

# SITE PLAN & ARCHITECTURAL COMMISSION AGENDA AUGUST 17, 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

August 17, 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-18-061 Final Order for consideration of plans for the development of a 500-unit mini-warehouse storage facility, on 4.1 acres of a 10.3 acre parcel located at 576 E Vilas Road within the General Industrial (I-G) zoning district. (371W6BB500); (RKKP LLC, applicant; Straus & Seibert Architects, agent; Steffen Roennfeldt, Planner).
  30. Minutes.
  - 30.1 Consideration for approval of minutes from the August 3, 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-18-029 Consideration of plans for a 5000 square foot addition to an existing trucking facility on two parcels totaling approximately 8.8 acres located on Sage Road between Brian Way and Lars Way in a Heavy Industrial zoning district (372W23A2300). (Heartland Express, Applicant; Gary Caperna, Agent; Liz Conner, Planner).
  60. Written Communications. None
  70. Unfinished Business. None
  80. New Business. None
  90. Report from the Planning Department.
  100. Messages and Papers from the Chair.
  110. Propositions and Remarks from the Commission.

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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.

**120. City Council Comments.**

**130. Adjournment.**





City of Medford

# Planning Department

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

## COMMISSION REPORT

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

PROJECT Lock & Key Vilas Road  
Applicant: RKKP, LLC dba Lock & Key  
Agent: John Duffie, Straus & Seibert Architects

FILE NO. AC-18-061

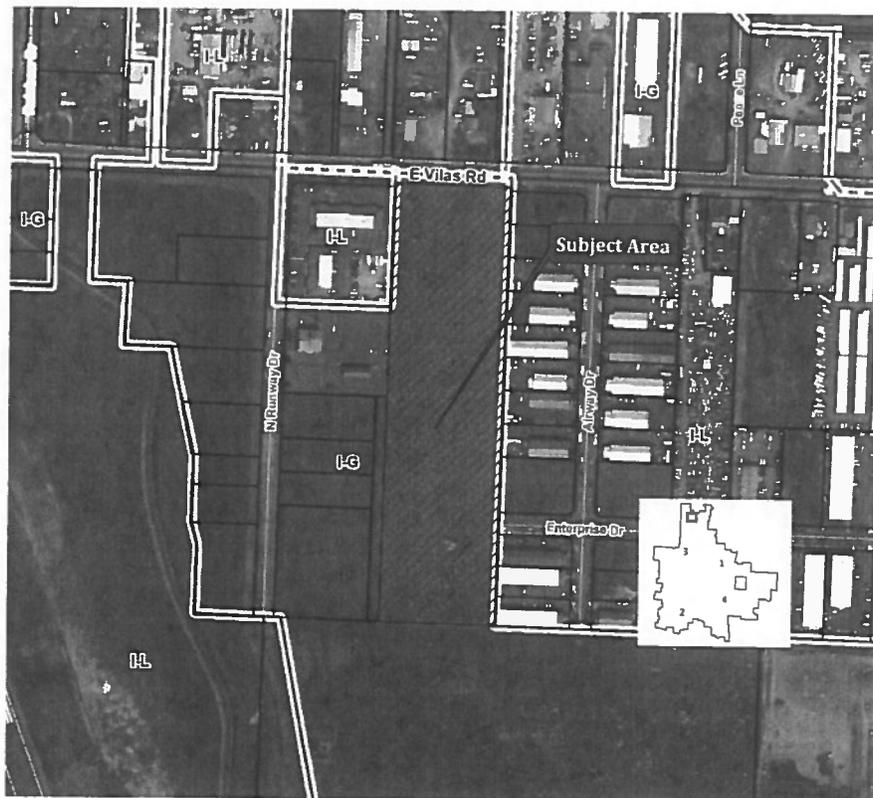
DATE August 3, 2018

### BACKGROUND

#### Proposal

Consideration of plans for the development of a 500-unit mini-warehouse storage facility, on 4.1 acres of a 10.3 acre parcel located at 576 E Vilas Road within the I-G (General Industrial) zoning district (371W6BB500).

#### Vicinity Map



Subject Site Characteristics

Zoning: I-G (General Industrial)  
GLUP: GI (General Industrial)  
Overlay(s): AC (Airport Area of Concern)/AA (Airport Approach District)/AR (Airport Radar)  
Use: Vacant

Surrounding Site Characteristics

<i>North</i>	Zone:	IL (Light Industrial – County Zoning)
	Use(s):	Various light industrial uses
<i>South</i>	Zone:	I-G
	Use(s):	Vacant
<i>East</i>	Zone:	I-L (Light Industrial)
	Use(s):	Various light industrial uses
<i>West</i>	Zone:	I-G & I-L
	Use(s):	US Geological Services Field Office, Research Lab, and other office uses

Related Projects

None

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

George K. Lam is the Registered Agent for Lock & Key, LLC according to the Oregon Secretary of State Business Registry. Jennifer Wolfram is listed as a Member and Gary Bendickson is listed as the Manager.

Gary Korn is the Registered Agent for Straus & Seibert, Architects, LLC according to the Oregon Secretary of State Business Registry. John Duffie, David Straus & Gary Korn are listed as General Partners.

## ISSUES AND ANALYSIS

### Project Summary

The subject parcel consists of a single 10.3 Acre parcel which is currently vacant.

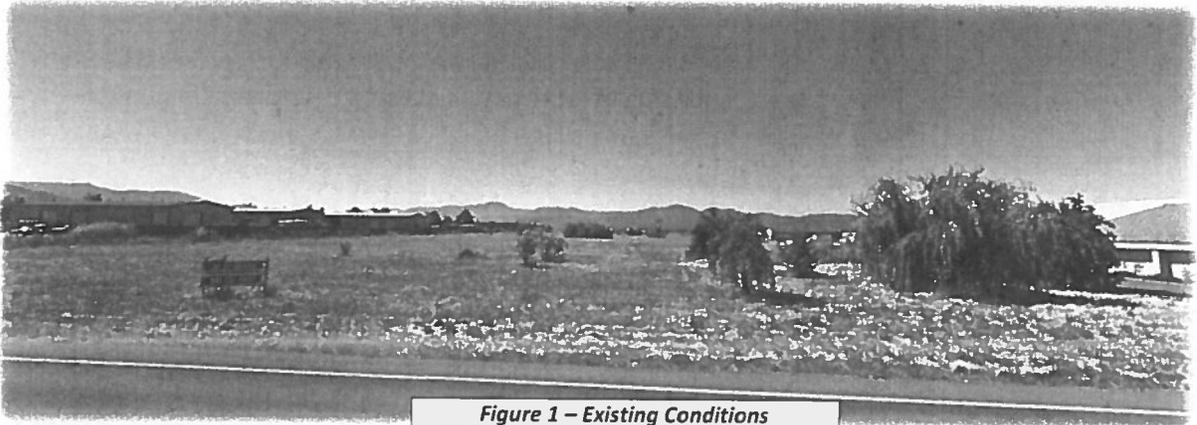


Figure 1 – Existing Conditions

The applicant originally proposed to place 500 shipping containers on the site to be used as mini-warehouses for storage. After notice for the public hearing was given to adjacent property owners, the applicant slightly modified his sight plan by splitting the proposed development into two phases.

Phase one now will consist of the installation of 250 shipping containers for mini-warehouse use and the temporary use of some gravel areas for RV & boat parking.

Phase 2 will consist of the installation of an additional 250 shipping containers for mini-warehouse use over some of the gravel areas mentioned above.

The applicant also mentioned a third phase which would fill the rest of the gravel area between the containers and Enterprise Drive with additional shipping containers. However, this phase is not part of this application as it is likely outside of the requested five year timeframe for phasing.

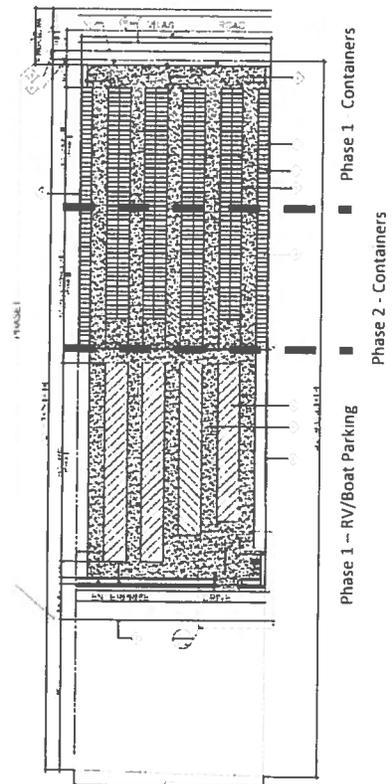


Figure 2 – Site and Phasing Plan

Phase 1 will also include construction of one office structure and the dedication and improvement of Enterprise Drive right-of-way.

Site Development Standards

As shown in the Site Development Tables below, it can be found that the proposed structures identified on the submitted site plan meet the bulk standards for the I-G zoning district as found in Article V of the Medford Land Development Code.

**SITE DEVELOPMENT TABLE – STORAGE UNITS**

	<b>Allowed/Required</b>	<b>Proposed</b>
<b>Height</b>	85 feet max.	8 ft. 6 in.
<b>Lot Coverage</b>	90% Max.	Not calculated but below 90%
<b>Setback (front)</b>	10 feet min.	400+ ft.
<b>Setback (sides)</b>	None	1 ft.
<b>Setback (rear)</b>	None	40 ft.

**SITE DEVELOPMENT TABLE – OFFICE**

	<b>Allowed/Required</b>	<b>Proposed</b>
<b>Height</b>	85 feet max.	8 ft. 6 in.
<b>Setback (front)</b>	10 feet min.	56 ft.
<b>Setback (sides)</b>	None	1 ft. & 250+ ft.
<b>Setback (rear)</b>	None	400+ ft.

Street Dedications and Improvements

*East Vilas Road*

Per the Public Works Report (Exhibit P), no additional improvements are required along East Vilas Road, a Major Arterial Street. However, the applicant will be required to remove the existing driveway approach off of East Vilas Road.



*Figure 3 – Existing Conditions along E Vilas Road*

*Enterprise Drive*

Enterprise Drive currently dead-ends at the easterly property line of the subject property. The applicant will dedicate right-of-way to the public sufficient in width across the entire subject property for the extension of Enterprise Drive. The applicant will also be responsible for improving Enterprise Drive across the entire width of the property to Commercial Street standard shown below. Sidewalk, curb, gutter and planter strips will be installed on the north side; the south side will be improved with curb and gutter only at this time. The sidewalks and planter strips will be constructed with the development of the adjacent site.



Figure 4 – End of Enterprise Drive (looking west)

Commercial

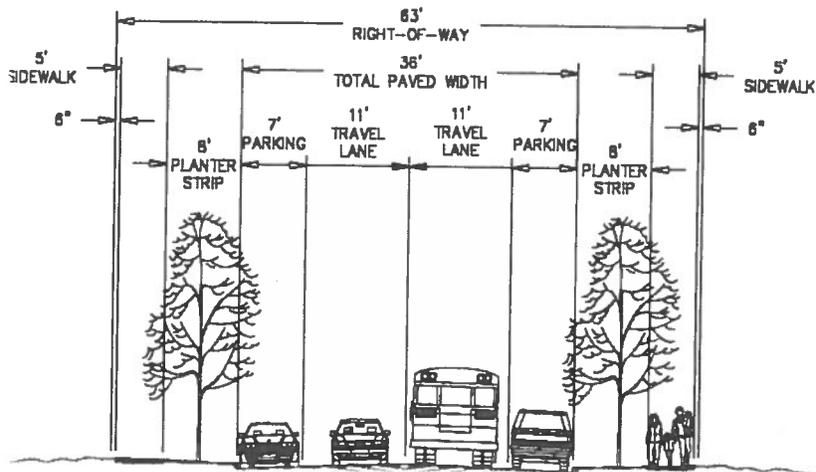


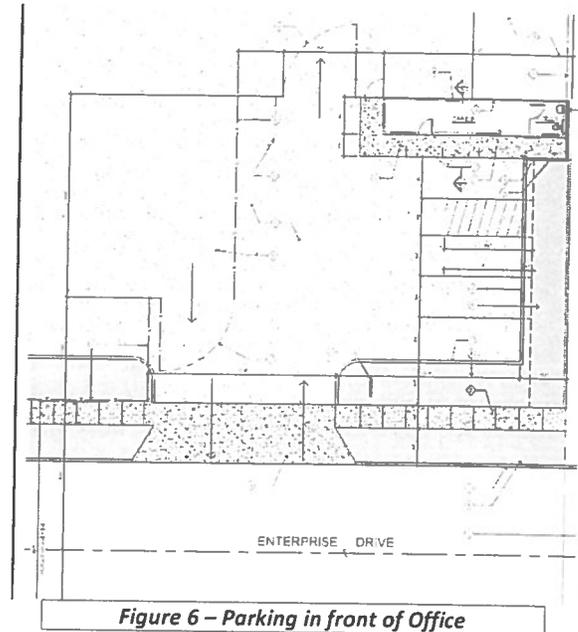
Figure 5 – Commercial Street Cross Section

Parking

*Vehicular Parking*

Based on Medford Land Development Code (MLDC) Section 10.743, a minimum of 48 vehicular spaces are required. (This was calculated using the following standards: 2.0 spaces per manager’s residence, plus 1.0 space per 11 storage cubicles.) The submitted site plan identifies a total of four marked vehicle parking spaces adjacent to the proposed office building. The applicant stated in his Findings of Fact (Exhibit K) that the drive aisles between the storage units are wide enough to serve as parking areas for loading/unloading as well as for traffic movement purposes at the same time.

It is staff’s opinion that the proposed amount of marked vehicle parking spaces adjacent to the office and the amount of unmarked parking spaces within the drive aisles is adequate and the parking requirement is therefore met.



**Decision:** There was discussion during the public hearing regarding the amount of marked parking stalls and handicap accessible parking stalls. Ultimately, the Commission decided to grant relief to the amount of marked vehicle parking spaces as shown on the site plan and that the applicant shall provide adequate parking as required by ADA standards. In addition, the Commission granted relief on Section 10.746(3) – Parking Area Planters.

**PARKING TABLE (10.743-751)**

	<b>Required</b>	<b>Provided</b>
<b>Total Spaces</b>	48	4 (marked)
<b>Accessible Spaces</b>	2	1 (marked)
<b>Bicycle Spaces</b>	2	2

*Bicycle Parking*

Per MLDC 10.748, 20% of the number of spaces provided for automobiles is required for bicycle parking. The submitted site plan shows a total of four bicycle parking spaces in front of the office. All applicable bicycle parking requirements are met.

### Access

#### *Vehicular Access*

Vehicular access to the subject site is proposed from the extension of Enterprise Drive which will be constructed across the entire width of the subject parcel (see Street Dedication & Improvements above).

#### *Pedestrian Access*

The site will be connected to adjacent development via a public sidewalk along Enterprise Drive.

### Concealments

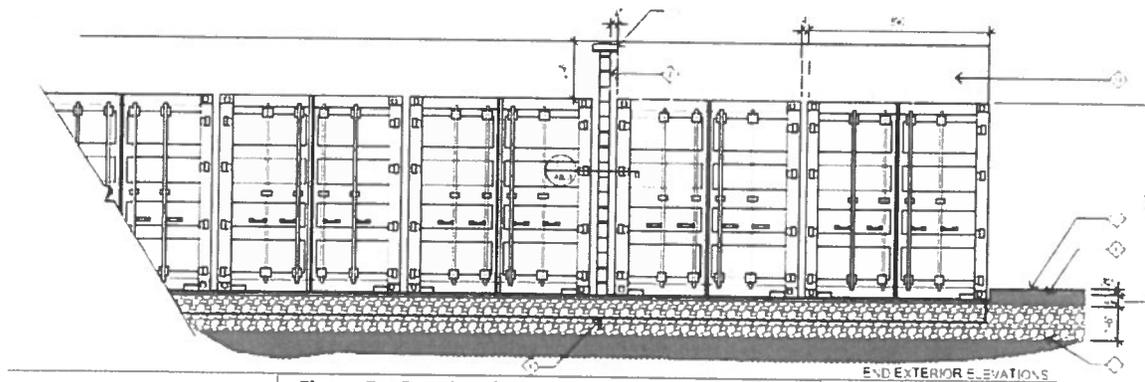
#### *Trash Enclosure*

The submitted site plan (Exhibit C) identifies a trash enclosure adjacent to the proposed office structure. It is shielded from view by a 6-foot CMU wall. All applicable requirements of MLDC 10.781 are met.

#### *HVAC Equipment*

MLDC 10.782 requires all HVAC equipment to be concealed from view. The only HVAC item identified on the site plan is wall AC unit mounted to the north side of the office building. It is shielded from view (Enterprise Drive) by the office building and from Vilas Road by dozens of rows of shipping containers.

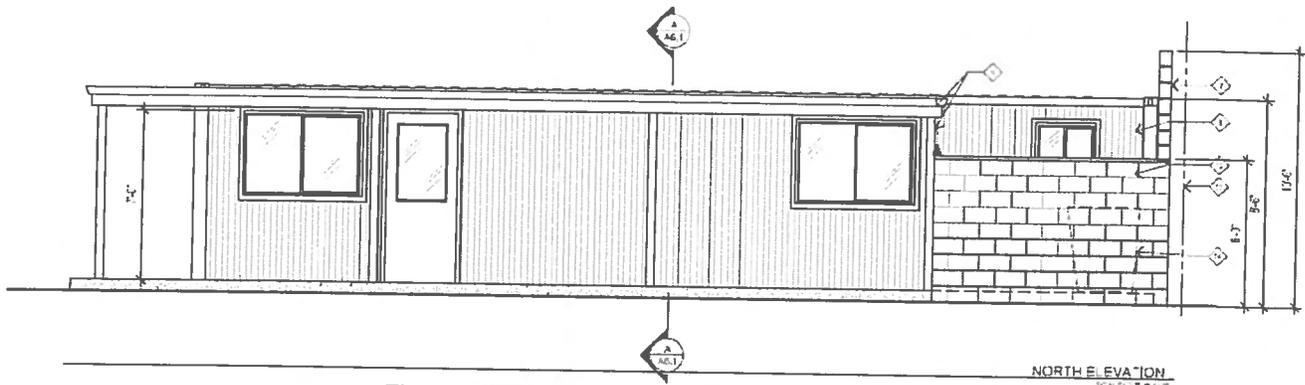
### Architecture



The applicant submitted Findings of Fact and Photos (Exhibit K) which describe and show the storage units and office structure's proposed architecture and how it fits with and complements adjacent buildings. It stated:

*The shipping containers are unique for warehousing uses. The storage units are atypical for mini-warehouse storage. All proposed storage units are 8-feet wide, 20-feet in depth and only 8-feet in height. There are footings provided that will anchor the storage units and there will be a firewall proposed to meet building code standards. With the height*

*of the storage units at 8-feet, minimal if any visual impact is anticipated. (...) The office will also be an 8-foot x 40-foot repurposed shipping container that will be enhanced with windows and doors. (...) There will be no large façades with the proposed shipping containers. (...) There are no changes to the exterior of the containers.*



**Figure 8 – Proposed Front Elevation of Office Structure**

Building Code requires the installation of 2-hour firewalls between every 14 shipping containers. The firewall is proposed to be 2.5-feet higher than the shipping container for a total height of 10.5 feet.

**Decision:** There was discussion during the public hearing about the varied looks of shipping containers. The applicant confirmed that all containers are ‘like new’ and will be painted the same color. The applicant’s agent submitted a photo of a similar project in Eugene (Exhibit Y) to the Commissioners for review. The Commission all storage units shall be new or ‘gently used’ when installed and shall be consistent in color.

Landscaping

*Street Frontage*

Street Frontage landscaping per MLDC 10.797 will be required along both Vilas Road and Enterprise Drive and is shown on the Landscape Plan (Exhibit J)

**STREET FRONTAGE LANDSCAPING (10.797)**

	<b>Trees</b>	<b>Shrubs</b>
<b>East Vilas Road</b>	11	52
<b>Enterprise Drive</b>	11	52

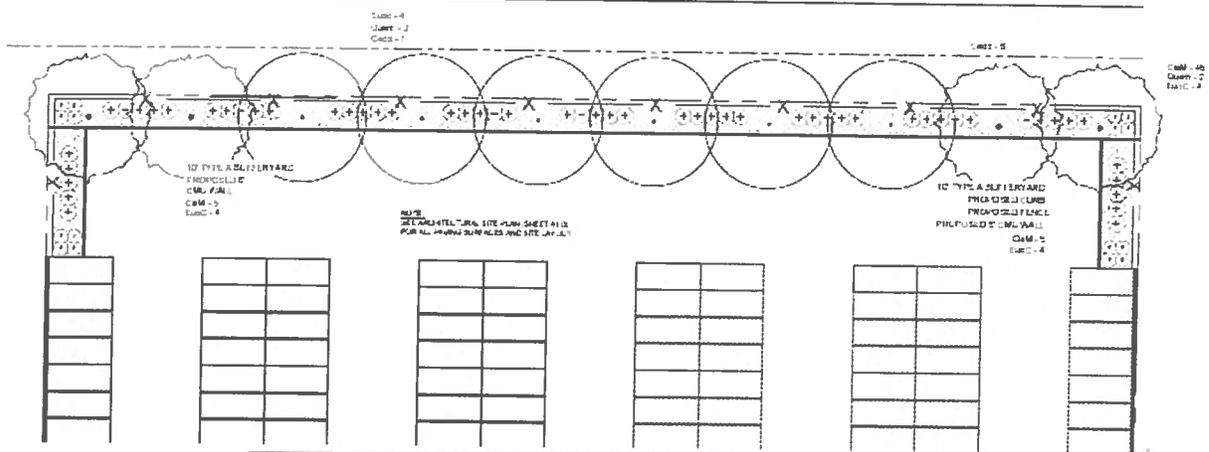


Figure 9 – Proposed Street Frontage Landscaping along E Vilas Road

However, the submitted landscape plan lacks one street tree along Vilas Road and the trees along Enterprise Drive are partially shown to be placed within the public right-of-way (see figure 10, below). MLDC 10.797 requires that all street frontage landscaping be placed outside the public right-of-way.

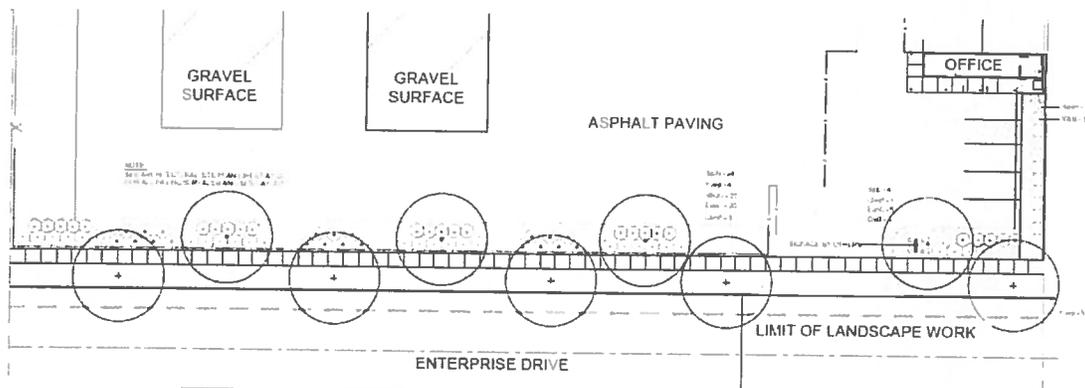


Figure 10 – Proposed Street Frontage Landscaping along Enterprise Dr.

It will be a condition of approval for the applicant to meet all applicable requirements of MLDC 10.797. However, even though not expressly requested by the applicant, staff is in favor of the Commission accepting the street tree placement along Enterprise Drive, as submitted. The partial placement of required street frontage trees within the public right-of-way would match existing conditions in the neighborhood as can be seen in Figure 11, below.

**Decision:** The Commission’s approval included that some street trees can be planted in the Enterprise Drive right-of-way.



Figure 11 – Street Tree Placement along Airway Drive

In addition to the required street frontage landscaping, the applicant is also proposing to install a 7-foot high steel fence pictured below.

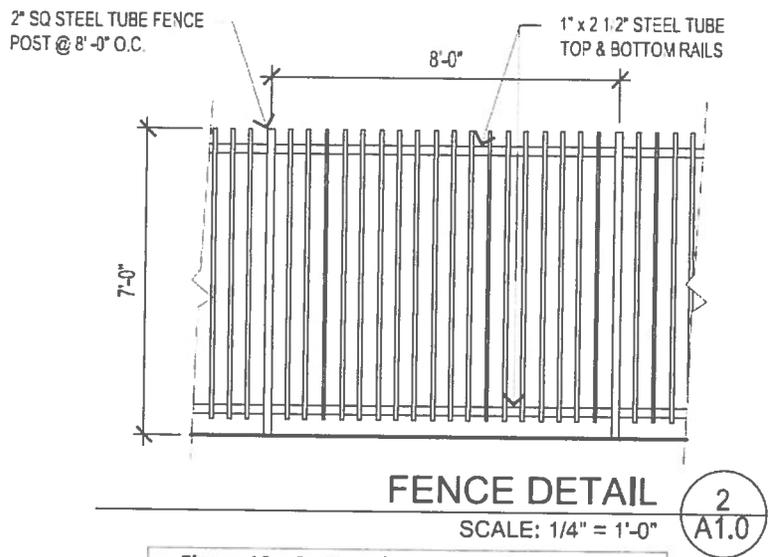


Figure 12 – Proposed Fence along E Vilas Road



*buffering is not necessary and the uses are not expected to change significantly over a long period of time.*

For the first 50 feet from Vilas Road, the site plan is showing a 6-foot wall in addition to a 10-foot deep landscaped area as required per MLDC 10.790. In sections along the easterly property border that do require a bufferyard but are not outside of Phase 1, the applicant will be required to install a bufferyard per MLDC 10.790. This will be a condition of approval.

Apart from the above mentioned areas, staff concurs with the applicant's findings and recommends the Commission grant relief to the bufferyard requirement for all areas developed with shipping containers (including future development in Phase 2) per Subsections 10.790(E)(6)(a) and (c) for all areas that are developed with shipping containers.

**Decision: The Commission granted relief from Bufferyard requirements per Sections 10.790(E)(6)(a) and (c), as requested. The Commission did not grant relief for any bufferyard requirements outside of the areas that were addressed by the applicant. All bufferyards not being developed with shipping containers during Phase 1 shall be installed per all applicable requirements in 10.790.**

#### Phasing

MLDC 10.292(2) states the following regarding the expiration of approval:

*When it is the developer's intent to complete an approved project in phases, the approving authority may authorize a time schedule for the issuance of building permits for a period exceeding one (1) year, but in no case shall the total time period for the issuance of building permits be greater than five (5) years without having to resubmit a new application for Site Plan and Architectural Commission review. Phases developed after the passage of one (1) year from approval of the Site Plan and Architectural Commission application will be required to modify the plans as necessary to avoid conflicts with changes in the Comprehensive Plan or this chapter.*

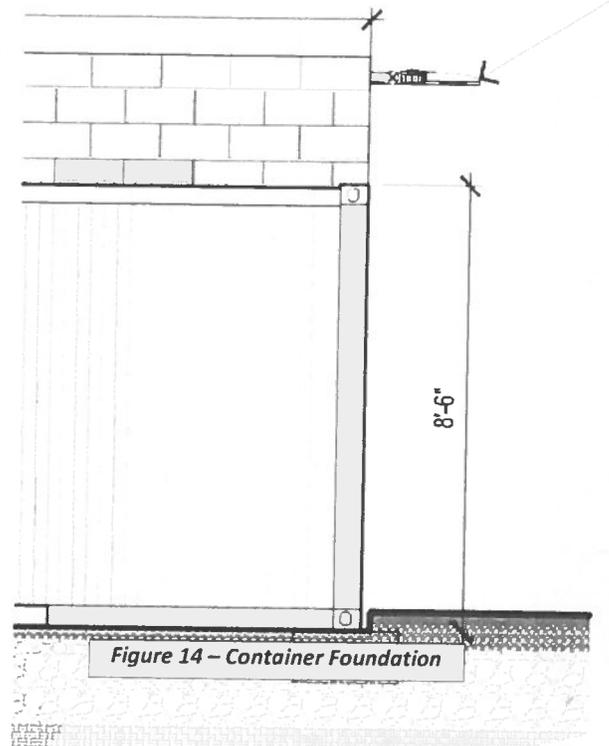
Even though not specifically requested in the applicant's findings (but discussed verbally), staff recommends that the Commission allow the maximum time schedule of 5 years.

**Decision: The Commission authorized the maximum five-year development period.**

### RV and Boat Storage

Recreational Vehicle (RV) and boat storage is proposed as a temporary use so that the applicant has the ability to expand the mini-warehouse project in the future and utilize the vacant land in the meantime. It is shown on the site plan with 28-foot wide paved drive aisles and 40-foot wide graveled parking areas. (The gravel can be re-used under future containers – see Figure 14.) RV storage is a permitted use in MLDC 10.337 (SIC 422).

MLDC 10.746 states, in part, *with the exception of storage of trailered items and recreational vehicles at single-family residences, all parking, loading, driveway, and vehicle maneuvering areas, including but not limited to, wheeled-vehicle sales lots, truck trailer parking areas, and on-site single-family residential driveways etc., shall be paved and improved pursuant to the following design requirements (...).*



An Exception to the paving standard in MLDC 10.746 is required for the proposed use of gravel. At the time of this writing, an Exception application has not been submitted. As the applicant is seeking timely approval for the main development, staff has included a condition of approval requiring paving per MLDC 10.746. If the applicant decides not to pave, they may install curbing per the Public Works Department report or apply for an Exception for relief from the standard.

**Decision: No relief or exception was granted regarding the paving of parking and vehicle maneuvering areas as part of this application. The applicant will come back before the Commission with an Exception application in the near future.**

### Facility Adequacy

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

### Other Agency Comments

#### *Oregon Department of Aviation (Exhibit W)*

The ODA stated that the proposed use is located in the Transitional Surface of the runway and is classified as commercial use. As a result, ODA will required that the applicant file and receive a determination on a FAA from 7460-1 to determine if the structures will effect air navigation in the local area.

*Rogue Valley International Airport (Exhibit V)*

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.

In addition, the Airport also requires the applicant to contact the FAA regarding submittal of a 7460-1 form.

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 K) and recommends the Commission adopt the findings with the exception of the Exception findings beginning on p. 10.

**ACTION TAKEN**

Adopted the findings as recommended by staff and directed staff to prepare the Final Order for approval of AC-18-061 per the commission report dated August 3, 2018, including Exhibits A-1 through Y.

**EXHIBITS**

- A-1 Conditions of Approval, drafted August 3, 2018**
- B Title Sheet T1, received July 26, 2018
- C Site Plan A1.0, received July 26, 2018
- D Elevations Detail A6.0, received July 26, 2018
- E Elevations A6.1, received July 26, 2018
- F Civil Plan Cover Sheet C1, received July 26, 2018
- G Preliminary Grading and Utility Plan C2, received July 26, 2018
- H Preliminary Street Improvement Plan C3, received July 26, 2018
- I Details/Section C4, received July 26, 2018
- J Landscape Plan L1.0, received July 26, 2018
- K Findings of Fact and Conclusions, received July 26, 2018
- L Section II, Code Compliance Criterion No. 2, received June 23, 2018
- M Photos, received May 4, 2018
- N Legal Description, received May 4, 2018
- O Zoning Map, received May 4, 2018
- P Public Works Report, revised July 26, 2018
- Q Medford Water Staff Memo, received July 11, 2018
- R Medford Fire Memo, received July 11, 2018
- S Building Department Memo, received July 11, 2018
- T Rogue Valley Sewer Services Memo, dated June 28, 2018
- U Jackson County Roads Memo, received June 29, 2018
- V Rogue Valley International Airport E-Mail, received July 10, 2018
- W Oregon Department of Aviation E-Mail, received July 3, 2018
- X City Surveyor comments, received June 27, 2018
- Y Photo of like storage facility, received August 3, 2018**  
Vicinity map

**SITE PLAN AND ARCHITECTURAL COMMISSION**

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Jim Quinn, Chair

**SITE PLAN AND ARCHITECTURAL COMMISSION AGENDA**

**AUGUST 3, 2018  
AUGUST 17, 2018**

## EXHIBIT A-1

Lock & Key Vilas Road  
AC-18-061  
Conditions of Approval  
August 3, 2018

### DISCRETIONARY CONDITION

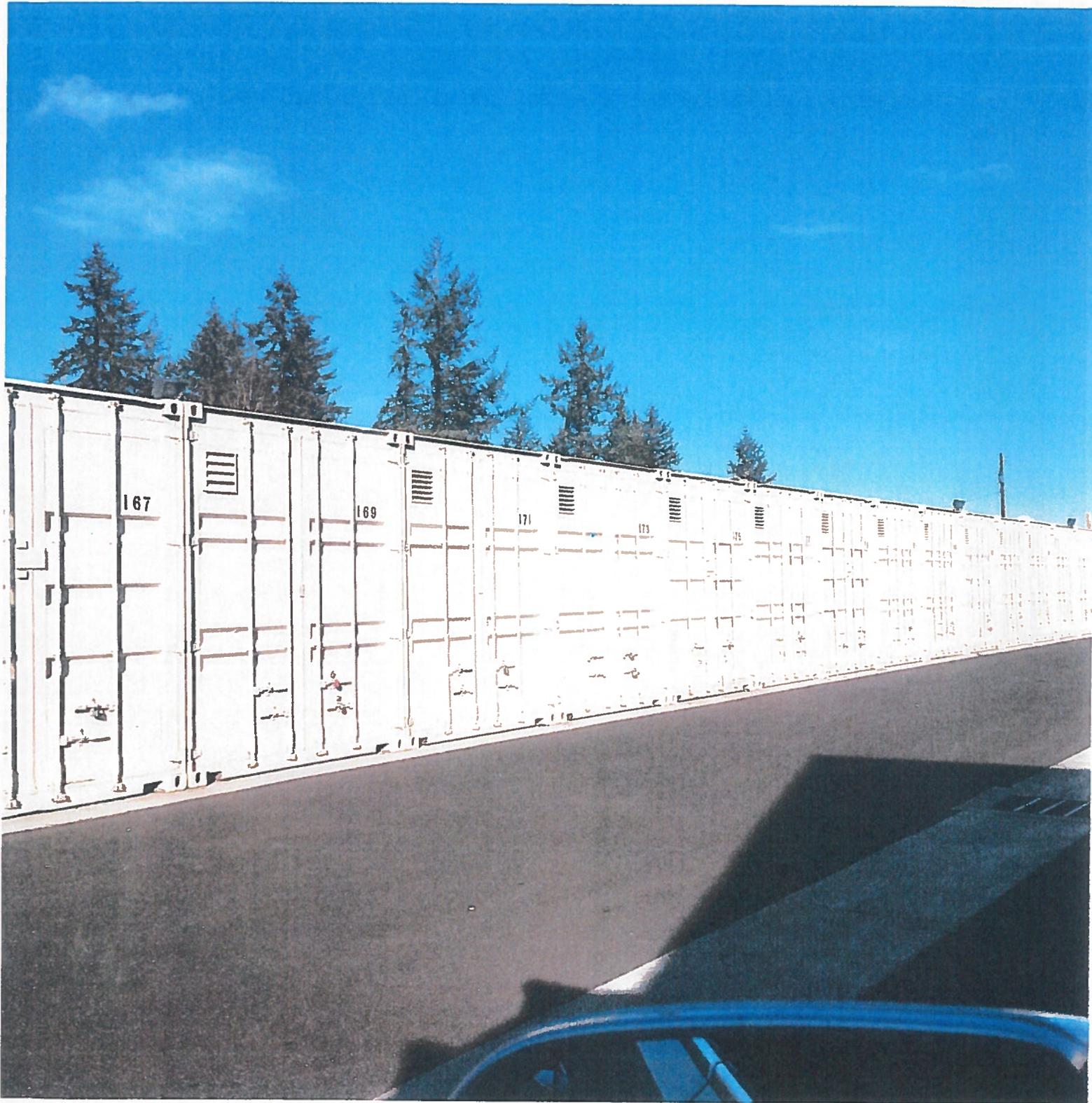
1. The Commission authorizes the maximum five year approval period per MLDC 10.292(2).
2. **All storage units shall be new or 'gently used' when installed and shall be consistent in color and style.**

### CODE REQUIRED CONDITIONS

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

3. Submit a revised Site Plan showing the pavement of all vehicle parking and maneuvering areas – including the proposed RV and boat storage areas – per MLDC 10.746.
4. Submit a revised Landscape Plan complying with all applicable requirements per MLDC 10.797 – Street Frontage Landscaping.
5. Submit revised Site Plan showing bufferyards complying with all applicable requirements per MLDC 10.790 in applicable areas that are not developed with shipping containers.
6. Comply with all conditions stipulated by the Public Works Department (Exhibit P).
7. Comply with all conditions stipulated by the Fire Department (Exhibit R).
8. Comply with all conditions stipulated by the Medford Water Commission (Exhibit Q).
9. Contact the Federal Aviation Administration regarding the filing of a 7460-1 Notice of Proposed Construction and Alteration form (Exhibit W).

RECEIVED  
AUG 06 2018  
PLANNING DEPT.



CITY OF MEDFORD  
EXHIBIT # Y  
File # AC-18-001



# Site Plan and Architectural Commission Minutes

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From Public Hearing on August 3, 2018

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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  
Jim Catt  
Bob Neathamer  
Marcy Pierce  
Rick Whitlock  
Dick Gordon, City Council Liaison

**Staff Present**

Kelly Akin, Assistant Planning Director  
Katie Zerkel, Senior Assistant City Attorney  
Doug Burroughs, Public Works/Eng Development Services Mgr.  
Steffen Roennfeldt, Planner III  
Debbie Strigle, Recording Secretary

**Commissioners Absent**

Bill Chmelir, Vice Chair, excused  
Dave Culbertson, excused

10. Roll Call.
20. Consent Calendar/Written Communications. None.
30. Minutes.
  - 30.1 The minutes for the July 6, 2018, meeting, were approved as submitted.
40. Oral and Written Requests and Communications. None.
50. Public Hearings.

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

**New Business.**

50.1 **AC-18-061** Consideration of plans for the development of a 500-unit mini-warehouse storage facility, on 4.1 acres of a 10.3 acre parcel located at 576 E Vilas Road within the General Industrial (I-G) zoning district. (371W6BB500); (RKKP LLC, applicant; Straus & Seibert Architects, agent; Steffen Roennfeldt, Planner).

Chair Quinn asked for any potential conflicts of interest, ex-parte communications, or site visits. Chair Quinn disclosed he had made a site visit.

Steffen Roennfeldt, Planner III, gave a PowerPoint presentation of the July 27, 2018, Staff Report. Staff recommended approval.

Commissioner Whitlock questioned why there was no requirement regarding the handicapped parking spaces. Mr. Roennfeldt replied that he thought the two handicap parking stalls was included in the total

number of parking spaces: 48. He said he would have to confirm with the Building Department and see if they would actually require one or two spaces. He added it's a Federal law. Ms. Zerkel added some additional information which helped clarify what Mr. Roennfeldt was trying to explain.

Commissioner Whitlock wanted to know if there was any requirement that parking spaces have to be marked or if this Commission could allow the unmarked areas that would be available for parking in front of the units. Mr. Roennfeldt answered the Commission can allow for the unmarked parking spaces.

Commissioner Whitlock asked if planters should be required even though the parking spaces would be spread all over the site. Mr. Roennfeldt replied that if the Commission grants relief for those unmarked spaces then there wouldn't be a need for planters.

Commissioner Whitlock commented that the architecture used in this project is significantly different from anything else in the area and changes the character of what that part of the city looks like. He said he was concerned about the varied looks the shipping containers might have. Commissioner Whitlock added he would like more information about the appearance of the containers and their compatibility with the surrounding area.

Mr. Roennfeldt displayed a photo of a container that had been submitted by the applicant. Commissioner Whitlock stated he had seen that photo but didn't think it was necessarily representative of all the containers that might be placed at the site.

Commissioner Whitlock asked if there was additional right-of-way (ROW) being requested on East Vilas Road. Mr. Roennfeldt answered the applicant was proposing to dedicate an additional ten feet along Vilas.

Doug Burroughs, Public Works Department, stated the additional ROW required dedication is typically left up to the applicant or the applicant's surveyor to determine.

Chair Quinn asked if there were any requirements for restroom facilities. Mr. Roennfeldt replied that it was a building issue and he wasn't sure what their requirements were.

Commissioner Catt asked if these containers would be set on any type of foundation or footings. Mr. Roennfeldt said his understanding is there are concrete footings along the sides they would sit on.

Chair Quinn asked if this Commission had the authority to require that the exterior of this development be one common color. Kelly Akin, Assistant Planning Director, answered yes; it would go to the first criterion of compatibility. There are no design standards for commercial or industrial developments so it would be a question of whether it would be something that would make it compatible with the adjoining development and uses.

Ms. Akin spoke to the ADA question saying the Land Development code mimics the Federal law and sometimes it comes out of step. The Building Department staff manages the ADA program. ADA parking counts toward the parking number and that count doesn't distinguish whether it's accessible or not so if there are two spaces required, it would be simple to add another marking on the stall as required. This Commission does not have the ability to give away a Federal requirement and in the end it wouldn't change how the property is designed or how the property is proposed to be. The question would be: do we need to add another stencil and sign at the time the property is developed?

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

a) John Duffie, agent for the applicant, clarified that the containers are all brand new and are all the same tan color, and size. He said there would be continuity of the block material and shipping

containers. Mr. Duffie stated there would be 250 units installed in phase 1. There would also be room for vehicular circulation in the middle of the containers.

In regards to the dust that would be produced by vehicular circulation in the gravel areas, Mr. Duffie said the solution is to provide drive aisles that are the same width and location as where they would be ultimately and then leave gravel areas where the proposed shipping containers will be in the future. He explained that the Building Department requires the containers to be set on a solid surface as well as be anchored to the ground so they propose to pour concrete strip footings continuously along the edge of the asphalt. Each container will be anchored to the concrete.

Mr. Duffie spoke to the parking issue saying that most of the time people, including those who are handicapped, will be driving in and parking next to their storage unit. There will also be a small parking area for those people taking care of administrative issues.

In regards to the bufferyard he explained their plan is to have a continuous two-hour fire wall so the backsides of the units won't be seen from the adjacent property. During the phases that are not completed, Mr. Duffie proposed that they not be required to install a Type A bufferyard until that property is developed. Another solution might be to continue the block wall even though the storage containers aren't there yet.

Mr. Duffie confirmed that the additional ROW required dedication would not be known until they get it surveyed. They estimate it will be between 10 and 15 feet.

Commissioner Catt asked Mr. Duffie if he had any photos he could show the Commission. Mr. Duffie answered he had a photo on his cell phone. The cell phone was passed to all the Commissioner's and will be e-mailed as part of the record.

Commissioner Whitlock wanted to know how people would be kept from parking on and/or maneuvering in the graveled areas. Mr. Duffie answered that the graveled areas would be used for parking and storing of RV's and boats until Phase 2 was implemented.

Commissioner Pierce asked if there was any particular reason why Phase 1 was up against Vilas Road versus doing Phase 2 and having the two phases together rather than split. Mr. Duffie replied they were originally planning on installing 500 units, which is Phase 1 and 2 together, which would have been the first phase of the project. The rest of the area was going to be the RV parking until it was time to buy more storage containers and fill up the rest of the property. He added they could potentially fence off the area or put curbs in to prevent vehicular movement in areas you don't want to have that movement.

Commissioner Catt wanted to know how the containers get to this country or if they are made here.

b) George Lam, applicant, stated the company that sells the containers locally have to ship the containers one time across the Pacific with items inside but the containers are still considered brand new.

Commissioner Bender noted that these shipping containers are called "first run" containers. They come from the factory and may have been painted for the shipping line at the time they arrive. They are then sold on the market here as new containers.

Mr. Lam clarified that when the containers are ordered a person has to specify the color and type of flooring wanted.

The public hearing was closed.

Motion: Adopt the findings as recommended by staff and direct staff to prepare the final order for approval of AC-18-061 per the staff report dated July 27, 2018, including Exhibits A through X, the e-mail with the photo presented at this meeting by the agent, and adding the following:

- All storage units shall be new or "gently used" when installed and shall be consistent in color and style
- The applicant shall provide adequate parking as required by ADA standards
- Approval is subject to a subsequent approval of the boat and RV storage area exception request relative to paving
- Approval includes placing street trees in the Enterprise Drive right-of-way (ROW)
- Approval of the modified requirements related to the number of parking spaces
- Grant the bufferyard relief as recommended by staff
- Authorization of the maximum five-year development period

Moved by: Commissioner Whitlock

Seconded by: Commissioner Neathamer

Commissioner Whitlock commented he had significant concerns with the appearance of the containers and their compatibility with the surrounding developments but with the proposed changes to the application he felt this would be a good development. Commissioner Whitlock noted that none of the neighbors to this project showed up to voice any concerns. With the additional conditions he felt there was adequate assurance that this would be a quality development for the area.

Roll Call Vote: Motion passed, 5-1, with Commissioner Catt voting "no".

60. Written Communications. None.

70. Unfinished Business. None.

80. New Business. None.

90. Report from the Planning Department.

90.1 Ms. Akin announced that Carla Paladino had been named Employee of the Quarter.

90.2 Ms. Akin reported that City Council had approved the Article II changes.

90.3 Ms. Akin stated there had been a study session on Interim Design Standards. The Planning Commission recommended approval to City Council with four issues that were brought forward:

- ✓ LUBA appeal process – OK for Type III, not Type II
- ✓ Building length – remove the limit
- ✓ Reduce the required amount of glazing from 25% to 12%. Staff recommends 15%
- ✓ Remove parking/maneuvering in front yard

90.4 Ms. Akin stated there would be business scheduled for the August 17<sup>th</sup> meeting. There is no business currently scheduled for the September 7<sup>th</sup> meeting but staff will keep the Commission updated on that.

90.5 Ms. Akin reported that City Council had adopted a final order on an appeal of a Planning Commission decision. City Council upheld the Commission's decision.

90.6 At study sessions for City Council a lot of the discussion is still related to the Urban Growth Boundary Amendment that was approved. On August 9<sup>th</sup>, Council is going to be talking about the Transportation System Plan and temporary cooling and warming shelters. At their second meeting they're going to be talking about urbanization plans and wetland regulations.

90.7 Ms. Akin reported that in June staff had a study session with the Landmarks & Historic Preservation Commission. At the meeting the Commission decided to give the Planning Director the additional authority to make minor decisions such as fencing and signage. Staff will be working with the Commission on a code amendment to allow the change.

100. Messages and Papers from the Chair. None.

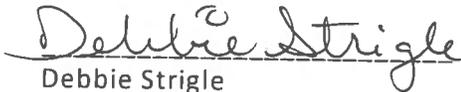
110. Propositions and Remarks from the Commission. None.

120. City Council Comments. None.

130. Adjournment

130.1 The meeting was adjourned at approximately 1:02 p.m. The proceedings of this meeting were digitally recorded and are filed in the City Recorder's office.

Submitted by:



Debbie Strigle  
Recording Secretary

-----  
Jim Quinn

Site Plan and Architectural Commission Chair

Approved: August 17, 2018

**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-18-029 APPLICATION FOR PROJECT REVIEW SUBMITTED ) **ORDER**  
BY HEARTLAND EXPRESS )

ORDER granting approval of a request of File No. AC-18-029, as follows:

Consideration of plans for a 5000 square foot addition to an existing trucking facility on two parcels totaling approximately 8.8 acres located on Sage Road between Brian Way and Lars Way in a Heavy Industrial zoning district (372W23A2300).

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 August 17, 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 Heartland Express, stands approved subject to compliance with the conditions stated in the Staff Report dated August 10, 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 Staff Report dated August 10, 2018.

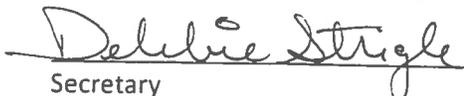
BASED UPON THE ABOVE, it is the finding of the Medford Site Plan and Architectural Commission that the project is in compliance with the criteria of Section 10.290 of the Land Development Code.

Accepted and approved this 17<sup>th</sup> day of August, 2018.

MEDFORD SITE PLAN AND ARCHITECTURAL COMMISSION

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

ATTEST:

  
Secretary



## STAFF REPORT

for a Type-C quasi-judicial decision: **SITE PLAN & ARCHITECTURAL REVIEW**

Project Heartland Express Medford  
Applicant: Heartland Express; Agent: Gary Caperna

File no. AC-18-029

To Site Plan & Architectural Commission *for August 17, 2018 hearing*

From Liz Conner, Planner II

Reviewer Kelly Akin, Assistant Planning Director

Date August 10, 2018

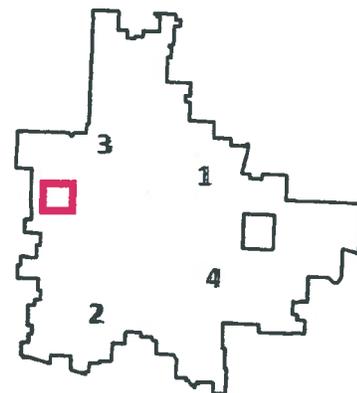
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## BACKGROUND

### Proposal

Consideration of plans for a 5000 square foot addition to an existing trucking facility on two parcels totaling approximately 8.8 acres located on the westerly side of Sage Road between Brian Way and Lars Way in the I-H (Heavy Industrial) zoning district (372W23A2300).

### Vicinity Map



Subject Site Characteristics

Zoning	I-H	Heavy Industrial
GLUP	HI	Heavy Industrial
Use	Trucking facility	

Surrounding Site Characteristics

<i>North</i>	Zone:	I-H
	Use:	Mini Storage
<i>South</i>	Zone:	I-H
	Use:	Manufacturing
<i>East</i>	Zone:	I-H
	Use:	Manufacturing
<i>West</i>	Zone:	General Industrial (County)
	Use:	Vacant

Related Projects

PLA-17-171                      Property Line Consolidation SN 22525

Applicable Criteria

**SITE PLAN AND ARCHITECTURAL REVIEW APPROVAL CRITERIA  
FROM SECTION 10.290 OF THE MEDFORD LAND DEVELOPMENT CODE**

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

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

Corporate Names

Per the Oregon Secretary of State Corporation Division, Heartland Express Inc. of Iowa has David Brallier as their registered agent.

## ISSUES AND ANALYSIS

### Background

The subject site was annexed into the City in 1976 by Ordinance 1976-2623. It was the home of Gordon Trucking, Inc. dating back to the early 1980's and has continued as a trucking facility through the sale of Gordon Trucking, Inc. to Heartland Express of Iowa in 2013. The property is also part of the Sage Road Industrial Park – Unit No. 2 Subdivision recorded in 1980.

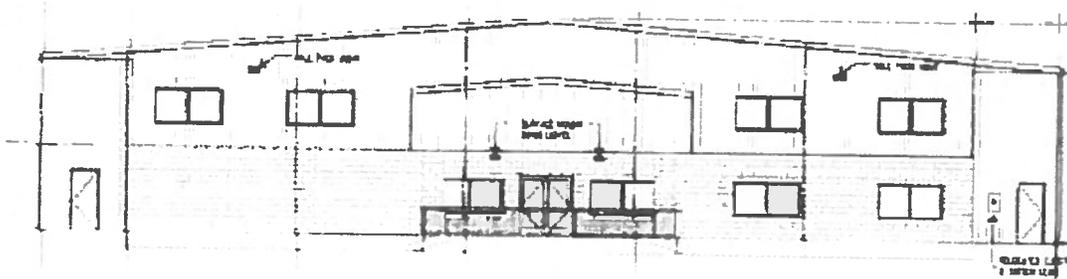
### Project Summary

The applicant is requesting approval to add 5000 square feet to the southern portion of the existing facility and a canopy-covered fuel station. The addition will include amenities for the drivers such as a driver's lounge, rest room, shower facilities and laundry rooms. The expansion also includes relocating the existing offices that are in the mezzanine of the existing structure to the addition. The project will require a reconfiguration of the existing truck parking area and relocation of compressors.

### Site Plan and Architecture

#### *Structure*

The proposed addition will be approximately 22 feet tall. The first floor will be split face concrete masonry unit (CMU) wall with pre-finished wall panels at the second floor. The overall color scheme will include Dark Bronze for the base trim Tan Willamette Greystone for the first story CMU, and bronze finish window and door treatment.



#### *Trash Enclosure*

The site plan shows that the trash enclosure is located along the west property line. It is proposed as a split face CMU enclosure with an opaque painted metal gate assembly. This is compliant with the MLDC Section 10.781.

### *Storm Drainage*

The site has an existing bio-swale and detention system that runs along the westerly property boundary. Previous development included the installation of catch basins, underground piping, and concrete valley gutters to convey storm water to the bio-swale.

Per the applicant's findings, the proposed work does not increase the amount of impervious surface; and therefore no additional storm water management improvements are proposed.

### *Access and Circulation MLDC 10.550*

Sage Road is classified as a Major Arterial street on the Medford Street Functional Classification Plan. As shown in the photo below, the site has three existing driveways. Driveways 2 and 3 are close to compliance with Code standards and are constructed with radius approaches. The most southerly driveway, number 1 in the photo, is a "dustpan" approach which is not to standard.



MLDC Section 10.550(3)(a)(2) limits the number of driveways permitted on parcels with frontage on higher order streets. Per MLDC Section 10.550(3)(c)(2), the applicant shall propose changes to the number and/or centerline of existing driveways to bring them into or closer into compliance.

The applicant has provided additional findings describing the use of each driveway (Exhibit G). Driveways 2 (ingress only) and 3 (exit only) have automated gates and are primarily used for semi-trucks. Driveway 1 is used for passenger vehicle access to a separate fenced and gated area. The applicant states that there is a need to retain all driveways due to the need to secure the site and proposes to keep the existing security fence that separates the existing passenger parking from the truck parking and maneuvering areas.

The applicant stipulates that Driveway 1 will be reconstructed with a 25 foot radius approach to conform to the requirements of the MLDC Table 10.550-2.

In addition to driveway standards, MLDC Section 10.550 addresses alternative access spacing and location, specifically 10.550(3)(c). Because this property has existing legal access, the approving authority may require cross-access easements to all contiguous parcels that do not abut a street of a lower order than an Arterial or Collector Street. The property adjacent to the North at 1933 Sage Road is the only parcel that is contiguous that does not have frontage on a lower order street. The Public Works Staff report (Exhibit H) requires that the owner grant a cross-access easement in accordance with MLDC 10.550.



*Block Length – MLDC 10.426(C)*

The applicant has provided findings (Exhibit G) addressing the maximum block length exceptions as well as cross-access easement with redevelopment.

Per 10.426(C)(2)(c) the approving authority may find that block perimeters that exceed the maximum permitted are acceptable when demonstrated that one of more of the constraints, conditions or uses listed below exist.

- a. Topographic constraints, including presence of slopes of 10% or more located within the boundary of a block area that would be required by subsection 10.426 C.1.,
- b. Environmental constraints including the presence of a wetland or other body of water,
- c. The area needed for a proposed Large Industrial Site, as identified and defined in the Medford Comprehensive Plan Economic Element, requires a block larger than provided by section 10.426 C.1.e. above. In such circumstances, the maximum block length for such a Large Industrial Site shall not exceed 1,150 feet, or a maximum perimeter block length of 4,600 feet.

The applicant's findings (Exhibit G) state that the adjacent parcels are fully developed and the subject parcel is needed for a Large Industrial Site and in such circumstances, the

maximum perimeter block length shall not exceed 4,600 feet. The perimeter that bounds the subject property is approximately 4,550 feet in length.

*Cross-Access- MLDC 10.550(3)(a)(3)*

The applicant's findings (Exhibit G) state that the use of the adjacent parcel to the north is a mini storage facility, and both the trucking and mini storage facility share the same security requirements. Site security, paired with existing site development would make granting cross-access operationally infeasible at this time.

*Landscaping*

The site has existing frontage landscaping that is comprised of turf, trees and shrubs, but does not meet the landscape requirements per Section 10.797. The applicant proposes to install additional plant material to bring the frontage landscaping into compliance. Staff recommends that the additional plantings not be required as described below.

<b>MLDC 10.797</b>	<b>Required</b>	<b>Provided</b>	<b>Deficient</b>
Trees	14	5	9
Shrubs	69	3	66



Sage Road currently has 75 foot right-of-way width and is classified as a Major Arterial Street, which requires a 100 foot right-of-way. The City of Medford is responsible for constructing Sage Road to its ultimate width.

This proposal is to add 5,000 of building to house employee facilities; the use is not expanding or changing. The site frontage is fully improved with curb, gutter sidewalk and landscaping.

The Commission has the authority to grant relief to the landscape planting requirements without the need for a separate Exception application, subject to the following:

- a. The approving authority shall make one of the following findings to grant relief from a provision:
  1. Due to a unique circumstance of the site, strict application of the standards requires an improvement that does not further the intent of this chapter, and granting relief does not:
    - i. Diminish the quality of life;
    - ii. Diminish the aesthetic environment of the site and its surroundings;
    - iii. Increase reliance on irrigation water;
    - iv. Allow landscaping that is horticultural incompatible with the surroundings or climate.
  2. A particular public benefit will be achieved by not complying with a provision of this section.

The Commission can find that a particular public benefit will be achieved by not strictly complying with Section 10.797 Street Frontage Landscaping. Requiring the developer to add more landscaping to their frontage in turns adds additional costs to both the developer and the City when the Sage Road is improved.

#### Committee Comments

##### *Rogue Valley Sewer Services*

The property is located within the Rogue Valley Sewer Services area, and requests that a plumbing fixture plan be submitted to determine system development charges and that said charges are paid prior to the issuance of the first building permit. A condition of approval has been included.

No other issues were identified by staff.

#### **FINDINGS AND CONCLUSIONS**

Staff has reviewed the applicant's findings and conclusions (Exhibit F and G) and recommends the Commission adopt the findings with the modification for frontage landscaping requirements described above.

### **RECOMMENDED ACTION**

Adopt the findings as recommended by staff and adopt the final order for approval of AC-18-029 per the staff report dated August 10, 2018, including Exhibits A through N.

### **EXHIBITS**

- A Conditions of Approval, dated August 10, 2018
- B Preliminary Site Development Plan received June 20, 2018
- C Architectural Plans received March 12, 2018
  - Floor Plan
  - Elevations
- D Landscape Plan received March 12, 2018
- E Proposed Signage received March 12, 2018
- F Applicants findings and conclusions received March 12, 2018
- G Applicant's supplemental findings received August 9, 2018
- H Public Works Staff report received July 18, 2018
- I Medford Fire Department Memo received July 18, 2018
- J Medford Building Department Memo received July 18, 2018
- K Public Works Surveying Division comments received July 12, 2018
- L Medford Water Commission memo received July 19, 2018
- M Rogue Valley Sewer Services letter dated July 12, 2018
- N Property Line Adjustment Map of Survey recorded April 19, 2018  
Vicinity map

**SITE PLAN & ARCHITECTURAL COMMISSION AGENDA:**

**AUGUST 17, 2018**

**EXHIBIT A**

Heartland Express  
AC-18-029  
Conditions of Approval  
August 10, 2018

**CODE REQUIRED CONDITIONS**

1. Prior to the issuance of a building permit for vertical construction, the applicant shall:
  - a. Comply with all conditions stipulated by the Public Works Department (Exhibit H).
  - b. Comply with all conditions stipulated by the Fire Department (Exhibit I).
  - c. Comply with all conditions stipulated by the Medford Building Department (Exhibit J).
  - d. Comply with all conditions stipulated by the Medford Water Commission (Exhibit L).
  - e. Comply with all conditions stipulated by Rogue Valley Sewer Services (Exhibit M).

RECEIVED

JUN 20 2018

KEYNOTES

GENERAL SITE WORK

- G1. EXISTING 18" CLEAR VENTILATION OPENING TO REMAIN. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- G2. EXISTING ASPHALT PAVING TO REMAIN. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- G3. EXISTING PAVED HYDRANT.
- G4. PROPOSED PAVED HYDRANT. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- G5. EXISTING STORM DRAIN. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- G6. STORM WATER BASIN. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- G7. WATER METER. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- G8. SANITARY SEWER. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- G9. EXISTING SLOTTED DRAINAGE. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.

LANDSCAPE WORK

- L1. LANDSCAPE AREA - SEE LANDSCAPE PLAN.
- L2. LANDSCAPE IRRIGATION EQUIPMENT - SEE IRRIGATION PLAN.

ARCHITECTURAL SITE WORK

- A1. 'TENT ONLY' SIGN TO REMAIN.
- A2. EXISTING CHAIN LINK FENCE 6" HIGH TO REMAIN.
- A3. NEW BI-CYCLE PARKING - PROVIDE NEW PAINTED (VIBRANT COLOR) SURFACE MOUNTED BI-CYCLE PARKING. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- A4. NEW MONUMENT SIGN - PROVIDE SIGN LIGHTING INCLUDING CONDUIT TO LOCATION. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- A5. NEW ALUMINUM SIGN - PROVIDE SIGN LIGHTING INCLUDING CONDUIT TO LOCATION. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- A6. NEW ADA ACCESSIBLE PARKING SPACE AS PER 2009 ADA CHAPTER 107. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- A7. NEW ADA VAN ACCESSIBLE PARKING SPACE AS PER 2009 ADA CHAPTER 107. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- A8. ADA ACCESSIBLE PARKING SPACE MOUNTED SIGNAGE AS PER 2009 ADA CHAPTER 107. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- A9. PERMANENT SHALLOW DRAINAGE CANALS TO DRAIN SURFACE WATER AWAY FROM THE BUILDING AND TO ADEQUATE DRAINAGE SYSTEM. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- A10. GALVANNEED REINFORCED CONCRETE (GRC) WALLS TO REMAIN. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- A11. NEW ADA ACCESSIBLE PARKING SPACE MOUNTED SIGNAGE AS PER 2009 ADA CHAPTER 107. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- A12. NEW ADA ACCESSIBLE PARKING SPACE MOUNTED SIGNAGE AS PER 2009 ADA CHAPTER 107. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- A13. COVERED EMPLOYEE BREAK AREA.
- A14. EXISTING STORAGE BUILDING TO REMAIN.

HVAC WORK

- H1. HVAC COMPRESSORS - SEE MECHANICAL DRAWINGS. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- H2. HVAC CONDENSERS - SEE MECHANICAL DRAWINGS. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.

ELECTRICAL

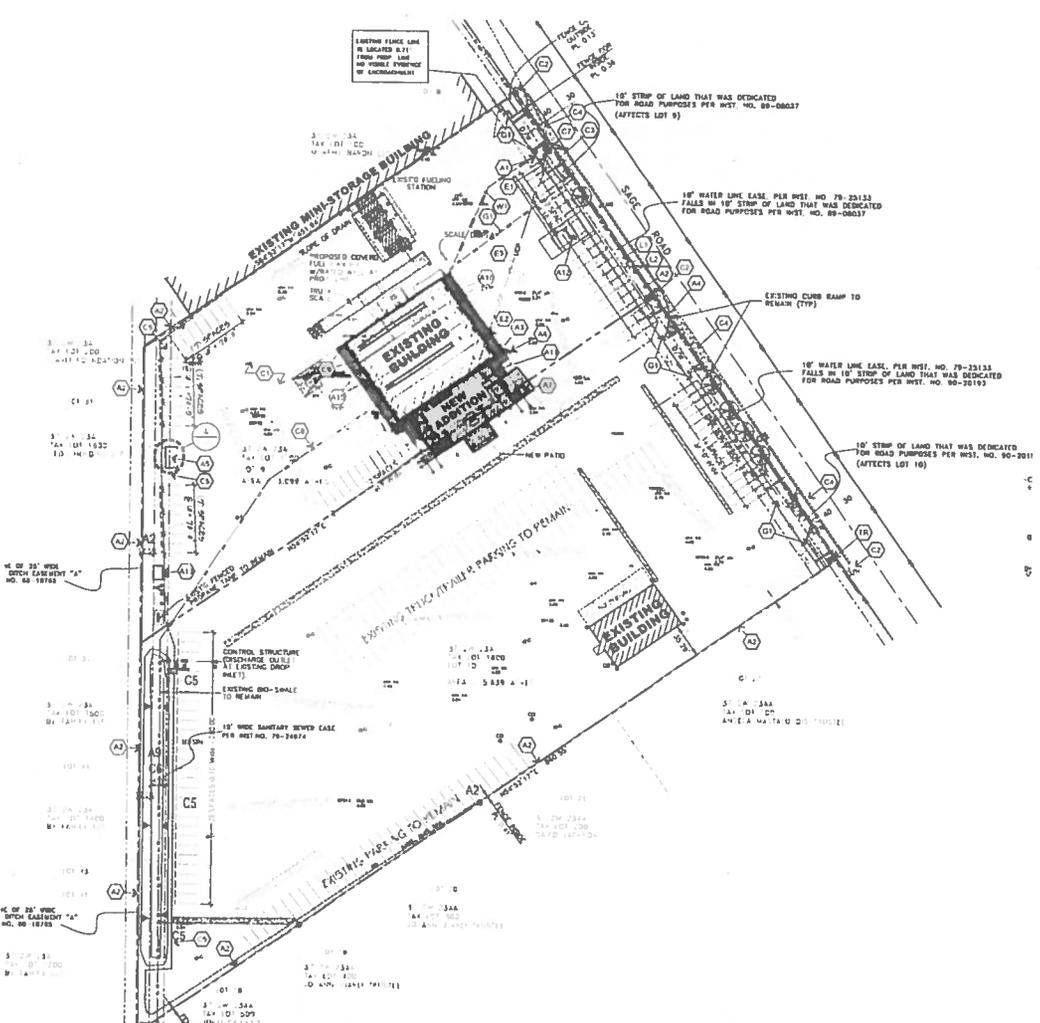
- E1. PROPOSED LOCATION FOR NEW POWER TRANSFORMER AND VOLTAGE REGULATOR. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- E2. PROPOSED ELECTRICAL MAIN DISTRIBUTION PANEL. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- E3. PROPOSED UNDERGROUND POWER LINE FROM TRANSFORMER TO CT CABINET. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.

GENERAL UTILITY

- U1. EXISTING TELEPHONE RISER TO REMAIN. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- U2. APPROPRIATE LOCATION OF EXISTING UNDERGROUND GAS LINE TO REMAIN. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.
- U3. APPROPRIATE LOCATION OF EXISTING UNDERGROUND WATER SERVICE LINE TO REMAIN. VERIFY EXISTING LOCATION AND SIZE. VERIFY EXISTING LOCATION AND SIZE.

SYMBOL LEGEND

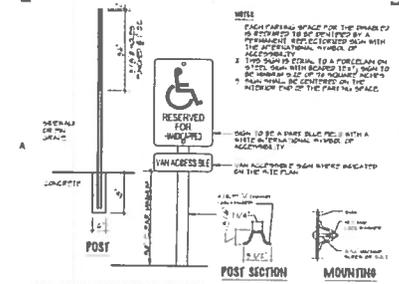
○	FOUND 3/4" REBAR WITH PER SAGE ROAD INDUSTRIAL PARK PHASE 2	○	MANHOLE
■	CONCRETE SURFACE	○	SANITARY SEWER MANHOLE
■	EDGE OF PAVEMENT	○	CLEAN OUT
■	SANITARY SEWER LINE	○	MAN BOX
■	CENTRINE	○	GAS METER
■	RIGHT OF WAY	○	ELECTRIC METER
■	EXISTING CURBLINE	○	ELECTRIC MAIL BOX
■	CHARMING FENCE	○	POWER POLE & STREET LIGHT
■	HOSE BIN	○	TELEPHONE RISER
■	WATER METER	○	DECIDUOUS TREE
■	FIRE HYDRANT	○	FUEL TANK LID
■	ASPHALT SURFACE	○	CREASE TRAP
■	CATCH BASIN	○	LIGHT POLE AREA
■	CATCH BAY MANHOLE		



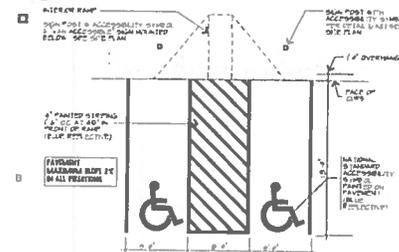
PRELIMINARY SITE DEVELOPMENT PLAN

SCALE: 1" = 60'-0"

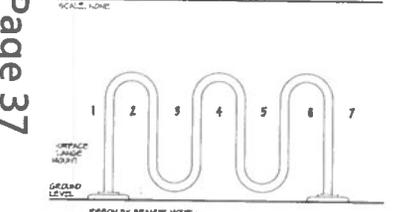
GENERAL NOTES:  
 CONTRACTOR SHALL VERIFY AND CONFIRM EXISTING CONDITIONS SHOWN OR IMPLIED ON DRAWINGS PRIOR TO START OF CONSTRUCTION. NOTIFY A/E OF ANY DISCREPANCIES.  
 EXISTING CONDITIONS BASED ON SURVEY BY HOFFMEIER AND ASSOCIATES.  
 SEE SHEET A-1 FOR BUILDING FOOTPRINTS AND SQUARE FOOTAGE.  
 SEE CIVIL AND LANDSCAPE DRAWINGS FOR ADDITIONAL INFORMATION.



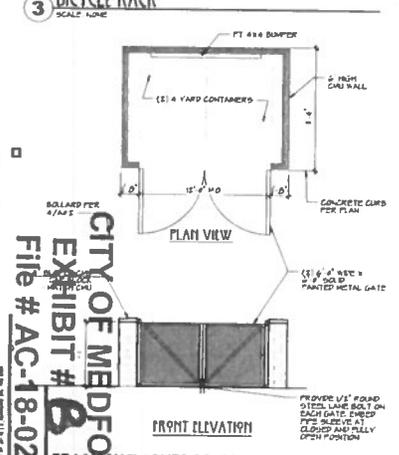
1 ADA PARKING SIGN



ACCESSIBLE PARKING SPACES



3 BICYCLE RACK



TRANSIT ENCLOSURE DETAIL

SCALE: 1" = 60'-0"

**PLANNING DEPT**  
**GARY R. CAPERN ARCHITECT**  
 architecture  
 planning

**J.B. STEEL INC**  
 1101 North Plaza  
 1000 North Plaza Lane  
 1000 North Plaza Lane  
 1000 North Plaza Lane

**HeartLand Express**  
 901 N. Kansas Ave  
 901 N. Kansas Ave  
 901 N. Kansas Ave

**CONTRACT A NEW FACILITY FOR HEARTLAND EXPRESS**  
 901 N. Kansas Ave  
 901 N. Kansas Ave  
 901 N. Kansas Ave

**AO.1**  
 CONCEPTUAL  
 NOT FOR CONSTRUCTION

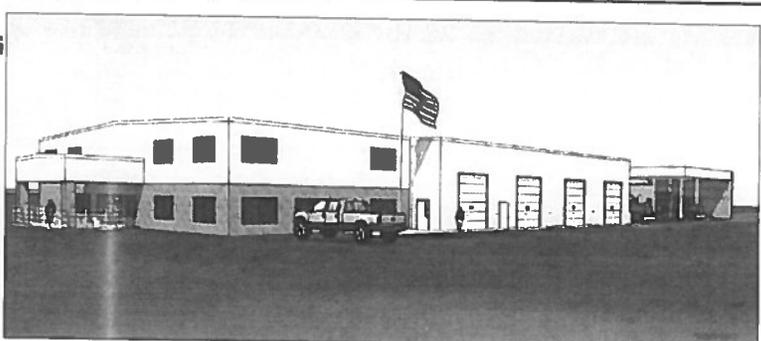
**ABBREVIATIONS**

**GRAPHIC SYMBOLS**

1	Asph. Flt.	10	Asph. Flt.
2	Asph. Flt.	11	Asph. Flt.
3	Asph. Flt.	12	Asph. Flt.
4	Asph. Flt.	13	Asph. Flt.
5	Asph. Flt.	14	Asph. Flt.
6	Asph. Flt.	15	Asph. Flt.
7	Asph. Flt.	16	Asph. Flt.
8	Asph. Flt.	17	Asph. Flt.
9	Asph. Flt.	18	Asph. Flt.
10	Asph. Flt.	19	Asph. Flt.
11	Asph. Flt.	20	Asph. Flt.
12	Asph. Flt.	21	Asph. Flt.
13	Asph. Flt.	22	Asph. Flt.
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32	Asph. Flt.	41	Asph. Flt.
33	Asph. Flt.	42	Asph. Flt.
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41	Asph. Flt.	50	Asph. Flt.
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91	Asph. Flt.	100	Asph. Flt.

	<b>BUILDING ELEVATION</b>		<b>SECTION</b>
	<b>WALL SECTION</b>		<b>FOUNDATION</b>
	<b>DETAIL BLOCK</b>		<b>FINISH MARK</b>
	<b>ENLARGED AREA</b>		<b>SPOT ELEVATION</b>
	<b>INSULATION</b>		<b>SECTION INDICATOR</b>
	<b>MISCELLANEOUS DOORS</b>		<b>ROOM FINISH</b>
	<b>MISC. OPENINGS</b>		<b>WINDOW OR RELIEF</b>
	<b>EARTH AND PAVEMENT</b>		<b>MASONRY</b>

**HeartLand Express, Inc.**  
AN ADDITION AT: 1923 Sage Road, Medford, OR 97501



**PROJECT TEAM**

**PROJECT OWNER:** Heartland Express, Inc.  
101 N. Kansas Ave. North Liberty, IA 52151  
State Address: 1923 Sage Road, Medford, OR 97501  
Contact: Gary R. Caperna AIA

**ARCHITECT:** Gary R. Caperna AIA  
Post Office Box 4400 Medford Oregon 97501  
Telephone: 541 773 8225 Office  
C/O #22669

**GENERAL CONTRACTOR:** JS Steel, Inc.  
160 North Ross Lane, Medford, Oregon 97501  
Telephone: 541 773 8225 Office  
C/O #22669

**CIVIL ENGINEERING:** TBD  
Contact:

**STRUCTURAL ENGINEER:** TBD  
Contact:  
Address:  
Telephone:

**MECHANICAL CONTRACTOR:** TBD  
Contact:  
Address:  
Telephone:

**PLUMBING CONTRACTOR:** TBD  
Contact:  
Address:  
Telephone:

**ELECTRICAL CONTRACTOR:** TBD  
Contact:  
Address:  
Telephone:  
OR CC# 7

**CODE SUMMARY**

**PROJECT DESCRIPTION:**  
Heartland Express intends to construct a 5,000 square foot addition to the south side of the existing 1923 Sage Road building. The addition is intended to be used as a storage area for the company's inventory. The addition will be constructed in accordance with the applicable codes and standards. The addition will be constructed in accordance with the applicable codes and standards. The addition will be constructed in accordance with the applicable codes and standards.

**PLANNING INFORMATION:**  
SITE ADDRESS: 1923 Sage Road Medford, OR 97501  
TAX LOT: 372 W 23A (180)  
ILLUATION: 1"31' = 1" Above Mean Sea Level  
PLANNING INFORMATION: N/C

**GOVERNING AUTHORITY:** CITY OF MEDFORD, OREGON

**APPLICABLE CODES:**  
BUILDING: 2014 Oregon Structural Specialty Code (OSSC)  
MECHANICAL: 2014 Oregon Mechanical Specialty Code (OMSC)  
PLUMBING: 2014 Oregon Plumbing Specialty Code (OPSC)  
ELECTRICAL: 2014 Oregon Electrical Specialty Code (OESC)  
ADA ACCESSIBILITY: 2011 Oregon Accessibility Code (OAC)  
FIRE SAFETY: 2011 Oregon Fire Code (OFC)

**CONSTRUCTION TYPE:** ZONING CLASSIFICATION: R-1 (Single-Family Residential)  
SITE AREA: 11,800 ± 1.21 00 SF  
BUILDING AREA: 1,000 SF  
Proposed addition: 5,000 SF  
Barns: 1 FT (Agreements)  
Hedges: 1 FT (Agreements)

**OCCUPANCY GROUP:** OCCUPANCY: NA (IRC 508 3.3.6 Table 508.4)  
SPRINKLER: YES  
ALLOTTABLE AREA: 17,800 SF ± Barns (TABLE 508.4 Group 1, Type B-B)

**AREA MODIFICATIONS:** NOT REQUIRED

**STRUCTURAL DESIGN CRITERIA:**  
ZIP CODE: 97501  
LOCATION: Medford, OR  
SEISMIC CATEGORY: S1  
WIND EXPOSURE: B - 25 MPH  
LANDING SNOW LOAD: 20 psf  
LIVE LOAD: 100 psf  
FORCE RESISTING SYSTEM: Moment Resisting Frame System  
SOIL BEARING CAPACITY: 3,000 psf

**DRAWING INDEX**

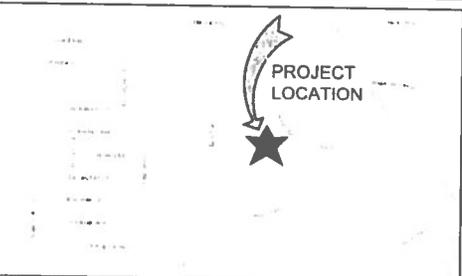
GENERAL	ISSUE DATE
CS1 Cover Sheet, Project Data, Drawing Index	03/05/18
G1.1 General Notes & Specifications	-
G1.2 Specifications	-
G1.3 Specifications	-
CIVIL	-
ARCHITECTURAL	-
A0.1 Site Plan	03/05/18
A0.2 Site Details	-
A1.0 Overall Floor Plan	02/28/18
A1.1 Floor Plan	02/28/18
A1.2 Reflected Ceiling Plan, Mezzanine Floor Plan	-
A1.3 Door, Rells, & Finish Schedules	02/22/18
A1.4 Roof Plan	02/28/18
A2.1 Exterior Elevations, General Notes & Schedule	03/01/18
A2.2 Door and Window Details	-
A3.1 Building Sections	-
A4.1 Wall Sections	-
A5.1 Enlarged Plans & Interior Elevations	-
A5.2 Interior Elevations & Details	-
LANDSCAPE	-
LT Landscape Plan	03/01/18
STRUCTURAL	-
MECHANICAL	-
PLUMBING	-
ELECTRICAL	-

**DESCRIPTION**

Heartland Express intends to construct an approximately 5,000 square foot addition to the south side of the existing facility located at 1923 Sage Road in Medford, Oregon. As used, the addition will be used as a storage area for the company's inventory. The addition will be constructed in accordance with the applicable codes and standards. The addition will be constructed in accordance with the applicable codes and standards. The addition will be constructed in accordance with the applicable codes and standards.

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**PROJECT LOCATION**

NORTH

VICINITY MAP  
NO SCALE

1923 Sage Road  
Medford, OR  
97501

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CITY OF MEDFORD  
EXHIBIT # 1  
File # AC-18-029

**GARY R. CAPERNA ARCHITECT**

Architecture  
Planning

190 North Ross Lane, Medford, Oregon  
Post Office Box 4400 97501  
541 773 8225 Cell: 541 840 0173  
Email: gcaperna@heartlandexpress.com  
Medford, OR 97501  
Oregon 0237, Washington 11.6.13  
Member American Institute of Architects

**J.B. STEEL, INC.**

P.O. Box 4400, 190 North Ross Lane  
Medford, Oregon 97501  
Office: 541 773 8225 Fax: 541 773 8623  
OR CC# 22669

Web: [www.jssteel.com](http://www.jssteel.com)

**HeartLand Express**

**PROJECT A NEW FACILITY FOR HEARTLAND EXPRESS**

901 N. Kansas Ave.  
Medford, OR 97501  
888-181-0112

Project Location:  
1923 Sage Road  
Medford, OR 97501  
Map B to Tax Lot # 372 W 23A 1800

**RECEIVED**

PLANNING DEPT.

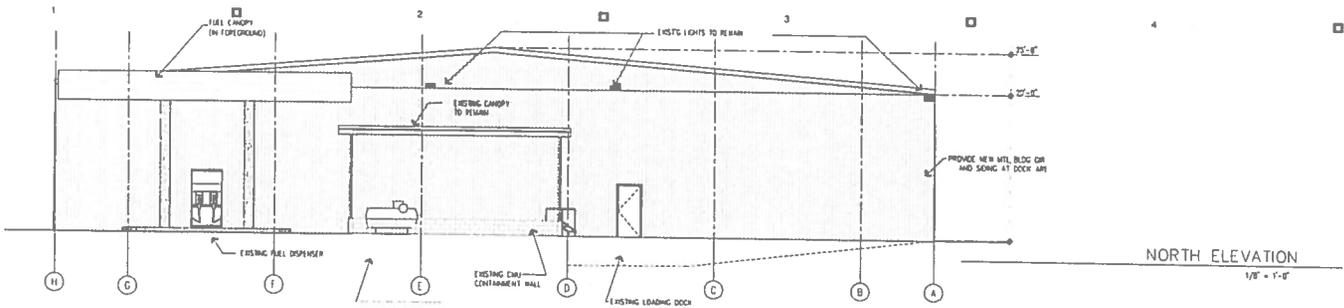
NOV 12 2018

DATE	DATE	DESCRIPTION
03/05/18	03/05/18	ISSUE DATE
02/28/18	02/28/18	ISSUE DATE
02/22/18	02/22/18	ISSUE DATE
03/01/18	03/01/18	ISSUE DATE

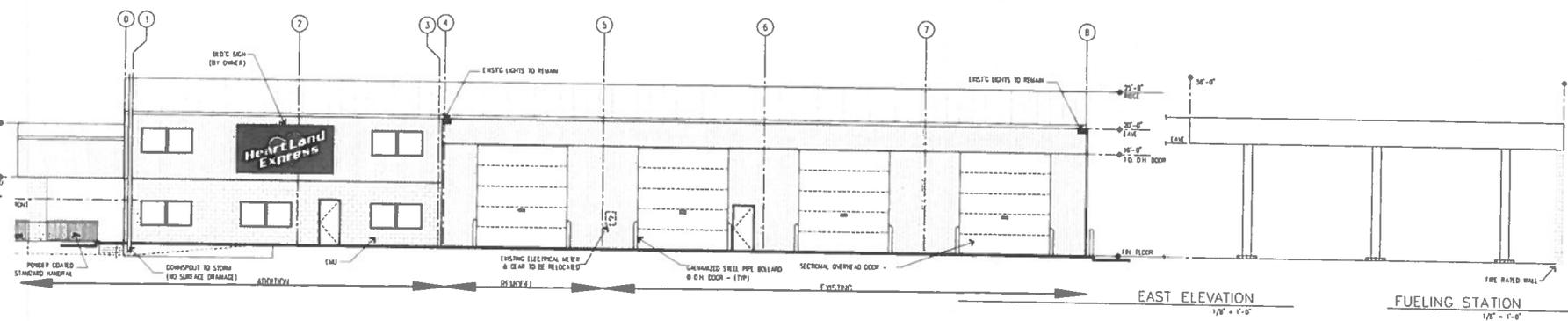
**CS1**

CONCEPTUAL  
NOT FOR CONSTRUCTION



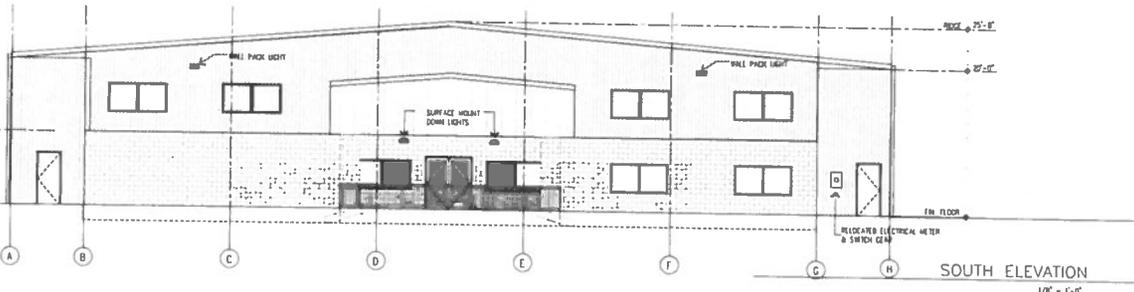


NORTH ELEVATION  
1/8" = 1'-0"



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

FUELING STATION  
1/8" = 1'-0"



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

EXTERIOR FINISH SCHEDULE			
#	MATERIAL	COLOR NAME*	PRODUCT #/MANUF #
1	SPLO TRACE CHU	APT-2	1441 UNLIMITED EXTERIOR
2	CHU S&L WOOD (TOPPED)	APT-2	1441 UNLIMITED EXTERIOR
3	METAL CURTAIN/IRON	BIST COFFEE COMPRESSOR	1441 UNLIMITED EXTERIOR
4	STAINLESS STEEL ROOFING	PER S&L	METAL BUILDING SHED
5	GLAZING	PER S&L	WOOD
6	DOWNSPOUT FLOORS	PAINT TO MATCH S&L	METAL BUILDING SHED
7	WALLS/CEILING DOORS & FRAME	BIST COFFEE COMPRESSOR	PER S&L
8	ALUMINUM STOREFRONT	WHITE ANODIZED	WOOD
9	CEILING	SOLAR GREY	PER S&L
10	RELAND	UNPAINTED	PER S&L
11	PAINTED METAL	TO MATCH #8	PER S&L
12			PER S&L

\* ALTERNATE - PLASTIC GUTTER & DOWNSPOUT TO MATCH COLOR  
 \*\* FINAL FINISH SELECTION TO BE VERIFIED BY OWNER - PROVIDE MANUFACTURER & COLOR SPECIFIED OR APPROVED EQUAL.  
 \*\*\* GLAZING AND STOREFRONT SYSTEM TO MEET ENERGY CODE REQUIREMENTS TO SEE CODE COMMENT FOR REQUIRED VALUES

**GARY R. CAPERNA ARCHITECT**  
 architecture planning  
 180 North Ross Lane, Medford, Oregon  
 Post Office Box 4040 97501  
 541 773 8325 Cell 541 840 4125  
 Email gcaperna@caperna.com  
 Home AR 888154, Colorado 404248  
 Oregon 5417, Washington 11772  
 Member American Institute of Architects



**J.B. STEEL INC.**  
 180 North Ross Lane  
 Medford, Oregon 97501  
 Office 541 773 8325 Fax 541 773 9823  
 OR CSC# 22469  
 www.jbsteel.com



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CITY OF MEDFORD  
 EXHIBIT # **C-37**  
 File # AC-18-029

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 MAR 12 2018

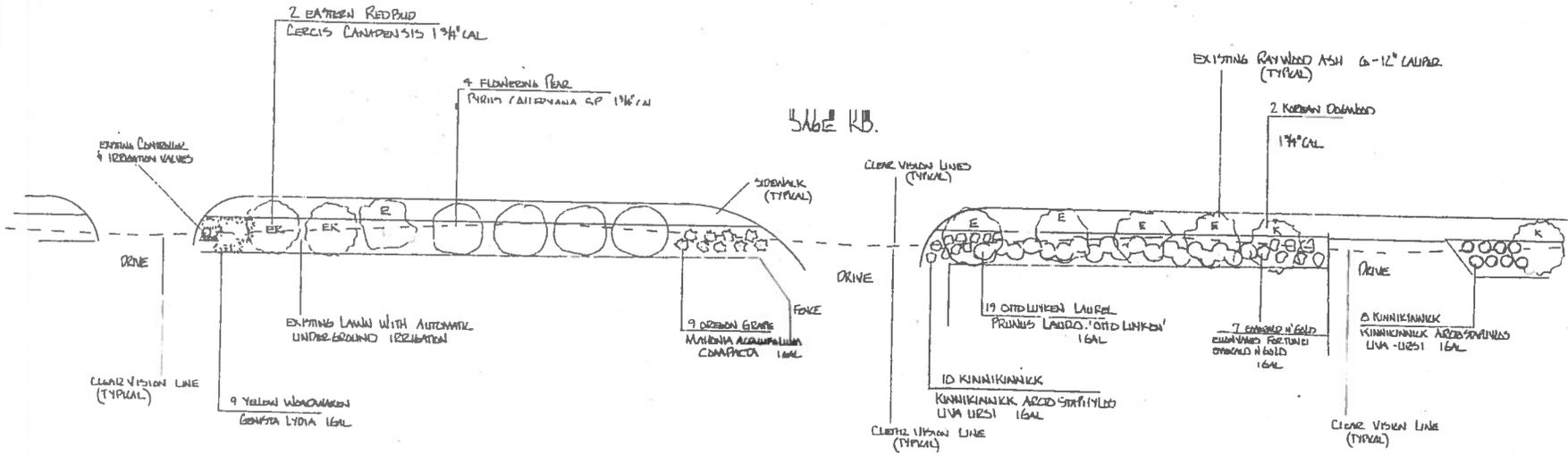
RECEIVED  
 CITY OF MEDFORD  
 PROJECT # 1818-17  
 DRAWN BY: HLM  
 CHECKED BY:  
 SHEET TITLE: EXTERIOR ELEVATIONS  
**A2.1**  
 EXTERIOR ELEVATIONS  
 NOT FOR CONSTRUCTION

**NOTES**

MIN. 6" 50/50 COMPOST SOIL MIX + 3" BARK MULCH IN ALL NEW PLANTING AREAS

SOIL PENETRATION SHALL MEET/EXCEED SECTION 10.780(4) (7) (8) MEDFORD CODE

TOTAL LANDSCAPE AREA 4932 sq ft  
 HIGH WATER USE LANDSCAPE 2640 sq ft EXISTING LAWN  
 PERCENT HIGH WATER USE 50%



**NATURAE SYSTEMS**

MEDFORD, OREGON

779-2005

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CITY OF MEDFORD  
 EXHIBIT # 0  
 File # AC-18-029

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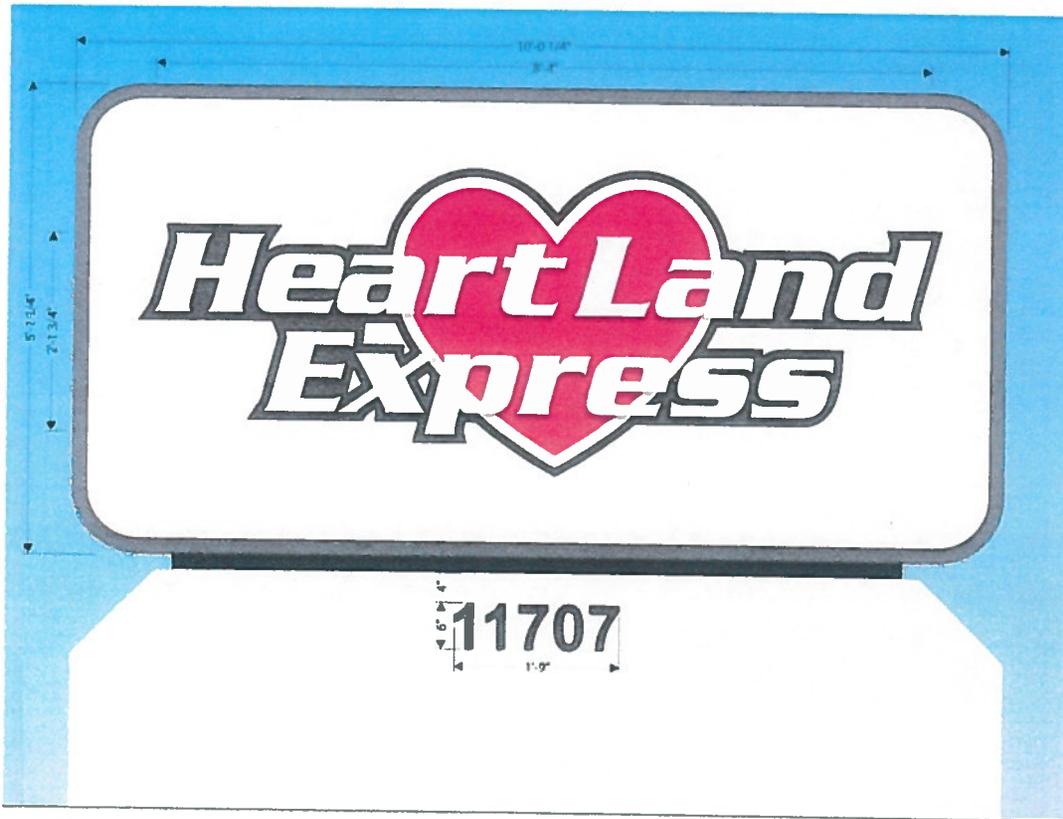
FEB 3 2018  
 REVISED FEB 14 2018  
 REVISIONS MAR 1 2018

MICHAEL STARR - ALL (PHYSIC)  
 LCB 10060

HEARTLAND EXPRESS  
 1925 SAGE RD.

SCALE  
 1" = 20'

14



**1 REFACE EXISTING D/F MONUMENT** Two new aluminum faces with push thru copy SCALE: 3/4" = 1'  
**SQFT: 10**

- Faces** - Routed .125 aluminum construction painted white - 220 Imperial Red, 220-41 dark gray and HP black vinyl
- Push-Thru Copy** - 1/2" routed white acrylic push - "HEARTLAND EXPRESS" LETTERS ONLY
- Removal** - Remove/dispose of existing faces
- Address Numbers** - Two sets FCO 1/4" aluminum numbers flush stud mounted to base - paint satin black



Proposed installation



Existing conditions - remove faces

RECEIVED  
 MAR 12 2019  
 PLANNING DEPT.

CLIENT: Heartland Tacoma    SITE: 11707 21st Ave Ct S Tacoma, WA 98444    D#: 170579-06    PG#1 of 4    DATE: 10.17.17    DESIGN: M Lee  
 SALES: Warren Wisamer    warren@berrysignsystems.com    © Berry Sign Systems, Inc. All Rights Reserved 7400 Hardeson Rd, Everett, WA 98203 | (425)776-8835 | Fax (425)774-8221  
 Unauthorized use, reproduction and or display shall render the infringer liable for up to \$150,000 in Statutory Damages, plus attorney fees and costs.

APPROVED AS IS     APPROVED WITH REVISIONS MARKED  
 CLIENT APPROVAL: \_\_\_\_\_  
 LANDLORD APPROVAL: \_\_\_\_\_



DATE: \_\_\_\_\_

Medford, Oregon, 97504

541.840.4123

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

A Expansion of an existing trucking terminal:



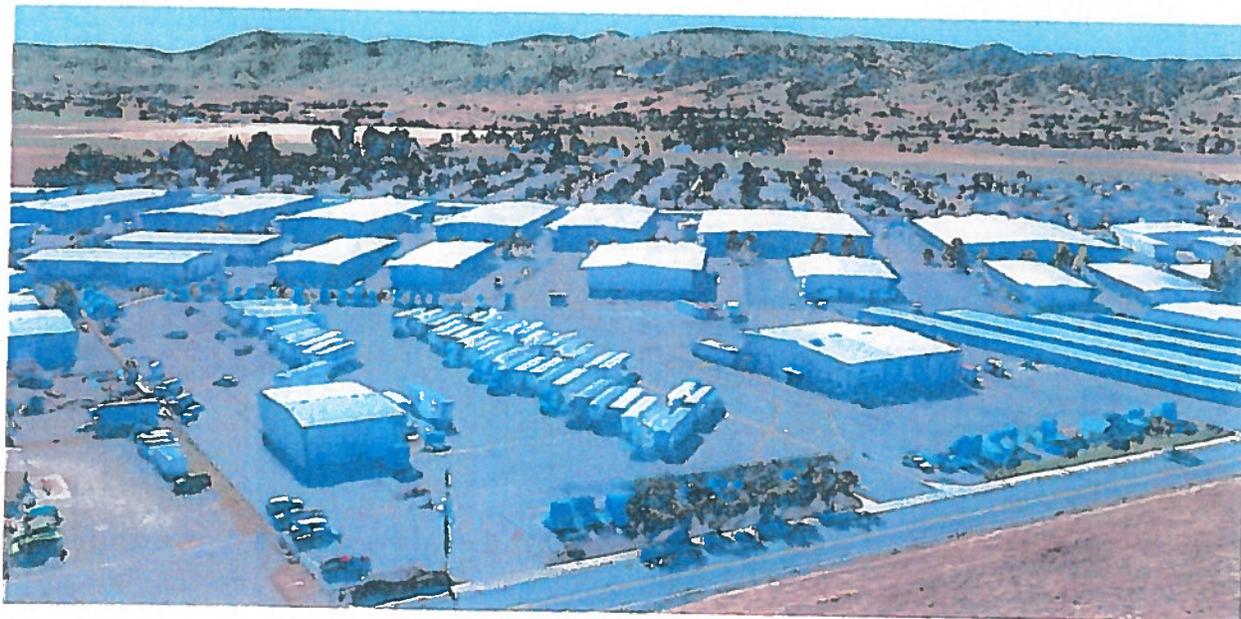
Project Address: 1923 Sage Road  
Medford, Oregon 97501

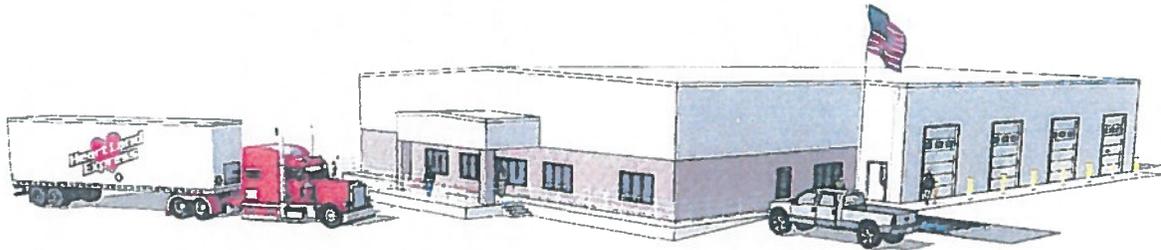
Elevation: 1,337 ft.

42°20'38.63"N 122°53'43.72"W

Tax Lot 37-2W-23A – 1700 – 3.16 acres

Tax Lot 37-2W-23A – 1800 – 5.72 acres





### **SECTION I - Narrative**

Heartland Express intends to construct an approximately 5000 square foot addition to the south side of the existing facility located at 1923 Sage Road in Medford Oregon. The addition is intended to house the activities of a driver's lounge, rest room, shower facilities, laundry room, employee lunchroom, changing room, employee restrooms, parts warehouse, office spaces, related support spaces, as well as a 5000 square foot second story storage mezzanine. The addition, as well as the existing structure, will be equipped with an automatic fire sprinkler system. The footprint of the addition will be approximately 50 feet by 100 feet. This project will also include demolition of the offices and mezzanine spaces that currently exist in the southern most bay of the existing shop facility. Upon demolition of the existing offices, the southern bay will become an operational truck repair and maintenance bay. The recessed loading dock that exists at the northwest corner of the existing shop will be infilled and the open dock area currently under roof will be enclosed to match the existing structure. A recessed inspection pit will be constructed in the northerly most bay of the existing shop structure. This project will require the relocation of the existing compressors to the covered area at the north end of the existing building. At the time of construction, the existing standing seam roof will be re-screwed. As well, galvanized steel pipe bollards will be installed at all new and existing overhead doors. The additional electrical loads anticipated by this expansion will require an upsizing of the existing electrical service from 400 amps to 800 amps. All existing overhead door will be replaced with insulated sectional overhead doors with motor operators and a single vision light. This application includes a canopy over the existing fuel pumps.

The expansion of the southern end of the shop will necessitate a reconfiguration of the existing truck parking area. The existing asphalt at the reconfigured areas will be seal coated and restriped as required. Additionally, it is anticipated that the City of Medford Planning Department will require the installations of additional landscaping along the Sage road frontage. This project will make the necessary provisions for a new monument sign in the planter area adjacent to the public right of way.

### **Zoning:**

The project site addresses are 1923 Sage Road approximately midway between Hwy 238 (to the south) and Mason Way (to the north). The site is designated on the City's General Land Use Plan Map for Heavy Industrial use, and is currently zoned as Heavy Industrial (I-H). The immediately adjacent lots to the

north, south, and west are zoned I-H as well. The property across Sage Road to the east is located outside the city limits and is classified as G-I (General Industrial) by the Jackson County Comprehensive Plan. There are no overlays zones associated with the site.

**Existing Structures:**

The existing truck service shop and support facilities currently occupies a 12,000 square foot, single story slab on grade with a pre-engineered steel frame structure with painted metal panels on the north, south, west & east sides. The existing roof is a low slope screw down metal roof. The building has a loading dock at the rear of the building with sloping drive approach to the shipping/receiving area. It appears that the existing structure was constructed in the mid 1970's.

**Utilities:**

The site is fully serviced by roads and utility infrastructure including electricity, gas, telephone, water, sanitary sewer. The subject parcel, tax lot 6400 is fully served by public utilities. Currently, there are three existing fire hydrants located at approximately 250 to 300 foot apart along the west side of Sage Road. This places a fire hydrant at generally the north east and south east property corners where they abut Sage Road, and one hydrant roughly in the middle of the frontage adjacent to the primary facility vehicular access.

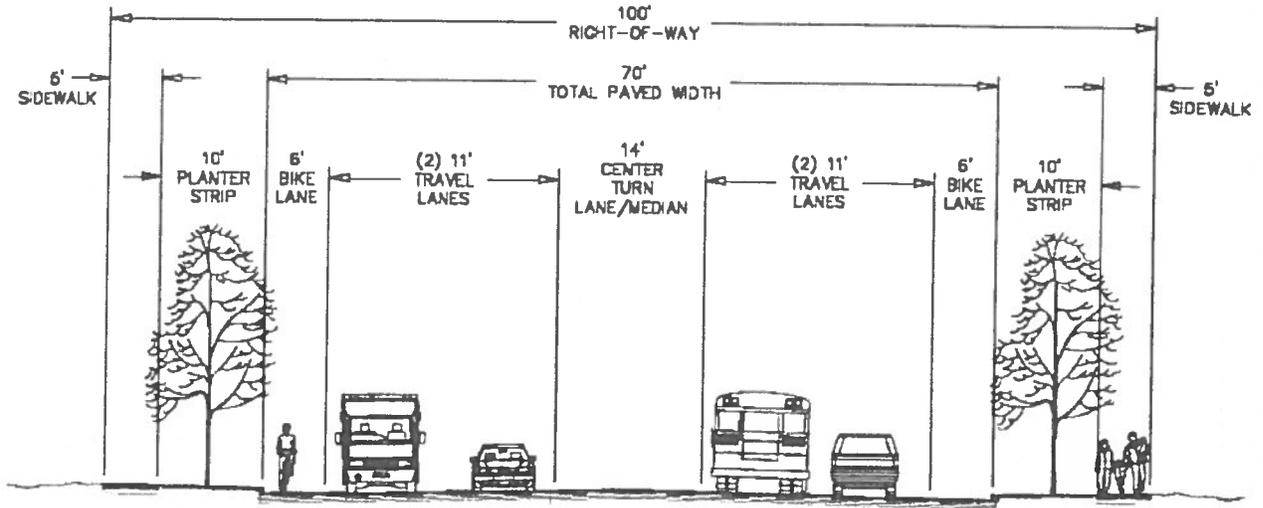
**Dedication:**

The configuration of Sage Road consists of two approximately 12'-0" travel lanes in each direction with curbside parking allowed on the west side and a standard fog line and shoulder configuration on the east side. There are no provisions made for bicycle lanes or center refuge/turning medians. The west side of Sage road has been developed with an approximately 7 foot wide sidewalk located immediately at the back of the curb with an approximately 10 foot wide planter located behind the sidewalk. Previous development of the subject property in 1989 resulted in 10 foot property dedication along the west side of Sage Road (Inst. No. 89-08037). A similar dedication was exacted from tax lot 1800 per Inst. No. 90-20193. A recent survey performed by Hoffbuhr and associates shows the center line of Sage Road located 40 feet from the east property line of the subject properties. The survey also indicated the presence of a 10 foot PUE located along the east property lines of the subject properties.

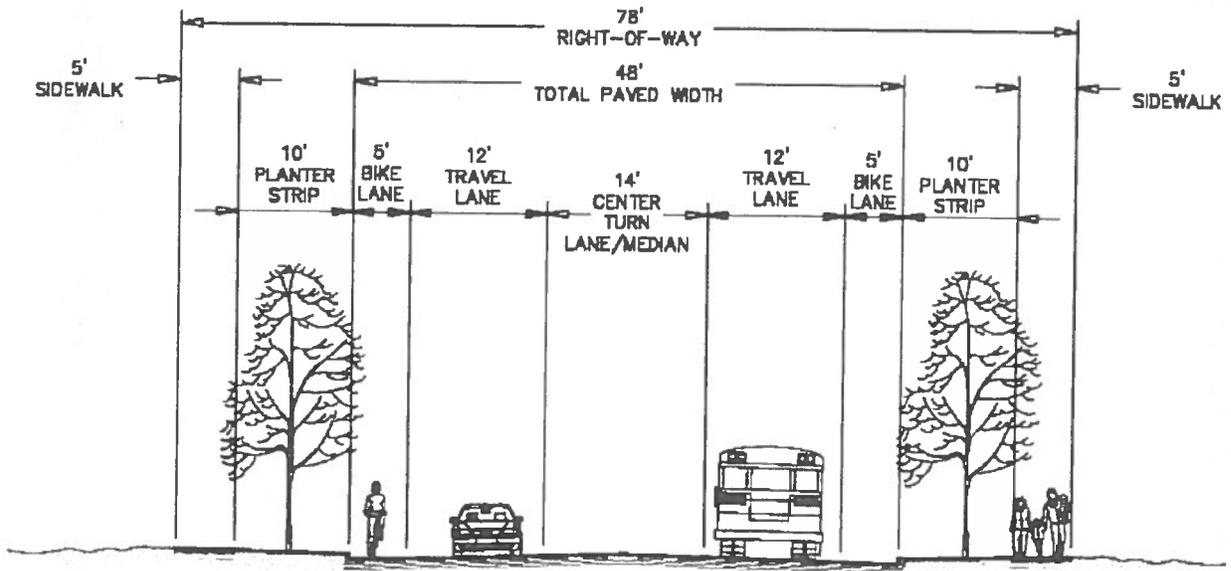
According to the City of Medford LIS, Sage Road is classified as a "Major Arterial" (The design criteria for Major and Minor arterials have been reprinted below for easy reference) and would require a 100 foot right of way. Strict conformance to the City of Medford Development standards would require an additional 10 foot dedication. The eastern property lines of the adjacent parcels immediately to the north and south along Sage Road are located 30 feet from the center line of Sage Road. Development of Sage Road in strict conformance to the City of Medford "Major Arterial" standards would require the exaction of 20 feet from each of the parcels and would require the destruction of existing structures. It is the opinion of the property owner that no additional property dedication will not be a reasonable condition of approval for the request presented in this application. This application proposes a continuation of the established pattern of development along the public right of way.

"F"  
3/19

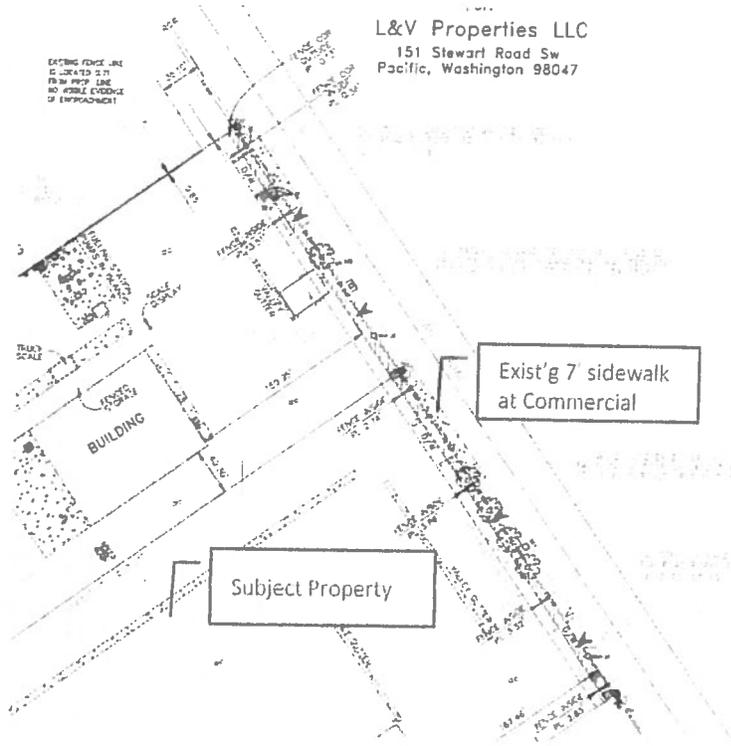
### Major Arterial



### Minor Arterial



"F"  
4/19



**Parking:**

The existing site plan depicts a total of 28 standard size vehicle parking spaces located in the north west corner of the subject property. The proposed site plan intends to preserve these 28 space. Table 10.743-1 of the City of Medford Municipal code allows between 3 and 5 spaces per 1000 square feet of building for commercial office uses over 4,000 square feet in area. Additionally, Table 10.743-1 allows 1 space per employee and between 0.2 and 0.3 spaces per 1000 square feet for industrial and warehouse spaces, and between 2.2 and 3 spaces for Vehicle repair and maintenance facilities. For the purposes of parking space calculations the various spaces comprising the use of this facility have been broken out as follows:

Office Space:	5,000 sf	5 x 3 =	15 spaces
Storage Mezzanine:	5,000 sf	5 x 0.2 =	1 space
Vehicle Repair:	12,000 sf	12 x 2.2 =	26.4 spaces
		Total:	42.4 spaces

"F"  
5/19

Section 10.748 of the Medford Municipal Code requires the provision of bicycle parking spaces calculated at 10% of the total number of required vehicle parking spaces. In response to this requirement, the site plan shows two bicycle parking rack that are intended to accommodate 5 bicycles each.

**Landscaping:**

Currently the frontage along Sage Road is fully landscaped. However, the number of plants does not meet the current density requirements described in 10.748 of the Municipal Code. This application proposes to install additional plant materials so as to bring the front yard plantings into compliance with the requirements of 10.780 and 10.797 of the City of Medford Municipal Code. Specifically, Section 10.797 requires 4 street trees and 25 shrubs per 100 feet of frontage. Currently there are five street trees, a handful of shrubs, and stretches of lawn. The existing trees, shrubs, irrigation, and selected portions of lawn will remain and additional plant materials will be installed as required to conform to the prescribed plant counts as listed on the Landscape Plan.



*Looking North along Sage Rd. at existing landscape frontage.*

Previous development on this site included the construction of an extensive and fully landscaped bio-swale at the south west boundary of the subject parcels. The landscaped bio-swale is planted in accordance with BMP's that are intended to address the quality of storm water that is released from the site into the public storm water sewer system. In that this application does not propose any additional

impervious surface it appears at this time that the capacity of the bio-swale is sufficient to detain and process any anticipated storm water flows. No changes are being made to the existing bio swale in this proposal.

**Vehicular Ingress/Egress:**

This application proposes retaining the three existing drive approaches that are evenly space across the 580 feet of Sage Road frontage. The entire property is enclosed by a six foot tall chain link fence with automatic gates at the drive approaches.



*Existing vehicular access points along Sage Road.*

**Storm Drainage:**

As stated above, the proposed work in this application does not increase the amount of impervious surface and, consequently, no additional storm water management improvements are being proposed. The property owner intends to work with the City of Medford Public Works Department as necessary to demonstrate the capacity of the bio-swale and detention systems that are in place. See Section II, item "H" below for a specific description of the Storm Water Management system.

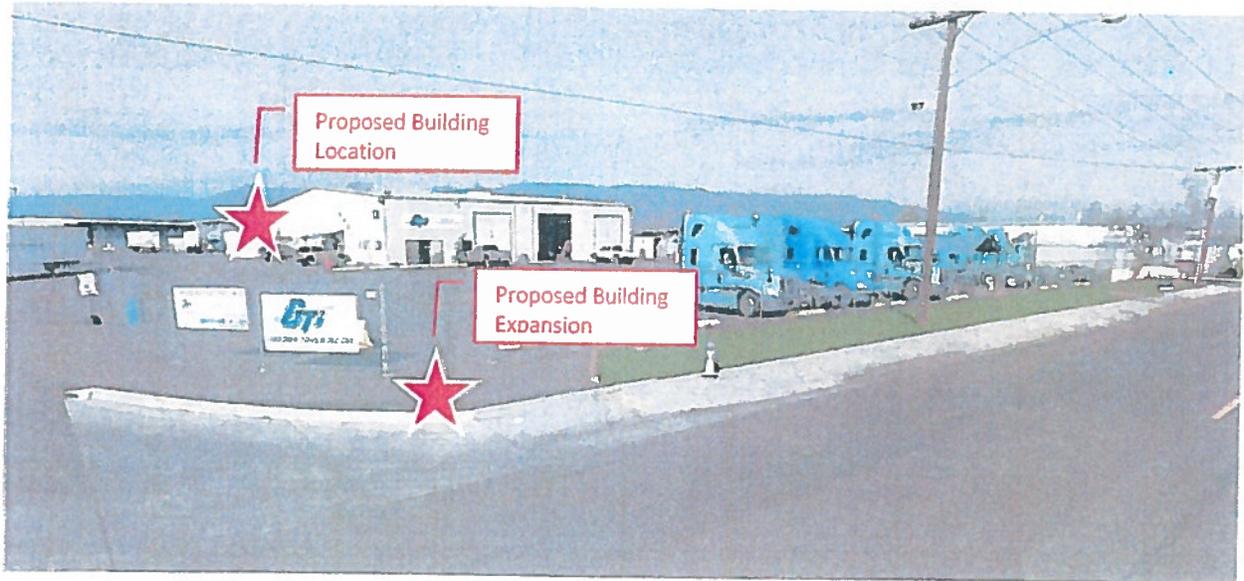
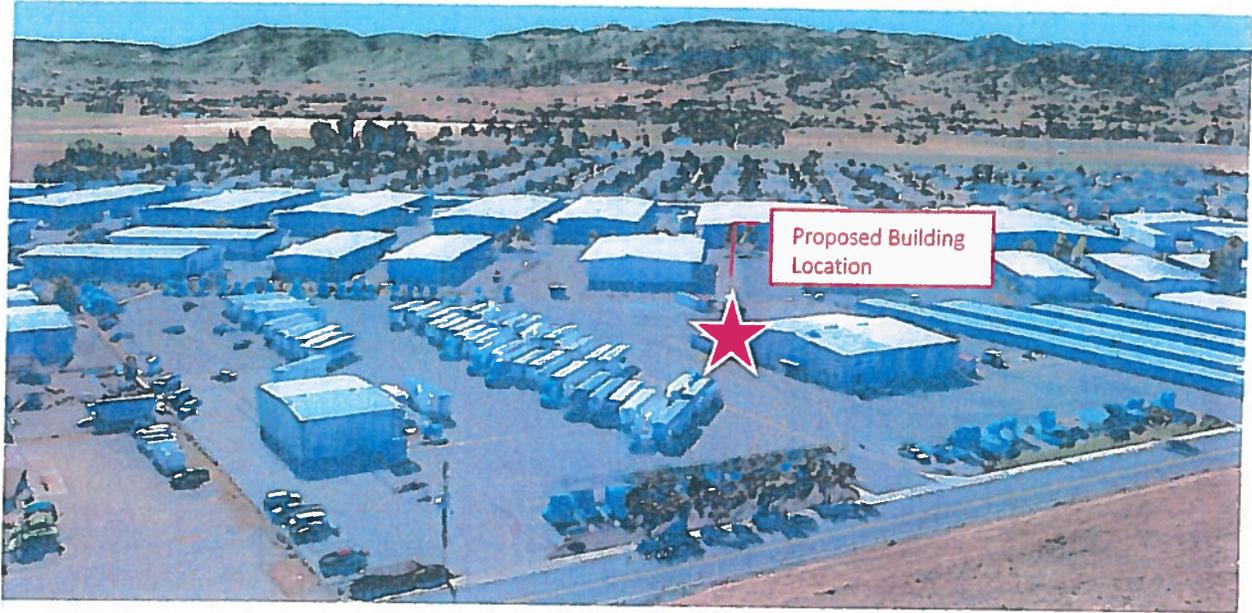
PHOTO OF BIOSWALE



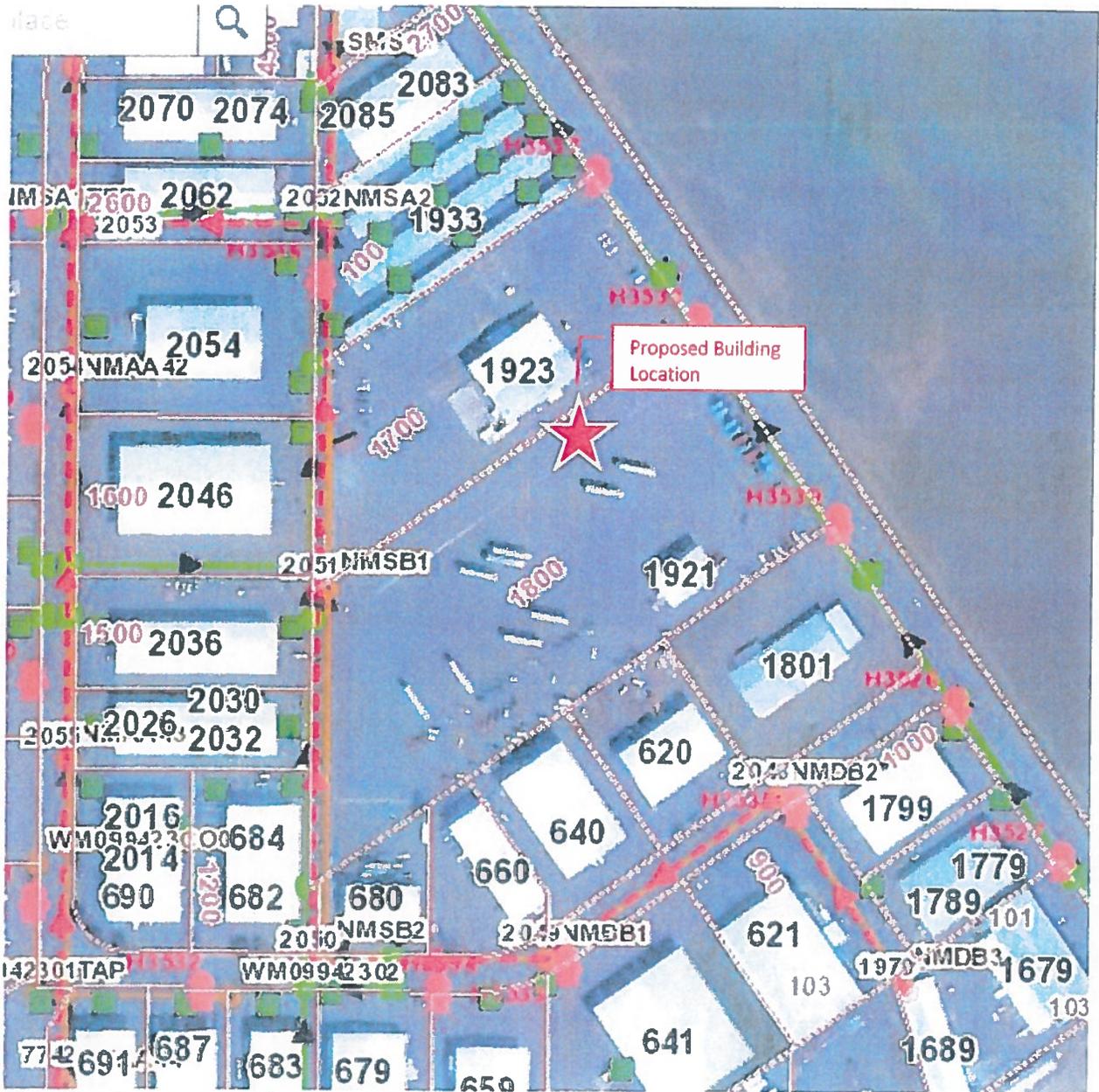
**Trash enclosures:**

The proposed site plan depicts a new CMU enclosed trash and recycle enclosure located at approximately the midpoint of the west property line. The trash enclosure has been located near the location of the existing trash receptacles to allow for easy trash truck access while maintaining close proximity to the operating facility. The enclosures will be constructed from split face concrete masonry units with an opaque painted metal gate assembly.

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Storm drain location to the south of the project

Figure 1 - Computer study model of proposed building expansion

The architectural composition of the proposed building expansion has been articulated in a manner intended to be sympathetic to the surrounding development. A variety of architectural elements and exterior finish materials are intended to “soften” the presence of the structure and to contribute appropriately to the surrounding architectural context.

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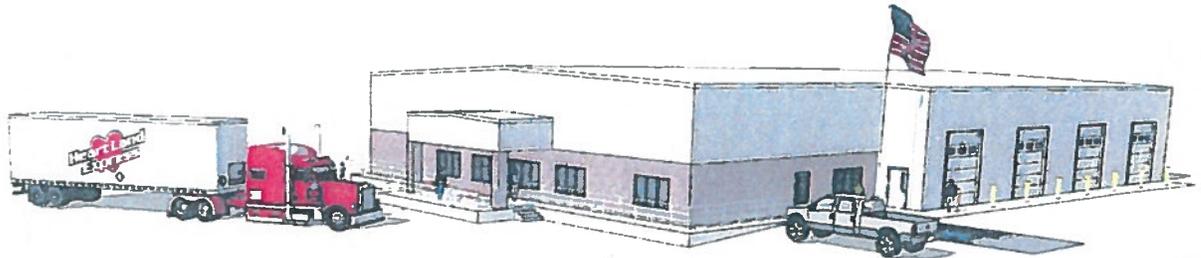


Figure 2 – North elevation looking from existing parking area

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

Note: The questions from the Site Plan and Architectural Review application are written below in full in italics. Our response follows each question.

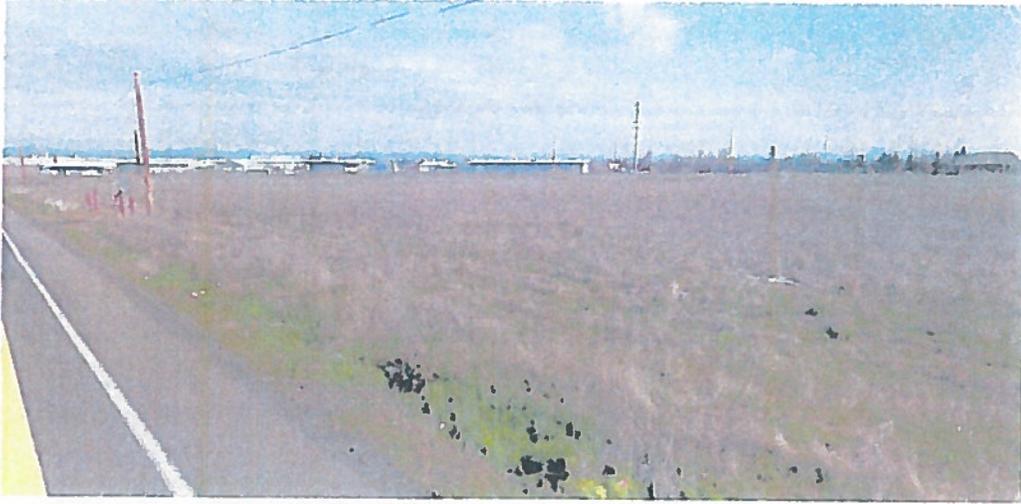
*A. List existing uses and development adjacent to your project site. Along with this list, describe the architecture (materials, colors, etc.) age, and condition of the adjacent buildings (you may use photographs to supplement this information).*

The majority of adjacent development can be generally classified as single story industrial style development. Generally, the surrounding buildings consist of pre-engineered metal buildings with painted metal siding, and metal roofs. It appears that most on the structures were erected during the 1980's and 1990's. The property directly to the east across Sage Road is currently vacant.



Looking north west at Sage Road Mini storage (adjacent property to the north).

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Looking north east across Sage to the open field.

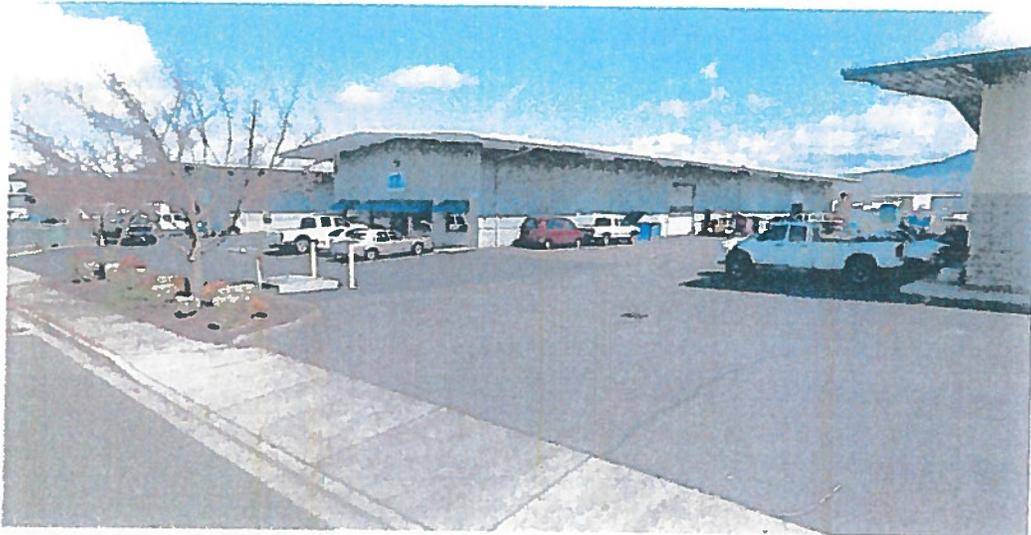


Looking south east across King St. at the open field.



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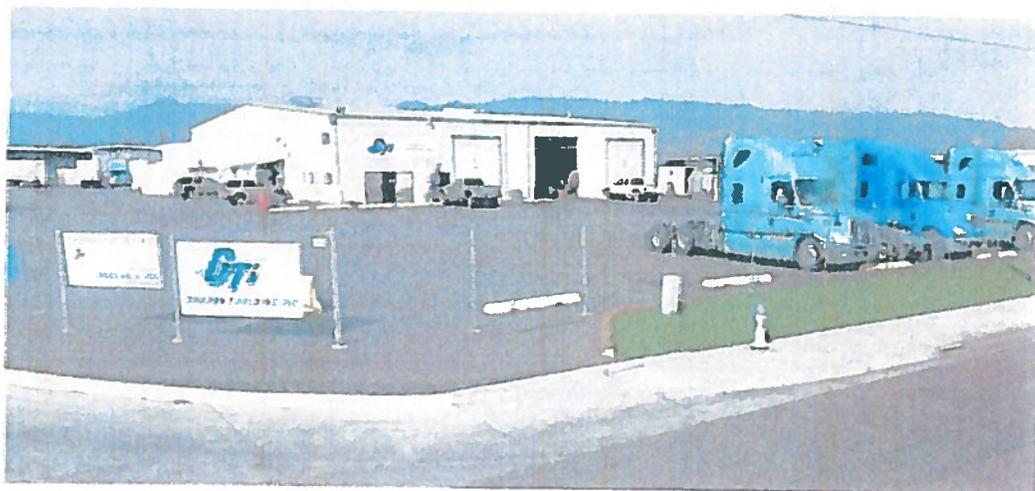
Looking south west along Sage at the ServPro property (adjacent property to the south).



Looking north along Lars way at the development along the west edge of the subject property..

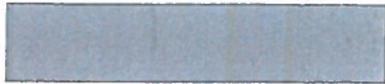
- B. Describe the building architecture and exterior treatments in your proposal, and how they fit with and complement adjacent buildings and development.

The Existing building is a pre-engineered metal building that appears to have been constructed in the mid 1970's. The exterior metal wall panels have been painted within the last five years. The proposed expansion will consist of a split face concrete masonry unit wall with pre-finished metal wall panels at the second floor. The massing and appearance of the proposed structures is consistent with the form and mass of the nearby industrial structures, and is appropriate to the character of the surrounding development.

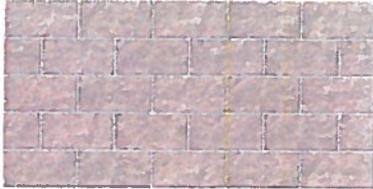


**PALLETE OF EXTERIOR MATERIALS AND PAINT COLORS**

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Base Trim "Dark Bronze"



Masonry Color: Tan Willamette Greystone



Horizontal Metal siding accent



Bronze Finish aluminum storefront (windows and doors)

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

As stated above, the existing building and proposed addition present a modest presence along Sage Road in that the relatively large building mass is located well back from the public way. Based on the use of this building, the fact that most of the structure is existing, and the location in this Heavy Industrial zone, efforts to minimize the building mass through

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architectural treatment has been limited to material articulation of the exterior skin of the south addition. Specifically, the two story addition consists of a split face concrete block exterior wall to nine feet above the first floor level. The upper level is proposed to be clad in painted metal siding to match the existing building. when compared to the commercial complex to the south across Stewart Ave. The proposed facade facing Sage Road is approximately 170 long. The highest eave is approximately 20'-6". Generally, the proposed structures maintain an architectural mass that is contextually sensitive to the fabric of the surrounding neighborhood.

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

The subject parcels are relatively large, and rather deep, and the building is set well back from the street. This facility is not open to the public and minimal provision have been made to accommodate pedestrian access from the public way. The use of this site as a long haul trucking terminal precludes pedestrian amenities other than those developed immediately around the perimeter of the structure.

- a. *If the site lies within 600-feet of an existing or planned transit stop, as designated by the Transportation System Plan (TSP), describe compliance with the standard 10.808, New Commercial and Institutional Development.*

The proposed development is an expansion of an existing commercial facility. Section 10.808 of the City of Medford Municipal Code clear states the "All new commercial, office, and institutional buildings....shall provide the following:" It is the opinion of the property owner that the provisions of Section 10.808 do not apply to this building expansion in that it is technically not a "new commercial" development.

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

As stated above, the primary use of this site by large commercial trucks does not fit well with pedestrian activities. Provision offer by the proposed design for pedestrian activity has been limited to the development of a raise outdoor seating area along the south side of the addition. As well, the vehicular parking for passenger vehicles has been located either at the perimeter of the building or in the North West corner of the site where a pedestrian will be very aware of any approaching truck traffic.

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

This proposal intends to retain the location of the three existing drive approaches located along the Sage Road frontage. This project proposes to retain the existing public sidewalk along Sage Road. As stated elsewhere, all public access, particularly pedestrian access is

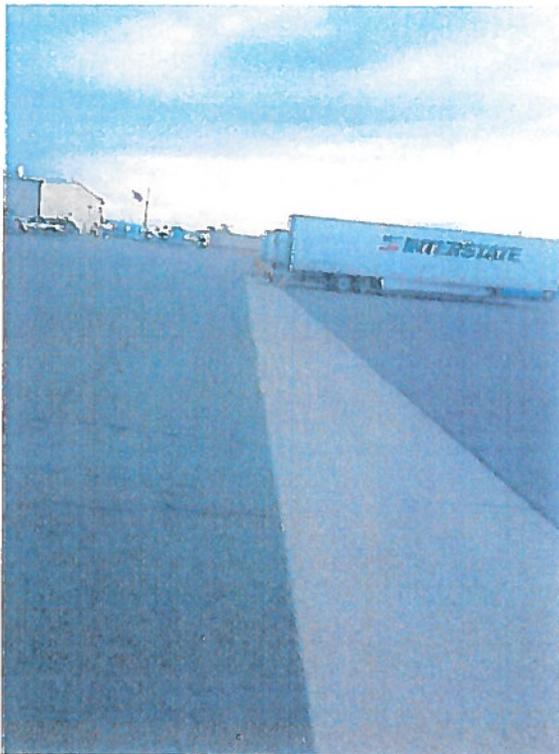
discouraged by the use of this development. Any public access is carefully controlled by the security fencing/gates.

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

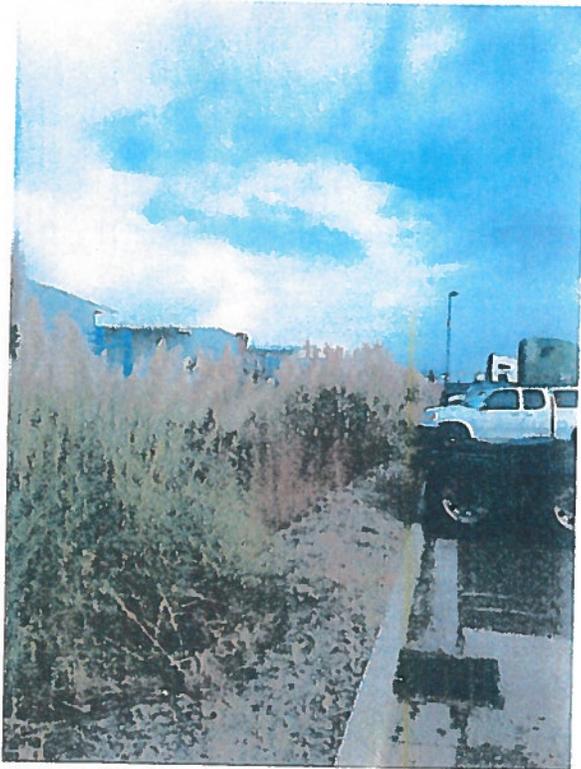
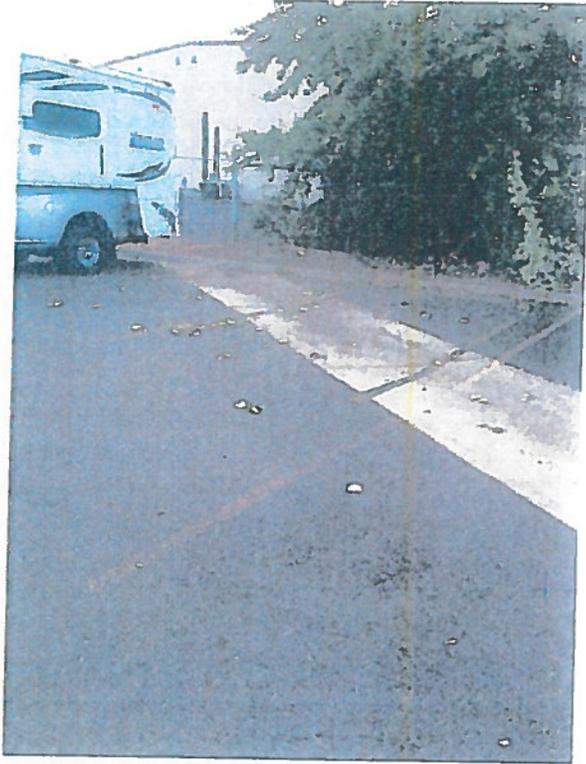
There are no significant trees existing within the security fence. The five existing street trees will be retained as part of the frontage landscaping. No construction, other than landscape plantings, will be near the existing trees and consequently a tree protection plan will not be necessary for this project. Although the existing bio-swale is not technically "native vegetation", it appears as such, and will be preserved in its entirety.

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

The existing underground public storm sewer runs along the west side of subject properties. Previous development included the installation of a system of catch basins, underground piping, and concrete valley gutters that temporarily detain and then convey storm water flows to a large bio-swale at the westerly side of the property. The bio-swale appears to have been constructed to conform to contemporary standards and is intended to address the quality of the storm water released from this development. At the time of permitting/construction the property owner anticipates entering into, or revising the existing (if one exists), "Storm Water Management Agreement" with the City of Medford.



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

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The proposed landscape plan endeavors first to upgrade the front yard and planter strip to meet the planting requirements as defined in the City of Medford LDO. Preservation of the existing bio-swale will ensure that the storm water BMP's are maintained.

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

The proposed and existing exterior lighting is achieved primarily by wall mounted "wall packs" design for industrial use. The location of the building well back from the street frontage will ensure that adjacent properties will be subject to any significant or excessive "glare". Exterior lights are required by the Oregon Structural Specialty Code at all exterior doorways and will be provided at the building entries. All new lighting will be either set back from and/or directed away from adjacent properties to avoid glare and light pollution.

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

This development proposes a monument style sign along the Sage Road frontage. The sign shown in this proposal is conceptual and will be permitted separately. The sign will be positioned with the intent to minimize the potential for obscuring the vision of drivers using the drive approach.

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

Currently, the entire site is enclosed by a six foot tall chain link fence with automatic rolling gates. The fence and gate are intended for security and safety. This proposal intendeds to retain the fences and gates unaltered.

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

Noise generated by activity on the site will comply with the requirements listed in 10.752 through 10.761. This project does not propose uses or activities on the site that are not consistent with the existing activities on site, in the neighborhood, or with the activities implied by the zoning designation of the subject parcel.

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

The proposed use is compatible with adjacent development, consistent with the intent of the City of Medford Comprehensive plan, and simply proposes a development intended to accommodate outright permitted uses in accordance with the City of Medford Development Code. Additionally, the proposed development attempts to maintain the Industrial nature intended by the underlying H-I (Heavy Industrial) zoning designation. The character and

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quality of the neighborhood will be enhanced by this project and is in keeping with the character of the neighborhood.

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

No exceptions or modifications to the Land Development Code are sought for the proposed project.

**SECTION II -- Code Compliance: Criterion No. 2**

Refer to information filled in on SPAC application.

Prepared by:

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Signature and Title

Gary R. Caperna, AIA  
Name (Please Print)

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## An Expansion of an existing trucking terminal:

### City of Medford Site Plan and Architectural Additional findings of fact.

(City of Medford municipal code 10.426 and 10.550)

#### 10.426 Street Circulation Design and Connectivity

These standards are intended to assure that development will ultimately result in complete blocks bound by a network of public streets, and/or private streets constructed to City Standards open to public use, and/or interior access roads open to public use. As it applies to this section, an Interior Access Road shall mean the following:

A public access easement on private property which facilitates through public vehicular and pedestrian access. The Interior Access Road public easement shall, at a minimum, consist of the following improvement:

1. A two-way vehicular access drive aisle having minimum aisle width of twenty (20) feet bounded with raised curb. The access drive shall remain clear and unencumbered from any parking stall taking direct vehicular access from the drive aisle. However, the drive aisle may intersect with other drive aisles within a parking lot.

*The existing truck ingress to the subject site is controlled by a 40 foot wide one way drive with a motorized security gate. All vehicles must obtain permission before entering the site. No pedestrian access is allowed to this site. The existing vehicular egress is limited to a 35 foot wide drive located at the north end of the property along Sage Road. Egress is controlled by an automatic gate.*

2. The vehicular access drive shall be bound at minimum on one side, but preferably both sides, with a pedestrian pathway running parallel to the access drive, consisting of concrete, patterned concrete or brick pavers. The pedestrian pathway may be either attached or detached from the curb and have a minimum width of five (5) feet. Where the pedestrian path crosses intersecting vehicular drive aisles, the pathway paving material shall extend across such areas to demarcate the pedestrian crossing.

*As stated in 1 above, pedestrian access to this site is not appropriate for the operation of this secure facility.*

##### A. Street Arrangement Suitability.

The approving authority shall approve or disapprove street arrangement. In determining the suitability of the proposed street arrangement, the approving authority shall take into consideration:

1. Adopted neighborhood circulation plans where provided; and
2. Safe, logical and convenient access to adjoining property consistent with existing and planned land uses; and
3. Efficient, safe and convenient vehicular and pedestrian circulation along parallel and connecting streets; and
4. Compatibility with existing natural features such as topography and trees; and
5. City or state access management standards applicable to the site.

*No new "Street Arrangement" is being proposed in this application.*

##### B. Street Connectivity and Formation of Blocks Required.

1. Block layouts shall substantially conform to adopted neighborhood circulation plans for the project area if applicable. Street arrangement and location may depart from the adopted plan if the project will result in a comparable level of overall connectivity. Projects that depart from the neighborhood circulation plan shall conform to planned higher order streets adopted in the City of Medford Transportation System Plan.

2. Proposed streets, alleys and access ways shall connect to other streets within a development and to existing and planned streets outside the development, when not precluded by factors in Section 10.426 C.2 below. When a development proposes a cul-de-sac, minimum access easement or flag lot to address such factors, the provisions of Section 10.450 apply.

*Due to the surrounding development, there are no opportunities to make connections to streets outside the subject development.*

3. Proposed streets or street extensions shall be located to provide direct access to existing or planned transit stops and other neighborhood activity centers such as schools, office parks, shopping areas, and parks.

*No transit stops, or other neighborhood amenities exist in this area which has been developed to support industrial uses.*

4. Streets shall be constructed or extended in projections that maintain their function, provide accessibility, and continue an orderly pattern of streets and blocks.

*No new streets are being proposed as a part of this application.*

C. Maximum Block Length and Block Perimeter Length.

1. Block lengths and block perimeter lengths shall not exceed the following dimensions as measured from centerline to centerline of through intersecting streets, except as provided in Subsections 10.426 C.2.

MAXIMUM BLOCK LENGTH AND PERIMETER LENGTH		
Table 10.426-1		
Zone or District	Block Length	Block Perimeter Length
a. Residential Zones	660'	2,100'
b. Central Business Overlay District	600'	1,800'
c. Transit Oriented Districts (Except SE Plan Area)	600'	1,800'
d. Neighborhood, Community, and Heavy Commercial Zones, and Service Commercial-Professional Office Zones	720'	2,880'
e. Regional Commercial and Industrial Zones	940'	3,760'

2. The approving authority may find that proposed blocks that exceed the maximum block and/or perimeter standards are acceptable when it is demonstrated by the findings that one or more of the constraints, conditions or uses listed below exists on, or adjacent to the site.

a. Topographic constraints, including presence of slopes of 10% or more located within the boundary of a block area that would be required by subsection 10.426 C.1.

b. Environmental constraints including the presence of a wetland or other body of water.

c. The area needed for a proposed Large Industrial Site, as identified and defined in the Medford Comprehensive Plan Economic Element, requires a block larger than provided by section 10.426 C.1 e. above. In such circumstances, the maximum block length for such a Large Industrial Site shall not exceed 1,150 feet, or a maximum perimeter block length of 4,600 feet.

*The subject site is approximately 5.75 acres in area and is used as a trucking terminal for a national long haul cargo carrier. The site typically accommodates approximately 70 semi trucks at any given time. The subject parcel is bound on three sides by properties that have been developed to accommodate industrial uses. Currently the "Block Length" bounding the subject parcel is approximately 4550 feet in length and exceeds the maximum*

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*permitted length described in Table 10.426-1. Conformance to the block length perimeter as described in 10.426-1 would require that the applicant either construct a public road along the north, west, and south sides of the 5.75 acres site or purchase one or more adjacent properties to the west, demolish the existing facilities, and construct a public road connecting Sage Road to Lars Way. Clearly, either of these solutions are not viable financially and impact the operation of the site to the extent that the site would no longer serve the functional needs of the operation.*

- d. Proximity to state highways, interstate freeways, railroads, airports, significant unbuildable areas or similar barriers that make street extensions in one or more directions impractical,
- e. The subject site is in SFR-2 zoning district,
- f. Future development on adjoining property or reserve acreage can feasibly satisfy the block or perimeter standards,
- g. The proposed use is a public or private school, college or other large institution,
- h. The proposed use is a public or private convention center, community center or arena,
- i. The proposed use is a public community service facility, essential public utility, a public or private park, or other outdoor recreational facility.
- j. When strict compliance with other provisions of the Medford Land Development Code produce conflict with provisions in this section.

3. Block lengths are permitted to exceed the maximum by up to 20% where the maximum block or perimeter standards would require one or more additional street connections in order to comply with both the block length or perimeter standards while satisfying the street and block layout requirements of 10.426 A or B or D.

*A 20% increase in the 3,760 foot block length allowed by Table 10.426.1 would permit a block length of 4,512 feet. The existing block length of approximately 4,550 feet very narrowly misses this permitted increase.*

4. When block perimeters exceed the standards in accordance with the 10.426 C.2. above, or due to City or State access management plans, the land division plat or site plan shall provide blocks divided by one or more public accessways, in conformance with Sections 10.464 through 10.466.

D. Minimum Distance Between Intersections

Streets intersecting other streets shall be directly opposite each other, or offset by at least 200 feet, except when the approving authority finds that utilizing an offset of less than 200 feet is necessary to economically develop the property with the use for which it is zoned, or an existing offset of less than 200 feet is not practical to correct.

[Added, Sec. 4, Ord. No. 7629, May 5, 1994; Amd Sec. 4, Ord. No. 2012-57, May 3, 2012.]

*This application does not impact the existing minimum distances between intersections.*

### 10.550 Access Standards

#### (1) Driveway Throat Width Standards.

Driveways that connect to a public right-of-way shall be constructed according to the standards in Tables 10.550-1 and 10.550-2. See Figure 10.550-1 for driveway throat, flare and radius definitions.

For the purposes of this section, Minimum Access Easements and Alleys shall be considered driveways.

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Table 10.550-1 - Driveway Throat Widths

Street Classification	Land Use on Parcel to be Served by the Driveway*			
	SFR	MFR	COMMERCIAL	INDUSTRIAL
Local (All streets other than Collectors or Arterials.)				
Less than 500 ADT***	12 to 18 ft.****	18 to 24 ft.	24 to 30 ft.	24 to 30 ft.
500 to 1,000 ADT***			24 to 30* ft.	24 to 36 ft.
Greater than 1,000 ADT***			24 to 36* ft.	24 to 36 ft.
Collector	SFR	MFR	COMMERCIAL	INDUSTRIAL
Less than 500 ADT***	12 to 24 ft. (Shared Approach Only)	18 to 36 ft.	18 to 24 ft.	24 to 36 ft.**
500 to 1,000 ADT***			18 to 36 ft.**	24 to 36 ft.**
Greater than 1,000 ADT***			18 to 36 ft.**	24 to 36 ft.**
Arterial	SFR	MFR	COMMERCIAL	INDUSTRIAL
Less than 500 ADT***	No direct access unless no alternative exists, then 12 to 20 ft. (Shared Approach Only)	No direct access unless no alternative exists, then 18 to 36 ft.	18 to 24 ft.	24 to 30 ft.
500 to 1,000 ADT***			18 to 30 ft.	24 to 36 ft.
Greater than 1,000 ADT***			18 to 36 ft.	24 to 36 ft.

\*Institutional uses shall be considered commercial uses for the purposes of this subsection.

\*\*Driveway throat widths greater than 24 feet shall be granted only for full movement approaches that warrant a left turn lane.

\*\*\*ADT = Average Daily Trips using the proposed driveway, determined from the latest version of the Institute of Transportation Engineering handbook based on the expected ultimate use of the site.

\*\*\*\*May be up to 24' with approval of Public Works Director or Designee.

*There are three existing legal driveways serving the subject parcel. One at each end of the property and one in the middle. The north approach has a 35 foot wide throat and is limited to one way traffic and serves as an exit only. The traffic is controlled by an automatic security gate that is always in the closed position. The middle driveway has a 40 foot throat and is limited to one way traffic serving ingress only. Per Table 10.550-1, the middle drive is larger than the maximum allowed. The existing middle drive serves primarily semi trucks and, given the fact that all trucks entering the site are required to wait until egress is granted and the gate is allowed to operate into the open position, the additional width serves to mitigate the impact that two trucks waiting to enter the site might have. The ingress is controlled by an automatic security gate and a code must be input before access to the site is allowed. The southerly approach has a 35 foot throat and allows two way ingress and egress from a fenced and gated passenger vehicle parking area.*

(2) Driveway Radius Standards

Table 10.550-2 Driveway Radius Standards

Street Classification	Land Use on Parcel to be Served by the Driveway*			
	SFR	MFR	COMMERCIAL	INDUSTRIAL
Local	Curb Cut	<6 units: curb cut	Curb cut or	Curb cut or

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		>6 units: 15 ft. radius	20 ft. radius	20 ft. radius
Collector	Shared Access Curb cut	20 ft. radius	20 ft. radius	25 ft. radius
Arterial	No direct access unless no alternative exists, then 15 ft. radius	25 ft. radius	25 ft. radius	25 ft. radius

\*Institutional uses shall be considered commercial uses for the purposes of this subsection

Curb Cut = Dropped Curb with Portland Concrete Cement driveway apron per current City of Medford Standard Drawings

Radius = At-grade driveway approach with 6 - inch curbs per current City of Medford Standard Drawings

Figure 10.550-1 - Driveway Throat, Flare and Radius Definitions - SEE BELOW

*The existing northerly and the middle drive approaches have been constructed with 25 foot radii and conform to the requirements of Table 10.550-2. The existing southerly approach will be reconstructed with 25 foot radii to conform with the requirements of Table 10.550-2.*

**(3) Driveway Spacing and Locational Standards**

a. Arterial and Collector Streets

(1) Driveway spacing and Location. No driveway access to an Arterial or Collector Street shall be allowed for any parcel that abuts the right-of-way of a lower order street or has legal right of access to any street via any abutting parcel(s).

*The subject parcel does not have access to any lower order streets.*

No driveway access shall be allowed to an Arterial Street within 150 feet of the nearest right-of-way line of an intersection street.

*The existing driveways are not within 150 feet of a street intersection.*

Driveways shall be placed adjacent to the property line of a contiguous parcel if possible to do so and meet driveway spacing requirements of this section.

*All driveways are existing, no new locations are proposed.*

No driveway access to an Arterial or Collector Street shall be located closer than allowed by the standards in Table 10.550-3, measured from the center of driveway to center of driveway.

**Table 10.550-3 Minimum Driveway Spacing Standards (Center-to-Center)**

**Arterial and Collector Streets**

SPEED LIMIT (MPH)	25	30	35	40	45
DRIVEWAY SPACING	145 ft.	195 ft.	250 ft.	315 ft.	385 ft.

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(2) Number of Driveways for each Separately Owned Tract. Within the requirements set forth in a (1) above, driveway access to an Arterial Street shall be limited to one driveway for each tract of property owned.

*The subject parcel was previously two separate parcels. Recently the property owner abandoned the property lines creating a single tax lot. The result is a nearly 10 acre parcel with 3 existing drive approaches. The middle and northerly drive approaches have been constructed in accordance with the "Driveway Radius Standards" required by Table 10.550-2. The speed limit along Sage Road is posted at 40 mph. The northerly drive approach and the middle drive approach are spaced 476 feet apart measured from centerline of drive to centerline of drive and conforms to the spacing requirements of Table 10.550-3. The southerly drive approach is spaced approximately 476 feet apart measured from centerline of drive to centerline of drive and conforms to the spacing requirements of Table 10.550-3. In an effort to bring the proposed project into closer conformance with the requirements of 10.550, the applicant proposes reconstruction the existing southerly drive approach with 25 foot radius drive approach.*

For purposes of this section, parcels that are contiguous under the same ownership or part of the same application for development shall be considered to be one tract of property.

(3) Cross-Access Easement Required. Any parcel or tract granted driveway access to an Arterial or Collector Street shall grant cross-access easements to all contiguous parcels or tracts that do not abut a street of a lower order than an Arterial or Collector Street. Site design must accommodate future use of such accesses.

Use of shared driveways on multiple parcels or tracts and cross-access easements shall be required when site and traffic conditions, including projections of future traffic volumes and movements, indicate that such requirements will preserve the capacity and safety of the transportation system.

*The existing southerly drive approach leads to a secure vehicle storage yard for the long haul truckers that leave their personal vehicles on site for an extended period of time. This existing and permitted use in this zone will be severely compromised by the granting of a cross access easement to the adjacent property to the south. The existing ministorage complex located on the adjacent parcel immediately north of the subject property has been developed in a manner that precludes access between the two parcels. Additionally, the security requirements of both of the industrial uses makes the granting of a cross access easement operationally infeasible at this time.*

(4) Management of the Transportation System. Granting of driveway access to a public right-of-way is not a guarantee that future improvements designed to improve safety and capacity will not be constructed in the public right-of-way. Medians, turning movement restrictions, signs, signals, and striping may be installed by the City or others with the approval of the Public Works Director or Designee, to preserve and enhance the function of the transportation system.

b. Local Streets

A minimum distance of three (3) feet shall be maintained between the closest portions of adjacent driveway flares as measured along the curb on local streets, except where existing conditions dictate otherwise. Cul-de-sacs are exempt from these standards.

The closest edge of a driveway shall be a minimum of 35 feet from any intersecting local streets measured along the curb to the nearest right-of-way line of the intersecting street. If the parcel does not have sufficient width to meet this requirement, the driveway shall be located adjacent to the property line farthest from the intersecting street, and no authorization for larger driveway width shall be granted.

*This standard does not apply to the proposed development.*

c. Alternative Access Spacing and Location

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The standards set forth in Sections 10.550 (3) (a) and (b) above are the City's basic access standards. The City also recognizes the unique situations and/or complex projects may warrant alternative driveway spacing and locations.

(1) Approval of Alternative Access Locations: When part of a Type III land use review, the Public Works Director or designee shall forward a recommendation on alternative access spacing and locations to the approving authority. When not part of a Type III land use review, the Public Works Director or designee may authorize an administrative adjustment to the access spacing and location standards in 10.550 (3) (a) and/or (b) above under one or both of the following circumstances:

- i. The adjustment will align the requested driveway with a driveway across the street and the Public Works Director's (or designee) professional opinion is that this configuration will improve safety and/or operations.
- ii. Where no proposed access location can satisfy all the standards in Section 10.550 (3) (a) and/or (b), the driveway may be located in the location that best meets the City's access management standards in the professional opinion of Public Works Director (or designee).

(2) Redevelopment: Redevelopment as used in this section means that a parcel(s) has existing legal access and physical improvement and the property owner is seeking Type III use review for new development permits. In the case of redevelopment, the approving authority may require the provision of cross-access easements and geometric/physical improvements to any and all accesses in accordance with current standards. Redevelopment applications shall propose changes to the number and/or centerline location(s) of existing driveway(s), and shall demonstrate that the proposed changes will bring the parcel into, or at a minimum, closer to compliance with existing standards.

*It is the opinion of the applicant that the proposed project constitutes a redevelopment of a parcel that has existing legal access and physical improvements. It is also the opinion of the applicant that the reconstruction of the existing southerly drive approach to conform with the requirements of Table 10.550-2 brings the proposed development into closer compliance with the standards of 10.550.*

(3) Area Plans: Access spacing and location may be evaluated as part of a special area plan. The approving authority may adopt specific standards through a special area plan such as a neighborhood plan and/or master plan. Where such plans are adopted, any conflict between the special area plan access and location standards and the standards in Section 10.550 (3) (a) and/or (b) above shall be resolved in favor of the special area plan provisions.

*Area Plans and/or access spacing does not apply to this proposal.*

(4) New Development: At an applicant's request, the approving authority will evaluate alternative access spacing and location on a project basis in conjunction with Type III land use review. Evaluation of alternative access location and spacing for projects shall be based upon a Transportation Impact Analysis (TIA) prepared by a professional engineer licensed in the State of Oregon with expertise in transportation. The Public Works Director (or designee) will provide a scope of work for the TIA and will issue a report to the approving authority stating his/her professional opinion as to the technical adequacy of the TIA and whether it demonstrates compliance with the criteria for access spacing and location for the project. The TIA will consider motorists, cyclists and pedestrians. The approving authority will evaluate the project's access spacing and location, in one of the following ways:

- i. If the conclusions of the TIA and the professional opinion of the Public Works Director (or designee) concur that the safety and operations of the project's proposed access spacing and location will, at the time of development, be equal to or better than application of the standards in 10.550 (3) (a) and/or (b) above for all studied facilities, the approving authority will accept the access spacing and location proposed at the time of project review.

"6"  
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If the Public Works Director's professional opinion is not consistent with the conclusions of the TIA, the approving authority will review the competing testimony by the professional engineers with expertise in transportation and will approve, modify, or deny the proposed alternative access design; or

ii. If the conclusions of the TIA and the professional opinion of the Public Works Director (or designee), concur that the safety and operations of the project's proposed access spacing and location will, at the time of development, be equal to or better than application of the standards in 10.550 (3) (a) and/or (b) above *for the transportation system as a whole*, the approving authority may accept the access spacing and location proposed at the time of the major project review provided all facilities will still meet basic transportation engineering safety requirements; or

iii. If the conclusions of the TIA find that the safety of the project's proposed access location and spacing will, at the time of development, meet basic transportation engineering safety requirements and the approving authority concludes that the proposed access spacing and location will significantly advance one or more of the Goals and/or Policies of the Comprehensive Plan, the approving authority may accept the access spacing and location proposed at the time of project review.

*The project proposed in this application is not a "New Development".*

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Medford – A fantastic place to live, work and play

## CITY OF MEDFORD

LD Date: 7/18/2018  
File Number: AC-18-029

### **PUBLIC WORKS DEPARTMENT STAFF REPORT** **1923 Sage Road (TL 1800)** **Heartland Express Expansion**

**Project:** Consideration of plans for a 5,000 square foot addition to an existing trucking facility on two parcels totaling approximately 8.8 acres.

**Location:** Located on Sage Road between Brian Way and Lars Way in a Heavy Industrial zoning district (372W23A2300).

**Applicant:** Applicant: Heartland Express; Agent: Gary Caperna; Planner: Liz Conner.

#### **NOTE:**

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

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

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

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

- Paving of all on-site parking and vehicle maneuvering areas.
- Certification by the design engineer that the stormwater quality and detention system was constructed per the approved plan.
- Completion of all public improvements, if applicable.

## **A. STREETS**

### **1. Dedications**

**Sage Road** is classified as a Major Arterial street within the Medford Land Development (MLDC) 10.428. The Developer shall dedicate for public right-of-way, sufficient width of land along the frontage of this development to comply with the half width of right-of-way, which is 50-feet. **The Developer's surveyor shall verify the amount of additional right-of-way required.**

The developer will receive SSDC (Street System Development Charge) credits for the public right-of-way dedication on **Sage Road**, per the methodology established by the MLDC 3.815. **Should the developer elect to have the value of the land be determined by an appraisal, a letter to that effect must be submitted to the City Engineer within sixty (60) calendar days of the date of the Final Order of the Planning Commission. The City will then select an appraiser, and a cash deposit will be required as stated in Section 3.815.**

In accordance with MLDC 10.471, **the property owner shall dedicate a 10-foot wide public utility easement (PUE)** adjacent to the right-of-way line along this Developments frontage to Sage Road.

The easement dedications shall be submitted directly to the Engineering Division of the Public Works Department. The submittal shall include: the right-of-way and easement dedication, including an exhibit map; a copy of a current Lot Book Report, Preliminary Title Report, or Title Policy; a mathematical closure report (if applicable), and the Planning Department File Number; for review and City Engineer acceptance signature prior to recordation by the applicant. Releases of interest shall be obtained by holders of trust deeds or mortgages on the right-of-way and PUE area.

### **2. Public Improvements**

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

**Sage Road** – All street section improvements, with the exception of a planter strip, have been completed in close conformance with current standards, including pavement, curb and gutter, street lights and sidewalk. **No additional street improvements are required.**

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

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

**No additional street lights are required.**

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### c. Pavement Moratoriums

Applicant shall contact Jackson County Roads for any street moratoriums currently in effect along this frontage to Sage Road.

### 3. Access and Circulation

In accordance with MLDC 10.550.3.c.2, the Applicant shall propose changes to the number and/or centerline of existing driveways that will bring the driveway locations into, or at minimum, closer to compliance with existing standards.

In accordance with MLDC 10.550, the Applicant shall grant cross-access easements to all contiguous parcels that do not abut a street of a lower order than an Arterial or Collector. Site design must accommodate future use of such accesses.

The Applicant shall address MLDC 10.426 block and block perimeter length standards or provide findings addressing the exception criteria in MLDC 10.426.C.2

### 4. Section 10.668 Analysis

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

#### 10.668 Limitation of Exactions

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

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

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

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

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

**Sage Road:**

The additional right-of-way on Sage Road will provide the needed width for a future planter strip. Sage Road is a 40 mile per hour facility and carries approximately 8,900 vehicles per day. The 10-foot planter strip moves pedestrians a safe distance from the edge of the roadway on Sage Road. Sage Road will also be the primary route for pedestrians traveling to and from this future development.

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

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

**B. SANITARY SEWERS**

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 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.

## **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 and sanitary sewer treatment SDCs. All SDC fees shall be paid at the time individual building permits are issued.

Prepared by: Doug Burroughs

## SUMMARY CONDITIONS OF APPROVAL

1923 Sage Road (TL 1800)

Heartland Express Expansion

AC-18-029

### A. Streets

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

- Sage Road – Dedicate additional right-of-way.
- Dedicate 10-foot Public Utility Easement (PUE) along both frontages.

#### 2. Improvements:

##### Public Streets

- Sage Road improvements have been completed.

##### Lighting

- Developer supplies and installs all street lights at own expense.
- Public improvement plans for this work shall be submitted directly to the Public Works Engineering Division.

##### Access and Circulation

- Applicant shall propose changes to the number and/or centerline of existing driveways that will bring the driveway locations into, or at minimum, closer to compliance with existing standards.
- Applicant shall grant cross-access easements to all contiguous parcels that do not abut a street of a lower order than an Arterial or Collector. Site design must accommodate future use of such accesses.
- The Applicant shall address MLDC 10.426 block and block perimeter length standards or provide findings addressing the exception criteria in MLDC 10.426.C.2

##### Other

- Applicant shall contact Jackson County Roads for any street moratoriums currently in effect along this frontage to Sage Road.

### B. Sanitary Sewer:

- The site is situated within the RVSS area.

### C. Storm Drainage:

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

- = City Code Requirement
- = Discretionary recommendations/comments

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



# Medford Fire-Rescue Land Development Report

## Review/Project Information

**Reviewed By:** Kleinberg, Greg

**Review Date:** 7/16/2018  
**Meeting Date:** 7/18/2018

**LD #:** AC18029

**Planner:** Liz Conner

**Applicant:** Heartland Express; Agent: Gary Caperna

**Site Name:** Heartland Express

**Project Location:** 1923 Sage Road

**ProjectDescription:** Consideration of plans for a 5000 square foot addition to an existing trucking facility on two parcels totaling approximately 8.8 acres located on Sage Road between Brian Way and Lars Way in a Heavy Industrial zoning district (372W23A2300). Applicant: Heartland Express; Agent: Gary Caperna; Planner: Liz Conner.

## Specific Development Requirements for Access & Water Supply

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

## Construction General Information/Requirements

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

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

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

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

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

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

CITY OF MEDFORD  
EXHIBIT # I  
File # AC-18-029



# Memo

**To:** Planner: Liz Conner  
**From:** Chad Wiltrout, Building Department (541) 774-2363  
**CC:** Applicant: Heartland Express; Agent: Gary Caperna  
**Date:** July 18, 2018  
**Re:** July 18, 2018 LDC Meeting: AC-18-029

**Please Note:**

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

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

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

**General Comments:**

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

**Comments:**

5. The proposed building and site shall comply with all of the applicable ADA requirements scoped from the 2014 OSSC 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. Fire separation distance setbacks for the proposed building shall comply with table 601 and section 705 OSSC. It appears that an existing property line extends through the location of proposed construction.
8. 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.



City of Medford

# Planning Department

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

## MEMORANDUM

Subject     Legal Description  
 File no.    AC-18-029  
 To           Jon Proud, Engineering  
 From        Liz Conner, Planning Department  
 Date        July 3, 2018

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

1. AC-18-029-  
Heartland Express Medford- Applicant  
Gary Caperna- Agent

Liz, YES THIS DESCRIPTION MATCHES  
 THE "SUBJECT AREA" DEPICTED  
 ON ATTACHED VICINITY MAP.

IT IS ALSO PART OF RECENTLY COMPLETED  
 CONSOLIDATION (PLA 17-171)

cp

Attachments:

Vicinity Map, Legal description

THANKS, Jon  
 7/2/18

After recording return to:  
Heartland Express Inc. of Iowa  
901 N Kansas Avenue  
North Liberty, Iowa 52317

Until a change is requested all tax  
statements shall be sent to  
(Acova)

**Statutory Bargain and Sale Deed**  
Consolidation/Property Line Adjustment  
(City of Medford Planning File No. PLA-17-171)

HEARTLAND EXPRESS INC. OF IOWA, an Iowa Corporation Grantor, conveys to HEARTLAND EXPRESS INC. OF IOWA, an Iowa Corporation Grantee the following described real property:

Lot Nine (9) and Lot Ten (10) of SAGE ROAD INDUSTRIAL PARK – UNIT NO. 2 in the City of Medford, Jackson County Oregon according to the official plat thereof now of record

EXCEPTING THEREFROM those portions conveyed to the City of Medford, a municipal corporation of the State of Oregon by Documents recorded April 20, 1989 as No. 89-08037 and August 10, 1990 as No. 90-20193, Official Records of Jackson County, Oregon

The true consideration for this conveyance is \$0 – Consolidation/Property Line Adjustment

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 355, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWS ITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 355, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010."

HEARTLAND EXPRESS INC. OF IOWA, an Iowa Corporation,

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017

By \_\_\_\_\_

Title \_\_\_\_\_

STATE OF \_\_\_\_\_ )

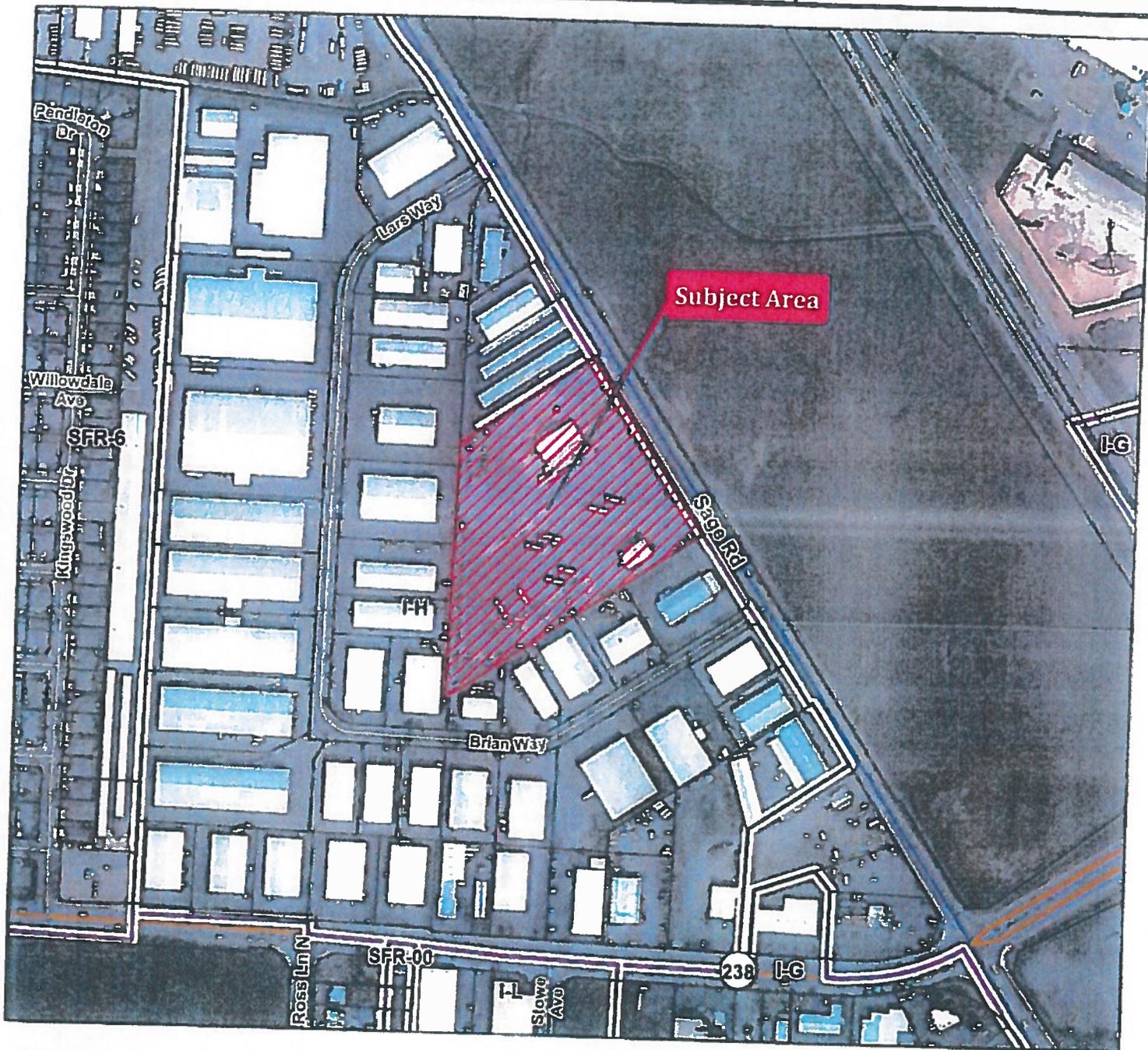
County of \_\_\_\_\_ )ss

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2017  
by \_\_\_\_\_ as \_\_\_\_\_ of HEARTLAND EXPRESS INC. OF IOWA, an Iowa Corporation on behalf of said entity

Notary Public for \_\_\_\_\_

My commission expires \_\_\_\_\_

"K"  
2/3



Project Name:

**Heartland Express**

Map/Taxlot:

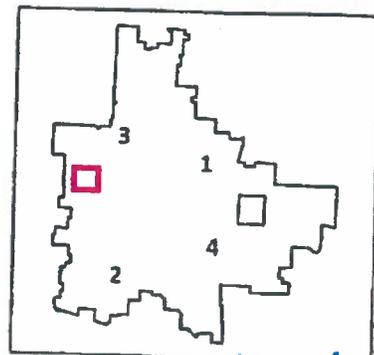
**372W25A TL 1800**



06/29/2018

**Legend**

-  Subject Area
-  Zoning Districts
-  Tax Lots



*"K"*  
*26*



BOARD OF WATER COMMISSIONERS

**Staff Memo**

**TO:** Planning Department, City of Medford  
**FROM:** Rodney Grehn P.E., Water Commission Staff Engineer  
**SUBJECT:** AC-18-029  
**PARCEL ID:** 372W23A TL 2300  
**PROJECT:** Consideration of plans for a 5000 square foot addition to an existing trucking facility on two parcels totaling approximately 8.8 acres located on Sage Road between Brian Way and Lars Way in a Heavy Industrial zoning district.  
**DATE:** July 18, 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. Applicants' Civil Engineer shall coordinate with MWC Engineering staff for proposed Fire Service Vault location on engineered plan per MWC Standards along Sage Road.
4. Dedication of a 10 foot wide (minimum) access and maintenance easement to MWC over all water facilities located outside of public right-of-way is required. Easement shall be submitted to MWC for review and recordation prior to construction.
5. Installation of an Oregon Health Authority approved backflow device is required for all commercial, industrial, municipal, and multi-family developments. New backflow devices shall be tested by an Oregon certified backflow assembly tester. See MWC website for list of certified testers at the following web link <http://www.medfordwater.org/Page.asp?NavID=35>.

**COMMENTS**

1. Off-site water line installation is not required.
2. On-site water facility construction may be required depending on Fire Department conditions of development.
3. There are two existing fire hydrants located near the north and south property corners of this parcel, and one approximately mid-lot along Sage Road.



BOARD OF WATER COMMISSIONERS

**Staff Memo**

4. Static water pressure is approximately 110 psi. See attached document from the City of Medford Building Department on "Policy on Installation of Pressure Reducing Valves".
5. MWC-metered water service does exist to this property. There is an existing 1.5-inch water meter currently serving the existing building located at 1923 Sage Road. This water meter is located on the south side of the northerly exit/entrance.
6. Access to MWC water lines is available. There is an existing 10-inch water line along the west side of Sage Road.

11.4"  
213



Page 84



0 37.5 75 150 Feet

Scale: 1"=150'

### Water Facility Map for LDS-18-077

July 18, 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 based on a digital database compiled by Medford Water Commission. It is not intended to be used for any other purpose. The user assumes all liability for any errors or omissions in this map. The user assumes all liability for any errors or omissions in this map.



# 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

July 12, 2018

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

**Re: AC-18-029, Heartland Express (Map 372W23A, Tax Lot 2300)**

ATTN: Elizabeth,

The subject property is within the Rogue Valley Sewer Services area. There is an 8 inch sewer main running south to north along the west property boundary. The property is currently served by two 4 inch laterals extended from the existing 8 inch main. The sewer service/plumbing permit will be issued by the City of Medford. However, there will be system development charges owed to Rogue Valley Sewer Services.

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

1. The applicant must provide RVSS with a plumbing fixture plan for the determination of system development charges.
2. 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

PROPERTY LINE ADJUSTMENT ACCORDING TO CITY OF MEDFORD MUNICIPAL CODE CHAPTER 10.297 (PLANNING FILE NO. PLA-17-171)

EXAMINED AND APPROVED THIS 19<sup>TH</sup> DAY OF APRIL, 2018

*[Signature]*  
CITY OF MEDFORD PLANNING DIRECTOR

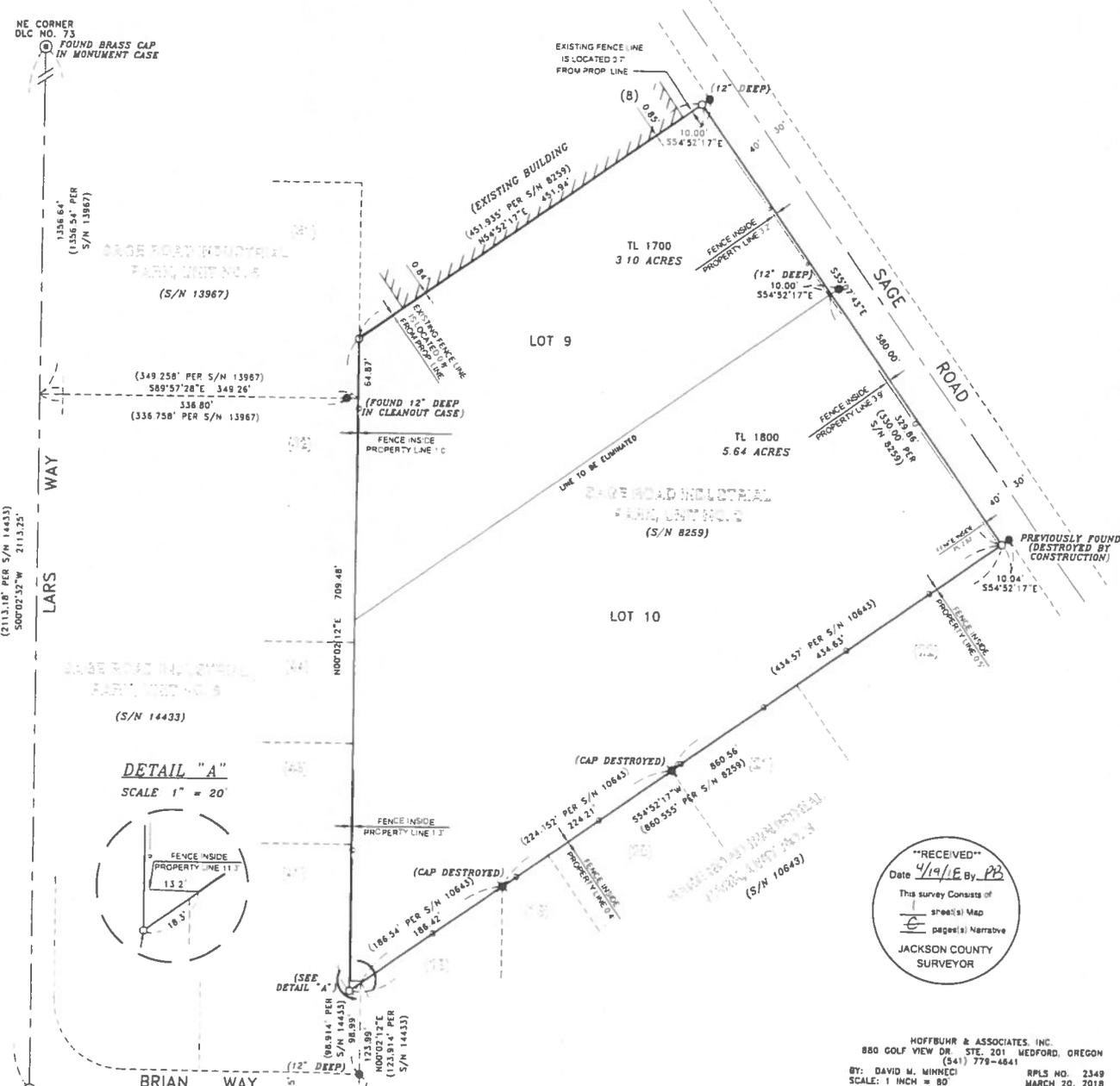
EXAMINED AND APPROVED THIS 17<sup>TH</sup> DAY OF APRIL, 2018

*[Signature]*  
CITY OF MEDFORD SURVEYOR

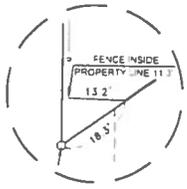
### Map of Survey Consolidation/Property Line Adjustment

Located In:  
The N.E. 1/4 of Section 23, T.37S., R.2W., W.M.,  
City of Medford, Jackson County, Oregon  
Tax Lot 1700 & 1800  
1921 & 1923 Sage Road  
For:  
**Heartland Express, Inc. of Iowa**

TAX LOTS 1700 & 1800 CONSOLIDATED PER DOC NO 2018-012273 O.R.J.C.O  
8.738 ACS



DETAIL "A"  
SCALE 1" = 20'



"RECEIVED"  
Date 4/19/18 By *[Signature]*  
This survey consists of  
1 sheet(s) Map  
1 page(s) Narrative  
JACKSON COUNTY SURVEYOR

HOFFBUHR & ASSOCIATES, INC.  
880 GOLF VIEW DR. STE. 201 MEDFORD, OREGON (541) 778-4841  
BY: DAVID M. MINNECI RPLS NO. 2349  
SCALE: 1" = 80' MARCH 20, 2018  
BASIS OF BEARING: SURVEY NO. 14433  
(EAST LINE OF DLC NO. 73)

- = SET 5/8" x 24" IRON PIN WITH PLASTIC CAP STAMPED "D. MINNECI LS 2349"
- ⊠ = SET LEAD PLUG WITH TACK AND METAL WASHER STAMPED "LS 2349" IN CONCRETE SIDEWALK
- ⊙ = FOUND BRASS CAP AS NOTED
- = FOUND 3/4" IRON PIN PER S/N 8259
- = FOUND 5/8" PIN WITH PLASTIC CAP STAMPED "KAISER RLS 805" PER S/N 10643
- ⊛ = FOUND 5/8" PIN WITH PLASTIC CAP STAMPED "KAISER RLS 805" PER S/N 13967
- ⊞ = FOUND 5/8" PIN WITH PLASTIC CAP STAMPED "KAISER RLS 805" PER S/N 13967
- = CHAINLINK

SURVEY NARRATIVE TO COMPLY WITH PARAGRAPH 209.250 OREGON REVISED STATUTES

PURPOSE: TO SURVEY, MONUMENT AND RECORD A MAP OF SURVEY OF THE BOUNDARY AND CONSOLIDATED LOT LINES BETWEEN TAX LOTS 1700 AND 1800. (CITY OF MEDFORD PLANNING FILE NO. PLA-17-171) THE CONSOLIDATION IS REQUIRED TO PROVIDE FOR FUTURE DEVELOPMENT.

PROCEDURE: THESE PROPERTIES ARE EXISTING LOTS CREATED BY THE PLATTING OF SAGE ROAD INDUSTRIAL PARK - UNIT NO. 2 THE PROPERTY WAS CONVEYED TO HEARTLAND EXPRESS INC. OF IOWA BY DOCUMENT NO. 2015-040141. I FOUND AND UTILIZED CONTROL ESTABLISHED BY THIS OFFICE IN PERFORMING AN ALTA CERTIFICATION SURVEY IN OCTOBER OF 2015. I CHECKED THE PREVIOUSLY FOUND MONUMENTS AND DISCOVERED THAT ONE OF THE THREE ON SAGE ROAD WAS DESTROYED BY CONSTRUCTION ITS SHOWN POSITIONING IS FROM COORDINATES OBTAINED AT THE TIME OF THE 2015 SURVEY. I USED RECORD INFORMATION FROM SURVEY NO. 8259 TO ESTABLISH THE BOUNDARY LINES AS IT FIT ACCEPTABLY WITH THE DATA THAT WAS GATHERED AND ANALYZED.

REGISTERED PROFESSIONAL LAND SURVEYOR  
*David M. Minnecci*  
OREGON REG. NO. 1988  
DAVID M. MINNECI  
2348  
EXPIRES 12/31/18

CITY OF MEDFORD  
EXHIBIT # N  
File # AC-18-029



Project Name:

**Heartland Express**

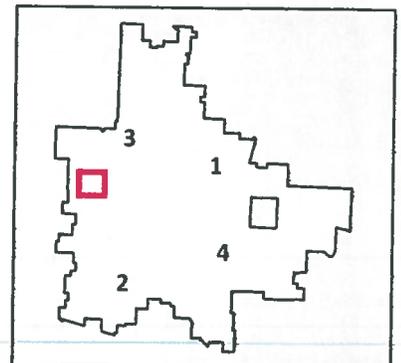
Map/Taxlot:

**372W25A TL 1800**



**Legend**

-  Subject Area
-  Zoning Districts
-  Tax Lots



06/29/2018