



AGENDA
January 12, 2015
12:00 Noon Meeting

MEDFORD PLANNING COMMISSION
STUDY SESSION

ROOM 151 – LAUSMANN ANNEX
200 South Ivy Street

Subject:

1. DCA-14-133 Process for plan authorization amendments.



CITY OF MEDFORD

PLANNING DEPARTMENT

Working with the community to shape a vibrant and exceptional city

MEMORANDUM

SUBJECT: Proposed Development Code Amendments
TO: Planning Commission *for January 12th study session*
FROM: Aaron Harris, Planner II
DATE: January 5, 2015

City of Medford's Code does not currently allow for revisions to Conditional Use Permits and Site Plan and Architectural Review permits after their initial approval. Code currently requires an applicant to restart the land use application process from the beginning in order to make minor revisions to an approved proposal. This results in a process that is inefficient and time consuming for applicants.

The Planning Department proposes an ordinance amending Sections 10.250 and 10.294 to allow minor revisions to Conditional Use Permit and Site Plan and Architectural Review approvals. The proposed code amendment provides criteria to identify circumstances in which permit revisions shall be allowed. The proposal aims to simplify the land use process by allowing applicants to modify permits without having to start the application process from the beginning. Modifications would be approved by the Director.

City of Medford

Modification of a Conditional Use Permit

***This is entirely new language to be added at code section 10.250**

1. Minor Modification.

A minor modification to an approved permit may be approved by the Planning Director provided the Planning Director determines that the modification does not constitute a major modification. A minor modification shall meet all of the following criteria:

- a. Meets all requirements of the Land Development Code and other legal requirements.
- b. Does not significantly affect other property or uses; will not cause any deterioration or loss of any natural feature, process or open space; nor significantly affect any public facility.
- c. The amount of open space and landscaping is not decreased.
- d. No relocation of vehicle access points and parking areas where the change may generate an impact that could adversely affect off-site or on-site traffic circulation or might adversely affect the community.
- e. No reduction or elimination of any project amenities such as recreational facilities, significant natural resources (streams, creeks, landform), fencing and other screening material.
- f. Modifications to facilities and utilities conform to the adopted facility plans.
- g. Modifications to any other components of the plan conform to standards of the Land Development Code.
- h. No modification to any condition of approval.

2. Major Modification.

A request to substantially modify a conditional use permit shall be processed in the same manner as a request for a conditional use permit in 10.246. The Planning Director may waive submittal requirements deemed unnecessary or inapplicable to the proposal.

Modification of a Site Plan and Architectural Review

*This is entirely new language to be added at code section 10.294

1. Minor Modification.

A minor modification to an approved plan may be made by the Planning Director provided the Planning Director determines that the modification does not constitute a major modification. A minor modification shall meet all of the following criteria:

- a. Meets the exemption criteria of 10.031.
- b. No increase in the number of dwelling units.
- c. The amount of open space or landscaping is decreased by no more than 10% of the previously approved area, provided the decrease does not drop below the minimum standards as required by the code.
- d. No relocation of vehicle access points and parking areas where the change may generate an impact that could adversely affect off-site or on-site traffic circulation or might adversely affect the community.
- e. No reduction or elimination of any project amenities such as recreational facilities, significant natural resources (streams, creeks, landform), fencing and other screening material.
- f. Modifications to facilities and utilities conform to the adopted facility plans.
- g. Modifications to any other components of the plan conform to standards of the Land Development Code.
- h. No modification to any condition of approval.

2. Major Modification.

When modification to an approved plan is determined to be a Major Modification, the plan shall be processed in the same manner as a request for a site plan and architectural review in 10.285. The Planning Director may waive submittal requirements deemed unnecessary or inapplicable to the proposal.