

PLANNING COMMISSION

AGENDA

APRIL 14, 2016



Commission Members

Tim D'Alessandro
David Culbertson
Norman Fincher
Joe Foley
Bill Mansfield
David McFadden
Mark McKechnie
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



Agenda

Public Hearing

April 14, 2016

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-16-006 Final Order of a request for a change of zone from I-G (General Industrial) to C-H (Heavy Commercial) on approximately 2.36 acres located on the east side of Crater Lake Avenue approximately 700 feet south of Hollyhock Drive. (Blu Dutch LLC, Applicant; Richard Stevens & Associates, Inc., Agent)
 - 20.2 LDS-15-044 Final Order of a request for approval of a 176-lot residential subdivision tentative plat revision, approved under application number LDS-15-044, for the purpose of modifying phase boundaries and amending underlying reserve lots. The subject 116.58 acre property is located entirely on the south side of Cedar Links Drive, approximately 1,000 feet west of North Foothill Drive within an SFR-4 zone district. (Cedar Investment Group LLC, Applicant; CSA Planning Ltd., Agent)
 - 20.3 LDS-15-120 Final Order of a request for approval of a subdivision replat for Sky Lakes Village at Cedar Landing Phase 7A, in order to comport with requested modifications in the phase boundaries of the subdivision. The subject 116.58 acre property is located entirely on the south side of Cedar Links Drive, approximately 1,000 feet west of North Foothill Drive within an SFR-4 zone district. (Cedar Investment Group LLC. Applicant; CSA Planning Ltd.,/Craig Stone, Agent)
 - 20.4 LDS-16/002 E-16-003 Final Order of a request for tentative plat approval for Kasey Court Subdivision, a two phase, 6-lot residential subdivision with an exception to right of way dedication, on a 1.21 acre parcel located on the north side of Orchard Home Court, approximately 375 feet east of Orchard Home Drive within a SFR-6 (Single-Family Residential – 6 units per acre) zoning district. (Suncrest Homes LLC, Applicant; Scott Sinner Consulting, Inc., Agent)
 30. Minutes
 - 30.1 Consideration for approval of minutes from the March 24, 2016, hearing.
 40. Oral and Written Requests and Communications
 50. Public Hearings – Continuance Request
 - 50.1 DCA-16-019 Consideration of a Class “A” legislative code amendment to amend Chapter 10 of the Municipal Code revising the site development standards (i.e. front and side yards, lot coverage, and exceptions to yard requirements) for single family residences and duplexes. (City of Medford, Applicant)

Public Hearings – New Business

- 50.2 **LDS-16-004** Consideration of a request for tentative plat approval for Rancho McMillan Subdivision, a four lot residential subdivision on a 0.95 acre parcel located on the north side of Lone Pine Road, approximately 1,100 feet west of North Foothill Road, within the SFR-4 (Single-Family Residential – 4 dwelling units per gross acre) zoning district. (Michael McMillan, Applicant; Scott Sinner Consulting, Inc., Agent)
- 50.3 **CUP-16-007** Consideration of a request for a Conditional Use Permit to allow the further development of a parking lot, playground, picnic shelter, internal path system, path lighting, a multi-use field, a site drainage system, landscaping, irrigation, other park amenities and two new tax lots for Kennedy Park, situated on five parcels totaling approximately 8.49 acres located at the southwest corner of the intersection of Delta Waters Road and Springbrook Road, within a SFR-4 (Single Family Residential – 4 dwelling units per acre) zoning district. (City of Medford, Parks and Recreation Department, Pete Young, Applicant/Agent)

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**

Exhibit B



After recording return to:
Blu Dutch LLC
PO Box 422
Rogue River, OR 97537

Until a change is requested all tax
statements shall be sent to:
Blu Dutch LLC
PO Box 422
Rogue River, OR 97537

File No: 7161-2530656 (SDB)
Date: October 15, 2015

THIS SPACE RES

15-

Jackson County Official Records **2015-035023**
 R-PRD
 Stn=14 SHINGLJS 10/19/2015 10:58:46 AM
 \$15 00 \$11 00 \$10 00 \$8 00 \$20 00 **\$64.00**
 I, Christine Walker, County Clerk for Jackson County, Oregon, certify
 that the instrument identified herein was recorded in the Clerk
 records.
 Christine Walker - County Clerk

RECEIVED
 JANUARY 19, 2016
 PLANNING DEPARTMENT

PERSONAL REPRESENTATIVE'S DEED

THIS INDENTURE made this 19 day of **October, 2015** by and between **Fred Wynn Milani** the duly appointed, qualified and acting personal representative of the estate of **Gladys Louise Milani**, deceased, hereinafter called the first party and **Blu Dutch LLC, an Oregon Limited Liability Company**, hereinafter called the second party; WITNESSETH:

For value received and the consideration hereinafter stated, the first party has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell and convey unto the second party and second party's heirs, successors and assigns all the estate, right and interest of the estate of the deceased, whether acquired by operation of the law or otherwise, in that certain real property situated in the County of **Jackson**, State of **Oregon**, described as follows, to-wit:

See Legal Description attached hereto as Exhibit A and by this reference incorporated herein.

TO HAVE AND TO HOLD the same unto the second party, and second party's heirs, successors-in-interest and assigns forever.

The true and actual consideration paid for this transfer, stated in terms of dollars, is **\$180,000.00**.

IN WITNESS WHEREOF, the first party has executed this instrument; If first party is a corporation, it has caused its name to be signed and its seal, if any, affixed by an officer or other person duly authorized to do so by order of its board of directors.

7

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Dated this 19 day of October, 2015.

[Signature]
Fred Wynn Milani, Personal Representative

STATE OF Oregon)
)ss.
County of Jackson)

This instrument was acknowledged before me on this 19 day of October, 2015 by Fred Wynn Milani, Personal Representative of the Estate of Gladys Louise Milani.

[Signature]

Notary Public for Oregon
My commission expires: 8/15/16

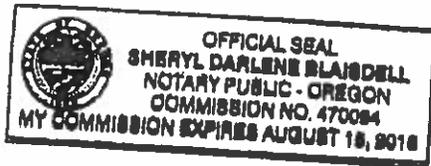


EXHIBIT A

LEGAL DESCRIPTION: Real property in the County of Jackson, State of Oregon, described as follows:

Parcel 2, as shown on the Partition Plat filed in the office of the Jackson County Oregon Surveyor as No. 16236, and recorded as Partition Plat No. P-45-1999 of "Record of Partition Plats" in Jackson County, Oregon.

TOGETHER WITH an easement for ingress and egress extending north to Dover Ridge Drive, as granted in Document No. 98-11014, Official Records of Jackson County, Oregon.

ALSO TOGETHER WITH an easement for the installation and maintenance of sewer and water lines as reserved in Warranty Deed recorded as Document No. 99-42639, Official Records of Jackson County, Oregon.

Account Sequence	Assessment Year 2015 ▼	Print Window	Close Window
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Assessment Info for Account 3-009573-4 Map 371W08BC Taxlot 1800

Report For Assessment Purposes Only Created December 07, 2015

Account Info		Tax Year 2015 Info		MS Info	
Account	3-009573-4	Pay Taxes Online		Tax Code	49-01
Map Taxlot	371W08BC 1800	Tax Report	Details	Acreage	0.00
Owner	BLU DUTCH LLC	Tax Statement	Details	Situs Zoning	
Situs Address		Tax History	Details	I-G	
3724 CRATER LAKE HWY MEDFORD	MS	Tax Code 49-01		Property Class	231
Mailing Address	BLU DUTCH LLC PO BOX 422 ROGUE RIVER OR, 97537	Tax Type	Due Date	Amount	
- Associated Taxlots	1 Acct	Advalorem	11/15/15	\$383.77	
49-01 R 1-042291-4 371W08BC 1800 ACTIVE		Tax Rate	15.8837		
Appraiser	164	District Rates	Details		
		District Amounts	Details		
		Tax Rate Sheet	Details		

Sales Data (AS 400)

- Manufactured Structure Value Summary (For Assessment Year 2015)

RMV	M5	MAV	AV
\$ 23,890	\$ 23,890	\$ 45,490	\$ 23,890
Value History	Details		

Improvements

Site	Building #	Code Area	Year Built	Eff Year Built	Stat Class	Description	Type	SqFt	% Complete	
	1	49-01	1980	1980	962	Double wide	Manf Strct	1848	100 %	Details

- Improvement Comments

- Exemptions / Special Assessments / Notations / Potential Liability

Manufactured Structure Special Assessments

Correction Year	Tax Year Payable	Code	Description	Amount
2015	2015	91	MH OMBUDSMAN	\$6.00

Notations

Description	Tax Amount	Year Added	Value Amount
TAX RATE CORRECTION 2012		2013	

Tax Notations

Tax Account	Description	Code	Date Added	Date Removed	Tax Year
3-009573-4	Lois system	HOME ID	Oct 07, 2015		
3-009573-4	MS should be part of land- subject forc	REAL OR EXEMPT	Nov 30, 2015		

- Location Map

BEFORE THE MEDFORD PLANNING COMMISSION

STATE OF OREGON, CITY OF MEDFORD

IN THE MATTER OF TENTATIVE PLATREVISION APPROVAL OF)
HIGH CEDARS SUBDIVISON) ORDER
[LDS-15-044]

ORDER granting approval of a request for a 176-lot residential subdivision tentative plat revision, approved under application number LDS-15-044, for the purpose of modifying phase boundaries and amending underlying reserve lots. The subject 116.58 acre property is located entirely on the south side of Cedar Links Drive, approximately 1,000 feet west of North Foothill Drive within an SFR4 zone district.

WHEREAS:

1. The Planning Commission has duly accepted the application filed in accordance with the Medford Land Development Code, Sections 10.265 through 10.267; and
2. The Medford Planning Commission has duly held a public hearing on the request for consideration for approval of a 176-lot residential subdivision tentative plat revision, approved under application number LDS-15-044, for the purpose of modifying phase boundaries and amending underlying reserve lots. The subject 116.58 acre property is located entirely on the south side of Cedar Links Drive, approximately 1,000 feet west of North Foothill Drive within an SFR-4 zone district, with the public hearing a matter of record of the Planning Commission on March 24, 2016.
3. At the public hearing on said tentative plat, evidence and recommendations were received and presented by the developer and Planning Department Staff; and
4. At the conclusion of said hearing, after consideration and discussion, the Medford Planning Commission, upon a motion duly seconded granted tentative plat revision approval and directed staff to prepare a final order with all conditions and findings set forth for the granting of the tentative platrevision approval.

THEREFORE LET IT BE HEREBY ORDERED that the tentative plat revision for High Cedars Subdivision stands approved per the Planning Commission Report dated March 24, 2016, and subject to compliance with all conditions contained therein.

AND LET IT FURTHER BE OF RECORD, that the action of the Planning Commission in approving this request for tentative plat revision approval is hereafter supported by the findings referenced in the Planning Commission Report dated March 24, 2016.

BASED UPON THE ABOVE, the Planning Commission determined that the tentative plat revision is in conformity with the provisions of law and Section 10.270 Land Division Criteria of the Land Development Code of the City of Medford.

Accepted and approved this 14th day of April, 2016.

CITY OF MEDFORD PLANNING COMMISSION

Planning Commission Chair

ATTEST:

Planning Department Representative



PLANNING COMMISSION REPORT

for a Type-C quasi-judicial decision: Tentative Plat

PROJECT High Cedars
 Applicant: Cedar Investment Group LLC; Agent: CSA Planning Ltd.

FILE NO. LDS-15-044

DATE March 24, 2016

BACKGROUND

Proposal

Consideration of a request for a revision to the Cedar Landing tentative plat for the High Cedars Subdivision. The proposed revision request applies only to the portion of the Cedar Links project south of Cedar Links Drive. Applicant is requesting approval for a 176-lot residential subdivision tentative plat revision for the purpose of modifying phase boundaries and amending underlying reserve lots. The subject 116.58 acre property is located entirely on the south side of Cedar Links Drive, approximately 1,000 feet west of North Foothill Drive within an SFR-4 zone district.

Subject Site Characteristics

Zoning SFR-4
 GLUP UR (Urban Residential)
 Use Vacant Golf Course

Surrounding Site Characteristics

North	SFR-4	Single Family Dwellings
South	SFR-4	Single Family Dwellings
East	SFR-4	Single Family Dwellings
West	SFR-4	Single Family Dwellings

Related Projects

PUD-05-035 Cedar Landing PUD
 LDS-05-036 Cascade Terrace Subdivision
 LDS-05-037 Sky Lakes Subdivision
 PUD-05-035 Termination of 5.47 acre portion of PUD for park property in 2011
 LDS-13-121 Sky Lakes Village Subdivision Phases 7A & 7B

PUD-13-119	PUD Revision
E-14-059	Exception to required right-of-way dedication
PUD-14-136	PUD Revision
LDS-14-137	Sky Lakes Village Phase 1 Tentative Plat
LDS-14-138	The Village at Cedar Landing Phase 1 Tentative Plat
PUD-15-043	PUD Revision to change commercial, multi-family and condominium use south of Cedar Links to single-family residential use.
LDS-15-044	176 Lot Tentative Plat for High Cedars Subdivision
SV-15-101	Street Vacation of a portion of Normil Terrace and Farmington Avenue.

Applicable Criteria

Medford Municipal Code

Land Division, §10.270

The approving authority (Planning Commission) shall not approve any tentative plat unless it first finds that, the proposed land division together with the provisions for its design and improvement:

- (1) Is consistent with the Comprehensive Plan, any other applicable specific plans thereto, including Neighborhood Circulation Plans, and all applicable design standards set forth in Article IV and V;
- (2) Will not prevent development of the remainder of the property under the same ownership, if any, or of adjoining land or of access thereto, in accordance with this chapter;
- (3) Bears a name that has been approved by the approving authority and does not use a word which is the same as, similar to, or pronounced the same as a word in the name of any other subdivision in the City of Medford; except for the words "town", "city", "place", "court", "addition", or similar words; unless the land platted is contiguous to and platted by the same applicant that platted the land division bearing that name; or unless the applicant files and records the consent of the party who platted the land division bearing that name and the block numbers continue those of the plat of the same name last filed;
- (4) If it includes the creation of streets or alleys, that such streets or alleys are laid out to be consistent with existing and planned streets and alleys and with the plats of land divisions already approved for adjoining property unless the approving authority determines it is in the public interest to modify the street pattern;

- (5) If it has streets or alleys that are proposed to be held for private use, that they are distinguished from the public streets or alleys on the tentative plat, and reservations or restrictions relating to the private streets or alleys are set forth;
- (6) Will not cause an unmitigated land use conflict between the land division and adjoining agricultural lands within the EFU (Exclusive Farm Use) zoning district.

Corporate Names

The application lists Cedar Investment Group, LLC as the owner of the subject property. As per the State of Oregon Business Registry, Eric Artner is listed as the registered agent.

ISSUES AND ANALYSIS

Project History

On April 27, 2006, the Planning Commission approved Cedar Landing Planned Unit Development (PUD-05-035), a master plan for the redevelopment of the 122.12-acre site to provide a mixture of residential uses, commercial development and a preservation of existing open space. The overall project is organized into four sub areas with multiple phases that are described as follows:

1. High Cedars (43.0 ± acres), at time of plan approval, consisted of five (5) phases, which included single-family lots, 55 and older, pad lots and common area/open space.
2. The Village at Cedar Landing (21.42 ± acres) is made up of five (5) phases of single-family lots, condominiums, retirement facilities and common area/open space.
3. Cascade Terrace (15.4 ± acres) is comprised of two (2) phases of small single-family lots targeted for detached dwellings and residents aged 55 or older.
4. Sky Lakes Village (41.6 ± acres) consists of single-family residential lots and common area/open space.

Three phases of the original project have final plan and plat approvals. Sky Lakes Village Phases 5, 6, and 7A have received final plat and plan approvals. In addition, a request was approved to allow the termination of portions of Cascade Terrace and Sky Lakes Village. The 5.47 acre terminated portion of the project was sold to the City for use as a public park.

In 2013, a revision to the PUD was approved which included modifications for naming, numbering, and design. In January 2015, an exception was approved for the reduction of required right-of-way dedication for Cedar Links Drive. The Planning Commission

approved modifications to the street design as part of the original approval in order to preserve existing Cedar trees on the north side of Cedar Links Drive. An Exception was necessary in order to reduce the amount of right-of-way dedication.

In April 2015 the Planning Commission approved a revision to the PUD regarding changes to the north side of Cedar Links Drive and tentative plats for Sky Lakes Phase 1 and The Village Phase 1.

In June of 2015, the Planning Commission approved a PUD revision (PUD 15-143) and 176 lot subdivision tentative plat (LDS-15-044) for the portion of the PUD south of Cedar Links Drive. Specifically, significant revisions of the PUD included the following revisions:

- Reconfiguration of the entire south area into 5 phases.
- Changing all commercial, multi-family, and condominium uses to single-family detached residential use.
- Removal of the below grade pedestrian crossing at Cedar Links Drive.
- Providing a single access point to Foothill Road at Normil Terrace and eliminating the second access point at Tree Top Drive.
- Relocating pedestrian paths.

Project Update

The sole purpose of the subject application (LDS-15-044) and correlating application for the replat of Sky lake Village at Cedar Landing Phase 7A(LDS-15-120) is simply to revise the phasing boundaries associated with the High Cedars subarea Tentative Plat approved in June 2015 (LDS-15-044).

The applicant initially proposed in 2015 that the subject tentative plat would be built-out in five phases. The applicant now proposes to develop the south half of the Cedar Landing development in twelve phases, rather than five.

The subject plat is virtually identical to the plat approved in June 2015, with the exception of the proposed phasing modifications and minute adjustments in the alignment of Farmington Avenue and Normil Terrace. There are no changes proposed to lot configuration, density, allowed uses, open space, pedestrian paths, road locations, location of infrastructure, or any design element modification that would result from an approval of the subject request.

FINDINGS AND CONCLUSIONS

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

- The findings identify the request modifies the number of phases from five phases to ten phases. The proposed request modifies the number of phases from five phases to twelve phases.

RECOMMENDED ACTION

Adopt the findings presented by the applicant as modified by staff and direct staff to prepare a Final Order for approval per the staff report dated March 17, 2016, including Exhibits A through J.

ACTION TAKEN

The Planning Commission adopted the findings presented by the applicant as modified by staff and directed staff to prepare a Final Order for approval per the Commission Report dated March 24, 2016, including Exhibits A through J.

EXHIBITS

A-1 Conditions of Approval

B Revised tentative plat for High Cedars at Cedar Landing, received December 16, 2015

C Applicant's Findings of Fact, received August 27, 2015; including,

- Assessor Map
- Aerial Map with City of Medford Zoning Classifications depicted
- General Land Use Plan (GLUP) Map
- Copy of Sky Lakes Village at Cedar Landing Phase 7A Plat.
- Final Order approving PUD-15-043 and LDS-15-044
- Proposed Tentative Plat Map for High Cedars
- Proposed Replat of Sky Lakes Village at Cedar Landing Phase 7A

D-1 Public Works Staff Report, dated February 24, 2016

E Medford Water Commission Memo, dated February 23, 2016

F-1 Fire Department Report, prepared February 19, 2016

G Building Department Memo, dated February 24, 2016

H Address Technician Memo, dated February 24, 2016

I ODOT e-mail correspondence, received February 26, 2016

J Jackson County Roads Department Letter, dated February 12, 2016
Vicinity map

MEDFORD PLANNING COMMISSION

Patrick Miranda, Chair

PLANNING COMMISSION AGENDA:

MARCH 24, 2016
APRIL 14, 2016

EXHIBIT A-1

High Cedars Revised Tentative Plat
LDS-15-044
Conditions of Approval
March 24, 2016

CODE CONDITIONS

1. Prior to Final Plat approval, the applicant shall:
 - a. Comply with the Public Works Department Report dated February 24, 2016 (Exhibit D-1).
 - b. Comply with the Water Commission Staff Memo dated February 23, 2016 (Exhibit E).
 - c. Comply with the Medford Fire Department Report, prepared February 19, 2016 (Exhibit F-1).
 - d. Comply with the Jackson County Roads Department Correspondence, dated February 12, 2016 (Exhibit J).
 - e. Comply with the Address Technician Memo, dated February 24, 2016 (Exhibit H).

CITY OF MEDFORD
EXHIBIT # A-1
File # LDS-15-044
1 of 1



Continuous Improvement Customer Service

CITY OF MEDFORD

LD Date: 02/24/2016

File Number: LDS-15-044 (revision)

(Reference: PUD 15-043/LDS-15-044, PUD-14-136, LDS-14-137, LDS-14-138 and LDS-13-121)

PUBLIC WORKS DEPARTMENT STAFF REPORT HIGH CEDARS SUBDIVISION PHASE 1-7B – Tentative Plat Revision

Project: Request approval for a 176-lot residential subdivision tentative plat revision, approved under application number LDS-15-044, for the purpose of modifying phase boundaries and amending underlying reserve lots.

Location: The subject 116.58 acre property is located entirely on the south side of Cedar Links Drive, approximately 1,000 feet west of North Phoenix Road, within an SFR-4 zone district.

Applicant: Cedar Investment Group LLC., Applicant (CSA Planning Ltd., Agent).
Desmond McGeough, Planner. Cedar Investment Group, LLC.

Applicability:

The Medford Public Works Department’s conditions of Preliminary Plan Approval for Cedar Landing PUD were adopted by Order of the Medford Planning Commission on April 27, 2006 (PUD-05-035). The approval for Cedar Landing PUD received a minor amendment on July 14, 2008 through a De minimis revision by the Planning Director. A portion of the PUD was terminated by the Planning Commission on April 14, 2011. A revision to the PUD was approved on February 27, 2014 (PUD-13-119) and included name changes, phase re-numbering, and lot reconfiguration. Planning Commission granted approval of a request for tentative plat approval of Sky Lakes Village Subdivision Phases 7A and 7B on February 27, 2014 (LDS-13-121). An exception for reduced right-of-way along the northerly section of Cedar Links Drive was approved on January 22, 2015 (E-14-059). Cedar Landing PUD on the north side of Cedar Links Drive was amended and approved by the Planning Commission on April 23, 2015 (PUD-14-136, LDS-14-137, and LDS-14-138). Request for a revision to the Cedar Landing PUD and for approval of the tentative plat for High Cedars Subdivision Phases 1 through 5 was approved by the Planning Commission on June 11, 2015 (PUD-15-043/LDS-15-044). **The adopted conditions by each of these actions shall remain in full force as originally adopted except as amended or added to below.**

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PUBLIC WORKS DEPARTMENT
ENGINEERING & DEVELOPMENT DIVISION

200 S. IVY STREET
MEDFORD, OREGON 97501
www.ci.medford.or.us

CITY OF MEDFORD
EXHIBIT # 01 TELEPHONE (541) 774-2100
FAX (541) 774-2552
File # LDS-15-044

1054

A. STREETS

1. Dedications

On the plat of "Sky Lakes Village at Cedar Landing, Phase 7A", right-of-way for Farmington Avenue and Normil Terrace was dedicated to provide access to Lots 96 and 97 (as shown on previous tentative plat approved under PUD-15-043/LDS-15-044). The proposed tentative replat for High Cedars Subdivision (LDS-15-120) will necessitate vacating portions of the existing right-of-way and dedicating new areas and will also reconfigure the reserve lots in order to comport with the proposed phase boundaries as part of this concurrent action (LDS-15-044 revision). The timing of any vacations must be coincident with dedicating new right-of-way so that Lots 96, 97 and 99 will always have right-of-way available to their respective boundaries. Lots 97 and 99 shall not have direct access to Foothill Road, but shall take access from Lot 98.

2. Public Improvements

a. Street Lights and Signing

All street lights and signing for public streets shall be installed to City of Medford specifications, and the quantity and type shall be specified for each development application as they are submitted.

The following street lighting and signing installations will be required:

High Cedars at Cedar Landing, Phase 1 – 7B

Street Lighting - Developer Provided & Installed

- a. 8 – 310W HPS street lights w/ BMC, (Foothill Road)
- b. 41 – 100W HPS street lights with/out Pedestrian Lighting
- c. 1 – BMC

Traffic Signs and Devices - City Installed, paid by the Developer

- a. 14 – Street Name Signs
- b. 2 – Stop Signs

The above provided numbers are all-inclusive. As each phase is developed, additional requirements will be necessary (i.e., dead-end signs and barricades).

On Cedar Links Drive, the Applicant's engineer may need to address the existing power lines when considering the placement of the proposed street lights. The required mounting height shall be 35-feet, and the power lines may need to be adjusted to accommodate the new street lights.

In addition, pedestrian street lights, including base mounted cabinets, shall be designed and constructed in accordance with the MLDC, Section 10.380. Pedestrian lights shall be designed by an engineer per City of Medford Specifications and shall be submitted to the Engineering

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"D-1"
ZwF4

Division as part of the public improvement drawings described under General Conditions, Section 'E' of this report.

All street lights shall be operating and turned on at the time of the final "walk through" inspection by the Public Works Department.

B. STORM DRAINAGE

1. Stormwater Detention and Water Quality Treatment

This development shall provide stormwater detention in accordance with MLDC, Section 10.486, and water quality treatment in accordance with the Rogue Valley Stormwater Quality Manual. Since this development is larger than five acres, Section 10.486 requires that the development set aside a minimum of 2% of the gross area as open space to be developed as open ponds for stormwater detention and treatment.

Each phase will be required to have its own stormwater detention and water quality treatment. If the Developer desires to do so, a Stormdrain Masterplan may be submitted in lieu of requiring each phase to have separate stormwater detention and water quality treatment. The Stormdrain Masterplan shall be submitted and reviewed with each phase's construction plans and shall be constructed with any phase to be served by the facility.

Upon completion of the project, the Engineer of Record shall provide written certification to the Engineering Division that the construction of the controlled storm water release drainage system was constructed per plan. This letter shall be received by the City of Medford Public Works Engineering Department prior to approval of the Final Plat.

2. Drainage Channel

The Developer shall dedicate a public drainage easement along the existing drainage channel that runs along the southerly boundary of the property. The easement shall be a maximum of 20-feet on each side of the centerline or to the City Engineer's satisfaction.

C. GENERAL CONDITIONS

3. Phasing

The Tentative Plat shows that the subdivisions will be developed in phases. The public improvements corresponding to a particular phase shall be constructed at the time such phase is being developed, and the public improvements that are not included within the geometric boundaries of any phase being developed, but are needed to serve each respective phase, shall be constructed with each phase as needed.

Prepared by: Doug Burroughs

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PUBLIC WORKS DEPARTMENT
ENGINEERING & DEVELOPMENT DIVISION

200 S. IVY STREET
MEDFORD, OREGON 97501
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30ft

SUMMARY CONDITIONS OF APPROVAL
HIGH CEDARS SUBDIVISION PHASE 1-7B – Tentative Plat Revision
LDS-15-044 (revision)

Applicability of previously adopted conditions of approval remains in effect. See full report.

A. Streets

1. Street Dedications to the Public:

- All dedications as required under previously approved PUD-15-043/LDS-15-044.
- Dedicate 10 foot public utility easements (PUE).

2. Improvements:

- a. Lighting and Signing
 - Developer supplies and installs all street lights at own expense.
 - City installs traffic signs and devices at Developer's expense.

B. Storm Drainage

Development includes above ground water quality and detention facilities.

The above summary is for convenience only and does not supersede or negate the full report in any way. If there is any discrepancy between the above list and the full report, the full report shall govern. Refer to the full report for details on each item as well as miscellaneous requirements for the project, including requirements for public improvement plans (Construction Plans), design requirements, phasing, draft and final plat processes, permits, system development charges, pavement moratoriums and construction inspection.

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PUBLIC WORKS DEPARTMENT
ENGINEERING & DEVELOPMENT DIVISION

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"D-1"
4 of 4



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

LAND DEVELOPMENT REPORT - REVISED

To: Desmond McGeough

LD Meeting Date: 02/24/2016

From: Greg Kleinberg

Report Prepared: 02/19/2016

Applicant: Cedar Investment Group LLC., Applicant (CSA Planning Ltd., Agent)

File #: LDS - 15 - 44

Site Name/Description:

Request approval for a 176-lot residential subdivision tentative plat revision, approved under application number LDS-15-044, for the purpose of modifying phase boundaries and amending underlying reserve lots. The subject 116.58 acre property is located entirely on the south side of Cedar Links Drive, approximately 1,000 feet west of North Phoenix Road, within an SFR-4 zone district; Cedar Investment Group LLC., Applicant (CSA Planning Ltd., Agent). Desmond McGeough, Planner.

DESCRIPTION OF CORRECTIONS	REFERENCE
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Requirement FIRE HYDRANTS

OFC

508.5

Fire hydrants with reflectors will be required for this project.

Hydrant locations shall be as follows: Twenty one (21) total fire hydrants are required located at the following locations: One on the corner of Farmington/High Fallen Oak near lot #3; One on the corner of Fallen Oak/Morning View near lot #1; One on Caldera in front of lot #5; One on Caldera in front of lot #63/64; One on Caldera in front of lot #67/68; One on Caldera in front of lot #71/72; One on Obsidian in front of lot #81/82; One on the corner of Farmington/Obsidian in front of lot #46; One on Farmington in front of lot #40/41; One on Morning View in front of lot #24; One on Morning View in front of lot #95; One on the corner of Morning View/Noble Fir in front of lot #92; One on Morning View in front of lot #88; One on the corner of Morning View/High Cedars in front of lot #113; One on the corner of Normil Terrace/Noble Fire in front of lot #127; One on the corner of Normil Terrace/Pronghorn Lane in front of lot #131; One on the corner of Normil Terrace/High Cedars in front of lot #141; One on High Cedars in front of lot #174; One on Tree Top in front of lot #151; One on the corner of Tree Top/Pronghorn in front of lot #147; and one on the corner of High Cedars/Tree Top in front of lot #176.

The approved water supply for fire protection (hydrants) is required to be installed prior to construction when combustible material arrives at the site.

Plans and specifications for fire hydrant system shall be submitted to Medford Fire Department for review and approval prior to construction. Submittal shall include a copy of this review (OFC 501.3).

Requirement ADDL. FD ACCESS REQUIRED-1 & 2 FAMILY DWELLINGS

OFC

D107.1

Phases 1, 2, 3A, 3B, 4A and 4B will be allowed to be developed with a single access from Cedar Links. The secondary access road connection from Foothill Rd. will be required for any further phase development.

Lots/Units Affected: All Phases-Two access roads are required as stipulated below unless all the homes are protected with home fire sprinkler systems.

CITY OF MEDFORD
EXHIBIT F-1
File # LDS-15-044
1064



Medford Fire Department

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Medford, OR 97501
Phone: 774-2300; Fax: 541-774-2514;
E-mail www.fire@ci.medford.or.us

LAND DEVELOPMENT REPORT - REVISED

To: Desmond McGeough

LD Meeting Date: 02/24/2016

From: Greg Kleinberg

Report Prepared: 02/19/2016

Applicant: Cedar Investment Group LLC., Applicant (CSA Planning Ltd., Agent)

File #: LDS - 15 - 44

Site Name/Description:

Developments of one- or two-family dwellings where the number of dwelling units exceeds 30 shall be provided with separate and approved fire apparatus access roads and shall meet the requirements of Section D104.3.

Exceptions:

1. Where there are more than 30 dwelling units on a single public or private fire apparatus access road and all dwelling units are equipped throughout with an approved automatic sprinkler system in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3, access from two directions shall not be required.
2. The number of dwelling units on a single fire apparatus access road shall not be increased unless fire apparatus access roads will connect with future development, as determined by the fire code official.

Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses (D104.3).

A minimum size 3/4" x 3/4" water meter is normally required to supply the required water flow for a residential fire sprinkler system. Consult the Medford Water Commission for additional information.

Requirement MEDFORD CODE STREET DESIGN OPTIONS	MEDFORD	10.430
---	----------------	---------------

Section 10.430 of the Medford Code states the following:

In order to ensure that there is at least twenty (20) feet of unobstructed clearance for fire apparatus, the developer shall choose from one of the following design options:

- (a) Clustered, offset (staggered) driveways (see example) (design approved by Fire Department), and fire hydrants located at intersections with the maximum fire hydrant spacing along the street of 250-feet.
- (b) All dwellings that front and take access from minor residential streets to be equipped with a residential (NFPA 13D) fire sprinkler system, and fire hydrants located at intersection with the maximum fire hydrant spacing along the street of 500-feet.
- (c) Total paved width of 33-feet with five-and-a-half (5 ½) foot planter strips.

When the clustered-offset driveway option is chosen, a note indicating driveway locations shall be included on the final plat.

"F-1"
Zof4



Medford Fire Department

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Medford, OR 97501
Phone: 774-2300; Fax: 541-774-2514;
E-mail www.fire@ci.medford.or.us

LAND DEVELOPMENT REPORT - REVISED

To: Desmond McGeough

LD Meeting Date: 02/24/2016

From: Greg Kleinberg

Report Prepared: 02/19/2016

Applicant: Cedar Investment Group LLC., Applicant (CSA Planning Ltd., Agent)

File #: LDS - 15 - 44

Site Name/Description:

Requirement FIRE DEPARTMENT TURN-AROUND

OFC

503.2.5

Phasing will require temporary fire department turn-arounds at the ends of Caldera, Farmington, Morning View, and Noble Fir.

Dead-end Fire Apparatus access roads in excess of 150 feet in length shall be provided with approved provisions for the turning around of fire apparatus.

The Fire department turn-around area must be posted with "NO PARKING-FIRE LANE" signs. These signs shall be spaced at 50' intervals along the fire lane and at fire department designated turn-around's.

Requirement FD APPARATUS ACCESS ROAD DESIGN

OFC

503.2.1

Fire apparatus access roads shall have an unobstructed width of not less than 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches. The required width of a fire apparatus access road shall not be obstructed in any manner, including parking of vehicles. Minimum required widths and clearances established under section 503.2.1, shall be maintained at all times. The fire apparatus access road shall be constructed as asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 60,000 pounds.

(See also OFC 503.4; D102.1)

The turning radius on fire department access roads shall meet Medford Fire Department requirements (OFC 503.2.4).

Requirement ADDITIONAL REQUIREMENTS/COMMENTS

MEDFORD

OTHER

Additional Requirements/Comments

If all the homes are protected with home fire sprinklers, the following requirements are changed:

1. The design of clustered/offset driveways is not required
2. Max. fire hydrant spacing throughout the project is 500' o.c. (will reduce total number of fire hydrants required for overall project)
3. Temporary fire department turn-arounds are not required

"F-1"
30F4

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, IFC, IMC and NFPA standards.

BEFORE THE MEDFORD PLANNING COMMISSION

STATE OF OREGON, CITY OF MEDFORD

IN THE MATTER OF A SUBDIVISION REPLAT APPROVAL FOR SKY LAKES VILLAGE)
) ORDER
AT CEDAR LANDING PHASE 7A [LDS-15-120]

ORDER granting approval of a request for a subdivision replat for Sky Lakes Village at Cedar Landing Phase 7A, in order to comport with requested modifications in the phase boundaries of the subdivision. The subject 116.58 acre property is located entirely on the south side of Cedar Links Drive, approximately 1,000 feet west of North Foothill Drive within an SFR-4 zone district.

WHEREAS:

1. The Planning Commission has duly accepted the application filed in accordance with the Medford Land Development Code, Sections 10.265 through 10.267; and
2. The Medford Planning Commission has duly held a public hearing on the request for consideration of a subdivision replat for Sky Lakes Village at Cedar Landing Phase 7A, in order to comport with requested modifications in the phase boundaries of the subdivision. The subject 116.58 acre property is located entirely on the south side of Cedar Links Drive, approximately 1,000 feet west of North Foothill Drive within an SFR-4 zone district, with the public hearing a matter of record of the Planning Commission on March 24, 2016.
3. At the public hearing on said tentative plat, evidence and recommendations were received and presented by the developer and Planning Department Staff; and
4. At the conclusion of said hearing, after consideration and discussion, the Medford Planning Commission, upon a motion duly seconded granted subdivision replat approval and directed staff to prepare a final order with all conditions and findings set forth for the granting of the subdivision replat approval.

THEREFORE LET IT BE HEREBY ORDERED that the replat for Sky Lakes Village at Cedar Landing Phase 7A stands approved per the Planning Commission Report dated March 24, 2016, and subject to compliance with all conditions contained therein.

AND LET IT FURTHER BE OF RECORD, that the actions of the Planning Commission in approving this request for subdivision replat approval is hereafter supported by the findings referenced in the Planning Commission Report dated March 24, 2016.

BASED UPON THE ABOVE, the Planning Commission determined that the subdivision replat is in conformity with the provisions of law and Section 10.270 Land Division Criteria of the Land Development Code of the City of Medford.

Accepted and approved this 14th day of April, 2016.

CITY OF MEDFORD PLANNING COMMISSION

Planning Commission Chair

ATTEST:

Planning Department Representative



PLANNING COMMISSION REPORT

for a Type-C quasi-judicial decision: Tentative Plat

PROJECT Replat of Skylakes Village at Cedar Landing, Phase 7A
 Applicant: Cedar Investment Group LLC; Agent: CSA Planning Ltd.

FILE NO. LDS-15-120

DATE March 24, 2016

BACKGROUND

Proposal

Consideration of a request for approval of a subdivision replat of Sky Lakes Village at Cedar Landing Phase 7A, in order to comport with requested modifications in the phase boundaries of the subdivision. The subject 116.58 acre property is located entirely on the south side of Cedar Links Drive, approximately 1,000 feet west of North Foothill Drive within an SFR-4 zoning district.

Subject Site Characteristics

Zoning SFR-4
 GLUP UR (Urban Residential)
 Use Vacant Golf Course

Surrounding Site Characteristics

North	SFR-4	Single Family Dwellings
South	SFR-4	Single Family Dwellings
East	SFR-4	Single Family Dwellings
West	SFR-4	Single Family Dwellings

Related Projects

PUD-05-035 Cedar Landing PUD
 LDS-05-036 Cascade Terrace Subdivision
 LDS-05-037 Sky Lakes Subdivision
 PUD-05-035 Termination of 5.47 acre portion of PUD for park property in 2011
 LDS-13-121 Sky Lakes Village Subdivision Phases 7A & 7B
 PUD-13-119 PUD Revision
 E-14-059 Exception to required right-of-way dedication

PUD-14-136 PUD Revision
LDS-14-137 Sky Lakes Village Phase 1 Tentative Plat
LDS-14-138 The Village at Cedar Landing Phase 1 Tentative Plat
PUD-15-043 PUD Revision to change commercial, multi-family and condominium use
south of Cedar Links to single-family residential use
LDS-15-044 176-Lot Tentative Plat for High Cedars Subdivision
SV-15-101 Street Vacation of a portion of Normil Terrace and Farmington Avenue.

Applicable Criteria

Medford Municipal Code

Land Division, §10.270

The approving authority (Planning Commission) shall not approve any tentative plat unless it first finds that, the proposed land division together with the provisions for its design and improvement:

- (1) Is consistent with the Comprehensive Plan, any other applicable specific plans thereto, including Neighborhood Circulation Plans, and all applicable design standards set forth in Article IV and V;
- (2) Will not prevent development of the remainder of the property under the same ownership, if any, or of adjoining land or of access thereto, in accordance with this chapter;
- (3) Bears a name that has been approved by the approving authority and does not use a word which is the same as, similar to, or pronounced the same as a word in the name of any other subdivision in the City of Medford; except for the words "town", "city", "place", "court", "addition", or similar words; unless the land platted is contiguous to and platted by the same applicant that platted the land division bearing that name; or unless the applicant files and records the consent of the party who platted the land division bearing that name and the block numbers continue those of the plat of the same name last filed;
- (4) If it includes the creation of streets or alleys, that such streets or alleys are laid out to be consistent with existing and planned streets and alleys and with the plats of land divisions already approved for adjoining property unless the approving authority determines it is in the public interest to modify the street pattern;
- (5) If it has streets or alleys that are proposed to be held for private use, that they are distinguished from the public streets or alleys on the tentative plat, and reservations or restrictions relating to the private streets or alleys are set forth;

- (6) Will not cause an unmitigated land use conflict between the land division and adjoining agricultural lands within the EFU (Exclusive Farm Use) zoning district.

Corporate Names

The application lists Cedar Investment Group, LLC as the owner of the subject property. As per the State of Oregon Business Registry, Eric Artner is listed as the registered agent.

ISSUES AND ANALYSIS

Project History

On April 27, 2006, the Planning Commission approved Cedar Landing Planned Unit Development (PUD-05-035), a master plan for the redevelopment of the 122.12-acre site to provide a mixture of residential uses, commercial development and a preservation of existing open space. The overall project is organized into four sub areas with multiple phases that are described as follows:

1. High Cedars (43.0 ± acres), at time of plan approval, consisted of five (5) phases, which included single-family lots, 55 and older, pad lots and common area/open space.
2. The Village at Cedar Landing (21.42 ± acres) is made up of five (5) phases of single-family lots, condominiums, retirement facilities and common area/open space.
3. Cascade Terrace (15.4 ± acres) is comprised of two (2) phases of small single-family lots targeted for detached dwellings and residents aged 55 or older.
4. Sky Lakes Village (41.6 ± acres) consists of single-family residential lots and common area/open space.

Three phases of the original project have final plan and plat approvals. Sky Lakes Village Phases 5, 6, and 7A have received final plat and plan approvals. In addition, a request was approved to allow the termination of portions of Cascade Terrace and Sky Lakes Village. The 5.47 acre terminated portion of the project was sold to the City for use as a public park.

In 2013, a revision to the PUD was approved which included modifications for naming, numbering, and design. In January 2015, an exception was approved for the reduction of required right-of-way dedication for Cedar Links Drive. The Planning Commission approved modifications to the street design as part of the original approval in order to preserve existing Cedar trees on the north side of Cedar Links Drive. An Exception was necessary in order to reduce the amount of right-of-way dedication.

In April 2015 the Planning Commission approved a revision to the PUD regarding changes to the north side of Cedar Links Drive and tentative plats for Sky Lakes Phase 1 and The Village Phase 1.

In June of 2015, the Planning Commission approved a PUD revision (PUD 15-143) and 176 lot subdivision tentative plat (LDS-15-044) for the portion of the PUD south of Cedar Links Drive. Specifically, significant revisions of the PUD included the following revisions:

- Reconfiguration of the entire south area into 5 phases.
- Changing all commercial, multi-family, and condominium uses to single-family detached residential use.
- Removal of the below grade pedestrian crossing at Cedar Links Drive.
- Providing a single access point to Foothill Road at Normil Terrace and eliminating the second access point at Tree Top Drive.
- Relocating pedestrian paths.

Project Update

The sole purpose of the subject application (LDS-15-120) and correlating application for the tentative plat revision for Cedar Landing High Cedars Subarea (LDS-15-044) is simply to revise the phasing boundaries associated with the tentative plat approved in June 2015 (LDS-15-044).

The applicant initially proposed in 2015 that the tentative plat for High Cedars would be built-out in five phases. The applicant now proposes to develop the south half of the Cedar Landing development in twelve phases, rather than five.

The correlating tentative plat revision for High Cedars plat is virtually identical to the plat approved in June 2015, with the exception of the proposed phasing modifications and minute adjustments in the alignment of Farmington Avenue and Normil Terrace. The request for replat of Sky Lakes Village at Cedar Landing Phase 7A, is required in order to comport with requested modifications to the subdivision phase boundaries.

FINDINGS AND CONCLUSIONS

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

- The findings identify the request modifies the number of phases from five phases to ten phases. The proposed request modifies the number of phases from five phases to twelve phases.

RECOMMENDED ACTION

Adopt the findings presented by the applicant as modified by staff and direct staff to prepare a Final Order for approval per the staff report dated March 17, 2016, including Exhibits A through I.

ACTION TAKEN

The Planning Commission adopted the findings presented by the applicant as modified by staff and directed staff to prepare a Final Order for approval per the Planning Commission report dated March 24, 2016, including Exhibits A through I.

EXHIBITS

- A-1 **Conditions of Approval**
- B Proposed Replat of Sky Lakes Village at Cedar Landing Phase 7A, received December 16, 2015
- C Applicant's Findings of Fact, received August 27, 2015; including,
 - Assessor Map
 - Aerial Map with City of Medford Zoning Classifications depicted
 - General Land Use Plan (GLUP) Map
 - Copy of Sky Lakes Village at Cedar Landing Phase 7A Plat.
 - Final Order approving PUD-15-043 and LDS-15-044
 - Proposed Tentative Plat Map for High Cedars
 - Proposed Replat of Sky Lakes Village at Cedar Landing Phase 7A
- D-1 **Public Works Staff Report, dated February 24, 2016**
- E Medford Water Commission Memo, dated February 23, 2016
- F Fire Department Report, prepared February 19, 2016
- G Building Department Memo, dated February 24, 2016
- H ODOT e-mail correspondence, received February 26, 2016
- I Jackson County Roads Department Letter, dated February 12, 2016
Vicinity map

MEDFORD PLANNING COMMISSION

Patrick Miranda, Chair

PLANNING COMMISSION AGENDA:

MARCH 24, 2016
APRIL 14, 2016

EXHIBIT A-1

Sky Lakes Village at Cedar Landing Phase 7A Replat
LDS-15-120
Conditions of Approval
March 24, 2016

CODE CONDITIONS

1. Prior to Final Plat approval, the applicant shall:
 - a. Comply with the Public Works Department Report dated February 24, 2016 (Exhibit D-1).
 - b. Comply with the Water Commission Staff Memo dated February 23, 2016 (Exhibit E).
 - c. Comply with the Jackson County Roads Department Correspondence, dated February 12, 2016 (Exhibit I).

CITY OF MEDFORD
EXHIBIT # A-1
File # LDS-15-120
1 of 1



Continuous Improvement Customer Service

CITY OF MEDFORD

LD Date: 02/24/2016

File Number: LDS-15-120 (replat)

(Reference: PUD-15-043/LDS-15-044, PUD-14-136, LDS-14-137, LDS-14-138 and LDS-13-121)

PUBLIC WORKS DEPARTMENT STAFF REPORT Sky Lakes Village at Cedar Landing Phase 7A - Replat

Project: Request approval of a subdivision replatting of Sky Lakes Village at Cedar Landing Phase 7A, in order to comport with requested modifications in the phase boundaries of the subdivision.

Location: The subject 116.58 acre property is located entirely on the south side of Cedar Links Drive, approximately 1,000 feet west of North Phoenix Road, within an SFR-4 zone district.

Applicant: Cedar Investment Group LLC., Applicant (CSA Planning Ltd., Agent).
Desmond McGeough, Planner. Cedar Investment Group, LLC.

Applicability:

The Medford Public Works Department's conditions of Preliminary Plan Approval for Cedar Landing PUD were adopted by Order of the Medford Planning Commission on April 27, 2006 (PUD-05-035). The approval for Cedar Landing PUD received a minor amendment on July 14, 2008 through a De minimis revision by the Planning Director. A portion of the PUD was terminated by the Planning Commission on April 14, 2011. A revision to the PUD was approved on February 27, 2014 (PUD-13-119) and included name changes, phase re-numbering, and lot reconfiguration. Planning Commission granted approval of a request for tentative plat approval of Sky Lakes Village Subdivision Phases 7A and 7B on February 27, 2014 (LDS-13-121). An exception for reduced right-of-way along the northerly section of Cedar Links Drive was approved on January 22, 2015 (E-14-059). Cedar Landing PUD on the north side of Cedar Links Drive was amended and approved by the Planning Commission on April 23, 2015 (PUD-14-136, LDS-14-137, and LDS-14-138). Request for a revision to the Cedar Landing PUD and for approval of the tentative plat for High Cedars Subdivision Phases 1 through 5 was approved by the Planning Commission on June 11, 2015 (PUD-15-043/LDS-15-044). **The adopted conditions by each of these actions shall remain in full force as originally adopted except as amended or added to below.**

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PUBLIC WORKS DEPARTMENT
ENGINEERING & DEVELOPMENT DIVISION

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EXHIBIT # "D-1"
File # LDS-15-120
1 of 4

A. STREETS

1. Dedications

Farmington Avenue and Normil Terrace are proposed as Standard Residential Streets with a right-of-way width of 63-feet in accordance with Medford Land Development Code (MLDC) Section 10.430. The Developer shall dedicate the length and width of the proposed streets as shown on the Tentative Plat. Normil Terrace shall intersect with Foothill Road in the same alignment with Normil Terrace on the east side of Foothill Road.

Fallen Oak Drive, and High Cedars Lane are each proposed as Minor Residential Streets with a right-of-way width of 55 feet in accordance with MLDC Section 10.430. **The Developer shall dedicate the length and width of the proposed streets as shown on the Tentative Plat.**

On the plat of "Sky Lakes Village at Cedar Landing, Phase 7A", right-of-way for Farmington Avenue and Normil Terrace was dedicated to provide access to Lots 96 and 97 (as shown on previous tentative plat approved under PUD-15-043/LDS-15-044). The proposed tentative replat for High Cedars Subdivision will necessitate vacating portions of the existing right-of-way and dedicating new areas. This proposed replat will reconfigure reserve lots in order to comport with the proposed phase boundaries in the concurrent action under LDS-15-044 (revision). The timing of any vacations must be coincident with dedicating new right-of-way so that Lots 96, 97 and 99 will always have right-of-way available to their respective boundaries. Lots 97 and 99 shall not have direct access to Foothill Road, but shall take access from Lot 98.

Streets as shown on the Tentative Plat in which any portion terminates at the boundary line of a phase of this subdivision shall be dedicated to within one foot of the boundary line, and the remaining one foot shall be granted in fee, as a **non-access reserve strip** to the City of Medford per MLDC 10.439.

2. Public Improvements

a. Tracts

As proposed, no development will occur on any of the platted Tracts, therefore no street improvements are required until a future development application is submitted and approved. All improvements shall be conditioned with the approval of LDS-15-044.

B. SANITARY SEWERS

The Developer shall extend easements on the final plat to proposed Tracts that may be blocked from access to sewer connections.

C. STORM DRAINAGE

1. Mains and Laterals

Public storm drain easements shall be provided on the final plat so that each Tract being created

"D-1"
ZDF4

in this Subdivision has public access to the approved discharge point for storm drainage from the proposed future development.

2. Drainage Channel

The Developer shall dedicate a public drainage easement along the existing drainage channel that runs along the southerly boundary of the property. The easement shall be a maximum of 20-feet on each side of the centerline or to the City Engineer's satisfaction

Prepared by: Doug Burroughs

"D-1"
3 of 4

SUMMARY CONDITIONS OF APPROVAL

Sky Lakes Village at Cedar Landing Phase 7A – Replat

LDS-15-120 (replat)

Applicability of previously adopted conditions of approval remains in effect. See full report.

A. Streets

1. Street Dedications to the Public:

- Dedicate Farmington Avenue and Normil Terrace rights-of-way 63-foot wide.
- Dedicate Fallen Oak Drive, and High Cedars Lane rights-of-way 55-foot wide.
- Dedicate 10 foot public utility easements (PUE).

2. Improvements:

None at this time.

B. Sanitary Sewer

Provide easements as required.

C. Storm Drainage

Provide easements as required.

The above summary is for convenience only and does not supersede or negate the full report in any way. If there is any discrepancy between the above list and the full report, the full report shall govern. Refer to the full report for details on each item as well as miscellaneous requirements for the project, including requirements for public improvement plans (Construction Plans), design requirements, phasing, draft and final plat processes, permits, system development charges, pavement moratoriums and construction inspection.

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PUBLIC WORKS DEPARTMENT
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"D-1"
4 of 4

BEFORE THE MEDFORD PLANNING COMMISSION

STATE OF OREGON, CITY OF MEDFORD

IN THE MATTER OF A TENTATIVE PLAT APPROVAL FOR)
) ORDER
KASEY COURT SUBDIVISION [LDS-16-002])

ORDER granting approval of a request for a two phase, 6-lot residential subdivision with an exception to right of way dedication, on a 1.21 acre parcel located on the north side of Orchard Home Court, approximately 375 feet east of Orchard Home Drive within a SFR-6 (Single-Family Residential – 6 units per acre) zoning district.

WHEREAS:

1. The Planning Commission has duly accepted the application filed in accordance with the Medford Land Development Code, Sections 10.265 through 10.267; and
2. The Medford Planning Commission has duly held a public hearing on the request for consideration of a request for a two phase, 6-lot residential subdivision with an exception to right of way dedication, on a 1.21 acre parcel located on the north side of Orchard Home Court, approximately 375 feet east of Orchard Home Drive within a SFR-6 (Single-Family Residential – 6 units per acre) zoning district, with the public hearing a matter of record of the Planning Commission on March 24, 2016.
3. At the public hearing on said tentative plat, evidence and recommendations were received and presented by the developer and Planning Department Staff; and
4. At the conclusion of said hearing, after consideration and discussion, the Medford Planning Commission, upon a motion duly seconded granted tentative plat approval and directed staff to prepare a final order with all conditions and findings set forth for the granting of the tentative plat approval.

THEREFORE LET IT BE HEREBY ORDERED that the tentative plat for Kasey Court Subdivision stands approved per the Staff Report dated March 17, 2016, and subject to compliance with all conditions contained therein.

AND LET IT FURTHER BE OF RECORD, that the actions of the Planning Commission in approving this request for tentative plat approval is hereafter supported by the findings referenced in the Staff Report dated March 17, 2016.

BASED UPON THE ABOVE, the Planning Commission determined that the subdivision replat is in conformity with the provisions of law and Section 10.270 Land Division Criteria of the Land Development Code of the City of Medford.

Accepted and approved this 14th day of April, 2016.

CITY OF MEDFORD PLANNING COMMISSION

Planning Commission Chair

ATTEST:

Planning Department Representative

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

IN THE MATTER OF APPROVAL OF AN EXCEPTION FOR _____)
)
KASEY COURT SUBDIVISION [E-16-003]) **ORDER**

ORDER granting approval of a request for an exception to right of way dedication, on a 1.21 acre parcel located on the north side of Orchard Home Court, approximately 375 feet east of Orchard Home Drive within a SFR-6 (Single-Family Residential – 6 units per acre) zoning district.

WHEREAS:

1. The Planning Commission has duly accepted the application filed in accordance with the Medford Land Development Code, Sections 10.251 and 10.252; and
2. The Medford Planning Commission has duly held a public hearing on the request for an exception to right of way dedication, on a 1.21 acre parcel located on the north side of Orchard Home Court, approximately 375 feet east of Orchard Home Drive within a SFR-6 (Single-Family Residential – 6 units per acre) zoning district, with the public hearing a matter of record of the Planning Commission on March 24, 2016.
3. At the public hearing on said exception, evidence and recommendations were received and presented by the developer and Planning Department Staff; and
4. At the conclusion of said hearing, after consideration and discussion, the Medford Planning Commission, upon a motion duly seconded granted exception approval and directed staff to prepare a final order with all conditions and findings set forth for the granting of the exception approval.

THEREFORE LET IT BE HEREBY ORDERED that the exception for Kasey Court Subdivision stands approved per the Staff Report dated March 17, 2016, and subject to compliance with all conditions contained therein.

AND LET IT FURTHER BE OF RECORD, that the action of the Planning Commission in approving this request for exception approval is hereafter supported by the findings referenced in the Staff Report dated March 17, 2016.

BASED UPON THE ABOVE, the Planning Commission determined that the exception is in conformity with the provisions of law and Section 10.253 criteria for an exception of the Land Development Code of the City of Medford.

Accepted and approved this 14th day of April, 2016.

CITY OF MEDFORD PLANNING COMMISSION

Planning Commission Chair

ATTEST:

Planning Department Representative



Planning Commission

Minutes

from Public Hearing on **March 24, 2016**

The regular meeting of the Planning Commission was called to order at 5:34 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
Tim D'Alessandro
David Culbertson
Norman Fincher
Joe Foley
Mark McKechnie
Jared Pulver

Staff Present

Jim Huber, Planning Director
Kelly Akin, Principal Planner
John Adam, Principal Planner
Kevin McConnell, Deputy City Attorney
Alex Georgevitch, City Engineer
Ralph Sartain, Acting Fire Marshal
Terri Rozzana, Recording Secretary
Carla Paladino, Planner IV
Desmond McGeough, Planner III
Tracy Carter, Planner II

Commissioner Absent

Bill Mansfield, Excused Absence

10. Roll Call

20. Consent Calendar/Written Communications.

20.1 ZC-15-164 Final Order for a zone change from SFR-4 (Single Family Residential, four dwelling units per gross acre) to C-S/P (Service Commercial and Professional Office) for 5.72 acres located between Corona Avenue and Covina Avenue and between East McAndrews Road and Grand Avenue. (HATH LLC, Applicant; CSA Planning Ltd., Craig Stone, Agent)

20.2 LDS-15-167 Final Order for a request of a tentative plat approval for The Ridge at the Highlands Phases 2 – 10, a 67 lot subdivision on approximately 37.34 acres located at the northerly termini of Cherry Lane, Bermuda Drive and Stardust Way and approximately 100 feet north of Cloudcrest Drive, within the SFR-4/PD (Single Family Residential, four dwelling units per gross acre/Planned Development Overlay) zoning district. (Ayala Properties, LLC, Applicant; Urban Development Services, LLC, Agent)

20.3 GF-16-028 Initiation of code amendment to allow micro-distilleries in commercial zoning districts. (City of Medford, Applicant)

Commissioner Pulver requested to pull agenda item 20.3 from the consent calendar for further discussion.

Motion: Adopt agenda items 20.1 and 20.2 of the consent calendar as submitted.

Moved by: Vice Chair McFadden

Seconded by: There was none.

Voice Vote: Motion passed, 8-0.

Chair Miranda requested a staff report for agenda item 20.3

John Adam, Principal Planner, stated that the Planning Commission discussed this item last week at their study session. Mr. Adam's understanding is that the Planning Commission requested that it be put on the consent calendar to consider initiation of the item.

Commissioner Pulver's understanding of the study session was that the issue was discussed and staff commented that the Long Range Planning Division has a busy schedule. If the Planning Commission decided it was important to move this item forward staff would reprioritize.

Mr. Adam reported that staff would not change any prioritization of how they do their work in the department on this. It is a matter of capacity. There are a lot of items stacked up with the Urban Growth Boundary amendment, adopting the wetlands regulations including an inventory, create new zoning districts for public use that are necessary, urbanization plans that will be adopted and carrying this through the County for the Urban Growth Boundary amendment. Staff will get to the micro-distilleries when they have capacity. The Long Range Division is down to one and half people. The Urban Growth Boundary amendment is what the Long Range Division is working on at this time.

Motion: Adopt agenda item 20.3 of the consent calendar as submitted for staff to start working on the code amendment for micro-distilleries.

Moved by: Vice Chair McFadden

Seconded by: Commissioner McKechnie

Voice Vote: Motion passed, 8-0.

30. Minutes

30.1. The minutes for March 10, 2016, were approved as submitted.

Chair Miranda read a specially prepared statement regarding agenda items 50.3 and 50.4 for Cedar Landing related to areas south of Cedar Links Drive. The developers recently had a neighborhood meeting regarding changes to the area north of Cedar Links Drive. If anyone in the audience is here this evening to testify on the area north of Cedar Links Drive that is not on tonight's agenda they can comment on issues not on tonight's agenda in item 40 Oral and Written Requests and Communications. If anyone in the audience is here to testify on the proposed changes to the areas south of Cedar

Links Drive please give their testimony during the public hearings for agenda item 50.3 and 50.4.

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 SV-15-169 Consideration of a request to vacate a portion of Second Street located between railroad right-of-way and Front Street. (John and Claudia Lawton, Applicants; Farber Surveying, Agent)

Chair Miranda inquired whether any Commissioners have a conflict of interest or ex-parte communication they would like to disclose. Vice Chair McFadden stated that he submitted written testimony representing his employer and will recuse himself from this agenda item.

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

Carla Paladino, Planner IV, read the street vacation criteria and gave a staff report.

Commissioner McKechnie asked who owns the fence along the railroad? Ms. Paladino does not know who installed the fence.

Commissioner McKechnie asked that if this reverts to private property can the fence stay? Ms. Paladino replied yes.

Commissioner McKechnie asked if the property is vacated does it go back on the tax records? Ms. Paladino replied yes.

The public hearing was opened.

a. Herb Farber, Farber Surveying, 431 Oak Street, Central Point, Oregon, 97502. Mr. Farber is the agent for the applicants, John and Claudia Lawton. They have reviewed the staff report and are in concurrence with the conditions as stated.

The public hearing was closed.

Motion: Based on the findings and conclusions that all of the approval criteria are met or are not applicable, the Planning Commission forwards a favorable recommendation to the City Council for approval SV-15-169 per the staff report dated March 17, 2016, including Exhibits A through H including the following conditions of approval: 1) Reserve an easement over the subject right-of-way for public utilities that includes the right to

access, maintain, and construct these utilities within the easement area. The language shall state no structures including fences shall be built over the easement area; 2) The property owners shall install street improvements along Front Street at the time of developing (paving) the vacated right-of-way; and 3) No fencing shall be installed east/west across the property.

Moved by: Commissioner McKechnie Seconded by: Commissioner Foley

Voice Vote: Motion passed, 7-0-1, with Vice Chair McFadden recusing himself.

50.2 ZC-16-006 Consideration of a request for a change of zone from I-G (General Industrial) to C-H (Heavy Commercial) on approximately 2.36 acres located on the east side of Crater Lake Avenue approximately 700 feet south of Hollyhock Drive. (Blu Dutch LLC, Applicant; Richard Stevens & Associates, Inc., 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.

Tracy Carter, Planner II, read the zone change criteria and gave a staff report. Mr. Carter stated that under the recommended action it reads "...per the staff report dated March 17, 2015..." it should read "...per the staff report dated March 17, 2016..."

Commissioner Foley asked how is the stipulation of the trip caps not exceeding 721 enforced, measured and managed? Mr. Carter deferred the question to the City Engineer.

Alex Georgevitch, City Engineer, stated that the zoning is put on a map shown as restrictive zoning so that they know there is a limitation on that land so any time development comes in it is checked against the map. The developer is requested, depending on the complexity of the site, to provide a trip accounting. In this situation they would not make that request because of the small number.

Commissioner McKechnie asked is the trip count based on square footage of the proposed building? Mr. Georgevitch reported that is correct. When an application comes in with a specific use Public Works will use the Institute of Transportation Engineers (ITE) trip generation manual that is based on trip generation per 1000 square feet to make sure they are not exceeding the cap.

Vice Chair McFadden asked at what point does the intersection at Owens Drive get a traffic signal? Mr. Georgevitch stated that there are several developments that have stipulations at that location. If any one of those developments chooses to exceed their trip cap they would have to make that improvement. Currently, it is not in the City's five

year plan. It is not something that Public Works is participating or doing the work at this time. There are too many projects in front of it. They would continue as it is and limit development in that area. Public Works is also working on the Transportation System Plan that would address that and priorities. They are probably approximately a year and a half out before any acceptance of that document.

Vice Chair McFadden asked regarding a situation where all people that are affecting the intersection at Owen Drive pay at the time of development; is that type of an agreement being sought for the major developers impacting that intersection? Mr. Georgevitch reported that is typically driven on the private side by the development community. The City on higher order streets does not do that. Public Works has seen developments in the past where a group of developers had a specific dollar amount per dwelling unit that they would pay into to reimburse the one developer who did the improvements. Since that time the City's Code has changed and they have the ability for a reimbursement district that does not require consensus from a group of people. It can be based on as development impacts they could be reimbursed over a ten year period. No one has come to the City to request that at this time. It is a developer driven request.

Commissioner McKechnie asked if this was down zoning from Industrial to Heavy Commercial? He is assuming Heavy Commercial would be a less intense use of the site than General Industrial. Mr. Carter reported that he would generally agree with that. Kelly Akin, Principal Planner, reported that she does not agree. The intensity of uses may be less hazardous but as identified with trips it would be more intense than the Industrial zone that existed.

Commissioner McKechnie stated that he is thinking of the things that would go along with that. To him Industrial would be manufacturing as opposed to Commercial which would be more retail uses. Ms. Akin stated that potentially Heavy Commercial will allow some manufacturing uses and some things that would be seen in Industrial are also permitted in the Heavy Commercial zone.

Commissioner McKechnie asked if there was a reason that the applicant wants to put a use that is not allowed in an Industrial zone? Ms. Akin said she is not sure of what the applicant's future use is. It is not part of the criteria. The GLUP map designations changed as part of the Internal Urban Growth Boundary project. That was the City's proposal to do that. Now they are bringing the zoning into conformance with the GLUP map designation.

Commissioner McKechnie stated that regarding the residential units that are around this subject site he is assuming when the residential units were built that the land that is currently Industrial was Industrial at that time. Is that correct? Ms. Akin replied that she assumes so. She is not certain. She wonders if there were bufferyards required at that time. Commissioner McKechnie stated that the land apparently is still vacant.

There is still a bufferyard required for any development on this site and it must be approximately the same if it is Industrial versus Heavy Commercial. Is that correct? Ms. Akin replied that is correct.

Commissioner McKechnie asked if residential would be required to have a buffer from Industrial? Ms. Akin reported that it depends on the laws that were in place at the time. They may have been required to buffer themselves from the more intense use. The more intense use buffers from the less intense. In this case, the Code would require that when this property develops, they would provide a 10 foot bufferyard along the north and easterly property lines.

The public hearing was opened.

a. Clark Stevens, Richard Stevens & Associates, P. O. Box 4368, Medford, Oregon, 97501-0168. Mr. Stevens reported that this zone change is due to the General Land Use Plan map amendment that was recently done. Staff has presented a thorough and complete report to the Planning Commission. The applicant has reviewed the conditions of the approval and the stipulated trip generation count and is in agreement with the number of 721 trips. The record demonstrates this application is in compliance with Section 10.227 of the Medford Land Development Code. The reason for changing the zone from Industrial to Heavy Commercial is for consistency with the Comprehensive Plan. The proposed use is speculation right now. It has been mini warehouses and multi-family that are both allowed in Heavy Commercial zoning districts. They have no site design or anything at this point.

b. John Cieri, 1520 Hartell Street, Medford, Oregon, 97501. Mr. Cieri has concerns with obstruction of view and bright lights shining at night into his home. Mr. Cieri requested that when development begins that good neighbor courtesy would be applied.

The public hearing was closed.

Motion: The Planning Commission adopts the findings as recommended by staff and directs staff to prepare a Final Order for approval of ZC-16-006 per the staff report dated March 17, 2016, including Exhibits A through I.

Moved by: Vice Chair McFadden **Seconded by:** Commissioner McKechnie

Voice Vote: Motion passed, 8-0.

50.3 LDS-15-044 Consideration of a request for approval of a 176-lot residential subdivision tentative plat revision, approved under application number LDS-15-044, for the purpose of modifying phase boundaries and amending underlying reserve lots. The subject 116.58 acre property is located entirely on the south side of Cedar Links Drive, approximately 1,000 feet west of North Foothill Drive within an SFR-4 zone district. (Cedar Investment Group LLC, Applicant; CSA Planning Ltd., 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.

Desmond McGeough, Planner III, requested that the Planning Commission consider agenda items 50.3 and 50.4 together as a single public hearing with two separate motions. These items are coordinated and aligned with one another.

50.4 LDS-15-120 Consideration of a request for approval of a subdivision replat of Sky Lakes Village at Cedar Landing Phase 7A, in order to comport with requested modifications in the phase boundaries of the subdivision. The subject 116.58 acre property is located entirely on the south side of Cedar Links Drive, approximately 1,000 feet west of North Foothill Drive within an SFR-4 zone district. (Cedar Investment Group LLC. Applicant; CSA Planning Ltd./Craig Stone, Agent)

Chair Miranda inquired if any Commissioner has an issue with combining these two agenda items into one presentation but two separate motions? None were disclosed.

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.

Mr. McGeough read the land division criteria and gave a staff report Mr. McGeough reported that under the recommended action on agenda items 50.3 and 50.4 it reads "...per the staff report dated March 17, 2015..." it should read "...per the staff report dated March 17, 2016...".

The public hearing was opened.

a. Mike Savage, CSA Planning Ltd., 4497 Brownridge Terrace, Suite 101, Medford, Oregon, 97504-9173. Mr. Savage stated that the applicant has reviewed the staff report and revised submittals from Public Works and the Fire department and agrees with the proposed conditions.

b. Jim Garner, 1020 Callaway Drive, Medford, Oregon, 97504. Mr. Garner testified that he was under the impression when this came before the Planning Commission last September that only single-story homes were to be built. He wants to make sure that remains in place.

Vice Chair McFadden stated that he does not remember if only single-story homes were a condition or not with the original approval. Mr. Savage reported that was a request

made to the Planning Commission by several of the neighbors but was denied. That was not made a condition of approval. It is not part of the request before the Planning Commission tonight either.

Commissioner McKechnie stated that although it was not the applicant's request and the Planning Commission is reviewing this again, the Planning Commission could make it a part of their conditions this evening as a point of law.

Mr. McConnell stated that unless Ms. Akin wanted to disagree with him it looks like it would be within the Planning Commission's authority.

Mr. Savage reported that if that is up for consideration he would like some time to talk to his client about that topic.

Jim Huber, Planning Director, stated that he disagrees with Mr. McConnell's statement. The City does not have a view protection ordinance. He does not know what Code provision Commissioner McKechnie would be implementing. It is not related to the criteria that Mr. McGeough read earlier. Also, what impacts is the Planning Commission trying to mitigate? It is not a transportation or utility issue. Since it is not rooted in the Code he does not know the basis for making that restriction on the type of single family home that is built at this point at a subdivision phase. Legally he does not know how you would make that finding.

Chair Miranda asked if this application will go before the Site Plan and Architectural Commission for review. Mr. Huber replied no. These are single family homes. Single family homes have a 35 foot height restriction.

Mr. McConnell asked to review the criteria presented earlier. He does not know if there is anything in the Comprehensive Plan. He was not prepared for the question. It appears Planning staff disagrees with him. He does not have enough information to overrule that at this time.

The public hearing was closed.

Motion: The Planning Commission adopts the findings presented by the applicant as modified by staff and directs staff to prepare a Final Order for approval of LDS-15-044 per the staff report dated March 17, 2016, including Exhibits A through J and replacing Exhibit D with Exhibit D-1 and Exhibit F with Exhibit F-1.

Moved by: Vice Chair McFadden **Seconded by:** Commissioner D'Alessandro

Commissioner McKechnie spoke to the view ordinance stating that he suggested an amendment to this application last time and it did not pass. He believes there is not anything in the Code that would necessarily limit the height of a subdivision other than the general code or unless there is a condition in a Planned Unit Development that

would limit the height. Unless the particular property owners in that subdivision voluntarily agree to limit the height of the units along the frontage to 25 feet as opposed to 35 feet the Planning Commission is stuck. Other cities have an ordinance which might speak to this and that would be their solar ordinances to where a single family home is not allowed to cast a shadow on a certain height of a neighboring home. Currently, the City of Medford does not have those kinds of things.

Voice Vote: Motion passed, 8-0.

50.4 LDS-15-120 public hearing was opened.

a. Mike Savage, CSA Planning Ltd., 4497 Brownridge Terrace, Suite 101, Medford, Oregon, 97504-9173. Mr. Savage stated that he had no additional comments.

Commissioner McKechnie asked if this application was the creation of the lots and the other application was the phasing in which lots will be developed in which order? Mr. Savage replied that is correct.

Commissioner McKechnie asked how does the phasing relate to the platting? Do they match up a little of each or does it matter? Mr. Savage reported that the intent of the particular configuration is to match up with the phase boundaries. Phase 1 matches up completely with Lot 95. Lot 96 includes several phases. He is not sure if it would be Phases 2a, 3a, or 3b but it would be three or four phases. The perimeter boundaries of the future phases match up with the proposed underlying lots.

Commissioner McKechnie asked if the intent was to start with Phase 1 and work around to Phase 7? Mr. Savage stated generally there is nothing to restrict the developer if he wanted to come off Foothill and develop those particular phases first.

Ralph Sartain, Acting Fire Marshal, stated that it has to be done from Phase 1 to Phase 7. That is part of the Fire Department's conditions. They are allowing Phase 1, 2, 3a, 3b 4a and 4b otherwise the entire complex has to be sprinkled.

Mr. Savage stated that it was his understanding that if the applicant proceeds with Phase 1a and continues to the easterly portion then it would have to be sprinkled unless they were to provide an access off Foothill Drive as the secondary access. He did not read the proposed condition to say they could not start from Foothill for example. The main emphasis was if they were going to develop any more than the westerly half going into the easterly half they would have to have a secondary access. If they are going to come in from the east and proceed to the west they would need additional access off Cedar Links Drive. Mr. Sartain reported that the reason they cannot go from the east to west is because of the amount of development and the amount of houses in the upper phases. It exceeds the limitations of the Oregon Fire Code for residential. There are too many houses and too many one-way zones in the way it was designed.

Chair McFadden commented that the Planning Commission accepted the Fire Departments revised land development report (Exhibit F-1) in the last motion. It is a done deal. Mr. Savage stated that the language in the revised report seemed adequate to the applicant and his understanding of the discussion with Greg Kleinberg was appropriate as well.

Mr. McGeough reported that Exhibit F-1 was already decided and is not applicable to LDS-15-120 but Exhibit D-1 is applicable to both LDS-15-044 and LDS-14-120.

The public hearing was closed.

Motion: The Planning Commission adopts the findings presented by the applicant as modified by staff and directs staff to prepare a Final Order for approval of LDS-15-120 per the staff report dated March 17, 2016, including Exhibits A through I and replacing Exhibit D with Exhibit D-1.

Moved by: Vice Chair McFadden **Seconded by:** Commissioner Foley

Voice Vote: Motion passed, 8-0.

50.5 LDS-16-002 / E-16-003 Consideration of a request for tentative plat approval for Kasey Court Subdivision, a two phase, 6-lot residential subdivision with an exception to right of way dedication, on a 1.21 acre parcel located on the north side of Orchard Home Court, approximately 375 feet east of Orchard Home Drive within a SFR-6 (Single-Family Residential – 6 units per acre) zoning district. (Suncrest Homes LLC, Applicant; Scott Sinner Consulting, Inc., Agent)

Chair Miranda inquired whether any Commissioners have a conflict of interest or ex-parte communication they would like to disclose. Commissioner McKechnie stated that he and Mr. Sinner are neighbors but that would not influence his decision.

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

Tracy Carter, Planner II, reported that the land division criteria had been read in a previous application, read the exception criteria and gave a staff report.

Commissioner Foley stated that part of the requirement is that the applicant improves Orchard Home Court. The condition of that street is bad. Is there any plans for the City to fix the potholes at the end of that road that are bigger than most cars? Mr. Georgevitch reported that the conditions are only for the frontage. There are no other off-site conditions. It is a local street therefore it is the property owner's responsibility until it is built to City standards for the City to take maintenance and jurisdiction.

Commissioner McKechnie stated that he is guessing that Diamond Street has not been built behind this development. Mr. Carter reported with the exception of the sidewalk on the south side along the frontage it has, by Warren Court.

Commissioner McKechnie asked what was the park strip setback for Orchard Court subdivision? Is it 7 or 10 feet? Mr. Carter replied it is 10 feet.

Commissioner McKechnie asked are they going to be able to adjust the sidewalk around the 3 feet? Mr. Carter stated that the sidewalk is not there yet. They will put the sidewalk in then the planter strip will be reduced to 7 feet.

The public hearing was opened.

a. Scott Sinner, Scott Sinner Consulting, Inc., 4401 San Juan Drive, Medford, Oregon, 97504-9343. Mr. Sinner stated that on Orchard Court subdivision they had the 10 foot planter strip on the east side of what will be a 12 foot access-way. There will be a 7 foot planter strip on the west side. Diamond Street does not continue at this point. It does not go anywhere to the west. They are anticipating all the traffic will be from the southwest of them through the access-way heading towards South Medford High School. The sidewalks will not be matching up plat to plat. They agree with both the oral and written staff report and all the conditions.

The public hearing was closed.

Motion: The Planning Commission adopts the findings as recommended by staff and directs staff to prepare a Final Order for approval of LDS-16-002 and E-16-003 per the staff report dated March 17, 2016, including Exhibits A through O and all related conditions.

Moved by: Vice Chair McFadden Seconded by: Commissioner Foley

Voice Vote: Motion passed, 8-0.

60. Reports

60.1 Site Plan and Architectural Commission.

Commissioner D'Alessandro reported that the Site Plan and Architectural Commission met on Friday, March 18, 2016. The Site Plan and Architectural Commission heard plans for the construction of a residential four-unit apartment building on a 0.27 acre parcel, located on the corner of Skyhawk Ridge Drive and Viewcrest Drive within the MFR-20 zoning district. That item was approved.

60.2 Report of the Joint Transportation Subcommittee.

Commissioner Pulver reported that the Joint Transportation Subcommittee met yesterday, Wednesday, March 23, 2016, tentatively approving modified goals for the

new Transportation System Plan. John Adam, Principal Planner, from the Planning Department will work on those and bring it back to the subcommittee next month. Then they will try to put policies to those goals.

60.3 Planning Department

Kelly Akin, Principal Planner, introduced the Planning Departments newest staff member, Dustin Severs, Planner II from Minnesota.

The Planning Commission's next study session scheduled for Monday, March 28, 2016 has been cancelled.

There is business scheduled for the Planning Commission on Thursday, April 14, 2016 and Thursday, April 28, 2016.

Last week the City Council approved the Corona and Covina Land Use Plan Map amendment that the Planning Commission recommended a favorable recommendation. The City Council adopted the Urban Growth Boundary option 4; the Grand Bargain. City has retained an attorney, Jeff Condit, with special focus on this. He will be reviewing the findings and help staff shepherd this package through the rest of the process. The City Council has scheduled a study session for Thursday, April the 28, 2016. They will adopt the resolution sometime after May or June depending on the outcome of the study session. After that it will go to Jackson County for review sometime in June or July. The County estimates their review will take six to twelve months that will involve hearings before both the County Planning Commission and Board of Commissioners. The County's decision is sent to the state for another round of hearings and a final decision by the Land Conservation and Development Commission. That will take another three to six months.

The Planning Department does not have any business before the City Council on Thursday, April 7, 2016.

70. Messages and Papers from the Chair. None.
80. Remarks from the City Attorney. None.
90. Propositions and Remarks from the Commission. None.
100. Adjournment

The meeting was adjourned at 7:17 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: April 14, 2016



City of Medford

Planning Department

Working with the community to shape a vibrant and exceptional city

MEMORANDUM

Subject Staff Request for Continuance
File no. DCA-16-019
To Planning Commission
From Carla Angeli Paladino, Planner IV *CAP*
Date April 4, 2016

RESIDENTIAL SITE DEVELOPMENT STANDARD CHANGES

Planning staff has been working on a text amendment that will modify the side and rear yard setback standards for single-family detached and duplex structures as well as other updates to the development standards table in Chapter 10 of the Municipal Code.

A working group made up of builders and consultants assisted staff in drafting the language. Once the language was finalized it was sent out to internal and external agencies for comment. Concerns were raised from Medford Fire staff regarding the proposal. A meeting was held between Planning and Fire staff in order to discuss the proposal and identify a compromise to move forward. The revised language was provided to the working group who voiced their disagreement to the changes.

A subsequent meeting that includes Planning staff, Fire staff, and the working group members is scheduled for Friday, April 8th, the day after the publication of the staff report for the Planning Commission hearing.

Planning staff requests a continuance of this matter until **Thursday, April 28, 2016**, to finalize the proposal.



STAFF REPORT

for a type-C quasi-judicial decision: Land Division

PROJECT Rancho McMillan Subdivision
Applicant: Michael McMillan; Agent: Scott Sinner Consulting, Inc.
FILE NO. LDS-16-004
TO Planning Commission for April 14, 2016 hearing
FROM Sarah Sousa, Planner IV
REVIEWER Kelly Akin, Principal Planner *ka*
DATE April 7, 2016

BACKGROUND

Proposal

Request for tentative plat approval for Rancho McMillan Subdivision, a four lot residential subdivision on a 0.95 acre parcel located on the north side of Lone Pine Road, approximately 1,100 feet west of North Foothill Road, within the SFR-4 (Single Family Residential – 4 dwelling units per gross acre) zoning district.

Subject Site Characteristics

Zoning: SFR-4 (Single Family Residential – 4 dwelling units per gross acre)
GLUP: UR (Urban Residential)
Use: Single Family Home

Surrounding Site Characteristics

North

Zoning: SFR-4
Use: Single Family homes

South

Zoning: SFR-4
Use: Single Family Homes

East

Zoning: SFR-4
Use: Single Family Homes

West

Zoning: SFR-4
Use: Single Family Homes

Related Projects

A-76-081 Annexation (Ordinance # 82-4650)

Applicable Criteria

Medford Land Development Code §10.270, Land Division Criteria

The approving authority (Planning Commission) shall not approve any tentative plat unless it first finds that, the proposed land division together with the provisions for its design and improvement:

- (1) Is consistent with the Comprehensive Plan, any other applicable specific plans thereto, including Neighborhood Circulation Plans, and all applicable design standards set forth in Article IV and V;
- (2) Will not prevent development of the remainder of the property under the same ownership, if any, or of adjoining land or of access thereto, in accordance with this chapter;
- (3) Bears a name that has been approved by the approving authority and does not use a word which is the same as, similar to, or pronounced the same as a word in the name of any other subdivision in the City of Medford; except for the words "town", "city", "place", "court", "addition", or similar words; unless the land platted is contiguous to and platted by the same applicant that platted the land division bearing that name; or unless the applicant files and records the consent of the party who platted the land division bearing that name and the block numbers continue those of the plat of the same name last filed;
- (4) If it includes the creation of streets or alleys, that such streets or alleys are laid out to be consistent with existing and planned streets and alleys and with the plats of land divisions already approved for adjoining property unless the approving authority determines it is in the public interest to modify the street pattern;
- (5) If it has streets or alleys that are proposed to be held for private use, that they are distinguished from the public streets or alleys on the tentative plat, and reservations or restrictions relating to the private streets or alleys are set forth;

- (6) Will not cause an unmitigated land use conflict between the land division and adjoining agricultural lands within the EFU (Exclusive Farm Use) zoning district.

ISSUES AND ANALYSIS

Project Summary

The tentative plat submitted consists of a single phase development with four lots (Exhibit B). Lot 1 contains an existing single family home that is proposed to remain. All of the lots are proposed for single family development.

All proposed lots conform to the standards of the Medford Land Development Code for length, width, square footage, and lot frontage.

Density

The standard density calculation for the SFR-4 zone is between two and a half and four dwelling units per acre. The permitted density range for the subject subdivision is between three to four dwelling units. The applicant is proposing four lots, which meet the minimum and does not exceed the maximum number of units.

Minimum Access Easement / Circulation

The subject property fronts upon Lone Pine Road. The tentative plat does not include the creation of new streets, as only a minimum access easement is proposed. Lot One has frontage from Lone Pine Road, while the remaining lots will front upon and take access from the minimum access easement.

Driveways off of higher order streets have to be minimized per Medford Land Development Code Section 10.550. However, since the beginning of the minimum access easement is proposed within the existing driveway for Lot One, the driveway will be allowed to remain since shared driveways are permissible.

Medford Land Development Code Section 10.450 states minimum access easements shall only be permitted when the approving authority finds that any of the following conditions exist: excess slope, presence of a wetland or other body of water which cannot be bridged or crossed, existing development on adjacent property, or the presence of a freeway or railroad. It also allows the approving authority to allow minimum access easements when it is not possible to create a street pattern which meets the design requirements for streets. In this case, the creation of a new street does not seem practical due to existing development to the north. In addition, the applicant submitted a conceptual circulation plan (Exhibit K). When the property to the west further develops, the existing portion of Thrasher Lane to the south would align

directly with that property. The plan shows a potential extension of Thrasher Lane on the property to the west extending to Inglewood Drive to the north.

Turnaround

Minimum access easements are required to have a turnaround consistent with Medford Land Development Code Section 10.746(11). Although the tentative plat does not show a turnaround, one will be required on Lot Four as part of the development of that parcel in conjunction with a building permit for a single family home.

No other issues were identified by staff.

FINDINGS AND CONCLUSIONS

Staff has reviewed the Applicant's Findings and recommends the Commission adopt the findings as presented.

RECOMMENDED ACTION

Direct staff to prepare a Final Order of Approval per the staff report dated April 7, 2016, including Exhibits A through L.

EXHIBITS

- A Conditions of Approval dated April 7, 2016
- B Tentative Plat received March 11, 2016
- C Conceptual Grading & Utility Plan received March 11, 2016
- D Applicant's Findings of Fact received January 11, 2016
- E Applicant's Findings of Facts (Additional) received February 18, 2016
- F Public Works Report received April 6, 2016
- G Medford Fire Department Report received March 23, 2016
- H Medford Building Department memo received March 23, 2016
- I Medford Water Commission memo received March 23, 2016
- J Medford Irrigation District letter received March 11, 2016
- K Circulation Concept Plan received January 11, 2016
- L Jackson County Assessor's Map received January 11, 2016
Vicinity map

PLANNING COMMISSION AGENDA:

APRIL 14, 2016

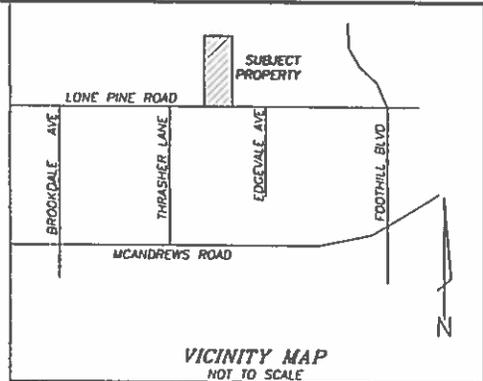
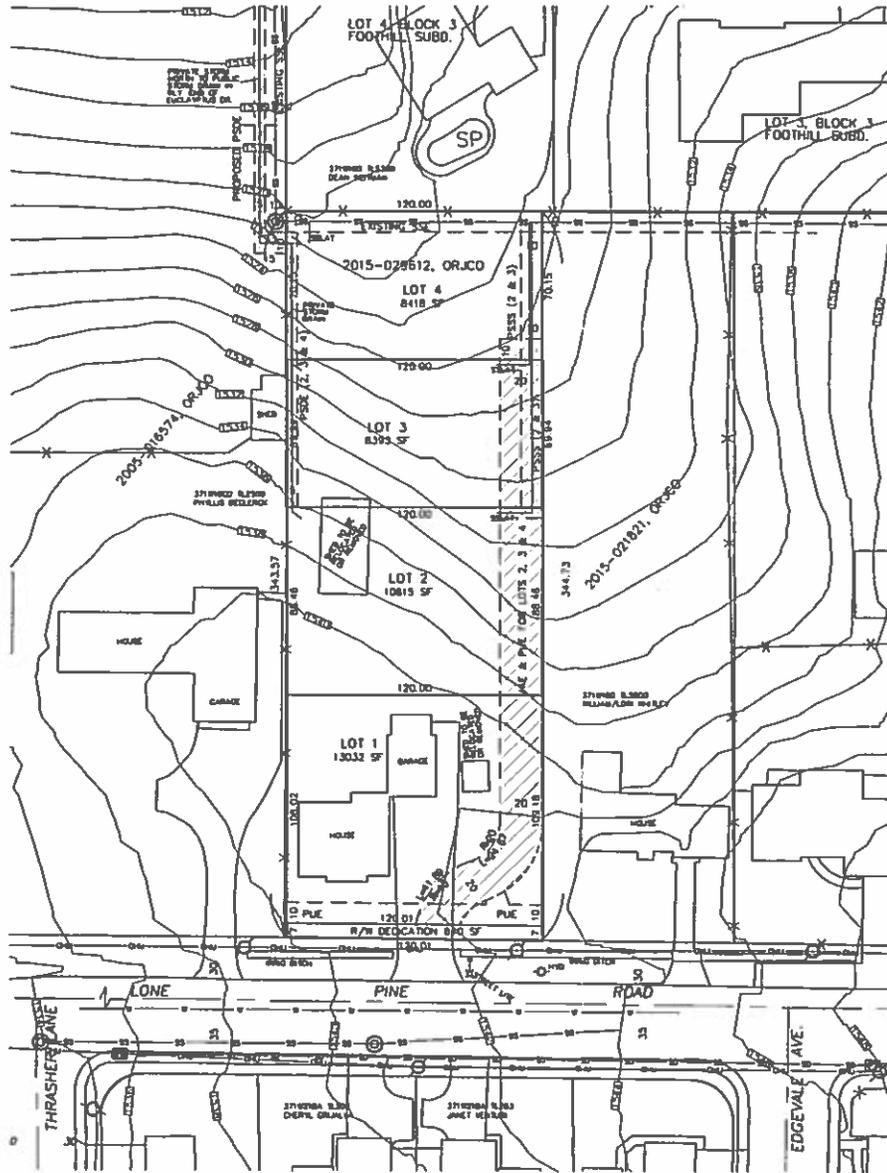
EXHIBIT A

Rancho McMillan Subdivision
LDS-16-004
Conditions of Approval
April 7, 2016

CODE CONDITIONS

1. Prior to Final Plat approval, the applicant shall:
 - a. Remove the accessory structure on Lots Two and Three. The shed on Lot One must also be moved so that there is a 10-foot setback between it and the minimum access easement.
 - b. Submit CC&Rs or other document that ensures the joint maintenance of the minimum access easement;
 - c. Comply with the Public Works Department Report received April 6, 2016 (Exhibit F);
 - d. Comply with the Fire Department Report received March 23, 2016 (Exhibit G);
 - e. Comply with the Medford Water Commission memo received March 23, 2016 (Exhibit I);
 - f. Comply with the Medford Irrigation District letter received March 23, 2016 (Exhibit J).
2. Prior to issuance of the building permit for vertical construction on Lot Four, a turnaround must be shown on the associated site plan consistent with Medford Land Development Code Section 10.746(11).

TENTATIVE PLAT
RANCHO MCMILLAN
 A SUBDIVISION
 In the N.W. 1/4 of Sec. 8, T.37S, R.1W, W.M. &
 in the City of Medford Jackson County, Oregon



COMPUTED
"A"

FILE NO: _____ DATE: _____
 ASSessor'S PARCEL NO.: 371W16D TL6000
 ZONING DISTRICT: SPB-4
 MIN. LOT SIZE: 6300 SQ. FT. MAX. LOT SIZE: 16750 SQ. FT.
 NO. OF LOTS: _____
 MAP TRACT: _____
 COMP. PLAN DESIGNATION: URBAN RESIDENTIAL
 RECEIVED BY: _____ DATE: _____
 RECEIVED BY: _____ DATE: _____

RECEIVED
 MAR 11 2016
 PLANNING DEPT.

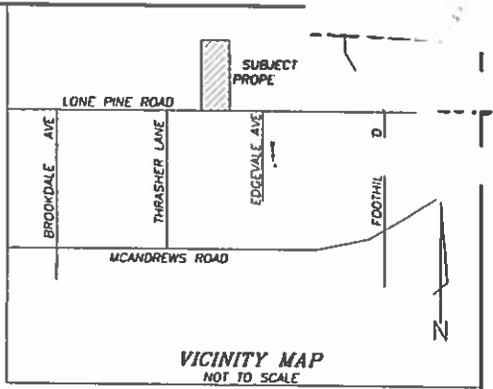
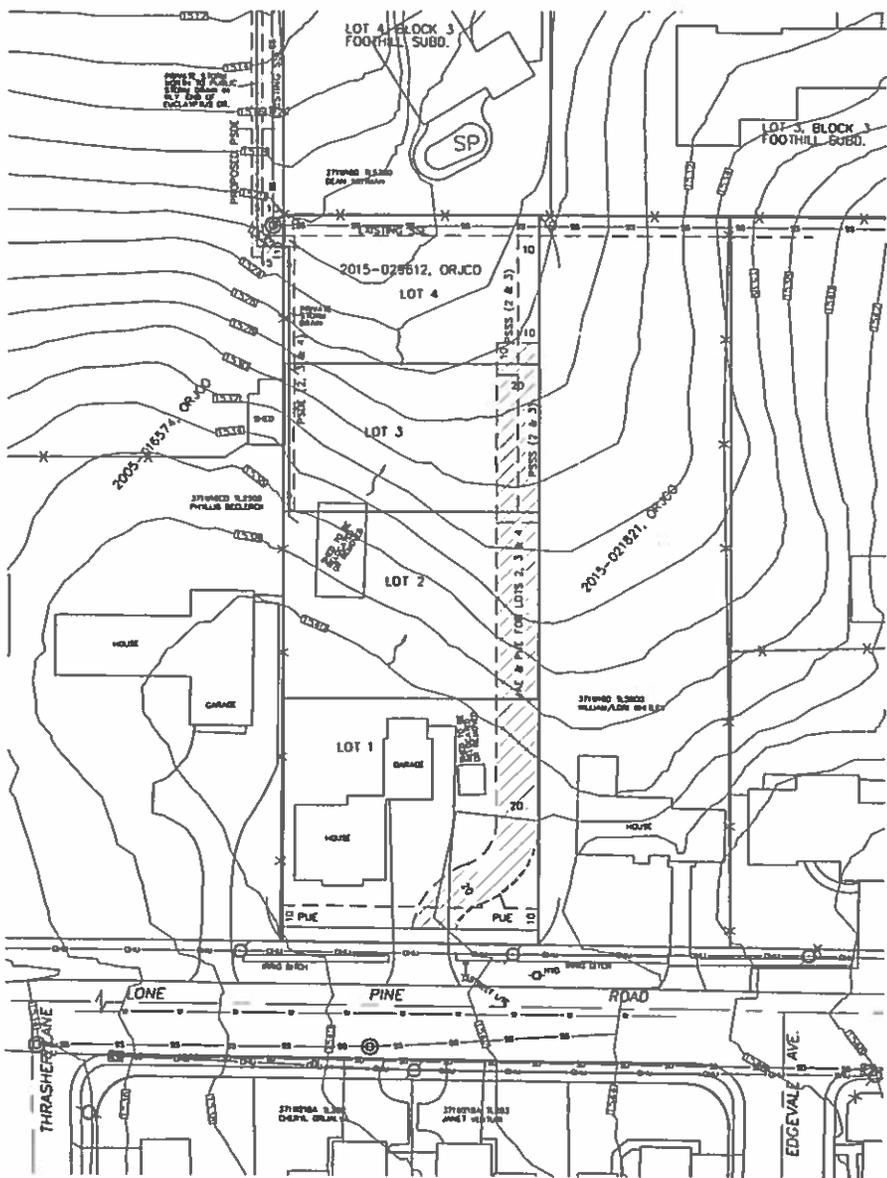
NOTES:
 SCHOOL DISTRICT: MEDFORD 949C
 IRRIGATION DISTRICT: M.L.D.
 GROSS ACREAGE: 44890 SQ. FT. OR 1.031 ACRES.
 NET ACREAGE: 41790 SQ. FT. OR 0.948 ACRES.
 TOPO TAKEN FROM CITY OF MEDFORD AERIAL MAPPING
 CONTOURS ARE 10' TO UNADJUSTED.
 10' PUE ADJACENT TO STREET.
 LOTS 2, 3 & 4 TO HAVE FIRE SPRINKLERS INSTALLED.
 PSDE = PROPOSED PRIVATE STORM DRAINAGE EASEMENT.
 PSSE = PROPOSED PRIVATE SANITARY SEWER EASEMENT.
 MAE = PROPOSED MINIMUM ACCESS EASEMENT.
 SSE = PUBLIC SANITARY SEWER EASEMENT.

OWNER OF RECORD:
 MICHAEL D. MCMILLAN
 JULIA DOUGAN
 18117 CASCADE ESTATES DR.
 BEND, OR 97701

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR
James E. Hicks
 OREGON
 JULY 17, 1988
 JAMES E. HICKS
 2234
 RENEWAL DATE 8-30-17

FILED TENTATIVE SUBDIVISION PLAT Assessor's Map # 371W16D TL6000 FOR MICHAEL D. MCMILLAN 18117 CASCADE ESTATES DR BEND, OR 97701	DATE: 11 MAR 2016 SCALE: 1" = 40' HORIZ DRAWN BY: JDN CHECKED BY: JDN ORDER NO.: 0.0 QUANTITY OF COPIES: 100
L.J. FRIAR & ASSOCIATES P.C. CONSULTING LAND SURVEYORS 75 SW 104TH, PORTLAND, OR 97239 (503) 772-2282 www.friar.com	SHEET 1 of 1.

CONCEPTUAL GRADING & DRAINAGE PLAN
RANCHO MCMILLAN
 A SUBDIVISION
 In the N.W. 1/4 of Sec. 8, T.37S, R.1W, W.M. &
 in the City of Medford Jackson County, Oregon



"A"

FILE NO:	DATE:
ASSessor'S PARCEL NO.:	3710160 716000
ZONING DISTRICT:	RFS-1
MIN. LOT WID:	65.00 FEET
MIN. LOT DEPT:	127.00 FEET
NO. OF LOTS:	4
DATE DRAFT:	
COMP. PLAN REVISION:	MINOR REVISION
DESIGNED BY:	DATE:
CHECKED BY:	DATE:

DRAINAGE NOTES:
 UPON DEVELOPMENT, EXCESS SPILLAGE WILL BE REMOVED BY THE CONTRACTOR FROM THE PROJECT IF, IN FACT, IT WILL CREATE AREAS OF DRAINAGE OVER EXISTING PROPERTIES.
 ROOF DRAINS WILL BE DIRECTED INTO PRIVATE STORM DRAIN MAIN LINE.
 A COMPREHENSIVE GRADING AND DRAINAGE PLAN WILL BE PREPARED BY THE PROJECT CIVIL ENGINEER AS PART OF THE CIVIL IMPROVEMENT PLANS.

NOTES:
 SCHOOL DISTRICT: MEDFORD 54RC
 JURISDICTION DISTRICT: M.I.D.
 GROSS ACREAGE: 42138 SQ FT OR 0.947 ACRE.
 NET ACREAGE: 41904 SQ FT OR 0.948 ACRES.
 TOPOG TAKEN FROM CITY OF MEDFORD AERIAL MAPPING.
 CONTOURS ARE HWD 25 UNADJUSTED.
 10' PUE ADJACENT TO STREET.
 LOTS 2, 3 & 4 TO HAVE FIRE SPRINKLERS INSTALLED.
 PSDE = PROPOSED PRIVATE STORM DRAINAGE EASEMENT.
 PSSE = PROPOSED PRIVATE SANITARY SEWER EASEMENT.
 MAE = PROPOSED MINIMUM ACCESS EASEMENT.
 SSE = PUBLIC SANITARY SEWER EASEMENT.

OWNER OF RECORD:
 MICHAEL D. MCMILLAN
 JARA DOUGAN
 18117 CASCADE ESTATES DR.
 BEND, OR 97701

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR
James E. Hillis
 OREGON
 JULY 17, 1988
 JAMES E. HILLIS
 2234
 RENEWAL DATE 8-30-17

TENTATIVE SUBDIVISION PLAT ASSessor'S MAP #: 3710160 716000 FOR MICHAEL D. MCMILLAN 18117 CASCADE ESTATES DR BEND, OR 97701	DATE: 11 MAR 2014 SCALE: 1" = 40' HOR DRAWN BY: JCH CHK BY: JCH APPROV. O.E. REVISIONS BY: JCHP 11/20/14 Sheet 1 of 1.
L.J. FRIAR & ASSOCIATES P.C. CONSULTING LAND SURVEYORS 200 NEW 1947 FEDERAL, OR 97530 (503) 475-2760 www.friarandassociates.com	

MAR 11 2016

PLANNING DEPT.

RECEIVED



RECEIVED

JAN 11 2016

PLANNING DEPT.

BEFORE THE PLANNING COMMISSION FOR THE CITY OF MEDFORD, OREGON:

BEFORE THE PLANNING COMMISSION OF THE CITY OF MEDFORD, OREGON:

IN THE MATTER OF AN APPLICATION FOR)	
LAND DIVISION OF PROPERTY IDENTIFIED AS)	FINDINGS OF FACT
T37-R1W-16D-TL 6000)	AND
MICHAEL MCMILLAN OWNER / APPLICANT)	CONCLUSIONS
<u>SCOTT SINNER CONSULTING, INC. AGENT</u>)	OF LAW

I. BACKGROUND INFORMATION

Applicant:

Michael McMillan
18117 Cascade Estates Dr
Bend, OR 97701
mdmcmillan88@gmail.com

Agent:

Scott Sinner Consulting, Inc.
4401 San Juan Dr. Suite G
Medford, OR 97504
541-772-1494
scottsinner@yahoo.com

Property:

371W16D TL 6000
Michael D McMillan / Julia Dougan
3405 Lone Pine Rd
Medford, OR 97504
.95 net acres
Single Family Residential 4 units per acre (SFR-6)
Urban Residential (UR) General Land Use Plan Designation

Summary:

This application is submitted to comply with the Land Division Criteria contained within the City of Medford Land Development Code (MLDC). The subject property is .95 net and 1.02 gross acres within the SFR-4 zoning district. The application seeks approval for a 4 lot subdivision.

FINDINGS OF FACT

Access to Lot 2, lot 3 and Lot 4 is provided by a proposed Minimum Access Easement (MAE). A review of the proposed plat indicates extensive existing utilities in the Public Right of Way and Public Utility Easement on the Lone Pine frontage of the parcel, including a power vault, a power pole for overhead power transmission lines, a street light and a fire hydrant.

The proposed MAE is routed around these existing improvements and the proposed alignment will allow for development of the property without the extensive relocation of the existing facilities. The alignment was proposed after consulting staff from the Planning Department, Public Works, and the Fire Department.

The conceptual storm drainage plan indicates a private storm drainage easement through the property to the west will connect to the public storm drainage system. The applicant coordinated with Public Works Staff and an acceptable storm drainage easement has been submitted with the application. Upon approval of the application, the applicant will record the easement as a condition of approval.

Approval Criteria

The Medford Land Development Code (MLDC) Section 10.270 contains the approval criteria for land divisions:

10.270 Land Division Criteria

The approving authority (Planning Commission) shall not approve any tentative plat unless it first finds that, the proposed land division together with the provisions for its design and improvement:

(1) Is consistent with the Comprehensive Plan, any other applicable specific plans thereto, including Neighborhood Circulation Plans, and all applicable design standards set forth in Article IV and V;

(2) Will not prevent development of the remainder of the property under the same ownership, if any, or of adjoining land or of access thereto, in accordance with this chapter;

(3) Bears a name that has been approved by the approving authority and does not use a word which is the same as, similar to, or pronounced the same as a word in the name of any other subdivision in the City of Medford; except for the words "town", "city", "place", "court", "addition", or similar words; unless the land platted is contiguous to and platted by the same applicant that platted the land division bearing that name; or unless the applicant files and records the consent of the party who platted the land division bearing that name and the block numbers continue those of the plat of the same name last filed;

FINDINGS OF FACT

(4) If it includes the creation of streets or alleys, that such streets or alleys are laid out to be consistent with existing and planned streets and alleys and with the plats of land divisions already approved for adjoining property unless the approving authority determines it is in the public interest to modify the street pattern;

(5) If it has streets or alleys that are proposed to be held for private use, that they are distinguished from the public streets or alleys on the tentative plat, and reservations or restrictions relating to the private streets or alleys are set forth;

(6) Will not cause an unmitigated land use conflict between the land division and adjoining agricultural lands within the EFU (Exclusive Farm Use) zoning district.

Findings of Fact

(1) Is consistent with the Comprehensive Plan, any other applicable specific plans thereto, including Neighborhood Circulation Plans, and all applicable design standards set forth in Article IV and V;

This application is submitted to comply with the Land Division Criteria contained within the City of Medford Land Development Code (MLDC). The subject property is .95 acres within the SFR-4 zoning district.

The application contains a tentative plat for a 4 lot subdivision in a single phase Lot 1 will contain the existing dwelling with the three new lots served with a Minimum Access Easement (MAE).

The property is located in an area identified with slopes exceeding 15%. The topographic survey prepared by the licensed surveyor for the project indicates the site is not impacted with slopes indicating slopes exceeding 15%. Planning staff indicated the topographic survey indicated on the proposed tentative plats meets the requirements of the MLDC and the Medford Hillside Ordinance.

The property does not contain any wetlands or water features. The plat does not propose any public streets, the existing dwelling will have direct access from Lone Pine Road and the new parcels will have access from the proposed Minimum Access Easement.

Existing development on and off site precludes opportunities for street circulation and connections for public streets and development of the subject property consistent with urban densities. Findings for the use of the minimum access easement as required by MLDC 10.450 and the Block Length Ordinance, 10.426 are included with this submittal.

Conclusions of Law

The Approving Authority can conclude the application is consistent with the Comprehensive plan, the Transportation System Plan, the Medford Land Development Code and all other adopted plans within the City of Medford.

(2) Will not prevent development of the remainder of the property under the same ownership, if any, or of adjoining land or of access thereto, in accordance with this chapter;

The subject property is .95 of an acre and contains an existing dwelling and several accessory buildings which are identified on the plat to remain or be removed. The entire property is proposed for urban development with this application.

All adjacent properties are developed without opportunities for further development or have access to public streets that will allow for future development.

Conclusions of Law

The Approving Authority can conclude the application develops the entire subject property and does not prevent the development of any adjoining properties.

(3) Bears a name that has been approved by the approving authority and does not use a word which is the same as, similar to, or pronounced the same as a word in the name of any other subdivision in the City of Medford; except for the words "town", "city", "place", "court", "addition", or similar words; unless the land platted is contiguous to and platted by the same applicant that platted the land division bearing that name; or unless the applicant files and records the consent of the party who platted the land division bearing that name and the block numbers continue those of the plat of the same name last filed;

The Tentative Plat submitted with this application bears the name Rancho McMillan and is a unique name within the City of Medford.

Conclusions of Law

The Approving Authority can conclude the subdivision is proposed with a unique name for subdivisions within the City of Medford.

(4) If it includes the creation of streets or alleys, that such streets or alleys are laid out to be consistent with existing and planned streets and alleys and with the plats of land divisions already approved for adjoining property unless the approving authority determines it is in the public interest to modify the street pattern;

FINDINGS OF FACT

The City has not adopted a street circulation plan for the area.

The Tentative Plat proposes a Minimum Access Easement (MAE) for access to lot 2, lot 3 and lot 4. This application does not propose any public streets and existing development and street patterns do not allow for an extension of the public street system through the subject property.

Conclusions of Law

The Approving Authority can conclude the Tentative Plat submitted with this application is consistent with existing and planned street patterns in the vicinity.

(5) If it has streets or alleys that are proposed to be held for private use, that they are distinguished from the public streets or alleys on the tentative plat, and reservations or restrictions relating to the private streets or alleys are set forth;

The Tentative Plat submitted with this application includes a private Minimum Access Easement to provide access for lot 2, lot 3 and lot 4. The Plat notation is consistent with the criteria.

Conclusions of Law

The Approving Authority can conclude Minimum Access Easement identified on the Tentative Plat is appropriately notated to be consistent with the MLDC.

(6) Will not cause an unmitigated land use conflict between the land division and adjoining agricultural lands within the EFU (Exclusive Farm Use) zoning district.

The subject property is not adjoining any agricultural lands within the Exclusive Farm Use zoning district and there will be no land use conflicts with any adjoining agricultural lands as a result of the approval and development of the proposed subdivision.

Conclusions of Law

The Approving Authority can conclude the approval of this application will not cause an unmitigated land use conflict with any adjoining agricultural lands.

Additional Criteria

MLDC 10.450

10.450 Cul-de-sacs, Minimum Access Easements and Flag Lots

FINDINGS OF FACT

(1) Cul-de-sacs, minimum access easements and flag lots shall only be permitted when the approving authority finds that any of the following conditions exist:

(a) One or more of the following conditions prevent a street connection: excess slope (15% or more), presence of a wetland or other body of water which cannot be bridged or crossed, existing development on adjacent property, presence of a freeway or railroad.

(b) It is not possible to create a street pattern which meets the design requirements for streets.

(c) An accessway is provided consistent with the standards for accessways in Section 10.464 through Section 10.466.

Findings of Fact

The tentative plat submitted with this application includes a Minimum Access Easement for access to lot 2, lot 3 and lot 4.

This application is infill development with existing development on the subject parcel and adjoining properties that preclude the creation and extension of a public street circulation pattern. There are no adjoining properties with stubbed street extensions that would be able to be continued on the subject property.

The existing street patterns on the south side on Lone Pine Road include intersections of Edgevale Avenue and Thrasher Lane. The spacing of these two existing roads do not align with the subject property and if the existing development on the north side of Lone Pine road would allow for the extension of these two streets, the intersection spacing would be in conflict with the MLDC for a public street on the subject property.

Conclusions of Law

The Approving Authority can conclude the application is consistent with 10.450 (1) (a) and (b) as the existing development on adjacent properties preclude street connections and it is not possible to create a street pattern which meets the design requirements for streets.

MLDC 10.426 Block Length Ordinance

The City of Medford has amended the MLDC to include the following Block Length sections to assure the City provides circulation and connectivity in land division applications.

10.426 Street Circulation Design and Connectivity

A. Street Arrangement Suitability.

The approving authority shall approve or disapprove street arrangement. In determining the suitability of the proposed street arrangement, the approving authority shall take into consideration:

- 1. Adopted neighborhood circulation plans where provided; and*
- 2. Safe, logical and convenient access to adjoining property consistent with existing and planned land uses; and*
- 3. Efficient, safe and convenient vehicular and pedestrian circulation along parallel and connecting streets; and*
- 4. Compatibility with existing natural features such as topography and trees; and*
- 5. City or state access management standards applicable to the site.*

B. Street Connectivity and Formation of Blocks Required.

- 1. Block layouts shall substantially conform to adopted neighborhood circulation plans for the project area if applicable. Street arrangement and location may depart from the adopted plan if the project will result in a comparable level of overall connectivity. Projects that depart from the neighborhood circulation plan shall conform to planned higher order streets adopted in the City of Medford Transportation System Plan.*
- 2. Proposed streets, alleys and accessways shall connect to other streets within a development and to existing and planned streets outside the development, when not precluded by factors in Section 10.426 C.2 below. When a development proposes a cul-de-sac, minimum access easement or flag lot to address such factors, the provisions of Section 10.450 apply.*
- 3. Proposed streets or street extensions shall be located to provide direct access to existing or planned transit stops and other neighborhood activity centers such as schools, office parks, shopping areas, and parks.*
- 4. Streets shall be constructed or extended in projections that maintain their function, provide accessibility, and continue an orderly pattern of streets and blocks.*

FINDINGS OF FACT

C. *Maximum Block Length and Block Perimeter Length.*

1. *Block lengths and block perimeter lengths shall not exceed the following dimensions as measured from centerline to centerline of through intersecting streets, except as provided in Subsections 10.426 C.2.*

MAXIMUM BLOCK LENGTH AND PERIMETER LENGTH		
<i>Table 10.426-1</i>		
<i>Zone or District</i>	<i>Block Length</i>	<i>Block Perimeter Length</i>
<i>a. Residential Zones</i>	<i>660'</i>	<i>2,100'</i>
<i>b. Central Business Overlay District</i>	<i>600'</i>	<i>1,800'</i>
<i>c. Transit Oriented Districts (Except SE Plan Area)</i>	<i>600'</i>	<i>1,800'</i>
<i>d. Neighborhood, Community, and Heavy Commercial Zones; and Service Commercial-Professional Office Zones</i>	<i>720'</i>	<i>2,880'</i>
<i>e. Regional Commercial and Industrial Zones</i>	<i>940'</i>	<i>3,760'</i>

2. *The approving authority may find that proposed blocks that exceed the maximum block and/or perimeter standards are acceptable when it is demonstrated by the findings that one or more of the constraints, conditions or uses listed below exists on, or adjacent to the site:*
 - a. Topographic constraints, including presence of slopes of 10% or more located within the boundary of a block area that would be required by subsection 10,426 C.1.,*
 - b. Environmental constraints including the presence of a wetland or other body of water,*
 - c. The area needed for a proposed Large Industrial Site, as identified and defined in the Medford Comprehensive Plan Economic Element, requires a block larger than provided by section 10.426 C.1.e. above. In such circumstances, the maximum block length for such a Large Industrial Site shall not exceed 1,150 feet, or a maximum perimeter block length of 4,600 feet*
 - d. Proximity to state highways, interstate freeways, railroads, airports, significant unbuildable areas or similar barriers that make street extensions in one or more directions impractical,*

FINDINGS OF FACT

- e. The subject site is in SFR-2 zoning district,*
 - f. Future development on adjoining property or reserve acreage can feasibly satisfy the block or perimeter standards,*
 - g. The proposed use is a public or private school, college or other large institution,*
 - h. The proposed use is a public or private convention center, community center or arena,*
 - i. The proposed use is a public community service facility, essential public utility, a public or private park, or other outdoor recreational facility.*
 - j. When strict compliance with other provisions of the Medford Land Development Code produce conflict with provisions in this section.*
3. *Block lengths are permitted to exceed the maximum by up to 20% where the maximum block or perimeter standards would require one or more additional street connections in order to comply with both the block length or perimeter standards while satisfying the street and block layout requirements of 10.426 A or B or D,*
4. *When block perimeters exceed the standards in accordance with the 10.426 C.2. above, or due to City or State access management plans, the land division plat or site plan shall provide blocks divided by one or more public accessways, in conformance with Sections 10.464 through 10.466.*

D. Minimum Distance Between Intersections.

Streets intersecting other streets shall be directly opposite each other, or offset by at least 200 feet, except when the approving authority finds that utilizing an offset of less than 200 feet is necessary to economically develop the property with the use for which it is zoned, or an existing offset of less than 200 feet is not practical to correct.

Findings of Fact

This the approval of this application will not provide for the creation of any new streets. The subject property is within an area that was developed prior to the passage of the block length ordinance.

The properties to the east were platted in the 1950s and developed as large lot parcels similar to the subject property. The large parcel abutting Foothill road is developed with a power substation and will not be suitable for a road extension. The parcel at 3465 Lone Pine Road has been developed with a care facility which required extensive fill and

FINDINGS OF FACT

terracing resulting in vertical retaining walls over 10 feet tall, eliminating any circulation or connectivity opportunities.

The subject property and the adjoining properties on the north side of Lone Pine Road were developed in the 1950's and are characterized as 1 to 2 acre large lot parcels. The properties to the north with access off of Eucalyptus Drive were developed in the 1960's. Eucalyptus Drive was provided with a public right of way extension to the west.

Willow Glen Subdivision Unit 3 in the 1990's was approved with residential lots blocking the extension of Eucalyptus Drive, eliminating circulation and connectivity opportunities for future development.

The platting and development of the subdivisions south of Lone Pine Road in the vicinity developed Thrasher Lane and Edgevale Avenue with an intersection spacing of 350 feet. The subject property is midway between these streets. Any public street development on the subject property would result in an alignment less than 200 feet.

The two properties to the west of the subject property provide the potential to extend and connect Inglewood Drive, stubbed from the north, with Thrasher Lane to the south. This connection can feasibly extend Category A facilities essential for development at urban densities to these remaining redevelopable properties. A connectivity exhibit is attached demonstrating a potential connection.

The findings above demonstrate consistency with 10.450 of the MLDC for a plat proposing a Minimum Access Easement (MAE).

Conclusions of Law

The Approving Authority can conclude the application is consistent with the MLDC Block Length Ordinance. The subject property is surrounded by existing development, existing street circulation patterns and topographical elements preventing extensions or creation of new circulation patterns in the vicinity. The adjacent parcel to the west can be feasibly developed with conforming circulation patterns.

Application Summary and Conclusions

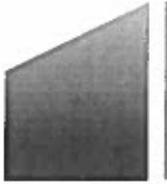
This application for the Rancho McMillan Subdivision has been prepared to comply with all elements of the Medford Land Development Code, the Transportation System Plan, and the Comprehensive Plan for the City of Medford.

The application fully complies with the land division criteria within MLDC 10.270 and the additional criteria for the use of an minimum access easement, block length and the hillside ordinance.

FINDINGS OF FACT

On behalf of the applicant, I respectfully request the approval of this application for the Rancho McMillan subdivision.

Scott Sinner



Scott Sinner Consulting, Inc.

Land Use Planning, Conservation Consulting

February 18, 2016

Sarah Sousa
City of Medford Planning Department
200 S Ivy
Medford, OR 97501

Re: LDS-16-004

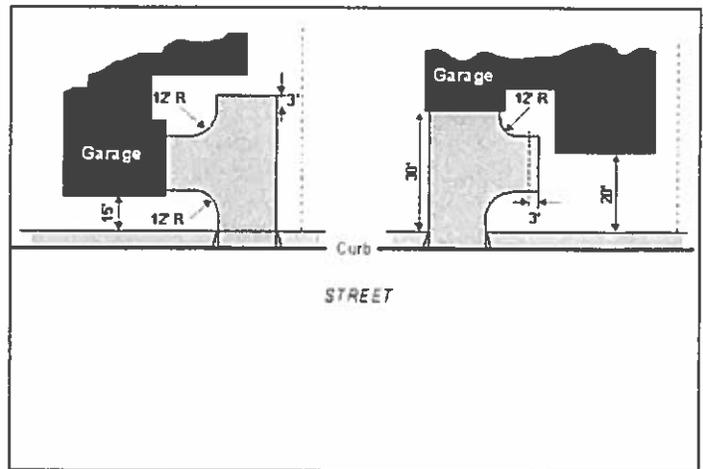
Sarah,

Please add these additional findings to the Record for the referenced application.

The tentative plat submitted with this application utilizes a minimum access easement to provide access to lots 2-4. Lone Pine Road is classified as a collector and is subject to the standard of MLDC 10.746 (11) as stated below.

The turnaround standards for driveways can feasibly be met with the development of the dwelling units at the time of construction. The minimum access easement provides the lot frontage for these lots and the setback requirements from the face of the garage to the street side setback, the minimum access easement, is 20 feet. This setback plus the 20 foot width of the minimum access easement will accommodate the turnaround standard in the picture below.

The location of the dwelling units on the tentative plat is not determined at this time, and identifying a turnaround would likely result in requirement for a revision at the time of future development.



*10.430 (A) Non-Street Alternatives
(1) Minimum Access Easement. An easement containing a shared driveway having the sole function of providing direct access to immediately adjacent residentially zoned land, and upon which a minimum of two (2) and maximum of three (3) dwelling units (not including Accessory Dwelling Units-ADU's) take access. A minimum access easement must meet the minimum driveway*



4401 San Juan Drive, Suite G
Medford, Oregon 97504

Phone and Fax 541-777-1494

CITY OF MEDFORD
EXHIBIT # E
File # LDS-16-004



Scott Sinner Consulting, Inc.

Land Use Planning, Conservation Consulting

turnaround standards in Section 10.746(11). Minimum access easements are permitted subject to Section 10.450. A minimum access easement does not have sidewalks or planter strips. No parking is permitted on a minimum access easement. A minimum access easement is considered a street for purposes of meeting lot frontage requirements, and for setback purposes. Therefore, a minimum access easement creates street side yards and corner lots. A minimum access easement does not create a through lot.

10.746

(11) Driveways. All driveways shall be improved to the standards set forth in Article IV, Section 10.550, Driveway Approaches. Residential driveways on arterial and collector streets shall comply with the minimum turnaround standards as illustrated below:(see graphic image at bottom of page)

The Tentative Plat submitted with the application does identify the area of the minimum access easement as required by the MLDC. We assert the requested hatching is not a Code requirement and request the application be deemed complete at this time.

Please feel free to call if you have any questions.

Regards,



Scott Sinner, President
Scott Sinner Consulting, Inc.



4401 San Juan Drive, Suite G
Medford, Oregon 97504

Phone and Fax 541-772-1494
Cell 541-601-0917
Email scottsinner@yahoo.com



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APR 06 2016

PLANNING DEPT.

CITY OF MEDFORD

Revised Date: 4/6/2016
File Numbers: LDS-16-004

PUBLIC WORKS DEPARTMENT STAFF REPORT
Rancho McMillan Subdivision

Project: Request for tentative plat approval for Rancho McMillan Subdivision, a four lot residential subdivision on a 0.95 acre parcel.

Location: Located on the north side of Lone Pine Road, approximately 1,100 feet west of North Foothill Road, within the SFR-4 (Single-Family Residential – 4 dwelling units per gross acre) zoning district.

Applicant: Michael McMillan, Applicant (Scott Sinner Consulting, Inc., Agent). Sarah Sousa, Planner.

NOTE: Items A - D Shall be Completed and Accepted Prior to Approval of the Final Plat, unless noted otherwise.

A. STREETS

1. Dedications

Lone Pine Road is classified as a Major Collector Street within the Medford Land Development Code (MLDC), Section 10.428. The developer shall dedicate for public right-of-way, sufficient width of land along the frontage of this proposed subdivision to comply with the half width of right-of-way, which is 37-feet. Based on the proposed plans, it appears there is 30-feet of existing right-of-way north of centerline. **The amount of additional right-of-way needed appears to be 7-feet (MLDC 10.451). The Developers surveyor shall verify the amount of additional right-of-way required.**

The developer will receive S.S.D.C. (Street System Development Charge) credits for the public right-of-way dedication on Lone Pine Road, per the methodology established by the MLDC 3.815. **Should the developer elect to have the value of the land be determined by an appraisal, a letter to that effect must be submitted to the City Engineer within sixty (60) calendar days of the date of the Final Order of the Planning Commission. The City will then select an appraiser, and a cash deposit will be required as stated in Section 3.815.**

The **minimum access drive** shall be private and constructed in accordance with MLDC Section 10.430A(1) and have a minimum width of 20-feet.

Public Utility Easements, 10-feet in width, shall be dedicated along the street frontage of all the Lots within this development (MLDC 10.471).

The right-of-way and easement dedications shall be submitted directly to the Engineering Division of the Public Works Department. The submittal shall include: the right-of-way and easement dedication, including an exhibit map; a copy of a current Lot Book Report, Preliminary Title Report, or Title Policy; a mathematical closure report (if applicable), and the Planning Department File Number; for review and City Engineer acceptance signature prior to recordation by the applicant. Releases of interest shall be obtained by holders of trust deeds or mortgages on the right-of-way and PUE area.

2. Public Improvements

a. Public Streets

Lone Pine Road is currently improved in partial conformance to Major Collector Street standards, which includes a 39-foot wide paved section, with curbs and gutters and a bike lane on the north side. However, there is currently no sidewalk along this developments frontage. **The developer shall provide a 5-foot wide sidewalk located adjacent to the newly dedicated right-of-way which also will provide for a planter strip in accordance with MLDC 10.428 along this developments frontage.**

Minimum Access Drive (Private) shall be built consistent with MLDC 10.430A(1) and improved to a minimum width of 18 feet with AC pavement. The minimum TI for the structural section shall be 3.5, the minimum AC section shall be 3” thick, and the base aggregate shall extend one foot beyond the edge of pavement. The minimum access drive shall be designed by a civil engineer licensed in the State of Oregon and plans submitted to the Public Works-Engineering Division for approval. A drainage system shall be incorporated into the paved access design to capture stormwater and direct it to the storm drain system.

A Minimum Access Drive can serve a maximum of three (3) dwelling units. So, to make the proposed site plan work, the developer would have to use a shared access for a driveway to Lot 1 and a Minimum Access Drive for the other three lots. The shared access will have to meet the requirements of Section 10.550. Both the driveway for Lot 1 and the Minimum Access Drive will have to meet the turnaround standards in Section 10.746.

b. Street Lights and Signing

No additional street lights are required. However, if the existing street light located on the north side of Lone Pine Road (east of existing driveway) needs to be relocated, then public improvement plans will need to be submitted.

The Developer shall be responsible for the preservation and re-installation of all signs removed during demolition and site preparation work. The Developer’s contractor shall coordinate with

the City of Medford Public Works, Maintenance and Operations Division to remove any existing signs and place new signs provided the Developer.

c. Pavement Moratoriums

There is no pavement cutting moratorium currently in effect along this frontage.

d. Soils Report

The Developer's engineer shall obtain a soils report to determine if there is shrink-swell potential in the underlying soils in this development. If they are present, they shall be accounted for in the roadway and sidewalk design within this Development.

e. Access to Public Street System

Lone Pine Road is classified at a Major Collector Street. Therefore, access to the proposed development shall be restricted to the proposed Minimum Access Easement for all Lots, and no additional access shall be taken directly from Lone Pine Road in accordance with MLDC 10.550.

In accordance with MLDC 10.450 and 10.430A(1), lots 2, 3 and shall take access via a 20-foot wide minimum access easement. The Developer shall record a shared access maintenance agreement for the mutual benefit and responsibility of all the respective parcels, including the maintenance of stormwater run-off from the asphalt.

3. Section 10.668 Analysis

To support a condition of development that an applicant dedicate land for public use or provide a public improvement, the Medford Code requires a nexus and rough proportionality analysis which is essentially a codification of the constitutional provisions in Nollan and Dolan cases.

10.668 Limitation of Exactions

Notwithstanding any other provisions of this Chapter 10, an applicant for a development permit shall not be required, as a condition of granting the application, to dedicate land for public use or provide public improvements unless:

(1) the record shows that there is an essential nexus between the exaction and a legitimate government purpose and that there is a rough proportionality between the burden of the exaction on the developer and the burden of the development on public facilities and services so that the exaction will not result in a taking of private property for public use, or

(2) a mechanism exists and funds are available to fairly compensate the applicant for the excess burden of the exaction to the extent that it would be a taking.

Nexus to a legitimate government purpose

The purposes for these dedications and improvements are found throughout the Medford Code, the Medford Transportation System Plan, and the Statewide Planning Rule, and supported by

sound public policy. Those purposes and policies include, but are not limited to: development of a balanced transportation system addressing all modes of travel, including motor vehicles, transit, bicycles, emergency services and pedestrians. Further, these rights-of-way are used to provide essential services such as sanitary sewer, domestic water and storm drains to serve the developed parcels. It can be found that the listed right-of-way dedications and improvements have a nexus to these purposes and policies.

Rough proportionality between the dedications and improvements, and the impacts of development.

No mathematical formula is required to support the rough proportionality analysis. Furthermore, benefits to the development resulting from the dedication and improvements when determining “rough proportionality” have been considered, including but not limited to: increased property values, intensification of use, as well as connections to municipal services and the transportation network.

As set forth below, the dedications and improvements recommended herein can be found to be roughly proportional to the impacts reasonably anticipated to be imposed by this development.

Lone Pine Road:

The additional right-of-way will provide the needed width for a future planter strip and sidewalk on Lone Pine Road. Lone Pine Road is a 35 mile per hour facility, which currently carries approximately 1,400 vehicles per day. The 10-foot wide planter strip moves pedestrians a safe distance from the edge of the roadway. Lone Pine Road will be the route for pedestrians traveling to and from this development.

Dedication of the PUE will benefit development by providing public utility services, which are out of the roadway and more readily available to each Lot being served. The additional traffic of all modes of travel generated by this proposed development supports the dedication and improvements for all modes of travel and utilities. The area required to be dedicated for this development is necessary and roughly proportional to that required in similar developments to provide a transportation system that meets the needs for urban level services.

The City assesses System Development Charges (SDCs) to help pay for acquisition of right-of-way and construction of additional Arterial & Collector street capacity required as a result of new development. Because a mechanism exists in the form of SDC credit for right-of-way dedication and street improvements in accordance with Medford Municipal Code (MMC) 3.815 and other applicable parts of the Code, to fairly compensate the applicant, the conditions of MLDC, Section 10.668 are satisfied.

B. SANITARY SEWERS

The proposed development is situated within the Medford sewer service area. The Developer shall provide one service lateral to each platted lot prior to approval of the Final Plat. All public sanitary sewers shall be located in paved public streets or alleys, or within public sanitary sewer easements with paved access to manholes. The Developer shall provide a public sanitary sewer

access easement, 10-feet in width, along the east boundary of this project, from Lone Pine Road to the existing sanitary sewer easement along the north boundary of lot 4 to allow access to the existing public sanitary sewer main. Access to the existing sewer manhole near the northwest corner of lot 4 will need to be accommodated into the final site design. If a fence is proposed along the west boundary of lot 4, then a lockable gate shall be provided to allow access to the manhole.

C. STORM DRAINAGE

1. Hydrology

The Design Engineer shall provide an investigative report of the off-site drainage on the subdivision perimeter, a distance not less than 100-feet in all directions. All off-site drainage affecting the subdivision shall be addressed on the subdivision drainage plan. A hydrology map depicting the amount of area the subdivision will be draining shall be submitted with hydrology and hydraulic calculations. The opening of each curb inlet shall be sized in accordance with ODOT design standards. These calculations and maps shall be submitted with the public improvement plans for approval by the Engineering Division.

2. Stormwater Detention and Water Quality Treatment

This development shall provide stormwater detention in accordance with MLDC, Section 10.486, and water quality treatment in accordance with the Rogue Valley Stormwater Quality Manual per MLDC, Section 10.481.

Upon completion of the project, the developer's design engineer shall provide written certification to the Engineering Division that the construction of the controlled storm water release drainage system was constructed per plan. This letter shall be received by the City of Medford Public Works Engineering Department prior to certificate of occupancy of the new building.

3. Grading

A comprehensive grading plan showing the relationship between adjacent property and the proposed subdivision will be submitted with the public improvement plans for approval. Grading on this development shall not block drainage from an adjacent property or concentrate drainage onto an adjacent property without an easement. The Developer shall be responsible that the final grading of the development shall be in compliance with the approved grading plan.

4. Mains and Laterals

The Developer shall show all existing and proposed Storm Drain mains, channels, culverts, outfalls and easements on the Conceptual Grading and Drainage Plan and the final Construction Plans.

In the event the lot drainage should drain to the back of the lot, the developer shall be responsible for constructing a private drain line, including a tee at the low point of each lot to provide a

storm drain connection. All roof drains and foundation drains shall be connected directly to a storm drain system.

A storm drain lateral shall be constructed to each tax lot prior to approval of the Final Plat. Easements shall be shown on the Final Plat for storm drain laterals crossing lots other than the one being served by the lateral.

5. Erosion Control

The erosion prevention and sediment control plan shall be included as part of the plan set. All disturbed areas shall have vegetation cover prior to final inspection/"walk-through" for this subdivision.

6. Medford Irrigation Canal

A Medford Irrigation Canal is located on the southerly boundary of this development, running parallel to Lone Pine Road. This canal shall be piped and covered as part of the improvements along this frontage or it shall be relocated out of the public right-of-way. The Developer's engineer shall determine adequate sizing for the pipe and will need to coordinate with the Medford Irrigation District and the City of Medford Engineering Department prior to installing.

D. SURVEY MONUMENTATION

All survey monumentation shall be in place, field-checked, and approved by the City Surveyor prior to the final "walk-through" inspection of the public improvements by City staff.

E. GENERAL CONDITIONS

1. Design Requirements and Construction Drawings

All public improvements, as required, shall be constructed in accordance with the "Engineering Design Standards for Public Improvements", adopted by the Medford City Council. Copies of this document are available in the Public Works Engineering office.

2. Construction Plans

If required, construction drawings for any public improvements for this project shall be prepared by a professional engineer currently licensed in the State of Oregon, and submitted to the Engineering Division of Medford Public Works Department for approval. Construction drawings for public improvements shall be submitted only for the improvements to be constructed with each phase. Approval shall be obtained prior to beginning construction. Only a complete set of construction drawings (3 copies) shall be accepted for review, including plans and profiles for all streets, minimum access drives, sanitary sewers, storm drains, and street lights as required by the Planning Commission's Final Order, together with all pertinent details and calculations. A checklist for public improvement plan submittal can be found on the City of Medford, Public Works web site (<http://www.ci.medford.or.us/Page.asp?NavID=3103>). The Developer shall pay a deposit for plan review and construction inspection prior to final plan approval. Public Works

will keep track of all costs associated with the project and, upon our acceptance of the completed project, will reconcile the accounting and either reimburse the Developer any excess deposit or bill the Developer for any additional amount not covered by the deposit. The Developer shall pay Public Works within 60 days of the billing date or will be automatically turned over for collections.

In order to properly maintain an updated infrastructure data base, the Surveyor of Record shall submit an as-built survey prior to the Final Inspection and, the Engineer of Record shall submit mylar "as-constructed" drawings to the Engineering Division within sixty (60) calendar days of the Final Inspection (walk through). Also, the engineer shall coordinate with the utility companies, and show all final utility locations on the "as built" drawings.

3. Phasing

The proposed plans do not show any phasing.

4. Draft of Final Plat

The developer shall submit 2 copies of the preliminary draft of the final plat at the same time the public improvement plans (3 copies) are submitted. Neither lot number nor lot line changes shall be allowed on the plat after that time, unless approved by the City and all utility companies.

5. Permits

Building Permit applications shall not be accepted by the Building Department until the Final Plat has been recorded, and a "walk through" inspection has been conducted and approval of all public improvements as required by the Planning Commission has been obtained for this development.

Concrete or block walls built within a PUE, or within sanitary sewer or storm drain easements require review and approval from the Engineering Division of Public Works. Walls shall require a separate permit from the Building Department and may also require certification by a professional engineer.

6. System Development Charges (SDC)

Buildings in this development are subject to street, sewer treatment and sewer collection systems development charges. These SDC fees shall be paid at the time individual building permits are taken out.

This development is also subject to storm drain system development charges, the Developer is eligible for storm drain system development charge credits for the installation of storm drain pipe which is 24 inches in diameter or larger and is not used for storm drain detention in accordance with Medford Municipal Code (MMC), Section 3.891. The storm drain system development charge shall be collected at the time of the approval of the final plat

7. Construction and Inspection

Contractors proposing to do work on public streets, sewers, or storm drains shall 'prequalify' with the Engineering Division prior to starting work. Contractors shall work off a set of public improvement drawings that have been approved by the City of Medford Engineering Division. Any work within the County right-of-way shall require a separately issued permit to perform from the County.

For City of Medford facilities, the Public Works Maintenance Division requires that public sanitary sewer and storm drain mains be inspected by video camera prior to acceptance of these systems by the City.

Where applicable, the developer shall bear all expenses resulting from the adjustment of manholes to finish grades as a result of changes in the finish street grade.

Prepared by: Doug Burroughs

SUMMARY CONDITIONS OF APPROVAL

Rancho McMillan Subdivision

LDS-16-004

A. Streets

1. Street Dedications to the Public:

- Dedicate approximately 7-feet of right-of-way on Lone Pine Road.
- Dedicate Minimum Access Easement.
- Dedicate 10-foot public utility easements (PUE).

2. Improvements:

a. Public Improvements

- Construct 5-foot wide sidewalk and planter strip along frontage to Lone Pine Road.
- Construct the private Minimum Access Easement.

b. Provide soils report.

c. No direct access to Lone Pine Road.

d. Pipe irrigation canal or relocate out of right-of-way.

B. Sanitary Sewer

- Provide a private lateral to each lot.
- Provide a public sanitary sewer access easement.

C. Storm Drainage

- Provide an investigative drainage report.
- Provide water quality and detention facilities.
- Provide a comprehensive grading plan.
- Provide storm drain laterals to each tax lot.

D. Survey Monumentation

- Provide all survey monumentation.

E. General Conditions

- Building permits will not be issued until after final plat approval.

The above summary is for convenience only and does not supersede or negate the full report in any way. If there is any discrepancy between the above list and the full report, the full report shall govern. Refer to the full report for details on each item as well as miscellaneous requirements for the project, including requirements for public improvement plans (Construction Plans), design requirements, phasing, draft and final plat processes, permits, system development charges, pavement moratoriums and construction inspection.



Medford Fire Department

200 S. Ivy Street, Room #180
Medford, OR 97501
Phone: 774-2300; Fax: 541-774-2514;
www.medfordfirerescue.org

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MAR 23 2016

PLANNING DEPT.

LAND DEVELOPMENT REPORT - PLANNING

To: Sarah Sousa

LD Meeting Date: 03/23/2016

From: Greg Kleinberg

Report Prepared: 03/10/2016

Applicant: Michael McMillan, Applicant (Scott Sinner Consulting, Inc., Agent)

File #: LDS - 16 - 4

Site Name/Description: Rancho McMillan Subdivision

Request for tentative plat approval for Rancho McMillan Subdivision, a four lot residential subdivision on a 0.95 acre parcel located on the north side of Lone Pine Road, approximately 1,100 feet west of North Foothill Road, within the SFR-4 (Single-Family Residential - 4 dwelling units per gross acre) zoning district; Michael McMillan, Applicant (Scott Sinner Consulting, Inc., Agent). Sarah Sousa, Planner.

DESCRIPTION OF CORRECTIONS

REFERENCE

Requirement MINIMUM ACCESS ADDRESS SIGN

OFC

505

The developer must provide a minimum access address sign. A pre-approved address sign can also be utilized. A brochure is available on our website or you can pick up one at our headquarters.

Requirement FD ACCESS TO BUILDINGS AND FACILITIES

OFC

503.1.1

The inside turning radius is insufficient (minimum 25') for fire vehicles. In lieu of changing the turning radius, an alternate method of protection (home fire sprinklers) will be required for Lots #2, #3, and #4.

If the turning radius is corrected and there is no fire department turn-around provided (required after 150'), then Lots #3 and #4 are required to have an alternate method of protection (home fire sprinklers).

The minimum required inside turning radius is 25' and the minimum required outside turning radius is 35'.

Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3 (See Appendix D).

Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

Exception: The fire code official is authorized to modify Sections 503.1 and 503.2 where any of the following applies:

1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3.
2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways.

CITY OF MEDFORD

EXHIBIT # G

File # LDS-16-004



Medford Fire Department

200 S. Ivy Street, Room #180
Medford, OR 97501
Phone: 774-2300; Fax: 541-774-2514;
www.medfordfirerescue.org

LAND DEVELOPMENT REPORT - PLANNING

To: Sarah Sousa

LD Meeting Date: 03/23/2016

From: Greg Kleinberg

Report Prepared: 03/10/2016

Applicant: Michael McMillan, Applicant (Scott Sinner Consulting, Inc., Agent)

File #: LDS - 16 - 4

Site Name/Description: Rancho McMillan Subdivision

nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.

3. There are not more than two Group R-3 or Group U occupancies (OFC 503.1.1).

Requirement FIRE DEPARTMENT TURN-AROUND

OFC

503.2.5

A fire department turn-around is required past 150'. See the notes above for an option in lieu of providing a fire department turn-around.

Dead-end Fire Apparatus access roads in excess of 150 feet in length shall be provided with approved provisions for the turning around of fire apparatus.

The Fire department turn-around area must be posted with "NO PARKING-FIRE LANE" signs. These signs shall be spaced at 50' intervals along the fire lane and at fire department designated turn-around's.

Requirement PRIVATE FIRE DEPARTMENT ACCESS PARKING RESTRICTION

OFC

503.4

Parking shall be posted as prohibited along both sides of the minimum access easement.

Fire apparatus access roads 20-26' wide shall be posted on both sides as a fire lane. Fire apparatus access roads more than 26' to 32' wide shall be posted on one side as a fire lane (OFC D103.6.1).

Where parking is prohibited for fire department vehicle access purposes, NO PARKING signs shall be spaced at minimum 50' intervals along the fire lane (minimum 75' intervals in residential areas) and at fire department designated turn-around's. The signs shall have red letters on a white background stating "NO PARKING FIRE LANE TOW AWAY ZONE ORS 98.810 to 98.812" (See handout).

For privately owned properties, posting/marketing of fire lanes may be accomplished by any of the following alternatives to the above requirement (consult with the Fire Department for the best option):

Alternative #1:

Curbs shall be painted red along the entire distance of the fire department access. Minimum 4" white letters stating "NO PARKING-FIRE LANE" shall be stenciled on the curb at 25-foot intervals.



Medford Fire Department

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Phone: 774-2300; Fax: 541-774-2514;
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LAND DEVELOPMENT REPORT - PLANNING

To: Sarah Sousa

LD Meeting Date: 03/23/2016

From: Greg Kleinberg

Report Prepared: 03/10/2016

Applicant: Michael McMillan, Applicant (Scott Sinner Consulting, Inc., Agent)

File #: LDS - 16 - 4

Site Name/Description: Rancho McMillan Subdivision

Alternative #2:

Asphalt shall be striped yellow or red along the entire distance of the fire department access. The stripes shall be at least 6" wide, be a minimum 24" apart, be placed at a minimum 30-60 degree angle to the perimeter stripes, and run parallel to each other. Letters stating "NO PARKING-FIRE LANE" shall be stenciled on the asphalt at 25-foot intervals.

Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths (20' wide) and clearances (13' 6" vertical) shall be maintained at all times (OFC 503.4; ORS 98.810-12).

This restriction shall be recorded on the property deed as a requirement for future construction.

A brochure is available on our website or you can pick up one at our headquarters.

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, IFC, IMC and NFPA standards.



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MAR 23 2016
PLANNING DEPT.

Memo

To: Sarah Sousa, Planning Department
From: Mary Montague, Building Department
CC: Scott Sinner, Michael McMillan
Date: March 22, 2016
Re: LDS-16-004; Rancho McMillan Subdivision

Building Department:

Please Note: This is not a plan review. These are general notes based on general information provided. Plans need to be submitted and will be reviewed by a residential plans examiner to determine if there are any other requirements for this occupancy type. Please contact the front counter for fees.

1. Applicable Building Codes are 2014 ORSC with additional Oregon amendments to the 2011 ORSC; 2014 OPSC; and 2014 OMSC. For list of applicable Building Codes, please visit the City of Medford website: www.ci.medford.or.us Click on "City Departments" at top of screen; click on "Building"; click on "Design Criteria" on left side of screen and select the appropriate design criteria.
2. All plans are to be submitted electronically. Information on the website: www.ci.medford.or.us Go to "City Departments" at top of screen; click on "Building"; click on "ELECTRONIC PLAN REVIEW (ePlans)" for information.
3. Site Excavation permit required to develop, install utilities.
4. Demo Permit is required for any buildings being demolished.
5. Permit required for any buildings being moved.
6. Minimum access signs for lots per addressing and fire department.



Staff Memo

TO: Planning Department, City of Medford
FROM: Rodney Grehn P.E., Water Commission Staff Engineer
SUBJECT: LDS-16-004
PARCEL ID: 371W16D TL 6000

RECEIVED
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PLANNING DEPT.

PROJECT: Request for tentative plat approval for Rancho McMillan Subdivision, a four lot residential subdivision on a 0.95 acre parcel located on the north side of Lone Pine Road, approximately 1,100 feet west of North Foothill Road, within the SFR-4 (Single-Family Residential – 4 dwelling units per gross acre) zoning district; Michael McMillan, Applicant (Scott Sinner Consulting, Inc., Agent). Sarah Sousa, Planner.

DATE: March 23, 2016

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

CONDITIONS

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. All parcels/lots of proposed property divisions will be required to have metered water service prior to recordation of final map, unless otherwise arranged with MWC.
3. Installation of three (3) new water meters is required to serve domestic water to proposed Lots 2, 3, and 4. Water meters are required to be installed adjacent to the proposed minimum access easement on the east side of proposed driveway apron. Applicant shall coordinate with MWC engineering department for approved water meter locations, payment of SDC fees, and water meter installation fees.
4. The existing water meter located near the southwest property corner shall be protected in place, and shall continue to serve the existing home located at 3405 Lone Pine Road.

COMMENTS

1. Off-site water line installation is not required.
2. On-site water facility construction is not required.
3. Static water pressure is expected to be 82-90 psi. See attached document from the City of Medford Building Department on "Policy on Installation of Pressure Reducing Valves".

Continued to next page

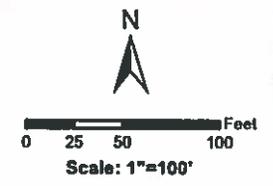
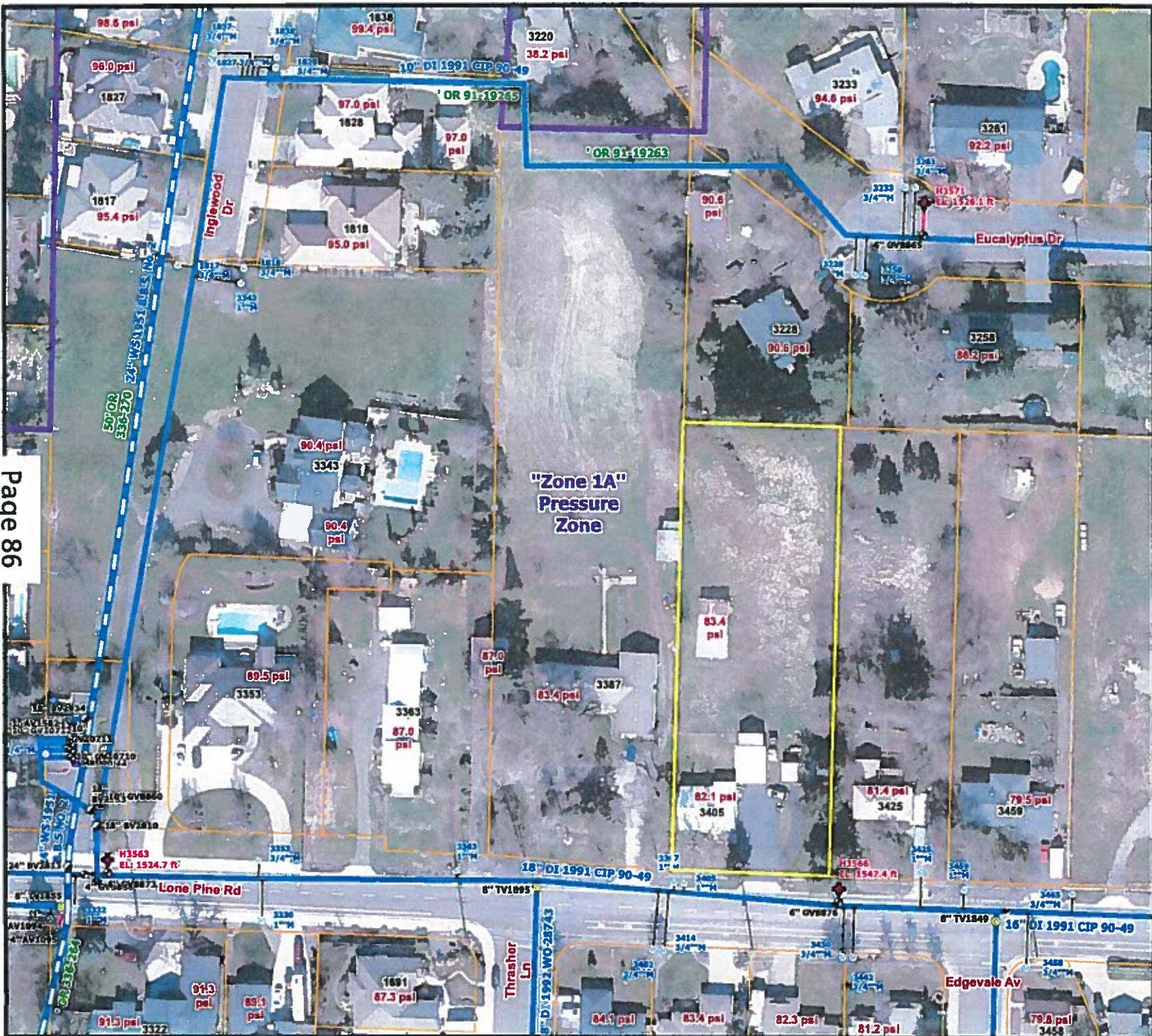
CITY OF MEDFORD
EXHIBIT # 1
File # LDS-16-004



Staff Memo

Continued from previous page

4. MWC-metered water service does exist to this property. There is a 1-inch water meter located near the southwest property corner that serves the existing home located at 3405 Lone Pine Road. (See Condition 4 above)
5. Access to MWC water lines is available. There is an existing 16-inch water line in Lone Pine Road across the frontage of this parcel.



**Water Facility Map
for
Rancho McMillan Subdivision
LDS-16-004**

Legend

- ▲ Air Valve
- Sample Station
- Fire Service
- ⊕ Hydrant
- ▲ Reducer
- Blow Off
- ⊕ Plug-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



Map is based on aerial imagery provided. Medford Water Commission is not responsible for any errors or omissions. Medford Water Commission does not warrant the accuracy of the data. Medford Water Commission is not responsible for any errors or omissions.

RECEIVED

MAR 11 2016

PLANNING DEPT.

MEDFORD IRRIGATION DISTRICT

P.O. BOX 70
5045 Jacksonville Hwy
Jacksonville, Oregon
Office (541) 899-9913

CITY OF MEDFORD
PLANNING DEPT.
LAUSMANN ANNEX, RM 240
200 SOUTH IVY ST
MEDFORD, OR 97501

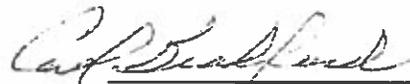
MARCH 11, 2016

REF: LDS -16-004
Project Name: Michael McMillan

PLANNER: Sarah Sousa

This land, 37-1W-16D TxLt 6000 currently has .90 acre of irrigation rights. The owner will need to contact the Medford Irrigation District prior to subdividing the land for a housing subdivision.

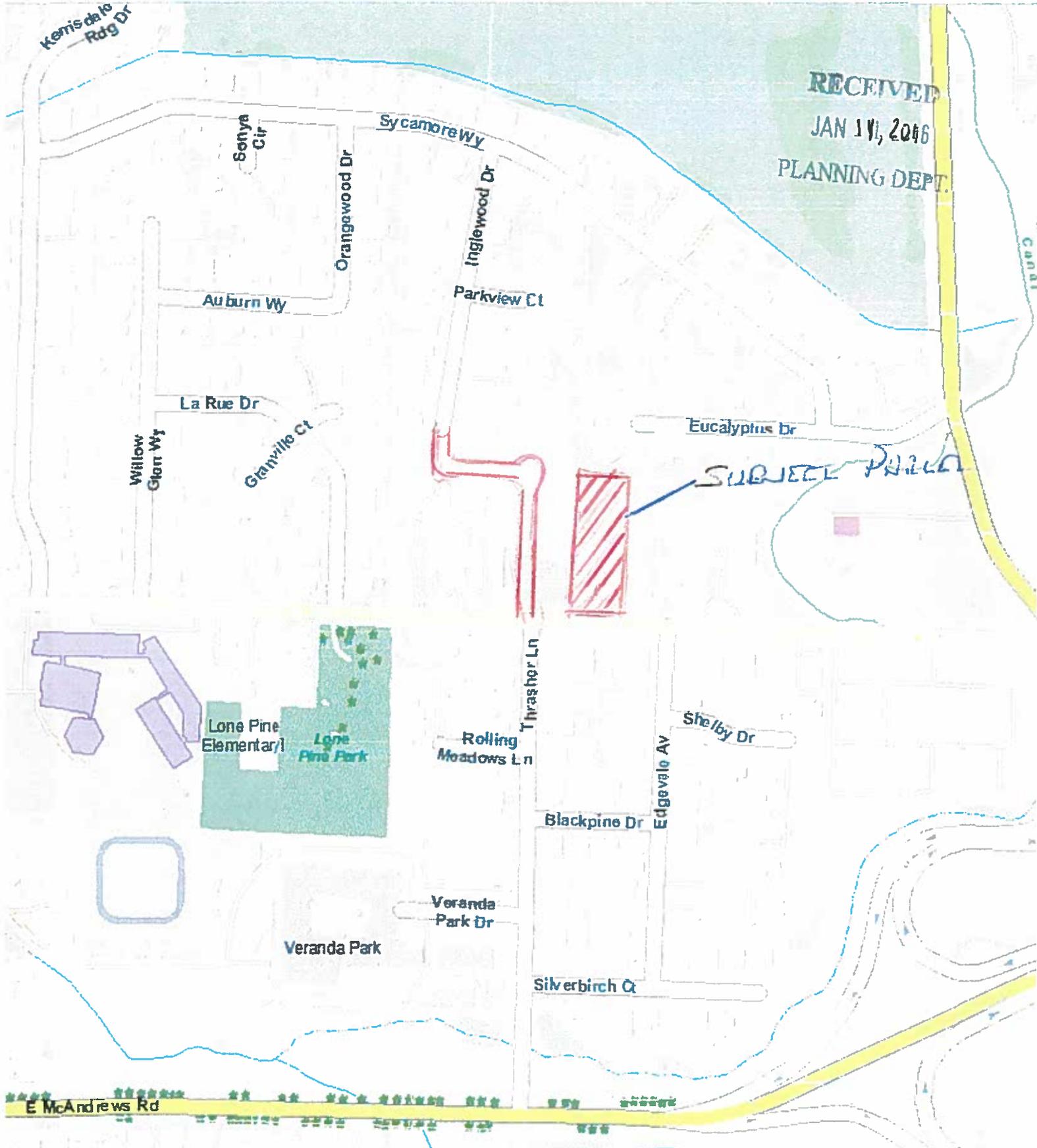
The water rights need to be removed and this is a legal process. Our # is 541-899-9913.

 Date 3-11-16

CAROL BRADFORD,
MANAGER MEDFORD
IRRIGATION DISTRICT

CITY OF MEDFORD
EXHIBIT # J
File # LDS-16-004

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JAN 14, 2016
PLANNING DEPT.

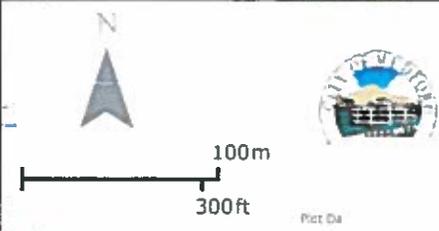


SUBJECT PARCEL

City of Medford: LIS

Circulation Concept

Map created by City of Medford's Land Information System (LIS) www.medfordmaps.org



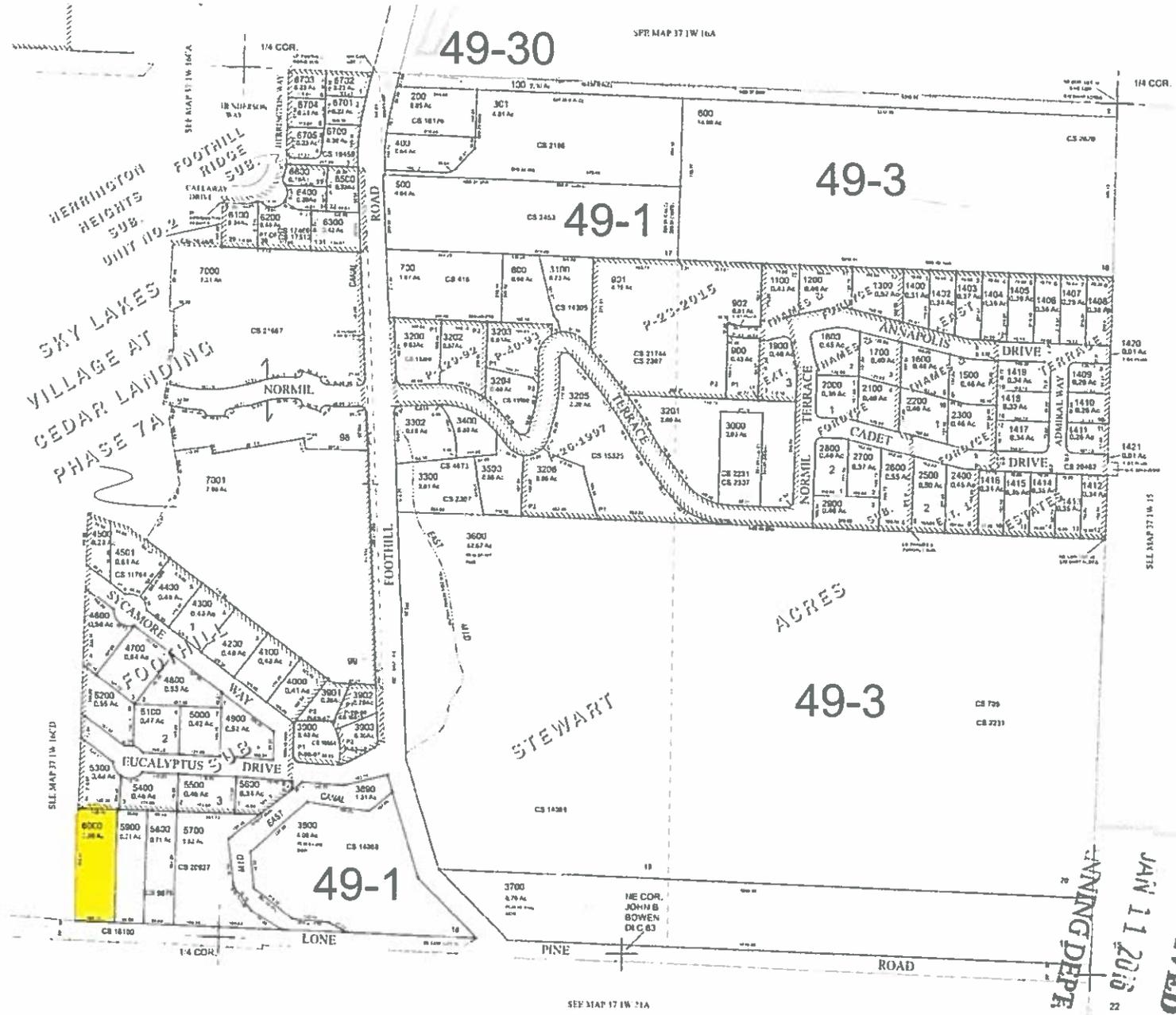
CITY OF MEDFORD
GEOGRAPHIC INFORMATION SYSTEMS
The Geographic Information Systems (GIS) data made available on this map are developed and maintained by the City of Medford and Jackson County GIS data is not the official representation of any of the information included. The maps and data are made available to the public solely for informational purposes.

CITY OF MEDFORD
EXHIBIT # K
File # LDS-16-004

FOR ASSESSMENT AND TAXATION ONLY

S.E. 1/4, SEC. 16, T. 37S., R. 1W., W.M.
JACKSON COUNTY
1" = 200'

37 1W 16D
MEDFORD



CANCELLED FAX
LOT NUMBERS
1401 ADDED TO 1400

Page 89

CITY OF MEDFORD
EXHIBIT # L
File # LDS-16-004

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PLANNING DEPT.
JAN 11 2016

37 1W 16D
MEDFORD
NEW MAP NOVEMBER 03, 2009
REV JULY 01, 2015

10



Project Name:

**Rancho McMillan
4 Lot Subdivision**

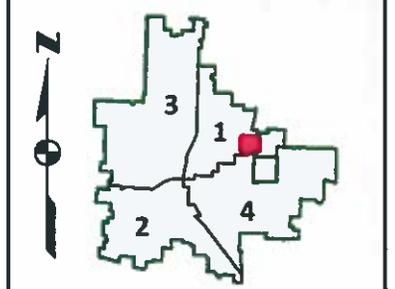
Map/Taxlot:

371W16D TL6000



-  Subject Area
-  Medford Zoning
-  Streets
-  Tax Lots
-  PUD

Medford UGB with Wards



03/01/2016



Planning Department

Working with the community to shape a vibrant and exceptional city

STAFF REPORT

for a Type-C quasi-judicial decision: Conditional Use Permit

PROJECT Kennedy Park – Conditional Use Permit
 Applicant: City of Medford Parks & Recreation
 Agent: Pete Young

FILE NO. CUP-16-007

TO Planning Commission *for April 14, 2016 hearing*

FROM Tracy Carter, Planner II

REVIEWER Kelly Akin, Principal Planner *[Signature]*

DATE April 7, 2016

BACKGROUND

Proposal

Consideration of a request for a Conditional Use Permit to allow the further development of a parking lot, playground, picnic shelter, internal path system, path lighting, a multi-use field, a site drainage system, landscaping, irrigation and park amenities for Kennedy Park, situated on five parcels totaling approximately 8.49 acres located at the southwest corner of the intersection of Delta Waters Road and Springbrook Road, within a SFR-4 zoning district.

Subject Site Characteristics

Zoning SFR-4 (Single-Family Residential – 4 dwelling units per gross acre)
 GLUP PS (Parks and Schools) and UR (Urban Residential)
 Use Existing neighborhood park

Surrounding Site Characteristics

North	SFR-4	Single family homes
East	SFR-4	Single family homes
South	MFR-20	Multi-family homes (Ivanko Gardens Apartments)
West	SFR-4	Kennedy Elementary School

Related Projects

CUP-91-15 Kennedy School Park Master Plan

Applicable Criteria

CONDITIONAL USE PERMIT APPROVAL CRITERIA – MEDFORD LAND DEVELOPMENT CODE SECTION 10.248 & 10.249

The approving authority (Planning Commission) must determine that the development proposal complies with either of the following criteria before approval can be granted.

- (1) The development proposal will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.
- (2) The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the approving authority (Planning Commission) to produce a balance between the conflicting interests.

In authorizing a conditional use permit the approving authority (Planning Commission) may impose any of the following conditions:

- (1) Limit the manner in which the use is conducted, including restricting the time an activity may take place, and restraints to minimize such environmental effects as noise, vibration, air pollution, glare and odor.
- (2) Establish a special yard or other open space or lot area or dimension requirement.
- (3) Limit the height, size, or location of a building or other structure.
- (4) Designate the size, number, location, or nature of vehicle access points.
- (5) Increase the amount of street dedication, roadway width, or improvements within the street right-of-way.
- (6) Designate the size, location, screening, drainage, surfacing, or other improvement of parking or truck loading area.
- (7) Limit or otherwise designate the number, size, location, height, or lighting of signs.
- (8) Limit the location and intensity of outdoor lighting, or require its shielding.
- (9) Require screening, landscaping, or other facilities to protect adjacent or nearby property, and designate standards for installation or maintenance thereof.
- (10) Designate the size, height, location, or materials for a fence.
- (11) Protect existing trees, vegetation, water resources, wildlife habitat, or other significant natural resources.

Development requiring the mitigation of impacts under Section 10.248(2), Conditional Use Permit Criteria, must do one (1) of the following:

- (1) Preserve unique assets of interest to the community.
- (2) Provide a public facility or public nonprofit service to the immediate area or community.
- (3) Otherwise provide a use or improvement that is consistent with the overall needs of the community in a location that is reasonably suitable for its purpose.

ISSUES AND ANALYSIS

Background

The applicant's findings of fact provide a detailed account of the history associated with Kennedy Park (Exhibit B). The original Conditional Use Permit for Kennedy Park was approved in January of 1992, and the first phase of park construction was completed in 1994. Between 1998 and 1999, the City Council approved the realignment of Springbrook Road with Delta Waters Road, resulting in a loss of parkland. The realignment of Springbrook Road and the addition of two tax lots altered the original Conditional Use Permit and the Kennedy School Master Plan, and have prompted the need for this Conditional Use Permit.

Site Plan

As indicated on the assessors map, Kennedy Park consists of five tax lots totaling approximately 8.4 acres (Exhibit H). The southerly portion, consisting of tax lots 2600, 2900 and 3300, contains existing amenities such as a path system circling a soccer field and landscaped beds along the perimeter (Exhibit F). New proposals include extending the path to the north, surrounding a new multi-use field, and new connections to the proposed parking lot (consisting of 31 spaces) and the apartment complex to the south. The applicant also seeks to add a playground, picnic shelter, additional landscaping, park furnishings, storm drainage system, and path and parking lot lighting (Exhibit B).

Parking and Vehicle Trips

As mentioned above, a parking lot is included in this development proposal. Springbrook Road is classified as a Major Collector Street and does not provide on street parking. According to the Parks and Recreation Department's (PRD) Leisure Services Plan (LSP), a minimum of three parking spaces are required per acre of usable active park area. The Findings of Fact stipulate to 7.39 acres of usable active park area, giving a minimum requirement of 22 parking spaces. The proposed parking lot, located along the properties northeastern boundary, will have 31 spaces, 9 more than the minimum required. In addition, two four-bicycle parking stands will be provided.

The applicant has also demonstrated via average daily trips, that the proposed amount of parking spaces will be sufficient for this development. Expected average daily trips (ADT) for a city park are roughly 1.89 trips per acre. Exhibit "C" in the applicants findings quantifies the total amount of acreage classified as usable active park area as 7.39 acres. Usable acres (7.39) multiplied by average daily trips for parks (1.89) gives the site the potential to generate approximately 14 vehicle trips per day, which is significantly lower than potential ADT at its existing single family residential zoning (SFR-4), and suggests that the 31 proposed parking spaces will adequately serve the anticipated 14 vehicle trips per day.

Streets

Street dedications and improvements were not identified as a requirement by the applicant. Springbrook Road was recently realigned and the northern portion adjacent to this development meets the City of Medford standards for a Major Collector Street. However, to the south, tax lots 2600 and 2900 front on Springbrook Road and will require dedications. Dedications will include approximately 5.5 feet of additional public right-of-way on Springbrook Road, and a 10-foot Public Utility Easement (PUE) along all frontages. No public improvements are required with this development (Exhibit C). A condition of approval has been included to comply with the Public Works Staff Report.

Storm Drainage

The report from the Public Works Department states that storm water quality and detention facilities shall be required in accordance with MLDC Sections 10.481 and 10.729. Also, a comprehensive grading and drainage plan shall be submitted with the building permit application for approval (Exhibit C).

Wetlands

A small portion of the new development has been identified by the applicant as jurisdictional emergent wetlands. A Wetland Delineation Report was prepared for the Kennedy Park project by Terra Science, Inc., and submitted to the Department of State Lands (DSL). The applicant has stipulated to acquire permits from the Department of State Lands and the United States Army Corps of Engineers (USACE) for wetland mitigation prior to issuance of City of Medford building permits (Exhibit B).

Landscaping and Buffering

The trees and landscaping in the existing park facility will be preserved following the instructions detailed in the City of Medford Tree Protection Plan. New landscape beds will be developed in and around the parking lot and along most of the park boundary. Existing fencing surrounds most of the property and will remain. The only portion of the

new development that will not be fenced is the frontage of the proposed parking area along Springbrook Road.

Structures

The only structure proposed is a single story picnic shelter on tax lot 3300 near the existing pathway. The height of the structure is to be similar to those of adjacent residential structures. Exhibit (L) of the applicants Findings of Fact provides an illustration of what the non-enclosed picnic shelter will resemble.

Signage and Lighting

One non-illuminated ground sign is proposed by the applicant, not to exceed 24 square feet, with a maximum height of 10 feet (Exhibit B). In a residential zone, Medford Land Development Code allows institutional uses one ground sign per street frontage. The sign is not to exceed 20 square feet, and can be a maximum of 5 feet in height. The Conditional Use Criteria, MLDC Section 10.248(7) does allow the Planning Commission to limit or otherwise designate the number, size, location, height, or lighting of signs. Similar sized signs have been permitted in other parks in Medford (Liberty Park, CUP-13-040), and staff has no objections with the sign as proposed by the applicant.

New lighting is proposed for both the walking path and the new parking area. A lighting detail was not included in the application for a Conditional Use Permit, but will be required when building permits are applied for. It was mentioned that new lighting will likely be consistent with that of other City of Medford Parks and Recreation neighborhood park projects and will meet the requirements of MLDC Section 10.764, for "Glare".

No other issues were identified by staff.

FINDINGS AND CONCLUSIONS

The applicant has sufficiently addressed criterion number 2 of the MLDC Section 10.248 which states, *"the development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the approving authority (Planning Commission) to produce a balance between the conflicting interests."*

Staff has reviewed the applicant's findings and conclusions (Exhibit B) 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 CUP-16-007 per the staff report dated April 7, 2016, including Exhibits A through H.

EXHIBITS

- A Conditions of Approval
- B Applicant's Findings of Fact received January 29, 2016
- C Public Works Department Staff Report received March 30, 2016
- D Medford Fire Department Land Development Report received March 8, 2016
- E Medford Water Commission memo received March 14, 2016
- F Site Plan received January 29, 2016
- G Conceptual Stormwater Facility Plan received January 29, 2016
- H Jackson County Assessor Map received January 29, 2016
Vicinity map

PLANNING COMMISSION AGENDA:

APRIL 14, 2016

EXHIBIT A

Kennedy Park
CUP-16-007
Conditions of Approval
April 7, 2016

CODE CONDITIONS

1. Comply with the Public Works Staff Report dated March 30, 2016 (Exhibit C);
2. Comply with the Medford Water Commission staff memo dated March 14, 2016 (Exhibit E);

DISCRETIONARY

3. Accept the applicant's stipulation to acquire permits from the DSL and USACE for wetland mitigation prior to issuance of City of Medford building permits (Exhibit B); and
4. Accept the applicant's stipulation to implement a tree protection plan to preserve the existing trees within the existing park that are to remain (Exhibit B).

RECEIVED
JAN 29 2016
PLANNING DEPT.

BEFORE THE PLANNING COMMISSION
CITY OF MEDFORD, OREGON

NOW COMES BEFORE THE PLANNING)
COMMISSION A REQUEST BY THE CITY)
OF MEDFORD PARKS AND RECREATION)
DEPARTMENT FOR THE DEVELOPMENT)
OF A NEIGHBORHOOD PARK TO BE)
LOCATED WITH-IN THE CITY OF)
MEDFORD. CITY OF MEDFORD PARKS)
AND RECREATION DEPARTEMNT)
APPLICANT. PETE YOUNG AGENT.)

PROPOSED FINDINGS OF FACT
AND CONCLUSIONS OF LAW

5

A. RECITALS

Park Facility: Kennedy Park

Owner: City of Medford

Applicant: City of Medford
Parks & Recreation Department
711 N. Columbus Ave.
Medford, Oregon 97501

Agent: Pete Young
City of Medford Parks & Recreation Department
711 N. Columbus Ave.
Medford, Oregon 97501

Zoning: Single Family Residential (SFR4)

Comp. Plan: PS and UR

Authority: Section 10.314.6.d, Land Development Code

Location: 2911 Springbrook Road., Medford

Legal description: 37 1W 17BA Tax Lot 2600, 3.26 Acres
37 1W 17BA Tax Lot 2900, 0.15 Acres
37 1W 17BA Tax Lot 3300, 3.89 Acres
37 1W 17BA Tax Lot 4100, 0.32 Acres
37 1W 17BA Tax Lot 3401, 0.81 Acres

Total: 8.49 Acres

B. NARRATIVE- DEVELOPMENT PROPOSAL

The purpose of this Conditional Use Permit (CUP) is to request approval for the addition, a parking lot, playground, picnic shelter, internal path system, path lighting, a multi-use field, a site drainage system, landscaping, irrigation and park amenities (trash receptacles, picnic tables, benches etc.) to the existing Kennedy Park, along with two new tax lots, all to be a City of Medford Neighborhood Park facility. The attached Exhibit 'D' is a plan that demonstrates the location of the proposed elements. The City of Medford Parks and Recreation Department (PRD) will construct a park substantially similar to the plan in Exhibit 'D', subject to the PRD's CUP and other applicable State, Federal and City Code approvals. The City intends to commence construction as soon as is practicable.

The Agent, Pete Young, an employee of the City of Medford Parks and Recreation Department (PRD), is representing the City of Medford in the matter of this Conditional Use Permit (CUP) application.

The PRD conducted three public meetings for the purpose of receiving input from the community on amenities in the 2008 Kennedy School Park Master Plan Revision (2008 Master Plan). The Parks and Recreation Commission approved the 2008 Master Plan (See Exhibit "H") and the City Council has more recently approved funds for the development of the plan in the current biennium budget. (See Exhibit "I")

Park amenities included in this development proposal are as follows:

The northerly half of the subject site, comprised of three tax lots is a relatively level barren vacant lot devoid of improvements. The southerly half is an existing park facility with a path system circling a soccer field and landscaped beds along most of the perimeter. The site is within a residential community bounded by residences to the north, south and east, with the Kennedy School facility situated west of the park.

A large number of patrons currently walk to the park and utilize the asphalt path system for their daily exercise routine, walking their dogs or jogging around the soccer field. Soccer teams regularly use the soccer field for practices. This proposal adds a playground, picnic shelter, internal illuminated path system, a multi-use field, park furnishings (trash receptacle, benches, picnic tables, etc.), an extensive storm drainage system, and parking lot to the existing facility.

The PRD has been waiting for the realignment of Springbrook Road to develop the main entry into the park by way of a parking lot to be located on the new Springbrook Road frontage. Road realignment was completed in 2014 so the PRD is now able to complete the park. The street realignment utilized some of the pre-existing park land for right-of-way, replacing the land with two new parcels of land to the north of the original park boundary. The portions of the pre-existing parcel used for street right-of-way and a storm water facility were not considered in the calculus for total active park acreage. This calculus is depicted in the attached Exhibit "C".

Youth sports teams currently experience a City-wide shortage of practice fields. This neighborhood park, located in close proximity to residences will provide a needed practice field that children can safely walk or ride bikes to. The multi-use field will serve as a small field for t-ball or beginning soccer games and practices along with many other possible activities typical in a neighborhood park.

The existing soccer field is of moderate size and quality adequate for team practices. Larger more manicured fields are considered the most desirable for game play. The Kennedy Park field was used for games before the soccer clubs moved their league games to the U.S. Cellular Community Park's full-sized artificial turf fields and to Fichtner-Mainwaring Park's full sized natural grass fields.

Walking paths have consistently been rated as one of the top three amenities desired by the Medford citizens within their park system. The existing Kennedy Park walking paths will receive a drainage system, a pavement overlay and will connect to a new path that circumscribes the multi-use field. The existing non-lighted path system will be illuminated as a part of this development proposal, as will the new paths.

Other features typical of a neighborhood park such as a playground, picnic shelter, benches, picnic tables, trash receptacles and landscaping are all a part of this development proposal.

The proposed park development will impact a small amount of jurisdictional emergent wetlands. Terra Science, Inc. (TSI) prepared a wetland delineation report for the PRD and is working to complete permits required to mitigate impacts to this wetland resource. The findings of fact found later in this application further describe the specifics of this mitigation.

C. NARRATIVE- PROJECT BACKGROUND

The PRD is guided by the Parks, Recreation and Leisure Services Plan (LSP) in planning for the location and the development of its park land. The LSP was adopted into the Public Facilities Element of the City of Medford Comprehensive Plan on November 4, 2010. Specific direction for the development of the subject property is outlined in the following portions in Chapters 5.2 Goals, Policies, and Implementation Strategies of the LSP:

"5.2 GOALS, POLICIES, IMPLEMENTATION STRATEGIES

Goal 1: To provide for a full range of recreational activities and opportunities to meet the needs of all residents of Medford.

Policy 1-A: The City of Medford shall use the Parks, Recreation, and Leisure Services Plan as a factual basis in the land use decision-making process.

Policy 1-D: The City of Medford shall provide park land and facilities conveniently located and economically accessible to all members of the community.

Goal 4: To coordinate park and recreation planning, acquisition, maintenance, and development in the City of Medford to serve a broad spectrum of citizen and institutional interests.

Policy 4-A: The City of Medford shall design and maintain parks and recreation facilities in a safe, attractive manner, to serve as positive amenities for the community and the neighborhoods in which they are located.

Implementation 4-A (1): Adopt and utilize the Guidelines for Site Selection and Development in the acquisition and/or development of parks within each park classification."

The relevant Design Guidelines for Kennedy (neighborhood school) Park development set forth in the LSP follow:

"Parks, Recreation and Leisure Services Plan, Chapter 5, 5.3 GUIDELINES FOR SITE SELECTION AND DEVELOPMENT

The following design guidelines apply to the acquisition and/or development of parks within each park classification. Each park classification includes a description of the park type, site selection and development guidelines, features to consider, and features to avoid.

Neighborhood Parks

Description:

Neighborhood parks provide nearby residents with access to basic recreation opportunities. These parks are being designed to enhance neighborhood identity,

preserve or provide neighborhood open space, and improve the quality of life of nearby residents. They are designed for passive and unstructured activities.

The typical neighborhood park user:

- *Comes from within a half mile of the park.*
- *Arrives on foot or by bicycle.*
- *Visits the park on a short time basis.*

Site Selection and Development Guidelines:

- *Optimum size is 3 to 5 acres, depending upon the availability of land.*
- *At least 50% of site will be relatively level and usable, providing space for both active and passive uses.*
- *The site will have at least 200 feet of street frontage.*

Parking Requirements: A minimum of three spaces per acre of usable active park area. Generally, if on-street parking is available in front of park, this guideline can be reduced by one car per 25 feet of street frontage.

Features and Amenities to Consider:

- *Open turf area for unstructured play*
- *General landscape improvements (including tree planting)*
- *Children's playground*
- *Basketball (full or half) court*
- *Pathway connecting park elements*
- *Picnic tables*
- *Small picnic shelter*
- *Volleyball court*
- *Multi-use fields for practice*
- *Interpretive signage*
- *Natural area/greenspace*
- *Permanent restrooms*

Features to Avoid:

- *High maintenance horticultural or annual plantings, unless sponsored and maintained by a neighborhood or community group*
- *Indoor recreation facilities*
- *Wading pools and similar types of amenities that require staff supervision or highly specialized maintenance*

Additional Considerations for School Parks:

- *The City may encourage joint acquisition and use of contiguous school and park sites for recreational purposes that are beneficial to both City and School agencies.*
- *Because of jointly developed school/park sites, facilities will be a mixture of active and passive uses.*
- *This could include:*

- o Paths systems*
- o Picnic areas/facilities*
- o Multi-purpose paved court*
- o Small playground equipment*
- o Baseball and soccer fields*

- *Because these sites are adjacent to school grounds, landscaping will address safety and security issues.*
- *Facilities generating crowds and/or noise will be located in a manner so as not to disturb adjoining residential areas.*
- *When sport fields utilized for league play are located on school grounds, the City should assist in maintaining these fields."*

Park amenities included in this development proposal are consistent with the guidelines and considerations identified above.

D. NARRATIVE- KENNEDY PARK HISTORY

As the timeline below outlines, the Kennedy Park property has been in the ownership of the PRD since the late 1980s. This CUP application is in part prompted by the addition of two tax lots and the loss of parkland due to the recent realignment of Springbrook Road. These events altered the original CUP and 1991 Kennedy School Park Master Plan, prompting the need for this CUP application.

Park land acquisition and development:

- 1989 to 1990, the City of Medford purchased tax lots 2600, 2900 and 3300:
 - TL 2600: 1989, PRD purchased 3.4 acres from Patricia Vitale;
 - TL 2900: 1989, PRD purchased 0.15 acres from Patricia Vitale; and
 - TL 3300: 1990, PRD purchased 3.89 acres from Johnson family.
- 1998 to 1999, the Public Works Department (PWD) purchased tax lots 4100 and 3401:
 - TL 4100: 1998, PWD purchased 0.32 acres from Moberly family; and
 - TL 3401: 1999, PWD purchased 0.81 acres from Knight family.
- December 21, 1989: the City Council approved Ordinance 6512 authorizing the purchase of 3.55 acres of park land adjacent to Kennedy School Park;
- January 17, 1990: The Parks and Recreation Department purchased 3.97 acres from the Johnson family consisting of the northern half of the original park property;
- 1990 to 1991: Brian Mostue, Landscape Architect and Civil Engineer completed the Kennedy School Park Master Plan for tax lots 2600, 2900 and 3300. This master plan is attached as Exhibit H, page 12;
- February 7, 1991: City Council approved Ordinance 6813 authorizing the Mayor and City Recorder to execute an agreement with School District 549C to establish Kennedy School Park.;
- January, 1992: CUP-91-15 for the development of City property at Kennedy School Park was approved;
- January 16, 1992: The Parks Director presented a report to Council on the master plan for Kennedy School Park;

- October 7, 1993: City Council approved Ordinance 7488 awarding a contract to New World Landscaping for landscaping at Kennedy School Park. This first phase of park construction was completed in 1994;
- 1998 to 1999: The City Council approved the realignment of Springbrook Rd. with Delta Waters. The PWD purchased tax lots 3401 and 4201 for the purpose of realigning Springbrook Road with Delta Waters Road. As a part of this acquisition and street alignment, Public Works Department developed the new road on a portion of park land on tax lot 3300. The remaining portion of tax lot 3401 became replacement park land as replacement to the lost park land;
- July 15, 1999: The City Council approved Ordinance 1999-108 approving the purchase of 0.81 acre parcel of land for street right-of-way and parks purposes on Springbrook Road;
- October 9, 2007: The first of three meetings was held to begin the process of gathering information from the neighborhood for possible park improvements. This staff led on-site design charrette yielded the following results:
- January 22, 2008: The second of three Parks and Recreation Commission study session meetings was held to continue the process of gathering information from the neighborhood for possible park improvements. This staff led on-site design charrette yielded the following results;
- April 15, 2008: The Parks and Recreation Commission approved the 2008 Master Plan;
- 2010: The School District constructed a security fence between the park land and school property in response to a nation-wide increase in threats to school property;
- February 17, 2015: Park Commission approved a recommendation to the City Council to adopt "Option B" of the Six-Year Capital Improvement Plan that includes funding for the Kennedy School Park development, to be developed in fiscal year 2016;
- June 4, 2015: City Council adopted Resolution 2015-57, a resolution adopting the budget for the City of Medford for the 2015-2017 biennium commencing July 1, 2015. The budget includes funding for the development of Kennedy Park; and
- May 27, 2015: Department of State Lands received the wetland delineation report. The report has been assigned to Lauren Brown (503-302-3290) for review. The DSL file number is WD 2015-0256;

E. FINDINGS OF FACT AND CONCLUSIONS OF LAW

Conditional use permits are governed by the Medford Land Development Code (MLDC). The relevant criteria for conditional use of this site as a Public Park is found in Section 10.248(MLDC).

CONDITIONAL USE PERMIT CRITERIA- SECTION 10.248

The approving authority (Planning Commission) must determine that the development proposal complies with either of the following criteria before approval can be granted.

- (1) The development proposal will cause no significant adverse impact on livability, value or appropriate development of abutting property, or the surrounding area.*

when compared to the impacts of permitted development that is not classified as conditional.

(2) The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the approving authority (Planning Commission) to produce a balance between the conflicting interests.

Findings of Fact

The Medford Planning Commission has considered the following facts pertinent to the approval criteria of this application requesting approval of the subject Conditional Use Permit.

It has been established that Section 10.337 of the Land Development Code requires the Planning Commission find the establishment and operation of a city park meets the Conditional Use Permit criteria of Section 10.248. That criterion includes two independent standards, one of which must be met for the Conditional Use Permit to be approved.

Criterion #1, (Section 10.248[1]) requires the Planning Commission to find that the park will not cause significant adverse impacts on the surrounding area when compared to the impacts of permitted development, which are not classified as conditional.

The Planning Commission could also, in the alternative, approve the application by finding that the application meets Criterion #2 (Section 10.248[2]), in that the park is in the public interest, and although there may be some adverse impacts created, conditions have been included that will create a balance between the public benefit of the park and the interests of the those in the surrounding area.

This application will address Criterion #2:

(2) The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the approving authority (Planning Commission) to produce a balance between the conflicting interests.

Not all conditional uses are necessarily “in the public interest”. In order to determine whether or not a proposed conditional use is in the public interest where some adverse impacts may be produced, the Planning Commission has the ability to approve a plan with conditions that create a balance between the public interest and the adverse impacts. The Planning Commission has consistently interpreted the following Section 10.249 below to provide a test for the proposed use as to whether or not the development is in the public interest.

MITIGATION OF IMPACTS – SECTION 10.249

A development requiring the mitigation of impacts under Section 10.248, Conditional Use Permit Criteria, must do one of the following:

(1) Preserve unique assets of interest to the community.

- (2) *Provide a public facility or public nonprofit service to the immediate area or community.*
- (3) *Otherwise provide for a development that is consistent with the overall needs of the community in a location that is reasonably suitable for the purpose.*

The applicant addresses provisions (2) and (3) of code section 10.24, and the Planning Commission, based upon the findings below, can conclude that the proposed development provides *"for a development that is consistent with the overall needs of the community in a location that is reasonably suitable for the purpose"* and provides *"a public facility or public nonprofit service to the immediate area or community."*

Findings of Fact

The existing Neighborhood Park and the proposed improvements to this park are shown to be a Public Facility that is specifically listed as a Category "B" facility in the Public Facilities Element, a component of the City of Medford Comprehensive Plan.

"PUBLIC FACILITIES ELEMENT

I. INTRODUCTION

The fundamental purpose of the Public Facilities Element is to establish and maintain a general but timely view of where, when, and how public facilities and services will be provided to support planned urban growth within Medford's Urban Growth Boundary. Each year, decisions are made to commit considerable funds for acquisition, construction, expansion, and repair of public facility systems. One important role of this Comprehensive Plan element is to describe the principles and criteria underlying these decisions and to integrate them with the overall land use planning process.

Public facilities elements are required by state law (ORS 1197.175 and OAR 660-011) for all cities with a population greater than 2,500. The Public Facilities Element implements Statewide Planning Goal 11, which is intended to assure that cities plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban development. This element was written in accordance with Oregon Administrative Rules (OAR) 660-011 (Public Facilities Planning).

Public Facilities Categories

Public facilities and services are divided into two categories.

Category "A" includes:

- *Water Service*
- *Sanitary Sewer and Treatment*
- *Storm Drainage*
- *Transportation Facilities*

Category "B" include:

- *Fire Protection*
- *Law Enforcement*
- *Parks and Recreation*

- *Solid Waste Management*
- *Schools*
- *Health Services*

The proposed improvements to this existing Neighborhood Park are shown to be in the public interest by the following three sections of the City of Medford Strategic Plan; Public Facilities Element; Parks, Recreation, and Leisure Services:

1. CITY-WIDE RECREATION SURVEY

A city-wide survey of public attitudes, recreation interests, and recreation participation was conducted in Fall 2004. Completed questionnaires were obtained from 438 households from the four quadrants of the City.

Key findings included:

- *Neighborhood parks were the most frequently visited type of park or facility by respondents.*
- *Of all park and recreation services, respondents wanted most:*
 - o *Upgrades to existing parks*
 - o *Sports field development*
 - o *More trails and paths*

2. PARKS GOALS, POLICIES, AND IMPLEMENTATION STRATEGIES

The goals, planning policies, and implementation strategies listed below create a framework for the realization of the Parks Element and also will help measure its success.

Goal 1: To provide for a full range of recreational activities and opportunities to meet the needs of all residents of Medford.

Policy 1-A: The City of Medford shall use the Parks Element as a factual basis in the land use decision-making process.

Policy 1-C: The City of Medford shall be a primary provider of recreation programs and services community-wide.

Implementation 1-C(1): Provide park and recreation facilities to support community programming needs.

Policy 1-D: The City of Medford shall provide park land and facilities conveniently located and economically accessible to all members of the community.

Goal 4: To coordinate park and recreation planning, acquisition, maintenance, and development in the City of Medford to serve a broad spectrum of citizen and institutional interests.

Policy 4-A: The City of Medford shall design and maintain parks and recreation facilities in a safe, attractive manner, to serve as positive amenities for the community and the neighborhoods in which they are located.

Implementation 4-A(1): Adopt and utilize the Guidelines for Site Selection and Development in the acquisition and/or development of parks within each park classification.

Policy 4-D: The City of Medford shall encourage joint acquisition and use of contiguous school and park sites for recreational purposes that are beneficial to both City and School agencies.

Policy 4-G: The City of Medford shall have a parks planning process that implements the park uses described herein.

3. PARKS CONCLUSIONS

The following are conclusions about the provision of parks, open space and leisure services in Medford; drawn from public involvement activities, a community needs assessment, and analysis of existing facilities and operations. These conclusions provide a foundation for the Parks Goals, Policies, and Implementation Strategies.

5. Of all park and recreation services, surveyed residents mostly want the City to upgrade existing parks, provide more sports fields, and develop a city-wide path/trail system.

The City Council and its duly appointed representatives determined the Kennedy Park facility is in the public interest with their considered approval of the following planning actions and by establishing the following park funding mechanisms in support of this important public facility:

- *December 21, 1989: the City Council approved Ordinance 6512 authorizing the purchase of park land adjacent to Kennedy School Park;*
- *February 7, 1991: City of Medford Council approved Ordinance 6813 authorizing the Mayor and City Recorder to execute an agreement with School District 549C to establish Kennedy School Park.;*
- *January, 1992: CUP-91-15 for the development of City property at Kennedy School Park was approved;*
- *October 7, 1993: City of Medford Council approved Ordinance 7488 awarding a contract to New World Landscaping for landscaping at Kennedy School Park. This first phase of park construction was completed in 1994;*
- *July 15, 1999: The City Council approved Ordinance 1999-108 approving the purchase of 0.81 acre parcel of land for street right-of-way and parks purposes on Springbrook Road.*
- *February 17, 2015: Park Commission approved a recommendation to the City Council to adopt "Option B" of the Six-Year Capital Improvement Plan that includes funding for the Kennedy School Park development, proposed to be developed in fiscal year 2016.*
- *June 4, 2015: Council adopted Resolution 2015-57, a resolution adopting the budget for the City of Medford for the 2015-2017 biennium commencing July 1, 2015. This includes funding for Kennedy Park development of the 2008 Master Plan;*

The City of Medford is directed by Goal 1 of the LSP to use the "Parks Element as a factual basis in the land use decision-making process." The proposed park improvements are compatible with the LSP, as demonstrated in the following ways:

Policy 1-D: The Kennedy Park facility is conveniently located within a residential neighborhood and as such is readily accessible to all members of the community.

LSP Survey Results: This proposal particularly matches the key findings identified in the LSP survey results by: 1) being the “most frequently visited type of park” (a neighborhood park), 2) by being an “upgrade to an existing park”, and 3) by providing more “sports fields” and by providing an addition to the City-wide path system.

Policy 4-A: The adopted guidelines for site selection and development in the acquisition and/or development of parks within each park classification are reflected in this proposal.

Policy 4-D: This site, located adjacent to the Kennedy School is an example of joint use of contiguous school and park sites for recreational purposes that are beneficial to both City and School agencies.

Policy 4-G: A parks planning process that included three public master planning meetings was followed that implemented the park uses described herein. The City of Medford Parks and Recreation Commission approved a 2008 Master Plan that details the proposed park development, and recommended the City Council fund this park development.

The City of Medford Council has approved funds for this park development by approving capital improvement funds for the project in the biennium budget for fiscal years 2015 – 2017.

This CUP proposal for the completion of the existing Kennedy School Park site is supported by the Parks, Recreation, and Leisure Service within the Public Facilities Element, a component of the City of Medford Comprehensive Plan.

Conclusion of Law

The Planning Commission finds this Parks & Recreation Department facility to be a public facility that is in the public interest. Therefore, for the purpose of applying criteria to the subject application, it is found that Section 10.248(2), MLDC applies. The Planning Commission finds that impacts may occur; however, by applying conditions, when deemed appropriate, to reduce or mitigate any identified adverse impacts, the public interest will be served.

MLDC Section 10.249, Mitigation of Impacts, requires the following:

Preserve unique assets of interest to the community.

- (1) Provide a public facility or public non-profit service to the immediate area or community.*
- (2) Otherwise provide for a development that is consistent with the overall needs of the community in a location that is reasonably suitable for the purpose.*

Findings of Fact

The Medford Planning Commission, in consideration of this CUP application recognizes that some of the following matters may cause adverse impacts, but that if it can be demonstrated that there is a balance between the public interest of the park use and the interests of the adjacent properties, approval of this application may be allowed.

1. Vehicular Trips

According to the projections found in Trip Generation, ITE 9th Edition, a city park generate approximately 1.89 Average Daily Trips (ADT) per acre for a total potential vehicular generation of 16 ADT from the 8.49 acre site (~8.79 gross acres when considering half street along the site's Springbrook Road frontage).

With approximately:

8.49 acres of parkland (total of all tax lots including right-of-way),

7.39 acre of usable active park area available (See Exhibit "C")

1.89 ADT per acre

14 vehicle trips per day can be anticipated.

The subject property is shown to generate fewer trips as a park than its existing single family residential zoning (SFR-4). Under SFR-4 zoning the site has the potential to generate 333 ADT based on 35 dwelling units (4 units per acre x ~8.79 gross acres) at 9.52 ADT/dwelling unit. The proposed conditional use to build a City Park on the subject property results in no substantial impact based on a decrease in trips to the transportation system.

There is no evidence to demonstrate city park vehicular trips will cause a significant adverse impact on the livability, value, or appropriate development of abutting property when compared to the impacts of single family residential development vehicular trips. The number of vehicular trips for the park is significantly less than single family residential uses within the SFR-4 zone.

2. Parking and Access

Springbrook Road is classified as a Major Collector Street in the Medford Transportation System Plan with sidewalks along the length of the street frontage adjacent to the new development.

There is no on-street parking available but an on-site parking lot is included in this development proposal. The PRD LSP Guidelines for Neighborhood parks recommends a minimum of three parking spaces be developed for each acre of usable active park area. This amounts to 22 parking spaces. The proposed parking lot for Kennedy Park contains 31 parking spaces- well above the minimum recommended number by the PRD LSP Guidelines. The 31 spaces will be located at the property's northeastern boundary along Springbrook Road. In addition to vehicular parking spaces, two four-bicycle parking stands will be provided.

The City Park will have one pedestrian-only access and one pedestrian/vehicular access off of Springbrook Road, one pedestrian access from the apartment complex to the south via a gate in the existing fence, and two points of pedestrian access through existing gates in the fence between the Kennedy School and the park land, all shown in Exhibit "D".

The location of the vehicular access has been coordinated with the City Engineer and is placed where it was deemed the safest relative to the sight line that exists after the realignment of Springbrook Road.

The 31 parking spaces provided for the City Park are nine more spaces than the recommended minimum number (22) by the PRD LSP Guidelines for Neighborhood Parks.

The Rogue Valley Transit District Route #60 runs along Springbrook Road.

3. Street Dedication, Roadway Widths, Right-of-way improvements, and sidewalks

The newly constructed roadway width on the adjoining Springbrook Road meets the City of Medford standard for a Major Collector Street.

Improvements within the street right-of-way on the Springbrook Road street frontage include adequate sidewalks, have frontage landscaping installed and contain provisions for all the necessary infrastructures such as electricity, storm drainage, water, and sewer.

4. Landscape, Open Space, Vegetative Screening

The northerly half of the subject property is now a vacant undeveloped field that contains a small amount of jurisdictional emergent wetlands which will be mitigated with oversight of the DSL and the USACE. There are no other unique assets of interest to the community on the existing vacant lot. The trees and landscaping in the existing park facility will be preserved following the instructions detailed in the City of Medford Tree Protection Plan.

The site will preserve open space with generous allocation to fields, gathering areas and landscape buffers of over most of the site. Exhibit 'D', Site Plan includes a landscape concept that shows the locations of the buffer areas.

Landscaped beds will be developed in and around the parking lot and along most of the park boundary. Fences and landscaping planted along the property lines will create a partial visual barrier that park patrons will be able to see through, ensuring no one can hide in the shrubs. The west boundary along the school district will remain turf grass for an open sightline.

Landscaping along the street frontages will also be designed so as to not restrict visibility into the park from the street; again, to increase safety for the park patrons while providing visual relief as required by City Municipal code.

5. Building Height, Size, and lot coverage

As depicted in Exhibit "L" the proposed picnic shelter is a single story building similar to or lower in height than the buildings adjacent to this property. The residences to the north and east are one-story single family residences. The buildings to the west are school

buildings and the buildings to the south are two-story apartment buildings, all with higher than one-story roof lines.

The total lot development comprised of concrete slabs for the picnic shelter, asphalt parking lot, concrete sidewalk and asphalt path system totals 0.54 acres or 7% of the 7.39 acres of usable active park area, leaving 93% for turf areas shrub beds. Residential lots in the current SFR-4 zoning for this site would allow for a maximum of 40% lot coverage, substantially higher than is proposed in this application.

6. Preservation of Existing Resources

The proposed park development will impact a small amount of jurisdictional emergent wetlands. Terra Science, Inc. (TSI) prepared a wetland delineation report for the PRD. The Department of State Lands (DSL) file number is WD 2015-0256 and U.S. Army Corps of Engineers (USACE) ID number is NWP-2015-232. The wetland study area consisted of portions of two tax lots totaling approximately 2.66 acres. Both tax lots are owned by the PRD.

The PRD has received a concurrence letter for the wetland delineation report from DSL. Of note, DSL is taking jurisdiction on 0.191-acres of wetland enabling the project to qualify for a General Permit for Minor Removal-Fill Impacts to Certain Non-tidal Wetlands, once the wetland permit application is deemed complete.

The USACE has stated that the project will qualify for a Nationwide Permit 39 - Commercial/Institutional Developments or Nationwide Permit 42 - Recreational Facilities.

The City is working with Terra Science, Inc. to complete the required permits. This applicant stipulates to a condition for this CUP approval that is contingent on successful receipt of the afore mentioned permits.

7. Noise

The Kennedy Park playground has the potential of generating noise during its daytime use typical of children playing in a park. This noise will be similar to the noise generated at the adjacent school but on a much smaller scale and with a shorter duration.

The playground will be located along the westerly property line adjacent to the school and will not be located in close proximity to any of the adjacent residences. The closest neighbor is to the north and will be approximately 200 feet away. Neighbors to the east are over 400 feet away. This is ample distance to mitigate the potential for noise issues.

Use of the new multi-use field for team practice or games for young children in beginner team sports will mostly occur after school, on weekends and/or throughout the day during the summer months. The distance from the closest adjacent residence to the multi-use play area is approaching a 70 to 80 foot distance, while the majority of the field is much

further away. The distance will reduce impacts from the moderate infrequent and unstained noise levels which result from the youth's use of the multi-use field.

The use of the park at large including non-team activities typically occurs from morning through late afternoon hours, and perhaps into early evenings during the summer season. Park uses rules will be posted and do not allow night time use of the park and will state that the park is closed between 10:30 PM to 6:00 AM. Violators of the park use hours and prohibited activities can and historically have been prosecuted, including being trespassed from the park site.

The remaining park amenities such as the picnic shelter and lawn areas are typically leisure activities that generate little noise. Parents will gather on benches or at the picnic shelter or on the lawn areas to watch their children play. Patrons may toss a Frisbee, be laying down on the lawn sunbathing, relaxing or reading. These activities are not known for generating significant noise.

Based on these findings of fact, the Commission can conclude that while this and any public park will sometimes produce noise, Neighborhood Parks similar to Kennedy Park are not typically or frequently noisy for the surrounding neighborhood and the impacts will not be significant. The Commission may also conclude that while the playground and multi-use field will sometimes produce noise, the amenity is of a sufficient distance from adjacent residences, the noises are intermittent and are not expected to be frequently loud or offensive.

8. Compatibility

A majority of City of Medford park land is on property with residential zoning, often with surrounding properties and zoning similar to this project site.

The general appearance of the one story picnic shelter, lawn and shrub areas, trees, sidewalks, picnic shelter, and interior lighted paths will be similar to and complimentary of a residential neighborhood.

Use of the property as a park will increase the livability of the neighborhood with a design that fills a spectrum of important needs. The completion of this park through the construction of the parking lot and development of the vacant field has been anticipated for many years. The installation of the extensive storm water drainage system that is proposed to connect to a storm water system created with the Springbrook Street realignment has been of particular interest to the park patrons for a decade. The park has a history of puddles on the paths and poor drainage in general.

Park patrons in the adjacent apartment complex who have little or no yard space will now have an expanded park space on which to gather, relax and play. The youngest participants in team sports will have a new small field to practice or play on within walking or biking distance from their home. Patrons who use the park for walking will have an upgraded facility that is cleaner and safer because of the path pavement over-lay, storm drainage improvements and new lighting system. This park will be an even greater

20# 5'
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the neighbors because of the improvements in this application. It will continue to be more than just compatible; a Neighborhood Park is an essential component of a healthy community.

9. *Signage*

There will be one park sign identifying the facility that will not be illuminated. It will be less than 3' x 8' in size, with a maximum height of 10'. A photo of the standard Parks and Recreation sign has been attached as Exhibit 'K'

10. *Lighting*

There are three existing street lights illuminating Springbrook Street in the vicinity of the proposed parking lot, and new parking lot lights will be added as a part of this development proposal. New lights are proposed to be added to the existing and new park path system and picnic shelter.

All new park lights will be highly efficient state-of-the-art LED lights that meet requirements described in Medford Municipal Code 10.764, for "Glare".

11. *Fencing*

Much of the property has an existing chain link fence that will be preserved. The westerly fence was constructed by the school district to restrict traffic onto the school grounds during school hours. Two gates with asphalt path connections provide access between the park and the school grounds.

Exhibit "M" is a photograph of a chain link fence with vinyl slats that exists along the southerly property line between the adjacent apartment complex and the park. An existing gate provides access between the park and the apartment complex. Park patrons who use this gate to connect from the apartment complex into the park have advocated for the installation of an asphalt path connecting said gate to the existing path. The requested new asphalt path connection is a part of this development proposal.

A chain link fence with vinyl slats exists along the easterly property line of the existing park where it is adjacent to residences. A wooden or vinyl slatted fence exists along the northerly property line of the existing park where it is adjacent to residences. The only portion of the new development with no fence will be the new Springbrook Road frontage where the new parking lot will be located.

11. *Environmental Effects*

The activities of a park do not typically generate environmental effects such as vibration, air pollution, glare and odor.

Conclusion of Law

The Planning Commission concludes that: a) although activities of the park facility do currently generate noise as will the proposed all-purpose field and playground located a reasonable distance from adjacent residences, the noises are not expected to be frequently loud or offensive; b) that there will be impacts to the emergent wetlands that are to be mitigated as a part of this proposal; and c) that a tree protection plan will be implemented to preserve the existing trees that are to remain.

The Planning Commission concludes that other elements of this application will not generate negative impacts to the surrounding neighborhood with respect to vehicular trips; parking and access; street dedication; roadway widths, right-of-way improvements, and sidewalks; landscape, open space, and vegetative screening; building height, size, and lot coverage; noise; compatibility; signage; and lighting.

The Planning Commission further concludes that the criteria of 10.248 (2) that apply to this application will be satisfied by applying conditions to reduce or mitigate the identified adverse impacts.

10.248 Conditional use Permit Criteria.

The approving authority (Planning Commission) must determine that the development proposal complies with either of the following criteria before approval can be granted. (emphasis added)

- (1) The development proposal will cause no significant adverse impact on livability, value or appropriate development of abutting property, or the surrounding area, when compared to the impacts of permitted development that is not classified as conditional.*
- (2) The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the approving authority (Planning Commission) to produce a balance between the conflicting interests.*

Summary

Numerous positive impacts will occur, namely the addition of this public asset provides a park that is consistent with the overall needs of the community in a location that is reasonably suitable for the purpose. Therefore, by applying the following conditions to reduce or mitigate the identified adverse impacts, the public interest will be served.

Impact Mitigation Summary:

- a) Stipulate to implementing a tree protection plan to preserve the existing trees within the existing park that are to remain; and
- b) Stipulate to acquiring permits from the DSL and USACE for wetland mitigation prior to issuance of City of Medford building permits.

There are no additional impacts found in this Conditional Use Application requiring mitigation.

Conclusion of Law

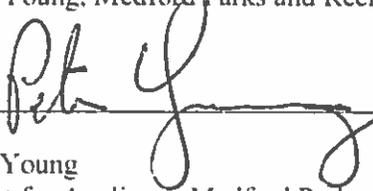
The above Findings of Fact identify the element of the proposed park that has the potential to produce adverse impacts. Based on those findings, the Planning Commission concludes that the park is conducive to become compatible with the surrounding area. The Planning Commission further concludes that because the development proposal is in the public interest, and although the development proposal may cause adverse impacts, the Planning Commission has determined that there are no additional conditions that need to be imposed, other than as stipulated. The Planning Commission finally concludes that there will be a balance between the public benefit and those interests of the abutting property, or the surrounding area, and therefore the application for a city park meets Criterion No. 2 of Section 10.248

F. ULTIMATE CONCLUSION

The Planning Commission concludes that based upon the Findings of Fact and Conclusions of Law in Section "E" above, the application for a Conditional Use Permit for the proposed city park is consistent with the relevant decisional criteria found in Section 10.248 of Medford's Land Development Code, and can, therefore be approved.

In regards to Criterion #2 of Section 10.248, the Planning Commission finds that the park is in the public interest by providing a facility that is consistent with the overall needs of the community in a location that is reasonably suited for that purpose. The Planning Commission also finds that although the park may cause some adverse impacts, its operation with the listed stipulations is in the public interest and is balanced with the interests of those of the surrounding area.

Respectfully submitted,
Pete Young, Medford Parks and Recreation Department



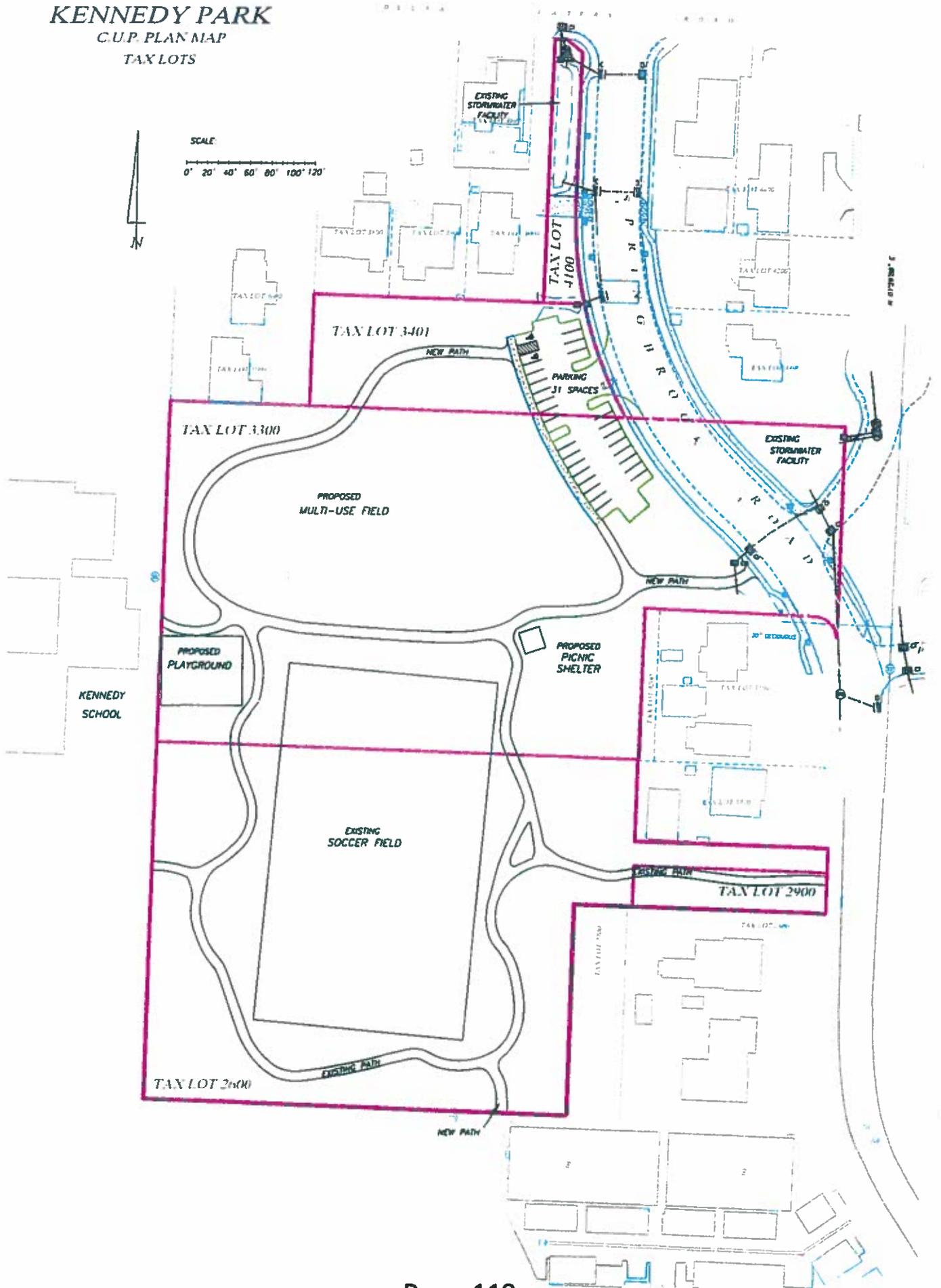
Pete Young
Agent for Applicant, Medford Parks and Recreation Department

KENNEDY PARK
CONDITIONAL USE PERMIT APPLICATION

INDEX OF EXHIBITS

- Exhibit "A" Kennedy Park CUP Plan Map, Tax Lots
- Exhibit "B" Jackson County Assessors Map
- Exhibit "C" Kennedy Park CUP Plan Map, Development Status
- Exhibit "D" Kennedy Park CUP Plan Map, Site Plan
- Exhibit "E" Public Works Springbrook Road Realignment plan sheet
- Exhibit "F" Kennedy Park- aerial photo
- Exhibit "G" 1991 Kennedy School Park Master Plan
- Exhibit "H" 2008 Kennedy School Park Master Plan Revision, (15 pages)
- Exhibit "I" Kennedy School Park CIP Funding, (5 pages)
- Exhibit "J" Terra Science, Inc. Wetland Delineation Report, (3 pages)
- Exhibit "K" PRD Standard Park Sign- photo
- Exhibit "L" PRD Standard Picnic Shelter- photo
- Exhibit "M" Kennedy Park- photo of gate to apartment building
- Exhibit "N" Kennedy Park- photos of existing park path (3 pages)

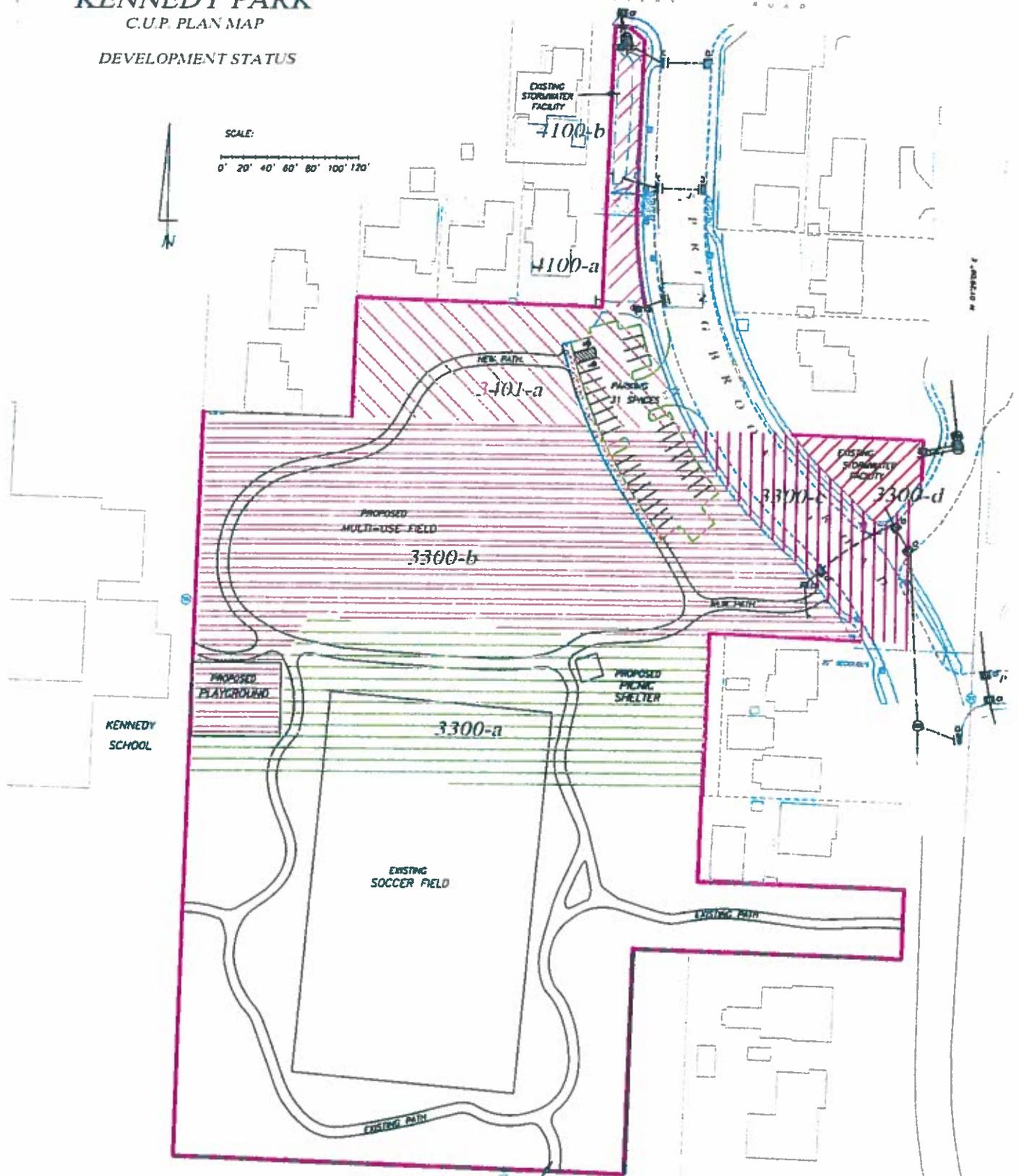
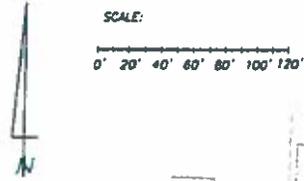
KENNEDY PARK
C.U.P. PLAN MAP
TAX LOTS



KENNEDY PARK

C.U.P. PLAN MAP

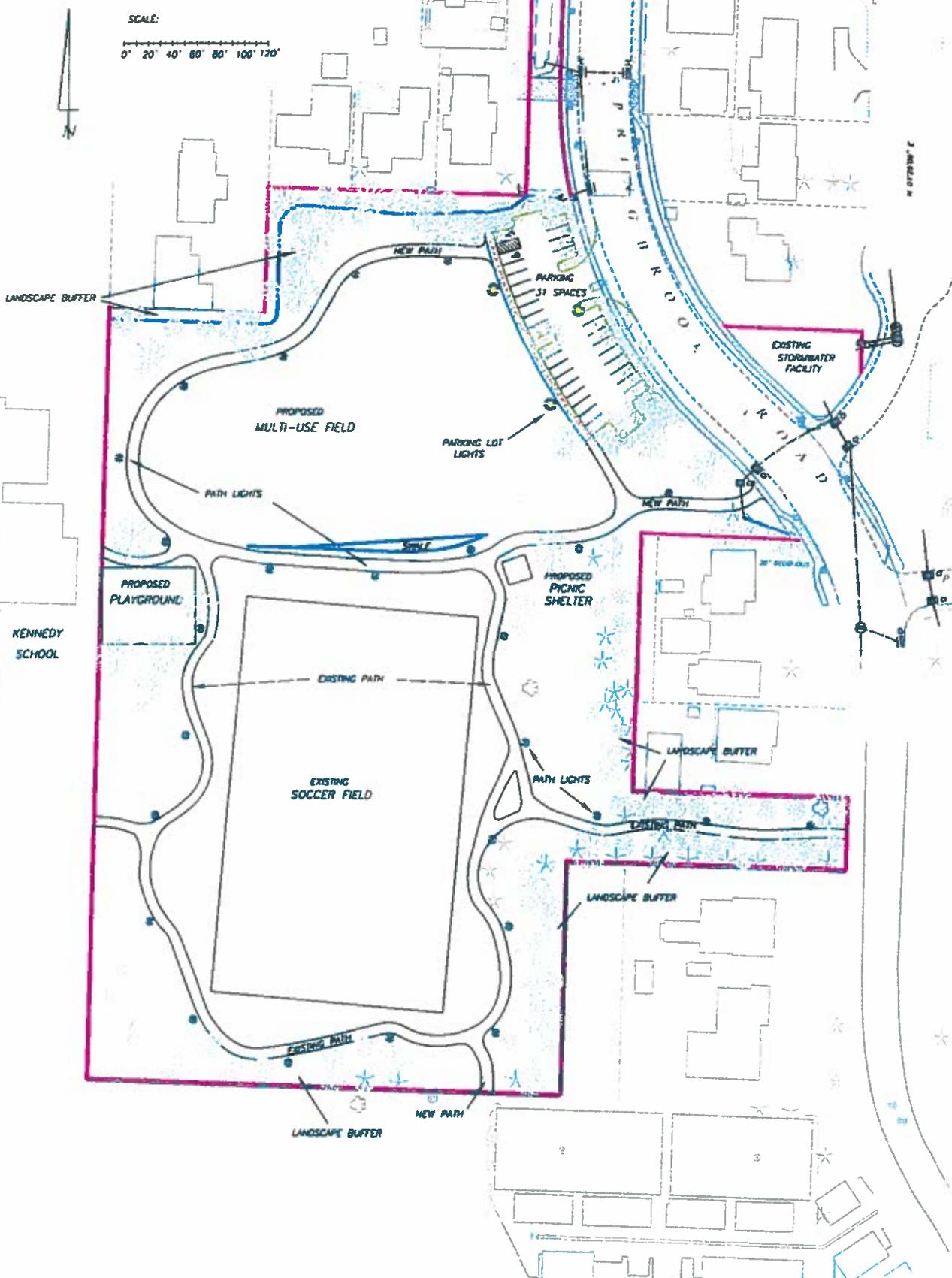
DEVELOPMENT STATUS



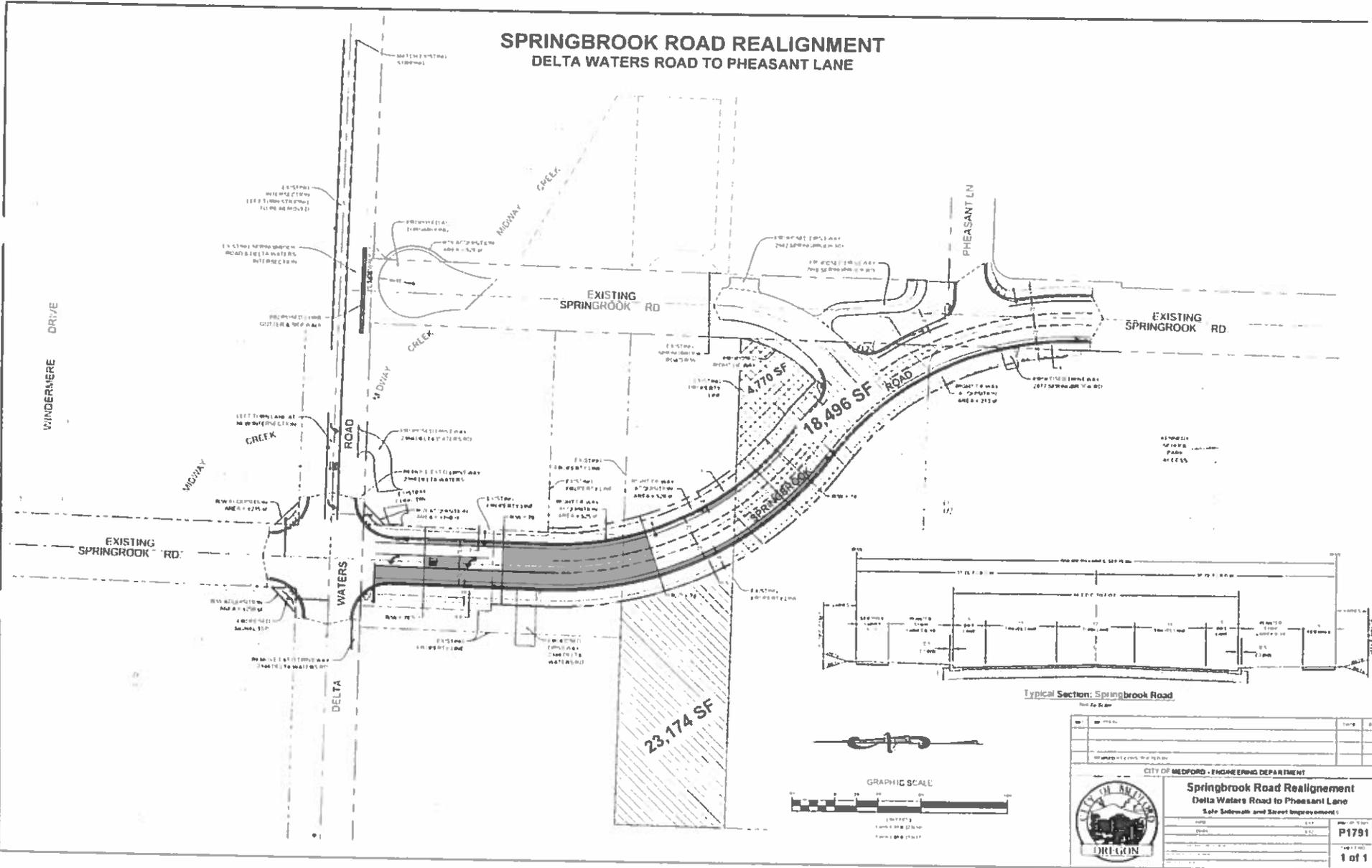
- District 3300**
- 3300-a: EXISTING PARK DEVELOPMENT, 1.2 Acres
- 3300-b: UNDEVELOPED PARK LAND; 2.2 Acres
- 3300-c: STREET RIGHT-OF-WAY; 0.4 Acres
- 3300-d: EXISTING STORM WATER FACILITY; 0.1 Acres
- District 3401**
- 3401-a: NEW UNDEVELOPED PARK LAND; 0.53 Acres
- District 4100**
- 4100-a: NEW UNDEVELOPED PARK LAND; 0.05 Acres
- 4100-b: DEVELOPED DRIVEWAY & STORAGE

KENNEDY PARK
 C.U.P. PLAN MAP
 SITE PLAN

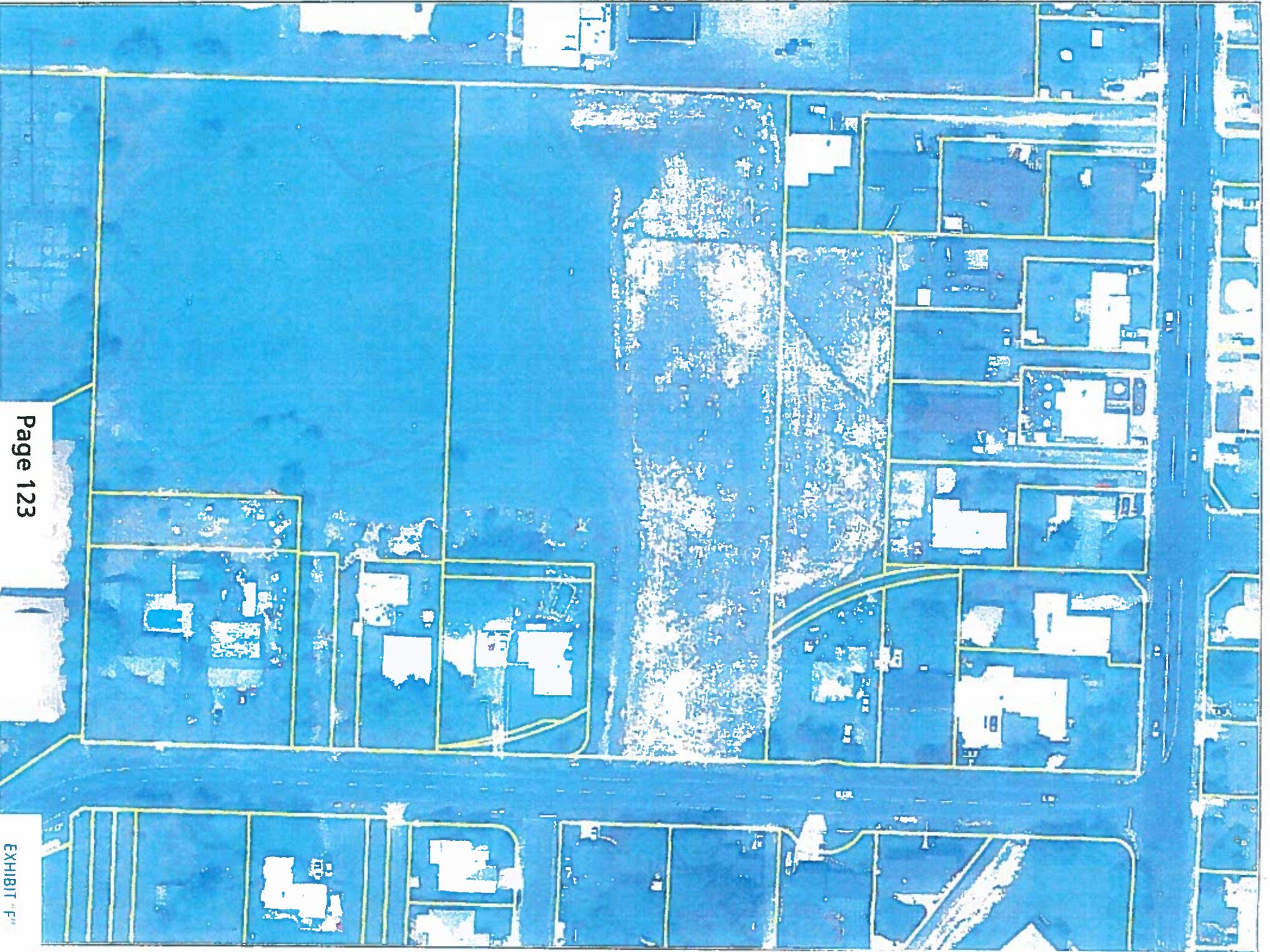
DALLAS WATER DEPARTMENT

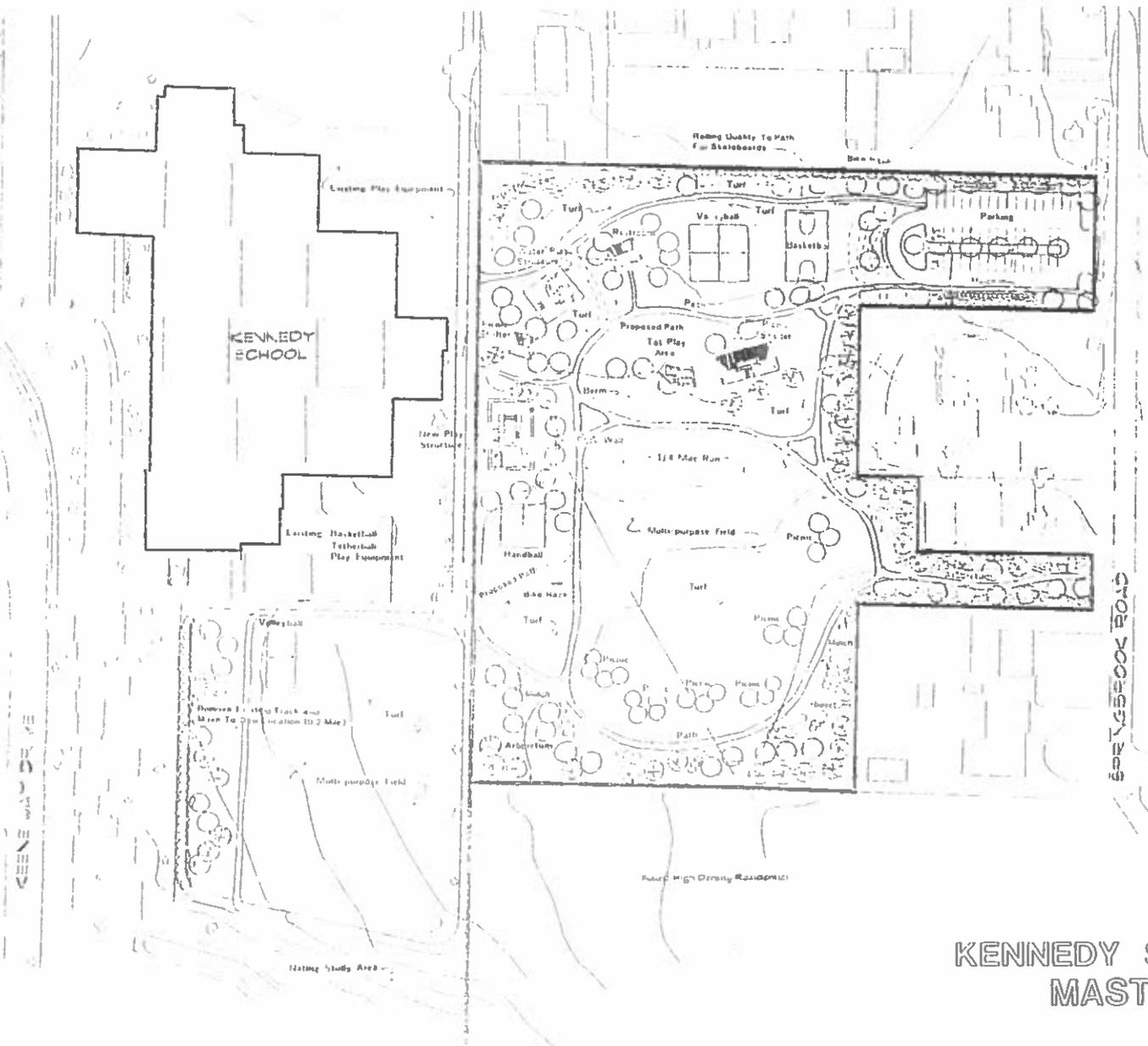


SPRINGBROOK ROAD REALIGNMENT DELTA WATERS ROAD TO PHEASANT LANE



Drawn: [Name], Checked: [Name], Date: 1/11/11, Scale: As Shown, Title: Springbrook Road Realignment, Delta Waters Road to Pheasant Lane, Page: 122 of 125





Prepared for
Medford Parks and Recreation Department

Prepared by: Midge Mearor
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SEPTEMBER 1991

KENNEDY SCHOOL PARK MASTER PLAN

Kennedy School Park Masterplan Update

The Medford Parks and Recreation Commission invites you to participate in a discussion regarding Kennedy School Park.

As we work on updating the masterplan we would like to hear your ideas and suggestions.

Light refreshments will be provided.

Tuesday, October 9, 2007
Tuesday, January 22, 2008
6:00pm—7:00pm
Kennedy School, Room 1



Medford Parks and Recreation Department
774-2400
parks@cityofmedford.org

Creating Healthy Lives, Happy People & A Strong Community

KENNEDY PARK MASTER PLAN

History

Kennedy School Park property, located east of Kennedy School, is owned by the City of Medford and is not one of the properties leased from the School District. The land was acquired in 1988. A master plan was developed by Brian Mostue, LA, 1990 – 1991. A Conditional Use Permit (CUP-91-15) was approved January, 1992 and the park was constructed in 1994.

The City Council adopted the realignment of Springbrook Rd. into Delta Waters, aligning the two segments of Springbrook Rd. This realignment required the acquisition of three parcels of land, one of which will be added to the park through this master plan revision. The street alignment is on Public Works list of projects for the year 2012

Why revisit the approved master plan at this time? A number of things have changed in the 18 years since the creation of the existing master plan in 1991.

- The City Council approved the realignment of Springbrook Rd. with Delta Waters
- Loss of land from the realignment of Springbrook Rd. greatly impacted the original master plan, rendering it impossible to implement.
- Land north of the old master plan has been added to this park and its use has not been designated through a master plan.
- The Parks, Recreation & Leisure Services Plan identified new priorities including the need for (10) youth ball fields city wide. A youth ball field is needed in the Kennedy School neighborhood. Adult field needs will be met with the development of the Sports Park. However, kids too young to drive need a local ball field which is close enough to walk or ride bikes to.

The current list of projects funded by SDC dollars includes money to build a youth ball field. There is adequate room in this neighborhood park for a ball field; a rare resource in the current park land bank.

Topography- Assets/Features & Constraints/Challenges

Drainage is currently an issue due to 1) a lack of slope, and 2) no storm drainage piping on site. The piping typically would be installed with the development of the new street. However, a connection may be installed early to remedy the water issues the neighbors are experiencing.

Another challenge with this site is that the realignment of the new road has not been designed yet, and so the exact location of the street is still general rather than exact. The exact location of the future street will need to be identified prior to the development of a permanent parking lot.

The location of this park land is in a highly populated neighborhood with good access. The adjacent school has been providing parking during times when the school is not in use. There is existing power and water infrastructure in the developed portions of the existing city park.

Elements of the Masterplan

The concept is for a 250' youth baseball/softball field with parking lot, restroom and pavilion near the field, a vegetative screen buffering the houses, along with a path that circumscribes the field. These were all concepts supported in the public meetings of this master plan process. An Interactive playground, tot lot with shaded seating around play structures for parents, gazebo, lighted walking path around the perimeter of the park, and a tot bicycle training course are included. The design ensures that no surface drainage will flow onto the adjacent parcels.

**KENNEDY SCHOOL PARK MASTER PLAN
MEETING AGENDA
October 9th
6:00 PM to 7:30 PM**

Introductions & Greeting

Charette (shu-ret')

A preliminary and conceptual park planning design tool that leads a group of people through a short, focused study to intensively brainstorm possibilities and create visual designs of the ideas they generate. The group's diverse ideas and view points contribute to developing creative results that explore a wide range of possibilities. (definition courtesy of NRPA)

Master Plan

A comprehensive plan to guide the long-term physical development of a particular area or a large, complex park. A critical part of the process is a series of three public input meetings:

Meeting 1: project overview and brainstorming session to develop a general project vision, goals and objectives, discussion of issues and problems, and generate a wide variety of ideas for potential future park development.
October 9nd, 2007, 6:00 – 7:30 PM; Kennedy School

Meeting 2: presentation to the Public of alternative plans generated from the input from meeting #1 and other information gathering. Discussion to identify the direction of a preferred alternative.
January 22nd, 6:00 – 7:30 PM; Kennedy School

Meeting 3: presentation to the Parks & Recreation Commission (open to public comment) of a proposed master plan along with general cost estimates and drawings of greater detail. Seek approval of the Master Plan concept by the Park Commissioners.
March 18th, 2007, 5:30 PM: Council Chambers, City Hall

Land Development Process

The Kennedy Park property is within the city limits, so must meet the City's land development requirements, including a requirement for a Conditional Use Permit (CUP) prior to development. The final master plan adopted through this design charette process will be used in the CUP application. Elements of the Master Plan must first be developed to greater detail prior to the application. The CUP process may modify the proposed Park Master Plan, imposing conditions on the development. The resulting approved plan defines what may be built.

Park Construction Drawings

Construction drawings are created for each element of the approved plan as city funding, grants or donations become available. The construction drawings along with relevant specifications are then let out to competitive bid, awarded, and the park begins to take form.

Kennedy Park History

- Kennedy School Park property, located east of Kennedy School, is owned by the City of Medford
- The land was acquired in 1988
- A master plan was developed by Brian Mostue, LA, 1990 – 1991
- A Conditional Use Permit (CUP-91-15) was approved January, 1992
- The park was constructed in 1994
- The City Council adopted a realignment of Springbrook Rd. into Delta Waters, aligning the two segments of Springbrook Rd.
- This alignment required the acquisition of three parcels of land, one of which will be added to the park through this master plan revision.
- This alignment is on Public Works list of projects for the year 2012

Why revisit the approved master plan at this time?

A number of things have changed since the creation of the existing master plan in 1991.

- City approved the realignment of Springbrook Rd. with Delta Waters
- Loss of land from realignment,
- Acquisition of land north of old master plan from realignment
- Parks, Recreation & Leisure Services Plan identified the need for (10) youth ball fields city wide
- The current list of projects funded by SDC dollars includes money to build a youth ball field
- There is adequate room in this neighborhood park for a ball field; a rare resource in the current park land bank
- The standard for a water park in each ward has been met for this ward with the new facility at Lone Pine School Park. Can be removed from master plan
- We are reconsidering the intensity of activities within this small park

Topography- Assets/Features & Constraints/Challenges

Constraints:

- Drainage issues due to: 1) a lack of slope, and 2) no storm drainage on site
- Realignment of a road that has been designed but not built
- Shallow rocky clay soil

Assets:

- Located in a highly populated neighborhood
- Good access
- Existing parking at the school
- Existing infrastructure in the adjacent developed school and school park

Potential School Park Facilities

- Parking
- Restroom
- Drinking fountain
- Trash cans
- Benches
- Tables
- Resting, reading, picnic
- Picnic shelters/facilities

- Trails within the park
- Trail connection to Lone Pine Creek easement
- Youth baseball/softball field
- Turf open space for playing catch, Frisbee, ...
- BBQ facility
- Outdoor basketball
- Volley ball courts

Breakout Groups

- Delegate one person to take notes, and present summary of the group thoughts to the larger group at the end of the breakout period
- Reference the list of park facilities in this handout, and consider what you might envision in Chrissy Park
- Spend about 20 minutes discussing
- One person present summary of the group thoughts to the larger group at the end of this breakout period

Large Group- Master List of Ideas

- Write list of group ideas on sheets of paper

Voting on Master List

- Place stickers on sheets to vote on ideas individuals most agree with

KENNEDY PARK MASTER PLAN

October 9th

6:00 PM to 7:30 PM

Voting Summary

- Fence x school & park (7 Votes)
- Baseball/softball (5 Votes)
- Drainage- capture from park to adjoining residences with drain & mound (4 Votes)
- Interactive playground (4 Votes)
- Tot lot (3 Votes)
- Gazebo (3 Votes)
- Walking path around the perimeter of park (2 Votes)
- Batting cages (2 Votes)
- Swing (tire swing?) (2 Votes)
- Path lighting (2 Votes)
- Tot bicycle training course (2 Votes)
- Sand volleyball (1 Votes)
- Basketball court (1 Votes)
- Rock climbing (1 Votes)
- Kid input on plans (1 Votes)
- Community garden (1 Votes)
- Shaded seating around play structures for parents (1 Votes)
- Security- adjoining residences (0 Votes)
- Dog area (0 Votes)

KENNEDY SCHOOL PARK MASTER PLAN
MEETING #2 Summary
January 22, 2008

Summary

- 4' to 5' chain link fence located between school and park
- Backstop for kids to practice against
- Access issues- school need to keep unauthorized people off campus for the safety of the students.

Introductions & Greeting

Charette (shu-ret')

A preliminary and conceptual park planning design tool that leads a group of people through a short, focused study to intensively brainstorm possibilities and create visual designs of the ideas they generate. The group's diverse ideas and view points contribute to developing creative results that explore a wide range of possibilities. (definition courtesy of NRPA)

Master Plan

A comprehensive plan to guide the long-term physical development of a particular area or a large, complex park. A critical part of the process is a series of three public input meetings:

Meeting 1: held October 9nd, 2007, 6:00 – 7:30 PM; Kennedy School

Meeting 2: Today, January 22nd, 6:00 – 7:30 PM; Kennedy School

Meeting 3: presentation to the Parks & Recreation Commission (open to public comment) of a proposed master plan along with general cost estimates and drawings of greater detail. Seek approval of the Master Plan concept by the Park Commissioners.

March 18th, 2007, 5:30 PM: Council Chambers, City Hall

Land Development Process

The Kennedy Park property is within the city limits, so must meet the City's land development requirements, including a requirement for a Conditional Use Permit (CUP) prior to development. The final master plan adopted through this design charette process will be used in the CUP application. Elements of the Master Plan must first be developed to greater detail prior to the application. The CUP process may modify the proposed Park Master Plan, imposing conditions on the development. The resulting approved plan defines what may be built.

Park Construction Drawings

Construction drawings are created for each element of the approved plan as city funding, grants or donations become available. The construction drawings along

with relevant specifications are then let out to competitive bid, awarded, and the park begins to take form.

Kennedy Park History

- Kennedy School Park property, located east of Kennedy School, is owned by the City of Medford
- The land was acquired in 1988
- A master plan was developed by Brian Mostue, LA, 1990 – 1991
- A Conditional Use Permit (CUP-91-15) was approved January, 1992
- The park was constructed in 1994
- The City Council adopted a realignment of Springbrook Rd. into Delta Waters, aligning the two segments of Springbrook Rd.
- This alignment required the acquisition of three parcels of land, one of which will be added to the park through this master plan revision.
- This alignment is on Public Works list of projects for the year 2012

Why revisit the approved master plan at this time?

A number of things have changed since the creation of the existing master plan in 1991.

- City approved the realignment of Springbrook Rd. with Delta Waters
- Loss of land from realignment,
- Acquisition of land north of old master plan from realignment
- Parks, Recreation & Leisure Services Plan identified the need for (10) youth ball fields city wide
- The current list of projects funded by SDC dollars includes money to build a youth ball field
- There is adequate room in this neighborhood park for a ball field; a rare resource in the current park land bank
- The standard for a water park in each ward has been met for this ward with the new facility at Lone Pine School Park. Can be removed from master plan
- We are reconsidering the intensity of activities within this small park

Topography- Assets/Features & Constraints/Challenges

Constraints:

- Drainage issues due to: 1) a lack of slope, and 2) no storm drainage on site
- Realignment of a road that has been designed but not built
- Shallow rocky clay soil

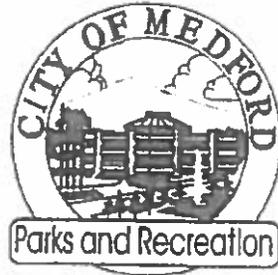
Assets:

- Located in a highly populated neighborhood
- Good access
- Existing parking at the school
- Existing infrastructure in the adjacent developed school and school park

Large Group- Review proposed Master Plan

- Write list of group ideas on sheets of paper

Continuous Improvement
Customer Service



AGENDA

PARKS AND RECREATION COMMISSION

April 15, 2008

Council Chambers, City Hall
411 West 8th Street, Room 300
5:30 P.M.

10. ROLL CALL
20. APPROVAL OF MINUTES
30. ORAL REQUESTS FROM THE AUDIENCE
40. NEW AND CONTINUED BUSINESS
 - 40.1 Prescott Park Master Plan – Pete Young
 - 40.2 Kennedy School/Park Master Plan – Pete Young
 - 40.3 Disc Golf Relocation Plan – Bruce Galloway
50. COMMITTEE REPORTS
 - 50.1 Tree Committee
 - 50.2 Prescott Park
 - 50.3 Arts Commission
 - 50.4 Greenway Committee
 - 50.5 Medford Parks & Recreation Foundation
 - 50.6 Mayor's Youth Advisory Commission
60. STAFF REPORTS
 - 60.1 U.S. Cellular Park – Phase 2 Grand Opening
 - 60.2 U.S. Cellular Park – Phase 3 Bid Award
 - 60.3 After School Partnership Meeting
 - 60.4 Aquatics Group Update
70. MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS
80. ADJOURNMENT

"Creating Healthy Lives, Happy People & A Strong Community"

City Hall ■ 411 W. 8th Street ■ Room 225 ■ Medford, OR 97501 ■ (541) 774-2400
www.playmedford.com ■ parks@cityofmedford.org

KENNEDY PARK MASTER PLAN

History

Kennedy School Park property, located east of Kennedy School, is owned by the City of Medford and is not one of the properties leased from the School District. The land was acquired in 1988. A master plan was developed by Brian Mostue, LA, 1990 – 1991. A Conditional Use Permit (CUP-91-15) was approved January, 1992 and the park was constructed in 1994.

The City Council adopted the realignment of Springbrook Rd. into Delta Waters, aligning the two segments of Springbrook Rd. This realignment required the acquisition of three parcels of land, one of which will be added to the park through this master plan revision. The street alignment is on Public Works list of projects for the year 2012

Why revisit the approved master plan at this time? A number of things have changed in the 18 years since the creation of the existing master plan in 1991.

- The City Council approved the realignment of Springbrook Rd. with Delta Waters
- Loss of land from the realignment of Springbrook Rd. greatly impacted the original master plan, rendering it impossible to implement.
- Land north of the old master plan has been added to this park and its use has not been designated through a master plan.
- The Parks, Recreation & Leisure Services Plan identified new priorities including the need for (10) youth ball fields city wide. A youth ball field is needed in the Kennedy School neighborhood. Adult field needs will be met with the development of the Sports Park. However, kids too young to drive need a local ball field which is close enough to walk or ride bikes to.

The current list of projects funded by SDC dollars includes money to build a youth ball field. There is adequate room in this neighborhood park for a ball field; a rare resource in the current park land bank.

Topography- Assets/Features & Constraints/Challenges

Drainage is currently an issue due to 1) a lack of slope, and 2) no storm drainage piping on site. The piping typically would be installed with the development of the new street. However, a connection may be installed early to remedy the water issues the neighbors are experiencing.

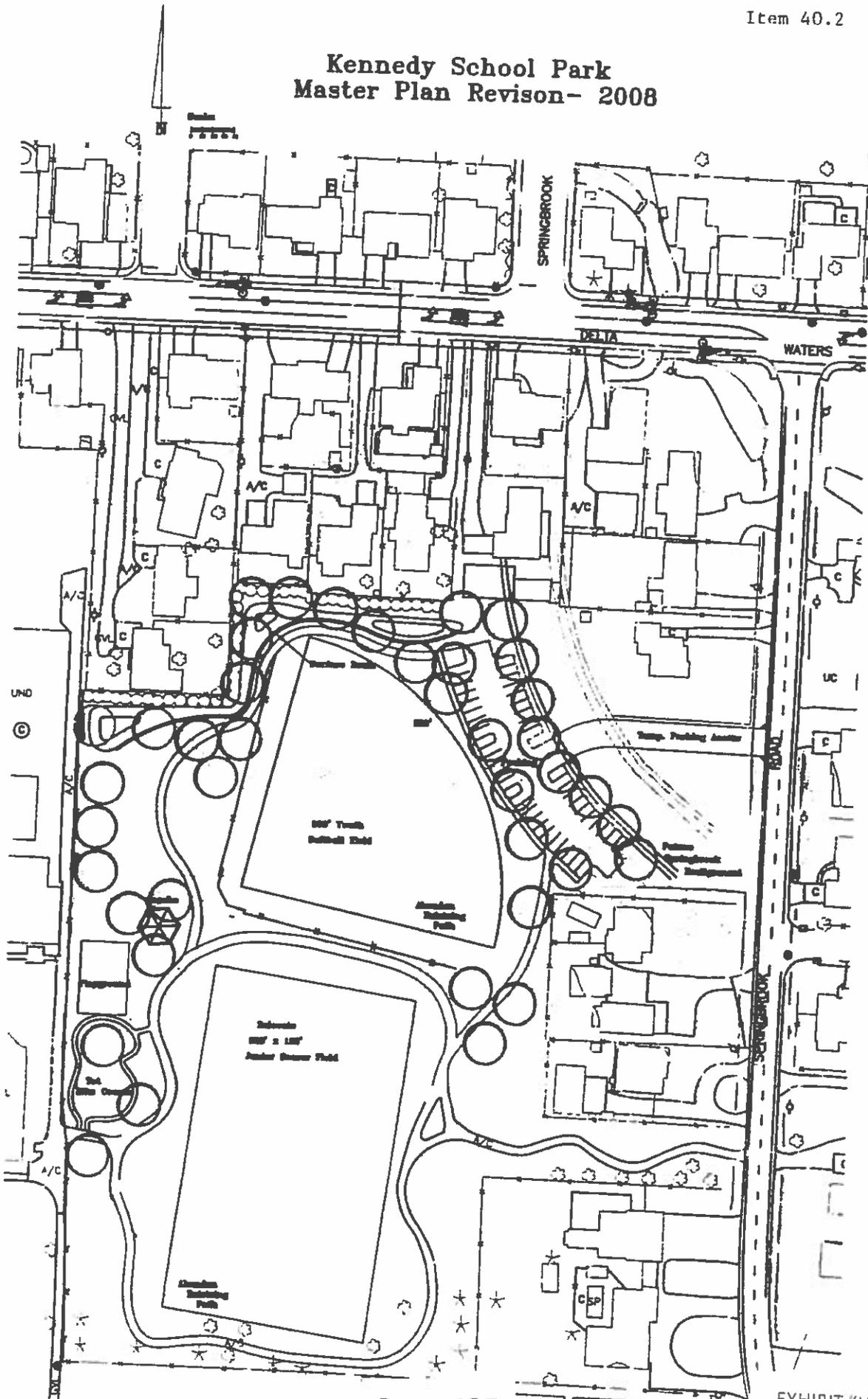
Another challenge with this site is that the realignment of the new road has not been designed yet, and so the exact location of the street is still general rather than exact. The exact location of the future street will need to be identified prior to the development of a permanent parking lot.

The location of this park land is in a highly populated neighborhood with good access. The adjacent school has been providing parking during times when the school is not in use. There is existing power and water infrastructure in the developed portions of the existing city park.

Elements of the Masterplan

The concept is for a 250' youth baseball/softball field with parking lot, restroom and pavilion near the field, a vegetative screen buffering the houses, along with a path that circumscribes the field. These were all concepts supported in the public meetings of this master plan process. An Interactive playground, tot lot with shaded seating around play structures for parents, gazebo, lighted walking path around the perimeter of the park, and a tot bicycle training course are included. The design ensures that no surface drainage will flow onto the adjacent parcels.

Kennedy School Park Master Plan Revision- 2008



Kennedy School Park Master Plan Revision- 2008



PARKS AND RECREATION COMMISSION MINUTES

APRIL 15, 2008

10. ROLL CALL

Members Present: Marie Cabler, Sarah Koca, Jerry MacLeod, Daniel O'Connor, Dan Ratty, Paul Robinson and Bob Wickman

Members Absent: Griff Bisbee, Gregg Florentin and Rich Hansen

Council Liaison: Al Densmore

Guests: See attached list

Staff: Brian Sjothun, Rich Rosenthal, Bruce Galloway, Pete Young, Bill Harrington and Anne Gordon

20. APPROVAL OF MINUTES

The minutes of the March 18, 2008 Parks and Recreation Commission were approved as submitted.

30. ORAL REQUESTS FROM THE AUDIENCE

There were none.

40. NEW AND CONTINUED BUSINESS

40.1 Prescott Park Master Plan – Pete Young

Pete Young, Parks Planner, presented the proposed master plan for Prescott Park; highlighting the following attributes proposed for the park:

- Three new trail heads
- Development of multi-use trails
- Dog Park
- Challenge Course
- Archery Range
- Parking lot, with provisions for horse trailers and school buses

Mr. Young noted that the protection of the environment and natural beauty of the park area were taken into consideration when the plan was put together. He also suggested that signs and buildings be built in keeping with the rustic nature of the current park attributes.

Members who had been assigned to the Prescott Park Master Plan Subcommittee indicated that the proposed plan addressed all concerns expressed at previous meetings.

Members from the community spoke before the Commission, providing their input on the various features proposed for the park.

MOTION:

It was moved by Paul Robinson and seconded by Sarah Koca that the Commission approve the proposed Prescott Master Plan as submitted.

The motion carried by a vote of 7-0.

It was noted that the Prescott Park Management Plan also needs to be reviewed and updated. It was suggested that the Prescott Park Master Plan Subcommittee stay in tack to assist with the Management Plan revision.



40.2 Kennedy School Park Master Plan – Pete Young

Pete Young reviewed the proposed Kennedy School Park Master Plan. The highlights of the proposal are:

- Fence along property line with Kennedy School
- Parking off Springbrook
- Address water run-off issues
- Small BMX area for tots
- Youth baseball field

It was noted that there is a proposal to realign Springbrook. This was taken into consideration when the proposal was put together.

**MOTION:**

It was moved by Marie Cabler and seconded by Daniel O'Connor that the Commission approve the Master Plan for Kennedy School Park.

The motion carried by a vote of 7-0.

40.3 Disc Golf Relocation Plan – Bruce Galloway

Due to continued complaints from neighbors in the vicinity of Holmes Park, staff made a proposal to relocate the disc golf course on property donated to the City by the Root family, along Bear Creek, just north of the Little League Fields in Bear Creek Park. Staff presented the proposed plan for the course and indicated that they had been working with the local disc golf group to develop the plan. They also noted that the disc golf group is in the process of raising money to assist with the development.

Carl Stuffed, spokesman for the disc golf group, spoke before the Commission and indicated they are very excited about the new course and have started their fundraising. The cost of development of the area is in the range of \$10,500.00.

MOTION:

It was moved by Dan Ratty and seconded by Bob Wickman that the Commission approve the proposal to move the disc golf course from Holmes Park to the Root Property along Bear Creek.

The motion carried by a vote of 7-0.

50. COMMITTEE REPORTS**50.1 Tree Committee**

It was reported that Tom Hall, representing the Medford development community, meet with the Tree Committee regarding saving trees. He feels that there should be a formal process whereby developers have to incorporate trees in their development plans; and that they should be working with the Water Commission to save water with less lawn and more trees.

The Committee is also working on a partnership with ODOT to work on planting trees in the riparian areas running through Medford.



**PARKS & RECREATION COMMISSION
AGENDA ITEM COMMENTARY**

Item No: **40.3**

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DIVISION: Administration
STAFF CONTACT: Brian Sjothun
STAFF PHONE: 774-2400

AGENDA SECTION: New and Continued Business
MEETING DATE: January 20, 2015

ISSUE STATEMENT & SUMMARY:

The final review and approval of a Six-Year Capital Improvement Plan for implementation beginning with the 2015-17 Biennial Budget. Projects are funded through Non-General Fund revenues with certain restrictions placed on funding through Park System Development Charges.

BACKGROUND:

A. Commission Action History

January 6, 2015, staff presented a "draft" Six-Year Capital Improvement Plan based off the previous plan and from direction provided by the Commission from the October 7, 2014 Study Session. The Commission requested that staff present options that would include setting aside funding for future aquatic projects.

October 7, 2014, a study session was held in order to discuss the direction in developing an updated Six-Year Capital Improvement Project plan. The direction of the Commission was to provide a plan that would place an emphasis on acquiring property for future park sites which are identified within the Leisure Services Plan.

February 19, 2013, Commission approved an update to the department's Six-Year Capital Improvement Plan project for implementation beginning with the 2013-15 Biennial Budget.

Analysis

The Leisure Services Plan outlines a long list of possible capital improvement projects and areas identified as possible sites for land acquisitions in order to provide for future parks and open space sites.

There are two options for consideration by the Commission through direction provided at the October 7, 2014 and January 6, 2015 study sessions on this topic.

Option A

- Provides for \$2 million for property acquisition for the 2015-17 biennium
 - \$3.73 million over the six-year period
- Oregon Hills Park completion (2015-17)
- Leisure Services Plan & SIDC Methodology Update (2015-17)
- Update the master plan for two existing parks
- Continues with playground replacement program
- Trail & Pathway Development – A top priority in the Leisure Services Plan
- Continued Development of Prescott Park and the SE Area Plan
- Establishes contributions for future aquatic facilities
- Completes Kennedy Park
- Construction of Cedar Links and improvements to Howard Park (2018-21)
- Assists in funding a budget issue for the 2015-17 biennium





**PARKS & RECREATION COMMISSION
AGENDA ITEM COMMENTARY**

Item No: 40.3

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Option B – Same as previous option except for these changes

- Provides for \$2 million for property acquisition for the 2015-17 biennium
 - \$3.185 million over the six-year period
- Adds construction of Midway Park (2020-21)

The plan also takes into account the administration expenses associated with management of the fund.

B. Financial and/or Resource Considerations

Six-Year Capital Improvement Plan is budgeted in the amount of \$9,624,150. Revenues come from the following sources:

- Park System Development Charges
- Hotel/Motel Taxes (after debt service)
- Park Utility Funds (after debt service)
- Naming Rights (after debt service)
- Interest Income (after debt service)
- Higher than budgeted Ending Fund Balance

C. Timing Issues

Staff is requesting approval of the proposed Six-Year Capital Improvement Plan in order to finalize budget requests for the 2015-17 Biennial Budget. Delaying a decision will impact staff's ability to meet budget submission deadlines.

STRATEGIC PLAN:

Goal 6: Maintain and enhance community livability.

Objective 6.4: Increase access and public enjoyment of Prescott Park by developing appropriate facilities.

Goal 8: Provide recreational activities and opportunities to improve the lives of Medford residents.

Objective 8.1: Ensure that long-term plans are adopted that identify where land is needed for parks and pedestrian/bicycle trail systems throughout the City.

COMMISSION OPTIONS:

Option A: Adopt either of the proposed Six-Year Capital Improvement Plans.

Option B: Recommend and adopt changes to either plan.

STAFF RECOMMENDATIONS:

Adopt Option B of the proposed Six-Year Capital Improvement Plans presented for consideration.

SUGGESTED MOTION:

Move to approve Option B of the Six-Year Capital Improvement Plan as presented and request that staff make such recommendation to the Budget Committee.

EXHIBITS:

Proposed Six-Year Capital Improvement Plan – Option A

Proposed Six-Year Capital Improvement Plan – Option B

MEDFORD PARKS & RECREATION

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MINUTES

PARKS AND RECREATION COMMISSION

January 20, 2015

CARNEGIE BUILDING

413 W. Main St.

5:30 P.M.

Meeting called to order at 5:34 pm

10. ROLL CALL

Members Present: Cheryl Breeden, Rich Hansen, Frank Hoepfer, Kevin Keating (*arrived as noted), Jerry MacLeod, Dan Ratty Council Liaisons – Chris Corcoran, Kevin Stine. Staff – Brian Sjothun, Rich Rosenthal, Pete Young, Jennifer Sparacino Members Absent: Marie Cabler, Julian Cordle, Dr. Rizvi. Guests: Rita Alred.

20. APPROVAL OF MINUTES

Minutes were approved as submitted.

30. ORAL REQUESTS FROM THE AUDIENCE

Mr. Sjothun introduced the new Council Liaisons Chris Corcoran and Kevin Stine. Mr. Patty thanked Ms. Breeden and Mr. Keating for their service to the City.

40. NEW AND CONTINUED BUSINESS

40.1 U. S. Cellular Community Park Naming Recognition – Brian Sjothun

Mr. Sjothun requested that the Commission form a subcommittee to come up with recognition options for U. S. Cellular Community Park playing fields to be presented to City Council.

Motion: Move to approve the formation of a U. S. Cellular Community Park naming and recognition subcommittee. Motion made by Mr. MacLeod, seconded by Ms. Breeden. Motion passed unanimously. Mr. Hoepfer and Mr. Ratty volunteered to be on the committee, along with a Foundation Member and a past or present Business partner.

40.2 Cascade Christian Property Transfer – Brian Sjothun

Mr. Sjothun presented staff findings regarding property restrictions and advised that there are none. The Commission discussed the possibility of the City getting compensated for the property.

Motion: Direct Brian to negotiate with Cascade Christian to come up with a fair deal, with proceeds going to the foundation. Motion made by Mr. Hansen, seconded by Mr. MacLeod. Friendly amendment made to have Brian come back to the Commission for approval. Amendment accepted by maker of the motion and second. Motion passed unanimously.



40.3 Six-Year Capital Improvement Plan – Brian Sjothun

Mr. Sjothun presented a revised Six-Year Capital Improvement Plan including setting aside funds for future aquatic projects as requested by the Commission at their January 6th meeting.



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Motion: Move to approve option B of the Six-Year Capital Improvement Plan as presented and request that staff make such recommendation to the Budget Committee. Motion made by Mr. MacLeod, seconded by Mr. Hansen. Motion passed unanimously.

40.4 Joint Powers Board Appointment – Brian Sjothun

Mr. Sjothun requested that the Commission consider appointing him to the Joint Powers Board, with Tim Stevens acting as a technical advisor.

Motion: Move to recommend appointment of Brian Sjothun as the City of Medford Representative on the Joint Powers Board. Motion made by Ms. Breeden, seconded by Mr. Hoeper. Friendly amendment was made thanking Jerry MacLeod for his service on the Board. Amendment accepted by maker of the motion and the second. Motion passed unanimously.

Ms. Allred addressed the Commission as a member of the Skate Community and advised she has not received positive feedback from them regarding making the park multi-use. She requested be included in the Skate Park Study Session if possible and requested that the City match the funds set aside for maintenance. Mr. Sjothun asked the Commission if they would like to hear from each side at the study session and the consensus was yes. Brian will be in contact with Ms. Allred regarding the maintenance.

50. COMMITTEE REPORTS

50.1 Tree Committee – Mr. Hoeper gave the Tree Committee Update, including their recommendation for appointments.

Motion: Approve appointment of Greg Applen, Richard Weed and Mary Sinclair to the Tree Committee. Motion made by Mr. Hoeper, seconded by Mr. Hansen. Motion passed unanimously.

50.2 Prescott Park – Mr. Hoeper asked about the process for trail building. Mr. Sjothun advised there are some hurdles to overcome. Mr. MacLeod asked about the status of the park being in the City limits. Mr. Sjothun advised it is in process.

50.3 Arts Commission – Mr. Sjothun referred to the minutes included in the agenda packet.

50.4 Bear Creek Greenway Joint Powers Board – Mr. MacLeod gave an update.

50.5 Medford Parks & Recreation Foundation – Mr. Sjothun gave an update.

50.6 Mayor's Youth Advisory Commission – Mr. Sjothun referred to the minutes included in the agenda packet and gave a brief update.

50.7 Cemetery Commission – Mr. Sjothun referred to the minutes included in the agenda packet and gave a brief update.

50.8 Distribution in Parks Subcommittee Report – Mr. Hansen gave an update, including advising that the committee is going to survey the folks doing the feeding. Mr. Corcoran added information regarding his meeting with residents at Aspens on the Creek.

Mr. MacLeod updated the Commission on the Committee working on designing a park for the SE Area.

60. STAFF REPORTS

60.1 Project Update Report – Mr. Sjothun referred to the information included in the agenda packet.

60.2 2015 Commission Meeting Schedule – Mr. Sjothun referred to the schedule in the agenda packet, bringing attention to the Feb 10th Commission Training, the Park Tour in July, the NRPA Conference in September, ORPA in November and Christmas gathering in December.

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www.ci.medford.or.us parks@cityofmedford.org

Mr. Sjothun expressed his appreciation to Mr. Keating and Ms. Breeden for their work on the Commission.

60.3 Commission Training - February 10

70. MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS

80. ADJOURNMENT

Meeting adjourned at 6:54 pm.

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TERRA SCIENCE, INC.

Soil, Water & Wetland Consultants
CCB no. 138507

**WETLAND DELINEATION REPORT
FOR THE KENNEDY PARK PROJECT
(Tax Lot 3401 & Portion of Tax Lot 3300 on
T. 37S R. 1W Section 17BA W.M.)
MEDFORD, JACKSON COUNTY, OREGON**

Prepared for

**CITY OF MEDFORD
PARKS & RECREATION DEPARTMENT**
701 N. Columbus Avenue
Medford, Oregon 97501

Prepared by

TERRA SCIENCE, INC.
4710 S.W. Kelly Avenue, Suite 100
Portland, Oregon 97239

TSI Project No. 2014-0806

May 2015

WETLAND DELINEATION / DETERMINATION REPORT COVER FORM

This form must be included with any wetland delineation report submitted to the Department of State Lands for review and approval. A wetland delineation report submittal is not "complete" unless the fully completed and signed report cover form and the required fee are submitted. Attach this form to the front of an unbound report or include a hard copy of the completed form with a CD/DVD that includes a single PDF file of the report cover form and report (minimum 300 dpi resolution) and submit to: Oregon Department of State Lands, 775 Summer Street NE, Suite 100, Salem, OR 97301-1279. A single PDF attachment of the completed cover form and report may be e-mailed to Wetland_Delineation@dsl.state.or.us. For submittal of PDF files larger than 10 MB, e-mail instructions on how to access the file from your ftp or other file sharing website. Fees can be paid by check or credit card. Make the check payable to the Oregon Department of State Lands. To pay the fee by credit card, call 503-986-5200.

<input checked="" type="checkbox"/> Applicant <input checked="" type="checkbox"/> Owner Name, Firm and Address: City of Medford Parks and Recreation Department Attn: Pete Young 701 N. Columbus Avenue Medford, Oregon 97501	Business phone # (541) 774-2413 Mobile phone # (optional) N/A FAX # (541) 774-2560 E-mail: Pete.Young@cityofmedford.org
<input type="checkbox"/> Authorized Legal Agent, Name and Address: N/A	Business phone # N/A FAX # N/A Mobile phone # (optional) N/A E-mail: N/A

I either own the property described below or I have legal authority to allow access to the property. I authorize the Department to access the property for the purpose of confirming the information in the report, after prior notification to the primary contact.

Typed/Printed Name: _____ Signature: _____
 Date: _____ Special instructions regarding site access: **Please call wetland consultant before entering the site.**

Project and Site Information (for latitude & longitude, use centroid of site or start & end points of linear project)

Project Name: Kennedy Park Project	Latitude: 42.359100° N	Longitude: 122.849818° W
Proposed Use: City Park	Tax Map # 2 3E 21A & 21B	
Project Street Address (or other descriptive location): Approximately 0.1 miles south of the intersection of Delta Waters Road and Springbrook Road.	Township 37S Range 01W Section 17 QQ BA	
City: Medford County: Jackson	Tax Lot (s) 3401 and Portion of 3300	
	Waterway: N/A River Mile: N/A	
	NWI Quad(s): Medford East, Oregon Quad	

Wetland Delineation Information

Wetland Consultant Name, Firm and Address: Terra Science, Inc., Attn: Jason Clinch 4710 S.W. Kelly Avenue, Suite 100 Portland, Oregon 97239	Phone # (503) 274-2100 Mobile phone # N/A FAX # (503) 274-2100 E-mail: jason@terrascience.com
The information and conclusions on this form and in the attached report are true and correct to the best of my knowledge.	
Consultant Signature: _____	Date: _____

Primary Contact for report review and site access is Consultant Applicant/Owner Authorized Agent

Wetland/Waters Present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Study Area size: ±2.65 acres	Total Wetland Acreage: 0.248-acre
---	-------------------------------------	--

Check Box Below if Applicable:

Fees:

<input type="checkbox"/> R-F permit application submitted <input type="checkbox"/> Mitigation bank site <input type="checkbox"/> Wetland restoration/enhancement project (not mitigation) <input type="checkbox"/> Industrial Land Certification Program Site <input type="checkbox"/> Reissuance of a recently expired delineation Previous DSL #: _____ Expiration date: _____	<input checked="" type="checkbox"/> Fee payment submitted \$ <input type="checkbox"/> Fee (\$100) for resubmittal of rejected report <input type="checkbox"/> No fee for request for reissuance of an expired report
---	--

Other Information:

Has previous delineation/application been made on parcel? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	If known, previous DSL #: _____
Does LWI, if any, show wetland or waters on parcel? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	

For Office Use Only

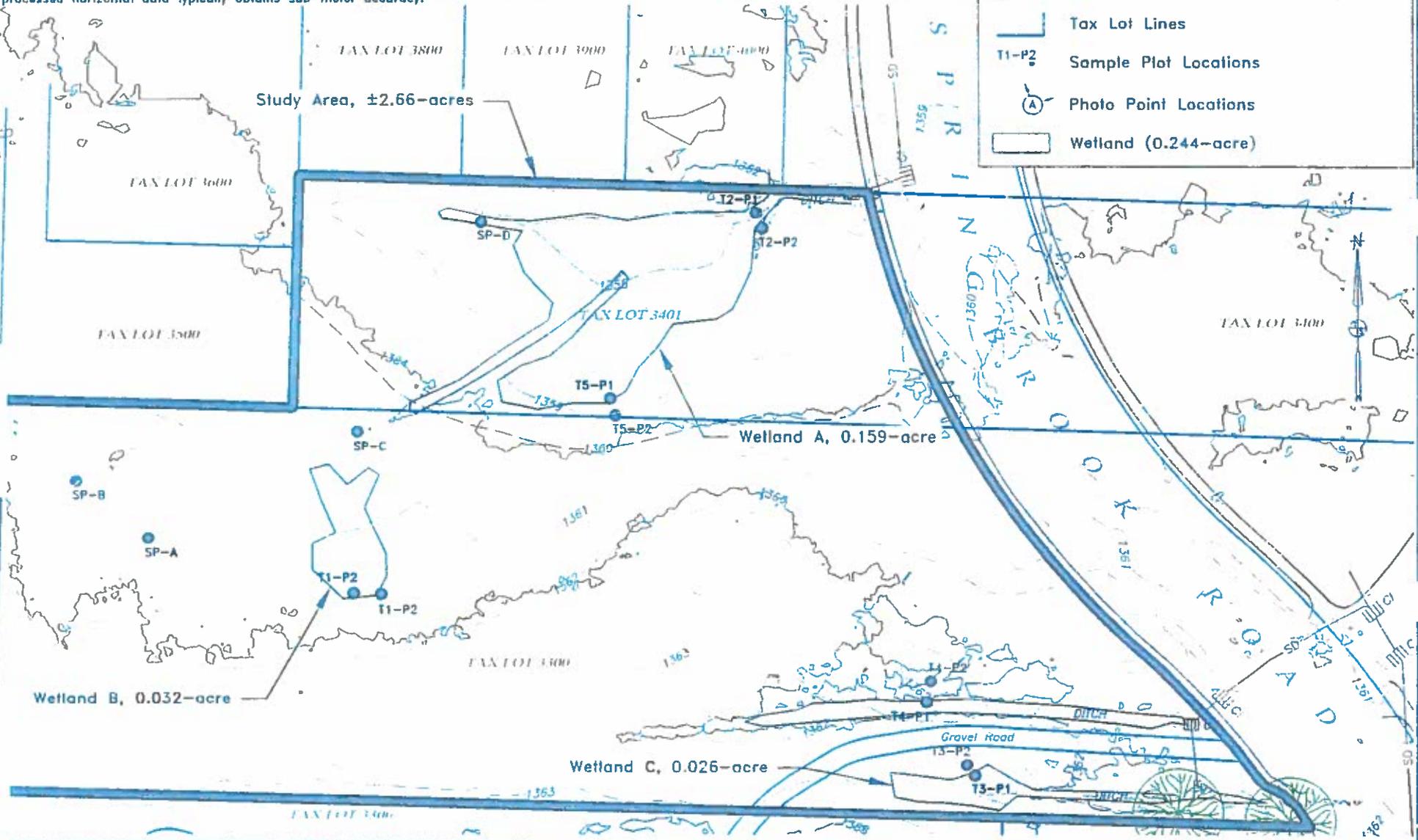
DSL Reviewer: _____	Fee Paid Date: ____ / ____ / ____	DSL WD # _____	
Date Delineation Received: ____ / ____ / ____	DSL Project # _____	DSL Site # _____	
Scanned: <input type="checkbox"/> Final Scan: <input type="checkbox"/>	DSL WN # _____	DSL App. # _____	

SOURCE: LIDAR-generated topographic contours provided by DOGAMI, 2009. Tax lot boundaries, utility and infrastructure locations, and survey-generated topographic contours provided by Polaris Land Surveying LLC (*Topographic Site Survey*, 2014). Wetland boundaries, ordinary high water boundaries, and sample plot locations mapped by TSI using hand GPS (Ashtech Mobile Mapper 120), 2015.

NOTE: Wetland and upland conditions determined using methodology outlined in the Corps 1987 Manual and Arid West Regional Supplement Version 2.0. Sample plot locations and delineated boundaries were mapped by the field team utilizing an Ashtech hand-held MobileMapper 120 Global Navigation Satellite System (GNSS) receiver running ArcPad Version 10.0 software. ArcPad shape files were then post-processed using Mobile Mapper Office Version 4.5. Corrected files were then exported to AutoCAD compatible files using ArcMap 10.2. Based on the manufacturer's specifications, post-processed horizontal data typically obtains sub-meter accuracy.

LEGEND

-  1-Foot Topographic Contours (Survey)
-  2-Foot Topographic Contours (LIDAR)
-  Tax Lot Lines
-  T1-P2 Sample Plot Locations
-  Photo Point Locations
-  Wetland (0.244-acre)

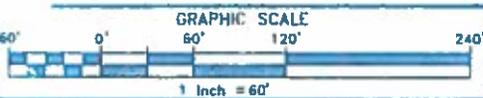


Page 147
EXHIBIT 'J' Page 3 of 3

Terra Science, Inc.
Soil, Water, & Wetland Consultants

WETLAND DELINEATION FOR THE KENNEDY PARK PROJECT
(T.L. 3401 and Portion of T.L. 3300 on T. 37S R. 1W Sec. 17BA)
Madford, Jackson County, Oregon

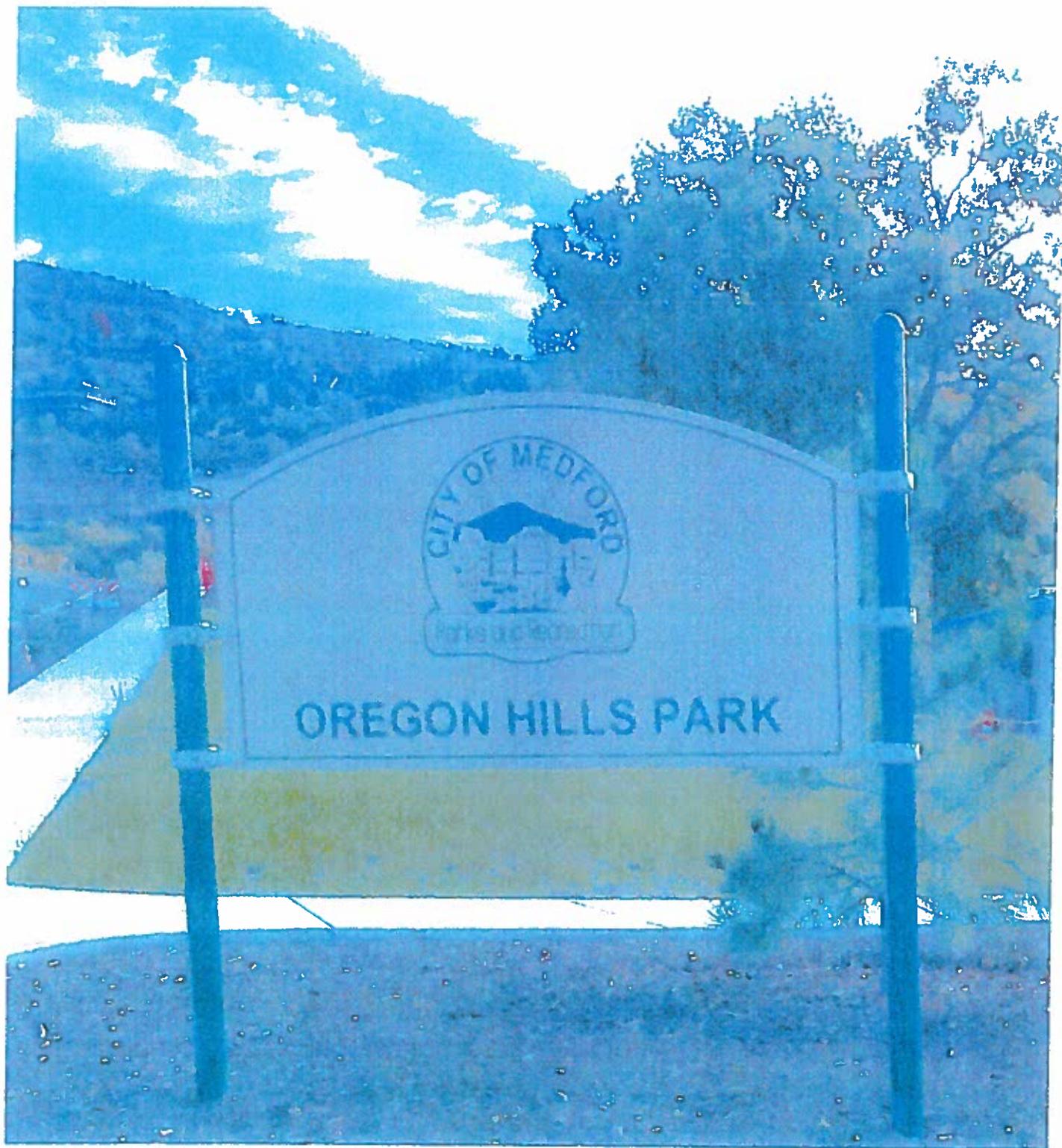
WETLAND DELINEATION MAP



April 2015

DRAFT

FIGURE 6







Page 150

EXHIBIT "M"









Continuous Improvement Customer Service

RECEIVED
MAR 30 2016
PLANNING DEPT.

CITY OF MEDFORD

Revised Date: 3/30/2016
File Number: CUP-16-007

**PUBLIC WORKS DEPARTMENT STAFF REPORT
Kennedy Park**

Project: Consideration of a request for a Conditional Use Permit to allow the further development of a parking lot, playground, picnic shelter, internal path system, path lighting, a multi-use field, a site drainage system, landscaping, irrigation and park amenities for Kennedy Park, situated on five parcels totaling approximately 8.49 acres.

Location: Located at the southwest corner of the intersection of Delta Waters Road and Springbrook Road, within a SFR-4 (Single Family Residential – 4 dwelling units per acre) zoning district.

Applicant: City of Medford Parks Department, Applicant (Pete Young, Agent). Tracy Carter, Planner.

NOTE:

The items listed here shall be completed and accepted prior to the respective issuances of permits and certificates:

Prior to issue of the first building permit, the following items shall be completed and accepted:

- Submittal and approval of plans for site grading and drainage, and detention.
- Completion of all public improvements, if required. The applicant may provide security for 120% of the improvements prior to issuance of building permits. Construction plans for the improvements would need to be approved by the Public Works Engineering Department prior to acceptance of security.
- Items A – D, unless noted otherwise.

Prior to issue of Certificate-of-Occupancy for completed structures, the following items shall be completed and accepted:

- Paving of all on-site parking and vehicle maneuvering areas.
- Certification by the design engineer that the stormwater quality and detention system was constructed per the approved plan.
- Completion of all public improvements, if applicable.

A. STREETS

1. Dedications

Springbrook Road is classified as a Major Collector Street, and in accordance with Medford Land Development Code (MLDC) Section 10.428. Prior to issuance of any permit for construction, the developer shall dedicate for public right-of-way, sufficient width of land to comply with the half width of right-of-way, which is 37-feet. The existing right-of-way west of the centerline appears to be 31.5 feet. **The amount of additional right-of-way needed appears to be 5.5 feet along the portion of the park that occupies the easternmost edge of tax lot 2900 and tax lot 2600.** (MLDC 10.451).

The developer will receive S.S.D.C. (Street System Development Charge) credits for the public right-of-way dedication on Springbrook Road, per the methodology established by the MLDC 3.815. **Should the developer elect to have the value of the land be determined by an appraisal, a letter to that effect must be submitted to the City Engineer within sixty (60) calendar days of the date of the Final Order of the Planning Commission. The City will then select an appraiser, and a cash deposit will be required as stated in Section 3.815.**

In accordance with MLDC 10.471, **the property owner shall dedicate a 10 foot wide public utility easement (PUE) adjacent to the proposed right-of-way line along this Developments entire frontage.**

The right-of-way and easement dedications shall be submitted directly to the Engineering Division of the Public Works Department. The submittal shall include: the right-of-way and easement dedication, including an exhibit map; a copy of a current Lot Book Report, Preliminary Title Report, or Title Policy; a mathematical closure report (if applicable), and the Planning Department File Number; for review and City Engineer acceptance signature prior to recordation by the applicant. Releases of interest shall be obtained by holders of trust deeds or mortgages on the right-of-way and PUE area.

2. Public Improvements

a. Public Streets

Springbrook Road shall be improved along this frontage as part of a future capital improvement project. **No public improvements are required with this development.**

b. Pavement Moratoriums

There is a pavement cutting moratorium currently in effect along Springbrook Road.

3. Access and Circulation

Driveway access to the proposed development site shall comply with MLDC 10.550. Access to the development shall be limited to one entrance as shown on the Site Plan.

4. MLDC Section 10.668 Analysis

Notwithstanding any other provisions of this Chapter 10, an applicant for a development permit shall not be required, as a condition of granting the application, to dedicate land for public use or provide public improvements unless: (1) the record shows that there is an essential nexus between the exaction and a legitimate government purpose, and that there is a rough proportionality between the burden of the exaction on the developer and the burden of the development on public facilities and services so that the exaction will not result in a taking of private property for public use, or (2) a mechanism exists and funds are available to fairly compensate the applicant for the excess burden of the exaction to the extent that it would be a taking.

1. Nexus to a legitimate government purpose.

The purposes for these dedications and improvements are found throughout the Medford Code, the Medford Transportation System Plan, and the Statewide Planning Rule, and are supported by sound public policy. Those purposes and policies include, but are not limited to: development of a balanced transportation system addressing all modes of travel, including motor vehicles, transit, bicycles, and pedestrians. It can be found that the listed right-of-way dedications and improvements have a nexus to these purposes and policies.

2. Rough proportionality between the required dedications and improvements, and the impacts of development.

No mathematical formula is required to support the rough proportionality analysis. Also, the City is allowed to consider the benefits to the development from the dedication and improvements when determining “rough proportionality.”

As set forth below, the dedications and improvements recommended herein can be found to be roughly proportional to the impacts reasonably anticipated to be imposed by this development.

Springbrook Road:

The additional right-of-way on Springbrook Road will provide the needed width for a bike lane, planter strip and sidewalk. Springbrook Road is a 35 mile per hour facility, which currently carries approximately 5,700 vehicles per day. The planter strip moves pedestrians a safe distance from the edge of the roadway. Springbrook Road will be a primary route for pedestrians traveling to and from this development.

The City assesses System Development Charges (SDCs) to help pay for acquisition of right-of-way and construction of additional Arterial & Collector street capacity required as a result of new development. Because a mechanism exists in the form of SDC credit for right-of-way dedication and street improvements in accordance with Medford Municipal Code (MMC) 3.815 and other applicable parts of the Code, to fairly compensate the applicant, the conditions of MLDC, Section 10.668 are satisfied.

B. SANITARY SEWERS

The proposed development is situated within the Medford sewer service area. No sewer connections are indicated on the plans.

C. STORM DRAINAGE

1. Drainage Plan

A comprehensive drainage plan showing the entire project site with sufficient spot elevations to determine direction of runoff to the proposed drainage system, and also showing elevations on the proposed drainage system, shall be submitted with the first building permit application for approval. All area catch basins shall meet Department of Environmental Quality (DEQ) requirements, which include a down-turned elbow and sump.

The Developer shall provide copies of either a Joint Use Maintenance Agreement or a private stormdrain easement for any stormwater draining onto or from adjacent private property.

2. Grading

A comprehensive grading plan showing the relationship between adjacent property and the proposed development shall be submitted with the building permit application for approval. Grading on this development shall not block drainage from an adjacent property or concentrate drainage onto an adjacent property without an easement. The developer shall be responsible that the final grading of the development shall be in compliance with the approved grading plan.

3. Detention and Water Quality

Stormwater quality and detention facilities shall be required in accordance with MLDC Section 10.481 and 10.729.

4. Certification

Upon completion of the project, and prior to final inspection sign off of the building permit, the developer's design engineer shall certify that the construction of the stormwater quality and detention system was constructed per plan. Certification shall be in writing and submitted to the Engineering Division of Public Works. Reference Rogue Valley Stormwater Quality Design Manual, Appendix I, Technical Requirements.

5. Wetlands

The Developer shall contact the Division of State Lands for the approval or clearance of the subject property with regards to wetlands and/or waterways.

6. Erosion Prevention and Sediment Control

All development that disturbs 5,000 square feet or greater shall require an Erosion Prevention and Sediment Control Plan. Developments that disturb one acre and greater shall require a 1200C permit from the Department of Environmental Quality (DEQ). Erosion Prevention and

Sediment Control Plans shall be submitted to the Building Department with the project plans for development. All disturbed areas shall be covered with vegetation or properly stabilized prior to certificate of occupancy.

D. General Conditions

1. Construction and Inspection

The Developer or Developer's contractor shall obtain appropriate right-of-way permits from the Department of Public Works prior to commencing any work within the public right-of-way that is not included within the scope of work described within approved public improvement plans. Pre-qualification is required of all contractors prior to application for any permit to work in the public right-of-way.

2. Site Improvements

All on-site parking and vehicle maneuvering areas related to this development shall be paved in accordance with MLDC, Section 10.746, prior to issuance of certificate of occupancy for any structures on the site. Curbs shall be constructed around the perimeter of all parking and maneuvering areas that are adjacent to landscaping or unpaved areas related to this site. Curbs may be deleted or curb cuts provided wherever pavement drains to a water quality facility.

3. System Development Charges (SDC)

Buildings in this development are subject to street, sanitary sewer collection and treatment, and stormdrain SDCs. All SDC fees shall be paid at the time individual building permits are issued.

Prepared by: Doug Burroughs

SUMMARY CONDITIONS OF APPROVAL

Kennedy Park

CUP-16-007

A. Streets:

1. Street Dedications to the Public:

- Dedicate approximately 5.5-feet of additional public right-of-way on Springbrook Road.
- Dedicate 10 foot Public Utility Easement (PUE) along all frontages.

2. Improvements:

- The Developer shall construct a new driveway approach on Springbrook Road to access the parking lot.

B. Sanitary Sewer:

- No sewer connections are indicated on the plans.

C. Storm Drainage:

- Provide a comprehensive grading and drainage plan.
- Provide water quality and detention facilities, calculations and O&M Manual.
- Provide engineers certification of stormwater facility construction.
- Provide copy of an approved Erosion Control Permit (1200C) from DEQ for this project.

The above summary is for convenience only and does not supersede or negate the full report in any way. If there is any discrepancy between the above list and the full report, the full report shall govern. Refer to the full report for details on each item as well as miscellaneous requirements for the project, including requirements for public improvement plans (Construction Plans), design requirements, phasing, draft and final plat processes, permits, system development charges, pavement moratoriums and construction inspection.



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
MAR 08 2016
PLANNING DEPT.

LAND DEVELOPMENT REPORT - PLANNING

To: Tracy Carter

LD Meeting Date: 03/16/2016

From: Fire Marshal Kleinberg

Report Prepared: 03/08/2016

File #: CUP - 16 - 7

Site Name/Description: Kennedy Park

Consideration of a request for a Conditional Use Permit to allow the further development of a parking lot, playground, picnic shelter, internal path system, path lighting, a multi-use field, a site drainage system, landscaping, irrigation and park amenities for Kennedy Park, situated on five parcels totaling approximately 8.49 acres, located at the southwest corner of the intersection of Delta Waters Road and Springbrook Road, within a SFR-4 (Single Family Residential - 4 dwelling units per acre) zoning district; City of Medford Parks Department, Applicant (Pete Young, Agent). Tracy Carter, Planner.

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: CUP-16-007
PARCEL ID: 371W30AC TL 2500

RECEIVED

MAR 14 2016

PLANNING DEPT.

PROJECT: Consideration of a request for a Conditional Use Permit to allow the further development of a parking lot, playground, picnic shelter, internal path system, path lighting, a multi-use field, a site drainage system, landscaping, irrigation and park amenities for Kennedy Park, situated on five parcels totaling approximately 8.49 acres, located at the southwest corner of the intersection of Delta Waters Road and Springbrook Road, within a SFR-4 (Single Family Residential – 4 dwelling units per acre) zoning district; City of Medford Parks Department, Applicant (Pete Young, Agent). Tracy Carter, Planner.

DATE: March 14, 2016

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

CONDITIONS

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 dedicated 2-inch landscape irrigation water meter located along Springbrook Road shall be protected in place, and shall continue to serve the irrigation system for Kennedy Elementary School.
3. If additional landscape irrigation meter is desired, the applicant shall coordinate with MWC engineering staff for size, location, and fees.
4. Installation of an MWC approved backflow device is required for all commercial, industrial, municipal, and multi-family developments. New backflow devices shall be tested by an Oregon certified backflow tester. See MWC website for list of certified testers at the following web link <http://www.medfordwater.org/Page.asp?NavID=35>.

COMMENTS

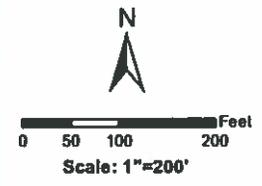
1. Off-site water line installation is not required.
2. On-site water facility construction is not required.

Continued to Next Page



Continued from Previous Page

3. Static water pressure is expected to be over 95 psi. See attached document from the City of Medford Building Department on "Policy on Installation of Pressure Reducing Valves".
4. MWC-metered water service does exist to this property. There is an existing City of Medford 2-inch water meter (dedicated to landscape irrigation) located along Springbrook Road in front of TL 2600. (See Conditions 2-4 above)
5. Access to MWC water lines is available. There is an existing 6-inch and 8-inch water line in portions of Springbrook Road.



**Water Facility Map
for
CUP-16-007**

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:

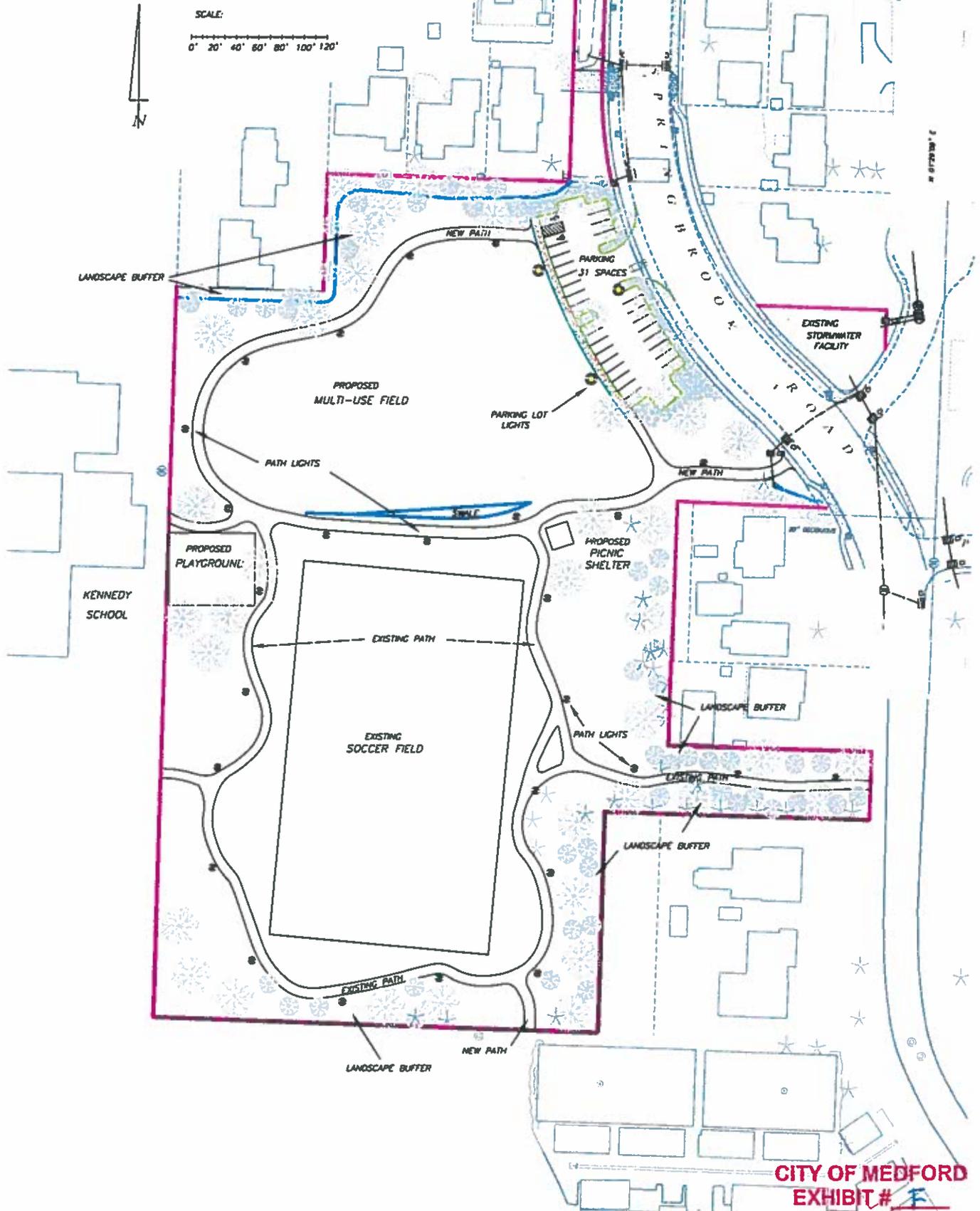
- C Control Station
- P Pump Station
- R Reservoir



Map is based on a digital orthophoto courtesy of the Medford Office of Planning and Development. Medford Water Commission is not responsible for errors or omissions. Medford Water Commission reserves the right to modify the map without notice.

KENNEDY PARK
C.U.P. PLAN MAP
SITE PLAN

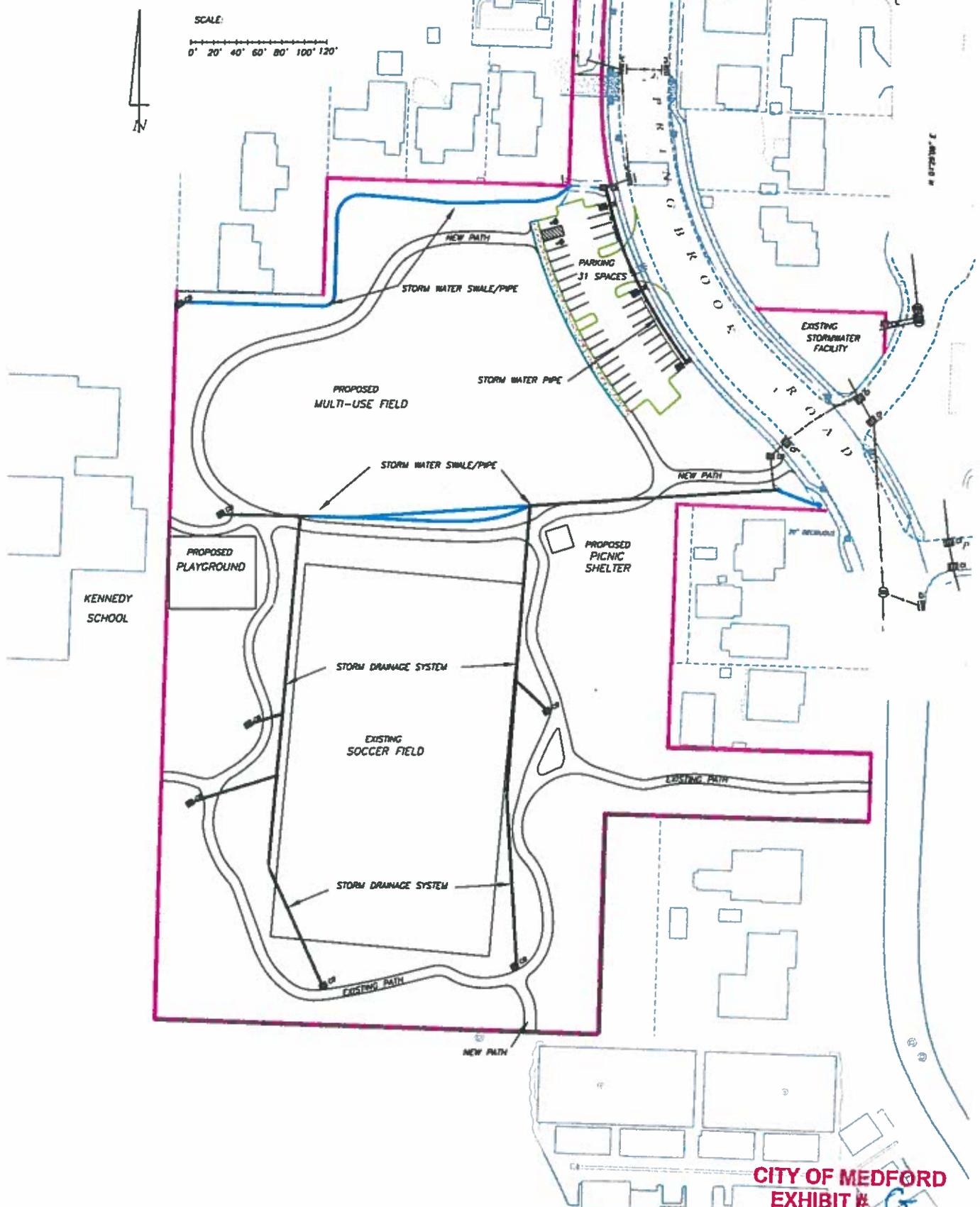
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JAN 29 2016
PLANNING DEPT.



8

KENNEDY PARK
C.U.P. PLAN MAP
CONCEPTUAL STORMWATER FACILITY PLAN

RECEIVED
JAN 29 2016
PLANNING DEPT.



SCALE:
0' 20' 40' 60' 80' 100' 120'

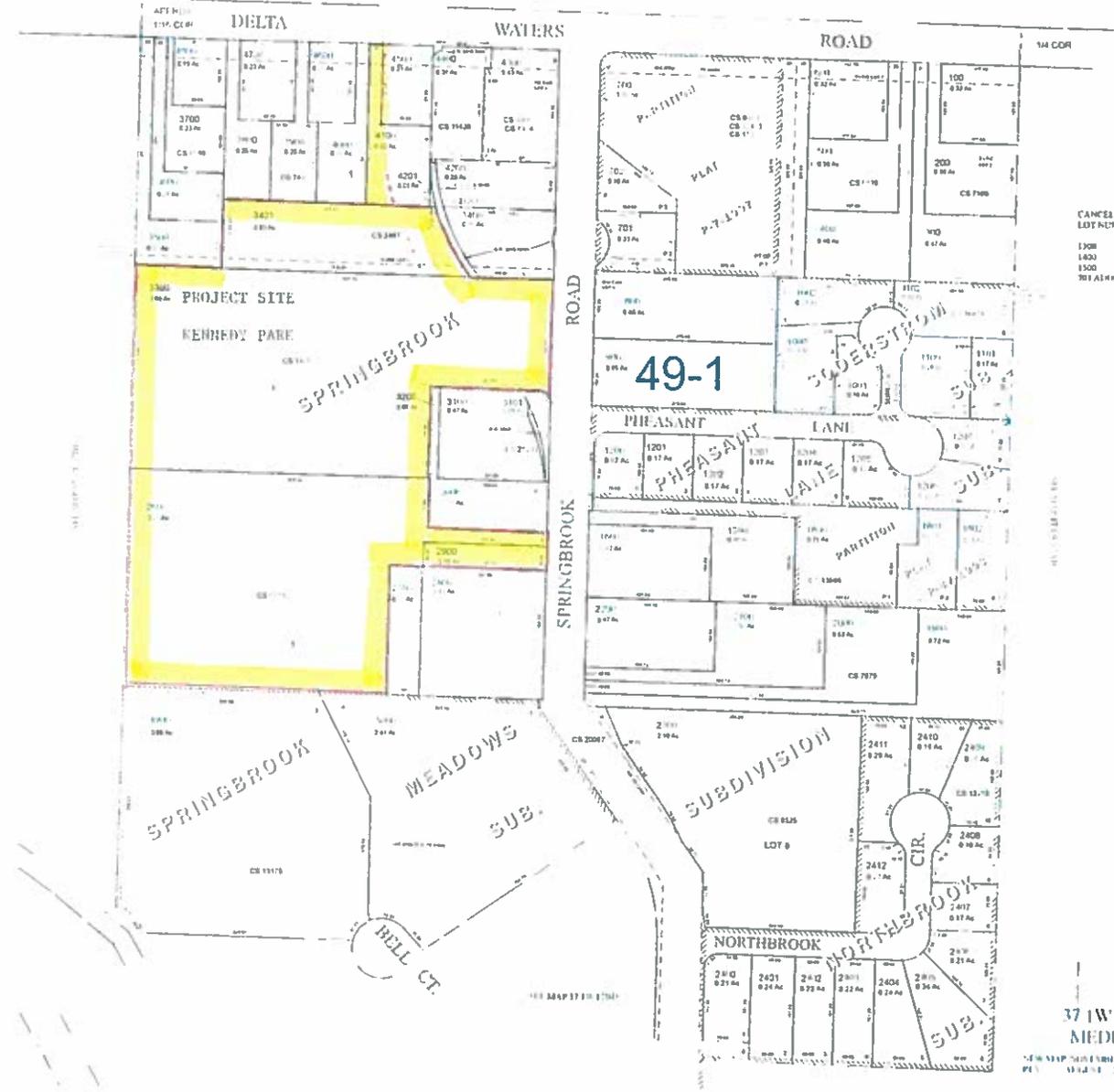


THE ASSOCIATED LAND TAX MAPS OF 1973

N.E. 1/4, N.W. 1/4, SEC. 17, T. 37S., R. 1W., W.M.
JACKSON COUNTY

37 1W 17BA
MEDFORD

1" = 100'



CAN BE LED TAX
LOT NUMBERS
1300
1400
1500
301 ALLOWED TO 201

37 1W 17BA
MEDFORD
PLANNING DEPT.

RECEIVED
JAN 29 2016

PLANNING DEPT.

7

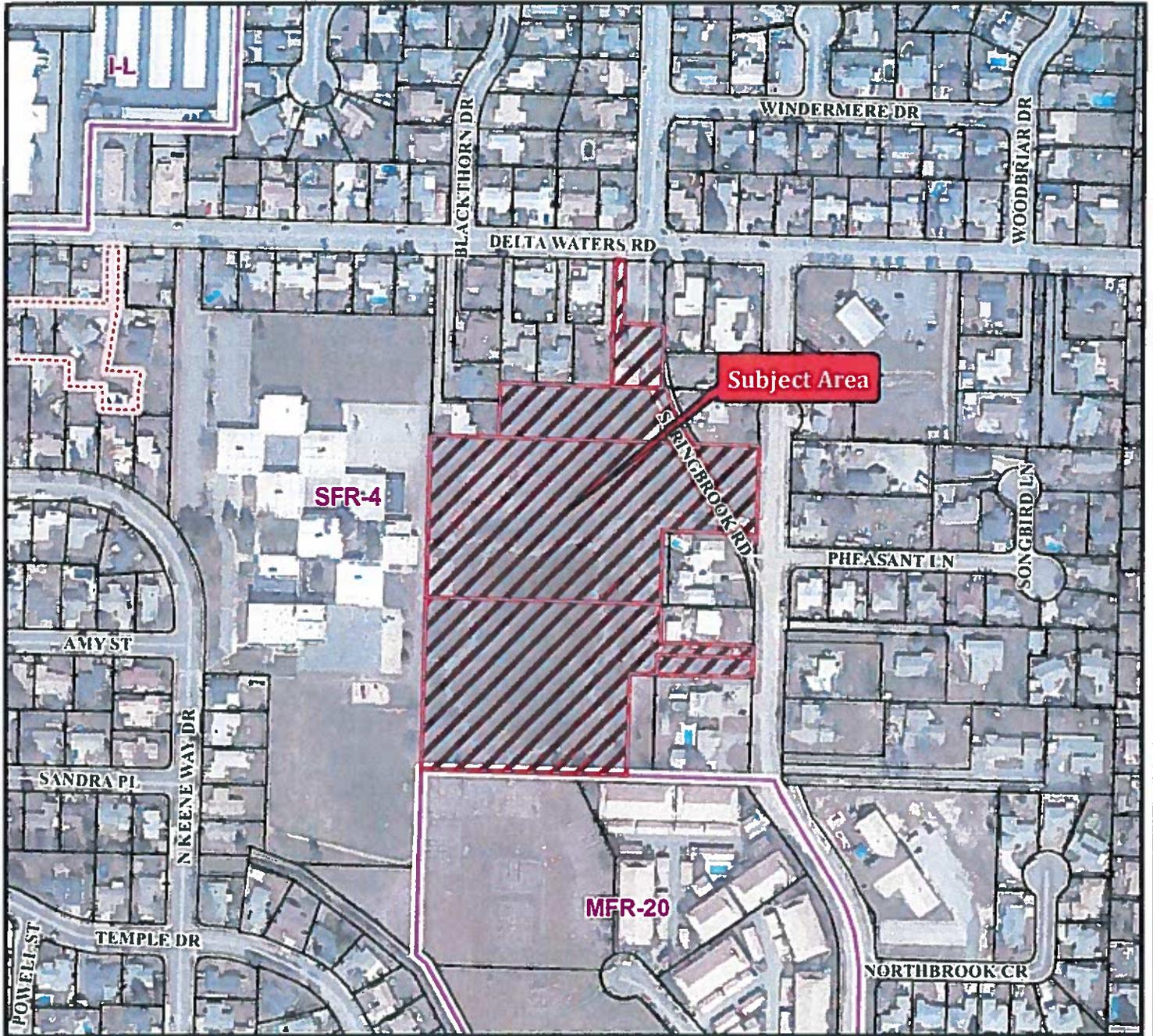


City of Medford Planning Department

Vicinity
Map

File Number:

CUP 16-007



Project Name:

Kennedy Park

Map/Taxlot:

371W17BA

TL 2600, 2900, 3300, 3401, 4100

0 70 140 280 420 560

 Feet



Subject Area



Medford Zoning



UGB



Tax Lots



PUD

Medford UGB with Wards



02/04/2016