



AGENDA STAYTON CITY COUNCIL MEETING

Monday, May 5, 2014

Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

CALL TO ORDER

7:00 PM

Mayor Vigil

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

PRESENTATIONS/COMMENTS FROM THE PUBLIC

a. Introduction of New Library Director, Katinka Bryk

Request for Recognition: If you wish to address the Council, please fill out a green "Request for Recognition" form. Forms are on the table at the back of the room.

Recommended time for presentation is 10 minutes.

Recommended time for comments from the public is 3 minutes.

ANNOUNCEMENTS – PLEASE READ CAREFULLY

Items not on the agenda but relevant to City business may be discussed at this meeting. Citizens are encouraged to attend all meetings of the City Council to insure that they stay informed. Agenda items may be moved forward if a Public Hearing is scheduled.

a. Additions to the agenda

b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.

CONSENT AGENDA

a. April 21, 2014 City Council Action Minutes

Purpose of the Consent Agenda:

In order to make more efficient use of meeting time, resolutions, minutes, bills, and other items which are routine in nature and for which no debate is anticipated, shall be placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed at the request of any council member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion to adopt the Consent Agenda. This motion is not debatable. The Recorder to the Council will then poll the council members individually by a roll call vote. If there are any dissenting votes, each item on the consent Agenda is then voted on individually by roll call vote. Copies of the Council packets include more detailed staff reports, letters, resolutions, and other supporting materials. A citizen wishing to review these materials may do so at Stayton City Hall, 362 N. Third Avenue, Stayton, or the Stayton Public Library, 515 N. First Avenue, Stayton.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations please contact Alissa Angelo, Deputy City Recorder at (503) 769-3425.

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Alley and Street Right-of-Way Encroachments

Action

- a. Staff Report – Dan Fleishman
- b. Council Discussion
- c. Council Decision

Streets System Development Charge Update

Informational

- a. Staff Report – David Kinney
- b. Council Discussion
- c. Council Decision

PRESENTATIONS/COMMENTS FROM THE PUBLIC

Recommended time for presentations is 10 minutes.

Recommended time for comments from the public is 3 minutes.

BUSINESS FROM THE CITY ADMINISTRATOR

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – May 19, 2014

- a. Court Ordinances
- b. Water System Development Charges (SDC)
- c. Library Board Reappointments
- d. Non-Remonstrance Agreements
- e. AFSCME Union Contract – Executive Session

ADJOURN

CALENDAR OF EVENTS

MAY 2014

| | | | | |
|---------------|---------------|--|-----------|------------------------------|
| Monday | May 5 | City Council | 7:00 p.m. | Community Center (north end) |
| Tuesday | May 6 | Budget Committee | 7:00 p.m. | Community Center (north end) |
| Thursday | May 8 | Budget Committee | 7:00 p.m. | Community Center (north end) |
| Friday | May 9 | Community Leaders Meeting | 7:30 a.m. | Covered Bridge Café |
| Monday | May 12 | Budget Committee | 7:00 p.m. | Community Center (north end) |
| Tuesday | May 13 | Commissioner's Breakfast | 7:30 a.m. | Covered Bridge Café |
| Monday | May 19 | City Council | 7:00 p.m. | Community Center (north end) |
| Wednesday | May 21 | Library Board | 6:00 p.m. | E.G. Siegmund Meeting Room |
| Monday | May 26 | CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY | | |
| Tuesday | May 27 | Planning Commission | 7:00 p.m. | Community Center (north end) |

JUNE 2014

| | | | | |
|-----------|---------|---------------------------|------------|------------------------------|
| Monday | June 2 | City Council | 7:00 p.m. | Community Center (north end) |
| Tuesday | June 3 | Parks & Recreation Board | 7:00 p.m. | E.G. Siegmund Meeting Room |
| Tuesday | June 10 | Commissioner's Breakfast | 7:30 a.m. | Covered Bridge Café |
| Tuesday | June 10 | PEG Commission | 12:00 p.m. | City Hall Conference Room |
| Tuesday | June 10 | Public Safety Commission | 6:00 p.m. | City Hall Conference Room |
| Friday | June 13 | Community Leaders Meeting | 7:30 a.m. | Covered Bridge Café |
| Monday | June 16 | City Council | 7:00 p.m. | Community Center (north end) |
| Wednesday | June 18 | Library Board | 6:00 p.m. | E.G. Siegmund Meeting Room |
| Monday | June 30 | Planning Commission | 7:00 p.m. | Community Center (north end) |

JULY 2014

| | | | | |
|-----------|---------|--|-----------|------------------------------|
| Tuesday | July 1 | Parks & Recreation Board | 7:00 p.m. | E.G. Siegmund Meeting Room |
| Friday | July 4 | CITY OFFICES CLOSED IN OBSERVANCE OF INDEPENDENCE DAY | | |
| Monday | July 7 | City Council | 7:00 p.m. | Community Center (north end) |
| Tuesday | July 8 | Commissioner's Breakfast | 7:30 a.m. | Covered Bridge Café |
| Friday | July 11 | Community Leaders Meeting | 7:30 a.m. | Covered Bridge Café |
| Wednesday | July 16 | Library Board | 6:00 p.m. | E.G. Siegmund Meeting Room |
| Monday | July 21 | City Council | 7:00 p.m. | Community Center (north end) |
| Monday | June 28 | Planning Commission | 7:00 p.m. | Community Center (north end) |

**City of Stayton
City Council Meeting Action Minutes
April 21, 2014**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA STREET, STAYTON

Time Start: 7:02 P.M.

Time End: 8:16 P.M.

COUNCIL MEETING ATTENDANCE LOG

| COUNCIL | STAYTON STAFF |
|--|---|
| Mayor Scott Vigil | Alissa Angelo, Deputy City Recorder |
| Councilor Emily Gooch | Keith Campbell, City Administrator |
| Councilor Catherine Hemshorn (excused) | Dan Fleishman, Director of Planning & Development |
| Councilor Jennifer Niegel | David Kinney, Public Works Director |
| Councilor Henry Porter | Mark Greenhalgh-Johnson, Interim Library Director |
| Councilor Brian Quigley | Rich Sebens, Police Chief |
| | Christine Shaffer, Finance Director |
| | David Rhoten, City Attorney (excused) |

| AGENDA | ACTIONS |
|--|---|
| REGULAR MEETING | |
| Presentations / Comments from the Public | None |
| Announcements | |
| a. Additions to the Agenda | None |
| b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc. | Councilor Gooch drove by to view the proposed heritage trees. Councilor Porter will abstain from voting on the Heritage Tree Designation request because the proposal comes from his wife. |
| Consent Agenda | |
| a. February 18, 2014 City Council Action Minutes | Motion from Councilor Gooch, seconded by Councilor Niegel, to approve the consent agenda. Motion passed 4:0. |
| Public Hearing | None |
| Unfinished Business | None |
| New Business | |
| a. Ordinance No. 969, Amending Ordinance No. 863, Non-Exclusive Gas Utility Franchise to Northwest Natural Gas Company | Motion from Councilor Niegel, seconded by Councilor Quigley, to adopt Ordinance No. 969 as presented. Motion passed 4:0. |
| b. Request for Heritage Tree Designation | Motion from Councilor Niegel, seconded by Councilor Gooch, to designate the Pin Oak and the California Laurel located at 985 N. Fourth Avenue as Heritage Trees. Motion passed 3:0 (Porter abstained). |
| c. Park System Development Charge Update | Mr. Fleishman and Mr. Kinney reviewed the Park System Development Charge Update staff report |

| | |
|--|--|
| | included in the Council packet. No action taken, informational only. |
| Staff / Commission Reports Finance Director's Report – Christine Shaffer a. March 2014 Monthly Finance Department Report Police Chief's Report – Rich Sebens a. March 2014 Statistical Report Public Works Director's Report – Dave Kinney a. March 2014 Operating Report b. Public Works Update c. Wilco Road – Future Improvements Conceptual Plan Planning & Development Director's Report – Dan Fleishman a. March 2014 Activities Report Library Director's Report – Mark Greenhalgh-Johnson a. March 2014 Activities | Ms. Shaffer reviewed her report. Chief Sebens reviewed his monthly report. Mr. Kinney briefly reviewed his reports included in the packet. A Pioneer Park Rehabilitation Project Open House will be held on Tuesday, April 29 from 5:30 p.m. to 7:00 p.m. Brief review of the concept plan memo included in the Council packet. Mr. Fleishman briefly reviewed his report. Grass is growing and notifications to those with long grass have been mailed. Mr. Greenhalgh-Johnson spoke about his report and mentioned the date for the upcoming author visit has changed and will be held on May 23 rd . |
| Presentations / Comments From the Public | None |
| Business from the City Administrator | Mr. Campbell briefly updated the Council on the progress of the Municipal Court remodel. |
| Business from the Mayor | None |
| Business from the Council | Councilor Niegel asked where Mr. Cartwright was this evening. He didn't contact staff prior to the meeting, so they were unaware he'd be absent. Brief discussion of the removal of the fence on E. Burnett Street. Motion from Councilor Quigley, seconded by Councilor Gooch, to put a moratorium on the removal of the E. Burnett Street Fence until the next Council meeting. <i>Discussion</i> – Discussion of location of fence and what the Council would like staff to bring to them at the next meeting. Motion passed 4:0. |

Future Agenda Items

- a. Court Ordinances
- b. Water and Streets System Development Charges (SDC)
- c. Introduction of New Library Director
- d. Library Board Appointments

APPROVED BY THE STAYTON CITY COUNCIL THIS 5TH DAY OF MAY 2014, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

A. Scott Vigil, Mayor

Date: _____

Attest: _____

Keith D. Campbell, City Administrator

Date: _____

Transcribed by: _____

Alissa Angelo, Deputy City Recorder

DRAFT



CITY OF STAYTON
MEMORANDUM

TO: Mayor A. Scott Vigil and the Stayton City Council
THRU: Keith Campbell, City Administrator
FROM: David W. Kinney, Public Works Director
Dan Fleishman, Director of Planning and Community Development
DATE: May 5, 2014
SUBJECT: Streets System Development Charge Update

ISSUE

Informational Report on the Streets SDC

ENCLOSURES

1. May 5, 2014 Street SDC Methodology Update
2. SDC Survey Results for 50+/- Oregon Cities (League of Oregon Cities)
3. Proposed SDC Project Map (2014)

INTRODUCTION

In 2012, the Comprehensive Plan Update Committee identified a number of issues with the methodologies used for the City's various System Development Charges. A basic summary of the concerns raised by the Update Committee is that the current SDCs are based upon adopted master plans that overestimate future growth in the City, therefore including capital projects that are not likely to be constructed within a 20-year timeframe and that SDCs need to be updated to reflect the actual costs of recent improvements instead of estimated costs. Upon receipt of that report, the City Council directed Staff to review the SDC methodology reports and return to the City Council with further analysis and proposed revisions. The Update Committee's report is enclosed as Attachment 1.

The Public Works and Planning and Development Directors have been working on these analyses and updates since that time as time has allowed. This staff report presents the results of our efforts on the Streets System Development Charge.

DISCUSSION

The City of Stayton adopted the *Stayton Transportation System Plan (TSP)* in March, 2005. Following adoption of the master plan the City's financial consultant Ray Bartlett, Economic and Financial Analysis, Inc. prepared a Park SDC Methodology Report. In April 2007 the City Council adopted a revised Streets SDC of \$2,512 per PM Peak-hour trip.

The 2007 Street SDC was established as an improvement fee. No reimbursement fee was established to recoup the cost of investments made in the city's transportation facilities prior to 2007.

The Street SDC is charged to residential, commercial, industrial or other non-residential developments. Non-residential Street SDC's are based on the PM Peak-Hour trip generation using an International Traffic Engineer's (ITE) table of traffic generated based on the type of use. New single family homes generate 1 PM Peak-Hour trip. The fee is collected from the developer at the time a building permit is issued.

Since the adoption of the 2007 Street SDC, the City has made investments in the City's streets as proposed in the TSP. These investments have resulted in the addition of a reimbursement fee component of the Street SDC. In addition, the City has refined plans for improvements to Wilco Road, Shaff Rd. and modified the proposed collector system network to reflect comments from Marion County and reflect a more realistic view of street improvement projects which are likely to be needed to serve new development in the UGB during the next 20 years. The development of these refinement plans warrant a review and update of the improvement fee portion of the Park SDC.

The proposed 2014 Streets SDC will be composed of both a reimbursement fee and an improvement fee. The projects used to calculate the Street SDC are those needed during the next 20 years to serve new growth in the community. Table 1 compares the current Street SDC with the maximum Street SDC the City may charge based on the 2014 Report.

**Table 1
Current and Proposed Street SDC**

| Type of SDC | 2007 Transportation SDC | Proposed | | Change | |
|----------------------------------|-------------------------------|-------------------------------|--|--------------|------------|
| | | 2014 Transportation SDC | | \$ | % |
| Transportation Improvement Fee | 2,512 | 2,172 | | (340) | |
| Transportation Reimbursement Fee | - | 200 | | 200 | |
| Total | 2,512 | 2,372 | | (140) | -6% |

The proposed TransportationSDC will decrease from \$2,512 to \$2,372 per PM Peak-Hour trip.

The 2007 Street SDC indicates that the City would be adjusting the SDC annually to account for inflation in the cost of construction of public works projects. The City has not chosen not make those annual adjustments because for several years the inflation rate was negligible and because the desire to not increase costs during a time of low demand during the Great Recession and its

recovery. If annual adjustments had been made, the Streets SDC would be have increased by approximately 25% during the past seven years.

SDC Amendment Process

System Development Charges amendments may be adopted by resolution after the City Council holds a public hearing and provides written notice of the proposed amendments to interested parties and to the public.

1. **Notice to Interested Parties:** The City is required to provide written notice to any person/entity who requests notice of a change in a City SDC fee. The notice must be provided a minimum of ninety (90) days in advance of any public hearing to consider a substantive amendment to an existing SDC methodology. The Marion County Homebuilder’s Association has a standing request for such notice.
2. **Media Notice:** The City is required to publish a notice (display ad) in a newspaper of general circulation, (e.g. *Stayton Mail*). When the City adopted the Mill Creek Sewer SDC update, the newspaper also had a large news article explaining the proposal. Distribution of information via social media was also provided via a News Blast.
3. **Public Hearing:** The Council must hold a public hearing before modifying an SDC. The staff anticipates a public hearing will be held to consider all of the proposed SDC modifications rather than individual hearings on each element. However, the City Council could choose to hold individual hearings and adopt changes to each SDC individually.

Stayton SDC Comparison with Other Oregon Cities

In 2013 the League of Oregon Cities completed a survey of SDC charges for Oregon cities. The survey results show that Stayton’s SDCs are in the mid to high-range of SDC charges for similar size communities in the State of Oregon and Mid-Willamette Valley. Table 2 provides a comparison of Stayton’s current SDC charges compared to nearby, similar size or larger mid-Willamette Valley cities.

**Table 2
Comparison of SDCs for Single Family Dwellings**

| <i>City</i> | <i>2013 Total SDC Charges (per SF home)</i> |
|----------------------------------|---|
| Stayton | \$11,065 |
| <i>Linn-Benton County</i> | |
| Albany | \$7,963 |
| Corvallis | \$12,364 |
| Lebanon | \$5,796 |
| Sweet Home | \$1,839 |
| <i>Marion County</i> | |
| Aumsville | \$16,632 |
| Keizer | \$3,210 |
| Salem | \$13,193 |

| | |
|------------------------------|-----------------------|
| Silverton | \$19,406 |
| Sublimity | \$10,630 |
| Woodburn | \$11,000 - \$13,000** |
| <i>Polk County</i> | |
| Dallas | \$12,347 |
| Independence | \$11,813 |
| Monmouth | \$6,536 |
| <i>Yamhill County</i> | |
| Newberg | \$16,740 |

** SDCs vary depending on dwelling size, location, etc.

Staff has compiled a spreadsheet summarizing SDC fees for 50+/- Oregon cities. The spreadsheet lists each city with a breakdown of the individual SDC amounts for Water, Sewer, Transportation, Storm Drainage and Parks and is enclosed as Attachment 3.

QUESTIONS AND DISCUSSION

City of Stayton

TRANSPORTATION SYSTEM DEVELOPMENT CHARGE UPDATE

May 5, 2014 Draft for City Council Review

Prepared by the City of Stayton
Public Works Department and Planning & Development Department
May 5, 2014

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SUMMARY

The City of Stayton adopted its Transportation System Development Charge (SDC) in April 2007, following the adoption of the *2005 Transportation System Plan (TSP)*. The TSP recommends improvements to correct deficiencies in the City's transportation network and recommends street, bicycle and pedestrian system improvements to serve the transportation needs of the City that will result from future residential, commercial and industrial growth in Stayton's Urban Growth Boundary.

The Transportation SDC is charged to all new developments based on the impact the new development is projected to have on the overall transportation network based on an estimate of the number of PM Peak Hour trips expected to be generated by the new development. The fee is collected from the developer at the time a building permit is issued. The 2007 Transportation SDC was established as an improvement fee. No reimbursement fee was established to recoup the cost of investments made in the City's streets and transportation facilities prior to 2007.

In 2012, the City's Comprehensive Plan Update Committee recommended to the City Council that all of the City's SDCs be reviewed to assure that they properly account for planned improvements and reflect recent investments in city infrastructure. In 2013, the City adopted a Comprehensive Plan Update that incorporated new population projections through 2030.

Based on these updated population projections, the City has reassessed the timing for various transportation improvements listed in the TSP. In addition, the City has refined plans for improvements to Wilco Road, Shaff Road, and the new collector streets proposed in the TSP. New cost estimates have been prepared for some projects. When coupled with the 2005 TSP, the updated cost estimates, development of the refinement plans, and the modification of the timing of proposed improvements warrant a review and update of the improvement fee portion of the Transportation SDC.

The final change in the 2014 update to the System Development Charge is the creation of a reimbursement fee portion of the SDC to account for completed transportation improvements since 2007. The City of Stayton, Marion County and ODOT have made investments on some of the City's streets, sidewalks and trails systems as recommended in the TSP. These investments serve existing residents, but will also serve the City as it grows in the next 20 years. Therefore, this report recommends a reimbursement fee component be added to the Transportation SDC. The proposed 2014 Transportation Fee will be composed of both a reimbursement fee and an improvement fee. Table 1 compares the current Transportation SDC with the proposed Transportation SDC. The proposed SDC per PM Peak-Hour trip will decrease.

Table 1 - Current and Proposed Transportation SDC (per PM-Peak Hour Trip)

| Type of SDC | 2007 Transportation SDC | Proposed 2014 Transportation SDC | Change | |
|----------------------------------|-------------------------------|---|--------|-----|
| | | | \$ | % |
| Transportation Improvement Fee | 2,512 | 2,172 | (340) | |
| Transportation Reimbursement Fee | - | 200 | 200 | |
| Total | 2,512 | 2,372 | (140) | -6% |

The proposed TransportationSDC will decrease from \$2,512 to \$2,372 per PM Peak-Hour trip.

CAPITAL IMPROVEMENT LIST & TRIP GENERATION

Table 2 summarizes the list of capital improvements with costs estimated in 2013 dollars. Projects are listed using the same project numbers as in the 2007 Transportation SDC Report. Table 2 shows the allocation of costs to future development based on each project’s contribution to excess capacity. Many of the improvements are needed, in part, to remediate existing problems and only 21 percent of the total cost is allocated to growth. Some projects are allocated 100 percent to growth. These are projects built in areas that are today predominately vacant and will be built only if development occurs in those areas. If development does not occur, these projects will not be needed.

Project No. 16 “Future Collectors” will serve new development areas in Stayton. Only 19% of the costs of the collector streets, \$2,023,976 is assigned to growth in Table 2. It is not the complete cost of constructing these streets. It represents the increased costs of constructing a collector street compared to a residential street. Collector streets are designed to carry cross-city traffic and connect to Highway 22 both to the north and east of the City. If these were not collectors, the developer would be entirely responsible for building a local street in a 60-foot right-of-way with a 34-foot-wide two-lane roadway and sidewalks. Since it is a collector street, the City requires it to be built on an 80-foot right-of-way with a 36-foot roadway with bike lanes and sidewalks. The pavement section for a collector is also thicker than for a local street. The 20% cost difference in land and construction costs between the two classifications of street is included as an SDC eligible cost shown in Table 2. The City anticipates 2.8 miles of new collector streets may be constructed in the 20-year planning period for which SDCs are collected. Developers who build these collectors will receive an SDC credit up to 20% cost of the over-sizing.

Table 2 - Transportation System Capital Improvements Projects and Allocation to Growth

| Street Improvements (2014-2035) | | 2013\$ | Allocation to Growth | |
|--|---|---------------------|-----------------------------|----------------------|
| | | | % | \$ |
| 3 | Golf Club Road (Hwy 22 to Shaff Rd.) | \$ 1,902,233 | 29% | \$ 550,503 |
| 7 | Cascade Hwy/Whitney St. intersection | \$ 1,959,300 | 100% | \$ 1,959,300 |
| 8 | Washington/Ida/Wilco/Stayton Rd. Intersection | \$ 1,212,357 | 100% | \$ 1,212,357 |
| 9 | Fern Ridge Road (10th Ave to Hwy 22) | \$ 2,107,421 | 29% | \$ 609,884 |
| 10 | Washington St/1st Ave Intersection Improvements | \$ 565,344 | 29% | \$ 163,610 |
| 12 | 1st Avenue/Ida Street Intersection Improvements | \$ 565,344 | 29% | \$ 163,610 |
| 13 | 3rd Avenue/Washington Street Intersection Improvements | \$ 565,344 | 29% | \$ 163,610 |
| 14 | 1st Avenue/Hollister Street Intersection Improvements | \$ 385,773 | 29% | \$ 111,642 |
| 16 | Future Collector Streets (2.8 mi) - Yellow lines on TSP | \$10,652,506 | 19% | \$ 2,023,976 |
| 17 | Shaff Rd. (Kindle Way to Fern Avenue) | \$ 1,500,000 | 50% | \$ 750,000 |
| 18 | Shaff Rd. (Fern Avenue to 1st Avenue) | \$ 1,500,000 | 50% | \$ 750,000 |
| 19 | Wilco Rd. (Shaff to Washington) | \$ 3,600,000 | 50% | \$ 1,800,000 |
| Total Street Improvements | | \$26,515,621 | 21% | \$ 10,258,492 |
| Bicycle & Pedestrian Improvements (2014-2035) | | | | |
| BP-4 | Washington St (1st to Myrtle - North Side) | \$ 41,849 | 29% | \$ 12,111 |
| BP-5 | Washington St (Wilco to Evergreen --South Side) | \$ 187,687 | 29% | \$ 54,316 |
| BP-6 | Ida St. (Noble - 1st Avenue) | \$ 112,866 | 29% | \$ 32,663 |
| BP-8 | Locust St. (Wilco Rd. to 1st Avenue) | \$ 35,508 | 29% | \$ 10,276 |
| Total Bicycle & Pedestrian Improvements | | \$ 377,910 | 29% | \$ 109,367 |
| Total Transportation System Plan Improvements (2014-2035) | | \$26,893,531 | 19% | \$ 10,367,858 |

Three new projects have been added to Table 2, compared to Capital Improvement Projects list in the 2007 SDC methodology. These projects reflect efforts by the City to refine plans for improvements to Shaff Road and Wilco Road. The City has prepared preliminary plans for improvements to these two collector streets in order to provide guidance to property owners as land is developed and to apply for grants from state and federal agencies. The City has estimated the costs of the planned improvements and estimated that half of the costs of the proposed improvements may be allocated to growth.

Table 3 shows the current and forecast numbers of trips in Stayton. The current trips are based on the City’s 2014 estimate of the number of housing units and the amount of commercial and industrial development. These figures are further developed in Tables 4 and 5 below. The City assumes that 35% of the trips in the city are vehicles that pass through the City, without having an origin or destination within the City, continuing the assumption in the 2007 SDC methodology.

Table 3--Current and Forecast PM Peak Hour Trips

| | 2004 | 2014 | New Trips | | |
|--|-------|--------|-----------|--------|--------|
| | | | 2025 | 2035 | 2045 |
| Trips that begin/end in Stayton | 6,048 | 7,104 | 9,093 | 9,998 | 11,077 |
| Trips that pass thru Stayton | 3,257 | 4,618 | 5,910 | 6,499 | 7,200 |
| Totals | 9,305 | 11,722 | 15,003 | 16,496 | 18,277 |
| Net New Trips | -- | -- | 3,280 | 4,774 | 6,554 |
| Share of Total Trips (% assigned to 2014 demand vs. % assigned to New Trips to serve future growth) | | 71% | | 29% | |

Source: City of Stayton, *Final Draft-Transportation System Plan*, H. Lee & Associates, April 2004. Pass through trips are estimated as 65% of in-City trips.

The total number of PM Peak-Hour trips is derived from the City’s Land Use and Housing chapters in the 2013 Comprehensive Plan Update, coupled with assumptions about the intensity and type of non-residential development. Table 4 shows the calculation of current existing residential trips and Table 5 shows the calculation of current commercial and industrial trips.

Table 4 - Calculation of Current Residential PM Peak-Hour Trips

| | 2000 | 2010 | 2014 | Weekday PM Peak Hour Trip Rate | 2014 PM Peak Hour Trips |
|---------------------|-------|-------|-------|--------------------------------------|-------------------------------|
| Population | 6,816 | 7,644 | 7,667 | | |
| Housing Units | | | | | |
| Single Family Units | 1,896 | 2,301 | 2,328 | 1.01 | 2,351 |
| Multi-Family Units | 596 | 607 | 607 | 0.62 | 376 |
| Manufactured Homes | 176 | 148 | 148 | 0.59 | |
| Totals | 2,668 | 3,056 | 3,083 | | 2,815 |

Table 5 - Calculation of Current Non-Residential PM Peak-Hour Trips

| Zoning Type | Developed Acreage | Building Square Footage | ITE PM Peak Hour Trip Rate (Discounting Pass-by Trips) | 2014 PM Peak-Hour Trips |
|-------------|-------------------|-------------------------|---|-------------------------|
| Commercial | 58 | 482,400 | 6.00 | 2,894 |
| Industrial | 163 | 1,423,600 | 0.98 | 1,395 |
| Totals | 221 | 1,906,000 | | 4,290 |

Table 6 shows the calculation of future trips from residential uses. The projected population growth and household size from the Marion County Coordinated Population Projections for 2030 were used to project the population and number of households. The housing needs in 2030, from the 2013 Comprehensive Plan update was used as the basis for projecting future inventories of various housing types.

Table 6 - Forecast of New Residential PM Peak-Hour Trips

| | 2014 | 2025 | 2035 | 2045 | Weekday PM Peak Hour Trip Rate | Net New Peak PM Trips 2025 | Net New Peak PM Trips 2035 | Net New Peak PM Trips 2045 |
|---------------------|-------|--------|--------|--------|---|-------------------------------------|-------------------------------------|-------------------------------------|
| Population | 7,667 | 10,518 | 11,359 | 14,305 | | | | |
| Single Family Units | 2,328 | 3,133 | 3,383 | 3,498 | 1.01 | 813 | 1,317 | 1,182 |
| Multi-Family Units | 607 | 723 | 781 | 1,566 | 0.62 | 72 | 143 | 595 |
| Manufactured Homes | 148 | 161 | 173 | 157 | 0.59 | 8 | 9 | 5 |
| Totals | 3,083 | 4,017 | 4,337 | 5,221 | | 893 | 1,469 | 1,781 |

Table 7 shows the calculation of future trips from commercial and residential uses. In projecting future non-residential development an assumption was made that the current ratio of floor space per acre of developed land would continue. Data from the Land Use chapter in the 2013 Comprehensive Plan update was used for the amount of vacant land zoned commercial and industrial. Finally it was assumed that pace of commercial and industrial development would mirror that for residential development.

Table 7 - Forecast of New Commercial & Industrial PM Peak-Hour Trips

| Zoning Type | Undeveloped Acreage | Gross to Net Acres) [^] | Floor to Land Area Ratio (FAR) [*] | Building Square Footage | ITE PM Peak Hr Trip Rate (Discounting by Trips) ^{^^} | 2035 Net New PM Peak Hr | 2045 Net New PM Peak |
|-------------|---------------------|----------------------------------|---|-------------------------|---|-------------------------|----------------------|
| Commercial | 42 | 0.75 | 8,317 | 261,470 | 6.00 | 1,020 | 1,569 |
| Industrial | 79 | 0.92 | 8,734 | 634,768 | 0.98 | 404 | 622 |
| Totals | 121 | | | 896,239 | | 1,424 | 2,191 |

[^] 20 percent of land for public rights of way.

^{*} 50% of net buildable land reserved for landscaping and off-street parking.

^{^^} Kittelson & Associates estimates.

UPDATE OF THE IMPROVEMENT FEE

Of the approximately \$26.5 million of total project costs, only approximately \$8.873 million (29 percent) is used to calculate the updated improvement fee.

Using the results of Tables 2 and 3, we divide the capital improvement costs allocated to growth by the increase in the number of trips expected over the planning horizon (Table 3 above), which is 4,774 peak-hour trips. Each of project's costs allocated to growth is divided by the increase in weekday PM peak-hour trips and summed to provide the improvement fee per trip.

Table 8 - Calculation of Improvement Fee

| TSP Project # | Eligible Projects for Transportation Improvement Fee (2014 to 2035) | Eligible Project Costs | Costs ÷ 4774 New Trips 2014-2035 | Improvement Fee Cumulative |
|--|---|------------------------|----------------------------------|----------------------------|
| 3 | Golf Club Road (Hwy 22 to Shaff Rd.) | \$ 550,503 | 115.31 | 115.31 |
| 7 | Cascade Hwy/Whitney St. intersection | \$ 1,959,300 | 410.41 | 525.72 |
| 8 | Washington/Ida/Wilco/Stayton Rd. Intersection | \$ 1,212,357 | 253.95 | 779.67 |
| 9 | Fern Ridge Road (10th Ave to Hwy 22) | \$ 609,884 | 127.75 | 907.42 |
| 10 | Washington St/1st Ave Intersection Improvements | \$ 163,610 | 34.27 | 941.69 |
| 12 | 1st Avenue/Ida Street Intersection Improvements | \$ 163,610 | 34.27 | 975.76 |
| 13 | 3rd Avenue/Washington Street Intersection Improvements | \$ 163,610 | 34.27 | 1,010.23 |
| 14 | 1st Avenue/Hollister Street Intersection Improvements | \$ 111,642 | 23.39 | 1,033.62 |
| 16 | Future Collector Streets (2.8 mi) - Yellow lines on TSP | \$ 2,023,976 | 423.96 | 1,457.57 |
| 17 | Shaff Rd. (Kindle Way to Fern Avenue) | \$ 750,000 | 157.10 | 1,614.67 |
| 18 | Shaff Rd. (Fern Avenue to 1st Avenue) | \$ 750,000 | 157.10 | 1,771.77 |
| 19 | Wilco Rd. (Shaff to Washington) | \$ 1,800,000 | 377.04 | 2,148.81 |
| Total Street Improvements | | \$ 10,258,492 | 2,148.81 | 2,148.81 |
| Bicycle & Pedestrian Improvements (2014-2035) | | | | |
| BP-4 | Washington St (1st to Myrtle - North Side) | \$ 9,550 | 2.00 | 2.54 |
| BP-5 | Washington St (Wilco to Evergreen --South Side) | \$ 42,831 | 8.97 | 13.91 |
| BP-6 | Ida St. (Noble - 1st Avenue) | \$ 25,756 | 5.40 | 20.76 |
| BP-8 | Locust St. (Wilco Rd. to 1st Avenue) | \$ 8,103 | 1.70 | 22.91 |
| Total Bicycle & Pedestrian Improvements | | \$ 86,241 | 22.91 | 22.91 |
| Total Transportation System Plan Improvements (2014-2035) | | \$ 8,873,337 | 2,172.72 | 2,172 |

The proposed transportation improvement fee is \$2,172 per trip.

REIMBURSEMENT FEE

The 2007 Transportation SDC Methodology was established as an improvement fee. It did not include a reimbursement fee. The City has completed a number of transportation improvement projects since adoption of the 2005 Transportation System Plan for which Transportation SDCs have been expended. It is therefore appropriate that a Reimbursement Fee now be included in the Transportation SDC. The Reimbursement Fee is based on the actual costs transportation improvement projects completed from 2007 to 2013. These projects are listed in Table 9.

Table 9 – Reimbursement Fee eligible projects completed since 2007

| TSP Project # | Eligible Project Costs for Transportation SDC Reimbursement Fee (2007 to 2013) | Total Project Costs | Outside Agencies, Other City \$ and Grants | SDC Funds Expended |
|--|--|---------------------|--|--------------------|
| | Transportation SDC Analysis & Preparation | 48,748 | | 48,748 |
| 1 | Hwy 22 – Joseph St. Project (City Share) | 59,920 | | 59,920 |
| 7 | Cascade Hwy / Whitney Traffic Signal | 345,061 | | 345,061 |
| | Cascade Hwy / Fern Ridge Rd. Widening & Signal | 255,000 | | 255,000 |
| 11 | 1 st Ave (N. Santiam River Bridge to Ida St.) | 200,000 | 200,000 | - |
| 15 | 10 th Ave (Fern Ridge to Jefferson) | 1,969,565 | 1,765,953 | 203,612 |
| BP-1 | Shaff Rd. (Drainage & Bike Path improvements) | 350,000 | 261,521 | 88,479 |
| Total Transportation System Improvement Costs | | 3,228,294 | 2,227,474 | 1,000,820 |

The street improvement projects completed since 2007 and included in Table 9 are needed to meet existing traffic demands and are also necessary to serve future growth during the next 20 years (2014-2035).

Table 2 shows that in 2014, there are an estimated 11,722 PM Peak-Hour trips. By 2034, the number of PM Peak-Hour trips will grow to 16,496, an increase of 4,474 PM Peak-Hour trips from 2014 to 2034. The 4,474 new trips will comprise 29% of the total PM Peak-Hour trips in the year 2034. Therefore, up to \$862,000 (29%) of the \$2,973,294 cost of the completed projects may be eligible for use of systems development charge funds because that proportion of the projects will benefit new growth.

The reimbursement fee is calculated using the actual amount of SDC funds (\$745,820) expended by the City on the eligible projects during the years 2007 to 2013. It does not include eligible project costs paid for by federal and state grants, ODOT, Marion County or City Street funds. Table 9 summarizes the actual costs incurred for the period 2007 to 2013 and lists the expenditure of SDC funds for each eligible project.

In order to calculate the reimbursement fee, the actual costs expended are divided by the increase in the number of new PM Peak-Hour trips (4,474) expected over the 20-year planning horizon. Table 10 divides each eligible project cost by 4,474 to estimate the reimbursement fee for that project. The individual reimbursement fees are added together to provide the total reimbursement fee per trip.

Table 10 - Calculation of Reimbursement Fee

| TSP Project # | Eligible Projects for Transportation SDC Reimbursement Fee (2007 to 2013) | Eligible Project Costs | Costs ÷ 4774 New Trips 2014-2035 | Reimbursement SDC Cumulative |
|--|---|------------------------|----------------------------------|------------------------------|
| | Transportation SDC Analysis & Preparation | 48,748 | 10.21 | 10.21 |
| 1 | Hwy 22 – Joseph St. Project (City Share) | 59,920 | 12.55 | 22.76 |
| 7 | Cascade Hwy / Whitney Traffic Signal | 345,061 | 72.28 | 85.04 |
| 7 | Cascade Hwy / Fern Ridge Traffic Signal | 255,000 | 53.41 | 138.45 |
| 11 | 1 st Ave (N. Santiam River Bridge to Ida St.) | 0 | 0.00 | 138.45 |
| 15 | 10 th Ave (Fern Ridge to Jefferson) | 203,612 | 42.65 | 181.10 |
| BP-1 | Shaff Rd. (Drainage & Bike Path improvements) | 88,479 | 18.53 | 199.63 |
| Total Transportation System Improvement Costs | | 745,820 | 199.63 | 200.00 |

The proposed Transportation Reimbursement Fee is \$200 per trip.

APPLICATION OF THE TRANSPORTATION SDC

The resulting Transportation SDC is comprised of the improvement fee of \$2,172 plus the \$200 reimbursement fee. The Transportation SDC fee for all projects is \$2,372 per trip, a reduction of \$140 per trip. Table 11 shows the comparison.

Table 11 - Current and Proposed Transportation SDC

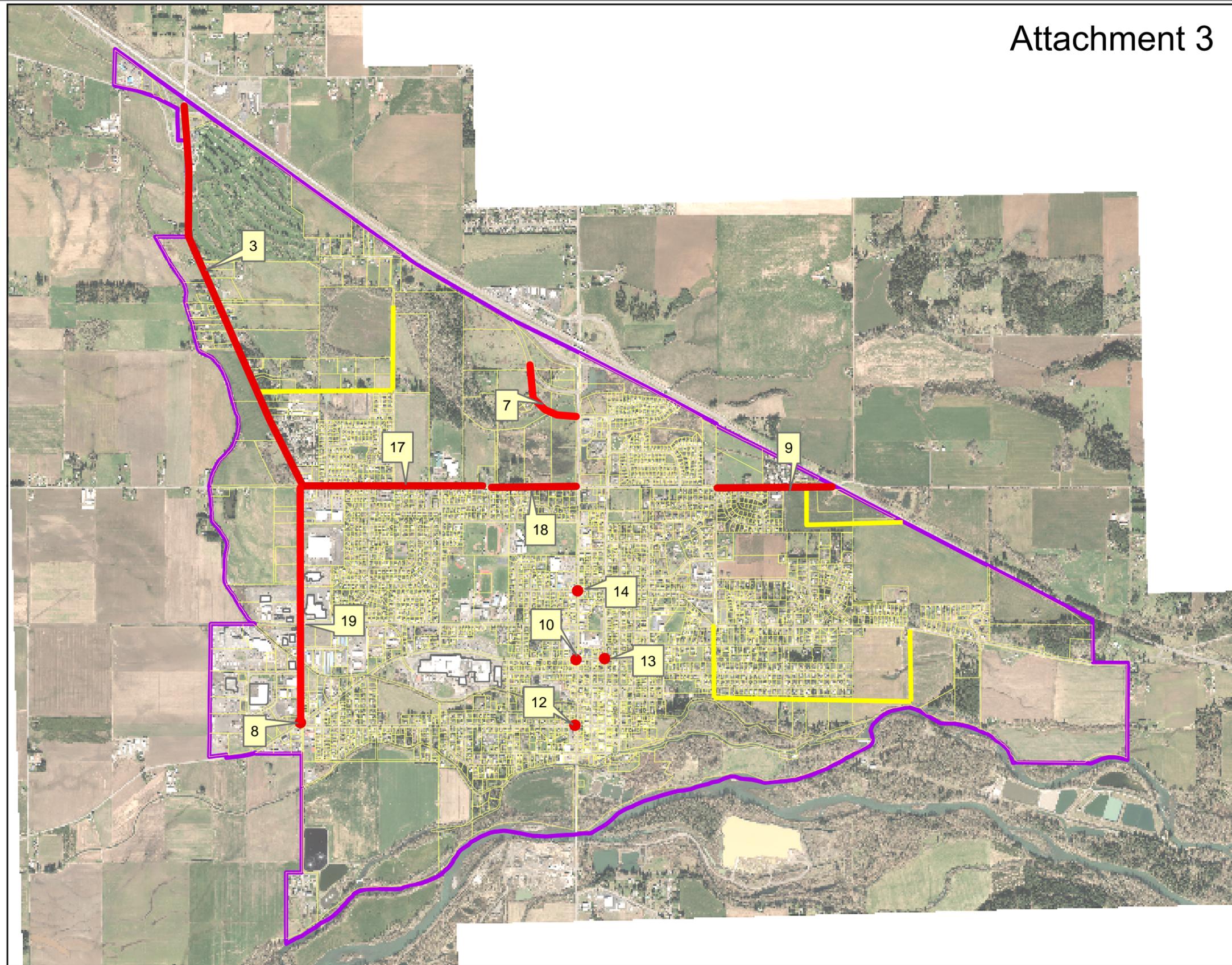
| Type of SDC | 2007 Transportation SDC | Proposed 2014 Transportation SDC | Change | |
|----------------------------------|-------------------------------|---|--------------|------------|
| | | | \$ | % |
| Transportation Improvement Fee | 2,512 | 2,172 | (340) | |
| Transportation Reimbursement Fee | - | 200 | 200 | |
| Total | 2,512 | 2,372 | (140) | -6% |

The City will apply the SDC per trip to the average number of trips reported in the most current edition of the *Trip Generation Manual* published by the Institute of Transportation Engineers. The 2007 SDC methodology referenced the 7th edition. The current version is the 9th edition.

The City has been using “adjustment factors” for non-residential developments to account for linked and pass-by trips. These are shown in the Appendix, and will not change.

Systems Development Charges
Comparison of SDC Charges for Oregon Cities

| | City | Water | Sewer | Storm | Transport. | Parks | Total | 2010 Pop. |
|----|--|----------------|----------------|---------|----------------|----------------|-----------------|--------------|
| 1 | Pendleton | | | | \$1,472 | \$138 | \$1,610 | 16,612 |
| 2 | Sweet Home | \$1,215 | \$624 | | | | \$1,839 | 8,925 |
| 3 | Ontario | \$975 | \$481 | | \$1,288 | | \$2,744 | 11,366 |
| 4 | Clatskanie | \$1,250 | \$1,500 | | | | \$2,750 | 1,737 |
| 5 | Keizer | \$905 | | | \$1,187 | \$1,610 | \$3,702 | 36,478 |
| 6 | Coquille | \$1,901 | \$2,951 | \$228 | \$280 | \$289 | \$5,649 | 3,866 |
| 7 | Tillamook | \$3,149 | \$1,225 | \$1,293 | | | \$5,667 | 4,935 |
| 8 | Turner | \$2,269 | \$2,615 | | \$479 | \$895 | \$6,258 | 1,854 |
| 9 | Monmouth | \$1,464 | \$2,852 | \$157 | \$394 | \$1,726 | \$6,593 | 9,534 |
| 10 | Sisters | \$2,053 | \$2,968 | | \$1,026 | \$613 | \$6,660 | 2,038 |
| 11 | Coburg | \$3,312 | | | \$728 | \$2,835 | \$6,875 | 1,737 |
| 12 | Fairview | \$2,921 | \$2,600 | \$342 | | \$1,746 | \$7,608 | 8,920 |
| 13 | Sandy | \$1,525 | \$1,834 | | \$2,430 | \$2,311 | \$8,100 | 9,570 |
| 14 | St Helens | \$2,511 | \$3,738 | \$260 | \$251 | \$1,362 | \$8,122 | 12,883 |
| 15 | Roseburg | \$2,052 | \$2,082 | \$940 | \$2,929 | \$550 | \$8,553 | 21,181 |
| 16 | Milwaukie | \$1,620 | \$893 | \$765 | \$1,758 | \$3,985 | \$9,021 | 20,291 |
| 17 | Albany | \$2,211 | \$2,645 | | \$2,582 | \$1,745 | \$9,183 | 50,158 |
| 18 | Brownsville | \$2,095 | \$5,160 | \$1,970 | | | \$9,225 | 1,668 |
| 19 | Wood Village | \$1,524 | \$7,794 | | | | \$9,318 | 3,878 |
| 20 | Klamath Falls | \$2,761 | \$5,591 | | | \$1,295 | \$9,647 | 20,840 |
| 21 | Medford | \$948 | \$1,212 | \$574 | \$3,664 | \$3,433 | \$9,831 | 74,907 |
| 22 | Junction City | \$1,100 | \$6,849 | | \$1,116 | \$1,090 | \$10,155 | 5,392 |
| 23 | Lebanon | \$2,141 | \$3,581 | \$160 | \$1,492 | \$2,788 | \$10,162 | 15,518 |
| 24 | Hood River | \$3,883 | \$1,508 | \$650 | \$1,802 | \$2,605 | \$10,448 | 7,167 |
| 25 | Woodburn | \$2,085 | \$2,977 | \$220 | \$3,532 | \$1,752 | \$10,566 | 24,071 |
| 26 | Sublimity | \$2,370 | \$3,370 | \$1,880 | \$1,810 | \$1,200 | \$10,630 | 2,681 |
| 27 | Madras | \$790 | \$4,755 | \$198 | \$3,323 | \$1,685 | \$10,751 | 6,046 |
| 28 | Newport | \$2,366 | \$3,891 | \$840 | \$1,090 | \$2,591 | \$10,778 | 9,989 |
| 29 | Florence | \$3,557 | \$4,456 | \$2,050 | \$865 | | \$10,928 | 8,466 |
| 30 | Stayton | \$2,670 | \$3,528 | | \$2,562 | \$2,305 | \$11,065 | 7,644 |
| 31 | Lincoln City | \$2,815 | \$5,878 | \$28 | \$660 | \$1,900 | \$11,281 | 7,930 |
| 32 | Independence | \$2,445 | \$3,573 | \$823 | \$3,231 | \$1,741 | \$11,813 | 8,591 |
| 33 | Prineville | 2809 | 4199 | | \$3,176 | \$1,887 | \$12,071 | 9,253 |
| 34 | Eugene | \$2,689 | \$2,191 | \$586 | \$1,865 | \$3,845 | \$12,181 | 156,185 |
| 35 | Creswell | \$5,277 | \$4,746 | | \$627 | \$1,539 | \$12,189 | 5,031 |
| 36 | Dallas | \$3,940 | \$4,027 | \$932 | \$1,167 | \$2,281 | \$12,347 | 14,583 |
| 37 | Ashland | \$4,264 | \$4,264 | \$760 | \$2,044 | \$1,041 | \$12,372 | 20,078 |
| 38 | North Plains | \$4,298 | \$3,200 | \$500 | \$523 | \$3,910 | \$12,431 | 1,947 |
| 39 | Corvallis | \$1,122 | \$3,492 | \$174 | \$2,471 | \$5,449 | \$12,708 | 54,462 |
| 40 | Salem | \$3,907 | \$3,093 | \$494 | \$1,954 | \$3,745 | \$13,193 | 156,455 |
| 41 | Troutdale | \$1,326 | \$4,426 | \$852 | | \$7,137 | \$13,741 | 15,962 |
| 42 | Cottage Grove | \$6,940 | \$1,135 | \$694 | \$1,680 | \$3,659 | \$14,108 | 9,686 |
| 43 | Veneta | \$1,937 | \$6,264 | \$168 | \$2,024 | \$4,066 | \$14,459 | 4,561 |
| 44 | Redmond | \$2,407 | \$3,366 | \$2,301 | \$3,876 | \$2,672 | \$14,622 | 26,215 |
| 45 | Oregon City | \$4,495 | \$3,732 | \$650 | \$2,606 | \$3,543 | \$15,026 | 31,859 |
| 46 | Springfield | \$3,312 | \$5,470 | \$1,887 | \$1,278 | \$3,499 | \$15,446 | 59,403 |
| 47 | Canby | \$5,933 | \$2,337 | \$100 | \$2,440 | \$4,725 | \$15,535 | 15,829 |
| 48 | Brookings | \$2,222 | \$9,646 | \$959 | \$1,210 | \$1,578 | \$15,615 | 6,336 |
| 49 | West Linn | \$4,628 | \$2,633 | \$456 | \$4,897 | \$3,030 | \$15,644 | 25,109 |
| 50 | Forest Grove | \$4,000 | \$1,240 | \$500 | \$3,600 | \$6,888 | \$16,228 | 21,083 |
| 51 | Aumsville | \$3,979 | \$5,291 | \$1,050 | \$3,701 | \$2,611 | \$16,632 | 3,584 |
| 52 | Gresham | \$4,153 | \$5,056 | \$824 | \$2,795 | \$3,837 | \$16,665 | 105,594 |
| 53 | Newberg | \$5,837 | \$5,666 | \$311 | \$2,909 | \$2,017 | \$16,740 | 22,300 |
| 54 | Hillsboro | \$6,146 | \$3,100 | \$500 | \$3,600 | \$4,083 | \$17,429 | 91,611 |
| 55 | Bend | \$4,520 | \$2,840 | | \$4,574 | \$5,782 | \$17,716 | 76,639 |
| 56 | Tualatin | \$3,397 | \$4,665 | \$275 | \$6,665 | \$3,892 | \$18,894 | 26,054 |
| 57 | Silverton | \$5,043 | \$4,731 | \$2,070 | \$3,057 | \$4,505 | \$19,406 | 9,222 |
| 58 | Tigard | \$7,044 | \$3,100 | \$500 | \$3,440 | \$5,997 | \$20,081 | 48,035 |
| 59 | Beaverton | \$4,953 | \$4,665 | \$945 | \$6,665 | \$5,247 | \$22,475 | 89,803 |
| 60 | Wilsonville | \$7,002 | \$4,233 | \$780 | \$6,340 | \$4,602 | \$22,957 | 19,509 |
| 61 | Pacific City Joint Water & Sanitary District | \$15,033 | \$8,121 | | | | \$23,154 | 1,000 |
| 62 | Lake Oswego | \$6,763 | \$2,463 | \$135 | \$4,195 | \$11,650 | \$25,206 | 36,619 |



Stayton 2014 Transportation SDC Update Capital Improvement Projects

LEGEND

-  Future Collector Streets in next 20 years
-  Street Improvement Projects
-  Intersection Improvement Projects



1 inch equals 2,000 feet



City of Stayton

Planning and Development Department

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MEMORANDUM

TO: Mayor Scott Vigil and City Council Members
FROM: Dan Fleishman, Director of Planning and Development
DATE: May 5, 2014
SUBJECT: Alley and Street Right of Way Encroachments

ISSUE

The issue before the City Council is City action regarding encroachments into alleys and street rights of way.

Driving around the City, there are a number of alleys and street rights of way that would not be recognizable as such. They are not paved or gravel-surfaced. Many are maintained as lawn by neighboring property owners. Some have been encroached upon with fences or buildings.

While the City is not at risk of losing the alleys or rights of way through adverse possession, the existence of encroachments does present potential liability issues. Many of these rights of way do not have any public or private utilities located in them and would not serve a purpose as part of the City's transportation network.

OPTIONS

The City Council has a number of options, which are not mutually exclusive. The City could:

1. Request property owners remove encroachments from rights of way and alleys.
2. Send letters to property owners informing them they are encroaching on public property and that the City may, in the future, require them to remove their encroachment.
3. Identify which alleys and street rights of way could be vacated.
4. Take no action.