MEDFORD
PLANNING

Date of Notice: September 25, 2026

File No.: AC-26-278
Contact: Dustin Severs

NOTICE OF PUBLIC HEARING – SITE PLAN AND ARCHITECTURAL COMMISSION

Hearing Date:	**Friday – October 16, 2026**
Hearing Time:	**12:00 Noon**
Hearing Location:	**Medford City Council Chambers** **City Hall, 411 W 8th Street, Third Floor**

This notice is to inform you of an upcoming opportunity to participate in a public hearing before the Medford Site Plan and Architectural Commission.

What is being considered: Consideration of a request for a proposed commercial development—consisting of two buildings containing two drive-through facilities, restaurants, and retail—located within the Tower Business Park PUD. The site consists of three contiguous parcels totaling approximately 2.23 acres. The overall site is fronted by Owen Drive along its southern boundary, Crater Lake Avenue along its eastern boundary, and Crater Lake Highway along its western boundary (Address: 3521 Crater Lake Avenue). The zoning of the properties is I-L (Light Industrial) and includes the PD (Planned Development) overlay (371W08BC TL 2513, 2514, 2515). Please see the attached map.

How do I obtain additional information? You may visit the Planning Department on the second floor of the Lausmann Annex, 200 S. Ivy Street, between the hours of 8 a.m. and 5 p.m. weekdays to review the application, all documents and evidence submitted, and the criteria relating to this proposal. The agenda and the staff report for this project will be available seven days prior to the public hearing and can also be viewed on the City website (www.medfordoregon.gov). Copies may be obtained from the Planning Department at reasonable cost.

Who do I contact? Questions can be directed to the contact listed above at 541-774-2380, or by visiting the Planning Department in person.

How do I participate? The Site Plan and Architectural Commission encourages written comments. Public comments will be accepted via first class mail or email until 10:00 a.m. on Friday, October 16, 2026. Please email comments or public hearing testimony pertaining to this agenda item to Planning@cityofmedford.org. Be sure to include your name, address, phone number and file number. All comments pertaining to this item, received by 10:00 a.m., will be provided to the Site Plan and Architectural Commission at the meeting.

If you would like to watch the meeting but not attend in person, the meetings are televised live on the RVTV Civic – Jackson County & Medford Government Access Channel (antenna channel 14, cable channel 181) and live streamed on the city website. To access the live stream, go to www.medfordoregon.gov and click on the *Meetings* tab in the middle of the page. Click on the meeting you're interested in and scroll to *Related Information* at the bottom of the page. Click on the *Watch Live and Recorded Meetings* link.

What happens at a Public Hearing? At the public hearing, the Chair will open the hearing and invite all interested parties to direct their testimony and evidence toward the regulations found in the Medford Land Development Code, specifically the criteria that apply to this project. The applicable criteria are included with this notice. You are invited to speak at the hearing stating why you favor or oppose this proposal. You may also write a letter to the Commission prior to the hearing that can be submitted as a part of the public record. You must provide oral or written testimony to have standing; standing gives you the legal ability to appeal a decision that is made by the Commission on this project. Oregon Revised Statutes state that failure to raise an issue in a hearing, either in person or by letter, or failure to provide statements or evidence sufficient to afford the Commission an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

If you would like to testify but are unable to attend in person or submit written comments, you may participate virtually or by telephone. Please contact the Planning Department at 541-774-2380 at least one business day in advance of the hearing to make arrangements.

Please be aware that communications made through Email and Messaging systems shall in no way be deemed to constitute legal notice to the City of Medford or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the City or any of its agencies, officers, employees, agents, or representatives, where notice to the City is required by any federal, state or local laws, rules, or regulations.

Respectfully,

Michelle King
Planning Director

ag/Attachments (map and criteria)

Meeting locations are generally accessible to persons with disabilities. To request interpreters for hearing impaired or other accommodations for persons with disabilities, please contact the ADA Coordinator at 541-774-2074 or ada@cityofmedford.org at least three business days prior to the meeting to ensure availability. For TTY, dial 711 or (800) 735-1232.

10.200 Site Plan and Architectural Review.

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(5) Site Plan and Architectural Review Approval Criteria (Type II & III).

(a) The Site Plan and Architectural Commission, SPAC – Type III Review, shall approve a site plan and architectural review application for a commercial or industrial development, if it can find that the proposed development conforms, or can be made to conform through the imposition of conditions, with the following criteria:

(i) The proposed development is compatible with uses and development that exist on adjacent land, and

(ii) The proposed development complies with the applicable provisions of all city ordinances or the Site Plan and Architectural Commission has approved (an) exception(s) as provided in Section 10.186.

(b) The approving authority shall approve a site plan and architectural review application for a residential development if the proposed development complies with the applicable provisions of all city ordinances, or if the Site Plan and Architectural Commission has approved either of the following:

(i) Any Exceptions, as provided for in MLDC Section 10.186, which resolve(s) any instances of non-compliance with those provisions.

(ii) Any Adjustments or Exceptions from the Special Development Standards for Multiple-Family Dwellings, as provided for in MLDC Section 10.715A through 10.717.

(iii) Any Adjustments or Exceptions from the Development Standards for a Cottage Cluster Development, as provided for in MLDC Section 10.818A.

(6) *Site Plan and Architectural Review Conditions of Approval.* In approving a site plan and architectural review application, the approving authority 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 Subsection (5) above, 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:

(a) Limiting the number, height, location and size of signs;

(b) Requiring the installation of appropriate public facilities and services and dedication of land to accommodate public facilities when needed;

(c) Limiting the visibility of mechanical equipment through screening or other appropriate measures;

(d) Requiring the installation or modification of irrigated landscaping, walls, fences or other methods of screening and buffering;

(e) Limiting or altering the location, height, bulk, configuration or setback of commercial and industrial buildings, structures and improvements.

(f) Requiring the improvement of an existing, dedicated alley which will be used for ingress or egress for a development;

(g) 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;

(h) Requiring the retention of existing natural features;

(i) Modifying architectural design elements of commercial and industrial buildings. Such modifications may include, but are not necessarily limited to: exterior construction materials and their colors, roofline, and fenestration; and, restricting openings in the exterior walls of structures;

(j) Modifying architectural design elements of multiple-family dwelling buildings when the applicant has affirmatively elected to request an adjustment from the Special Development Standards in MLDC Sections 10.715A through 10.717. Such modifications may include but are not necessarily limited to: exterior construction materials and their colors, roofline, and fenestration; and, restricting openings in the exterior walls of structures;

(k) Modifying elements of Cottage Cluster Developments when the applicant has affirmatively elected to request an adjustment from the Development Standards for a Cottage Cluster Development, as provided for in MLDC Section 10.818A.

(l) Restricting the height, directional orientation and intensity of exterior lighting.

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Vicinity Map

File Number:
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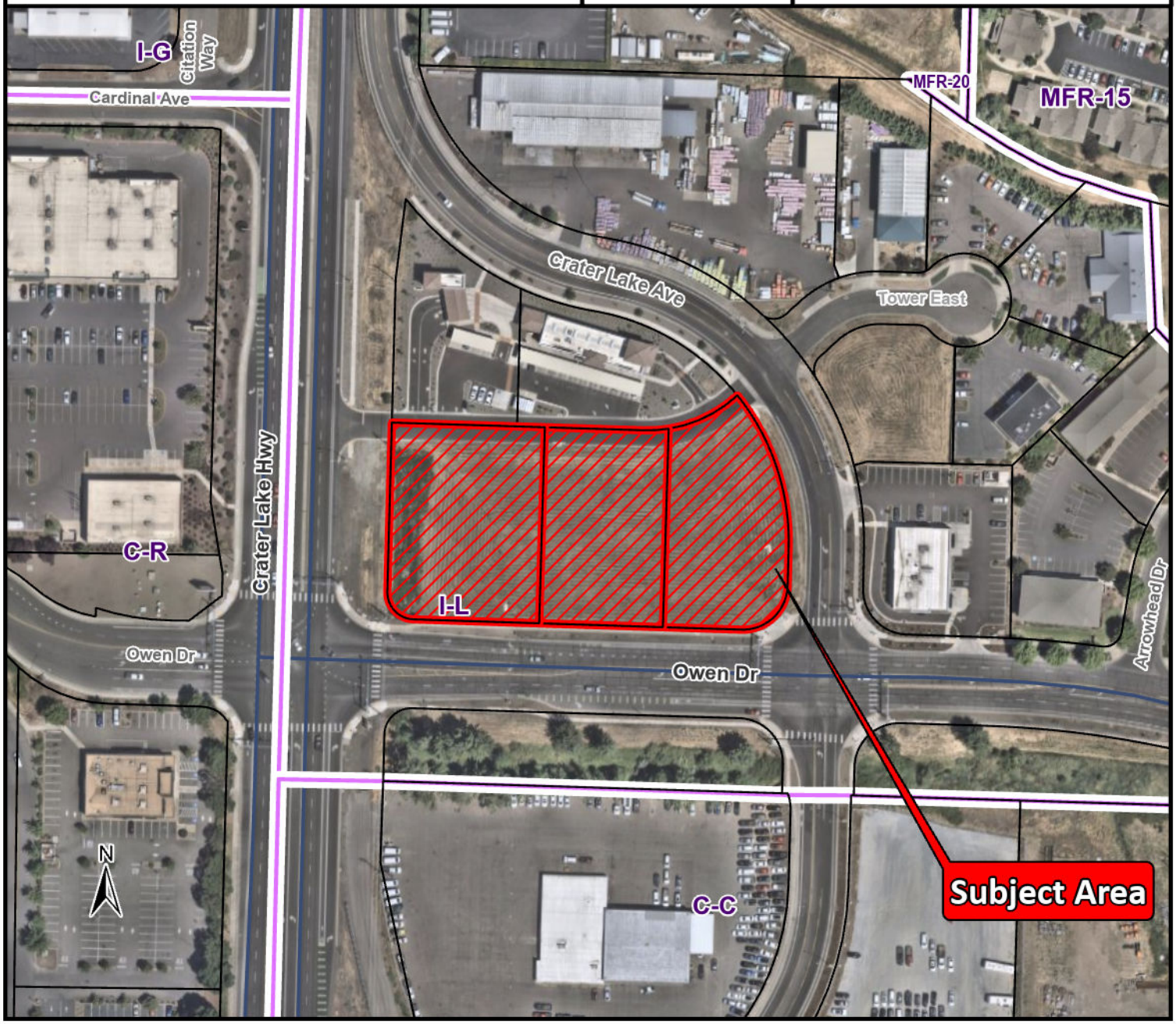


Project Name:

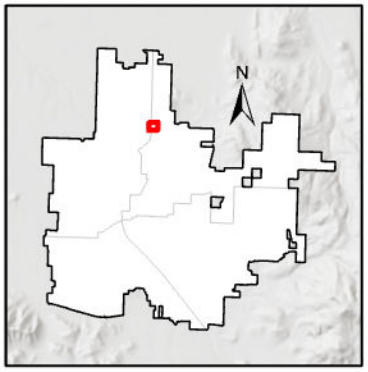
Highway 62 & Owen Drive Development

Map/Taxlot:

371W08BC TL 2513, 2514, 2515

Legend

- Subject Area
- Tax Lots
- Zoning Districts



0 125 250 Feet

Date: 9/16/2026