

SITE PLAN & ARCHITECTURAL
COMMISSION
AGENDA
MARCH 3, 2017



Commission Members

Jim Quinn, Chair

Bill Chmelir, Vice Chair

Jeff Bender

Jim Catt

Bob Neathamer

Marcy Pierce

Curtis Turner

Rick Whitlock

City Council Liaison - Dick Gordon

City Council Liaison Alt. - Tim D'Alessandro

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

March 3, 2017

12:00 noon

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

-
10. Roll Call.
 20. Consent Calendar
 - 20.1 AC-16-135 Final Order for consideration of plans for a 1,900 square foot expansion of the deli, offices and restroom facilities within an existing Astro Express Mart on two tax lots totaling 0.84 acres located at the southwest corner of East Vilas Road and Crater Lake Highway within a Heavy Industrial (I-H) zoning district. (PDG Planning Design Group, Applicant/Agent).
 30. Minutes.
 - 30.1 Consideration for approval of minutes from the February 17, 2017, 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 –

Comments are limited to a total of 10 minutes for applicants and/or their representatives. You may request a 5-minute rebuttal time. All others will be limited to 3 minutes per individual or 5 minutes if representing a group or organization. **PLEASE SIGN IN.**
- New Business.**
- 50.1 AC-16-153 Consideration of plans for the construction of an approximately 20,000 square foot, three-story building on a one acre parcel located at the southeast corner of Biddle Road and Progress Drive within a Regional Commercial (C-R) zoning district. (People's Bank of Commerce, Applicant; ORW Architecture, Agent).
 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.

BEFORE THE MEDFORD SITE PLAN AND ARCHITECTURAL COMMISSION

STATE OF OREGON, CITY OF MEDFORD

IN THE MATTER OF SITE PLAN AND ARCHITECTURAL COMMISSION)
FILE AC-16-135 APPLICATION FOR PROJECT REVIEW SUBMITTED) ORDER
BY PDG PLANNING DESIGN GROUP)

AN ORDER granting approval of plans for a 1,900 square foot expansion of the deli, offices and restroom facilities within an existing Astro Express Mart on two tax lots totaling 0.84 acres located at the southwest corner of East Vilas Road and Crater Lake Highway within a Heavy Industrial (I-H) zoning district.

WHEREAS:

1. The Site Plan and Architectural Commission has duly accepted the application filed in accordance with the Land Development Code, Section 10.285.
2. The Site Plan and Architectural Commission has duly held a public hearing on the matter of an application of plans for a 1,900 square foot expansion of the deli, offices and restroom facilities within an existing Astro Express Mart on two tax lots totaling 0.84 acres located at the southwest corner of East Vilas Road and Crater Lake Highway within a Heavy Industrial (I-H) zoning district, with a public hearing a matter of record of the Site Plan and Architectural Commission on February 17, 2017.
3. At the public hearing on said application, evidence and recommendations were received and presented by the Planning Department staff; and
4. At the conclusion of said public hearing, after consideration and discussion, the Site Plan and Architectural Commission, upon a motion duly seconded, granted approval and directed staff to prepare a final order with all conditions and findings set forth for the granting of approval.

THEREFORE LET IT BE HEREBY ORDERED that the application of PDG Planning Design Group, stands approved subject to compliance with the conditions stated in the Commission Report dated February 17, 2017.

AND LET IT FURTHER BE OF RECORD that the action of the Site Plan and Architectural Commission approving this application is hereafter supported by the following findings:

- (a) That the proposed development, with the conditions of approval, complies with the applicable provisions of all city ordinances as determined by the staff review.

FINAL ORDER AC-16-135

(b) That the proposed development is compatible with uses and development that exist on adjacent land, based upon information provided in the Applicant's Questionnaire and presented at the public hearing.

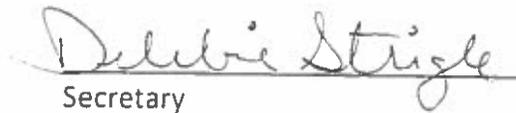
BASED UPON THE ABOVE, it is the finding of the Medford Site Plan and Architectural Commission that the project is in compliance with the criteria of Section 10.290 of the Land Development Code.

Accepted and approved this 3rd day of March, 2017.

MEDFORD SITE PLAN AND ARCHITECTURAL COMMISSION

Site Plan and Architectural Commission Chair

ATTEST:


Secretary



COMMISSION REPORT

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

PROJECT Astro Express Mart
 Applicant and Agent: PDG Planning Design Group

FILE NO. AC-16-135

DATE February 17, 2017

BACKGROUND

Proposal

Consideration of plans for a 1,900 square foot expansion of the deli, offices and restroom facilities within an existing Astro Express Mart on two tax lots totaling 0.84 acres located at the southwest corner of East Vilas Road and Crater Lake Highway within a Heavy Industrial (I-H) zoning district (371W06 Tax Lots 100 & 101).

Subject Site Characteristics

Zoning: I-H Heavy Industrial
 GLUP: HI Heavy Industrial
 Use: Fuel station with a convenience store

Surrounding Site Characteristics

North	Zone:	C-H (Heavy Commercial)
	Use:	Vacant, Rifle Pistol Club
South	Zone:	I-H
	Use:	Vacant
East	Zone:	C-H
	Use:	Butler Kia, Butler Hyundai, Good Guys Guns
West	Zone:	I-H
	Use:	Vacant

Related Projects

PLA-16-136 Property Line Adjustment to consolidate two tax lots into one

Applicable Criteria

Medford Land Development Code 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

Vehicular & Pedestrian Access

Vehicular access to the subject site is provided via existing driveways off of E Vilas Road and Crater Lake Highway.

The submitted site plan does not show any pedestrian walkways connecting to E Vilas Road or Crater Lake Highway. A condition has been included requiring pedestrian walkways consistent with Sections 10.772–10.775.

Parking

Parking Requirements

	REQUIRED	SHOWN
Total Spaces – Commercial Use	15	15
Accessible Spaces	1	1
Bicycle Spaces	2	4

As illustrated in the Parking Requirements table above, it can be found that the submitted Site Plan meets the parking requirements as outlined in Section 10.743. The bike rack detail on Sheet A1.1 (Exhibit C) shows an inverted “U” rack which is consistent with the Commission’s preferred style of bike rack.

Landscaping

Landscape Requirements

	REQUIRED	SHOWN
Trees, E Vilas Road	4	2
Shrubs, E Vilas Road	19	0
Trees, Crater Lake Highway	5	2
Shrubs, Crater Lake Highway	25	0
Total Landscaped Area	8,289 S.F.	
Area of High Water Use Landscaping	6,633 S.F.	
Percentage of High Water Use Landscaping	30% max	80%

As illustrated in the Landscape Requirements table above, the existing street frontage landscaping is nonconforming. It is landscaped with trees and grass (which is high water use). Staff recommends leaving the frontage landscaping as-is due to the limited scope of the proposed application (an addition to an existing building) and the fact that ODOT will be making considerable changes to this area with the construction of the Highway 62 bypass. The only proposed new landscaping on the site is the stormwater detention swale on the west side of the site.

The landscape plan is lacking in two areas. First, the plan should state that all areas not covered with turf grass must be covered with a minimum of three inches of unsettled mulch per Section 10.780(G)(4). Second, the plan should identify the required plant sizes per Section 10.780(G)(2). A condition has been included requiring compliance in these two areas.

Building Elevations

As stated in the Applicant's Narrative (Exhibit O) and depicted in the color swatch (Exhibit R) the applicant intends to maintain the existing exterior treatments of the metal building and alter its colors. The existing building is a white metal building with a flat roof and a blue parapet wall. The parapet wall will be changed to the color Sandstone. The addition will be comprised of the same white metal siding.

Per the Applicant's Narrative, adjacent structures are single-story wood structures similar to the proposed design. Based on the information provided in Exhibit O, the Commission can find that the proposed design is compatible with surrounding development.

Concealments

The submitted site plan shows a trash enclosure in the southwest corner of the site. The walls of the enclosure will be comprised of metal siding in the color Sierra Tan.

The submitted elevations depict HVAC equipment on the roof of the structure and the parapet walls will conceal the equipment as required in Section 10.782.

Cross Access

Section 10.746(15) requires that cross access be provided to connect *existing and future* parking areas that have access to arterial or collector streets in order to eliminate the necessity of utilizing the arterial or collector street for cross movements. East Vilas Road is classified as a major arterial street. Cross access must be provided to connect the subject site with the parcels to the west and south even though both parcels are vacant. Staff suggests that cross access on the west could be provided in the area between the stormwater swale and the trash enclosure. Cross access on the south could be provided in the area between the last parking space and the landscaped area with the sign on the southeast side of the subject site. A condition has been included requiring the applicant to comply with Section 10.746(15).

Decision: During the staff report, staff indicated that only one cross access point is required because there is one property that abuts both the westerly and southerly property lines. Condition 3 was revised to indicate the singular accordingly.

Additionally, it was clarified that the location of the cross access easement is up to the property owner to determine. It was noted that cross access is also required in MLDC 10.550. The document and site plan will be reviewed by staff to ensure compliance with the Land Development Code.

Agency Comments

Agency comments are included as Exhibits T through AA. Conditions of approval (Exhibit A) have been included requiring the applicant to comply with the agency comments as applicable.

Committee Comments

No committee comments were received.

FINDINGS AND CONCLUSIONS

Medford Land Development Code 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*

The Commission can find that there is sufficient evidence contained in the Applicant's Narrative along with exhibits 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 Applicant demonstrated compliance with the standards of the Land Development Code in Exhibit O. Where compliance was not reached, 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". No Exception is needed. This criterion is satisfied.

ACTION TAKEN

Adopted the findings as recommended by staff and directed staff to prepare a Final Order for approval of AC-16-135 per the staff report dated February 9, 2017, including Exhibits A-1 through AA.

EXHIBITS

- A-1 Conditions of Approval dated February 17, 2017**
- B Site Plan (Sheet A1) received December 14, 2016
- C Site Details (Sheet A1.1) received October 25, 2016
- D Roof Equipment Concealment Plan (Sheet A1.2) received October 25, 2016
- E Exterior Lighting Plan (Sheet A1.3) received October 25, 2016
- F Existing Floor Plan & Demolition Plan (Sheet A2) received October 25, 2016
- G Proposed Floor Plan (Sheet A3) received October 25, 2016
- H Building Elevations (Sheet A4) received October 25, 2016
- I Interior Details (Sheet A5) received October 25, 2016
- J Roof Framing Plan (Sheet A6) received October 25, 2016
- K Section View (Sheet A7) received October 25, 2016
- L Mechanical Plan (Sheet M1) received October 25, 2016
- M Plumbing Plan (Sheet P1) received October 25, 2016
- N Planting Plan (Sheet WQ1) received December 14, 2016
- O Letter from Applicant with Narrative received October 25, 2016
- P Applicant's Code Compliance Re: Approval Criterion No. 2 received October 25, 2016
- Q Applicant's Stormwater Management Report received October 25, 2016
- R Applicant's Color Swatch received October 25, 2016
- S GoogleEarth Photo of Existing Site
- T Public Works Department Staff Report received January 18, 2017
- U Medford Water Commission Staff Memo received January 19, 2017
- V Medford Fire Department Land Development Report received January 17, 2017
- W Medford Parks & Recreation Interoffice Memo received February 1, 2017

- X Rogue Valley Sewer Services letter received January 9, 2017
- Y Jackson County Roads letter received January 17, 2017
- Z Email from Oregon Department of Aviation received January 18, 2017
- AA Email from Oregon Department of Transportation (ODOT) received February 1, 2017
Vicinity Map

SITE PLAN AND ARCHITECTURAL COMMISSION

Jim Quinn, Chair

SITE PLAN AND ARCHITECTURAL COMMISSION AGENDA:

**FEBRUARY 17, 2017
MARCH 3, 2017**

EXHIBIT A-1

Astro Express Mart Expansion
AC-16-135
Conditions of Approval
February 17, 2017

CODE REQUIRED CONDITIONS

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

1. Provide a revised site plan showing pedestrian walkways in compliance with Sections 10.772-10.775.
2. Provide a revised landscape plan showing compliance with Section 10.780(G)(4) and 10.780(G)(2).
3. Provide a revised site plan showing cross access with the parcel to the west and south as well as a draft cross access easement for review and approval by the Legal Department. Upon review and approval, said easement shall be recorded with a copy of the recorded document provided to the Planning Department.
4. Comply with all requirements of the Medford Public Works Department (Exhibit T).
5. Comply with all requirements of the Medford Water Commission (Exhibit U).
6. Comply with all requirements of the Medford Fire Department (Exhibit V).
7. Comply with all requirements of the Rogue Valley Sewer Services (Exhibit X).
8. Comply with all requirements of Jackson County Roads (Exhibit Y).



STAFF REPORT

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

PROJECT People's Bank of Commerce
 People's Bank, Applicant; ORW Architecture, Agent

FILE NO. AC-16-153

TO Site Plan and Architectural Commission *for March 3, 2017 hearing*

FROM Praline McCormack, Planner II *pm*

REVIEWER Kelly Akin, Assistant Planning Director *ka*

DATE February 24, 2017

BACKGROUND

Proposal

Consideration of plans for an approximately 20,000 square foot, three-story bank and office building on a one acre lot within the Regional Commercial zoning district and the Freeway Overlay District (C-R/F). Subject site is located at the southeast corner of Biddle Road and Progress Drive (Map lot 371W19BB 1504).

Subject Site Characteristics

Zoning	C-R/F	Regional Commercial, Freeway Overlay
GLUP	CM	Commercial
Use	Vacant	(former site of Marie Callender's restaurant)

Surrounding Site Characteristics

North	C-R/F	Biddle Center multi-tenant commercial buildings
South	C-R	Barnes & Noble and multi-tenant commercial buildings
East	C-R	Multi-tenant commercial buildings
West	C-R/F	Biddle Road, I-5 Overpass, Bear Creek

Related Projects

None

Applicable Criteria

Medford Land Development Code (MLDC) §10.290

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.

Corporate Names

The County data base identifies J & B Investments DBA Marie Callenders/Cal First Enterprises in California, as the property owner. The California State Business Registry indicates Robin Reynolds is the registered agent. The Oregon Secretary of State Business Registry shows Ken Trautman as the registered agent for People's Bank of Commerce.

ISSUES AND ANALYSIS

Background

The subject site is the former location of Marie Callender's restaurant, which burned down in December 2014. The site has been vacant since that restaurant was demolished.

Site Plan (Exhibit D)

As noted above, the project is located on a single tax parcel, one acre in size located at the southeast corner of Biddle Road and Progress Drive. The applicant is proposing to build a three-story, 19,818 square foot building with a building footprint of 7,085 square feet and a total of 66 parking spaces. The north and west façade of the building will be placed tight to the street frontages creating a strong street presence. The first floor will contain banking and office uses, and the second and third floors will contain office uses.

Vehicular access

Site ingress and egress will be from two driveways located on the eastern side of the site that connect to a private drive which provides cross access to the neighboring commercial buildings as well as traffic movement to and from Progress Drive.

Pedestrian access

The applicant has proposed five-foot wide pedestrian walkways that extend along the south side of the building, connecting the south entrance to the existing sidewalk on Biddle Road, and to the private drive (where there is a pedestrian walkway on the neighboring property). A similar pedestrian walkway extends from the north entrance to the existing sidewalk on Progress Drive.

Parking

Based upon the proposed uses, a total of 68 parking spaces (65 regular spaces plus three ADA accessible spaces) are required. Section 10.743(4) allows for a five percent reduction in the total number of parking spaces if one of five activities is provided in the new development. One of those activities - providing showers and lockers for employees who commute by bicycle or foot - is being proposed by the applicant. While not shown on the proposed floor plan, the applicant has indicated that a unisex shower will be located on the second floor. Therefore, the required parking has been reduced by five percent for a total of 65 parking spaces (62 regular spaces plus three ADA accessible spaces). The proposed parking includes 48 regular size parking spaces, eight compact car spaces, seven employee carpool/vanpool spaces, and three ADA accessible spaces.

All existing and proposed drive aisles are two-way and meet the 24-foot width requirement of the Land Development Code. The parking area is visually interrupted by two landscaped parking lot ponds (for stormwater detention) and landscape bulb-out projections. Parking lot planters are dispersed throughout the parking areas and exceed the total overall required landscaping area specified in the Code. The subject site design exceeds design requirements for parking islands and projections.

The site plan shows that there are four bike racks on the south side of the building close to the entrance. The site plan does not show the bicycle parking dimensions, lighting, aisle widths, signage or the type of bike rack. A condition has been included requiring the applicant to comply with the bicycle parking requirements in Section 10.750.

Landscape Plan (Exhibit H)

The applicant has submitted a landscape plan that can be found to comply with the requirements of Section 10.746 regarding street frontage landscaping and parking area planters and with Section 10.780 regarding site landscaping. There is a total of 430 square feet of street frontage landscaping, and 2,165 square feet of landscaping area within the parking area. The total landscape area of the site is 8,005 square feet, which comprises 18% of the overall one acre site.

The applicant proposes no high water usage landscaping. Parking lot trees are located in parking lot planters that will include structural soils under the paved surface. The landscape frontage is shown to meet the street frontage standards for number of trees.

Elevations (Exhibits E and F)

The exterior façade of the building will have a mix of materials at a scale that integrates well with the surrounding built environment. The building architecture is four-sided, so exterior detailing will extend around the entire perimeter of the building. According to the applicant's narrative the building is proposed to be similar to nearby retail building and will be comprised of brick veneer walls in a terra cotta color "divided into well-proportioned masses by the integration of aluminum and glass window walls," structural steel accents and metal panels in an earthy brown color. "Articulation is further enhanced by the recess and projection of walls in locations where different materials intersect." The parapet roof will obscure roof mounted mechanical equipment.

Concealments

HVAC Screening

As noted above, HVAC units will not be visible from public streets, parking areas or pedestrian pathways through the application of a parapet wall on the roof.

Trash Enclosure

The Site Plan (Exhibit D) includes a detail of the trash enclosure. The applicant is proposing a CMU block wall to be covered by a metal roof. Next to the trash enclosure, the applicant is proposing a similar structure to conceal generators. The subject fixtures will fully screen these facilities. These enclosures are sited on the east side of the site where they will not impede vehicles accessing the site from the private drive or cross access ways.

Dedications and Public Improvements

Streets

Per Section 10.451, the dedication of additional public right-of-way is required when the existing right-of-way does not comply with minimum width requirements as identified in the Land Development Code. The subject site fronts Biddle Road, which is classified as a Major Arterial Street per Section 10.429, requiring a minimum right-of-way width of 100 feet. Per the Public Works Department Staff Report (Exhibit I) no additional right-of-way is required along Biddle Road. The subject site also fronts Progress Drive, which is classified as a Commercial Street per Section 10.429, requiring a minimum right-of-way width of 63 feet. Per the Public Works Department Staff Report, approximately 6.5-feet of additional right-of-way is required to be dedicated to comply with the half-width standard of 31.5 feet.

In the letter issued by the applicant's consultant Scott Sinner Consulting (Exhibit C), Mr. Sinner contends that a right-of-way dedication is inapplicable as Progress Drive is a fully improved street. Mr. Sinner points out that, based on his interpretation of the Land Development Code, right-of-way dedications apply exclusively to unimproved streets, while the section of Progress Drive fronting the subject property has had all street improvements completed with all Category A facilities. Therefore, he contends, the right-of-way dedication is inapplicable to the subject site.

Staff disagrees with Mr. Sinner. The facts of this case are different than those of Crater Lake Surgery Center (AC-16-039) on Bennett Avenue that Mr. Sinner references. In that case, the improvements included curb, gutter, sidewalk and planter strip. That is not the case here as no planter strip exists. As stated in the Public Works Department Staff Report (Exhibit I), the Site Plan and Architectural Commission will need to determine if additional right-of-way will be required or not.

Agency Comments

Agency comments are included as Exhibits I through N. Conditions of approval (Exhibit A) have been included requiring the applicant to comply with the agency comments as applicable.

Committee Comments

No committee comments were received.

FINDINGS AND CONCLUSIONS

Medford Land Development Code 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*

The Commission can find that there is sufficient evidence contained in the Applicant's Narrative along with exhibits 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 Applicant demonstrated compliance with the standards of the Land Development Code in Exhibit B. Where compliance was not reached, 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". No Exception is needed. This criterion is satisfied.

FINDINGS AND CONCLUSIONS

Staff has reviewed the applicant's narrative, findings and conclusions (Exhibit B) and recommends the Commission adopt the findings as presented.

RECOMMENDED ACTION

Adopt the findings as recommended by staff and direct staff to prepare a Final Order for approval of AC-16-153 per the staff report dated February 22, 2017, including Exhibits A through O.

EXHIBITS

- A Conditions of Approval
- B Applicant's Narrative and Code Compliance Check Sheet received November 30, 2016
- C Letter from Scott Sinner regarding Right-of-Way Dedication on Progress Street received February 8, 2017
- D Site Plan received January 10, 2017
- E Building Elevations received January 10, 2017
- F 3D View of Northeast and Southwest Elevations received January 10, 2017
- G Floor Plan received January 10, 2017

- H Landscape Plan received November 30, 2016
- I Medford Public Works Department Staff Report received February 24, 2017
- J Medford Water Commission Staff Memo received February 1, 2017
- K Medford Fire Department Land Development Report received February 1, 2017
- L Building Department Memo received February 1, 2017
- M Memorandum from Planning Department Floodplain Coordinator received February 1, 2017
- N Email from David McFadden at Avista received January 24, 2017
- O Landscape and Irrigation Code Information received February 1, 2017
Vicinity Map

SITE PLAN AND ARCHITECTURAL COMMISSION AGENDA:

MARCH 3, 2017

EXHIBIT A

People's Bank of Commerce
AC-16-153
Conditions of Approval
February 24, 2017

CODE REQUIRED CONDITIONS

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

1. Provide a revised site plan showing bicycle parking facilities in compliance with Section 10.750
2. Comply with all requirements of the Medford Public Works Department (Exhibit I).
3. Comply with all requirements of the Medford Water Commission (Exhibit J).
4. Comply with all requirements of the Medford Fire Department (Exhibit K).
5. Comply with all requirements of the Medford Building Department (Exhibit L).
6. Comply with the email from Avista (Exhibit N).

CITY OF MEDFORD
EXHIBIT # A
File # AC-16-153

RECEIVED
NOV 31 2016
PLANNING DEPT.

23 November, 2016

City of Medford
Planning Department
200 S. Ivy St.
Medford, OR 97501



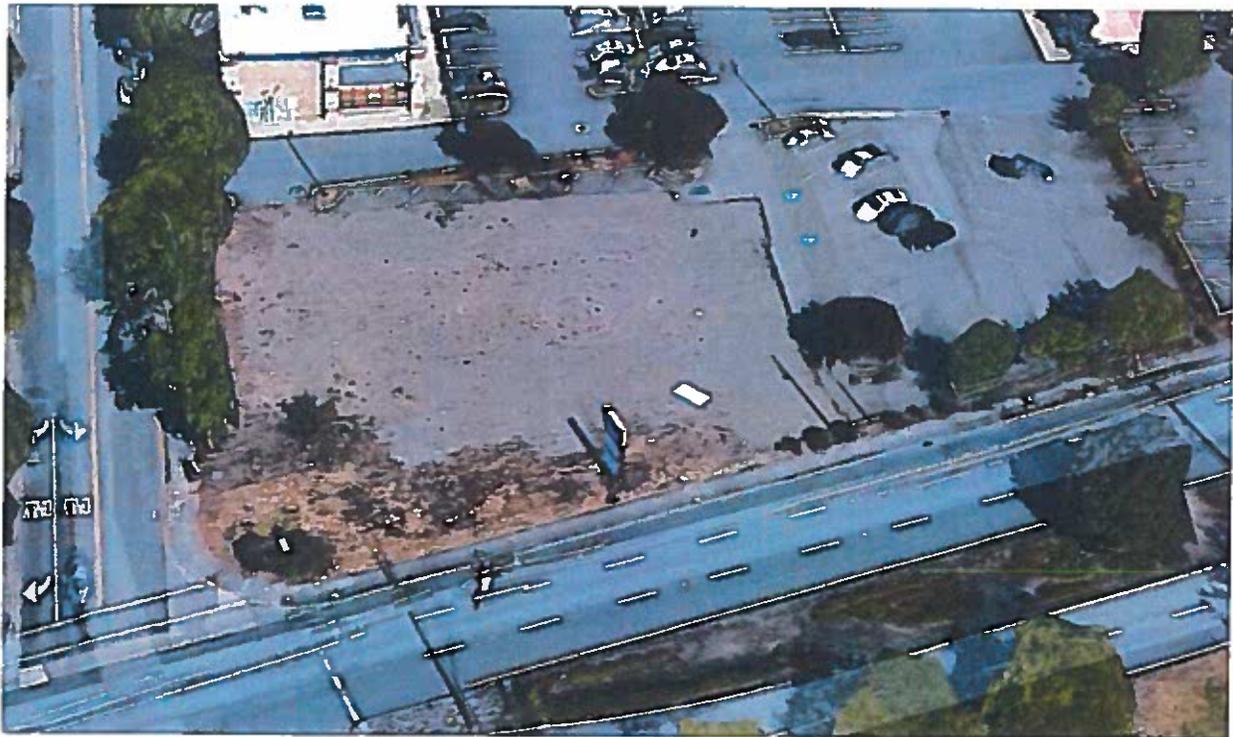
Re: People's Bank of Commerce – Biddle Road Branch & Core/Shell for future office space

Section I – Narrative:

This project is a new building for the People's Bank of Commerce at 1528 Biddle Road. This location is the southeast corner of Biddle Road & Progress Drive, what was the Marie Callender's site. The only structure on site is the 'Monument Sign' along Biddle Road which will more than likely be refreshed or removed.

The 3 story, +/-20,000sf building will be built to the north end of the lot. The north and west facades of the will hold tight to the street frontage, paralleling both Biddle Road and Progress Drive.

Careful planning and design has gone into addressing massing volumes, setbacks, and a palette of materials, colors and landscaping to be an icon within the surrounding area.



(Site)

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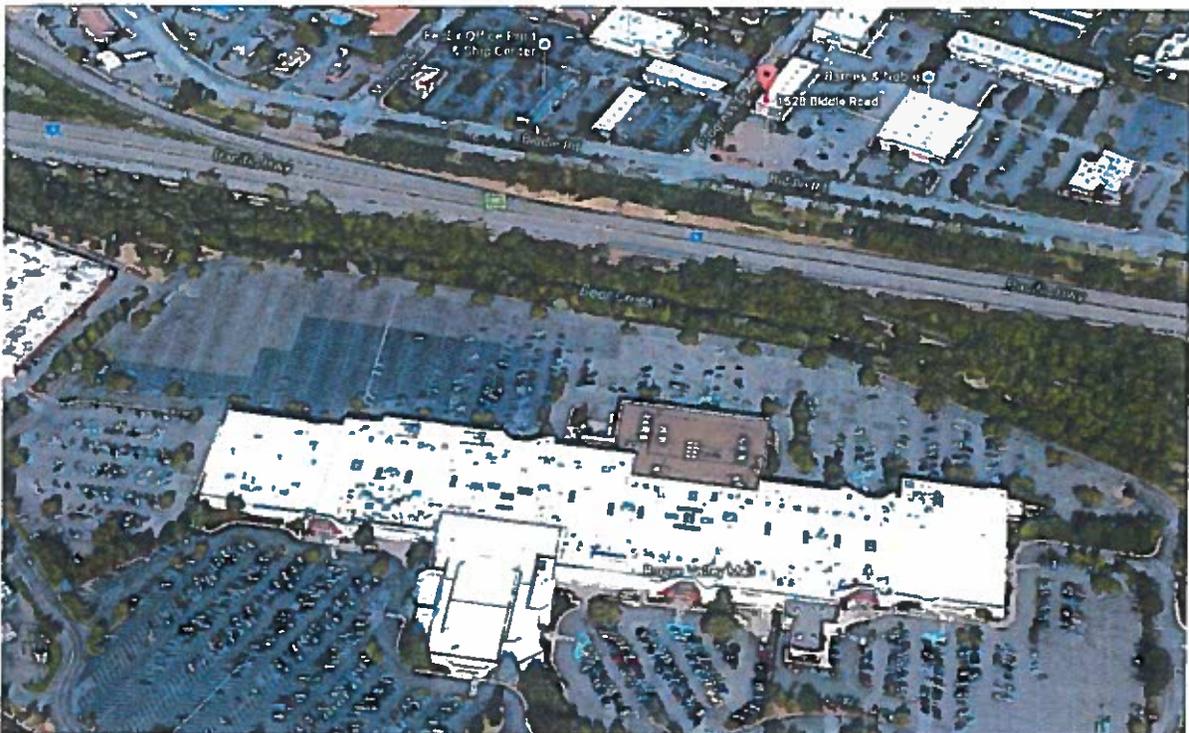
Section II – Compatibility: Criterion No. 1:

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).

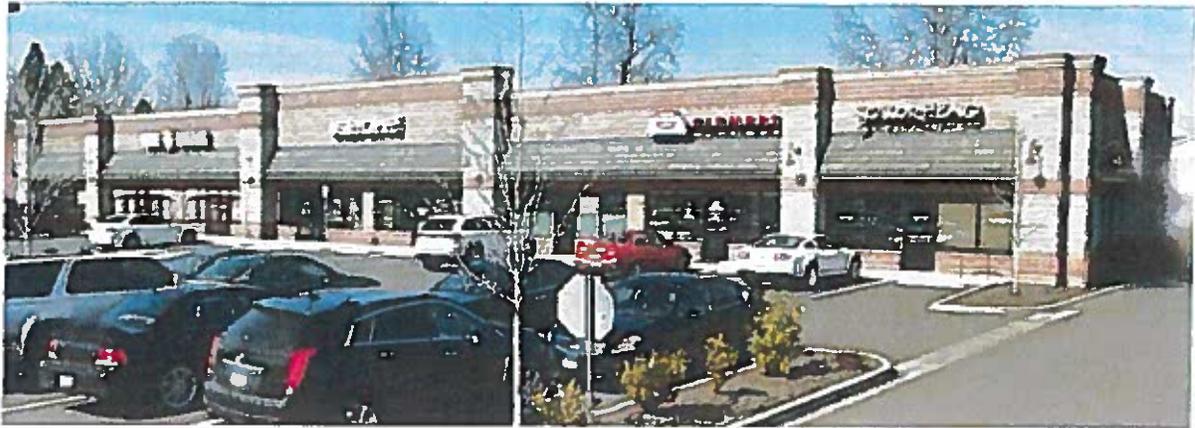
Response: Directly to the north is the Biddle Center (strip mall), with a handful of multi-tenant commercial buildings (image 1). The buildings are painted CMU & EIFS/Stucco that have a hip & gable roof motif façade with a false widow’s walk. To the west, across Biddle Road, is I-5, Bear Creek, and beyond that, the Rogue Valley Mall (Image 2). The property to the east, across a shared drive aisle, is a multi-colored CMU, 1-story, “strip mall” building with parapet and flat roof (image 3). The property to the south is the Barnes & Noble “box store” building of CMU & EIFS/Stucco as well (image 4). The properties surrounding the site are zoned C-R.



(Image 1)



(Image 2)



(Image 3)



(Image 4)

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

Response: The architectural style of the new building is contemporary, with clean lines and soft edges. It utilizes materials such as brick veneer in a classic terra cotta color, aluminum and glass window walls and earthy brown metal panels and structural steel accents.

The building will be an icon amongst the strip malls and box stores, creating precedent and visual inspiration for future designs.

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

Response: The brick veneer walls are divided into well proportioned masses by the integration of the aluminum & glass window walls and the metal panel finish system. Articulation is further enhanced by the recess and projection of walls in locations where different materials intersect.

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.

Response: The new building sits tight against the required 10 foot PUE along Progress Drive and Biddle Road creating a strong street presence, which allows for parking to the south of the building. The building's aesthetic appeal, along with the vegetation proposed will create a comfortable pedestrian experience, whether walking on streets sidewalks or the concrete walks that connect the building to those sidewalks.

E. Describe the pedestrian facilities and amenities on your site (useable outdoor space, benches, etc), and how they will function for pedestrians.

Response: New concrete walks within the site connect to the public ways, allowing pedestrians the ability to access the site/building easily and quickly.

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

Response: The site has pedestrian access from all directions as it is surrounded by sidewalks on all sides. Vehicles access the site utilizing cross access agreements from the North coming off Progress Drive or from the adjacent parking lots to the east and south.

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 also be included in this application.

Response: There are (6)six street trees that will remain. (3)three live & (1)one dead site trees will be removed as they conflict with the location of the building and parking layout. Any existing trees to remain are in areas where their roots and the soil around them will be undisturbed.

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

Response: This project falls within the mapped boundary of a Class B soil which now requires that storm water be handled according to Low Impact Development (LID) Best Management Practices (BMP's). Simply stated, this will require all storm water runoff generated from a 10-year event to only leave the site by evaporation or percolation into the soils.

If the soils are verified to indeed be Class B soils by our geotechnical expert, this project will be a first in the City of Medford to fall under the new standard. To achieve the LID, we anticipate that portions of the parking lot will be paved with a porous material of sufficient area to allow both the storage and percolation of the storm water. In addition, percolation beds between the building and existing sidewalks along Biddle Road and Progress Drive will also be used to store and percolate storm water into the soils.

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

Response: The site landscaping will frame views of the building in a way that emphasizes the its aesthetic, help cool the parking area and create uniform street frontage.

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.

Response: Site lighting fixtures are specifically chosen for their Dark Sky Friendly compliance. The standard noted in this question applies to glare onto a residential zoned district. There are no residential districts adjacent to this site.

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

Response: New signage will fall under a separate submittal.

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

Response: N/A – No fencing is being proposed.

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.

Response: The noise levels generated from what will be general office use will not exceed those defined within Table 752-1 of the Land Development Code.

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

Response: The proposed building will anchor the corner of Progress Drive and Biddle Street, reinforcing strong development of the commercial zone located in this area.

O. List and explain any exceptions or modifications requested and provides reasons for such.

Response: N/A

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

Section II – Code Compliance: Criterion No. 2

PROJECT SITE		
	PROPOSED	REQUIRED
• Zoning District	Same as Zoned	na
• Overlay District(s)	Same as Zoned	na
• Proposed Use	Bank Branch & Office Space	na
• Project Site Acreage	1	na
• Site Acreage (+ right-of-way)	na	na
• Proposed Density (10.708)	na	na
• # Dwelling Units	na	na
• # Employees	36	na

STRUCTURES		
	EXISTING	PROPOSED
• # Structures	na	1
• Structure Square Footage (10.710-10.721)	na	19818

SITE DESIGN STANDARDS		
	PROPOSED	REQUIRED
• Front Yard Setback (10.710-721)	10' PUE	10
• Side Yard Setback (10.710-721)	10' PUE	10
• Side Yard Setback (10.710-721)	194.5'	14.25'
• Rear Yard Setback (10.710-721)	33.5'	14.25'
• Lot Coverage (10.710-721)	16.2%	40% max

PARKING		
	PROPOSED	REQUIRED
• Regular Vehicular Spaces (10.743)	53	49
• Disable Person Vehicular Spaces (10.746[8])	3	3
• Carpool/Vanpool Spaces (10.809)	7	7
• Total Spaces (10.743)	66	62 (w/ 5% shower reduction)
• Bicycle Spaces (10.748)	7	7
• Loading Berths (10.742)	0	0

6

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

LANDSCAPING

	PROPOSED	REQUIRED
• Total Landscape Area (square feet)	8005	N/A
• Total Landscape Area in High Water Use Landscaping (square feet)	0	N/A
• Total Landscape Area in High Water Use Landscaping (percentage)	0	N/A
• Total % Landscape Coverage	18.40	N/A
• Required Organic Content (cu.yd)	25	25
• Frontage Landscaping (10.797)		
• Street:	Biddle Road	
• Feet:	275	
• # Trees:	11	11
• # Shrubs:	88	69
• Street:	Progress Drive	
• Feet:	155	
• # Trees:	6	6
• # Shrubs:	46	36
• Bufferyard Landscaping (10.790)		
• Type:	N/A	N/A
• Distance (ft):	N/A	N/A
• # Canopy Trees:	N/A	N/A
• # Shrubs:	N/A	N/A
• Fence/Wall:	N/A	N/A
• Parking Area Planter Bays (10.746)		
• Type:		
• # Bays:	66	
• Area:	2165	1270
• # Trees:	11	8
• # Shrubs:	33	16

STRUCTURE

PROPOSED

• Materials	Brick, Aluminum, Glazing, Steel
• Colors	Standard terra-cotta brick, bronze storefront, grey-brown steel.

Please remember that the information you provide in response to the questionnaire must be included with your SPAR application submittal. Remember to sign and date your written response.



Scott Sinner Consulting, Inc.

Land Use Planning, Conservation Consulting

February 7, 2017

Kelly Akin
Medford Planning Department
200 South Ivy
Medford, OR 97504

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FEB 08 2017
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RE: AC-16-153

Kelly,

Peoples Bank of Commerce has submitted an application to the Site Plan Commission to construct a 20,000 square foot building. The site is bounded by Biddle Road and Progress Drive. The Public Works comments delivered at the Land Development Committee on February 1st indicated while Progress Drive is fully improved with a 50 foot total right of way, a dedication of right of way is proposed as a condition of approval to the current 63 foot commercial street standards. There are no required improvements for Progress Drive in the Public Works report.

Progress Drive is fully improved with a paved section, curb and gutter as well as a 7' sidewalk. This is the exact situation of AC-16-039 for the Crater Lake Surgery Center on Bennet Street. The applicant seeks to remove the dedication of right of way requirement as the street standards within the Medford Land Development Code only apply the "new streets or unimproved streets without curb and gutter". Progress Drive is fully improved with a paved section and curb and gutter.

MLDC section 10.431 states:

10.431 Street Improvement

All new street improvements required as a condition of development shall be improved to the standards set forth in this chapter unless otherwise specified herein or excepted as per Section 10.251, Application for Exception. For purposes of this section, the term new street shall be defined as an unimproved street or existing street which does not have curb and gutter.

MLDC Section 10.425 states:

10.425 Street Access and Dedication Requirements

Prior to the issuance of a development permit, land shown on any development proposal and intended for vehicular use shall have access to a paved street. Land intended for vehicular and accessway use by the general public shall be offered for dedication.

The subject property currently has access to a paved street, and as identified above, the existing street is improved and is considered an existing street and not a new street; the current standards do not apply to this application.



4401 San Juan Drive, Suite G
Medford, Oregon 97504

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

CITY OF MEDFORD
EXHIBIT # C
File # AC-16-153



Scott Sinner Consulting, Inc.

Land Use Planning, Conservation Consulting

Since the standards do not apply, there is no support for additional dedication of right of way for a street improvement that is not required.

10.421 General Development Design Standards and Criteria

The developer shall design and improve all required public right-of-way elements, including streets, bicycle lanes, sidewalks, planter strips, street lights, alleys, storm drains, sanitary sewers, waterlines, accessways and public easements which are a part of the development, and those off-site public improvements necessary to serve the development consistent with the Comprehensive Plan or any specific plan thereof, and such other public improvements as required by this chapter in accord with the standards and criteria set forth herein and shall thereafter warrant the materials and workmanship of said improvements for a period of one (1) year from the date of completion. Such improvements as set forth herein shall be considered necessary for the general use of the property owner(s) of the development, the local neighborhood and the city's traffic and drainage needs including without limitation grading and surfacing of streets and accessways, installation of facilities to supply domestic water, construction of storm and sanitary drainage and treatment facilities, all other improvement work as hereafter set forth. All improvement work shall be at the sole cost and expense of the developer unless otherwise specifically provided herein.

The subject property is currently developed with all the improvements indicated in 10.421- 10.431 identifies the applicable standards and provides the definition for new streets. The subject property is served by an existing street, and the existing improvements meet all facility requirements required by the Code.

The new street standards are not applicable and the existing improvements meet all access requirements without a need for an additional dedication of right of way for improvements that are not required by the MLDC or the Comprehensive Plan.

The dedication of right of way would severely impact the property and the proposed design of the building and the site. The requirement of dedication has been a policy that is not supported in the MLDC. An exception application to request the elimination of the dedication of right of way is not relevant as we cannot request relief from a staff policy especially when the policy is in direct conflict with the MLDC.

Please feel free to call if you have any questions.

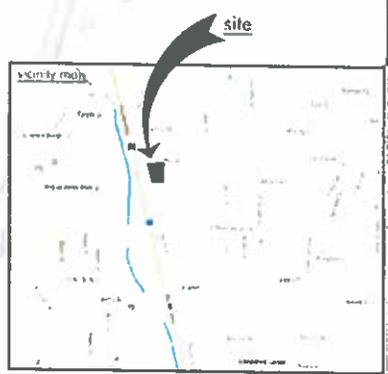
Regards,

Scott Sinner, President
Scott Sinner Consulting, Inc.



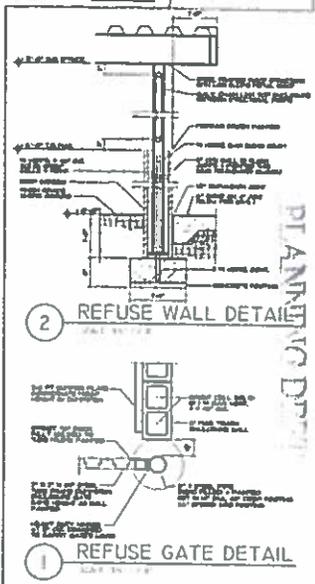
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Medford, Oregon 97504

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storm water management plan

storm water will be collected in catch basins and roof drains and detained in two shallow parking lot ponds then piped to a storm tech isolation chamber for treatment before it is released to the existing 30" storm drain that currently serves this site



prepared by:
Clyde Roemer Wilkerson Architecture
2750 East Barnett Road
Medford, Oregon 97504
contact: Andrew Owen
andrew@arwarch.com
tel: 541-779-5237 x25

statistics:
map #: 371W198B
tax lot #: 1504
site area: 1 acres
zoning: CR - regional commercial
overlay: freeway

ground level sf: 7,085 sf
level 2 sf: 7,085 sf
level 3 sf: 5,648 sf
total sf: 19,818 sf

parking

level 1:
291 sf (Bank &/or Commercial/Retail:
4.5/1000)
10.4 sp (less 5% reduction) = 10 sp
5470 sf (Office: 3/1000)
16.4 sp (less 5% reduction) = 15.6 sp

level 2:
7085 sf (Office: 3/1000)
21.3 sp (less 5% reduction) = 20.2 sp

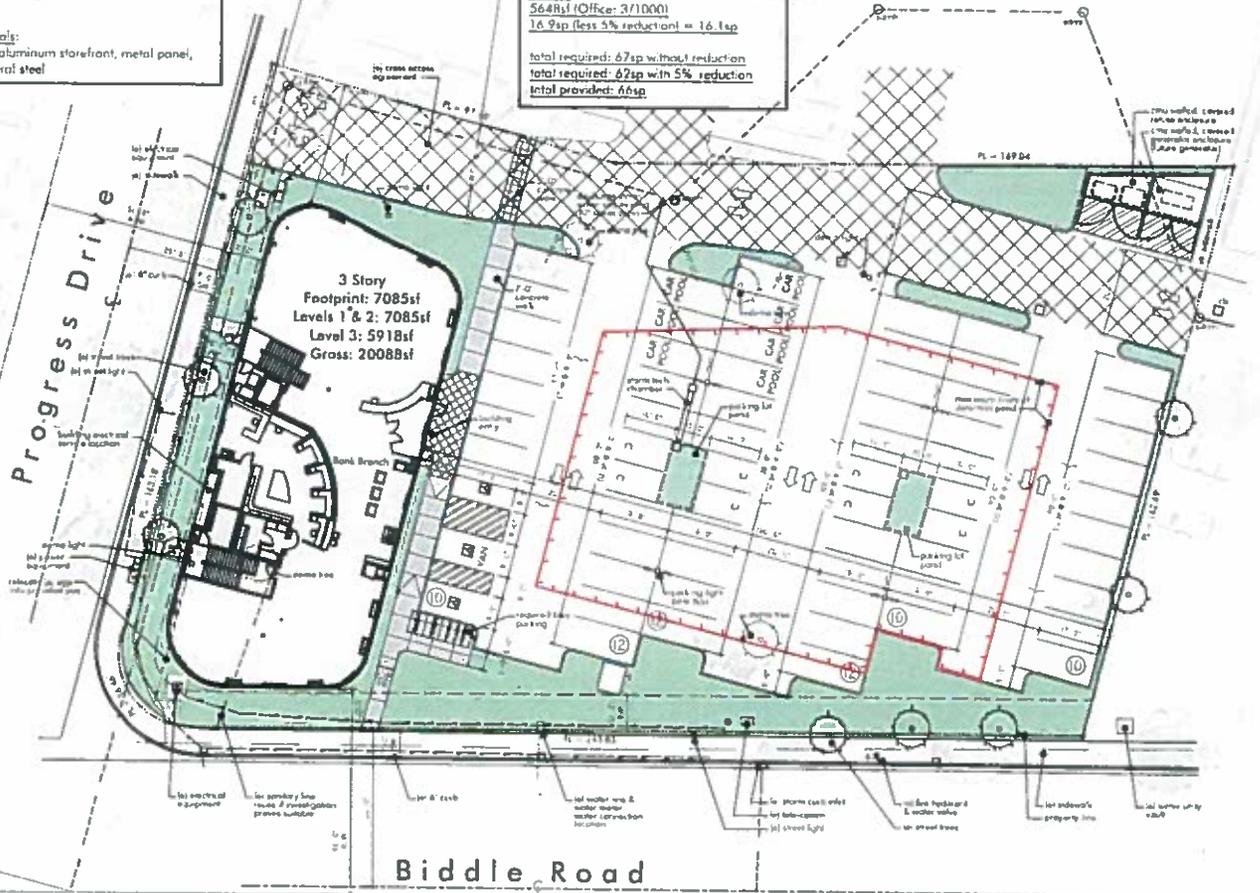
level 3:
5648 sf (Office: 3/1000)
16.9 sp (less 5% reduction) = 16.1 sp

total required: 67 sp without reduction
total required: 62 sp with 5% reduction
total provided: 66 sp

setbacks

Front = dedication required = 10'-0" PUE
Side (street frontage) = dedication required = 10'-0" PUE
Side = n/a
Side = 14'-3"
Rear = 14'-3"

building heights = 48'-6" - top of parapet

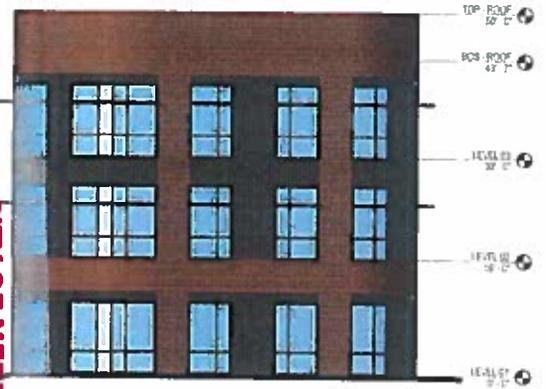




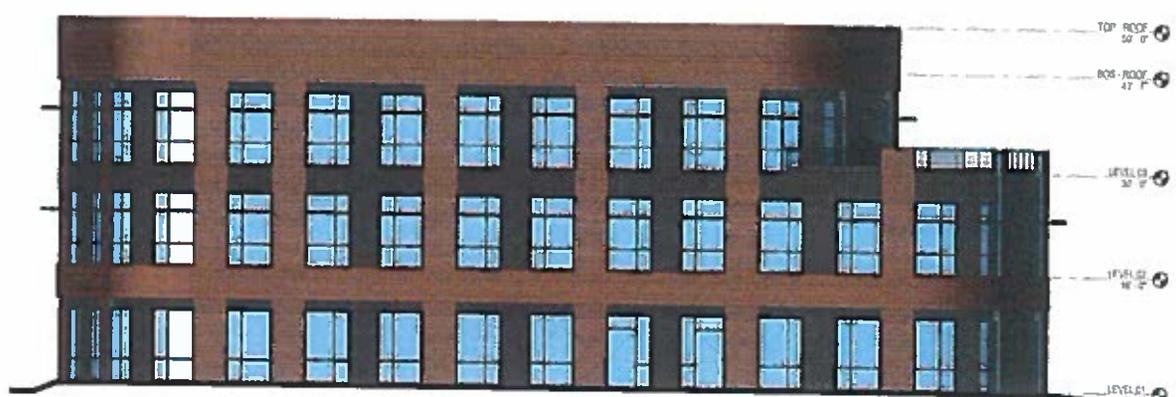
NORTH ELEVATION



EAST ELEVATION



WEST ELEVATION



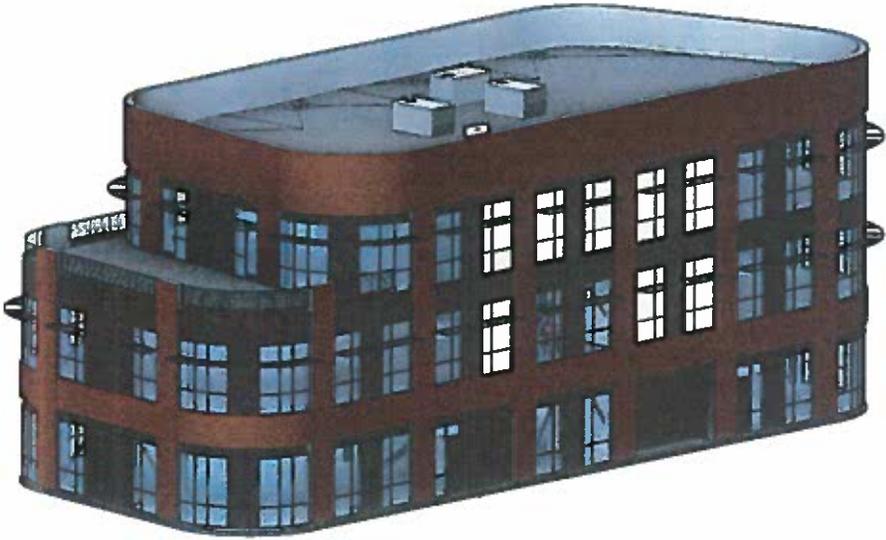
SOUTH ELEVATION

CITY OF MEDFORD
EXHIBIT # E
File # AC-16-153

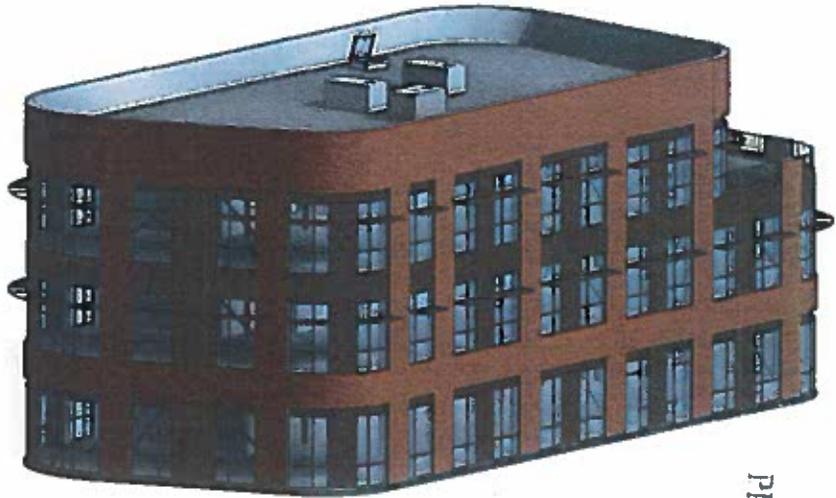
7720 ELEVATIONS
People's Bank of Commerce - Biddle Road Building
 1528 Biddle Road; Medford, Oregon Map: 371 W19 BB TL: 1504
 4 Nov 2017

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NORTHEAST



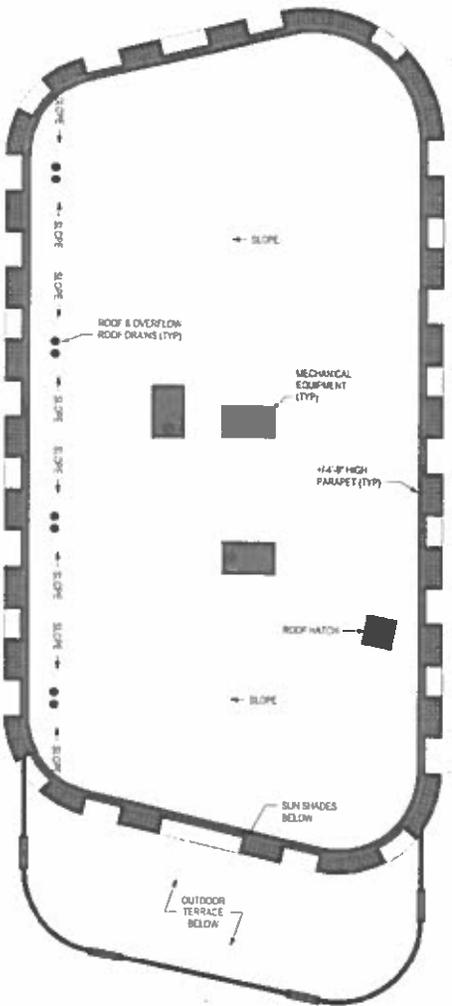
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1/10/17
People's Bank of Commerce - Biddle Road Building
1528 Biddle Road; Medford, Oregon Map: 371 W19 BB TL: 1504
9 Jan 2017

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EXHIBIT # F
File # AC-16-153



ROOF LEVEL

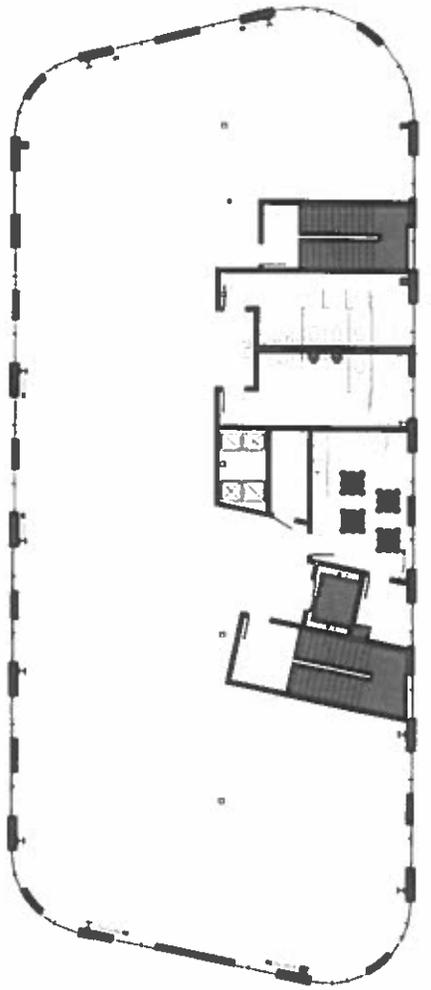
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JAN 10 2011

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THIRD LEVEL
TI SPACE & OUTDOOR TERRACE



SECOND LEVEL
TI SPACE



FIRST LEVEL
BRANCH & TI SPACE

CITY OF MEDFORD
EXHIBIT # G

File # AC-16-153

People's Bank of Commerce - Biddle Road Building
1528 Biddle Road; Medford, Oregon Map: 371 W19 BB TL: 1504



Continuous Improvement Customer Service

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CITY OF MEDFORD

Revised Date: 2/6/2017
File Number: AC-16-153
Reference: PA-15-102

PUBLIC WORKS DEPARTMENT STAFF REPORT

People's Bank of Commerce

1528 Biddle Road

Project: Consideration of plans for the construction of an approximately 20,000 square foot, three-story building on a one acre parcel.

Location: Located at the southeast corner of Biddle Road and Progress Drive within a Regional Commercial (C-R) zoning district (371W19BB Tax Lot 1504).

Applicant: People's Bank of Commerce, Applicant (ORW Architecture, Agent). Praline McCormack, Planner.

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

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

- Submittal and approval of plans for site grading and drainage, and detention.
- Completion of all public improvements, if required. The applicant may provide security for 120% of the improvements prior to issuance of building permits. Construction plans for the improvements will need to 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.
- Certification by the design engineer that the stormwater quality and detention system was constructed per the approved plan.
- Completion of all public improvements, if applicable.

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PUBLIC WORKS DEPARTMENT
ENGINEERING & DEVELOPMENT DIVISION

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

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CITY OF MEDFORD
EXHIBIT # I
File # AC-16-153

A. STREETS

1. Dedications

Biddle Road is classified as a Major Arterial street, and in accordance with Medford Land Development Code (MLDC) Section 10.428, requires a total right-of-way width of 100-feet. **No additional right-of-way is required.**

Progress Drive is classified as a Commercial street, and in accordance with MLDC Section 10.429, it requires a total right-of-way width of 63 feet. It appears that there currently is 50-foot of right-of-way and therefore would require approximately 6.5-feet of additional right-of-way to meet the half-width standard of 31.5-feet. The Applicant has submitted a letter dated February 7, 2017 which presents an argument that our code does not require this additional right-of-way dedication on streets that are already improved with curb and gutter. Although we do not necessarily agree with the Applicants use and application of the specific code sections noted in the letter, we do feel that there may be some room for interpretation on whether additional right-of-way should be required for existing improved lower order public streets that currently have sidewalk within the existing right-of-way. **Therefore, the Site Plan and Architectural Commission will need to determine if additional right-of-way will be required or not.**

It appears that there is currently a 10-foot public utility easement (PUE) along the frontage of Biddle Road and a 15-foot PUE along the frontage of Progress Drive. Both are shown on Partition Plat No. P-5-1999. In addition, a 10-foot Private Sanitary Sewer Easement is shown along the southerly boundary of this parcel as dedicated by the same Partition Plat.

If additional right-of-way is required then in accordance with MLDC 10.471, **the property owner shall dedicate a 10-foot wide public utility easement (PUE) adjacent to the new right-of-way line along this Developments frontage to Progress Drive.** If no additional right-of-way is required then no additional PUE is required.

If additional right-of-way is required then 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

Biddle Road and Progress Drive – All street section improvements, with the exception of planter strips, have been completed in close conformance with current standards, including pavement, curb and gutter, street lights, and sidewalks. **No additional public improvements are required.**

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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 are no pavement cutting moratoriums currently in effect along this frontage to Biddle Road or Progress Drive.

3. Access and Circulation

Driveway access and circulation to and through the proposed development shall comply with MLDC 10.550 and 10.426. There shall be no driveway access directly onto Biddle Road from this site.

The Developer shall submit evidence of or provide cross-access easement(s) for all adjacent properties in accordance with MLDC 10.550.

4. 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 dedication recommended herein can be found to be roughly proportional to the impacts reasonably anticipated to be imposed by this development.

Progress Drive:

The additional right-of-way on Progress Drive will provide for a future planter strip and sidewalk that will conform to current Medford Land Development Code standards. The 8-foot planter strip moves pedestrians a safe distance from the edge of the roadway. Biddle Road and Progress 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 Easements (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.

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.

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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.

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

It appears that this development is on soils classified as belonging to the Type B hydrologic soil group as mapped by the Soil Survey of Jackson County, and on a slope of 5% or less. As such, the project will need to implement Low Impact Development techniques as listed in the Rogue Valley Stormwater Quality Design Manual. The Applicant may elect to test the soil to determine classification, and if so, testing must be conducted by a licensed Geotechnical Engineer in the state of Oregon.

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

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Sediment Control Plans shall be submitted to the Building Department with the project plans for development. All disturbed areas shall be covered with vegetation or properly stabilized prior to certificate of occupancy.

D. GENERAL CONDITIONS

1. Construction and Inspection

The Developer or Developer’s contractor shall obtain appropriate right-of-way permits from the Department of Public Works prior to commencing any work within the public right-of-way that is not included within the scope of work described within approved public improvement plans. Pre-qualification is required of all contractors prior to application for any permit to work in the public right-of-way.

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.

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 treatment and stormdrain SDCs. All SDC fees shall be paid at the time individual building permits are issued.

Prepared by: Doug Burroughs

Revised by: Doug Burroughs

SUMMARY CONDITIONS OF APPROVAL

People's Bank of Commerce
1528 Biddle Road

A. Streets

1. Street Dedications to the Public:

- **Biddle Road** – No dedications are required for this development.
- **Progress Drive** – Dedicate additional right-of-way.
- 10-foot Public Utility Easement (PUE) has been dedicated along Biddle Road.
- Dedicate 10-foot PUE along the frontage to Progress Drive.

2. Improvements:

Public Streets

- **Biddle Road** and **Progress Drive** improvements have been completed.

Lighting and Signing

- No additional street lights are required.

Access and Circulation

- Driveway access to the proposed development site shall comply with MLDC 10.550 & 10.426. No direct access to Biddle Road from this site.
- Provide cross-access easement(s).

Other

- There is no pavement moratorium currently in effect on **Biddle Road** or **Progress 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. Low impact development (LID) required if in type 'A' or 'B' soils.
- Provide engineers certification of stormwater facility construction.
- Provide copy of an approved Erosion Control Permit (1200C) from DEQ for this project, if required.

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

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Report-Revised-2 AG.DOCX Page 7

PUBLIC WORKS DEPARTMENT
ENGINEERING & DEVELOPMENT DIVISION

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

TELEPHONE (541) 774-2100
FAX (541) 774-2552

final plat processes, permits, system development charges, pavement moratoriums and construction inspection.

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Report-Revised-2 AG.DOCX Page 8

PUBLIC WORKS DEPARTMENT
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BOARD OF WATER COMMISSIONERS

Staff Memo

TO: Planning Department, City of Medford

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

SUBJECT: AC-16-153

PARCEL ID: 371W19BB TL 1504

PROJECT: Consideration of plans for the construction of an approximately 20,000 square foot, three-story building on a one acre parcel located at the southeast corner of Biddle Road and Progress Drive within a Regional Commercial (C-R) zoning district. (371W19BB Tax Lot 1504); People's Bank of Commerce, Applicant (ORW Architecture, Agent). Praline McCormack, Planner.

DATE: February 1, 2017

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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 1.5-inch water meter is located just outside of the existing sidewalk, and shall be protected in place during construction activity.
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. Applicant's civil engineer shall coordinate with Medford Fire Department for fire hydrant requirements, and placement of proposed fire protection system and vault along Biddle Road.
6. Dedication of a 10 foot wide (minimum) access and maintenance easement to MWC over all water facilities located outside of public right-of-way is required. Easement shall be submitted to MWC for review and recordation prior to construction.

COMMENTS

1. Off-site water line installation is not required.

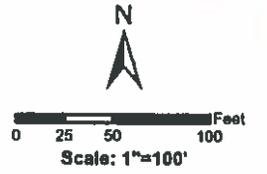
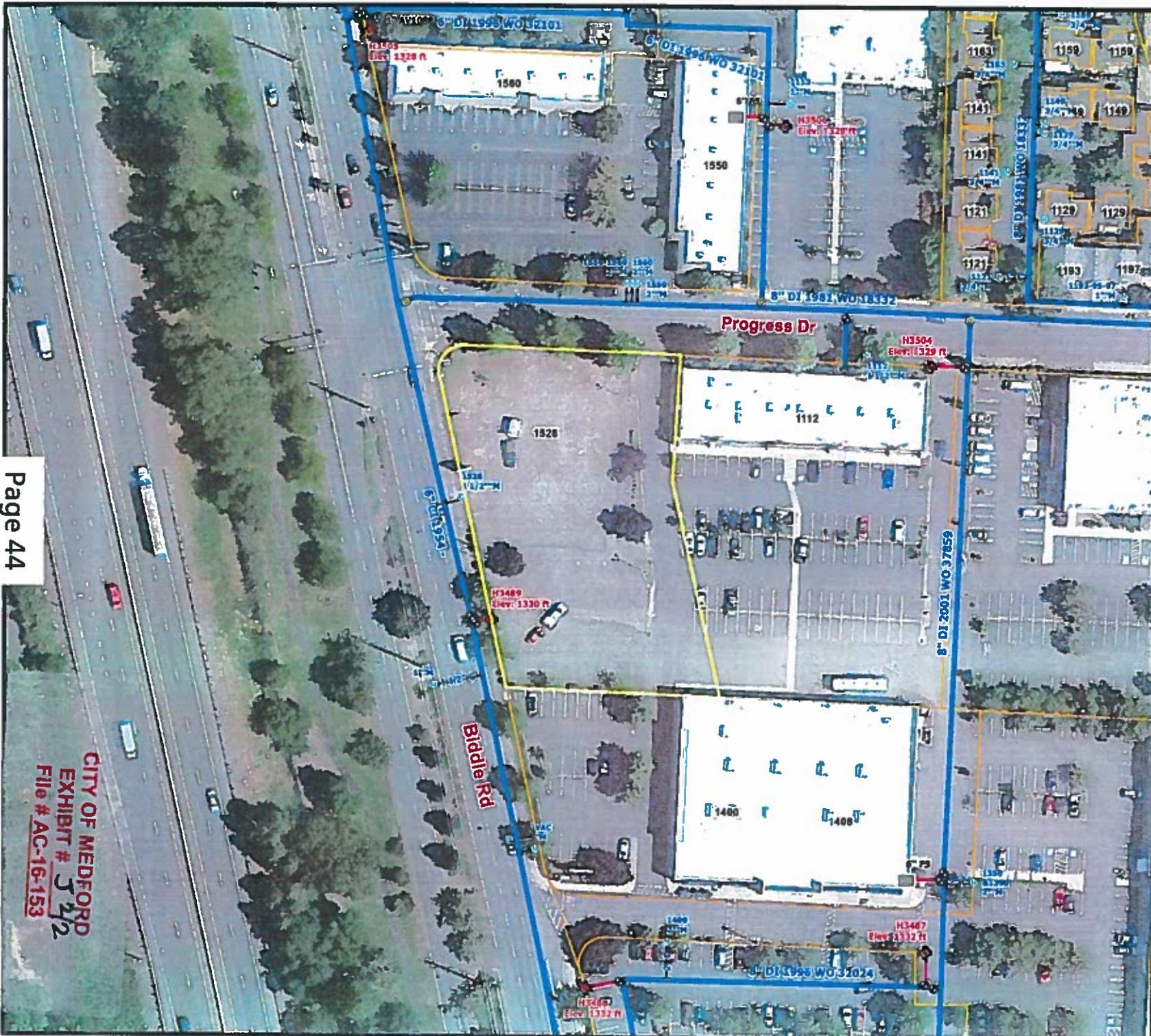
Continued to Next Page

CITY OF MEDFORD
EXHIBIT # J 1/2
File # AC-16-153



Continued from Previous Page

2. On-site water facility construction is not required.
3. Static water pressure is expected to be between 65 and 75 psi. Installation of a Pressure Reducing Valve is not required per current Uniform Plumbing Code.
4. MWC-metered water service does exist to this property. There is an existing 1.5-inch water meter located approximately mid-lot along Biddle Road, and just outside of the existing concrete sidewalk. (See Condition 3 above)
5. Access to MWC water lines is available. There is an existing 6-inch water line located along the east side of Biddle Road; there is also an 8-inch water line in Progress Drive.



**Water Facility Map
for
AC-16-153**

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 data provider certified by the State of Oregon. The City of Medford is not responsible for any errors or omissions. Please contact the City of Medford for more information.



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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LAND DEVELOPMENT REPORT - APPLICANT

To: Praline McCormack

LD Meeting Date: 02/01/2017

From: Greg Kleinberg

Report Prepared: 01/30/2017

Applicant:

File #: AC - 16 - 153

Site Name/Description:

Consideration of plans for the construction of an approximately 20,000 square foot, three-story building on a one acre parcel located at the southeast corner of Biddle Road and Progress Drive within a Regional Commercial (C-R) zoning district. (371W19BB Tax Lot 1504); People's Bank of Commerce, Applicant (ORW Architecture, Agent). Praline McCormack, Planner.

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

Requirement FIRE HYDRANTS	OFC	508.5
----------------------------------	------------	--------------

Fire hydrants with reflectors will be required for this project.

Fire hydrant locations shall be as follows: One new fire hydrant is required on Progress Dr. approximately 300' west of the existing fire hydrant.

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

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

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

Requirement STANDPIPE SYSTEM	OFC	905.1
-------------------------------------	------------	--------------

A standpipe system will be required for this structure per OFC Section 905 if the floor level of the highest story is located more than 30' above the lowest level of fire department vehicle access.

Requirement PRIVATE FIRE DEPARTMENT ACCESS PARKING RESTRICTION	OFC	503.4
---	------------	--------------

Parking shall be posted as prohibited (painted and stenciled curbs) along the fire lanes.

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

CITY OF MEDFORD
EXHIBIT # K
File # AC-16-153



Medford Fire Department

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

LAND DEVELOPMENT REPORT - APPLICANT

To: Praline McCormack

LD Meeting Date: 02/01/2017

From: Greg Kleinberg

Report Prepared: 01/30/2017

Applicant:

File #: AC - 16 - 153

Site Name/Description:

Where parking is prohibited for fire department vehicle access purposes, NO PARKING-FIRE LANE signs shall be spaced at minimum 50' intervals along the fire lane (minimum 75' intervals in 1 & 2 family residential areas) and at fire department designated turn-around's. The signs shall have red letters on a white background stating "NO PARKING-FIRE LANE" (See handout).

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

Alternative #1:

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

Alternative #2:

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

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

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

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

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

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

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

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

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



Memo

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FEB 01 2017
PLANNING DEPT.

To: Praline McCormack, Planning Department
From: Chad Wiltrout, Building Department (541) 774-2363
CC: Applicant (ORW Architecture, Agent).
Date: February 1, 2017
Re: February 1, 2017 LDC Meeting: AC-16-153

Please Note:

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

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

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

General Comments:

1. For list of applicable Building Codes, please visit the City of Medford website: www.ci.medford.or.us Click on "City Departments" at top of screen; click on "Building"; click on "Design Criteria" on left side of screen and select the appropriate design criteria.
2. All plans are to be submitted electronically. Information on the website: www.ci.medford.or.us Click on "City Departments" at top of screen; click on "Building"; click on "Electronic Plan Review (ePlans)" for information.
3. A site excavation and grading permit will be required if more than 50 cubic yards is disturbed.
4. A separate demolition permit will be required for demolition of any structures not shown on the plot plan.

Comments:

5. ADA parking spaces shall be required in accordance with code section 1106 of the Oregon Structural Specialty Code.
6. The building and building appurtenances shall be designed by an Oregon licensed design professional in accordance with 107.1 and 107.3.4 OSSC.
7. A code analysis providing occupant load, means of egress plan, type of construction, occupancy classification, occupant load, notation of sprinkled or non-sprinkled, separated or non-separated use, etc... will be required.
8. A geotechnical engineer shall provide a design for soils at building locations pursuant to 1803 of the Oregon Structural Specialty Code.

CITY OF MEDFORD
EXHIBIT # L
File # AC-16-153

9. Fill out the city provided special inspection statement form required by chapter 17 Oregon Structural Specialty Code.
10. The property appears to be in a flood plain hazard area and may require a flood plain permit. Buildings and structures in flood hazard areas shall be designed pursuant to ASCE 24-05 and ASCE 7-10.
11. Com-check forms are required for lighting, mechanical equipment and exterior envelope to show energy efficiency compliance with the 2014 Oregon Energy Efficiency Specialty Code.
12. Certain appurtenances such as exterior veneer and glazing are required to be designed in accordance with ASCE 7-10 for seismic conditions.



Planning Department

Working with the community to shape a vibrant and exceptional city

MEMORANDUM

Subject Peoples Bank of Commerce
File no. AC-16-153
To Praline McCormack, Planner II
From Carla Angeli Paladino, Planner IV, Floodplain Coordinator
Date January 31, 2017

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PLANNING DEPT

SITE CHARACTERISTICS

- Regional Commercial (C-R) zoning district

FLOODPLAIN INFORMATION

- Property located on the Flood Insurance Rate Map (FIRM) Panel 1976F (effective 5/3/2011)
- Per the FIRM, the property is located in the 0.2% annual chance flood area (previously referred to as the 500 year floodplain)
- No floodplain permit is required for this project.
- The applicant/property owner is encouraged to purchase flood insurance to protect their investment if a flood event occurs on the property.

CITY OF MEDFORD
EXHIBIT # M
File # AC-16-153

36

Praline M. McCormack

From: McFadden, David <David.McFadden@avistacorp.com>
Sent: Tuesday, January 24, 2017 8:57 AM
To: Praline M. McCormack
Subject: Avista Comment on AC-16-153

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JAN 24 2017

PLANNING DEPT.

To: City of Medford Planning Department, &
Peoples Bank of Commerce

From AVISTA-----Southern Oregon's Natural Gas Provider

Subject **AC-16-153**
20,000 SqFt Building at Biddle Road and Progress Drive

Avista will be pleased to provide natural gas service to this new building at no cost.

FYI

The plans provided do not show whether the trees in the 10' PUE along Progress Drive are to be removed or allowed to remain; but an on-site visit easily shows that the trees appear to have been planted after the natural gas line was installed, and I suspect other utilities may be present as well. This is evident because the utility locates show the main as being located directly beneath the trees.

Whether or not the trees are removed, care must be taken when working around the trees to not damage the existing gas line. Avista is interested in relocating the gas main, in any case. Please have your contractor contact AVISTA to discuss this issue.

Thank You

Sincerely Yours

David McFadden
Gas Facility Designer



Post Office Box 1709
Medford, Oregon 97501
580 Business Park Drive
Medford, OR. 97504
Cell 541-941-4055
Office 541-858-4740
Fax 509-777-5584

**For Information on Programs, Incentives and Cash
Rebates for your Home, Rental or Business, visit
<https://www.avistautilities.com/savings/rebates/Pages/default.aspx>**

Or call Energy Trust of Oregon @ 1-866-368-7878.

Avista Fuel Cost Calculator

CITY OF MEDFORD
EXHIBIT # N
File # AC-16-153

<https://www.avistautilities.com/savings/suite/Pages/fuelcalculator.aspx>

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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

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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

CITY OF MEDFORD

EXHIBIT # 0

File # AC-16-153



Project Name:
**People's Bank
Branch & Office Space**

Map/Taxlot:
371W19BB TL 1504

0 62.5 125
Feet

12/05/2016

Legend

-  Subject Area
-  Medford Zoning
-  Tax Lots
-  Streets

