



## GENERAL LAND USE PLAN MAP AMENDMENT APPLICATION – Type IV

### 1. APPLICANT INFORMATION (If a corporation, list all principals)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Business): \_\_\_\_\_ (Residence) \_\_\_\_\_

### 2. AGENT INFORMATION (Owner's consent required)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Business): \_\_\_\_\_ (Residence) \_\_\_\_\_

### 3. OWNER/CONTRACT PURCHASER OF RECORD

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Business): \_\_\_\_\_ (Residence) \_\_\_\_\_

**GENERAL LAND USE PLAN MAP AMENDMENT APPLICATION – Type IV**

**4. PROJECT DESCRIPTION**

Existing GLUP Designation: \_\_\_\_\_

Proposed GLUP Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Map and Tax Lot #(s): \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Acreage: \_\_\_\_\_

Southeast Plan Map Designation (if applicable): \_\_\_\_\_

List any land use application file numbers (including pre-applications) associated with this subject property:

**5. REQUIRED SUBMITTALS**

- Application Form (signed)
- Assessor’s Map (w/site indicated)
- GLUP Map Excerpt (w/site indicated)
- Findings of Fact addressing approval criteria (Section 10.220(B), 10.222(B), & 10.224)
- Traffic Impact Analysis (TIA) or letter from Engineering Division (attached)
- Typed Mailing Labels for all property owners within 200-feet of project site
- Written Consent of Owner(s)
- Signed statement regarding posting of Public Hearing Signs (page 8)
- Fees:
  - o \$4,500
  - o Fees are due at time of project submittal.
  - o Checks shall be made payable to *City of Medford*.

Mailing Label Example:

372W19DB Tax Lot 3700  
Jane and John Jones  
000 Delta Waters Road  
Medford, OR 97504

**6. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE COMPLETE, TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Signature \_\_\_\_\_  Applicant  Agent  Owner

If any wetlands exist on the site, it is the applicant’s responsibility to apply for a permit to the Division of State Lands and Army Corps of Engineers before any site work begins.

## GENERAL LAND USE PLAN MAP AMENDMENT APPLICATION – Type IV

The General Land Use Plan (GLUP) Map graphically represents the present and future land use patterns within the City of Medford, and the future patterns within the Urban Growth Boundary (UGB). The purpose of the GLUP Map is to project the probable land uses in the City at the end of the planning period, based on the needs analyses in the other elements of the *Medford Comprehensive Plan*. For example, the "*Housing Element*" provides a close look at residential land needs, while the "*Economic Element*" details commercial and industrial land needs. Having the appropriate GLUP Map designation is a prerequisite for a zone change.

To properly administer the GLUP Map, several things must be kept in mind. The first is that the GLUP Map is dynamic. The current projections for land needs are based on past and present trends, and assumptions about the future. However, community needs and priorities tend to change over time, so amendments to the GLUP Map must be possible.

The second is that the GLUP Map is "general." The designations on the GLUP Map are not necessarily intended to follow property lines. Interfaces between different designations are purposefully non-site-specific so as to discourage using GLUP Map designations as the sole basis for making decisions on zone change applications. "Article II" of the *Medford Land Development Code* establishes specific criteria and procedures required for GLUP Map amendments (see below).

A GLUP Map amendment, when focused on specific individual properties, is usually a "*Minor*" Comprehensive Plan Amendment, and therefore, quasi-judicial. Minor amendments must not have significant effect beyond the immediate area, and must be based on special studies or other information that serve as the factual basis supporting the change. The public need must be established. The City Council is the approving authority for GLUP Map amendments, with the Planning Commission acting as an advisory agency which submits its recommendations and findings.

### GLUP MAP DESIGNATIONS

The GLUP Map has 13 different land use designations, as listed below. Each GLUP Map designation supports one or more specific zoning districts or overlay zones. Permitted land uses, as well as the development standards associated with each zoning district noted, are listed in "Article III" of the *Medford Land Development Code*.

#### Medford GLUP Map Designations:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Urban Residential                | <input type="checkbox"/> Commercial         | <input type="checkbox"/> City Center           |
| <input type="checkbox"/> Urban Medium Density Residential | <input type="checkbox"/> Service Commercial | <input type="checkbox"/> Airport               |
| <input type="checkbox"/> Urban High Density Residential   | <input type="checkbox"/> General Industrial | <input type="checkbox"/> Greenway              |
| <input type="checkbox"/> Parks – Schools                  | <input type="checkbox"/> Heavy Industrial   | <input type="checkbox"/> Limited Services Area |

#### Special Area Plans:

In addition to GLUP Map designations, some portions of the UGB have more detailed planning provisions in the form of adopted special area plans. The Southeast Plan is an adopted plan that provides more specific land use categories that dictate zoning district options. See the "*Neighborhood Element*" of the *Medford Comprehensive Plan* for the special area plans and maps.

## **GENERAL LAND USE PLAN MAP AMENDMENT APPLICATION**

The applicant must submit Findings of Fact for a proposed GLUP Map amendment. Findings of Fact are a written statement of the criteria, facts, and conclusions used in making a decision. The Findings of Fact must demonstrate that the proposal complies with the approval criteria, and that the facts of the case lead to that conclusion.

GLUP Map Amendments must be accompanied by Findings of Fact which include:

1. Identification of all applicable Statewide Planning Goals.
2. Identification and explanation of the Goals and Policies of the *Medford Comprehensive Plan* considered relevant to the decision.
3. Statement of the facts relied upon in rendering the decision.
4. Explanation of the justification for the decision based on the criteria, standards, and facts.

If the Findings of Fact are inadequate, any of the following may occur:

- Rejection of the application by the Planning Department due to it being incomplete.
- Disapproval by the City Council because it was not adequately demonstrated that the facts relied upon led to the conclusion that the request meets the approval criteria.
- Reversal of an approval on appeal.

### **APPROVAL CRITERIA FOR GLUP MAP AMENDMENTS**

Below are the criteria considered when evaluating proposed GLUP Map amendments. While all of the criteria may not apply to every proposal, all must be considered when developing the required substantive Findings of Fact supporting the final action, and those that are applicable must be identified and distinguished from those that are not.

GLUP Map amendments must be based on the following:

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

Copies of the *Medford Comprehensive Plan* "Goals, Policies, and Implementation Strategies" and the *Oregon Statewide Planning Goals* are available in the Medford Planning Department and on the City of Medford website.

**GENERAL LAND USE PLAN MAP AMENDMENT APPLICATION**

**TRAFFIC IMPACT ANALYSIS FORM**

A. Form to be filled out and signed by a representative from the Public Works Department – Traffic Section **prior** to submittal of this **General Land Use Map Amendment** application.

Map and Tax Lot(s) \_\_\_\_\_

Current GLUP Designation: \_\_\_\_\_

Proposed GLUP Designation: \_\_\_\_\_

B. Based upon the information submitted with this application:

- A Traffic Impact Analysis is not required
  
- A Traffic Impact Analysis is required and has been submitted to the Public Works – Traffic Section.
  
- Insufficient information to determine if TIA is required.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**GENERAL LAND USE PLAN MAP AMENDMENT APPLICATION**

**WRITTEN CONSENT OF OWNER**

I, \_\_\_\_\_, the property owner of Tax Lot(s) \_\_\_\_\_ on Jackson County Assessor Map \_\_\_\_\_, hereby consent to the filing of an application for \_\_\_\_\_ on said property, and will allow \_\_\_\_\_ to represent me before the City of Medford Approving Authority. I also give permission to City of Medford staff to post a public notice of this proposed land use action on the tax lot noted above.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## GENERAL LAND USE PLAN MAP AMENDMENT APPLICATION

### Public Hearings Signs, Section 10.124 (B)

Public hearing signs shall be posted on the project site for any proposed Type II, III, or IV (minor) land use actions according to the following:

- (1) Contents of sign. Public Hearing signs shall include a description of the proposed land use action, the date of the public hearing, and the City of Medford file number for the proposed land use action.
- (2) Location and number of signs. A posted notice sign must be placed on each existing street frontage of the project site. If a frontage is over 600 feet long, a notice sign is required for each 600 feet, or fraction thereof. Notice signs must be posted within 10 feet of a street lot line and must be visible to pedestrians and motorists. Notice signs may not be posted in a public right-of-way, unless the land use action specifically pertains to a public right-of-way. If posting must occur in the right-of-way, care should be taken to comply with Section 10.735, Clear View of Intersecting Streets.
- (3) Sign posting schedule. The required sign(s) shall be posted as specified in Table 10.124-1. Posted signs shall be removed within 10 days following the final decision.
- (4) Consequences of failing to post the property as required. Failure to post the signs as required by this section is a violation of the Medford Municipal Code.

**For the applicant's convenience, the Planning Department will provide the signs at the Land Development Committee Meeting. Should this meeting not be scheduled 21 days prior to the hearing, it is the applicant's responsibility to contact the Planning Department to pick up the sign(s).**

**GENERAL LAND USE PLAN MAP AMENDMENT APPLICATION**

**PUBLIC HEARING SIGNS**

I, \_\_\_\_\_, the property owner (or authorized agent) of Tax Lot \_\_\_\_\_ on Jackson County Assessor Map \_\_\_\_\_, have read Medford *Land Development Code* Section 10.124 which specifies the posting requirements for the tax lot(s) noted above, agree to post the property according to those requirements, and understand the consequences for not doing so.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

	<b>PUBLIC NOTICE OF PROPOSED LAND USE ACTION</b>
Proposed Land Use Action:	
Public Hearing Date: File No.:	
	For more information: Contact the City of Medford Planning Department at 774-2380