

PLANNING COMMISSION AGENDA FEBRUARY 23, 2017



Commission Members

David Culbertson
Joe Foley
Bill Mansfield
David McFadden
Mark McKechnie
E. J. McManus
Patrick Miranda
Jared Pulver

Regular Planning Commission meetings
are held on the second and fourth
Thursdays of every month
Meetings begin at 5:30 PM

City of Medford

City Council Chambers
411 W. Eighth Street, Third Floor
Medford, OR 97501
541-774-2380



Planning Commission

Agenda

Public Hearing
February 23, 2017

5:30 PM

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

10. Roll Call

20. Consent Calendar/Written Communications (voice vote)

20.1 ZC-16-148 Final Order of a request for a zone change from SFR-00 (Single Family Residential, one dwelling per existing lot) to SFR-4 (Single Family Residential, four dwelling units per gross acre) on approximately 0.47 acres located approximately 150 feet south of Pluton View Way and adjacent to the southerly boundary of Panorama Heights Phase 1. (Up to Ginger LLC, Applicant; Herb Farber, Agent)

20.2 GF-17-022 Request to initiate a Comprehensive Plan amendment to reclassify Lone Oak Drive between Barnett Road and Coal Mine Road from a major collector to a standard residential street. (Mahar Homes, Inc., Applicant)

30. Minutes

30.1 Consideration for approval of minutes from the February 9, 2017, hearing.

40. Oral and Written Requests and Communications

Comments will be limited to 3 minutes per individual or 5 minutes if representing an organization. **PLEASE SIGN IN.**

50. Public Hearings

Comments are limited to a total of 10 minutes for applicants and/or their representatives. You may request a 5-minute rebuttal time. All others will be limited to 3 minutes per individual or 5 minutes if representing a group or organization. **PLEASE SIGN IN.**

New Business

50.1 TF-16-149 The City proposes a transportation facility project to construct street improvements (specifically sidewalk installation) on portions of Plum Street, Stewart Avenue, Tennessee Drive, and Chico Street. (City of Medford, Applicant)

60. Reports

60.1 Site Plan and Architectural Commission

- 60.2 Joint Transportation Subcommittee
- 60.3 Planning Department
- 70. Messages and Papers from the Chair
- 80. Remarks from the City Attorney
- 90. Propositions and Remarks from the Commission
- 100. Adjournment

**BEFORE THE MEDFORD PLANNING COMMISSION
STATE OF OREGON, CITY OF MEDFORD**

IN THE MATTER OF PLANNING COMMISSION FILE ZC-16-148 APPLICATION)
FOR A ZONE CHANGE SUBMITTED BY UP TO GINGER, LLC) **ORDER**

ORDER granting approval of a request for a zone change for Up to Ginger, LLC described as follows:

Change the zone from SFR-00 (Single Family Residential, one dwelling per existing lot) to SFR-4 (Single Family Residential, four dwelling units per gross acre) on approximately 0.47 acres located approximately 150 feet south of Pluton View Way and adjacent to the southerly boundary of Panorama Heights Phase 1.

WHEREAS, the City Planning Commission in the public interest has given consideration to changing the zoning for *Up to Ginger LLC* as describe above; and

WHEREAS, the City Planning Commission has given notice of, and held, a public hearing, and after considering all the evidence presented, finds that the zone change is supported by, and hereby adopts the Planning Commission Report dated February 9 2017, and the Findings contained therein – Exhibit “A,” and Legal Description – Exhibit “B” attached hereto and hereby incorporated by reference; now, therefore,

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

The zoning of the following described area within the City of Medford, Oregon:

37 1W 15 Tax Lot 400

is hereby changed as described above.

Accepted and approved this 23rd day of February, 2017.

CITY OF MEDFORD PLANNING COMMISSION

Planning Commission Chair

ATTEST:

Planning Department Representative



PLANNING COMMISSION REPORT

For a Type-C quasi-judicial decision: **Zone Change**

PROJECT Up to Ginger Zone Change
Applicant: Up to Ginger LLC – Jantzer Loving Trust
Agent: Farber Surveying, Herbert Farber

FILE NO. ZC-16-148

DATE February 9, 2017

BACKGROUND

Proposal

Request for a zone change from SFR-00 (Single Family Residential – one dwelling unit per existing lot) to SFR-4 (Single Family Residential – four dwelling units per gross acre) on 0.47 acres located approximately 150 feet south of Pluton View Way and adjacent to the southerly boundary of Panorama Heights Phase 1.

Subject Site Characteristics

Zoning SFR-00
GLUP UH (Urban High Density Residential)
Use Vacant

Surrounding Site Characteristics

North	SFR-4	Vacant, with active SFR building permits
South	SFR-00	Vacant
East	SFR-00	Vacant
West	County	Vacant

Related Projects

A-07-15 Annexation
LDS-15-91 Subdivision Panorama Heights, Phase 1

Applicable Criteria

ZONE CHANGE APPROVAL CRITERIA – MEDFORD LAND DEVELOPMENT CODE SECTION
10.227

The zone change criteria that are not relevant to this particular application are hereby omitted from the following citation and noted by ***.

The approving authority (Planning Commission) shall approve a quasi-judicial zone change if it finds that the zone change complies with subsections (1) and (2) below:

- (1) The proposed zone is consistent with the Transportation System Plan (TSP) and the General Land Use Plan Map designation. A demonstration of consistency with the acknowledged TSP will assure compliance with the Oregon Transportation Planning Rule.) Where applicable, the proposed zone shall also be consistent with the additional locational standards of the below sections (1)(a), (1)(b), (1)(c), or (1)(d). Where a special area plan requires a specific zone, any conflicting or additional requirements of the plan shall take precedence over the locational criteria below.

- (2) It shall be demonstrated that Category A urban services and facilities are available or can and will be provided, as described below, to adequately serve the subject property with the permitted uses allowed under the proposed zoning, except as provided in subsection (c) below. The minimum standards for Category A services and facilities are contained in the MLDC and Goal 3, Policy 1 of the *Comprehensive Plan* "Public Facilities Element."
 - (a) Storm drainage, sanitary sewer, and water facilities must already be adequate in condition, capacity, and location to serve the property or be extended or otherwise improved to adequately serve the property at the time of issuance of a building permit for vertical construction.
 - (b) Adequate streets and street capacity must be provided in one of the following ways:
 - (i) Streets which serve the subject property, as defined in Section 10.461(2), presently exist and have adequate capacity; or
 - (ii) Existing and new streets that will serve the subject property will be improved and/or constructed, sufficient to meet the required condition and capacity, at the time building permits for vertical construction are issued; or
 - (iii) If it is determined that a street must be constructed or improved in order to provide adequate capacity for more than one proposed or anticipated development, the Planning Commission may

find the street to be adequate when the improvements needed to make the street adequate are fully funded. A street project is deemed to be fully funded when one of the following occurs:

- (a) the project is in the City's adopted capital improvement plan budget, or is a programmed project in the first two years of the State's current STIP (State Transportation Improvement Plan), or any other public agencies adopted capital improvement plan budget; or
- (b) when an applicant funds the improvement through a reimbursement district pursuant to the MLDC. The cost of the improvements will be either the actual cost of construction, if constructed by the applicant, or the estimated cost. The "estimated cost" shall be 125% of a professional engineer's estimated cost that has been approved by the City, including the cost of any right-of-way acquisition. The method described in this paragraph shall not be used if the Public Works Department determines, for reasons of public safety, that the improvement must be constructed prior to issuance of building permits.
- (iv) When a street must be improved under (b)(ii) or (b)(iii) above, the specific street improvement(s) needed to make the street adequate must be identified, and it must be demonstrated by the applicant that the improvement(s) will make the street adequate in condition and capacity.
- (c) In determining the adequacy of Category A facilities, the approving authority (Planning Commission) may evaluate potential impacts based upon the imposition of special development conditions attached to the zone change request. Special development conditions shall be established by deed restriction of covenant, which must be recorded with proof of recordation returned to the Planning Department, and may include, but are not limited to the following:
 - (i) Restriction of uses by type or intensity; however, in cases where such a restriction is proposed, the Planning Commission must find that the resulting development pattern will not preclude future development, or intensification of development, on the subject property or adjacent parcels. In no case shall residential densities be approved which do not meet minimum density standards,
 - (ii) Mixed-use, pedestrian-friendly design which qualifies for the trip reduction percentage allowed by the Transportation Planning Rule,

- (iii) Transportation Demand Management (TDM) measures which can be reasonably quantified, monitored, and enforced, such as mandatory car/van pools.

ISSUES AND ANALYSIS

Subject Site History

At the time of annexation in 2008, the subject property was given a holding zone of SFR-00 (Single Family Residential, one dwelling unit per existing lot) (A-07-15-29). Following annexation, two land use applications were submitted and approved for the property directly north of the subject area: a zone change to the current SFR-4 zone in 2009 (ZC-09-12) and Panorama Heights, a 10-lot subdivision in 2015 (LDS-15-91). Panorama Heights Phase I has completed the final plat requirements and has active building permits for various lots. Panorama Heights Phase II has not received final plat approval at this time.

Issues/Analysis

The applicant intends to add the subject area to Lots 6 and 7 of Panorama Heights, Phase I and Tract A – Reserve Acreage (future Lots 12 and 13 of Panorama Heights Phase II) through a property line adjustment (Exhibit I). The final configuration of these four lots will conform to the SFR-4 size standards and could potentially be divided further. The Public Works report raises two issues regarding facility adequacy that may occur if Lots 6, 7, 12 and 13 are divided (Exhibit E).

For sanitary sewer, the current Sanitary Sewer Master Plan shows future capacity constraints downstream from the subject site. If any of the lots are divided, an analysis of the system will be required to demonstrate that capacity is available.

Storm drainage facilities for Panorama Heights were sized to accommodate development within the original subdivision boundary. The area that is the subject of this zone change lies in a different drainage basin than Panorama Heights and must be conveyed via an easement through an adjacent property.

The applicant has stipulated that a deed restriction will be placed on Lots 6, 7, 12 and 13 of Panorama Heights Phases I and II that prevents any future land divisions without addressing these facility issues (Exhibit C). A condition accepting the stipulation and requiring recordation of a deed restriction has been included.

FINDINGS AND CONCLUSIONS

Staff has reviewed the Applicant's Findings (Exhibit B) and recommends the Commission adopt the findings as presented with the following modifications.

With regard to Criterion 2, the Agent's comment included as Exhibit C demonstrates that a deed restriction will be placed on lots 6, 7, 12, and 13 of Panorama Heights Phases I and II to restrict further division to prevent a future constraint on sanitary sewer and storm drainage systems. This restriction will not preclude future development on the subject property or surrounding properties; it provides notice to future owners that an analysis of Category A facilities is required prior to a future land division.

ACTION TAKEN

Adopted the Findings as recommended by staff and directed staff to prepare a Final Order for approval of ZC-16-148 per the staff report dated January 31, 2017, including Exhibits A through L.

EXHIBITS

- A Conditions of Approval
- B Applicant's Findings of Fact received November 23, 2016
- C Herb Farber-Agent email received January 19, 2017
- D Legal Description received November 23, 2016
- E Public Works Department Staff Report received January 11, 2017
- F Medford Fire Department Report received January 3, 2017
- G Medford Water Commission memo received January 11, 2017
- H Traffic Impact Analysis Form received November 8, 2016
- I Tentative Property Line Adjustment Site Plan received November 23, 2016
- J Panorama Heights Phase I Final Plat
- K General Land Use Map
- L Fair Housing Council Letter received February 9, 2017
Vicinity map

MEDFORD PLANNING COMMISSION

Patrick Miranda, Chair

PLANNING COMMISSION AGENDA:

FEBRUARY 9, 2017
FEBRUARY 23, 2017



February 9, 2017

City of Medford Planning Commission
200 South Ivy Street, Lausmann Annex, Room 240
Medford, Oregon 97501

Re: ZC-16-148: Amending the Zoning Map from SFR-00 (Single Family Residential to SFR-4 Single Family Residential for 0.47 acres located at 37 1W 15 TL 400.

Dear Medford Planning Commission:

This letter is submitted jointly by Housing Land Advocates (HLA) and the Fair Housing Council of Oregon (FHCO). Both HLA and FHCO are non-profit organizations that advocate for land use policies and practices that ensure an adequate and appropriate supply of affordable housing for all Oregonians. FHCO's interests relate to a jurisdiction's obligation to affirmatively further fair housing. Please include these comments in the record for the above-referenced proposed amendment.

As we are sure you are well aware, all amendments to the Comprehensive Plan Map and Zoning Map must be in compliance with the Statewide Planning Goals. ORS 197.175(2)(a). However, the staff report for this proposal does not reference the proposal's positive impact on the Medford's Statewide Planning Goal 10 (Goal 10) obligations as required by law.

HLA and FHCO appreciate that this change would allow for an increase in housing density. However, when a decision is made affecting the residential land supply, cities are required to refer to their Housing Needs Analysis to show that an adequate number of needed housing units (both housing type and affordability level) will be supported by the residential land supply after the proposed change is enacted. The staff report did not make such reference.

Even when a proposal adds housing units, the City must show that it is adding needed residential zones (e.g. MFR-15 or SFR-10 vs. SFR-4). The City must demonstrate that its actions do not leave it with less than adequate residential land supplies in the types, locations, and affordability ranges affected. See *Mulford v. Town of Lakeview*, 36 Or LUBA 715, 731 (1999) (rezoning



residential land for industrial uses); *Gresham v. Fairview*, 3 Or LUBA 219 (same); see also, *Home Builders Assn. of Lane County v. City of Eugene*, 41 Or LUBA 370, 422 (2002) (subjecting Goal 10 inventories to tree and waterway protection zones of indefinite quantities and locations).

HLA and FHCO urge the Commission to defer adoption of the proposed amendment until its impact on the City's Goal 10 obligations is adequately documented. Thank you for your consideration. Please provide written notice of your decision to, FHCO, c/o Louise Dix, at 1221 SW Yamhill Street, #305, Portland, OR 97205 and HLA, c/o Jennifer Bragar, at 121 SW Morrison Street, Suite 1850, Portland, OR 97204. Please feel free to email Louise Dix at ldix@fhco.org or reach her by phone at (541) 951-0667.

Thank you for your consideration..

A handwritten signature in cursive script that reads "Louise Dix".

Louise Dix
AFFH Specialist
Fair Housing Council of Oregon

A handwritten signature in cursive script that reads "Jennifer Bragar".

Jennifer Bragar
President
Housing Land Advocates

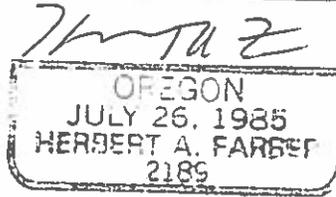
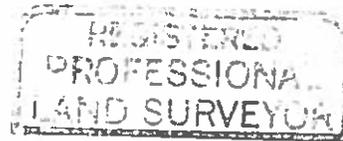
Exhibit "B"

Property Description
Up to Ginger LLC
Zone change area 371W15-400

Beginning at a 5/8 inch iron point located North 0°00'50" East, 1090.29 feet from the Southwest corner of Section 15, Township 37 South, Range 1 West of the Willamette Meridian, Jackson County, Oregon, also being the Southwest corner of Panorama Heights, Phase I, recorded in Volume 42, Page 23 in the Plat Records of said county and state; thence South 89°43'00" East, along the south boundary of said Phase I, 459.90 feet to a 5/8 inch iron pin located at the Southeast corner of Tract A of said Phase I; thence South 0°01'16" West, 45.00 feet; thence North 89°43'00" West, 459.89 feet; thence North 0°00'50" East, 45.00 feet to the POINT OF BEGINNING.

Prepared By: Farber & Sons, Inc.
Farber Surveying
431 Oak Street
Central Point OR, 97502
(541) 664-5599

Date: November 22, 2016



RENEWS: 12/31/2017

8



MEMORANDUM

Subject Initiation of a Comprehensive Plan amendment to reclassify Lone Oak Drive between Barnett Road and Coal Mine Road from a major collector to a standard residential street

File no. GF-17-022

To Planning Commission *for 2/23/2017 meeting*

From Kelly Akin, Principal Planner *ka*

Date February 16, 2017

INITIATION REQUEST

The Planning Department received a formal request from the owner of property in the Southeast Plan area. Lone Oak Drive is identified as a Major Collector Street in the Transportation System Plan and is planned to traverse the subject site.

This request affects both the Transportation System Plan and the Southeast Plan Neighborhood Circulation Plan which are contained in the Transportation Element and Neighborhood Element of the Comprehensive Plan, respectively. It was discussed at the Planning Commission Study Session on February 13, 2017. The Planning Commission is being asked to provide direction to staff about this request.

CONSENT CALENDAR

Staff is requesting that the Commission pull this item from the consent calendar and give one of three direction options to staff.

1. Initiate the amendment and include the request in the current City TSP amendment process.
2. Initiate the amendment independent of the current City TSP amendment process.
3. Do not initiate the amendment.

ATTACHMENTS

- Planning Commission study session minutes from February 13, 2017



Planning Commission

Minutes

From Study Session on February 13, 2017

The study session of the Medford Planning Commission was called to order at noon in the Lausmann Annex Room 151-157 on the above date with the following members and staff in attendance:

Commissioners Present

David McFadden, Vice Chair
David Culbertson
Bill Mansfield
Mark McKechnie
E. J. McManus
Jared Pulver

Staff Present

Kelly Akin, Principal Planner
Kevin McConnell, Deputy City Attorney
Karl McNair, Public Works
Alex Georgevitch, City Engineer
Carla Paladino, Planner IV

Commissioners Absent

Patrick Miranda, Chair, Excused Absence
Joe Foley, Excused Absence

Guest

Randy Jones

Subjects:

20.1 GF-17-022 Lone Oak Drive Reclassification Request

Kelly Akin, Principal Planner, reported that staff received a request to reclassify a portion of Lone Oak Drive in the Southeast Plan area from Randy Jones of Mahar Homes, Inc. The portion is between Barnett Road and Coal Mine Road that is classified as a major collector street. It is the only major collector that runs from Cherry Lane to Coal Mine Road. Stanford is a major collector from Barnett south but from Barnett north to Cherry Lane is a standard residential street.

Reasons for the request are the proximity of the two classified streets between Coal Mine Road and Barnett Road, sever topographical challenges, and the moving of future school site to the corner of N. Phoenix Road and Coal Mine Road.

The TSP is being updated as part of the Urban Growth Boundary expansion process. Do we entertain the request independent of the TSP, or entertain the request as part of the TSP, or entertain it at all?

Vice Chair McFadden was unsure of the question. Ms. Akin replied that it is to reclassify Lone Oak between Barnett south to Coal Mine Road as a standard residential street rather than a major collector street.

Commissioner Mansfield asked if this was a procedural issue. He thought he saw some indication in the materials that it might be or is it on the merits or both? Ms. Akin replied both.

Ms. Akin reported that from a practical standpoint Lone Oak Drive is the only classified street that runs north/south within the current UGB. The others are in the expansion areas. If Lone Oak Drive was unclassified to a standard residential in order to make a collector connection, one would have to go on Barnett Road.

Kevin McConnell, Deputy City Attorney, asked if the Planning Commission were to consider this, which alternative would be quicker evaluating this independently or part of the TSP process. Ms. Akin deferred the question to Public Works.

Karl McNair, Public Works, reported that the TSP is currently being updated and they are expecting to have the draft document completed this fall or winter. As far as the analysis, a separate procedure could probably complete the analysis quicker because they are doing a lot of other work with the TSP. He is not sure how long the procedural update of the TSP would take once the analysis was complete.

Mr. McConnell asked that if they were directed to engage in this process which one would Public Works rather do? Alex Georgevitch, City Engineer, reported that there are important differences that are going to occur between the Transportation System Plan and what an outside traffic control will be able to do. Public Works is doing a high level analysis for the entire City and the Urban Growth Boundary expansion areas. The fine line in the detail that would come out of an independent traffic study will not be there. They are going to rely on high level analysis in the TSP. If the Planning Commission directs Public Works to move forward with the recommendation to consider the request then they will be able to have their consultant provide more detailed information. The adoption of the TSP is a process that is City wide plus the Urban Growth Boundary expansion areas. Procedurally, the affected parties will be much larger than if they come in with a separate major amendment. It would be a more streamlined process if separated. He does not know if the results would change. It would be quicker to do it outside of the TSP work. Potentially it will give more detail than getting out of the TSP.

Commissioner McKechnie asked, how far apart are major collectors? Is there a grid? Mr. Georgevitch stated that there is no specific spacing. The east side of Medford lacks connectivity. There are several considerations. The more connected the street network is the less reliance there will be on the collectors, but those collectors have to go places. The biggest issue with Stanford to the north being taken out of equation years ago, is it creates a jog if they move it to the south. That will be a challenge to analyze a traffic analysis. It is a potential workable solution because it will provide a more connected network in the Southeast Plan more than anywhere on the east side of Medford.

Commissioner McKechnie asked, ultimately, isn't Stanford to run from Coal Mine Road to Hillcrest? Was the portion between Cherry and Barnett removed? Mr. Georgevitch

replied yes. The road is still there. It physically is going to connect but not as a high order street.

Commissioner McKechnie asked, what was the reason for that? Randy Jones, stated that the Southeast Plan is to slow traffic through the Village Commercial Center. Instead of having a major collector, a major arterial and trying to make it walkable in a commercial center does not work. Stanford north of Barnett was deemed to remain standard residential.

Mr. Jones stated that he is the person that presented the request. When Southeast was put together he and Mike Mahar were working on the northern side and they did not have any land on the south side. They have purchased the Thompson property which is 85 acres between Barnett Road to Coal Mine Road. The topography has steep slopes. This is not a good place to have a major collector road with no parking and no access.

Commissioner Mansfield asked Mr. Jones to explain why it does not work for him. Mr. Jones stated because of the slope.

Commissioner McKechnie stated that he assumes these are envisioning flat land and the level of the sidewalk is plus or minus 6-inches vertically above the level of the street. Mr. Georgevitch stated 2% plus, not minus.

Commissioner McKechnie stated that there are a lot of areas in east Medford where these are ridiculous. Is there a way to allow a major collector without all the "stuff" that requires a flat spot or would that be part of a study? Taking the major collector and even taking the alternate, skip the sidewalk, planter strips, parking, keep the bike lane, travel lane and reduce it from 76-feet to 40-feet, is that possible? Ms. Akin reported that the Hillside Ordinance allows some flexibility as far as the cross-section. The Southeast Plan states street locations cannot vary by more than 50-feet without action.

Commissioner McKechnie asked if changing the alignment of Lone Oak further on Barnett to avoid the steep slopes is it not possible without a major redesign. Mr. Jones replied that he would like to see a study. He is not sure the numbers will warrant having that as a major collector. If they do, he would like to come back to the Planning Commission to talk about other options. He does not think they can build a road across the steep hillside and not have access and figure out how to develop the rest of the land.

Ms. Akin clarified Commissioner Mansfield's question regarding access. Collectors have restricted access.

This item will come before the Planning Commission at their next meeting.

Commissioner McKechnie stated that he has no problem since Mr. Jones is willing to pay for the study. He thinks there are better alternatives.

Commissioner Mansfield asked, does staff feel the same way as Commissioner McKechnie? Ms. Akin stated that this is more of an engineering function than a planning function.

Commissioner Mansfield asked, how does Engineering feel about this? Mr. McNair stated that without the study, it is hard to tell until the numbers are there.

Commissioner Mansfield stated then Engineering does not have a recommendation at this time. Mr. Georgevitch replied that Engineering does not have a recommendation. Determining street classifications is going to be hard even when it comes down to the numbers. Some of it is going to be the backbone for long term of how to lay out the City. Those are policy decisions more than traffic. Traffic will not necessarily govern as much. Engineering will give recommendations solely based on the numbers.

Commissioner Mansfield stated that he has not heard any reason why they should not support it except Commissioner McKechnie's direct comment that he thought there were better alternatives.

Commissioner McKechnie reported that he is looking at the grand scheme of things. Looking at this as a collector running from one place to another, Lone Oak makes more sense as a collector than Stanford. If Barnett is the north terminus of what would logically be a trip and Coal Mine Road the south and traffic runs to the west from there then Stanford is probably a better collector. Looking at the slopes, starting at Barnett and instead of looping to the west, loop to the east by the water reservoir, it bypasses a large amount of the slope. That makes more sense to him and it gets it further away from Stanford.

Commissioner Pulver stated that is not really the question being asked or what the Planning Commission is to consider. What the Commission is being asked to consider before their next meeting is whether they want to direct staff to proceed with a study of this, how the road should be classified or if the Commission wants them to do it as part of the TSP update, or not at all.

Commissioner Mansfield stated that Mahar Homes Inc. is going to pay for the study.

Vice Chair McFadden would like to see addressed, street cross-sections to review, justification of one versus the other and where to put them.

Commissioner Pulver asked, hypothetically, at the next Planning Commission meeting the Planning Commission directs staff to work with the applicant to do the study. After staff's review of the study does, it come back to the Planning Commission? Ms. Akin reported that this is a legislative amendment. If the Planning Commission directs staff to work on it then staff will do so. After staff's analysis the Planning Commission will hear it at their public hearing and make a recommendation to the City Council.

Commissioner McKechnie asked, that since this is part of the Southeast Plan, does this have to go to some other body like the Southeast Implementation Group? Ms. Akin replied that she and Mr. Jones discussed that and prefers not to reconvene the Group. The TSP and the Southeast Circulation Plan would be amended since both reside in the Comprehensive Plan.

Ms. Akin stated this will be on the agenda under the consent calendar for next week's Planning Commission meeting. Ms. Akin will give the Commission the three options that have been discussed and the Commission will give which option is preferred.

Commissioner McManus asked if there was direction for it to be studied in the TSP update, is it a timely manner that it would be more beneficial to have it done separately? Mr. Jones replied absolutely.

The meeting was adjourned at 12:41 p.m.



Submitted by:

Terri L. Rozzana

Recording Secretary



Planning Commission

Minutes

From Public Hearing on February 9, 2017

The regular meeting of the Planning Commission was called to order at 5:35 PM in the City Hall Council Chambers on the above date with the following members and staff in attendance:

Commissioners Present

Patrick Miranda, Chair
David McFadden, Vice Chair
David Culbertson
Joe Foley
Bill Mansfield
E. J. McManus
Jared Pulver

Staff Present

Kelly Akin, Principal Planner
Kevin McConnell, Deputy City Attorney
Alex Georgevitch, City Engineer
Debbie Strigle, Recording Secretary
Liz Conner, Planner II
Debra Waldron, Planner I

Commissioner Absent

Mark McKechnie, Excused Absence

10. Roll Call

10.1 Election of Officers

Commissioner Mansfield nominated Chair Miranda to serve as Chair for 2017. Commissioner Foley seconded.

Roll Call Vote: Motion passed, 6-0-1, with Chair Miranda abstaining.

Commissioner Culbertson nominated Vice Chair McFadden to serve as Vice Chair for 2017. Commissioner Mansfield seconded.

Roll Call Vote: Motion passed, 6-0-1, with Vice Chair McFadden abstaining.

10.2 Chair Miranda appointed Commissioner Culbertson to the Site Plan and Architectural Commission.

Chair Miranda asked for volunteers for the Joint Transportation Subcommittee. There were none. Chair Miranda reappointed Commissioner Pulver and himself to the Joint Transportation Subcommittee.

20. Consent Calendar/Written Communications. None.

30. Minutes

30.1. The minutes for January 26, 2017, were approved as submitted.

40. Oral and Written Requests and Communications. None.

Kevin McConnell, Deputy City Attorney, read the Quasi-Judicial Statement.

50. Public Hearings – New Business

50.1 ZC-16-148 Consideration of a request for a zone change from SFR-00 (Single Family Residential, one dwelling per existing lot) to SFR-4 (Single Family Residential, four dwelling units per gross acre) on approximately 0.47 acres located approximately 150 feet south of Pluton View Way and adjacent to the southerly boundary of Panorama Heights Phase 1. (Up to Ginger LLC, Applicant; Herb Farber, Agent)

Chair Miranda inquired whether any Commissioners have a conflict of interest or ex-parte communication they would like to disclose. None were disclosed.

Chair Miranda inquired whether anyone in attendance wishes to question the Commission as to conflicts of interest or ex-parte contacts. None were disclosed.

Liz Conner, Planner II, stated that staff received a last minute submittal from the Fair Housing Council of Oregon. It will be entered into the record as Exhibit L. A copy of the submittal was placed at the Commissioner's seats before the meeting. Ms. Conner read the zone change criteria and gave a staff report.

Commissioner Mansfield requested analysis of the submitted letter with particular regard that, if not approving this application would add anything to the availability of Fair Housing? Kelly Akin, Principal Planner, reported that the letter is referring to Statewide Planning Goal 10 that requires a housing needs analysis. Staff's position is that it happens at the time of General Land Use Plan map designation not time of zoning. The first criterion for zone change is that it is consistent with the TSP and GLUP map. The Goal 10 analysis took place when the UR GLUP designation was placed on the property.

Commissioner McManus stated that there was an earlier comment regarding zone changes reflective for the views. Has zone changes occurred for similar properties in this situation? Ms. Akin stated that she does not recall a similar application. Staff may have entertained other applications where the properties were large enough in design for that. This is the first time she has seen it follow the land division application. This is a little unusual.

Commissioner McManus inquired whether Medford had a scenic view ordinance. Ms. Akin reported there is not a view shed protection ordinance in Medford.

The public hearing was opened.

a. Herb Farber, Farber Surveying, 431 Oak Street, Central Point, Oregon, 97502. Mr. Farber reported that the staff report has adequately addressed the issues. He and the

applicant have reviewed the staff report and are in concurrence with it. Mr. Farber was available for any questions from the Commissioners.

The public hearing was closed.

Motion: The Planning Commission adopts the Findings as recommended by staff and directed staff to prepare a Final Order for approval of ZC-16-148 per the staff report dated January 31, 2017, including Exhibits A through L, and that the City takes no action on the request from the Fair Housing Council of Oregon. The request was previously dealt with under City ordinances.

Moved by: Vice Chair McFadden

Seconded by: Commissioner Culbertson

Roll Call Vote: Motion passed, 7-0.

60. Reports

60.1 Site Plan and Architectural Commission.

Ms. Akin reported that the Site Plan and Architectural Commission met on Friday, February 3, 2017. They had two hearings. One is a redevelopment of a property on the northwesterly corner of Highway 62 and Dillon Way. The Commission did not require offsite improvements on Crater Lake Highway. They did require improvements on the Dillon Way frontage. They approved the application. The other project was an exception to wall height within a front yard setback on residential property located at Sunrise and Hillcrest. The Commission approved that request.

60.2 Report of the Joint Transportation Subcommittee.

Commissioner Pulver reported that he was absent at the last Joint Transportation Subcommittee meeting.

Chair Miranda reported he was in attendance and that it was a short meeting. He was not prepared to speak to it. They discussed aspects of the TSP and reviewed reports.

Ms. Akin commented that Matt Brinkley, Planning Director is working on goals and objectives for the TSP and that will probably be the discussion as the next meeting.

60.3 Planning Department

Kelly Akin, Principal Planner, welcomed E. J. McManus to the Planning Commission.

The Jackson County Planning Commission held their first hearing on the Urban Growth Boundary amendment. They took testimony with staff's presentation lasting approximately forty-five minutes. It was a stellar performance by both Councilor Zarosinski and Councilor Jackle as well as staff. They continued the hearing to March 9, 2017.

The Boards and Commissions Luncheon is scheduled for tomorrow, Friday, February 10, 2017, at 11:30 a.m. at the Country Club.

The next Planning Commission study session is scheduled for Monday, February 13, 2017. The discussion will be on a request received to reclassify Lone Oak in the Southeast Plan area.

There is business scheduled for the Planning Commission through April.

The Planning Department did not have any business before the City Council. Staff does not have any business for the City Council at their upcoming meeting. On March 2, 2017, staff has an appeal hearing from the applicant of the Bed and Breakfast that the Planning Commission heard. The applicant is appealing the decision to limit the number of occupants from his requested ten to six.

Commissioner Pulver asked if staff anticipants all the property owners from the Urban Growth Boundary expansion testifying again like the Planning Commission and City Council endured. Ms. Akin replied that she did not know.

Commissioner Pulver referred to an article in the Planning Magazine regarding the regulating of wireless facilities. He was concerned with the timing of approval. It talked about a 60-day window and staff operates on a 120-day window.

Commissioner Pulver commented that there has been discussions about conditional use permits running with the land. He came across a situation where a conditional use permit had been approved for a certain use. The property owner has outgrown the site and will be moving to another site and will apply for a conditional use permit for the new site. The original site will have the conditional use permit forever. That seems flawed to him. Ms. Akin stated that each land use decision runs with the land, not just a conditional use.

Vice Chair McFadden inquired whether there was a procedure for removing a conditional use. Ms. Akin replied that they would have to go through a land use process.

Commissioner Culbertson stated that he visited with Ms. Akin after the last conditional use permit approval raising concerns that there is no infrastructure to remove it. His basic concern is that as the Planning Commission approves the conditional use permit, it could be based partly on testimony (i.e. operating hours, types of use, etc.). Ms. Akin explained that if they operate outside of their guidelines, Code Enforcement kicks in. That made him more comfortable with the conditional use permit process.

70. Messages and Papers from the Chair.

70.1 Chair Miranda reported that he is traveling out of state next week. He will not be present at the Monday, February 13, 2017, Planning Commission study session.

80. Remarks from the City Attorney. None.

90. Propositions and Remarks from the Commission. None.

Adjournment

The meeting was adjourned at 6:02 p.m. The proceedings of this meeting were digitally recorded and are filed in the City Recorder's office.

Submitted by:

Terri L. Rozzana
Recording Secretary

Patrick Miranda
Planning Commission Chair

Approved: February 23, 2017



STAFF REPORT

for a Type-B quasi-judicial decision: Transportation Facility

PROJECT Transportation Facility Review – Tennessee Drive & Plum Street Sidewalk Project
Applicant: City of Medford

FILE NO. TF-16-149

TO Planning Commission for February 23, 2017 hearing

FROM Sarah Sousa, Planner IV

REVIEWER Carla Angeli Paladino, Interim Principal Planner

DATE February 16, 2017

BACKGROUND

Proposal

The City proposes a transportation facility project to construct street improvements (specifically sidewalk installation) on portions of Plum Street, Stewart Avenue, Tennessee Drive, and Chico Street.

Subject Area & Surrounding Site Characteristics

Zoning SFR-6 (Single Family Residential – 6 dwelling units per gross acre)
SFR-10 (Single Family Residential – 10 dwelling units per gross acre)

GLUP Urban Residential (UR)

Use Right-of-way adjacent to developed residential properties

Applicable Criteria

Medford Municipal Code §10.207, Transportation Facility Development.

- (1) Transportation facility development projects shall be consistent with the Transportation Goals and Policies of the Comprehensive Plan.*
- (2) Transportation facility projects should not prevent development of the remainder of the property under the same ownership or development of adjoining land.*
- (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.*

ISSUES AND ANALYSIS

Background

The Public Works Department proposes to construct approximately 2,160 linear feet of sidewalk in two Medford neighborhoods. The first area is in the southwest area of the city on Plum Street and the second area is in the northwest section of the city on Tennessee Drive (described in more detail below). The project is funded through Community Development Block Grant (CDBG) funds. **Exhibits A-E**

Since the proposal is to deviate from the Land Development Code standards in regards to the elimination or reduction in the planter strip width, a transportation facility application was required. In regards to transportation facility applications, the Planning Commission serves as a recommending body to the City Council. The City Council hearing is scheduled for April 6, 2017.

The remainder of the report provides details of the project, lists comments received, analyzes compliance with the approval criteria, and offers a recommended action. The main comments received are from the Medford Water Commission. The Medford Water Commission recommends conditions as part of the approval of the project.

Project Details

Site One (east side of Plum Street, between Stewart Avenue and Dakota Avenue, and 125 linear-foot segment on the north side of Stewart Avenue)

- Plum Street Improvements include:
 - Five-foot wide sidewalks,
 - Six-foot wide planter strips (no plantings proposed)
- Stewart Avenue Improvements include:
 - Seven-foot wide sidewalk
 - Planter Strip eliminated

Site Two (west side of Tennessee Drive, from DeBarr Avenue to a distance of 455 feet north of Chico Street and 75 linear-foot segments on the north and south sides of Chico Street)

- Tennessee Drive & Chico Street Improvements include:
 - Five-foot wide sidewalks
 - Planter Strip eliminated

Committee Comments

The project was discussed at the Bicycle and Pedestrian Advisory Committee (BPAC) on February 13, 2017. The Committee unanimously recommended approval of the project.

Agency and Department Comments

Public Works Department: The Public Works Department does not have any comments regarding the proposed project. **Exhibit G**

Rogue Valley Sewer Services (RVSS): The project is outside of the RVSS service area. **Exhibit K**

Fire Department: The Fire Department did not have any additional requirements. **Exhibit H**

Medford Water Commission: The Medford Water Commission requests the following conditions of approval for the project. **Exhibit I**

- The water facility planning/design/construction process will be done in accordance with the Medford Water Commission (MWC) "Regulations Governing Water Service" and "Standards For Water Facilities/Fire Protection Systems/Backflow Prevention Devices."
- The existing water meter serving the home at 855 Plum Street is located within the existing driveway and is required to be protected in place.
- The existing water meters for the parcels along the west side of Tennessee Drive between De Barr Avenue and the existing home at 2645 De Barr Avenue are required to be relocated to the back of the proposed concrete sidewalk per current MWC Standards.
- Applicant shall coordinate with MWC engineering staff for proposed locations of all water meters impacted by this sidewalk improvement project.

Conservation Coordinator, Medford Water Commission: Comments were received from the Conservation Coordinator of the Medford Water Commission related to adding irrigation to the planter strips. This results in the following condition:

- For Area One (Plum Street), a sleeve shall be installed under the sidewalk for each property where a six-foot planter strip is to be located. **Exhibit J**

Citizen Comment(s): A citizen came in to the Planning Department and spoke with Planning and Engineering staff about the property located at 1080 Stewart Avenue. He was not in favor of having the driveway off of Stewart Avenue removed. He also voiced concern about a large existing tree on the Plum Street side of the property. He felt the roots of the tree would cause eventual damage to the proposed sidewalk. **Exhibit M**

COMPLIANCE WITH CRITERIA

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

Findings: Satisfied. The transportation facility project is consistent with various transportation goals and policies identified in the Comprehensive Plan. The relevant statements are identified below and are further explained about how they relate to this project.

Goal 1: To provide a multi-modal transportation system for the Medford planning area that supports the safe, efficient, and accessible movement of all people and goods, and recognizes the area's roles as the financial, medical, tourism, and business hub of Southern Oregon and Northern California.

Policy 1-B: The City of Medford shall use the Transportation System Plan as the legal basis and policy foundation for decisions involving transportation issues.

Policy 1-C: The City of Medford's top priority for the use of transportation funds shall be to address the maintenance, operational, and safety needs of the transportation system.

Policy 1-E: The City of Medford's third priority for the use of transportation funds shall be to fund capital improvements that add capacity to the transportation system. These improvements shall be prioritized based on availability of funds, reducing reliance on the automobile, improving safety, relieving congestion, responding to growth, and system-wide benefits.

Goal 2: To provide a comprehensive street system that serves the mobility and multi-modal transportation needs of the Medford planning area.

Policy 2-E: The City of Medford shall design to enhance livability by assuring that aesthetics and landscaping are a part of Medford's transportation system.

Policy 2-F: The City of Medford shall bring Arterial and Collector streets up to full design standards where appropriate, and facilitate improving existing local streets to urban design standards where appropriate.

Policy 2-I: The City of Medford shall promote transportation safety.

Goal 5: To facilitate the increased use of pedestrian transportation in the Medford planning area.

The project helps make the sidewalk network more complete and provides additional connectivity to schools. The proposed sidewalk on Plum Street would connect to a sidewalk on Dakota Avenue that leads to Washington Elementary School. A planter strip

along this stretch will also help buffer the vehicular traffic for pedestrians on the sidewalk while providing an opportunity for additional tree and shrub plantings to enhance the area. The proposed sidewalk on Tennessee Drive would link to a sidewalk on Chico Street that ultimately connects to a walkway to Howard Elementary School (through Seneca Avenue and Pawnee Street). The project ultimately improves safety and facilitates the increased use of pedestrian transportation while also providing better livability for residents.

Conclusion: The transportation facility project implements the Transportation System Plan and fulfills identified goals and policies of the Comprehensive Plan. The project will benefit the residences, students, and the traveling public in general. The project satisfies Criterion 1.

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

Findings: Not applicable. The transportation facility improvements abut existing developed properties.

Conclusions: The proposal does not prevent development of the remainder of the property under the same ownership or development of adjoining land. This criterion is not applicable.

Criterion (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: Not applicable. The proposal does not create any new streets. The proposed sidewalks will be installed along existing streets.

Conclusions: As no new streets are proposed, the criterion is not applicable.

RECOMMENDED ACTION

Staff recommends the Planning Commission find the approval criteria is met and forward a favorable recommendation to the City Council for TF-16-149, per the Staff Report dated February 16, 2017, including Exhibits A through M.

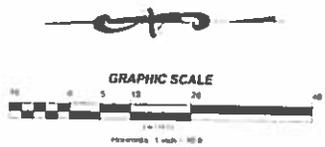
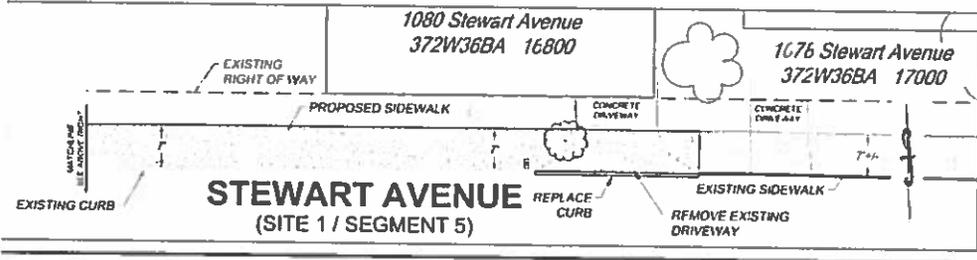
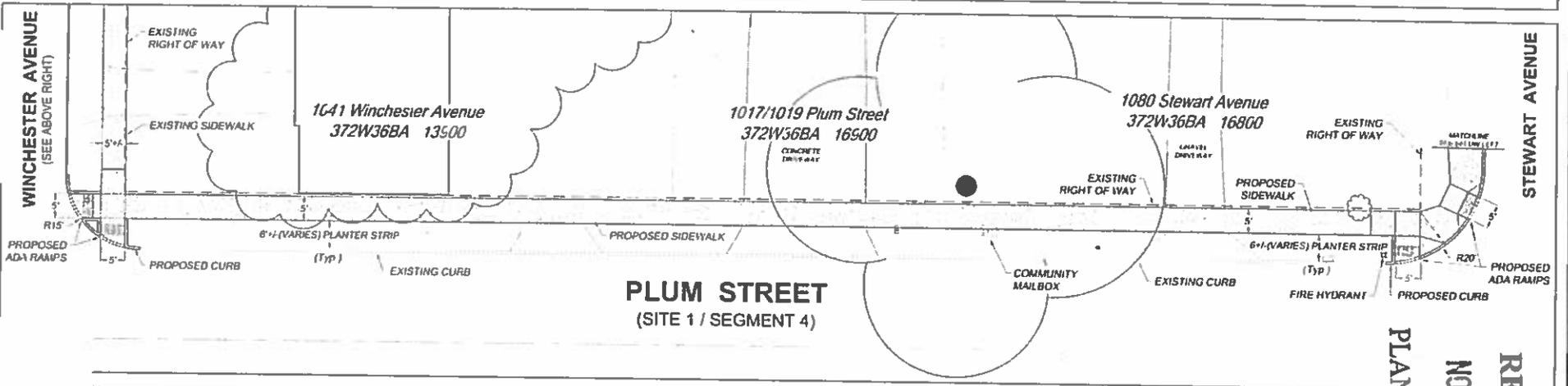
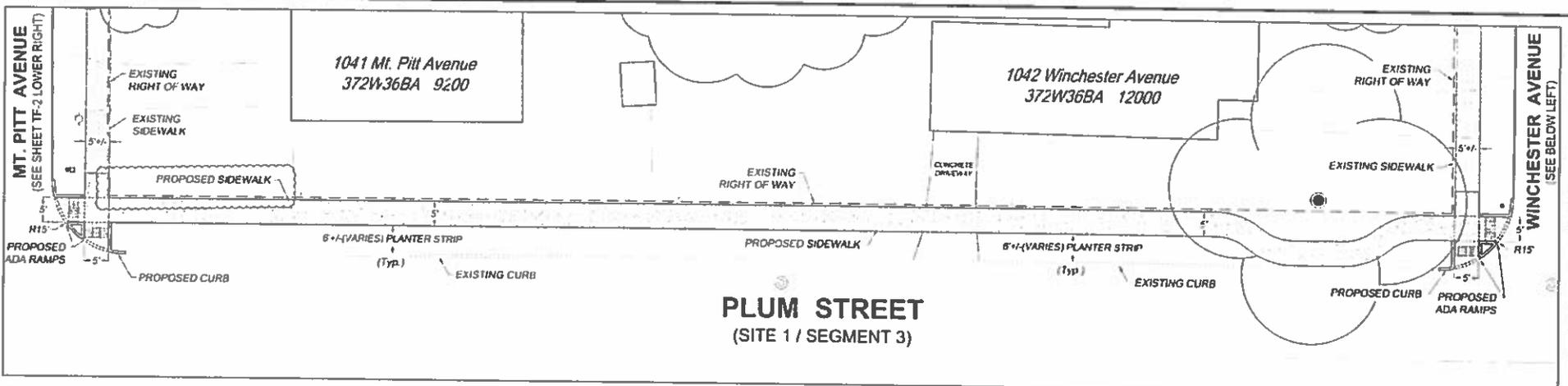
EXHIBITS

- A Project Areas received November 18, 2016
- B Site One, Segments One & Two received November 18, 2016
- C Site One, Segments Three, Four, and Five received November 18, 2016

- D Site Two, Segments Six & Seven received November 18, 2016
- E Site Two, Segments Eight and Nine received November 18, 2016
- F Applicant’s Executive Summary November 18, 2016
- G Public Works- Engineering Division Comments received January 25, 2017
- H Medford Fire Department Comments received January 17, 2017
- I Medford Water Commission Comments received January 25, 2017
- J Conservation Coordinator Comments received January 25, 2017
- K Rogue Valley Sewer Services Comments received January 5, 2017
- L Jackson County Assessor’s Maps received November 18, 2016
- M Photos of 1080 Stewart Avenue
Vicinity maps

PLANNING COMMISSION AGENDA:

FEBRUARY 23, 2017



RECEIVED
NOV 18 2017
PLANNING DEPT

PRELIMINARY

CITY OF MEDFORD - ENGINEERING DEPARTMENT
Neighborhood Infrastructure Improvement Project
Various Locations
Transportation Facility Exhibit

DATE	BY	APP'D BY
11/16/17
11/17/17
11/17/17
11/17/17
11/17/17

M856
TF-3

CITY OF MEDFORD
EXHIBIT # C
File # TF-16-149

Project Name: Neighborhood Infrastructure Improvement Project - Various Locations Transportation Facility Exhibit
Drawing No.: M856
Date: 11/16/17
Scale: 1 inch = 10.0 feet

Executive Summary

The Public Works Department proposes to construct approximately 2,160 linear feet of sidewalk as the Neighborhood Infrastructure Improvement Project (CV0656-2015). Sidewalk will be placed along one side of existing improved streets and vary from planter strip distance from the curb to adjacent to the curb based on the impact to the adjacent private property and right of way availability. Proposed sidewalk segments have been chosen based on criteria set forth below:

- 1) CDBG Funding Criteria
- 2) Connectivity to existing sidewalk
- 3) Proximity to schools and/or parks

This project will construct nine (9) sidewalk segments as listed below:

Site 1

Plum Street

Segment #1 - Dakota to Murray *East Side* (295')

Segment #2 - Murray to 15' South *East Side* (15')

- 200' South of Murray to Mt. Pitt *East Side* (95')

Segment #3 - Mt. Pitt to Winchester *East Side* (295')

Segment #4 - Winchester to Stewart *East Side* (290')

Stewart Avenue

Segment #5 - Plum to 125' East *North Side* (125')

Site 2

Tennessee Drive

Segment #6 - Chico to 455' North *West Side* (455')

Segment #9 - Chico to DeBarr *West Side* (450')

Chico Street (Chico Street Segments Tentative Based on Project Funding)

Segment #7 - Tennessee to 75' West *North Side* (75')

Segment #8 - Tennessee to 75' West *South Side* (75')

Sidewalk will be predominantly placed on residential streets within established neighborhoods. Public Works' is proposing both planter strip (with the ability to meander) and adjacent to curb sidewalks as discussed below:

Plum Street (Site 1 / Segments 1-4) - Planter Strip (Variable Width with Meander)

Existing right of way within this section is adequate to allow for 6'+/- planter strips and 5' sidewalk. Impacts to existing landscaping and vegetation is expected to be minimal. Sidewalks will be meandered away from large trees where possible to reduce impacts. Existing fences within this section may be preserved through a reduction in planter strip width.

Stewart Avenue (Site 1 / Segments 5) – Adjacent to Curb (7' Sidewalk)

Existing right of way within this section is adequate to allow for planter strip, but this would negatively impact the structure at 1080 Stewart Avenue. It is recommended that a 7' sidewalk, which matches existing sidewalk width on Stewart, be placed adjacent to curb. The residence has an existing driveway and garage fronting Stewart Avenue. Existing distance from right of way to the garage door is 1.6'+/-. The addition of a 7' sidewalk will reduce the effective driveway length from 14'+/- to 7'+/-. It is recommended that this driveway access be removed. There is an existing additional driveway fronting Plum Street serving this property. Impact to existing landscaping and vegetation is expected to be minimal for this segment.

Tennessee Drive / Chico Street (Site 2 / Segments 6, 7, 8 & 9) – Adjacent to Curb (5' Sidewalk)

Existing right of way within this section is adequate only for 5' sidewalk adjacent to curb. Right of way acquisition will be needed in limited locations to tie into existing sidewalk, meander around street lights or other obstructions and at curb returns. Impact to existing landscaping and vegetation within the right of way is expected to be moderate. It is anticipated that 1 tree and 2 hedges will be removed from the right of way. Three existing fences within the right of way will be removed to allow for a full 5' sidewalk width. Public Works will work with property owners to discuss/inform of property and landscaping impacts.

Thus, Public Works' is requesting an exception to remove the planter strip in areas outlined above.

Project Background

This project is funded through Community Development Block Grant funds (limited to \$180,000.00 total Project) approved for each individual segment. Public Works anticipates this budget will provide the proposed 2,160 feet of sidewalk improvements, in the event that it does not, the Project length will be reduced accordingly. Goals to which the Neighborhood Infrastructure Improvement Project will contribute are listed below:

- City of Medford Strategic Plan (Goal 9 / Action 9.5b) "Continue construction of the Safe Sidewalks for Schools"
Plum Street/Stewart Avenue (Site 1, Segments 1 - 5) are shown on the Washington School Walk Zones map as Safe Sidewalks for Schools.
- City of Medford Strategic Plan (Goal 9 / Action 9.1a) "Where gridded street patterns are not feasible, assure that bicycle and pedestrian connections are provided in neighborhoods"
Tennessee Avenue/Chico Street (Site 2 / Segments 6 – 8) creates sidewalk connectivity to a potential access way into Howard Park.
- Medford Comprehensive Plan Transportation System Plan Element (Pedestrian Plan Strategies) (Site 1 and 2) "Construct new and/or setback sidewalks (wherever possible) as part of roadway improvement projects."

This project will provide the following:

Plum Street (East Side):

Site 1 / Segment 1

10' South of Dakota to Murray

- 5' sidewalk with 6'+/- planter strip.
- ADA Ramps at Murray.

Site 1 / Segment 2

Murray to 15' South

- ADA Ramps at Murray.

200' South of Murray to Mt. Pitt

- 5' sidewalk with 6'+/- planter strip.
- ADA Ramps at Mt. Pitt.

Site 1 / Segment 3

Mt. Pitt to Winchester

- 5' sidewalk with 6'+/- planter strip.
- ADA Ramps at both ends.

Site 1 / Segment 4

Winchester to Stewart

- 5' sidewalk with 6'+/- planter strip.
- ADA Ramps at both ends.

Stewart Avenue (North Side):

Site 1 / Segment 5

Plum to 125' East

- 7' sidewalk adjacent to curb.
- ADA Ramp at Plum.

Tennessee Drive (West Side):

Site 2 / Segment 6

Chico to 455' North

- 5' sidewalk adjacent to curb.
- ADA Ramp at Chico.

Site 2 / Segment 9

Chico to DeBarr

- 5' sidewalk adjacent to curb.

Chico Street (North Side):

Site 2 / Segment 7

Tennessee to 75' West

- 5' sidewalk adjacent to curb.
- ADA Ramp at Tennessee.

Chico Street (South Side):

Site 2 / Segment 8

Tennessee to 75' West

- 5' sidewalk adjacent to curb.
- ADA Ramp at Tennessee.

Proposed variance to Transportation System Plan:

This project deviates from the City of Medford Transportation System Plan and Medford Municipal Code as follows:

- Planter strips will be less than standard width and/or not constructed at various locations along this project in order to minimize the impacts to private property and existing trees.

*** Per Table 5-6 of Medford Transportation System Plan**

	Features / Dimensions (Distance measured from the face of curb)		
	Planter Strip width	Sidewalk width	Right of Way width
Residential Street Standard	8'	5'	55' Minor Res. 63' Standard Res.
Proposed sidewalk along residential streets	None to less than 6'	5'	Existing street r/w widths are less than current standard
Collector / Arterial Street Standard	10'	5'	74' Major Collector 100' Major Arterial
Proposed sidewalk along Collector / Arterial streets	None	7'	Existing street r/w widths are less than current standard
	Indicates variance from Medford Transportation System Plan		

Utility impact:

Staff is coordinating with affected utilities to determine facility impacts.

Right-of-Way Acquisition:

Minimal right-of-way acquisition is required for the proposed sidewalks. Temporary construction easements will be needed at various locations along the project length. Public Works will work with property owners to acquire the right of ways and easements.



Continuous Improvement Customer Service

CITY OF MEDFORD

RECEIVED

JAN 25 2017

PLANNING DEPT.

LD Date: 1/25/2016

File Number: TF-16-149

PUBLIC WORKS DEPARTMENT STAFF REPORT

Neighborhood Sidewalk Improvement Project

Plum Street, Stewart Avenue, Tennessee Drive and Chico Street

Project: The City proposes a transportation facility project to construct street improvements on portions of Plum Street, Stewart Avenue, Tennessee Drive, and Chico Street.

Location: Area One (Plum Street / Stewart Avenue) the proposal includes the addition of a six foot wide planter strip and five foot wide sidewalk on the east side of Plum Street, between Dakota Avenue and Stewart Avenue. On the north side of Stewart Avenue, a new seven foot wide sidewalk is proposed from Plum Street to an existing sidewalk located 125 feet east. Area Two (Tennessee Drive / Chico Street) a five foot wide sidewalk is proposed along the west side of Tennessee Drive from De Barr Avenue north to Chico Street and north of Chico Street a distance of 455 feet. The proposal also includes a five foot wide sidewalk on the north and south sides of Chico Street west of Tennessee Drive, approximately 75 feet.

Applicant: Medford Public Works Department – Engineering Division

Public Works has no comments on the proposed Transportation Facility project.

Prepared by: Doug Burroughs



Medford Fire Department

200 S. Ivy Street, Room #180
Medford, OR 97501

Phone: 774-2300; Fax: 541-774-2514;
E-mail www.fire@ci.medford.or.us

RECEIVED
JAN 17 2017

PLANNING DEPT.

LAND DEVELOPMENT REPORT - PLANNING

To: City of Medford Public Works

LD Meeting Date: 01/25/2017

From: Fire Marshal Kleinberg

Report Prepared: 01/17/2017

File #: TF - 16 - 149

Site Name/Description:

The City proposes a transportation facility project to construct street improvements on portions of Plum Street, Stewart Avenue, Tennessee Drive, and Chico Street. Area One (Plum Street / Stewart Avenue) The proposal includes the addition of a six foot wide planter strip and five foot wide sidewalk on the east side of Plum Street, between Dakota Avenue and Stewart Avenue. On the north side of Stewart Avenue, a new seven foot wide sidewalk is proposed from Plum Street to an existing sidewalk located 125 feet east. Area Two (Tennessee Drive / Chico Street) A five foot wide sidewalk is proposed along the west side of Tennessee Drive from DeBarr Avenue north to Chico Street and north of Chico Street a distance of 455 feet. The proposal also includes a five foot wide sidewalk on the north and south sides of Chico Street west of Tennessee Drive, approximately 75 feet.

DESCRIPTION OF CORRECTIONS	REFERENCE
<u>Approved as Submitted</u> Meets Requirement: No Additional Requirements	

Development shall comply with access and water supply requirements in accordance with the Fire Code in affect at the time of development submittal.

Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (hydrants) is required to be installed prior to construction when combustible material arrives at the site.

Specific fire protection systems may be required in accordance with the Oregon Fire Code.

This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on the information provided only.

Design and installation shall meet the Oregon requirements of the IBC, IFB, IMC and NFPA standards.



BOARD OF WATER COMMISSIONERS

Staff Memo

TO: Planning Department, City of Medford
FROM: Rodney Grehn P.E., Water Commission Staff Engineer
SUBJECT: TF-16-149

RECEIVED
JAN 25 2017
PLANNING DEPT.

PARCEL ID: Portion of Plum Street (*Area One*) & Tennessee Drive (*Area Two*)

PROJECT: The City proposes a transportation facility project to construct street improvements on portions of Plum Street, Stewart Avenue, Tennessee Drive, and Chico Street. *Area One* (Plum Street / Stewart Avenue) The proposal includes the addition of a six foot wide planter strip and five foot wide sidewalk on the east side of Plum Street, between Dakota Avenue and Stewart Avenue. On the north side of Stewart Avenue, a new seven foot wide sidewalk is proposed from Plum Street to an existing sidewalk located 125 feet east. *Area Two* (Tennessee Drive / Chico Street) A five foot wide sidewalk is proposed along the west side of Tennessee Drive from DeBarr Avenue north to Chico Street and north of Chico Street a distance of 455 feet. The proposal also includes a five foot wide sidewalk on the north and south sides of Chico Street west of Tennessee Drive, approximately 75 feet.

DATE: January 25, 2017

I have reviewed the above plan authorization application as requested. Conditions for approval and comments are as follows:

CONDITIONS (Site 1 – Plum Street):

1. The water facility planning/design/construction process will be done in accordance with the Medford Water Commission (MWC) "Regulations Governing Water Service" and "Standards For Water Facilities/Fire Protection Systems/Backflow Prevention Devices."
2. The existing water meter serving the home at 855 Plum Street is located within the existing driveway and is required to be protected in place.

COMMENTS (Site 1 – Plum Street):

1. Off-site water line installation is not required.
2. On-site water facility construction is not required.
3. MWC metered water service does exist to the existing home located at 855 Plum Street which has a ¾-inch water meter with 1-inch copper service lines.
4. Access to MWC water lines is available. There is an existing 6-inch water line in Plum Street between Stewart Avenue and Winchester Ave. There is also a 6-inch water line in Plum Street between Mt Pitt Avenue and Murray Avenue.

CITY OF MEDFORD
EXHIBIT # 1
File # TF-16-149



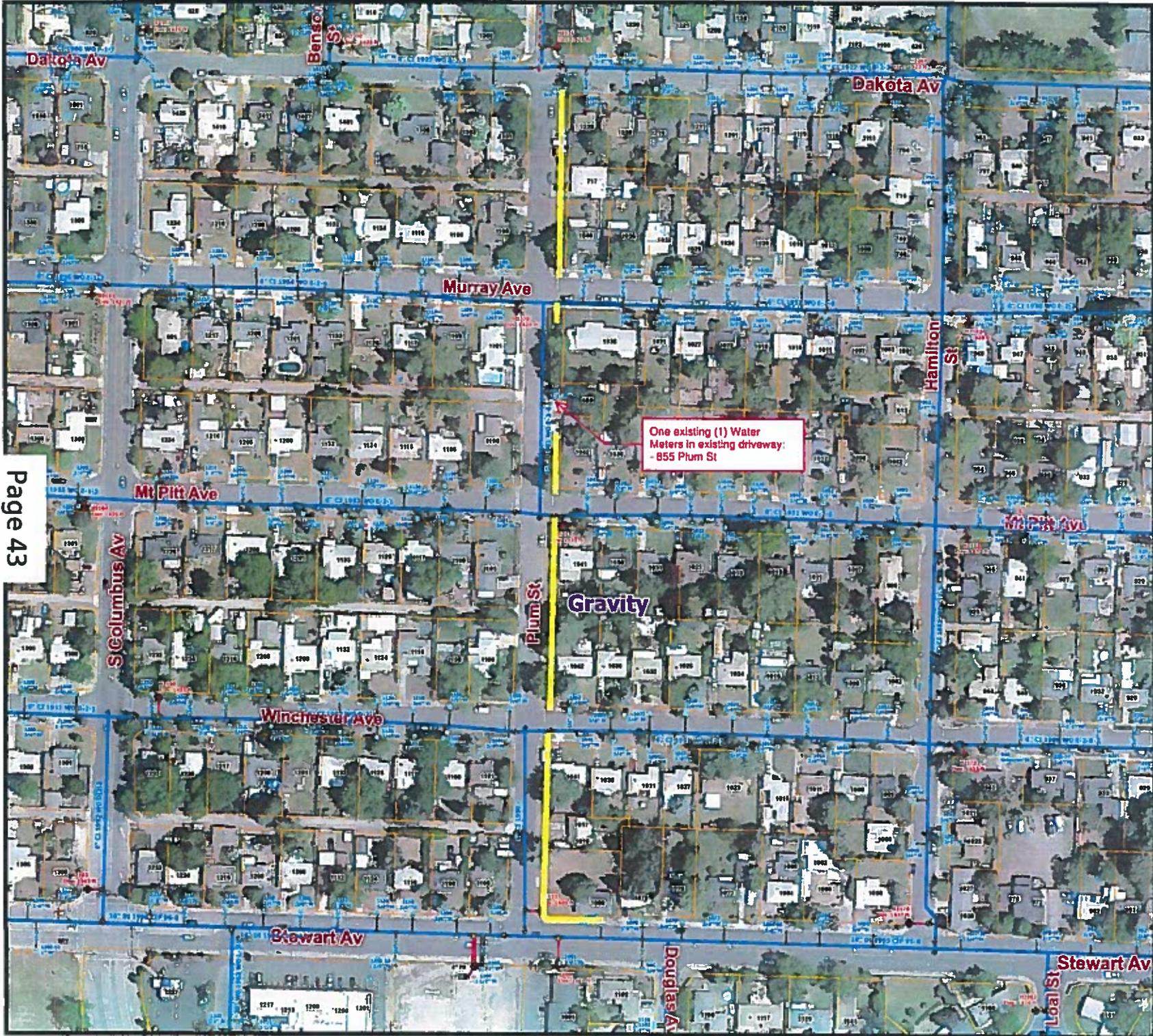
Staff Memo

CONDITIONS (Site 2 - Tennessee Drive):

1. The water facility planning/design/construction process will be done in accordance with the Medford Water Commission (MWC) "Regulations Governing Water Service" and "Standards For Water Facilities/Fire Protection Systems/Backflow Prevention Devices."
2. The existing water meters for the parcels along the west side of Tennessee Drive between De Barr Avenue and the existing home at 2645 De Barr Avenue are required to be relocated to the back of the proposed concrete sidewalk per current MWC Standards.
3. Applicant shall coordinate with MWC engineering staff for proposed locations of all water meters impacted by this sidewalk improvement project.

COMMENTS (Site 2 – Tennessee Drive):

1. Off-site water line installation is not required.
2. On-site water facility construction is not required.
3. MWC-metered water service does exist to this property. The existing homes located along the west side of Tennessee Drive between De Barr Avenue and the existing home located at 2645 Tennessee Drive (total of 9 homes) all have ¾-inch water meters with 1-inch copper service lines. (See Condition 3 above)
4. Access to MWC water lines is available. There is an existing 4-inch water line in Tennessee Drive between De Barr Avenue and Chico Street, and there is an existing 6-inch water line in Tennessee Drive north of Chico Street.



0 50 100 200 Feet
Scale: 1"=150'

SITE 1
Water Facility Map
for
TF-16-149
(Plum St from
Stewart Ave to Dakota Ave)

Legend

- Air Valve
- Sample Station
- Fire Service
- ◆ Hydrant
- ▲ Reducer
- Blow Off
- ◆ Plugs-Caps

Water Meters:

- Active Meter
- On Well
- Unknown
- Vacant

Water Valves:

- Butterfly Valve
- Gate Valve
- Tapping Valve

Water Mains:

- Active Main
- - - Abandoned Main
- Reservoir Drain Pipe
- Pressure Zone Line

Boundaries:

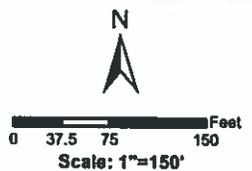
- Urban Growth Boundary
- City Limits
- Tax Lots

MWC Facilities:

- C** Control Station
- P** Pump Station
- R** Reservoir



This map is based on a digital dataset provided by Medford City Information Services. It is not a substitute for a field survey. Medford Water Commission shall not be responsible for any errors or omissions. Please contact Medford Water Commission for more information.



SITE 2

Water Facility Map
for
TF-16-149
(Tennessee Dr from
DeBarr Ave to Chico
St, and north of Chico St
a distance of 455-feet)

Legend

- ⊙ Air Valve
- ⊙ Sample Station
- ⊙ Fire Service
- ⊙ Hydrant
- ⊙ Reducer
- ⊙ Blow Off
- ⊙ Plugs-Caps

Water Meters:

- ⊙ Active Meter
- ⊙ On Well
- ⊙ Unknown
- ⊙ Vacant

Water Valves:

- ⊙ Butterfly Valve
- ⊙ Gate Valve
- ⊙ Tapping Valve

Water Mains:

- Active Main
- - - Abandoned Main
- Reservoir Drain Pipe
- Pressure Zone Line

Boundaries:

- ⊙ Urban Growth Boundary
- ⊙ City Limits
- ⊙ Tax Lots

MWC Facilities:

- ⊙ Control Station
- ⊙ Pump Station
- ⊙ Reservoir



This map is provided as a digital document intended for informational purposes only. It is not intended to be used as a legal document. The Medford Water Commission is not responsible for any errors or omissions in this map. For more information, please contact the Medford Water Commission.

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Table R

Sarah K. Sousa

From: David I. Searcy
Sent: Wednesday, January 25, 2017 3:18 PM
To: Sarah K. Sousa
Subject: TF-16-149

RECEIVED

JAN 25 2017

PLANNING DEPT.

Hi Sarah-

Since I hadn't written up an official comment, yet the issue of the sleeves for the sidewalk along Plum came up, I'm sending you this note; that in Area One a sleeve be installed under the sidewalk for each property where a 6' wide planter strip is to be located. If you have any question, comment, or I need to do something else, please let me know.

Have a Great Day!

David Searcy
Conservation Coordinator
Medford Water Commission
200 S. Ivy St. Room 177
Medford OR 97501
Cell 541.292.0755
Desk 541.774.2435
<http://www.medfordwater.org/>

All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence. ~Martin Luther King Jr.

**ALWAYS erase e-mail addresses included in messages before you forward them to your friends...
Also, use the Bcc format (blind carbon copy) when you send out messages to multiple addressees**

...

Stomp out SPAM! Thank you. *if you wish to be dropped from my email list, please inform me.*

Sarah K. Sousa

From: Nick Bakke <nbakke@rvss.us>
Sent: Thursday, January 05, 2017 8:02 AM
To: Sarah K. Sousa
Subject: TF-16-149, Neighborhood Sidewalk Imp. Proj.

RECEIVED

JAN 05 2017

PLANNING DEPT.

Sarah,

The above mentioned project is outside of the RVSS service area. We do not have any comments at this time

Thanks,

Nicholas R. Bakke, PE
District Engineer
Rogue Valley Sewer Services
138 West Vilas Rd. | PO Box 3130
Central Point, OR 97502
Ph: 541-664-6300
Direct: 541-727-6874
nbakke@rvss.us

FOR ASSIGNMENT AND
TAXATION ONLY

N.E.1/4, N.W.1/4, SEC.36, T.37S., R.2W., W.M.
JACKSON COUNTY

1" = 100'
SITE 1

37 2W 36BA
MEDFORD



CANCELLED TAX
LOT NUMBERS

10300-10350 RE-MAPPED TO 372W36B11
 10400-10500 RE-MAPPED TO 372W36B11
 12700 ADJUSTED TO 2500
 15100-15300 RE-MAPPED TO 372W36B11
 15400-15600 RE-MAPPED TO 372W36B11
 1802 RE-MAPPED TO 372W36B11
 2901
 390
 5800-6400 RE-MAPPED TO 372W36B11

SET MAP 37-2W-36AB

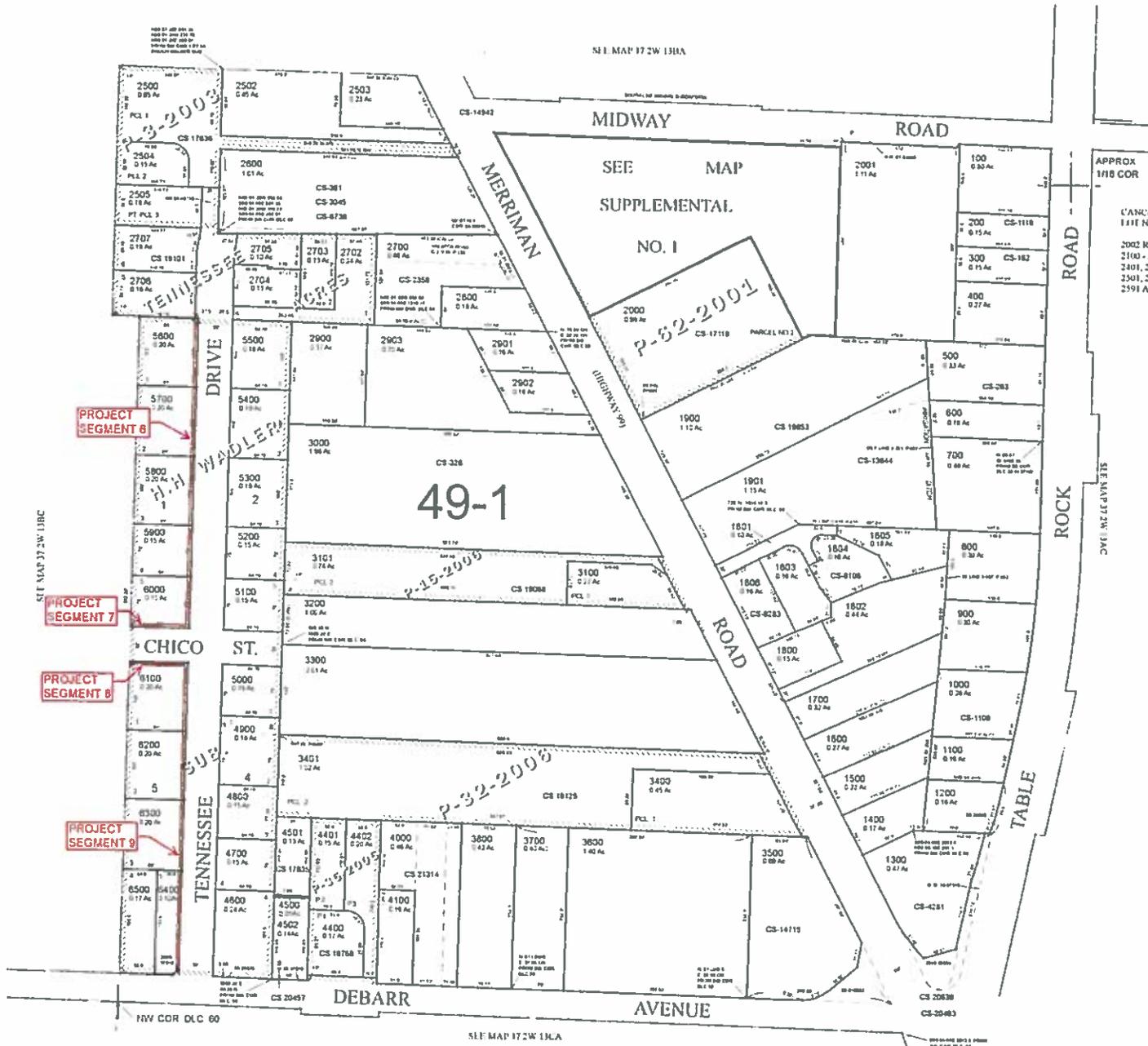
RECEIVED
 NOVEMBER 18, 2016
 PLANNING DEPARTMENT
 37 2W 36BA
 MEDFORD
 SET MAP 37-2W-36AB

FOR ASSESSMENT AND TAXATION ONLY

S.E. 1/4, N.W. 1/4, SEC. 13, T. 37S., R. 2W., W.M.
JACKSON COUNTY
1" = 100'

37 2W 13BD
MEDFORD

SITE 2

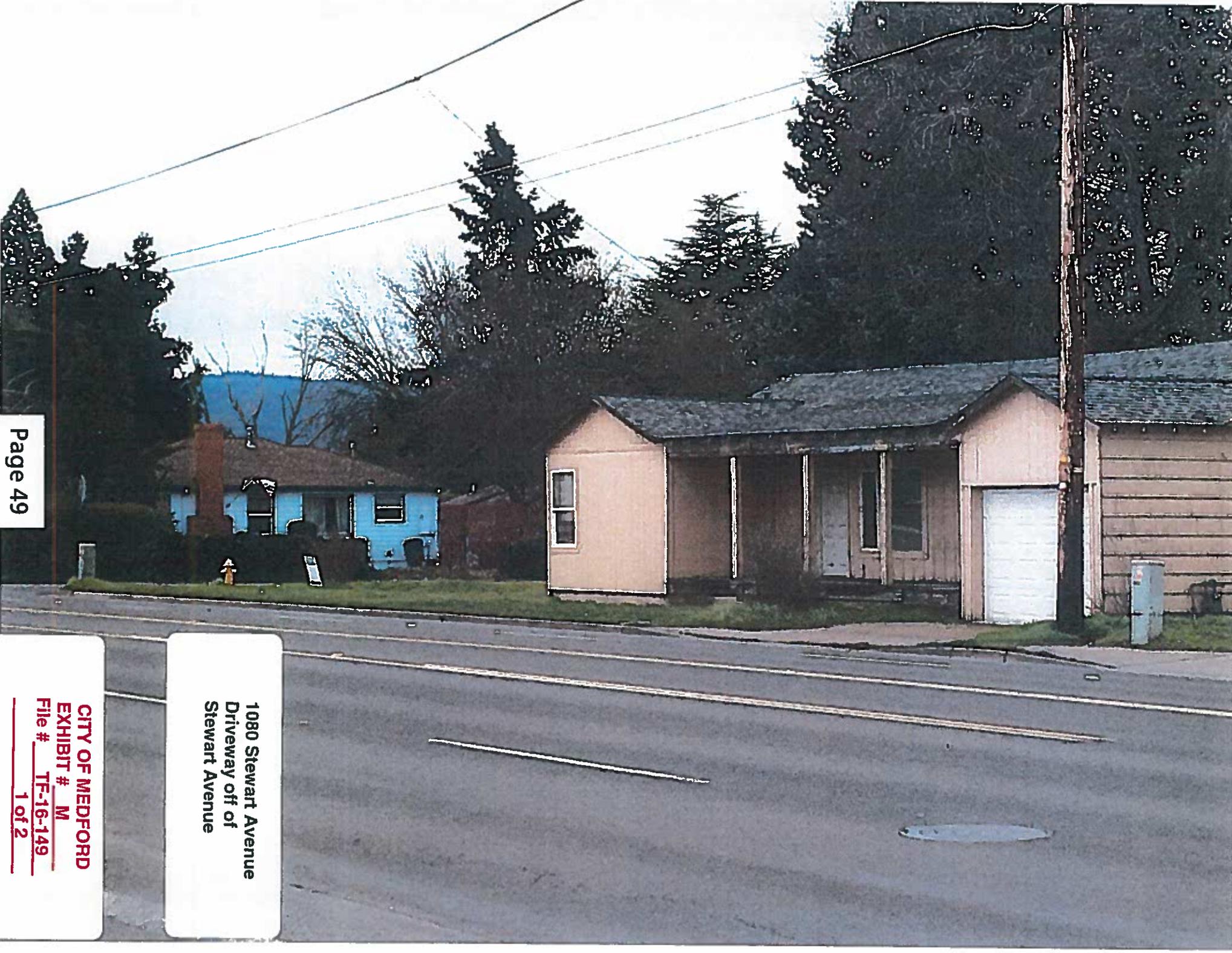


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CITY OF MEDFORD
EXHIBIT # 1
File # TF-16-149
2 of 2

CANCELLED TAX
LOT NUMBERS.
2002 RE-MAPPED TO 372W13BD
2401, 2402 RE-MAPPED TO 372W13BD
2501, 2590, 2701 RE-MAPPED TO 372W13BD
2591 ADDED TO 2702

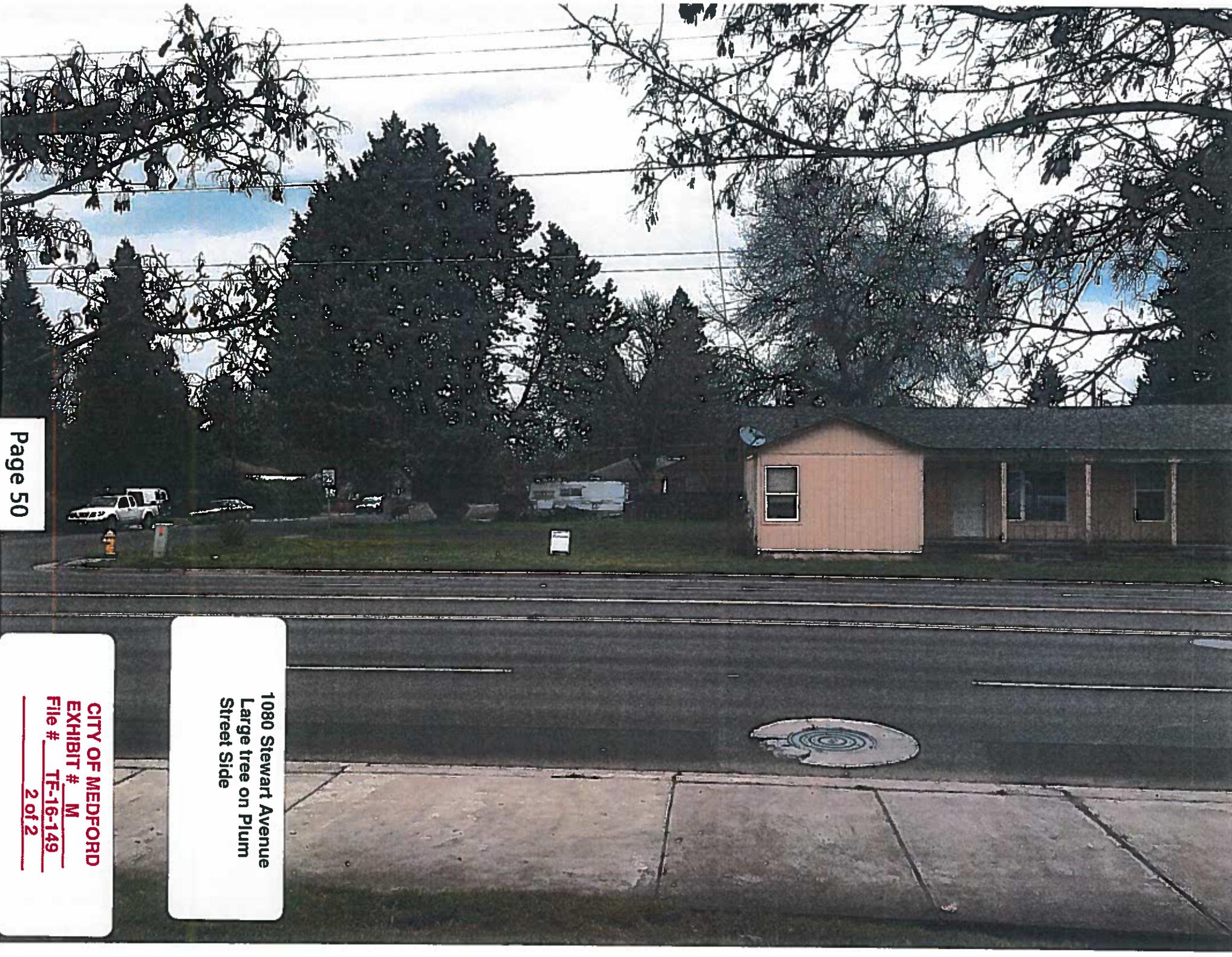
RECEIVED
NOVEMBER 18, 2016
PLANNING DEPARTMENT
37 2W 13BD
MEDFORD
NOV 18 2016



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CITY OF MEDFORD
EXHIBIT # M
File # TF-16-149
1 of 2

1080 Stewart Avenue
Driveway off of
Stewart Avenue



1080 Stewart Avenue
Large tree on Plum
Street Side

CITY OF MEDFORD
EXHIBIT # M
File # TF-16-149
2 of 2



City of Medford
Planning Department

Vicinity
Map

File Number:
TF-16-149
Site 1

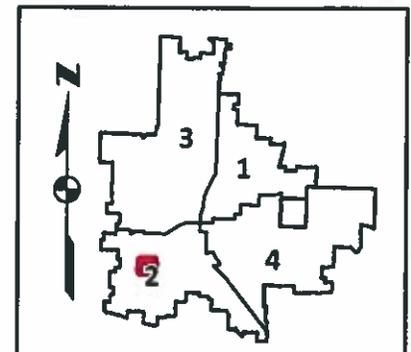


Project Name:

**Sidewalk Project
Southwest Medford**

Legend

-  Medford Zoning
-  Tax Lots
-  Sidewalks



01/31/2017



City of Medford
Planning Department

Vicinity
 Map

File Number:
TF-16-149
Site 2



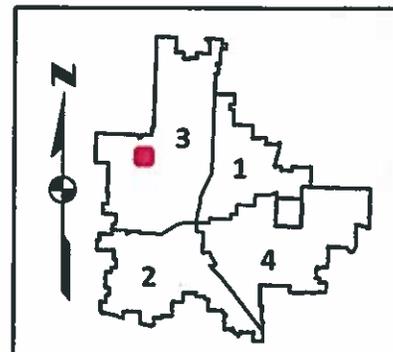
Project Name:

Sidewalk Project
Tennessee Dr @ DeBarr Ave



Legend

-  Medford Zoning
-  Tax Lots
-  Sidewalks



02/01/2017