

CITY OF MEDFORD



DESIGN GUIDELINES and Review Process





Planning Department

Continuous Improvement – Customer Service

City Hall – Lausmann Annex • Room 240 • 200 South Ivy Street • Medford, Oregon 97501

DESIGN GUIDELINES

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INTRODUCTION

This manual was created with the assistance of community members, including design professionals, builders, and Commission members. It is the purpose of these guidelines to create a common understanding between applicants and Commissioners as to what constitutes acceptable design, and what can be expected in the review process. Uses of these guidelines will, hopefully, promote a smooth and expedited review process.

This *Design Guidelines and Review Process* manual contains suggested approaches that have been found to be acceptable and establishes a basis upon which all applications will be judged for compatibility and aesthetics. If you do not follow the guidelines, be prepared to present an acceptable alternative. Innovation is encouraged. It is hoped that this handbook will assist you in understanding Medford's design preferences and project review process. We hope that there will be much thought put into your proposed project design, in recognition of the fact that each new building or development will be a long-term part of our community. It has been said that the role of the Site Plan and Architectural Commission is "*to improve Medford's livability one project at a time.*"

GOALS OF DESIGN GUIDELINES

- To create a common understanding of acceptable design;
- To ensure compatibility with adjacent development and the existing environment;
- To encourage creativity and innovative design;
- To promote respect for, and enhancement of, existing projects of architectural and historical significance;
- To enhance the visual impact of public traffic corridors; and
- To provide pedestrian interest and access.

COMMONLY ASKED QUESTIONS

Q: *Why does the City of Medford have a Site Plan and Architectural Commission (SPAC)?*

A: The Site Plan and Architectural Commission was established in order to review and approve the functional and aesthetic qualities of proposed development.

Q: *Will my project have to be reviewed by the Site Plan and Architectural Commission (SPAC) or the Planning Commission?*

A: It is best to check with the Planning Department staff to determine whether your project will require review.

Q: *How long will the review process take?*

A: The design review process takes approximately ten to twelve weeks. The length of time may be longer if the application is not complete or clear; if changes to the plan are proposed during review; or if a traffic study is required. For details of the review process, see the *Application Process and Time Line* on page 5.

Q: *What are design guidelines?*

A: Design guidelines are suggested approaches to design issues that are typically found to be acceptable by the reviewing commissions.

Q: *What is the purpose of the Design Guidelines and Review Process manual?*

A: This manual provides three important functions:

1. To suggest and encourage good design;
2. To identify design solutions which tend to be preferred by SPAC and/or Planning Commission; and
3. To inform applicants/designers of what is expected.

Q: *Why should I use the Design Guidelines and Review Process manual?*

A: This manual contains information that will help you understand the review process and make it go more smoothly.

Q: *Are the design standards the same for all types of development?*

A: While there are some general standards which apply to all development, it is recognized that neighborhoods differ and that residential, commercial, and industrial areas serve different functions. These differences are taken into consideration during the review process.

RECOMMENDATIONS FOR APPLICANTS

- Become familiar with pertinent requirements and criteria in the Medford Land Development Code (LDC) and recommendations within the Design Guidelines and Review Process manual prior to preparing plans;
- Develop a realistic project time line. An application that is complete and addresses required standards and suggested design guidelines will lessen the likelihood of delay;
- Consider utilizing professional planners, architects, landscape architects, engineers, and designers to better insure an informed and quality presentation;
- Contact utility representatives prior to preparing plans in order to accurately depict existing utility locations and planned hookups;
- As a good neighbor, consider all impacts of your project upon adjacent development and the neighborhood;
- Provide submittals and make presentations which clearly and effectively explain your project to those involved in the review; and
- Make sure that a project representative attends all application review meetings.

APPLICATION PROCESS AND TIME LINE

You are strongly encouraged to have a preapplication conference with Planning Department staff prior to submitting your application. A more formal “preliminary review” is also available which includes all the same steps as the full review without going before the Commission itself. A “preliminary review” is particularly helpful for complex projects, as well as those that require significant decisions by the reviewing agencies. This process gives an applicant a strong indication of what conditions of approval will result from a full review.

The following schedule is the goal for project review by either SPAC or Planning Commission (PC). The twelve week review process may be extended for such reasons as incomplete or unclear applications, revisions to the plans during the review process, when a traffic study is required, or for large or complex projects:

Weeks 1-4: Application submittal/file setup/initial review/assign to planner

Weeks 5-6: Distribute to referral agencies/Land Development Committee Meeting
(utilities, city staff, and applicant)

Weeks 7-9: Write Staff Report/send out Public Hearing notices

Weeks 10-12: Staff Report available to public one week before Public Hearing/
Public Hearing (and possible decision) before SPAC or PC/
Approval of Final Order by SPAC or PC

Submittal of a building permit:

After the initial vote of approval by SPAC, you can submit plans for a building permit with the Building Safety Department. The building permit can be approved after all the conditions of approval from the Commission review have been met (see Planning Department) and the plan check in the Building Safety Department has been completed (see Building Safety Department).

DESIGN GUIDELINES

COMPATIBILITY WITH SURROUNDINGS

New development should promote visual harmony with the surrounding environment.

Building Design should consider factors such as scale, shape, height, roof design, articulation, color, materials, and screening of unsightly elements.

New development should also blend in with the existing terrain and landscape as much as possible. Particular consideration should be given to existing trees which are located on the site or overhang from adjacent property. Existing healthy trees of desirable species should be retained as much as possible.

- The site/landscape plan should identify the location, type, size, and condition of all existing trees. Existing healthy trees may count toward the tree requirements of the LDC.
- Where existing vegetation is being retained, the plans should indicate actions to be taken to assure their preservation. Examples would include barriers to prevent damage during construction, and maintenance programs.
- Where existing trees are to be retained, extensive understory planting, which could damage roots, must be avoided, and plant materials that can thrive under established trees should be utilized. Landscaping around native oak trees should be capable of surviving with minimal supplemental irrigation, and must be resistant to oak root fungus.

Creeks and other riparian areas should be integrated into the design as an amenity.

PLANTINGS

Plantings are an integral part of a development, which should be considered from the beginning of the site planning process. Attention should be given to appearance as well as function, providing an attractive complement to the building, while also considering the needs of the plants and the people occupying the site. Specific landscaping/planting guidelines are included in the landscaping portion of the Appendix found at the end of this manual. See also Sections 10.780-10.797 of the LDC.

An automatic irrigation system will be necessary to support landscaping. It is only required that you indicate whether the system will be spray or drip and what the backflow prevention device model number will be.

PEDESTRIAN FRIENDLY DESIGN

With so much emphasis given to the automobile, many developments are not inviting to people when outside their cars. There are many things that can be done to make places more enjoyable for pedestrians. Consider the following early in the design process:

- Use detail in both the architecture and landscaping to provide visual interest for pedestrians;
- Consider placement of buildings adjacent to streets with parking behind;
- Encourage signage and windows at pedestrian heights;
- Incorporate awnings and recessed entries for weather protection;
- Consider adding amenities that will invite people to the site. These might include benches, clocks, lights, ornamental and drinking fountains, plazas, or kiosks; and
- Use large canopy trees for shade and to enclose space.

Incorporate pedestrian safety into site design.

- Assure that there are no hiding places in pedestrian areas. Trees should be high enough to see under and other plants should be low growing; and
- Make pedestrian walkways stand out, particularly when they cross vehicular areas. See §10.772-10.775 of the LDC.

Promote pedestrian and bicycle movements within the site and between neighboring properties. See §10.464-10.466 of the LDC.

Public sidewalks shall be installed in accordance with §10.500-10.502 of the LDC.

VEHICULAR MOVEMENT

On sites where vehicular access is provided, attention should be given to logical and functional traffic flow patterns which adequately and safely provide for vehicular movement, both within the site and at entrance/exit points. The following are specific guidelines for vehicular movement:

- Keep plants low at traffic confluences to provide good vision clearance. See site distance regulations in §10.735 of the LDC.
- Keep driveways as far from street intersections as possible; and

- Accommodate service vehicles expected to access the site and locate loading areas, storage areas, etc. to minimize visual and noise impacts on adjoining properties. See §10.742 of the LDC.

PARKING DESIGN WITHIN THE LANDSCAPE

Specifications for parking lots are located between §9.550 of the *Medford Code* and in §10.741-10.746 of the LDC. The following should also be considered:

- Landscape nodes/planter bays should be interspersed with parking in a manner which will provide visual relief and shade. These areas should be large enough to accommodate selected plant material when mature;
- Consideration should be given to provide sufficient space for vehicle overhangs and pedestrian access without intruding into landscaped areas;
- Trees utilized in these areas should be relatively free from droppings, and should not be prone to shallow roots which can break up pavement;
- Provide clear and logical pedestrian routes with sufficient widths to avoid interference with plants or overhangs from automobiles. Walkways should be clearly evident to both pedestrians and drivers; and
- Consider providing pedestrian amenities in key pedestrian nodes (i.e. benches, drinking fountains, shelters).

BUILDING PLACEMENT AND ORIENTATION

Applicants are encouraged to locate buildings and improvements in a manner that creates usable and interesting open spaces.

- Open space should be designed to enhance the relationship of the building to the adjoining streets and adjacent properties. Recessed entries on street frontages of buildings can be used to ease the monotony of long building walls;
- Consider locating buildings near street frontages and parking to the side or rear of the site in order to be more pedestrian friendly;
- Integrate buildings and parking areas into the slope of the land. Improvements should step with the grade where possible and avoid leaving steep slopes, particularly along the periphery of the site; and
- In the design, consideration should be given to both on-site and off-site solar access.

BUILDING SCALE

The relative size of building(s) and proximity to each other and to adjacent buildings or site improvements should be considered in the design. Avoid exaggerations of size and crowding of building masses.

BUILDING ARTICULATION AND DETAILING

Break up large facades with articulated building elements or breaks in plane. Utilize variegated elevations to avoid a “big box” effect.

BUILDING MATERIALS AND COLORS – COMPATIBILITY

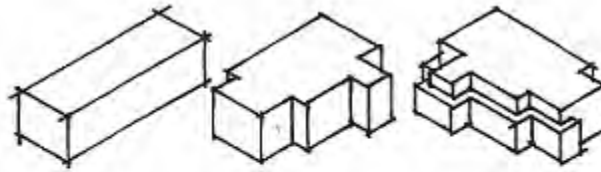
Building material choices and colors should be compatible, but not necessarily identical with the trend set by neighboring structures.

SITE AND BUILDING LIGHTING

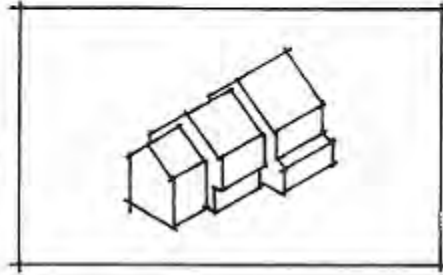
Exterior lighting should be provided with the objectives of improving safety and adding aesthetic interest. Additional factors to consider including the following:

- Trees should not interfere with light standards or significantly block illumination;
- Care should be given to assure that glare and off-site light intrusion conform to §10.764 of the LDC.

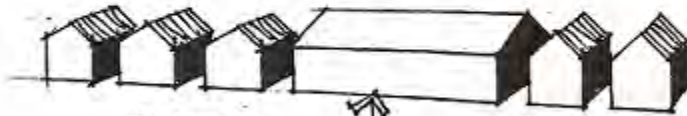
"BIG BOXES" ARE DISCOURAGED



REDUCED SCALE IS ENCOURAGED



THIS

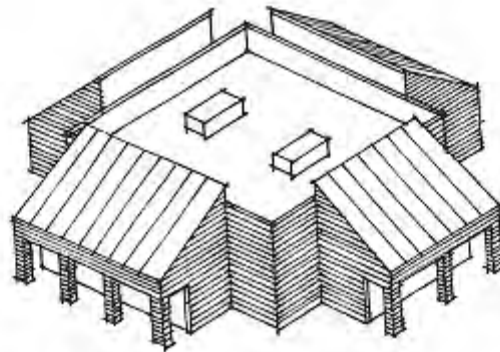
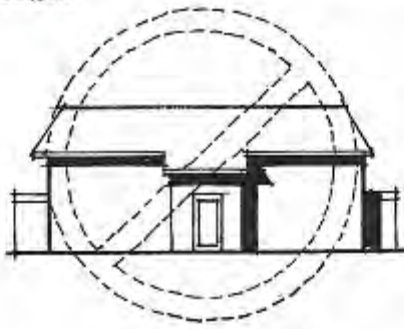


NOT THIS

REPLACE LARGE BUILDING MASS WITH SMALLER ARCHITECTURAL COMPONENTS



ARTICULATED
ROOF DESIGN



MECHANICAL UNITS
CAN BE SCREENED
WITH BUILDING COMPONENTS

MISCELLANEOUS SITE CONSIDERATIONS

Useable outdoor living space creates a more livable environment. Common areas with public outdoor space should be created, as well as private outdoor living space for individual dwellings. Rear yard areas should be finished so as to create functional space that is readily accessible.

GRADING AND DRAINAGE

Off-site drainage impacts should be investigated, and collection of drainage within the site should be accommodated. Except where there are natural streams or drainage easements, grades should be gently sloped in a manner which restricts the draining of collected water onto neighboring properties.

Directional swales should be used for functional and aesthetic purposes. See the landscaping portion of the Appendix for maximum and minimum slope recommendations.

Drainage plans should include collection points, spot elevations, and directional flows. On sites with greater than 8% natural slope, a cross section perpendicular to contours should also be provided.

Surface runoff from parking lots may not cross sidewalks, bike paths, driveways, or walkways. See §10.485-10.488 and 10.727-10.728 of the LDC for additional drainage provisions.

SCREENING/CONCEALMENT OF OFFENSIVE ELEMENTS

Offensive visual elements, such as processing equipment, conveying equipment, maintenance equipment, and exterior material storage, must be concealed from view at grade level by opaque sight obscuring devices. Where possible, such screening should be accomplished using the architectural elements of the building (i.e. roof forms, parapets, wing walls, alcoves, etc). Properly constructed fences may serve as sight obscuring screening devices in some circumstances, particularly in side or rear yard areas. See §10.781-10.783 of the LDC.

TRASH ENCLOSURES

Trash receptacles shall be kept in enclosures which conceal them from view. When possible, these enclosures should be incorporated into the building (i.e. wing walls, alcoves). If free standing, the enclosures should be constructed of materials which are compatible with other structures on site, and should be visually buffered with landscaping. The enclosure shall be constructed of solid wood, metal, or block. Access doors shall be made of solid wood or metal. Chain-link fencing with or without slats is not considered adequate for this purpose.

SIGNAGE

Consideration should be given to assure that signs are an attractive complement to the site while also identifying the location of the occupant. The locations, size, and number of signs are governed by §10.1000-10.1810 of the LDC. SPAC may review and approve signs under §10.291(1) of the LDC.

FENCING

The location of any anticipated fencing should be shown on the plans. Details such as height, building materials, and style should also be indicated, either through a verbal description, visual schematic, or combination thereof. Also see §10.731-10.722 of the LDC.

UTILITY PLACEMENT

The following should be addressed:

- Wall mounted utility devices, such as meters and television cable boxes, shall not be mounted on the side of the building facing the street unless they are screened from view from those streets by an opaque sight obscuring screening element. Where possible, equipment screening should be accomplished using architectural elements of the building (i.e. wing walls, alcoves, etc.). See §10.782 of the LDC;
- Manholes must be placed where they have direct vehicular access wherever possible; and
- During project development, consult with the utilities.

NOISE GENERATION AND ABATEMENT

Consider noise generation potential of likely site occupants, and incorporate mitigating features where appropriate. See §10.752 of the LDC.

SPECIAL DISTRICTS AND OVERLAYS (i.e., Historical, Urban Renewal, Central Business, Airport Approach, Airport Radar Overlay)

These zones have been determined to have unique characteristics which require special attention to preserve the architectural characteristics or address safety issues of the designated area. See separate guidelines in §10.339-10.411 of the LDC.

APPENDIX

The following Appendix includes a compilation of information and examples that should be helpful in understanding the project review process and what is expected in a complete application:

- SPAC Authorization
- Directory of Interested Agencies
- Sample Application Form
- Site Planning Requirements – Reference List
- Design Guidelines Checklist
- Sample Preliminary Drainage Plan
- Sample Site Plan
- Recommended Tree List for Medford
- Site Soil Preparation and Planting Detail

SITE PLAN AND ARCHITECTURAL COMMISSION AUTHORIZATION

FROM LAND DEVELOPMENT CODE

10.132 **Authority of the Site Plan and Architectural Commission**

The Site Plan and Architectural Commission (SPAC) is hereby designated as the approving authority for the following plan authorizations:

| <u>Plan Authorization</u> | <u>Class</u> |
|---------------------------------------|--------------|
| 1. Exceptions | “C” |
| 2. Site Plan and Architectural Review | “C” |

10.133 **Membership.**

The Site Plan and Architectural Commission shall consist of nine (9) voting members appointed by the mayor as follows:

(1) **Voting Members.** One (1) shall be a Planning Commissioner. Eight (8) shall be appointed from the city at large. Of the members at large, one must be a licensed architect, one a licensed engineer, one a licensed landscaping professional and one a licensed contractor.

(2) **Appointment and Term of Office.** All terms shall be for a period of four (4) years, with the exception of the member of the Planning Commission, whose term shall be for a period of one year. Said terms shall begin on February 1 of each year with not more than two terms expiring in the same year. A member may be removed by the City Council, after a hearing, for misconduct or nonperformance of duty. Any vacancy shall be filled by the City Council for the unexpired term of the predecessor in the office.

(3) **Other Powers.** The Site Plan and Architectural Commission shall have the power to adopt design guidelines. Such guidelines may be general or specific in nature and shall be in the form of suggested approaches intended to aid applicants in preparation, presentation and implementation of development proposals in compliance with the City of Medford Comprehensive Plan and implementing ordinances. Guidelines shall be advisory and shall not limit applicants to a single approach.

[Amd. Sec. 3, Ord. No. 6040, Jan 7, 1988; Amd. Sec. 6, Ord. No. 7659, June 2, 1994; Amd Ord. No. 2001-159, Sept. 6, 2001; Amd. Sec. 2, Ord. No. 2006-13, Jan. 5, 2006.]

10.134 **Procedure.**

Except as otherwise provided by law or this chapter, the Site Plan and Architectural Commission shall conduct its meeting in accordance with *Robert's Rules of Order, Newly Revised*, excepting that a quorum shall be defined as three (3) or more members for purposes of this section.

10.285 **Application, Site Plan and Architectural Review.**

Site Plan and Architectural Review is required of all projects which are not exempted from the Development Permit process as stated in Section 10.031, Exemptions to the Development Permit Requirement. Site Plan and Architectural Review applications shall be submitted to the Planning Department prior to the application for a building permit.

The Site Plan and Architectural Review process is established in order to provide for review of the functional and aesthetic adequacy of development and to assure compliance with the

standards and criteria set forth in this chapter for the development of property as applied to the improvement of individual lots or parcels of land as required by this code.

Site Plan and Architectural Review considers consistency in the aesthetic design, site planning and general placement of related facilities such as street improvements, off-street parking, loading and unloading areas, points of ingress and egress as related to bordering traffic flow patterns, the design, placement and arrangement of buildings as well as any other subjects included in the code which are essential to the best utilization of land in order to preserve the public safety and general welfare, and which will encourage development and use of lands in harmony with the character of the neighborhood within which the development is proposed.

10.287 Application Form.

The application for Site Plan and Architectural Commission review shall contain the following information:

Landscape Plan: Three (3) copies of the landscape plan and a reduced copy on an 8-1/2 x 11 inch sheet that is legible shall be submitted which indicates the following:

(1) existing natural features on site including all existing trees, with a trunk 6 inches in diameter or greater at four (4) feet in height above the ground, by location and species in order to consider preserving positive natural features,

(2) landscaping required by this code, (e.g. frontage landscaping, parking area planter bays and bufferyards),

(3) type of covering for all ground surfaces, (e.g. bark mulch, gravel, paving, native grasses),

(4) proposed plant materials as follows:

a. trees: Location and common and scientific name with genus, species and cultivar, for each proposed tree. An alternate tree species for all proposed trees is strongly encouraged to allow flexibility during installation.

b. shrubs: Shrub locations and number shall be provided. Alternate shrub species, by location, (e.g.) north side, south side, sun, shade), is required to allow for variability during installation.

c. living ground cover species and locations. Alternate ground cover species shall be proposed to allow for variability during installation.

(5) type of automatic irrigation system to be installed including type and location of the backflow prevention device.

Revisions to the landscape plan during installation may be allowed to accommodate the artistic nature of the plan or to allow replacement of plants that are unavailable. Replacement species shall be taken only from the alternate plant species identified on the plan approved by the Site Plan and Architectural Commission. The overall character of the landscape plan shall be maintained. The quantity of shrubs may be adjusted in response to planting size or species type, but shall not be reduced in number by more than ten (10) percent. In no case shall the quantity of shrubs be reduced below the minimum number required by the code or less than is necessary to cover 85 percent of the planter area within eight (8) years as specified in Section 10.780(1).

Applicants are encouraged to develop their landscape plans consistent with the City of Medford

Landscape Guidelines.

Building Construction: Seventeen (17) copies of a site plan and three (3) sets of the architectural plans clearly and legibly drawn to scale indicating with full dimensions the following information:

(1) Site Plan:

- (a) Lot dimensions.
- (b) All proposed and existing buildings and structures: location, size, height, proposed use.
- (c) Public and private yards and open space between buildings.
- (d) Walls and fences: location, height and material.
- (e) Existing and proposed off-street parking: location, number of spaces and/or dimensions of parking area, internal circulation pattern.
- (f) Access: pedestrian, vehicular, service, points of ingress and egress.
- (g) Loading: location, dimension, number of spaces, internal circulation.
- (h) Lighting: location and general nature, hooding devices.
- (i) Street dedication and improvements.
- (j) Drainage plan.
- (k) Location of existing public improvements including streets, curbs, sidewalks, street trees, utility poles, light fixtures, traffic signs and signals, and such other data as may be required to permit the Site Plan and Architectural Commission to make the required findings.
- (l) Location of mechanical equipment.
- (m) Location and screening of outdoor trash bins.

(2) Architectural Plans:

- (a) Roof plan.
- (b) Floor plan.
- (c) Architectural elevations.
- (d) Materials.

[Amd. Sec. 1, Ord.No. 7786, Dec. 15, 1994; Amd. Sec. 2, Ord. No. 1998-75, Apr. 16, 1998.]

10.290 Site Plan and 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 complies with the applicable provisions of all city ordinances.
- (2) The proposed development is compatible with uses and development that exist on adjacent land.

[Amd. Sec. 44, Ord. No. 7659, June 2, 1994.]

10.291 **Conditions of Approval.**

In approving a site plan and architectural review application, the Site Plan and Architectural Commission may impose, in addition to those standards expressly specified in this code, conditions determined to be reasonably necessary to ensure compliance with the standards of the code and the criteria in Section 10.290, and to otherwise protect the health, safety and general welfare of the surrounding area and community as a whole. These conditions may include, but are not limited to the following:

- (1) Limiting the number, height, location and size of signs;
- (2) Requiring the installation of appropriate public facilities and services and dedication of land to accommodate public facilities when needed;
- (3) Limiting the visibility of mechanical equipment through screening or other appropriate measures;
- (4) Requiring the installation or modification of irrigated landscaping, walls, fences or other methods of screening and buffering;
- (5) Limiting or altering the location, height, bulk, configuration or setback of buildings, structures and improvements.
- (6) Requiring the improvement of an existing, dedicated alley which will be used for ingress or egress for a development;
- (7) Controlling the number and location of parking and loading facilities, points of ingress and egress and providing for the internal circulation of motorized vehicles, bicycles, public transit and pedestrians;
- (8) Requiring the retention of existing natural features ;
- (9) Modifying architectural design elements including exterior construction materials and their colors, roofline, fenestration and restricting openings in the exterior walls of structures;
- (10) Restricting the height, directional orientation and intensity of exterior lighting.

[Amd. Sec. 45, Ord. No. 7659, June 2, 1994.]

10.292 **Expiration of a Site Plan and Architectural Commission approval.**

(1) Approval of a Site Plan and Architectural Commission application shall take effect on the date the final order for approval is signed, unless appealed and shall expire one (1) year from the effective date. Within one (1) year following the effective date, substantial construction must have occurred or an extension of the approval will be necessary. If a request for an extension of a Site Plan and Architectural Commission application approval is filed with the Planning Department within one (1) year from approval of the final order, the Planning Director shall, upon written request by the applicant, grant an extension of the expiration date for a period ending two years from the date the final order was signed. Prior to expiration of the one (1) year extension granted by the Planning Director if so requested, the Site Plan and Architectural Commission shall grant an additional extension not to exceed one (1) additional year. Extensions shall be based on findings that the facts upon which the Site Plan and Architectural Commission application was first approved have not changed to an extent sufficient to warrant refileing of the application. All approvals made prior to the adoption of this ordinance shall expire one (1) year from the date of adoption of this ordinance, notwithstanding permitted extensions and previous phasing authorizations.

(2) 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.

[Added, Sec. 2, Ord. No. 1998-174, Aug. 6, 1998.]

10.294 Revisions or Amendments.

Major revisions or amendments to an approved site and architectural plan shall require reapplication.

10.296 Issuance of Building Permits.

All applications for a building permit, wherein site plan and architectural review have been required, shall be consistent with the site and architectural plans as approved by the Site Plan and Architectural Commission and all conditions of approval imposed thereon and shall be accompanied by an accurate and correct site plan.

DIRECTORY OF INTERESTED AGENCIES

CITY OF MEDFORD DEPARTMENTS

- Planning Department
- Engineering Division of Public Works Department
- Water Commission
- Fire Department
- Building Safety Department
- Parks and Recreation Department

UTILITIES

- Pacific Power
- Avista Utilities (natural gas)
- Qwest (telephone)
- Charter (television)
- Rogue Valley Sewer Service (where in their jurisdiction)

STATE AGENCIES

- Oregon Department of Transportation (if adjacent to or affecting a state highway)
- Division of State Lands (if affecting a wetland or waterway)



SITE PLAN & ARCHITECTURAL COMMISSION REVIEW APPLICATION

CITY OF MEDFORD • PLANNING DEPARTMENT

Lausmann Annex • Room 240 • 200 South Ivy Street • Medford, Oregon 97501

Telephone (541) 774-2380 • FAX: (541) 774-2564

1. APPLICANT INFORMATION (If a Corporation, List All Principals)

Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ E-mail: _____

Phone: Business: _____ Residence: _____ Fax: _____

2. AGENT INFORMATION (Owner's Consent Required)

Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ E-mail: _____

Phone: Business: _____ Residence: _____ Fax: _____

3. OWNER/CONTRACT PURCHASER OF RECORD (Attach Separate Sheet if More than One)

Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ E-mail: _____

Phone: Business: _____ Residence: _____ Fax: _____

4. PROJECT DESCRIPTION

Type of Development/Intended Use: _____

Zoning District: _____ Gross Floor Area: _____ Number of Dwelling Units: _____

Number of Employees(Estimate): _____ Project Acreage: _____ Address: _____

Township _____ Range: _____ Section: _____ Tax Lot(s): _____

For Additions/Expansions: Square Footage (Existing) _____ Square Footage (Proposed) _____

Site Coverage: _____ % Total Parking Spaces Proposed _____

Type of Irrigation System and Backflow Prevention Device (If Applicable) _____

List any land use application file numbers (including pre-applications) associated with the subject property: _____

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

CITY OF MEDFORD • PLANNING DEPARTMENT

5. REQUIRED SUBMITTALS: (Refer to checklist on reverse)

Mailing Label Example:

372W19DB Tax Lot 3700

John and Jane Jones
000 Delta Waters Road
Medford, OR 97504

- This Application Form (Signed)
- Site Plan Drawn to Scale (17 copies)
- Architectural Plans (3 copies)
- Applicant's Questionnaire (Signed)
- Landscape and Irrigation Plan (and 8 1/2" x 11" and 11" x 17" reduction)
- Reduced Copies (8 1/2" x 11") and (11" x 17") of all Graphic Exhibits (1 copy each)
- Typed Mailing Labels For Each Property Owner/Contract Purchaser Within 200 Feet Of the Site Exterior Boundaries (See Mailing Label Example Above)
- Legal Description
- Application Fee (make check payable to the "City of Medford"):
 - Residential (\$1100 base, plus \$15 per dwelling unit over 10 units)
 - Commercial (\$1100 base, plus \$15 per 1,000 sq ft over 10,000 sq ft, round down to nearest 1,000)
- Written Consent of Owner
- Signed Statement Regarding Posting of Public Hearing Signs

6. SUBMITTAL FORMAT

This section describes the format that shall be used when submitting an application.

A. General Requirements

- Fees.** An application fee is due at the time of project submittal. Checks shall be made payable to the City of Medford.
- Order of Submittal Items.** Documents for submittal shall be in the order shown on the Required Submittals Checklist.
- File Number.** In the future any information submitted regarding this application should be accompanied by a cover letter and should have the file number on it. Also, any phone call to the Planning Department regarding this application should refer to the file number.

B. Plans

- Plans shall be folded so that the sheet title and sheet number are located in the lower right hand corner of the folded document. Folds shall be such that the final size measures no more than 8 1/2" wide.
- The following plan fold instructions are provided as an aid in preparing plans for submittal.

7. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature: _____ Applicant Agent Owner

If any wetlands exist on the site, it is the applicant's responsibility to apply for a permit to the Division of State Lands before any site work begins.

SITE PLAN AND ARCHITECTURAL REVIEW DESIGN INFORMATION CHECKLIST

CITY OF MEDFORD • PLANNING DEPARTMENT

APPLICATIONS WITH PLANS THAT DO NOT INCLUDE ALL OF THE APPLICABLE INFORMATION LISTED BELOW WILL NOT BE ACCEPTED.

The Site Plan (drawn to a commonly used scale) shall include the following:

- Location and dimensions of all existing and proposed **property lines and public utility easements**.
- Location, size, height, and proposed use of all proposed and existing **buildings and structures**.
- Treatment of all public and private **yards and open space**.
- Location, height, and materials of all existing and proposed **fences and walls** (10.731-10.733).
- Existing and proposed off-street **vehicle parking**, (10.743-10.746) **bicycle parking**, (10.747-10.751) and **vanpool parking**, (10.809) including location, number of spaces, dimensions, internal circulation pattern, paving material.
- Vehicular and pedestrian **access** to the site and building, including disabled person, service/loading, and points of ingress/egress.
- Pedestrian walkways**, if required (10.772-10.776).
- Location, number of spaces, dimensions, internal circulation pattern, paving material of off-street **loading** (10.742).
- Location and general nature, including height, directional control, etc., of exterior **lighting**.
- Street** dedication and public improvements, if required.
- Drainage plan.
- Location of adjoining **existing public improvements and above and underground utilities** including: power, telephone, natural gas, water (water lines and hydrants within 300 feet), sanitary sewer, storm drainage, streets, curbs, sidewalks, street trees, utility poles, light fixtures, traffic signs and signals; and such other data as may be required to permit the Site Plan and Architectural Commission to make the required findings.
- Proposed **connection points** to power, telephone, natural gas, water, sanitary sewer, and storm drainage.
- Location and method of concealment of exterior **mechanical equipment** (heating, cooling, etc.)
- Location and method of concealment of outdoor **trash/recycling receptacles**.
- FEMA Flood Plain Information showing 100 year flood plain lines and elevation data.

The Architectural plans (drawn to a commonly used scale) shall include:

- Architectural elevations including materials and colors (must include building construction type)
- Floor plan(s).
- Roof plan.

The Landscape and Irrigation Plan *shall* include all the information specified in Section 10.287 of the Land Development Code. Generally, this information includes existing natural features, code-required landscaping, living and nonliving ground coverings, an alternate list of plant materials, and type of irrigation system and approved backflow device.

If there are any code requirements not shown on the plans, the Site Plan and Architectural Commission has asked staff not to schedule the public hearing.

SITE PLAN AND ARCHITECTURAL REVIEW APPLICANT'S QUESTIONNAIRE

CITY OF MEDFORD • PLANNING DEPARTMENT

In order to approve a project, the Site Plan and Architectural Commission must determine that the facts of a development proposal, when evaluated against the review criteria, lead to the conclusion that the proposal, with any conditions of approval, complies with the criteria. **In other words you have to make arguments to prove that the project meets the following two criteria.**

1. *The proposed development complies with the applicable provisions of all city ordinances.*
2. *The proposed development is compatible with uses and development that exist on adjacent land."*

It is the applicant's responsibility to provide information to the Site Plan and Architectural Commission which is sufficient to enable them to evaluate the project against the criteria above. Applications must contain all items specified in Code Section 10.287 Application Form. To assure that the Commission has the necessary information, the following questions must be answered. It is not a sufficient answer to say "see plans" or "not applicable (NA)." You must make some argument in answering each question.

1. Does the proposed development comply with all site development standards for the zone and use as set forth in the Land Development Code?

ADJACENT DEVELOPMENT

2. The following questions will help assess the general "character" of adjacent development?
(NOTE: Adjacent includes abutting as well as across a public right-of-way.)

- a. What are the current adjacent uses?

- b. Describe the architectural style of the adjacent buildings.

- c. What is the approximate age of the adjacent buildings?

- d. In what condition (sound, deteriorating or dilapidated) are the adjacent buildings?

- e. Discuss any specific features of the proposed development, positive or negative, that may have an impact on an adjacent development? (e.g., inadequate parking, special landscape features)

COMPATIBILITY WITH ADJACENT DEVELOPMENT

3. Answers to the following questions will help determine what measures or design features of the proposed project have been included relative to the design elements in Code Section 10.291 ("a" through "j" below), which will assure compatibility with adjacent development, and will otherwise protect the health, safety and general welfare of the surrounding area and the community as a whole?

a. How are the proposed signs compatible with adjacent uses? Consider number, height, location and size of signs.

b. How are the proposed public facilities and services compatible with adjacent uses?

c. How is the mechanical equipment screened from adjacent uses and from public rights-of-way?

d. How does installation of the proposed landscaping and irrigation, walls, fences, and buffers affect project compatibility with adjacent uses?

e. Describe how the location, height, bulk, configuration and setback of buildings are compatible with adjacent buildings and uses.

f. How is the use of an adjacent alley compatible with adjacent uses?

g. How is the proposed parking and loading facilities, ingress and egress, and internal circulation for pedestrians, bicycles, transit and motor vehicles compatible with adjacent uses?

h. Will retaining or not retaining existing natural features (trees, etc.) affect the project's compatibility with adjacent uses?

i. Are the architectural design elements, including exterior materials, colors, define fenestration, and roofline of the proposed project, compatible with adjacent buildings?

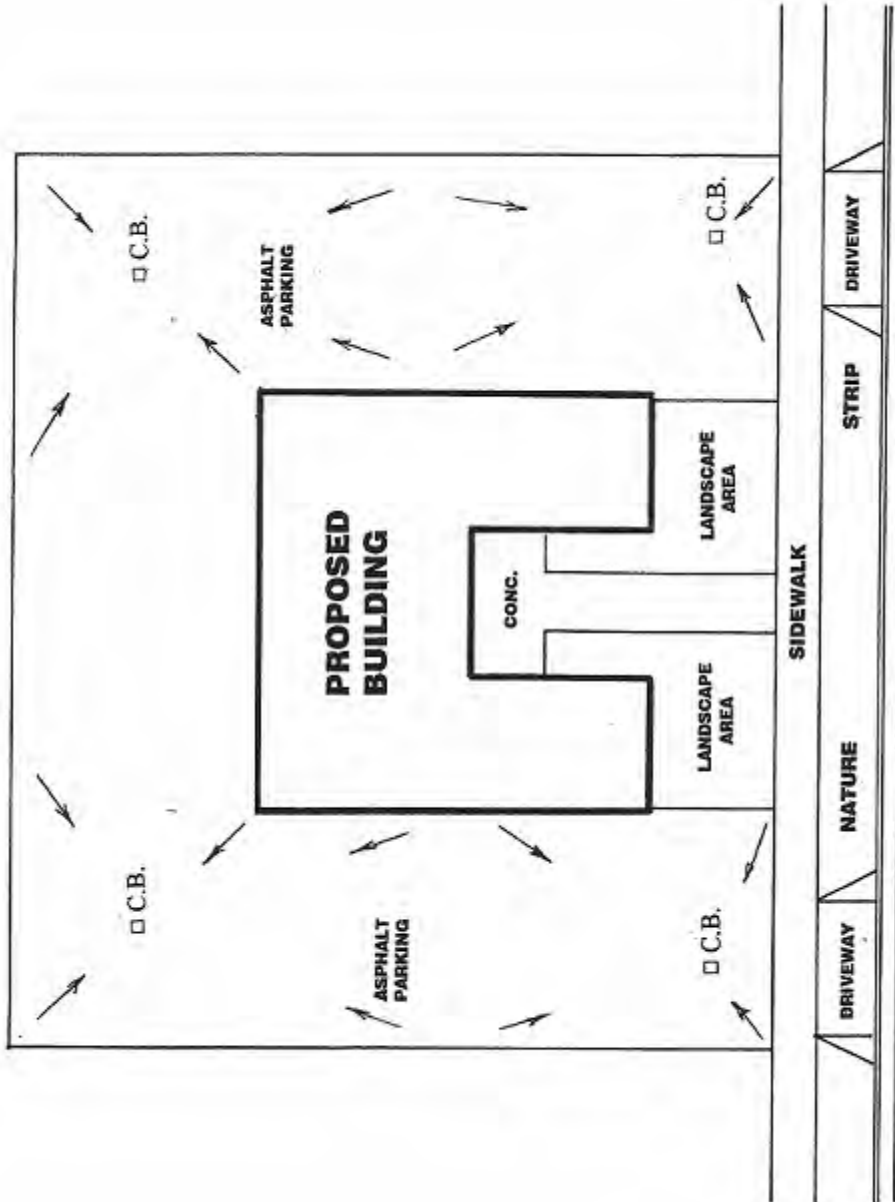
j. Is the proposed exterior lighting compatible with adjacent uses?

Signature and Title _____

Name (Please Print) _____

REFERENCE CHECKLIST

- | | Checklist |
|--|-----------|
| 1. Site Considerations | |
| a. Vehicular Movement | _____ |
| b. Pedestrian Movement | _____ |
| c. Access to Buildings | _____ |
| d. Parking | _____ |
| e. Service Access | _____ |
| f. Handicap Access | _____ |
| g. Lighting | _____ |
| h. Landscape Design | _____ |
| i. Landscape Materials | _____ |
| j. Outdoor Garage Areas | _____ |
| k. Fences | _____ |
| l. Signage | _____ |
| m. Compatibility with adjacent uses | _____ |
| 2. Building Plan Considerations | |
| a. Elevations | _____ |
| b. Materials | _____ |
| c. Color | _____ |
| d. Floor Plan | _____ |
| e. Mechanical Equipment | _____ |
| f. Outdoor Garage Areas | _____ |
| g. Fences | _____ |
| h. Compatibility with Adjacent Uses | _____ |
| 3. Building and Site Form | |
| a. Orientation to Climatic Considerations | _____ |
| b. Use of Available Views | _____ |
| c. Use of Available Setting | _____ |
| d. Use of Natural Light | _____ |
| e. Use of Natural Ventilation | _____ |
| f. Choice of Materials/Methods of Construction | _____ |
| g. Energy Conscious Design | _____ |
| h. Landscape Screening and Buffering | _____ |
| i. Compatibility with Adjacent Uses | _____ |



PRELIMINARY DRAINAGE PLAN



774-2400

Selected Street Tree List

Revised 9/05

Use this list to select tree species to be planted in the City of Medford right-of-way, typically the area between the sidewalk and the curb/gutter. For areas that don't have curbs/gutters and/or sidewalks, the right-of-way can be determined by contacting the Engineering Department at 774-2100.

NOTE: If your home was built as part of a Planned Unit Development (PUD), a Street Tree Master Plan will have been adopted outlining approved right-of-way street trees. Requirements for specific street tree species may have been recorded in your Home Owner's Association's CC&R's (Covenants, Conditions and Restrictions). Contact your Home Owner's Association, Realtor, or Developer for more information regarding any possible restrictions of your street tree options.

Contact the City of Medford Parks & Recreation Department to request approval for the use of trees not on this list.

| <u>Botanical Name</u> | <u>Common Name</u> | <u>Description - Rate (H & W)</u> |
|--------------------------|--|---------------------------------------|
| Aesculus hippocastanum | White Horsechestnut | M/Y/Flwg. - 60 x 40 |
| x camea | Red Horsechestnut | M/Y/Flwg. - 35 x 30 |
| | Briottii / Ruby Red Horsechestnut | M/Y/Flwg. - 40 x 30 |
| Betula jacquemontii | n/a \ Jacquemontii Birch | M/Y - 50 x 30 |
| nigra | n/a \ River Birch | M/Y - 50 x 40 |
| pendula | n/a \ European White Birch | F/Y - 35 x 20 |
| pendula laciniata | Cutleaf Weeping \ White Birch | M/Y - 40 x 20 |
| Carpinus betulus | Fastigiata \ European Hornbeam | M/R/Y - 35 x 25 |
| caroliniana | n/a \ American Hornbeam | M/O/Y - 30 x 25 |
| Celtis occidentalis | Prairie Pride \ Hackberry | F/Y - 40 x 40 |
| Cercidiphyllum japonicum | n/a \ Katsura Tree | S/O/Y - 40 x 30 |
| Cercis canadensis alba | White \ Eastern Redbud | F/Y/Flwg. - 30 x 20 |
| | Forest Pansy \ Eastern Redbud | S/Y/Flwg. - 25 x 18 |
| Chionanthus retusus | n/a \ Chinese Fringe Tree (male only) | S/Y/Flwg. - 20 x 15 |
| virginicus | n/a \ Fringe Tree (male only) | S/Y/Flwg. - 30 x 25 |
| Cladrastis lutea | n/a \ American Yellowwood | S/Y/Flwg. - 30 x 20 |
| Cornus florida | First Lady \ Eastern Flowering Dogwood | S/R/Flwg. - 25 x 25 |
| | Daybreak \ Eastern Flowering Dogwood | M/R/Flwg. - 25 x 20 |
| | Sunset \ Eastern Flowering Dogwood | M/R/Flwg. - 25 x 20 |
| Cornus kousa chinensis | Milky Way \ Chinese Dogwood | S/R/Flwg. - 20 X 15 |
| Corylus colurna | n/a \ Turkish Filbert | F/Y - 50 x 35 |
| Fagus sylvatica | Dawych \ Beech | S/RB- 60 x 30 |
| | Laciniata \ Beech | S/B - 50 x 40 |

| <u>Botanical Name</u> | <u>Common Name</u> | <u>Description Rate (H & W)</u> |
|------------------------------|---------------------------------------|--|
| Fagus sylvatica | Riversii \ Rivers Beech | S/B – 50 X 40 |
| Fraxinus oxycarpa | Flame Ash | F/R - 35 X 25 |
| | Raywood Ash | F/R - 35 x 25 |
| | Golden Desert Ash | F/Y - 20 x 20 |
| nigra | Fallgold Black Ash | M/Y - 45 x 25 |
| omus | Flowering Ash | F/Y - 25 x 20 |
| Gymnocladus dioicus | n/a \ Kentucky Coffee Tree | M/Y - 45 x 30 |
| Halesia monticola | n/a \ Mountain Silverbell | M/Y/Flwg. - 40 x 25 |
| Koelreuteria paniculata | Golden Rain Tree | M/Y/Flwg. - 20 x 35 |
| | Fastigiata \ Columnar Goldenrain Tree | F/Y/Flwg. - 30 x 6 |
| | Kew Golden Rain Tree | M/Y/Flwg. - 25 x 5 |
| Laburnum x watereri | Vossii Golden Chain Tree | M/Y/Flwg - 25 x 20 |
| Magnolia grandifolia | n/a / Southern Magnolia | S/EG - 70 x 35 |
| Malus | Golden Raindrops \ Crabapple | F/Y/Flwg. - 20 x 15 |
| | Jackii \ Crabapple | F/Y/Flwg. - 20 x 20 |
| | Robinson \ Crabapple | F/Y/Flwg. - 25 x 25 |
| | Spring Snow \ Crabapple (fruitless) | F/Y/Flwg. - 25 x 15 |
| | Velvet Pillar \ Crabapple | F/Y/Flwg. - 20 x 15 |
| Nyssa sylvatica | n/a \ Sour Gum | M/R - 40 x 25 |
| Ostrya virginiana | n/a \ American Hophornbeam | M/Y - 35 x 20 |
| Oxydendrum arboreum | n/a \ Sorrel Tree | S/R/Flwg.- 40 x 30 |
| Parrotia persica | n/a \ Persian Parrotia | S/R. - 30 x 20 |
| Phellodendron amurense | n/a \ Macho Cork Tree | M/Y - 40 x 30 |
| Plantanus acerifolia | Bloodgood \ London Plane Tree | F/B - 80 x 50 |
| Prunus x hillieri | Spire \ Flowering Cherry | M/OR/Flwg. - 30 x 10 |
| sargentii columnaris | Columnar Sargent \ Flowering Cherry | M/OR/Flwg. - 35 x 15 |
| serrulata | Amangawa \ Flowering Cherry | M/B/Flwg. - 20 x 5 |
| Prunus cerasifera | Blireiana \ Flowering Plum | M/P/Flwg.- 20 x 15 |
| | Krauter Vesuvius \ | M/P/Flwg. - 20 x 15 |
| | Mt. St. Helens \ | M/P/Flwg - 20 X 20 |
| | Newport \ | M/P/Flwg - 20 X 20 |
| | Thundercloud \ | M/P/Flwg. - 20 x 20 |
| Prunus serrulata | Kwanzan \ Flowering Cherry | M/RO/Flwg - 30 X 20 |
| | Okame \ | M/ROY/Flwg - 25 X 20 |
| subhirtella | Accolade \ Flowering Cherry | M/G/Flwg - 25 X 25 |

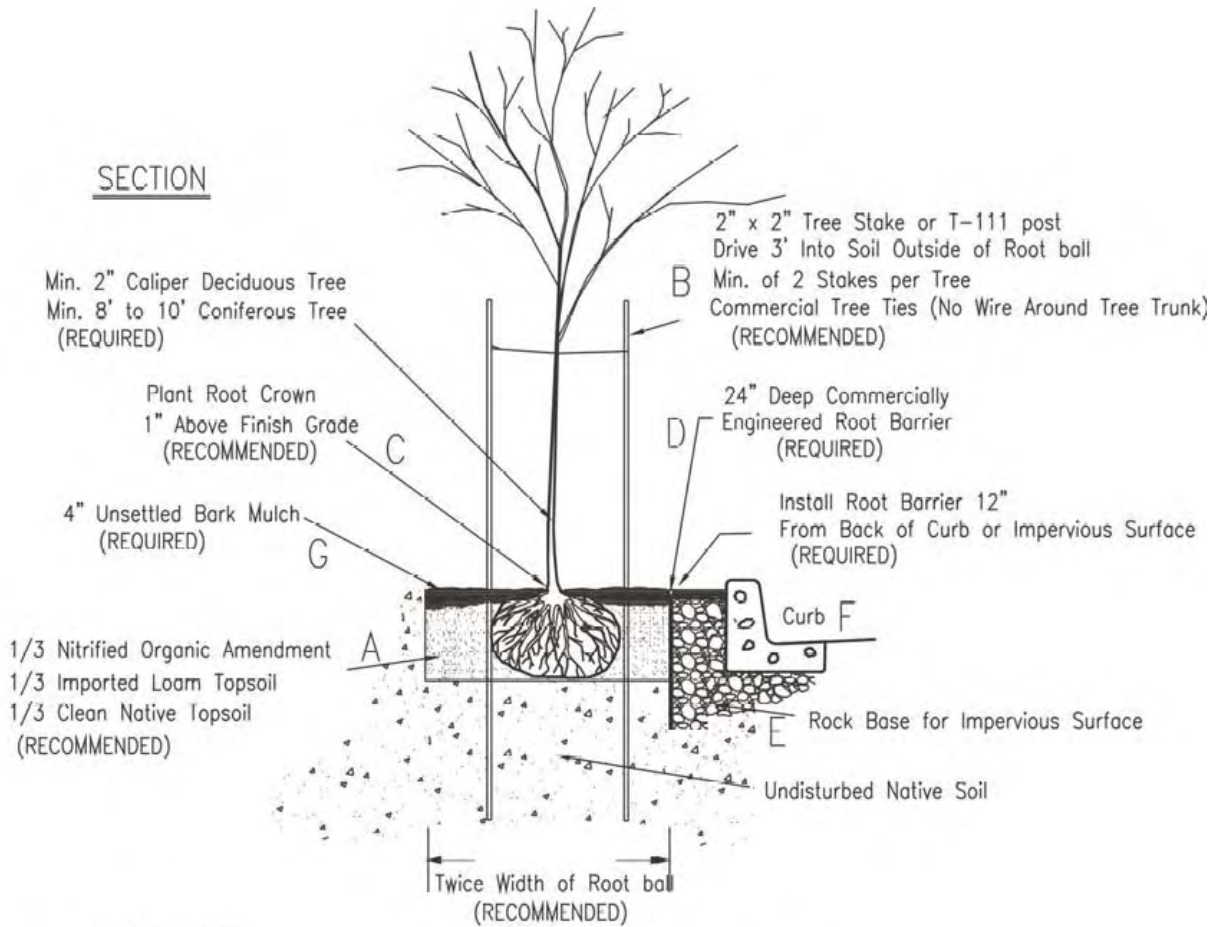
| <u>Botanical Name</u> | <u>Common Name</u> | <u>Description Rate (H &</u> |
|-----------------------|--|----------------------------------|
| | Autumalis Rosea \ | M/Y/Flwg - 25 X 20 |
| | Rosey Cloud \ | M/Y/Flwg - 25 X 25 |
| x yedoensis | Afterglow \ | M/Y/Flwg - 25 X 25 |
| | Akebono \ | M/Y/Flwg - 25 X 25 |
| Pyrus calleryana | Aristocrat \ Flowering Pear | F/R/Y/Flwg. - 40 x 30 |
| | Autumn Blaze \ | F/R/Flwg. - 35 x 25 |
| | Capital \ | M/RP/Flwg. - 35 x 10 |
| | Chanticleer \ | M/R/Flwg. - 40 x 15 |
| | Redspire \ | M/RO/Flwg. - 35 x 25 |
| | Whitehouse \ | M/RP/Flwg - 30 x 20 |
| Quercus alba x robur | Crimson Spire \ Oak | M/R - 45 x 15 |
| acutissima | Sawtooth \ Oak | M/YB - 75 x 70 |
| bicolor | Swamp White \ Oak | S/B - 50 x 40 |
| coccinea | Scarlet \ Oak | M/R - 60 x 50 |
| frainetto | Italian \ Oak | M/B - 55 x 35 |
| garryana | n/a \ Oregon White Oak | M/B - 60 x 50 |
| ilex | n/a \ Holly Oak | M/EG - 50 x 45 |
| imbricaria | n/a \ Shingle Oak | M/YB - 60 x 65 |
| macrocarpa | n/a \ Bur Oak | M/B - 60 x 30 |
| myrsinifolia | n/a \ Japanese Live Oak | M/EG - 40 x 30 |
| Quercus phellos | n/a \ Willow Oak | M/Y/B - 70 x 55 |
| robur x | Rosehill ('Asjes') \ English Oak | M/Y - 35 x 20 |
| | Skymaster ('Pyramich') \ English Oak | M/Y - 45 x 25 |
| | Skyrocket ('Fastigiata') \ English Oak | M/Y - 45 x 15 |
| | Wandell / English Oak | M/B - 45 x 15 |
| rubra | Red Oak | F/R - 50 x 45 |
| velutina | n/a \ Northern Black Oak | M/R - 45 x 40 |
| virginiana | n/a \ Southern Live Oak | M/EG - 50 x 50 |
| Robinia pseudoacacia | Bessoniana Locust | M/Y/Flwg. - 30 x 20 |
| | Frisia Locust | M/Y/Flwg. - 40 x 25 |
| | Globe Locust | M/Y/Flwg. - 20 x 20 |
| Robinia pseudoacacia | Purple Robe Locust | M/Y/Flwg. - 45 x 35 |
| | Pyramidal Locust | M/Y/Flwg. - 40 x 15 |
| x ambigua | Pink Idaho Locust | M/Y/Flwg. - 30 x 25 |

| <u>Botanical Name</u> | <u>Common Name</u> | <u>Description Rate (H & V)</u> |
|------------------------------|--------------------------------|--|
| Sophora japonica | Princeton Upright / Pagodatree | F/Y Flwg. - 50 x 25 |
| | Regent / Pagodatree | F/Y/Flwg. - 45 x 35 |
| Styrax japonicus | n/a \ Japanese Snowbell | M/ROY//Flwg - 25 x 25 |
| Syringa reticulata | Ivory Silk / Tree Lilac | M/G/Flwg. - 25 x 15 |
| Tilia americana | Legend \ American Linden | M/Y/Flwg. - 50 x 25 |
| | Redmond \ American Linden | F/Y/Flwg. - 65 x 35 |
| Tilia cordata | DeGroot \ Littleleaf Linden | F/Y/Flwg. - 35 x 20 |
| | Glenleven \ Littleleaf Linden | F/Y/Flwg. - 40 x 25 |
| | Greenspire \ Littleleaf Linden | M/Y/Flwg. - 40 x 30 |
| | Olympic \ Littleleaf Linden | M/Y/Flwg. - 40 x 30 |
| | Rancho \ Littleleaf Linden | F/Y/Flwg. - 40 x 20 |
| tomentosa | Green Mt. \ Silver Linden | M/Y/Flwg. - 65 x 40 |
| | Sterling \ Silver Linden | M/Y/Flwg. - 50 x 30 |
| Ulmus parvifolia | n/a \ Chinese Elm | M/YB - 70 x 60 |
| | Dynasty \ Chinese Elm | M/OR - 65 x 55 |
| | Ohio \ Chinese Elm | M/RP - 55 x 45 |
| | Emer II \ Allee Elm | YOR - 50 x 35 |
| wilsoniana | Prospector \ Elm | F/Y - 50 x 40 |
| Zelkova serrata | Green Vase \ Zelkova | F/B - 50 x 40 |
| | Village Green \ Zelkova | M/B - 45 x 40 |

LANDSCAPING PLANTING NOTES

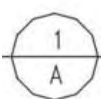
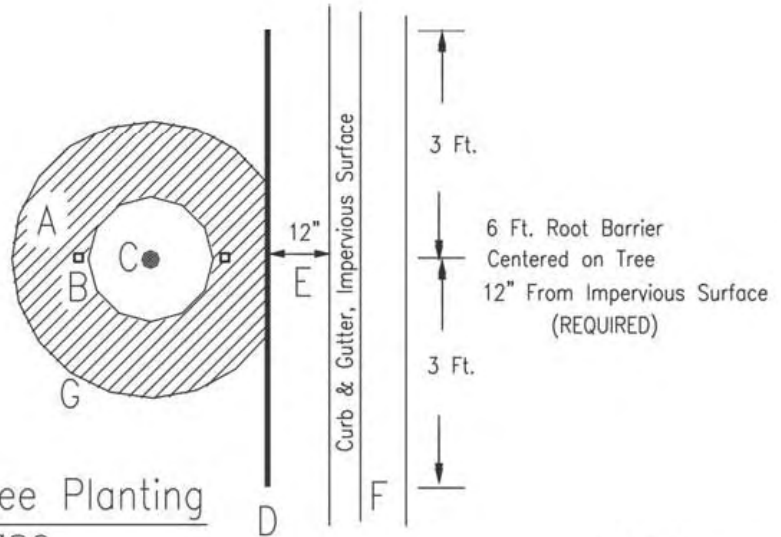
1. General contractor shall provide all demolition. Store all extra topsoil if available from initial construction on site. General contractor to provide protection from weather and redistribution of on site soil back to landscape areas as per grade plan. Landscape contractor will be responsible for 6-inch of imported topsoil to all new planters. All planters shall receive enough soil to crown center of planter and taper down to 4-inches below curb or border top. Leave edges of curbs and sidewalks open if possible for irrigation installation. Landscape contractor to backfill these edges and all fine grading. All construction rubble, cement chunks, trash will be removed by general contractor. General to provide clear access to all work areas for landscape contractor.
2. All irrigation sleeving will be class 200 PVC as per irrigation plan or as shown on planting plan, sleeves are the responsibility of the general contractor. All sleeves will be taped on ends; all ends will be exposed and visible to view.
3. Use tree root barriers on all new trees within 6-feet of concrete or paved surfaces. Barriers must be installed with upper edge exposed to view.
4. Verify plant material counts and layout. All plant material shall be installed at sizes indicated or larger. Smaller plant material not authorized in writing from owner or owner's representative shall be removed and installed as per plan at landscape contractors expense.
5. Call utility location service at 1(800)877-4421 for location of all existing utilities before digging or staking begins.
6. Plant all plant material free of pest and disease, spray with anti-desiccant before or upon delivery to job site. Plant all material as per detail. Use one-part aged dark fine mulch per each two parts clean native soil, mix in uniformly. Soak each hole prior to plant placement in pit. Place fertilizer briquettes in hole before backfilling around rootball (2-per each gallon size or 10-per one-inch caliper). Form basin around each plant as per detail.
7. After plant material is planted, apply diclofenil 4-G pre-emergent herbicide to all new planter soil surfaces. Read and follow all instructions on label. Use caution when applying all herbicides. Rinse foliage with clean water. Do not use pre-emergent in annual or lawn areas.
8. Stake trees as per details, failure to stake trees may result in delay of plant establishment or plant shifting and mortality. Landscape will not be accepted without trees stakes as per detail. Do not use wire for tree staking, use rubber straps or chain lock.
9. Soil mulch will be fresh fine bark to all new and existing plant material beds. Finish mulch depth will be 4-inch deep in all planters as shown on plan. Shelter plants as mulch is placed, be careful not to damage plant material. Final rake mulch to produce a smooth appearance. Hose all plants down with clean, fine spray of water. If annual flower beds are installed they will receive 12-inches of Chet's soil Mix from Hilton Fuel & Supply. Use complete granular fertilizer when planting annuals. Cool season annuals-pansies. Warm season annuals-petunias, marigolds, zinnias, etc. or as per owner.
10. All bid proposals will be submitted to the general or owner with the complete execution of the landscape and irrigation as per plan, any conditions, deviations, or exceptions will be noted in writing on the bid proposal form. All bids must be submitted as per Oregon State laws. All big proposals shall not any addendums. All changes after initial contracting shall be authorized using signed change order proposals.
11. Plant material warranty shall be 30 days after completion and final inspection. Irrigation warranty shall be one year after completion and final inspection. Contractor shall not be held responsible for vandalism, negligence, lack of maintenance, extreme weather or acts of gods.

SECTION



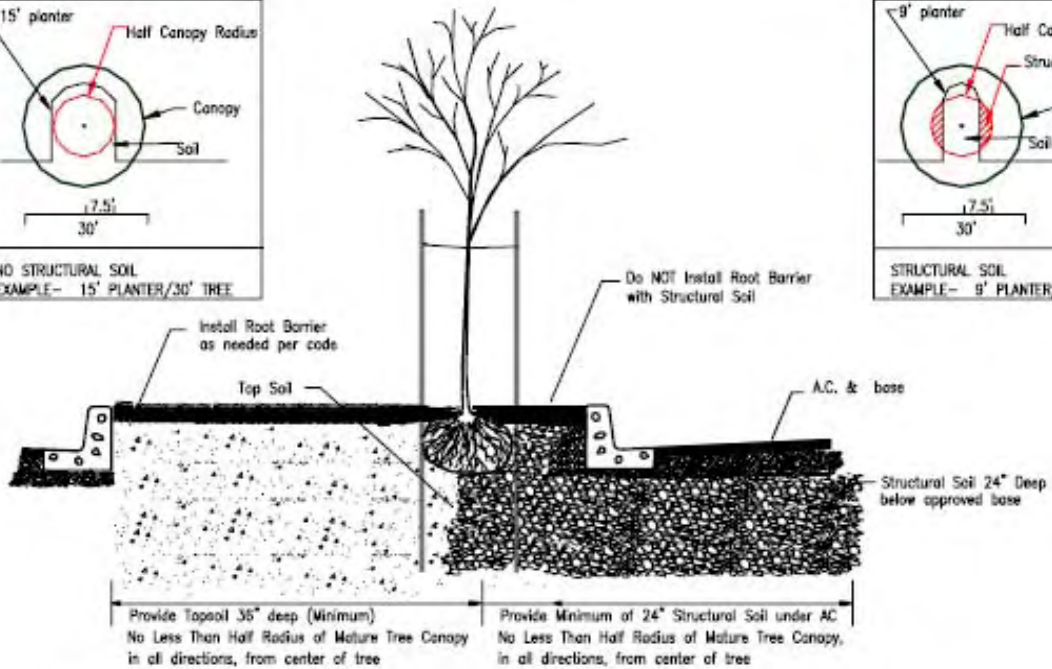
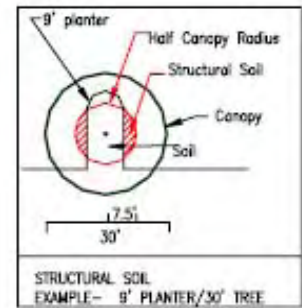
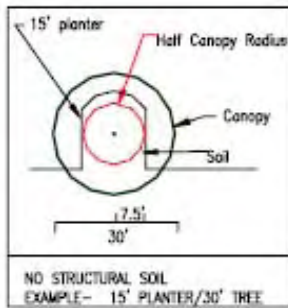
PLAN VIEW

- A Amended Soil
- B Tree Stakes
- C Root ball
- D 24" Root Barrier
- E Rock Base
- F Curb or Impervious Surface
- G 4" Unsettled Bark Mulch



City of Medford Tree Planting
Medford Code 10.780

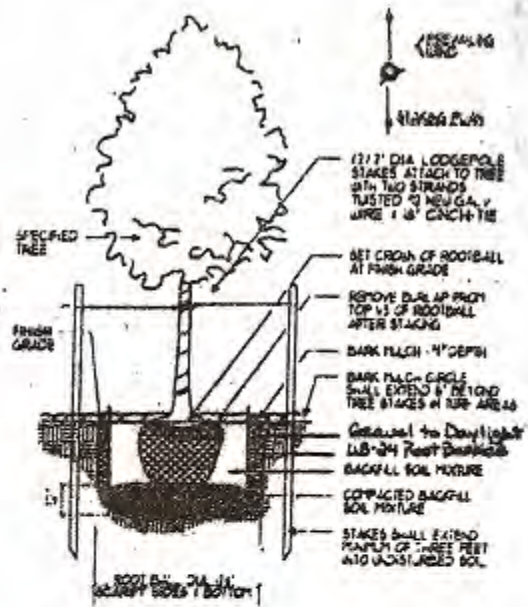
FILE: tree
P. Young, 1/20/03



PROVIDE TREES WITH ADEQUATE TOPSOIL TO THRIVE.
PLANTER WIDTH MUST BE A MINIMUM OF 1/4 DIAMETER OF MATURE TREE CANOPY, IN ALL DIRECTIONS, FROM CENTER OF TREE; OR
STRUCTURAL SOILS MAY BE INSTALLED UNDER PAVING TO MEET THIS REQUIREMENT
STRUCTURAL SOIL SPECIFICATIONS PER CORNELL UNIVERSITY OR EQUAL.

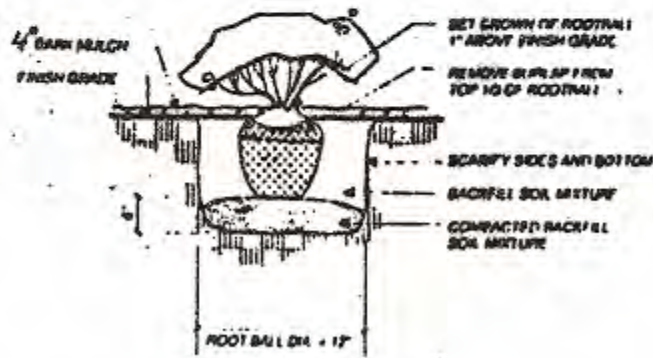
1
A

Parking Lot Tree Planter Detail
CITY OF MEDFORD

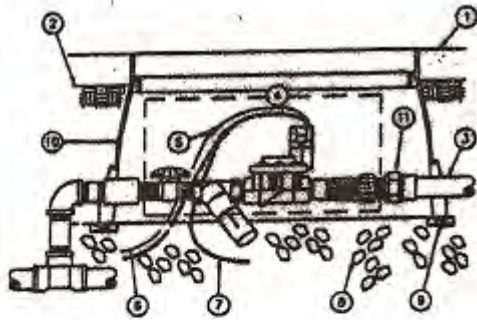


TYPICAL DECIDUOUS TREE PLANTING DETAIL
N.T.S.

13



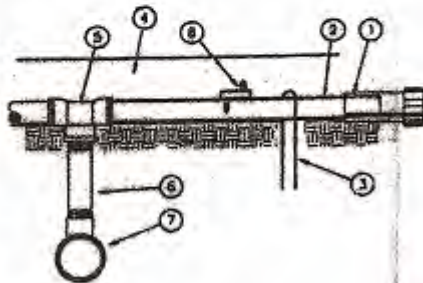
TYPICAL SHRUB PLANTING DETAIL
N.T.S.



LEGEND


1. MULCH BED.
2. FINISH GRADE.
3. PVC PIPE (DEPTH PER SPECIFICATION).
4. RAIN BIRD MODEL # XC2-075 IRRIGATION CONTROL ZONE ASSEMBLY.
5. WIRE CONNECTOR.
6. PILOT WIRE.
7. COMMON WIRE.
8. 3/4" CRUSHED ROCK.
9. 2" x 4" x 12" REDWOOD FOR SUPPORT.
10. 12" x 18" RECTANGULAR VALVE BOX.
11. PVC UNION FOR SERVICING ASSEMBLY.

 XERIGATION™ CONTROL ZONE IN VALVE BOX
N.T.S.



LEGEND

1. RAIN BIRD MODEL # CF-21 FLUSH CAP.
2. RAIN BIRD MODEL # XT-050 XERI-TUBE.
3. RAIN BIRD MODEL # TDS-050 TIE-DOWN STAKE.
4. MULCH BED.
5. RAIN BIRD CF-12/CF-13 COMPRESSION x 1/2" THK. FITTING.
6. PVC SCH 80 RISER (LENGTH AS REQ'D)
7. PVC PIPE/FTG.
8. RAIN BIRD XERI-BUG EMISSION DEVICE.

 PVC PIPE TO XERI-TUBE™ CONNECTION
N.T.S.

IRRIGATION NOTES

1. The irrigation system design is based on the minimum operating pressure and the maximum flow demand shown on the drawings at each point of connection. The irrigation contractor shall verify water pressure prior to construction. Report any difference between the water pressure indicated on the drawings and the actual pressure reading at the irrigation point of connection to the owners authorized representative.
2. This design is diagrammatic. All piping, valves, etc. shown in paved areas are for design clarification only and shall be installed in planting areas where possible. All sleeving shall be installed by general contractor, left exposed.
3. Before any work commences, a conference shall be held with the owner's representative and the contractor regarding general requirements of this work.
4. The contractor is required to take all precautionary measures to protect utilities and any other lines or structures not shown on these plans, and s/he is responsible for the protection of, any damage to, these lines or structures. General contractor to provide written diagrams of existing electrical, plumbing, etc. not shown with location services.
5. Contractor agrees that he shall assume complete responsibility for job site conditions during the course of construction of the project including the safety of all persons and property. This requirement shall apply continuously and not be limited to normal working hours and contractor agrees to defend and indemnify and hold owner and design professional harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting liability arising from the sole negligence of the design professional.
6. Irrigation mainline shall be schedule 40 PVC, size as drawn, maintain at 18" deep, minimum, all lateral lines shall be class 200, minimum 12" deep.
7. The contractor shall flush and adjust all laterals for optimum performance with drip system and to prevent over spray onto walks, roadways, and/or buildings as much as possible. This shall include selecting the best degree of arc, if micro sprays are used in annual areas, to fit the existing site conditions and to throttle the flow control at each valve to obtain the optimum operating flow for each system.
8. Install all pipe materials and equipment as shown in details. Use Teflon tape or Teflon pipe dope on all PVC male pipe threads on all sprinkler wing joint and valve assemblies.
9. Use 4-station exterior automatic controller and drip valve assembly as per detail for all drip zones, use appropriate back flow device when hooking to drinking water. All drip laterals to be class 200 PVC. Adapt to poly as per detail. Limit 1/2" poly runs to no longer than 50-feet where feasibly loop poly ends together to augment flow. Landscape contractor responsible for complete coverage of root zone.
10. All emitters to be compensating rainbird xeriscape, 2 barbs per emitter, with 1/4-inch poly to plant material. Limit 1/4-inch tubing to 10-foot lengths max.
11. Backflow device shall be installed as per code with permit from City if required. Device shall be tested by certified tester and compliance forms sent to City. Brass plugs shall be installed in all test clocks. General contractors to provide point of connection tee and valve on discharge side of meter. General shall provide sleeving for water out to landscape areas. General shall also provide conduit and 120-volt electrical hook-up to irrigation controller.
12. Irrigation warranty shall be submitted with a built to owner. Warranty shall be for one year and shall be limited to material and labor provided. Warranty does not include vandalism, extreme weather or negligence by owner or owner's agent(s).