



MEDFORD PLANNING

Date: March 13, 2026

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|---|---|---|
| <input checked="" type="checkbox"/> Building Department | <input checked="" type="checkbox"/> Avista Utilities | <input type="checkbox"/> Medford Irrigation District |
| <input checked="" type="checkbox"/> City Attorney's Office | <input checked="" type="checkbox"/> Charter Communications | <input checked="" type="checkbox"/> Rogue River Valley Irrigation |
| <input checked="" type="checkbox"/> Engineering – Lyndee Stidham | <input checked="" type="checkbox"/> Hunter Communication | <input type="checkbox"/> Talent Irrigation District |
| <input checked="" type="checkbox"/> Engineering – Mike Casper | <input checked="" type="checkbox"/> LS Networks of So. Oregon | <input checked="" type="checkbox"/> Medford School Dist. 549C |
| <input checked="" type="checkbox"/> Engineering – Karl MacNair | <input checked="" type="checkbox"/> Lumen (Centurylink) | <input type="checkbox"/> Phoenix School District 4 |
| <input checked="" type="checkbox"/> Engineering – Jennifer Ingram | <input checked="" type="checkbox"/> Pacific Power & Light | <input checked="" type="checkbox"/> R.V. International Airport |
| <input checked="" type="checkbox"/> Fire Department | <input checked="" type="checkbox"/> Rogue Disposal | <input type="checkbox"/> OR Dept. of Aviation |
| <input checked="" type="checkbox"/> Parks & Recreation | <input checked="" type="checkbox"/> Rogue Valley Sewer Services | <input type="checkbox"/> Federal Aviation Admin. |
| <input type="checkbox"/> Police Department | <input checked="" type="checkbox"/> Rogue Valley Transit District | <input type="checkbox"/> Fire District #2 |
| <input checked="" type="checkbox"/> Water Commission | <input type="checkbox"/> US Post Office | <input checked="" type="checkbox"/> Fire District #3 |
| <input type="checkbox"/> City Manager | <input type="checkbox"/> Jackson Co. Admin. Officer | <input checked="" type="checkbox"/> ODOT |
| <input type="checkbox"/> Floodplain – Liz Hamblin | <input type="checkbox"/> Jackson Co. Health | <input type="checkbox"/> ODOT Rail |
| <input type="checkbox"/> Urban Renewal (MURA) | <input checked="" type="checkbox"/> Jackson Co. Planning | <input type="checkbox"/> OR Dept Fish & Wildlife |
| <input type="checkbox"/> Alt Trans Advis Comm (ATAC) | <input checked="" type="checkbox"/> Jackson Co. Roads & Parks | <input type="checkbox"/> Army Corps of Engineers |
| <input checked="" type="checkbox"/> DLCD – Josh LeBombard | <input checked="" type="checkbox"/> Jackson Co. Surveyor | <input type="checkbox"/> Bear Creek Watershed Council |

File No.	PA-26-087	Project Name:	Connell Duplexes
Agent Contact:		Pre-application Conference to consider a proposal to partition a single taxlot (372W14AA TL1200) into 4 parcels, each with a duplex that is accessed and fronted by a major minimum access easement. Site is a single 0.50 acre lot (0.57 gross) located in Northeast Medford, with frontage along Connell Ave. An existing SFR, was recently cleared and lot is now vacant. Site is GLUP designated Urban Residential (UR), zoned SFR-6, and lies within the Airport Area of Concern (A-C) Overlay. See Applicant questions included with submittals. Applicant and Agent: Jeff Thayer; Dan Horton, Horton Architecture; Planner: Kegen Benson Associated files: None	
Dan Horton dan@hortonarchitecture.com			
Planner:			
Kegen Benson planning@cityofmedford.org			

A Land Development Committee meeting is scheduled for Wednesday, April 1, 2026, at 9:30 a.m. via Zoom webinar.

Link to join the webinar: <https://us02web.zoom.us/j/83028661620>

Webinar ID: 830 2866 1620

Attached are documents for your review. Please investigate and submit a written report setting forth any necessary conditions as required of your department/agency for approval to the Planning Department within ten working days.

If no comments are received within the 10-day review period, it will be assumed that there are no comments.

If you have any questions, please contact the planner listed above. Thank you.



MEDFORD PLANNING

PRE-APPLICATION – Type I

The purpose of a pre-application is to provide potential applicants with information prior to the formal submittal of a project. Any responses are based upon current City requirements. These requirements change over time and different requirements may apply at the time your application is submitted.

There are no particular submittal requirements for a pre-application, but the more information provided, the more thorough the responses will be. Be sure to include any specific questions you would like to have answered.

This application will be discussed at a Land Development Committee meeting. The Committee meets every Wednesday at 9:30 a.m. The applications are generally on a meeting agenda about 30 – 45 days after the application is submitted. The Committee is made up of City staff, including the Planning, Public Works, Fire, Building Safety, and Legal Departments. Outside agencies also often provide comments, including the Medford Water Commission, Rogue Valley Sewer Services, ODOT, and others.

The pre-application process does not provide a final decision or determination of conditions of approval.

1. APPLICANT INFORMATION (If a corporation, list all principals)

Name JEFF THAYER

Address 5718 OLD STAGE RD

City CENTRAL POINT State OR ZIP Code 97502

Email _____

Telephone Primary _____ Secondary _____

2. AGENT INFORMATION (Owner's consent required)

Name DANIEL HORTON

Address PO BOX 582

City EAGLE POINT State OR ZIP Code 97524

Email DAN@HORTONARCHITECTURE.COM

Telephone Primary 5418301014 Secondary _____

PRE-APPLICATION – TYPE I

3. PROPERTY OWNER/CONTRACT PURCHASER OF RECORD

Name JEFF THAYER
Address ABOVE
City _____ State _____ ZIP _____
Code _____
Email _____
Telephone Primary _____ Secondary _____

4. PROJECT DESCRIPTION

Type of development/
intended use: 4 NEW DUPLEXES MIDDLE HOUSING
Assessor's Map &
Tax Lot(s): 372W 14AA - 1200
Site Address(es): 2219 CONNELL AVE
Gross Acreage: 0.57 Net Acreage: 0.50
General Land Use Plan
(GLUP) Map Designation(s): _____
Zoning: SFR 6
Number of
Dwelling Units: Existing _____ Proposed 4-DUPLEXES
Area of Structures
(square feet): Existing _____ Proposed _____

5. SUBMIT THE APPLICATION

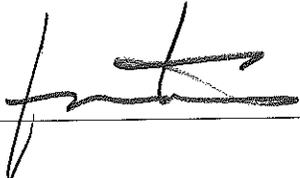
- Submit the application (plans must be native .pdf files, no scans)
 - Via email planning@cityofmedford.org
 - For extra-large files, contact the planning department at planning@cityofmedford.org for a link to upload documents

- Fees
 - Planning Fee Schedule \$600
 - Planning Fees are due at the time of application submittal

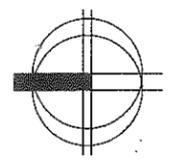
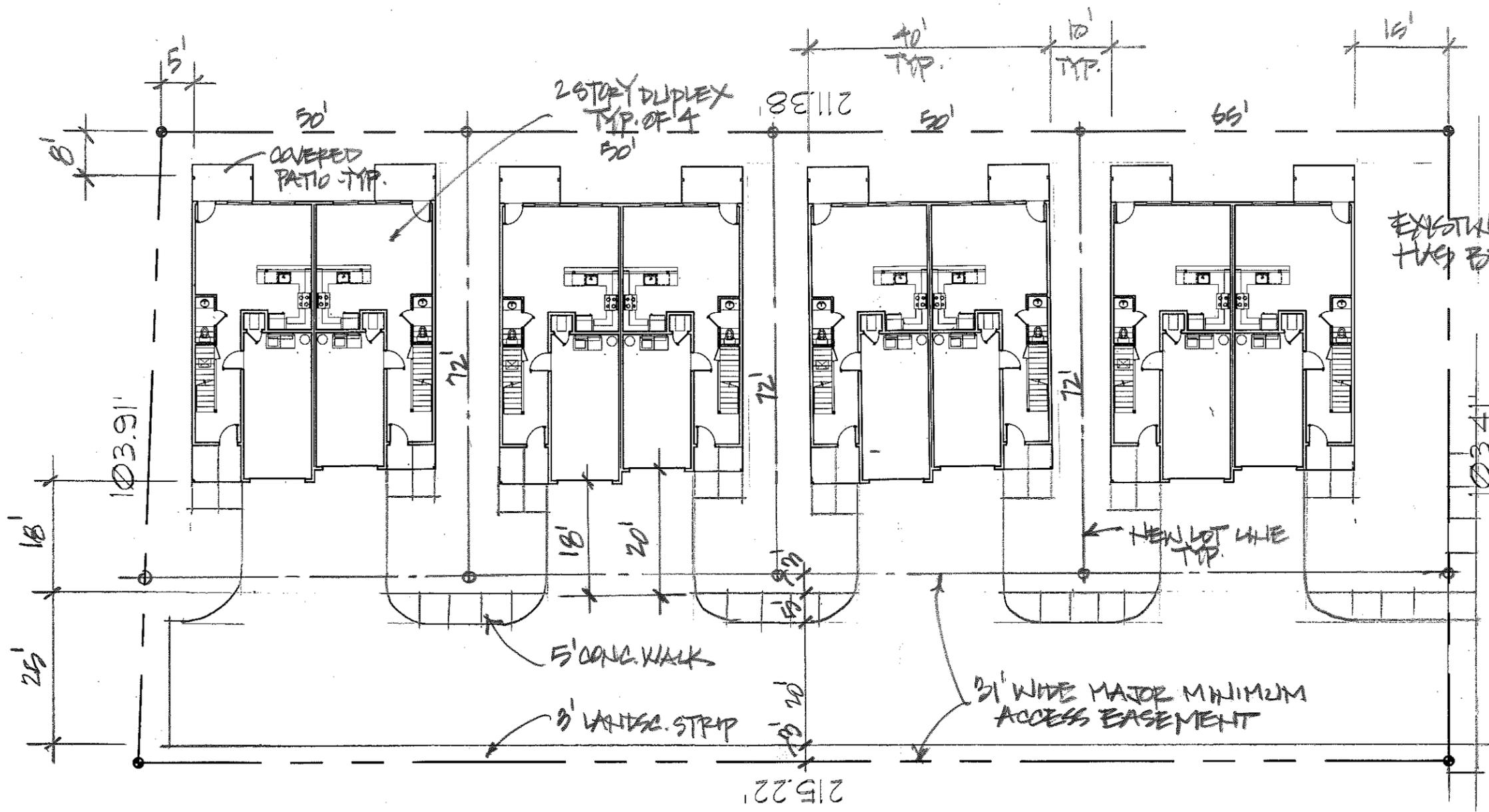
PRE-APPLICATION – TYPE I

- Payment options:
 - Checks shall be made payable to *City of Medford*
 - Credit/debit cards are accepted in the planning department, or to pay by phone, call (541) 774-2380

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

Signature  _____ Applicant Agent Owner

**All submittals
must be single
sided**



NORTH

SITE PLAN

SCALE: 1" = 20'
 2019 CONNELL DR
 MEDFORD, OR

EXISTING HOUSE
 HAS BEEN DEMO'D

CONNELL DR.

SEE 6 ZONING
 DIST AC GROSS LOT AREA

PA-26-087

Connell Duplexes - Applicant Questions

Purpose Statement: We are wanting to develop the SFR 6 lot (Maplot: 372W14AA1200) with the four duplex lots shown on the site plan, using the middle housing land division (MLDC 10.173) which would be an administrative approval vs doing a subdivision requiring planning commission approval.

Specific Issues/Questions:

- Because of lot and building dimensions, and driveway locations, on street parking within the easement are not possible, so we are proposing a major minimum access easement for access with four parking spaces per duplex on each lot.
 - Want to know if the city is ok with this access easement deviation from on-street parking?
- Want to make sure that proposed development meets standards for:
 - land division
 - Density
 - access, and
 - applicable code criteria.
- Would also like an outline/timeline of the approval process.

10.173 Middle Housing Land Divisions.

(1) Purpose and Applicability. The purpose of this section is to remove barriers to land divisions for “middle” housing types, diversifying housing stock in the City of Medford and increasing opportunities for affordable homeownership. Qualifying middle housing projects shall be submitted on or after June 30, 2022, and meet the standards set forth in Ordinance [2022-60](#). All land divisions for middle housing are an expedited land review and subject to a Type II review. A middle housing land division includes both a tentative approval and a final plat and is not a land use decision or a limited land use decision under ORS [197.015](#).

(2) Submittal Requirements. An application for a middle housing land division shall include the following:

- (a) Application for Middle Housing Land Division Tentative Plat. See Section [10.202\(2\)](#).*

(b) *Form of Tentative Plat and Accompanying Data.* See Section [10.202\(3\)](#).

(c) *Building Proposal.* A proposal shall submit building plans and site plan for the development of middle housing in compliance with the building code for review.

(d) *Approval Criteria.* The tentative plan of a middle housing land division shall be approved if all of the following criteria are met, and the existing lot or parcel to be subdivided complies with local land use regulations, including standards such as lot area, lot width and depth, and lot frontage:

(i) *The middle housing land division is for proposed middle housing development created after June 30, 2022; and*

(ii) *The existing or proposed middle housing development complies or is shown to comply with the Oregon Residential Specialty Code, applicable provisions of the Building Code including provisions to new property lines; and*

(iii) *Separate utilities are provided for each dwelling unit; and*

(iv) *All access and utility easements necessary to serve each dwelling unit are provided on the tentative plat for:*

(A) *Locating, accessing, replacing, and servicing all utilities;*

(B) *Pedestrian access from each dwelling unit to a private or public road;*

(C) *Any common use areas or shared building elements;*

(D) *Any dedicated driveways or parking; and*

(E) *Any dedicated common area; and*

(v) *A land division for middle housing shall result in exactly one middle housing dwelling unit on each resulting lot or parcel, except for lots, parcels or tracts used as common areas; and*

(vi) *Evidence demonstrating how buildings or structures on a resulting lot or parcel will comply with applicable building code provisions relating to new property lines and, notwithstanding the creation of new lots or parcels, how structures or buildings located on the newly created lots or parcels will comply with the Oregon Residential Specialty Code; and*

(vii) *Townhouse lots created shall have a minimum of 20 feet of frontage on a public or private street.*

Middle Housing Typologies	Allowed Number of Parcels Created With Middle Housing Land Divisions:
<i>Duplex</i>	<i>Up to 4 new lots</i>
<i>Triplex</i>	
<i>Quadplex</i>	
<i>Townhouse</i>	
<i>Cottage Cluster</i>	<i>Up to 8 new lots</i>
<i>Note: New lots created through middle housing land divisions still need to meet setbacks and comply with applicable land use and building codes.</i>	

(e) *Conditions of Approval. The conditions of approval for a middle housing development are limited to the following:*

- (i) *Prohibit further division of the resulting parcels or lots through a deed restriction;*
- (ii) *Require a notation on the final plat referencing approval of the land division was granted under middle housing land division provisions;*
- (iii) *Prohibit the construction of an accessory dwelling unit on any of the resulting lots;*
- (iv) *Require dedication of right-of-way when an existing street abutting the property does not conform to the public improvements standards in Article [IV](#) of this chapter, unless the parcel being divided through a middle housing land division has previously provided a right-of-way dedication;*
- (v) *Street frontage improvements where a resulting lot or parcel abuts the street.*

(f) *Additional Provisions.*

(i) An application for a middle housing land division may be submitted at the same time as the submission of an application for review of building permits for middle housing, though no building permits shall be issued before the final plat is recorded.

(ii) The tentative approval of a middle housing land division is void if a subdivision or partition final plat is not recorded within three years of the tentative approval.

(iii) The division of lots for middle housing are expressly allowed in a planned community; or the lot may be divided under ORS [94.776](#).

(g) Final plat process.

(i) The final plat shall comply with the middle housing land division conditions of approval and follow the applicable provisions in Section [10.162](#).

[Added Sec. 9, Ord. No. 2022-74, Jul. 7, 2022.]