

PLANNING COMMISSION AGENDA JANUARY 28, 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



Planning Commission

Agenda

Public Hearing

January 28, 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 LDS-15-121 Final Order for a tentative plat for a 21-lot residential subdivision on a 3.4 acre parcel located at the eastern terminus of Hondeleau Lane (200 feet east of the intersection of Springbrook Road and Hondeleau Lane), within the SFR-6 zoning district. (Hondeleau LLC, Applicant; Steven Swartsley, Agent)
 30. Minutes
 - 30.1 Consideration for approval of minutes from the January 14, 2016, hearing.
 40. Oral and Written Requests and Communications
 50. Public Hearings – New Business
 - 50.1 LDS-15-118 / E-16-001 Consideration of a tentative plat application for a mixed-use development to be known as West Meadows Village, consisting of a total of 15 lots on 9.14 acres within a SFR-10 (Single-Family Residential – 10 dwelling units per gross acre) and MFR-20 (Multiple-Family Residential – 20 dwelling units per gross acre) zoning district, with the PUD (Planned Unit Development) Zoning Overlay, and associated exception application requesting reduced right-of-way dedication and reduced landscape planter strip for the north side of Lozier Court. Subject tentative plat consists of 5 Single-family lots, 5 duplex lots, 2 commercial lots and 3 multi-family lots; generally located on the east side of Lozier Lane on the north and south sides of Meadows Lane. David & Elahe Young Family Trust, Applicant (Richard Stevens & Associates, Inc., 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

BEFORE THE MEDFORD PLANNING COMMISSION

STATE OF OREGON, CITY OF MEDFORD

IN THE MATTER OF TENTATIVE PLAT APPROVAL OF)
)
HONDELEAU LLC _____ [LDS-15-121]) ORDER

ORDER granting approval of a request for tentative plat approval for a 21-lot residential subdivision on a 3.4 acre parcel located at the eastern terminus of Hondeleau Lane (200 feet east of the intersection of Springbrook Road and Hondeleau Lane), within the SFR-6 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 tentative plat approval for a 21-lot residential subdivision on a 3.4 acre parcel located at the eastern terminus of Hondeleau Lane (200 feet east of the intersection of Springbrook Road and Hondeleau Lane), within the SFR-6 zoning district, with the public hearing a matter of record of the Planning Commission on January 14, 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 a 21-lot residential subdivision on a 3.4 acre parcel located at the eastern terminus of Hondeleau Lane (200 feet east of the intersection of Springbrook Road and Hondeleau Lane), within the SFR-6 zoning district, stands approved per the Staff Report dated January 7, 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 approval is hereafter supported by the findings referenced in the Staff Report dated January 7, 2016.

BASED UPON THE ABOVE, the Planning Commission determined that the tentative plat 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 28th day of January, 2016.

CITY OF MEDFORD PLANNING COMMISSION

Planning Commission Chair

ATTEST:

Planning Department Representative



Planning Commission

Minutes

from Public Hearing on January 14, 2016

The regular meeting of the Planning Commission was called to order at 5:32 PM in the City Hall Council Chambers on the above date with the following members and staff in attendance:

Commissioners Present

David McFadden, Chair
Patrick Miranda, Vice Chair
Tim D'Alessandro
David Culbertson
Norman Fincher
Joe Foley
Bill Mansfield (left at 6:56 p.m.)
Jared Pulver

Staff Present

Kelly Akin, Principal Planner
John Adam, Principal Planner
John Huttli, Deputy City Attorney
Greg Kleinberg, Fire Marshal
Terri Rozzana, Recording Secretary
Carla Paladino, Planner IV
Praline McCormack, Planner II
Desmond McGeough, Planner III
Tracy Carter, Planner II

Commissioner Absent

Mark McKechnie, Excused Absence

10. Roll Call

20. Consent Calendar/Written Communications.

20.1 LDP-15-138 / E-137 Final Orders for a tentative plat for a 2-lot partition of a 0.70 acre property, and associated exception request of elimination of sidewalk, curb, gutter and street paving improvements for the portion of Keene Way Drive fronting the site and elimination of curbs, gutters, and sidewalks on Woodlawn Drive. The subject site is located between Keene Way Drive and Woodlawn Drive, approximately 170 feet east of Lynnwood Avenue, within an SFR-4 (Single-Family Residential – 4 dwelling units per gross acre) zoning district. Joseph Hoppe et al, Applicant (Stephen Terry, Land Use Planning Inc., Agent).

20.2 CUP-14-128 Incorporation of revised elevations into the approved Conditional Use Permit for City of Medford Fire Station 4 located on a 3.54 acre parcel on the south side of Berrydale Avenue, approximately 500 feet east of Table Rock Road and west of the Railroad Park, within the MFR-20 (Multiple-Family Residential – 20 dwelling units per gross acre) zoning district. City of Medford, Greg McKown, Applicant (ORW Architecture, Agent)

Motion: Adopt the consent calendar.

Moved by: Commissioner Mansfield

Seconded by: Vice Chair Miranda

Voice Vote: Motion passed, 8–0.

30. Minutes

30.1. The minutes for December 10, 2015, were approved as submitted.

40. Oral and Written Requests and Communications. None.

John Huttli, Deputy City Attorney, read the Quasi-Judicial Statement.

50. Public Hearings – New Business

50.1 CP-13-076 / CP-13-077 Consideration of a Class A legislative amendment to revise the Transportation System Plan, the Environmental Element, and the Transportation Element of the Comprehensive Plan and incorporate and adopt by reference the 2013 Rogue Valley International-Medford Airport Master Plan. (City of Medford, Applicant)

Carla Paladino, Planner IV, reviewed the proposal, read criteria 10.184 (1), presented background information and gave a staff report.

The public hearing was opened.

Chair McFadden congratulated Mr. Bern Case for reaching a new service high.

a. Bern Case, Rogue Valley International-Medford Airport, 1000 Terminal Loop Parkway, Medford, Oregon, 97504. Mr. Case reported that it has been a tremendous year. Mr. Case reported that master plans are very important to an airport. Mr. Case expressed his appreciation for the work that City staff has done.

The public hearing was closed.

Motion: Based on the findings and conclusions that all of the applicable criteria are either satisfied or not applicable, the Planning Commission forwards a favorable recommendation for approval of CP-13-076 and CP-13-077 to the City Council per the staff report dated January 7, 2016, including Exhibits A through F.

Moved by: Vice Chair Miranda

Seconded by: Commissioner Foley

Voice Vote: Motion passed, 8–0.

50.2 ZC-13-079 / DCA-13-080 An ordinance amending the Medford Zoning Map to update the Airport Approach boundary, add the airport fence line, and create a new Overlay District called the Airport Area of Concern. (City of Medford, Applicant)

Praline McCormack, Planner II, reviewed the proposal, history, read the approval criteria reviewed the findings and gave a staff report.

Commissioner Fincher asked why is the the Area of Concern overlay such a large area? Ms. McCormack replied that is what the airport has created. Their concern would be with tall structures within the overlay.

Commissioner Fincher asked what are some of the things the airport is looking for in the review process? Ms. McCormack stated that it mainly has to do with height of structures, glass or other reflective surfaces. They will not request changes in the structure but require a noise or avigation easement or some kind of mitigation such as red lights on the structure where airplanes can see the structure.

Chair McFadden asked does staff feel that the City is protected from structures within the properties that may affect properties outside the airport? Is it strictly building and structure, signage and lights or noise? Ms. McCormack replied that it is building structures that would normally go through Site Plan and Architectural review. They usually do not have landscaping or parking requirements inside the fence line. It is a limited review.

The public hearing was opened.

a. Bern Case, Rogue Valley International-Medford Airport, 1000 Terminal Loop Parkway, Medford, Oregon, 97504. Mr. Case reported that there were concerns regarding the tower with signage a few years back. They do not look at this as a way to bypass the signage ordinance. He would not object to tweaking a word here or there if the Planning Commission wanted to do that. Very few buildings of consequence go inside the fence. There are some that are usually equipment buildings. The new Fire Station will probably be in between the two runways. The tower is inside the fence. The impact area is very big. The airport gets concerned with cell towers, glare and things that can create glare. They are more interested in areas at the end of the runways. They take a closer look if a structure is tall they like the ability to be able to refer them to the FAA to ask questions and usually it is to add a beacon unless there is something really out of place.

Mr. Huttli stated that he was not sure he understood Chair McFadden's question earlier regarding the review of buildings by the Site Plan and Architectural Commission within the airport overlay.

Chair McFadden reported that Mr. Case saw where he was going with the question such as what happens if a building gets a large sign or the height of a structure inside the security fence. It is amazing how many items can be looked at sometimes have to be mitigated in terms of their effects on surrounding areas. If there was something on the airport property that affects something off the airport property, unless the airport brings it before the City there would be no other way to handle it.

Mr. HuttI asked staff if these changes to the airport overlay intend to relieve all airport construction from Site Plan and Architectural review? Ms. McCormack reported that on pages 129 and 130 of the January 5, 2016, staff report Section 10.031 Exemptions from the Development Permit Requirement item (11) language has been added that addresses this issue.

Mr. HuttI asked what policy this is carrying out for the City? Ms. McCormack reported that the structures that will be exempt from site plan review are structures not intended for public use, they do not include landscaping, circulation, or streets. It is staff's opinion that they do not require a review. Mr. HuttI asked if they would be viewable by the public? Ms. McCormack stated they will not be used by the public. They are basic standard buildings. They will still have to get building permits.

The public hearing was closed.

Motion: The Planning Commission adopts the amendments and recommends approval to the City Council per the staff report dated January 5, 2016, including Exhibits A through D.

Moved by: Vice Chair Miranda

Seconded by: Commissioner Mansfield

Roll Call Vote: Motion passed, 8-0.

50.3 ZC-15-147 Consideration of a request for a change of zone from SFR-00 (Single Family Residential, one dwelling unit per existing lot) to SFR-6 (Single Family Residential, six dwelling units per gross acre) on approximately 0.25 acres located on the north side of Orchard Home Court approximately 275-feet east of Orchard Home Drive. (Susan M. Campbell, Applicant/Agent)

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

Chair McFadden 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.

The public hearing was opened.

a. Susan Campbell Calzaretta, 1840 Orchard Home Court, Medford, Oregon, 97501. Ms. Calzaretta reported that she is in agreement with the staff report.

The public hearing was closed.

Motion: The Planning Commission adopts the findings as recommended by staff and adopts the Final Order for approval of ZC-15-147 per the staff report dated January 7, 2016, including Exhibits A through E.

Moved by: Vice Chair Miranda

Seconded by: Commissioner Fincher

Roll Call Vote: Motion passed, 8–0.

50.4 CUP-15-145 Consideration of a request for a Conditional Use Permit to allow for office building expansion, a new maintenance and equipment storage building and other minor improvements to the Living Opportunities Headquarters, located on the west side of Valley View drive at the intersection of Ridge Way (857 Valley View Drive) on a 2.95 acre parcel located within a SFR-4 (Single Family Residential – 4 dwelling units per gross acre) zoning district. (Living Opportunities Inc., Applicant; CSA Planning Ltd., Craig Stone, Agent)

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

Chair McFadden 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, read the conditional use permit criteria and gave a staff report.

Chair McFadden asked if there were any police reports associated with this facility? Mr. McGeough stated that he did not research if there were any police reports associated with this facility. The applicant may be able to address the question.

The public hearing was opened.

a. Craig Stone, CSA Planning, Ltd., 4497 Brownridge Terrace, Suite 101, Medford, Oregon, 97504-9173. Mr. Stone reported that he was present tonight representing the applicant, Living Opportunities, Inc. Living Opportunities, Inc. has been in existence since 1969 and on this site since 1974. They deal with people that are intellectually and developmentally disabled in various ways. This is the headquarters. There are other facilities in Medford and Central Point that accommodate different functions the Living Opportunities oversees. When there are meetings this is where they take place. That is why there is more parking than the resident employee loads might suggest. It is an adequate facility. There are 48 parking places and the applicant is hoping to increase that to 62. There are presently 33 full time employees that would increase on this site by 5. They have excellent relations with all of the neighboring property owners. The applicant is asking for: 1) The site plan shows building envelopes. The envelopes are for the purpose that within them the buildings might change a little between now and when they obtain building permits. If they do there is not a necessity for the applicant

to come back before the Planning Commission and make a request to make some building modifications; 2) The southerly portion is not intended to be used. It represents approximately 1 acre in this overall 3 acre site. The Land Development Code does not require that a frontage improvement be done across the entire property frontage. The applicant requests that the improvement be limited in the way shown on the site plan where just the northerly portion of the property intended for development and expansion now would be fully improved but the frontage improvement in front of the southerly portion would be postponed. They have discussed this with Public Works and they are on-board with the request. There should be a memorandum of record that supplements the Public Works staff report that verifies their agreement with this approach. Mr. Stone cannot tell the Planning Commission there have or not been police reports. He would expect probably not.

b. Rachel Rawlins, 1940 Lawnridge Street, Medford, Oregon, 97504. Ms. Rawlins is an employee of Living Opportunities, Inc. and she lives three houses down from the Headquarters. Living Opportunities, Inc. Headquarters are great neighbors. The other neighbors show support for the project. The grass area serves as an area where people come to play with their dogs and children.

c. Karri Sundberg, 870 Valley View Drive, Medford, Oregon, 97504. Ms. Sundberg echoes what Ms. Rawlins testified. She and her parents live across the street and have lived there for many years. There have been no problems. There have been no police issues. They have had positive feedback.

Mr. McGeough stated that the Public Works Department was not represented tonight but the revised memorandum is to show support of the sidewalk improvements as shown on the applicant's site plan and Public Works made a revision to their report reflecting that.

Chair McFadden asked if the Building Department was fine with further review not being necessary if slight modifications were made to the buildings? Mr. McGeough reported that he believed so. In terms of the building envelopes planning staff has no issues with that particular issue. Sometimes that is to be expected.

The public hearing was closed.

Motion: The Planning Commission adopts the applicant's findings as presented for Criterion 1 and adopts the Final Order for approval per the Planning Commission report dated January 14, 2016, including Exhibits A through F and replacing Exhibit C with Exhibit C-1.

Moved by: Vice Chair Miranda

Seconded by: Commissioner D'Alessandro

Roll Call Vote: Motion passed, 8-0.

50.5 LDS-15-121 Consideration of a tentative plat for a 21-lot residential subdivision on a 3.4 acre parcel located at the eastern terminus of Hondeleau Lane (200 feet east of the intersection of Springbrook Road and Hondeleau Lane), within the SFR-6 zoning district. (Hondeleau LLC, Applicant; Steven Swartsley, Agent)

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

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

Kelly Akin, Principal Planner, read the land division criteria and gave a staff report.

Commissioner Culbertson asked how was it determined that it was passive agriculture and not being farmed? Ms. Akin stated that there were two things. The applicant provided an Agricultural Impact Analysis that is in the record and he also provided an email from the property owner that is also in the record.

The public hearing was opened.

a. Steven Swartsley, 174 Littrell Drive, Medford, Oregon, 97504. Mr. Swartsley reported that he is the agent for the applicant in this matter.

Chair McFadden asked as part of the application it states that the applicant will be building the fence along the urban growth boundary and the City will maintain the fence after it is initially built. Has the Building Department or Public Works informed the applicant of the standards to build the fence? Mr. Swartsley stated that is something they will have to work out. He does not see any issue with it.

Ms. Akin reported that the code requires the property owners to maintain the fence. As part of the deed restriction that will be part of the language. Staff did include that as a condition on page 232 of the January 14, 2015, Planning Commission agenda packet. It is Code Condition 2. Fencing along the easterly project boundary shall be maintained by the purchasers of the individual lots in conformance with MLDC Section 10.801(D)(2)(c).

Chair McFadden stated that on page 229 of the January 14, 2015, Planning Commission agenda packet it states: "According to the AIA, the applicant proposes a six-foot fence at the easterly property line to be installed by the purchasers of the individual lots and to be maintained by the City." Is that an error? Ms. Akin replied yes and the last line in that same paragraph states: "The City will not accept responsibility for the maintenance of the fencing".

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-15-121 per the staff report dated January 7, 2016, including Exhibits A through K.

Moved by: Vice Chair Miranda

Seconded by: Commissioner Mansfield

Roll Call 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, December 18, 2015. The Site Plan and Architectural Commission approved a 5500 square foot Orthodontist office on McAndrews and Corona. The exception was to allow parking to encroach into the required landscaping buffer which is in accordance with properties on either side. They also approved revisions to the Fire Station elevations. They are meeting tomorrow to hear Phase 2 of the Northgate project.

60.2 Report of the Joint Transportation Subcommittee. None.

60.3 Planning Department

Kelly Akin, Principal Planner, reported that Aaron Harris left the Planning Department. He went to the City of Corvallis. The Planning Department has a new employee Liz Conner. She was last with a private firm but has spent time with Klamath County as a planner.

The Planning Commission's next study session is scheduled for Monday, January 25, 2016. Discussion will be on a text amendment regarding building height and setback calculations.

The Planning Commission has business scheduled through February. Meeting dates are Thursday, January 28, 2016, Thursday, February 11, 2016 and Thursday, February 25, 2016.

Last week the City Council approved a vacation that the Planning Commission heard on Holly and Garfield. They also approved the Limited Service Overlay that the Planning Commission had recommended to them. They initiated another alley vacation between Park and Oakdale north of Dakota. It is in the south Oakdale Historic District.

The Planning Department does not have any business for the City Council next week.

The Urban Growth Boundary has not been back before the City Council. It is scheduled for a City Council study session on February 25, 2016. The record is still open.

Mr. Huttel is leaving the City of Medford. This will be his last meeting with the Planning Commission. Ms. Akin thanked Mr. Huttel for his service.

70. Messages and Papers from the Chair.

70.1 Chair McFadden reminded the Planning Commissioners that the the Boards and Commissions Luncheon, is scheduled for Friday, January 29, 2016.

The Commissioners may have received the first notice of the APA Conference being held in Phoenix, Arizona in April 2016.

80. Remarks from the City Attorney.

80.1 Mr. Huttl reported that he has accepted a job with Curry County as Curry County Counsel. He will be starting there on Monday, January 25, 2016. The Curry County Counsel had been with them for 30 plus years and with the State changing PERS they put out procurement in December and Mr. Huttl applied. He interviewed, they offered him the job and he accepted it. Mr. Huttl has owned property in Curry County for 10 years and got married on the property. It is a place he has wanted to go for a while. He will miss the City of Medford. It has been an amazing place to work. The Planning Commission does great work. The City has great staff, great administration and excellent volunteers and support from the community. They are to be commended. Some of the people Mr. Huttl had known longer than others but they do a great job. Mr. Huttl thanked them as a citizen for their service.

90. Propositions and Remarks from the Commission. None.

100. Adjournment

The meeting was adjourned at 7:02 p.m. The proceedings of this meeting were digitally recorded and are filed in the City Recorder's office.

Submitted by:

Terri L. Rozzana
Recording Secretary

David McFadden
Planning Commission Chair

Approved: January 28, 2016



Planning Department

Working with the community to shape a vibrant and exceptional city

STAFF REPORT

for a Type-C quasi-judicial decision: **Land Division, Exception Request**

PROJECT West Meadows Village Subdivision
 Applicant: Young Family Trust; David F. Young, Trustee
 Agent: Richard Stevens & Associates, Inc.

FILE NO. LDS-15-118/ E-16-001

TO Planning Commission *for January 28, 2016 hearing*

FROM Desmond McGeough, Planner III *DM*

REVIEWER Kelly Akin, Principal Planner

DATE January 21, 2016

BACKGROUND

Proposal

Consideration of a tentative plat application for a mixed-use development to be known as West Meadows Village, consisting of 15 total lots on 9.14 acres within the SFR-10 (Single-Family Residential – 10 dwelling units per gross acre) and MFR-20 (Multiple-Family Residential – 20 dwelling units per gross acre) zone districts, with the PUD (Planned Unit Development) Zoning Overlay, and associated exception application requesting reduced right-of-way dedication and reduced landscape planter strip for the north side of Lozier Court. Subject plat consists of 5 single-family lots, 5 duplex lots, 2 commercial lots and 3 multi-family lots; generally located on the east side of Lozier Lane, on the north and south sides of Meadows Lane.

Subject Site Characteristics

Zoning	SFR-10	Single family residential, 10 dwelling units per gross acre
	MFR-20	Multi-family Residential- 20 dwelling units per gross acre
GLUP	UR	Urban Residential
Use	Vacant	

Surrounding Site Characteristics

North	MFR-20	Vacant
	SFR-00	Single family homes
South	SFR-00	Vacant
	SFR-10	Single family homes

East MFR-20 Lewis Park
 SFR-6 Single Family Homes
West RR-2.5 (JC) Single Family Homes, Furniture Repair Shop

Related Projects

A-00-122 Annexation of 14 parcels totaling 22.87 acres (ORD # 2001-223)

PUD-03-198 West Meadows Village Planned Unit Development Preliminary Development Plan, Zone Change from Jackson County SR 2.5 to SFR-10 &MFR-20 and Tentative Subdivision Plat.

AC-11-095 Site Plan for development of 5 duplex lots

Applicable Criteria

Medford Municipal Code Section 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.

Medford Land Development Code Section 10.253, Exception Approval Criteria

No exception, in the strict application of the provisions of this chapter, shall be granted by the approving authority (Planning Commission/Site Plan and Architectural Commission) having jurisdiction over the plan authorization unless it finds that all of the following criteria and standards are satisfied. The power to authorize an exception from the terms of this code shall be sparingly exercised. Findings must indicate that:

- (1) The granting of the exception shall be in harmony with the general purpose and intent of the regulations imposed by this code for the zoning district in which the exception request is located, and shall not be injurious to the general area or otherwise detrimental to the health, safety, and general welfare or adjacent natural resources. The Planning Commission/Site Plan and Architectural Commission shall have the authority to impose conditions to assure that this criterion is met.
- (2) The granting of an exception will not permit the establishment of a use which is not permitted in the zoning district within which the exception is located.
- (3) There are unique or unusual circumstances which apply to this site which do not typically apply elsewhere in the City, and that the strict application of the standard(s) for which an exception is being requested would result in peculiar, exceptional, and undue hardship on the owner.
- (4) The need for the exception is not the result of an illegal act nor can it be established on this basis by one who purchases the land or building with or without knowledge of the standards of this code. It must result from the application of this chapter, and it must be suffered directly by the property in question. It is not sufficient proof in granting an exception to show that greater profit would result.

ISSUES AND ANALYSIS

Background and Prior Approvals

PUD-03-198: West Meadows Preliminary Planned Unit Development, including a zone change from County SR-2.5 (Suburban Residential – 2.5 acre minimum lot size) to SFR-10

(Single-Family Residential – 10 units per acre) on 2.62 acres and MFR-20 (Multiple-Family Residential – 20 units per acre) and tentative subdivision plat approval for 13-lots for West Meadows Village, a mixed-use planned unit development consisting 5 single-family lots, 5 duplex lots, 2 commercial lots and a multi-family lot with future intent to divide further. The date of the Final Order of Approval was August 28, 2008. The subdivision approval has since expired.

The initial expiration date for the Preliminary Development Plan for PUD-03-298 was August 29, 2011. The applicant submitted a Final PUD Plan for before the expiration date, as required by MLDC 10.240(B) and received approval for the Final PUD Plan on November 11, 2011. With the approval of the Final PUD Plan for Phase 1, the applicant has five years from that date, November 11, 2016, to obtain approval of a Final PUD plan for a second phase to ensure the PUD zoning overlay remains active. The Tentative Plat which was reviewed and approved concurrently with the PUD in 2008 received two extensions and expired on August 29, 2011. Due to the expiration, the applicant is submitting a new tentative subdivision plat for the development.

The subject plat (LDS-15-118) is substantially consistent with the 2008 approved Preliminary Development Plan. However, there are some subtle changes from the Preliminary Plan, though none of the changes would rise to the level of being significant in causing a Final PUD Plan to become inconsistent with the Preliminary PUD Plan. Section 10.240(2) identifies what issues constitute inconsistency between a Final PUD Development Plan and the Preliminary PUD Plan. The subject changes represented in this Tentative Land Subdivision do not cause any of the following to occur:

MLDC 10.240(2)

A Final PUD Plan shall be found to be inconsistent with the Preliminary PUD Plan when any of the following are found to apply:

- a. The exterior boundaries of the PUD have changed except for slight deviations which result from the resolution of boundary errors or inconsistencies discovered when the PUD property was surveyed,*
- b. The number of housing units has increased,*
- c. The number of housing units has decreased by more than 5%,*
- d. Modifications to the provisions of this Code have been included which were not approved as part of the Preliminary PUD Plan under Section 10.230(D).*

As previously noted the revisions represented by the subject tentative plat (Exhibit B) are relatively minor in relation to the approved 2008 Preliminary Development Plan for West Meadows Village and will not cause any of the above to occur. A detailed description of changes made to the subject plat in comparison to the 2008 approved Preliminary Development Plan and tentative plat will be provided below.

Plat revision summary

1. The north portion of the plat (north of Meadows Lane) remains relatively unchanged with the exception of Vick Lane; the centerline will be on the east property line as the applicant has reached agreement with the Parks Department to extend the 8 foot paved section upon the park property (Lewis Park)
2. The Lozier Court centerline has been shifted 16 feet north from the previous approved plat, thus placing the centerline of Lozier Court 8 feet north of the northerly property line of property to the, in the middle of the existing Lozier Court right-of-way.
3. Moody Lane has been shifted approximately 100 feet to the east.
4. Four of the single family homes are now located east of Moody where the duplex lots were in the previous and expired plat.
5. Two duplex units side onto Meadows Lane, Lot 4 will front a minimum access easement to the west.
6. Three duplex units and one single family residential unit now front onto Lozier Court.
7. The applicant is requesting a reduction of four feet for the north half right of way for Lozier Court and a 3.5 foot reduction of the north planter strip for Lozier Court to accommodate the shift of centerline to the north 16 feet due to limited width between Meadows Lane and Lozier Court and to provide a workable pavement transition to Lozier Court west of the subject site.

Project Phasing

The applicant proposes to build the project in a nine phases.

Site Development Standards

All proposed lots conform to the standards of the Medford Land Development Code (MLDC) for length, width, area, lot frontage and access.

Density

Based on the Jackson County Assessor Map, the subject site is 8.97 gross acres. The development consists of 2.49 acres of SFR-10 zoned property and 6.48 acres of MFR-20 zoned property. The minimum number of dwelling units for this project is 113 units and the maximum number of dwelling units for this project is 156 dwelling units according to the MLDC calculation for density. The 2008 approved Preliminary Development Plan for West Meadows Village included 112 apartment units, 5 duplex lots and 5 single family residential lots for a total of 127 proposed units upon the overall site, which lies within the allowable density range.

Streets

Circulation Plan

Lozier Lane is classified as a Major Collector Street. The developer shall dedicate a sufficient strip of land for public right-of-way along Lozier Lane. Both Vick Lane and Meadows Lane are designated as standard local streets requiring an ultimate full right-of-way of 63 feet. A segment of Meadows Lane lies completely within the boundaries of this project. The developer will be dedicating and improving a full 63 foot right-of-way section for this portion. The developer will be responsible for a 31.5 foot dedication for Vick Lane on the east portion of the multi-family area. Per the *MLDC*, the applicant will be required to provide the half street improvement and an additional eight feet of pavement on the east side of centerline to provide sufficient travel width. Based on the applicant's findings the applicant proposes to dedicate the 31.5 feet of right-of-way on the shared property line. The applicant proposes to improve Vick Lane to include curb and gutters to provide full street improvement on the Lewis Park side of the Vick Lane centerline. Medford Parks and Recreation Commission has approved the location and improvement of Vick Lane east of centerline along Lewis Park.

Moody Lane is designated as a residential lane with a 30 foot right-of-way. The applicant will be responsible for the full improvement of this right-of-way. The PUD proposes a public sidewalk on the west side of Moody Lane. One minimum access lane has been proposed to provide access across to the backside of Lot 4, which will have two duplex units. Per the *MLDC*, up to three units are permitted to front upon a minimum access easement, thus the proposed access meets the Code requirements.

Lozier Court is identified as a minor residential street having a right-of-way width of 55 feet. With the 2008 approval of the West Meadows Village PUD, due to the limited width between Meadows Lane to the north and Lozier Court on the south, the applicant's intent was to acquire from the adjoining owner to the south the necessary right of way on the south side of the centerline to facilitate the half street improvement, plus eight feet. A condition of approval of the 2008 Preliminary Development Plan and tentative plat was to secure the additional 8 feet south of centerline. However, the applicant was not able to secure the additional 8 feet of right of way south on the adjoining property for Lozier Court. Therefore, the applicant has amended this portion of the subdivision plat to place the centerline for Lozier Court 8 feet north of the property to the south as to place all of the half street improvement on the north side. Due to the narrow width of the existing block length between Meadows Lane and Lozier Court the applicant has submitted an exception request to reduce the half street on the north side of Lozier Court to 23.5 feet which is four feet less than the standard 27.5 foot half street. In addition to reduced right-of-way the applicant proposes to reduce the planter strip on the north side from 8 feet to 4.5 feet. Staff supports the applicant's exception request, which will be discussed further below in the exception section.

Block Lengths

The block length of Lozier Court and Meadows Lane from the centerline of Lozier Lane to Moody Lane is 440 feet, which results in a block perimeter of 1,320 linear feet. This meets current development standards set forth at Table 10.426-1.

Meadows Lane to Prune Street is 570 linear feet and Lozier Lane to Vick lane averages 650 linear feet. Block perimeter is 2440 linear feet. This also meets block length standards as a 20% increase is permitted if an additional block would needed to be added to meet either the block length or perimeter standard. Regardless, existing development patterns and existing homes would preclude any additional through streets to be implemented to within this subject block. Therefore this block also meets section 10.426.

The subject area that does not meet the current block length standards is the multi-family zoned area (Phases 5, 6, & 7). Existing development along Lozier on the west and Lozier Park to the east preclude an east to west street through these parcels. In concept, a street could be included in a northerly to southerly direction which could potentially extend to an future extension of 8th Street. However, all parcels are developed along Lozier Lane. All but one parcel is along West Main Street are developed and that parcel aligns with Vick Lane. It is difficult to ascertain that an additional north to south street alignment would reduce the block perimeter in this area or reduce distance to the higher order street system. It appears at the present that Vick Lane might extend northward to 8th Street or perhaps West Main if the City was involved in acquisition the vacant property and Meadows may likely extend from Lozier Lane to Columbus Avenue.

The possibility of running a north to south minor residential street through the north portion of the development was discussed with the developer in 2008. It should be noted that the applicant was concerned that the additional right of way needed to implement a minor residential street would eliminate a number of units to the point where it was questioned whether the project would meet density requirements. Likewise, to do so would not reduce the linear distance to West Main or to Lozier Lane unless 8th Street was to ultimately be pressed through existing development. At the time of the Preliminary PUD approval for West Meadows Village, the block standards had not yet been adopted. While the southern portion of the development meets the current block length standard, the northern portion does not. However, the general circulation pattern established in the approved PUD is the prevailing document governing required circulation for the development.

Access

The proposal is consistent with the access standards set forth at MLDC §10.430, in terms of the number of units permitted to take access from particular classified street. Moody

Lane, a residential lane, will accommodate up to four units taking direct access. The minimum access easement will accommodate a potential of two units. Seven units will take direct access from Lozier Court, a minor residential street, which is significantly below the 100 units permitted by this classification. There will be two driveways connecting the multi-family parcels to Vick Lane and one driveway connecting the multi-family parcels to Meadows Lane. Both of these streets are being constructed to major residential streets. One hundred and twelve multi-family units will have access to both of these two major residential streets.

Lots	Street access
1,2 (Single Family Lots)	Meadows Ln.
3 (Duplex Lot)	Moody Ln./ Meadows Ln.
4 (Duplex Lot)	Minimum Access Easement/ Meadows Ln.
5,6 (Commercial lots)	Meadows Ln.
5,6,7 (Multi Family)	Meadows Ln., Vick Ln.
10,11 (Single Family)	Moody Ln.
12 (Single Family)	Lozier Ct.
13, 14,15, (Duplex Lots)	Lozier Ct.

Wetlands

The Medford Local Wetland Inventory Map indicates there are no locally significant wetlands on the property. However, the applicant's engineer requested an offsite wetland determination form the Department of State Lands(DSL). The DSL report (Exhibit O) notes that the County soil survey shows hydric soils on the property. Hydric soils indicate that there may be wetlands. A wetland determination or delineation is needed prior to site development and submitted to the Department of State Lands for review and approval.

Committee Comments

No committee comments have been received with regard to the proposal as of January 21, 2016.

Agency Comments

Agency comments are included at Exhibits H through O. There are adequate facilities to serve the development according to agency comments. Conditions of approval (Exhibit A) have been included requiring the applicant to comply with the staff reports of the Public Works Department, Medford Water Commission, Medford Fire Department, Jackson County Roads and Rogue Valley Sewer Services.

EXCEPTION REQUEST CRITERIA

(1) The granting of the exception shall be in harmony with the general purpose and intent of the regulations imposed by this code for the zoning district in which the exception request is located, and shall not be detrimental to the health, safety, and general welfare or adjacent natural resources.

The proposed exception is in harmony with the general purpose and intent of the regulations. Due to the relatively limited dimension between the center line of Meadows Lane and Lozier Court, approximately 217 feet, the applicant has sought to maintain the required lot standards for the zoning district for SFR-10 lots while moving the centerline of Lozier Court 8 feet north of the southern property owners northern property line.

From a geometric standpoint it would have been preferable to have the centerline of the existing roadway on the property line, or further south as to place it there would have allowed for the full width right-of-way and construction of Lozier Court, through the entire span of the street, including adjacent to the property to the west where the current right of way for Lozier Court is only 20 feet. The full paved section plus 8 feet can be constructed fronting the applicant's property, including curb, gutter, and sidewalk. The only deviation would be that of the planter strip which would be reduced in size from 8 feet to 4.5 feet. It could be feasible to place the full half street right of way and 8-foot planter strip on the north side of centerline. However, due to the existing dwelling unit to the west, the pavement transition of Lozier Court fronting the subject property to the portion of Lozier Court fronting the property to the west would be too drastic. Allowing the smaller right of way and planter strip allows the curb to be located 3.5 feet further south for a much easier transition to the west. Due to the constraints associated with the location of existing rights of way, existing development and general infill nature of the subject property, staff supports the request by finding that it is the best option under the existing constraints, will allow for full road paving improvements and is not detrimental to health, safety, wellbeing or injurious to the general area.

Criterion 1 is met.

- (2) The granting of an exception will not permit the establishment of a use which is not permitted in the zoning district.*

This exception pertains to right of way improvement and does not establish an unpermitted land use. Criterion 2 is met.

- (3) There are unique or unusual circumstances which apply to this site which do not typically apply elsewhere in the City, and that the strict application of the standard(s) for which an exception is being requested would result in peculiar, exceptional, and undue hardship on the owner.*

There are very unique circumstances related to the subject property. The first pertains to the distance between the center line of Meadows Lane and Lozier Court, which is only 217 feet. At this dimension, it is infeasible to provide back-to-back 90 foot minimum lots, a half street for a minor residential street and half street for a standard residential street (239 feet total). The applicant has opted to front the duplex lots onto Moody Lane and the Minimum Access Easement so that Lots 3 and 4 can side onto Meadows Lane. This reconfiguration helps to maintain the lot yield of the previous plat, while placing the center line on Lozier Court 8 feet north of the parcel to the south. The second specifically pertains to the adjoining property to the west that sides onto Lozier Court and fronts Lozier Lane. Lozier Court at the side of that property currently has a right-of-way width of 20 feet. Because of the existing dwelling appears to be in good condition, it is anticipated that it will be many years before that property redevelops where the City could obtain additional right-of-way as to provide full half street improvements where the center line would match the centerline alignment proposed with this development. To reduce the right-of-way width on the north side and reduce the planter strip on this project will allow the pavement section on the adjoining property to transition more appropriately. The third unique circumstance is that this project is generally considered infill. There is much development in the area and street alignments that make development of this parcel, and the property to the south, challenging to develop. Staff finds there are unique circumstances pertaining to this property. To not allow the exception would cause a particular and undue hardship on the owner since it would require the owner to rely on the adjoining owner's participation to allow the centerline location of Lozier Court 8 feet on to the adjoining parcel to the south, or resort to inefficient and undesirable development pattern. Given all the subject constraints staff concludes there are unique circumstances and the applicant's exception request is the most appropriate manner in which to address these constraints.

Criterion 3 is met.

(4) The need for the exception is not the result of an illegal act nor can it be established on this basis by one who purchases the land or building with or without knowledge of the standards of this code.

The need for exception is not the result of an illegal act or to address the purchasing of the property without knowledge of the code. Criterion 4 is met.

FINDINGS AND CONCLUSIONS

Staff has reviewed the applicant's findings and conclusions for the Land Division and Exception (Exhibits C and D respectively) 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 LDS-15-118 and E-16-001 per the staff report dated January 21, 2016, including Exhibits A through Q.

EXHIBITS

- A Conditions of Approval
- B Tentative Plat received January 6, 2016
- C Applicant's Findings of Fact for Land Division received January 6, 2016
- D Applicant's Findings of Fact for Exception received January 6, 2016
- E Assessor's Map depicting site, received August 27, 2015
- F Conceptual Grading & Utility Plan received January 6, 2016
- G Parks & Recreation Commission approval regarding Vick Lane Improvement, received January 6, 2016
- H Public Works Department staff dated October 14, 2015
- I Water Commission memo dated October 21, 2015
- J Medford Fire Department Report, dated January 20, 2016
- K Medford Building Department memo dated October 9, 2015
- L Jackson County Roads Department memo, dated October 5, 2015
- M RVSS correspondence dated October 1, 2015
- N ODOT correspondence received October 13, 2015.
- O Department of State Lands Offsite Wetland Determination Report, dated November 17, 2015
- P Approved 2008 Preliminary Development Plan for West Meadows Village
- Q Approved 2008 Tentative Subdivision Plat for West Meadows Village
Vicinity map

PLANNING COMMISSION AGENDA

**NOVEMBER 12, 2015
DECEMBER 10, 2015
JANUARY 28, 2016**

EXHIBIT A

West Meadows Village PUD Tentative Plat
LDS-15-118 / E-16-001
Conditions of Approval
January 21, 2016

CODE CONDITIONS

1. Prior to Final Plat approval of each phase, the applicant shall:
 - a. Comply with the Public Works Department Report dated October 14, 2015 (Exhibit H).
 - b. Comply with the Medford Water Commission Memo dated October 21, 2015 (Exhibit I).
 - c. Comply with the Medford Fire Department Report, prepared January 20, 2016 (Exhibit J).
 - d. Comply with the Jackson County Roads Department Correspondence, dated October 5, 2015 (Exhibit L).
 - e. Comply with the RVSS correspondence dated October 1, 2015 (Exhibit M).
 - f. Comply with Department of State Lands Offsite Wetland Determination Report, dated November 17, 2015 (Exhibit O).

CITY OF MEDFORD
EXHIBIT # "A"
File # LDS 15-118/E-16-001

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

RECEIVED

JAN 06 2016

Planning Dept.

IN THE MATTER OF A SUBDIVISION)
TENTATIVE PLAT FOR WEST MEADOWS)
VILLAGE, PUD (PUD-03-198), LOCATED)
EAST OF LOZIER LANE ALONG WEST)
MEADOWS ROAD; DESCRIBED AS T.37S-)
R.2W-SEC.26DA, TAX LOTS 2200 & 2900)
WITH T.37S-R.2W-SEC. 26DD, TAX LOTS)
900 & 1000; YOUNG FAMILY TRUST,)
APPLICANTS; RICHARD STEVENS &)
ASSOCIATES, INC., AGENTS.)

FINDINGS OF FACT
AND
CONCLUSIONS

BACKGROUND:

Property Owner/
Applicant-

David F. Young, Trustee
Young Family Trust
348 S. Modoc Ave.
Medford, OR 97504

Agents-

Richard Stevens & Associates, Inc.
PO Box 4368
Medford, OR 97501
(541)773-2646

Hoffbuhr & Associates, Inc.
880 Golf View Drive #201
Medford, OR 97504
(541)779-4641

Property
Description-

T.37S-R.2W-S.26DA, 2200 & 2900
T.37S-R.2W-S.26DD, 900 & 1000

Acreage-

9.3 gross acres
8.0 net acres

Zoning-

SFR-10 south of Meadows Lane
MFR-20 north of Meadows Lane

CITY OF MEDFORD
EXHIBIT # 118
File # LDS-15-118 / E-16-001
1 of 6

PURPOSE:

The purpose for this land division application is to resubmit for the subdivision of the project that has expired. This subdivision request is to be reviewed with the Preliminary PUD Plan (PUD-03-198) which has been approved by the Medford Planning Commission. The applicant has submitted a Final PUD Plan for the original Phase 1 of the project with the review and approval by the Medford Site Plan and Architectural Commission (SPAC) (AC-11-095). This request for the subdivision tentative plat is consistent with the approved Preliminary PUD Plan. This tentative plat is providing for multiple phases that can be developed with no sequential order with the differing phase numbers. It is anticipated that either Phase 1 or Phase 2 of this project will occur first. There are 15 lots proposed with this subdivision, with Lots 3, 4, 13, 14 & 15 planned for duplexes; Lots 5 and 6 are planned for commercial uses; and Lots 7, 8 & 9 are proposed for the multiple family development, consistent with the approved Preliminary PUD Plan for West Meadows Village, PUD.

COMPLIANCE WITH SECTION 10.270 LAND DIVISION

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:

Section 10.270(1) *Is consistent with the Comprehensive Plan, any other applicable specific plans thereto, and all applicable design standards set forth in Article IV and V.*

Discussion:

The subject property is designated on the Medford Comprehensive Plan, General Land Use Plan map as Urban Residential (UR) south of Meadows Lane, with Urban High Density Residential (UH) north of Meadows Lane. The existing zoning within West Meadows Village is SFR-10 and MFR-20, which is in compliance with the UR and UH designations on the GLUP map within the Medford Comprehensive Plan.

The alignments of Meadows Lane, Lozier Court and Moody Lane are consistent with the Street Circulation Map and the Street Circulation Design and Connectivity standards within the Medford Land Development Code (MLDC).

West Meadows Village has been planned and designed to meet the needs of the future residents for the City of Medford particularly for households at or below the median income levels. This proposed land division meets the standards required in Articles IV and V, MLDC for public improvement standards and site development standards.

“ ”
2 of 6

CONCLUSION:

The City of Medford concludes that this proposed land division is in compliance with standards for the SFR-10 and MFR-20 zoning districts, and consistent with the Comprehensive Plan GLUP map. The City can also conclude that the design of the site meets the standards for a land division as prescribed within Articles IV and V MLDC.

FINDING:

The City of Medford finds that this proposed land division is in compliance with the Comprehensive Plan GLUP map and zoning districts along with the standards found in Articles IV and V MLDC.

Section 10.270(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.

Discussion:

The design of West Meadows Village, PUD will not prevent the development of the remainder of the property under the same ownership. This subdivision application is for the entire site under common ownership by the applicants. The proposed street layout provides for stubbed streets and half streets onto other abutting lands for access. West Meadows Village does not prevent access or development on adjacent lands.

The proposed street extension/improvement of West Meadows Lane and Lozier Court, along with the inclusion of Moody Lane being a residential lane, will provide vehicular access and street connectivity on the subject site. The development of these streets will in fact provide access to other properties in the vicinity for improved street circulation. This proposed subdivision is consistent with the approved Preliminary PUD Plan that will not prevent any future development or access to properties surrounding the subject site.

CONCLUSION:

The City of Medford concludes that the design and development of West Meadows Village consists of the entire ownership and will not prevent any development of property under the same ownership. The City of Medford can also conclude that the development of the subject property will not prevent access or development to adjoining properties. Access to adjoining properties will actually be improved with the development of the site and the construction of public streets, Meadows Lane and Lozier Court.

3 of 6

FINDING:

The City of Medford finds that the development of the site consists of the total acreage and will not prevent development on the subject property or adjoining properties. The construction of public streets will improve access and development potential to adjoining properties, in compliance with Section 10.270(2).

Section 10.270(3) *Bears a name that has been approved by the approving authority...*

Discussion:

The name of the Planned Unit Development and the subdivision "West Meadows Village" bears a name that has been approved by the Jackson County Surveyor's Office, meeting the requirements of this section.

CONCLUSION:

The City of Medford concludes that the name, West Meadows Village, bears a name approved by the Jackson County Surveyor.

FINDING:

The City of Medford finds that the name for the site, West Meadows Village meets the requirements of Section 10.270(3).

Section 10.270(4) *If it includes the creation of streets, that such streets are laid out to be consistent with existing and planned streets and alleys and with the plats of land division already approved for adjoining property...*

Discussion:

As identified on the tentative plat , consistent with the approved Preliminary PUD Plan for West Meadows Village, the proposed street system conforms with the existing streets within the City of Medford. This tentative plat and street layout conforms to the City's street circulation plan and street circulation design standards.

The center line location for Vick Lane is proposed to be on the common boundary with Lewis Park. The Medford Parks and Recreation Department and Commission have agreed with this location (See attachment). The applicant agrees and stipulates to building this residential street with curbs and gutters on the east side of Vick Lane. There will be no need for a sidewalk or planter strip abutting Lewis Park.

4066

It is important to note that Lozier Lane also fronts a portion of the project area. As conditioned with the Preliminary PUD Plan, dedication of Right of Way is required to meet collector street standards. The applicant is in agreement to the required dedication and the tentative plat reflects the requested area for dedication.

Lozier Lane is planned for improvements to City of Medford standards in the fall of 2016 or spring of 2017. In addition, it will be necessary for the applicant to initiate and process a street vacation for the unused portion of Lozier Court and dedicate the required Right of Way with the exception request, for a minor residential street.

CONCLUSION:

The City of Medford concludes the proposed street locations conform to the street circulation plan and the street circulation design and connectivity standards within the MLDC. The street design and proposed Right of Way dedications is consistent with the approved Preliminary PUD Plan.

FINDING:

The City of Medford finds that the design and location of the public streets conforms to the street circulation design and connectivity standards within the MLDC.

Section 10.270(5) *Has streets that are proposed to be held for private use...*

Discussion:

There is one minimum access easement, a private street, that is proposed with the development of Lot 4, as identified on the tentative plat. This lot is planned for a duplex and the minimum access easement is provided to serve this lot with access for each dwelling unit. Lot 5 will have a separate access from Meadows Lane.

Section 10.270(6) *Will not cause an unmitigated land use conflict between the land division and adjoining agricultural lands within the EFU zoning district.*

Discussion:

Not applicable. There are no abutting lands that are zoned EFU. Therefore, this land division will not cause any conflicts with other lands zoned EFU.

50'6"

SUMMARY

Based upon the above conclusions and findings of fact regarding Section 10.270 and the tentative plat submitted for review, the City of Medford finds that West Meadows Village meets the minimum requirements and design standards for a land division, subdivision. This proposal is also consistent with the approved Preliminary PUD application for location of public streets and dedications along with the lots' layout and design.

Respectfully submitted:



Richard Stevens & Associates, Inc.

10
6 of 6

RECEIVED

JAN 06 2016

Planning Dept.

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

**IN THE MATTER OF AN EXCEPTION)
FOR THE REDUCTION OF THE REQUIRED)
STREET DEDICATION FOR THE NORTH)
SIDE OF LOZIER COURT FRONTING THE)
PROJECT AREA; DESCRIBED AS T.37S-)
R.2W-SEC.26DA, TAX LOTS 2200 & 2900)
WITH T.37S-R.2W-SEC. 26DD, TAX LOTS)
900 & 1000; YOUNG FAMILY TRUST,)
APPLICANTS; RICHARD STEVENS &)
ASSOCIATES, INC., AGENTS.)**

**FINDINGS OF FACT
AND
CONCLUSIONS**

BACKGROUND:

Property Owner/
Applicant-

David F. Young, Trustee
Young Family Trust
348 S. Modoc Ave.
Medford, OR 97504

Agents-

Richard Stevens & Associates, Inc.
PO Box 4368
Medford, OR 97501
(541)773-2646

Hoffbuhr & Associates, Inc.
880 Golf View Drive #201
Medford, OR 97504
(541)779-4641

Property
Description-

T.37S-R.2W-S.26DA, 2200 & 2900
T.37S-R.2W-S.26DD, 900 & 1000

Acreage-

9.3 gross acres
8.0 net acres

Zoning-

SFR-10 south of Meadows Lane
MFR-20 north of Meadows Lane

CITY OF MEDFORD
EXHIBIT # "D"
File # LDS-15-118 | E-16-001
10F5



PURPOSE:

The purpose for this exception request is to reduce the width of the planter strip adjacent to the street to 4.5 feet in width (4 feet from back of curb to sidewalk), versus the required 8-foot planter strip along the northern right of way boundary for the proposed Lozier Court, within the minor residential street right of way. This request is submitted to be reviewed concurrently with the land division application (LDS 15-118) for the subdivision of the project consistent with the Preliminary PUD Plan (PUD-03-198).

COMPLIANCE WITH SECTION 10.253, EXCEPTIONS

No exception, in the strict application of the provisions of this chapter, shall be granted by the approving authority having jurisdiction over the plan authorization unless it finds that all of the following criteria and standards are satisfied. The power to authorize an exception from the terms of this code shall be sparingly exercised. Findings must indicate that:

10.253(1): *The granting of the exception shall be in harmony with the general purpose and intent of the regulations imposed by this code for the zoning district in which the exception request is located, and shall not be injurious to the general area or otherwise detrimental to the health, safety, and general welfare or adjacent natural resources. The approving authority shall have the authority to impose conditions to assure that this criterion is met.*

Discussion:

The proposed exception to the right of way standards for the reduction of the planter strip width does not adversely impact the surrounding properties or nearby lands. The 4-foot reduction in the dedication of right of way does not inhibit the function of the street system as the curb to curb width will be maintained. In addition, the sidewalk will also be provided at five feet in width which meets the Code standards. Therefore, the proposed exception is not adversely impacting the surrounding lands and ensures the public health, safety and general welfare is preserved.

The exception will also provide an easier transition of the sidewalk connection towards the west on Tax Lot 1001 with the potential connection to Lozier Lane. The location of the dwelling on Tax Lot 1001 inhibits full dedication of right of way for Lozier Court to meet City of Medford standards for a minor residential street.



FINDING:

The City of Medford finds that this request does not adversely impact the public health, safety, and general welfare and meets the general intent of the Code standards to the greatest extent.

10.253(2): *The granting of an exception will not permit the establishment of a use which is not permitted in the zoning district within which the exception is located.*

Discussion:

The uses proposed within the SFR-10 zoning district along Lozier Court are single family dwellings and duplexes that are listed as permitted uses. The approval of the exception will not establish a use that is not permitted in the SFR-10 zoning district. |

FINDING:

The City of Medford finds that the exception does not allow for a use that is not permitted in the SFR-10 zoning district.

10.253(3): *There are unique or unusual circumstances which apply to this site which do not typically apply elsewhere in the City, and that the strict application of the standard(s) for which an exception is being requested would result in peculiar, exceptional, and undue hardship on the owner.*

Discussion:

The unique situation is the minimal block width between Lozier Court and Meadows Lane with the preexisting location of these existing intersections. There is insufficient distance to create 90-foot in depth lots fronting along both of these streets for a standard residential subdivision. The development of duplex lots (Lots 3 and 4) with frontage and access along Moody Lane and a minimum access drive, was the logical choice for residential development. The exception will provide sufficient area for development without overcrowding and meeting structural setbacks.

Another unique situation is the lack of potential development to City standards for the property to the west, Tax Lot 1001 (315 Lozier Lane), that can't be further divided. The only potential contemplated on this site, is to redevelop with a duplex that may meet minimum City standards. The exception request would also enable Tax Lot 1001 to potentially develop with the same request for reduction of the planter strip in the future.



FINDING:

The City of Medford finds that the existing street locations and intersection distances is a unique situation that typically does not occur elsewhere in the City.

10.253(4): *The need for the exception is not the result of an illegal act nor can it be established on this basis by one who purchases the land or building with or without knowledge of the standards of this code. It must result from the application of this chapter, and it must be suffered directly by the property in question. It is not sufficient proof in granting an exception to show that greater profit would result.*

Discussion:

The need for this exception was not the result of an illegal act with the purchase of the property. The request is resulting from the strict standards of the Code and the required half street improvement, being ½ street plus 8.5-feet of dedication and the required road construction applied to the applicant and the project.

In addition, the unique situation for the block width measurement between Lozier Court and Meadows Lane inhibits standard lot design within the project boundaries. There is no additional profit gained by the applicant with this exception request.

FINDING:

The City of Medford finds that the exception request is not a result of an illegal act by the applicant. The inhibiting factor is the block width for suitable development and the amount of area required for half street improvements.



CONCLUSIONS:

The City of Medford can conclude that the exception request is due to a unique or unusual circumstance not commonly found within the City. In addition, this request will still be in harmony with the general intent for street improvements with only a reduction for the planter strip from 8-feet to 4.5 feet that does not allow for a use that is not permitted in the SFR-10 zoning district.

There are no adverse impacts identified with the surrounding lands and does not impact the public health, safety and general welfare. The approval of this exception is not based on an illegal act or lack of knowledge from the code standards.

Based on the above discussions and findings the City of Medford concludes that the exception request is in compliance with Section 10.253, MLDC.

Respectfully Submitted,



Richard Stevens & Associates, Inc.



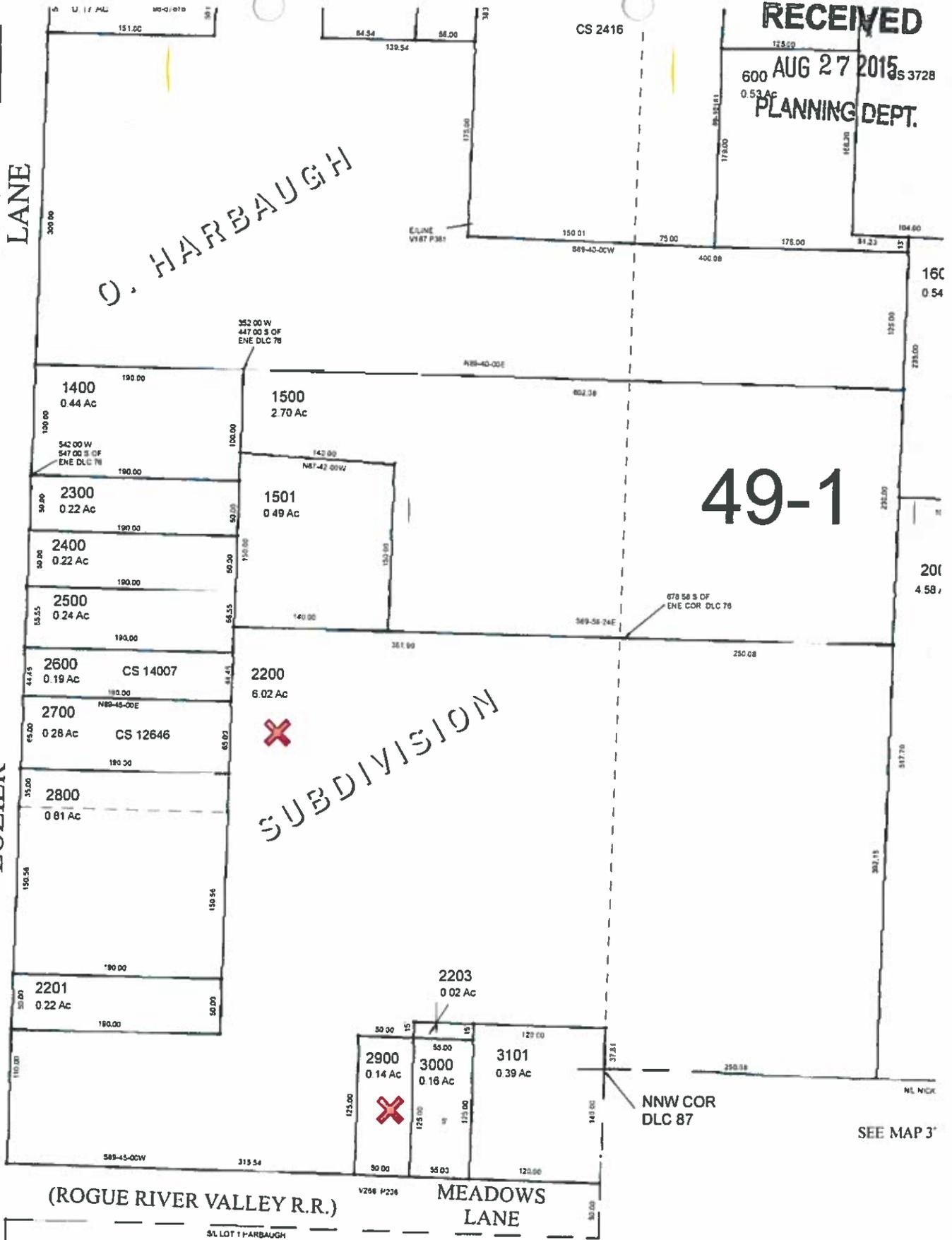
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LANE

O. HARBAUGH

CS 2416



LOZIER

SUBDIVISION

(ROGUE RIVER VALLEY R.R.)

MEADOWS LANE

CITY OF MEDFORD

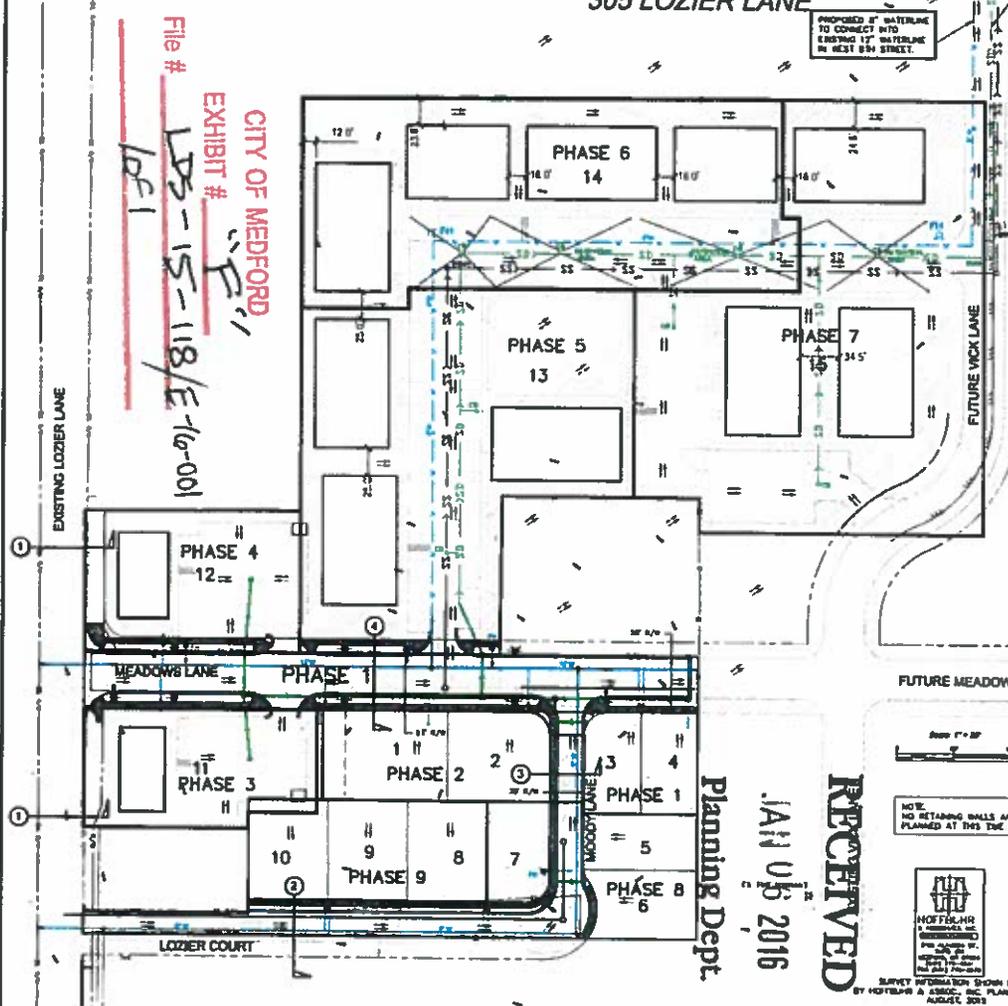
EXHIBIT "E"
FILE # LDS-15-118 / E-16-001
1022 / 9

WEST MEADOWS VILLAGE P.U.D.

CONCEPTUAL GRADING & DRAINAGE PLAN

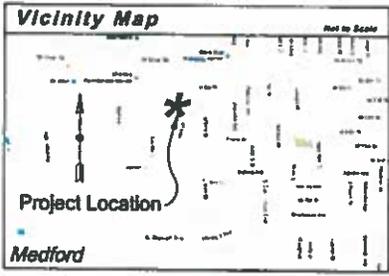
305 LOZIER LANE

File # 15-118/E-10-001
 EXHIBIT # 15-118/E-10-001
 CITY OF MEDFORD
 "E" 1

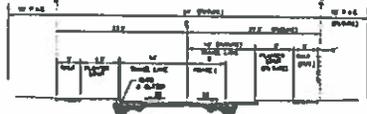


STORM DRAINAGE TO RUN INTO OPEN GULCH NORTH AND UNDER WEST MAIN AVENUE AND ON INTO LITTLE CUN CREEK.

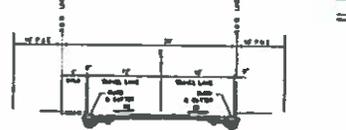
PROPOSED 12" WATERLINE TO CONNECT INTO EXISTING 12" WATERLINE IN WEST 85th STREET.



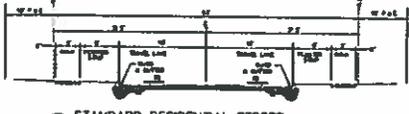
1 COLLECTOR ON-STREET BIKE LANES
 CITY OF MEDFORD (MODIFIED)
 LOZIER LANE



2 MINOR RESIDENTIAL STREET
 CITY OF MEDFORD (MODIFIED)
 LOZIER COURT



3 RESIDENTIAL LANE
 CITY OF MEDFORD (MODIFIED)
 MOODY LANE



4 STANDARD RESIDENTIAL STREET
 CITY OF MEDFORD
 MEADOWS LANE

LEGEND

- BOUNDARY / PHASE LINE
- PROPOSED WATER LINE
- PROPOSED STORM DRAIN
- PROPOSED SANITARY SEWER
- EXISTING SANITARY SEWER
- EXISTING GAS
- EXISTING WATER LINE
- EXISTING STORM DRAIN
- DIRECTION OF DRAINAGE
- PROPOSED STREET LIGHT
- PROPOSED FIRE HYDRANT
- PROPOSED GRASS AREA

NOTE: NO RETAINING WALLS ARE PLANNED AT THIS TIME

NOT FOR CONSTRUCTION
 SURVEY INFORMATION SHOWN HEREON BY HOFFMEIER & ASSOCIATES, INC. PLAN 24-021, AUGUST, 2013

Preliminary
 Not For
 Construction

T.J. BOSSARD ENGINEERING
 Civil Engineering / Structural Engineering
 4000 Oregon Street, SE
 Medford, Oregon 97504
 Phone: (541) 754-2774
 Fax: (541) 754-2775

NO. 1	NO. 2	NO. 3	NO. 4	NO. 5	NO. 6	NO. 7	NO. 8	NO. 9	NO. 10	NO. 11	NO. 12	NO. 13	NO. 14	NO. 15	NO. 16	NO. 17	NO. 18	NO. 19	NO. 20

WEST MEADOWS VILLAGE P.U.D.
CONCEPTUAL GRADING & DRAINAGE PLAN
 DR. DAVID YOUNG
 340 S. MOODY AVENUE
 MEDFORD, OREGON

PROFESSIONAL ENGINEER
 LICENSE NO. 13,684
 OREGON
 REG. PL. 2000
 EXPIRES 8-1-2017
 CIVIL ENGINEER
 SHEET: 1 of 1
C1
 Cover

This document, and the plans and reports thereon, are the property of T.J. Bossard Engineering LLC, and it is not to be used, in whole or part, for any other project without the written authorization of T.J. Bossard Engineering LLC.

Working under the supervision of T.J. Bossard, Professional Engineer, License No. 13,684, State of Oregon. August 2013.

MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

January 4, 2016

Clark Stevens
Richard Stevens & Associates
PO Box 4368
Medford, OR. 97501

RECEIVED

JAN 06 2016

Planning Dept.

RE: Future Vick Lane Request

Dear Clark,

The Medford Parks and Recreation Commission reviewed your request regarding the location of the center line of Vick Lane, adjacent to Lewis Park, on November 17, 2015.

Specifically, the request was for consideration by the Commission for the location of the proposed centerline of the street along the common boundary which would allow for the already constructed pathway on the western section of the park to serve as the required sidewalk and also remove the need for a park strip.

The Commission unanimously approved a recommendation to the Planning Commission on the proposed location of the centerline for Vick Lane and other improvements as outlined by the documents you provided and are attached to this letter.

The minutes for the November 17 meeting of the Parks and Recreation Commission are also included in this communication.

Please feel free to contact me if there are any other items that are needed in regards to this subject from the Parks and Recreation Department.

Sincerely,



Brian Sjothun, CPRP

CITY OF MEDFORD
EXHIBIT # "G"
File # LDS-15-118/E-16-201
10FS

Enclosures: Request from Richard Stevens & Associates
Parks & Recreation Commission Minutes of November 17, 2015 "G"



CONTINUOUS IMPROVEMENT | CUSTOMER SERVICE

701 N. COLUMBUS AVE | MEDFORD, OR 97501 | 541.774.2400
WWW.PLAYMEDFORD.COM | PARKS@CITYOFMEDFORD.ORG



MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

MINUTES

PARKS AND RECREATION COMMISSION November 17, 2015

CARNEGIE BUILDING 413 W. Main St. 5:30 P.M.

Meeting called to order at 5:30pm

10. ROLL CALL

Members Present: Julian Cordle, Rich Hansen, Frank Hooper, Kristi Jensen, Preston Jemigan, Jerry MacLeod, Dan Ratty. Staff: Brian Sjothun, Rich Rosenthal, Tim Stevens, Jennifer Sparacino. Guests: Clark Stevens, Andy Batzer. Members Absent: Marco Boccato, Marie Cabler. Council Liaison Absent: Chris Corcoran.

20. APPROVAL OF MINUTES

September minutes were approved as submitted.

30. ORAL REQUESTS FROM THE AUDIENCE

None

40. NEW AND CONTINUED BUSINESS

40.1 Lewis Park – Future Vick Lane Request – Mr. Sjothun introduced Mr. Stevens with Richard Stevens and Associates who spoke to a request regarding the location of the center line for Vick Lane and using the existing pathway in the adjacent Lewis Park as the sidewalk.

Motion: Recommend to the Planning Commission the location of the centerline for Vick Lane and other improvements as outlined in the request by Richard Stevens & Associates. Motion made by Mr. MacLeod, seconded by Mr. Hansen. Motion passed unanimously.

40.2 Cedar Links Park Open Space – Brian Sjothun

This item is continued to the next meeting due to lack of information from developer.

40.3 Park Use Regulations Update – Ms. Sparacino summarized recommended changes to the Park Use Administrative Regulations. Commissioners discussed the section regarding remote control vehicles/devices and asked that Staff and Commissioner Cordle review the possibility of allowing such vehicles/devices and bring it back to the Commission for consideration.

Motion: Approve changes as outlined except for the page 8 item regarding remote control vehicles that Julian and Jennifer will re-work. Motion made by Mr. Hansen, seconded by Ms. Jensen. Motion passed unanimously.

60.1 *Project Update Report - Tim Stevens presented the current state of the Jackson Park playground and the new Pirate Ship themed playground equipment selected for the Jackson Park Playground Project. The Installation Bid Package is currently being advertised with project completion anticipated by June 30, 2016.

"G"
2015



CONTINUOUS IMPROVEMENT | CUSTOMER SERVICE

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WWW.PLAYMEDFORD.COM | PARKS@CITYOFMEDFORD.COM



Mr. Sjothun introduced Mr. Batzer with Kid Time, who presented their plan for a Pirate Ship themed play area at Kid Time and a request for a theme change at Jackson Park. Mr. Sjothun suggested staff work with Playcraft to come up with 2 alternative designs – one themed and the other more open and activity based, which will be brought back for Commission approval.

- 40.1 Leathers Playground @ Bear Creek Park – Tim Stevens presented the history of Leathers Playground, some of the maintenance concerns and a request to authorize Leathers & Associates to perform a site visit assessment and provide a detailed report of maintenance and potential solutions. Mr. Sjothun clarified that the reason this is being presented to the Commission is due to the prominent fund raisers that were involved in the development of the playground and the need for building a case to save this amazing City asset and requesting additional funding in the next budget process.

Motion: Move that we spend the \$1500 to have the site assessment. Motion made by Mr. Hoepfer, seconded by Ms. Jensen. Motion passed unanimously.

50. COMMITTEE REPORTS

- 50.1 Tree Committee – Mr. Hoepfer updated the Commission regarding fall plantings and the Committee's consideration of adding a tree maintenance program.
- 50.2 Prescott Park – Mr. Sjothun advised that trails plan is scheduled to go before the Jackson County Commissioners in January and they are working with a lobbyist regarding funding for the chip sealing the road.
- 50.3 Arts Commission – Mr. Rosenthal advised the Commission is reviewing project options and they are organizing a public art display at the Library starting next week for a couple of months.
- 50.4 Bear Creek Greenway Joint Powers Board – No meeting took place. Next meeting is scheduled for December.
- 50.5 Medford Parks & Recreation Foundation – Mr. Sjothun advised they are working on 2016 Parks Uncorked which is planned for the first Friday in June at Pear Blossom Park.
- 50.6 Mayor's Youth Advisory Commission – Commissioners were referred to the minutes included in the agenda packet.
- 50.7 Cemetery Commission – Commissioners were referred to the minutes included in the agenda packet.

60. STAFF REPORTS

- 60.1 Project Update Report – *See report under New and Continued Business.
- 60.2 Leisure Services Plan Update – Mr. Sjothun advised that Steve at Conservation Technix is working on existing conditions, reviewed past planning documents, did an inventory assessment of parks, compiled base maps for park sites, is reviewing recreation program materials, held a stakeholders meeting with YMCA, Rogue Valley Timbers, Ultimate Frisbee group and Medford American Little League in attendance. Will hold meeting with SO Sports Commission on Friday. Two additional stakeholder meetings will be held in December – one with the Medford School District. The software to gain community input will be launched mid January.
- 60.3 2016 Meeting Schedule – Mr. Sjothun referred to the schedule included in the agenda packet.
- 60.4 December Holiday Party – The Commission discussed having a holiday dinner. It was decided to hold the dinner in late January with the date to be determined at the next meeting.

70. MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS

None

80. ADJOURNMENT

Meeting adjourned at 7:06 pm

"G"
305



CONTINUOUS IMPROVEMENT | CUSTOMER SERVICE

701 N. COLUMBUS AVE. | MEDFORD, OR 97501 | 541.774.2400
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RICHARD STEVENS & ASSOCIATES, INC.

P.O. Box 4368
Medford, OR 97501

100 E. Main St., Suite O
Phone: (541) 773-2646
Fax: (541) 858-8947

E-mail: rsa@mind.net
Website: rsaoregon.com

Brian Sjothun, Director
Parks & Recreation Department
701 N. Columbus Ave.
Medford, OR 97501

RE: Lewis Park

Dear Mr. Sjothun,

This correspondence is in response to our conference regarding the potential street improvements along the western boundary of Lewis Park. The Medford Public Works Department has requested our client, Dr. David Young, the owner/applicant for West Meadows PUD, to dedicate and improve half street improvements for Vick Lane that requires development to the center line of the street plus 8 additional feet. This street will separate the project area from Lewis Park and provide for eventual street connectivity for the area.

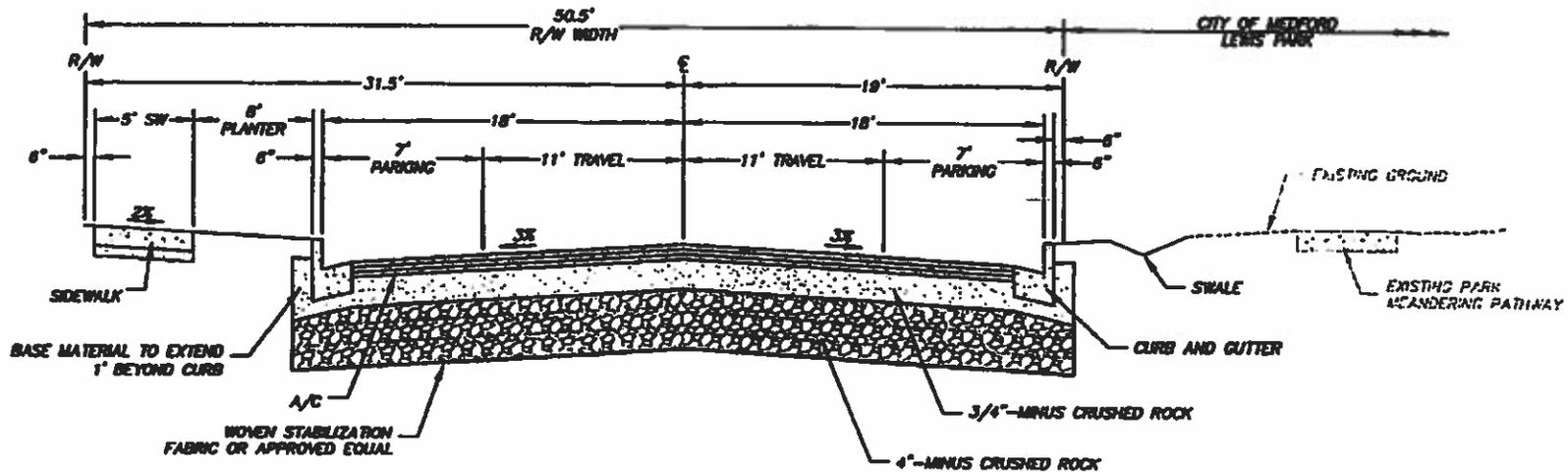
With the Parks Department's permission and board approval, we are proposing to locate the centerline of the street along the common boundary line with the park land and also improve Vick Lane to include curb and gutters to provide full street improvements without the park strip and sidewalk adjacent to the park. This will provide for on-street parking and inhibit vehicles from being able to drive onto the park lands. These proposed improvements will be located along our frontage with the park land. The property owner, Dr. Young agrees to complete these improvements to ensure that there are no financial monies from the Medford Parks & Recreation Department to complete this roadway.

Sincerely,

Richard Stevens & Associates, Inc.
Clark Stevens

Attachments

"G"
4/2/05



Standard Residential Street (MODIFIED)

STREET SECTION

VICK LANE (NTS)
LOOKING NORTH

50.5'
5' 11"

**WEST MEADOWS VILLAGE
PROPOSED - VICK LANE
ADJACENT TO LEWIS PARK**

DWN BY:	T.MASSEY
CHK'D BY:	C.STEVENS
DATE:	11/9/15
SCALE:	N.T.S.
SHEET	1 OF 1



Continuous Improvement Customer Service

CITY OF MEDFORD

LD Date: 10/14/2015
File Numbers: LDS-15-118

**PUBLIC WORKS DEPARTMENT STAFF REPORT
WEST MEADOWS VILLAGE**

Project: Consideration of a tentative plat application for a mixed-use development to be known as West Meadows Village, consisting of a total of 15 lots on 9.14 acres within a SFR-10 (Single-Family Residential – 10 dwelling units per gross acre) MFR-20 (Multiple-Family Residential – 20 dwelling units per gross acre) with PUD (Planned Unit Development) Zoning Overlay. Subject tentative plat consists of 5 Single-family lots, 5 duplex lots, 2 commercial lots, and 3 multi-family lots.

Location: The site is generally located on the east side of Lozier Lane on the north and south sides of Meadows Lane.

Applicant: David & Elahe Young Family Trust, (Richard Stevens & Associates, Inc., Agent). Desmond McGeough, Planner.

Applicability: The Medford Public Works Department’s conditions of Preliminary Plan Approval for West Meadows Village PUD were adopted by Order of the Medford Planning Commission on August 28, 2008 (PUD-03-198). The PUD was amended by the Site Plan and Architectural Commission’s approval of AC-11-095 on October 7, 2011. The adopted conditions by each of these actions shall remain in full force as originally adopted except as amended or added to below.

NOTE: Items A - B Shall be Completed and Accepted Prior to Approval of the Final Plat.

A. STREETS

1. Dedications

CITY OF MEDFORD
EXHIBIT # "H"
File # LDS-15-118/E-16-001
163

Lozier Lane is classified as Major Collector Street with a required right-of-way width of 74-feet. The required right-of-way will be dedicated as part of the City’s capital improvement

project P1806. However, the developer shall provide a 10-foot Public Utility Easement (PUE) adjacent to the new right-of-way line.

Streets, as shown on the Tentative Plat, in which any portion terminates to a boundary line of the 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. Upon approved dedication of the extension of said streets, the one-foot reserve strip shall automatically be dedicated to the public use as part of said street without any further action by the City of Medford. (MLDC 10.439)

2. Public Improvements

a. Public Streets

The portion of Lozier Lane, along this development's frontage, will be improved as part of the City's capital improvement project P1806.

b. Minimum Access Drive

The minimum access drives shall be 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.

c. Street Lights and Signing

All street lights and signing for public streets shall be installed to City of Medford specifications.

The following street lighting and signing installations will be required:

Street Lighting - Developer Provided & Installed

- A. 5 – 100W street lights
- B. 3 – 100W street lights with base mounted cabinet (Vick Lane Only)

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

- A. 4 – street name signs
- B. 2 – stop signs
- C. 1 – dead end sign
- D. 3 – dead end barricades

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

d. Pavement Moratoriums

There will be a pavement cutting moratorium in effect along this frontage on Lozier Lane after the completion of the improvements referenced above, for a duration of five (5) years. No street cuts will be allowed during this period without prior approval from the City Engineer.

e. Soil Testing

The Developer's engineer shall obtain soil testing data 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.

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 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.

2. Wetlands

The Developer shall contact the Division of State Lands for the approval and/or clearance of the subject property with regards to wetlands and/or waterways.

C. GENERAL CONDITIONS

6. System Development Charges

Buildings in this development are subject to sewer treatment and street 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. A portion of the storm drain system development charge shall be collected at the time of the approval of the final plat

Prepared by: Doug Burroughs



BOARD OF WATER COMMISSIONERS
Staff Memo

TO: Planning Department, City of Medford
FROM: Rodney Grehn P.E., Water Commission Staff Engineer
SUBJECT: LDS-15-118
PARCEL ID: 372W26DA TL's 2200 & 2900; 372W26D D TL's 900 & 1000
PROJECT: Consideration of a tentative plat application for a mixed-use development to be known as West Meadows Village, consisting of a total of 15 lots on 9.14 acres within a SFR-10 (Single-Family Residential – 10 dwelling units per gross acre) MFR-20 (Multiple-Family Residential – 20 dwelling units per gross acre) with PUD (Planned Unit Development) Zoning Overlay. Subject tentative plat consists of 5 Single-family lots, 5 duplex lots, 2 commercial lots, and 3 multi-family lots. The site is generally located on the east side of Lozier Lane on the north and south sides of Meadows Lane; David & Elahe Young Family Trust, Applicant (Richard Stevens & Associates, Inc., Agent). Desmond McGeough, Planner.
DATE: October 21, 2015

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. Phase 1 will require the installation of a 12-inch water line in Meadows Lane between Lozier Lane and Moody Lane.
4. Phase 2 will require the installation of an 8-inch water line in Meadows Lane between Moody Lane and the east end of Meadows Lane. Also required in Phase 2 is the installation of an 8-inch water line in Moody Lane between Meadows Lane and the north boundary of Phase 3.
5. Phase 3 will require the installation of an 8-inch water line in Moody Lane.
6. Phase 4 and Phase 5 will require new water line "taps" on the 12-inch water line conditioned in Item 3 above for domestic meters, fire service vaults, and fire hydrants (if not already installed with Phase 1).
7. Phase 6, Phase 7, and Phase 8 will require the installation of portions of 12-inch water line between proposed Phases with an off-site connection to an existing 12-inch water line in W 8th Street located at the existing west end of Lewis Park.



BOARD OF WATER COMMISSIONERS

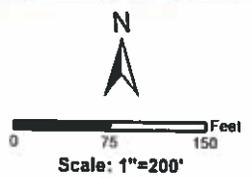
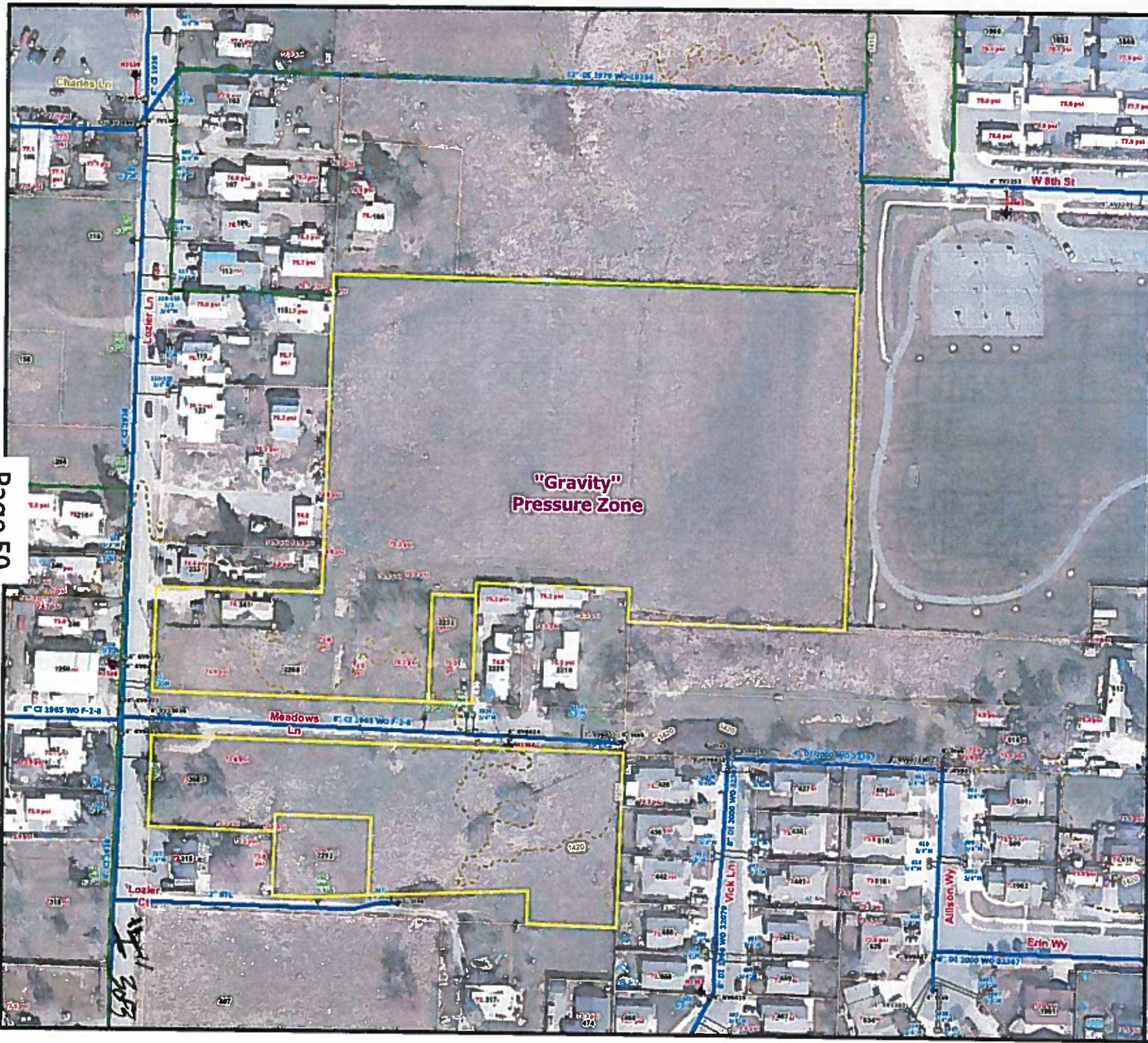
Staff Memo

8. Phase 8 will require the installation of an 8-inch water line in Vick Lane.
9. Phase 9 will require the installation of an 8-inch water line in Lozier Court between Phase 5 and Lozier Lane.
10. Dedication of a 10 foot wide (minimum) access and maintenance easement to MWC over all water facilities located outside of public right-of-way is required. Easement shall be submitted to MWC for review and recordation prior to construction.
11. 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 required. (See Condition 7 above)
2. On-site water facility construction is required. (See Condition 3 above)
3. MWC metered water service does exist to these properties.
 - a. There's an existing ¾-inch water meter (currently vacant) in Lozier Court that serves 2292 Lozier Ct.
 - b. There's an active ¾-inch water meter that serves the existing home located at 241 Lozier Lane.
 - c. There's currently two (2) ¾-inch water meters (currently vacant) in Meadows Lane.
 - d. There's an active ¾-inch water meter that serves the existing home located at 2226 Meadows Lane.
 - e. There's an active ¾-inch water meter that serves the existing home located at 2210 Meadows Lane.
4. Static water pressure is expected to be between 72- 78 psi.
5. Access to MWC water lines is available. Currently, there is a 6-inch water main in Lozier Lane but the City of Medford is improving Lozier Lane next summer (2016). Prior to the City of Medford road construction project MWC is installing a new 12-inch water line in Lozier Lane between W Main Street and Prune Street. There is an existing 2-inch steel water line in Lozier Court, this line serves one (1) ¾-inch water meter that serves the existing home located at 317 Lozier Court.

"I"
2013



**Water Facility Map
for
LDS-15-118
(West Meadows Village)**

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:**
- G** Control Station
 - P** Pump Station
 - R** Reservoir



This map is based on a 2010 aerial photograph. Medford Water Commission does not warrant the accuracy of the information shown on this map. Medford Water Commission is not responsible for any errors or omissions. The user assumes all responsibility for any errors or omissions. Medford Water Commission is not responsible for any errors or omissions.



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: 10/14/2015

From: Greg Kleinberg

Report Prepared: 01/20/2016

Applicant: David & Elahe Young Family Trust/Richard Stevens & Associates, Inc., Agent

File #: LDS - 15 - 118

Site Name/Description: West Meadows Village

Consideration of a tentative plat application for a mixed-use development to be known as West Meadows Village, consisting of a total of 15 lots on 9.14 acres within a SFR-10 (Single-Family Residential - 10 dwelling units per gross acre) MFR-20 (Multiple-Family Residential - 20 dwelling units per gross acre) with PUD (Planned Unit Development) Zoning Overlay. Subject tentative plat consists of 5 Single-family lots, 5 duplex lots, 2 commercial lots, and 3 multi-family lots. The site is generally located on the east side of Lozier Lane on the north and south sides of Meadows Lane; David & Elahe Young Family Trust, Applicant (Richard Stevens & Associates, Inc., Agent). Desmond McGeough, Planner.

DESCRIPTION OF CORRECTIONS	REFERENCE
----------------------------	-----------

Requirement FIRE HYDRANTS

OFC

508.5

Fire hydrants with reflectors will be required for this project.

Fire hydrant locations shall be as follows: For Phases 1, 2, 3, 4, 8 and 9 three fire hydrants will be required in locations approved by the Fire Department prior to development. For phases 5-7 additional fire hydrants will be required in locations approved by the Fire Department prior to development.

Additional hydrants may be required to comply with the requirement of proximity to fire department connections (for fire sprinkler and standpipe systems, the fire department connection shall be located at an approved location away from the building and within 75' of a fire hydrant. The fire department connection shall be located on the same side as the fire department access route.)

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 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.

CITY OF MEDFORD
11/3/15
LDS-15-118
10/23
E=16008



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: 10/14/2015

From: Greg Kleinberg

Report Prepared: 01/20/2016

Applicant: David & Elahe Young Family Trust/Richard Stevens & Associates, Inc., Agent

File #: LDS - 15 - 118

Site Name/Description: West Meadows Village

(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.

Requirement "NO PARKING-FIRE LANE" SIGNS REQUIRED

OFC

503.3

Parking shall be posted as prohibited on both sides of Moody Lane, on one side of Meadows Lane, and on both sides of the minimum access drive serving Lot #'s 13-15.

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-FIRE LANE signs shall be spaced at 50' intervals along the fire lane 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).

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.

Requirement MINIMUM ACCESS ADDRESS SIGN

OFC

505

Required for Lot #'s 13-15.

The developer must provide a minimum access address sign. See attached minimum access street address sign installation sheet for the proper installation information. A pre-approved address sign can also be utilized.

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

15' 2 of 3



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: 10/14/2015

From: Greg Kleinberg

Report Prepared: 01/20/2016

Applicant: David & Elahe Young Family Trust/Richard Stevens & Associates, Inc., Agent

File #: LDS - 15 - 118

Site Name/Description: West Meadows Village

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).

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.

115
383



Memo

To: Desmond McGeough, Planning Department
From: Chad Wiltrout, Building Department (541) 774-2363
CC: David & Elahe Young Family Trust, Applicant (Richard Stevens & Associates, Inc., Agent).
Date: October 9, 2015
Re: October 14, 2015, 2015 LDC Meeting: LDS-15-118.

Please Note:

This is not a plan review. Unless noted specifically as Conditions of Approval, general comments are provided below based on the general information provided; these comments are based on the 2014 Oregon Structural Specialty Code (OSSC) unless noted otherwise. Plans need to be submitted and will be reviewed by a commercial plans examiner, and there may be additional comments.

Fees are based on valuation. Please contact Building Department front counter for estimated fees at (541) 774-2350 or building@cityofmedford.org.

For questions related to the Conditions or Comments, please contact me, Chad Wiltrout, directly at (541) 774-2363 or chad.wiltrout@cityofmedford.org.

General Comments:

1. 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 Click on "City Departments" at top of screen; click on "Building"; click on "Electronic Plan Review (ePlans)" for information.
3. A site excavation and grading permit will be required if more than 50 cubic yards is disturbed.
4. A separate demolition permit will be required for demolition of any structures not shown on the plot plan.
5. Proposed buildings may require design by an Oregon licensed architect or engineer pursuant to code section 107.1 of the 2014 Oregon Structural Specialty Code.

CITY OF MEDFORD
EXHIBIT # 51211
File # LDS-15-118/E-16-001
1 of 1



JACKSON COUNTY

Roads

Roads
Engineering

Kevin Christiansen
Construction Manager

200 Antelope Road
White City, OR 97503
Phone: (541) 774-6255
Fax: (541) 774-6295
christke@jacksoncounty.org

www.jacksoncounty.org

October 5, 2015

Attention: Desmond McGeough
Planning Department
City of Medford
200 South Ivy Street, Lausmann Annex, Room 240
Medford, OR 97501

RE: Subdivision off Lozier Lane – a county maintained road.
Planning File: LDS-15-118

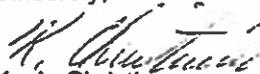
Dear Desmond:

Thank you for the opportunity to comment on the request for tentative plat approval of a mixed-use development, West Meadows Village, consisting of a total of 15 lots on 9.14 acres within a SFR-10, MFR-20 with PUD Zoning Overlay. Subject tentative plat consists of 5 Single-family lots, 5 duplex lots, 2 commercial lots and 3 multi-family lots generally located on the east side of Lozier Lane and on the north and south sides of Meadows Lane. Jackson County has the following comments:

1. All proposed access roads or frontage improvements shall be permitted and inspected by the City of Medford.
2. Future construction plans shall be submitted to Jackson County Roads, so we may determine if county permits will be required.
3. Applicant should be aware that the City of Medford will be contacting them concerning acquisition of right-of-way for Lozier Lane Road Project.
4. Jackson County's General Administration Policy #1-45 sets forth the County's position as it relates to the management of County roads located within existing or proposed city limits or Urban Growth Boundaries (UGB). The County and the City of Medford have current plans for improvements to Lozier Lane. Jackson County Roads recommends that the city request jurisdiction of this road.
5. Meadows Lane and Lozier Court are local access roads in the city and therefore under the City of Medford's jurisdiction.
6. Jackson County concurs with any right-of-way dedication required by the City of Medford.

If you have any questions or need further information feel free to call me at 774-6255.

Sincerely,


Kevin Christiansen
Construction Manager

CITY OF MEDFORD
EXHIBIT # "L"
File # LDS-15-118 / E-16-001
1 of 1



ROGUE VALLEY SEWER SERVICES

Location: 138 West Vilas Road, Central Point, OR - Mailing Address: P.O. Box 3130, Central Point, OR 97502-0005
Tel. (541) 664-6300, Fax (541) 664-7171 www.RVSS.us

October 1, 2015

Medford Planning Department
411 West 8th Street
Medford, Oregon 97501

Re: West Meadows Village PUD, LDS-15-118, Tax Lots 2200 and 2900, Map 37 2W 26DA; Tax Lots 900 and 1000, Map 37 2W 26DD (REF: PUD-03-198, AC-11-095)

ATTN: Desmond,

There is an 18 inch sewer main on Lozier Lane and an 8 inch sewer main on Meadows Lane, generally as shown on the tentative plat.

Sewer service to Phases 1, 4, and 5 and lots 3 and 4 of Phase 2 can be had by making service connections to existing sewer mains. All other areas will require main line extensions. Gravity sewer service to areas North of Meadows Lane will most likely require offsite sewer construction to the topography.

Rogue Valley Sewer Services requests that approval of this project be subject to the following conditions:

1. All sewer main extensions must be designed and constructed in accordance with RVSS standards.
2. The sanitary sewer system must be accepted as a public system by RVSS prior to the issuance of any building permits.
3. Applicant must obtain permits from RVSS for all new service connections to existing mains. Tap permits will be issued upon payment of related fees.

Feel free to call me if you have any questions regarding this project.

Sincerely,

Carl Tappert

Carl Tappert, PE
Manager

CITY OF MEDFORD
E: "M"
File # LDS-15-118 (E16-001)
1 of 1

K:\DATA\AGENCIES\MEDFORD\PLANNING\LAND SUB\2015\LDS-15-118_WESTMEADOWSVILLAGE.DOC

Desmond M. McGeough

From: MOREHOUSE Donald <Donald.MOREHOUSE@odot.state.or.us>
Sent: Tuesday, October 13, 2015 4:00 PM
To: Desmond M. McGeough
Subject: LDS-15-118

Desmond,

Thank you for sending agency notice of a consideration of a tentative plat application for a mixed-use development to be known as West Meadows Village, consisting of a total of 15 lots on 9.14 acres within a SFR-10 (Single-Family Residential – 10 dwelling units per gross acre) MFR-20 (Multiple-Family Residential – 20 dwelling units per gross acre) with PUD (Planned Unit Development) Zoning Overlay. Subject tentative plat consists of 5 Single-family lots, 5 duplex lots, 2 commercial lots, and 3 multi-family lots. The site is generally located on the east side of Lozier Lane on the north and south sides of Meadows Lane. We reviewed this and determined that it would not significantly affect state transportation facilities under the State Transportation Planning Rule (OAR 660-012-0060) or State Access Management Rule (OAR 734-051-000). We have no further comments at this time.

Don Morehouse
Senior Transportation Planner
ODOT Region 3, District 8 (Rogue Valley Tech Center)
Ph: (541) 774-6399
Fax: (541) 774-6349
Donald.Morehouse@odot.state.or.us

CITY OF MEDFORD
EXHIBIT # "N"
File # LDS-15-118/E-160001
1 of 1

OFFSITE WETLAND DETERMINATION REPORT
OREGON DEPARTMENT OF STATE LANDS
 775 Summer Street NE, Suite 100, Salem OR 97301-1279 Phone: (503) 986-5200

BATCH
WD#: 2015-0477

At your request, an offsite wetland determination has been conducted on the property described below.

County: Jackson

City: Medford

Other Name & Address: Jim Heck (client's engineer), TJ Bossard, Inc. 765 Savage Creek Road, Grants Pass, OR 97527

Township: 37S

Range: 2W

Section: 26

Q/Q: D

Tax Lot(s): 900, 1000, 2200, 2400

Project Name: West Meadows Village PUD

Site Address/Location: 2232 Meadows Lane, Medford, OR

- The National Wetlands Inventory or Local Wetlands Inventory shows a wetland on the property.
- The county soil survey shows hydric (wet) soils on the property. Hydric soils indicate that there may be wetlands.
- It is unlikely that there are jurisdictional wetlands or waterways on the property based upon a review of wetlands maps, the county soil survey and other information. An onsite investigation by a qualified professional is the only way to be certain that there are no wetlands.
- There are wetlands on the property that are subject to the state Removal-Fill Law.
 - A state permit is required for ≥ 50 cubic yards of fill, removal, or ground alteration in the wetlands or waterways.
 - A state permit may be required for any amount of fill, removal, or other ground alteration in the Essential Salmonid Habitat and hydrologically associated wetlands.
- A state permit will be/will not be required for project because/if _____.
- The proposed parcel division may create a lot that is largely wetland and thus create future development problems.
- A wetland determination or delineation is needed prior to site development; the wetland delineation report should be submitted to the Department of State Lands for review and approval.
- A permit may be required by the Army Corps of Engineers: (503) 808-4373

Note: This report is for the state Removal-Fill Law only. City or County permits may be required for the proposed activity.

Comments: Hydric soils bisect the site north to south. These soils are poorly drained and often indicate presence of wetlands. Aerial photos show coinciding wetland signatures and swale patterns. DSL advises a delineation of the entire area to be developed to assure wetlands are located and mapped. Please note that subdivision of the project area may result in some lots being mostly wetland and thus more complicated to develop, depending upon whether and how much wetland area is delineated. A list of potential wetland consultants is attached for your assistance in finding a wetland delineator.

Determination by: *James McAllister* Date: 11/17/2016

This jurisdictional determination is valid for five years from the above date, unless new information necessitates a revision. Circumstances under which the Department may change a determination and procedures for renewal of an expired determination are found in OAR 141-090-0045 (available on our web site or upon request). The applicant, landowner, or agent may submit a request for reconsideration of this determination in writing within six months from the above date.

This is a preliminary jurisdictional determination and is advisory only.

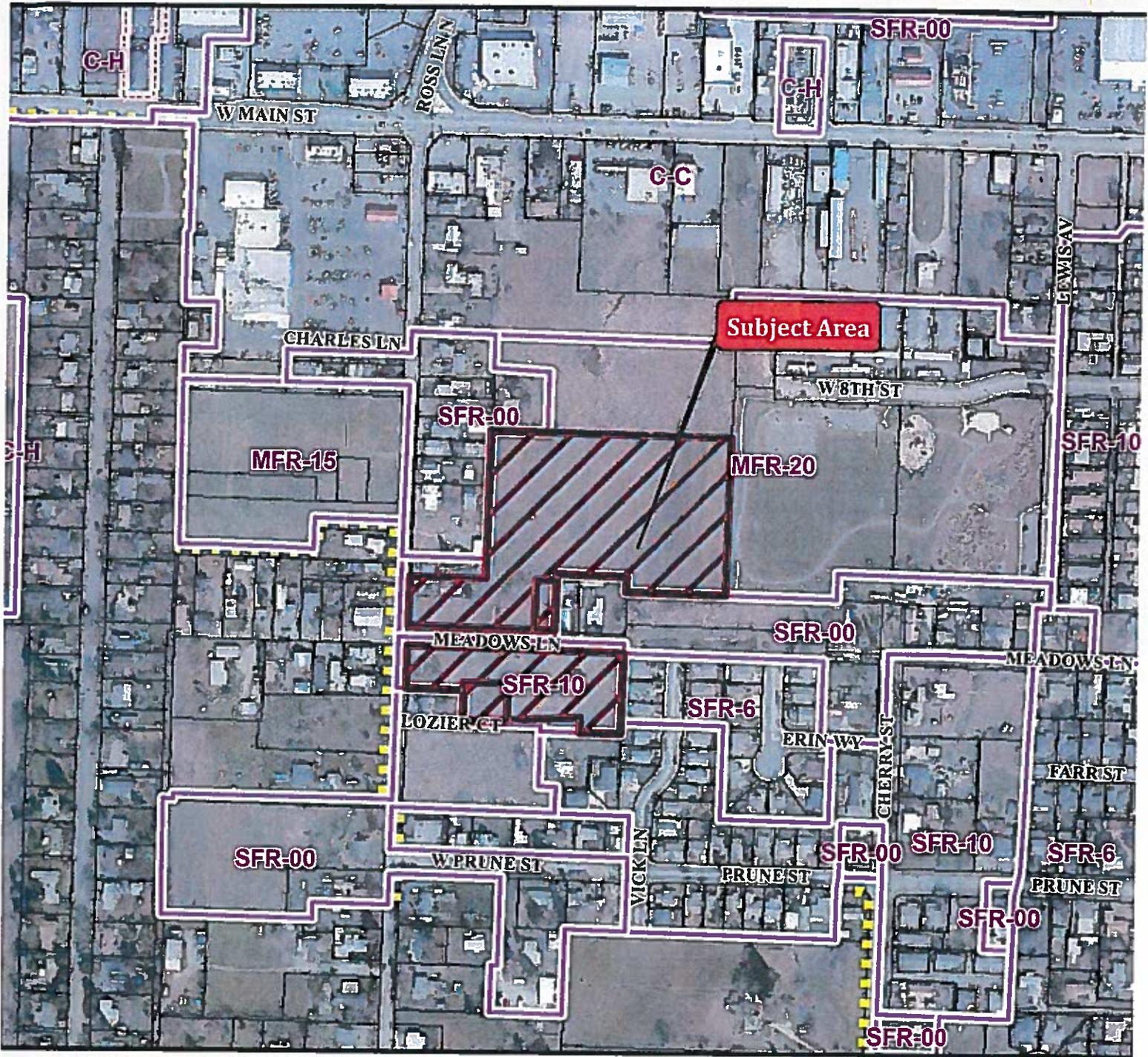
Copy To: Other Enclosures: wetland consultant list

Medford Planning Department

CITY: MEDFORD
 EXH: "0"
 File # LDS-15-118/E-1609
10F1

FOR OFFICE USE ONLY

Entire Lot(s) Checked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Waters Present <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe	Request Received: 11 / 03 / 2015
LWI Area: <u>Medford</u> LWI Code: <u>n/a</u>	Latitude: <u>42.320521</u> Longitude: <u>-122.898431</u>	Related DSL File #: <u>n/a Same Site</u>
Has Wetlands? <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Unk	ESH? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Wild & Scenic? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N
State Scenic? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Coast Zone? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Unk	
Adjacent Waterbody: _____ NWI Quad: _____	<input type="checkbox"/> Scanned <input type="checkbox"/> Mailings Completed	<input checked="" type="checkbox"/> Data Entry Completed



Project Name:
West Meadows Village

Map/Taxlot:
372W26DA Tls 2200 & 2900
372W26DD Tls 900 & 1000



-  Subject Area
-  Medford Zoning
-  Tax Lots
-  PUD
-  Page 61

