

# City of Medford Planning and Permitting Committee

2024-2026 Zoning Update  
May 22, 2024





# Timeline

## 2024-2026 Zoning Update





# Agenda

Review and vote the following out of Committee:

- ▶ Updated table of Uses.
- ▶ Existing zoning map in digital/GIS format
- ▶ Discuss Definitions to be Sent to the City Council.
- ▶ Municipal Site Plan Review.

Introduce next round:

- ▶ Sort CAAP policies into thematic buckets
- ▶ Review mapping analysis work plan
- ▶ Discuss any new "buckets" that came up during 5/8 Committee meeting that can be added to our work plan - i.e. "Legal definitions, format" and "Permitting and process"



# Table of Uses

Table A: Table of Use and Parking Regulations  
March 15, 2022

	ROS	SF-1	SF-2	GR	APT-1	APT-2	APT-3	C-1	C-2	I	O	O-2	MUZ	PC	LC
<b>A. RESIDENTIAL USES</b>															
1. Detached single family dwelling	N	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	2 per Dwelling Unit	NA
2. Attached single family dwelling: Two dwelling structure	N	N	N	Y	Y	Y	Y	N	N	N	N	N	N	1.5 per Dwelling Unit	NA
Three or more dwelling structure	N	N	N	N	Y	Y	Y	N	N	N	N	N	N	1.5 per Dwelling Unit	NA
3. Detached two-family dwelling	N	N	N	Y	Y	Y	N	N	N	N	N	N	N	1.5 per Dwelling Unit	NA
4. Multiple dwelling, Class A	N	N	N	N	Y	Y	Y	Y	N	N	N	N	Y	1.5 per Dwelling Unit	NA
5. Multiple dwelling, Class B	N	N	N	N	N	Y	Y	Y	N	N	N	N	Y	1.5 per Dwelling Unit	NA
6. Dormitory, fraternity or sorority house	N	N	N	CC	CC	CC	N	N	N	N	N	N	N	1 per 4 beds	1/15,000 s.f.
7. Lodging or boarding house	N	N	N	CC	CC	CC	N	N	N	N	N	N	N	1 per Guestroom	1/15,000 s.f.



# Definitions

Refine existing definitions; add new uses

## Document structure:

1. Term to be defined or term to be clarified.
2. Suggested Definition: Our proposal.
  - ▶ Contains the source from which the definition has been taken.
3. Current Definition: the existing definition in Medford's zoning document.
4. Standards for Use.
5. Under Review: Some definitions require additional research.



# Definitions

Refine existing definitions; add new uses

## Definitions pre-approved in Planning and Permitting Committee Meeting 8/5:

- ▶ Doggy Daycare.
- ▶ Institutional Use.
- ▶ Mixed-Use.
- ▶ Motor Vehicles, Class III
- ▶ Accessory Use



# Definitions

Refine existing definitions; add new uses

## 2. **Term to be Defined:** Doggy Daycare (separate from Keeping of Animals).

**Suggested Definition:** Doggy Daycare. A facility providing care for dogs on a daily basis without overnight accommodation. The facility may include indoor and outdoor areas for the dogs where they will be under supervision. For clarity, this definition does not include animal boarding facilities.

(Source:LawInsider.com)



# Definitions

Refine existing definitions; add new uses

## 5. Term to be Defined: Institutional Use.

**Suggested Definition:** *Institutional Use*. The use of land or structures for the non-profit charitable, benevolent, spiritual, instructional or custodial activities of government, education, religious, health care, social service, fraternal/sorority or similar organizations.

(Source: Cambridge)





# Definitions

Refine existing definitions; add new uses

## 6. Term to be Defined: Mixed-Use.

**Suggested Definition:** *Mixed-use development*. Development containing a mix of residential uses and non-residential uses, including, without limitation, commercial, institutional, industrial or other uses.

(Source: MGL Ch. 40A, Section 1A).



# Definitions

Refine existing definitions; add new uses

## 8. Term to be Defined: Motor Vehicles, Class III.

**Suggested Definition:** Class III Motor Vehicle Sales. Principal business is: (1) buying used vehicles for purpose of remodeling, taking apart, or rebuilding and selling the same, or (2) buying or selling parts from used vehicles or tires, or the assembling of used vehicle parts.

(Source: KP Law)



# Definitions

Refine existing definitions; add new uses

## Reviewed Definitions:

- ▶ Multiple Dwelling Unit / Multiple Unit:
  - ▶ The new definition cannot affect the current zoning.
  - ▶ Not use the word family.
  - ▶ Change name to: Single-family attached, single family detached, and two family.
- ▶ Manufactured home: Building commissioner comments.
- ▶ Tiny Home: Consultant comments.
- ▶ Junkyards: Building commissioner comments
- ▶ Accessory Structure: Consultant comments.



# Definitions

Refine existing definitions; add new uses

- 1. Term to be Defined:** Replace Dwelling, Multiple, Class A and Dwelling, Multiple Class B with a single definition.

**Current Definition:** Dwelling, multiple: A building or structure designed for or containing three or more dwelling units; or a building or structure designed for or containing one or more dwelling units in addition to a nonresidential use, but not including a group of three or more attached single-family dwellings, a lodging house, a hotel or motel, a dormitory, fraternity or sorority house.

Class A: Not over three stories in height.

Class B: Not over 75 feet or six stories in height.

**Suggested Definition:** Dwelling, multiple: A building with 3 or more residential dwelling units or 2 or more buildings on the same lot with more than 1 residential dwelling unit in each building. This term shall include, but is not limited to, triplex, quadraplex, and townhouse structures containing three (3) or more dwelling units.

Class A: Not over three stories in height.

Class B: Not over 75 feet or six stories in height.

(Source: MGL Chapter 40A, Section 1A, Concord and Medford)



# Definitions

Refine existing definitions; add new uses

## 1. Definitions associated with Dwelling that are currently in Medford zoning:

- Dwelling Unit: Dwelling unit means a room or group of rooms forming a habitable unit for one **family household** with facilities used or intended to be used for living, sleeping, cooking, sanitation, and eating.
- Dwelling, single-family, attached: change to Dwelling, one unit, attached or Rowhouse
- Dwelling, single-family, detached change to Dwelling, one unit, detached.
- Dwelling, two-family change to Dwelling, two units or Duplex.
- Dwelling, two-family: a detached residential building intended and designed to contain ~~to~~ **or** containing two dwelling units.

We propose to change current Dwelling unit definition. Change the word family to household.  
Propose to change the definition names containing the word family to unit.



# Definitions

Refine existing definitions; add new uses

## 7. **Term to be Clarified:** Change Mobile Home to Manufactured Home.

**Current Definition:** Mobile home: a dwelling unit built on a chassis and containing complete electrical, plumbing, and sanitary facilities, and designed to be installed on a temporary or permanent foundation for living quarters.

**Suggested Definition:** Manufactured Home. A factory-built structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities.

(Source: HUD, Oak Bluffs)



# Definitions

Refine existing definitions; add new uses

## 7. Term to be Clarified: Factory-built Home.

**Suggested Definition:** *Factory-built, Home*. Standardized units primarily built inside of a factory, then assembled on site in accordance with local building codes. (Source: HUD)



# Definitions

Refine existing definitions; add new uses

## 7. Term to be Clarified: Tiny Home.

**Suggested Definition:** *Tiny House, Moveable*. A transportable dwelling unit built on a frame or chassis with not more than 400 square feet, excluding lofts, projections from bay windows, open decks, porches or exterior utility and storage compartments, intended for residential use on an individual house lot where single-family dwellings are allowed or as an accessory dwelling unit. (Source: House Bill 1359)





# Definitions

Refine existing definitions; add new uses

## 7. Term to be Clarified: Tiny Home.

**Suggested Definition:** *Tiny House, Stationary.* A dwelling that is 400 square feet (37m<sup>2</sup>) or less in floor area excluding lofts, projections from bay windows, open decks, porches or exterior utility and storage compartments, intended for residential use on an individual house lot where single-family dwellings are allowed or as an accessory dwelling unit.

(Source: ICC+ House Bill 1359)



# Definitions

Refine existing definitions; add new uses

## 9. Term to be Defined: Junkyards

**Suggested Definition:** Junkyard: The use of any area or any lot, whether inside or outside of a building, for the storage, keeping, or abandonment of junk, scrap or discarded materials, or the dismantling, demolition, or abandonment of automobiles, other vehicles, machinery, or parts thereof, including, but not limited to:

- A. Discarded, worn-out, or junked plumbing, heating supplies, household appliances and furniture.
- B. Discarded, scrap, and junked lumber.
- C. Old or scrap copper, brass, rope, rags, batteries, paper, trash, rubber, or plastic debris, waste, and all ferrous material.
- D. Discarded motor vehicle parts or more than two unregistered motor vehicles.

(Source: Salem)



# Definitions

Refine existing definitions; add new uses

## 10. Term to be Clarified: Accessory Structure and Accessory Use.

Keep Medford's current definition of an Accessory Structure. Change name from Accessory to Accessory Use.

**Current definition:** Accessory structure: Any structure which is incidental and subordinate to the principal structure, but which is located on the same lot as the principal structure. Shall include carports, ground-mounted solar panels and swimming pools.

**Suggested Definition:** Accessory Use: A use customarily incidental **and subordinate** to, and on the same lot ~~or group of lots~~ **or adjacent lot under the same ownership** as a conforming principal use., ~~and as referred to in this chapter also means a use which does not alter or impair the character of the premises on which it is located or of the neighborhood.~~

(Source: Medford, with standards removed).



# Definitions

Refine existing definitions; add new uses

## New definitions:

- ▶ Eating establishments, Café/Coffee Shop.
- ▶ Yards and Setbacks.



# Definitions

Refine existing definitions; add new uses

**3. Term to be Defined:** Eating establishments, Café/Coffee Shop; and change “Drive-in eating places” becomes “Eating Place, Drive-Through.”

**Suggested Definition:** Neighborhood café: means an establishment that serves a limited menu of food items and does not contain more than 2,000 square feet of gross floor area. (Source: House Bill 2252 State of Washington 68th Legislature 2024 Regular Session By Representatives Klicker, Leavitt, Sandlin, Reed, Fosse, Graham, and Taylor)



# Definitions

Refine existing definitions; add new uses

## 12. Terms to be Clarified: Yards (area) vs. Setbacks (dimensions).

### Definitions associated with Yards and Setbacks #2:

#### Defines Yard and Yard Setbacks

- ▶ Yard
  - ▶ Yard, Front
  - ▶ Yard, Side
  - ▶ Yard, Rear
  
- ▶ Yard Setback



# Definitions

Refine existing definitions; add new uses

## 3. Term to be Defined: Yard, Front

**Current Definition:** Yard, Front: the yard lying between the front lot line and the principal structure and bounded by the side lot lines. ~~The minimum front yard is measured horizontally between the nearest point of the principal structure and the front lot line.~~



# Definitions

Refine existing definitions; add new uses

## 3. Term to be Defined: Yard

**Current Definition:** Yard: An open, uncovered space on the same lot with a building.

**Suggested definition:** Yard: An area unobstructed from the ground up, on the same lot with a principal building, extending along a lot line and inward to the principal building.

- A. Front Yard: A yard extending for the full width of the lot between the front line of the nearest building wall or building part not specifically excluded and the front lot line.
- B. Side Yard: A yard, unoccupied except by an accessory structure or use as herein permitted, between the line of the building wall or building part not specifically excluded and a side lot line extending from the front yard to the rear yard.
- C. Rear Yard: A yard, unoccupied except by an accessory structure or accessory use as herein permitted, extending for the full width of the lot between the rear line of the nearest building wall and the rear lot line.

Source: Arlington





# Definitions

Refine existing definitions; add new uses

## 3. Term to be Defined: Yard

**Current Definition:** Yard: An open, uncovered space on the same lot with a building.

**Suggested definition:** Yard: An area unobstructed from the ground up, on the same lot with a principal building, extending along a lot line and inward to the principal building.

- A. Front Yard: A yard extending for the full width of the lot between the front line of the nearest building wall or building part not specifically excluded. and the front lot line.
- B. Side Yard: A yard extending from the front yard to the rear yard, between the side line of the nearest building wall or building part not specifically excluded and a side lot line.
- C. Rear Yard: A yard extending for the full width of the lot between the rear line of the nearest building wall and the rear lot line
- D. Source: Arlington



# Definitions

Refine existing definitions; add new uses

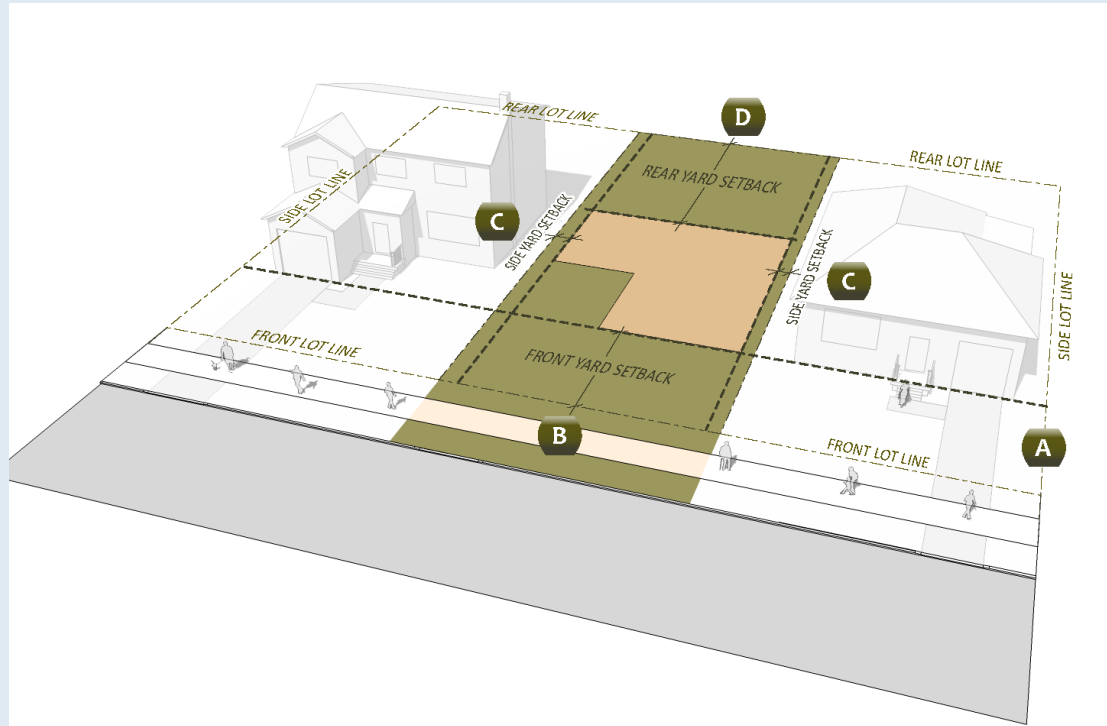
## 3. Term to be Defined: Setback

**Suggested definition 1:** Yard Setback: the minimum horizontal distance between a specified lot line, measured along a straight line and at a right angle to such lot line, and the nearest point of a building or structure. (Source: Pittsfield Mi)

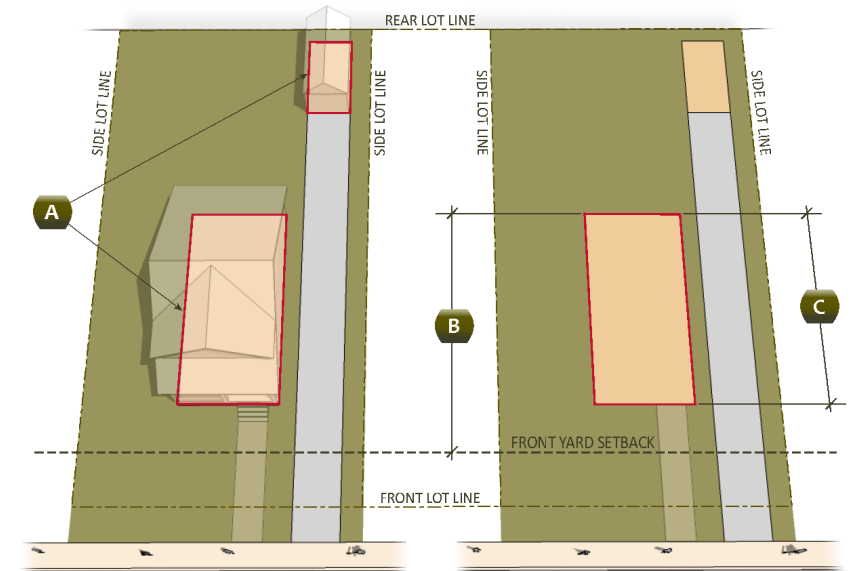


# Definitions

Diagrams: The Basics Illustrated (Source: Toronto)



- A** **Lot Line** means any boundary of a lot.
- B** **Front Yard Setback** means a horizontal distance on a lot measured at a right angle from the front lot line to the nearest main wall of a principal building or structure.
- C** **Side Yard Setback** means a horizontal distance on a lot measured at a right angle from the side lot lines to the nearest main wall of a principal building or structure.
- D** **Rear Yard Setback** means a horizontal distance on a lot measured at a right angle from the rear lot line to the nearest main wall of a principal building or structure.



- A** **Lot Coverage** means the portion of the lot that is covered by any part of any building or structure on or above the surface of the lot.
- B** **Building Depth** means the horizontal distance between the front yard setback required on a lot and the portion of the principal building's rear main wall furthest from the required front yard setback, measured along a line that is perpendicular to the front yard setback line.
- C** **Building Length** means the horizontal distance between the portion of the front wall of a principal building on a lot closest to the front lot line, and the portion of the rear main wall of the building closest to the rear lot line, measured along the lot centreline. If the relevant parts of these walls are not intersected by the lot centreline, the measurement is from the point on the lot centreline where a line drawn perpendicular to the lot centreline connects with the relevant part of the wall.



# Definitions

Refine existing definitions; add new uses

## 12. Term to be Defined: Lot Lines

**Current definition:** Lot line, front: A lot line along which the lot has frontage. Only one lot line may be designated as a front lot line. **If the lot has frontage on two or more sides, then among those, the lot line most nearly parallel and closest to the front of the structure shall be the front lot line.**

**Suggested definition 1:** Lot line, front: The property line dividing a lot from a street right-of-way (Source Arlington)



# Definitions

Refine existing definitions; add new uses

## To be sent in a later package:

- ▶ Household:
  - ▶ Work on all the definitions that are currently in the ordinance that treat how people live together.
  - ▶ Bring forward definitions to address multi-tenancy.
- ▶ Dwelling, multiple: Send along with the new dimension standards.
- ▶ Lot coverage:
  - ▶ Changing definition would make zoning more restrictive.
  - ▶ Change with the new dimension standards
  - ▶ Also review Gross floor area. Add floor plate if needed.
- ▶ Co-working space.
- ▶ Permeable. When open space is reviewed
- ▶ Retail Sales.
- ▶ Retail Sales, Convenience.
- ▶ Retail Sales, Neighborhood.



# Municipal Site Plan Review

(Medford; changes indicated by strike-through and bold text.)

1. Revise Section 94-1.4 as follows:

## **Sec. 94-1.4. Applicability.**

94-1.4.1 Continuation of Regulation. This chapter is a further amendment of the zoning ordinance and zoning map adopted October 28, 1925, as amended, and shall be construed to be a continuation of the regulations contained therein, regardless of changes in wording or arrangement, except insofar as amendments constitute changes in meaning. In the event of a discrepancy in meaning as between the ordinance as originally adopted, and later amendments, the meaning in the most recent amendment shall exclusively prevail.

94-1.4.2 City of Medford Projects. The requirements of this chapter shall not apply to the use or improvement of land or structures by the City of Medford or to the use or improvement of land or structures owned by the City of Medford ("City Projects"), provided that any City Project which would otherwise constitute a "major project" pursuant to Section 94-11.7.2, shall be subject to site plan review by the Community Development Board. The purpose of such review shall be to gather staff and public input regarding City Projects, to identify significant impacts, and to identify reasonably practicable measures to mitigate such impacts without interfering with the purpose and feasibility of such projects. In conducting its review, the Community Development Board may waive any of the submittal requirements and review criteria set forth in Section 94-6.11.7 if it determines such waiver to be in the public interest, and it may request information regarding efforts by the project proponent to comply to the extent reasonably practicable with the requirements of this chapter that would be applicable to comparable private projects. The Community Development Board may adopt and from time to time amend regulations relative to its review of City Projects and shall file a copy of said regulations with the office of the City Clerk.



# Municipal Site Plan Review

(Medford; changes indicated by strike-through and bold text.)

2. Delete Section 94 – 6.4.3(2)—This section exempts municipal projects from special permit performance standards and would no longer be necessary.
3. Delete the words “, including municipal lots,” from Section 94-11.7.2(4). Municipal lots would still be subject to site plan review under the proposed language.
4. In Section 94-12, I suggest replacing the word “municipal” with “civic” in the definition of “Community Center or adult educational center, public or nonprofit.” Alternatively, we could change “...operated by a religious, nonprofit or municipal organization...” to read, “...operated by a religious or nonprofit organization...”



# Next Steps - Updates

- ▶ Sort CAAP policies into thematic buckets
- ▶ Review mapping analysis work plan
- ▶ Discuss any new "buckets" that came up during 5/8 Committee meeting that can be added to our work plan - i.e. "Legal definitions, format" and "Permitting and process"



