

# SITE PLAN & ARCHITECTURAL COMMISSION AGENDA OCTOBER 2, 2020



**MEDFORD**  
OREGON

## Commission Members

Jeff Bender, Chair

Bill Chmelir, Vice Chair

Jim Catt

David Culbertson

Paul McClay

Bob Neathamer

Marcy Pierce

Milo Smith

Chris Zelmer

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

Beginning at 12:00 Noon

## City of Medford

Council Chambers,

Third Floor, City Hall

411 W. 8th Street

Medford, OR 97501

(541) 774-2380

# SITE PLAN & ARCHITECTURAL COMMISSION AGENDA



October 2, 2020

12:00 P.M.

Medford City Hall, Council Chambers  
411 West 8<sup>th</sup> Street, Medford, Oregon

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10. **Roll Call**

20. **Consent Calendar** None.

30. **Approval or Correction of the Minutes.**

30.1 Consideration for approval of minutes from the September 18, 2020, meeting.

40. **Oral Requests and Communications from the Audience**

COMMENTS WILL BE LIMITED TO 3 MINUTES PER INDIVIDUAL OR 5 MINUTES IF REPRESENTING A GROUP OR ORGANIZATION. **PLEASE SIGN IN.**

50. **Public Hearings**

COMMENTS ARE LIMITED TO A TOTAL OF 10 MINUTES FOR APPLICANTS AND/OR THEIR REPRESENTATIVES. YOU MAY REQUEST A 5-MINUTE REBUTTAL TIME. ALL OTHERS WILL BE LIMITED TO 3 MINUTES PER INDIVIDUAL OR 5 MINUTES IF REPRESENTING A GROUP OR ORGANIZATION. **PLEASE SIGN IN.**

Continuance Request.

50.1 **AC-20-227** Consideration of plans for the construction of a 10,680 square foot automobile service and repair facility for Southern Oregon Subaru. The site consists of four contiguous parcels totaling approximately 1.56 acres, located west of Biddle Road and fronting Lawnsdale Road (Addresses: 952, 924, 908 and 898 Lawnsdale Road). The site is zoned I-G (General Industrial). (372W12D TL 7000, 7100, 7200, and 7300). Applicant: Southern Oregon Subaru; Agent: J.B. Steele, Inc.; Planner: Dustin Severs. **The applicant has requested that this item be continued to the October 16, 2020, meeting.**

Old Business.

50.2 **AC-20-205** Consideration of plans for a six-phase, multi-family development consisting of 14 buildings with six units each—a total of 84 dwelling units. (The proposed development is running concurrent with LDS-20-207 and CUP-20-208.) The property consists of a single parcel totaling 4.76 acres, and is located at the corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive). The property is zoned MFR-15 (Multiple Family Residential, 15 dwelling units per gross acre). (371W18AA TL 2300). Applicant: Windy Creek LLC; Agent: Slaughter Consulting; Planner: Dustin Severs

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Meeting locations are generally accessible to persons with disabilities. To request interpreters for hearing impaired or other accommodations for persons with disabilities, please contact the ADA Coordinator at (541) 774-2074 or [ada@cityofmedford.org](mailto:ada@cityofmedford.org) at least three business days prior to the meeting to ensure availability. For TTY, dial 711 or (800) 735-1232.

New Business.

50.3 **AC-20-226** Consideration of a proposal for an approximately 23,000 square foot single story trucking warehouse on a 1.54 acre parcel located at 1567 N Central Avenue in the General Industrial (I-G) zoning district (372W24701). Applicant & Agent, JB Steel Inc.; Planner, Steffen Roennfeldt.

60. **Written Communications** None.

70. **Unfinished Business** None.

80. **New Business** None.

90. **Report from the Planning Department**

100. **Messages and Papers from the Chair**

110. **Propositions and Remarks from the Commission**

120. **Adjournment**

# SITE PLAN & ARCHITECTURAL COMMISSION MINUTES



September 18, 2020

12:00 P.M.

Medford City Hall, Council Chambers  
411 West 8<sup>th</sup> Street, Medford, Oregon

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The regular meeting of the Site Plan and Architectural Commission was called to order at noon in the Council Chambers on the above date with the following members and staff in attendance:

**Commissioners Present**

Bill Chmelir, Acting Chair  
Jim Catt  
Dave Culbertson  
Bob Neathamer  
Marcy Pierce  
Milo Smith

**Staff Present**

Kelly Evans, Assistant Planning Director  
Katie Zerkel, Assistant Senior City Attorney  
Debbie Strigle, Recording Secretary

**Commissioners Absent**

Jeff Bender, Chair, excused  
Paul McClay, excused  
Chris Zelmer, unexcused

10. **Roll Call**

20. **Consent Calendar.** None

30. **Approval or Correction of the Minutes**

30.1 The minutes from the August 21, 2020, meeting were approved as submitted.

40. **Oral Requests and Communications from the Audience.** None.

50. **Public Hearings**

New Business

50.1 **AC-20-20** Consideration of plans for a six-phase, multi-family development consisting of 14 buildings with six units each—a total of 84 dwelling units. (The proposed development is running concurrent with LDS-20-207 and CUP-20-208.) The property consists of a single parcel totaling 4.76 acres, and is located at the corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive). The property is zoned MFR-15 (Multiple Family Residential, 15 dwelling units per gross acre). (371W18AA TL 2300). Applicant: Windy Creek LLC; Agent: Slaughter Consulting; Planner: Dustin Severs.

The applicant requested that this item be continued to the October 2, 2020, meeting.

Motion: Continue this item to the October 2, 2020, meeting.

Moved by: Commissioner Culbertson      Seconded by: Commissioner Neathamer

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**Site Plan & Architectural Commission Minutes  
September 18, 2020**

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Roll Call Vote: Motion passed, 6-0

**60. Written Communications** None.

**70. Unfinished Business** None.

**80. New Business** None.

**90. Report from the Planning Department**

90.1 Ms. Evans stated there would be business scheduled for the October 2, 2020, meeting. There is no business currently scheduled for October 16<sup>th</sup> but staff will keep the commission advised on that meeting. There is business scheduled for the November 6, 2020, meeting.

90.2 Ms. Evans reported that City Council had approved the urbanization plan and annexation for area MD-5e.

90.3 Ms. Evans said that staff will be asking the mayor to proclaim October as National Community Planning Month.

90.4 Ms. Evans stated that the City is working closely with the County, Talent, Phoenix, Ashland, and Central Point on near-term, mid-term, and long-term planning for recovery.

**100. Messages and Papers from the Chair** None.

**110. Propositions and Remarks from the Commission** None.

**120. Adjournment**

120.1 The meeting was adjourned at approximately 12:05 p.m. The proceedings of this meeting were digitally recorded and are filed in the City Recorder's office.

Submitted by:

\_\_\_\_\_  
Debbie Strigle  
Recording Secretary

\_\_\_\_\_  
Jeff Bender  
Site Plan and Architectural Commission Chair

Approved: October 2, 2020



# MEDFORD PLANNING

## CONTINUANCE REPORT

for a type-III quasi-judicial decisions: **Site Plan & Architectural Review**

**Project** Southern Oregon Subaru  
Applicant: Southern Oregon Subaru, LLC; Agent: J.B. Steele, Inc.

**File no.** AC-20-227

**To** Site Plan & Architectural Commission *for October 2, 2020 hearing*

**From** Dustin Severs, Planner III

**Reviewer** Kelly Evans, Assistant Planning Director

**Date** September 25, 2020

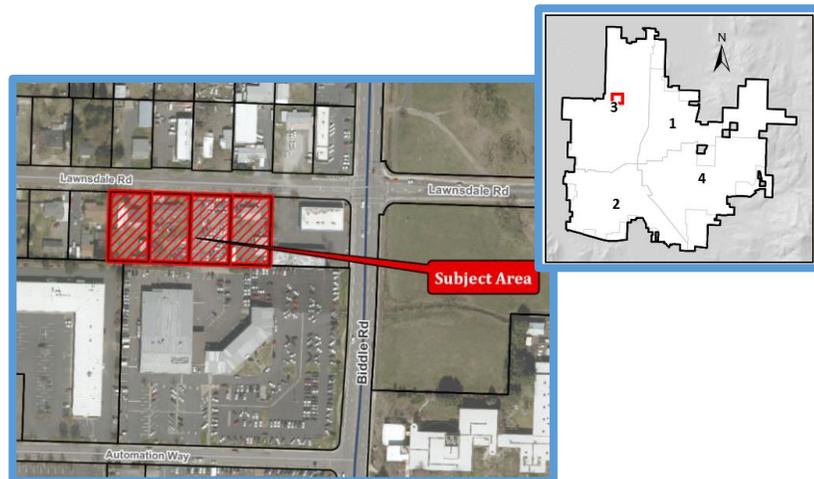
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### BACKGROUND

#### Proposal

Consideration of plans for the construction of a 10,680 square foot automobile service and repair facility for Southern Oregon Subaru. The site consists of four contiguous parcels totaling approximately 1.56 acres, located west of Biddle Road and fronting Lawnsdale Road (Addresses: 952, 924, 908 and 898 Lawnsdale Road). The site is zoned I-G (General Industrial). (372W12D TL 7000, 7100, 7200, and 7300).

#### Vicinity Map



**Request**

The applicant has requested that the item be continued to October 16, 2020.

**EXHIBITS**

A Continuance Request, received September 25, 2020.

Vicinity Map

**SPAC AGENDA:**

**October 2, 2020**

## Dustin J. Severs

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**From:** Gary Caperna JB Steel Inc <garyc@jbsteelinc.com>  
**Sent:** Friday, September 25, 2020 9:07 AM  
**To:** Dustin J. Severs  
**Subject:** AC20-227

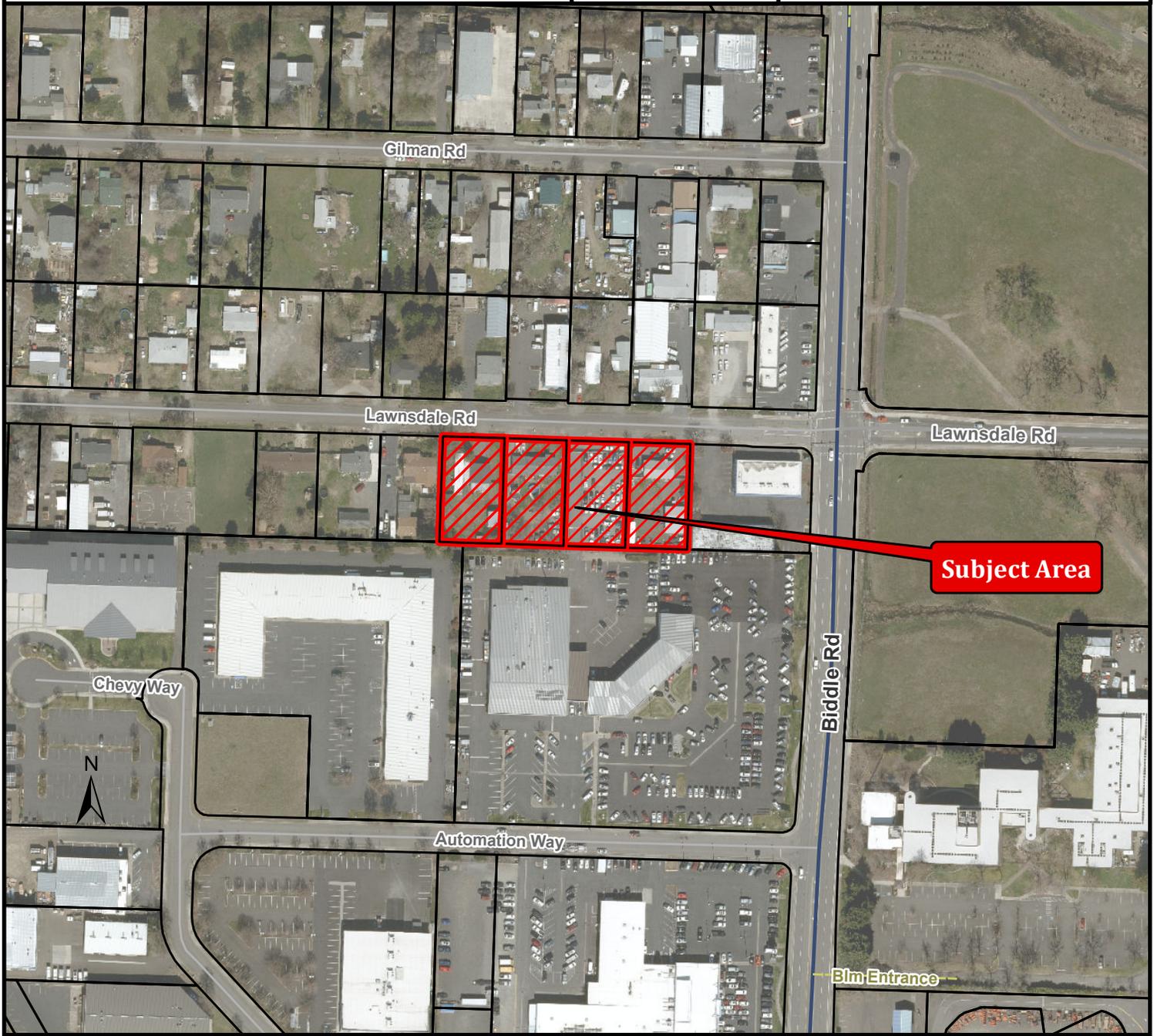
<EXTERNAL EMAIL \*\*Click Responsibly!\*\*>

Dustin,

I would like to request that the SPAC meeting for AC20-227 that was scheduled for 10/2/20 be rescheduled to the next meeting on 10/16/20.

Thank you, Gary Caperna AIA



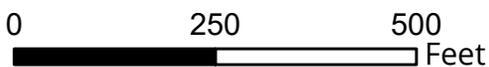


Project Name:

**Southern Oregon Subaru**

Map/Taxlot:

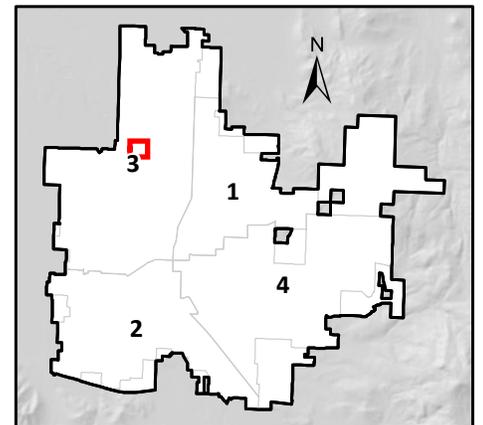
372W12D TL 7000, 7001, 7200, 7300



**Legend**

-  Subject Area
-  Tax Lots

*Date: 8/7/2020*





## STAFF REPORT

for a type-III quasi-judicial decisions: **Site Plan & Architectural Review**

**Project** Creekside Village  
Applicant: Windy Creek, LLC; Agent: Joe Slaughter Consulting

**File no.** AC-20-205

**To** Site Plan & Architectural Commission *for October 2, 2020 hearing*

**From** Dustin Severs, Planner III

**Reviewer** Kelly Evans, Assistant Planning Director

**Date** September 25, 2020

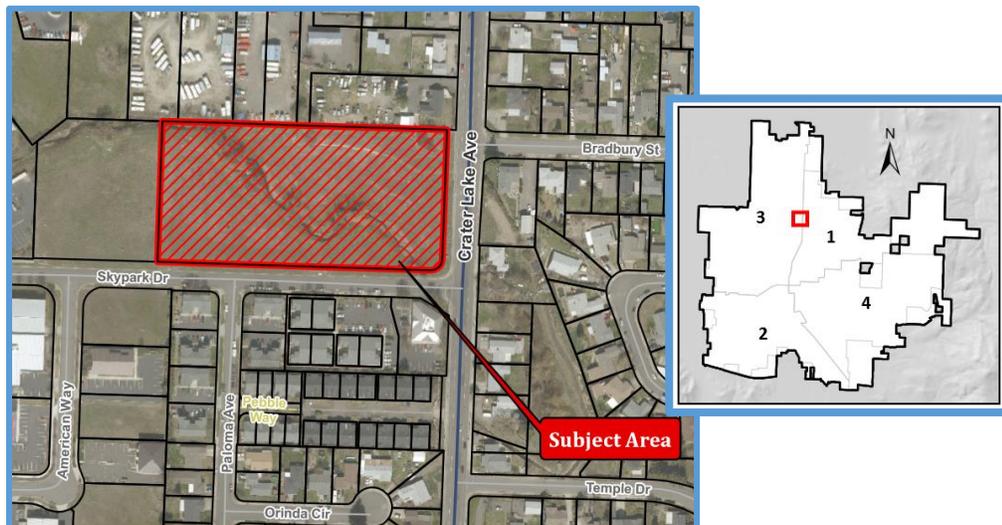
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### BACKGROUND

#### Proposal

Consideration of plans for a six-phase, multi-family development consisting of 14 three-story buildings with six units each—a total of 84 dwelling units. (The proposed development is running concurrent with LDS-20-207 and CUP-20-208.) The property consists of a single parcel totaling 4.76 acres, and is located at the corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive). The property is zoned MFR-15 (Multiple Family Residential, 15 dwelling units per gross acre) (371W18AA TL 2300).

#### Vicinity Map



### Subject Site Characteristics

Zoning: MFR-15  
GLUP: UM (Urban Medium Density Residential)  
Overlay(s): A-C (Airport Area of Concern)  
Use(s): vacant

### Surrounding Site Characteristics

*North* Zone: SFR-6 (Single Family Residential, 6 dwelling units per gross acre) & I-L (Light Industrial)  
Use(s): Residential

*South* Zone: MFR-20 (Multiple Family Residential, 20 dwelling units per gross acre)  
Use(s): Residential

*East* Zone: SFR-4 (Single Family Residential, 4 dwelling units per gross acre)  
Use(s): Residential

*West* Zone: I-L  
Use(s): Vacant

### Related Projects

CP-99-120 GLUP amendment from UH to UM  
AC-00-173 Multi-family project (expired)  
PUD-07-078 Multi-use PUD (terminated in 2008)  
AC-07-285 Creekside Village (expired)  
AC-09-008 Creekside Village Apartments (expired)  
LDS-20-207 LDS application running concurrent with subject request

### Applicable Criteria

Medford Municipal Code §10. 200(E)(2) – Site Plan & Architectural Review Criteria

*(2) The approving authority shall approve a site plan and architectural review application for a residential development if the proposed development complies with the applicable provisions of all city ordinances, or if the Site Plan and Architectural Commission has approved either of the following:*

*(a) Any Exceptions, as provided for in MLDC Section 10.186, which resolve(s) any instances of non-compliance with those provisions.*

*(b) Any Adjustments or Exceptions from the Special Development Standards for Multiple-Family Dwellings, as provided for in MLDC Section 10.715A through 10.717.*

*(c) Any Adjustments or Exceptions from the Development Standards for a Cottage Cluster Development, as provided for in MLDC Section 10.818A.*

### Approval Authority

This is a Type III land use decision. SPAC is the approving authority under MLDC 10.110(D).

### Corporate Names

According to the Oregon Secretary of State Business Name Registry, the principal place of business, Windy Creek LLC., is located in Ashland, Oregon, and its registered agent is Laura Knapp.

## ISSUES AND ANALYSIS

### Project Summary

#### *Current site conditions*

The subject site consists of a single, vacant parcel totaling 4.76 acres. The parcel has two street frontages: Skypark Drive, a Standard Residential street, along its southerly boundary; and Crater Lake Avenue, a Major Arterial street, along its easterly boundary. The parcel includes significant environmental constraints: Lone Pine Creek, a protected waterway classified as a Riparian Corridor, traverses the parcel east/west; and a substantial portion of the parcel is located within a 1% floodplain.

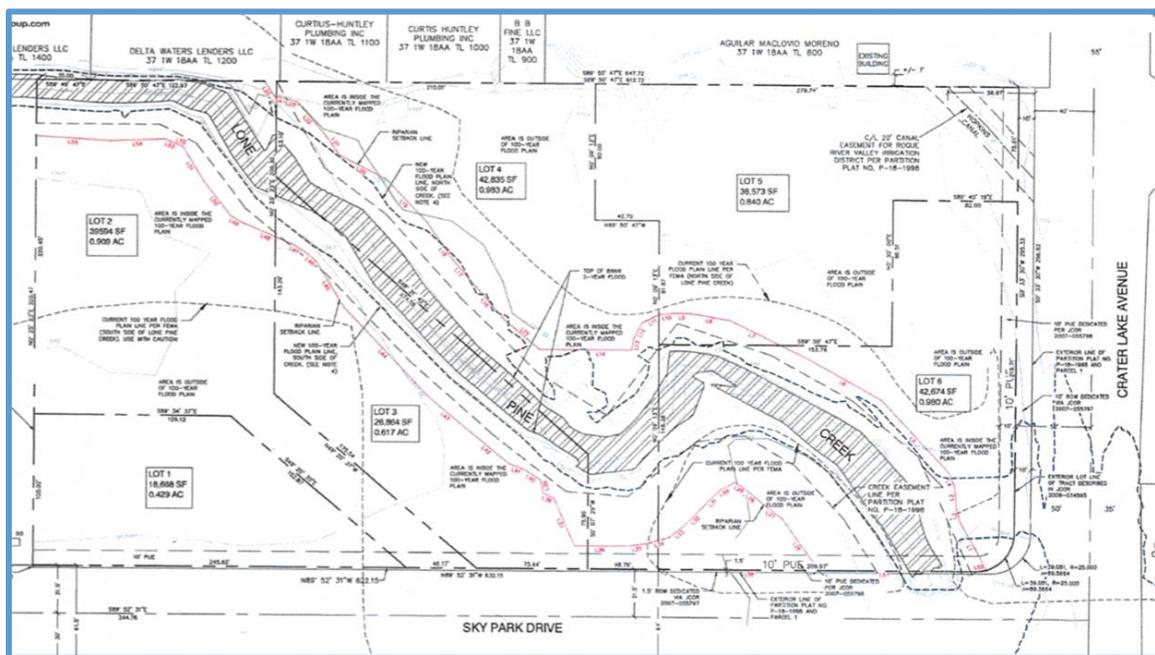


*Previous Land Use Actions*

The subject property has received previous approvals through SPAC for a multi-family development; however, building permits were never issued for the development, and the SPAC approvals ultimately expired.

The subject application was submitted concurrent with requests for a 6-lot subdivision and a Conditional Use Permit in order to construct a driveway crossing, a multi-use path, and drainage facilities within the riparian corridor of Lone Pine Creek. The request was heard before the Planning Commission on September 10, 2020, and the final order approving the proposal was adopted September 24, 2020.

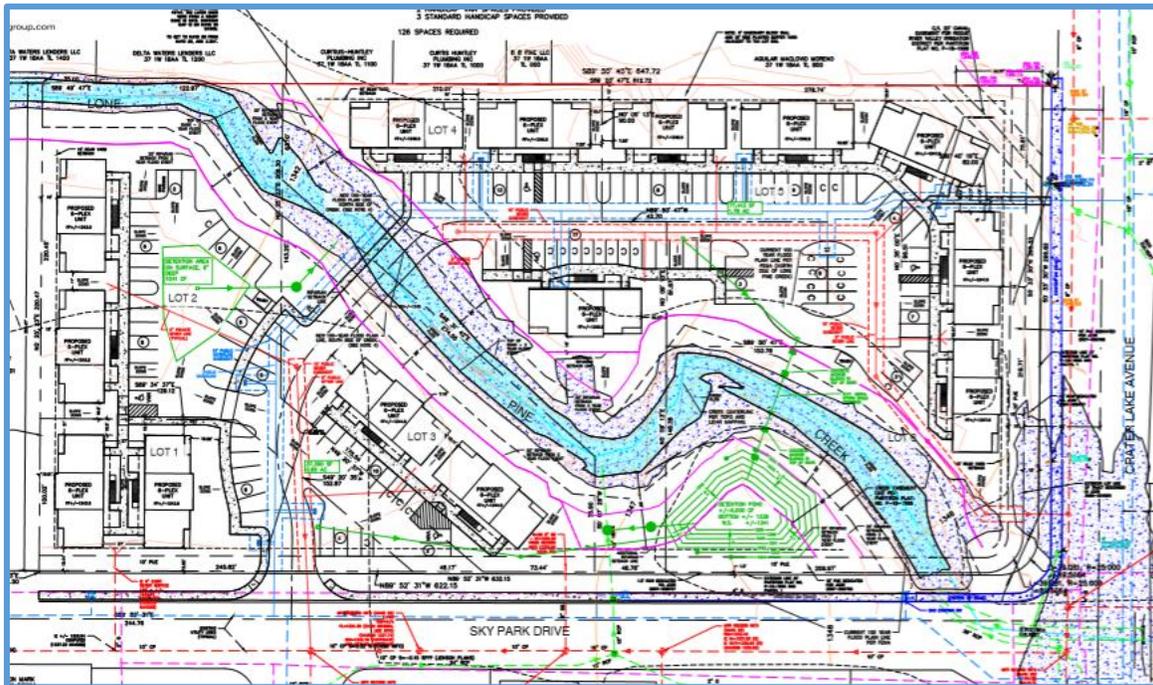
**Approved Tentative Plat (Exhibit F)**



With the subject request, the applicant is proposing a multi-family development, consisting of 14 buildings with six units each—a total of 84 dwelling units. Each building is three stories, and will include five single-story units, and one two-story unit. It is the applicant’s intent to develop the property in six phases—reflecting the individual lots shown on the tentative plat—and, pursuant to MLDC 10.200(G)(2), has requested the maximum timetable of five years to develop the property.

As part of staff’s review, the bulk standards (e.g., setbacks, lot coverage) for each building shown on the site plan were calculated based on the lots individually, while density, landscaping, and parking were calculated for the development as a whole.

### Proposed Site Plan (Exhibit B)



Per MLDC 10.550(3), driveway access off of an arterial or collector street is prohibited when a development abuts a lower-order street. Accordingly, the submitted site plan shows access to the site via a single driveway off of Skypark Drive. It is this Code provision—restricting vehicular access off of Crater Lake Avenue—which necessitates the construction of the bridge across Lone Pine Creek in order to provide vehicular access to the northeasterly half of the development. The construction of the driveway over Lone Pine Creek—a protected riparian corridor—received approval from the Planning Commission as part of the applicant’s CUP request.

Stormwater detention and water quality is proposed to be addressed via a detention pond located at the southeast corner of the site, within Lot 6; and a second detention area located to the west of the site, within Lot 2.

The subject request is contingent on the applicant obtaining approval from the Planning Director for a 25-foot reduction within the riparian corridor of Lone Pine Creek, pursuant to MLDC 10.927. At the time of this writing, a formal request has not been submitted. A condition of approval has been added requiring that the applicant obtain approval of the 25-foot reduction pursuant to MLDC 10.927, prior to the issuance of building permits for vertical construction.

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**Density**

**Density Table**

MFR-15	Allowed	Shown
<b>Min. /Max. Density</b> <i>10 to 15 dwelling units per gross acre</i>	56 min. / 85 max.	84 units

Based on 5.64 gross acres, the Commission can find that the proposal of 84 units meet the density requirements as outlined in MLDC 10.714. The required density was calculated based on the project as a whole, and not for each lot individually.

**Development Standards**

**Residential Development Table (MLDC 10.721)**

MFR-15 Zone	Allowed/Required	Proposed/Shown
<b>Height</b>	35 feet	27.4 feet
<b>Lot Coverage</b>	50%	10% – 23% (15% overall)
<b>Setback (front)</b>	15 feet	15 ft.
<b>Setback (rear yard)</b>	10 ft.	10 ft.
<b>Setback (side yard)</b>	5.5 ft.	5.5 ft.
<b>Setback (street side yard)</b>	10 ft.	10 ft.

As shown in the Site Development Table above, it can be found that the structures identified on the submitted site plan meet the bulk standards for the MFR-15 zoning district as found in Article V of the Medford Land Development Code.

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**Parking**

**Parking Table (MLDC 10.743-751)**

	Required	Proposed/Shown
Vehicle Spaces	126 min. (no max)	126
Handicap Spaces	5	5
Bicycle Spaces	84	84

The submitted site plan shows a total of 126 parking stalls, including five handicap spaces, consistent with the requirements outlined in MLDC 10.743-751. The required parking was calculated based on the project as a whole, and not each lot individually. As such, a shared parking agreement will be required with the final plat of the site.

The applicant’s findings state, “Secured bicycle parking will be provided within each of the units”; however, the submitted floor plan does not identify areas designated for bicycle parking. As a condition of approval, the applicant will be required to submit a revised floor plan showing the units providing areas designated for secure bicycle parking, consistent with the requirements outlined in MLDC 10.747-750.

**Landscaping**

**Frontage Landscaping (MLDC 10.797)**

Crater Lake Ave.	Required	Shown
Trees	13	13
Shrubs	113	80

Skypark Drive	Required	Shown
Trees	25	24
Shrubs	195	153

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**Parking Area Planters (MLDC 10.746)**

	Required	Shown
Trees	15	15
Shrubs	103	30
Total coverage	2,551 sf.	2,520 sf.

The applicant's submitted Planting Plan (Exhibit G) shows landscaping along the site's two street frontages and parking area planters within the site's parking area, meeting the minimum requirements of the Code as outlined in MLDC 10.797 and 10.746.

**Pedestrian Access (MLDC 10.772-776)**

The site plan shows pedestrian walkways connecting to the public sidewalks along both Crater Lake Avenue and Skypark Drive, connecting the proposed buildings to each other, and connecting to the abutting properties, all consistent with the pedestrian connectivity standards found in MLDC 10.772-776.

**Concealments**

*Trash Enclosure (MLDC 10.781)*

The applicant's site plan shows two trash enclosures: one located on the south side of Lone Pine Creek, and one located on the north side. The applicant has also submitted an elevation plan of the trash enclosure, showing the enclosure constructed with materials consistent with the requirements outlined in MLDC 10.781.

*HVAC Equipment (MLDC 10.782)*

All HVAC equipment is required to be concealed using the architectural elements of the building (i.e., roof forms, parapets, wing walls, alcoves, etc.). The HVAC equipment proposed for the project is not shown on the site plan nor is it addressed in the applicant's findings. As a condition of approval, the applicant will be required to submit plans showing that all proposed HVAC equipment is concealed consistent with the requirements outlined in MDLC 10.782.

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## Architecture



All fourteen proposed buildings have identical floor plans and dimensions. The elevation plans are likewise identical, with the exception of windows being excluded from the side elevations of those buildings not facing the street. (The side elevation of four buildings—two on the west side of the access driveway, one on the east side of the driveway, and one at the northeast corner of the site—will have side elevations facing a street, and will include at least 15% windows, as required.) Building materials include Hardi Board and batten siding and Hardi lap siding. Wall surfaces also include building articulations such as off-sets, balconies, windows, and entries that break-up the building both vertically and horizontally.

MLDC 10.715(A) through 10.717, establishes a series of clear and objective standards for multi-family developments consisting of three or more attached dwelling units. The special development standards—as outlined in MLDC 10.717—address building orientation and entrances; building mass and façade; building articulation; building materials; roof forms; and vehicle circulation and parking.

Per MLDC 10.719(A)(a-b), cited below, an applicant may request an optional adjustment of the special development standards if it can be found that they meet the applicable criteria.

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**10.719 Optional Adjustment of Special Development Standards, Review Criteria**

A. Notwithstanding Sections 10.715A through 10.717, if an applicant affirmatively elects to request review (in writing) under this section, the approving authority may approve a site plan and architectural review application for a multiple-family dwelling development if it can find that the proposed development conforms, or can be made to conform through the imposition of conditions, with the following criteria:

(a) The requested adjustment will allow the project to achieve an equivalent or higher quality design than would otherwise result through strict adherence to the standards, through architectural massing, features or details to distinguish elements of the building; vibrant facades with visual detail; and enhanced public and private spaces that contribute positively to the site, streetscape, and adjoining properties; and

(b) The requested adjustment will allow the project to achieve an equivalent or higher quality design than would otherwise result through strict adherence to the standards through an overall site design that promotes safety, security, and privacy, and reduces visual, noise, and lighting impacts of the development on adjacent properties.

B. Denial of the application. If the approving authority finds that an application for residential development reviewed under this section does not satisfy the conditions of 10.719A, the approving authority shall also review the application as set forth in Sections 10.715A through 10.717. If the application does not satisfy the requirements of Sections 10.715A through 10.717 either, the Site Plan and Architectural Commission shall make such findings on the record.

Pursuant to MLDC 10.719(A)(a-b), cited above, the applicant has requested that the optional adjustments of the special development standards be applied to the project. The buildings meet all of the development standards outlined in MLDC 10.717(A-F), with the exception of three, addressed below.

*MLDC 10.717(A) – Building Orientation and Entrances*

This standard requires that multi-family buildings be oriented to public streets and intersections and to have the main entrance(s) of the ground floor units facing the street frontage. Four of the six buildings adjacent to streets meet this standard; however, the building entrances for two of the buildings along Crater Lake Avenue are proposed to face the central parking area, and not the street.

*MLDC 10.717(F) – Vehicle Circulation and Parking*

This standard restricts parking spaces from being located within any required front yard area, as well as restricting automobile circulation or parking areas from being located between buildings and the street. The site plan is designed generally with the

buildings around the perimeter of the site and the parking in the center. The two buildings located on Lot 3, however, do deviate from this standard, with the parking located between the two buildings and Skypark Drive. The applicant's findings state that this parking area "is located between the building and the street due to the shape of the buildable areas within the site."

*MLDC 10.717(B)(3) – Building Mass and Façade*

This standard requires that street facing façades contain windows covering a minimum of 15% of the façade length for each floor level. The submitted elevation plan show windows meeting this standard for the front elevations, but does not show windows featured on the third floor on the side elevations. As a condition of approval, the applicant will be required to submit a revised Elevation Plan showing the windows covering 15% of the façade length on the third floor level, consistent with MLDC 10.717(B)(3).

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Staff is supportive of the applicant's request for the optional adjustment of the special development standards to be applied to the site, as allowed per MLDC 10.719, with the imposition of two conditions of approval: A condition requiring that the site plan be revised to locate the two buildings identified on Lot 3 to comply with MLDC 10.717(F), cited above; and a condition that the applicant show windows covering 15% of the façade length on the third floor level for the buildings' side elevations which face the street, consistent with MLDC 10.717(B)(3).

In regards to MDLC 10.717(A) – *Building Orientation and Entrances*, the two subject buildings front along Crater Lake Avenue, a Major Arterial street which will generate significant noise. The applicant is proposing to install plantings, as well as a fence, along the site's frontage with Crater Lake Avenue, features which will serve as a buffer. And though this adjustment would require the buildings' rear elevations to face the street, the buildings' rear elevations provide architectural elements similar to the front elevations (e.g., off-sets, windows, balconies, etc.). Given the circumstances, it is staff's view that locating the buildings' entrances toward Crater Lake Avenue, from a livability/design standpoint, would be both impractical and undesirable. It is further staff's view that this adjustment will allow the project to achieve a higher quality design than would otherwise result in the strict adherence to the standards though an overall site design which reduces visual and noise impacts from the adjoining street.

In regards to *MLDC 10.717(F) – Vehicle Circulation and Parking*, however, it is staff's view that a deviation from this standard is unwarranted. In the view of staff, locating the two buildings (identified on Lot 3) along Skypark Drive (either with both buildings fronting along Skypark, or with one fronting Skypark and the other fronting the access driveway), as required per MLDC 10.717)(F), would create a higher quality design from both an aesthetic and functional standpoint. It is further staff's view that locating the

two buildings in the front, and the parking in the back—as required per the special development standards for multi-family dwellings—would lessen the impact of the development on the riparian corridor of Lone Pine Creek.

The review criteria per MLDC 10.719 does not require an itemized review of each deviation requested from MLDC 10.717(A-F). Rather, this Code section requires that the applicant demonstrate generally that the requested adjustments will achieve an equivalent or higher quality design than would otherwise result in the strict adherence to the standards. The Commission may accept the adjusted site plan in whole or in part, imposing conditions in which will allow the plan to conform to the criteria listed in MDLC 10.719.

It is staff's view that, with the imposition of the aforementioned conditions of approval, the requested adjustment from the special development standards will achieve an equivalent or higher quality design than would otherwise result through strict adherence to the standards outlined in MLDC 10.717(A-F); and, therefore, meets the criteria of MLDC 10.719(A)(a-b) for optional adjustments of the special development standards.

### **Floodplain**

A significant portion of the property is located within a 1% flood Hazard Area. Prior to the issuance of building permits, the applicant will be required to comply with all requirements outlined in the Floodplain report (Exhibit O).

### **Landscape buffering**

Per MLDC 10.790, bufferyards are utilized in order to minimize potential conflicts caused by types and intensity of uses on adjacent properties. The subject site abuts the SFR-6 zoning district along approximately 333 feet of a single parcel (Tax lot 800), located along the site's northwesterly boundary.

*Table 10.790-3. Bufferyard Types*

<u>Type</u>	<u>Width</u>	<u>Wall</u>
A	10 feet	Six (6) foot concrete or masonry wall.
B	20 feet	Eight (8) foot concrete or masonry wall

Per MLDC 10.790-3, a Type A bufferyard—consisting of a six-foot concrete or masonry wall and ten feet of landscaping—is required along the site's boundary abutting the SFR-6 zoning district. The applicant's site plan notates the construction of a six-foot masonry wall and the installation of ten feet of landscaping along the site's boundary with tax lot 800, consistent with the requirements outlined in MLDC 10.790.

### Riparian reduction request

The site is encumbered by the presence of Lone Pine Creek, which traverses the property east/west, effectively splitting the property into two tracts of land. Per MLDC 10.922, Lone Pine Creek is identified as a protected waterway within the City. As such, a 50-foot riparian corridor—measured horizontally from the top-of-bank on both sides of the creek—is applied to the section of Lone Pine Creek running through the site, restricting development within this established corridor.



Per MLDC 10.925, water-related or water-dependent uses—including drainage facilities, crossings, and multi-use paths—are allowed within a riparian corridor subject to the approval of a Conditional Use Permit (CUP). The applicant requested a CUP in order to construct a driveway crossing, drainage utilities, and a multi-use path within the riparian corridor of Lone Pine Creek. The Planning Commission approved the CUP request at the meeting held on September 24, 2020.

In addition to the CUP request, the applicant has requested—pursuant to MLDC 10.927—a 25-foot reduction in order to construct areas of the development within the outer 25-feet of the required 50-foot riparian corridor. A request to reduce or deviate from a riparian corridor boundary, however, is a Type-I ministerial decision rendered by the Planning Director, and is a separate from the subject SPAC request. As required per MLDC 10.927, the applicant has submitted a Planting Plan (Exhibit G) and a Site Work and Protection Plan (Exhibit H) intended to show the restoration and enhancement of the riparian area. These plans were also forwarded to the Oregon Department of Fish and Wildlife (ODFW) for a habitat mitigation recommendation.

Staff received a report from ODFW (Exhibit M) on August 12, 2020. While ODFW was supportive of the CUP requests, they were unsupportive of a blanket 25-foot reduction being applied to the site.

Since that time, however, the applicant has been working with ODFW concerning the proposed 25-foot reduction, and is working to draft a revised Planting Plan to address their concerns. Based on communications staff has had with both the applicant and ODFW, the two parties are close to reaching an agreement by which ODFW will support the site plan, as is. At the time of this writing, however, staff has received neither a letter of approval from ODFW nor a revised Planting Plan. The applicant's agent has informed staff that they hope to have a letter of approval from ODFW to submit to the Planning Director prior to the public hearing.

As a condition of approval, the applicant will be required to obtain approval through the Planning Director for a 25-foot reduction, pursuant to MLDC 10.927, prior to the issuance of a building permit for vertical construction.

### **Facility Adequacy**

Per the agency comments submitted to staff, (Exhibits J-L), it can be found that there are adequate facilities to serve the future development of the site.

### **Other Agency Comments**

#### *Parks Department (Exhibit P)*

The applicant has also been working with the Parks Department concerning the future installation of the multi-use path identified in the City's Leisure Services Plan. On September 3, 2020, staff received a memo from the Parks Department, stating that the applicant will install a soft-surface trail within the riparian corridor. Details concerning the location of the path are still being worked out with the Parks Department.

As a condition of approval, the applicant will be required to comply with all requirements of the Parks Department, prior to the issuance of a building permit for vertical construction.

### **Committee Comments**

No comments were received from a committee, such as BPAC.

### **Neighbor Comments**

Staff received a letter on August 27, 2020, from a neighboring business, Winkelman-Bruce & Traux, LLP, an accounting firm located at 2732 American Way. In the letter, Ms. Winkelman-Bruce requests that parking be disallowed on Skypark Drive on one side of the street, and that parking be disallowed the last few feet leading to the corner of Skypark Drive and Crater Lake Avenue.

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Citizen requests pertaining to traffic matters—including requests to eliminate public on-street parking spaces—are heard by the Traffic Coordinating Committee (TCC), which provides recommendations to the Public Works Department. The subject letter has been forwarded to the Public Works Department for processing, and the neighbor has been informed.

## **FINDINGS AND CONCLUSIONS**

Medford Municipal Code §10. 200(E)(2) – Site Plan & Architectural Review Criteria

*(2) The approving authority shall approve a site plan and architectural review application for a residential development if the proposed development complies with the applicable provisions of all city ordinances, or if the Site Plan and Architectural Commission has approved either of the following:*

*(a) Any Exceptions, as provided for in MLDC Section 10.186, which resolve(s) any instances of non-compliance with those provisions.*

This criterion is not applicable.

*(b) Any Adjustments or Exceptions from the Special Development Standards for Multiple-Family Dwellings, as provided for in MLDC Section 10.715A through 10.717.*

Based on the applicant's site plan and submitted findings, the Commission can find that, with the imposition of conditions outlined in Exhibit A, the requested adjustment from the special development standards will achieve an equivalent or higher quality design than would otherwise result through strict adherence to the standards outlined in MLDC 10.717(A-F), and therefore, meets the criteria of MLDC 10.719 for optional adjustments of the special development standards.

*(c) Any Adjustments or Exceptions from the Development Standards for a Cottage Cluster Development, as provided for in MLDC Section 10.818A.*

This criterion is not applicable.

## **RECOMMENDED ACTION**

Adopt the findings as recommended by staff and direct staff to prepare a Final Order for approval of AC-20-205 per the staff report dated September 25, 2020, including:

- Exhibits A through P;
- The granting of the maximum timetable of five years for the project to be developed in phases, pursuant to MLDC 10.200(G)(2); and,
- The approval of optional adjustments of special development standards, with the imposition of condition of approvals included in Exhibit A, pursuant to MLD 10.719.

**EXHIBITS**

- A Conditions of Approval, drafted September 25, 2020.
- B Site Plan, submitted September 21, 2020.
- C Floor Plans, submitted July 13, 2020.
- D Elevations, submitted July 13, 2020.
- E Trash enclosure elevation, submitted September 8, 2020.
- F Applicant's Approved Tentative Plat, submitted July 13, 2020.
- G Applicant's Planting Plan, submitted July 13, 2020.
- H Applicant's Site Work and Protection Plan, submitted July 13, 2020.
- I Applicant's Findings, submitted July 13, 2020.
- J Public Works Report, received August 25, 2020.
- K Fire Department Report, received August 19, 2020.
- L Medford Water Commission report/map, received August 19, 2020.
- M Oregon Department of Fish and Wildlife report, received August 12, 2020.
- N Neighbor Letter, received August 27, 2020.
- O Floodplain report, received September 2, 2020.
- P Parks Department report, received September 3, 2020.  
Vicinity Map

**SPAC AGENDA:**

**SEPTEMBER 18, 2020  
OCTOBER 2, 2020**

## EXHIBIT A

Creekside Village  
AC-20-205  
Conditions of Approval  
September 25, 2020

### CODE REQUIRED CONDITIONS

Prior to the issuance of a building permit for vertical construction, the applicant shall:

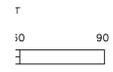
1. Comply with all conditions stipulated by the Public Works Department (Exhibit J).
2. Comply with all conditions stipulated by the Medford Water Commission (Exhibit L).
3. Comply with all requirements of the Medford Fire Department (Exhibit K).
4. Comply with all requirements of the Parks Department (Exhibit P).
5. Submit plans showing that all HVAC equipment will be concealed, consistent with the requirements outlined in MDLC 10.782.
6. Submit a revised Elevation Plan showing windows covering 15% of the façade length on the third floor level for the side elevations, consistent with MLDC 10.717(B)(3).
7. Obtain approval for a 25-foot riparian corridor reduction from the Planning Director, per MLDC 10.927.



# SITE PLAN CREEKSIDE VILLAGE

LOCATED IN SECTION 31, T37S, R1W, W.M.  
CITY OF MEDFORD, JACKSON COUNTY, OREGON  
DATE: JULY 2, 2020 (REVISED JULY 8, 2020)

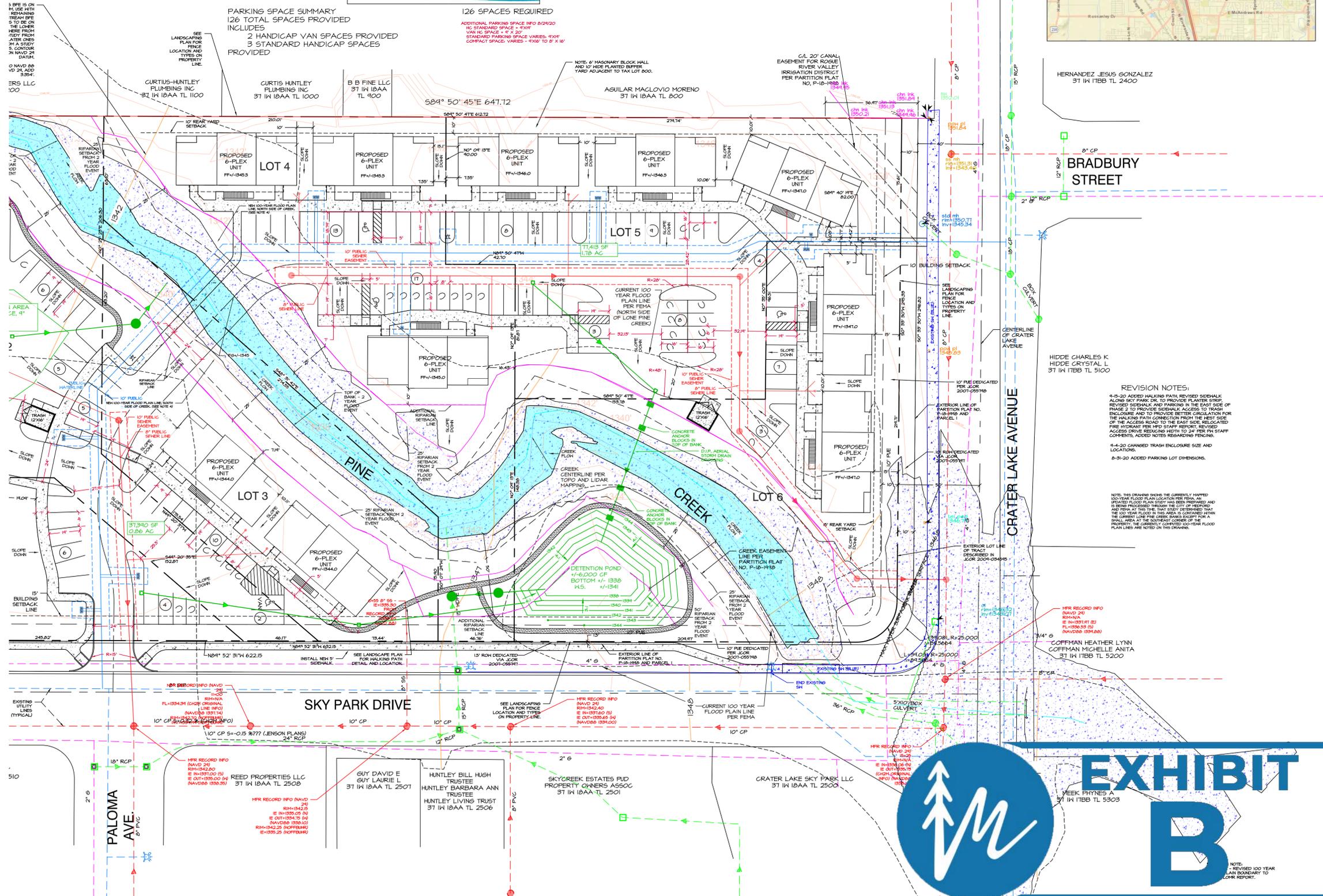
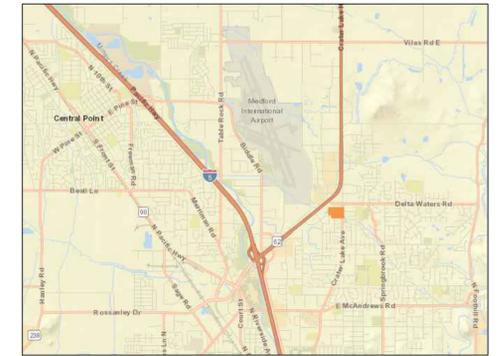
4/5/20 - REVISED, PROVIDE ADDITIONAL INFORMATION FOR DUSTIN AND THE 20' SETBACK (SEE THIS COLOR ON PLAN). ALSO MOVED PHASE 1 TRASH ENCLOSURE AND ADDED MORE DETAIL OF SAME.  
4/5/20 - REVISED (SEE ITEMS NOTED LOWER RIGHT)



**PARKING SPACE SUMMARY**  
126 TOTAL SPACES PROVIDED  
INCLUDES:  
2 HANDICAP VAN SPACES PROVIDED  
3 STANDARD HANDICAP SPACES PROVIDED

126 SPACES REQUIRED  
ADDITIONAL PARKING SPACE INFO 8/29/20  
10' STANDARD SPACE = 4'x10'  
VAN 10' SPACE = 8'x20'  
STANDARD PARKING SPACE VARIES, 10'x10' CONTACT SPACE VARIES - 1'x6' TO 8'x10'

## VICINITY MAP



HERNANDEZ JESUS GONZALEZ  
31 IN ITBB TL 2400

BRADBURY STREET

HIDDE CHARLES K  
HIDDE CRYSTAL L  
31 IN ITBB TL 5100

**REVISION NOTES:**  
4-15-20 ADDED WALKING PATH, REVISED SIDEWALK ALONG SKY PARK DR. TO PROVIDE PLANTER STRIP. REVISED ORIGINAL AND PARKING IN THE EAST SIDE OF PHASE 2 TO PROVIDE SIDEWALK ACCESS TO TRASH ENCLOSURE AND TO PROVIDE BETTER CALCULATION FOR THE WALKING PATH CONNECTION FROM THE WEST SIDE OF THE ACCESS ROAD TO THE EAST SIDE. RELOCATED FIRE HYDRANT PER HPD STAFF REPORT. REVISED ACCESS DRIVE REDUCING WIDTH TO 24' PER HPD STAFF COMMENTS. ADDED NOTES REGARDING FENCING.  
4-4-20 CHANGED TRASH ENCLOSURE SIZE AND LOCATIONS.  
8-31-20 ADDED PARKING LOT DIMENSIONS.

NOTE: THIS DRAWING SHOWS THE CURRENTLY MAPPED 100-YEAR FLOOD PLAN LOCATION PER FEMA. AN UPDATED FLOOD PLAN SHEET HAS BEEN OBTAINED AND IS BEING PROVIDED THROUGH THE CITY OF MEDFORD AND PERMA AT THIS TIME THAT STUDY DETERMINED THAT THE 100-YEAR FLOOD IN THIS AREA IS CONTAINED WITHIN THE CURRENT LOW FINE CREEK BANKS EXCEPT FOR A SMALL AREA AT THE SOUTHWEST CORNER OF THE PROPERTY. THE CURRENTLY MAPPED 100-YEAR FLOOD PLAN LINES ARE NOTED ON THIS DRAWING.

MFR RECORD INFO  
NAVD 20  
RIN=1334.34  
E=1334.34 (E)  
FL=1334.34 (E)  
NAVD08 1334.34 (E)  
NAVD08 1334.34 (E)

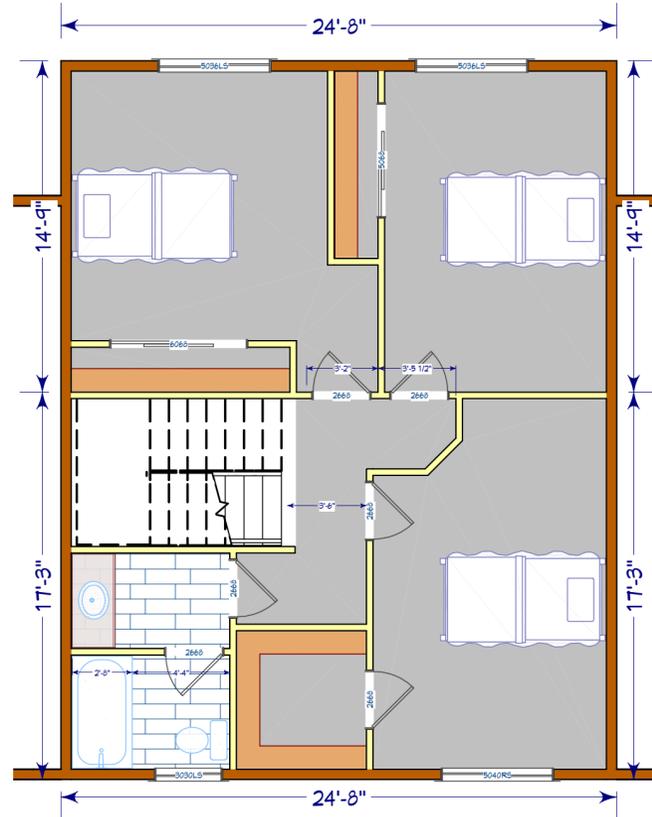
COFFMAN HEATHER LYNN  
COFFMAN MICHELLE ANITA  
31 IN ITBB TL 5200

MFR RECORD INFO  
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E=1334.34 (E)  
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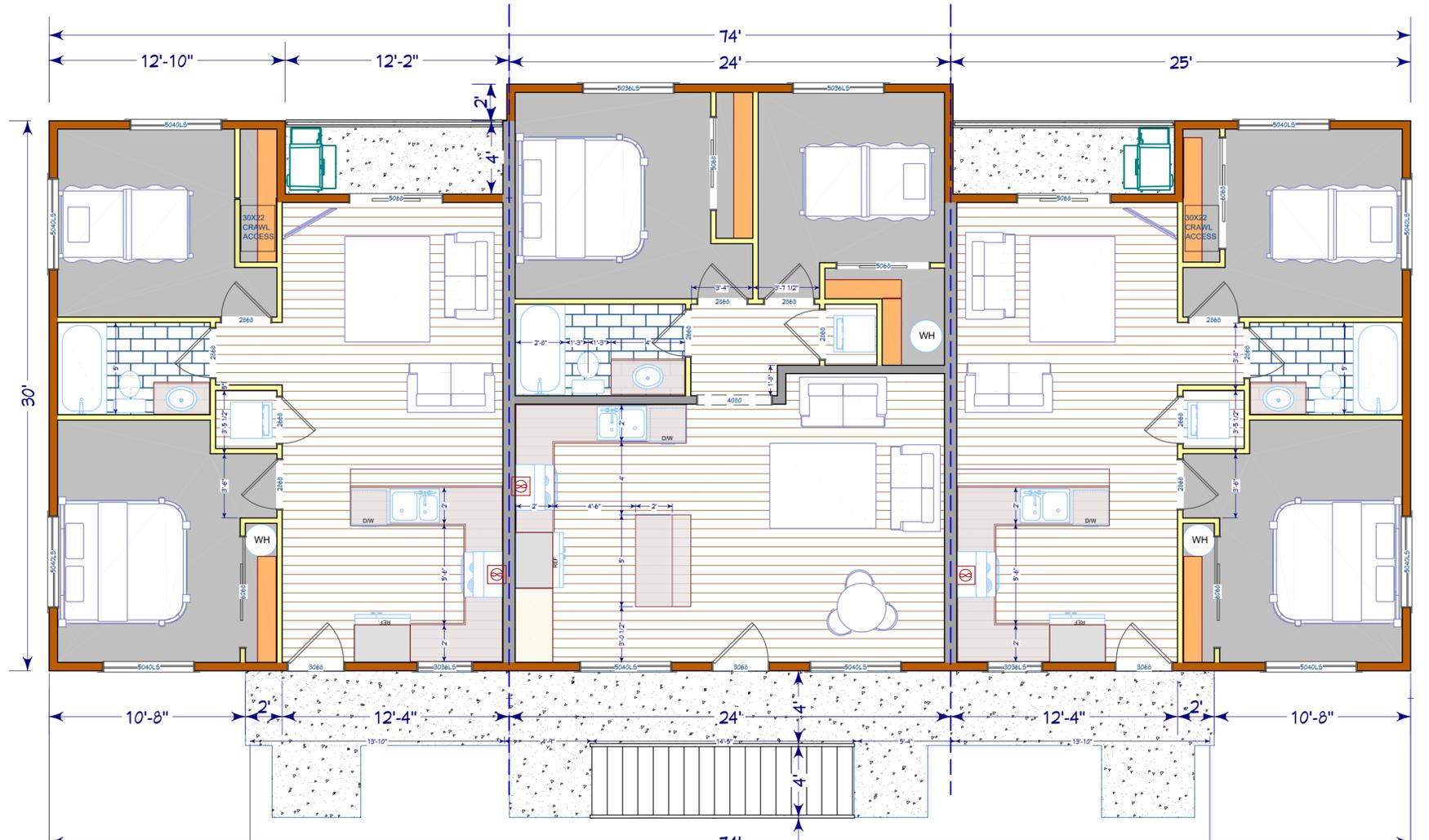
MEEK PHYENES A  
31 IN ITBB TL 5303

# EXHIBIT B

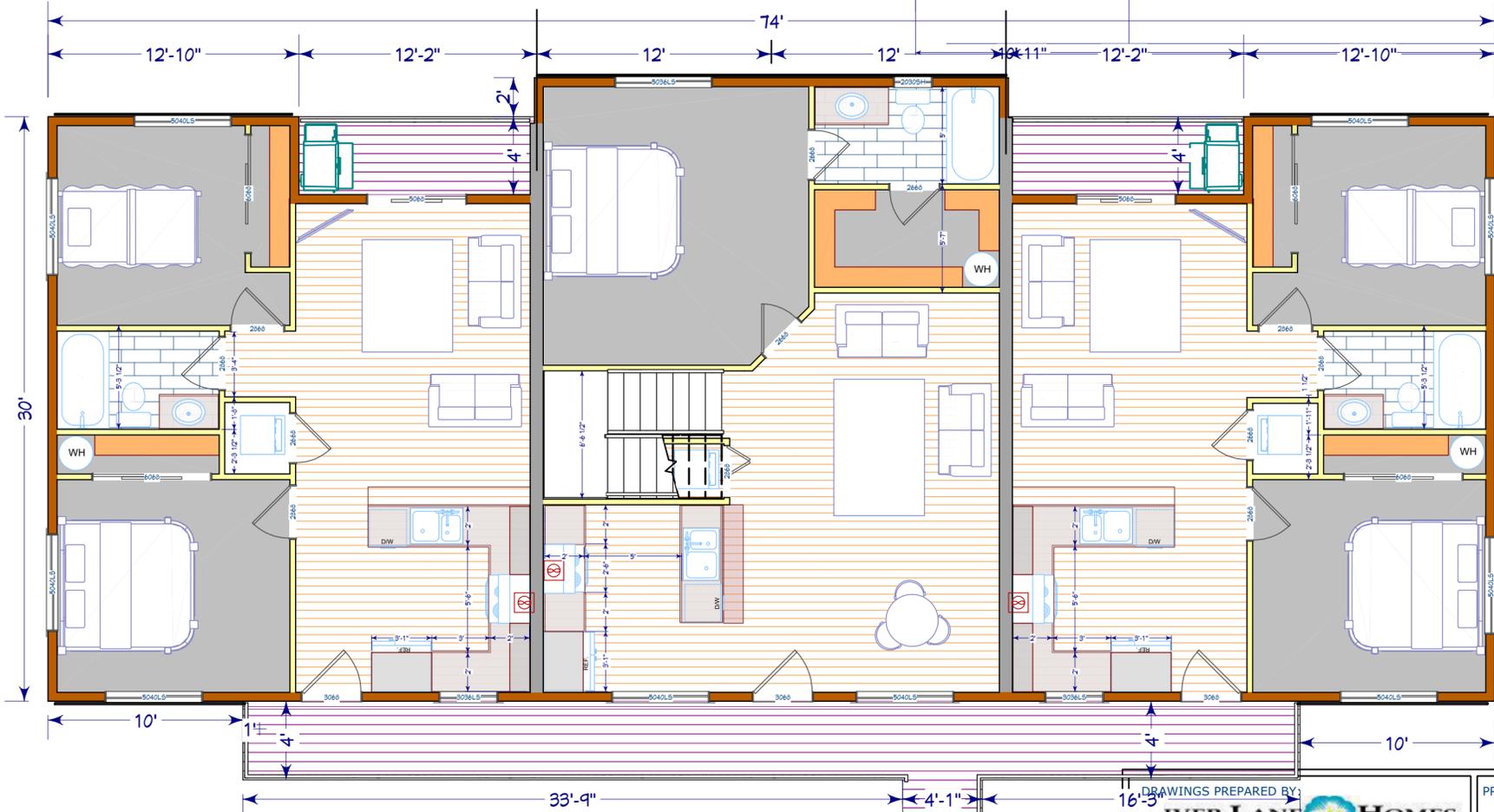
NOTE:  
- REVISED 100 YEAR  
FLOOD PLAN TO  
CONFORM TO  
LDR REPORT.



Floor Plan View Third Floor



Floor Plan View Main Floor



Floor Plan View Second Floor



**EXHIBIT**



Floor Plans

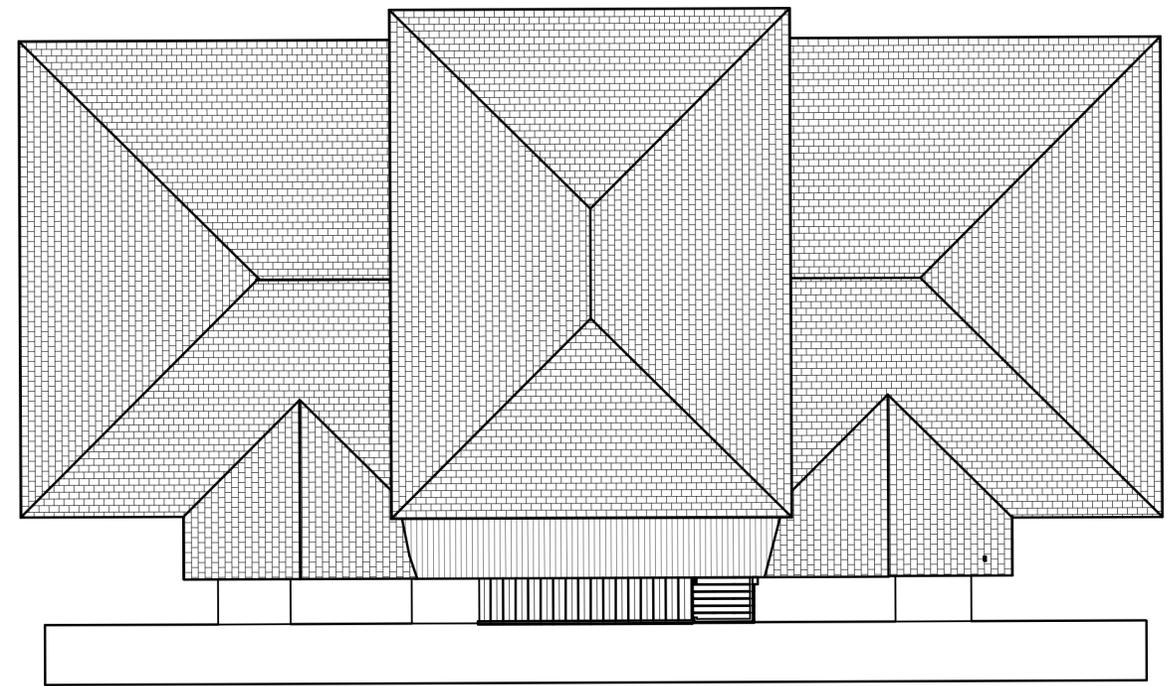
DRAWINGS PREPARED BY:  
**RIVER LANE HOMES INC.**  
 1070 Plaza Ave, Ashland, OR 97520  
 Email: riverlanehomes@outlook.com  
 Phone: 541-210-8490 CCB# 91267

PROJECT INFO: 37 1W 18AA TL 2300  
**CREEKSIDE VILLAGE**  
 5 acres, 84 rental units  
 1971 Skypark Drive  
 Medford, OR 97504

DATE: 9/24/2020  
 SCALE: Printed on C Paper  
 SHEET: A-1



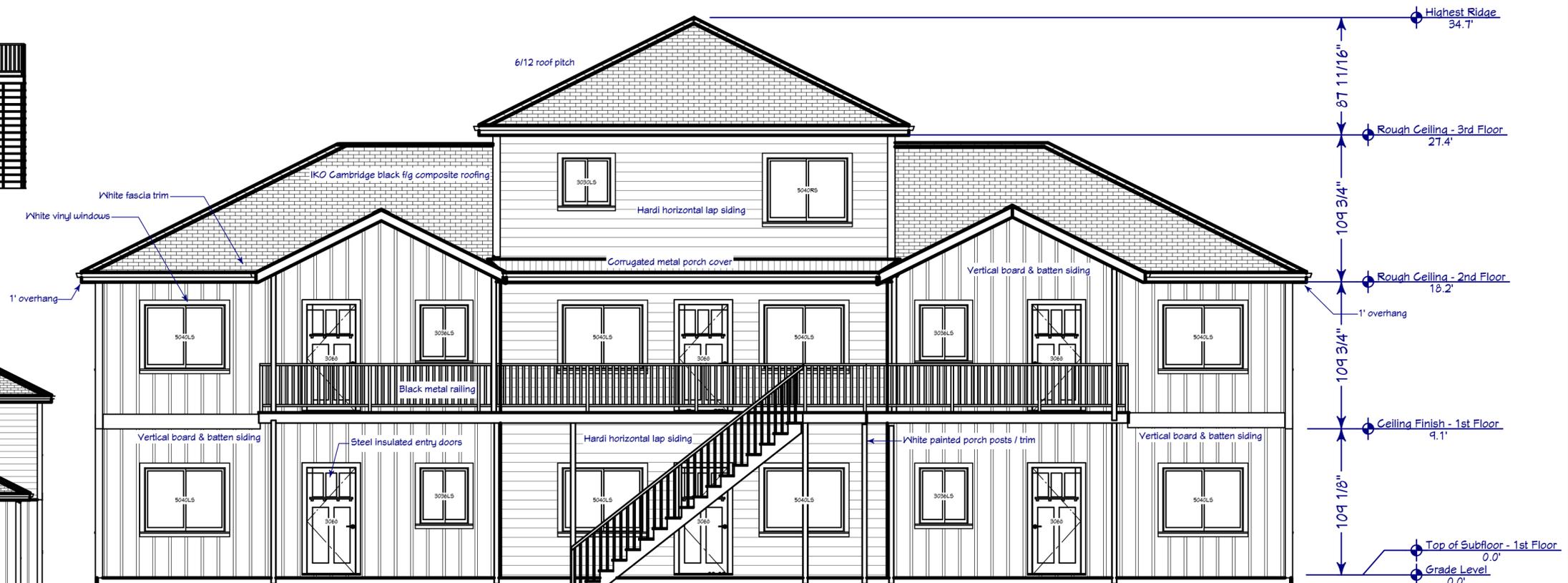
Rear Elevation



Roof Plan



Left Elevation



Front Elevation



Right Elevation

DRAWINGS PREPARED BY:  
**RIVER LANE HOMES INC.**  
 1070 Plaza Ave, Ashland, OR 97520  
 Email: riverlanehomes@outlook.com,  
 Phone: 541-210-8490 CCB# 91267

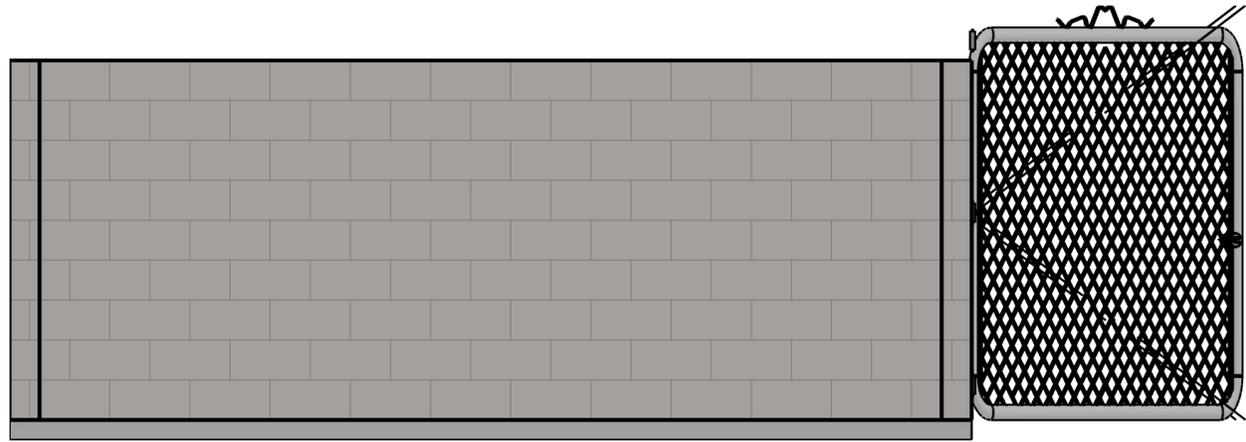
PROJECT INFO: 3T 1W 18AA TL 2300  
**CREEKSIDE VILLAGE**  
 5 acres, 84 rental units  
 1971 Skypark Drive  
 Medford, OR 97504



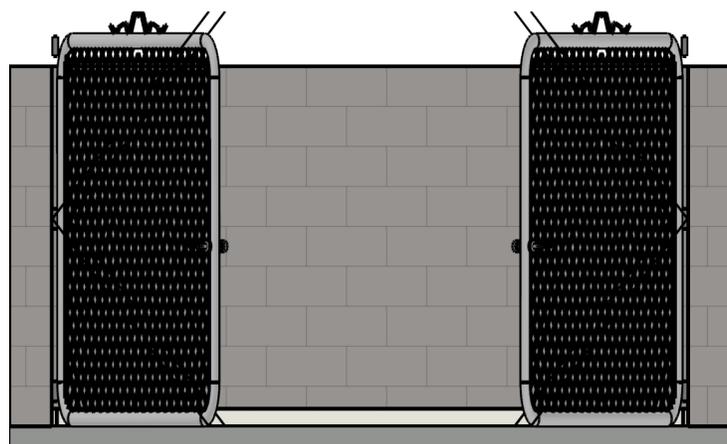
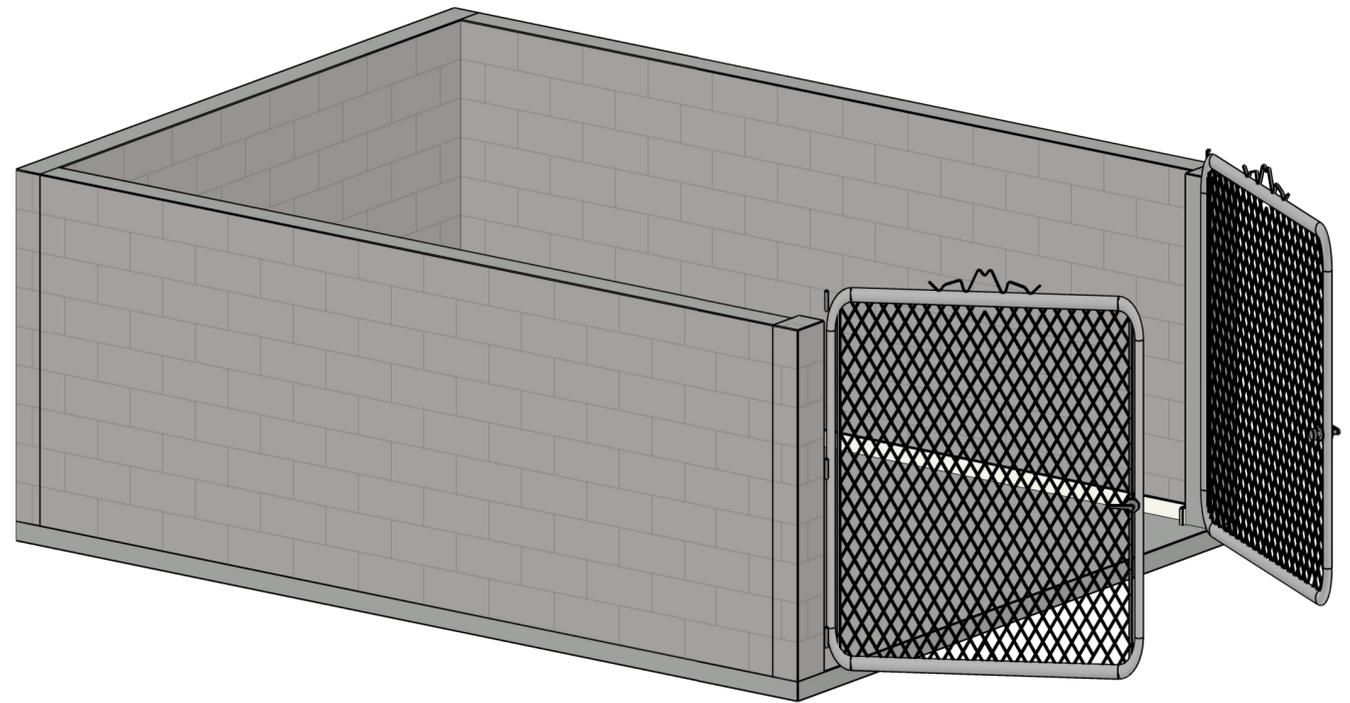
**EXHIBIT**

**D** SHEET INFO Elevations

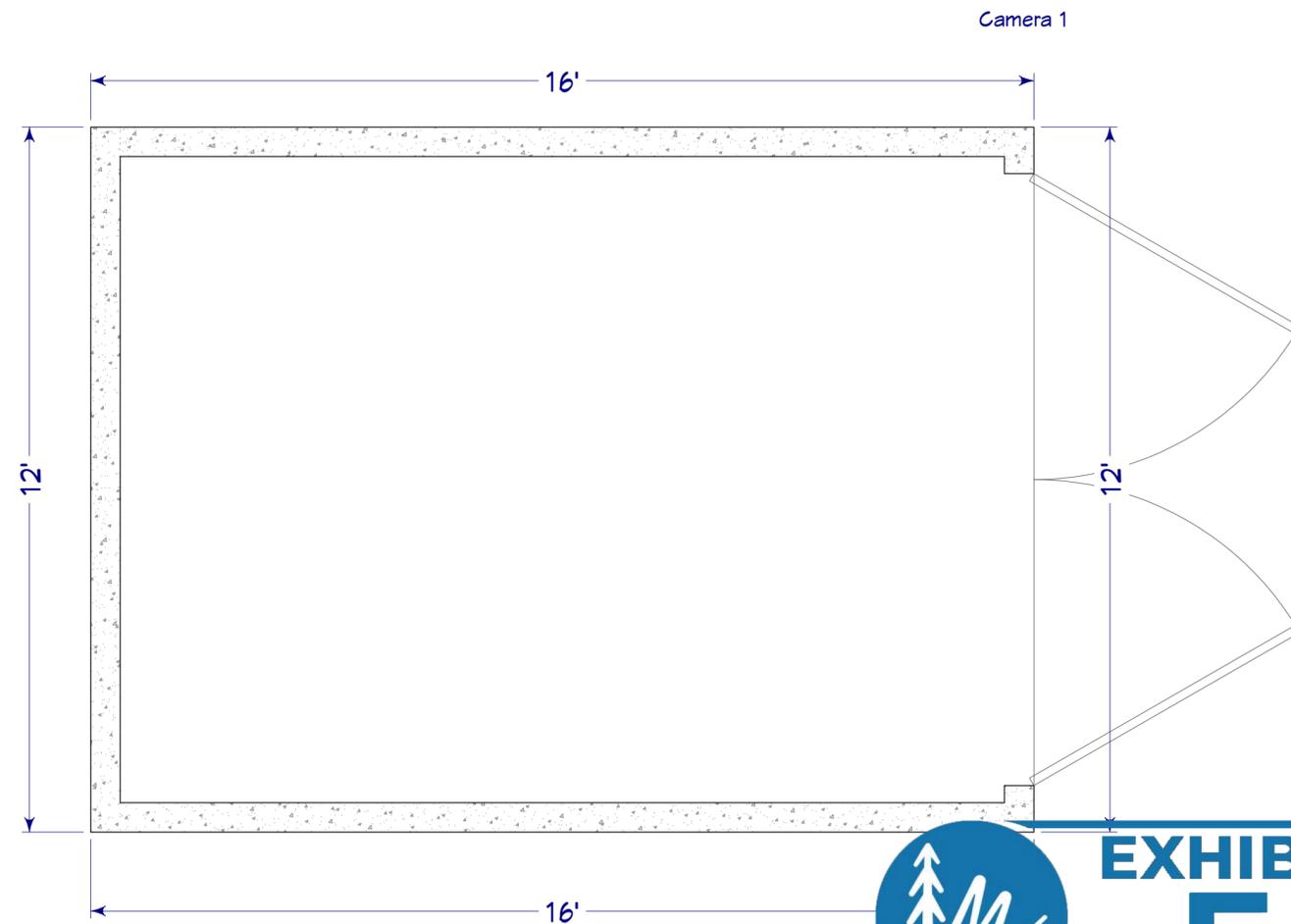
SCALE: SHEET: 2



Side Elevation



Gate End Elevation



Trash enclosure walls @ 1/2" scale



**EXHIBIT  
E**

SHEET TITLE:		
SCALE: <small>Printed on "C" Paper</small>	DATE: 9/4/2020	SHEET: A-1
<p>RLH project xxx xxx City Street xxx Subdivision, Lot xx Medford, OR 97501</p>		
<p>DRAWINGS PREPARED BY: <b>RIVER LANE HOMES</b></p>		
<p>1070 Plaza Ave, Ashland, OR 97520 Email: riverlanehomes@outlook.com, Phone: 541-210-8490 CCB# 91267</p>		

**OWNERS/ APPLICANT/AGENT**

WINDY CREEK LLC  
1070 Plaza Avenue  
Ashland, Or. 97520

**PLANNER**

Joe Slaughter  
280 Stanford Avenue  
Medford, Or. 97504  
Tele: (541) 810-1975  
Email: joe@slaughterplanner.com

**SURVEYOR/ENGINEER**

Hardey Group, Inc.  
John Hardey, P.E., R.P.L.S.  
P.O. Box 1625  
Medford, Or. 97501  
Tele: (541) 772-6880  
Email: jhardey@hardeygroup.com

**NOTES:**

1. THE PROPERTY LEGAL DESCRIPTION IS DEFINED IN JACKSON COUNTY OFFICIAL RECORDS AS JOB 2007-058762. THE BOUNDARY SHOWN ON THIS MAP WAS VERIFIED BY THE SURVEYOR IN 2007 PER JOB 2007-058762. 10 FEET OF RIGHT OF WAY WAS DEDICATED TO THE CITY OF MEDFORD ALONG THE PROPERTY FRONTAGE ON CRATER LAKE AVENUE. 10 FEET OF RIGHT OF WAY WAS ALSO DEDICATED ALONG THE PROPERTY FRONTAGE ON SKY PARK DRIVE. 10 FEET OF RIGHT OF WAY FROM CENTRAL TO PROPERTY LINE 31.9 FEET.
2. IN 2007 PER JOB 2007-058762, A 10 FOOT PUBLIC UTILITY EASEMENT WAS DEDICATED TO THE CITY OF MEDFORD ADJACENT TO THE RIGHT OF WAY DESCRIBED IN ITEM 1 ABOVE.
3. THIS DRAWING SHOWS THE CURRENTLY MARKED 100-YEAR FLOOD PLAIN LOCATION PER FEMA. AN UPDATED 100-YEAR FLOOD PLAIN HAS BEEN PREPARED AND IS BEING PROVIDED THROUGH THE CITY OF MEDFORD AND FEMA AT THIS TIME. THAT STUDY DETERMINED THAT THE 100 YEAR FLOOD IN THIS AREA IS COVERED WITHIN THE CURRENT LINE PINE CREEK EASEMENT FOR A SMALL AREA AT THE SOUTHWEST CORNER OF THE PROPERTY. THE CURRENTLY COMPUTED 100-YEAR FLOOD PLAIN LINE ARE NOTED ON THIS DRAWING.
4. PER PARTITION PLAT NO. P-18-1998 (REISSUED), AN EASEMENT FOR LINE PINE CREEK, VARIABLE IN WIDTH AND BEING 10 FEET FROM THE TOP OF BANK WAS DEDICATED TO THE CITY OF MEDFORD.
5. ALL DRIVE STREETS AND PARKING AREAS WILL BE PRIVATE.
6. THE PROJECT WILL BE DEVELOPED WITH A HOME OWNERS ASSOCIATION AND COFS, INCLUDED WILL BE DRIVE ACCESS AND NEIGHBORHOOD PARKING EASEMENTS, ALSO INCLUDED WILL BE MAINTENANCE AGREEMENTS FOR THE RESIDENT ZONE.
7. THE PROPERTY IS VACANT.

**TENTATIVE PLAT  
CREEKSIDE VILLAGE**

LOCATED IN SECTION 31, T37S, R1W, W.M.  
CITY OF MEDFORD, JACKSON COUNTY, OREGON  
DATE: JULY 2, 2020



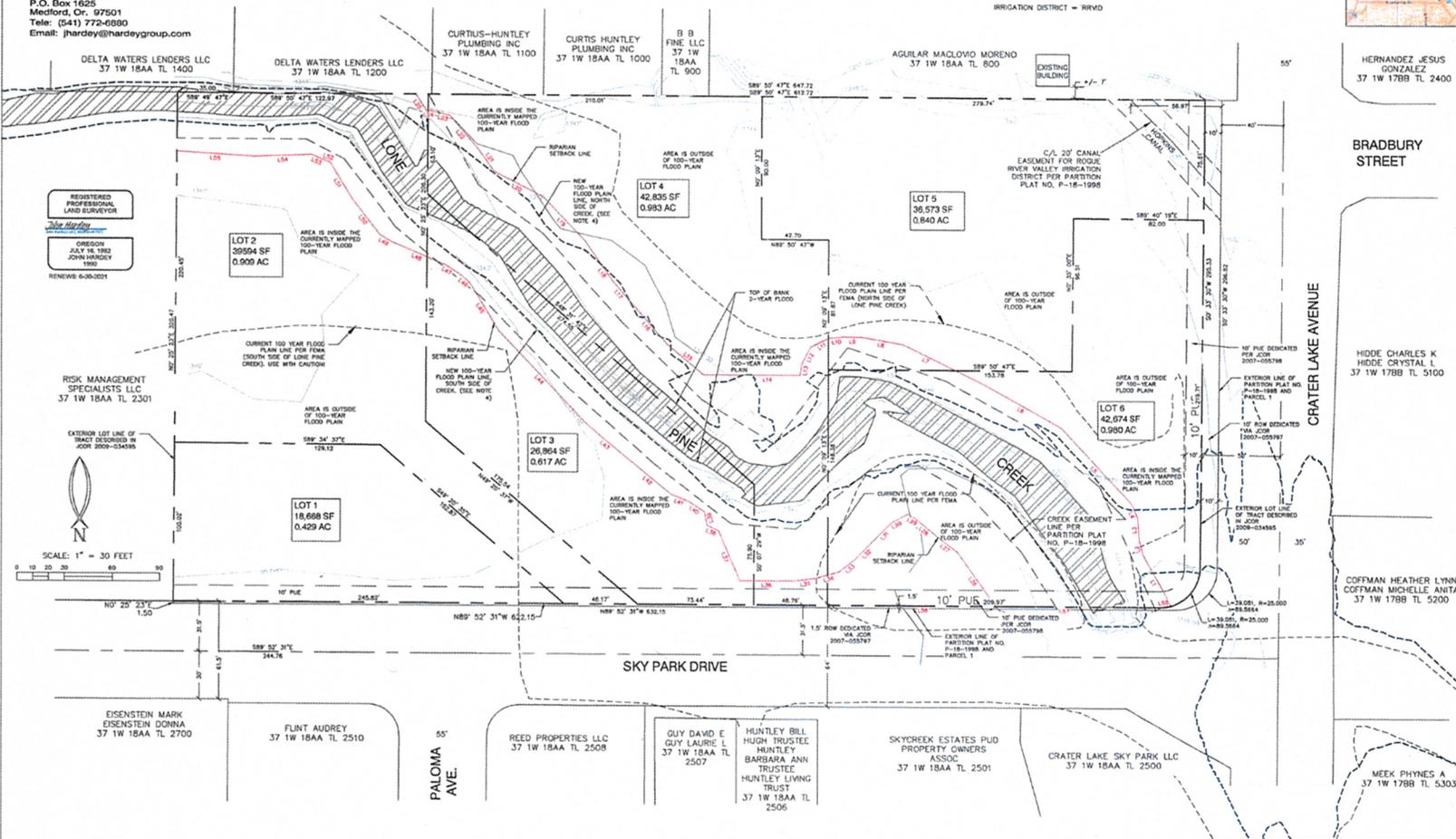
FILE NO. \_\_\_\_\_ DATE \_\_\_\_\_  
ASSESSOR'S PARCEL NO. 37-1W-18AA TL 2300  
NO. OF LOTS 6  
COMP. PLAN DESIGNATION URBAN MEDIUM DENSITY RESIDENTIAL  
RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_  
AREA GROSS AREA=4.757 AC. / NET=4.757 AC.  
ZONING = MFR-15/PD  
EXISTING USE: VACANT LAND  
SCHOOL DISTRICT = 549C  
IRRIGATION DISTRICT = IRRVD

**VICINITY MAP**



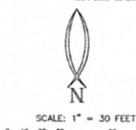
**LINE TABLE**

Line #	Length	Direction
L1	38.28	N28° 20' 37.06"W
L2	8.56	N15° 53' 00.18"W
L3	14.00	N44° 17' 34.97"W
L4	5.25	N33° 44' 20.20"W
L5	65.58	N42° 41' 20.73"W
L6	56.49	N81° 02' 42.47"W
L7	58.77	N83° 49' 18.12"W
L8	26.73	N80° 37' 14.94"W
L9	10.60	N80° 57' 06.47"W
L10	9.99	S84° 37' 51.88"W
L11	13.23	S83° 38' 05.82"W
L12	12.33	S20° 14' 58.04"W
L13	7.36	S8° 25' 58.64"W
L14	69.87	N89° 52' 11.83"W
L15	29.88	N44° 48' 27.82"W
L16	54.48	N41° 17' 30.25"W
L17	10.11	N30° 57' 42.14"W
L18	30.07	N34° 27' 58.75"W
L19	38.58	N44° 02' 05.47"W
L20	35.04	N82° 47' 25.70"W
L21	17.53	N35° 12' 58.76"W
L22	27.25	N40° 50' 58.53"W
L23	12.42	N10° 57' 28.78"W
L24	2.88	S89° 27' 55.11"W
L25	12.50	N32° 45' 30.86"W
L26	41.71	N39° 18' 48.97"W
L27	15.38	N32° 58' 16.43"W
L28	18.07	N49° 58' 27.03"W
L29	9.09	N42° 37' 50.47"W
L30	11.60	S81° 38' 58.82"W
L31	17.83	S44° 48' 13.40"W
L32	14.22	S44° 35' 33.21"W
L33	13.44	S51° 30' 38.99"W
L34	14.62	S74° 06' 43.94"W
L35	14.72	S20° 48' 58.15"W
L36	33.78	N80° 52' 31.02"W
L37	34.42	N22° 58' 28.69"W
L38	7.89	N85° 54' 17.09"W
L39	8.01	N12° 33' 09.01"W
L40	11.56	N56° 53' 03.53"W
L41	11.81	N87° 58' 20.97"W
L42	34.28	N59° 57' 21.68"W
L43	34.85	N49° 54' 43.03"W
L44	85.51	N43° 37' 34.11"W
L45	38.63	N31° 07' 25.68"W
L46	8.24	N50° 14' 28.13"W
L47	15.38	N37° 49' 38.04"W
L48	26.73	N87° 57' 06.47"W
L49	8.85	N30° 16' 10.20"W
L50	27.60	N37° 54' 17.48"W
L51	27.77	N30° 45' 05.61"W
L52	3.16	N75° 05' 21.79"W
L53	9.15	N68° 32' 04.49"W
L54	26.29	S89° 07' 20.80"W
L55	48.68	N82° 20' 53.25"W
L56	105.96	S89° 10' 30.95"W
L57	104.00	S89° 10' 30.95"W
L58	6.84	N82° 29' 23.56"W



REGISTERED PROFESSIONAL LAND SURVEYOR  
John Hardey  
OREGON JULY 16, 1982  
JOHN HARDEY 1990  
RENEWES 6-30-2021

RISK MANAGEMENT SPECIALISTS LLC  
37 1W 18AA TL 2301



EISENSTEIN MARK  
EISENSTEIN DONNA  
37 1W 18AA TL 2700

FLINT AUDREY  
37 1W 18AA TL 2510

REED PROPERTIES LLC  
37 1W 18AA TL 2508

GUY DAVID E  
GUY LAURIE L  
37 1W 18AA TL 2507

HUNTLEY BILL  
HUGH TRUSTEE  
HUNTLEY  
BARBARA ANN  
TRUSTEE  
HUNTLEY LIVING  
TRUST  
37 1W 18AA TL 2506

SKYCREK ESTATES PUD  
PROPERTY OWNERS  
ASSOC  
37 1W 18AA TL 2501

CRATER LAKE SKY PARK LLC  
37 1W 18AA TL 2500

HERNANDEZ JESUS  
GONZALEZ  
37 1W 178B TL 2400

BRADBURY  
STREET

CRATER LAKE AVENUE

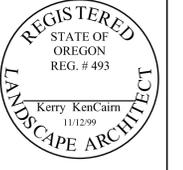
HIDDE CHARLES K  
HIDDE CRYSTAL L  
37 1W 178B TL 5100

COFFMAN HEATHER LYNN  
COFFMAN MICHELLE ANITA  
37 1W 178B TL 5200

MEEK PHYNES A  
37 1W 178B TL 5303



**EXHIBIT  
F**



DRAWN BY:  
KK

SCALE  
1" = 30'

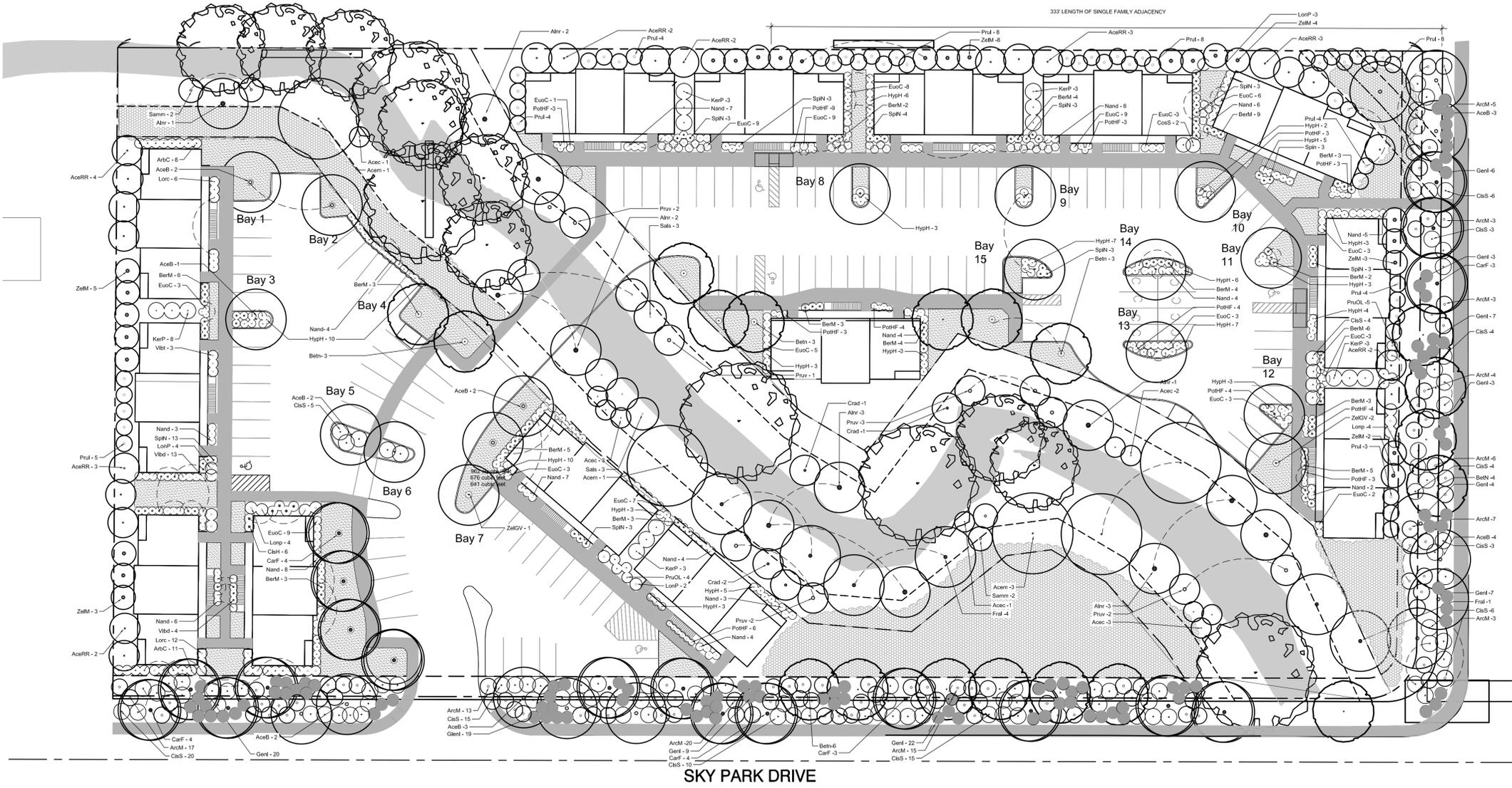
CREEKSIDE VILLAGE  
SKY PARK DRIVE AND CRATER LAKE AVENUE  
MEDFORD, OR, 97504

JOB NO. 2036  
REVISION DATE

LANDSCAPE  
PLANTING  
PLAN

ISSUE DATE:  
07.10.2020

L 1.0



CRATER LAKE AVENUE

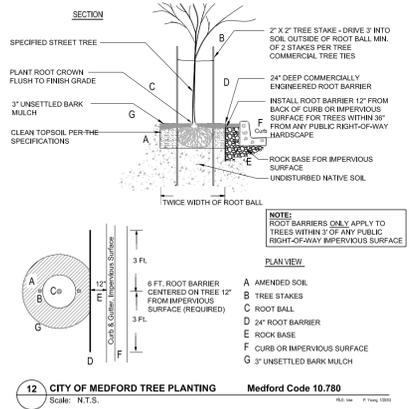
SKY PARK DRIVE

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	NOTES
AcB	Acer saccharum 'Bonnie'	BONNIE SUGAR MAPLE	1 3/4" CAL	STREET & PKG
AcC	Acer dasycarpum	ONE MAPLE	10 FT TALL	RIPARIAN
AcM	Acer macrophyllum	BIGLEAF MAPLE	1 3/4" CAL	RIPARIAN
AcRR	Acer campestre 'Royal Ruby'	ROYAL RUBY REDGEO MAPLE	1 1/2" CAL	IN BUFFER YARD
AlR	Alnus rubra	RED ALDER	1 3/4" CAL	RIPARIAN
BeM	Betula nigra	RIVER BIRCH	1 3/4" CAL	STREET & PKG
CrL	Cornus rugosifolia	BLACK HAWTHORNE	1" CAL	RIPARIAN
CaF	Carpinus betulus 'Fastigata'	EUROPEAN HORNBEEAM	1 3/4" CAL	STREET & PKG
Fra	Fraxinus latifolia	OREGON ASH	1" CAL	RIPARIAN
PrL	Prunus laurocerasus	PORTUGAL LAUREL	5 GAL	IN BUFFER YARD
PrV	Prunus virginiana	CHOCHECHERRY	1" CAL	RIPARIAN
SaL	Salix scouleriana	SCOULERS WILLOW	5 GAL	RIPARIAN
SeM	Sambucus mexicana	MEXICAN ELDERBERRY	5 GAL	RIPARIAN
ZaGV	Zakovia serrata 'Green Vase'	GREEN VASE JAPANESE ZELKOVA	1 3/4" CAL	STREET & PKG
ZaM	Zakovia serrata 'Masashiro'	MUSASHIRO JAPANESE ZELKOVA	1 1/2" CAL	IN BUFFER YARD
<b>SHRUBS</b>				
ArC	Arbutus unedo 'Compacta'	DWARF STRAWBERRY TREE	5 GAL	
AcM	Arctostaphylos uva-ursi 'Massachusetts'	MASSACHUSETT'S HONKINGBERRY	5 GAL	
BeM	Berberis thunbergii 'Monrovi'	CHERRY SPINE JAPANESE BARBERSRY	2 GAL	
ChR	Chiba x hybridus	WHITE ROCK ROSE	2 GAL	
ClS	Clivia japonica 'Sunset'	COSTUS SUNSET	5 GAL	
EuC	Euryonymus alatus 'Compacta'	COMPACT BURNING BUSH	5 GAL	
Gen	Gerardia Lydia	LYDIA BROOM	2 GAL	
HyH	Hypericum 'Hidra'	ST. JOHN'S WORT	2 GAL	
KeP	Kerria japonica 'Fleischlor'	JAPANESE KERRIA	5 GAL	
LoP	Lonchocarpus	PRIVET HONEYBUCKLE	2 GAL	
LoC	Lonchocarpus chinensis	CHINESE FRINGE FLOWER	3 GAL	
Nand	Nandina domestica	HEAVENLY BAMBOO	2 GAL	
PuH	Potentilla fruticosa 'Happy Face White'	POTENTILLA WHITE HAPPY FACE	1 GAL	
PrL	Prunus laurocerasus 'Oto Luyken'	OTTO LUYKEN ENGLISH LAUREL	2 GAL	
SpN	Spiraea japonica 'Snowmound'	SNOWMOUND SPIREA	1 GAL	
Vib	Viburnum cedatii	DAVID VIBURNUM	2 GAL	
Vib	Viburnum flexuosum	LAURUSTINE	5 GAL	
<b>GROUND COVERS</b>				
	Seeded Lawn Mix			PER PLAN
	Seeded Meadow Mix (Low Water Use)	Non Invasive ODFW approved TBD		RIPARIAN AND EDGE AREAS

NOTE: MATURE COMPOST SHALL BE ADDED TO THE TOPSOIL OF LANDSCAPING AREAS AT A RATE OF THREE CUBIC YARDS OF COMPOST PER 1,000 SQUARE FEET OF LANDSCAPING AREA TO BE PLANTED.

**PRELIMINARY LANDSCAPE NOTES**

- All landscape planting areas shall receive clean, sandy loam topsoil to a minimum depth of 12" or as noted on the plan. Additionally, all planting areas will be prepared per the procedures as outlined in the Medford Development Code, Section 10.7800(9)(6).
- All proposed street and site trees shall have a minimum of (2) cubic feet of soil volume for each square foot of tree canopy at maturity. Soil volume will be achieved by means of balled-in-barrier and structural soil under impervious surfaces.
- All planting areas shall receive 3" of unamended organic mulch.
- The proposed lawn areas shall consist of a low water use seed mix.
- All planting areas shall be served by a designated 1/2" diameter water meter and a City of Medford approved backflow prevention device.
- The irrigation system shall provide a full automatic irrigation controller that will meet the requirements as noted in the Medford Development Code, Section 10.7800(9)(4).
- The proposed irrigation system will consist of low volume distribution.



	PROPOSED	REQUIRED
Total Ornamental Landscape Area	65,402 sq.ft.	N/A
Total Riparian Landscape	59,882	
Total Landscape Area in High Water Use Landscaping (square feet)	11,453 sq.ft.	N/A
Total Landscape Area in High water use Landscaping (percent)	9.0%	N/A
Total % Site Landscape Coverage	60%	N/A
Organic Content (cu.yd.)	180 cy	180 cy
<b>Frontage Landscaping (10,797)</b>		
Street:	SKY PARK DR.	
Feet:	611 L.F	
# Trees:	24	25
# Shrubs:	195	153
Street:	CRATER LAKE	
Feet:	320	
Trees:	13	13
Shrubs:	113	80
<b>Parking Area Planter Bays (10,746)</b>		
# Bays:	15	
Area:	2,551 sf.	2,520 sf
# Trees:	15	15
# Shrubs:	103	30

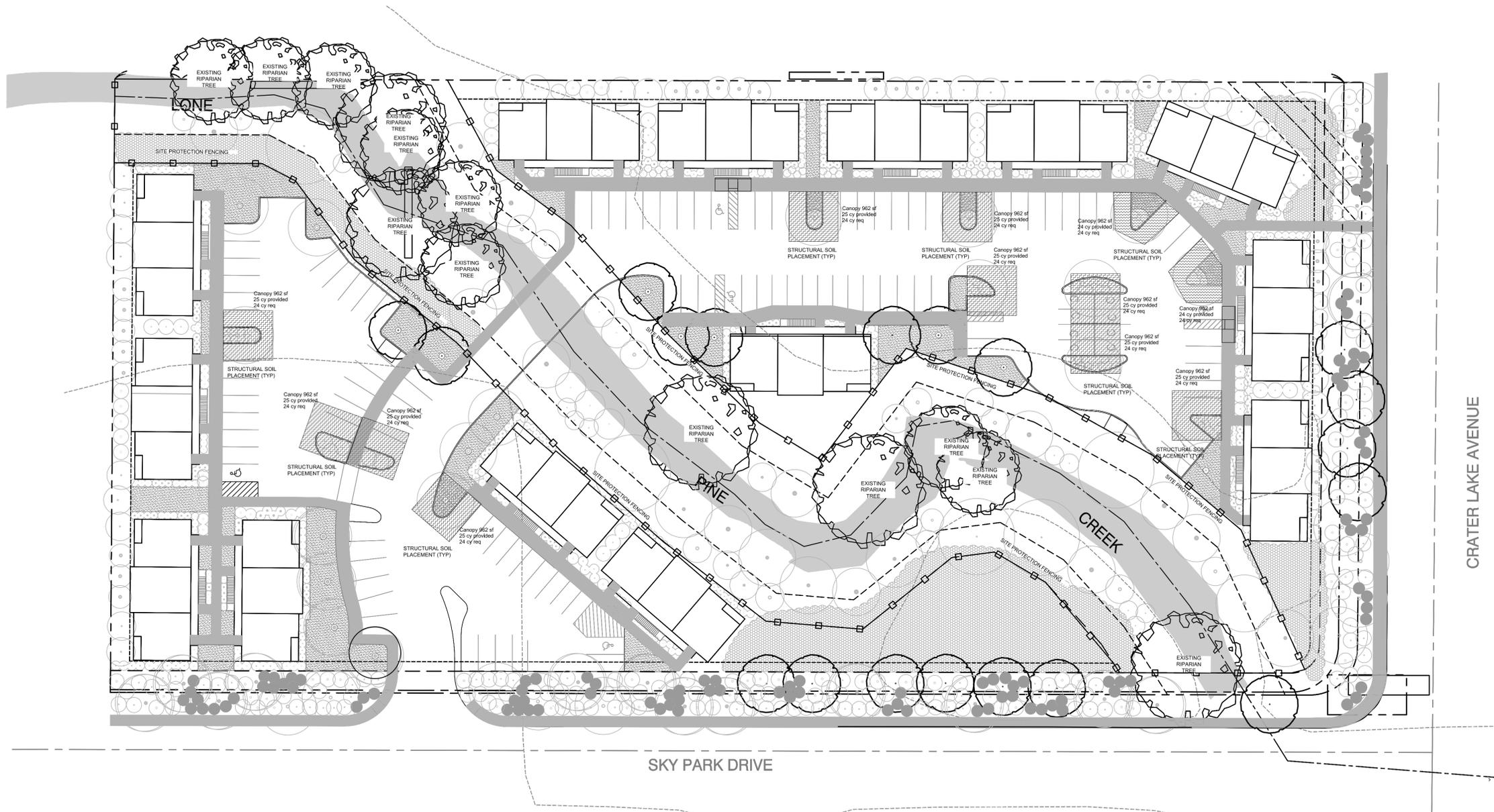
**CONTENTS**  
**L 1.0 PLANTING PLAN**  
**L 1.1 SITE WORK AND PROTECTION**



**EXHIBIT**

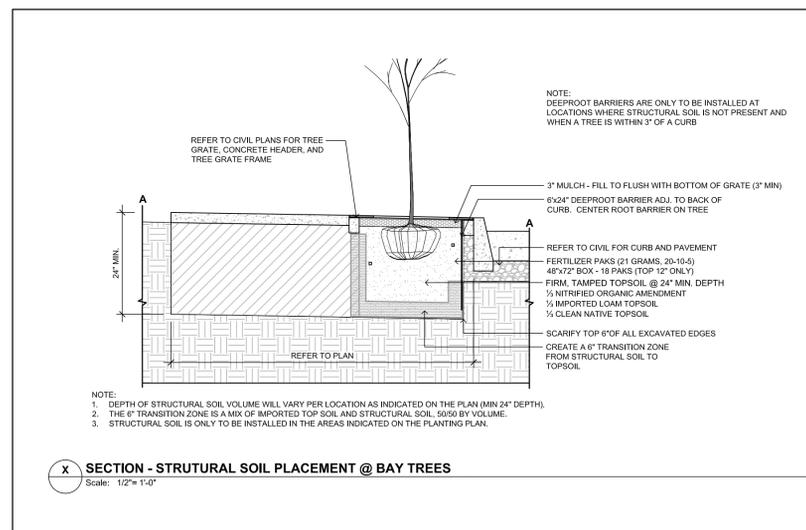


SCALE: 1" = 30'-0"



CRATER LAKE AVENUE

SKY PARK DRIVE



DRAWN BY:  
KK

SCALE  
1" = 30'

CREEKSIDE VILLAGE  
 SKY PARK DRIVE AND CRATER LAKE AVENUE  
 MEDFORD, OR, 97504

JOB NO. 2036  
 REVISION DATE

SITE AND  
 PROTECTION  
 PLAN

ISSUE DATE:  
 07.10.2020

L 1.1



EXHIBIT  
**H**



0 15' 30' 60'  
 SCALE: 1" = 30'-0"

**BEFORE THE SITE PLAN AND ARCHITECTURAL COMMISSION  
FOR THE CITY OF MEDFORD, OREGON**

**IN THE MATTER OF A SITE PLAN AND )  
ARCHITECTURAL REVIEW APPROVAL FOR AN 84- )  
UNIT, MULTIPLE-FAMILY DEVELOPMENT, ON 4.76 )  
ACRES LOCATED ON THE NORTHWEST CORNER OF )  
THE INTERSECTION OF SKYPARK DRIVE AND )  
CRATER LAKE AVENUE; DESCRIBED AS T.37S-R.1W- )  
SEC.18AA, TAX LOT 2300; WINDY CREEK LLC, )  
APPLICANT; SLAUGHTER CONSULTING, AGENT. )**

**FINDINGS OF FACT  
AND  
CONCLUSIONS**

**RECITALS:**

Property Owner/ Applicant-	Windy Creek LLC 1070 Plaza Ave Ashland, OR 97520
Engineer/Surveyor-	Hardey Group, Inc. P.O. Box 1625 Medford, OR 97501 (541) 772-6880
Agent-	Slaughter Consulting 280 Stanford Ave Medford, OR 97504 (541) 810-1975
Property Description-	T.37S-R.1W-S.18AA, Tax Lot 2300
Acreage-	4.76 net acres or 5.64 gross acres
Zoning-	MFR-15

**PROPOSAL:**

The applicant is requesting approval to develop 84 multiple-family dwelling units (DU) on a 4.76-acre parcel located at 1971 Skypark Drive, on the northwest corner of the intersection of Skypark Drive and Crater Lake Avenue. The multiple-family dwelling units will be constructed in six phases as a complex of 14 buildings, each containing six dwelling units. The property is



currently undeveloped, containing only grass and some trees and shrubs along the Lone Pine Creek corridor which runs through the property. The property is zoned MFR-15, which allows for multiple-family dwellings at a minimum density of 10 DU per acre and a maximum density of 15 DU per acre.

While this application is submitted for the Site Plan and Architectural Review of the entire complex, the subject property is also subject to review for a Land Division which will divide the property into a total of six lots. As such, building setbacks and lot coverages will be addressed on an individual lot basis rather than on the subject property as a whole. As the complex will be constructed as a cohesive development across the six lots, requirements for density, parking, landscaping, bufferyards, and the special development standards for multiple-family dwellings will be addressed for the development as a whole.

A concurrent Conditional Use Permit application has been submitted to allow the applicant to develop a driveway crossing (bridge, culvert, etc.), public and/or private utilities (as necessary) across the creek at the driveway crossing, stormwater facilities and a multi-use path within a portion of the riparian corridor of Lone Pine Creek.

#### APPROVAL CRITERIA:

The approval criteria for Site Plan and Architectural Review for residential development are listed in Section 10.200(E)(2), Medford Land Development Code (MLDC), which states:

*The Site Plan and Architectural Commission shall approve a site plan and architectural review application for a residential development if the proposed development complies with the applicable provisions of all city ordinances, or if the Site Plan and Architectural Commission has approved any of the following:*

- (a) Any Exceptions, as provided for in MLDC Section 10.186, which resolve(s) any instances of non-compliance with those provisions,*
- (b) Any Adjustments or Exceptions from the Special Development Standards for Multiple-Family Dwellings, as provided for in MLDC Section 10.715A through 10.717.*
- (c) Any adjustments or Exceptions from the Development Standards for a Cottage Cluster Development, as provided for in MLDC Section 10.818A.*

As demonstrated on the submitted site plan and required exhibits, the proposed residential development complies with the applicable provisions of all city ordinances without a request for Exceptions and/or Adjustments as provided for in subsections (a) and (c) above. Therefore, only compliance with applicable standards and the optional adjustment to Section 10.717 will be addressed and not the requirements for the Exceptions and/or Adjustments provided for in subsections (a) and (c) above.

The City of Medford provides a questionnaire to be completed along with the application for a Site Plan and Architectural Review. That questionnaire directs applicants to provide a project narrative.

### **Section I - Narrative**

The applicant is requesting approval to develop 84 multiple-family dwelling units (DU) on a 4.76-acre parcel located at 1971 Skypark Drive on the northwest corner of the intersection of Skypark Drive and Crater Lake Avenue. The multiple-family dwelling units will be constructed in six phases as a complex of 14 buildings, each containing six dwelling units. The subject parcel is currently a single parcel of land, but a concurrent subdivision application will divide the property into six lots. The property is undeveloped, containing only grass and some trees and shrubs along the Lone Pine Creek corridor which runs through the property. The property is zoned MFR-15, which allows for multiple-family dwellings at a minimum density of 10 DU per acre and a maximum density of 15 DU per acre.

The subject parcel (described as T.37S-R.1W-S.18AA, Tax Lot 2300) was created as Parcel 1 through Partition Plat No. P-18-1998 (City file #LDP-95-32). Note 4 on the plat states: "No vehicular access shall be allowed to or from Crater Lake Avenue for Parcel 1." The proposed development will take access from a single shared driveway on Skypark Drive, as far from the intersection of Crater Lake Avenue as practicable. Vehicular access and utilities will be extended across the proposed six-lot development as the project develops from the southwest to the north and east.

### **Section II – Code Compliance: Criterion for Approval**

A brief summary of applicable standards is provided below for reference:

#### **Multiple-Family Dwellings, Special Development Standards:**

Lone Pine Creek bisects the subject property at roughly a diagonal, from the southeast corner to the northwest corner, resulting in two generally triangular pieces, one northeast of the creek and the other southwest of the creek. As the creek meanders somewhat across the property and does not run in a straight line, the creek corridor and associated riparian corridor have an even greater impact on the developability of the property. A Riparian Corridor Reduction, consistent with Section 10.927, is requested along with this Site Plan and Architectural Review application as discussed in detail below. With approval of the requested reduction, development of buildings, parking, landscaping, and other necessary improvements will be permitted within 25' from the top of bank on each side of the creek rather than the standard 50' from top of bank. The requested reduction is necessary to allow for the development of the subject property to the MFR-15 standards.

Even with the requested riparian corridor reduction, the location of Lone Pine Creek within the property, the resulting shapes of the developable areas of the property, and the prohibition on

vehicular access from Crater Lake Avenue, make development of the property very challenging. The site plan, as proposed, attempts to balance all applicable development criteria on this challenging site. As demonstrated in the following discussion, the site design has succeeded in adhering to the Special Development Standards for Multiple-Family Dwellings (Section 10.717) in most regards. However, in order to preserve and enhance the creek/riparian corridor and to overcome the site constraints present, the applicant is electing to use the Optional Adjustment of Special Development Standards provided for in Sections 10.718 and 10.719 while still meeting the Special Development Standards for Multiple-Family Dwelling of Section 10.717 to the greatest extent practicable.

#### Compliance with 10.717(A) – Building Orientation and Entrances:

This section requires multiple-family buildings to be oriented to public streets and intersections and to have entrances facing public streets. The site has been designed with a single vehicle access point which helps to provide for a campus feel, with the buildings located on the outside of the property and the parking located on the inside. The buildings have been oriented to the adjacent streets and street intersection as much as practicable and all street facing walls have at least 15% windows. Two buildings along Crater Lake Avenue will have the Rear Elevation (see attached plans) facing the street. The Rear Elevation has 22% window coverage, exceeding the 15% window requirement. Four buildings, two on the west side of the access driveway, one on the east side of the driveway and the other in the northeast corner of the site, will have short sides (either Right or Left Elevation) facing the street. The submitted elevations show windows meeting the 15% coverage requirement on both the Right and Left Elevations. These windows will be included on each of the four short-side elevations facing the adjacent streets. Because of the tight spacing of these buildings, the typical short-side elevation (both Right and Left) will not include windows.

Four out of the six buildings adjacent to the streets will have access to all units within 90 degrees of those streets. But because of the unique shape of the buildable areas and the location of parking in the center of the site, the building entrances for two of the buildings along Crater Lake Avenue will face the central parking area rather than the adjacent street. This is one of the two reasons the applicant has elected to apply the Optional Adjustments provided for in Sections 10.718 and 10.719.

#### Compliance with 10.717(B) – Building Mass and Facade:

- (1) The proposed development includes 84 multiple-family units in 14 buildings, with six dwelling units in each building. All of the 14 buildings will have the same floor plan, dimensions, and architectural details (aside from the street facing windows discussed above). Each building will be 74 feet long and 30 feet wide (walls only – not including outside stairs). No building wall will be more than 150 feet in length.
- (2) Not applicable. The proposed development includes three-story buildings. The buildings will not be greater than three stories.
- (3) All street facing facades include more than 15% windows.

Compliance with 10.717(C) – Building Articulation:

The first and second floor plans, along with the building elevations, show that the wall surfaces of the buildings will include off-sets, balconies, windows and entries to break-up the building both vertically and horizontally. These features occur in intervals of less than 40 feet horizontally and 30 feet vertically. All entrances are articulated by changes in roof line.

Compliance with 10.717(D) – Building Materials:

As shown on the building elevations, no building façade will have more than 35% corrugated metal, plain or split faced concrete block, plain concrete or spandrel glass. At least 65% of the primary building material for all building facades will be Hardi board and batten siding and Hardi lap siding. Vertical and horizontal changes to wall cladding materials will occur as prescribed. No prohibited building materials will be used. Fencing will be durable, maintainable and attractive and shall not include plastic, vinyl or chain link.

Compliance with 10.717(E) – Roof Forms:

The roof pitch will be 6:12 and the eaves will project 12” from the building wall, exceeding the minimum roof pitch requirement and meeting the eave requirement.

Compliance with 10.717(F) – Vehicle Circulation and Parking:

The submitted site plan shows that very little parking will occur between the external row of buildings and the adjacent streets. The site has been designed to limit vehicle access points and to screen parking from adjacent streets with buildings. There is some parking provided between the building on the east side of the driveway and Skypark Drive. This parking is located between the building and the street due to the shape of the buildable areas within the site. The location of this parking is the second reason the applicant has elected to apply the Optional Adjustments provided for in Sections 10.718 and 10.719.

**Section 10.719 Optional Adjustment of Special Development Standards, Review Criteria:**

*(a) The requested adjustment will allow the project to achieve an equivalent or higher quality design than would otherwise result through strict adherence to the standards, through architectural massing, features or details to distinguish elements of the building; vibrant facades with visual detail; and enhanced public and private spaces that contribute positively to the site, streetscape, and adjoining properties.*

As discussed in greater detail above, the shape of the developable areas of the property and the prohibition on vehicular access from Crater Lake Avenue, necessitate a request to deviate slightly from the two requirements of the Multiple-Family Dwellings, Special Development Standards found in Section 10.717. As demonstrated above, the proposed building and site design will adhere to the standards of Section 10.717 with the exception of building access

facing the street for two of the perimeter buildings, and a small portion of the parking will occur between one of the perimeter buildings and the adjacent street.

The subject property, like much of the available land within the City of Medford, has remained undeveloped over the years because it is a challenging property to develop. The existence of Lone Pine Creek on the property adds expense and complexity to the project in the form of floodplain concerns, riparian corridor restrictions, access restrictions, and other general design challenges. However, the creek through the property also provides an opportunity to develop enhanced public/private space that will contribute positively to the site and adjoining properties. The requested adjustments will help to facilitate the proposed infill development of the subject property, with much needed housing, while providing for this enhanced private space in the form of a restored and enhanced riparian corridor. The project, with the requested adjustments, will achieve an equivalent or higher quality design than would otherwise result through strict adherence to the standards as the site has been designed with buildings around the outside perimeter and parking in the center of the site. The creek corridor will be preserved and restored through the center of the project site. This enhanced creek corridor will not only benefit the fish that spawn in these waters, it will provide an amenity to the residents of the complex.

*(b) The requested adjustment will allow the project to achieve an equivalent or higher quality design than would otherwise result through strict adherence to the standards through an overall site design that promotes safety, security, and privacy, and reduces visual, noise, and lighting impacts of the development on adjacent properties.*

The project, with the requested adjustments, will achieve an equivalent or higher quality design than would otherwise result through strict adherence to the standards as the site has been designed with buildings around the outside perimeter and parking in the center of the site. This orientation not only helps to preserve and protect the creek corridor, it helps to reduce visual, noise and lighting impacts from the subject property onto adjoining properties. The creek corridor will be preserved and restored through the center of the project site. Buildings placed between parking areas and adjacent properties and rights-of-way will help to screen the parking from adjacent uses. Lighting will be directed into parking areas located in the interior of the site.

**FINDING:**

**Based on the above discussion along with the submitted site plan, building floor plans and building elevations, the Site Plan and Architectural Review Commission finds that the development as proposed meets the criteria of MLDC Section 10.719 for optional adjustment of the special development standards.**

**Site Development Standards:**

**Density:** The property is zoned MFR-15. Per MLDC Section 10.310-2, this urban residential district provides for medium density townhouses, duplexes, apartments, mobile home parks and group quarters in a permitted density range of 10 to 15 DU per acre. The subject property has a net area of 4.76 acres and a gross area of 5.64 acres. Given the gross area, the property must be developed with between 56 and 85 DU (see attached Density Calculation Form). The 84 DU as proposed are within the permitted range.

**Parking:** Per Table 10.743-1, Multiple-Family Residential uses are required to provide parking at a ratio of at least 1.5 spaces per dwelling unit. This 84-unit complex requires a minimum of 126 parking spaces. There is no maximum number of parking spaces for this use category. The submitted site plan shows a total of 126 parking spaces to be provided, including 5 ADA spaces.

**Bicycle Parking:** Section 10.748 requires residential uses to provide bicycle parking at a ratio of at least 1 space per dwelling unit. The 84-unit complex requires a minimum of 84 bicycle parking spaces. Secured bicycle parking will be provided within each of the units and additional bicycle parking for visitors will be provided near the northwest corner of the site in Phase 2. The bicycle parking provided exceeds the minimum requirements.

**Setbacks:** Section 10.714 requires a minimum 15’ building setback for front yards (when garage doors do not face the street), a minimum 10’ street side yard setback (when garage doors do not face the street) and a 4-foot setback, plus ½ foot for each foot in building height over 15 feet, for interior side yards and rear yards. The minimum rear setback will be determined using the building height in the center of the building, which is approximately 27’ (rounded down per 10.705 (C)). This height requires a minimum 10’ rear yard setback ( $27' - 15' = 12' \times .5 = 6' + 4' = 10'$ ).

The minimum interior side yard setback will be determined using the building height on the short sides of the building consistent with Section 10.10.705(C). The height on the sides of the building is approximately 18’ (rounded down per 10.705 (C)). This height requires a minimum 5.5’ side yard setback ( $18' - 15' = 3' \times .5 = 1.5' + 4' = 5.5'$ ).

As shown in the table below, the site plan demonstrates the proposed buildings will meet or exceed all the minimum setback requirements.

LOT NO.	Side Required	Minimum Side Provided	Rear Required	Minimum Rear Provided	Front Required	Minimum Front Provided
1	5.5’	10’ (west)	10’	10.5’ (north)	15’	15’
2	5.5’	10’ (west)	10’	49’ (north)	15’	110’
3	5.5’	30’ (east)	10’	48’ (northeast)	15’	15’
4	5.5’	7.5’ (east)	10’	10’ (north)	15’	265’
5	5.5’	7.5’ (west)	10’	10’ (north)	15’	22’
6	5.5’	5.5’ (north)	10’	25’ (west)	15’	15’

The plan also shows the required 10' PUE along both Crater Lake Avenue and Skypark Drive.

**Lot Coverage:** Per Section 10.714, lot coverage is not to exceed 50%. As a concurrent subdivision application has been submitted for review, compliance with lot coverage is demonstrated on an individual lot basis in the table below.

Each of the residential 6-plex buildings will have a foot print of 2,168 square feet.

LOT NO.	NO. OF UNITS	LOT BLDG FOOTPRINT AREA (SF)	LOT SIZE (SF)	LOT COVERAGE
1	2	4,336	18,667	23%
2	2	4,336	35,594	12%
3	2	4,336	26,864	16%
4	3	6,504	42,835	15%
5	3	6,504	36,573	18%
6	2	4,336	42,674	10%

The combined lot coverage of all proposed structures will be 30,352 square feet and will cover approximately 15% of the 207,205 square foot site.

**Access Standards:** The subject property abuts Crater Lake Avenue to the east and Skypark Drive to the south. Crater Lake Avenue is classified as a Major Arterial street and Skypark Drive is classified as a Local street. Per Section 10.550(3)(a), no driveway access to an arterial or collector street shall be allowed for any parcel that abuts the right-of-way of a lower order street. The site plan shows that all access will come from Skypark Drive, the lower order street.

**Street Circulation and Connectivity:** Per Section 10.426 C.1., the maximum block length in residential zones is 660' and the maximum block perimeter length is 2,100'. The property is located on an existing block in an area of existing development to urban standards. This existing asymmetrical block is bound by Skypark Drive, Whittle Avenue, Crater Lake Highway, Delta Waters Road and Crater Lake Avenue. The block length on the Skypark Drive side is approximately 1,500'. The block perimeter length is approximately 5,050'. Although the development code typically requires a maximum block length of 660' and a block perimeter length of 2,100' for residential zones, it is not unusual to see block lengths and block perimeter lengths in excess of these maximums near major intersections in order to preserve the safe operation of these intersections. In this case, the existing block and block perimeter lengths are likely the result of access control in this area of several major intersections. The limited street connectivity in the vicinity works to funnel traffic to controlled access points rather than providing for uncontrolled access onto the major streets in the vicinity. Any additional street intersections onto Crater Lake Highway, Delta Waters Road or Crater Lake Avenue would likely be detrimental to the safe and efficient operations of the transportation system in the vicinity.

However, the applicant must still request relief to the Block Length and Accessway requirements of MLDC 10.426 and 10.464 respectively. SPAC recently approved a similar request for relief in the approval (City file number AC-18-147) of the redevelopment of a property on the north side of the subject property (1884-1862 Delta Water Road 371W18AA TL 1200-1400). The relief provided in that approval was granted due to the finding that construction of an accessway, eventually connecting north/south from Delta Waters to Skypark, was incompatible with the protection of natural values because it would cross Lone Pine Creek. The applicant is now requesting the same relief based on the same reasoning.

Although the applicant is not proposing to construct an accessway through the subject property to connect from Skypark Drive to Delta Waters Road, the applicant plans to reserve space for a multi-use path along the Lone Pine Creek corridor. The path will be developed initially as a nature path, with a bark surface. If and when the City would like to connect this trail through the site for bike and pedestrian connectivity, the trail corridor can be improved to provide for transportation.

**Bufferyards:** Per Section 10.790, a Type A bufferyard is required to separate MFR zoning from adjacent SFR zones. The subject property abuts single family zoning along the eastern portion of the north boundary (approximately 313 feet). The remainder of abutting properties are zoned I-L and do not require buffering from the proposed development of this MFR property.

The submitted site plan and landscape plan show the location of a 6-foot concrete or masonry wall and a 10-foot planted buffer along the portion of the north property boundary that abuts SFR zoning.

**Riparian Corridor:** Lone Pine Creek bisects the subject property at roughly a diagonal, from the southeast corner to the northwest corner, resulting in two generally triangular pieces, one northeast of the creek and the other southwest of the creek. As the creek meanders somewhat across the property and does not run in a straight line, the creek corridor and associated riparian corridor have an even greater impact on the developability of the property. The riparian corridor extends 50 feet from the top of bank and development is restricted within this area unless a riparian corridor reduction is submitted and approved. The applicant is requesting a riparian corridor reduction Per Section 10.927, which allows for a reduction of the riparian corridor to 25' from the top of the bank when it is determined that equal or better protection of the riparian area will be ensured through a plan for restoration, enhancement, or similar means. With approval of the requested reduction, development of buildings, parking, landscaping, and other necessary improvements will be permitted within 25' from the top of bank on each side of the creek. The requested reduction is necessary to allow for the development of the subject property to the MFR-15 standards.

The applicant has been coordinating the plan for riparian corridor restoration and enhancement with the Oregon Department of Fish and Wildlife (ODFW) to demonstrate that the development of this site, with the riparian corridor reduction as requested, will result in equal or better protection of the riparian corridor. The plan has been developed based on

comments from ODFW. The Oregon Department of Fish and Wildlife, will review the plan for restoration and enhancement for a habitat mitigation recommendation pursuant to O.A.R. 635-415 "Fish and Wildlife Habitat Mitigation Policy", and with a finding that the plan will result in better protection of the riparian corridor than what is currently in place, will make a recommendation that the plans submitted be approved as suitable enhancement in exchange for the requested reduction to riparian corridor width. The applicant will make adjustments to the submitted plans, if necessary, so that ODFW can make the required finding.

**FINDING:**

**Based on the submitted material in the subject Site Plan and Architectural Commission application, including the associated exhibits, the proposed development complies with the applicable provisions of all city ordinances with the Exceptions from the Special Development Standards for Multiple-Family Dwellings, as provided for in MLDC Section 10.715A through 10.717, as requested. No Exceptions, as provided for in MLDC Section 10.186, are requested. And no Adjustments or Exceptions from the Development Standards for a Cottage Cluster Development, as provided for in MLDC Section 10.818A are requested.**

**SUMMARY & CONCLUSIONS:**

Based upon the above discussions regarding Section 10.200, with the submitted application materials, including: site plan, architectural plans, landscape plan, and conceptual stormwater plan, the Site Plan and Architectural Commission can conclude that the development of this 4.76-acre parcel, located on the northwest corner of the intersection of Crater Lake Avenue and Skypark Drive, with 84 multiple-family dwelling units, as proposed, meets the criteria for Site Plan and Architectural Review, complying with the applicable provisions of all city ordinances with the Exceptions from the Special Development Standards for Multiple-Family Dwellings, as provided for in MLDC Section 10.715A through 10.717, as requested.

Respectfully Submitted:

A handwritten signature in black ink, appearing to be 'Jan', followed by a long, sweeping horizontal line that extends across the page.

SLAUGHTER CONSULTING

## DENSITY CALCULATION FORM

For all residential LDP, LDS, PUD, and AC Application Files

File No.	AC-09-008
Planner	Sandra Johnson
Date	February 12, 2009

GROSS ACREAGE		
Tax Lot Numbers	2300	4.76 AC
		AC
		AC
		AC
		AC
Existing ROW to Centerline	0.88	AC
Gross Acres		5.64 AC
Effective Acres (Gross - Subtracted)		5.64

SUBTRACTED ACREAGE		
Large Lots for Existing Development	-	AC
Reserved Acreage	-	AC
Other <sup>1</sup>	-	AC
		AC
		AC
		AC
Subtracted Acres	-	AC

DENSITY RANGE	
Zoning District	MFR-15
Density Range	
Minimum	10.00
Maximum	15.00
No. DU Proposed	84.00
No. DU Permitted	
Minimum	56.40
Maximum	84.60
Percentage of Maximum	99.29%

EXISTING R-O-W CALCULATION				
	LF	Width	SF	Acreage
	-		-	-
Crater Lake	321.00	30.00	9,630.00	0.22
Skypark	632.00	30.00	28,500.00	0.65
(Street Name)	-	-	-	-
			38,130.00	0.88

<sup>1</sup> Such as future ROW dedication, resource protection areas, common open space, other dedication areas, etc.



## **PUBLIC WORKS DEPARTMENT STAFF REPORT**

### **1971 Skypark Drive (TL 2300) 84-MFR Units – Creekside Village**

**Project:** Consideration of plans for a six-phase, multi-family development consisting of 14 buildings with six units each—a total of 84 dwelling units. (The proposed development is running concurrent with LDS-20-207 and CUP-20-208.) The property consists of a single parcel totaling 4.76 acres.

**Location:** Located at the corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive). The property is zoned MFR-15 (Multiple Family Residential, 15 dwelling units per gross acre), and is located within the Lone Pine Village PUD (371W18AA TL 2300).

**Applicant:** Applicant: Windy Creek LLC; Agent: Slaughter Consulting; Planner: Dustin Severs.

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**NOTE: The items listed here shall be completed and accepted prior to the respective issuances of permits and certificates:**

**Prior to issue of the first building permit, the following items shall be completed and accepted:**

- Submittal and approval of plans for site grading and drainage, and detention, if applicable.
- Completion of all public improvements, if required. The Applicant may provide security for 120% of the improvements prior to issuance of building permits. Construction plans for the improvements shall be approved by the Public Works Engineering Division prior to acceptance of security.
- Items A – D, unless noted otherwise.

**Prior to issue of Certificate-of-Occupancy for completed structures, the following items shall be completed and accepted:**

- Paving of all on-site parking and vehicle maneuvering areas
- Verification by the design Engineer that the stormwater quality and detention system was constructed per the approved plan, if applicable.
- Completion of all public improvements, if applicable.



## A. STREETS

### 1. Dedications

*Crater Lake Avenue and Skypark Drive are considered Legacy Streets per Medford Land Development Code (MLDC) 10.427(D). Proposed conditions of approval for land use actions which contain legacy streets shall be subject to review and recommendation by the City Engineer. The applicant shall be required to have a conference with the City Engineer prior to submitting land use applications containing legacy streets; the City Engineer shall produce a memorandum summarizing the meeting and legacy street standards that would apply to the land use application and this memorandum shall be submitted as an exhibit with the land use application. If a deviation from the City Engineer's recommendation is requested by the applicant, the applicant shall provide written findings (see criteria under MLDC 10.427(D)(1)(a-e).*

**Crater Lake Avenue** is classified as a Major Arterial street within the MLDC, Section 10.428 and requires a total right-of-way width of 100-feet. The developer shall dedicate for public right-of-way, sufficient width of land along the frontage of this development to comply with the half width of right-of-way for a Major Arterial street, which is 50-feet, unless otherwise recommended through the Legacy Street Memorandum. **The Developer's surveyor shall verify the amount of additional right-of-way required.**

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

**Skypark Drive** is classified as Standard Residential street within the MLDC, Section 10.430. The Developer shall dedicate for public right-of-way, sufficient width of land along the frontage to comply with the half width of right-of-way, which is 31.5-feet, unless otherwise recommended through the Legacy Street Memorandum. **The Developer's surveyor shall verify the amount of additional right-of-way required.**

In accordance with MLDC 10.471, **the property owner shall dedicate a 10-foot wide public utility easement (PUE)** adjacent to the right-of-way line along this Developments frontage.

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

prior to recordation by the applicant. Releases of interest shall be obtained by holders of trust deeds or mortgages on the right-of-way and PUE area.

## 2. Public Improvements

### a. Public Streets

**Crater Lake Avenue** – All street section improvements have been completed including pavement, curb and gutter, sidewalks and street lights. **No additional street improvements are required.**

**Skypark Drive** – All street section improvements have been completed including pavement, curb and gutter, partial sidewalks and partial street lights. **Street improvements are required, but are limited to a 5-foot sidewalk with planter strip, the street light noted below and to reconstruct the ADA ramp at the corner of Skypark Drive and Crater Lake Avenue.**

**NOTE:** All projects subject to Site Plan and Architectural Review shall be required per MLDC 10.501 (6), as a condition of approval, to repair all frontage sidewalks as determined by the Engineering Division. When attached as a condition of approval of a Site Plan and Architectural. Review application the sidewalk maintenance procedures set forth in Chapter 3, Section 3.025, Notice on Hearing of City Repair of Sidewalks, through 3.035, Notice of Sidewalk Repair, are hereby superseded.

### b. Street Lights and Signing

The Developer shall provide and install in compliance with Section 10.495 of the Medford Municipal Code (MMC). Based on the preliminary plan submitted, the following number of street lights and signage will be required:

Street Lighting – Developer Provided & Installed:

- A. 1 – Type R-150 LED (Skypark Drive)

**Note** - Power shall come out of existing pole #3505. Existing conduit would need to be spliced into with a new JB.

Traffic Signs and Devices – City Installed, paid by the Developer:

- A. None

Numbers are subject to change if changes are made to the plans. All street lights shall be installed per City standards and be shown on the public improvement plans. Public Works will provide preliminary street light locations upon request. All street lights shall be operating and turned on at the time of the final “walk through” inspection by the Public Works Department.

The Developer shall pay for City installed signage required by the development. City installed signs include, but are not limited to, street name signs, stop signs, speed signs,

school signs, dead end signs, and dead end barricades. Sign design and placement shall be per the Manual on Uniform Traffic Control Devices (MUTCD). All signs shall be shown on the public improvement plans and labeled as City installed.

The Developer shall be responsible for the preservation and re-installation of all signs removed during demolition and site preparation work. The Developer's contractor shall coordinate with the City of Medford Public Works, Maintenance and Operations Division to remove any existing signs and place new signs provided by Medford Public Works Department.

### **c. Pavement Moratoriums**

**There is a pavement cutting moratorium in effect along this frontage to Crater Lake Avenue, which is set to expire July 20<sup>th</sup>, 2025.** There is a no pavement cutting moratorium currently in effect along this developments frontage to Skypark Drive.

### **d. Access to Public Street System**

Driveways shall comply with MLDC 10.550.

Replace any unused driveway approaches with full height curb and gutter.

## **3. Section 10.668 Analysis**

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

### **10.668 Limitation of Exactions**

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

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

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

### **1. Nexus to a legitimate government purpose**

The purposes for these dedications and improvements are found throughout the

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

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

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

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

### **Crater Lake Avenue & Skypark Drive:**

The additional right-of-way on Crater Lake Avenue will provide the needed width for a future planter strip and sidewalk. Crater Lake Avenue is currently a 35 mile per hour facility, which currently carries approximately 14,900 vehicles per day. The planter strip moves pedestrians a safe distance from the edge of the roadway. Crater Lake Avenue will be the primary route for pedestrians traveling to and from this development.

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

The additional right-of-way on Skypark Drive will provide the needed width for a future planter strip and sidewalk. Skypark Drive is currently a 25 mile per hour facility, which currently carries approximately 900 vehicles per day. The planter strip moves pedestrians a safe distance from the edge of the roadway. Skypark Drive will be the primary route for pedestrians traveling to and from this development.

Local street right-of-way dedication and construction requirements identified by the Public

Works Department and required by the City are the minimum required to protect the public interest and are necessary for additional or densification of development in the City without detracting from the common good enjoyed by existing properties. Developments are required to provide all internal local streets and half-street improvements to abutting streets, including associated right-of-way dedications, to ensure that new development and density intensification provides the current level of urban services and adequate street circulation is maintained.

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

The additional street lighting on Skypark Drive will provide the needed illumination to meet current MLDC requirements.

## **B. SANITARY SEWERS**

The proposed development is situated within the Medford sewer service area. The Developer shall provide one separate individual service lateral to the site or ensure that the site is served by an individual service lateral. All unused laterals adjacent and stubbed to the development shall be capped at the main, PVC or lined laterals may be capped at the property line.

## **C. STORM DRAINAGE**

### **1. Drainage Plan**

A comprehensive drainage plan showing the entire project site with sufficient spot elevations to determine direction of runoff to the proposed drainage system, and also showing elevations on the proposed drainage system, shall be submitted with the first building permit application for approval.

The Developer shall provide copies of either a Joint Use Maintenance Agreement or a private stormdrain easement for any stormwater draining onto or from adjacent private property.

A Site/Utility Plan shall be submitted with the building permit application to show the location of existing or proposed stormdrain lateral/s for the site.

All private storm drain lines shall be located outside of the public right-of-way and/or any

public utility easements (PUE).

## **2. Grading**

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

## **3. Detention and Water Quality**

Stormwater quality and detention facilities shall be required in accordance with MLDC Section 10.481 and 10.729.

## **4. Verification**

Upon completion of the project, and prior to certificate of occupancy of the building, the Developer's design Engineer shall verify that the construction of the stormwater quality and detention system was constructed per plan. Verification shall be in writing and submitted to the Engineering Division of Public Works. Reference Rogue Valley Stormwater Quality Design Manual, Appendix I, Technical Requirements.

## **5. Erosion Prevention and Sediment Control**

All development that disturbs 5,000 square feet or greater shall require an Erosion Prevention and Sediment Control Plan. Developments that disturb one acre and greater shall require a 1200C permit from the Department of Environmental Quality (DEQ). Erosion Prevention and Sediment Control Plans shall be submitted to the Building Department with the project plans for development. All disturbed areas shall be covered with vegetation or properly stabilized prior to certificate of occupancy.

## **6. Flood Control Maintenance Condition**

The Developer shall provide flood control maintenance of Lone Pine Creek through the property.

## **D. GENERAL CONDITIONS**

### **1. Construction and Inspection**

The Developer or Developer's contractor shall obtain appropriate right-of-way permits from the Department of Public Works prior to commencing any work within the public right-of-way that is not included within the scope of work described within approved public

improvement plans.

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

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

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

## **2. Site Improvements**

All on-site parking and vehicle maneuvering areas related to this development shall be paved in accordance with MLDC, Section 10.746, prior to issuance of certificate of occupancy for any structures on the site. Curbs shall be constructed around the perimeter of all parking and maneuvering areas that are adjacent to landscaping or unpaved areas related to this site. Curbs may be deleted or curb cuts provided wherever pavement drains to a water quality facility.

## **3. System Development Charges (SDC)**

Buildings in this development are subject to system development charges (SDCs). All SDC fees shall be paid at the time individual building permits are issued.

Prepared by: Jodi K Cope

Reviewed by: Doug Burroughs

# SUMMARY CONDITIONS OF APPROVAL

## 1971 Skypark Drive (TL 2300)

### 84-MFR Units – Creekside Village

AC-20-205

#### A. Streets

##### 1. Street Dedications to the Public:

- **Crater Lake Avenue & Skypark Drive** – Dedicate additional right-of-way unless otherwise recommended through the Legacy Street Memorandum.
- Dedicate 10-foot Public Utility Easement (PUE) along the frontage.

##### 2. Improvements:

###### Public Streets

- **Crater Lake Avenue** – No improvements are required at this time.
- **Skypark Drive** – No improvements are required at this time, aside from sidewalks and streetlight.

###### Lighting and Signing

- Developer supplies and installs all street lights at own expense.

###### Access to Public Street System

- Driveways shall comply with MLDC 10.550.
- Replace any unused driveway approaches with full height curb and gutter.

###### Other

- **There is a pavement cutting moratorium in effect along this frontage to Crater Lake Avenue, which is set to expire July 20th, 2025.** There is a no pavement cutting moratorium currently in effect along this developments frontage to Skypark Drive.

#### B. Sanitary Sewer:

- Ensure or construct separate individual sanitary sewer connection.
- Cap remaining unused laterals at the main.

#### C. Storm Drainage:

- Provide a comprehensive grading and drainage plan.
- Provide water quality and detention facilities, calculations and O&M Manual.
- Provide engineers verification of stormwater facility construction.
- Provide copy of an approved Erosion Control Permit (1200C) from DEQ for this project.
- The Developer shall provide flood control maintenance of Lone Pine Creek through the property.
  
- = City Code Requirement
- = Discretionary recommendations/comments

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



## Medford Fire-Rescue Land Development Report

### Review/Project Information

**Reviewed By:** Fairrington, Tanner; Browning, Chase

**Review Date:** 8/12/2020  
**Meeting Date:** 8/19/2020

**LD File #:** AC20205      **Associated File #1:** LDS20207      **Associated File #2:** CUP20208

**Planner:** Dustin Severs

**Applicant:** Windy Creek LLC

**Site Name:** Creekside Village

**Project Location:** The corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive).

**ProjectDescription:** Consideration of plans for a six-phase, multi-family development consisting of 14 buildings with six units each—a total of 84 dwelling units. (The proposed development is running concurrent with LDS-20-207 and CUP-20-208.) The property consists of a single parcel totaling 4.76 acres, and is located at the corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive). The property is zoned MFR-15 (Multiple Family Residential, 15 dwelling units per gross acre), and is located within the Lone Pine Village PUD (371W18AA TL 2300)

### Specific Development Requirements for Access & Water Supply

Reference	Comments	<u>Conditions Description</u>
OFC 507.5		<p>When fire hydrants are required, the approved water supply for fire protection (hydrants) is required to be installed prior to construction when combustible material arrives at the site. In addition, blue reflective fire hydrant markers are required to be installed on the road surface to identify fire hydrant locations at night.</p> <p>Plans and specifications for fire hydrant system shall be submitted to Medford Fire-Rescue for review and approval prior to construction. Submittal shall include a copy of this review (OFC 501.3).</p>
OFC 507.5.1	<p>The spacing requirements of 507.5 would not be met with existing hydrant locations. Therefore, internal fire hydrants are required per Appendix C. Proposed locations appear to meet spacing requirements of Table C102.1; however, in accordance with footnote h, the location of the hydrant on the east side of the bridge shall be relocated to the location shown on the attached drawing.</p>	<p>Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 feet (122 m) from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.</p> <p>Exceptions:</p> <ol style="list-style-type: none"> <li>1. For Group R-3 and Group U occupancies, the distance requirement shall be 600 feet (183 m).</li> <li>2. For buildings equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2, the distance requirement shall be 600 feet (183 m).</li> </ol> <p>The approved water supply for fire protection (hydrants) is required to be installed prior to construction when combustible material arrives at the site.</p> <p>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).</p>



OFC B105.2	See exceptions for fire flow reductions based on installation of automatic sprinkler systems.	<p>The minimum fire flow and flow duration for buildings other than one- and two-family dwellings, Group R-3 and Group R-4 buildings and townhouses shall be as specified in Table B105.2 and B105.1(2).</p> <p>Exception: A reduction in required fire flow of up to 75 percent, as approved, is allowed when the building is provided with an approved automatic sprinkler system installed in accordance with NFPA 13 or NFPA 13R (See Table B105.2). The resulting fire flow shall not be less than 1,000 gpm for NFPA 13 systems, and not less than 1,500 gpm for NFPA 13R systems for the prescribed duration as specified in Table B 105.1(2).</p> <p>B104.3 Type IA and Type IB construction. The fire-flow calculation area of buildings constructed of Type IA and Type IB construction shall be the area of the three largest successive floors. Exception: Fire-flow calculation area for open parking garages shall be determined by the area of the largest floor.</p> <p>B105.3 Water supply for buildings equipped with an automatic sprinkler system. For buildings equipped with an approved automatic sprinkler system, the water supply shall be capable of providing the greater of:</p> <ol style="list-style-type: none"> <li>1. The automatic sprinkler system demand, including hose stream allowance.</li> <li>2. The required fire flow.</li> </ol>
OFC 912.2	Fire Department Connections (FDC's) are required to be provided within 75 ft. of Hydrants. Remote FDC's are required, and a single FDC may serve multiple buildings.	<p>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.).</p>
OFC 503.1.1	Requirement appears to be met.	<p>Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3 (See Appendix D).</p> <p>Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.</p> <p>Exception: The fire code official is authorized to modify Sections 503.1 and 503.2 where any of the following applies:</p> <ol style="list-style-type: none"> <li>1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3.</li> <li>2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.</li> <li>3. There are not more than two Group R-3 or Group U occupancies (OFC 503.1.1).</li> </ol>

OFC 503.2.1 Requirements shall be met, including providing vertical clearance and required width at trees.  
  
Structural soil for trees shall be designed to support fire apparatus loads.

Fire apparatus access roads and fire lanes shall have an unobstructed width of not less than 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches. The required width of a fire apparatus access road or fire lane 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 or fire lane shall be constructed as asphalt, concrete or other approved all-weather driving surface capable of supporting the imposed load of fire apparatus weighing up to 75,000 pounds. (See also OFC 503.4; D102.1)

The turning radius on fire department access roads and fire lanes shall meet the following Medford Fire Department requirements:

Minimum Inside Turning Radius: 25 feet

Minimum Outside Turning Radius: 35 feet

(OFC 503.2.4)

OFC 503.2.5 Fire Apparatus Access design appears to generally meet requirements with a few exceptions:  
- A minimum of 26 ft of width shall be provided at hydrants (see Figure D103.1 for the minimum clearance around a hydrant).  
- Without a turnaround, the dead end access would need to meet the requirements of Table D103.4 for a length of 501 to 570 ft. The current access width and configuration may be approved as long as the turning can be shown to meet the requirements of our apparatus.

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

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

### Construction General Information/Requirements

Development shall comply with access and water supply requirements in accordance with the Oregon 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 (fire 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 information provided only.

Design and installation shall meet the Oregon requirements of the International Fire, Building, Mechanical Codes and applicable NFPA Standards.

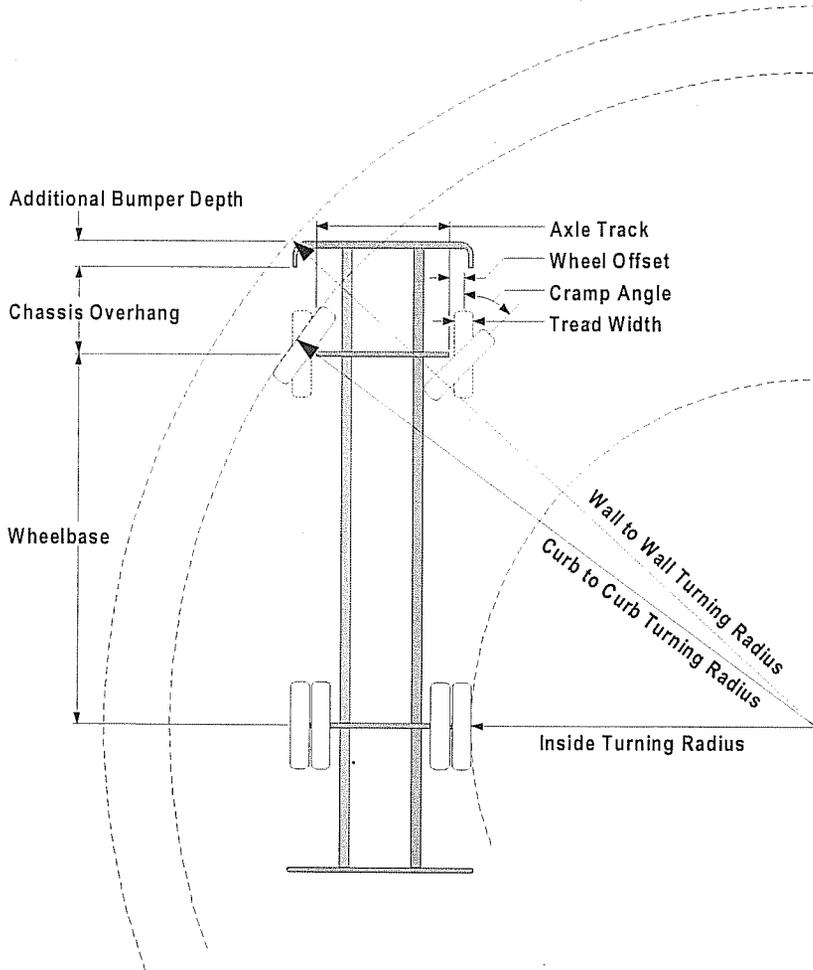
**Medford Fire-Rescue, 200 S Ivy St. Rm 180, Medford OR 97501 541-774-2300**

[www.medfordfirerescue.org](http://www.medfordfirerescue.org)



# Turning Performance Analysis

10/17/2007



### Parameters:

Inside Cramp Angle:	45.00 °
Axle Track:	81.92 in.
Wheel Offset:	5.25 in.
Tread Width:	16.60 in.
Chassis Overhang:	65.99 in.
Additional Bumper Depth:	7.00 in.
Front Overhang:	147.60 in.
Wheelbase:	256.00 in.

### Calculated Turning Radii:

Inside Turn:	20 ft. 2 in.
Curb to Curb:	36 ft. 5 in.
Wall to Wall:	44 ft. 7 in.

### Comments:

Aerial Application  
City of Medford, Oregon

Components	PRIDE #	Description
Front Tires	0078244	Tires, Michelin, 425/65R22.50 20 ply XZY 3 tread
Chassis	0070220	Dash-2000, Chassis, PAP/SkyArm/Midmount
Front Bumper	0032230	Bumper, Non-extended, Sab/DLX/Enf/AXT
Aerial Device	0022160	Aerial, 100' Pierce Platform

### Notes:

Actual Inside Cramp Angle may be less due to highly specialized options.

Curb to Curb turning radius calculated for a 9.00 inch curb.

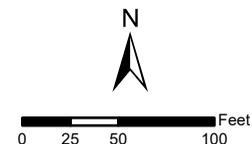


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**Definitions:**

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Inside Cramp Angle	Maximum turning angle of the front inside tire.
Axle Track	King-pin to king-pin distance of the front axle.
Wheel Offset	Offset from the center-line of the wheel to the king-pin.
Tread Width	Width of the tire tread.
Chassis Overhang	Distance from the center-line of the front axle to the front edge of the cab. This does not include the bumper depth.
Additional Bumper Depth	Depth that the bumper assembly adds to the front overhang.
Wheelbase	Distance between the center lines of the vehicle's front and rear axles.
Inside Turning Radius	Radius of the smallest circle around which the vehicle can turn.
Curb to Curb Turning Radius	Radius of the smallest circle inside of which the vehicle's tires can turn. This measurement assumes a curb height of 9 inches.
Wall to Wall Turning Radius	Radius of the smallest circle inside of which the entire vehicle can turn. This measurement takes into account any front overhang due to the chassis, bumper extensions and/or aerial devices.



**Water Facility Map**  
for  
**AC-20-205**  
**LDS-20-207**  
**CUP-20-208**

**Medford, OR.**  
**August 8, 2020**

**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
- Active Main w/ Easement
- - - Abandoned Main
- Reservoir Drain Pipe
- Pressure Zone Line

**Boundaries:**

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

**MWC Facilities:**

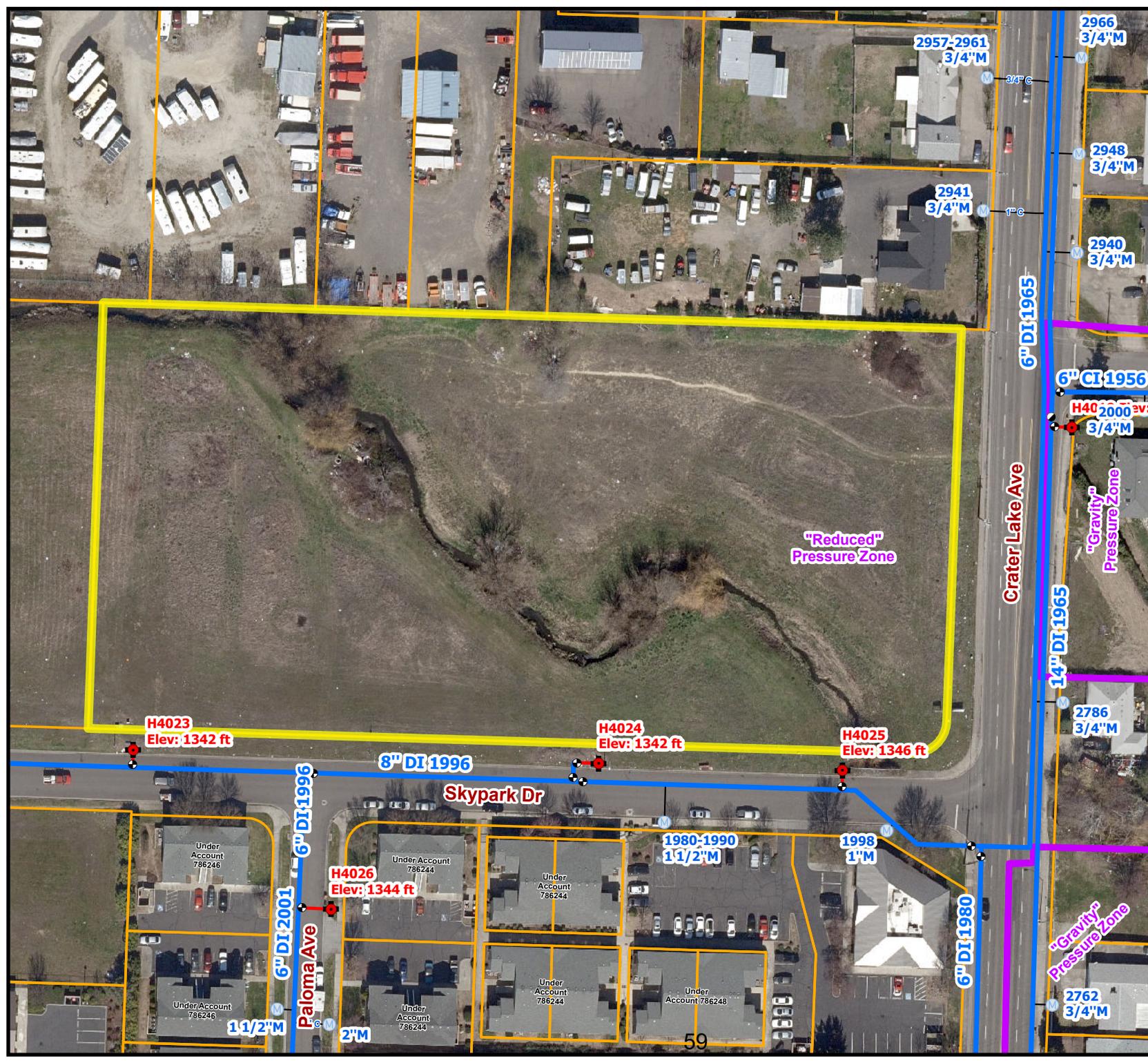
- C** Control Station
- P** Pump Station
- R** Reservoir



This map is based on a digital database compiled by Medford Water Commission from a variety of sources. Medford Water Commission cannot accept responsibility for errors, omissions, or positional accuracy. There are no warranties, expressed or implied.

Date: 8/6/2020

Path: R:\Department\GIS\MapDoc\B\MWD.mxd





## Staff Memo

**TO:** Planning Department, City of Medford

**FROM:** Brian Runyen, P.E.(TX), Water Commission Staff Engineer

**SUBJECT:** AC-20-205 & LDS-20-207 / CUP-20-208

**PARCEL ID:** 371W18AA TL 2300

**PROJECT:** **AC-20-205** Consideration of plans for a six-phase, multi-family development consisting of 14 buildings with six units each—a total of 84 dwelling units. (The proposed development is running concurrent with LDS-20-207 and CUP-20-208.)

**LDS-20-207 / CUP-20-208** Consideration of tentative plat approval for a six-lot subdivision, along with a request for Conditional Use Permit in order to construct a driveway crossing, as well as locate a multi-use path and drainage facilities within the riparian corridor of Lone Pine Creek. (The proposed requests are running concurrent with AC-20-205, a proposed 84-unit multi-family development.)

The property consists of a single parcel totaling 4.76 acres, and is located at the corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive). The property is zoned MFR-15 (Multiple Family Residential, 15 dwelling units per gross acre), and located within the Lone Pine Village PUD (371W18AA TL 2300).

Applicant: Windy Creek LLC; Agent: Slaughter Consulting; Planner: Dustin Severs.

**MEMO DATE:** August 7, 2020

**LAND DEVELOPMENT COMMITTEE DATE:** August 19, 2020

I have reviewed the above project application as requested. Comments and Conditions for approval are as follows:

### COMMENTS

1. Off-site water line installation is required (connections to existing water lines).
2. On-site water line installation is required.
3. This proposed subdivision falls within MWC's Zone "Reduced" Pressure Zone.
4. Static pressure is expected to be approximately 66 psi.
5. MWC metered water service does NOT exist to this property.



**EXHIBIT**  
**L**

Page 1 of 2

200 S. Ivy Street, Room 177  
Medford, Oregon 97501  
Phone (541) 774-2430

www.medfordwater.org  
water@medfordwater.org  
Fax (541) 774-2555

6. Access to MWC water lines is available. There is an 8-inch water line in Sky Park Drive as well as a 6-inch water line in Crater Lake Drive. An additional 14-inch water line is in Crater Lake Drive but is in the "Gravity" Pressure Zone and does not serve this property.

#### **CONDITIONS**

1. The water facility planning/design/construction process will be done in accordance with the Medford Water Commission (MWC) "Regulations Governing Water Service" and "Standards For Water Facilities/Fire Protection Systems/Backflow Prevention Devices."
2. The applicant's Civil Engineer shall coordinate with MWC engineering Staff for approval of water facility plans. Expect additional Comments and Conditions once plans are available for review.
3. 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.
4. Installation of an Oregon Health Authority 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 assembly tester. See MWC website for list of certified testers at the following web link <http://www.medfordwater.org/Page.asp?NavID=35> .
5. Installation of an 8-inch water line will be required thru the site connecting to the existing 8-inch water line in Sky Park Drive and the existing 6-inch water line in Crater Lake Drive.
6. Creek crossing of proposed water line shall be cased per MWC Standards.
7. "Dead-End" waterlines are not allowed to maintain water quality. All proposed water lines are required to be looped. If a water line cannot be looped, then the installation of a "Fire Hydrant" or "Auto Flusher" will be required on "dead end" water lines
8. The applicants Civil Engineer shall coordinate with Medford Fire Department for approved fire hydrant locations.
9. 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. Between buildings the easement width shall be 15 foot wide (minimum) with hardscape cover. No landscaping will be allowed over the easement. Easements shall be submitted to MWC for review and recordation prior to construction.
10. A "Summer" fire hydrant "flow test" is required for any proposed design of sprinkler systems for the new buildings. (A Summer "flow test" shall be obtained between the months of July thru September). Coordinate with MWC for fire hydrant flow testing for design of Sprinkler System.

*-END CONDITIONS-*



# Oregon

Kate Brown, Governor

## Department of Fish and Wildlife

Rogue Watershed District Office

1495 East Gregory Road

Central Point, OR 97502

(541) 826-8774

Fax (541) 826-8776

RE: Development of T.37S-R.1W-S.18AA, Tax lot 2300 and Lone Pine Creek

Dear Planning Commission,

Thank you for providing the opportunity for the Oregon Department of Fish and Wildlife (ODFW) to review and comment on the proposed reductions to the Riparian Protection Corridor on Lone Pine Creek, necessary in the application of a Conditional Use Permit for the City of Medford's developmental services process. It is policy of the state of Oregon to manage fish and wildlife to prevent serious depletion of indigenous species and to provide the optimum recreational and aesthetic benefits for present and future generations of the citizens of this state (ORS 496.012). In accordance with our mission, ODFW offers the following comments and recommendations regarding the development of the 4.76-acre parcel located at 1971 Skypark Drive in Medford (tax lot T.37S-R.1W-S.18AA, Tax lot 2300) for submittal in the record for the Jackson County Planning Commission Hearing on September 18, 2020.

ODFW considers Lone Pine Creek through this property and continuing upstream as adult summer Steelhead spawning and juvenile Steelhead rearing habitat. Rogue summer Steelhead are designated by ODFW as a Sensitive Species, due to significant anthropogenic degradation of their habitat. Through the property, Lone Pine Creek is also designated as Essential Salmonid Habitat (<https://www.oregon.gov/dsl/Pages/Maps.aspx>), by the Oregon Department of State Lands (DSL). The City of Medford's Riparian 50 foot riparian protection corridor (Section 10.920-10.928) applies to Lone Pine Creek, which provide for the functions and values necessary for habitat to support this sensitive species, as well as a host of other indigenous species to the region.

With increasingly erratic weather and the compounding effect of how development has been implemented in this urban watershed, adequate setbacks are needed not only to protect stream function and fish habitat, but also to protect new development from flooding and the risk of severe erosion. ODFW would concur with the sentence in the Finding of Fact, submitted by the applicant (Page 3, paragraph 3): "*As the creek meanders and does not run in a straight line, the creek and associated riparian corridor have an even great impact on the developability of the property*". However, ODFW would disagree that the proposed setback reductions are the solution to this problem.

This tax lot is one of the last undeveloped parcels along Lone Pine Creek. Most of Lone Pine Creek and its tributaries upstream of the proposed development have seen extensive housing development allowed very close to the creek. ODFW is aware of numerous complaints and concerns of flooding along adjacent properties on tributaries to Bear Creek, and requests for



**EXHIBIT**  
**M**

cutting of much needed riparian vegetation and bank stabilization projects are a constant story on urbanized watersheds, where development is allowed too closely to streams.

Recommendations:

ODFW has concerns regarding the proposal to reduce the protections afforded by the 50 foot setback, to a 25 foot buffer. ODFW encourages maintaining the setback of 50' where at all possible to provide the necessary functions for riparian habitat to support Oregon's fish and wildlife. Any reductions are subject to requirements set forth in the City of Medford's Riparian Protection corridor land use codes (10.920-10.928), adopted June 1, 2000 by ordinance 1999-215.

Per the City of Medford's Riparian Protection Ordinance, any reduction in the riparian setback should result in equal or better protection to the creek (10.927) and plans submitted to ODFW for recommendation (10.925).

- Any removal of vegetation adjacent to Lone Pine Creek must be mitigated for through a Riparian Landscape management plan. To date, ODFW has not reviewed any such landscape plan, but is available to provide technical assistance and recommendations to the City of Medford and the Applicant. ODFW was last in contact with an agent of the existing landowner in late May 2020, but no agreements or further discussion have been made.
- ODFW recommends that the stream crossing or any other development should avoid the removal of any large established trees adjacent to Lone Pine Creek. This includes construction of pathways, parking lots, stormwater detention, buildings or trash receptacles.

ODFW does not support a blanket reduction of 50 feet to 25 feet riparian protections. Should a partial setback reduction be granted:

- ODFW concurs with the findings of fact that any stormwater detention pond is to be located outside any reduced setback. ODFW would urge the City to require that construction of any stormwater detention basin be outside of the existing 50 foot setback.
- ODFW supports the need of a creek crossing as the City's Partition Plat P-18-1998, does not allow for vehicular access from Crater Lake Avenue, onto the parcel.
- Serious consideration of where the existing creek meanders are located in relation to where permanent structures are to be constructed needs to be made. A permanent building structure, parking lot or stormwater detention pond directly in line with a creek bend or meander is a recipe for further impacts to creek should emergency fill be needed.

Any stream crossing are subject to ODFW's fish passage criteria (635-412-0035). ODFW would recommend the applicant avoid crossing the creek with utility lines, especially if the lines are to be buried below the stream bed. If crossing the stream, this would all be subject to fish passage criteria.

- Depending on stream crossing design, the Department of State Lands may need to be notified as well, as Lone Pine Creek is designated as Essential Salmonid Habitat, and any work within the bed and banks of Lone Pine Creek will need to meet their regulatory requirements.

- To date, ODFW nor DSL has not seen any such mitigation plan for enhancing the bed or banks of Lone Pine Creek, which depending on the extent of setback reduction, may serve as suitable mitigation for any setback reduction.

Thank you for the opportunity to comment on the proposed development.



Ryan Battleson, Assistant District Fish Biologist  
Oregon department of Fish and Wildlife  
Rogue Watershed District  
541-826-8774 ext. 226  
Ryan.d.battleson@state.or.us



**WINKELMAN-BRUCE & TRUAX, LLP**

Certified Public Accountants

**RECEIVED**

**AUG 27 2020**

**PLANNING DEPT.**

August 24, 2020

Medford Planning Commission  
c/o Kelly Evans  
411 W. 8<sup>th</sup> Street  
Medford, OR 97501

Re: File No LDS-20-207 / CUP-20-208  
1971 Skypark Drive

We are not opposed to the development listed above.

However, we would like to point out that Skypark has become a frequented thoroughfare between Crater Lake Highway and Crater Lake Avenue. As a result we would like to respectfully request that on-street parking be disallowed on Skypark Drive on one side of the street, preferably on the North side of the street. This would also provide residents of the development a clear view to oncoming traffic when exiting the complex. Due to the number of vehicles that stack up to make the turn onto Crater Lake Avenue, we request parking on the South side of the street be disallowed the last few feet leading to the corner of Skypark Drive and Crater Lake Avenue. Doing so allows Crater Lake Avenue traffic more space to turn onto Skypark.

Being neighbors with America's Best Kids (1914 Skypark Drive) for several years, we have noted the congestion that takes place on Skypark Drive when parking is allowed on both sides of the street. With the various programs ABK has, adults and children are frequently crossing the street in the middle of the block. We would expect something similar to happen with the new development. Please note America's Best Kids does provide parking, however, many of the families still prefer street parking. Again, we believe parking on one side of the street would provide a clearer view to oncoming traffic as a safety consideration.

Thank you for your consideration of this matter. Should you have any questions or comments, please feel free to contact us.

Sincerely,

Lisa Winkelman Bruce, CPA  
Winkelman-Bruce & Truax, LLP



**EXHIBIT  
N**

## MEMORANDUM

**To:** Dustin Severs, Planner III  
**From:** Liz Conner, CFM, Planner II  
**Date:** September 2, 2020  
**Subject:** LDS-20-207/CUP-20-208/AC-20-205 Creekside Village

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### PROJECT DESCRIPTION

Consideration of tentative plat approval for a six-lot subdivision, along with a request for Conditional Use Permit in order to construct a driveway crossing, as well as locate a multi-use path and drainage facilities within the riparian corridor of Lone Pine Creek. (The proposed requests are running concurrent with AC-20-205, a proposed 84-unit multi-family development.) The property consists of a single parcel totaling 4.76 acres, and is located at the corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive 371W18AA TL 2300).

### SITE CHARACTERISTICS

- MFR-15 (Multi Family Residential, 15 dwelling units per gross acre)
- 1% Special Flood Hazard Area (SFHA) with Base Flood Elevation (BFE) and floodway on subject property
- FIRM panel 41029C 1976F effective May 3, 2011
- LOMR 15-10-0236X Effective June 4, 2015

### FLOODPLAIN COMMENTS

The property is currently within a mapped AE zone with Base Flood Elevations and designated floodway. Per the National Flood Insurance Program Regulations, any vertical structures and utilities shall comply with 44 CFR 60.3(a),(b), (c) and (d) and MMC Chapter 13. When possible it is advised that development is arranged outside of the floodway and SFHA.

The Medford Floodplain regulations are found in Chapter 13 of the Municipal Code. The sections pertaining to areas of special flood hazard with Base Flood Elevations (BFE) and floodway need to be reviewed and adhered to specifically, along with other relevant sections.

A Floodplain Development Permit is required prior to development in the Special Flood Hazard Areas. Development is broadly defined and includes, but is not limited to, grading, filling, paving, and construction of buildings and bridges.

Future tentative plans shall identify the special flood hazard areas. Structures shall be constructed a minimum of one-foot above the BFE.

The proposed vehicular crossing shall adhere to Chapter 13 development within the floodway if it is placed within the mapped floodway. A no-rise certification is required for all development within the floodway.

Existing and proposed grades shall be provided and the effect of this earth movement on the floodplain shall be described in a narrative.

#### **FLOODPLAIN PERMIT**

Submit a floodplain development application and fee along with submittal requirements identified in Chapter 13. An Elevation Certificate (EC) is required with the submittal of building permits for new commercial/residential structures located in the special flood hazard area (one at the time of building permit submittal, one during construction, and one prior to certificate of occupancy).

Submit copies of all necessary permits from other governmental agencies from which approval is required prior to start of construction.

Construction shall be in compliance with applicable building and fire codes and floodplain regulations.

#### **ADDITIONAL DATA & LOMA**

It is recommended that before construction begins that a Letter of Map Revision is obtained for the construction site if possible. A 477LOMR will effectively change where the SFHA is mapped on the property and may allow construction to not be required to develop in accordance with MMC Chapter 13.

It is advised to work with a surveyor or engineer to complete the submittal requirements. Lenders may require floodplain insurance for all development within the SFHA. A LOMR could potentially remove all requirements for flood insurance.

The applicant has submitted a LOMR for review to the City of Medford and is in the process to submit new technical data to FEMA for review.

#### **CONDITIONS OF APPROVAL**

**Prior to issuance of a permit for the crossing at Lone Pine Creek the following shall apply;**

1. A floodplain development permit shall be approved.
  - a. No-Rise Certification if work is determined to be in the floodway.
    - i. Construction Plans designed in accordance with Chapter 13.

**Prior to issuance of a permit for vertical construction of structures the following shall apply;**

2. A floodplain development permit shall be approved.
  - a. Elevation Certificates shall be submitted
    - i. Pre-Construction Elevation Certificate
  - b. Construction Plans designed in accordance with Chapter 13.

**Prior to issuance of Final Certificate of Occupancy the following shall apply;**

3. A final LOMR determination from FEMA shall be made, or provide evidence that the structures are floodproofed up to the BFE or elevated above the BFE in accordance with Chapter 13 (please submit finished construction elevation certificate).



# MEDFORD

PARKS, RECREATION AND FACILITIES

TO: Dustin Severs – Planning Department  
FROM: Haley Cox – Parks Planner  
SUBJECT: Creekside Village Subdivision  
DATE: September 3, 2020

---

The Parks Department has reviewed the Creekside Village Subdivision application and has the following comments:

As noted in the application, the Leisure Services Plan indicates a shared-use pathway along Lone Pine Creek, which roughly bisects this property. The applicant has proposed to install a soft-surface trail in this riparian corridor/creek easement, which is appropriate in this location where there are no paved pathway connections. The pathway and riparian plantings will be installed and maintained by the property owner.

Landscaping plans within the riparian corridor shall be approved by ODFW prior to installation.

City of Medford

701 North Columbus, Medford, OR 97501  
cityofmedford.org

541-774-2400



**EXHIBIT**  
**P**

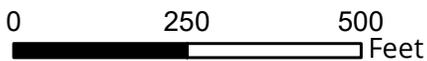


Project Name:

**Creekside Village**

Map/Taxlot:

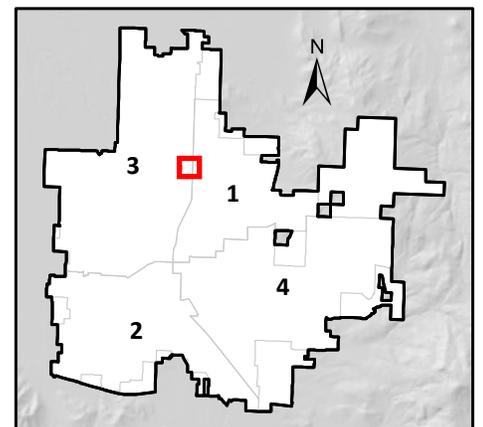
**371W18AA TL 2300**



**Legend**

-  Subject Area
-  Tax Lots

7/22/2020



# STAFF REPORT

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

**Project** Ritchie Trucking  
Applicant and Agent: JB Steel, Inc.

**File no.** AC-20-226

**To** Site Plan and Architectural Review Commission *for 10/02/2020 hearing*

**From** Steffen Roennfeldt, Planner III

**Reviewer** Kelly Evans, Assistant Planning Director

**Date** September 25, 2020

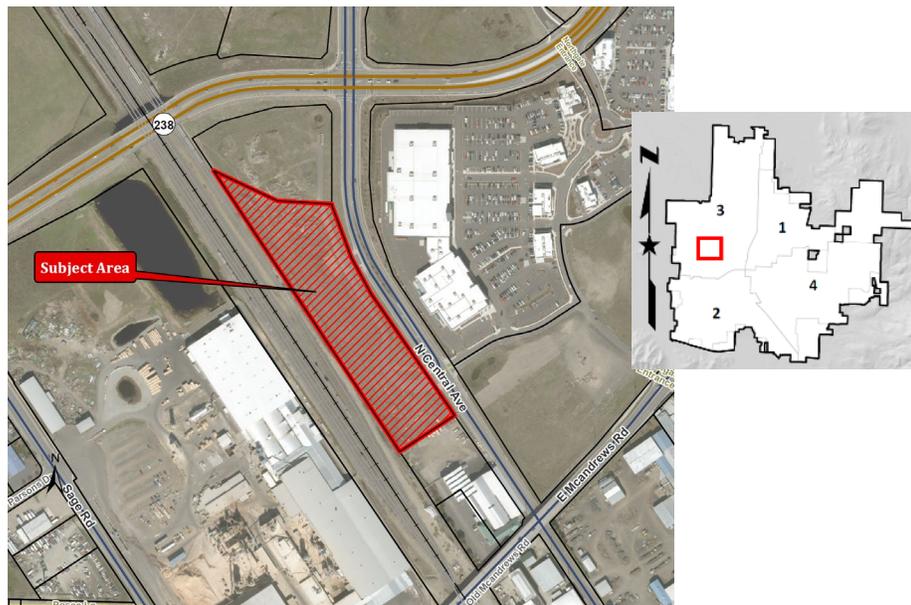
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## BACKGROUND

### Proposal

Consideration of a proposal for an approximately 23,000 square foot single story trucking warehouse on a 1.54 acre parcel located at 1567 N Central Avenue in the General Industrial (I-G) zoning district (372W24701).

### Vicinity Map



## Subject Site Characteristics

GLUP	HI	Heavy Industrial
Zoning	I-G	General Industrial
Overlay	AC	Airport Area of Concern
Use	Vacant	

## Surrounding Site Characteristics

<i>North</i>	Zone:	I-G & I-L (Light Industrial)
	Use:	Vacant
<i>South</i>	Zone:	I-H (Heavy Industrial)
	Use:	Timber Products
<i>East</i>	Zone:	C-R (Regional Commercial)
	Use:	Northgate Commercial development
<i>West</i>	Zone:	GI (Jackson County General Industrial Zoning)
	Use:	Timber Products

## Related Projects

LDP-08-025	Two-lot Partition
ZC-08-026	Zone Change from County Zoning to General Industrial
PLA-20-097	Property Line Adjustment
LDP-20-183	Land Partition

## Applicable Criteria

Medford Municipal Code §10. 200(E)(1) – Site Plan & Architectural Review Criteria

*(E) Site Plan and Architectural Review Approval Criteria (Type II & III).*

*(1) The Site Plan and Architectural Commission, SPAC – Type III Review, shall approve a site plan and architectural review application for a commercial or industrial development, if it can find that the proposed development conforms, or can be made to conform through the imposition of conditions, with the following criteria:*

*(a) The proposed development is compatible with uses and development that exist on adjacent land, and*

*(b) The proposed development complies with the applicable provisions of all city ordinances or the Site Plan and Architectural Commission has approved (an) exception(s) as provided in Section 10.186.*

## Approval Authority

This is a Type III land use decision. The Site Plan & Architectural Commission is the approving authority under MLDC 10.108(1).

## Corporate Names

Scott Stritenberg is listed as the Registered Agent for JB Steel, Inc. according to the Oregon Secretary of State Business Registry. Robert Batzer is listed as the President and Richard Batzer is listed as the Secretary.

## ISSUES AND ANALYSIS

### Background

A consolidated application for a two-lot land division and zone change from Jackson County zoning to the City's General Industrial (I-G) zone was approved in April of 2008.

### Current Proposal

#### *Land Partition*

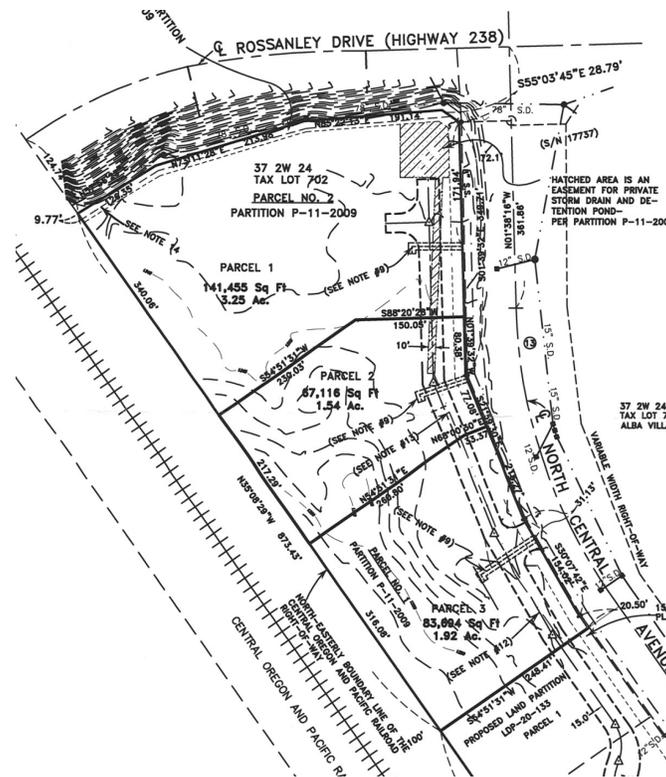


Figure 1 - LDP-20-183

The subject site is shown as Parcel 2 above. Land Partition application LDP-20-183 received tentative plat approval earlier this year.

At the time this staff report was prepared, final plat for the subject site had not yet been received. However, as the proposed development does meet all applicable site development standards within the existing parcel, the recordation of the final plat for the partition is not necessary and, therefore, was not included as a condition of approval.

*Proposed Building*



*Figure 2 - Proposed Trucking Warehouse*

The proposed development consists of a 23,048 square foot, single-story trucking facility. Apart from the trucking warehouse, the development will include an office area, break room, conference room, and bathrooms.

The site is served by a 24-foot wide private road extending to the subject site from North Central Avenue.

**Development Standards**

**Site Development Table**

<b>I-G</b>	<b>Allowed/Required</b>	<b>Proposed</b>
<b>Height</b>	85 feet	22 feet
<b>Lot Coverage</b>	90%	20.3% (proposed partition)
<b>Setback (front)</b>	10 feet	100+ feet

<b>Setback (rear and side yards)</b>	1 foot	20' (west – proposed partition) 20' (east – proposed partition) 10' (south)
<b>Minimum Lot Area</b>	10,000 square feet	67,167 (proposed)
<b>Minimum Lot Width</b>	70 feet	300+' (proposed)
<b>Minimum Lot Depth</b>	100 feet	150+' (proposed)
<b>Minimum Lot Frontage</b>	70 feet	150' (proposed)

As shown in the Site Development Table above, it can be found that the proposed building identified on the submitted site plan, meets the bulk standards for the I-G zoning district as found in Article V of the Medford Land Development Code for the existing parcel dimensions, as well as the proposed parcel.

### Parking

**Parking Table (MLDC 10.743-751)**

	<b>Required</b>	<b>Provided</b>
<b>Vehicle Spaces</b>	13	24
<b>Bicycle Spaces</b>	5	5

The submitted site plan shows a total of 24 parking stalls, meeting the minimum required as per MLDC 10.743(1). The site plan also shows the requisite number of handicap spaces and bicycle spaces, as per MLDC 10.746(8)(a) and 10.748, respectively.

Parking Area Planters per MLDC 10.746(3) are not required as the amount of provided parking stalls does not exceed 24 spaces.

### Landscaping

**Frontage Landscaping (MLDC 10.797)**

	<b>Required</b>	<b>Shown</b>
<b>Trees</b>	5	5
<b>Shrubs</b>	23	23+

The applicant's submitted landscape plan (Exhibit F) shows landscaping along the site's frontage (157 feet) with the existing private street, meeting the minimum required number of trees and shrubs.

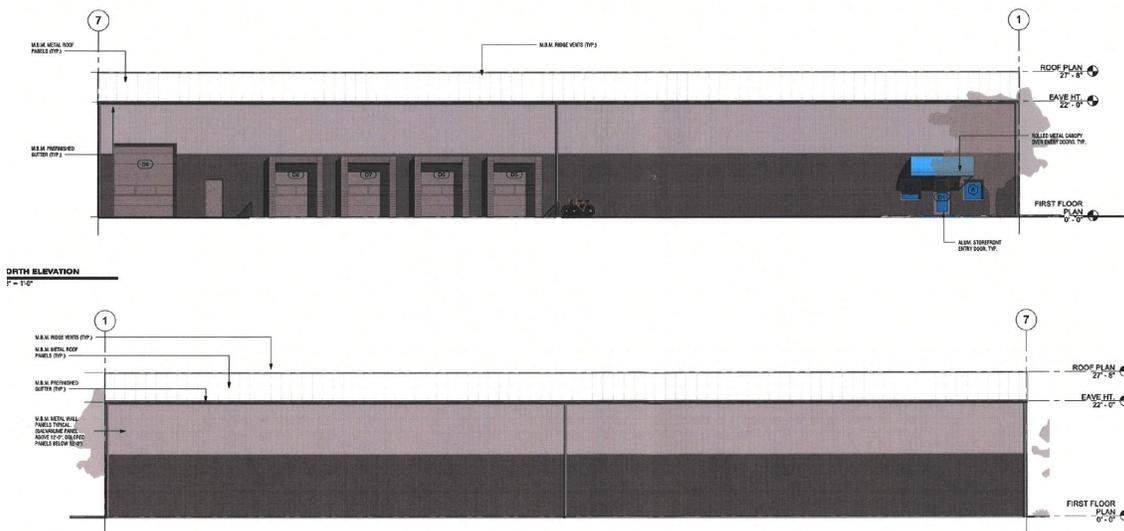
## Concealments

### *Trash Enclosure (MLDC 10.781)*

The applicant's site plan shows a trash enclosure located at the northwest corner of the building, and the submitted findings state that a CMU wall is proposed to screen trash dumpster.

Proposal meets Code requirements, as per MLDC 10.781.

## Architecture



Per the applicant's findings, *the structure will consist of a pre-engineered metal building with an automatic fire-sprinkler system. The architectural composition of the proposed building mass has been articulated in a manner intended to mitigate the perceived mass of the structure and yet retain industrial character. A variety of architectural elements and exterior finish materials are intended to 'soften' the presence of the structure and to contribute appropriately to the surrounding architectural context. Primarily, the mass of the structure is visually softened using two colors of metal wall panels.*

## **Other Agency Comments**

### *Rogue Valley Sewer Services (RVSS)*

The subject property is within RVSS service area. No comments were submitted by the time this staff report was published.

### *Oregon Department of State Lands (DSL) (Exhibit M)*

The DSL responded to a Wetlands Land Use Notification (WLUN) by staff with a WLUN Response form. The response states that the proposed project does not appear to impact jurisdictional wetlands, waterways, or other waters of the state.

## **Committee Comments**

No comments were received from committees such as BPAC.

No other issues were identified by staff.

## **FINDINGS OF FACT**

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

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

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

The Commission can find that the proposal can be made to comply with the applicable provisions of the Code with the imposition of conditions of approval contained in Exhibit A. This criterion is satisfied.

## **FINDINGS AND CONCLUSIONS**

Staff has reviewed the applicant's findings and conclusions (Exhibit G) and recommends the Commission adopt the findings as recommended by staff.

## **RECOMMENDED ACTION**

Adopt the findings as recommended by staff and direct staff to prepare the final order for approval of AC-20-226 per the staff report dated September 25, 2020, including Exhibits A through M.

## **EXHIBITS**

- A Conditions of Approval, dated September 25, 2020
- B Info & Site Plan, received July 28, 2020
- C Floor Plan, received July 28, 2020
- D Roof Plan, received July 28, 2020
- E Elevations, received July 28, 2020
- F Landscape Plan, received July 28, 2020
- G Applicant's Findings and Conclusions, received July 28, 2020
- H Public Works Report, dated September 9, 2020
- I Building Department Memo, dated September 8, 2020
- J Fire Department Memo, dated September 8, 2020
- K Medford Water Commission Memo, dated August 27, 2020
- L Landscape and Irrigation Information
- M Wetland Land Use Notice Response, dated September 18, 2020  
Vicinity map

## **SITE PLAN AND ARCHITECTURAL COMMISSION AGENDA: OCTOBER 2, 2020**

## **EXHIBIT A**

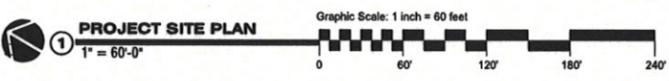
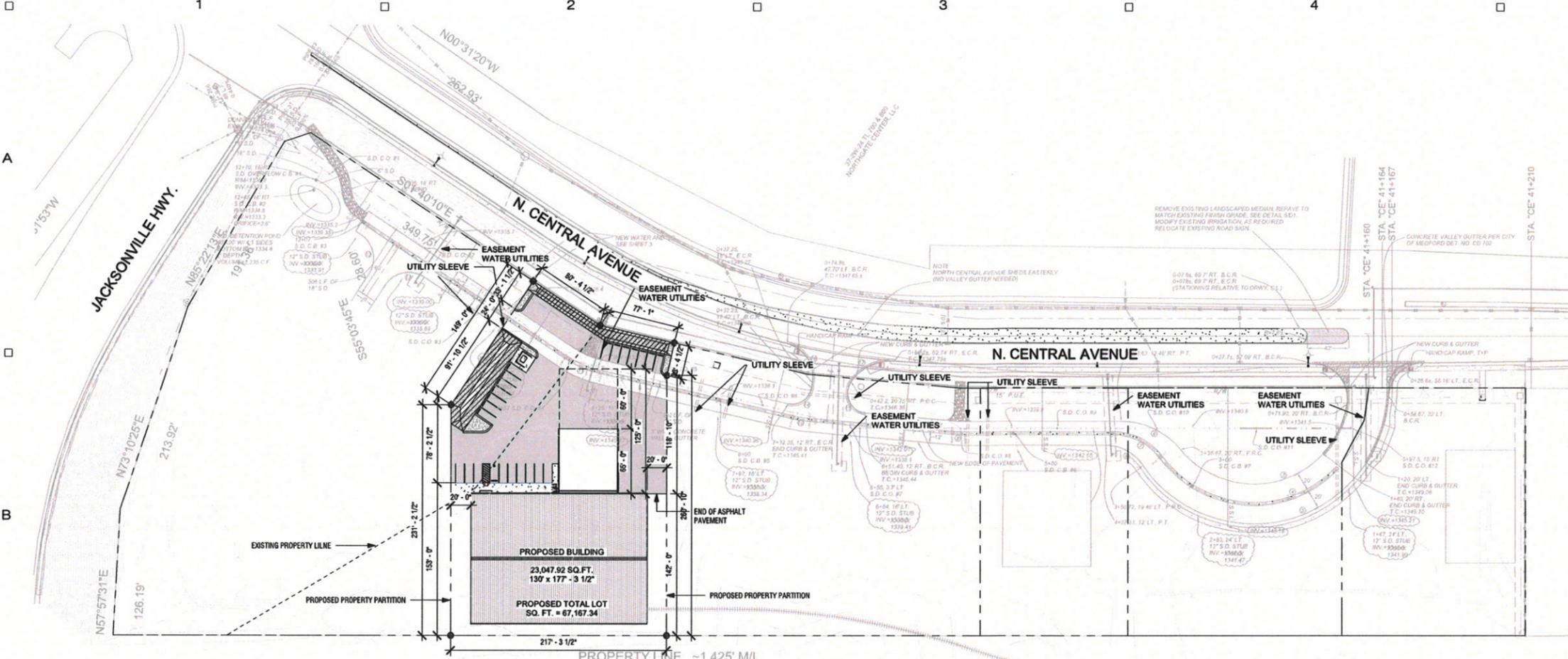
Ritchie Trucking  
AC-20-226  
Conditions of Approval  
September 25, 2020

### **CODE REQUIRED CONDITIONS**

Prior to the issuance of a building permit for vertical construction, the applicant shall:

1. Comply with all conditions stipulated by the Public Works Department (Exhibit H).
2. Comply with all conditions stipulated by the Medford Water Commission (Exhibit K).
3. Comply with all requirements of the Medford Fire Department (Exhibit J).

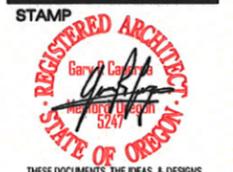




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 W:\Design Projects\00-CURRENT PROJECTS\Dave Ellis at Black Silver\Ritchie Trucking\_Black Silver - 070920.dwg



**GARY R. CAPERNA ARCHITECT**  
 ARCHITECTURE PLANNING  
 190 North Ross Lane, Medford, Oregon  
 P.O. Box 4460, 97501  
 Office: 541.773.8325 Fax: 541.773.6523  
 Email: garycaperna@charter.net  
 Idaho AR-969158, Colorado 404248  
 Oregon 5347, Washington 11470  
 Member American Institute of Architects



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**J.B. STEEL, INC.**  
 COMMERCIAL & INDUSTRIAL  
 P.O. Box 4460, 190 North Ross Lane  
 Medford, Oregon 97501  
 Office: 541.773.8325 Fax: 541.773.6523  
 CEN No. 132892  
 Web: [WWW.JBSTEELINC.COM](http://WWW.JBSTEELINC.COM)

CLIENT: DAVE ELLIS, LLC.

**PROJECT: RITCHIE TRUCKING**  
 PROJECT LOCATION:  
 1525 NORTH CENTRAL AVE.  
 MEDFORD, OR. 97501  
 TAX MAP 37-2W-24, TAX LOT 701

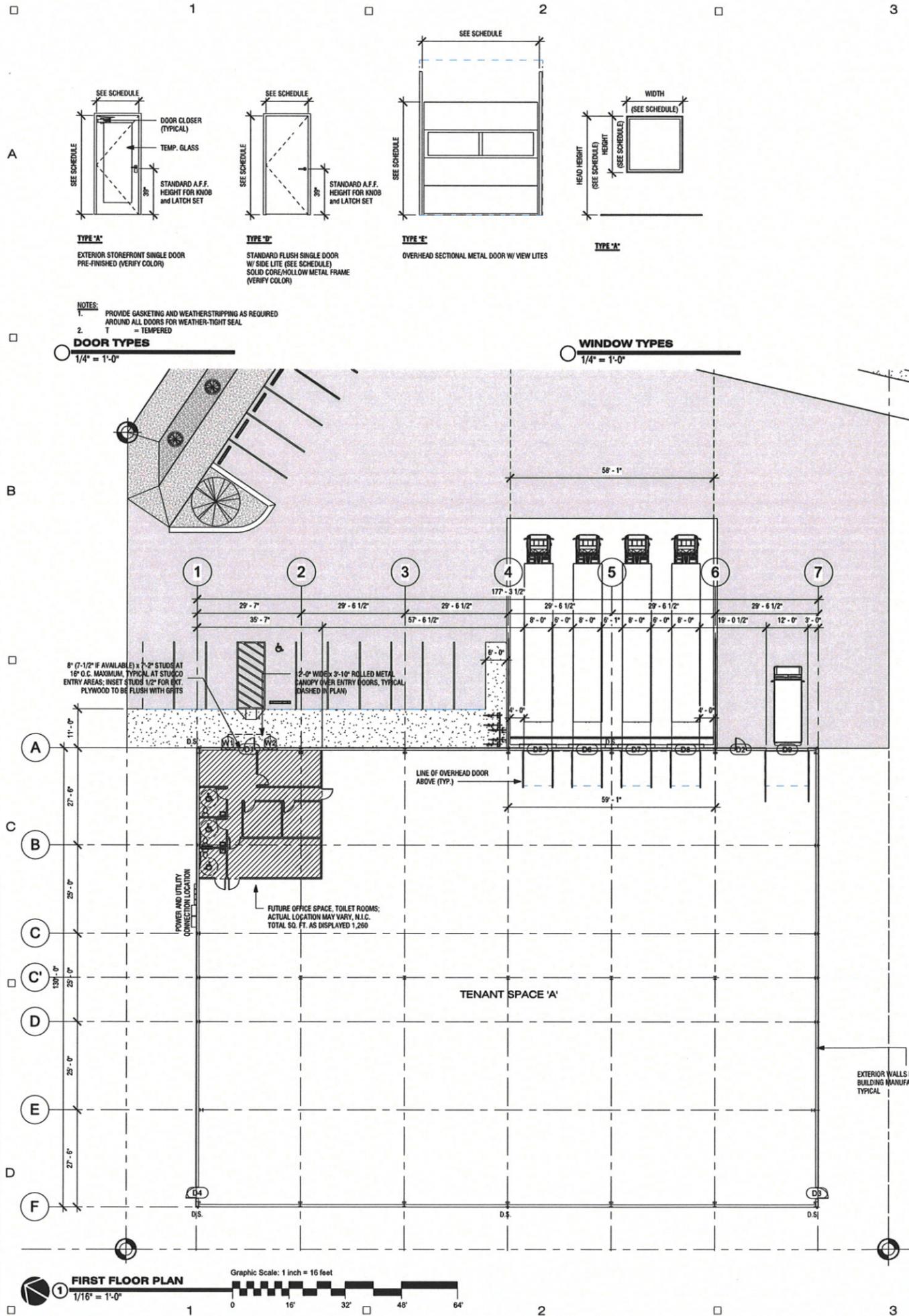
No.	Date	Description

ISSUE: 07/23/20  
 PROJECT NO: Project Number  
 DRAWN BY: NPFR  
 CHECKED BY: GRC

APPROVED  
 SHEET TITLE:  
**OVERALL SITE PLAN**

PLOT DATE:  
 7/23/2020 1:29:53 PM

**A0.1**  
 Project Status  
**PRELIMINARY**



EXTERIOR DOOR SCHEDULE						
Mark	Width	Height	Type Mark	Frame Material	Hardware Group	Comments
D1	3'-0"	7'-0"	A	HM	CLOSER/LOCK	STOREFRONT
D2	3'-0"	7'-0"	D	HM/M	CLOSER/LOCK	
D3	3'-0"	7'-0"	D	HM/M	CLOSER/LOCK	
D4	3'-0"	7'-0"	D	HM/M	CLOSER/LOCK	

EXTERIOR OVERHEAD DOOR SCHEDULE						
Mark	Width	Height	Type Mark	Frame Material	Hardware Group	Comments
D5	8'-0"	10'-0"	E	STL		OVERHEAD DOOR W/HIGH LIFT AND CHAIN HOIST
D6	8'-0"	10'-0"	E	STL		OVERHEAD DOOR W/HIGH LIFT AND CHAIN HOIST
D7	8'-0"	10'-0"	E	STL		OVERHEAD DOOR W/HIGH LIFT AND CHAIN HOIST
D8	8'-0"	10'-0"	E	STL		OVERHEAD DOOR W/HIGH LIFT AND CHAIN HOIST
D9	12'-0"	14'-0"	E	STL		OVERHEAD DOOR W/HIGH LIFT AND CHAIN HOIST

WINDOW SCHEDULE						
Type Mark	Count	Width	Height	Frame	Head Height	Comments
A	2	4'-0"	4'-0"	ALUMINUM	7'-0"	FIXED
Grand total: 2						

- GENERAL NOTES**
- BEFORE BEGINNING WORK AT THE SITE, WHERE POSSIBLE, & THROUGHOUT THE COURSE OF THE WORK, INSPECT & VERIFY THE LOCATION & CONDITION OF EVERY ITEM AFFECTED BY THE WORK UNDER THIS CONTRACT & REPORT DISCREPANCIES TO ARCHITECT BEFORE DOING WORK RELATED TO THAT BEING INSPECTED.
  - APPLICABLE CODES: ALL WORK SHALL BE IN CONFORMANCE WITH ALL FEDERAL, STATE, AND LOCAL CODES. SPECIFICATIONS AND STANDARDS SHALL MEAN, AND ARE INTENDED TO BE, THE LAST EDITION, AMENDMENT OR REVISION OF SUCH REFERENCE STANDARD IN EFFECT AS OF THE DATE OF THE CONTRACT DOCUMENTS.
  - ALL STUD WALL FRAMING SHALL BE DOUG. FIR #2 OR BETTER, 2X4 STUDS @ 16" O.C. FOR INTERIOR WALLS AND 2X6 STUDS @ 24 O.C. FOR PLUMBING WALLS, U.I.O.
  - DIMENSIONS ARE TO EXTERIOR STEEL AT EXTERIOR WALLS, AND FACE OF STUD AT INTERIOR WALLS, U.I.O.
  - DETERMINE LOCATION OF PARTITIONS NOT DIMENSIONED BY THEIR RELATION TO COLUMN FACE OR CENTER, WINDOW JAMB OR MULLION, OR OTHER SIMILAR FIXED ITEM.
  - DO NOT DRILL OR CUT JOISTS, BEAMS, COLUMNS OR OTHER STRUCTURAL ELEMENTS UNLESS SPECIFICALLY INDICATED.
  - LIGHT AND VENTILATION NOT INDICATED ON THESE PLANS SHALL BE PROVIDED AS PER SECTION 1203 & 1205 OF THE OSSC.
  - PROVIDE EXIT ILLUMINATION PER SECTION 1006 & SIGNAGE PER SECTION 1011 OF THE OSSC. ALL DOORS AND WINDOWS SHALL COMPLY WITH APPLICABLE ENERGY CODES.
  - THRESHOLDS AT DOORWAYS SHALL NOT EXCEED 1/2-INCH. RAISED THRESHOLDS AND FLOOR LEVEL CHANGES GREATER THAN 1/4-INCH AT DOORWAYS SHALL BE BEVELED WITH A SLOPE NOT GREATER THAN ONE UNIT VERTICAL IN TWO UNITS HORIZONTAL (50-PERCENT), PER OSSC 1008.1.7).
  - INSTALL A VAPOR BARRIER OF ONE PERM OR LESS AT THE WARM SIDE (IN WINTER) OF ALL EXTERIOR WALLS, ROOF AND CEILING (P.E.M.B. VINYL BACKED INSULATION WMP-VR-R PLUS).
  - ALL INSULATION INDICATED ON PLANS SHALL COMPLY WITH OR EXCEED THE REQUIREMENTS IN SECTION 720, OSSC FOR SMOKE DENSITY AND FLAME SPREAD.
  - R-VALUES INDICATED ON PLANS REPRESENT MINIMUM PERFORMANCE REQUIREMENTS. BATT INSULATION INSTALLED IN METAL OR WOOD FRAMED WALLS SHALL ALSO BE INSULATED TO THE FULL DEPTH OF THE CAVITY, UP TO 6 INCHES IN DEPTH PER TABLE 502.1.1 OF THE OSSC.
  - INSTALL ANY REQUIRED ACUSTICAL CAULKING AT ALL WALL PENETRATIONS (ELECTRICAL JUNCTION BOXES, ETC.) AND AS INDICATED.
  - DO NOT MOUNT ELECTRICAL/ COMMUNICATION JUNCTION BOXES BACK TO BACK AND KEEP SEPARATED.
  - FINISH MATERIALS USED ON INTERIOR WALLS AND CEILING SHALL NOT EXCEED FIRE AND SMOKE RATINGS AS SET FORTH IN OSSC, TABLE 803.9
  - VERIFY ALL FINISHES, COLORS, TEXTURES AND STYLES WITH ARCHITECT PRIOR TO PURCHASE OR INSTALLATION.
  - OWNER TO RETAIN AND CONTRACTOR SHALL COORDINATE ALL NECESSARY TESTING AND ALL REQUIRED INSPECTIONS.
  - FIRE EXTINGUISHERS SHALL BE LOCATED AS REQUIRED BY SECTION 906, OFC. COORDINATE FINAL LOCATION WITH FIRE MARSHALL.
  - CIVIL ENGINEERING (BY OTHERS) SHALL COMPLY WITH ANSI A117.1.2009 FOR ADA ACCESSIBILITY TO AND FROM PUBLIC WAY, PARKING AND BUILDING ACCESS.

- LEGEND**
- (X) FINISH KEY, SEE SCHEDULE
  - (DOOR NUMBER) DOOR NUMBER, SEE SCHEDULE
  - (F) FIXTURE KEY, SEE SCHEDULE
  - (C) FINISHED CEILING HT.
  - (E) EXHAUST FAN (BY MECH.)
  - (S) SURFACE MOUNT CEILING LIGHT (BY ELEC.)

**GARY R. CAPERNA ARCHITECT**  
ARCHITECTURE PLANNING  
190 North Ross Lane, Medford, Oregon  
P.O. Box 4460, 97501  
Office: 541.773.8325 Fax: 541.773.6523  
Email: garycaperna@charter.net  
Idaho AR-996158, Colorado 404248  
Oregon 5347, Washington 11470  
Member American Institute of Architects



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**J.B. STEEL, INC.**  
COMMERCIAL & INDUSTRIAL  
P.O. Box 4460, 190 North Ross Lane  
Medford, Oregon 97501  
Office: 541.773.8325 Fax: 541.773.6523  
CEN No. 132902  
Web: [WWW.JBSTEELINC.COM](http://WWW.JBSTEELINC.COM)

CLIENT: DAVE ELLIS, LLC.

PROJECT: **RITCHIE TRUCKING**  
PROJECT LOCATION: 1525 NORTH CENTRAL AVE. MEDFORD, OR. 97501  
TAX MAP 37-2W-24, TAX LOT 701

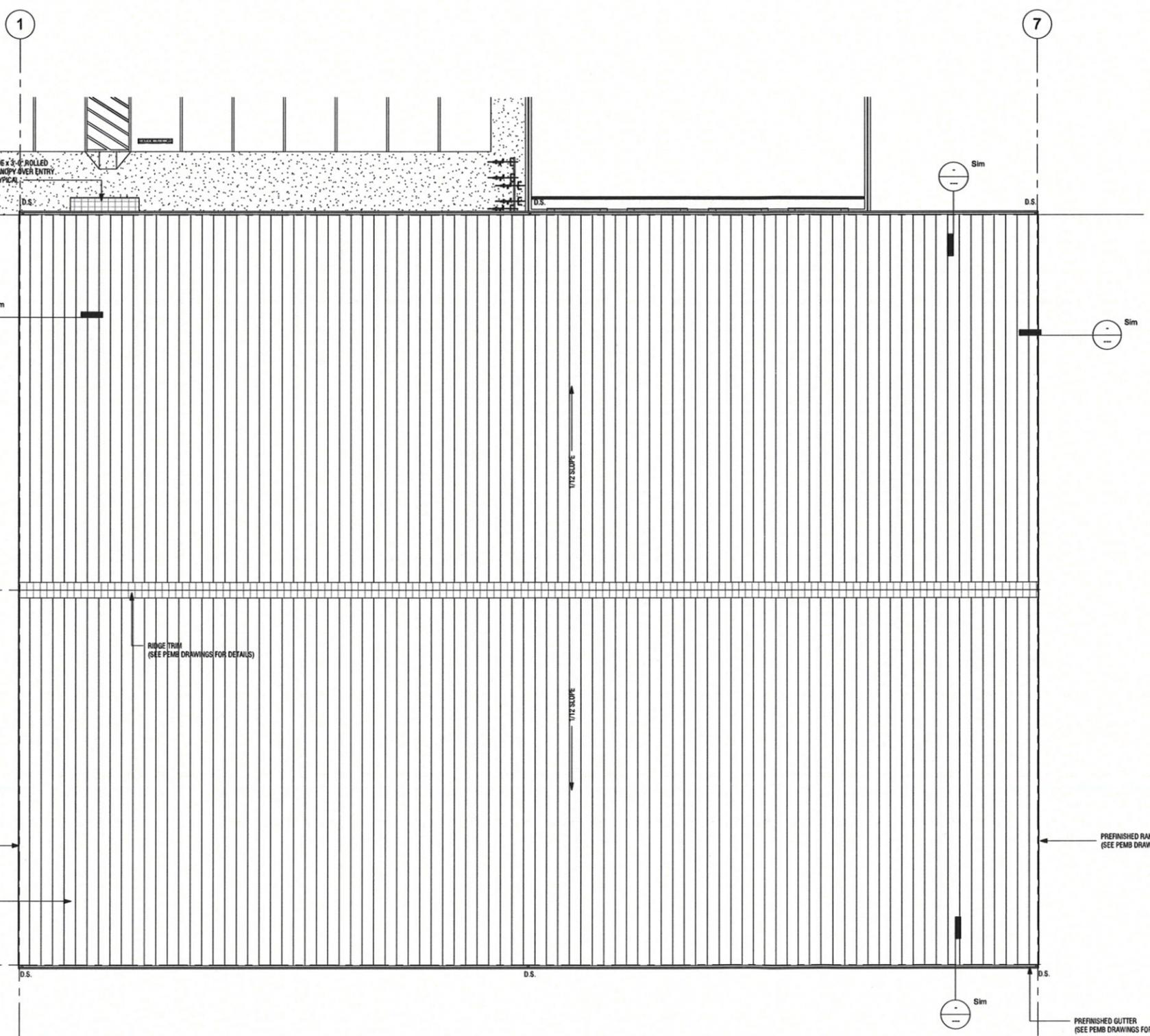
No.	Date	Description

ISSUE: 07/23/20  
PROJECT NO: Project Number  
DRAWN BY: NPR  
CHECKED BY: GRC

APPROVED  
SHEET TITLE: FLOOR PLAN

**EXHIBIT**  
7/23/20 1:32:32 PM  
**C A1.1**  
Status

NPR 7/23/2020 1:38:32 PM V:\Design Projects\00-CURRENT PROJECTS\Dave Ellis at Black Silver\Ritchie Trucking\_Black Silver - 070920.rvt



PREFINISHED RAKE TRIM  
(SEE PEMB DRAWINGS FOR DETAILS)

GALVALUME ROOF PANELS  
(SEE PEMB DRAWINGS FOR DETAILS)

PREFINISHED RAKE TRIM  
(SEE PEMB DRAWINGS FOR DETAILS)

PREFINISHED GUTTER  
(SEE PEMB DRAWINGS FOR DETAILS)

RIDGE TRIM  
(SEE PEMB DRAWINGS FOR DETAILS)

1/12 SLOPE

1/12 SLOPE

**ROOF PLAN LEGEND:**

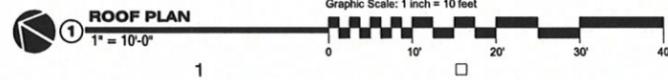
D.S. 2" DOWN SPOUT U.L.O.

1:12 SLOPE ROOF DIRECTION OF ARROW

MECH. MECHANICAL ITEMS - SEE MECHANICAL DRAWINGS

**ROOF PLAN GENERAL NOTES:**

THIS ROOF PLAN IS FOR INFORMATIONAL PURPOSES ONLY. SEE P.E.M.B. DRAWINGS FOR ACTUAL ROOF SHEETING, TRIM LAYOUT, AND ASSOCIATED DETAILS. P.E.M.B. DRAWING TAKE PRECEDENCE OVER THIS PLAN.



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**GARY R. CAPERNA ARCHITECT**

ARCHITECTURE PLANNING

190 North Ross Lane, Medford, Oregon  
 P.O. Box 4460, 97501  
 Office: 541.773.8325 Fax: 541.773.6523  
 Email: garycaperna@charter.net  
 Idaho 80-285158, Colorado 404248  
 Oregon 5347, Washington 11470  
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**STAMP**

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**J.B. STEEL, INC.**  
 COMMERCIAL & INDUSTRIAL

P.O. Box 4460, 190 North Ross Lane  
 Medford, Oregon 97501  
 Office: 541.773.8325 Fax: 541.773.6523  
 CCB No. 132902  
 Web: WWW.JBSTEELINC.COM

CLIENT: DAVE ELLIS, LLC.

**PROJECT: RITCHEE TRUCKING**

PROJECT LOCATION:  
 1525 NORTH CENTRAL AVE.  
 MEDFORD, OR, 97501  
 TAX MAP 37-2W-24, TAX LOT 701

No.	Date	Description

ISSUE: 07/23/20  
 PROJECT NO: Project Number  
 DRAWN BY: NPR  
 CHECKED BY: GRC

APPROVED

SHEET TITLE:  
**ROOF PLAN**

PLOT DATE:  
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**EXHIBIT A at D**

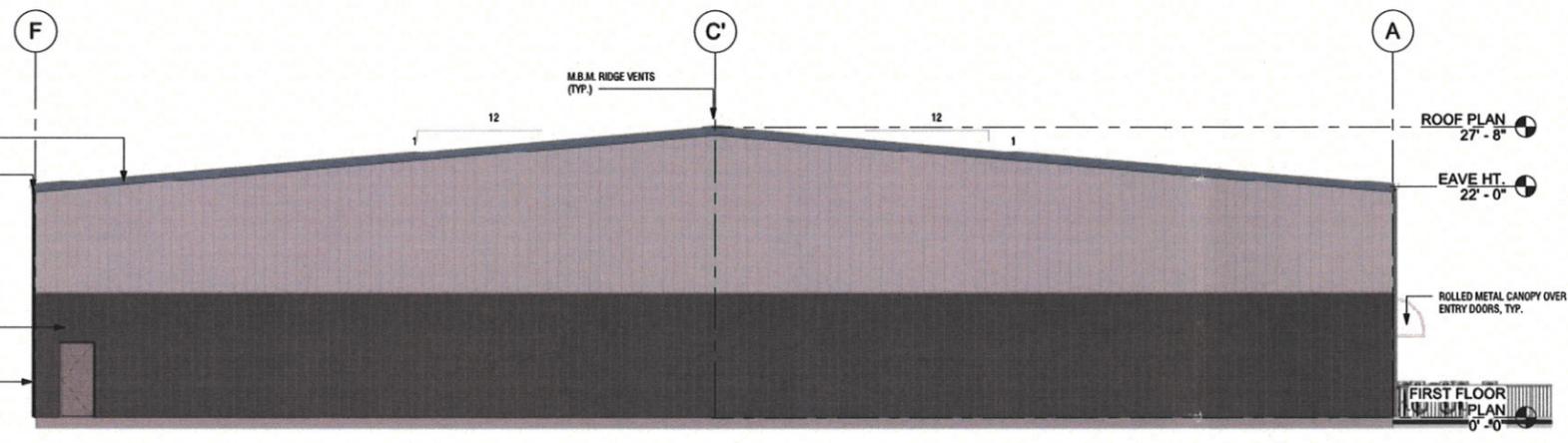
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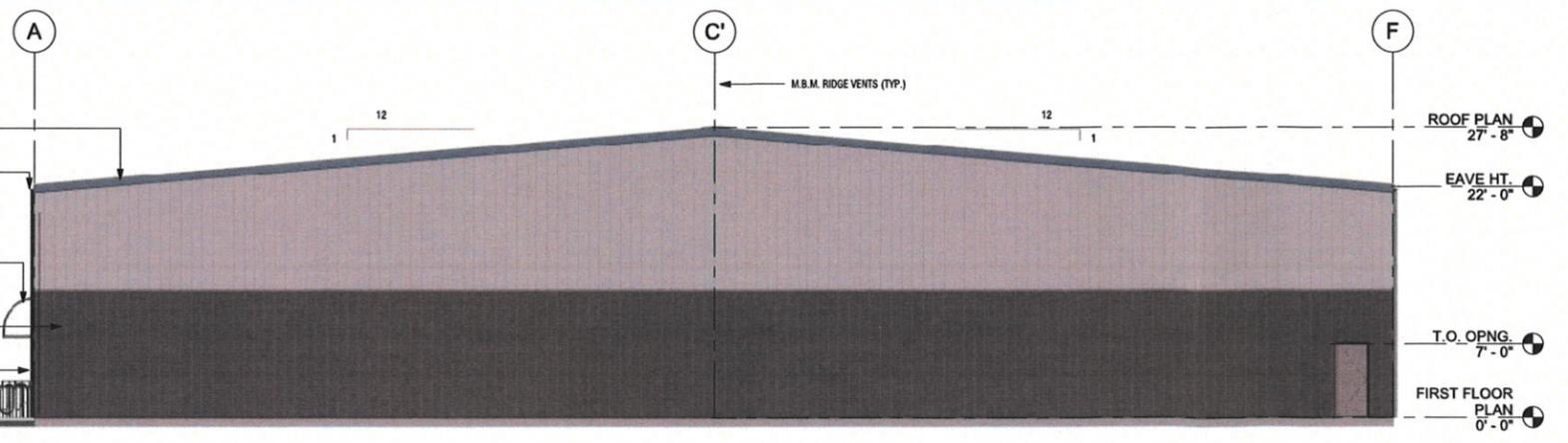
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D



**2 EAST ELEVATION**  
1/8" = 1'-0"



**1 WEST ELEVATION**  
1/8" = 1'-0"

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**GARY R. CAPERNA ARCHITECT**  
ARCHITECTURE PLANNING  
190 North Ross Lane, Medford, Oregon  
P.O. Box 4460, 97501  
Office: 541.773.8325 - Fax: 541.773.6523  
Email: garycaperna@charter.net  
Isaho AP-966156, Colorado 404249  
Oregon 5347, Washington 11470  
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Office: 541.773.8325 - Fax: 541.773.6523  
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CLIENT: DAVE ELLIS, LLC.

PROJECT: **RITCHIE TRUCKING**  
PROJECT LOCATION:  
1525 NORTH CENTRAL AVE.  
MEDFORD, OR, 97501  
TAX MAP 37-2W-24, TAX LOT 701

No.	Date	Description

ISSUE: 07/23/20  
PROJECT NO: Project Number  
DRAWN BY: NPR  
CHECKED BY: GRC

APPROVED  
SHEET TITLE:  
**EXTERIOR ELEVATIONS**

PLOT DATE:  
7/23/2020 1:46:39 PM

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Project Status



**EXHIBIT E**

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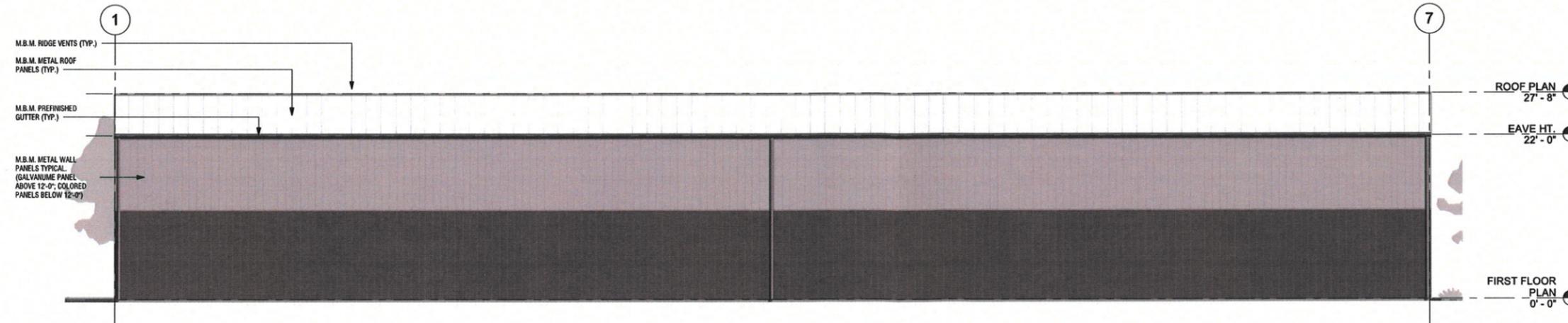
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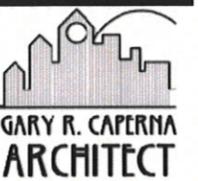


**1 NORTH ELEVATION**  
1/8" = 1'-0"



**2 SOUTH ELEVATION**  
1/8" = 1'-0"

1 2 3 4 5



**GARY R. CAPERNA ARCHITECT**  
ARCHITECTURE PLANNING  
190 North Ross Lane, Medford, Oregon  
P.O. Box 4460, 97501  
Office: 541.773.8325 Fax: 541.773.6523  
Email: garycaperna@charter.net  
15400 AR-595155, Colorado 404248  
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CLIENT: DAVE ELLIS, LLC.

PROJECT: **RITCHIE TRUCKING**  
PROJECT LOCATION: 1525 NORTH CENTRAL AVE. MEDFORD, OR, 97501  
TAX MAP 37-2W-24, TAX LOT 701

No.	Date	Description

ISSUE: 07/23/20  
PROJECT NO: Project Number  
DRAWN BY: Author  
CHECKED BY: Checker

APPROVED  
SHEET TITLE: EXTERIOR ELEVATIONS

PLOT DATE: 7/23/2020 1:48:08 PM

**A2.2**

Project Status

Author 7/23/2020 1:48:08 PM W:\Design Projects\00-CURRENT PROJECTS\Dave Ellis at Black Silver\Ritchie Trucking\_Black Silver - 070920.rvt



**City of Medford Site Plan and Architectural Review Narrative**

For a trucking warehouse and distribution facility:



Project Address: 1525 North Central Ave  
Medford, Oregon 97501

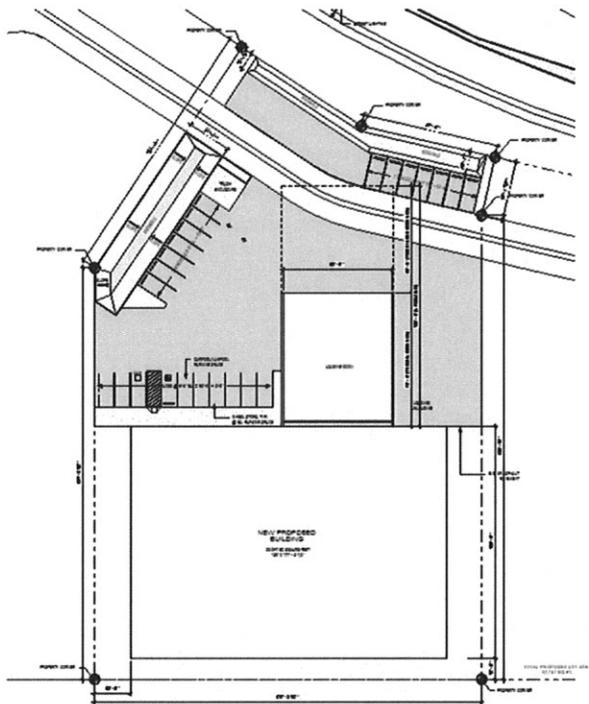
Tax Map: 37-2W-24, Tax Lot 701



*Ritchie Trucking Warehouse Perspective.*

**SECTION I - Narrative**

The proposed project is a 23,048 square foot single story trucking warehouse facility for Ritchie Brothers Trucking. The project is in a General Industrial zoning designation (I-G). Twenty-four parking spaces are provided on site for the facility, twenty-three standard parking spaces, and one ADA parking space (Van Accessible). The twenty-four-total number of onsite parking spaces satisfies the 0.2 parking spaces per 1,000 square foot plus one parking space per employee on the largest shift, found in the City of Medford Development Standards. Five bicycle parking spaces have been provided for the facility per 10.748 of the Medford Land Development Code. The site plan also depicts a concrete block trash enclosure.



*Proposed Site Plan for Dave Ellis Warehouse Facility and Braun Brush Facility.*

The foundation will consist of a concrete slab on grade. The finish floor will be approximately one foot above the height of the existing curb at the existing private street that bisects the property. The structure will consist of a pre-engineered metal building with light gauge metal or wood framing at the interior partitions. The facility will be equipped with an automatic fire sprinkler system. The site design implements various Best Management Practices strategies for the management of storm water runoff. Storm water from the roof top impervious surfaces will be directed to landscaped bios-wales located in the northeast corner of the property and near the landscape frontage. The bio-swale is intended to address the water quality of the storm water runoff generated by the new impervious surface resulting from this project. Treated storm water will then discharge through a control structure at a reduced rate into the public storm water collection system. The vehicular circulation areas will be paved.

Frontage landscaping and a landscaped planter strip are proposed along North Central Avenue in accordance with City of Medford requirements. The subject property is fully served by public utilities.

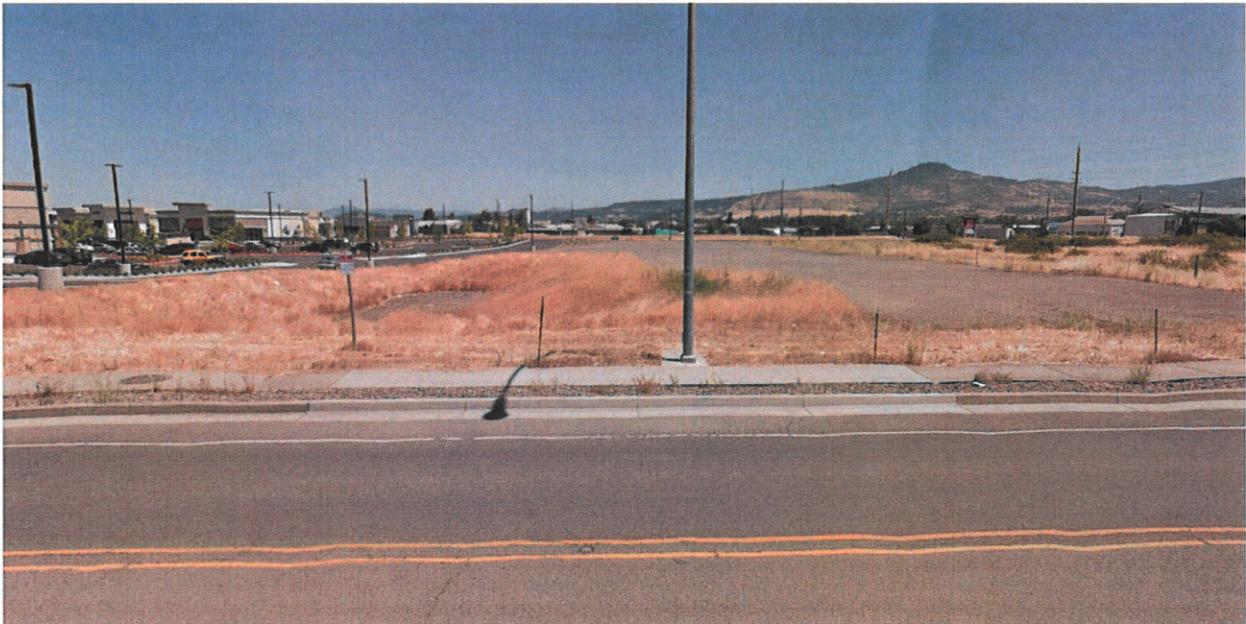
The project site address is 1525 North Central Avenue and is within the City limits. The site is classified on the City's General Land Use Plan Map for General Industrial (I-G). The subject property does not lie within any zoning overlay districts. The lots are fully serviced by roads and utility infrastructure including electricity, gas, telephone, water, sanitary sewer. Presently, the parcel is vacant.



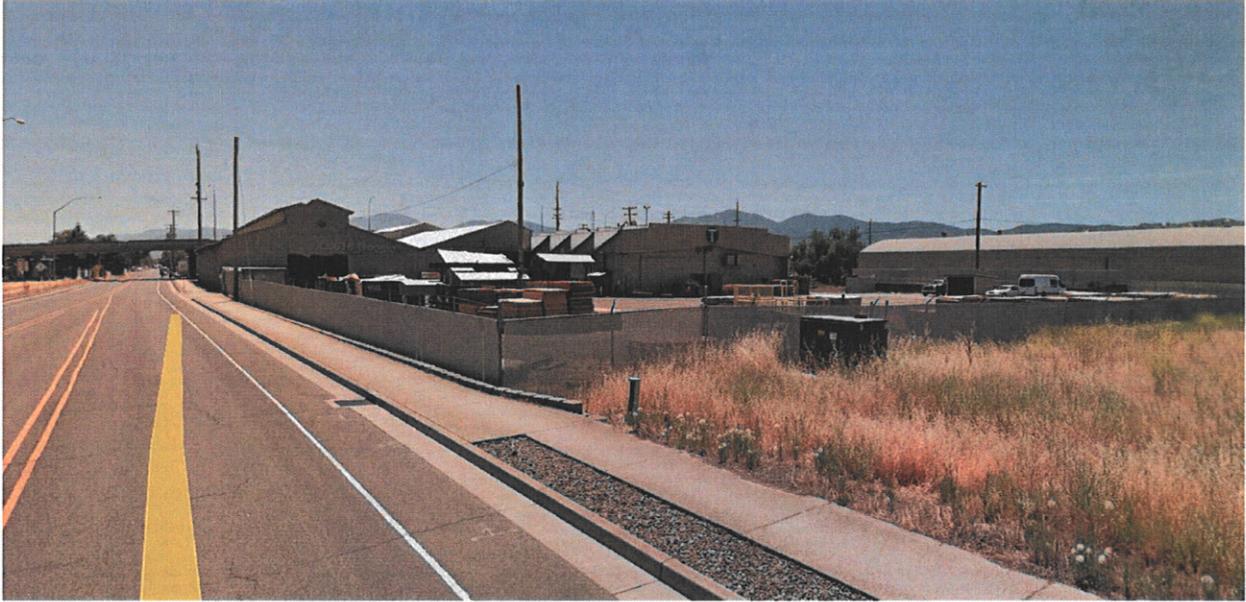
*Aerial view looking at the vicinity of North Central Ave at the project site.*



*Street view looking west from Central Ave at the project site.*



*Street view looking at the vacant parcel across North Central Ave east from the project.*



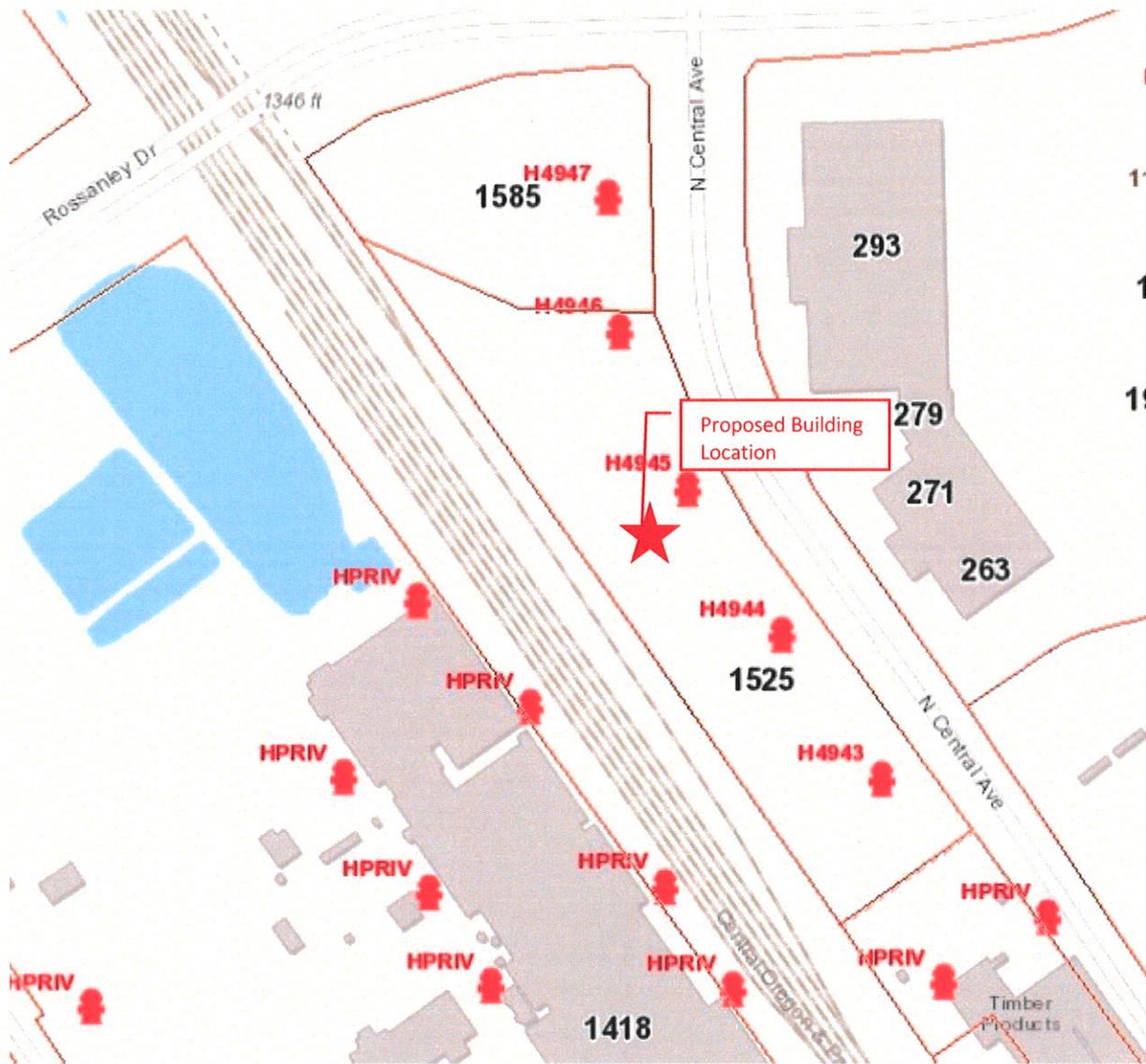
*Street view looking south toward Timber Products from the project.*



*Street view looking north east toward Marshalls/Field and Stream/Dicks Sporting Goods from the project.*

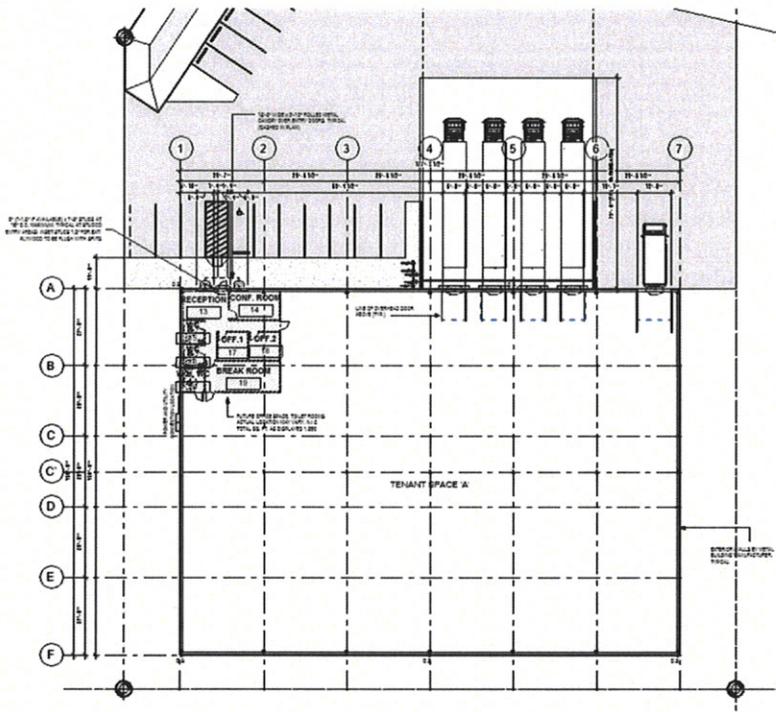


Storm drain location in North Central Ave. and Rossanley Dr.



*Locations of existing onsite fire hydrants.*

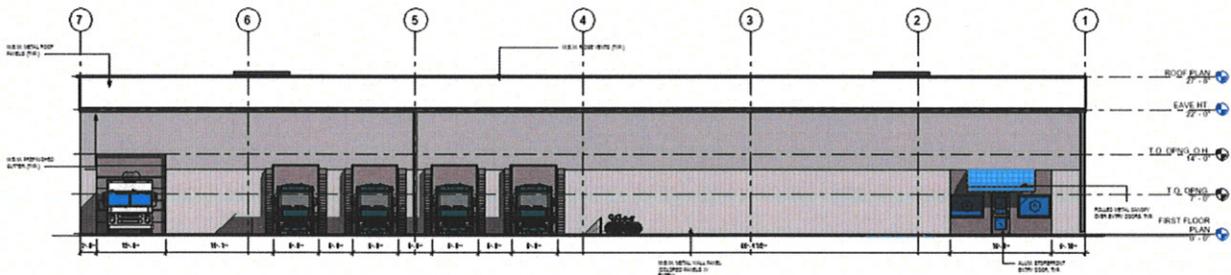
The proposed building measures approximately 177' x 130'. The tallest portion of the structure is approximately 25'-8" tall (measured to the tallest ridge).



Floor plan of proposed facility.

The architectural composition of the proposed building mass has been articulated in a manner intended to mitigate the perceived mass of the structure and yet retain an industrial character. A variety of architectural elements and exterior finish materials are intended to “soften” the presence of the structure and to contribute appropriately to the surrounding architectural context. Primarily, the mass of the structure is visually softened using two colors of metal wall panels.

The proposed building will be located approximately 151’ from the East property line, 12’ from the West (rear) property line, 20’ from the South property line, and 20’ from the North property line.



East elevation facing North Central Avenue.

**SECTION II - Compatibility: Criterion No. 1**

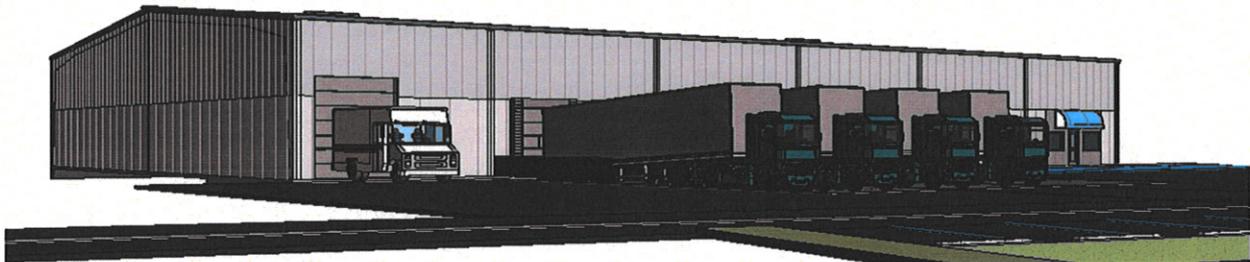
Note: The questions from the Site Plan and Architectural Review application are written below in full in italics. The Applicant response follows each question.

A. List existing uses and development adjacent to your project site. Along with this list, describe the architecture (materials, colors, etc.) age, and condition of the adjacent buildings (you may use photographs to supplement this information).

Adjacent development can be classified as heavy industrial, railroad, and big box commercial structures. Existing buildings tend to be single-storied and yet somewhat tall. Typical exterior materials include painted concrete masonry unit construction at the big box retail structures, and painted wood siding over timber frame construction at the Industrial lumber mill. The Timber products lumber mill appears to have been constructed in the 1950's and the big box retail structures have been built in the last ten years (see images above).

B. Describe the building architecture and exterior treatments in your proposal, and how they fit with and complement adjacent buildings and development.

The proposed building is a pre-engineered steel structures with traditional pre-finished metal siding on the sides and rear of the building. The front of the building will be dedicated to waiting areas, office spaces, and related support activities for this facility. The front of the building will be galvalume panels above 12'-0" and colored metal panels bellow 12'-0", which gives the proposed building a clean appearance and keeps with the image of the structures across North Central Ave. Entries and feature windows have been articulated with human scale elements.



Perspective view of proposed building.

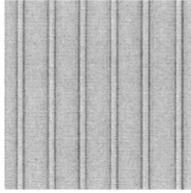
### **PALLETE OF EXTERIOR MATERIALS AND PAINT COLORS**

Base Building color: Charcoal (SIG 200)



Trim at building corners, doors, windows, downspouts, etc.: Charcoal (SIG 200)





- C. *Describe the proposed architecture and exterior treatments that break up large facades and give relief to the building mass.*

As stated above, the proposed building structure presents a relatively small presence when juxtaposed with the massiveness of the Timber Products lumber mill to the south and the big box structures to the east.

- D. *Describe how the placement and orientation of the proposed building(s) relate(s) to the street facilities, and how this orientation promotes a more pedestrian-friendly site design.*

The parcel has a wide front facing North Central Ave. The geometry of the site dictates a rectangular building footprint with vehicular and pedestrian access organized on the east side of the building. Pedestrian access from the public way (North Central Ave.) to the proposed structures is straightforward and direct, but, by necessity, occurs in tandem with the limited onsite vehicular maneuvering areas.

- a. *If the site lies within 600-feet of an existing or planned transit stop, as designated by the Transportation System Plan (TSP), describe compliance with the standard 10.808, New Commercial and Institutional Development.*

The proposed development on this site does is not located within 600 feet of an existing or proposed transit stop and consequently is not subject to the requirements of 10.808.

- E. *Describe the pedestrian facilities and amenities to your site (usable outdoor space, benches, etc.) and how they will function for pedestrians.*

The site plan indicates a sidewalk set back from the roadway by an approximately 8' wide planter strip which serves to provide separation of the pedestrian from the vehicular roadway traffic. The configuration of the public sidewalk and the planter strip is consistent with the nearby development. As well a 5' wide pedestrian walkway ties the building entrance to the public way. Other than the connection to the sidewalk along North Central Avenue, there are no opportunities to provide pedestrian access to the adjacent properties.

- F. *Describe vehicle and pedestrian access to the site, and how it relates internally on the site, and to adjacent sites.*

This proposal intends to utilize the existing private street and the installed underground infrastructure. The existing approach at the private street was constructed approximately fifteen years ago and was designed in conformance with the industrial zone development standards in effect at the time of construction.

This proposal intends to utilize the existing private street and the installed underground infrastructure. The existing approach at the private street was constructed approximately fifteen years ago and was designed in conformance with the industrial zone development standards in effect at the time of construction.

- G. *Describe if and how the proposed plan is sensitive to retaining any existing trees or significant native vegetation on the site. Should existing trees be preserved, a Tree Protection Plan shall be included in this application*

There are no significant trees or site features existing on the subject parcel. Any new trees planted will be along the street landscape frontage will conform to the City of Medford frontage landscape requirements. A Tree Protection Plan will not be required.

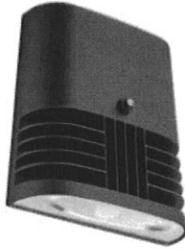
- H. *Describe storm water detention facilities on the site (underground storage, surface ponds, etc.). If these facilities will be landscaped areas, describe how the proposed landscaping will be integrated with other landscaping on the site.*

The construction of the private street required the construction of a detention basin dedicated to the impervious surface created by the street construction. At the time of the private street construction, storm water pipes and laterals were installed and intended to serve the future site development. There are no existing storm water detention facilities on the vacant portions of the site. Most of the runoff from the newly created impervious roof surface and paved parking areas will be collected in a bio swale located in the north west corner of the proposed development of the proposed facility. The bio swale will serve to clean and detain the storm water runoff. Control structures at the low end of the bio swale will limit the storm water outflow which will be restricted to meet City of Medford maximum flow requirements as it is directed through the control structure and introduced into the public system. Every effort has been made to develop a sustainable storm water management system that will utilize BMP's (Best Management Practices) to ensure a superior quality storm water management system.

- I. *Describe how your proposed landscaping design will enhance the building and other functions on the site.*

The proposed landscape plan endeavors first to satisfy the front yard and planter strip requirements as defined in the City of Medford LDO, and second, to augment the storm water management system. The landscaping includes the required front yard planter with an integral bio swale, minor internal planter areas, and a larger bio swale at the north east portion of the property. The proposed impervious hardscape and new roof area represents a large portion of the entire lot and, consequently, require a significant amount of landscaped bio swale. The required frontage landscape strip will also function as a bio-swale that treats the storm water runoff from the parking spaces that abut the frontage landscaping.

- J. *Describe how your exterior lighting illuminates the site and explain how the design of fixtures does not diminish a view of the night sky, or produce glare on adjacent properties, consistent with the standards of 10. 764.*



*Lithonia OLWX1 40 watt LED wall mounted light*

- K. Describe any proposed signage, and how it will identify the location of the occupant and serve as an attractive complement to the site.**

A wall mounted back lit sign displaying the company logo will be installed on the east elevation facing North Central Avenue. The sign will be permitted under a separate permit.

- L. Explain any proposed fencing, including its purpose, and how you have incorporated it as a functional, attractive component of your development. (See Sections 10.731-10.733).**

The proposed development will be fenced along portions of the north, south and east property lines. The proposed chain link fence will be 6 feet tall and comply with all requirements of Section 10.732 of the City of Medford Municipal Code. The eastern portion of the 6' high fence will terminate at rear corner of the proposed structure and will be equipped with a sliding gate.

- M. Explain how any potential noise generated by future occupants will be mitigated on the proposed site, consistent with the standards of 10.752-10.761**

Noise generated by activity on the site will comply with the requirements listed in 10.752 through 10.761. This project does not propose uses or activities on the site that are not consistent with the existing activities in the neighborhood or with the activities implied by the zoning designation of the subject parcel.

- N. Explain anything else about your project that adds to the compatibility of the project with adjacent development and uses.**

The proposed use is compatible with adjacent development and consistent with the intent of the City of Medford Comprehensive plan. Additionally, the proposed development attempts to achieve the industrial use and character intended by the underlying zoning designation. The character and quality of the neighborhood will be enhanced by this project and is in keeping with the industrial character of the neighborhood.

- O. List and explain any exceptions or modifications requested and provide reasons for such.**

No exceptions or modifications to the Land Development Code are sought for the proposed project.

**SECTION II -- Code Compliance: Criterion No. 2**

Refer to information filled in on SPAC application.

**CONCLUSION**

This application is presented with confidence that it will be found to be consistent with the City of Medford Municipal Code and Land Development Ordinance because the criteria for approval are met or can feasibly be met with conditions.

Prepared by:

 ARCHITECT  
\_\_\_\_\_  
Signature and title

Gary R. Caperna, AIA  
Name (Please Print)

## PUBLIC WORKS DEPARTMENT STAFF REPORT

### 1567 North Central Avenue (TL 4701) New Warehouse Building (Ritchie Trucking)

**Project:** Consideration of a proposal for an approximately 23,000 square foot single story trucking warehouse on a 1.54 acre parcel.

**Location:** Located at 1567 N Central Avenue in the General Industrial (I-G) zoning district (372W24701).

**Applicant:** Applicant & Agent, JB Steel Inc.; Planner, Steffen Roennfeldt.

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**NOTE:** The items listed here shall be completed and accepted prior to the respective issuances of permits and certificates:

**Prior to issue of the first building permit, the following items shall be completed and accepted:**

- Submittal and approval of plans for site grading and drainage, and detention, if applicable.
- Completion of all public improvements, if required. The Applicant may provide security for 120% of the improvements prior to issuance of building permits. Construction plans for the improvements shall be approved by the Public Works Engineering Division prior to acceptance of security.
- Items A – D, unless noted otherwise.

**Prior to issue of Certificate-of-Occupancy for completed structures, the following items shall be completed and accepted:**

- Paving of all on-site parking and vehicle maneuvering areas
- Verification by the design Engineer that the stormwater quality and detention system was constructed per the approved plan, if applicable.
- Completion of all public improvements, if applicable.

#### A. STREETS

##### 1. Dedications

**North Central Avenue** classified as a Minor Arterial street within the Medford Land Development Code (MLDC), Section 10.428. **No additional right-of-way will be required.**



**Railroad** is under the jurisdiction of the **Central Oregon and Pacific Railroad** (CORP). The Developer shall contact CORP to see if additional right-of-way is required.

A 15-foot wide public utility easement (PUE) adjacent to the right-of-way line has already been dedicated along this developments frontage as part of Partition Plat P-11-2009.

## **2. Public Improvements**

### **a. Public Streets**

**North Central Avenue** – All street section improvements have been completed including pavement, curb and gutter, sidewalks and street lights. **No additional street improvements are required.**

**Railroad** is under the jurisdiction of the CORP. The Developer shall contact CORP to see if any additional improvements are required.

**NOTE:** All projects subject to Site Plan and Architectural Review shall be required per MLDC 10.501 (6), as a condition of approval, to repair all frontage sidewalks as determined by the Engineering Division. When attached as a condition of approval of a Site Plan and Architectural. Review application the sidewalk maintenance procedures set forth in Chapter 3, Section 3.025, Notice on Hearing of City Repair of Sidewalks, through 3.035, Notice of Sidewalk Repair, are hereby superseded.

### **b. Street Lights and Signing**

**No additional street lights or signs are required.**

The Developer shall be responsible for the preservation and re-installation of all signs removed during demolition and site preparation work. The Developer's contractor shall coordinate with the City of Medford Public Works, Maintenance and Operations Division to remove any existing signs and place new signs provided by Medford Public Works Department and paid for by Developer.

### **c. Pavement Moratoriums**

There is no pavement cutting moratorium currently in effect along this developments frontage to North Central Avenue.

## **B. SANITARY SEWERS**

This site lies within the Rogue Valley Sewer Service (RVSS) area. The Developer shall contact RVSS for conditions of connection to the sanitary sewer collection system. The Developer shall provide one separate individual service lateral to each tax lot or ensure that each tax lot is served by an individual service lateral.

## **C. STORM DRAINAGE**

### **1. Drainage Plan**

A comprehensive drainage plan showing the entire project site with sufficient spot elevations to determine direction of runoff to the proposed drainage system, and also showing elevations on the proposed drainage system, shall be submitted with the first building permit application for approval.

The Developer shall provide copies of either a Joint Use Maintenance Agreement or a private stormdrain easement for any stormwater draining onto or from adjacent private property.

A Site/Utility Plan shall be submitted with the building permit application to show the location of existing or proposed stormdrain lateral/s for the site.

All private storm drain lines shall be located outside of the public right-of-way and/or any public utility easements (PUE).

### **2. Grading**

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

### **3. Detention and Water Quality**

Stormwater quality and detention facilities shall be required in accordance with MLDC Section 10.481 and 10.729.

### **4. Verification**

Upon completion of the project, and prior to certificate of occupancy of the building, the Developer's design Engineer shall verify that the construction of the stormwater quality and detention system was constructed per plan. Verification shall be in writing and submitted to the Engineering Division of Public Works. Reference Rogue Valley Stormwater Quality Design Manual, Appendix I, Technical Requirements.

### **5. Erosion Prevention and Sediment Control**

All development that disturbs 5,000 square feet or greater shall require an Erosion

Prevention and Sediment Control Plan. Developments that disturb one acre and greater shall require a 1200C permit from the Department of Environmental Quality (DEQ). Erosion Prevention and Sediment Control Plans shall be submitted to the Building Department with the project plans for development. All disturbed areas shall be covered with vegetation or properly stabilized prior to certificate of occupancy.

## **D. GENERAL CONDITIONS**

### **1. Construction and Inspection**

The Developer or Developer's contractor shall obtain appropriate right-of-way permits from the Department of Public Works prior to commencing any work within the public right-of-way that is not included within the scope of work described within approved public improvement plans.

Contractors proposing to do work on public streets (including street lights), sewers, or storm drains shall 'prequalify' with the Engineering Division prior to starting work. Contractors shall work off a set of public improvement drawings that have been approved by the City of Medford Engineering Division.

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

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

### **2. Site Improvements**

All on-site parking and vehicle maneuvering areas related to this development shall be paved in accordance with MLDC, Section 10.746, prior to issuance of certificate of occupancy for any structures on the site. Curbs shall be constructed around the perimeter of all parking and maneuvering areas that are adjacent to landscaping or unpaved areas related to this site. Curbs may be deleted or curb cuts provided wherever pavement drains to a water quality facility.

### **3. System Development Charges (SDC)**

Buildings in this development are subject to system development charges (SDCs). All SDC fees shall be paid at the time individual building permits are issued.

Prepared by: Jodi K Cope  
Reviewed by: Doug Burroughs

**SUMMARY CONDITIONS OF APPROVAL  
1567 North Central Avenue (TL 4701)  
New Warehouse Building (Ritchie Trucking)**

AC-20-226

**A. Streets**

**1. Street Dedications to the Public:**

- No addition right-of-way or Public Utility Easement (PUE) dedications are required with this application.

**2. Improvements:**

**Public Streets**

- No additional improvements are required with this application.

**Lighting and Signing**

- No additional street lights are required with this application.

**Other**

- No pavement moratorium currently in effect along this frontage to North Central Avenue.

**B. Sanitary Sewer:**

- The site is situated within the RVSS area.

**C. Storm Drainage:**

- Provide a comprehensive grading and drainage plan.
- Provide water quality and detention facilities, calculations and O&M Manual.
- Provide engineers verification of stormwater facility construction.
- Provide copy of an approved Erosion Control Permit (1200C) from DEQ for this project.

- = City Code Requirement
- = Discretionary recommendations/comments

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

## MEMORANDUM

**To:** Steffen Roennfeldt, Planning Department  
**From:** Chad Wiltrout, Building Department (541) 774-2363  
**CC:** J.B. Steel Inc., Applicant and Agent  
**Date:** September 8, 2020  
**Subject:** AC-20-226\_Ritchie Trucking\_372W24 TL701

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*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 2019 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](mailto: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](mailto: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](http://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](http://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 of earth is disturbed.



**EXHIBIT**  
**I**

4. A separate demolition permit will be required for demolition of any structures not shown on the plot plan.

**Comments:**

1. Per application this would be a mixed use occupancy B and S-1. Will need to identify at time of submittal occupancy types. Does not appear to be any truck repairs.
2. Per Chapter 5, Section 903, 903.2.9 and fire department building will be required to be sprinkled.
3. The building and building appurtenances shall be designed by an Oregon licensed design professional in accordance with 107.1 OSSC. A design professional of responsible charge shall be required to oversee this project in accordance with 107.3.4 OSSC. (over 4,000 sf)
4. ADA accessibility for the site and the building shall be addressed in detail to show compliance with Chapter 11 OSSC and 2009 ANSI A117.1. ADA parking spaces shall be required in accordance with code section 1106 OSSC.
5. A code analysis providing occupant load, means of egress plan, type of construction, use/occupancy classification, occupant load, fire protection systems, mixed occupancies, plumbing fixtures, etc. . . . . will be required.
6. Special inspections are required for this project in accordance with Chapter 17 OSSC.
7. Oregon Building Codes Division provides 2 options for meeting energy code requirements for new construction. There are several forms and detailing requirements needed to show compliance depending on which code path you choose. Please visit the Oregon BCD website for details/requirements.
8. A geotechnical analysis is required for this project in accordance with 1803.5 OSSC. (over 4,000 sf)
9. Proposed construction in proximity to fire separation distance line shall comply with Table 602 and code section 705 of the OSSC. See Table R705.8 for maximum area of exterior wall openings.



# Medford Fire-Rescue Land Development Report

## Review/Project Information

**Reviewed By:** Shay, Mark

**Meeting Date:** 9/9/2020

**LD File #:** AC20226

**Planner:** Steffen Roennfeldt

**Applicant:** JB Steel Inc

**Site Name:** Ritchie Trucking

**Project Location:** 1567 N Central Avenue

**Project Description:** Consideration of a proposal for an approximately 23,000 square foot single story trucking warehouse on a 1.54 acre parcel located at 1567 N Central Avenue in the General Industrial (I-G) zoning district (372W24701).

## Specific Development Requirements for Access & Water Supply

Reference	Comments	Conditions
912.2.1	The FDC for the sprinkler system needs to be remote from the building and within 75 feet of a hydrant.	Fire department connections shall be located on the street side of buildings or facing approved fire apparatus access roads, fully visible and recognizable from the street, fire apparatus access road or nearest point of fire department vehicle access or as otherwise approved by the fire code official.
OFC B105.2	The calculated fire flow for the building is 3250 for 3 hours, which can be reduced by 75% with an NFPA 13 sprinkler system.	<p>The minimum fire flow and flow duration for buildings other than one- and two-family dwellings, Group R-3 and Group R-4 buildings and townhouses shall be as specified in Table B105.2 and B105.1(2).</p> <p>Exception: A reduction in required fire flow of up to 75 percent, as approved, is allowed when the building is provided with an approved automatic sprinkler system installed in accordance with NFPA 13 or NFPA 13R (See Table B105.2). The resulting fire flow shall not be less than 1,000 gpm for NFPA 13 systems, and not less than 1,500 gpm for NFPA 13R systems for the prescribed duration as specified in Table B 105.1(2).</p> <p>B104.3 Type IA and Type IB construction. The fire-flow calculation area of buildings constructed of Type IA and Type IB construction shall be the area of the three largest successive floors. Exception: Fire-flow calculation area for open parking garages shall be determined by the area of the largest floor.</p> <p>B105.3 Water supply for buildings equipped with an automatic sprinkler system. For buildings equipped with an approved automatic sprinkler system, the water supply shall be capable of providing the greater of: 1. The automatic sprinkler system demand, including hose stream allowance. 2. The required fire flow.</p>

## Construction General Information/Requirements

Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in effect 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 (fire 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 during construction. This plan review is based on information provided only.



**EXHIBIT J**

Design and installation shall meet the Oregon requirements of the International Fire, Building, Mechanical Codes and applicable NFPA Standards.

**Medford Fire-Rescue, 200 S Ivy St. Rm 180, Medford OR 97501 541-774-2300**

**[www.medfordfirerescue.org](http://www.medfordfirerescue.org)**



## Staff Memo

**TO:** Planning Department, City of Medford

**FROM:** Brian Runyen, P.E.(TX), Water Commission Staff Engineer

**SUBJECT:** AC-20-226

**PARCEL ID:** 372W24701

**PROJECT:** Consideration of a proposal for an approximately 23,000 square foot single story trucking warehouse on a 1.54 acre parcel located at 1567 N Central Avenue in the General Industrial (I-G) zoning district (372W24701).

**RELATED CASE:** LDP-20-183

**MEMO DATE:** August 27, 2020

**LAND DEVELOPMENT COMMITTEE DATE:** September 9, 2020

I have reviewed the above project application as requested. Comments and Conditions for approval are as follows:

### COMMENTS

1. The applicant's Civil Engineer shall coordinate with MWC engineering Staff for approval of water facility plans. Expect additional comments once water construction plans are submitted.
2. MWC has adequate capacity to serve the property with water.
3. Access to MWC water lines is available. There is an existing 8" water line stubbed out from the existing 12" water line in N Central Avenue into the tract in an existing 10' water easement, ending at existing fire hydrant #4946.
4. MWC-metered water service does not exist to this property.
5. The project is within MWC's "Gravity" Pressure Zone. Static water pressure is expected to be around 100 psi. (SEE CONDITIONS BELOW regarding requirements for Pressure Reducing Valves.)

### CONDITIONS

1. Water facility planning / design / construction process will be done in accordance with the current Medford Water Commission (MWC) "Regulations Governing Water Service" and "Standards For Water Facilities / Fire Protection Systems / Backflow Prevention Assemblies"
2. Show recording information of approved and recorded final partition plat from Parcel 1 to Parcel 2 (Parcel 2) was created. (Medford file number LDP-20-183)



**EXHIBIT  
K**

Page 1 of 2

3. The applicant's Civil Engineer shall coordinate with MWC engineering Staff for approval of water facility plans. Expect additional comments once water construction plans are submitted.
4. No proposed water utilities are shown on the submitted plans.
  - a. Proposed loading dock truck bays conflict with the existing fire hydrant and 8" water line stub from which water service was originally intended to be taken from. Coordinate with MWC Engineering staff for locations of proposed new water service connection, meter, PRV and backflow device. Additional water line easements may be required.
  - b. If not utilized, the existing 8" water line will be required to be abandoned.
  - c. Applicant's Civil Engineer shall coordinate with Medford Fire Department for any new required Fire Hydrant locations for the proposed development. Additional water line easements may be required.
5. Installation of Pressure Reducing Valve (PRV) is required per Uniform Plumbing Code. Pressure Reducing Valves shall be installed on the "private" side of all water meters. PRV's shall be located as close as possible to the water meter serving the parcel being served. See attached document from the City of Medford Building Department on "Policy on Installation of Pressure Reducing Valves.
6. Installation of an Oregon Health Authority approved backflow device is required for all commercial, industrial, municipal, and multi-family developments. New backflow prevention devices shall be tested by an Oregon certified backflow assembly tester. See MWC website for list of certified testers at the following web link:  
<http://www.medfordwater.org/Page.asp?NavID=35>
7. A "Summer" fire hydrant "flow test" is required for any proposed design of sprinkler systems for the new building. (A Summer "flow test" shall be obtained between the months of July thru September.) Coordinate with MWC Engineering for fire hydrant flow testing for design of sprinkler system.

*END CONDITIONS*



0 50 100 200 Feet

### Water Facility Map for (LDP-20-183) AC-20-226 Medford, OR. August 5, 2020

#### 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
- Active Main w/ Easement
- Abandoned Main
- Reservoir Drain Pipe
- Pressure Zone Line

#### Boundaries:

- Urban Growth Boundary
- City Limits
- Tax Lots

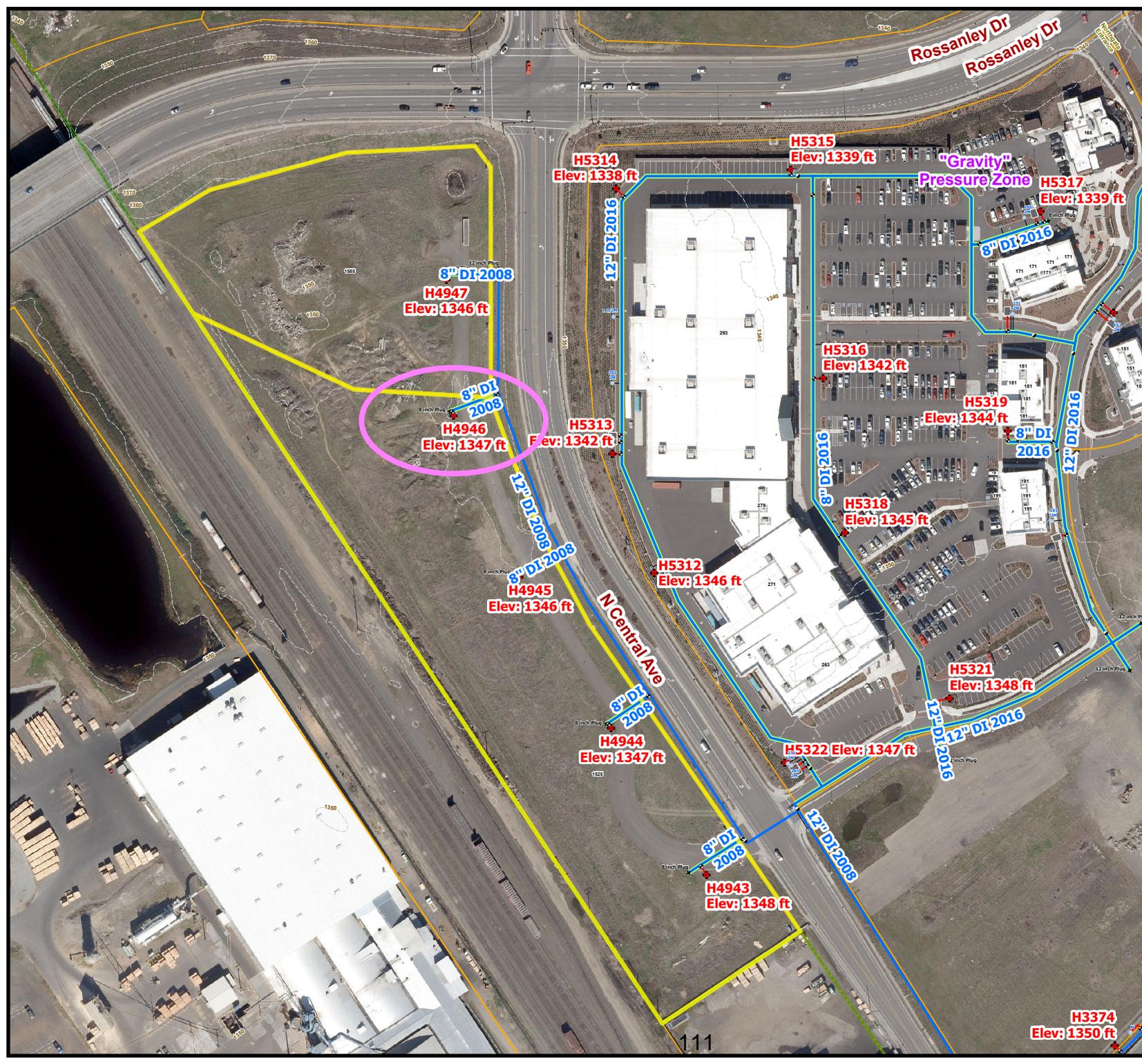
#### MWC Facilities:

- Control Station
- Pump Station
- Reservoir



This map is based on a digital database compiled by Medford Water Commission from a variety of sources. Medford Water Commission cannot accept responsibility for errors, omissions, or positional accuracy. There are no warranties, expressed or implied.

Date: 7/30/2020  
Path: R:\Departments\GIS\AC20\226\Runyen MXD.mxd





BUILDING SAFETY DEPARTMENT  
ROOM 277

CITY OF MEDFORD  
LAUSMANN ANNEX  
200 SOUTH IVY STREET  
MEDFORD, OREGON 97501

TELEPHONE (541) 774-2350  
FAX (541) 774-2575  
E-MAIL:  
bldmed@ci.medford.or.us

## Policy on Installation of Pressure Reducing Valves

August 5, 2014

Section 608 of the 2011 Edition of the Oregon Plumbing Specialty Code requires a pressure regulator (commonly called a Pressure Reducing Valve or PRV) where the static pressure in the water supply piping exceeds 80 psi. Although this section gives limited guidance as to installation, it does require the device to be

*“...accessibly located above ground or in a vault equipped with adequate means to provide drainage and shall be protected from freezing, and shall have the strainer readily accessible for cleaning without removing the regulator or strainer body or disconnecting the supply piping.”*

“Accessible” and “readily accessible” are defined in chapter 2.

To assure uniform and appropriate installation of these devices within Medford, the following standards have been agreed to by the City of Medford Building Safety Department and the Medford Water Commission:

1. The need for these devices will be based on pressure information provided by the Medford Water Commission, and can be verified on-site with a pressure gage. While factory settings of these devices may be adjusted, MWC recommends that the regulated pressure be set no higher than 65 psi.
2. PRVs shall NOT be installed when static pressure is less than 50 psi, except for limited specific equipment-based needs.
3. The PRV shall be installed outside the street right of way as close as practical to the water meter.
4. No expansion tank is necessary.
5. No fixture, device or system is permitted between the meter and the PRV.
6. The PRV must NOT be direct buried nor installed in a crawl space.
7. PRVs shall be installed within a readily accessible valve box / vault following the same standard as used for double check backflow assemblies, as follows:

*“On new installations, at least 12-inches clearance will be required as per section 603.3.4. When replacing an existing assembly, the 12-inch clearance requirement can be waived as long as there is at least 3-inches clearance between the bottom of the assembly and the ground, and the device is tested and serviced from the top.”*

***Sam Barnum***

Building Safety Director

## Landscape & Irrigation Code Information

This page provides information intended to **help in preparing Landscaping and Irrigation System Plans** for development projects submitted to the City for review and approval. New landscaping and irrigation standards became effective December 1, 2013.

Landscaping & Irrigation Standards and Processes **ARE** applicable to the following type of projects:

- Commercial
- Industrial
- Institutional
- Multi-family Residential
- Subdivision Open space/landscaping tracts

Landscaping and Irrigation Standards and processes are **NOT** applicable to the following:

- Single-family lots
- Duplex lots
- Individual townhome lots
- Areas reserved for future site development as part of a larger phased project (unless irrigated landscaping is placed thereon)

The links below provide vital information to the landscape/irrigation plan designer in development and submission of plans and to the landscape/irrigation installation certifier when seeking to obtain a Certificate of Occupancy upon completion of site improvement.

### Landscape and Irrigation Plan Processing and Information Packet - February 2014

Provides information on the following:

- Landscaping and irrigation review process overview
- Deferred landscaping improvement
- Landscape/irrigation improvement certification
- Irrigation and Landscape Plan Designer Checklists
- Certification Form required to be filled out and submitted at the completion of project
- Instructions for application of the Irrigation Calculator spreadsheet form (see link below) to be utilized (required) in generation of irrigation calculations that are submitted with irrigation plan
- **LINK:**<http://www.ci.medford.or.us/SIB/files/Landscape%20and%20Irrigation%20Plan%20Processing%20and%20Information%20Packet.pdf>

### Irrigation Friction Loss and Run Time Calculator Spreadsheet - 2/14/14

- **LINK:** <http://www.ci.medford.or.us/SIB/files/Sprinkler System Calc 2-14-14.xls>

### Plant Water Needs for Medford Spreadsheet - 9/24/14

- **LINK:** [http://www.ci.medford.or.us/SIB/files/Plants Water Needs \(last sent 7-1-14\) HMS\(1\).xlsx](http://www.ci.medford.or.us/SIB/files/Plants Water Needs (last sent 7-1-14) HMS(1).xlsx)

Plants in the same irrigation zone shall have similar watering needs unless irrigated by drip irrigation with emitters sized for individual plant water needs. This link provides a plant list of trees, shrubs, perennials, bulbs, ferns, groundcover, vines and grasses and respective water needs for each identified species. An irrigation zone may contain plants in two adjoining water need classifications (i.e., "Low/Moderate" plant materials can be paired with "Moderate" plant materials, but "Low/Moderate" plant materials cannot be paired in the same zone as "Very Low" or "High" water need plant materials).

--updated 2/18/16

# LANDSCAPE & IRRIGATION PLAN PROCESSING & INFORMATION PACKET



## **Review Processes**

- Landscape Plan Review
- Irrigation Construction Plan Review

## **Deferred Landscaping Improvement**

## **Landscaping & Irrigation Installation Certification**

## **Forms**

- Landscape Plan Designer Checklist
- Irrigation Plan Designer Checklist
- Landscaping and Irrigation Certification Form

## **Irrigation Calculator Instructions**

- Friction Loss

**February, 2014**

## Review Processes

All development and building permit applications that include landscaping areas, with the exception of development types provided within Section 10.780(C)(1)(a) of the *Land Development Code*, shall provide a Landscape Plan and Irrigation Plan for review and approval. Landscape and irrigation improvements shall be installed in accordance with approved plans. MLDC Landscaping & Irrigation Standards and Processes are applicable to the following type of development projects:

- Commercial
- Industrial
- Institutional,
- Multi-family Residential
- Subdivision Open space/landscaping tracts

### Landscape Plan Review Process.

- A landscape plan, complying with the Standards of Sections 10.780 (F) and (G), shall be submitted for review and approval by the Approving Authority for any open space tract, industrial, commercial, multi-family or institutional development project.
- For developments containing more than 1,500 square feet of landscaping area, unless exempted by ORS 671.540(a), the Landscape Plan shall be prepared by a State of Oregon Registered Landscape Architect or State of Oregon Licensed All-Phase Landscape Contractor.
- Subsequent to the approval of the landscape plan by the Approving Authority (Site Plan and Architectural Commission, Planning Commission, Planning Director), the applicant shall file an irrigation construction plan.

### Irrigation Construction Plan Review Process.

- After approval of the landscape plan by the Approving Authority, and concurrently with submittal of plans for building permit, an irrigation system construction plan complying with Sections 10.780 (F) and (H), shall be submitted for staff review and approval. A completed Irrigation Friction Loss / Run Time Schedule spreadsheet shall be included with the irrigation plan submittal.
- Irrigation plans shall be included with the building construction plan set documents submitted to the Building Department.
- No permit for building, paving, utilities, or other on-site construction improvement, other than grading, shall be issued until irrigation plans for the landscaping have also been approved.

### Deferred Landscape Improvement

If improvement must be delayed for seasonal reasons, such as excess soil moisture, or additional time is required to complete the installation, improvement may be deferred for up to six (6) months through the execution of a Deferred Landscaping Improvement Agreement. A draft boiler point agreement can be obtained at the Planning Department. The agreement shall specify:

1. That within six (6) months of the date of issuance of the Certificate of Occupancy, all landscaping and irrigation improvements shall be completed in accordance with approved plans.
2. If the property owner fails to complete said landscaping and irrigation improvements in accordance with the terms of the agreement, the City may have access to landscaping areas, complete the same as specified on the approved plans, and recover the full cost and expense thereof from the financial assurance, developer, and/or property owner.
3. The indemnification of the City, its councilmembers, officers, board members, commissioners, and employees from claims of any nature arising or resulting from the performance of any acts required by the City to be done in accordance therewith.
4. That, to secure full and faithful performance thereof, the applicant shall file with the City, either a surety bond, in an amount equal to 125% of the estimated cost of completing the landscaping and irrigation improvements, executed by a surety company authorized to transact business in Oregon; or, cash in an amount equal to 125% of the estimated cost of completing landscape improvement.

### Landscaping and Irrigation Installation Certification

Upon installation of landscaping & irrigation improvements, the Registered Landscape Architect or the Oregon All-Phased Licensed Landscape Contractor, responsible for the installation of landscaping and/or irrigation shall certify improvements were installed in accordance with approved plans and specifications by completing a Landscape Installation Certification Form.

- A completed Certification Form shall be submitted to the City Planning Department prior to the issuance of Certificate of Occupancy for any portion of the project, unless landscaping and irrigation improvements have been deferred in accordance with Section 10.780(I)(2).
- Submittal of the Certification Form serves as the applicant's notice of landscaping completion and shall be submitted a minimum of two (2) full business days prior to final building inspection.
- If installation is found to be deficient based upon the approved plans and code requirements, the Building Official will be given a list of deficiencies to be satisfied prior to the issuance of the Certificate of Occupancy.
- The City shall forward the list of the landscaping and irrigation deficiencies to the certifier at the addresses provided on the Certification Form.

## LANDSCAPE & IRRIGATION PLAN PROCESSING AND INFORMATION PACKET

- If a Deferred Landscaping Improvement Agreement is utilized in accordance with Section 10.780(l)(2), the City shall authorize the release of the financial assurance upon confirmation of completed landscaping and irrigation improvement.
- If landscaping or irrigation installation is incorrectly certified:
  - The property owner is not relieved of the responsibility for installing the landscaping and/or irrigation required by approved plans.
  - The City may notify the regulatory or certification body with which the installation certifier is licensed.

## LANDSCAPE & IRRIGATION PLAN PROCESSING AND INFORMATION PACKET

### LANDSCAPE PLAN DESIGNER CHECKLIST

***Please note irrigation plans are not reviewed or approved with the development application (SPAR, Tentative Plat, Conditional Use, PUD), and need not be submitted. Irrigation review will be performed with building plan construction document review. If irrigation plans are submitted with the development application, they will not be reviewed for code compliance at that time and will be considered only as a conceptual exhibit. While irrigation plans are not required for submittal of the development application, an Irrigation Plan Checklist is included in this information packet for the irrigation designer to use when the project proceeds to construction plan phase.***

***The landscape plan designer should be cognizant during landscape plan preparation of required irrigation hydro-zoning. Plants located in the same irrigation zone shall have similar watering needs, unless irrigated by drip irrigation with emitters sized for individual plant water needs. Appropriate and compatible plant water use materials are referenced in the Species Evaluation Plant List, a copy which is available at the Planning Department and Planning Department web page.***

- For development containing more than 1,500 square feet of landscaping area, a Landscape Plan prepared by a State of Oregon Registered Landscape Architect or Oregon Licensed All-Phase Landscape Contractor, unless exempted by ORS 671.540(a).
  
- Title block information including:
  - Designer name.
  - Registered Landscape Architect's Seal or State of Oregon All-Phased Contractor Number.
  - Sheet numbers if more than a single sheet
  - Scale of plan.
  
- The Landscape Plan shall include all information specified in Section 10.780, including but not limited to:
  - Scaled plan drawn in accordance with one of the scales identified below:
    - One-inch equals ten feet.
    - One-inch equals twenty feet.
    - One-inch equals thirty feet.
    - 1/16 Architectural scale.
    - 1/32 Architectural scale.
  - Property lines, easements and clear vision areas (Section 10.735).
  - If applicable, existing natural features such as:
    - Trees with a trunk diameter greater than six (6) inches.
    - Tree canopies on adjacent properties that extend into the project area.

## LANDSCAPE & IRRIGATION PLAN PROCESSING AND INFORMATION PACKET

- Streams.
- Riparian corridors and wetlands, including top of bank or wetland edge.
  
- Existing and proposed structures.
- Existing and proposed impervious surfaces.
- Required front cover information:
  - Total square footage of landscaping areas.
  - Total square footage of parking lot landscaping areas.
  - Total High-Water Use Landscaping Elements, as defined by Section 10.780(D)(6). Provide total square footage of all landscaping areas along with the total landscape areas containing high water use landscaping elements expressed in both square footage and percent total of the entire landscaping area.
  - Note stating the required landscaping soil preparation procedures outlined in Section 10.780(G)(9)(b):
    - ***“Required Soil Preparation Procedures:***
      1. *Assure that soil is suitably dry before beginning.*
      2. *Spread desired topsoil (optional).*
      3. *Open/rip soil to a depth of eight (8) inches.*
      4. *Assure organic content as required by Subsection 10.780(G)(9)(a).*
      5. *Cultivate soil and amendment(s) to a depth of four (4) to six (6) inches.”*
  
- Existing topography at two (2) foot intervals, or direction of slopes, notated with arrows and slope percentage.
  
- All proposed landscaping materials and location required by the *Land Development Code* (see Landscape Design Standards below).
  
- Location of all landscaping features:
  - Plant materials.
  - Fences.
  - Retaining walls.
  - Hardscape elements.
  - Accent lighting.
  - Ground coverage materials.
  
- Location of stormwater management facilities such as retention and detention ponds.
  
- Landscape Plan Legend including:
  - Botanical and common plant names.
  - Size of plant material.
  - Size and information regarding inorganic ground coverage material such as shale, gravel and bark.

## LANDSCAPE & IRRIGATION PLAN PROCESSING AND INFORMATION PACKET

- Details and specifications:
  - Tree planting.
  - Soil preparation.
  - Retaining walls
  - Fences.
  - Landscaping headers
  - Tree grates.
- On a separate plan sheet, provide a Utilities Plan showing the following aboveground and underground utilities:
  - Sewer.
  - Water.
  - Communications.
  - Electricity.
- If applicable, location of all areas to be provided with protective fencing for soil and/or existing tree protection.

### **Required Landscape Design Standards**

- Other Applicable Code Sections. In addition to meeting the landscaping design requirements of Section 10.780, the Landscape Plan shall also meet the landscape design requirements of the following Sections, where applicable:

**Street Frontage Landscaping Requirements** - Section 10.797.

**Parking Area Planter Landscaping Requirements** - Section 10.746(3).

**Bufferyard Landscaping Requirements** - Section 10.790.

**Southeast Overlay District Landscaping Requirements** - Sections 10.370 through 10.385.

**Stormwater Facilities Landscaping Requirements** - *Rogue Valley Stormwater Quality Design Manual*.

**Large Retail Structure Landscaping Requirements** - Sections 10.724- 10.725.

- Plant Size Requirements:
  - Deciduous trees      1¾-inch caliper minimum.
  - Evergreen trees      Eight (8) feet in height minimum.
  - Shrubs                      One (1) gallon size minimum.
  - Groundcovers              Flats or a minimum size of four (4) inch pots.
- Living Groundcover Requirements.

## LANDSCAPE & IRRIGATION PLAN PROCESSING AND INFORMATION PACKET

All landscaping areas, including right-of-way planter strips adjacent to the site, shall include sufficient shrubs, turf grass, and/or other living groundcover to spread over 85% of each area within eight (8) years.

- An area without living groundcover within a three (3) foot radius centered at the base of each new tree may be counted toward this requirement.
  - Existing trees to be preserved; an area without living groundcover within a ten-foot radius centered at the base of each existing tree or 50% of the canopy area, whichever is less, may be counted toward this requirement.
  - In lieu of living groundcover, up to ten percent (10%) of the total landscaped area may be covered with rock, brick, or decorative pavers, and may be counted toward this requirement.
  - In no circumstance shall the sum of ground cover credit provided cause the living ground cover percentage to be reduced to less than 50% of the total landscape area.
- Non-Living Groundcover Requirements.
    - Landscaping areas not covered with turf grass shall be covered with a minimum of three (3) inches of unsettled mulch.
    - A limited application of rock or similar non-living groundcover material may be utilized.
    - Bark mulch applied within public right-of-way medians or planter strips shall be of shredded texture. Bark nuggets or chips may not be applied.
- High Water Use Landscape Element Limitations.
    - The total landscaping area of a development site, including areas located within adjacent public right-of-way planter strips, shall not exceed the following percentage of high-water use landscape elements:
      - Single-family residential open space/landscaping tract = 40%.
      - Multiple-family residential = 40%.
      - Commercial/office = 30%.
      - Institutional = 30%.
      - Industrial = 20%.
    - Water features shall use recirculating water systems.
- Turf Grass Limitations.
    - Turf grass area(s) shall have a minimum average width of eight (8) feet and shall be no less than six (6) feet in width at any point, except for stormwater facilities constructed in accordance with the *Rogue Valley Stormwater Quality Design Manual*.

## LANDSCAPE & IRRIGATION PLAN PROCESSING AND INFORMATION PACKET

- Slopes exceeding fifteen percent shall not be landscaped with turf grass.
- Where on-street parking is located adjacent to public right-of-way planter strip, minimum turf width is not applicable to the adjoining strip.
- Slope limitations in landscape areas.
  - The maximum finished slope for landscaping areas is 33% (3 to 1).
  - Slopes steeper than 33% shall be terraced.
  - This is not applicable to landscaping areas intended to remain in their natural vegetated and soil condition.
- Irrigated Landscaping Adjacent to Impervious Surfaces.
  - Landscaping area located adjacent to an impervious surface shall have finished grade that is one inch lower than adjoining impervious surface.
  - If there is a retaining wall or curb adjacent to the impervious surface, for areas uphill of the wall, the referenced grade for this provision shall be the top of the retaining wall or curb.
  - Finished grade of the irrigated landscaping area is the top surface elevation after application of the required non-living groundcover material specified by Section 10.780(G)(4), or turf grass.
- Soil Quality Restoration/Preparation.
  - Required Organic Content:  
Mature compost (Section 10,780[D]) shall be added to the soil of landscaping areas at a rate of three (3) cubic yards of compost per 1,000 square feet of landscaping area to be planted.
- This requirement is not applicable in the following circumstances:
  - Areas fully secured by fencing for protecting undisturbed soil from damage and compaction.
  - Stormwater quality and detention facilities.
  - Landscaped areas where a soil test demonstrates an organic content of at least three percent (3%). See Section 10.780(E)(9)(a)(3).
  - Required Soil Preparation procedures:
    - Assure that soil is suitably dry before beginning.
    - Spread desired topsoil (optional).
    - Open/rip soil to a depth of eight (8) inches.
    - Assure organic content as required.
    - Cultivate soil and amendment(s) to a depth of four (4) to six (6) inches.

## LANDSCAPE & IRRIGATION PLAN PROCESSING AND INFORMATION PACKET

- Tree Requirements.
  - Soil Volume.

Each new or existing tree shall have sufficient soil volume. Each tree shall have least two (2) cubic feet of soil volume for each one (1) square foot of tree canopy at maturity.

    - Soil Volume is calculated as the landscaping area under the tree canopy, free of impervious surface or paving, and measured at a depth of three (3) feet.
    - For trees within parking area or sidewalk planters, in lieu of the soil volume provision, structural soil may be used as an alternative material under impervious surfaces to meet the required soil volume calculation.
  - Root Barriers:

Commercially engineered root barriers shall be installed for all new trees located within three (3) feet of any public right-of-way impervious surface and shall consist of six (6) lineal feet of 24-inch barrier, running parallel to the impervious surface, centered on the tree.
  - Tree Fencing:

Existing trees to be preserved shall be secured by fencing at the canopy edge for protecting the tree from disturbance and soil compaction.

### **Irrigation Construction Plan Designer Checklist**

***After approval of the Landscape Plan by the Site Plan and Architectural Commission, and concurrently with submittal of plans for building permits, irrigation plan documents complying with Sections 10.780(F) and (H) shall be submitted for staff review and approval. No permit for building, paving, utilities, or other on-site construction improvement, other than grading, shall be issued until irrigation plans for the landscaping have been approved.***

- For development containing more than 1,500 square feet of landscaping area, irrigation plans shall be prepared by a Certified Irrigation Professional (CIP) having one of the following credentials:
  - Irrigation Association Certified Irrigation Designer.
  - State of Oregon Registered Landscape Architect.
  - Oregon Licensed All-Phase Landscape Contractor.
- Title block information including:
  - Designer name.
  - Registered Landscape Architect's Seal or State of Oregon All-Phased Contractor Number (if Irrigation Association Designer Certified, provide copy of IA Certificate).

## LANDSCAPE & IRRIGATION PLAN PROCESSING AND INFORMATION PACKET

- Sheet numbers if more than a single sheet.
  - Scale of plan.
- Full-sized copy of the SPAC-approved Landscape Plan.
  - The Irrigation Plan shall include all information specified in Section 10.780, including but not limited to:
    - Scaled plan drawn consistent with the scale of the SPAC-approved Landscape Plan:
      - One-inch equals ten feet.
      - One-inch equals twenty feet.
      - One-inch equals thirty feet.
      - 1/16 Architectural scale.
      - 1/32 Architectural scale.
    - Property lines, easements and clear vision areas (Section 10.735).
    - If applicable, existing natural features such as:
      - Trees with a trunk diameter greater than six (6) inches.
        - Tree canopies on adjacent properties that extend into the project area.
        - Streams.
        - Riparian corridors and wetlands, including top of bank or wetland edge.
    - Existing and proposed structures.
    - Existing and proposed impervious surfaces.
    - Water Meter sizes, locations, static water pressure and anticipated friction loss at the highest flow sprinkler design flow.
    - Backflow prevention devices(s) location, model and manufacturer.
    - Irrigation system layout identifying all components, including model and manufacturer.
    - Installation details for irrigation components.
    - Calculations submitted on a separate worksheet provided by the City, providing data identifying the systems design parameters, hydraulics and irrigation schedule.

**(See link on the Landscape and Irrigation Information Page to download a copy of the FRICTION LOSS CALCULATOR / SYSTEM RUN TIME CALCULATOR SPREADSHEET. See pages 15 through 17 for calculator instruction)**

## LANDSCAPE & IRRIGATION PLAN PROCESSING AND INFORMATION PACKET

- Irrigation Plan Legend including:
  - Summary of the manufacturer's stated flow rates and pressure losses.
  - Recommended operating pressures and sizes (e.g., nozzle sizes, pipe diameter sizes and pop up heights) for all system components.
  - Identification of each unique irrigation component, with manufacturer's recommended flow rate and pressure losses, and the operating pressure and size.
- A note, located in a conspicuous location on the plan front cover, providing the following information:
  - A statement that the irrigation system is designed to operate within the manufacturer's recommendation.
  - Direction to the irrigation installer to verify proper operation of the irrigation system.
  - Direction to the irrigation installer to adjust pressure reducing valves as needed to ensure all components operate within the manufacturer's recommendations.
- Irrigation Schedule – schedule to be based on:
  - Medford area historical peak week ETo of 2.3 inches of water.
  - Water needs of the plants of the approved landscape plan.
  - Soil type of the site.
  - Proposed slopes.
  - Drip irrigation systems - an irrigation schedule shall provide instruction for adjustment of the system to accommodate maturing plant water needs and adding/or resizing of drip emitters at three (3) year increments until plants reach maturity.
- Location of stormwater management facilities such as retention and detention ponds.
- Landscape Plan Legend including:
  - Botanical and common plant names.
  - Size of plant material.
  - Size and information regarding inorganic ground coverage material such as shale, gravel and bark.
- On a separate plan sheet, provide a Utilities Plan showing the following aboveground and underground utilities:
  - Sewer.
  - Water.
  - Communications.
  - Electricity.
- Existing topography at two (2) foot intervals, or direction of slopes, notated with arrows and slope percentage.

## LANDSCAPE & IRRIGATION PLAN PROCESSING AND INFORMATION PACKET

- Total square footage of landscaping areas noted on the front cover.
- Total square footage of parking area planters noted on the cover page.

### **Required Irrigation System Design Standards**

***All landscaping areas shall be irrigated with an irrigation system having an automatic controller in accordance with the provided specifications.***

- Water Needs. Plants in the same irrigation zone shall have similar watering needs unless irrigated by drip irrigation having emitters sized for individual plant water needs.
- Overhead Irrigation.
  - A landscaping area irrigated by overhead irrigation shall have a minimum average width of eight (8) feet and shall be no less than six (6) feet in width at any point; if less than eight (8) feet in average width, it shall be irrigated by drip irrigation components or bubblers.
  - The minimum pop-up sprinkler height shall be four (4) inches.
  - All pop-up sprinklers within one (1) valve zone shall have matched precipitation rates.
  - Overhead irrigation systems shall be designed to maximize uniformity in water application, such as providing overlapping sprinkler spacing as appropriate for the planted area.
  - Overhead irrigation **shall not** be utilized in parking area planters.
- Irrigation Flow.
  - Irrigation systems designed for a flow of greater than 50 gallons per minute (GPM) shall have a master valve at the point of connection.
  - Irrigation systems designed for a flow of greater than 80 GPM shall have a high flow sensor.
- Irrigation Controllers. Automatic irrigation controllers shall be, at a minimum:
  - Capable of storing at least three (3) complete programs, with each program providing three (3) or more start times, station run times in minutes to hours, and water days by interval, day of the week and even/odd days.
  - Equipped with a percent adjust (water budget) feature unless utilizing weather-based sensors or soil moisture sensors.
  - Equipped with non-volatile memory and/or a self-charging battery circuit.
  - Capable of accepting an external rain or soil moisture sensor.

## LANDSCAPE & IRRIGATION PLAN PROCESSING AND INFORMATION PACKET

- Equipped with master valve capability for systems with any designed flow having a flow rate of 50 GPM or greater.
- Equipped with high flow sensor capability for systems with any designed flow having a flow rate of 80 GPM or greater.
- Pressure Regulation: All irrigation zones shall be equipped with pressure reduction valves when needed to meet the manufacturer's recommended operating pressure for the components of each zone. Where needed, pressure regulation shall be located at the meter or solenoid valve. Use of pressure-regulating sprinklers does not satisfy the requirement for a pressure reduction valve.
- Isolation Valves.
  - Isolation valves are required on the mainline
  - At the irrigation system point of connection.
  - At each valve box.
  - At paved crossings of 20 feet or greater, such as streets, driveways or other impervious surfaces.
- Swing Joints. Swing joints are required on all sprinkler head risers.

## CALCULATOR INSTRUCTIONS

### Friction Loss Calculation Instructions

**Line 3:** Indicates that all **gray areas** are where information needs to be entered. All other areas will self-populate with data.

**Line 5:** Enter the project name and address as it appears on the landscape plans turned into SPAC.

**Line 6:** Enter the most recent date of any changes made to the document.

**Line 8:** Enter the highest gallonage of any zone or combination of zones that will be running at any given time on the project site.

**Line 9:** Enter the static water pressure as stated by the Medford Water Commission (MWC) for the project water meter.

**Lines 10 & 11:** These lines will self-populate with the Total PSI Gains / Losses and Working Pressure as other information is provided.

**Line 12:** Enter the pressure that the sprinklers need to operate properly.

**Line 15 & 17:** These lines ask the designer to compare the “Working Pressure” (calculated when the sheet is finished) to the “Required Sprinkler Pressure” and answer if additional equipment is needed for the system to work properly.

**Line 24:** Enter the service line information. If needed, refer to the plumbing plans or check with MWC for the information.

**Line 25:** Enter the Water Meter size. Using the maximum GPM that will flow through the meter, check a AWWA Water Meter loss chart for the PSI loss.

**Line 26:** Enter the size, length and PSI loss per 100' of the pipe serving the irrigation system from the water meter to the backflow.

**Line 27:** Enter the size of the backflow preventer on the project and the friction loss at the maximum design gallonage.

**Line 28:** Enter the size, length, and PSI loss per 100' of the pipe being used as mainline to the farthest valve being served.

## LANDSCAPE & IRRIGATION PLAN PROCESSING AND INFORMATION PACKET

**Line 29:** Enter the size and friction loss of the valve on the largest zone, or the valve with the most gallonage running through it (if there is more than one valve running to create the maximum design gallonage).

**Line 30:** This line will self-populate with a PSI Loss based on the information provided before it.

**Line 31:** This line calculates total mainline PSI loss and will self-populate based on the information provided.

**Line 34:** Find the elevation differences between the water meter and the highest and lowest points in the system. Enter the greater number in the box, expressing elevation loss (if applicable) as a negative number (input as –number).

**Line 35:** This line calculates pressure gains or losses and will self-populate based on the information provided.

**Line 38:** Enter the zone # that has the “worst-case” hydraulics on the project. This could be the zone with the most gallons, the most lateral piping or the highest elevation on the project.

**Line 39:** Enter the sprinkler and nozzle types that will be used in the zone listed on line 34.

**Line 40:** Enter the schedule or class (pressure rating) pipe that will be used in the zone listed on line 34.

**Line 43 – 67:** From the valve (entered on line 34) to the farthest sprinkler (just one leg), list the pipe size, GPM in that piece of pipe, the length of that pipe and its friction loss (you can round up on the GPM/PSI Loss to make your calculations easier). As an example (using schedule 40 pipe and the nearest whole GPM):

Valve to 1<sup>st</sup> tee, 1-1/2” pipe, 25 GPM, 2’ @ 1.79 PSI Loss/100’ (Sch. 40 at 26 GPM).

1<sup>st</sup> tee to 2<sup>nd</sup> tee 1-1/4” pipe, 15 GPM, 10’ @ 1.5 PSI Loss/100’ (Sch. 40 at 16 GPM).

2<sup>nd</sup> tee to 3<sup>rd</sup> tee 1” pipe, 10 GPM, 15’ @ 2.39 PSI Loss/100’ (Sch. 40 at 10 GPM).

4<sup>th</sup> tee to 5<sup>th</sup> tee 1” pipe, 7.5 GPM, 15’ @ 1.58 PSI Loss/100’ (Sch. 40 at 8 GPM).

6<sup>th</sup> tee to final elbow 3/4” pipe, 2.5 GPM 15’ @ 0.83 PSI Loss/100’ (Sch. 40 at 3 GPM).

**Line 68:** This line will calculate total PSI loss in the zone listed on line 34 and will self-populate based on the information provided.

## SYSTEM RUN TIME CALCULATION INSTRUCTIONS

**The purpose of the System Run Time Calculation is to ensure the landscape can be sufficiently watered during the PEAK WEEK within the water window as described in lines 13 & 17.**

**Line 3:** Indicates that all **gray areas** are where information needs to be entered. All other areas will self-populate with data.

**Line 5:** Enter the project name and address as it appears on the submitted landscape plans.

**Line 7:** Enter the most recent date of any changes made to the document.

**Line 9:** When determining how much water is needed in the hottest weeks of the summer in Medford, use 2.3 inches of water per week as the Reference E.T. value.

**Line 11:** This line will self-populate based on the information provided from line 8 of the FRICTION LOSS CALCULATION

**Line 13:** Enter days available to irrigate on the project site.

**Line 15:** When planning the irrigation scheduling, the optimum watering window is between 9:00 PM and 5:30 AM for the overall benefit of the citizens receiving water from the Medford Water Commission.

**Line 17:** Enter the preferred water window for the project site.

**Line 19:** This line displays total system run time in hours per week and will self-populate based on the information provided.

**Line 22 – 35:** On these lines, enter the start times and days that irrigating will take place in the weeks of mid-June through mid-August.

**Line 39 – 41:** These lines give the Hydrozone plant water needs, expressed numerically, to be used in the calculations that follow. For zones being watered by overhead irrigation, the ET value shall be based on the plants with the highest water need within the zone.

**Line 44 – 67:** Describe each station: The plant material ET, the expected precipitation rate of the irrigation equipment chosen, run time per start time cycle **FOR THE PEAK WEEK**, and total number of cycles per week.

**Line 68:** This line shows the total minutes of run time per week, and will self-populate based on the information provide



## City of Medford Landscape Installation Certification Form

***A completed and executed Certification Form must be submitted to the Planning Department a minimum of two (2) days before seeking final inspection for Certificate of Occupancy issuance.***

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Site Plan/ Land Use Application Number: \_\_\_\_\_

Site Location/ Street Address: \_\_\_\_\_

### Landscape Certifier Information

- State of Oregon Registered Landscape Architect
- State of Oregon All-Phased Licensed Landscape Contractor

Name \_\_\_\_\_

Registration or License Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Email address \_\_\_\_\_

## LANDSCAPE & IRRIGATION PLAN PROCESSING AND INFORMATION PACKET

***Authorization to install alternate plant landscaping material not identified by the approved landscape plan requires prior approval from the City of Medford Planning Department. Substituted materials may only be utilized when specified landscaping material is unavailable at time of installation.***

Were the required plants and landscaping materials installed per the approved landscaping plan and specifications, and if applicable, with any approved landscape material substitutions approved by the City of Medford Planning Department?

- Yes
- No (Please continue to next question)

If substitutions were made in plant materials without prior authorization, attach a copy of the approved plans and call out all substitutions with redline markup. Any proposed substitution must be of same watering need, growth rate, and generally of the same aesthetic character and form as the substituted material.

Were substitute plant materials of the same watering need, growth rate, form and aesthetic character as the material specified on the approved plan?

- Yes
- No

Has the required irrigation system been installed according to approved plans and specifications and if applicable, any prior approved irrigation system alternatives?

Pressure regulation,

- Yes
- No
- Not applicable

Irrigation controller,

- Yes
- No
- Not applicable

Isolation valve(s),

- Yes
- No

Sprinkler layout,

- Yes
- No
- Not applicable

Swing joints,

- Yes
- No
- Not applicable

Hydrozoning

- Yes
- No
- Not applicable

## LANDSCAPE & IRRIGATION PLAN PROCESSING AND INFORMATION PACKET

Has mature and certified compost, certified by the US Composting Council Seal of Testing Assurance Program, been added to the soil of landscape areas at a rate of three (3) cubic yards of compost per 1,000 square feet of planting area where applicable as required by Section 10.780 G (9) a? **Attach documentation (delivery receipt) of compost delivery to the subject site.**

- Yes  
 No

Were soils prepared in accordance with the standards specified in Section 10.780 G(9)b of the Medford municipal code (located on the front cover of approved plans)

- Yes  
 No

If applicable, have structural soils been applied in areas of impervious surface surrounding parking lot planter islands in a sufficient quantity to address tree soil volume requirements of Section 10.780(G)(10)? **Attach documentation (delivery receipt) of structural soils delivery to the subject site.**

- Yes  
 No  
 Not applicable

If applicable, if project included areas to be left in a natural condition with undisturbed soils, were such areas cordoned off with the protective fencing called out on the approved landscape plan?

- Yes  
 No  
 Not applicable

### **If landscaping or irrigation installation is incorrectly certified:**

The property owner is not relieved of the responsibility for installing the landscaping and/or irrigation required by approved plans.

The City may notify the regulatory or certification body with which the installation certifier is licensed.

***By signing this form, I hereby attest that the site landscaping and/or irrigation was installed in accordance with all approved plans and specifications.***

---

Name of Certifier (Print)

---

Signature

---

Date



# Wetland Land Use Notice Response

## Response Page

Department of State Lands (DSL) WN#\*  
WN2020-0586

### Responsible Jurisdiction

<b>Staff Contact</b> Steffen Roennfeldt	<b>Jurisdiction Type</b> City	<b>Municipality</b> Medford
<b>Local case file #</b> AC-20-226	<b>County</b> Jackson	

### Activity Location

<b>Township</b> 37S	<b>Range</b> 02W	<b>Section</b> 24	<b>QQ section</b>	<b>Tax Lot(s)</b> 701
------------------------	---------------------	----------------------	-------------------	--------------------------

Street Address  
1567 N Central Ave  
Address Line 2

City  
Medford

Postal / Zip Code  
97501

State / Province / Region  
OR

Country  
Jackson

**Latitude**  
42.341320

**Longitude**  
-122.887029

### Wetland/Waterway/Other Water Features

- There are/may be wetlands, waterways or other water features on the property that are subject to the State Removal-Fill Law based upon a review of wetland maps, the county soil survey and other available information.
- It is unlikely that there are jurisdictional wetlands or waterways on the property based upon a review of wetland maps, the county soil survey and other available information.

### Your Activity

- A state permit will not be required for the proposed project because, based on the project plan, the project avoids impacts to jurisdictional wetlands, waterways, or other waters.



# EXHIBIT M

## Applicable Oregon Removal-Fill Permit Requirement(s)



- A state permit is required for 50 cubic yards or more of fill removal or other ground alteration in wetlands, below ordinary high water of waterways, within other waters of the state, or below highest measured tide.

## Closing Information



### Additional Comments

Based on review of mapping submitted, and after review of available information for the subject tax lots, the proposed project ("23,000 square foot single-story trucking warehouse") does not appear to impact jurisdictional wetlands, waterways or other waters of the state.

**This is a preliminary jurisdictional determination and is advisory only.**

This report is for the State Removal-Fill law only. City or County permits may be required for the proposed activity.

### Contact Information

- For information on permitting, use of a state-owned water, wetland determination or delineation report requirements please contact the respective DSL Aquatic Resource, Proprietary or Jurisdiction Coordinator for the site county. The current list is found at: <http://www.oregon.gov/dsl/ww/pages/wwstaff.aspx>
- The current Removal-Fill permit and/or Wetland Delineation report fee schedule is found at: <https://www.oregon.gov/dsl/WW/Documents/Removal-FillFees.pdf>

### Response Date

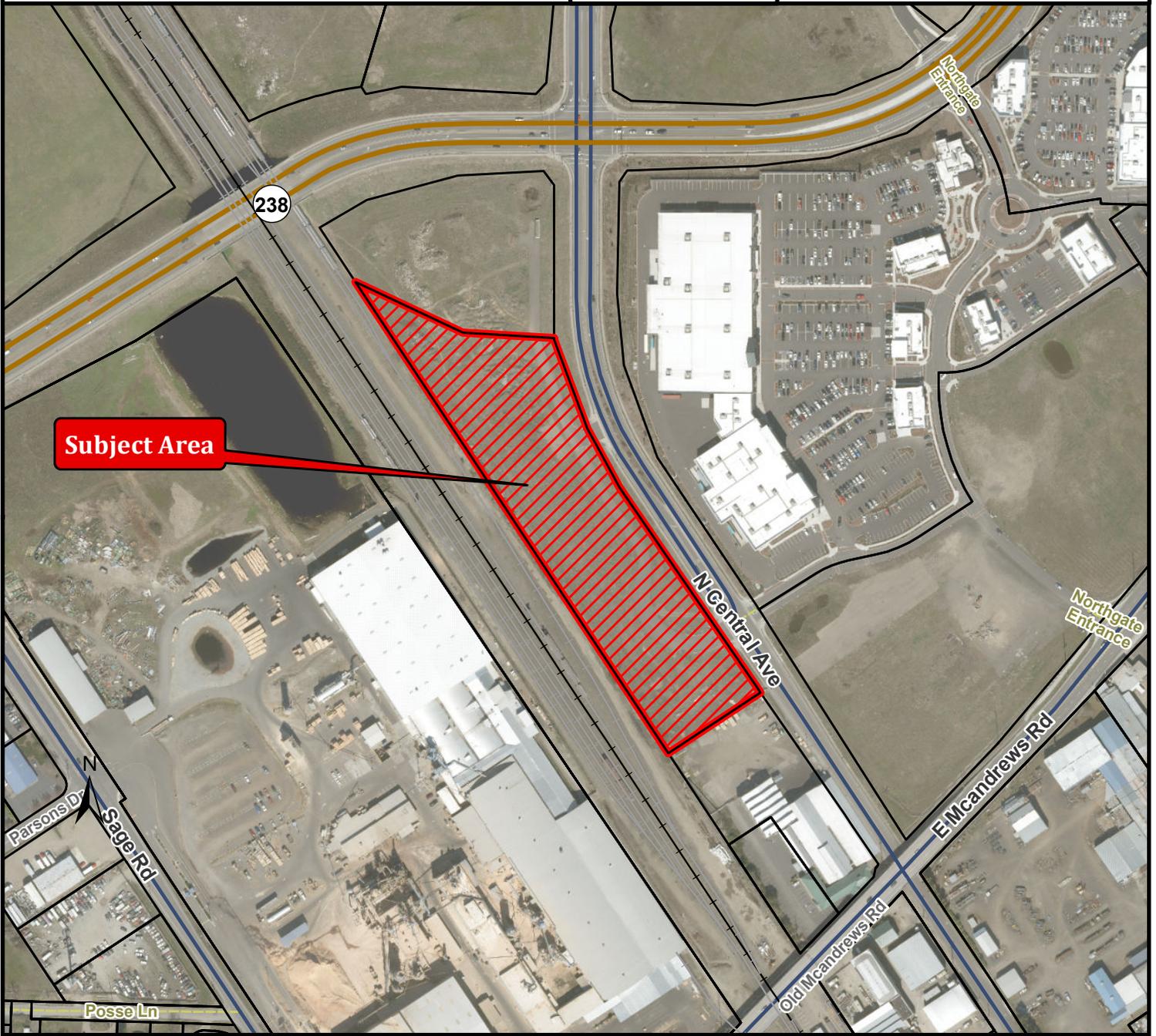
9/18/2020

### Response by:

Grey Wolf

### Response Phone:

503-986-5321

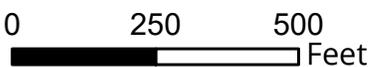


Project Name:

**Ritchie Trucking**

Map/Taxlot:

372W24 TL 701



**Legend**

-  Subject Area
-  Tax Lots

*Date: 8/7/2020*

