

SITE PLAN & ARCHITECTURAL COMMISSION AGENDA MAY 4, 2018



Commission Members

Jim Quinn, Chair

Bill Chmelir, Vice Chair

Jeff Bender

Jim Catt

David Culbertson

Bob Neathamer

Marcy Pierce

Rick Whitlock

City Council Liaison - Dick Gordon

City Council Liaison Alt. - Tim D'Alessandro

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

Beginning at 12:00 Noon

City of Medford

Council Chambers,

Third Floor, City Hall

411 W. 8th Street

Medford, OR 97501

(541) 774-2380



Site Plan and Architectural Commission Agenda

Public Hearing

May 4, 2018

12:00 noon

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

-
10. Roll Call.
 20. Consent Calendar.
 30. Minutes.
 - 30.1 Consideration for approval of minutes from the April 20, 2018, meeting.
 40. Oral and Written Requests and Communications.

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

Comments are limited to a total of 10 minutes for applicants and/or their representatives. You may request a 5-minute rebuttal time. All others will be limited to 3 minutes per individual or 5 minutes if representing a group or organization. **PLEASE SIGN IN.**

New Business.

- 50.1 AC-18-020 Consideration of a proposal for the construction of an 8,460 square foot industrial building to be located within the Vilas Business Center, an existing industrial development currently containing two industrial buildings on a 2.5-acre lot located at 540 E Vilas Road in the Light Industrial (I-L) zoning district (371W06BB600); (Don Blaser, Applicant; Steve Ennis Architect Agent; Dustin Severs, Planner).
 - 50.2 AC-18-025 Consideration of a proposal for the construction of an 7,849 square foot two-story office building to be located within the Tower Business Park PUD, on a 0.5-acre lot located at 3553 Arrowhead Drive in the Light Industrial (I-L) zoning district (371W08BC 2510); (R.A. Murphy Construction, Applicant; Steffen Roennfeldt, Planner).
60. Written Communications.
 70. Unfinished Business. None
 80. New Business.
 90. Report from the Planning Department.
 100. Messages and Papers from the Chair.
 110. Propositions and Remarks from the Commission.

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 at least three business days prior to the meeting to ensure availability. For TTY, dial 711 or (800) 735-1232.

120. City Council Comments.

130. Adjournment.



Site Plan and Architectural Commission Minutes

From Public Hearing on April 20, 2018

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

Commissioners Present

Bill Chmelir, Vice Chair
Jeff Bender
Jim Catt
Dave Culbertson
Bob Neathamer
Dick Gordon, City Council Liaison

Staff Present

Kelly Akin, Assistant Planning Director
Katie Zerkel, Senior Assistant City Attorney
Karl McNair, Public Works Traffic Manager
Steffen Roennfeldt, Planner III
Terri Rozzana, Recording Secretary

Commissioners Absent

Jim Quinn, Chair, Excused Absence
Marcy Pierce, Excused Absence
Rick Whitlock, Excused Absence

10. Roll Call.

20. Consent Calendar/Written Communications.

20.1 **AC-18-011** Final Order for consideration of plans for the construction of an approximately 21,000 square foot, two-story, general office building on 1.39 acres in the Navigators Landing Planned Unit Development zoned I-L/PD located west of the Medford International Airport on the corner of O'Hare Parkway and National Drive (372W12D TL11000 & 11100); (Mayers 5 LLC, Applicant; Kistler + Small + White Architects, Agent; Steffen Roennfeldt, Planner).

Motion: Adopt the consent calendar.

Moved by: Commissioner Bender

Seconded by: Commissioner Neathamer

Voice Vote: Motion passed unanimously, 5-0.

30. Minutes.

30.1 The minutes for the April 6, 2018, meeting, were approved as submitted.

40. Oral and Written Requests and Communications. None.

50. Public Hearings.

Madison Simmons, Senior Assistant City Attorney, read the rules governing the public hearings.

New Business.

50.1 **AC-17-148 / E-18-034** Consideration of a proposal for the construction of a 13-unit, multiple-family complex on approximately 0.51 acres, along with an Exception re-quest for a cross-access easement and pedestrian connectivity. The property is located east of South Peach Street, approximately 130 feet south

of Stewart Avenue within the C-C (Community Commercial) zoning district (372W36AC2100); (James Mendolia, Applicant; Richard Stevens & Associates, Inc., Agent; Steffen Roennfeldt, Planner).

Vice Chair Chmelir asked for any potential conflicts of interest, ex-parte communications, or site visits. Commissioner Neathamer disclosed he has had a past professional relationship with the professionals associated with this project. He does not have any involvement with this project. He believes he can render a fair and unbiased decision.

Steffen Roennfeldt, Planner III, pointed out that the description read: "...along with an Exception request for a cross-access easement and pedestrian connectivity." The description changed. It is only for the cross-access easement. The Site Plan and Architectural Review criteria can be found in the Medford Land Development Code Section 10.290. The exception criteria can be found in the Medford Land Development Code Section 10.253. The applicable criteria were addressed in the staff report, property owner notices and hard copies are available at the entrance of Council Chambers for those in attendance. Mr. Roennfeldt gave a staff report.

The conditions of approval will be updated in the Commission Report relating to the Medford Land Development Code Section referring to Section 10.721. That is the commercial part of the site development standards. It is incorrect. It should comply with Code Section 10.714.

Also, on the site development table on page 22 of the agenda packet the side and rear setbacks are flipped. The rear setback should be 9 feet and the side setback should be 12 feet. Those changes will be addressed in the Commission Report.

After the staff report was published staff received notice that the applicant and adjacent property owner agreed to execute and record restrictive covenants that are attached in Exhibit R and to build a 6-foot wall along the easterly boundary line as shown on the site plan. The conditions are based on the concerns by a neighbor and are intended to buffer the new residential use from the existing commercial use.

The Public Hearing was opened.

a. Clark Stevens, Richard Stevens and Associates, P. O. Box 4368, Medford, Oregon, 97501. Mr. Stevens reported that James Mendolia along with the design team were present if the Commission had further questions in regards to the style of the structure. The applicant is in agreement with the recommendation for approval with the site plan and architecture of this project and the exceptions request for the cross-section easement and pedestrian easement towards the east. The applicant is also in agreement with the restrictive covenant.

Mr. Stevens reserved rebuttal time.

The Public Hearing was closed.

Motion: The Site Plan and Architectural Commission adopts the findings as recommended by staff and adopts the Final Orders for approval of AC-17-148 and E-18-034 per the Commission Report dated April 20, 2018, including Exhibits A-1 through R.

Moved by: Commissioner Neathamer

Seconded by: Commissioner Culbertson

Roll Call Vote: Motion passed, 5-0.

60. Written Communications. None.

70. Unfinished Business. None.

80. New Business. None.

90. Report from the Planning Department.

90.1 Kelly Akin, Assistant Planning Director, reported that there is business for the Site Plan and Architectural Commission on Friday, May 4, 2018. There is no business scheduled for Friday, May 18, 2018. Ms. Akin is scheduling this week for the first meeting of June.

Last night at City Council the Planning Department presented a General Land Use Plan amendment on Airport Road between Table Rock and Biddle and the finalization of the vacation for Evergreen. Housing has come into the Planning Department and has received from the state Neighborhood Stabilization Program (NSP) grants. Working with Habitat for Humanity the City has acquired three properties that has foreclosed. There was also a technical assistant's grant to work on housing.

May is National Historic Preservation month.

At the May 3, 2018, City Council meeting the Mayor will read a proclamation. The City Council will hear another NSP grant to acquire the third property and for the housing committee working on housing community block grant program updating the action plan.

100. Messages and Papers from the Chair. None.

110. Propositions and Remarks from the Commission. None.

120. City Council Comments. None.

130. Adjournment

130.1 The meeting was adjourned at approximately 12:27 p.m. The proceedings of this meeting were digitally recorded and are filed in the City Recorder's office.

Submitted by:

Terri Rozzana
Recording Secretary

Bill Chmelir
Site Plan and Architectural Commission Acting Chair

Approved: May 4, 2018



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 Vilas Business Center – Building C
Applicant: Don Blaser (DBA, Vilas Business Center)
Agent: Steve Ennis

FILE NO. AC-18-020

TO Site Plan and Architectural Commission

for May 4, 2018 hearing

FROM Dustin Severs, Planner III

REVIEWER Kelly Akin, Assistant Planning Director *ka.*

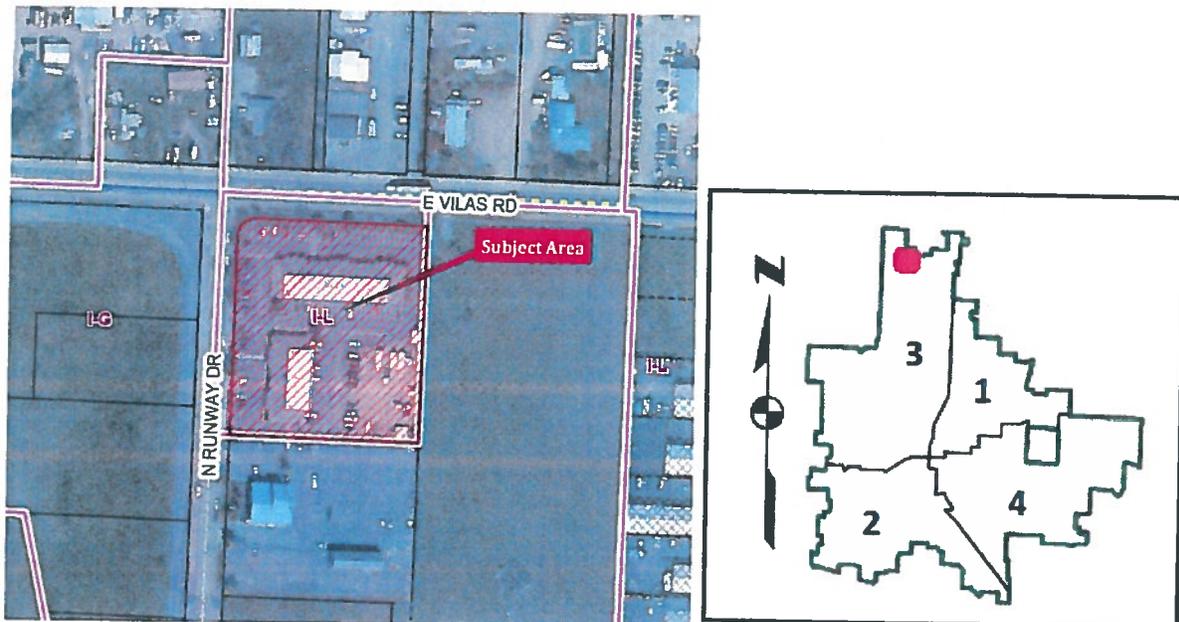
DATE April 27, 2018

BACKGROUND

Proposal

Consideration of a proposal for the construction of an 8,460 square foot industrial building to be located within the Vilas Business Center, an existing industrial development currently containing two industrial buildings on a 2.5-acre lot located at 540 E Vilas Road in the Light Industrial (I-L) zoning district (371W06BB600).

Vicinity Map



Subject Site Characteristics

Zoning: I-L (Light Industrial)
GLUP: GI (General Industrial)
Overlay(s): AA (Airport Approach) & AC (Airport Area of Concern)
Use: Vilas Business Center

Surrounding Site Characteristics

<i>North</i>	Zone:	Jackson County Light Industrial
	Use(s):	Pacific Powder Coating, Quantum Innovations
<i>South</i>	Zone:	I-G (General Industrial)
	Use(s):	U.S. Geological Survey – Medford Field Office
<i>East</i>	Zone:	I-G (General Industrial)
	Use(s):	Vacant land
<i>West</i>	Zone:	I-G (General Industrial)
	Use(s):	Vacant land

Related Projects

AC-95-002
AC-00-170
PA-16-130

Applicable Criteria

MLDC Section: 10.290 – Site Plan & Architectural Review Criteria

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

- (1) The proposed development is compatible with uses and 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 § 10.253.*

Corporate Names

The Oregon State Business Registry lists the owner of the property as Vilas Business Center, with its principal place of business listed as 1800 Rogue River Drive in Eagle Point, Oregon, and Donald Blaser as its authorized agent and registrant.

ISSUES AND ANALYSIS

Project Summary

Site History

SITE HISTORY TABLE

FILE #	DATE	DESCRIPTION
AC-95-002	1995	SPAC approval of Building A
AC-00-170	2000	SPAC approval of Building B
PA-16-130	2016	Pre-application to discuss subject request (Building C)

The subject 2.5-acre site is the location of the Vilas Business Center, a multi-tenant industrial development currently consisting of two buildings, and located south of Vilas Road and just east of the Rogue Valley International-Medford Airport. Existing Building A was approved in 1995 (AC-95-002) and consists of an 11,995 square foot multi-tenant industrial building comprised of nine individual tenant suites. Existing Building B was later approved in 2000 (AC-00-170) and consists of a 7,780 square foot multi-tenant industrial building comprised of six individual tenant suites. With both existing buildings on the site approaching full commercial/industrial tenant occupancy, the applicant participated in a pre-application conference with City staff in November of 2016 to discuss a proposal for the construction of a third building to be added to the site in order to complete the full development of the Vilas Business Center.

Current proposal

With the subject request, the applicant looks to complete the Vilas Business Center, proposing a third industrial building (Building C) to be located at the southeast corner of the site, and to be comprised of six individual tenant suites. Building C is proposed to be a 144' x 60' (8,460 square foot) metal building with a slab-on-grade consisting of six 24' foot wide bays, with each bay having a door on the front (west) and rear (east). The applicant's submitted narrative (Exhibit H) goes on to explain that the structure will be designed to support a second floor at each bay as required by the future tenants. Prospective tenants have yet to be identified by the applicant.

Site Development Standards

SITE DEVELOPMENT TABLE

	Allowed/Required	Proposed
Height	85 feet Max.	24 feet
Lot Coverage	50% Max.	25%
Setback (front)	10 feet Min.	240 feet
Setback (side/rear)	2 feet Min.	10 feet/10 feet

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 I-L zoning district as found in Article V of the Medford Land Development Code.

Parking

PARKING TABLE (10.743-751)

	Required	Provided
Total Spaces	--	25
Accessible Spaces	1	1
Bicycle Spaces	5	6

The submitted site plan identifies a total of 25 parking spaces, including the required number of accessible and bicycle spaces. As the calculation of minimum/maximum parking spaces are determined based on a combination of use, square footage, and the number of employees – and this information is not yet known – definitive calculations cannot be made as part of this review. However, the proposed parking area shown on the submitted site plan provides three parking spaces per 1,000 square feet of gross floor area (the future addition of a second floor will decrease this figure), exceeding the minimum number of parking spaces (0.2 per 1,000 S.F. of floor area) required for industrial/warehouse uses, per the parking standards found in MLDC 10.743-1. Under the industrial/warehouse land use category identified under MLDC 10.743-1, the applicant will be required to provide an additional 1.0 space per employee on the largest shift. While it is clear that the proposed parking area will meet the minimum parking spaces required per the Code, it is staff’s view that with the addition of future employees factored into the parking calculation, 25 spaces will appropriately serve the site and will insure that the parking area will comply with the minimum/maximum range prescribed in MLDC 10.743-1.

The applicant will be required to obtain business licenses, at which point information concerning the building’s use, exact gross floor area, and number of employees will be provided, allowing the Planning Department staff to determine compliance with the parking requirements at that time.

Landscaping

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

	Required	Shown
Trees	2	2
Shrubs	4	15
Coverage area	338 Square feet	240 Square feet

The required frontage landscaping along the site's two street frontages of East Vilas Road and North Runway Drive were completed with the site's two previous SPAC approvals, therefore, frontage landscaping is not included on the applicant's submitted Landscape Plan (Exhibit G). However, the submitted site plan does identify a total of 25 parking spaces, which per MLDC 10.746(3) requires that the applicant install parking area planters within the interior of the proposed building's parking lot. As shown in the Landscape Table above, it can be found that the submitted Landscape Plan (Exhibit G) meets and/or exceeds the requisite number of trees and shrubs as required per MLDC 10.746(3); however, the total area of the two parking planters shown on the landscape plan are deficient 98 square feet. As a condition of approval, the applicant will be required to submit a revised landscape plan showing the parking area planters identified on the plan meeting the minimum coverage area as required per MLDC 10.746(3).

Though not required by the Code, the applicant has opted to set the proposed Building C back ten feet from the adjacent southerly and easterly property lines, which allows landscaping to also be shown on the Landscape Plan along both the rear and south sides of the building. The applicant's submitted findings state that this additional landscaping will soften the impact of that façade, as well as enhance use of the six small patios for building occupants.

Access

Vehicular Access

Vehicular access to the subject site is provided by two existing driveways off of North Runway Drive, classified as a Commercial Street. No new access points are proposed with the subject application.

Pedestrian Access

The existing site includes pedestrian walkways connecting the site's two existing buildings to the public sidewalk fronting North Runway Drive, consistent with the Pedestrian connectivity standards found in MLDC 10.772-776.

Concealments

Trash Enclosure

The submitted site plan (Exhibit B) identifies an existing – previously approved – CMU gated trash enclosure located at the southeast corner of the existing Building A, constructed with materials consistent with the requirements found in MLDC 10.781. All three buildings on the site, including the proposed Building C, will use this existing trash receptacle.

Heating, Ventilation, and Air Conditioning (HVAC) units

The submitted site plan (Exhibit B) identifies ground mounted HVAC units along the rear (east) of the proposed Building C adjacent to each of the six suites. As stated in the applicant's submitted narrative (Exhibit H), wood fencing will be used to conceal the units from adjacent properties, consistent with the concealment requirements found in MLDC 10.782.

Architecture

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

The building will have vertical metal siding with vinyl windows, aluminum doors and future overhead doors. Breaking up the scale of the building is a stucco band along the top of the parapet, with a second stucco band 7'6" above the ground. The front (west) wall is further broken down with two recessed porches. Each porch has round columns and protruding gabled roofs to tie the building with detailing used at Buildings A & B.

Facility Adequacy

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

Other Agency Comments

Jackson County Roads (Exhibit M)

The section of East Vilas Road fronting the subject site is a County maintained road. Jackson County Road's report (Exhibit M) provided an itemized list of comments, including the requirement that the applicant submit construction plans to Jackson County to determine if County permits are required. As a condition of approval, the applicant will be required to comply with all requirements of Jackson County Roads prior to the issuance of a building permit for vertical construction.

Oregon Department of Aviation (ODA) (Exhibit N)

The subject site is located within both the AC and AA zoning overlays. ODA provided comments to staff concerning the subject development, identifying requirements of the applicant in order to assure the proposed development is in compliance with Federal Aviation Administration (FAA) requirements, including the filing of an FAA form 7460-1 to determine if the structure will pose a hazard to aviation safety.

Federal Aviation Administration (FAA) aeronautical study (Exhibit P)

The applicant included a copy of an aeronautical study conducted by the Federal Aviation Administration (Exhibit P), in which it was determined that the structure does not exceed obstruction standards and would not be a hazard to air navigation.

Committee Comments

No comments were received from committees such as BPAC.

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 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 H) and recommends the Commission adopt the findings as recommended by staff.

RECOMMENDED ACTION

Adopt the findings as recommended by staff and direct staff to prepare the Final Order for approval of AC-18-020 per the staff report dated April 27, 2018, including Exhibits A through P.

EXHIBITS

- A Conditions of Approval, drafted April 27, 2018.
- B Site Plan, received April 25, 2018.
- C Drainage & Utility Plan, received February 23, 2018.
- D Floor Plan, received February 23, 2018.
- E Elevation Plan, received February 23, 2018.
- F Building Section Plan, received February 23, 2018.
- G Landscape Plan, received April 25, 2018.
- H Applicant's Narrative, Questionnaire, and Findings of Fact, received February 23, 2018.
- I Public Works staff report, received April 4, 2018.
- J Medford Water Commission report & map, received April 4, 2018.
- K Medford Fire Department report, received April 4, 2018.
- L Rogue Valley Sewer Services (RVSS), received April 11, 2018.
- M Jackson County Roads report, received March 30, 2018.
- N Oregon Department of Aviation report, received March 30, 2018.
- O Application – Code Compliance, received February 23, 2018.

P Federal Aviation Administration (FAA) aeronautical study, received February 23, 2018.
Vicinity map

SITE PLAN AND ARCHITECTURAL COMMISSION AGENDA

May 4, 2018

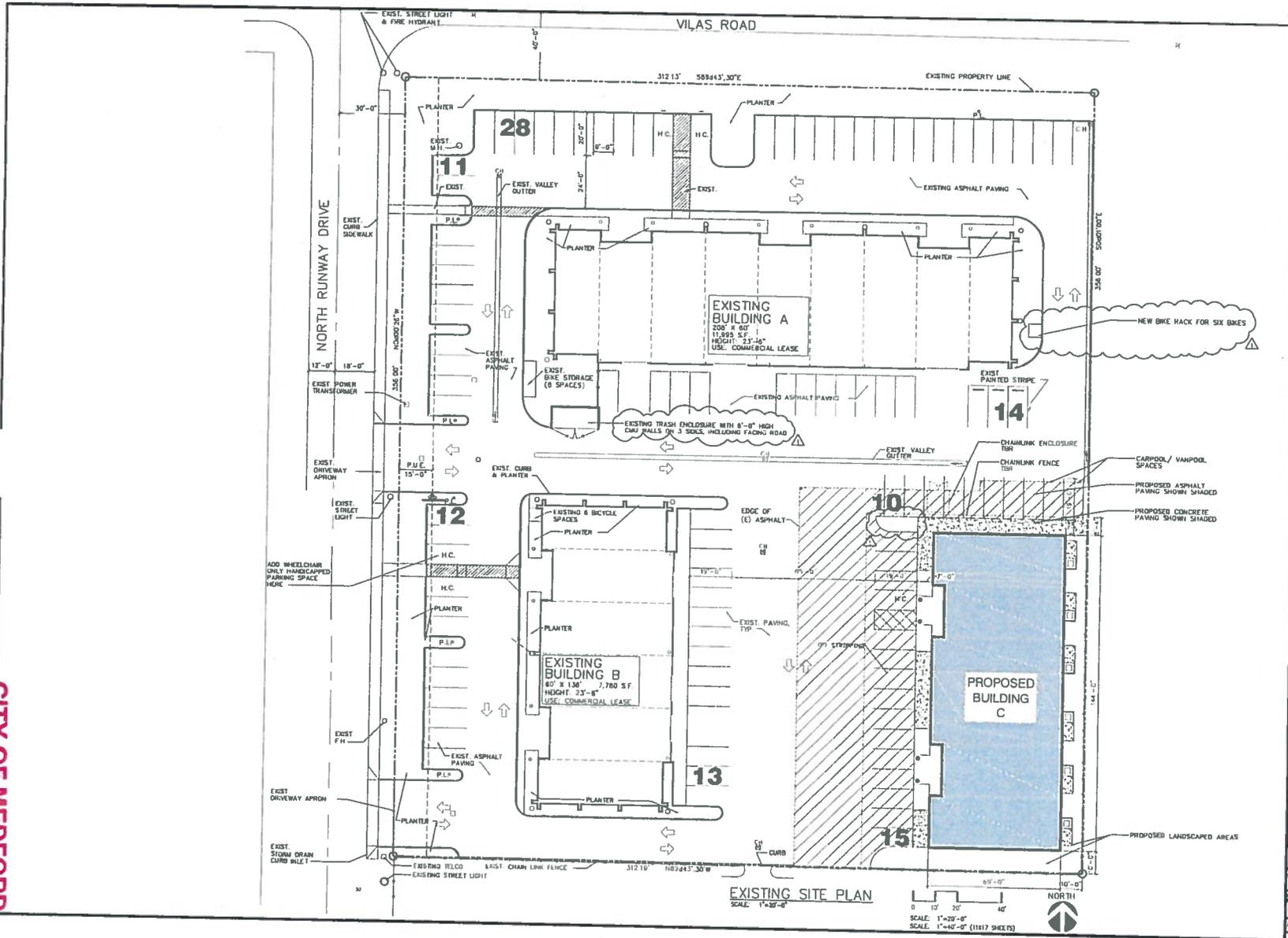
EXHIBIT A

Vilas Business Center – Building C
AC-18-020
Conditions of Approval
April 27, 2018

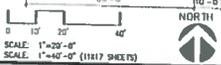
CODE REQUIRED CONDITIONS

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

1. Comply with all conditions stipulated by the Public Works Department (Exhibit I).
2. Comply with all conditions stipulated by the Medford Water Commission (Exhibit J).
3. Comply with all requirements of the Medford Fire Department (Exhibit K).
4. Comply with all requirements of the Rogue Valley Sewer Services (RVSS) (Exhibit L).
5. Comply with all requirements of Jackson County Roads (Exhibit M).
6. Submit a revised landscape plan showing the parking area planters identified on the plan as meeting the minimum coverage area as required per MLDC 10.746(3).



EXISTING SITE PLAN
 SCALE: 1"=20'-0"



NO.	DATE	REVISION
1	1/27/16	SPAC REVISIONS

STEVE ENNIS ARCHITECT
 116 EAST JACKSON STREET
 MEDFORD, OREGON 97504



PROJECT FOR
PEAKS RANCHES

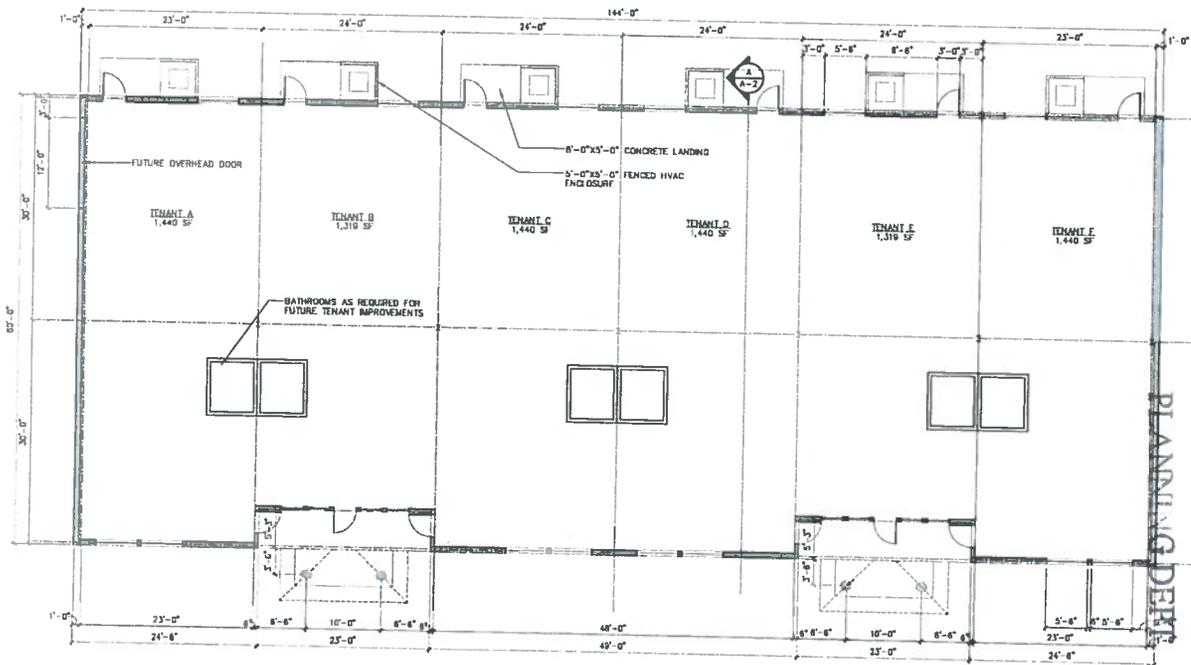
PROJECT NAME
PROPOSED BUILDING C

VILAS BUSINESS CENTER

PROJECT ADDRESS
 4898 N. RUNWAY DRIVE
 CENTRAL POINT, OR.
 97502

SHEET TITLE
PROPOSED SITE PLAN

SPAC APPLICATION	
FILE NAME 1815PAC	SHEET NO SD-1
PROJECT NUMBER 1012	
DATE 12/7/16	



MARK	DATE	BY	REVISION

STEVE ENNIS ARCHITECT
 1188 EAST JACKSON STREET
 MEDFORD, OREGON 97504



PROJECT #04
PEAKS RANCHES
 PROJECT NAME
PROPOSED BUILDING C
VLAS BUSINESS CENTER
 PROJECT ADDRESS
 4898 N. RUNWAY DRIVE
 CENTRAL POINT, OR.
 97502

SHEET TITLE
PROPOSED FLOOR PLAN

SPAC APPLICATION

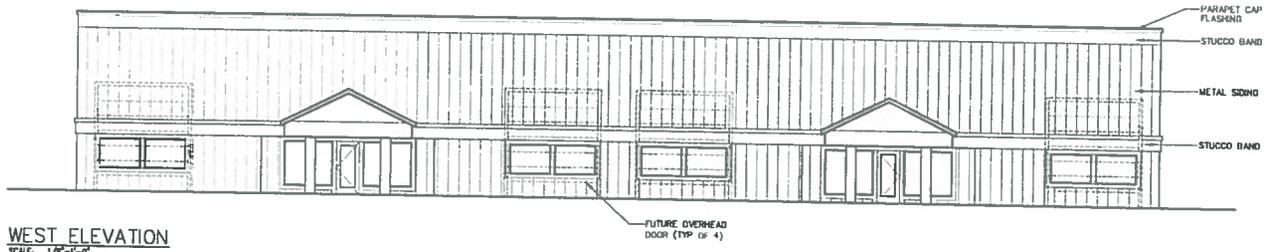
FILE NAME 18129PC	DRAWING NO. A-1
PROJECT NUMBER 1812	
DATE 02/21/18	

RECEIVED
 2018

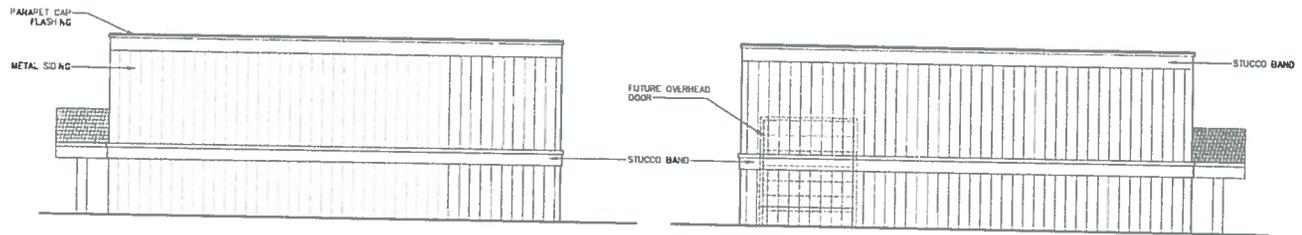
PROPOSED FLOOR PLAN
 SCALE: 1/8"=1'-0"



DATE	NO. REVISION

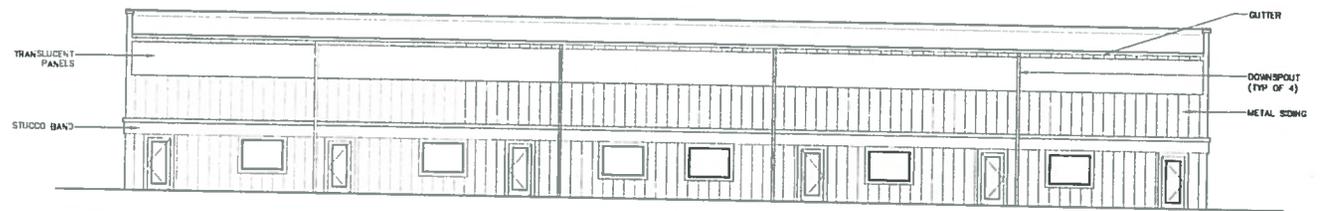


WEST ELEVATION
SCALE: 1/8"=1'-0"



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

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



EAST ELEVATION
SCALE: 1/8"=1'-0"

STEVE ENNIS ARCHITECT
1108 EAST JACKSON STREET
MEDFORD, OREGON 97504



PROJECT FOR
PEAKS RANCHES

PROJECT NAME
PROPOSED BUILDING C

VILAS BUSINESS CENTER
PROJECT ADDRESS
4898 N. RUNWAY DRIVE
CENTRAL POINT, OR.
97502

SHEET TITLE
EXTERIOR ELEVATIONS

SPAC APPLICATION

FILE NAME 181222C	SHEET NO.
PROJECT NUMBER 1812	A-3
DATE 02/21/18	

RECEIVED
FEB 23 2018
 PLANNING DEPT.

FEB 23 2018

PLANNING DEPT.

VILAS BUSINESS CENTER – BUILDING C

SPAR APPLICANT'S QUESTIONNAIRE

February 22, 2018

The following are in response to the questions on the Site Plan & Architectural Review Applicant's Questionnaire:

SECTION I - NARRATIVE

Vilas Business Center is located on the south side of Vilas Road, just east of the airport (at the southeast corner of Vilas Road and North Runway Drive). This application is for the third Industrial Building in this development. Existing Building A (AC-95-2) faces Vilas Road and existing Building B (AC-00-170) faces North Runway Drive. Proposed Building C is at the southeast corner of the site and is behind Buildings A & B.

Proposed Building C will be a 144' x 60' metal building with a slab on grade consisting of six 24' wide bays. Each bay has a door on the front (west) and rear (east). The structure will be designed to support a second floor at each bay as required by the future tenants. A 24' high parapet surrounds three sides of the building, with the standing seam metal roof sloping to a gutter along the east side.

The building will have vertical metal siding with vinyl windows, aluminum doors and future overhead doors. Breaking up the scale of the building is a stucco band along the top of the parapet, with a second stucco band 7'-6" above the ground. The front (west) wall is further broken down with two recessed porches. Each porch has round columns and protruding gabled roofs to tie the building with the detailing used at Buildings A & B.

SECTION II – COMPATIBILITY: CRITERION No. 1

- A. The land west, south and east of the site is Zoned I-G. The property north of the site (across Vilas Road) is outside the city limits but within the UGB. The north portion of the Airport is west of the site, directly across North Runway Drive. Across Vilas Road to the north are residential and small commercial structures used for a variety of commercial uses. The land directly east of the site is vacant. South of the site is a commercial development with a large paved parking lot.

The two existing industrial buildings at Vilas Business Center have single-story hipped asphalt-shingled roofs facing the roads to the north and west with deep overhangs and office windows. The south side of Building A and east side of Building B take on a more industrial look with overhead doors for access to the rear/industrial portions of the structures.

- B. Proposed Building C completes this industrial development, which was started in 1995. Since Building C does not have any street frontage and only faces the rear of existing Buildings A & B, it will take on a more industrial look. Maintaining the same height and construction as the existing buildings will give it a seamless appearance. The design of the two west entry porches comes directly from the entrances of the existing buildings. Although Building C could be closer to the south and east property lines, it has been held back ten feet in order to provide space for landscaping that will soften the look from adjacent properties.
- C. The stucco band at the top of Building C will match the existing buildings and the stucco band at 7'-6" will break down the scale of the tall walls. The contrast between these stucco bands and the vertical metal siding provide interest and further delineate the 24' high walls to provide relief. The recessed entry porches and protruding gabled roofs on the west side of the building tie Building C to the existing structures and further break down the scale of the project.

- D. The entrance porches for Proposed Building C face the west, which is where both pedestrians and vehicles will arrive from. Although the new building does not face North Runway Drive, it is aligned with Building B in order to provide a clear visual clue for navigating the site. Car and truck access to Building C are critical and can access the new building from both existing driveways off North Runway Drive. The sidewalks along the north and west sides of Building C connect to a 7'-0" wide x 19'-0" long sidewalk that will promote a safe crossing for pedestrians heading west to North Runway Drive.
- E. The deep recessed entrance porches to the existing and new building provide safe and covered access for pedestrians. The south side of Building A and the east side of Building B have overhead doors for industrial use, so landscaped planters are located on the other three sides of those buildings. Proposed Building C is designed to have overhead doors on the north and west sides, so concrete sidewalks along those two frontages will be flush with the asphalt and finished floor in order to provide vehicle access while giving the pedestrians safer access to the entrances. Each of the six suites in Building C will have doors leading to small patios along the east side of the structure for quiet and safe places to sit.
- F. Since Vilas Road has a high speed limit and no sidewalks, vehicular and pedestrian access to the site come off North Runway Drive to the west of the property. Parallel parking and a sidewalk along North Runway Drive provide additional parking and good pedestrian access to the site. The two wide driveways off this road allow vehicles clear access to the existing two buildings, as well as the third and final building. Although the vehicular circulation at Vilas Business Center has not been designed to provide access to the properties south and east of it, the configuration of the existing drive aisles could lead to these sites in the future if either of those connections was developed with the adjacent property owners.
- G. There are no existing trees or significant native vegetation in the area of the site to be developed.
- H. New areas of pavement and roof surfaces will be tied into the existing stormwater system. Stormwater Detention will be on the surface of the existing and new pavement and drain into two existing catch basins with restricted orifices. Stormwater Quality will be provided by the installation of Flexstorm Pure PC + inlet filters in these two existing catch basins.
- I. By setting Proposed Building C back ten feet from the adjacent south and east property lines, space has been provided for landscaping as well as maintenance access. The blank south wall of the building will be fully landscaped. Landscaping along the east side of the building will soften the impact of that façade, as well as enhance use of the six small patios for building occupants. Four planters along the west side of the building have been located adjacent to the entry porches to break down the long façade as well as provide shade for the building.
- J. Existing pole lights along the north and west frontage of the site light the parking lots. Each existing and new building entry has lights that provide safe pedestrian access. Lighting on the north and west walls of the new building will be like those along the south wall of Building A and east wall of Building B, which are directed down to light the site while not diminishing the view of the night sky.
- K. An existing monument sign near the corner of Vilas Road and North Phoenix Road identifies the Vilas Business Center, as well as the tenants in each of the two existing buildings. That sign will be altered to include the Proposed Building C. A second monument sign at the north driveway off North Runway Drive identified Building B and the tenants within it. Proposed Building C will be added to this sign as well. The proposed building will also have large numbers mounted on the northwest corner identifying the street address, which is the same way the two existing buildings are identified.
- L. Ground-mounted HVAC Units will be located along the east edge of the building, adjacent to each of the six suites. Wood fencing will be used to conceal these units from the adjacent property.

- M. Any noise generated by the future occupants of this building will be contained within the building. With future overhead doors along the north and west sided of the building, any potential noise from the building interiors will be directed away from adjacent properties. The primary source of sound generated by the project will be from the ground-mounted HVAC Equipment, which will be shielded by wood fences from the adjacent property.
- N. The existing Vilas Business Center was carefully developed with landscaping and one-story office structures with sloped roofs and deep overhangs facing the adjacent road frontages. The industrial use of the buildings has been oriented to the center of the property. This final building completes that concept with overhead doors facing the two existing buildings and facades that have been softened with stucco bands, doors and windows.
- Aeronautical Studies have been completed for all four corners of the building with the FAA and we have secured four "Determination of No Hazard to Air Navigation" letters. These have been attached to this application.
- O. No exceptions or modifications are being requested as part of this project.
- P. No petition for relief of landscaping standards is being requested.

Please do not hesitate to contact me with any questions or if clarification is needed in order to deem this application complete.

Sincerely,

Steve Ennis, Owner
Steve Ennis Architect

Cc: Don Blaser, Peaks Ranches

C:\Users\Steve\Documents\My Dropbox\JOBS\1612 Peaks Ranches\Documents\VBC Building C\SPAC Application\1612 VBC Building C SPAR Questionnaire 02-22-18.doc



Medford – A fantastic place to live, work and play

CITY OF MEDFORD

LD Date: 4/4/2018
File Number: AC-18-020
Reference: PA-16-130

PUBLIC WORKS DEPARTMENT STAFF REPORT Vilas Business Center Building C

- Project:** Consideration of a proposal for the construction of an 8,460 square foot industrial building.
- Location:** Located within the Vilas Business Center, an existing industrial development currently containing two industrial buildings on a 2.5-acre lot located at 540 E Vilas Road in the Light Industrial (I-L) zoning district (371W06BB600).
- Applicant:** Applicant, Don Blaser; Agent, Steve Ennis Architect; Planner, Dustin Severs.
- Applicability:** The Medford Public Works Department's conditions of Preliminary Plan Approval for Peaks Business Center Phase 1 (construction of Building "A") were adopted by Order of the Site Plan and Architectural Commission (SPAC) on February 17th, 1995 (AC-95-2). A separate land action for the construction of a second building (Building "B") in Phase 2 was approved by the SPAC on December 1st, 2000 (AC-00-170). With this approval the name of the development has changed from Peaks Business Center to Vilas Business Center.

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.

A. STREETS

1. Dedications

East Vilas Road is classified as a Major Arterial street, and in accordance with Medford Land Development Code (MLDC) Section 10.428, requires a total right-of-way width of 100-feet. However, MLDC standards during the construction of East Vilas Road only required 60-feet of right-of-way width and an additional 10-feet along the south side of East Vilas Road was also deeded to the City of Medford with document #95-10101 as required in AC-95-002. **Therefore, no additional right-of-way is required.**

North Runway Drive is classified as a Commercial street, and in accordance with MLDC Section 10.429, requires a total right-of-way width of 63-feet. However, North Runway Drive (P970D) has already been constructed in accordance with AC-95-002. **Therefore, no additional right-of-way is required.**

There is currently a 15-foot Public Utility Easement (PUE) along the frontage of East Vilas Road and North Runway Drive that was dedicated with project AC-95-2 (document #95-22315).

2. Public Improvements

a. Public Streets

East Vilas Road is currently paved without other improvements. Improvements to East Vilas Road were not a condition of approval with the original land action (AC-95-002), as the access (driveway) from East Vilas Road to this parcel was removed in order to direct traffic to take access off of North Runway Drive (low order street). **Therefore, no additional improvements are required with this development.**

Standard street section improvements have been completed on **North Runway Drive**, including pavement, curb and gutter, street lights and sidewalk as part of Public Improvements Plans (P970D). **No additional street improvements are required.**

b. Street Lights and Signing

No additional street lights are required.

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

signs and place new signs provided the Developer.

c. Pavement Moratoriums

There is no pavement cutting moratorium currently in effect along this frontage to East Vilas Road or North Runway Drive.

d. Access to Public Street System

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

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. 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. 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 (SDCs)

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

Prepared by: Doug Burroughs

SUMMARY CONDITIONS OF APPROVAL

Vilas Business Center
Building C
AC-18-020

A. Streets

1. Street Dedications to the Public:

- **East Vilas Road** – No additional right-of-way required.
- **North Runway Drive** – No additional right-of-way required.
- A 15-foot Public Utility Easement has been dedicated.

2. Improvements:

Public Streets

- **East Vilas Road** – No additional improvements are required.
- **North Runway Drive** – No additional improvements are required.

Lighting and Signing

- No additional street lights are required.

Access and Circulation

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

Other

- There are no pavement moratoriums currently in effect on **East Vilas Road** or **North Runway Drive**.

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 (if disturbing one acre or greater).
-
- = 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-18-020

PARCEL ID: 371W30AC TL 2500

PROJECT: Consideration of a proposal for the construction of an 8,460 square foot industrial building to be located within the Vilas Business Center, an existing industrial development currently containing two industrial buildings on a 2.5-acre lot located at 540 E Vilas Road in the Light Industrial (I-L) zoning district (371W06BB600); Applicant, Don Blaser; Agent, Steve Ennis Architect; Planner, Dustin Severs.

DATE: April 4, 2018

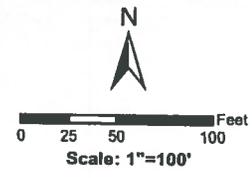
I have reviewed the above plan authorization application as requested. Conditions for approval and comments are as follows:

CONDITIONS

1. The water facility planning/design/construction process will be done in accordance with the Medford Water Commission (MWC) "Regulations Governing Water Service" and "Standards For Water Facilities/Fire Protection Systems/Backflow Prevention Devices."
2. All parcels/lots of proposed property divisions will be required to have metered water service prior to recordation of final map, unless otherwise arranged with MWC.
3. The existing 1-inch water meter located in along the east side of N Runway Drive in front of existing Building 'B' can be extended to serve proposed Building 'C'. If this property is ever partitioned so that each Building is on its own tax lot, then a new water meter will be required to be installed to serve Building 'C'.
4. Static water pressure is expected to be between 100 and 105 psi. Installation of Pressure Reducing Valves (PRV) is required per Uniform Plumbing Code. 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 property. There is an existing 2-inch water line that serves Building 'A', and a 1-inch water meter that serves Building 'B'. (See Condition 3 above)
4. Access to MWC water lines is available. There is an existing 10-inch water line in N Runway Drive, and an existing 20-inch water line in E. Vilas Road.



Water Facility Map
for
City of Medford
File: AC-18-020

April 4, 2018

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 2018 GIS database compiled by Medford Water Commission from a variety of sources. Medford Water Commission reserves the right to modify the data, conditions, or product without notice. There are no warranties, expressed or implied.

Draw: 3/26/2018
Plot: G:\2018\Other MWC Map - MWC RDE - Letter LS - Feb 21, 2018.rvt



Medford Fire-Rescue Land Development Report

Review/Project Information

Reviewed By: Kleinberg, Greg

Review Date: 4/2/2018
Meeting Date: 4/4/2018

LD #: AC18020

Planner: Dustin Severs

Applicant: Applicant, Don Blaser

Project Location: 540 E Vilas Road

Project Description: Consideration of a proposal for the construction of an 8,460 square foot industrial building to be located within the Vilas Business Center, an existing industrial development currently containing two industrial buildings on a 2.5-acre lot located at 540 E Vilas Road in the Light Industrial (I-L) zoning district (371W06BB600); Applicant, Don Blaser; Agent, Steve Ennis Architect; Planner, Dustin Severs.

Specific Requirements for Access & Water Supply

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



ROGUE VALLEY SEWER SERVICES

Location 138 West Vilas Road, Central Point, OR - Mailing Address P.O. Box 3130, Central Point, OR 7502-0005
Tel. (541) 664-6300, Fax (541) 664-7171 www.RVSS.us

April 11, 2018

City of Medford Planning Department
200 S. Ivy Street
Medford, Oregon 97501

Re: AC-18-020, Vilas Business Center (Map 371W06BB, Tax Lot 600)

ATTN: Dustin,

The subject property is within the Rogue Valley Sewer Services area. There is an 8 inch sewer main along N Runway Drive with two 4 inch laterals extended to the property. It is assumed that one of these services is not connected to the existing building on the property. If this is the case, sewer service for the proposed building can be had by connecting to the un-used lateral. Otherwise, a tap to the main is required. Tap permits will be issued by RVSS, the permit to connect to the existing service and the building will be issued by the City of Medford. There will be system development charges owed to Rogue Valley Sewer Services.

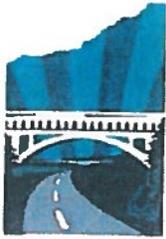
Rogue Valley Sewer Services requests that approval of this application be subject to the following condition:

1. If required, a tap permit be obtained from RVSS.
2. The applicant must provide RVSS with a plumbing fixture plan for the determination of system development charges.
3. The applicant must pay sewer system development charges to Rogue Valley Sewer Service prior to issuance of a building permit.

Sincerely,

Nicholas R. Bakke

Nicholas R. Bakke, P.E.
District Engineer



JACKSON COUNTY

Roads

Roads
Engineering

Kevin Christiansen
Construction Manager

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

www.jacksoncounty.org

March 30, 2018

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

RE: Site Plan Review on North Runway Drive – a city maintained road
and East Vilas Road – a county maintained road
Planning File: AC-18-020

Dear Dustin:

Thank you for the opportunity to comment on the site plan review for a proposal for the construction of a 8,400 square foot industrial building to be located in the Vilas business Center, an existing industrial development currently containing two industrial buildings on a 2.5 acre lot located at the intersection of North Runway Drive and East Vilas Road (540 E. Vilas Rd.) within an Light Industrial (I-L) zoning district (37-1W -06BB tax lot 600). Jackson County Roads has the following comments:

1. If frontage improvements are required off East Vilas Road, they shall be permitted and inspected by the City of Medford.
2. No road approaches off East Vilas Road shall be permitted.
3. The applicant shall submit construction plans to Jackson County Roads, so we may determine if county permits will be required.
4. We would like to be notified of future development proposals, as county permits may be required.
5. East Vilas Road is a County Minor Arterial and is county-maintained. The Average Daily Traffic Count 225 feet west of Highway 62 was 14,829 on August 8, 2016.
6. Jackson County's General Administration Policy #1-45 sets forth the County's position as it relates to the management of County roads located within existing or proposed city limits or Urban Growth Boundaries (UGB). The County has no current plans for improvements to East Vilas Road. Jackson County Roads recommends that the city request jurisdiction of this road.
7. Storm water should meet City of Medford requirements that also include water quality.
8. Jackson County Roads would like to review and comment on the hydraulic report including the calculations and drainage plan. Capacity improvements or on site detention, if necessary, shall be installed at the expense of the applicant. Upon completion of the project, the developer's engineer shall certify that construction of the drainage system was constructed per plan and a copy of the certification shall be sent to Jackson County Roads.
9. Please note that there are drainage problems in this area and the City of Medford maintains the storm water system.

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

Sincerely,

Kevin Christiansen
Construction Manager



Oregon

Kate Brown, Governor



3040 25th Street, SE
Salem, OR 97302-1125
Phone: (503) 378-4880
Toll Free: (800) 874-0102
FAX: (503) 373-1688

March 30, 2018

Dustin Severs
Planner
City of Medford
200 South Ivy St, Lausmann Annex Rm 240
Medford, OR 97501

Re: File No. AC-18-020 Vilas Business Center Building C

Dear Mr. Severs:

The Oregon Department of Aviation (ODA) appreciates the opportunity to review and comment on the proposed Vilas Business Center Building C located at 540 E Vilas Road (37-1W-06BB lot 600).

The Oregon Department of Aviation would like to submit the following comments:

- Prior to issuance of a building permit the applicant must file and receive a determination from the Oregon Department of Aviation as required by OAR 738-070-0060 on FAA Form 7460-1 Notice of Proposed Construction or Alteration to determine if the structure will pose a hazard to aviation safety. A subsequent submittal may be required by the FAA due to its location to the Troutdale Airport.
- The height of the new structure should not penetrate FAA Part 77 Imaginary Surfaces, as determined by ODA and the FAA.
- Shields on any external lights should be designed as to not interfere with aircraft or airport operations.
- Marking Lights, per FAA design, may be needed to identify to structures.
- Coordination with the Rogue Valley Int'l Airport and the Medford Air Traffic Control tower may be needed to issue a NOTAM during the construction.

ODA appreciates the opportunity to comment on this application. The Department requests to be identified as a party of record for any future land use application.

If you have any questions or need further information or clarification on the comments, please feel free to contact me at 503-378-2529 or Jeff.Caines@aviation.state.or.us.

Sincerely,

Jeff Caines, AICP
Aviation Planner
Oregon Department of Aviation

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

RECEIVED

FEB 23 2018

PLANNING DEPT.

Section II – Code Compliance: Criterion No. 2

PROJECT SITE

	PROPOSED	REQUIRED
• Zoning District	I-L	I-L
• Overlay District(s)	A-C, A-A	A-C, A-A
• Proposed Use	Light Industrial	Light Industrial
• Project Site Acreage	2.55	0.46 Minimum
• Site Acreage (+ right-of-way)	3.6	
• Proposed Density (10.708)		
• # Dwelling Units	0	
• # Employees	(tbd)	

STRUCTURES

	EXISTING	PROPOSED
• # Structures	2	3
• Structure Square Footage (10.710-10.721)	19,775	8,400

SITE DESIGN STANDARDS

	PROPOSED	REQUIRED
• Front Yard Setback (10.710-721)	79' (Existing Building A)	10'
• Side Yard Setback (10.710-721)	65' (Existing Building B)	10'
• Side Yard Setback (10.710-721)	10'	0'
• Rear Yard Setback (10.710-721)	10'	2'
• Lot Coverage (10.710-721)	25%	50%

PARKING

	PROPOSED	REQUIRED
• Regular Vehicular Spaces (10.743)	95 (75 Exist)	
• Disable Person Vehicular Spaces (10.746[8])	5 (3 Exist)	
• Carpool/Varpool Spaces (10.809)	3	3 for 25 New Spaces
• Total Spaces (10.743)	103	
• Bicycle Spaces (10.748)	20 (14 Exist)	20
• Loading Berths (10.742)		

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

LANDSCAPING

	PROPOSED	REQUIRED
• Total Landscape Area (square feet)	2,280	
• Total Landscape Area in High Water Use Landscaping (square feet)	0	
• Total Landscape Area in High Water Use Landscaping (percentage)	0	
• Total % Landscape Coverage	(n/a)	
• Required Organic Content (cu.yd.)	7	
• Frontage Landscaping (10.797)		
• Street:	(n/a)	(n/a)
• Feet:		
• # Trees:		
• # Shrubs:		
• Street:		
• Feet:		
• # Trees:		
• # Shrubs:		
• Bufferyard Landscaping (10.790)		
• Type:	(n/a)	
• Distance (ft):		
• # Canopy Trees:		
• # Shrubs:	10	
• Fence/Wall:		
• Parking Area Planter Bays (10.746)		
• Type:	Island	
• # Bays:	1	
• Area:	240 SF	
• # Trees:	1	
• # Shrubs:	10	

STRUCTURE

PROPOSED

- Materials
- Colors

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.



Mail Processing Center
 Federal Aviation Administration
 Southwest Regional Office
 Obstruction Evaluation Group
 10101 Hillwood Parkway
 Fort Worth, TX 76177

Aeronautical Study No.
 2017-ANM-358-OE
 Prior Study No.
 2016-ANM-1630-OE

Issued Date: 03/20/2017

Don Blaser
 Vilas Business
 4894 North Runway Drive
 Central Point, OR 97502

RECEIVED
FEB 23 2018
PLANNING DEPT.

**** DETERMINATION OF NO HAZARD TO AIR NAVIGATION ****

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure: Building NW Corner of Vilas Business Center Building C
 Location: Central Point, OR
 Latitude: 42-23-19.10N NAD 83
 Longitude: 122-52-28.21W
 Heights: 1310 feet site elevation (SE)
 24 feet above ground level (AGL)
 1334 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

It is required that FAA Form 7460-2, Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or:

- At least 10 days prior to start of construction (7460-2, Part 1)
- Within 5 days after the construction reaches its greatest height (7460-2, Part 2)

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed in accordance with FAA Advisory circular 70/7460-1 L Change 1.

This determination expires on 09/20/2018 unless:

- (a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
- (b) extended, revised, or terminated by the issuing office.
- (c) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD.

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This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

If we can be of further assistance, please contact our office at (425) 227-2625. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2017-ANM-358-OE.

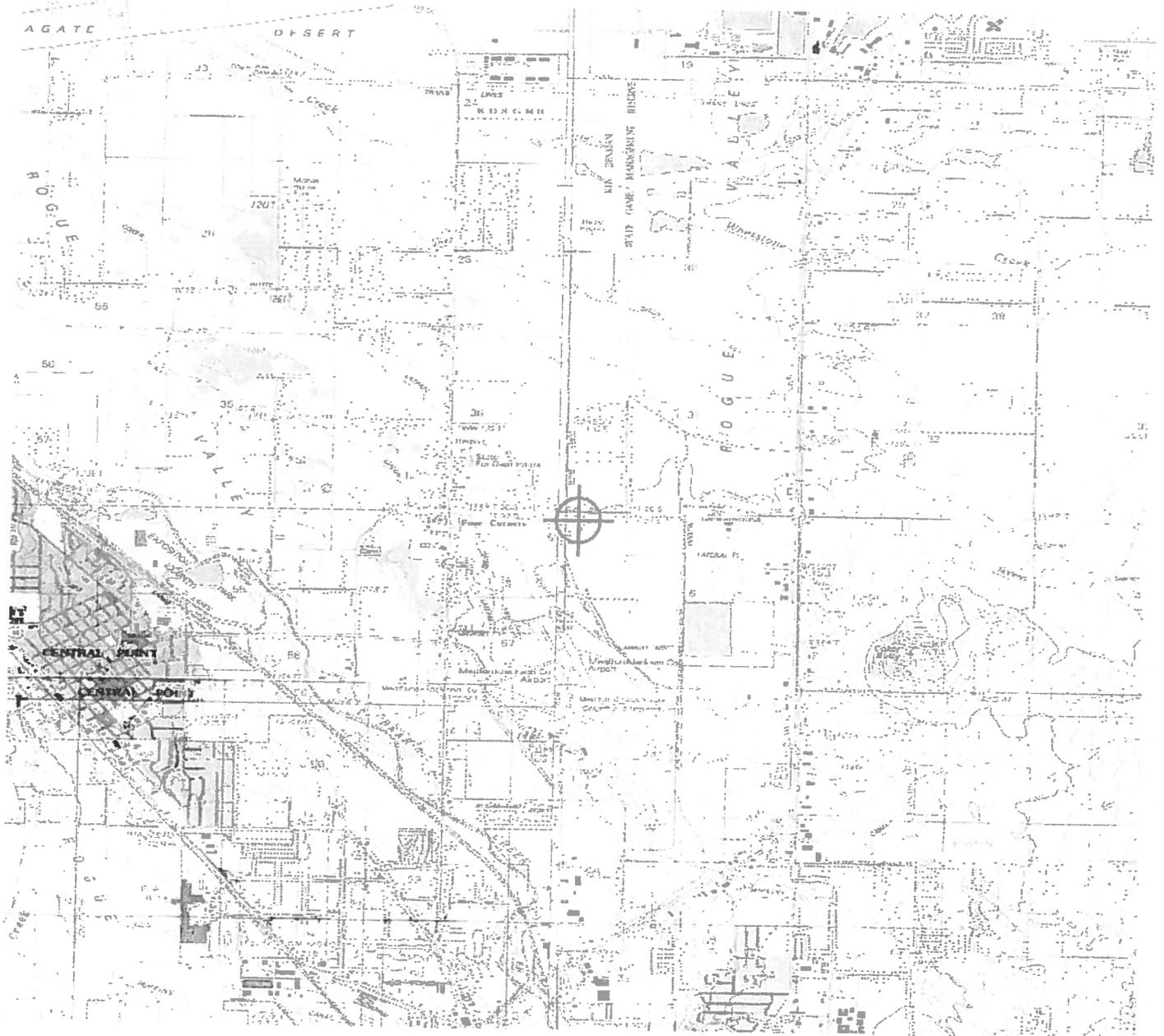
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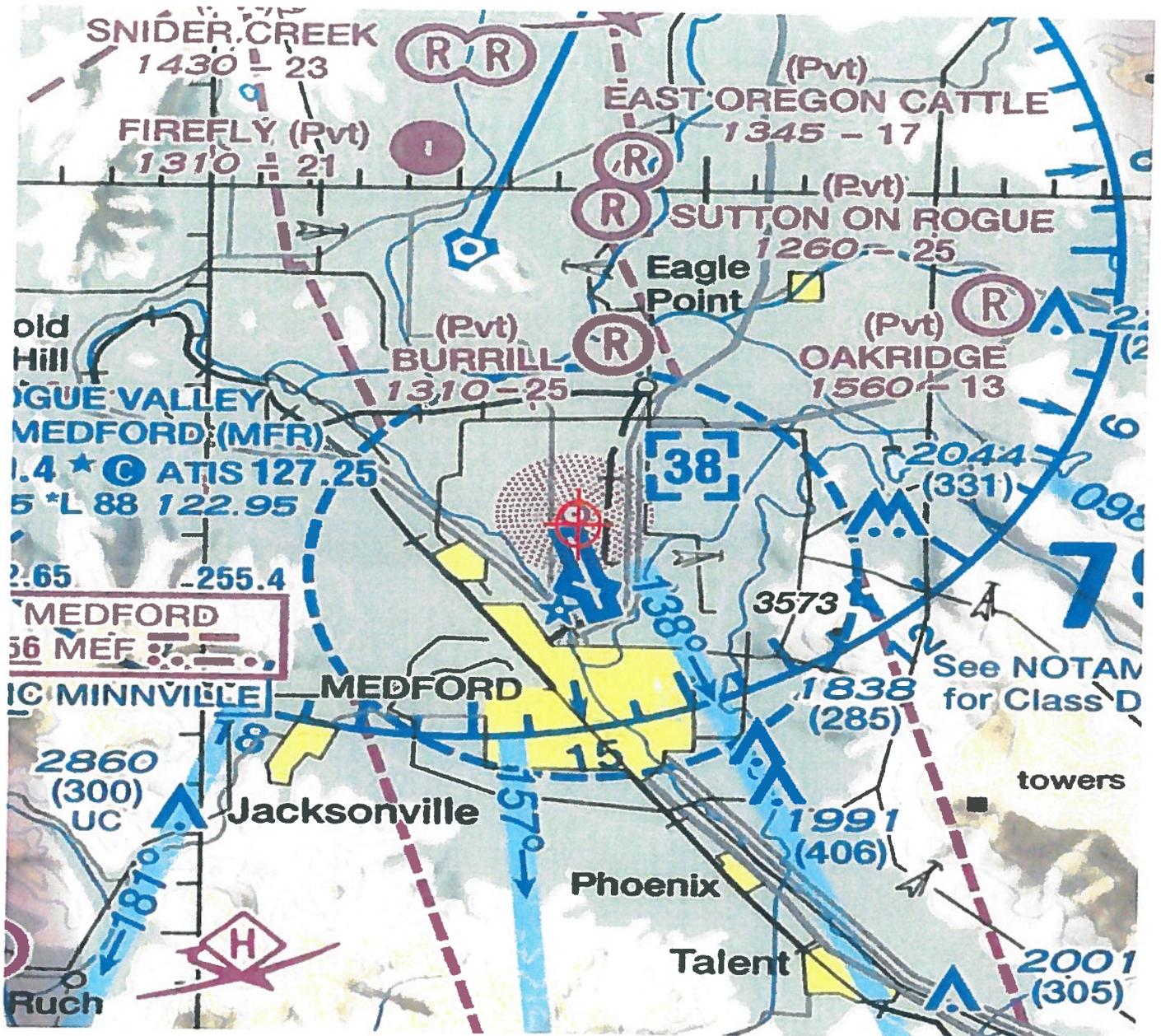
Paul Holmquist
Specialist

Attachment(s)
Map(s)

POPO Map for ASN 2017-ANM-358-G...



Sectional Map for ASN 2017-ANM-358-02





Mail Processing Center
 Federal Aviation Administration
 Southwest Regional Office
 Obstruction Evaluation Group
 10101 Hillwood Parkway
 Fort Worth, TX 76177

Aeronautical Study No.
 2017-ANM-360-OE
 Prior Study No.
 2016-ANM-1630-OE

Issued Date: 03/20/2017

Don Blaser
 Vilas Business
 4894 North Runway Drive
 Central Point, OR 97502

**** DETERMINATION OF NO HAZARD TO AIR NAVIGATION ****

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure: Building NE Corner of Vilas Business Center Building C
 Location: Central Point, OR
 Latitude: 42-23-19.10N NAD 83
 Longitude: 122-52-27.40W
 Heights: 1310 feet site elevation (SE)
 24 feet above ground level (AGL)
 1334 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

It is required that FAA Form 7460-2, Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or:

- At least 10 days prior to start of construction (7460-2, Part 1)
- Within 5 days after the construction reaches its greatest height (7460-2, Part 2)

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed in accordance with FAA Advisory circular 70/7460-1 L Change 1.

This determination expires on 09/20/2018 unless:

- (a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
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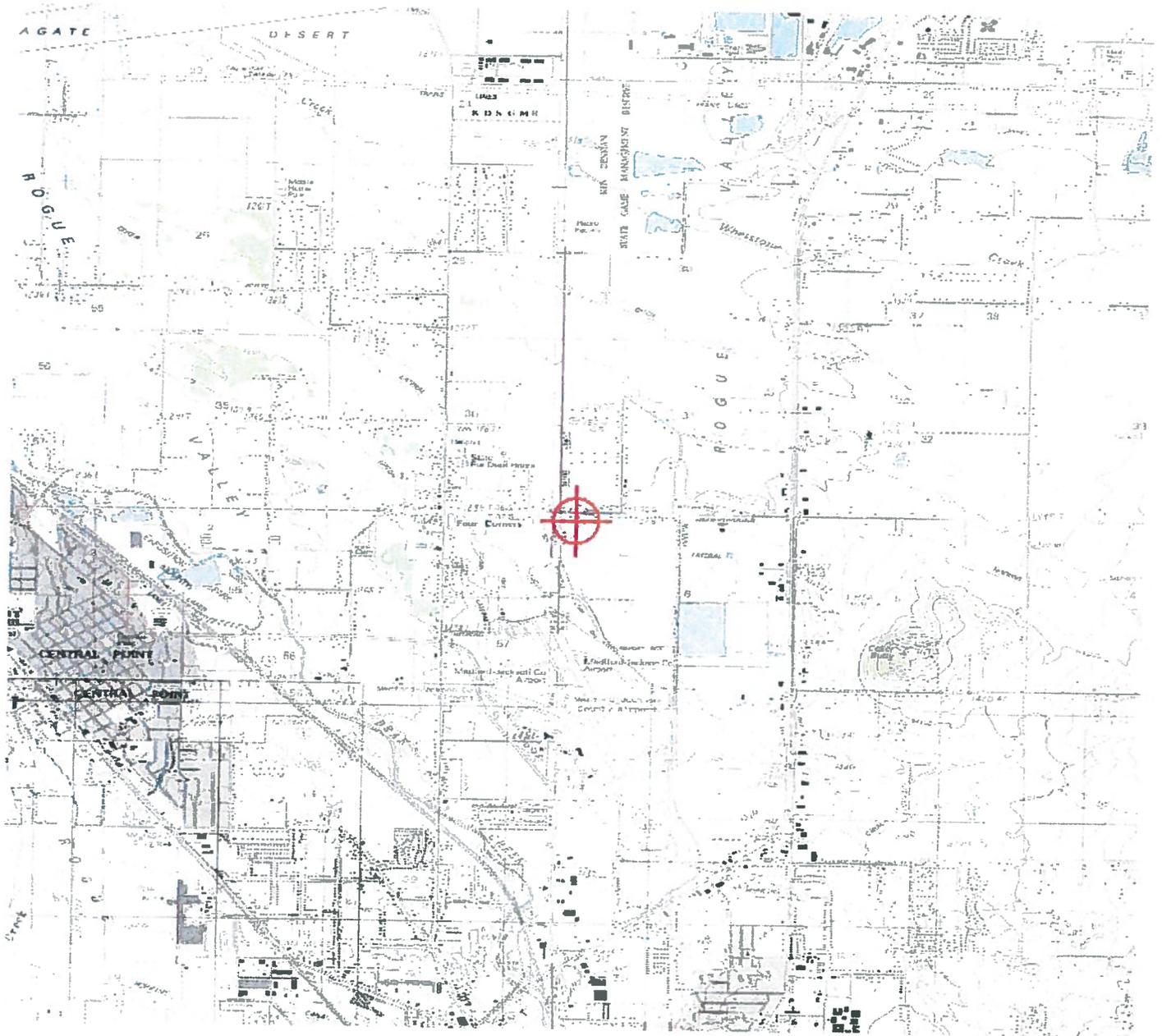
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Paul Holmquist
Specialist

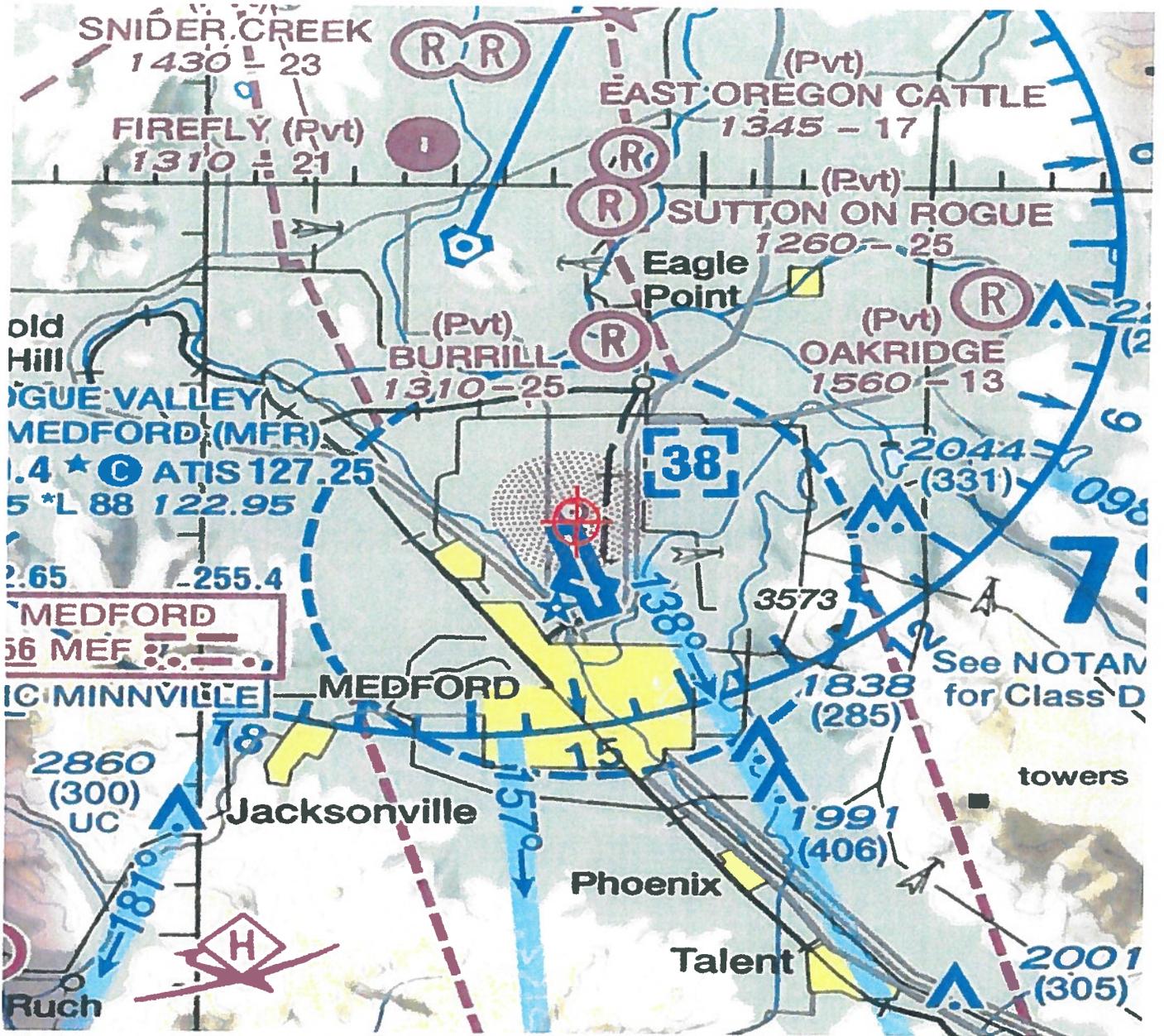
(DNE)

Attachment(s)
Map(s)

i'OPO Map for ASN 2017-ANM-360-02



Sectional Map for ASN 2017-ANM-360-02





Mail Processing Center
 Federal Aviation Administration
 Southwest Regional Office
 Obstruction Evaluation Group
 10101 Hillwood Parkway
 Fort Worth, TX 76177

Aeronautical Study No.
 2017-ANM-359-OE
 Prior Study No.
 2016-ANM-1630-OE

Issued Date: 03/20/2017

Don Blaser
 Vilas Business
 4894 North Runway Drive
 Central Point, OR 97502

**** DETERMINATION OF NO HAZARD TO AIR NAVIGATION ****

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure: Building SW Corner of Vilas Business Center Building C
 Location: Central Point, OR
 Latitude: 42-23-17.68N NAD 83
 Longitude: 122-52-28.21W
 Heights: 1310 feet site elevation (SE)
 24 feet above ground level (AGL)
 1334 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

It is required that FAA Form 7460-2, Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or:

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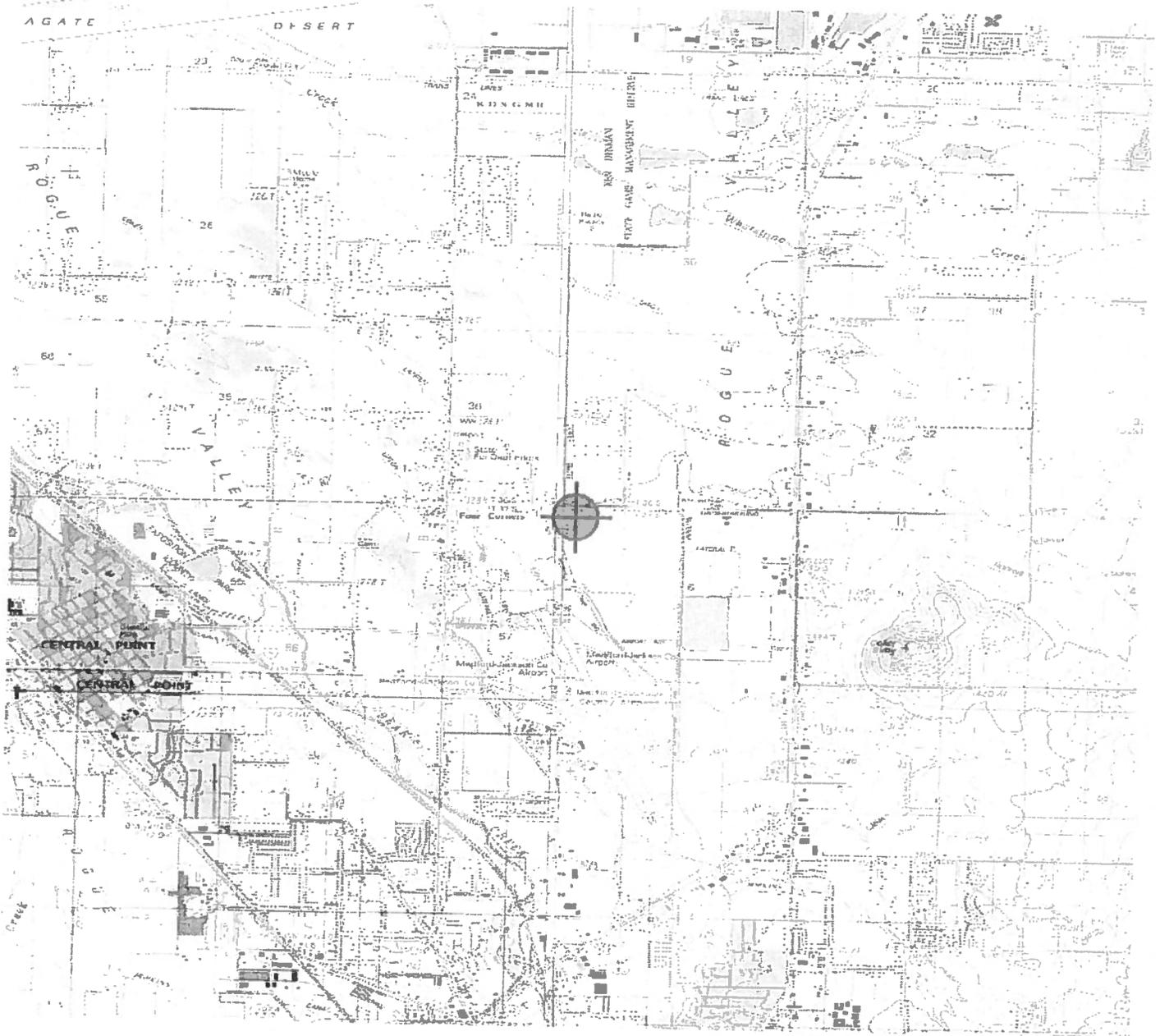
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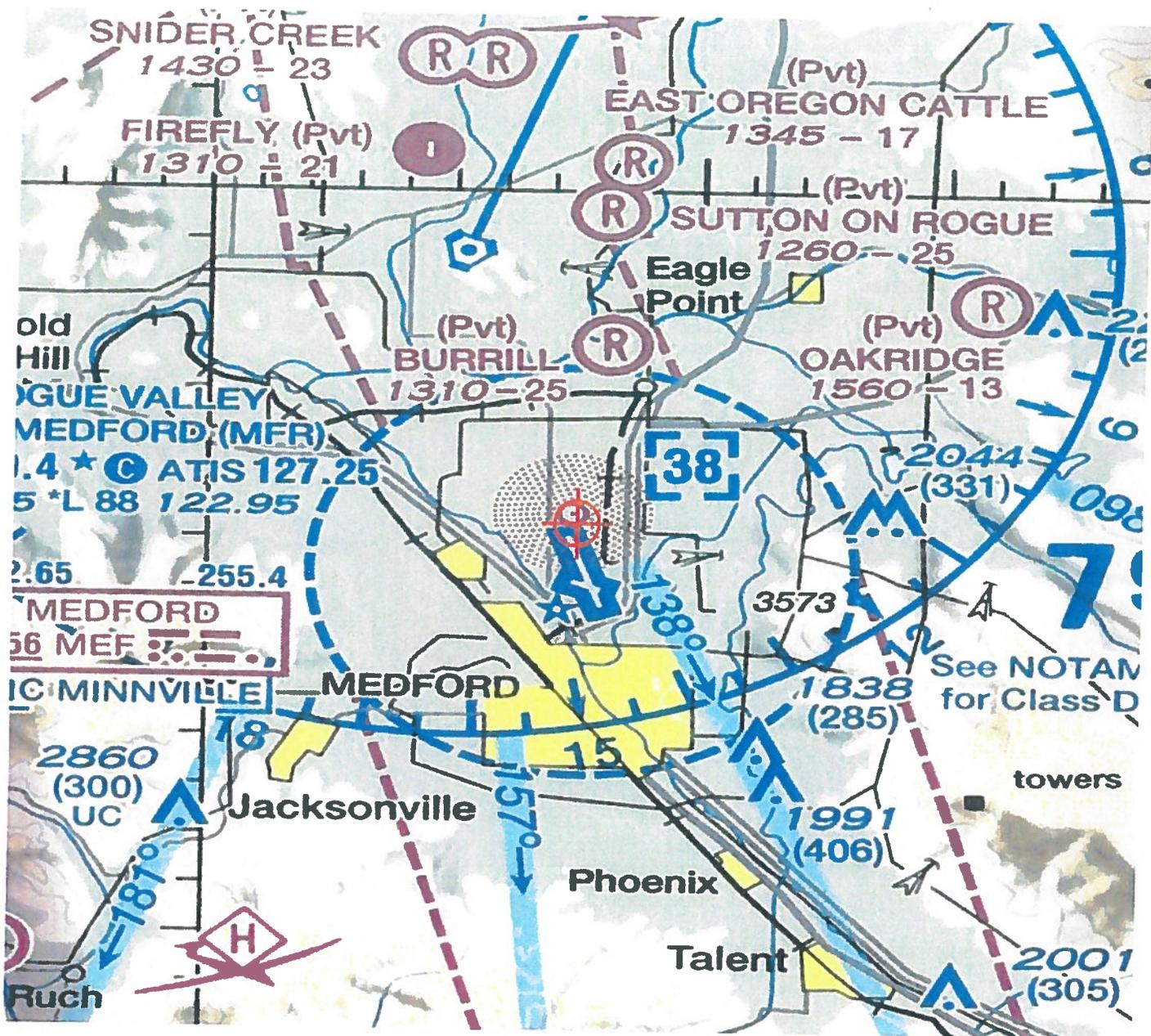
Paul Holmquist
Specialist

(DNE)

Attachment(s)

Map(s)







Mail Processing Center
 Federal Aviation Administration
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 10101 Hillwood Parkway
 Fort Worth, TX 76177

Aeronautical Study No.
 2017-ANM-361-OE
 Prior Study No.
 2016-ANM-1630-OE

Issued Date: 03/20/2017

Don Blaser
 Vilas Business
 4894 North Runway Drive
 Central Point, OR 97502

**** DETERMINATION OF NO HAZARD TO AIR NAVIGATION ****

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure: Building SE Corner of Vilas Business Center Building C
 Location: Central Point, OR
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Signature Control No: 321852268-325947316

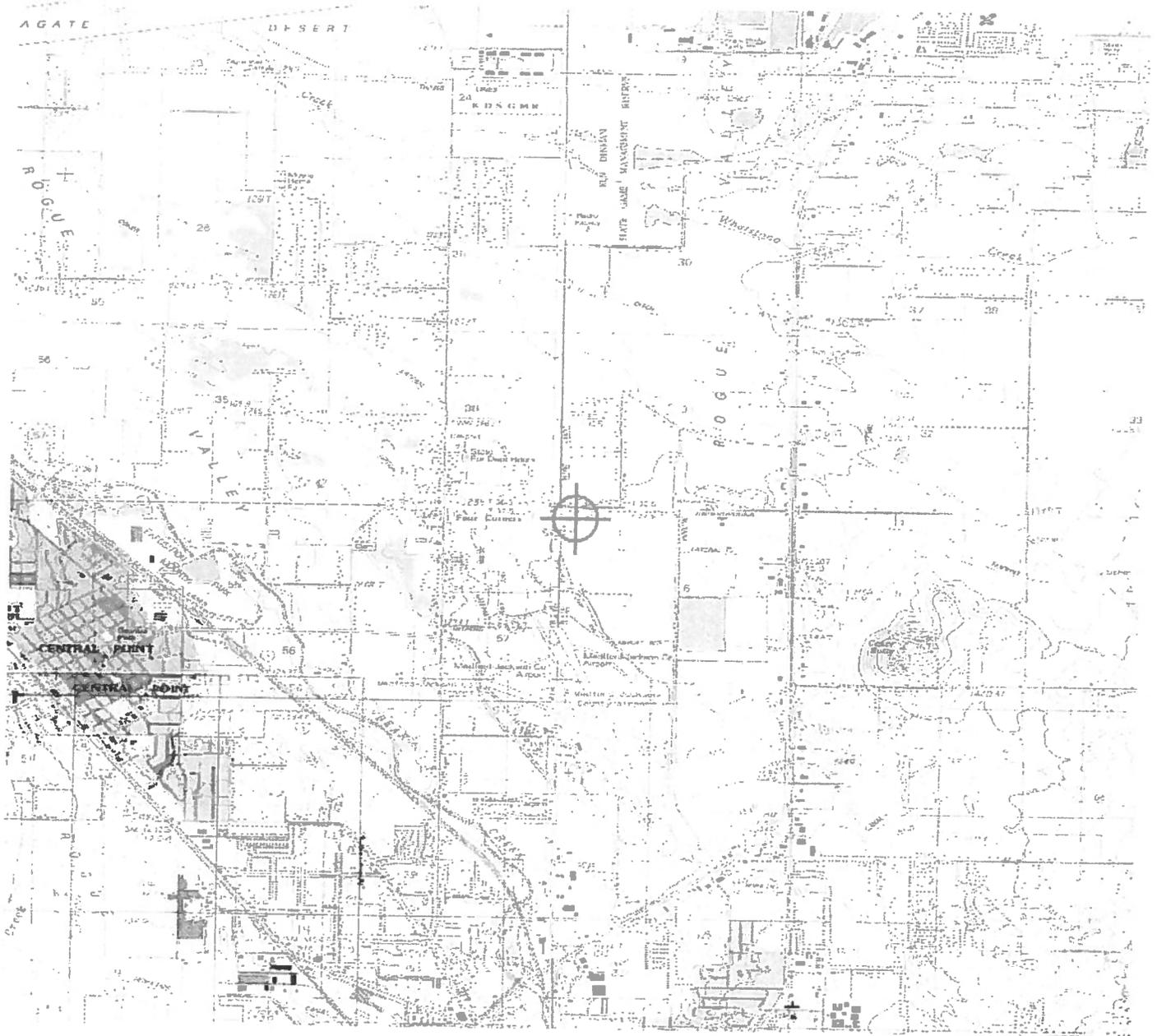
Paul Holmquist
Specialist

(DNE)

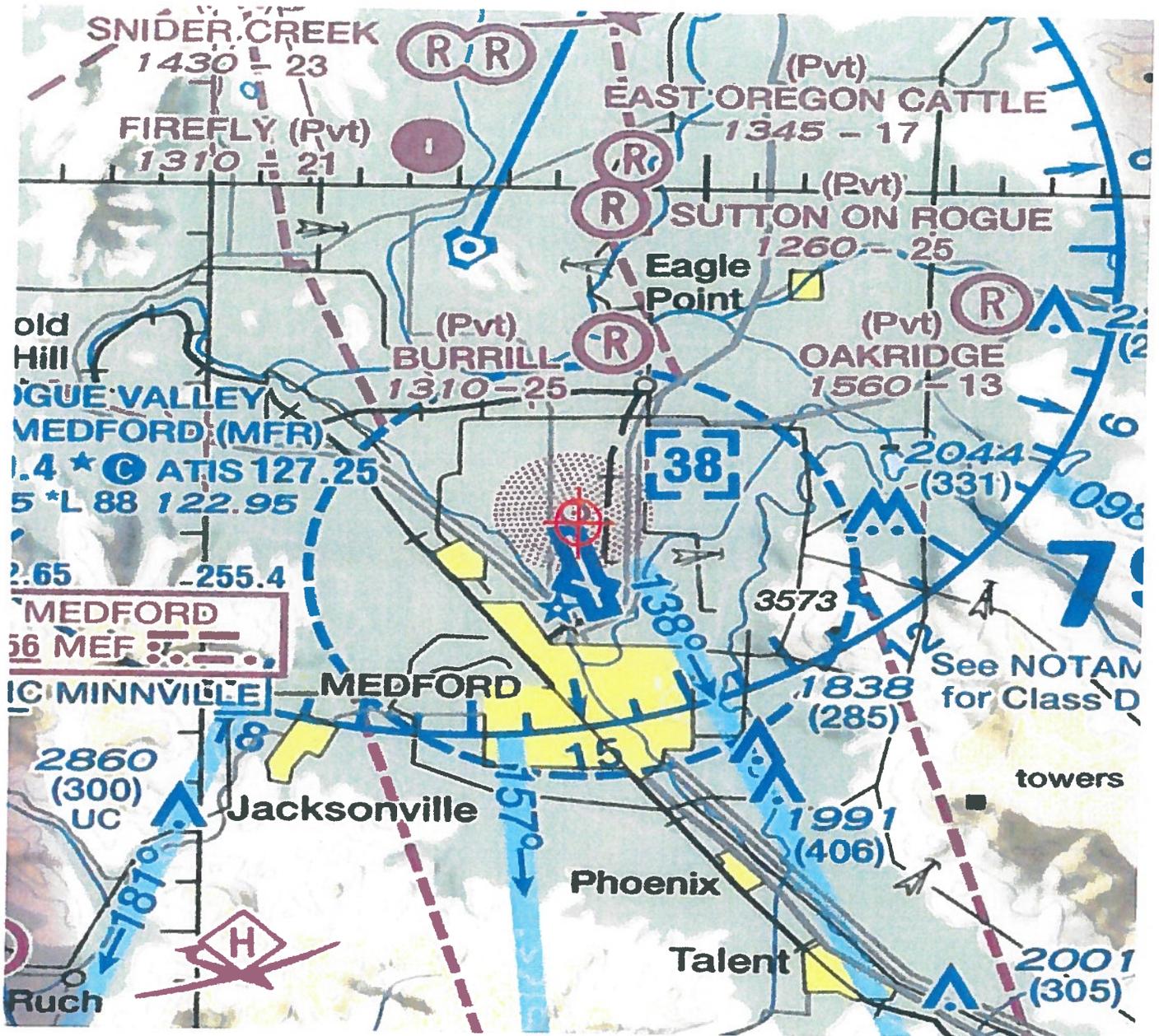
Attachment(s)

Map(s)

POPO Map for ASN 2017-ANM-361-0



Sectional Map for ASN 2017-ANM-361-CE





City of Medford
Planning Department

Vicinity
Map

File Number:
AC-18-020



Project Name:

Vilas Business

Map/Taxlot:

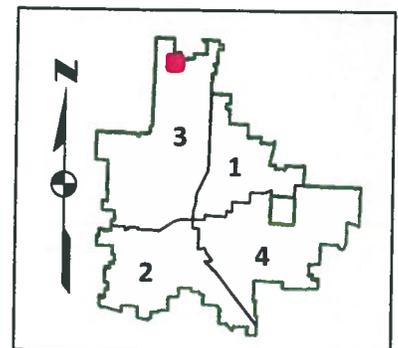
371W06BB TL 600



03/01/2018

Legend

-  Subject Area
-  Medford Zoning
-  Tax Lots





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 Tower Business Park Lot 5
 Applicant/Agent: R.A. Murphy Construction

File no. AC-18-025

To Site Plan and Architectural Commission *for 05/04/2018 hearing*

From Steffen Roennfeldt, Planner III

Reviewer Kelly Akin, Assistant Planning Director *KA*

Date April 25, 2018

BACKGROUND

Proposal

Consideration of a proposal for the construction of a 7,849 square foot two-story office building to be located within the Tower Business Park PUD, on a 0.5 acre parcel located at 3553 Arrowhead Drive in the Light Industrial (I-L) zoning district (371W08BC TL2510).

Vicinity Map



Subject Site Characteristics

Zoning	I-L	Light Industrial
GLUP	GI	General Industrial
Overlays	AC/PD	Airport Area of Concern/Planned Unit Development
Use	Vacant	

Surrounding Site Characteristics

<i>North</i>	Zone:	I-L
	Use:	Northwest College Medford Campus
<i>South</i>	Zone:	I-L
	Use:	Express Employment Professionals (Office)
<i>East</i>	Zone:	I-L
	Use:	Lighthouse Family Worship Center (Church)
<i>West</i>	Zone:	I-L
	Use:	Western Lumber (Office)

Related Projects

PUD-99-141 Tower Business Park PUD

Applicable Criteria

Medford Municipal Code §10.290 – Site Plan & Architectural Review Criteria

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

- (1) The proposed development is compatible with uses and 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 § 10.253.*

Corporate Names

Reid A. Murphy is the Registered Agent for R.A. Murphy Construction, Inc. according to the Oregon Secretary of State Business Registry. Reid A. Murphy is also listed as the President. Anne R. Murphy is listed as the Secretary.

ISSUES AND ANALYSIS

Background

The subject property is located in the Tower Business Park PUD (PUD-99-141). As no special modifications apply to the property under the PUD, the applicant is seeking to build a two-story office building to be developed with the application of City Code standards.

Uses

The Tower Business Park PUD allows for 20 percent commercial uses to be located on Lots 1 through 6. The proposed office use is permitted in the underlying Industrial zone and will not count towards the 20 percent maximum.

Site Plan (Exhibit B)

Site Development Table

	Allowed/Required	Proposed
Height	Max.: 85 feet	Max. of 27 feet
Lot Coverage	Max.: 50%	22%
Setback (front)	Min.: 10 feet	82 feet
Setback (side)	Min.: 3.5 feet	10.1 feet & 12.3 feet
Setback (rear)	Min.: 3.5 feet	12.5 feet

Proposed is a two-story office building with a footprint of 4,855 square feet. The proposed building will be facing Arrowhead Drive and be separated from the right-of-way by the parking lot. Vehicle access will be available from Arrowhead Drive via an existing driveway which also serves the adjacent parking lot and office structure to the south.

Architecture

Per the applicant, the proposed building is a two-story office building, with split-faced block wainscot and 'columns', beveled siding, ribbon-style windows on all sides, and composition shingles on hipped roof. The overall configuration of the building denotes a 'commercial' building. The elements of the design are seminal in nature, and will be finished in colors to complement the earth-tone precedent of the adjacent buildings. Overall scale of the project will be subdued, pronouncing a pedestrian-scale facility with residential familiarity consistent with the adjacent facilities.

Vehicular and Bicycle Parking

Parking Table (10.743-751)

	Required	Proposed
Total Spaces	Min. 24 spaces Max. 40 spaces	24 spaces
Accessible Spaces	Min. 1 space	1 space
Van/Carpool	Min. 2 spaces	2 spaces
Bicycle Parking	Min. 3 bike spaces	2 bike spaces

Vehicular access to the parking lot will be provided via an existing driveway from Arrowhead Drive serving all 24 proposed parking stalls. Bicycle parking will be available within the covered stairwell. In addition, the code requires 3 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.

Pedestrian Walkways

Proposed is a five foot pedestrian pathway that extends from the sidewalk along Arrowhead Drive to a 7-foot pathway along the structure which also connects to the centrally located entrance of the proposed building.

MLDC 10.773 requires pedestrian walkways to connect to adjacent properties. Whereas the site plan does show a connection of the pedestrian walkway to the existing parking lot to the south, a connection to the adjacent property to the northwest is not shown. 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 northwest.

Landscaping

Frontage Landscaping Table (10.797)

	Required	Proposed
Trees	4	4
Shrubs	20	20

Whereas the submitted landscape plan conforms to Section 10.797 regarding the required amount of landscape elements, it does show those elements to be located in the public right-of-way. MLDC 10.797 does require all street frontage landscaping elements to be placed outside of the public right-of-way.



As shown on this aerial image, all existing development along Arrowhead Drive had its required street frontage landscaping elements (white arrows) placed within the public right-of-way.

Even though the applicant is not specifically asking the Commission to grant relief of Section 10.797, it is staff's recommendation to accept the proposed landscape plan. The Commission can grant relief per MLDC section 10.797(2), which states that (...) *all required planting shall be located in the required yard area adjacent to the street unless otherwise approved by the approving authority.*

Providing relief from Section 10.797 would allow for a consistent look of the Planned Unit Development.

Facility Adequacy

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

Other Agency Comments

Rogue Valley International Airport (Exhibit L)

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 direct staff to prepare the final order for approval of AC-18-025 per the staff report dated April 25, 2018, including Exhibits A through M.

EXHIBITS

- A Conditions of Approval, dated April 25, 2018
- B Site Plan, received March 1, 2018
- C Floor Plan, received March 1, 2018
- D Proposed Exteriors, received March 1, 2018
- E Landscape Plan, received March 1, 2018
- F Applicant's Findings & Questionnaire, dated March 1, 2018
- G Public Works Staff Report, received April 11, 2018
- H Medford Water Commission Report, received April 11, 2018
- I Medford Fire Department Report, received April 11, 2018
- J Building Department Memo, received April 11, 2018

- K Avista E-Mail, received April 9, 2018
- L Medford Airport Email, received April 2, 2018
- M City Surveyor Memo, received March 28, 2018
Vicinity map

SITE PLAN AND ARCHITECTURAL REVIEW COMMISSION AGENDA: MAY 4, 2018

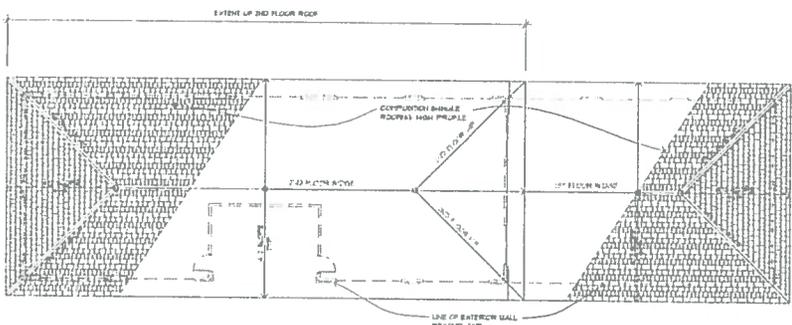
EXHIBIT A

Tower Business Park Lot 5
AC-18-025
Conditions of Approval
April 25, 2018

CODE REQUIRED CONDITIONS

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

1. Comply with all requirements per MLDC 10.772 through 10.775 – Pedestrian Walkways.
2. Provide sufficient bicycle parking per MLDC 10.748.
3. Comply with all conditions stipulated by the Public Works Department (Exhibit G).
4. Comply with all conditions stipulated by the Fire Department (Exhibit I).
5. Comply with all conditions stipulated by the Medford Water Commission (Exhibit H).
6. Contact the Federal Aviation Administration regarding the filing of a 7460-1 Notice of Proposed Construction and Alteration form (Exhibit L).



PROPOSED ROOF PLAN
SCALE: 1/8" = 1'-0"

SYMBOLS:

- NEW ASPHALT
- CONCRETE HARDSCAPE
- NEW CURBS
- PROPERTY LINE
- EASEMENT LINE
- HANDICAP PARKING
- CATCH / FINDER BASH
- ELEVATION
- STORM DRAINAGE PILE
- VEHICLE CIRCULATION

LEGAL DESCRIPTION:

LOT 8 IN TOWER BUSINESS PARK, A PLANNED COMMUNITY IN THE CITY OF MEDFORD, JACKSON COUNTY, OREGON, ACCORDING TO THE OFFICIAL PLAT THEREOF, RECORDED IN VOLUME 73, PAGE 33, PLAT RECORDS.

PROJECT INFORMATION:

PROPOSED DESCRIPTOR: LOT 8, AREA: 2.835 AC (124,000 SQ FT) TAX LOT 2540

OWNER: 117 MID LIGHT INDUSTRIAL / PLANNED DEVELOPMENT
117 MID LOT 10 TO 100' NORTH 117 MID LOT 10 TO 100' EAST
117 MID LOT 10 TO 100' WEST 117 MID LOT 10 TO 100' EAST

VEGETATION TYPE: GROUP B
GENERATION TYPE: TYPE V-10 NON SPRINKLED

BASED AREA: 4,830 SF
PROPOSED GRADED FLOOR: 1,716 SF
TOTAL PROPOSED: 2,835 SF

PARKING HEIGHT: 11'-0" (AVERAGE 130'-1" MAX)

HYDROLOGICAL: ATRC EXEMPTED

TRUCK PARKING REQUIREMENTS: 0 (1) PROPOSED, 0 (2) PROPOSED
PARKING AREA (SPACE 30' x 70') 0 (1) PROPOSED, 0 (2) PROPOSED
TOTAL PROPOSED: 0 (1) PROPOSED, 0 (2) PROPOSED

ADA ACCESSIBLE: 0 (1) REQUIRED, 0 (2) VAN ACCESSIBLE

OFF-BUILDING CANOPY: OFFICE BUILDINGS NOT REQUIRED (LESS THAN 2500 SF BUILDINGS)

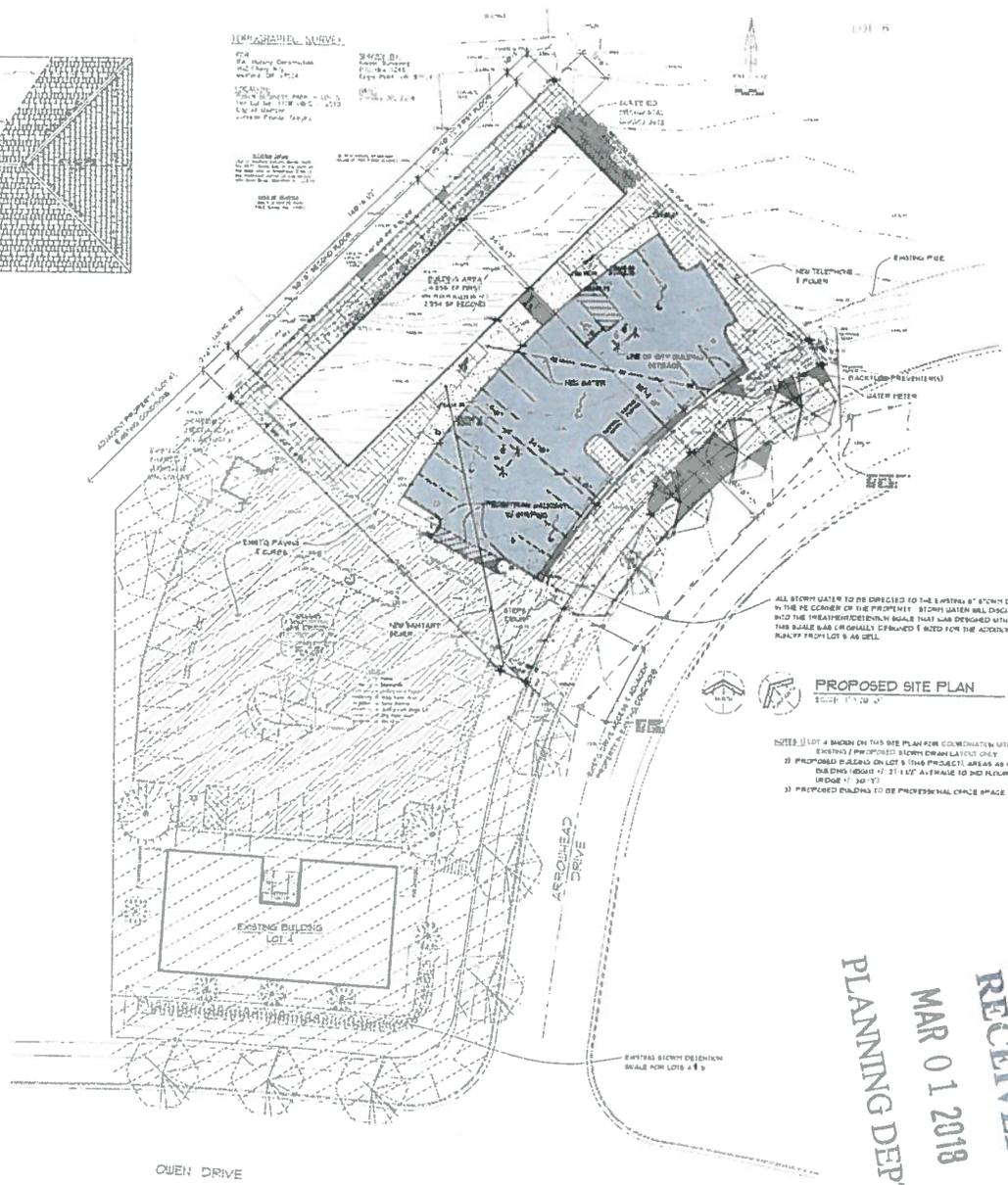
BICYCLE PARKING REQUIREMENTS: 0 (1) REQUIRED, 0 (2) PROPOSED

VEHICLE CIRCULATION (EASEMENT) SPACE: 0 (1) REQUIRED, 0 (2) PROPOSED

STORM WATER MANAGEMENT: ALL STORM WATER TO BE DIRECTED TO THE EXISTING 8" STORM DRAIN IN THE RE CORNER OF THE PROPOSED 1 STORY WATER TREATMENT BUILDING WITH THE TREATMENT DETENTION BASIN THAT WAS DESIGNED WITH LOT 8. THIS BASIN WAS ORIGINALLY DESIGNED & BUILT FOR THE ADDITIONAL RUNOFF FROM LOT 8 AS WELL.



BICYCLE RACK
SCALE: 1/4" = 1'-0"



PROPOSED SITE PLAN
SCALE: 1/8" = 1'-0"

- 1) LOT 4 SHOWN ON THIS SITE PLAN FOR COORDINATION WITH EXISTING / PROPOSED STORM DRAINAGE ONLY
- 2) PROPOSED PARKING ON LOT 8 (THIS PROJECT) AREAS AS NOTED DURING ISSUE #1, 21-117 AS APPLICABLE TO THE FLOOR HOLES (RIDGE # 20-17)
- 3) PROPOSED BUILDING TO BE PROFESSIONAL OFFICE SPACE

RECEIVED
MAR 01 2018
PLANNING DEPT.



A NEW OFFICE BUILDING PROJECT FOR:
TOWER BUSINESS PARK - LOT 5
3553 ARROWHEAD DRIVE MEDFORD, OR 97504

EXAMINED BY: [Signature]
BRUCE DANIEL HELLING ARCHITECT, P.C. 2018
MEDFORD, OR
ISSUED DATE: 2/21/18
REVISED: 1/18/18

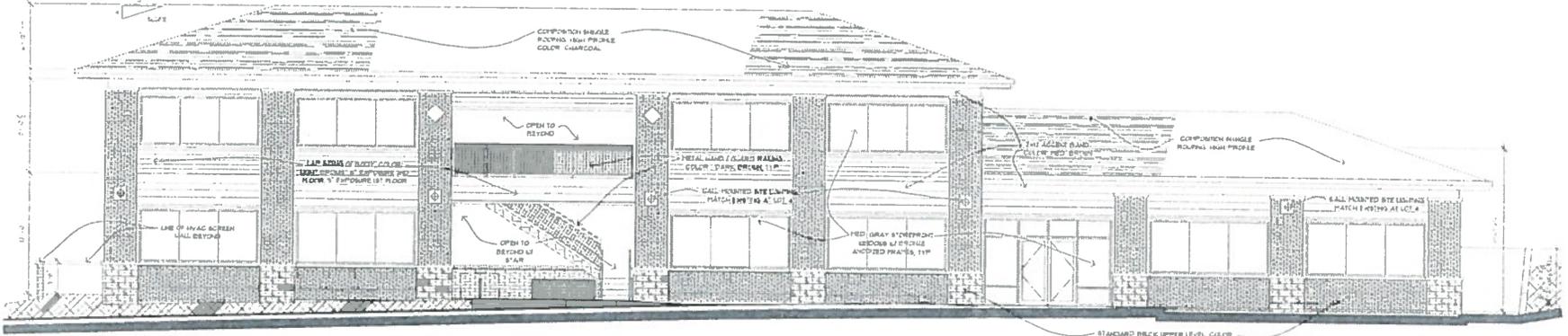
SPAC
DRAWING TITLE
SITE PLAN

AI.0

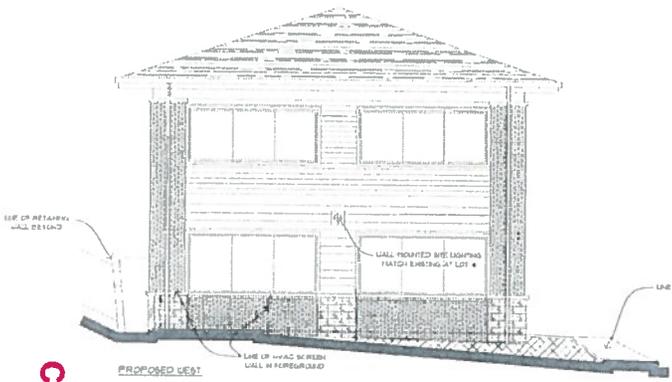
REVISED: TL5

67

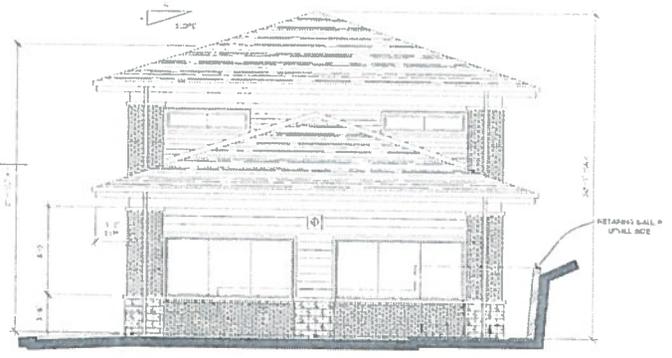
CITY OF MEDFORD
EXHIBIT # D
File # AC-18-025



PROPOSED SOUTH



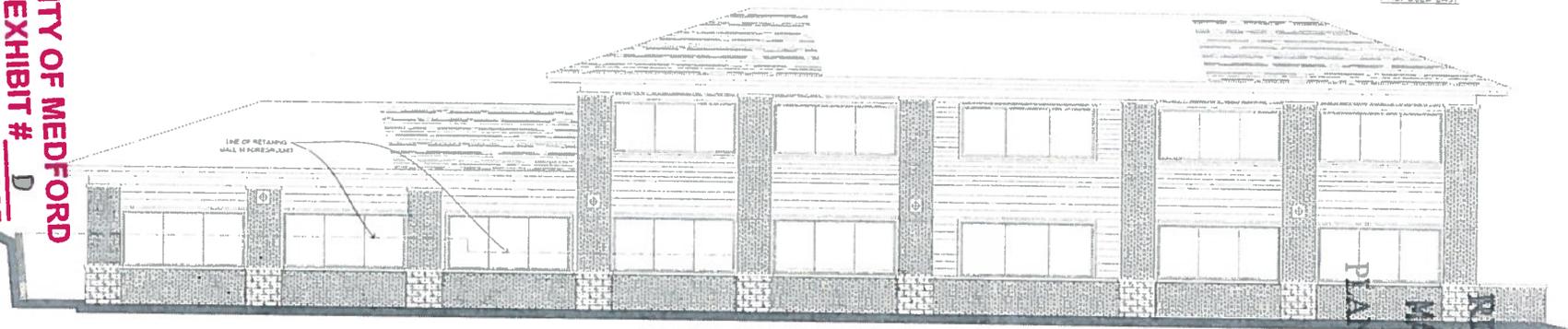
PROPOSED WEST



PROPOSED EAST

EXTERIOR ELEVATIONS

SCALE 3/8" = 1'-0"



PROPOSED NORTH



A NEW OFFICE BUILDING PROJECT FOR:
TOWER BUSINESS PARK - LOT 5
 3553 ARROWHEAD DRIVE MEDFORD, OR 97504

DESIGNED BY:
 CREATED BY:
 PAULCE DANNA HELENS
 ARCHITECT (LICENSED)
 REGISTERED ARCHITECT
 STATE OF OREGON

SPAC
 DRAWING TITLE:
**PROPOSED
 EXTERIORS**

A4.0
 JOB NO. TL5

RECEIVED
 MAR 01 2018
 PLANNING DEPT

APPLICANT'S QUESTIONNAIRE for TOWER BUSINESS PARK, LOT 5

Section 1 – Narrative

Write a brief narrative that describes your proposed development.

This project is located within an I-L / PD Zone on Arrowhead Drive, north of Owen Drive. The proposed use of the property is for a 7,849-square foot, two-story office building. The appearance of the project is contemporary design, consisting of brick / block wainscot, brick 'columns', beveled siding, and composition shingles on hipped roof.

Section 2 – Compatibility: Criterion No. 1

- A. List existing uses and development adjacent to your project site. Along with this list, describe the architecture (materials, colors, etc.), age, and condition of the adjacent buildings:

Vacant land exists immediately northeast of this site. Northwest of the site are two (2) contemporary buildings; north-most is a single-story school, approximately 15-years old, with brick wainscot, beveled siding and metal hipped and gable roof. West of this project is a two-story office building, approximately 10-years old, with false-stone wainscot, stucco siding, flat roof and ribbon-style windows. Southwest of this site is a two-story office building, approximately 5-years old, with design elements same as to be used for this project (split-faced block wainscot, brick 'columns', beveled siding, ribbon-style windows on all sides, and composition shingled hipped roof). Southeast of the site is a contemporary 1-story beveled siding church with metal roof system. All buildings are finished in earth-tone colors, and appear to be in excellent condition.

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

The proposed building is a two-story office building, with split-faced block wainscot and 'columns', beveled siding, ribbon-style windows on all sides, and composition shingles on hipped roof. The overall configuration of the building denotes a 'commercial' building. The elements of the design are similar in nature, and will be finished in colors to complement the earth-tone precedent of the adjacent buildings. Overall scale of the project will be subdued, pronouncing a pedestrian-scale facility with residential familiarity consistent with the adjacent facilities.

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

While the overall configuration is based upon a strong horizontal rhythm (note beveled siding, 'belly'-band and capital accent banding), the inclusion of brick 'columns' break up the horizontal block with their vertical dimension. Centered between the columns are the ribbon-style window fenestration. Extending the roof overhang to 3'-0" outside face of wall further breaks up the feeling of an expansive wall system by promoting the depth of field.

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

The long axis of the building is aligned with the layout of Arrowhead Drive. The finished floor of the building is approximately 6'-0" above the existing Arrowhead Drive sidewalk. This vertical separation along with the horizontal separation of approximately 87'-0" from building to sidewalk promotes an open area feel, making the pedestrians feel that there is much open space with which to walk. For the pedestrians to access the main entry to this building, circulation from the Arrowhead Drive sidewalk up to the southeast entry side provides access.

Both pedestrians and bicyclists can readily circulate within the site by use of sidewalks and the

asphalt paving. Pedestrians can safely and efficiently enter the site along the proposed sidewalk. Provisions for bicycle parking have been established at the southeast side (main entry) of the building.

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

The proposed site is designed with ample landscaping to impart a park-like feeling, and promote enjoyment of the outdoors. This is readily accessible to all persons using the sidewalks to the east and south. The sidewalks from the street step-up to an elevated pad, imparting a distinct separation and protection from street traffic.

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

Vehicles are directed to this site at the drive access at south corner of this lot, directly off of Arrowhead Drive. This is a shared drive access with the lot immediately to southwest. The drive and parking layout are designed in pattern to allow for full circular pattern drive around the site, with a central bay of parking stalls.

Pedestrian access is achieved from the street by sidewalk connection to Arrowhead Drive. Once at the building, pedestrian access is allowed by a sidewalk full-length of the building as well as throughout the asphalt paved vehicle parking / drive areas.

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

The existing site is bare land, covered by transient grasses and weeds. There are no existing trees on the site.

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

Storm water is to be routed to the existing storm line extending to existing detention / treatment swale located toward the south boundary of the adjacent site, Lot 4 located at the intersection of Arrowhead and Owen Drives. This area is landscaped with low grasses and shrubs installed on other portions of the site, imparting a feeling of connectivity.

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

The proposed landscaping is designed to comply with both the City of Medford and Rogue Valley Sewer Services 'Stormwater Quality Design Manual' requirements. All materials are designed to coordinate with that existing on adjacent Lot 4 to the southwest. The facility will be highlighted by landscaping surrounding the building and all parking areas, and will include indigenous grasses on steeper portions of the site. The street frontages will be landscaped to a "boulevard"-like feel with lawn, shrubs and trees.

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

The site lighting is based on wall-mounted light fixtures around the building. The lamps are to be sufficient wattage to illuminate the areas immediately surrounding the building and add enough light to enhance the pedestrian and vehicular circulation. The fixture heads are located to the interior of the lot rather than away from it and are all "down" lights.

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

attractive complement to the site.

As allowed by City ordinance, this facility is proposing installation of a monument sign (design not yet determined) to be located at the southeast corner of the site, visible from Arrowhead Drive. In addition, there is to be wall-mounted signage elevated high enough above the first floor level to afford readily identifiable indication of what the facility houses. All signage shall be minimalist in nature so as to not conflict with the adjacent buildings or landscape, and will be addressed under separate permit.

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

There is no fencing anticipated to be installed on this site.

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

It is not anticipated that any future tenants will produce any noise greater than that proposed for this facility.

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

The proposed building is an aesthetically pleasing structure that will build upon the style, shape, texture and color existing in the neighborhood. Garbage screening in a shared, existing enclosure at southwest of this new building.

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

No exceptions are being requested for this project.

Section 3 – Code Compliance: Criterion No. 12

1. PROJECT SITE (Per Section 10.721):

- Zoning District **I-L / PD**
- Proposed Use **Professional Office**
- Project Site Acreage **0.50-acres Existing (25,800-sf > 10,000-sf minimum)**
- # Employees **(20)-tentative**

2. STRUCTURES

- # Structures **(0) Existing, (1) Proposed**
- Structure Square Footage **7,849-sf Proposed (4,855-sf 1st floor; 2,994-sf 2nd floor)**

3. SITE DESIGN STANDARDS

- Front Yard Setback **82'-4" > 10' minimum required (Southeast)**
- Street Side Yard Setbacks **see Front Yard Setback**
- Side Yard Setbacks **10'-1" > 0'-0" (> 1/2-ft per 1-ft height > 20' required) (Northeast)**
12'-4" > 3'-7" (> 1/2-ft per 1-ft height > 20' required) (Southwest)
- Rear Yard Setback **12'-6" > 3'-7" (> 1/2-ft per 1-ft height > 20') (Northwest)**
- Lot Coverage **22% < 90% maximum on Developed Lot**

4. PARKING

- Regular Vehicular Spaces **24-required, Minimum, 24-proposed**
- Disabled Person Vehicular Spaces **1-required, 1-proposed**
- Carpool / Vanpool Spaces **2-required, 2-proposed**
- Total Spaces **24-required, 24-proposed**
- Bicycle Spaces **2-required, 2-proposed**
- Loading Berths **None required**

5. LANDSCAPING

- Total Landscape Area **5,541-sf proposed on Developed Lot**
- Total Landscape High-water Area **743-sf, all in right-of-way**
- Total % Landscape High-water Area **12% of total landscaped area, all in right-of-way**
- Total % Landscape Coverage **25%-proposed on Developed Lot**
- Required Organic Content (cu-yd) **25-cy**
- Frontage Landscaping (10.797)
 - o Street Name **Arrowhead Drive**
 - o Street Length **132'-5" lineal feet (without Right-in Drive Access, 162'-6' overall)**
 - o # Trees **4-required, 4-provided**
 - o # Shrubs **20-required, 20-provided**
- Bufferyard Landscaping (10.790)
 - o Type: **None Required**

Parking Area Planter Bays (10.746)

- Type: **NOT required, due to parking lot not exceeding (24)-parking stalls**
- Distance (ft): **See site plan for information**
- # Bays: **1**
- Area: **103-sf**
- # Trees: **0**
- # Shrubs: **10**

Irrigation

- Type: **Drip-line, zoned sprinkler system. Underground w/ pop-up sprinkler system provided @ "high-water" planting in right-of-way.**
- Location: **Areas throughout site, Dbl Check Valve @ Arrowhead Drive frontage**

6. STRUCTURE

Materials

**Block, split-faced, at wainscot;
Brick, standard sized, at "columns";
Beveled / Lap Siding w/ Accent Bands;
Aluminum Storefront Windows and Entry Doors;
Composition Shingle Roof System**

Color

**Block – medium (@ column base) & dark brown (@ intermediate wainscot);
Brick –medium brown;
Accent Brick (horizontal sill caps) – medium brown;
Beveled / Lap Siding – light brown;
Accent Bands – medium brown;
Glazing – medium gray w/ bronze anodized mullions;
Composition Shingle Roof –**



Bruce Dana Kelling, Architect
R.A. Murphy Construction, Inc



Medford – A fantastic place to live, work and play

CITY OF MEDFORD

LD Date: 4/11/2018
File Number: AC-18-025
Reference: PUD-99-141

PUBLIC WORKS DEPARTMENT STAFF REPORT **Tower Business Center – Lot 5** New Office Building – TL 2510

- Project:** Consideration of a proposal for the construction of an 7,849 square foot two-story office building to be located within the Tower Business Park PUD, on a 0.5-acre lot.
- Location:** Located at 3553 Arrowhead Drive in the Light Industrial (I-L) zoning district (371W08BC 2510).
- Applicant:** Applicant, R.A. Murphy Construction; Planner, Steffen Roennfeldt.
- Applicability:** The Medford Public Works Department's conditions of Preliminary Plan Approval for Tower Business Park PUD were adopted by Order of the Medford Planning Commission on June 22nd, 2000 (PUD-99-141).

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 vertical 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.

A. STREETS

1. Dedications

Arrowhead Drive is classified as a Commercial street within the Medford Land Development Code (MLDC) 10.429. Right-of-way has already been dedicated with the final plat for Tower Business Park PUD (Survey #17863). **No additional right-of-way is required.**

There is currently a 15-foot PUE along the frontage of Arrowhead Drive that was originally dedicated with the final plat for Arrowhead Drive (Survey #17863).

2. Public Improvements

a. Public Streets

Standard street section improvements have been completed on **Arrowhead Drive**, including pavement, curb and gutter, street lights and partial sidewalk as part of Tower Business Park (P1266D) improvements. **However, a 5-foot wide sidewalk with an 8-foot planter strip will be required along this developments frontage to Arrowhead Drive to current standards.**

b. Street Lights and Signing

No additional street lights are required.

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

c. Pavement Moratoriums

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

d. Access to Public Street System

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

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.

Arrowhead Drive:

The additional improvements will provide a planter strip and sidewalk on Arrowhead Drive. The planter strip moves pedestrians a safe distance from the edge of the roadway. Arrowhead Drive will be the primary route for pedestrians traveling to and from this development. The development shall construct approximately 135 linear feet of sidewalk along the frontage of the property. All developments in Medford are required to construct their frontage sidewalk and therefore this is roughly proportional.

B. SANITARY SEWERS

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

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. Detention and Water Quality

Stormwater quality and detention facilities shall be required in accordance with MLDC Section 10.481 and 10.729. Applicant shall provide calculations showing adequate capacity for the existing facility on Tax Lot 2509 if a shared system is to be used.

4. Certification

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

5. Erosion Prevention and Sediment Control

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

D. GENERAL CONDITIONS

1. Construction and Inspection

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

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

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

Prepared by: Doug Burroughs

SUMMARY CONDITIONS OF APPROVAL

Tower Business Center – Lot 5

New Office Building – TL 2510

AC-18-025

A. Streets

1. Street Dedications to the Public:

- **Arrowhead Drive** – No additional right-of-way required.
- 15-foot Public Utility Easements have been dedicated.

2. Improvements:

Public Streets

- **Arrowhead Drive** – No improvements are required aside from 5-foot wide sidewalk and 8-foot planter strip.

Lighting and Signing

- No additional street lights are required.

Access to Public Street System

- Driveway access shall comply with MLDC 10.550.

Other

- There is no pavement moratorium currently in effect on Arrowhead Drive.

B. Sanitary Sewer:

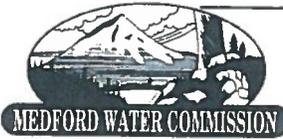
- Ensure or construct separate individual sanitary sewer connection.
- Cap remaining unused laterals at the main.

C. Storm Drainage:

- Provide a comprehensive grading and drainage plan.
- Provide water quality and detention facilities, calculations and O&M Manual.
- Provide engineers 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.



BOARD OF WATER COMMISSIONERS

Staff Memo

TO: Planning Department, City of Medford

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

SUBJECT: AC-18-025

PARCEL ID: 371W08BC TL 2510

PROJECT: Consideration of a proposal for the construction of an 7,849 square foot two-story office building to be located within the Tower Business Park PUD, on a 0.5-acre lot located at 3553 Arrowhead Drive in the Light Industrial (I-L) zoning district (371W08BC 2510); Applicant, R.A. Murphy Construction; Planner, Steffen Roennfeldt.

DATE: April 11, 2018

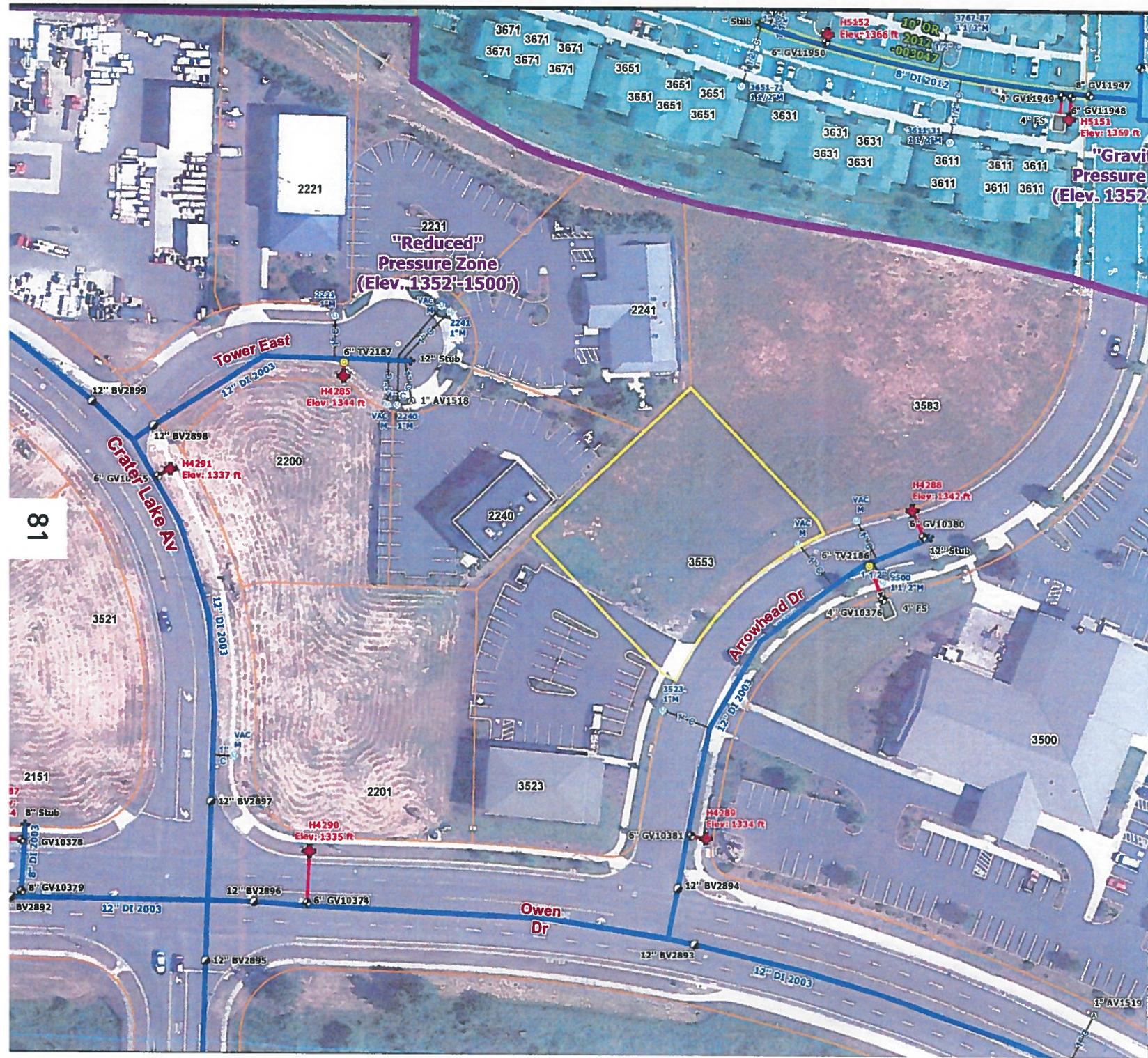
I have reviewed the above plan authorization application as requested. Conditions for approval and comments are as follows:

CONDITIONS

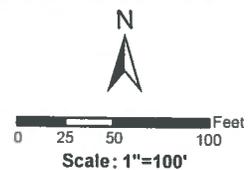
1. The water facility planning/design/construction process will be done in accordance with the Medford Water Commission (MWC) "Regulations Governing Water Service" and "Standards For Water Facilities/Fire Protection Systems/Backflow Prevention Devices."
2. All parcels/lots of proposed property divisions will be required to have metered water service prior to recordation of final map, unless otherwise arranged with MWC.
3. The existing water meter box shall be protected in place during site excavation and grading operations. The Applicant and/or Owner shall coordinate with MWC front counter staff to initiate a new Water Service account for the existing ¾-inch water service. If additional water service is required, coordinate with MWC Engineering staff.
4. Installation of an Oregon Health Authority approved backflow device is required for all commercial, industrial, municipal, and multi-family developments. New backflow devices shall be tested by an Oregon certified backflow assembly tester. See MWC website for list of certified testers at the following web link <http://www.medfordwater.org/Page.asp?NavID=35>.

COMMENTS

1. Off-site water line installation is not required.
2. On-site water facility construction is not required.
3. Static water pressure is approximately 68 psi.
4. MWC-metered water service does exist to this property. There is an existing ¾-inch water meter with 1-inch copper service line located near the east property line along Arrowhead Drive. (See Condition 3 above)
5. Access to MWC water lines is available. There is an existing 12-inch water line on the east side of Arrowhead Drive.



81



Water Facility Map
for
AC-18-025
Tower Business Park Lot 5

April 11, 2018

Legend

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



This map is provided as a digital service and is not intended to be used as a substitute for a printed map. The user assumes all responsibility for the accuracy and completeness of the information. There is no warranty, expressed or implied.



Medford Fire-Rescue Land Development Report

Review/Project Information

Reviewed By: Kleinberg, Greg

Review Date: 4/2/2018
Meeting Date: 4/11/2018

LD #: AC18025

Planner: Steffen Roennfeldt

Applicant: RA Murphy

Project Location: Tower Business Park PUD

Project Description: Consideration of a proposal for the construction of an 7,849 square foot two-story office building to be located within the Tower Business Park PUD, on a 0.5-acre lot located at 3553 Arrowhead Drive in the Light Industrial (I-L) zoning district (371W08BC 2510); Applicant, R.A. Murphy Construction; Planner, Steffen Roennfeldt.

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

CITY OF MEDFORD
EXHIBIT # 1
File # AC-18-025



Memo

To: Planner, Steffen Roennfeldt
From: Chad Wiltrout, Building Department (541) 774-2363
CC: Applicant, R.A. Murphy Construction.
Date: April 11, 2018
Re: April 11, 2018 LDC Meeting: AC-18-025

Please Note:

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

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

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

General Comments:

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

Comments:

5. 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 and building appurtenances shall be designed by an Oregon licensed design professional in accordance with 107.1 and 107.3.4 OSSC.
7. A code analysis providing occupant load, type of construction, type of occupancy, separated/non-separated sprinkled/non-sprinkled, means of egress plan etc... will be required.
8. A geotechnical report shall be provided to address the seismic requirements for the proposed building in accordance with 1803 OSSC.

Steffen K. Roennfeldt

From: McFadden, David <David.McFadden@avistacorp.com>
Sent: Monday, April 9, 2018 9:38 AM
To: Steffen K. Roennfeldt
Subject: Agency Project Review AC-18-025

Mr. Roennfeldt & RAM Construction

Avista Utilities does have a natural gas line across the frontage of this property in the 15' PUE, and we look forward to serving the building.

We recommend the use of a common utility trench across the parking and maneuvering area to both reduce your utility service costs and to protect those utilities. Please feel free to contact me if there is a pre-construction meeting held for this project.

In case, your also involved with the next property to the north; Avista's records don't show that our service was extended past your project, and I suspect other utilities were also not installed in a common PUE trench. You may want to make sure that utilities are extended past your lot and project, so that future development of that property does not require excavation and disturbance to your finished development.

Sincerely Yours

David McFadden
Gas Facility Designer



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

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

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

Avista Fuel Cost Calculator
<https://www.avistautilities.com/savings/suite/Pages/fuelcalculator.aspx>

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CITY OF MEDFORD
EXHIBIT # K
File # AC-18-025

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Steffen K. Roennfeldt

From: Marcy Black <BlackMA@jacksoncounty.org>
Sent: Monday, April 2, 2018 11:43 AM
To: Steffen K. Roennfeldt
Subject: Project Name: Tower Business Park Lot 5

Steffen:

The Airport requests an Avigation, Noise & Hazard Easement be required as a condition for the project.

Also, 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 (425) 227-2625.

Thanks,

Marcy Black
Deputy Director-Administration



City of Medford

Planning Department

Working with the community to shape a vibrant and exceptional city

MEMORANDUM

Subject Legal Description
File no. AC-18-025
To Jon Proud, Engineering
From Steffen Roennfeldt, Planning Department
Date March 28, 2018

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

1. AC-18-025- R.A. Murphy Construction – Applicant

*Stetter, description describes
Parcel in question*

*THANKS, Jon
3/29/18*

cp

Attachments:

Vicinity Map, Legal description

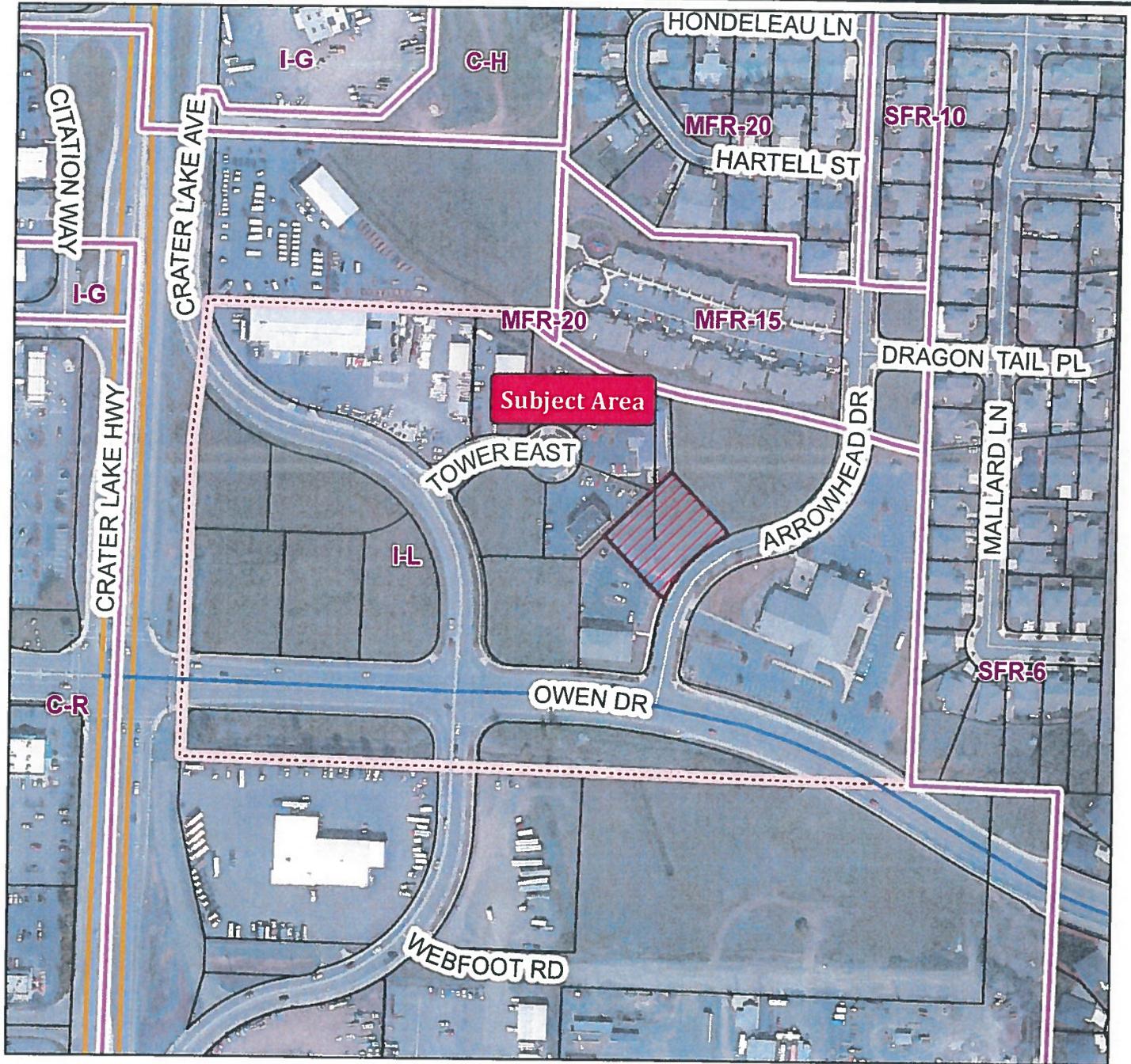
CITY OF MEDFORD
EXHIBIT #
File # AC-18-025



City of Medford
Planning Department

Vicinity
 Map

File Number:
AC-18-025



Project Name:

Tower Business Park -Lot 5

Map/Taxlot:

371W08BC TL 2510



03/16/2018

Legend

-  Subject Area
-  Medford Zoning
-  Tax Lots

