



**AGENDA**  
**September 21, 2018**  
**Immediately following SPAC meeting**

**MEDFORD SITE PLAN AND ARCHITECTURAL COMMISSION  
STUDY SESSION**

**MEDFORD ROOM, 3<sup>RD</sup> FLOOR, CITY HALL, 411 W. 8<sup>TH</sup> STREET, MEDFORD**

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**Subjects**

1. Mini storages

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City of Medford

# Planning Department

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

## MEMORANDUM

Subject Mini-Storage Design Standards  
File no. GF-18-131  
To Site Plan & Architectural Commission *for September 21, 2018 study session*  
From Kelly Evans, Assistant Planning Director *ke*  
Date September 14, 2018

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### Direction Sought

Staff is asking the SPAC for direction on the following:

- 1) Identify any changes to be made to the existing code language.
- 2) Provide direction on potential design standards.

### Overview

On August 17, 2018, the Site Plan and Architectural Commission (SPAC) requested a study session to discuss mini-storage developments. Over time SPAC has considered recurring requests for relief from certain development standards, which may be indicative of flawed, vague or missing code language.

### Amendments to Existing Code Sections

The Commission has provided relief to Code requirements for parking and paving on more than one occasion. Recent projects have requested relief to cross-access and bufferyard standards. The applicable code sections are attached for review. The following explains the issue with each code section.

#### 10.550 Access Standards

The issue with this code section is limited to projects on arterial or collector streets. The code disallows access to higher order streets for properties with the ability to access a lower order street or has a legal right of access to any street via any abutting parcel. Additionally, if access is granted to a higher order street, the subject property must provide cross-access easements to all contiguous properties that do not abut a lower order street.

*Staff comment:* The purpose of limiting access to higher order streets is to reduce accidents and to allow traffic to flow. Mini-storage facilities are typically secured and

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generally do not provide cross-access. There may be design solutions, such as making the storage facility a “back yard” use, but the safety and overall function of the higher order street system should not be compromised. Staff does not recommend amending the access standard.

#### 10.743 Parking Standards

As written, the code requires 2.0 parking spaces per manager’s residence plus 1.0 space per 9 or 11 storage cubicles. Historically, the Commission has considered the area in front of the storage units as the required parking.

*Staff comment:* This requirement could be clarified. One option would be to require two spaces for the manager’s residence, parking for the office per the office standard and remove the per-unit parking requirement.

#### 10.746 General Design Requirements for Parking

This section requires that all parking, loading, driveway and vehicle maneuvering areas be paved. The Commission has authorized relief from this requirement for RV storage on several occasions.

*Staff comment:* There may be benefits to allowing the use of gravel parking areas at this type of facility, including reduced stormwater detention and treatment facility requirements. Potential drawbacks include resulting fugitive dust and track-out. One solution may be to require paved driveways and allow the parking stalls to be gravel. Ongoing dust control could be a requirement.

#### 10.746(3) Parking Area Planters

Parking area planters are required when 24 or more parking stalls are provided. This standard has been relieved in the past along with the parking standard in 10.743 discussed above.

*Staff comment:* This requirement could be clarified or removed, depending on the resolution of the parking issue identified above.

#### 10.790 Bufferyards

Bufferyards are required between certain zone districts to mitigate impacts between dissimilar uses. The standard requires a minimum six foot block or masonry wall and a 10-foot landscaped area. There is a provision that allows building walls without openings below eight feet to act as the required wall.

*Staff comment:* This issue is readily resolved for mini-storage by placing the units along the property line. It becomes more problematic for RV storage. It may be appropriate to continue the requirement for buffers along property lines abutting residential zones but less important against other industrial zones.

### **Other Considerations**

Materials – limit to conventional materials, such as masonry or site built facilities.

Architecture – require certain design features, such as a defined office entry, multiple stories, use of color, or a mix of materials or finishes (i.e., use of smooth face and split face CMU).

### **Next Steps**

Based on the comments received, staff will produce proposed code language and bring it back to SPAC. The proposed language will then be presented to the Planning Commission at a study session.

### **Attachment**

- A. Current code sections

**10.550 Access Standards.**

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

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(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.

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**10.743 Parking Standards**

Table 10.743-1 – City of Medford Minimum and Maximum Parking Standards			
Land Use Category	Parking Standards are based on number of spaces per 1,000 Square Feet of Gross Floor Area (unless otherwise noted)		
	Minimum Number of Required Parking Spaces		Maximum Permitted Parking Spaces
	Central Business District C-B Overlay (outside of Downtown Parking District)**	All Other Zones	All Zones
Mini-Warehouse or Mini-Storage Facility	2.0 spaces per manager’s residence, plus 1.0 space per 12 storage cubicles	2.0 spaces per manager’s residence, plus 1.0 space per 11 storage cubicles	2.0 spaces per manager’s residence, plus 1.0 space per 9 storage cubicles

### **10.746 General Design Requirements for Parking.**

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 minimum design requirements of this section.

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#### **(3) Parking Area Planters.**

It is the purpose of this subsection to create shade and visual relief for large expanses of parking.

a. Parking areas exceeding 24 parking spaces shall contain areas of interior landscaping, such as planter islands or planter projections into the parking area, which comply with the planting schedule provided in Subsection 10.746 (3)f. and Section 10.780, Landscape and Irrigation Requirements, and as approved by the approving authority.

b. Planters shall be dispersed throughout the parking area and contain, at minimum, the landscaping area square footage specified in the Planting schedule of Subsection 10.746(3)(f). Square footage of each parking area planter may vary; however, each parking area planter shall meet the soil volume requirements of Subsection 10.780(G)(10)(a).

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(15) Connect Parking Areas. Parking areas with access to arterial or collector streets shall be so designed as to connect with existing or future parking areas on adjacent sites thereby eliminating the necessity of utilizing the arterial or collector street for cross movements.

### **10.790 Bufferyards.**

#### **A. Purpose.**

Bufferyards are utilized in order to minimize potential conflicts caused by in types and intensity of uses on adjacent properties. Factors to be mitigated include nuisances, such as visual impacts of buildings or parking areas, glare, views from upper story windows, dirt, litter, noise and signs.

#### **B. Location.**

Bufferyards shall be located along property lines which define the boundary between one zoning district and another, or along the boundary between a zoning district and a General Land Use Plan Map (GLUP) designation where there is not yet city zoning. The specific location of the bufferyard, relative to the property line, is governed by Subsections C-E. Bufferyards are not required along any portion of a public right-of-way or private street.

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#### **E. Bufferyard Standards.**

(1) This Subsection provides the width of the bufferyard, type of wall required, and the required planting scheme to provide effective screening between adjacent properties having dissimilar land use. For an administratively approved bufferyard, the Standard Planting Scheme as required by 10.790 (E)(1)(a) shall be used unless the applicant wishes to submit a Site Plan and Architectural Review application to have the Commission consider modifying the requirement.

(a) Planting Scheme: In addition to compliance with other landscaping provisions in this chapter, bufferyards shall include a variety of plant sizes and shapes and provide effective visual screening between the adjacent properties having dissimilar land uses. The bufferyard shall be planted with trees and shrubs of the appropriate size, shape and spacing to provide a continuous canopy between the top of the wall and a height of 20 feet within ten (10) years. A minimum of 60 percent of the

trees used to provide visual screening shall be non-deciduous species. The planting plan shall take into account the nature of the impacts specific to the two sites, particularly building height and locations of windows and lighting.

**Table 10.790-3. Bufferyard Types**

<u>Type</u>	<u>Width</u>	<u>Wall</u>
A	10 feet	Six (6) foot concrete or masonry wall.
B	20 feet	Eight (8) foot concrete or masonry wall

(2) The wall shall typically be placed on the property line between the two uses; however, the approving authority may authorize its location anywhere within the bufferyard. Walls shall be constructed of a material and design that is sight-obstructing, compatible with adjacent uses, and accepted by the approving authority.

(3) Any part of the bufferyard may be located on the adjoining property provided it is planted with a proportionate share of the required plants and, for any part located outside of the standard setback, a perpetual bufferyard easement is recorded by the property owner. The easement shall allow for the installation and perpetual maintenance of the bufferyard and restrict use of the area to only the bufferyard.

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(6) Adjustments to bufferyards: The approving authority shall have the discretion to make adjustments to the bufferyard requirements if an unusual circumstance exists and a finding is made that adequate buffering will be provided to avoid significant adverse impacts to the livability or value of the adjoining properties. Adjustments shall not be made simply for the convenience of site design. Adjustments to the bufferyard requirements may include, but are not limited to, the following:

- (a) Where a building wall with no openings below eight (8) feet abuts the bufferyard, the building wall may be counted in place of a required wall or fence.
- (b) Where there is existing development on the site, such as paving or a building, which affects or precludes implementation of the bufferyard standard.
- (c) Where a proposed project abuts existing development, and the adjacent uses are the same (i.e., apartment parking lot adjacent to commercial parking lot) or are sufficiently compatible that the full buffering, otherwise required, is not necessary and the uses are not expected to change significantly over time.
- (d) Where a project abuts an irrigation canal, natural waterway, railroad right-of-way, or other such element.