

SITE PLAN & ARCHITECTURAL  
COMMISSION  
AGENDA  
JUNE 1, 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

June 1, 2018

12:00 noon

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

- 
10. Roll Call.
  20. Consent Calendar.
    - 20.1 AC-18-020 Final Order for 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).
    - 20.2 AC-18-025 Final Order for 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).
  30. Minutes.
    - 30.1 Consideration for approval of minutes from the May 4, 2018, meeting.
    - 30.2 Consideration for approval of minutes from the May 18, 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.**
60. Written Communications.
  70. Unfinished Business. None
  80. New Business.
  90. Report from the Planning Department.
  100. Messages and Papers from the Chair.

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

110. Propositions and Remarks from the Commission.
120. City Council Comments.
130. Adjournment.



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

IN THE MATTER OF SITE PLAN AND ARCHITECTURAL COMMISSION )  
FILE AC-18-025 APPLICATION FOR PROJECT REVIEW SUBMITTED ) **ORDER**  
BY R.A. MURPHY CONSTRUCTION )

ORDER granting approval of a request of File No. AC-18-025, as follows:

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).

WHEREAS:

1. The Site Plan and Architectural Commission has duly accepted the application filed in accordance with the Land Development Code, Section 10.285.
2. The Site Plan and Architectural Commission has duly held a public hearing on the matter described above, with a public hearing a matter of record of the Site Plan and Architectural Commission on May 4, 2018.
3. At the public hearings on said application, evidence and recommendations were received and presented by the developer and Planning Department staff; and
4. At the conclusion of said public hearings, after consideration and discussion, the Site Plan and Architectural Commission, upon a motion duly seconded, granted approval and directed staff to prepare a final order with all conditions and findings set forth for the granting of approval.

THEREFORE LET IT BE HEREBY ORDERED that the application of R.A. Murphy Construction, stands approved subject to compliance with the conditions stated in the Commission Report dated May 4, 2018.

AND LET IT FURTHER BE OF RECORD that the action of the Site Plan and Architectural Commission approving this application is hereafter supported by the findings referenced in the Commission Report dated May 4, 2018.

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

Accepted and approved this 1st day of June, 2018.

MEDFORD SITE PLAN AND ARCHITECTURAL COMMISSION

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

ATTEST:

\_\_\_\_\_  
Secretary



## COMMISSION 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

Date May 4, 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
<b>Height</b>	Max.: 85 feet	Max. of 27 feet
<b>Lot Coverage</b>	Max.: 50%	22%
<b>Setback (front)</b>	Min.: 10 feet	82 feet
<b>Setback (side)</b>	Min.: 3.5 feet	10.1 feet & 12.3 feet
<b>Setback (rear)</b>	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)**

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

Vehicular access to the parking lot will be provided via an existing driveway from 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 **northeast** 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 **northeast**.

Landscaping

**Frontage Landscaping Table (10.797)**

	<b>Required</b>	<b>Proposed</b>
<b>Trees</b>	4	4
<b>Shrubs</b>	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.



Existing Development along  
Arrowhead Drive

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.

### **ACTION TAKEN**

Adopted the findings as recommended by staff and direct staff to prepare the final order for approval of AC-18-025 per the Commission Report dated May 4, 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
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- 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**

**MAY 18, 2018**

**JUNE 1, 2018**

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**Bill Chmelir, Vice Chair**



# Site Plan and Architectural Commission

## Minutes

From Public Hearing on May 4, 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  
Marcy Pierce  
Rick Whitlock  
Tim D'Alessandro, City Council Liaison

### Staff Present

Katie Zerkel, Senior Assistant City Attorney  
Doug Burroughs, Development Services Manager  
Dustin Severs, Planner III  
Steffen Roennfeldt, Planner III  
Terri Rozzana, Recording Secretary

### Commissioners Absent

Jim Quinn, Chair, Excused Absence

10. Roll Call.
20. Consent Calendar/Written Communications. None.
30. Minutes.  
30.1 The minutes for the April 20, 2018, meeting, were approved with the following change. Katie Zerkel, Senior Assistant City Attorney, stated that she read the rules governing the public hearings not Madison Simmons, Senior Assistant City Attorney.
40. Oral and Written Requests and Communications. None.
50. Public Hearings.  
Katie Zerkel, Senior Assistant City Attorney, read the rules governing the public hearings.

### 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).

Vice Chair Chmelir asked for any potential conflicts of interest, ex-parte communications, or site visits. Commissioner Bender disclosed that the applicant's agent is a former colleague of his.

Dustin Severs, Planner III, stated that the Site Plan and Architectural Review criteria can be found in the Medford Land Development Code Section 10.290. 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. Severs gave a staff report.

Commissioner Whitlock asked, were bike parking spaces required in connection with the other buildings that have previously been approved? Mr. Severs acknowledged they were.

Commissioner Whitlock asked, these bicycle parking spaces are in addition to those already in existence? Mr. Severs replied that is correct.

Commissioner Catt stated that on page 36 of the agenda packet, item #9 states: "Please note that there are drainage problems in this area and the City of Medford maintains the storm water system." This has been addressed and will not make the problem bigger? Is the system capable of handling what they have? Mr. Severs deferred the question to Doug Burroughs, Public Works Development Services Manager. He and Mr. Burroughs are unsure of whose jurisdiction this particular section of Vilas Road falls under.

Mr. Burroughs reported that there are drainage problems in that area. This facility will drain into the Upton Slough which makes its way through the airport northwest and intersects Table Rock Road. This project will be required to provide storm water detention and water quality. The detention will hold the rain water on their site and release it at a rate that will mimic a natural condition. It should not impact any worse than what it is now. The water will be detained in the parking lot and allowed to run off at a reduced rate.

Mr. Catt asked, is the water going to build up on the surface in the parking lot? Mr. Burroughs replied yes that is typical for a large event. It is a ten year event; 3 inches of rain in 24 hours.

Mr. Burroughs commented that for the jurisdiction, the south half is in the City of Medford and the north half is not. County maintains the road. The City of Medford would maintain the drainage.

The Public Hearing was opened.

a. Steve Ennis, 1108 East Jackson Street, Medford, Oregon, 97504. Mr. Ennis reported that Mr. Severs covered everything well. He does not have anything to add to what Mr. Severs presented unless the Commission has questions.

Commissioner Catt thinks the bicycle parking spaces are hidden. Mr. Ennis stated there are no sidewalks or driveways on Vilas Road so the access to the site is the two driveways along North Runway Drive. Most people enter the site at the northern most entrance. Coming in that entrance there are existing bike racks to the right and to the left. Initially the bike racks were by the front doors but in order to get the number of potential suites each porch has a series of front doors to access to each suite. The building is designed with the flexibility of adding overhead doors. There was no place for bike racks with the porches and overhead doors. This business park has been here for a long time hardly ever someone shows up on a bike.

Mr. Ennis reserved rebuttal time.

The Public Hearing was closed.

Motion: The Site Plan and Architectural Commission adopts 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.

Moved by: Commissioner Bender

Seconded by: Commissioner Neathamer

Roll Call Vote: Motion passed, 7-0.

**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).

Vice Chair Chmelir asked for any potential conflicts of interest, ex-parte communications, or site visits. None were disclosed

Steffen Roennfeldt, Planner III, stated that the Site Plan and Architectural Review criteria can be found in the Medford Land Development Code Section 10.290. 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. There was a typographical error in the staff report. It should read "northeast" instead of "northwest" on page 60 of the agenda packet.

Commissioner Whitlock stated that page 85 of the record is a typical airport request for the restrictions and the typical staff response is that they did not provide findings in support of imposing that condition. He asked if staff or the City has reached out to the new airport director and made it clear to them that until the Commission is provided with some factual information it will be impossible for them to impose that condition. Mr. Roennfeldt replied that he would make a note of it and forward it to Kelly Akin, Assistant Planning Director.

Commissioner Whitlock asked, are staff and legal counsel comfortable that the Commission can grant the exception request that Mr. Roennfeldt indicated given there has been no formal request for an exception and it was not specifically noticed to the public? Mr. Roennfeldt stated it is a relief request not an exception and staff is comfortable with the request. Ms. Zerkel agrees.

Commissioner Catt asked, when granting relief request concerning landscaping on public right-of-way, is the City accepting the cost of maintenance and upkeep on that landscaping? His concern with that is the City is already burdened with parks and boulevard issues. His thoughts is maybe getting some relief from the developer for maintenance. Mr. Burroughs stated that the sidewalk and planter strip are the responsibility of the property owner to maintain.

The Public Hearing was opened.

a. Bruce Kelling, 902 Chevy Way, Medford, Oregon, 97504. Mr. Kelling reported they are redisplaying the prior project that was done immediately southwest at the intersection of Owen and Arrowhead. It looks the same type of materials and language. They concur with staff's recommendation.

Mr. Kelling reserved rebuttal time.

The Public Hearing was closed.

Motion: The Site Plan and Architectural Commission adopts the findings as recommended by staff and directs 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. Also, the Commission grants the request for relief that they accept the proposed landscape plan and grant relief from MLDC 10.797 (2) to allow placement of the street trees within the right-of-way.

Moved by: Commissioner Whitlock

Seconded by: Commissioner Neathamer

Roll Call Vote: Motion passed, 7-0.

60. Written Communications. None.

70. Unfinished Business. None.

80. New Business. None.

90. Report from the Planning Department.

90.1 Steffen Roennfeldt, Planner III, reported that there is no business for the Site Plan and Architectural Commission on Friday, May 18, 2018. Likely there will be a study session that has do deal with the Landmarks and Historic Preservation Commission. Staff will keep the Commission informed.

100. Messages and Papers from the Chair. None.

110. Propositions and Remarks from the Commission.

110.1 Commissioner Whitlock noticed for the first time today that there is actually two New Business sections on the agenda. It seems odd to him that there is one in the 50.1 range and then there is another one in the 80 point range. Maybe some member of staff whoever puts these together if that still makes sense.

Commissioner Bender commented that sometimes when there are continued items. So if there are new business and continued items that is the difference.

Commissioner Whitlock it should have a different label if in fact it is for items that have been initiated at a prior meeting because the new business is the label under 50.1.

120. City Council Comments.

120.1 Councilor Tim D'Alessandro commented that it was a pleasure to observe a stellar group volunteering on this Commission. The City Council appreciates what they do and to keep up the good work. He thanked the Commissioners.

130. Adjournment

The meeting was adjourned at approximately 12:38 p.m. The proceedings of this meeting were digitally recorded and are filed in the City Recorder's office.

Submitted by:

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Terri Rozzana  
Recording Secretary

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Bill Chmelir, Vice Chair  
Site Plan and Architectural Commission

Approved: May 18, 2018



# Site Plan and Architectural Commission

## Minutes

From Public Hearing on May 18, 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

Jim Quinn, Chair  
Jeff Bender  
Dave Culbertson  
Rick Whitlock  
Dick Gordon, City Council Liaison

### Staff Present

Kelly Akin, Assistant Planning Director  
Katie Zerkel, Senior Assistant City Attorney  
Cintha Perezchica, Recording Secretary

### Commissioners Absent

Bill Chmelir, Vice Chair, Excused Absence  
Jim Catt, Unexcused Absence  
Bob Neathamer, Excused Absence  
Marcy Pierce, Excused Absence

10. Roll Call.

The Site Plan and Architectural Commission did not have a quorum.

Commissioner Whitlock reported that there may have been some confusion whether there was or was not a meeting today given information provided at the last meeting. The Site Plan and Architectural Commission has a very good record of having a quorum at every scheduled meeting.

20. Consent Calendar/Written Communications. None.

30. Minutes. None.

30.1 The minutes for the April 20, 2018, meeting, were approved with the following change. Katie Zerkel, Senior Assistant City Attorney, stated that she read the rules governing the public hearings at the last meeting not Madison Simmons, Senior Assistant City Attorney.

40. Oral and Written Requests and Communications. None.

50. Public Hearings. None.

Katie Zerkel, Senior Assistant City Attorney did not read the rules governing the public hearings due to there were none.

60. Written Communications. None.

70. Unfinished Business. None.

80. New Business. None.

90. Report from the Planning Department. None.

100. Messages and Papers from the Chair. None.

110. Propositions and Remarks from the Commission. None.

120. City Council Comments.

130. Adjournment

The meeting was adjourned at approximately 12:06 p.m. The proceedings of this meeting were digitally recorded and are filed in the City Recorder's office.

Submitted by:

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Terri Richards  
Recording Secretary

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Bill Chmelir, Vice Chair  
Site Plan and Architectural Commission

Approved: June 1, 2018