next two years, increased City contributions to employee HRA/VEBA accounts, and salary grade adjustments for nine job classifications.

Councilor Garrett West believed the agreement was reasonable and thanked AFSCME for their successful negotiations with the City.

Motion: Approve Council Bill 2026-45.

Moved by: Kevin Keating

Seconded by: Garrett West

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, and Garrett West voted yes.

Motion carried and so ordered. Council Bill 2026-45 was approved.

80.2 COUNCIL BILL 2026-46

A RESOLUTION approving and authorizing rules for a three-year compensation and benefit plan for Executive and Non-Represented employees regarding wages, hours, fringe benefits, and other working conditions, covering from July 1, 2026 through June 30, 2029.

Human Resources Director Bonnie Barasch presented a proposed three-year compensation and benefits plan for executive and non-represented City employees. The plan includes a 3% cost-of-living adjustment (COLA) effective July 1, 2026, followed by annual COLAs ranging from 3% to 5% over the next two years, a \$100 monthly increase to VEBA contributions, and the addition of Veterans Day as a City holiday.

Motion: Approve Council Bill 2026-46.

Moved by: Kevin Keating

Seconded by: Nick Card

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, and Garrett West voted yes.

Motion carried and so ordered. Council Bill 2026-46 was approved.

90. Public Hearings

90.1 REQUEST FOR CONTINUANCE – PREVIOUSLY CONTINUED FEBRUARY 4, 2026

Council is requested to consider an indefinite continuance of a public hearing related to a Transportation Facility for Stevens Street and Wabash Avenue, between Crater Lake Avenue and Ridge Way, using a modified Minor Collector street cross section that reduces bike lane widths, does not include planter strips or on-street parking, introduces a dedicated turn lane, varies the standard paved street width, and reduces the overall right-of-way width throughout much of the project area. Sidewalk improvements are also authorized for the west side of Pearl Street, between Stevens Street and Saling Avenue. (TF-25-263)

City Attorney Eric Mitton invited anyone wishing to provide testimony on the matter to come forward; however, no one chose to speak.

Staff requested a continuance of the matter to allow for additional analysis and discussion before it returns for Council consideration. While an indefinite postponement was requested, staff noted that a study session has been scheduled for August 12 and that work on the project is ongoing.

The matter may be brought back before the Council once staff determines it is ready for further consideration.

Motion: Continue this matter indefinitely.

Moved by: Mike Kerlinger

Seconded by: Garrett West

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, and Garrett West voted yes.

Motion carried and so ordered. TF-25-263 (2026-11) was continued indefinitely.

90.2 COUNCIL BILL 2026-47

A RESOLUTION adopting the second Supplemental Budget for the 2025-2027 biennium, resulting in a \$666,700 increase in appropriations for the Biennium.

Chief Financial Officer Ryan Martin presented a supplemental budget to appropriate \$666,700 in unanticipated revenues received during the biennium. The budget adjustments affect six departments and 11 funds. Because two of the appropriations increased by more than 10%, a public hearing is required.

The largest changes involved the Police Department's forfeiture funds, including \$29,100 in state forfeiture revenues and \$122,000 in federal forfeiture revenues. The forfeiture revenues are not budgeted in advance because the timing and amount are unpredictable. The funds are restricted by state and federal regulations and will be used for approved police department equipment, services, and operational needs.

Public hearing opened.

No one spoke.

Public hearing closed.

Motion: Approve Council Bill 2026-47.

Moved by: Garrett West

Seconded by: Nick Card

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, and Garrett West voted yes.

Motion carried and so ordered. Council Bill 2026-47 was approved.

100. Council Business

100.1 Proclamations Issued

Mayor Zarosinski issued a proclamation acknowledging Juneteenth Celebration Day.

100.2 Committee Reports and Communications

a. Council Officers Update

The Council Officers discussed Jackson County's potential reduction of dog enforcement services due to financial challenges, received an update on ongoing concerns regarding the unsecured former Ramada property, and reviewed efforts to obtain a legal opinion related to potential conflicts involving the Medford Water Commission, as well as a grant application for sewer infrastructure planning in the South Stage Road area. Councilor Ayres also reminded Councilors that CCIF requests are due June 26.

b. Committee Reports

None.

c. Council Liaison Appointments

During the June 3, 2026 Council Meeting, Councilor Quinn volunteered to serve as liaison to the Downtown Medford Association Board and Councilor Kerlinger volunteered to serve as the liaison to the Downtown Medford Association's Economic Improvement District Ad Hoc Committee.

Motion: Appoint John Quinn as the Council liaison to the Downtown Medford Association board and Mike Kerlinger as the Council liaison to the Downtown Medford Association's Economic Improvement District Ad Hoc Committee.

Moved by: Jessica Ayres

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, and Garrett West voted yes. Councilor Quinn was appointed as the Council liaison to the Downtown Medford Association Board and Councilor Kerlinger was appointed to the Downtown Medford Association's Economic Improvement District Ad Hoc Committee.

Motion carried and so ordered.

Motion: Replace Michael Zarosinski with Garrett West as the Council Liaison on the Regional Rate Committee and appoint Jessica Ayres as the alternate liaison and appoint Garrett West as the alternate liaison to the Travel Medford Tourism Council.

Moved by: Mike Kerlinger

Roll call: Councilors Jessica Ayres, Nick Card, Kevin Keating, Mike Kerlinger, John Quinn, and Garrett West voted yes. Garrett West was appointed as the Council liaison to the Regional Rate Committee; Jessica Ayres was appointed as the alternate liaison to the Regional Rate Committee and Garrett West was appointed as the alternate liaison to the Travel Medford Tourism Council.

110. Staff Reports

None.

120. Adjournment

There being no further business, this Council meeting adjourned at 7:19 p.m.

The City Recorder maintains a recording of these proceedings with the agenda, minutes and documentation associated with this meeting.



Winnie Shepard, CMC
City Recorder

PowerPoints attached

CITY COUNCIL STUDY SESSION MINUTES



MEDFORD
CITY COUNCIL



**EXHIBIT
LL**

August 12, 2026

6:00 p.m.

City Hall, Medford Room

411 W. 8th Street, Room 330

The public may view live and recorded Study Sessions on the City's website [HERE](#).

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

Mayor Michael Zarosinski; Councilors Jessica Ayres, Nick Card, Mike Kerlinger, John Quinn, Kevin Stine, and Garrett West (via Zoom); City Manager Pro Tem John Vial, City Attorney Eric Mitton, City Recorder Winnie Shepard; Councilors Kevin Keating and Zac Smith were absent.

Harvard Fellow Presentation – Mental Health Court

Judge Virginia Greer and Harvard Fellow Shreyashi Ray presented findings and recommendations regarding the potential establishment of a mental health court. The existing Outreach Court was established in 2024 as a low-barrier access point to the municipal court system and rotates among community locations, including United Way, Recovery Café, and Goodwill, to provide court services and service providers.

A mental health court would address individuals whose mental health conditions contribute to repeated court involvement, but who do not meet the threshold for an existing aid-and-assist process. These individuals may have their cases dismissed and be released back into the community without receiving meaningful treatment or services. A proposed mental health court could potentially provide an alternative pathway by connecting eligible participants treatment, supervision, and services while addressing underlying behavioral health needs.

Research conducted over approximately 10 weeks examined mental health and behavioral health courts and found that structured programs can improve treatment engagement, reduce arrests and new charges, and support public safety. However, outcomes vary by jurisdiction and depend on local resources, program design, eligibility criteria, and available services. Successful mental health courts typically have dedicated staff, sufficient judicial capacity, dedicated funding, coordination among courts and service providers, and participation from defense attorneys. Medford currently operates with limited capacity and would require a resource and feasibility assessment before determining whether a mental health court could be implemented.

The proposed mental health court would likely use a voluntary, opt-in model in which participants agree to specific treatment and program requirements. Participants who do not comply could potentially return to the traditional court process. The appropriate point of intervention remains

unresolved, with predisposition, diversion, post-plea and pre-sentence models discussed. A predisposition model was identified as a potentially useful approach, because it could connect eligible individuals with services before they proceed through the traditional court process.

A mental health court would serve a relatively narrow population and would not replace the need for comprehensive community mental health services. The intent would be to create an additional point of intervention and improve coordination among existing services.

The next step would be a resource and capacity assessment to determine whether a mental health court pathway is feasible and how it could complement the City's existing court programs. The issue may be returned for further consideration as the Livability Court is developed and additional collaboration with Jackson County Mental Health and other service providers is explored.

Downtown / Climate Friendly Area, Part 2

Principal Planner Carla Paladino reported that the Downtown Climate-Friendly Area, Part 2, includes amendments to the General Land Use Plan, consolidation of downtown commercial zones into a new Central Business Zone, updates to downtown land use regulations and building and site design standards, and the eventual designation of downtown Medford as a Climate-Friendly Area pursuant to state requirements.

The proposed revisions to the downtown development standards include a minimum residential density of 25 dwelling units per net acre, block length standards, a maximum front setback of 15 feet, alternative design review provisions, and clarify that existing single-family homes may expand, convert to middle housing, or add accessory dwelling units. The proposed setback provisions would generally require buildings to maintain a pedestrian-oriented relationship with the street.

The proposed parking structure standards would require ground floor commercial or office uses, if parking structures front certain streets. The minimum required depth for those commercial spaces was reduced from 60 feet to 40 feet. Additional provisions address architectural articulation, vehicle screening, pedestrian and bicycle circulation, sidewalk connections, and future connectivity between properties.

The design corridor classifications are intended primarily to guide building placement, frontage, entrances, parking location, and the relationship between buildings and the street. The proposed revisions include downgrading a portion of 8th Street near the Children's Museum to a B corridor and upgrading Riverside to an A corridor.

Not all alleys qualify for improvements in the Downtown Plan or the proposed development standards as some are needed for deliveries, trash collection, utilities, and emergency access. Suitable alleys could incorporate landscaping, seating, lighting, pedestrian and bicycle connections, events, and other improvements. Council emphasized that the concept of alley activation should

remain broad enough to include different levels of pedestrian, bicycle, commercial, and public space uses rather than being limited to seating or dining areas.

Additional proposed changes include reducing required building frontage coverage from 80% to 60% for properties with frontages greater than 75 feet, removing prescriptive requirements for the size of seating and landscaping areas, reducing the minimum ground-floor window coverage for nonresidential uses from 60% to 30%, and changing facade variation requirements for larger buildings to provide architectural breaks or setbacks at least every 40 feet.

Councilors supported canopies and similar features to provide shade, weather protection, pedestrian comfort, and a more inviting downtown. Staff indicated that additional clarification is needed regarding whether overhangs may project into the right-of-way and noted that the City could consider an awning or canopy program.

A complete draft of the proposed amendment and public outreach will begin in September, followed by a Planning Commission hearing in October and consideration by Council in November.

Council requested that public outreach includes downtown property owners and tenants and provide opportunities for the public to review the maps and proposed changes and provide comments. They also requested that the materials clearly distinguish requirements mandated by state law from discretionary provisions developed by the City.

Council also requested examples showing how the proposed standards would apply to existing buildings, remodels, major expansions, and new development. Staff will provide additional examples as the code amendments are developed.

Stevens Street Transportation Facility

Public Works Director Dan Worth presented two alternatives for the redesign of Stevens Street following several prior study sessions and reviews by the Planning Commission and Transportation Commission. Both alternatives would add a westbound left-turn lane at Crater Lake Avenue, improve pedestrian connectivity, retain on-street parking on the south side, and require some right-of-way acquisition.

Alternative 2 would provide sidewalks on both sides of Stevens Street, with bicycles traveling in sharrows. The alternative would retain approximately 15 on-street parking spaces on the south side and would require less right-of-way acquisition than Alternative 5. The impacts to adjacent homes and property owners include reduced setbacks, loss of parking and private frontage, and right-of-way acquisition. The design was viewed as more familiar and context-sensitive for a residential street, with pedestrians separated from vehicle traffic on sidewalks and bicycles traveling with vehicles in the roadway. Councilors generally favored Alternative 2 but discussed modifying it to minimize impacts, including reducing sidewalk and roadway dimensions while maintaining ADA, utility, drainage, and safety requirements.

Alternative 5 would provide a multi-use path for bicycles and pedestrians on one side of the street, with bicycles separated from vehicle traffic. This alternative would require approximately 40% more right-of-way acquisition than Alternative 2 and would retain on-street parking on the south side. Council expressed concerns regarding impacts to adjacent homes and property owners, as well as the feasibility and functionality of a multi-use path given the numerous driveways, utility poles, grade changes, drainage considerations, and potential conflicts between bicycles, pedestrians, vehicles, and vehicles backing out of driveways. Councilors also questioned whether the path would be sufficiently connected to other bicycle infrastructure to provide meaningful long-term value. Some councilors supported the broader concept of developing a connected multi-use path network, while others felt that Alternative 5 would result in a compromised and disconnected facility that would not function well in practice.

Council also discussed whether the Stevens Street project should proceed at all. The Metropolitan Planning Organization (MPO) grant funds could potentially be retained for several years and revisited later. The possibility of reevaluating the street's functional classification or pursuing improvements on another street was also raised.

The Council reached a consensus to move forward with Alternative 2 as the basis for the project, minimizing the design and right-of-way impacts where feasible, evaluating reduced dimensions and a possible one-sided sidewalk configuration, and bringing the refined concept back through the required public process.

Council Officers Update

Councilor Ayres reported that the Police Advisory Committee (PAC) will review Flock cameras and other policing technology; Senator Wyden will present "Reimagining Healthcare for America" on August 17; and the City Manager interview subcommittee will select two to four finalists, and interviews are scheduled for September 2.

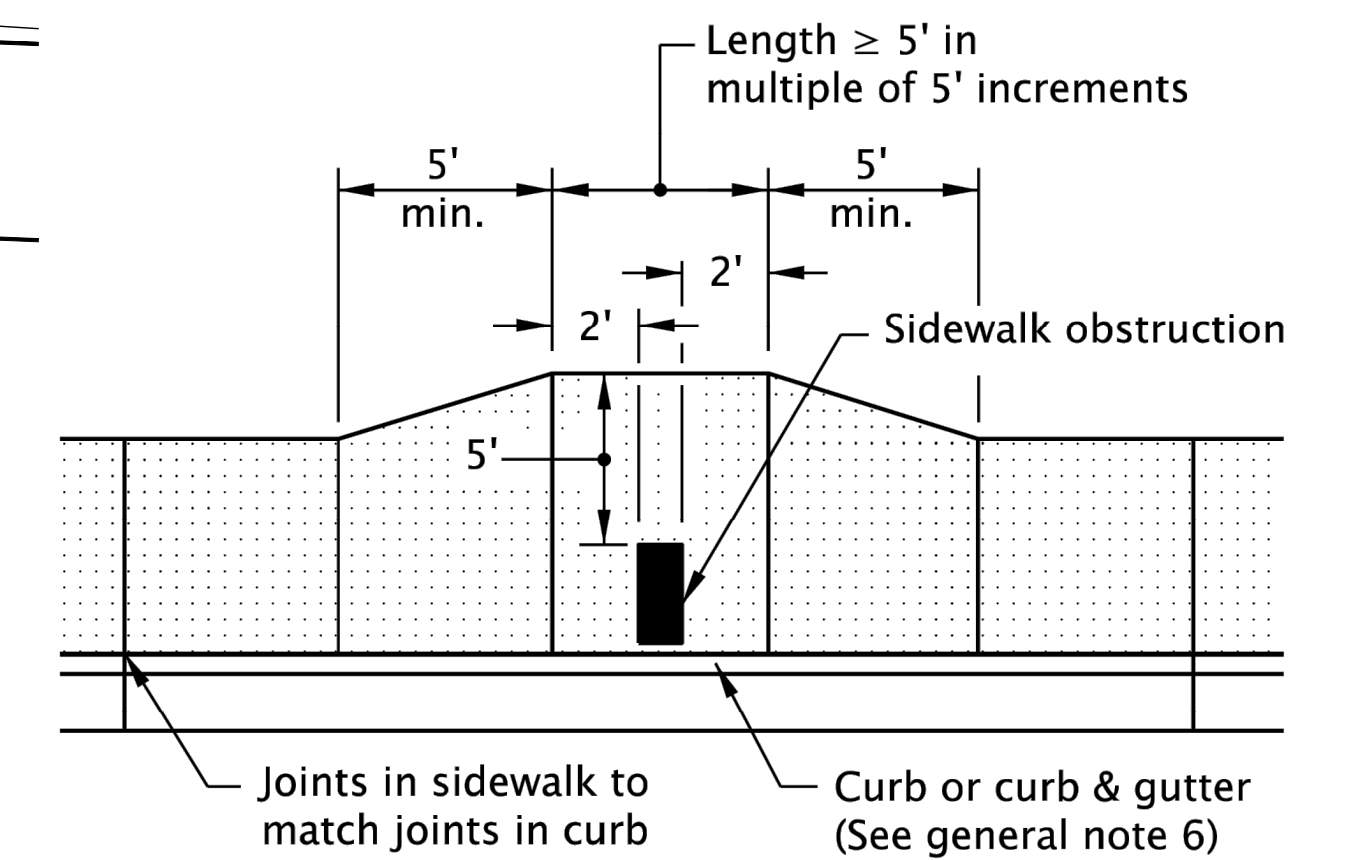
There being no further business, this study session adjourned at 8:48 p.m.

The City Recorder maintains a recording of these proceedings with the agenda, minutes and documentation associated with this meeting.



Winnie Shepard, MMC
City Recorder

Attachments



The diagram illustrates a cross-section of a proposed road layout. Key dimensions and components include:

- 5' R/W ACQUISITION**: The total width of the right-of-way.
- 5' SIDEWALK**: The width of the sidewalk on the left side.
- PROP R/W**: The proposed right-of-way boundary.
- EXTG R/W**: The existing right-of-way boundary.
- 50'**: The total width of the travel area.
- 45'**: The width of the travel area excluding the sidewalk.
- 38'**: The width of the travel area excluding the sidewalk and the 5' side area.
- 11' TRAVEL LANE/ SHARED BIKE LANE**: The width of the first travel lane.
- 11' TURN LANE**: The width of the turn lane.
- 11' TRAVEL LANE**: The width of the second travel lane.
- 5' BIKE LANE**: The width of the bike lane.
- 5' SIDEWALK**: The width of the sidewalk on the right side.
- 1' SB to R/W**: The width of the shoulder/bike lane area on the right side.
- EX. ROAD**: The existing road width.

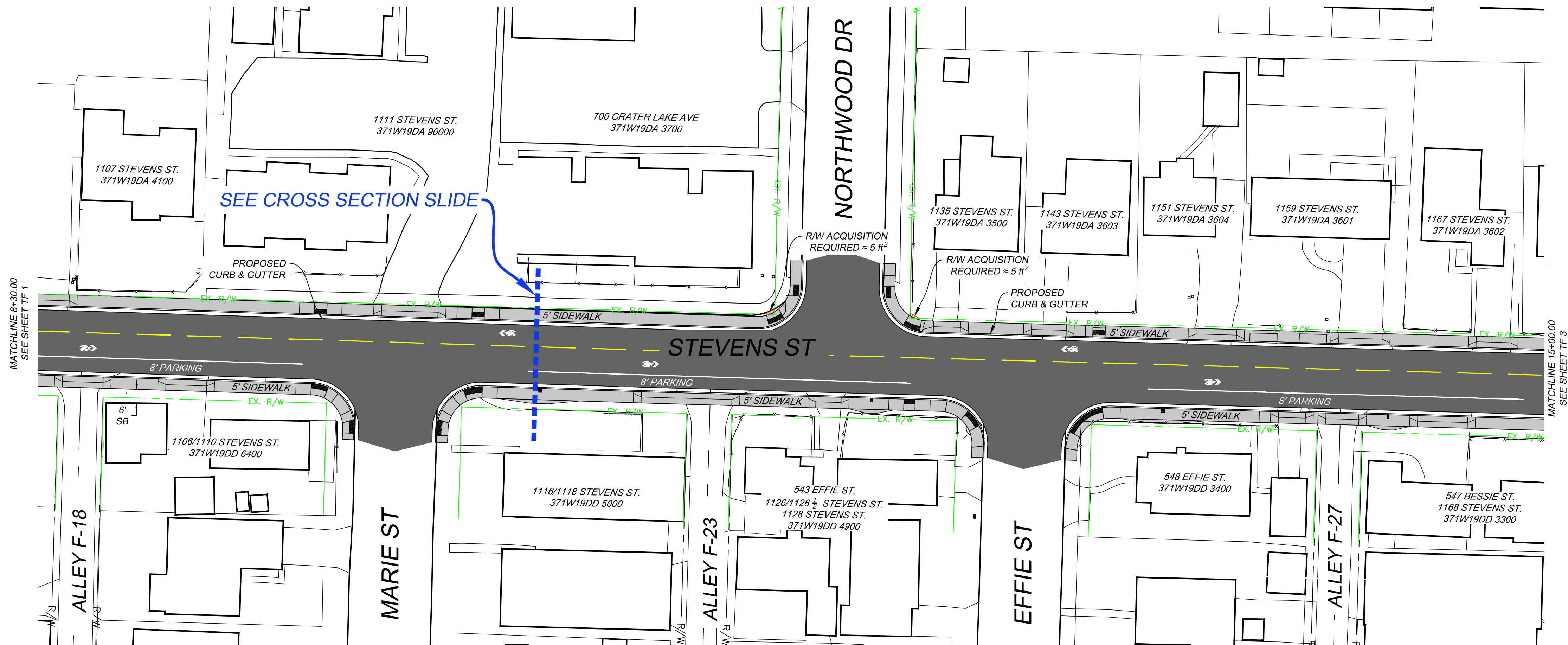
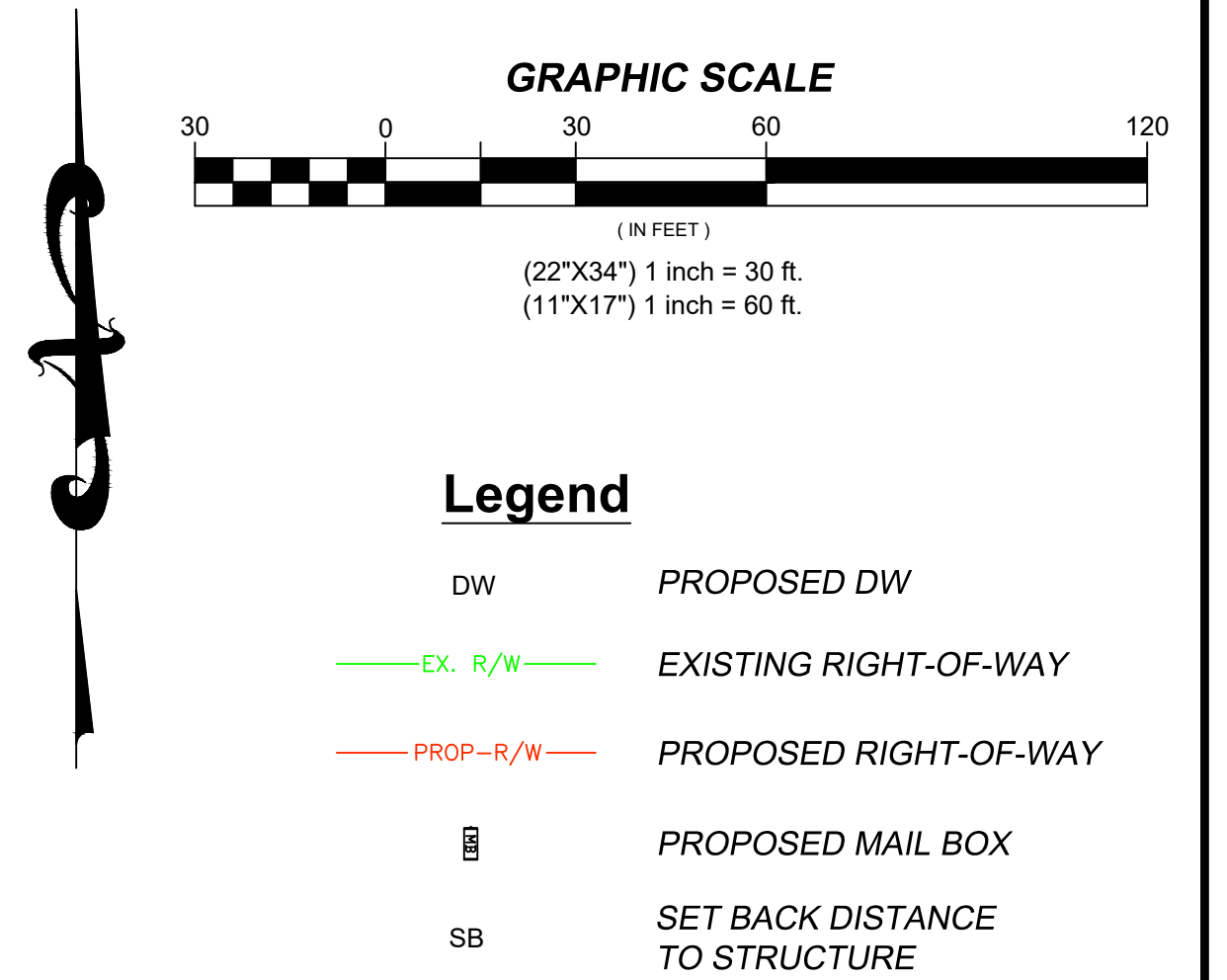
A cross-section diagram of a proposed 40-foot wide roadway. The diagram shows the following components from left to right:

- EXTG R/W** (Existing Right-of-Way) boundary on the far left.
- 5' SIDEWALK**: A 5-foot wide sidewalk on the left.
- 11' TRAVEL LANE/ SHARED BIKE LANE**: An 11-foot wide lane for travel and shared bikes.
- 11' TRAVEL LANE/ SHARED BIKE LANE**: A second 11-foot wide lane for travel and shared bikes.
- 8' PARKING LANE**: An 8-foot wide lane for parking.
- 5' SIDEWALK**: A 5-foot wide sidewalk on the right, with a group of three people walking on it.
- 4' SIDEWALK to R/W**: A 4-foot wide sidewalk area between the right sidewalk and the right R/W boundary.
- EXTG R/W** (Existing Right-of-Way) boundary on the far right.

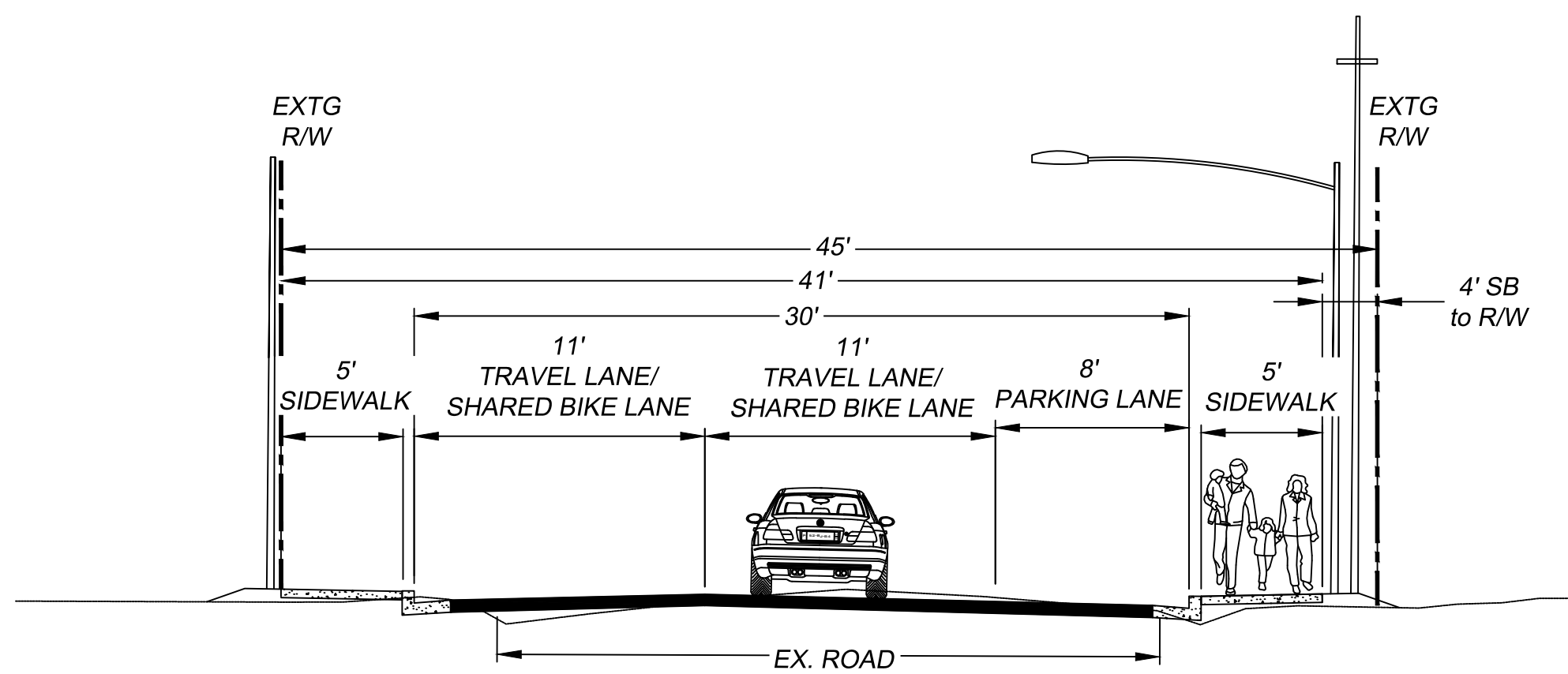
Overall dimensions and features:

- 45'**: Total width from the left R/W boundary to the right R/W boundary.
- 41'**: Total width of the travel and bike lanes.
- 30'**: Total width of the travel and bike lanes plus the parking lane.
- EX. ROAD**: The existing road width, which is narrower than the proposed roadway.
- A street light is shown on the right side of the road.

NO.	REVISION		DATE	BY	
	REVISED AS CONSTRUCTED BY				
CITY OF MEDFORD - ENGINEERING DEPARTMENT					
<div style="transform: rotate(-45deg); transform-origin: left top; white-space: nowrap;"> PRELIMINARY SUBMITTAL </div>		STEVENS STREET IMPROVEMENTS			
		CRATER LAKE AVE TO WABASH AVE			
		EXHIBIT A			
		DRAWN BY:	RLB	DATE:	09/30/26
		CHECKED BY:	DH	DATE:	09/30/26
		APPROVED:		DATE:	
		REVIEWED BY CITY TRANSPORTATION MANAGER		PROJECT NO. P21-00038	
		REVIEWED BY CITY ENGINEER		SHEET NO. TF 1	
		APPROVED BY ORDINANCE NO.			

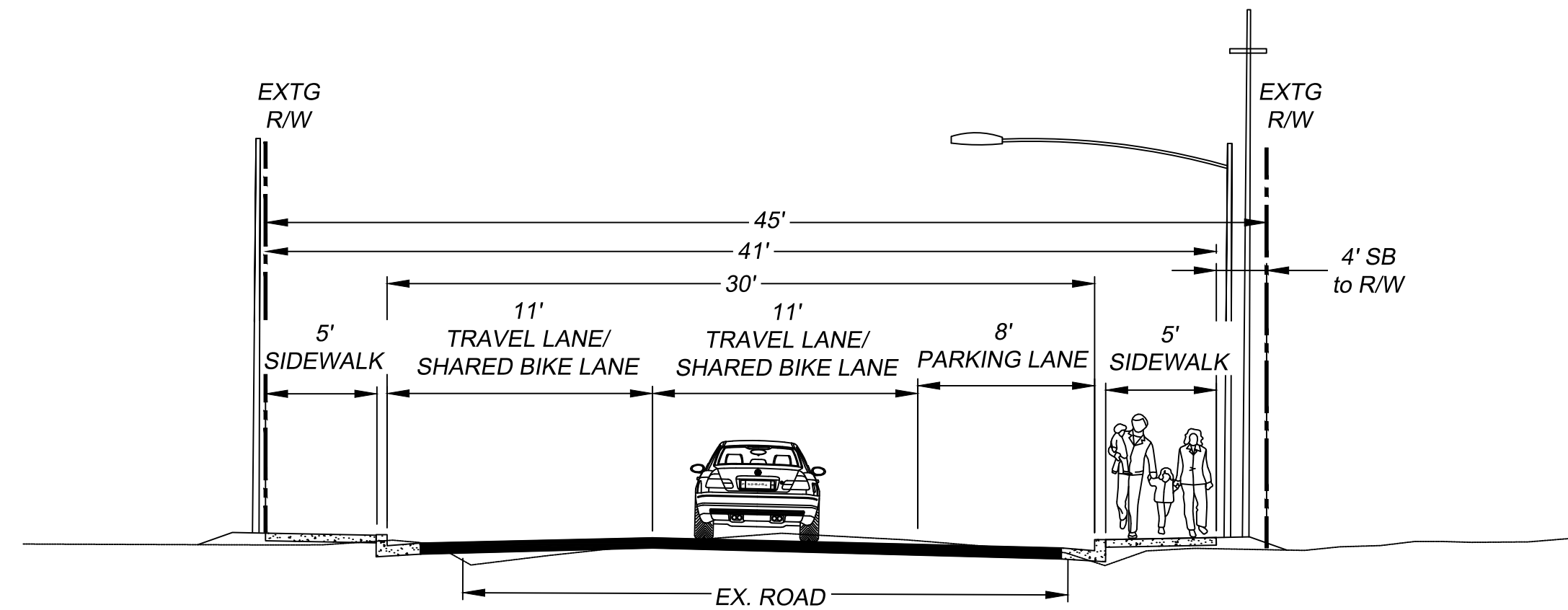


- REVISED ALTERNATIVE 2 CHARACTERISTICS
- 2 TRAVEL LANES
 - CURB SIDE PARKING ON SOUTH
 - 2 SIDEWALKS

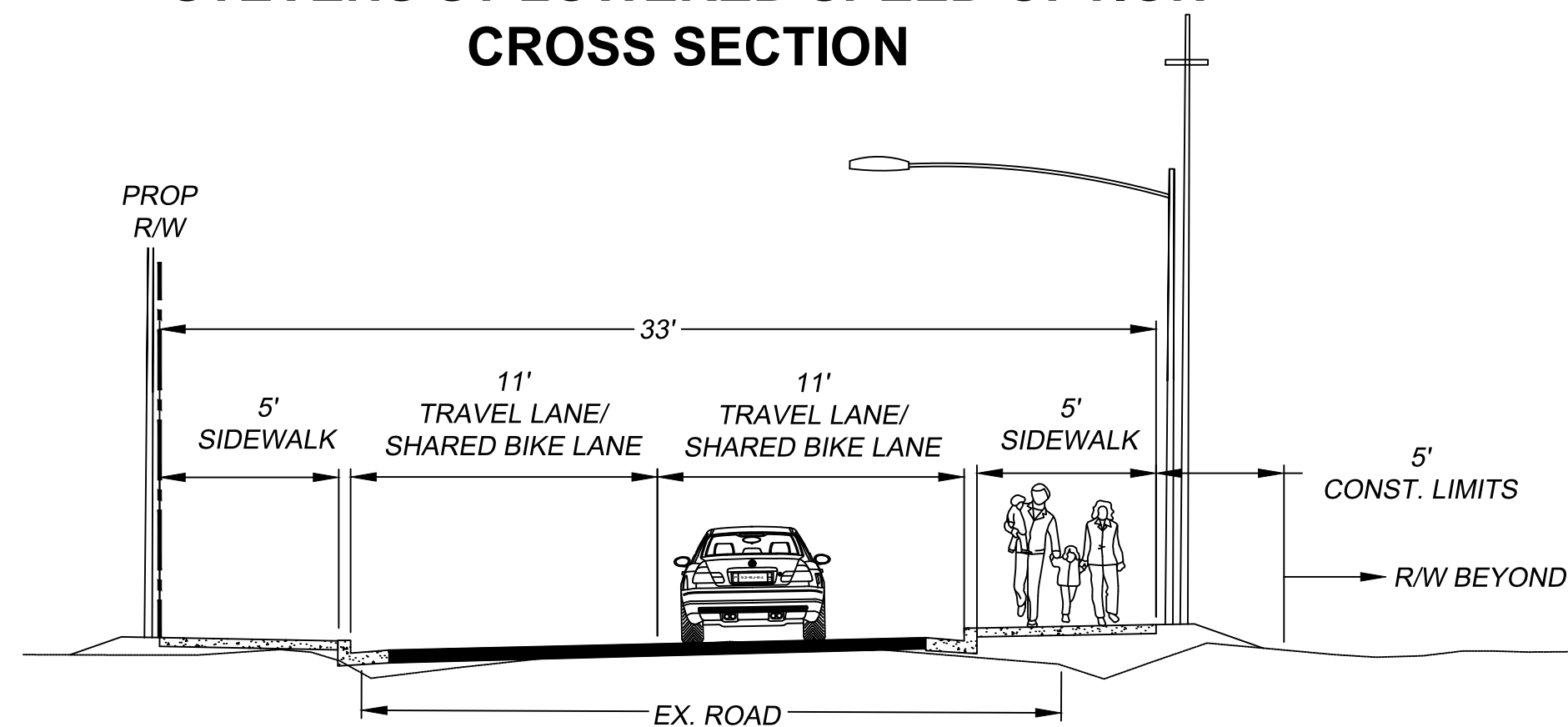


STEVENS ST LOWERED SPEED OPTION
CROSS SECTION

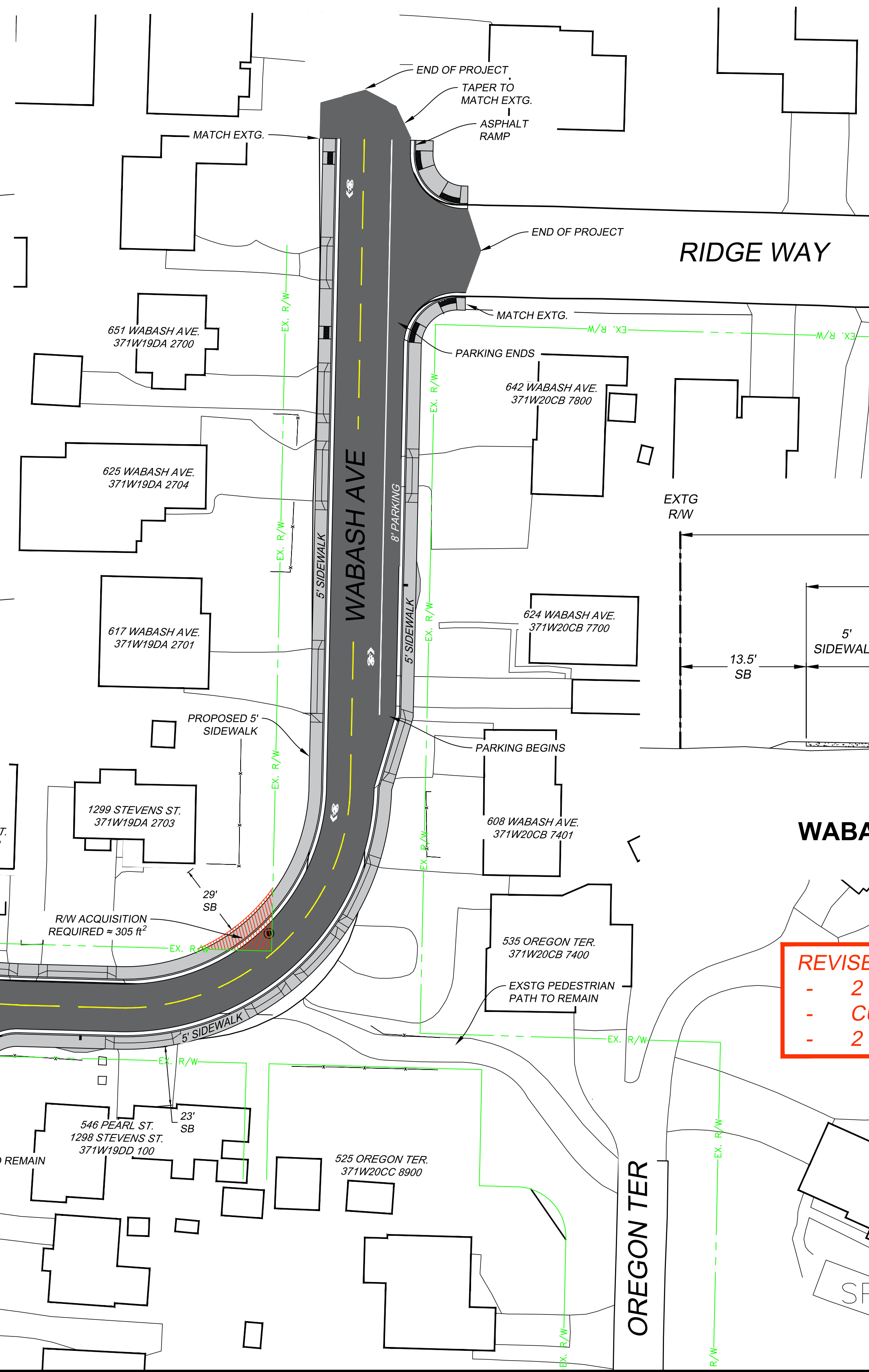
NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
PRELIMINARY SUBMITTAL		STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A	
		DRAWN BY: RLB	PROJECT NO. P21-00038
		CHECKED BY: DH	DATE: 09/30/26
		APPROVED:	DATE:
		REVIEWED BY CITY TRANSPORTATION MANAGER	DATE:
		REVIEWED BY CITY ENGINEER	SHEET NO. TF 2
		APPROVED BY ORDINANCE NO.	DATE:



**STEVENS ST LOWERED SPEED OPTION
CROSS SECTION**

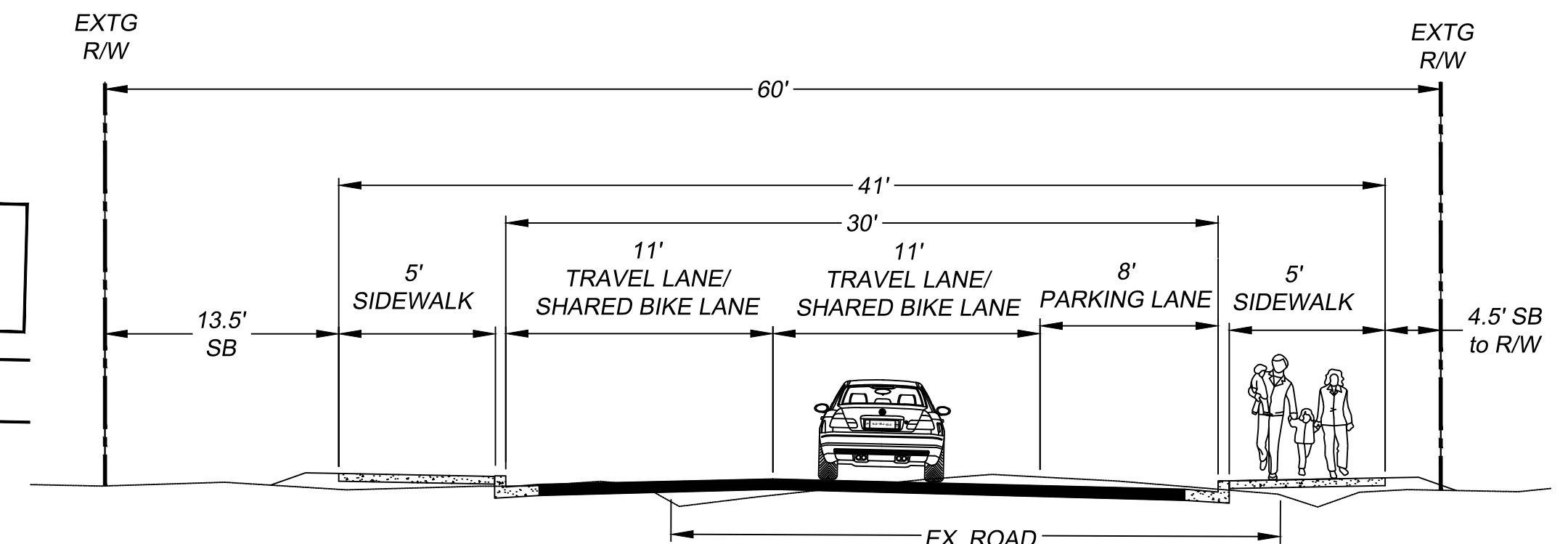


**STEVENS ST LOWERED SPEED AT CORNER
CROSS SECTION
SECTION D-D**



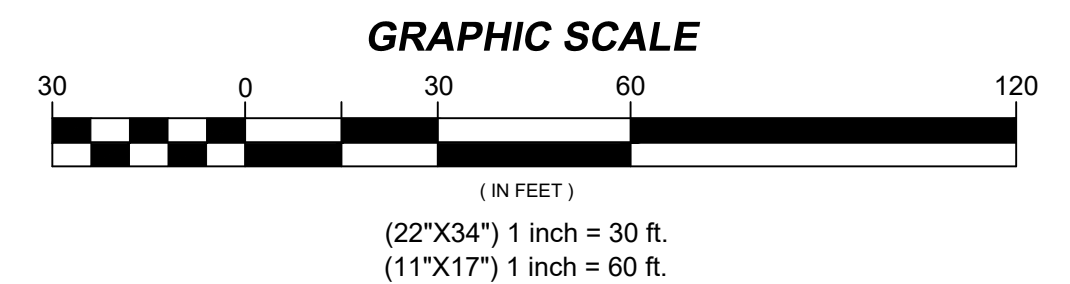
RIDGE WAY

**WABASH AVE SHARED LOWERED SPEED
CROSS SECTION**



REVISED ALTERNATIVE 2 CHARACTERISTICS

- 2 TRAVEL LANES
- CURB SIDE PARKING ON SOUTH
- 2 SIDEWALKS



Legend

- DW PROPOSED DW
- EX. R/W EXISTING RIGHT-OF-WAY
- PROP-R/W PROPOSED RIGHT-OF-WAY
- PROPOSED MAIL BOX
- SB SET BACK DISTANCE TO STRUCTURE

MATCHLINE 15+00.00
SEE SHEET TF 2

NO.	REVISION	DATE	BY
REVISED AS CONSTRUCTED BY			
CITY OF MEDFORD - ENGINEERING DEPARTMENT			
STEVENS STREET IMPROVEMENTS CRATER LAKE AVE TO WABASH AVE EXHIBIT A			
DRAWN BY: RLB	DATE: 09/30/26	PROJECT NO.	
CHECKED BY: DH	DATE: 09/30/26		P21-00038
APPROVED:	DATE:		
REVIEWED BY CITY TRANSPORTATION MANAGER	DATE:		
REVIEWED BY CITY ENGINEER	DATE:		
APPROVED BY ORDINANCE NO.	DATE:		
SHEET NO.			TF 3

**PRELIMINARY
SUBMITTAL**

Revised Alternative 2

