

# SITE PLAN & ARCHITECTURAL COMMISSION AGENDA APRIL 5, 2019



## Commission Members

Jim Quinn, Chair

Bill Chmelir, Vice Chair

Jeff Bender

Jim Catt

David Culbertson

Bob Neathamer

Marcy Pierce

Milo Smith

Rick Whitlock

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

April 5, 2019

12:00 noon

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

- 
10. **Roll Call.**
20. **Consent Calendar.**
- 20.1 **AC-18-126** Final Order for consideration of a proposal for the construction of a 2,849 square foot restaurant with a drive-thru (KFC) on two parcels totaling 0.76-acres, located at the corner of Garfield Street and Center Drive (1408 Center Drive) in the Regional Commercial (C-R) zoning district (371W32B TL 4801 & 3605); (Barry Thiriot, Applicant; Phillip Moss, Agent; Dustin Severs, Planner).
30. **Minutes.**
- 30.1 Consideration for approval of minutes from the March 15, 2019, meeting.
40. **Oral and Written Requests and Communications for Items Not on the Agenda.**  
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-19-006** Consideration of plans for the construction of a 3 townhouses on one 0.17 acre parcel located at 1026 W10th Street within the MFR-20 (15 to 20 dwelling units per gross acre) zoning district. (372W25DB12800) (Rogue Valley Habitat for Humanity, Applicant; John Fields, Agent; Steffen Roennfeldt, Planner).
- 50.2 **AC-19-013** Consideration of a proposal for the development of 1.45 acres, consisting of the construction of a 1,200 square foot building and 111 spaces for a rental car facility located northeast of the Biddle Road and Old Biddle Ramp intersection in the Regional Commercial (C-R) zoning district (371W18CB200). (Biddle Road Development, Applicant; Scott Sinner Consulting, Agent; Steffen Roennfeldt, Planner).

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

For TTY, dial 711 or (800) 735-1232.

- 50.3 **AC-19-019** Consideration of plans for the construction of a 2,000 square foot standalone Starbucks to replace an existing 4,800 square foot commercial building on approximately 0.66 acres located at 2372 W Main Street within the C-C (Community Commercial) zoning district (372W26AD4200).  
(Oregon Architecture, Inc., Applicant/Agent; Steffen Roennfeldt, Planner).
60. **Written Communications.** None
70. **Unfinished Business.** None
80. **New Business.** None
90. **Report from the Planning Department.**
100. **Messages and Papers from the Chair.**
110. **Propositions and Remarks from the Commission.**
120. **Adjournment.**

**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-18-126 APPLICATION FOR PROJECT REVIEW SUBMITTED ) **ORDER**  
BY BARRY THIRIOT )

ORDER granting approval of a request of File No. AC-18-126, as follows:

Consideration of a proposal for the construction of a 2,849 square foot restaurant with a drive-thru (KFC) on a parcel totaling 0.76-acres, located at the corner of Garfield Street and Center Drive (1408 Center Drive) in the Regional Commercial (C-R) zoning district (371W32B TL 4801 & 3605); (Barry Thiriot, Applicant; Phillip Moss, Agent; Dustin Severs, Planner).

WHEREAS:

1. The Site Plan and Architectural Commission has duly accepted the application filed in accordance with the Land Development Code, Section 10.200.
2. The Site Plan and Architectural Commission has duly held a public hearing on the matter described above, with a public hearing a matter of record of the Site Plan and Architectural Commission on March 15, 2019.
3. At the public hearing on said application, evidence and recommendations were received and presented by the developer and 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 Barry Thiriot, stands approved subject to compliance with the conditions stated in the Commission Report dated March 15, 2019.

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 findings referenced in the Commission Report dated March 15, 2019.

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 10.200(E) of the Land Development Code.

Accepted and approved this 5<sup>th</sup> day of April, 2019.

MEDFORD SITE PLAN AND ARCHITECTURAL COMMISSION

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

ATTEST:

  
Secretary



City of Medford

# Planning Department

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

## COMMISSION REPORT

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

PROJECT KFC  
Applicant: Barry Thiriot  
Agent: Phillip Moss

FILE NO. AC-18-126

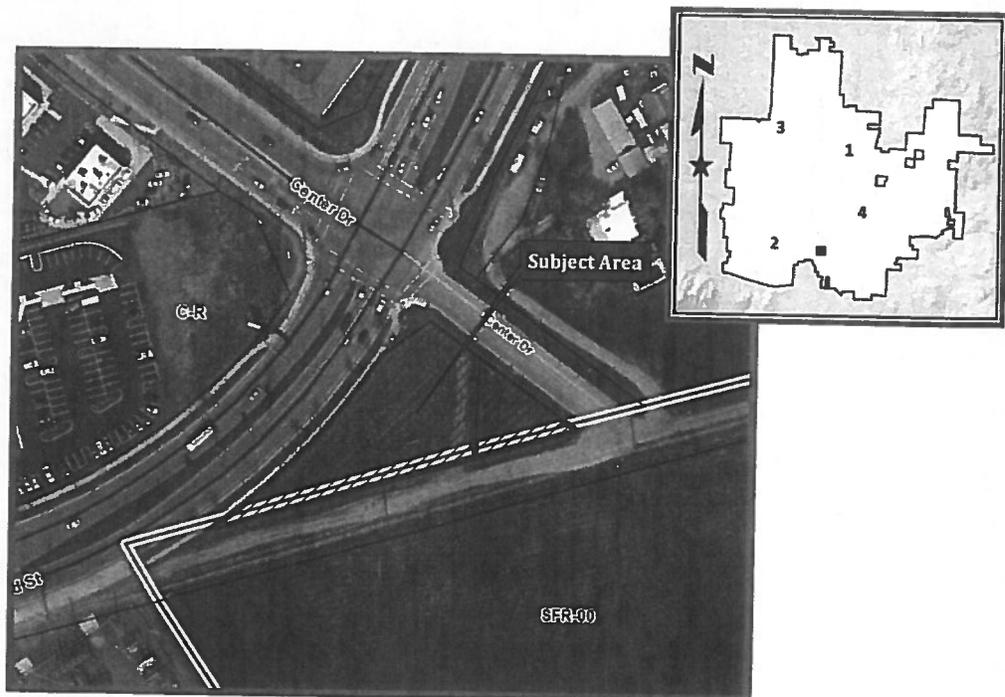
DATE March 15, 2019

### BACKGROUND

#### Proposal

Consideration of a proposal for the construction of a 2,849 square foot restaurant with a drive-thru (KFC) on two parcels totaling 0.76-acres, located at the corner of Garfield Street and Center Drive (1408 Center Drive) in the Regional Commercial (C-R) zoning district (371W32B TL 4801 & 3605).

#### Vicinity Map



Subject Site Characteristics

Zoning: C-R (Regional Commercial)  
GLUP: CM (Commercial)  
Overlay(s): None  
Use: Vacant land

Surrounding Site Characteristics

<i>North</i>	Zone:	C-R
	Use(s):	Rogue Valley Credit Union parking lot
<i>South</i>	Zone:	SFR-00 (Single Family Residential, one dwelling per lot)
	Use(s):	Vacant
<i>East</i>	Zone:	C-R
	Use(s):	South Center shopping center
<i>West</i>	Zone:	C-R
	Use(s):	Pacific Power substation

Related Projects

SV-17-039	Partial vacation of Belknap Road
LDP-17-131	Partition
PA-18-014	Pre-application to discuss subject project

Applicable Criteria

MLDC Section: 10.200(E)(1) – 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:*

- (a) The proposed development is compatible with uses and developments that exist on adjacent land; and*
- (b) The proposed development complies with the applicable provisions of all city ordinances or the Site Plan and Architectural Commission has approved (an) exception(s) as provided in MLDC § 10.186.*

## REVISION SUMMARY

At the public hearing held on January 18, 2019, the subject application was continued at the request of the applicant. Staff had originally required that the applicant construct/improve the north half plus 2-feet south of the centerline along the site's frontage with the right-of-way of Belknop Road to Commercial Street standards (curb/gutter, sidewalks and planter strip); however, Public Works agreed to remove said requirement at the public hearing with the stipulation that the applicant provide a revised site plan removing any proposed vehicular access off of Belknop Road. The applicant agreed to the stipulation at the hearing, and requested that the application be continued to a future meeting, so as to provide their team with time to draft revised plans in accordance with said stipulation.

The applicant submitted revised plans on March 1, 2019, which shows all access points off of Belknop Road removed and with a driveway off of Center Drive providing the sole means of vehicular access to the site. The removal of all proposed vehicular accesses off of Belknop Road thereby precludes the applicant from constructing public street improvements along the site's frontage with the Belknop Road right-of-way, in accordance with the aforesaid stipulation, and likewise precludes the applicant from the requirement of providing frontage landscaping along the site's southerly boundary. Based on their review of the applicant's revised plans, Public Works has submitted a revised staff report (K-1) removing their previous requirement that the Right-of-Way of Belknop Road be improved.

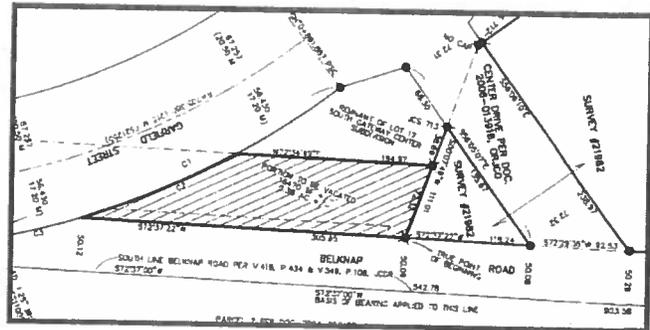
In addition to the revised site plan (B-1), the applicant has also submitted a revised landscape plan (Exhibit H-1), utility plan (Exhibit C-1) and drainage plan (Exhibit D-1), reflecting the modified layout of the site.

## ISSUES AND ANALYSIS

### Project Summary

#### *Site History*

The subject parcels were approved by City Council for a partial vacation of Belknop Road on December 7, 2017, which added 0.38 acres to parcel 4801. The applicant of the vacation request (Southside Center, LLC.), initially requested that all of Belknop Road fronting the subject site be vacated by the City; however, the applicant request was unable to gain the necessary signatures from the adjoining properties of the area, as required per ORS 271.130. Consequently, the Southside Center revised their request to only include the vacation of the northernmost portion of right-of-way totaling 0.38 acres, while removing the 50-foot wide portion of Belknop Road as part of the vacation request. This request was ultimately approved, giving the site its current layout.

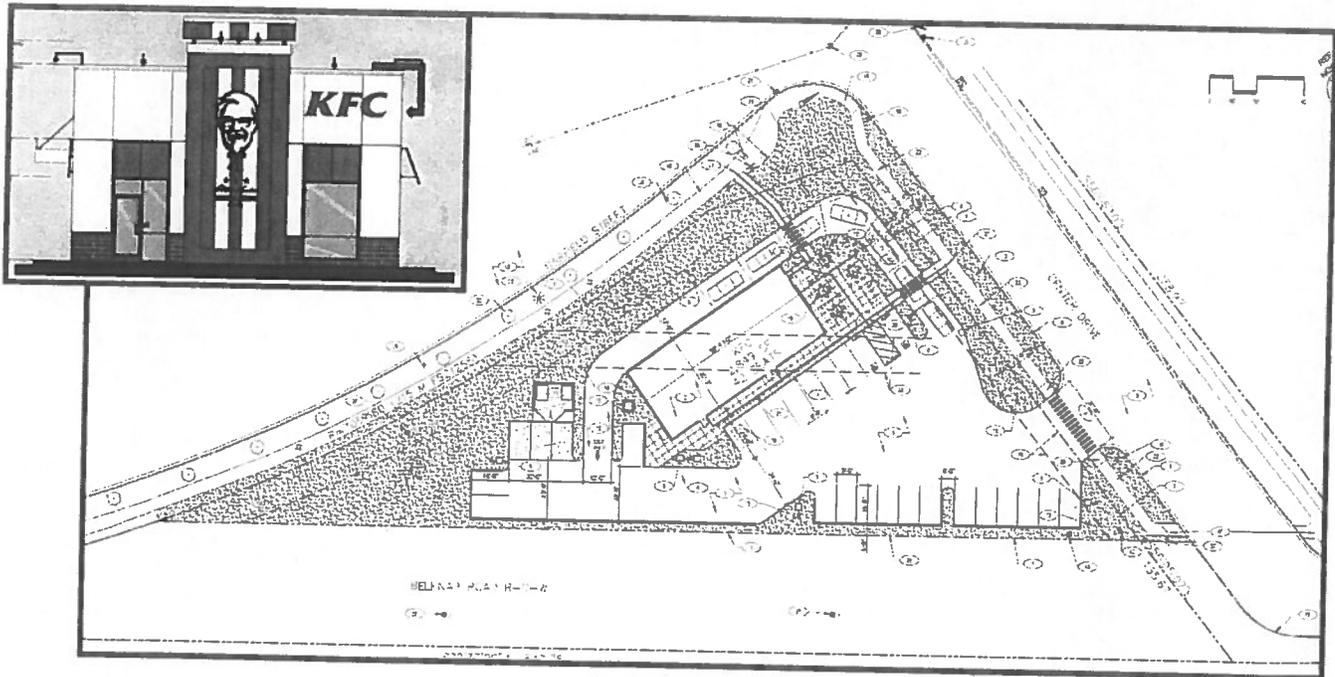


The subject parcels were part of a three-lot partition (LDP-17-131), which received tentative plat approval on February 22, 2018. The partition was required as a condition of approval for the South Side Center Phase I development (AC-16-138). While only the partitioning/consolidation of Parcel 1 was required, the applicant (Galpin Gang) elected to incorporate the subject parcels into the partition, as they had also been identified by the City Surveyor as being illegally created (Exhibit P). At the time of this writing, final plat approval has not been granted for LDP-17-131.



*Current proposal*

As shown on the revised site plan shown below (Exhibit B-1), the applicant is proposing to develop the subject site as the location for a KFC restaurant. The development will consist of a single 2,849 square foot building and a drive thru. The proposed restaurant will also include 42 indoor seats, and 16 seats to be located outdoors at the front patio of the building.



In addition to the standard SPAC approval for the request, the applicant has also formally requested relief from the following:

- Relief from meeting minimum required parking spaces, as required per MLDC 10.743-1.
- Relief to exceed 15 seats for the proposed outdoor seating area, as limited per MLDC 10.833.

Site Development Standards

**SITE DEVELOPMENT TABLE**

	<b>Allowed/Required</b>	<b>Proposed</b>
<b>Height</b>	35 feet	23'-6"
<b>Lot Coverage</b>	40%	9%
<b>Setback (front)</b>	10 feet	15'
<b>Setback (sides)</b>	None Except ½ feet for each foot in building height over 20 feet	67' & 50'-7"
<b>Setback (rear)</b>	None Except ½ feet for each foot in building height over 20 feet	39'-4"

As shown in the Site Development Table above, it can be found that the proposed structure identified on the submitted site plan meets the bulk standards for the C-R zoning district as found in Article V of the Medford Land Development Code.

Parking

**PARKING TABLE (10.743-751)**

	<b>Required</b>	<b>Provided</b>
<b>Total Spaces</b>	34	27
<b>Accessible Spaces</b>	2	2
<b>Bicycle Spaces</b>	3	6

The submitted site plan identifies a total of 27 parking spaces, including the required number of accessible and bicycle spaces; however, the total number of spaces shown on the site plan is short seven spaces.

(3) Exceptions to Required Off-Street Parking for Non-Residential Uses. The approving authority may allow exceptions to the number of parking spaces in Table 10.743-1 for specific uses without complying with Section 10.186 if they find that the applicant's detailed description of the proposed use demonstrates that the number of needed parking spaces is less than the minimum required or more than the maximum allowable based upon one or both of the following:

- (a) An explanation why the characteristics of the proposed use require a different off-street parking standard than what is otherwise required.
- (b) An analysis providing parking data for the same business or a similar use within the city that demonstrates a need for a different off-street parking standard than what is otherwise required.

Pursuant to MLDC 10.743(3) cited above, the applicant has requested relief from meeting the minimum number of parking spaces required of the site. The applicant's findings state the following:

*There is a 7-car drive thru lane that will relieve the need for the additional parking. Approximately 50% of a KFC business come thru the drive thru.*

*The guidelines for parking stalls for KFC restaurants by the corporation is 24 parking stalls should be the goal for an new restaurants. Allowing the reduction would eliminate the additional unneeded 1,068 square feet of hard surface area that would not be required for parking and instead be used for landscaping.*

Landscaping

**LANDSCAPE TABLE – Frontage Landscaping**

Center Drive	Required	Shown
Trees	7	5
Shrubs	44	+44

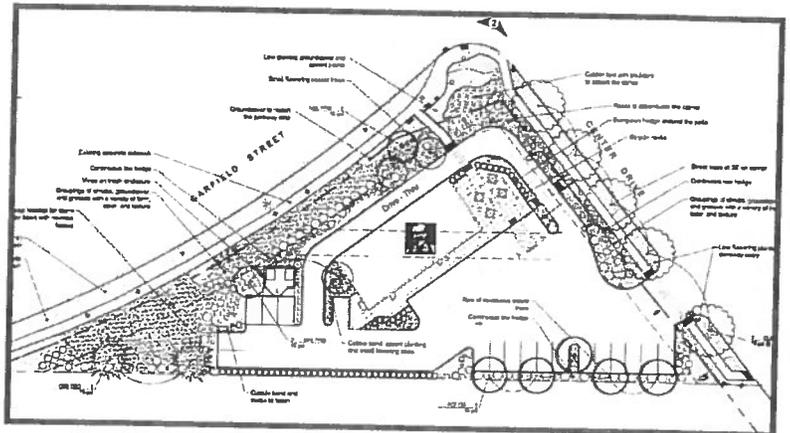
Garfield Street	Required	Shown
Trees	13	14
Shrubs	85	+85

**LANDSCAPE TABLE – Parking Area Planters (10.746[3])**

	Required		Shown
	34 spaces	27 spaces	
Trees	4	3	7
Shrubs	8	6	+8
Coverage area	705 s.f.	540 s.f.	+705 s.f.

The submitted landscape plan (Exhibit H-1), shows landscaping along both frontages of the site, and located within the parking area; however, the plan is deficient the minimum number of trees required along the site's frontage with Center Drive.

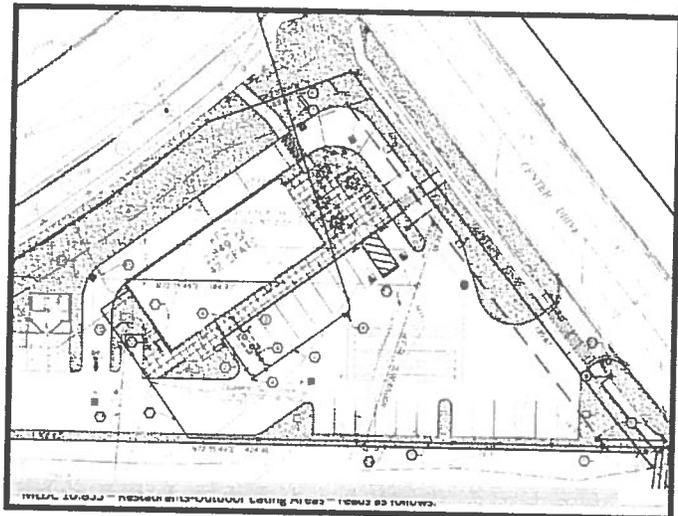
As a condition of approval, the applicant will be required to submit a revised landscape plan showing the requisite frontage landscaping, pursuant to MLDC 10.746 and MLDC 10.797.



*Pedestrian Access*

The site plan shows pedestrian walkways connecting the proposed building to the public sidewalks running along Garfield Street and Center Drive, consistent with the Pedestrian connectivity standards found in MLDC 10.772-776. However, no such connection is shown between the building and the abutting right-of-way of Belknap Road to the south.

As a condition of approval, the applicant will be required to show a pedestrian walkway connecting the proposed building to the abutting right-of-way of Belknap Road to the south, consistent with the pedestrian connectivity standards found in MLDC 10.722-776, prior to the issuance of building permits for vertical construction.



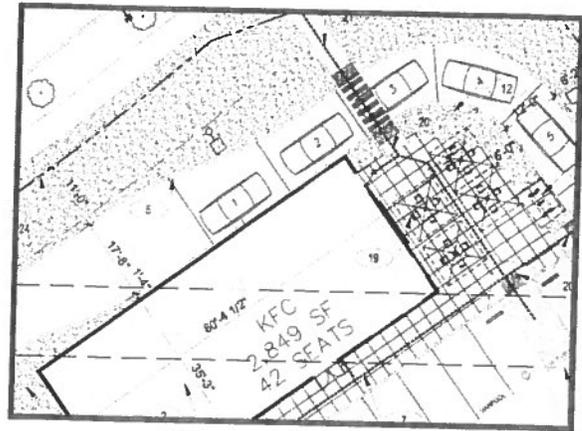
Outdoor seating

MLDC 10.833 – Restaurants-Outdoor Eating Areas – reads as follows:

**10.833 Restaurants - Outdoor Eating Areas.**  
Outdoor eating areas shall be allowed for restaurants in all commercial and industrial zoning districts subject to the following:  
(1) Compliance with all other provisions of this Chapter.  
(2) Historic Review or Site Plan and Architectural Review as applicable and approval when the outdoor eating area includes seating for more than 15 patrons.  
(3) Where adjacent or abutting a residential zone, outdoor activity shall only be allowed between the hours of 8:00 a.m. and 9:00 p.m.

The submitted site plan shows four sets of four seats under umbrellas to be located outdoors within the front patio of the building.

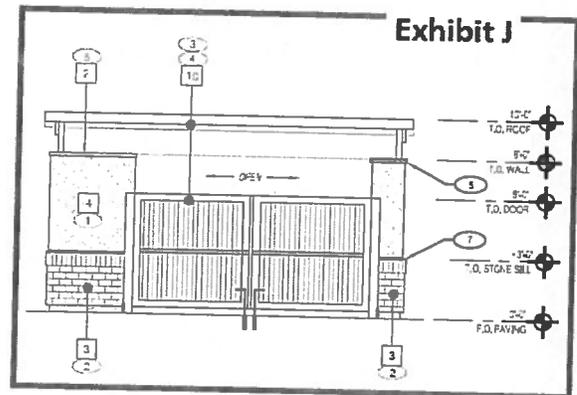
Staff is supportive of the applicant's request to be approved for up to 16 seats on the restaurant's exterior patio, as it is staff's view that the submitted site plan shows sufficient space to accommodate the additional seating.



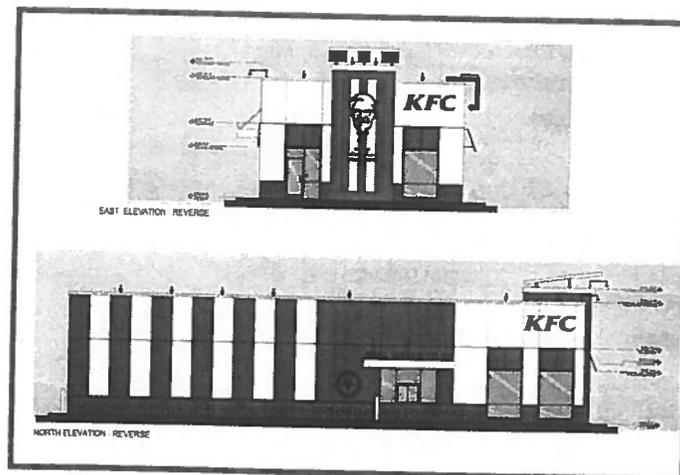
### Concealments

#### *Trash Enclosure (Exhibit I)*

The trash enclosure plan (Exhibit I) identifies 10-foot high gated trash enclosure with brick veneer/cement plaster exterior and a metal roof, and the site plans shows the trash enclosure located to the southwest corner of the site, consistent with the requirements found in MLDC 10.781.



### Architecture



The applicant's submitted narrative (Exhibit J) describes the building's proposed architecture and how it fits with and complements adjacent buildings, as the following:

*The building is a modern design commercial building with red accent and a brick wainscot. It is similar in style to the Panda Express directly across the street.*

*The Exterior is broken up by white and red vertical stripping and brick wainscot. At the front there is a red and white stripped tower that breaks up the front façade.*

#### Lot legality

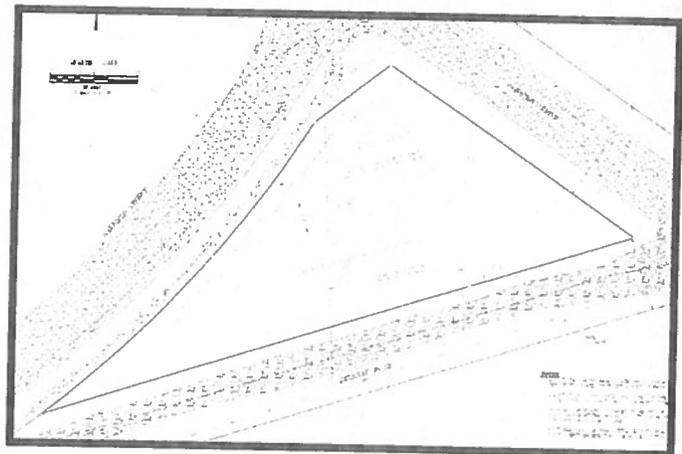
Per comments received by the City Surveyor (Exhibit P), the two subject parcels were unlawfully created. The issue of lot legality is being addressed through the land partition initiated by Galpin Gang, LLC, which includes the subject parcels, and received tentative plat approval on February 22, 2018 (LDP-17-131); however, at the time of this writing, said partition has not received final plat approval through the Planning Director.

As a condition of approval, the final plat approval for LDP-17-131 must be completed prior to the issuance of building permits.

#### Existing Public Utility Easement

The topographic survey submitted by the applicant (Exhibit Q) identifies an existing 15-foot Public Utility Easement (PUE), which runs through the middle of the site. The extinguishment of a PUE is subject to ORS Chapter 271, and therefore must be removed in accordance with the City's vacation procedures.

As a condition of approval, the applicant will be required to obtain approval for the vacation of the PUE identified on the property prior to issuance of building permits.



#### Facility Adequacy

Per the agency comments submitted to staff (Exhibits K-N), including the Rogue Valley Sewer Services (RVSS), it can be found that there are adequate facilities to serve the proposed development.

#### Other Agency Comments

*Oregon Department of Transportation (ODOT) (Exhibit O)*

Per the email received by staff, the applicant will be required to submit any utility work to ODOT, and the ODOT right-of-way cannot be used to meet the landscaping requirements of the City.

*Rogue Valley Sewer Services (RVSS) (Exhibit N)*

The subject site is located within the RVSS service area. Per the report submitted to staff, the applicant will be required to submit all sewer improvements to RVSS, and all sewer system development charges will be owed to RVSS.

The applicant will be required to comply with all requirements of both ODOT and RVSS prior to the issuance of building permits for vertical construction.

Committee Comments

No comments were received from committees such as BPAC.

**FINDINGS OF FACT**

MLDC 10.200(E)(1)

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

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

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

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

**FINDINGS AND CONCLUSIONS**

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

**DECISION**

At the public hearing held on March 15, 2019, the Commission voted unanimously to approve the request, while striking condition #9 shown below:

*Submit a revised site plan showing a pedestrian walkway connecting the proposed building to the abutting right-of-way of Belknap Road to the south, consistent with the pedestrian connectivity standards found in MLDC 10.722-776.*

Condition #9 has been removed from the adopted conditions of approval, and the revised conditions of approval have been added to this Commission Report as Exhibit A-2.

### **ACTION TAKEN**

Adopted the findings as recommended by staff and directed staff to prepare the Final Order for approval of AC-18-126 per the Commission Report dated March 15, 2019, including:

- Relief from meeting minimum required parking spaces as required per MLDC 10.743-1;
- Relief to exceed 15 seats for the proposed outdoor seating area as limited per MLDC 10.833; and
- Exhibits A-1 through Q.

### **EXHIBITS**

- A-2 Conditions of Approval, drafted March 15, 2019.**
- B-1 Site Plan (revised), received March 1, 2019.
- C-1 Utility Plan (revised), received March 1, 2019.
- D-1 Drainage Plan (revised), received March 1, 2019
- E Roof Plan/floor plan, received October 19, 2018.
- F Elevation Plans (2 of 2), received October 19, 2018.
- G Color elevation Plans (2 of 2), received October 19, 2018.
- H-1 Landscape Plan (revised), received March 1, 2019.
- I Trash Enclosure elevations, October 19, 2018.
- J Applicant's Narrative, Questionnaire, and Findings of Fact, received October 19, 2018.
- K-1 Public Works staff report (revised), received March 7, 2019.
- L Medford Water Commission report & map, received December 12, 2018.
- M Medford Fire Department report, received December 12, 2018.
- N Rogue Valley Sewer Services (RVSS), received December 5, 2018.
- O Oregon Department of Transportation email, received December 12, 2018.
- P City Surveyor comments, email received December 18, 2018.
- Q Topographic Survey, received October 19, 2018.  
Vicinity map

### **SITE PLAN AND ARCHITECTURAL COMMISSION:**

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**JEFF BENDER, CHAIR (ACTING)**

### **SITE PLAN AND ARCHITECTURAL COMMISSION AGENDA**

January 18, 2019  
March 1, 2019  
March 15, 2019  
April 5, 2019

## EXHIBIT A-2

KFC  
AC-18-126  
Conditions of Approval  
March 15, 2019

### CODE REQUIRED CONDITIONS

Prior to the issuance of the first building permit, the following shall be completed:

1. The final plat for LDP-18-131 must be approved by the Planning Director in accordance with MLDC 10.162, and the approved final plat recorded with the Jackson County Recorder.
2. The applicant shall obtain approval by City Council for the vacation of the 15-foot Public Utility Easement (PUE) identified on the submitted Topographic Survey.

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

3. Comply with all conditions stipulated by the Public Works Department (Exhibit K-1).
4. Comply with all conditions stipulated by the Medford Water Commission (Exhibit L).
5. Comply with all requirements of the Medford Fire Department (Exhibit M).
6. Comply with all requirements of the Rogue Valley Sewer Services (RVSS) (Exhibit N).
7. Comply with all requirements of the Oregon Department of Transportation (Exhibit O).
8. Submit a revised landscape plan showing the number of trees identified on the plan as meeting the minimum as required per MLDC 10.746(3).
9. Submit a revised site plan showing the width of the parking spaces and the drive aisles consistent with the requirements minimum dimensional standards found in MLDC 10.746(16).



# Site Plan and Architectural Commission Minutes

From Public Hearing on March 15, 2019

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  
Jim Catt  
Dave Culbertson  
Bob Neathamer  
Marcy Pierce  
Milo Smith  
Rick Whitlock

### Staff Present

Dustin Severs, Planner III  
Katie Zerkel, Senior Assistant City Attorney  
Doug Burroughs, Public Works/Eng. Development Services Mgr.  
Debbie Strigle, Recording Secretary

### Commissioners Absent

Jim Quinn, Chair, excused  
Bill Chmelir, Vice Chair, excused

10. Roll Call.

20. Consent Calendar/Written Communications. None.

30. Minutes.

30.1 There being no additions or corrections, the minutes for the March 1, 2019, meeting, were approved as submitted.

40. Oral and Written Requests and Communications. None.

50. Public Hearings.

Katie Zerkel, Senior Assistant City Attorney, read the rules governing the public hearings.

Old Business.

50.1 **AC-18-126** Consideration of a proposal for the construction of a 2,849 square foot restaurant with a drive-thru (KFC) on a parcel totaling 0.76-acres, located at the corner of Garfield Street and Center Drive (1408 Center Drive) in the Regional Commercial (C-R) zoning district (371W32B TL 4801 & 3605); (Barry Thiriote, Applicant; Phillip Moss, Agent; Dustin Severs, Planner).

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

Dustin Severs, Planner III, gave a PowerPoint presentation of the March 8, 2019, Revised Staff Report. Staff recommended approval.

Commissioner Whitlock wanted to know if there was anything in the public utility easement. Mr. Severs answered he did not think so but deferred the question to the applicant's agent.

Commissioner Whitlock asked what the approximate distance was from Garfield to the northwesterly commencement of the access point. Mr. Severs replied he did not know.

Commissioner Whitlock wanted to know if the city surveyor was satisfied that the land partition proceeding would satisfy his concerns regarding lot legality. Mr. Severs answered it had been an on-going issue on how the city handles these lot legality issues and the city surveyor was not thrilled but the term "satisfied" could work.

Commissioner Whitlock wondered if the city surveyor's position might be that the commission shouldn't be taking actions on development that are occurring on illegally created lots. Mr. Severs replied he felt that was his position but that is why staff adds conditions and approvals before the first building permit so that nothing gets developed there until the lot legality issues have been taken care of.

Commissioner Whitlock asked if staff had a position one way or another about the anticipated additional request for relief related to pedestrian connectivity to Belknap to the south. Mr. Severs replied that staff felt it would likely be vacated at which point there would be a pedestrian walkway that lead nowhere.

Commissioner Pierce asked if the sidewalk along Center Drive was slightly extended, would that meet the requirement or would there need to be another access somewhere else off of the property if it wasn't vacated. Mr. Severs answered that typically every 300 feet the city wants additional pedestrian walkway connections but even if the sidewalk was extended they would technically still need to provide an additional pedestrian walkway.

Commissioner Pierce commented about parking in front of the trash enclosure and how that could potentially be an issue. Mr. Severs replied that the applicant needed to retain the 27 parking spaces.

Commissioner Whitlock spoke about his concerns regarding the adequacy of the access in terms of cars exiting and whether they would be able to get into the lanes on Center Drive. He wanted to know how far back the left turn lane comes on Center Drive. Doug Burroughs, Public Works Department, answered he did not know but the Transportation Manager had reviewed the layout and was okay with the location of the driveway. Initially when the access was coming off of Belknap they preferred to have that reduced as an exit only but with further discussion between Public Works and the applicant, this became their only viable access point. He added staff did not have any issue with the current location and would be more concerned with the drive-thru backed up onto the public right-of-way. Vehicles backing up into the street is more of a concern than vehicles backing up in a parking lot.

Commissioner Whitlock commented there would probably be substantially more development on Center Drive as time passes. Mr. Burroughs agreed there would be a lot more development there in the future and if there are more safety issues then city staff would look at all access points. If adjustments are needed then they would address those issues at that time.

Commissioner Whitlock asked that in terms of right-in and right-out restrictions would there be any connectivity to the south on Center Drive anywhere? Mr. Burroughs answered no.

Commissioner Whitlock wanted to know if there was any plan to have that connect to the south at some point. Mr. Burroughs replied he thought there was some discussion about a future connection to Charlotte Ann Road but probably way down the road.

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

- a) Phillip Moss, agent for the applicant, clarified that the parking in front of the trash enclosure is employee-only parking. Typically the trash is picked up mornings before KFC opens otherwise there are complications with restaurant patrons parking with the large disposal truck trying to back in and out. Mr. Moss added it would be the same with any deliveries. These all happen before or after business hours.

To address Commissioner Whitlock's question about the distance from Garfield to the northwesterly commencement of the access point, Mr. Moss stated it is over 200 feet.

Mr. Moss requested that the Commission remove the requirement for the pedestrian walkway from Garfield to Belknap. He said they are providing a sidewalk that connects to the crossing that goes into the shopping center across Center Drive. They feel that it's a good connection that would go all the way down to Belknap. If the vacation happens it will be an interesting situation. The applicant would only be entitled to a small part of Belknap and the property owner behind would be entitled to a much larger part.

Mr. Moss indicated that the lot legality issue is close to be completed. Only one signature is still needed and once that is done they can submit a vacation application and get that process going.

Mr. Moss highly complimented city staff and the ease of working with them. He said they deserve a lot of credit for what they do.

Commissioner Whitlock asked if there was anything in the public utility easement. Mr. Moss answered no, it is vacant.

Commissioner Whitlock asked if the applicant were to provide the sidewalk connectivity to the south, where would it be located on the site plan. Mr. Moss stated it would have to be in one of two places, either to the west of the trash enclosure and come straight down to Belknap or on the bulb-out at the back of their sidewalk and bring it straight down.

For clarification purposes Commissioner Whitlock stated that the most logical location would be completely to the left and run from Garfield south to where Belknap would be. Mr. Moss answered yes, that is correct.

Commissioner Catt asked if there were any issues between the ODOT right-of-way and landscaping. Mr. Moss replied no.

b) Tim Jackle, representing the owners of the property to the south, 3521 E. Barnett Road, stated his clients are fully in support of this project but want to be clear that they do not support the vacation request. He said they are very sensitive to having their access cut off. The original vacation request would have eliminated their entire access. Mr. Jackle stated they do not advocate for the sidewalk that is required and hope that something could be worked out but they have to do everything in their power to preserve their access.

The public hearing was closed.

Motion: Adopt the findings as recommended by staff and direct staff to prepare the Final Order for approval of AC-18-126, per the staff report dated March 8, 2019, including Exhibits A-1 through Q, and also including the following:

- granting relief from meeting the minimum required parking spaces of 34 down to 27
- allowing 16 seats for outdoor seating instead of 15
- granting relief from the sidewalk connectivity requirements to the Belknap right-of-way to the south

Moved by: Commissioner Whitlock

Seconded by: Commissioner Neathamer

Commissioner Whitlock pointed out that while he appreciated the need for that connecting sidewalk to the south, it does seem as if it would serve no purpose in this particular application. He stated he is not opposed to that provision in the code but it makes perfect sense here to grant the relief as requested.

Katie Zerkel, Senior Assistant City Attorney, clarified that Condition of Approval #9 would be removed as a result of Commissioner Whitlock's motion. Commissioner Whitlock stated that was the intent of his motion and he should have verbalized that.

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. Severs stated there would be business scheduled for both the April 5<sup>th</sup>, and April 19<sup>th</sup> meetings.

90.2 Mr. Severs said an email had been sent out to this commission regarding the upcoming DLCD/Southern Oregon Planners Network training on April 2<sup>nd</sup> and April 3<sup>rd</sup>.

90.3 Mr. Severs reported that City Council had met on March 7<sup>th</sup> and approved both the Sanitary Sewer Master Plan and Lighting Standards.

Commissioner Neathamer complimented Mr. Severs on his well-presented presentations. Commissioner Bender stated he felt the rest of the commission would agree.

100. Messages and Papers from the Chair. None.

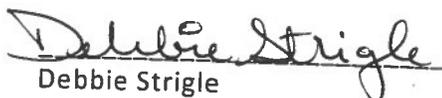
110. Propositions and Remarks from the Commission.

110.1 Commissioner Smith stated he would be absent from the April 5<sup>th</sup> meeting.

120. Adjournment

120.1 The meeting was adjourned at approximately 12:40 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 Acting Chair

Approved: April 5, 2019



City of Medford

# 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 West 10<sup>th</sup> Street  
Applicant: Rogue Valley Habitat for Humanity; Agent: John Fields

File no. AC-19-006

To Site Plan and Architectural Commission *for 04/05/2019 hearing*

From Steffen Roennfeldt, Planner III

Reviewer Kelly Evans, Assistant Planning Director

Date March 27, 2019

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## BACKGROUND

### Proposal

Consideration of plans for the construction of three attached townhouses on a 0.17-acre parcel located at 1026 W10th Street within the MFR-20 (15 to 20 dwelling units per gross acre) zoning district. (372W25DB12800).

### Vicinity Map



Aerial Map



Site Visit



These photos were taken on March 27, 2019

Subject Site Characteristics

Zoning	MFR-20	Multiple-Family Residential (15 to 20 dwelling units per gross acre)
GLUP Use	UH	Urban High Density Residential Single Family Residence

Surrounding Site Characteristics

North	Zone:	MFR-20
	Use:	Low density residential
South	Zone:	MFR-20
	Use:	Low density residential
East	Zone:	MFR-20
	Use:	Low density residential
West	Zone:	MFR-20
	Use:	Low density residential

Related Projects

PA-18-012                      Pre-Application for Triplex

Applicable Criteria

Medford Municipal Code §10.200(E)(2) – Site Plan & Architectural Review Criteria

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

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

Corporate Names

Denise James is listed as the Authorized Representative and Registrant for Rogue Valley Habitat for Humanity according to the Oregon Secretary of State Business Registry.

## ISSUES AND ANALYSIS

### Background

The subject property is located in southwest Medford, north of West 10<sup>th</sup> Street between Canon Street and South Orange Street. Alley access to the rear is available. The property is currently developed with a single-family residence.

### Project Summary

The applicant is requesting to develop the parcel with three attached townhouses. The property is zoned MFR-20 which allows for multi-family or townhouse development with density ranging from 4 to 5 dwelling units (Exhibit S). However, Medford Land Development Code (MLDC) Section 10.708(C)(4) allows the minimum density to be reduced by one unit for parcels under one gross acre in size without applying for an Exception. Therefore, three dwelling units are an acceptable density for the subject parcel.

Each dwelling unit will be two-stories in height. The two end units will be one story in height for the first 4 feet (closest to the property lines) before extending upwards for a second story. The proposed three units are comprised of two end units at 1,257 square feet and the center unit at 1,349. The three units will be on individual parcels ranging from 2,223 to 2,685 square feet in size as shown on the tentative plat (Exhibit D). It will be a condition of approval for the applicant to submit and complete a Land Division application prior to the issuance of any building permits for vertical construction in order for the townhouses to be individually owned.

The minimum lot size for MFR-20 parcels is 1,800 square feet with a maximum of 3,000 square feet. The proposed tentative plat shows all three parcels to be within the allowed range.

### Vehicular & Pedestrian Access

Pedestrian access to the three dwelling units will be available via the existing sidewalk along West 10<sup>th</sup> Street. Vehicular access will be from the alley to the rear of the development. The Public Works Staff Report does include a condition for the applicant to improve the alley to Alley Standards.

### Architecture

The applicant describes the architecture as follows: *Although our new proposed units are two stories in height, they make use of horizontal, traditional style siding which is compatible with the neighborhood. We have stepped the front elevation's second story back to reduce the massing and softened the verticality of the second story. We have provided good eave overhangs that complement the vernacular style of the neighborhood.*

Site Plan (Exhibit B)

**Site Development Table (Townhouse Development)**

	<b>Allowed/Required</b>	<b>Proposed</b>
<b>Height</b>	Max. 35 feet	Max. 20 feet 7 inches
<b>Lot Coverage</b>	Max. 50%	Max. 49.5%
<b>Setback (front)</b>	Min. 15 feet	22 feet
<b>Setback (side)</b>	Min. 4 feet	4 feet 6 inches
<b>Setback (rear)</b>	Min. 10 feet	22 feet

Proposed are three, two story attached townhomes with footprints of 811 square feet (End units) and 832 square feet.

All applicable site development standards per MLDC 10.712 for the proposed development are met.

Vehicular and Bicycle Parking

**Parking Table (10.743-751)**

	<b>Required</b>	<b>Proposed</b>
<b>Total Spaces</b>	Min. 6 spaces	6 spaces

Vehicular access to the garages and driveways will be provided via the existing alley to the rear of the development. Bicycle parking is not required as part of this application.

Landscaping

**Frontage Landscaping Table (10.797)**

	<b>Required</b>	<b>Proposed</b>
<b>Trees</b>	3	5
<b>Shrubs</b>	19	19

The submitted landscape plan conforms to Section 10.797 regarding the required amount of landscape elements.

Committee Comments

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

No other issues were identified by staff.

**FINDINGS AND CONCLUSIONS**

Staff has reviewed the applicant's findings and conclusions (Exhibit K) and determined that the applicant addressed the criteria in MLDC 10.200(E)(1) in his findings by mistake. These criteria only apply to commercial development. Staff reviewed this application for the correct criteria found in MLDC 10.200(E)(2).

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

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

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

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

The standards set forth in MLDC 10.715A through 10.717 do not apply to this application.

As demonstrated by staff in the report above, the Commission can find that the proposed development complies with all applicable provisions of all city ordinances.

**RECOMMENDED ACTION**

Adopt the findings as recommended by staff and direct staff to prepare the final order for approval of AC-19-006 per the staff report dated March 27, 2019, including Exhibits A through S.

**EXHIBITS**

- A Conditions of Approval, dated March 2, 2019
- B Roof and Site Plan, received January 8, 2019
- C Civil Site Plan, received February 14, 2019
- D Tentative Subdivision Map, received February 14, 2019
- E 1<sup>st</sup> Floor Plan, received January 8, 2019
- F 2<sup>nd</sup> Floor Plan, received January 8, 2019
- G South Elevation, received January 8, 2019
- H North Elevation, received January 8, 2019
- I East Elevation, received January 8, 2019
- J Landscape Plan, received January 8, 2019
- K Revised Findings of Fact, received February 14, 2019
- L Public Works Staff Report, dated March 13, 2019
- M Building Department Memo, dated March 11, 2019
- N Medford Water Commission Staff Memo, dated March 13, 2019
- O Medford Fire-Rescue Report, dated March 7, 2019
- P City Surveyor Memo, dated February 28, 2019
- Q Warranty Deed, received January 8, 2019
- R Code Compliance: Criterion No. 2, received February 14, 2019
- S Density Calculation, dated January 18, 2019  
Vicinity map

**SITE PLAN AND ARCHITECTURAL REVIEW COMMISSION AGENDA:**

**APRIL 5, 2019**

**EXHIBIT A**  
Rogue Valley Habitat for Humanity  
AC-19-006  
Conditions of Approval  
March 27, 2019

**DISCRETIONARY CONDITIONS**

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

1. Receive Final Plat approval for a Land Partition application in order for the three townhouses to be on individual lots.

**CODE REQUIRED CONDITIONS**

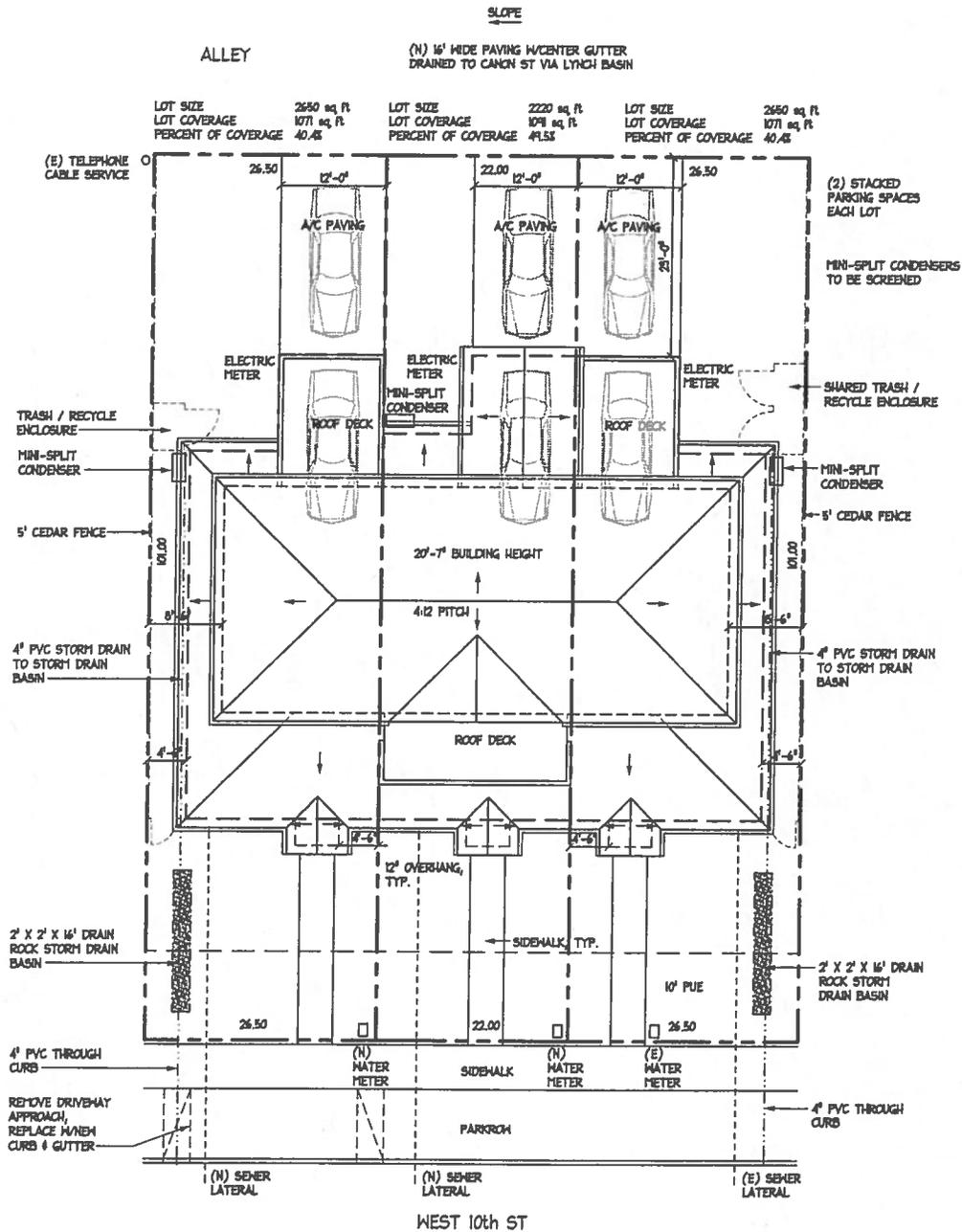
Prior to the issuance of a building permit for vertical construction, the applicant shall:

2. Comply with all requirements of the Public Works Staff Report (Exhibit L);
3. Comply with all conditions stipulated by the Medford Water Commission (Exhibit N).

○ (E) OVERHEAD  
ELECTRIC SERVICE

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2019  
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# ROOF AND SITE PLAN

SCALE 1" = 20'

1026 W 10th STREET  
MEDFORD, OREGON 97501  
37 2W 25DB 12800  
1-3-2019



EXHIBIT # 13  
FILE # AC-19-006

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CANNON STREET

30 STREET  
50' RIGHT-OF-WAY

FIRE HYDRANT 100' NORTH  
4" PVC STORM DRAIN TO DISCHARGE THROUGH FACE OF CURB  
CATCH BASIN WITH FLEXSTORM PURE PVC FILTER INSURE

COPPER VALLEY CUI 3

ALLEY

EDGE OF EXISTING DRIVEWAY  
EXISTING CURB  
EXISTING 5' PARK STRIP  
EXISTING 5' SIDEWALK

GAS MAIN IN ALLEY  
EXISTING OVERHEAD POWER ON BOTH SIDES OF ALLEY

PAVED DRIVEWAY SIDING

**CONCEPTUAL STORM WATER MANAGEMENT PLAN**  
The new single family residence will be raised approximately 1' above the elevation of the 10th Street sidewalk so the driveway can drain into the paved alley and the front yards will drain towards 10th Street. Stormwater treatment and detention is not required for this project by code, however to meet the no effect required for HUD projects, this project will be 1) installing the majority of the roof area into two infiltration trenches shown between the building and 10th Street and 2) treating all the runoff from the driveway as a basement floor drain in a new catch basin near Cannon Street.

PROPOSED BUILDING  
77-1400.00

4" PVC STORM DRAIN TO DISCHARGE THROUGH FACE OF CURB  
2' WIDE x 70' LONG INFILTRATION TRENCH, 1" PVC 9' LATERALS  
2 NEW 4" PVC SANITARY SEWER LATERALS IN COMMON TRENCH  
IRRIGATION BACKFLOW DEVICES

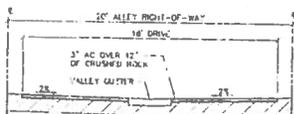
EXISTING 8' PARK STRIP  
EXISTING 5' SIDEWALK

REMOVE 30' OF EXISTING DRIVEWAY & DRIVEWAY CURB AND REPAVE WITH PAVED SIDEWALK & CURB

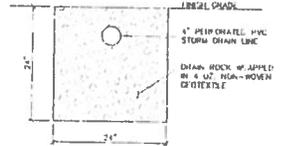
EXISTING SIDEWALK TO REMAIN, REPAIR AS NECESSARY

WEST 10TH STREET

EXISTING STREET LIGHT



2) ALLEY SECTION  
SCALE: 1/4"=1'-0"



3) INFILTRATION TRENCH SECTION  
SCALE: 1/4"=1'-0"

1) CIVIL SITE PLAN  
SCALE: 1"=10'



CITY OF MEDFORD

This document, and the work it represents, were prepared by the firm of Professional Services, on the property of the Engineering or we are not to be used, in whole or in part, for any other project without the written consent of the Professional Services firm.

DATE	2/14/19
BY	[Signature]
CHECKED	[Signature]
SCALE	1"=10'

DEVELOPER'S CERTIFICATE  
I hereby certify that the above information is true and correct to the best of my knowledge and belief.



CIVIL SITE PLAN  
HABITAT FOR HUMANITY  
1026 W. 10TH STREET  
MEDFORD, OREGON

DATE	2/14/19
BY	[Signature]
CHECKED	[Signature]
SCALE	1"=10'

C1

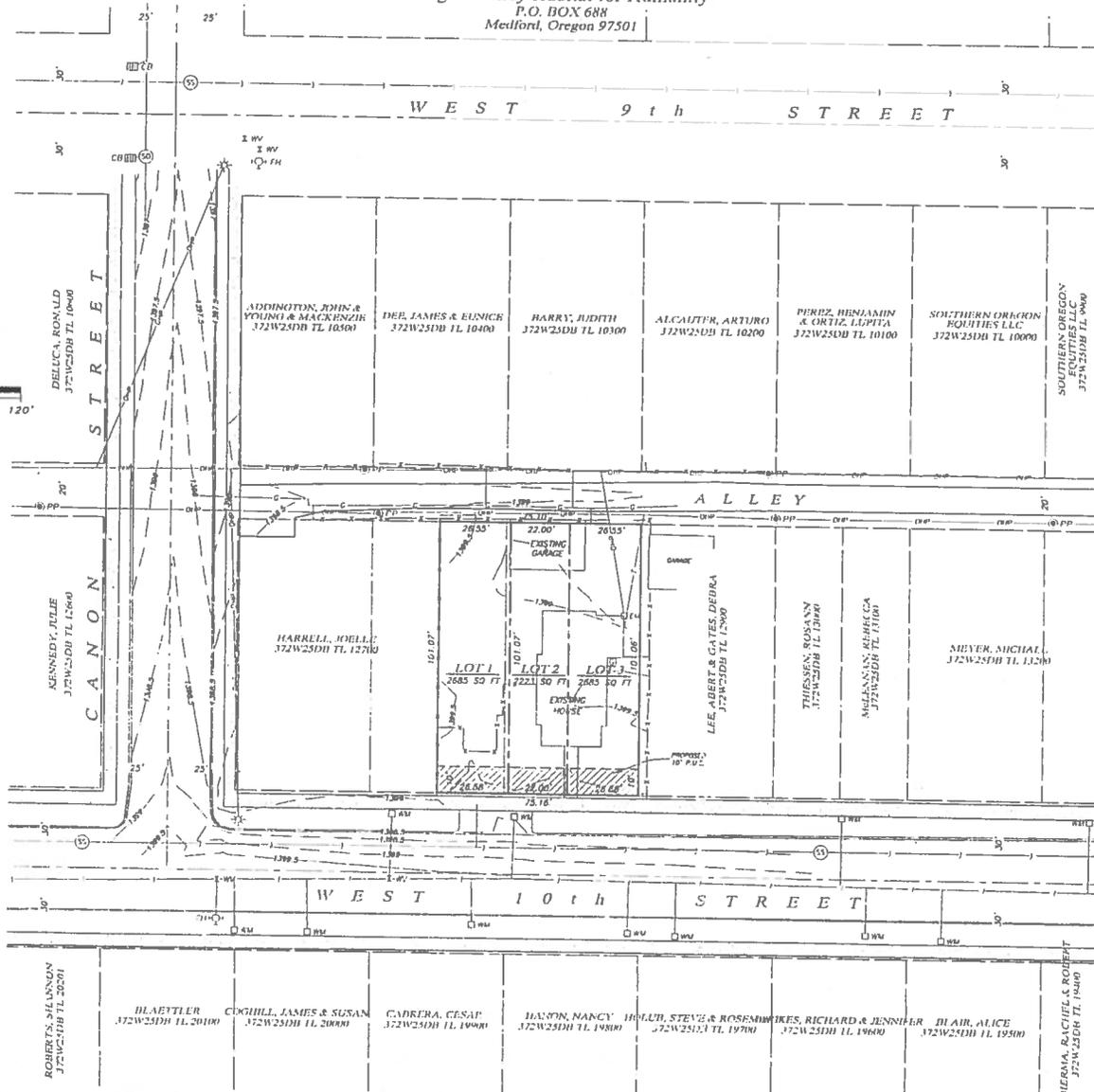
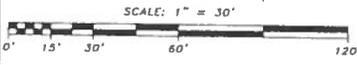
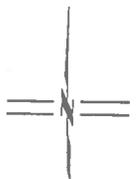
# TENTATIVE SUBDIVISION MAP

LYING SITUATE WITHIN  
SOUTHEAST QUARTER OF SECTION 25  
TOWNSHIP 37 SOUTH, RANGE 2 WEST, WILLAMETTE MERIDIAN  
CITY OF MEDFORD, JACKSON COUNTY, OREGON  
FOR

Rogue Valley Habitat for Humanity  
P.O. BOX 688  
Medford, Oregon 97501



VICINITY MAP  
(NOT TO SCALE)



- LEGEND**
- PROPERTY LINE
  - - - PROPOSED LOT LINE
  - BOUNDARY LINE
  - - - BOUNDARY EGED LINE
  - - - PROPOSED EASEMENT
  - FENCE LINE
  - CENTERLINE
  - GAS LINE
  - WATER LINE
  - STORM DRAIN LINE
  - SANITARY SEWER LINE
  - OVERHEAD POWER LINE
  - PHONE LINE
  - CONTOUR LINE
  - ⊕ PP POWER POLE
  - ⊕ EM ELECTRICAL METER
  - ⊕ FH FIRE HYDRANT
  - ⊕ MV WATER METER
  - ⊕ WV WATER VALVE
  - ⊕ SM SEWER MANHOLE
  - ⊕ DM STORM DRAIN MANHOLE
  - ⊕ CB CATCH BASIN
  - ▭ BUILDING
  - ▭ CONCRETE SIDEWALK
  - ▨ PROPOSED EASEMENT

RECORD OWNER: ROGUE VALLEY HABITAT FOR HUMANITY  
P.O. BOX 688  
MEDFORD, OR 97501

APPLICANT: ROGUE VALLEY HABITAT FOR HUMANITY  
P.O. BOX 688  
MEDFORD, OR 97501

AGENT: GOLDEN FIELD CONSTRUCTION  
149 CLEARVIEW DR. DRIVE SUITE 10  
ASHLAND, OREGON 97520

NOTES:

- ZONING DISTRICT: HS (RESIDENTIAL)
- TOTAL AREA IS 7593 SQUARE FEET OR 0.17 ACRE
- MEDFORD SCHOOL DISTRICT 349C
- MEDFORD FIRE DISTRICT
- MEDFORD IRRIGATION DISTRICT
- ROGUE VALLEY SEWER SERVICES

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**FEB 14 2019**  
**PLANNING DEPT.**

REGISTERED PROFESSIONAL LAND SURVEYOR

OREGON  
MAY 14 1998  
SHAWN KAMPMANN  
2882 LS

RENEWAL DATE: 6/30/2019

SURVEYED BY:  
**POLARIS LAND SURVEYING LLC**  
P.O. BOX 459  
ASHLAND, OREGON 97520  
(541) 482-5009  
DATE: JANUARY 16, 2019  
PROJECT NO. 1219-18

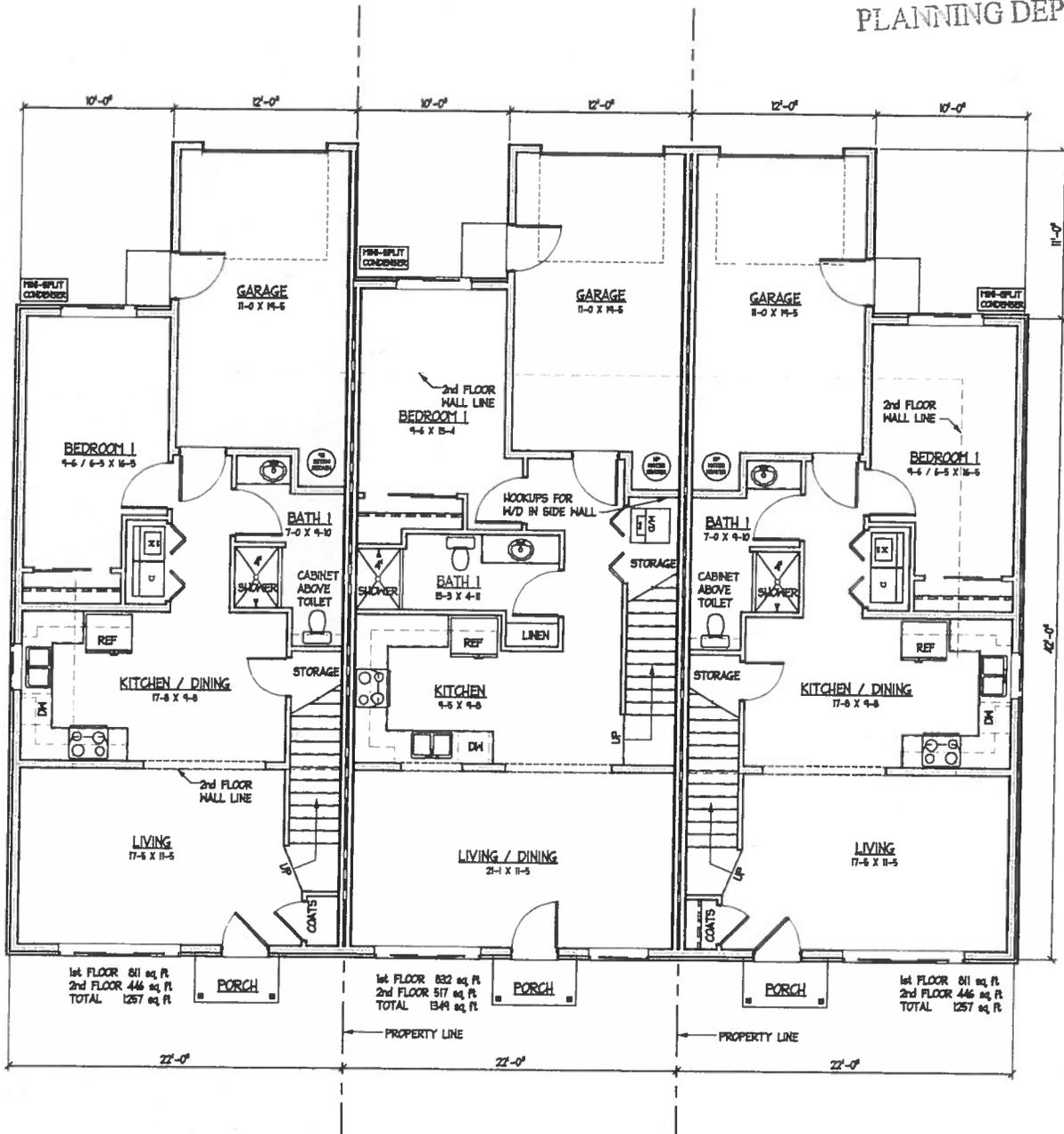
FIG. #  
 AC-19-006

Assessor's Map No. J7 2W 25 DB, Tax Lot 12800

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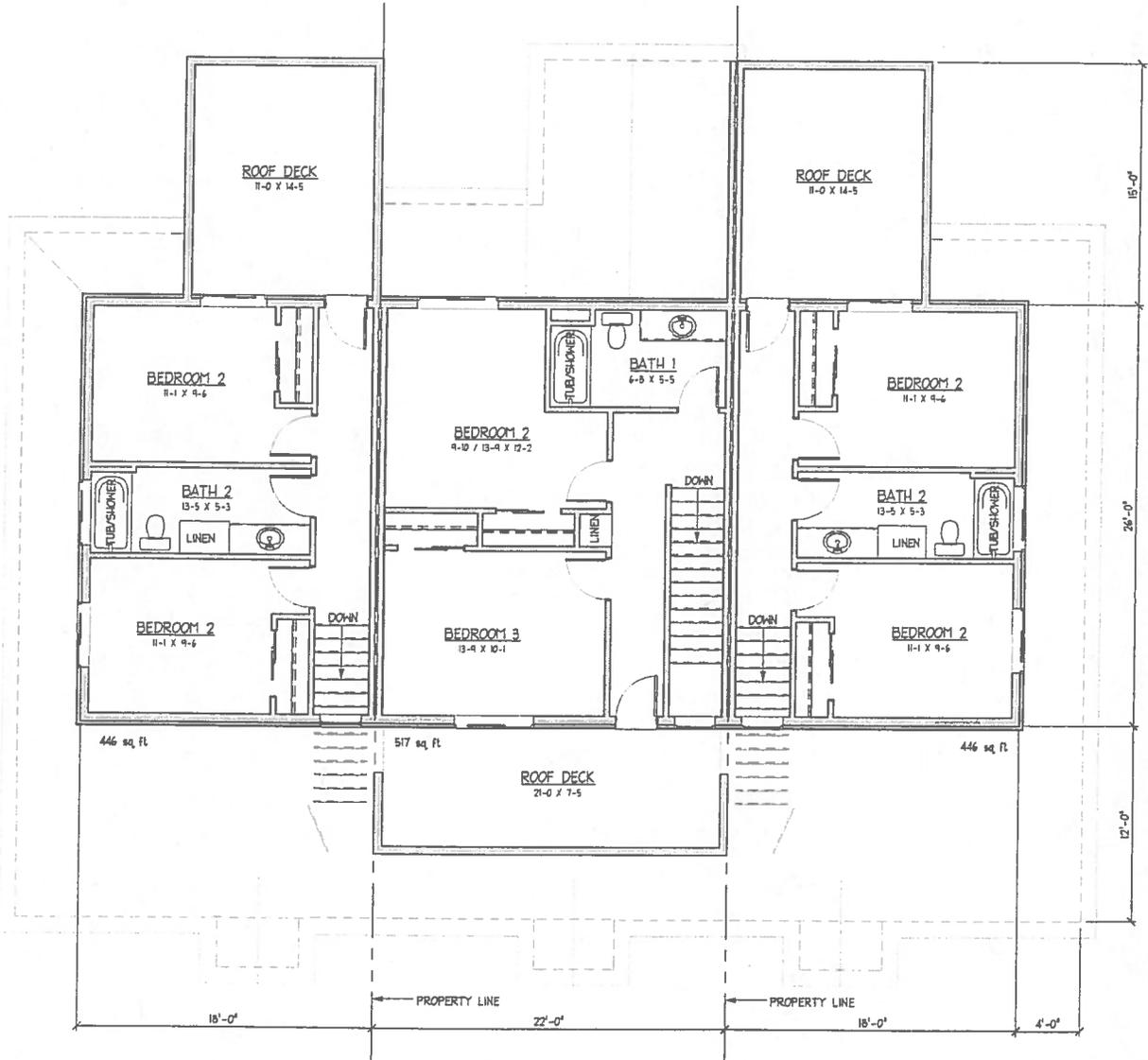


 **1st FLOOR PLAN**  
SCALE 3/32" = 1'-0"

1026 W 10th STREET  
MEDFORD, OREGON 97501  
37 2W 25DB 12800  
1-3-2019

Rogue Valley  
**Habitat**  
CITY OF MEDFORD  
EXHIBIT # 6  
FILE # AC-19-006/E

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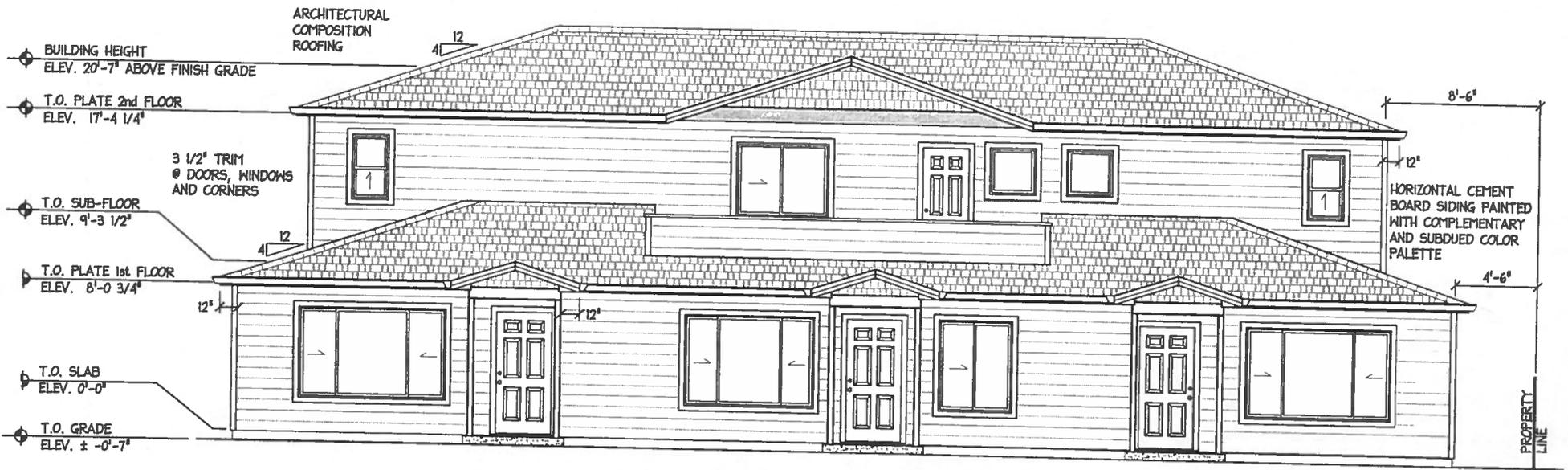


 **2nd FLOOR PLAN**  
 SCALE 3/32" = 1'-0"

1026 W 10th STREET  
 MEDFORD, OREGON 97501  
 37 2W 25DB 12800  
 1-3-2019

CITY OF MEDFORD  
 EXHIBIT # 5





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

CITY OF MEDFORD  
 EXHIBIT #           
 FILE # AC-19-006

24.

1026 W 10th STREET  
 MEDFORD, OREGON 97501  
 37 2W 25DB 12800  
 1-3-2019



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○ NORTH ELEVATION  
SCALE 1/8" = 1'-0"

CITY OF MEDFORD  
EXHIBIT # 13  
FILE # AC-19-0067

1026 W 10th STREET  
MEDFORD, OREGON 97501  
37 2W 25DB 12800  
1-3-2019



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13.



○ EAST ELEVATION  
SCALE 1/8" = 1'-0"

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JAN 08 2019  
PLANNING DEPT.



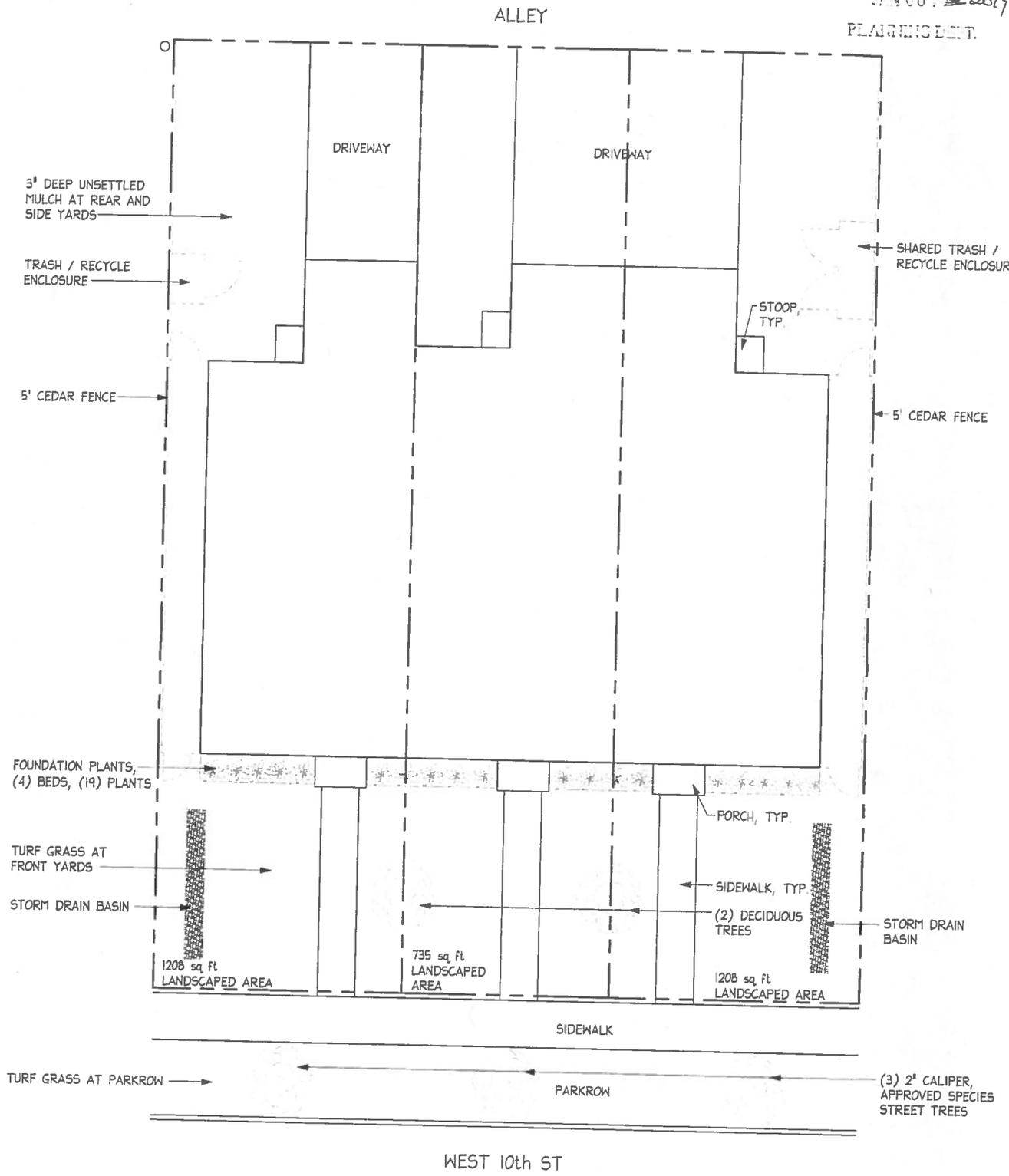
1026 W 10th STREET  
MEDFORD, OREGON 97501  
37 2W 25DB 12800  
1-3-2019

CITY OF MEDFORD  
EXHIBIT # I  
Page 36 9-00617-2019

22.

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# LANDSCAPE PLAN

SCALE 1" = 10'

1026 W 10th STREET  
MEDFORD, OREGON 97501  
37 2W 25DB 12800  
1-3-2019

CITY OF MEDFORD  
 EXHIBIT #   
 File # AC-19-006  
 MEDFORD  
 EXHIBIT #  
 FILE # AC-19-006/E-19-007

Revised

SPAC APPLICATION FOR A 3,863 SF TWO STORY 3 UNIT TOWNHOUSE  
LOCATED AT 1026 West 10th STREET

Applicant: Habitat for Humanity for the Rogue Valley

Agent: John Fields John@golden-fields.net  
845 oak Street  
Ashland, OR 97520  
(541) 944-2262

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Index of submitted documents:

1. Building Narrative
2. SPAC Review Criteria
3. Finding of Fact
4. Finding of Fact Continued
5. ~~Finding of Fact Continued~~ (No Exceptions, not required- Deleted)
6. ~~Exception requests~~ (Removed, not required)
7. Applicant Information
8. Project Description
9. Required Submittals
10. Section II- Code Compliance document (Criterion no, 2 revised 02/13/2019)
11. Above continued: Landscaping
12. Written Consent of Owner
13. Signed public hearing signs documents
14. Mailing labels for all tax lots in 200 foot radius
15. Roof and Site Plan
16. Assessors map with City sewer location
17. Conceptual drainage plan
18. Landscape Plan
19. Illustration for building set back (no exception)
20. 1st floor Plan
21. 2nd floor Plan
22. East Elevation
23. North Elevation
24. South Elevation
25. West Elevation
26. Civil Site Plan- Mark Dew Engineering (02-06-2019)
27. Tentative Subdivision Map- Polaris survey (01-16-2019)

CITY OF MEDFORD

EXHIBIT # K Page 1

File # AC-19-006

**BRIEF PROJECT NARRATIVE**

Habitat for Humanity is the owner of 1026 West 10<sup>th</sup> St. in Medford OR via a CDBG grant. At the time of application, it was envisioned the existing structure would be rehabilitated to provide ownership to one Habitat family. Upon further investigation of the condition of the existing house and seeking to provide the maximum number of affordable housing units we are requested a change from the original grant proposal to a 3-plex; 3 individual tax lots, housing 3 affordable, qualified homeowners. (There was consideration for 4 units to meet the maximum city density minimums, however after discussions with city planning, it was agreed that 3 would be better suited.)

The proposed 3 units are comprised of two end units at 1257 sq/ft and the center unit at 1349 sq/ft with pedestrian access off 10<sup>th</sup> street and vehicular traffic access via the alley behind the property, which will be paved and improved to City standards extended to Cannon street. The three units will feature one bedroom at the ground floor and two bedrooms upstairs with second floor roof decks. The exterior of the building is traditional lap siding with composition shingle roofs and vinyl windows and traditional front door, this is in keeping with the surrounding single family neighborhood.

Habitat for Humanity builds houses in partnership with low income qualified people who are in need of housing, demonstrate the ability to maintain monthly mortgage payment and are willing help build the home. Houses are built using mostly volunteer labor and sold for the cost of construction providing an affordable monthly payment. Habitat holds the note to each house sold and the monthly mortgage repayment income is used to help build additional houses. Providing a decent, stable and affordable home can break the cycle of poverty. Children are more apt to complete their education and adults take pride int their neighborhood. The Rogue Valley affiliate serves all of Jackson County and since its inception in 1987 has built and sold 61 homes, serving over 300 people.

**SECTION 10.200(E) SITE PLAN AND 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 Section 10.186.

### PROJECT EVALUATION CRITERIA - COMPATIBILITY

- 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.**

The surrounding and adjacent structures are typically one story, single family houses. They are older houses 1920 to 1950. Generally in disrepair.

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

Although our new proposed units are two stories in height, they make use of horizontal, traditional style siding which is compatible with the neighborhood. We have stepped the front elevation's second story back to reduce the massing and softened the verticality of the second story. We have provided good eave overhangs that complement the vernacular style of the neighborhood.

- C. Describe the proposed architecture and exterior treatments that break up the building elevation and give relief to the building's mass.**

We have provided three distinct entries for these multi-family townhouses. Each has their own small porch and separate walkways leading from the sidewalk. Each dwelling has a second floor balcony-deck. On the street elevation the center unit has a balcony that helps break up the building mass as well defining the center dwelling.

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

The building is set back from the sidewalk approximately 22' to the front porch. This provides a generous, landscaped front yard. We have moved the garages around to the back the dwelling, accessed from the alley. By taking advantage of placing the parking in back we leave the front yard dedicated to pedestrian access. With the absence of driveway cuts, pedestrian safety is further enhanced avoiding the hazards of automobiles entering and exiting the driveway.

- a. If the site lies within 600 feet of an existing or planned transit stop, describe compliance with the standards of Section 10.808.**

This development is compatible with future public transportation access. The front doors of this project is directly connected to the public sidewalk.

**E. Describe the pedestrian facilities and amenities on your site, and how they will function for pedestrians.**

There is an existing sidewalk that will provide adequate pedestrian access. We will be removing the curb cut and replacing a sections of the sidewalk. This replacement shall be permitted and inspected by the City of Medford for compliance with all relevant engineering requirements.

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

All of the vehicular access will be by the alley behind the dwellings. The curb cuts will be eliminated and this will free up additional on street parking as well as reduce auto-pedestrian conflicts on the public sidewalk.

**G. Describe if and how the proposed plan is sensitive to retaining any existing trees or significant native vegetation on the site.**

There no existing trees that will be affected by this redevelopment.

**H. Describe storm water detention facilities on the site. If these facilities will be landscaped areas, describe how the proposed landscaping will be integrated with other landscaping on the site.**

- A. We will be draining our driveways into the alley (so no basins or pumps are needed in the drives).
- B. We will run a 4" pvc pipe from both ends of the units to 10<sup>th</sup> Street. The site will utilize existing storm facilities, draining roofs to the curb. We will design and specify a rock filled trench from the house to the sidewalk (approximately 2' wide x 2' deep) the pipe will run through the rock to treat and retain a water from roof drainage.

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

The provided landscape will create a residential feel compatible with the neighborhood.

**J. Describe how your exterior lighting illuminates the site, and explain how the design of the fixtures does not diminish a view of the night sky or produce glare on adjacent properties, consistent with the standards of Section 10.764.**

The site will only be illuminated by lighting that is mounted on the building. The light will not shine onto adjacent properties nor be projected upward and will not diminish the view of the night sky.

The site will only be illuminated by lighting that is mounted on the building. The light will not shine onto adjacent properties nor be projected upward and will not diminish the view of the night sky.

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

There is no proposed signage.

**L. Explain any proposed fencing, including its purpose, and how you have incorporated it as a functional, attractive component of your development.**

There is existing 5' cedar fence that will remain or be replaced with similar style.

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

There will no more noise generated than currently use. This is the same residential use as is the adjacent neighborhood.

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

This neighborhood is targeted for redevelopment. We believe it is an infill project that contributes added density, although more than the existing, traditional single family neighborhood, but introduces them in a compatible scale of development. These units will be owner occupied. This will add stability to the neighborhood, enhancing property values and thereby encouraging positive economic investment by other underdeveloped properties. We believe that this kind of investment will contribute to the quality of life in Medford and reinforce housing that is pedestrian and public transportation friendly.

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

**Exception Requests**

There are none.

**P. Section 10.780(C)(2) – List any petition for relief of landscaping standards. Provide rationale for requested deviation from standard.**

We will meet the landscape requirements.



Medford – A fantastic place to live, work and play

## CITY OF MEDFORD

LD Date: 3/13/2019  
File Number: AC-19-006

### PUBLIC WORKS DEPARTMENT STAFF REPORT 1026 West 10<sup>th</sup> Street – Habitat for Humanity (TL 12800)

- Project:** Consideration of plans for the construction of a 3 townhouses on one 0.17 acre parcel.
- Location:** Located at 1026 W10th Street within the MFR-20 (15 to 20 dwelling units per gross acre) zoning district. (372W25DB12800).
- Applicant:** Applicant: Rogue Valley Habitat for Humanity; Agent: John Fields; Planner: Steffen Roennfeldt.

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#### NOTE:

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

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

- Submittal and approval of plans for site grading and drainage, and detention.
- Completion of all public improvements, if required. The applicant may provide security for 120% of the improvements prior to issuance of vertical 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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P:\Staff Reports\AC\2019\AC-19-006 1026 W 10th St (3 Townhouses - Habitat for Humanity)\AC-19-006 Staff Report-LD.docx Page 1 of 8

PUBLIC WORKS DEPARTMENT  
ENGINEERING & DEVELOPMENT DIVISION

200 S. IVY STREET  
MEDFORD, OREGON 97501  
[www.ci.medford.or.us](http://www.ci.medford.or.us)

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

EXHIBIT # 12

File # AC-19-006

## **A. STREETS**

### **1. Dedications**

**West 10<sup>th</sup> Street** is classified as a Major Collector street in accordance with Medford Land Development Code (MLDC) Section 10.428. **No additional right-of-way is required.**

**Alley (A-50)** – 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 along this Developments respective frontage to West 10<sup>th</sup> 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 right-of-way and PUE area. All right-of-way and PUE areas to be dedicated shall be free and clear of all encumbrances.

### **2. Public Improvements**

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

**West 10<sup>th</sup> Street** – All street section improvements, have been completed in close conformance with current standards, including pavement, curb and gutter, planter strip and sidewalks. **No additional public improvements are required.**

**Alley (A-50)** – Shall be improved to current Alley standards in accordance with MLDC, Section 10.430A(2) along the frontage of this development and must extend all the way to the nearest paved street.

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

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

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

The Developer shall be responsible for the preservation and re-installation of all signs removed

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

**c. Pavement Moratoriums**

There is no pavement cutting moratorium currently in effect along West 10<sup>th</sup> Street or Alley.

The developer shall be responsible for notifying by certified letter all utility companies, as well as all current property owners of parcels which are adjacent to any Public Street being constructed or paved as part of this project. The letter shall inform the utility companies and property owners of the City's street moratorium policy with respect to pavement cutting for future utility services. The utility companies and property owners shall be given the opportunity to install utility services within the right-of-way prior to paving and the subsequent moratorium. Notifications shall be mailed by the Developer at least 6 months before a street is resurfaced or rebuilt per Medford Municipal Code (MMC), Section 3.070. Copies of the certifications shall be submitted to the City Engineer with the submittal of the preliminary construction drawings.

**d. Access to Public Street System**

Driveways shall comply with MLDC 10.550. The driveway on West 10<sup>th</sup> Street, which is classified as a Major Collector, shall be removed and driveway access shall be taken from the alley.

**3. Section 10.668 Analysis**

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

**10.668 Limitation of Exactions**

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

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

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

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

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

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

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

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

**West 10<sup>th</sup> Street:**

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

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

**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. If the units are to be on individual lots in the future, each lot will need to be served by a separate 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.

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

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

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

#### **2. Grading**

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

#### **3. 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. Design Requirements and Construction Drawings**

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

## 2. Construction Plans

Construction drawings for any public improvements for this project shall be prepared by a professional engineer currently licensed in the State of Oregon, and submitted to the Engineering Division of Medford Public Works Department for approval. Construction drawings for public improvements shall be submitted only for the improvements to be constructed with each phase. Approval shall be obtained prior to beginning construction. Only a complete set of construction drawings (3 copies) shall be accepted for review, including plans and profiles for all streets, minimum access drives, sanitary sewers, storm drains, and street lights as required by the governing Commission's Final Order, together with all pertinent details and calculations. A checklist for public improvement plan submittal can be found on the City of Medford, Public Works web site (<http://www.ci.medford.or.us/Page.asp?NavID=3103>). The Developer shall pay a deposit for plan review and construction inspection prior to final plan approval. Public Works will keep track of all costs associated with the project and, upon our acceptance of the completed project, will reconcile the accounting and either reimburse the Developer any excess deposit or bill the Developer for any additional amount not covered by the deposit. The Developer shall pay Public Works within 60 days of the billing date or will be automatically turned over for collections.

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

## 3. 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.

#### 4. 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.

#### 5. System Development Charges

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

Prepared by: Jodi Cope

Reviewed by: Doug Burroughs

## SUMMARY CONDITIONS OF APPROVAL

Habitat for Humanity – Triplex  
(1026 West 10<sup>th</sup> Street – TL 12800)

AC-19-006

### A. Streets

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

- West 10<sup>th</sup> Street – No additional right-of-way required.
- Alley (A-50) – No additional right-of-way required.
- Dedicate 10-foot Public Utility Easement (PUE) along the frontage.

#### 2. Improvements:

##### Public Streets

- West 10<sup>th</sup> Street – No improvements are required.
- Improve Alley (A-50) to Alley standards.

##### Lighting and Signing

- No additional street lights are required.

##### Access to Public Street System

- Driveways shall comply with MLDC 10.550. The driveway on West 10th Street shall be removed and driveway access shall be taken from the alley.

##### Other

- No pavement moratorium currently in effect along this frontage to West 10th Street or Alley.
- Provide pavement moratorium letters.

### 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 copy of an approved Erosion Control Permit (1200C) from DEQ for this project.
  
- = City Code Requirement
- = Discretionary recommendations/comments

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

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PUBLIC WORKS DEPARTMENT  
ENGINEERING & DEVELOPMENT DIVISION

200 S. IVY STREET  
MEDFORD, OREGON 97501  
[www.ci.medford.or.us](http://www.ci.medford.or.us)

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

# Memo



**To:** Steffen Roennfeldt, Planning Department  
**From:** Mary Montague, Building Department  
**CC:** Applicant, Rogue Valley Habitat for Humanity; Agent, John Fields  
**Date:** March 11, 2019  
**Re:** AC-19-006; Habitat for Humanity, 1026 W. 10<sup>th</sup> St.

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## **Building Department:**

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

1. Applicable Building Codes are 2017 ORSC; 2017 OPSC; and 2014 OMSC. 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) Go to "City Departments" at top of screen; click on "Building"; click on "ELECTRONIC PLAN REVIEW (ePlans)" for information.
3. Site Excavation permit required to develop, install utilities.
4. Demo Permit is required for any buildings being demolished.
5. Provide a letter to the building official per Section R401.4 indicating if expansive soils are present or not. If expansive soils are present then a site specific soils geotech report is required by a Geotech Engineer prior to foundation inspections. The report must contain information per Section 403.1.10 and on how you will prepare the lot for building and a report confirming the lot was prepared per their recommendations.
6. The structures appear to be irregular by design per Section R301.2.2.2.5 and requires a structural engineer.
7. There is a concern that you are putting a shared trash enclosure on another's property. This is not community property and is the responsibility of each owner.
8. Also, per section R405, foundation drainage. The townhouse in the center will need to drain out to the street. Draining to another person's property is not an approved location.



BOARD OF WATER COMMISSIONERS

**Staff Memo**

**TO:** Planning Department, City of Medford  
**FROM:** Rodney Grehn P.E., Water Commission Staff Engineer  
**SUBJECT:** AC-19-006  
**PARCEL ID:** 372W25DB TL 12800  
**PROJECT:** Consideration of plans for the construction of 3 townhouses on one 0.17 acre parcel located at 1026 W10th Street within the MFR-20 (15 to 20 dwelling units per gross acre) zoning district. (372W25DB12800) Applicant: Rogue Valley Habitat for Humanity; Agent: John Fields; Planner: Steffen Roennfeldt.  
**DATE:** March 13, 2019

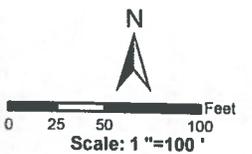
I have reviewed the above plan authorization application as requested. Conditions for approval and comments are as follows:

**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 Applicant or their Civil Engineer shall coordinate with MWC Engineering Staff to determine which Lot the existing water meter is located on. It appears to be located on the west most Lot as shown on the provided Site Plan, but may actually be located in front of the westerly Lot. Water meters shall not be installed in existing or proposed driveways.
4. Static water pressure is expected to be exceed 80 psi. See attached document from the City of Medford Building Department on "Policy on Installation of Pressure Reducing Valves".

**COMMENTS**

1. Off-site water line installation is not required.
2. On-site water facility construction is not required.
3. Static water pressure is approximately 82 psi. (See Condition 4 above)
4. MWC-metered water service does exist to this property. A 3/4" water meter serves the existing dwelling at 1026 W 10<sup>th</sup> Street. (See Condition 3 above)
5. Access to MWC water lines is available. There is an existing 6-inch water line in W 10<sup>th</sup> Street.



**Water Facility Map**  
**City of Medford**  
**Planning Application:**  
**AC-19-006**  
**(372W25DB12800)**  
**February 27, 2019**

**Legend**

- ⊙ Air Valve
- ⊙ Sample Station
- ⊙ Fire Service
- ⊙ Hydrant
- ⊙ Reducer
- ⊙ Blow Off
- ⊙ Plugs-Caps

**Water Meters:**

- ⊙ Active Meter
- ⊙ On Well
- ⊙ Unknown
- ⊙ Vacant

**Water Valves:**

- ⊙ Butterfly Valve
- ⊙ Gate Valve
- ⊙ Tapping Valve

**Water Mains:**

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

**Boundaries:**

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

**MWC Facilities:**

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



This map is based on a digital database compiled by Medford Water Commission from a variety of sources. Medford Water Commission is not responsible for errors or omissions in this map. © Medford Water Commission 2019. All rights reserved.



# Medford Fire-Rescue Land Development Report

## Review/Project Information

Reviewed By: Kleinberg, Greg

Review Date: 3/7/2019  
Meeting Date: 3/13/2019

LD File #: AC19006

Planner: Steffen Roennfeldt

Applicant: Rogue Valley Habitat for Humanity

Project Location: 1026 W10th Street within the MFR-20 (15 to 20 dwelling units per gross acre) zoning district.

Project Description: Consideration of plans for the construction of a 3 townhouses on one 0.17 acre parcel

## Specific Development Requirements for Access & Water Supply

Reference	Conditions	Description
Approved		Approved as submitted with no additional conditions or requirements.

## Construction General Information/Requirements

Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in affect at the time of development submittal. Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (fire hydrants) is required to be installed prior to construction when combustible material arrives at the site.

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

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

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

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

www.medfordfirerescue.org

CITY OF MEDFORD  
EXHIBIT # 0  
File # AC-19-006



City of Medford

# Planning Department

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

## MEMORANDUM

Subject     Legal Description  
 File no.    AC-19-006  
 To           Jon Proud, Engineering  
 From        Steffen Roennfeldt, Planning Department  
 Date        February 28, 2019

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

1. AC-19-006  
 Applicant: Rogue Valley Habitat for Humanity  
 Agent: John Felds

Steffen, attached description represents subject area shown on vicinity map.  
 Thanks, Jon 3-6-19

- Steffen is working on getting the Legal Description and will email it to you.

*Rec desc 3/5/19 attached*

cp

Attachments:

Vicinity Map, Legal description

CITY OF MEDFORD

EXHIBIT #   D  

File #   AC-19-006



After recording return to:  
 Rogue Valley Habitat for Humanity  
 P.O. Box 688  
 Medford, OR 97501

Until a change is requested all tax  
 statements shall be sent to the  
 following address:  
 Rogue Valley Habitat for Humanity  
 P.O. Box 688  
 Medford, OR 97501

File No.: 7161-2822694 (SGB)  
 Date: March 16, 2017

Jackson County Official Records **2017-023102**  
 R-WD  
 Stn=0 FOOTENL **07/07/2017 01:39:43 PM**  
 \$10.00 \$20.00 \$15.00 \$8.00 \$11.00 **\$64.00**

I, Christine Walker, County Clerk for Jackson County, Oregon, certify  
 that the instrument identified herein was recorded in the Clerk  
 records.  
 Christine Walker - County Clerk

THIS SPACE RES

**RECEIVED**  
 2019  
 JAN 08  
 PLANNING DEPT.

15

**STATUTORY SPECIAL WARRANTY DEED**

**U.S. Bank Trust, N.A., as Trustee for LSF9 Master Participation Trust**, Grantor, conveys and specially warrants to **Rogue Valley Habitat for Humanity**, Grantee, the following described real property free of liens and encumbrances created or suffered by the Grantor, except as specifically set forth herein:

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

**THE EAST HALF OF LOT 11, AND ALL OF LOT 12, BLOCK 6 OF ROSS ADDITION TO THE CITY OF MEDFORD, JACKSON COUNTY, OREGON, ACCORDING TO THE OFFICIAL PLAT THEREOF, RECORDED IN VOLUME 1, PAGE 21 OF PLAT RECORDS.**

**This property is free from liens and encumbrances, EXCEPT:**

1. Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.

The true consideration for this conveyance is **\$115,000.00**. (Here comply with requirements of ORS 93.030)

**RECEIVED**

FEB 14 2019

PLANNING DEPT.

Section II – Code Compliance: Criterion No. 2

**PROJECT SITE**

	PROPOSED	REQUIRED
• Zoning District	MFR-20	372W25DB12800
• Overlay District(s)		UH
• Proposed Use	3 townhouses	M
• Project Site Acreage	.17	Multi-family
• Site Acreage (+ right-of-way)	.22	
• Proposed Density (10.708)		
• # Dwelling Units	3	3 to 4
• # Employees	n/a	

**STRUCTURES**

	EXISTING	PROPOSED
• # Structures	2	3 town houses
• Structure Square Footage (10.710-10.721)	1950	3233 lot coverage

**SITE DESIGN STANDARDS**

	PROPOSED	REQUIRED
• Front Yard Setback (10.710-721)	22'	15'
• Side Yard Setback (10.710-721)	4'-6"	4'
• Side Yard Setback (10.710-721)	4'-6"	4'
• Rear Yard Setback (10.710-721)	22'-0"	10'
• Lot Coverage (10.710-721)	43%	50%

**PARKING**

	PROPOSED	REQUIRED
• Regular Vehicular Spaces (10.743)	6	5
• Disable Person Vehicular Spaces (10.746[8])	n/a	
• Carpool/Vanpool Spaces (10.809)	n/a	
• Total Spaces (10.743)	6	5
• Bicycle Spaces (10.748)	garage	
• Loading Berths (10.742)	n/a	

CITY OF MEDFORD  
 EXHIBIT # 1  
 File # AL-19-006  
 10

21

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION - 1

**LANDSCAPING**

	PROPOSED	REQUIRED
• Total Landscape Area (square feet)	3151	
• Total Landscape Area in High Water Use Landscaping (square feet)		
• Total Landscape Area in High Water Use Landscaping (percentage)		
• Total % Landscape Coverage		
• Required Organic Content (cu.yd.)		
• Frontage Landscaping (10.797)		
• Street:	West 10th street	
• Feet:	76'	
• # Trees:	3	
• # Shrubs:	19	
• Street:		
• Feet:		
• # Trees:		
• # Shrubs:		
• Bufferyard Landscaping (10.790)		
• Type:	none	
• Distance (ft):		
• # Canopy Trees:	none	
• # Shrubs:	none	
• Fence/Wall:	cedar fence	
• Parking Area Planter Bays (10.746)		
• Type:	n/a	
• # Bays:		
• Area:		
• # Trees:		
• # Shrubs:		

**STRUCTURE**

	PROPOSED
• Materials	8" Cement horizontal siding
• Colors	Coordinated and subdued palette

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.

**A.**

## DENSITY CALCULATION FORM

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

SQ FT   6969.6  
 AC 0.16 0

File No.	AC-19-006
Planner	Steffen Roennfeldt
Date	January 18, 2019

GROSS ACREAGE	
Tax Lot Numbers	
372W25DB128000	0.17 AC
	AC
	AC
	AC
	AC
Existing ROW to Centerline	0.09 AC
Gross Acres	0.26 AC
Effective Acres (Gross - Subtracted)	<b>0.26</b>

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

DENSITY RANGE	
Zoning District	MFR-20
Density Range	
Minimum	15
Maximum	20
<b>No. DU Proposed</b>	<b>3</b>
No. DU Permitted Min.	3 4 -1
No. DU Permitted Max.	5
Minimum	3.84
Maximum	5.12
Percentage of Maximum	<b>58.57%</b>

### EXISTING R-O-W CALCULATION

Street Name	LF	Width	SF	Acreage
10th Street	125.00	30.00	3,750.00	0.09
			-	-
			-	-
			-	-
			<b>3,750.00</b>	<b>0.09</b>

Page 59

File # AC-19-006  
 EXHIBIT # 5  
 CITY OF MEDFORD

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



Project Name:

**Habitat for Humanity  
1026 W 10th St**

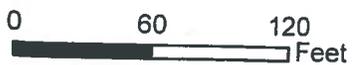
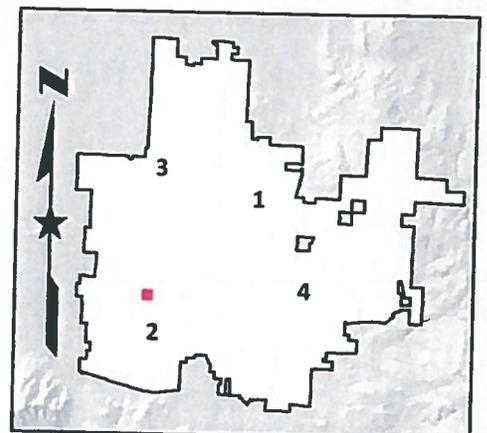
Map/Taxlot:

**372W25DB TL 12800**

**Legend**

-  Subject Area
-  Zoning Districts
-  Tax Lots

01/18/2019





## STAFF REPORT

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

Project Biddle Road Development Rental Property  
 Applicant: Biddle Road Development; Agent: Scott Sinner Consulting, Inc.

File no. AC-19-013

To Site Plan and Architectural Commission *for 04/05/2019 hearing*

From Steffen Roennfeldt, Planner III

Reviewer Kelly Evans, Assistant Planning Director *u.*

Date March 27, 2019

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### BACKGROUND

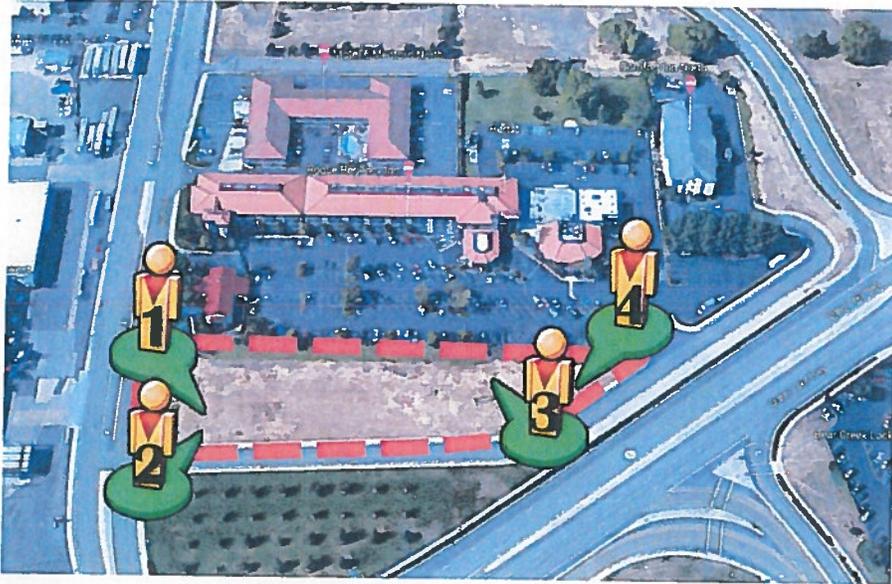
#### Proposal

Consideration of a proposal for the development of 1.45 acres, consisting of the construction of a 1,200 square foot building and 111 parking spaces for a rental car facility located northeast of the Biddle Road and Old Biddle Ramp intersection in the Regional Commercial (C-R) zoning district (371W18CB200).

#### Vicinity Map



Aerial Map



Site Visit



These photos were taken by staff on March 20, 2019

Subject Site Characteristics

Zoning	C-R	Regional Commercial
GLUP	CM	Commercial
Overlays	AC/F	Airport Area of Concern/Freeway
Use	Vacant	

Surrounding Site Characteristics

<i>North</i>	Zone:	C-R
	Use:	Hotel
<i>South</i>	Zone:	C-R
	Use:	Right-of-way (OR-62)
<i>East</i>	Zone:	C-R
	Use:	Right-of-way (OR-62)
<i>West</i>	Zone:	C-R
	Use:	Truckstop

Related Projects

LDP-07-218                      Rogue Regency Inn Partition

Applicable Criteria

Medford Municipal Code §10.200(E)(1) – 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 developments 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 § 10.186.*

Corporate Names

Scott M. McCollum is the listed Manager for Biddle Road Development LLC according to the Oregon Secretary of State Business Registry.

Scott Sinner is the Registered Agent & President for Scott Sinner Consulting, Inc. according to the Oregon Secretary of State Business Registry. Colleen Sinner is listed as the Secretary.

## ISSUES AND ANALYSIS

### Background/Use

The subject property is currently vacant and is located adjacent to the Rogue Regency Hotel. It is bordered by Biddle Road to the west and the Old Biddle Ramp Road to the south. It has no frontage on Crater Lake Highway (OR-62).

The applicant is seeking to develop an offsite rental car facility serving the Rogue Valley Medford International Airport. Car rental customers will be transported via shuttle from the airport to the lobby of the Rogue Regency Hotel, where the clients will register for the rental vehicle and the take delivery of the rental car on the subject property.

### Site Plan (Exhibit B)

Site Development Table

	Allowed/Required	Proposed
Height	Max.: 85 feet	14.5 feet
Lot Coverage	Max. 40%	1.2%
Setback (front)	Min.: 10 feet	45 feet
Setback (Street side)	Min. 10 feet	50+ feet
Setback (side)	None	21.6 feet
Setback (rear)	None	100+ feet

Proposed is a one-story building with a footprint of 1,200 square feet. The proposed building will be used for the preparation and maintenance of the rental cars stored on the site. All applicable standards as set forth in MLDC 10.721 are met.

### Architecture

*Per the applicant, the proposed building is 1,200 square feet. There are no large unbroken expanses. The building uses horizontal lap siding in a neutral tone with dark brown trim. The double shed roof has a slope similar to the pool building and the clearstory windows add interest and function with good daylighting opportunities in the interior space. The proposed building features horizontal lap siding, similar to the pool house. The roof is of similar pitch and proposes a dimensional composition roof.*

Vehicular and Bicycle Parking

**Parking Table (10.743-751)**

	<b>Required</b>	<b>Proposed</b>
<b>Total Spaces</b>	Min. 3 spaces Max. 4 spaces	4 spaces
<b>Accessible Spaces</b>	Min. 1 space	1 space
<b>Bicycle Parking</b>	Min. 1 space	1 space

Based on a minimum of 2.2 spaces per 1,000 square feet and a maximum of 3 spaces per 1,000 square feet, the proposed use requires the installation of a minimum of three parking stalls for employees with a maximum of four parking stalls. Four spaces, including one ADA parking space are proposed. Parking for the storage of rental cars is not regulated by the code.

Vehicular access to the parking lot will be provided from Old Biddle Ramp and internally from the existing hotel parking lot.

One required bicycle parking space will be available within the development.

Pedestrian Walkways

Proposed is a five foot pedestrian pathway from the existing sidewalk along Old Biddle Ramp to the proposed building. Internally, there will also be a new marked pedestrian connection from the hotel parking lot to the rental car facility.

Landscaping

**Frontage Landscaping Table (10.797)**

	<b>Required</b>	<b>Proposed</b>
<b>Trees</b>	5 (Biddle Road) 17 (Old Biddle Ramp)	5 (Biddle Road) 23 (Old Biddle Ramp)
<b>Shrubs</b>	32 (Biddle Road) 104 (Old Biddle Ramp)	32+ (Biddle Road) 104+ (Old Biddle Ramp)

The submitted landscape plan conforms to Section 10.797 regarding the required amount of landscape elements.

#### Facility Adequacy

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

#### Agency Comments

##### *Rogue Valley International Airport (Exhibit P)*

Rogue Valley International Airport requests an Avigation, Noise and Hazard Easement to be required as part of the permit process. In the 2010 LUBA decision on Michelle Barnes vs. City of Hillsboro and the Port of Portland, Nollan/Dolan findings are required to support the request (LUBA No. 2010-011). None were provided; therefore, a condition requiring compliance with the airport's request for an Avigation, Noise and Hazard Easement has not been included.

Also, due to the proximity to the Airport, the applicant needs to contact the FAA regarding the filing of a 7460-1 Notice of Proposed Construction or Alteration form.

#### Committee Comments

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

No other issues were identified by staff.

### **FINDINGS OF FACT**

MLDC 10.290

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

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

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

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

## FINDINGS AND CONCLUSIONS

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

## RECOMMENDED ACTION

Adopt the findings as recommended by staff and adopt the final order for approval of AC-19-013 per the staff report dated March 27, 2019, including Exhibits A through S.

## EXHIBITS

- A Conditions of Approval, dated March 27, 2019
- B Site Plan, received January 22, 2019
- C Landscape Plan, received January 22, 2019
- D Building Renderings, received January 22, 2019
- E Building Elevations, received January 22, 2019
- F Lighting Plan, received January 22, 2019
- G Lighting Details, received January 22, 2019
- H Findings of Fact, received January 22, 2019
- I Public Works Report, dated March 6, 2019
- J Medford Fire Report, dated February 22, 2019
- K Building Department Memo, dated March 6, 2019
- L Medford Water Commission Memo, dated March 6, 2019
- M Jackson County Roads Memo, dated February 25, 2019
- N ODOT Comments, dated March 7, 2019
- O E-Mail from ODOT clarifying comments, received March 7, 2019
- P E-Mail from Rogue Valley International Medford Airport, received March 4, 2019
- Q City Surveyor Memo, dated February 20, 2019
- R E-Mail from Building Department re: sewer connection, dated March 11, 2019
- S E-Mail from Agent re: Adoption of Final Order, dated March 15, 2019  
Vicinity map

**SITE PLAN AND ARCHITECTURAL REVIEW COMMISSION AGENDA:                    APRIL 5, 2019**

**EXHIBIT A**  
Biddle Road Development  
AC-19-013  
Conditions of Approval  
March 27, 2019

**CODE REQUIRED CONDITIONS**

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

1. Comply with all requirements of the Public Works Staff Report (Exhibit I);
2. Comply with all conditions stipulated by the Medford Water Commission (Exhibit L);
3. Comply with all conditions stipulated by the Oregon Department of Transportation (Exhibit N).

REVISIONS

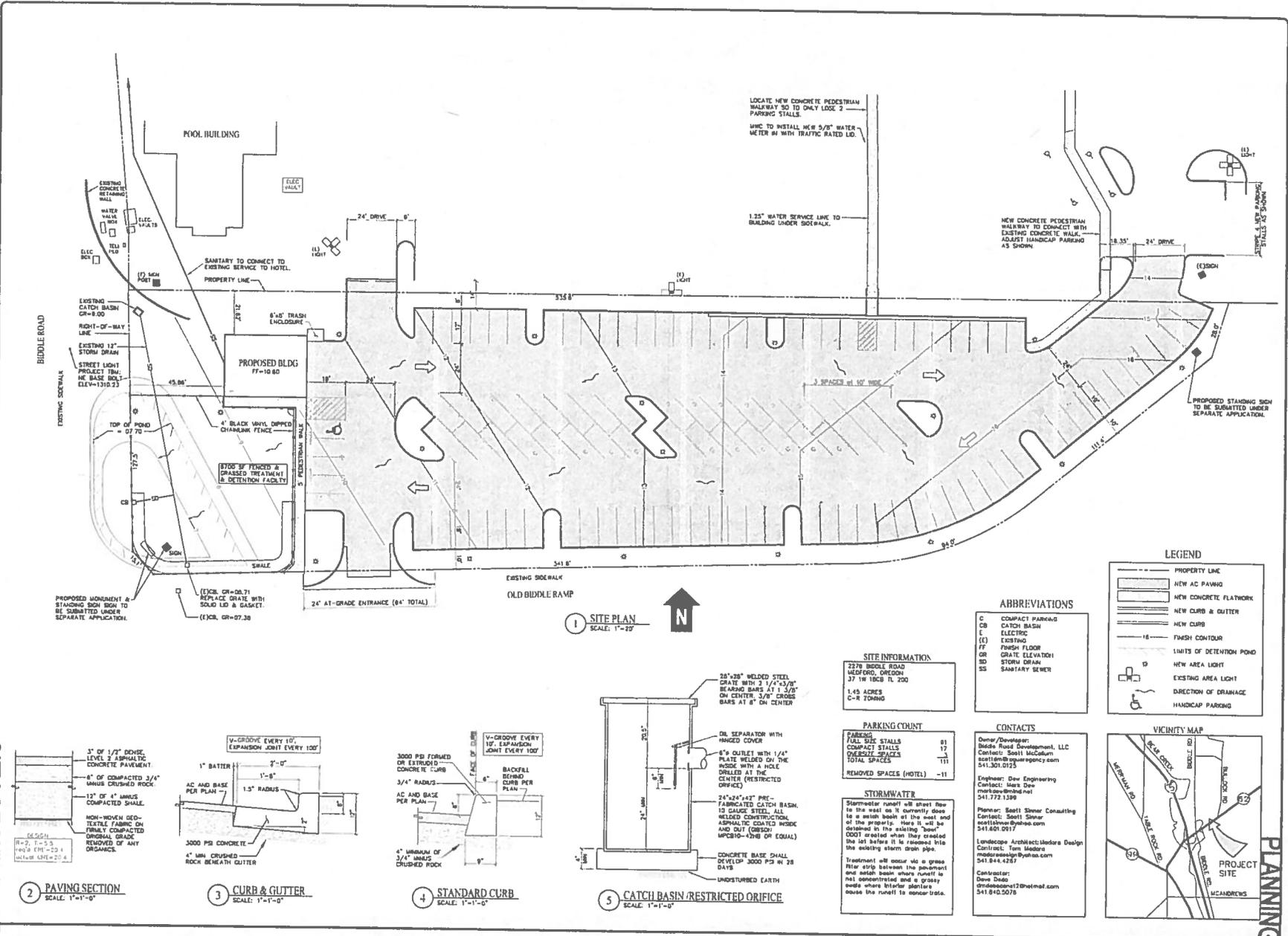
**DEE ENGINEERING**  
 A CIVIL & SURVEYING ENGINEERING FIRM  
 1000 BROADWAY, SUITE 100  
 MEDFORD, OREGON 97504  
 PHONE: 541.772.1200  
 FAX: 541.772.1201  
 WWW.DEEENGINEERING.COM



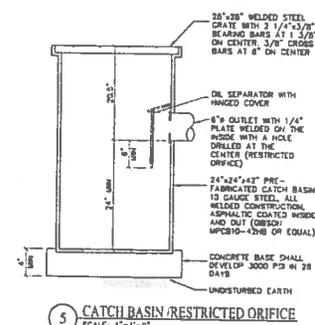
**SITE PLAN**  
 ROGUE REGENCY / RENTAL FACILITY  
 2276 BIDDLE ROAD  
 MEDFORD, OREGON

**RECEIVED**  
 JAN 22 2019  
 PLANNING DEPT.

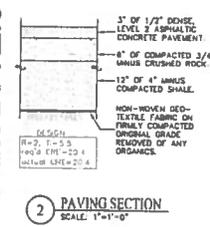
This drawing is the property of Dee Engineering, Inc. and is not to be used, in whole or in part, for any other project without written authorization of Dee Engineering, Inc. Copyright 2015.



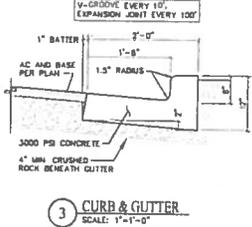
**1 SITE PLAN**  
 SCALE: 1"=20'



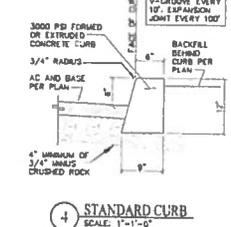
**5 CATCH BASIN / RESTRICTED ORIFICE**  
 SCALE: 1"=1'-0"



**2 PAVING SECTION**  
 SCALE: 1"=1'-0"



**3 CURB & GUTTER**  
 SCALE: 1"=1'-0"



**4 STANDARD CURB**  
 SCALE: 1"=1'-0"

**LEGEND**

- PROPERTY LINE
- NEW AC PAVING
- NEW CONCRETE FLATWORK
- NEW CURB & GUTTER
- NEW CURBS
- FMSH CONTOUR
- LIMITS OF DETENTION POND
- NEW AREA LIGHT
- EXISTING AREA LIGHT
- DIRECTION OF DRAINAGE
- HANDICAP PARKING

**ABBREVIATIONS**

- C COMPACT PARKING
- CB CATCH BASIN
- E ELECTRIC
- FF FINISH FLOOR
- GR GRATE ELEVATION
- SD STORM DRAIN
- SS SANITARY SEWER

**SITE INFORMATION**

2276 BIDDLE ROAD  
 MEDFORD, OREGON  
 37 1W 10CS FL 200  
 1.45 ACRES  
 C-R TOWING

**PARKING COUNT**

FULL SIZE STALLS	81
COMPACT STALLS	177
OVERSIZE SPACES	11
TOTAL SPACES	269
REMOVED SPACES (HOTEL)	-11

**STORMWATER**

Stormwater runoff will sheet flow to the west as it currently does to a catch basin at the west end of the property. Here it will be detained in the existing "bow" catch basin when they created the lot before it is released into the existing storm drain pipe.

Treatment will occur via a grass filter strip between the pavement and catch basin where runoff is not concentrated and a grassy area where litterfall plants cause the runoff to meander.

**CONTACTS**

Owner/Developer:  
 Biddle Road Development, LLC  
 Contact: Scott McCann  
 scott@mrbdevelopment.com  
 541.301.0123

Engineer: Dee Engineering  
 Contact: Mark Dew  
 mark@dewengineering.com  
 541.772.1399

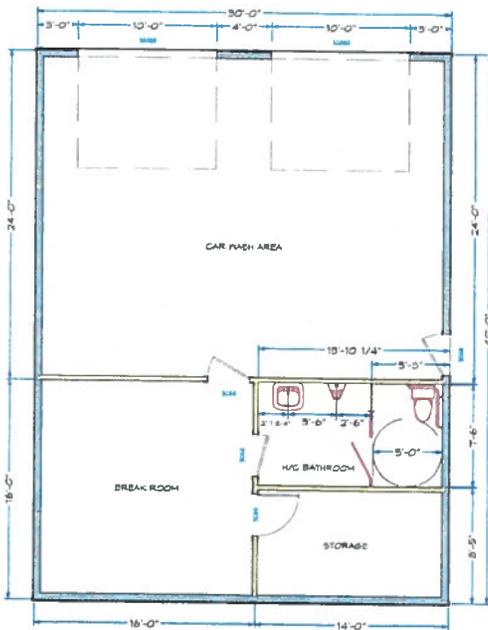
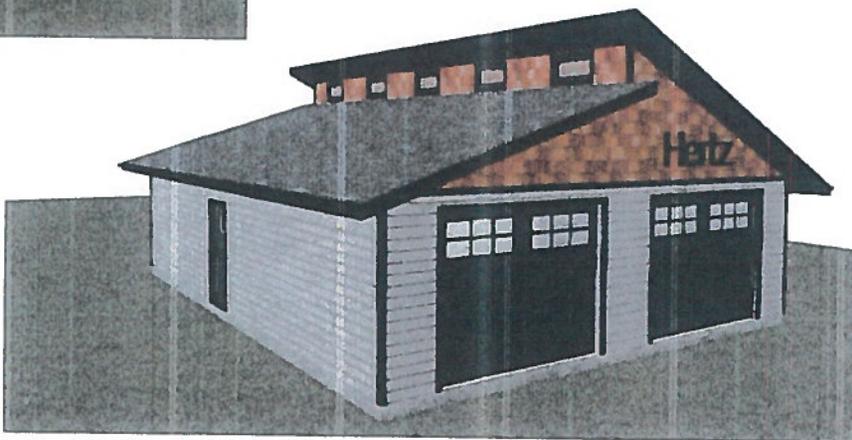
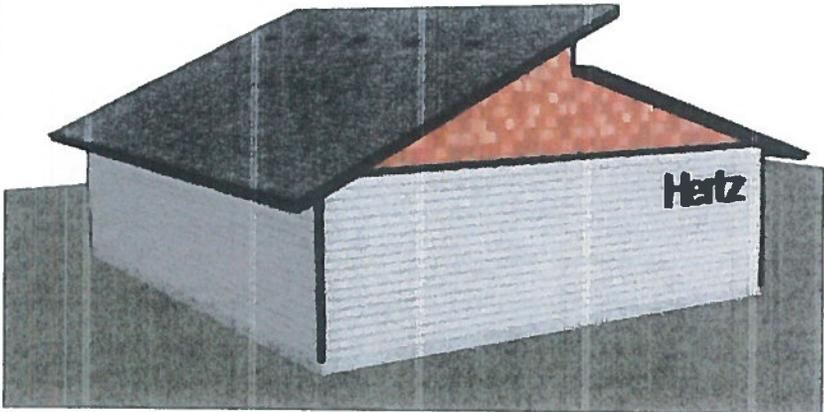
Planner: Scott Steiner Consulting  
 Contact: Scott Steiner  
 scott@steinerconsulting.com  
 541.401.0917

Landscape Architect: Madara Design  
 Contact: Tom Madara  
 tom@madaradesign.com  
 541.844.4247

Contractor:  
 Dave Deas  
 ddeas@medford.com  
 541.840.5078

**VICINITY MAP**





**FLOOR PLAN** NORTH  
Scale 1/4" = 1'-0"

**DRAWING INDEX**

1	FLOOR PLAN, ELEVATIONS & PERSPECTIVE
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

NOTICE: ALL CONSTRUCTION SHALL COMPLY WITH THE LATEST EDITION OF THE INTERNATIONAL RESIDENTIAL BUILDING CODE AND WITH ALL OREGON AMENDMENTS, INCLUDING THE OREGON RESIDENTIAL ENERGY CODE.

ALL ENGINEERING NOTES, DETAILS, DRAWINGS AND REMARKS ARE TO TAKE PRECEDENCE OVER ANY NOTES, DETAILS, DRAWINGS AND REMARKS PROVIDED BY THE DESIGNER OF THIS PROJECT.

WEATHERPROOFING AND EXTERIOR FINISHES ARE THE RESPONSIBILITY OF THE CONTRACTOR FOR CORRECT INSTALLATION PER MANUFACTURE REQUIREMENTS. DESIGNER ASSUMES NO RESPONSIBILITY FOR THE SELECTION AND INSTALLATION OF EXTERIOR FINISHES, AS WELL AS THEIR STRUCTURAL STABILITY.

CONTRACTOR SHALL VERIFY ALL EXISTING ELEVATION & DIMENSIONS SHOWN ON DRAWINGS, AND THAT THE ROOF & FLOOR TRUSS ENGINEERS COMPLY WITH THE PLAN AND HOMEOWNERS DESIRED OUTCOME. ANY DEVIATIONS SHALL BE IMMEDIATELY REPORTED TO THE OWNER AND/OR THIS OFFICE.

THE WRITTEN DIMENSIONS ON THESE PLANS SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS AND THE CONTRACTOR SHALL BE RESPONSIBLE FOR AND SHALL VERIFY ALL DIMENSIONS, PLAN ALIGNMENT, SITE CONDITIONS AND/OR ANY OTHER DEVIATIONS ON THE PLANS PERTAINING TO THE CONSTRUCTION OF THIS PROJECT.

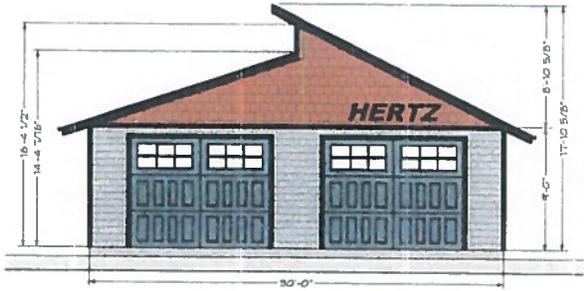
Revised Date


by Designs West  
971-322-7411 | designswest@canby.com

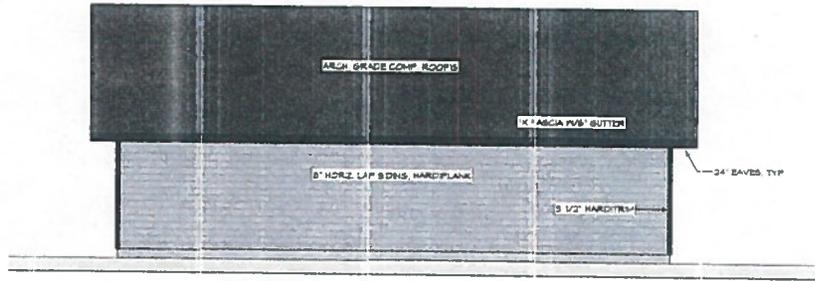
HERTZ RENTACAR & CAR WASH  
MEDFORD, OREGON  
15015

OFFICE FOR  
PLANNING DEPT.  
9-4-18  
Netel  
RM  
JAN 22 2019

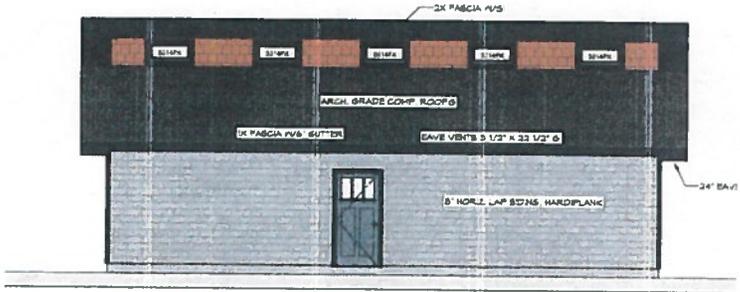
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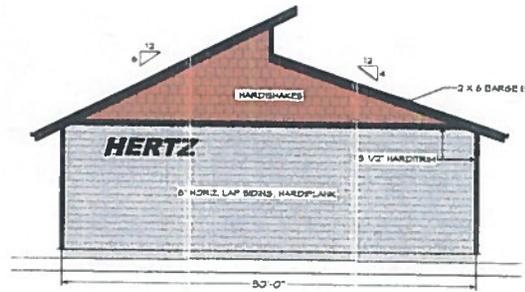
**REAR ELEVATION** EAST  
Scale 1/4" = 1'-0"



**LEFT SIDE ELEVATION** WEST  
Scale 1/4" = 1'-0"



**RIGHT SIDE ELEVATION** SOUTH  
Scale 1/4" = 1'-0"



**FRONT ELEVATION** WEST  
Scale 1/4" = 1'-0"

Revised	Date

by Designs West  
971-322-7411/designswest@cmby.com

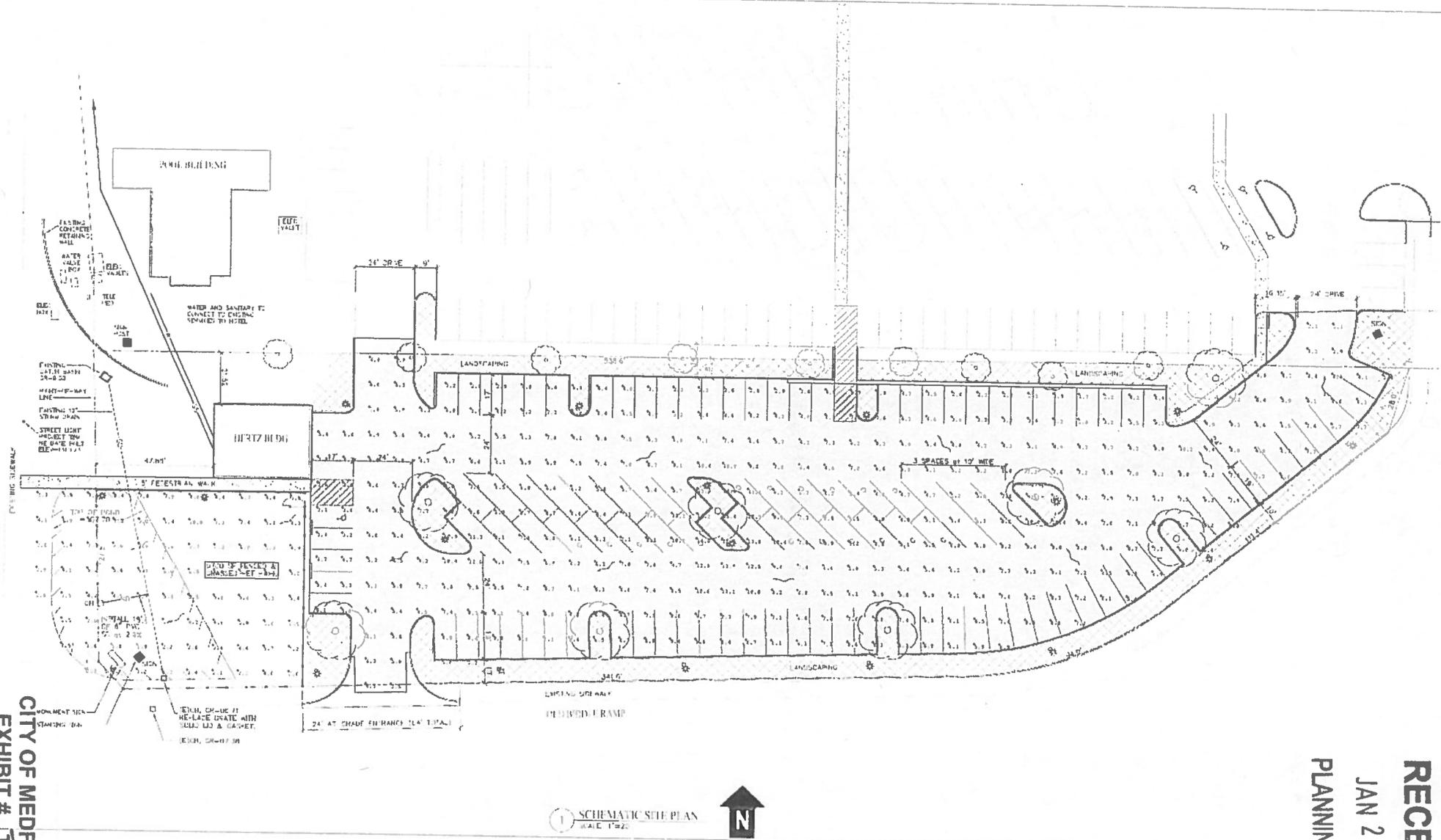
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PLANNING DEPT.  
1051B  
MEDFORD, OREGON  
JAN 22 2019  
04-16  
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Fixture Summary			
Symbol	Label	Qty	Part #
	A1	17	SLP22270LEDT44KU

Calculation Summary				
Label	Avg	Max	Min	Height
CalcPts_1	6.70	15.5	1.7	0
Pedestrian Walkwa	5.19	10.0	0.7	0

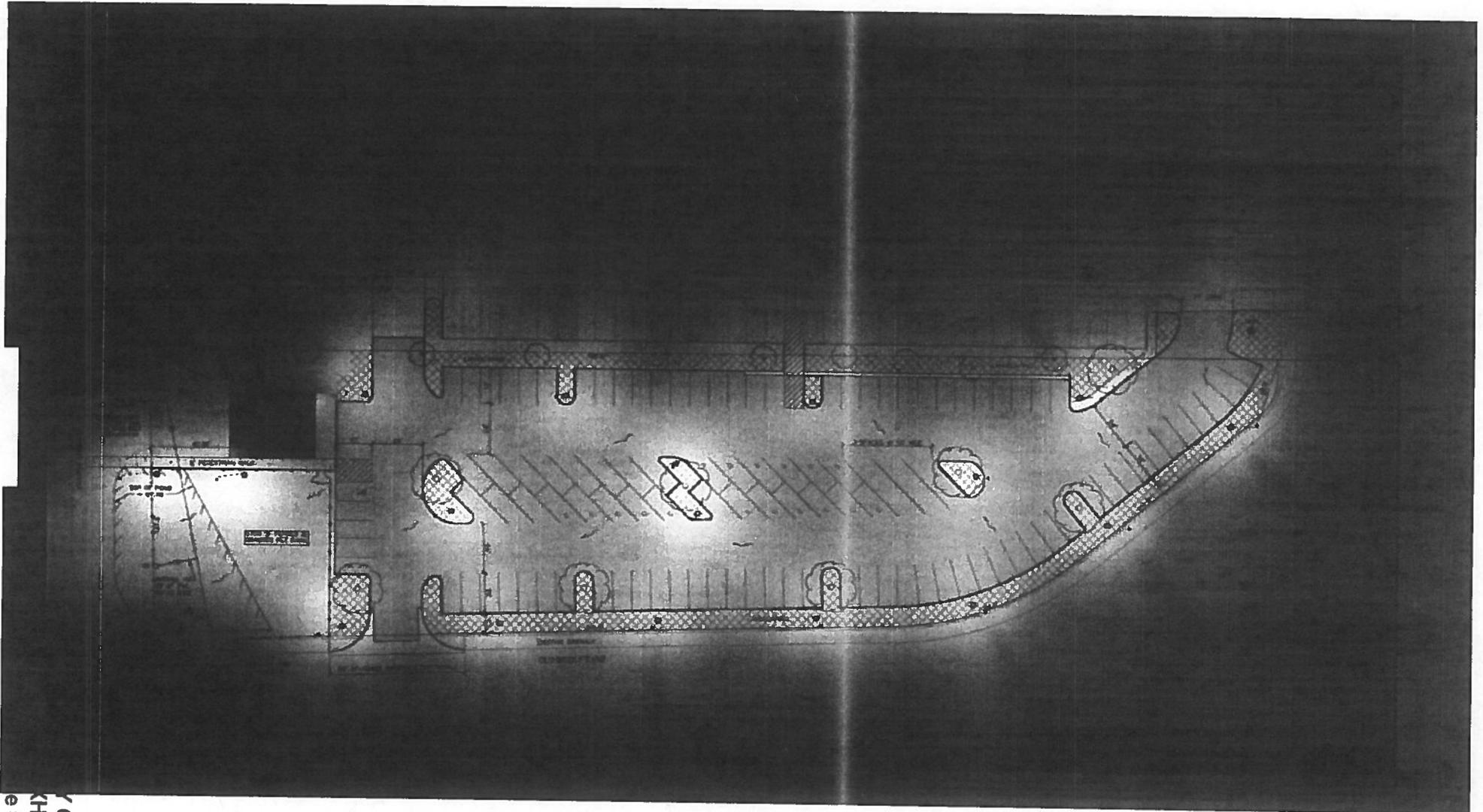
Page 73



CITY OF MEDFORD  
EXHIBIT # 1  
File # AC-19-013

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JAN 22 2019  
PLANNING DEPT.

: Layout is based on information provided and should not be used as an as-built construction document. A Professional Architect, Engineer, or Contractor must determine if layout will work current or future site conditions. Illumination levels can vary due to unforeseen site conditions such as major light obstructions (i.e.- Trees, Indoor racking, etc.) Part #'s shown on this it are standard and may not include additional options (i.e - voltage, color, photocell, etc.) or mounting bracketry, those items should be addressed via quote before a order is placed.



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JAN 22 2019  
PLANNING DEPT.

CITY OF MEDFORD  
EXHIBIT #  
e # AC-19-013

JAN 22 2019

**Atlas** Lighting Products **Atlas LED Site Lighter Pro**

<b>Project Information</b>	
Job Name	PLANNING DEPT.
Fixture Type	270 Watt LED Site Lighter Pro
Catalog Number	SLP22270LED
Approved by	

**SLP22270LED** 270 Watt LED Site Lighter Pro



**SPECIFICATIONS:**

	Type III	Type IV	Type V	Forward Throw	Combo
<b>Lumens:</b>	31,270	27,160	29,450	29,580	30,280
<b>Watts:</b>	265.19	264.49	265.3	265.44	265.56
<b>Lumens/Watt:</b>	117.92	102.69	111.01	111.44	114.02
<b>CRI:</b>	72	71	71	71	71
<b>CCT:</b>	4612	4632	4614	4628	4650
<b>DLC Prod. ID:</b>	PRYAHJT2	PGZJADMF	PQ3H8CB9	PF53Z4RJ	PAZAPGRT

**Construction:**

Designed for commercial and industrial applications, providing cooler operating temperatures, brighter light and longer LED life. The housing is made of 100% aluminum and utilizes external airflow fins to allow for greater heat dissipation. The easy access driver compartment is a thermally independent compartment, separate from LED generated heat, for cooler operation and longer driver life.

**Optics:**

Atlas Site Lighter Pro fixtures utilize precision engineered individual lenses for maximum light intensity. These lenses are made of optical grade polycarbonate. Types III, IV, V, Forward Throw and SLX Combo distributions are available. Types III, IV, Forward Throw and SLX Combo optics are rotatable allowing for optimal placement of the fixtures on the perimeter of any layout.

**Mounting:**

The easy mount bracket makes installation to any style pole quick and easy. Tenon and other mounting accessories also available.

**Thermal Management:**

Atlas Site Lighter Pro fixtures are designed as a complete system to optimize LED life and light output. The thermal stacking heat removal technology extracts heat from within the housing moving it away from LEDs and components. The lower temperatures result in long LED life (200,000+ hrs<sup>1</sup>) and component life and also allows for higher light output.

**Listings:**

Luminaire is certified to UL/cUL Standards for Wet Locations  
<sup>2</sup>The following qualify for DesignLights Consortium Premium:  
 SLP22270LEDT34KU (All colors/options), all other luminaires are DesignLights Consortium qualified. All are eligible for rebates from DLC member utilities.

**AC Input:**

120/208/240/277 V

**Driver:**

Constant current, Class 2, 120-277 VAC, 50-60 Hz  
 High Efficiency – min. 88%  
 Off-State Power: 0 Watts  
 0-10 V Dimming

**LEDs:**

4500K CCT  
 Epoxy Guard™ protective conformal coated boards

**Reduced Glare:**

Positioning of the LED modules within the housing result in light directed to desired locations and reduces offensive light.

**Testing:**

Atlas LED luminaires have been tested by an independent laboratory in accordance with IESNA LM-79 & LM-80.

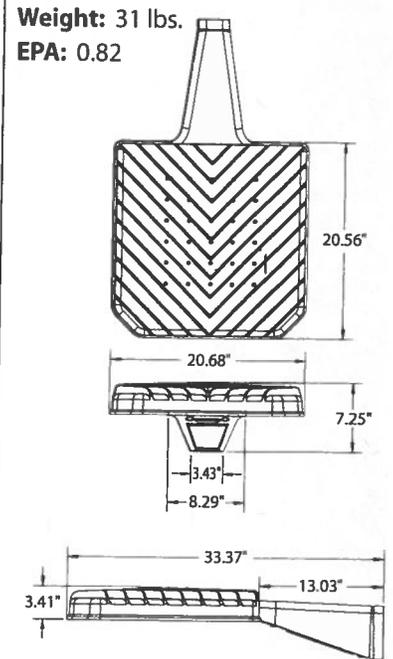
**Warranty:** Five-year limited warranty

**480 Volt:** For 480V add suffix 4 to part number.

Design is Protected by US Patent D754,385



**DIMENSIONS:**



<sup>1</sup>LED Life Span Based Upon LM-80 Test Results

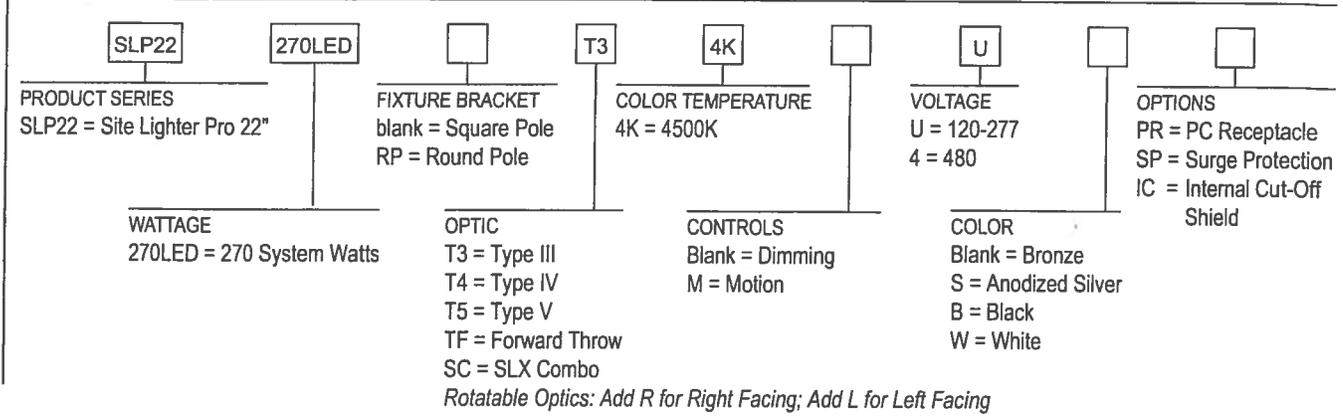
Rebates and Incentives are available in many areas. Contact an Atlas Representative for more information.

ATLAS LIGHTING PRODUCTS, INC.  
 PO BOX 2248 LEBANON, NC 27342

\*The majority of Atlas Lighting Products are assembled in USA facilities by arisan Workforce utilizing both Domestic and Imported Components

CITY OF MEDFORD  
 EXHIBIT # 6  
 File # AC19-013

**ORDERING INFORMATION**



BEFORE THE SITE PLAN COMMISSION

IN THE MATTER OF AN APPLICATION FOR	)	
SITE PLAN REVIEW FOR THE PROPERTY IDENTIFIED AS	)	FINDING OF FACT
T371W18CB TAX LOT 200	)	AND
BIDDLE ROAD DEVELOPMENT LLC APPLICANT	)	CONCLUSIONS
SCOTT SINNER CONSULTING, INC. AGENT	)	OF LAW

I. BACKGROUND INFORMATION

Applicant:

Scott McCollum  
Biddle Road Development, LLC.  
2300 Biddle Road  
Medford, OR 97504  
scottdm@rogueregency.com

Agent:

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

Property:

37 1W 18CB TL 200  
2276 Biddle Road  
Medford, OR 97504  
1.45 net acres  
Zoning C-R Regional Commercial  
GLUP Designation CM Commercial

Project Summary:

The applicant acquired surplus Oregon Department of Transportation (ODOT) property through the approval of minor partition LDP-07-218. The subject parcel is 1.45 acres located between the Old Biddle Ramp and the Rogue Regency Inn.

This application proposes the development of an offsite (airport) rental car facility. Car rental customers will be transported via shuttle from the Rogue Valley International Airport to the lobby or the Rogue Regency, where the clients will register for the rental vehicle and then take delivery of the rental car parked on the subject property.

BEFORE THE SITE PLAN COMMISSION

		C-S/P	C-N	C-C	C-R	C-H	I-L	I-G	I-H
751	Automotive Rentals, Without Drivers	X	X	P	P	P	P	X	X
752	Automobile Parking	P	X	P	P	P	P	P	P
753	Automotive Repair Shops	X	C	P	P	P	P	P	P
754	Automotive Services, Except Repair	X	C	P	P	P	P	P	P

*Section II – Compatibility: Criterion No. 1 The following questions are designed to demonstrate how your proposal is compatible with uses and development that exist on adjacent land. Using factual information, respond to the following questions on a separate sheet of paper: use supplemental information such as site photographs, aerial maps, etc. to augment your case.*

*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).*

The subject property was surplus right of way owned by the Oregon Department of Transportation (ODOT) and acquired by the applicant after city approval of partition LDP-07-218.

The property to the south is Oregon State Highway 62. The Rogue Regency Inn is located on the adjacent parcel to the north. A second motel property, Comfort Inns North Medford is adjacent to the Rogue Regency Inn and both properties utilize the Old Biddle Ramp as their access.

Witham’s Truck Stop is located west on the opposite side of the Biddle Road Right of Way.

The Rogue Regency property is a 4 story wood frame motel with restaurant and detached indoor pool constructed in 1989 and is well maintained. The primary materials are wood siding in light tan colors with some horizontal siding and as accent and complementary trim colors.

The Comfort Inn is a 3 story motel constructed in 1994. The exterior is EFIS in light tones. The property is in well maintained.

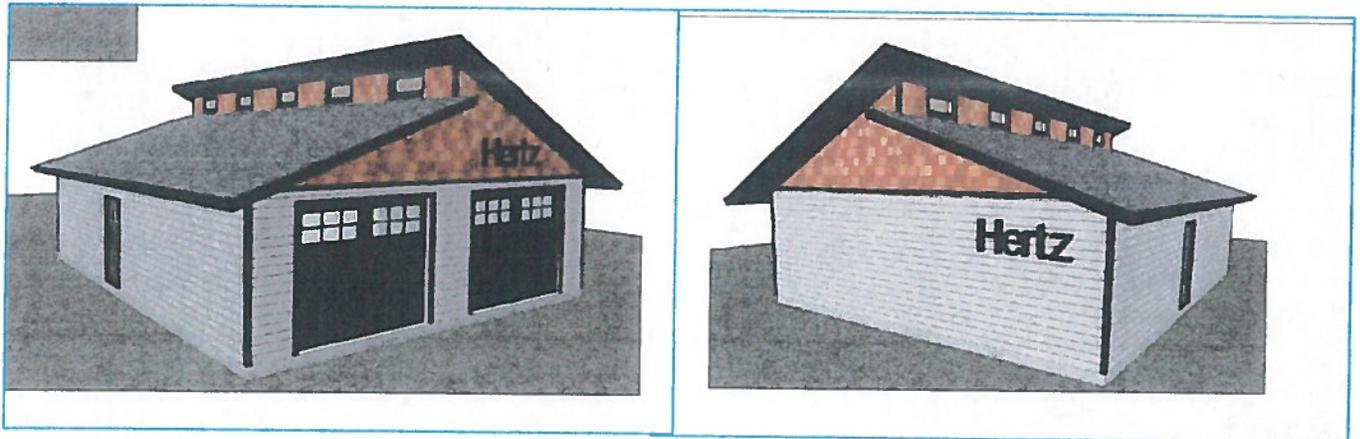
## BEFORE THE SITE PLAN COMMISSION

The Witham's Truck Stop was constructed in the mid 1960's. The materials are tilt up concrete with large roll up doors, truck and auto fueling stations and a restaurant. Colors are gray concrete, some red brick and red awnings. The facilities are in good repair.

The property to the south is Hwy 62. Colors are predominately black to dark gray with white and yellow accent stripes. The facilities are well maintained.

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

The proposed prep building will be located in close proximity to the existing pool building on the adjacent hotel property. The proposed building features horizontal lap siding, similar to the pool house. The roof is of similar pitch and proposes a dimensional composition roof. The clearstory windows will provide natural daylighting in the interior of the building and add to the visual appeal of the building.



*C Describe the proposed architecture and exterior treatments that break up large facades and give relief to the building mass. The Site Plan and Architectural Commission Design Guidelines are a helpful reference, and can be found on the City's website, and at the Planning Department.*

The proposed building is 1,200 square feet. There are no large unbroken expanses. The building uses horizontal lap siding in a neutral tone with dark brown trim. The double shed roof has a slope similar to the pool building and the clearstory windows add interest and function with good daylighting opportunities in the interior spaces.

### Required Parking and Use of the Site

The project proposed a 1,200 square foot building for the preparation and maintenance of the rental cars stored on the site. The parking standard used for the site is identified as Vehicle Repair and Maintenance with a minimum of 2 spaces per 1,000 square feet and a

## BEFORE THE SITE PLAN COMMISSION

maximum of 2.2 spaces per 1,000 square feet. The required parking is a minimum of 3 and a maximum of 3. Three spaces are provided with an addition of 1 ADA space.

The primary use of the site is rental vehicle storage. The storage area is designed to the landscaping standards of the MLDC, however since the use is vehicle storage, other Code requirements such as ADA spaces per number of spaces or bicycle spaces per total number of spaces is not appropriate. The proposed site plan does not provide a loading berth.

The proposed 1,200 square foot prep building provides 3 required parking spaces, and 1 ADA space and all other spaces are vehicle storage spaces.

The MLDC identifies a bicycle parking standard is 10% of the required vehicle parking for bicycle parking. The applicant proposes parking for 1 bicycle inside the prep building.

*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.*

- 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 standards of Section 10.808, New Commercial and Institutional Development.*

The proposed building is pedestrian scale. The building is 30' by 40' with a 9' top plate height and approximately 18' to the peak height. The building is not massive and is not a facility open to the public. The primary function of the building is for prep and servicing of the returned rental cars.

The site is not located on a transit route and is not within 600 feet of a transit stop. MLDC section 10.808 is not applicable to the proposed building.

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

The site plan proposed with this application is a storage lot for rental cars and a prep building for servicing the vehicles returning after rental.

The Prep building is connected to the existing sidewalk on the Old Biddle Ramp, which connects to the sidewalk on the Biddle right of way.

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

## BEFORE THE SITE PLAN COMMISSION

The primary vehicular access to the site is from the Old Biddle Ramp. This street segment is a dead end street, terminating at the Comfort Inn property. Old Biddle ramp is a public right of way and is improved with a paved section, curb gutter and sidewalks on both sides of the street.

The intersection of Biddle Road and the Old Biddle Ramp is controlled with a right in, right out movement and a southbound left in drop lane. This is the primary access for the subject property, Rogue Regency Inn and Comfort Inn. The Rogue Regency property has a right in right out access with a center median restricting a left turn movement on to Biddle Road.

The proposed site plan provides an access to the Old Biddle Ramp in alignment with the west drive aisle on the existing Rogue Regency property. The proposed access is approximately 140 feet from the Biddle Road travel lane.

The proposed access provides a direct alignment and connection with the established parking lot on the adjacent parcel without modification.

*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.*

The site was obtained as surplus right of way and does not have any trees. A tree protection plan is not necessary.

*H Describe stormwater 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.*

The site currently is developed with a stormwater facility including a vegetated detention pond and catch basins connecting to the public stormwater system.

The proposed site plan provides a detention facility adjacent to the Biddle Road frontage, the low point of the site. The existing grades of the site will allow the proposed paved vehicle storage area to sheet flow storm water to the west where it will be detained and treated to the current development standards.

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

The landscaping provides shade for the car storage areas in compliance with the MLDC standards for parking lots. The Old Biddle Ramp frontage of the site provides an attractive streetscape for vehicles accessing the motels.

## BEFORE THE SITE PLAN COMMISSION

The proposed landscaping adjacent to the existing Rogue Regency property will complement and enhance the existing landscaping on that site.

The site plan identifies the property line on the west boundary. Biddle Road is currently ODOT Jurisdiction and is developed with some detention facilities. The applicant consulted with ODOT personnel to discuss landscaping opportunities and the ODOT preferred landscaping is proposed on the plans submitted with the application.

*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 Section 10.764.*

The proposed lighting is designed to illuminate the parking lot with shrouded heads to cast downward on the 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.*

The site plan submitted with this application indicates the location of future signage. This application identifies the proposed future location of signs, and separate sign applications will be submitted in the future for technical review and compliance with the MLDC.

The building elevations indicate conceptual building mounted signage on the front and rear elevations. The actual sign sizes will conform to the standards on the MLDC.

*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 site plan indicates fencing of the stormwater detention and treatment area. A 4' high black vinyl coated chain link fence is proposed. The fence will not encroach on ODOT right of way on the Biddle Road frontage. The purpose of the fence is to control access to the storm water detention and treatment facility.

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

The proposed plan and operation is not expected to be a noise generating use, the proposed building is for the prep and the prep is conducted inside the building. The vehicle storage lot should function similarly to a parking lot.

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

## BEFORE THE SITE PLAN COMMISSION

The vehicle storage lot is designed to be compatible with the current MLDC standards for parking lots. The proposed development complements the parking lot abutting to the north.

The proposed prep building is designed with similar materials to the adjacent pool building. The roof with the clearstory windows is designed to increase interest as well as provide daylighting for the interior spaces.

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

The application does not propose any exceptions or modification of the MLDC Standards.

*P Section 10.780(C)(2) - List any petition for relief of landscaping standards (i.e., request an increase in turf area at a facility for active recreation; eliminate requirement for root barriers when trees are planted in structural soils). Provide rationale for requested deviation from standard.*

The application does not request any relief from relief from the standards of the MLDC.



Medford – A fantastic place to live, work and play

## CITY OF MEDFORD

LD Date: 3/6/2019  
File Number: AC-19-013

### PUBLIC WORKS DEPARTMENT STAFF REPORT Hertz Rentals/Carwash Facility – Rogue Regency Inn Old Biddle Ramp – TL 200

- Project:** Consideration of a proposal for the development of 1.45 acres, consisting of the construction of a 1,200 square foot building and 111 spaces for a rental car facility.
- Location:** Located northeast of the Biddle Road and Old Biddle Ramp intersection in the Regional Commercial (C-R) zoning district (371W18CB200).
- Applicant:** Applicant: Biddle Road Development; Agent: Scott Sinner Consulting; Planner: Steffen Roennfeldt.

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

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

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

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

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

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PUBLIC WORKS DEPARTMENT  
ENGINEERING & DEVELOPMENT DIVISION

200 S. IVY STREET  
MEDFORD, OREGON 97501  
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ENCLOSURE I  
AC-19-013

## A. STREETS

### 1. Dedications

**Biddle Road** is classified as a Major Arterial street, in accordance with the Medford Land Development Code (MLDC) 10.428, and is under Oregon Department of Transportation (ODOT) jurisdiction. The Applicant should consult with ODOT regarding any additional right-of-way dedication requirements.

**Old Biddle Ramp** is classified as a Commercial street, in accordance with MLDC 10.429 and is under ODOT jurisdiction. The Applicant should consult with ODOT regarding any additional right-of-way dedication requirements.

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 of Biddle Road and Old Biddle Ramp.

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 right-of-way and PUE area.

### 2. Public Improvements

#### a. Public Streets

**Biddle Road** is classified as a Major Arterial street, in accordance with MLDC 10.428, and is under ODOT jurisdiction. The Applicant shall consult with ODOT regarding any additional improvements that may be required.

**Old Biddle Ramp** is classified as a Commercial street, in accordance with MLDC 10.429 and is under ODOT jurisdiction. The Applicant should consult with ODOT regarding any additional improvements that may be required.

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

**b. Street Lights and Signing**

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

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

**c. Pavement Moratoriums**

The Applicant shall consult with ODOT regarding any moratorium(s) currently in effect along this frontage to Biddle Road and Old Biddle Ramp.

**d. Access to Public Street System**

All street frontage on the site is under the jurisdiction of the Oregon Department of Transportation. The development shall comply with any ODOT conditions of approval.

**3. Section 10.668 Analysis**

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

**10.668 Limitation of Exactions**

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

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

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

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

The purposes for these dedications and improvements are found throughout the Medford Code, the Medford Transportation System Plan, and the Statewide Planning Rule, and supported by sound public policy. Those purposes and policies include, but are not limited to: development of a balanced transportation system addressing all modes of travel, including motor vehicles, transit, bicycles, emergency services and pedestrians. Further,

these rights-of-way are used to provide essential services such as sanitary sewer, domestic water and storm drains to serve the developed parcels. It can be found that the listed right-of-way dedications and improvements have a nexus to these purposes and policies.

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

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

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

**Biddle Road & Old Biddle Ramp:**

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

**B. SANITARY SEWERS**

The proposed development is situated within the Medford sewer service area. The Developer shall provide one separate individual service lateral to each tax lot or ensure that each tax lot is served by an individual service lateral. 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.

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

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

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

## **2. Grading**

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

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

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

## **4. 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'

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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. Any work falling within another agencies jurisdiction shall require a separately issued permit or approval from the respective agency.

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**

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

Prepared by: Jodi K Cope  
Reviewed by: Doug Burroughs

## SUMMARY CONDITIONS OF APPROVAL

Hertz Rentals/Carwash Facility – Rogue Regency Inn  
Old Biddle Ramp – TL 200

AC-19-013

### A. STREETS

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

- **Biddle Road** – Consult with ODOT.
- **Old Biddle Ramp** – Consult with ODOT.
  - Dedicate 10-foot Public Utility Easement (PUE) along Biddle Road and Old Biddle Ramp.

#### 2. Improvements:

##### Public Streets

- **Biddle Road** – Consult with ODOT.
- **Old Biddle Ramp** – Consult with ODOT.

##### Lighting and Signing

- No additional street lights are required.

##### Access to Public Street System

- All street frontage on the site is under the jurisdiction of the Oregon Department of Transportation. The development shall comply with any ODOT conditions of approval.

##### Other

- Consult with ODOT regarding any moratorium(s) currently in effect along this frontage to Biddle Road or Old Biddle Ramp.

### 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.

- = City Code Requirement
- = Discretionary recommendations/comments

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

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PUBLIC WORKS DEPARTMENT  
ENGINEERING & DEVELOPMENT DIVISION

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# Medford Fire-Rescue Land Development Report

## Review/Project Information

**Reviewed By:** Kleinberg, Greg

**Review Date:** 2/22/2019  
**Meeting Date:** 3/6/2019

**LD File #:** AC19013

**Planner:** Steffen Roennfeldt

**Applicant:** Biddle Road Development

**Project Location:** Northeast of the Biddle Road and Old Biddle Ramp intersection in the Regional Commercial (C-R) zoning district

**Project Description:** Consideration of a proposal for the development of 1.45 acres, consisting of the construction of a 1,200 square foot building and 111 spaces for a rental car facility

## Specific Development Requirements for Access & Water Supply

Reference	Conditions	Description
Approved		Approved as submitted with no additional conditions or requirements.

## Construction General Information/Requirements

Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in affect at the time of development submittal. Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (fire hydrants) is required to be installed prior to construction when combustibile material arrives at the site.

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

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

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

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

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

AC-19-013

# Memo



**To:** Planner, Steffen Roennfeldt  
**From:** Chad Wiltrout, Building Department (541) 774-2363  
**CC:** Applicant, Biddle Road Development; Scott Sinner Consulting  
**Date:** March 6, 2019  
**Re:** March 6, 2019 LDC Meeting: AC-19-013

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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.

**Comments:**

5. The proposed building and site shall comply with all of the applicable ADA requirements scoped from the 2014 Oregon Structural Specialty Code and ANSI A117.1
6. A geotechnical report may be required if expansive soils are located at the building pad per 1805 OSSC
7. A code analysis providing occupant load, type of construction, type of occupancy, separated/non-separated sprinkled/non-sprinkled, means of egress plan etc... will be required as applicable.
8. Com-check forms are required for review to address the energy provision of the 2014 Oregon Energy Efficiency Specialty Code for lighting, mechanical equipment, and exterior envelope.



BOARD OF WATER COMMISSIONERS

**Staff Memo**

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

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

**SUBJECT:** AC-19-013

**PARCEL ID:** 371W18CB200

**PROJECT:** Consideration of a proposal for the development of 1.45 acres, consisting of the construction of a 1,200 square foot building and 111 spaces for a rental car facility located northeast of the Biddle Road and Old Biddle Ramp intersection in the Regional Commercial (C-R) zoning district (371W18CB200). Applicant: Biddle Road Development; Agent: Scott Sinner Consulting; Planner: Steffen Roennfeldt.

**DATE:** March 6, 2019

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

**CONDITIONS**

1. The water facility planning/design/construction process will be done in accordance with the Medford Water Commission (MWC) "Regulations Governing Water Service" and "Standards For Water Facilities/Fire Protection Systems/Backflow Prevention Devices."
2. All parcels/lots of proposed property divisions will be required to have metered water service prior to recordation of final map, unless otherwise arranged with MWC.
3. Installation of a new water meter is required for the new Rental Car building. This water meter is required due to it serving a separate tax lot which could potentially be sold.
4. Installation of Pressure Reducing Valves is required. See attached document from the City of Medford Building Department on "Policy on Installation of Pressure Reducing Valves".
5. 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 water line installation is not required.
2. On-site water facility construction is not required.
3. Static water pressure is approximately 81 psi. (See Condition 3 above)

*Continued to Next Page*

CITY OF MEDFORD

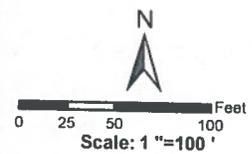
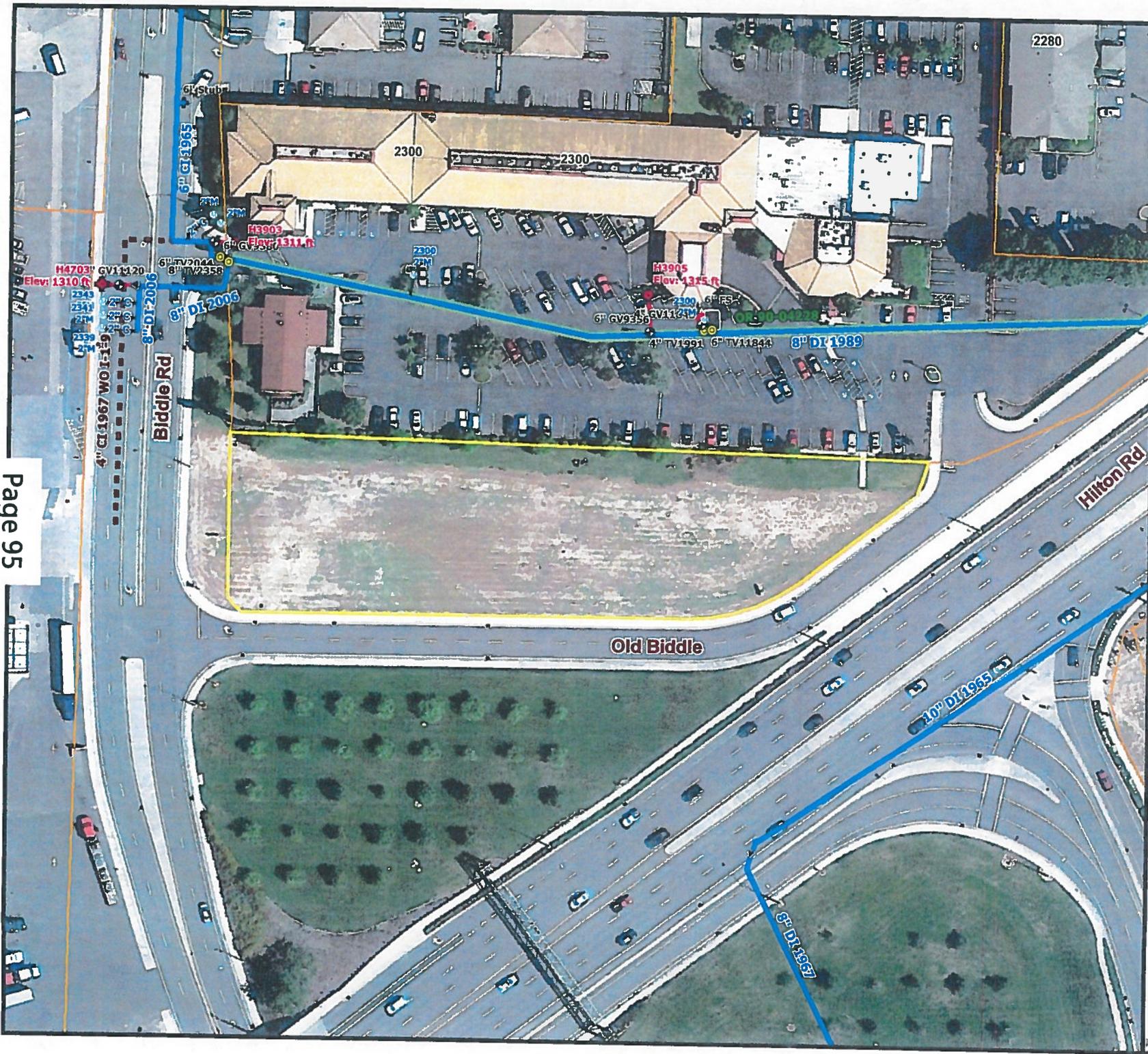
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AC-19-013

Page 1 of 2



*Continued from Previous Page*

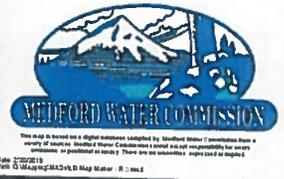
4. MWC-metered water service does exist to this property. There are two 2-inch domestic water meters that currently serve the existing Rogue Regency buildings, these meters are located in the parking lot south of the existing Hotel. There are also two existing 2-inch water meters that serve the existing "on-site" landscaping; these meters are located near the existing entrance/exit off Biddle Road, immediately north of the Pool building.
5. Access to MWC water lines is available. There is an existing 8-inch water line located in the hotel parking lot inside an existing 10-foot wide easement per Jackson County recorded easement document OR 90-04228.



**Water Facility Map**  
**City of Medford**  
**Planning Application:**  
**AC-19-013**  
**(371W18CB200)**  
**February 20, 2019**

**Legend**

- Air Valve
  - Sample Station
  - Fire Service
  - ◆ Hydrant
  - ▲ Reducer
  - Blow Off
  - + Plugs-Caps
- Water Meters:**
- Active Meter
  - On Well
  - Unknown
  - Vacant
- Water Valves:**
- Butterfly Valve
  - ⊕ Gate Valve
  - Tapping Valve
- Water Mains:**
- Active Main
  - - - Abandoned Main
  - Reservoir Drain Pipe
  - Pressure Zone Line
- Boundaries:**
- ▭ Urban Growth Boundary
  - ▭ City Limits
  - ▭ Tax Lots
- MWC Facilities:**
- C** Control Station
  - P** Pump Station
  - R** Reservoir



This map is based on a digital elevation compiled by Medford Water Commission from a variety of sources. Medford Water Commission is not responsible for any errors, omissions, or outdated information. There are no warranties, express or implied.  
 Date: 02/20/19  
 File: M:\Mapping\2019\18 Map Water - 8 - .mxd



# JACKSON COUNTY

## Roads

Roads  
Engineering

Chuck DeJanvier  
Construction Engineer

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

www.jacksoncounty.org

February 25, 2019

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

RE: Consideration of a 1,200 square foot building and 111 space for a rental car facility off Biddle Road and Old Biddle Ramp intersection—both city maintained roads.  
Planning File: AC-19-013.

Dear Steffen:

Thank you for the opportunity to comment on consideration of a proposal for the development of 1.45 acres, consisting of the construction of a 1,200 square foot building and 111 spaces for a rental car facility located northeast of the Biddle Road and Old Biddle Ramp intersection in Regional Commercial (R-C) zoning district (37-1W-18CB TL 200). Jackson County Roads has the following comment:

1. Please contact the Oregon Department of Transportation for comments.

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

Sincerely,

Chuck DeJanvier, PE  
Construction Engineer



# Oregon

Kate Brown, Governor

Department of Transportation  
Region 3 Planning and Programming Unit  
3500 NW Stewart Parkway  
Roseburg, OR 97470  
Phone: (541) 580-6178

FILE CODE: AC-19-013; DRS 8788

March 7, 2019

Steffen Roennfeldt  
City of Medford Planning Department  
Lausmann Annex  
200 South Ivy Street  
Medford, OR 97501

RE: AC-19-013

Dear Mr. Roennfeldt,

Thank you for the opportunity to review and comment on the proposed development on Biddle Road, Medford Planning Department File AC-19-013.

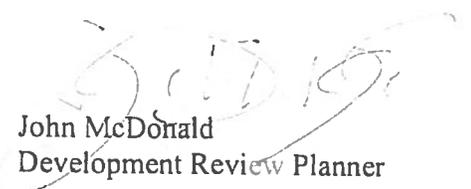
We request the City of Medford impose the following conditions on the development: the applicant shall not install a fence, pone, or sign within the state right-of-way.

We also make the following observations:

1. There is no permitted access along Biddle Road and Crater Lake Highway, and
2. ODOT right-of-way may not be used to meet City of Medford Landscaping requirements.

Please do not hesitate to contact me if there are questions.

Sincerely,

  
John McDonald  
Development Review Planner

CITY OF MEDFORD  
EARTH  
AC-19-013

**Steffen K. Roennfeldt**

---

**From:** SCRUGGS Julee Y <Julee.Y.SCRUGGS@odot.state.or.us>  
**Sent:** Thursday, March 7, 2019 2:21 PM  
**To:** MCDONALD John; Steffen K. Roennfeldt  
**Subject:** RE: AC-19-013 Biddle Development

Good afternoon Steffen,

The Biddle Road is completely access controlled.

The approach to the tax lot on the Old Biddle Ramp Road is not access controlled. I will be the contact person for the approach on the Old Biddle Ramp Rd.

Julee Scruggs  
O.D.O.T. - District 8 Permit Specialist  
100 Antelope Rd.  
White City, OR 97503-1674  
541-864-8811 Office

---

**From:** MCDONALD John  
**Sent:** Thursday, March 07, 2019 12:55 PM  
**To:** 'Steffen K. Roennfeldt'  
**Cc:** SCRUGGS Julee Y  
**Subject:** RE: AC-19-013 Biddle Development

Julee,

Would you please respond to Steffen's questions?

Thanks,

John McDonald  
Development Review Planner  
ODOT Southwestern Region  
541-957-3688

**From:** Steffen K. Roennfeldt <Steffen.Roennfeldt@cityofmedford.org>  
**Sent:** Thursday, March 7, 2019 11:41 AM  
**To:** MCDONALD John <John.MCDONALD@odot.state.or.us>  
**Subject:** RE: AC-19-013 Biddle Development

Hi John,  
Two questions on this one:

CITY OF  
EXHIBIT: 0  
AC-19-013

## Steffen K. Roennfeldt

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**From:** Amber Judd <JuddAJ@jacksoncounty.org>  
**Sent:** Monday, March 4, 2019 10:54 AM  
**To:** Steffen K. Roennfeldt  
**Subject:** File No. AC-19-013 Project Name: Rogue Regency Leased Rental Car Storage

Steffen,

The Airport requests an Avigation, Noise and Hazard Easement be a requirement of this project. In addition, due to the proximity to the Airport, the applicant needs to contact the FAA regarding filing a 7460-1 Notice of Proposed Construction or Alteration. The FAA contact is: Paul Holmquist, phone (206) 231-2990.

I have inserted some information below from the FAA's website:

The requirements for filing with the Federal Aviation Administration for proposed structures vary based on a number of factors: height, proximity to an airport, location, and frequencies emitted from the structure, etc. For more details, please reference CFR Title 14 Part 77.9.

You must file with the FAA at least 45 days prior to construction if:

- Your structure will exceed 200 ft above ground level
- Your structure will be in proximity to an airport and will exceed the slope ratio
- Your structure involves construction of a traverseway (i.e. highway, railroad, waterway, etc...) and once adjusted upward with the appropriate vertical distance would exceed a standard of 77.9(a) or (b)
- Your structure will emit frequencies, and does not meet the conditions of the FAA Co-location Policy
- Your structure will be in an instrument approach area and might exceed part 77 Subpart C
- Your proposed structure will be in proximity to a navigation facility and may impact the assurance of navigation signal reception
- Your structure will be on an airport or heliport
- Filing has been requested by the FAA

If you require additional information regarding the filing requirements for your structure, please identify and contact the appropriate FAA representative using the Air Traffic Areas of Responsibility map for Off Airport construction, or contact the FAA Airport Region/District Office for On Airport construction.

### Results

You exceed the following Notice Criteria:

Your proposed structure is in proximity to a navigation facility and may impact the assurance of navigation signal reception. The FAA, in accordance with 77.9, requests that you file.

The FAA requests that you file.

Thank you,

*Amber Judd*

Deputy Director-Administration  
Rogue Valley International-Medford Airport (MFR)



City of Medford

# Planning Department

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

## MEMORANDUM

Subject     Legal Description  
File no.    AC-19-013  
To           Jon Proud, Engineering  
From        Steffen Roennfeldt, Planning Department  
Date        February 20, 2019

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

1. AC-19-013  
Applicant: Biddle Road Development, Scott McCollum  
Agent: Scott Sinner

Steffen, description matches the subject area shown on vicinity map.  
Jon 2-26-19

cp

Attachments:

Vicinity Map, Legal description

CITY OF MEDFORD  
ENGINEER: Q  
AC-19-013

**Steffen K. Roennfeldt**

---

**From:** Mary E. Montague  
**Sent:** Monday, March 11, 2019 9:02 AM  
**To:** Steffen K. Roennfeldt  
**Subject:** AC-19-013

Hi Steffen,

I did talk to Sam and Chad. They said that we would allow them to connect the sewer to the existing lot as long as there was an easement agreement in place.

Thank you!

**Mary Montague**  
Plans Examiner II  
City of Medford  
Building Department  
(541) 774-2371  
Fax:(541) 618-1707

**Steffen K. Roennfeldt**

---

**From:** scottsinner@yahoo.com  
**Sent:** Friday, March 15, 2019 6:59 AM  
**To:** Steffen K. Roennfeldt  
**Cc:** 'Mark Dew'; 'Scott McCollum'  
**Subject:** Rogue Regency Final Order

Steffen,

I believe the Rogue Regency SPAC application will go well. I would like to request the Commission adopt a final order at the hearing, assuming the decision is for approval.

We would like to be able to commence the construction phase as soon as possible.

Thank you and feel free to contact me if you have any questions.

Scott

**Scott Sinner Consulting, Inc.**  
**4401 San Juan Dr. Suite G**  
**Medford, OR 97504**  
**541-601-0917**

CITY OF MEDFORD  
EXHIBIT # S  
File # AC-19-013



Project Name:  
**Rogue Regency**  
**Leased rental car storage**

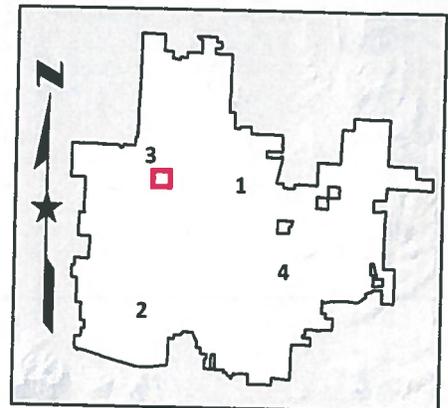
Map/Taxlot:

**371W18CB TL 200**

**Legend**

-  Subject Area
-  Zoning Districts
-  Tax Lots

02/04/2019





## STAFF REPORT

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

Project Jackson Creek Center Starbucks  
Applicant: Jackson Creek Center, LLC; Agent: Oregon Architecture, Inc.

File no. AC-19-019

To Site Plan and Architectural Commission *for 04/05/2019 hearing*

From Steffen Roennfeldt, Planner III

Reviewer Kelly Evans, Assistant Planning Director

Date March 27, 2019

---

### BACKGROUND

#### Proposal

Consideration of plans for the construction of a 2,000 square foot standalone Starbucks to replace an existing 4,800 square foot commercial building on approximately 0.66 acres located at 2372 W Main Street within the C-C (Community Commercial) zoning district (372W26AD4200).

#### Vicinity Map



Aerial Map



Site Visit



These photos were taken by staff on March 20, 2019

Subject Site Characteristics

Zoning	C-C	Community Commercial
GLUP	CM	Commercial
Use	Commercial	

Surrounding Site Characteristics

<i>North</i>	Zone:	C-C
	Use:	Commercial
<i>South</i>	Zone:	C-C
	Use:	Commercial
<i>East</i>	Zone:	C-C
	Use:	Commercial
<i>West</i>	Zone:	C-C
	Use:	Commercial

Related Projects

A-99-149	Galpin-Schatz Annexation
ZC-13-117	County Zoning to City Zoning

Applicable Criteria

Medford Municipal Code §10.200(E)(1) – 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 developments 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 § 10.186.*

Corporate Names

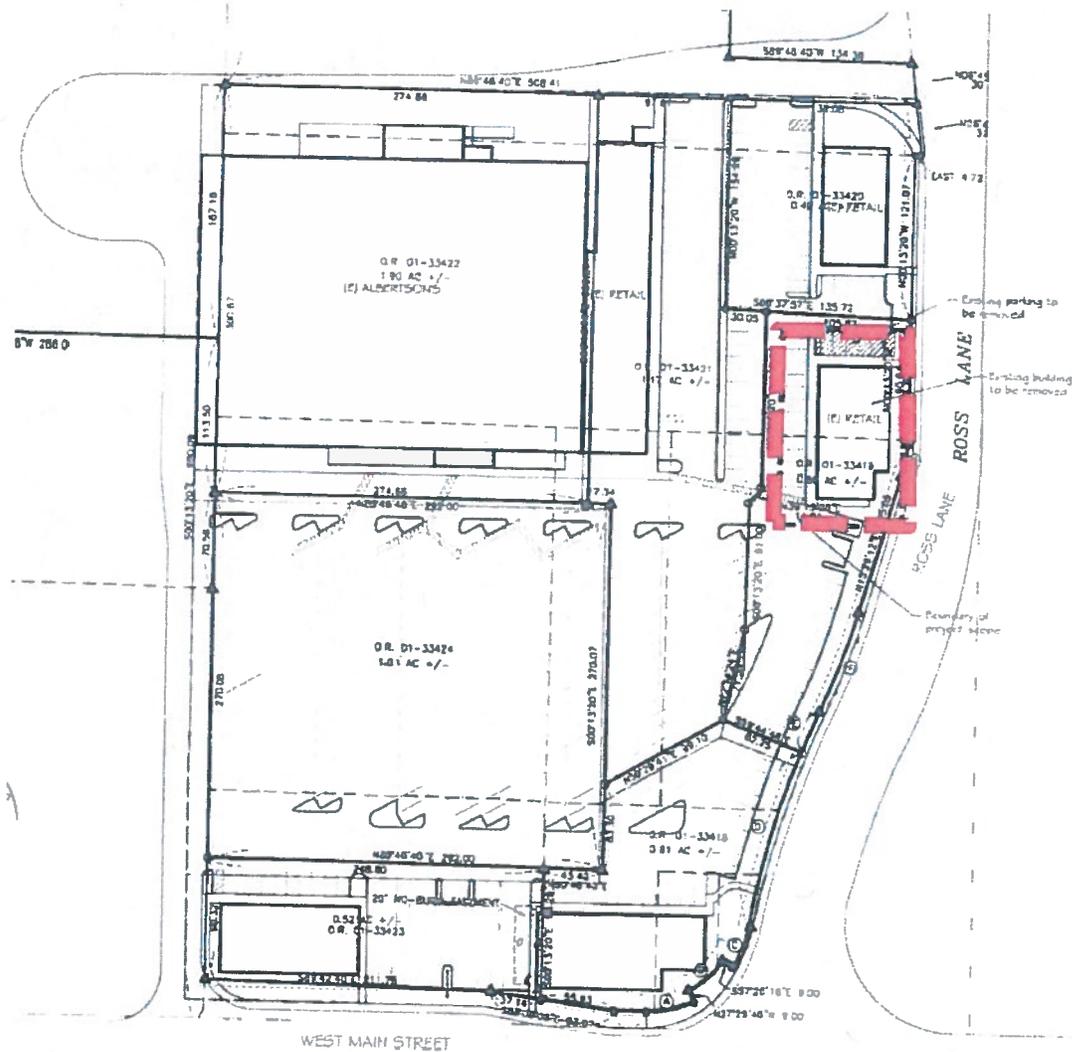
Mark McKechnie is the listed President & Registered Agent for Oregon Architecture, Inc. according to the Oregon Secretary of State Business Registry. Leah McKechnie is listed as Secretary.

C.A. Galpin is the Registered Agent & Member for Jackson Creek Center, LLC. according to the Oregon Secretary of State Business Registry.

### ISSUES AND ANALYSIS

#### Background & Use

The subject property is located in the Jackson Creek Shopping Center development at the intersection of North Ross Lane and West Main Street. It was originally constructed in 1999. The existing building located on the subject parcel (shown on the images above) will be demolished prior to the construction of the new, 2,000 square-foot freestanding commercial building. The proposed single-story building will house a Starbucks coffee shop with an associated drive-through.



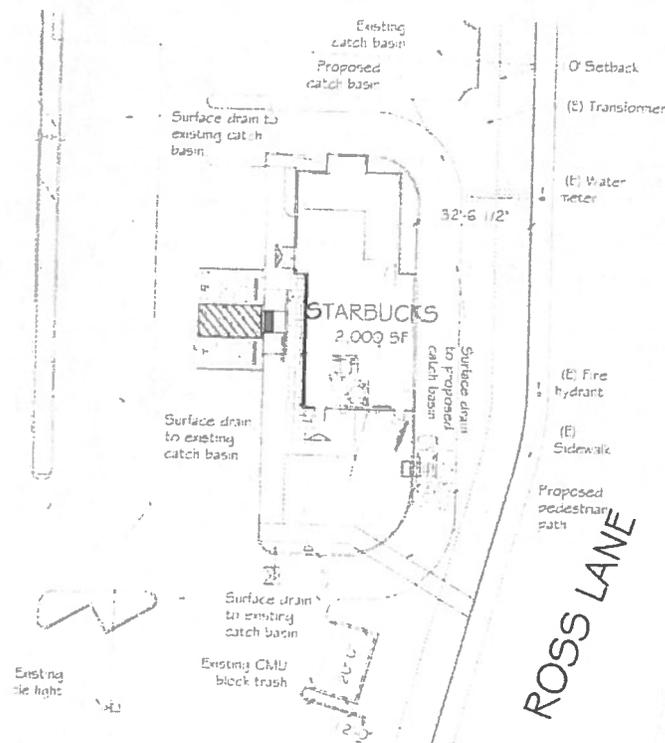
Existing Site Plan

Site Plan (Exhibits B-E)

**Site Development Table**

	<b>Allowed/Required</b>	<b>Proposed</b>
<b>Height</b>	Max.: 85 feet	20 feet
<b>Lot Coverage</b>	Max.:40%	7%
<b>Setback (front)</b>	Min.: 10 feet	30 feet
<b>Setback (side)</b>	Min.: 0 feet	20+ feet
<b>Setback (rear)</b>	Min.: 0 feet	32.5 feet

As mentioned above, proposed is a one-story building with a footprint of 2,000 square feet. The proposed building will be facing the interior parking lot and be separated from the right-of-way by a drive-through lane and street frontage landscaping. Vehicle access will be available via existing driveways which also serves the adjacent parking lot and businesses.



**Proposed Site Plan**

Architecture

Per the applicant, the new building is designed to be compatible with the design elements of the existing Jackson Creek Center. It will utilize the same horizontal lap siding found on the building to be demolished, as well as the rest of the retail buildings on other parcels. The building is to have breaks in the horizontal planes along all four sides, as well as different vertical heights on the parapet. The building is only 2,000 square feet, so there is not much mass to disguise, but the breaks will add visual interest to the building, very similar to other small buildings with this same tenant found around Medford.



Proposed Building Elevations

Vehicular and Bicycle Parking

Parking Table (10.743-751)

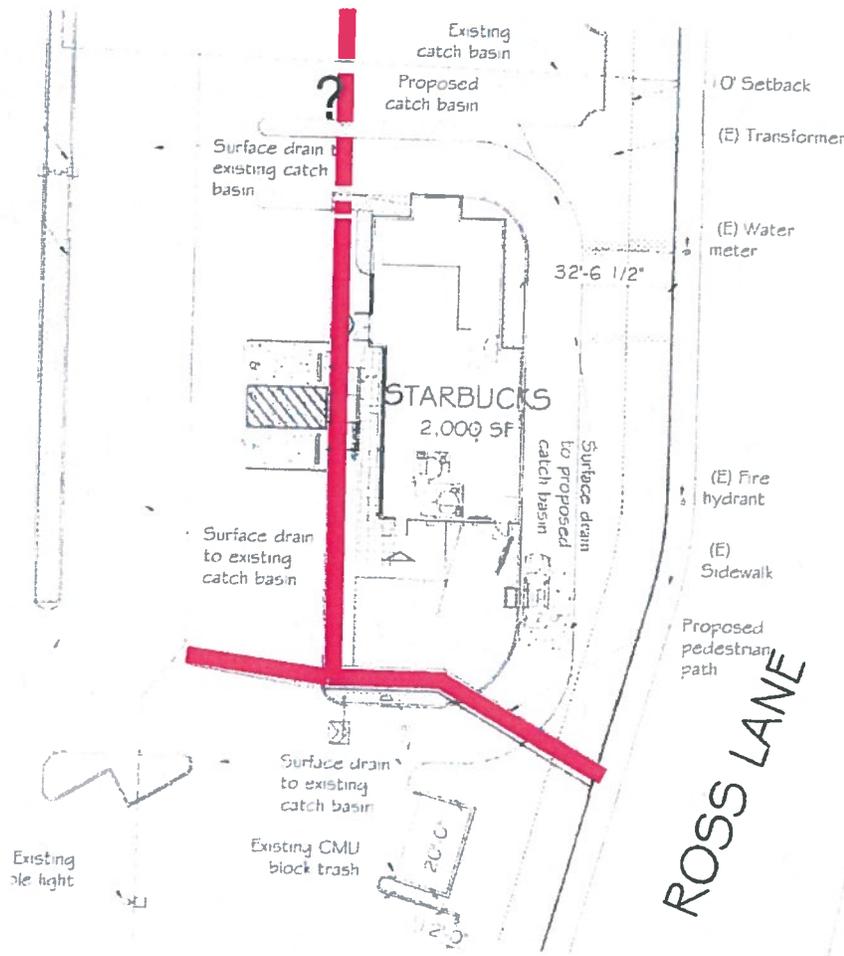
	Required	Proposed
<b>Total Spaces</b>	Min. 24 spaces for proposed development	412 spaces for total development
<b>Accessible Spaces</b>	Min. 1 space	2 spaces
<b>Bicycle Parking</b>	Min. 3 bike spaces	2 bike spaces

Vehicular access to the parking lot will be provided via an existing driveway from the shopping center serving all proposed parking stalls. The installation of two bike parking spaces is listed in the applicant's findings, however, a location was not identified on the site plan. In addition, the code requires three bicycle parking spaces; only two bicycle spaces are proposed. It will be a condition of approval to add one more bicycle parking space to the final design and identify the location on the site plan.

Pedestrian Walkways

Proposed is a pedestrian pathway that extends from the sidewalk along Ross Lane to a pathway along the proposed structure which then also connects to the existing retail structure to the west.

MLDC 10.773 requires pedestrian walkways to connect to adjacent properties. It will be a condition of approval to submit a revised site plan illustrating a pedestrian connection between the subject property and the property to the north.



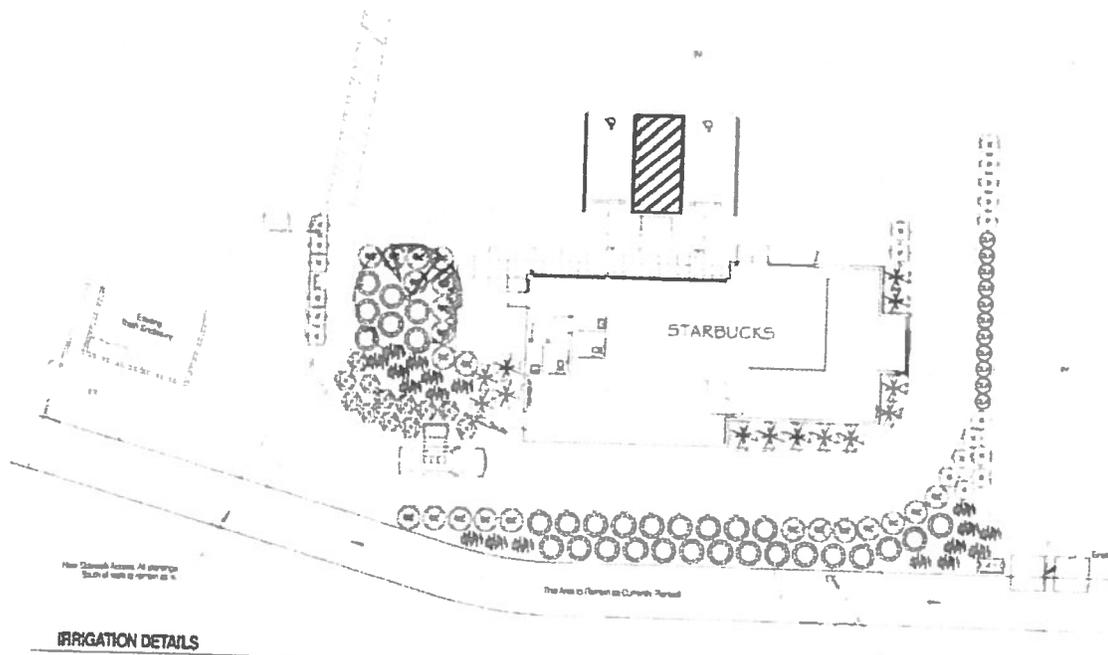
Pedestrian Connections

Landscaping

**Frontage Landscaping Table (10.797)  
(Based on Project Area)**

	Required	Proposed
<b>Trees</b>	8	2 (existing)
<b>Shrubs</b>	50	50+

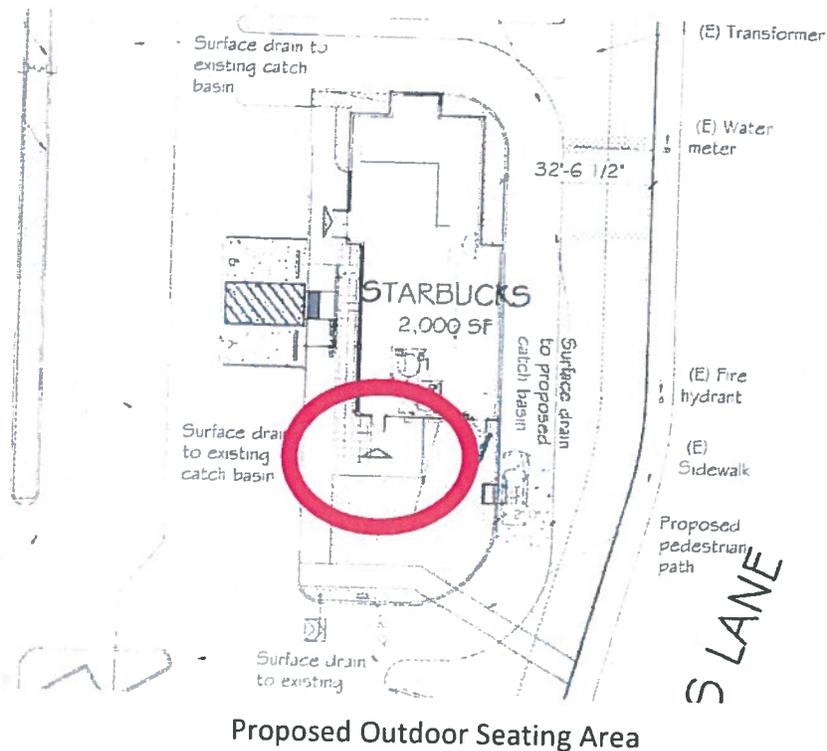
The project area stretches approximately 200 feet along Ross Lane. The submitted landscape plan does not conform to Section 10.797 regarding the required amount of street frontage landscaping trees. It will be a condition of approval for the applicant to submit a revised landscape plan conforming to Section 10.797.



Proposed Landscape Plan

Outdoor Eating Areas

MLDC 10.833 states that outdoor eating areas shall be allowed for restaurants in all commercial zoning district subject to approval by the SPAC if the outdoor eating area includes seating for more than 15 patrons. In this case, the applicant is requesting SPAC to allow for the outdoor seating of 20 patrons to the south of the proposed building.



Other Agency Comments

*Rogue Valley Transportation District (Exhibit P)*

RVTD states that the location will be served by a future north and south route. RVTD requests one passenger waiting area, measuring 8x18 feet, to accommodate a passenger shelter located at the north east corner of the property. RVTD would like to work with the property owner to get an easement for the private property needed to accommodate the request.

Committee Comments

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

No other issues were identified by staff.

**FINDINGS OF FACT**

MLDC 10.200(E)(1)

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

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

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

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

### **FINDINGS AND CONCLUSIONS**

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

### **RECOMMENDED ACTION**

Adopt the findings as recommended by staff and direct staff to prepare the final order for approval of AC-19-019 per the staff report dated April 5, 2019, including Exhibits A through R with the following considerations:

- To allow for the outdoor seating of more than 15 patrons per MLDC 10.833;
- To submit a revised landscape plan meeting all street frontage landscaping requirements per MLDC 10.797;
- To submit a revised site plan showing a total of three bicycle parking spaces and a pedestrian walkway connection to the adjacent property to the north;
- To submit a revised site plan showing one passenger waiting area per the Rogue Valley Transportation District comments in Exhibit P.

### **EXHIBITS**

- A Conditions of Approval, dated April 5, 2019
- B Cover Sheet, received February 1, 2019
- C Site Plan 001, received February 1, 2019
- D Site Plan 002, received February 1, 2019
- E Site Plan 003, received February 1, 2019
- F Floor Plan, received February 1, 2019
- G Building Elevations, received February 1, 2019
- H Landscape Plan, received February 1, 2019
- I Applicant's Findings of Fact, received February 1, 2019
- J Code Compliance Criterion, received February 1, 2019

- K Title Report, received February 1, 2019
- L Public Works Department Staff Report, dated March 6, 2019
- M Medford Water Commission Memo, dated March 6, 2019
- N Building Department Memo, dated March 6, 2019
- O Medford Fire Rescue Staff Report, dated February 22, 2019
- P Rogue Valley Transportation District Letter, dated March 5, 2019
- Q Rogue Valley Sewer District Letter, dated February 22, 2019
- R Jackson County Roads Letter, dated November 20, 2018  
Vicinity map

**SITE PLAN AND ARCHITECTURAL REVIEW COMMISSION AGENDA:            APRIL 5, 2019**

**EXHIBIT A**  
Jackson Creek Center Starbucks  
AC-19-019  
Conditions of Approval  
March 27, 2019

**DISCRETIONARY CONDITIONS**

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

1. Submit a revised site plan including a possible bus shelter location per the request from the Rogue Valley Transportation District (Exhibit P).

**CODE REQUIRED CONDITIONS**

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

2. Submit a revised site plan identifying three bicycle parking spaces per MLDC 10.747;
3. Submit a revised site plan showing a pedestrian connection to the adjacent parcel to the north per MLDC 10.773;
4. Submit a revised Landscape Plan showing the required amount of street frontage landscaping elements for the project area per MLDC 10.797;
5. Comply with all requirements of the Public Works Staff Report (Exhibit L);
6. Comply with all conditions stipulated by the Medford Water Commission (Exhibit M);
7. Comply with all conditions stipulated by Rogue Valley Sewer Services (Exhibit Q).

NEW COMMERCIAL RETAIL

Starbucks - Jackson Creek Center

2372 W Main St  
Medford, OR 97501

MAP & TAX LOT NUMBER: 372W26AD4200

PROJECT DESCRIPTION

Demolishing the existing 4,000 sqft building to be replaced by 2,000 sqft Starbucks Drive Thru. Single story type VB no sprinklered building. The exterior will have similar finish as the existing shopping center.

SHEET INDEX

- 000 COVER SHEET, VICINITY MAP, PROJECT SCOPE
- 001 EXISTING SITE PLAN
- 002 PROPOSED SITE PLAN
- 003 FILLARGED SITE PLAN
- 004 FLOOD PLAN
- 005 ELEVATIONS

PROJECT DATA

Jackson Creek Starbucks  
2372 W Main St  
Map # Tax Lot Number 372W26AD4200  
BUILDING CODES  
2014 Oregon Structural Specialty Code (OSSC)  
2014 Oregon Mechanical Specialty Code (OMSC)  
2017 Oregon Electrical Specialty Code (OESC)  
2017 Oregon Plumbing Specialty Code (OPSC)  
2014 Oregon Energy Efficiency Specialty Code (OEESC)

Zoning Code  
Zoning District Code C-C Community Commercial  
General Land Use Code CM Commercial

EXISTING BUILDING SHELL

Existing building construction type VB not sprinklered  
Existing building 4,000 SqFt single story  
Existing building occupancy D (A2)

PROJECT TEAM

OWNER  
Cibola, Inc.  
132 W Main Street, Suite 101  
Medford, OR 97501  
541-772-4372  
info@cibolanet.com

LANDSCAPE  
Makara Design Inc.  
Tom Makara  
132 W Main Street, Suite 101  
Medford, OR 97501  
541-772-4372  
www.makara.com

ARCHITECT  
Oregon Architecture, Inc.  
132 W Main Street, Suite 101  
Medford, OR 97501  
541-772-4372  
info@oregonarchitecture.biz



VICINITY MAP  
SCALE: 1" = 200'



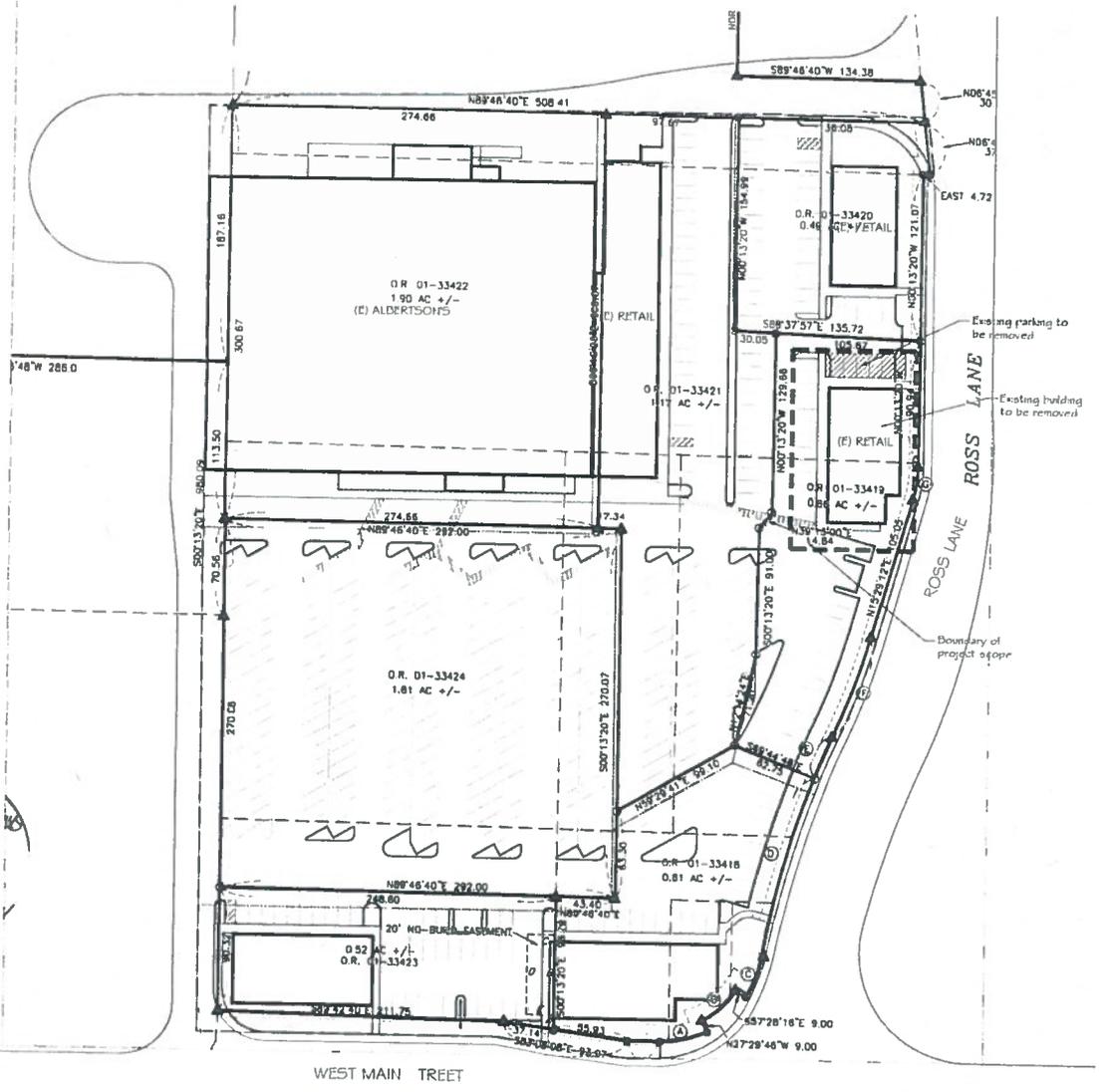
CITIVEST, INC.  
4340 Von Karman Ave, Ste 110  
Newport Beach CA 92660



Jackson Creek  
Commercial Center  
132 W Main Street, Suite 101  
Medford, OR 97501  
541-772-4372  
info@oregonarchitecture.biz

RECEIVED  
FEB 01 2019  
PLANNING DEPT

CITY OF MEDFORD  
EXHIBIT #  
FILE # AC-19-019



EXISTING SITE PLAN

REGISTERED ARCHITECT  
 Mark H. Kachner  
 4108  
 Medford, Oregon  
 97504

REGISTERED ARCHITECT  
 STATE OF OREGON  
 Mark H. Kachner  
 4108  
 Medford, Oregon  
 97504

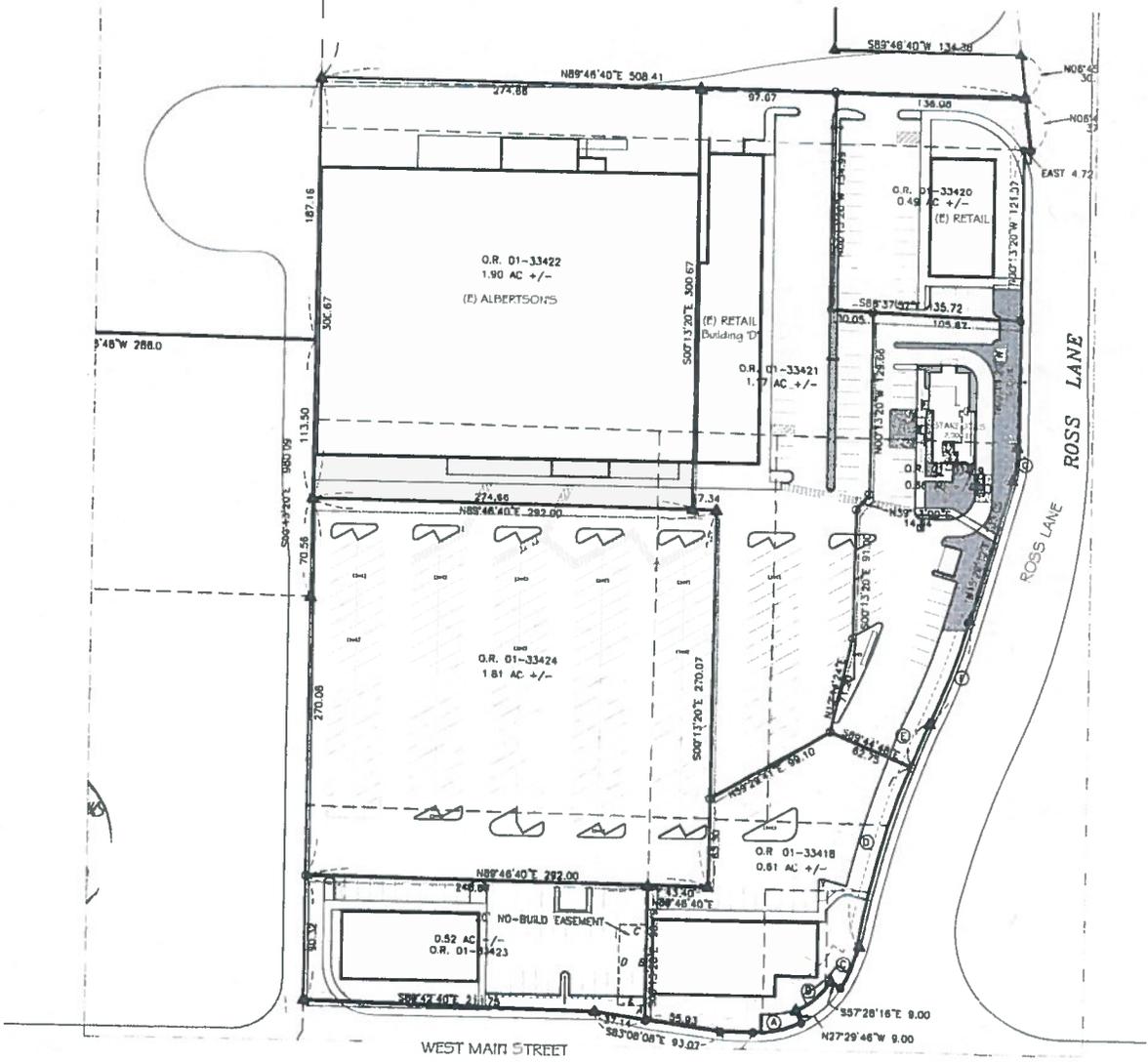
CITIVEST, INC.  
 4340 Von Kannan Ave, Ste. 110  
 Newport Beach CA 92660

ARCHITECTURE  
 OREGON  
 132 W. Main Street, Suite 101  
 Medford, Oregon 97501  
 PH. 541.772.4372 | CRECONARCHITECTURE.BIZ

Jackson Creek  
 Commercial Center  
 132 W. Main Street at Ross Lane, Medford, OR 97501  
 PH. 541.772.4372 | IN1198C11700

RECEIVED  
 FEB 09 2019  
 PLANNING DEPT

APPROVED FOR THE CITY BY	DATE
REVISIONS	BY
PROJECT NO.	218
DRAWN BY	MAK
CHECKED BY	MAK
DATE	02/09/19
SCALE	AS SHOWN
SHEET NO.	0461
TOTAL SHEETS	11



PROPOSED SITE PLAN  
SCALE 1" = 40'



CITIVEST, INC.  
4340 Von Karman Ave., Ste 110  
Newport Beach CA 92660



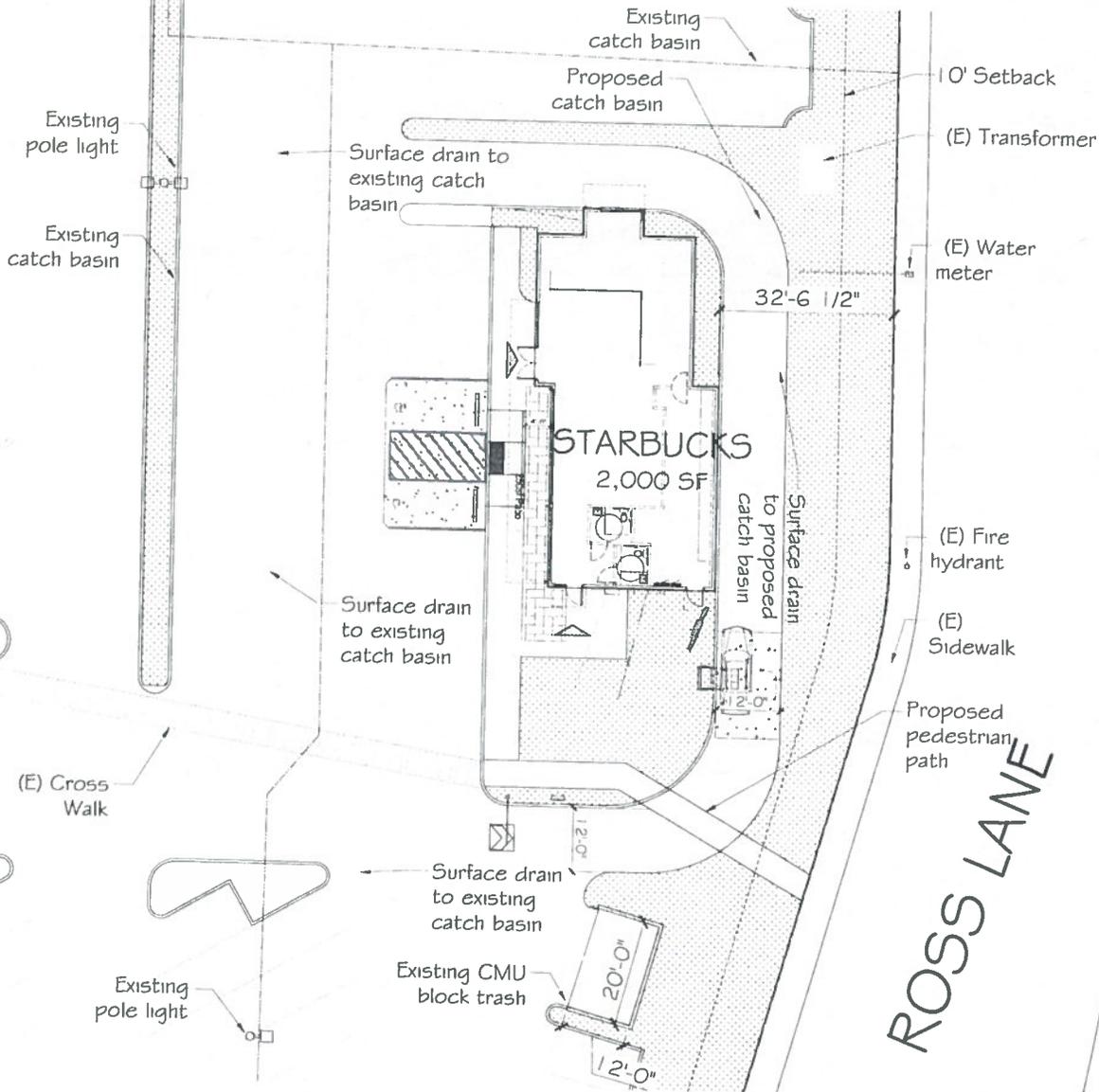
Jackson Creek  
Commercial Center  
133 W Main Street, Suite 101  
Medford, Oregon 97501  
PH 541 772-4572 | OREGONARCHITECTURE.BIZ

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REVISION	BY

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RETAIL  
ding 'D'



ENLARGED SITE PLAN  
SCALE 1" = 10'

BAR SHOULD MEASURE ONE INCH BY ONE SIXTEENTH INCH

ROSS LANE

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ARCH. INTL198CL1700

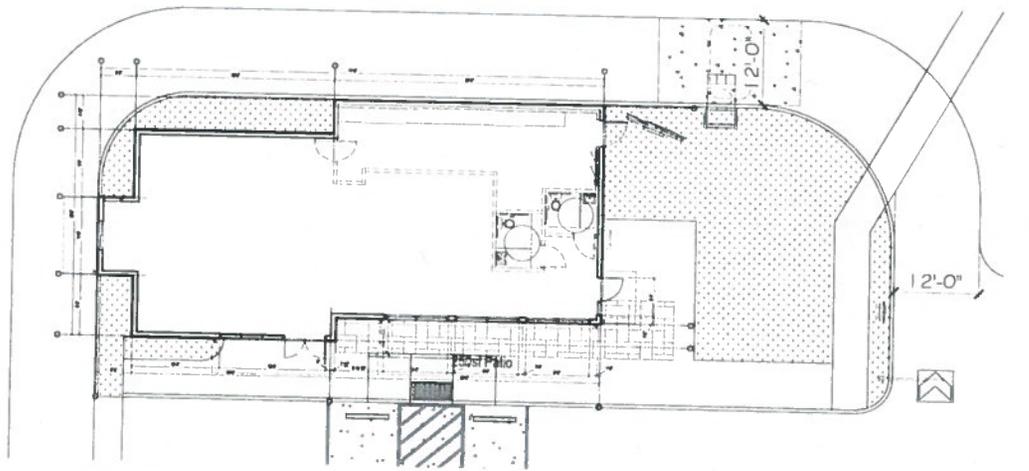
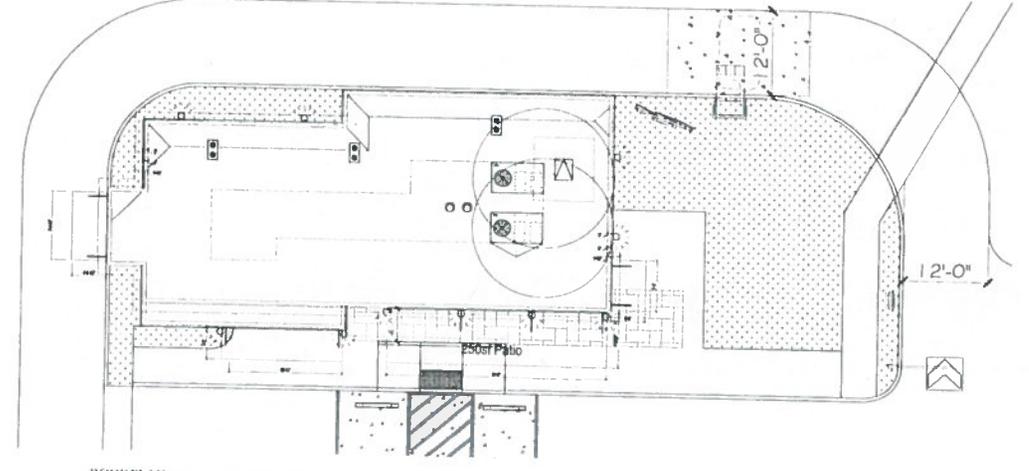
OREGON  
ARCHITECTURE  
132 W Main Street, Suite 101  
Medford, Oregon 97501  
PH. 541-772-4372 | OREGONARCHITECTURE.BIZ

CITIVEST, INC.  
4340 Von Karman Ave, Ste 110  
Newport Beach CA 92660

REGISTERED ARCHITECT  
Mark H. Heston  
Medford, Oregon  
468  
STATE OF OREGON

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Prepared by:	SP
Reviewed by:	SP
Checked by:	SP
Approved by:	SP
Date:	
Scale:	
Notes:	



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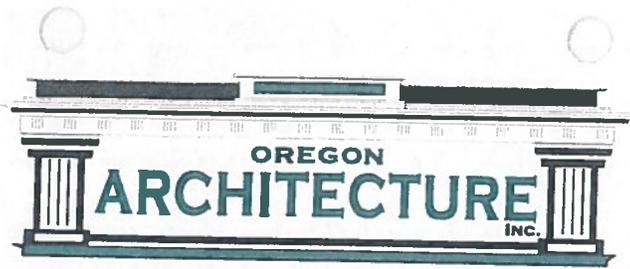
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Newport Beach CA 92660



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(541) 772-4372

132 WEST MAIN STREET, SUITE 101 MEDFORD, OREGON 97501 www.oregonarchitecture.biz

January 29, 2019

**NARRATIVE FOR A 2,000 SF STAND ALONE STARBUCKS TO REPLACE AN EXISTING 4,800 SF STRIP COMMERCIAL BUILDING ON THE GROUNDS OF THE JACKSON CREEK CENTER ON WEST MAIN STREET**

**BRIEF PROJECT NARRATIVE**

The Jackson Creek Center at the northwest corner of West Main Street and Ross Lane was constructed in 1999. It has an Albertson's Grocery store as the anchor and multiple strip retail buildings located on pad lots around the perimeter of the site. The existing 4,800 sf building located on the site is proposed to be demolished and a freestanding 2,000 sf Starbucks constructed in its place. As is the custom with Starbucks projects, a Developer will be responsible for the shell and Starbucks will construct its own interior finishes with a different design team. The Developer of the Starbucks shell project also happens to be the owner of the Center.

The proposed single-story building will be approximately 2,000 square feet with a drive-thru lane. The new building will be located on the site in a position that coordinates with as much of the existing parking lot as possible, giving approximately 15-20 of green space between the drive-thru lane and Ross Lane. The exterior materials will reflect the siding materials on the balance of the shopping center, which is primarily horizontal lap siding with stone accents. Other buildings within the Center are unaffected by this change. The number of parking spaces will be reduced by 7 from the current count.

The Center has 87,385 sf in six buildings and 419 parking spaces when originally constructed. This proposed change will reduce the total square footage to approximately 85,385 and reduce the number of spaces to approximately 412.

**PROJECT EVALUATION CRITERIA - COMPATIBILITY**

- 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.**

This site for this project is located between existing buildings within the Jackson Creek Center on the north, south and west, and CATS, Walgreens and the JB Steel headquarters on the east side of Ross Lane. Walgreens was constructed in 2010 and CATS was significantly upgraded around the same time. Both are in good condition. The Shopping Center is well maintained. The JB Steel offices are of varying ages, styles and conditions, but all buildings are generally

well maintained. This new building is to maintain the design motif of the existing Jackson Creek Center.

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

The new building is designed to be compatible with the design elements of the existing Jackson Creek Center. It will utilize the same horizontal lap siding found on the building to be demolished, as well as the rest of the retail building on out parcels.

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

The building is to have breaks in the horizontal planes along all four sides, as well as different vertical heights on the parapet. The building is only 2,000 square feet, so there is not much mass to disguise, but the breaks will add visual interest to the building, very similar to other small buildings with this same tenant found around Medford.

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

Starbucks typically has a very pedestrian friendly exterior, and indeed one of their site requirements is an exterior patio with room for tables. That same design component will be utilized at this location.

**a. If the site lies within 600 feet of an existing or planned transit stop, describe compliance with the standards of Section 10.808.**

This site does abut a RVTD transit route, although the route is north-bound only along Ross Lane, with the closest stop along West Main Street east of the Walgreens and further than 600 feet from the building. Street pedestrians from buses will access the site along will be from the corner at West Main Street and Ross Lane. There is an existing site access from Ross Lane to the Albertson's store at the south end of the existing building that will be maintained in the transition. It is also the most direct way to reach the entrance of this building.

**E. Describe the pedestrian facilities and amenities on your site, and how they will function for pedestrians.**

The building will have a public patio with covered seating. Starbucks maintains an open door policy so anyone is welcome to use the site amenities.

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

Pedestrian access to the site is as described above – a sidewalk connection to Ross Lane. Vehicular access to the building will be through the existing center parking lot, all of which will be maintained as it currently exists. The parking spaces and vehicular access to the existing building to be demolished will be maintained, except on the north side where existing parking will be replaced with a new drive-thru lane.

**G. Describe if and how the proposed plan is sensitive to retaining any existing trees or significant native vegetation on the site.**

There is one existing tree on the site that can potentially be retained. The tree was planted when the Center was constructed, so it is not a specimen tree. If it can be retained, it will be.

**H. Describe storm water detention facilities on the site. If these facilities will be landscaped areas, describe how the proposed landscaping will be integrated with other landscaping on the site.**

If stormwater detention is required, it will only be for the drive thru lane and the building, as all the existing pavement around the site is to remain and meets the standards in place at the time the pavement was installed. What stormwater detention is required can be handled on-site with a small area in the frontage landscaping. The plantings in this area will be appropriate for the location.

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

The proposed landscaping has two functions - separate and provide screen for the drive thru from the roadway and provide overall enhancement to the site that meshes with the existing Center landscaping.

**J. Describe how your exterior lighting illuminates the site, and explain how the design of the fixtures does not diminish a view of the night sky or produce glare on adjacent properties, consistent with the standards of Section 10.764.**

Site lighting and building lighting will be downward facing heads with a horizontal cutoff that will not cast light above the horizontal plane. Security lighting around the building will light the site without lighting the adjacent public ROW.

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

There will be a ground mounted monument sign associated with this application and shown on the site plan. The sign will meet city requirements and will be a single tenant sign.

**L. Explain any proposed fencing, including its purpose, and how you have incorporated it as a functional, attractive component of your development.**

No fencing is proposed for this project.

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

Once construction is complete the project does not expect to generate any noise louder than what is permitted in the Code.

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

We believe this project will provide a nice addition to the other retail options available in the Jackson Creek Center. Because the greatest use is primarily in the morning hours it will not conflict with the other restaurant uses in the Center, and the patio will provide a comfortable

place for individuals to relax in the afternoon hours. Generally, the addition of a Starbucks to a location is viewed as a positive.

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

The owner requests an exception to the limitation of 15 seats on the patio. The Owner would like to have up to 20 seats. While the seating will be provided by the Tenant, the Owner would like the flexibility to put up 20 seats on the patio.

**P. Section 10.780(C)(2) – List any petition for relief of landscaping standards. Provide rationale for requested deviation from standard.**

No exceptions or relief from the landscape standards listed in the Code are contemplated at this time.

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION – Type III

**Section II – Code Compliance: Criterion No. 2**

PROJECT SITE		
	PROPOSED	REQUIRED
• Zoning District	C-C	C-C
• Overlay District(s)		
• Proposed Use	RETAIL	RETAIL
• Project Site Acreage	1.66 AC	
• Site Acreage (+ right-of-way)	9.2 AC	
• Proposed Density (10.708)		
• # Dwelling Units	0	
• # Employees	0	

STRUCTURES		
	EXISTING	PROPOSED
• # Structures	1	1
• Structure Square Footage (10.710-10.721)	4,800	2,000

SITE DESIGN STANDARDS		
	PROPOSED	REQUIRED
• Front Yard Setback (10.710-721)	30'	10'
• Side Yard Setback (10.710-721)	50'	0'
• Side Yard Setback (10.710-721)	50'	0'
• Rear Yard Setback (10.710-721)	50'	0'
• Lot Coverage (10.710-721)		

PARKING		
	PROPOSED	REQUIRED
• Regular Vehicular Spaces (10.743)	30	EXISTING 37
• Disable Person Vehicular Spaces (10.746[8])	2	2
• Carpool/Vanpool Spaces (10.809)	—	—
• Total Spaces (10.743)	32	39
• Bicycle Spaces (10.748)	2	—
• Loading Berths (10.742)	—	—

**SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION – Type III**

**LANDSCAPING**

	PROPOSED	REQUIRED
• Total Landscape Area (square feet)	1706 SF TO BE MODIFIED	
• Total Landscape Area in High Water Use Landscaping (square feet)	∅	
• Total Landscape Area in High Water Use Landscaping (percentage)	∅	
• Total % Landscape Coverage		
• Required Organic Content (cu.yd.)		
• Frontage Landscaping (10.797)	EXISTING TO REMAIN	
• Street:		
• Feet:		
• # Trees:		
• # Shrubs:		
• Street:		
• Feet:		
• # Trees:		
• # Shrubs:		
• Bufferyard Landscaping (10.790)	N/A	
• Type:		
• Distance (ft):		
• # Canopy Trees:		
• # Shrubs:		
• Fence/Wall:		
• Parking Area Planter Bays (10.746)	N/A	
• Type:		
• # Bays:		
• Area:		
• # Trees:		
• # Shrubs:		

**STRUCTURE**

	PROPOSED
• Materials	CEMENT-FIBER BOARD SIDING
• Colors	TO MATCH ADJACENT BLDGS

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.



*First American*

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myFirstAm® Recorded Document

2372 W Main St #Ab, Medford, OR 97501

The requested Recorded Document images are displayed in the subsequent pages for the following property:

**2372 W Main St #Ab  
Medford, OR 97501**

**Document Number: 0000012337  
Document Date: 04/11/1997**

Limitation of Liability for Informational Report

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97-12337

JACKSON COUNTY TITLE  
DIVISION OF OREGON TITLE INSURANCE COMPANY  
502 W. Main Street (P. O. Box 218) Medford, OR 97501 (541) 779-2811

72365ss JB 10/10/00

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, that ,

JOSEPH D. HARRISON, JR. and ERNESTINA G. HARRISON

1736  
372W26AD  
4260

hereinafter called the Grantor, for the consideration hereinafter stated, to Grantor paid by

C.A. GALPIN

hereinafter called the Grantee, does hereby grant, bargain, sell and convey unto the said Grantee and Grantee's heirs, successors and assigns, that certain real property with the tenements, hereditaments and appurtenances thereunto belonging or appertaining, situated in the County of JACKSON , State of Oregon, described as follows to wit:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

TO HAVE AND TO HOLD the same unto the said Grantee and Grantee's heirs, successors and assigns forever.

And Grantor hereby covenants to and with Grantees and the heirs of the survivor and their assigns, that Grantor is lawfully seized in fee simple of the above granted premises, free from all encumbrances, EXCEPT

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

and that Grantor will warrant and forever defend the said premises and every part and parcel thereof against the lawful claims and demands of all persons whomsoever, except those claiming under the above described encumbrances.

THE TRUE AND ACTUAL CONSIDERATION paid for this transfer, stated in terms of dollars is \$ 390,000.00 .PAID BY AND TO AN ACCOMMODATOR PURSUANT TO A 1031 EXCHANGE

WHERE THE CONTEXT SO REQUIRES, the singular includes the plural and all grammatical changes shall be implied to make the provisions hereof apply equally to individuals and to corporations.

IN WITNESS WHEREOF, the grantor has executed this instrument this 10th day of April, 1997.

"THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES, AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930."

Joseph D. Harrison, Jr.  
JOSEPH D. HARRISON, JR.

Ernestina G. Harrison  
ERNESTINA G. HARRISON

STATE OF OREGON  
COUNTY OF Jackson

The foregoing instrument was acknowledged before me this 10th day of April, 1997, by Joseph D. Harrison, Jr. and Ernestina G. Harrison

Stephanie D. Susi  
Notary Public for Oregon  
My commission expires \_\_\_\_\_

SPACE FOR RECORDER'S USE

Mail Tax Statements to:  
Grantee  
PO BOX 8271  
MEDFORD, OR 97504



## EXHIBIT A

Commencing at the north-northeast corner of Donation Land Claim No. 76 in Township 37 South, Range 2 West of the Willamette Meridian in Jackson County, Oregon, thence South 0°13'20" East (record South 0°17' East), along the east line of said Claim, 450.12 feet, thence North 89°57'10" East (record North 89°53'30" East) parallel with the south line of Donation Land Claim No. 72, said Township and Range (and on the south line of tract described in Volume 375 page 148 of the Deed Records of Jackson County, Oregon) a distance of 336.60 feet to the true point of beginning; thence South 0°13'20" East 280.22 feet (record South 0°17'00" East 276.36 feet); thence North 89°40'00" East 184.71 feet to the westerly right of way line of the County Road (Ross Lane); thence North 0°04'20" East, along said line, 280.22 feet to a point North 89°57'10" East (record North 89°53'30" East) from the true point of beginning; thence South 89°57'10" West (record South 89°53'30" West) 184.71 feet to the true point of beginning. EXCEPTING THEREFROM that portion conveyed to Jackson County, a political subdivision of the State of Oregon, by deed recorded as No. 75-10289 of the Official Records of Jackson County, Oregon.

(Code 49-5, Account #1-43071-2, Map #372W26AD, Tax Lot #4200)

## SUBJECT TO:

1. Any improvement located upon the insured property, which constitutes a mobile home as defined by Chapter 801, Oregon Revised Statutes, is subject to registration under Chapters 803 and 820; and taxation as provided by Chapters 820 and 308, O.R.S.
2. The effect of said property, or any part thereof, lying within the Medford Irrigation District, and subject to all water and irrigation rights, easements for ditches and canals, and all regulations of said District, including any and all assessments, liens and charges assessed, and to be assessed.
3. The effect of being within the Jacksonville Highway Water District, a municipal corporation, organized under and pursuant to Chapter 346, General Laws of Oregon for 1917, as amended, including the power of assessment.
4. The premises herein described are within the West Medford Trunk System Project Area of the Bear Creek Valley Sanitary Authority, and are subject to the statutory powers, including the power of assessment, of said Bear Creek Valley Sanitary Authority.
5. Right of way for the transmission and distribution of electricity, and for other purposes, granted to The California Oregon Power Company, a California corporation, by instrument recorded July 10, 1961 in Volume 510 page 114 of the Deed Records of Jackson County, Oregon.

Jackson County, Oregon  
Recorded  
OFFICIAL RECORDS

APR 11 1997

2:10 PM  
*Richard S. Rickett*  
County Clerk

21



Medford – A fantastic place to live, work and play

## CITY OF MEDFORD

LD Date: 3/6/2019  
File Numbers: AC-19-019

### PUBLIC WORKS DEPARTMENT STAFF REPORT Starbucks Restaurant 2372 West Main Street (TL 4200)

- Project:** Consideration of plans for the construction of a 2,000 square foot standalone Starbucks to replace an existing 4,800 square foot commercial building on approximately 0.66 acres.
- Location:** Located at 2372 W Main Street within the C-C (Community Commercial) zoning district (372W26AD4200).
- Applicant:** Applicant/Agent: Oregon Architecture, Inc.; Planner: Steffen.

**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 vertical 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.

---

P:\Staff Reports\AC\2019\AC-19-019 2372 W Main St (TL 4200) Starbucks Restaurant\AC-19-019 Staff Report-LD.docx Page 1 of 8

PUBLIC WORKS DEPARTMENT  
ENGINEERING & DEVELOPMENT DIVISION

200 S. IVY STREET  
MEDFORD, OREGON 97501  
[www.ci.medford.or.us](http://www.ci.medford.or.us)

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

EXHIBIT # L  
File # AC-19-019

## **A. STREETS**

### **1. Dedications**

**Ross Lane North** is classified as a Major Collector street, and in accordance with Medford Land Development Code (MLDC) Section 10.428, requires a total right-of-way width of 74-feet. **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 line along this Developments frontage to Ross Lane North.

The easement dedications shall be submitted directly to the Engineering Division of the Public Works Department. The submittal shall include: the 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**

**North Ross Lane** is classified as a Major Collector street within the MLDC, Section 10.428. Street section improvements have been completed, including pavement, curb and gutter and sidewalk. Street lights were not included with the previous street improvements. Therefore, no additional improvements are required along the frontage of this development, except street lights as noted below.

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

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

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

#### Street Lighting – Developer Provided & Installed:

- A. 1 – Type C-250 (LED)
- B. 1 – Base Mounted Cabinet (BMC)

- a. Possible power source could be off the existing street light/BMC at Walgreens. Pole #6064

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

- A. None.

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

The Developer shall pay for City installed signage required by the development. City installed signs include, but are not limited to, street name signs, stop signs, speed signs, school signs, dead end signs, and dead end barricades. Sign design and placement shall be per the Manual on Uniform Traffic Control Devices (MUTCD). All signs shall be shown on the public improvement plans and labeled as City installed.

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

**c. Pavement Moratoriums**

There are no pavement cutting moratoriums currently in effect along this frontage to Ross Lane North.

**d. Access to Public Street System**

No driveway access shall be allowed to Ross Lane North.

**3. Section 10.668 Analysis**

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

**10.668 Limitation of Exactions**

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

*(1) the record shows that there is an essential nexus between the exaction and a legitimate*

*government purpose and that there is a rough proportionality between the burden of the exaction on the developer and the burden of the development on public facilities and services so that the exaction will not result in a taking of private property for public use, or*

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

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

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

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

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

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

**Ross Lane North:**

The additional street lighting on Ross Lane North will provide the needed illumination to meet current MLDC requirements.

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

Dedication of the Public Utility Easement (PUE) will benefit development by providing public utility services, which are out of the roadway and more readily available to each lot or building being served. The additional traffic of all modes of travel generated by this proposed

development supports the dedication and improvements for all modes of travel and utilities. As indicated above, the area required to be dedicated for this development is necessary and roughly proportional to that required in similar developments to provide a transportation system that meets the needs for urban level services.

## **B. SANITARY SEWERS**

This site lies within the Rogue Valley Sewer Service (RVSS) area. The Developer shall contact RVSS for conditions of connection to the sanitary sewer collection system.

## **C. STORM DRAINAGE**

### **1. Drainage Plan**

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

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

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

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

### **2. Grading**

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

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

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

### **4. 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. Design Requirements and Construction Drawings**

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

### **2. Construction Plans**

Construction drawings for any public improvements for this project shall be prepared by a professional engineer currently licensed in the State of Oregon, and submitted to the Engineering Division of Medford Public Works Department for approval. Construction drawings for public improvements shall be submitted only for the improvements to be constructed with each phase. Approval shall be obtained prior to beginning construction. Only a complete set of construction drawings (3 copies) shall be accepted for review, including plans and profiles for all streets, minimum access drives, sanitary sewers, storm drains, and street lights as required by the governing commission's Final Order, together with all pertinent details and calculations. A checklist for public improvement plan submittal can be found on the City of Medford, Public Works web site (<http://www.ci.medford.or.us/Page.asp?NavID=3103>). The Developer shall pay a deposit for plan review and construction inspection prior to final plan approval. Public Works will keep track of all costs associated with the project and, upon our acceptance of the completed project, will reconcile the accounting and either reimburse the Developer any excess deposit or bill the Developer for any additional amount not covered by the deposit. The Developer shall pay Public Works within 60 days of the billing date or will be automatically turned over for collections.

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

### **3. 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.

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.

### **4. 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.

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

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

Prepared by: Jodi K Cope

Reviewed by: Doug Burroughs

## SUMMARY CONDITIONS OF APPROVAL

Starbucks Restaurant  
2372 West Main Street (TL 4200)

AC-19-019

### A. Streets

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

- Ross Lane North – No additional right-of-way required.
- Dedicate 10-foot Public Utility Easement (PUE) along the frontage.

#### 2. Improvements:

##### Public Streets

- Garfield Street – Improvements have been completed, aside from street lighting.

##### Lighting and Signing

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

##### Access and Circulation

- No driveway access shall be allowed to Ross Lane North.

##### Other

- There is no pavement moratorium currently in effect on Ross Lane North.

### B. Sanitary Sewer:

- The site is situated within the RVSS area.

### C. Storm Drainage:

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

- = City Code Requirement
- = Discretionary recommendations/comments

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



BOARD OF WATER COMMISSIONERS

**Staff Memo**

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

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

**SUBJECT:** AC-19-019

**PARCEL ID:** 372W26AD TL 4200

**PROJECT:** Consideration of plans for the construction of a 2,000 square foot standalone Starbucks to replace an existing 4,800 square foot commercial building on approximately 0.66 acres located at 2372 W Main Street within the C-C (Community Commercial) zoning district (372W26AD4200). Applicant/Agent: Oregon Architecture, Inc.; Planner: Steffen Roennfeldt.

**DATE:** March 6, 2019

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 2-inch water meter serving the existing building at 2372 W Main Street is located on the ~~north~~ <sup>south</sup> side of the northerly entrance driveway into Jackson Creek Commercial Center off Ross Lane North. This water meter and the "private" service line which extends from the meter to the building is required to be protected in place. (See provided Water Facility Map)
4. Static water pressure is expected to be between 82 psi. See attached document from the City of Medford Building Department on "Policy on Installation of Pressure Reducing Valves".

**COMMENTS**

1. Off-site water line installation is not required.
2. On-site water facility construction is not required.
3. MWC-metered water service does exist to this existing building. (See Condition 3 above)
4. Access to MWC water lines is available. There is an existing 12-inch water line on the east side of Ross Lane North.

CITY OF MEDFORD

EXHIBIT # M

File # AC-19-019 Page 1 of 1



0 25 50 100 Feet  
 Scale: 1"= 100'

Water Facility Map  
 for  
 City of Medford  
 Planning App:  
 AC-19-19  
 March 6, 2019

**Legend**

- ⊙ Air Valve
- ⊙ Sample Station
- ⊙ Fire Service
- ⊙ Hydrant
- ▲ Reducer
- ⊙ Blow Off
- ⊙ Plugs-Caps
- Water Meters:**
  - ⊙ Active Meter
  - ⊙ On Well
  - ⊙ Unknown
  - ⊙ Vacant
- Water Valves:**
  - ⊙ Butterfly Valve
  - ⊙ Gate Valve
  - ⊙ Tapping Valve
- Water Mains:**
  - Active Main
  - - - Abandoned Main
  - Reservoir Drain Pipe
  - Pressure Zone Line
- Boundaries:**
  - ▭ Urban Growth Boundary
  - ▭ City Limits
  - ▭ Tax Lots
- MWC Facilities:**
  - C** Control Station
  - P** Pump Station
  - R** Reservoir

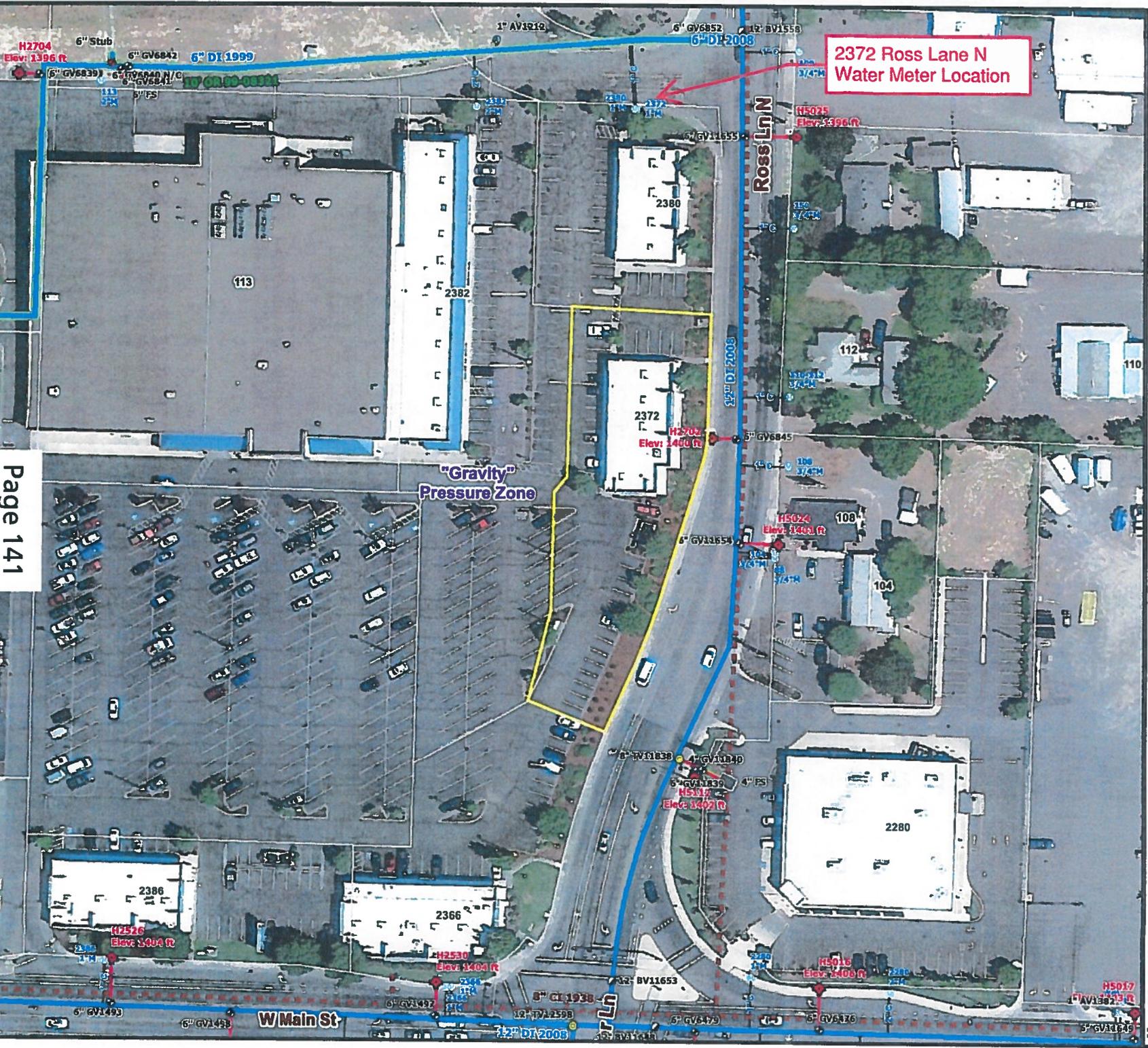


This map is based on a digital dataset supplied by Medford Water Commission from a variety of sources. Medford Water Commission cannot accept responsibility for any omissions, or publisher's liability. This map is for informational purposes only.

**2372 Ross Lane N  
 Water Meter Location**

**"Gravity"  
 Pressure Zone**

Page 141



Date: 03/20/19  
 Plan: GARDN/Ross MWC Map - MWC 000 - 1-Letter 1 8 - 7-03-20-2019.mxd

# Memo



**To:** Planner: Steffen Roennfeldt  
**From:** Chad Wiltrout, Building Department (541) 774-2363  
**CC:** Applicant/Agent: Oregon Architecture, Inc.  
**Date:** March 6, 2019  
**Re:** March 6, 2019 LDC Meeting: AC-19-019

**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 may be required, see attached requirements.
4. A separate demolition permit will be required for demolition of any structures.

**Comments:**

5. The proposed building and site shall comply with all of the applicable ADA requirements scoped from the 2014 Oregon Structural Specialty Code and ANSI A117.1
6. The building may require a design by an Oregon licensed design professional to meet the structural design requirements per chapters 16 and 23 OSSC
7. A code analysis providing occupant load, means of egress plan, type of construction, occupancy classification, fire protection systems, etc... will be required.
8. Special inspections may be required by chapter 17 Oregon Structural Specialty Code.
9. 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.
10. Type I and II kitchen hoods and kitchen equipment shall comply with 506-509 2014 OMSC. N

CITY OF MEDFORD  
EXHIBIT # \_\_\_\_\_  
File # AC-19-019



## Medford Fire-Rescue Land Development Report

### Review/Project Information

**Reviewed By:** Kleinberg, Greg

**Review Date:** 2/22/2019  
**Meeting Date:** 3/6/2019

**LD File #:** AC19019

**Planner:** Steffen Roennfeldt

**Applicant:** Oregon Architecture, Inc

**Project Location:** 2372 W Main Street within the C-C (Community Commercial) zoning district

**Project Description:** Consideration of plans for the construction of a 2,000 square foot standalone Starbucks to replace an existing 4,800 square foot commercial building on approximately 0.66 acres

### Specific Development Requirements for Access & Water Supply

#### Conditions

#### Reference

#### Description

Approved

Approved as submitted with no additional conditions or requirements.

### Construction General Information/Requirements

Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in affect at the time of development submittal. Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (fire hydrants) is required to be installed prior to construction when combustible material arrives at the site.

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

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

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

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

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

CITY OF MEDFORD  
EXHIBIT # 0  
File # AC-19-019



## Rogue Valley Transportation District

From the Desk of Sean Eisma, Planning Technician

3200 Crater Lake Avenue • Medford, Oregon 97504-9075

Phone (541) 608-2421 • Fax (541) 773-2877

Visit our website at: [www.rvtd.org](http://www.rvtd.org)

TO: Steffen Roenfeldt  
FROM: Sean Eisma  
DATE: March 5, 2019  
RE: AC-09-019 (2372 West Main Street)

After careful consideration of AC-09-019, RVTD would like to submit the following comments:

The proposed development of 372W26AD4200, located at 2372 West Main Street, will be a prime location served by a future north and south bus route servicing N. Ross Lane. The N. Ross Lane route will be a major connector to routes traveling east and west at W. Main Street and W. McAndrews Road. Based on the anticipated ridership numbers, RVTD requests 1 passenger waiting area, measuring 8' X 18', to accommodate a passenger shelter located at the north east corner of the property. The proposed concrete pad will need to be placed behind the sidewalk in the 10' planter strip. The stop will include an installed shelter and a trash receptable.

RVTD would like to work with the property owner to get an easement for the private property needed to accommodate the request.

Thank you for this opportunity to comment. Please do not hesitate to contact me with questions.

Sincerely,

Sean Eisma

CITY OF MEDFORD  
EXHIBIT # P  
File # AC-19-019



# ROGUE VALLEY SEWER SERVICES

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

February 22, 2019

City of Medford Planning Department  
200 S. Ivy Street  
Medford, Oregon 97501

**Re: AC-19-019, Jackson Crteek Center Starbucks (372W26AD – TL 4200)**

ATTN: Steffen,

The subject property is within the RVSS service area. There is an existing 8 inch sewer main along North Ross Lane and a 6 inch lateral currently serving the existing building. Sewer service for the proposed development can be had by reconnecting to the existing service. The sewer connection permit will be issued by the City of Medford. However, there will be system development charges owed to Rogue Valley Sewer Services.

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

1. The applicant must submit architectural plumbing plans for the calculation of system development charges.
2. The applicant must pay sewer system development charges to Rogue Valley Sewer Service prior to issuance of building permits.

Please feel free contact me with any questions.

Sincerely,

*Nicholas R. Bakke*

Nicholas R. Bakke, P.E.  
District Engineer



# JACKSON COUNTY Roads

Roads  
Engineering

Chuck DeJanvier  
Construction Engineer

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

www.jacksoncounty.org

November 20, 2018

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

RE: Consideration of a replacement structure for a standalone Starbucks off  
North Ross Lane and West Main Street – both city maintained roads.  
Planning File: AC-19-019.

Dear Steffen:

Thank you for the opportunity to comment on consideration of plans for the construction of a 2,000 square foot standalone Starbucks to replace an existing 4,800 square foot commercial building on approximately 0.66 acres located at 2372 West Main Street within the Community Commercial (C-C) zoning district (37-2W-26AD TL 4200). Jackson County Roads has no comment.

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

Sincerely,

Chuck DeJanvier, PE  
Construction Engineer

CITY OF MEDFORD  
EXHIBIT R  
File # AC-19-019

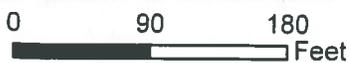


Project Name:

**Jackson Creek Center  
 Starbucks**

Map/Taxlot:

**372W26AD TL 4200**



**Legend**

-  Subject Area
-  Zoning Districts
-  Tax Lots

02/12/2019

