

SITE PLAN & ARCHITECTURAL  
COMMISSION  
AGENDA  
SEPTEMBER 18, 2020



**MEDFORD**  
OREGON

Commission Members

Jeff Bender, Chair

Bill Chmelir, Vice Chair

Jim Catt

David Culbertson

Paul McClay

Bob Neathamer

Marcy Pierce

Milo Smith

Chris Zelmer

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 & ARCHITECTURAL COMMISSION AGENDA



**MEDFORD**  
OREGON

September 18, 2020

12:00 P.M.

Medford City Hall, Council Chambers  
411 West 8<sup>th</sup> Street, Medford, Oregon

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10. **Roll Call**

20. **Consent Calendar** None

30. **Approval or Correction of the Minutes.**

30.1 Consideration for approval of minutes from the August 21, 2020, meeting.

40. **Oral Requests and Communications from the Audience**

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-20-205** Consideration of plans for a six-phase, multi-family development consisting of 14 buildings with six units each—a total of 84 dwelling units. (The proposed development is running concurrent with LDS-20-207 and CUP-20-208.) The property consists of a single parcel totaling 4.76 acres, and is located at the corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive). The property is zoned MFR-15 (Multiple Family Residential, 15 dwelling units per gross acre). (371W18AA TL 2300). Applicant: Windy Creek LLC; Agent: Slaughter Consulting; Planner: Dustin Severs, [dustin.severs@cityofmedford.org](mailto:dustin.severs@cityofmedford.org). The applicant has requested that the item be continued to the October 2, 2020, meeting.

60. **Written Communications** None.

70. **Unfinished Business** None.

80. **New Business** None.

90. **Report from the Planning Department**

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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.

100. Messages and Papers from the Chair

110. Propositions and Remarks from the Commission

120. Adjournment

# SITE PLAN & ARCHITECTURAL COMMISSION MINUTES



**MEDFORD**  
OREGON

**August 21, 2020**

12:00 P.M.

Medford City Hall, Council Chambers  
411 West 8<sup>th</sup> Street, Medford, Oregon

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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**

Dave Culbertson, Acting Chair  
Jim Catt  
Paul McClay  
Bob Neathamer  
Milo Smith  
Chris Zelmer

**Staff Present**

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

**Commissioners Absent**

Jeff Bender, Chair, excused  
Bill Chmelir, Vice Chair, excused  
Marcy Pierce, excused

**10. Roll Call**

**20. Consent Calendar / Written Communications (voice vote)**

20.1 **AC-20-155/E-20-215** Final Order for the proposal for a two-story, 22,286 square foot office building together with an exception request to the rear yard setback and parking lot drive aisle width on one parcel 0.95 acre in size at 3521 Avion Drive in the Light-Industrial (I-L) zoning district and within the Navigators Landing Planned Unit Development (372W12D9400).

Motion: Adopt the consent calendar.

Moved by: Commissioner Neathamer      Seconded by: Commissioner Smith

Voice Vote: Motion passed, 6-0

**30. Approval or Correction of the Minutes**

30.1 The minutes from the August 7, 2020, meeting were approved as submitted.

**40. Oral Requests and Communications from the Audience.**

40.1 Jaak Juhkentaal, 1731 Evans Circle, Medford, spoke in support of the Car Wash & Fuel Station Amendment that will be discussed at the study session today. He suggested looking at other industrial use restrictions as well. Mr. Juhkentaal thanked the commission for looking at this issue as it is a very constructive thing to do.

**50. Public Hearings**

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

New Business

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## Site Plan & Architectural Commission Minutes August 21, 2020

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50.1 **AC-20-158** Consideration of a proposal for a three-story, 77,328 square foot office building on four parcels totaling 4.5 acres located at the southeast corner of the S Pacific Highway and Garfield Street intersection in the Regional Commercial (C-R) zoning district (371W32C500, 502, 503 & 600); Applicant/Agent, S&B James; Planner, Steffen Roennfeldt.

Acting Chair Culbertson asked for any potential conflicts of interest, ex-parte communications, or site visits. Commissioner Zelmer disclosed that he had visited the site. He also works for the Oregon Department of Transportation (ODOT) and had reviewed the project and made comments for the agency.

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

a) Bruce Kelling, agent for the applicant, gave some background on the project as well as the intent and purpose for the project.

Commissioner Catt asked if there was a shared driveway agreement between the two property owners.

b) Jay Harland, CSA Planning, 4497 Brownridge Terrace, Medford, also a consultant on this project, answered there is currently a shared access easement right at the approach to the highway. That will remain a shared access in the future. He said their goal is to work with Habitat for Humanity to see if they would be willing to dedicate a small amount of land to build the approach to the full standard that ODOT will want for the future.

Mr. Kelling reserved time for rebuttal.

c) Karen Zerger, Rogue Credit Union, said she was available for any questions.

Commissioner Smith asked if there were any plans for electric charging stations. Ms. Zerger answered there are plans for two electric charging stations.

There being no more testimony, the public hearing was closed.

Motion: Adopt the findings as recommended by staff and adopt the final order for approval of AC-20-158 per the staff report dated August 14, 2020, including Exhibits A through U and:

- Approval of a reduction in bicycle parking from 26 to 24 spaces
- Adjustment to the bufferyard requirement along the easterly property line
- Acceptance of the proposed commercial driveway cross-section per Exhibit F
- Addition of ODOT's conditions (Exhibit U) to Exhibit A

Moved by: Commissioner Neathamer      Seconded by: Commissioner Smith

Friendly Amendment: The last added condition should read "... (Exhibit U) to Exhibit A-1"

Moved by: Acting Chair Culbertson      Accepted by: Commissioners Neathamer and Smith

Roll Call Vote: Motion passed, 6-0

60. **Written Communications** None.

70. **Unfinished Business** None.

80. **New Business** None.

90. **Report from the Planning Department**

## Site Plan & Architectural Commission Minutes August 21, 2020

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90.1 Ms. Evans stated there is no business for the September 4, 2020, meeting. That meeting will be canceled. There is business scheduled for both the September 18<sup>th</sup> and October 2<sup>nd</sup> meetings.

90.2 Ms. Evans reported that City Council had approved the Urbanization Plan and annexation for urban area MD3a and the Shared Use Path amendment. At their next meeting, City Council will consider the Public Utility Easement Vacation amendment.

**100. Messages and Papers from the Chair** None.

**110. Propositions and Remarks from the Commission**

**120. Adjournment**

120.1 The meeting was adjourned at approximately 12:30 p.m. The proceedings of this meeting were digitally recorded and are filed in the City Recorder's office.

Submitted by:

\_\_\_\_\_  
Debbie Strigle  
Recording Secretary

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

Approved: September 18, 2020



# STAFF REPORT – CONTINUANCE REQUEST

for a Type-III quasi-judicial decision: SPAC

**Project** Creekside Village  
Applicant: Windy Creek, LLC; Agent: Joe Slaughter Consulting

**File no.** AC-20-205

**To** Site Plan & Architectural Commission *for September 18, 2020 hearing*

**From** Dustin Severs, Planner III

**Reviewer** Kelly Evans, Assistant Planning Director

**Date** September 11, 2020

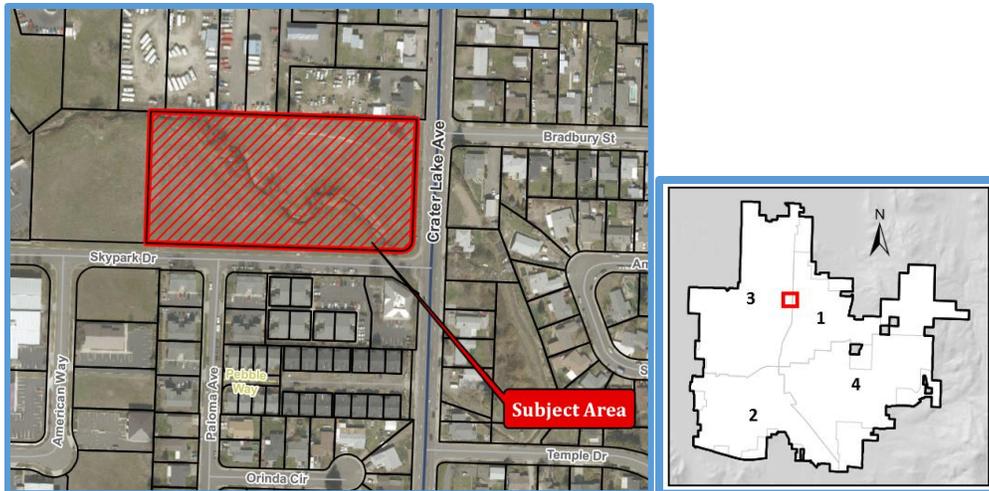
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## BACKGROUND

### Proposal

Consideration of plans for a six-phase, multi-family development consisting of 14 buildings with six units each—a total of 84 dwelling units. (The proposed development is running concurrent with LDS-20-207 and CUP-20-208.) The property consists of a single parcel totaling 4.76 acres, and is located at the corner of Skypark Drive and Crater Lake Avenue (1971 Skypark Drive). The property is zoned MFR-15 (Multiple Family Residential, 15 dwelling units per gross acre). (371W18AA TL 2300). Applicant: Windy Creek LLC; Agent: Slaughter Consulting; Planner: Dustin Severs.

### Vicinity Map



**Request**

The applicant has requested that the item be continued to October 2, 2020.

**EXHIBITS**

A Continuance Request, received September 9, 2020.  
Vicinity Map

**SPAC AGENDA:**

**September 18, 2020**

## Dustin J. Severs

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**From:** Joseph Slaughter <joe@joeslaughterplanner.com>  
**Sent:** Wednesday, September 9, 2020 11:38 AM  
**To:** Dustin J. Severs  
**Subject:** Continuance for AC-20-205

<EXTERNAL EMAIL \*\*Click Responsibly!\*\*>

Hi Dustin,

I hope you were able to make it home safely last night and that everything is going well this morning.

I discussed, with the owners, the possibility of continuing the hearing for the Creekside Village development until October 2nd and they agreed that the hearing should be continued.

Please accept this correspondence as my official request to continue the SPAC hearing for file number AC-20-205 to the October 2nd meeting.

Thank you,  
Joe



Project Name:  
**Creekside Village**

Map/Taxlot:  
**371W18AA TL 2300**



**Legend**

-  Subject Area
-  Tax Lots

7/21/2020

