



# CITY OF STAYTON

## APPLICATION FOR CONCEPTUAL PLAN APPROVAL MASTER PLANNED DEVELOPMENT

### APPLICATION AND DECISION MAKING PROCEDURES

#### 1. PRE-APPLICATION MEETING

Prior to submittal of an application, a pre-application meeting with City Staff is required. A completed pre-application form and sketch plan drawing need to be submitted at least 14 days in advance of the meeting, along with the \$300 fee. Meetings are held on Tuesday afternoons.

#### 2. APPLICATION FEE

Submission of a completed application form, with a plan and attachments, and payment of the application fees are required before the review process begins. The application and fees shall be submitted to the Planning and Development Department during regular business hours. **The fee for this application is \$1,350 if already within the city limits and \$1,800 if accompanied by an application for annexation.** Major annexations require an additional fee of \$4,500 to cover the city's cost of holding a referendum on the annexation. If the cost to the City does not reach the amount of the fee paid, the excess fee will be refunded to the applicant after the file is closed. If during the processing of the application, the costs to the City exceed 75% of the fee paid, the applicant will be required to pay an additional 50% of the fee amount, to assure that there are adequate funds to continue to process the application.

#### 3. REVIEW FOR COMPLETENESS AND SCHEDULING A HEARING

The Planning and Development Director will review the submitted application for completeness and, within 30 days from the date of submittal, determine if the applicant has provided all required information. If the application is incomplete, the Planning and Development Director will notify the applicant of the items which need to be submitted. Once the application is deemed complete, the Director will schedule a hearing before the Stayton Planning Commission. Planning Commission meetings are regularly scheduled for the last Monday of the month.

#### 4. STAFF REPORT

Once a hearing date is set, the Planning and Development Director will prepare a staff report and draft order summarizing the applicant's proposal, the decision criteria, comments from other agencies or the public, and address whether the application complies with code requirements or suggest conditions to meet those requirements. A copy of the staff report and draft order will be provided to the applicant no less than 7 days prior to the public hearing.

#### 5. PUBLIC HEARING BEFORE THE STAYTON PLANNING COMMISSION

Prior to the public hearing, notice is required to be sent to all property owners within 300 feet of the property 20 days before the hearing, so the hearing will be scheduled at the first regular meeting following the notice period. The hearing is to give all interested parties an opportunity to comment on the application. The hearing is conducted by the Chairperson in accordance with the Stayton Public Hearing Rules of Procedure. These rules are available at the Planning Department.

At the conclusion of the hearing and deliberation, the Planning Commission will adopt an order stating the decision criteria, findings of fact, conclusions whether the application meets any applicable standards and the Commission's decision. The Commission may decide to deny, approve, or approve the application with conditions.

#### 6. PUBLIC HEARING BEFORE THE STAYTON CITY COUNCIL

An application may be called up by, or appealed to the City Council. If called up, the Council will also conduct a public hearing. If appealed, the Council will decide whether to hear the appeal and hold a public hearing. A notice is required 10 days prior to the hearing which will be held at the regular Council meeting, which meets the first and third Mondays of every month. Staff reports, Planning Commission findings, and any new information

will be presented to Council for consideration. The purpose of the hearing is to receive further public testimony, to review the application and consider the Planning Commission's decision and conditions. Generally, the Council will make a decision at the conclusion of the hearing process, but may delay the decision for further information or action by the applicant. The Council will then adopt an order either approving or denying the application.

**7. APPEALS**

Council actions may be appealed to the State Land Use Board of Appeals pursuant to ORS 197.805 through 197.855.

**8. FOR MORE INFORMATION**

Call or write to City of Stayton Planning Dept., (mailing address) 362 N. Third Avenue, (building address) 311 N. Third Avenue, Stayton, Oregon 97383. (503) 769 2998; email: [dfleishman@ci.stayton.or.us](mailto:dfleishman@ci.stayton.or.us).

## APPLICATION CHECKLIST FOR CONCEPTUAL APPROVAL OF MASTER PLANNED DEVELOPMENT APPLICATIONS

This checklist has been prepared to assist applicants in submitting an application that includes all the submission requirements in Section 17.24.090.3. Please note that this checklist may paraphrase the requirements from the Code. It is the applicant's responsibility to read and understand the requirements of the Code. Review of an application will not begin until a complete application has been submitted. If you have questions, contact the Planning Department.

- Property Owner Authorization: If the applicant is not the owner of the property, the application must include written indication of the applicant's right to file the application. This may be a purchase and sale agreement, an option or other document that gives the applicant some legal interest in the property. If the applicant is to be represented by another individual (planning consultant, engineer, attorney) the application must be accompanied by a statement certifying that the applicant's representative has the authorization of the applicant(s) to file the application.
- A conceptual site plan at a scale of 1 inch equals not more than 50 feet and a reduced copy of the plan sized 11 inches by 17 inches with the following information included or accompanying the plan. In addition, a digital version of the plan and all other submissions shall be submitted in a portable document format on either a CD-ROM or by email to the Director of Planning and Development
  - Narrative Statement of planning objectives to be achieved by the planned development and design approach used by the applicant.
  - Number of types of residential units and identification of any proposed non-residential uses.
  - Range of lot sizes and average density (by phase if a phased project)
  - Circulation including general location of streets, parking areas, and pedestrian and bicycle facilities.
    - 1) The approximate location, widths, and names of existing or platted streets or other public ways (including easements) within or adjacent to the tract.
    - 2) A proposed street plan showing the general location of proposed streets and alleys, conforming to the City's Transportation Systems Plan.
    - 3) Location of existing and proposed access point(s) on both sides of existing roadways.
    - 4) Distances from proposed access points to any adjacent access points, median openings, traffic signals, intersections or other transportation features.
    - 5) The general location of planned transportation features such as sidewalks, bikeways.
  - North point, graphic scale, and date of preparation.
  - The proposed name of the development.
  - Names and addresses of the landowners, applicant, the engineer, surveyor, land planner, landscape architect, or any other person responsible for designing the preliminary plan.
  - An appropriate space on the face of the plan to indicate the action of the Planning Commission, including the date of decision.
  - Map number (township, range and section) and tax lot number or account of the tract being divided.
  - The location and dimensions of all proposed areas for common open spaces, public parks, recreational areas, or similar areas and uses.
- An existing conditions plan at a scale of 1 inch equals not more than 50 feet and a reduced copy of the plan sized 11 inches by 17 inches with the following information included or accompanying the plan. This plan shall cover the applicant's entire property and surrounding property for a distance of at least 300 feet.

- The boundary lines of the tract to be divided and approximate area of the property in acres or square feet.
  - Existing permanent buildings and any addresses for the buildings.
  - Railroad rights-of-way.
  - The location of existing sewerage systems for the tract being divided.
  - The approximate location of any existing water mains, culverts, drainage ways, or other underground utilities or structures within the tract or immediately adjacent to the tract.
  - Predominant natural features such as water courses (including direction of their flow), wetlands, rock outcroppings, and areas subject to flooding or other natural hazards.
  - A plan showing soils information.
  - An inventory of existing trees and other vegetation that has a diameter of 6 or more inches at 4 feet above grade and any proposals for vegetation removal, detailing numbers, sizes and species to be removed.
- Vicinity Map: The vicinity map may be drawn on the same map as the preliminary master plan. The vicinity map shall show the following:
- Topography within and adjacent to the proposed master planned development. Contour intervals shall be no greater than 2 feet for slopes of less than 10 percent and no greater than 5 feet for slopes of more than 10 percent.
  - The relationship of the proposed master planned development to surrounding developments, streets, storm drainage, sewer, water and utility services.
- A description of the compliance of the proposal with the master planned development design standards of Section 17.24.100.
- The location and functional characteristics of any wetlands on the property as shown in the City of Stayton Local Wetlands and Riparian Inventory, July 1998.

**BURDEN OF PROOF**

This is a quasi-judicial application in which the applicant has the burden of proof. According to law, the applicant must present to the decision maker facts, evidence, analysis, and justification for each and every decisional criteria in order to carry out that burden of proof. It is important to remember that there is no assumption that the applicant is entitled to this approval. The burden of proof lies with the applicant to prove how the proposal complies with the land use ordinances, not with the City of Stayton.

Stayton Municipal Code Title 17, Land Use and Development, is available online at: [www.staytonoregon.gov](http://www.staytonoregon.gov). Click on the Document Center tab and select Municipal Code.



**CITY OF STAYTON**  
**APPLICATION FOR CONCEPTUAL PLAN APPROVAL OF A**  
**MASTER PLANNED DEVELOPMENT**

PROPERTY OWNER: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

APPLICANT'S REPRESENTATIVE: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Email: \_\_\_\_\_

PROFESSIONAL DESIGN TEAM: A professional design team is required for all master planned developments. Please list below the consultants on the design team.

ARCHITECT/ PROFESSIONAL DESIGNER

ENGINEER

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

LANDSCAPE ARCHITECT/LANDSCAPE DESIGNER

PLANNING CONSULTANT

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Select one of the above as the principal contact to whom correspondence from the Planning Department should be addressed:

- owner    applicant    applicant's representative    architect/professional designer    engineer
- landscape architect/landscape designer    planning consultant

**CITY OF STAYTON APPLICATION FOR PRELIMINARY APPROVAL OF A MASTER PLANNED DEVELOPMENT**

LOCATION:

Street Address: \_\_\_\_\_

Assessor's Tax Lot Number and Tax Map Number: \_\_\_\_\_

Closest Intersecting Streets: \_\_\_\_\_

DESCRIPTION OF PROPOSAL:

Total Acreage: \_\_\_\_\_ No. of Lots \_\_\_\_\_ Average Residential Density \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

NAME OF PROPOSED MASTER PLANNED DEVELOPMENT: \_\_\_\_\_

LIST PUBLIC SERVICES CURRENTLY AVAILABLE TO THE SITE:

Water Supply: \_\_\_\_\_ - inch line available in \_\_\_\_\_ Street.

Sanitary Sewer: \_\_\_\_\_ - inch line available in \_\_\_\_\_ Street.

Storm Sewer: \_\_\_\_\_ - inch line available in \_\_\_\_\_ Street.

Natural Gas: \_\_\_\_\_ - inch line available in \_\_\_\_\_ Street.

Telephone:  is (or)  is not available in \_\_\_\_\_ Street.

Cable TV:  is (or)  is not available in \_\_\_\_\_ Street.

Electrical:  is (or)  is not available in \_\_\_\_\_ Street.

IS ANY PORTION OF THE PROPERTY LOCATED IN A FLOOD PLAIN?  YES  NO

IS ANY PORTION OF THE PROPERTY LOCATED ADJACENT TO A WATERWAY?  YES  NO

ARE THERE ANY WETLANDS ON THE SITE?  YES  NO

ARE THERE ANY SLOPES OF 15% OR GREATER ON THE SITE?  YES  NO

ARE THERE ANY OTHER IMPORTANT NATURAL FEATURES ON THE SITE?  YES  NO

IF YES, IDENTIFY \_\_\_\_\_

ARE THERE ANY HISTORIC SITES OR STRUCTURES LISTED ON THE CITY OF STAYTON COMPREHENSIVE PLAN HISTORIC LANDMARKS INVENTORY ON OR ADJACENT TO THE PROPERTY?  YES  NO

IF YES, IDENTIFY \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

Land Use File# \_\_\_\_\_

## QUESTIONS TO BE ADDRESSED IN NARRATIVE STATEMENT

The Stayton Planning Commission, with assistance from the Planning and Development Department and the Public Works Department will use the information provided by the applicant to analyze the merits of this application. A decision to approve or deny the application is made based on how well the applicant presents information to show the application meets the standards and criteria set forth in Sections 17.24.040.5 and 17.24.090.5. Please provide the following information in full and to this application.

1. **COMPREHENSIVE PLAN CONFORMANCE:** How does the proposed master planned development meet the applicable goals of the Comprehensive Plan?
2. **COMPATIBILITY WITH SURROUNDING AREA:** How are the uses proposed for the master planned development compatible with the surrounding neighborhood?
3. **PUBLIC SERVICES:** All master planned developments are required to have all public improvements installed as part of any land division process. Therefore, the applicant must be prepared to install the required street, water, sewer, and storm drainage and other improvements.
  - a. How will the applicant assure there are adequate water, sewer, street, and storm drainage facilities available to serve the proposed master planned development?
  - b. Will existing City public services need to be replaced or upgraded to accommodate the demands created by the master planned development? Explain.
4. **DESIGN LAYOUT/PATTERN OF DEVELOPMENT:** How does the design layout of the proposed parcels, lots, and roads fit with the existing pattern of development in the area?
5. **NATURAL, PHYSICAL AND GEOGRAPHIC FEATURES:**
  - a. **Flood Hazards:**

If any portion of the parcel is in the flood plain or adjacent to a water body, how will the proposed master planned development comply with all standards for riparian setbacks, flood hazard protection, or the Natural Resources Overlay District?
  - b. **Wetlands:**

If any portion of the parcel contains wetlands, are any of these wetlands identified in the Stayton Comprehensive Plan? How will the proposed development comply with all wetland development requirements?
  - c. **Steep Slopes:**

If there are any slopes of 15% or greater on the site, how will the proposed development address the potential impacts of the steep slopes?
  - d. **Natural Features:**

If there are other important natural, cultural, or historic features on the site, how will the proposed master planned development address potential impacts to those features?

How do the above physical or geographic conditions warrant a departure from the standard requirements of the zoning district where the master planned development is located?
6. **HISTORIC SITES OR STRUCTURES:**

If any historic sites or structures exist on or adjacent the property, how will the proposed master planned development comply with all historic preservation standards?