

SITE PLAN & ARCHITECTURAL COMMISSION AGENDA NOVEMBER 6, 2015



Commission Members

Jeff Bender, Chair

Jim Quinn, Vice Chair

Daniel Ames

Jim Catt

Bill Chmelir

Tim D'Alessandro

Bob Neathamer

Rick Whitlock

City Council Liaison - Dick Gordon

City Council Liaison Alt. - Eli Matthews

Regular Commission meetings are held on
the first and third Fridays of every month

Beginning at 12:00 Noon

City of Medford

Council Chambers,

Third Floor, City Hall

411 W. 8th Street

Medford, OR 97501

(541) 774-2380



Site Plan and Architectural Commission

Agenda

Public Hearing

November 6, 2015

12:00 P.M.

Council Chambers— City Hall, Room 300
411 West Eighth Street, Medford, Oregon

10. Roll Call.
20. Consent Calendar/Written Communications.
 - 20.1 AC-15-097 Final Order for the consideration of plans for the construction of Joseph Office Park Phase II, a 5,940 square foot office building, located on a 0.6 acre site on the north side of East Barnett Road, approximately 650 feet west of North Phoenix Road within a C-S/P (Service Commercial – Professional Office) zone district. Mark McKechnie, Applicant (Oregon Architecture, Inc., Agent).
 - 20.2 AC-15-109 Final Order for the consideration of plans to construct a 5,115 square foot warehouse building on approximately 0.16 acres within a Heavy Commercial (CH) zone district. The subject site is generally located 140 feet south of the terminus of Eads Street, 180 feet north of Earhart Road and bounded by Interstate 5 on the east (408 Eads Street). R.V. Concepts LLC, Applicant (Neathamer Surveying, Inc., Agent).
 - 20.3 AC-15-110 Final Order for the consideration of plans to replace an existing coffee kiosk with a 468 square foot building located on the southeast corner of Stewart Avenue and South Holly Street, within the C-C (Community Commercial) zone district (295 Stewart Avenue). Tom Casey, Trustee, Applicant (Thornton Engineering, Inc., Agent).
30. Minutes.
 - 30.1 Approval of minutes for the October 16, 2015, meeting.
40. Oral and Written Requests and Communications.
50. Public Hearings. None.
60. Written Communications.
70. Unfinished Business.
80. New Business.
90. Report from the Planning Department.
100. Messages and Papers from the Chair.
110. Propositions and Remarks from the Commission.
120. City Council Comments.
130. Adjournment.

BEFORE THE MEDFORD SITE PLAN AND ARCHITECTURAL COMMISSION

STATE OF OREGON, CITY OF MEDFORD

IN THE MATTER OF SITE PLAN AND ARCHITECTURAL COMMISSION)
FILE AC-15-097 APPLICATION FOR PROJECT REVIEW SUBMITTED) **ORDER**
BY MARK MCKECHNIE (OREGON ARCHITECTURE, INC).)

AN ORDER granting approval for the construction of Joseph Office Park Phase II, a 5,940 square foot office building, located on a 0.6 acre site on the north side of East Barnett Road, approximately 650 feet west of North Phoenix Road within a C-S/P (Service Commercial – Professional Office) zone district.

WHEREAS:

1. The Site Plan and Architectural Commission has duly accepted the application filed in accordance with the Land Development Code, Section 10.285.
2. The Site Plan and Architectural Commission has duly held a public hearing on the matter of an application for consideration of Joseph Office Park Phase II, a 5,940 square foot office building, located on a 0.6 acre site on the north side of East Barnett Road, approximately 650 feet west of North Phoenix Road within a C-S/P (Service Commercial – Professional Office) zone district, with a public hearing a matter of record of the Site Plan and Architectural Commission on October 16, 2015.
3. At the public hearing on said application, evidence and recommendations were received and presented by the Planning Department staff; and
4. At the conclusion of said public hearing, after consideration and discussion, the Site Plan and Architectural Commission, upon a motion duly seconded, granted approval and directed staff to prepare a final order with all conditions and findings set forth for the granting of approval.

THEREFORE LET IT BE HEREBY ORDERED that the application of Mark McKechnie (Oregon Architecture, Inc), stands approved subject to compliance with the conditions stated in the Commission Report dated October 16, 2015.

AND LET IT FURTHER BE OF RECORD that the action of the Site Plan and Architectural Commission approving this application is hereafter supported by the following findings:

- (a) That the proposed development, with the conditions of approval, complies with the applicable provisions of all city ordinances as determined by the staff review.

FINAL ORDER AC-15-097

- (b) That the proposed development is compatible with uses and development that exist on adjacent land, based upon information provided in the Applicant's Questionnaire and presented at the public hearing.

BASED UPON THE ABOVE, it is the finding of the Medford Site Plan and Architectural Commission that the project is in compliance with the criteria of Section 10.290 of the Land Development Code.

Accepted and approved this 6th day of November, 2015.

MEDFORD SITE PLAN AND ARCHITECTURAL COMMISSION

Site Plan and Architectural Commission Chair

ATTEST:


Secretary



Planning Department

Working with the community to shape a vibrant and exceptional city

COMMISSION REPORT

for a Type-C quasi-judicial decision: **Architectural and Site Plan Review**

Project Joseph Office Park Phase 2
 Joseph Office Park LLC, Applicant; Mark McKechnie, Oregon Architecture,
 Inc., Agent

File no. AC-15-097

Date October 16, 2015

BACKGROUND

Proposal

Consideration of plans for the construction of Joseph Office Park Phase II, a 5,940 square foot office building, located on a 0.6 acre site on the north side of East Barnett Road, approximately 650 feet west of North Phoenix Road, within a C-S/P (Service Commercial – Professional Office) zone district.

Subject Site Characteristics

Zoning	C-S/P	Service Commercial and Professional Office
GLUP	SC	Service Commercial
Use	Vacant Land within Joseph Office Park Complex	

Surrounding Site Characteristics

North	SFR-4	Single Family Residential Dwelling Units
South	SFR-4	Single Family Residential Dwelling Units
East	C-S/P	Commercial Office Building – Joseph Office Park Phase 1
West	C-S/P	Commercial Office Building

Related Projects

CP-92-002 Comprehensive Plan Amendment to SC

AC-01-047 Master Plan for Joseph Office Park

ZC-02-001 Zone Change to C-S/P

AC-02-198 Phase 1 Office Building (expired)

AC-05-197 Phase 1 Office Building

AC-07-259 Liberty Bank Building (expired)

AC-11-133 Phase 2 Office Building (expired)

Applicable Criteria

Medford Land Development Code (MLDC) §10.290

The Site Plan and Architectural Commission shall approve a site plan and architectural review application if it can find that the proposed development conforms, or can be made to conform through the imposition of conditions, with the following criteria:

- (1) The proposed development is compatible with uses and development that exist on adjacent land; and
- (2) The proposed development complies with the applicable provisions of all city ordinances or the Site Plan and Architectural Commission has approved (an) exception(s) as provided in MLDC § 10.253.

Corporate Names

Stuart Foster is the Registered Agent of the Joseph Office Park LLC according to the Oregon Secretary of State Business Registry. Members are listed as William Leever, Thomas Harmon, Frank Pulver and SO. Four Corners LLC, Ray Heysell Registered Agent.

ISSUES AND ANALYSIS

Background

In 1992, the property owner requested an amendment to the General Land Use Plan (GLUP) map, changing the designation from UR (Urban Residential) to SC (Service Commercial) (CP-92-2). The request was approved, and in response to concerns of adjacent property owners, the City Council adopted Ordinance No. 7161 that imposed a number of conditions on the approval of the GLUP map amendment (Exhibit T). The conditions specified that the City Council must approve a master site plan for Joseph Office Park within three years, and that the master site plan was to include certain mitigating conditions relating to building height, setbacks, and bufferyards. The ordinance also stated that any amendments to the approved master plan were to be consistent with the mitigating conditions and approved by the City Council.

In 1995, the City Council approved the master site plan (Exhibit N), and adopted Resolution No. 7816 that required the applicant to receive approval of the plan, including elevations and landscaping, from the Site Plan and Architectural Commission (SPAC). The resolution also specified that the GLUP amendment would be effective upon the SPAC approval of the master plan and the recordation of a restrictive covenant that required development to comply with the master plan, the conditions imposed by

SPAC, and the conditions of the ordinance and the resolution adopted by the City Council (Exhibits S,T).

The Site Plan and Architectural Commission approved the master site plan for Joseph Office Park in 2001, imposing additional conditions including the recordation of a restrictive covenant that prohibits gas stations and food or drink establishments with entertainment from the development (Exhibit P). The master plan approved by SPAC also included an additional access from North Phoenix Road, at the northeast corner of the development, and a drive-through development at the southeast corner of Joseph Office Park.

A zone change from SFR-4 (Single Family Residential-4 units per acre) to C-S/P (Commercial-Service/Professional) was approved by the Planning Commission in 2002, with a condition that limited the size of the development until the intersection of Cherry Lane and North Phoenix Road was realigned and signalized (ZC-02-001). The intersection has since been improved, thereby negating the restriction.

In 2002, the Site Plan and Architectural Commission reviewed the plans for Phase 1; however, that application expired (AC-02-198). In 2006, the SPAC again approved plans for the construction of Phase 1, and that project resulted in the only existing building within Joseph Office Park. The approval included some changes to the building locations, floor area, and parking areas that the Commission had previously reviewed and approved with the Phase 1 application in 2002.

In 2007, the Site Plan and Architectural Commission approved plans for a Liberty Bank building at the northwest corner of North Phoenix Road and Barnett Road, but that project also expired without construction (AC-07-259). The development included a drive-through; a drive-through was approved on the master plan approved by SPAC in 2001.

The applicant is now requesting approval of Phase 2, an office building with a drive-through facility, which would be the second drive through facility of the project.

Master Plan Revisions

The master site plan has not been before the City Council since the original approval in 1995. As noted above, Ordinance No. 7161 requires that revisions are to be reviewed by the City Council. The current master plan contains two buildings with drive-throughs, an additional access point from North Phoenix Road, and other changes that have never been reviewed and considered by Council. A condition had been included in the staff report requiring the applicant to receive approval of the current master plan provided in this submittal from the City Council, prior to the approval of the first building permit for

Phase 2, or an amendment to Ordinance No. 7161 that would allow revisions to the master plan to be of the authority of the Site Plan and Architectural Commission.

Discussion:

The Commission considered the issue of conditioning the application to the submission and City Council approval of a revised master plan. In the applicant's presentation, it was indicated that they were specifically seeking approval of Phase 2 site and considered Phase 2 consistent with the master plan originally approved by the Council. The City Attorney noted that the Commission could conclude that the scope of review was specific to the site of Joseph Office Park Phase 2. The Commission acknowledged that the subject application for Phase 2 was in substantial compliance with the original master plan.

In the motion for approval, the Commission included an additional finding. The Commission concluded that based on information presented, the application met master plan special conditions 1 through 6 of Ordinance 7161 and Resolution 7816 Section 2. Therefore, Commission removed condition of approval 1a, requiring Council approval of an updated Master Site Plan prior to the issuance of a building permit.

Restrictive Covenant (Resolution No.7816 – Section 3)

As described above, the applicant was required by City Council Resolution No. 7816 Section 3 (Exhibit T), to record a restrictive covenant to benefit the City of Medford and the owners of the abutting properties. The covenant required that any development on the property would comply with all conditions of Ordinance No. 7161, Resolution No. 7816, and of the master site plan approved by the Site Plan and Architectural Commission. No zone changes were to be granted prior to the recordation of the covenant.

However, staff does not have evidence identifying the restrictive covenant was recorded as required. As to clarify the record of development of the Joseph Office Park property, a condition is included that requires the applicant to record a restrictive covenant per Resolution No. 7816, containing all conditions associated with Ordinance 7816 and Resolution 7816 and to provide the Planning Department with a copy of the recorded document prior to the approval of the first building permit for Phase 2 construction.

Site Plan

Joseph Office Park is currently comprised of seven separate lots, and the proposed structure is shown on the site plan to be located over two separate lots (Exhibit Q). The

applicant has expressed the intent to obtain a property line adjustment to locate the structure on a single lot. A condition is included that requires the applicant to obtain approval of a property line adjustment that will place the proposed structure on a single lot. The property line adjustment must conform to the standards in MLDC section 10.297, and must be recorded prior to submittal of the first building permit for the proposed structure.

Compliance with Master Plan Approvals

Conditions contained within the City Council Ordinance No. 7161 were included to mitigate potential conflict between commercial uses within Joseph Office Park and the surrounding residential properties. The conditions to be applied to the master site plan included increased setbacks, buffers, and height limitations for buildings. Ordinance 7161 approving the General Land Use Map Change prohibited gas stations and eating or drinking establishments with entertainment. The applicant did record a restrictive covenant in 2006 specifically stating such uses were prohibited within Joseph Office Park. This recorded document does not fully address the requirements of Resolution 7816.

The approval of the master plan by the Site Plan and Architectural Commission included conditions that addressed the entire site, and would be applied to the development of individual buildings (Exhibit O). Conditions applicable to this project include the requirement for a 15-foot Public Utility Easement and for sidewalks adjacent to parking spaces to be at least 7 feet in width if no concrete bumpers were proposed. The applicant's site plan indicates compliance with the requirement for sidewalks adjacent to parking spaces. The applicant's site plan and currently proposed master site plan indicates a 10-foot PUE rather than the required 15-foot PUE of the previous master site plan approval.

In the previous expired application for of Joseph Office Park Phase II (AC-11-133), the Public Works Department expressed they had no objection to decreasing the PUE to 10 feet, as long as the applicant could secure written confirmation from the applicable utility companies that the 10-foot PUE was acceptable. The applicant was able to receive written approval from the affected utility providers indicating a 10-foot PUE was acceptable at that time. Copies of the approvals from the utility companies are attached to this report as Exhibits U, V,W and X.

Vehicle Access and Circulation

Vehicular access to Joseph Office Park is provided at two locations along Barnett Road, consistent with the master plan approved by the City Council (Exhibit M). A shared vehicle access is located at the southwest corner of the development; this access was

constructed in 2004 in conjunction with the office building on tax lot 1200, to the west of Joseph Office Park. The report from the Public Works Department requires the applicant to provide a copy of a recorded shared-access agreement between the Joseph Office Park LLC and the owner(s) of tax lot 1200 prior to issuance of the first building permit for this project (Exhibit I). A second access on Barnett Road is located directly across from the north entrance to the Albertson's grocery store to the south, and was constructed in conjunction with Phase 1 in 2006 (Exhibit R). As stated in the Public Works report, reciprocal access easements have been recorded between the properties within Joseph Office Park.

The site plan for the office park shows a third vehicular access from North Phoenix Road, located at the northeast corner of the development. This access was included on the master site plan that was approved by the Site Plan and Architectural Commission in 2001 (Exhibit N), and was further defined in the review of the Liberty Bank building, now expired (AC-07-259). This access is not proposed for construction at this time.

Drive-through

The applicant is proposing a drive-through on the east side of this office building (Exhibit C). As discussed above, the previously SPAC approved master plan included a drive-through, as did the expired approval of Joseph Office Park Phase II. Staff is supportive of a drive-through within this project.

Dedication

The report from the Public Works Department discusses the history of the dedication requirements for Joseph Office Park, and describes the master plan for Joseph Office Park as a "special area plan" per MLDC 10.427 (Exhibit I). The applicant shall be required to dedicate a 4-foot section of right-of-way along the frontage of the east parcel only (tax lot 900), to provide a 44-foot right-of way width from the centerline of Barnett Road. The half-width of the right-of-way along the west parcel of the subject site is already 44 feet, so no dedication is required along the frontage of tax lot 1000.

The report from the Public Works Department provides an analysis of the nexus and rough proportionality for this project, in response to the requirements of Section 10.668 of the MLDC (Exhibit I).

The dedication of a Public Utility Easement is discussed above, in the section of this report that pertains to the requirements of the master plan approval.

Improvements

Remnants of previous development on this property, two driveway approaches remain along the frontage of tax lots 900 and 1000. The Public Works report includes the requirement that the approaches are removed and replaced with standard curb, gutter, and sidewalk. Additionally, three sidewalk panels along the Barnett Road frontage are required to be removed and replaced because of heaving that may pose a tripping hazard. (Exhibit I).

As stated previously, the westerly access into Joseph Office Park was constructed in 2004, at the time of development of the abutting tax lot to the west (AC-03-175). Therefore, no further improvements to the access are required in conjunction with this application.

Elevations

As discussed in the applicant's questionnaire, the elevations of the proposed building illustrate a "contemporary commercial motif" with three colors of red brick exterior and stucco accents (Exhibit G). The windows and the concrete roof tiles are to match those used for the building constructed in Phase I (Exhibit R), with brick detailing around the windows and the doorways (Exhibit E). The floor plan indicates four separate office spaces within the structure, and there are four separate entry doors on the north façade. The entries are paired under two covered porches. The hipped roof design of the building is duplicated in the covered porches and in the drive-through portico and all supporting columns are accented with brick. An alcove centrally located on the south elevation serves to break up the mass of that façade.

HVAC Screening

An alcove in the center of the south facade, facing Barnett Road, is the location of the ground-mounted HVAC equipment for the structure. This same design was approved for the building in Phase 1. The applicant proposes board-on-board HVAC concealment consistent with the prior application approval for Joseph Office Park Phase II. The board-on-board HVAC concealment on the building to the west of the office park is attached to this report as Exhibit Y. During the 2011 application the Commission decided that the board-on-board concealment did comply with the Medford Land Development Code for HVAC concealment.

Parking

There is a minimum of 27 parking spaces required for this project, based on the calculation of 4.5 per 1,000 square feet of gross floor area, which is the requirement for

a commercial use less than 25,000 square feet or a bank. The site plan indicates there are 31 spaces proposed, including two designated ADA parking spaces. The spaces are proposed to be 17 feet in length, a distance permitted per MLDC 10.775(1), as long as any bordering walkways are constructed to a depth of at least seven feet. The site plan indicates that the proposed walkways maintain a width of seven feet adjacent to the parking spaces, and are therefore in compliance.

The applicant is permitted to designate a maximum of six compact parking spaces for this site, and the site plan indicates there are four compact spaces adjacent to the drive-through. Per MLDC 10.746(17), compact parking spaces are to be 16 feet in length, and the applicant has indicated that the curb of the landscaped planter strip will be used as a wheel-stop, thereby allowing vehicles to encroach two feet into the planter bay. Thus, the actual designated parking stall measures 14 feet in length, as shown on the site plan (Exhibit B). The applicant has provided 24 feet of back-up and maneuvering area east of the compact parking stalls, as required by the Code.

Pedestrian Walkways

The site plan indicates there are pedestrian walkways from the northerly parking area to the building, and between the existing and proposed buildings, at the north side of the drive-through. In compliance with MLDC 10.775(2), and as indicated on the site plan, the walkways are a minimum of five feet in width, and are to be separated from the parking area by the use of concrete paving material.

Trash Enclosure

The trash enclosure for the building in Joseph Park Phase 1 was approved in 2006 to be constructed of temporary material, ultimately to be replaced with a permanent enclosure compliant with the Code standards. The temporary enclosure has yet to be replaced, and by this time has suffered the effects of weathering. The applicant proposes that the trash enclosure for the current project be constructed in the location of the existing trash enclosure, replacing the temporary enclosure and creating a shared enclosure for both buildings.

Discussion

In the action taken on the subject application, the Commission included a new condition of approval requiring the applicant to construct a separate temporary trash enclosure in a location and specific construction satisfactory to staff, and in compliance with code.

Landscape Plan

The applicant has submitted a landscape plan that can be found to comply with the requirements of MLDC Sections 10.746 regarding parking area planter bays, and 10.797 regarding frontage landscaping. Both sections of the MLDC refer to plant quantity and location. The subject landscape plan is not fully consistent with the original master plan submitted in 2001 with regard plant species that were identified the master landscape plan that was approved by the Site Plan and Architectural Commission (AC-01-047), or with the landscape plan approved for the Phase 1 site (AC-05-197). A condition of approval has been provided that the applicant shall provide a landscape and irrigation plan with the submitted building permit construction plans that fully complies Section 10.780 of the Medford Land Development Code and which utilizes plant materials consistent with the Joseph Office Park master plan and Phase I plant palette.

No other issues were identified by staff.

Committee Comments

No comments were received from a committee such as BPAC.

FINDINGS OF FACT

MLDC 10.290

1. *The proposed development is compatible with uses and development that exist on adjacent land;*

The Commission can find that there is sufficient evidence contained in the Applicant's Questionnaire and the Staff Report to determine that the proposal is compatible with the uses and development on adjacent land. This criterion is satisfied.

2. *The proposed development complies with the applicable provisions of all city ordinances or the Site Plan and Architectural Commission has approved (an) exception(s) as provided in MLDC § 10.253.*

The Commission can find that the proposal can be made to comply with the applicable provisions of the Code with the imposition of conditions of approval contained in Exhibit A-1. No Exception is needed. This criterion is satisfied.

FINDINGS AND CONCLUSIONS

Staff has reviewed the applicant's findings and conclusions (Exhibit I) and recommends the Commission adopt the findings as presented.

RECOMMENDED ACTION

Adopt the findings as recommended by staff and direct staff to prepare a Final Order for approval of AC-15-097 per the staff report dated October 9, 2015, including Exhibits A through Y.

ACTION TAKEN

The Commission moved to adopt the findings as recommended by staff and directed staff to prepare a Final Order for approval of AC-15-097 per the staff report dated October 9, 2015, including Exhibits A through Y. In the motion, the Commission included an additional finding, concluding that the application met master plan special conditions 1 through 6 of Ordinance 7161 and Resolution 7816 Section 2, based on the information presented. Therefore, the motion removed the condition of approval condition of approval 1a, requiring Council approval of an updated Master Site Plan prior to the issuance of a building permit. The motion also included a new condition of approval requiring the applicant to construct a separate temporary trash enclosure in a location and specific construction satisfactory to staff, and in compliance with code.

EXHIBITS

- A-1 Conditions of Approval dated October 16, 2015
- B Revised Master Site Plan, received September 3, 2015
- C Site Plan, received September 3, 2015
- D Floor Plan, received September 3, 2015
- E Elevations and Roof Plan, received July 10, 2015
- F Landscape Plan, received January July 10, 2015
- G Applicant's Questionnaire, received July 10, 2015
- H Application Section II; Code Compliance, received July 10, 2015
- I Public Works Report, dated October 6, 2015
- J Medford Water Commission Memorandum, dated September 21, 2015
- K Medford Fire Department Report, prepared September 29, 2015
- L E-mail correspondence from Oregon Department of Transportation, received September 28, 2015
- M Master Plan approved with CP-92-2, received November 30, 1994
- N Master Site Plan, Elevations, and Landscape Plan approved with AC-01-047, received February 23, 2001
- O Conditions of Approval for AC-01-047 Joseph Office Park Master Plan, dated May 4, 2001
- P Excerpt, Jackson County Assessor's Map 371W28DD
- Q Aerial Photo

- R Site Photos
- S Ordinance 7161, approved by City Council on August 6, 1992
- T Resolution 7816, passed by City Council on February 2, 1995
- U PUE approval from Century Link, received February 29, 2012
- V PUE approval from Pacific Power, received February 29, 2012
- W PUE approval from Avista, received February 29, 2012
- X PUE from Charter Communications, received March 2, 2012
- Y Photos of HVAC concealment at adjacent building
Vicinity Map

SITE PLAN AND ARCHITECTURAL COMMISSION

Jeff Bender, Chair

SITE PLAN AND ARCHITECTURAL COMMISSION AGENDA:

**OCTOBER 16, 2015
NOVEMBER 6, 2015**

EXHIBIT A-1
Conditions of Approval

AC-15-097
Joseph Office Park Phase II
October 16, 2015

DISCRETIONARY CONDITIONS

1. Prior to approval of the first building permit, the applicant shall:
 - a. Provide the Planning Department with a copy of a recorded restrictive covenant as required by City Council Resolution No. 7816, approved February 5, 1995.
2. **The applicant shall construct a separate temporary trash enclosure in a location and specific construction that is satisfactory to staff, and in compliance with code.**

CODE-REQUIRED CONDITIONS

3. Prior to submittal of the first building permit, the applicant shall:
 - a. Obtain a property line adjustment per MLDC Section 10.297 that places the proposed structure on a single lot. The property line adjustment shall be recorded before the recordation of other recorded agreements resulting from the conditions of this approval that require an accurate legal description of the subject property.
4. Prior to approval of the first building permit, the applicant shall:
 - a. Comply with the Public Works Report, received February 23, 2012 (Exhibit I);
 - b. Comply with the Medford Water Commission Memorandum, received January 11, 2012 (Exhibit J);
 - c. The applicant shall provide a revised landscape and irrigation plan with the plans submitted for building permit that fully comply with Section 10.780 of the Medford Land Development Code and which utilizes plant materials consistent with the Joseph Office Park Master Landscape Plan (AC-01-047).

BEFORE THE MEDFORD SITE PLAN AND ARCHITECTURAL COMMISSION

STATE OF OREGON, CITY OF MEDFORD

IN THE MATTER OF SITE PLAN AND ARCHITECTURAL COMMISSION)
FILE AC-15-109 APPLICATION FOR PROJECT REVIEW SUBMITTED) **ORDER**
BY R.V. CONCEPTS LLC)

AN ORDER granting approval to construct a 5,115 square foot warehouse building on approximately 0.16 acres within a Heavy Commercial (CH) zone district. The subject site is generally located 140 feet south of the terminus of Eads Street, 180 feet north of Earhart Road and bounded by Interstate 5 on the east (408 Eads Street).

WHEREAS:

1. The Site Plan and Architectural Commission has duly accepted the application filed in accordance with the Land Development Code, Section 10.285.
2. The Site Plan and Architectural Commission has duly held a public hearing on the matter of an application to construct a 5,115 square foot warehouse building on approximately 0.16 acres within a Heavy Commercial (CH) zone district. The subject site is generally located 140 feet south of the terminus of Eads Street, 180 feet north of Earhart Road and bounded by Interstate 5 on the east (408 Eads Street) , with a public hearing a matter of record of the Site Plan and Architectural Commission on October 16, 2015.
3. At the public hearing on said application, evidence and recommendations were received and presented by the Planning Department staff; and
4. At the conclusion of said public hearing, after consideration and discussion, the Site Plan and Architectural Commission, upon a motion duly seconded, granted approval and directed staff to prepare a final order with all conditions and findings set forth for the granting of approval.

THEREFORE LET IT BE HEREBY ORDERED that the application of R.V. Concepts LLC, stands approved subject to compliance with the conditions stated in the Staff Report dated October 9, 2015.

AND LET IT FURTHER BE OF RECORD that the action of the Site Plan and Architectural Commission approving this application is hereafter supported by the following findings:

- (a) That the proposed development, with the conditions of approval, complies with the applicable provisions of all city ordinances as determined by the staff review.

FINAL ORDER AC-15-109

- (b) That the proposed development is compatible with uses and development that exist on adjacent land, based upon information provided in the Applicant's Questionnaire and presented at the public hearing.

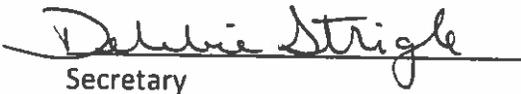
BASED UPON THE ABOVE, it is the finding of the Medford Site Plan and Architectural Commission that the project is in compliance with the criteria of Section 10.290 of the Land Development Code.

Accepted and approved this 6th day of November, 2015.

MEDFORD SITE PLAN AND ARCHITECTURAL COMMISSION

Site Plan and Architectural Commission Chair

ATTEST:


Secretary

BEFORE THE MEDFORD SITE PLAN AND ARCHITECTURAL COMMISSION

STATE OF OREGON, CITY OF MEDFORD

IN THE MATTER OF SITE PLAN AND ARCHITECTURAL COMMISSION)
FILE AC-15-110 APPLICATION FOR PROJECT REVIEW SUBMITTED) **ORDER**
BY TOM CASEY, TRUSTEE)

AN ORDER granting approval to replace an existing coffee kiosk with a 468 square foot building located on the southeast corner of Stewart Avenue and South Holly Street, within the C-C (Community Commercial) zone district (295 Stewart Avenue).

WHEREAS:

1. The Site Plan and Architectural Commission has duly accepted the application filed in accordance with the Land Development Code, Section 10.285.
2. The Site Plan and Architectural Commission has duly held a public hearing on the matter of an application to replace an existing coffee kiosk with a 468 square foot building located on the southeast corner of Stewart Avenue and South Holly Street, within the C-C (Community Commercial) zone district (295 Stewart Avenue), with a public hearing a matter of record of the Site Plan and Architectural Commission on October 16, 2015.
3. At the public hearing on said application, evidence and recommendations were received and presented by the Planning Department staff; and
4. At the conclusion of said public hearing, after consideration and discussion, the Site Plan and Architectural Commission, upon a motion duly seconded, granted approval and directed staff to prepare a final order with all conditions and findings set forth for the granting of approval.

THEREFORE LET IT BE HEREBY ORDERED that the application of Tom Casey, Trustee, stands approved subject to compliance with the conditions stated in the Commission Report dated October 16, 2015.

AND LET IT FURTHER BE OF RECORD that the action of the Site Plan and Architectural Commission approving this application is hereafter supported by the following findings:

- (a) That the proposed development, with the conditions of approval, complies with the applicable provisions of all city ordinances as determined by the staff review.

FINAL ORDER AC-15-110

- (b) That the proposed development is compatible with uses and development that exist on adjacent land, based upon information provided in the Applicant's Questionnaire and presented at the public hearing.

BASED UPON THE ABOVE, it is the finding of the Medford Site Plan and Architectural Commission that the project is in compliance with the criteria of Section 10.290 of the Land Development Code.

Accepted and approved this 6th day of November, 2015.

MEDFORD SITE PLAN AND ARCHITECTURAL COMMISSION

Site Plan and Architectural Commission Chair

ATTEST:


Secretary



Planning Department

Working with the community to shape a vibrant and exceptional city

COMMISSION REPORT

for a Type-C quasi-judicial decision: **Architectural and Site Plan Review**

Project Human Bean Coffee Kiosk Replacement
 Applicant: Tom Casey, Trustee; Agent: Thornton Engineering, Inc.

File no. AC-15-110

Date October 16, 2015

BACKGROUND

Proposal

The proposal is for the replacement of an existing coffee kiosk with a new 13' by 36' building in a different location and orientation. The kiosk will include two service windows, 100-foot long queues for vehicle service, and a walk-up window. The project is located on a 0.66-acre parcel at the southeast corner of South Holly Street and Stewart Avenue, within the C-C (Community Commercial) zoning district.

Subject Site Characteristics

Zoning	C-C	Community-Commercial
GLUP	CM	Commercial
Use	Existing coffee kiosk	

Surrounding Site Characteristics

North	SFR-10	Single-Family Residential – 10 dwelling units per gross acre
South	SFR-6	Single-Family Residential – 6 dwelling units per gross acre
East	C-C	Office Building
West	SFR-6	Single-Family Home/Duplex

Related Projects

PA-15-064 Pre-Application

Applicable Criteria

Medford Land Development Code (MLDC) §10.290

The Site Plan and Architectural Commission shall approve a site plan and architectural review application if it can find that the proposed development conforms, or can be made to conform through the imposition of conditions, with the following criteria:

- (1) The proposed development is compatible with uses and development that exist on adjacent land; and
- (2) The proposed development complies with the applicable provisions of all city ordinances or the Site Plan and Architectural Commission has approved (an) exception(s) as provided in MLDC § 10.253.

ISSUES AND ANALYSIS

Project Summary

The subject site currently contains an existing Human Bean coffee kiosk. The applicant is proposing to construct a new 13' by 36' building in a different location and orientation. The kiosk will include two service windows, associated 100-foot long queues for vehicle service, and a walk-up window. No additional pedestrian facilities or amenities are proposed. The existing storage building, trash receptacle, and employee parking are proposed to remain unchanged. The two existing driveways serving the site will continue to be utilized. The applicant proposes to construct new asphalt concrete paving and concrete curbs. Some existing pavement will be removed and replaced with landscaping. The new building will not require additional employees.

Site Layout

The project area of this site is 0.66 acres located at the southeast corner of South Holly Street and Stewart Avenue.

Architecture

The applicant has provided an elevations plan and a photo of their prototype building with color samples (Exhibits G and H). The building is a contemporary style with a stucco and stone exterior in warm earth tones. It includes cantilevered metal awnings over the service windows, wall sconces, and metal flashing that adorns the window framing.

Parking and Loading

The project proposal includes two standard parking spaces and one ADA accessible parking space. The project would require four parking spaces as stipulated at Table 10.743-1 if categorized as a restaurant. The project more similarly resembles a small food vendor as described at MLDC §10.823, but cannot be categorized as such because it exceeds the 128 square foot maximum. Therefore, staff recommends that the Commission allow an exception to the required number of parking spaces at Table 10.743-1, as permitted at MLDC §10.743, and approve the project with three parking spaces as proposed by the applicant.

Bicycle Parking

The project proposal includes bicycle parking accommodations for two bicycles as shown on the applicant's site plan (Exhibit C). Bike rack design is illustrated in the applicant's site details plan (Exhibit F). The proposal conforms to the bicycle parking standards at MLDC §10.748.

Landscape Plan

The project proposal includes 300 feet of landscaped street frontage with 11 trees and 70 shrubs. MLDC §10.797 requires four trees and 25 shrubs per 100 feet of street frontage. As a condition of approval, the applicant shall provide one additional tree and five additional shrubs along the landscaped, street frontage area in order to meet Code requirements.

The existing landscaped area along the southeastern portion of the property includes one tree and seven shrubs. The project proposal includes an expansion of this landscaping area, plus the addition of two trees and bark mulch for ground cover. According to MLDC §10.780(G), all landscaping areas shall include sufficient shrubs, turf grass, and/or other living groundcover to spread over 85% of the landscaped area within eight years. As a condition of approval, the applicant shall be required to plant sufficient landscaping along the southeastern portion of the site in order to comply with Code standards.

Concealments

An existing trash enclosure is located on the southeast portion of the lot. The enclosure is made of solid masonry block which conceals them from view as required at MLDC §10.781. The trash receptacle access doors are made of chain link fencing. Chain link fencing is prohibited for receptacle access doors per MLDC §10.781. As a condition of approval, the trash receptacle access doors shall be replaced with solid wood or metal in compliance with MLDC §10.781.

The project proposal includes roof-mounted HVAC equipment. All HVAC equipment shall be concealed from view per MLDC §10.782.

Access

The site takes access from both Stewart Avenue and South Holly Street. The project proposal includes new AC paving for both driveways. Each driveway approach shall have 20-foot curb radii (unless otherwise approved by the City Engineer), concrete valley gutters, and ADA ramps as stipulated in the Public Works staff report (Exhibit P).

Decision: The Commission modified the language in Item A.3. of the Public Works Staff Report dated October 6, 2015, specifying that the southerly half of the driveway on Holly Street be completed with the redevelopment of the site to the south.

Decision: At the public hearing, staff identified the need to improve the pedestrian access to the standards of MLDC 10.775. A condition requiring compliance with the Code standard was added.

Lighting

The project proposal includes four light poles with LED lights. As a condition of approval, all lighting shall meet the code stipulations at MLDC §10.764, including an exterior lighting plan submitted to the City prior to the installation of any new exterior lighting.

Site Design Concerns & Issues

Agency comments are included at Exhibits M–R. There are adequate facilities to serve the development according to agency comments.

The Public Works Department staff report states that the project developer will be required to dedicate 12 feet of additional right-of-way along Stewart Avenue and six feet of additional right-of-way along South Holly Street per MLDC §10.451. The amount of right-of-way dedications requires verification (Exhibit P).

FINDINGS AND CONCLUSIONS

Staff has reviewed the applicant's findings and conclusions (Exhibit L) and recommends the Commission adopt the findings with the following modification.

- The existing trash receptacle access doors shall be replaced in order to comply with MLDC §10.781.

ACTION TAKEN

Adopted the findings as recommended by staff and directed staff to prepare a Final Order for approval of AC-15-110 per the staff report dated October 7, 2015, including all exhibits and conditions, amending the Public Works Department Staff Report regarding the reconstruction of the Holly Street driveway, adding a condition requiring compliance with MLDC 10.775, and adding Exhibit S.

EXHIBITS

- A-1 Conditions of Approval, dated October 16, 2015
- B Cover Sheet, received July 31, 2015
- C Site Plan, received September 4, 2015
- D Grading Plan, received July 31, 2015
- E Landscape and Irrigation Plan, received September 4, 2015
- F Site Details Plan, received July 31, 2015
- G Exterior Elevations Plan, received July 31, 2015
- H Building prototype photo with color samples, received July 31, 2015
- I Floor Plan, received July 31, 2015
- J Roof Plan, received September 4, 2015
- K Lighting Plan, received July 31, 2015
- L Applicant Narrative and Compatibility findings, received September 4, 2015
- M Building Department memo, received September 28, 2015
- N Fire Department report, received September 29, 2015
- O Medford Water Commission memo, received September 30, 2015
- P Public Works staff report, received September 30, 2015
- Q Rogue Valley Sewer Services memo, received September 21, 2015
- R ODOT memo, received September 28, 2015
- S Site plan with preliminary Holly Street driveway design submitted October 16, 2015
Vicinity map

SITE PLAN AND ARCHITECTURAL COMMISSION

Jeff Bender, Chair

SITE PLAN AND ARCHITECTURAL COMMISSION AGENDA:

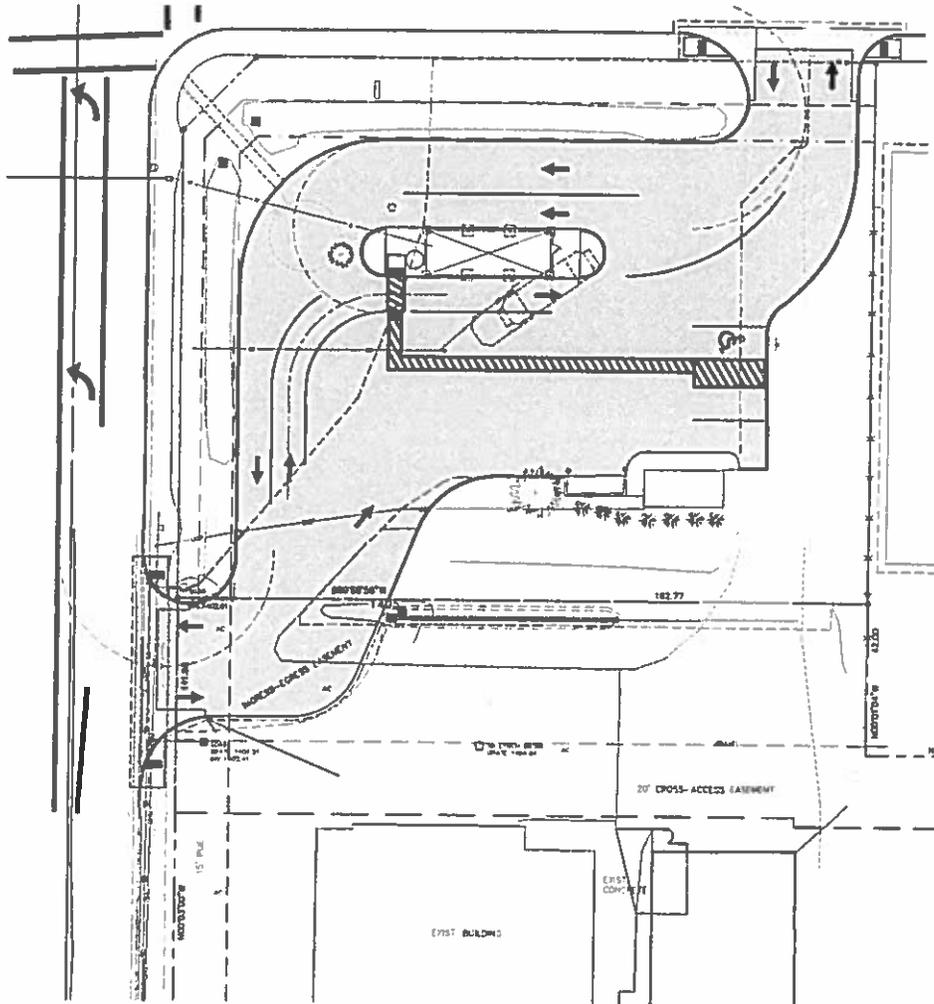
**OCTOBER 16, 2015
NOVEMBER 6, 2015**

Human Bean Coffee Kiosk Replacement
AC-15-110
Exhibit A-1
Conditions of Approval
October 16, 2015

CODE CONDITIONS

1. The applicant shall provide a minimum of 12 trees and 75 shrubs along the proposed landscaped street frontage area in order to comply with MLDC §10.797.
2. The applicant shall plant sufficient groundcover to spread over 85% of all on-site landscaping areas within eight years, as stipulated at MLDC §10.780(G).
3. All proposed lighting shall meet the code stipulations at MLDC §10.764, including an exterior lighting plan submitted to the City prior to the installation of any new exterior lighting.
4. The existing trash receptacle access doors shall be replaced in order to comply with MLDC §10.781.
5. All HVAC equipment shall be concealed from view in order to comply with MLDC §10.782.
6. The applicant shall comply with the Fire Department report received September 3, 2015 (Exhibit N).
7. The applicant shall comply with the Medford Water Commission memo received September 30, 2015 (Exhibit O).
8. The applicant shall comply with the Public Works Department staff report received October 6, 2015. The Commission modified the language in Item A.3., specifying that the southerly half of the driveway be completed with the redevelopment of the site adjacent to the south (Exhibit P).
9. The applicant shall comply with the Rogue Valley Sewer Services memo received September 21, 2015 (Exhibit Q).
10. The applicant shall construct a pedestrian access to the public right-of-way as required in MLDC 10.775.

RECEIVED
OCT 16 2015
PLANNING DEPT



SITE PLAN SHOWING SOUTHERN DRIVEWAY PRELIMINARY DESIGN & CONFLICT
SUBMITTED BY MIKE THORNTON AT PUBLIC HEARING

CITY OF MEDFORD
EXHIBIT # 5
File # AC-15-110