

SITE PLAN & ARCHITECTURAL  
COMMISSION  
AGENDA  
OCTOBER 7, 2016



Commission Members

Jeff Bender, Chair

Jim Quinn, Vice Chair

Jim Catt

Bill Chmelir

Tim D'Alessandro

Bob Neathamer

Marcy Pierce

Curtis Turner

Rick Whitlock

City Council Liaison - Dick Gordon

City Council Liaison Alt. - Eli Matthews

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

Beginning at 12:00 Noon

City of Medford

Council Chambers,

Third Floor, City Hall

411 W. 8th Street

Medford, OR 97501

(541) 774-2380



## Site Plan and Architectural Commission

# Agenda

### Public Hearing

October 7, 2016

12:00 noon

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

- 
10. Roll Call.
  20. Consent Calendar. None.
  30. Minutes.
    - 30.1 Consideration for approval of minutes from the September 2, 2016, meeting.
  40. Oral and Written Requests and Communications.

Comments will be limited to 3 minutes per individual or 5 minutes if representing a group or organization. **PLEASE SIGN IN.**
  50. Public Hearings – New Business.

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.**

    - 50.1 AC-16-086 Consideration of plans for the construction of a 3,777 square foot two story multiple-family building consisting of five dwelling units on 0.28 gross acres located at 105 Tripp St. within the MFR-20 (Multiple Family Residential, 20 dwelling units per gross acre) zoning district. (Gary Caperna, Applicant)
  60. Written Communications. None
  70. Unfinished Business. None
  80. New Business.
  90. Report from the Planning Department.
  100. Messages and Papers from the Chair.
  110. Propositions and Remarks from the Commission.
  120. City Council Comments.
  130. Adjournment.



## Site Plan and Architectural Commission

# Minutes

From Public Hearing on September 2, 2016

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

Jeff Bender, Chair  
Jim Quinn, Vice Chair  
Bill Chmelir  
Bob Neathamer  
Marcy Pierce  
Curtis Turner  
Rick Whitlock  
Dick Gordon, City Council Liaison

### Staff Present

Jim Huber, Planning Director  
Eric Mitton, Senior Assistant City Attorney  
Doug Burroughs, Public Works/Eng Development Services Mgr.  
Desmond McGeough, Planner III  
Dustin Severs, Planner II  
Debbie Strigle, Recording Secretary

### Commissioners Absent

Jim Catt, Excused Absence  
Tim D'Alessandro, Excused Absence

10. Roll Call.

20. Consent Calendar/Written Communications. None.

30. Minutes.

30.1 The minutes for the August 19, 2016, meeting, were approved as submitted.

40. Oral and Written Requests and Communications. None.

50. Public Hearings.

Eric Mitton, Senior Assistant City Attorney, read the rules governing the public hearings.

### New Business.

50.1 **AC-16-076** Consideration of plans for the construction of a 3,000 square foot building to be used as a countertop fabrication facility on a parcel totaling 0.61 acres, located on the south side of Mutiny Way, approximately 150 feet west of Bierson Way, within the I-L (Light Industrial) zoning district having I-00 (Limited Industrial) Overlay Zoning District. (Mike Stubblefield, Applicant; Buntin Construction, LLC, Agent).

Chair Bender asked for any potential conflicts of interest or ex-parte communications. There were none.

Desmond McGeough, Planner III, read the approval criteria, and gave a PowerPoint presentation of the August 26, 2016, Staff Report. Staff recommended approval.

The public hearing was opened and the following testimony was given:

a) Mark Cross, agent for the applicant, said they can meet all the conditions of approval and was available for any questions.

The public hearing was closed.

Motion: Adopt the findings as recommended by staff and adopt the Final Order for approval of AC-16-076 per the staff report dated August 26, 2016, including all exhibits and conditions.

Moved by: Commissioner Whitlock      Seconded by: Commissioner Neathamer

Commissioner Whitlock commented that he appreciated the cooperative attitude of the applicant and staff in getting through the potential issues and said he thought this project would be a nice addition to the neighborhood and surrounding area.

Roll Call Vote: Motion passed, 7-0

50.2 AC-16-081 Consideration of plans for the construction of a metal industrial building consisting of a 7,200 square foot warehouse, and an attached 1,200 square foot two-story office area, on a .51 acre lot located at the corner of Helo Drive and Helicopter Way in the Heavy Industrial (I-H) zoning district. (371W06AB TL 303); (Larry Leonard, Applicant; Bill Philp, Agent).

Chair Bender asked for any potential conflicts of interest or ex-parte communications. There were none.

Dustin Severs, Planner II, gave a PowerPoint presentation of the August 26, 2016, Staff Report. Staff recommended approval.

Commissioner Whitlock wanted to know how the parking was calculated given the fact there is currently no identified use for the building. Mr. Severs answered that when the future tenant comes in to get a business license, Planning will then review it and make sure the minimum requirement is met. He noted that eleven parking spaces should be sufficient for most industrial-type uses and if not, it appeared there was enough additional space to add more parking stalls.

Commissioner Whitlock asked about the Building Department Memo being listed as a Condition of Approval when it is typically not ever listed. Severs replied that this Building Department Memo had a little more detail in it than their typical standard memo and so they decided to include it.

The public hearing was opened and the following testimony was given:

a) Bill Philp, agent for the applicant, gave an overview of the project. He pointed out where a steel beam would have to be put in the front of the building and said they would have to eliminate the lengthy window from the original design. He said they would like to put four windows on the bottom and four windows on the top. He stated the applicant was willing to comply with all the conditions of approval.

The public hearing was closed.

Motion: Adopt the findings as recommended by staff and adopt the Final Order of AC-16-081 per the staff report dated August 26, 2016, including Exhibits A through P, and including the window changes as pointed out by the applicant's agent.

Moved by: Commissioner Neathamer      Seconded by: Commissioner Chmelir

Commissioner Whitlock congratulated the applicant on this project and said the mature trees planted along the front of the site were a huge plus for the development. He complimented the applicant on the aesthetics of the landscape details.

Roll Call Vote: Motion passed, 7-0

60. Written Communications. None.

70. Unfinished Business. None.

80. New Business. None.

90. Report from the Planning Department.

90.1 Mr. McGeough reminded the Commissioners of the training at SOU on September 14<sup>th</sup>.

90.2 Mr. McGeough said there is no business scheduled for the September 16<sup>th</sup> meeting. That meeting will be canceled.

90.3 Mr. McGeough reported that on September 1<sup>st</sup> City Council would be hearing the formal action taken on the final order appeal for JDT Trucking. He said the Planning Department had no business scheduled for the City Council meeting on September 15<sup>th</sup>.

Councilmember Gordon gave a brief report on the City Council's decision regarding the JDT Trucking appeal that had originally been heard on August 18<sup>th</sup>. He asked Mr. Mitton to fill the Commission in on the specific action the Council took on the Exception.

Mr. Mitton summarized the specific action the Council took on the Exception and also explained what had happened since the last update given to this Commission at their meeting on August 19<sup>th</sup>.

90.4 Mr. Huber announced that Brian Sjothun is the new City Manager.

90.5 Mr. Huber stated that the application for the Urban Growth Boundary Amendment had been filed with Jackson County.

90.6 Mr. Huber reported that the Planning Department is busy working on two text amendments. One is to allow A-frame signs in the downtown right-of-way and the other is to have a procedure in place regarding tiny housing projects.

90.7 Mr. Huber mentioned that last year the Planning Department had received a total of 155 land use applications. He said just last month they had received 30 applications.

90.8 Mr. Huber announced this is the last meeting he will be attending as his last day is September 30<sup>th</sup>. He thanked the Commissioners for their service and all the work they do.

Chair Bender thanked Mr. Huber for all the work he has done and said it had been a pleasure working with him through the years.

Commissioner Neathamer thanked Mr. Huber for all his efforts and the things he's done for the city.

Commissioner Whitlock added his appreciation for all that Mr. Huber has done.

100. Messages and Papers from the Chair. None.

110. Propositions and Remarks from the Commission. None.

120. City Council Comments.

120.1 Councilmember Gordon commented he was excited that Brian Sjothun had accepted the City Manager position.

130. Adjournment

130.1 The meeting was adjourned at approximately 12:45 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 7, 2016



# Planning Department

*Working with the community to shape a vibrant and exceptional city*

## STAFF REPORT

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

PROJECT      Tripp St. Apartments  
 Applicant(s): Gary Caperna & John Ross

FILE NO.      AC-16-086

TO              Site Plan and Architectural Review Commission      *for October 7, 2016 hearing*

FROM          Dustin Severs, Planner II

REVIEWER    Kelly Akin, Principal Planner *h.*

DATE          September 30, 2016

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### BACKGROUND

#### Proposal

Consideration of plans for the construction of a 3,777 square foot two story multiple-family building consisting of five dwelling units on 0.28 gross acres located at 105 Tripp St. within the MFR-20 (20 dwelling units per gross acre) zoning district (371W30BD TL 9700).

#### Subject Site Characteristics

Zoning:        MFR-20

GLUP:         UH (Urban High Density Residential)

Overlay        A-C (Airport Area of Concern)

Use:            Vacant

#### Surrounding Site Characteristics

*North*         Zone: MFR-20  
                   Use: Single-family home

*South*        Zone: MFR-20  
                   Use: Multi-family building

*East*         Zone: MFR-20  
                   Use: Multi-family building

*West*         Zone: MFR-20

Use: Single-family home

### Related Projects

AC-09-111 Proposed multi-family quad development (withdrawn)

### Applicable Criteria

MLDC Section: 10.290 – Site Plan & Architectural Review Criteria

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

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

## ISSUES AND ANALYSIS

### Background

The subject site consists of a single vacant 0.28 acre lot, and is owned by the applicant, John Ross. The proposed development consists of a 5-plex multi-family building composed of five townhouses with an attached single car garage for each unit. The applicant is proposing a landscaped bio-swale to be located in the front yard to address the water quality of the stormwater runoff generated by the new impervious surface resulting from the development. Permeable paving is proposed for the vehicular circulation areas and the patios which will also serve to minimize stormwater directed into the public stormwater system. Ingress/egress to the proposed development will come off of Tripp St. which is classified as a Minor Residential Street and is fully improved with curb and gutter, and sidewalk.

### Architecture

The submitted Narrative, Questionnaire, and Findings of Fact states the following:

*The proposed building features a collection of single story and two story gabled elements. Entries and feature windows have been articulated with human scaled gabled elements to enhance a sense of entry to the individual units. Carriage style garage doors and gable attic vents have been utilized to enhance the overall visual appeal of the complex. Exterior finish materials consist of stone veneer, painted shingle style siding, painted grooved hardboard siding, architectural corbels, and dimensional asphalt shingles. The appearance of the proposed structures is consistent*

*with the existing residences and respects the character of the surrounding neighborhood.*

Parking

**Parking Requirements**

	REQUIRED	SHOWN
<b>Total Spaces</b>	8	7
<b>Accessible Spaces</b>	1	1
<b>Van Accessible Spaces</b>	1	1
<b>Bicycle Spaces</b>	5	5

Per MLDC Section 10.473-1, multi-family developments require a minimum of 1.5 parking spaces per dwelling unit, requiring the subject development to provide a total of 8 parking spaces. The applicant's submitted site plan identifies 7 spaces for vehicular parking; deficient a single space. The applicant explained at the Land Development meeting held on September 14, 2016, that it is his intention to utilize the paved area to the far southeast of the proposed building as a designated parking space, despite not identifying it as such on the submitted site plan. As a condition of approval, staff is recommending that the applicant submit a revised site plan identifying an additional parking space in compliance with the MLDC parking standards prior to the issuance of a building permit.

Landscaping

**Landscaping Requirements**

	REQUIRED	SHOWN
<b>TREES, FRONTAGE</b>	3	3
<b>SHRUBS, FRONTAGE</b>	20	20+

It can be found that the submitted Landscape Plan meets and/or exceeds the frontage landscaping requirements per MLDC 10.797.

Concealments

The submitted site plan shows the proposed trash/recycle containers provided for in each garage, and the Heating, Ventilation, Air Conditioning (HVAC) unit concealed, both consistent with the requirements of MLDC 10.781.

### Public Improvements

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

### Committee Comments

No comments were received from committees such as BPAC.

## **FINDINGS AND CONCLUSIONS**

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

## **RECOMMENDED ACTION**

Adopt the findings as recommended by staff and direct staff to draft the Final Order of AC-16-086 per the staff report dated September 30, 2016, including Exhibits A through N.

## **EXHIBITS**

- A Conditions of Approval drafted September 30, 2016.
- B Cover Sheet received July 18, 2016.
- C Site Plan received August 26, 2016.
- D Irrigation Plan received August 26, 2016.
- E Landscape Plan received August 26, 2016.
- F Elevation Plans received July 18, 2016.
- G Applicant's Narrative, Questionnaire, and Findings of Fact received July 8, 2016.
- H Public Works staff report received September 14, 2016.
- I Medford Water Commission memorandum received September 14, 2016.
- J Medford Fire Department report received September 13, 2016.
- K Building Department Memorandum received September 14, 2016.
- L Oregon Department of Aviation email received September 8, 2016.
- M City Surveyor comments received September 7, 2016.
- N Rogue Valley Metropolitan Planning Organization (RVMPO) email received September 13, 2016.  
Vicinity map

**SITE PLAN AND ARCHITECTURAL COMMISSION AGENDA:                      OCTOBER 7, 2016.**

**EXHIBIT A**

Tripp St. Apartments  
AC-16-086  
Conditions of Approval  
September 30, 2016

**DISCRETIONARY CONDITIONS**

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

1. Provide to staff a Certificate of Survey of the site prepared by a land surveyor registered in the State of Oregon.

**CODE REQUIRED CONDITIONS**

Prior to the approval of the Final Plat, the applicant shall:

1. Comply with all conditions stipulated by Medford Public Works Department (Exhibit H).
2. Comply with all conditions stipulated by the Medford Water Commission (Exhibit I).
3. Comply with all requirements of the Medford Fire Department (Exhibit J).
4. Submit a revised site plan identifying one additional parking space.



RECEIVED  
 AUG 26 2016  
 PLANNING DEPT

GARY R. CAPERNA  
 ARCHITECT  
 ARCHITECTURE  
 PLANNING  
 2000 Phoenix Road  
 Medford Oregon 97504  
 541 546 4725  
 Email: gcaperna@caperna.net  
 Oregon State License No. 10000



PROPOSED  
**Roof Plan**  
 SCALE 1/8" = 1'-0"



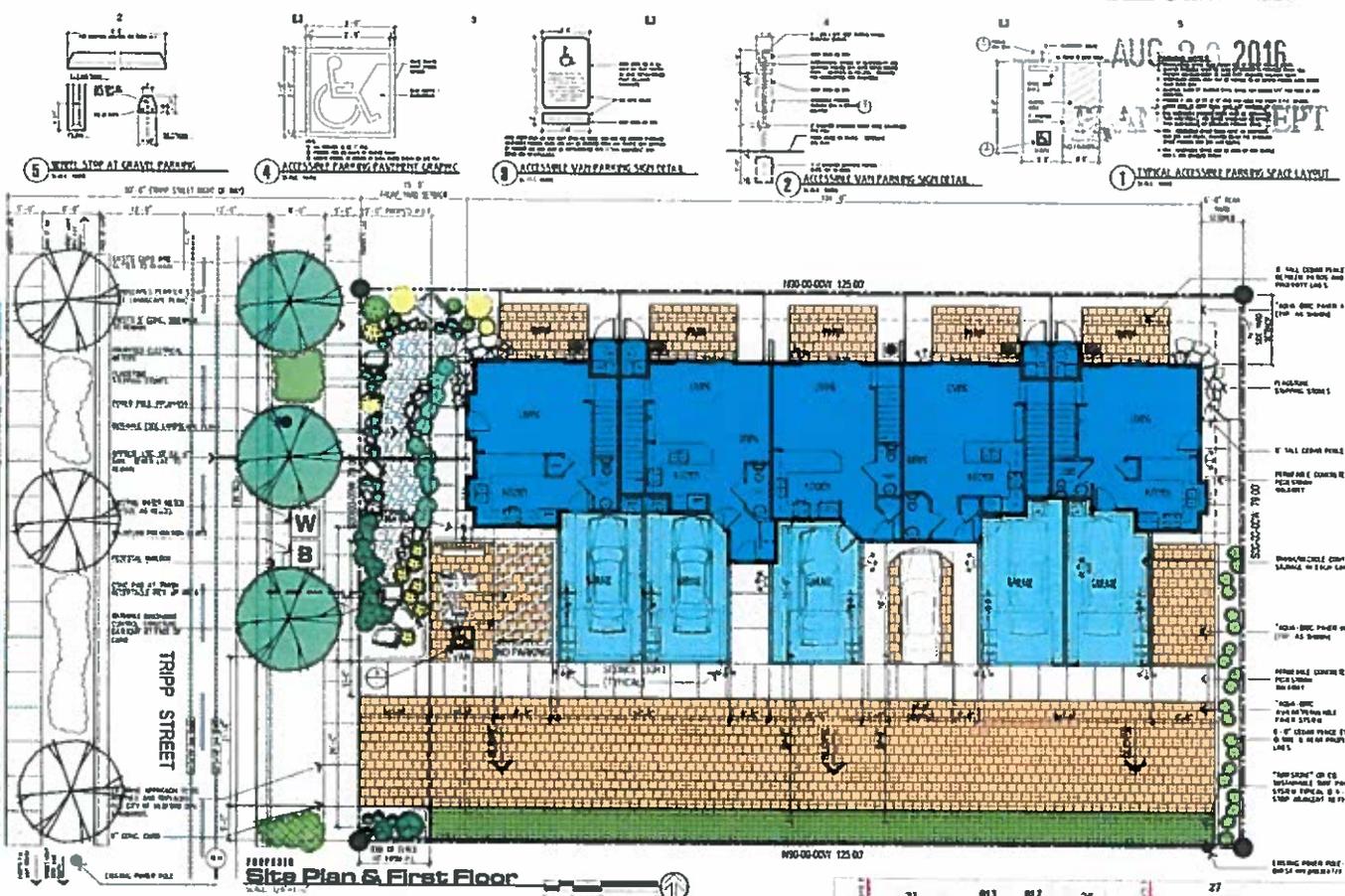
PROPOSED  
**Perspective**



PROPOSED  
**Perspective**



PROPOSED  
**Perspective**



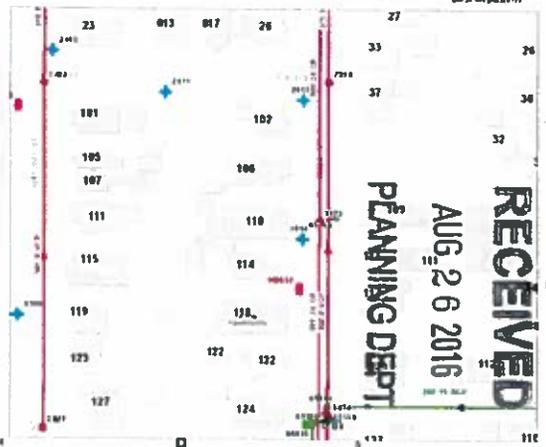
SEAL OF THE CITY OF GRIFFIN  
 GARY R. CAPERNA  
 ARCHITECT  
 GENERAL CONTRACTOR  
 RPS BUILDERS  
 (541) 541-1257 Woodburn  
 Medford Oregon (541) 541-1111  
 (541) 541-2044

PROJECT: 35 SALES 2 STORY APARTMENT PROJECT FOR  
**105 Tripp Street**  
 Tripp Street Investments  
 Medford Oregon 97504  
 LOT: 105-00-0011  
 PLZ: 105-00-0011



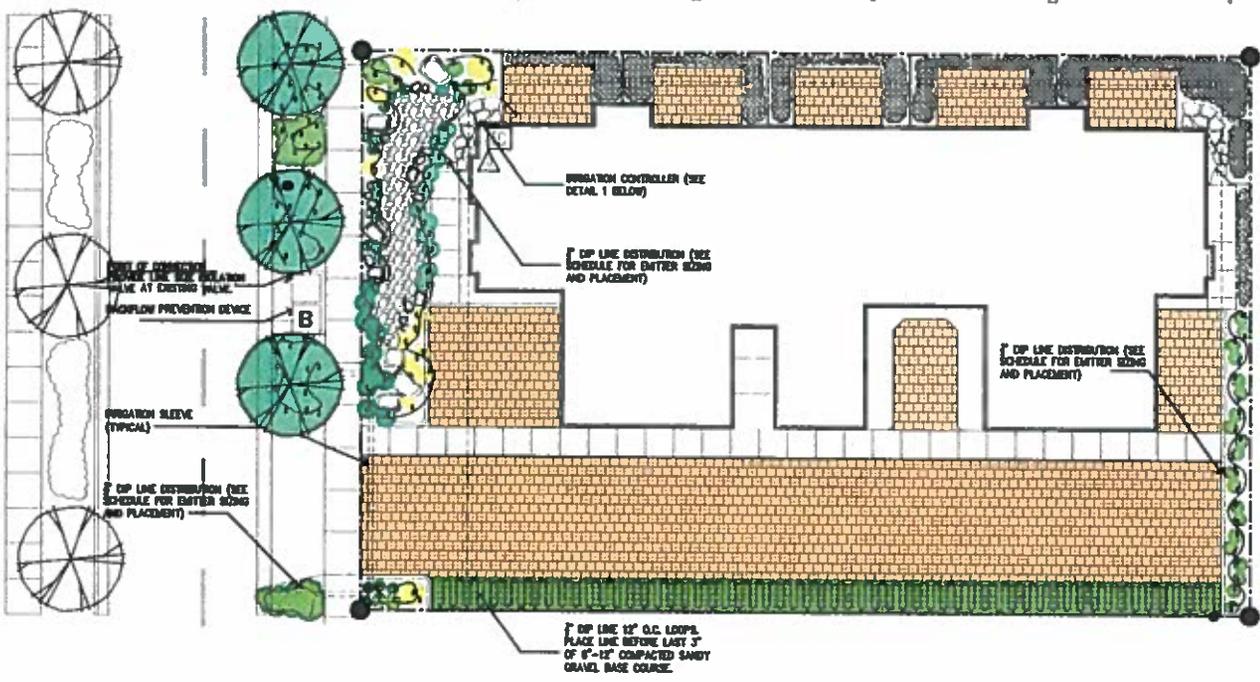
PROPOSED  
**South Elevation**

Exist's Utilities



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 AUG 26 2016  
 PLANNING DEPT  
 A1  
 FOR PLAN REVIEW - 8/2/16

RECEIVED  
AUG 26 2016  
1/2" DRIP IRRIGATION



- IRRIGATION KEY:**
- 1. THE IRRIGATION CONTRACTOR SHALL VERIFY WATER PRESSURE AND FLOWING HEAD MEASUREMENTS PRIOR TO CONSTRUCTION. REPORT ANY DIFFERENCE BETWEEN THE WATER PRESSURE INDICATED ON THE DRAWINGS AND THE ACTUAL MEASURED PRESSURE INDICATED AT THE INDICATED POINT OF CONNECTION.
  - 2. LOCAL SPRAY HEADS 4'-6" FROM BUILDING WALLS OR WITHIN 3" OF FAUCETS &/OR HAZARD BORDERS.
  - 3. IRRIGATION LAYOUT IS SCHEMATIC. ADJUST HOUSING OF EXISTING AND PROPOSED UNDERGROUND UTILITY LINES PRIOR TO STARTING ANY ERECTION. ANY DOUBLE TO EXISTING PIPES, UNDERGROUND UTILITIES OR RELATED FACILITIES TO BE RETAINED AT CONTRACTOR'S EXPENSE.
  - 4. ALL PIPING, PVC ELBOW, FITTINGS, ETC. UNDER FLOORING SHALL BE INSTALLED PRIOR TO FLOORING WORK. ALL TEES, ELBS OR OTHER TURNS IN PIPING SHALL BE LOCATED UNDER FLOORING. CAP ALL ENDS HARD HOLE, PRIOR TO BACKFILL.
  - 5. ALL IRRIGATION SLEEVES SHALL BE AS PER IRRIGATION PLAN. PRIMARY SLEEVES (OF CONCRETS & ROCKWORK) ARE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR. SECONDARY SLEEVES (OF SOIL WALLS & PARTITIONS) ARE THE IRRIGATION CONTRACTOR'S RESPONSIBILITY. CLEARLY MARK SLEEVES USING A BLACK STAKE MARKED WITH PAINT SHOWING EACH LOCATION. ALL SLEEVES SHALL EXTEND 12" BEYOND FINISH FLOOR EDGE.
  - 6. 20A ELECTRICAL POWER OUTLET AT THE AUTOMATIC CONTROLLER LOCATION SHALL BE PROVIDED BY OTHERS.
  - 7. FIELD ADJUST HEADS AND ARIES FOR POOL COMPACTOR WITH WHEEL OVERSAMPLER.
  - 8. SYSTEM IS DESIGNED TO OPERATE AT 25 PSI AT POINT OF CONNECTION. NOTIFY DESIGNER PRIOR TO BEGINNING WORK IF FIELD MEASUREMENTS DIFFER.
  - 9. CONTRACTOR IS RESPONSIBLE THEMSELVES WITH SITE LOCATING CONDITIONS AND LOCATION OF RETAINING WALLS PRIOR TO BID SUBMITTAL.
  - 10. CONTRACTOR SHALL MINIMIZE ANY ROOT ENCUMBRANCE TO WITHIN THE OUTLINE OF EXISTING TREES.
  - 11. USE 1/2" DIRECT BURIAL CONTROL Wires. BUNDLE TOGETHER EVERY 4" WITH ELECTRICAL TAPE. SPRINKLE Wires ONLY IN WIRE BUNDLES. USE ONLY WATER-TIGHT WIRE CONNECTIONS. COLOR CODE "HOT" LEADS FROM WIRE CONNECTIONS.
  - 12. CONTRACTOR TO INSTALL LOCAL BACKFLOW PREVENTION DEVICES AS OBSERVED NEARBY LOCATION OF EXISTING BACKFLOW PREVENTION DEVICES. A BACKFLOW IRRIGATION MAIN LINE IS IMPROBABLE TO BE INSTALLED TO THE NEARBY IMPROVEMENTS, BUT EXISTING PIPING AND CONNECTIONS SHALL BE ADJUSTED TO EXISTING EXISTING CLEAR WAY.
  - 13. CONTRACTOR TO SECURE ANY REQUIRED PERMITS AND DEVICE TESTING.
  - 14. CONTRACTOR TO PREPARE ALL 2" DI. 200 UNDER FLOORING SLEEVES. INSTALL AT AN 18" MINIMUM DEPTH.
  - 15. MAIN LINE PIPING DEPTHS SHALL BE 24" MINIMUM.
  - 16. IF LOCAL STAIR WALK PRESSURE EXCEEDS 80 PSI, INSTALL PRESSURE REDUCING VALVE.
  - 17. INSTALLED IRRIGATION SYSTEM WITH AN AIR COMPRESSOR NOT TO EXCEED 60 PSI.
  - 18. BURY 1/2" DRIP MAIN LINES 4" UNDER SOIL LEVEL. INSTALL DRIP ENTRIES AT EACH PLANT NERVE GRACE AT EXISTING WALL.
  - 19. USE ONLY PRESSURE COMPENSATING DRIP ENTRIES. \* INSTALL THE CLOCK WHERE DIRECTED BY BUILDER.

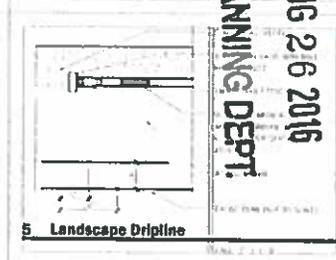
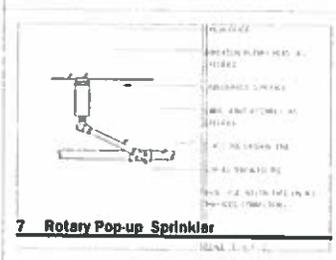
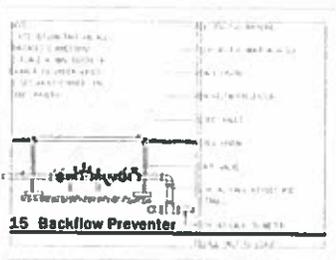
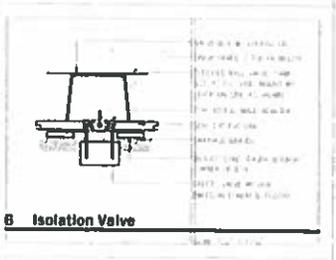
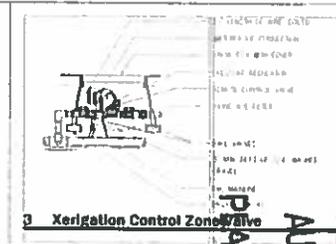
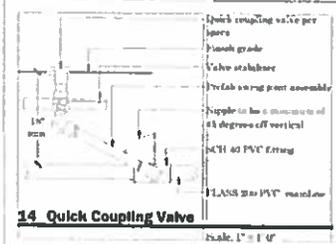
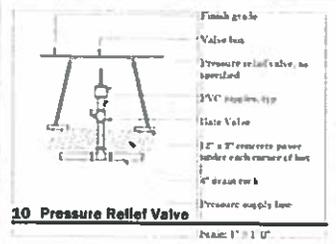
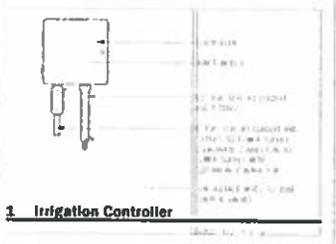
**IRRIGATION PLAN**

SCALE 1/8" = 1'-0"

**DRIP EMITTER SCHEDULE**

ALL DRIP ENTRIES ARE TO BE PRESSURE COMPENSATING UNLESS SO STATED ON DRAWING.

1 GAL. DISCHARGE/HR	ONE 1/2 GPH EMITTER
1 GAL. SPRINK	ONE 1 GPH EMITTER
2 GAL. SPRINK	TWO 1 GPH EMITTER
3 GAL. SPRINK	THREE 1 GPH EMITTER
5 GAL. SPRINK	FIVE 1 GPH EMITTER



**GARY R. CAPRINA ARCHITECT**  
ARCHITECTURE  
PLANNING  
LANDSCAPE ARCHITECTURE  
Interior Design  
1000 1/2 Street, NW  
Medford, Oregon 97504  
503-845-1122  
Fax: 503-845-1123  
www.garycaprina.com

**GENERAL CONTRACTOR**  
1955 BUILDERS  
2475 84th Street, NW  
Medford, Oregon  
Contact: John Ross (541) 841-3771  
ECS@1955.com

PROJECT: A 6-LEVEL 8-STORY APARTMENT PROJECT FOR  
**105 Tripp Street**  
Tripp Street Investments  
105 Tripp Street, NW  
Medford, Oregon 97504

**RECEIVED**  
AUG 26 2016  
PLANNING DEPT.

**L1**  
FOR PLAN REVIEW - 6/26/16

**CITY OF MEDFORD**  
**EXHIBIT # D**  
**File # AC-16-086**

LANDSCAPE DEPT  
landscape legend

- RED TWIG DOGWOOD  
CARNUS STOLONIFERA 5 GAL.
- SLOUGH SLEDGE  
CAREX OENOPHTA 1 GAL.
- SMALL FRUIT BULLRUSH  
SCRIPUS MACROCARPUS 1 GAL.
- (19) SOFT RUSH  
JUNCUS EFFUSUS 1 GAL.
- (3) YVE MAPLE  
ACER CIRCINATA 7 GAL.
- OREGON GRAPE  
MANONIA ALGIFOLIUM 2 GAL.
- NANSONA D 'COMPACTA'  
COMPACT NANSONA 1 GAL.



- LANDSCAPE NOTES**
1. ALL PLANTING AREAS TO BE CONFINED BY AN AUTOMATIC CONFINEMENT SYSTEM TO BE INSTALLED BY THE CONTRACTOR.
  2. ALL PLANTING AREAS TO BE CONFINED BY AN AUTOMATIC CONFINEMENT SYSTEM TO BE INSTALLED BY THE CONTRACTOR.
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www.garycaperna.com

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Madison, Oregon 97051  
503.866.7123

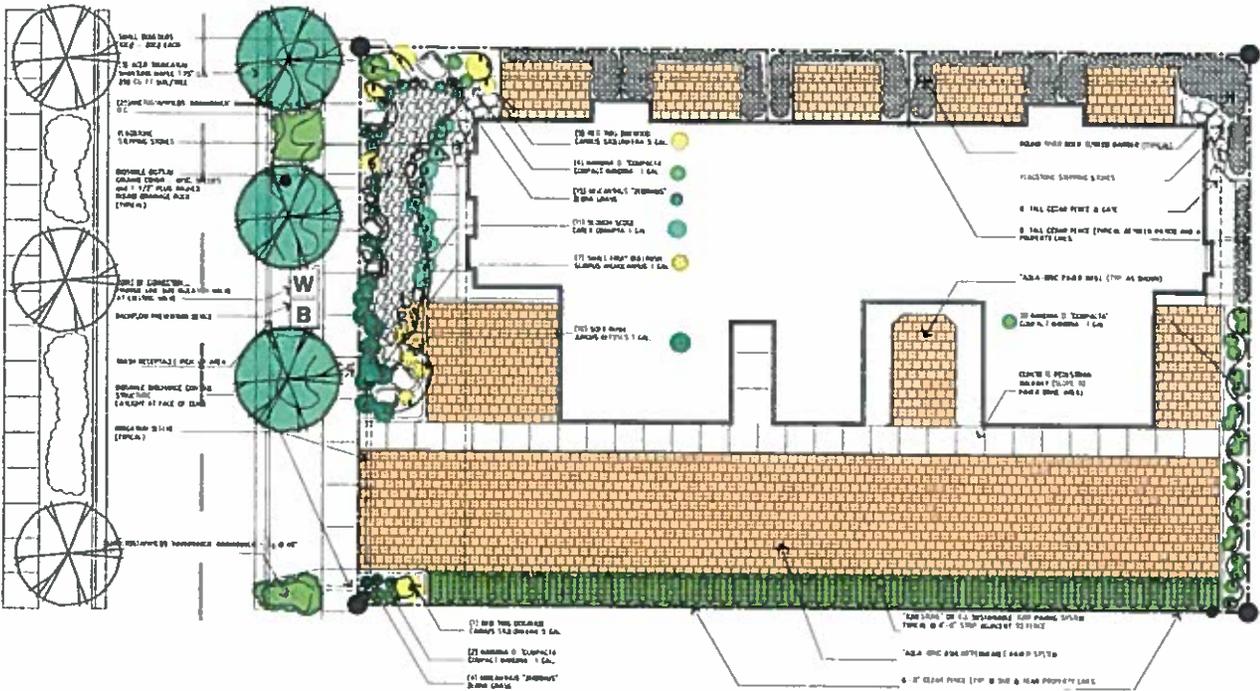


**PROJECT: 4-FLR 48-UNIT APARTMENT PRODUCTION**  
**105 Tripp Street**  
Tripp Street Investments  
105 Tripp Street  
Madison, Oregon 97051  
503.866.7123

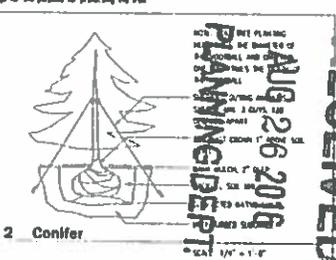
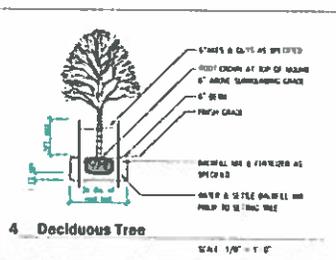
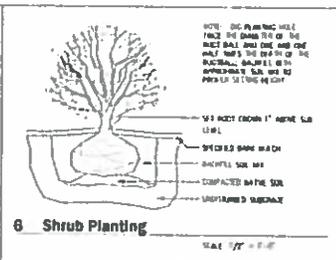
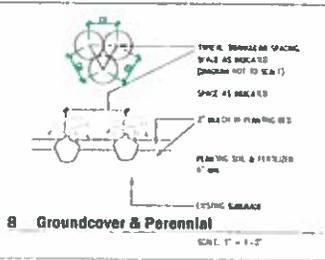
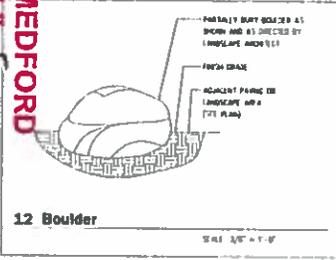
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NO.	DATE	DESCRIPTION
1	08/26/16	ISSUED FOR PERMIT
2	08/26/16	ISSUED FOR PERMIT
3	08/26/16	ISSUED FOR PERMIT
4	08/26/16	ISSUED FOR PERMIT
5	08/26/16	ISSUED FOR PERMIT
6	08/26/16	ISSUED FOR PERMIT
7	08/26/16	ISSUED FOR PERMIT
8	08/26/16	ISSUED FOR PERMIT
9	08/26/16	ISSUED FOR PERMIT
10	08/26/16	ISSUED FOR PERMIT
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17	08/26/16	ISSUED FOR PERMIT
18	08/26/16	ISSUED FOR PERMIT
19	08/26/16	ISSUED FOR PERMIT
20	08/26/16	ISSUED FOR PERMIT

**L2**  
FOR PLAN REVIEW - 8/26/16



**LANDSCAPE PLANTING PLAN**  
SCALE: 1/8" = 1'-0"  
TOTAL LANDSCAPE AREA = 1256 SQUARE FEET



**RECEIVED**  
AUG 26 2016  
LANDSCAPE DEPT

DATE: 08/26/16  
TIME: 10:00 AM  
BY: [Signature]



2908 Hillcrest Road, Medford, Oregon, 97504

541.840.4123

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

For a five unit residential complex:

Project Address: 105 Tripp Street  
Medford, Oregon 97504

Tax Map: 37-1W-30BD, Tax Lot 9700

RECEIVED  
AUG 23 2016  
PLANNING DEPT

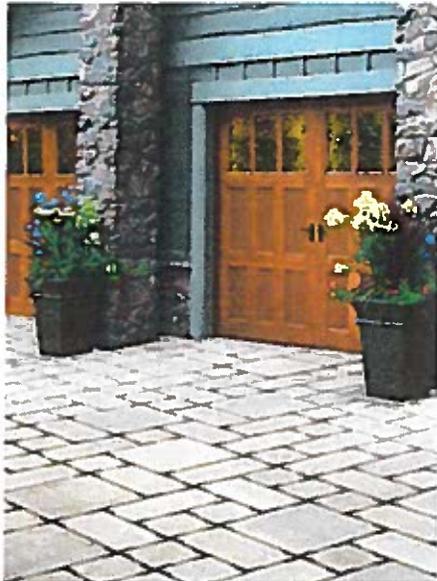


**SECTION I - Narrative**

The proposed project is a five unit, two story residential project located in a MFR-20 zoning district on Tripp Street in Medford Oregon. All of the units are configured with general living spaces on the ground level and sleeping and bathing areas on the second floor. All of the units have two bedrooms which are located on the second floor of each residential unit. All five of the units have attached single car garages. Three additional parking space are provided on site: One standard parking space, one ADA parking space (Van accessible), and one compact parking space. The total number of onsite parking spaces equals eight spaces which satisfies the 7.5 parking space requirement found in the City of Medford Development Standards (1.5 spaces per unit). Additional on street parking is available along the west side of Tripp Street. Bicycle parking is provided in the garage of each unit. In addition, trash and recycle containers are provided for in each garage. The site plan also depicts a small concrete pad in the planter strip to accommodate the orderly curb side pickup f trash.

The foundation will consist of concrete footings/stem walls with a wood floor framing system. The finish floor will be approximately one foot above the height of the existing curb at Tripp Street. The structure will consist of wood framing and the entire facility will be equipped with a NFPA-13 R 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 a landscaped bios-wale in the front yard. 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 through the face of curb on Tripp Street and into the gutter. The vehicular circulation areas and patios will be paved with a permeable paving system that permits the storm water to penetrated the driving surface and into a rock base where it can be absorbed into the ground, and consequently minimizing the storm water directed into the public system.



*Aqua Bric Ashlar at drive area*

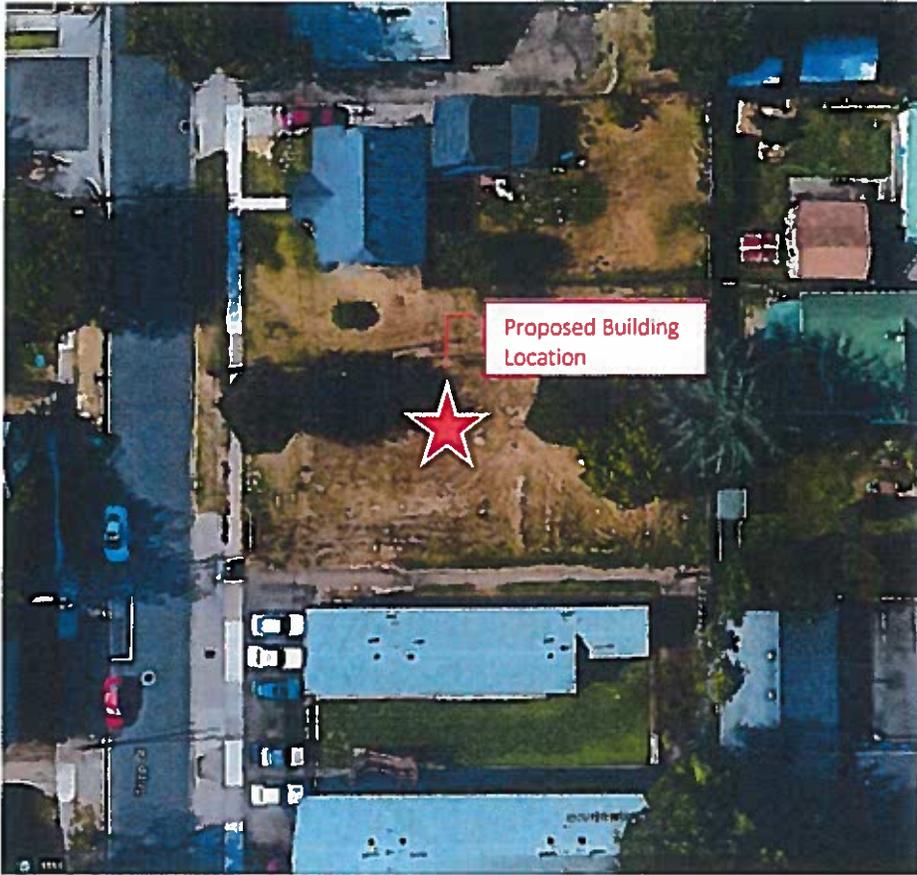


*Turfstone boarder at south edge of drive area*

The southern portion of the vehicular drive that borders the south property line will be treated with a “Turfstone” grass paving system that allows vehicular traffic while at the same time providing a landscaped “edge” to the traffic area.

The project will include fenced individual yard areas for each unit on the north side of the proposed structure. Frontage landscaping and a landscaped planter strip is proposed along Tripp Street in accordance with City of Medford requirements. A small paved area is proposed in the planter strip adjacent to the curb intended to facilitate the orderly pick up of trash/recycle containers. The previous single family residence that existed on the property was served by public facilities which will be restored or expanded as required to adequately serve the proposed development.

The project site address is 105 Tripp Street (the East side of Tripp between 8<sup>th</sup> and 9<sup>th</sup> streets) and is within the City limits and Urban Growth Boundary. The site is classified on the City's General Land Use Plan Map for Urban High Density Residential (UH) use, and is currently zoned as Multifamily Residential (MFR-20). There are no overlays zones associated with the site. The site is fully serviced by roads and utility infrastructure including electricity, gas, telephone, water, sanitary sewer. Although the parcel was once occupied by a single family dwelling, presently, the parcel is vacant.





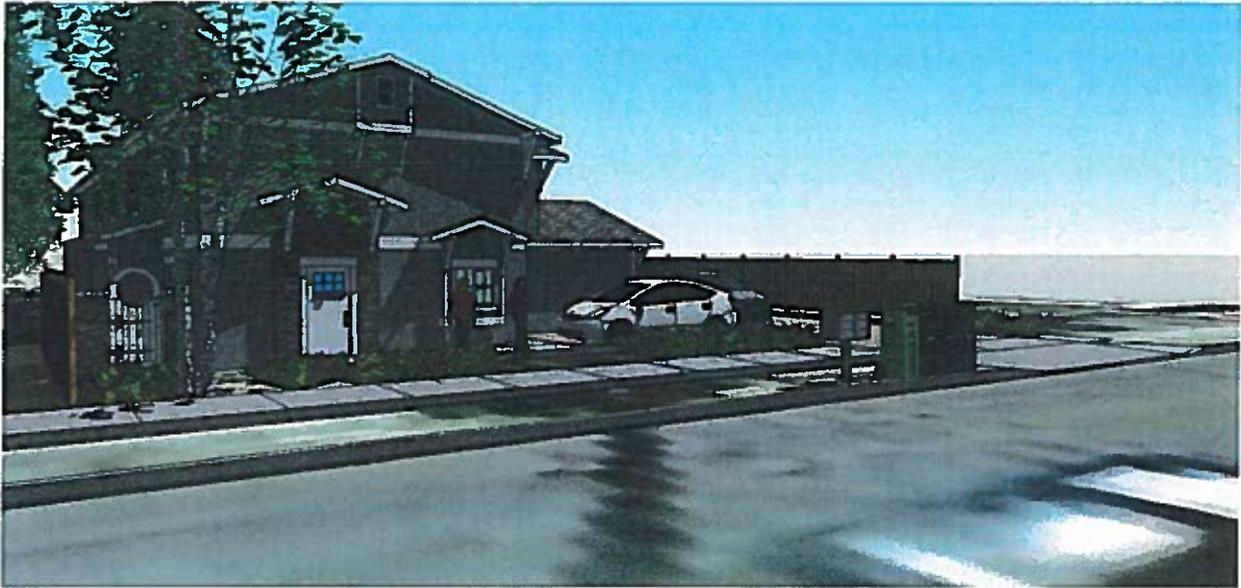


Figure 1 - Computer study model of proposed new storage building

The architectural composition of the proposed building mass has been articulated in a manner intended to mitigate the perceived mass of the structure. 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.

The majority of the proposed structures will be located approximately 10 feet from the north property with single story mechanical enclosures extending to within 6 feet of the north property line. Appropriate building setbacks have been maintained at the side, rear and front yards. The proposed structures are intended for the exclusive use as single family residential units. The onsite vehicular circulation will be an extension of paved vehicular circulation.



Figure 2 – South elevation at garage entries

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

Note: The questions from the Site Plan and Architectural Review application are written below in full in italics. Our 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).*

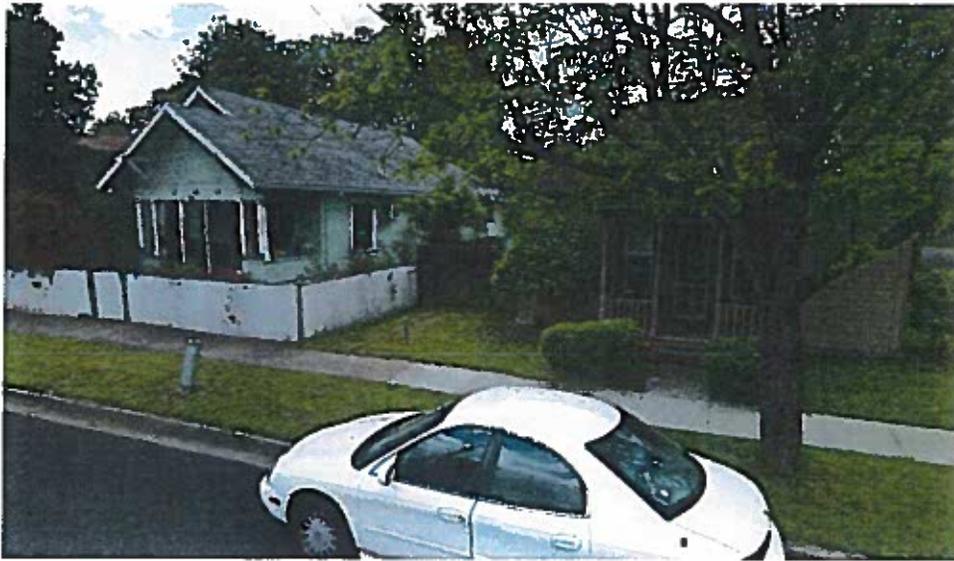
Adjacent development can be classified as single family and multi-family residential. Existing buildings tend to be single-storied cottages or two story multifamily complexes. Typical exterior materials include painted wood siding, stone veneers and asphalt compositing roofing. Generally, the single family residences appear to have been constructed in the 1920's to 1930's. The multi-family complexes appear to have been constructed in the 1960's.



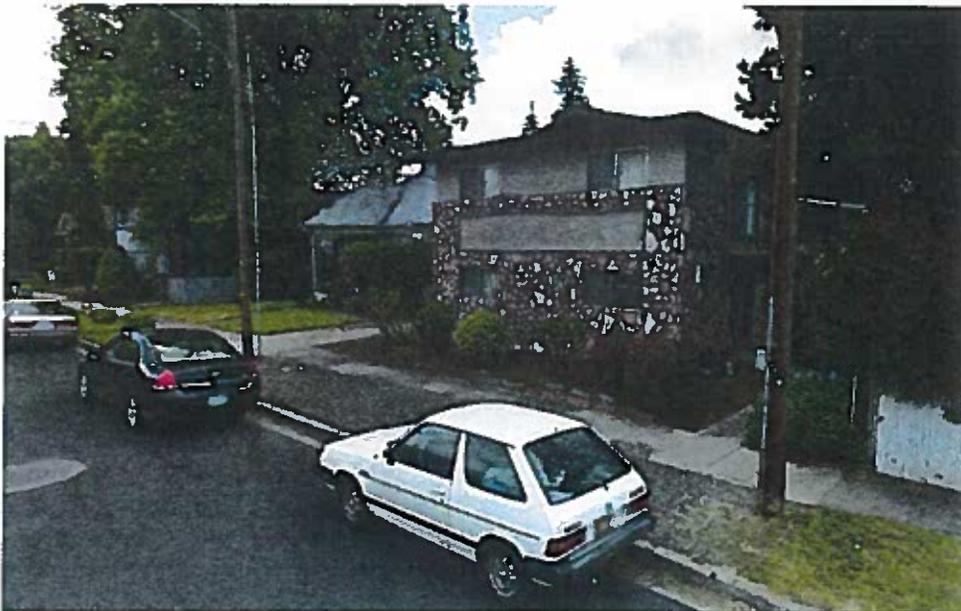
*101 and 103 Tripp Street at east side of Tripp immediately to the north of the proposed project*



107 Tripp Street at east side of Tripp immediately to the south of the proposed project



Looking across Tripp Street to the west.



Looking across Tripp Street to the west and south.

- 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 features a collection of single story and two story gabled elements. Entries and feature windows have been articulated with human scale gabled elements to enhance a sense of entry to the individual units. Carriage style garage doors and gable attic vents have been utilized to enhance the overall visual appeal of the complex. Exterior finish

materials consist of stone veneer, painted shingle style siding, painted grooved hardboard siding, architectural corbels, and dimensional asphalt shingles. The appearance of the proposed structures is consistent with the existing residences and respects the character of the surrounding neighborhood.



**PALLETE OF EXTERIOR MATERIALS AND PAINT COLORS**

Base Building color: Saddle Tan (Sherwin Williams EC-23199)



Trim at building corners, doors, windows, etc: Extra White (Sherwin Williams SW-7006)

Accent Color: Rodda 8757 Coffee Connoisseur



Roof Color: Owens Corning Oakridge shingles "Woodland Path"



Masonry Color: Pro-Fit Alpine ledge stone



- 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 along Tripp Street. The facade facing Tripp Street is 24' long and 21'-6" to the eave, and maintains an architectural mass that is contextually sensitive to the fabric of the surrounding neighborhood. The visible portion of the first garage is set back from the front of the building an additional 12' and the long axis of the garages are parallel to the street, which results in garage doors that do not face Tripp Street. The single car garages reinforce an architectural scale that is appropriate for the neighborhood.

- 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 subject parcel is not only small, but it is also rather narrow when its length is compared to its width. The geometry of the site dictates a long narrow building footprint with vehicular and pedestrian access organized on the south side of the building, and private outdoor spaces configured on the opposite side of the building. Pedestrian access from the public way to the various units is constrained by the geometry of the parcel and, 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 not contain any commercial components 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.*

Due to the limited possibilities of this less than ¼ acre parcel there are limited significant pedestrian amenities provided on the site. The site plan does however, indicate 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 adjacent development. As well a 5' wide pedestrian walk way ties each of the individual unit entrances to the public way. Other than the connection to the sidewalk along Tripp Street, 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 location of the existing drive approach. The existing approach may require extensive removal and replacement to obtain the desired width. The pedestrian access is very straight forward and simply serves to direct pedestrians to the

entry of each unit. The pedestrian way surface material will be differentiated from the adjacent vehicle maneuvering areas.

- 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 3 significant trees existing on the subject parcel and are the result of planting appropriate to the single family residence that once existed on this site. Due to the small size of the subject parcel and the location of the trees on the parcel, it will not be possible to retain the existing trees and achieve the unit density that is appropriate in the MRF-20 zoning district. Any new trees planted will be along the street landscape frontage as required by AC-09-112. 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.*

There are no existing storm water detention facilities on site, and, as stated above, the public storm water system is limited to the roadside curb and gutter which leads to a drop inlet several blocks to the south on Tripp Street. All runoff from the newly created impervious roof surface will be collected in a bio swale located in the front yard of the development. The bio swale will serve to clean and detain the runoff. A control structure in 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 face of the curb and into the gutter.

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. The onsite vehicular maneuvering areas will be paved with a permeable paving system (Aqua Bric Ashlar) placed over a granular rock base that will be capable of temporarily detaining the storm water and facilitating the slow reabsorption of the runoff into the ground on site. In addition to the permeable pavers, the southern border of the maneuvering area will transition into a 5' wide Turfstone grass paving system that will also add to the capacity of the 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, which includes the front yard bio swale as well as the permeable hardscape, represents nearly 50% of the entire lot. The curb side planter strip is intended to continue the existing pattern of development in the neighborhood, but at the same time proposing a planting scheme that requires less intensive irrigation and maintenance.

- 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.

The proposed exterior lighting is limited to fixtures with residential character and usage patterns. Exterior lights will include wall mounted carriage style fixtures mounted at approximately 7 feet above the finish floor. Exterior lights are required by the Oregon Structural Specialty Code at all exterior doorways. In addition, 4 carriage style lights are proposed at the garage door facades to illuminate the driveway area. along the building. All new and existing lighting will be primarily down type to control light pollution to the sky and adjacent properties. All new lighting will be either set back from and/or directed away from adjacent properties to avoid glare and light pollution. The orientation of the garage fronts precludes light or glare along the Tripp Street frontage.



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

No signage is proposed other than the building and unit addresses.

- 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 the north, south and east property lines. The proposed wood fence will be 6 feet tall and comply with all requirements of Section 10.732 of the City of Medford Municipal Code. The 6' high fence will terminate at 10' (minimum) from the west property line adjacent to Tripp Street.

- 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 residential density 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 “quaint” cottage 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.

Prepared by:

---

Signature and Title

Gary R. Caperna, AIA

Name (Please Print)



Continuous Improvement Customer Service

RE VED  
SEP 14 2016  
PLANNING DEPT

**CITY OF MEDFORD**

LD Date: 9/14/2016  
File Number: AC-16-086

**PUBLIC WORKS DEPARTMENT STAFF REPORT  
Tripp Street 5-Plex**

**Project:** Consideration of plans for the construction of a 3,777 square foot two story multiple-family building consisting of five dwelling units on 0.28 gross acres.

**Location:** Located at 105 Tripp St., within the MFR-20 (20 dwelling units per gross acre) zoning district (371W30BD TL 9700).

**Applicant:** Gary Caperna, Applicant. Dustin Severs, Planner.

**NOTE:**

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

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

- Submittal and approval of plans for site grading and drainage, and detention, 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 would need to be approved by the Public Works Engineering Department prior to acceptance of security.
- Items A – D, unless noted otherwise.

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

**Paving of all on-site parking and vehicle maneuvering areas**

- Certification by the design engineer that the stormwater quality and detention system was constructed per the approved plan, if applicable.
- Completion of all public improvements, if applicable.

## **A. STREETS**

### **1. Dedications**

**Tripp Street** is classified as a Minor Residential Street in accordance with Medford Land Development Code (MLDC) Section 10.430, it requires a total right-of-way width of 55-feet. However, MLDC standards during the construction of Tripp Street between E. Main Street and 9<sup>th</sup> Street (P2) only required 50-feet of right-of-way width. **Therefore, no additional right-of-way is 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 on Tripp Street.

The easement dedication 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 PUE area.

### **2. Public Improvements**

#### **a. Public Streets**

**Tripp Street** All street section improvements have been completed, including pavement, curb and gutter and sidewalk. No additional improvements are required.

#### **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 the Developer.

#### **c. Pavement Moratoriums**

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

### **3. Access and Circulation**

Driveway access to the proposed development site shall comply with MLDC 10.550

## **B. SANITARY SEWERS**

The proposed development is situated within the Medford sewer service area. There is an existing 8-inch diameter and a 24-inch sanitary sewer main in Tripp Street. The Developer shall provide one separate individual service lateral from the 8-inch main 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.

### **C. STORM DRAINAGE**

#### **1. Drainage Plan**

A comprehensive drainage plan showing the project's impacted site with sufficient information to determine the direction of runoff to the existing or proposed drainage system, and also showing elevations of the proposed drainage system (if applicable), shall be submitted with the first building permit application for approval. Any new or reconstructed area catch basins shall meet Department of Environmental Quality (DEQ) requirements, which include a down-turned elbow and sump.

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

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 shall be submitted with the building permit application for approval. Grading on this development shall not block drainage from an adjacent property or concentrate drainage onto an adjacent property without an easement. The developer shall be responsible that the final grading of the development shall be in compliance with the approved grading plan.

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

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

#### **4. Certification**

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

#### **5. 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, sewers, or storm drains shall ‘prequalify’ with the Engineering Division prior to starting work. Contractors shall work off a set of public improvement drawings that have been approved by the City of Medford Engineering Division. Any work within the County right-of-way shall require a separately issued permit from the County.

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

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

**2. Site Improvements**

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

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

Buildings in this development are subject to street, sanitary sewer collection and treatment and stormdrain SDCs. All SDC fees shall be paid at the time individual building permits are issued.

By Doug Burroughs

## SUMMARY CONDITIONS OF APPROVAL

Tripp Street 5-Plex  
AC-16-086

### A. Streets

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

- **Tripp Street** – No street dedications are required for this development.
- Dedicate 10-foot Public Utility Easement (PUE) along the frontage.

#### 2. Improvements:

##### Public Streets

- No public improvements are required along **Tripp Street**.

##### Lighting and Signing

- No additional street lights or signs are required.

##### Access and Circulation

- Driveway access to the proposed development site shall comply with MLDC 10.550.

##### Other

- There is no pavement moratorium currently in effect on Tripp Street.

### 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 certification of stormwater facility construction.

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.



BOARD OF WATER COMMISSIONERS

**Staff Memo**

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

**FROM:** Rodney Grehn P.E., Water Commission Staff Engineer

**SUBJECT:** AC-16-086

**PARCEL ID:** 371W30BD TL 9700

**PROJECT:** Consideration of plans for the construction of a 3,777 square foot two story multiple-family building consisting of five dwelling units on 0.28 gross acres located at 105 Tripp St., within the MFR-20 (20 dwelling units per gross acre) zoning district. (371W30BD TL 9700); Gary Caperna, Applicant. Dustin Severs, Planner.

**DATE:** September 14, 2016

RECEIVED

SEP 14 2016

PLANNING DEPT

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

**CONDITIONS**

1. The water facility planning/design/construction process will be done in accordance with the Medford Water Commission (MWC) "Regulations Governing Water Service" and "Standards For Water Facilities/Fire Protection Systems/Backflow Prevention Devices."
2. All parcels/lots of proposed property divisions will be required to have metered water service prior to recordation of final map, unless otherwise arranged with MWC.
3. The existing water meter located approximately mid-lot is required to be protected in place and used to serve the landscape irrigation system for this property. Applicants' civil engineer shall coordinate with MWC engineering staff for water meter size to serve proposed building. The proposed water meter to serve two story, five dwelling unit structure shall be located near existing water meter.
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>.

**COMMENTS**

1. Off-site & On-site water line installation is not required.
2. Static water pressure is expected to be approximately 98 psi. Installation of Pressure Reducing Valves (PRV) is required per Uniform Plumbing Code. Pressure Reducing Valves

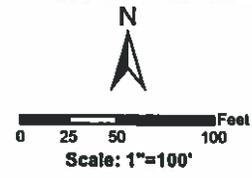
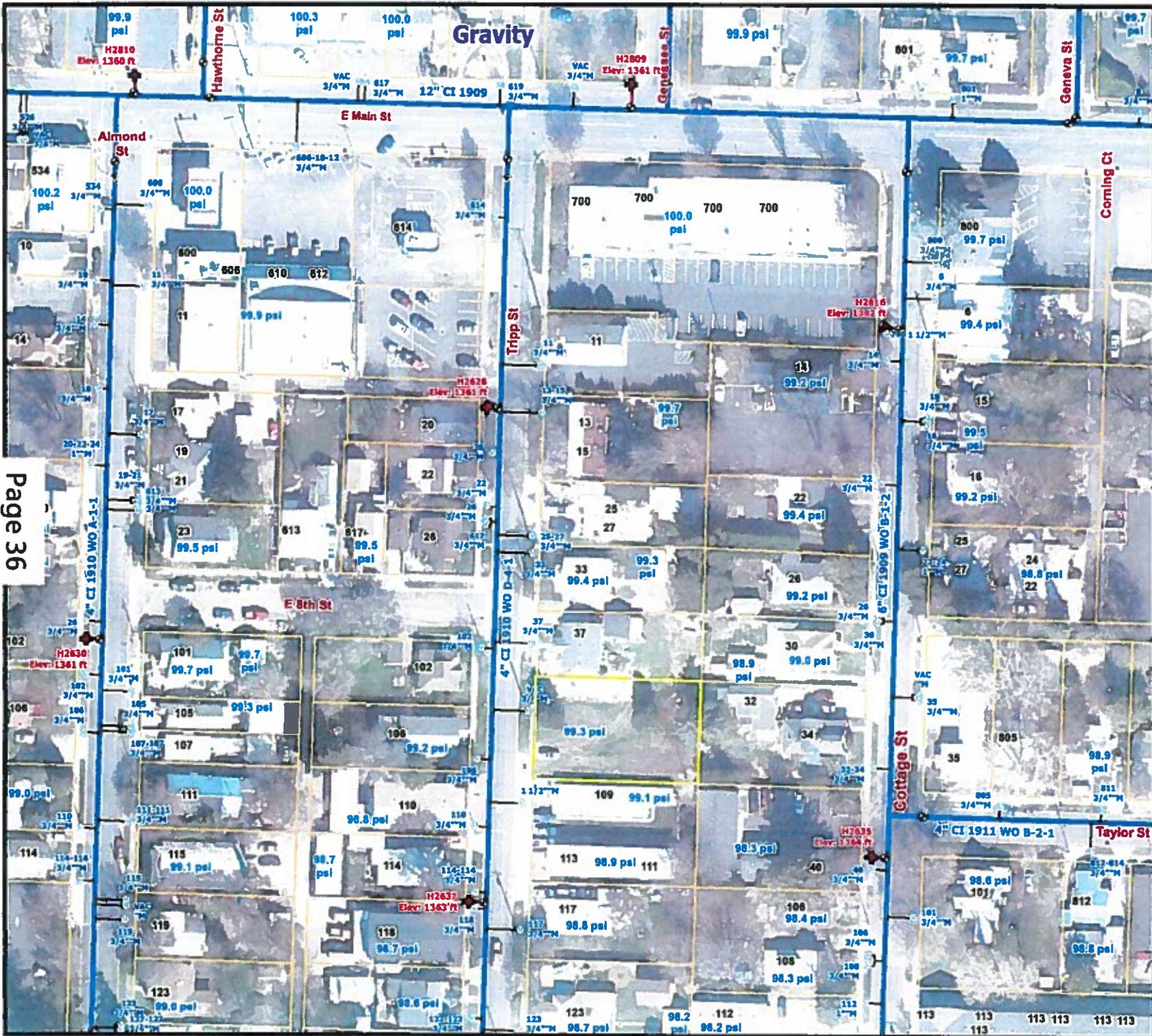
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**CITY OF MEDFORD**  
**EXHIBIT # I**  
**File # AC-16-086**



*Continued from Previous Page*

3. shall be installed on the "private" side of the water meter, and not within the existing public right-of-way. See attached document from the City of Medford Building Department on "Policy on Installation of Pressure Reducing Valves".
4. MWC-metered water service does exist to this property. There is an existing ¾-inch water meter (with 1-inch copper service line) to this vacant lot. (See Condition 3 above)
5. Access to MWC water lines is available. There is a 6-inch water line in Tripp Street, and a 12-inch water line in E. Main Street.



**Water Facility Map  
for  
AC-16-086**

**Legend**

- Air Valve
- Sample Station
- Fire Service
- ⊕ Hydrant
- △ Reducer
- ⊖ Blow Off
- ⊕ Plugs-Caps

**Water Meters:**

- Active Meter
- On Well
- Unknown
- Vacant

**Water Valves:**

- Butterfly Valve
- Gate Valve
- Tapping Valve

**Water Mains:**

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

**Boundaries:**

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

**MWC Facilities:**

- ⓐ Control Station
- ⓐ Pump Station
- ⓐ Reservoir



This map is based on a digital orthophoto provided by Medford Water Commission. It is not a substitute for a field inspection. The information shown on this map is for informational purposes only and does not constitute a warranty of any kind. © 2015 Medford Water Commission. All rights reserved.

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# Medford Fire Department

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

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PLANNING DEPT

## LAND DEVELOPMENT REPORT - PLANNING

To: Dustin Severs  
From: Greg Kleinberg  
Applicant: Gary Caperna, Applicant  
File #: AC - 16 - 86

LD Meeting Date: 09/14/2016

Report Prepared: 09/06/2016

SEP 13 2016

PLANNING DEPT

### Site Name/Description:

Consideration of plans for the construction of a 3,777 square foot two story multiple-family building consisting of five dwelling units on 0.28 gross acres located at 105 Tripp St., within the MFR-20 (20 dwelling units per gross acre) zoning district. (371W30BD TL 9700); Gary Caperna, Applicant. Dustin Severs, Planner.

### DESCRIPTION OF CORRECTIONS

### REFERENCE

#### Requirement ADDRESS IDENTIFICATION

OFC

505.1

Building numbers shall be placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background.

Temporary signs shall be installed at each street intersection when construction of new roadways allows passage of vehicles.

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

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

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

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

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

CITY OF MEDFORD

EXHIBIT # 5

File # AC-16-086



# Memo

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**To:** Dustin Severs, Planning Department  
**From:** Chad Wiltrout, Building Department (541) 774-2363  
**CC:** Gary Caperna  
**Date:** September 14, 2016  
**Re:** AC-16-086

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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 2014 Oregon Structural Specialty Code (OSSC) unless noted otherwise. Plans need to be submitted and will be reviewed by a commercial plans examiner, and there may be additional comments.***

***Fees are based on valuation. Please contact Building Department front counter for estimated fees at (541) 774-2350 or [building@cityofmedford.org](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 is disturbed.
4. A separate demolition permit will be required for demolition of any structures not shown on the plot plan. There is a Expired Demo Permit 09-2413. No inspections need to reissue and obtain a final building inspection.

**Comments:**

5. Proposed construction in proximity to property lines shall comply with table 602 and code section 705 of the Oregon Structural Specialty Code.
6. ADA parking spaces shall be required in accordance with code section 1106 of the Oregon Structural Specialty Code.
7. THIS PROPERTY WILL REQUIRE A LOT LINE SURVEY PRIOR TO PERMIT ISSUANCE PER CR.
8. Active Weed Complaint 09/01/16. Code Case No. 16-2724
9. Fire sprinklers are required for this application.

CITY OF MEDFORD  
EXHIBIT # K  
File # AC-16-086

**Dustin J. Severs**

---

**From:** CAINES Jeff <Jeff.CAINES@aviation.state.or.us>  
**Sent:** Thursday, September 08, 2016 3:00 PM  
**To:** Dustin J. Severs  
**Subject:** AC-16-086 - ODA Comments

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Dustin:

Thank you for allowing ODA to comment on the proposed multi-family building located at 105 Tripp Street. After further review, ODA has the following comments:

The site is approximately 2.57 miles south of Rouge Valley Int'l airport. Due to the developed properties between this site and the airport, ODA finds that this development will not pose a hazard to air navigation. Therefore, ODA will not require the applicant to fill out FAA form 7460-1 for submission to ODA or the FAA.

Please feel free to contact me if you or the applicant have any questions.

Jeff

**Jeff Caines, AICP**  
Oregon Department of Aviation  
Aviation Planner / SCIP Coordinator  
3040 25th St. SE | Salem, OR 97302  
Office: 503.378.2529  
Cell / Text: 503.507.6965  
Email: Jeff.Caines@aviation.state.or.us

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This e-mail may contain information that is privileged, confidential, or otherwise exempt from disclosure under applicable law. If you are not the addressee or it appears from the context or otherwise that you have received this e-mail in error, please advise me immediately by reply e-mail, keep the contents confidential, and immediately delete the message and any attachments from your system.

CITY OF MEDFORD  
EXHIBIT # L  
File # AC-16-086



# Planning Department

Working with the community to shape a vibrant and exceptional city

## MEMORANDUM

Subject     Legal Description  
 File no.    AC-16-086  
 To           Jon Proud, Engineering  
 From        Dustin Severs, Planning Department  
 Date        September 1, 2016

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**PLANNING DEPT**

Please verify the attached legal description covering the below subject at your earliest convenience. See attached map.

1. AC-16-086 (Gary Caperna, Applicant).

THE DESCRIPTION does NOT ACCOUNT  
 for the TRIPP STREET R/W.  
 I believe TRIPP STREET WAS  
 GRANTED PER V51 P9515 DOCUMENT.  
 OTHER THAN THAT I THINK THE  
 DESCRIPTION adequately describes the  
 UNIT OF LAND.  
 I would also highly recommend a  
 survey be required as part of  
 development of this unit of land.

\_\_\_\_\_  
 WANGS, Jon  
 EXT 2126

na

Attachments

**Dustin J. Severs**

---

**From:** Nancy H. Abrahamson  
**Sent:** Tuesday, September 13, 2016 3:30 PM  
**To:** All Planning  
**Subject:** FW: LDC Agenda for 9/14/16 Meeting.

FYI.

---

**From:** Andrea Napoli [mailto:anapoli@rvcog.org]  
**Sent:** Tuesday, September 13, 2016 3:24 PM  
**To:** Nancy H. Abrahamson  
**Subject:** RE: LDC Agenda for 9/14/16 Meeting.

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PLANNING DEPT

Hello Nancy,

I have been on vacation the past few weeks, so I apologize if my comments are late.

RVMPO has comments on the following agenda item: *AC-16-086 Consideration of plans for the construction of a 3,777 square foot two story multiple-family building consisting of five dwelling units on 0.28 gross acres located at 105 Tripp St., within the MFR-20 (20 dwelling units per gross acre) zoning district. (371W30BD TL 9700); Gary Caperna, Applicant. Dustin Severs, Planner.*

The project location is within an "Activity Center" as identified by the City of Medford as part of the RVMPO Regional Transportation Plan's Alternative Measures. That said, this project appears to meet *Alternative Measure #5: Percent of New Dwelling Units in Activity Centers*, as determined by tracking building permits for the ratio of new dwelling units in Activity Centers to those created in the entire MPO region. Additionally, this project also appears to meet *Alternative Measure #2: Percent Dwelling Units w/in ¼ mile walk to 30 min. transit service.*

Alt. Measures 2 & 5 are two of seven measures, listed below, developed by RVMPO member jurisdictions for reduced automobile reliance as an alternative to the Transportation Planning Rule's per capita Vehicle Miles Traveled (VMT) reduction measure. **The RVMPO supports projects that help the region meet the RTP's Alternative Measures.**

- Measure 1: Transit and bike/ped mode share
- Measure 2: % dwelling units w/in ¼ mile walk to 30 min transit service
- Measure 3: % collectors/arterials w/ bike facilities
- Measure 4: % collectors/arterials in Activity Centers w/ sidewalks
- Measure 5: % new employment in Activity Centers
- Measure 6: % new dwelling units in Activity Centers
- Measure 7: Alternative transportation funding

Thank you,

Andrea Napoli, AICP | Senior Planner  
Rogue Valley Council of Governments  
155 N. 1st Street | P.O. Box 3275  
Central Point, OR 97502  
(541) 423-1369  
[www.rvcog.org](http://www.rvcog.org) | [www.rvmop.org](http://www.rvmop.org) | [www.mrmop.org](http://www.mrmop.org)

CITY OF MEDFORD  
EXHIBIT # N  
File # AC-16-086



# City of Medford Planning Department

Vicinity  
Map

File Number:  
**AC-16-086**



Project Name:  
**105 Tripp St**

Map/Taxlot:  
**371W30BD TL 9700**



07/20/2016

### Legend

-  Subject Area
-  Medford Zoning
-  Tax Lots
-  Streets

