



Oregon

Theodore R. Kubongoski, Governor

Department of Land Conservation and Development

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NOTICE OF ADOPTED AMENDMENT

06/09/2014

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 001-14

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, June 24, 2014

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.

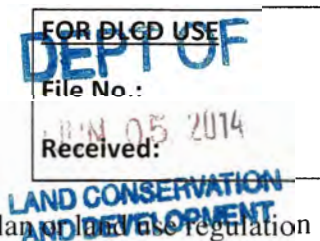
Cc: Praline McCormack, City of Medford
Gordon Howard, DLCD Urban Planning Specialist
Josh LeBombard, DLCD Regional Representative

<paa>

DLCD FORM 2



NOTICE OF ADOPTED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION



Local governments are required to send notice of an adopted change to a comprehensive plan or land use regulation **no more than 20 days after the adoption.** (See [OAR 660-018-0040](#)). The rules require that the notice include a completed copy of this form. **This notice form is not for submittal of a completed periodic review task or a plan amendment reviewed in the manner of periodic review.** Use [Form 4](#) for an adopted urban growth boundary including over 50 acres by a city with a population greater than 2,500 within the UGB or an urban growth boundary amendment over 100 acres adopted by a metropolitan service district. Use [Form 5](#) for an adopted urban reserve designation, or amendment to add over 50 acres, by a city with a population greater than 2,500 within the UGB. Use [Form 6](#) with submittal of an adopted periodic review task.

Jurisdiction: City of Medford

Local file no.: **DCA-13-129**

Date of adoption: 5/15/14 Date sent:

Was Notice of a Proposed Change (Form 1) submitted to DLCD?

Yes: Date (use the date of last revision if a revised Form 1 was submitted): 2/6/14

No

Is the adopted change different from what was described in the Notice of Proposed Change? Yes No

If yes, describe how the adoption differs from the proposal:

Minor changes to introductory paragraph in Section 10.258(3). Change to numbering format in Section 10.258(3). 10.258(3)(A) removed name of Commission. 10.258(3)(B) & (C) removed name of adopted paint color palette because it will change. 10.258(3)(D) added sign face & Section number for reference.

Local contact (name and title): Praline McCormack, Planner II

Phone: 541-774-2397 E-mail: praline.mccormack@cityofmedford.org

Street address: 411 W. 8th Street City: Medford Zip: 97501

For a change to comprehensive plan text:

Identify the sections of the plan that were added or amended and which statewide planning goals those sections implement, if any:

For a change to a comprehensive plan map:

Identify the former and new map designations and the area affected:

Change from to . acres. A goal exception was required for this change.

Change from to . acres. A goal exception was required for this change.

Change from to . acres. A goal exception was required for this change.

Change from to . acres. A goal exception was required for this change.

Location of affected property (T, R, Sec., TL and address): .

If the change is a UGB amendment including over 50 acres by a city with a population greater than 2,500, indicate the number of acres of the former rural plan designation, by type, included in the boundary.

Exclusive Farm Use – Acres:	Non-resource – Acres:
Forest – Acres:	Marginal Lands – Acres:
Rural Residential – Acres:	Natural Resource/Coastal/Open Space – Acres:
Rural Commercial or Industrial – Acres:	Other: – Acres:

If the change is an urban reserve establishment or amendment, indicate the number of acres, by plan designation, included in the boundary.

Exclusive Farm Use – Acres:	Non-resource – Acres:
Forest – Acres:	Marginal Lands – Acres:
Rural Residential – Acres:	Natural Resource/Coastal/Open Space – Acres:
Rural Commercial or Industrial – Acres:	Other: – Acres:

For a change to the text of an ordinance or code:

Identify the sections of the ordinance or code that were added or amended by title and number:

Amended Sections 10.012, Definitions, Specific; Section 10.256 Historic Review; 10.136 Authority of the Landmark and Historic Preservation Commission; 10.258(3), Historic Review, Approval Criteria. Repealed 10.408, Historic Preservation Overlay, Minor Historic Review of Certain Exterior Alterations.

For a change to a zoning map:

Identify the former and new base zone designations and the area affected:

Change from	to	. Acres:
Change from	to	. Acres:
Change from	to	. Acres:
Change from	to	. Acres:

Identify additions to or removal from an overlay zone designation and the area affected:

Overlay zone designation: . Acres added: . Acres removed:

Location of affected property (T, R, Sec., TL and address):

List affected state or federal agencies, local governments and special districts:

Identify supplemental information that is included because it may be useful to inform DLCD or members of the public of the effect of the actual change that has been submitted with this Notice of Adopted Change, if any. If the submittal, including supplementary materials, exceeds 100 pages, include a summary of the amendment briefly describing its purpose and requirements.

Signed ordinance, Minutes from City Council hearing 5/15/14, Agenda Item Commentary & Staff Report to City Council including all exhibits.

Moved by: Chris Corcoran

Seconded by: Daniel Bunn

Roll Call: Councilmembers Chris Corcoran, Daniel Bunn, Dick Gordon, Eli Matthews, John Michaels and Bob Strosser voting yes.

Ordinance 2014-47 was duly adopted.

X

- 120.3 COUNCIL BILL 2014-63 An ordinance amending Sections 10.012, 10.136, 10.256, and 10.258 and repealing Section 10.408 of the Medford Code pertaining to certain alterations to structures within Historic Preservation Overlay Districts. (DCA-13-129) (Land Use, Legislative)

Suzanne Myers, Principal Planner provided a staff report. She reviewed the proposed changes and approval criteria. The Landmarks and Historic Preservation Commission, Planning Commission and staff recommend adoption. Ms. Myers noted a typo on the Ordinance that needed to be corrected as it listed a wrong Municipal Code section.

Public hearing opened.

None

Public hearing closed.

Motion: Adopt the ordinance amending Sections 10.012, 10.136, 10.256, and 10.258 and repealing Section 10.408 of the Medford Code pertaining to certain alterations to structures within Historic Preservation Overlay Districts as corrected.

Moved by: Daniel Bunn

Seconded by: Eli Matthews

Roll Call: Councilmembers Daniel Bunn, Eli Matthews, Bob Strosser, John Michaels, Dick Gordon and Chris Corcoran voting yes.

Ordinance 2014-63 was duly adopted.

- 120.4 COUNCIL BILL 2014-64 An ordinance amending Sections 10.1010 and 10.1022 of the Medford Code pertaining to temporary signs. (DCA-14-011) (Land Use, Legislative)

Jim Huber, Planning Director provided a staff report and approval criteria. He reviewed the various types of signs that are governed by the Code. He spoke to addressing the impact with political campaign signs and would like to allow these without permit; address real estate signs in residential zone. HE noted that Planning Commission and staff recommend adoption.

Public hearing opened.

None.

Public hearing closed.

Motion: Adopt the ordinance amending Sections 10.1010 and 10.1022 of the Medford Code pertaining to temporary signs.

Moved by: Eli Matthews

Seconded by: Chris Corcoran

Roll Call: Councilmembers Eli Matthews, Chris Corcoran, Dick Gordon, Daniel Bunn, John Michaels and Bob Strosser voting yes.

Ordinance 2014-64 was duly adopted.

- 120.5 COUNCIL BILL 2014-65 An ordinance amending Sections 10.012, 10.337, and Table 10.743-1 of the Medford Code pertaining to school zoning districts. (DCA-14-027) (Land Use, Legislative)

Jim Huber, Planning Director provided a staff report and an overview of the proposed change of code language to allow schools in commercial zones. He discussed approval criteria and noted that the Planning Commission and staff recommend approval.

Public hearing opened.

1. Joe VonDoloski, 1794 E. Dutton Rd., Eagle Point Executive Director of the Logos Charter School, addressed the Council and requested the Council support the code amendment.
2. John Hamlin, 24 Crater Lake Ave., Medford addressed the Council and spoke in support of the amendment and the Logos Charter School.

Public hearing closed.

ORDINANCE NO. 2014-63

AN ORDINANCE amending Sections 10.012, 10.136, 10.256 and 10.258 and repealing Section 10.408 of the Medford Code pertaining to certain alterations to structures within Historic Preservation Overlay Districts.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

SECTION 1. Section 10.012 of the Medford Code is amended to read as follows:

10.012 Definitions, Specific.

When used in this chapter, the following terms shall have the meanings as herein ascribed:

* * *

Overlay district or zone. A special zone or designation that is applied ‘over,’ or in addition to a base zone. Overlays impose additional or different land development regulations or procedures to certain parcels or areas of the City. They generally coincide with a special area plan or implement a specific Comprehensive Plan policy. (See Sections 10.345 through 10.408407.)

* * *

SECTION 2. Section 10.136 of the Medford Code is amended to read as follows:

10.136 Authority of the Landmarks and Historic Preservation Commission.

The Landmarks and Historic Preservation Commission is hereby designated as the approving authority for the following plan authorizations:

Plan Authorization	Class
Historic Review, except Minor Historic Review permitted in Section 10.408258(3)	‘C’
Exceptions	‘C’

* * *

SECTION 3. Section 10.256 of the Medford Code is amended to read as follows:

10.256 Historic Review.

The Historic Review process is hereby established to assure compliance with the Historic Preservation Overlay. Sections 10.401 through 10.408407, and the Oregon Administrative Rules, and Oregon Revised Statutes, and to achieve consistency with The Secretary of the Interior’s Standards for the Treatment of Historic Properties.

* * *

SECTION 4. Section 10.258 of the Medford Code is amended to read as follows:

10.258 Historic Review, Approval Criteria.

Approval of Historic Review applications shall require findings that the proposal is consistent with the indicated approval criteria:

* * *

(3) Minor Historic Review. **Minor Historic Review of certain exterior alterations may be conducted by the Planning Director, according to standards adopted by the Landmarks and Historic Preservation Commission.** The Planning Director shall approve a Minor Historic Review application ~~for alteration of~~

~~roofing materials, exterior colors, or sign face design for an existing sign~~ if the proposal conforms to the approval criteria adopted by the Landmarks and Historic Preservation Commission. **These approval criteria are available at the Planning Department.**

Minor Historic Review shall be limited to the review of:

- A. **Changes in roofing materials and exterior paint colors in residentially-zoned Historic Preservation Overlay Districts as per the *Paint and Roofing Approval Criteria* adopted in December 2007;**
- B. **Changes in exterior paint colors in commercially-zoned Historic Preservation Overlay Districts, when new paint colors are chosen from the adopted color palette;**
- C. **Changes in awning fabric materials without a change in the shape of the awning frame, in Historic Preservation Overlay Districts, if the new fabric is either solid or striped and the fabric colors are chosen from the adopted color palette;**
- D. **Change of sign face/copy as defined in Section 10.1010.**

* * *

SECTION 5. Section 10.408 of the Medford Code is hereby repealed:

~~10.408 Historic Preservation Overlay, Minor Historic Review of Certain Exterior Alterations:~~

~~Minor Historic Review of exterior alterations that are limited to changes in type of roofing materials, exterior colors, or sign face design for an existing sign, without any change to the sign dimensions, framework or structure, may be conducted by the Planning Director, according to approval criteria adopted by the Landmarks and Historic Preservation Commission.~~

PASSED by the Council and signed by me in authentication of its passage this 15 day of May, 2014.

ATTEST: Glinda Wilson
City Recorder

[Signature]
Mayor
[Signature]
Mayor

APPROVED May 15, 2014.

NOTE: Matter in **bold** in an amended section is new. Matter ~~struck through~~ is existing law to be omitted. Three asterisks (***) indicate existing law, which remains unchanged by this ordinance but was omitted for the sake of brevity.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No:

www.cityofmedford.org

DEPARTMENT: Planning Department
PHONE: 541-774-2380
STAFF CONTACT: James E. Huber, Planning Director

AGENDA SECTION: [City Recorder]
MEETING DATE: May 15, 2014

COUNCIL BILL 2013-

[City Recorder will enter Ordinance or Resolution header written by Legal]

ISSUE STATEMENT & SUMMARY:

This *Municipal Code* Chapter 10 (*Land Development Code*) amendment has the objective of making certain alterations to structures within Historic Preservation Overlay Districts, including exterior paint color changes and changes to awning fabrics on existing awnings, subject to over-the-counter Minor Historic Review rather than a public hearing and Standard Historic Review.

BACKGROUND:

In 2012, the Landmarks and Historic Preservation Commission (LHPC) recommended a code amendment to streamline certain types of Historic Review. The Commission identified exterior alterations to structures that did not have permanent effects as not meriting extensive review. Among those exterior alterations are changes in exterior paint color and changes in awning fabrics on existing awning structures. This proposal responds by making those alterations subject to Minor Historic Review (\$25 fee) rather than Standard Historic Review (\$430 fee). The Planning Department drafted the amendment and forwarded it for agency and public comment in February 2014. No comments were received from referral agencies. The LHPC discussed this amendment on December 13, 2013 (Exhibit B), and on January 7, 2014 they voted unanimously to recommend approval (Exhibit C). The Planning Commission discussed this amendment at a study session on February 24, 2014 (Exhibit D), conducted a noticed public hearing regarding this proposal on March 27, 2014 (Exhibit F), and voted to initiate the amendment and recommend City Council approval.

A. Council Action History

In 2006, the City Council amended Section 10.136(B)(3) of the *Municipal Code* to allow the LHPC to adopt a paint color palette that would allow for over-the-counter approval of exterior color changes by Staff.

B. Analysis

This proposal amends the Code to reduce timelines and fees related to the review of certain minor alterations. New paint colors and replacement awning fabrics must be selected from a pre-approved paint palette adopted by the LHPC in 2007 (Exhibit E). In staff's experience, some minor improvements do not occur because owners consider the Standard Historic Review fee and public hearing process prohibitive. From the perspective of the LHPC, new paint colors and new awning fabrics do not merit the time, effort and fee required for Standard Historic Review. Paint and fabric are transitory; they do not result in permanent changes to a structure or a site.

C. Financial and/or Resource Considerations

Minimal impact, as some applications that would have required Standard Historic Review (\$430) would now have Minor Historic Review (\$25).



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D. Timing Issues

There are no deadlines to meet for this code amendment; it was initiated at the LHPC's request.

STRATEGIC PLAN:

Theme: Quality Public Services

Goal 11: Provide efficient and state-of-the-art development application review.

COUNCIL OPTIONS:

1. Approve the ordinance.
2. Modify the ordinance.
3. Remand the proposal to the Planning Commission for further consideration.
4. Deny the ordinance.

STAFF RECOMMENDATIONS:

Staff recommends approval of the ordinance as proposed, based on the finding that the code amendment approval criteria are met.

SUGGESTED MOTION:

I move to approve the ordinance amending the *Medford Municipal Code* Sections 10.012, 10.256, 10.136, 10.258 and 10.408.

EXHIBITS:


Staff Report for file DCA-13-129 dated April 30, 2014, including Exhibits A through F.
A copy of the PowerPoint presentation is on file in the Planning Department.



CITY OF MEDFORD

PLANNING DEPARTMENT

STAFF REPORT – LAND DEVELOPMENT CODE AMENDMENT

Date: April 30, 2014
To: Mayor and City Council for May 15, 2014 Hearing
From: Praline McCormack, Planner II 
Reviewer: Suzanne Myers, AICP, Principal Planner
Subject: Revision of Minor Historic Review (DCA-13-129)
City of Medford, Applicant

BACKGROUND

Proposal: To amend the Land Development Code, Sections 10.012, 10.256, 10.136, 10.258 and 10.408 to make certain alterations to any structures within Historic Preservation Overlay Districts including exterior paint color changes and changes to awning fabrics on existing awnings subject to over-the-counter Minor Historic Review rather than a public hearing and Standard Historic Review (**see Exhibit A**), including:

- A. Increasing the types of exterior alterations subject to Section 10.258(3) Minor Historic Review;
- B. Eliminating Section 10.408 Historic Preservation Overlay, Minor Historic Review of Certain Exterior Alterations; and,
- C. Changing references to Section 10.408 Historic Preservation Overlay, Minor Historic Review of Certain Exterior Alterations.

History: In 2012, the Landmarks and Historic Preservation Commission (LHPC) recommended a code amendment to streamline certain types of Historic Review processes. The Commission identified exterior alterations to structures that did not have permanent effects as not meriting extensive review. Among those exterior alterations are changes in exterior paint color and changes in awning fabrics on existing awning structures. This proposal responds to that recommendation by making those certain alterations subject to Minor Historic Review, rather than Standard Historic Review.

The LHPC discussed these amendments on December 3, 2013 (**Exhibit B**), expressing support for the amendment. On January 7, 2014, the LHPC reviewed the proposed amendment and unanimously recommended approval (**Exhibit C**).

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The Planning Commission discussed this amendment on February 24, 2014 (**Exhibit D**) and conducted a noticed public hearing regarding this proposal on March 27, 2014 (**Exhibit F**).

A. Proposal to expand the scope of Minor Historic Review

Given the strict definition of repair activities in Section 10.406, virtually all exterior changes to a building, structure, object or site within a Historic Preservation Overlay District require Historic Review. There are four levels of Historic Review:

- Major Historic Review -- proposals located within Historic Preservation Overlay Districts which are not exempt from a development permit pursuant to Section 10.031 (Fee: \$1,100, plus additional fees for larger-scaled projects);
- Standard Historic Review -- proposals within the Historic Preservation Overlay District which are exempt from a development permit (Fee: \$430);
- Historic Review of New Signs -- strictly for the Historic Review of new signs (Fee: \$200); and,
- Minor Historic Review -- “over-the-counter” review of changes in roof materials and changes in paint colors on residentially-zoned properties in Historic Preservation Overlay Districts, and change of sign face for an existing sign structure, per Sections 10.258(3) and 10.408 (Fee \$25).

Minor Historic Review was designed to provide expedited review of changes in roof materials and changes in paint colors in residentially-zoned Historic Preservation Overlay Districts. New paint colors and re-roofing materials must be selected from a set of a pre-approved roofing materials and a historic paint palette adopted by the LHPC.

Applicability of Current Code Provisions Regarding Minor Historic Review
1. Residentially-zoned properties located in Historic Preservation Overlay Districts.
2. All individually listed, residentially-zoned properties located outside of Historic Preservation Overlay Districts.
Applicability of Proposed Code Provisions Regarding Minor Historic Review
3. Commercially-zoned properties located in Historic Preservation Overlay Districts.

If proposals do not use these pre-approved colors and/or materials, they are referred to the LHPC for Standard Historic Review. Most proposals for exterior changes, e.g., replacing windows and doors, constructing an addition, etc., are subject to Standard Historic Review and a \$430 fee. For smaller projects, this fee can be a disincentive. For example, if a downtown property owner decides to re-paint his/her store using a different paint color, Standard Historic Review is required. If a downtown merchant wants to change the fabric on his/her awnings, this also requires Standard Historic Review, unless he/she chooses a fabric of the same color and design. In staff’s experience, some minor improvements do not occur because owners consider the \$430 review fee and public hearing prohibitive. From the perspective of the LHPC, new paint colors and new awning fabrics do not merit the time, effort and fee required for public notice and a public hearing. Paint and fabric are transitory; they do not result in permanent changes to a structure or a site.

If adopted, the current proposal would make these minor alterations subject to Minor Historic Review. Since Minor Historic Review is a ministerial, non-discretionary decision-

making process, conducted by staff over-the-counter, the new items require clear and objective standards. Regarding re-painting, the applicant would be required to use a color from the paint color palette previously approved by the LHPC. The extensive historic paint palette of Benjamin Moore is the current standard. Changes in awning fabrics would also be subject to Minor Historic Review. The selected fabric would have to be either solid or striped and the fabric colors would be chosen from the LHPC-adopted color palette. Proposals for colors not from this palette would be forwarded to the LHPC for Standard Historic Review pursuant to Section 10.258(2).

This would provide notable freedom of choice to businesses and property owners, but would still frame the range of options available. The LHPC does not aim to strictly limit the color options Downtown, because Medford's Downtown Historic Preservation Overlay District presents a variety of architectural styles with no unifying theme to the entire District with respect to design, color or style. This, in part, is related to the fact that the District has a long period of significance dating from the late 1800s to approximately 1945.

B. Eliminating Section 10.408

This section in Article III is essentially redundant to Section 10.258(3) in Article II. It also repeats the definition of a change of sign face, which is provided in Article VI, Section 10.1022 Exceptions to Permit Requirements. As a matter of housekeeping we propose to eliminate Section 10.408. Since Article II concerns procedural matters, we propose to maintain Section 10.258(3) Minor Historic Review in that section.

C. Eliminating References to Section 10.408

Since we propose to eliminate Section 10.408, it becomes necessary to eliminate all references to that section. Depending on the context of the reference, the number is being changed to either Section 10.258(3) Minor Historic Review, or to Section 10.407, Historic Preservation Overlay, Demolition or Relocation.

Authority: The City Council is authorized to approve amendments to the *Medford Land Development Code*, Chapter 10 of the *Municipal Code*, under Sections 10.102, 10.110, 10.111, and 10.122.

Criteria: *Medford Land Development Code* Section 10.184(2)

APPROVAL CRITERIA COMPLIANCE

10.184 Class 'A' Amendment Criteria.
10.184(2) Land Development Code Amendment.

The City Council shall base its decision on the following criteria:

CRITERION 10.184 (2)(a). An explanation of the public benefit of the amendment.

Findings: Review of certain minor alterations can be accomplished in a few minutes with over-the-counter review of a simple application, rather than a month-long process with

public notice and a public hearing. For specific minor alterations, the review fee decreases from \$430 to \$25.

Conclusion: The public will benefit due to the elimination of unnecessary delays and costly fees related to the review of certain minor alterations. Minor Historic Review is a faster and less costly review process. Staff will spend only the necessary amount of time processing and reviewing these types of minor exterior changes. These changes to the Code mitigate certain barriers to investing in historic properties. Criterion 10.184 (2)(a) is satisfied.

CRITERION 10.184 (2)(b). The justification for the amendment with respect to the following factors:

CRITERION 10.184 (2)(b)(1). Conformity with applicable Statewide Planning Goals and Guidelines.

Findings: The following demonstrates conformity with the applicable Statewide Planning Goals:

1. *Citizen Involvement:* Goal 1 requires the City to have a citizen involvement program that sets the procedures by which a cross-section of citizens will be involved in the land use planning process, including participation in the revision of the *Land Development Code*. Goal 1 requires providing an opportunity to review proposed amendments prior to the public hearing, and any recommendations must be retained and receive a response from policy-makers. The rationale used to reach land use policy decisions must be available in the written record. The City of Medford has an established citizen involvement program consistent with Goal 1 that includes review of proposed *Land Development Code* amendments by the Planning Commission, the LHPC, and the City Council. Affected agencies and interested persons are also invited to review and comment on such proposals, and hearing notices are published in the local newspaper. This process has been adhered to in the proposed amendment. The document was made available for review on the City of Medford website and at the Planning Department. It will be considered by the Planning Commission and the City Council during televised public hearings.

2. *Land Use Planning:* Goal 2 requires the City to adopt a comprehensive plan, which must include identification of issues and problems, inventories, and other factual information for each applicable Statewide Planning Goal, and evaluation of alternative courses of action and ultimate policy choices, taking into consideration social, economic, energy and environmental needs. Comprehensive plans must state how the Statewide Planning Goals are to be achieved. The plan must contain specific implementation strategies that are consistent with and adequate to carry out the plan, and which are coordinated with the plans of other affected governmental units. Implementation strategies can be management strategies such as ordinances, regulations and project plans, and/or site or area-specific strategies such as construction permits, public facility construction, or provision of services. Comprehensive plans and implementation ordinances must be reviewed and revised on a periodic cycle to take into account changing public policies and circumstances. The City of Medford has an established land use planning program consistent with Goal 2.

Staff finds that **Goals 3 & 4** do not apply in this matter.

5. *Natural Resources, Scenic and Historic Areas, & Open Spaces:* Goal 5 requires the City to adopt programs that protect natural resources and conserve scenic, historic, and open space resources for present and future generations. The locations, quality and quantity of these resources are to be inventoried. Historic areas are defined as lands with sites, structures and objects that have local, regional, statewide or national historical significance. The City of Medford has an adopted Environmental Element within the Comprehensive Plan that includes the required Goal 5 inventories. In addition, the *Land Development Code* has specific requirements for the designation of historic resources and the administration of various permits. The proposed code amendment does not adversely affect historic resources because paint and fabric are transitory; they do not result in permanent changes to a structure or a site. In addition, the Downtown Historic Preservation Overlay District has no unifying theme because of its the long period of significance dating from the late 1800s to approximately 1945. The proposed code amendment streamlines aspects of the review process within the City's Historic Preservation Overlay Districts.

Staff finds that **Goals 6-8** do not apply in this matter.

9. *Economic Development:* Goal 9 requires the City's Comprehensive Plan policies to contribute to a stable and healthy economy. Such plans shall be based upon appropriate inventories in particular non-renewable resources. Medford's Comprehensive Plan complies with Goal 9. Historic districts support the tourism industry and other forms of commerce in the City. The proposed code amendment is intended to contribute to a stable and healthy economy by removing time and financial barriers to business owners making certain investments in the Downtown Historic Preservation Overlay District as well as other historic sites and areas in Medford.

Staff finds that **Goals 10-14** do not apply to this matter. **Goals 15-19** apply only to other regions of the State and are not evaluated here.

Conclusion: Criterion 10.184 (2)(b)(1) is satisfied.

CRITERION 10.184 (2)(b)(2). Conformity with goals and policies of the Comprehensive Plan considered relevant to the decision.

Applicable Comprehensive Plan Goals, Policies, and Implementation Strategies:

**ENVIRONMENTAL ELEMENT
ARCHAEOLOGICAL AND HISTORIC RESOURCES**

GOAL: To preserve and protect archaeological and historic resources in Medford for their aesthetic, scientific, educational, and cultural value.

Policy 11-B: The City of Medford shall encourage and facilitate the preservation of Medford's significant historic resources by continuing to update and implement the Historic Preservation Ordinance in the *Land Development Code*.

Policy 11-E: The City of Medford shall continue to recognize the downtown City Center as the historic core of the city, and its historic attributes shall be a factor when developing programs for the downtown area.

Policy 11-F: The City of Medford shall continue to encourage historic preservation efforts and cooperate with citizens and organizations undertaking such efforts.

Findings: The proposed amendment supports this goal by facilitating certain private investments in Historic Preservation Overlay Districts. It diminishes regulatory control over minor exterior alterations without negatively affecting the preservation of Medford's historic resources.

ECONOMIC ELEMENT ECONOMIC OPPORTUNITIES

GOAL: To actively stimulate economic development and growth that will provide opportunities to diversify and strengthen the mix of economic activity in the City of Medford.

Policy 1-3: The City of Medford shall, as appropriate under the Goal above, support the retention and expansion of existing businesses.

Implementation 1-3(a): Adopt code amendments that encourage the development of existing sites.

Findings: By eliminating the requirement for extensive review of certain minor improvements, the proposed amendment removes some economic and time barriers associated with Historic Review. This amendment represents a small change in the Code, but it will help historic property owners by making it easier to improve certain aspects of their buildings.

CRITERION 10.184 (2)(b)(3). Comments from applicable referral agencies regarding applicable statutes or regulations.

The findings below respond to comments from applicable referral agencies regarding applicable Statutes or regulations:

Findings: There were no comments from applicable referral agencies.

Conclusion: Criterion 10.184 (2)(b)(3) is satisfied.

CRITERION 10.184 (2)(b)(4). Public comments.

The findings below respond to public comments:

Findings: There were no public comments.

Conclusion: Criterion 10.184 (2)(b)(4) is satisfied.

CRITERION 10.184 (2)(b)(5). Applicable governmental agreements.

Findings: No governmental agreements apply to the proposed code amendment.

Conclusion: Criterion 10.184 (2)(b)(5) is satisfied.

RECOMMENDED ACTION

Based on the findings and conclusions that all of the approval criteria are either met or are not applicable, on March 27, 2014 the Planning Commission voted 7 to 0 to recommend adoption of DCA-13-129 per the Staff Report dated March 18, 2014, including Exhibits A through F.

EXHIBITS

- A Proposed Code Amendment, dated February 18, 2014;
- B Landmarks and Historic Preservation Commission Meeting Minutes from December 3, 2013;
- C Landmarks and Historic Preservation Commission Meeting Minutes from January 7, 2014;
- D Planning Commission Study Session Minutes from February 24, 2014;
- E Landmarks and Historic Preservation Commission's Paint and Roofing Approval Criteria dated December 2007; and
- F Planning Commission Meeting Minutes from March 27, 2014.

PLANNING COMMISSION AGENDA: March 27, 2014

CITY COUNCIL AGENDA: May 15, 2014

Exhibit A

Staff Report

Code Amendment Proposal

Bold copy indicates an addition, ~~Strike through copy~~ indicates a deletion.

1. Sections 10.012 and 10.256 are amended to reflect the elimination of Section 10.408.

10.012 Definitions, Specific.

When used in this chapter, the following terms shall have the meanings as herein ascribed:

Overlay district or zone. A special zone or designation that is applied 'over,' or in addition to a base zone. Overlays impose additional or different land development regulations or procedures to certain parcels or areas of the City. They generally coincide with a special area plan or implement a specific Comprehensive Plan policy. (See Sections 10.345 through 10.408~~407~~.)

10.256 Historic Review.

The Historic Review process is hereby established to assure compliance with the Historic Preservation Overlay, Sections 10.401 through 10.408~~407~~, and the Oregon Administrative Rules, and Oregon Revised Statutes, and to achieve consistency with The Secretary of the Interior's Standards for the Treatment of Historic Properties.

2. Section 10.136 is amended to reflect the elimination of Section 10.408.

10.136 Authority of the Landmarks and Historic Preservation Commission.

The Landmarks and Historic Preservation Commission is hereby designated as the approving authority for the following plan authorizations:

Plan Authorization	Class
Historic Review, except Minor Historic Review permitted in Section 10.408 258 (3)	'C'
Exceptions	'C'

3. Section 10.258 is amended and expanded to identify alterations for which Minor Historic Review may be conducted. Existing language is eliminated.

10.258 Historic Review, Approval Criteria.

Approval of Historic Review applications shall require findings that the proposal is consistent with the indicated approval criteria:

(3) Minor Historic Review. **Minor Historic Review of certain exterior alterations may be conducted by the Planning Director, according to standards adopted by the Landmarks and Historic Preservation Commission.** The Planning Director shall approve a Minor Historic

Exhibit A

Staff Report

Review application for alteration of roofing materials, exterior colors, or sign face design for an existing sign if the proposal conforms to the approval criteria **adopted by the Landmarks and Historic Preservation Commission** adopted by the Landmarks and Historic Preservation Commission. **These approval criteria are available at the Planning Department.**

Minor Historic Review shall be limited to the review of:

- A. Changes in roofing materials and exterior paint colors in residentially-zoned Historic Preservation Overlay Districts as per the *Paint and Roofing Approval Criteria* adopted in December 2007;
- B. Changes in exterior paint colors in commercially-zoned Historic Preservation Overlay Districts, when new paint colors are chosen from the adopted color palette;
- C. Changes in awning fabric materials without a change in the shape of the awning frame, in Historic Preservation Overlay Districts, if the new fabric is either solid or striped and the fabric colors are chosen from the adopted color palette;
- D. Change of sign face/copy as defined in Section 10.1000.

- | |
|--|
| 4. Section 10.408 is eliminated because the language is redundant, in part, due to Section 10.258(3) which is proposed to be revised and expanded. |
|--|

~~10.408 Historic Preservation Overlay, Minor Historic Review of Certain Exterior Alterations.~~

~~Minor Historic Review of exterior alterations that are limited to changes in type of roofing materials, exterior colors, or sign face design for an existing sign, without any change to the sign dimensions, framework or structure, may be conducted by the Planning Director, according to approval criteria adopted by the Landmarks and Historic Preservation Commission.~~

~~[Replaced, Sec. 17, Ord. No. 2006-199, Sept. 7, 2006.]~~

MINUTES – Landmarks and Historic Preservation Commission Meeting December 3, 2013

80. Comments from Commissioners.

Commissioner Curler said that the Oregon Heritage Commission has annual awards for projects. She would like to submit an award application for the website in January. Chair de Wolfe asked if there were any objections to this nomination.

Ms. Paladino announced the results of the vote for CLG proposals:

1. Develop codes and ordinances.
2. Local historic district designations.
3. Increased public awareness and the travel case were a tied vote.

90. Report from the Planning Department.

Ms. Helmer had passed around a handout titled "Proposed Code Amendment" dated 12/03/13, and announced that she had been able to work on the Code Amendment changes and requested feedback from Commissioners. She said there would be a formal vote at the January meeting which would then be forwarded to others for comments and then to the Planning Commission for their recommendation. It would ultimately go before City Council for their review and approval.

Ms. Paladino announced that a text amendment had been approved with changes by the City Council for the residency requirements on Commissioners.

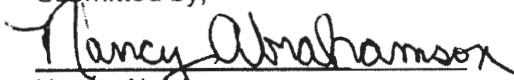
100. City Council Comments.

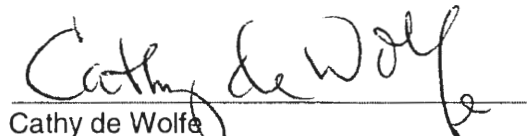
Councilperson Tim Jackle announced that he would bring up the museum idea at the next City Council meeting.

110. Adjournment.

The meeting was adjourned at 7:50 p.m.

Submitted by,


Nancy Abrahamson
Recording Secretary


Cathy de Wolfe
Chair, Landmarks and Historic Preservation Commission

Approved: January 7, 2014

CITY OF MEDFORD
EXHIBIT # B
File # DCA-13-129

MINUTES – Landmarks and Historic Preservation Commission Meeting January 7, 2014

announced that Public Works had required the ten feet. Ms. Helmer said that Public Works requested the ten foot requirement instead of an encroachment permit which was more expensive. Commissioner Henselman asked how high the awnings were. Mr. Post said he could not reach the bottom of the awning. It had been discussed that the height of the awnings was about eleven feet and the requirement from Public Works was discussed.

Friendly Amendment: Applicant has a choice of two options regarding the blade sign which would not be internally illuminated. If the sign is over twenty-four inches wide as proposed, it will have to be ten feet from the sidewalk to the bottom of the sign and if the sign is smaller than the twenty-four inches wide, it will have to be eight feet from the sidewalk to the bottom of the sign.

Moved by: Commissioner Henselman Seconded by: Commissioner Marmon

Roll Call Vote: Motion passed 7 – 0.

60. Old Business.

60.1 2014 CLG Project Proposals – Ms. Paladino said that a consultant would be hired to provide updates to the Code related to demolition, buffer zones, and creating local standards to establish local historic district and landmark designations. She said for obtaining public awareness, they could possibly have a “great place” contest in Medford and maybe have a sign, marker, or plaque to post on and identify the landmarks. There was a suggestion to include people that live in Jackson County because they have memories of Medford. Ms. Paladino mentioned hiring a consultant to go out into the existing historic districts with outreach and public meetings to look at the Fairmount neighborhood and talk to owners to see what their standards would be. Ms. Paladino said the last idea was to purchase some display cases with a proposal of taking the cases with memorabilia to some event for outreach. Commissioner Curler talked about cases that the Southern Oregon Historical Society had obtained and the possibility of working with them.

60.2 Code Amendment regarding Minor Historic – Ms. Helmer announced that she had sent a draft staff report with the proposed code amendment. She said that the section on Minor Historic Review would be consolidated in the process section and added that the Commission would allow exterior paint colors in the Downtown Historic District to be chosen from the historic color palette. Awning fabrics could change as long as they were either solid or striped and the colors were from the color palette, and changes in sign face would also be under Minor Historic Review. Commissioner Henselman asked if the replacement of lettering on existing hanging signs that would use the same face was part of the review. Chair de Wolfe announced that Ms. Helmer had done a nice job and should proceed with the Code Amendment. Ms. Helmer requested that the Commission vote on the changes.

Chair de Wolfe requested a voice vote approving the proposed code amendments.

Voice Vote: 7-0

Chair de Wolfe volunteered to go to the meetings to help represent the code amendment changes.

CITY OF MEDFORD
EXHIBIT # C
File # DCA-13-129



MINUTES PLANNING COMMISSION STUDY SESSION February 24, 2014

The study session of the Medford Planning Commission was called to order at 12:00 p.m. in Room 151 of the Lausmann Annex on the above date with the following members and staff in attendance:

Commissioners: Michael Zarosinski, Robert Tull, Norman Fincher, Bill Christie, Alec Schwimmer, Patrick Miranda, David McFadden, Paul Shoemaker and Bill Mansfield.

Staff: Jim Huber, Bianca Petrou, Suzanne Myers, Kelly Akin, Kathy Helmer, Praline McCormack, Joe Slaughter and Lori Cooper.

Guest: Cathy de Wolfe, Landmarks and Historic Preservation Commission, Chair.

Subjects:

1. DCA-13-129 Historic Review Code Amendment.
2. DCA-14-011 Political Campaign Signs Code Amendment.
3. Schools in Commercial Zones Code Amendment.
4. Temporary/Portable Storage Containers Code Amendment.

Jim Huber, Planning Director, stated that there are four text amendments on today's agenda but if time does not allow getting through all of them, staff can reschedule them for the March 10, 2014, Planning Commission study session.

Suzanne Myers, Principal Planner, reported that Kathy Helmer, Planner IV, has worked on the Historic Review Code Amendment. Also, Ms. Helmer is retiring beginning March 1, 2014. The Historic Review Code Amendment has been turned over to Praline McCormack, Planner II. Ms. Cathy de Wolfe, Landmarks and Historic Preservation Commission, Chair is present today.

1. DCA-13-129 Historic Review Code Amendment.

Praline McCormack, Planner II, reported that the amendment proposes to make specific site alterations in Historic Overlay Districts subject to Minor Historic Review allowing over the counter review and a \$25 fee rather than the Standard Historic Review with a public hearing and a fee of \$430. These specific alterations include: changes in roofing materials and exterior paint colors, changes in awning fabrics, and change of sign face/copy. The Landmarks and Historic Preservation Commission feel these items do not have permanent land use impacts. In staff's experience, some minor improvements do not occur because the \$430 review fee can be prohibitive. From the perspective of the Landmarks and Historic Preservation Commission, new paint colors and new awning fabrics do not merit the time, effort and fee required for public notice and a public hearing.

Ms. Myers stated that staff had George Kramer, Historic Preservationist prepare a document that allowed the staff level review of changes in paint colors for residential. Approximately in 2009 that ordinance was approved by City Council. This amendment allows businesses as well as residential to use the paint pallet as well for awning fabrics. This amendment is expanding what is already in place.

Commissioner McFadden asked does this amendment affect the paint job on East Main with the multi-color front? Ms. Myers reported that is outside the Historic District.

2. DCA-14-011 Political Campaign Signs Code Amendment.

Ms. McCormack reported that currently, when someone wants to put up a political sign they have to

PAINT AND ROOFING APPROVAL CRITERIA

MEDFORD NATIONAL REGISTER HISTORIC DISTRICTS (RESIDENTIAL)



"What to Do and How to Do it!"
from Dutch Boy Paint Company Brochure, circa 1955

Landmarks and Historic Preservation Commission
Medford, Oregon

DECEMBER 2007

CITY OF MEDFORD
EXHIBIT # E
File # DCA-13-129

The following criteria have been adopted by the City of Medford Landmarks and Historic Preservation Commission to expedite the approval of certain applications for exterior painting and roofing projects for designated historic residential property. These criteria delineate approval criteria for quality, historically-based, and historically-compatible, work and establish a limited range of “pre-approved” options for the re-painting and re-roofing of residentially-zoned properties within the Historic Preservation Overlay. Compliance with these criteria enables qualifying projects to be approved by Planning Director without a full commission review.

1. PURPOSE & INTENT:

Medford has several designated residential districts listed in the National Register of Historic Places along with other, individually-listed, National Register and locally-designated historic residential properties located elsewhere in the city. Under 10.256 of the Medford Land Development Ordinance, all exterior alterations, including exterior painting and roofing, are subject to review and approval by the Landmarks and Historic Preservation Commission. The purpose of these criteria is to identify a limited range of appropriate re-painting and re-roofing practices that can be approved by the Planning Director. Approval of applications that meet these criteria can be expedited to reduce the time and complexity of the regulatory process for property owners.

2. AREA OF APPLICABILITY:

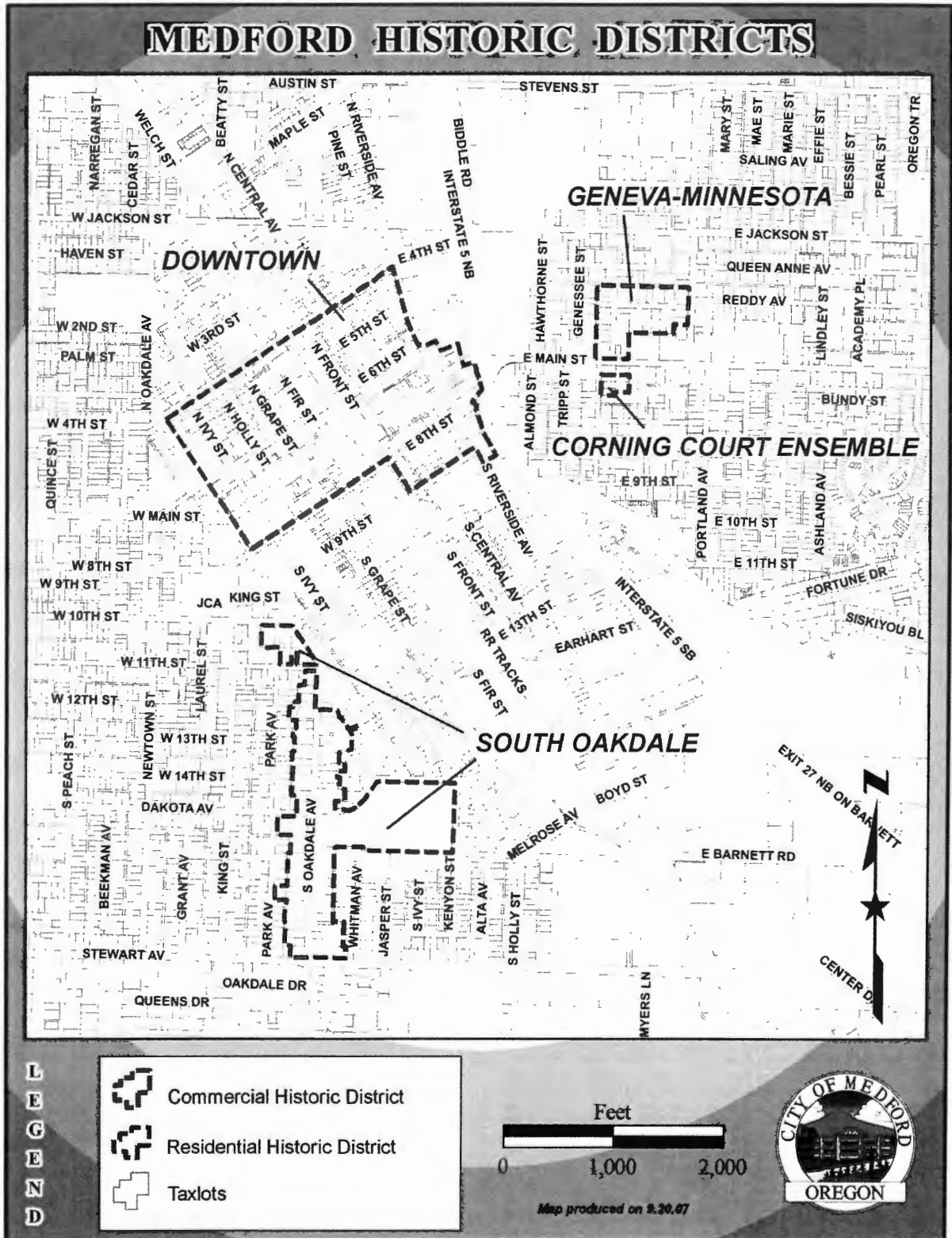
The following criteria apply within the residential historic districts as shown on the following map, specifically including the Geneva/Minnesota, South Oakdale and Corning Court Ensemble areas of the Medford Historic Preservation Overlay zone as defined by the Medford Land Development Ordinance. These criteria are also applicable for all individual Local Landmark or National Register-listed residentially-zoned properties within the city.

3. LEGAL AUTHORITY:

Section 10.408 of the Municipal Code allows Minor Historic Review of Certain Exterior Alterations including “...changes in type of roofing materials [and] exterior color...” that “...may be conducted by the Planning Director according to approval criteria adopted by the Landmarks and Historic Preservation Commission.” These criteria have been adopted by the Commission as the approval criteria for re-painting and re-roofing projects.

4. APPLICATION PROCESS:

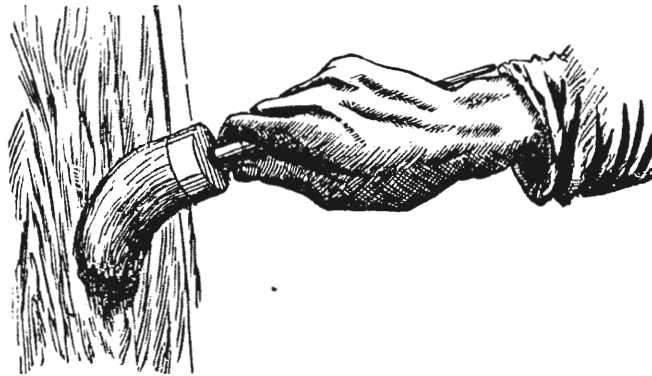
All applications processed under these criteria are subject to the standard submittal requirements and fees associated with historic review as per Medford Land Development Code 10.256 et seq. Applications deemed complete and meeting the requirements of these criteria may be approved by the Planning Director. Applications determined by the Planning Director to NOT meet these criteria may be withdrawn, modified, or reviewed by the Landmarks and Historic Preservation as per 10.256.



A. Applications for Paint Approval:

In addition to the standard 10.256 et seq. submittal requirements, applications for paint approval under these criteria must additionally include the following:

1. TWO complete sets of chips for all proposed colors. Chips may be standard manufacturer sample chips.
2. Sufficient information, either in graphic, narrative, or other format, to indicate the proposed paint scheme. For simple two-color projects this can be “Body in (Sheen/Color) and Trim in (Sheen/Color)” paint charts.. More complicated schemes should include renderings of the proposed paint scheme in section or elevation.
3. At minimum all applications must include color photographs showing the primary (street-facing) elevations(s) with sufficient detail to understand the proposal, 4x6 minimum image size. Supplementary photographs are encouraged.



“Showing the proper manner of holding the brush for the upstroke in perpendicular work”
Everybody's Paint Book, 1884

B. Applications for Re-Roofing Approval:

In addition to the standard 10.256 et seq. submittal requirements, applications for re-roofing approval under these criteria must additionally include the following:

1. Samples or manufacturer's tear sheet (specification sheet) of all proposed roofing materials.
2. All applications must include color photography showing the primary (street-facing) elevations(s), documenting existing roof character, 4x6 minimum image size. Supplementary photographs are encouraged.
3. Applications proposing to recreate historic roofing detail must include historic images documenting the original character. Black and White photos, 4x6 minimum image size, are acceptable. Supplementary photographs are encouraged.

These criteria apply to the 10.256 et seq. process only. Applications for re-roofing remain subject to review and approval as required by the Medford Building Code.

5. MINOR HISTORIC REVIEW-EXTERIOR PAINTING

Dollar for dollar, few modifications to the exterior of a residence can create as significant an impact as the choice of paint color. Different combinations of paint and roof color working in concert or in opposition to each other can dramatically effect the character of a dwelling. Paint can make a small dwelling look larger, or reduce the mass of mansion. Bright colors can make an otherwise simple façade the most noticeable thing on the block where neutral colors can enable a building to blend in and visually recede into the background. Throughout history, different architectural styles have been associated with certain kinds of colors and that “look” has become near intrinsic to their traditional character.



“Colors for Cottage or Castle”
Sherwin Williams, 1938

While inherently impermanent and often a matter of an owner’s personal preference, paint and roof color represent highly visible elements of a building that can either greatly enhance, or greatly detract, from historic character. An inappropriately painted dwelling, particularly in a densely developed historic neighborhood setting, can quickly become a focal point with negative impacts that effect the entire area. As a result, paint review is an appropriate component of the Landmarks and Historic Preservation Commission’s duties, allowing the Commission to meet its mandated charge of maintaining and protecting historic neighborhood character in those areas of the community already determined to have significant association with Medford’s past.

In Medford’s historic districts, the vast majority of property owners enjoy living in historic neighborhoods and work hard to maintain their homes in keeping with the district’s character. Owners of historic residential structures are encouraged to repaint as needed so as avoid damage to siding and trim. Oft times an owner simply wants to repaint in the existing color scheme to freshen up an exterior appearance that they continue to enjoy. In other cases, an owner has chosen a new color scheme to create a different look that is still clearly appropriate and compatible with the neighborhood’s character.

So, while paint colors have the potential to harm the character of a district, in the vast majority of cases painting with an owner’s proposed color palette is entirely appropriate and compatible with the intent of the district. The Landmarks and Preservation Commission’s design review authority exists, at least in Medford, as an method of providing an opportunity to avoid the occasional inappropriate

application. These criteria were developed to ease the approval process for paint permit applications so as to allow property owners to avoid the necessity of a full Commission review where appropriate.

A. EXCLUSIONS:

By definition, certain types of exterior painting activity are excluded from review by the Landmarks and Historic Preservation Commission. These are:

1. Repainting any historic residential resource in its existing colors is considered maintenance activity and is excluded from review under 10.406(2)..
2. Painting any minor work that does not otherwise require a building permit or review and approval under 10.256 et seq. is excluded from review. Examples of such activities include but are not limited to repair and replacement of damaged siding or trim, gutter installation, storm window installation, replacement of a window within the existing opening, replacement of a door within an existing opening, etc.

B. PRE-APPROVED PAINT PALETTE:

In order to create an objective set of pre-approved colors appropriate for use in Medford's residential historic districts, as well as for individually listed local landmark or National Register properties zoned residential, the Landmarks and Historic Preservation Commission has adopted a standardized palette of pre-approved colors.

1. At its regularly-scheduled July meeting in even-numbered years the Landmarks and Historic Preservation Commission will review the standardized palette of pre-approved colors and re-confirm or update the palette for use by the Planning Director for the following twenty-four month period. A copy of the approved palette is attached to these criteria by reference and is available for review at the Medford Planning Department.
2. Adoption of any standard commercially-available paint palette or chart does not constitute an endorsement of any particular vendor or paint manufacturer. Applicants may propose paint from any brand or source provided the hue and tone is determined identical in all visual characteristics to the colors of the pre-approved palette by the Planning Director.
3. Planning Director approval of applications for re-painting under these criteria are subject to the following criteria:
 - a. The application is limited to re-painting or minor maintenance work only and that such work is not part of any other proposed activity at the site that is subject to review by the Landmarks and Historic Preservation Commission under 10.258(2). [Repainting in conjunction with re-roofing approved under these criteria is permitted]
 - b. That the application includes paint colors determined by the Planning Director to be identical in hue and tone to the colors of the approved palette.
 - c. That the application includes no more than three individual colors, hues, or tones.
 - d. Approved paint colors may be applied in any finish or sheen from flat to gloss, at the applicant's discretion. Because it was not a traditional method of painting residential

architecture and does not typically wear well due to sun fading, the use of high-gloss paints for body tones is *strongly* discouraged. It is not, however, prohibited.

C. PAINT REVIEW AND APPROVAL PROCESS:

1. Applications may be denied approval under these Criteria when any one of the following conditions is determined by the Planning Director.
 - a. The proposal includes any paint color that is not determined to be identical in hue and tone to the colors of the approved palette.
 - b. The proposal includes more than three individual colors, hues, or tones of paint.
 - c. The proposal is determined by the Planning Director to be counter to the intent of these criteria and counter to intent of the Historic Preservation Overlay.
2. Applications determined to be outside these approval criteria by the Planning Director shall be reviewed by the Landmarks and Historic Preservation Commission as per 10.258(2).



Color Dynamics for the Home, c1950
Pittsburgh Paint Company

6. MINOR HISTORIC REVIEW - ROOFING

In the 19th century roofing for most residential structures in southern Oregon was of wood shake or wood shingle. After 1900, many buildings were built, or re-roofed, with newer asphalt based shingle products that were advertised as being both less expensive and more durable than wood. While other materials (slate, terra cotta tile, copper, even asbestos, for example) were available for purchase during much of Medford's late-19th and early 20th century, instances of local installations of such products were rare.

Unlike paint, replacing a roof system is a fairly costly and longer-lasting decision for any homeowner. A good roof protects a home from the weather and, as the single most exposed component of the exterior envelope, should be durable so as to protect the interior from rain and heat. New roofing technologies have been developed that compete with wood and asphalt shingles, in some cases offering "forever" solutions that seem cost effective and attractive. And, at least in the case of asphalt, new manufacturing processes and designs have transformed that basic material into roofing products very different from the asphalt shingles available during the historic period reflected in Medford's historic neighborhoods. Though still called "Asphalt," most such shingles are today made from Fiberglas or organic composition products, and are available in wide range of thicknesses, edge profiles, and colors. Some of these new materials may be appropriate for use in Medford's historic districts while others almost certainly are not.

Once again, as with paint, most owners of historic homes are interested in maintaining their investment in a historically compatible fashion, using durable and cost-effective materials that enhance the historic character, and allow them to proceed with their projects in a timely manner. The Landmarks and Preservation Commission's design review authority exists as a method of providing an opportunity to avoid the occasional inappropriate installation that negatively impacts historic neighborhoods. These criteria are intended to create a range of appropriate options that will allow owners to proceed with as little delay as is feasible while still assuring the goals of the Historic Preservation Overlay are met.



"Your House is only as Good as its Roof"
Ambler Asbestos Shingle & Sheathing Company, c1927

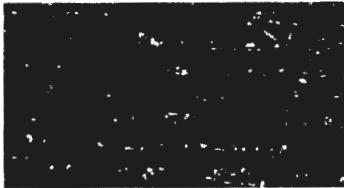
A. EXCLUSIONS:

By definition, certain types of exterior roofing activity are excluded from review by the Landmarks and Historic Preservation Commission. These are:

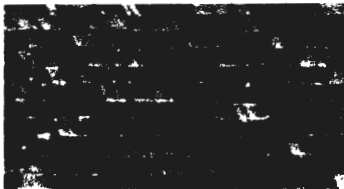
1. Re-roofing any historic residential resource with new materials of the same type, profile, and visual qualities as the existing, subject to the requirements of the City of Medford Building Code, is excluded from review under 10.406(2). Visual quality, as used here, includes material type, shingle pattern, thickness method of installation *exclusive* of color.

B. PRE-APPROVED MATERIALS:

The following roofing materials are pre-approved for residential use in the Historic Preservation Overlay Zone, subject to the specific criteria in Section C.



Wood Shakes: Split wood appearance, usually cedar, applied in traditional fashion. Shakes are thicker in profile at the butt end than shingles, creating a more variegated visual character. Shakes come in multiple grades of two basic varieties: Hand split and Taper-sawn.



Wood Shingles: As above, again typically cedar, but sawn flat with a more uniform profile. Shingles are available natural tones (which weathers) or in pre-stained color coatings. Standard shingles come with straight-cut butt ends. Decorative shingles are also available in a variety of patterns including diamond, half-cove, fish-scale and other 'fancy' cuts (See C(1)c, below for exclusions).

FIBERGLASS COMPOSITION (ASPHALT) SHINGLE:



3-Tab: The most common, and least expensive form of composition shingle, generally rated for 25-years and available in numerous colors. 3-Tab, as the name implies, comes in strips of three, universally with straight ends and near smooth profiles. **NOTE:** This material, lacking visual character, is not typically appropriate for historic properties. *Pre-Approval is LIMITED to structures built 1935 or later only.*



Architectural Grade Fiberglass Composition (Asphalt)

Cut with angled sides in more random-appearing patterns, Architectural Grade create a more three-dimensional profile, are slightly more expensive and have a generally longer life-expectancy.



Asphalt Shake/Multi-Layer Asphalt

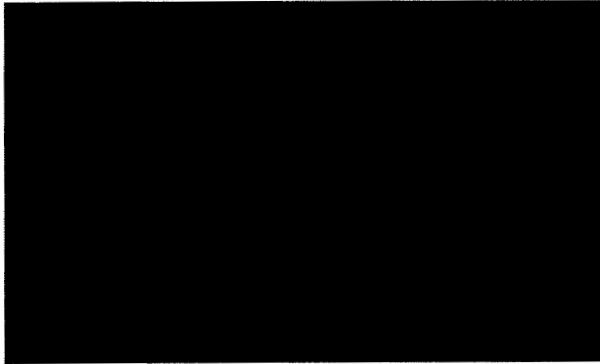
Although made of the same basic materials as the above, multi-layer asphalt includes a dark "shadow" layer(s) that adds additional depth and, in some cases, color, to increase the three-dimensional quality of the roof. Such shingles can approach the visual quality of slate or wood shake. These shingles come in various 'cuts' or patterns [See C1(c)].

C. RE-ROOFING REVIEW AND APPROVAL PROCESS:

1. Planning Director approval of applications for re-roofing under these criteria is subject to the following:
 - a. The application is limited exclusively to the installation of replacement roofing on an existing residential structure where that request is not part of any other proposed activity subject to review by the Landmarks and Historic Preservation Commission under 10.258(2). [Roofing in combination with re-painting approved under these criteria is permitted]
 - b. The application requests use of roofing materials determined by the Planning Director to be consistent with the pre-approved materials listed in Section B, above.
 - c. The application request is for straight-cut end or “butt” shingle or shake profiles only, excluding any fancy pattern end cut shingles except when such fancy cut shingles are used for exact replacement of an existing or historically documented roofing design.
 - d. A single pre-approved material is proposed, in a single manufacturer’s color/pattern. Mixture of more than one material, shingle pattern, or color is excluded from pre-approval, even when both such proposed materials are pre-approved materials from Section B. Use of a multi-colored shingle pattern as part of single manufactured product color/pattern is acceptable.
 - e. The application complies with all applicable Medford Building Code requirements governing re-roofing an existing residential structure.
 - f. The application does not include any high-profile ridge or edge treatments unless such treatment replicates a historically documented roofing character. (See photo for typical “high profile” type treatment)



2. Applications for replacement of existing wood shake or wood shingle roof materials with asphalt composition materials is discouraged but is allowed under these criteria. Use of composition “shake” type multi-layer shingle patterns that approximate the visual appearance of shake is strongly encouraged.



“Shake” look roofing materials are a multi-layer dimensional product, often multi-toned, made of fiberglass or asphalt composite materials. Such shingles are available from numerous manufacturers.

As shown at left, these random-appearing shingles approximate the pattern and texture of wood shake and are typically available at significantly

lower cost than true wood shake materials. The use of such materials when replacing existing or historic wood shake roofing with asphalt or composition products, while not required, is strongly encouraged.

3. Applications under these criteria may be denied when any one of the following conditions is determined by the Planning Director.
 - a. The proposal includes any roofing material that is not included as pre-approved in Section B.
 - b. The proposal includes more than one approved roofing material and is not an exact re-creation of the existing or a historically documented roof design.
 - c. The proposal includes the use of ‘fancy’ or decorative edge materials but is not an exact re-installation of the existing or a historically documented roof design.
 - d. The proposal is determined by the Planning Director to be counter to the intent of these criteria and counter to the intent of the Historic Preservation Overlay.
4. Applications determined to be outside these approval criteria by the Planning Director shall be reviewed by the Landmarks and Historic Preservation Commission as per 10.258(2).

Chair Zarosinski asked that in the staff report there was language from the neighboring property owner for a separate tax lot. Is there going to be a separate tax lot or an easement? Mr. Georgevitch replied that he believes it is going to be an easement. Ms. Akin reported that there are three tax lots and the City can adjust without having to partition to create another tax lot. Mr. Georgevitch stated that they are pursuing easements.

Ms. Cooper reported that Rogue Valley Manor's letter states that they will recommend to the Rogue Valley Manor Board approval of the easement documents that the City provided including the new location of the pathway. The City will proceed with the survey work to create the new tax lots that they discussed.

The public hearing was closed.

Motion: Adopt the Final Order for approval of CUP-13-138, meeting criterion #2, as per the Revised Staff Report dated March 20, 2014, including Exhibits A-1 through P, and all Conditions of Approval (Exhibit A-1).

Moved by: Commissioner McFadden Seconded by: Commissioner Fincher

Commissioner McFadden made a friendly amendment: Approving Findings for relief from the irrigation and landscaping requirements in 10.780.

Roll Call Vote: Motion passed, 7-0.

New Business

50.2

DCA-13-129 Consideration of an ordinance amending Medford Municipal Code, Chapter 10 (Land Development Code) Sections 10.012, 10.256, 10.136, 10.258 and 10.408 making specific alterations to historic structures (exterior paint color changes and new awning fabrics on existing awnings) subject to Minor Historic Review rather than Standard Historic Review in Historic Preservation Overlay zoning districts (City of Medford, Applicant).

Praline McCormack, Planner II, presented the purpose, background, summary, process to date, approval criteria, conclusion and recommendation.

The public hearing was opened and there being no testimony, the public hearing was closed.

Motion: Based on the findings and conclusions that all of the approval criteria are either met or are not applicable, the Planning Commission initiates this amendment and forwards a favorable recommendation for adoption to the City Council, per the Staff Report dated March 18, 2014, including Exhibits A through E.

Moved by: Commissioner McFadden Seconded by: Commissioner Christie

Commissioner Mansfield stated that he has never been convinced that artistic tastes are the proper function of the government. It would stand to reason therefore he is in favor of enacting this change.

Roll Call Vote: Motion passed, 7-0.

CITY OF MEDFORD
EXHIBIT # F
File # DCA-13-129

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**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 ADDRESS