



**Oregon**  
Theodore R. Kulongoski, Governor

**Department of Land Conservation and Development**

635 Capitol Street, Suite 150  
Salem, OR 97301-2540  
(503) 373-0050  
Fax (503) 378-5518  
[www.lcd.state.or.us](http://www.lcd.state.or.us)



**NOTICE OF ADOPTED AMENDMENT**

01/31/2012

**TO:** Subscribers to Notice of Adopted Plan  
or Land Use Regulation Amendments

**FROM:** Plan Amendment Program Specialist

**SUBJECT:** City of Medford Plan Amendment  
DLCD File Number 019-11

The Department of Land Conservation and Development (DLCD) received the attached notice of adoption. A Copy of the adopted plan amendment is available for review at the DLCD office in Salem and the local government office.

**Appeal Procedures\***

**DLCD ACKNOWLEDGMENT or DEADLINE TO APPEAL:** Tuesday, February 14, 2012

This amendment was submitted to DLCD for review prior to adoption pursuant to ORS 197.830(2)(b) only persons who participated in the local government proceedings leading to adoption of the amendment are eligible to appeal this decision to the Land Use Board of Appeals (LUBA).

If you wish to appeal, you must file a notice of intent to appeal with the Land Use Board of Appeals (LUBA) no later than 21 days from the date the decision was mailed to you by the local government. If you have questions, check with the local government to determine the appeal deadline. Copies of the notice of intent to appeal must be served upon the local government and others who received written notice of the final decision from the local government. The notice of intent to appeal must be served and filed in the form and manner prescribed by LUBA, (OAR Chapter 661, Division 10). Please call LUBA at 503-373-1265, if you have questions about appeal procedures.

**\*NOTE:** The Acknowledgment or Appeal Deadline is based upon the date the decision was mailed by local government. A decision may have been mailed to you on a different date than it was mailed to DLCD. As a result, your appeal deadline may be earlier than the above date specified. NO LUBA Notification to the jurisdiction of an appeal by the deadline, this Plan Amendment is acknowledged.

**Cc:** Carly Guillory, City of Medford  
Angela Lazarean, DLCD Urban Planner

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FORM 2

DLCD

## Notice of Adoption

☐ In person ☐ Electronic ☐ Mailed

DEPT OF

JAN 26 2012

LAND CONSERVATION  
AND DEVELOPMENT

This Form 2 must be mailed to DLCD within **5-Working Days after the Final Ordinance is signed** by the public Official Designated by the jurisdiction and all other requirements of ORS 197.615 and OAR 660-018-000

For Office Use Only

Jurisdiction: **City of Medford**

Local file number: **DCA-10-100**

Date of Adoption: **1/19/2012**

Date Mailed: **1/23/2012**

Was a Notice of Proposed Amendment (Form 1) mailed to DLCD? ☒ Yes ☐ No Date: 10/10/2011

☐ Comprehensive Plan Text Amendment

☐ Comprehensive Plan Map Amendment

☒ Land Use Regulation Amendment

☐ Zoning Map Amendment

☐ New Land Use Regulation

☐ Other:

Summarize the adopted amendment. Do not use technical terms. Do not write "See Attached".

Amendment to the Medford Land Development Code to add procedure and criteria language regarding the renaming of existing streets.

Does the Adoption differ from proposal? No, no explanation is necessary

Plan Map Changed from: **n/a**

to: **n/a**

Zone Map Changed from: **n/a**

to: **n/a**

Location: **n/a**

Acres Involved: **0**

Specify Density: Previous: **n/a**

New: **n/a**

Applicable statewide planning goals:

**1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **11** **12** **13** **14** **15** **16** **17** **18** **19**  
☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Was an Exception Adopted? ☐ YES ☒ NO

Did DLCD receive a Notice of Proposed Amendment...

35-days prior to first evidentiary hearing?

☒ Yes ☐ No

If no, do the statewide planning goals apply?

☐ Yes ☐ No

If no, did Emergency Circumstances require immediate adoption?

☐ Yes ☐ No

DLCD file No. 019-11 (19014) [16915]

Please list all affected State or Federal Agencies, Local Governments or Special Districts:

City of Medford Public Works Department, Jackson County Emergencies Services, Post Office, Medford Fire Department

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Local Contact: **Carly Guillory**

Phone: **(541) 774-2380**

Extension:

Address: **200 S. Ivy Street**

Fax Number: **541- -**

City: **Medford**

Zip: **97501-**

E-mail Address:

**carly.guillory@cityofmedford.org**

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### **ADOPTION SUBMITTAL REQUIREMENTS**

**This Form 2 must be received by DLCD no later than 5 working days after the ordinance has been signed by the public official designated by the jurisdiction to sign the approved ordinance(s)**  
per ORS 197.615 and OAR Chapter 660, Division 18

1. This Form 2 must be submitted by local jurisdictions only (not by applicant).
2. When submitting the adopted amendment, please print a completed copy of Form 2 on light green paper if available.
3. Send this Form 2 and one complete paper copy (documents and maps) of the adopted amendment to the address below.
4. Submittal of this Notice of Adoption must include the final signed ordinance(s), all supporting finding(s), exhibit(s) and any other supplementary information (ORS 197.615 ).
5. Deadline to appeals to LUBA is calculated **twenty-one (21) days** from the receipt (postmark date) by DLCD of the adoption (ORS 197.830 to 197.845 ).
6. In addition to sending the Form 2 - Notice of Adoption to DLCD, please also remember to notify persons who participated in the local hearing and requested notice of the final decision. (ORS 197.615 ).
7. Submit **one complete paper copy** via United States Postal Service, Common Carrier or Hand Carried to the DLCD Salem Office and stamped with the incoming date stamp.
8. Please mail the adopted amendment packet to:

**ATTENTION: PLAN AMENDMENT SPECIALIST  
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT  
635 CAPITOL STREET NE, SUITE 150  
SALEM, OREGON 97301-2540**

9. **Need More Copies?** Please print forms on 8½ -1/2x11 green paper only if available. If you have any questions or would like assistance, please contact your DLCD regional representative or contact the DLCD Salem Office at (503) 373-0050 x238 or e-mail [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us).

<http://www.oregon.gov/LCD/forms.shtml>

Updated December 30, 2011

ORDINANCE NO. 2012-15

AN ORDINANCE amending Section 10.457 of the Medford Code and adding Section 10.458 pertaining to street naming and renaming and street signs.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

SECTION 1. Section 10.457 of the Medford Code is amended to read as follows:

10.457 Street Names Naming and Street Signs.

**This section applies to the naming of proposed streets that occurs in conjunction with the applicable development proposal review. The purpose of the street naming procedures is to ensure use of clear and unique street names so that emergency personnel may find the streets without being hindered by similar or confusing names. Approval of street names is not a land use decision.**

A. Each **proposed** street shown on a development proposal shall be named thereon, and the name given it shall be approved by the **Medford** Planning Department. ~~The street name shall be drawn from a list of street names developed and maintained by the Planning Department, unless specific approval is given by the approving agency (Planning Commission) for some other name of the developer's choice.~~

**B. The criteria in Section 10.458(B) shall be utilized in determining the acceptability of the proposed street names.**

C. Prior to the issuance of ~~the~~ a development permit, the developer shall pay a street sign fee as required to equip all **necessary** street intersections with sign posts, street name signs and traffic signs as per the standards and specifications established by the City of Medford and/or the Department of Motor Vehicles of the State of Oregon.

SECTION 2. Section 10.458 of the Medford Code is added to read as follows:

10.458 Street Renaming, Public and Private.

This section applies to the change of name of an existing street or alley, or to the naming of an already-existing but unnamed street or alley. The purpose of the street renaming procedures is to ensure use of clear and unique street names so that emergency personnel may find the streets without being hindered by similar or confusing names. Approval of street names is not a land use decision.

A. Procedures, Street Renaming, Public and Private.

(1) Public Streets. A public street renaming application shall be processed using Class B procedures with the City Council being the approving authority. The decision of the City Council is final. A certified copy of the approving ordinance and exhibits shall be filed with the County Recorder, Assessor, and Surveyor for the name change to become effective.

(2) Private Streets or Driveways. A private street or driveway renaming application shall be processed as a procedural Class D decision, with the Planning Director being the approving authority. The decision of the Planning Director may be appealed to the City Council per Section 10.051.

(a) After an application for private street renaming has been received by the Medford Planning Department, the Planning Department shall send copies to affected agencies and City departments for review.

(b) Within 25 working days after the application is received, the Medford Planning Department shall send written notification to the applicant indicating:

- (i) The application is missing information required in Section 10.458 C. (Note: Once the missing information has been received, the City will have 25 working days to complete the review); or,
- (ii) The application has been approved consistent with Section 10.458; or,
- (iii) The application has been disapproved because it is not consistent with Section 10.458.

B. Approval Criteria, Street Renaming, Public and Private.

The approving authority shall not approve any street name unless it finds that the proposed name is consistent with the following criteria:

- (1) Proposed names shall not be the same or similar to any other street name in Jackson County;
- (2) The proposed street name must not sound the same, although spelled differently (a homonym), as any other street name in Jackson County;
- (3) The proposed street name must be simple to pronounce;
- (4) The proposed street name shall not contain Cardinal directions (north, south, east, west)
- (5) The proposed street name shall not contain offensive or derogatory terms;
- (6) The proposed street name shall not contain punctuation or special characters;
- (7) When a street makes a directional change of approximately 90 degrees or more, the street name shall change;
- (8) Street names shall continue across intersections and roundabouts;
- (9) A street may not loop around in such a way that it creates two intersections with one other street, unless the street name at one intersection is different; and,
- (10) The proposed street name must have a suffix from Table 10.458-(1), *Permitted Medford Street Suffixes* below.

Table 10.458-(1)  
Permitted Medford Street Suffixes

| <i>Suffix</i> | <i>Abbreviation</i> | <i>Description</i>                                                                             |
|---------------|---------------------|------------------------------------------------------------------------------------------------|
| Avenue        | AVE                 | Street that is continuous and not limited to a single subdivision                              |
| Boulevard     | BLVD                | Street with a landscaped median dividing the right-of-way                                      |
| Circle        | CIR                 | Permanently Dead-End Street Terminating in a Cul-de-sac                                        |
| Court         | CT                  | Permanently dead-end street or termination in a cul-de-sac, not longer than 660 feet in length |
| Drive         | DR                  | Curvilinear Street                                                                             |
| Lane          | LN                  | Lower-Order Street                                                                             |
| Parkway       | PKWY                | Higher-Order Street with a Median                                                              |

|        |     |                                                                                                                       |
|--------|-----|-----------------------------------------------------------------------------------------------------------------------|
| Place  | PL  | Permanently Dead-End Street, Termination in a Cul-de-sac, or Short Through Street, Not Longer than 450 Feet in Length |
| Road   | RD  | Higher-Order Street                                                                                                   |
| Street | ST  | Common or Default Suffix                                                                                              |
| Way    | WAY | Curvilinear Street                                                                                                    |

C. Application, Street Renaming, Public and Private.

Street renaming applications shall be submitted to the Medford Planning Department on applications forms supplied by the Planning Department.

(1) Public Streets. The application for public street renaming shall require the following:

- (a) Signed application form
- (b) Jackson County Assessor's map(s) showing entire length of subject street;
- (c) Typed mailing labels for:
  - (i) Property owners with property abutting subject street; and
  - (ii) Property owners with property that has an address, or may have an address in the future, on subject street.
- (d) Application fee in amount established by City Council paid upon application submittal.
- (e) Street sign fee in amount as required to replace all necessary street signs per the standards and specifications established by the City of Medford and/or the Department of Motor Vehicles of the State of Oregon.

(2) Private Streets. The application for private street renaming shall require the following:

- (a) All items listed in section 10.458 (C)(1).
- (b) Signatures of all affected property owners.
- (c) If the application is approved, a signed and recorded copy of a *Declaration of Private Street/Driveway* form must be provided to the Medford Planning Department for the name change to become effective.

PASSED by the Council and signed by me in authentication of its passage this 19 day of JANUARY, 2012.

ATTEST: Glenda Wilson  
City Recorder

[Signature]  
Mayor

APPROVED Jan 19, 2012.

[Signature]  
Mayor

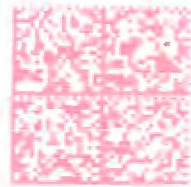
NOTE: Matter in **bold** in an amended section is new.

**CERTIFIED MAIL™**

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01/24/2012

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**DEPT OF**

**JAN 26 2012**

**LAND CONSERVATION  
AND DEVELOPMENT**

ATTN: PLAN AMENDMENT SPECIALIST  
DEPT. OF LAND CONSERVATION AND  
DEVELOPMENT  
635 CAPITOL STREET NE, SUITE 150  
SALEM, OR 97301-2540

**RETURN RECEIPT  
REQUESTED**